IXP100

SINGLE-DOOR ACCESS CONTROL SYSTEM

System 101

MODEL : IXP901-1-0-GB-XX

SOFTWARE USER MANUAL

Software V3.20

impro®

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READ THIS BEFORE OPENING THE ENVELOPE CONTAINING THE SOFTWARE

SOFTWARE USER MANUAL

IXP100 SYSTEM 101

CONTENTS

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SECTION 1 – OVERVIEW

SCOPE OF THIS MANUAL

This manual contains all the information necessary to correctly install and configure the Impro IXP100 Series Application Software. In addition it describes how to use the software and provides insight into the effects of the various options and how to select them.

IMPORTANT NOTE:

The initial setting up of the IXP100 System with the PC (Personal Computer) software must be carried out with the unit on the desk and within easy reach of the PC before the unit is installed in its working position. This is to enable Tags to be presented to the unit during the process of adding the Tags to the system.

NOTE TO ALL USERS

Because this system may be used by persons with little previous PC experience, care has been taken to explain concepts and terms at a basic level. Experienced users will not need this information, and should ignore it.

INTRODUCTION

The IXP100 Series is a compact high-security access control system using passive transponder technology, intended for multiple users through a single door.

Instead of the normal key, the door can only be opened from the outside when a valid Tag is presented to the unit. Advanced security features prevent the latch being operated from the outside even if the wiring is tampered with, and even if the outside unit is substituted with another unit.

The advantage of using a Tag is that if a Tag is lost, it can be voided from the system, and there is no need to change door locks.

For added security, the system can be programmed so that a 4-digit personal identification number [PIN] is also required before access is allowed.

Three tag levels are provided:

LEVEL		CONSTRAINTS
User	:	May enter during specified time periods.
Supervisor	:	Can enter at all times.
Administrator	:	As for Supervisor but is also able to program the system.

The system comprises three major components: Door Entry Unit (DEU), Door Control Unit (DCU), and PC Software.

In order to provide a variety of different features while maintaining simplicity of use, certain functions and facilities are only configurable by means of the PC software program. For typical installations where these more advanced facilities are not required, the use of a PC is not necessary and the basic set-up can be performed through the Keypad DEU should the default parameters need changing.

The table below summarises the different functions available via the PC and via the Unit.

FUNCTION	UNIT	PC
Add/Edit/Delete Tags	Yes	Yes
Set basic system parameters (e.g. Buzzer volume)	Yes	Yes
Keep short term records of events (Last 500 events)	Yes	Yes
Keep long term records of events	No	Yes
Set advanced system parameters (e.g. Transaction Types)	No	Yes

The PC can also be used to back up all unit settings. This can be useful if a second unit with the same tag holders is used, or in the event that the data in the original unit becomes corrupted.

EXPLANATION OF TERMS USED IN THIS MANUAL

To make the system work as described in this manual it must be connected to a computer. To understand how to use the computer with IXP100 Series System it is very important to understand a few words and acronyms that are used in this system, and often used when using a computer.

These are as follows:

DEU means Door Entry Unit.

DCU means Door Control Unit.

PC means the computer including the screen, keyboard and mouse.

Software means the programs that are loaded into the PC to make it possible to carry out the instructions given to it by the operator by means of the keyboard or the mouse.

Hardware means the main parts of the PC like the Screen, Keyboard, types of disk drives etc and also the internal electronic components which determine the speed at which it works and the amount of memory available. Hardware also refers to the Units comprising the IXP100 System.

The ***Mouse*** is the tool that makes it possible to move the arrow around the computer screen and to select activities for the computer to carry out. When the mouse is moved around on its pad on the desk the arrow which appears on the computer screen moves in the same direction as the mouse is moved. The mouse has two buttons positioned so that they can easily be pressed using your fingers while moving the mouse.

Note: *The mouse active buttons can be used either by the left hand or the right hand. In the description here the right hand is assumed. For a left handed user, the buttons are reversed.*

Click means the action of pressing the left-side button on the mouse once only when the arrow has been positioned over an icon.

Double Click is the action of pressing the left-side button twice very quickly when the arrow has been positioned over an icon.

Right Click is the action of pressing the right-side button on the mouse once only when the arrow has been positioned over an icon.

See next page

Icons and Toolbars are the small pictures, or areas that contain the pictures, that which appear around the edges of the screen. These pictures have been chosen as signs to show certain activities that the computer can perform.

To select an activity for the PC to carry out the arrow on the screen must be positioned over the relevant icon and then **Clicked** as required.

NOTE : *In most cases, if the mouse arrow is placed over an icon and left there before clicking the mouse, a label indicating the activity will appear on the screen next to the selected icon.*

The Icons and Toolbars shown in the figure below will appear on the computer screen at various times during the use of the PC.

Upper Toolbar Options	Common Icons	System State Indicators	
File handling, etc	Save changes locally	(red center)	PC and IXP100 are not communicating. PC is working in **offline mode**.
Reports	Cancel changes	(green center)	PC and IXP100 are communicating. PC is working in **online mode**.

Icons and Toolbars (continued)

Upper Toolbar Options	Common Icons	Translation Icons
Tagholders	Edit	Translate database text
IXP Settings	Delete	Merge text files
Online Transaction Viewer	Add	Translate remaining text
Help	Zoom	
	Refresh from database	

Icons and Toolbars (continued)

Dialog means the rectangular diagrams that appear on the PC screen and contain instructions for the operator to carry out in order to go to the next step.

The example of a **Typical Dialog** (shown below) allows the selection of the language and the country in which it is desired to work. In this case clicking on the relevant indicator and then selecting the desired heading makes the selection.

Typical Dialog

Install means the activity by which the computer is given the information (the program) it requires so that it can work with the IXP100 Series System as described in this manual.

CD means Compact Disk that is used to carry all the information required to install the IXP100 Series Software programs into the computer.

MINIMUM PC HARDWARE CONFIGURATION

The computer can only work with the IXP100 Software if the System is made up of the right components. There are some differences between the requirements for systems, such as those which use the Card Printing software module, and those which do not. Please check with someone who knows your PC to see that your PC has at least the following components:

Standard use of IXP100 (i.e. without the Card Printing module):

- Processor – Pentium 1, 120 MHz.
- 64MB RAM.
- Pentium Motherboard or better.
- Super VGA monitor with at least 256 colours.
- A minimum of 100MB of free hard drive space.
- CD-ROM Drive.
- RS232 Port / Keyboard / Mouse.
- Windows 98, NT, 2000, or XP Professional Operating System.

When using the Card Printing module:

- Processor – Pentium 2.
- Memory –128 MB RAM.

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GETTING STARTED

It may be easier to enter the initial tag data into the system before the physical installation of the DCU if the DCU is to be located at any distance from the PC. It is simpler to set up the computer and the IXP100 Series System for the initial entry (registration) of tags before the final installation of the DCU as follows:

[1] Refer to the IXP100 Installation Manual for details of the cables and connections to the Door Entry Unit (DEU) and Door Control Unit (DCU).

[2] Place the DEU and its DCU on a table next to the PC.

[3] Connect the cable from the D-type connector on the DCU to the corresponding D-type socket on the back of the PC and tighten the securing screws at both ends. (Screwdriver required).

[4] Connect the PC power cable to an AC power outlet.

[5] Switch on the PC and the power supply to the IXP100 Series units.

OVERVIEW OF THE IMPRO IXP100 SERIES SOFTWARE

The Impro IXP100 Series Software enables the user to carry out the following activities :

- Installing the Impro IXP100 Series software.
- Setting of System Parameters.
- Setting of Tag entries.
- Translation.
- Storage of transactions/events.
- Storage of system data.
- Storage of tag records.
- On line transaction viewing.
- Generating reports.

NOTE : *The Version number of the Software can be found by selecting **About** from the **File** menu. The **About** box provides this information.*

END OF SECTION

SECTION 2 – SOFTWARE INSTALLATION

INSTALLING THE IMPRO IXP100 SERIES SOFTWARE

50MB of free space is required on the C:\ drive to install the IXP100 software. The software will install to a folder C:\IXP100. If older versions of the software are installed on the PC (prior to V1.0 release), these **must** first be uninstalled.

The setup file can be found at the following location (assuming that the CD drive is E:/) : E:/SETUP.EXE

NOTES for users who are upgrading:

1. *When upgrading the software, only step [1] of the installation procedure is required.*
2. *Before running setup files, exit all other applications which may be open.*

INTERBASE, INTERCLIENT (1.60.01)

If you have an older version of INTERCLIENT or INTERBASE, then stop all INTERBASE related applications and services, and uninstall INTERBASE AND INTERCLIENT first. Then reboot the machine before installing the IXP100 Software Suite. The later versions use the Firebird/Jaybird database software.

NOTE : *Refer to the Readme file on the CD for further information.*

Installation Procedure

[1] Insert the **IXP100 Series Installation** CD into the CDROM drive on the PC. (This example assumes the CDROM drive is drive E).

[2] Run the E:/SETUP.EXE program by double-clicking on that filename in Windows Explorer.

[3] The installation will begin and an introduction screen is shown.

[4] Click on **Next** to continue. The Licence Agreement will be shown. Click **Accept** to accept the terms and then on **Next**.

[5] Click Next to confirm the installation destination.

[6] Review the pre-installation summary which is displayed, and click **Install** to continue.

[7] All the necessary IXP files will be installed to C:\IXP100 directory.

[5] Installation may take a few minutes and when this is complete, click on **Done** to close.

This procedure will install the IXP100 Software Suite as well as the Firebird database.

To run the software, choose IXP100 from the Start/Programs Menu.

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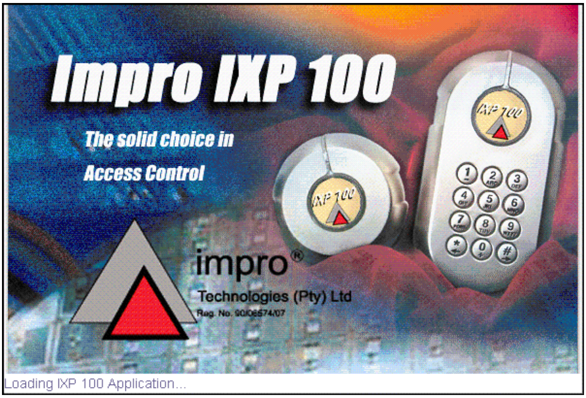
SECTION 3 – USING THE IXP100 PROGRAM

GENERAL

NOTE : *The first time the software is run, it will ask for the user to select the database type:*

- *Unicode.*
- *Eastern European.*
- *Western European.*

If you are not sure which dialect to choose, contact your system administrator.



IXP100 Introductory Screen

To set up the IXP100 system using the PC to log on to the IXP100 program. This is done as follows:

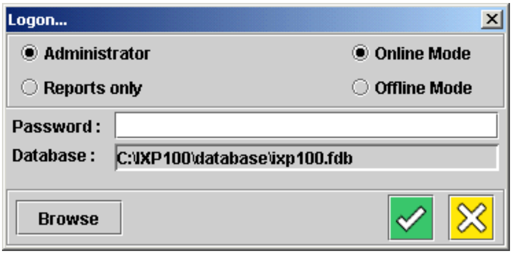
[1] Select IXP100 from the Windows Start/Program menu.

[2] The PC will run the program and the IXP100 System introductory screen shown above will be displayed.

[3] The Logon Dialog which reads Logon... , as shown on the next page, will then be displayed.

NOTE : *A synchronisation screen may be displayed after logon if the PC and the hardware units are out of time synchronisation. This screen indicates the date and time difference between the unit and the PC. Click OK to close the message.*

See next page



Log-on Dialog

[3] Select **Administrator** or **Reports Only as applicable.**

NOTES:

[1] Reports users only have access to the Reports Utility and the Help Menu and can only operate in offline mode.

*[2] The **Browse** button can be used to search for the database pathname if required.*

*[3] Configuration changes can be made with the PC disconnected from the IXP100 hardware by selecting **Offline Mode**.*

ADMINISTRATOR LEVEL USERS

The default password is: **masterkey**.

NOTE: *The password is case-sensitive (only use lower case letters). Be sure to change the password after installation to ensure system security.*

MANAGING USERS USING IBCONSOLE

Register the PC as a server

IBConsole is the Firebird System Database Manager Program. For details of its use, refer to the Firebird literature.

The first time you use **IBConsole** you need to register the PC on which it is installed. To do this, select IBconsole. This program is located at C:/IXP100/tools/IBConsole/IBConsole.exe. **IBconsole** will load. From the menu, select Server/Register. Enter the Username **SYSDBA** and the password **masterkey**. The local server should now have been created.

NOTE: *SYSDBA signifies "System Database Administrator".*

Change/Modify the password

Double click on the **Local Server** menu item in the left-hand pane.

Select Users from the left-side content panel and then modify the **Users** as required (which will now appear on the right).

Enter the new password and confirm it. The new password should now be valid.

CAUTION. *The new password must **NEVER BE LOST**. If this password is lost, the database will become inaccessible!*

The new password must now be used when connecting to IBConsole.

REPORTS USERS

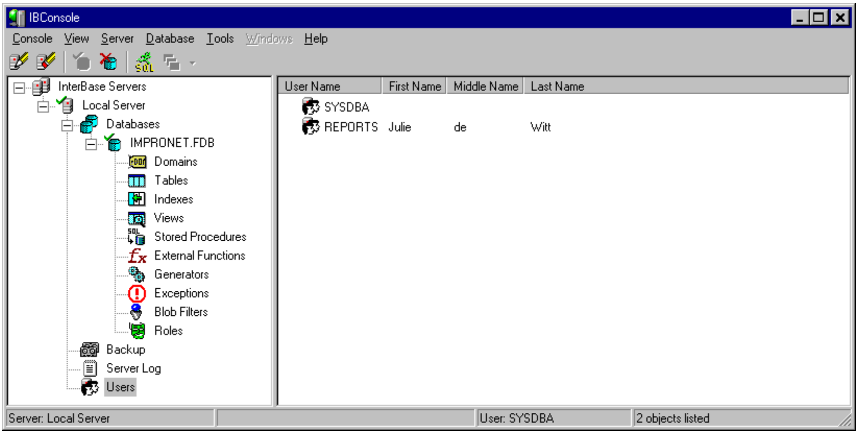
[1] Select IBConsole from C:/IXP100/tools/IBConsole/IBConsole.exe.

[2] Once opened, double click on the Local Server menu item in the left-side pane.

[3] Type masterkey as the password or the new password if it has been changed as described above, and login.

[4] Select Users from the left-side content pane and add a new user called **REPORTS**. Add a suitable new password.

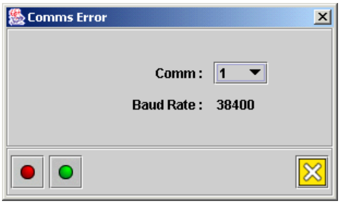
[5] Save and close. The report user should now be able to logon to the IXP100 with this new password.



Reports User Added

NOTE : *If the program stops at the Comms Error Dialog shown below, make sure that the IXP100 unit is correctly connected to the PC and the power supply and that it is switched on. Then use the mouse to click on the **Retry** box.*

See next page

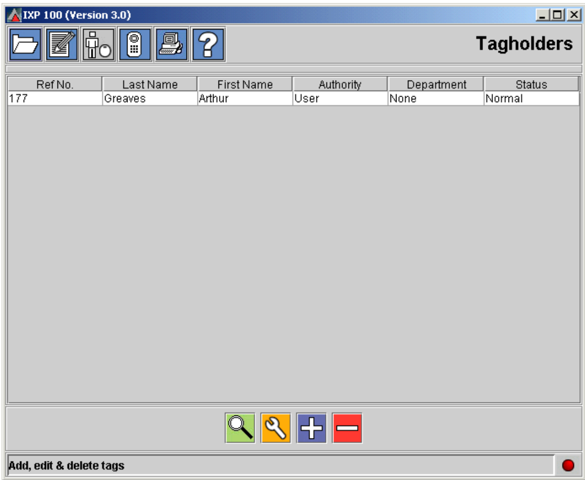


Comms Error Dialog

Clicking on the **Red LED symbol** (bottom left of the dialog) will enable you to continue operating off-line (that is, with the PC disconnected from the hardware).

Clicking on the **Green LED symbol** will retry to connect to the system hardware.

The PC will then start running the program. The **Tagholders Screen** shown below appears.



