LiNC-NET for Windows XP Professional and Vista Business Edition

User Guide for LiNC-NET ver. 5.14

37-10055-002

REV: D

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First Edition: - Revision A – January 2003
Revision B – October 2003
Revision C – November 2007
Revision C – October 2008

Printed in the United States of America.

Published by **PCSC**
3541 Challenger Street
Torrance, CA 90503
Phone / Fax: (310) 303-3600

Publication Number: 37-10055-002-D

0.2 Table of Contents

1.0 Introduction

Welcome to the newly redesigned LiNC-NET for Windows XP Professional and Vista Business Edition, the access control system from PCSC. This user-friendly, PC-based access control manager has been designed to give you an easy way to setup and use your LiNC-NET system. In our latest version, we've redesigned LiNC-NET's interface for greater usability, but continue to keep the elements that make LiNC-NET one of the best access control systems in the industry.

LiNC-NET for Windows XP Professional and Vista Business Edition runs under the Microsoft Windows XP Professional and Windows Vista Business Edition operating systems. The host PC should be dedicated to the access control system to ensure security integrity and management efficiency. For optimal operation, other Windows XP Professional or Windows Vista applications should not be running concurrently with LiNC-NET for Windows XP Professional and Vista Business Edition.

1.1 How to Use this LiNC-NET User Guide

This manual is designed for use by LiNC-NET for Windows XP Professional and Vista Business Edition on-site users. The Help menus provided on-screen should also be sufficient in explaining how to enter the proper data. This manual augments those screens and will detail certain fields, definitions, and procedures where needed.

For more detailed understanding of LiNC-NET and how to set it's hardware and software parameters, please refer to the **LiNC-NET for Windows XP Professional and Vista Business Edition Administrator Manual** (p/n: 38-10055-002). For comprehensive instructions on how to load LiNC-NET and install it's basic design, please refer to the **LiNC-NET for Windows XP Professional and Vista Business Edition Installation Manual** (p/n: 33-10055-002).

1.2 Installation and Setup

Along with the Help screens, this guide describes how to setup your system quickly and easily. In addition, the worksheets provided in the back of the guide will assist in organizing the information on **Card Setup**, **Time Periods**, **Holiday Lists**, getting the panel online, downloading data, opening and closing doors, and using the Help menus. After the initial system foundation has been setup, the **LiNC-NET for Windows XP Professional and Vista Business Edition User Guide** should be used, for the day-to-day operation and maintenance of your system.

NOTE: LiNC-NET for Windows XP Professional and Vista Business Edition ver. 5.14.07 or greater is Windows Vista compatible.

2.0 Getting Started

2.1 Coming and Going

2.1.1 Starting LiNC-NET

To start LiNC-NET, press the Window's Start button at the lower left-hand corner of the screen. Make the following selection: **Start/Programs/LNv5_14_xx/LiNC-NET**.

An initialization process will begin (which may take several minutes), and then the sign-on menu will appear. Enter the default ID # (**0**)and password (**PYMTF -** all caps) *OR* use your personal ID number/password if one has already been setup for you by the system administrator. The **System menu** will appear. Press the **User** button in the lower right-hand part of the screen. If you have installed a client database, enter the name of the client before entering a password. The **System** menu will appear. Click on the **User** icon or click on the **User** heading.

NOTE: Your system administrator may have already installed a User ID # and password. In this case, LiNC-NET will automatically open to the **User menu**.

2.1.2 Exiting LiNC-NET

NOTE In the course of setting up your system, a password system will allow varying levels of access to LiNC-NET. There will be both an access password and an exiting password. See the section on defining passwords within the Administrator Guide.

From the menu bar, press the **Exit** button at the bottom of the screen. The sign-on screen will appear. Enter the default exit ID # (**1**) and password (**EXIT** – all caps) *OR* your personal exit ID and your exit password to close and leave LiNC-NET for Windows XP Professional and Vista Business Edition.

WARNING To prevent data loss or a corrupt database while LiNC-NET for Windows XP Professional and Vista Business Edition software is running, you MUST use your **Exit** password. Avoid the following: a warm boot (CTRL-ALT-DEL) or a cold boot (Power Switch Off) on your computer.

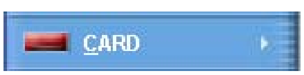
2.2 User Commands and Menus

2.2.1 User Commands

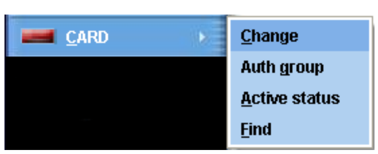
This chapter provides an overview of the **User Commands Menu**. The **User Commands Menu** is displayed after LiNC-NET is started from Windows- XP Professional and a **User** class password has been entered. From the **User Commands** menu a variety of features and functions are accessible. After selecting a menu item, a set of options will be displayed. You can use either the mouse or keyboard command to initiate the function you wish to access.

The **User Commands Menu** is comprised of the following main menu items:

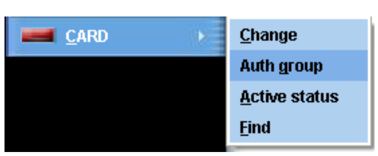
2.2.1.1 Card



Card information to grant access to a cardholder is user-defined. The user allows the cardholder to enter or exit a facility by defining **Card** parameters. LiNC-NET provides the following card functions:

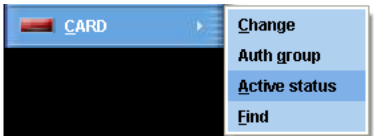


Card Change allows one to set the parameters and input personal information for each cardholder.



Authorization Groups: The cardholder can also be assigned an authorization group (**Auth group**) that associates a cardholder with a specific group of readers (where the card may be used) and time period (when the card may be used). As an added option, the user may enter a variety of personal information for each cardholder in the Personal file (**Personal**).

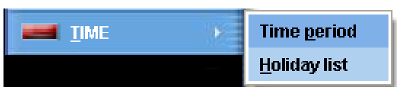
2.2.1.1 Card (cont.)



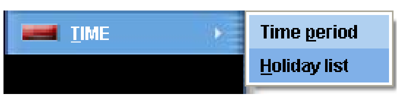
Activate / Deactivate Card allows a user to activate or deactivate a range cards.

Find allows one to search for a particular cardholder using different criteria (Last Name, License Plate #, etc.)

2.2.1.1 Time Period



Time Period is a schedule consisting of user-definable start and stop time segments, corresponding to associated days of the week. The system provides for 999 user-definable periods with seven start/stop segments each. LiNC-NET uses Time Periods in a variety of ways, such as validating card access, scheduling automatic door open, and shunting alarms, to name a few.



The **Holiday List** provides for 365 user-definable holidays (366 for leap year). The **User** may select the month and days of the month that will be used to invoke an alternate time schedule for special days of the year. Also, LiNC-NET 5.14 has the ability to set **Half-day Holidays** and other alternate **Holiday** settings.

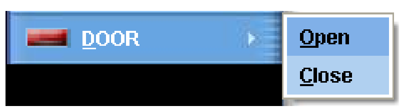
2.2.1.3 Panel

Panel: Online This menu displays status on the communication between the LiNC-NET Host and the panel(s). The word **Online** will be displayed under the "**Panel Status**" field when the panel is communicating to LiNC-NET at the (host) PC, as will the firmware **Version** of the panel.

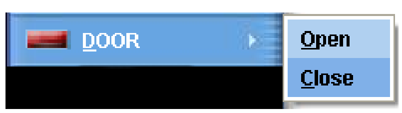
Download is a term used to describe the transfer of data from the LiNC-NET host to the panel(s). Downloads can be accomplished for all files or only those selected by the user. During the download process, all **Panels** receiving a download, files, and cards will be inaccessible. **Logoff** to complete the download and then log back on.

2.2.1.4 Door

LiNC-NET provides several ways to open a door from the console.



Open Door allows a user to open specific doors (or all of them) in the system for variable amounts of time.



Door Close: LiNC-NET is capable of closing all of the doors connected to a panel or all doors in a system (**All panels**)

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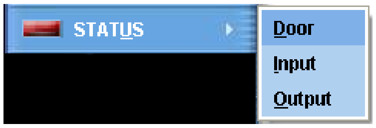
2.2.1.5 Status



Door: The door status screen allows the user to view the status of all the doors of one Panel. If the Panel is online, the information on the screen is updated as the status is uploaded.

Input: The input status screen allows the user to view the status of the inputs of the selected Panel. If the Panel is online, the information on the screen is updated as the status is uploaded. In LiNC-NET, a user is allowed to manually shunt (and then restore to normal operation) an errant alarm.

Output: The output status screen allows the user to view the status of the outputs of the selected Panel. If the Panel is online, the information on the screen is updated as the status is uploaded. The user can also access the energize/de-energize window from this screen.

2.2.1.6 Logger

The LiNC-NET maintains an history file comprised of records transferred from various panels. **History** records are automatically transferred from all online panels. The on-screen real-time logger appears when the **Logger** is selected, and continues to scroll upward as transactions occur at the panels and readers. The logger records the following information: the PC host number (unless the system is a stand-alone unit), the panel number, the alarm status, the date and time logged, the date and time of occurrence, the name and location of where the transaction took place, and a code reference.

2.2.1.7 Reports

LiNC-NET is capable of producing reports to the screen or printer. The report (Query) setup window contains a tabbed notebook for each kind of report. The **Display** page allows the user to select the fields to be included in the report and the **Search** page allows the user to specify the search criteria. The **Display** page also contains buttons under **Change Heading** that allow the user to alter the heading and the column widths of the fields.

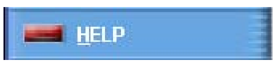
2.2.1.8 System

This allows you to switch from the **User Commands Menu** to the **System** menu. The sign on password must have the "Switch" class selected.

2.2.1.9 Exit

Exit allows you to sign-off from **LiNC-NET for Windows XP Professional and Vista Business Edition** and return to the sign-on screen. The panels will still send transaction messages to the logger.

2.2.1.10 Help

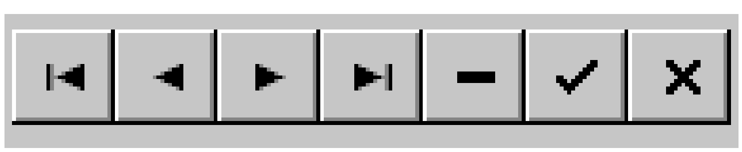


The **Help** screens assist in the data entry process and define the criteria required for proper operation.

2.2.1.11 Data Entry and Modification

To display or make modifications to the LiNC-NET for Windows XP Professional and Vista Business Edition database, follow these instructions:

1. Enter a file selection. (Example: **Card**). Key letters are underlined in each file name. Press Alt-C to access Card files. The sub-menu listing displays **Change Card**, **Auth Group**, **Active Status**, and **Find**. Tab or arrow key to your selection, or choose using the displayed Key letters or click on the selection.
2. Click on to the block that you wish to modify using the mouse or use the Tab key from the keyboard.
3. Position the cursor at the data field that you wish to modify or add to, and highlight the field by clicking on the block. A range window, described below, will appear on the screen for those fields that offer multiple options.
4. A data field can be modified in one of the following ways:
   - Some fields require that the operator enter the data. (Example: the name field). Enter the data, then press the mouse button or the Tab key to advance.
   - Other fields will have a **navigator bar** (shown below), which will appear at the top of the file.



a. b. c. d. e. f. g.

a. Set the current record to the first record.
b. Set the current record to the previous record.
c. Set the current record to the next record.
d. Set the current record to the last record.
e. Delete the current record.
f. Write changes to the current record to the database.
g. Cancel edits to the current record.

All record fields (**System** and **User**) contain the legal keyboard character input.

2.2.2 Card

2.2.2.1 Card: Change Card

2.2.2.1.0 Card Change: Common Actions

2.2.2.1.0.1 Changing Cards - C for Change

LiNC-NET offers a feature that permits the user to edit the information on individual cards. **Card** numbers can be assigned from 1 to 65,000. The total number of cards assigned is dependent upon the memory card(s) and firmware version in your panel configuration.

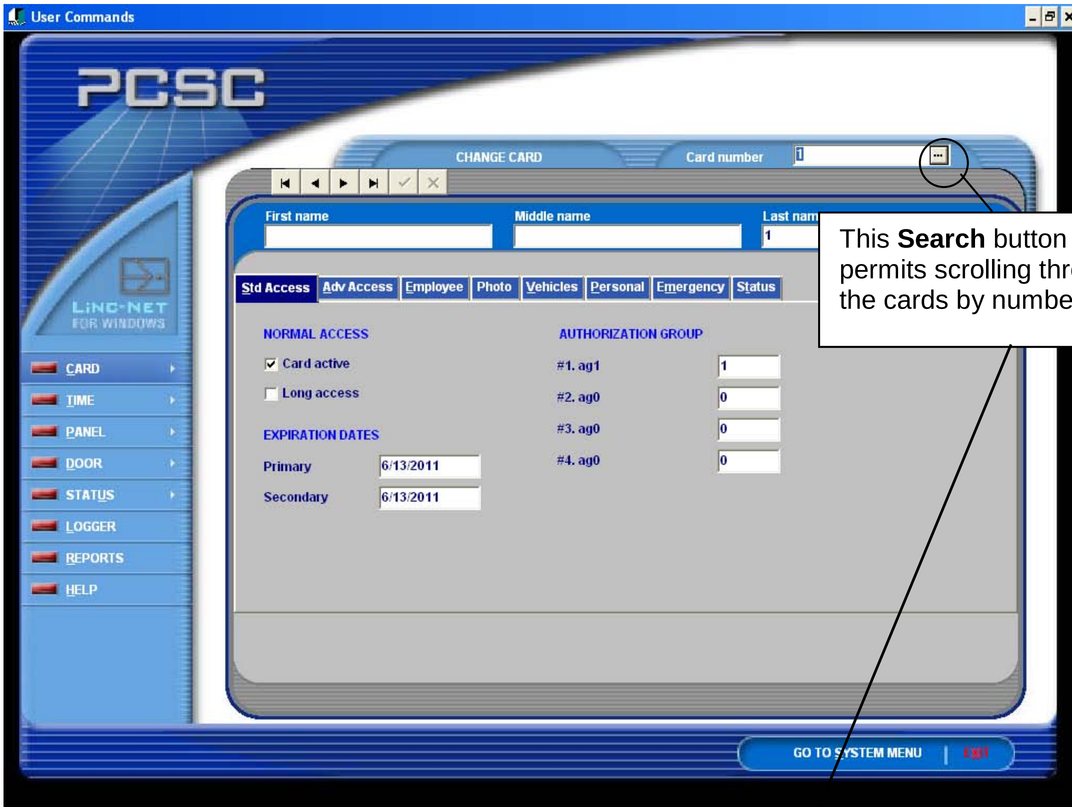
2.2.2.1.0.2 Changing a Card

Enter the card number in the **Card Number** block. To change a card name, highlight the **name** of the cardholder and then enter the new name.

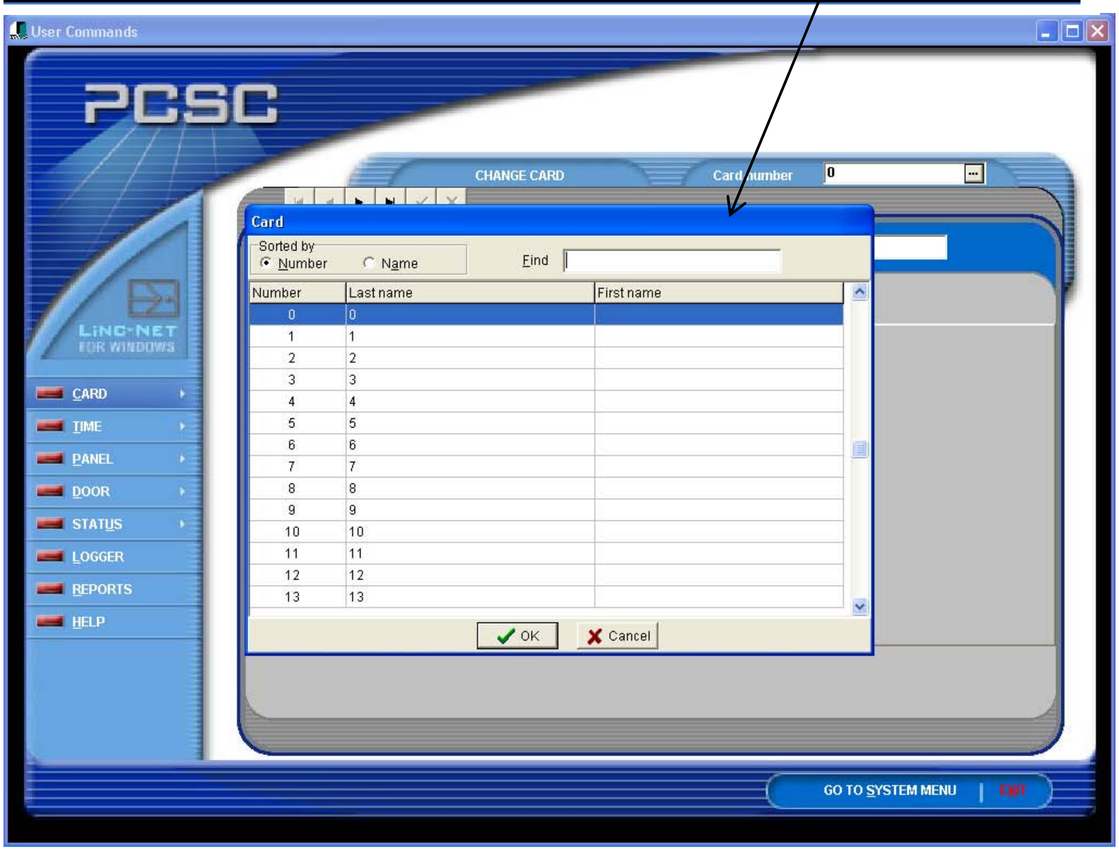
2.2.2.1.0.3 To Make Card Changes

1. Type in the card number to be changed.
2. For each data field to be changed, press Enter to select the data field.
3. Press the check box on the navigator bar to “write” the changes to the database. (See **Data Entry and Modification** instructions.)

2.2.2.1.1 Card: Change: Std (Standard) Access



This **Search** button permits scrolling through the cards by number.



2.2.2.1.1.1 Normal Access

Card Active — Indicates whether the card is active or inactive.

Long Access — Access time is the time a door lock is energized. There are two access timers for each door lock: **Normal** and **Long**. The choice of which timer to be used will be determined by the cardholder's "**Long**" attribute. If a person requires longer access time, choose **Long** access; leave blank if normal access is adequate.

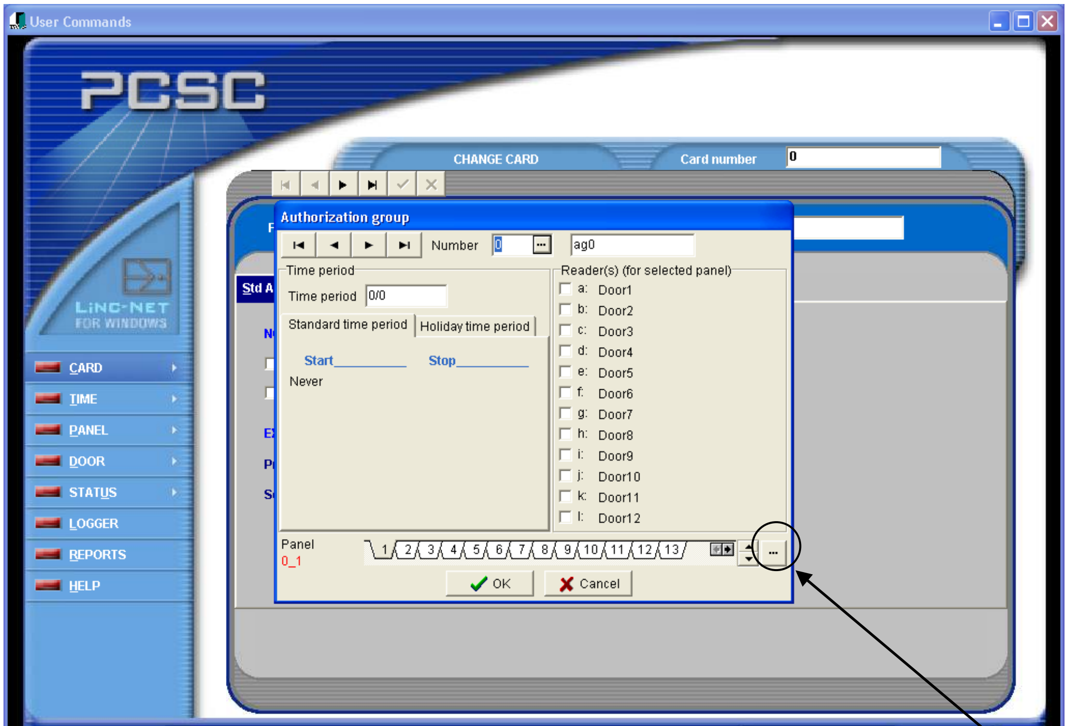
Expiration Date(s) — The card will be denied access at the end of the expiration date. LiNC-NET can support two expiration dates:

Primary Expiration — If you have previously selected **Global** (in **Default Values- Card Table Format = Park/Global** in **ConFigLN/ Create Data Base** or **Bulk Initialization- Card Table Format = Park/Global** in the **System** menu), the system uses the Primary expiration date for all types of readers. You must select **Global** if user-select PIN is to be used.

Secondary Expiration — If you select **Park-only**, each cardholder has two card expiration dates. The **Secondary Expiration** date controls the access privilege for parking type readers and the **Primary Expiration** date is for all other types of readers. This unique function allows the system administrator to automatically deny access to cardholders at parking readers, yet allow them to pass through all other facility-related readers.

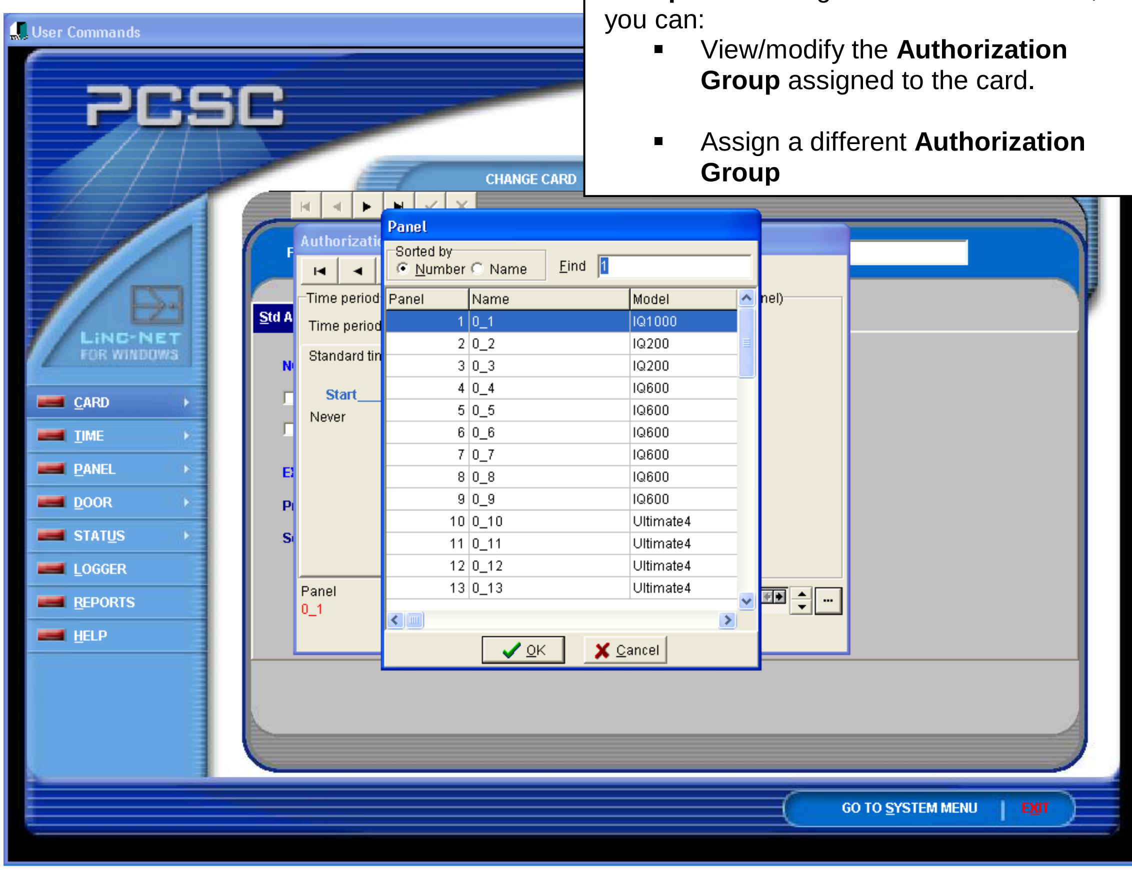
Authorization Group — Assign the **Authorization Group** number (1 – 99,999) that describes the authorization level for the cardholder. An authorization group is a valid list of readers at various panels and the time period that the cardholder can gain access. Enter a second, third, or fourth authorization group number if applicable.

