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What is Access Control?
What is WIN-PAK?
Hardware/Software Requirements

1
INTRODUCTION

WHAT IS ACCESS CONTROL?

Access control is computerized control over entry to any area that can be secured with a lock and key. Entry is only allowed to authorized people at authorized times. Control of who is allowed to come and go is easily maintained.

The weakness of a lock and key security system is the key. The key is a readily duplicated piece of metal that gives anyone who holds it access to an area. The risk of lost or stolen keys, with the expense of changing locks, is a costly problem. Access control is an effective and affordable solution to this problem. With access control, each person receives a card or keycode which restricts access to authorized areas at authorized times. A small, programmable control panel allows or denies access. If a card is lost or stolen, or if a keycode is no longer secure, the control panel can be reprogrammed quickly and easily.

An additional benefit of access control is report capability. The system provides reports of all card/keycode activity, including whether access was granted or denied, and why. A permanent record of all entries to an area can be maintained.

WHAT IS WIN-PAK?

WIN-PAK is state-of-the-art access control software that takes advantage of the Windows operating environment. Security professionals can program card information, create badges, and monitor alarms and cameras with ease. The interface is intuitive and makes it easy to manage Northern's high-tech security hardware.

DATABASE MANAGEMENT
WIN-PAK databases allow you to define timezones, areas, panels, cards, and other information pertinent to the site. It is easy to add and modify hardware or cards so that your access control system can grow with your company's needs.

ACCESS CONTROL MANAGEMENT
WIN-PAK's tabbed screens give security personnel immediate access to the principle facets of day-to-day access control management.

The Alarm Monitor screen provides alarm monitoring capabilities available in four views.

- The History view displays all alarm information and system communication in a list form as it is received from the panels.

- The Current view displays incoming alarms according to a set priority so that high priority items are easily visible.

- The Monitor view displays a grid of alarm input points that can be monitored for status changes.

• The Floor Plan view provides a graphical representation of locations in alarm with "hot spot" capabilities for navigating.

The Alarm Info screen provides information on a particular alarm activity and allows the user to enter response notes.

The Panel Control screen gives the user complete control over panels, input points, and output points.

The Muster Report screen aids in emergency situations when it is important for the operator to know who has reached muster (safe) areas.

The Camera Control screen gives the user camera control of an optional CCTV system.

The Card Lookup screen provides the user quick access to the card database with the ability to search on most fields, including twenty-five user-defined note fields.

The Mail screen provides the operator at the server with a chat function to communicate with networked WIN-PAK workstations.

In addition to real-time printouts of alarms as they happen (sent to Windows printer spooler – follows the rules of windows printing…) WIN-PAK gives the user the ability to generate a wide range of useful reports. History reports provide alarm logs from any given date, and database reports provide you with a list of records in any of WIN-PAK's databases.

BADGE DESIGN
WIN-PAK comes with a full-featured badge layout utility. Producing high quality photo ID badges is as easy as designing the badge, using WIN-PAK to capture ID photos, and printing. Print onto an access control card to incorporate two security measures onto one

card! No program offers more complete access control than WIN-PAK.

SERIAL NUMBER NOTE

The WIN-PAK serial number includes the version and issue number. The following example will show how to interpret the serial number:

WP01.15.00.00001-NCI01

WP	WIN-PAK product
01	major release (first part of version)
15	release code change (second part of version)
00	compile number (used in development, will always be 00 in general release versions)
00001	the issue number of this version (evaluation/demo always use 00000 and are limited in card quantity and port communication time)
NCI01	version type NCI01 ......Domestic upgrade version NCI02 ......Domestic full version (standard) NCI03 ......Domestic demo version ADV01 .....Advanced Systems version INT01 ....International version

HARDWARE/SOFTWARE REQUIREMENTS

WIN-PAK is designed to run on IBM and IBM-based personal computers that meet IBM serial communication specifications. The minimum hardware/software requirements for WIN-PAK are outlined in the following sections.

PERSONAL COMPUTER REQUIREMENTS

Northern Computers, Inc. requires an IBM or IBM-compatible computer. The processor and Random Access Memory (RAM) requirements depend upon the size of the system as outlined in the following table:

	SYSTEM PARAMETERS			MINIMUM WIN-PAK PC REQUIREMENTS*		
System Size	Readers	Card Holders	COM Ports	Processor	RAM	Note
Small	1-10	1-250	1-2	486/100MHz	16Mb	Basic operation of access control and badging OK, short reports, system is on nearly all the time and is rarely shut down. Not to be used as WIN-PAK server in networks. Makes a good WIN-PAK workstation.
Standard	1-100	1-5,000	1-8	Pentium 166Mhz	16Mb	Recommended starting point for WIN-PAK applications defined above. Can be used as a WIN-PAK server, extra RAM will enhance server performance.
Large	1-system reader capacity	1-25,000	1-32	Pentium II 233Mhz	32Mb	Recommended for systems using more than 16 COM ports. Provides a good basic platform for future upgrades of WIN-PAK.

* Running database, badging, and report activities from a client instead of the servers will increase system performance.

DISK DRIVES

WIN-PAK requires a computer with a hard disk drive (210 MB recommended minimum) and either a 3.5" high density floppy disk drive or a CD-ROM drive.

A hard disk drive system provides the necessary disk storage for the WIN-PAK program, database entries, and history transactions. If you plan on using the badging component of WIN-PAK or other programs on your PC, you may want to invest in a larger hard disk drive.

The 3.5" high density floppy disk drive (or CD-ROM drive) is used for loading the WIN-PAK software.

Because the space on a floppy disk is limited, a tape drive or other removable medium is recommended for WIN-PAK backups.

MONITOR

WIN-PAK requires a VGA monitor capable of displaying 256 colors on a 640 x 480 pixel screen.

MOUSE

To fully operate WIN-PAK, a two-button mouse is required.

SERIAL COMMUNICATION BOARDS

The computer may have up to two serial communication ports (type 8250 or 16550 IBM asynchronous) configured as COM 1 and COM 2. COM 1 must be set for IRQ4 and COM 2 must be set for IRQ3 or use a WIN-EXP-xx for up to 32 selectable ports.
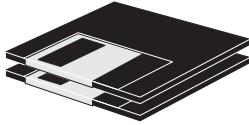
> **NOTE**
> Although WIN-PAK can run effectively under Windows '95, it does not take advantage of the 32-bit architecture of this Windows version.

SOFTWARE REQUIREMENTS

WIN-PAK requires Microsoft Windows version 3.1 (3.11 for networks) or later. It is NOT intended for use on the Windows NT platform.

Windows versions prior to Windows '95 require a disk operating system (DOS) to provide overall control of computer hardware and software. Check your Windows Manual to see which operating system, and which version, is required to run your version of Windows.

PERIPHERALS

PARALLEL PRINTER

A parallel printer is optional, but is required for most systems to print system activity, database reports and history reports. The printer must be an IBM compatible parallel printer and supported by Windows.

CONVERTERS

A converter serves as an interface between the computer's serial communication port and the control panels. Northern Computers offers two communication converter options, the C-100-A and the N-485-PCI-2.

C-100-A

The C-100-A allows the computer, using RS-232 protocol, to communicate with the control panels in a 20 mA current loop. A C-100-A Converter is required for each port in local configurations.

N-485-PCI-2

The N-485-PCI-2 allows the computer, using RS-485 protocol, to communicate with control panels in a RS-

485 dropline. The N-485-PCI-2 has an advantage over the C-100-A in that it can provide a higher degree of data supervision in the communications line as well as an increase in system performance.
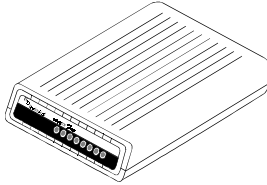
NOTE
Telephone lines that have special features like "call-waiting" may cause interference with modem communications. Disabling these features or avoiding these phone lines altogether is recommended.

MODEMS

Modems enable the connection of the computer running WIN-PAK to control panels at remote locations, using standard telephone lines. WIN-PAK supports two modem configurations, as described below:

Leased-line Modems:

The M-300 leased-line modems provide a continuous, direct connection from the computer to the communication loop, using a standard leased telephone line, terminated with an RJ11C modular telephone jack.

Auto-answer/Auto-dial Modems:

The M-200 auto-answer/auto-dial modems (Hayes compatible) are typically used in dial-up configurations with the C-100-A1, in which the panels are normally off-line with the computer and are dialed only when communication is necessary. The M-200 modem uses a standard telephone line terminated with an RJ11C modular telephone jack.

The M-9600-2 is typically used in dial-up configurations with the N-485-HUB-2 for locations that automatically call to the WIN-PAK computer with activities.

SCREEN SAVER NOTE

Northern Computers recommends that you refrain from using screen savers on your WIN-PAK computers in applications that require you to view incoming activity. They mask the activity and draw power from your PC's processor.

If you need to use a screen saver, choose one that blanks out the screen. The Alarm Monitor will not update while a screen saver is running, but will be made current when the screen saver is disabled by keyboard or mouse activity.

QUICK START

Pre-Installation System Setup

Installing WIN-PAK

Opening WIN-PAK for the First Time

Options Setup

Communication Setup

Note Field Setup

Printer Setup

2
QUICK START

QUICK START

PRE-INSTALLATION SYSTEM SETUP

Because of the complex computer configuration required to run WIN-PAK, Northern Computers sells WIN-PAK as a "turnkey" system. The software and peripherals are installed and tested on a computer that meets the required specifications as outlined in the previous section. The tested PC and software are then sold as the front end of an electronic access control system.

If the software has been purchased alone, (without a Northern Computers, Inc. computer) for installation on the customer's own PC, then the purchaser must configure the PC, install a video capture card (if badging), and install WIN-PAK. Because there are many PC brands and types available, the user may run into IRQ conflicts and other hardware issues. To avoid these hassles, we encourage users to purchase a pre-tested, turnkey system from Northern Computers.

BEFORE installing WIN-PAK, configure your PC. See Appendix A for information on configuring your PC to work with WIN-PAK. Make sure that your files contain the correct commands.

BEFORE installing WIN-PAK, install your video capture card or digital camera (if badging). See the manual for your video peripheral for more information.

After these two steps have been completed, install WIN-PAK as outlined in the next section of this manual.

INSTALLING WIN-PAK

1. Insert the WIN-PAK installation disk 1 into your floppy drive.

2. From the Start button, select Run... from the main Windows '95 menu.

3. Type "A:\SETUP" in the *Open* text box. (where "A" is your floppy disk drive.) Click **OK**.

4. A copyright information screen will appear. Click **OK** to acknowledge that you understand the message and agree to the terms. (Clicking **Cancel** at any point will abort the installation.) A window will appear prompting you to select which the type of installation for this machine.

CD-ROM INSTALLATION NOTE
When installing using a CD-ROM, type "*drv*: **SETUP**" for step 3, where *drv* is the letter of your CD-ROM drive.

QUICK START

```
Select Installation Type                    ☒

  Select the type of WIN-PAK installation
  for this machine.


  ⦿ Stand-Alone
  ○ Server
  ○ Client

      OK                    Cancel
```
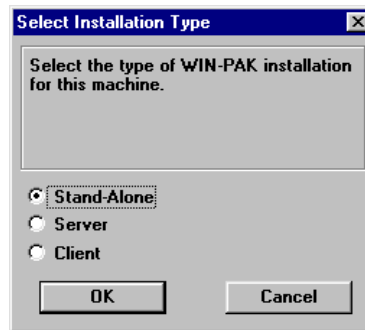
Select from one of the following types of installations:

a) Select *Stand-Alone* if WIN-PAK on the current machine will NOT be networked with any other computer.

NOTE
For more information on networking setup, see Appendices G and H.

NOTE
Click **NO** in steps 5 & 6 if your computer uses a SCSI board.

b) Select *Server* if WIN-PAK on the current machine WILL be networked with other computers and WILL be the machine responsible for storing all database information and communicating to the control panels.

c) Select *Client* if WIN-PAK on the current machine WILL be networked with other computers but WILL NOT be storing the database information and WILL NOT be communicating to the control panels.

Click **OK** to continue.

5. WIN-PAK Install will then ask if the target PC has a multi-port board installed. Select *Yes* if it does or *No* if it doesn't. Click **OK**.

6. WIN-PAK Install will then ask if the target PC will be connected to remote 485 ACK/NAK dial-in loops. Select *Yes* if it will or *No* if it won't. See the sections on Serial Ports Setup and the Areas Database for more information. Click **OK**.

7. WIN-PAK Install will then prompt for a video card type:

Select the board that the target PC has installed (or *None*). Click **OK**.

8. WIN-PAK Install will prompt for the type of printer that you will be using to print badges. If you have one of the special feature printers listed, then select it. If you have any other printer or will not be printing badges, then select *Other*. Click **OK** to continue.

9. WIN-PAK Install will prompt for the type of signature capture pad you will be using to capture signatures. If you have a *PenWare 100* or *2000* signature capture pad, then select *Penware 100*. If you will not be capturing signatures, select *None*. Click **OK** to continue.

5. WIN-PAK Install will then prompt for a directory in which to install WIN-PAK.

NOTE
Although the directory that you install WIN-PAK into can be changed, we highly recommend keeping the default of "C:\WINPAK".

QUICK START
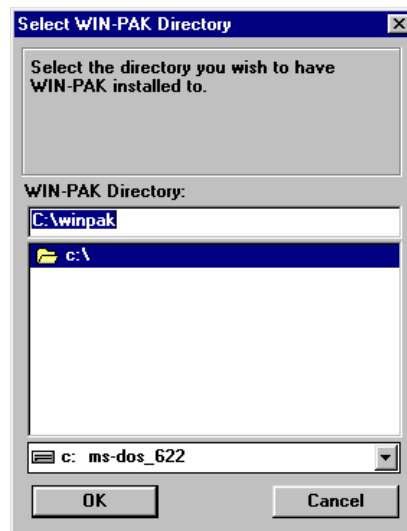
6. The default directory is the C: drive. To select another directory to install into, click the drive drop-down list and select one.

▤ c: ms-dos_622   ▼
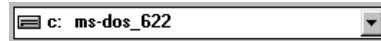
An alternate subdirectory can be selected by double-clicking on the directory folders. This will open and close them.

� 📂 c:\
📂 data
📁 dataa
📁 datab
📁 datac
📁 datad
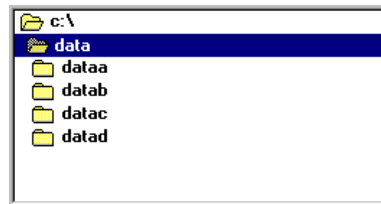
Click **OK** when the directory you want appears in the top text box.

7. A registration dialog box will appear with spaces for you to enter your name and organization. Click on the spaces to type in them or press **Tab** to move between them. Once you have finished filling in both spaces click **OK** to proceed.

8. A dialog box will ask you to confirm that the information you added is correct. If it is, click **Yes**. If not, click **No** to return to the registration window to modify the information.

9. WIN-PAK Install will ask you if you want to print alarms from this station.

NOTE
If this is an upgrade, WIN-PAK will provide a message stating that the directory already exists. A message will then ask you if you want to re-create your databases – SELECT **NO** if upgrading!

Alarm printing

Do you want to print alarms on this station?

◉ No
○ Yes

| OK | Cancel |
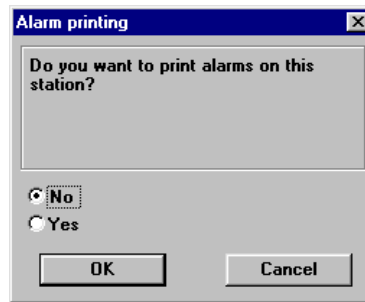
Select **Yes** if you will be printing alarms from this station or **No** if you will not.

10. WIN-PAK Install will begin copying files to your hard drive. It will prompt you to put Installation Disk #2 into the floppy drive and press the **OK** button. Only change the Source Pathname if different from the default path. WIN-PAK install will continue copying files to your hard drive.

11. A message will appear notifying you that WIN-PAK has been successfully installed. Click **OK**. You will have a new group window called Northern Access Control that will contain icons for the following:

WIN-PAK PROGRAM

Double-click this icon to access WIN-PAK

BADGE LAYOUT UTILITY

Double-click this icon to create badge backdrops for cards (also accessible from within WIN-PAK)

QUICK START

WIN-PAK HELP

Double-click this icon to get help on any of
WIN-PAK's functions. (also accessible from within
WIN-PAK)

README.HLP

Double-click this icon to read any last minute
release information that may not be included in the
manual.

PCPAK TO WIN-PAK CONVERSION HELP

Double-click this icon for instructions on how to
convert PCPAK databases to WIN-PAK.

UN-INSTALL WIN-PAK

Double-click this icon to delete WIN-PAK and any
related files off of your hard drive.

OPENING WIN-PAK FOR THE FIRST TIME

NOTE
The History and Scheduler Databases MUST be re-indexed when upgrading systems.

Double-clicking the WIN-PAK icon will open the program. When you open WIN-PAK for the first time, you will be given a message that WIN-PAK will create new databases (only if you didn't convert from PC-PAK). Click **Yes** if this is a new installation. WIN-PAK will create the databases.

OPTIONS SETUP

1. An Options dialog box with four screens will appear. Fill in the information on each screen before clicking **OK**. These options can be modified at a later time be selecting Options from the **Setup** menu within WIN-PAK.


QUICK START
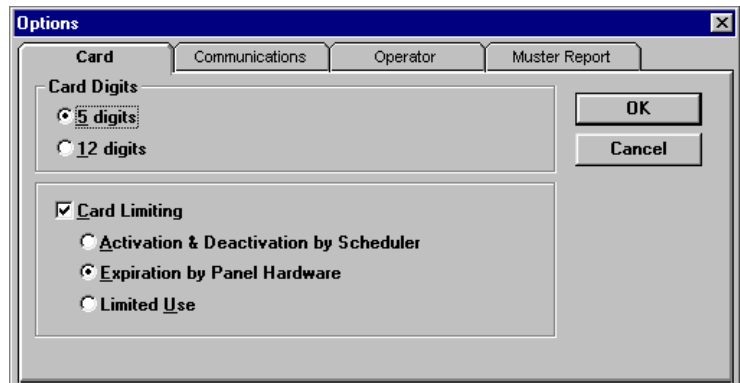
3. When the Options box opens, the Card screen will be visible. From this Card screen, select whether your cards are 5 digits or 12 digits. 12-digit cards are supported by N-1000 Control Panels with version 8.xx firmware only. WIN-PAK does not support 6.03 firmware.

4. Enable Card Limiting if you want to utilize this feature. *Card Limiting* is the ability to automatically limit the usage of cards in a system. This can be done in one of three ways:

   a. *Activation & Deactivation by Scheduler*
   WIN-PAK can permit a card access between two dates. The activation and deactivation dates are set for each card in the Card Database. WIN-PAK checks the card dates by the schedule defined in the Schedules database.

   b. *Expiration by Panel Hardware*
   A card's access can also be set to expire on a date. This is done at the panel level so the computer doesn't have to be online to expire the card. The expiration date for each card is set in the Card Database and becomes effective when the card information is uploaded to the panels. This option is limited to up to 254 days from the date that it is entered in the Card Database.

   c. *Limited Use*
   A card's access can also be restricted to a limited number of uses. Once a card has been used a set number of times, it becomes invalid. This number (maximum 254) is set for each card in the Card Database. Like *Expiration by Panel Hardware*, *Limited Use* is also controlled at the panel.

NOTE
The database capacity of the control panel may be reduced by up to 50% when either the *Expiration by Panel Hardware* or *Limited Use* card limiting option is selected. See N-1000 programming manual for details.
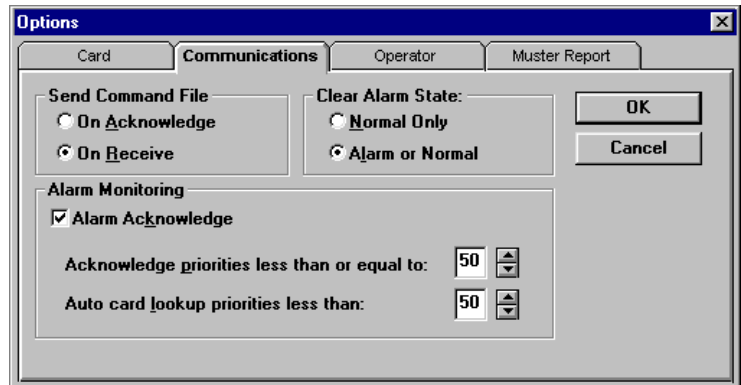
NOTE
The Communication Setup will not be available to WIN-PAK installed on a network client.

5. Click the Communications tab to configure communication options for WIN-PAK. From the Send Command File section, select whether you want to send command files and switch cameras upon receiving alarm information or when you acknowledge alarm information. The "On Acknowledge" option requires the operator to acknowledge before sending/switching, while "On Receive" will act automatically when alarm and reader conditions are received.

6. From the Clear Alarm State section, select whether you want operators to be able to clear only normal states, or both alarm and normal states.

7. From the Alarm Monitoring section, enable Alarm Acknowledge if you want to eliminate the need to Acknowledge lower priority items. If enabled (indicated by a ✓), type in or use the arrow keys to indicate the lowest priority requiring acknowledgment. "1" is the highest priority and "99" is the lowest priority. Alarms, readers, & cards with this priority or higher (lower number) AND undefined alarms and cards will need to be acknowledged. If not enabled, only undefined alarms and cards will need to be acknowledged.

NOTE
Undefined alarms and cards always have the highest priority.

8. WIN-PAK's Auto Card Lookup will automatically display card information including name, card number, and badge photo (if exists) for cards that send a status to the Alarm Monitor. To prevent Auto Card Lookup from displaying every time a card is presented, a priority threshold can be set from this screen. Type in (or use the arrow keys to enter) a number from 0 to 99. All card statuses with higher priorities (lower numbers) than this will trigger the Auto Card Lookup. The rest will be ignored.
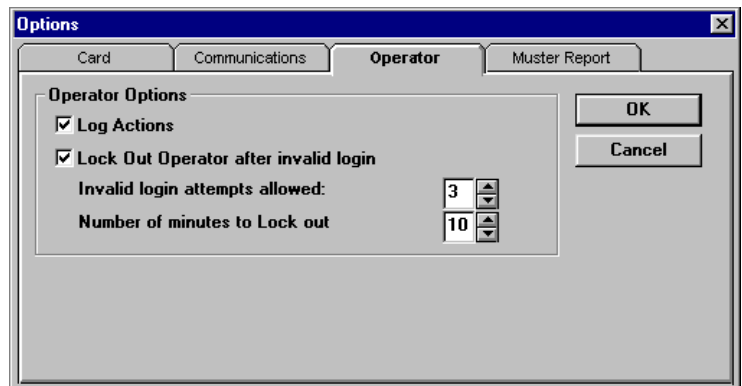
8. Click the Operator tab to configure operator options for WIN-PAK. From the Operator screen, enable the Log Actions option if you want history reports to contain operator actions including alarm acknowledgment and database modifications.

9. Enable "Lock Out Operator after invalid login" if you want WIN-PAK to refuse access after a certain number of invalid attempts to login. Type in the number of invalid attempts allowed in the first box and the number of minutes to lock out in the second box. The arrows will adjust the number box that has the cursor in it.

10. Click the Muster Report tab to configure muster reporting options. Check the box labeled Initialize with History Data to enable priming (see chapter 5). Use the number box to select the number of hours of history to be considered in the priming operation. Numbers can either be typed in or selected with the arrow buttons next to the box. The maximum number of hours is 99.

11. When your options are set the way that you want them, click **OK** from any screen.

REGISTRATION

When you open WIN-PAK prior to registering, a screen will appear prompting you to enter the CD Key number.

Invalid or Missing CD Key

Enter CD Key:
1532 — 129 — 43149

OK

Cancel
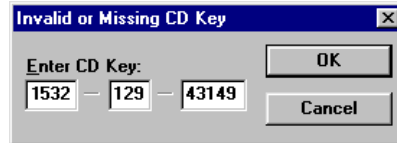
Enter the CD Key printed on your WIN-PAK Manual cover in the text spaces provided. Press TAB to move from one text entry space to the next. When finished, click **OK**.

If the CD key you entered is valid, the screen below will appear.

WIN-PAK

This copy of WIN-PAK has not been registered for use with this computer.

Do you wish to register now?

Yes   No
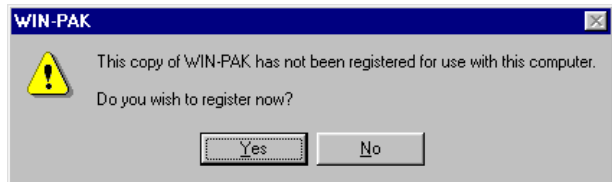
To register your copy of WIN-PAK, click Yes. The following screen will appear.

About WIN-PAK

WIN-PAK Access Control Version

Northern Computers, INC.

Copyright @ 1995

This Product Licensed To:

Unregistered Copy.

Product ID: WP01.14.02.00000-NCI01

OK

CD Key:
1532-129-43149

Serial Number:
7849
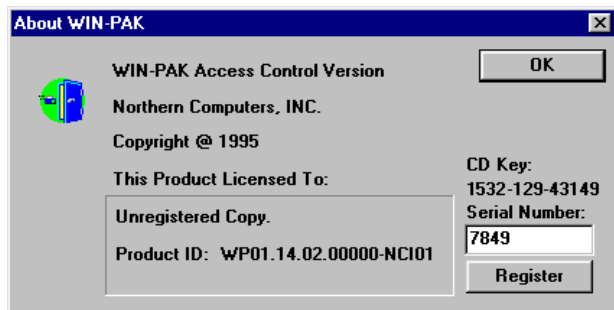
Register

You will need to call the Northern Computer's Customer Service Staff at 1-888-323-4576 to obtain the product serial number. Enter the serial number in the space provided, and click **Register**. The CD Key message will no longer appear and, as a registered user, you will receive notification of future WIN-PAK upgrades.

YOUR FIRST LOGIN

NOTE
Operator names are not case sensitive, but passwords are!

12. Under **Operator Name:** type "system" and under **Password:** type "startup" (lowercase) and click **Login**.

13. A message will appear recommending that you change the SYSTEM password immediately. Click **OK**.

CHANGING THE SYSTEM PRIVILEGES AND PASSWORD

WIN-PAK doesn't give the SYSTEM operator access to all functions, so you will need to change them manually:

NOTE
Along with changing the system privileges and password, the operator name can also be changed.

14. Select Operators... from the **Database** Menu.

15. Click **Edit...**

16. You need to change the privileges for SYSTEM so that you have access to all sections of the program. To do this you need to scroll down the list of options and change all of the symbols to open keys ( ). To do this click:

- • two times on *File*
- • • • three times on *Database*
- • one time on *Reports*
- • one time on *Setup*
- • one time on *Alarm Monitor*
- • one time on *Alarm Info*

- • one time on *Panel Control*
- • one time on *Muster Report*
- • one time on *Camera Control*
- • one time on *Card Lookup*
- • one time on *Mail*
- • one time on *Muster Card Deletion*
- • one time on *Non-Muster Card Deletion*
- • • two times on *Guard Tour View*

17. Double check to make sure that all of the symbols have been changed to keys without the circle and bar ( ).

18. Click **Password...** This will open the Set Password dialog box.

Set Password		✕
<u>P</u>assword:		**OK**
<u>V</u>erify:		**Cancel**
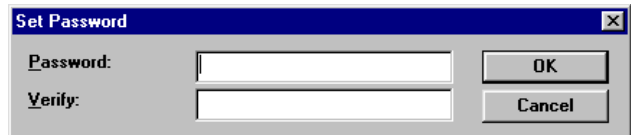
19. Enter a new password in both the Password and Verify boxes. Make sure that you don't forget what it is. Click **OK**. Click **OK** again to close Operator Detail. Click **Close** to close the Operator Database.

You will now have complete access to the WIN-PAK program. Re-login using SYSTEM and your new password. You will have the ability to change WIN-PAK setup, program databases, and will have access to all other functions.

LOGGING IN FROM WITHIN WIN-PAK

Operators can log in from within WIN-PAK by selecting Login from the **File** menu or by clicking the Login button ( ) on the toolbar. Either of these actions will bring up the Login dialog box prompting you for operator ID and password.

BUFFER/UNBUFFER PROMPTS

When starting WIN-PAK, a dialog box will prompt the operator to unbuffer panels. If **Yes** is selected, all direct connected panels will be unbuffered and will show up in the Alarm Monitor Screen. If **No** is selected, the panels will continue to buffer transactions.

Similarly, when exiting WIN-PAK, a dialog box will prompt the operator to buffer panels. If **Yes** is selected, all direct connected panels will be instructed to buffer transactions before WIN-PAK is closed. If **No** is selected, panels will not buffer transactions and all incoming alarm and card read data will be lost.

NOTE
When exiting WIN-PAK for the first time, a screen will appear prompting you to save the control file. Click **OK**.

QUICK START

COMMUNICATION SETUP

It is important to designate Serial Ports for communication before programming your databases. Serial ports must be defined so that they can be used in the Areas Database. The following steps explain the process:

1. From the **Setup** menu, Select Serial Ports...
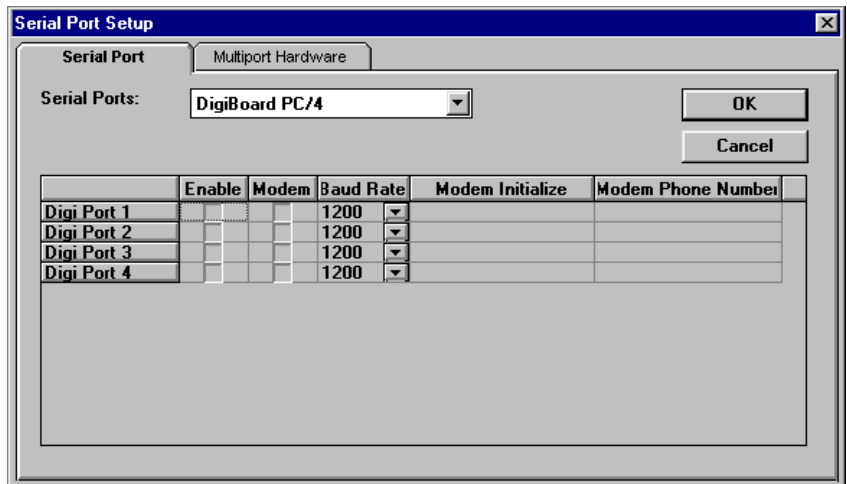
The Serial Port Setup dialog box is used to configure WIN-PAK for your communication hardware. The setup contains two screens, the first for setting up each port, and the second for configuring multi-port hardware (if needed).

Each serial port can be used to communicate to a loop of panels or a supported CCTV system. Personal computers generally have one or two internal serial ports that can be used, but additional hardware can be purchased allowing up to 32 communication ports.

The first screen is used to enable and configure each port. Select the port hardware you are using from the drop-down list. The default is Internal Serial Ports (COM1 & COM2). If no additional hardware is used for multi-port capability, leave this default selected. If you do have multi-port hardware, select the type from the Serial Ports drop-down list.

The data entry table in this screen will reflect the selected serial port option. If left at Internal Serial Ports, two rows are viewable labeled COM 1 and COM 2, but if a multi-port option is selected, more rows will appear allowing you to define each port.

For each needed port (row):

NOTE
Do not enable a serial port if you have a serial mouse attached to it – errors will occur.

1. Enable the ports that you will be using by clicking the box in the row under Enable. An "X" indicates that the port has been enabled. These ports will now be made available to define areas in the Areas Database.

2. Click the box in the row under Modem if the port will be used for a remote dial-up location. An "X" indicates that the modem is enabled.

3. If the port is connected to a modem, select the baud rate of incoming communication from the drop-down list (1200, 2400, 4800, or 9600).

4. For each port connected to a modem, a default initialization command string will appear. It can be changed by selecting and deleting the default string and retyping in a new one. *Shift-F2* will allow you to edit instead of re-typing the whole string. Press *Shift-F2* which will highlight the whole line. Then press the left or right arrow key so the line appears in yellow. Use the arrow keys to move to where you need to add or remove information.

The following string may work better with modems sold by Northern Computers (as well as some other brands):

   ATE0V1Q0&C1&WS0=1&D0

   NOTE: 0 = zero

5. If the port is connected to a modem, type in the modem phone number of the **port's** modem. This is the number a remote modem would dial to connect to WIN-PAK. It is used for *485 ACK/NAK* dial-in loops or areas.

NOTE
Only change the settings in the Multi-port Hardware Screen if your hardware is not working correctly.

If a multi-port unit has been selected, click on the Multi-port Hardware tab to open a screen to configure your hardware to work with your computer.

Serial Port Setup				☒
Serial Port	**Multiport Hardware**			
IRQ:	5 ▼			**OK**
	Port Address			**Cancel**
Digi Port 1	64			
Digi Port 2	6c			
Digi Port 3	6e			
Digi Port 4	76			
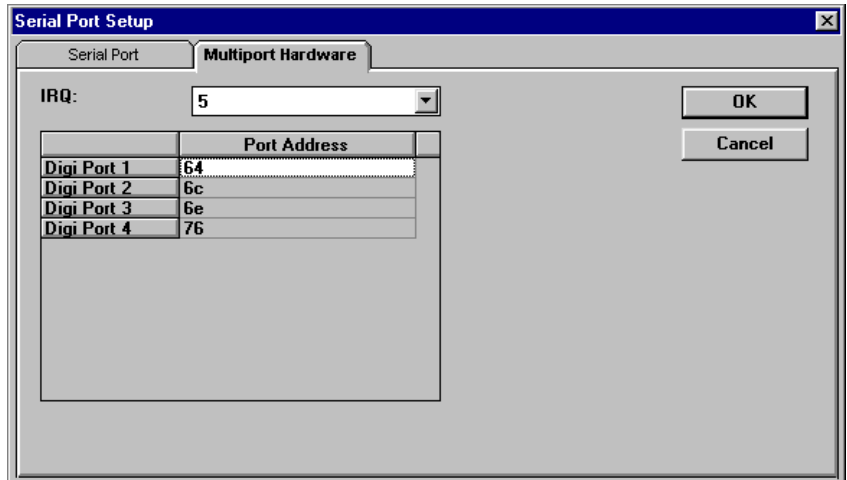
The settings on this folder are specific to the type of hardware being used. The default settings in the fields are for the hardware selected in the Serial Ports screen. See the hardware's manual for alternate settings in case

there is a conflict with other peripherals. If your hard-
ware settings need to be changed:

1. Select an alternate IRQ for the unit from the drop-
   down list. This must be the same as what the
   hardware is configured for.

2. Select the space next to a port that you want to
   change the address to, and type in an alternate
   port address.

QUICK START

NOTE FIELD SETUP

NOTE
On badging clients, changing the names of the Note Fields will not be reflected in the Backdrops database until you exit and restart WIN-PAK on the client.

Although note field labels can be defined at any time, setting them up prior to programming your Card Database can make the task easier. After carefully considering what data you want to manage on each card holder (or card) and the entry order, follow these steps to rename your note fields:

1. Select Note Fields... from the **Setup** menu.

Note Fields		
Note 1	Note 1	**OK**
Note 2	Note 2	
Note 3	Note 3	**Cancel**
Note 4	Note 4	
Note 5	Note 5	
Note 6	Note 6	
Note 7	Note 7	
Note 8	Note 8	
Note 9	Note 9	
Note 10	Note 10	
Note 11	Note 11	
Note 12	Note 12	
Note 13	Note 13	
Note 14	Note 14	
Note 15	Note 15	
Note 16	Note 16	
Note 17	Note 17	
Note 18	Note 18	
Note 19	Note 19	
Note 20	Note 20	
Note 21	Note 21	
Note 22	Note 22	
Note 23	Note 23	
Note 24	Note 24	
Note 25	Note 25	
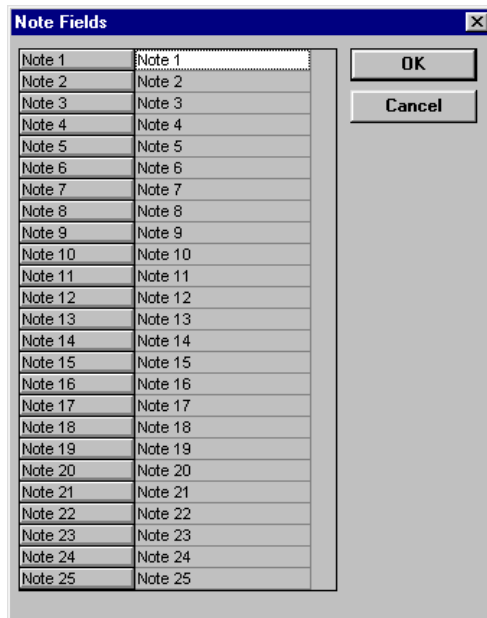
2. Click in the space next to a note field that you want to change and type in a new label. For example, we could type "Department" next to **Note 1** to change the label from *Note 1* to *Department* in every area of WIN-PAK that uses note fields.

It is important to hit **Enter** or move to a new field to save the label. Click **OK** when finished.

PRINTER SETUP

The report printer and the alarm printer are set up independently. Selecting Print Setup... from the **File** menu brings up the following dialog box:

NOTE
Printer Drivers are added and configured in the Control Panel of Windows, located in the Main Group. See your Window's manual for more information.

Printer Setup	
Report Printer **Alarm Printer**	Close **S**etup
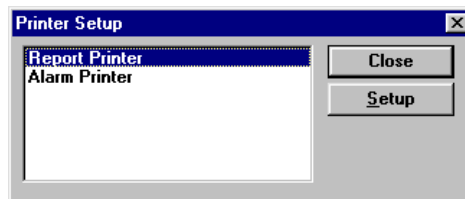
Select the printer that you want to set up and click **Setup**. Select Report Printer and click **Setup** to configure the options for printing reports. You should have at least generic text installed as a print driver so that the reports are shown and come up in a letter ($8^1/_2$" x 11") format.

Select Alarm Printer and click **Setup** to configure the options for printing system alarms. The Alarm Printer option will open the following dialog box:

Select printing method

- ☐ Windows printing (one page at a time)
- ☐ Direct to port (one line at a time)
- ☑ No Alarm Printing

[OK]
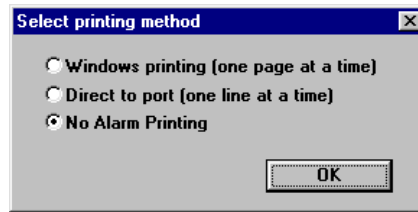
WINDOWS PRINTING (ONE PAGE AT A TIME)

This option should be selected with laser printers. It holds transaction information until enough transactions are made to fill a page. It then prints the page. If you want the information printed before the page is full, you must click the page eject button from the menu bar.

DIRECT TO PORT (ONE LINE AT A TIME)

This option can be selected with dot matrix printers to print transactions in "real time." Use this feature for local printing only (not to be used with, or as, a shared network printer).

NO ALARM PRINTING

Select this option if no alarm printing is required.

3
CREATING AND MODIFYING DATABASES

DATABASES

Database

Timezones...
Areas...
Panels...
Schedules...
Guard Tours...
Tracking Areas...
Access Levels...
Cards...

Cameras
Holidays...
Monitors...
Operators...

Floor Plans...
Command Files...

Backdrops...

The WIN-PAK access control system is made up of interconnecting databases that can be accessed by clicking **Database** on the menu bar. Although only a few databases are required for operating a basic system, up to fifteen databases are possible in advanced systems that make use of WIN-PAK's CCTV, floor plan, muster, and other features. The programming order of these databases is very important, because almost every database depends upon the information entered in other databases. There are five core databases in a WIN-PAK access control system:

THE TIMEZONE DATABASE

This database defines timezones. *Timezones* are time elements used in the system that can be used to determine when particular actions happen or when certain cards are allowed access. These elements can be attached to cards, inputs, and outputs in other databases of WIN-PAK.

THE AREAS DATABASE

This database is used to define the settings for each communication port used in the system.

THE PANEL DATABASE

The panel database maintains information on access control panels such as what options are enabled, reader information, input point and output point information.

THE ACCESS LEVEL DATABASE

Access levels determine where and when access is allowed to a card holder. An access level consists of a number of readers that can be accessed, the time access is permitted, and if configured, the group of relays to be

DATABASES

NOTE
It is important to note that an operator must be "permitted" to add, edit, or delete records in the databases by being given the "Edit" ( ) privilege for a particular database in the Operator Database.

An operator with a "Look" ( ) privilege will be allowed to view records, but not modify them. Access will be allowed into the database, but all editing buttons will be replaced with a "View..." button. The operator will be able to see all information in the database, but will not be able to click **OK** to save any changes. **Cancel** must be used to exit the database.

An operator with a "None" ( ) privilege to a database will not even be allowed to view records. The database will not appear in the Database menu. If the "None" privilege is assigned to all databases, the Database menu will not appear on the menu bar. See the section on the Operator Database for more information.

pulsed. Cards assigned to an access level have access to the specified readers (doors) at the specified times.

THE CARD DATABASE
The card database maintains information on cards and card holders including an access level and badge information.

The following databases are supplementary. Information may be required in the supplementary databases first, however, to provide information when defining the main databases.

SCHEDULES DATABASE
The schedules database is used to send commands from WIN-PAK to the access control system at particular days and times. The uses for this feature include updating the panel date and time, dialing up to remote panels, and activating/deactivating cards. A schedule can also be set to send a reminder message to the operator to back up files.

TRACKING AREAS DATABASE
Tracking areas are different from the Areas Database previously discussed. Tracking areas are used to determine where personnel are in a facility at a given time (when a muster report is run).

CAMERA DATABASE
The camera database is used to define video cameras in a CCTV configuration.

HOLIDAYS DATABASE

The holiday database is used to define holidays during the year. The operator will have the option of including or excluding these holidays when defining a timezone.

MONITORS DATABASE

The monitors database is used to define video monitors in a CCTV configuration.

OPERATORS DATABASE

The operators database is used to set operator passwords and the privileges that each operator has for the different sections of WIN-PAK.

FLOOR PLAN DATABASE

The floor plan database is used to provide a graphic representation of the facility. This database is used to match the graphics with descriptions and define hot spots that can be used to monitor alarms.

COMMAND FILE DATABASE

The command file database is used to define text files containing panel commands. These files can be uploaded to the panels upon receiving a card/input status.

On the following pages is an illustration of how databases are interconnected and a recommended programming order.

DATABASES

1
Operator Database
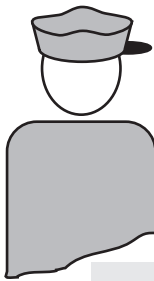
2
WIN-PAK Setup

3
Areas Database
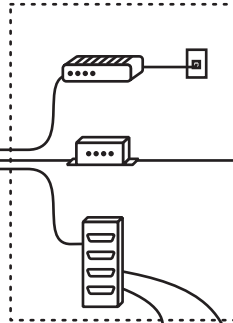
4
Timezone Database

SECONDARY DATABASES

Schedules Database
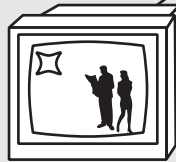
Monitors Database

Cameras Database

Holiday Database

Step 1

It is important that a "master" operator be defined in the **Operator** Database that has access to all areas in the WIN-PAK program.

Step 2

Setup should be done before the following databases are defined, as they will affect certain options in the Area, Panel, and Card Databases.

The **Schedules** Database is also an important part of the Setup process. It allows you to determine:

- when time & date updates will be sent to the panels,

- what information will be sent to remote panels and when,

- when to check the activation/deactivation status of cards.

Step 3

Areas can be defined from serial ports made active in the Serial Ports section of the Setup menu. These areas can be local or remote control panel loops or CCTV networks.

Step 4

Timezones simply define blocks of time. These need to be added to be included in the Panel and Access Level definitions.

- If **Holidays** will be treated differently, they should be defined in the Holiday Database.

5
Panel Database

6
Access Level Database

7
Card Database

Backdrops Database

Command File Database

Floor Plans Database

Guard Tours Database

Tracking Areas Database
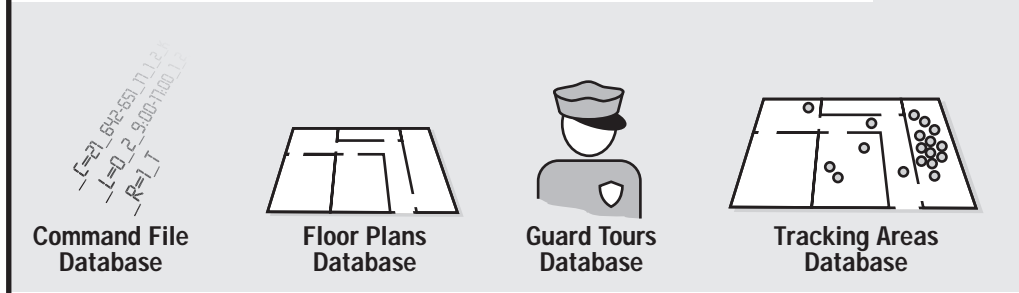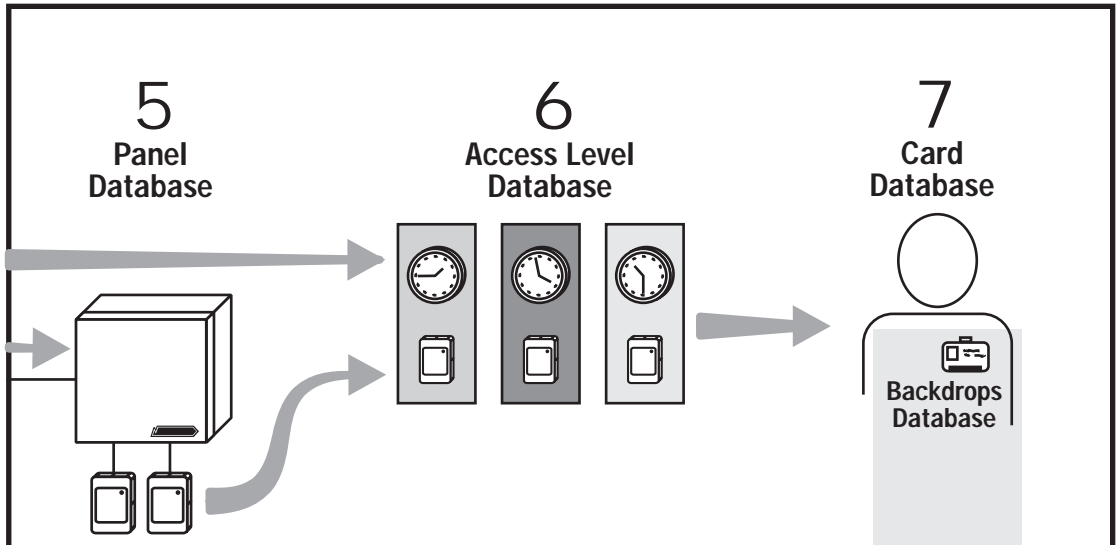
Step 5

The Panel Database defines panel options, readers, input points, output points, and relay groups.

Depending upon the system, the following databases may need to be programmed first:

• If a CCTV system is utilized, records should be added in the **Camera** and **Monitor** databases first.

• If **Command Files** that contain panel programming commands will be used, program them first.

Step 6

Access Levels match readers to timezones and relay groups. Access levels will be assigned to cards to decide which cards have access at particular readers at particular times.

Step 7

Cards are defined in the card database. This database is where personnel are assigned to a card number and cards are assigned to an access level.

• If badging is going to be done from WIN-PAK, **badge backdrops** should be designed in the Badge Layout Utility so they can be assigned to cards in this database.

Other Databases

• Alarms can be monitored by floor plans with hot spots defined in the **Floor Plan** database. Floor plans can be added to this database after input points are defined in the Panel Database.

• The **Guard Tours** database can be used to schedule routes for a guard to present a particular card at specified readers.

• The **Tracking Areas** Database is used to define areas that can be monitored with the Muster Report screen.

THE DATABASE
CONTROL WINDOW

All databases in WIN-PAK have the same control
window. This makes the program easier to learn and
use. The elements of the database control window are
described in this section.

The Database Control Window

A Data List
a scroll bar will appear on the
right when data fills this space

B Folders:
only found in the timezone, guard
tours, tracking areas, and access
level databases

C Search Tool

D Sort Order

E Database Control Buttons

F Status Line
record number and total records
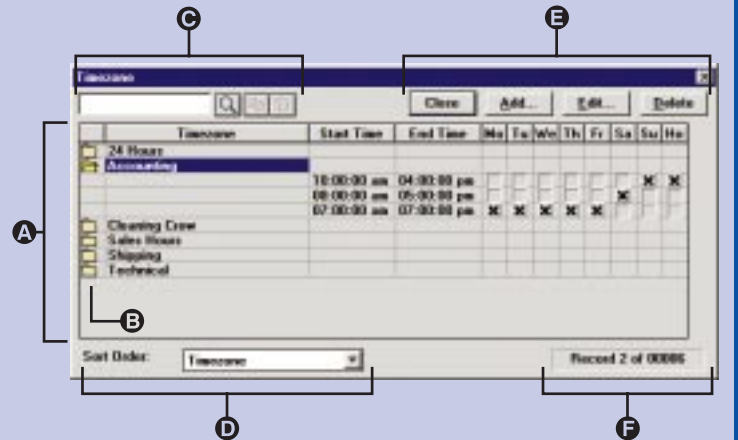
DATA LIST
The data list is an onscreen chart of all records entered
into the database. It will vary in information depending
on the database you are looking at but will basically
contain the names of the records and important infor-
mation contained in them. In all databases,
double-clicking on the record is a shortcut for editing
and viewing more detailed information.

FOLDERS

	Access Level	Reader	Timezone
📁	1st Shift Line		
📂	2nd Shift Line		
		Northwest (WH) R 2	2nd Shift
		Northwest (WH) R 1	2nd Shift

The Timezone, Guard Tour, Tracking Areas, and Access Level Data List Records have folders in front of them. If you click on the folder for a particular record, its information is displayed as a sublist for viewing.

SEARCH TOOL

NOTE
The Search Tool is NOT case sensitive.

NOTE
You cannot use Search if the Sort Order is set to "None."

This tool is used to find a particular record in larger databases. Type in the record (or first few characters of the record) you are looking for and click the Search button. The record information that you type in the search box must be the type of information specified in the Sort Order box. For example, if you want to search for a particular access level, you should set your sort order to access level (see below) and then type the name in this space. Clicking the search button (🔍) will then find the first occurrence of a record meeting the criteria.

SORT ORDER

Sort Order: Access Level

WIN-PAK offers you more than one sorting option for each database to make it easier for you to find the record you are looking for. Simply click the drop-down list button to view a list of fields, and select the one you want to sort by. For most databases you have the choice of sorting by the order records were entered by selecting "None" or alphabetically by name. This is also the index that the Search feature uses to find a record.

DATABASES

DATABASE TOOLS

These buttons are used to modify the database.

![Add...] *ADD BUTTON*

Use this button to add a new record to your database. It will open a window with empty fields that you can enter new data into.

![Edit...] *EDIT BUTTON*

Use this button to edit the currently selected record. It will open up a window showing you the data for that record. From this window you can add or delete information, or overwrite existing information. Closing the record will save your changes.

![Delete] *DELETE BUTTON*

Use this button to delete the currently selected record. As a safeguard against accidental deletion, a dialog box will appear asking you to confirm your decision to delete the record. Click **OK** to confirm.

Sometimes a record cannot be deleted until records from other databases that it "connects" to are reprogrammed to cancel references to it. For example, a time zone record cannot be deleted until all references to it in the Panel and Access Level databases are removed. When references to a record are removed, it can be deleted.

The record will continue to appear in the data list although it will be "grayed". New records will not be able to use it's key fields (i.e. name or card number) until the database is packed (see Chapter 7).

View... *VIEW BUTTON*

This button will appear instead of the **Add...** and **Edit...** buttons when the current operator does not have editing privileges. The operator can use this button to browse detailed information on the database. Although an operator can access these screens with **View...**, and even appear to change information, none of the changes can be saved because the **OK** button is removed. The operator must **Cancel** out of the record.