Tagholders Screen

END OF SECTION

SECTION 4 – SETTING THE SYSTEM TO SUIT LOCAL REQUIREMENTS

GENERAL NOTE

*In the **File** menu, the **About** item provides access to the **About** screen (shown below), which provides details of the Version number of the IXP100 Software.*

In the **About** Screen:

- Clicking on **INF** provides information about all software packages in the system.
- Clicking on **GC** provides the facility of freeing up unused memory if required.

About Screen

TRANSLATIONS

General

This document provides a guide of how to go about translating the IXP100 Software User Interface Language. In other words, the language displayed on the screen. It briefly explains the basics for first time users and has very important information that can save a lot of time. It is recommended that this be read thoroughly before attempting translations.

Filing Options Display

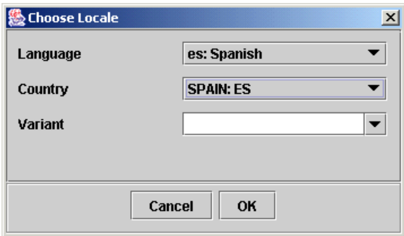
The Basics

The IXP100 Software Display Language can be translated into any language provided the computer supports that character set. To begin translation, start the IXP100 program in either online or offline mode. From the **File** menu, select the **Choose Locale** option (see the **Filing Options Display** on the previous page) and make sure the language and country settings are those required.

Choosing a Locale

It is very important that the correct locale settings are chosen before beginning translation. When the **Choose Locale Display** first appears (see below), it shows the default locale of the system. For instance, typical values may show that the language is **Spanish**, and the country is **Spain**.

There is also a field called **Variant**, which is optional and by default is null (empty). In most cases, for example, it is best to change the country field to none, and leave the variant field as none, thereby selecting, for example, **general** Spanish. This will mean that a base Spanish text can be defined which will work for any system with a Spanish setup, regardless of the country in which it is being used.



Choose Locale Display

If it then becomes necessary to change certain Spanish text for a different country, the changes can be made at a later stage by simply modifying the Spanish text for a specific country without affecting the base Spanish translation.

If this approach is not followed, then it may result in a lot more effort in the long run. E.g. if Spanish/Spain is selected and translated, then translation to Spanish/any other country will have to be done from scratch. If base Spanish is defined, then only the changes for the specific country will need to be redone.

Furthermore, if it becomes necessary to have more than one variant of a specific language/country combination, then the variant can also be made. This is in the very rare case where the used language in a certain country varies distinctively enough in various areas to warrant a variant. To enter a variant, type a 2-digit number in the variant field.

The best approach to adopt when choosing locales for translation is as follows:

[1] Translate the text in the base language (no country selected).

[2] If modifications are required for a specific country, choose the language and country and translate the text. When finished save the translations made.

[3] If a specific variant of that country is required, enter the variant code along with the language and country. Make and save the translations.

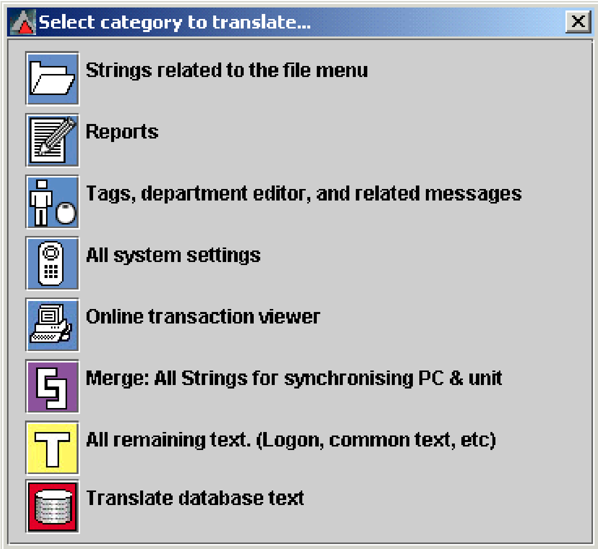
NOTE: *By following all 3 steps (in the correct order) time is saved in the long term because future modifications for any country or variant of that language will only require slight changes rather than re-entering all the base language text for every change. Also note that the application must be closed and restarted between steps 1, 2 & 3.*

Translating

Once the correct locale is chosen, select the Translate option from the File Menu. Categories for translation are split up into various components (e.g. tags, reports... see the **Select category to translate..........Dialog** below).

Select a category to translate by clicking on the relevant icon. A translate window will be displayed (the **Translate Text: Settings** window has been shown as an example on the next page) with the original text displayed in the left column of the table, and the new translated text in the right column. Check the header for the right column table to ensure that the desired locale (in this case **New Text** (**es_ES**) is displayed.

See next page

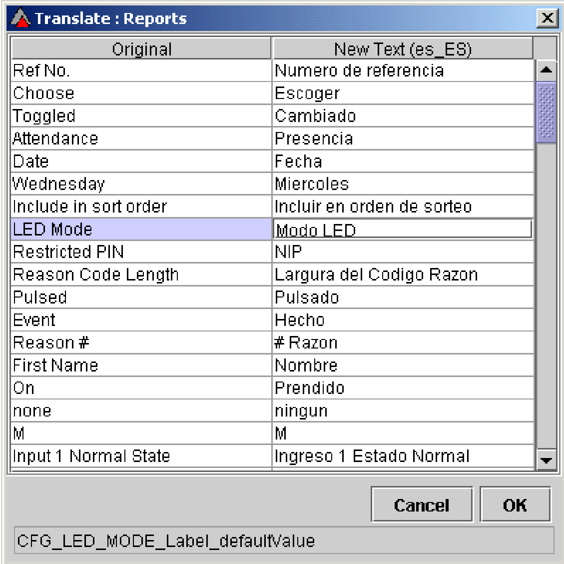


Select Category to Translate……Dialog

Translation Categories

The categories available for translation are listed in the **Select Category To Translate…Dialog** as shown above.

See next page



Translate Text: Settings Dialog

NOTE: *To sort the original column in alphabetical order, for instance when looking for a particular word, double click the **Original** column header. The New Text will maintain its correlation with the original.*

To translate text, click in the relevant table cell (or use arrow keys to navigate), and type the desired text in the right column. Press Enter. The selection will move to the next line in sequence. When all the changes have been made, press Enter to confirm the last entry and then click **OK**. The **Save** message will display. To stop at any time, click **Cancel**. Any changes will be lost.

NOTE : ***Do not edit the same category twice in a session.*** *If changes need to be made, close the application and restart before making the changes. If you do edit more than once in a session, only the last translations are recorded permanently!*

Translating help files

All the data for the help files is contained in the file c:\IXP100\my_helpset.jar. To view the files in the jar file, open the jar file using winzip. Most of the files for translation are in HTML format. The only other files that need translation are two XML files.

Extracting the files

Using winzip, extract all files to a temporary (empty) directory using the “Extract with full path” option. Be sure that a directory structure is created in the temporary directory. If not, then the extraction not been done correctly and cannot be used.

Translating the files

To translate the HTML files, edit using any HTML editor (or a text editor), and save the translated text back to the original location. The same filenames must be used to preserve the cross-reference of text and graphics.

Any image that needs to be changed in the Help Files can be down loaded and placed in position after all the translation has been completed. In some cases the use of an image editor may be possible but better quality is usually achieved by downloading an image from the running software.

NOTE: *All original filenames and extensions must be preserved.*

Two XML files also needed to be translated (for the table of contents). These files are:
[1] my_helpsetTOC.xml
[2] my_helpsetIndex.xml

These are both small files that have the form:
[1] <indexitem text=”blacklist” target=”blacklist”/>
[2] <indexitem text=”Deleting tags” target=”delete_tag”/> respectively.

In both cases, translate the indexitem text, and NOT the target text.

For instance, example 1 on translation will appear as:
<indexitem text=”*translatedwords*” target=”blacklist”/>

When all the indexitem texts have been translated, then save these files to their original location.

Repacking the files

[1] Select “Start” and then “Run” on the Windows status bar.

[2] Type “subst Xx: C:\temporary folder” in the **Open** combo box, where ‘temporary folder’ is the folder which was used to unzip all the files, and x: is the drive which you want to substitute. X: can be any drive letter, which is not yet assigned.

[3] Using Windows Explorer, select the X: drive, and choose all files and folders in this drive.

[4] Create a zip archive with these files called **my_helpset** and be sure to use folder names when creating the archive.

[5] When this is complete, close winzip, and rename **my_helpset.zip** to **my_helpset.jar**. Copy this file to C:\IXP100, but be sure to make a backup of the existing file first in case of any errors.

NOTE : *It is highly recommended that this process is tested by attempting to translate a single HTML file first, to make sure that the process of unpacking and repacking the archive is performed correctly.*

Further editing can be performed at any stage by following the same procedure.

Keeping Permanent Backups
If permanent backups are required, or if the translated text needs to be transferred to other machines, it can be done as follows:

For normal software translation, search for all files from the “C:\ixp100” directory with the **.properties** extension. You should find all files for translation and be able to identify them by their names. E.g. TagsRes_sp_ES.properties will be the Spanish/Spain text, and TagsRes_sp.properties would be the general Spanish text. Note the directory of each of these files. To transfer this locale to another machine with the IXP100 Series Software, copy those files to the same location on the other machine.

For the help files, keep a copy of the my_helpset.jar file.

END OF SECTION

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SECTION 5 – SYSTEM CONFIGURATION AND ADMINISTRATION USING A PC

CHAPTER 1 - SYSTEM SETTINGS

General

Having logged into the Impro IXP100 program the **Tagholders** screen is automatically displayed.

To begin setting the system parameters select **IXP Settings** by clicking on the **DEU** Icon displayed fourth from the left in the toolbar in the upper left hand corner of the screen. The **System Parameters** screen showing the **Time Patterns** will be displayed as shown on the next page.

The System Parameters screen shows the following **Tabs,** which if selected will display the selected property or parameter;

- Time Patterns
- Date/Time
- Settings
- Transaction Types
- Reason Codes

TIME PATTERNS

Time Patterns are the time periods for each day of the week during which user level tagholders are able to enter the premises.

To set the Time Patterns click on the **Time Patterns** tab on the System Parameters menu. The time patterns screen as shown next will be displayed.

The Time patterns screen has two columns for **Start Time** which is the Hours and Minutes stating the earliest time of the day that tagholders may enter the building.

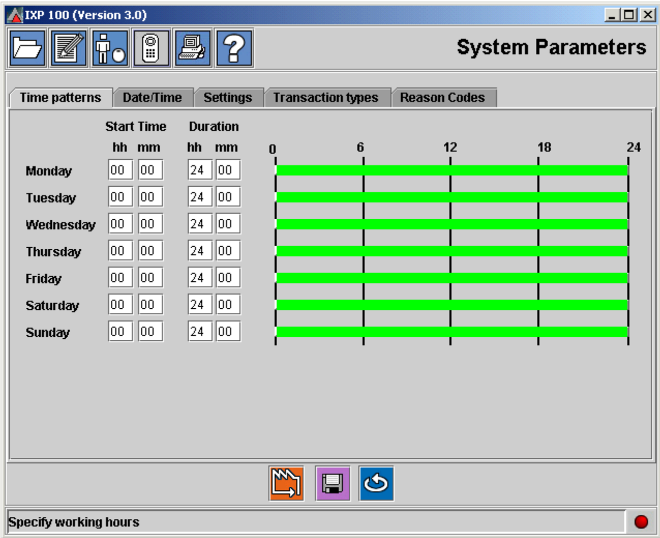
There are also two columns for **Duration** which is the length of time after the Start Time that tagholders may be allowed to remain in the building after entry.

In both Start Time and Duration the left side column is for hours (00 to 24), and the right side column is for minutes (00 to 60).

The bars to the right of the Start Time and Duration are a graphic illustration of the time setting for each day of the week.

The time patterns are set as follows:

[i] Using the mouse click on the HH block in the Start Time column in line with Monday. The block will become shaded.
[ii] Now type in the starting hour for Monday.



Time Patterns Screen (System Parameters)

[iii] In the same way use the mouse again to click on the **MM** block for Monday (or use the tab key) and type in the minutes of the start time.
[iv] Now use the mouse to click on the **HH** block in the Duration column in line with **Monday.** The block will become shaded.
[v] Now type in the work duration hours for Monday.
[vi] In the same way use the mouse again to click on the MM block for Monday and type in the minutes of the Duration.
[vii] Repeat the above steps for the blocks in line with Tuesday through to Sunday.
[viii] On completion save the setting by clicking on the **Disk** icon in the center of the toolbar at the bottom of the screen.
[ix] The **Saving System Parameters** screen will be displayed. Click **OK** to close.
[x] The Time Patterns will be saved.

NOTES:

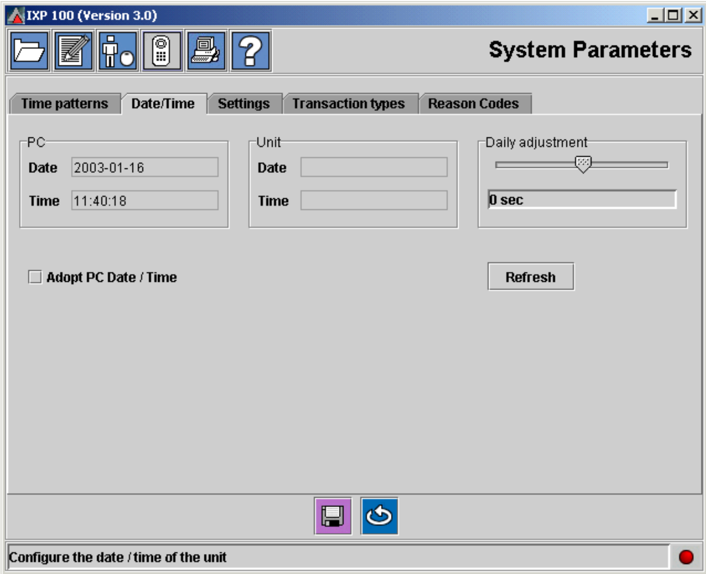
1 The time periods for which access is allowed to User tagholders are referred to as ***Open*** *time periods, and the remainder are referred to as* ***Restricted*** *time periods.*

2 *Open time periods are indicated by a green bar in the Time Patterns screen, and Restricted time periods by red bars.*

DATE/TIME SETTING

The Date/Time settings are the real time clock settings that are used in the system to control the entry of tagholders, and also to generate reports.

To set the Date and Time click on the **Date/Time** tab on the System Parameters menu. The **Date/Time Screen** as shown below will be displayed.



Date/Time Screen

NOTE: *The Date and Time for the unit are controlled by the clock in the PC and cannot be set independently for the system.* If necessary, correct the PC time clock via the Operating System.

If there is an unacceptable difference between the actual time (PC Time) and the Unit time shown on this screen, do the following;

[1] Using the mouse, click on the **Adopt PC Date/Time** box so that a Tick is shown in the box.

[2] Click on the Disk icon to save.

[3] Using the mouse click on the **Refresh** box to check that the time is correct.

Daily Adjustment

The Daily Adjustment facility makes it possible for the system to automatically adjust the clock every day to correct any inaccuracy in the clock. The adjustment can be from –100 to +100 seconds per day.

NOTE: *This facility must only be used once the system has been set up and has run for at least one week so that any time inaccuracy can be seen and the adjustment made as necessary.*

The Daily adjustment must be set as follows;

[1] Using the mouse place the arrow over the **Daily adjustment** indicator on the screen.
[2] Press and hold down the left button on the mouse.
[3] Move the mouse to the left for negative adjustment, or to the right for positive adjustment.
[4] As the mouse is moved left or right the arrow on the screen will 'drag' the indicator and the number of seconds in the box on the screen below the indicator will change.
[5] As soon as the required number of seconds has been reached, release the left button on the mouse.

NOTE : *Alternatively, use the arrow keys on the keyboard to perform steps[2] to [5].*

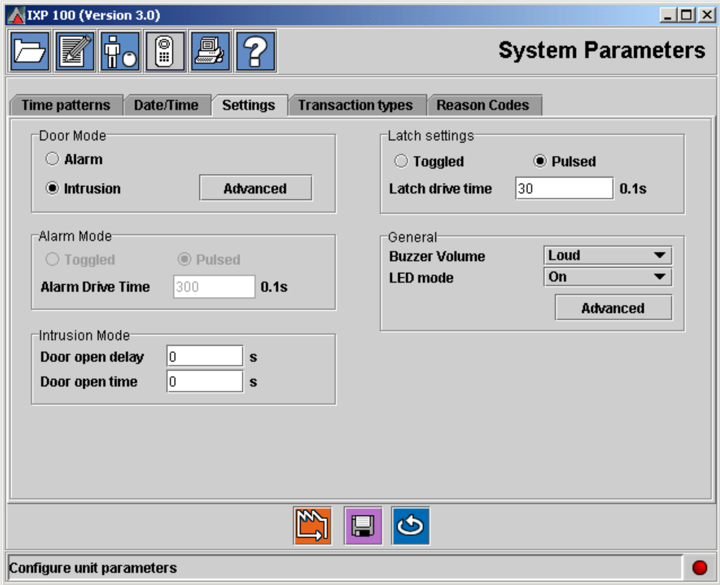
[6] On completion, save the setting by clicking on the Disk icon on the left-hand side of the toolbar at the bottom of the screen.
[7] The Saving System Parameters screen will be displayed. Click OK to close.

