# Contents

✓ If
Used.

**P.T.O.**

**NOTE:  COMPUTER INTERFACE.**
Optional PC Software is available that provides most of the system functions and menu options described in this manual.  The software is menu driven and makes system management even easier, in a simple Windows "point and click" environment with the option of a dynamic graphical interface.

*Consult your installer for details.*

✓ If
Used.

## SYSTEM DETAILS

**CUSTOMER:**  ...................................................................................

SITE ADDRESS / LOCATION: ...................................................................

...................................................................................

PHONE: ................................... FAX: .............................

**INSTALLED BY:**  ..............................................................................

...................................................................................

PHONE: ................................... FAX: .............................

**MAINTENANCE & SERVICE:** ...................................................................

...................................................................................

PHONE: ................................... FAX: .............................

**MONITORED BY:**  ..............................................................................

...................................................................................

PHONE: ................................... FAX: .............................

**CARD TYPE USED:**  **Credit Card**  **Site Code**  **Direct Entry**

☐  ☐  ☐

**If "Site Code" Cards are used:**

|  | SC001 | SC002 | SC003 | SC004 |
|---|---|---|---|---|
| SITE CODE: | .......... | ......... | ......... | .......... |
| SITE CODE OFFSET: | .......... | ......... | ......... | .......... |

# SYSTEM OVERVIEW

The "3000" & "Access 4000" provide the next generation in Access Control, Security Management and Building Automation Systems. Both systems offer the system designer the ability to provide Security monitoring, Access Control and Automation as either independent or integrated facilities. Integration can be implemented to whatever degree required in each Area of the system being protected and managed.

Many innovative programming options provide the product with the flexibility to fulfil the security management requirements of the most demanding applications.
The programming structure allows for easy expansion and alteration to the system configuration when security needs change, providing the customer with a product that will stand the test of time and be ready for all future requirements.

Some features are not available on earlier versions of system firmware. This is noted where relevant. To display the Version No., press the <MENU> key. If prompted with Menu options, select <2>. A scrolling "System information" screen will display the Serial No. and Version in the form, "SN: 1234   Vers: E03.00 ..." e.g. Version 3.00.

## Understanding your system.

The following Terms should be understood to ensure that your system is used effectively. Please take the time to read these brief explanations.

### AREAS

A system is normally divided into logical and practical partitions called "Areas" which can be controlled and/or reported either individually or as a group.

When you require an Area to be protected or enabled, you need to turn the Area ON. When protection is no longer required for an Area, or the Area functions are to be disabled, you turn the Area OFF.

All Areas protected by your system have names of up to 16 characters that are displayed on the LCD Terminal when required, for quick and easy identification. These names can be chosen by you for easy recognition by Users in your system.
Examples of Area Names:

| | | | |
|---|---|---|---|
| OFFICE | WORKSHOP | HOUSE & GARAGE | FIRE |
| FOYER | WAREHOUSE | ADMINISTRATION | DURESS BUTTONS |

### USERS

Your system can be operated by one or more persons called "Users".
Each User must have a PIN Code and/or a Card in order to perform any operations.

A User is also given a name of up to 16 characters for easy identification and a "User Type" to define which Area/s they can control and what other operations they are allowed to perform.  In systems incorporating Access Control facilities, the "User Type" also defines which Doors and/or Lift Cars and Floors the User may access.

The User's name and User Type are assigned by the System Administrator (or other person/s who are allowed to program Users) and can be programmed appropriately for each individual User. *See Pages 33 & 34 for an overview of User programming.*

### ZONES and SYSTEM INPUTS

Each Area in your system is protected by using detectors connected to inputs on the equipment.  These devices are designed to register movement, unauthorised access and undesirable situations, in the protected Area.  These detector inputs are called "Zones" (also known as sectors in some systems).  Zones can also be used as Inputs for Access Control and Building Automation functions such as Exit buttons, Switches, Thermostats, interface to Remote Control Receivers, etc.

All Zones have programmable names of up to 24 characters, which are displayed on the LCD Terminal when required for quick and easy identification.

Examples of Zone Input names:
FRONT ENTRY DOOR                    HALLWAY PIR
WORKSHOP ROLLER DOOR                VAULT WALL SEISMIC
BASEMENT SMOKE DETECTOR             DURESS BUTTON FRONT DESK

This product is also equipped with built-in diagnostic facilities that monitor the system for any problems, or attempts to tamper with the equipment.  Alarms generated by the system monitoring are called "System Inputs".  System Inputs also have names (pre-programmed) that are displayed on the LCD Terminal when required for quick and easy identification.

Examples of System Input names:
CABINET TAMPER            LOW BATTERY   DETECTOR FUSE
EXTERNAL SIREN TAMPER     DURESS        LINE FAULT

### TERMINALS

Many system operations, such as turning Areas ON and OFF, are usually performed at a Terminal.

A system may have up to 99 Terminals connected.  Any of these Terminals can be used to operate the system, however, programming may be used to limit the operations available at some Terminals.

<u>USING A TERMINAL</u>

The first step in using a terminal is always the same.  Enter your own secret PIN code using the digit keys on the keypad, then press the <OK> key.

The system will now identify you and may greet you by name with a message on the display.

After a few seconds, the display will prompt you with the name of the first Area (or Area List) that you are allowed to turn ON and/or OFF and the action required.

<u>THE DISPLAY</u>

The LCD display is used to annunciate alarms, show the status of the system, and guide the User through operations and programming using plain English text. Sometimes it is necessary for the message to be longer than the width of the display. When this occurs, the message will automatically scroll slowly to the left so that you can view the entire text.
Many items in the system can have names programmed to provide easy identification via the LCD Display (e.g. Users, User Types, Areas, Zones, Home Auxiliaries, etc.)
If an item <u>used in your system</u> is only identified by the default name -
e.g. `.Area 003` (the item ID number, <u>preceded</u> by a full stop), you may wish to ask the Installer or System Administrator to program a more suitable name for the item.

<u>HELP</u>

A special feature of this product is the <HELP> key.
No matter what stage of an operation you are up to, pressing the <HELP> key will display a Help message related to the specific operation you are performing.
If at any time you are not sure what to do next when using the system, press the <HELP> key.

### DOORS

When Access Control is utilized in your system, each access point that is controlled (Door, Roller Shutter, Turnstile, Boom gate, etc.) is called a "Door". Installer programming options can provide for different types of Doors to be controlled and monitored in different ways. The way in which a Door is controlled may also vary depending on the time or day of the week.

When you require access through a Door, you must perform the required operation to unlock the door, (e.g. Present your Card at the Reader and/or Enter your PIN, etc.) then open the door and pass through, ensuring the door closes behind you. Avoid leaving the door open any longer than necessary as most systems will be programmed to detect "Door Held Open" (Door open too long) and will generate an alarm.

Doors controlled by your system have names that allow for easy identification when reviewing Access Control activity via the Information Menu.

### READERS

Depending on the design of your system, Access Control operations will probably be performed at a Reader. A Card, Proximity Tag, or Wiegand key, etc. will be swiped/presented/inserted, at a Reader, to gain access through a Door.
Note that some systems will provide Access Control via the LCD Terminals (using PIN codes) and some systems will require a Reader <u>and</u> an LCD Terminal to be used to gain access through some Doors.

Programming is used to define the Door that each Reader will control, and the operations allowed at each Reader. For example, a Reader outside the front door may be programmed to allow the inside Area to be turned OFF when certain Users use the Reader to gain access through the door. (Normally, access would <u>not</u> be granted if the Area that the User is about to enter is ON)

### AUXILIARIES

Auxiliaries are basically outputs that can be automatically activated by many different types of events in the system. They can be physical outputs used to control alarm and warning devices, indicator lamps, electric locks, building and home automation functions, etc; or they can be used internally in system programming to link different system operations together. Auxiliaries that need to be controlled by Users can be defined as "**Home Auxiliaries**". They can then be turned On, turned Off or turned On for a timed period in minutes or seconds at designated LCD Terminals.

# THE LCD TERMINAL KEYPAD

Operations and programming are performed by using the keypad on an LCD Terminal.

Each time a key is pressed, a short "beep" will be emitted to indicate that the key press was accepted. (The beep can be disabled if necessary)

If the Terminal emits a long "beep", it means that the key press was not accepted or is not allowed.

You may only press one key at a time but key press sequences may be as fast as you like.

The functions of the 20 keys during User Operations are described below.

The DIGIT keys are used for entering your secret PIN code. You have 10 seconds to enter each digit, and must press the <OK> key when complete.
This sequence is required before any panel operations can be performed.

The <OFF> and <ON> keys are used to turn Off or turn On, the Area (or Area List) named on the Display at the time.

The <HELP> key is used to display a "Help message" about the current operation being performed and can be pressed at any time.

The <MENU> key is pressed <u>after</u> PIN code + <OK> if you wish to perform any Menu operations. (Operations other than Area On/Off, Door Access, etc.)
OR if pressed when <u>not</u> logged on, may allow Review of past Alarms, if enabled (V3 or later), and System information.

The <END> key is used when you have finished performing the required operations or if you make a mistake while entering your PIN code and want to start again.

OK

The <OK> key must always be pressed after you have entered your secret PIN code.  You have 10 seconds to press the <OK> key after you have completed entering the code.

If PIN codes are used to unlock doors, pressing the <OK> key again will perform the Door unlock operation on the Door associated with the Terminal.
On Terminals that are programmed ONLY for Door Access control, the <OK> key may not need to be pressed twice.
(In some cases, the <OK> key may be programmed to unlock a door without a PIN code being used.  e.g. In low security periods, or when the Terminal is on the inside of an Exit Door.)

<

The <LEFT> arrow key will move the cursor to the left
OR when prompted with the Area ON/OFF display, selects the "24Hour" (Tamper monitoring) part of the Area to turn ON or OFF (Normally restricted to Installer or Owner)
OR if pressed when not logged on, may display Airconditioning control options if enabled.  (V2 or later)

>

The <RIGHT> arrow key will move the cursor to the right
OR when prompted with the Area ON/OFF display, changes the display mode from AREA to AREA LIST and vice versa
OR if pressed when not logged on, may display Home Auxiliary control options if enabled.  (V2 or later)

∧  ∨

The <UP> and <DOWN> arrow keys are used to scroll up and down through a list of available items to view, control or program.  e.g. Areas, Zones, Review messages, etc.
OR If pressed when not logged on, may display summary of Area Status if enabled.  (V3 or later)

NOTE:    Keypad keys also have other functions when you are selecting, viewing, controlling or programming items in the menu.  Details of the keypad functions when you are in the menu are provided in the "Menu Options" section of this manual.

*REMEMBER !!  Any time you need it,*
HELP *is as close as the press of a key.*

# USER OPERATIONS

User operations are the basic day-to-day operations performed on the system.
These include:           Turning Areas ON and OFF.
                         Walk Testing Zones.  (If enabled for higher security)
                         Acknowledging alarms.
                         Accessing Doors and/or Lifts
                         Viewing "Alarm Review" information.
                         Viewing Area Status.
                         Controlling Outputs (Turning Home Auxiliaries ON and OFF)

The system has been designed for simple operation, providing straightforward procedures, and display prompts in plain English text.  However, if a User at any time is unsure of what to do next, a simple press of the <HELP> key will provide additional assistance.

Most User operations begin with the same simple procedure.  The User must LOGON to an LCD Terminal by entering their secret PIN code followed by the <OK> key. When this is done, the system verifies the User and depending on the operations allowed, the User is then able to select another key to press to perform the operation required. The LOGON procedure is described on the following page.  Each of the operations that can be performed will then be described in detail.

## Level Messages.

System operation is continuously monitored for problems and special conditions.
A "Level Message" is displayed on one or more of the LCD Terminal/s if such a condition exists and will remain on the LCD display until the condition is rectified.
* You will probably need the Installer to rectify any of the first 4 conditions.

| MESSAGE | DESCRIPTION |
|---|---|
| Had Power Problem * | 1 or more modules do not have AC power connected.  If accessible, check AC power is connected & switched on. |
| Had Battery Problem * | One or more modules have low battery voltage. |
| Had Network Problem * | One or more modules have stopped communicating with the Control Module.  There may be cable damage or a module problem. |
| Had Comms Problem * | There is a problem with one or more Comms Tasks.  e.g. Central Station, PC, Printer, etc.  **Alarm reporting may be compromised**.. |
| Some Inputs latched/ isolated/tampered/unsealed | *See "View Input States".  <MENU>, <1>, <5>.* |
| Area about to turn On. | *See "Turning Area/s Off".  Deferred Area Option.* |
| Area Name, Enter Code | *See "Menu Group Options". [C]ancel Holdup.* |

## LOGON to an LCD Terminal.

Logging on is the <u>first step</u> performed in <u>MOST</u> operations.

Enter your secret PIN code using the digit keys, then press the <OK> key.  Each digit pressed will be displayed as a hash (#) character.
If you make an error while entering your PIN code,

press the END key and start again.

```
Code : ####
```

If there are no messages to be acknowledged, the Display may first greet and identify you.
Note: Greeting can be disabled in V3 or later.

```
Good Morning
EDWARD BEARE
```

(If there is a message to be acknowledged, refer to "Acknowledge an Alarm" on page 19)

The status of the first Area (or Area List) that you are allowed to control is displayed, with a prompt to perform an ON or OFF operation.

```
OFFICE
is On. Push Off
```

When you have completed your operations, you must Logoff the Terminal by pressing the <END> key.

NOTES:
1) If a Valid PIN code is not entered after 6 successive tries, the LCD Terminal will be totally locked out for 60 seconds.
   A message "Module Lockout: LCD Term. #??" will be logged in the Review memory and an alarm message "Too Many Tries" may be reported.

2) If you are being forced to perform operations at an LCD Terminal against your will, your system may be programmed to allow a Duress alarm to be activated.