> **NOTE** A MicroLPM-Plus4 is required to specify the third and fourth authorization groups.



By selecting the tab to **the Authorization Group** and clicking on the **Search** button, you can:

- View/modify the **Authorization Group** assigned to the card.
- Assign a different **Authorization Group**



2.2.2.1.2 Card: Change: Advanced Access

2.2.2.1.2.1 Capable to Override

Event Lockout LiNC-NET provides a feature to disable access upon an event or alarm condition. If the user is allowed to override this condition, select this option.

Access-Cost The panel offers a feature that allows units from a cardholder's record (status) to be debited. Debit can be determined by a reader and by a card group. Capability to override **Access-cost**, will permit card holder to access reader even when the credit balance is smaller than that required.

2.2.2.1.2.2 Escort

Escort Capable Ability to grant access to a cardholder that has the escort required attribute.

Escort Required The cardholder must be accompanied by a card holder that has the **Escort Capable** attribute. A cardholder may have both capable and required attributes, but will always require a second unique cardholder with a capable attribute to gain access. If the cardholder can be assigned as an **Escort**, check **Capable**. If the cardholder must be escorted, select **Required**. The **Escort** resource (**Capable/Required**) is enforced at ALL readers of ALL panels and cannot be segregated.

2.2.2.1.2.3 Exempt from Entry/Exit

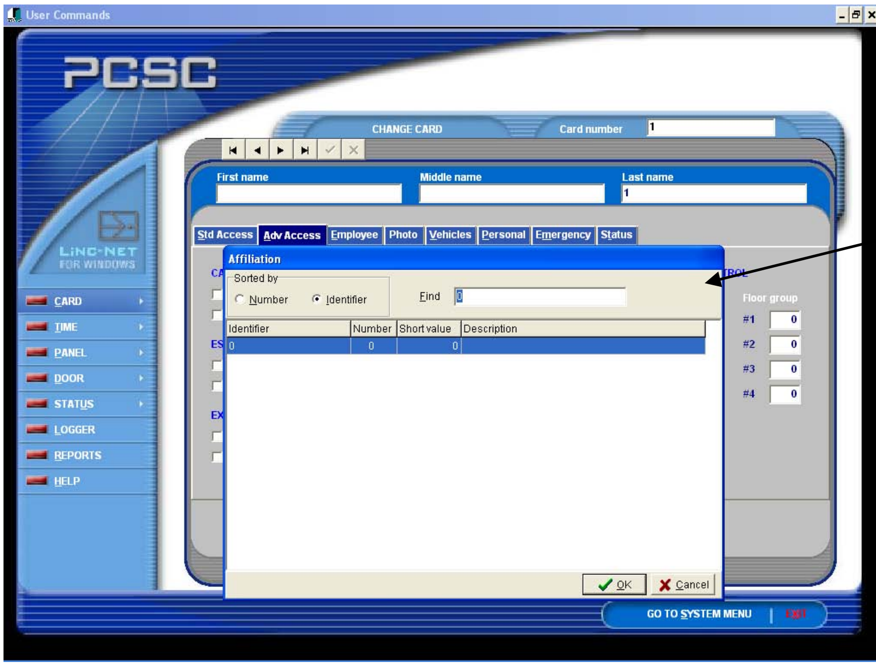
LiNC-NET supports three levels of **Entry/Exit** enforcement: **Building**, **Department**, and **Parking**. The cardholder's **Entry/Exit** status and the function type of the access reader determine **Entry/Exit** decisions. A reader is assigned an **Entry/Exit** function. The terminal type (**Building**, **Department**, or **Parking** access) determines the function. Each terminal type has an **Entry/Exit** direction associated with it (**In** or **Out**). When an **Entry/Exit** reader reads a card, the system checks the cardholder's **In/Out** status with the terminal type. The status of the cardholder must be OPPOSITE of the Terminal type (e.g., in order that a cardholder be granted entrance, his status must be OUT and vice-versa).

For example, if a card is presented to a **Bldg In** (Building In) reader, the cardholder's **Bldg** status must be **OUT** prior to use. That is to say, that he cannot be in the building and attempt to get back in again. The feature stops the "passback" of cards. LiNC-NET can be programmed to ignore or bypass the **Entry/Exit** logic to specific cardholders by setting the individual entry/exit exemption status. If the cardholder does not follow the **Entry/Exit** logic, access status will be one of the following:

Building/Department	The card holder with this attribute can go against the entry/exit criteria for building or department type readers (Bldgin, Bldgout, Deptin, Deptout).
Park	The cardholder with this attribute does not have to comply with the entry/exit criteria of parking type readers. If the cardholder is **Exempt from entry/exit** restrictions for **Building**, **Department** or **Parking** check the appropriate box (**Parkin**, **Parkout**).

2.2.2.1.2.4 Card Group

There are four classes of cards that a cardholder may be assigned to: **None**, Group A **(A)**, Group B **(B)**, and Group A and Group B **(AB)**. Card group/class is used to activate different outputs or used to provide counting by the different groups. Enter the **Card group**: **A**, **B**, **AB**, or **None**.



By selecting the tab to the **Affiliation** field and clicking on the **Search** button:

- You can view/modify the Authorization Group assigned to card.
- Assign a different Authorization Group

Affiliation	There are 255 unique Affiliation groups available (They may be any 13 characters, for example: "123456789abcd."). This resource permits bulk activation or deactivation of cards by a specific affiliation number. Querying an affiliation number will generate a card authorization reports.
Class-H Counter Number/Class	This feature permits allocation of a specific output (called Class-H counters [1-40, A, B, C, and D]) to be controlled by a specified card when presented to any number of specific readers. Define the counter number or class for counter Class-H during terminal access.
PIN	The PIN (Personal Identification Number) field allows the operator to assign a 4-digit number to a cardholder. This PIN must be used when entering through a door that includes a reader and PIN pad. The PIN can be entered before or after presenting the card.

NOTE A **Duress Code** can be derived from the Normal PIN code by incrementing the first and second digits by “one.” If the first and second Regular PIN digit is a 9, the duress code digit is calculated as a 0. Duress can only be initiated from a cardreader with PIN Pad, not from a PIN only terminal.) Example of a Duress Code assignment: Regular PIN = 3219, Duress Code would be: 4319; regular number = 1999, duress would be 2099.

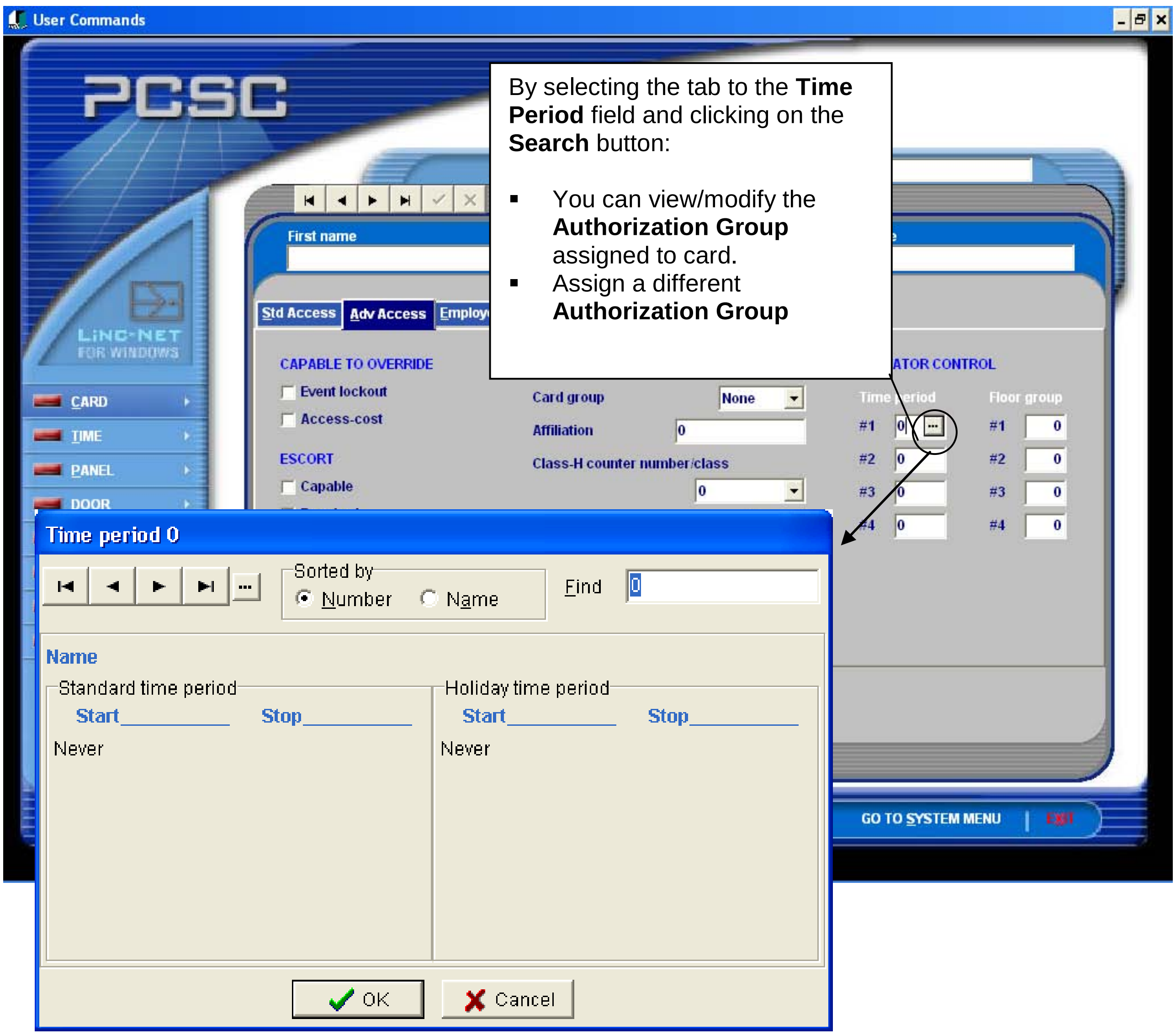
Do NOT assign user-defined PINs 0000, 0911 and 9811, as they are reserved by the system.

Elevator Control The card will be able to access floors defined by the floor groups during the corresponding Time Periods. Change to the time period (0-999) which will enable the cardholder to access up to 4 corresponding floor groups. (MicroLPM ELV in Use must be enabled in the ConfigLN program.) See the Administrator Guide.

NOTES Depending on the panel firmware version, when toggling status for In/Out of doors, either an Authorized card **<u>or</u>** an Authorized card followed by a door open activation, will toggle In/Out status.

Firmware versions 1.9.7 and 7.9.7 or higher provide for an Authorized card <u>followed</u> by a Door Open to toggle In/Out status.

Firmware versions 1.96, 3.96, 5.96, or 7.96 or lower provides for an Authorized card <u>ONLY</u> to toggle In/Out status.



2.2.2.1.3 Card: Change: Employee

Entering cardholder personal information is optional, as it does not affect access control operations. The Card Change menu contains data fields for the following information organized under four index tabs.

2.2.2.1.3.1 To Update Cardholder's Personal Data

1. In the **Card Number** field, enter the number of the card to be updated, regardless of which data is to be modified. Press **<Enter>**.
2. Move to the field to be modified, selecting **Employee** index tab.
3. Enter new data. Click on the check mark to write modifications to the hard disk.
4. Repeat steps 2 and 3 for each field to be updated.

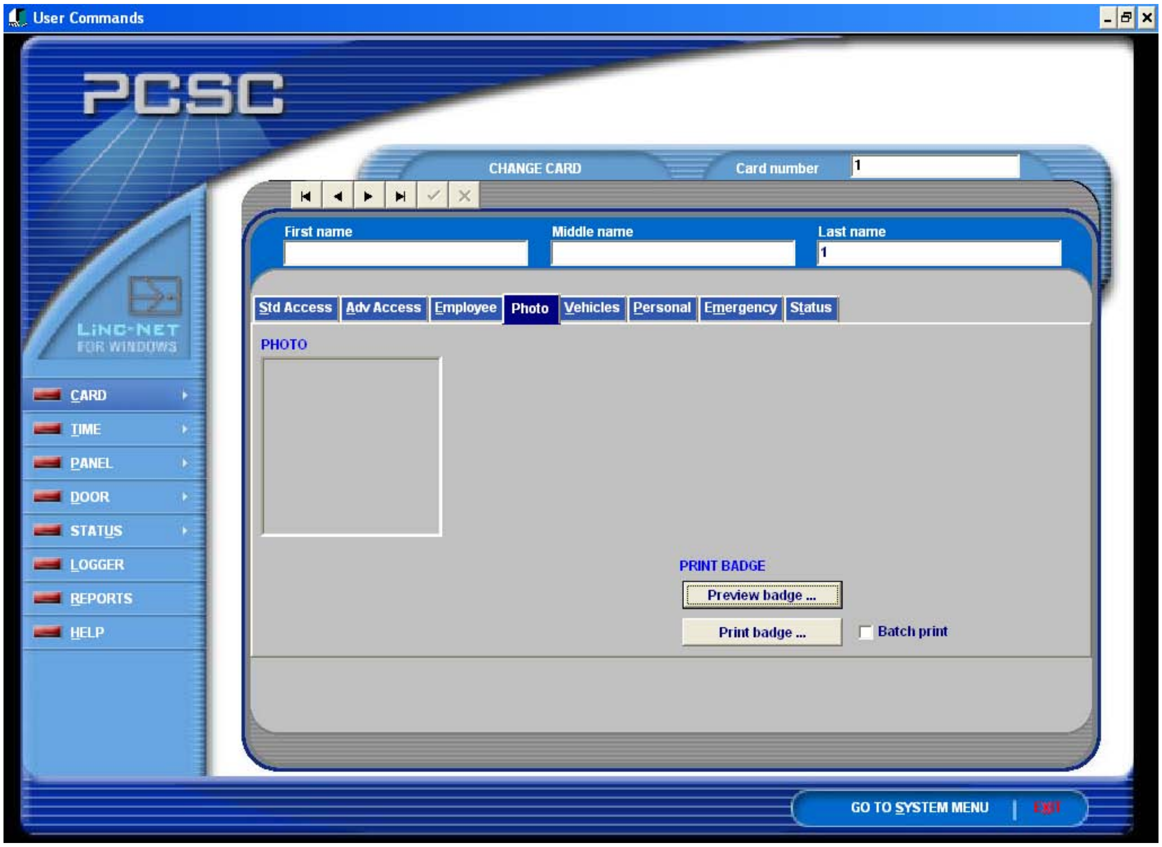
2.2.2.1.3.2 Employee Page- Click on Employee File Tab

Employee Number	10 characters	**Termination date**	mm/dd/yyyy
Company	Displays 18 characters	**Card 1st expiration date**	mm/dd/yyyy
Division-	10 characters	**Card 2nd expiration date**	mm/dd/yyyy
Department	Uses a drop-down menu to choose from available departments.	**Office telephone number**	20 characters
Region	10 characters	**Mobile telephone number**	20 characters
Site	10 characters	**Pager telephone number**	20 characters
Hire Date	mm/dd/yyyy		

2.2.2.1.4 Card: Change: Photo

Note Photo is not shown

A photo that has been added by an Administrator in the System-side of LiNC-NET may be viewed in the Photo tab. Also, LiNC-NET's **Print Badge** feature allows a User to create or preview a badge for a cardmember.



2.2.2.1.5 Card: Change: Vehicles

2.2.2.5.1 To Update a Cardholder's Vehicle Data

1. In the **Card Number** field, enter the number of the card to be updated, regardless of which date is to be modified. Press **<Enter>**.
2. Move to the field to be modified, selecting **Vehicles** index tab.
3. Enter new data. Click on the “check” **[✓]** button to write modifications to the hard disk.
4. Repeat steps 2 and 3 for each field to be updated.

Click on the Vehicle(s) file tab. It contains the following fields for five cardholder vehicles.

Use	20 characters	**Year**	4 characters	**Model**	10 characters
License	10 characters	**Make**	10 characters	**Color**	10 characters

2.2.2.1.6 Card: Change: Personal

2.2.2.1.6.1 To Update a Cardholder's Personal Data

1. In the **Card Number** field, enter the number of the card to be updated, regardless of which data is to be modified. Press **<Enter>**.
2. Move to the field to be modified, selecting **Personal** index tab.
3. Enter new data. Click on the check mark to write modifications to the hard disk.
4. Repeat steps 2 and 3 for each field to be updated.

To review the Personal page, click on the Personal page file tab**.**

Personal Data		Physical description		Physical description (cont.)	
Social Security Number	10 characters	**Weight**	10 characters	**Eye color**	10 characters
Marital Status	5 characters	**Height**	10 characters	**Sex**	5 characters
Dependents	5 characters	**Hair color**	10 characters		
Citizen	10 characters				

Home Address		Home telephone numbers	
Street	20 characters	**#1**	20 characters
City	20 characters	**#2**	20 characters
State	20 characters		

2.2.2.1.7 Card: Change: Emergency

2.2.2.1.7.1 Cardholder's Emergency Data

1. In the **Card Number** field, enter the number of the card to be updated, regardless of which data is to be modified. Press **<Enter>**.
2. Move to the field to be modified, selecting the **Emergency** index tab.
3. Enter new data. Click on the check mark to write modifications to the hard disk.
4. Repeat steps 2 and 3 for each field to be updated.

Click on the Emergency page file tab. **It contains the following fields for primary and secondary contacts.**

Name	32 characters	**Primary telephone number**	20 characters
Relationship to employee	10 characters	**Secondary telephone number**	20 characters

2.2.2.1.8 Card: Change: Status

2.2.2.1.8.1 Last Access/Last Denied

The system must be online in order to monitor card **Status**. Refer to the **Panel** screen for on-line status. Clicking on the **Status** tab allows the administrator to upload realtime information for an employee. The first portion of the panel displays the LAST authorization information for an employee, derived from all panels (i.e., it includes the LAST card read from ALL panels online to the PC host). The LAST read feature of the LiNC-NET is maintained by reviewing each history record uploaded from each panel to the PC host. The most recent card read information is kept on hard disk and is displayed in the first portion of the panel. The second portion of the **Panel** displays the status of a single panel, and is shown on the screen for each request.

If **In building** is selected, the in/out building status of a cardholder will be displayed. The system will display the last date and time that the card was used, and the panel and reader used. If the card was denied at any time the system will also document the **Last Denied** access attempt. The reason for the denied access will also be shown (e.g., expired card, invalid authorization group, etc.).

2.2.2.1.8.2 Status at Selected Panel

The card status selections are updated automatically by the system and indicate whether the cards are being used in the system. This is used in conjunction with entry/ exit of the parking, building, and department.

The **Department** indicator will show **In**, if the employee is in the area designated as department. The **Department** indicator will show **Out**, if the employee is not in the department area. The **Building** indicator will show In, if the employee is in the building. The **Building** indicator will show **Out**, if the employee is not in the **Building**. The **Parking** indicator will show **In**, if the employee is in the parking lot. The **Parking** indicator will show **Out**, if the employee is not in the parking lot.

First Usage	When the card is issued for the first time, the entry/exit rule is not applied for the first access. Select this option if you wish to ignore the entry/exit rule for the first access. If you do NOT select the option, the entry/exit rule will be followed.
Park First Usage	Select this option if you wish to ignore the entry/exit rule for the first access to the parking area. If you do NOT select the option, the entry/exit rule will be followed.
Invalid PIN Entry Counter	This area will show the number of consecutive invalid PIN entries at a reader with pin pad. The range of values is 0-3. If a fourth attempt is made and the improper PIN is used, a PIN error occurs and the counter returns to zero. If a non-zero value is displayed (1-3) and then a good PIN is issued, access will be granted and count return to zero.
Credit Balance	Enter the number of credit units an employee will be assigned when the system is enabled for access cost. Refer to Door Overview/Features in the Administrator Guide for access cost per transaction for each card group. Depending upon the number of credits issued to a card group, the Access cost for a card group will be subtracted from that balance. The system will subtract the value that was assigned for the card group as access cost for every valid transaction. The system will display the last date and time that the card was used, and the reader accessed at the selected panel.
Last Access	The system will display the last reader within a panel that was last accessed by this cardholder, by displaying the **Date/Time**, the **Panel** and specific **Reader**.

NOTE Depending on the panel firmware version, when toggling status for In/Out of doors, either an Authorized card **or** an Authorized card followed by a door open activation, will toggle In/Out status.

Firmware versions 1.9.7, 7.9.7 or higher provide for an Authorized card followed by a Door Open to toggle In/Out status.

Firmware versions 1.9.6, 3.9.6, 5.9.6, or 7.9.6 or lower provides for an Authorized card ONLY to toggle In/Out status.

2.2.2.2 Card: Auth Group

Authorization Group consists of a list of valid readers and the times (Time Period supports 0-99,999.) that the card holder has access through those readers. LiNC-NET supports 2000 of these groups. An Authorization Group is referenced by number (0 – 99,999) and has a user-defined name (up to 20 characters, but only 13 will be viewed in Card Change/Add screens). LiNC-NET communicates and controls up to 4000 panels. Each panel is capable of addressing up to 12 readers. The readers within each panel are designated by letters: reader one (a), reader two (b), reader three (c), reader four (d), and so on up to reader twelve (l).

Step 1 To begin, group people into departments and supervisory levels. For example, the following list divides a company up into five different departments.

1. **Executive** 2. **Accounting/Finance** 3. **Manufacturing** 4. **Engineering** 5. **Administration**

Step 2 To make card entry simple, define cards to these groups on worksheet or paper:

Department	**Card Numbers**
Executive	1-50
Administration	51-75
Engineering	76-100
Accounting/Finance	101-125
Manufacturing	126-200

Step 3 Define the authorization area where each group is valid on worksheets or paper.

Department	Card Numbers	Authorization Group
Executive	1-50	ALL
Administration	51-75	Front office, side door
Engineering	76-100	Engineering, Front office, side door, and plant
Accounting/Finance	101-125	Front office and plant
Manufacturing	126-200	plant

Step 4 Define the readers for each Authorization Group on worksheet or paper:

Authgroup1	Executive:	ALL readers	
Authgroup2	Administration:	reader a: Front door	reader b: side door
Authgroup3	Engineering:	reader a: Front door reader c: Engineering lab	reader b: side door reader d: plant

And so forth for the remaining **Authorization Groups.**

Step 5 Define the schedule of time that the groups are able to enter through the specified reader on the worksheet or paper.

