

Software Manual

Issue 1

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1. Getting Started

Symbols Used in this Manual

This is a step in the current task
Highlights an area of the Doors Fortessa interface
This feature is only available to an Administrator
This feature is only available in the Professional version

PC Specification

RAM	Minimum: 512 MB		
	Recommended: 1 GB or higher depending on the operating system		
Hard Disk space	800 MB free space		
Processor	Pentium III Compatible or higher		
	Minimum: 500 MHz		
	Recommended: 1 GHz or higher		
Internet Requirements	Microsoft Internet Explorer 6.0 SP1 or later (prerequisite for .NET Framework)		
Prerequisite software	Microsoft .NET Framework 2.0		
	SQL Server Setup requires Microsoft Data Access Components (MDAC) 2.8 SP1 or later. You can download MDAC 2.8 SP1 from this Microsoft Web site.		
Supported operating systems	Windows Vista Business		
	Windows Vista Enterprise		
	Windows Vista Ultimate		
	Windows XP professional SFORTESSA		
	Windows Server 2003 Enterprise Edition SP1		
	Windows Small Business Server 2003 Standard Edition SP1		
	Windows Small Business Server 2003 Premium Edition SP1		
	Windows 2000 Professional Edition SP4		
	Windows 2000 Server Edition SP4		
	Windows 2000 Advanced Edition SP4		
	Trade mark acknowledgment: These product names are registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.		

Logging In as a Different User



From the login screen, select Use a different login.



2

Login Click an icon to select a different user Engineer Sample login

3

Enter the password. Click

Select the desired user.

to log in.

Adding Doors and Cards Using the Setup Wizard

After logging in for the first time, the Setup Wizard is shown. This provides a simple way to locate doors and add cards to the system.



Start the wizard by clicking Next.



2

Search for doors, or select skip to move on to adding cards.

Doors Fortessa Setup Wizard	
Search for Doors Do you want to search for doors now?	FORTESSA CONTROLLED ACCESS BY DESIGN
\searrow	
Yes - search for doors Door controllers can be connected using a USB der your Local Area Network.	vice, or over
No - skip this step Don't add any new doors, and move on to adding	cards.
< <u>B</u> ack	Cancel

Doors Fortessa will check the available hardware channels. For additional IP addresses, use the "Add IP Address" button.

Doors Fortessa Setup Wizard		
	s to search for doors on. dress" to add a new channel.	A
The following comm	nunication channels were found.	
Connection	Information	
🗹 🏺 USB	Fortessa USB device	
192.6.32.60	Manual Fortessa.net connection to 192.6.32	
Add IP Address	Change IP Address	
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ancel	

Please note:

- FORTESSA.net controllers located on your subnet will automatically be found.
- IP addresses for controllers located on a different subnet must be added using the "Add IP Address" button.
- For automatically found channels "Change IP Address" button will update the IP Address of both the FORTESSA.net device and any associated controllers.
- For manually added channels, "Change IP Address" will simply change the address to search on.
- Information about the server and subnet is displayed when adding or changing an IP address.

Add IP Add	ress		
Server IP Address: 192.6.32.69 Server Subnet Mask: 255.255.255.0			
	Enter the IP Address to search on:		
	<u>O</u> K <u>C</u> ancel		

Newly located doors will be added to the list. A message will appear when the scan is complete.

Doors Fortessa Setup Wiza	ard	
Search for Doors Tick all new do To perform an	FORTESSA CONTROLLED ACCESS BY DESIGN	
All newly located	Doors Fortessa Setup Wizard 🛛 🖾)
Door 256 256 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2	10 new doors found!	New Door Yes Yes Yes
 ✓ 3 ✓ 7 ✓ 8 ✓ 9 	ОК	Yes Yes Yes Yes
		Search again
	< <u>B</u> ack <u>N</u> ext :	> <u>C</u> ancel

5

4

Select **Yes** to begin adding cards, or **No** to skip and complete the wizard.

Doors Fortessa Setup Wizard	
Add Card Records Do you want to add card records?	FORTESSA CONTROLLED ACCESS BY DESIGN
 Yes - add new cards to the system Use a registration reader to automatically set the enter them using the keyboard. No - skip this step Don't add any new card records, and complete th 	
< <u>B</u> ack <u>N</u> ext :	> <u>C</u> ancel

Enter the details of the cardholder. Present a card to the **Registration Reader** or **Door** if required. Click **Add Card Details.** Repeat to add all required cards. Note that all available cards do not need to be added in at this time.

Doors Fortessa Setup Wizard	
Add Card Records Do you want to add	d card records?
2	
-	Progeny USB desktop reader 🗨
Card ID	00013587
First name	Bert
Last name	Ernest
Enabled	V
Access level	All Doors 💌
	Add Card Details
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ancel

7

Review the list of newly added cards. Click Next.

Doors Fortessa Setup Wizard				
Newly Added Cards Tick all cards you want to add to the system. To add another card, tick 'Add another'.				
Card ID	First Name	Last Name	Enabled	Access Level
00007862	John	Smith	Yes	(none)
00013587	Bert	Ernest	Yes	All Doors
Add another				
< <u>B</u> ack <u>Next</u> <u>C</u> ancel				

6



9

8

Right-click **Doors** from the System Tree, and select rename.



The Doors Fortessa Interface



Toolbar

Click the toolbar to perform common tasks such as:

- Adding and removing items
- Printing and exporting reports

Task Panel

- Shows information on the current section
- Provides shortcuts to useful tasks for that section.

System List

Gives details of the currently selected item



• Shows the available areas of the Doors Fortessa software



Adding, Changing and Deleting Items

Adding Items

Items can be added by:



Clicking the **New** Tool Bar button



The right-click menu on the System Tree





Changing Items



Adding a Card

Select Card from the New list on the Toolbar



2

Enter the **Card ID** (this is an 8 digit number printed on the card), or select _____ to present a card to a door or desktop reader.

🕹 Card Manager - Existing Reco	rd D
Add or Remove Fields 🔻	Cardholder Photo 👻 📄 Print Card 🕶
Cardholder Details Card ID	Card Registration Reader
First name	Select the desired door and present the new card.
Last name	The last card number will be displayed.
Enabled	
Access level	
	Door Fortessa USB desktop reader
	<u>OK</u> <u>Cancel</u> Apply
Last transaction: present card	to a reader <u>OK</u> <u>Cancel</u> <u>Apply</u>

Enter the Cardholder Name. Tick Enabled and select All Doors from the Access Level list.

🕹 Card Manager - New Record		
Add or Remove Fields 🔻	Cardholder Photo 👻 📻	Print Card 🔻
Cardholder Details		Photo
Card ID	00013587	
First name	Bert	
Last name	Ernest	
Enabled		
Access level		
	(none) All Doors	
	Office Hours	
Last transaction: card not issu	ed <u>O</u> K	<u>Cancel</u> <u>Apply</u>

4

Click **OK**. The card will now open all doors.

Restricting Card Access by Door

An Access Level is a group of doors. These can be applied to cardholders to restrict and allow access to areas of your building.

Create a new access level by right-clicking Access Levels from the System Tree, and selecting Add New Access Level.



2

Enter the access level name and tick the required doors. In the below example, only the Main Entrance door is included.

Access levels - New access level
Auto-update is ON Doors will be updated automatically
Access Level
Name Main Entrance Only
Time Zone
Allow access during all hours
Doors
Select the doors you want to include in this access level.
Door
Main Entrance
Office Rear Entrance
<u>Q</u> K <u>C</u> ancel <u>Apply</u>

Find the card by selecting Card Manager, then All. Right-click the card, and select View Details.



4

3

Select the newly created "Main Entrance Only" access level from the list. Click OK to save.

🤣 Card Manager - Existing Reco	d	— ×-
Add or Remove Fields 🔻	Cardholder Photo 🗸 📄 P	rint Card 🔻
Cardholder Details	Photo	·
Card ID	00013587	
First name	Bert	
Last name	Ernest	
Enabled		
Access level	All Doors 🔍	
	(none) All Doors	
	Main Entrance ONLY	
Last transaction: Door 86 at 1	5:20:04 (Valid Card)	Cancel <u>Apply</u>

Restricting Card Access by Time

Time zones can be applied to access levels to restrict access to cardholders at certain times of the day.

Create a new **Time Zone** by clicking **Time Zones** from the **System Tree**, and selecting **Add new time zone** from the Information bar.



2

Enter the time zone name. Attach an **Element** to the time zone by clicking **Add**.

😵 Time Zo	nes - New time zone
	Auto-update is ON Doors will be updated automatically
-Time Zon	e Name Office Hours
ſ	Time Zone Element
Element Time end ti Clic Start	This element will be active from 08:30 ÷ to 17:30 ÷ and will be applied on ♥ Monday ♥ Tuesday ♥ Wednesday ♥ Thursday ♥ Friday ■ Saturday ■ Sunday
	QK <u>Cancel</u> Apply

3

Enter the required start and end times, and the days this element applies to. Click OK.

Repeat steps 2 and 3 to add additional **elements**, and click **OK** to save.

6			date is						
	Do Do	ors wil	l be up	dated a	automat	tically			
Time Zo	one —	100 <u>000</u>					25		
	Na	me Off	ice Hour	S					
	Calen	dar (ne	one)				•		
end t	zones ar ime and	can be	applied t	o specif	ic days o			time,	
end t		can be	applied t ate a ne	o specif	ic days o			time,	1
end t Cli Start 08:30	ime and ck "Add End 17:30	can be " to cre	applied t	o specif w eleme	ic days c ent.	of the w	eek.		1
end t Cli Start	ime and ck "Add End	can be " to cre	applied t ate a ne	o specif w eleme	ic days c ent.	of the w Fri	eek.		
end t Cli Start 08:30	ime and ck "Add End 17:30	can be " to cre	applied t ate a ne	o specif w eleme	ic days c ent. Thur	of the w Fri	eek.		1

the list.

Create a new Access Level (as described in Restricting Card Access by Door), selecting the newly created time zone from

	update is ON will be updated automatically	y
ccess Level		
Name	Office Workers	
ime Zone		
Allow access during	all hours	•
	all hours	-
Doors	Office Hours	
Office		
Door Office Main Entrance	1	
Office	3	
Office	3.	
Office	2	
Office	3	
Office	2	
Office		pply

Find the card by selecting **Card Manager**, then **All.** Right-click the card, and select **View Details.**

🔏 Doors Fortessa - [System Manager]						
🚺 New 🕶 🥏 Refresh 🗶 Dele	te 🔛 View 🗸	Print 🕶	Export	🕛 Log off 📿	Help 👻	
Cards		All Search for Add new card	2 matching reco	rds found vanced Search	Card Change	Wizard
All	Last name	First name	Card ID	Enabled	Access level	
Image: Strain of the strain	Smith	Bert John	00013587 00007862	Yes		Add a new card View details Disable card Delete card record
ок	No com	mands pending	04/02/200	09 16:29		

7

Select the newly created "Main Entrance Only" access level from the list. Click **OK** to save.

