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# Door-Gard Secured Series PC Software Version 1.52d

**Software Installation,  
Wiring,  
Programming Manual,  
and Troubleshooting guide**

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## Door-Gard Secured Series PC Software version 1.52d

### Software Installation

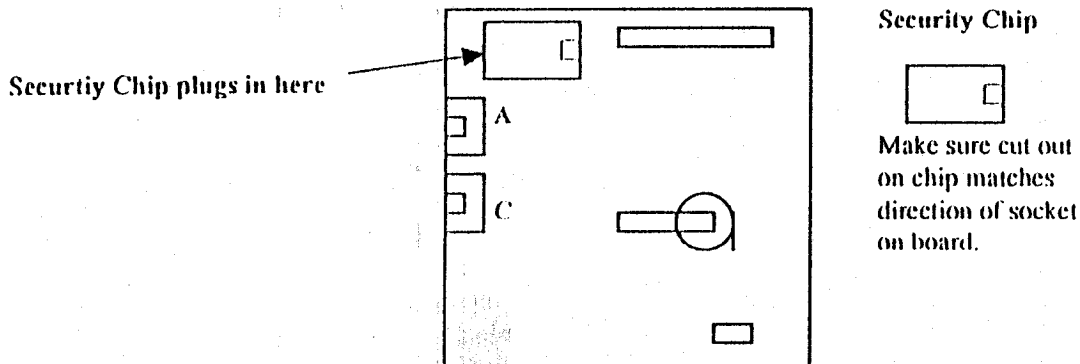
This software package is designed for use with the Door-Gard Secured Series. This software package requires Microsoft DOS version 3.3 or later. For proper operation, your Door-Gard Secured Series Hub Control Modules (part number SS-HIC500) should contain software revision 2.1 or better (found on second line of white label on microprocessor chips of the Hub Controller). Also required is a free comm port, either Comm 1 or Comm 2.

The enclosed software diskette contains an install program for installation to the hard disk of your computer. It can also run directly from the enclosed diskette (although it is not suggested). Follow instructions on the diskette label for proper installation.

This package contains:

- (1) 3.5" diskette *Format: Double Density (720Kb)*
- (1) RJ11 to DB9 female connector for computer connection
- (1) RJ11 to DB25 female connector for computer connection
- (1) RJ11 to DB25 male connector for printer connection
- (1) 6P/4C type standard 7' straight telephone cord
- (1) RJ11 6P/4C type standard surface mount modular jack
- (1) 8 pin Security Chip for insertion into Hub Control #1 on communication board

### Security Chip Installation Hub Control #1 Communications Board



Your Secured Software will not allow Exporting of data without your Security Chip being properly installed.

### Software Installation

To install software to your hard drive:

1. Insert diskette in drive A
2. At the MS-DOS prompt type A: and press <enter>
3. At the A:> prompt type HD\_INST and press <enter>

To run your software after installation, remove diskette and change to the drive prompt to which your software was installed. Type: HD\_HUB

The default password is HDI (capital letters)

## Preliminary Checklist for Proper Hardware Connection

### Note: BEFORE MAKING ANY HARDWARE CONNECTIONS:

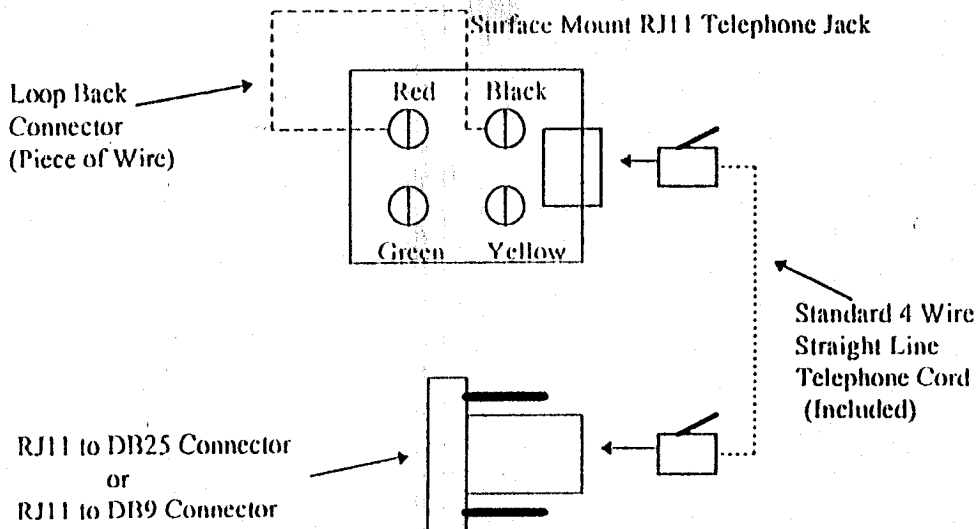
Run the Comm PortTest program without any Secured Series hardware connections. If the software shows any loopback connections found, these comm ports should not be used. The first step that should be performed before you run the software program or connect to a Hub Controller is to test your computers communications ports (Comm 1 or Comm 2). Before you run this program make sure that you have completely exited from Windows, as this is a DOS based program. The DOS Prompt is not an alternative way of exiting.