These are the **Time Periods** for those **Authorization Groups:**

Executive	ALL of the time/24 hours	7 days a week
Administration	8:00 am to 5 p.m	Monday through Friday
Engineering	6:00 am to 5 p.m.	Monday through Friday
Accounting/Finance	8:00 am to 5 p.m.	Monday through Friday
Manufacturing	7:00 am to 4 p.m.	Monday through Friday

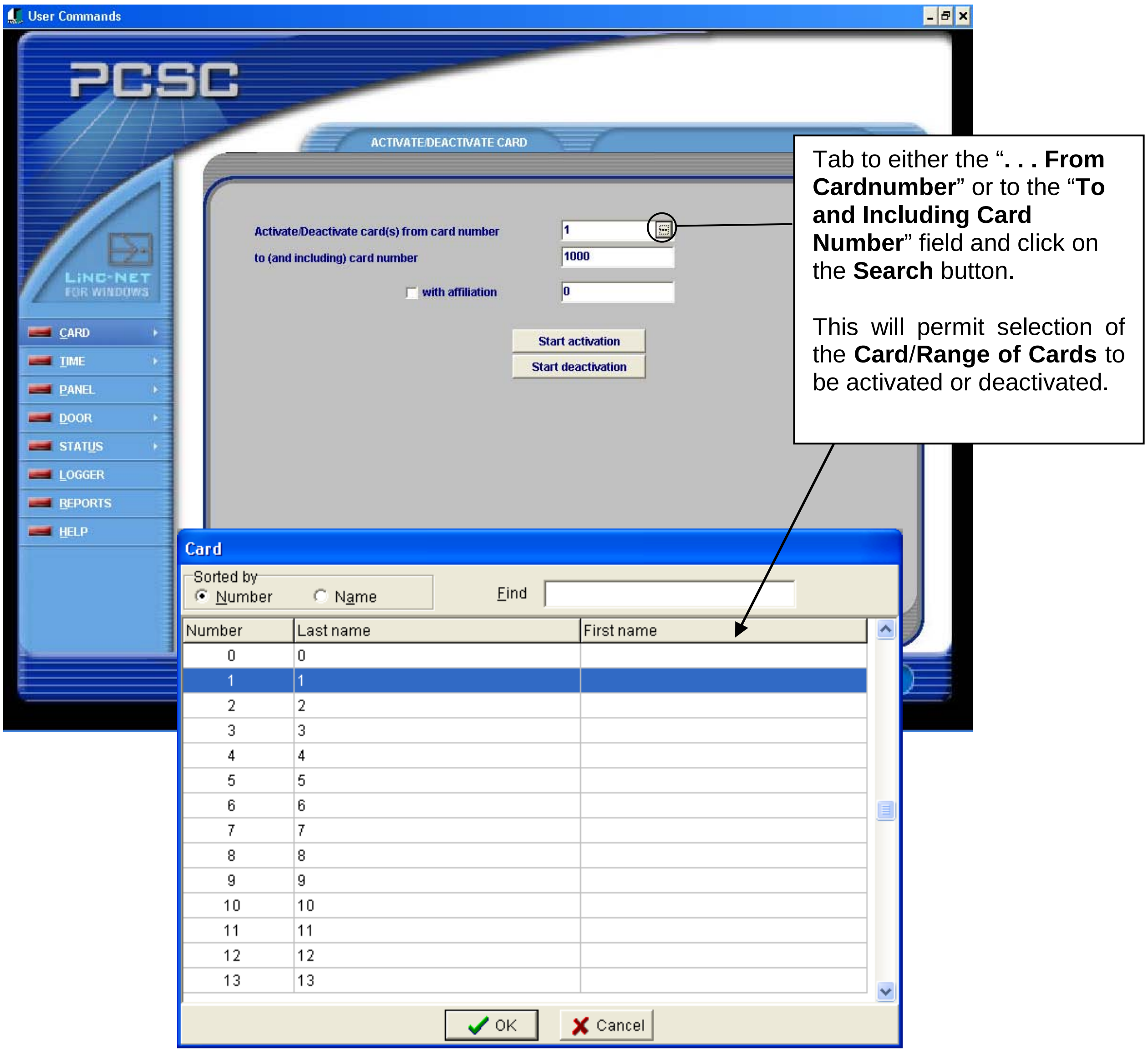
2.2.2.2.1 To Define an Authorization Group in the System

1. Enter number of the **Authorization Group** to be updated, and press **<Enter>** to bring up that record.
2. Select the **Time Period** when this authorization group has access.
3. Select a **Panel** tab to indicate which panel.
4. Select readers on the selected panel where this authorization group has access, and click on the "check" **[✓]** button to write this data to the hard drive.
5. Repeat steps 3 and 4 for each panel that has readers in this group.

2.2.2.3 Card: Active Status

A group of cards can be activated or deactivated in bulk. The cards are selected by card range and an optional affiliation number. To activate or deactivate a group of cards:

1. Type in the first card number of the group in the **From Card Number** field.
2. Type in the last card number of the group in the **To (and Including) Card Number** field.
3. If only the cards with a particular affiliation number are to be activated or deactivated, select the check box next to **With Affiliation** with the space bar. Type in the affiliation.
4. Select the **Start Activation** or **Start Deactivation** button.



2.2.2.4 Card: Find

The card database can be searched based on selected field information. The fields that can be selected for search criteria are **Card Name** (first or last), **Card Active**, **Affiliation**, **Card Group**, **Class-H Counter Number/Class**, and **License Plate**. If criteria is “Case sensitive,” select the “case sensitive” search box.

2.2.2.4.1 To Search for a Card

1. For each search criterion, select the field by placing the mouse on the desired field, then click the right mouse button and the field will change to black. Input a field value. A search criterion when selected is displayed in black text. The fields that are not selected as search criteria are shown in gray.
2. Specify the card range for the search by typing the first card number in the **Find card(s) in range from card number** field. Press **<Tab>**, then type in the last card number in the **to (and including) card number** field.
1. Select the **Find FIRST** button. If a card that meets all the search criteria is found, the card information is displayed in the **Record found** panel in black text.
2. If no record was found, the **Record found** panel changes to gray.
3. If a card was found in Step 3 and you wish to find more cards that meet the search criteria, select the **Find NEXT** button.
4. When performing a search for a cardholder by their **name**. If the spelling of the name is not known, type in the first few known letters. The system will search the entire database for cardholder names that match. To move through each possible match, click on the **Find NEXT** button. This will bring up the first cardholder’s card record. When card holders have the same name, the cards will be found in ascending card number order.

2.2.3 Time

2.2.3.1 Time: Time Period

Time Periods define a particular schedule, which consists of start and stop times, with associated days of the week. A time period determines when a cardholder has access, when a door is to be automatically opened, when an alarm is to be shunted (ignored), etc.

LiNC-NET supports 999 **Standard Time Periods** (0 to 999) and 999 **Holiday Time Periods** (0-999). For both the standard and holiday time periods, time periods 0 (zero) and 1 (one) are pre-defined and cannot be modified. Time period 0 is a time period signifying a non-active (never) time period. Time period 1 is pre-defined as always being active.

The user can modify the remaining time periods (2 - 999).

NOTE When using multi-day segments in one Time Period, the single day segment must be defined FIRST and then the multi-day segment.

NOTE Time Period 2 is now initialized to 'None.'


User Commands
PCSC
TIME PERIOD
Number
2
Name
Tp2
Time period 2
Sorted by
Number
Name
Find
Standard time period
Holiday time period
Start
Stop
1. None 8:00 AM None 5:00 PM
OK
Cancel
Delete all segments
Insert before current segment
Copy to holiday time period
Delete current segment
Append after current segment
Copy from holiday time period
CARD
TIME
PANEL
DOOR
STATUS
LOGGER
REPORTS
HELP
GO TO SYSTEM MENU
EXIT
Tab to the **Number** field and click on the **Search** button to change to another Time Period.

2.2.3.1.1 Time Periods: Field Definitions

Time Period:	Select the Time Period to be displayed or modified in the “Number” field.
Segments:	Each time period can have up to seven start/stop time segments.
Start Day:	Select the start day(s) for the time segment.
Start Time:	Enter the start time for the time segment.
Stop Day:	Select the stop day(s) for the time segment.
Stop Time:	Enter the stop time for the time segment on the current Time Period.
Delete All Segments:	Select this button to delete all the time segments.
Delete Current Segment:	Select this button to delete the highlighted time segment.
Insert before Current Segment:	Select this button to add a time segment before the highlighted segment.
Append after Current Segment:	Select this button to add a time segment after the highlighted segment.
Copy to Holiday Time Period:	Copy the entered time period information to the holiday schedule.
Copy from Holiday Time Period:	Copy the entered time period information from the holiday schedule to the standard schedule.
Standard/Holiday:	Select a tab to choose between standard time period and holiday time period.
Map to Panel:	Select a pre-configured Time Period # 0-999 to assign a panel time period # between the values of 2-31.

2.2.3.1.2 To Define a Time Period

1. On the **Time Period** form, type the number of the time period to be defined, and press <**OK>** to bring up that record.
2. Select **Standard** or **Holiday** tab.
3. For each time segment in the time period, insert or append a time segment and define the following:

Start Day	Select the start day from the day selection list.
Start Time	Enter the start time.
Stop Day	Select the stop day from the day selection list.
Stop Time	Enter the stop time.

2.2.3.2 Time: Holiday List

Every company has holidays or days when the company operates different hours from the norm, such as New Years Day, Independence Day, Thanksgiving, and Christmas. LiNC-NET allows each day of the year to be designated as a holiday. There is no limit on the number of holidays.

2.2.3.2.1 To Define Holidays

1. Display the **Holiday** screen. The current year will be displayed on a file tab at the bottom of the screen.
2. For convenience, up to 10 years of holidays may be programmed by clicking on the **Add** button(s). Once the year(s) are added, click on the appropriate year tab to begin defining holidays for that year.
3. Display a month by selecting a tab at the bottom of the form above the year tabs.
4. Select the day of the month to change the holiday status by clicking on the appropriate day. Highlighted in **BLUE—**<u>Holiday</u>   **None**—<u>Standard day</u>
5. After each **Holiday** entry, click on the “check” **[✓]** button in the upper left corner to write the data to the system database. Repeat steps 2 through 4 until all holidays have been defined.

> **NOTE** Each panel handles the current holiday year and will expect future holiday years when they arrive.

2.2.3.2.2 Setting a Half-day Holiday

1. Enter the **User** menu and proceed to the **Holiday List** screen.
2. To select the default **Holiday Time Period** for this date, click on the appropriate day. A high-lighted Blue square refers to a Holiday.
3. The **Scheduled Time Period Download** section will appear in the **Holiday List** screen. The calendar day will appear in blue in this section, with a Default next to it, meaning that the current **Holiday Time Period** is the **Default** time period.
4. To use the alternate **Holiday** time period, select the name from the **Master List**.
5. Pull the text from the **Master List** Column into the **Mapped name** column. This will now make the alternate **Holiday** time period active for that particular day on all participating panels.

2.2.4 Panel

2.2.4.1 Panel: Online

Panel Online with Multiple Panels

Panel	All panels currently in the system are displayed (Ten panels per screen)
Request Online	Depending upon whether the port type is **Direct Connect, LAN,** or **Modem**, the following definitions will be affected.
Port Type	The type of connection to the panel is displayed here
Direct	Communication is either RS232 or RS485.
LAN	This field indicates a panel is connected to a local area network using TCP/IP.

Modem: The panel is connected to a modem and uses asynchronous message protocol. When the Panel status field is blank, there is no connection between the host and the panel. Select this field to dial out to the panel. If LiNC-NET was connected to another panel, then it will not allow you to make another connection until the original modem connection is disconnected. When the Panel status field shows [✔], de-select this field to log off the panel and hang up. Sign-off will also hang up the modem, but it allows history upload in progress to finish before hanging up (only after a download).

NOTE Modem configurations for LiNC-NET have not been evaluated by UL, and are not suitable for UL1076 installations.

NOTE When a modem is connected to the panel:

-Hard Hang-up Clicking on the check box under Request Online will cause the panel to hang up. The panel will restart if some of the database is downloaded during the connection.

-Soft Hang-up Logoff, and the panel will continue to communicate to the host until all history uploading is complete. If the user logs on again, before the history upload is complete, Soft hang-up can be canceled. The panel will be restarted if some of the database is downloaded during the connection. The host is restarted also. (Changes in port type, baud, etc., will be unaffected.)

Loop 1 of 13 possible panel loops will appear, if the COM port has been assigned. NotInUse will appear if no loop exists.

Port The COM port (1 through 13) assigned to the loop will appear.

Port Type **NotInUse**, **Direct, LAN,** or **Modem** will appear as the type of connection.

Panel Status Either **Offline** or **Online Connecting** will appear. This field indicates whether the panel is communicating with LiNC-NET or trying to connect. The names assigned to the panels are displayed in the Panel column. If a panel has auto-dialed into the LiNC-NET, “Dialin” will be displayed. If the panel has a LAN port type when requesting on-line, the Panel status will first display connecting before giving an on-line status.

Version The firmware version number of the panel is displayed in this field when the panel is online.

UL = MicroLPM panel types
IQ = IQ panel types
SI = SIM panel types
UM =Ultimate panel types

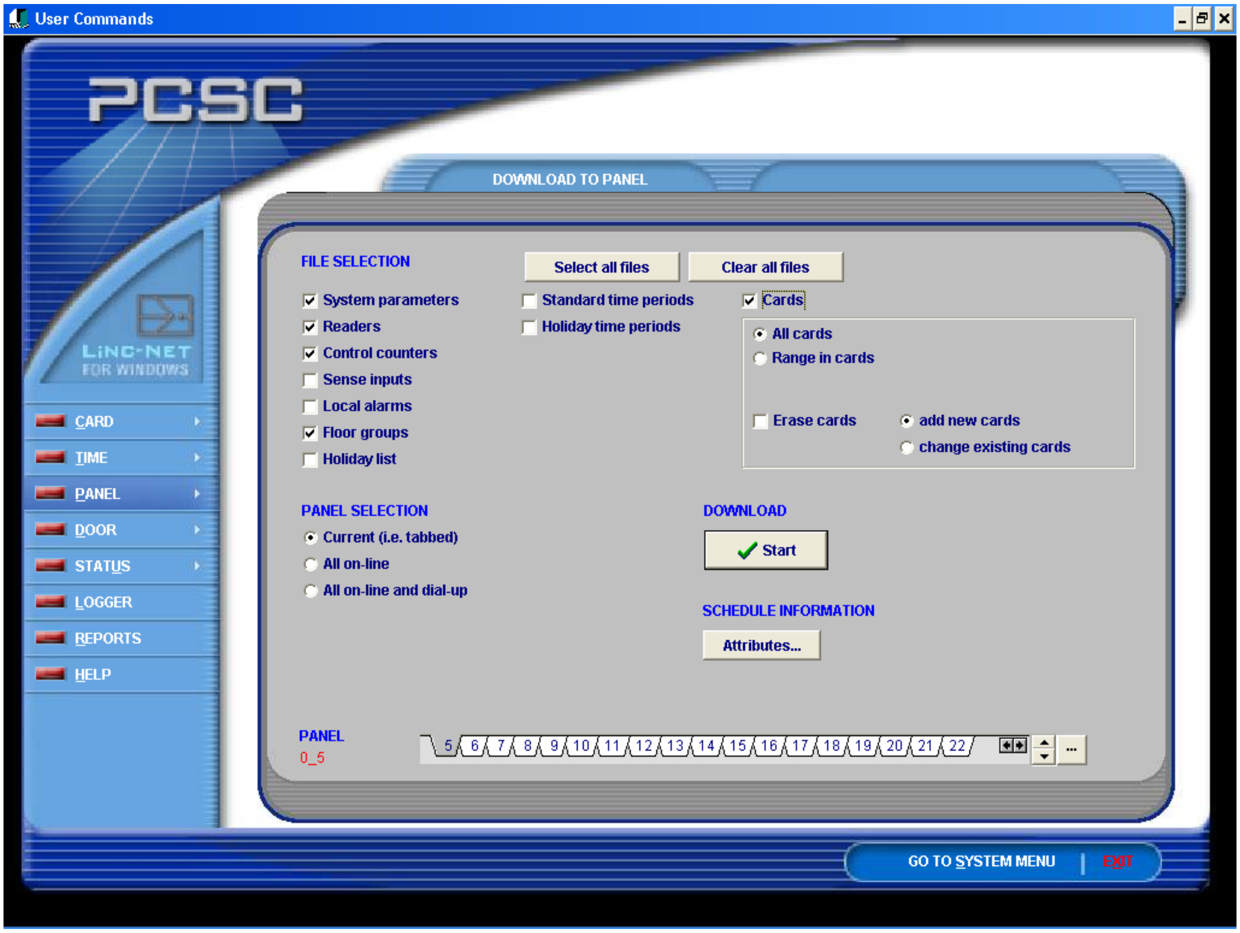
Modem Connection

Current Date/Time at Panel If a modem is connected to the panel, this field appears, and the date and time of the panel is displayed.

Change Date/Time at Panel To enter new date and time to change the date and time of the panel currently connected by modem.

2.2.4.2 Panel: Download

Download is a term used to describe the transfer of data from LiNC-NET to the panels. Downloads can be accomplished for ALL files or only those selected by the user. In order to download data, the destination panels must be online. A feature for LiNC-NET is the ability to dowload to multiple panels at the same time. This concurrent download feature allows for a faster download time and schedule downloads.



2.2.4.2.1 Field Definitions

File Selection Select the files to be downloaded if downloading individual files.

Select All Files By selecting this button, all selected files will be done automatically for you.

Clear All Files By selecting this button, all checked file boxes will be removed and cleared out.

Panel Selection

Current (i.e. tabbed) Download only to the panel selected by the tab at the bottom of the screen.

ALL on-line Download to all the panels that are on-line concurrently.

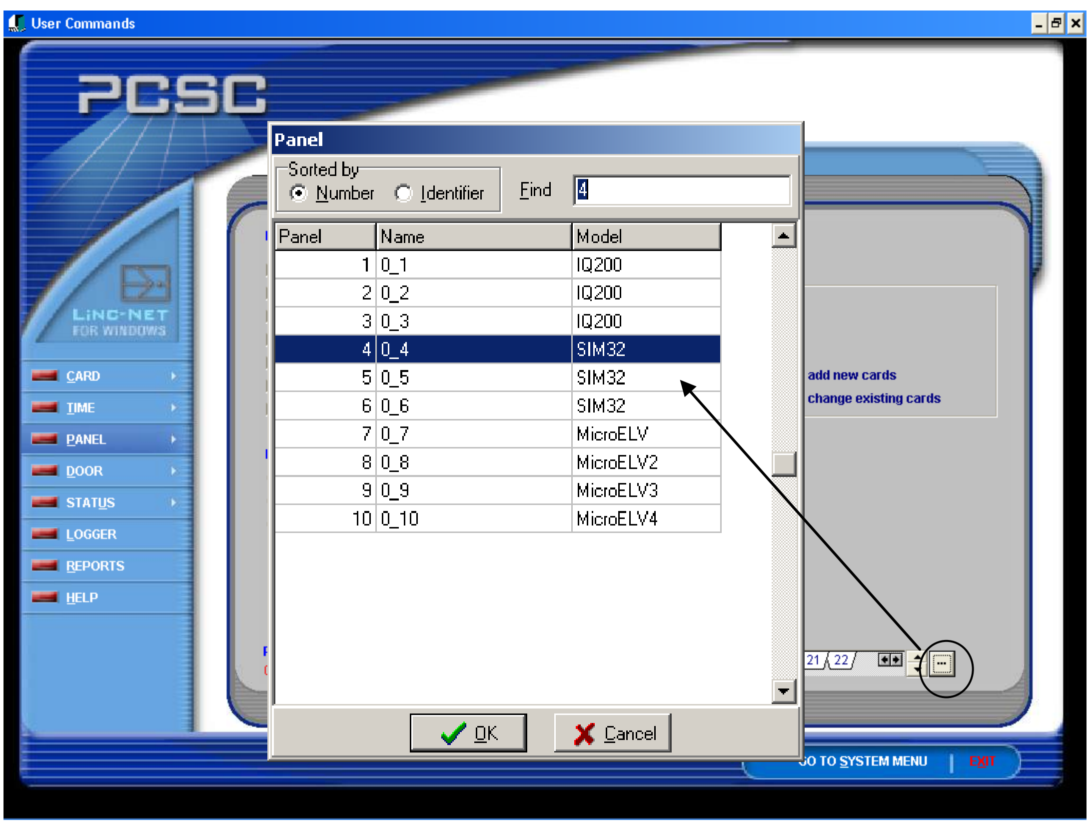
ALL online and dial-up Include modem type panels in download.

Panel Select **Panel** by clicking the mouse on a **Panel** tab at the bottom of the screen, if downloading to one panel. The name assigned to the panel will be displayed

Attributes A user can create a name and description of a specific Download action. (ie. ‘Sunday Midnight’ or ‘Weekly Local Alarms’). See **To Schedule a Download** on page 45.

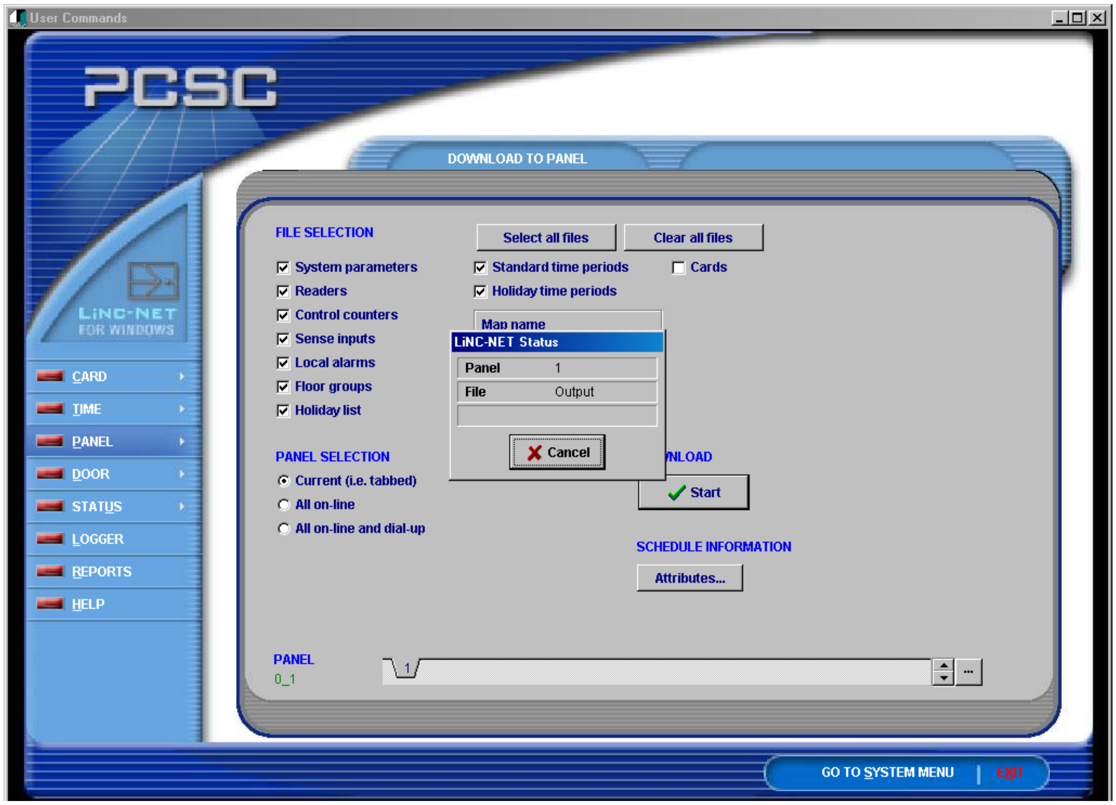
Start Select this button to start the download.

> **NOTE** When selecting an **All Online Download**, which includes any off-line panel setup as a **Bulk Download Connection**, an error will occur if the panel is requested offline.



2.2.4.2.2 To Download Data

1. If downloading to one panel, select a panel from the Panel tabs at the bottom of the screen, and select **Current** in the **Panel Selection** section. If downloading to all panels that are on-line, select **ALL Online** in the **Panel Selection** radial button group. If downloading to all panels that are online and also connected via dial-up, select **ALL online and dial-up** in the **Panel Selection** radial button group.
2. If downloading selected files, make the file selection in the **File Selection** section.
3. Select the **Start** button to begin the download.
4. To complete the download process, **Logoff**, and then sign back on. This will cause a warm boot (restart) of the panel to occur.