🤣 Card Manager - Existing Reco	d	X
Add or Remove Fields 🕶	Cardholder Photo 🗸 📑	Print Card 👻
Cardholder Details		Photo
Card ID	00013587	
First name	Bert	
Last name	Ernest	
Enabled		
Access level	Main Entrance ONLY	
	(none) All Doors Main Entrance ONLY	
	Office Workers	
	-	
Last transaction: Door 86 at 10	5:20:04 (Valid Card) <u>O</u> K	<u>Cancel</u> <u>Apply</u>

Restricting Card Access by Date

The use of **Calendars** can further restrict access. **Calendars** consist of **exception days**. These are applied to **Time Zones**, which in turn can be applied to **Access Levels** or used to release the door lock.

1

Create a new **Calendar** by clicking **Time Zones** from the **System Tree**, and selecting **Add new time zone** from the Information bar.

0.0.0	Calendars Calendars are groups of dates. These can be applied to time zones, restricting access on certain days.
0	Add new callingdar
Name	
2	

Enter the calendar name. Use the and buttons to move forward and back. In the below example, UK Bank Holidays have been selected. Click **OK** to save.

7 8 9 10 11 12 13 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 <th1< th=""><th>></th></th1<>	>
Image Bank Holidays Image 2008 (Jan-Jun) January February March Mo Tu We Th Fr Sa Su Image 1 2 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 12 12 22 22 22 22<	>
January February March Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 1 2 3 7 8 9 10 11 12 13 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 14 5 6 7 8 9 10 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 12 12 <td< td=""><td>></td></td<>	>
Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 1 2 3 7 8 9 10 11 12 13 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 12 12 24 25 26 27 28 29 30 31 12 24 25 26 27 28	- 1
1 2 3 4 5 6 1 2 3 7 8 9 10 11 12 13 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 12 12 12 16 17 10 11 12 13 14 15 16 17 16 <td></td>	
7 8 9 10 11 12 13 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10 13 4 5 6 7 8 9 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 11 12 13 14 15 16 17 11 11 12 13 14 12 13 14 15 16 17 17 18 19	a Su
14 15 16 17 18 19 20 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 13 14 15 16 17 10 11 12 13 14 15 16 17 10 11 12 13 14 15 16 17 17 18 19 20 21 22 23 24 25 26 27 28 31 31 31 31 <td< td=""><td>2</td></td<>	2
21 22 23 24 25 26 27 18 19 20 21 22 23 24 17 18 19 20 21 22 23 24 24 25 26 27 28 29 31 31 May June Mo Tu We Th Fr Sa Sa <td></td>	
28 29 30 31 25 26 27 28 29 31 31 April May June Mo Tu We Th Fr Sa Su	23
April May June Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su	
MoTuWeThFrSaSu MoTuWeThFrSaSu MoTuWeThFrS	
1 2 3 4 5 6 1 2 3 4	a Su
	1
7 8 9 10 11 12 13 5 6 7 8 9 10 11 2 3 4 5 6	8
14 15 16 17 18 19 20 12 13 14 15 16 17 18 9 10 11 12 13 14	
21 22 23 24 25 26 27 19 20 21 22 23 24 25 16 17 18 19 20 2	
28 29 30 27 28 29 30 31 23 24 25 26 27 28	29
30	
<u>O</u> K <u>C</u> ancel <u>App</u>	

😚 Time Zones - Ne	w time z	one						×
Auto-update is ON Doors will be updated automatically								
Time Zone								
Nan	ne Offi	ce Houn	s					
Calend	lar (no					▼		
Elements								
Start End	Mon	Tues	Wed	Thur	Fri	Sat	Sun	
08:30 17:30	•	•	•	•	•			
09:00 12:00						•	•	
<u>A</u> dd <u>R</u> emove <u>C</u> hange								
			<u>0</u> K		<u>C</u> ance		<u>A</u> pply	

5

Create a new Access Level (as described in Restricting Card Access by Door), selecting the newly created time zone from the list.

Auto-	update is ON	
	will be updated automatica	llv
	This be apadeed datemated	
Access Level		
Name	Office Workers	8
Time Zone		
Allow access during	all hours	•
rate access during	all hours	0.000
	Office Hours	
Door	u want to include in this access I	evel.
		evel.
Door Office		evel.
Door Office		evel.
Door Office		evel.
Door		evel.

Find the card by selecting **Card Manager**, then **All.** Right-click the card, and select **View Details**.

🔏 Doors Fortessa - [System Manager]						_ 0 🔀
🚺 New 🔻 🥏 Refresh 🗶 Dele	te 📴 View 🗸	Print 🕶	Export	💵 Log off 🛛 🕗	Help 👻	
Cards		All Search for Add new card	2 matching record	s found nced Search	Card Change	Wizard
	Last name	First name	Card ID	Enabled	Access level	
All	Ernest				All Doors	
Dormant Events	Smith	John	00007862	Yes		Add a new card
Doors						Disable card Delete card record
Time Zones						
Calendars						
Triggers						
Alarms						
Sync Centre						
Users and Passwords						
Custom Fields						
Time Sheet						
ок	No com	imands pending	04/02/2009	16:29		li

7

Select the newly created "Main Entrance Only" access level from the list. Click **OK** to save.

🤣 Card Manager - Existing Reco	d	—
Add or Remove Fields 🔻	Cardholder Photo - Print Card	1 -
Cardholder Details	Photo	
Card ID	00013587	
First name	Bert	
Last name	Ernest	
Enabled		
Access level	Main Entrance ONLY	
	(none) All Doors	
	Main Entrance ONLY	
	Office Workers	
L		
Last transaction: Door 86 at 10	5:20:04 (Valid Card) <u>OK</u> <u>Cancel</u>	<u>Apply</u>

Customising Card Manager

Card Manager shows the basic information required to enable or disable a card – Card ID, Name, Access Level and Enabled. More items can be added to the Card Manager screen. These are split into two sections: Standard Fields and Custom Fields.

Standard Fields are additional card information that can be displayed and affect the behaviour of a card. These are:

- **Dormant** a card can be automatically be disabled if it hasn't been used for a period of time. This is detailed further in <u>Disabling Cards Using Dormant Card Policy</u>.
- Valid From Specify a date when a card can be used from.
- Valid To Specify a date when a card can be used to.
- **PIN** *Personal Identification Number* used for Card and PIN systems.
- Current APB Zone the current Anti-Passback Zone of the cardholder. See <u>Using "Anti-passback" to encourage correct system usage</u> for more information.
- Second Access Level a cardholder can be given two access levels if required.

Custom Fields are created by the end-user, and are intended to contain information about the cardholder. Up to 25 Custom Fields can be created. There are five types of custom field:

- Checkbox
- Drop-down list
- Date
- Text
- Number

Creating Custom Fields

In the following example, a a drop-down list for "Department" will be created. This will be added to the card manager screen in Changing the Card Manager Display

Delete Rename

No commands pending



\sim	
_	

Enter the name, and select the custom field type.

οк

Name Department
Type Drop-down list
Checkbox
Drop-down list Date
Text Number
<u>OK</u> <u>Cancel</u> <u>Apply</u>

Add entries to the list by clicking the **Add** button.

🚖 Custom Fields	×
Name Department Type Drop-down list	•
Accounts	
Add Update	<u>R</u> emove
Accounts	
Marketing Production <mark>Add item to list</mark> Quality Assurance R&D Sales Technical Support	
<u>O</u> K <u>C</u> ancel	Apply

4

3

Click OK to save.



Changing the Card Manager Display

In the following example, the custom field created in <u>Creating Custom Fields</u>, along with the Dormant checkbox (see <u>Disabling Cards</u> <u>Using Dormant Card Policy</u>) will be added to the card manager screen.





2

Click Add or Remove Fields in the toolbar.

🤣 Card Manager - Existing Reco	d			X
Add or Remove Fields 🗸	Cardhold	ler Photo 👻 📑	Print Card 🔻	
Cardholder Details			Photo	
Card ID	00013587			
First name	Bert			
Last name	Ernest]	
Enabled	~			
Access level	All Doors	•		
Last transaction: Door 86 at 10	:20:04 (Valid Card)	<u>O</u> K <u>C</u> ancel	Apply

Tick the fields to be included. Click Add New to create a new custom field if required. Click OK when finished.



4

3

The newly added fields will be shown in the Card Manager screen, and will now be displayed for all card records.

🕹 Card Manager - Existing Reco	rd	×
Add or Remove Fields 🔻	Cardholder Photo 👻 📑	Print Card 👻
Cardholder Details		Photo
Card ID	00013587	
First name	Bert	
Last name	Ernest	
Enabled	V	
Access level	All Doors 🗨	
Dormant		
Department		
	Accounts Production Sales Support	
Last transaction: Door 86 at 1	5:20:04 (Valid Card) <u>Q</u> K	<u>Cancel</u> <u>Apply</u>

Using Card Data Import to Add or Update Cards

Card Data Import offers a simple way of adding or updating a group of cards.



2

An example of the import file format is shown at the top of the screen.

Import ard Data					
File Format Exar	mple				
	Card ID ,First	t Name,Last Na	me,Enable	d,Access Leve	1
	12340001, John			,All Doors	
	12340002,David				
	12340003,Willi	iam ,Turner	,Yes	,All Doors	
Cattiana					
-Settings	[
File Location					
	This list contains	oolumn headers			
		s column neaders			
Card ID	First Name	Last Name	Enabled	Access Level	Information
	1	1			
					<u>O</u> K <u>C</u> ancel

_3 Tick the "This list contains column headers" if required. Click the 🔲 button to select the import file location. Click Open.

the "This list contains col		s in required			Select the imp	on me location
🔏 Select Import File Location						X
🚱 🗢 📳 🕨 Daniel Tu	rner 🕨 Docur	ments 🕨	•	Search	h	Q
🌗 Organize 👻 🎫 Views	👻 📑 New	Folder	_	_	_	0
Favorite Links	Name	Date taken	Tags	Size	Rating	
Documents					۲	
 Recently Changed Desktop Recent Places 	Axialis Librarian	Downloaded Program U	My Received Files	My Shapes	My Web Sites	MySetups
 Recent Places Computer Pictures Searches 						a,
Public	P2	SnagIt Catalog	SQL Server Manageme	Updater5	Visual Studio 2005	ProgenyStaff. csv
Folders 🔨						
File name:	ProgenyStaff.c	sv			SV Files (*.csv) Open I▼	▼ Cancel

4

The import file will be validated before importing. Any errors can be corrected before cards are added or updated. The below example cannot find an **Access Level** called "Production". This can be addressed by either:

- Creating a new access level with this name (See <u>Restricting Card Access by Door</u>) Importing the records without the missing **Access Level.** •

port Card Data					
File Format Exa	mple				
	Card ID ,Fir	st Name,Last Na	me,Enable	ed,Access Leve	21
	12340001, Joh	n ,Smith	,Yes	,All Doors	
	12340002,Dav		,No		
	12340003,Wil	liam ,Turner	,Yes	,All Doors	
Settings					
-	C:\Users\Dan.BS	SBNETWORK\Docume	ents\Progen	/Staff.csv	
File Location	C. (03013 (Ddil.Dd		sints (Frogen)	otanicav	
	This list conta	ins column headers			
Card ID	First Name	Last Name	Enabled	Access Level	Information
72210001	Smith	John	Yes	All Doors	Record OK
12210002	Frances	Farmer	Yes	Staff	Record OK - unknown access level
12210004	Power	Max	Yes	Staff	Record OK - unknown access level
2210008	Jones	David	Yes	Staff	Record OK - unknown access level
2210010	Frank	Jones	Yes	Production	Record OK - unknown access level
2210012	Makinson	Nick	Yes	Staff	Record OK - unknown access level
12210021	Davies	Roger	Yes	Staff	Record OK - unknown access level
12210023	Douglas	Brian	Yes	Production	Record OK - unknown access level
					<u>O</u> K <u>C</u> ancel

Click OK to start the import. A message will appear when it is complete.