1. Make sure the number of the comm port you are trying to use is not greater than 2. Secured Series software can only be run on Comm Port 1 or Comm Port 2.
2. Make sure the Comm port you are trying to connect to is shown on the list of "Comm Ports Reported by System". Any Comm Port reported that shows a "Loopback Found" can't be used. If all Comm Ports Reported by the system show "Loopback Found" then there is no free comm port and you must contact your PC dealer to reconfigure your system or install another Comm Port.
3. Most laptop computers have a roll ball or a mouse that uses Comm Port 1. If this is the case, then another port will have to be used.
4. Check the connection between the RJ11 and the Serial Port on the back of the computer.
5. When performing a "Loopback Test", make sure the Red and Black are shorted properly.
6. Once a comm port test has been completed successfully, note which comm port you are connected to, this is the port which you must select in the Utilities Menu of the software program.
7. Now that you are connected properly to your computer, disconnect the CPT Loopback Jumper and connect your Door #1 Hub controller using the Blue, Green, and Gray wiring harness coming from Port A on the Hub.
8. The first Hub must contain the Security Chip. Make sure the Security Chip is installed correctly. The notch on the Security Chip should be facing away from Port A on the Hub. Do not install by observing the notch on the socket, it is possible this could be put in backwards.
9. Now that the Security Chip is installed you are ready to program your Hub Control Modules. The only thing that must be programmed into the Hub Controllers is the appropriate door numbers. To do this refer to your hub control manual for the proper programming steps or simply enter programming mode by hitting 99# Master code \* then hit 43#0# (door number) #\*\*  
The Door number is represented like this, Hub #1 = 01 for a Door number  
Hub #2 = 02 for a Door number, etc....
- Now that you have the Door numbers programmed into each Hub in the series you can now run the PC Software program.

## Testing Your Computer's Comm Ports

To determine which comm you should assign to your Secured Series network, wire the enclosed telephone connection box as shown in the diagram below and connect the appropriate connector to the back of your PC.

1. Insert diskette into Drive A
  2. At the MS-DOS prompt type A:
  3. At the A:\> prompt type CPT
  4. Follow the instructions on the screen
- 
1. The Comm. Port Test program should first be performed without a loopback connector installed.
  2. Any comm port that reports back as "Loop Back Found" can not be used.
  3. After installing the jumper across the RED and BLACK screw terminals on the phone jack and performing the Comm Port Test again, the port that reported "No Response" should now say "Loop Back Found". This is the comm port that should be used.



**Entering Password** It is necessary to enter a password before access will be granted to your Secured Series Software. The default password is IEI (capital letters). This password can be changed later through the initial System Setup Menu or the Change Password Function found within the Utility Menu.

**Create New Master File** The Master File is the file software file which contains all of the information about your Secured Series Network. If you are using this software program for the first time, press "Y" to create a new Master File. If you have used this software program previously, a Master File should be present. The Master File should be located within the DOS directory containing your Secured Series Software. The Master File is titled Master.IEI

**System Setup** The System Setup Menu will configure the basic features of your Secured Series Network. This Menu will appear each time your Secured Series Network Software is used until all settings are completed. After you have checked each setup option a checkmark will appear next to that menu. Even if you do not wish to make a change in one of these fields, you must still go into that menu in order to get the checkmark. Once you have completed the initial settings, this menu will not appear again. Changes may be made to these settings at a later time through other menus.

**Change Password** The default password for this software is "IEI" (uppercase letters). It is recommended that this password is changed. It may also be changed later through the Utility Menu.

**Select Comm Port** This software package is designed to use either comm port 1 or comm port 2 of this PC. If you are unfamiliar with the comm port settings of this PC, please refer to your PC users manual or consult your PC dealer for instructions. Assigning a comm port which is used by another software program can cause both this and other software programs to not operate properly. It can also cause problems with the overall operation of your PC. Refer to the Comm Port Test section of this manual for proper testing of your comm ports. The comm port can be changed later through the Utility Menu.

**Setup Doors** This Menu allows you to enter new Door characteristics or to import the information from an existing Door in the Network. Above the Door Menu, the current information about your network is displayed. Initially this Menu Box will be blank. As Doors are added to the Network, their current information will be displayed. This information includes the Door numbers, the Door names and the current Status of the Doors. The Status Field will display "???" unless the software has actually communicated with the Door via the "Import From Door" Function. If the software has successfully communicated with a Door, the Status Field for that Door will display "On Line". It is recommended that information be Imported from only 1 Door. Importing information from multiple Doors can cause problems if the Doors contain different user information. Door characteristics can be changed later through the Door Menu. If three Hubs are not programmed already the (F2) Use Defaults option should be selected. If Hubs are already programmed select (F4) Import data or (F3) Copy Other Door.

**Setup Time Zones** This Menu is used to designate the Time Zones in your Secured Series Network. Time Zones are specified periods of time when an individual user can gain access through a door. Time Zones consist of start and stop times, days of the week and holidays. This Network contains eight time zones per Door. Time Zones can be changed later through the Time Zone Menu.

**Setup Holidays** This Menu is used to designate your Holiday list. The holiday list is used to specify holidays for a current year. Holidays work in conjunction with Time Zones. Any user who is assigned to time zones containing Holidays will have valid access through a door on holidays. This Network has sixteen Holidays. Holidays can be changed later through the Holiday Menu.

## Main Menu

### Version 1.52d (c) 1995 International Electronics Inc.

This is the Main Menu of the Secured Series PC Software Program. All functions of this program will be accessed through the Menus found on this screen. A Display Box above the Menu displays the current configuration of the Secured Series Network. Following is a description of the Menus.

**User Menu (F2)** The user to be edited must be in the display window before the edit user function key is pressed. Only users displayed in the window may be edited. If the user to be edited is not in the window return to the previous menu (esc key) and use the up and down arrow keys to place the desired user within the window. This Menu is used to make any additions, changes or deletions to your user list. All individual characteristics of a user and their capabilities throughout this network are accessed through this menu. A printed list of the users programmed in this network can also be obtained through this Menu.