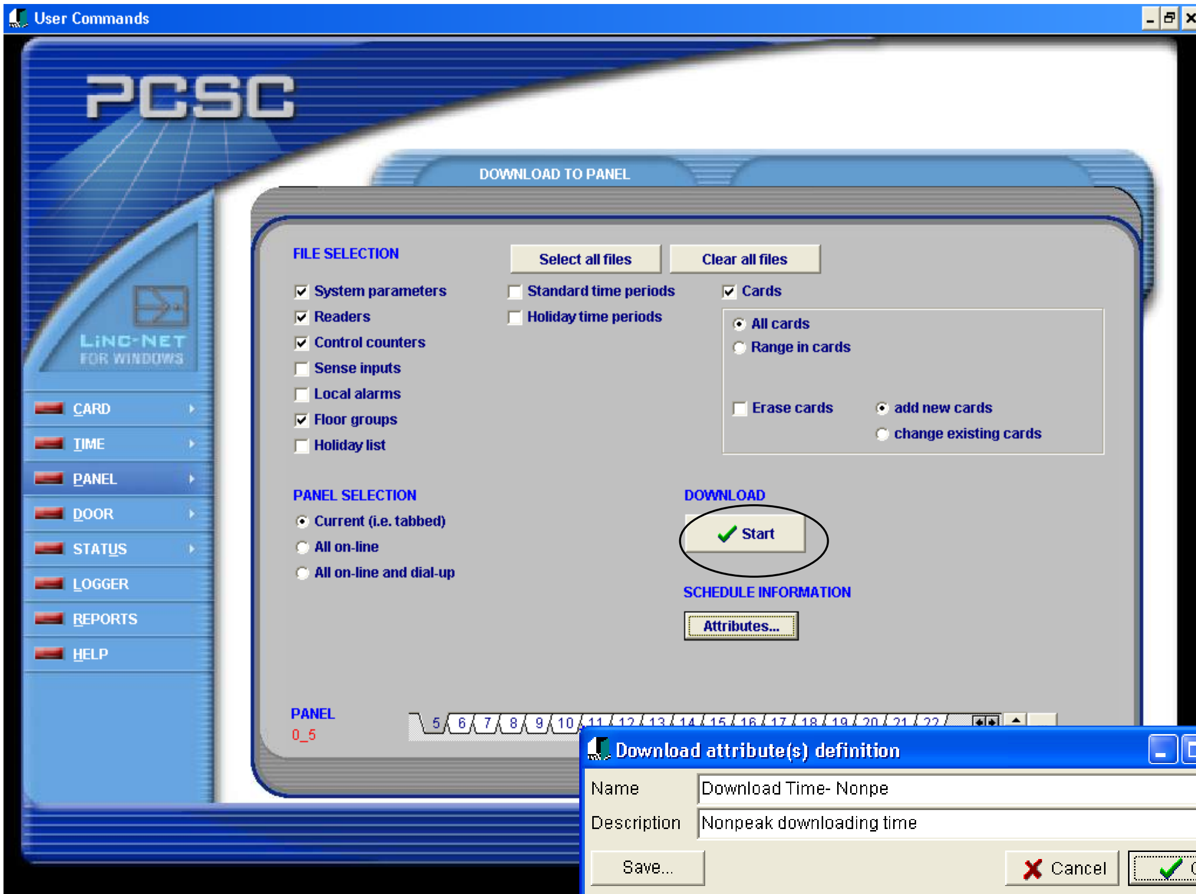


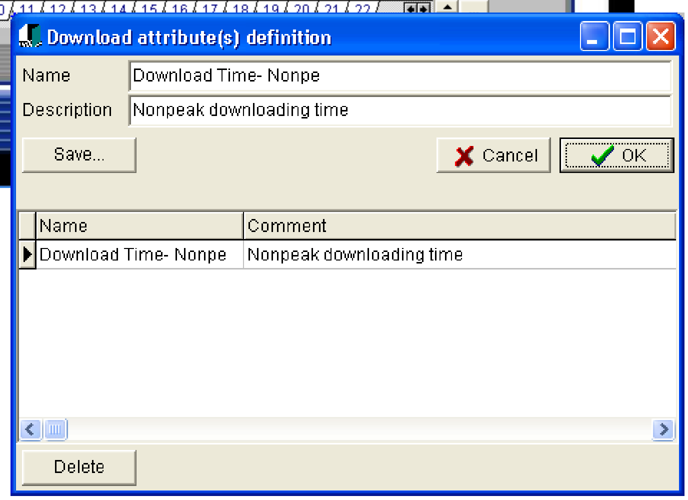
A status window is displayed to show the progress of the download.

Panel	Current panel number.
File	Name of the file currently being downloaded.
Card Number	Displays every 100 cards downloaded
Cancel	Select this button to terminate the download.

NOTE If, at any time during the download process, you receive a communication error, retry the download process until a clean (no errors) download occurs.

2.2.4.2.3 To Schedule a Download





It is possible to schedule a download to run at a specific time (ie. during non-peak hours). The process is simple and can be used for reports and for downloads (see the **Reports** section of this manual).

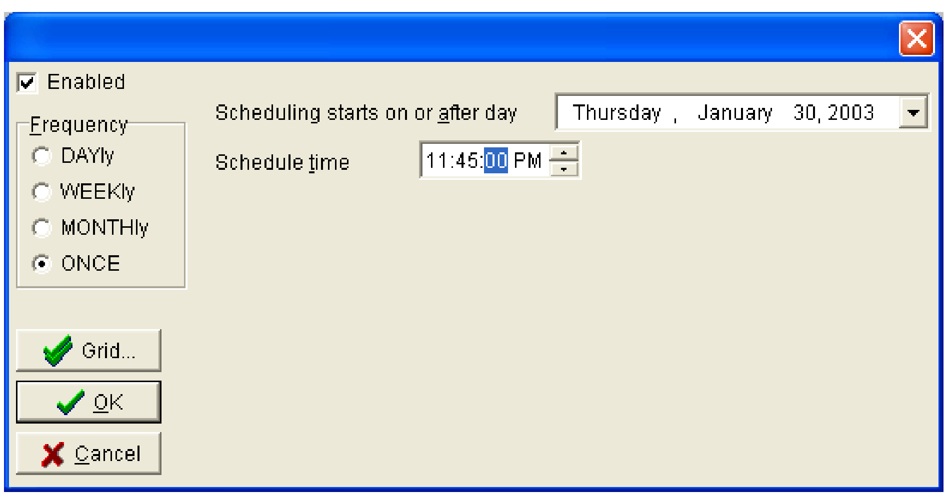
Procedure:

1. Select file types to be downloaded.
2. Select the Panels that will receive the download.
3. Press the **Attributes** button. This will cause the **Download Attribute(s) Definition** pop-up window to appear.
4. In the **Download Attribute(s) Definition** pop-up window, create a name for the scheduled download in the **Name** space and **Description**.
5. Press the **Save…** button. You will see the name saved in the space below. Your entry will now appear.
6. Press the **OK** button. This will close the pop-up window. The name that was created should appear in yellow next to the **Attributes** button. A **Schedule** button should also appear beneath the **Attributes** button.

7. Press the **Schedule…** button. This will cause a **Schedule** pop-up window to appear.

8. Select the **date, time** and/or **frequency** of the download you wish to run. It is also possible to cross-reference other scheduled downloads by pressing the **Grid…** button.
9. Press the **OK** button once your settings are correct.

NOTE: For the scheduled download to take place, the Host must be logged off.



2.2.5 Door

2.2.5.1 Door: Open

The Open Door screen allows a user to manually open a single door, all the doors connected to a selected panel or every door connected in the system. In essence, the user has the ability to override the established system at a particular location without triggering an alarm event. The user also has the ability to select the duration that the door will remain open from a **Standard access time** to **Indefinitely**.

Click on the **Search** button to select another panel.

1. Select the panel by clicking the mouse on one of the Panel tabs.
2. In the **Door name** group, select the check box for each door to be opened.
3. If the doors are to be opened for a specified length of time, enter the number of minutes in the **Specified Minutes** field.

2.2.5.1 Door:Open (cont.)

2.2.5.1.1 Door: Open: Duration

4. In the **Open SELECTED Door Duration**, choose one of the following buttons.

Standard Access Time	Open the selected doors for the same time value used for a valid card entry. (Time defined in Door Overview) **NOTE** Exception for values 1-4-- seconds automatically become 5 seconds.
Long Access Time	Open the selected doors for the same time value used for a valid card entry with the long access option. (Time Defined in Door Overview) **NOTE** Exception for values 1-4-- seconds automatically become 5 seconds.
Specified Minutes	Open the selected doors for the number of minutes specified above, but not more than the maximum minutes.
Maximum Minutes	Open the selected doors for the number of minutes shown in the maximum minutes column.
Indefinitely	Open the selected door until a close command is issued.

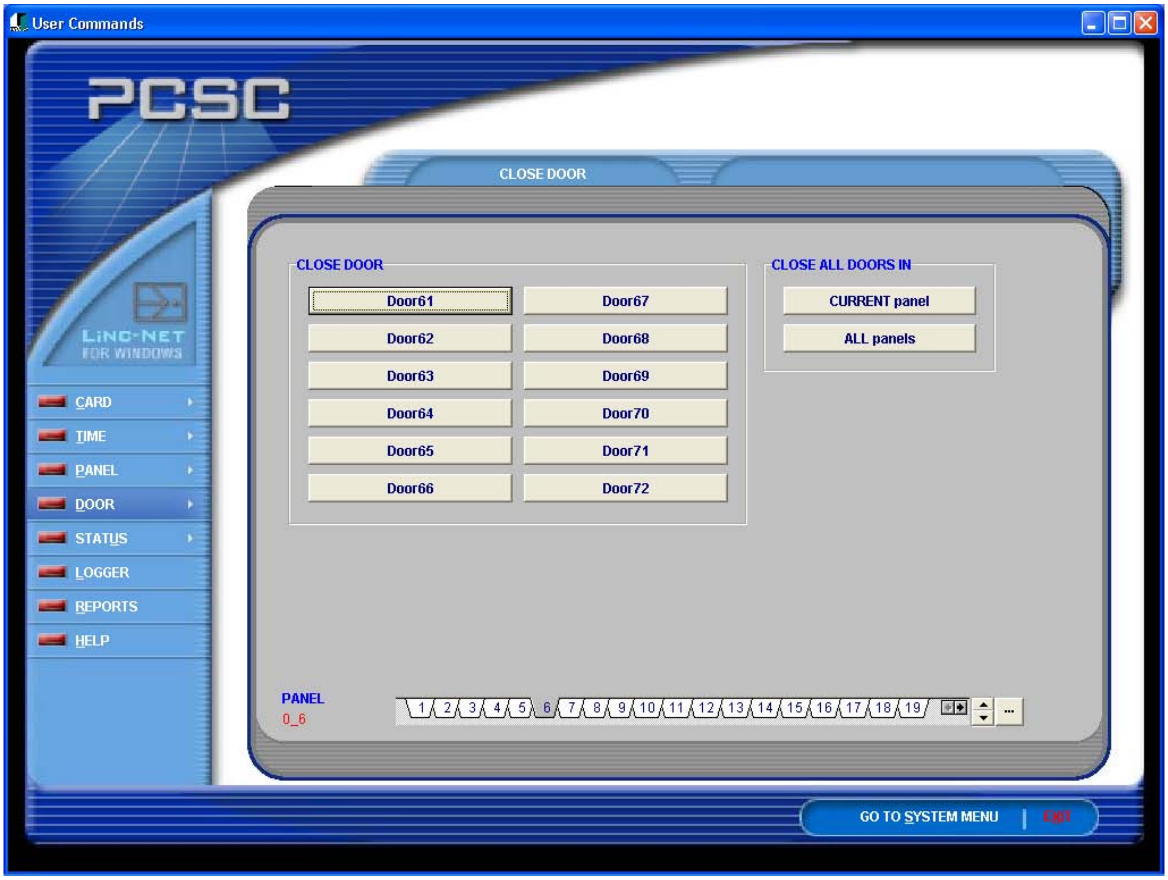
NOTE When opening a door from the selected door commands, this feature unlocks the door access time but does NOT start the continuation of the shunt times after the expiration of the access times, which could result in Door Left Open messages.

2.2.5.1.2 Scope

1 Select the panel by clicking the mouse on one of the **Panel** tabs.
2. If the doors are to be opened for a specified length of time, enter the number of minutes in the Specified minutes field.
3. In the **Open ALL doors in** group, choose one of the following buttons

SELECTED Doors	Allows specified door to be open.
All Doors in CURRENT Panel	Opens all the doors on a current panel until a close command is issued.
ALL doors on ALL panels	Opens all the doors for the time specified.

2.2.5.2 Door: Close



2.2.5.2.1 To Close a Single Door

1. Select the panel by clicking the mouse on one of the Panel tabs.
2. Select the radial button for the door to be closed.

2.2.5.2.2 To Close All Doors in a Panel

1. Select the panel by clicking the mouse on one of the tabs.
2. In the **Close ALL DOORS IN** group, select the **CURRENT Panel** button. You will see the status window of doors being closed.

2.2.5.2.3 To Close All Doors in All Panels

- In the **Close ALL DOORS IN** group, select the ALL Panels button.

2.2.6 Status

2.2.6.1 Status: Door Status

If this is the first time that the **Input Status** is being used on a specific panel or a new panel has just been added, LiNC-NET Status will contact the panel to get current door status. As soon as the panel is online, the real status will be displayed on the screen. After this first initialization, the **Input Status** screen will show you the last state of each status. If the panel goes offline, this screen will still show you the last information received from the **Input Status** before the panel was offline.
The **Status** panels are used for uploading realtime information on doors, inputs, and outputs. The system must be online before realtime status can be accessed.

The **Door Status** screen displays the door lock/unlock condition and the affiliated door sense for each door listed. Click on the detail button next to the door number for expanded door status information.

2.2.6.1.1 Status: Door Status: Detail

The **Door Status Detail** panel displays the status of each door, covering the outputs and inputs associated with the selected door. To monitor the status of a particular door, select the door number desired by entering the number or by using the navigation arrows to the left.

2.2.6.1.2 Door Lock

Number	This is the output number for the door selected. **Locked** will appear if the selected door is locked.
Value	This is the current output value.
Blocked Resource	Not available
Time Period Control	This will display **None** if there is no time period control or **Under TP Control** if there is a time period entered for locking, or **Suspended** if the time period set has been suspended, or **Override for 1 cycle** if the time period will be overridden for one cycle.
Operation	This will display DecrementSec, DecrementMin, IncrementSec, or IncrementMin depending upon whether the counter is being incremented or decremented by each minute or each second.
Egress	If the door is unlocked for egress, this box will be checked.
Access	If there has been an access, this box will be checked.
Shunt	Standard or Long access will display.

2.2.6.1.3 External Shunt/Local Alarm

Number	This is the output number for the external shunt for the door selected. Adjacent to this will be an **On** or **Off** notice**.**
Value	This is the current output value.
Blocked Resource	Not available
Time Period Control	This will display **None** if there is no time period control or **Under TP Control** if there is a time period entered for locking, or **Suspended** if the time period set has been suspended, or **Override for 1 cycle** if time period control will be overridden for one cycle.
Operation	This will display **DecrementSec, DecrementMin, IncrementSec, or IncrementMin** depending upon whether the counter is being incremented or decremented by each minute or each second.

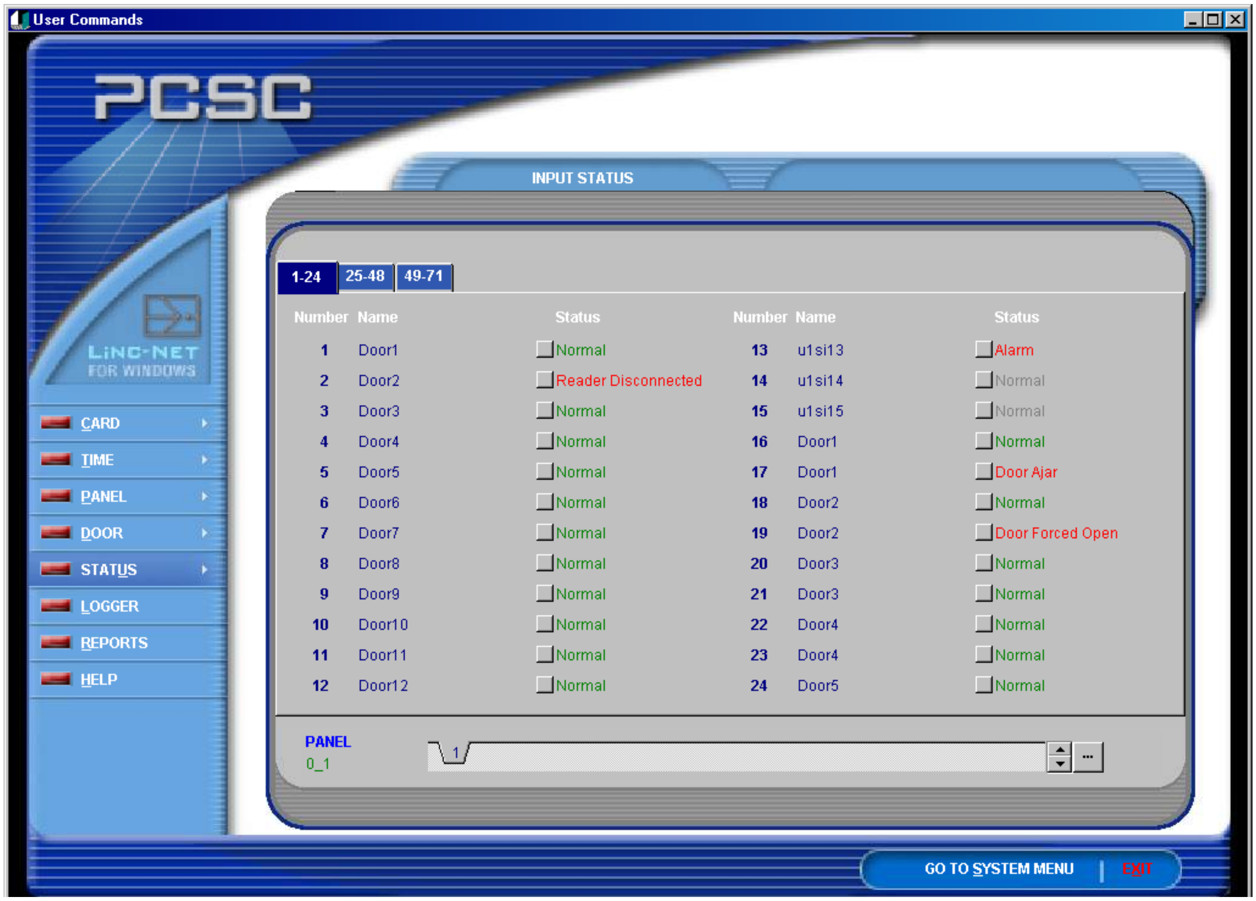
2.2.6.1.4 Door Sense
The sense input associated with door will read as one of the following: **Door Closed, Door Open, Door Ajar, DoorForced Open**, **Alarm** or **Reserved0** (if the panel is offline).

2.2.6.1.5 Reader Detect
The sense input associated with the reader detect circuit will read as one of the following: **Normal, Reader Disconnected**, or **Reserved0** (if the panel is offline).

2.2.6.1.6 Egress
The egress sense input, if energized, will read as **Normal** and the status will be reflected in the Egress box under door lock, or it will read as or **Reserved0** (if the panel is offline).

2.2.6.1.7 Back
Back returns you to the previous screen.

2.2.6.2 Status: Input Status



The Sense Input Status screen displays the current state of all sense inputs from 1 to 71. The screen provides the status in three sections divided by index tabs. The first tab displays sense inputs 1 to 24. The second tab displays sense inputs 25 to 48 and the last tab displays sense inputs 49 to 71. The following chart describes the types of status that are associated with each kind of sense input.

NOTE Sense Inputs 72-119 cannot currently have their status' displayed.

1 to 12 = Reader detect (present or not)
13 = Tamper Switch
14 to 15 = Reserved = uLPM but S.I.# 14 is used in the IQ series
16 to 39 = User-programmable
40 to 55 = Supervised door sense, alarm, input switch, and event
56 to 71 = Programmable for event, alarm, and input switch

It is important to note that alarm messages that appear in the Input Status screen are color-coded. This allows a User an easier visual recognition of an alarm condition. The color codes are as follows:

- **Red-** Alarm
- **Green-** Acknowledge
- **Blue-** Reset
- **Yellow-** Shunted

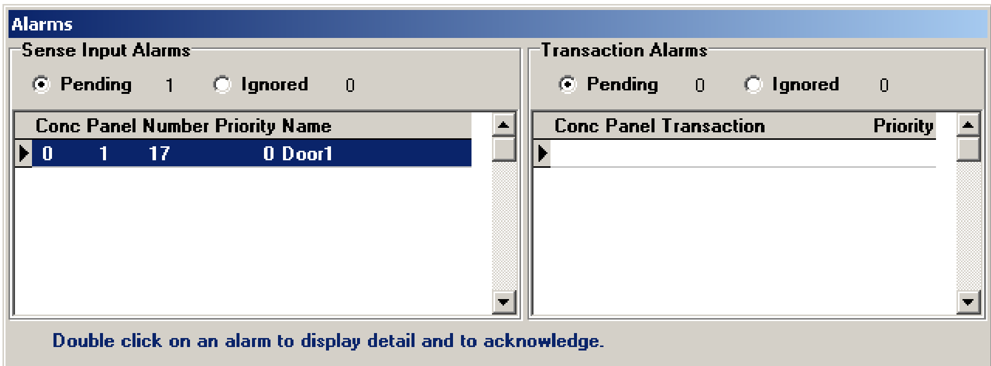
The status conditions for each will display as follows:

Reader Detect	1. Reader Disconnect 2. Normal (connected)
Tamper Switch	1. Alarm 2. Normal
User-Programmable	1. Normal (Defined as Door Sense) a. Normal 2. Alarm (Defined as Door Sense) a. Door Ajar b. Door Forced Open c. Door Open
Supervised	1. Open Circuit 2. Short Circuit 3. Calibrate Fault 4. Normal (Defined as Door Sense) a. Normal 5. Alarm (Defined as Door Sense) a. Door Ajar b. Door Forced Open

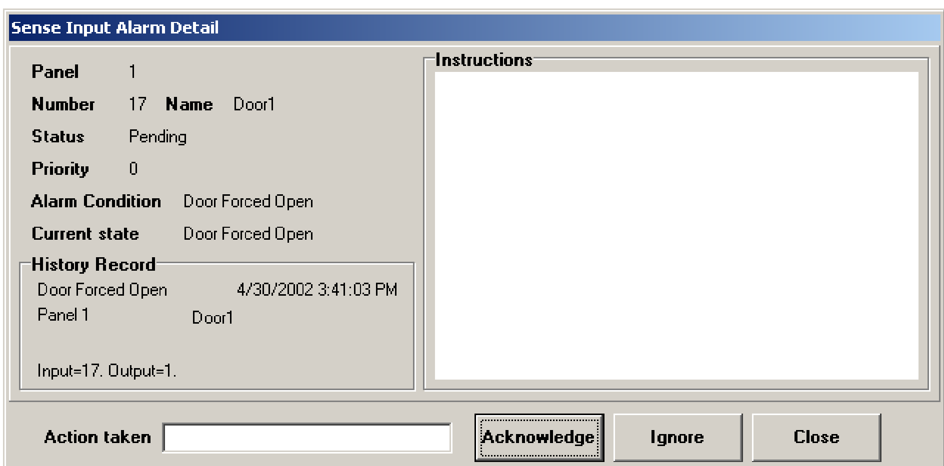
2.2.6.2.1 Manual Shunt and Restore normal operations of Alarms from Input Screen.

If the case of an alarm becoming active inappropriately, LiNC-NET has a feature that allows a user to **Manually Shunt** an alarm and then later restore it to **Normal** status directly from the **Input Status** screen.

