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E70 Series

Software *Version 3.0*

Installation Manual

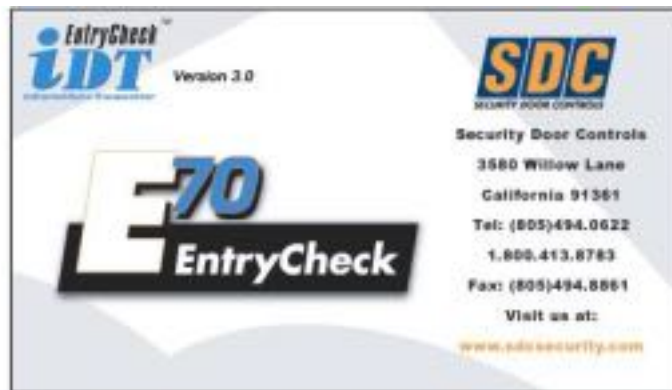


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PRODUCT SCOPE

Version 3.0 is a standalone application for controlling E70 Electronic Locksets manufactured by **SDC**. All User Codes, Groups, Access or Denial, lock configuration and schedules can be maintained in the application. The application manages multiple time zones, which are uploaded into user specified locks. The application controls the Standard, Next generation and Prox locksets. A downloaded lock history can be imported into the application and user selectable reports can be generated.

IMPORTANT DEFINITIONS

1. **Factory Code is 9991234**, and is used to initialize the lock for a new installation or full reset. This code must be entered to set the **LOCK ID** and the **GREAT GRAND MASTER (GGM)**. After the GGM code is set, the FACTORY CODE will no longer be valid and is only re-enabled after a full reset.
2. **Lock ID**: A UNIQUE six-digit number entered during initialization defining the specific lock. Used by **IDT** software to identify specific lock when uploading user data or downloading audit trail data.
3. **User Identification Number (UID)**: A UNIQUE number assigned to each User with 2, 3 or 4 digits.
4. **Group**: One or several Users, all of whom have the same access to the locks, categorized by a two digit GROUP number.
5. **Personal Identification Number (PIN)**: A UNIQUE combination of 3, 4, 5 or 6 keypad letters, numbers or both. (Letters or numbers may be used multiple times to increase the total number of combinations).
6. **Your Code**: Your UNIQUE combination of UID and PIN codes, in that order, having up to 10 total digits.
7. **Great Grand Master (GGM)**: Code required by the SYSTEM MANAGER to perform all programming functions. It replaces the FACTORY CODE. This code can also open the lock.
8. **System Manager**: Person establishing the GGM and responsible for highest level of programming. Can establish lower levels of programming for other users or groups.
9. **Program Instruction**: Series of keystrokes used to enter a function.

IMPORTANT KEYS

1. **Terminator Key (↵)** Acts like the "Enter" key on a computer, and is used to add or confirm codes on the keypad. This key is usually depressed after entering YOUR CODE to unlock the E70, but can be disabled for this purpose as an option, see Programming Guide.
2. **Programming Key (#)**: After a valid YOUR CODE is entered, this key is depressed to enter the programming mode. This key can also be used as a time saving feature, allowing the entry of multiple functions. At the end of any PROGRAMMING INSTRUCTION, replace the last S with a # to return to FUNCTION NUMBER input, eliminating the need to reenter YOUR CODE.

LED INDICATOR

LED INDICATING GREEN (NORMAL MODE)

1. Denotes lock enabled to open. Will flash *green* after entering valid YOUR CODE and TERMINATOR KEY.

LED INDICATING RED (NORMAL MODE)

1. Denotes a wrong YOUR CODE entry to open the lock.
2. Denotes a wrong YOUR CODE entry 3 consecutive times and disables keypad for 20 seconds. If another wrong YOUR CODE is entered, the keypad is disabled for 40 seconds.

LED INDICATING RED (PROGRAMMING MODE)

1. Denotes incorrect entry or error and vacates programming mode.
2. Programming mode vacated if no key entry within 5 seconds.

INITIALIZE LOCK

Initializing the lock with a UNIQUE 6 digit code assigns a LOCK ID number to each specific lock. This code will NOT open the lock.

1. Using keypad, enter the **FACTORY CODE 9991234**
2. Press the # key
3. Enter the **6 digit LOCK ID** (usually starting with 000001)
4. Press the # key

CREATE GREAT GRAND MASTER (GGM)

This code is required by the SYSTEM MANAGER to perform all programming functions. In any lock system, the number of digits used for the UID of each User must be the same.

Example: If the UID is 3 digits, all Users must have a 3-digit UID code.

Also, the number of digits used for the PIN of each User must be the same.

Example: If the PIN is 5 digits, all Users must have a 5-digit PIN code.

1. Using keypad, enter the **FACTORY CODE 9991234**,
2. Press the ***** key,
3. Choose and Enter the **UID** of the system manager (either 2, 3 or 4 digits).
4. Press the **#** key
5. Choose and Enter the **PIN** of the system manager (either 3, 4, 5 or 6 digits), and finally, the **#** key.

The GGM is now established for the SYSTEM MANAGER only: a combination of their UID followed by their PIN.

Lock is now initialized.

SYSTEM MANAGER'S *ACCESS TO THE LOCK*: Enter UID plus PIN, then the ***** Key

When using the software for the first time, there will be no information in the database.

Follow these guidelines to add data. (See also Migration Module)

- First, enter all the lock information.
- Then create all the groups that will be needed.
- If used enroll Prox cards
- Then create all users starting with the Great Grand Master code. Once you have entered this information in the database you can create the timezones and assign the locks and users and configure the locks as needed.

CHANGE PASSWORD



The default password is “**entrycheck**” all lower case. Note: The password is case sensitive.

To change the password

- Click on “System” on the top menu,
- Click “Change Password”.
- Old Password
- New Password
- Confirm New Password
- Click on Ok button to set the new password for the system.

A screenshot of the 'Change Password' dialog box. It has a blue title bar with the text 'Change Password' and a close button (X). The dialog contains three text input fields: 'Enter Old Password:', 'Enter New Password:', and 'Confirm New Password:'. Each field has a placeholder text 'XXXXX'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Note: DO NOT FORGET YOUR PASSWORD. A forgotten password is not recoverable and the software will have to be reinstalled causing all data to be lost.

LOCK MAINTENANCE

Lock Maintenance

Required Fields are

- Lock ID
- Lock Location

Lock ID *

Lock Location *

Serial Number

Lock Type ☒ E70 ☐ E70 Next Generation ☐ E70 Prox

Notes

Lock ID

Add Update Delete Cancel Close

To open the Lock Maintenance Form, from the top tool bar select

- Maintenance,
- Select Locks from the drop down list.

(Remember you must initialize the Lock ID at the keypad. The Lock ID you installed must also be entered into the software.)