   Duress is activated by simply logging on to an LCD Terminal as described above using a special "Duress" PIN Code.
   *Consult the Installer for details of the Duress PIN Code/s in your system.*
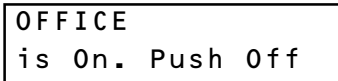   The resulting action will depend on how the system is programmed.  Typically a "Silent" alarm is activated.  (A discreet alarm report is sent to the remote monitoring station)

## Turning Area/s OFF.

Once you have Logged on to a Terminal, and have seen the Area status with the "Push Off" or "Push On" message, you may perform the Area OFF or ON operations.
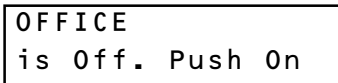
? ??? - ? ??? , OK

Logon to the Terminal as described earlier.
(PIN code + <OK>)

```
OFFICE
is On. Push Off
```

After the greeting (if enabled), the display will show the Area Status etc. as before.

OFF

At the "Push OFF" prompt, turn the displayed Area (or Area List) OFF by pressing the <OFF> key.

```
OFFICE
is Off. Push On
```

The display will alter accordingly to indicate that the operation was successful.

### Deferred Area option.

In some applications the system is programmed so that certain User types may only turn the Area Off for a limited time. e.g. A cleaner or guard who works alone outside normal working hours can only turn the Area Off for 60 minute intervals. (V2 or later only)

```
OFFICE
is Timed Off
```
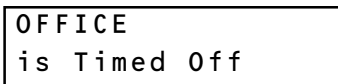
When these User types turn the Area Off, the display shows Area is Off with a "Defer timer" running.

? ??? - ? ??? , OK ,
OFF or ON
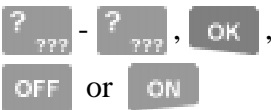
At any stage during the defer time, the User can turn the Area Off again, to re-start the timer, (V3 or later only) or turn the Area back On and cancel the timer.
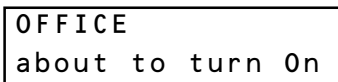
When the timer has only 250 seconds left to run, the LCD Terminal will beep every 2 seconds and display this warning.

```
OFFICE
about to turn On
```

The User can still perform the Area Off or Area On operations during this warning period, but if no action is taken the Area will automatically turn On when the warning period expires.

NOTE: If more than one Area is about to turn On, the display shows each Area in turn for 2 seconds.

**If you are allowed to control more than one Area:**

**-DISPLAY MODE.**

The Display mode can be changed from Single <u>AREA</u> to <u>AREA LIST</u> and vice versa, by pressing the <RIGHT ARROW> key.

```
On/Off Area List
Art Wing Areas
```

By using <u>AREA LISTS</u>, you can turn OFF all the Areas in the List that you are allowed to control, with a single operation.

**-AREA SELECTION.**

You may select other Areas or Area Lists by using the <UP> and <DOWN> Arrow keys or the letter key that the Area name begins with.

**Remember:** You have a limited time to turn an Area OFF once you have entered the Area. (Usually 30 seconds, although the Entry time may have been programmed for a different period by the installer.)

## Turning Area/s ON.

IMPORTANT NOTE:  Some systems in high security applications may have the Area
Pre-Arm "Walk Test" feature enabled.  (Only available in V3 or later).
In most systems this feature is not enabled and the Area ON procedure will simply be
performed as described below.
If Walk Testing is enabled on your system, the same procedure is followed except
that after the initial test to ensure that all Zones are Sealed, the system then enters
Walk Test mode.  Refer to "Area Walk Testing" on the following page.

Logon to the Terminal as described earlier.
(PIN code + <OK>)

```
CONFERENCE ROOM
is Off. Push On
```

After the greeting (if enabled), the display will show
the Area Status etc. as before.
If you are allowed to control more than one Area,
the DISPLAY MODE can be changed and AREA/S
SELECTED as described in "Turning Area/s OFF".

ON

At the "Push ON" prompt, turn the displayed Area
(or Area List) ON by pressing the <ON> key.

Display briefly shows:
```
Testing Zones
Please wait....
```
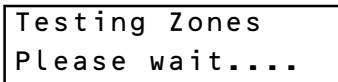
After the <ON> key is pressed, the system will test
the state of all the inputs allocated to the Area to
ensure that they are in the Sealed condition and the
Area is ready to be turned ON.

Display briefly shows:
```
CONFERENCE ROOM
now On
```
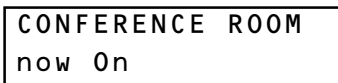
THEN:
If all Zones programmed to be tested are Sealed, the
Area will turn ON and this display will indicate that
the operation was successful.
While this message is displayed, pressing the <ON>
key again will allow you to view the Exit delay time.
**Remember:** You have a limited time to exit the Area
once you have turned it ON.  (Usually 60 seconds;
although the Exit time may have been programmed
for a different period by the installer.)

then:
```
CONFERENCE ROOM
is On. Push Off
```

When the operation is complete the display will
return to the Area status message.

```
Zone Problem
DOOR is in ALARM
```

After pressing the <ON> key, the display may show a message like this.  It means that the item displayed is either faulty or in an alarm state, and the Area will not turn ON.

Try to rectify the problem before trying again.

OK

If this is not possible, you may be allowed to ISOLATE the item while the "Zone Problem" message is displayed, by pressing the <OK> key.

NOTE:   Any inputs isolated in this way will automatically be de-isolated when the Area is next turned OFF.

## **Area Walk Testing.**

This option allows specified Zone Inputs to be tested prior to turning the Area ON. Testing simply involves activating the devices (usually detectors) and then allowing them to return to their normal state.  e.g. Walk past movement detectors, open and close doors, press then release panic buttons, etc. (Only available V3 or later)

```
Zone not Tested
Storeroom Door
```

After the initial test to check that all Zones are Sealed, the Walk Test commences.  The display will update with a beep every few seconds to show any Zones that have not been tested.

The following key functions are available while this display is shown, and may need to be used if any device fails to operate or cannot be tested:

OK

To abort the Walk Test and turn the Area ON, press the <OK> key.

END

To abort the Walk Test without turning the Area ON, press the <END> key.

?
???

To manually advance to the next untested Zone, press any other key.

**Continued on following page.**

```
Area about
to turn on !
```

If the maximum time allowed for Walk Testing is about to expire, the normal display will alternate with this warning.  You have 1 minute to complete the Walk test from the time that this warning is first displayed.

```
Test Passed
Push OK key
```

When all the Zones have been tested and there are no faults, the "Test Passed" message is displayed.

OK

Push <OK> to exit the Walk Test mode and turn ON the Area.

Display briefly shows:

```
STORE ROOM
now On
```

The display will indicate that the Area ON operation was successful, before returning to the Area status display.

then:

```
STORE ROOM
is On. Push Off
```

**Remember:** You have a limited time to exit the Area once you have turned it ON.  (Usually 60 seconds; although the Exit time may have been programmed for a different period by the installer.)

**Display Counters.  (V3 or later only)**

```
Counter No. 1
Count: 0345
```

In some special applications, after the Area ON message, the display will automatically show the "Read Counters" screen.  This allows the User to view the results of any automatic or manual testing of devices that have an event output monitored by the system.

e.g.  Security cameras (35mm film type) and other devices that use consumable materials.

∧    ∨

In this screen, you can scroll through the list of available counters to view using the <UP> and <DOWN> arrow keys.  Each counter can have a unique 16 character name for easy identification.

END

When your check of the counters is complete, push the <END> key to exit and return to the normal display.

## Turning 24 Hour (Tamper) monitoring OFF and ON.

The 24Hr part of an Area continuously monitors the equipment and inputs for faults or deliberate interference and activates "Tamper" alarms when these conditions occur. Occasionally the Installer, or a User with the appropriate level of authority, may need to turn the 24Hr part of an Area Off so that maintenance or changes can be performed on equipment or devices (detectors etc.) in the system.
Note that most Users in the system will NOT have access to this operation.

|  |  |
|---|---|
| ?<sub>???</sub> - ?<sub>???</sub> , OK | Logon to the Terminal as described earlier. (PIN code + <OK>) |

```
PERIMETER
is Off. Push On
```
After the greeting, the display will show the Area Status etc. as before.

<     Press the <LEFT ARROW> key to change the display mode to show the status of the 24Hr (or Tamper) part of the Area.

```
PERIMETER
24Hr is Off
```
The display will now show the Area name and indicate if 24Hr (Tamper) monitoring is Off or On in this Area.
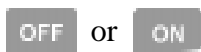
OFF or ON     Use the <OFF> or <ON> key to turn the 24Hr (Tamper) monitoring Off or On as required.

NOTE:  When the 24Hr monitoring is turned Off in an Area, it will automatically be turned back On again when the Area is turned ON to ensure that Tamper monitoring is never compromised.

```
PERIMETER
24Hr is On
```
The display will alter accordingly to indicate that the operation was successful.

**If you need to turn 24Hr monitoring Off in other Areas:**

∧ ∨ ?<sub>???</sub>     You may select other Areas by using the <UP> and <DOWN> Arrow keys or the letter key that the Area name begins with.

## Activating a "Panic" Alarm.

Your system may be programmed to allow a Panic alarm to be easily activated from any LCD Terminal <u>without</u> needing to Log on.

A Panic Alarm is activated by simply pressing the <HELP> key three times in a row.

When a Panic alarm is activated, the resulting action will depend on how the optional "Panic" System Inputs are programmed for each of the LCD Terminals in the system. e.g. In some sites, Panic may be required to activate local Sirens and send a report to a Computer in a local Control Room. In other sites Panic may be treated as a "Silent" system alarm with a report sent to a remote monitoring station and no local action at all.

HELP

Press the <HELP> key at any LCD Terminal that has the Panic option enabled.

```
Help at Term #01
Enter your PIN c
```

The display will show the normal logon help message.

HELP

Press the <HELP> key again within 60 seconds,

```
Press HELP
again for panic
```

The display will prompt you to press the <HELP> key again if you want to activate the Panic alarm.

HELP or END
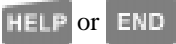
Press the <HELP> key again within 10 seconds to activate the Panic alarm,
OR Press the <END> key to abort if you pressed the Help key a second time accidentally.

The display may show an alarm message, or may simply return to the normal display depending on how the Panic alarm is processed.

## Activating a "Duress" Alarm.

Your system may be programmed to allow a Duress alarm to be activated if you are being forced to perform operations at an LCD Terminal against your will.

Duress is activated by simply entering a special PIN Code when logging on to the LCD Terminal.

*See "LOGON to an LCD Terminal" Note 2 for details.*

## Acknowledge an Alarm.

Alarm messages must be acknowledged by a User with the appropriate authority. These messages provide precise information of the type of alarm, the Area it has occurred in, and the Zone or System Input that generated the alarm.

| |
|---|
| Had Alarm in<br>MARKS OFFICE |

An Alarm message may be displayed on the Terminal indicating which Area the Alarm has occurred in.

Logon to the Terminal as described before.
(PIN code + <OK>)

| |
|---|
| ** Area Alarm **<br>Had Alarm on PIR |

The display will show the specific details of the Alarm and provide a scrolling message if more than 16 characters.
e.g. "Had Alarm on FRONT DOOR in FOYER"

Note alarm details, then press the <OK> key to acknowledge the message.  If there are other Areas that have had an alarm, the next Area Alarm message will be displayed until all Area Alarm messages have been acknowledged.
The display will then show the Area ON/OFF message to allow you to continue with your operation.   e.g. Turn the Area OFF.

| |
|---|
| Input Alarms<br>are latched |

If this message is displayed certain types of alarms in your system have been programmed to Latch.
Latching alarms forces all alarms in an Area to be individually acknowledged after Logging on.

Use the <UP> and <DOWN> keys to view all Latched alarms.

and/or

Logon to the Terminal and acknowledge each alarm, noting the details as described above.

## Access (Unlock) a Door.

**Using an Access Reader.**
In Access Control systems Doors are commonly Un-locked using Card Readers.

The Card, Key fob or Insert key (etc) is simply swiped or presented to the Reader in the required manner.   The system checks the User's credentials and un-locks the Door if the User is granted Access.  Details of the action are recorded in Review.  e.g.  Jane Wills Card access in Front Door;  Bob White denied in Front Door - Time Violation, etc.

The system may be configured so that the Reader LED/s and/or beeper provide an indication of Access Granted or Denied.  (Consult the Installer for details)

Card + PIN:  In some applications, presentation of the Card must be followed by entry of the User's PIN code at an associated  LCD Terminal before Access is granted at the door.

```
Please Enter
Pin Now
```

After presentation of the Card, the LCD Terminal will display a prompt for the PIN code.

? - ? ,  OK

Enter your PIN code followed by the <OK> key. The Door will un-lock and the LCD will return to the normal display.  ("Door now unlocked" will not be shown)

**Using an LCD Terminal.**
Terminals may be programmed to momentarily Unlock a Door to allow access.

? - ? ,  OK

Logon to the Terminal as described earlier. (PIN + <OK>).  Area Status will display as before.

OK

Press the <OK> key a second time to Un-lock the Door.  (If necessary.  See note above)

NOTE:  For any Terminals or Users designated as "Access Only" (No Area Control or Menus), the "Door now unlocked" message will be displayed after  PIN + <OK> is entered as this is the only operation required to unlock a door in these circumstances.

```
Door now
unlocked
```

The display will verify that the operation was successful or indicate why the operation could not be performed.  (Access may be denied if the Area is ON or User's TimeZone is not valid, etc.)
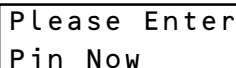
## Access a Floor in an Elevator.

**Using a Card Reader.**
In Lift Access Control systems Floors are commonly accessed using Card Readers in conjunction with the Floor Selection buttons with the following procedure:

1)      In most cases the Card, Key fob or Insert key (etc) is simply swiped or presented to the Reader in the required manner.
The system may be configured so that the Reader LED/s and/or beeper provide an indication of Valid or Invalid Card. (Consult the Installer for details)

2)      The User then selects the Floor they wish to go to. Note that the User has a limited time (typically 5 to 10 seconds) to select the Floor and only one Floor should be selected for each Card presented.

3)      The system then checks the User's credentials and the Floor button lamp illuminates in the normal manner if the Floor is allowed.

4)      Details of the action are recorded in Review.
        e.g.     Jane Wills Card access at Lift Car 003.
               Bob White denied at Lift Car 4 - Not in List.