1. If an alarm becomes active, double-click on the specified alarm in the **Alarms** window.

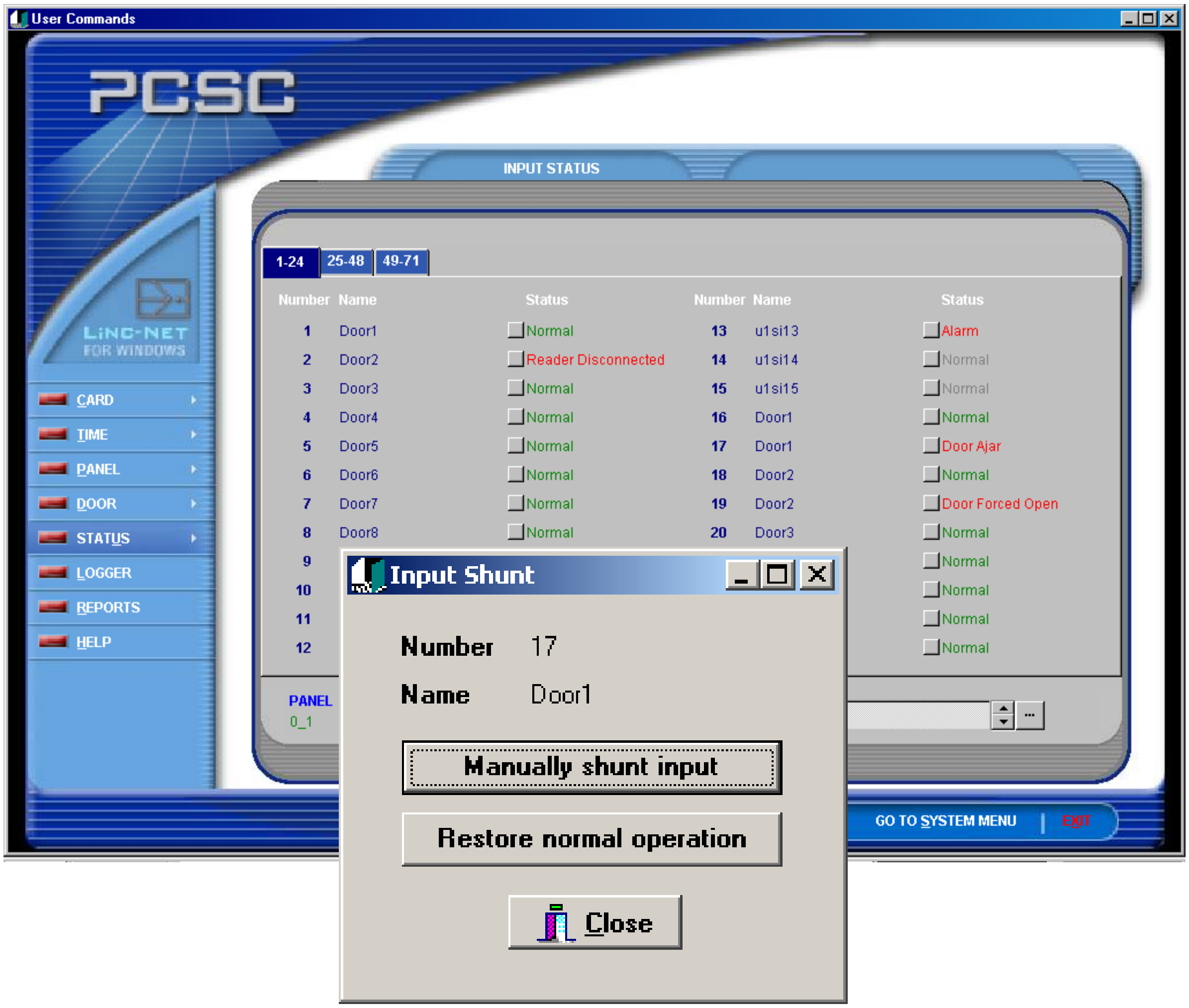


2. The **Sense Input Alarm Detail** window will open. Click the **Acknowledge** button to close the window.



NOTE For more information, see **Alarms Setup** (Section 2.2.9)

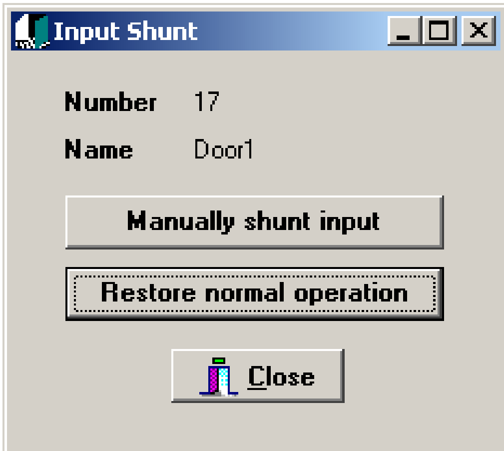
3. To shunt the alarm from sounding again, access the **Input Status** screen in the **User** menu. Press the box for the input to be shunted. This will cause the **Input Shunt** window to open.



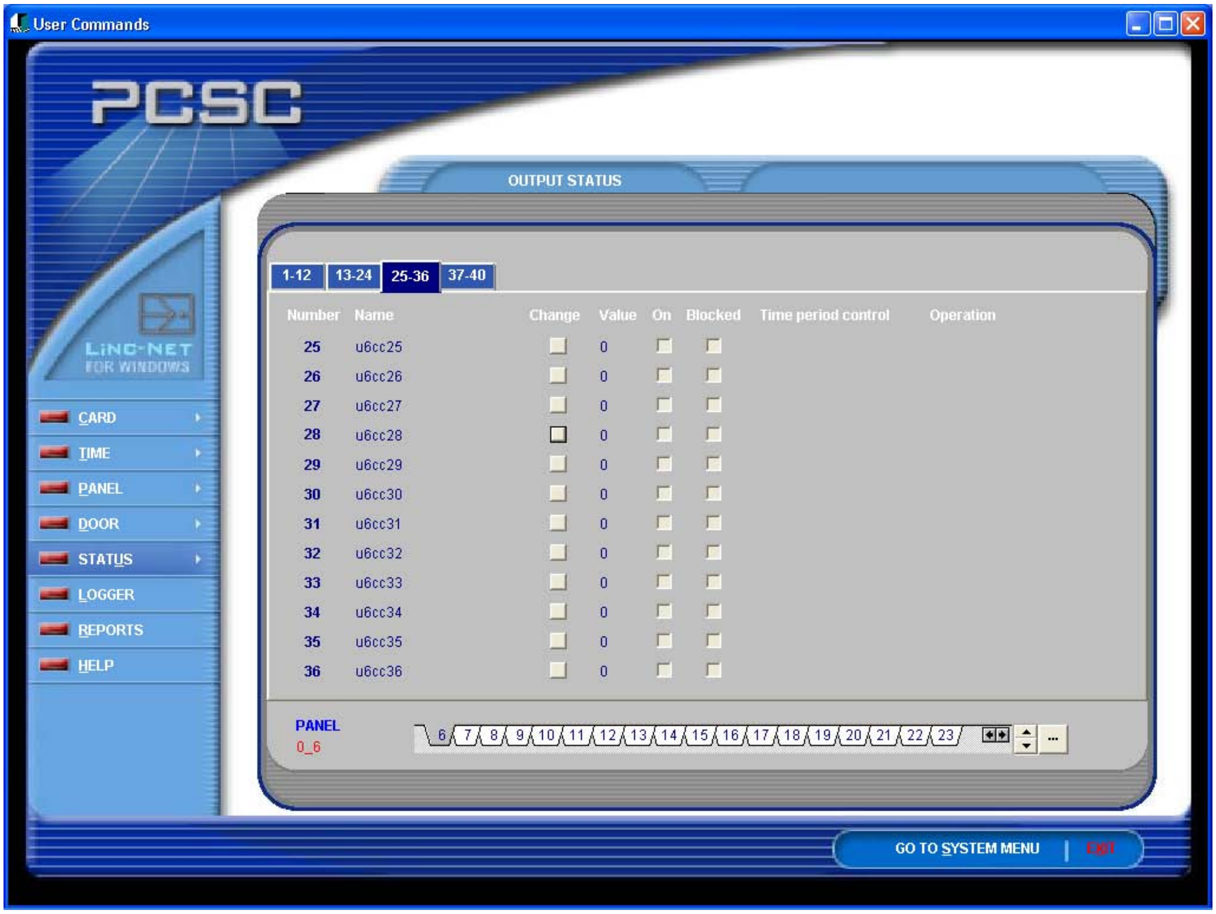
4. In the **Input Shunt** window, Press the **Manually Shunt Window** button. This will cause the existing alarm to turn from red (or green if it is not currently active) to yellow (as 17 does in the example below). The alarm will not sound for that reader, but will remain yellow until restored to **Normal** operation.

2.2.6.2.2 To Restore a Shunted Alarm to Normal Operation

1. Go to the **Input Status** screen in the User menu. You can find the shunted input by its yellow font.
2. Select the box next to the shunted input. This will cause the **Input Shunt** window to appear.
3. Press the **Restore normal operation** button to restore normal status to the selected reader. On the Input Status screen, the reader's font color should go from yellow to green (or red if the alarm is active).



2.2.6.3 Output Status



The Output Status screen provides the operator with information regarding the physical state of the **Door Lock**, **External Shunt**, **Local Alarm**, and non-Door related outputs. Not every field within the output setup screen is used for every kind of output.

2.2.6.3.1 External Shunt

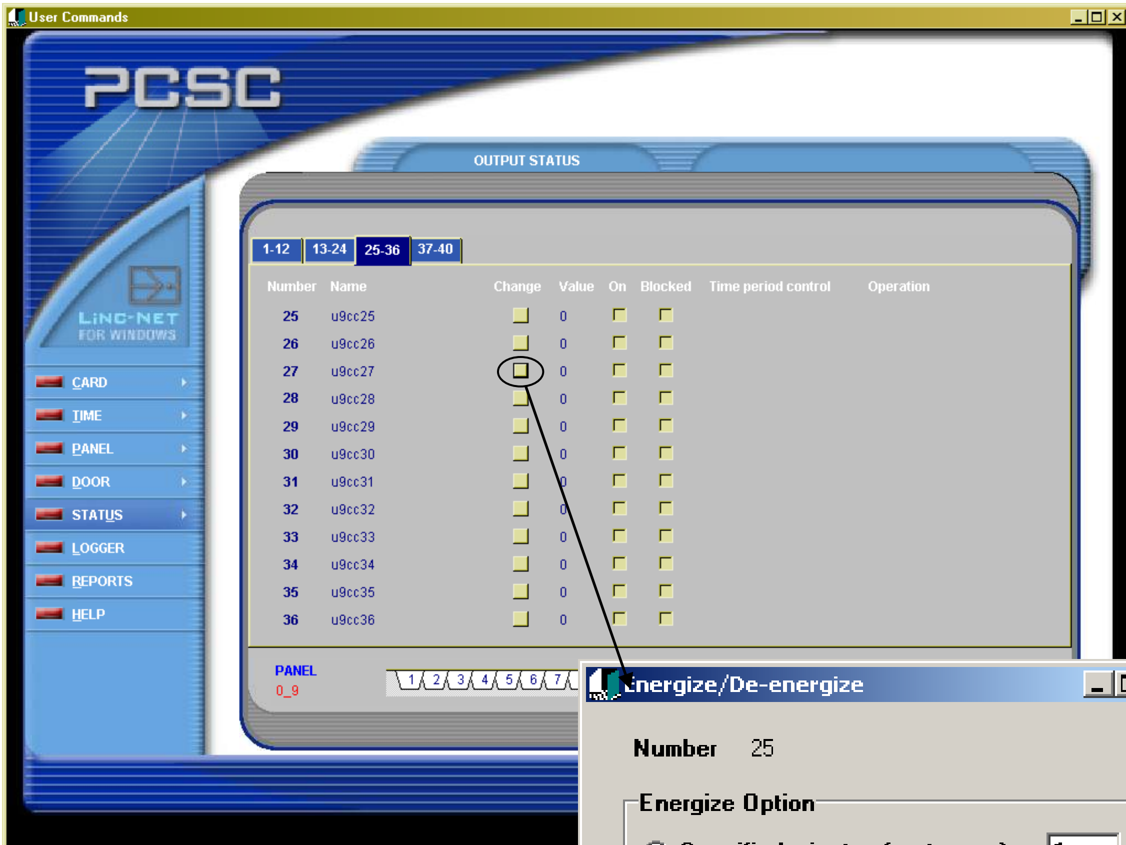
- When a door (with **external shunt** output) is unlocked by **time schedule**, the lock and external shunt outputs will display an internally derived **value** and the **On** field will be selected. Only the lock output will reflect **Under TP Control** within the **Time Period Control** field.
- When a door (with **external shunt** output) is unlocked by **card transactions**, the lock and external shunt outputs will display unique internally derived **values** and the **On** field will be selected. Only the lock output will reflect **Operation** of **DecrementSec**.
- When a door (with **external shunt** output) is unlocked by **egress (with energize)** transaction, the lock and external shunt outputs will display unique internally derived **values** and the **On** field will be selected. Only the lock output will reflect **Operation** of **DecrementSec**.
- When a door (with **external shunt** output) is unlocked by command from the **Open Door** screen (for Standard/Long access time), the lock and external shunt outputs will display an internally derived **value** and the **On** field will be selected. Only the lock output will reflect **Operation** of **DecrementSec**.

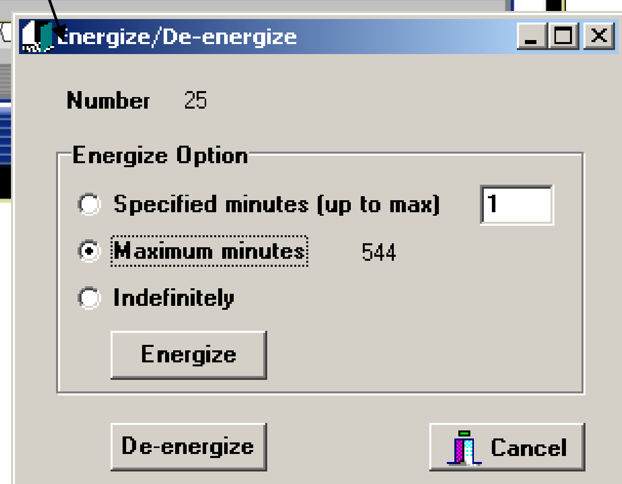
- When a door (with **external shunt** output) is unlocked by command from the **Open Door** screen (for the “specified minutes”), the lock and external shunt outputs will display an internally derived **value** and the **On** field will be selected. Only the lock output will reflect operation of **DecrementSec**.
- When a door (with **external shunt** output) is unlocked by command from the **Open Door** screen (for the “maximum minutes”), the lock and external shunt outputs will display an internally derived **value** and the **On** field will be selected. Only the lock output will reflect operation of **DecrementSec**.
- When a door (with **external shunt** output) is unlocked by command from the **Open Door** screen (indefinitely), the lock and external shunt outputs will display an internally derived **value** and the **On** field will be selected.
- When a door (with **external shunt** output) is unlocked by **Time Period Control** and is locked by command from the **Close Door** screen, the lock and external shunt outputs will display a **zero** in the **Value** field and the **On** field will **NOT** be selected. Only the lock output will reflect an **Under TP Control** message in the **Time Period Control** field until the end of the schedule when the door would have locked automatically.

2.2.6.3.2 Local Alarm

- When a door (with **Local Alarm** output) is unlocked by **card transaction** and **Left Ajar**, the lock and external shunt outputs will display an internally derived **value** and the **On** field will be selected. The **Operation** field will display **DecrementSec**. The **Local Alarm** output will display an internally derived value and the **On** field will be selected.
- When a door (with **Local Alarm** output) is unlocked by **egress** (with energize) **transaction**, the lock output will display an internally derived **value** and the **On** field will be selected. The **Operation** field will display **DecrementSec**. The **Local Alarm** output will display an internally derived value and the **On** field will be selected.

2.2.6.3.3 Energize/De-energize





When viewing output status (for counters not affiliated with doors), a button appears under the **Change** column. This button will permit manual activation or deactivation of an output. When clicking on the **Change** button, the **Energize/De-energize** dialog box will appear. To activate the output (energize) one of several options are possible. For activating for a specific duration type in the number of minutes and then select the specified duration, type in the number of minutes, and then select the specified minutes (up to the maximum) option. Then, click the **Energize** button. To activate the output for the longest timed duration, click on the maximum minutes option and then click on the **Energize** button. In both cases, (specified minutes or maximum minutes) the system will automatically deactivate the output after the selected interval.

To command an output to activate until it is instructed to deactivate, select the **Indefinite** option, and then click on the **Energize** button. To command an output to deactivate (no matter how it was activated), click on the **De-energize** button. The output specified will instantly deactivate.

The **Energize/De-energize** dialog box will close from the screen when either the **Energize**, **De-energize** or **Cancel** buttons are clicked.

2.2.7 Logoff

Logoff and return to the **Password** entry menu by clicking on the **EXIT** button at the lower right-hand corner of the LiNC-NET menu.

2.2.8 Help

LiNC-NET provides online information to assist in understanding your access control system. Clicking on the Help title accesses help. More often than not, you will refer to Help for procedures used infrequently, but as an accessible source of reference, it will also remind you of certain routine maintenance procedures.

Once the Help window is displayed, you may move or resize it to your preference. Click on Contents once you have selected Help.

After you are in the Help screen, you can access other sub-topics by clicking on the topics given. Text links provide a direct reference point from major topic to more specific areas. The cursor or pointer will change to a finger-pointing hand when there is a topic that can be clicked on for further information.

For example, the **Help** screen also has its own online **How-to-Use-Help**. Select the **Help** menu and click on **How-to-Use-Help**. The information presented is displayed in this menu.

2.2.8.1 Printing a Help Topic

Help topics may be printed on the default printer. If more than one printer is hooked up to your system, you can select any one of them as the default printer using the Print Setup menu.

1. Select **Print Setup** from the pull-down menu in **Help**.
2. Select the printer that you are using.
3. Change the default printer options as required
4. Select the **Options** desired.

To set the proper text, go to the **Windows Program Manager** and select **Applications**. Double click on the **Control Panel** icon and then click on the **Printers** icon. To the right click on the **Add>>>** button. Select **Generic/Text Only** under the **List of Printers**. Press **Install**. The text setting is now defined.

5. Click on the OK button.

Select **Print Topic** when the default parameters have been setup.

NOTE You cannot print information from a pop-up window.

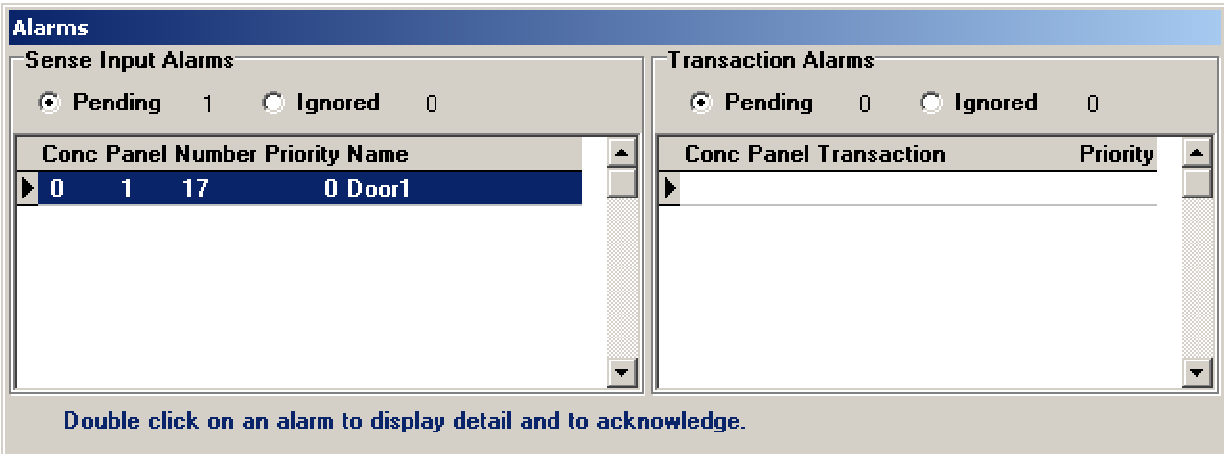
2.2.8.2 Traveling through the Help Screens

There are several different methods of accessing the different topics in **Help**. You can jump forward, move back, and search for specific information.

Moving Backward:	Select the **Back** button on the **Help** button bar or type **b**. You will move backwards in the order that you previously viewed topics.
Display the Help Contents List:	Select the **Contents** button from the **Help** button bar or type **c**.
Return to Help Topics Previously Viewed:	Select the **History** button from the help button bar or type **t**. Double click on the topic that you wish to return to or select it and click (press **Enter**). Use the scroll bar, if necessary.
Search for a Topic:	Select the **Search** button from the **Help** button bar or type **S**. Select the word or phrase that you want to search for. When you start typing, the words that most closely match the text you type are displayed. Select the **Show Topics** button and choose the topic that you wish to view. Choose the **Go To** button.

2.2.9 Alarms

Alarms, when triggered, will appear no matter what LiNC-NET screen a user is working with at that time. Alarms are configured in the **Systems** menu, but Alarm Acknowledgment can be performed in either menu.



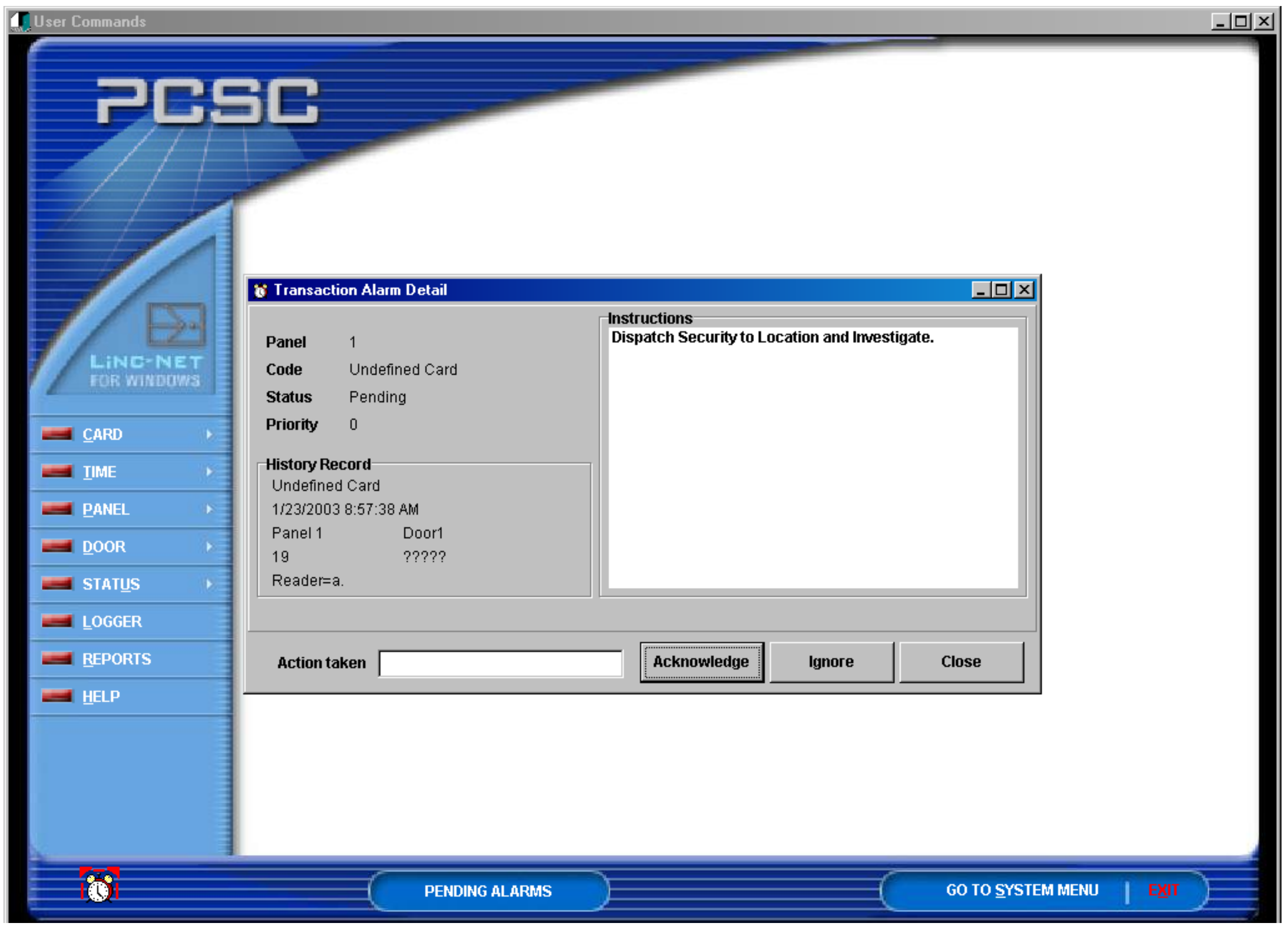
Alarms Field

2.2.9.1 Alarm Acknowledgment

Press the red panel alarm clock when flashing.

