AC-115

Compact Networked Single-Door Controller

Software Manual

ROSSLARE
SECURITY PRODUCTS

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Notice and Disclaimer

This manual's sole purpose is to assist installers and/or users in the safe and efficient installation and usage of the system and/or product described herein.

BEFORE ATTEMPTING TO INSTALL AND/OR USE THE SYSTEM, THE INSTALLER AND THE USER MUST READ THIS MANUAL AND BECOME FAMILIAR WITH ALL SAFETY REQUIREMENTS AND OPERATING PROCEDURES.

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- ROSSLARE exclusive warranty and liability is limited to the warranty and liability statement provided in an appendix at the end of this document.
- This manual describes the maximum configuration of the system with the maximum number of functions, including future options. Therefore, not all functions described in this manual may be available in the specific system and/or product configuration you purchased.
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1. Introduction

Thank you for purchasing the AC-115 single door, self-contained access controller and AS-115 PC software.

The AC-115 is an advanced single door controller capable of being networked with up to seven more AC-115s.

A single AC-115 can be used without PC Software. Programming the AC-115 without the PC software (local programming) is accomplished via the AC-115's membrane keypad. However, there are many features that can only be set by the AS-115 PC software.

The PC software must be used when more than one AC-115 is joined in a network of doors.

This manual explains how to install and use the AS-115 PC software with one or more doors.

This section describes this manual, and how to choose the right operating system and the necessary hardware required to use your AC-115 system.

The topics in this chapter are:

- How to Use this Manual
- Minimum Requirements
- Installing the AS-115 PC Software

This manual refers to the AS-115 software version 33.9.08 and above.

1.1 How to Use this Manual

The manual is constructed in a step-by-step format but can also be used as a quick reference guide.

Installers who are new and unfamiliar with the setup procedure should read this manual from cover to cover and should read each chapter in the order that it is presented. However, if you are already familiar with the AC-115, this manual can be used as a quick reference guide in order to fine tune your knowledge about the AC-115 system.

A PDF of this manual can also be found on the AS-115 PC Software installation CD.

1.2 Minimum Requirements

To install the software, you need a minimum of 300MB available on your hard disk.

Your PC also requires an available Serial Port (9-pin connector).

The AS-115 software functions in English on any PC using the following Operating Systems:

- Windows 95/98/ME
- Windows NT/2000
- Windows XP/2003 server

There are, however, some special considerations to take into account when using the AS-115 multi-language support feature.

See Appendix A for a list of languages supported by the AS-115 software.

1.3 Installing the AS-115 PC Software

The installation of the AS-115 PC software package from the CD-ROM is a mostly automated process done by an installer program.

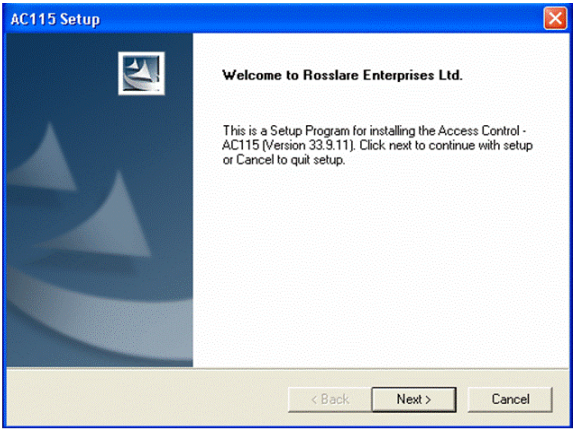
To install the AS-115 software:

1. Close all applications.
2. Insert the AS-115 PC software CD into the CD drive.

   If the AS-115 setup wizard does not start automatically, click **Start** on the Windows taskbar, and click **Run**. Enter "D:\Setup", where D is the letter that corresponds to the CD drive.

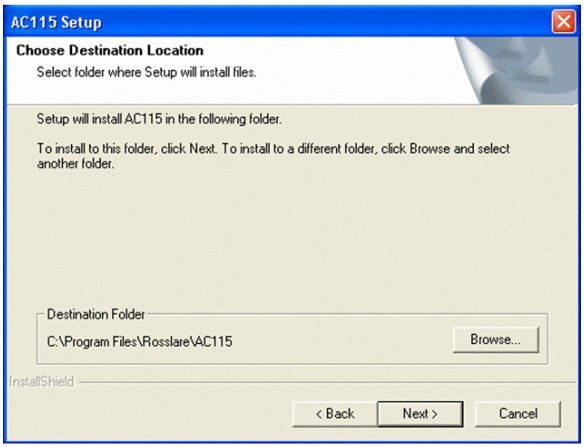
   For example, if your CD drive is the E drive, enter **E:\setup**.

   The following window opens:



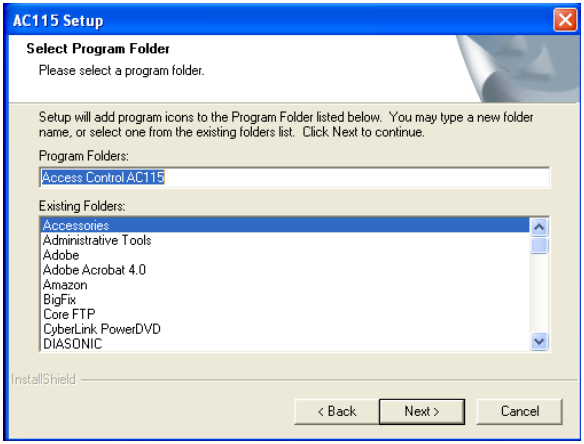
3. Click **Next** to continue with the installation.
4. Choose the Destination Location:

   The installer prompts you to enter the destination location for the installation. This is where the AS-115 PC software is stored on your hard disk.



5. Click **Next** to accept the default installation location and continue with the installation or click **Browse** to change the installation location.

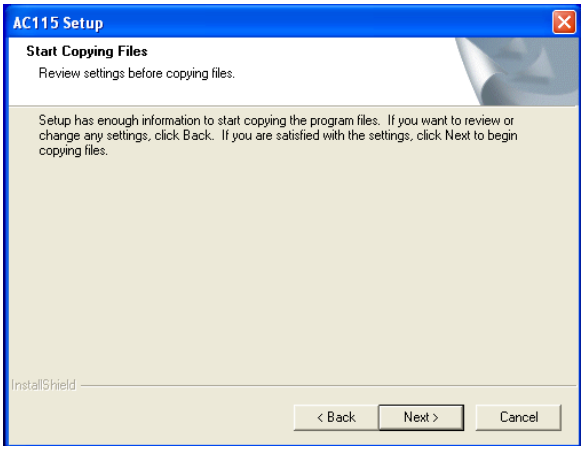
   The *Select Program Folder* screen opens.



   This window determines where the AS-115 PC software appears in the Windows Start menu.

6. Select a program folder and click **Next**.

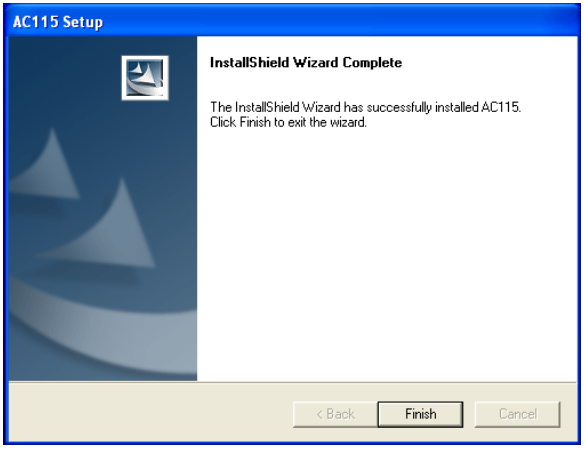
   The *Start Copying Files* screen opens.