Close *CLOSE BUTTON*

This button closes the current database.

STATUS LINE

Record 1 of 00003

The status line located on the tool bar displays what record number is currently selected and the number of records currently defined.

The following sections will illustrate how to add and modify information in each individual database. It is wise to plan your system carefully on paper before you begin programming, paying close attention to programming order. Appendix I contains worksheets that you can use to plan your system.

DATABASES

THE TIMEZONE DATABASE

A timezone is one or more blocks of time used to determine WHEN an activity will happen or WHEN a card will be allowed access. A timezone is defined by blocks of time, each consisting of a starting time, an ending time, and days of the week. WIN-PAK also allows the user to determine whether holidays are to be included in each block of time.

For example, we could define a timezone for 8:00am to 5:00pm, Monday through Friday excluding holidays, and give it the name "1st Shift". Then we use the name of the timezone, **1st Shift**, to refer to that period of time in defining access times, shunt times, etc.

The Timezone Database is accessed by clicking Database on the menu bar, and selecting Timezones.... This will open the Timezones Database Control Window.

The Data List contains the names of all defined timezones. Clicking on a timezone folder will show the blocks of time that it defines. For each block of time you will notice a Start Time, an End Time, and x's to indicate which days of the week it includes. You will also

see an x under "Ho" if holidays are included in the
block.

Under the Data List you will see the sorting order of the
list. By clicking the drop-down list button, you can
select how you want to sort the timezones for viewing.
This database allows you to sort by the order in which
the records were entered (None) or alphabetically by
name.

When sorted by Timezone, a timezone can be searched
for by entering the name in the search box and clicking
the Search button (🔍).

ADDING OR EDITING A TIMEZONE
Click **Add...** to enter a new timezone or **Edit...** to modify
the currently selected timezone. This will bring up the
Timezone Detail window.

DATABASES

When you begin entering the details for the timezone, a message will appear providing the correct syntax for entering the start and end time:

NOTE
Zeros should be used for seconds as seconds are not programmable.

WIN-PAK

⚠ Start and End times must be entered using following format: HH:MM:SS (pm)
Leave the seconds to 0.
Examples: 3:15:00 pm, 12:01:00 pm, 6:00:00

OK
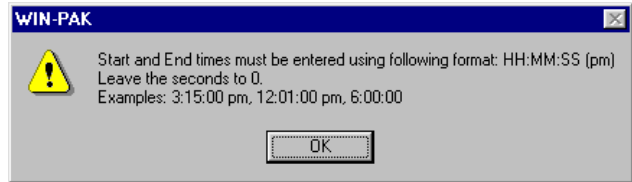
Click **OK** after noting the correct syntax for entering times.

1. Enter the name of the timezone in the text entry box. The timezone name can be a descriptive name containing up to twenty characters with any combination of letters, numbers, or spaces.

2. Enter the Start Time by clicking on the first box under "Start Time" defaulted at 12:00 am. Type in the starting time of the block and hit **Enter**.

3. Use the right arrow key or the mouse to select the End Time box. Type in the end time of the block and hit **Enter**.

4. Use the mouse to select which days the block will include. Selecting holidays (HO) in the time block will include all holidays that fall within that block as defined in the Holiday Database. If left deselected, the block will exclude holidays.

   X's will mark your selection as shown in the sample screen shown. Clicking the day again will deselect it.

This process can be repeated for as many blocks of time needed to define the timezone.

DELETING A BLOCK OF TIME

Deselecting all days of the week will effectively "delete" a block of time.

5. Click **OK** with the mouse to save the timezone or **Cancel** to ignore any changes or additions and return to the Timezone Database Window.

DELETING A TIMEZONE
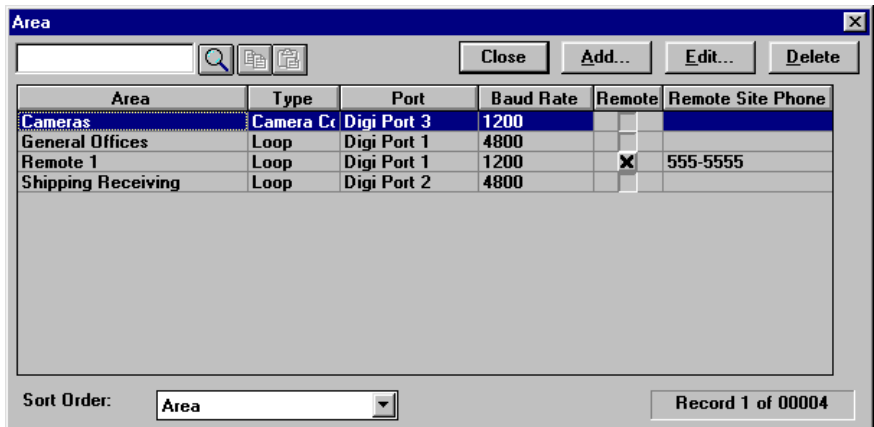
1. Select the timezone you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the timezone, click **OK** when the confirmation dialog box prompts you.

The record will continue to appear in the data list although it will be "grayed". New records will not be able to use it's name until the database is packed (see Chapter 7).

DATABASES

THE AREAS DATABASE

An *Area* is a way of defining a network of hardware that is wired together and originates from the same communication port, such as a loop of panels or closed-circuit TV equipment. There can be one direct connection Area defined per communication port.

The Areas Database is accessed by clicking Database on the menu bar, and selecting Areas.... This will open the Areas Database Control Window.

Area	Type	Port	Baud Rate	Remote	Remote Site Phone
Cameras	Camera Cc	Digi Port 3	1200		
General Offices	Loop	Digi Port 1	4800		
Remote 1	Loop	Digi Port 1	1200	X	555-5555
Shipping Receiving	Loop	Digi Port 2	4800		

Sort Order: Area

Record 1 of 00004

DATABASES
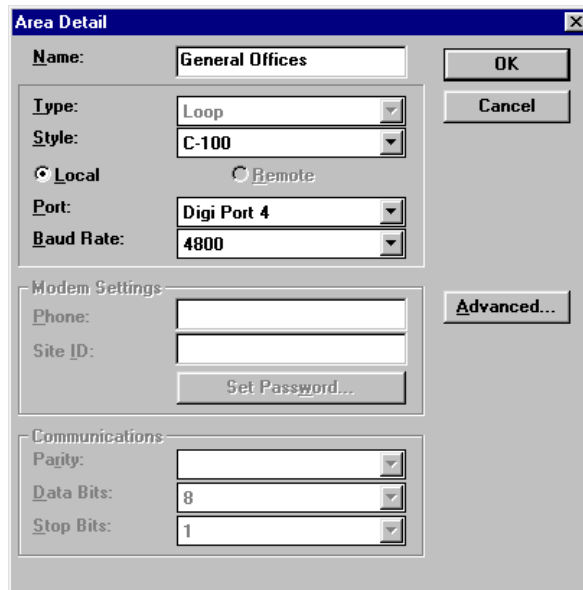
The Data List contains the names of all defined areas. The information includes the Area Name, Type, Port, Baud Rate, and a Remote Site Phone Number (if it is a remote site).

Under the Data List you will see the sorting order of the list. By clicking the drop-down list button, you can select how you want to sort the areas for viewing. This database allows you to sort by the order in which the records were entered (None) or alphabetically by name.

When sorted by Area, an area can be searched for by entering the name in the search box and clicking the Search button (🔍).

ADDING OR EDITING AN AREA

Click **Add...** to enter a new area or **Edit...** to modify the currently selected area. This will bring up the Area Detail window.

NAME:

Enter the name of the area in the text entry box. The area name can be a descriptive name containing up to twenty characters with any combination of letters, numbers, or spaces.

TYPE:

Select a type of configuration for the area from the drop-down list. The choices are *Loop* (of panels), *Camera Control*, or *Unknown*. *Unknown* is for other RS-232 communication or devices. Select the one that describes the use of the communication port.

STYLE:

Select the style that further describes the configuration of the area. The drop-down list options are dependent on the selection made for **Type**. If the type is *Loop*, choose *C-100*, *485*, or *485 ACK-NAK*. "485" should be used for the N-485-PCI and N-485-API (not -2) or 4702 panel. Refer to the WINPAK1.INI file in Appendix D for special settings with the N-4702.

If the type is *Camera Control*, choose the brand of CCTV equipment you are using. The *NCI CCTV* option will allow WIN-PAK to communicate with Northern Computers' PC-CCTV interface, which is required for some brands.

If the type selected is *Unknown*, this field will be limited to *Other*.

LOCAL/REMOTE

Select either *Local* or *Remote* to describe the area. Local is hardwired or leased line communication, and remote is dial-up modem communication.

PORT:

Select the communications port for the area from the drop-down list. This list consists of the serial ports enabled in your Serial Port Setup (in the **Setup** menu) that match your Local/Remote specification above.

NOTE
The 485 ACK-NAK option is for use with a new 485 protocol that works with Northern Computers products with part numbers N-485-xxx-2.

NOTE
Multiple remote areas can be assigned to the same port, but only one local area can be assigned to a port.

DATABASES

BAUD RATE

Select a baud rate from the drop-down list to match the communication device hooked up to the defined port. See your access control panel, 485 interface, or CCTV manuals for required baud rates.

MODEM SETTINGS

The remaining fields and options are only available if the area is a remote site and the Type is set to *Loops*. They describe the fields necessary for communicating with a remote site. Some of the options in this section may be dimmed (can not be edited) depending upon the equipment that has been selected in the Style field.

PHONE

Enter the phone number of the REMOTE SITE in the text entry field. Enter the number as if you were dialing the number directly using up to 32 characters. A comma can be used to specify a pause in a dialing sequence.

SITE ID

This option is only accessible if 485 ACK-NAK was selected for the area **Style**. Site ID should be entered as a unique code for each remote site. It should have the following format:

@A[unique 4-digit number], S[unique 4-digit number]

For example @A0001, S0001 would be area 1, site 1 and @A0002, S0003 would be area 2 site 3.

SET PASSWORD

If 485 ACK-NAK was selected for the area **Style**, then you can specify a unique password. It can be 8 characters long, and may be numeric, alpha, or a combination of both.

ADVANCED...

When *Loop* is selected as the area **Type** and *Remote* is enabled, then the **Advanced...** button will be available. Clicking this button will allow the operator to define remote area communication options. Most of these options, however, are only enabled when *485 ACK-NAK* is selected as the area **Style**.

HUB Setup		
Number of Redial Attempts:	0	**OK**
Wait Time Before Disconnect:	10	**Cancel**
Dial Command Prefix:		
Pause Between Calls:	15	
Modem Initialilze:		
Call In Option:	On invalid transaction	
Verify Communications:	☑	

DATABASES
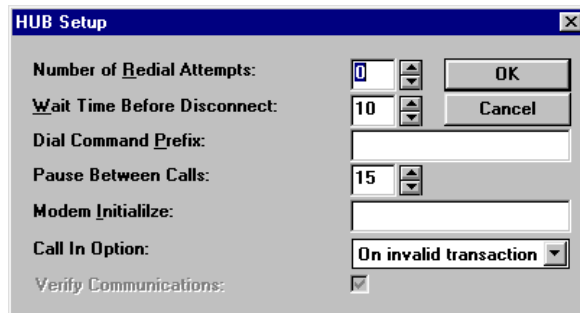
NUMBER OF REDIAL ATTEMPTS

Enter a specific number (0-50) in the **Number of Redial Attempts** box. WIN-PAK defaults this number at zero which will retry one time. *Available only when 485 ACK-NAK is selected as **Style**.*

WAIT TIME BEFORE DISCONNECT

Enter a specific number of SECONDS (1-999) in the **Wait Time Before Disconnect** box. WIN-PAK defaults this number at 10. *Available only when 485 ACK-NAK is selected as **Style**.*

DIAL COMMAND PREFIX

Specify a Dial Command Prefix. This command should be "ATDT" in almost all circumstances. *Available only when 485 ACK-NAK is selected as **Style**.*

PAUSE BETWEEN CALLS

Enter a specific number of SECONDS (1-999) for **Pause Between Calls**. WIN-PAK defaults this number at 15 seconds. *Available only when 485 ACK-NAK is selected as **Style**.*

MODEM INITIALIZE

Enter the remote modem initialize string as ATEØQØV1&KØ&C1&DØSØ=1&W

This string is made of the following options:

EØ modem command echo disabled
QØ enables modem responses
V1 verbose (text) result codes
&KØ disable local flow control
&C1 cause DCD (carrier detect) to track actual state of remote modems carrier
&DØ ignore data terminal ready signal from computer
SØ=1 one ring until answer
&W write the active profile as defaults

*Available only when 485 ACK-NAK is selected as **Style**.*

> **NOTE**
> Northern Computers' modems include documentation regarding the current modem initialization strings.
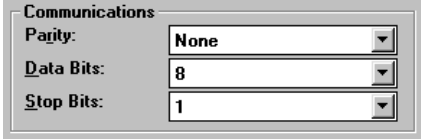
CALL IN OPTION

Specify one of two possible **Call in Options**: *On invalid transactions* (includes buffer full) or *Never*. *Available only when 485 ACK-NAK is selected as **Style**.*

VERIFY COMMUNICATION

Enable this option to ensure that all panel communication is supervised. This option is automatically enabled when *485 ACK-NAK* is selected as **Style** and is grayed out so it can not be turned off.

The options in this section can be edited only when *Camera Control* or *Unknown* is selected from the Type drop-down list. Refer to your CCTV or other serial device manual for proper settings.

DELETING AN AREA

1. Select the area you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the area, click **OK** when the confirmation dialog box asks you.

The record will continue to appear in the data list although it will be "grayed". New records will not be able to use it's name until the database is packed (see Chapter 7).

NOTE
You will not be able to delete an area if it is assigned in another database.

DATABASES

THE PANEL DATABASE

Panels are an integral part of the access control system. They control card readers, locks, alarms, and other inputs and outputs. Although they are programmed from your WIN-PAK software, they run independently. They can even buffer transaction information when your computer is off and unbuffer it to your PC when you turn it back on. This database lets you assign parameters that are specific to how each panel should operate.

The Panel Database can be accessed by selecting the Panels... option from the Database menu.

The Data List contains the names of all defined panels. For each panel you will notice a Panel Name, Panel Number, Type, PROM Version, Digits and whether Keypads and Groups are enabled. The status of the panel is also indicated.

Under the Data List you will see the sorting order of the list. By clicking the drop-down list button, you can

select how you want to sort the panels for viewing. This database allows you to sort by the order in which the records were entered (None) or alphabetically by panel name.

When sorted by Panel, a panel can be searched for by entering the name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A PANEL

To add a new panel simply click the **Add...** button and fill out the "detail" screens as outlined below. Selecting a previously defined panel with the mouse and clicking **Edit...** allows the user to view or modify it's information.

There is a lot of information kept on each panel. WIN-PAK organizes this information in five to six "detail" screens that become accessible when you add or edit a panel. These screens include information on the panel, the timezones that it stores, it's readers, it's input and output points, and groups of output points (if enabled). Clicking on a screen's tab will bring up that specific area of information. The **OK** button appears on every screen but should only be clicked when data on all of the screens is configured. Clicking **OK** saves all changes and closes the current panel detail window.

PANEL SCREEN

The first screen of information is labeled "Panels" and contains the most general panel information. The fields are described below.

NOTE
Although "Name" is the first field in the Panels screen, panel "Type" must be defined first.

NAME:

Enter a name for the panel in the space provided. It can consist of twenty characters including letters, numbers, and spaces.

NOTE
Once an area (loop) is selected and **OK** is clicked to save the panel, you cannot re-assign another area (loop) to the panel. The area itself, however, can still be edited from the Area Database.

NOTE
The 12-digits, Groups, and Split Timezones options cannot be used when the type of panel is the N-4702.

NOTE
The 12-digit selection does not allow site code use.

LOOP (AREA):

Use this drop-down list to pick the area that the panel is in. The areas available in this list are those that are defined as panel loops in the Areas Database.

ADDRESS:

Use the arrows to assign a unique numerical address to the panel. This address must match the panel's address settings. You can number panels from 1 to 63 for C-100 loops or from 1 to 31 for RS-485 loops. You will get an error message if this number is the same as a previously defined panel in the same loop (area) or if the number is higher than allowed for that loop. This field cannot be altered after clicking **OK** to save the panel data.

TYPE:

Use this drop-down list to define the type of control panel. This selection will determine which panel options are definable. This field cannot be altered after moving from this screen. When "N-4702" is selected as the panel *Type*, the area *Style* must be set as "485." Refer to the WINPAK1.INI file in Appendix D for special settings when using the N-4702.

DIGITS:

The five and twelve digit option is set in the Serial Ports section of the **Setup** menu. The 5 or 12 digit selection there will restrict or allow certain firmware choices, and limit your card programming between 5 and 12 digits at the panel level. If 5 digits was chosen in the **Setup** menu, this option in the Panel Database cannot be changed and will appear "grayed out."

If 12 digits was chosen in the **Setup** menu, WIN-PAK allows you to select either 5 or 12 digits at the panel level for individual panels with firmware version 7.49 and

up. When 5-digits is selected, card numbers between 1 and 65534 will be accepted. When 12-digits is selected, a default card format is sent. This default will read, in order, the first 12 positions of the card, accepting card numbers from 1 to 999999999999. It may be necessary to change this format structure for certain applications. Refer to the panel documentation for more information.

COMMAND FILE:

Use this drop down list to associate a command file with the panel. The list consists of all command files that have been defined in the Command File database. The command file selected will be sent to the panel when it is initialized. To remove a command file, select "None." For more information on command files, see the section on the Command File database.

VERSION:

NOTE
When "N-4702" is selected as *Type*, version should be set to "Other."

Use this drop-down list to select the PROM version of the panel. This selection will change the number of card digits that can be recognized by the panel and the availability of certain hardware options. If unsure of the version of the panel, check the firmware chip on the panel's circuit board.

STATUS (PANEL):

Active
Select *Active* if the panel is on-line and you are expecting transactions from it or will be sending commands to it. WIN-PAK will look for that panel every two minutes.

Inactive
Select *Inactive* if the panel is installed but communications are stopped to it for one reason or another. A temporary file will be created that tracks additions, modifications, and deletions to the card database. These changes will be uploaded to the panel when it comes back on-line.

DATABASES

Not Present
Select *Not Present* if the panel has not been installed, but you anticipate that it will be in the future.

ENABLE OPTIONS SECTION

ANTI-PASSBACK

Anti-passback is used to discourage users from entering with others without using their own cards. Cards must be used at a designated "in" reader, then at a designated "out" reader before the card can be "read in" again. If the in/out/in pattern is broken, an anti-passback violation would occur and access would be denied. A reader on each side of the door is required for this option.

If anti-passback is enabled for any panel in a given area, then the result is global anti-passback where the card must be presented at any out reader before it can be "read in" again without a violation.

FORGIVENESS

This option is used with panels configured with the anti-passback option. Enabling Forgiveness resets all cards at midnight so that if a card user leaves the building in the evening without using the Anti-passback exit reader, the person would be allowed a "normal" entry the next morning. Without forgiveness, an anti-passback violation would occur in this instance. This option is automatically disabled when Anti-passback is disabled.

FREE EGRESS

Free egress allows for an exit without the use of a card, usually by the means of a button, motion detector, or other device. For example, with an N-1000-II, card reader #1 activates one door, and card reader #2 activates a different door. Inputs #3 and #4 are reserved for the exit devices for these two doors which release

NOTE
Readers #1 and #3 are considered the "in" readers and Readers #2 and #4 are considered the "exit" readers. Readers #3 and #4 are on the N-1000-IV (X) only.

locks just like a valid card read. The table below shows how inputs are set for different panel versions.

Input to Output interlocks must also be defined for each door. Input 3's Alarm Action should be to **Pulse** Output 1, and it's Normal Action should be set to **No Action**. Likewise Input 4's Alarm Action should be to **Pulse** Output 2, and it's Normal Action should be set to **No Action**. See Interlocking in the Input Points section for more information.

PANEL INPUTS

Input	N-4702 N-800 N-1000-II	N-1000-III	N-1000-IV
1	Door 1 State		
2	Door 2 State		
3	Door 1 Egress→ 01	General Alarm	Door 3 State
4	Door 2 Egress→ 02	General Alarm	Door 4 State
5	General Alarm	Door 1 Egress→ 01	
6	General Alarm	Door 2 Egress→ 02	
7	General Alarm	General Alarm	Door 3 Egress→ 03
8	Primary Power	General Alarm	Door 4 Egress→ 04

DATABASES

NOTE

The *Split Timezones* option is available only when version 8.00 or higher firmware is selected for the N-1000-II.

N-1000-III/IV panels require 8.2 version firmware which the panel database will default to when that panel type is selected.

NOTE

When using 12 digit cards with the NR-1 reader, the reverse reader LED option MUST be disabled.

SPLIT TIMEZONES

Enabling this option will allow you to associate a different timezone for each reader in the Access Level database. This requires that version 8.xx or higher firmware be in the control panel and selected in the Version field (above). Without this option enabled, only one timezone will be associated with every reader on the panel in the Access Level Database.

KEYPADS

Check this option if matrix style (11-wire) keypads are used with the panel. If using Wiegand style (5-wire) keypads, the keypad is treated as a reader and this option should **not** be selected.

PIN NUMBERS

This option can only be used if the Keypad option is enabled. When this option is enabled, a keycode must be entered **before** presenting a card to gain access. This option should remain disabled if the panel is using keypads without readers.

REVERSE READER LEDS

Check this option to reverse the standard LED operation of the reader. With this checked, a reader that normally changes from green to red upon a valid card read, will change from red to green.

CONTINUOUS CARD READS

When this option is enabled, card readers read cards continuously, independent of output pulse time. If the option is not enabled, card readers do not recognize valid cards while the corresponding output is energized. For example, *without* the Continuous Card Reads option enabled and output #1 assigned a 10 second pulse time, a valid card read at reader #1 causes output

#1 to energize for 10 seconds, during which time the card reader does not recognize any other valid cards.

GROUPS

When this option is enabled, output relay groups can be created. Groups allow cards to activate more than one output relay for applications such as elevator control (See Appendix C). When the Groups option is used with Free Egress ("E" option), a valid card read pulses the defined group at *all* readers. When the Groups option is used WITHOUT Free Egress, a valid card read on Reader 1(3) pulses the group, and a valid card read on Reader 2(4) pulses Relay 2(4).

SITE CODES SECTION

Enter up to 8 site codes in this section. Site codes are encoded with a card number on cards to ensure that cards belong to the facility where access is attempted. Click any space in the table to enter a site code. The panel will not check for site codes if nothing is entered in this table.

HARDWARE OPTIONS SECTION

Select which hardware options you will be configuring with your panel. These options include add-on boards which "supervise" by reporting a trouble condition if the inputs or their wiring are tampered with. Northern Computer's AEP-5 is an example of this add-on board. Select all that apply.

DATABASES

AEP-5	supervised input board (not utilized with the N-1000-III or N-1000-IV)
ERB	solid state relay board for outputs 9-12 (not utilized with the N-1000-III or N-1000-IV)
AEP-3	8 output relays on a single board (2 possible)

ADVANCED...

Clicking this button allows the operator to select more advanced panel options.
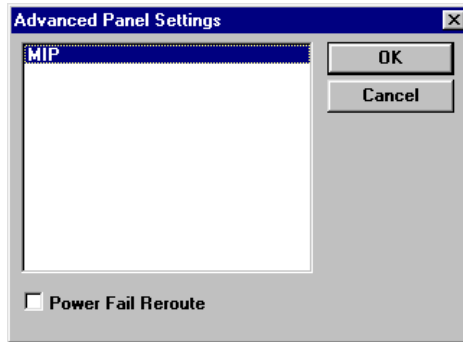
MULTIPLE INTERLOCK PROTECTION (MIP)

The Multiple Interlock Protection option requires that all input points tied to a single output be returned to a normal state to de-energize the point. Without MIP, only one input needs to return to the normal state to de-energize the output.

Click the option to turn it on and off. A bar over the option with the option name reversed out, as shown in the screen above, means the option is ON. This option is defaulted as ON when using firmware 7.46 and newer.

POWER FAIL REROUTE

Enable this option to reroute the Power Fail alarm from Input 8 to Input 19, which is System Alarm 3 in WIN-PAK.

NOTE
Power Fail Reroute will only apply to N-1000 or N-800 panels using version 8.2 firmware and an AEP-5 board. Input 8 on an AEP-5 board can then be used as a "wired" input.

SYS ALARMS...

Clicking this button allows the operator to define system hardware alarms.

NOTE
The N-1000-II uses alarm 17 for Communication Failure, alarm 18 for AUX Port Failure, and alarm 8 or 19 for Power Failure. (see Advanced Panel settings)

HARDWARE ALARMS

Select an alarm from the drop-down list to define. The information filled in below will define the alarm currently appearing in this box. Select from the following:

Panel Communications   *in alarm when the panel doesn't sense any current (or current below a specific value) on the receive path of the loop (specific to panel). This has a default priority of 1.*

AUX Port   *in alarm when the panel senses communication failure from the auxiliary port. This has a default priority of 99.*

Panel Primary Power   *in alarm when the control panel loses primary power. This has a default priority of 1.*

NOTE
System Alarm interlocking is
unavailable in this version.

Panel Reset   in alarm when the panel is resetted. This
alarm cannot be stored in the history
buffer. N-1000-IIs must have 8.2 firmware
selected for the panel to report this alarm.
This has a default priority of 1.

Poll Response   in alarm when WIN-PAK does not receive
a response to its poll (M=pn K) to the
panel. Three polling attempts are made. If
WIN-PAK doesn't receive a response (OK
message) within those three attempts, it
will receive a Poll Response alarm. This
has a default priority of 1.

It is possible to define all of these one at a time. Select
an alarm and define it, then the next, and so on. The
following hardware alarms can also be configured if
you are defining an N-1000-III or N-1000-IV:

Tamper Switch   in alarm when the enclosure of the panel
is opened. This has a default priority of 1.

Ground Fault   in alarm when an input is shorted to the
Earth Ground. This has a default priority
of 1.

Low Voltage   in alarm when the panel's 12 volt battery
is low. This has a default priority of 1.

External 5 Volt   in alarm when an External 5 Volt battery
has shorted. This has a default priority
of 1.

NORMALLY OPEN / NORMALLY CLOSED

The Normally Open / Normally Closed option is available
when defining the Panel Primary Power and Tamper
Switch hardware alarms. Use this option to define the
alarm's normal status.

ALARM STATE

PRIORITY

Both Alarm and Normal conditions for the selected alarm
can be assigned a priority from 1 to 99. The Current

View in Alarm Monitor allows you to view alarms by an assigned priority. High priority items will appear at the top of the list while lower priority items will appear lower in the list.

Click in the priority box next to the status that you want to prioritize and type in a number. "1" would be the highest priority and "99" would be the lowest priority.

MESSAGE

A descriptive message can be associated with each alarm status. It will appear in the Alarm Info screen so that the operator will have additional instructions pertaining to the alarm status. Click in the message box next to the status that you want to add a message to and type in a message of up to 80 characters. You must press **Enter** or click on another box before clicking **OK** to activate changes.

COMMAND FILE

A command file can be associated with each alarm status. This file will be sent either when this condition is received or upon acknowledgment as defined in the Setup Options. Select the command file from the drop-down list next to the status that you want to link a command file to.

PRINT

Enable this option for every status that you want printed to your alarm log printer.

HIST.

Enable this option for every status that you want kept in the WIN-PAK history files. This keeps a log of the status and can be used to generate reports. WIN-PAK defaults all options to be included in history reports.

DATABASES

TIMEZONES SCREEN

Clicking the **Timezones** tab opens the Timezones Screen. This screen allows the operator to select which timezones will be available at the panel.
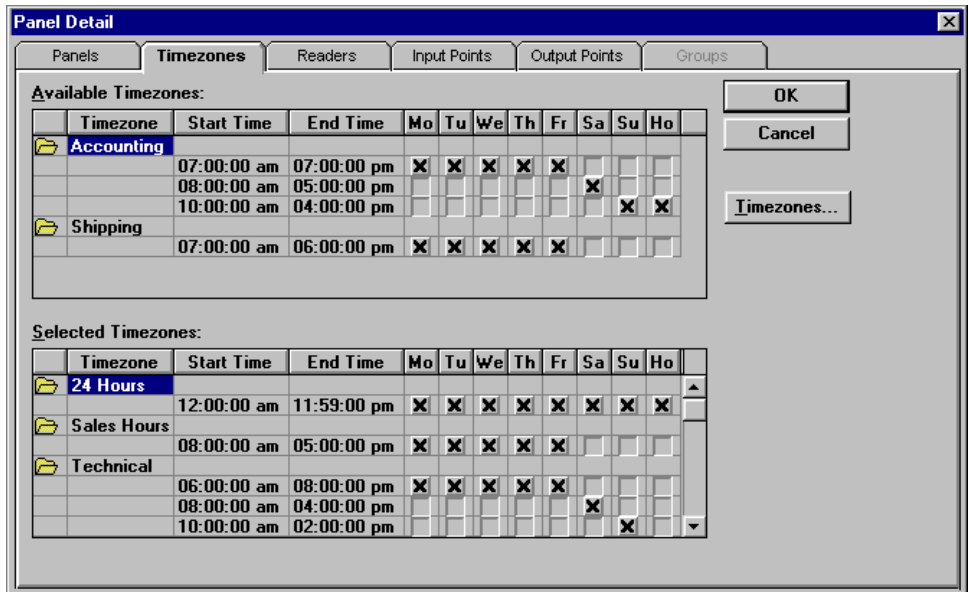
NOTE
Up to 63 blocks of time (not 63 timezones) can be used with each panel. In the above example, *Accounting* uses 3 blocks of time and *Shipping* uses 1.

The screen contains a list of all available timezones. The user can select from the available timezones and add them for use with that panel. By clicking on an available timezone, the timezone is added to the Selected Timezones list. If you click a timezone in the Selected Timezones list, it is taken off the list and returned to the Available Timezones list. You cannot remove a selected timezone if it has been assigned to a reader or alarm input point.

A maximum of 63 "blocks" of time can be assigned to a single panel. A block is a line containing a start time, end time, and days valid. Each timezone may contain several blocks, so WIN-PAK will warn you when you exceed the maximum number.

Timezones...   *TIMEZONES BUTTON*

This button jumps to the Timezone Database, so if the operator starts defining a panel and realizes he needs to define a timezone for it, he can do so without leaving the Panel Detail. The Available Timezones list will automatically update to include the new timezone. (See the section on Timezones for more information).

DATABASES

READERS SCREEN

Clicking the Readers tab opens the Readers Screen allowing the operator to configure each individual reader for the panel being defined. The number of readers available is dependent upon the panel "Type" selected in the *Panels* screen.

> **NOTE**
> Information defined in the Reader Screen applies only to the selected reader.

> **NOTE**
> If you rename the reader, continue to include in the name a reference to the panel. Readers on different panels cannot share the same name.

READER

The reader list contains all readers available for the panel you are defining. The text entry space at the top of the list contains the name of the currently selected reader. All options made in the sections below apply specifically to this reader.

Readers are given the default names of the panel and number of the reader. For example, **Panel1 R 2** would be the default name for the second reader of the panel named Panel1. Each reader must have a unique name in the entire system. Therefore, it is good to leave these names because they are descriptive and unique, but they can be changed if desired. Simply select the reader from the list and type in a new name of up to 25 characters.

ACTIVE

In order to select any options for a reader, it must be made Active. To do this, select the Active box so that a "✓" appears in the box. This will also make it available to the Access Level database.

ADDRESS

This field will automatically display the address of the reader selected. This is helpful if the reader address is not contained in it's name. This field is not changeable.

FLOOR PLAN

Not used at this time.

VIEWING MONITOR

Use this drop-down list to select a viewing monitor to be associated with this reader. You must have defined records in the Monitors Database to use this feature. Use this item together with the Camera to View item (below) for CCTV supervision of a reader. The selected monitor will display the camera view below when the priority of either the card or the reader status exceeds the Acknowledge threshold.

DATABASES

NOTE
A camera and monitor can switch to the view defined in this screen when a status is received or upon acknowledgment. Select your preference from the Options dialog in the Setup Menu.

CAMERA TO VIEW

Use this drop-down list to select a camera to be associated with this reader. You must have defined records in the Camera Database to use this feature. The selected camera view will be displayed on the monitor above when the priority of either the card or the reader status exceeds the Acknowledge threshold.

The Valid and Invalid Read sections are used to define how particular card read conditions at the reader level will be interpreted and acted upon. For each type of read status there is the option of assigning a priority, a message, and a command file. Each type of read status can also be set to print to the alarm log printer and be included with history information for reporting purposes.

VALID READS

Valid reads are when a card is presented and allowed access because it is assigned the proper access level. This will usually return a "normal" condition to WIN-PAK. The exception is if the card is given a "Trace" status in the Card Database – it will then return a "trace" condition when presented.

INVALID READS

Invalid reads are when a card is presented, but not allowed access. This may be for a variety of reasons, each of which can be assigned a different set of options:

A "Timezone" condition is sent when the card was used outside of it's valid timezone.

A "Not found" condition is sent when the panel does not recognize the card number. Usually this means the card is not in the panel or was never validated or given access to that reader.

A "PIN" condition is sent when an incorrect PIN number is entered where card presentation and PIN entry is required.

A "Site code" condition is sent when a card with an incorrect site code is presented.

An "Expired" condition is sent when a card is presented after it's expiration date or after the allotted number of uses (as defined in the Card Database and System Setup).

An "Anti-passback" condition is sent when an anti-passback violation has occurred in panels with this option enabled.

Both Valid and Invalid reads can be assigned the following options:

NOTE
A similar arrangement can be found in the Card Database where the action is based on the individual card status. The "reader" or "card" with the highest priority will dictate the message WIN-PAK will give.

PRIORITY

The condition can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms that meet the alarm acknowledgement threshold (in the Setup Options), by an assigned priority. High priority items will appear at the top of the list while lower priority items will appear lower in the list.

Click in the priority box next to the status that you want to prioritize and type in a number. "1" would be the highest priority and "99" would be the lowest priority.

MESSAGE

A descriptive message can be associated with each status. It will appear in the Alarm Info View of the Control Monitor, or in the AutoCard lookup, so that the operator will have additional information regarding that type of card read at that reader. Click in the message box next to the status that you want to add a message to and type in a message of up to 80 characters.

DATABASES

NOTE
If a command file has also been selected for a card in the Card Database, then both the reader and card command files will be sent.

The reader command file has priority and its command file will be sent first. Then the cards command file will be sent.

COMMAND FILE

A command file can be associated with each status. This file will be sent either when this condition is received or upon acknowledgment as defined in the Setup Options. Select the command file from the drop-down list next to the status that you want to link a command file to.

PRINT

Enable this option for every status that you want printed to the alarm log printer.

HIST.

Enable this option for every status that you want kept in the WIN-PAK history files. This keeps a log of the status and can be used to generate reports.

INPUT POINTS SCREEN

Clicking the Input Points tab opens the Input Points screen allowing the operator to define all input points for the panel. Below is how this tab will look for an N-1000-III or N-1000-IV panel.

DATABASES

NOTE
If you rename the input point, continue to include in the name a reference to the panel. Input points on different panels cannot share the same name.

INPUT POINT

The input point list contains all input points available for the panel you are defining. The text entry space at the top of the list contains the name of the currently selected input point. All options made in the sections below apply specifically to this input point.

Input Points are given the default names of the panel and number of the input point. For example, **Panel2 I 4** would be the default name for the fourth input point of the panel named Panel2. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the input point from the list and type in a new name of up to 20 characters.

ACTIVE

In order to select any options for an input point, it must be made Active. To do this, select the Active box so that a "✓" appears in the box. If "Free Egress" was selected as an option in the Panel Screen, some input points will automatically be made active and reserved for these devices. See *Appendix B* for more information on interlocking for a free egress.

ADDRESS

This field will automatically display the address of the input point selected. This is helpful if the input point address is not contained in it's name. This field is not changeable.

SUPERVISED

Enable the supervised function if the input point is electrically wired to prevent tampering. This option is only available when defining an N-1000-III or N-1000-IV panel.

NORMALLY OPEN / NORMALLY CLOSED

Determined the status of the alarm circuits when in a "normal" state. This option is only available when defining an N-1000-III or N-1000-IV panel.

NOTE
Points that are not active will respond as if the "Silence Alarms" (see below) option was enabled. If you wish to monitor Primary Power on an N-1000/N-800 panel with versions 7.0, 7.3, 7.46, 7.48, 7.49, or 8.0 firmware, then Input 8 must be made active.

If using version 8.2 firmware, then check panel's Advance setting to see if input 8 is used for Primary Power.

SILENCE ALARMS

Enable this option to turn off alarm point reporting associated with the input (such as with an egress device).

DEBOUNCE TIME

Debounce Time is the length of time (in seconds) that an input must be in alarm condition (or returned to normal) before it is recognized as an alarm (normal). For example an input point with the debounce time of 5 must be in alarm condition for five seconds before it is reported as an alarm. The same is true when returning to the normal condition. The point would not report as normal until it was in the normal state for five seconds. This can be set from 0 to 255 seconds.

SHUNT TIME

Shunt time refers to the amount of time (in seconds) that the input point is shunted (deactivated) when triggered, such as upon a valid card read. This can be set from 0 to 63 seconds.

TIMEZONE

Select a timezone from this drop-down list if you would like the input point to be automatically shunted during a particular timezone. This list contains only the timezones in the Selected Timezones list from the Timezones Screen of this panel.

FLOOR PLAN

Not available at this time.

VIEWING MONITOR

Use this drop-down list to select a viewing monitor to be associated with this input. You must have defined records in the Monitor Database to use this feature. Use

DATABASES

 NOTE
A camera and monitor can switch to the view defined in this screen when a status is received or upon acknowledgment. Select your preference under *Send Command File* from the Options dialog in the **Setup** menu.

this item together with the Camera to View item (below) for CCTV supervision of an input. The selected monitor will display the camera view below when a change of state occurs at the alarm point.

CAMERA TO VIEW

Use this drop-down list to select a camera to be associated with this input. You must have defined records in the Camera Database to use this feature. The selected camera view will be displayed on the monitor above when a change of state occurs at the alarm point.

INTERLOCKING

Interlocking, in the case of inputs, is linking the changing state of the input to either another input, an output, or a group of outputs. Enable Interlocking for this input by clicking in the Interlocking box. An "✓" will appear and the entire section can then be edited.

1. Select whether you want to interlock to an output (output group) or an input. This will determine which points and groups are available in the Point List (below).

2. Select the name of the point from the Point drop-down list that you want to interlock to.

3. Select how you want the second point to take action when the initial input goes into alarm status from the Alarm Action drop-down list.

4. Select how you want the second point to take action when the initial input goes into normal status from the Normal Action drop-down box.

See Appendix B for the actions that can be chosen and more information on interlocking.

NOTE
Inputs, Outputs, and Groups must be made "active" to appear in the drop-down list for interlocking.

NOTE
Defaults will be created for interlocks if the "Free Egress" option has been enabled. These fields can be modified if needed.

ALARM STATE SECTION

An input point must be in one of four states: Alarm, Normal, Door Ajar, or Trouble.

Alarm	When a device attached to an input point is in alarm condition.
Normal	When a device attached to an input point is in normal operating condition.
Door Ajar	When a door contact is open longer then it's shunt time.
Trouble	When an alarm circuit is out of specified tolerance which may indicate tampering or other "troubles" with the alarm point.

Each of these states can be assigned a priority, a message, and a command file as well as be included in real-time printing and History Reports.

PRIORITY

The state can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms by an assigned priority. The higher the priority the closer the alarm will appear to the top of the list.

Click in the Priority box next to the status that you want to prioritize and type in a number. "1" would be considered a very high priority item and "99" would be considered a very low priority item.

MESSAGE

A message of up to 80 characters can be defined for each state. This message will appear in the Alarm Info screen for the input. Simply click in the Message box next to the state that you want to link a message to and type it in.

NOTE

The Trouble state only appears in N-1000-II panels where the AEP-5 is selected in the Hardware Options of the Panel Screen. It is always available when defining an N-1000-III or N-1000-IV panel.

NOTE

A priority of 0 is displayed in the Alarm Monitor when a new panel is brought on-line. Once WIN-PAK fully initializes the panel, the defined priorities are then applied.

DATABASES

COMMAND FILE

A command file can be associated with each state. This file will either automatically be sent when this state is received or upon acknowledgment as defined in the System Setup options. Select the command file from the drop-down list next to the status that you want to link a command file to.

PRINT

Enable this option for every alarm state that you want printed to the alarm log printer. An "x" shows that it is enabled.

HIST.

Enable this option for every state that you want kept in the WIN-PAK history files. This keeps a log of the state's occurrences and can be used to generate reports. An "x" shows that it is enabled.

NOTE
An N-4702 panel can only utilize outputs one and two, even though WIN-PAK allows you to program twelve outputs.

OUTPUTS POINTS SCREEN

Clicking the Output Points tab opens the Output Points Screen allowing the operator to define all output points (groups) for the panel.

Panel Detail					☒
Panels	Timezones	Readers	Input Points	**Output Points**	Groups

Output Point: Admin Door Lock   ☑ *Active*

Admin Door Lock
Sales Door Lock
Admin & Sales O 3

OK

Cancel

Pulse Time: 10 ⬍   **Address:** 1

Timezone: None

☐ **Interlocking**

◯ Output to Output   ◯ Output to Input

Point:

ON Action:

OFF Action:

NOTE
If you rename the output point, continue to include in the name a reference to the panel. Output points on different panels cannot share the same name.

OUTPUT POINT

The output point list contains all output points and groups (previously defined) available for the panel you are defining. The text entry space at the top of the list contains the name of the currently selected output point (group). All options made in the sections below apply specifically to this output point (group).

Output points are given the default names of the panel and number of the output point. For example, **Panel4 O 3** would be the default name for the third output point of the panel named Panel4. Groups are given the default names of the panel and number of the group. For example, **Panel4 G 1** would be the default name for the first group of the panel named Panel4. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the output point from the list and type in a new name of up to 20 characters.

Active outputs above 14 are defined by attaching them to a "group." The "group" can then be programmed as an output.

ACTIVE

In order to select any options for an output point, it must be made Active. To do this, select the Active box so that an "x" appears in the box. This will ensure that the output will appear in other components of WIN-PAK (i.e. Groups, Interlocks, and Panel Control). If "Free Egress" was selected as an option in the Panel Screen, some input points will automatically be made active and reserved for these devices. See *Appendix B* for more information on interlocking for a free egress.

PULSE TIME

The Pulse Time is defined as the amount of time an output pulses when triggered, such as upon a valid card read. Set this from 0 to 63 seconds.

TIMEZONE

Select a timezone from this drop-down list if you would like the output point or group to be automatically energized during a particular timezone. This list contains only the timezones in the Selected Timezones list from the Timezones Screen of this panel.

ADDRESS

This field will automatically display the address of the output point selected. This is helpful if the output point address is not contained in it's name. This field is not changeable. Groups are denoted with a "100" number. For example, Group 1's address is "101".

PANEL OUTPUTS

	Output	N-1000-IV	N-1000-III	N-1000-II
Door Relays	01	Door 1	Door 1	Door 1
	02	Door 2	Door 2	Door 2
	03	Door 3	Auxiliary	Auxiliary
	04	Door 4	Auxiliary	Auxiliary
X-Relays	05	Auxiliary	Auxiliary	Auxiliary
	06	Auxiliary	Auxiliary	Auxiliary
	07	Auxiliary	Auxiliary	Auxiliary
	08	Auxiliary	Auxiliary	Auxiliary
09-14 are TTL Outputs	09	N/A	N/A	ERB*
	10	N/A	N/A	ERB*
	11	Reader 1 LED	Reader 1 LED	ERB
	12	Reader 2 LED	Reader 2 LED	ERB
	13	Reader 3 LED	N/A	Reader 1 LED
	14	Reader 4 LED	N/A	Reader 2 LED
Available via Groups	17-24	1st AEP-3	1st AEP-3	1st AEP-3
	25-32	2nd AEP-3	2nd AEP-3	2nd AEP-3

*Not available when an AEP-3 is used.

DATABASES

NOTE
Inputs, Outputs, and Groups must be made "active" to appear in the drop-down list for interlocking.

NOTE
Defaults will be created for interlocks if the "Free Egress" option has been enabled. These fields can be modified if needed.

INTERLOCKING

Interlocking, in the case of outputs, is linking the changing state of the output to either another output, an input, or a group of outputs. Enable Interlocking for this output by clicking in the Interlocking box. A "✓" will appear and the entire section can then be edited.

1. Select whether you want to interlock to an output (output group) or an input. This will determine which points and groups are available in the Point List (below). Outputs 17-32 cannot be interlocked to directly because they are not physically located on the panel. However, once that output is in a group, the group can be interlocked.

2. Select the name of the point from the Point drop-down list that you want to interlock to.

3. Select how you want the second point to take action when the initial output goes into an "on" status from the ON Action drop-down list.

4. Select how you want the second point to take action when the initial output goes into an "off" status from the OFF Action drop-down box.

See Appendix B for the actions that can be chosen and more information on interlocking.

GROUPS SCREEN

If the *Groups* option is enabled in the options section of the Panels Screen, then clicking the Groups tab will open the Groups Screen allowing the operator to define groups of output points.

NOTE
If you rename the group, continue to include in the name a reference to the panel. Groups on different panels cannot share the same name.

GROUP

A group is one or more active output points "grouped" together. The group list contains 32 possible groups available for the panel you are defining. The text entry space at the top of the list contains the name of the currently selected group. The Selected Output Points list (below) applies specifically to this group.

DATABASES

Groups are given the default names of the panel and number of the group. For example, **Panel2 G 7** would be the default name for the seventh group of the panel named Panel2. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the group from the list and type in a new name.

ACTIVE

In order to select output points for the group, it must be made Active. To do this, select the Active box so that an "✓" appears in the box. The group will then appear in other components of WIN-PAK.

AVAILABLE OUTPUT POINTS AND SELECTED OUTPUT POINTS

NOTE
Output points must be made active in the Output Points screen before they will be listed in the Available Output Points list.

The list of Available Output Points contains all active output points defined in the Output Points screen of this panel. Clicking an output point in this list will add it to the Selected Output Points list for the selected Group. Clicking it in the "Selected" list will remove it.

To define the group's timezone control, pulse times, and interlocking, return to the Output Points Screen and select the group from the list of points. The group number will have an address of 101 or greater.

Select Timezone, Pulse Time, and Interlocking as outlined in the Output Points Screen section of the manual.

DELETING A PANEL

1. Select the panel you want to delete with the mouse and click the **Delete** button. Verify that you have taken all the proper steps outlined in the confirmation box. If you are sure you want to delete the panel, click **OK**.
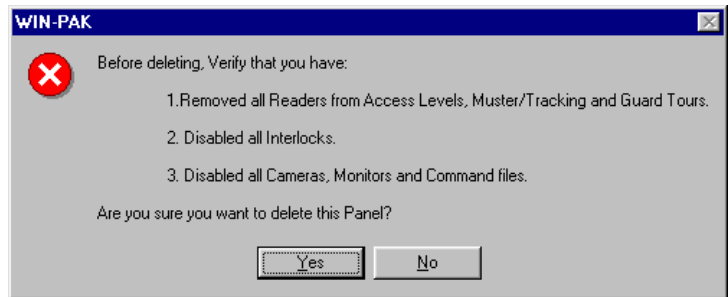
WIN-PAK

❌ Before deleting, Verify that you have:

    1.Removed all Readers from Access Levels, Muster/Tracking and Guard Tours.

    2. Disabled all Interlocks.

    3. Disabled all Cameras, Monitors and Command files.

Are you sure you want to delete this Panel?

            [Yes]   No

The record will continue to appear in the data list
although it will be "grayed". New records will not be
able to use it's key fields (i.e. name or number) until the
database is packed (see Chapter 7).

DATABASES

THE SCHEDULES DATABASE

The WIN-PAK Schedules Database can be used to execute a number of WIN-PAK functions at scheduled times. The following four functions can be scheduled to happen at regular intervals:

Panel Time & Date Update
This scheduled event will automatically contact every direct connected (hardwired) panel and upload your computers time & date.

Backup Reminder
This scheduled event will pop up a reminder for you to back up your WIN-PAK database and history files.

Auto Dial-Up
This scheduled event will automatically contact dial-up panels. When this is selected, the second tab labeled *Auto Dial-Up* becomes available for selecting dial-up options (see below).

Card Activation & Deactivation
This scheduled event will automatically check activation and deactivation dates for cards and update the card status accordingly. For this option to work, the *Card Activation & Deactivation by Scheduler* option must be enabled in WIN-PAK Setup and cards must be assigned activation and deactivation dates.

The Schedules Database can be opened by selecting Schedules... from the **Database** menu. Add a scheduled function by filling out the fields as described below.

NOTE

For remote panels, the cards will be sent and stored in a temporary file. When WIN-PAK see's the panel(s) are on-line, either through auto-dialup from the scheduler or if the user connects manually, the commands in the temporary file will be sent, updating the cards if *Send Commands* was checked.

DATABASES

NOTE
Windows '95 supports Daylight Savings Time changes. Set **Time & Date Update** to occur one minute after '95 changes the time and date. Then reset **Frequency** and **Time** to your normal requirements until the next DLST time change.

NAME

Type a name for the Schedule in the text entry box.

TYPE

From the dropdown box, select the type of scheduled event that you want to define. You can select from *Panel Time & Date Update*, *Backup Reminder*, *Auto Dial-up*, or *Card Activation & Deactivation*.

FREQUENCY

From this dropdown box, select how often the scheduled event should take place. You can select *Once*, *Every Hour*, *Every Day*, *Every Week*, *Every Two Weeks*, *Every Month*, or *Never*.

NEXT DATE/TIME

Enter the next date and time that the event should take place. The ellipses button will open up a month dialog. Navigate to the month that you want to start the event and select the appropriate date.

Use the time text entry boxes to enter the time that you want the event to happen. The first box is the hours (in 24 hour format) and the second box is minutes. Use the arrow keys to increment/decrement the numbers by 1.

If *Auto Dial-Up* is selected from the **Type** dropdown list, the second tab labelled *Auto Dial-Up* will be accessible. Click on this tab to bring up the *Auto Dial-Up* screen.

Schedule Detail	⊠
Schedule **Auto Dial-up**	
Remote Area: Remote 1 ▼	**OK**
Options: ☐ **U**nbuffer	**Cancel**
☑ **Send Commands**	
☐ **Send Date & Time**	
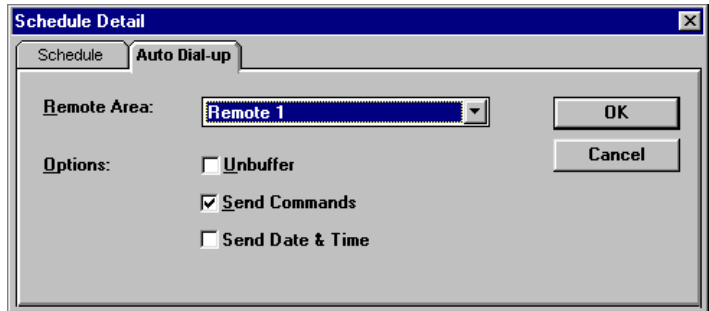
REMOTE AREA

Select the area that you want to dial from this drop-down list. This list consists of all areas defined in the Areas Database as "Remote" sites.

UNBUFFER OPTION

Enable this option if you want to unbuffer all panel transactions from the remote site with the defined schedule.

SEND COMMANDS OPTION

Sends stored card commands to the remote panels, such as card additions and deletions, and or cards that have been activated or de-activated from the Scheduler Database.

SEND DATE & TIME OPTION

Sends the computer's date and time to the remote panels.