Card + PIN: In some applications, presentation of the Card must be followed by entry of the User's PIN code at an associated LCD Terminal before a Floor can be selected.

```
Please Enter
Pin Now
```

After presentation of the Card, the LCD Terminal will display a prompt for the PIN code.

?  ??? - ?  ??? ,   OK

Enter your PIN code followed by the <OK> key.
The LCD will then return to the normal display and you can proceed to select a Floor.

## View Alarm Review information.

Individual LCD Terminals may be programmed to allow Users to review recent Alarm information <u>without</u> needing to Log on to the Terminal.  (V3 or later only)

MENU  1 ABC

If this option is enabled, simply press the <MENU> key, followed by the <1> key for "Alarm Review".

```
Nov06 03:27:42.3
Alarm on Seismic
```

The display will show the most recent alarm event recorded in the Review memory.
<u>The Top line</u> of the display records the Date and Time of the alarm down to tenths of a second.
<u>The Bottom line</u> records the alarm details.

If the alarm detail is longer than 16 characters, the display will automatically scroll slowly to allow the entire message to be viewed.
E.g.

```
        Nov06 03:34:07.8
Alarm on Office PIR East Wall
```

> 

The <RIGHT> arrow key can be used to scroll the display one character at a time.

∧   ∨

The <UP> and <DOWN> arrow keys will step to the previous alarm or next alarm respectively.

END

Press the <END> key to exit to the normal display.

## <u>View Area Status.</u>

Individual LCD Terminals may be programmed to allow Users to view the current status of Areas <u>without</u> needing to Log on to the Terminal.  (V3 or later only)

```
∧   ∨
```

If this option is enabled, simply press the <UP> or <DOWN> arrow on the LCD Terminal.

```
Areas: 12345678
001 -> nnYnTWYY
```

**Area Array Option.**
If Area Array is enabled, the display will show the first 8 Areas in the system, with a letter below each to indicate the current Status.  *See table below.*
The <UP> and <DOWN> arrow keys will step to the previous 8 Areas or next 8 Areas respectively.

```
∧   ∨
```

```
Areas: 90123456
009 -> TTnnYnYY
```

The number on the bottom left of the display indicates the first Area shown in the current array.

e.g.    009 = Areas 9 to 16.

```
Areas: 78901234
017 -> nnnYYYYY
```

017 = Areas 17 to 24.

Etc.

```
Waiting Room
is Off
```

**Text Array Option.**
If this option has been selected, the display will show the status of the Area associated with the Terminal in text form.  *See table below.*
The <UP> and <DOWN> arrow keys will step to the previous Area or next Area respectively.

```
∧   ∨
```

```
Surgery
is On
```

This option can only be used to view the status of 8 Areas beginning at the Terminal's associated Area.

| <u>Array</u> | <u>Text</u> | <u>Description</u> |
|---|---|---|
| Y | is On | Area is On. |
| n | is Off | Area is Off. |
| T | is Timed Off | Area is Off with a Defer timer running. |
| W | About to turn On | (Warning period) Area is Off with a Defer timer about to expire and turn the Area On. |

*See "Turning Area/s OFF" for more information on Area Defer timers.*

## Home Auxiliary Control.

Individual LCD Terminals may be programmed to allow Users to control specified Home Auxiliaries without needing to Log on to the Terminal.

Home Auxiliaries are outputs that can be controlled by a User at an LCD Terminal and/ or controlled automatically by the system.  They can be turned On, turned Off or turned On for a timed period in minutes or seconds.  Typical applications for Home Auxiliaries include lighting, heating, pool pumps, speaker switching, irrigation, etc.

NOTE:  Access to some Home Auxiliaries may be limited to particular User Types. These Home Auxiliaries can only be controlled by Users with access to the "Home Auxiliaries" Control Menu option. <MENU>, <9>, <1>.  After logging on and selecting the Menu option, control options will be the same as described below.

### Selecting a Home Auxiliary to Control.

If this option is enabled, simply press the <RIGHT> arrow key on the LCD Terminal.

```
.Home Aux 001
is Off
```

The display shows the current status of the first Home Auxiliary.
(The example shown opposite is a default Home Auxiliary name.  This type of name should only appear for Home Auxiliaries that are not used.)

To select a Home Auxiliary, use the <UP> and <DOWN> Arrow keys to search through the list.

**OR**

```
PATIO SPEAKERS
is Off
```

Search for a Home Auxiliary by name by pressing the DIGIT key that represents the first letter of the name. (You may have to press the key 2 or 3 times, depending on the letter required and the Home Auxiliary names in the system.)

```
POOL PUMP
is Off
```

If the Home Auxiliary you want is not displayed because of other names beginning with the same letter, use the <DOWN> Arrow key to locate it.

**Controlling the Home Auxiliary.**

```
POOL PUMP
is Off
```

When the desired Home Auxiliary is displayed;

ON   OFF

Press the ON key or OFF key to turn the Auxiliary
On or Off as required.

**OR**

< or > , ? ??? , OK

Press the <LEFT> arrow key to enter a Home
Auxiliary "On time" in Minutes or the <RIGHT>
arrow key to enter an "On time" in Seconds.
(V2 or later only)

```
POOL PUMP
On Time: 045min
```

Use the <DIGIT> keys to enter the time period
required, then <OK> to execute the action.

∧   ∨ or ? ???

Select another Home Auxiliary to control using
the <UP> and <DOWN> arrow keys or <DIGIT>
keys.

**OR**

END

Press the <END> key to exit to the normal
display.

# MENU OPTIONS

Users with the appropriate level of authority can perform many other operations and are allowed access to certain programming facilities via the Menu.

**A flowchart showing all Menu Options and their Sub-menus can be found inside the back cover of this manual.**

## Accessing the Menu.

Logon to the Terminal as described earlier.
(PIN code + <OK>)

```
OFFICE
is Off. Push On
```
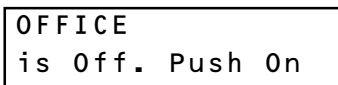
The display will show the Area Status etc. as before.

MENU

Now press the <MENU> key. The Menu key can be used at any time to return to the Main menu

```
** Main Menu **
1=Info 2=Access
```
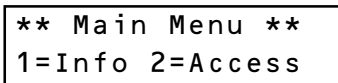
The display will now scroll through the list of Menu options that you are allowed to access.
There are ten main menu options in the system, numbered from 0 to 9, but User programming will determine which options will be available to each User.

Press a <DIGIT> key to select a Menu option.

**0**-Area ON/OFF
**1**-Info      **5**-Times
**2**-Access    **6**-Not Used
**3**-Isolate    **8**-Service
**4**-Test      **9**-Control
(Option 7-Installer, not allowed)

NOTE: When in the menu, you can return to the Area ON / OFF display by pressing <MENU>, 0.

Note: Some options in Sub-menus (e.g. User Codes, Review & Time/Date) require another digit or two to be pressed. The display will show another sub-menu list similar to the one above when required.

Use the key sequence shown immediately below each menu option heading, or the chart at the rear of this manual to determine the key sequence required to access each menu option.

e.g.   User Codes:   <MENU>, 2, 1.
       Time/Date:   <MENU>, 5, 1.

## **Keypad Functions in the Menu.**

The functions of the 20 keys while performing control, programming or viewing operations in the menu are described below.

| | |
|---|---|
| ∧ ∨ | Scrolls up and down a list of available items to view, program or control. e.g. Users, Zones, Review messages & Home Auxiliaries. |
| < | Moves cursor left <u>or</u> selects previous question for the same item, if the cursor is at the start of the field. |
| > | Moves cursor right <u>or</u> Scrolls through the options in multiple choice questions. |
| HELP | Provides relevant help messages on the display whenever required. e.g. <u>Will tell you what to do next if you are unsure.</u> |
| OK | Saves the current screen & moves to the next question <u>or</u> Executes an operation. |
| END | Saves the current screen, exits the menu, and logs the User Off. |
| OFF | Clears the screen for entering new text etc. <u>or</u> Selects first option in multiple choice questions. |
| ON | Switches between different modes for selecting an item or answering a question. e.g. <u>Provides option of selecting an item by ID no. (Zone E01:Z03) or by name (OFFICE PIR).</u> |
| 5 MNO   9 YZ | When programming questions that require a Yes/No answer, the "N" (5) key selects No and the "Y" (9) key selects Yes. |
| ? ??? | The <DIGIT> keys are used to select an item or option by number or ID <u>and</u> for programming text where available. (User names, Door List names, TimeZone names etc.) |

## Info:    Menu Option 1

REVIEW

MENU 1 ABC 1 ABC

Allows a User to view the list of review events stored in the memory.  This may be necessary to find out details of user activity or past alarms, etc.

```
Dec06 17:30:26.7
Janet at Review
```

The Display will show the last review event, which will probably be a record of yourself accessing the Review Menu.

0   9 YZ

The <0> key is used to go to the start of review (earliest event still stored) and the <9> key is used to go to the end of review  (last event saved).

∧   ∨

<UP> (back) and <DOWN> (forward) Arrow keys are used to search review, one event at a time.

<   >

<LEFT> Arrow forces display to the start of the text. <RIGHT> Arrow scrolls text one character at a time.

**REVIEW FILTER:**

The DIGIT keys, 1 to 8 can be used to search back through review for specific types of events, beginning from the date/time of the event currently displayed.

As there are more than 8 review filter categories that can be selected, the "Mode" can be changed by pressing the ON and OFF keys, allowing selection of more categories. You can use these filter keys in conjunction with the UP and DOWN Arrow keys to locate a specific event and then review all the other events around it in more detail.

9 YZ  (Go to End of Review) then  OFF  OR  ON  (Mode) then  ? ???

OFF = Mode 1.  ON = Mode 2.

| Key | MODE 1. | MODE 2. |
|---|---|---|
| 1 | Alarms & Restorals. | System messages. |
| 2 | Reports. | Times. |
| 3 | Auxiliary On & Offs. | Detail. |
| 4 | Siren On & Offs. | Communications. |
| 5 | User operations. | Lifts. |
| 6 | Area On and Offs. | Cards. (V3 or later) |
| 7 | Isolates/De-isolates. | Spare. |
| 8 | Modules. | Errors |

NOTE:

Use HELP to view the list of review filter categories available.

## LOCATE USER

MENU  1 ABC  2 DEF

In some systems INSIDE and/or OUTSIDE Areas will have been assigned to Access Controlled Doors. "LOCATE USER" can then be used to display the Area that the user is currently in.

```
Not Located -
Graham
```

The display will show the Area name on the top line and the User name on the bottom line.

6 PQR

```
R & D LABORATORY
Raymond
```

To search for a particular User alphabetically, press the <DIGIT> key that represents the first letter of the User's name. (You may have to press the key 2 or 3 times, depending on the letter required and the User names in the system.)

V

```
TEST DEPARTMENT
Rebecca
```

If the User name you want is not displayed because of other names beginning with the same letter, use the <DOWN> Arrow key to locate it.

In this mode the <UP> and <DOWN> Arrow keys can be used to scroll through the list of Users.

ON

To find a particular User by number, press the <ON> key to change the display mode.

>  ? ???

```
U00019 is in
Not Located -
```

Use the <DIGIT> keys to enter the User number required. The <RIGHT> Arrow key may be used to advance the cursor. The <OFF> key may be used to clear the user number before you begin.

ON

Press the <ON> key again to view the Area and User's name.

```
INWARD GOODS
Lorie
```

*REMEMBER !!  Any  time you need it,*
HELP *is as close as the press of a key.*

## READ ANALOGUE VALUES

MENU 1<sub>ABC</sub> 3<sub>GHI</sub>

In some systems Analogue Input modules are installed to monitor variable parameters such as Temperature, humidity, fluid levels, etc. "READ ANALOGUE" can then be used to display the current values of the analogue inputs. (V3 or later only)

```
Analog module
to view: Q01
```

The display will prompt for an Analogue Module number to view.

∧ ∨

The <UP> and <DOWN> arrow keys can be used to search for a particular Analogue Module,
**OR**
Use the <DIGIT> keys to enter the Analogue Module number.

? ???

OK

Press the <OK> key to select the module number displayed.

```
COOLSTORE TEMP
+ 0004
```

The display will show the value of the first Analogue input on the selected module.

OK

Press <OK> to scroll through the Values for the other Zones/Inputs on the same Analogue Module.

```
WATER LEVEL (L)
+ 183
```

∧ ∨

Use the <UP> and <DOWN> Arrow keys to scroll through the Analogue values for the same Zone input number on other Analogue Modules.

END

Press the <END> key to exit to the normal display.

```
Q01:Z03
+ 0255
```

NOTE:  All Analogue Zone Inputs used in the system should always be named by the Installer. A screen similar to this showing the default Zone ID will be displayed for Zones that are not used.

## READ COUNTERS

MENU  1 ABC  4 JKL

In some systems Mini Expander modules are installed to perform Event Counting.  Counters can be used to monitor film in security cameras, water or electricity usage, traffic through a designated point, etc.

"READ COUNTERS" can then be used to display the current value of the counters.  (V3 or later only)

```
Camera 1 Film
Count: 0254
```

The display will show the result of the first Counter available to be viewed.

∧  ∨

The <UP> and <DOWN> arrow keys can be used to scroll through the results of the other counters.

```
Water Used (kL)
Count: 00012759
```

The displayed count is refreshed every 2 seconds by reading the latest count from the relevant Mini Expander module.

END

Press the <END> key to exit to the normal display.

```
.Counter 003
Count: 00000000
```

NOTES:

1)      All Counters used in the system should always be named by the Installer.  A screen similar to this showing the default Counter ID will be displayed for Counters that are not used.

The installer can disable display of unused Counters.

2)      In some applications it may be necessary for a User to adjust the current value of a particular counter, or reset the counter to zero.

This can be done via a separate Menu option that will probably be restricted to one or more User Types.  Details are provided in "Adjust Counters", [MENU, 9, 6].