The Lock ID will be used as the address or name of the lock. When you upload information to the lock, the software refers to the Lock ID to determine what information is uploaded to that particular lock

Add a Lock (Lock ID, Lock location and lock Type are required fields):

To add a lock, Enter in:

- The Lock ID (NOTE Must be 6 digits; the software adds zeros to the front of any number that has less than six characters)
- Lock location
- Select the type of E70 that you have
 - ~ **E70** is standard lock w/64 users. This lock type has a four-digit serial number written on the outside back plate under the gasket.
 - ~ **E70 Next Generation** is a new lock design with increased features. This lock type has a five-digit serial number written on the outside back plate under the gasket.
 - ~ **E70 Prox** is a lock set with HID proximity capability. It has an antenna on the front housing.
- Click on "Add".
- Now the lock will appear on the list of locks ID's on the right side.

Removing/Editing a Lock

To remove or edit a lock:

- Select the lock from the Lock ID List
- Update the information and select "Update" or select "Delete".
- Select "Close" when finished.

GROUP MAINTENANCE

Group Maintenance

Required Fields are

- Group Number
- Group Name

Group Number: 1

Group Name: GGM

Description:

Group

- GGM - 1
- Grand Master - 2
- Master - 3
- RND Group - 4
- Security Guard Group - 5
- Emergency Group - 6
- Maintenance Group - 7
- General Users - 10
- Office workers - 11
- Office managers - 12

Buttons: Add, Update, Delete, User Info, Cancel, Close

To open the Group Maintenance Form, select the menu option “**Maintenance -> Group**”.

Group numbers range from 1-99. Groups 1-9 are for management. Management Group names are shown in yellow when being created Group 09 on the E70 Next Generation and E70 Prox will toggle the lock in and out of Passage mode.. The remaining groups (10-99) will have no name assigned to them so you must assign a name. Group Name is a required field. **Groups must have a UNIQUE name.**

Add Group

To create new groups

- Select the number (**1-99**) you want to assign to the new group. The Group number already assigned to some group will be colored gray. Enter in a UNIQUE name for the group, then select
- Click "Add" button. The Description field is for entering the comments pertaining to that group and is not a required field.

Edit Group

- To update a group, select a group from the Group list.
- Make your changes and then Click on the “Update” button.

Delete Group

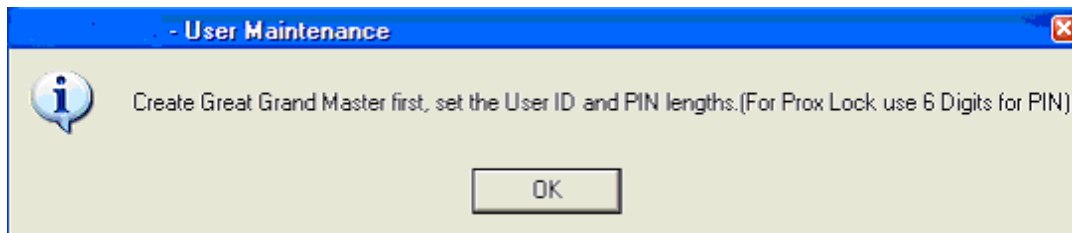
- To remove a group, select a group from the Group list
- Click on the “Delete” button. This will permanently remove that group. (Note: you cannot delete a group that has users assigned to it)

User Info

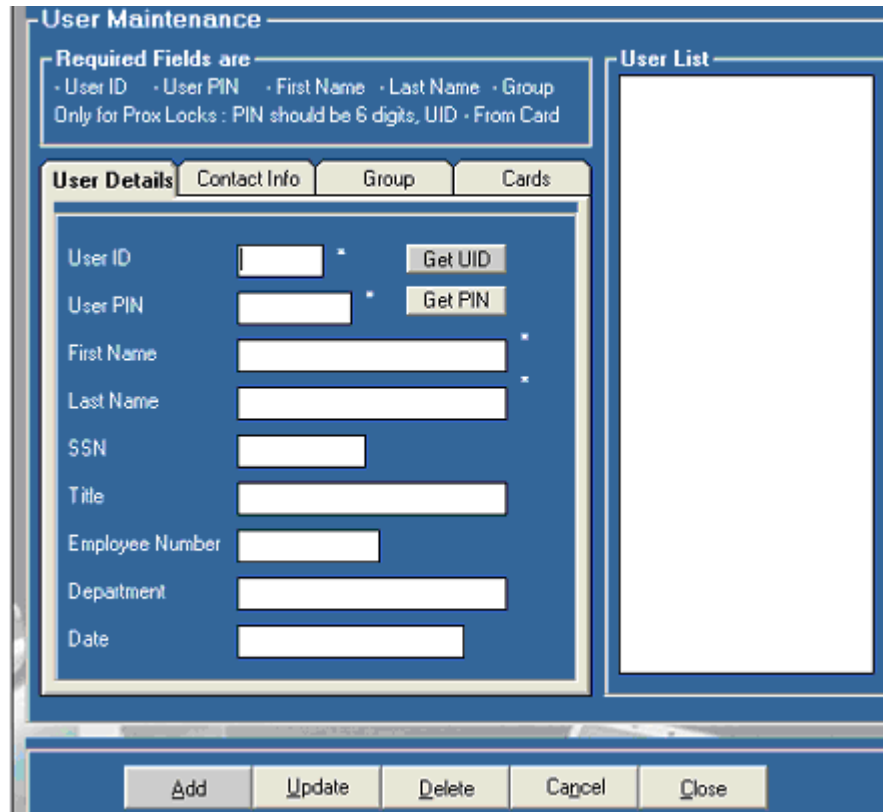
- Select a group from the Group list,
- Click on the “User Info” button. This will show all Users assigned to that group.

USER MAINTENANCE

Before any user is created, the system will prompt you to create the GGM. It is also indicated that the GGM for E70 Prox should have a 6-digit PIN. Click OK and proceed.



To open the User Maintenance Form, select the menu option **Maintenance -> User**.

A screenshot of the "User Maintenance" application window. The window has a blue title bar and a main area with a blue background. At the top, there is a section titled "Required Fields are" with a list: "User ID", "User PIN", "First Name", "Last Name", and "Group". Below this list, a note states: "Only for Prox Locks : PIN should be 6 digits, UID - From Card". The main form is divided into four tabs: "User Details", "Contact Info", "Group", and "Cards". The "User Details" tab is currently selected. It contains several input fields: "User ID" (with a "Get UID" button), "User PIN" (with a "Get PIN" button), "First Name", "Last Name", "SSN", "Title", "Employee Number", "Department", and "Date". To the right of the form is a large empty box labeled "User List". At the bottom of the window, there is a row of five buttons: "Add", "Update", "Delete", "Cancel", and "Close".

This screen is where all the Users are created and maintained. **Required fields are User ID, PIN Number, First Name, Last Name and Group Level.** The UID and PIN numbers must follow the same structure as the GGM code. **UID and Pins can be randomly generated by clicking the "Get UID" and "Get PIN" buttons**, or they can be entered manually.

ADDING USERS

User ID

The USER ID can be added manually with the number of your choice (**must be UNIQUE**) or can be randomly generated by the software. Simply type the desired code in the User ID field. Or use the "get UID" button. This number will remain visible during both Add and Update functions, and also appears next to it's associated name on the list of users to the right. This is the UID number that will appear in the audit trail next to an event. If you are using the E70 Prox lock, the UID will be ignored and the card number will be used.