DATABASES

Click **OK** to save the change or **Cancel** to quit without saving the schedule.

THE GUARD TOURS DATABASE

The WIN-PAK Guard Tours database is used to define tours that a guard can patrol to help secure a facility. Defined tours allow the guard a certain amount of time to present a card to each reader on his route. Early or late arrivals to a reader produce an alarm message in WIN-PAK. To open the Guard Tour database, select Guard Tours... from the **Database** menu. This will open up the Guard Tours Data List.

	Guard Tour	Check Point	Time	(+)	(-)
Secure 1					
		Admin Entrance	00:10	00:02	00:05
		Main Entrance Door	00:20	00:02	00:05
		Sales Area Entrance	00:10	00:02	00:05
Secure 2					
		Loading Dock Entrance	00:10	00:02	00:05
		Sales Area Entrance	00:15	00:02	00:05
		Training Room	00:10	00:02	00:05
		Rear Entrance Door	00:20	00:02	00:05

Sort Order: Guard Tour   Record 2 of 00002

DATABASES

The Guard Tours Data List shows each guard tour represented with a folder. When the folder is opened (clicked on), the detailed information on the tour can be viewed. The detailed information shows the check point readers (in sequence), with the time allowed to get there from the previous check point. Tolerances for early and late arrival are also given.
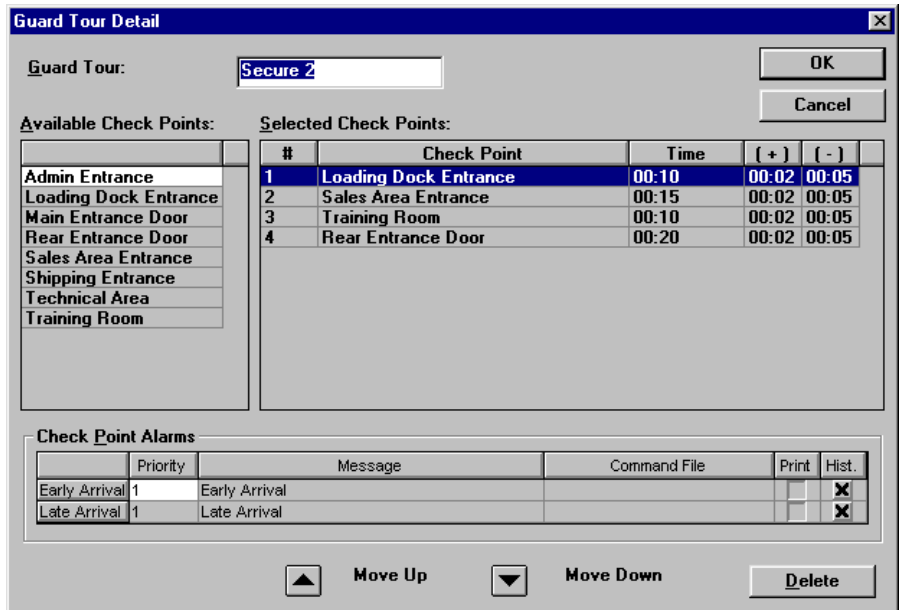
Under the Data List is the sorting order of the list. By clicking the drop-down list button, you can select how you want to sort the guard tours for viewing. This

database allows you to sort by the order in which the records were entered (None) or alphabetically by name.

When sorted by Guard Tour, a tour can be searched for by entering the name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A GUARD TOUR
Click **Add...** to enter a new guard tour or **Edit...** to modify the currently selected guard tour. This will bring up the Guard Tour Detail window.

GUARD TOUR
Enter the name of the guard tour in the text entry box. The name can be a descriptive name containing up to

twenty characters with any combination of letters, numbers, or spaces.

AVAILABLE CHECK POINTS

This list contains all readers defined and made active in the Panel Database. Click on the readers in this list that you want to include in the tour. They will be added to the Selected Check Points list.

SELECTED CHECK POINTS

This is the list of readers selected to be in the guard tour from the list of Available Check Points. Readers may be selected from the list of Available Check Points more than once. The order of the check points can be changed by selecting a reader and using the **Move Up** and **Move Down** buttons at the bottom of the window. The **Move Up** button moves the check point further ahead in the tour, and the **Move Down** button moves it later in the tour.

To remove a check point, select it and click the **Delete** button.

Time

The Time column allows you to enter an amount of time required to reach each check point. This time would be from the start of the tour for the first check point, and from check point to check point for the rest of the tour. Click on the check point in the Time column and enter the duration as *hours* : *minutes*.

(+) and (–)

For the time needed to reach each check point, a tolerance for late and early arrival can be given. Click on the check point in the (+) column and enter the amount of time tolerated for late arrival as *hours* : *minutes*. Click

NOTE

Typing a number less than 60 and hitting **Enter** will be registered as minutes. For a longer period of time, type the number of hours, a colon (:) and the number of minutes, and hit **Enter**.

DATABASES

on the check point in the (–) column and enter the amount of time tolerated for early arrival as *hours* : *minutes*.

Example

#	Check Point	Time	(+)	(-)
1	Loading Dock Entrance	00:10	00:02	00:05
2	Sales Area Entrance	00:15	00:02	00:05
3	Training Room	00:10	00:02	00:05
4	Rear Entrance Door	00:20	00:02	00:05

In this screen, the guard has 5 (10-5) to 12 (10+2) minutes from the start of the guard tour to reach the reader at the Loading Dock Entrance. The guard then has 10 (15-5) to 17 (15+2) minutes to reach the reader at the Sales Area Entrance.

CHECK POINT ALARMS

Two check point alarms are possible. An Early Arrival alarm is sent to WIN-PAK when the card is presented at a reader before the time allotted. A Late Arrival alarm is sent when the card is not presented within the time allotted. Both of these alarms can be assigned a priority, a message, and a command file as well as be included in log printing and history reports.

PRIORITY

The alarm can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms by an assigned priority. The higher the priority (lower number) the closer the alarm will appear to the top of the list.

Click in the Priority box next to the alarm that you want to prioritize and type in a number. "1" would be considered a very high priority item and "99" would be considered a very low priority item.

MESSAGE

A message of up to 80 characters can be defined for each alarm. This message will appear in the Alarm Info screen for the alarm. Simply click in the Message box next to the alarm that you want to link a message to and type it in.

COMMAND FILE

A command file can be associated with each alarm. This file will either automatically be sent to the panel when this alarm is received or upon acknowledgment as defined in the System Setup options. Select the command file from the drop-down list next to the alarm that you want to link a command file to.

PRINT

Enable this option for each alarm that you want printed to the alarm log printer. An "x" shows that it is enabled.

HIST.

Enable this option for each alarm that you want kept in the WIN-PAK history files. This keeps a log of the alarm's occurrences and can be used to generate reports. An "x" shows that it is enabled.

DATABASES

NOTE
You cannot delete a tour that is currently running.

DELETING A GUARD TOUR

1. Select the guard tour that you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the guard tour, click **OK** when the confirmation box asks you.

THE TRACKING AREAS DATABASE

Tracking Areas are sections of a facility that are defined by the readers that allow access to the area. Unlike Areas that we defined in the Areas Database, Tracking Areas are not related to the loops that carry communication through an access control system. They are, rather, defined by a system administrator to logically determine the sections of a facility, and are an integral part of a WIN-PAK function called mustering. Mustering allows the operator to view the cards that have entered into these defined areas. This is particularly useful for tracking individuals in emergency situations.

Example

DATABASES
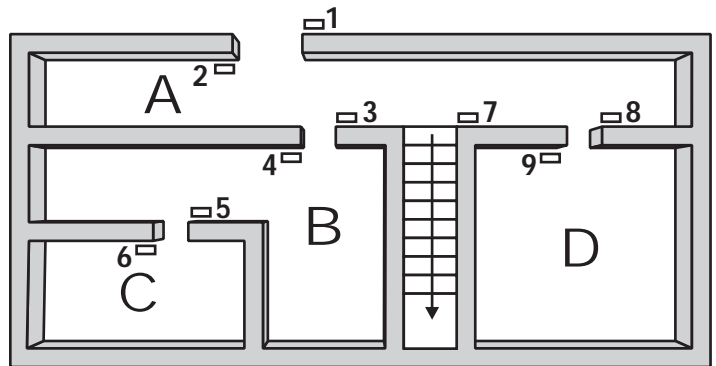
In this diagram, A, B, C, and D are Tracking Areas. If each area is distinct and not "nested", (a concept described later in this chapter), then the area is defined by the readers that a card must be presented at to gain access to the area. Readers 1, 4, and 9 allow access to Tracking Area A. Readers 3 and 6 allow access to Tracking Area B. Reader 5 allows access to Tracking Area C and Reader 8 allows access to Tracking Area D.

MUSTER SYSTEM PRECAUTIONS

When designing a muster system for use with WIN-PAK, it is important to keep the following precautions in mind:

1. Use a separate dropline (COM port) to isolate the muster readers from the tracking units. A special line should be run to provide a unique data path that will still be intact should the wiring from the main facility get damaged.

2. A "cold restart" of the access control panel could occur from a serious surge on the power or communication lines. This can cause corruption of the panel's database and time functions. Version 8.01.10 and higher firmware address the time problem by generating a system alarm 99 (Panel Database, System Alarms, Panel Reset Alarm) when the panel experiences a cold restart. WIN-PAK will then send the current Time and Date to the panel within 60 seconds of receiving this alarm. The default time and date after a cold restart is January 1st, Monday at 12:00am. You will be able to see this time stamp on activities in the History view. Panel Time is critical to the proper operation of the Muster function as the most recent event is used to determine the Tracking/Muster status of a Card holder. If a card is presented to the Muster reader and the time and date stamp is earlier than from another reader location, there will not be a change of status to the Muster (safe) location.

3. In the event that the card database is lost or corrupted at the muster reader, WIN-PAK will recognize all reader types (Not Found, Time Zone, Normal, Trace, Pin Violation, and Expired) as "valid" muster reads (provided that the time is later than the previous card read as described above). This function will prevent the need to reload the cards to a muster panel during a muster event. Only Valid and Trace card reads will count at a Tracking reader.

4. The communication loops should be RS-485. WIN-PAK should have corresponding Areas defined as RS-485 with ACK-NAK enabled. If using N-485-API-2s, they must be powered by a battery backed up power supply (not required for N-1000-III or N-1000-IV where the 485 is built into the control panel and is already using the battery backup of the control panel).

5. An UPS or other backup power source should power the WIN-PAK computer, N-485-PCI-2 and other associated communication devices. Installation of the equipment should be in a location that is considered "safe" from known hazards.

6. The muster system should be on-line (not buffered) to ensure timely and complete information. Regular checks to insure that the muster system is functioning properly should be performed as part of the security routine and should be rigorously enforced.

DATABASES

7. As mentioned above, it is critical that the time and date be correct on card reads at the Muster readers. If the time and/or date are earlier than that of other reads in the system they will be ignored. For this reason, regular checks should be made to see that all panels are maintaining the correct time and date. The checklist for actions to be performed at the computer during the time of the muster should include several checks to be sure that the muster reads are coming in from the panel with the correct time and date. If it is observed that they are not, officials should order the swiping of cards stopped, and the time and date should be sent to the panel. A quick test should then be run and all people who might have swiped their card during a time when the time and/or date were incorrect should be directed to repeat their swipe. Multiple swiping of the same card at the Muster reader will not adversely affect the result of the Muster as the most recent time/date stamp is the one that is "displayed" in the Muster section. This procedure should be practiced regularly, so personnel have a clear familiarity with it. The Scheduler should also be programmed to update time and date at least once a day.

The Tracking Areas Database can be accessed by selecting the Tracking Areas… option from the **Database** menu. This will open the Tracking Areas Data List.

Tracking Area	Type	Reader
📁 Exit	Exit	
		Sales Area Entrance
📁 North Wing	Tracking	
		Rear Entrance Door
		Main Entrance Door
📁 South Wing	Muster	
		Technical Area

Sort Order: **Tracking Area**   Record 3 of 00003
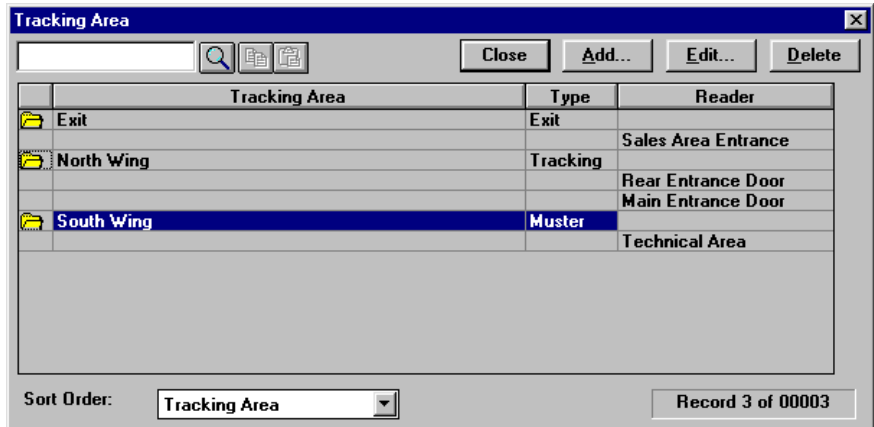
The Data List contains the names of all defined tracking areas and their type. Clicking on a tracking area folder will show the readers that define it.

Under the Data List you will see the sorting order of the list. By clicking the drop-down list button, you can select how you want to sort the tracking areas for viewing. This database allows you to sort by the order in which the records were entered (None) or alphabetically by name.

When sorted by Tracking Area, an area can be searched for by entering the name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A TRACKING AREA
Click **Add...** to enter a new tracking area or **Edit...** to modify the currently selected tracking area. This will bring up the Tracking Area Detail window.

DATABASES

TRACKING AREA

Enter a name for the tracking area in the space provided. It can consist of twenty characters including letters, numbers, and spaces.

TYPE

Areas that can be set up fall under one of three categories: Exit Areas, Tracking Areas, and Muster Areas. Below are a description of each.

EXIT AREA

When you first view the Tracking Areas Data List you will notice a predefined area called EXIT. It is defined by a reader or group of readers that are used to remove card read records from the tracking and muster areas. The perception of this "area" is that when a person presents

NOTE
The Exit area is also used in the Attendance Report to indicate an end to a calculation.

a card at one of these readers, they have left the areas of concern (e.g. they have gone home, or to another facility). They will no longer be tracked in reference to a possible muster call. This option can be edited to add or remove readers, but the area itself cannot be deleted.

TRACKING AREA

A *tracking area* is an area containing readers at which presented cards are tracked in case of a muster call. The first time a person presents a card at one of these readers, the read event for that particular card is re-corded and may be viewed in the "Non-Muster Card Transactions" screen. Each time that same card is presented at one of the readers in that area, the previ-ous record for that card is replaced by the new record. The screen will display the most recent records of card reads from an individual area or from all areas at one time. Reports can be generated in the same manner. All reads from each card will continue to be tracked in a similar manner until the card is presented at a muster reader or an exit reader. When a card is presented at a muster reader, the record of the card is moved to the Muster Area Screen. When a card is presented at an exit area reader, it is removed from the muster system.

MUSTER AREA

Like tracking areas, *muster areas* are also logical areas, not defined by the hardwiring of the system. They contain readers that will **only** be used by card users if there is a call for muster (in the event of a disaster, for example). Several different muster areas can be cre-ated. The Muster Area Card Transaction screen will display card read events. A report can be run on cards presented in an individual muster area or at all muster areas. In normal conditions there will be no transactions being recorded in the Muster Area Card Transaction screen. It will only be used if there is a muster call (usually in an emergency).

DATABASES

DEFINING READERS

AVAILABLE READERS

Along the left of the Tracking Areas Detail Window are all readers that are available to define the area. Click on a reader to move it to the Selected Readers List.

Readers selected for a muster area will not be available for any other muster area or a tracking area. Readers selected for a tracking area will be available for other tracking areas, but will NOT be available for a muster area.

SELECTED READERS

As readers are clicked on from the Available Readers list, they are moved to this list. These are the readers that define the area. To remove readers from this list, select them and click the **Delete** button.

Click **OK** to save your changes to the Tracking Area or **Cancel** to exit the Tracking Areas Detail screen without saving your changes.

NESTING AREAS

The concept of *nesting* is not unique to the muster system, but does take on considerable significance when planning areas for disaster management, and can change the way muster reports will be run. When an area is considered "nested" in another area, its readers are also part of that other area. For example, note the diagram below.
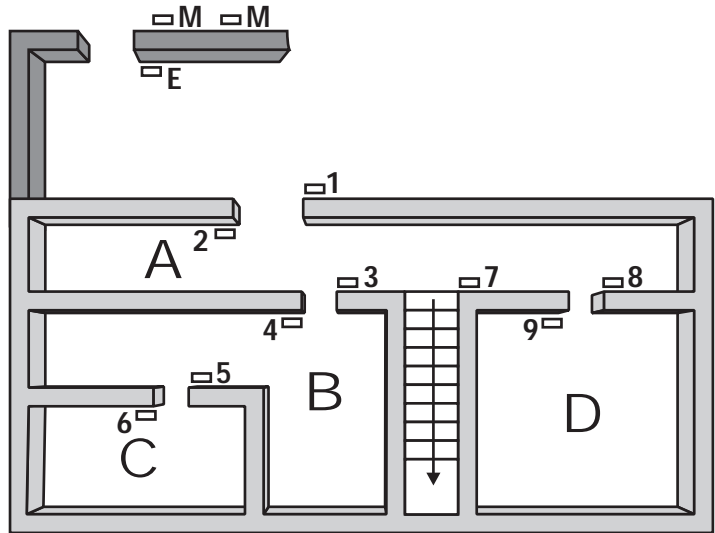
□**1** Tracking Reader
□**M** Muster Reader   **A** Tracking Area
□**E** Exit Reader

The **first** general principle of nesting is that readers used to enter an area or move about within the area should be listed under the tracking area in the Tracking Areas Database. If we focus on the B and C areas shown above, we can consider those areas in two ways.

NOT NESTED

If they are not nested, then Readers 3 and 6 would be listed for Area B in the database because those are the readers that a card would be presented at to allow access to Area B. Reader 5 would be listed for Area C.

NESTED

If we consider these same areas to be nested, we would consider anyone who is in Area C as ALSO in Area B.

DATABASES

In that case, we list Readers 3, 5, and 6 under Area B and Reader 5 again under Area C. There can be many levels of "nesting". There could be another room inside of Area C, which would be Nested under both B and C.

The diagram would have the following Tracking Area definitions when nesting:

Tracking Area A Readers 1, 3, 4, 5, 6, 8, 9
(Presenting at any of these readers shows the person in Tracking Area A. Readers 2 and 7 both leave Tracking Area A.)

Tracking Area B Readers 3, 5, 6
(reader 4 leaves Tracking Area B)

Tracking Area C Reader 5
(reader 6 leaves Tracking Area C)

Tracking Area D Reader 8
(reader 9 leaves Tracking Area D)

Reader E (Exit Reader)
Reader E causes the cardholder information to be deleted from the non-muster or muster view screens. The card holder has exited the tracking area.

Reader M (Muster Reader)
Reader M causes card holders to appear in the muster view screen as per selected filter. It also removes card holders from the non-muster view.

THE ACCESS LEVEL DATABASE

Access Levels determine where and when a user's card will be valid in the system. An access level represents the readers that a card user can present cards to and the time period during which he can present them to gain access. When a card is defined in the card database, it is assigned an access level. The ability to assign cards to a group of doors eliminates the need to program the card for every reader.

Select Access Levels... from the **Database** menu to open the Access Level Data List.

The Access Level Data List shows the Access Level records that have been defined. Clicking on a record's folder shows details of the access level including which readers and timezones are utilized, and a group name (if defined). This list is sortable by the order in which the records were entered (None) or alphabetically by Access Level Name.

When sorted by Access Level, an access level can be searched for by entering the name in the search box and clicking the Search button (🔍).

NOTE
When an access level has been changed, the affected panel should be re-initialized or the cards manually updated.

ADDING OR EDITING AN ACCESS LEVEL
Click **Add...** to enter a new access level or **Edit...** to modify the currently selected access level. This will bring up the Access Level Detail window.

ACCESS LEVEL

Type in a name for the access level of up to 20 characters including letters, numbers, and spaces.

AVAILABLE READERS

All of the readers made "active" in the Panel Database appear in this list. To include the reader in your access level definition, click on it from this list. A Selected Reader Definition box will appear:
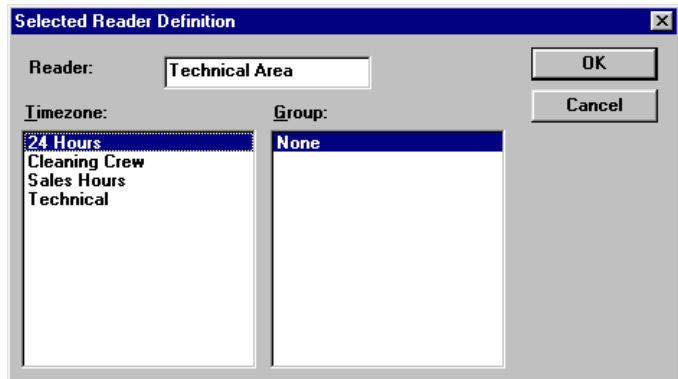
The reader name will appear at the top of this box. All timezones defined for this reader's panel are listed under Timezone on the left. All groups defined for this panel are listed under Group on the right.

TIMEZONE

Select the timezone during which you want a person with this access level is to have access though this reader.

GROUP

Select the output group that a person with this access level is to be able to activate. The LAST SELECTED group for a reader on the same panel will overwrite the other groups – there cannot be split groups on the same panel.

Click **OK** to save or **Cancel** to return to the Access Level Detail without saving.

The Reader, Timezone, and Group are now a part of the Selected Readers list. To remove a reader from the list, select it and click **Delete**. To change its timezone or group, click on **Define Selected Reader**.

NOTE
When Split Timezones is enabled in the panel options for panels with version 8.xx or higher firmware, you will be prompted for a timezone for each selected reader.

On older version firmware, the timezone will default to the same as the previously selected reader for that panel.

NOTE
Free Egress ("E" option) will determine how the panel responds to the group. See your panel documentation for more information.

DATABASES

SAVE AS...

Clicking the **Save As...** button allows you to save the current Access Level under a different name. This allows you to create new Access Levels based on existing ones with similar attributes.
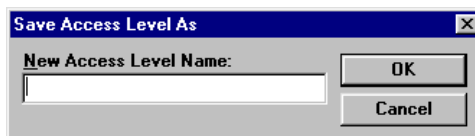
NEW ACCESS LEVEL NAME

Type in a name for the new access level of up to 20 characters.

Click **OK** to save the new access level or **Cancel** to return to the Access Level Detail without saving.

NOTE
An Access Level may not be deleted if already assigned to cards.
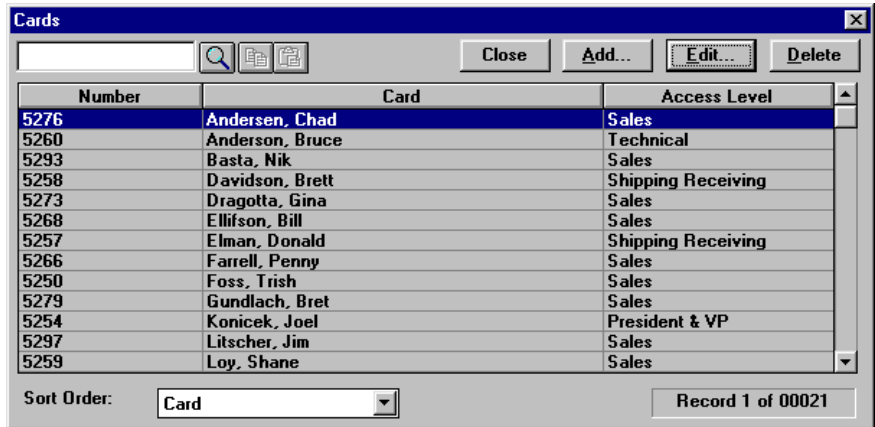
DELETING AN ACCESS LEVEL

1. Select the access level to be deleted with the mouse and click the **Delete** button. If you are sure you want to delete the access level, click **OK** when the confirmation dialog box asks you.

The record will continue to appear in the data list although it will be "grayed." New records will not be able to use it's name until the database is packed (see Chapter 7).

THE CARD DATABASE

The card database contains information on all cards/card users in the system. Selecting Cards... from the **Database** menu opens the Card Database.

Cards							✕
	🔍 📋 📋			Close	Add...	Edit...	Delete

Number	Card	Access Level	
5276	Andersen, Chad	Sales	
5260	Anderson, Bruce	Technical	
5293	Basta, Nik	Sales	
5258	Davidson, Brett	Shipping Receiving	
5273	Dragotta, Gina	Sales	
5268	Ellifson, Bill	Sales	
5257	Elman, Donald	Shipping Receiving	
5266	Farrell, Penny	Sales	
5250	Foss, Trish	Sales	
5279	Gundlach, Bret	Sales	
5254	Konicek, Joel	President & VP	
5297	Litscher, Jim	Sales	
5259	Loy, Shane	Sales	

Sort Order: Card ▼   Record 1 of 00021

DATABASES

The Card Database shows the user name and card number of the cards which have been defined. The list will also have a column of information dedicated to the index that the cards are sorted by. For example, if cards are sorted by activation date, the last column on the list would be activation date.

The Card Database has the largest number of sorting options of all of the databases. Cards can be sorted by the order in which they were entered (None), by card number (Number), by name (Card), by access level (the order in which the access levels were entered), by activation/deactivation dates, or by any of the 25 user-defined note fields. See System Setup for information on defining note fields.

A card can be found by (1) selecting the desired field in the Sort Order list, (2) typing the criteria in the Search box, and (3) clicking the Search button ( ).

ADDING OR EDITING A CARD

Click **Add...** to enter a new card or **Edit...** to modify the currently selected card. This will bring up the Card Detail window. This window contains three screens. The first screen contains general card information, the second contains notes, and the third contains badge information. Clicking **OK** from any screen closes the current card and saves your changes. Use the tabs to move from one screen to another and only click **OK** when you are finished.

CARDS SCREEN

The Cards Screen contains basic information on the card and cardholder including name, card number, access level, status, and read information.

Card Detail					⊠

Cards | Notes | Badge

Name: First: John Last: Doe

OK

Cancel

Number: 49958
PIN Number:
Access Level: President & VP

Status: Active
Activation Date: 7/31/97
Deactivation Date: 12/31/97

Valid Reads

	Priority	Message	Command File	Print	Hist.
Normal	99	Normal			✗
Trace	99	Trace			✗

Invalid Reads

	Priority	Message	Command File	Print	Hist.
Timezone	50	Timezone			✗
Not found	50	Not found			✗
PIN	50	PIN			✗
Site code	50	Site code			✗
Expired	50	Expired			✗
Anti-passbk	50	Anti-passbk			✗

DATABASES

NAME

Type in the first name of the card holder in the *First* text entry space and the last name of the card holder in the *Last* text entry space. Both first and last names can be up to 20 characters long.

📝 **NOTE**
When *Card Digits* is set to
"5″ in the Card Screen of
Setup Options, then the
numbers allowed are 1 –
65534. If it is set to "12″ in
the Card Screen, then the
numbers allowed are 1 –
999,999,999,999.

NUMBER

Type in the card number from the access control card. If
your system uses keypads only (no cards), enter the
keypad number.

STATUS

Select the status of the card from the Status drop-down
list. The card must have one of four statuses: Active,
Trace, Inactive, or Lost or Stolen. When Active or Trace
is selected, access will be allowed as per the access
level. A card with the "Trace" status will return a "Trace"
condition when presented. When Inactive or Lost/Stolen
is selected, the card is no longer valid at any reader in
the system.

PIN NUMBER

This field is used if card users are required to enter a
PIN number with their card. For a 5 digit system, this
can be any 5 digit number between 1 and 65534. **If the
system is keypad only, the number MUST be entered
into the Number field above, and can then be treated
as a 12 digit number.**

ACCESS LEVEL

Click on the Access Level drop-down list to select which
access level this card will have. This list consists of
access levels previously defined in the Access Level
Database. See Access Level Database for more infor-
mation.

📝 **NOTE**
The Expiration Date and
Limited Use options are only
available if enabled in the
Setup Options. See Setup
for more details.

LIMITED USE OPTIONS

Card access can be limited in one of three ways: activa-
tion/deactivation by use of the Scheduler, an expiration
date, or by a limited number of uses. The field(s) visible
for this option in the Card database depend upon the
method selected in setting up WIN-PAK. See Chapter 2

for an explanation of each option and instructions on selecting one.

ACTIVATION & DEACTIVATION DATE:

Select "Active" in the Status field.

Use the ellipses buttons to set an Activation date and a Deactivation date. The ellipses button will bring up a month calendar. Use the arrow keys to navigate to the month you want and then select the date. After selecting both an Activation and Deactivation Date, the result should appear as below.

Status:	Active ▼	
A<u>c</u>tivation Date:	7/31/97	...
<u>D</u>eactivation Date:	12/31/97	

Use the Schedules database to check for these dates at specified times. When a Card Activation & Deactivation scheduled event is performed, cards with an Activation date prior to the event will be sent to the panels. Cards with a Deactivation date prior to the event will be deleted from the panels and their status will be made "Inactive" in the card database.

EXPIRATION DATE:

This field is used to define an expiration date that limits the period of time that a card can gain access. This date can be up to 254 days from the date that this information is sent to the panels.

Enter the expiration date of the card by clicking the ellipses (...). A month calendar will appear of either the current month or the month of the active expiration date, if previously defined.

NOTE
Leaving the activation date blank will upload the card to the panels in the card's access level.

NOTE
The computer does not have to be on-line to expire an existing valid card. The expiration of the card is done at the panel level.

DATABASES

Use the backward and forward arrows to change the calendar one month at a time. After you've navigated to the month of expiration, select the exact date of expiration. The card will cease gaining access after this date. Click **OK** to save the date or **Cancel** to return to Card Detail without saving the date.

Leave this blank if no expiration date is required. Click **Cancel** to remove a date.

LIMITED USE

NOTE
The Limited Use value will decrease as the card is used.

This field is used to define the number of uses at each panel that a card can gain access.

Enter the number of uses for which the card is valid by clicking the arrows. The maximum is 254. After the number of uses has passed, the card will be invalid.

VALID AND INVALID READS

The Valid and Invalid Read sections are used to define how particular card read conditions will be interpreted and acted upon. For each type of read status there is the option of assigning a priority, a message, and a command file. Each type of read status can also be set to print to an event logging printer and be included with history information for reporting purposes.

	Priority	Message	Command File	Print	Hist.
Valid Reads					
Normal	99	Normal			✖
Trace	99	Trace			✖

	Priority	Message	Command File	Print	Hist.
Invalid Reads					
Timezone	50	Timezone			✖
Not found	50	Not found			✖
PIN	50	PIN			✖
Site code	50	Site code			✖
Expired	50	Expired			✖
Anti-passbk	50	Anti-passbk			✖

VALID READS

Valid reads are when a card is presented and allowed access because it is assigned the proper access level. This will usually return a "normal" condition to WIN-PAK. The exception is if the card is given a "Trace" status in the Card Database – it will then return a "trace" condition when presented.

INVALID READS

Invalid reads are when a card is presented, but not allowed access. This may be for a variety of reasons, each of which can be assigned a different set of options:

A "Timezone" condition is sent when the card was presented at a reader outside the time permitted by its access level.

A "Not found" condition is sent when the panel does not recognize the card number (possibly a card that is not in the panel).

A "PIN" condition is sent when an incorrect PIN number is entered at readers where PIN entry is required.

A "Site code" condition is sent when a card with an incorrect site code is presented.

An "Expired" condition is sent when a card is presented after it's expiration date or after the allotted number of

DATABASES

uses (as defined in the Card Database and System Setup).

An "Anti-passback" condition is sent when an anti-passback violation has occurred in panels with this option enabled.

Both Valid and Invalid reads can be assigned the following options:

PRIORITY

NOTE
A similar arrangement can be found in the Readers Screen of the Panel Database where the action is based on the card read status itself. The "read" status or "card" with the highest priority will dictate the message WIN-PAK will give.

The condition can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms that require acknowledgement by an assigned priority. High priority items will appear at the top of the list while lower priority items will appear lower in the list.

Click in the priority box next to the status that you want to prioritize and type in a number. "1" would be the highest priority and "99" would be the lowest priority.

MESSAGE

A descriptive message can be associated with each status. It will appear in the Alarm Info Screen so that the operator will know what the invalid reads mean. Click in the message box next to the status where a message is required and type in the message of up to 80 characters.

COMMAND FILE

A command file can be associated with each status. This file will either automatically be sent to the panel when this state is received or upon acknowledgment as defined in the System Setup options. Select the command file from the drop-down list next to the status to which the command file is to be linked.

PRINT

Enable this option for every status that is to be printed to the log activity printer.

HIST.

Enable this option for every status to be kept in the WIN-PAK history files. This keeps a log of the status's use and can be used to generate reports.

DATABASES

NOTES SCREEN

Click on the Notes tab to open the Notes Screen. Here user-defined information on the card user can be entered.

Card Detail		
Cards **Notes** Badge		
Department	Marketing	**OK**
Title	Media Coordinator	
Region		**Cancel**
Phone #	555-1324	
Extension	1121	
Note 6		
Note 7		
Note 8		
Note 9		
Note 10		
Note 11		
Note 12		
Note 13		
Note 14		
Note 15		
Note 16		
Note 17		
Note 18		
Note 19		
Note 20		
Note 21		
Note 22		
Note 23		

This screen contains a list of 25 note fields. The names of the fields are on the left. They will contain descriptive names if they have been defined in the Note Fields... section under the **Setup** menu. Otherwise they will be labeled Note 1, Note 2, etc...

To enter a note, click in the box next to the field to be defined. Enter the information with up to 25 characters including letters, numbers, and spaces. To save the note

NOTE
Shift-F2 will allow you to edit an existing field.

it is important to either hit **Enter** or click on another note before clicking **OK** or moving to another screen.

DATABASES

BADGE SCREEN

Clicking the Badge tab will open the Badge Screen for managing the badging component of WIN-PAK.

If a photo has been taken for the card user, it will appear in the Image box. Photos can be incorporated into badges in several ways. One way is to "capture" a photo from a source connected to your PC. This may involve using a video camera with a video capture card or a TWAIN device such as a digital camera or scanner. The steps below outline the different methods available in WIN-PAK for capturing a badge photo.

NOTE
A program called WinImage will start when you click Photo. This program is dynamically linked to WIN-PAK for the purpose of capturing photos. It will close automatically when the Card Database is closed.

CAPTURING A PHOTO WITH A VIDEO CAMERA AND VIDEO CAPTURE BOARD

The following steps demonstrate how to capture an image with a video camera and video capture board. They assume that all equipment has been connected and configured to work with your computer.

1. Click **Photo**.

2. If you have a board installed, a window will appear with live action from your camera. Use this image to properly frame your photograph.

The dialog box used for capturing the photograph will appear differently depending upon the video capture board selected during WIN-PAK setup. Three elements, Freeze/Unfreeze, Primary/Secondary, and Compression are consistent with all capture boards. Options that may differ for each board are covered in the Video Capture Boards section that follows. First, the Freeze/Unfreeze, Primary/Secondary, and Compression elements are defined as follows:

NOTE
You can also use the space bar to toggle between Freeze and Unfreeze.

FREEZE/UNFREEZE

This button toggles between "freezing" and "unfreezing" the viewed image. When the desired image is on screen, click **Freeze** to keep it onscreen. Click **Unfreeze** to switch back to the live camera view.

PRIMARY/SECONDARY

WIN-PAK allows the capture of two photos per subject. For example, one photo taken from the front of the subject and one profile. Selection of either the Primary or Secondary radio button determines which of two photos you are capturing.

DATABASES

COMPRESSION

The image that is "snapped" for a record will be saved to a JPEG file which uses a compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the more compressed this file will be. However, images tend to loose some quality in this process, so you will want to avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lesser quality image.

VIDEO CAPTURE BOARD TYPES

The options available for capturing a photo depends on the system's video capture card. Following is an explanation of the options available for different hardware.

NOTE
When using a Video Blaster capture board, the computer should be set to show 256 colors or less with a screen resolution of no greater than 800 x 600 pixels.

VIDEOBLASTER

The VideoBlaster video capture card allows only the standard options of primary/secondary photo and compression as outlined above.

COMPUTER EYES 1024

With a Computer Eyes 1024 video capture card, clicking **Capture Image** from the Badge Screen of the Card Database opens a window with an **Advanced** button. Clicking **Advanced** expands the windows as shown:
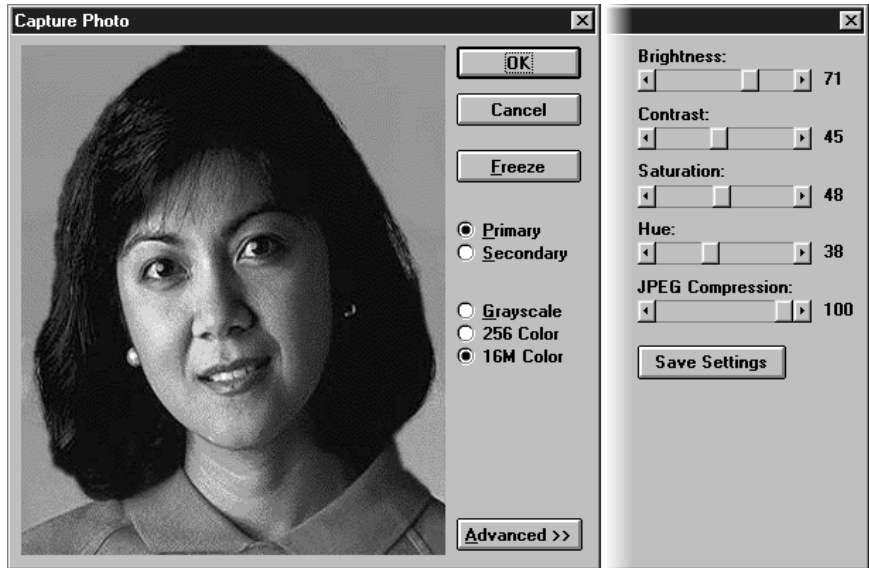
The user is given the following choice as to how to preview the live video:

Grayscale: This option shows the video in black & white and provides the quickest and smoothest method of previewing your photo.

256 Color: This option shows the video in color, but limits the display to 256 colors. It is the second quickest method of previewing a photo, but will have a striped or blotchy effect.

16M Color: This option provides the best preview but will appear "choppy" because it takes longer to redraw the electronic image on the screen.

DATABASES

When the preview is set at 16M Colors, the picture will be clear enough to adjust the slides at the right of the photo to enhance its quality. The effects of these controls are described below:

BRIGHTNESS

This slider lightens or darkens the entire tonal range of the photo.

CONTRAST

This slider expands or constricts the entire tonal range of the photo. The difference in highlights and shadows can be greatly increased or decreased.

SATURATION

This slider controls the vibrancy, or amount of color, in the photo.

HUE

This slider controls the value of color in the photo. Adjusting this can correct photos that seem to have incorrect color.

SAVE SETTINGS

This button saves the position of the sliders so that the same settings can be used for all of your badges.

INTEGRAL TECHNOLOGIES FLASHPOINT

Clicking **Capture Image** from the Badge Screen of the Card Database opens a window with an **Advanced** button. Clicking **Advanced** expands the window as shown:

SPECIAL
HARDWARE

You can adjust the slides at the right of the photo to enhance it's quality. The effect of each control is described below:

BRIGHTNESS

This slider lightens or darkens the entire tonal range of the photo.

CONTRAST

This slider expands or constricts the entire tonal range of the photo. The difference in highlights and shadows can be greatly increased or decreased.

SATURATION

This slider controls the vibrancy, or amount of color, in the photo.

HUE

This slider controls the value of color in the photo. Adjusting this can correct photos that seem to have incorrect color.

SHARPEN

This slider sharpens blurry images by increasing the contrast of adjacent pixels. The highest value is 7.

SAVE SETTINGS

This button will save the position of the sliders so that you can use the same settings for all of your badges.

TWAIN COMPATIBLE INTERFACE

If your system is equipped with a *TWAIN Compatible Interface*, you will have the ability to capture photos and backdrops from other devices such as scanners. Clicking **Capture Image** from the Badge Screen of the Card Database opens a capture dialog.

DATABASES
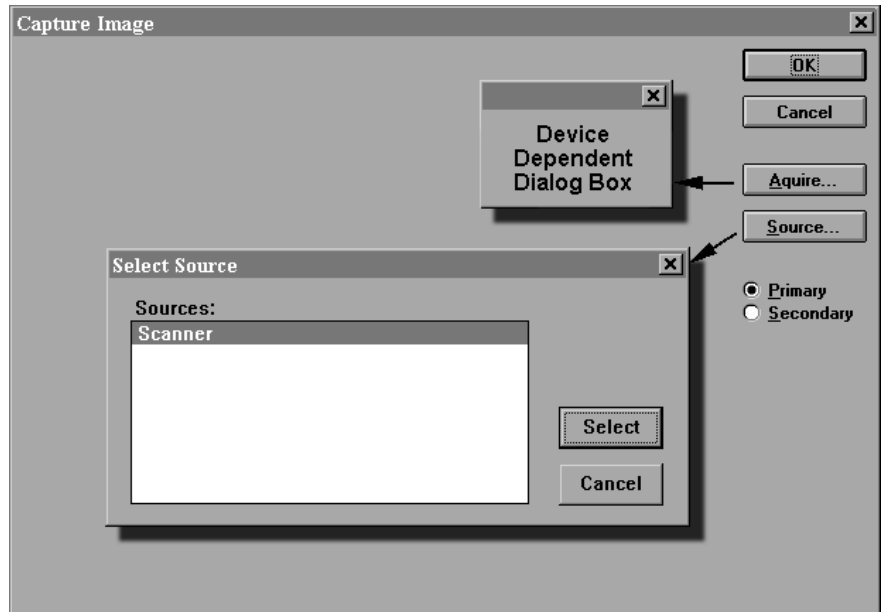
🖊️ **NOTE**
The compression for a TWAIN device is set at the maximum (30). If less compression (more detail) is required, then compression can be set manually. Open the BADGER.INI text file and enter the following line under the [Preferences] section:

JPEG_Compression=*nnn*
space
where *nnn* is the compression level. 100 is the least compression, while 30 is the most.

The FIRST time you capture an image, click the **Source...** button. This shows the TWAIN drivers present on your computer. Choose one and click **Select**. The TWAIN interface will use this driver until you select a different one.

To capture an image, click the **Acquire** button. This opens a device dialog box based upon the previously selected source. See your device manual for information on how to use its TWAIN interface.

IMPORT PHOTO
WIN-PAK allows you to import an image in addition to capturing an image with a video capture card. This is useful if you already have images of your personnel or

if you want to retouch images that have been previously captured. To do this, take the following steps:

1. From the Badge Screen, click **Import Photo** to open the Import Photo window.

2. Click **Open...** to open a dialog box for you to browse your folders and find your image.
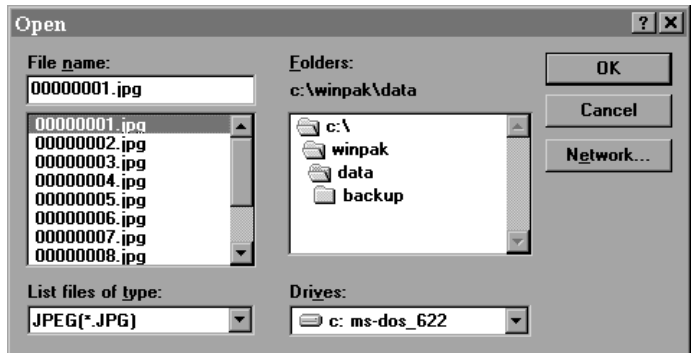
3. Select the file type you are looking for from the List files of Type drop down list. You can select from DIB (*.BMP), JPEG (*.JPG or *.JP2), PCX (*.PCX), Targa (*.TGA), and TIFF (*.TIF) files.

4. Find the directory that your image is in by selecting the correct drive from the Drives drop down list and then double clicking on folders to navigate to the correct directory.

5. Your image should then be in a list under File Name. Select it and click the **OK** button to import it.
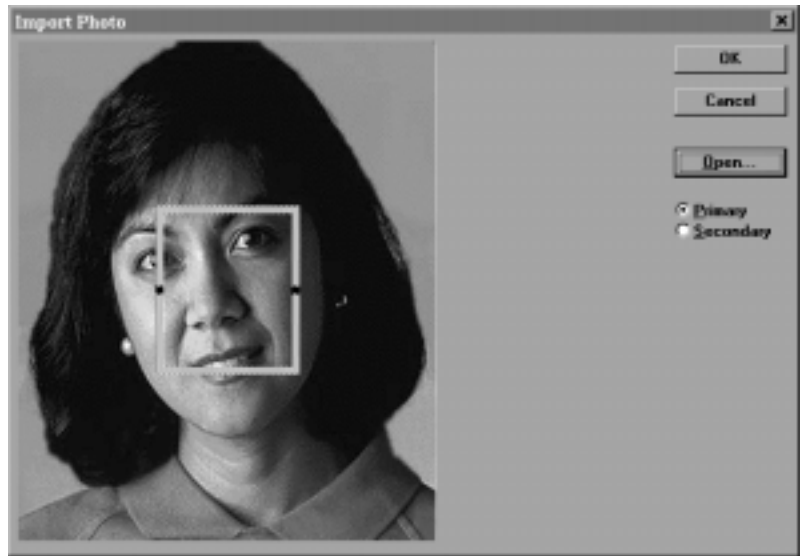
6. The picture will appear with a frame in the center. Click and drag from within the frame to move it and use the handles on the sides of the frame to resize it.

7. Click the *Primary* option to use this photo in badge layouts that have a primary photo placeholder or click the *Secondary* option to use this photo in badge layouts that have a photo placeholder for a secondary picture.

8. When the frame contains what you want in the picture, click **OK**.

9. Click the appropriate **View** button to update the view of the badge with the new photo.

DATABASES

CAPTURE SIGNATURE

Having a card backdrop designed with a signature block is the first step to putting a signature on a card. The second step is to actually capture the signature. This is done in WIN-PAK from the Badge Screen of the Card Database.

As part of the WIN-PAK installation procedure, a prompt will ask you if you have a signature pad. Clicking Yes will add a line to the BADGER.INI file, enabling the device. If you are adding the pad after WIN-PAK has been installed, take the following steps to enable signature capturing for your PC:

After the signature pad is installed,

1. Make sure that WIN-PAK is closed.

2. Using a text editor, add the following line to the [Preferences] section of BADGER.INI (Located in the WINDOWS directory:

   SigPad= Penware 100

3. Open WIN-PAK

Then for each signature take the following steps:

1. In the Card Database, open the record of the person that you want to capture the badge for and click on the **Badge** tab to open the Badge screen.

2. Click the **Signature** button.

   Signature

3. The following dialog box will open and reflect all activity on the signature pad. Have the badge user sign their name on the pad. To clear off the name and start over, press the left button on the signature pad.

```
┌─────────────────────────────────────────────────────┐
│ Please sign in...                                 ✕ │
├─────────────────────────────────────────────────────┤
│                                      ┌───────────┐  │
│                                      │    OK     │  │
│                                      └───────────┘  │
│                                      ┌───────────┐  │
│                                      │  Cancel   │  │
│                                      └───────────┘  │
│                                                     │
│       Bob Jones                                     │
│                                                     │
│                                                     │
└─────────────────────────────────────────────────────┘
```

When the signature looks the way you want it, press the right button on the signature pad. This will save the signature and exit to the Badge screen. The signature will appear in the badge preview when you click on the **View Badge** button.

IMPORT SIGNATURE

Signatures do not need to be captured from within WIN-PAK. They can also be captured using the WinImage capturing software, saved to a file, and imported into WIN-PAK at a later time. To import a previously captured signature, follow the steps below:

1. Click **Import Signature**. This opens a dialog box for opening a signature file.

DATABASES
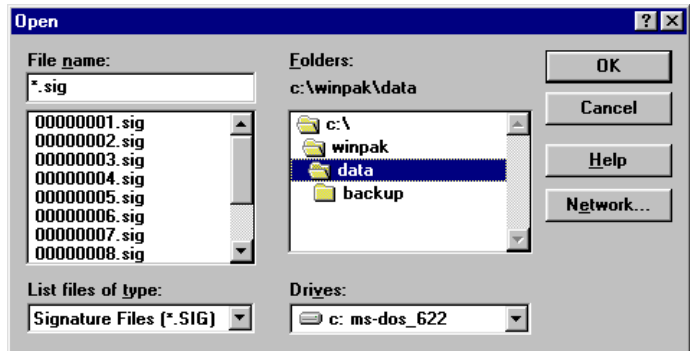
2. Find the directory that your signature is in by selecting the correct drive from the *Drives* drop-down list and then double clicking on folders to navigate to the correct directory.

3. The signature should be in the list under File Name. The file must have an **.SIG** extension. Select it and click the **OK** button to import it.

ASSIGNING A BADGE LAYOUT

To assign a badge layout to a card, click the Badge Layout drop-down list and select one. This list will contain all the layouts defined in the Backdrops Database (see Chapter 4). To see the layout selected, click **View Badge**. This option will show the backdrop with photo, signature, and field information.

SPECIAL HARDWARE

DATACARD IMAGECARD / FARGO OPTIONS

If the DataCard ImageCard or Fargo duplexing printer (prints both sides) was selected as your badge printer when installing WIN-PAK, you will have the option of selecting a front and back badge layout as shown:

<u>F</u>ront Layout:	NORTHERN HORIZONTAL ▼
<u>B</u>ack Layout:	BADGE BACK ▼
	☐ Default Back Layout

<u>P</u>rint	**View Front**	**View Back**

Click the appropriate drop-down list button to select a front and back badge layout. Click the **View Front** button to view the front design or the **View Back** button to view the back design. Enabling *Default Back Layout* will make the current back layout design the default with all defined badges.

PRINTING A BADGE

📝 **NOTE**
Printer Drivers are added in the Control Panel of Windows, located in the Main Group. See your Windows manual for more information.

Clicking **Print** allows you to print a badge using the currently visible record. A dialog box called Print Setup will open to provide you with options based upon the printer drivers that have been previously added in Windows. *If you selected the DataCard or Fargo as your badge printer when installing WIN-PAK you will see a different dialog box than the one pictured below. See the section "Printing with a DataCard / Fargo Duplex Printer" for printing options with those printers.*

DATABASES
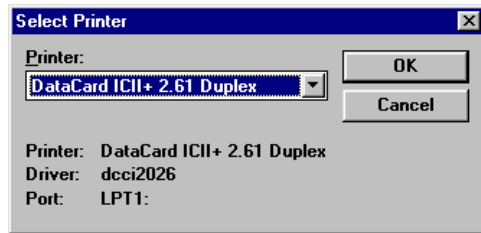
PRINTER LAYOUTS

Clicking **OK** brings up a dialog box to print the badge. A preview displays how the badge will fit on the card (or page) using the printer you selected.
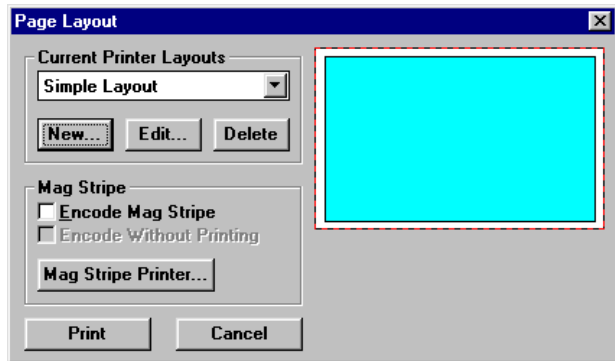
CURRENT PRINTER LAYOUTS

Although most badge printers will print well with WIN-PAK's default settings, the Page Layout Dialog box allows you to define different layouts for printing badges.