6

5

View the newly added records in Card Manager's All filter.

tem Manager		All	5		
-		Search fo	L		
In Use		/	8 matching rec		
Dnused		Add new card		dvanced Search	Card Change Wizard
All	Last name	First name	Card ID	Enabled	Access level
Dormant	Brian	Douglas	72210023	Yes	
. • •	David	Jones	72210008	Yes	
Events		Frances	72210002	Yes	
Doors		-			
Access Levels	John	Smith	72210001	Yes	All Doors
Time Zones	Jones	Frank	72210010	Yes	
	🛃 Max	Power	72210004	Yes	
Calendars	Nick	Makinson	72210012	Yes	
Space Zones	NICK	Makinson	/2210012	res	
Anti-Passback Zones	Roger	Davies	72210021	Yes	
Triggers					
Alarms					
Floor Plans					
Sync Centre					
Backup and Restore					
Users and Passwords					

Quickly Search for Cards

1

Open the All filter in Card Manager.

New - 😵 Refresh 🗶 Del	ete 📴 View 🗸	Print -	Export	🔱 Log off [Help 🔻
System Manager		All			
Cards		Search for			
In Use			8 matching recor	ds found	
Unused		Add new card	<u>Adv</u>	anced Search	Card Change Wizard
All E	Last name	First name	Card ID	Enabled	Access level
Dormant	Brian	Douglas	72210023	Yes	
Events	David	Jones	72210008	Yes	
~	Farmer	Frances	72210002	Yes	
Doors	John	Smith	72210001	Yes	All Doors
Access Levels	Jones	Frank	72210010	Yes	
Time Zones					
Calendars	Max	Power	72210004	Yes	
Space Zones	Nick	Makinson	72210012	Yes	
Anti-Passback Zones	, Roger	Davies	72210021	Yes	
	No comr	nands pending	08/10/200	07 12:47	

Enter the search text in the "Search For" box.

New 🔻 🤣 Refresh	Delete Ess View -	Print 🕶	Export	U Log off	Help 🔻	
System Manager Card Manager		All Search fo	1 matching reco	rd found vanced Search	Card Change Wizard	
	Last name	First name	Card ID 72210001	Enabled Yes	Access level	_
Dormant	E John	Smu	72210001	Tes	All Doors	
Doors						
Time Zones						
Calendars						
Anti-Passback Zones						
Triggers	• No con	nmands pending	19/09/20	07 13:23		

Performing an Advanced Card Search

1 Open the All filter in Card Manager. Click Advanced Search, and enter the search criteria. Click OK. Refresh × Delete View 👻 Print -Export Log off Help 🔻 New 🔻 Z System Manager All 🚯 Card Manager Search for Ø In Use 8 matching records found Add new card Advanced Search Card Change Wizard Unused First name Card ID Enabled Access level Last name O All 🛃 Brian 72210023 Douglas Yes Dormant Add Filter Criteria × 2 🕥 Event Viewer Z equals ▼ Staff • Access level Doors All Doors Main Entrance Only Office Workers Z Access Levels Z Time Zones = Max 72210004 Power Yes Staff Calendars Nick 🛃 Makinson 72210012 Yes Staff Space Zones 🛃 Roger Davies 72210021 Yes Staff Anti-Passback Zones Triggers No commands pending 19/09/2007 13:27

2

Matching card records will be displayed. Clear the results by clicking the "Search For" box.

System Manager Card Manager		Search for Access level equals Staff [Click to clear] 5 matching records found					
Unused		Add new card	<u>Ac</u>	Ivanced Search	Card Change W	zard	
	Last name	First name	Card ID	Enabled	Access level		
	David 🗠	Jones	72210008	Yes	Staff		
Dormant	Farmer	Frances	72210002	Yes	Staff		
Doors	Max 🕹	Power	72210004	Yes	Staff		
Access Levels		Makinson	72210012	Yes	Staff		
Time Zones	Roger	Davies	72210021	Yes	Staff		
Calendars							
Space Zones							
Anti-Passback Zones							
Triggers 🗸						_	
No commands pending 19/09/2007 13:30 2							

Creating a Card Report



Right-click Card Manager, and select Create New Card Filter.



2

Right-click the newly added report, and select **Details** to change the settings.


4

Filter Settings					EX		
Columns	Criteria	9		Sort	1		
Select the detail Details: Card ID Card ID Card ID Card ID Card index of Card index of Ca	number nired	-			e Up Down		
Width of selected column (in mm): 30							
	<u>о</u> к	<u>_</u>	ancel		ply		

Use the Add and Remove buttons to change the Criteria. In the below example, only enabled cards with a "Staff" Access Level will be returned.

Filter Settings			—
Columns	Criteria	S	ort
Select the sear Criteria: Access level en Enabled equals	ch criteria for thi quals Staff s True	s filter.	
	<u> </u>	<u>\</u> dd	<u>R</u> emove
	<u>о</u> к	<u>C</u> ancel	Apply

Filter Settings	
Columns Criteria	Sort
Select the sort order for this filter.	
First name	 ○ Ascending ⊙ Descending
The Enabled Access level Valid from Valid to	 Ascending Descending
Then By	 Ascending Descending
<u></u> a	ncel <u>A</u> pply

Click **OK** to view the results. These can be filtered further by using <u>Quickly Search for Cards</u> or <u>Performing an Advanced</u> <u>Card Search</u>.

vstem Manager Card Manager	•		Filter 5 Search fo		records found			
Unused			Add new card		Advanced Search	Card Change	Wizard	
	=	Last name	First name	ard ID	Enabled	Access level	Valid from	Valid to
		Roger	Davies	72210021	Yes	Staff	Always	Always
Dormant		Nick	Makinson	72210012	Yes	Staff	Always	Always
Event Viewer		Max 🛛	Power	72210004	Yes	Staff	Always	Always
Doors		Farmer	Frances	72210002	Yes	Staff	Always	Always
Access Levels		🛃 David	Jones	72210008	Yes	Staff	Always	Always
Y Time Zones								
Calendars								
🔮 Space Zones	_							

Using Change Wizard to Update Cards

In the following example, all cards with an Access Level of "Staff" will be disabled.



3

Search for all cards with a Staff Access Level, as described in Performing an Advanced Card Search.

Click Card Change Wizard.

Select Enabled from Field to Change, and False from the New Value. In this instance, it is necessary to inform the doors of the change, so tick Send Update to Doors.



4

Click OK. The records have been updated.

ystem Manager Card Manager	·		All Search f	or Access level eq 5 matching reco	uals Staff [Click to	clear]
Unused			Add new card	Ad	lvanced Search	Card Change Wizard
× <u> </u>	E	Last name	First name	Card ID	Enabled	Access level
All		David	Jones	72210008	No	Staff
Dormant		Farmer	Frances	72210002	No	Staff
Filter 5		Aax Max	Power	72210004	No	Staff
Doors		Nick	Makinson	72210012	No	Staff
Access Levels		Roger	Davies	72210021	No	Staff
Time Zones						
Calendars						
Space Zones	-					

Disabling Cards Using Dormant Card Policy

Dormant Card Policy allows you to automatically disable cards that have been issued, but not used for a specified period of time. The **Dormant** check is set for any cards that have not been used. This can be displayed and changed in **Card Manager**. See <u>Customising Card Manager</u> for details on how to add fields to **Card Manager**, and <u>Creating a Card Report</u> for how to include additional fields in a card filter.



Tick "Check for dormant cards every day at" and enter values for "Make cards dormant if not used in last".

Dormant Card Policy	×
Settings Check for dormant cards every day at 20:00 Make cards dormant if not used in last 1 Months	
Dormant card policy disabled Months	
<u>O</u> K <u>Cancel</u> <u>Apply</u>	

Click Apply. The date and time of the next check will be updated. Use Check Now to check for dormant cards at any time.

Dormant Card Policy	
C Settings	
Check for dormant cards every day at 20:00 ÷	
Make cards dormant if not used in last 1 Months 💌	
Next dormant card check: 19-Sep-2007 at 20:00 Check Now	
<u>O</u> K <u>Cancel</u> <u>Apply</u>	

Adding a Photo to a Cardholder

Locate the required cards. For new cards see <u>Adding a Card</u>. Existing cards can be found by <u>Performing an Advanced Card</u>. <u>Search</u> or <u>Quickly Searching for Cards</u>. Double-click the required card to edit the card record.

2

3

Click Cardholder Photo from the toolbar.

😓 Card Manager - Existing Reco	d	X
Add or Remove Fields 🕶	Cardholder Photo 🗸 📻 Print Card 🕶	
Cardholder Details Card ID First name Last name Enabled Access level	Smith	
Last transaction: present card	to a reader <u>O</u> K <u>C</u> ancel <u>Apply</u>	

Click **Open** from the **Capture Photo** toolbar, and browse to the photo file location.

A	Open File				X
Add	📙 Look in: 🎳 Graphics	•	← 🗈 📸 🕶		
Cardholde	Name	Date modified	Туре		
	Logos Photos	30/08/2007 15:19 05/10/2007 08:13	File Folder File Folder		
	JS.jpg	04/10/2007 16:07	JPG File		
	•		•		
	File name: JS.jpg		Open	🔽 Enable Preview	
	Files of type: All Files (*.*)		Cancel		
	Page No.:		File Info		
Last transa	1			P	ply

Size the photo using the slider bar. Position the photo by holding down the left mouse button.



5

Click OK.

4

🕹 Card Manager - Existing Reco	rd	
Add or Remove Fields 🝷	Cardholder Photo 🔻 📑	Print Card 👻
Cardholder Details		Photo Photo
Card ID	45515	
First name	John	
Last name	Smith	
Enabled		
Access level	All Doors 💌	
Last transaction: present card	to a reader	<u>OK</u> <u>Cancel</u> <u>Apply</u>



Add a new Card Design from the New menu.



2

Select the desired Orientation.

1	Card Des	igns	S. 199				a ser	Contraction of	Bergin Term, To	 ×
		Save 🔻	ī 🌽	Edit 👻	G In:	sert 🔻	Orientation	- 0,	View 🔻	
							✓ Landscape	2		_
	(_	Portrait	~		
•										•
	ition (m	m) Top		Size (mr	n) Height					
Ľ		^{m)} Left		2.20 (111	n) Width					11.

Add gridlines and alter the zoom level in View. Gridlines will not be printed with the final design.



4

Use the Insert menu to add items to the design. Add Text in this way.



er Card Designs	X
Save 🔻 📝 Edit 🖛 🔥 Insert 🖛 Orientation 🕶 🔍 View 🕶	
	^
	_
✓ Text Properties	
Type the text to be displayed here	
Add Cardholder Eield	
<u>QK</u> <u>Cancel</u> Apply	
Position (mm) Top 5.7 Size (mm) Height S Left 5.7 Size (mm) Height 35.3	
	1.

Click Add Cardholder Field to display cardholder information on the card. These fields are displayed using [and], for example, [First Name] will be replaced with the cardholder's first name when printing. Click **OK** when finished.