7. Click **Next**.

   The installation begins.

   When the installation is complete, the *InstallShield Wizard Completed* screen opens



8. Click **Finish** to complete the installation.

2. Getting Started

Now that you have successfully installed the software, you are ready to start using it. However, before you begin using the software, it is important to make sure the AC-115 hardware is attached correctly.

This chapter explains how to attach the AC-115 hardware to a PC and check to make sure that the communication between the AC-115 and the PC is working properly.

To do this, you will learn how to login to the software and how to set up your serial port (COM port) and you will get a brief introduction to the software's Main Window.

The topics in this chapter are:

- Connecting the AC-115 to your PC
- Starting the Software and Logging In
- Introduction to the Main Window
- Configuring the Serial Port (COM Port)
- Setting Up Your Preferred Language
- Setting Up Operators
- Maintaining the PC Software Database

2.1 Connecting the AC-115 to your PC

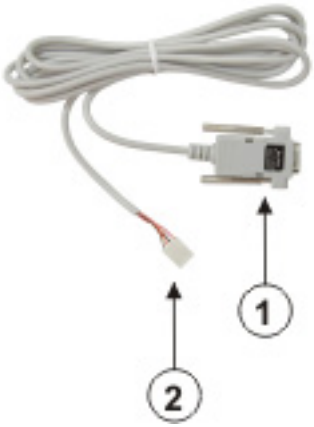
To get the fullest out of this manual, you should already have the In and Out Wiegand 26-Bit readers, the Release to Exit (REX) button, and Door Monitor wired to the AC-115. The AC-115 must also be wired to power supply.

It is assumed that you have already installed the AC-115 hardware.

This section describes how to wire the AC-115 to the PC. To do this, you need an RS-485 to RS-232 converter cable (Rosslare Model Number MD-14), which can be ordered from your Rosslare Security products supplier (Figure 1).

The new MD-14U cable can also be used in place of the older MD-14 cable.

Figure 1: MD-14 Cable (RS-232 to RS-485 Connection)



The MD-14 has two connecters:

- ❶ RS-232 Connector
- ❷ RS-485 Connector

The AC-115 does not require a connector on the RS-485 side of MD-14 cable.

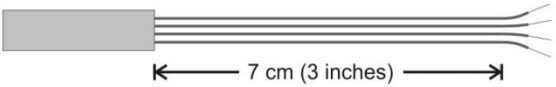
2.1.1 Preparing your MD-14 for Use with the AC-115

This is a brief set of instructions on preparing the MD-14 for the AC-115. When you receive a new MD-14, the RS-485 connector should look like the following.

Figure 2: New MD-14

Cut the connector off and remove about 3 inches (7 cm) of cable shielding and strip the ends of the four wires about a quarter of an inch (5 mm).

Figure 3: Modified MD-14



2.1.2 Connecting the MD-14 to the AC-115 and your PC

Attach the MD-14 to the AC-115 according to Figure 4 and Table 1.

Figure 4: MD-14 to AC-115 Connection

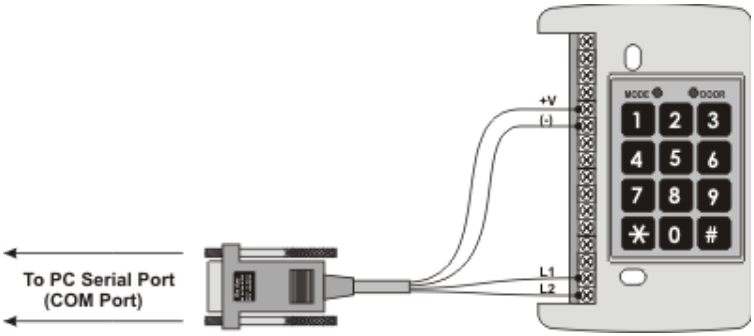


Table 1: MD-14 Wire Color Guide

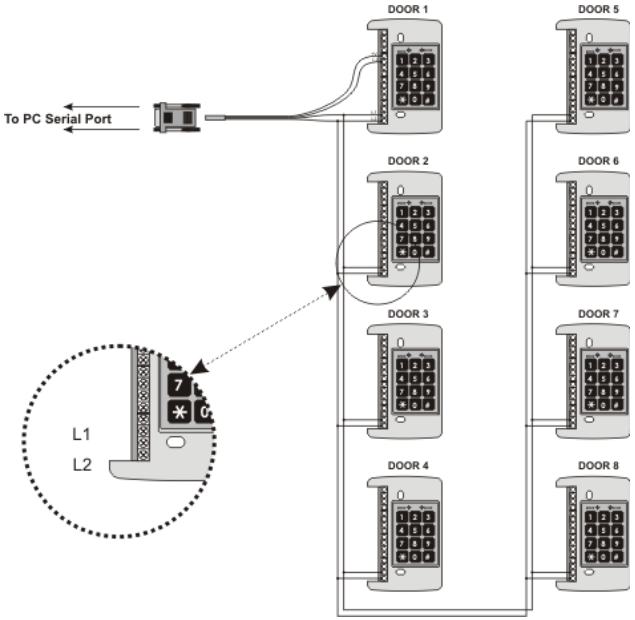
Controller	Color
+V	Red
(-)	Black
L1	Orange
L2	Brown

You have now correctly attached the MD-14 to the AC-115 and to your PC serial port (COM Port).

2.1.3 Connecting More than One AC-115 to the PC

Figure 5 shows how to connect more than one AC-115 to the PC in order to build a multi-door AC-115 network. Note that you need only one MD-14 for the whole network. Once wired and powered, you must set the Door Numbers of the AC-115's in the network.

Figure 5: Multiple AC-115 to PC



2.1.4 Setting Up Door Numbers for Multi-Door AC-115 Network

It is very important to assign unique Door Numbers to each AC-115 in the network.

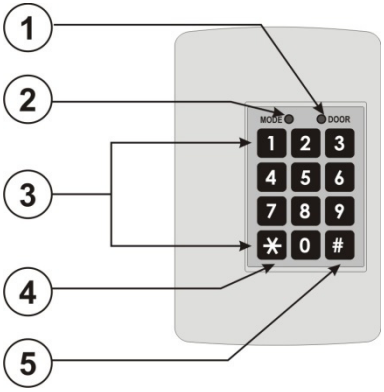
The Door Number correctly identifies the hardware when they communicate through the serial port. You need to remember the Door Numbers you assign when you are setting up the software.

Door Numbers can only be programmed from the 3x4 matrix keypad of theAC-115 controller and not from the PC. This is called "local programming".

Local programming is covered in extensive detail in the AC-115 Hardware Installation and Users Guide.

Figure 6 shows the layout of the AC-115 keypad.

Figure 6: AC-115 Keypad



❶ The DOOR LED is used to assist navigation through the local programming menu.

❷ The MODE LED indicates the current mode of operation of the AC-115. It also assists navigation through the local programming menu.

❸ This is the 3x4 matrix keypad. It has buttons from "0" to "9" that are used when entering programming settings and when entering Personal Identification Numbers (PIN).

❹ The "*" key is the bell button.

❺ The "#" key is used for entering or exiting local programming mode.

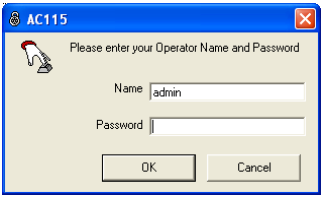
Refer to the *AC-115 Hardware Installation and Programming Manual* for how to program the Door Number.

Once you have programmed the Door Number, you are now ready to start using the PC software. After you learn to log in to the software and get acquainted with the main screen, you can proceed to test the connection with the AC-115.