Creating a New Layout

1. Click **New…**.

2. Type in a New Page Layout Name in the dialog box provided and click **OK**.

3. Click **Edit…**. An Edit Page Layout dialog box will appear.

NOTE
Only one layout will print per page when printing on a 8 1/2″ by 11″ (or larger) sheet. If you want to print more than one per sheet, you will need to create multiple layouts – one layout for each badge position. Then reinsert the paper to print again. Repeat until the desired amount of printing is accomplished per page.

4. Use the badge settings to determine how many rows will appear on a page and how high they should be, and how many columns will appear on a page and how wide they should be.

5. Use the Left and Top Margin offsets to determine how far from the left and top of the page that the first badge shown will print. Click the Center button if you want the badge (or badge group) to centered on the page.

DATABASES

6. Click **OK** to accept the changes or **Cancel** to return to the Page Layout dialog box.

MAGNETIC STRIPE OPTIONS

If a printer with magnetic stripe printing capabilities is being used, WIN-PAK can use the printer to encode the card. The following outlines the options used in this procedure.

ENCODE MAG STRIPE

Enable this option to print the magnetic stripe on the card. To do this, a printer with this capability must be present, a magnetic stripe must be defined in the badge layout, and a magnetic stripe card must be used.

ENCODE WITHOUT PRINTING

Enable this option to encode the magnetic stripe without the other elements of the badge. This option is only available if the Encode Mag Stripe option is enabled.

MAG STRIPE PRINTER…

This button opens a dialog containing the names of printers that encode magnetic stripes. Select which printer you are using and click **OK**.

Click **Print** to print the card or **Cancel** to go back to the database without printing.

**PRINTING WITH A DATACARD / FARGO
DUPLEX PRINTER**

If the DataCard ImageCard II was selected during
installation, a different dialog box will appear, allowing
the operator to select options for printing.
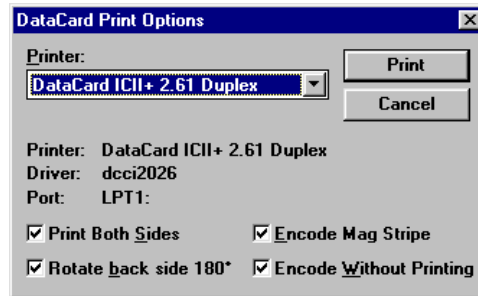
The Fargo Print Option dialog appears slightly different.

PRINTER

Select the DataCard printer that you are using to print
the badge from the drop down list.

PRINT BOTH SIDES

Enable the *Print Both Sides* option if you will be printing
both a front and a back on the badge. Make sure that
the badge being printed has a backdrop defined for both
sides.

ROTATE BACK SIDE 180°

Enable the *Rotate Back Side 180°* option if you are
printing on both sides of the card and want the back side
of the card to be printed upside down (180°). This option
is only available if the *Print Both Sides* option has been
enabled.

NOTE
Verify the printer driver is
setup correctly before
printing.

DATABASES

**SPECIAL
HARDWARE**

NOTE
The magnetic stripe setup must be assigned to the layout used for the back side of the card when duplex (2-sided) printing.

NOTE
An alternative to deleting a card is to make the card status "Inactive." By making the card inactive, any future history will have a database of the person's name and other relevant information for history reporting. If the card is deleted, there will be no reportable history on that holder name.

ENCODE MAG STRIPE

Enable the *Encode Mag Stripe* option if you want to encode a number onto a badge with a magnetic stripe. A badge layout with a magnetic stripe code defined must be selected.

ENCODE WITHOUT PRINTING

Enable the *Encode Without Printing* option if you want to encode a number onto a magnetic stripe badge without printing the layout. The *Encode Mag Stripe* option must be enabled to use this option.

DELETING A CARD

1. Select the card you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the card, click **OK** when the confirmation dialog box asks you.

The record will continue to appear in the data list although it will be "grayed". New records will not be able to use it's key fields (i.e. name or card number) until the database is packed (see Chapter 7).

THE CAMERA DATABASE

The camera database contains information on CCTV cameras in the access control system. Selecting Cameras... from the **Database** menu opens the Camera Database.

Address	Camera	Camera Title
2	Camera 2	Front Door
3	Camera 3	Reception Area
4	Camera 4	File Room

Sort Order: Camera   Record 1 of 00003
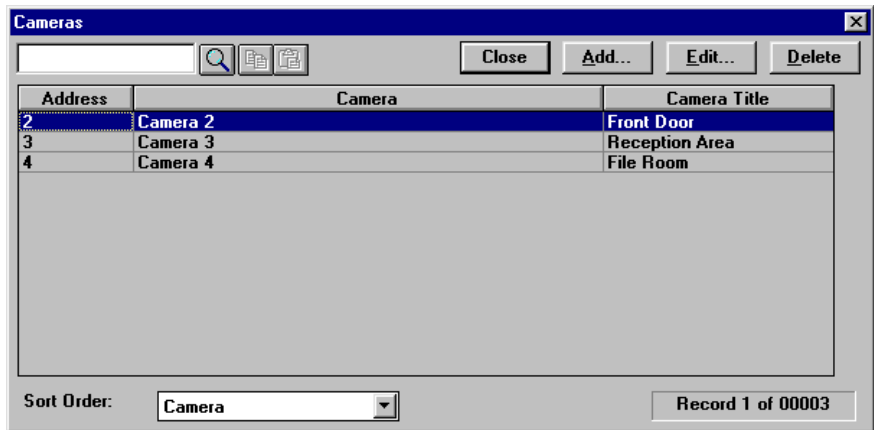
The Camera Database shows the cameras that have been defined and some basic information on each one, including the camera's descriptive name, address, and the title that will appear on a monitor when using this camera. This list is sortable by the order in which they were entered (None) or alphabetically by Camera Name.

When sorted by Camera, a camera can be searched for by entering the name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A CAMERA RECORD
Click **Add...** to enter a new camera or **Edit...** to modify the currently selected camera. This will bring up the Camera Detail window.

DATABASES

### *CAMERA*

Enter a descriptive name for the camera of up to 20 characters including letters, numbers, and spaces.

ADDRESS

Enter a unique numerical address for the camera from 1 to 999. Duplicating the address of a previously defined camera will display an error message.

NOTE
Selected CCTV equipment must be capable of support-ing titles to use the Camera Title database field.

TITLE

Enter the text that you want to appear on the screen when looking at this camera view. The title may contain up to 20 characters.

NOTE
Some camera titling may not support 20 characters.

Click **OK** to save your changes or **Cancel** to return to the database without saving your changes.

TO DELETE A CAMERA RECORD
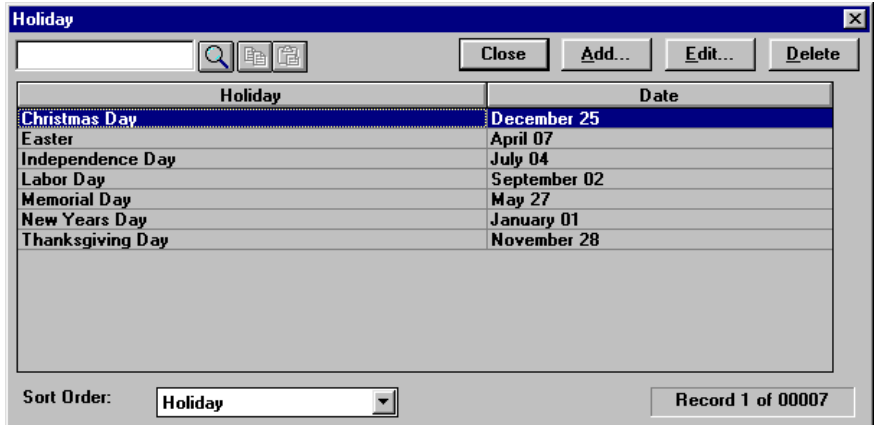
1. Select the camera you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the camera, click **OK** when the confirmation dialog box asks you.

The record will continue to appear in the data list although it will be "grayed". New records will not be able to use it's key fields (i.e. name or number) until the database is packed (see Chapter 7).

THE HOLIDAYS DATABASE

The holiday database is a set of defined holidays that are considered when defining timezones. The ability to define holidays is important if they will need to be treated differently (i.e. only certain employees will have access on these days, a particular input won't be shunted, or a door will either be open or closed, etc...) If "**Ho**liday" is enabled in a timezone assigned to a card, then the person will be allowed access during that holiday. If "**Ho**liday" is not included in the timezone, then the card will not have access on that day, etc... (If a door is programmed to be open during the timezone, "**Ho**liday" must be enabled for that door to be open during holidays in the Holiday Database.

Selecting Holidays… from the **Database** menu will open the Holiday Data List.

Holiday	Date
Christmas Day	December 25
Easter	April 07
Independence Day	July 04
Labor Day	September 02
Memorial Day	May 27
New Years Day	January 01
Thanksgiving Day	November 28

Sort Order: Holiday   Record 1 of 00007

DATABASES

The Holidays Data List shows the holidays that have been defined and the date they are on. This list is sortable by the order in which they were entered (None) or alphabetically by holiday name.

When sorted by Holiday, a holiday can be searched for by entering the name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A HOLIDAY

Click **Add...** to enter a new holiday or **Edit...** to modify the currently selected holiday. This will bring up the Holiday Detail window.
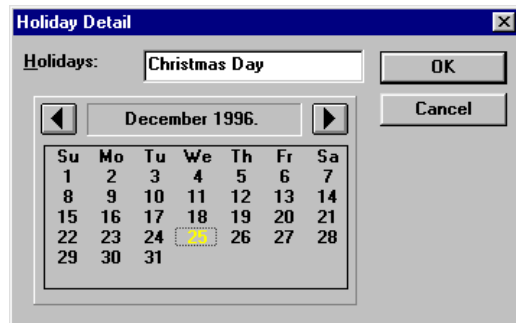
Type in the name of the holiday (up to 20 characters) that you want to add in the text entry space provided. Then use the arrow keys to browse by month until you see the month that the holiday is in. Click the day of the holiday within the month.

Click **OK** to save the holiday or **Cancel** to return to the database control window without saving the holiday.

DELETING A HOLIDAY

1. Select the holiday you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the holiday, click **OK** when the confirmation dialog box asks you.

The record will continue to appear in the data list although it will be "grayed". New records will not be

able to use it's name until the database is packed (see Chapter 7).

THE MONITORS DATABASE

The monitor database is a set of defined monitors that are used in the CCTV supervision of a facility. These monitors can be selected from within the Reader, Input, and Output screens of the Panel Database to view particular areas when reader and alarm information is received. They can also be selected manually from the Camera Control Screen. Selecting Monitors... from the **Database** menu will open the Monitor Data List.
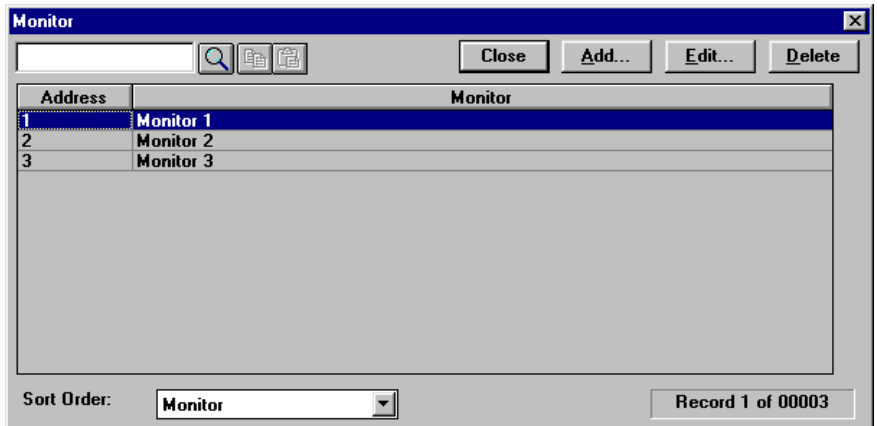
The Monitors Data List shows the monitors that have been defined and their address. This list is sortable by the order in which they were entered (None) or alphabetically by monitor name.

When sorted by Monitor, a monitor can be searched for by entering the name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A MONITOR

Click **Add...** to enter a new monitor or **Edit...** to modify the currently selected monitor. This will bring up the Monitor Detail window.
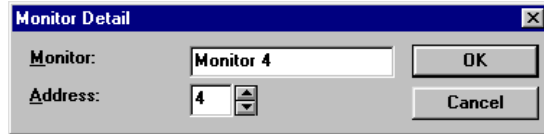
Type in the name of the monitor (up to 20 characters) that you want to add in the text entry space provided. Then use the arrow keys to enter a monitor address.

Click **OK** to save the monitor or **Cancel** to return to the database control window without saving the monitor.

DELETING A MONITOR

1. Select the monitor you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the monitor, click **OK** when the confirmation dialog box asks you.

The record will continue to appear in the data list although it will be "grayed". New records will not be able to use it's key fields (i.e. name or number) until the database is packed (see Chapter 7).

DATABASES

THE OPERATOR DATABASE

The Operator Database contains information on all WIN-PAK operators. Selecting Operator... from the **Database** menu opens the Operator Database.
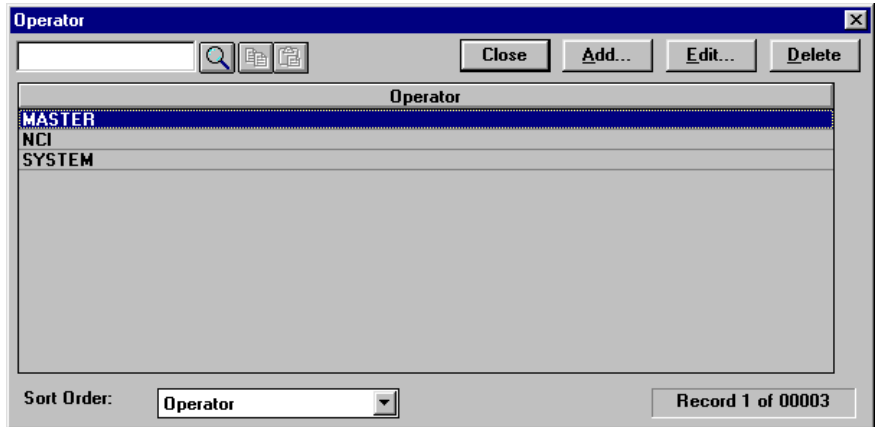
The Operator Database shows the system operators that have been defined. This list is sortable by the order in which the records were entered (none) or alphabetically by operator name.

When sorted by Operator, an operator can be searched for by entering the name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A SYSTEM OPERATOR
Click **Add...** to enter a new system operator or **Edit...** to modify the currently selected system operator. This will bring up the Operator Detail window.
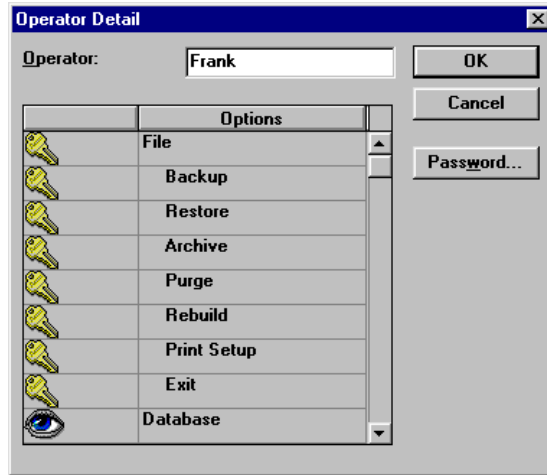
OPERATOR

Enter a descriptive operator name consisting of up to 20 characters (letters, numbers, and spaces).

PASSWORD

The Password button opens up a dialog box to enter a password for the operator you are defining. The password must be entered by the operator when logging into WIN-PAK.
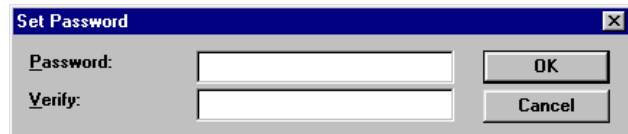
Enter the Password in the first space provided. The password can be up to 8 characters of numbers or letters. It will show up in the space as all asterisks. The password is case sensitive – make sure the operator knows the exact case of his password.

DATABASES

Enter the password in the Verify space provided using the correct case. This is to ensure that you entered the password in the first space the way that you intended to.

Click **OK** when finished to save the password or **Cancel** to exit this dialog without saving the password.

NOTE
Backup & Restore, Archive, Purge, and Rebuild privileges can not be edited from a network client.

OPERATOR PRIVILEGES

Operator privileges define what kind of control an operator has over different options of the program. The Operator Detail window contains a list of the different options that an operator can be assigned a privilege to. Use the scroll bar to view the list. Symbols before each option show the operator's privilege for that option. The privileges and their symbols are shown below:

EDIT PRIVILEGE
An operator with the Edit Privilege for an option has the ability to add, modify, and delete information.

NONE PRIVILEGE
An operator with the None Privilege for an option cannot edit or view the information.

VIEW PRIVILEGE
An operator with the View Privilege for an option can view the information, but cannot edit it.

Privileges are grouped into categories for ease of editing. The categories are operational privileges, database privileges, report privileges, setup privileges, and main screen privileges.

OPERATIONAL PRIVILEGES

Operational privileges give the operator control over system maintenance. These options do not have a View privilege.

FILE

Clicking the File bar from the list toggles the entire set of File options between the Edit privilege and the None privilege.

BACKUP

Clicking the Backup bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to backup system files. (See Chapter 7)

RESTORE

Clicking the Restore bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to restore system files. (See Chapter 7)

ARCHIVE

Clicking the Archive bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to archive history files. (See Chapter 7)

PURGE

Clicking the Purge bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to purge archived history files. (See Chapter 7)

DATABASES

REBUILD

Clicking the Rebuild bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to rebuild, recreate, and pack indexes of the databases. (See Chapter 7)

PRINT SETUP

Clicking the Print Setup bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to change printer settings.

EXIT

Clicking the Exit bar from the list toggles this option between Edit privilege and the None privilege. The operator must have the Edit privilege in order to correctly exit WIN-PAK.

DATABASE PRIVILEGES

Database privileges determine the operator's access to database information. There are fourteen databases that can be given the Edit, None, or View privilege.

Databases given the Edit privilege can have records added, edited, and deleted by the operator. Databases given the None privilege will be inaccessible to the operator. Databases given the View privilege can be browsed but not edited by the operator.

All databases can be assigned the same privilege by clicking on the Database bar or they can be assigned one at a time by clicking on individual bars.

WARNING
An operator could potentially exit WIN-PAK by exiting Windows or by turning off the computer.
BOTH ACTIONS CAN CORRUPT COMPUTER DATA – WIN-PAK DATABASES COULD BE AFFECTED! THESE ACTIONS ARE STRONGLY DISCOURAGED!

NOTE View...
The View button appears in databases that an operator has been given the View privilege.

DATABASES

Clicking the Databases bar from the list toggles the entire set of database options between the Edit, None, and View privilege.

TIMEZONES

Clicking the Timezones bar from the list toggles the Timezone database privilege between Edit, None, and View.

AREAS

Clicking the Areas bar from the list toggles the Area database privilege between Edit, None, and View.

PANELS

Clicking the Panels bar from the list toggles the Panel database privilege between Edit, None, and View.

SCHEDULES

Clicking the Schedules bar from the list toggles the Schedules database privilege between Edit, None, and View.

GUARD TOURS

Clicking the Guard Tours bar from the list toggles the Guard Tours database privilege between Edit, None, and View.

TRACKING AREAS

Clicking the Tracking Areas bar from the list toggles the Tracking Areas database privilege between Edit, None, and View.

DATABASES

ACCESS LEVELS

Clicking the Access Levels bar from the list toggles the Access Level database prvilege between Edit, None, and View.

CARDS

Clicking the Cards bar from the list toggles the Card database prvilege between Edit, None, and View.

CAMERAS

Clicking the Cameras bar from the list toggles the Camera database privilege between Edit, None, and View.

HOLIDAYS

Clicking the Holidays bar from the list toggles the Holiday database privilege between Edit, None, and View.

MONITORS

Clicking the Monitors bar from the list toggles the Monitor database privilege between Edit, None, and View.

OPERATORS

Clicking the Operators bar from the list toggles the Operator database privilege between Edit, None, and View. Selecting the Edit privilege gives the operator access to operator passwords and privileges, and with it the whole system. MINIMIZE THE USE OF THIS PRIVILEGE. The View privilege will allow the operator to see all operator information except passwords.

FLOOR PLANS

Clicking the Floor Plans bar from the list toggles the
Floor Plan database privilege between Edit, None, and
View.

COMMAND FILES

Clicking the Command Files bar from the list toggles the
Command File database privilege between Edit, None,
and View.

REPORT PRIVILEGES

Report privileges define which reports the operator can
define and print. Because viewing and printing disclose
the same information, the operator can either have
access to the information (Edit) or not (None). View is
not an option.

REPORTS

Clicking the Reports bar from the list toggles the entire
set of report options between the Edit and the None
privilege.

HISTORY REPORTS

Clicking the History Reports bar from the list toggles
between the Edit privilege and the None privilege for
printing reports on system history.

DATABASE REPORTS

Clicking the Database Reports bar from the list toggles
between the Edit privilege and the None privilege for
printing reports on WIN-PAK's databases.

DATABASES

ATTENDANCE REPORT

Clicking the Attendance Report bar from the list toggles between the Edit privilege and the None privilege for printing attendance reports.

SETUP PRIVILEGES

Setup privileges define which setup parameters the operator can modify. These arethe commands located in the Setup menu. They can either be edited (Edit) or not (None) – there is no View privilege. In a network setup, these options can only be edited on the network server.

SETUP

Clicking the Setup bar toggles between the Edit and None privileges for all items located in the Setup Menu. If all options are set to None, the Setup Menu will be inaccessible to the operator. These options can not be edited from a network client.

OPTIONS

Clicking the Options bar toggles between the Edit and None privileges for items located in the Options section of the Setup Menu. This allows/disallows the operator to choose certain card, communications, and operator options. See System Setup for more information.

NOTE FIELDS

Clicking the Note Fields bar tggles between the Edit and None privileges for items located in the Note Fields section of the Setup Menu. This allows/disallows the operator to redefine the note field labels.

SERIAL PORTS

Clicking the Serial Ports bar toggles between the Edit and None privileges for items located in the Serial Ports

section of the Setup Menu. This allows/disallows the operator to define serial port usage and hardware.

MAIN SCREEN PRIVILEGES

The last twelve bars in the privileges list control access to the eight main screens that make up the control center of WIN-PAK. These twelve bars must be set individually. If the operator is not allowed access to any of the twelve, then the screens will not appear when the operator logs in. In other cases the tab may be inaccessible when you try to click on it. Of these options, the Guard Tour View is the only one that allows the View privilege.

ALARM MONITOR

Clicking the Alarm Monitor bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Alarm Monitor Screen.

ALARM INFO

Clicking the Alarm Info bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Alarm Info Screen.

PANEL CNTL

Clicking the Panel Cntl bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Panel Control Screen.

MUSTER REPORT

Clicking the Muster Report bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Muster Report Screen.

DATABASES

CAMERA CNTL

Clicking the Camera Cntl bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Camera Control Screen after Area is setup and Monitor and Camera Databases are programmed.

CARD LOOKUP

Clicking the Card Lookup bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Card Lookup Screen.

MAIL

Clicking the Mail bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Mail Screen in a network system.

MUSTER CARD DELETION

Clicking the Muster Card Deletion bar toggles between the Edit and None privilege. This allows/disallows the operator the ability to delete muster cards from the Muster Report Screen.

NON-MUSTER CARD DELETION

Clicking the Non-Muster Card Deletion bar toggles between the Edit and None privilege. This allows/disallows the operator the ability to delete non-muster cards from the Muster Report Screen.

DISPLAY CARD NUMBERS

Clicking the Display Card Numbers bar toggles between the Edit and None privilege. The Edit privilege allows the operator to see card numbers when displayed on the screens that show them. The None privilege will show

"*****" instead of card numbers on screens that show them.

DISPLAY PIN NUMBERS

Clicking the Display PIN Numbers bar toggles between the Edit and None privilege. The Edit privilege allows the operator to see PIN numbers when displayed on the screens that show them. The None privilege will show "*****" instead of PIN numbers on screens that show them.

GUARD TOUR VIEW

Clicking the Guard Tour View bar toggles between the Edit, View and None privilege. The Edit privilege allows the operator to initiate and cancel guard tours. The View privilege only allows the operator to view a tours progression. The None privilege prohibits the operator from viewing or controlling guard tours.

DELETING AN OPERATOR

1. Select the operator you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the operator, click **OK** when the confirmation dialog box asks you.

The record will continue to appear in the data list although it will be "grayed". New records will not be able to use it's name until the database is packed (see Chapter

DATABASES

THE FLOOR PLAN DATABASE

The floor plan database maintains graphics that can be associated with particular input points. These graphics are created in other applications and may be a diagram of a floor plan, a photo, or any other computer graphic that can be saved as a Windows Bitmap file (.BMP). This is an alternative way of monitoring alarm points in the Alarm Monitor Screen. Operators can view points by the facility area they are located in.

Selecting Floor Plans... from the Database menu opens the Floor Plan Database.
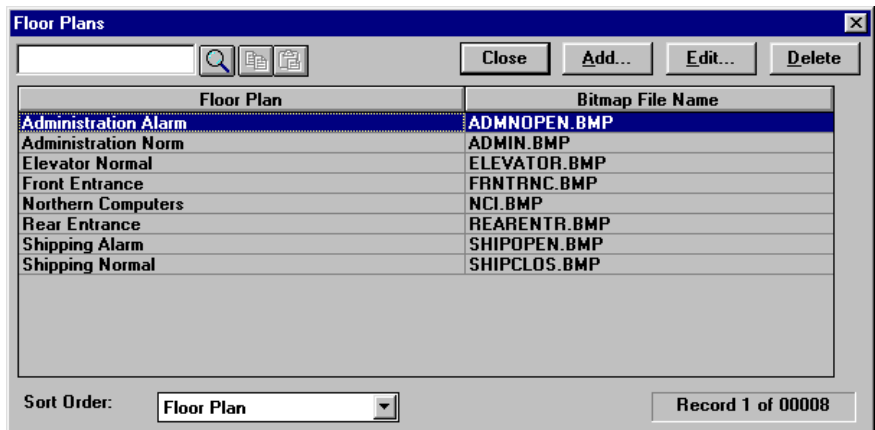
DATABASES

The Floor Plan Database displays a list of the floor plans that have been defined and the graphic floorplan file name and location. This list is sortable by the order in which they were entered (None) or alphabetically by Floor Plan name.

When sorted by Floor Plan, you can search for a floor plan by entering its name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A FLOOR PLAN RECORD
Click **Add...** to enter a new floor plan or **Edit...** to modify the currently selected floor plan. This will bring up the Floor Plan Detail window.
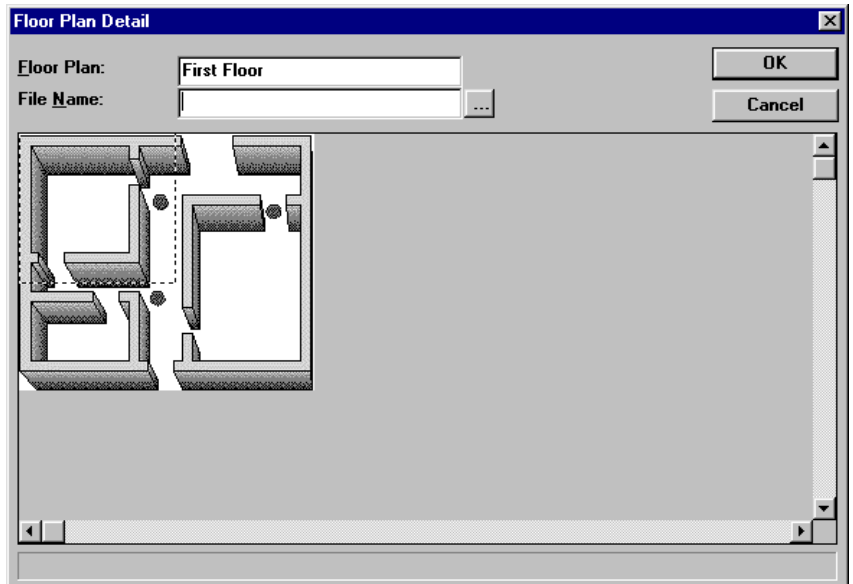
The Floor Plan Detail window is used to select a graphic to use as a floor plan, name it, and assign a "hot spot" if needed.

FLOOR PLAN

Type in a descriptive name for the floor plan that you will be selecting. The name can be up to 20 characters including spaces.

SELECTING A FLOOR PLAN GRAPHIC

FILE NAME

Type in the name of the graphic that you want to use, including the path, in the space provided or use the ellipse button ... to open a file finding dialog box.
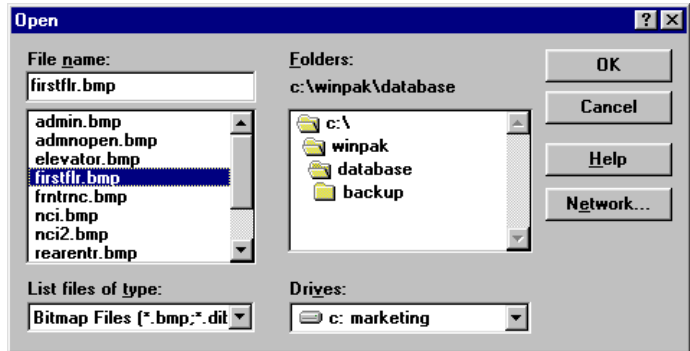
The Open dialog box will allow you to select the floor plan file that you want to associate with the name you defined.

LIST FILES OF TYPE

The floor plan graphic MUST be in a Windows bitmap format. This drop-down list allows you to select between displaying only Windows bitmaps (BMP) or listing all files. Listing Bitmap files only is preferred because it will not list files that cannot be used.

DRIVES

Select the correct drive of the graphic you want to open. "a:" and "b:" are generally floppy disk drives.

DATABASES

DIRECTORIES

Use the directory tree under Directories to navigate to the directory of the graphic that you want to open. Double-clicking on a folder opens it to reveal it's contents.

FILE NAME

Once you have selected the correct drive and directory, the list under File Name should contain the name of the file that you want to open. Scroll the list, if necessary, until you find the correct file, then select it.

Click **OK** after you have selected the file that you want to open or click **Cancel** to return to the Floor Plan Detail without opening a graphic.

CREATING A HOT SPOT

The Floor Plan Detail window contains a dialog box called Hot Spot Detail. A *Hot Spot* is a defined area on a floor plan that can provide access to more detailed information in the form of an alarm input status, a link to another floor plan, or both. The following sections explain how to define hot spots for alarm points and floor plans.

DEFINING ALARM POINT HOT SPOTS

An alarm point hot spot is a defined place on a floor plan that displays the status of one or more alarm input points. When a floor plan with this type of hot spot is viewed in the Floor Plan View of the Alarm Monitor, it contains an alarm icon where the spot was defined. This icon tells the status of the alarm by its color and

NOTE
The size of the hot spot will automatically adjust to the appropriate size depending on how many alarm input points are defined.

blinks until the alarm is acknowledged. The following steps show how to define an alarm point hot spot:

1. With the floor plan open and on the screen, click on the floor plan where you want the upper-left corner of the hot spot to be and drag with the mouse to where you want the lower-right corner of the hot spot to be. This creates a white box around the spot.

2. The Hot Spot Detail Window becomes active. Type in a message for the hot spot in the space provided (up to 50 characters). This message appears in the status bar when the cursor is over the spot in the Floorplan View of the Alarm Monitor.

3. Click **Alarm Point...**. This opens the Monitor Points dialog box.

DATABASES
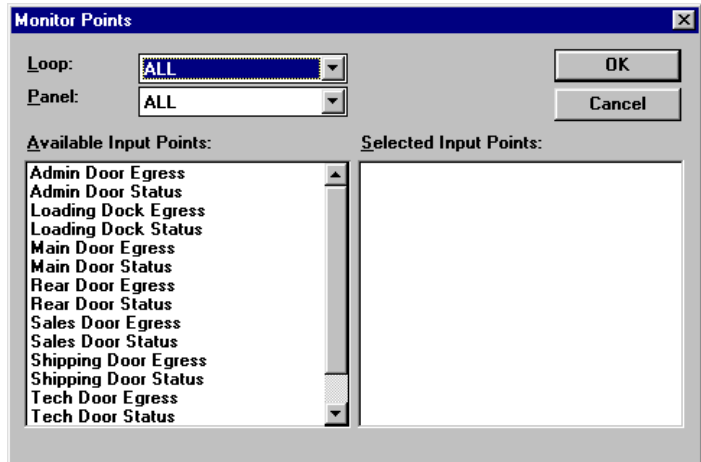
4. Select the desired loop from the Loop drop-down list or leave the default "All" to select from more than one loop.

PLANMAIN.BMP

*Link to PLANA.BMP
Alarms Defined:
    PT1*

*Link to PLANB.BMP
Alarms Defined:
    PT2, PT3, PT4*
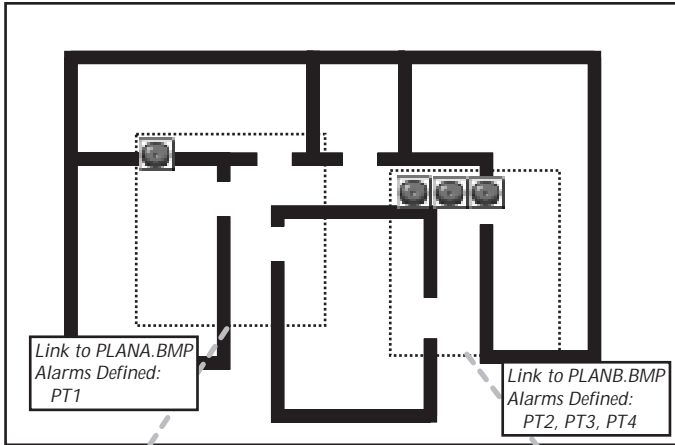
NOTE:
If you right click on the floor plan view within a hotspot, (excluding the first layer) you will receive a list of the floor plans that you "traveled through" to get to it as shown below. Up to five can be listed.

1 Facility Floorplan
2 Area Floorplan

PLANA.BMP
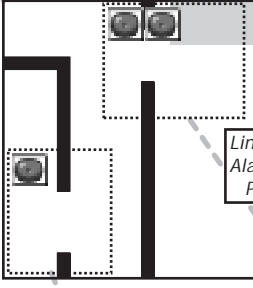
*Link to PLANA1.BMP
Alarms Defined:
    PT1*

PLANB.BMP

*Link to PLANB2.BMP
Alarms Defined:
    PT3 & PT4*

*Link to PLANB1.BMP
Alarms Defined:
    PT2*

PLANA1.BMP

*Alarms Defined:
    PT1*

PLANB1.BMP

*Alarms Defined:
    PT2*

PLANB2.BMP

*Alarms Defined:
    PT3 & PT4*
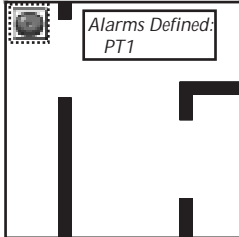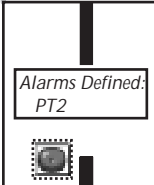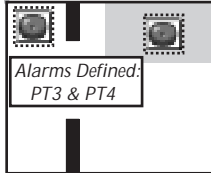
5. Select the desired panel from the Panel drop-down list or you can select any panel defined in the Panel database that is located on the selected loop. Leave the default "All" to select from more than one panel.

6. Select the desired points from the Available Input Points list. Selecting the various points puts them in the Selected Input Points list and adds them to your hot spot. The alarm input icons appear in the Floor Plan View of the Alarm Monitor when these alarms are triggered, based on the Acknowledge Alarm Threshold set in the Communications section of the Setup options.

   Clicking the points in the Selected Input Points list "deselects" them and puts them back in the Available Input Points list.

7. Click **OK** to exit and save your input point hot spot information. Then click **OK** from the Floor Plan Detail to save the change to your floor plan.

NOTE
If you need to see the status of an alarm point through multiple layers of linked floor plans, it is necessary to define the alarm point in each layer.

DELETING A HOT SPOT

To delete a hot spot within a floorplan, select the hot spot with the mouse, and click **Delete** in the *Hot Spot Detail* dialog box. After deleting or removing a hot spot, packing the Floor Plan Database is required.

FLOOR PLAN LINKED HOT SPOTS

A floor plan linked hot spot is a defined place on a floor plan that opens another floor plan when clicked on. When a floor plan with this type of hot spot is viewed in the Floor Plan View of the Alarm Monitor, the hot spot will appear as a dashed box where it was defined unless it is both an alarm point AND floor plan hot

NOTE
It is not recommended to go more than five levels deep in linking floor plans.

DATABASES

spot; then it will appear as an alarm icon. The following steps show how to define a floor plan hot spot:

1. With the floor plan open and on screen, click on the floor plan where you want the upper-left corner of the hot spot to be and drag with the mouse to where you want the lower-right corner of the hot spot to be. This creates a white box around the spot.

2. The Hot Spot Detail Window becomes active. Type in a message for the hot spot in the space provided (up to 50 characters). This message appears in the status bar when the cursor is over the spot in the Floor Plan View of the Alarm Monitor.

3. Click Floor Plan Link.... This opens the List dialog box containing all defined floor plans.

List	☒
None	**OK**
Administration Alarm	
Administration Norm	**Cancel**
Elevator Normal	
Front Entrance	
Northern Computers	
Rear Entrance	
Shipping Alarm	
Shipping Normal	
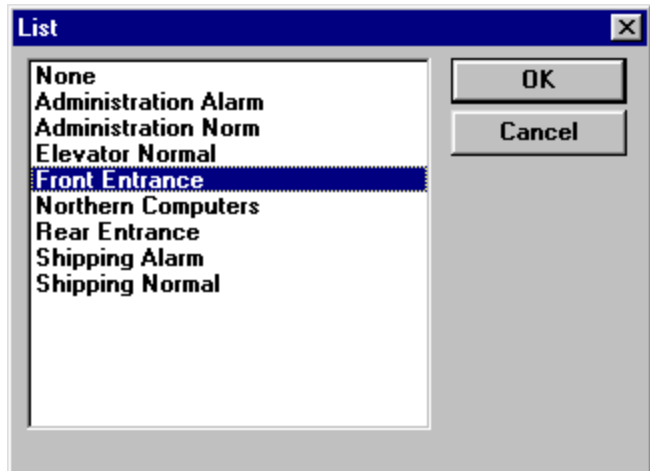
📝 **NOTE**
In addition to floor plan diagrams, photographic images can be used. These can be scanned and saved as bitmap files or taken with a digital camera.

4. Select the floorplan that you want to link to the hot spot.

5. Click **OK** to save the floor plan link, and **OK** from the Floor Plan Detail to save the floor plan.

SPECIAL SECTION:
CREATING FLOOR PLANS

Floor plans are a useful component of the WIN-PAK control system because they give the operator a visual map or cue associated with an alarm or reader area. There are a wide variety of software packages available to help you create floor plan images ranging from simple inexpensive painting programs, such as Paint-brush (included with Windows) to more elaborate painting and drawing programs. Any program that can save to an uncompressed Windows bitmap file (.BMP) will work, but you may find that some programs are easier to use or provide more flexibility. Following are some tips to help you create useful floor plans.

Defining an area that will fit:

Floorplans can be created larger than the physical viewing area in the Floor Plan View of the Alarm Monitor because scroll bars allow the operator to "scroll" to see areas of the floor plan that aren't immediately visible. While this may be suitable for an entire facility floor plan view, it may be cumber-some when the operator wants a quick view of an alarm input area. In this is case, it is important to design the floorplan to fit on the screen in the floorplan view.

Monitors vary in size and resolution. Special driv-ers installed in your computer can also give you special flexibility by allowing you to change resolu-tion and color capabilities. It is always best to design your floorplan with the hardware and moni-tor settings that are used for running WIN-PAK.

DATABASES

What you see on the screen when designing the graphic will then be what you get in WIN-PAK.

DELETING A FLOOR PLAN

1. With the mouse, select the floor plan to be deleted and click the **Delete** button. If you are sure you want to delete the floor plan, click **OK** in the confirmation dialog box.

The record will continue to appear in the data list although it will be "grayed". New records will not be able to use its name until the database is packed (see Chapter 7).

THE COMMAND FILE DATABASE

Command Files are text files used to control hardware in an access control system. They may be used in a panel loop to instruct one or more panels to take a particular action, or they can be used to send data to a camera control or other (*Unknown*) loop. Command files can either be automatically sent to a panel (or other loop) upon receiving information or upon acknowledgment, as defined in the System Setup option. Command files can also be sent manually from the Panel Control Screen (or Live Camera View).

WIN-PAK checks command file entries for correct syntax when an area is defined as a *Loop,* so see your panel's programming manual for commands and their syntax. Areas defined as *Camera* or *Unknown* won't be checked for syntax.

Selecting Command File... from the **Database** menu opens the Command File Database.

DATABASES

Command File	Area Name
Options #1	General Offices
Pulse 5 Min	General Offices

Sort Order: Command File

Record 1 of 00002
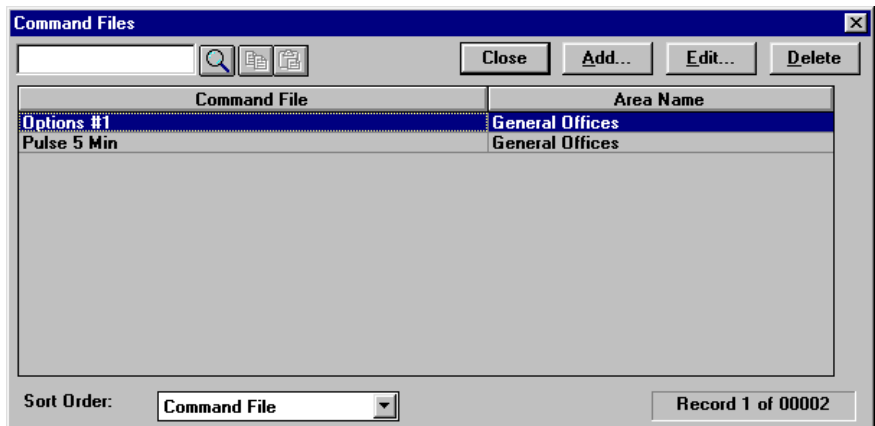
The Command File Data List shows the Command Files that have been defined and the area (loop) that they are defined for.

When sorted by Command File, you can search for a file by entering its name in the search box and clicking the Search button (🔍).

ADDING OR EDITING A COMMAND FILE

Click **Add...** to enter a new command file or **Edit...** to modify the currently selected command file. This brings up the Command File Detail window.
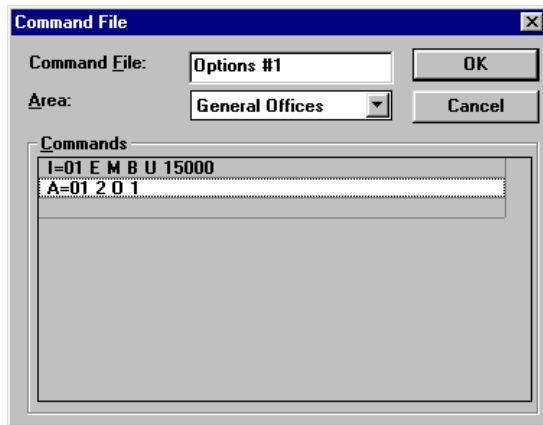
COMMAND FILE

Enter a name for the command file. It can consist of up to 20 characters including letters, numbers, and spaces.

AREA

Select the area in which the command file will be used from the drop-down list. This list contains all of the areas defined in the Area database.

COMMANDS

Type in the commands you want to add to the command file. When your Area defines a panel loop, be sure to use the syntax required by your panel. If your area defines a camera loop, use the appropriate syntax for that manufacturer. Commands defining an "Unknown" area type are sent as a text file regardless of syntax. After entering one command line, press the down arrow to add more. Make sure to press the down arrow after the last command, so that none of the commands appears in yellow. This ensures that all of the commands are saved when you click **OK**.

When you have finished entering commands, click **OK** to save your command file or **Cancel** to return to the Command File Database screen without saving.

DELETING A COMMAND FILE

1. With the mouse, select the command file to be deleted and click the **Delete** button. If you are sure you want to delete the command file, click **OK** in the confirmation dialog box.

The record will continue to appear in the data list although it will be "grayed." New records will not be able to use it's name until the database is packed (see Chapter 7).

DATABASES

4

CREATING BADGE BACKDROPS

BACKDROPS

Badge backdrop designs are created as templates that can be merged with card user data to produce badges. WIN-PAK has a component for building these templates called the Badge Layout Utility. The operator can choose the badge size, the background color (or picture), where the photos and fields will appear, etc.. The operator can then save the badge backdrop design and assign it to persons in the Card Database. This chapter shows how to create a badge backdrops. Assigning these badge backdrops to card holders is covered in the Card Database section of Chapter 3.

ACCESSING & EXITING THE BADGE LAYOUT UTILITY

The Badge Layout Utility can be accessed by selecting Backdrop... from the **Database** menu. This will launch the utility for customizing badge backdrop designs.

To exit the Badge Layout Utility of WIN-PAK, select Exit from the **File** Menu.

NOTE
The Badge Layout Utility can be accessed independently from WIN-PAK by double-clicking it's icon in the Northern Access Control Group in Windows.

CREATING A NEW BADGE

To create a new badge select New Badge... from the **File** menu or click on the New Badge button ( ). It will open the Create New Badge dialog box for the operator to specify the name and printable area of the new badge. Fill in the fields outlined below.

BACKDROPS

Create New Badge	✕
Badge Name:	**OK**
1ST SHIFT	**Cancel**
Printable Area Size	
Width: 80.0 Height: 49.0	

BADGE NAME

Enter a name for the badge design. You can use spaces and special characters. The program will replace lower case letters with capital letters automatically. You can use up to 25 characters or until the field is full.

PRINTABLE AREA SIZE

NOTE
The printable area size of a badge can be changed after the new badge is created by selecting Badge Layout... from the **File** Menu.

Enter in the width and height of the printable area of the badge in millimeters. The default size when creating a new badge is 80mm W x 49mm H, which will work for most badge printers. Flip the two numbers to create a vertical badge.

Click **OK** to accept the new badge parameters or **Cancel** to close the dialog box without creating a badge.

NOTE
To see measurements in inches, edit the BADGER.INI file in the WINDOWS subdirectory. Add the following line under [Preferences]:

Inches=1

OPENING AN EXISTING BADGE
Selecting Open... from the **File** menu or clicking the Open button ( ) on the tool bar displays a list of previously created badges. Select a badge from the list and click **OK** to open it, or click **Cancel** to leave this option without opening a badge.

Open Badge

Badge **Name:**

BADGE BACK
MANAGEMENT
MANAGEMENT BACK
MARKETING BACK
MARKETING FRONT

OK

Cancel
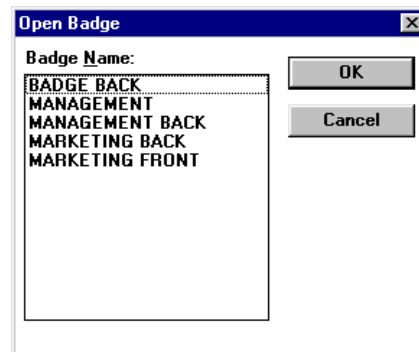
CLOSING A BADGE

Selecting Close from the **File** menu closes the currently selected badge design. Selecting Close All from the **Window** menu will close all open badge designs. Both methods will prompt you to save backdrops that have not been saved.

SAVING A BADGE

Selecting Save from the **File** menu or clicking the Save button (🖫) on the tool bar saves all changes made to the currently selected badge design. As with many software programs, it is a good idea to save your work often. It is necessary to save your changes before printing the badge. A badge that has not been saved after changes have been made is indicated by an asterisk in the title as shown below:

Badge - ACCOUNTING DEPT.*

RENAMING A BADGE

Selecting Rename from the **File** menu allows the operator to change the name of the currently selected badge. It opens a dialog box to type in a new name. After typing in the name, click **OK** to keep the change or **Cancel** to leave the name as it was.

Rename/Copy Badge	✕
Rename MANAGEMENT to:	**OK**
	Cancel

BACKDROPS

COPYING A BADGE

📝 **NOTE** 🖫
A badge will not copy until it is saved.
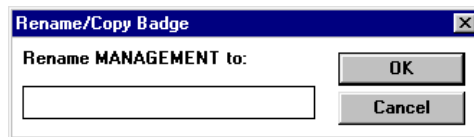
Selecting Copy from the **File** menu allows the operator to copy the currently selected badge to a new badge name. This allows you to create several badges with the same basic layout and perhaps one distinguishing feature (such as the backdrop color). A dialog box will

allow the operator to type in another badge name. Click **OK** to create the new badge or **Cancel** without creating it.
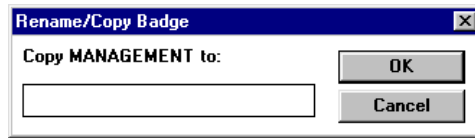
DELETING A BADGE
Selecting Delete from the **File** menu permanently deletes the currently selected badge design.

IMPORTING A GRAPHIC
All graphics used in designing a badge must be located in the DATA directory specified during WIN-PAK setup. Selecting Import Graphic... from the **File** menu allows you to copy a graphic file from anywhere on your hard drive or a floppy disk to this graphic directory. Use the steps below to copy the file.
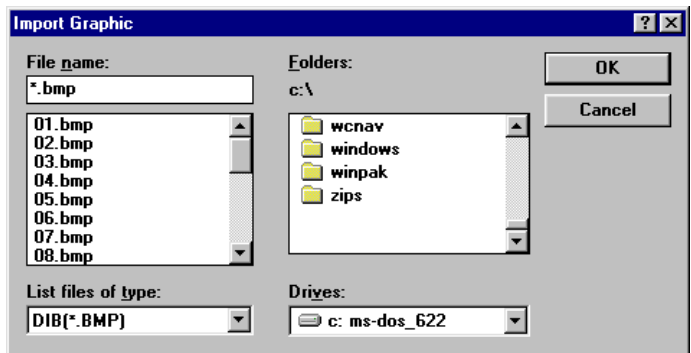
1. Select the drive that your graphic is on from the Drives dropdown list in the bottom right hand corner. (A and B are usually floppy disk drives).

2. Select the type of graphic that your file is from the Files of Type dropdown list in the bottom left hand corner. You can choose from BMP, JPG, TGA, or TIF.

3. Use the directory tree to open the subdirectory that your file is in by clicking on folders to open them.

4. Select your file from the File Name list at the upper left corner and click **OK** to import or **Cancel** to exit this box without importing.

EDITING THE BADGE BACKGROUND

One basic feature of the Badge Layout Utility is the ability to change the background of the badge. The background is the entire printable area on the card in which other elements are placed into. This area is defined by the gray box that appears on a new badge.

There are three ways to provide a background for a badge: select a single color, capture a live image using your computer equipped with a video camera and capture board, or import an existing bitmap image. These three methods are explained below.

BACKDROPS

CREATING A SINGLE COLOR BACKGROUND

The simplest background is one that consists of a single color. Badge colors can be used to represent different clearance levels as they are easy to distinguish from a distance.

To change the color of the background, click anywhere on it with the RIGHT mouse button. A menu will pop up displaying editing options. Select Background Color.... Selecting this menu item will bring up a palette of Basic Colors. If you see a color you like, select it with the mouse, and click **OK**. If you don't see a color you

---

Backdrop	▶
Orientation	▶
Background Color...	
Text	
Bitmap	
Photo	
Barcode	
Shape	
Signature	

NOTE
Colors on the screen and colors that are printed don't always match exactly because of different monitor & printer settings.