Card Designs		×
Save 🕶 📝 Edit 🕶 🚺	Insert • Orientation • 🔍 View •	
Image: Text Properties Tahoma 8 Name: [First name] Add Cardholder Field	Add Cardholder Field	
	Cancel	•
Position (mm) Top 5.7 Left 5.7 Size (mm) Width		

Size items by clicking the handles and moving the mouse, or by using the **Position** textboxes in the bottom right of the



8

screen.

Add photos and pictures by using the Insert menu.





Printing a Card Design

1

Open a the card manager screen, and add a photo if necessary (as described in Adding a Photo to a Cardholder)



2

Ensure that the **Card Design** field is shown.

🕹 С	ard Manager - Existing Record		×
	Add or Remove Fields 👻	Cardholder Photo 🗸 📻 Print Card 🗸	
	Last name First name Card index number Card ID Enabled Dormant Valid from Valid to Last door Last date Valid to required Valid to required Valid from required Current APB zone Access level Second access level	Photo	
Last	Card design More transaction: Office at 5-Oct-	2007 09:23:51 (Unknown Card) <u>Q</u> K <u>C</u> ancel <u>Ap</u>	ply

Select the required card design from the list.

3

4

🛃 Card Manager - Existing Reco	rd .	x
Add or Remove Fields -	Cardholder Photo - Print Card -	
Cardholder Details	Photo	
Card ID	00045515	
First name	John	
Last name	Smith	
Enabled		
Access level	All Doors	
Card design	Fortessa Landscape	
	(none) Doors	
	Fortessa Landscape	
	Fortessa Portrait	
Last transaction: Office at 5-0	ct-2007 09:23:51 (Unknown Card) QK Cancel Apply	

Ensure the correct printer is selected.

🤌 Card Manager - Existing Reco	ord	
Add or Remove Fields 🕶	Cardholder Photo 🕶	Print Card 🗸
Cardholder Details		Print Preview
Card ID	00045515	
First name	John	Select Card Printer
Last name	Smith	
Enabled	\checkmark	
🚍 Print	E S	
Select Printer		▼
SnagIt 8		
RG DSm615 PCL6		
Microsoft XPS Document Writer		
Fax		
Color Laser Prt 39 Black Only		
Margins (millimeters)	Orientation	
Left Right	O Portrait	
Top Bottom	O Landscape	
	ar	d) <u>OK</u> <u>Cancel</u> <u>Apply</u>
	<u>OK</u> <u>C</u> ancel	

Select **Print Preview** to view the card before printing.



6

5

Print the card using the **Print** button.

Viewing Current Activity

Create filtered views of user activity using **Event viewer**. Each view can be saved for future use and include a print or export facility.

Create a new view by selecting **Event View** from the **New** list on the **Toolbar**.



2

The most recent 200 events will be displayed. Right-click any item to view the cardholder or door details, or to quickly disable the card.

Settings	Refresh 🗱 C	Cancel 🚍	Print 👻 🍡	Export	Show •
Event type	Date	First name	Last name	Door	Reade 4
Valid Card	13/09/2007 14:51:01	John	Smith	Office	Out
Invalid Card	13/09/2007 14:50:51	John	Card Details	fice	Out
Invalid Card	13/09/2007 14:50:50	John	Door Details	d fice	Out
Invalid Card	13/09/2007 14:50:49	John	Door Details	fice	Out
Fire Fault	13/09/2007 14:47:50		Disable Card	ain Entrance	In
Supply Volts High	13/09/2007 14:47:49			main Entrance	In
Intruder Alarm	13/09/2007 14:47:49			Main Entrance	In
Door Forced	13/09/2007 14:47:48			Main Entrance	In
Power Up	13/09/2007 14:47:47			Main Entrance	In
Power Down	13/09/2007 14:47:45			Main Entrance	In
Invalid Card	13/09/2007 14:47:41	John	Smith	Office	Out
Unknown Card	13/09/2007 14:47:37			Office	Out
	Event type Valid Card Invalid Card Invalid Card Invalid Card Fire Fault Supply Volts High Intruder Alarm Door Forced Power Up Power Down Invalid Card Unknown Card	Event type Date Valid Card 13/09/2007 14:51:01 Invalid Card 13/09/2007 14:50:51 Invalid Card 13/09/2007 14:50:50 Invalid Card 13/09/2007 14:50:49 Fire Fault 13/09/2007 14:50:49 Fire Fault 13/09/2007 14:47:50 Supply Volts High 13/09/2007 14:47:49 Intruder Alarm 13/09/2007 14:47:49 Door Forced 13/09/2007 14:47:47 Power Up 13/09/2007 14:47:47 Power Down 13/09/2007 14:47:45 Invalid Card 13/09/2007 14:47:41 Unknown Card 13/09/2007 14:47:37	Event type Date First name Valid Card 13/09/2007 14:51:01 John Invalid Card 13/09/2007 14:50:51 John Invalid Card 13/09/2007 14:50:50 John Invalid Card 13/09/2007 14:50:50 John Invalid Card 13/09/2007 14:50:49 John Invalid Card 13/09/2007 14:47:50 John Fire Fault 13/09/2007 14:47:49 John Fire Fault 13/09/2007 14:47:49 John Intruder Alarm 13/09/2007 14:47:49 John Door Forced 13/09/2007 14:47:47 Power Up Power Up 13/09/2007 14:47:47 John Invalid Card 13/09/2007 14:47:41 John Unknown Card 13/09/2007 14:47:37 John	Event type Date First name Last name Valid Card 13/09/2007 14:51:01 John Smith Invalid Card 13/09/2007 14:50:51 John Door Details Invalid Card 13/09/2007 14:50:50 John Door Details Invalid Card 13/09/2007 14:50:49 John Door Details Invalid Card 13/09/2007 14:47:50 John Disable Card Supply Volts High 13/09/2007 14:47:49 Disable Card Intruder Alarm 13/09/2007 14:47:49 Door Forced Door Forced 13/09/2007 14:47:47 Fower Up Power Up 13/09/2007 14:47:47 John Invalid Card 13/09/2007 14:47:43 John Power Down 13/09/2007 14:47:45 John Invalid Card 13/09/2007 14:47:45 John Invalid Card 13/09/2007 14:47:41 John	Event typeDateFirst nameLast nameDoorValid Card13/09/2007 14:50:51JohnSmithOfficeInvalid Card13/09/2007 14:50:50JohnCard DetailsficeInvalid Card13/09/2007 14:50:49JohnDoor DetailsficeInvalid Card13/09/2007 14:47:50JohnDisable Cardain EntranceSupply Volts High13/09/2007 14:47:49Disable Cardmin EntranceIntruder Alarm13/09/2007 14:47:49Main EntranceMain EntranceDoor Forced13/09/2007 14:47:47Main EntranceMain EntrancePower Up13/09/2007 14:47:47Main EntranceMain EntrancePower Down13/09/2007 14:47:45JohnSmithOfficeInvalid Card13/09/2007 14:47:41JohnSmithOfficeUnknown Card13/09/2007 14:47:37OhnSmithOffice

Creating a Custom Report



Create a new view by selecting Event View from the New list on the Toolbar, as described in Viewing Current Activity.

Select Settings from the Toolbar in Event Viewer. The Settings screen is broken down into 4 sections:

Columns	Criteria	Sort	Printers
		a alter a sta	-
Ever	nt type		Move Up Move Down
Date First			Show
✓ Last ✓ Doo			Hide
☑ Rea	der rent APB zone		
	f selected columr vents		ecords
			Cancel Apply

Select the required **Report Type.** Available reports are:

Live Events

This shows the last 200 events. A Live Events report is created when a new Event View is added.

Event History

Events in a specified date range. The dates are set in the Criteria section.

Zoned Roll Call / APB Zoned Roll Call

Who is currently in a space zone or anti-passback zone.

Attendance

Shows hours worked in a specified date range.

Absence

Cardholders not present on a particular day.

Tick the required columns to include or exclude them. Use the move up and down to change the order they are displayed in.

Filter by card ID or name using " Who".	
--	--

Select the required date range in "When"

Select the required doors in "Where"

Select specific events using "What"

Columns	Criteria		Sort	1	Printers	1
Who - select t	the search criteria	a for thi	s repo	ort		
	Card ID]				
	First name	1				
	Last name 🗹	Smith	(_
	the date range for ate in last	or this r	eport 7	Days		•
Event	die fin last			Days		<u> </u>
	t the doors you w	vant to	includ	e		
Where - selec	t the doors you w Office Main Entrance	vant to	includ	e	Select All	
	Office					
What - select	Office Main Entrance the events you w Time Zone Ope	vant to				
What - select	Office Main Entrance	vant to			Clear All	
What - select	Main Entrance Main Entrance the events you w Time Zone Ope Unknown Card Valid Card Valid Card & PJ	vant to en B			Clear All Select All	
What - select	Office Main Entrance the events you w Time Zone Ope Unknown Card Valid Card	vant to en B			Clear All Select All	
What - select	Main Entrance Main Entrance the events you w Time Zone Ope Unknown Card Valid Card Valid Card & PJ	vant to en B			Clear All Select All	
Vhat - select	Main Entrance Main Entrance the events you w Time Zone Ope Unknown Card Valid Card Valid Card & PJ	vant to en B			Clear All Select All	

Columns	Criteria	Sort	Printers
Select the s	ort order for this r	eport.	
_ So	rt By	2002	
0	[Ascending
8		•	Descending
	Card ID Event type	ange	
	Date	12	
	First name Last name		Ascending
	Door Reader	S708	Descending
3	Insert a page I		1112
_ The	en By		
1			Ascending
		- 01	Descending
	Insert a page b	oreak on change	
- 83	ge Numbers		5. 52
10			
	Reset page nu	mber on a forced	page break
			10

Select printer options.

Columns	Criteria	Sort	Printers	
- Printing	nt options for this re g Options	eport.		
1 Monteen	G DSm615 PCL6 Select secondary p	rinter		
- F	None		•	
	None			
	SnagIt 8 NRG DSm615 PCL6	N.		
l F	Microsoft XPS Docu Fax Color Laser Prt 39 E	ment Writer	8	



3

The report has been created and can now be viewed.

Save	- Setting	s 😂 Refresh 🗱	Cancel (=	Print -	Export	Show 🔻
Card ID	Event type	Date	First name	Last name	Door	Reader
00000061	Valid Card	13/09/2007 11:41:36	John	Smith	Office	Out
200000061	Invalid Card	13/09/2007 14:47:18	John	Smith	Office	Out
200000061	Invalid Card	13/09/2007 14:47:19	John	Smith	Office	Out
200000061	Invalid Card	13/09/2007 14:47:20	John	Smith	Office	Out
00000061	Invalid Card	13/09/2007 14:47:28	John	Smith	Office	Out
00000061	Invalid Card	13/09/2007 14:47:41	John	Smith	Office	Out
00000061	Invalid Card	13/09/2007 14:50:49	John	Smith	Office	Out
200000061	Invalid Card	13/09/2007 14:50:50	John	Smith	Office	Out
00000061	Invalid Card	13/09/2007 14:50:51	John	Smith	Office	Out
00000061	Valid Card	13/09/2007 14:51:01	John	Smith	Office	Out

5

Return to the report at any time in Event Viewer.



Creating an Alarm

Add a new Trigger.