This Menu is used to make any additions, changes or deletions to your user list. All individual characteristics of a user and their capabilities throughout this network are accessed through this Menu. The User Directory is displayed above the User Menu. Initially, only the user named "System Administrator" is shown in the User Directory. System Administrator is user number with an access code of 1234. The System Administrator characteristics can be changed through the Edit User Function found within the User Menu. It cannot be accessed until a Function is executed. Following is a description of the Functions found within this Menu.

**Add User (F2)** This Function is used to add new users to the network. It allows entry of a users name, and all characteristics of that user including code number (if used), card number (if used), and valid Time Zone information. The system will automatically assign the next available user position. After entering the name you will automatically be in the Edit user screen.

**Edit User Menu (F3)** The user to be edited must be in the display window before the edit user function key is pressed. Only users displayed in the window may be edited. If the user to be edited is not in the window return to the previous menu (esc key) and use the up and down arrow keys to place the desired user within the window. This Function is used to edit existing users on the network. It allows editing of the users' name, and all characteristics of that user including code number (if used), card number (if used), and valid Time Zone information. When used, a highlight bar will appear in the User Directory. Use the up and down arrow keys to scroll through the user list. When the highlight bar is on the desired user, press the <enter> key.

The user to be edited must be in the display window before the edit user function key is pressed. Only users displayed in the window may be edited. If the user to be edited is not in the window return to the previous menu (esc key) and use the up and down arrow keys to place the desired user within the window.

This Function is used to edit existing users on the network. It allows editing of the users' name, and all characteristics of that user including code number (if used), card number (if used), and valid Time Zone information. When used, a highlight bar will appear in the User Directory. Use the up and down arrow keys to scroll through the user list. When the highlight bar is on the desired user, press the <enter> key. The fields may be moved through by using the <Tab> key to move forward and the <Shift> <Tab> keys to move back. Following is a description of the Fields found this Function.

- **Name** This Field may be used to enter the users name or any other pertinent information such as employee number.
- **Code** This Field is used if a keypad type device is to be used on the Network. A users code may be up to six digits in length and digits may be repeated.
- **Card** This Field is used if a card or token reader is to be used on the Network. To determine a users card or token number, look for a printed or embossed number on the individual users card or token. If the number appearing on the card or token is longer than six digits, the last six digits on the card/token should be used. A users card/token number must be six digits in length.
- **And/Or** This box appears only if both the Code and Card Fields have been filled in. This determines whether the user will be required to use both a code and a card/token or whether one will be sufficient to gain entry. This Field is changed by using the space bar.
- **Type** This Field designates what will happen when the user enters their code or uses their card/token (or both if required) There are three types of users; as follows:

**Toggle Relay** If the door is locked, the user will unlock the door until this or another code/card/token of this type is used. If the door is unlocked, the user will lock it. This type is represented in the display box as a "T".

**Follow Master** The user opens the door for the predetermined amount of time set in the Door Menu. This type is represented in the display box as an "F".

**Log Dump** The user will initiate the printing of the Transaction Log of the door the user is at. Transaction Logs are stored information of who went through a door and when. Transaction Logs also contain information about occurrences at the door i.e. the door was forced open. Each door contains its' own Transaction Log. The Transaction Log at a door is capable of storing 500 Transactions. Each Transaction after 500 displaces the oldest Transaction in the Log. This type is represented in the display box as an "L".

**TZones** This Field designates which times the user will have access through a door. Time Zones are specified periods of time when an individual user can gain access through a door. Time Zones consist of start and stop times, days of the week and holidays. This Network contains eight time zones. Time Zones can be changed through the Time Zone Menu. Initially all users are defaulted to 24 hour access. If 24 hour access is not selected, other time zones may be scrolled through by using the left and right arrow keys. As Time Zones are scrolled through the start, stop times and valid days are displayed for each. Individual Time Zones access is enabled or disabled by using the space bar. Active time Zones for a user are displayed in the TZone Field.

**Delete User (F4)** This Function is used to delete existing users from the network. When used, a highlight bar will appear in the User Directory. Use the up and down arrow keys to scroll through the user list. When the highlight bar is on the desired user, press the <enter> key. A warning screen will appear before deleting a user.

**Print User (F5)** This Menu is used to print a list of programmed users in the Hub Control Network. Users may be printed by Door number and a specified range. Following is a description of the Functions Found within this Menu:



- **Print Users** This Function is used to print a list of users programmed within the Network. When chosen you will be prompted to enter the First and Last user numbers in the range of Users you wish to print. A list of all Users may be printed by pressing F2 after choosing Print Users.
- **Print Users By Door** This Functions operates as the Print Users Function does with the added ability to select a single Door's Users. When used, a highlight bar will appear in the dialog window. Use the arrow keys to highlight the chosen Door and press the <enter> key. You will be prompted to enter the First and Last user numbers in the range of Users you wish to print. A list of all Users may be printed by pressing F2 after choosing Print Users.