PIN Number

The PIN number can also be added manually, or generated randomly using the "get PIN" button. When creating the User PIN number using the get PIN Button, the PIN number will appear in the PIN Number field of the pop-up box. **Copy the PIN number to your records.** After you accept the PIN and check yes, the box closes. This PIN number will NOT be shown again and does not appear in the box on the User form or on the user list to the right.

Assigning Users to a Group

Each User must be assigned to a group. (These groups must first be created in the Group Maintenance screen.) Click on the “Group” file tab. Select a group from the list shown and then select the right arrow “>” button to move the group name to the Assigned Group list. NOTE If the group you want to use is not in the list, then that group must be created. (See Group Maintenance for more information) Once you have filled out the Users information select “Add” button to complete.

Edit User Details

The Users can be searched by Name. From the list on the right, click on the user you wish to edit. Edit the details of the user and then click on the “Update” button.

Delete a User

Select the user to be removed from the system by clicking on the name.

Click the “Delete” button.

Note: You cannot delete a user if it is assigned to a Time Zone. You must first unassign the user from the Time Zone, and then delete the user.

Contact Info: Ensure that the telephone number has numeric value and the format is without any spaces e.g. 18003332222

For E70 Prox locks the user has to be assigned to the Available cards. Use the >> arrow key to assign the card to the user. The name of the user will be displayed in the user list. To make cards available, go to **Maintenance -> Card** (refer to Card Maintenance section for details)

HOLIDAY MAINTENANCE

To open the Holiday Maintenance Form, select the menu option **Maintenance-> Holiday**.

Holiday Maintenance

Required Fields are

- Holiday Name
- Start Date
- End Date

Holiday Name

Holiday Name

Start Date

End Date

Notes

This allows you to set all the company holidays in advance. Once the holidays are set, they will automatically override the set schedules, denying access to Users (Groups 10-99) on those days. Holiday scheduling must be maintained yearly. Past holidays do not delete automatically or adjust for day/date. **Note: Each holiday must have a UNIQUE name assigned to it. Ensure that there is minimum one holiday added.** A block of time with a start date and end date is considered one holiday. The default date shown is the current date. Ensure that end date is greater than or equal to start date.

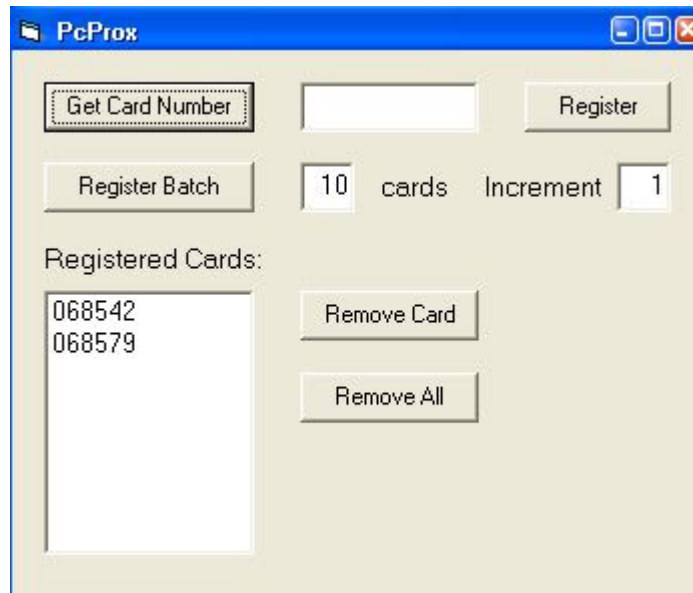
Adding a Holiday

- Enter in the Holiday name,
- Start date (required field)
- End date (required field)
- Click on the "Add" button.

Removing/Editing a Holiday

- Select the holiday from the Holiday list
- Click "Delete" or change the desired information
- Click the "Update" button.

CARD MAINTENANCE



This section is applicable for E70 Prox locks. This module is used to register the cards to the system to ensure that cards that don't belong to the system cannot be used.

- Ensure that the card reader is connected to the appropriate port. The connectivity can be tested by going to main menu **System → Pc Prox device → Test**.
- Ensure that you have the 26 or 37 bit HID formatted cards.
- Press the “Get Card Number” button and then wave or place the card on the reader.
- The *red* light on the reader will turn *green*, indicating acceptance of card.
- The card number will be shown.
- Press the Register button. The register button will add the card number to the available list. If there is more than 1 card, the Register Batch can be used.

To use Register Batch

The 1st card has to be registered by the Register button.

Then put the number of cards that you want to register and select the increment number. Ensure that you have all the cards available before registering.

To Remove Card

Ensure that no user is assigned to the card, else the system will give an error.

- Select the card no from the Registered Cards List.
- Press Remove Card button.

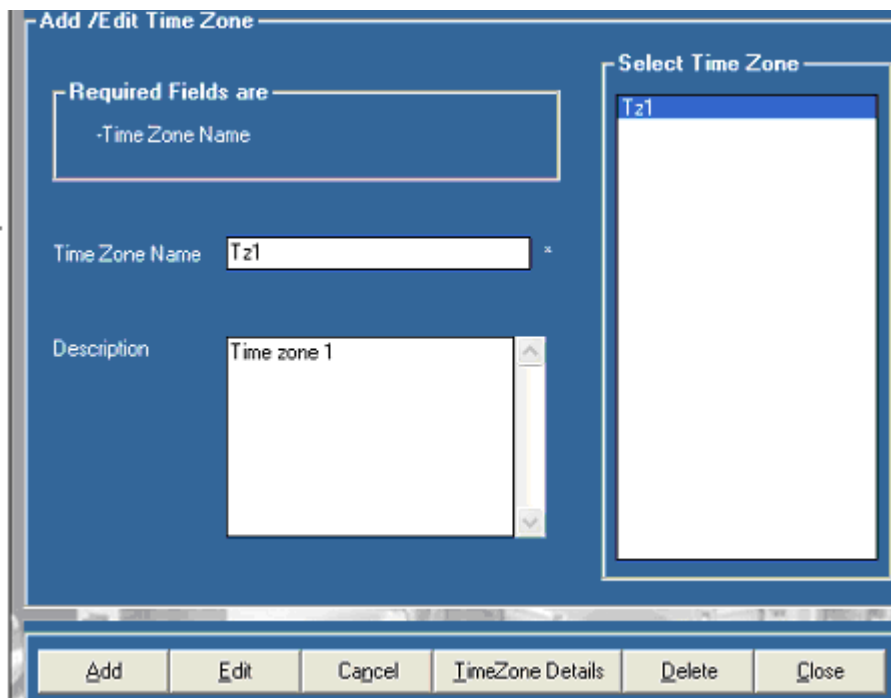
You can unassign the user in **Maintenance → User → Card → Un-assign**. Once all users are unassigned, the Remove all button can remove all the registered cards from the system.

If you press “Remove All” button only cards which are un-assigned from the user will be removed. Any card still assigned to the user will not be removed.

To exit from the screen, click the “x” on the right hand top corner of the window.

TIME ZONE MANAGEMENT

To open the Add/Edit Time Zone Form, select the menu option **Time Zone -> Manage**.