Lighter color backgrounds will print better. White is typically the best background color.

like, you can create a custom color for your badge (See Appendix F).

NOTE
You must erase the captured background from the badge if you want to change it to a solid color.
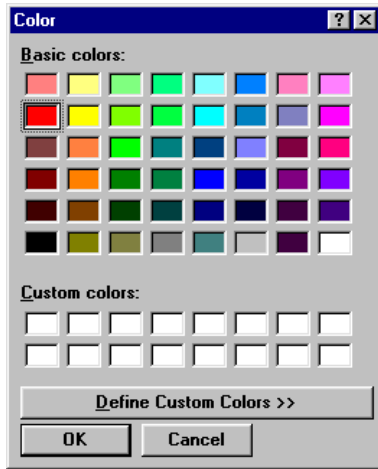
CAPTURING A BACKGROUND

Another way to create a background is with your computer equipped with a video camera and video capture board. This involves setting up something that you want to appear as your background and capturing it on video. The instructions below assume that your video equipment has been installed and tested.

To capture a new background, click anywhere on the existing background with the RIGHT mouse button. A menu will pop up displaying editing options. Select Backdrop. This will open a submenu. Select Capture from this menu. If you have a board installed, a window will appear with live action from your camera. Use this image to properly frame your background.

The dialog box used for capturing the background will appear differently depending upon the video capture board selected during WIN-PAK setup. Options that may differ for each board are covered in the Video Capture Boards section that follows.

FREEZE/UNFREEZE

This button toggles between "freezing" and "unfreezing" the viewed image. When the desired image is on screen, click **Freeze** to keep it onscreen. Click **Unfreeze** to switch back to the live camera view.

VIDEO CAPTURE BOARD TYPES

The options available for capturing a background depends on the system's video capture card. Following is an explanation of the options available for different hardware.

BACKDROPS

COMPUTER EYES 1024

Selecting Capture from the Backdrop submenu opens a dialog box with an **Advanced** button. Clicking **Advanced** expands the windows as shown:
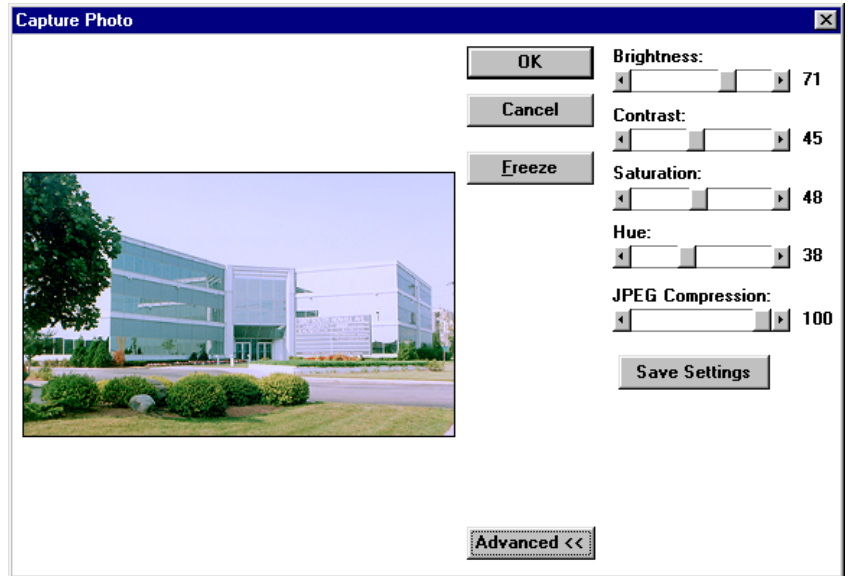
You can adjust the slides at the right of the background image to enhance it's quality. The effect of each control is described below:

BRIGHTNESS

This slider lightens or darkens the entire tonal range of the background image.

CONTRAST

This slider expands or constricts the entire tonal range of the background image. The difference in highlights and shadows can be greatly increased or decreased.

SATURATION

This slider controls the vibrancy, or amount of color, in the background image.

HUE

This slider controls the value of color in the background image. Adjusting this can correct images that seem to have incorrect color.

COMPRESSION

NOTE
The lesser the compression the better. An image compressed at 100 is approximately 80k. An image compressed at 30 is approximately 8k.

The background image that is captured will be saved to a JPEG file which uses a compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the more compressed this file will be. However, images tend to loose some quality in this process, so you will want to avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lesser quality image.

SAVE SETTINGS

This button saves the position of the sliders so that the same settings can be used for all of your badges.

BACKDROPS

INTEGRAL TECHNOLOGIES FLASHPOINT

Selecting Capture from the Backdrop submenu opens a dialog box with an **Advanced** button. Clicking **Advanced** expands the windows as shown:

You can adjust the slides at the right of the backdrop to enhance it's quality. The effect of each control is described below:

BRIGHTNESS

This slider lightens or darkens the entire tonal range of the background image.

CONTRAST

This slider expands or constricts the entire tonal range of the background image. The difference in highlights and shadows can be greatly increased or decreased.

SATURATION

This slider controls the vibrancy, or amount of color, in the background image.

HUE

This slider controls the value of color in the background image. Adjusting this can correct photos that seem to have incorrect color.

SHARPEN

This slider sharpens blurry images by increasing the contrast of adjacent pixels. The highest value is 7.

COMPRESSION

> **NOTE**
> The lesser the compression the better. An image compressed at 100 is approximately 80k. An image compressed at 30 is approximately 8k.

The background image that is captured will be saved to a JPEG file which uses a compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the more compressed this file will be. However, images tend to loose some quality in this process, so you will want to avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lesser quality image.

SAVE SETTINGS

This button will save the position of the sliders so that you can use the same settings for all of your badges.

BACKDROPS

TWAIN COMPATIBLE BOARD

If your system is equipped with a *TWAIN Compatible Board*, you will have the ability to capture background images from other devices such as scanners. Selecting Capture from the Backdrop submenu opens a dialog box with an **Acquire...** and **Source...** button.
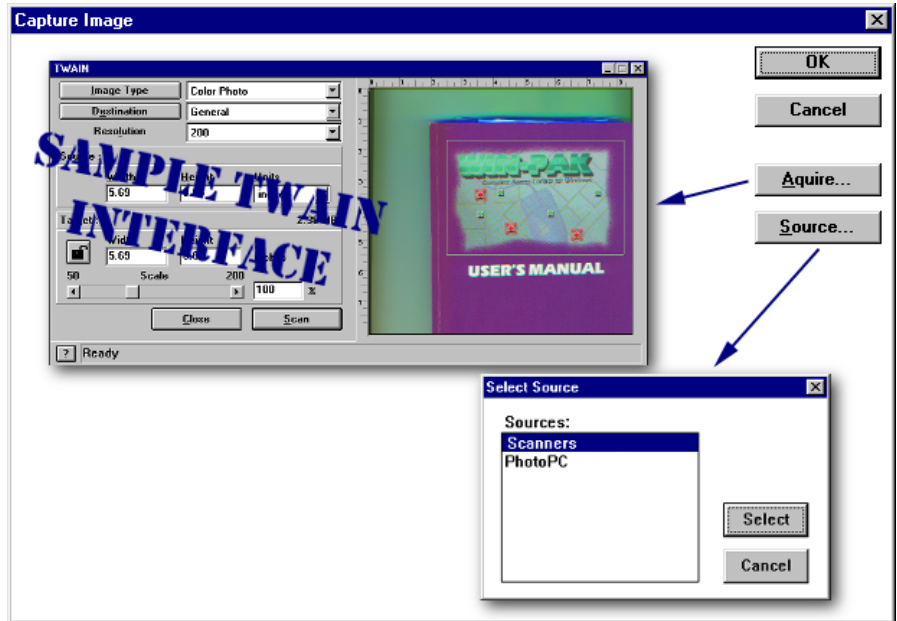
The FIRST time you capture an image, click the **Source...** button. This shows the TWAIN drivers present on your computer. Choose one and click **Select**. The TWAIN interface will use this driver until you select a different one.

To capture an image, click the **Acquire** button. This opens a device dialog box based upon the previously selected source. See your device manual for information on how to use its TWAIN interface.

LOADING A BITMAP GRAPHIC BACKGROUND
A third method of creating a background is to load an existing bitmap graphic file. Creating this file takes more work than the other two methods but allows an infinite number of possibilities. Here are just a few ways to obtain a file:

- Use a "paint" type software program to create a background file from scratch

- Use a desktop scanner to scan a logo or photograph and save it to a file

WHEN CREATING YOUR BACKGROUND FILE, REMEMBER...
1. The file must be saved as a Windows Bitmap (BMP), JPEG (JPG), Targa (TGA) or TIFF (TIF) file and imported to the directory you specified as your graphic subdirectory during WIN-PAK setup. The file should be close to 300ppi (pixels per inch).

2. Keep in mind the orientation and size of the badge. Try to create your background image as closely as possible to the printable area of your badge because WIN-PAK will "stretch" the background image to fill the printable area – check Badge Layout in the **File** menu to see the printable area size.

3. Keep in mind where photos, barcodes, and text will be placed on the badge so important parts of your background don't get obscured.

LOADING THE FILE
To load the graphic file after it has been imported into your WIN-PAK data directory, click anywhere on the current background with the RIGHT mouse button.
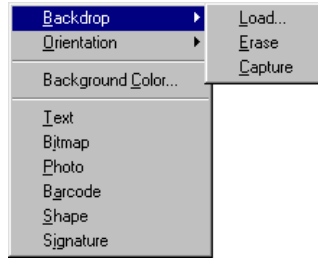
BACKDROPS

A menu will pop up displaying editing options. Select Backdrop. This will open a submenu. Select Load... from this menu. This opens a dialog box that allows you to select a graphic image for your background from your graphic subdirectory.
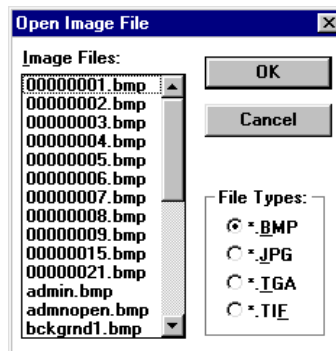
Choose what type of graphic file you wish to import as your backdrop from the **File Types** list. Your choices are:

> (*.BMP)
> (*.JPG)
> (*.TGA)
> (*.TIF)

Once you select what type of file you are importing, you can then view those files in the image file list. When you see the file that you want to use, select it and

click **OK**. The graphic will be loaded and "stretched" to fit your badge size.

MANIPULATING THE BACKGROUND ORIENTATION

After you have either captured or loaded an existing backdrop, you can rotate it within your badge. Click anywhere on the current background with the RIGHT mouse button. A menu will pop up displaying editing options. Select Orientation. This will open up a submenu with rotation options expressed in degrees.
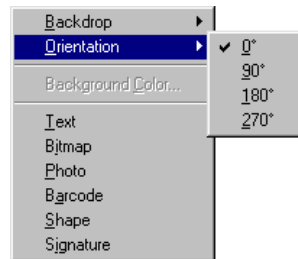
Your options are:

- **0°**   Places your image upright.
- **90°**   Rotates your image 90° clockwise.
- **180°**   Places your image upside-down.
- **270°**   Rotates your image 90° counterclockwise.

ERASING THE BACKGROUND

To remove the loaded graphic as a background, click anywhere on it with the RIGHT mouse button. A menu will pop up displaying editing options. Select Back-drop. A submenu will appear. Select Erase to remove the background.

BACKDROPS

ADDING ELEMENTS TO THE BADGE

Elements can be added to badges to conform to your specific needs. The badge holder's photo can be placed on the badge. The badge can also contain his name, card number, and other pertinent information. A bar-code can be added to input information into computer systems ranging from access control and payroll to resource checkout. Bitmaps such as logos can be added.

ADDING ELEMENTS

The six elements that can be placed on a badge (text, bitmap, photo, barcode, shape, and signature) are accessible in three ways. Either select the element from the **Object** menu, click the button on the toolbar that corresponds to the element that you want to add, or click the RIGHT mouse button on any open area of the badge and select the element you want to add from the menu. All methods will change the cursor (when over the badge) to the styles shown here:

A	Text Tool
	Bitmap Tool
	Photo Tool
	Barcode Tool
	Shape Tool
	Signature Tool

Click the badge where you want the upper left-hand corner of the element to appear. All elements can be moved and resized, so don't be concerned if it doesn't appear in the right place. The instructions for moving and resizing appear below.

RESIZING ELEMENTS

One of the ways to modify a badge element is by resizing it. All elements are resized by "stretching" its edges. First click with the pointing cursor on the element to select it for modification. If it is difficult to select the element because it is obscured by other elements, use the TAB key to cycle through the elements until the one that you want to resize is selected. When over an edge or corner of a selected object, the cursor changes to a double-pointed arrow.
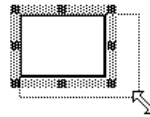
Click and drag an edge or corner until the sizing box is the size and shape that you want the element.

MOVING ELEMENTS

All elements on the badge can be moved. First click on the element to select it. If it is difficult to select the element because it is obscured by other elements, use the TAB key to cycle through the elements until the one that you want to move is selected. When the cursor is within the edges of a selected element and the left mouse button is clicked, it changes to the move tool (four-directional arrow).
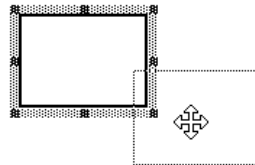
Then just click and drag the element to where you want it. The dotted outline shows the new placement.

BACKDROPS

Badge elements can be modified in many other ways by accessing the element's menu. This is done by selecting the element and clicking the RIGHT mouse button.

LAYERING ELEMENTS

Elements on the badge are layered as they are placed. This will only be noticed when elements overlap each other. It is possible to change the layering order by selecting Layering... from the **Object** menu or by clicking the layering button (![layering button])from the tool bar.
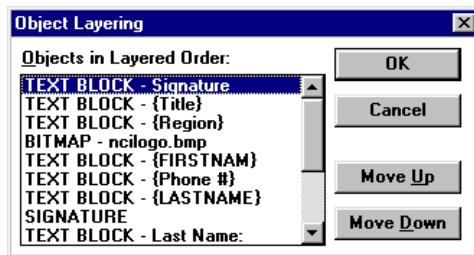
Objects on the badge are listed in the order that they are layered from top to bottom. Select the object to be moved from the list shown. Click **Move Up** to move the object one item closer to the front. Click **Move Down** to move the object one item closer to the back. Click **OK** when finished.

GRIDS

Grids are evenly spaced points to assist in sizing and aligning elements. The grid can be used simply as a visual help in placing elements, or you can have items "snap" to the grid when moved.

SETTING UP A GRID

Select Grid Settings... from the **Grid** menu and modify the grid as shown.
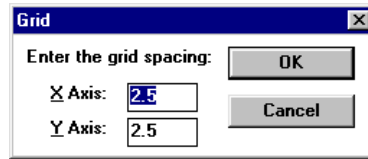
NOTE
To see measurements in inches, edit the BADGER.INI file in the WINDOWS subdirectory. Add the following line under [Preferences]:

Inches=1

SPACING

Use the edit fields in this section to define how far apart the grid points are. The X Axis field is the distance between points horizontally across the badge. The Y Axis field is the distance between points vertically down the badge. Both distances are measured in millimeters.

SNAPPING TO THE GRID

Selecting Snap to Grid from the **Grid** menu toggles on and off the option of having items snap to the grid when moved on the badge. For example, when an element is moved close to a grid mark, it will be pulled to it like a magnet. A check mark identifies this option as enabled when you open the Grid menu.

SHOWING THE GRID

Selecting Show Grid from the **Grid** menu or clicking the Show Grid button ( ) on the toolbar toggles on and off the option of viewing the grid on the badge. (See Grid Setup... above). A check mark identifies this option as enabled when you open the Grid menu.

ADDING AND EDITING TEXT

ADDING TEXT

Adding text to a badge is as easy as clicking on the badge with the text tool. The cursor can be changed to the text tool in any of the following ways:

1. Select Insert Text from the **Object** menu,

2. click the text button ( ) on the toolbar,

3. or click anywhere on an empty part of the badge with the RIGHT mouse button and select Text.

After the cursor has changed to the text tool, click on the badge where you want the upper left-hand corner of the text box to be. The text box can be resized and moved as described earlier and edited as described below.

EDITING TEXT CONTENTS

Click on the text box to make sure that it is selected. Then click the RIGHT mouse button anywhere on the text box to open up it's option menu and select Text....

This menu item opens a dialog box for defining what text is displayed. You can enter in the Text edit field exactly what you want. Press **Control** and **Enter** together to start a new line.

NOTE
"<TEXT>" identifies the item as a text box. It should be deleted or "written over" when defining your text or it will be displayed in your text box.
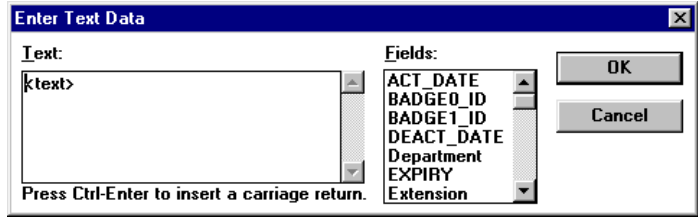
You can also include information specific to the badge holder. To do this, place the cursor in the Text edit field where you want this information to appear. Then find which field you want to use from the list on the right. Double-click the information field and it will appear in the text edit field. Now when you assign a badge to an individual, it will automatically fill in the appropriate data for that person. Click **OK** when finished.

CHANGING THE FONT

This menu item allows you to change the font, style, and size of the text. Options are reflected in the Sample box.

NOTE
If a barcode font or a True Type font was installed in Windows, it will appear in the Font list and be available for use.
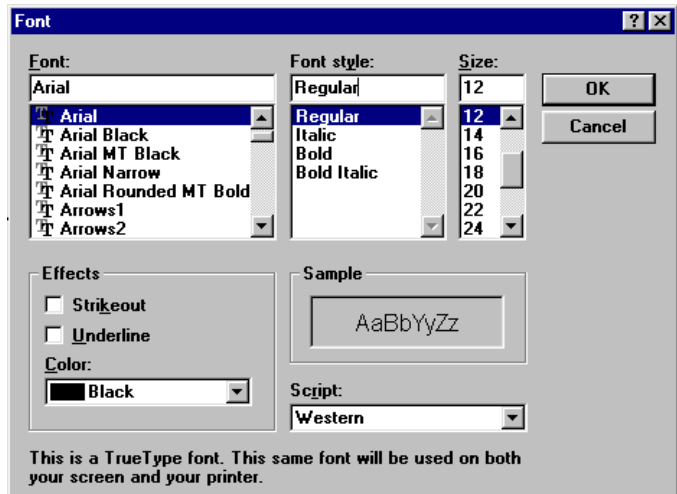
FONT

Select a Font type from the list. The fonts included in this list depend upon the fonts installed in Windows. See your Windows manual for information on installing fonts.

FONT STYLE

Select an appearance style for the font you have selected. Choose either Regular, *Italic*, **Bold**, or ***Bold Italic***.

SIZE

Select a size for the font. The number you select refers to the number of points in the approximate height of a capital letter. Use the following as a guideline:

72 point =	1.0 inch
36 point =	0.5 inch
18 point =	0.25 inch
9 point =	0.125 inch

You can also resize text by sizing the text box and the "Size Font to Box" option below.

EFFECTS

It is also possible to apply simple effects to your text. Click the Strikeout box to have a line going through your text. Click the Underline box to add an underline to your text.

COLOR

It is possible to change the color of your text from this menu from the Color dropdown list. However, you have more flexibility in choosing text color from the "Foreground Color" menu item discussed below.

RESIZING TEXT

Click on the text to select it, then click anywhere on the text with the right mouse button to open the options

menu. Select Size Font to Box. Enabling this option
changes the text size to fit the text box when resized.
The text will grow or shrink proportionally when the
box is resized. This may not be desirable in fields
where the data is a variable such as a name.

EDITING THE TEXT FOREGROUND COLOR

Click on the text to select it, then click anywhere on the
text with the right mouse button to open the options
menu. Select Foreground Color. Selecting this menu
item brings up a palette of Basic Colors for changing the
text color.
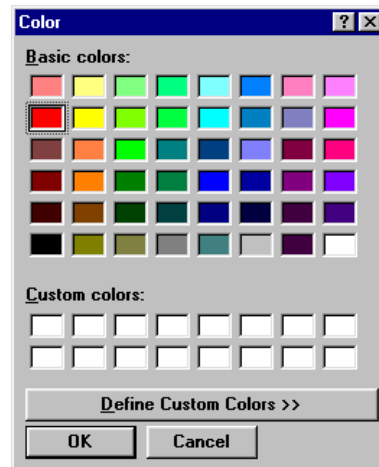
BACKDROPS

Choose a color, select it with the mouse, and click **OK**.
If a custom color is needed for the text, it can be created
(See Appendix F).

EDITING THE TEXT BACKGROUND COLOR

Click on the text to select it, then click anywhere on the
text with the right mouse button to open the options
menu. Select Background Color. Selecting this menu

item brings up a palette of Basic Colors for changing the text background color (above). Choose a color, select it with the mouse, and click **OK**. If a custom color is needed for the text, it can be created (See Appendix F).

CREATING TEXT WITH A TRANSPARENT BACKGROUND

The background color of text can be set to transparent. Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Transparent so that the elements behind it show through.

EDITING TEXT HORIZONTAL JUSTIFICATION

To adjust text horizontal justification, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Justification.
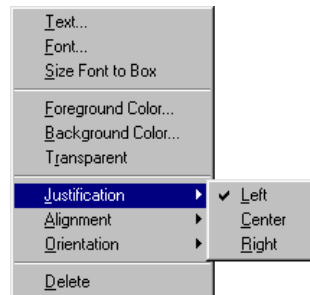
Selecting this menu item opens a submenu allowing the operator to select the horizontal positioning of the text in the text background. You can have it justify to the Left, Center, or Right.

EDITING TEXT VERTICAL ALIGNMENT

To adjust text vertical alignment, click on the text to select it, then click anywhere on the text with the right

mouse button to open the options menu. Select Alignment.

Text...
Font...
Size Font to Box

Foreground Color...
Background Color...
Transparent

Justification ▶
Alignment ▶ ✓ Top
Orientation ▶ Middle
 Bottom
Delete
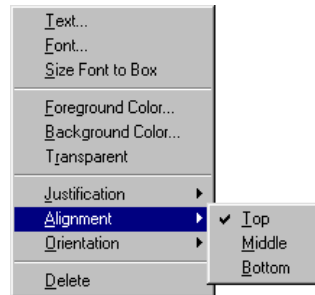
Selecting this menu item opens a submenu allowing the operator to select the vertical positioning of the text in the text background. You can have it align to the Top, Middle, or Bottom of the text box.

CHANGING TEXT ORIENTATION

To change the orientation of text, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Orientation and choose the angle for the text to appear on the badge.

Text...
Font...
Size Font to Box

Foreground Color...
Background Color...
Transparent

Justification ▶
Alignment ▶
Orientation ▶ ✓ 0°
 90°
Delete 180°
 270°

BACKDROPS
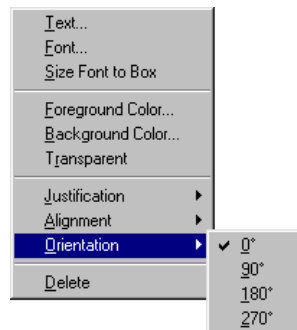
Your options are:

0°   Places your text upright.
90°   Rotates your text 90° clockwise.
180°   Places your text upside-down.
270°   Rotates your text 90° counterclockwise.

DELETING A TEXT BLOCK

To delete a text block, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Click Delete. This menu item removes the text from the badge.

ADDING AND EDITING A PHOTO PLACEHOLDER

The Badge Layout Utility of WIN-PAK places a photo placeholder on the badge, not an actual photo. Photos are imported into the badge when a photo is captured and the badge design is assigned to the card holder in the card database.

ADDING A PHOTO PLACEHOLDER

Adding a photo placeholder to a badge is as easy as clicking on the badge with the photo tool. The cursor can be changed to the photo tool in any of the following ways:

1. Select Insert Photo from the **Object** menu,

2. click the photo button ( ) on the toolbar,

3. or click anywhere on an empty part of the badge with the RIGHT mouse button and select Photo.

After the cursor has changed to the photo tool, click on the badge where you want the upper left-hand corner of the photo to be. The place holder can be moved, resized, or edited as described below.

EDITING A PHOTO PLACEHOLDER

Clicking the RIGHT mouse button anywhere on a photo placeholder opens up it's option menu. The menu items are explained below.

BACKDROPS

PRIMARY PHOTO

Enabling this option assigns the placeholder to the photo designated as the "primary" photo for the badge holder in WIN-PAK. This is the only photo that is displayed in the card lookup, pop-up, and card databases.

SECONDARY PHOTO

Enabling this option assigns the placeholder to the photo designated as the "secondary" photo for the badge holder in WIN-PAK. The only way to view the secondary photo is in a badge layout view.

KEEP ASPECT RATIO

Enabling this option keeps the photo in proportion as you are resizing so that it isn't irregularly shaped.

ORIENTATION

This menu item allows you to rotate your photo.
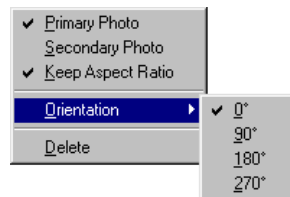
Your options are:

0°   Places your photo upright.
90°   Rotates your photo 90° clockwise.
180°   Places your photo upside-down.
270°   Rotates your photo 90° counterclockwise.

DELETING A PHOTO PLACEHOLDER

To delete a photo placeholder, click on it to select it, then click anywhere on the photo placeholder with the right mouse button to open the options menu. Click

Delete. This menu item removes the photo placeholder from the badge.

ADDING AND EDITING A BITMAP GRAPHIC

WIN-PAK allows you to place bitmap graphic images on the badge such as a logo or symbol. Simply create or scan in your image and save it as a Windows bitmap (*.BMP), JPEG (*.JPG), Targa (*.TGA), or TIFF (*.TIF). Then use the "Import a Graphic..." option to place the graphic in the correct WIN-PAK subdirectory.

ADDING A GRAPHIC IMAGE

Adding a graphic image to a badge is as easy as clicking on the badge with the graphic image tool. The cursor can be changed to the graphic image tool in any of the following ways:

1. Select Insert Bitmap from the **Object** menu,

2. click the graphic image button (🖼) on the toolbar,

3. or click anywhere on an empty part of the badge with the RIGHT mouse button and select Bitmap.

After the cursor has changed to the graphic image tool, click on the badge where you want the upper left-hand corner of the graphic image to be. This opens a dialog box that allows you to select a graphic image for your backdrop from your graphic subdirectory.

NOTE
The "Import a Graphic..." option in the File menu may need to be used if the graphic is not located in the WIN-PAK data directory.
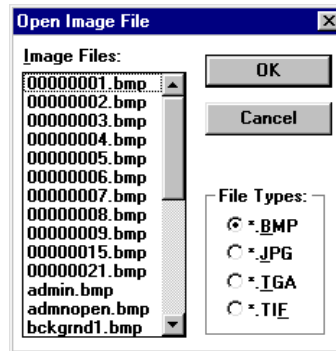
BACKDROPS

Choose what type of graphic file you wish to import as your backdrop from the **File Types** list. Your choices are:

> (*.BMP)
> (*.JPG)
> (*.TGA)
> (*.TIF)

Once you select what type of file you are opening, you can then view those files in the file list. When you see the file that you want to use, select it and click **OK**.

EDITING A GRAPHIC IMAGE

Clicking the RIGHT mouse button anywhere on a placed bitmap element opens up it's option menu. The menu items are explained below.
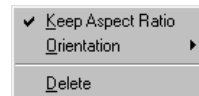
KEEP ASPECT RATIO

Enabling this option keeps the bitmap in proportion as you are resizing so that it isn't irregularly shaped.

ORIENTATION

Orientation allows you to rotate your bitmap.
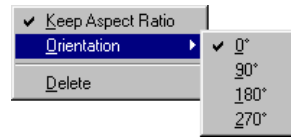
Your options are:

0°	Places your bitmap upright.
90°	Rotates your bitmap 90° clockwise.
180°	Places your bitmap upside-down.
270°	Rotates your bitmap 90° counterclockwise.

DELETING A BITMAP

To delete a bitmap, click on it to select it, then click anywhere on the bitmap with the right mouse button to open the options menu. Click Delete. This menu item removes the bitmap from the badge.

> **NOTE**
> Some "High Density" applications may require a bar code font. In this case, use the text field to define your barcode instead of a barcode field.
>
> Another advantage to using a barcode font is the ability to rotate the barcode (text block).

ADDING AND EDITING A BARCODE

WIN-PAK creates barcodes for badges in a number of formats that can be used for a wide variety of reasons. Barcodes can contain information specific to the badge design or to the cardholder. For example, the barcode can reflect the card number or the user's social security number.

ADDING A BARCODE

Adding a barcode to a badge is as easy as clicking on the badge with the barcode tool. The cursor can be changed to the barcode tool in any of the following ways:

1. Select Insert Barcode from the **Object** menu,

2. click the barcode button ( ) on the toolbar,

BACKDROPS

3. or click anywhere on an empty part of the badge with the RIGHT mouse button and select Barcode.

After the cursor has changed to the barcode tool, click on the badge where you want the upper left-hand corner of the barcode to be. The barcode can be resized and moved or edited as described below.

EDITING A BARCODE

Select the barcode by clicking on it. Then click the RIGHT mouse button anywhere on the barcode to open up it's option menu.

Data...
Background Color...
Delete
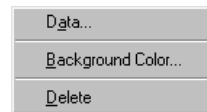
Click Data... to define your barcode with the following fields in the dialog box:

Enter Barcode Data		
Style:	Ratios	Fields:
3 of 9	Default	ACT_DATE BADGE0_ID BADGE1_ID DEACT_DATE Department EXPIRY Extension
Data:		
1234567890		
☑ Check Digit ☑ Spacer ☑ Show Data		

OK · Cancel

STYLE

Select a barcode style from this dropdown list. Your choice includes:

• 2 of 5	• Code 93	• MSI	• UPC A
• 2 of 5 interleaved	• Code 128	• ITF	• UPC E
• 3 of 9	• EAN 128	• Code 11	• Code 128 A
• Codabar	• EAN 13	• Code B	• Code 128 B
• Code 39	• EAN 8	• Telepen	• Code 128 C

RATIOS

Select a ratio from this dropdown list to determine the width ratio of thick bars to thin bars. For example, a ratio of 2.00 would mean that thick bars are twice the width of thin bars.

DATA

Data can be entered directly into this edit box. Either type in what you want encoded or enter a field that you want coded from the card holder's database. To do this, simply double-click a field from the listing of fields and it will appear in the data edit box.

Data can be combined in much the same way as it was in the text fields mentioned above. You should highlight and delete the sample data (1234567890) when defining this field.

NOTE
Error detection is not a feature with all barcode readers.

CHECK DIGIT

Provides error detection.

SPACER

Adds space before and after the barcode when show data is enabled.

SHOW DATA

This option displays the data encoded underneath the barcode in what is called "human readables".

BACKDROPS

EDITING THE BARCODE BACKGROUND COLOR

Click on the barcode to select it, then click anywhere on the barcode with the right mouse button to open the options menu. Select Background Color. Selecting this menu item brings up a palette of Basic Colors for changing the barcode background color.

Choose a color, select it with the mouse, and click **OK**. If a custom color is needed for the barcode background, it can be created (See Appendix F).

DELETING A BARCODE

Select the barcode by clicking on it, then click on it with the RIGHT mouse button to open it's options menu. Select Delete. This menu item removes the barcode from the badge.

ADDING & EDITING A SHAPE

The Badge Layout Utility allows you to place a shape on your badge. Shapes consist of rectangles, rounded rectangles, ellipses, and lines. You can change the border or line width, the border and background color, or make them transparent to frame photos or text blocks.

ADDING A SHAPE

Adding a shape to a badge is as easy as clicking on the badge with the shape tool. The cursor can be changed to the shape tool in any of the following ways:

1. Select Insert Shape from the **Object** menu,

2. click the shape button ( ) on the toolbar,

3. or click anywhere on an empty part of the badge with the RIGHT mouse button and select Shape.

After the cursor has changed to the shape tool, click on the badge where you want the upper left-hand corner of the shape to be. A square will be placed which can be changed to a different shape, moved, and resized.

Right-clicking anywhere on the shape opens up the editing menu. The menu items are explained below.

| Border or Line Width... |
| Foreground Color... |
| Background Color... |
| Transparent |
| Line |
| ✔ Rectangle |
| Rounded Rectangle |
| Ellipse |
| Delete |

BORDER OR LINE WIDTH...

You can change the width of the shape border or line.

Border or Line Width

Border (line) width: .4   OK   Cancel
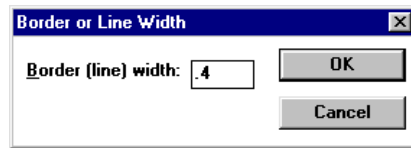
FOREGROUND COLOR...

This will allow you to change the color of the border or line.

Color

Basic colors:

Custom colors:

Define Custom Colors >>

OK   Cancel

BACKDROPS

BACKGROUND COLOR...

This will allow you to change the color of the center of the shape. Not applicable if you have selected transparent.

TRANSPARENT

This turns the shape transparent. It is not applicable if the shape is a line. For all other shapes, the center region becomes transparent and only the border is visible. You can use this option to create frames for other elements on the badge.

LINE

This turns the shape into a line. If you stretch this shape so that it is longer horizontally, it will be drawn as a horizontal line. If you stretch this shape so that it is longer vertically, it becomes a vertical line.

RECTANGLE

This turns the shape into a rectangle.

ROUNDED RECTANGLE

This turns the shape into a rectangle with rounded corners.

ELLIPSE

This turns the shape into an ellipse.

DELETE

Select this to delete the object from the badge.

ADDING & EDITING A SIGNATURE PLACEHOLDER

The Badge Layout Utility allows you to place a signature placeholder to reserve an area that the signature can be imported onto the badge.

A signature pad (Northern Computers' **PB-SIG-CAP)** can be connected to the computer to scan in signatures. The signatures are saved in vector format. They can be placed on the badges and are proportionally stretched to fill the area allotted for them. The color and weight of the signature is user configurable. They can also be made transparent to be placed on top of any other object on the badge.

ADDING A SIGNATURE PLACEHOLDER

Adding a signature placeholder to a badge is as easy as clicking on the badge with the signature placeholder tool. The cursor can be changed to the signature placeholder tool in any of the following ways:

1. Select Insert Signature from the **Object** menu,

2. click the signature placeholder button (🖊) on the toolbar,

3. or click anywhere on an empty part of the badge with the RIGHT mouse button and select Signature.

After the cursor has changed to the signature placeholder tool, click on the badge where you want the upper left-hand corner of the signature placeholder to be. The signature placeholder can be moved and resized or edited.

Right-clicking anywhere on the signature placeholder opens up this menu. The menu items are explained below.

BACKDROPS

Line Width...

Foreground Color...
Background Color...
✔ Transparent

Delete
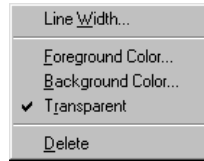
LINE WIDTH...

The following dialog box will appear prompting you to enter width of the line used in the signature. The width is measured in millimeters.

Border or Line Width

Border (line) width: .4   OK   Cancel
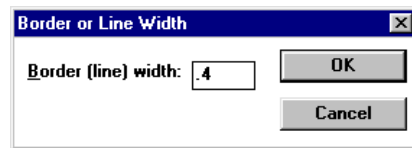
FOREGROUND COLOR...

This will allow you to change the "pen" color of the signature.

NOTE
Signatures cannot be oriented.

BACKGROUND COLOR...

This will allow you to change the background color of the signature block.

TRANSPARENT

This makes the background color of the signature block transparent. When the signature is put on the badge, it will appear to be written over what is behind it.

DELETE

Select this to delete the signature block from the badge.

MAGNETIC STRIPE ENCODING

The Badge Layout Utility allows you to setup magnetic stripe encoding information for each badge that you create. If you are using a supported printer that does magnetic stripe encoding, you will be able to encode cards when they are printed.

NOTE
The magnetic stripe setup MUST be assigned to the layout used for the back side of the card when duplex (2-sided) printing.

Each badge layout can have magnetic stripe encoding data defined for it. Any combination of text and fields can be encoded on the magnetic stripe provided it is within the bounds of the format. Individual fields can be placed within any ordinal character range, justified left, center, or right, and padded with any character.

To edit the magnetic stripe information for a badge, select the window containing the badge design that you want to print. Then select Mag Stripe Setup... from the **File** menu. Selecting this option opens a dialog box called *Setup Mag Stripe* that will allow you define the magnetic stripe information for that badge.

BACKDROPS

HOW MAGNETIC STRIPE INFORMATION IS DEFINED

As you can see in the above dialog, magnetic stripe data can be defined for all three tracks. For each track, specify the magnetic stripe format that will be used: IATA, ABA, or TTS.

Each track can have any number (limited by the amount of data that will fit on a given track) of data items that can be consecutively written to it. The data that can be used is limited to certain ASCII characters, depending upon the format selected for that track.

IATA will allow you to enter the numerical characters 0-9, the alphanumeric characters A-Z, and various punctuation characters (ASCII 32-95). If lowercase letters are used, WIN-PAK converts them to uppercase first, as IATA doesn't understand lowercase. If a field separator is required, it is designated by the "^ ". See your printer documentation for the number of characters that can be encoded using the IATA format.

ABA will only allow numeric characters 0-9 and various punctuation characters (ASCII 48-63). See your printer documentation for the number of characters that can be encoded using the ABA format.

TTS will only allow numeric characters 0-9 and various punctuation characters (ASCII 48-63). See your printer documentation for the number of characters that can be encoded using the TTS format.

Each data item is defined by four fields. The first field is the length. This is the number of characters that is written to the track for this data item. If the data item is longer than the length, it will be truncated. If it is shorter it will be padded with the Fill character. The data item can be defined as "Variable" length. This means the number of characters written to the track is equal to the length of the data item. The second field is the Justification. Justification is only valid for fixed length data items. If a data item is shorter than the

---

NOTE
The following track/format assignments are the industry encoding standards:
    IATA = Track 1
    ABA = Track 2
    TTS = Track 3

NOTE
Some encoders may not utilize Track 3. Check your printer before using this feature.

NOTE
Some magnetic stripe cards may not support track 3 encoding. Check with your card supplier for further information.

NOTE
Currently, Northern Computers' readers only read ABA or Wiegand type encoding. The NR-1 reader reads ABA on Track 2, and the NR-2 reader reads ABA on Track 1.

number of characters allotted for it, it can be justified left, center, or right, within those characters. All other characters will be set to the Fill character. The third field is the Fill character, which is used to pad the data to fit a fixed length field. The last field is the Expression. This can be any combination of text or database fields.

EDITING THE TRACKS

To edit a given track, push the **Edit** button next to that track, or double-click on a data item line within the track list box. This will bring up the *Edit Track* dialog.

The Edit Track dialog allows you to modify the data format of each of the tracks on the magnetic stripe. This dialog is shown below, along with information about the controls on it.

BACKDROPS
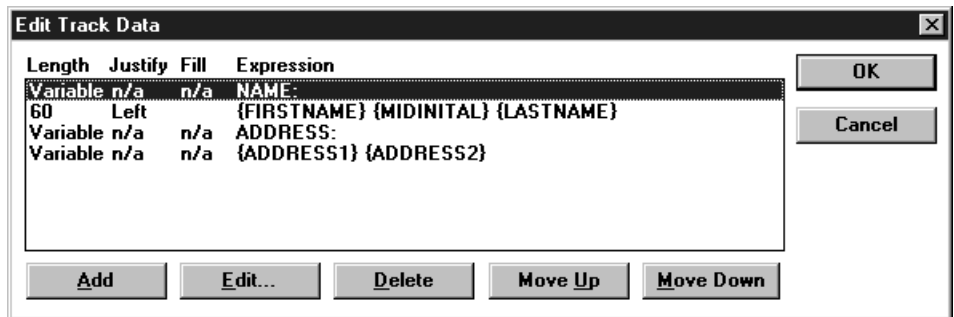
ADD

Add a new data item to this track. It is initially set to default values. Once created, you can then edit it to configure the item with the proper data.

EDIT...

Edit the currently selected data item. You can also double-click on the desired line in the list box. See below for information on editing track data items.

DELETE

Deletes the currently selected data item from the list.

MOVE UP

Moves the currently selected item up one position in the list. Use Move Up and Move Down to change the order of the items in the list.

MOVE DOWN

Moves the currently selected item down one position in the list.

Press **OK** to exit and keep any changes that have been made, or **Cancel** to exit without keeping any changes.

If you edit any of the items from the Edit Track Data dialog, you will see the *Edit Track Item* dialog. This is the lowest level dialog that will allow you to configure each data item.
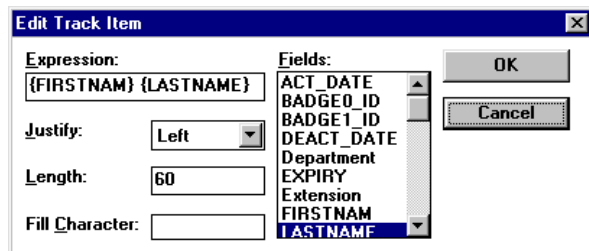
DATA

This can be any combination of text and database fields. Double-click on the database fields in the Fields list to

insert them in the Data edit box. You can also type any text you desire.

JUSTIFY

Select the justification method you would like to use for this item. If Length is Variable, justification is not applicable.

LENGTH

Enter the maximum length of this data item, or Variable to create a variable length item.

FILL CHARACTER

Enter the character you wish to use to fill the blank space in fixed length data items. You can specify any ASCII value by typing \n, where n is a number. You can also just type a character in.

FIELDS

These are the fields available to be used in the data. Double click on a field to insert it in the Data edit box.

Press **OK** to exit and keep any changes that have been made, or **Cancel** to exit without keeping any changes.

BACKDROPS

PRINTING A BADGE LAYOUT

This section demonstrates how to print a copy of your badge DEFINITION. It is not used to print badges with personnel fields, photos, and barcodes filled in – that is done from the Card Database in the main WIN-PAK component.

Select the window containing the badge design that you want to print. Then select Print... from the **File** menu or click the Print button ( ) on the toolbar. Selecting this option opens a dialog box called Select Printer.

NOTE
A badge will not print until it is saved.
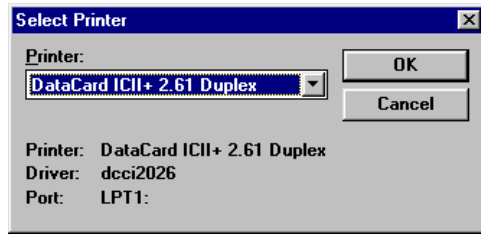
Select your printer from the drop-down list and click **Print** to print the card design, or **Cancel** to go back to the database without printing.

WINDOWS OPTIONS

The Window menu is a standard menu for most Window's applications. It allows you to organize open and minimized badge windows in a variety of ways. This menu is useful when working on more than one badge a time.

Below is an explanation of the Window menu items:

TILE

This menu item arranges all open badges so that they can all be seen. It is also handy for enlarging one open badge to its maximum size.

CASCADE

This menu item arranges the badges in a stacked position with the title bars showing.

ARRANGE ICONS

This menu item arranges all minimized badge windows along the bottom left corner of the main window.

NOTE

To display more than one layout at a time, your computer must be set to a value greater than 256 colors.

However, while you are capturing images from the Card Database, you will have to set your monitor to 256 colors if using the VideoBlaster capture card.

CLOSE ALL

This menu item closes all open badges. A prompt to save the badge will appear for each badge that has been modified but not saved. Click **Yes** to save the changes or **No** to ignore the changes.

LIST OF OPEN BADGES

This menu also lists all open badges. The currently selected badge has a check mark next to it. Clicking on a badge name will make it the selected badge and bring it to the front.

BACKDROPS

5

WIN-PAK SYSTEM SCREENS

ALARM MONITOR SCREEN

Monitoring alarms is done with WIN-PAK's Alarm Monitor Screen. This screen reports all alarm and reader activity as it happens. The user has four options regarding how information is viewed. The user can view alarms and card reads as they come in (History View) or in order of priority (Current View). The operator can also view defined alarm points and their current status in a grid (Monitor View) or by graphic floor plans (Floor Plan View). Each of these views is explained in detail in the following sections.

HISTORY VIEW

The History View displays all alarm information and system communication as they are received from the panels in a list form with the most recent information appearing at the top of the list. This list will display information on alarms and readers including the date, time, and status.

SYSTEM SCREENS

Alarm Monitor			
○ History View	○ Current View	○ Monitor View	○ Floor Plan View

1/17/97	12:35:42	Output de-energized successfully
1/17/97	12:35:42	Output energized successfully
1/17/97	12:35:41	Output de-energized successfully
1/17/97	12:35:40	Output energized successfully
1/17/97	12:35:00	Input Point P1-L1-N1000 I 5: ALARM
1/17/97	12:35:00	Input Point P1-L1-N1000 I 5: NORMAL
1/17/97	12:35:00	Input Point P2-L3-485 I 5: ALARM
1/17/97	12:35:00	Input Point P2-L3-485 I 5: NORMAL
1/17/97	12:35:00	Input Point P2-L3-485 I 5: ALARM
1/17/97	12:35:00	Input Point P2-L3-485 I 5: NORMAL
1/17/97	12:35:00	Input Point P2-L3-485 I 5: ALARM
1/17/97	12:35:00	Input Point P2-L3-485 I 5: NORMAL
1/17/97	12:35:00	Input Point P1-L3-485-4x I 5: ALARM
1/17/97	12:35:00	Input Point P1-L3-485-4x I 5: NORMAL
1/17/97	12:35:00	Input Point P1-L3-485-4x I 5: ALARM
1/17/97	12:13:16	Panel: P2-L3-485 - Poll Response Normal
1/17/97	12:13:16	Panel: P1-L3-485-4x - Poll Response Normal
1/17/97	12:13:16	Notification from Panel: P2-L3-485 [Status: Alive]
1/17/97	12:13:16	Notification from Panel: P1-L3-485-4x [Status: Alive]
1/17/97	12:13:01	Panel: P2-L3-485 - Poll Response Alarm
1/17/97	12:13:01	Panel: P1-L3-485-4x - Poll Response Alarm
1/17/97	11:39:02	Successfully polled panel P2-L3-485 in area 485-L3.

Freeze

The operator would use this view to monitor alarms "at a glance." This view is used for getting an overview of system activity only – not for acknowledging or responding to activity.

BROWSING ON-LINE HISTORY

When alarm and reader information fills the screen, a scroll bar will appear so the operator can browse through past actions.

Freeze

The **Freeze** button will halt the display of actions for a maximum of 120 seconds to keep the display from showing more alarms while browsing.

Live (120)

When frozen, the button will say **Live** and begin a countdown to return to live alarm monitoring. The operator can use this button to toggle back to "Live" before the end of the countdown.

CURRENT VIEW

The current view displays information on incoming alarms. The screen is divided into two sections, one for incoming alarms and one for acknowledged alarms.

Alarm Monitor							

○ **History View**	⊙ **Current View**	○ **Monitor View**	○ **Floor Plan View**

P	Date	Time	Count	Status	Reader / Point	Card Number - Name	Area	
50	11/17/97	12:39:00	2	ALARM	P1-L3-485-4x I 10		485-L3	▲
50	11/17/97	12:39:00	2	ALARM	P1-L3-485-4x I 9		485-L3	
50	11/17/97	12:39:00	2	ALARM	P1-L3-485-4x I 8		485-L3	
50	11/17/97	12:38:00	2	ALARM	P1-L3-485-4x I 7		485-L3	

P	Operator	Date	Time	Count	Status	Reader / Point	Card Number - Name
50	s	11/17/97	12:38:00	4	NORMAL	P1-L3-485-4x I 5	
50	s	11/17/97	12:38:00	2	ALARM	P1-L3-485-4x I 6	
50	s	11/17/97	12:35:00	6	ALARM	P2-L3-485 I 5	
50	s	11/17/97	12:35:00	2	ALARM	P1-L1-N100 I 5	

	Freeze

INCOMING ALARM SECTION

The upper section of the screen receives alarms based on the priority threshold for acknowledgment (as set in the Setup portion of the program). All alarms with a priority higher (the number being equal to or lower) than the threshold are displayed. All alarms with a priority lower (the number being higher) than the threshold are NOT displayed.

In the *Incoming Alarm* section of the screen, the colors of the bars indicate the type of alarms. A red bar is for

NOTE
A yellow alarm, representing an input in "trouble" condition, will only appear with an N-1000-II board when an AEP-5 board is being used, or with an N-1000-III or IV board.

an alarm condition, a green bar is for a normal condition, and a yellow bar is for a trouble condition. When you click on an alarm or a group of alarms to select them, the bar turns gray.

Once a point goes into alarm or trouble, the bar color will not go back to a normal color (green). For example, if the first message from that point or card is "normal," subsequent "alarm" or "trouble" conditions change the alarm to red or yellow. After that it will stay red (or change between yellow and red) but will not go to green on a normal state. The *Count* column shows the number of times a point changes state while it is in the upper screen.

Double-clicking on a transaction brings up the Alarm Info screen showing the details of what has been indicated by the counter, and allowing a "Note" to be written for that alarm. *See the Alarm Info Screen section of this chapter.*

Acknowledging a transaction moves it to the lower portion of the screen.

ACKNOWLEDGED ALARM SECTION

When an alarm is acknowledged, it is moved to the *Acknowledged Alarm* section of the screen. The background color of the transaction is black, and the color of the type changes according to the convention used in the *Incoming Alarm* section: green for normal, yellow for trouble, and red for alarm. The color changes with each new condition. Transactions remain in the *Acknowledged Alarm* section until they are cleared.

The position of the transactions in both areas of the screen is determined by priority level and time. The highest priority transactions are first, and transactions with the same priority are shown with the most recent being first.

SYSTEM SCREENS

ACKNOWLEDGING AN ALARM OR CARD READ

Acknowledging an alarm or card read is an action that shows that the operator has seen the alarm/card read status. All alarms received in the *Incoming Alarm Section* have a priority high enough to require acknowledgment. To acknowledge an alarm or card read in Current View, it is first necessary to select it. Alarms can be selected one at a time by simply clicking on them once.

More than one alarm can be selected at a time by clicking on them with the mouse while depressing the **Control** key. If one alarm is selected, and you press **Shift** while selecting another alarm, both the alarms and all in between will be selected.

Once the alarms you want to acknowledge are selected, acknowledge them by either:

1. Clicking the Acknowledge button (▦) on the toolbar or

2. Clicking on the alarm(s) with the RIGHT mouse button and selecting "Acknowledge" from the pop up menu that appears.

The alarm(s) will move to the *Acknowledged Alarm* section of the screen.

NOTE
Clearing an alarm may require that the alarm point be in the Normal mode. The *Clear Alarm State* setting is found in the **Setup** menu under Communications.

CLEARING AN ALARM OR CARD READ

Clearing an alarm or card read will delete it. As with acknowledging, alarms must be selected to clear them from the Current View. Select the alarm(s) in the manner described above and clear them by either:

1. Clicking the Clear button (▦)on the toolbar or

2. Clicking on the alarm(s) with the RIGHT mouse button and selecting "Clear" from the pop up menu that appears.

The alarm(s) will then be deleted.

VIEWING AND RESPONDING TO ALARM AND CARD READ INFORMATION

To view alarm and card read information, double-click on the alarm. This will open the Alarm Info screen with information on that alarm. *See Alarm Info later in this chapter for information on using this screen.*

VIEWING CARD INFORMATION

Selecting a card read in the current view and clicking on the Card Lookup tab will display the information and a photograph (if existing) of the card user. *See Card Info later in this chapter for more information on using this screen.*

LOCATING A CARD HOLDER FROM A READ

Selecting a card read in the current view and selecting Locate... from the **View** menu will open up the *Locate* tool with the card information pre-entered in the fields.