## VIEW INPUT STATES

MENU  1 ABC  5 MNO

The system can be programmed to allow Users to view a summary of specific Zones that are enabled and currently in an abnormal condition.
"INPUT STATES" can then be used to display the summary.  (V3 or later only)

You may need to use this function when the LCD Terminal displays a message such as:
"Some Inputs are Tampered"
"Some Inputs are Isolated"
etc.

```
Isolated Input:
CustomerArea PIR
```

The display will show the first Zone that is in an abnormal state.
The summary is prioritised in the following order:
1)      Isolated Inputs
2)      Tampered Inputs
3)      Unsealed Inputs

V

The <DOWN> arrow key can be used to scroll through the list of other abnormal Zone states.

```
Unsealed Input:
Teller Area PIR
```

```
Finished
Check
```

When the bottom of the list is reached, the display will show "Finished Check" to indicate that there are no more abnormal Zones to view.

END

Press the <END> key to exit to the normal display.

## Access Menu:　　Menu Option 2

USER PROGRAMMING

MENU 2<sub>DEF</sub> 1<sub>ABC</sub>

User programming allows details to be defined for each individual User. i.e. Name, PIN code and/or Card details, expiry date/time, operations and items allowed (by allocating a "User Type"), etc.

Defining the operations that a User can perform and the items that they can control is achieved by simply assigning a "User Type" to the User. User Types are programmed to cover the system permissions for the different types of Users in the system.

Each User Type is given a name (e.g. Admin, Factory staff, Cleaners, Office staff, Guard, etc.) and programming is simplified by the use of Menu Groups to define operations/ menu options allowed, and Lists to define the items (Areas, Doors, Lift Cars & Floors) allowed.

The flowchart on the following page shows the different items that are used to create a User Type. Some items (e.g. Area Lists) that can be assigned to the User Type must first be created by the Installer. Other items (e.g. Door Lists, Menu Groups, etc.) may also be created by the Installer or another User such as a System Administrator.

Two special Users are pre-defined.

-User 00001 is known as the "Installer Code" and has special privileges including:

Exclusive Access to the Installer Menu.

Access to higher level options in the Access, Times and Service Menus.

Special options in the Test Menu.

-User 00002 is known as the "Master Code" and is usually assigned to the owner of the system or the person responsible for security. Special privileges for U00002 include:

The ability to program/edit all other Users (except User 00001).

The option to lockout/enable Installer code access. (If feature is utilized)

When a User's "User Type" allows permission to program/edit Users (specified via the User Type's "Menu Group"), the User is only allowed to program/edit User numbers equal to, or higher than, their own. (Unless User Ranks are utilized in the system)

For this reason, it is recommended that User numbering is planned before programming the Users so that the numbering will reflect the level of authority required.

e.g. A System administrator who has permission to change all User codes, should be issued a very low User number such as U00003. A Supervisor who only has permission to change the User codes in their own department should have a User number lower than all the staff in that department, but higher than any User with more authority.

## User Programming Flowchart

**AREAS\***  >>

**AREA ON LIST\***
Area/s allowed to turn ON

>>

**AREA OFF LIST\***
Area/s allowed to turn OFF

>>

**USER TYPE**

Defines:

-TimeZone when valid. (Option)

-Alternate User Type if T'Zone Invalid. (Option)

-Any User privileges.

-Operations allowed.
(via Menu Grp)
-Menu options allowed.
(via Menu Grp)

-Items allowed to control.
(via Lists)

-Home Aux'es allowed.
(via Home Aux. Types)

>>

**USER**

Defines:

-Name
-Type
-PIN
-Card ID
-Expiry
-etc.

**DOORS\***  >>  **DOOR LIST**
Doors allowed.  >>

**LIFTS\***  >>  **LIFT CAR LIST**
Lifts allowed.  >>

**FLOORS\***  >>  **FLOOR LIST**
Floors allowed.  >>

**MENU GROUP**
Functions & Menu options allowed.  >>

**HOME AUXILIARY TYPES\***    > > > > > > > > > >

**\*Shaded items.
These options can only be configured by the Installer.**

^
^

**HOLIDAYS**
(Option)  >>  **TIMEZONE**
(Option)

MENU $2_{DEF}$ $1_{ABC}$

**SELECT THE "USER CODES" MENU OPTION.**

```
User to
alter: U00025
```

ON

```
Find User Name ^
Michelle
```

∧  ∨

$?_{???}$

∨

OK

```
User 00009 Name:
Ann-Marie
```

OFF , $?_{???}$ - - - $?_{???}$

**SELECT A USER TO PROGRAM/EDIT.**
The display will first allow you to choose a User number to alter. (**Method i**)
Pressing the <ON> key will allow an existing User to be selected by name.
(Alpha-search - **Method ii**)

In either mode, the <UP> and <DOWN> Arrows will search through the User numbers/names.

**i)** <DIGIT> keys are used to enter a User number, OR
**ii)** When searching for a particular User name, press the <DIGIT> key that represents the first letter of the name. (You may have to press the key 2 or 3 times to obtain the required letter.)
If the User you want is not displayed because of other names starting with the same letter, use the <DOWN> Arrow key to locate the User's name.

When the desired User number or name is located, press the <OK> key to proceed with editing.
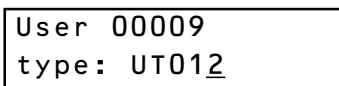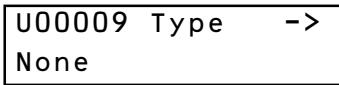
**USER NAME.**
The display will show the User number and name.

To enter a new name press the <OFF> key to clear the screen, then use the <DIGIT> keys to program the name. Up to 16 characters of text can be entered. To modify an existing name, use the <LEFT> and <RIGHT> Arrow keys to position the cursor under the letter to be changed, and then use a <DIGIT> key to enter the new letter.

EXAMPLE:

| P | Q | **R** | S |
|---|---|---|---|
| 6 PQR | 6 PQR | 6 PQR | 7 STU |

| T | **U** | move | S |
|---|---|---|---|
| 7 STU | 7 STU | > | 7 STU |

| **T** | G | **H** |
|---|---|---|
| 7 STU | 3 GHI | 3 GHI |

| OK | or | ∧ | or | ∨ |

"RUTH" would be programmed with the sequence shown opposite.

Pressing a key more than once will scroll through all the characters associated with that key until the one you require is displayed.

When programming text, the cursor will automatically advance when a different key is pressed. The <RIGHT> Arrow key only needs to be used to advance the cursor if the next letter appears on the same key or the <9> key.

When complete: Press the <OK> key to move on to the "User Type" question for this User.
<UP> key to program the previous User name.
<DOWN> key to program the next User name.

**USER TYPE.**
Every User is assigned a "User Type" to define which Area/s, Door/s, Operations, Menu Options, etc. that they may access.

```
U00009 Type    ->
None
```

| > | OFF |

```
U00009 Type    ->
OFFICE STAFF
```

Press the <RIGHT> Arrow key to scroll through the list until the name of the appropriate User Type is displayed.
Press the <OFF> key to return to the start of the list, or to set the User Type to "None".
NOTE:
A User's PIN/Card can be disabled but remain in the system by setting the User Type to "None".

| ON | ? ??? | ? ??? | ? ??? |

```
User 00009
type: UT012
```

Pressing the <ON> key will allow a User Type to be selected by number using the <DIGIT> keys.

| OK | or | ∧ | or | ∨ |

When complete:   Press the <OK> key to move on to the "PIN number" question for this User.
<UP> key to edit the previous User's "User Type".
<DOWN> key to edit the next User's "User Type"

```
User 00009
PIN No.
```

OFF $?_{???}$ --- $?_{???}$

```
User 00009
PIN No. 2580
```

OK or ∧ or ∨

```
U00009 Crd Typ->
Credit Card
```

>

*See NOTE below.*

OK or ∧ or ∨

NOTE: The "Card Type" used in your system should be recorded in the "System Details" on page 3.
If not recorded, consult the Installer for details.

**PIN CODE**
Any User who is required to perform any operations via a Terminal Keypad will need a PIN (Personal Identification Number).

If changing a code, Press <OFF> first to clear the screen. Enter a PIN number using the <DIGIT> keys. The PIN may be 1 to 8 digits long, however a minimum of 4 digits is recommended if the PIN code is to control Areas or access external doors.

When complete: <OK> key to move on to the "Card Type" question for this User.
<UP> key to program the previous User's "PIN".
<DOWN> key to program the next User's "PIN".

**CARD TYPE.**
Any User who is required to perform operations with an access card must have their card details entered, beginning with the "Card Type".

Press the <RIGHT> Arrow key to scroll through the list until the name of the appropriate Card Type is displayed. (If you need to return to the start of the list at any stage, press the <OFF> key)

When complete: <OK> key to move on to the card details question/s for this User.
<UP> key to edit the previous User's "Card Type".
<DOWN> key to edit the next User's "Card Type"

The next display will depend on the "Card Type" selected:
**i) Credit Card.** For credit cards etc. or other non-Site Code magnetic stripe card formats.
**ii) Site Code.** For Wiegand formats where the Site Code is utilized, or Inner Range magnetic stripe cards with Site Code format.
**iii) Direct Entry.** For Wiegand cards where the Site Code and/or Format is unknown.

### i) CREDIT CARD - ACCOUNT NUMBER

The "Account number" for Credit Cards is programmed by entering the account number OR by swiping the card at a Reader.

```
U00009 Accnt No:
No Card
```

Keypad Entry. Press the <OFF> key to clear the screen then the <DIGIT> keys to enter the first 16 digits of the Credit Card "Account Number".
Press <OK> when the first 16 digits are entered.

OFF ?₇₇₇ --- ?₇₇₇ OK

```
U00009 Accnt No:
(cont): **Card**
```

Another screen will be displayed to allow entry of 8 more digits, if the Account number is more than 16 digits long. (i.e. Allows up to 24 digits in total)

OFF ?₇₇₇ --- ?₇₇₇ OK

Enter the extra digits as above, using the <OFF> key first to clear the screen. When all digits are entered, or if no extra digits are required, press the <OK> key to move on to "Expiry" question.

ON

Card Entry by Swiping the Card. Press the <ON> key to enable the read function.
The display will prompt you to swipe the card at any Reader connected to the designated Reader Module. *Consult the Installer for details.*

```
U00009 Waiting
for card at R01
```

```
U00009 Crd Typ->
Credit Card
```

You have 10 seconds to present the card, then the display will return to the "Card Type" screen.

OK

Press the <OK> key, and the display will show the word **Card** on the Account number screen to indicate that the card was read successfully, and is now entered for this User.

```
U00009 Accnt No:
**Card**
```

OK or ∧ or ∨

When complete: <OK> key to move on to the next question for this User.
<UP> key to edit the previous User's "Accnt No".
<DOWN> key to edit the next User's "Accnt No".

### ii) SITE CODE - CARD NUMBER

```
U00023 Card
Number: 00023
```

The "Card number" for Site Code Cards is defaulted to the User number.  Typically, when using "Site Code" cards, the User's Card number becomes their User number, and the default Card number does not need to be changed.

It may be necessary to change the default Card no. if the Card no. is a higher value than the maximum number of Users allowed, or when a replacement card is issued.

NOTE:  Your system may use a Site Code Offset, which may be recorded in the "System Details" on p3 of this manual.  If so:
The "Card number" entered here = the actual Card ID number, minus the Offset value programmed.  e.g. Card ID = 3156;  Offset = 3000;  So, Card No to program = 156.

To edit the Card number, press the <OFF> key to clear the screen, then use the <DIGIT> keys to enter the card number of up to 5 digits.  For Card numbers less than 5 digits, insert leading zero's.

When complete:  <OK> key to move on to the "Issue Number" question for this User's Card.
<UP> key to edit the previous User's "Card No".
<DOWN> key to edit the next User's "Card No".

### ii) SITE CODE - ISSUE NUMBER

```
U00009
Issue No: 000
```

The "Issue number" for Site Code Cards is defaulted to "000".  This is only changed if the cards being used support Issue numbers.
"000" will allow any issue number to be accepted.

To edit the Issue number, press the <OFF> key to clear the screen then enter the desired Issue number from 001 to 255 with the <DIGIT> keys.

When complete:  <OK> key to move on to the next question for this User.
<UP> key to edit the previous User's "Issue No".
<DOWN> key to edit the next User's "Issue No".

### iii) DIRECT ENTRY - RAW CARD DATA

```
U00023 Raw Card
Data: 0000000000
```

The "Raw Card Data" for Direct Entry Cards is programmed by entering the data digits <u>OR</u> by swiping the card at a Reader.

OFF ?<sub>???</sub> --- ?<sub>???</sub>

<u>Keypad Entry.</u> Raw Card Data is normally only ever entered in this way by the Installer.

ON

<u>Card Entry by Reading the Card.</u> Press the <ON> key to enable the read function.

```
U00009 Waiting
for card at R01
```
```
U00009 Crd Typ->
Direct Entry
```

The display will prompt you to present the card at any Reader connected to the designated Reader Module. *Consult the installer for details.*
You have 10 seconds to present the card, then the display will return to the "Card Type" screen.

OK

Press the <OK> key and the display will show the Card Data on the screen to indicate that the card was read and enrolled successfully for this User.

```
U00009 Raw Card
Data: 14F3267AD3
```

OK or ∧ or ∨

When complete:  <OK> key to move on to the next question for this User.
<UP> key to edit the previous User's "Raw Data".
<DOWN> key to edit the next User's "Raw Data".

**EXPIRY DATE AND TIME**

```
U00009 Expires:
00/00/88-00:00
```

Depending on your system configuration, you may be able to program when a User Code/Card expires in the format DD/MM/YY - HH:MM.



Press the <OFF> key to clear the settings then use the <DIGIT> keys and the <RIGHT> Arrow key to program an expiry date/time.
The default setting shown, or all fields cleared, means that the Expiry function will be ignored.



When complete:  <OK> key to move on to the next question for this User.
<UP> key to edit the previous User's "Expiry".
<DOWN> key to edit the next User's "Expiry".

NOTES: 1)  Blank Expiry Date & Time Fields will be ignored. e.g.   / / 01 - 13 : will mean that User's Card will only work before 1PM on any day until 31/12/2001.
2)  When a Code/Card expires all User programming (incl. User Type) is retained.

**USER RANKS**

```
U00009   12345678
Rank:-> nnnnnnnn
```

Depending on your system configuration, you may be able to program User Ranks.