A Time Zone gives you the ability to manage a group of locks at one time. The locks assigned to a time Zone should have the same users and settings.

For example: a building with four floors and twenty-five locks on each floor can be programmed as 4 Time Zones, one for each floor, by using the Time Zone screen.

The Time Zone screens will allow you to change the locks' configuration. You can create temporary Users and Schedules for all users (basic schedule), single Users, and Groups that are assigned to that Time Zone. Ensure that each time zone has only one Lock type (example: E70, E70 next Generation or Prox).

Adding a Time Zone

- Enter the new Time Zone's name (required) and optional description **Note: Time Zone Names cannot contain these characters: @ ^ # () ; \ ? /**
- Click on the "Add" button. Click "Ok" on the confirmation message. The new Time Zone will appear on the list.

To Manage a Time Zone

- Select desired Time Zone from the list
- Click on the "Time Zone Details" button. This will bring you directly to the Time Zone page for the selected time zone. This screen is where you can manage the
 - ~ Locks assigned
 - ~ Users assigned
 - ~ Temporary users
 - ~ Groups denied
 - ~ Lock configuration
 - ~ Scheduling

TIME ZONE – ASSIGN LOCK

[illegible]

Assigning Locks to a Time Zone

Click on the “Assign Locks” tab in the Time zone details section.

To Assign a Lock that was added in the “Lock Maintenance Section “, choose a lock from the Lock Location pull down menu. Next to each location, the type of lock code is displayed to ensure that a Time Zone should have the same lock type. The type codes are

- **Std** for E70 locks
- **Std04** for E70 Next Generation
- **Proximity** for E70 Prox

Once you have selected the lock, click on the “Assign” button. Now the lock will appear in the “Locks Assigned” list.

Note: Each lock can only be assigned to one time zone. Once that lock is assigned to the desired time zone the lock will be removed from the available lock list.

Un-Assigning a Lock

- Select a lock from the “Locks Assigned” list
- Click on the “Un-Assign” button.
- Click YES to remove the lock from that Time Zone.

TIME ZONE – ASSIGN USER

The screenshot shows a software interface for assigning users to a time zone. At the top, there are several tabs: 'Assign Locks', 'Assign Users' (which is selected), 'Assign Temp Users', 'Groups Denied', 'Lock Configuration', and 'Lock Schedules'. Below the tabs, the main area is divided into two sections. The top section, titled 'Select User/Group', contains two radio buttons: 'User Name' (selected) and 'All Users In Group'. Below the 'User Name' radio button are two dropdown menus: 'Select User' and 'User ID'. Below the 'All Users In Group' radio button are two dropdown menus: 'Select Group' and 'Group ID'. There are 'Assign' and 'Close' buttons at the bottom of this section. The bottom section, titled 'Users Assigned', contains an 'UnAssign' button and a table with three columns: 'SNo.', 'User/Group ID', and 'User/Group Name'. The table is currently empty.

Click on the “Assign Users” tab in the Time zone details section. This screen will show all Users that are currently assigned to the Time Zone you are working on.

Assign User by name to the Time Zone, select the option

- “User Name”,
- Choose the User from the drop down menus or by entering either the User UID or by User Name in the appropriate field.

You can also assign Users by their Groups.

- Select the check box marked “All Users in Groups”, and select the desired group from the “Available Groups” pull down menu. This will assign all the Users in that selected group to the Time Zone.
- When using the drop down arrows, groups can be selected by group name or by Group ID number by using the corresponding field.
- After clicking your selection, click on the “Assign” button.
- Click “OK” on the confirmation message box.

Note: Great Grand Master (GGM) is automatically added to all Time Zones.

All locks managed by the software must have the same GGM.

Un-Assign User

- Highlight the name on the list
- Click on the “Un-Assign” button.
- Click “Yes” on the confirmation message box. The user will be unassigned from that Time Zone.

TIME ZONE – TEMPORARY USER

The screenshot shows a software interface for managing temporary users. The 'Assign Temp Users' tab is active. The 'Assign Temp User' section allows selecting a user by name or ID and setting a specific access period. The 'Temp Users Assigned' section provides a list of currently assigned temporary users with columns for serial number, user ID, name, and access dates.

This allows you to make an existing User a Temporary User for a specified period of time. (If the user does not exist create the user as outlined in the “User Maintenance Section”).

- Click on the “Temporary Users” tab
- Then select “User name” or “User ID” from the pull down menu.
- Assign that user “Begin Access” Date for this User with the drop down calendar
- Assign that user “End Access” date for this User with the drop down calendars.

The User will now be added to a Temporary User List.

Temporary Users are not given any time of day constraints. In order to limit access of your Temporary Users to a specific time frame you must create a Group Schedule for Temporary Users.

NOTE: It is recommended that you create separate groups for Temporary Users to make managing them easier. Temporary Users will remain in the system, unless deleted (even after temporary schedule has expired), and when Temporary Status expires, will be denied entrance until new access dates are granted or the user is returned to non-temporary user status. You can assign multiple dates to a temporary user.

TIME ZONE – GROUPS DENIED

[illegible]

This restricts access of a Group to the lock. This will remain in effect until Group access is restored. Select the “Groups denied” tab

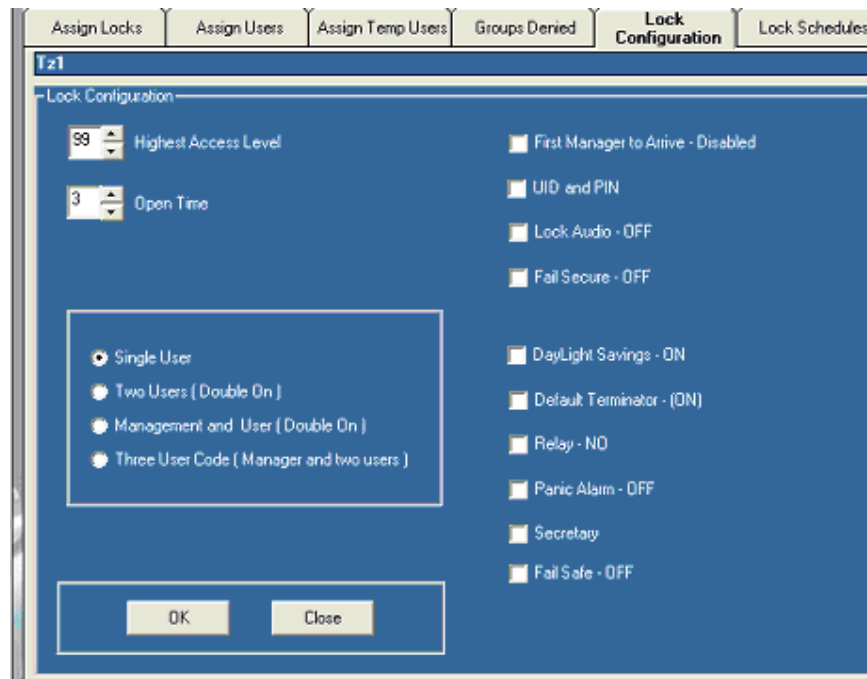
- Select the group that you wish to deny. By selecting the Group Name or the Group Number
- Click the “Deny Group Access” button.
- The group will appear on the Groups Denied list below. This is a list of all Groups currently denied access.