Alarms can be created to report on specified system events. These could be cardholders attempting to access unauthorised areas, unknown cards or door-based events such as supply voltage warnings or power failures. These are added using Triggers, and viewed in Alarms.

In the following example, an alarm will be generated for any unusual card activity.



Enter a name for this trigger. Select the applicable doors and events, and enter the alarm text. Click OK.

🕂 Triggers	×
Trigger name	_
Card Rejected	
Where - select the doors you want to include	
Main Entrance Select All	
Clear All	
What - select the events you want to include	
APB Fail Select All	
Door Forced	
Clear All	
Expired Card	
Failed to Close Door	
Fire Fault	
Alarm - enter the alarm message	
Card entry attempt failed.	
<u>OK</u> <u>Cancel</u> <u>Apply</u>	

Responding to an Alarm

When an event is processed by the server matching the trigger criteria (see <u>Creating an Alarm</u>), all users with access to **Alarms** will be presented with the below screen, along with an audible alarm noise.

A Alarms	X
😵 Refresh 📄 Print 🕶 🍒 Export 🕜 Action 🕶 🍂 View	
Active [1] Actioned	
Description	Date
Card entry attempt failed.	20-Sep-2007 10:13:39
	<i>li</i> .

1

Click the alarm to Acknowledge it. The siren will now stop.

A Alarms	83
Refresh Print - Export O Action - View	
Active [1] Actioned	
Description Date	
Card entry attempt failed. 20-Sep-2007 10:13:39	

2

Click **Action** on the toolbar.

A Alarms	8
Refresh Print - Export O Action View	
Active [1] Actioned Q Action - Card entry attempt failed.	
Description Action Taken Card entry attempt failed. User Name Engineer User Name Engineer Password	
QK Cancel Apply	
	//.

Add relevant details of the alarms, including any steps taken to resolve the problem. Enter the password used to log in to the Doors Fortessa software.

Alarms		X
📚 Refresh 📄 Print 🕶 📑	Export 🕜 Action 🗸 嫞 View	
	Action - Card entry attempt failed.	
Active [1] Actio	2ed Action Taken	
Description	Card disabled in error. Re-enabled and now card is active.	
Card entry attempt failed.		007 10:13:39
	User Name Engineer 🗨	
	Password •••••	
	<u>O</u> K <u>C</u> ancel <u>A</u> pply	

Click **OK**. The alarm can now be viewed in the **Actioned** tab.

🔺 Alarms			
💋 Refresh 📄 Print 🕻	Export	Action - View	
Active [0]	Actioned		
Description	Date	Details	Actioned By Turnaround
Card entry attempt failed.	20/09/2007 10:13:39	Card disabled in error. Re-enabled and now card is active.	Engineer 00:21:20
· · · · · · · · · · · · · · · · · · ·			
			1.

Creating a Floor Plan

A Floor Plan is a physical representation of your access control system. These can be viewed from the Alarms.



Enter a name for the plan, and select **Set Background** to browse for a suitable image.

🌴 Floor Plans - New Floor Plan		
Main Entrance	Floor Plan Name Progeny House	
	Set Background Clear Doors	
		• •
	<u>Q</u> K <u>C</u> ancel	<u>Apply</u>

Select the required image and click Open.

🏠 Floor Plans - New Floor Plan					
Main Entrance	Name Progeny House				
🗖 📑 💋 Select background image				•	
🕥 🗢 📕 🕨 Daniel Tu	rner 🕨 Documents 🕨 Plans	s 👻 🐓 S	earch	۹	
🌗 Organize 👻 🎬 Views	👻 📑 New Folder	_	_	0	
Favorite Links	Name Date modifie	d Type S	Size Tags		
Documents	Progeny House Floor.jpg	Į)			
Recently Changed					
📃 Desktop					
🖳 Recent Places					
👰 Computer					
Pictures					
Searches					
Public					
Folders					
File <u>n</u> ame:	Progeny House Floor.jpg	•	JPEG (*.jpg)	—	
			<u>Open</u> ↓▼	Cancel	cel Apply

4

3

Add a door to the plan by ticking it on the left hand list, or dragging it directly onto the canvas. Position the door by holding down the left mouse button and dragging it to the required area.





P Viewing an Alarm on a Floor Plan

In the following example, a trigger has been created as per <u>Creating an Alarm</u>, and an alarm raised using matching the conditions of this trigger. Like in <u>Responding to an Alarm</u>, the below screen is shown to all users with access to **Alarms**. Notice the **View** toolbar button is now enabled – this is because we have created a **Floor Plan** showing the door location.

🛦 Alarms	•••
Refresh Print - Export O Action - New	
Active [1] Actioned	
Description	Date
🛞 Card entry attempt failed.	20-Sep-2007 11:03:05
	1.

1

Click the **View** toolbar button. The **Floor Viewer** the highlight the affected door.



Adding a New Door

New Doors can be added in two ways. If you know the Controller ID, you can enter it directly by clicking **Add New Door** from the Doors <u>Task Panel</u>. Alternatively, **Search For Doors** will locate for any newly added doors. The below example shows this.

Click Search For Doors in the Doors Task Panel.



2

Doors Fortessa will check the available hardware channels. For additional IP address, use the "Add IP Address" button.

Doors Fortessa Setup Wizard	
Available Channels Tick the channels to s Click "Add IP Address	search for doors on. s" to add a new channel.
The following communic	ation channels were found.
Connection	Information
🗹 🏺 USB	Fortessa USB device
9 192.6.32.60	Manual Fortessa.net connection to 192.6.32
5	
Add IP Address	Change IP Address
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ancel

3

Click Next to begin. Any new doors will be added to the list.

		e new doors.		
All newly loca Door		arch for Doors		<u> </u>
2	US		No	
86	19		No	
7	19	6 new doors found!	res :	=
9	19		res	
11	19		res	
12	19	ОК	res	
13	19		res	-

Click **Finish** to create the newly found doors, or **Back** to search again.

Ename the new door by right-clicking it in the System Tree.

System Manager Doors Cards Doors are the basis of your access control system. Add or change a door here. Main Entrance Add new door Search for doors Main Entrance USB 9-Jan-2008 17:00:15 Yes 1.64 Office 0ffice 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Door 11 Door 12 9 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 12 Door 11 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 12 0 Door 12 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 13 Door 14 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 13 Door 14 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 14 Door 13 Door 14 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 Door 14 Door 14 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 Door 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Yes Time Zones	New 🔻 🥏 Refresh	Delete Uiew -	Print -	Export 🚺 Log off	Help 🔻		
Doors Name Connection Controller Date Responding Firmware Version • Main Entrance 0ffice 9-Jan-2008 17:00:16 Yes 1.64 • Office 0ffice 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 7 Add New 7 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 9 Details 9 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 11 Details 9 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 12 Door 12 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 12 Door 13 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 14 Door 13 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 14 Door 13 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 • Door 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 </td <td>Cards</td> <td></td> <td></td> <td>your access control system. A</td> <td>dd or change a door</td> <td>here.</td> <td></td>	Cards			your access control system. A	dd or change a door	here.	
Main Entrance USB 9-Jan-2008 17:00:16 Yes 1.64 Office 000000000000000000000000000000000000	Doors		Add new door	Search for doors			
• Office • Main Entrance USB 9-Jan-2008 17:00:16 Yes 1.64 • Office 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.70 • Door 7 Add New 7 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 9 Details 9 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 11 Details 9 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 12 0 Door 12 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 12 0 Door 12 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 14 Door 13 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 14 Door 13 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 • Door 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64	Main Entrance	Name	Connection	Controller Date	Responding	Firmware Version	
Office 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.70 Door 7 Add New 7 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 11 Details 9 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Door 11 Details 9 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 12 Door 12 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 13 Door 13 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Poor 14 Door 13 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 Poor 14 Door 13 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 Poor 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Poor 15 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64		Main Entrance	USB	9-Jan-2008 17:00:16	Yes	1.64	
Add New 7 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 11 9 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Door 12 9 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 12 0oor 12 11 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 13 0oor 13 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Access Levels 0oor 14 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 Access Levels 0oor 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Time Zones Time Zones 1000000000000000000000000000000000000	 Office 	• Office	192.6.32.60	9-Jan-2008 17:00:13	Yes	1.70	
Door 9 Details 9 192.6.32.60 9-Jan-2008 17:00:12 Tes 1.64 Door 11 Delete 9 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Door 12 Door 12 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 12 Door 12 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 13 Door 13 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 Poor 14 Door 14 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 Poor 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Poor 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Poor 15 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Poor 15 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64	Door 7	Add New 7	102 6 22 62	0.1 000017-00-10	¥	1.64	
Door 11 Delete 9 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Door 12 Door 12 11 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Door 13 Door 13 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 Access Levels Door 14 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 Time Zones Time Zones Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64	Door 9		192.6.32.60	9-341-2008 17:00:12	Tes	1.04	
• Door 12 • Door 12 192.6.32.60 9-Jan-2008 17:00:12 Yes 1.64 • Door 13 • Door 13 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 • Door 14 • Door 14 • Door 14 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 • Door 14 • Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 14 • Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64	Door 11	19	192.6.32.60	9-Jan-2008 17:00:13	Yes	1.64	
• Door 13 • Door 13 • Door 13 192.6.32.60 9-Jan-2008 17:00:11 Yes 1.64 • Door 14 • Door 14 • Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 14 • Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 • Door 15 • Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64	Door 12	Rename 11	192.6.32.60	9-Jan-2008 17:00:12	Yes	1.64	
Door 14 Door 14 Door 14 Door 14 192.6.32.60 9-Jan-2008 17:00:13 Yes 1.64 Yes Time Zones Time Zones	Door 13	Door 12	192.6.32.60	9-Jan-2008 17:00:12	Yes	1.64	
Access Levels Time Zones	Door 14	Door 13	192.6.32.60	9-Jan-2008 17:00:11	Yes	1.64	
	Access Levels	Door 14	192.6.32.60	9-Jan-2008 17:00:13	Yes	1.64	
No commands pending 09/01/2008 17:00		No comm	ands pending	09/01/2008 17:00			

System Manager Cards			f your access control system. A	dd or change a doc	r here.
 Doors 		Add new door	Search for doors		
Main Entrance	Name	Connection	Controller Date	Responding	Firmware Version
	Main Entra	ince USB	10-Jan-2008 08:49:02	Yes	1.64
Office Rear Entrance	Office	192.6.32.60	10-Jan-2008 08:49:02	Yes	1.70
	 Rear Entra 	ance 192.6.32.60	10-Jan-2008 08:49:03	Yes	1.64
Door 9	Door 9	192.6.32.60	10-Jan-2008 08:49:02	Yes	1.64
Door 12	Door 11	192.6.32.60	10-Jan-2008 08:49:02	Yes	1.64
 Door 12 Door 13 	Door 12	192.6.32.60	10-Jan-2008 08:49:02	Yes	1.64
Door 14	Door 13	192.6.32.60	10-Jan-2008 08:49:02	Yes	1.64
Access Levels	Door 14	192.6.32.60	10-Jan-2008 08:49:01	Yes	1.64
Time Zones	_				

Updating a Door Using Sync Centre

After Adding a New Door, it is necessary to upload the card and configuration to it. This is done in Sync Centre.



Open Sync Centre from the System Tree.



2

Tick the Send Card Details and Send Configuration.