**Add User Group (F6)** This Function allows groups of Users with similar characteristics to be added simultaneously. Following is a description of the Fields found within this Function:

- **First User** This Field should contain the user number with which your User Group will start. This number should not be "1".
- **Last User** This Field should contain the user number with which your User Group will end.
- **Code PIN** This Field is used to select whether the users in the group will have PIN codes. Use the space bar to switch between YES and NO. This field should be set to NO if the Users will be using Card entry only.
- **Code Length** This field is used to set the amount of digits in the PIN codes. This field is only available if the Code PIN field is set to YES. This field can be set from 1 to 6.
- **Code PIN** This Field is used to select whether the users in the group will have cards. Use the space bar to switch between YES and NO. This field should be set to NO if the Users will be using Code entry only.
- **Start Card** This field is used to select the starting Card number for the group. All users following the first user will have card numbers which increment by 1 from the Start Card. If you are using proximity cards and there is a five digit number on the card a 7 must be reentered in front of the five digit number in order for the card to work.
- **Type** This Field designates what will happen when the user enters their code or uses their card/token (or both if required). This field is selected by using the space bar. There are three types of users; as follows:

***Toggle Relay*** If the door is locked, the user will unlock the door until this or another code/card/token of this type is used. If the door is unlocked, the user

***Follow Master*** The user opens the door for the predetermined amount of time set in

***Log Dump*** The user will initiate the printing of the Transaction Log of the door the user is at. Transaction Logs are stored information of who went through a door and when. Transaction Logs also contain information about occurrences at the door i.e. the door was forced open. Each door contains its' own Transaction Log. The Transaction Log at a door is capable

of storing 500 Transactions. Each Transaction after 500 bumps out the oldest transaction.. This type of code will not gain access on the front end or on the HC500

- **Combination** This box appears only if both the Code PIN and Card PIN Fields have been filled in. This determines whether the user will be required to use both a code and a card or whether one will be sufficient to gain entry. This Field is changed by using the space bar.
- **Doors** This field is used to select which programmed Doors the Users in the User Group will have access to. The Door numbers shown in this Field represent the Doors currently programmed into the system. Access to programmed Doors can be selected by pressing the corresponding number key. Programmed Doors which will not have access allowed are shown as an \*.
- **Time Zones** This field is used to select which programmed Time Zones the Users in the User Group will have access during. The Time Zone numbers shown in this Field represent the Time Zones currently programmed into the system. Access during programmed Time Zones can be selected by pressing the corresponding number key. Programmed Time Zones which will not have access allowed are shown as an \*. 24 hour access can be selected by pressing the space bar.

**Delete User Group (F7)** This Function allows a range of Users to be deleted simultaneously. The Function prompts for the First and Last User numbers to be deleted. Confirmation of selection is required prior to this Function being executed.

**Door Menu (F3)** This Menu is used to make any additions, changes or deletions to the characteristics of the individual doors in this network. This Menu also contains the commands to import current user information and characteristics from a Door and export data from this program to a Door.

Above the Door Menu, the current information about your network is displayed. As Doors are added to the Network, their current information will be displayed. This information includes the Door numbers, the Door names and the current status of the Doors. The Status Field will display "???" until the software has actually communicated with the Door via the Import From Door Function or the Get Network Config Function found within the Utility Menu. If the software has successfully communicated with a Door, the Status Field for that Door will display "On Line". Following is a description of the functions found within this Menu.

**Add Door (F2)** This Function is used to add a new door to your Secured Series Network. It allows entry of a Door Number and a description of the Door. The fields may be moved through by using the <Tab> key to move forward and the <Shift> <Tab> keys to move back. The Status Field is for display only it is not accessible via the <Tab> key. Up to eight doors may be included in a Secured Series Network. Following is a description of the Fields found within this Function.

- **Door** This Field is used to designate the individual number of a Door. Valid numbers for this Field are 1 through 8.

- **Description** This Field allows you to enter descriptive names for the Doors in your Secured Series Network i.e. "Front Door".
- **Status** This Field displays the current Status of the Door. The Status Field will display "???" until the software has actually communicated with the Door via the Import From Door Function or the Get Network Config Function found within the Utility Menu. If the software has successfully communicated with a Door, the Status Field for that Door will display "On Line".

### Add Door

This Menu allows you to choose the characteristics of a newly added Door from a list of existing sources. The characteristics of a Door include the amount of time the Door will open when a user gains access. The Functions of this Menu allow you to use the Default settings for the Door, Copy characteristics of an existing Door in your Network or Import characteristics from a Door in your Network. A list of the specific characteristics for a Door can be found within the Set Options Function found under the Door Menu. Changes to specific characteristics of an individual Door can be made through the Set Options Function found in the Door Menu. Following is a description of the Functions found in this Menu.

- **(F2) Use Defaults** This Function is used to set the Door characteristics to the preset factory defaults. The preset factory defaults are as follows.
 

Door will unlock for	5 seconds
Keypress Feedback	ON
Propped Door Alarm After	30 seconds
Forced Door Alarm resets After	10 seconds
Printer Output Set To	RS232 Output
Time Zones	Disabled
Automatic Lock/Unlock feature	Disabled
"Access Denied" Transactions	Logged
- **(F3) Copy Other Door** This Function allows you to Copy the characteristics of another Door shown in the Display Box. When used, a highlight bar will appear in the Display Box. Use the up and down arrow keys to scroll through the Door list. When the highlight bar is on the desired Door, press the <Enter> key.
- **(F4) Import Data** This Function is used to Retrieve Door characteristics from a Door in your Secured Series Network. When used, an entry box will appear requesting the Door number. Enter the number of the Door which contains the desired information.

**Rename Door (F3)** This Function is used to rename an existing door in the Network. When used, a highlight bar will appear in the User Directory. Use the up and down arrow keys to scroll through the user list. When the highlight bar is on the desired user, press the <enter> key.