An alarm occurs whenever any of the listed **Transaction** or **Sense Input Alarm** conditions are tripped. The **System** or **User Main** screens will display a flashing red alarm clock along with intermittent beep.

NOTE A sound blaster card and speakers may be installed, and a sound byte may be used to annunciate alarms. To acknowledge an alarm, the operator can double click on the alarm transaction that comes up on the **Sense Input** or **Transaction Alarm** window. A detail screen appears which lists **panel**, **priority**, **status**, **condition**, **current state**, and an **Acknowledgment** and **Ignore** button. Before acknowledging the alarm, the operator may specify the action taken in response to the alarm. The action taken is written as part of the **alarm acknowledge** journal record, which is logged upon acknowledgment of the alarm. The audio and visual reference indicators of a pending alarm stay active until the operator has acknowledged all pending alarms. Optional software exists for graphic alarm annunciation. Contact your dealer for more information.



Transaction Alarm Detail

3.0 Reports

LiNC-NET is capable of producing reports to the screen or printer. The report setup window contains a tabbed notebook. The Display page allows the user to select the fields to be included in the report and the Search page allows the user to specify the search criteria. The Display page also contains buttons under Change Heading that allow the user to alter the heading and the width of the field.

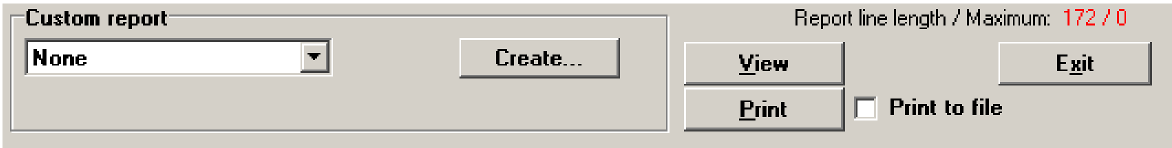
3.1 Generate a Report

Reports generated by LiNC-NET give the user the ability to display or print system parameters and user-entered data. The following is a list of the reports available from LiNC-NET:

History	Record of transactions by date and time
Host	Host configuration
Panel	Panel configuration
Operator Audit	Record of Operator actions
Building Hours	Record of hours of access in affiliation to a panel.
Reader	Reader assignment and configuration
Input	Sense Input assignment and configuration
Output	Output assignment and configuration
Floor Group	Floor Group assignment and configuration
Card (Auth)	Cardholder’s Access Control parameters
Auth Group	List of Readers and valid Time Periods
Card Personal	Cardholder’s Personal Data
Card Status	Cardholder’s Last access and Building IN status
Time Period	Time Period Lis
Holiday List	List of Company holidays
Print Badge	Allows user to print cardholder badges in batches
Input Alarm	Record of sense input alarms generated
Xaction Alarm	Record of transaction alarms generated
Print Photos	Allows user to print cardholder photos in batches

From the **System** or **User Commands Menu**, click on the **Reports icon** and the **Reports Main Menu** will appear. The **Reports Main Menu** displays icons for all of the **Report Options** available. Click on an icon or click on **Select Report** and choose a report option.

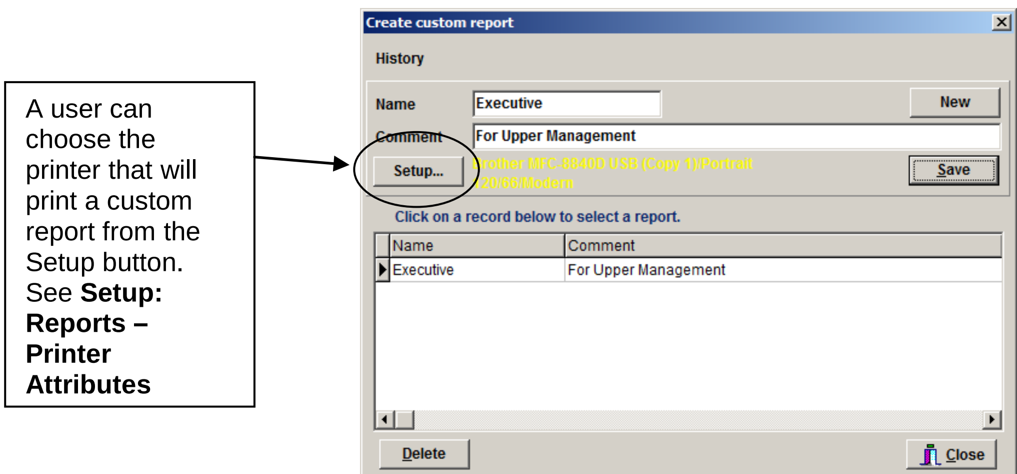
3.2 Creating Custom Reports



LiNC-NET has the ability to save Custom Report settings. At the bottom of each **Report** page (with the exception of the **Print Badges** and **Print Photos** pages), is a **Custom report** section where settings can be saved and later re-used.

3.2.1 To save a custom report setting

1. Select the items that you wish to view in the report.
2. In the **Custom report** section, press the **Create…** button. This will cause the **Create Custom Report** window to appear.



3. In the **Name** field, name the **Custom Report** setting as it should be known.
4. In the **Comment** field, place any other necessary information.
5. Press the **Save** button to save the setting.
6. Press the **Close** button to close the **Create custom report** pop-up window.

3.2.2 Selecting a Custom Report setting

1. In the **Custom report** section for of the selected **Report** page, select the pull-down menu that displays the setting that was created.

3.2.3 To delete a Custom report setting

1. In the **Create custom report** window, select the report name that you wish to remove.
2. Press the **Delete** button.
3. A **Warning** window will appear informing you of the report you are about to delete. Press the **Yes** button to delete.

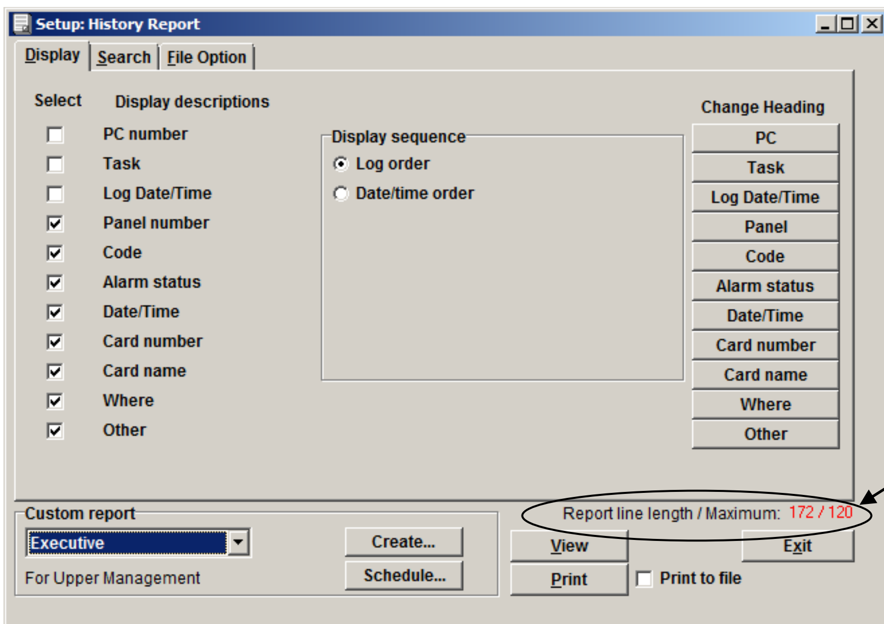
3.3 To Schedule a Report

After a **Custom report** has been created, it is possible to schedule that report to run at a specific time (ie. during non-peak hours). The process is simple and can be used for most reports and for scheduling **Host to Panel** downloads (see the **LiNC-NET 5.14 User** manual).

NOTE For a scheduled Report to run, it must be in the Logon/Logoff screen to take affect.

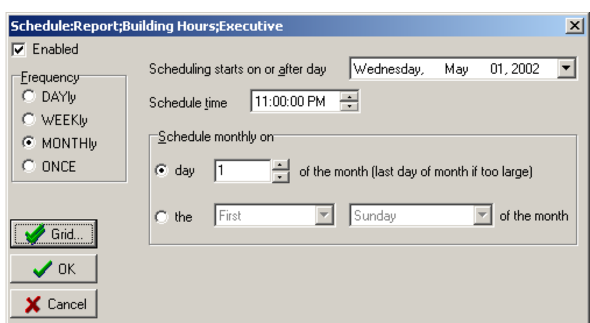
Procedure:

1. Save a **Custom Report** by using the method described above.
2. Once the report has been saved, go to the **Custom reports** pull-down menu and select a custom report. A button will appear named **Schedule…** with the report description preceding it.



See **Reports-Printer Attributes** for an explanation of maximum line length.

3. Press the **Schedule…** button. This will cause a **Schedule:Report** pop-up window to appear.



4. Select the **date**, **time** and **frequency** of the report you wish to run. It is also possible to cross-reference other scheduled reports and downloads by pressing the **Grid…** button.
5. Press the **OK** button once your settings are correct.

3.3.1 Display

Some of the reports exceed 80 characters per line in length. Therefore, when using an 80-column printer, the records will be truncated (deleted) past the 80th character on the right side of the screen. In order to display or print the reports without having to “lose” the data, the user should select only those fields that need to be printed. If a report exceeds the 80-character length, the user must de-select other fields until the selected data fits within the maximum length. A second report may be required for additional field selections. If a 132-column printer is used, then truncated fields should not result.

3.3.2 Search

Within each file, records are broken into fields. Depending on the report, the fields can be searched individually or collectively. When selecting a search field, the user can select a particular value, group, or string of values, depending on the field. When a field is selected, the field must satisfy (match) all search criteria requested. That is, if 3 separate fields are to be searched, the record to be printed/displayed must satisfy (match) each of the 3 search fields. When a field is selected to be one of the search criteria, a value for the search must be entered. These values will vary depending on each report. When selecting a value, be sure to follow the same conventions as those followed when entering data within LiNC-NET.

Procedure:

a. Select the appropriate report icon.

b. The report screen for the icon you have selected is displayed. Refer to the **Help** screen for assistance in definition and parameters. If printing a report, it is necessary to select a printer that will allow for a line-length to display the report appropriately.

c. Select **View** to preview and display the report.

NOTE A monitor only Displays 39 rows. If reports exceed 39 rows, then you will have to scroll down to the rest of the report.

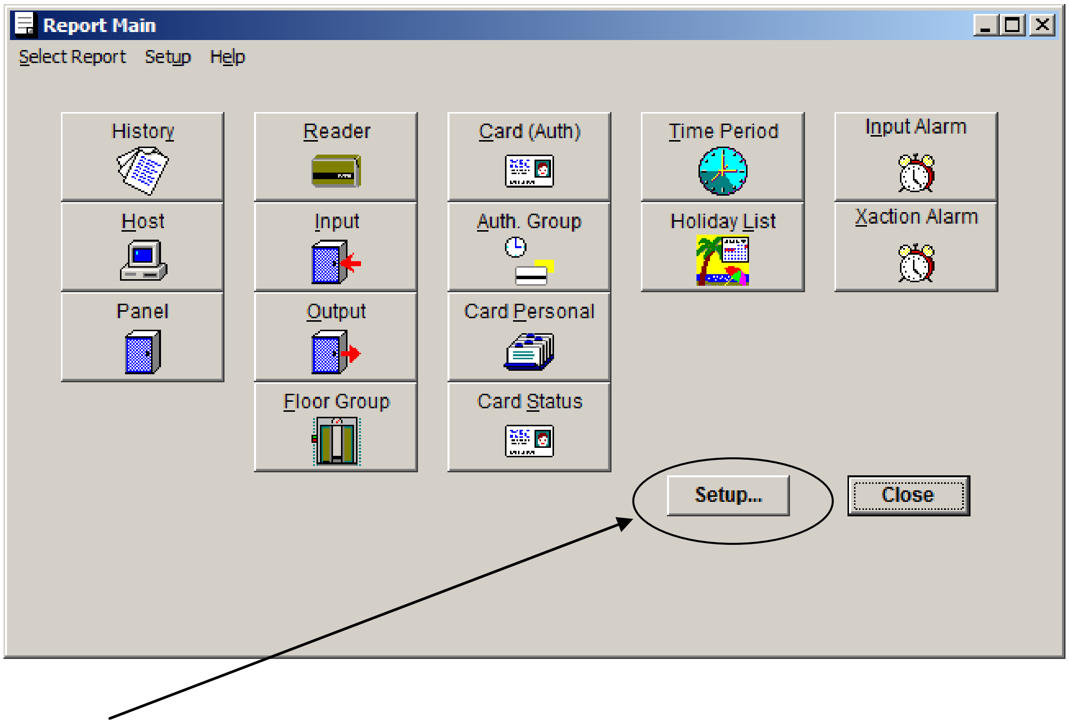
3.3.3 To Print the Report:

When the report is displayed:

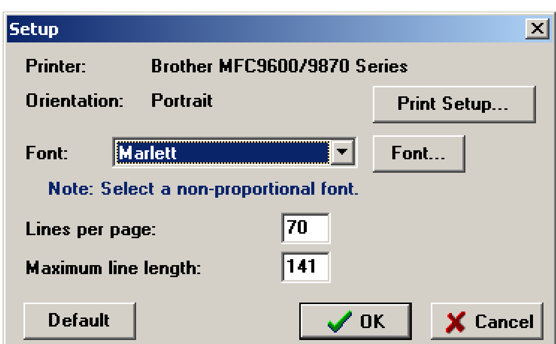
1. Select the **View Option** to view the report. To print the current page press the **Print Page** button within the **View Option**.

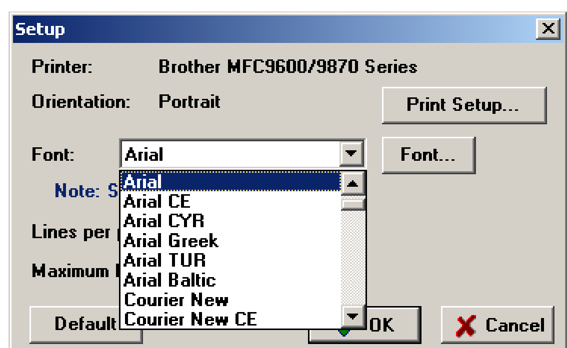
2. Press the **Print** button from the Main Report Setup screen to print the entire report.

3.3.3.1 Reports- Setup Printer Attributes



The '**Setup**...' button on the **Main Report** screen brings up the **Setup** screen, which allows the user to select a font from the list of fonts available on the default printer. It also allows the user to specify the maximum number of lines the printed page will hold, as well as the maximum line length across the page. The '**OK**' button makes the selection permanent by writing to a disk file. The '**OK**' button closes the **Setup** window. Any change made and not saved will be retained while REPORT is still running.





NOTE The font must be set to Courier or Courier New to properly align and view the report correctly.

3.4 Report Headings

3.4.1 Report Headings: History

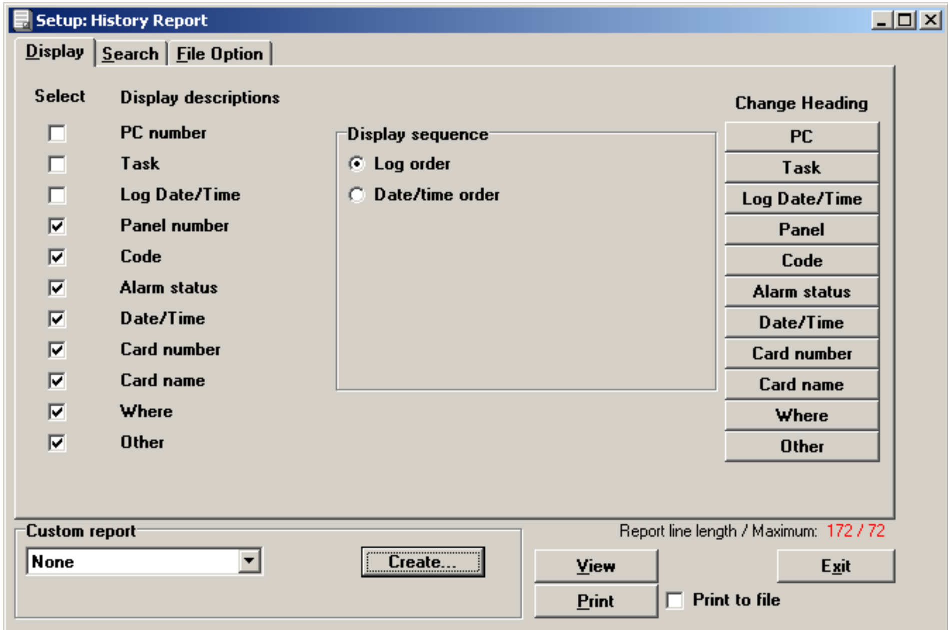
Press the Report Icon to view the "Logger" History listings at any time.

History reports can be the most important tool at the user's disposal. The history report has the capacity to:

1. Determine which cardholder used a facility by:
   a. Time
   b. Date
   c. Card Number (or range of card numbers) or Name
   d. Reader Location
   e. Transaction Type (Code)

2. Provide a hard copy of the transactions for historical archiving.

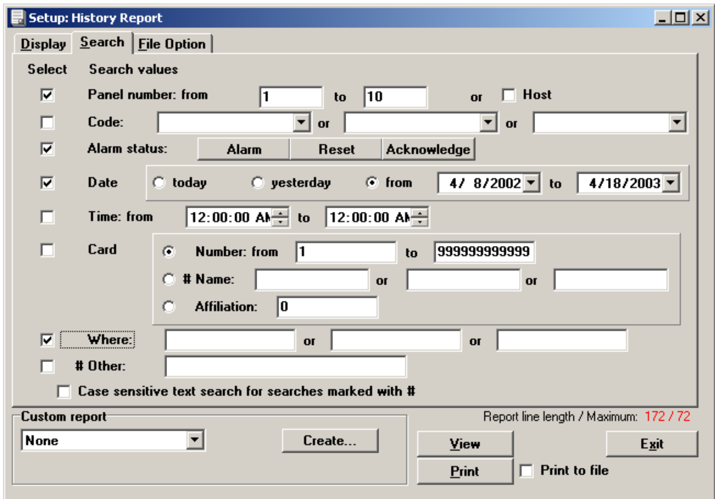
3.4.1.1 History Reports: Display



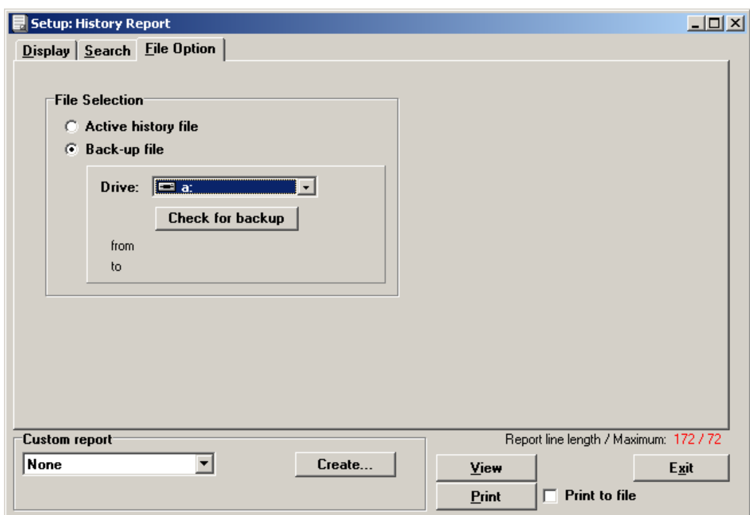
In the **Display Sequence** box, you can display the report in **Log** order. This produces all records within the specified range in chronological order. If you select **Display Sequence** by **Date/Time** order and choose **Limit** report to date/time range, the report will begin with the first record in the system. You can limit the report by entering the starting date and time in the **From** box and then entering the ending date and time in the **To** box. The **Change Heading** buttons permit you to rename the field headers.

On the left side of the screen are the fields which can be printed in the reports. Checking the box before the field [✓] will select it for printing.

3.4.1.2 History Reports: Search



3.4.1.3 History Reports: File Option

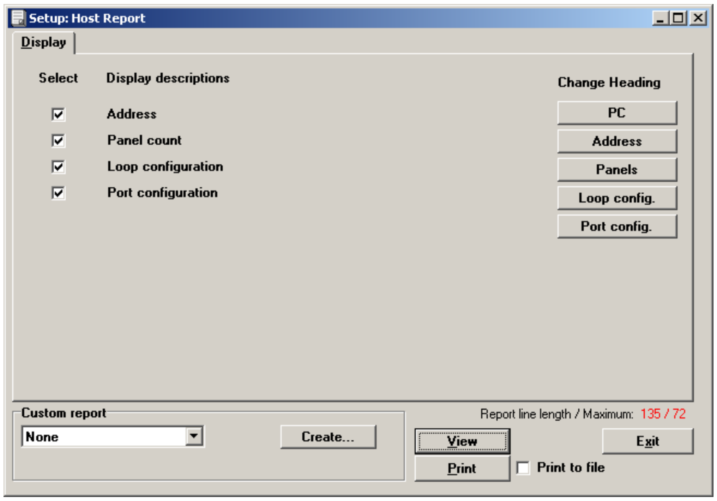


Under **File Selection**, select **Active history file** to view transactions logged on the hard disk. Select **Back-up file** to view the back-up files logged on any physical drive on either your **Host** or a mapped Network Drive. The system will check for the files on the drive or diskette and will show the date range found in the **From:/To:** area, just below the **Check for Backup** button.

3.4.2 Report Headings: Host

The Host report has no values or search field option and serves only to provide information regarding the location of the computer, its address, loop configuration, and the number of panels in the system. At the host report panel, press View and the report information will be displayed or press Print to print a hard copy.

3.4.2.1 Host Report: Display

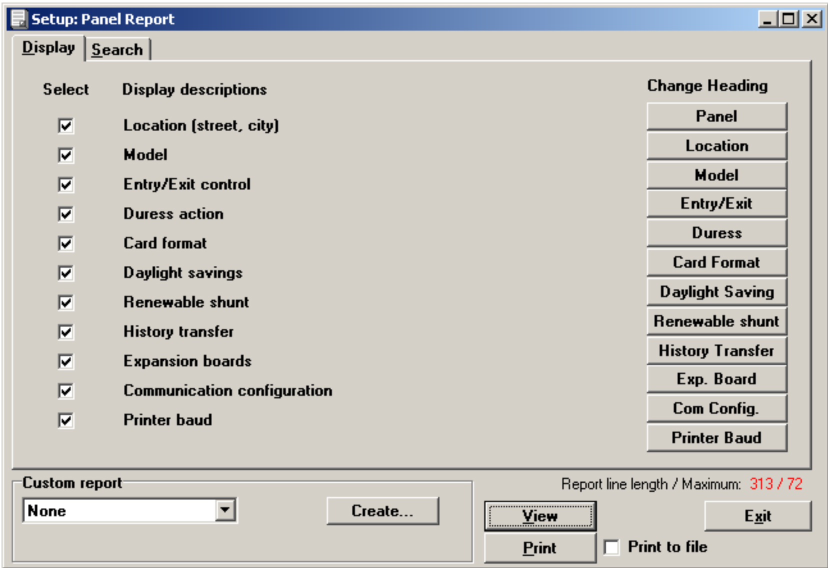


NOTE   The **Change Heading** buttons permit the renaming of the field headers.

3.4.3 Report Headings: Panel

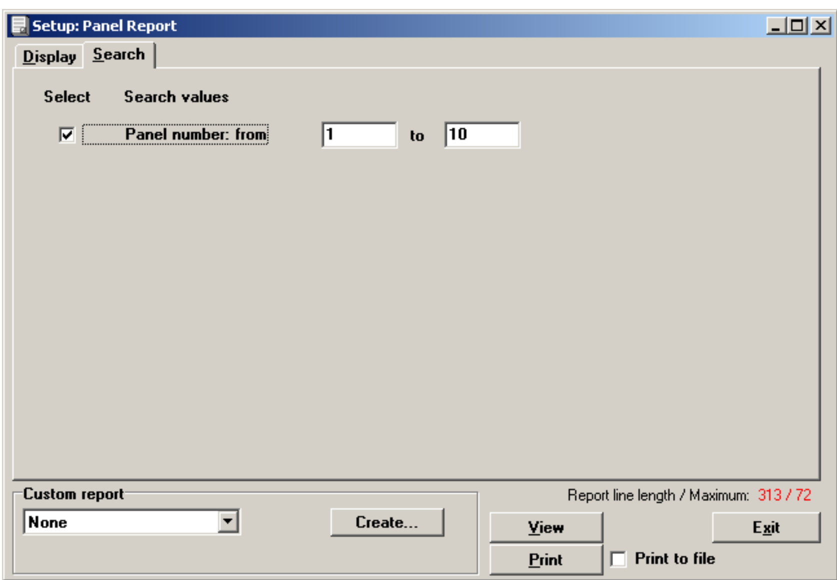
The service personnel require configuration documentation for the panel. The hardware configuration and its software definitions help in diagnosing any problems that may occur in the future.