SETTINGS

The Settings menu enables the programmer to choose and set the way the IXP100 will work regarding Alarm or Intrusion mode, Buzzer volume, Latch drive time, LED standby mode, Door open delay and Door open time, as well as some other advanced settings.

To set the above functions click on the **Settings** tab on the System Parameters menu. The **Settings Screen** as shown below will be displayed.

See next page



Settings Screen

Door Mode

The settings for the Door Mode cover the following:

(a) Choice of **Alarm** or **Intrusion** warning system. The alarm can be used only if an alarm panel has been installed with the IXP100 unit. If an alarm panel has not been installed then **Intrusion** must be selected.

(b) Control of PIN codes (Personal Identity Number).

(c) P A C Code (Personal Access Code).

(d) Reason Codes Control.

(e) <u>Supervisor Tags.</u>

The last four items listed above fall under the Advanced setting in the Door Mode box.

Alarm

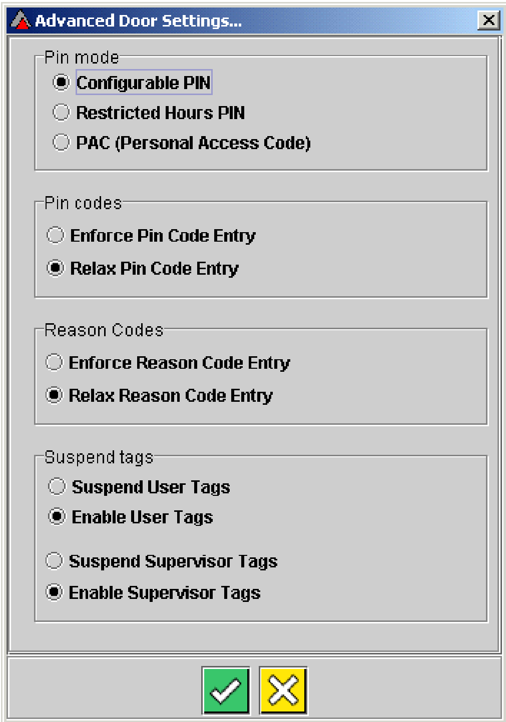
To set the system to work in the **Alarm Mode** (that is, with the alarm) use the mouse to click on the **Alarm** button in the Door Mode box. Please note that the alarm should only be selected if an alarm panel has been fitted in the system.

Intrusion

To set the system to work in the Intrusion Mode use the mouse to click on the **Intrusion** button in the Door Mode box.

Advanced Door Settings

To enter the **Advanced Door Settings** under Door Mode use the mouse to click on the Advanced box. The **Advanced Door Settings** dialog shown below will be displayed.



Advanced Door Settings

PIN Code Modes

The **PIN Codes** setting enables the system to either:

(a) Allow Tagholders to open the door without having to use their PIN number (**Relax PIN Code entry** selected), or,

(b) Make it impossible for Tagholders (with PIN enforced per tag) (**Enforce PIN Code entry** selected), to open the door unless they type in their PIN number.

General rules

The following general rules apply with respect to PIN Codes:

(a) All Tags are allowed access during normal hours.

(b) Adminstrator/Supervisor Tags are allowed access during restricted hours as well (using a PIN code if it is required for that Tag).

Specific rules
In addition to the above general rules, the following specific rules must be observed:

The three IXP100 system PIN Modes are:

(a) **Configurable PIN**: This is the default mode for the system. Each Tagholder must enter the allocated PIN number (if any) once the tag has been presented.

(b) **Restricted Hours PIN**: PIN Codes are only required during restricted hours.

(c) **PAC**: (Personal Access Code). In this Mode, during normal hours, any tagholder may gain access using his/her Tag, OR by using his/her PAC, which is allocated during system configuration.
    [i] To enable the same PAC to be used by all users, create a user called Global and allocate a PAC to that user, and make the PAC known to all users.
    [ii] Refer to the section on **Adding Tagholders** for details of how to set a PAC for a user.

NOTES:

1. *In the Restricted PIN Mode and the PAC Mode, the PIN Enforced/Relaxed setting is ignored.*
2. *The PAC facility is only available during standard (green) hours.*

To enforce the PIN code entry use the mouse to click on the **Enforce PIN Code** Entry button.

To relax the PIN Code Entry use the mouse to click on the **Relax PIN Code** Entry button.

Reason Codes
This setting enforces tagholders (**with Reason Code Allocated per Tag**) to key in a Reason Code to open the door.

NOTE: *Door entry with respect to PIN's and Reason Codes is assigned to Tagholders when their Tag details are entered into the system.*

[1] To enforce the Reason Code entry use the mouse to click on the **Enforce Reason Code** Entry button.
[2] To relax the Reason Code entry use the mouse to click on the **Relax Reason Code** Entry button.

NOTES:

1. *If the terminal requires both PIN and Reason Codes, the PIN Code must be entered before the Reason Code.*
2. *If the Reason Code is set to 2 digits, then two digits must be entered for all Reason Codes, e.g. for Reason Code = 1, enter 01, and so on.*

Suspend Tags
This setting enables the system to either allow or deny entry through the door by certain levels of Tagholder should the need arise.

When the Advanced Door Settings have been completed, click on the Tick (Accept) at the bottom of the Advanced Door Settings Dialog to save the settings.

Alarm Mode
The settings in the Alarm Mode box will only respond if Alarm has been selected in the Door Mode as described above.

There are two functions to be set in the Alarm Mode namely **Toggled** or **Pulsed** and the **Alarm Drive Time.**

To set the **Toggled** or **Pulsed** function the advice of the technician who has made or will carry out the installation is required, because these functions refer to the state of Relay #2 that controls the alarm and intrusion siren circuits in IXP100 Door Control Unit.

Toggled Alarm Mode
To select the **Toggled** mode use the mouse to click on the **Toggled** button in the **Alarm Mode** box.

Pulsed Alarm mode
To select the **Pulsed** mode use the mouse to click on the **Pulsed** button in the **Alarm Mode** box.

Alarm Drive Time
To set the **Alarm Drive Time** the advice of the technician who carries out the installation is required, because this function refers to the state of Relay #2 that controls the alarm and intrusion siren circuits in the IXP 100 door control unit.

To set the **Alarm Drive Time**, use the mouse to click on the **Alarm Drive Time** box. The figure will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required figures between 1 and 999 (1 = 0.1 seconds).

Intrusion Mode

The settings in the **Intrusion Mode** box will only respond if **Intrusion** has been selected in the Door Mode as described above.

There are two functions to be set in the Intrusion Mode namely the Door Open Delay and Door Open Time.

Door open delay

The **Door Open Delay** means the period between the time that a valid Tag is presented and the time that the door must be opened. The factory setting is 0 seconds. The door opens immediately after a valid tag is presented.

To set the **Door Open Delay**, use the mouse to click on the **Door Open Delay** box. The figure will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required figures between 0 and 255 (seconds), where 0 disables this feature.

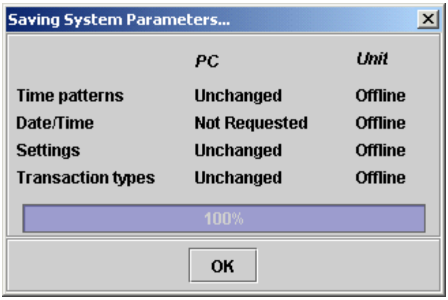
Door Open Time

The **Door Open Time** means the length of time that the door can remain opened before the alarm is generated. The factory setting is 30 seconds. Select a value that is feasible for, say, a wheel chair being used or other disabled person needing access.

To set the **Door Open Time**, use the mouse to click on the **Door Open Time** box. The figure will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required figures between 0 and 255 (seconds), where 0 disables this feature.

When the Settings have been completed, use the mouse to click on the Disk at the bottom of the Settings dialog to save the settings. A dialog similar to that shown below will be displayed. Click **OK** to close the dialog once the parameters have been saved (100% shows in the bar).

See next page



Saving System Parameters dialog (typical)

Latch Settings

There are two functions to be set in the **Door Latch Settings,** namely **Toggled** or **Pulsed** and the **Latch Drive Time.**

To set the Toggled or Pulsed function the advice of the technician who carries out the installation is required, because these functions refer to the state of Relay #1 that controls the latch circuits in IXP100 Door Control Unit.

Toggled Latch Setting

To select the **Toggled Mode** use the mouse to click on the Toggled button in the Latch Settings box.

Pulsed Latch Setting

To select the Pulsed mode use the mouse to click on the Pulsed button in the Latch Settings box.

Latch Drive Time

The Latch Drive Time means the length of time in seconds the latch will drive for, when in pulsed mode. In Toggled Mode the Latch is either On or Off.

To set the Latch Drive Time use the mouse to click onto the Latch Drive Time block. The figure will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required figures between 0 and 9999 (1 = 0.1 seconds). A setting of 0 will cause the latch to drive as long as a valid tag is being presented.

General

There are two functions that are set in the General box on the Settings screen:

- Buzzer volume.
- LED mode.

Buzzer Volume

The Buzzer volume has four settings:

- Off.
- Soft.
- Medium.
- Loud.

To set the Buzzer Volume click on the **Buzzer Volume** block in the General box. A menu showing the four settings will be displayed. Click on the required setting and the chosen setting will be transferred to the Buzzer Volume block.

LED Mode

The LED is the Light Emitting Diode indicator that is fitted to the Door Entry Unit (DEU).

The LED mode enables the programmer to allow the LED on the DEU to remain switched off until a Tag is presented.

To set the LED mode, click on the **LED Mode** block in the General box. A menu showing On and Off will be displayed. Click on the required setting and the chosen setting will be transferred to the LED Mode block.

Advanced General Settings

The Advanced General Settings enable the programmer to set the following:

- No Keypress Timeout.
- Key Entry Time.
- Special Keypress Time.
- Power failure Timeout.
- Tag presentation Timeout.
- Blacklist Timeout.
- Input rest state which settings depend on whether Alarm or Intrusion has been selected.
- Reason Code digits.

To enter the **General Settings** click on the **Advanced** box. The **Advanced General Settings** dialog shown below will be displayed.

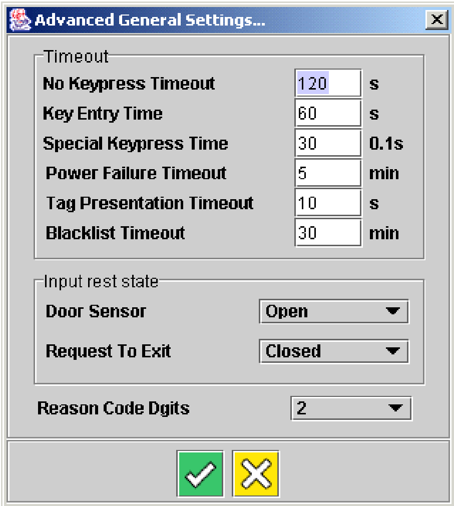
No Keypress Timeout

The **No Keypress Timeout** means the waiting time that the system allows for a key on the Keypad of the DEU to be pressed after a valid Tag has been presented to the DEU.

If it takes longer than the allowed time between a Tag being presented and key to be pressed, the system will reset and be ready for the presentation of the next Tag.

To set the No Keypress Timeout, click on the **No Keypress Timeout** block in the Timeout box. The figures in the block will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required figures between 10 and 255 (seconds). The new timeout duration will be displayed in the block.

See the screen illustration on the next page.



Advanced General Settings

Key Entry Time

The Key Entry Time is the time that the system allows for a set of numbers, e.g. a Reason Code or a PIN, to be entered into the keypad of the DEU once the first number has been typed, or a Tag presented, and then waits for the PIN or Reason Code to be entered.

To set the Key Entry time, click on the **Key Entry Time** block in the **Timeout** box. The figures in the block will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required time value between 3 and 60 seconds. The new value will be displayed in the block.

Special Keypress Time

To enter certain functions in the system, hold down the key allocated to that specific function e.g. # for programming mode. The Special Keypress Time is the time duration set in the system for the key to be pressed before special functions can be entered.

To set the Special Keypress Time, use the mouse to click on the **Special Keypress Time** block in the **Timeout** box. The figures in the block will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required time value between 3 and 100. (100=10 seconds). The new number will be displayed in the block. The default is 3 seconds, a value of 30 as illustrated.

Power Failure Timeout

If there is an AC Mains power failure the system will raise an alarm if the power is not switched on again within a certain period of time. This period of time is called the Power Failure Timeout.

To set the Power Failure Timeout, use the mouse to click on the **Power Failure Timeout** block in the Timeout box. The figures in the block will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required figures between 0 and 60 minutes (0 disables this feature). The new number will be displayed in the block. The default is 5 minutes.

Tag Presentation Timeout

The Tag Presentation Timeout is the period of time that the system allows for a Tag to be presented to the DEU after having been prompted by the system.

To set the Tag Presentation Timeout, use the mouse to click on the **Tag Presentation Timeout** block in the Timeout box. The figures in the block will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required value between 3 and 255 seconds. The new number will be displayed in the block. The default is 10 seconds.

Blacklist Timeout

If a Tagholder fails to enter the correct PIN or Reason Code after three successive attempts the Tag will be blacklisted. This means that the Tag will not be accepted by the system for a certain period of time. This period of time is called the Blacklist Timeout that can be set by the User/Administrator.

To set the Blacklist Timeout, use the mouse to click on the **Blacklist Timeout** block in the Blacklist Timeout box. The figures in the block will be highlighted. Now, using the number keys on the keyboard of the PC, type in the required value between 0 and 1440 minutes (0 disables this feature). The new value will be displayed in the block. The default is 30 minutes.

Input Rest State Door Sensor/Alarm Ready.

The Input Rest State has different uses in the two hardware modes. This setting represents the rest state of input #1, and is dependent on whether the system has been set to the **Alarm** or **Intrusion** Mode. In the **Intrusion** Mode this setting refers to the state of the input when the door is closed (Door Sensor), and in the Alarm Mode it refers to the state of the input when the alarm is ready (Alarm Ready Input State). These both depend on how the system has been wired. The technician responsible for the installation will be able to provide this information.

To set the Intrusion Mode Door Sensor, use the mouse to click on the **Door Sensor** block in the box called Input Rest State. A menu will be displayed showing Open or Closed in the selection box. Using the mouse click on the required setting. The chosen setting will be transferred to the Door Sensor/ Alarm Ready Input State block.

Request to Exit

To set the Intrusion Mode **Request to Exit** a similar choice, Closed or Open is presented. Select which is applicable for the action of the RTE (Request To Exit Button.

In the **Alarm Mode** it refers to the state of the input when the alarm is armed (Alarm Mode). This also depends on how the system has been wired. The technician responsible for the installation will be able to provide this information.

To set the Alarm Ready Input select the Alarm Ready Input click on the **Request to Exit** block in the Input Rest State box. Select Open or Closed as applicable. The chosen setting will be saved when the selections are accepted.

To set the Alarm Request To Exit, use the mouse to click on the **Request to Exit** block in the Input Rest State box. A menu will be displayed showing Open or Closed. Using the mouse click on the required setting. The chosen setting will be transferred to the Request To Exit/Alarm Mode Block.

Reason Code Digits

The Reason Code Digits setting allows the Administrator/User to set the number of digits required for the Reason Codes. The setting is either 1 or 2.

To set the Reason Code Digits, use the mouse to click in the **Reason Code Digits** menu box to select 1 or 2 digits for the Reason Codes. Using the mouse click on the required setting. The chosen setting will be displayed in the Reason Code Digits menu box.

When the Advanced general settings have been completed, use the mouse to click on the tick (√) at the bottom of the Advanced General Settings dialog to accept the settings. The System settings are now complete and must be saved by using the mouse to click on the Disk Symbol in the centre of the toolbar at the bottom of the System Parameters dialog.