If a User has the ability to Program/Edit Users they can normally only access User numbers equal to, or higher than, their own.
When a User has Ranks programmed, they can only access User numbers that have a matching rank set to YES and User numbers that have no rank screen to program.

NOTE:  Understand how User Ranks operate and plan before attempting to program.
A detailed explanation & examples are available in the Programmer's Manual.



```
U00009   12345678
Rank:-> YnYnnnnn
```

If Ranks are to be programmed for a User, use the <RIGHT> Arrow, followed by the <9> (Y) and <5> (N) keys to set the appropriate rank/s to YES or NO.



When complete:  <OK> key to move on to the next question for this User.
<UP> key to edit the previous User's "Ranks".
<DOWN> key to edit the next User's "Ranks".

**USER OPTIONS**

There are currently five special options which may be set for a User.

```
U00009  NDLEG...
Options nnnnn
```

Use the <RIGHT> Arrow, followed by the <9> (Y) & <5> (N) keys to set the desired options to YES or NO.

When complete:  <OK> key to move on to the next question for this User.
<UP> key to edit the previous User's "Options".
<DOWN Arrow to edit the next User's "Options".

[N]o message acknowledgement.    Prevent the User from being given the option to acknowledge alarm messages when logging on to a Terminal.

[D]uress Code.    Causes the PIN code programmed for this User to trigger a Duress Input whenever it is entered.

**IMPORTANT NOTE:** If this option is set to Yes, DO NOT use any words in the User's name (e.g. Duress, Holdup, etc.) that indicate that a Duress Code is being used, as the name will be displayed in the greeting when the User logs on to the Terminal.

Area [L]ist default.    Allows the "Area List" selection screen to appear on the display when this User logs on to the Terminal (rather than individual Area selection). The User can still revert to selection of an individual Area, if required, by pressing the <RIGHT> arrow key. *See "Turning Area/s Off".*

[E]xtra Area Off    Allows the User's "Extra Area" (if assigned) to be turned Off when the User accesses a Door via a Reader that allows the "Turn off Extra Area" function.  (If enabled by the Installer) (V2 or later only)

No [G]reeting    Disables the User greeting from being displayed for this User, when logging on to an LCD Terminal.  (V3 or later only)

**EXTRA AREA**
The Area/s that Users can control are normally only defined by the Area ON List and Area OFF List allocated to their "User Type".

```
U00009 Ex.Area->
None
```

The "Extra Area" option allows one Area to be allocated directly to a User.
The User will be allowed ON and OFF control over the "Extra Area" regardless of whether or not there are Area ON/OFF Lists in their User Type.

In a larger multi-Area system, where most Users are only allowed control of a single Area, this option would avoid the need to program many different Area Lists.

> 

```
U00009 Ex.Area->
SHOP 8 DANS PIES
```

Press the <RIGHT> Arrow key to scroll through the Area names until the name of the required Area is displayed.  (If you need to return to the start of the list at any stage, press the <OFF> key)

OK  or  ∧  or  ∨

When complete:  <OK> key to move on to select the next User to program/edit.
<UP> key to edit the previous User's "Extra Area"
<DOWN> key to edit the next User's "Ext. Area".

END

**EXIT USER CODE PROGRAMMING**
When you have completed your programming session, use the <END> key to exit the menu.

This can be done at any point in the procedure.
e.g. If your session only involved changing a PIN code, you may use the <END> key after you have entered the new PIN and pressed <OK>.  This avoids having to step through all the other options.

## DELETING A USER

Deleting or temporarily suspending a User is a simple process.

`OFF`

```
U00126 Type   ->
None
```

To suspend a User's operations.
A User can have all their operations suspended, but still have all other details remain in the system, by simply setting their "User Type" to "None" by pressing the <OFF> key.

A User can then be reinstated at any time by just programming their User Type back in, with no other programming involved.

`OK` `OFF` `OK` `OFF` etc.

Deleting a User.
To delete User details either partially or completely, simply step through the User Codes programming with the OK key, using the OFF key to delete or default any settings you wish to remove.

*REMEMBER !!*
*Any time you need it,*

`HELP`

*is as close as the press of a key.*

## USER TYPES

MENU $2_{DEF}$ $2_{DEF}$

Some Users, such as System Administrators, may be allowed to program "User Types".   User Types are assigned to Users to define the items they are allowed to control, the functions they can perform and the Menu options that they can access.

```
User Type to
alter: UT001
```

$?_{???}$ **OR** Λ ∨

**SELECTING A USER TYPE TO PROGRAM.**
The display will first allow you to choose a User Type to alter.
**Method i - Select by number.**  The <DIGIT> keys are used to enter a number **OR** the <UP> and <DOWN> Arrows will scroll through the numbers.

ON

```
Find User Type ^
Office Staff
```

Λ ∨ **OR**

$?_{???}$ then ∨ if required.

**Method ii - Alpha-search.**  Pressing the <ON> key allows the name of an existing User Type to be selected.

The <UP> and <DOWN> Arrows will search through the names, **OR**
Press the <DIGIT> key that represents the first letter of the name.  (You may have to press the key 2 or 3 times to obtain the required letter.)
If the name you want is not displayed because of other names starting with the same letter, use the <DOWN> Arrow key to locate the name.

OK

When the desired number or name of the User Type is located, press the <OK> key to proceed.

**USER TYPE NAME.**

The display will show the number and current name.

```
U.Type 008 Name:
Office Staff
```

OFF , ?₂₂₂ --- ?₂₂₂

A name of up to 16 characters can be programmed in the same manner as described for User names.

OK or ∧ or ∨

<OK> key for next option. <UP> / <DOWN> key to edit this option for the previous/next User Type.

**ASSIGN A TIMEZONE.**

```
UT008 T.Zone ->
None
```

The display will show the current TimeZone name. If a TimeZone is assigned, the User Type will only be used when the TimeZone is valid.

i.e. A TimeZone on a User Type means that the items, functions and menu options specified in the User Type are only available to those Users whenever the TimeZone is Valid.

?₂₂₂ or > or OFF

A TimeZone is selected using the **Alpha-search** method.

OK or ∧ or ∨

<OK> key for next option. <UP> / <DOWN> key to edit this option for the previous/next User Type.

**ASSIGN AN ALTERNATE USER TYPE.**

```
UT008 Alt.Type->
None
```

The display will show the current Alternate User Type. If an Alternate User Type is assigned it will be used instead of this User Type whenever the TimeZone (if assigned) is <u>Invalid</u>.

e.g. An Alternate User Type can be used to provide a different set of items and/or functions and/or menu options for these Users, even when the TimeZone on their User Type is Invalid.

?₂₂₂ or > or OFF

An Alternate User Type is selected by using the **Alpha-search** method.

OK or ∧ or ∨

<OK> key for next option. <UP> / <DOWN> key to edit this option for the previous/next User Type.

**ASSIGN USER TYPE PERMISSIONS.**

```
UT008 ON List ->
ALL AREAS
```

**Area ON List** is assigned to define which Areas this User Type is allowed to turn On.

```
UT008 OFF List->
ALL AREAS
```

**Area OFF List** is assigned to define which Areas this User Type is allowed to turn Off.

```
UT008 Menu Grp->
ALL MENUS
```

**Menu Group** is assigned to define which Operations and Menu options this User Type is allowed to access via the LCD Terminal.

```
UT008 DoorList->
.Door list 001
```

**Door List** is assigned to define which Doors this User Type is allowed to access.

```
UT008 Lift Car
List: LL001
```

**Lift Car List** is assigned to define which Lift Cars this User Type is allowed to access.

```
UT008 Floor List:
FL001
```

**Floor List** is assigned to define which Floors this User Type is allowed to access.

An option is selected by using the **Alpha-search** method.

Press the <DIGIT> key that represents the first letter of the name **AND/OR** Press the <RIGHT> arrow key to scroll through the names until the required name is displayed **OR** Press <OFF> to set the option to "None".

**USER TYPE OPTIONS**

There are currently six special options which may be set for a User Type.

```
UT008    ..dDUAPC
Opts -> nnnnnnnn
```

`>` , `9` or `5`

Use the <RIGHT> Arrow, followed by the <9> (Y) & <5> (N) keys to set the desired options to YES or NO.

`OK` or `∧` or `∨`

<OK> key for next option.  <UP> / <DOWN> key to edit this option for the previous/next User Type.

[d]isabled User.

Provides longer Door Un-lock time and longer Lift button selection time for this User Type. (V3 or later only)
Door Un-lock time will be 4 times the period programmed by the installer for each Door.
Lift button selection time is a separate "Disabled time" programmed by the installer for each Lift.

[D]ual Provider.

Allows this User Type to provide the First PIN code for "Dual Code" Access.

Override Dual [U]ser.

Causes the request for Dual User codes at particular Door/s to be overridden for this User Type.

Override [A]nti-Passback.

Causes the Anti-passback rules at particular Door/s to be overridden for this User Type.

Cancel on [P]IN.

If set to YES, when a User with this User Type is granted PIN code access through a Door, their User Type will automatically be set to "None". (For single use PIN codes)

Cancel on [C]ard.

If set to YES, when a User with this User Type is granted Card access through a Door, their User Type will automatically be set to "None". (For single use cards)

```
UT008    12345678
Rank:-> nnnnnnnn
```

NOTE: If "User Ranks" are not used in the system, all User Type Rank options must be left at "No".

> , 9 YZ or 5 MNO

OK or ∧ or ∨

**USER TYPE RANKS**

The display will show the current Ranks allocated. If a User has the ability to Program/Edit Users, they can normally assign any User Type. When a User has Ranks programmed, they can only access User Types that have a matching rank set to YES. *See USER RANKS in the section "USER CODE PROGRAMMING".*

Use the <RIGHT> Arrow key, followed by the <9> (Yes) key to assign the required Rank/s. Use the <5> (No) key to remove a Rank setting.

<OK> key for next option.  <UP> / <DOWN> key to edit this option for the previous/next User Type.

```
UT008 Valid Aux:
_    :X
```

? ???, > , ? ??? …

OFF

**ASSIGN A VALID AUXILIARY**

This display allows an optional Auxiliary output to be specified that will turn ON whenever this User Type uses their PIN number or Card.

Use the <DIGIT> keys to enter an Auxiliary ID. (The <RIGHT> arrow key will need to be used after the Module type letter is entered.) Press <OFF> to remove an existing Auxiliary ID.

```
UT008    12345678
Auxes-> nnnnnnnn
```

> , 9 YZ or 5 MNO

OK or ∧ or ∨

**HOME AUXILIARY TYPES TO CONTROL.**

The display will show the existing Home Auxiliary Types allowed.

When Home Auxiliaries are turned ON/OFF via the "Control Menu" (<MENU> 9 , 1.), the User Type can only control Home Auxiliaries that have a matching Home Auxiliary Type set to YES.

Use the <RIGHT> Arrow key, followed by the <9> (Yes) key to assign the required Rank/s. Use the <5> (No) key to remove a Rank setting.

<OK> key for next User Type to edit. <UP> / <DOWN> key to edit this option for the previous/next User Type.

## LISTS

MENU `2 DEF` `3 GHI` THEN: - `2 DEF` OR `4 JKL` OR `5 MNO`
                                     DOOR       FLOOR    LIFT CAR
                                     Lists        Lists      List

Some Users, such as System Administrators, may be allowed to program one or more of the different types of "Lists". Lists are used in other programming options such as "User Types" and "TimeZones" to define the items that are allowed to be controlled.

**CAUTION: A List may be assigned in several different options. e.g. A Door List, "Internal Doors", might be used in 3 different "User Types" and also in a "TimeZone" to automatically unlock the doors during normal trading hours. Before editing an existing List, be sure to check where the List has been used.**

**NOTE: Programming is identical for Door, Floor and Lift Car Lists.**

**SELECTING A LIST TO PROGRAM.**
The display will first allow you to choose a List to alter.

```
Door List to
alter: DL001
```

`? ???` **OR** `∧` `∨`

**Method i - Select by number.** The <DIGIT> keys are used to enter a number **OR** the <UP> and <DOWN> Arrows will scroll through the numbers.

`ON`

**Method ii - Alpha-search.**
**(Not available on some Lists)**
Pressing the <ON> key allows the name of an existing List to be selected.

```
Find Door List ^
Internal Doors
```

`∧` `∨` **OR**
`? ???` then `∨` if required.

The <UP> and <DOWN> Arrows will search through the names, **OR**
Press the <DIGIT> key that represents the first letter of the name. (You may have to press the key 2 or 3 times to obtain the required letter.)
If the name you want is not displayed because of other names starting with the same letter, use the <DOWN> Arrow key to locate the name.

`OK`

When the desired number or name of the List is located, press the <OK> key to proceed.

**LIST NAME.**

```
DL001 Name:
Internal Doors
```

The display will show the number and current name.

OFF , ? ??? - - - ? ???

To enter a new name, press the <OFF> key to clear the screen, then use the <DIGIT> keys to program the name. Up to 16 characters of text can be entered. To modify an existing name, use the <LEFT> and <RIGHT> Arrow keys to position the cursor under the letter to be changed and then use a <DIGIT> key to enter the new letter.

OK or ∧ or ∨

<OK> key for next option.  <UP> or <DOWN> key to edit this option for the previous/next List.

**TIMEZONE.**

```
DL001 T.Zone   ->
None
```

The display will show the current TimeZone name.
If a TimeZone is assigned, the List will only be allowed when the TimeZone is valid.
i.e. A TimeZone on a Door List assigned to a User Type means that those Users can only access any of the Doors whenever the TimeZone is Valid.

? ??? or > or OFF

Press the <DIGIT> key that represents the first letter of the TimeZone name **AND/OR** Press the <RIGHT> arrow key to scroll through the names until the required TimeZone is displayed **OR** Press <OFF> to set the TimeZone to "None".

OK or ∧ or ∨

<OK> key for next option.  <UP> or <DOWN> key to edit this option for the previous/next List.

**ALTERNATE LIST.**

```
DL001 Alt.List->
None
```

The display will show the current Alternate List. If an Alternate List is assigned it will be used instead of this List whenever the TimeZone (if assigned in the previous option) is Invalid.
e.g. An Alternate Door List can be used to allow Users to maintain access to some Doors, even when the TimeZone on their User Type's Door List is Invalid.