🤤 Sync Centre		•
Select the doors you want	to update.	
Door	Send Card Details	Send Configuration
Main Entrance		
Office		
Rear Entrance		
		1/2
Automatically update d	oors with configuratior	n changes
[Changes made in card	manager will automat	tically be sent]
	<u>O</u> K <u>C</u> an	cel <u>A</u> pply

Click **OK**. As commands are sent to the door, the **Commands Pending** value will decrease. Commands can be deleted by clicking **Cancel Commands** if they are not required.



Release a Door During the Day

Extended door properties can be set in the Advanced tab in Doors. This is only visible if you are logged in as an Administrator.



Open the **Doors** screen.

۹ (Doors are the basis of	your access cor	itrol system. Add o	r change a door here	е.
	dd new door	Search	for doors		
ame	Controller ID	Connection	Controller Date	Relay A	
 Main Entrance 	14698	USB	20-Sep-2007	Closed	
• Office	14318	USB	20-Sep-2007	Closed	
Rear Entrance	Add New	USB	20-Sep-2007	Closed	
	Detrils				
	Delete				
	Rename				
	Rename				

2

Select the Advanced tab.

Doors - Rear Entrance
Auto-update is ON Doors will be updated automatically
General Advanced Status Volume Controller
Relay A
Release for 3 seconds Auto-relock
Relay B Mode Follow Relay A
Release relay for 3 seconds
Open during time zone Delay between relay A & B x 10ms
Failed to Close Door
Sound an alarm if the door is open for seconds
Door Inputs
Enable 'Request to Exit' from reader Divert 'Door Sense' to reader
<u>O</u> K <u>Cancel</u> <u>Apply</u>

Tick the **Open during time zone** for **Relay A.** To create a new **Time Zone**, click the button. Creating a time zone is detailed in steps 1-4 of <u>Restricting Card Access by Time</u>. Select the required **Time Zone**.

Doors - Rear Entrance	×
Auto-update is ON Doors will be updated automatically	
General Advanced Status Volume Controller	
Relay A	
Release for 3 seconds Auto-relock Image: Constraint of the second sec	
Relay B	-
Mode Follow Relay A	
Release relay for 3 seconds	
Open during time zone Im Delay between relay A & B	
⊢ Failed to Close Door	_
Sound an alarm if the door is open for seconds	
Coor Inputs	- 11
Enable 'Request to Exit' from reader Divert 'Door Sense' to reader	
<u>Q</u> K <u>C</u> ancel <u>Apply</u>	

Click OK. Commands will be sent to the door instructing it to open during the "Office Hours" Time Zone.

64

4

Viewing Door Status

The current status of a door can be viewed Status tab.

1

Open the **Doors** screen.

9 D	DOORS oors are the basis of	-		r change a door here	h.
<u> </u>	dd new door	Search	for doors		
ame	Controller ID	Connection	Controller Date	Relay A	
 Main Entrance 	14698	USB	20-Sep-2007	Closed	
Office	14318	USB	20-Sep-2007	Closed	
Rear Entrance	14050	USB	20-Sep-2007	Closed	
	Add New			, ,	
	Detrils				
	Delete				
	Rename				
		_			

2

Select the **Status** tab. Notice the **Time Zone** is active for **Relay A**, as set in <u>Release a Door During the Day</u>. **Relay B** is open because it is set to follow **Relay A**'s state.

Auto-update is ON Doors will be updated automatically General Advanced Status Volume Control Relay A (Out)	
Relay A (Out) Open PC Latch Closed Time Zone (Office Hours) On Relay B (In)	
Open PC Latch Closed Release Timer Off Time Zone (Office Hours) On Relay B (In)	ler
Release Timer Off Time Zone (Office Hours) On Relay A Oper	
Time Zone (Office Hours) On Relay A Oper	
Relay B (In)	
Relay B (In)	
	n
Relay A Open	
Open PC Latch Closed	
Release Timer Off	
Time Zone (none) Off	
Relay B Oper	n
_ Status	
Door Monitor Open Request to Exit Oper	n
Alarms	
Reset Door Forced Off Failed to Close Off	
Fire Alarm Active Intruder Alarm Activ	
Fire Fault Off Intruder Fault Off	
<u>OK</u> <u>Cancel</u> <u>App</u>	

Relay A (Ou	t)		
Open	PC Latch	Closed	
		_	
Release	Timer	On	
Time Zone	(Office Hours)	On	
			Relay A Open

Three seconds later (again, as specified in <u>Release a Door During the Day</u>), the timer will be set to Off.

Relay A (Out)—			 		
Open	PC Latch	Closed			
Release	Timer	Off			
Time Zone (Of	fice Hours)	On			
				Relay A	Open

Opening and Closing a Door from Doors Fortessa

The door lock can be controlled by using the **Open, Close** and **Release** buttons in the **Status** tab.



Repeat <u>Release a Door During the Day</u>, setting the **Time Zone** to be "none". Click **Apply** to ensure the door has been updated with this change. This is done to show the lock relay opening without a time zone affecting it, and as such would not be necessary under normal circumstances.

Doors - Rear Ent	trance					×
	Auto-update Doors will be		utom	atically		
General	Advanced	Status		Volume	Controller	
Relay A						
☑ Open d		3 second fice Hours one) fice Hours	s	Auto-rel	ock 	
Relay B						5
	Mode Fo	llow Relay A			•	
Re	elease relay for	3 second	s			
🗌 Open d	uring time zone				····	
Delay betw	een relay A & B	0 x 10ms	3			
Failed to Clo	se Door					5
C] Sound an alarm i	f the door is	open	for	seconds	
Door Inputs						Ξ []
	Enable 'Request f	o Exit' from i	reade	r		
	Divert 'Door Sen	se' to reader				
			<u>о</u> к	Cano	el <u>A</u> pply	

Select the Status tab. Notice the Time Zone is inactive for Relay A, and the lock is closed.





3

Click Close. The PC Latch will close. This in turn will close Relay A.

Relay A (Out)				 	
Open	PC Latch	Closed			
Release	Timer	Off	_		
Keiedse	niner	011			
Time Zone	(none)	Off			
				Relay A	Closed
			_	Reidy A	Closed

5

Present an enabled card to Reader A. Watch the Timer in Relay A.

Relay A (Out	t)				
Open	PC Latch	Closed			
Release	Timer	On			
Time Z	one (none)	Off			
				Relay A	Open
·					

Three seconds later (again, as specified in Release a Door During the Day), the timer will be set to Off.

Relay A (Out)—			 		
Open	PC Latch	Closed			
Release	Timer	Off			
T : 7	()				
Time Zone	(none)	Off			
				Relay A	Closed
Changing the Controller Volume

The volume of the controller and readers can be changed from the **Volume** tab.

	Doors Doors are the basis of	your access con	itrol system. Add o	r change a door her
	Add new door	Search	for doors	
Name	Controller ID	Connection	Controller Date	Relay A
Main Entrance	14698	USB	20-Sep-2007	Closed
 Office 	14318	USB	20-Sep-2007	Closed
• Rear Entrance	Add New	USB	20-Sep-2007	Closed
l	Detrils Delete			
	Rename			

2

Select the Volume tab. Alter the level Alarms (such as Door Not Closed), and Feedback (when a card is presented). Click OK to save and update the door.

📑 Doors - Rear Ent	trance				×		
	Auto-update is ON Doors will be updated automatically						
General	Advanced	Status	Volume	Controller	1		
Controller-			-				
Reader A (O	Feedback]			
	A			J			
F	eedback			J			
Reader B (Ir	ר)(ו				1 II		
	Alarms			J			
F	eedback]			
		<u>0</u>	<u>C</u> ancel	Apply			



Whilst the memory on door controller can be cleared using the Reset button, this may not be easily accessible. The **Controller** tab in **Doors** allows cards, configuration and event data to be cleared. It also provides information about any active **Time Zones**.

-	Doors Doors are the basis of	your access cor	ntrol system. Add o	r change a door here
	Add new door	Search	for doors	
Name	Controller ID	Connection	Controller Date	Relay A
Main Entrance	14698	USB	20-Sep-2007	Closed
 Office 	14318	USB	20-Sep-2007	Closed
• Rear Entrance	14060	USB	20-Sep-2007	Closed
	Add New			
	Detrils			
	Delete			
	Rename			

2

Select the **Controller** tab. In this example, the **Time Zone**, **Access Level** and **Calendar** information will be reset. Notice **Time Zone 1** is active.

Doors - Rear Entrance						
Auto-update is ON Doors will be updated automatically						
General Advanced Status Volume Controller						
Voltage Controller voltage: 12.2v Reader A voltage 11.9v Reader B voltage 11.8v						
Time Zone Status						
Time zones 1-8 On Off Off Off Off Off Off Off Off						
Time zones 9-16 Off Off Off Off Off Off Off Off Off Of						
Time zones 17-24 Off Off Off Off Off Off Off Off Off Of						
Time zones 25-32 Off Off Off Off Off Off Off Off Off Of						
Controller Administration						
Clear Cards						
[All card information will be deleted from the controller]						
Clear Events						
[All event information will be deleted from the controller]						
[All time zone and access level information will be deleted from the controller]						
[All time zone and access level information will be deleted from the controller]						
Set Date and Time						
[The date and time will automatically be corrected if 5 seconds different to the server time]						
QK Cancel Apply						

Doors - Rear Entrance	X
Auto-update is ON Doors will be updated automatically	
General Advanced Status Volume Controller	
Voltage	- I
Controller voltage: 12.2v	
Reader A voltage 11.8v	
Reader B voltage 11.7v	
Time Password Required to Reset Door Information	ן ר
Please enter the password.	
	41
Clear Events	
[All event information will be deleted from the controller]	
Clear Time Zones, Calendars and Access Levels	
[All time zone and access level information will be deleted from the controller]	
Set Date and Time	
[The date and time will automatically be corrected if 5 seconds different to the server time]	
<u>OK</u> <u>Cancel</u> <u>Apply</u>	

The command has now been sent. All Access Level, Calendar and Time Zone information has been removed. The first time zone is now off.

 Doors - Rear Ent 	rance					×		
	Auto-update is ON Doors will be updated automatically							
General	General Advanced Status Volume Controller							
_Voltage	Voltage Controller voltage: 12.2v							
		A voltage 1						
		B voltage 1						
Time Zone S	tatus					-		
Tim	ne zones 1-8 Off	Off Off	Off	Off Off	Off Off			
Time	zones 9-16 Off	Off Off	Off	Off Off	Off Off			
	zones 17-24 Off		Off	Off Off	Off Off	11		
Time	zones 25-32 Off	Off Off	Off	Off Off	Off Off	11		
Controller Ad	Iministration —					: II		
		Clear Car	ds			11		
	[All card informat	tion will be a	eleted	from the con	troller]			
		Clear Ever	nts					
	[All event informa	ation will be	deleted	d from the co	ntroller]			
	Clear Time Zone	es, Calendar	s and a	Access Levels				
[All time zon	[All time zone and access level information will be deleted from the controller]							
	Set Date and Time							
[The date an	[The date and time will automatically be corrected if 5 seconds different to the server time]							
			<u>о</u> к	Canc	el <u>A</u> pply			

5. Administrator Functions

Administrator logins are able to create new users, schedule backups and organise software updates.

Restricting Access to Doors Fortessa

New logins can be created, and existing login details can be updated in Users and Passwords.