Following is a description of the Fields found within this Function.:

- **Door** This Field is used to designate the individual number of a Door. Valid numbers for this Field are 1 through 8.

- **Description** This Field allows you to enter descriptive names for the Doors in your Secured Series Network i.e. "Front Door".
- **Status** This Field displays the current Status of the Door. The Status Field will display "???" until the software has actually communicated with the Door via the Import From Door Function or the "Get Network Config" Function found within the Utility Menu. If the software has successfully communicated with a Door, the Status Field for that Door will display "On Line".

**Delete Door (F4)** This Function is used to delete an existing door from the Network. When used, a highlight bar will appear in the User Directory. Use the up and down arrow keys to scroll through the user list. When the highlight bar is on the desired user, press the <enter> key. A warning screen will appear before deleting a Door.

**Print Doors (F5)** This Function is used to Print a list of the existing doors in the Secured Series Network.

**Set Door Options (F6)** This Function is used to configure the individual characteristics of a Door. When used, a highlight bar will appear in the Door list. Use the up and down arrow keys to scroll through the Door list. When the highlight bar is on the desired Door, press the <enter> key. The Fields of this Function can be moved through by using the <Tab> key to move forward and the <Shift> <Tab> keys to move back. Following is a description of the Fields found within this Function.

**Relay Time** This Field designates how long the Door will unlock when a valid user is granted entry or exit.

- **Forced Door** This Field designates how long the alarm Time will sound if the Door is opened without a valid user being granted entry or exit. This feature requires specific hardware in addition to your Secured Series Network i.e. siren or alarm panel.
- **Propped Door** This Field designates how long the Door is allowed to remain open after a valid user is granted entry or exit. When this time expires, the alarm will sound. This feature requires specific hardware in addition to your Secured Series Network i.e. siren or alarm panel.
- **Key Beep** This Field designates whether the user will hear a "Beep" when a key is pressed at the Door.
- **Print Device** This Field designates which method of printing your Transactions Logs will be used. Your Secured Series Network allows the Transaction Logs to be printed via a Hard Wired Serial Printer or at the Door via a Hand-Held Wireless Infrared Printer. This Field is changed by using the space bar.

- **Time Zones** This Field designates whether Time Zones will be used at the Door. Time Zones are specified periods of time when an individual user can gain access through a door. Time Zones consist of start and stop times, days of the week and holidays. This Network contains eight time zones per Door. If Disabled, all users can gain access at all times. If Enabled, users will gain access only at specified times. Time Zones are configured through the Edit Time Zone Function found within the Time Zone Menu. Time Zones are assigned to individual users through the Add and Edit User Functions found within the User Menu. This Field is changed by using the space bar.
- **Auto Unlock** This Field designates whether the Door will utilize Auto Lock/Unlock. This feature works in conjunction with Time Zone 8. Auto Lock/Unlock will automatically unlock the Door at the Start time of Time Zone 8 and automatically lock the Door at the Stop time of Time Zone 8. This feature will only operate on the days specified in Time Zone 8. This Field is changed by using the space bar.
- **Access Denied** This Field designates whether the Door will store invalid attempts at entry in its Transaction Log. Transaction Logs are stored information of who went through a Door and when. Transactions Logs also contain information about occurrences at the Door i.e. the Door was forced open. The Transaction Log at a Door is capable of storing 500 Transactions. Each Transaction after 500 displaces the oldest Transaction in the Log. This Field is changed by using the space bar.

**Set Door Time/Date (F7)** This Function is used to set or update the current time and date in the Doors of your Secured Series Network. The time and date used is taken from the internal time clock of your PC.

If the time and date shown are incorrect, please refer to your PC users manual or consult your PC dealer for instructions to change the internal time clock of your PC.

**Export to Door (F8)** This Function is used to send updated information from this software program to the Doors in your Secured Series Network. All information contained at the Doors will be overwritten with the information contained in this software program. When used, a highlight bar will appear in the Display Box. Use the up and down arrow keys to scroll through the Door list. When the highlight bar is on the desired Door, press the <enter> key. If you would like to send information to all Doors in your Secured Series Network at this time, press F2.

**Import to Door (F9)** This Function is used to retrieve information from the Doors in your Secured Series Network. All information for the chosen Door contained in this software program will be overwritten with the information contained at the Door. When used, a highlight bar will appear in the Display Box. Use the up and down arrow keys to scroll through the Door list. When the highlight bar is on the desired Door, press the <enter> key.

## **Time Zone Menu (F4)**

This Menu is used to edit your Time Zones. Time Zones are specified periods of time when an individual user can gain access through a door. Time Zones consist of start and stop times, days of the week and holidays. Each of the 8 doors in the network has it's own set of 8 Time Zones. So it is possible to have 64 different time zones (8 doors x 8 time zones).

### **Select Door for Time Zone Edit**

This Function is used to select a which Door's time zones will be edited. When used, a highlight bar will appear in the Door Directory. Use the up and down arrow keys to scroll through the door list. When the highlight bar is on the desired door, press the <enter> key. Time Zones must be maintained for each Door in which they will be utilized.

### **Time Zone Menu**

This Menu is used to designate the Time Zones in your Secured Series Network. Time Zones are specified periods of time when an individual user can gain access through a door. Time Zones can be assigned in any combination to an individual user through the Add User and Edit User Functions found in the User Menu. Time Zones consist of start and stop times, days of the week and holidays. This Network contains eight time zones per Door. The Door being edited is displayed at the top of the dialog box. Time Zones must be maintained for each Door with which they will be utilized. Following is a description of this Menu's Functions.