3.4.3.1 Panel Report: Display



NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.3.2 Panel Report: Search



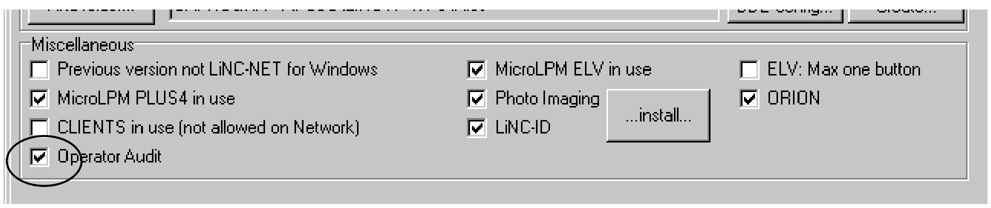
3.4.4 Report Headings: Operator Audit

This feature tracks any changes that an operator makes to the system, such as changing a card ID or adding/deleting holidays. The stored information is viewed by generating the Operator Audit Report in the Report section and may be sorted by date/time, ID #, action type, panel, door, and detail.

NOTE: Access to this feature can be determined by program level and password-protected.

Procedure:

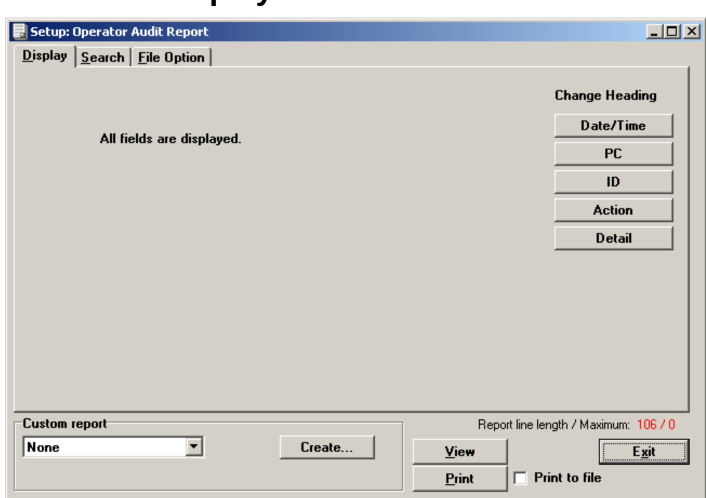
1. Go to **START Menu/Programs/LNv5_14_xx/ConfigLN**.
2. In **ConfigLN** check the **Operator Audit** box in the **Miscellaneous** section.



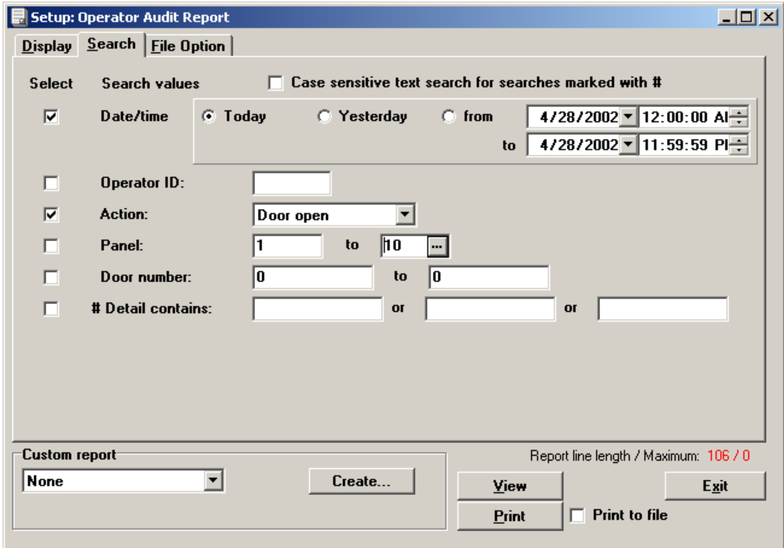
3. Click the **Write** button.
4. Click the **Exit** button.

You have now activated Operator Audit.

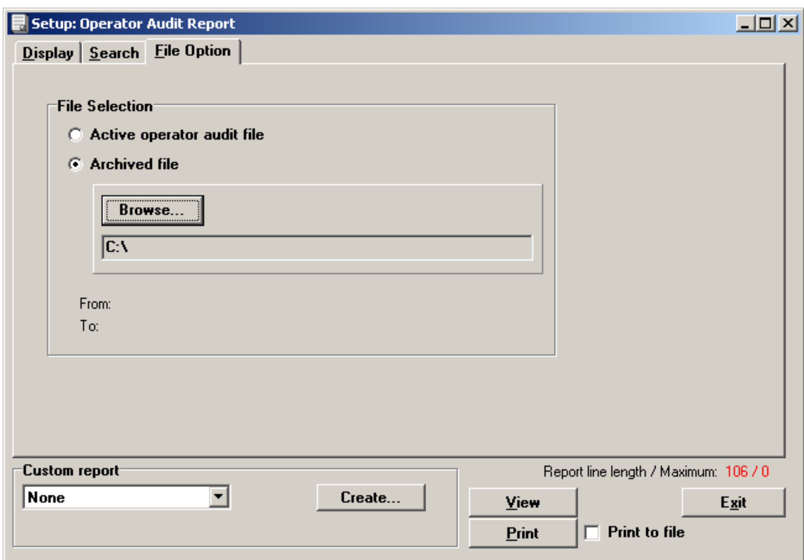
3.4.4.1 Operator Audit: Display



3.4.4.2 Operator Audit: Search



3.4.4.3 Operator Audit: File Option

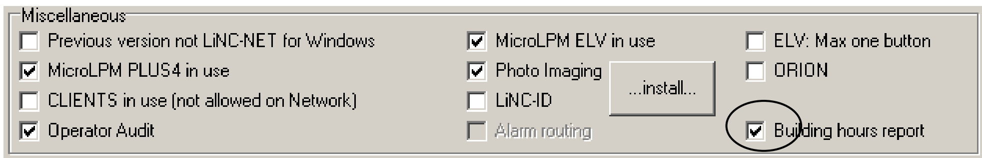


3.4.5 Report Headings: Building Hours

This feature allows an individual to see all the hours of access affecting any given department or affiliation within a panel.

Procedure:

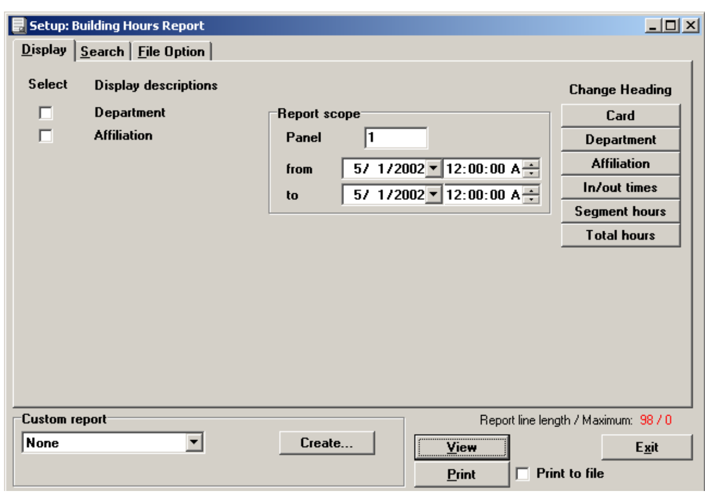
1. Go to **START Menu/Programs/LNv5_14_xx/ConfigLN**.
2. In ConfigLN check the **Building hours report** box in the **Miscellaneous** section.



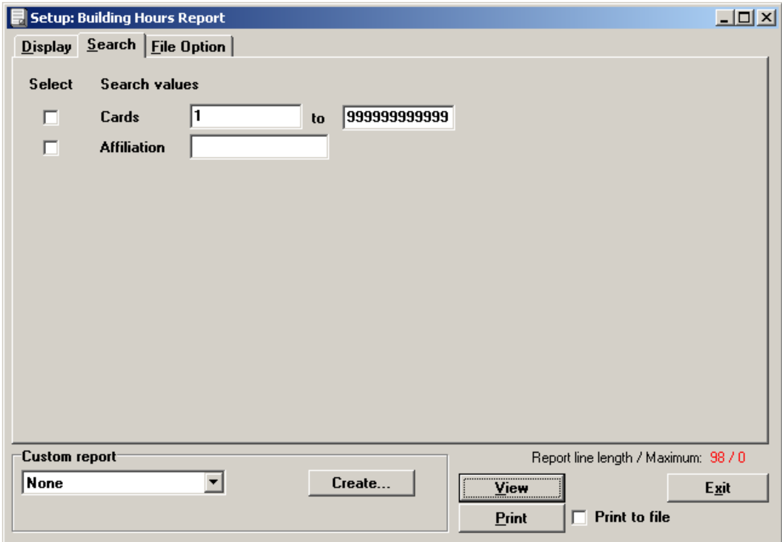
3. Click the **Write** button.
4. Click the **Exit** button.

You have now activated **Building hours report**.

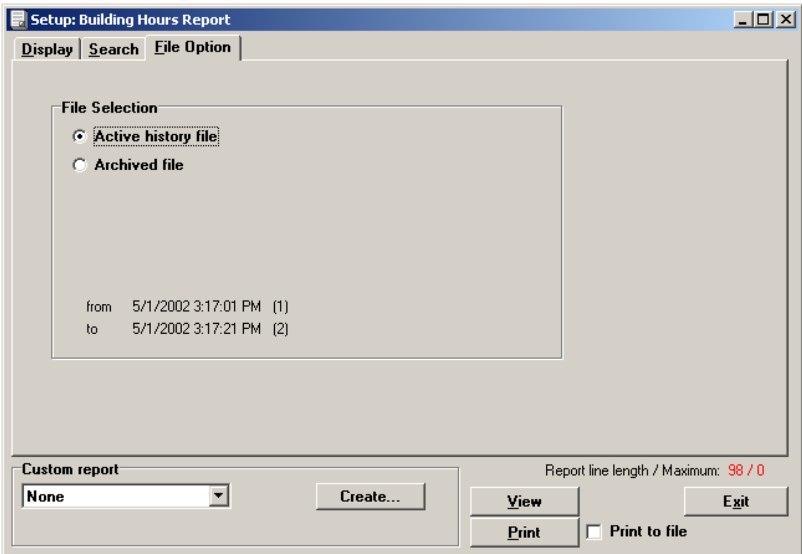
3.4.5.1 Building Hours: Display



3.4.5.2 Building Hours: Search



3.4.5.3 Building Hours: File Option

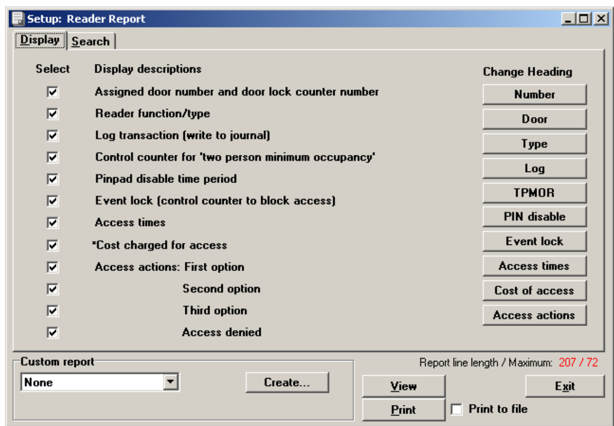


3.4.6 Report Headings: Reader

The reader report describes how the reader is defined and if any outputs are linked with the card transactions. The report is used to:

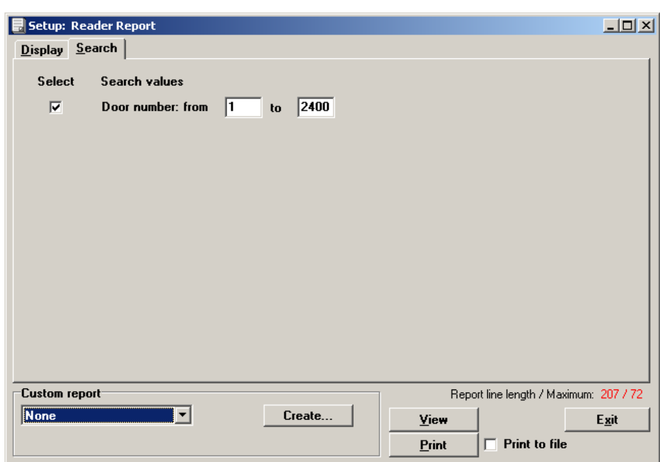
a. Indicate which door the reader is controlling.
b. Indicate which lock output is assigned to the reader.
c. Indicate "Reader Fuction," which describes how the reader is being used by the system.
d. Indicate whether the "Two-Person Minimum Occupancy Rule" is in effect.
e. Describe the access time (lock activation time) for standard and long access.
f. Indicate access actions, which describe whether output functions are for transaction by:
    i. Authorized Card Transactions
    ii. Card Group(s)
    iii. Denied Access

3.4.6.1 Reader Reports: Display



NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.6.2 Reader Reports: Search



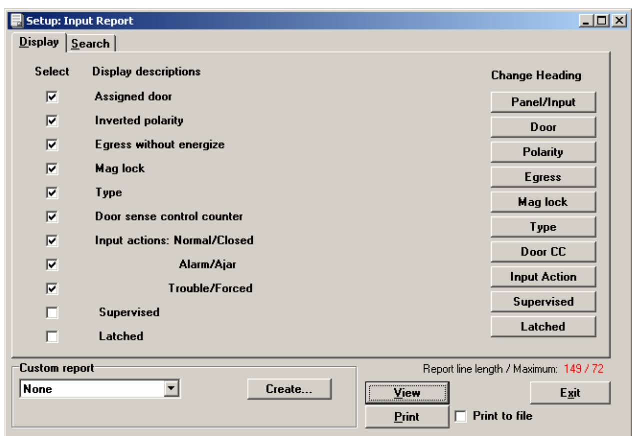
3.4.7 Report Headings: Input

A sense-input report documents the configuration and functionality of the sense inputs. Inputs can be linked to outputs depending on its state. The sense-input report can indicate the following:

1. Input assignment to a door.
2. Inverted polarity (Yes/No).
3. Egress-Without Energized.
4. Magnetic Lock Option. (Required when using a magnetic door lock).
5. Sense input “Type” (e.g., alarm, input switch, event)
6. Sense input Activation of outputs by:

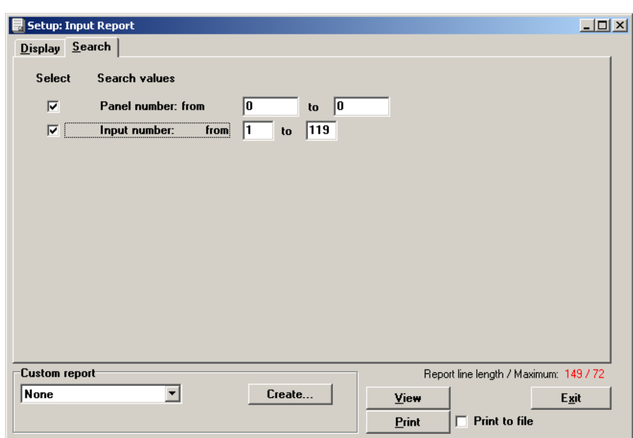
	Alarm		**Door**
a.	Normal	or	Closed
b.	Alarm	or	Left Open
c.	Trouble	or	Forced Open

3.4.7.1 Input Reports: Display



NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.7.2 Input Reports: Search

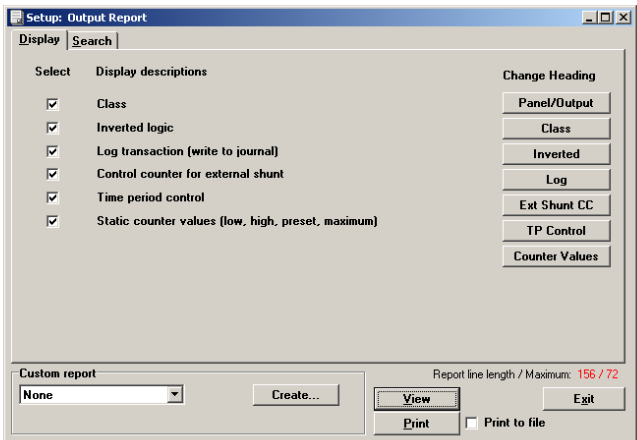


3.4.8 Report Headings: Output

An output report documents the configuration and functionality of the outputs. Outputs are linked to control counters and/or time periods. The output report can indicate the following:

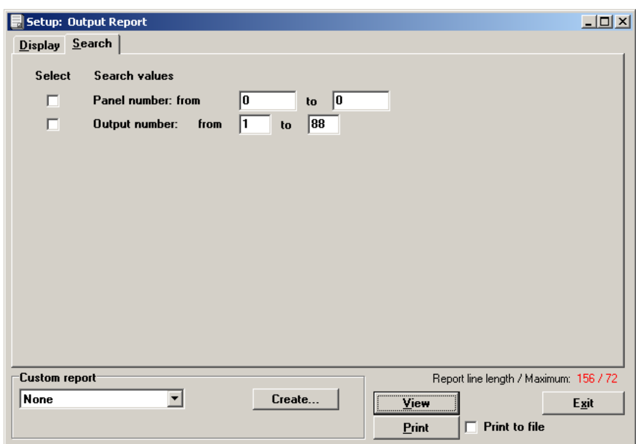
1. Control Counter Class
2. Inverted Logic Status
3. Log Transactions
4. CC for External Shunt
5. Time Period Control
6. Static Counter Values

3.4.8.1 Output Reports- Display



NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.8.2 Output Reports: Search



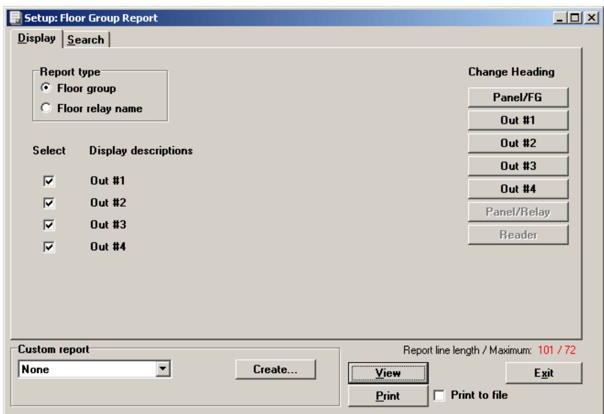
3.4.9 Report Headings: Floor Groups

A floor group report describes the groups of relays that are associated with each floor group number controlled by each MicroELV in the system. Affected readers and Output boards can also be listed. The Report details the following:

1. The panel number associated with each floor group
2. Floor Group number and name
3. The range of relay numbers associated with each Output board in the system
4. The reader terminal associated with each floor group

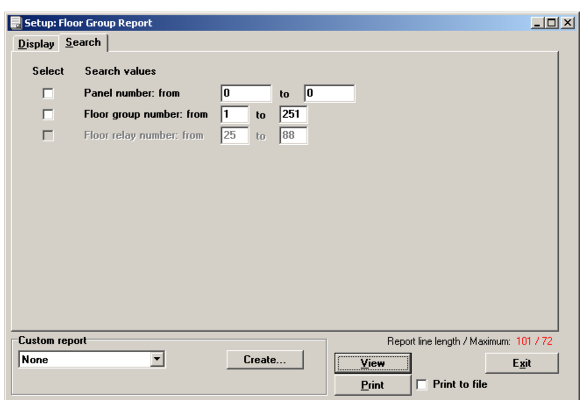
Under **Report Type**, select the **Floor group** button to view which floor group has which floors. Select **Floor Relay Name** to display the panel, relay number, name, and the reader terminal associated with each floor group.

3.4.9.1 Floor Groups Reports: Display



NOTE   The **Change Heading** buttons permit the renaming of the field headers.

3.4.9.2 Floor Groups Reports: Search



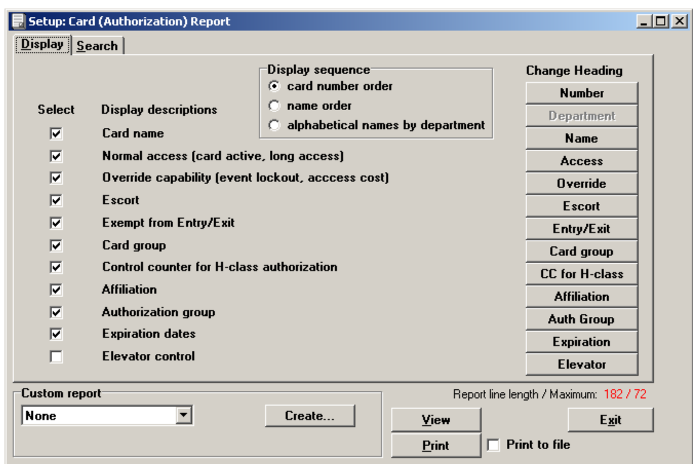
3.4.10 Report Headings: Card (Authorization)

A **Card Authorization** report describes the cardholder's access control parameters (active, long access, etc.). It can also be useful to search for the following.

1. List a sequence of cardholders
2. Check those that are exempt from **Entry/Exit**
3. Look for a specific person by name or card number
4. Look for a particular affiliation and authorization group
5. Look for particular access privileges
6. Look for expiring or expired cards
7. Verify all active cardholders

3.4.10.1 Card (Authorization) Report: Display

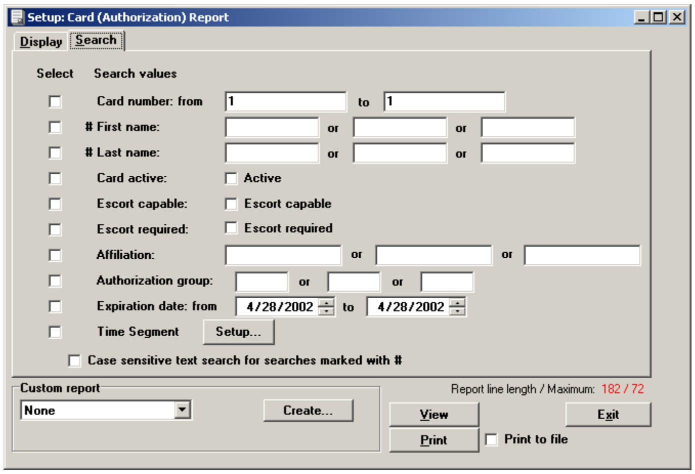
Under **Display Sequence**, select the order in which you want the display to appear. The default card number order will display the cards in ascending numerical order. Selecting **name order** will display the card name alphabetically by last name. **Alphabetical names by department** lists cardholder names in the order programmed in the **Card (Personal)** screen.



NOTE The **Change Heading** buttons permit the renaming of the field headers.

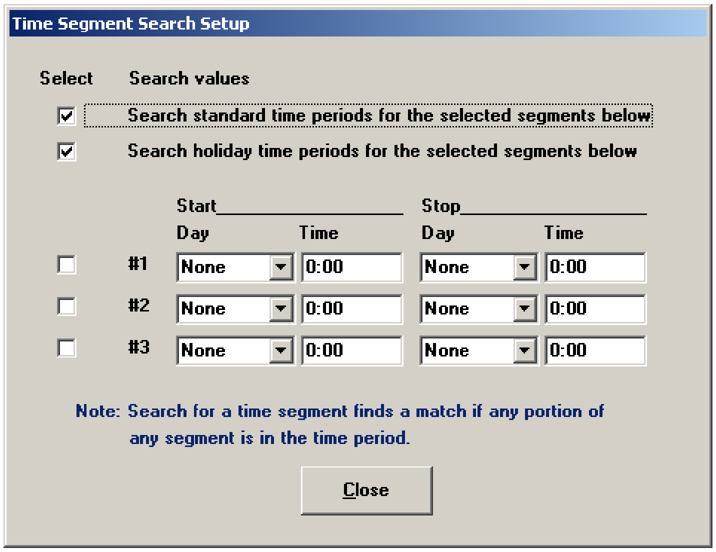
3.4.10 Report Headings: Card (Authorization) Report (cont.)