2

1

Click Add to create a new user, or Properties to edit an existing one.

🍪 Users and Passwords	—
Engineer Sample Login	
<u>A</u> dd <u>R</u> emove <u>Properties</u>	
Engineer System Administrator	
<u>Q</u> K <u>C</u> ancel <u>Apply</u>	

Add the **User Name** and **Password** for the user. Select the areas of the software that this user can access in **Permissions**. Click OK.

User Properties	
User	Permissions
<u>U</u> ser Nan	
<u>P</u> asswo	rd: *****
Confirm Passwo	rd: *****
logins, view ad	System Administrator s are able to create and amend dvanced door properties and set ware update options]
	<u>O</u> K <u>C</u> ancel
User Properties	
User	Permissions
User	Permissions
System	Permissions
<mark>_@</mark> System	Manager
Car	Permissions Manager d Manager nt Viewer ors
System	Permissions Manager d Manager nt Viewer ors ess Levels
System	Permissions Manager d Manager nt Viewer ors ess Levels e Zones
System	Permissions Manager d Manager nt Viewer ors ess Levels e Zones endars
System	Permissions Manager d Manager nt Viewer ors ess Levels e Zones endars nce Zones
System	Permissions
System	Permissions
System	Permissions
System Car Car Co Car Co Car Car Car Car Car Car Car Car Car Car	Permissions

The user has been added to the list. Click **OK** to save.

4	Users and Passv	vords			X
	Engineer	Sample Login	Reception Desk		
	- Reception Des Standard U		<u>R</u> emov	e <u>P</u> roperties	
		<u>o</u> k	<u>C</u> ance	l <u>A</u> pply	

Backing up and Restoring Data

This is managed in the Backup and Restore Section.

Creating a backup

Open Backup and Restore by double-clicking it in the System List.



2

Select the **Settings** tab to set an automatic backup time or alter the backup details. Choose whether to include photos, plans and card designs as part of **Automated Backups**. These will always be included when making a manual backup.

🚽 Backup and Res	tore	×
Backups	Settings	
Automated Ba	ckup - next backup	at 14-Dec-2007 00:00:00
	Backup	data every 1 Days 🔻 at 00:00 🛟
	Store a	maximum of 30 backups in each folder
	🗌 Delete b	ackups to recycle bin
	🗌 Include (cardholder photos, floor plans and card designs
Live Data		
	🗹 Кеер	12 months of event data
Support Packa	ge	
	Include the	last 0 days of event data
		<u>OK</u> <u>Cancel</u> <u>Apply</u>

Select the **Backups** tab, and click the **Backup** button.

Backup and Restor	e					<u> </u>
Backups	Settings	1				
Date Created	Version	Size	Туре	First Event	Last Event	
4-Oct-2007	1.00.0061	67.1 KB	Manual	12-Sep-2007	4-Oct-2007	
<u>B</u> ackup R	estore				Dele	
	estore				Den	
				<u>0</u> K <u>C</u> a	ncel App	Ju I
						ny l

Restoring a backup

Click Restore from the Backups tab. Click Yes.

🛃 Backup and Restore	<u> </u>
Backups Settings	
Date Created Version Size Type First Event Last Event	
4-Oct-2007 1.00.0061 67.1 KB Manual 12-Sep-2007 4-Oct-2007	
Restore Are you sure you want to restore - all existing data will be overwritten.	
Yes No	
Backup Restore Delet	te
<u>Q</u> K <u>Cancel</u> <u>Appl</u>	У

The restore process will commence.

New - 😵 Refresh 🗶 De	elete 📰 View 🗸 🛑 Print	Export 🚺 Log off	🕜 Help 🔻
System Manager	Backu	p and Restore	
Cards		cup time and frequency, or restore fro	m a backup file.
Events	Backup and Restore		
Doors	Backups Settings		
Access Levels	Date Created Version Siz		Last Event
Time Zones	4-Oct-2007 1.00.0061 67	7.1 KB Manual 12-Sep-2007	4-Oct-2007
Calendars			
Space Zones			
Anti-Passback Zones			
Triggers			
Alarms			
Floor Plans			
Sync Centre			
Backup and Restore	Backup Restore		Delete
Users and Passwords			
Custom Fields	1	<u>o</u> k <u>c</u>	ancel <u>Apply</u>
ting T_EnterpriseData.sql (48%)	No commands pending	04/10/2007 16:12	
	2		
Overall progress			
Current operation			
Click OK to complete the	ne restore process.		
	Doors Fortessa	(XX)	
	Backup r	restored successfully!	

Checking for Software Updates

It is possible to download software updates containing enhancements and new features. Although this can be scheduled to run automatically, an update check can be performed at any time.

Performing a manual check

Click Software Update Settings from the System Manager Information Panel.



If an update is available it will be downloaded.

Update Settings	23
Update Settings	
Automatic software updates are OFF Use the 'Check Now' button to search for updates	
Most recent check for Check for updates	η
Updates await Update file 1.00.0062 downloaded!	
	pply

Installing updates

1

Click Update Now.

Update Settings			X
Update S	ettings		(
	software upda neck Now' but	ates are OFF ton to search for (updates
Most recent check f	or updates:	Today at 16:53	Check Now
Updates awa	iting install:	1.00.0062	Update Now
	M	lore Information	
		that the client and se temporarily stopped	
		<u>o</u> k <u>c</u>	Cancel <u>Apply</u>

Ensure all other users are either logged off or are not affected by the update. Click **Yes** to continue.

Update Settings
Update Settings
Automatic software updates are OFF
Update Now?
Are you sure - all clients will be disconnected, and the server will be restarted?
Yes No
<u>QK</u> <u>Cancel</u> <u>Apply</u>

4



The update process is complete. Users can log in as normal.

Login		×
	Engineer	
	Password	
	Use a different login	
	Change server settings	
	jineer password is 654321 - ase change in 'Users and Passwords'	
	<u>Request a licence key</u>	
	Enter licence key	
	0	

Using Space Zones

A **Space Zone** is a group of doors. Reports can be created to identify which cardholders are currently in the building. In the event of a fire alarm these doors can be opened automatically provided the fire input of a controller is connected to the fire alarm system. Doors Fortessa creates a standard space zone called **Roll Call**. As doors are added to the system, they are included in this zone.

Creating a Roll Call Report



Open the **Roll Call** zone by right-clicking the <u>System Tree</u>.



2

Select the **Doors** tab. Tick all doors to be included in this **Space Zone**.

Space zones - Roll Call			×
Properties Doors			
Tick the doors you want to in Double-click a door to chang	clude in this sp e it's behaviour	ace zone.	
Door	Reader B	Reader A	Open on fire alarm
Main Entrance	In	Out	No
Office	In	Out	No
Rear Entrance	In	Out	No
			1
		<u>OK</u>	Cancel <u>A</u> pply

rioperates	Doors	L:	<u> </u>
Tick the doors you wa Double-click a door to	change it's beh Reader Main Entrance Open door Reader B Valid O ca © m © m © m © m © m © m © an © valid © ca © m	B Reader A	ione
		<u>o</u> k	<u>C</u> ancel <u>A</u> pply

3

Click **OK** to save. Open a new **Event Viewer** report (detailed further in <u>Creating a Custom Report</u>).

5

Select Settings from the toolbar.

Save -	- New Event View	袭 Refresh 🔀	Cancel	Print 🕶	Export	Show -
Card ID	Event type	Date	First name	Last name	Door	Reader
â 00000000	Intruder Alarm	05/10/2007 09:35:13			Office	
10000000	Intruder Alarm	05/10/2007 09:35:13			Office	
10000000	Intruder Alarm	05/10/2007 09:35:13			Office	
1 00000000	Door Forced	05/10/2007 09:35:13			Office	
1 00000000	Door Forced	05/10/2007 09:35:13			Office	
1 00000000	Door Forced	05/10/2007 09:35:13			Office	
1 00000000	Power Up	05/10/2007 09:35:12			Office	
1 00000000	Power Up	05/10/2007 09:35:12			Office	
1 00000000	Power Up	05/10/2007 09:35:12			Office	
1 00000000	Power Down	05/10/2007 09:35:09			Office	
10000000	Power Down	05/10/2007 09:35:09			Office	
1 00000000	Power Down	05/10/2007 09:35:09			Office	
300045515	Unknown Card	04/10/2007 14:30:42			Office	In
\lambda 00045515	Unknown Card	04/10/2007 14:24:03			Office	In
300045515	Unknown Card	04/10/2007 14:23:51			Office	In
300045515	Unknown Card	04/10/2007 14:23:37			Office	In
300045515	Unknown Card	04/10/2007 14:23:20			Office	In
38 matching rec	ords found					

Se	ettings					-	x
Ì	Columns	Criteria		Sort		Printers	
	Select the deta Report Details Ca Ca Ca Ca Spi Ca Da Spi Ca Da	type Zoned F Live Event H Zoned F Zoned F d ID APB Zon Attenda st nam Absence st name	Roll Ca ents istory coll Ca ned Ro nce	IV for this	•		
	Refre	esh Refresh view e	every	10	sec	onds	
			<u>(</u>	<u>0</u> K	<u>c</u>	ancel <u>4</u>	<u>A</u> pply

Enter a report name. Click OK.

S	ettings			-	23
	Columns	Criteria	Sort	Printers	1
	Select the deta	ails you want to di	isplay for this rep	oort.	
	Report	t type Zoned Rol	Call 🔻		
		s: Ird ID st name		Move Up	
	100				
		lease enter a nan oll Call Report	e for this report	<u>C</u> ancel	
•]	
	<u>W</u> idth	of selected colum	n (in mm):		
	Refr	esh Refresh view eve	ry 10 se	conds	
-	L				
			<u>o</u> k <u>(</u>	Cancel Ap	ply
-					

View the results.

8

	e Space zone Roll Call
	Roll Call
b 00000062 Frances Farmer	
	Roll Call
b 72210023 Jones David	Roll Call
b 00000063 Frank Jones	Roll Call
b 00000066 Makinson Nick	Roll Call
b 72210057 Davies Roger	Roll Call

Creating a Time Sheet

A time sheet can be created based on users' movements. The basis for a time sheet is a space zone – this dictates which readers will move a cardholder "in", and which will move them "out". A dedicated P3 controller may be used purely for this purpose, although this is not a requirement.

1

2

Ensure a Space Zone is available that monitors the appropriate readers to move in and out of the building. This is detailed further at the beginning of this section.

Right-click Time Sheet, located in Card Manager, and select Add New Time Sheet.

Card Designs		
Triggers		
Alarms		
Floor Plans		
Sync Centre		
Backup and Restore		
Users and Passwords		
Custom Fields		
Time Sheet	Add New Time Sheet	
	Details	
	Delete	
ок	Rename nds pending	04/02/2009 10:42

Enter a name for the time sheet. If required, select the required fields in the "Who" section. Select the date range for this report. Click **OK** to save.

💿 Time Sheet Settings 🔤
General
Name Last Week
Who - select the search criteria for this report
Card ID
First name
Last name
Emergency Contact Name
Emergency Contact Number
Job Title
When - select the date range for this report Event date In last Equals Is between In last Smither date non ver than 00:00
Where - select the space zones you want to include BSB Select All Clear All
Print Insert a page break when the date changes
<u>Q</u> K <u>C</u> ancel <u>Apply</u>

4

View the results.