2.2 Starting the Software and Logging In

To start the software and log in:

1. Start the AS-115 PC software from the Windows "**START**" menu or by clicking the icon on the Windows desktop. You are prompted with the login window:



Operators of the software can be assigned to have different access rights to the software. Limits can be placed on which menus the user has access to. You will learn more about setting user levels later.

2. Enter the Name "**admin**" and Password "**admin**".
3. Click **OK**.

You have now successfully logged into the software as the operator named "admin".

The software now attempts to connect to the AC-115 using the default COM port setting. The default COM port setting is COM 1.

If COM 1 is not available (being used by some other software), the following window appears, informing you of the connection problem:

This means that you must change your COM port or make the COM port available by quitting/uninstalling the software that is keeping the COM port busy.

In the meantime, the software detects that you have no doors installed and the software operates in offline mode (see Section 3.1.2).

2.3 Introduction to the Main Window

Now that you have successfully logged in to the PC software, you are ready to make sure that your AS-115 software is communicating correctly with the AC-115. In this section, you will learn how to setup your Serial Port (COM Port) and make sure that your AC-115(s) are communicating.

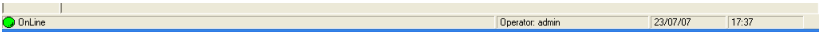
After logging in, the software's main screen appears.

Depending on the security access level of the user logging in, there are various options available for use.

The Menu Bar contains the following menu options: File, View, and Help.

The Status Bar has four sections.

- Online/offline indicator
- Current user
- Date
- Time



The Toolbar contains shortcuts to major menus and commands (Table 2).

Table 2: Toolbar

Button	Functionality
	Activates a screen for Online messages
	Manages the employee functions
	All functions related to doors
	System settings

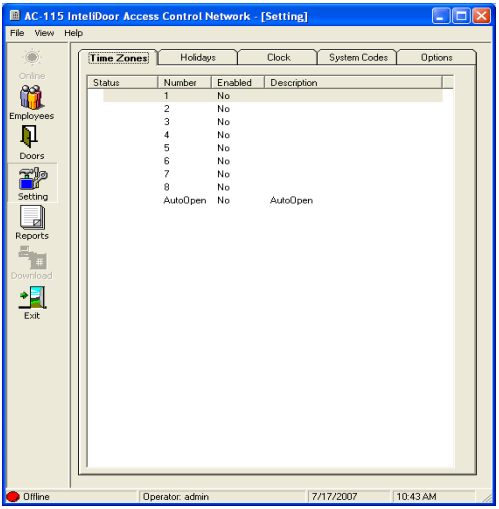
Button	Functionality
	Configure and generate reports.
	Activates a screen for download of all data from the PC to the Access control.
	Exit the system.

2.4 Configuring the Serial Port (COM Port)

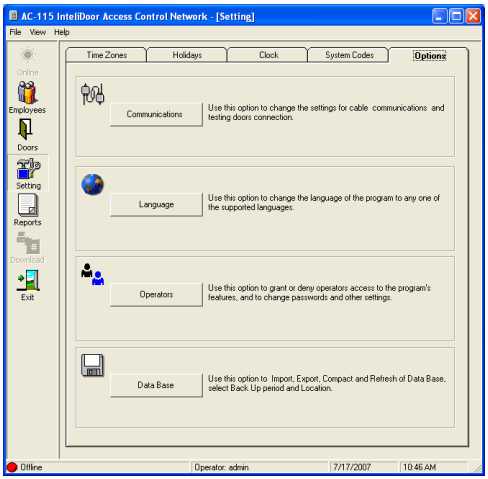
Now that you are a little more familiar with the software's Main Window, you are ready to set-up your Serial Port COM Port.

To configure the serial (COM) port

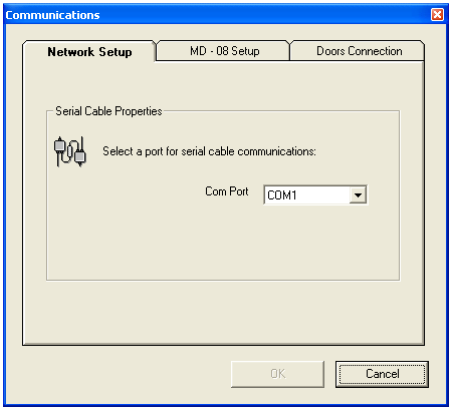
1. On the toolbar, click **Setting**. The *Settings* screen appears.



2. Click the **Options** tab. The *Options* screen appears.



3. Click **Communications**. The *Communications* window opens.



4. On the **Network Setup** tab, choose the COM port connected to your AC-115 network from the dropdown.
5. On the **MD-08 Setup** tab, choose the COM port connected to your MD-08 (see Appendix B for more information).
6. On the **Doors Connection** tab, test the connection of each of the installed doors in the network.
7. When you have completed entering your communication settings, click **OK**. The software attempts to connect to the equipment using the new settings.

2.5 Setting Up Your Preferred Language

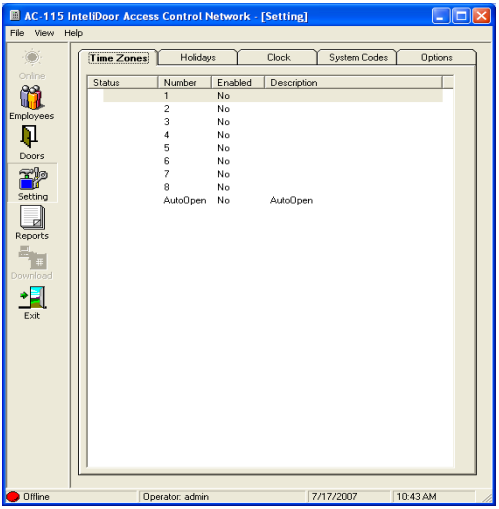
See Appendix A on how to set your system's language.

2.6 Setting Up Operators

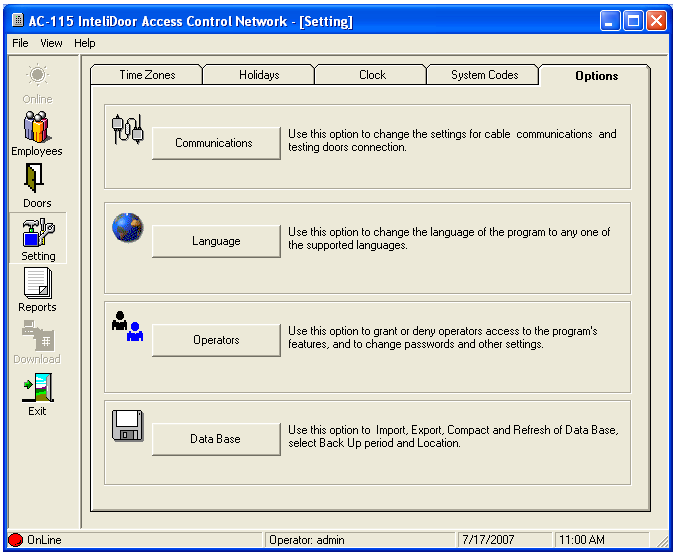
The AS-115 PC software supports multiple users, each with their own access rights to the various menus and options within those menus. Adding, removing, and configuring users and their access rights are accomplished from the Operators window.