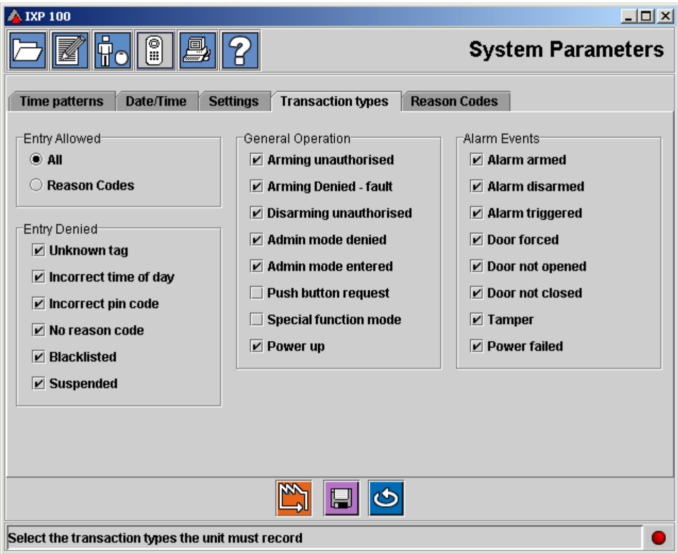
The Saving System Parameters dialog will be displayed. Click OK to accept and close this.

NOTE: *Clicking on the F**actory Settings** icon (on the left) leads to the cancellation of all of the above settings and the reinstatement of the original factory default settings. Clicking on Refresh before storing causes the database settings to replace any changes made.*

TRANSACTION TYPES

The **Transaction Types** menu enables the Administrator/User to select the events that can be recorded by the IXP100 system for the purpose of generating reports.

It must be noted that whatever choices are made in this menu they will not affect the operation of the system as the menu will only select the information that is stored by the unit for reporting purposes. To select the required events, click on the Transaction Types tab on the System Parameters menu. The **Transaction Types Screen** as shown below will be displayed.



Transaction Types Screen

Entry Allowed

The **Entry Allowed** option controls what entry events will be recorded for reporting. The choice is either for all valid Tagholders or only for those for which a valid Reason Code is keyed into the DEU keypad on presentation of a Tag.

To set the Entry Allowed function, use the mouse to click on the required button in the **Entry Allowed** block. The chosen button (All or Reason Codes) will be filled with a dot which means that the entry event will be recorded for reports.

Entry Denied

The Entry Denied function provides a number of reasons why the door will not be opened when a Tag is presented. The events for the reasons given may, or may not, be required for reports, so a choice is given to the Administrator/User as to which reasons have to be recorded. To choose the reasons required for reports, use the mouse to click on the relevant buttons in the **Entry Denied** block. The chosen buttons will either be clear or will be filled with a tick. The ticked buttons mean that the event for that reason will be recorded for reports.

General Operation

The items in the General Operation block are a list of events that may occur during the general day to day operation of the system. The events listed may, or may not, be required for reports, so a choice is given to the Administrator/User as to which events will be recorded.

To choose the events required for reports, use the mouse to click on the relevant buttons in the **General Operation** block. The chosen buttons will then either be clear or will be filled with a tick. The ticked buttons indicate that the event will be recorded for reports.

Alarm Events

The items listed in the **Alarm Events** block are a list of events which may occur during the operation of the system. The events listed may, or may not, be required for reports, so a choice is given to the Administrator/User as to which events will be recorded.

[1] To choose the events required for reports, use the mouse to click on the relevant buttons in the General Operation block. The chosen buttons will then either be clear or will be filled with a tick. The filled buttons mean that the event will be recorded for reports.

[2] After the selection of the items in this menu has been completed click on the Disk icon in the centre of the toolbar at the bottom of the Transaction Types screen.

[3] The Saving System Parameters screen will be displayed. Click OK to close.

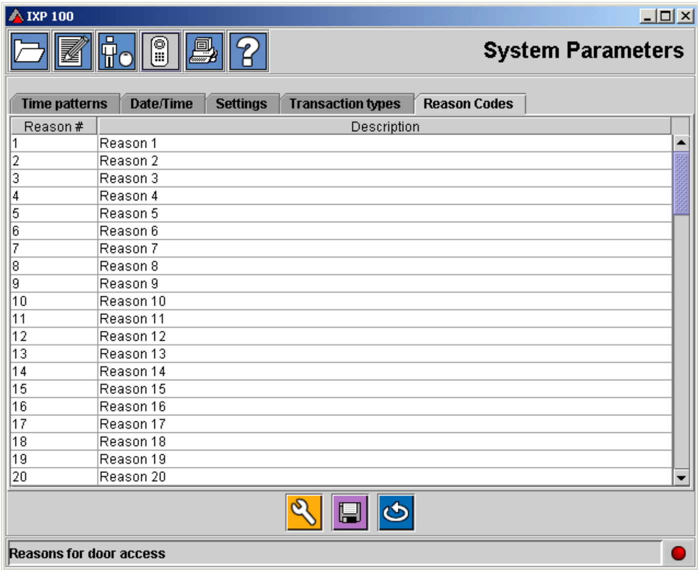
NOTE : C*licking on the factory settings icon leads to the cancellation of all of the above settings and the reinstatement of the original factory settings.*

REASON CODES

The **Reason Codes** list enables the Administrator/User to specify up to 99 reasons for Tagholders to enter the premises.

The purpose of this function is to establish a list of reasons that can be allocated to certain Tagholders. The Reason Code is the number of the line in the list on which the reason is written.

To establish the Reason Codes list, click on the **Reason Codes** tab on the System Parameters menu. The Reason Codes Screen shown below will be displayed.



Reason Codes Screen

To enter a new reason, and to edit a previously entered reason, the procedure is as follows:

[1] Using the mouse, click on the line on which the reason in question is written. The line will be highlighted.

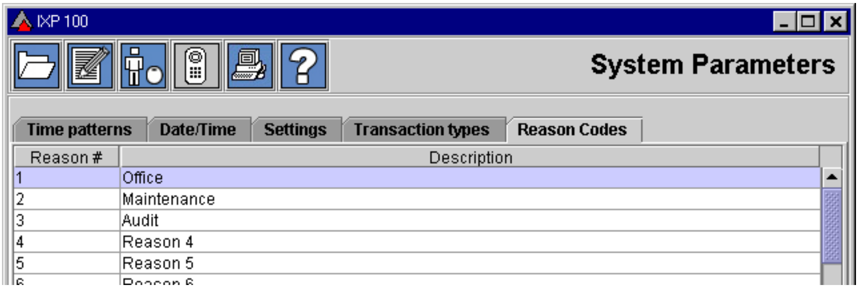
[2] Using the mouse, click on the Spanner icon on the left side of the toolbar at the bottom of the screen (or double click on a particular line). The Edit Reason Codes dialog shown below will be displayed.

[3] Using the mouse click in the New Reason block in the Edit Reason Code dialog.

[4] Using the PC keyboard type in the new reason.

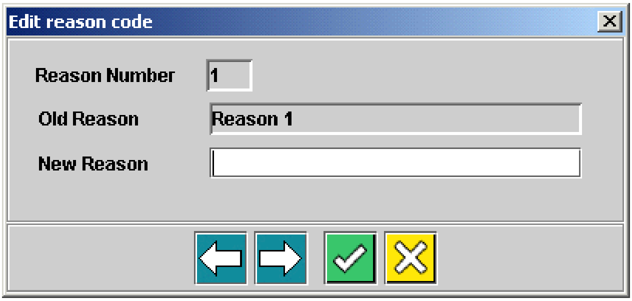
[5] Save the new reason by using the mouse to click on the Tick icon in the toolbar at the bottom of the Edit Reason Code dialog. An Update

Successful screen will be displayed. Click on OK to accept or Exit to return to the Edit dialog.



Reason Codes Entered

[6] The previous or next reason can be selected by using the mouse to click on the left or right arrow icons in the toolbar at the bottom of the Edit Reason Code dialog.



Edit Reason Code dialog

[7] For each reason selected use the mouse to click on the New Reason block and type in the new reason using the PC keyboard.

[8] Save each new reason, after it has been typed in, by using the mouse to click on the Tick icon in the toolbar at the bottom of the Edit Reason Code dialog.

[9] When all the required Reason Codes have been typed in and saved, leave the Edit Reason Code dialog by using the mouse to click on the X (for exit) in the bottom right corner of the Edit Reason Code dialog.

END OF CHAPTER

CHAPTER 2 - TAG ADMINISTRATION

GENERAL

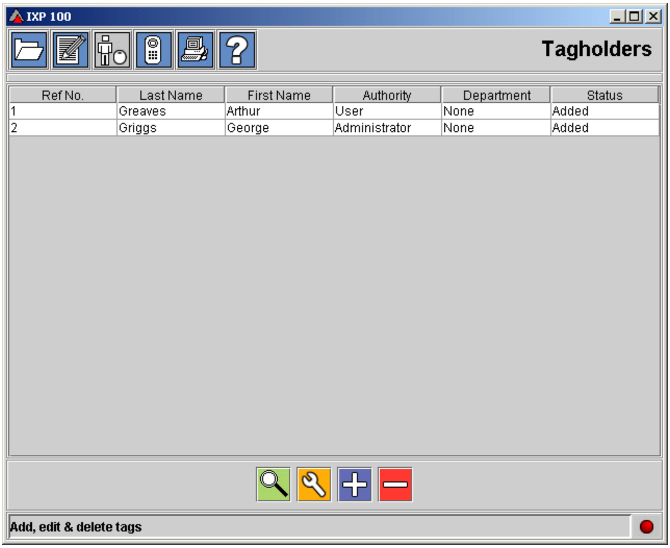
The prime function of the IXP100 system is to control access through a door by individuals (Tagholders) using their personal Tags.

To achieve this result, information about the Tagholders and the conditions attached to the Tags must be fed into the system.

Tag Administration covers the following:

- Adding a new Tag.
- Editing a Tag.
- Deleting a Tag.

To enter the Tag Administration functions use the mouse to click the Tag icon that is third from the left in the toolbar at the top of the IXP100 screen (The icon displays a person and a round Tag). The **Tagholders Screen** as shown below will be displayed. (Two Tagholders have been entered as illustration.)



Tagholders Screen

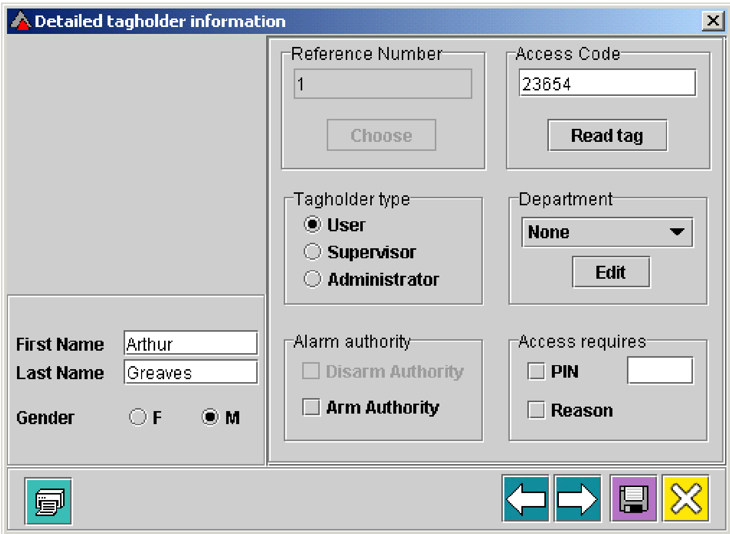
NOTE: *The following points must be remembered when entering Tagholder details:*

- *First name and last name must always be entered.*
- *Gender is optional.*
- *Supervisor and Administrator Tags **always** require PIN codes.*

- *Only Supervisor and Administrator Tags can have disarming authority.*
- *The Access Code can be a Tag Code or a PAC (Personal Access Code).*

ADDING A NEW TAG

To add a new Tag to the system use the mouse to click on the + icon in the toolbar at the bottom of the Tagholders screen. The **Detailed Tagholder Information** dialog shown below will be displayed.



Detailed Tagholder Information

Enter the new tagholder information as follows:

[1] Click on the First Name block in the Detailed Tagholder Information dialog.

[2] Using the PC keyboard type in the Tagholder's first name.

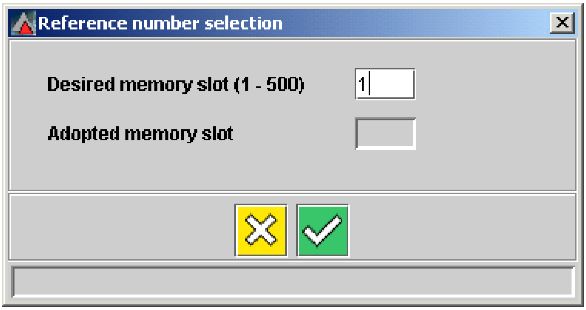
[3] Click on the Last Name block in the Detailed Tag Information dialog.

[4] Using the PC keyboard type in the Tagholder's last name.

[5] Using the mouse click on the appropriate Gender button (M = male, F = female) in the Detailed Tag Information dialog. The chosen button will be filled with a dot.

[6] The Reference Number is automatically assigned to the new tag, however if a specific reference number is required this can be entered

[7] To select a new Reference Number proceed as follows:



Reference Number selection

(i) Use the mouse to click on the **Choose** block in the Reference Number block. The **Reference Number Selection** dialog shown above will be displayed.

(ii) Using the mouse click on the **Desired memory slot** block in the **Reference Number selection** dialog. The block will be highlighted. (The Memory Slot doubles as a Reference Number.)

(iii) Using the number keys on the PC keyboard type in the desired Reference Number.

(iv) Press **Enter** or click on the **Tick** icon.

(v) If the selected number is available the dialog will close and the number will be accepted.

(vi) If the selected number is not available, the dialog will remain open and another location number can be entered. A message will be displayed in the text box stating whether the number is available or not.

(vii) To restore the default number, click on the **Cross** (X) icon.

The **Tag code** is the unique embedded code in the tag that gives it its individual identity.

If the PC is working on-line with the system, the Tag Code can be read from the DEU when a tag is presented to the DEU. (Refer to the Logon procedure).

When registering a Tagholder, an Access Code is required. This Access Code can be either a Tag Code or a Personal Access Code (PAC).

To insert a Tag Code as the Access Code:

[1] Use the mouse to click on the Read Tag block in the Detailed Tagholder Information” dialog shown above.

[2] Present the Tag to the Tag Reader on the DEU within 10 seconds. The Tag code will be read and shown in the Tag code block.

[3] Using the mouse click on the Tick icon at the bottom of the Detailed Tagholder Information dialog to save the setting. (Do not save yet).

To insert a Personal Access Code **as the Access Code:**

[4] The Tagholder can be any level of Tagholder.

[5] Use the mouse to place the cursor in the Access Code block in the Detailed Tagholder Information dialog shown above.

[6] Type in the Personal Access Code for the tagholder concerned. The PAC must be 5 digits in length (e.g. if a PAC of 123 is entered here, the PAC must be entered as 00123 at the keypad unit to gain access).

[7] Using the mouse click on the Disk icon at the bottom of the Detailed Tagholder Information dialog to save the setting (do not save fully until the Tagholder Type, Alarm Authority, Department and other details described below have been set for this Tagholder).

NOTE: *The PAC facility only operates during standard (green) Access Time Pattern hours.*

Tagholder Type

The Tagholder Type allows the Administrator to enter one of the three levels of the Tagholder namely, User, Supervisor or Administrator.

To enter the desired type, use the mouse to click on the relevant button. The button must be filled with a dot to indicate the type.

Alarm Authority

The alarm authority allows the Administrator to authorize the Tagholder to arm and disarm the Alarm function.

NOTE: *Disarming of the alarm can only be done by Supervisors and Administrators. The **Alarm Authority** block greys out when User is chosen under Tagholder Type.*

*To authorize the Tagholder to **arm** and/or **disarm** the alarm, use the mouse to click on the relevant block in the Alarm Authority box. The block will then display a Tick (Acceptance Symbol).*

Departments

The Department facility allows the Administrator to specify the department in which the Tagholder works.

Before Tagholders can be assigned to departments, a list of departments has to be drawn up as follows: (A new Department can be added when adding a Tagholder's information.)

[1] Click on the Edit block in the Department box. The Department Editor dialog shown below will be displayed.

Department Editor dialog

[2] To Edit a Department, click on the name of the Department to be edited. The selected Department name will be highlighted.