**Edit Time Zone (F3)** This Function is used to edit all Time Zones in your Secured Series Network. Initially Time Zones 1 through 7 are blank. Time Zone 8 is set for 9:00 a.m. to 5:00 p.m. When used, a highlight bar will appear in the Display Box. Use the up and down arrow keys to scroll through the Time Zone list. When the highlight bar is on the desired Time Zone, press the <enter> key.

Time Zones are specified periods of time when an individual user can gain access through a door. Time Zones can be assigned in any combination to an individual user through the Add User and Edit User Functions found in the User Menu. The Fields of this Function may be moved through by using the <Tab> key to move forward and the <Shift> <Tab> keys to move back. Following is a description of the Fields in this Function.

- **Start** This Field is used to designate the time the chosen Time Zone will become active. The time must be entered in a 24 hour format i.e. 5:00 = 17:00.
- **Stop** This Field is used to designate the time the chosen Time Zone will no longer be active. The time must be entered in a 24 hour format i.e. 5:00 = 17:00.
- **Sun through Sat** These Fields are used to specify the days of the week the chosen Time Zone will active. Individual Days are enabled and disabled by using the space bar.
- **Hol** This Field is used to determine whether the chosen Time Zone will be active during Holidays. this Field is enabled and disabled by using the space bar. Individual Holidays can be programmed through the Edit Holiday Function found in the Holiday Menu.

**Clear Time Zone (F4)** This Function is used to Clear existing settings in an individual Time Zone. When used, a highlight bar will appear in the Display Box. Use the up and down arrow keys to scroll through the Time Zone list. When the highlight bar is on the desired Time Zone, press the <enter> key. A warning screen will appear before continuing. Cleared Time Zones can be reprogrammed through the Edit Time Zone Function found in the Time Zone Menu.

**Print Time Zones (F5)** This Function will print a list of the current Time Zone settings of your Secured Series Network.

**Holiday Menu (F5)** This Menu is used to edit your Holiday list. The holiday list is used to specify holidays for a current yr. Any user who is assigned to time zones containing Holidays will have valid access through a door on holidays. This Network has sixteen Holidays. Up to 16 Holidays can be programmed into your Secured Series Network. Holidays are used in conjunction with Time Zones to

determine whether an individual user can gain access on a Holiday. Current Holidays are shown in a Display Box above the Holiday Menu. Holidays are displayed in a Month/Day format with a description. Following is a description of the Functions found in this Menu

**Edit Holiday (F3)** This Function is used to edit all Holidays in your Secured Series Network. Initially no Holidays are programmed. When used, a highlight bar will appear in the Display Box. Use the up and down arrow keys to scroll through the Holiday list. Up to 16 Holidays can be programmed into your Secured Series Network. Holidays are used in conjunction with Time Zones to determine whether an individual user can gain access on a Holiday. Current Holidays are shown in a Display Box above the Holiday Menu. Holidays are displayed in a Month/Day format with a description. When used, a highlight bar will appear in the Display Box. Use the up and down arrow keys to scroll through the Holiday list. When the highlight bar is on the desired Holiday, press the <enter> key. The Fields of this Function may be moved through by using the <Tab> key to move forward and the <Shift> <Tab> keys to move back. Following is a description of the Fields in this Function.

- **Date** This Field is used to program the Month and Day of a specific Holiday. The Date must be programmed in a Month/Day format
- **Description** This Field is used to enter a description of the Holiday i.e. "Labor Day"

**Clear Holiday (F4)** This Function is used to Clear existing settings in an individual Holiday. When used, a highlight bar will appear in the Display Box. Use the up and down arrow keys to scroll through the Holiday list. When the highlight bar is on the desired Holiday, press the <enter> key. A warning screen will appear before continuing. Cleared Holidays can be reprogrammed through the Edit Holiday Function found in the Holiday Menu.

**Print Holidays (F5)** This Function will print a list of the current Holidays programmed into your Secured Series Network.

**Transaction Log Menu (F6)** This Menu is used to retrieve, save, display and print Transaction Logs from your Doors. Transaction Logs are stored information of who went through a door and when. Transaction Logs also contain information about occurrences at the door i.e. the door was forced open. Each door contains its' own Transaction Log. The Transaction Log at a door is capable of storing 500 Transactions. Each Transaction after 500 displaces the oldest Transaction in the Log. A directory of previously saved Transaction Logs are displayed in the display Transaction Logs are saved in the DOS directory where your Door-Gard PC Software is located. Following is a description of the Functions found in this Menu. Up to 99 logs can be stored in the software memory.

**Get Log From Door (F2)** This Function is used to retrieve new Transaction Logs from Doors on the network. You may retrieve all transactions from a Door or only new transactions which have occurred since the last Log retrieval. When one of these options is selected, a highlight bar will appear in the dialog box. Use the arrow keys to select the Door whose Transaction Logs will be retrieved and press the <enter> key.

### After You Get Log From Door

This Menu is used to Save, Display and/or Print newly retrieved Transaction Logs. Following is a description of the Functions found within this Menu:

- **Save New Log** This Function allows the Transaction Log from the chosen Door to be saved and stored in a format which is usable by other software programs. Transaction Logs are saved as a Comma Separated Value (CSV) file and will be found in the DOS directory containing your Secured Series Network Software.
- **Display New Log** This Function allows you to view the New Transaction Log in the dialog box. Use PgUp and PgDn keys to scroll through the Transaction Log.
- **Print new Log** This Function allows you to print a copy of the new Transaction Log.