[?  ??? ] or [ > ] or [ OFF ]

Press the <DIGIT> key that represents the first letter of the name of the List **AND/OR** Press the <RIGHT> arrow key to scroll through the names until the required List is displayed **OR** Press <OFF> to set the Alternate List to "None".

[ OK ] or [ ∧ ] or [ ∨ ]

<OK> key for next option. <UP> or <DOWN> key to edit this option for the previous/next List.

**ASSIGN THE ITEMS TO THE LIST.**

```
DL001    12345678
D001 -> nnnnnnnn
```

The display will show the first 8 items (Doors, Lifts, etc.) in the system, with a letter below each to indicate:     Y     The item is IN the List

n     The item is NOT in the List.

[ > ], [ 9 YZ ] or [ 5 MNO ]

Use the <RIGHT> Arrow key, followed by the <9> (Yes) key to assign the appropriate items (Doors, Lifts, etc.) to the list. Use the <5> (No) key to remove items from the List.

[ OK ] or [ < ]

```
DL001    78901234
D017 -> nnnnnnnn
```

Press <OK> to step on to the next 8 items, or the <LEFT> arrow to step back to the previous 8 items. The number on the bottom left of the display indicates the first item shown in the current array.
e.g.    D017 = Doors 17 to 24.

[ ∧ ] or [ ∨ ] or [ END ]
or [ MENU ], [ ? ??? ] ...

<UP> or <DOWN> key to edit this option for the previous/next List,
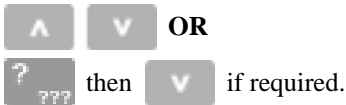<END> key to exit the Menu, **OR**
<MENU> key to select another Menu option.

## MENU GROUPS

MENU $2_{DEF}$ $4_{JKL}$ $1_{ABC}$

Some Users, such as System Administrators, may be allowed to program "Menu Groups". Menu Groups are assigned to User Types to define what actions, functions and menu options the User Type is allowed to perform or access when logged on to an LCD Terminal.

**SELECTING A MENU GROUP.**
The display will first allow you to choose a Menu Group to alter.
**Method i - Select by number.** The <DIGIT> keys are used to enter a number **OR** the <UP> and <DOWN> Arrows will scroll through the numbers.

```
Menu Group to
alter: MG001
```

$?_{???}$ **OR** ∧ ∨

ON

**Method ii - Alpha-search.** Pressing the <ON> key allows the name of an existing Menu Group to be selected.

```
Find Menu Grp ^
ALL MENUS
```

∧ ∨ **OR**

$?_{???}$ then ∨ if required.

The <UP> and <DOWN> Arrows will search through the names, **OR**
Press the <DIGIT> key that represents the first letter of the name. (You may have to press the key 2 or 3 times to obtain the required letter.)
If the name you want is not displayed because of other names starting with the same letter, use the <DOWN> Arrow key to locate the name.

OK

When the desired number or name of the Menu Group is located, press the <OK> key to proceed.

**MENU GROUP NAME.**

The display will show the number and current name.

```
MG001 Name:
ALL MENUS
```

OFF , ?₇₇₇ - - - ?₇₇₇

A name of up to 16 characters can be programmed in the same manner as described for User names.

OK or ∧ or ∨

<OK> key for next option. <UP> or <DOWN> to edit this option for the previous/next Menu Group.

**ASSIGN A TIMEZONE.**

```
MG001 T.Zone  ->
None
```

The display will show the current TimeZone name. If a TimeZone is assigned, the Menu Group will only be used when the TimeZone is valid.

i.e. A TimeZone on a Menu Group assigned to a User Type means that those Users can only perform the actions and access the menu options specified in the Menu Group whenever the TimeZone is Valid.

?₇₇₇ or > or OFF

Select a TimeZone using the **Alpha-search** method.

OK or ∧ or ∨

<OK> key for next option. <UP> / <DOWN> to edit this option for the previous/next Menu Group.

**ASSIGN AN ALTERNATE MENU GROUP.**

```
MG001 Alt.Grp.->
None
```

The display will show the current Alternate Menu Group. If an Alternate Menu Group is assigned it will be used instead of this Menu Group whenever the TimeZone (if assigned) is Invalid.

e.g. An Alternate Menu Group can be used to provide a different set of actions and/or menu options for these Users, even when the TimeZone on their Menu Group is Invalid.

?₇₇₇ or > or OFF

An Alternate Menu Group is selected by using the **Alpha-search** method.

OK or ∧ or ∨

<OK> key for next option.  <UP> / <DOWN> to edit this option for the previous/next Menu Group.

```
MG001    RIDCSAMT
Opts -> nYnYnYYY
```

$>$ , $9\atop YZ$ or $5\atop MNO$

`OK` or $\wedge$ or $\vee$

**MENU GROUP OPTIONS**

There are eight functional options which may be set for a Menu Group.

Use the <RIGHT> Arrow, followed by the <9> (Y) & <5> (N) keys to set the desired options to YES or NO.
<OK> key for next option.  <UP> / <DOWN> to edit this option for the previous/next Menu Group.

| | |
|---|---|
| [R]emote Access. | Allows remote access via Upload/Download software. |
| [I]solate on Exit. | Allows User to Isolate un-sealed zones on exit. |
| [D]efer Area On. | Implements Area Defer timer operation when the User turns an Area Off that has been defined as a "Defer" Area.  Area automatically re-arms when the Defer timer expires, unless the User performs the Area Off function again before the timer or warning expires.  (V2 or later only) |
| [C]ancel Holdup. | Allows the User to cancel a Holdup alarm before it reports, by entering their PIN at an LCD Terminal. (V2 or later only) |
| [S]irens Off. | Allows Users to automatically turn off any Sirens running at the time of PIN code entry, regardless of whether they are allowed control of the Area/s that triggered the siren/s. |
| [A]cknowledge Messages. | Allows Users to acknowledge alarm messages from any Area, regardless of whether they are allowed control of the Area/s that generated the message/s. |
| [M]ultiple Areas. | Allows the User to turn On/Off more than one Area at a time via an Area List.  Any Area List can be chosen, but only Areas in the User's On/Off Lists will be controlled. |
| [T]amper On/Off. | Allows the User to turn Off the 24 Hr or Tamper part of any Area in their Area OFF List. |

**ASSIGN MAIN MENU OPTIONS**

```
MG001   RAITtDSC
MMenu-> YYYYYYYY
```

This display is used to define the Main Menu options that the Menu Group will allow access to.

Use the <RIGHT> Arrow, followed by the <9> (Y) & <5> (N) keys to set the desired options to YES or NO.

<OK> key for next option.  <UP> / <DOWN> to edit this option for the previous/next Menu Group.

NOTE:  Setting the [R]eview, [A]ccess or [Control] menu options to YES does not enable access to all User options within those menus.  To allow access to the additional sub menu options, the appropriate options must also be set in the Sub Menu options screen that follows.

| | |
|---|---|
| [R]eview. (Information Menu) | Review (If allowed by Sub Menu option), Locate User, Read Analogue values, Read Counters and View input states. |
| [A]ccess Menu. | User Codes, User Types, Lists, and Groups. (As allowed by Sub Menu options) |
| [I]solate Menu. | Isolate / De-isolate Inputs. *See "Isolate.  Menu Option 3" for details.* |
| [T]est Menu. | Area Walk Testing.  (If enabled in the system) (Only valid in V3 or later) |
| [t]imes Menu. | Time/Date, TimeZones (If allowed by Sub Menu options), Holidays. |
| [D]eadman Menu. | Not in use. |
| [S]ervice Menu. | Answer Phone. *See "Service.  Menu Option 8" for details.* |
| [C]ontrol Menu. | Home Auxiliaries, Lock/Open Doors, Secure/Free Lifts and Adjust Counters (If allowed by Sub Menu option). |

**ASSIGN SUB MENU OPTIONS**

```
MG001    UTLGZRA.
AMenu-> YYYYYYYY
```

This display is used to define the Sub Menu
options that the Menu Group will allow access to.

> , 9 YZ or 5 MNO

OK or ∧ or ∨

Use the <RIGHT> Arrow, followed by the <9>
(Y) & <5> (N) keys to set the desired options to
YES or NO.
<OK> key for next option.  <UP> / <DOWN> to
edit this option for the previous/next Menu Group.

[U]ser Code programming.
User [T]ypes.
[L]ists.
[G]roups.

Allows access to the specified Menu option  if the
[A]ccess option is set to "Y" in the previous screen.

Time[Z]ones.

Allows access to TimeZones if the [t]imes option is
set to "Y" in the previous screen.

[R]eview.

Allows access to Review if the [R]eview option is set
to "Y" in the previous screen.   (V3 or later only)

[A]djust Counters.

Allows access to Adjust Counters if [C]ontrol option
is set to "Y" in the previous screen.  (V3 or later only)

**SPECIAL OPTIONS**

```
MG001    RH......
Other-> YYYYYYYY
```

There are currently two special options available
when programming Menu Groups.  (V3 or later)

> , 9 YZ or 5 MNO

OK or ∧ or ∨

Use the <RIGHT> Arrow, followed by the <9>
(Y) & <5> (N) keys to set the desired options to
YES or NO.
<OK> key for next Menu Group to program.
<UP> / <DOWN> to edit this option for the
previous/next Menu Group.

[R]eset Alarms.

Allows Users to reset  "Latched Alarms". (Latched
Alarms feature is NOT used in most systems)

[H]omeZone Isolate.

Forces the Isolate screens to be displayed as "Alpha-
search" HomeZones only.  Do NOT set to Yes if the
HomeZone feature is not used in your system.

## Isolate:     Menu Option 3

MENU 3 GHI

If a detector or alarm contact is faulty, or their cabling has been shorted or cut, you may be unable to turn ON any Area that the faulty device is in.

Users with the authority to "Isolate on Exit" can isolate any faulty devices when prompted during the Area ON procedure. (*see "Turning Area/s ON" for details*) However, when you know that a device is faulty, (e.g. A roller shutter contact has been damaged by a Forklift) you may also have the authority to Isolate the Zone via this menu option before anyone attempts to turn the Area ON.
Note that System Inputs can also be isolated.  e.g. "Expander 01 Ext. Siren Tamper" could be isolated while damaged speaker cabling was awaiting repair.

NOTE:  The Isolate menu also allows you to De-isolate Zones if the fault is rectified before the Area needs to be turned ON.
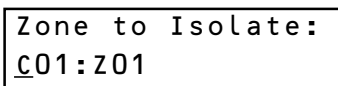
### SELECTING A ZONE TO ISOLATE
There are two methods of selecting a Zone:  "Zone ID" OR "HomeZones".
-Zone ID allows selection of any zone in the system by Zone ID number or by searching through the zone list in <u>numerical</u> order for the zone name.
-HomeZones allows selection of any zones that have been designated as HomeZones, by using the quick "Alpha-search" method.  (V3 or later only)

You will only be able to use one of these methods depending on the setting of the "[H]omeZone Isolate" option in the special options screen of the Menu Group assigned to your User Type. *See "Menu Groups".*

```
Zone to Isolate:
C01:Z01
```

OFF ?.??? -- ?.??? OK

ON  A  V  OK

NOTE:  You may use both modes, as the ON key can change the mode at any time.

**Zone ID selection.**
The display will prompt you to enter the Module/ Zone (Input) ID of the Zone you wish to isolate.

If you know the Zone ID, use the <OFF> key to clear the screen, then enter the letters/numbers of the Zone ID with the <DIGIT> keys, then <OK>.

If the ID is not known, press the <ON> key, and then scroll through the Zone names in numerical order using the <UP> and <DOWN> Arrow keys, then <OK>.
(Alpha-search using the digit keys is NOT used in this method)

```
Office Door Reed
Enabled
```

**HomeZone selection.**
The display will show the name and current status of the first HomeZone.  (V3 or later only)

NOTE: Only available if the HomeZones option is used in your system.

**∧** **∨** **OR**

**?** then **∨** if required

then **OK**

The <UP> and <DOWN> Arrows will search through the named HomeZones alphabetically, **OR**
Press the <DIGIT> key that represents the first letter of the name.  (You may have to press the key 2 or 3 times to obtain the required letter.)
If the name you want is not displayed because of other names starting with the same letter, use the <DOWN> Arrow key to locate the name, then press the <OK> key to proceed.

**ISOLATE / DE-ISOLATE THE INPUT.**
The display will now show the name and current status of the Zone/Input .

```
RECEPTION PIR
Enabled
```

**OFF** or **ON** or **>**

<OFF> key to Isolate the Zone displayed.  Any Zones isolated in this way are automatically De-isolated when the Area is next turned OFF.
<ON> key to De-isolate (or "Enable") the Zone.
<RIGHT> arrow key to "Sticky Isolate" the Zone. The Zone will remain isolated unless De-isolated from the LCD Terminal via this Menu option.

```
Zone is
now isolated
```

A brief message will appear on the display to confirm that the operation was successful.

**OK**

When complete press the <OK> key to return to the "Zone to Isolate" display.

## Testing:  Menu Option 4

MENU 4 JKL

Your system may be programmed with an option to allow Walk testing of specified Zones in particular Areas.  (V3 or later only)

Testing simply involves activating the devices (usually detectors) and then allowing them to return to their normal state.  e.g. Walk past movement detectors, open and close doors, press then release panic buttons, etc.

The system can perform automatic testing on devices that are regularly activated by movement, etc., such as PIRs and Door Contacts.  However, other types of Input devices, such as Glass-break, Smoke & Seismic detectors, Panic buttons, Window Contacts, etc. should also be tested on a regular basis. (e.g. Once every month)

NOTE:  The additional Test Menu options shown in the Menu Flowchart at the rear of this manual are only accessible to the Installer.  They provide a comprehensive range of Testing to assist with installation, commissioning and service of the system.

```
Area to Test ? ^
Panic buttons
```
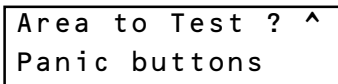
The display will prompt you to select an Area to Test.

∧  ∨  **OR**

The <UP> and <DOWN> Arrows will search through the Area names alphabetically,
**OR**

? ??? then ∨ if required.