[3] Now click on the Spanner icon on the left of the toolbar in the Department Editor dialog. The name of the selected department will appear at the top of the dialog

[4] Click on the name of the department at the top of the dialog.

[5] Use the PC keyboard make the alteration to the Department name. Click on the Tick icon to save.

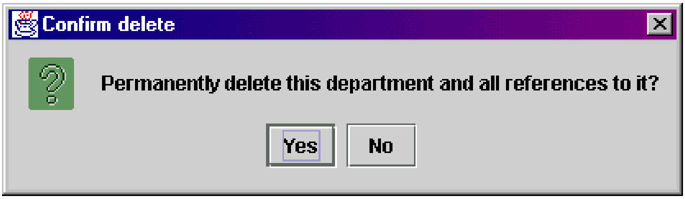
[6] To Add a department, click on the + icon in the toolbar in the Department Editor dialog. A blank box will appear at the top of the dialog.

[7] Click on the blank box at the top of the dialog.

[8] Using the PC keyboard type in the new Department name. Click on the Tick icon to save.

[9] To Delete a department, click on the name of the department to be removed from the list and the selected department name will be highlighted.

[10] Click on the - icon in the toolbar in the Department Editor dialog. The Confirm delete dialog as shown below will be displayed.



Confirm Delete dialog

[11] Click on the Yes block in the Confirm delete dialog, the dialog will disappear and the selected department will be deleted. To not delete click on No unless a the delete decision was in error. Other Tagholder's which have the Department allocated that was deleted as described above will still refer to that Department. In this case the Tagholder's information must be edited to select an existing Department.

When all Department editing/addition has been made click on the Tick icon. The screen will revert to the Detailed Tagholder Information dialog. To continue with **Adding Tags** the Tagholder can now be assigned to a department as follows:

[12] Click on the Department box in the Detailed Tag Information dialog. The list of Departments will be displayed.

[13] Click on the desired Department. The selected Department Name will appear in the Department box.

Access Requires

The Door **Access Requires** facility allows the programmer to choose whether or not a Tagholder will have to enter a **PIN Code** and/or a **Reason Code** into the DEU keypad before the door will open.

NOTE: *The door must also be set into PIN/Reason Mode as described earlier.*

[1] To activate the PIN Code click on the PIN Code block in the Access Requires box. The block must be filled with a tick if the PIN Code is to be enforced. A clear block means that a PIN Code will not be required for the door to open.

[2] To activate the Reason Code use the mouse to click on the Reason Code block in the Access Requires box. The block must be filled with a tick if the Reason Code is to be enforced. A clear block means that a Reason Code will not be required for the door to open.

Images

[1] Images (photographs) can now be added for Tagholders.

[2] To place an image in the image box, right click on the image box and select Add from the menu.

[3] Choose the picture you would like to insert. Only digital images with the suffix .jpg and .gif are allowed to be used.

[4] To delete an image, right click on the image and choose edit or delete.

SAVE THE TAG INFORMATION

When all the information for the new Tag has been entered save the information by using the mouse to click on the **Disk** icon in the toolbar at the bottom of the **Detailed Tagholder Information** dialog.

EDITING A TAG

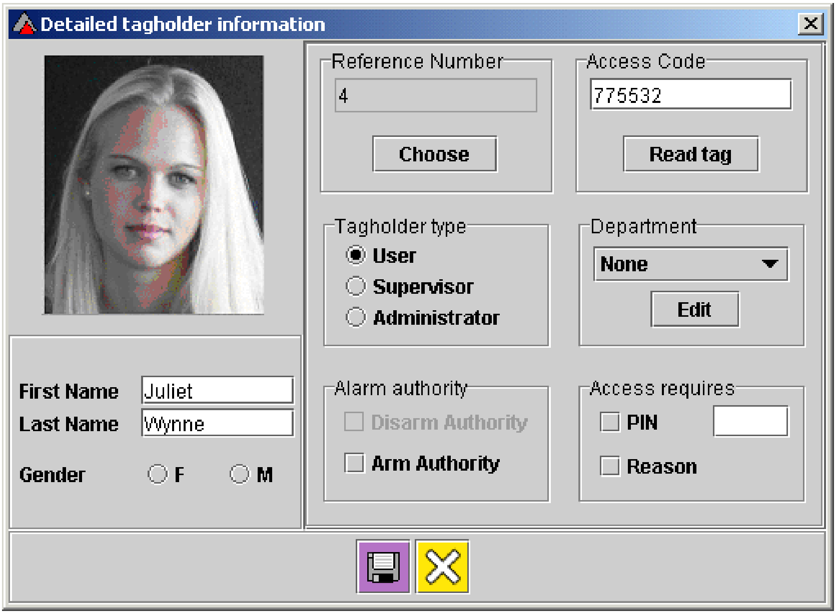
To edit a Tag the procedure is very similar to adding a new Tag because the **Detailed Tagholder Information** dialog is also used to feed in the revised information.

Use the mouse to click on the line on the Tagholders screen on which the Tag to be edited appears. The line will be highlighted.

Use the mouse to click on the **Spanner** icon in the toolbar at the bottom of the Tagholders screen. The **Detailed Tag Information** dialog as shown on the next page will be displayed, showing the selected Tagholder's details. All details except the reference number can be edited. Save the changes when editing is completed.

NOTE : *It is only necessary to click on the details that require alteration.*

See next page



Detailed Tagholder Information

Card Printing

NOTE : *Card Printing can be initiated from the Detailed Tag Information screen using the printer icon in the lower left corner of the screen (Not shown above.). Much of the data on the screen will appear on the printed card provided that the Card Template used provides a field for each set of data.*

The following data may appear on the card: Names, Department, Tag code/PAC. (See the Impro Card Designer Software User Manual for details, and the section **Card Printing from the IXP100 Software** *in Section 6 Chapter 3 of this manual).*

DELETING A TAG OR PAC

To delete a Tag (or PAC) means to permanently remove all the Tag (PAC) details from the records.

To delete a Tag:

[1] Click on the line on the Tagholders screen on which the Tag/PAC to be deleted appears. The line will be highlighted.

[2] Click the - icon in the toolbar at the bottom of the Tagholders screen. The Confirm delete dialog as shown below will be displayed.

Confirm Delete dialog

[3] Click on the **Yes** block in the **Confirm Delete** dialog. The Status block for this tag will now indicate Deleted. To not make the change click No.

NOTE : *The deleted tag/PAC information will remain on the* ***Tagholders*** *screen until the next time that the system is Logged on.*

END OF CHAPTER

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CHAPTER 3 – REPORTS

GENERATING REPORTS

Depending on what items have been chosen under Transaction Types, various reports can be produced. These reports are based on information from the IXP100 system and are updated every time that the PC is logged on to the system.

It is therefore very important to regularly connect the PC to the system to avoid differences between the information stored in the PC and the information in the IXP100 system.

The following 8 types of reports can be produced:

- Access Events
- Status Events
- Alarm Events
- Tagholders
- System Parameters
- Time Patterns
- Reason Codes
- Attendance.

To produce a report:

[1] Click on the **Reports** icon (pencil on page) second from the left in the toolbar at the top of the IXP100 screen. The **Reports** screen as shown on the next page will be displayed.

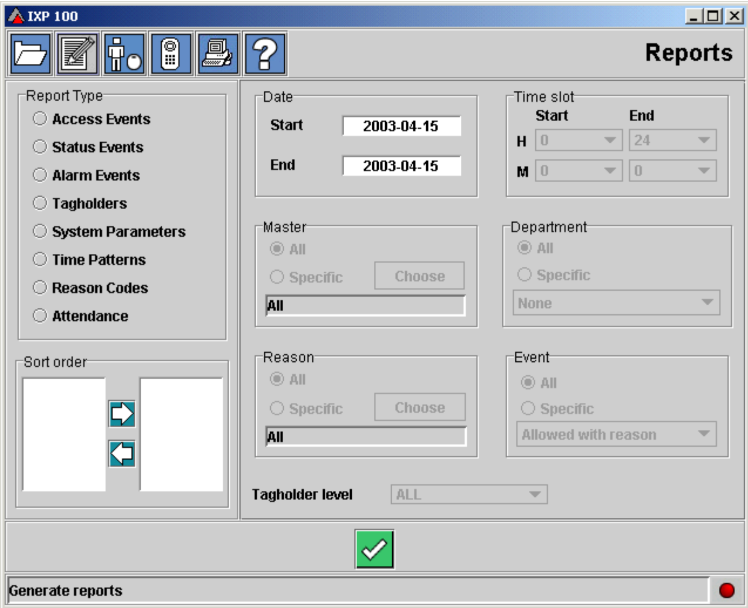
[2] Select the required Report Type from the Report Type list at the top left of the screen.

While the Report Types will be explained in detail later in this manual, it is important at this stage to understand how to set the following functions that form the larger part of the **Reports Screen**:

- Date
- Time slot
- Master
- Department
- Reason
- Event
- Tagholder level
- Sort order

Date

The date allows the user to set the **Start** and **End** dates that are required for the report.



Reports Screen

Start Date

[1] Click on the **date** block in the Start row of the Date box. A calendar will be displayed. The select arrows (∇) enable the choice of Month and Year.

[2] Select the required year, month and date, and click on the date to accept.

[3] Click Esc to cancel.

End Date

[4] Click in the End Date box. A calendar will be displayed.

[5] Select the required year, month and date, and click on the date to accept.

[6] Click Esc to cancel.

Time Slot

The time slot allows the user to set the period of the day during which the entry events will be recorded for the report. For example, a report can be made of the Access activity between 8 am and 10 am. If a full report is required set a start time on 00 00 and an end to 24 00.

Start Time

[1] Click on the H (hour) block in the Start column of the Time Slot box. The hours of the day, 0 to 24, will be shown.

[2] Now click on the desired hour. The selected hour will appear in the H block.

[3] Click on the M (minutes) block in the Start column of the Time Slot box. The minutes of the hour, 0 to 60, will be shown

[4] Now click on the desired minute. The selected minute will appear in the M block.

End Time

[5] Click on the **H** (hour) block in the End column of the Time Slot box. The hours of the day, 0 to 24, will be shown.

[6] Now click on the desired hour. The selected hour will appear in the H block.

[7] Click on the **M** (minutes) block in the End column of the Time Slot box. The minutes of the hour, 0 to 60, will be shown.

[8] Now click on the desired minute. The selected minute will appear in the M block.

Master Facility

The Master Facility allows the user to produce a report on the activities of all Tagholders, or alternatively any one specific Tagholder.

All Tagholders

To select **All** Tagholders use the mouse to click on the **All** button in the Master box. The button must be filled if the report is to cover all Tagholders.

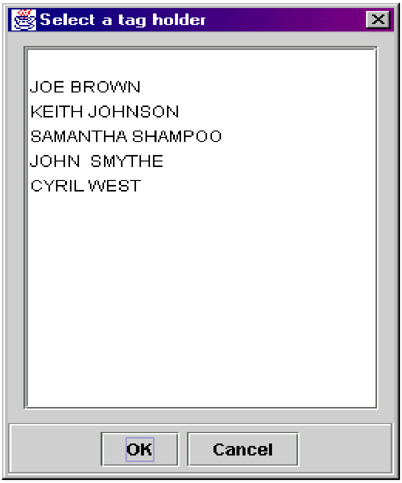
Specific Tagholder

To select a Specific Tagholder:

[1] Use the mouse to click on the **Specific** Button in the Master box. The button must be filled, and the Choose box will become darker and clearer if the report is to cover a specific tagholder.

[2] Use the mouse to click on the **Choose** box in the Master box. The Select a Tagholder dialog as shown below will be displayed.

Blank page



Select a Tagholder

[3] Click on the **Name** of the selected Tagholder and the name will become highlighted.

[4] Click on the **OK** block at the bottom of the Select a Tagholder dialog. The name of the Selected Tagholder will appear in the Master box of the Reports screen.

DEPARTMENT FACILITY

The Department Facility allows the user to produce a report on the activities of all Tagholders from all Departments, or alternatively from any one specific Department.

All Departments

To select All Departments click on the **All** button in the Departments box. The button must be filled if the report is to cover All Departments.

Specific Department

To select a Specific Department:

[4] Click on the **Specific** button in the Departments box. The button will now be selected, permitting you to choose an option from the drop-down menu.

[5] Click on the desired **Department** and that Department will appear in the Departments box.

Reason Facility

The Reason Facility allows the user to produce a report based on all the Reason Codes used for access, or alternatively any one specific Reason Code.

All Reasons

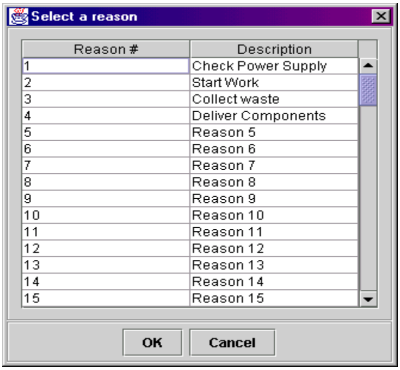
To select all Reason Codes click on the **All** button in the Reasons box. The button must be filled if the report is to cover all Reason Codes.

Specific Reason Code

To select a specific Reason;

[6] Use the mouse to click on the Specific button in the Reasons box. The button must be filled, and the Choose box will become darker and clearer if the report is to cover a specific Reason.

[7] Use the mouse to click on the Choose box in the Reasons box. The Select a Reason Dialog as shown below will be displayed.


Select a reason

Reason #	Description
1	Check Power Supply
2	Start Work
3	Collect waste
4	Deliver Components
5	Reason 5
6	Reason 6
7	Reason 7
8	Reason 8
9	Reason 9
10	Reason 10
11	Reason 11
12	Reason 12
13	Reason 13
14	Reason 14
15	Reason 15

OK Cancel

Select a reason

[8] Click on the desired Reason Code and the selected Reason will become highlighted.

[9] Click on the OK block at the bottom of the Select a Reason dialog. The selected Reason will appear in the Reasons box of the Reports screen.

Event

The Event facility allows the user to produce a report of Alarm events or on all types of the Access or Status events, or alternatively on any one specific type of Access or Status event.

All Events

To select All Events, click on the **All** button in the Events box. The button must be filled if the report is to cover All Events.

Specific Event

To select a Specific Event:

[10] Click on the Specific button in the Events box. The button will now be selected, permitting you to choose an option from the drop-down menu.

[11] Select the required Event Type from the drop-down menu; the selected Event Type will appear in the Event box.

Tagholder Level

The Tagholder Level facility allows the user to select the level of Tagholders to be addressed in Tagholder reports.

To select the level of Tagholder:

[12] Use the mouse to click on the Tagholder Level block at the bottom of the Reports screen. A list of the Tagholder Levels will be displayed namely, All, User, Supervisor or Administrator.

[13] Click on the desired level and the selected level will appear in the Tagholder Level block.

Sort Order

The Sort Order facility allows the user to select the sorted order of printed output for the Report.
When a Report Type is selected the relevant fields for the Report appear in the Fields block in the Reports Screen.

If the order in which the fields appear in the Fields block needs to be changed, they can be transferred to the Sort Order block in the desired sequence.

To change the sort order:

[14] Click on the Field name in the Fields block that is required at the top of the list. The name will be highlighted.

[15] Click on the arrow that points toward the Sort Order block.

[16] The selected Field name will be transferred to the top or next in sequence, of the Sort order block.

[17] Repeat the above two steps for the rest of the field names in the desired order sequence and the selected Field names will be transferred to the Sort order block in the required order.

NOTE : *Setting a Sort order is not essential as the Sort Order first given in the Fields block (the default) may be acceptable.*

See next page

TYPES OF REPORT

The following eight types of reports can be produced:

- Access Events
- Status Events
- Alarm Events
- Tagholders
- System Parameters
- Time Patterns
- Reason Codes
- Attendance.

Access Events Report

The report on Access Events (Transactions) shows the Dates, Times, Names of Tagholders, and Reasons for entry through the door over any chosen period.

[18] To produce an Access Event Report use the mouse to click on the Access Events button in the Report Type box. The following boxes in the Reports screen will become darker and clearer, meaning that the information in these boxes must be set-up for the Access Event report to be produced.