### Display Log (F3)

This Function is used to display previously saved Transaction Logs. When used, a highlight bar appears in the Transaction Log Directory. Use the arrow keys to select the desired Log and press the <enter> key.

### Delete Log (F4)

This Function is used to delete previously saved Transaction Logs. When used, a highlight bar appears in the Transaction Log Directory. Use the arrow keys to select the desired Log and press the <enter> key.

### Print Log (F5)

This Function is used to print previously saved Transaction Logs. When used, a highlight bar appears in the Transaction Log Directory. Use the arrow keys to select the desired Log and press the <enter> key.

### Set Log Filter (F6)

This Function is used to set the criteria for viewing Transaction Logs. This Menu is used to select which criteria to sort a Transaction Log by for viewing. Move through the fields in the dialog box by using the <tab> key to move forward and the <shift> and <tab> keys to move backwards. Select and deselect criteria by using the <space> bar.

To view only Transactions for a particular User, type the User number into the field titled "User".

Use the Function keys F2 through F4 to select and deselect all Events and Users.

### Select Log for Viewing

Use the arrow keys to move the highlight bar in the Transaction Log Directory window to select a Transaction Log. When finished, press the <enter> key.

**Utilities Menu (F7)** This Menu is used to change your password and change your PC comm port setting. It also provides some basic troubleshooting tools for your Secured Series Network. If you are unfamiliar with the comm port settings of this PC, please refer to your PC users manual or consult your PC dealer for instructions. Assigning a comm port which is used by another software program can cause both this and other software programs to not operate properly. It can also cause problems with the overall operation of your PC. Following is a description of the Functions found within this Menu.



### Change Password (F2)

This Function is used to change the Password to your Secured Series Network Software. Knowledge of the current Password is necessary to execute this Function. Your Password may be letters or numbers. Up to 6 characters can be used.

### Select Comm Port (F3)

This software package is designed to use either comm port 1 or comm port 2 of your PC. If you are unfamiliar with the comm port settings of this PC, please refer to your PC users manual or consult your PC dealer for instructions. assigning a comm port which is used by another software program can cause both this and other software programs to not operate properly. It can also cause problems with the overall operation of your PC. The comm port can be changed later through the Utility Menu.

### Get Network Config (F4)

This Function is used to briefly communicate with the Doors on your Secured Series Network to verify there is proper communication. When used, the Display Box will show current Doors programmed in the Network and there status. "On Line" indicates the PC successfully communicated with the listed Door. "???" indicates the PC was unable to communicate with the listed Door.

### Terminal Emulation (F5)

This Function is used to emulate a serial printer. Its primary purpose is to troubleshoot the printing functions of your Secured Series Network. If you normally print Transaction Logs from a Door to a connected printer by presenting a specific code/card/token, this Function may be used to determine if your printer is functioning correctly. This is also used to test communication between a hub and computer. To do this you must first enter Terminal Emulation. At this point you will have a blank screen. Now you will walk over to Hub #1 and do a self test on the keypad which is 7890#123456\*. The hub will beep and flash telling you that all 12 buttons that were pushed responded properly. Then Hub #1 will send information to the computer screen, including :

Door #01  
Version 2.1 2.2 2.1  
Time : \_\_\_\_\_ Date: \_\_\_\_\_  
CPA : FAIL  
CPC: FAIL

If no information appears on the screen then you should check the following:

- Make sure you have the proper Comm Port Selected in the Utility Menu
- Check that the Blue, Green, Gray connector on Hub #1 is plugged into Port A (Not Port C)
- Check the RJ-11 modular jack for proper connection, Blue to Red, Gray to Black, Green to Green

### Select Display Type (F6)

This Menu is used to tell your Secured Series Network Software what type of display your computer uses. The software will display information in the proper format. Following is a description of the Functions found within this menu.

- **Monochrome Display** This Function should be chosen if your computer is using a Monochrome (Black and White type) Display
- **Color Display** This Function should be chosen if your computer is using a Color Display.

### **Backup Door (F7)**

This Function is used to create a backup of the characteristics and users programmed in a specific Door. It will save the actual information present at the Door. It is important to remember that this Software package and the actual hardware at the Door operate independently of each other. Any changes made to one and not the other can create conflicts and problems. The Door Backup files can be used later to restore information to a Door after an incorrect Export Function is done. When used an entry box will appear. Enter the number of the Door which is to be backed up. Your Secured Series Network Software can store Backup files for up to eight Doors.

### **Restore Door (F8)**

This Function is used to restore information from a Backup file. The Backup file contains the exact user information and Door characteristics from the last time the Backup Door Function was used. It does not necessarily contain the information displayed in this software program. If the Information contained in this software program is accurate, you should use the Export to Door Function found within the Door Menu. Restoring information to a Door from a Backup file will erase all user information and Door Characteristics in the Door at the time of restoral. When used an entry box will appear requesting the Door number. Enter the number of the Door which is to be restored.

# Secured Series™ PC Software menus

Simple menus and a complete feature set make it easy to program new users and doors as well as holidays and schedule changes.

**User Menu**

- F1- HELP
- F2- ADD USER
- F3- EDIT USER
- F4- DELETE USER
- F5- PRINT USER
- F9- SAVE DATA
- F10- RETURN TO MAIN MENU

All screens provide easy access to extensive online help.