2.6.1 Adding an Operator

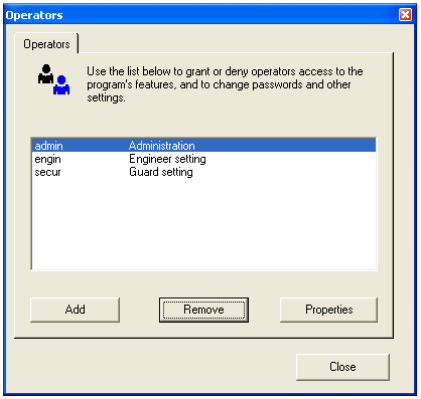
1. Click **Setting** on the toolbar. The *Setting* screen appears.



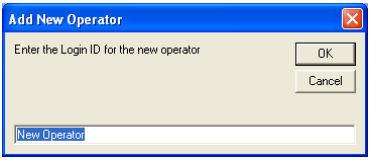
2. Click the **Options** tab. The *Options* screen appears.



3. Click **Operators**. The *Operators* window opens.

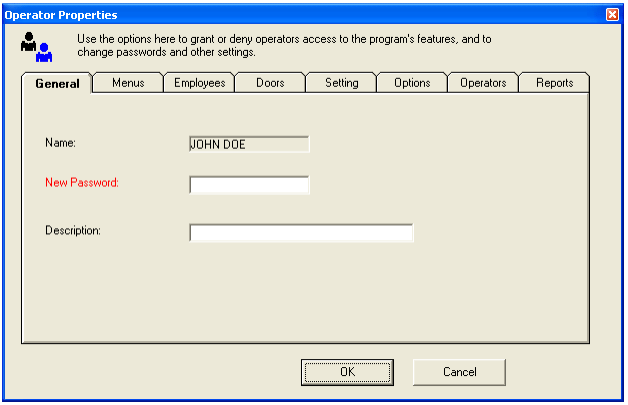


4. Click **Add**. The *Add New Operator* window opens.



5. Enter the name of the new operator.
6. Click **OK**.

The *Operators Properties* window opens to allow you configure the operator parameters.



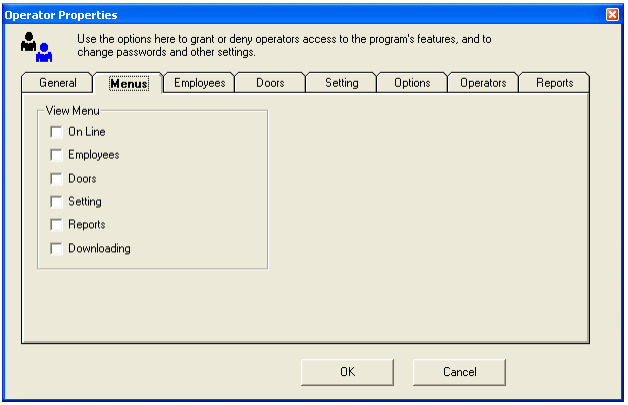
2.6.2 Configuring the Operator Parameters

The *Operator Properties* window consists of eight tabs. Each tab contains a logical group of privileges available to the operator. At any time you can complete the operator configuration by clicking **OK**.

2.6.2.1 General Tab

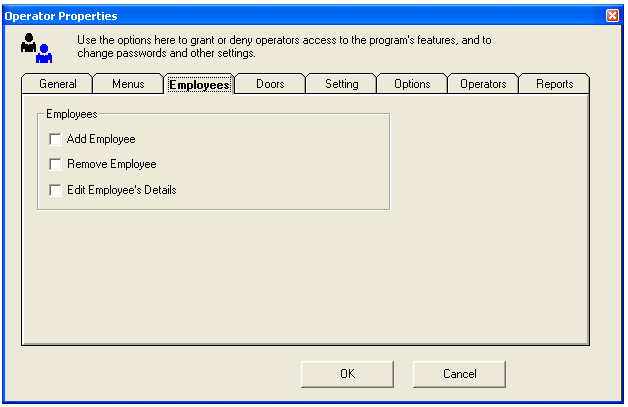
The General tab provides for entering a unique password for each new operator. The description can be anything, but is limited to 25 characters.

2.6.2.2 Menus Tab



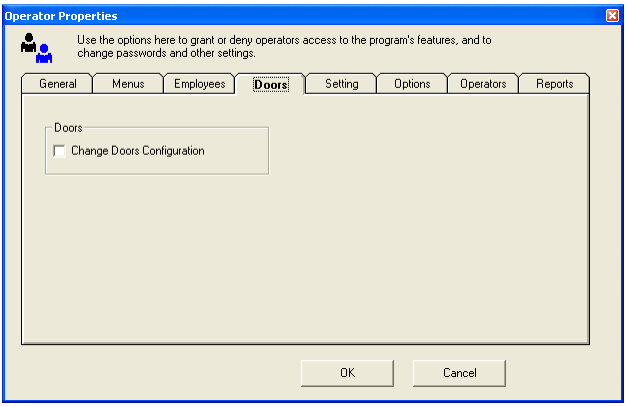
These options determine which menus the operator can view.

2.6.2.3 Employees Tab



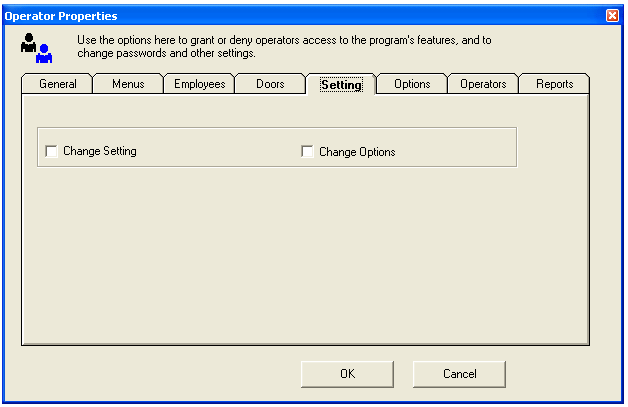
These options allow the operator to add and remove employees from the system, as well as change the parameters of existing employees.

2.6.2.4 Doors Tab



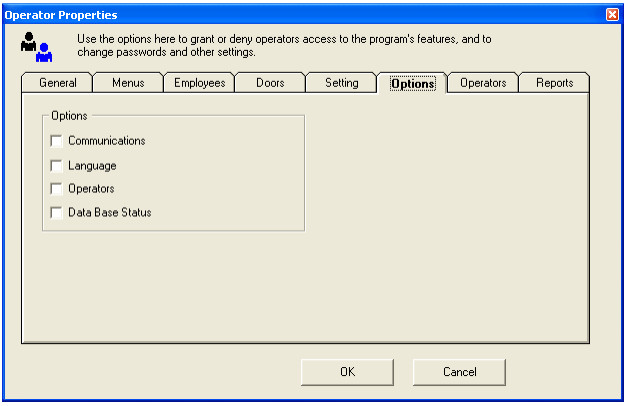
When this checkbox is selected, the operator has the ability to change the door configuration.

2.6.2.5 Setting Tab



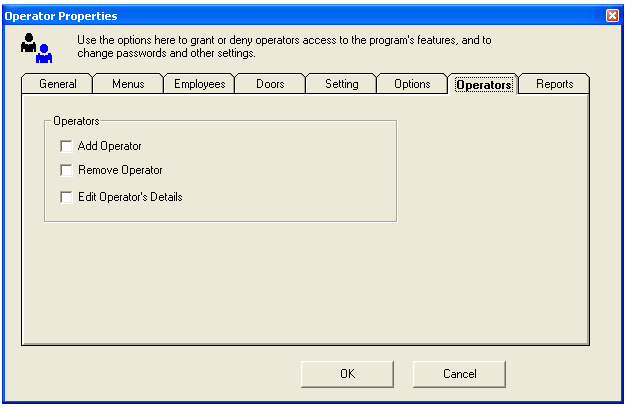
These checkboxes allow the operator to change settings and options.