- Date
- Time Slot
- Master
- Department
- Reason
- Event

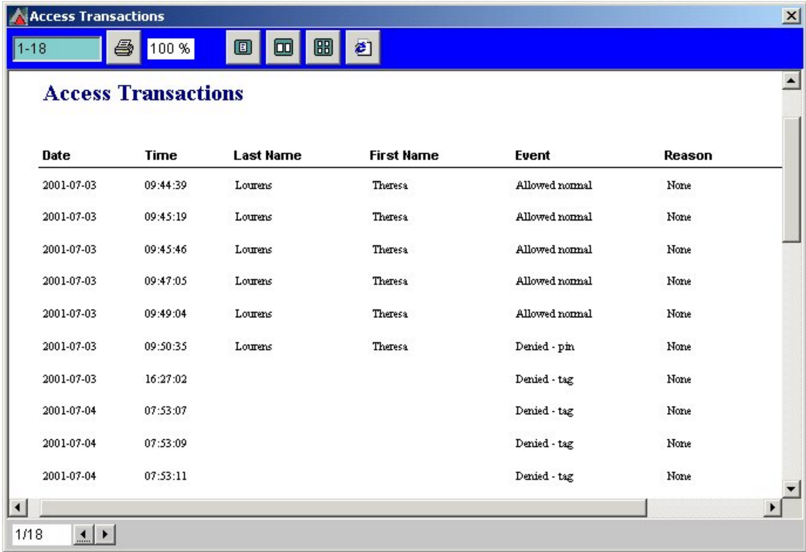
[19] To set the above functions refer to the preceding paragraphs that give the necessary instructions.

[20] To generate the Report, click on Tick icon (Accept) at the bottom of the report screen. The report, as illustrated below, will be displayed.

[21] To print the Report, click on the Printer icon on the menu.

[22] To save as an HTML file, click on the e button (on the right) and provide a file name.

See next page



Access Transactions

Date	Time	Last Name	First Name	Event	Reason
2001-07-03	09:44:39	Lourens	Theresa	Allowed normal	None
2001-07-03	09:45:19	Lourens	Theresa	Allowed normal	None
2001-07-03	09:45:46	Lourens	Theresa	Allowed normal	None
2001-07-03	09:47:05	Lourens	Theresa	Allowed normal	None
2001-07-03	09:49:04	Lourens	Theresa	Allowed normal	None
2001-07-03	09:50:35	Lourens	Theresa	Denied - pin	None
2001-07-03	16:27:02			Denied - tag	None
2001-07-04	07:53:07			Denied - tag	None
2001-07-04	07:53:09			Denied - tag	None
2001-07-04	07:53:11			Denied - tag	None

Access Events report

Status Events Report

The report on Status Events (Transactions) shows the Dates, Times, and Events such as Access, PAC entry, Arming, Disarming, Power Failure Alarm events, etc.

[23] To produce a Status Events Report use the mouse to click on the Status Events button in the Report Type box. The following boxes in the Reports screen will become darker and clearer, meaning that the information in these boxes must be set-up for the Status Events report to be produced.

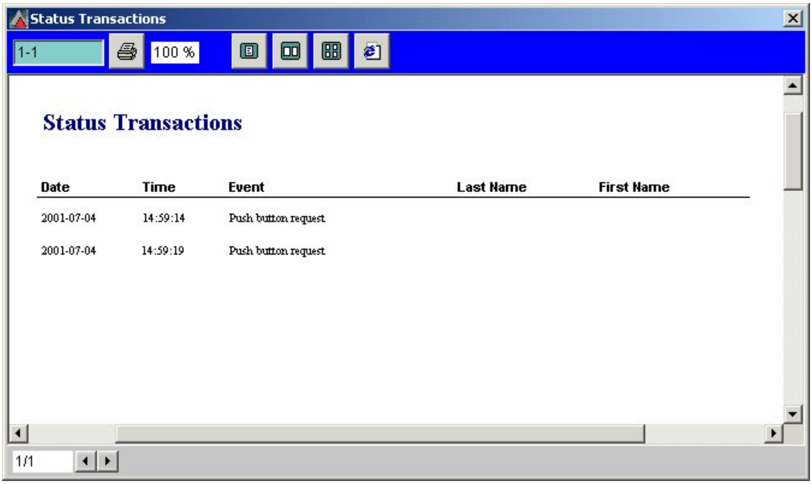
- Date
- Time Slot
- Master
- Event

[24] To set-up the above selections refer to the preceding paragraphs that give the necessary instructions.

[25] To generate the Report, use the mouse to click on Tick icon at the bottom of the Report Screen. The Report, as illustrated below, will be displayed.

[26] To print the Report, click on the Printer icon on the menu.

[27] To save as an HTML file, click on the e button and provide a file name.



Status Transactions Report

Alarm Events Report

The Report on Alarm Events shows the dates, times, and Alarm Events such as Door forced, Door not opened, Alarm triggered, Power failure etc.

[28] To produce an Alarm Events report use the mouse to click on the Alarm Events button in the Report Type box. The following boxes in the Reports screen will become darker and clearer, meaning that the information in these boxes must be set-up for the Alarm Events report to be produced.

- Date
- Time Slot
- Master
- Event

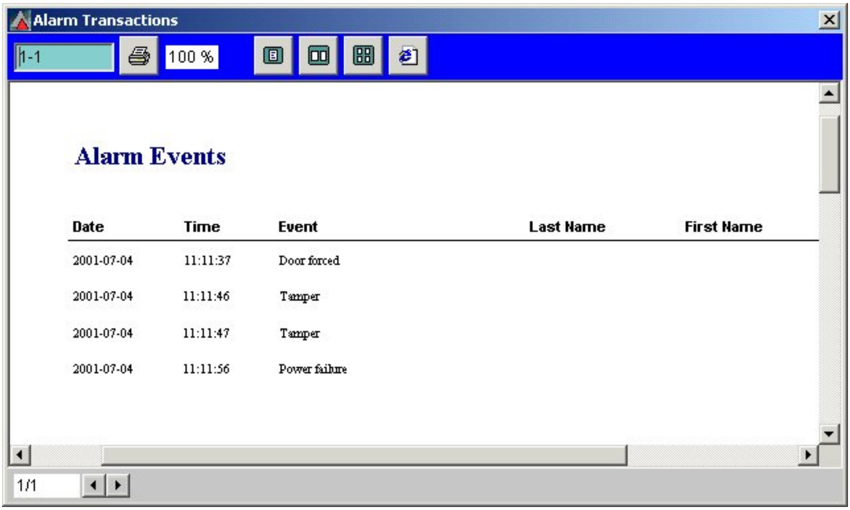
[29] To set-up the above functions refer to the preceding paragraphs that give the necessary instructions.

[30] To generate the report, click on Tick icon at the bottom of the Report screen. The report, as illustrated below, will be displayed.

[31] To print the Report, click on the Printer icon on the menu.

[32] To save as an HTML file, click on the e button and provide a file name.

See next page



Alarm Events Report

Tagholders Report

The report on agholders shows the details of all current Tagholders.

[33] To produce a Tagholders report use the mouse to click on the Tagholders button in the Report Type box. Only the Department box in the "Reports" screen will become darker and clearer, meaning that the information in this box must be set-up for the Tagholders report to be produced.

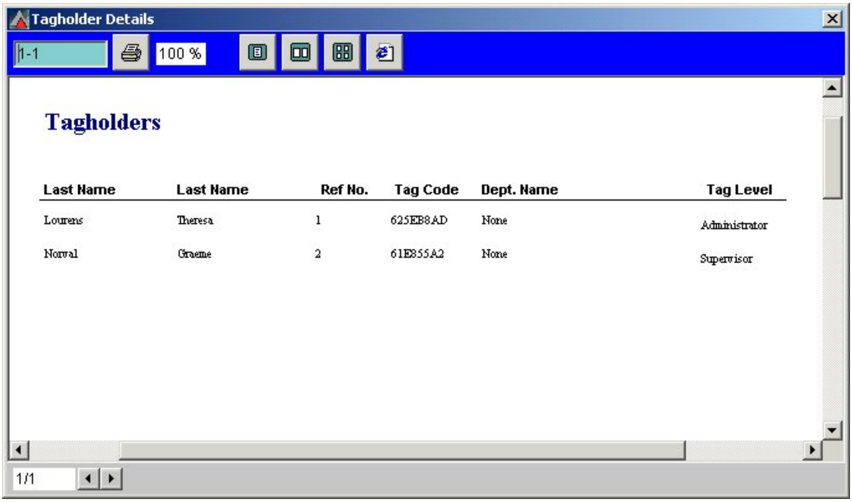
[34] To set-up the selection in the Departments box refer to the preceding paragraphs that give the necessary instructions.

[35] To generate the Report, use the mouse to click on Tick icon at the bottom of the Report screen. The report, as illustrated below, will be displayed.

[36] To print the Report, click on the Printer icon on the menu.

[37] To save as an HTML file, click on the e button and provide a file name.

See next page



Tagholders report

System Parameters Report

The Report on the System Parameters (Configuration) shows the details of all current IXP100 settings.

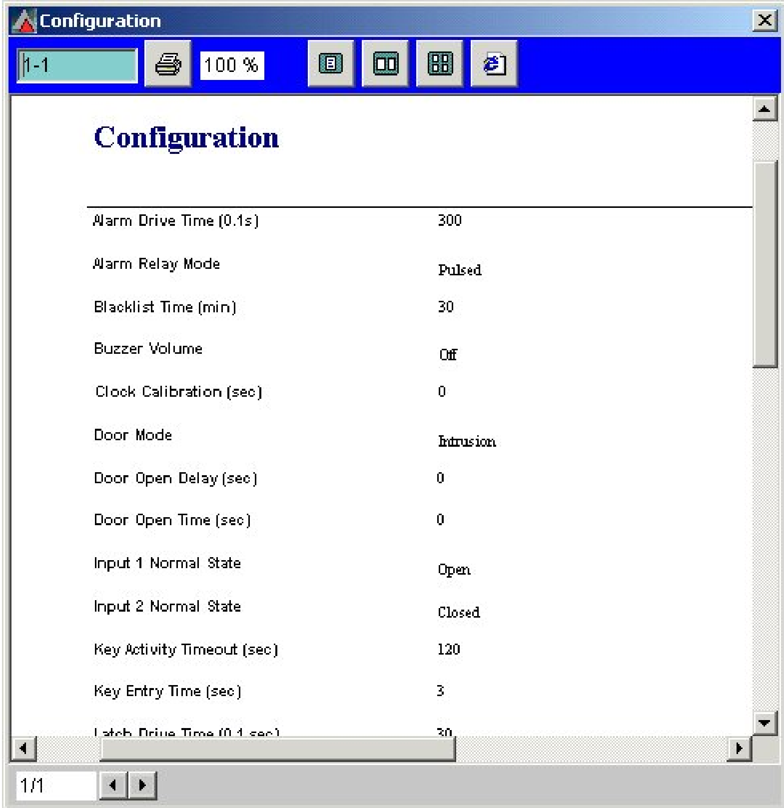
[38] To produce a Report on the System Parameters use the mouse to click on the System Parameters button in the Report Type box. For this report no additional settings are required.

[39] To generate the report, use the mouse to click on Tick icon at the bottom of the report screen. The System Parameters (Configuration) Report as illustrated below will be displayed.

[40] To print the Report, click on the Printer icon on the menu.

[41] To save as an HTML file, click on the “e” button and provide a file name.

See next page



System Parameters Report

Time Patterns Report

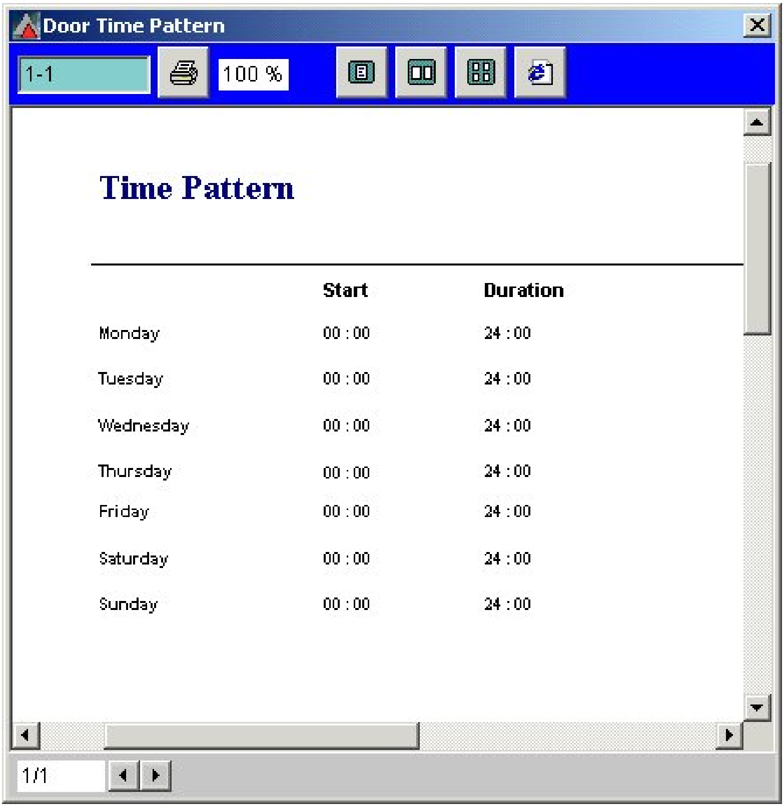
The report on the System Time Patterns shows the times where the IXP100 is operational for User Tagholders.

[42] To produce a Report on the System Parameters use the mouse to click on the Time Patterns button in the Report Type box. For this report no additional settings are required.

[43] To generate the Report, click on the Tick icon at the bottom of the report screen. The report as illustrated below will be displayed.

[44] To print the Report, click on the Printer icon on the menu.

[45] To save as an HTML file, click on the “e” button and provide a file name.



Time Patterns Report

Reason Codes Report

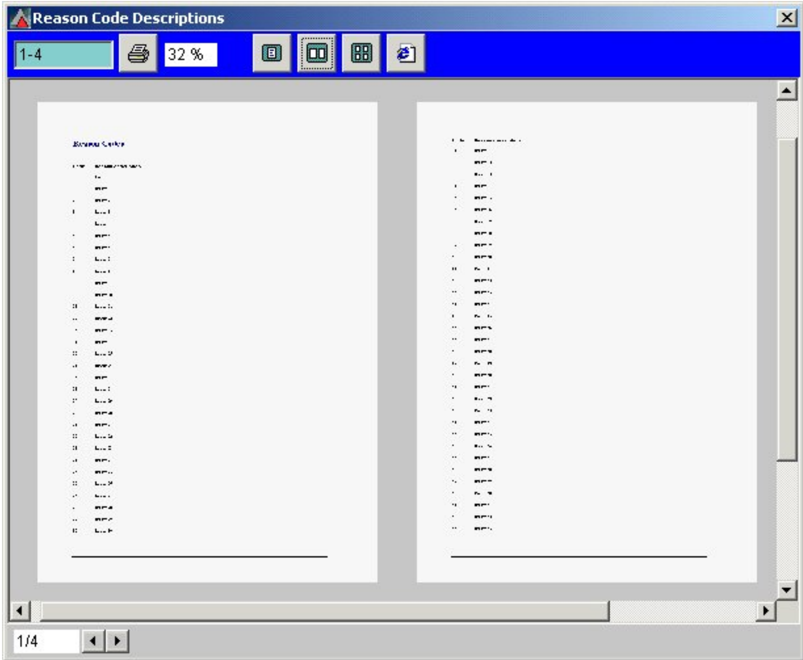
The report on the Reason Codes shows a list of all the Reason Codes used with their descriptions.

[46] To produce a Report on the Reason Codes use the mouse to click on the Reason Codes button in the "Report Type" box. For this report no additional settings are required.

[47] To generate the Report, use the mouse to click on Tick icon at the bottom of the Report screen. The Reason Codes report as illustrated below will be displayed.

[48] To print the Report, click on the Printer icon on the menu.

[49] To save as an HTML file, click on the "e" button and provide a file name.



Reason Codes Report

Attendance Report

The report on Attendance lists the Last Name, First Name, Department, Start Date and End Date and Hours worked for All or Selected Tagholders and Departments who have entered and exited the Access Control Site.

(a) Only the first entry and last exit are logged on each day.

(b) The record extends over a maximum of 7 days.

[1] To produce a report on Tagholder Attendance use the mouse to click on the **Attendance** button in the Report Type box. Choose **All** or **Specific** under Master for Tagholders and Department as required.

[2] To generate the report, use the mouse to click on **Tick** icon at the bottom of the Report screen. The Attendance report similar to that illustrated below will be displayed.

[3] To print the Report, click on the **Printer** icon on the menu.

[4] To save as an HTML file, click on the **"e"** button and provide a file name.