SYSTEM SCREENS

MONITOR VIEW

The Monitor View displays a screen of alarm input points defined by the operator. Icons representing these points show the status of the alarm point. Green alarms represent a normal condition, red alarms represent an alarm condition, and yellow alarms represent a trouble condition.

A number may appear in the center of the alarm denoting the number of times the input point has changed status since the last time it was cleared. Input points requiring acknowledgment as defined in the Setup Options and Panel Database will be flashing when received.

NOTE
A yellow alarm representing an input in a "trouble" status will only appear with an N-1000-II panel when an AEP-5 board is being used, or with an N-1000-III or IV board.
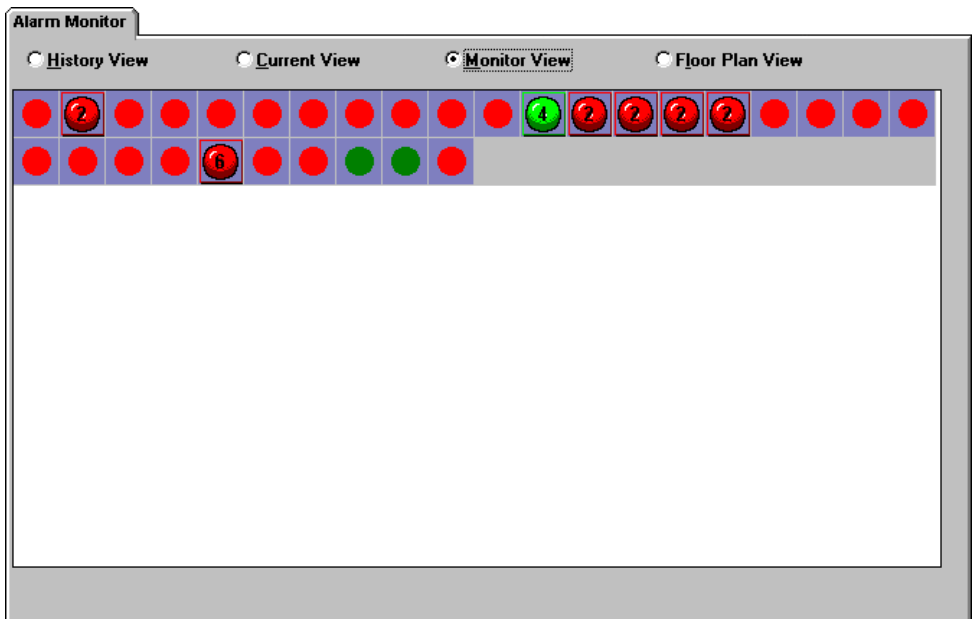
NOTE
System Alarms are not used as Available Input Points.

DEFINING ALARM INPUT POINTS

To define alarm points for your grid, select Monitor Points... from the **View** menu or click the Monitor Points button (🔲) on the toolbar.

A dialog box will open to allow you to select input points to monitor.
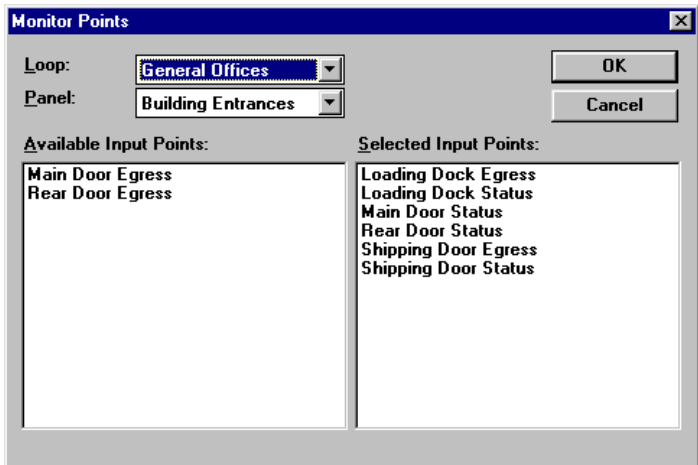
LOOP

Use this dropdown list to select the loop (area) that contains the point(s) you want to monitor.

PANEL

Use this dropdown list to select the panel that contains the point(s) you want to monitor.

Once the loop and panel are specified, the enabled input points for that panel will be displayed under Available Input Points. Simply click once on the point you want to monitor and it will be added to the Selected Input Points list. Clicking points in the Selected Input Points list will remove them.

SYSTEM SCREENS

Click OK to add the input points in the Selected Input Points list.

To identify an alarm, select it, and its name will appear in the status bar. The number displayed in an alarm icon is the number of times the alarm has changed state since it was last cleared. Double-clicking the alarm will open the Alarm Info screen to display alarm information and allow the operator to enter a note.

ACKNOWLEDGING AN ALARM

As in the Current View, acknowledging an alarm is an action that shows that the operator has seen the alarm. An alarm in Monitor View will blink and beep until it is acknowledged. To acknowledge an alarm in Alarm Monitor, it is first necessary to select it. Alarms can be selected one at a time by simply clicking on them once.

More than one alarm can be selected at a time by clicking them while depressing the **Control** key. If one alarm is selected, and you press **Shift** while clicking on another alarm, both the alarms and all alarms in between will be selected.

Once the alarm you want to acknowledge is selected, acknowledge it by either:

1. Clicking the Acknowledge button (🔲) on the toolbar, or by

2. Clicking on the alarm(s) with the RIGHT mouse button and selecting "Acknowledge" from the pop up menu that appears.

The alarm will stay on the screen but will not flash.

CLEARING AN ALARM

Clearing an alarm will not delete it from Monitor View, but it will clear the Alarm Count in the alarm. As with

acknowledging, alarms must be selected to clear them. Select the alarm and clear it by either:

1. Clicking the Clear button ( ) on the toolbar or

2. Clicking on the alarm(s) with the RIGHT mouse button and selecting "Clear" from the pop up menu that appears.

The alarm count will then be cleared on the monitor.

POLLING AN ALARM

NOTE
Use of the polling feature requires that the control panel has version 7.46 or higher firmware.

A panel doesn't report when a point is shunted. Polling is valuable when points are shunted and you want to know whether a point is "open" or "closed". To poll an alarm: (1) Select the alarm, (2) right click on it to bring up a menu, and (3) select Poll. Only points associated with that panel will report.

VIEWING ALARM INFORMATION AND RESPONDING TO ALARMS

To view alarm information, double-click on the icon. This will open the Alarm Info screen with the message defined for the alarm status in the Panel Database. *See Alarm Info later in this chapter for more information on using this screen.*

SYSTEM SCREENS

FLOOR PLAN VIEW

This view gives the operator the option of monitoring alarms by floor plans and/or digital photos. Floor plans can be representations of a building created in a "painting" program and saved as a bitmap file. Photos can be taken with a digital camera or scanned in and saved as a bitmap file. The bitmap is referenced and given a descriptive name in the Floor Plan Database. *See Floor Plan Database in Chapter 3 for more information on defining floor plans.*
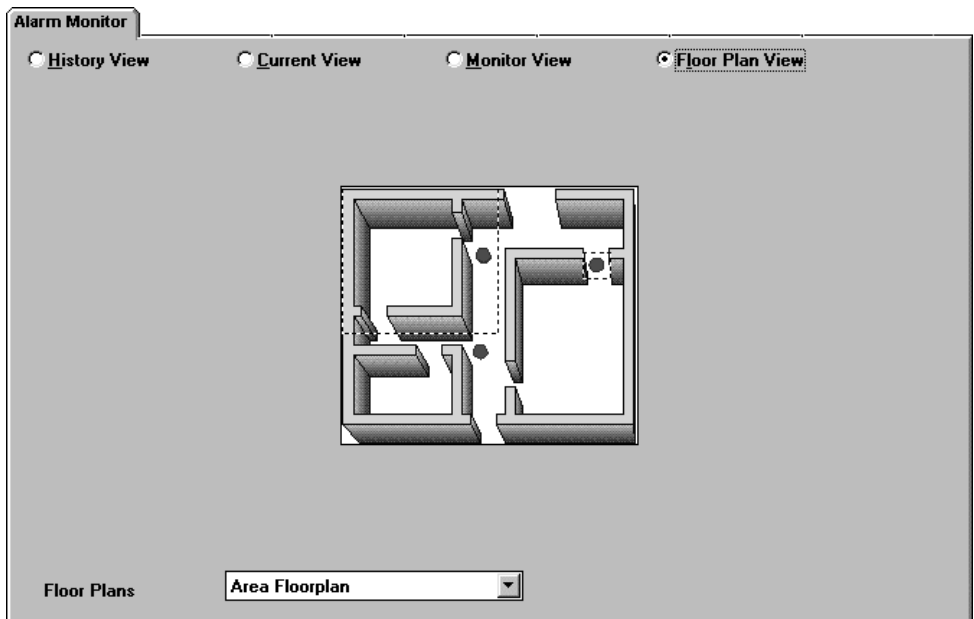
Floor Plans are accessed by clicking on the dropdown list at the bottom of this screen, and selecting the floor plan that you want. This list consists of floor plans defined in the Floor Plan Database.

USING FLOOR PLAN HOT SPOTS

The Floor Plan Database allows the operator to create "hot spots" on the floor plan, which can represent another floor plan, an input point, or both. Hot spots will appear as dashed rectangles when linked to another floor plan or as an alarm when linked to an input point. When the cursor is over the hot spot, a message pertaining to it appears in the status bar.

Clicking the floor plan hot spots on the floor plan can bring up a floor plan or other graphic. This makes it possible to build detailed graphic maps where the operator could click on a portion of a floor plan to get a more detailed look at a specific area.
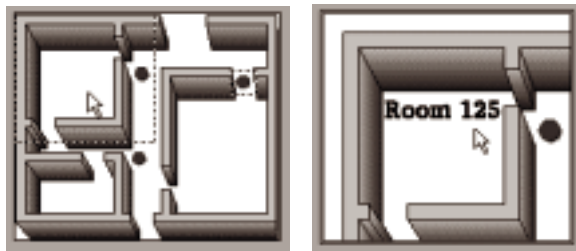
While clicking on a floor plan hot spot will bring you to another floor plan, clicking on the new plan with the RIGHT mouse button will bring up a pop-up menu. This menu will be a list of the floor plans that you have "travelled through" to get to the current graphic. Click on any of these to get back to those floor plans.

MONITORING ALARM POINTS

Hot spots can also be defined in the Floor Plan Database as alarm input points. These will appear on the floor plan as alarm icons. This gives the operator the option to monitor alarm points like in the Monitor View but with points placed on a floor plan. This makes it easy to recognize where a particular alarm is in a facility.

SYSTEM SCREENS

ALARM INFO

The Alarm Info screen is used to view alarm and card read information and allow the operator to enter a response. When an alarm is triggered or a card is read (with the appropriate threshold settings), it will appear in the Alarm Monitor Screen in the Current View and, if defined, in the Monitor and Floor Plan views. Double-click the alarm in one of these views or select it and click on the Alarm Info tab to view alarm information and the message associated with it. These messages are defined in the panel and card databases.

NOTE
A note must be entered into the Notes field BEFORE the alarm is acknowledged. After the alarm is acknowledged, the notes field cannot be edited.
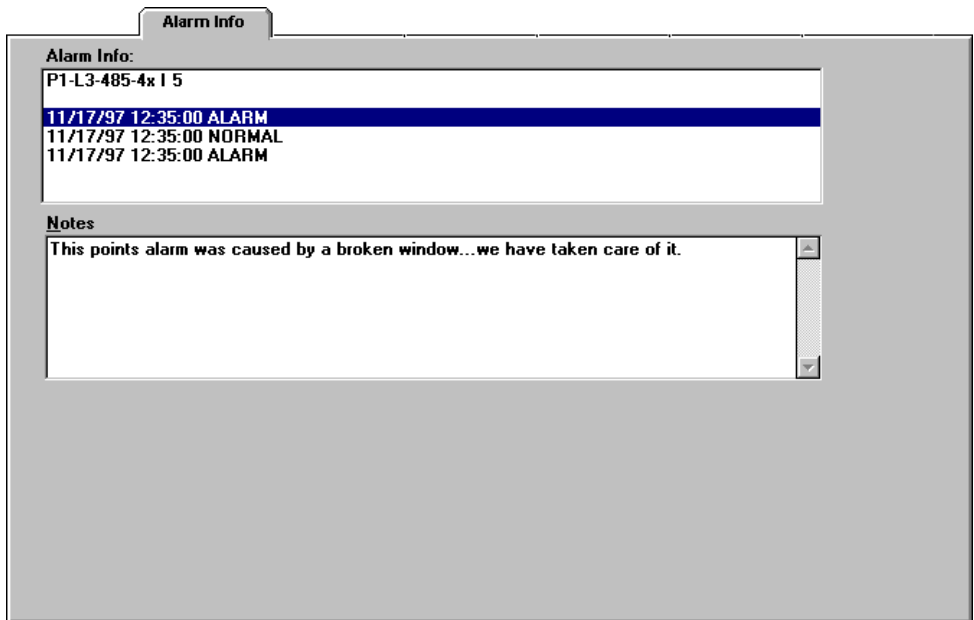
Each change of state of the alarm is displayed until the point is cleared.

NOTE
It is necessary to press Enter at the end of each line when creating a comment. Words will not automatically wrap to the next line when typing.

This screen also provides a field for entering response notes. To enter a response note to an alarm state, simply select the state in the Alarm Info field, click within the Notes field and type your note. If "Log Actions" is enabled in the Operator Options screen (Located in the Setup Menu), then these notes will be saved and can be printed in a history report.

SYSTEM SCREENS

PANEL CONTROL

This screen gives the user direct control over the panels and the active input and output points connected to them. This is where panels are buffered, unbuffered, and initialized and where individual input points can be shunted and output points can be energized. Command files can be sent to individual panels and remote areas can be dialed up from this screen.
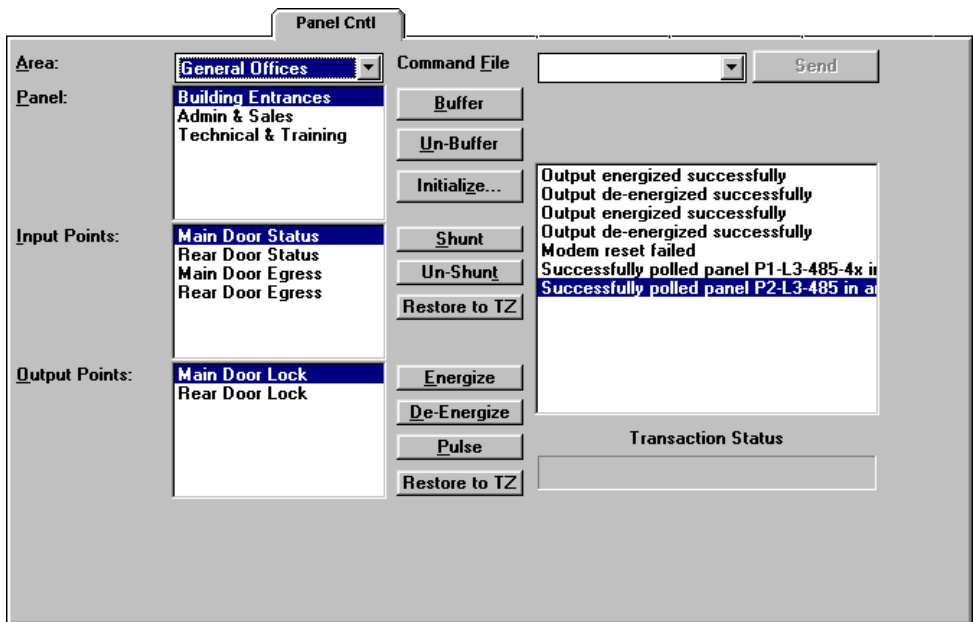
All commands sent to area panels are shown in the Progress Window. This will display a list of every command and it's current status. When the window fills up, a scroll bar will appear allowing you to browse through all your actions.

Under the Progress Window is the Transaction Status bar. This bar shows the progress of the currently sent commands.

AREA

Select the area that you want to communicate through from this drop down list. All remote and local areas defined as Loops in the Area Database will appear in this list. Selecting a remote area will add a Connect button to the screen for further options explained later in this chapter.

CONTROLLING PANELS

PANEL

Select the panel you want to control from this list. All Panels defined for the Area that you selected will appear in this list.

BUFFER PANELS

This button buffers the panel selected in the Panel field. Clicking this button stops all panel information from being sent to WIN-PAK, and instead stores it in it's own memory. This is useful when WIN-PAK is exited or when troubleshooting panels.

UNBUFFER PANELS

This button unbuffers the panel selected in the Panel field. Clicking this button prompts the panel to send all buffered transactions to WIN-PAK. Alarms that were buffered will be presented in the alarm monitor with the time that the alarm occurred at the panel. WIN-PAK will act on the alarms per WIN-PAK's program options (buffer, floorplan, command files, messages, etc...).

SYSTEM SCREENS

PANEL INITIALIZATION

The **Initialize** button opens a dialog box allowing you to send programmed information to the panel(s) selected in the Panel field. Specify which information you want sent by enabling the options below.
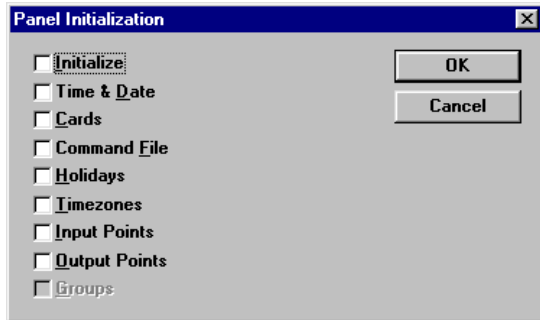
All panel inputs will report in twice when the *Initialize* option is selected.

NOTE
When selected, Initialize will reset the panel's programming. Therefore, all options should be selected when Initialize is enabled.

INITIALIZE

Enabling this option will include information contained in the panel definition (anti-passback, free egress, etc..) and site codes and will also delete all cards in the panel when the **OK** button is pushed.

TIME & DATE

Enabling this option will include the current time and date (as defined by the system clock on your PC) when the **OK** button is pushed.

NOTE
If sending only cards, it is recommended to completely re-initialize the panel with all options. This is to delete old cards still located at the panel.

CARDS

Enabling this option will include card information when the **OK** button is pushed. Cards are automatically updated when using the Card Database. Therefore, it is not always necessary to send cards to the panel from this screen.

COMMAND FILE

Enabling this option will send the command file that is assigned to the panel when the **OK** button is pushed. A command file is assigned to a panel in the *Panel Screen* in the Panel Database.

HOLIDAYS

Enabling this option will include the Holidays database when the **OK** button is pushed.

TIMEZONES

Enabling this option will include panel timezone information when the **OK** button is pushed.

INPUT POINTS

Enabling this option will include input point information (shunt times, timezone assignments, interlocks, etc..) when the **OK** button is pushed.

OUTPUT POINTS

Enabling this option will include output point information (pulse times, timezone assignments, interlocks, etc..) when the **OK** button is pushed.

GROUPS

Enabling this option will include group information (pulse times, timezone assignments, interlocks, etc..) when the **OK** button is pushed.

Clicking **OK** uploads all the information enabled in the Panel Initialization section to the panel specified in the Panel field.

NOTE
The command file will be sent to the "Area" defined in the command file.

SENDING A COMMAND FILE

Any command file defined in the Command File Database can be manually sent to a panel. To send a

SYSTEM SCREENS

command file, (1) select it from the dropdown list and
(2) Click the **Send** button.

CONTROLLING REMOTE PANELS

If the area that you select in the Area dropdown box is
defined as a remote area, and has panels assigned to it,
a button labeled **Connect** will be visible. Clicking this
button opens a dialog box allowing the operator to
send commands via modem to a remote area. The
commands appear in the order that they will be per-
formed.
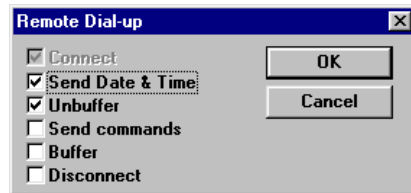
NOTE
Panel control of the remote
loop will be grayed out until
a connection is made with
the remote site and if
unbuffer is selected. The
control options will remain
grayed out until the panel is
unbuffered.

CONNECT

Enable the Connect option to dial the remote site. This
option will be "grayed" if the current area is already on-
line. The option will be selected and "grayed" if it is not
connected and you click on **Connect**.

SEND DATE & TIME

This option is recommended to maintain time sync with
the system.

UNBUFFER

Enable this option to unbuffer the panels at the remote
location. It is recommended that this option be selected
if the *Send Commands* option is selected. When send-
ing commands, information at the panel may be lost if
not unbuffered.

SEND COMMANDS

Enable this option to send the card database updates to the remote site. It is recommended that if buffered information is needed, to unbuffer the panel as well. If *Send Commands* is enabled, and *Unbuffer* is not, then buffered events may be lost.

BUFFER

Enable this option to buffer information at the remote panels after unbuffering and sending commands.

DISCONNECT

Enabling this option will disconnect the remote area from WIN-PAK when completed. If you do not disconnect automatically, you will remain on-line until you select the "Area" and click the Disconnect button.

Clicking **OK** will perform all enabled commands in the order they appear for the remote area selected. If all commands are enabled, the following will happen:

1. WIN-PAK will connect to the remote site.

2. WIN-PAK will update the remote site's date and time.

3. WIN-PAK will unbuffer information from the remote panels and download them to the Alarm Monitoring views.

4. WIN-PAK will send the card updates.

5. WIN-PAK will re-buffer the panels at the remote site.

6. WIN-PAK will disconnect from the remote site.

If the Disconnect option is not selected in the Remote Dial-up, a Disconnect box will appear where the Connect box was. Clicking on the Disconnect box will provide similar options. The Remote Dial-up box will show the Buffer option marked (suggesting to buffer

remote panels) and the Disconnect option marked and "grayed", to allow disconnect.

CONTROLLING INPUT POINTS

SHUNT

Click this button to shunt the currently selected input point.

UNSHUNT

Click this button to unshunt the currently selected input point.

RESTORE TO TZ (TIMEZONE)

When a point has been shunted or unshunted during a timezone, it should be returned to the timezone when the "override" is done. Click this button to restore the selected input to the programmed timezone.

CONTROLLING OUTPUT POINTS

ENERGIZE

Click this button to energize the currently selected output point.

DE-ENERGIZE

Click this button to de-energize the currently selected output point.

PULSE

Click this button to pulse the currently selected output point.

RESTORE TO TZ (TIMEZONE)

When a point has been energized or de-energized
during a timezone, it should be returned to the timezone
when the "override" is done. Click this button to restore
the selected output to the programmed timezone.

MUSTER SCREEN

Muster reporting allows an operator to track where card holders are in the event of an emergency. Tracking depends upon the setup of tracking areas in the Tracking Areas database. These areas are based on the readers used to enter areas of a facility. *See Tracking Areas Database in Chapter 3 for more information.*

Once tracking areas have been defined, a new screen will be added to the operations screens. Clicking the Muster Report Tab opens up this screen.

Muster Report				

Muster Area: 00000 card transaction(s)

Alda, Alan	22965	P1-L3-485-4x R 4	Muster1	11/18/97 08:03 AM
Johnson, Nathan	22954	P1-L3-485-4x R 4	Muster1	11/18/97 08:03 AM
Starke, Jeramie	24152	P1-L3-485-4x R 4	Muster1	11/18/97 08:03 AM

Sort Order: [Card Holder Name ▾]   Filter Area: [ALL ▾]   [Delete]

Non-Muster Area: 00000 card transaction(s)

Bledsoe, Drew	22958	P1-L7-N1000 R 1		11/18/97 08:03 AM
Forsythe, John	23076	P1-L7-N1000 R 1		11/18/97 08:03 AM
Glackston, Jeannie	23073	P1-L7-N1000 R 1		11/18/97 08:04 AM

Sort Order [Card Holder Name ▾]   Filter Area: [ALL ▾]   [Delete]

☑ **Refresh Muster Report**   [Print Report...]

The upper section is the **Muster Area Card Transactions** section. Normally this section will be empty. If a muster is declared, people will go to the muster readers to present their cards, and this section will show those card reads. If people go back into the tracking areas, or

use an exit reader (to go home, for example) their card read record is removed from this area.

The updating of this view is done automatically, but can be "frozen" to view the muster area list. To do this, disable the **Refresh Muster Report** option by clicking on the box in the lower left hand corner. When you click on this box the check mark disappears, and the card read records coming in from then on are stored in a buffer rather than written to the screen. This allows you to work with an unchanging screen. When you click on the box again to enable the option, the card reads stored in the buffer are written to the screen and all card reads from then on are recorded until you disable the option again.

You can delete card read records from the **Muster Area Card Transactions** screen by selecting a card and clicking the **Delete** button under the right corner of the list. The **Refresh Muster Report** option MUST be disabled (unchecked) to delete a card.

The lower section of the screen is the **Non-Muster Area Card Transactions** section. This section functions generally in the same manner as the **Muster Area Card Transaction** section except that it is dealing with card reads from the tracking readers. This section will have a lot of activity going on most of the time. During a muster call, some or all of the activity would switch to the **Muster Area Card Transaction** screen. The **Refresh Muster Report** box affects this section of the screen in the same manner that it affects the upper section.

SORT ORDER

The Sort Order selections for both the upper and lower sections work in the same manner as the sort order selectors in other areas of the Database structure. Options include sorting by card number (if the operator has the View privilege), card holder name, tracking area, and date/time.

FILTER

The Filter selections allow you to view reads from all areas at one time, or only the reads from a particular area.

REPORTS

Print Reports will print a report based upon the sort order and filters you have selected. It gives you the option of reporting on the muster area only, the non-muster area only, or both areas.

Enter Report Type	✕
Report Type	**OK**
⊙ **Muster Area Report**	**Cancel**
⦿ **Non-Muster Area Report**	
⊙ **Both of the above**	

MUSTER SYSTEM PRECAUTIONS

When designing a muster system for use with WIN-PAK, it is important to keep the following precautions in mind:

1. Use a separate dropline (COM port) to isolate the muster readers from the tracking units. A special line should be run to provide a unique data path that will still be intact should the wiring from the main facility get damaged.

2. A "cold restart" of the access control panel could occur from a serious surge on the power or communication lines. This can cause corruption of the panel's database and time functions. Version 8.01.10 and higher firmware address the time problem by generating a system alarm 99 (Panel Database, System Alarms, Panel Reset Alarm) when the panel experiences a cold restart. WIN-PAK will

then send the current Time and Date to the panel within 60 seconds of receiving this alarm. The default time and date after a cold restart is January 1st, Monday at 12:00am. You will be able to see this time stamp on activities in the History view. Panel Time is critical to the proper operation of the Muster function as the most recent event is used to determine the Tracking/Muster status of a Card holder. If a card is presented to the Muster reader and the time and date stamp is earlier than from another reader location, there will not be a change of status to the Muster (safe) location.

3. In the event that the card database is lost or corrupted at the muster reader, WIN-PAK will recognize all reader types (Not Found, Time Zone, Normal, Trace, Pin Violation, and Expired) as "valid" muster reads (provided that the time is later than the previous card read as described above). This function will prevent the need to reload the cards to a muster panel during a muster event. Only Valid and Trace card reads will count at a Tracking reader.

4. The communication loops should be RS-485. WIN-PAK should have corresponding Areas defined as RS-485 with ACK-NAK enabled. If using N-485-API-2s, they must be powered by a battery backed up power supply (not required for N-1000-III or N-1000-IV where the 485 is built into the control panel and is already using the battery backup of the control panel).

5. An UPS or other backup power source should power the WIN-PAK computer, N-485-PCI-2 and other associated communication devices. Installation of the equipment should be in a location that is considered "safe" from known hazards.

SYSTEM SCREENS

6. The muster system should be on-line (not buffered) to ensure timely and complete information. Regular checks to insure that the muster system is functioning properly should be performed as part of the security routine and should be rigorously enforced.

7. As mentioned above, it is critical that the time and date be correct on card reads at the Muster readers. If the time and/or date are earlier than that of other reads in the system they will be ignored. For this reason, regular checks should be made to see that all panels are maintaining the correct time and date. The checklist for actions to be performed at the computer during the time of the muster should include several checks to be sure that the muster reads are coming in from the panel with the correct time and date. If it is observed that they are not, officials should order the swiping of cards stopped, and the time and date should be sent to the panel. A quick test should then be run and all people who might have swiped their card during a time when the time and/or date were incorrect should be directed to repeat their swipe. Multiple swiping of the same card at the Muster reader will not adversely affect the result of the Muster as the most recent time/date stamp is the one that is "displayed" in the Muster section. This procedure should be practiced regularly, so personnel have a clear familiarity with it. The Scheduler should also be programmed to update time and date at least once a day.

CONTROLLING CAMERAS

The Camera Control Screen is used to assign cameras to monitors and to make adjustments to cameras in a CCTV monitoring system.
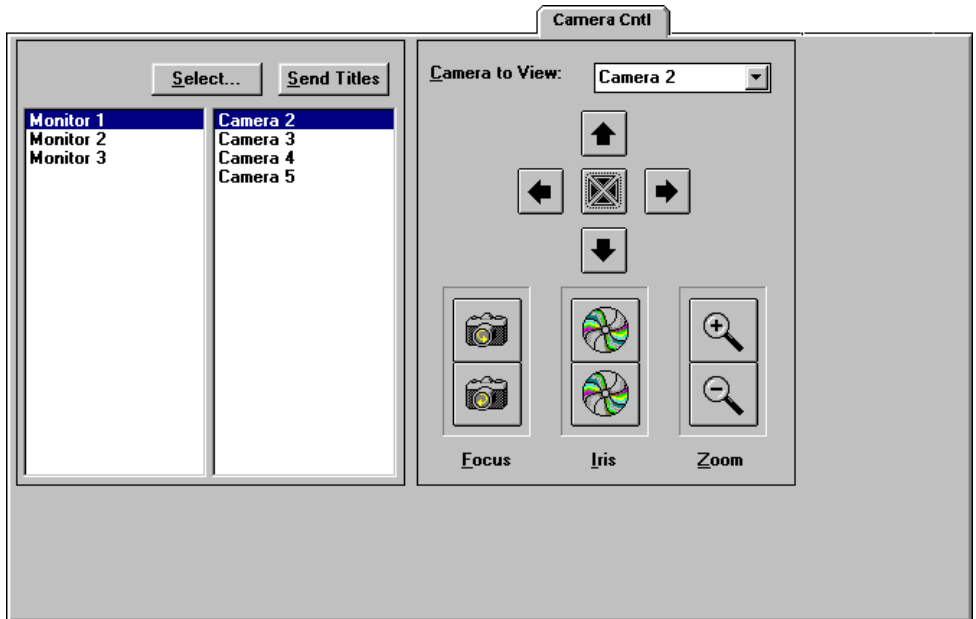
ASSIGNING CAMERAS AND MONITORS

To assign a monitor to a camera view, select the monitor name from the left column, the camera name from the right column, and click **Select**. The camera view selected will then appear on the selected monitor.

To view the titles of the camera views on the appropriate monitors, click **Send Titles**. This will display titles on all camera views being monitored. See your CCTV equipment manual to see if the title feature is supported.

SYSTEM SCREENS

CONTROLLING A CAMERA

Adjustments can be made to cameras remotely from within WIN-PAK. Select the camera that you want to control from the *Camera to View* drop-down list. Once you have a camera selected, you can adjust it in any number of the following ways.

TO ADJUST FOCUS

FOCUS ON CLOSER OBJECTS

Clicking and holding down this button slowly brings objects closer into focus.

FOCUS ON FARTHER OBJECTS

Clicking and holding down this button slowly brings objects farther away into focus.

TO ADJUST APERTURE

INCREASE APERTURE

Clicking and holding down this [top] button slowly increases the aperture of the camera iris, letting in more light. The icon will change showing the center more open when "pushed".

DECREASE APERTURE

Clicking and holding down this [bottom] button slowly decreases the aperture of the camera iris, letting in less light. The icon will change showing the center closed when "pushed".

TO ADJUST ZOOM

ZOOM IN

Clicking and holding down this button slowly zooms the camera in closer.

ZOOM OUT

Clicking and holding down this button slowly zooms the camera out farther.

CAMERA PAN AND TILT CONTROL

CONTROL ARROWS

Clicking and holding down the camera control arrows move the camera. Clicking and holding down the Left Arrow pans to the left, while clicking and holding down the Right Arrow pans to the right. Clicking and holding down the Up Arrow tilts the camera up, while clicking and holding down the Down Arrow tilts the camera down.

SYSTEM SCREENS

SETTING PAN AND TILT LIMITS

Limits should be set on each camera's panning and tilting actions. Limits are used to keep a camera from tilting and panning to a point that is stressful on the hardware and to limit a camera's view to that which is useful. The following steps demonstrate how to set the upward tilt limit for a camera. Repeat these steps for downward tilt, left pan, and right pan on each camera.
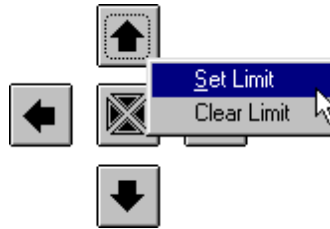
1. Use the up and down arrows to tilt the camera to the highest point needed.

2. Right-click on the up arrow with the mouse.

3. Click **Set Limit** from the pop-up menu.

To clear a limit that has been set:

1. Right-click on the arrow with the limit you want to clear.

2. Click **Clear Limit** from the pop-up menu.

SETTING HOME POSITION

A *Home Position* is the most utilized view of a camera. It can be set for each camera so that it will return to it's home position with the correct focus, aperture, and zoom settings when the **Home** button is pushed. The following steps outline setting a home position:

1. Adjust the pan, tilt, and adjustment settings for the view that you want to make your home position.

2. Right-click the **Home** button and click **Set Home** from the pop-up menu.

Now your camera will return to this view when you click the **Home** button.

NOTE

Live Camera View is not an option if TWAIN interface was chosen instead of a video capture card during WIN-PAK installation. It will only display video when the Flashpoint or SE100 board is installed.

LIVE CAMERA VIEW

Monitoring of cameras can be done without using the Camera Control Screen if a video capture board is installed. Simply select Live Camera from the **View** menu to bring up the live camera dialog box. This screen is adjustable in size and can be located anywhere on the WIN-PAK screen.

Select the CCTV Area that contains the camera that you want to view from the Area drop-down list. If you would like to see the camera view on a monitor as well as live on your screen, select the monitor you want to view it on from the Monitor drop-down list. Select the Camera that you want to view from the Camera drop-down list.

Adjustments made to Iris, Zoom and Focus are done the same way as outlined in the Camera Control screen section.

Panning is done differently in the Live Camera dialog box. As you move the cursor over the live camera view portion of the screen you will notice that the cursor turns into an arrow. The arrow will point in the direction of the closest edge of the view. Depressing the left mouse button will pan in the direction the arrow is pointing.

NOTE
Displayed areas and command files are only those associated with an area defined as camera.

A command file can also be sent from this dialog box. Select the command file that you want to send from the drop-down list, and click **Send**.

SYSTEM SCREENS

THE CARD LOOKUP SCREEN

The Card Lookup screen is designed to be a quick way for the operator to access card information without having to enter the card database. It's screen offers the operator the card number, name, card status, PIN number, access level, expiration date, and user-defined note fields for the card holder. It also displays the card holder's badge photo.

The records in the database can be browsed using the navigation buttons at the bottom of the screen. Each button will take you to a record based upon the record you are currently viewing and the index used in the last search. The buttons are as follows:

◄ *FIRST RECORD*

Click this button to bring up the first record in the card database.

◄ *PREVIOUS RECORD*

Click this button to bring up the record preceding the currently viewed record in the card database.

► *NEXT RECORD*

Click this button to bring up the record following the currently viewed record in the card database.

► *LAST RECORD*

Click this button to bring up the last record in the card database.

CARD SEARCH

NOTE
You cannot search on any of the following fields from this screen: Status, PIN, Access Level, or Card Limit.

You also cannot search on the Card Number if the operator doesn't have access to view the number.

Besides browsing records one at a time, it is also possible to search for a card record using the search tool. To find a particular card holder, simply click in the information space next to a key field name, type in the criteria, and click the Search button (🔍). The key fields that can be searched by are:

CARD NUMBER

Click next to this label and type in the card user's card number. If the full card number is not known, type in the beginning digit(s) of the number. Clicking the search button (🔍) will bring up the first occurrence of that number and the records will be indexed by the Card Number field. Click the next button (►) for successive occurrences of that number (if available).

SYSTEM SCREENS

NOTE
You cannot locate by using
the first name only.

NAME

Click next to this label and type in the card user's name
using the *Lastname, Firstname* format. You can also
type in the beginning characters of the last name.
Clicking the search button (🔍) will bring up the first
occurrence of a record with a last name beginning with
those letters. The records will be indexed by last name
so that clicking the next button (▶) will bring up
successive alphabetical records.

ANY USER-DEFINED FIELD

Click next to any of the user-defined fields and enter
the information for that field. Enter as much of the
beginning characters that you want. Clicking the search
button (🔍) will bring up the first occurrence of those
characters indexed by the user-defined field. Clicking
the next button (▶) will bring up successive alpha-
betical records.

PHOTO VIEW OPTIONS

Grayscale: This option shows the photo as a black
& white picture and is the quickest
method of viewing a photo.

Color: This option shows the photo as a color
picture, taking advantage of the
number of colors your screen is
capable of displaying. It is the second
quickest method of viewing a photo,
but may have a striped or blotchy
effect when running with a monitor
setup of 256 colors or less.

Dithered Color: This option displays the photo as a higher quality color picture by appearing to "increase" the number of colors your monitor can display. It does this by alternating different color pixels to simulate one color. This provides a smoother color transition within a photo with a less striped or blotchy effect. This option takes the longest time to display and provides a higher quality than "Color" only when the monitor is set to display 256 colors or less.

AUTOMATIC CARD LOOKUP

WIN-PAK can be set to automatically look up cards that come from readers or cards with status priorities higher than a particular threshold. The operator can determine this priority threshold by selecting **Options** from the Setup menu and clicking the *Communications* tab to open the Communications Screen.

In the Alarm Monitoring section, note the number box labeled "Auto card lookup priorities less than:" and adjust the number by typing it in the box or by using the arrow keys to increment/decrement the number. All read statuses that are a higher priority (lower number) than this threshold will pop up a card lookup screen.

This screen will show the card holder's photo and card number (if operator has View privilege), the reader name, transaction status, and the message associated with the card or reader status (card status will appear first). Clicking the **Alarm Info...** button will bring up the Alarm Info Screen so that a comment may be entered.

SYSTEM SCREENS
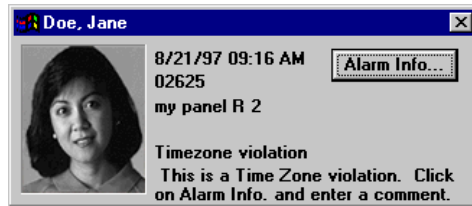
This dialog box is re-sizable and can be placed anywhere on the screen. A gray box will appear where the photo would be when a card that is not in the database is read or if there is no photo attached to the card holder.

LOCATE TOOL
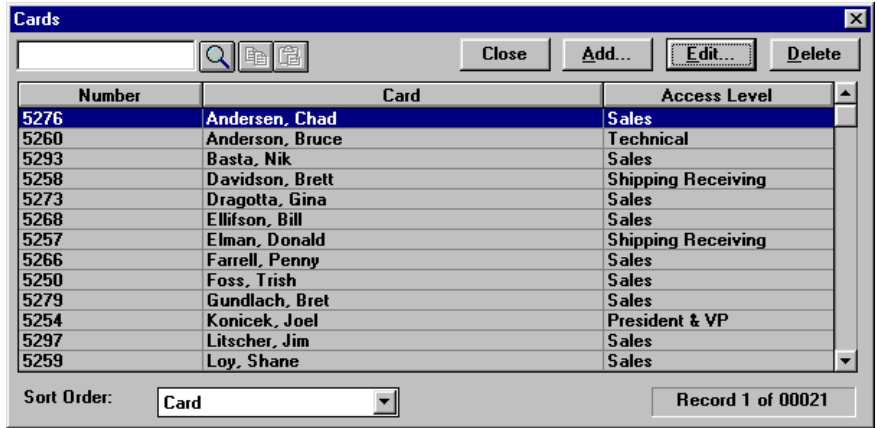
WIN-PAK includes a function to help identify the whereabouts of a particular card holder. This is called the Locate tool. Use the following steps to find the last place and time that a card holder presented their card.

1. Select Locate... from the **View** menu. The locate dialog box will appear.
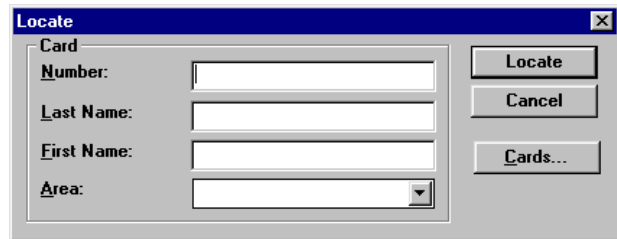
2. Fill in the card number or last and first name of the person you are trying to locate. Card numbers MUST be entered in entirely, but you only need to type in the first part of the last name to do a search. All card holders whose last names begin with those letters will be reported on.

If the last name and card number aren't known, it will be easier to use the **Cards...** button to fill in those fields for you. Clicking the **Cards...** button opens the Card Database.

Cards		
Number	**Card**	**Access Level**
5276	Andersen, Chad	Sales
5260	Anderson, Bruce	Technical
5293	Basta, Nik	Sales
5258	Davidson, Brett	Shipping Receiving
5273	Dragotta, Gina	Sales
5268	Ellifson, Bill	Sales
5257	Elman, Donald	Shipping Receiving
5266	Farrell, Penny	Sales
5250	Foss, Trish	Sales
5279	Gundlach, Bret	Sales
5254	Konicek, Joel	President & VP
5297	Litscher, Jim	Sales
5259	Loy, Shane	Sales

Sort Order: Card   Record 1 of 00021

Select a sort order and use the scroll bar (if needed) to find the person you want to locate and select that record. Click **Close** to return to the Locate tool and the information of the selected record will automatically be filled in the fields.

3. Click **Locate**. A report will be generated providing you with information on the last time the card holder presented the card at a reader. The information includes the date and time of the event, the reader name, the card number and name of the card holder, the area and panel name, the card and read statuses, and the tracking area.

SYSTEM SCREENS

When the Locate tool is accessed while browsing cards in the Card Lookup screen, the information of the currently viewed card record will automatically be filled in the Locate fields.

THE MAIL SCREEN

The Mail screen is used to communicate from the server to the network stations. Although labeled mail, it is actually a chat function with the ability to broadcast a message to all WIN-PAK stations currently networked and on-line in WIN-PAK.
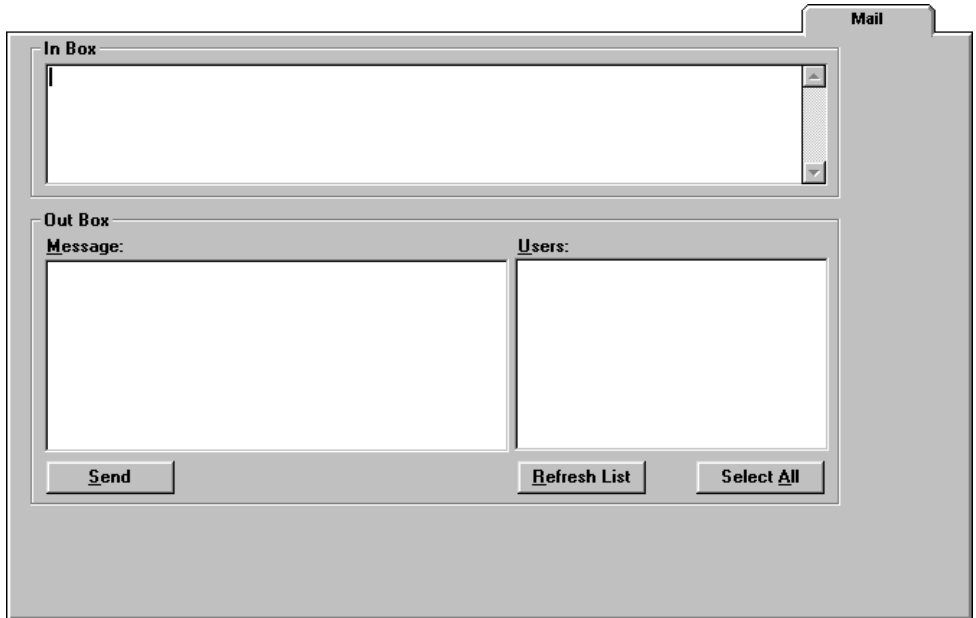
IN BOX

This box is used by network clients to display messages sent from the server.

OUT BOX

This box is used by the network server to send messages to one or more on-line operators at client stations in the network.

SYSTEM SCREENS

NOTE
The Mail function currently only allows one way information from the server to the clients. Future versions will allow two way chat between any network stations.

1. Type a message in the Message box that you want to send to another operator at a client station.

2. Click on the operator(s) that you want to send the message to in the Users box. The **Refresh List** button will update the display of all operators currently on the network and logged into WIN-PAK. When sending a message to more than one operator, it is a good idea to refresh the list before you send a message, so that you can select recently logged on operators. Clicking the **Select All** button is a quick way to select every operator listed in the Users box.

3. Click **Send** to send your message to the operators you selected. The Mail Screen will automatically be opened on the monitors of those operators and your message will appear in their In Box.

NOTES

6

GENERATING
REPORTS

History Reports...
Database Reports ▶
Attendance
Alarm Log Page Eject
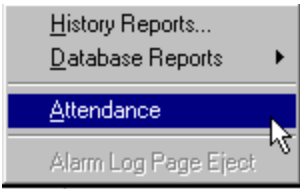
VIEWING REPORTS

WIN-PAK allows you to generate a wide range of reports that you can view on the screen and print out. To generate a report, select the Reports menu to view reports.

Available reports include History Reports... and Database Reports and Attendance Reports.

The report viewer, as shown below, is used to browse reports on screen.

The Report Viewer

History

HISTORY — Report Name

4/25/96

Report displayed as it will print

| Gen. Date | Gen. Time | Type | Status Reader | Name Card Number | Ack. Date | Ack. Time | Operator |

Scroll Bar

Cancel currently generating report
3-view zoom tool
Print report
Export report to file

Current Page

1 of 3

169 of 170   Total: 170   100%

Page Navigation Tools   Number of Records Reported

📝 **NOTE**
In order to preview a page, the report printer must be defined. If Windows does not have a print driver loaded, no preview will be given.

The report will display in the viewer as it will appear when it is printed. The name of the report and date generated are at the top left of the page. Reports are in a column format with the headings for each column at the top of each page.

The Report Viewer has several tools to assist in viewing reports.

SCROLL BAR

The scroll bar can be used to browse the entire length of a page. Click on the arrows to browse slowly or on the bar itself to move up or down a screen at a time.

FIRST PAGE

Use this button to view the first page of the report

PREVIOUS PAGE

Use this button to view the page before the one currently displayed.

NEXT PAGE

Use this button to view the page after the one currently displayed.

LAST PAGE

Use this button to view the last page of the report.

CANCEL

Use this button to cancel a report before or while it is updating the preview.

3-VIEW ZOOM TOOL

Use this button to move between three different views. One view shows the page at 100%, another view fits the entire page in the viewing window, and the last view fits the page in the window from side to side.

REPORTS

🖨 *PRINT*
Use this button to print the report.

EXPORTING THE REPORT

🖾 🗐

WIN-PAK allows the export of report information to a number of various file types. Click either of the two buttons shown to bring up the *Export* dialog box.

Export	⌧
Format:	**Destination:**
Character-separated values ▾	Disk file ▾
OK Cancel	
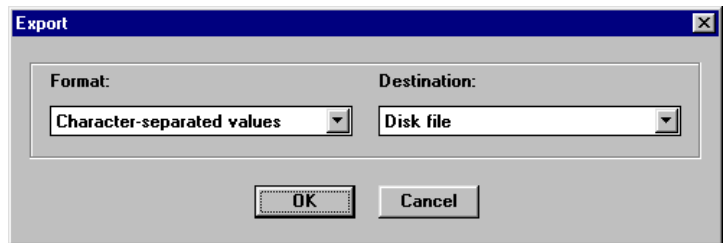
FORMAT
Select the type of file you want to export to from the drop-down list. A number of data, word processing, and spreadsheet formats are available. Some selections may request additional information before exporting the data.

DESTINATION
In most cases you will probably want to export the data to a file on your own computer. If so, select *Disk File* from the Destination drop-down list, and you will be prompted to navigate to the directory you want the file put in. If you want the exported data to be sent directly to someone else, you can select a mail system from the drop-down list. If you have the mail system installed, you will be prompted for a person to send it to, otherwise nothing will be exported.

STATUS INFORMATION

PAGE 1 of 3

This information shows you the current page and the number of pages total.

RECORDS 10 of 10   Total: 10   100%

This information shows you how many transactions are included in the report. You can see this number increase as the report is being generated.

GENERATING HISTORY REPORTS

A history report is a log of transactions that occur between two points in time. The report can include card, input point, operator, guard, and system transactions. An operator with report generating privileges (see Operator Database) can generate reports for any time period for any or all areas and panels. The report, shown below, includes transaction date and time, type of transaction, status (activity), card name, reader, tracking area, acknowledge time and date (if enabled), and operator (if enabled).

REPORTS

HISTORY

11/17/97

Gen Date	Gen Time	Type	Status Reader	Name Card Number	Tracking Area	Ack Date	Ack Time	Operator
11/17/97	10:58	Operator	Start Comm					
11/17/97	10:58	Operator	Edit Record	Operator DB 0000000002	s			
11/17/97	10:58	Operator	Operator Login					s
11/17/97	10:58	Guard	Start Tour	Short				s
11/17/97	11:01	Guard	Missed Check-in P1-L7-N1000 R 1					
11/17/97	11:04	Guard	Missed Check-in					
11/17/97	11:07	Guard	Missed Check-in P1-L5-N1000 R 1					
11/17/97	11:09	Operator	Operator Logout					s
11/17/97	11:09	Operator	Shutdown					s
11/17/97	11:38	Operator	Start Comm					
11/17/97	11:38	Operator	Edit Record	Operator DB 0000000002	s			
11/17/97	11:38	Operator	Operator Login					s
11/17/97	12:13	System	Alarm	Panel P1-L3-485-4x Poll Resp.				
11/17/97	12:13	System	Alarm	Panel P2-L3-485 Poll Resp.				
11/17/97	12:13	System	Normal	Panel P1-L3-485-4x Poll Resp.				
11/17/97	12:13	System	Normal	Panel P2-L3-485 Poll Resp.				
11/17/97	12:35	Point	Alarm	P1-L3-485-4x I 5		11/17/97	12:42	s

This points alarm was caused by a broken window...we have taken care of it.

HOW TO GENERATE A HISTORY REPORT

Select History Reports... from the **Reports** menu. The following dialog box will allow the operator to enter selection criteria.

To narrow your search and determine the information reported, type criteria in the spaces provided.

DATE RANGE

NOTE
Purged information cannot be displayed. Archived information (beyond date/ time range) may be retrieved by selecting the "From Archives Option" shown below.

The Date Range is defaulted as today and yesterday. Enter the start date of the range that you want reported on by clicking on the ▦ button next to the From box. Scroll to the desired year and month, then highlight the day you want on the calendar.

To enter the end date of your desired range click on the button next to the To box and choose the desired date from the calendar. The dates will be formatted "MM/DD/

YY," where MM is the month, DD is the date and YY is the year.