Press the <DIGIT> key that represents the first letter of the name.  (You may have to press the key 2 or 3 times to obtain the required letter.)

If the name you want is not displayed because of other names starting with the same letter, use the <DOWN> Arrow key to locate the name.

OK

When the Area is selected, press the <OK> key to proceed.

If the maximum time allowed for Walk Testing expires, the test will be aborted and the display will return to the "Area to Test?" prompt.

The maximum test time is programmed by the Installer for each Area.  If the max. test time for an Area is set to zero, the maximum test time will then be 10 minutes.

```
Zone not Tested
Counter 3 Panic
```

After an initial test to check that all Zones are Sealed, the Walk Test commences. The display will update with a beep every few seconds to show any Zones that have not been tested.

The following key functions are available while this display is shown, and may need to be used if any device fails to operate or cannot be tested:

**OK**

To abort the Walk Test because a Zone is faulty and cannot be tested, press the <OK> key.
A "Test Failed" message will be displayed.
Press the <OK> key again to return to the "Area to Test?" prompt.

**END**

To abort the Walk Test, press the <END> key.
The display will briefly show "Operation Aborted", then return to the "Area to Test?" prompt.

**? ???**

To manually advance to the next untested Zone, press any other key.

```
Test Passed
Push OK key
```

When all the Zones have been tested and there are no faults, the "Test Passed" message is displayed.

**OK**

Push <OK> to exit the Walk Test mode and select another Area to Test.

```
Area to Test ? ^
Panic Buttons
```

Select another Area to test or Press the <END> key to exit and return to the normal display.

NOTE:        For comprehensive testing of the system, including the reporting facilities, a procedure similar to the following is used on appropriate sites:

Arrange with the Central Monitoring Station for testing to be performed periodically in "real-life" conditions. This involves setting aside a period when all Areas in the system are turned ON, then activating all the Input Devices. A report from the Central Station is then used to check that all devices activated were reported.
This method also tests that Input processing and Reporting options have been programmed appropriately, and that the alarm reporting is occuring effectively.

## Times:    Menu Option 5

### SET TIME AND DATE

MENU 5 MNO 1 ABC

The time and date can be set and adjusted in the "Times" menu.
This will be necessary when the system is first commissioned and for daylight saving changes. (This may be done automatically by the system, or in some reporting formats, by the Central Station)

```
Set Date-Time:
17/11/99-14:54
```

The display will show the system's current date and time.

The Date & Time is set in the format:
DD/MM/YY-HH:MM  The 24 hour clock is used.

? ??? > etc. OK

Use the <DIGIT> keys to enter in the values required and the <RIGHT> Arrow key to move the cursor across the fields.
Press <OK> when complete.

NOTE:  When OK is pressed, the Date & Time is saved AND the seconds count is set to "00"

```
Set Weekday   ->
Wednesday
```

The display will now allow you to set the weekday

> OK

Use the <RIGHT> Arrow key to select the day of the week then press the <OK> key when complete.

END

Press <END> to exit and return to the normal display.

*REMEMBER !!*
*Any time you need it,*

HELP

*is as close as the press of a key.*

## TIMEZONES

MENU 5 MNO 2 DEF

Some Users, such as System Administrators, may be allowed to program "TimeZones". TimeZones may be used to define when User access to specific items (Areas, Doors, etc) and functions is allowed; and also to provide automated control of items in the system. e.g. Unlock doors during business hours, Operate security lighting at night, etc.

-A TimeZone provides up to 4 separate time periods each programmed with a Start and End time and Days of the week, including Holiday. *See example on next page.*
-If "Holiday" is set to Yes when programming the Days, the TimeZone will be allowed to be Valid on Holidays for that time period.
-A period of 00:00-to-00:00 means ignore that period. Spaces instead of digits means ignore that Start Time or End time in that particular period. e.g. 19:00-to- :

**SELECTING A TIMEZONE.**

```
TimeZone to   (V)
alter: TZ001
```

? ??? **OR** ∧ ∨
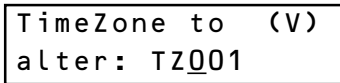
The display will allow you to choose a TimeZone to alter, AND will indicate the current status of the TimeZone. (V) = Valid. (I) = Invalid.
**Method i - Select by number.** The <DIGIT> keys are used to enter a number **OR** the <UP> and <DOWN> Arrows will scroll through the numbers.

ON

```
Find Tzone  (V)^
WORKING HOURS
```
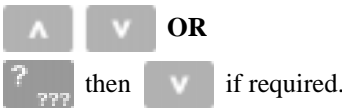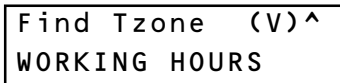
**Method ii - Alpha-search.** Pressing the <ON> key allows the name of an existing TimeZone to be selected.

∧ ∨ **OR**

? ??? then ∨ if required.

The <UP> and <DOWN> Arrows will search through the names, **OR**
Press the <DIGIT> key that represents the first letter of the name. (You may have to press the key 2 or 3 times to obtain the required letter.) If the name you want is not displayed because of other names starting with the same letter, use the <DOWN> Arrow key to locate the name.

OK

When the desired number or name of the TimeZone is located, press the <OK> key to proceed.

**TIMEZONE NAME.**
The display will show the number and current name.

```
TZ001 Name:
WORKING HOURS
```

OFF , ?₇₇₇ --- ?₇₇₇

A name of up to 16 characters can be programmed in the same manner as described for User names.

OK or ∧ or ∨

<OK> key for next option. <UP> or <DOWN> to edit this option for the previous/next TimeZone.

**PROGRAM THE FIRST PERIOD.**
The display will show the current Start Time and End Time of the 1st period.

```
TZ001 1st Period
09:00-to-17:00
```

?₇₇₇ or > or OFF

OK

Use the <DIGIT> keys to enter in the values required and the <RIGHT> Arrow key to move the cursor across the fields.
The <OFF> key can be used to clear all fields.
Press <OK> when complete.

OK or ∧ or ∨

<OK> key for next option. <UP> / <DOWN> to edit this option for the previous/next TimeZone.

**PROGRAM THE DAYS OF THE WEEK.**
The display will show the current days assigned to the Timezone period.

```
TZ001    SMTWTFSH
1ST ->   nYYYYYnn
```

> , 9 YZ or 5 MNO

Use the <RIGHT> Arrow key, followed by the <9> (Yes) & <5> (No) keys to set the desired options to YES or NO.

OK or ∧ or ∨

<OK> key for next option.  <UP> / <DOWN> to edit this option for the previous/next TimeZone.

**PROGRAM THE 2nd, 3rd & 4th PERIODS.**

e.g. To cater for different
trading hours on different days.
```
1st Period:       SMTWTFSH
08:30-to-17:30    nYYYnnnn
2nd Period:
08:30-to-21:30    nnnnYYnn
```

If you need to program/edit the other TimeZone periods, the <OK> key will step through another 6 screens that allow the Start and End times and the Days of the week to be programmed for these periods in the same way that the 1st period is programmed.
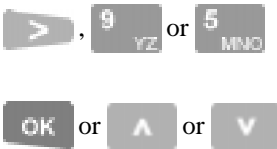
```
TZ001      123456
Holidays   Ynnnnn
```

**PROGRAM THE HOLIDAY TYPES.**
The display will show the current Holiday Types that will be obeyed by this Timezone.

The TimeZone will be Invalid on the Holiday types specified  unless the "H" option is set to Yes in the "Days of the Week" for particular periods. *See Program Holidays.*

> , 9 YZ or 5 MNO

OK or ∧ or ∨

Use the <RIGHT> Arrow, followed by the <9> (Y) & <5> (N) keys to set the desired options to YES or NO.
<OK> key for next option.  <UP> / <DOWN> to edit this option for the previous/next TimeZone.

**TIMEZONE FUNCTION.**
The display will show the current function that the Timezone controls.  The function (if enabled) will be an option such as "Auxiliary On/Off", Area On/Off", "Door Unlock/Lock", etc.
**CAUTION:  This, and the following related options, are normally only programmed/edited by the Installer.**
**Additional information is provided in the Programmer's manual.**

```
TZ001 Function->
None
```

```
TZ001 Function->
Door (Un)Lock
```

> , OK

Use the <RIGHT> Arrow key to select the desired function then press <OK>.

```
TZ001 Door to
Control: D001
```

```
TZ001      OFof
Control ->  nnnn
```

The display/s that follow will vary depending on the function selected.  The examples provided are for Door Unlock/Lock Control.
Typically the first screen allows selection of the item or list to be controlled.
The next screen defines the control options:

O    On/Secure/Lock/Close when TimeZone goes Valid.
F    Off/Unsecure/Unlock/Open when TimeZone goes Valid.
o    On/Secure/Lock/Close when TimeZone goes Invalid.
f    Off/Unsecure/Unlock/Open when TimeZone goes Invalid.

**PROGRAM THE QUALIFY OPTIONS.**

```
TZ001 Qualify QI
Options ->    nn
```

The display will show the current Qualify option settings.  The Qualify options allow the TimeZone to be Qualified by an Auxiliary.
If this option is used, the TimeZone will only be Valid when a TimeZone Period is Valid AND when the Qualify conditions are met.

**CAUTION:  These options are normally only programmed/edited by the Installer.**

Use the <RIGHT> Arrow key, followed by the <9> (Yes) & <5> (No) keys to set the desired options to YES or NO, then <OK> key for next option.

Q    Qualify the TimeZone with an Auxiliary.  When Aux. is <u>Off</u>, TimeZone will always be <u>Invalid</u>, regardless of whether any TimeZone Periods are valid.

I    Invert Qualify.  Reverse the qualify conditions.  When the Aux. is <u>On</u>, TimeZone will always be <u>Invalid</u>, regardless of whether any TimeZone Periods are valid.

```
TZ001 Qualify
Aux: _  :X
```

The display allows the Auxiliary to be chosen that will Qualify the TimeZone.

Use the <DIGIT> keys to enter in the Auxiliary ID and the <RIGHT> Arrow key to move the cursor across the fields when necessary.
Press <OK> when complete.

<OK> key to select another TimeZone to program/edit. <END> key to exit to the normal display.
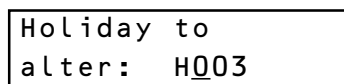
## HOLIDAYS

MENU 5 MNO 3 GHI

Some Users, such as System Administrators, may be allowed to program "Holidays".
Holidays are used with TimeZones to define whether a TimeZone will be Invalid or Valid on dates designated as Holidays.

-A Holiday can be a single date or a period defined with a Start date and an End date.
-Holidays are defined as Month/Date.  No Year is defined, so moveable holidays must be re-programmed every Year.
-Each Holiday programmed must also be assigned the Holiday "Types" that are to apply to it.  In most systems, holidays will not need to be broken down into different types, so all Holidays will be assigned "Type 1" only.
-In some systems where different types of Holidays are to effect different TimeZones, it will be necessary to divide the Holidays into different types.  e.g. Type 1 = Public holidays, Type 2 = School vacations, Type 3 = Summer holiday closedown.

**SELECTING A HOLIDAY.**
The display will allow you to choose a Holiday to alter.

```
Holiday to
alter:  H003
```

? ??? **OR** ∧ ∨

**Method i - Select by number.**  Use the <DIGIT> keys to enter a number **OR** <UP> & <DOWN> Arrows to scroll through the numbers.

ON

**Method ii - Alpha-search.**  Press the <ON> key to select the name of an existing Holiday.

```
Find Holiday    ^
NEW YEARS DAY
```

∧  ∨  **OR**
? ??? then ∨ if required.

The <UP> and <DOWN> Arrows will search through the names, **OR**
Press the <DIGIT> key that represents the first letter of the name.  (You may have to press the key 2 or 3 times to obtain the required letter.)
If the name you want is not displayed because of other names starting with the same letter, use the <DOWN> Arrow key to locate the name.

OK

When the desired number or name of the Holiday is located, press the <OK> key to proceed.

### HOLIDAY NAME.

H003 Name:
NEW YEARS DAY

OFF , ?₇₇₇ - - - ?₇₇₇

OK or ∧ or V

The display will show the number and current name.

A name of up to 16 characters can be programmed in the same manner as described for User names.

<OK> key for next option. <UP> or <DOWN> to edit this option for the previous/next Holiday.

### PROGRAM THE HOLIDAY DATE/PERIOD.

H003 Dates:
01/01-to-01/01

?₇₇₇ or > or OFF

OK or ∧ or V

The display will show the current Start Date and End Date of the Holiday.

Use the <DIGIT> keys to enter in the dates required and the <RIGHT> Arrow key to move the cursor across the fields when necessary.
The <OFF> key can be used to clear all fields.

<OK> key for next option. <UP> / <DOWN> to edit this option for the previous/next Holiday.

### PROGRAM THE HOLIDAY TYPE/S.

H003      123456
Type -> Ynnnnn

> , 9_YZ or 5_MNO

OK or ∧ or V

END

The display will show the current Types assigned to the Holiday.
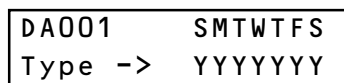
Use the <RIGHT> Arrow, followed by the <9> (Y) & <5> (N) keys to set the desired options to YES or NO.

<OK> key to select another Holiday to edit.
<UP> / <DOWN> to edit this option for the previous/next Holiday.

<END> key to exit to the normal display.

**NOTE:** A Holiday period must be assigned at least one Type. An explanation of Holiday Types is found on the previous page.

## DIARIES

MENU 5<sub>MNO</sub> 4<sub>JKL</sub>
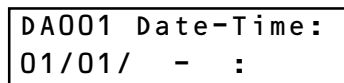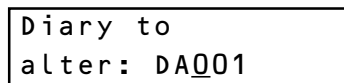
Some Users, such as System Administrators, may be allowed to program "Diaries".
Diaries are used to display customised messages on LCD Terminals at various selectable times AND can also be used to control (or be Qualified by) the Diary Auxiliary if necessary.