2.6.2.6 Options Tab



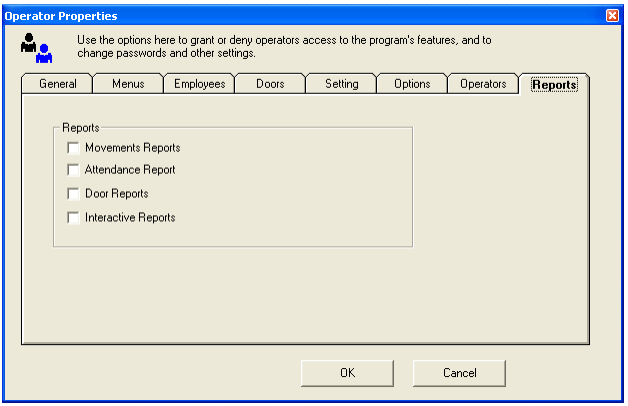
These options allow the operator access to communications, language, operator, and database settings.

2.6.2.7 Operators Tab



These options allow the operator to add and remove operators from the system, as well as change the parameters of existing operators.

2.6.2.8 Reports Tab



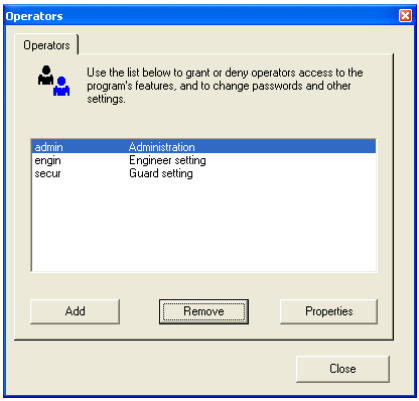
The report options determine which reports the operator can configure and generate.

2.6.3 Removing an Operator

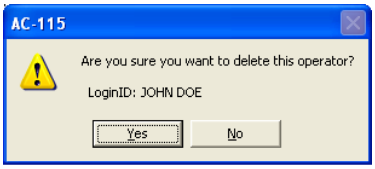
To remove an operator:

1. On the toolbar, click **Setting**. The *Settings* screen appears.
2. Click the **Options** tab. The *Options* screen appears.

3. Click **Operators**. The *Operators* window opens.



4. Click **Remove**. The *Remove Operator* window opens.



5. Click **Yes** to confirm.

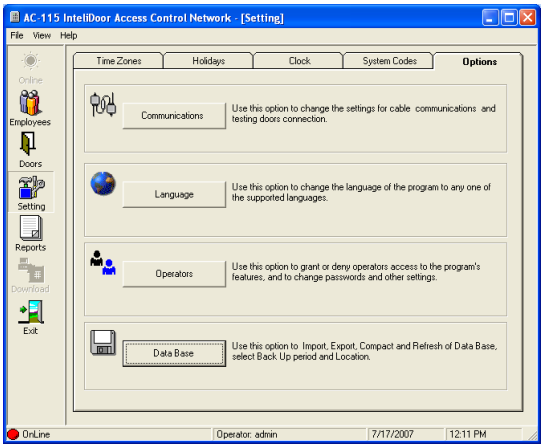
2.7 Maintaining the PC Software Database

Periodically the AC-115 Access Control Network system prompts you to compact its database. This procedure makes sure that your database is kept in its best condition, allowing it to be accessed faster.

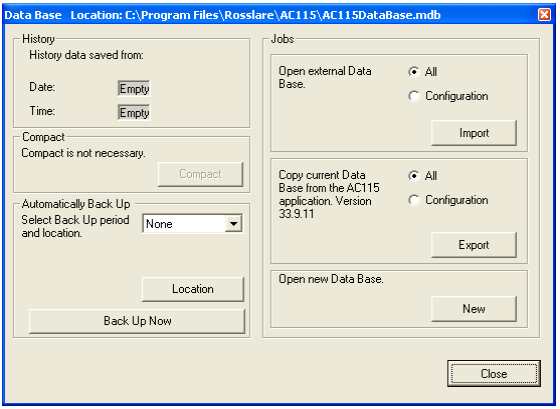
If your system has heavy traffic, the system prompts you to compact the database more often.

To maintain the database:

1. On the toolbar, click **Setting**. The *Settings* screen appears.
2. Click the **Options** tab. The *Options* screen appears.



3. Click **Data Base**. The Database Location window opens.



4. Set the database options according to the field descriptions in Table 3.

Table 3: Database Window

Parameter	Details
History	Records and displays the time and date of the most current backup.
Compact	Indicates whether or not the database needs to be compacted. Click **Compact** to start the process.
Automatic Back Up	None, Day, Week, Month, Year Day: 1–6 days Week: 1–3 weeks Month: 1–11 months Year: 1–3 years
Jobs	Open external database: Select **All** or **Configuration** and then click **Import**.

Parameter	Details
	Copy current database: Select **All** or **Configuration** and then click **Export**. Open new database: Click **New** to open a new database.
Close	Click **Close** to close the database window.

3. Configuring the System

So far you have learned how to install the AS-115 PC Software, attach your AC-115 to the PC, and set up your serial port connection. You are now ready to start setting up your first door.

In this chapter, you will learn how to program all of the AC-115's settings. This chapter will walk you through the whole setup process from beginning to end. Along the way, you will learn how to use every feature of the AC-115.

The topics in this chapter are:

- Modes of Operation
- Download and Upload
- Door
- Downloading Settings to the Hardware
- Testing Your Network for the First Time
- Setting up the System Codes
- Setting up Activities and Times Zones
- Automatic Normal/Bypass Mode Switching
- Setting Up the Holiday Dates
- Setting Up the System Date and Clock

3.1 Modes of Operation

The AS-115 software has two operating modes: Online and Offline.

3.1.1 Online Mode

Certain features of the software can only function when the PC is connected to the AC-115 network and all the AC-115 units on the network are functioning and communicating properly.

These locked features include the ability to view the AC-115 network's real time door status, downloading the door settings to the hardware, and uploading the door history file to the PC.

To unlock these features, the software must be put into Online mode. Before entering Online mode, the software ensures that:

- The COM port selected in your settings is available
- All the doors marked as installed are functioning and communicating properly
- At least one door is marked as installed

If the conditions are not met, the software does not enter Online mode and remains in Offline mode.

If the above conditions are met, the software enters Online mode.

3.1.2 Offline Mode

In Offline mode, a user can change almost all of the door and user settings. However, these settings do not take effect until the software is brought into Online mode and the settings are downloaded to the door network.

If the settings are not downloaded to the door network, the system remembers the setting changes even if the user exits the software. These changes are ready for download in the future, at the user's discretion.

3.1.3 Check the Mode of Operation

You can instantly view the software's Mode of Operation at a glance by checking the Mode of Operation indicator on the bottom left corner of the Main Window.

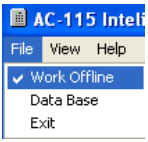
If the system is Online, the indicator is green.

If the system is Offline, the indicator is red.

3.1.4 Change the Mode of Operation

Changing the software's Mode of Operation is as simple as clicking the File Menu and clicking on the "Work Offline" menu item (Figure 7).

Figure 7: Offline Indicator



A checkmark next to "Work Offline" indicates that the software is in Offline mode.

If you are currently Offline, clearing "Work Offline" commands the system to attempt to enter Online Mode.

If you are currently Online, checking "Work Offline" commands the system to exit Online mode and return to Offline mode.

3.2 Download and Upload Settings

3.2.1 Download Settings to the AC-115 Network

Downloading refers to the act of transferring settings from the PC to the AC-115 unit.

Whenever any doors are enabled or disabled, door or user settings are changed in the PC software. The settings do not take effect until the settings are downloaded from the PC to the AC-115 hardware in the AC-115 network.