TIME RANGE

Enter the time range that you want reported on, typing the starting time in the first text entry space and the ending time in the second text entry space. Follow the format "HHMMSS" for both of these two times with "HH" being the hour, "MM" being the minutes and "SS" being the seconds. For example: 133000 would be 1:30 pm. Leaving these spaces blank will generate a report on all times for the dates specified above.

NOTE
Seconds are currently not monitored at the panel.

If both the date and time ranges are left blank, a report will be generated on all dates and times currently in unpurged history files. This process could take some time depending on how much history has been generated.

If the date range is specified, but the time range is left blank, then history for the specified dates (that are not purged) are reported.

If both the date range and time range are specified, then history that is between the defined hours and not purged will be reported for the dates specified. The hours cannot cross midnight.

The "Daily" option allows two ways of using the date and time ranges:

DAILY ENABLED

If "Daily" is enabled (box checked), then history is reported on the specified time range for each day in the date range. See the chart below.

DAILY DISABLED

If "Daily" is disabled (box NOT checked), then history is reported from the starting time of the starting date

Enabling the "Daily" Option

Enter date range (YYYYMMDD):

From `19960623`   to   `19960628`

Enter time range (HHMMSS):

From `083000`   to   `170000`

[X] **Daily**

[ ] **From archives**

"Daily" Enabled
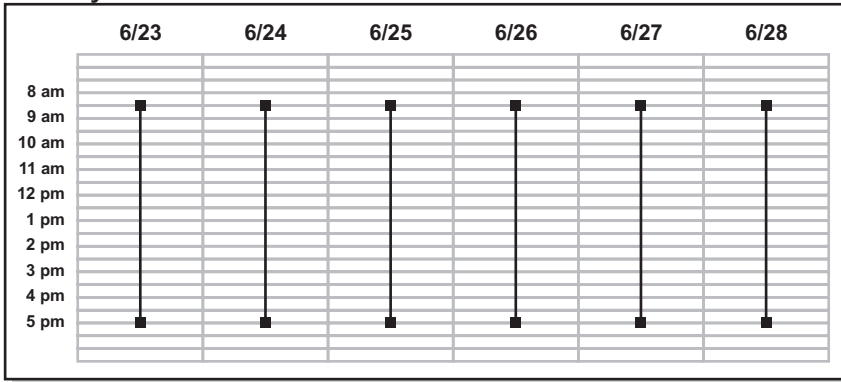
"Daily" Disabled
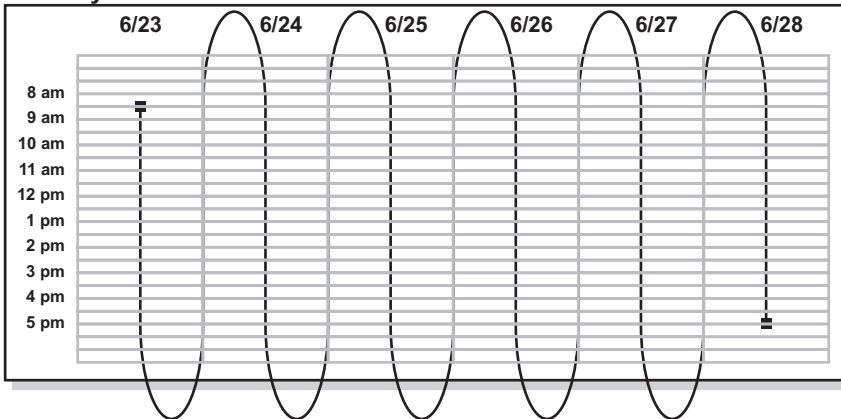
continuously to the ending time of the ending date. See the chart on the opposite page.

AREA

Choose an Area from the drop-down list if you want only the history for a specific area generated or choose the "ALL" option for a full system history report.

PANEL

Choose a name from the Panel drop-down list if you want only the history for a specific panel generated, or choose the "ALL" option for a full system history report.

TRANSACTION TYPES

All transaction types are included by default. The operator has the ability to enable or disable Card, Point, Guard, Operator, and System Transactions for inclusion in the history report.

The three buttons at the lower right hand corner of the dialog box (Card..., Point..., & Operator...) are for specifying transaction criteria (where transaction types have been enabled).

The operator's alarm acknowledgment information is automatically included when either the *Card Transaction* or the *Point Transaction* options are enabled.

NOTE
Remember that the date of the archived file does NOT include transactions for that particular day. For example, the file 19981101. DBF does not include or contain transactions for November 1, 1998. See Chapter 7 for more information.

FROM ARCHIVES

History reports can be generated from archived history. By enabling the "From Archives" option in the History Selection Criteria box, another dialog box will appear when you click **OK**, prompting you to select which archive file you would like to run the report on.
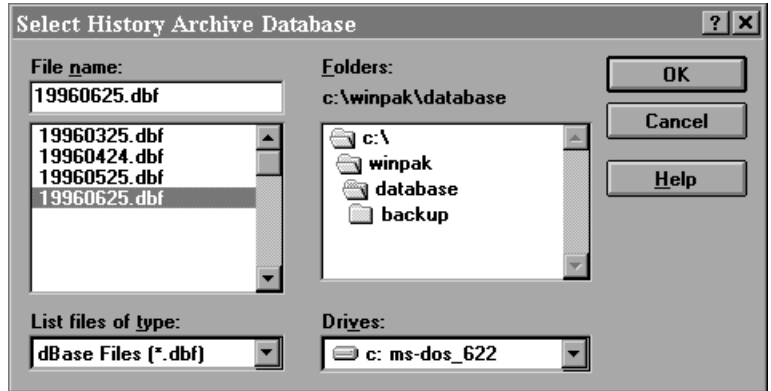
Archive files are named by the date that they are archived from. For example, if the date selected in the archive procedure was November 1, 1998, then the file would be called 19981101.DBF. Select which archive file you want to run the report on and click **OK**.

Remember that the date range must reflect dates included in the archived file, otherwise you will not get the results desired. Leave the date range empty to report on all dates in the archived file. Further, the "Daily" option can be used to report on a time range for each of those days.

REPORTS

CARD...

Clicking this button will bring up a dialog box to enter selection criteria pertaining to card information. The first four fields allow you to narrow your search by first name, last name, card number, or reader.

FIRST NAME

Enter a first name to narrow your search. For example, entering "Jim" would report on all card holders with the first name Jim. This field is case sensitive and must be typed in as it appears in the card database.

LAST NAME

Enter a last name to narrow your search. For example, entering "Smith" would report on all card holders with the last name Smith. This field is case sensitive and must be typed in as it appears in the card database.

CARD NUMBER

Enter a specific card number that you want to report on.

READER

Enter a specific reader that you want to report on. This field is case sensitive and must be typed in as it appears in the Reader Screen of the Panel Database.

NOTE RANGES

WIN-PAK lets you specify reports using criteria for up to three of the 25 note fields. Select a note field from the drop-down list. Then select the beginning and ending (alphabetically) criteria for the range. Beginning partial criteria is acceptable for these fields. For example, if you wanted to generate a report for departments that begin with letters A through F, you would:

1. Select the note number that you redefined as "Department" from the drop-down list. (See Note Fields... under the Setup menu)

2. Type the letter "A" in the first text entry space and an "F" in the second text entry space.

The report will be generated for all departments from "A" through "F" including Accounting, Distribution, Financing, etc... This can be done for up to three note fields.

NOTE
When enabling the *Actioned Only* option in the **Card Codes** section, only card transactions that have operator notes assigned to them will be printed.

CARD CODES

Enable the card read statuses that you want reported on for cards or leave them all disabled to report on them all.

POINT...

Clicking this button will bring up a dialog box to enter selection criteria pertaining to alarm point information.

REPORTS

ALARM POINT

Enter a specific alarm point that you want to report history on. This field is case sensitive and must be typed in as it appears in the Input Point Screen of the Panel Database. Leaving this blank reports on all alarm points.

ALARM STATES

Enable the alarm states that you want reported on for alarms or leave them all disabled to report on them all.

OPERATOR...

Clicking this button will bring up a dialog box to enter selection criteria pertaining to a particular operator.

OPERATOR

Enter an operator that you want to view transactions for. This field is case sensitive and must be typed in as it appears in the operator database. Leaving this blank will include transactions from all operators.

OPERATOR TRANSACTIONS

Enable the operator transactions that you want included in the report or leave them all disabled to report them all.

Acknowledged Transactions shows transactions that have been acknowledged and the time.

Database Record Modifications shows any editing of databases.

Other Operator Activities includes login, logout, alarm acknowledgment and clearing.

GENERATING DATABASE REPORTS

WIN-PAK can generate a report for any of its databases. Select Database Reports from the **Reports** menu to see a list of databases. Selecting a database from this list will either generate a report automatically or prompt you for selection criteria, depending upon the database. Databases that prompt you for more than one set of criteria will report only those records that meet all of your selection requirements.
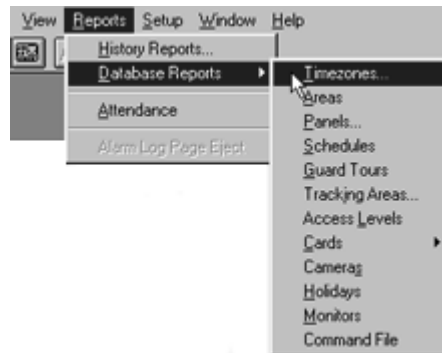
GENERATING A TIMEZONE REPORT

Select Timezones... from the list to generate a report of time zones. The dialog box below will prompt you for selection criteria.

REPORTS

TIMEZONE NAME RANGE
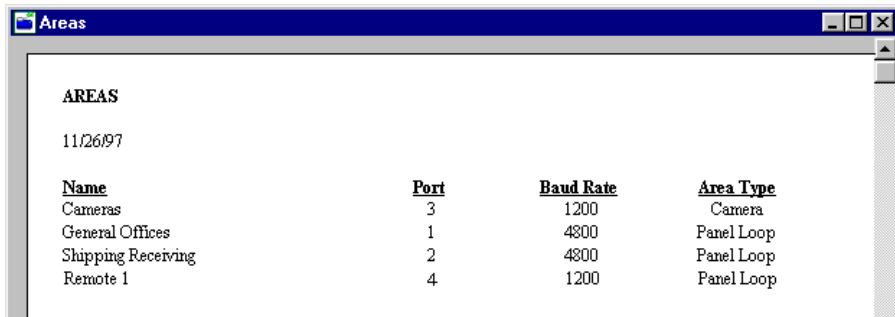
Enter a range to report on by entering starting and ending criteria for an alphabetical list of time zones. Enter the time zone name in these two boxes or a partial name (such as the first letter). Leave these fields empty to report on all timezones.

The report below will be generated. It includes the time zone name, start time, end time, days of the week included, and whether holidays are included.

GENERATING AN AREA REPORT

Select Areas from the list to generate a report of areas. The report below will be generated. It includes the area name, port, baud rate, and area type.

NOTE
Port 1 indicates Boca or Digiport 1, Port 2 indicates Boca or Digiport 2, etc...

Ports in the Area Report are numbered as follows:

1 = Com Port 1 (Multiport or COM1)
2 = Com Port 2 (Multiport or COM2)
3 = Com Port 3 (Multiport only)
and so on...

GENERATING A PANEL REPORT

Select Panels... from the list to generate a report of panels. The dialog box below will prompt you for selection criteria.

PANEL ID RANGE

Enter a range to report on by entering starting and ending panel IDs for a numerical list of panels. Panel ID's in this field should be entered as 10-digit numbers. For example, enter **From:** 0000000001 **to** 0000000001 to get a report

on Panel 1. Panels with the same Panel ID from other areas would also be included in the report.

PANEL NAME RANGE

Enter a range to report on by entering starting and ending panel names for an alphabetical list of panels. Partial names, such as the first letter, are also accepted.

AREA RANGE

Enter a range to report on by entering starting and ending area names for an alphabetical list of panels for certain areas. Partial names, such as the first letter, are also accepted.

The report below will be generated. It includes the panel ID, panel name, area name, panel type, version, number of card digits, hardware and programming options enabled, readers enabled, time zones included, and inputs, outputs, and groups defined. It also shows information on interlocks, pulse time, and shunt time.

PANELS

11Q6697

ID	Panel Name	Area Name	Panel Type	Version	Digits
2	Admin & Sales	General Offices	N-1000	Other	5

Hardware Options

Antipassback	Periphenars	Keypads	Pins	Cont	Egress	Groups	LED	OR Interlocks	Split Timezones
				X	X		X	X	X

Reader Name	ID
Admin Entrance	1
Sales Area Entrance	2

Timezone Name	Start Time	End Time	Su	Mo	Tu	We	Th	Fr	Sa	Holidays
24 Hours	00:00:00	23:59:09	X	X	X	X	X	X	X	X
Sales Hours	08:00:00	17:00:00		X	X	X	X	X		
Technical	06:00:00	20:00:00		X	X	X	X	X		
	08:00:00	16:00:00							X	
	10:00:00	14:00:00	X							
Accounting	07:00:00	19:00:00		X	X	X	X	X		
	08:00:00	17:00:00							X	
	10:00:00	16:00:00	X							X
Cleaning Crew	04:00:00	06:00:00		X	X	X	X	X		
	19:00:00	23:00:00		X	X	X	X	X		
	10:00:00	14:00:00	X						X	

Output Point Name	ID	Interlock	Off	On	Timezone	PT
Admin Door Lock	1	None				10
Sales Door Lock	2	None				10

Input Point Name	ID	Interlock	Normal	Alarm	Timezone	ST	DT	SIL
Admin Door Status	1	None				10	0	
Sales Door Status	2	None				10	0	
Admin Door Egress	3	Output: Admin Door Lock				0	2	
Sales Door Egress	4	Output: Sales Door Lock				0	2	

GENERATING A SCHEDULES REPORT

Select Schedules from the list to generate a report of schedules. The report below will be generated. It includes the schedule name, type, frequency and the next scheduled date and time.

SCHEDULES

9/29/97

Schedule Name	Schedule Type	Frequency	Next Date	Next Time
Backup Reminder	Backup Reminder	Every Week	10/03/97	08:39
Panel Update Time	Panel Time & Date Update	Every Day	09/30/97	00:01

REPORTS

GENERATING A GUARD TOURS REPORT
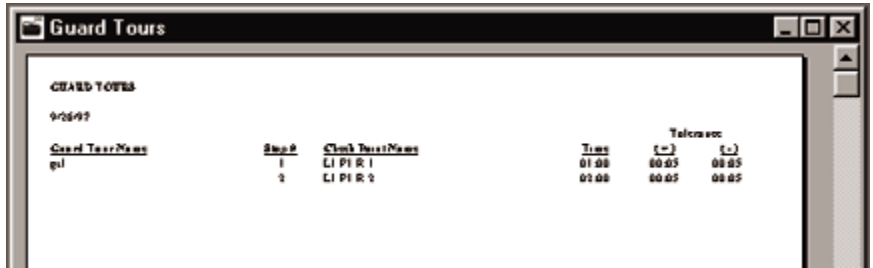
Select Guard Tours from the list to generate a report of Guard Tours. The dialog box below will prompt you for selection criteria.

Enter Guard Tour Selection Criteria		☒
Enter Guard Tour name range:		**OK**
From [ ] **to** [ ]		**Cancel**

GUARD TOURS SELECTION CRITERIA

Enter a range to report on by entering starting and ending names for an alphabetical list of Guard Tours. Partial names, such as the first letter, are also accepted. Or you can leave the dialogue box empty to generate a list of all Guard Tours defined in the database.

The report below will be generated. It includes the Guard Tour name(s), stop number (s), check point name(s), and time(s). It also gives a tolerance value for the check in times.
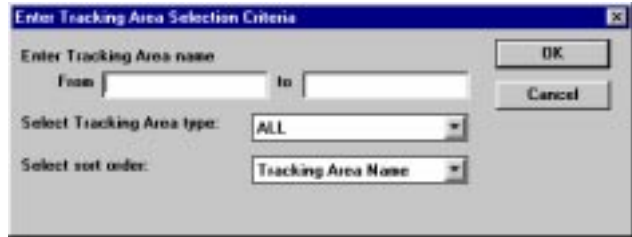
GENERATING A TRACKING AREAS REPORT

Select Tracking Areas... from the list to generate a report of tracking areas. The dialog box below will prompt you for selection criteria.

TRACKING AREAS... RANGE

Enter a range to report on by entering starting and ending Tracking Area names for an alphabetical list of tracking areas. Partial names, such as the first letter, are also accepted. If you want a list of all tracking areas, then leave the dialogue box blank. Use the drop down list to choose the type of area you want listed or choose ALL.

The report information can be sorted either by the name of the tracking area or by type of area. Use the drop down box to choose the sorting order.

The report below will be generated. It includes the tracking area name(s), area type(s), and reader name(s).
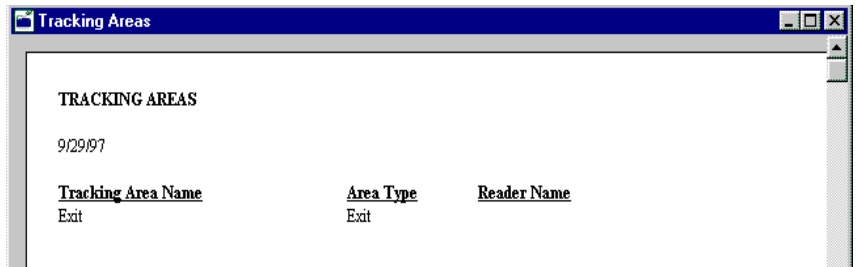
REPORTS

GENERATING AN ACCESS LEVEL REPORT

Select Access Levels from the list to generate a report of access levels. The dialog box below will prompt you for selection criteria.

ACCESS LEVEL RANGE

Enter a range to report on by entering starting and ending access level names for an alphabetical list of access levels. Partial names, such as the first letter, are also accepted.

The report below will be generated. It includes the access level name(s), reader name(s), time zone name(s), and group name(s).

GENERATING A CARD REPORT

Two types of card reports can be generated, one with card notes and one without. When Cards is selected from the database list, a submenu opens showing these two options as shown below.
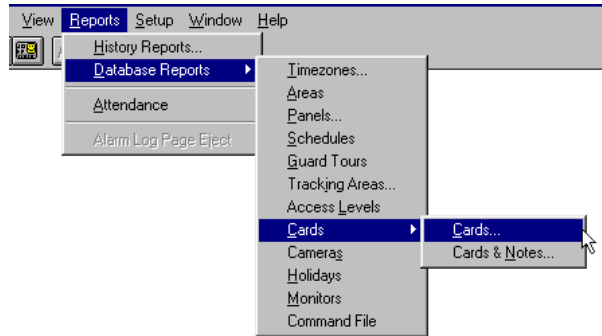
Select Cards... from the list to generate a report of cards without notes. The dialog box below will prompt you for selection criteria.

NAME RANGE

Enter a range to report on by entering starting and ending last names for an alphabetical list of cards. Partial names, such as the first letter, are also accepted.

CARD NUMBER RANGE

Enter a range to report on by entering starting and ending card numbers for a list of cards. The list will be alphabeti-

NOTE
Using *Name Range* from "A" to "C" will include all the card holders with last names that begin with "A" and "B." Names that begin with "C" will not be included.

cal by name for those cards that are alphabetically between the starting and ending number in the range.

ACCESS LEVEL

A list of all access levels in the Access Level Database are displayed in the drop-down list. Select the access levels to report on or choose All.

SORT ORDER

Select the preferred sort order. Card reports can be sorted by either the card number or the card holder's name.

The report below will be generated. It includes last name, first name, card number, expiration date, access level, if the card uses a PIN and indicates if there is a photo on the card.

Last Name	First Name	Number	Access Level	CardStatus	Activate	Deactivate	PIN	Photo
Public	Joan	49938	Administration	Active	11/30/97	11/30/98	3421	X

CARDS
11/26/97

Select Cards & Notes... from the list to generate a report of cards with notes. The dialog box below will prompt you for selection criteria.

NAME RANGE

Enter a range to report on by entering starting and ending last names for an alphabetical list of cards. Partial names, such as the first letter, are also accepted.

CARD NUMBER RANGE

Enter a range to report on by entering starting and ending card numbers for a numerical list of cards.

ACCESS LEVEL

A list of all access levels in the Access Level Database are displayed in the drop-down list. Select the access levels to report on or choose All.

NOTE RANGE

Enter a range to report on by entering the starting and ending criteria for up to three note fields. Partial criteria, such as the first letter, are also accepted.

SORT ORDER

Select the preferred sort order. Card reports can be sorted by either the card number or the card holder's name.

PRINT VALID AND INVALID DETAIL

Enabling this option will include the valid and invalid card detail including the type of read (normal, timezone error, not found, etc...), priority, and message.

The report below will be generated. It includes last name, first name, card number, access level, all note fields, and valid/invalid read details (if selected).

GENERATING A CAMERA REPORT

Select Cameras from the list to generate a report of cameras. The report below will be generated. It includes the camera ID, name, and title.

REPORTS

GENERATING A HOLIDAY REPORT

Select Holidays from the list to generate a report of
holidays. The report below will be generated. It includes
the holiday name and date.

GENERATING A MONITOR REPORT

Select Monitors from the list to generate a report of
monitors. The report below will be generated. It includes
the monitor ID and name.

NOTE

A card presented at a reader outside of a Tracking Area, removes it from that Tracking Area and prohibits it from being reported in the Attendance Report.

GENERATING A COMMAND FILE REPORT

Select Command File from the list to generate a report of command files. The dialog box below will prompt you for selection criteria.

COMMAND FILE NAME RANGE

Enter a range to report on by entering starting and ending command file names for an alphabetical list of command files. Partial names, such as the first letter, are also accepted.

The report below will be generated. It includes the command file name, area name, and the commands in the file.

GENERATING AN ATTENDANCE REPORT

The purpose of the attendance report is to answer the following two questions:

- How long was a card holder in an area of the building?

- How long was a group of card holders in an area of the building?

To generate these reports, the user should select **Attendance**… from the **Reports** menu, which will bring up the **Enter Attendance Selection Criteria Window**:

Enter Attendance Selection Criteria

| Tracking Area: | ALL | OK |
| | | Cancel |

Card Holder
Number:
Last Name:
First Name: Cards...

Group of Card Holders
Access Level:
Note Field:

Time Interval
Date (YYYYMMDD)
From 19961108   to   19961114
Time (HHMMSS)
From   to

TO DETERMINE HOW LONG A PARTICULAR CARD HOLDER WAS IN AN AREA:

Select a specific Tracking Area or use the default value of "ALL" Tracking areas in the building.

Enter the specific card holder information. This can be done by entering the card number or last and first name in the text entry spaces provided. Alternately, the **Cards…** button can be used to browse the card database to find the card to use.

Optionally, enter the time interval. If not specified, the entire time span of the history database will be used.

Click **OK** for a report on the time range.

REPORTS

TO DETERMINE HOW LONG A GROUP OF CARD HOLD-ERS WERE IN AN AREA:

Method 1:

Select the Tracking Area as above. Select an "Access Level" for which all of the card holders belong.

Optionally, enter the time interval as above.

Method 2:

Select the Tracking Area as above. Select a "Note Field" and enter the exact value for which all of the card holders belong.

Optionally, enter the time interval as above.

As mentioned above, the report uses the current history database records to extrapolate the attendance information requested.

The report displays how long a card holder was in an area via the "Elapsed Time" field. This value represents the number of hours and minutes. If no "Exit Time" found, the elapsed time is based on the current date and time.

7

WIN-PAK MAINTENANCE

MAINTENANCE

NOTE
Maintenance functions in a WIN-PAK network can only be performed from the WIN-PAK server.

NOTE
It is up to the user to determine how often to do the archive process. It depends on how much data the user needs immediate access to – a week, a month?

In the process of maintaining your access control system, your data should be carefully and systematically managed to prevent loss of information. WIN-PAK provides tools for keeping your data clean and safe. The following sections cover how to maintain your files using Archive, Purge, Backup, Restore, and the Rebuild functions.

ARCHIVE

Archiving refers to moving a range of history records to a separate file. Normally, this would be done with history that doesn't need to be viewed regularly. Although these records will still be accessible, they will not be searched when running a History Report unless specified. This speeds up the history report process by eliminating old transactions.

Archiving is done by selecting Archive... from the **File** menu. This will open a calendar dialog prompting you to enter a date.

Click the arrow buttons to move forward or back one month at a time, then click the exact date that you want WIN-PAK to archive PRIOR TO (not including the date). Then click **Archive** to continue or **Cancel** to abort the operation.

Serial communications must be halted, so you will be prompted to buffer your panels. If you choose not to

buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/NAK will make sure that transactions are not lost.

EXAMPLE
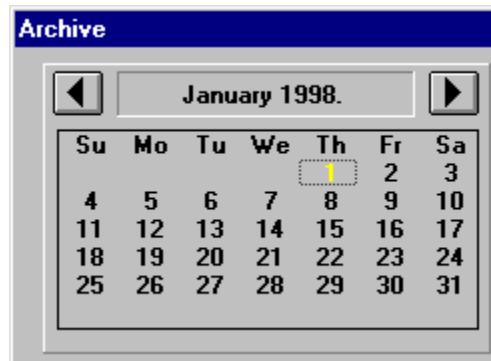
NOTE
In this example, the transactions from 01/01/98 WILL NOT be in the archived file.

If history was archived through January 1, 1998 as shown above, then an archive file containing history PRIOR TO January 1st would be created named 19980101. DBF. All history information PREVIOUS to January 1st would then be purged (deleted) from the main history file. The archived information would then only be retrievable by enabling *From archive* in the History Selection Criteria dialog when generating a history report, and selecting the 19980101. DBF file.

PURGE

Purging refers to removing records from the active WIN-PAK history (not archived). This is for deleting history that will never need to be accessed again.

To delete records, select Purge... from the **File** menu. This will open a calendar dialog prompting you to enter a date.

MAINTENANCE

Click the arrow buttons to move forward and back one month at a time, then click the exact date that you want WIN-PAK to purge PRIOR TO (not including the date). Click **Purge** to continue or **Cancel** to abort the operation.

Serial communications must be halted, so you will be prompted to buffer your panels.

When completed, your history records prior to the date you selected will be removed.

BACKING UP WIN-PAK FILES

An important part of keeping data safe is backing up files on a regular basis. WIN-PAK allows you to do a backup of your databases (and indexes) to a separate sub-directory.

CAUTION
NEVER DO A BACKUP WHEN YOU THINK A DATABASE IS CORRUPTED! First copy the databases to another backup subdirectory. Then rebuild the databases using the Repair function.

A backup will save your WIN-PAK database (and index) files to a separate subdirectory. This is useful if one or more of your databases becomes corrupt. It will not protect your data or system, however, from hardware failures, so it is important to conduct regularly scheduled complete backups to some form of removable media (floppy disks, tapes, etc..) in addition to WIN-PAK backups. To conduct a backup:

1. Select Backup from the **File** Menu. The backup will verify that all clients are logged out and disables new client logins (Backup requires exclusive use of the databases).

2. You will be prompted to buffer panels. Click **Yes** if you want to buffer panels or **No** if you do not. If you choose not to buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/ NAK will make sure that transactions are not lost.

NOTE
Images, badges, and signatures are not backed up through the backup procedure. These files are found in the C:\WINPAK\DATA subdirectory and should be backed up to a tape or other storage media.

NOTE
History transactions are also stored in a database file. Therefore, a restore will overwrite the "current" history.

IMPORTANT
To keep images and the Card Database in sync, the backup and restore functions should be done for both sets of information at the same time.

Backup shuts down communications (closes databases) and copies all database files (PK*.DBF and PK*.MDX) and archived history files from the WIN-PAK database directory (usually C:\WINPAK\DATABASE) to the BACKUP subdirectory (usually C:\WINPAK\DATABASE\BACKUP). If the BACKUP sub directory doesn't exist, WIN-PAK creates it. It finishes by restarting communications, unbuffering panels, and enabling client logins. Databases can now be copied from BACKUP subdirectory to tape or other backup media.

RESTORING FROM A BACKUP
If you are experiencing database difficulties or data loss in WIN-PAK that rebuilding will not correct, you can restore your databases from the last backup. Any data entered since the last backup will need to be re-entered. To restore from a backup:

1. Restore your most recently backed up files from your backup media to the C:\WINPAK\DATABASE\BACKUP directory. Images, badges, and signatures should be copied to the C:\WINPAK\DATA directory.

2. Select Restore from the **File** menu.

3. The restore will verify that all clients are logged out and disables new client logins (Restore requires exclusive use of the databases).

4. You will be prompted to buffer panels. Click **Yes** if you want to buffer panels or **No** if you do not. If you choose not to buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/NAK will make sure that transactions are not lost.

It then shuts down communications (closes databases) and copies all database files (PK*.DBF and PK*.MDX) and archived history files from the BACKUP subdirectory (usually C:\WINPAK\DATABASE\BACKUP) to the WIN-PAK database directory (usually C:\WINPAK\DATABASE). It finishes by restarting communications, unbuffering panels, and enabling client logins.

NOTE
Clients MUST be logged off to use any rebuilding functions.

REBUILDING DATABASES

Databases can become corrupt when there is a power outage or if WIN-PAK is exited improperly. This corruption can cause databases to lose data or act irregularly. It is important that operators know the correct procedure for exiting both WIN-PAK and Windows!

WIN-PAK provides the ability to maintain and repair databases using the Create, Pack, Reindex, and Repair functions. All of these can be accessed by selecting Rebuild... from the **File** menu. A large dialog box will open with a matrix that contains Databases on the side and functions along the top.

Database Table	Create	Pack	Reindex	Repair	Status
Access Level		X			
Action Messages		X			
Area		X			
Cameras					
Cards			X		
Command Files					
Floor Plans					
Guard Tours					
History					
Holiday					
Monitor					
Operator				X	
Panel					
Scheduler					
Timezone					
Tracking Area					
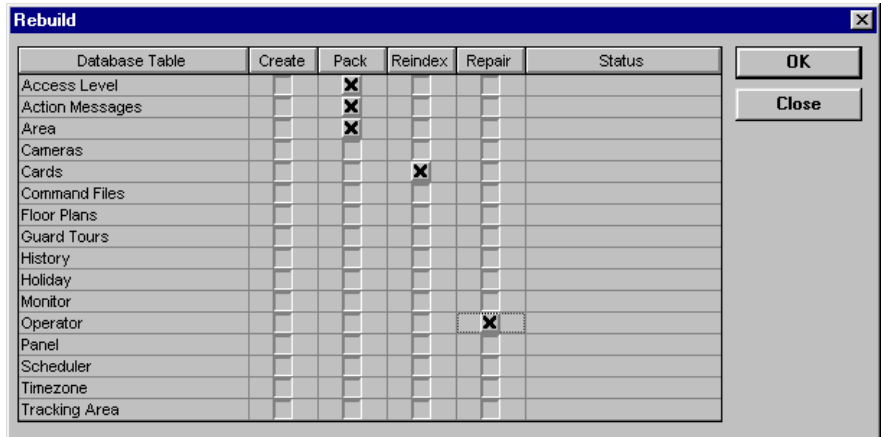
Select the functions that you want to perform in the row of the database you want them performed on.

CREATE THE DATABASE

NOTE
Limiting access to this function should also be taken in consideration when creating operators, etc...

Select this option if you want to recreate the database from scratch. This will overwrite the existing files for the database with new files. DO NOT USE THIS FUNCTION IF DATA CURRENTLY EXISTS IN THE DATABASE, BECAUSE IT WILL BE LOST! In addition, other databases that rely upon it may not open.

Databases that relate to others can cause programming problems if deleted. For example, if the Timezone Database was recreated, all timezones used in the Panel and Access Level databases would be out of sync. ***Caution should be exercised when Create is used!!!***

PACK THE DATABASE

Databases keep track of records even when they have been deleted. This is why records continue to appear "grayed" in the Data List. Packing the database will purge these deleted records and make your system run more efficiently.

REINDEX

This function deletes the indexes of the database and rebuilds them.

REPAIR

This function looks for records that are corrupt and strips them out of the database. It then reindexes and rebuilds the integrity table. This can take a while depending upon the size of the databases.

APPENDIX A:
PRE-INSTALLATION
SYSTEM SETUP

Two files that are located in the root directory of your PC are responsible for it's configuration. The AUTOEXEC.BAT file contains commands and programs that you want executed each time you start your computer. The CONFIG.SYS file instructs the PC on how to handle different operations. Both of these files can be edited with a simple text editor such as Edit (DOS-based) or Sysedit (Windows-based). Below are some examples of statements that may appear in these two files. The examples shown are for a typical Windows 3.11 system using a Videoblaster capture card. Windows '95 will normally not require statements like those required for Windows 3.11.

AUTOEXEC.BAT (WIN-PAK STAND-ALONE SYSTEM WITH BADGING)

These statements are just a part of the AUTOEXEC.BAT file and may differ depending upon your individual hardware and software setup.

```
@ECHOFF
PROMPT $P$G
PATH=C:\DOS;C:\;C:\WINDOWS;C:\VBSE100
```

EXPLANATIONS

May be present if a Videoblaster video capture board is being used.

```
SET VIDEOBLST_SE100=C:\VBSE100 A:718 I:11 M:D000 T:5
```

Video capture driver statement.

```
LH SE100DRV
```

Helps allocate memory for Windows and WIN-PAK to operate efficiently.

```
C:\WINDOWS\SMARTDRV.EXE /X 1024 512
```

```
SET TEMP=C:\DOS\TEMP
```

Make sure the *TEMP* sub-directory exists in the *DOS* directory when using this statement.

Cleans up the TEMP files by deleting them during power up.

```
ECHO Y|DEL C:\DOS\TEMP\*.*
```

CONFIG.SYS (WIN-PAK Standalone System with Badging)

These statements are just a part of the CONFIG.SYS file and may differ depending upon your individual hardware and software setup.

EXPLANATIONS

May have an exclude statement added after "NOEMS" to accommodate a range of memory for the video capture board. If EMM386.EXE is used, NOEMS must be present.

Files must be set to 150 for a WIN-PAK standalone system. If running WIN-PAK as a server, 250 files should be made available.

```
DEVICE=C:\WINDOWS\HIMEM.SYS
DEVICE=C:\WINDOWS\EMM386.EXE  NOEMS  X=D000-D3FF
```

```
DOS=HIGH
FILES=150

STACKS=9,256
```

Aside from the AUTOEXEC.BAT and CONFIG.SYS files, Windows has two files that determine how it works with your hardware and software configuration. The WIN.INI file contains information on individual programs, fonts, and Windows' system settings. The SYSTEM.INI file contains information on how Windows works with your hardware.

When using a video capture board, the Extended Memory Manager (EMM) statement in the CONFIG.SYS may have an "X=" statement included within it:

Example:
```
DEVICE=C:\WINDOWS\EMM386.EXE  NOEMS  X=D000-D3FF
```

If it does, an "exclude" statement must be included in your SYSTEM.INI file that matches it:

Example: `EMMExclude=D000-D3FF`

APPENDIX B: INTERLOCKING

The interlocking feature allows an input point or output point to take a specified action based upon another input point or output point changing state. In an interlock sequence, an action on one point causes a reaction from a second point.

Interlocks initiated with an input point change of state are defined in the Input screen of the Panel Database.

NOTE
A group is considered an output. *Input to Output* could be an input interlocked to an output group. *Output to Output* could be an output interlocked to a group or one group interlocked to another.

Interlocks initiated with an output point change of state are defined in the Output screen of the Panel Database.

In either screen, click the box labeled Interlocking to enable the interlocking section.

Select Input to Output or Input to Input from the Input Point screen to define the interlock type when initiating from an input point change of state.

| **Input to Output** | When an input is interlocked to an output, a change of state on the input causes the output to react. |
| **Input to Input** | When input A is interlocked to input B, a change of state on input A causes input B to react. |

OR

Select Output to Output or Output to Input from the
Output Point screen to define the interlock type when
initiating from an output point change of state.

Output to Input	When an output is interlocked to an input, a change of state on the output causes the input to react.
Output to Output	When output A is interlocked to output B, a change of state on output A causes output B to react.

The parameters that must be specified in an interlock
sequence are shown below:

Component A:	Specify an input or output to initiate the interlock sequence. A change of state on Component A causes a reaction from Component B.
Component B:	Specify an input or output to react upon a change of state on Component A.
Action 1:	Specify the action for Component B to take when Component A goes into an alarm state (input) or energized state (output).
Action 2:	Specify the action for Component B to take when Component A returns to a normal state (input) or de-energized state (output).

A diagram of where these parameters are found in the
Panel database is shown below. The screen on the top
illustrates an interlocking scheme for a free egress
situation for door address 1.

INPUT INTERLOCKS
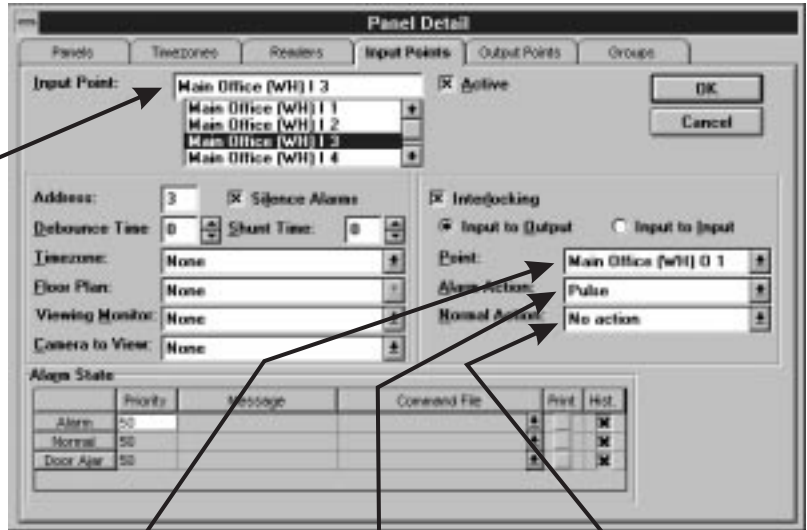
OUTPUT INTERLOCKS

Panel Detail

Tabs: Panels | Timezones | Readers | Input Points | Output Points | Groups

Input Point: Main Office (WH) I 3
- Main Office (WH) I 1
- Main Office (WH) I 2
- Main Office (WH) I 3
- Main Office (WH) I 4

☒ Active

OK | Cancel

Address: 3 ☒ Silence Alarms
Debounce Time: 0 Shunt Time: 0
Timezone: None
Floor Plan: None
Viewing Monitor: None
Camera to View: None

☒ Interlocking
● Input to Output ○ Input to Input
Point: Main Office (WH) O 1
Alarm Action: Pulse
Normal Action: No action

Alarm State

	Priority	Message	Command File	Print	Hist.
Alarm	50				✗
Normal	50				✗
Door Ajar	50				✗

Component A
Specify an input or output to initiate the interlock sequence. A change of state on Component A causes a reaction from Component B.

Component B
Specify an input or output to react upon a change of state on Component A.

Action 1
Specify the action for Component B to take when Component A goes into an alarm state (input) or energized state (output).

Action 2
Specify the action for Component B to take when Component A returns to normal state (input) or de-energized state (output).

Panel Detail

Tabs: Panels | Timezones | Readers | Input Points | Output Points | Groups

Output Point: Main Office (WH) O 1
- Main Office (WH) O 1
- Main Office (WH) O 2
- Main Office (WH) O 3
- Main Office (WH) O 4

☐ Active

OK | Cancel

Pulse Time: 10 Address: 1
Timezone: None

☒ Interlocking
○ Output to Output ● Output to Input
Point: Main Office (WH) I 1
ON Action: Follow
OFF Action: No action
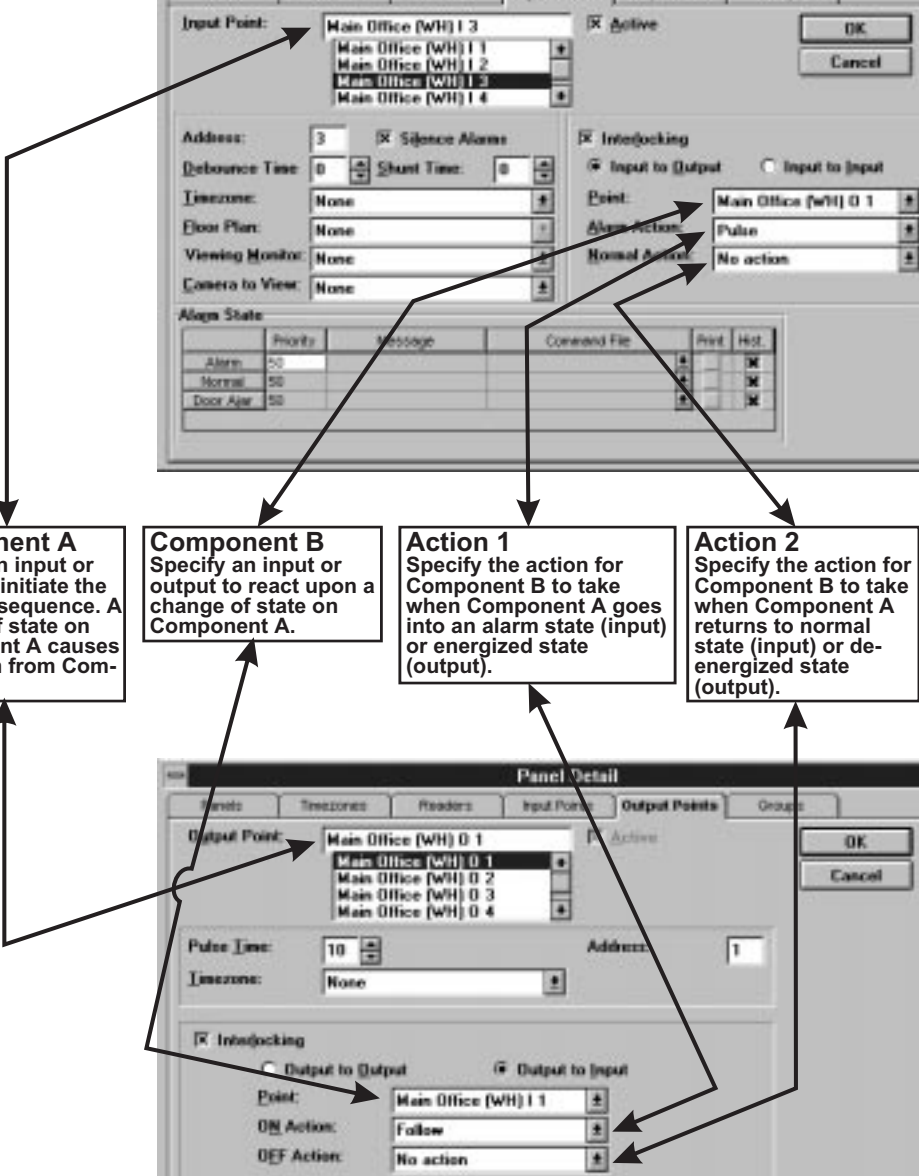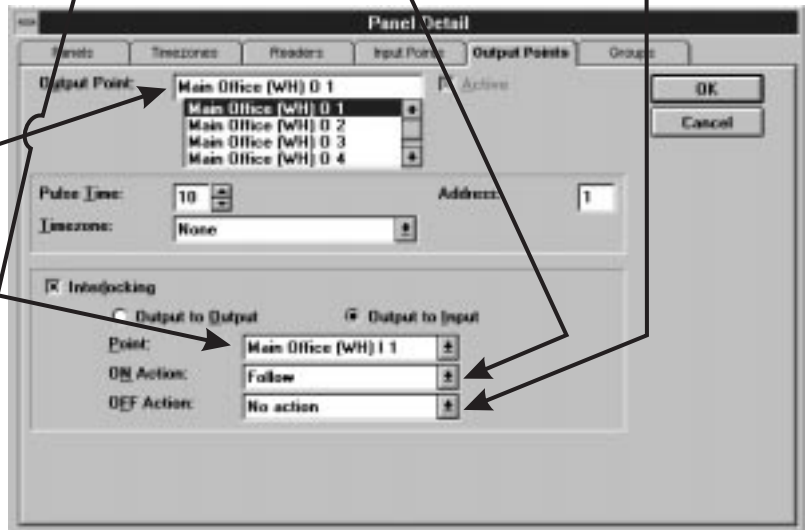
The actions available for the Action 1 and Action 2 parameters are as follow:

Energize   Applicable only when Component B is an output point, this action turns the point on.

De-Energize   Applicable only when Component B is an output point, this action turns the point off.

Shunt   Applicable only when Component B is an input point, this action shuts off the point.

Un-Shunt   Applicable only when Component B is an input point, this action reactivates the point.

Pulse   Energizes the output point (or momentarily shunts an input point) for a set amount of time.

Pulse Off   Turns off a point currently being pulsed. When relay is energized, it will Pulse Off and then return to Energized state. (This is rarely used and must be used in addition to a command file.)

No Action   No change of state.

Follow   Take the state of Component A.

Invert Follow   Take the opposite state of Component A.

When a Follow action is specified for Action 1, No Action must be specified for Action 2. A Follow/No Action specification causes Component B to follow any change of state on Component A.

EXAMPLE 1

Component A:	Input #5 (motion detector)
Component B:	Output #3 (siren)
Action 1:	Energize
Action 2:	De-energize

When input #5 goes into alarm state (motion detector triggered), output #3 energizes (sounding the alarm). When input #5 returns to normal state, output #3 de-energizes (turning off the siren).

EXAMPLE 2

Component A:	Input #6 (door status switch)
Component B:	Output #4 (bell)
Action 1:	Pulse
Action 2:	No Action

When input #6 goes into alarm state (door status switch open illegally), output #4 pulses for its predetermined pulse time. The pulse time is set in the Output Point screen in the Panel Data section of WIN-PAK.

EXAMPLE 3

Component A:	Output #1 (door strike relay)
Component B:	Input #1 (door status switch)
Action 1:	Follow
Action 2:	No action

When output #1 energizes (upon a valid card read or egress), input #1 is shunted for the defined shunt time specified in the panel database. Input #1 follows the state of output #1.

EXAMPLE 4

Component A:	Input #7 (push button)
Component B:	Input #8 (motion detector)
Action 1:	Pulse
Action 2:	No Action

When input #7 goes into alarm state (push button activated), input #8 pulses (shunts) for its set shunt time, deactivating the motion detector.

For more information on interlocking, see Northern Computer's Interlocking Guide (TD3001).

APPENDIX C: ELEVATOR CONTROL

Elevator control is accomplished through the use of the Group Option, which allows activation of a combination of output points upon a valid card read. The N-1000-II/N-800 output points are used to enable the operation of the floor select buttons of the elevator controller. Normally-open floor select buttons should be wired in series through the normally-open side of the N-1000-II/ N-800 relays. This configuration is shown is shown below.

Each floor selection button is wired in series with an output relay on the control panel.
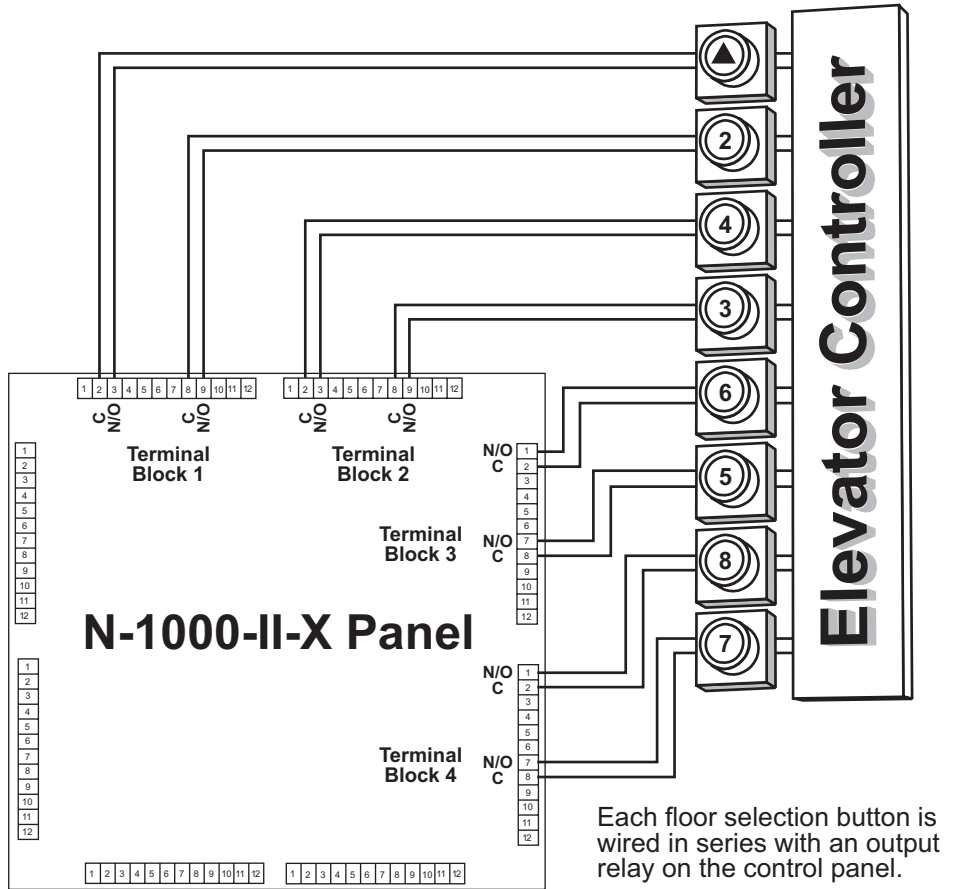
In normal operation, when a valid card is read, the group of output points assigned to the card change state, enabling the appropriate floor select buttons. The user then makes a floor selection.

Group definitions and pulse times are programmed in the Panel Database. The groups are then assigned to access levels in the Access Level Database. The access levels are then assigned to cards in the Card Database.

EXAMPLE

NOTE
Addresses indicated by 1xx are groups.

Given: We want to give Jim Johnson (card #22435) access to all eight floors. We want to give Jane Doe (card #17732) access to floors 1-4 only.

1: Create a panel in the Panel Database where the Group Option is enabled.

The Groups tab will now be accessible.

2: In the Output Points Screen make all output points that you want to include in your group "Active". In this example, activate outputs 1 through 8 to represent the 8 floors.

3: From the Groups Screen, make Group #1 "Active" and select output points 1-8 to include all 8 floors. Make Group #2 "Active" and select as output points 1-4 to include only the first 4 floors.

4: Return to the Output Points Screen and scroll down to the bottom of the Output Points list to view groups. Groups have a "G" in the name and have an address greater than 100. Select Group #1 and assign it a pulse time of 10 seconds. The pulse time is the amount of time that the card holder will have to select a floor after presenting the card. Do the same for Group #2.

5: Define Access Levels for Jim Johnson (All Eight Level) and Jane Doe (Only Four Level), in the Access Level Database, as shown:

6: Assign the access levels to the cards, in the Card
Database, as shown:
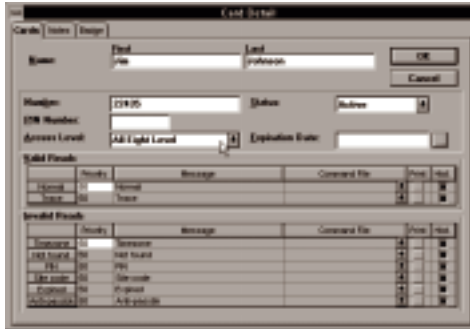
When Jim Johnson presents card #22435, output points
#1-8 pulse for 10 seconds, allowing selection of floors
1-8. When Jane Doe presents card #17732, output
points #1-4 pulse for 10 seconds, allowing selection of
floors 1-4.

APPENDIX D:
TECHNICAL
INFORMATION

THE WIN-PAK DATABASES

The WIN-PAK System is made up of 35 databases found in the WINPAK\DATABASE subdirectory. Below is a description of each database.