To restore access to a group,

- Click on the name of the group from the groups denied list
- Click the “Allow Group access” button.

NOTE: Groups Denied via the software are not uploaded and therefore denied due to exclusion of their codes in the lock. This makes it necessary to include the group in an upload at a later time when you wish to restore access of that group. Another option is to upload that group but Deny it at the lock (see function 10 in the Programming Guide). Denying access in this way can be reversed at the lock by performing a Function 10 to restore that group's access.

TIME ZONE – LOCK CONFIGURATION



This section lets you enable or disable features, as well as set parameters such as open time, and access level. To change the state of a feature, click the box or bullet and the function will be toggled on or off. When you are finished be sure to click “OK” to save the changes.

NOTE: All locks assigned to the same Time Zone will have the same lock configuration, which is transferred to the locks during an upload. The configuration displayed is based on the Lock type selected. The software supports E70 Lock, E70 Next Generation and E70 Prox locks.

Highest Access Level Highest group level that will have access to the lock. **Default = 99 (all group levels allowed)**

Open Time The amount of time the lock will remain in the open state after the code is entered. 1 to 9 seconds.
Default = 3 seconds

IR Interrupt (for E70 Locks only) **Default = Disabled**. This is to prevent future infrared devices from communicating with the ports. Leaving this feature set to disabled does not restrict the use of the IDT.

Fail Secure **Default = off** When the batteries fail the lock will shut down in the last state the lock was in at the time of battery failure be it locked or unlocked. Turning this function on will monitor the batteries and save enough power to relock itself before shutting down due to dead batteries.

Fail Safe **Default = off**

Lock Audio when enabled gives an audible “beep” when keys are depressed. To conserve power the **Default = off**.

Daylight Savings enables automatic Daylight Savings Time correction. Default = ON (See also Function 12 in the Programming Guide)

UID & PIN Required by default Users are required to enter both User ID and PIN for access. To shorten the code length, change this setting to PIN only, then users need only enter their PIN to gain access.

First Manager to Arrive when enabled this function overrides the set schedule until a Management level code is entered for access. The set schedule will then resume allowing access of scheduled user codes. **Default = OFF**

Panic Alarm See E70 wiring instruction

Relay default is ON See E70 wiring instruction

Secretary This will toggle to Privacy mode.

Default Terminator Switches the function of the “*” and the “#” key. (Default is “*.”)
This function is to add another layer of security to your system.

Double Code Entry This function requires an additional User to enter his/her code to gain access to the door. This function has three options.

- *Single User* - Requires only one valid user code. (Default setting)
- *Two User* – Double On Requires two user codes.
- *Manager and Two User (double on)* – Requires two user codes. One must be management group level 4 or higher.
- *Three User Code* – Requires one manager and 2 users
-

NOTE: Once the first user enters their code the second user must start entering their code within five seconds or they will be timed out. For information on performing these functions at the keypad, see the Programming Guide.

NOTE: All locks assigned to the same Time Zone will have the same lock configuration, which is transferred to the locks during an upload.

TIME ZONE – LOCK SCHEDULES

SNo.	Schedule Type	User/Group Name	A
------	---------------	-----------------	---

This page is for Basic (all users), Group, User, and Passage Schedule options. Each Time Zone may have multiple schedules to create the security needed for your organization.

Notes on scheduling options:

Basic Schedule*

Designed for systems in which all Users have the same access rights.
Can create schedules defined by times of day and/or days of the week

Group Schedule*

Allow you to define the schedule for different Groups of Users.
The Group name or Group number in pull down menus selects groups.
Groups can have multiple schedules.
Allows the ability to restrict access by time of day and/or day of week.

User Schedule*

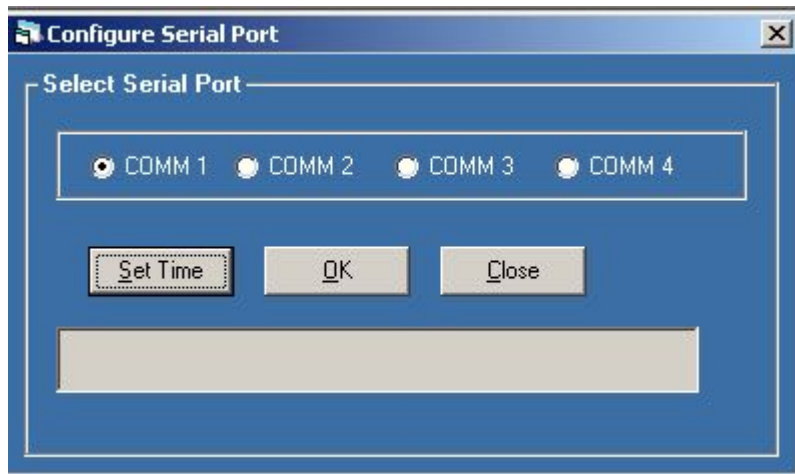
Is intended for Users that fit into a group but have a few exceptions or additional requirements. Permits access according to set days and time.

Passage Schedule

Allow you to schedule the lock to unlock itself (passage mode) giving unrestricted access for the scheduled period of time.

*NOTE: The Basic (all users) schedule cannot be used in conjunction with Group schedule or User schedules.

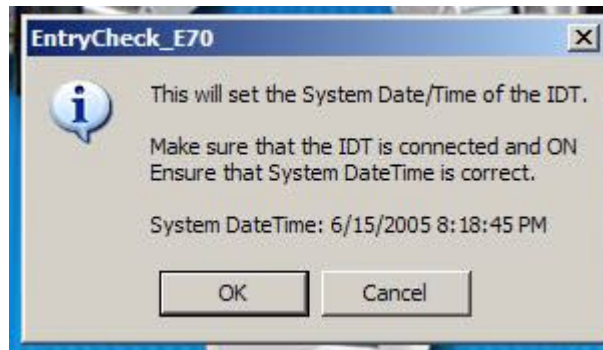
CONFIGURE SERIAL PORT



Connecting the IDT

The first step is to connect the IDT to your computer via a serial cable. (Included) Press the button on the IDT front panel once and insure that the LCD screen is showing the version, date and time. **NOTE this screen must be showing in order for the IDT to go into battery saving mode when not in use.** The IDT will go into battery save mode after 4 minutes.

From the top menu select "upload / download" then "Configure Serial Port", The Screen above will be displayed. COM 1 is the default setting. If this is not the correct port, select the correct one. If you are not sure which port is correct, select one, then select the "Set Time" button.