3.4.10.2 Card (Authorization) Report: Search



3.4.10.3 Card (Authorization) Report: Search “Time Segment Search Setup”

At the bottom of the menu is the **Time Segment Setup** option that is also contained in the **Authorization Group** report section. This option provides the operator with a means of querying the system by an instance in time rather than by **Authorization Group** definition. The Time Segment Search option is useful when it is not known which or how many authorization groups are defined to include a specific period of time. By using this resource, the block of time itself is stipulated and then the system is searched for records relevant to that period of time.

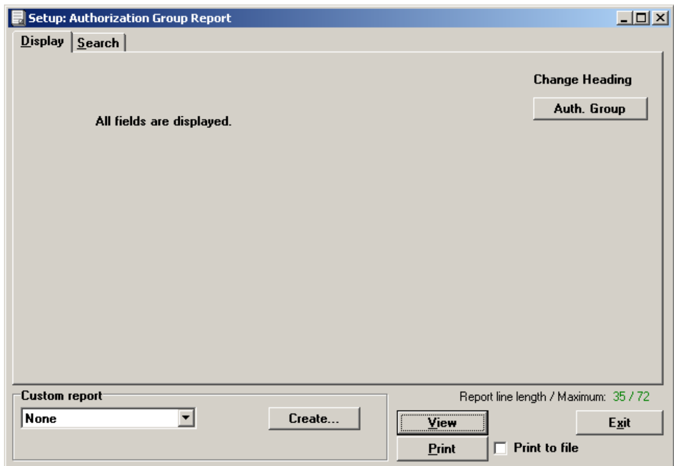


3.4.11 Report Headings: Authorization Group

An Authorization group describes the area and time in which a cardholder has valid access. The report can be used as follows:

1. List one or more of the **Authorization Groups** (1-99,999).
2. Search for an **Authorization Group** by: **Time Periods**, **Panel(s), readers (a- l),** and **Time Segment Setup** (search by standard and/or holiday time periods for selected segments).

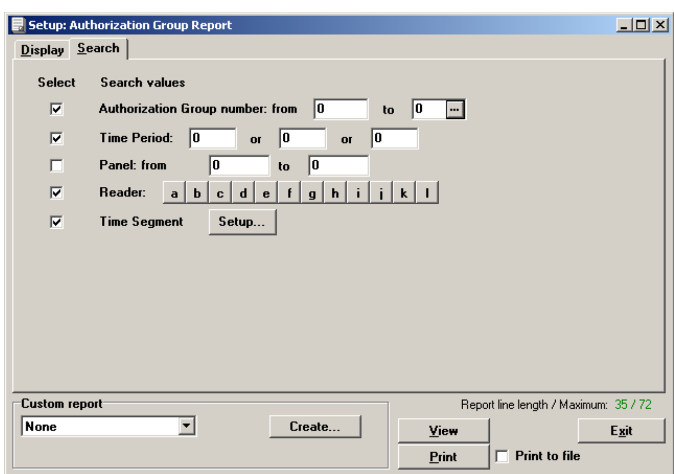
3.4.11.1 Authorization Group Reports: Display



NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.11.2 Authorization Group Reports: Search

At the bottom of the menu is the **Time Segment Search** option that is also contained in the **Card Authorization** report section. This option provides the operator with a means of querying the system by an instance in time rather than by **Authorization Group** definition. This is useful when it is not known which or how many authorization groups are defined to include a specific period of time. By using this resource, the block of time itself is stipulated, and then the system is searched for records relevant to that period of time.



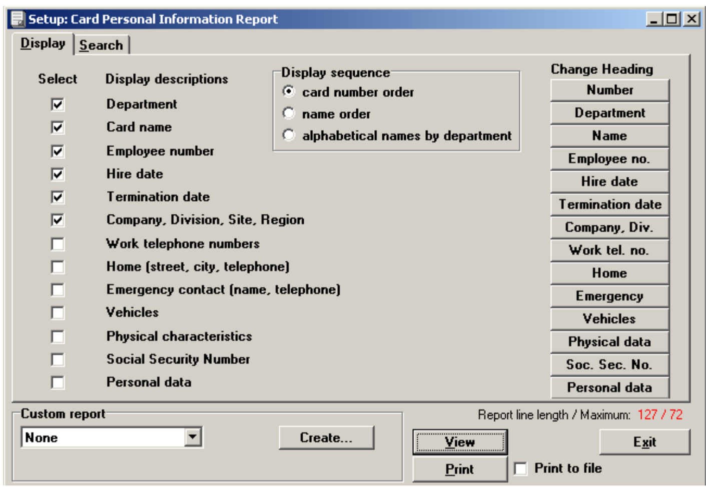
See also **Card (Authorization) Report- Search "Time Segment Search Setup"** screen.

3.4.12 Report Headings: Card Personal

LiNC-NET permits the user to enter personal data for each cardholder. This report can be used to:

1. Search for a particular cardholder
2. Search for a particular automobile license number
3. Generate a Department Cardholder Report.
4. Access an emergency contact
5. Determine a cardholder's hire and termination date

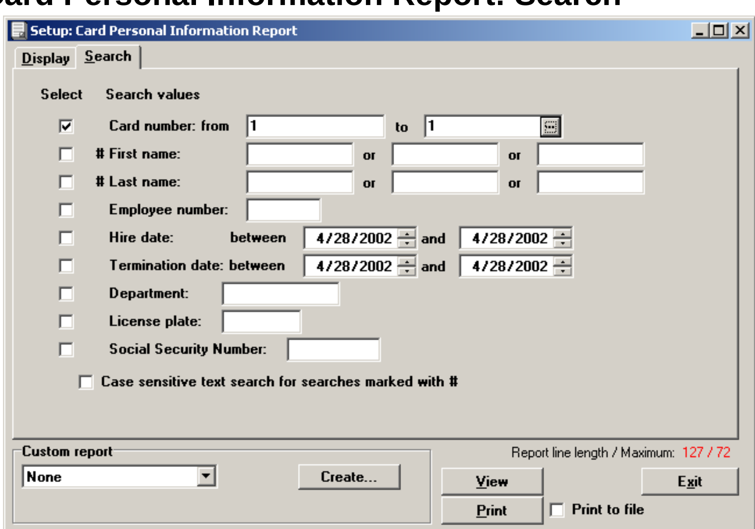
3.4.12.1 Card Personal Information Report: Display



Under **Display Sequence**, select the order in which you want the display to appear. The default **card number order** will display the cards in ascending numerical order. Selecting **name order** will display the card name alphabetically by last name. **Alphabetical names by department** lists cardholder names in the order programmed in Card (Personal) screen.

NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.12.2 Card Personal Information Report: Search



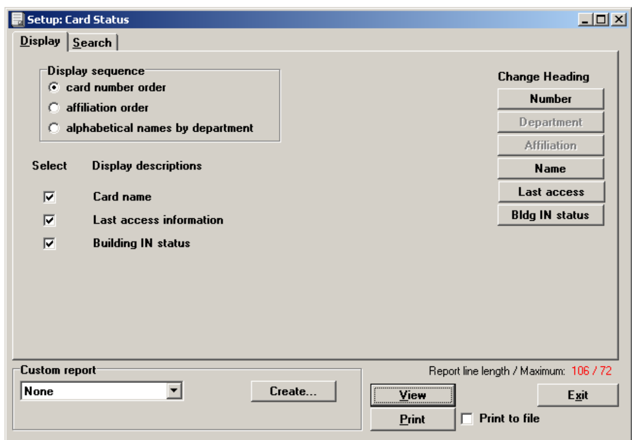
3.4.13 Report Headings: Card Status

Card In/Out status can be reported by **Card Number, Affiliation,** or **Department**.

1. Card Name
2. Last Access Information
3. Building IN status (by card number, affiliation, or department)

3.4.13.1 Card Status Reports: Display

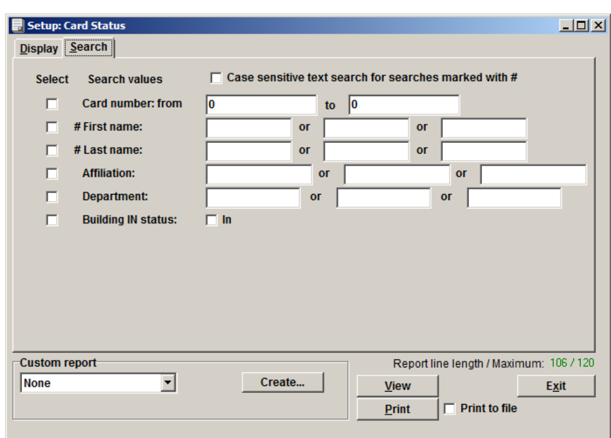
Under **Display Sequence**, select the order in which you want the display to appear. The default **card number order** will display the cards in ascending numerical order. Selecting **affiliation order** (listed by **auth** group) will display the **auth** group alphabetically. **Alphabetical names by department** lists cardholder names in the order programmed in **Card (Personal)** screen.



NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.13.2 Card Status Reports: Search

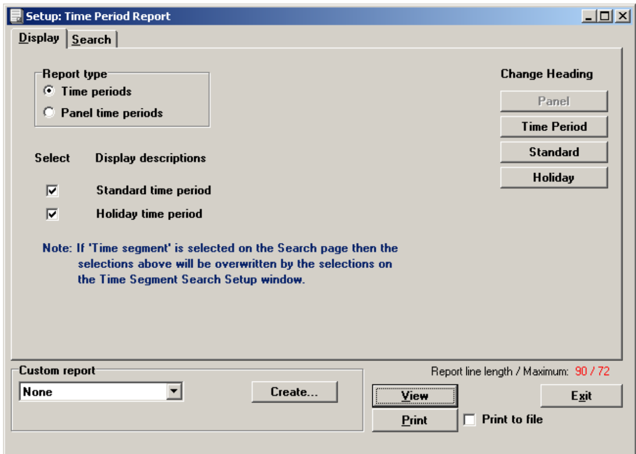
Note that the **Building IN Status** field allows the operator to perform a search report of cardholders that are in the building. This is accomplished by selecting both the **Building IN Status** and the **In** boxes. The **Card Status** report can also provide information about which cardholders are presently NOT in the building. This is accomplished by selecting ONLY the **Building IN Status** box, and NOT the In box.



3.4.14 Report Headings: Time Period

3.4.14.1 Time Period Reports- Display

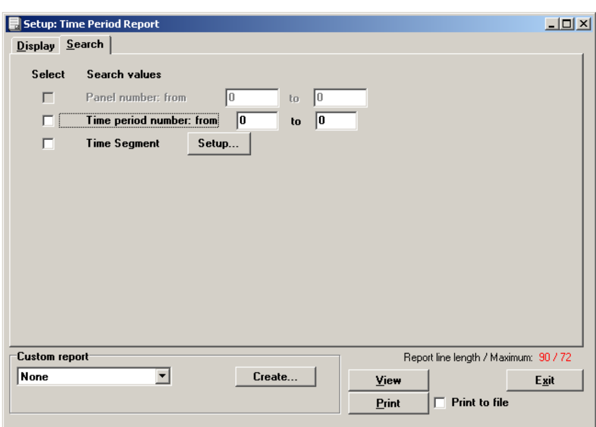
LiNC-NET uses **Time Periods** in a variety of ways, such as validating card usage, scheduling automatic door-open, and shunting alarms. The report prints or displays the **Time Periods** (2-999) with or without its **Holiday Time Period** counterpart.

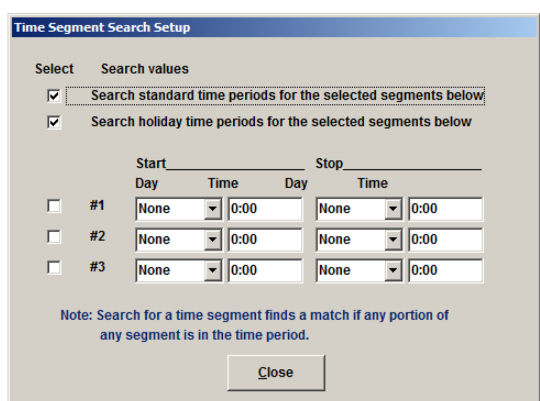


NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.14.2 Time Period Reports: Search and Time Segment Search Setup

At the bottom of the menu is the **Time Segment Search** option that is also contained in the **Card Authorization** and **Authorization Group** search reports sections. This option provides the operator with a means of querying the system by an instance in time rather than by **Time Period** number range. This is useful when the number of time groups is not known. By using this resource, the block of time itself is stipulated and then using this resource searches the system for records relevant to that period of time. See Setup: Card (Authorization) Report- Search "Time Segment Search Setup" screen.



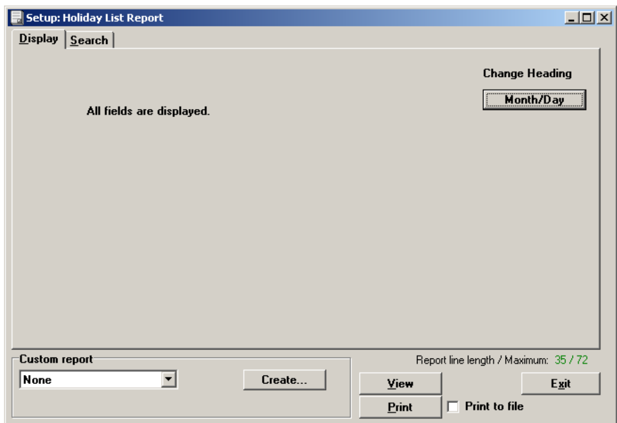


3.4.15 Report Headings: Holiday List

LiNC-NET supports up to 365 days of holidays plus 1 additional day for leap year. The report will generate a list of holidays by year then month. The days that appear in the report determine when the system will utilize the **Holiday Time Period**. The following functions are affected by holiday:

Card Access **Alarm Monitoring** **Automatic Door Open** **Inputs/Outputs** **Outputs**

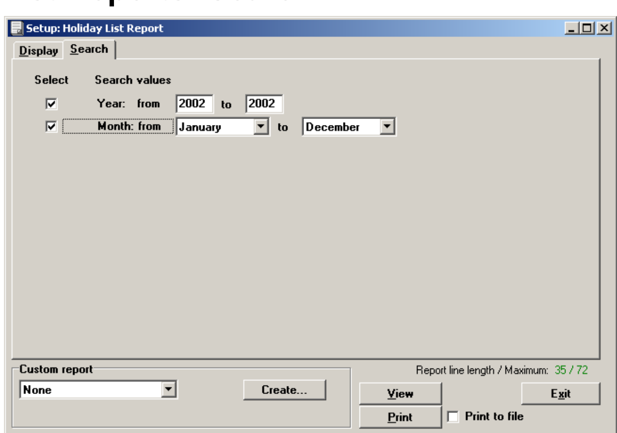
3.4.15.1 Holiday List Reports: Display



NOTE The **Change Heading** buttons permit the renaming of the field headers.

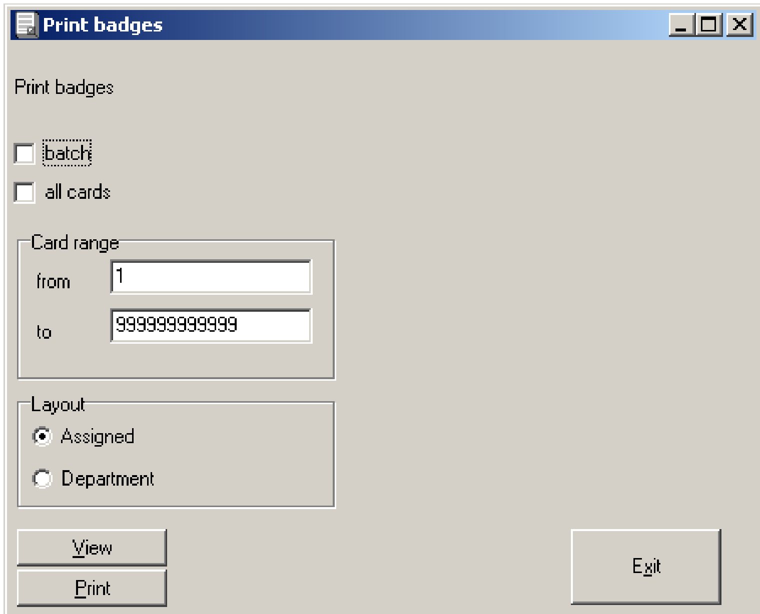
A range of up to 10 years may be searched in the **Holiday List Reports Setup** menu.

3.4.15.2 Holiday List Reports: Search



3.4.16 Report Headings: Print Badges

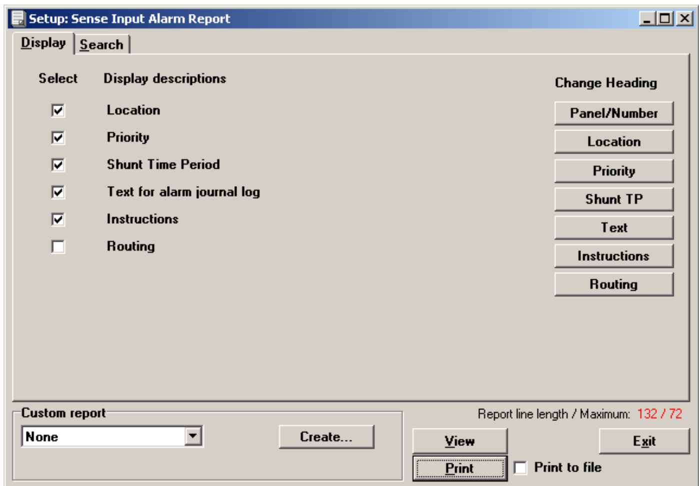
Print Badges allows you to batch print as many cards as necessary, using the data entered in LiNC-NET. Printing can be done as a batch, or all at the same time.



3.4.16 Report Headings: Input Alarm

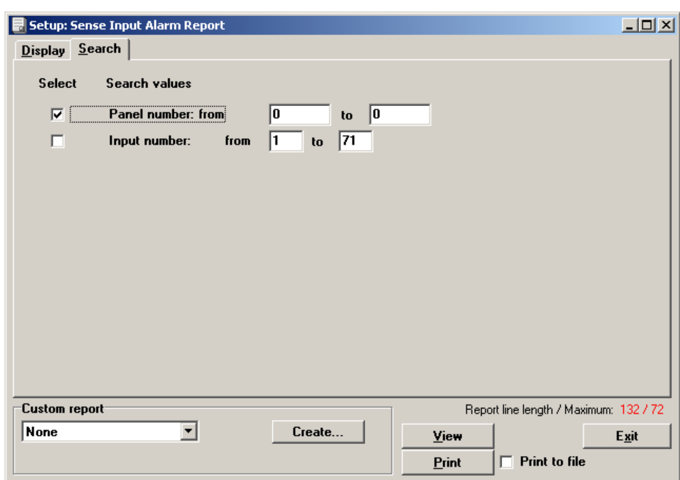
Select the desired fields to be displayed or printed by clicking on each selected box. The report will list, in columns, all the inputs requested and any or all of the following data: the Alarm Number(s), the Alarm Location, the Alarm Priority number (0-9999), the Shunt Time Period (2-999), Text message, and Instructions regarding an alarm acknowledgment.

3.4.16.1 Sense Input Alarm Reports: Display



NOTE The **Change Heading** buttons permit the renaming of the field headers.

3.4.16.2 Sense Input Alarm Reports: Search



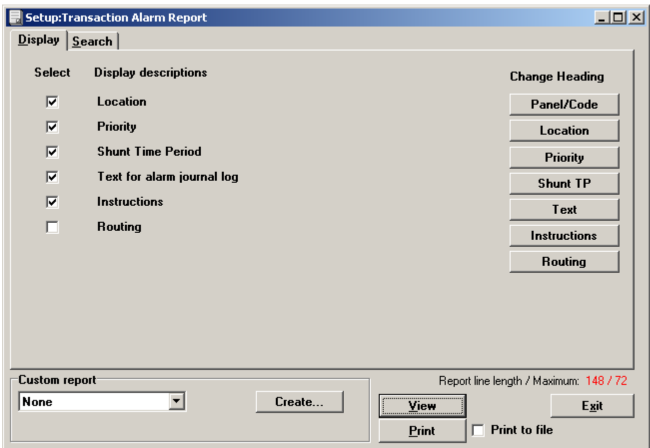
If a Search is performed, only the range of sense input alarm numbers and panel numbers is user selectable. Enter the range of input numbers to be used in the search, then click on the Select box.

3.4.17 Report Headings: Xaction Alarm

Select the desired fields to be displayed or printed by clicking on each selected box. The report will list, in columns, all the transaction alarm numbers requested and any or all of the following data: the Alarm Location, the Alarm Priority number, the Shunt Time Period (1-999), Text message, and Instructions regarding an alarm acknowledgment.

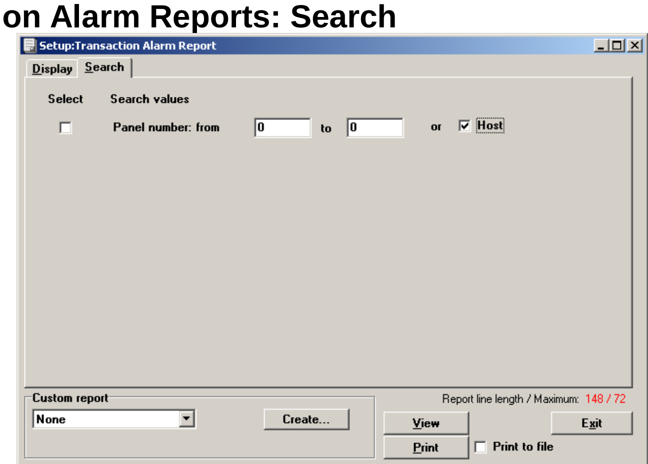
Display Options:	**Search Options:**
1. Location/Transaction Code	1. Panel Number
2. Priority	
3. Shunt Time Period	
4. Text for Alarm Journal	
5. Instructions	

3.4.17.1 Transaction Alarm Reports: Display



NOTE The **Change Heading** buttons permit the renaming of the field headers.

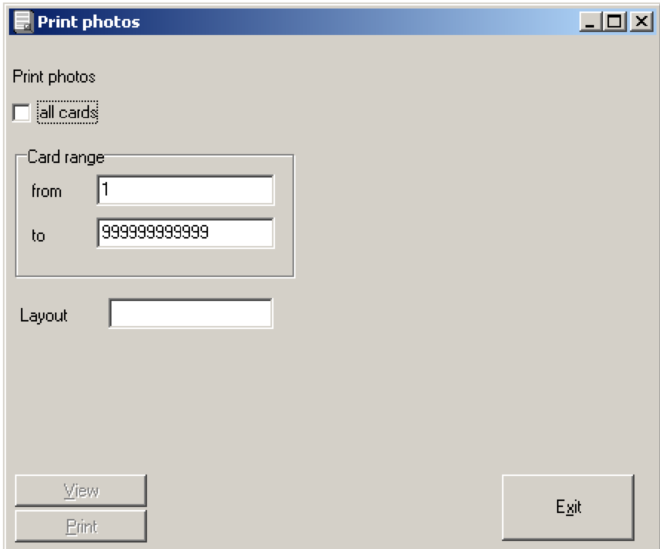
3.4.17.2 Transaction Alarm Reports: Search



If a Search is performed, only the range of panel numbers is user selectable. Enter the panel number(s) to be used in the search, then click on the Select box.

3.4.18 Report Headings: Print Photos

Print Photos allows you to print the employee photographs that are currently in the Employee tab of the **Change Card** directory. Select **all cards** or the **Card range** of that you wish to print.



End of Manual

October 2008