**Door Menu**

- F1- HELP
- F2- ADD DOOR
- F3- RENAME DOOR
- F4- DELETE DOOR
- F5- PRINT DOOR
- F6- SET DOOR OPTIONS
- F7- SET DOORS TIME/DATE
- F8- EXPORT TO DOOR
- F9- IMPORT FROM DOOR
- F10- RETURN TO MAIN MENU

**Time Zone Menu**

- F1- HELP
- F3- EDIT TIME ZONE
- F4- CLEAR TIME ZONE
- F5- PRINT TIME ZONES
- F10- RETURN TO MAIN MENU

The powerful features of Time Zones (8) and Holidays (16) are added to the Secured Series.

**MAIN MENU**

- F1- HELP
- F2- USER MENU
- F3- DOOR MENU
- F4- TIME ZONE MENU
- F5- HOLIDAY MENU
- F6- TRANSACTION MENU
- F7- UTILITY MENU
- F9- SAVE DATA
- F10- EXIT PROGRAM

Completely configure all door and user information.

**Utility Menu**

- F1- HELP
- F2- CHANGE PASSWORD
- F3- SELECT COMM PORT
- F4- GET NETWORK CONFIG
- F5- TERMINAL EMULATION
- F6- SELECT DISPLAY TYPE
- F7- BACKUP DOOR
- F8- RESTORE DOOR
- F10- RETURN TO MAIN MENU

**Transaction Menu**

- F1- HELP
- F3- SAVE LOG
- F5- PRINT LOG
- F6- DISPLAY LOG
- F10- RETURN TO MAIN MENU

Easy access to Transaction Logs which can be saved for use in other programs.

**Holiday Menu**

- F1- HELP
- F3- EDIT HOLIDAY
- F4- CLEAR HOLIDAY
- F5- PRINT HOLIDAYS
- F10- RETURN TO MAIN MENU

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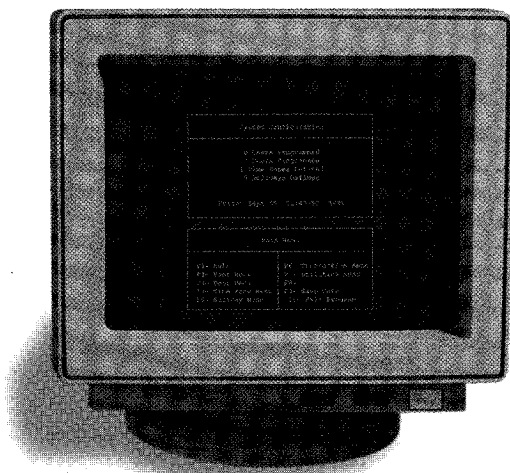
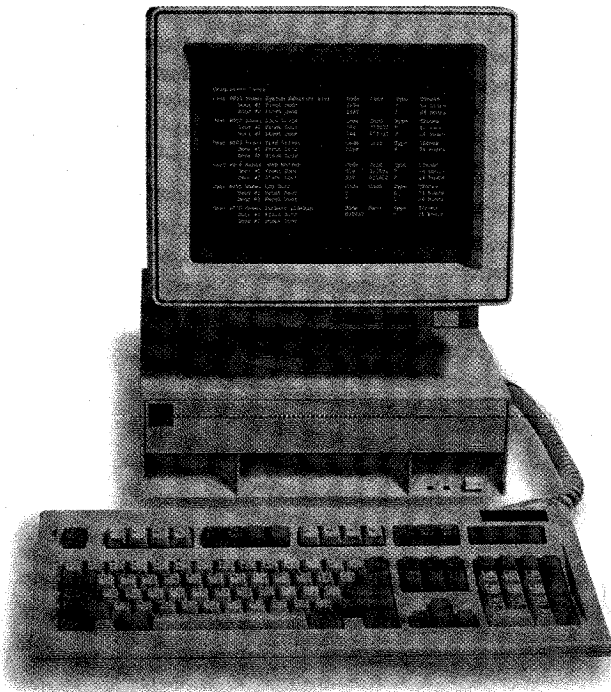
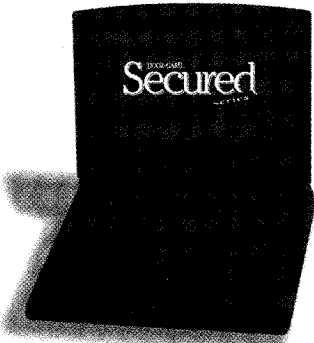
The First Step in Access Control™

# DOOR•GARD™ Secured PC Software series™

*Remotely program all user and door information including time zones and holidays.*

Secured Series™ PC Software provides extended features and capabilities to stand-alone or networked Secured Series systems. With this easy to use software you can remotely set up time zones and holiday schedules, and add or change doors, users, codes, cards and tokens. Individual transaction logs can be retrieved displayed printed and saved for use in other databases. End-users needing PC managed access control will find the Secured Series PC software to be a simple and invaluable aid.

**Secured Series  
PC Software** can  
be used with laptop  
computers as well  
as desktop models.



SECURED SERIES PC SOFTWARE operates independently of Secured Series Hub Control modules. Programming is accomplished offline and can be downloaded when desired. Complete Online Help is available at a keystroke. Secured Series PC Software provides enhanced features and increased value to all of your Secured Series applications. For more information call 800-343-9502 today.

REQUIRES: MS-DOS 3.3 or later. Format: 3.5" Double Density (720Kb)  
Can be installed on hard disk drive, or run from diskette.

Package includes all connectors and cables necessary to attach a PC to a Hub Control or Hub Control Network. Package also contains one Security Chip which must be inserted into Hub Control number one to enable communications.

Part # SS-PCSFTWR

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