**SELECTING A DIARY.**
The display will allow you to choose a Diary to alter.

```
Diary to
alter: DA001
```

?<sub>???</sub> **OR** ∧ ∨

The <DIGIT> keys are used to enter a number **OR** the <UP> and <DOWN> keys will scroll through the numbers.  (Alpha-search not available)

OK

When the desired number of the Diary is located, press the <OK> key to proceed.

**PROGRAM THE DATE AND TIME.**
The display will show the current settings.

```
DA001 Date-Time:
01/01/  -  :
```

?<sub>???</sub> and > or OFF

Use the <DIGIT> keys to enter in the date & time required and the <RIGHT> Arrow key to move the cursor across the fields when necessary.
The <OFF> key can be used to clear all fields before you start or to set Diary "Always Valid".

OK or ∧ or ∨

<OK> key for next option. <UP> / <DOWN> to edit this option for the previous/next Diary.

**PROGRAM VALID DAYS.**
The display will show the current Days that the Diary message will be Valid.

```
DA001    SMTWTFS
Type ->  YYYYYYY
```

> , 9<sub>YZ</sub> or 5<sub>MNO</sub>

Use the <RIGHT> Arrow, followed by the <9> (Y) & <5> (N) keys to set the desired options to YES or NO.

OK or ∧ or ∨

<OK> key for next option.  <UP> / <DOWN> to edit this option for the previous/next Diary.

**PROGRAM DIARY MESSAGE.**
The display will show the first line of the Diary message.

```
DA001 1st line
Welcome to
```

OFF , ?₇₇₇ --- ?₇₇₇

Up to 16 characters of text can be programmed in the same manner as described for User names.

OK or ∧ or ∨

<OK> key for next option. <UP> or <DOWN> to edit this option for the previous/next Diary.

```
DA001 2nd line
the Acme Company
```

The display will show the second line of the Diary message. Up to 16 characters of text can be programmed for the 2nd line as described above.

**CAUTION: The following options should only be programmed by the Installer.**

**ASSIGN A DIARY AUXILIARY.**
The display will show the current Auxiliary assigned to the Diary.

```
DA001 Aux:
_   :X
```

?₇₇₇ , > or OFF

then OK

Use the <DIGIT> keys and <RIGHT> Arrow key to enter in the Auxiliary ID then press <OK> (The <OFF> key can be used to clear all fields.)

**SELECT A DIARY FUNCTION.**
The display will show the current function selected. (V3 or later only) *See the table below.*

```
DA001 Function->
None
```

> or OFF then OK

Use the <RIGHT> Arrow key to select a function then <OK> to select another Diary to program.

Add 1 Hr. ..................... When Diary goes Valid, adjust Real Time Clock by +1 Hr. (Start of Daylight Saving)

Subtract 1 Hr. ................ When Diary goes Valid, adjust Real Time Clock by -1Hr & change function to "Skip subtract 1 Hr." (End of Daylight Saving)

Battery Test. ................. When Diary goes Valid, start automatic Battery test cycle.

Skip Subtract 1 Hr. ....... When Diary goes Valid, change function to "Subtract 1Hr" (This option is selected automatically when necessary)

Qualify Aux. ................. Changes the function of the Diary Auxiliary to a Qualify Auxiliary. i.e. The Diary will not be Valid unless the specified Auxiliary is On.

## **Service:     Menu Option 8**

ANSWER PHONE

MENU  8 VWX  4 JKL

If remote access to the system is required for service purposes via the dialer phone line, the service technician may ask you to activate the "Answer phone" function, in order to establish the communications connection.

Activating the Answer Phone function is simply a matter of selecting the menu option by pressing the key sequence shown.  (<MENU>, <8>, <4>.)

DO NOT USE THIS OPTION UNLESS INSTRUCTED TO DO SO BY YOUR INSTALLER / SERVICE TECHNICIAN.

```
Answering
Phone
```

The display will show a message to indicate the status and then return to the main menu.

END

Press the <END> key to exit the menu.  This will not effect the remote connection.

NOTE:  This option is only valid if the Control Module is connected to a telephone line and the function has been enabled in the Installer programming options.

## **Control:     Menu Option 9**

HOME AUXILIARIES

MENU  9 YZ  1 ABC

Home Auxiliaries are outputs in the system that can be turned On and Off by a User.  Access to control of some Home Auxiliaries may be gained by simply pressing the <RIGHT> arrow key on the LCD Terminal.  Other Home Auxiliaries need to be more secure and can only be controlled via access to this Control Menu option.

*After selecting the Menu Option (<MENU>, <9>, <1>) refer to "Home Auxiliary Control" earlier in this manual for details of the Control options.*

## DOOR CONTROL

MENU  9 YZ  2 DEF

NOTE: Only Doors included in the User's "Door List" (defined in their "User Type") can be controlled.

The "Door Control" option allows a User with the appropriate authority to Un-lock and Lock individual Doors (V3 or later only) or all Doors in the Door List assigned to their User Type.

e.g. If Doors are programmed for "free access" during the day, it may be necessary to re-lock the doors if all the staff leave early to attend a company function at another location.
OR
It may be necessary to un-lock doors if free access is required outside normal working hours to allow staff to fulfil an urgent order.

```
Door to
Control? 00
```

? ???  ? ???  OK

The display will allow you to enter the number of the Door to control.

Use the <DIGIT> keys to enter the two digit Door number then <OK>.  (Press <END> to abort)
A Door number of "00" will include all Doors in the User's Door List.

```
(L)ock or
(U)nlock ?
```

4 JKL  7 STU

The display will now allow you to select the "Lock" or "Unlock" operation.

Press the <4> (L) key to Lock the Door.
Press the <7> (U) key to Unlock the Door.

```
Operation
Done
```

END

The display will briefly show the "Operation Done" message to indicate that the operation was successful and then return to the main menu.

Press the <END> key to exit to the normal display or select another Menu option.

## LIFT CONTROL

MENU 9 YZ 4 JKL

"Lift Control" allows a User with the appropriate authority to Access or Secure Floor/s in a specific Lift Car.  If accessed, all Users may access the floors. If secured, only valid Users may access the floors.

e.g. If Floors are normally programmed for "free access" during the day, it may be necessary to Secure the floors to restrict access during a VIP visit.
OR
If access is required outside normal working hours for staff to complete an urgent project, it may be necessary to Access the Floors.

```
Lift
Car ? 01
```

? ??? ? ??? OK
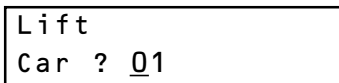
The display will allow you to enter the number of the Lift Car to control.

Use the <DIGIT> keys to enter the two digit Lift Car number then <OK>.  (Press <END> to abort) A Lift Car number of "00" will include all Lifts.

```
Floor
to do ? 00
```

? ??? ? ??? OK
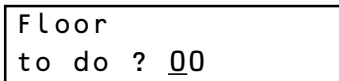
The display will allow you to enter the number of the Floor to control.  (V3 or later only)

Use the <DIGIT> keys to enter the two digit Floor number then <OK>.  (Press <END> to abort) A Lift Car number of "00" will include all Floors.

```
(A)ccess or
(S)ecure ?
```

1 ABC 7 STU
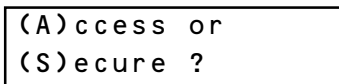
The display will allow you to select the "Access (Free) Floor" or "Secure Floor" operation.

Press the <1> (A) key to Access (Free) the Floor. Press the <7> (S) key to Secure the Floor.

```
Operation
Done
```

The display will briefly show the "Operation Done" message to indicate that the operation was successful and then return to the main menu.

END

Press the <END> key to exit to the normal display or select another Menu option.

## ADJUST COUNT

MENU 9 YZ 6 PQR

Adjust Count allows a User with the appropriate authority to reset a Counter (to 0) or to set the count value to the required number.
(V3 or later only)

```
.Counter 001
SetCnt: 00000000
```

The display will show the first Counter and the current count value.

∧ ∨

Use the <UP> and <DOWN> arrow keys to select the Counter to reset or adjust.

```
Camera 2 Film
SetCnt: 00000000
```

? ??? , > or OFF

then OK

Use the <DIGIT> keys and <RIGHT> Arrow key (if necessary) to enter in the count value then press <OK>.
The <OFF> key can be used to clear the field. (Reset to 0)
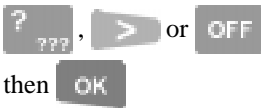
END

Press the <END> key to exit to the normal display or select another Menu option.

## Air Conditioning Control Supplement.

Some sytems utilize special dedicated built-in logic in the Access 4000 for Air-conditioning system Control.  This allows Air-conditioning sytems to be controlled by a User at an LCD Terminal and/or controlled automatically by the system.
(Only available V2 or later)
The User can turn Air-conditioning Zones On and Off, switch between different modes of operation and control Ventilation and Fan settings.

Individual LCD Terminals may be programmed to allow Users to control Air-conditioning sytems without needing to Log on to the Terminal..

If this option is enabled, simply press the <LEFT> arrow key on the LCD Terminal.

```
Reception
Aircon is Off
```
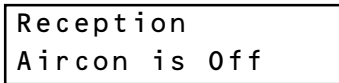
The display shows the current status of the Air-conditioning Zone associated with this LCD Terminal.

To select another Air-conditioning Zone, use the <UP> and <DOWN> Arrow keys to search through the list.

**OR**

Search by name by pressing the <DIGIT> key that represents the first letter of the Aircon. zone name. If the name you want is not displayed because of other names beginning with the same letter, use the <DOWN> Arrow key to locate it.

When the desired Air-Conditioning Zone is displayed, press the <ON> key or <OFF> key to turn the Zone On or Off as required.

**AND/OR**

```
AC001 Action   ->
Off
```
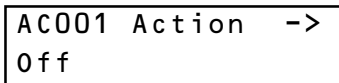
Press the <LEFT> arrow key to control other Air-conditioning system operations.

|  |  |
|---|---|
| **>** | Use the \<RIGHT> arrow key to select the mode of operation required. |

| | |
|---|---|
| On | Turn the Airconditioning On. |
| Off | Turn the Airconditioning Off. |
| TimeZone | Airconditioning system will be automatically turned On and Off by the TimeZone assigned to it by the installer. |

|  |  |
|---|---|
| **<** | Press the \<LEFT> arrow key again to control Ventilation options. |

```
AC001 Vent    ->
Automatic
```

|  |  |
|---|---|
| **>** | Use the \<RIGHT> arrow key to select the mode of Ventilation required.  Normally set to Automatic. |

| | |
|---|---|
| Recirculate | Forces the system to use Recirculated air. |
| Fresh Air | Forces the system to use Fresh air. |
| Automatic | Airconditioning system will automatically select Recirculated or Fresh air based on whether Heating or Cooling is required and the status of the Fresh Air thermostat. |

|  |  |
|---|---|
| **<** | Press the \<LEFT> arrow key again to control Fan options. |

```
AC001 Vent    ->
Automatic
```

|  |  |
|---|---|
| **>** | Use the \<RIGHT> arrow key to select the mode of Fan operation required.  Normally set to Automatic. |

| | |
|---|---|
| Always On | Fan is always on to circulate air regardless of Compressor on/off. |
| Heat Pump | Allows warmer air from the "Return air zone" to be pumped to other zones without using the compressor for heating.  Used when the return air zone provides another source of heat such as a wood heater. |
| Automatic | Compressor on/off will automatically control Fan on/off. |

|  |  |
|---|---|
| END | Press the \<END> key to exit to the normal display. |

## Telephone Remote Control Supplement.

Some sytems may utilize the "DTMF Control" option to allow the system to be controlled by any telephone able to send DTMF tones. i.e. Any touch tone phone. By dialing the system and using the telephone keypad, pre-defined Areas and Auxiliary outputs can be turned On and/or Off with different 4 digit codes. (Only available V3 or later)

Consult your installer for the "Phone number", "Control Mode" tone and "Control Codes". These may be recorded on the following page, but should be kept secure.

### OPERATION

1.　Dial the system from the telephone.

2.　When the system answers the phone, you have 5 seconds to send the "Control Mode" tone to put the system into DTMF Control mode.
　　i.e. Press the single digit on the telephone keypad that represents the"Control Mode" tone. (You do not need to wait for any prompt)

3.　Wait for the system to send back the "Start Tone" (3 short beeps).

4.　When you hear the "Start Tone" you then have 10 seconds to start entering a 4 digit "Control Code" to perform the required action. Each digit of the Control Code must be entered within 10 seconds of the previous digit.

5.　The system will send back an acknowledgement tone to indicate a successful "On" (1 beep) / "Off" (2 beeps) action or "Error" (1 long lower pitch beep).
　　*See the table on the following page for details of Acknowledgement tones.*

6.　After the acknowledgement tone, a new Control Code may be entered or enter "0000" to command the system to hang-up.

NOTES:
-If you make an error entering a Control Code, press <*> or <#>, wait for the "Start Tone" and start again.
-An "On" tone will be sent back if you attempt to turn On an item that is already On.
-An "Off" tone will be sent back if you attempt to turn Off an item that is already Off.
-For Security reasons, the system will hang-up if any of the following occurs:
　　-The 10 second digit timer expires while waiting for Control Code digits.
　　-A Valid Control Code is not entered after 6 successive tries.
　　-A Valid Control Code is not entered within 60 seconds.

**DTMF CONTROL DETAILS**

System Telephone No:          ............................................................................

"Control Mode" Tone:          .........................

Control Codes:          Action.

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

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___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

___ ___ ___ ___     ....................................................................................

(Depending on Memory size fitted, either 8 or 16 Control Codes will be available)

| TONE | DESCRIPTION | WHEN USED |
|------|-------------|-----------|
| Start (Ready) Tone | 3 Short High pitch (1650Hz) beeps | -On entry to DTMF Control mode.<br>-When the <*> or <#> key is pressed. |
| "ON" Tone | 1 Short High pitch (1650Hz) beep | When a Valid Control Code is entered resulting in an "On" type action. |
| "OFF" Tone | 2 Short High pitch (1650Hz) beeps | When a Valid Control Code is entered resulting in an "Off" type action. |
| Error Tone | 1 Long Lower pitch (980Hz) beep. | -When an Invalid Code is entered.<br>-When Control Code action cannot be executed.<br>-When the 10 second digit timer expires.<br>-When the 60 second command timer expires. |