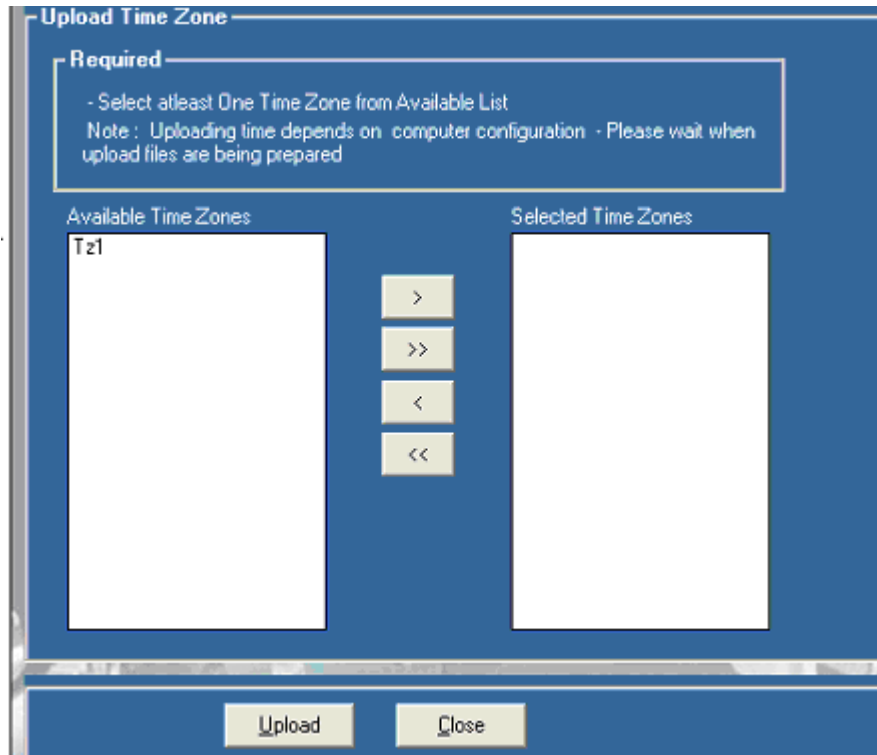
This will reset the IDT time and day stamp to match your computer. If you receive the error "Upload IDT Sync- failed", press the button on the IDT and select another COM Port. When the connection is working properly, the command box will state, "The date and time successfully set". Press the button on the IDT. Clear the memory of the IDT by clicking "Upload / Download" from the top menu and click "reset IDT Module"

Caution! Always confirm that the date and time on the IDT are correct before performing upload or download at the lock or date and time errors will occur.

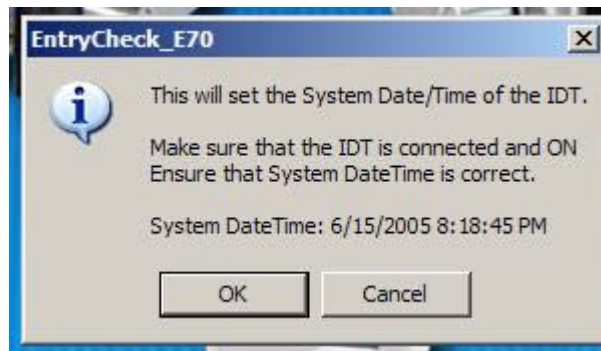
Resetting the IDT module

This must be done with each new operation, whether it is downloading an audit trail or uploading Time Zones. With the IDT connected, select the button that states "Reset the IDT module". When you receive the message "**Reset completed**" the memory is cleared. This prevents obsolete data from being uploaded and maximizes memory storage space.

UPLOAD TIME ZONE



- Select the Time Zone you wish to upload from the Available Time Zones list
- Click the right arrow (>>) button to move the selected Time Zone to the list on the right.
- Select the “Upload” button.



The system will prompt you that the time will be set to match your PCs date and time.

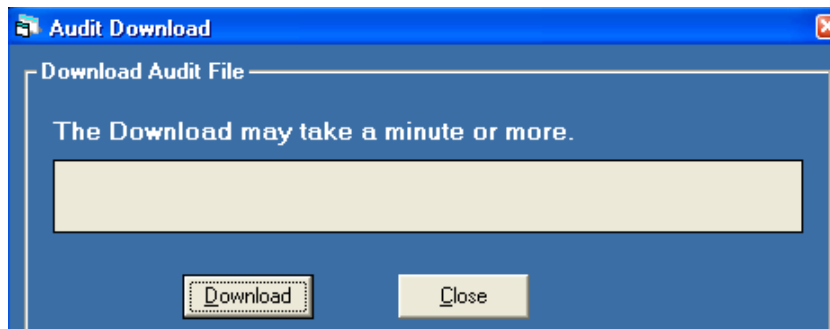
Check that the date and time on your system are correct or scheduling errors and audit trail errors will occur.

Please note that at the time of upload the IDT version screen should be on by pressing the button on the IDT once. Click on “OK”. The software will move the selected Time Zone information to the IDT. On successful upload User is prompted with “Upload Successful” message and the screen disappears. The IDT is now ready to transfer data to the lock.

If the IDT is not connected to the port properly or if you have not selected the correct port then an error message pops up to tell you to connect the device to the proper port.

Refer to Programming Guide Function 14 for uploading data from the IDT device to the Lock.

DOWNLOAD AUDIT TRAIL

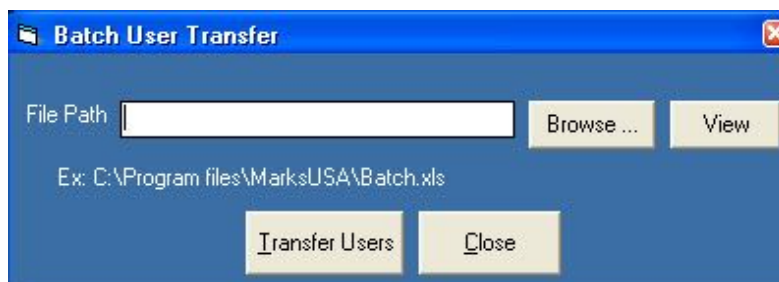


See Programming Guide Function 15 for downloading the Audit trail from the lock. Remember that you must download audit trails from the locks you want to Audit.

- Connect the IDT device to the computer.
- Press the button on the IDT once to show version screen.
- On the top menu of the software, select “Upload/Download”, “Download Audit File”.
- Click the “Download” button.
- The Audit Trail data will be imported into the application.

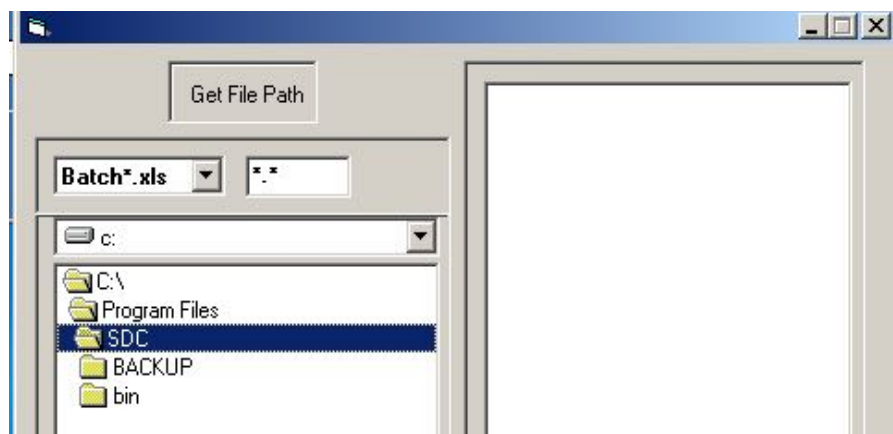
Refer to the Reports Section for instructions on viewing the Audit Trail information.