ACTIONS.DBF	Interlock Actions	*Contains the Interlock Actions matrix.*
PKALMAIN.DBF	Access Level Main File	*Contains the Access Level Names and ID numbers*
PKALRDLK.DBF	Access Level Reader Lookup	*Contains the 1:M relationship between Access Level ID and Panel Readers (There will be 1 AL ID to M Readers)*
PKAMLKUP.DBF	Action Message Reader Lookup	*Contains the relationship between Panel Readers/Inputs, Action Messages, and Cards*
PKARMAIN.DBF	Area Main File	*Contains the information that defines an area such as Port, AREA NAME and AREA ID*
PKCAMAIN.DBF	Camera Main File	*Contains Camera names and Ids*
PKCDMAIN.DBF	Card Main Database	*Contains the card data as well as AL ID*
PKCDNTLK.DBF	Card Notes File	*Contains card notefields*
PKCFCMLK.DBF	Command file lookup	*Contains the commands associated with a command file*
PKCFMAIN.DBF	Command Main File	*Contains the command name, Area & Command File ID*
PKFKREFC.DBF	Referential Integrity	*Contains counts that signify dependencies between files that are used when files are to be deleted*
PKFPHSPT.DBF	Floor Plan Hot Spot	*Contains information pertinent to floorplan hotspots*
PKFPHSLK.DBF	Floor Plan Hot Spot Lookup	*Contains associated information for hotspots*
PKFPMAIN.DBF	Floor Plain Main File	*Contains the floorplan ID, Name and Bitmap file name*
PKGTMAIN.DBF	Guard Tour Main File	*Contains Guard Tour ID information*
PKGTSTLK.DBF	Guard Tour lookup	*Contains directive for reader lookup*

PKHLMAIN.DBF	Holiday Main File	*Contains a list of holidays referenced by ID*
PKIOMAIN.DBF	Tracking Area Main Database	*Contains the main tracking area information*
PKIORDLK.DBF	Tracking Area Reader Lookup	*Contains the reader information for the tracking area database*
PKHSMAIN.DBF	History Main File	*Contains the current histroy file data*
PKMNMAIN.DBF	Monitor Main File	*Contains the Monitor information of ID and NAME*
PKOPMAIN.DBF	Operator Main File	*Contains the Operator information, ID, Name, Password*
PKPNGPL1.DBF	Panel Groups 1	*Main Groups are recorded in this file - 1 entry per group*
PKPNGPL2.DBF	Panel Group Points	*Points lookup file for groups - 1 entry per group point*
PKPNHALK.DBF	Panel Hardware Alarms	*Accounts for panel hardware alarm inputs - 1 entry per alarm point*
PKPNINLK.DBF	Panel Input Points	*Input point lookup database - 1 entry per input*
PKPNMAIN.DBF	Panel Main File	*Contains the main panel configuration info - 1 entry per panel*
PKPNOTLK.DBF	Panel Output Points	*Output Point lookup database - 1 entry per output*
PKPNRDLK.DBF	Panel Reader Lookup	*Reader information - 1 entry per reader*
PKPNSCLK.DBF	Panel Site Code	*Contains panel site codes - 1 entry per panel site code*
PKPNTSLK.DBF	Panel Timezone Slots	*Contains references to Timezones for panel slots*
PKT00001.DBF	THIS IS A TEMPORARY FILE USED INTERNALLY BY WIN-PAK.	
PKSCMAIN.DBF	Scheduler Main File	*Scheduler File*
PKTZMAIN.DBF	Timezone Main File	*Contains timezone name and ID*
PKTZRGLK.DBF	Timezone Ranges	*Contains ranges for timezones - 1 entry per timezone range*

THE WINPAK1.INI FILE

(found in the WINDOWS directory)

REGISTRATION SECTION

The Registration Section contains registration information as well as the operator that last logged in successfully.

```
[Registration]
Administrator=John Doe
Organization=ABC, Inc.
Operator=Vinnie
```

NETWORK SECTION

The Network Section details important network information.

```
[Network]
NodeType=0
```
NodeType=
0 describes a standalone system,
1 describes a network server,
2 or any other integer describes a network client

```
Node ID=
Server Name=
```
The server name can equal the actual machine name of the server or the TCP/IP address of the server. Only used on client machines.

CONTROL PANEL SECTION

The Control Panel Section contains information on the Main Control Panel.

```
[Control Panel]
```

OPTIONS SECTION

```
[Options]
Shutdown Buffer=0
```
Shutdown Buffer=
0 means default is NOT to put panels into a buffer mode
1 means default IS to put panels into a buffer mode

```
Database Directory=C:\WINPAK\DATABASE
```
The directory where WIN-PAK looks for databases. In a network configuration, this may change depending on what directory or drive the server is sharing. For example, if the server is sharing the root drive (C:\), then the database directory on the client would be C:\WINPAK\DATABASE. If the server is only sharing the WINPAK directory, it would be C:\DATABASE.

```
Transaction Buffer Size=1000
```
The number of uncleared transactions allowed before old data is deleted.

```
BadgePhoto=1
CardPhoto=2
```

NOTE FIELDS SECTION

The Note Fields section contains the labels that note fields are identified by in WIN-PAK. These are set in the Note Fields section of the Setup menu.

```
[Note Fields]
Note 1 Desc=Department
Note 2 Desc=Title
Note 3 Desc=Phone #
Note 4 Desc=License Plate #
Note 5 Desc=Note 5
Note 6 Desc=Note 6
Note 7 Desc=Note 7
Note 8 Desc=Note 8
Note 9 Desc=Note 9
Note 10 Desc=Note 10
Note 11 Desc=Note 11
Note 12 Desc=Note 12
Note 13 Desc=Note 13
Note 14 Desc=Note 14
Note 15 Desc=Note 15
Note 16 Desc=Note 16
Note 17 Desc=Note 17
Note 18 Desc=Note 18
Note 19 Desc=Note 19
Note 20 Desc=Note 20
Note 21 Desc=Note 21
Note 22 Desc=Note 22
Note 23 Desc=Note 23
Note 24 Desc=Note 24
Note 25 Desc=Note 25
```

NOTE

The statement:

Debug Dump=1

can be added to the Serial Ports section for trouble-shooting what WIN-PAK is sending and how the panel responds. When entering WIN-PAK it will create a dump file in C:\WINPAK called RSDUMP01.TXT that can be viewed with a text editor after exiting WIN-PAK.

A new text file is generated every time you enter WIN-PAK (RSDUMP02.TXT, etc...). Delete the statement, or change the variable to "Ø" to turn it off when you are done troubleshooting.

NOTE

The N-4702 (with version 2.21 firmware or higher) requires longer delays between retries and a greater number of retries.

NOTE

If the line:

Beep Alarm=0

is added to the Printers section, you will not hear the alarms when they come in.

SERIAL PORTS SECTION

The Serial Ports Section contains information that defines the number of COM ports and their settings.

```
[Serial Ports]
Type=0
        Type =0        COM1 & COM2
            =1         DigiBoard PC/4
            =2         DigiBoard PC/8
            =3         DigiBoard PC/16
            =4         BOCA BB 1004
            =5         BOCA BB 1008
            =6         BOCA BB 2016
            =7         DualDigiBoard PC/16

First Port=4
P1Modem=0
P2Modem=0
IRQ=0
P1Use=1
P1BaudRate=1200
P1Init=
P1Phone=
P1Address=0
        In general:    0=NO      1=YES

P2Use=1
P2BaudRate=1200
P2Init=
P2Phone=
P2Address=0
Status Port Address=0
retries=10
        When a command is sent to N-4702 panels and no acknowledgement is
        received, it will be retried. The maximum number of retries is defined here.

timeout=120
        The maximum number of seconds between retries. (See "retries" above.)
```

PRINTERS SECTION

The Printers section determines the operation of printers in WIN-PAK.

```
[Printers]
Print Alarms=1
        Print Alarms=
        0 DISABLES the printing of system responses
        1 ENABLES the printing of system responses

Report Printer=
```

SERVER OPTIONS SECTION

The Server Options Section contains information specific to the server.

```
[Server Options]
Card Digits=5
```
> *Card Digits=*
> *5 means 5-digit programming has been chosen. This allows card numbers between 1 and 65534 in the card database.*
>
> *12 means 12-digit programming has been chosen. This allows card numbers between 1 and 999999999999 in the card database.*

```
Card Limiting=1
Clear Alarm OK=1
```
> *Clear Alarm OK=*
> *0 means Normal only*
> *1 means Alarm OR Normal*

```
Command File Send=1
Alarm Priorities=50
```
> *Priority Threshold*

```
Auto Card Lookup=50
```
> *Card Lookup Threshold*

```
Security=13, 70, 30, 90, 27, 133, 117, 26, 85, 25
Log Operator Actions=1
Muster History Init=0
```
> *Hours to "Prime"*

```
[Recent File List]
File1=C:\WINPAK\CONTROL.MTR
```

THE BADGER.INI FILE

(found in the WINPAK\DATA directory)

PREFERENCES SECTION
```
[Preferences]
DataPath=C:\Winpak\DATA
```
> *Where images are stored.*

```
JPEG Compression=100
```
> *Compression setting for images*
> > *100=   least compression, best quality*
> > *30=   most compression, least quality*

VideoDLL=Flashpnt.dll
Video capture device

PrintDLL=DATACARD.DLL
Printer used (may not be present if "Other" was chosen during installation or a different printer is used).

Inches=1
Default (blank) is in mm
ShowGrid=0
SnapGrid=1
SigPad=PenWare100
Present if Signature Pad was checked during installation
[Misc]
Parent=WINPAK

[DataCard]
Encode=0
EncodeOnly=0
Duplex=0
RotateBack=1

APPENDIX E:
PCPAK TO WIN-PAK
CONVERSION STEPS

CONVERT.EXE is a PC-PAK to WIN-PAK conversion utility that converts PC-PAK databases to the format of WIN-PAK databases (xBase). This allows the user to make an upgrade from an existing PC-PAK system to WIN-PAK without having to re-enter all database information.

The conversion of PC-PAK files is not complete, however. This is because the WIN-PAK database is very different from the PC-PAK database in structure. The conversion utility has been designed to take the WIN-PAK database to a point where the user can quickly make modifications.

The utility converts all necessary databases except for those listed below:

- Operators will not be converted.

- Backdrop data (badge backgrounds) will not be converted.

- Timezones will not be converted. A timezone named *timezone1* defining 24-hour, 7-day access will be created. This timezone will be substituted for timezones used in WIN-PAK access levels. All timezone assignments to input points or output points will not be kept.

- More access levels than were originally in PC-PAK may be created.

CONVERSION PROCEDURE

The following steps demonstrate how to convert PC-PAK databases to WIN-PAK databases using the Convert Utility. It is a good idea to print out complete database reports from PC-PAK before converting, to reference what modifications need to be made to the WIN-PAK databases.

1. **MAKE A BACKUP** of the files within the PC-PAK directory. See the PC-PAK manual for more information on backing up these files.

2. Install WIN-PAK (refer to the installation section of this manual). After creating databases and logging in, select Exit from the **File** menu to close WIN-PAK.

3. From the Program Manager, select Run from the **File** menu.

4. Type "C:\WINPAK\CONVERT.EXE" in the command line and click **OK**. This will open the conversion utility.
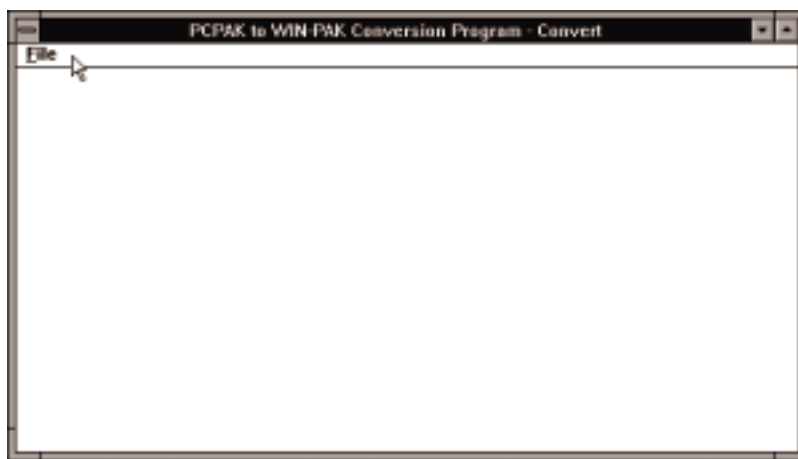
5. Select Convert from the **File** menu. This will bring up an "Open" dialog box.

6. Select the directory of PC-PAK or the directory you have PC-PAK files stored and double-click on it. The CDATA.DB file will highlight as it is the main file from which the conversion takes place. Click **OK**.

   The program will begin converting the databases. This process may take some time depending on the number of panels and cards programmed into the system. A very large database with video images could take several hours.

7. A message will appear indicating that it is about to rebuild the "Referential Integrity Table." Click **OK**.

8. A "conversion complete" box will appear. Click **OK**.

9. Select Exit from the **File** menu to close the Convert Utility.

The Convert Utility copies all photos into the WINPAK/DATABASE subdirectory. These need to be copied into the WINPAK/DATA subdirectory. Copy all .JPG files from the DATABASE subdirectory to the DATA subdirectory using File Manager or using the following command from the DOS prompt:

`C:\ COPY C:\WINPAK\DATABASE\*.JPG C:\WINPAK\DATA`

CHECKING THE CONVERSION

Refer to the database chapter of this manual for instructions on how to view and edit databases. Use the steps below to check the conversion and make any necessary modifications to your databases.

1. Open WIN-PAK and login using WIN-PAK's default user & password. Create/edit the operator database to allow all privileges. Then re-login and make sure that your COM Ports are enabled in the Serial Ports... section of the **Setup** menu.

2. Select Timezones from the **Database** menu. Add all necessary timezones for inputs, outputs, and cards as described in the Database chapter. These timezones will be used and available for panels and access levels.

3. Select Areas from the **Database** menu and check all information for each area, editing if necessary.

4. Select Panels from the **Database** menu. Edit each panel by selecting the appropriate timezones created for particular inputs and outputs. Check that the correct shunt times and pulse times converted properly along with the interlocks for inputs and outputs.

5. Select Access Levels from the **Database** menu. Edit each Access Level by reassigning readers to the appropriate Timezones just created.

6. Select Cards from the **Database** menu. Check each card to assure that information is correct and edit access levels as necessary.

APPENDIX F:
CUSTOM BADGE COLORS

If the colors on the palette don't meet your specifications for a background color or for a text color, it is possible to define a custom color. Clicking Define Custom Colors... from the Color dialog box extends the box to include a spectrum map.
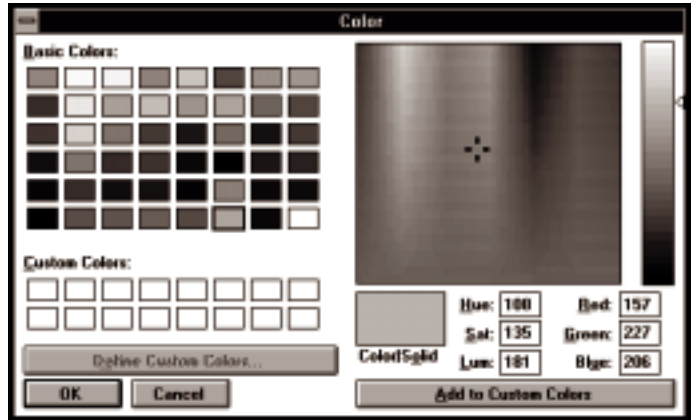
A color can be entered in one of two ways. The first is by clicking on an area in the large square spectrum map. This map measures hue horizontally and saturation vertically. Hue is color. Saturation is the amount of gray in the color.

After a color is chosen here, we can then adjust the luminosity of the color by moving the slider along the bar at the right of the map. Luminosity is the amount of black or white that we add to a color to darken or lighten it.

Lum: 181

Hue: 108
Sat: 135
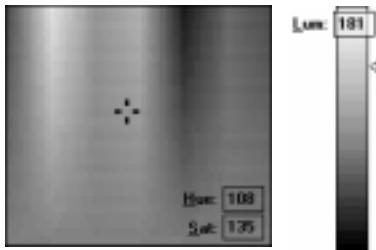
Hue: 121
Sat: 133
Lum: 181

Red: 157
Green: 225
Blue: 227

ColorISolid

NOTE

Monitors use red, green, and blue light to create the colors that you see. Most color printing devices use cyan, magenta, yellow, and black to create colors. You may need to experiment with printing if you are trying to match a color exactly. Keep track of either the red/green/ blue values or the hue/ saturation/luminosity values when testing because you cannot save your custom color to the palette.

HUE/SATURATION/LUMINOSITY

This process can also be done by entering specific numbers for hue, saturation, and luminosity in the text entry spaces provided. Hue can contain the values 0 through 239, starting with red and running through the spectrum of colors and ending with red. Saturation can contain the values 0 (gray with no trace of color) through 240 (the full value of the color). Luminosity can contain the values 0 (black) through 240 (white) with the untinted color at about 120.

RED/GREEN/BLUE

Color can also be measured by the three hues used to create color on the monitor - red, green, and blue. Simply enter in the values for each of these colors to produce a combined color.

COLOR | SOLID

The Color swatch will show you how your color will appear on the monitor and is a representation of how your color will appear when printed. Because monitors can only show a certain number of colors at a time, the colors may be dithered. This dithering will be on your monitor only - when printed, it will appear as a solid color.

The Solid swatch shows the closest solid color your monitor would pick with its current settings. If your monitor is set to display 16 colors, the monitor would pick the closest match to the Color swatch from 16 colors. If your monitor is set to display 256 colors, the closest match to the Color swatch from those colors would be picked. If your monitor can display more colors, the Solid swatch may match the Color swatch exactly.

If you double-click on the Solid swatch, your color will automatically be changed to that color.

Click OK to change the color of your backdrop or text or click Cancel to return to the badge without changing the color.

APPENDIX G:
SETTING UP A NETWORK SERVER

Window's 95 Information is given in the margin under the above icon.

Following the steps in the sections below will assist you in setting up a WIN-PAK network server. This guide is based on running WIN-PAK with Windows for Workgroups 3.11 using diskettes instead of a CD-ROM. Special instructions for Windows '95 are provided as notes and in the Windows '95 Network Setup section (2b).

This guide assumes that the network card and network card configurations are complete and functional to the manufacturer's specifications. It is also based on a first time installation of WIN-PAK (no existing databases).

WIN-PAK requires the TCP/IP protocol to function properly. Protocol version 3.11b used with Windows for Workgroups 3.11 is supplied with WIN-PAK. Windows '95 already has the TCP/IP protocol.

Window's 95 users need only to perform step 7.

1. MODIFYING AUTOEXEC.BAT & CONFIG.SYS FOR WINDOWS FOR WORKGROUPS 3.11 SYSTEMS

   1. From the C:\ prompt type EDIT AUTOEXEC.BAT and press **ENTER**.

   2. If the statement below does not exist, then add it below the "SET PATH=" statement.

      C:\WINDOWS\SMARTDRV.EXE_/X_1024_512

      Note: The underscore (_) in all statement examples represent a space.

   4. Now press the **ALT** key and then **ENTER** to activate the drop down list. Press the letter "X" then press the **ENTER** key. A message will appear stating that the file is not saved – save it now. Press **ENTER** and you will be at the C:\ prompt.

   5. Type EDIT CONFIG.SYS and then press **ENTER**.

6. Locate the line DEVICE=C:\WINDOWS\HIMEM.SYS
   If not present, add as the first line by placing the cursor at the top and pressing **ENTER** to add a new line. Arrow up one line and type the statement in.

7. Locate the line beginning with "Files=" and update the command to allow for 250 files. The line should read Files=250.

8. Locate the line
   DEVICE=C:\WINDOWS\EMM386.EXE_NOEMS _X=D000-D3FF
   may be added in badging systems

   If not present add this line just under DEVICE=C:\WINDOWS\HIMEM.SYS by placing the cursor at the line just under it and pressing **ENTER** to add a new line. Arrow up one line and type the statement in.

9. Now press the **ALT** key and then **ENTER** to activate the dropdown list. Press the letter "X" then press the **ENTER** key. A message will appear stating that the file is not saved – save it now. Press **ENTER** and you will be at the C:\ prompt.

10. Turn off the computer for 5 seconds and then turn it back on.

2.a.WINDOWS FOR WORKGROUPS 3.11
   NETWORK SETUP

1. At the C:\ prompt type in WIN.

2. Open the Windows Setup by double-clicking it's icon located in the "Main" group.

3. Select Change Network Settings from the **Options** menu.

4. Click on the **Networks** button. Verify that "Install Microsoft Windows Network" and "No additional network" options are selected. If they are not, select them.

5. Press **OK** to return to the "Network Setup" dialog box.

6. Click on the **Sharing** button.

7. Select both file and printer sharing (mandatory on the server, optional on the client).

8. Click **OK** to return to the "Network Setup" dialog box.

9. Click on the **Drivers** button.

10. Click **Add Adapter**.

11. Select the adapter card that is installed in your computer and click **OK**.

12. Use "Interrupt Value" of 10 and click **OK**.

13. Base "I/O" is "280". If so, click **OK**.

14. Base "Memory Address" is "0xD400". If so, click **OK**.

15. Click the **Add Protocol** button and select *Unlisted or Updated Protocol.* Click **OK**.

16. Insert the *WIN-PAK 1.12 Utility Disk* into the A: drive and click **OK**.

17. Select *Microsoft TCP/IP-32 3.11b* and press **OK**. Windows now copies files and returns to the "Network Drivers" window.

18. Select *Microsoft TCP/IP-32 3.11b* and click **Setup**.

19. **ENTER** a unique IP address on each of the machines (i.e. Server 1: 192.168.1.1, Client 192.168.1.2). Use your arrow keys to move the cursor to position.

NOTE
The Interrupt value, Base I/O and Base Memory Address settings may vary with your computer and the type of card you have. Set them the same as your adapter card.

20. The Subnet Mask will default as *255.255.255.0*. Click **OK**.

21. Select *Microsoft TCP/IP-32 3.11b* and click **Set as Default Protocol**.

22. Click **Close**.

23. Press **OK** button to continue to "Microsoft Windows Network Names" dialog.

24. User name is NORTHERN COMPUTERS 1

25. Workgroup name is WINPAK

26. Computer name is WINPAKSERVER

27. Click **OK**.

28. You are now prompted to insert Microsoft Windows for Workgroups Disk#5.

NOTE
If a previous or other network is already in use, you may not be prompted for the disks.

2.b. WINDOWS '95 NETWORK SETUP

1. After Windows '95 is started click on the **Start** button. Within the Windows '95 main menu, navigate to **Settings ⁍ Control Panel**. When you are in the Control Panel, double click on the *Network* icon.

2. Click on **Add**, **Protocol**, **Add**. Then select Microsoft as the Manufacturer and TCP/IP as the network protocol and click **Ok**.

3. Click on **File and Printer Sharing**.

4. Enable both access options to allow access to both your files, and your printer, and click **Ok**.

5. Highlight *TCP/IP*.

6. Click the **Properties** button.

7. In the IP Address tab, enable the *Specify IP address* option.

8. Enter a unique IP address on each of the computers in your network (i.e. Server 1: 192. 168. 1. 1, Client 1: 192. 168. 1. 2). Use your arrow keys to move cursor to position.

9. Set the Subnet Mask at 255. 255. 255. 0 and click **Ok**.

10. Click on the "Identification" tab.

11. For *Computer Name* type in WINPAKSERVER.

12. For *Workgroup* type in WINPAK.

13. For *Computer Description* type in NORTHERN COMPUTERS 1.

14. Click **Ok**.

15. Insert disk(s) for Windows '95 as prompted.

16. Click **Yes** to restart the computer.

17. After Windows '95 is restarted, click on the **Start** button. Within the Windows '95 main menu, navigate to **Settings ▸ Control Panel**. When you are in the Control Panel, double click on the *Network* icon.

18. Select the *IPX/SPX* protocol and click **Remove**.

19. Select the *Client for Netware Networks* protocol and click **Remove**. (if not listed go to next step)

20. Click on **Ok**.

21. Click **Yes** to restart the computer.

3.   SWAP FILE SETTING

1. Open the Control Panel by double-clicking it's icon
   in the Program Manager's "Main" group.

2. Double-click the 386 Enhanced icon.

3. Click **Virtual Memory**.

4. Click **Change**.

5. In the "New Swapfile Settings" area, change the
   "New Size" to *4096*KB.

6. Select *Permanent* from the "Type" dropdown list if
   possible.

7. Click **OK**. Click on the **Restart Windows** button so
   the changes will take affect.

8. Once Windows starts up, it will ask you for a
   password. You can either enter a password for
   your use or click **OK** without entering a password.
   Refer to your Windows manual for password
   information.

4.   WIN-PAK SERVER INSTALLATION

1. From the Program Manager, select Run from the
   File menu.

2. Insert WIN-PAK installation disk #1 in A: (3 1/2"
   drive).

3. In the "Command Line" box type A: SETUP.

4. Click **OK**.

5. Click **OK** to the "Northern Computers WIN-PAK
   Setup" window.

6. Select "Server" and click **OK**.

7. Select appropriate answer to "Multiport Board" option.

8. Select appropriate answer to "485 ACK/NAK Dial-In" loops.

9. Select appropriate answer to video capture card option.

10. Select appropriate answer to badge printer if used.

11. Select appropriate answer to "Signature Capture" option.

12. Click **OK** to "Select WIN-PAK Directory".

13. Enter registration information for the user and company.

14. Select "No" to "Alarm Printing" and click **OK**. Installation will begin and several files will be copied.

15. You will be prompted to "Insert New Disk" as required for the balance of the installation.

16. Click **OK** to the final "Northern Computers WIN-PAK Setup".

17. Click on **OK** to restart the computer in the "Install" window. WIN-PAK will restart Windows for you.

NOTE
WIN-PAK may require the computer to be rebooted (exit Windows, turn the computer off for a few seconds, turn it back on, and re-enter Windows).

Right-click on the **Start** button and click *Explorer* in Windows '95. When Explorer is open, right-click on your C:\WINPAK subdirectory and select *Sharing...* from the menu. Enable the *Shared As* option and change the Access Type to *Full.*

NOTE
You may wish to register WIN-PAK at a later time. You will have full functionality of the program, but until you register you will continue to see the registration prompt and will not be notified of future upgrades in the software.

5. SETTING WIN-PAK SERVER FOR SHARING

1. Open File Manager by double-clicking its icon in the Main group window.

2. In File Manager, select Share As from the **Disk** menu.

3. The Share As directory box appears. In the path box type C:\WINPAK then click in the circle for "FULL" to allow full access type.

4. Click **OK**. You should see a hand under the shared directory in File Manager.

5. Close File Manager and select Exit Windows from the **File** menu in the Program Manager.

6. Click **OK** to "...end your Windows session".

7. When the C:\ appears, type "WIN" to restart Windows.

14. Click on the Setup bar to change the 4 keys below it to open keys allowing access.

Continue programming your system as explained in the Quick Start and Database sections of the manual.

6. CONNECTING WIN-PAK CLIENTS TO THE WIN-PAK SERVER

1. After the WIN-PAK client is configured (see Appendix H), connect the LAN cable between the server and the client. If more than one client is being used, connect those clients as well. One LAN-TERM should be used at each end of the network (terminating the "T" connector).

2. While WIN-PAK is running at the server, start WIN-PAK at the client.

3. When the client comes online, the client's name will appear in the "Alarm Monitor" History View as a logon and in the Mail Screen as a "User."

7. SHUTTING OFF WIN-PAK SERVER AND THE COMPUTER

1. Verify that the WIN-PAK client is logged off. Then proceed with the following steps at the server.

2. Select Exit from the **File** menu.

3. Select the **Shutdown** option with or without buffering as needed.

4. Click **Shut Down**.

5. From the Windows Program Manager, select Exit Windows in the **File** menu.

6. Click **OK** to the prompt to "...end your Windows session".

7. When the DOS screen appears (C: \), you may power down the computer and monitor.

APPENDIX H:
SETTING UP A NETWORK
CLIENT

Following the steps in the sections below will assist you in setting up a WIN-PAK network client. This guide is based on running WIN-PAK with Windows for Workgroups 3.11 using diskettes instead of CD-ROM. Special instructions for Windows '95 are provided as notes and in the Windows '95 Network Setup section (2b).

This guide assumes that the network card and network card configurations are complete and functional to the manufacturer's specifications and that the WIN-PAK Server is on the D: \ drive.

WIN-PAK requires the TCP/IP protocol to function properly. Protocol version 3.11b used with Windows for Workgroups 3.11 is supplied with WIN-PAK. Windows '95 already has the TCP/IP protocol.

Window's 95 Information is given in the margin under the above icon.

1. MODIFYING AUTOEXEC.BAT & CONFIG.SYS FOR A WINDOWS FOR WORKGROUPS 3.11 SYSTEM

Section 1 is not required for Windows '95.

1. From the C: \ prompt type `EDIT AUTOEXEC.BAT` then press **ENTER**.

2. If the statement below does not exist, add it below the statement that says SET PATH=etc... :

   `C:\WINDOWS\SMARTDRV.EXE_/X_1024_512`

   Note: The underscore (_) in all statement examples represent a space.

4. Now press the **ALT** key and then **ENTER** to activate the dropdown list. Press the letter "X" and then **ENTER**. A message will appear stating that the file is not saved – save it now. Press **ENTER** and you will be at the C: \ prompt.

5. Type `EDIT CONFIG.SYS` and then press **ENTER**.

6. Locate the line DEVICE=C:\WINDOWS\HIMEM.SYS. If not present, add it as the first line by placing the cursor at the top and pressing **ENTER** to add a new line. Arrow up one line and type the statement in.

7. Next locate the line
   DEVICE=C:\WINDOWS\EMM386.EXE NOEMS _X=D000-D3FF may be added in badging systems

   If not present add this line just under DEVICE=C:\WINDOWS\HIMEM.SYS by placing the cursor at the line just under it and press **ENTER** to add a new line. Arrow up one line and type the statement in.

8. Now press the **ALT** key and then **ENTER** to activate the drop down list. Press the letter "X" and the **ENTER** key. A message will appear stating that the file is not saved – save it now. Press **ENTER** and you will be at the C:\ prompt.

9. Turn off the computer for 5 seconds and then turn it back on.

2.a. WINDOWS FOR WORKGROUPS 3.11 NETWORK SETUP

1. At the C:\ prompt type WIN to start Windows.

2. Open the Windows Setup by double-clicking on its icon located in the "Main" group.

3. Select Change Network Settings from the **Options** menu.

4. Click **Networks** button. Verify that "Install Microsoft Windows Network" and "No additional network" options are both selected. If not, select them.

5. Click **OK** to return to "Network Setup" dialog box.

6. Click **Sharing** button.

7. Select both file and printer sharing (mandatory on the server, optional on the client).

8. Click **OK** to return to the "Network Setup" dialog box.

9. Click **Drivers** button.

10. Click **Add Adapter**.

NOTE
The Interrupt value, Base I/O and Base Memory Address settings may vary with your computer and the type of card you have. Set them the same as your adapter card.

11. Select the adapter card for your computer and click **OK**.

12. Enter an Interrupt Value of "10" and click **OK**.

13. The Base I/O should be "280". If so click **OK**.

14. The Base Memory Address should be "0xD400". If so click **OK**.

15. Click the **Add Protocol** button and select *Unlisted or Updated Protocol*. Click **OK**.

16. Insert TCP/IP floppy (utility disk of WIN-PAK) into the A: drive and click **OK**.

17. Select *Microsoft TCP/IP-32 3.11b* and press **OK**. Windows now copies files and returns to the "Network Drivers" window.

18. Select *Microsoft TCP/IP-32 3.11b* and click **Setup**.

19. **ENTER** a unique IP address on each of the machines (i.e. Server 1: 192.168.1.1, Client 192.168.1.2). Use your arrow keys to move cursor to position.

20. The Subnet Mask will default as *255.255.255.0.* Click **OK**.

21. Select *Microsoft TCP/IP-32 3.11b* and click **Set as Default Protocol**.

22. Click **Close**.

23. Click **OK** button to continue to "Microsoft Windows Network Names" dialog.

24. The User name is NORTHERN COMPUTERS 2 (if more than one client is being used, increment from 2 to 3 etc...).

25. The Workgroup name is WINPAK.

26. Computer name is WINPAKCLIENT1 (if more than one client is being used, increment from 2 to 3 etc...).

27. Click **OK**.

28. You will now be prompted to insert Microsoft Windows for Workgroups Disk#5.

2.b. WINDOWS '95 NETWORK SETUP

1. After Windows '95 is started click on the **Start** button. Within the Windows '95 main menu, navigate to **Settings** ‣ **Control Panel**. When you are in the Control Panel, double click on the *Network* icon.

2. Click on **Add**, **Protocol**, **Add**. Then select Microsoft as the Manufacturer and TCP/IP as the network protocol and click **Ok**.

3. Click on **File and Printer Sharing**.

4. Enable both access options to allow access to both your files, and your printer, and click **Ok**.

5. Select *TCP/IP*.

6. Click the **Properties** button.

7. In the IP Address tab, enable the *Specify IP address* option.

8. Enter a unique IP address on each of the computers in your network (i.e. Server 1: 192. 168. 1. 1, Client 1: 192. 168. 1. 2). Use your arrow keys to move cursor to position.

9. Set the Subnet Mask at 255. 255. 255. 0 and click **Ok**.

10. Click on the "Identification" tab.

11. For *Computer Name* type in WINPAKCLIENT1 (if more than one client is being used, increment the name number starting with WINPAKCLIENT2).

12. For *Workgroup* type in WINPAK.

13. For *Computer Description* type in NORTHERN COMPUTERS 2 (if more than one client is being used, increment the description number starting with NORTHERN COMPUTERS 3).

14. Click **Ok**.

15. Insert disk(s) for Windows '95 as prompted.

16. Click **Yes** to restart the computer.

17. After Windows '95 is restarted, click on the **Start** button. Within the Windows '95 main menu, navigate to **Settings ⁍ Control Panel**. When you are in the Control Panel, double click on the *Network* icon.

18. Select the *IPX/SPX* protocol and click **Remove**.

19. Select the *Client for Netware Networks* protocol and click **Remove**. (if not listed go to next step)

20. Click on **Ok**.

21. Click **Yes** to restart the computer.

 WINDOWS 3.11 NOTE
Northern requires that you
do not exceed a swap file
setting of 4096KB. If more
"memory" is needed, install
additional RAM modules.

Exceeding the swap file
setting may cause the
computer to lock up.

**This is not a requirement
for Windows '95.**

3. SWAP FILE SETTING

1. Open the Control Panel by double-clicking its icon in the "Main" group in the Program Manager.

2. Double-click the "Enhanced" icon.

3. Click the **Virtual Memory** button.

4. Click the **Change** button.

5. In the "New Swapfile Settings" area, change the "New Size" to *4096*.

6. Select *Permanent* in the "Type" dropdown list.

7. Click **OK**, and then click on the **Restart Windows** button so the changes will take effect.

8. Once Windows starts up, it will ask you for a password. You can either enter a password for your use or click **OK** without entering a password. Refer to your Windows manual for password information.

4. WIN-PAK INSTALLATION (CLIENT)

1. From the Program Manager, select Run from the **File** menu.

2. Insert WIN-PAK installation disk #1 in A: (3 1/2" drive).

3. In the "Command Line" box type A: SETUP.

4. Click **OK**.

5. Click OK to the "Northern Computers WIN-PAK Setup" window.

6. Select "Client" and click OK.

7. Select appropriate answer to video capture card option.

8. Select appropriate answer to badge printer if used.

9. Select appropriate answer to "Signature Capture" option.

10. Click OK to "Select WIN-PAK Directory".

11. Select the D: drive from the drop-down list.

12. In the "Database Directory" box, type D:\DATABASE and click OK.

13. Enter registration information for the user and company.

14. For "Server Name:" type in WINPAKSERVER (*name of server machine*) and click **OK** or IP address (used mostly for dial-up networks).

15. Enter 2 (3,4,5... if more than 1 client is used) for the "Client ID:" and click **OK**. This must be numeric (no alphabetical characters).

16. Click and drag across the "C:\" in the " Select Image Directory" box and type D:\DATA (path to where the images are located) and click **OK**.

17. Select *No* to Alarm printing and click **OK**. Installation will begin and several files will be copied.

18. You will be prompted to "Insert New Disk."

19. Click **OK** to the final "Northern Computers WIN-PAK Setup."

20. Click on **OK** to restart the computer in the "Install" window. WIN-PAK may restart Windows for you. If so, remember to log in using the SYSTEM operator and "startup" for the password.

APPENDIX I:
SYSTEM WORKSHEETS

SETUP WORKSHEET (Options)

CARD SCREEN

Card Digits: **Card Limiting** ☐

☐ 5 digits   ☐ Activation & Deactivation by Scheduler

☐ 12 digits   ☐ Expiration by Panel Hardware

☐ Limited Use

COMM. SCREEN

Send Command File & Switch Cameras **Clear Alarm State**

☐ on Acknowledge   ☐ Normal Only

☐ on Receive   ☐ Alarm or Normal

Alarm Monitoring

☐ Alarm Acknowledge

Ack. Priorities Less Than or Equal to: _____

Auto Card Lookup Priorities Less Than: _____

OPER. SCREEN

Operator Actions

☐ Log Actions

☐ Lockout Operator after invalid login   Invalid Attempts Allowed: _____

# of Min. to Lock Out: _____

MUSTER. SCREEN

Muster Report Options

☐ Initialize with History Data

Number of Hours to Retrieve: _____

SETUP WORKSHEET (Serial Ports)

Port Name	Enable	Modem	Baud Rate	Modem Init.	Modem Phone #
XX1	❏	❏			
XX2	❏	❏			
XX3	❏	❏			
XX4	❏	❏			
XX5	❏	❏			
XX6	❏	❏			
XX7	❏	❏			
XX8	❏	❏			
XX9	❏	❏			
XX10	❏	❏			
XX11	❏	❏			
XX12	❏	❏			
XX13	❏	❏			
XX14	❏	❏			
XX15	❏	❏			
XX16	❏	❏			
DigiPort 17	❏	❏			
DigiPort 18	❏	❏			
DigiPort 19	❏	❏			
DigiPort 20	❏	❏			
DigiPort 21	❏	❏			
DigiPort 22	❏	❏			
DigiPort 23	❏	❏			
DigiPort 24	❏	❏			
DigiPort 25	❏	❏			
DigiPort 26	❏	❏			
DigiPort 27	❏	❏			
DigiPort 28	❏	❏			
DigiPort 29	❏	❏			
DigiPort 30	❏	❏			
DigiPort 31	❏	❏			
DigiPort 32	❏	❏			

Multiport Hardware (if enabled)

Multiport Hardware: _____

IRQ: _____

Port Address: _____

SETUP WORKSHEET (Note Fields)

Field #	Field Name Label
Note 1	
Note 2	
Note 3	
Note 4	
Note 5	
Note 6	
Note 7	
Note 8	
Note 9	
Note 10	
Note 11	
Note 12	
Note 13	

Field #	Field Name Label
Note 14	
Note 15	
Note 16	
Note 17	
Note 18	
Note 19	
Note 20	
Note 21	
Note 22	
Note 23	
Note 24	
Note 25	

TIMEZONE WORKSHEET

1 TIMEZONE GROUP PER PAGE

Note:
Remember that you cannot cross midnight. One line should be used to define the P.M. ending time, and the next line should define the A.M. time.

Timezone Name: _____

Start Time	End Time	Mo	Tu	We	Th	Fr	Sa	Su	Ho
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑
		❑	❑	❑	❑	❑	❑	❑	❑

DENOTING TIME IN WIN-PAK

Time in WIN-PAK is always displayed in what we consider a "normal" time format (i.e. 1:30pm, 7:00am, etc...). However, time can be ENTERED in two ways, normal time format or 24-hour time format. To enter a time in normal format, simply type in the time:

1:35 am   (it is important that you remember to include a space between the time and am/pm).

Because WIN-PAK also accepts 24-hour time input, if you fail to include an am/pm distinction, the program will assume am. To enter a time in 24-hour format, simply type in the time:

13:15   (it is important that you use a colon to separate hours and minutes).

Your entry will be displayed in normal time when you hit **Enter**.

AREAS WORKSHEET

Area Name: _____

TYPE: ☐ Loop

STYLE: → ☐ C-100
→ ☐ 485
→ ☐ 485 ACK-NAK

☐ Camera Control   ☐ Unknown

→ _____ → Other
CCTV Brand

☐ Local   ☐ Remote

COM Port: _____

Baud Rate: _____

Phone: _____

COMMUNICATIONS:

Parity: _____

Data Bits: _____

Stop Bits: _____

HUB SETUP

Number of Redial Attempts: _____

Wait Time Before Disconnect: _____ sec

Dial Command Prefix: _____

Pause Between Calls: _____ sec

Modem Initialize: _____

Call In Option: On invalid transaction ☐   Never ☐

Verify Communications ☐

PANEL WORKSHEET

Panel Name: ————————————————————————— Panel Address: ————

Loop (Area): ———————————————— Type: ———————————— Version: ——————————

Command File: ————————————————

- ❏ Antipassback
  - └─ ❏ Forgiveness
- ❏ Free Egress
- ❏ Split Timezones
  (version 8.xx firmware only)

- ❏ Keypads
  - └─ ❏ PIN Numbers
- ❏ Reverse Reader LEDs

- ❏ Continuous Card Reads

- ❏ Groups

Site Codes

Hardware Options

- ❏ AEP-5
- ❏ ERB
- ❏ AEP-3
  - └─ ❏ AEP-3

System Hardware Alarms (all versions)

Panel Communications

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

AUX Port

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

Panel Primary Power

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

PANEL WORKSHEET

System Hardware Alarms (cont.)

Tamper Switch (N-1000-III & N-1000-IV only)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

Ground Fault (N-1000-III & N-1000-IV only)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

Low Voltage (N-1000-III & N-1000-IV only)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

External 5 Volt (N-1000-III & N-1000-IV only)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

Panel Reset (Available with version 8.2 (and later) firmware)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

Poll Response

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❏	❏
Normal				❏	❏

PANEL WORKSHEET

Timezones   *(names from Timezone worksheets)*

READER WORKSHEET

1 READER PER PAGE (4 of 7 Panel Worksheets)
2 READERS PER N-1000 PANEL
 (4 *READERS PER N-1000-IV PANEL*)

Panel Name: _____ *(not a database requirement)*

Reader Name: _____ Address: _____

Monitor: _____ Camera: _____

Valid Reads	Priority	Message	Command File	Print	Hist.
Normal				❏	❏
Trace				❏	❏

Invalid Reads	Priority	Message	Command File	Print	Hist.
Timezone				❏	❏
Not Found				❏	❏
PIN				❏	❏
Site Code				❏	❏
Expired				❏	❏
Anti-Passbk				❏	❏

INPUT POINT WORKSHEET

1 INPUT POINT PER PAGE 5 of 7 Panel Worksheets)
16 INPUTS PER PANEL

Panel Name: _____ *(not a database requirement)*

Input Point Name: _____ Address: _____

❑ Supervised   Normally: ❑ Open ❑ Closed ⎤ *(Only on the N-1000-III*
                                                       ⎦ *and N-1000-IV panels)*

❑ Silence Alarms   Debounce Time: _____ sec.   Shunt Time: _____ sec.

                                                          Timezone: _____

Monitor: _____   Camera: _____

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑
Door Ajar				❑	❑
Trouble				❑	❑

Displays only if AEP-5 is selected or when using the N-1000-III or N-1000-IV panel.

❑ Interlocking

    ❑ Input to OUTPUT   ❑ Input to INPUT   Point: _____
                                                                       (Component B)

Alarm Action   **Normal Action**

❑ Energize only when Component B is an output   ❑ Energize only when Component B is an output

❑ De-Energize only when Component B is an output   ❑ De-Energize only when Component B is an output

❑ Shunt only when Component B is an input   ❑ Shunt only when Component B is an input

❑ Un-Shunt only when Component B is an input   ❑ Un-Shunt only when Component B is an input

❑ Pulse   ❑ Pulse

❑ Pulse Off   ❑ Pulse Off

❑ No Action   ❑ No Action

❑ Follow   ❑ Follow

❑ Invert Follow   ❑ Invert Follow

OUTPUT POINT WORKSHEET

Panel Name: _____ *(not a database requirement)*

Output Point Name: _____   Address: _____

Pulse Time: _____ sec.

Timezone: _____

☐ Interlocking

   ☐ Output to OUTPUT   ☐ Output to INPUT   Point: _____
                                                              (Component B)

Alarm Action	**Normal Action**
☐ Energize only when Component B is an output	☐ Energize only when Component B is an output
☐ De-Energize only when Component B is an output	☐ De-Energize only when Component B is an output
☐ Shunt only when Component B is an input	☐ Shunt only when Component B is an input
☐ Un-Shunt only when Component B is an input	☐ Un-Shunt only when Component B is an input
☐ Pulse	☐ Pulse
☐ Pulse Off	☐ Pulse Off
☐ No Action	☐ No Action
☐ Follow	☐ Follow
☐ Invert Follow	☐ Invert Follow

GROUP WORKSHEET

Panel Name: _____ *(not a database requirement)*

Group Name: _____ Address: _____*1*_ _ _____

Pulse Time: _____ sec.

Timezone: _____

Output Points

❑ Interlocking

    ❑ Output to OUTPUT   ❑ Output to INPUT   Point: _____
                                                                          (Component B)

Alarm Action	**Normal Action**
❑ Energize only when Component B is an output	❑ Energize only when Component B is an output
❑ De-Energize only when Component B is an output	❑ De-Energize only when Component B is an output
❑ Shunt only when Component B is an input	❑ Shunt only when Component B is an input
❑ Un-Shunt only when Component B is an input	❑ Un-Shunt only when Component B is an input
❑ Pulse	❑ Pulse
❑ Pulse Off	❑ Pulse Off
❑ No Action	❑ No Action
❑ Follow	❑ Follow
❑ Invert Follow	❑ Invert Follow

SCHEDULES WORKSHEET

Schedule Name: _____

Type:

❏ Panel Time & Date Update   ❏ Backup Reminder

❏ Auto Dial-Up   ❏ Card Activation & Deactivation

> Remote Area Name: _____
> ❏ Unbuffer
> ❏ Send Commands
> ❏ Send Time & Date

Frequency: **Next Date/Time:**

❏ Once   ❏ Every Two Weeks

❏ Every Hour   ❏ Every Month   Time of Day: _____

❏ Every Day   ❏ Never

❏ Every Week

GUARD TOURS WORKSHEET

1 GUARD TOUR PER PAGE (1 of 1 Guard Tour Worksheet)

#	Reader Name	Time	+	–

Check Point Alarms

	Priority	Message	Command File	Print	Hist.
Early Arrival				❏	❏
Late Arrival				❏	❏

ACCESS LEVEL WORKSHEET

Access Level Name: _____

Reader	Timezone	Group

CARD WORKSHEET

Last Name: _____   First Name: _____

Number: _____   PIN: _____   **Status**

Access Level: _____

❏ Active   ❏ Lost or Stolen

❏ Trace   ❏ Inactive

Limited Use

Activation Date: ___/___/___   **OR**   Expiration by

Deactivation Date: ___/___/___   Hardware Date: ___/___/___   **OR**   Number of Uses: ___

Valid Reads	Priority	Message	Command File	Print	Hist.
Normal				❏	❏
Trace				❏	❏

Invalid Reads	Priority	Message	Command File	Print	Hist.
Timezone				❏	❏
Not Found				❏	❏
PIN				❏	❏
Site Code				❏	❏
Expired				❏	❏
Anti-Passbk				❏	❏

Note Fields

1	9	17
2	10	18
3	11	19
4	12	20
5	13	21
6	14	22
7	15	23
8	16	24
		25

Backdrop (front): _____

Backdrop (back): _____

CAMERA WORKSHEET

Camera Address	Camera Name	Camera Title

HOLIDAY WORKSHEET

19 HOLIDAYS PER PAGE

Holiday Name	Holiday Date

MONITOR WORKSHEET

Monitor Address	Monitor Name

OPERATOR WORKSHEET

Operator Name: _____

Password: _____

	Edit	None
File	☐	☐
Backup	☐	☐
Restore	☐	☐
Archive	☐	☐
Purge	☐	☐
Rebuild	☐	☐
Print Setup	☐	☐
Exit	☐	☐

	Edit	View	None
Database	☐	☐	☐
Timezones	☐	☐	☐
Areas	☐	☐	☐
Panels	☐	☐	☐
Schedules	☐	☐	☐
Guard Tours	☐	☐	☐
Tracking Areas	☐	☐	☐
Access Levels	☐	☐	☐
Cards	☐	☐	☐
Cameras	☐	☐	☐
Holidays	☐	☐	☐
Monitors	☐	☐	☐
Operators	☐	☐	☐
Floor Plans	☐	☐	☐
Command Files	☐	☐	☐

	Edit	None
Report	☐	☐
History Reports	☐	☐
Database Reports	☐	☐
Attendance	☐	☐

	Edit	None
Setup	☐	☐
Options	☐	☐
Note Fields	☐	☐
Serial Ports	☐	☐

	Edit	None
Alarm Monitor	☐	☐
Alarm Info	☐	☐
Panel Cntl	☐	☐
Camera Cntl	☐	☐
Card Lookup	☐	☐
Mail	☐	☐
Muster Card Deletion	☐	☐
Non-muster Card Deletion	☐	☐
Display Card Numbers	☐	☐
Display PIN Numbers	☐	☐
Guard Tour View	☐	☐

FLOOR PLAN WORKSHEET

Floor Plan Name: _____

   Floor Plan File: _____

Attach Drawing
or Print Out
of Floor Plan

Floor Plans

Input Points

This floorplan is
attached as a hot
spot to:

_____
Parent Floor Plan Name

**HOT
SPOTS**

COMMAND FILE WORKSHEET

1 COMMAND FILE PER PAGE

Command File Name: _____

Area: _____

	Commands
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	

BACKDROP WORKSHEET

Backdrop Name: _____

Height= _____

Width= _____   Horizontal ☐

Sketch your badge backdrop ideas.

Elements that can be added are:
1. Photo(1) and Photo(2)
2. Bitmap
3. Text
4. Barcode
5. Shapes
6. Signature

☐ Vertical

Backdrops can be:
☐ Single Color
☐ Imported Bitmap
☐ Captured Bitmap
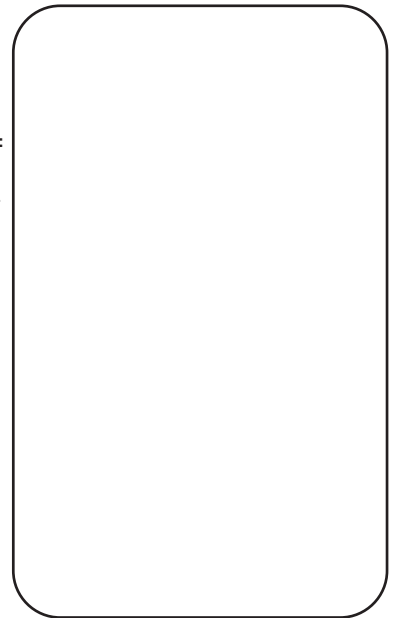
Width= _____

Print Area	Width	Height

Margins	Left	Right	Top	Bottom

Magnetic Stripe		Length	Justify	Fill	Expression
Track 1	○ **IATA**				
	○ **ABA**				
	○ **TTS**				
Track 2	○ **IATA**				
	○ **ABA**				
	○ **TTS**				
Track 3	○ **IATA**				
	○ **ABA**				
	○ **TTS**				

Index

V

Valid Reads
   assigned to a card 129
Verify 32
Verify Communication 62
VideoBlaster 136
View Button 51
View Privilege 162–163

W

Wait Time Before Disconnect 61
WIN-PAK 8
WIN.INI 329
Windows Options (Badging) 233
WINPAK1.INI
   example of 348–352, 351–352

Z

Zoom (Camera) 267

Contents