Save 🗸	Settings	🤣 Refresh 🔰	Cancel 📄	Print 👻 📑	Export	Show 🔻	
Date	Card ID	First name	Last name	Start time	End time	Hours	1
09/01/2009	77770021	Shirley	Brian	Start and	12:26:16	00:00:00	
00,01,2000		Sintey	brian		Total	00:00:00	
09/01/2009	77770001	Brian	Douglas	09:15:32	09:33:12	00:17:40	
			-		10:36:29	00:00:00	
					11:51:54	00:00:00	
					13:00:11	00:00:00	
					13:01:16	00:00:00	
				13:01:29	13:05:30	00:04:01	
				13:05:52	16:34:14	03:28:22	
					17:07:04	00:00:00	
					Total	03:50:03	
09/01/2009	77770003	Frances	Farmer	08:38:19	09:29:31	00:51:12	
					15:20:18	00:00:00	
					Total	00:51:12	
09/01/2009	77770002	David	Jones	09:05:17	11:59:01	02:53:44	
				11:59:15	12:00:38	00:01:23	
				12:00:57	12:39:08	00:38:11	
				12:39:22	12:40:17	00:00:55	
				12:40:39	17:08:48	04:28:09	
				17:09:14	17:25:50	00:16:36	
				17:26:03	17:28:22	00:02:19	
					17:28:59	00:00:00	
				17:29:23	17:33:32	00:04:09	
				17:33:45	17:54:17	00:20:32	
					17:56:22	00:00:00	
					Total	08:45:58	

Using "Anti-Passback" to Encourage Correct System Usage

Like space zones, **Anti-Passback** zones are a group of doors, however a door can only be added to one zone. A door's behaviour within a space zone can be set to log cardholders in or out of that zone, or only allow access when in or out of the zone.

Anti Passback zones can be used to encourage cardholders to present their cards, rather than following another person through the door.

Creating an Anti-Passback Zone

Add a new Anti-Passback Zone from the Information Panel.



2

Enter a name for the zone. Select the Mode.

Anti-passback zones - New anti-passback zone 🧧	x				
Properties Doors					
- Anti-Passback Zone	٦				
Name Office Zone					
Mode					
O Discovery [Anti-passback status will be updated to the doors, but not enforced]					
Active [Anti-passback will be updated and enforced]					
O off [Anti-passback will be not be updated or enforced]					
Discovery Mode Settings					
O Lasts for minutes					
O Set until 05 October 2007 ▼ at 00:00 ▼					
• Set until further notice					
O Set and faither house					
Set to "Discovery Mode" on fire alarm reset					
Use fire alarm input from (none)					
Discovery mode lasts for 0 minutes					
- Auto correction					
Log out cards every day at 00:00 ≑					
Next logout at Never - auto logout not set Logout Now					
Next logout at Never - auto logout not set Logout Now					
Discovery mode not active - click "OK" or "Apply" to save					
<u>QK</u> <u>Cancel</u> <u>Apply</u>					

Discovery Mode will update the current status in the doors, but will not restrict cardholders entering and exiting. This is useful when setting up a new zone or after a fire alarm.

Active will restrict cardholders from entering and exiting the zone when appropriate.

When Off selected, no updates will be sent to the doors.

Anti-passback z	ones - New ant	ti-passback zor	ne			X
Properties	Doors					
Tick the doors y Double-click a d	ou want to inc loor to change	clude in this ar it's behaviou	nti-passback r.	zone.		
Door		Role	Reader B	Reader A	Enforce	
Main En	trance	Border door	In	Out	No	
Office						
🗌 📑 Rear En	trance					
						_
			ОК	Cancel	Apply	

Double-click a door to change the behaviour.

Main Entrance Properties		(×		
Role					
O Border Door	[This door m	oves cards in and out of the zone]			
O Internal Door [Cardholders can only access this door when in the zone]					
O External Door	I Door [Cardholders can only access this door when out of the zone]				
Reader B		Reader A	-1		
Valid cards will:					
 move user into 	move user into the zone O move user into the zone				
O move user out	O move user out of the zone				
Enforce Anti-Passback—			-1		
On entry [In order i	to open the doo	or, cardholders must be out of the zon	e]		
☑ On exit [In order to open the door, cardholders must be in the zone]					
		<u>O</u> K <u>C</u> ancel			

Review the doors. In the below example, the Main Entrance is a **border controller**, and the Office is an **internal door**. This means that in order for a cardholder to enter the Office, they must first have presented a valid card at the Main Entrance. Click **OK** to save.

ouble-click a door to o				1
Door Main Entrance	Role Border door	Reader B	Reader A Out	Enforce Entry and Exit
Office	Internal door	N/A	N/A	N/A
Rear Entrance				

6

Open a Live Events report as described in <u>Viewing Current Activity</u>. Present a card to the **In Reader** of the **Border Controller** (in this example this is **Reader B** of the **Main Entrance**). A **Valid Card** is produced.

🔊 Event Viewer - New Event View					
Save 👻 🥸 Settings	s 🤣 Refresh 🗱	Cancel 📄	Print 👻 🏹 Ex	port 🕜 Sł	how 🔻
Card ID Event type	Date	First name	Last name	Door	Reader
00045515 Valid Card	05/10/2007 12:22:35	John	Smith	Main Entrance	In
No matching records found					1.

7

Present the card again. This time an APB Fail is produced because the cardholder has not left the zone.

🔊 Event Viewer -	New Event View					
Save -	Settings	Refresh 🗱	Cancel	Print 🔻 🍡 E	xport 🕜	Show 🔻
Card ID	Event type	Date	First name	Last name	Door	Reader
00045515	APB Fail	05/10/2007 12:23:07	John	Smith	Main Entranc	e In
300045515	Valid Card	05/10/2007 12:22:35	John	Smith	Main Entrand	e In
No matching red	cords found					1

Logging Cardholders In and Out of a Zone

In the previous example, a cardholder was prevented from entering a door because of an **APB Fail**. There are three ways to correct this:

- Present the card at an **Out** reader on a **Border Controller.** In this example, that would be Reader A at the Main Entrance.
- Open the Anti-Passback Zone, and select Logout Now in the Auto Correction section. Note that this will also log all other cards out of the zone.

Properties	Doors				
– Anti-Passback Zo		_			
	Vame Office Zone				
Mode		7			
O Discovery	[Anti-passback status will be updated to the doors, but not enforced]				
O Active	[Anti-passback will be updated and enforced]				
O off	[Anti-passback will be not be updated or enforced]				
Discovery Mode :	Settings	ī			
O Lasts for	0 minutes				
O Set until 0	6 October 2007 💌 at 00:00 🔭				
O Set until 0 ⊙ Set until fur					
⊙ Set until fur	ther notice				
⊙ Set until fur					
⊙ Set until fur	ther notice				
 Set until fur Set to "Discordure Use fire ala 	ther notice very Mode" on fire alarm reset				
 Set until fur Set to "Discordure Use fire ala 	ther notice very Mode" on fire alarm reset				
 Set until fur Set to "Discov Use fire ala Discovery Auto correction 	ther notice very Mode" on fire alarm reset				
Set until fur Set to "Discor Use fire ala Discovery Auto correction- Log out c	ther notice very Mode" on fire alarm reset arm input from (none) mode lasts for 0 minutes vards every day at 00:00				
 Set until fur Set to "Discov Use fire ala Discovery Auto correction 	ther notice very Mode" on fire alarm reset arm input from (none) mode lasts for 0 minutes vards every day at 00:00				
Set until fur Set to "Discor Use fire ala Discovery Auto correction- Log out c	ther notice very Mode" on fire alarm reset arm input from (none) mode lasts for 0 minutes ards every day at 00:00				
Set until fur Set to "Discor Use fire ala Discovery Auto correction- Log out c	ther notice very Mode" on fire alarm reset arm input from (none) mode lasts for 0 minutes vards every day at 00:00				

• Log out the card individually using card manager.

1

Right-click the record in event viewer, and select Card Details

Event Viewer -	New Event Vie		Cancel	Print 🕶 📑 Exp		iow -
Card ID	Event type	Date	First name	Last name	Door	Reader
00045515	APB Fail				Main Entrance	
00045515	Valid Card	Card Details	John	Smith	Main Entrance	In
		Door Details 😼				
2 matching reco	ords found	Disable Card				



The card record will be shown. You may need to add **Current APB Zone** to the list of fields. This is detailed in <u>Changing the Card Manager Display</u>.

🕹 Card Manager - Existing Recor	d	
Add or Remove Fields 🔻	Cardholder Photo 🔻 📄 P	rint Card 🔻
Cardholder Details	Photo	,
Card ID	00045515	
First name	John	
Last name	Smith	
Enabled		
Access level	All Doors 💽	
Dormant		
Department	•	
Current APB zone	Office Zone	
Last transaction: Main Entrance	e at 12:23:07 (APB Fail)	K <u>C</u> ancel <u>Apply</u>

Change the Current APB Zone to (none). Click OK.

🕹 Card Manager - Existing Reco	rd	
Add or Remove Fields 🕶	Cardholder Photo 👻 📻	Print Card 👻
Cardholder Details		Photo
Card ID	00045515	
First name	John	
Last name	Smith	
Enabled		
Access level	All Doors 💌	
Dormant		
Department	•	
Current APB zone	Office Zone	
	Office Zone	
Last transaction: Main Entranc	e at 12:23:07 (APB Fail)	<u>OK</u> <u>C</u> ancel <u>A</u> pply

Present the card again, and review the result in **Event Viewer.** Entry to the door has been allowed.

Save •	Setting	s ខ Refresh 🗱	Cancel	Print 👻 📑 Exp	port 🕜 Sh	ow 🔻
Card ID	Event type	Date	First name	Last name	Door	Reader
00045515	Valid Card	05/10/2007 12:45:19			Main Entrance	
A 00045515	APB Fail	05/10/2007 12:23:07	John	Smith	Main Entrance	In
00045515	Valid Card	05/10/2007 12:22:35	John	Smith	Main Entrance	In

⁴

Registering the Doors Fortessa Software

After installation, the Doors Fortessa software will continue to run for 30 days. In order to continue using it, you must enter a Licence Key.

Entering a Licence Key



Select Enter licence key from the Login Screen.

Login	8
🖉 Enter Licence Key	
Please enter your 12 digit licence key. To obtain a licence key please call Audio Visual Security.	
Installation Key 0E10-8D61-0A16	
Licence Key	
<u>QK</u> <u>C</u> ancel	
Enter licence key	
	0



Enter the Licence Key, and click OK.

Login	X
P Enter Licence Key	
Please enter your 12 digit licence key. To obtain a licence key please call Audio Visual Security.	
Installation Key 0E10-8D61-0A16	
Enter Licence Key	
ок	
	0

Safety Notes

- Please read this manual carefully before attempting to install, program or operate the Fortessa access control equipment.
- This equipment must be installed in line with all relevant regulations and standards.
- Make sure that wiring is rated according to fuses and current limits of relevant power supplies.
- All connections to this unit must be SELV level. (Safety Extra Low Voltage, BS EN 60950 1992)
- Every effort is made to ensure that this manual is complete and free from errors. However we reserve the right to make changes to these products and this manual without notice.
- No liability is accepted for loss damage or injury as a consequence of using these products or instructions.

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