BATCH USER TRANSFER



Under the “System” drop down, the Batch user transfer module assist in appending multiple users. This allows porting user details from existing systems to software. A batch.xls file is installed by default.

- Press the View button to open the excel file. The format of the excel file maps to the application fields. Ensure that Microsoft Excel is installed in the computer to open the batch.xls file.

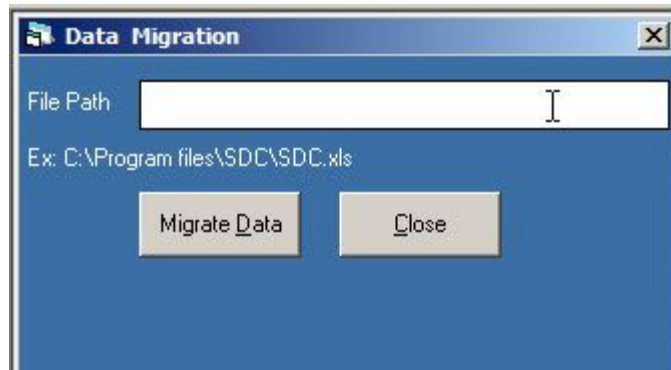


- Click the Get File Path button. Do not rename the file. In the Excel file the fields marked *Red* are required. If these fields are blank, the system will give an error. Ensure that the UID and PIN match GGM settings. Do not change the field lengths.

UserID	UserPIN	FirstName	LastName	AssignedGroup
SSN	Title	EmployeeNumber	Department	OfficePhone
Extension	HomePhone	CellPhoneEmail	Description	

- After entering the data or cut/pasting from the source file, press the “Transfer User” button. Then press “Yes”.

MIGRATION MODULE

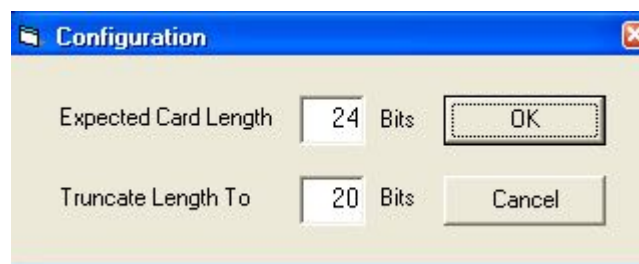


The Data Migration Module should be used only once during a new installation. Please be sure that you migrate data before creating any Users or Groups or Holidays or Time Zone. If you already have created data, duplicates or conflicts may result. Note: The users PC must have MS Office 97 (or newer) installed for the Migration module to work. If not, an error "Active X cannot create object" will result.

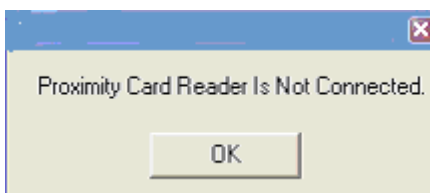
- Select **System -> Migrate Data**
The Migrate data screen opens up as shown above.
- Type the valid path of the Excel file you want to Migrate.
(Example: C:\mydocuments\SDC\SDC.xls)
- If the path to the Excel file is valid and there are no errors during the transfer of data from Excel sheets the user will get a message saying that "Import Successful". Once the Migration is done, Migrate Data Menu will be disabled.

PC PROX MODULE

- Under system go to "Pc Prox Device".
- Select Configure to set the length of the card in bits. The setup default will be 35/20. The card is 37 bits = 35 bits for data (15 bits for FacID and 20 bits for UserID) + 2 bits are parity.
- To use the 26 bit cards, just set the expected card length to 24.
- To get the correct ID as printed on the card to display, set the truncate length to 16 bits.



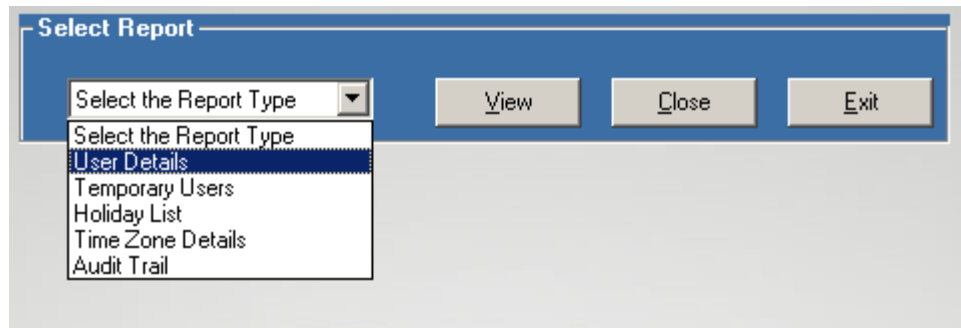
To test the reader, connect the reader to the computer and then press the Test button. If reader is not connected the following error will be displayed. The system supports USB and Serial type readers, but Serial type readers are not recommended for XP.



REPORT SECTION

The Report Wizard Option in the Software enables you to view the Data in the Application and print it. From the top menu select **Reports -> Report Wizard**

Then select the report type you wish to view using the pull down arrow.



The Report Wizard offers the following Options:

User Details Report

Choose the User Details Option and Click on the View Button. The generated report is a list of users in the System. In the Report you can navigate by Group in the preview column and the scroll bar to see the assigned users.

Temporary Users Report

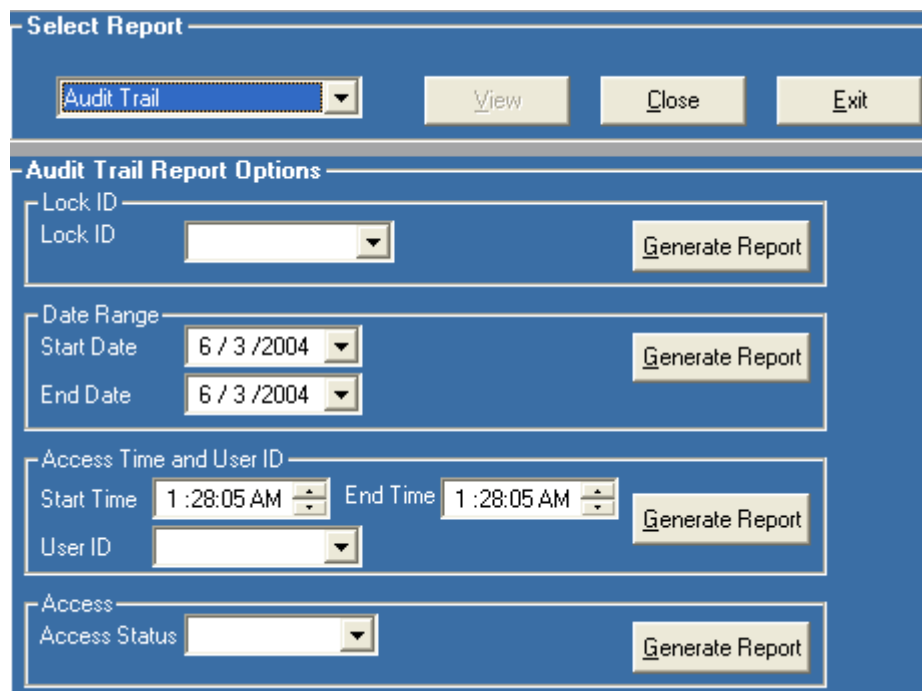
Choose the Temporary Users Option and Click on the View Button. This will generate the Report with the List of Temporary Users with their permitted dates and the Time Zone they have access to.