See next page

Attendance Report

END OF SECTION

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SECTION 6 – OTHER PC-BASED FACILITIES

FACILITIES AVAILABLE

In addition to all the preceding PC based activities the following facilities are also available:

- Online transaction viewer.
- Help.
- Card Printing.
- Firmware Upgrading.
- Database Upgrading.
- Remote Dialling.

These are described in Chapters 1 to 6 of this Section.

NOTE : *The Remote Dialler Kit is an optional extra, and must be ordered separately under the code XRD900-1-0-GB-XX.*

CHAPTER 1 – ON-LINE TRANSACTION VIEWER

GENERAL

The online transaction viewer allows the user to view transactions recorded by the IXP100 system. This facility operates in only the online mode, and displays the transactions as pre-selected by the User during the setting of the Transaction types. (Refer to Transaction Types described earlier).

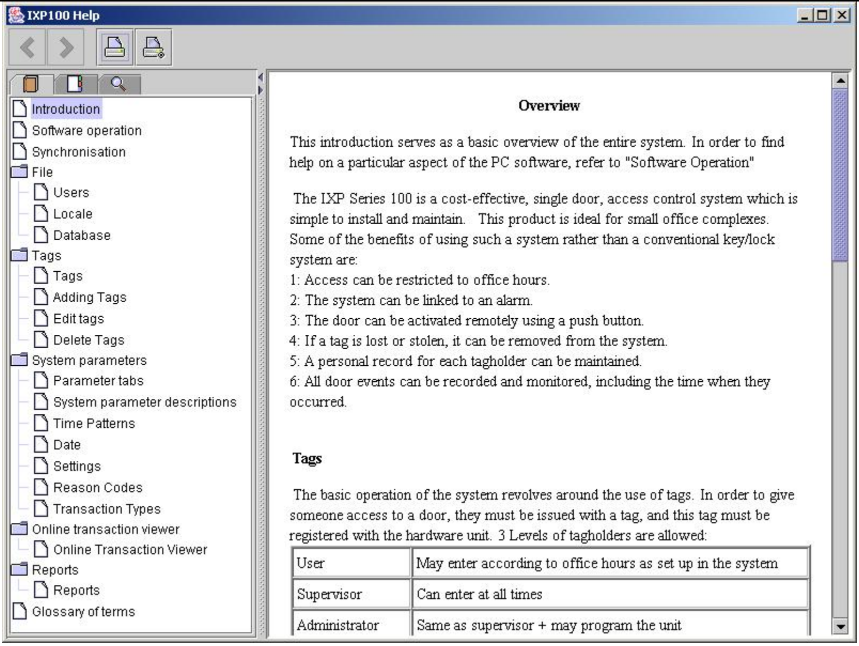
To view the Transactions online (i.e. in real time), use the mouse to click on the **Online Transactions Viewer** icon second from the right in the toolbar on the IXP100 screen. The **Transaction Viewer screen** as illustrated below will be displayed.

Online Transaction Viewer screen

END OF CHAPTER

CHAPTER 2 – HELP

The **Help** facility is available to assist the user in any area of difficulty that may be experienced while using the PC based IXP100 facilities.



Help screen

To use the help facilities use the mouse to click on the **Help** icon on the right hand end of the toolbar on the IXP100 screen. The **Help screen** as shown above will be displayed. The Help topics are listed in the block on the left of the **Help** screen.

To get assistance in any of the topics click on the name of the required topic. The selected topic will be highlighted, and the required information will be displayed in the main part of the screen.

To return to the working screen, click on the "X" at the top right hand corner of the "Help" screen. The screen that was being processed before the help was requested will once again be displayed.

END OF CHAPTER

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CHAPTER 3 – CARD PRINTING

GENERAL

This facility permits the printing of tagholder information onto Credit Card type Tag labels, or directly onto Credit Card Type Tags, using templates designed by the user with the Impro Card Designer utility. This utility is supplied with the IXP100 system software. The use of the Card Designer is described in a separate document, the Impro Card Designer User Manual, IXP333-0-0-GB-XX.

Whether a card or label format is printed is determined by selections made in the Card Designer. Refer to the Card Designer manual for further details.

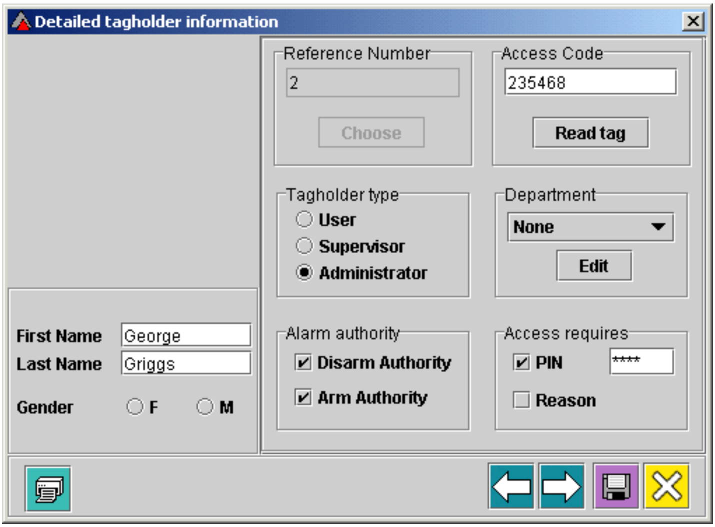
CARD PRINTING FROM THE IXP 100 SOFTWARE

To print data to a credit card type tag from this software, proceed as follows :

[5] Select the Edit Tagholder screen (i.e. the detailed tagholder screen as shown below)

[6] Ensure that the required data is available; and, if not, change the data as required.

[7] The Printer Configuration to print to a Card Tag or to a Label is set in the Card Designer software when designing templates. At this point, go to the section **PRINTING DIRECTLY ONTO TAGS** or **PRINTING ONTO ADHESIVE LABELS** as appropriate.



Detailed Tagholder information

Printing Directly Onto Tags

CAUTION : To print directly onto a Tag, a special printer is required. DO NOT ATTEMPT TO PRINT DIRECTLY ONTO A TAG USING A NORMAL PRINTER AS DAMAGE TO THE CARD AND THE PRINTER WILL RESULT.

If the number of cards you need to print does not justify the purchase of a special printer, but you want to print directly onto tags, your Impro distributor may offer a printing service, or else commercial printing companies may be able to perform this service. Alternately use the facility to print onto labels.

CAUTION : It is vital that the correct Credit Card type Tag be placed in the printer. If care is not taken in this procedure, incorrect information will appear on the Tags rendering them useless.

Cards printed from your IXP100 system PC

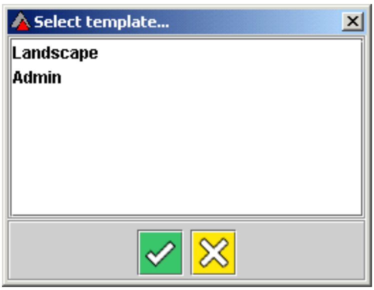
[1] Ideally, Card Tags should be printed at the same time that the Tags are issued to Tagholders.

[2] If this is not possible, ensure that the correct Tag is in the printer when you wish to print on to that Tag.

[3] Select the Detailed Tagholder Information screen such as that shown on the previous page.

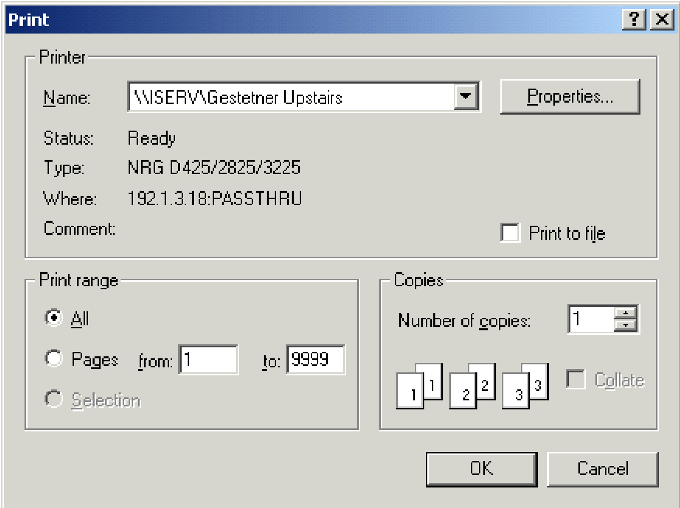
[4] Click on the Print icon in the lower left corner of the screen.

[5] A Select Template dialog similar to that shown below will be displayed.



Select Template dialog

[6] Once the desired template has been selected, select the required printer (a dialog similar to the one below will be displayed once the template is accepted).



Select Printer dialog

[7] Ensure that the correct Tagholders' card Tags are placed in the printer in the order in which printing takes place.

Cards printed from some other PC

If you do not have the facilities (such as a suitable printer) to print your own Tags, your Impro Distributor may offer a printing service. If not, the distributor will be able to guide you in selecting a company to print your Tags.

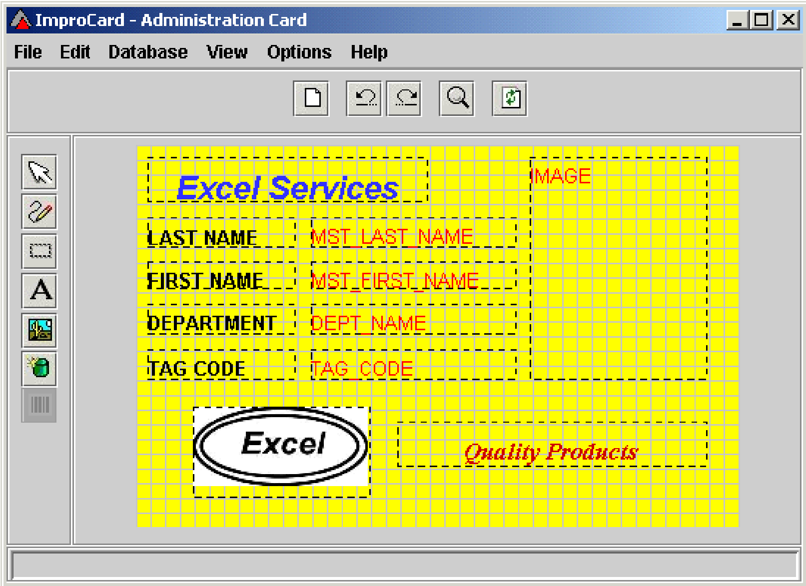
Printing onto Adhesive Labels

[1] To print onto Adhesive Labels, a standard commercial Inkjet or Laser printer can be used.

[2] Follow the printer manufacturer's instructions for this procedure.

[3] If a Card Template has not been defined an error message will be displayed. Make sure that the Card Printing software has been installed correctly and the label format has been designed and saved.

See next page



Typical Card Template

END OF CHAPTER

CHAPTER 4 – FIRMWARE UPGRADING

GENERAL

Firmware is a type of program, which determines many of the functions of the hardware in your system. From time to time this firmware may be upgraded by the manufacturer and you will have to perform, if needed, the upgrade on your system.

If you need to install Upgraded Firmware on your system, proceed as follows :

[1] From the Programs menu, select IXP100/Firmware Upgrade.

[2] Click the **Select File** button to locate an upgrade file.

[3] The upgrade files are located in the IXP100/Install directory and have the extension **.s19**.

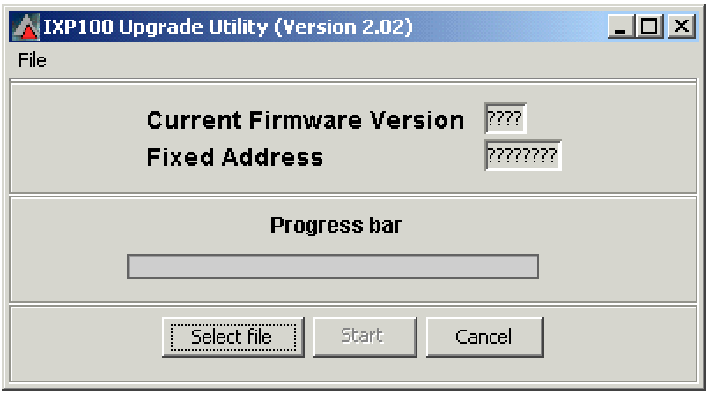
NOTE : *Version 1.* Firmware can be upgraded to any other higher Version 1.* firmware.*

Version 2. Firmware can be upgraded to any other higher Version 2.* firmware.*

The current Firmware version is displayed on the main dialog (see below).

[4] Press the **Start** button once the required file has been selected.

[5] Wait for the upgrade to be completed.



Firmware Upgrade main dialog

END OF CHAPTER

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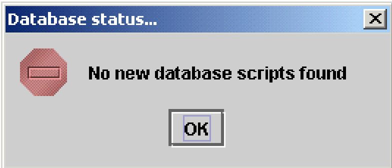
CHAPTER 5 – DATABASE UPGRADING

GENERAL

If you upgrade the IXP100 system software, it may be necessary to upgrade the System Database. To do this:

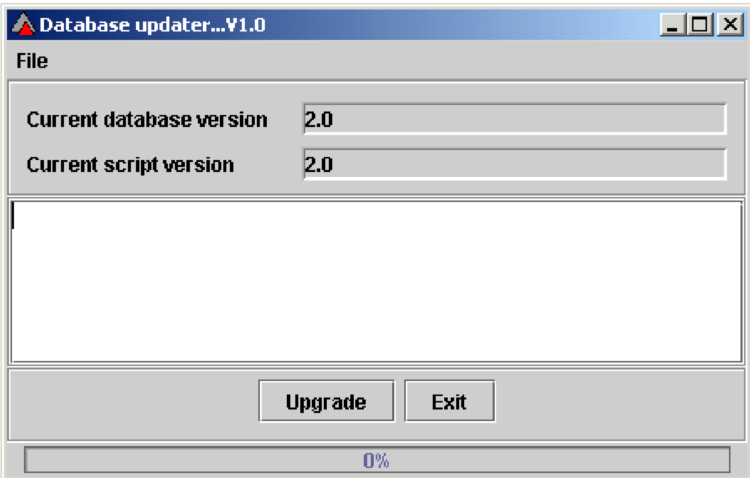
[1] Run the **Database Upgrading Utility** from the Start menu – IXP100.

[2] A log-on screen will be displayed. Enter the system password. If the database is the same as the old one the Database status dialog shown below will be displayed.



Database status dialog

Alternately the database version details will be shown as here illustrated.



Database update dialog

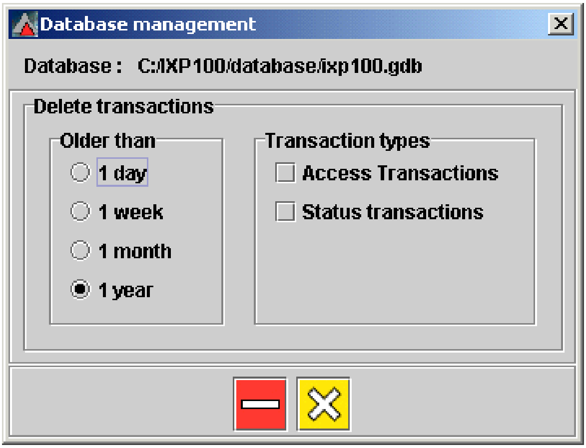
If the **Current Script Version** (the update) is higher than the **Current Database version**, click **Upgrade**, otherwise click **Exit**.

The Database scripts will automatically be updated. The Progress Bar will change to indicate the percentage completion of the updating action.

Database Management

Filing Options dialog

Obsolete transactions can be deleted from the database by clicking on **File** and then on **Database** in the **Filing Options** dialog. The dialog shown below will be displayed, permitting the deletion of unwanted historic transaction data.



Database Management dialog

Select the deletion requirement

Click **–** to remove or X to Exit.

END OF CHAPTER

CHAPTER 6 – REMOTE DIALLING

This facility allows an IXP100 system PC to control an IXP100 system located at a remote site using the telephone network as a connecting medium.

A full description of the use of this facility is provided in the ImproX RD Remote Dialler Software Kit Installation and User Manual.

The ImproX RD manual also includes cabling and connection details for this facility.

NOTE : *The Remote Dialler Kit is an optional extra, and must be ordered separately under the code XRD900-1-0-GB-XX.*

See next page

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APPENDIX 1 - VIRTUAL NETWORK ADAPTER

GENERAL

For a small Access Control system which is not network-based it is necessary to setup a Virtual Private Network so that an IP address can be acquired.