If settings are changed, the software stores these changes. If the user makes changes to the settings and exits the software without downloading the settings to the AC-115 hardware in the AC-115 network, the software still saves the changed settings. This allows the user to download the settings to the AC-115 network later.

3.2.2 Uploading History from the AC-115 Network

Uploading refers to the act of transferring history data from the AC-115 hardware to the PC.

Uploading the history data is discussed in Chapter 5.

3.3 Door Setup

3.3.1 Installing the First Door

To set up your first door, you need the hardware setup as shown in Figure 8.

Figure 8: Door Enable

Note

The AC-115 in this setup has its Door Number set to #1. A new AC-115 from the factory is set to Door Number One by default.

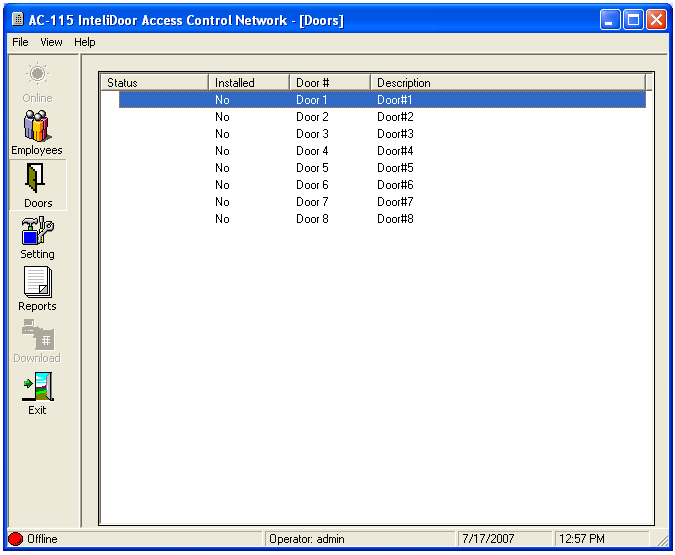
If you are not sure what your AC-115 hardware's Door Number is, then refer to the *AC-115 Hardware Installation and Programming Manual* for how to set the Door Number.

To install your first door, you first enter the Doors screen. From the Doors Menu, you can install and uninstall any of the eight doors in the network. To install Door #1, you need to see the Door Properties for Door #1.

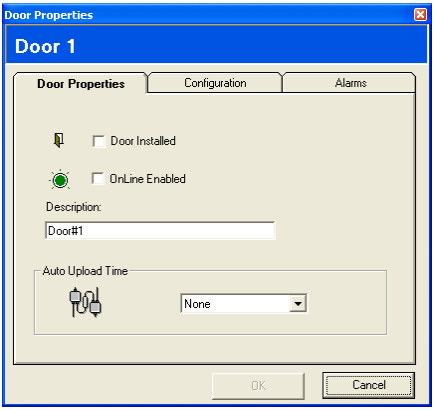
3.3.2 Getting the Door Properties for Door #1

To view the Door Properties for Door #1:

1. On the toolbar, click **Doors**. The *Doors* screen appears.



2. Double click on the row marked as Door #1 to open the *Door Properties* window for Door #1.



3.3.3 Setting the Door Properties for Door #1

To set the door properties:

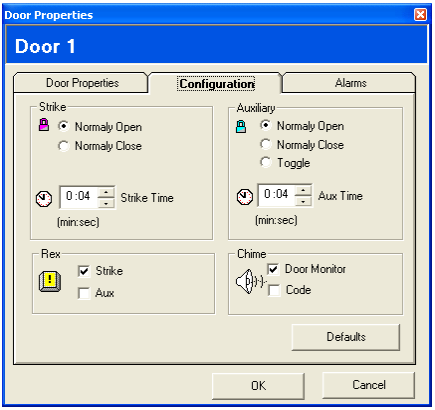
1. In the *Door Properties* window, select the **Door Installed** checkbox to Install Door #1.

2. Select the **Online Enabled** checkbox to enable Door #1 in the Online Window.
3. Enter a simple description for Door #1.
4. Select how often you want the AC-115 hardware to upload its history report to the PC.
5. Click **OK**.

3.3.4 Setting the Door Configuration for Door #1

To set door configuration:

1. In the *Door Properties* window, click the **Configuration** tab.



2. Configure the operation settings for the Lock Strike Relay:
   - Normally Open or Normally Close
   - Strike Time
3. Configure the operation settings for the Auxiliary Relay:
   - Normally Open, Normally Close, or Toggle
   - Aux Time
4. Configure which outputs are activated when the REX switch is pushed:
   - Strike
   - Aux
5. Configure which events cause the Chime Alert to sound (for example, when the door is opened or when a valid code is entered).
6. Click **OK**.

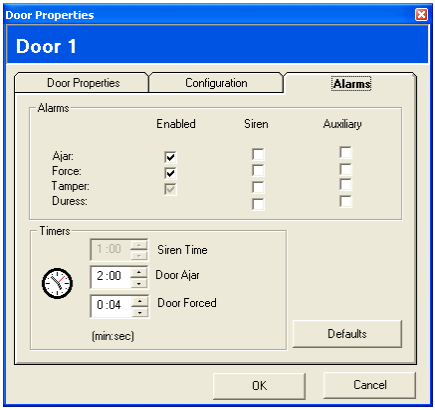
Note

You can click **Defaults** to reset the configuration to the default settings.

3.3.5 Setting the Alarm Conditions for Door #1

To set alarm conditions:

1. In the *Door Properties* window, click the **Alarms** tab.



2. In the Alarms section you can decide whether the auxiliary relay and/or the internal siren are activated when one of the following four events occurs:
   - Door Ajar Event

     A Door Ajar event occurs when a door is left open longer than the Door Ajar time.
   - Forced Door Event

     If a door is opened without a valid code being entered, then the forced door event is activated.
   - Tamper Event

     If the AC-115 bezel is removed or if the AC-115 loses its connection with a reader, a tamper event is activated.
   - Duress Event

     If a Duress code is entered then the duress event is activated.
3. Set the Siren Time, Door Ajar time and Forced Door time.

> Note: You can click **Defaults** to reset the alarm conditions to their factory default settings.

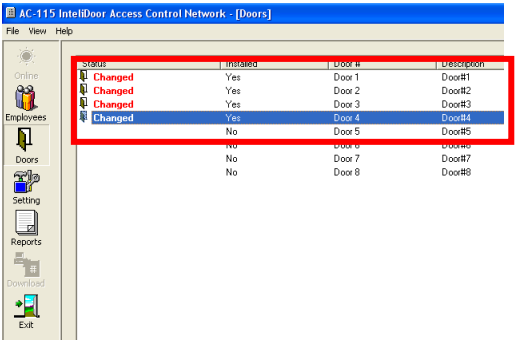
4. Click **OK**.

You have now setup your first door.

Follow the same procedure to configure all eight doors.

Figure 9 shows what the *Doors* screen looks like after four doors have been installed:

Figure 9: Example of Four Doors Added



Notice that the status of each door installed is now "Changed".

This means that there are settings that have been changed on the PC software that have not been sent to the AC-115 door network.

Changes made to settings in the software do not update the AC-115 network immediately. Changed settings are only updated to the controllers when the download procedure is initiated.