Holiday Report

Choose the Holiday Option and Click on the View Button. It will generate the Report with the List of Holidays with their Start Date and End Date, and Yes or indicating if the particular holiday has passed or is still active.

Viewing the Audit Trail

Choose the Audit Trail Option from the List of Reports. Select the search criteria that best matches your requirements then click the "Generate Report" button for that option. Those options are described below.



Select Report

Audit Trail View Close Exit

Audit Trail Report Options

Lock ID
Lock ID Generate Report

Date Range
Start Date 6 / 3 / 2004 Generate Report
End Date 6 / 3 / 2004

Access Time and User ID
Start Time 1 :28:05 AM End Time 1 :28:05 AM Generate Report
User ID

Access
Access Status Generate Report

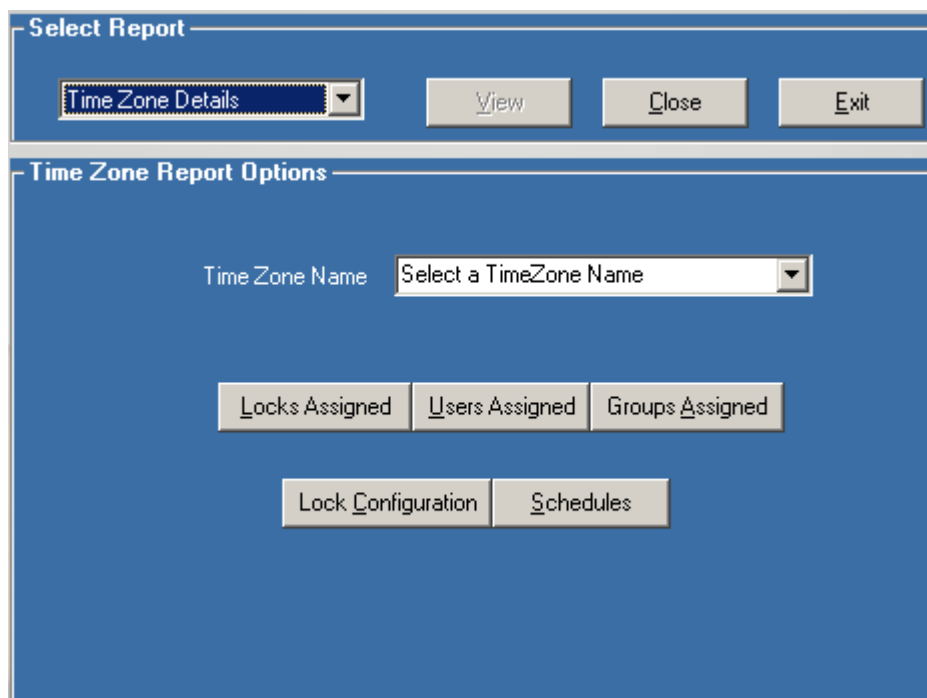
* **NOTE** Audit Trail Data must be retrieved from the locks that you want to view. See Programming Guide Function 15. The Audit Trail information is limited to the amount of events that the lock memory can hold. See Programming Guide for information on lock memory maximum quantities.

- a. If you select the "Lock ID" from the Drop down list and click on the Generate Report, it will display the Audit Trail* for that particular Lock ID only.
- b. If you select the Date Range by giving the "Start Date" and the "End Date" and Click Generate Report it will display the Audit Trail of all the Locks* for the specified date range.
- c. Select the Access Time. Click on "Generate Report". It will display the users who have accessed the locks* at that particular Time. To restrict the report to a particular user select that User from the List.
- d. Select the "Access Type" (Error or Good) and click on Generate Report to view the report.

*Note: Use the refresh button  (lightning bolt) to ensure that you are viewing all of the available data.

Time Zone Details Report

Select Time Zone Details from the report Wizard, select a time zone name from the list, then choose a report option. Choose the option "Select All" to view the data of the all Time Zones in the System. Options are described below.



The image shows two overlapping dialog boxes from a software application. The top dialog box, titled "Select Report", has a dropdown menu set to "Time Zone Details" and three buttons: "View", "Close", and "Exit". The bottom dialog box, titled "Time Zone Report Options", has a "Time Zone Name" dropdown menu set to "Select a TimeZone Name". Below this are five buttons: "Locks Assigned", "Users Assigned", "Groups Assigned", "Lock Configuration", and "Schedules".

Locks Assigned will display all of the Locks assigned to the selected Time Zones.

Users Assigned will display all of the Users Assigned to the selected Time Zones.

Groups Assigned will display all of the Groups Assigned to the selected Time Zones.

Lock Configuration will display the Lock Configuration of all of the locks in the selected Time Zones. Scroll down in this report to view the Settings Legend.

Schedules will display all of the schedules for the selected Time Zones.

Note: Use the refresh button  (lightning bolt) to ensure that you are viewing all of the available data.

FREQUENTLY ASKED QUESTIONS

When I try to upload to the lock I get an error “Not found” on the IDT display.

The error “*Not Found*” indicates that the lock ID is not in the time zone you are uploading and/or not entered into the software. Make sure the lock ID is assigned in the software to the Time zone you are trying to upload.

Each time I try to upload or down load I get an error on the IDT.

The position of the IDT and to the lock is critical and the infrared ports must be aligned correctly. Hold the IDT level just above the lever and centered left to right.

I have entered in a Passage schedule, now only managers have access.

Once you have implemented any scheduling you will need to grant non-management users access times. Implementing an All-User, User, or Group schedule will solve this problem.

I have uploaded a large number of users and only some of the codes work.

You may have exceeded the Maximum User Capacity of the lock. The basic unit will allow 64 users to be entered. For information on Memory Upgrades contact your Distributor or **SDC**.

If I add a user at the door will the software be updated?

No, for security reasons the information in the lock is overwritten by an IDT upload. Therefore anything entered at the lock that is not present in the software database will be overwritten.

I'm trying to assign a lock to a new time zone and I don't see the lock ID in the available lock list

This indicates that the lock is already assigned to a different time zone. The easiest way to find out what time zone that lock is assigned to is to run a report on time zone locks assigned. This will show you which locks are assigned to each time zone.

The IDT batteries aren't lasting very long. Is the IDT defective?

No, The batteries in the IDT will last for about thirty hours of use, however their life is much shorter if the IDT is not allowed to go into battery saving mode. Press the button on the IDT so the “IDT ver 1.xx” and the date and time are showing. The IDT will (after 4 minutes) go into battery saving mode from this screen only.