The Windows help files have the following instructions:

For a Computer which has a Modem Card installed as well as a Network Card

To set up a Dial-Up Networking connection to your PC :

[1] Double-click **My Computer**, double-click **Dial-Up Networking**, and then click **Make New Connection**. If it is your first Dial-Up Networking connection, you will be prompted automatically.

[2] In **Select a Device**, click **Microsoft VPN Adapter**, and then click **Next**.

[3] In **Host name or IP Address**, type the name or IP address of the virtual private networking server for the network to which you want to connect.

[4] For example, type:

pptpserver.mycompany.com

or

172.16.48.1

[5] Click **Next**, and then click **Finish**.

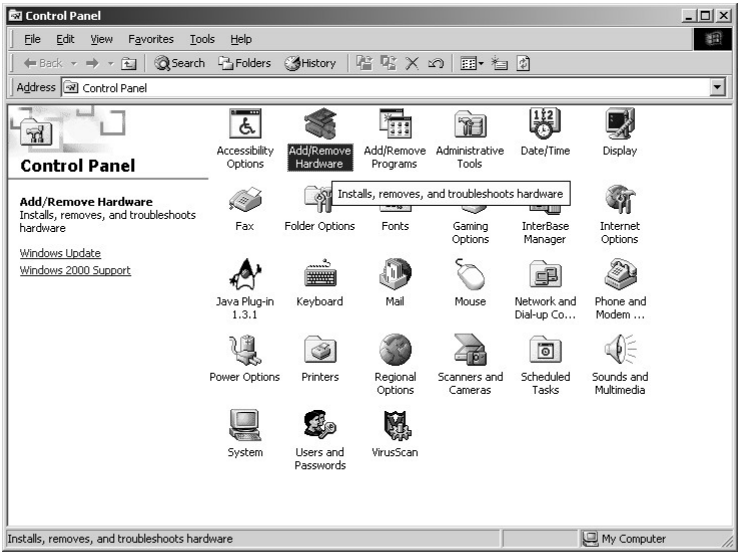
APPENDIX 2 – WIN 2000 - SETTING UP A LOOP-BACK ADAPTER

These pages illustrate the procedures in setting up a loop-back adapter in Windows 2000.

The procedure is fairly self-explanatory. Where necessary comments are added to clarify a selection or alternative.

[1] Select Start and Control Panel.

See next page

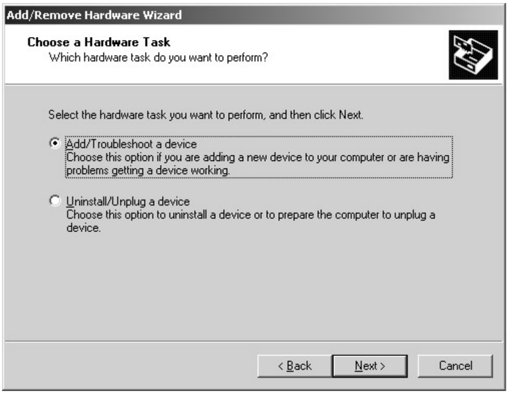


[2] Select **Add/Remove Hardware**.

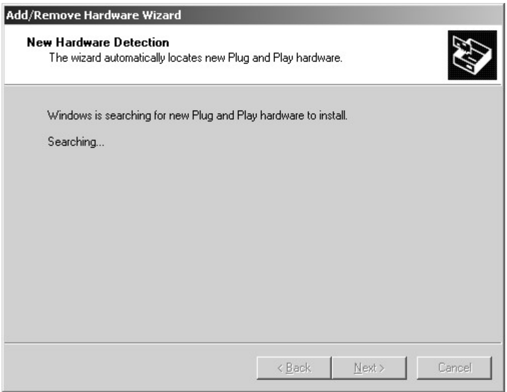
[3] Click **Next**.

[4] Select **Add/Troubleshoot** and click **Next**.

See next page

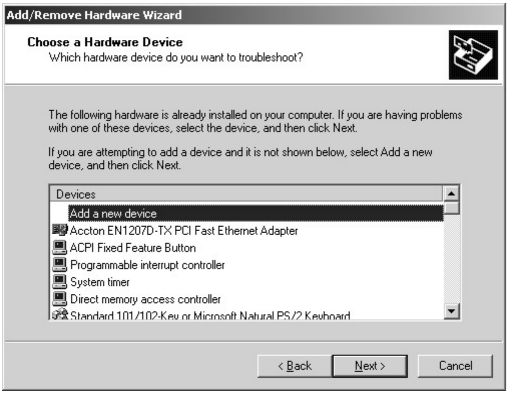


[5] The System will search the Hardware list and then display the **Choose a Hardware Device** Screen.



[6] On the screen that follows click **Add a New Device** and then click Next.

See next page



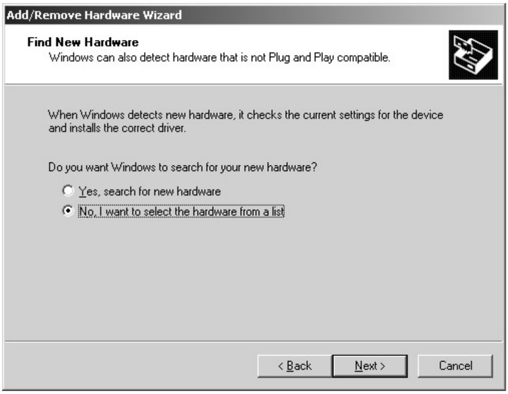
[7] The **New Hardware Screen** is displayed.

[8] Select **No, I want to select the hardware from a list**.

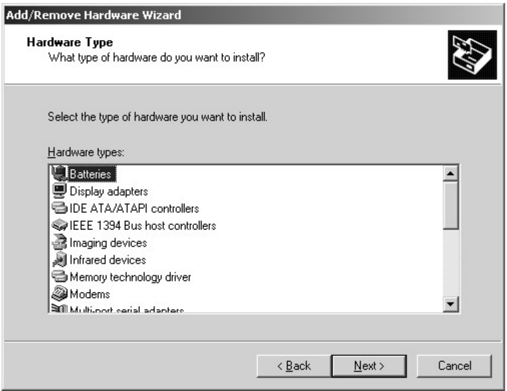
[9] The reason for this is that the loop-back adapter is a system program and not a physical device and therefore the actions required have to be specifically chosen.

[10] Click **Next** to display the list.

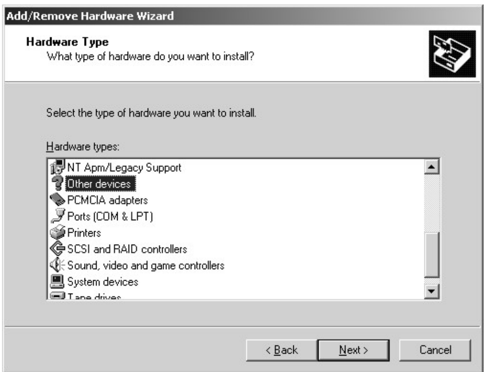
See next page



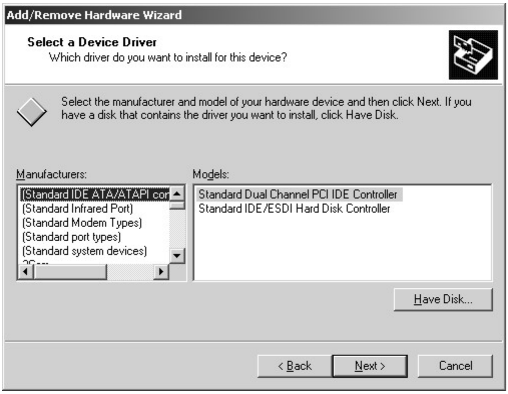
[11] The Hardware Type Screen is displayed.



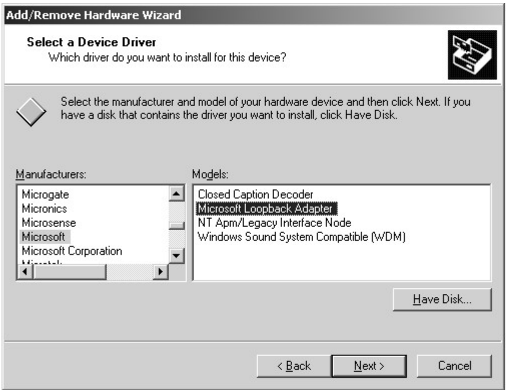
[12] Scroll down to find **Other Devices**.



[13] Select **Other Devices**.



[14] Scroll down to find **Microsoft** from the Manufacturers Screen and then click on Microsoft.



[15] In the Models' Screen select **Microsoft Loopback Adapter** and click **Next**.

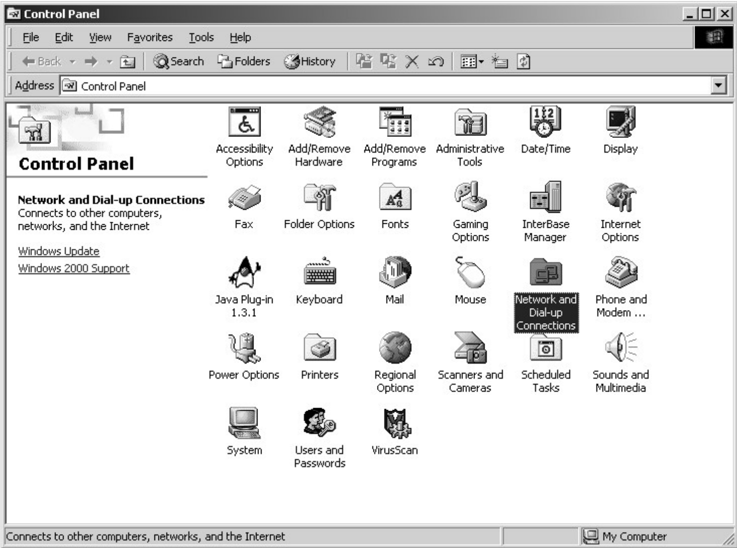
See next page

[16] The System Settings will display the Installation screen to install the driver programs.

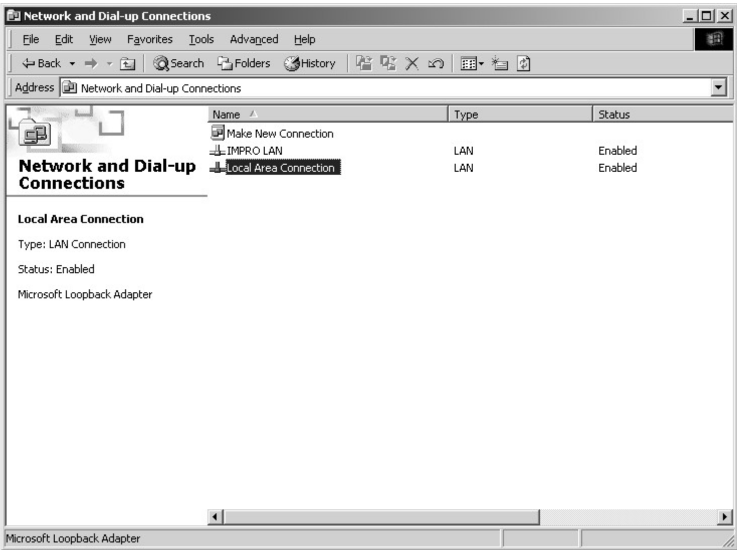
[17] Click **Next**.

[18] The Drivers are loaded and the system displays the completed Screen. Click **Finish** to display the **Settings** Screen.

See next page



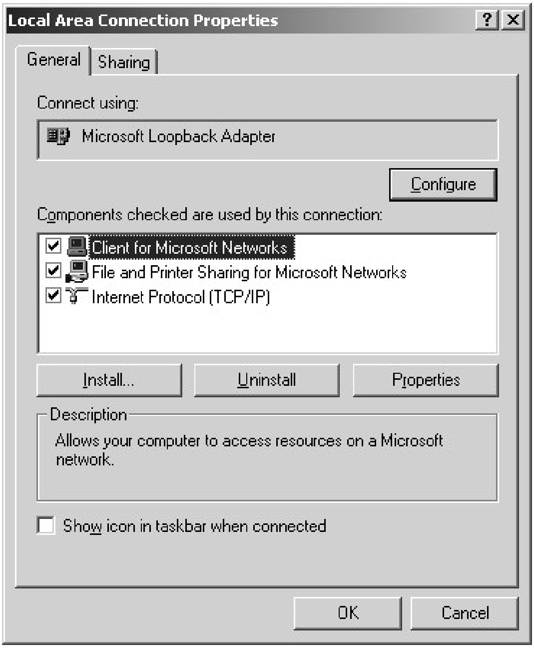
[19] Select **Network Dial-up and Connections**.



[20] Select **Local Area Connection**.

Selecting Connection Properties, Protocols and Addresses

The next task is to choose the Connection Properties, Protocols and Addresses.

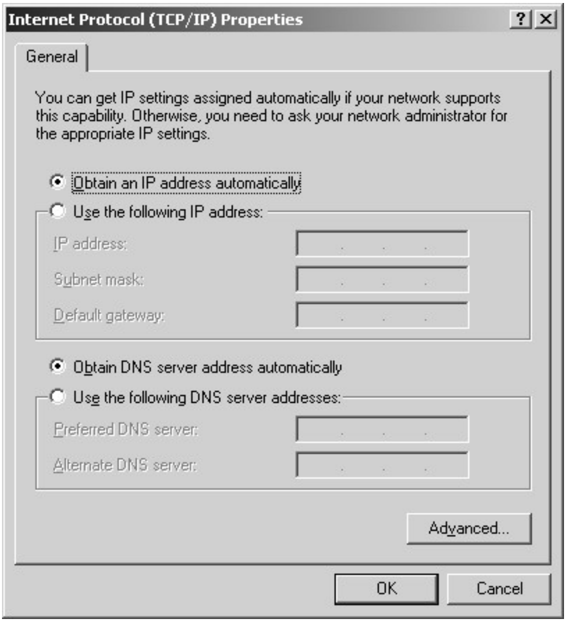


[1] Select **Internet Protocol (TCP/IP).**

[2] TCP/IP (Transfer Control Protocol/Internet Protocol) is the data exchange system that the Improx Access Control System uses.

[3] Click **Install**.

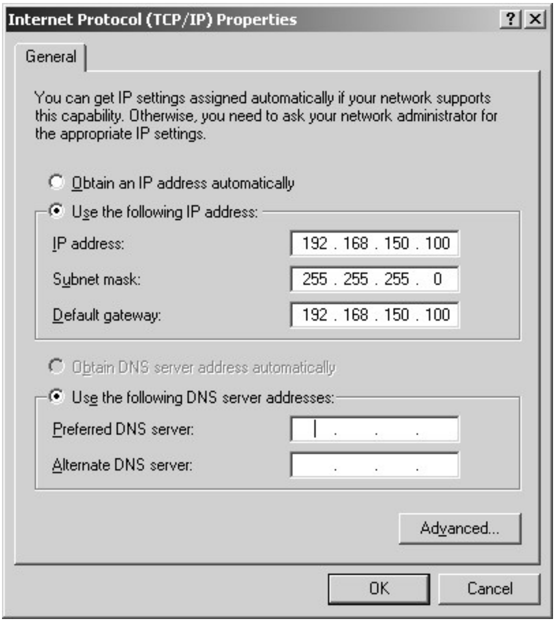
See next page



[4] In order to work an **IP Address** needs to be entered.

[5] Select **Use the following IP address**.

See next page



[6] The display waits for the user to enter the IP addresses required.

[7] Enter the addresses as displayed above:

IP Address	192 168 150 100
Autonet Mask	255 255 255 0
Default Gateway	192 168 150 100

After typing in the addresses click **OK**.

[8] The display will return to the Settings screen. Close the screen to return to the Desktop and then **Reboot** the PC to activate the Loopback Adapter.

[9] The IXP100 System is ready for operation.

USER'S NOTES

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USER'S NOTES

APPLICABILITY OF THIS MANUAL

The last two digits of the standard Impro stock code indicate the issue status of the item concerned. This manual is applicable to IXP100 Software Version 3.0 onwards. The next issue of this manual will determine the final software issue to which this manual issue is applicable.

The software described in this manual is compatible with both FCC and CE approved IXP100 Hardware.

Please advise us of any errors or omissions in this manual to enable us to improve our service to you.

Thank you for choosing *Impro* products to implement your security or asset management systems.

Impro Technologies design and manufacture a wide range of technically advanced, high quality, reliable Access Control and Asset Identification and Management Systems. Please contact your Impro distributor to find out more about our products, or advise us of your needs for specialized products not yet in our extensive and continually expanding range.

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