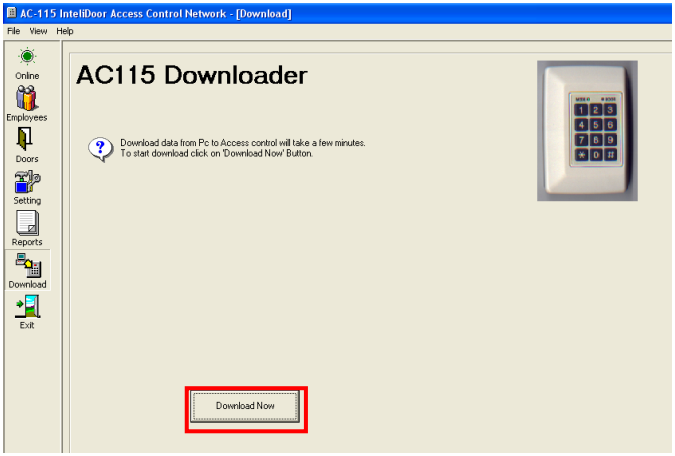
In the next section, you will learn how to initiate your first download procedure.

3.4 Downloading Settings to the Hardware

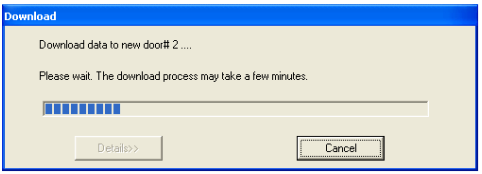
To download settings to the hardware:

1. On the toolbar, click **Download**.

   The *Download* screen appears.



2. Click **Download Now** to update changed settings to the installed doors in the network. The system downloads the changed settings to the controllers in the network.



When the PC software is in Offline Mode, **Download** on the toolbar is grayed out. To enable Downloading, the PC software must first be placed into Online Mode (Section 3.1.1).

When installing a new door, the first download takes longer as all the settings in the new door are updated. Downloading to existing doors is very fast, as only the changed settings are sent to the door.

Now that you have downloaded your settings to the installed doors, it is time to test your network for the first time.

3.5 Testing Your Network for the First Time

You have now set up your door settings in the PC software and have downloaded the settings to your controllers. You now need to test that the controllers in the network are communicating properly and that the readers attached to them are also working correctly. This is done by viewing the *Online* screen while entering the Employee Codes at each of the In & Out Readers attached to the controllers in the network.

There are two conditions that need to be met before you can start testing:

- All the doors you want to test must have Online Enabled active in their door properties. If Online Enabled is not active in a door, then the status of that door does not appear in the *Online* screen.
- You must be in Online mode to access the *Online* window. If **Online** on the toolbar is grayed out, it means that you are not in Online mode.

If your system meets the above conditions, you can conduct the test.

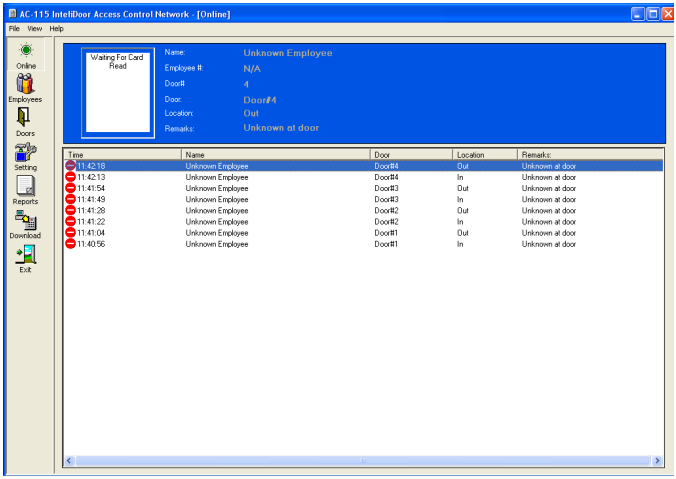
To test your network connection:

1. On the toolbar, click **Online**. The Online screen appears.

2. If there are any events in the network such as a proximity card being read, it appears in the Online screen.
3. Test each of the readers in your system:
   - If it is a proximity reader, apply any compatible proximity card
   - If it is a keypad reader, enter any Keypad Code
   - If it is any other reader, activate the reader so that the ID is sent to the controller over the Wiegand 26-Bit Reader's output

Figure 10 shows an example of what your *Online* screen should look like after you have created a few events by activating all the readers in your network:

Figure 10: Devices Online



In this example, there are 4 controllers in the AC-115 network.

All the readers were tested for each of the controllers on the network.

If all the readers show up on your list, then the readers and controllers are functioning normally. In the example provided above, the network is functioning normally.

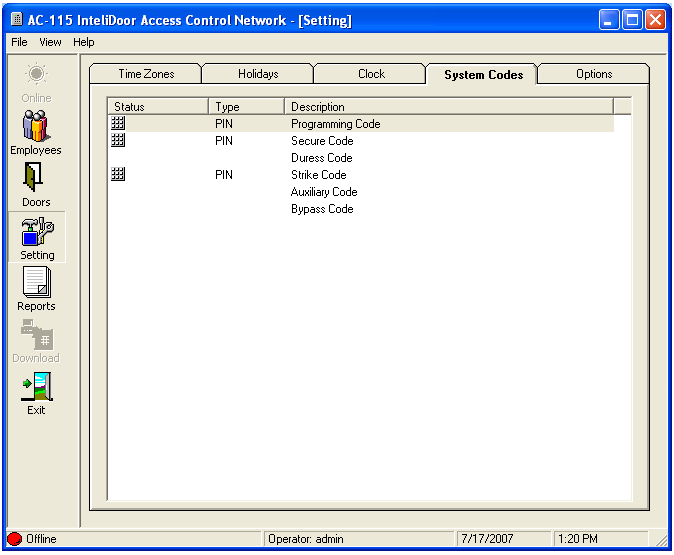
If any of the readers attached to the controller do not show up on the list, then test the reader again. If a particular reader still does not appear on the list, the reader is most likely not connected properly, malfunctioning, or may not be Wiegand 26-Bit compatible.

3.6 Setting up the System Codes

Setting up the Programming Code, Lock Code, Duress Code, Strike Code, Auxiliary Code, and Release Code is done in the "Systems Code" tab within the **Settings** Toolbar.

To set up system codes:

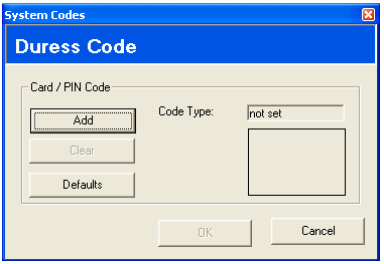
1. On the toolbar, click **Setting**. The *Settings* screen appears.
2. Click the **System Codes** tab.



From this window, you can set all listed codes.

Look at the row with the description "Programming Code". Notice the keyboard icon and the type being PIN. The icon indicates that this Programming Code is active and it is a PIN Code.

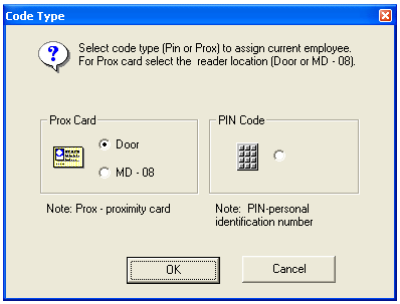
3. Double-click on a row. For our example, we'll use a Duress code.
   The Duress Code window opens.



   In the window you will find the Code type (PIN or Proximity), and the value of the PIN code or the Card ID code.

> Note: Click **Defaults** to reset the Duress code to its factory default value.

4. Click **Add** to add a new Duress code.
   The *Code Type* window opens.



   There are three methods to enter the code:

   - Prox Card – Door:

     The **Door** radio button adds a code using a reader that is attached to any AC-115 hardware in the network.

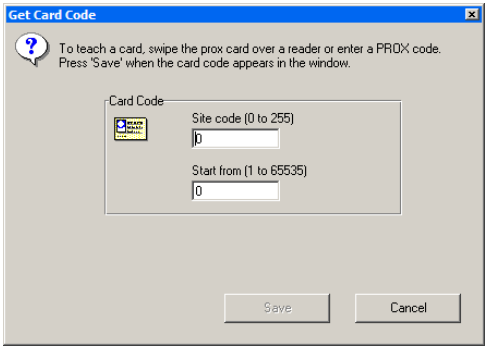
   - Prox Card – MD-08:

     The **MD-08** radio button adds a code using any Wiegand 26-Bit compatible reader attached to the PC using the MD-08, a Wiegand 26-Bit to RS-232 Converter Accessory (purchased separately). See Appendix B for more information on the MD-08.

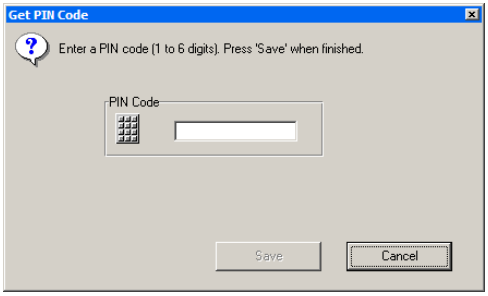
   - PIN Code:

     Adds a PIN code using the PC keyboard

5. Select the method of entry you prefer and click **OK**.
   For Prox Card, the following window opens:



For PIN Code, the following window opens:



6. Create an entry with a reader or enter a new PIN code and click **Save**.
7. Click **OK**.

   The same method outlined for the Duress code can be used to add any of the other codes that are made available in the System Codes tab.

Note

When you are done changing the system codes, they only take effect once the changes have been downloaded to the controller network. System codes are global: this means that all the controllers in the network have the same system code settings.

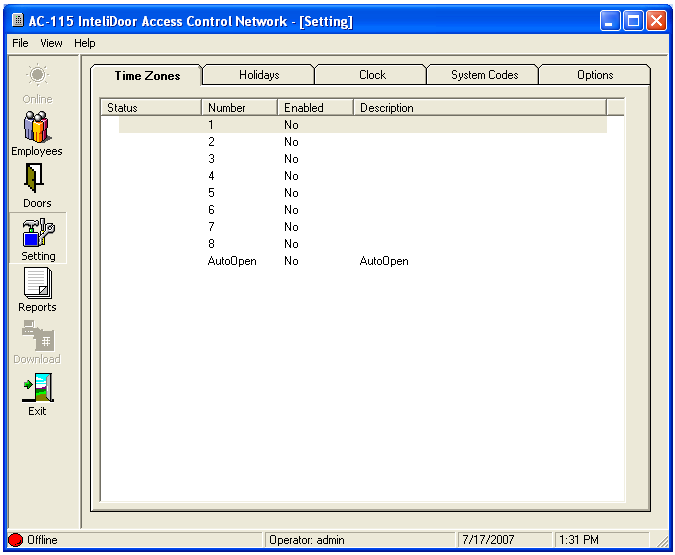
3.7 Setting up Activities and Times Zones

By default, holders of valid employee codes are given 24-hour access when the controllers are in Normal mode. Using the PC software access to set up access times during Normal mode can be programmed by setting up schedules where and when entry is allowed or denied.

You can create eight weekly schedules named "Activities" that are made up of a set of times zones. Later, you will be shown how to apply activities to various employee codes.

To create an activity:

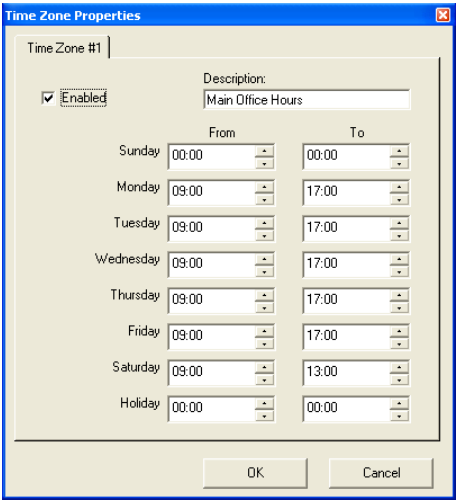
1. On the toolbar, click **Setting**. The *Settings* screen appears. The Time Zones tab is the default tab



From this window, you can set all Activities.

2. Double-click the row you wish to configure. For example, we will double-click the row marked Number 1.

The *Time Zones Properties* window opens for Activity 1:



Activity 1 is the set of Time Zones that represent a company's main office hours.

In this example, an employee who falls under Activity 1 can only enter the premises Monday through Friday between 9:00 AM and 5:00 PM and Saturday between 9:00 AM and 1:00 PM when the controller is in Normal mode.

3. Select the **Enable** checkbox to enable this activity. If you do not enable the activity, it is not be available when applying activities to employee codes.
4. Select the time zones when access is granted for performing this activity for each day of the week.

The time zone marked Holiday is a special time zone that is only in effect on days that are marked in the system as Holiday Dates (see Section 3.9).

5. Once you have defined all the time zones in this activity and have enabled the activity, click **OK**.

Activities are global settings. All the controllers in your AC-115 network are updated with these settings when downloaded to the network.

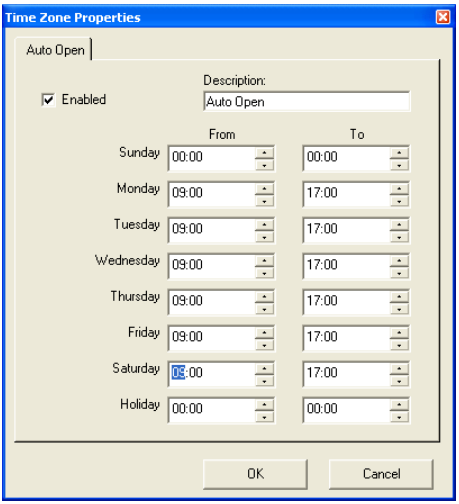
3.8 Automatic Normal/Bypass Mode Switching

Using the internal real time clock, the AC-115 can be scheduled to automatically switch from Normal mode to Bypass mode and vice versa.

To set automatic mode switching:

1. On the toolbar, click **Setting**. The *Settings* screen appears. The Time Zones tab is the default tab
2. Double-click on the row marked Auto Open.

   The *Time Zones Properties* window opens for the Auto Open.



Setting up the Automatic Normal mode to Bypass mode switching schedule is similar to setting up an activity schedule.

3. Select the **Enable** checkbox to enable this activity. If you do not enable the activity, it is not available when applying activities to employee codes.
4. Select the time zones when access is to be granted for performing this activity for each day of the week.

Note

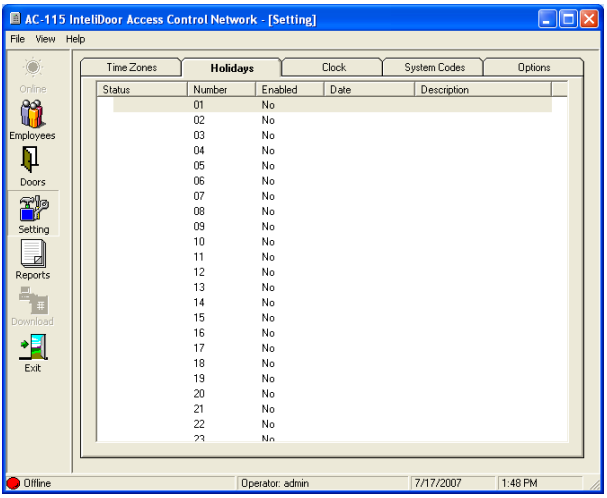
The time zone marked Holiday is a special time zone that is only in effect on days that are marked in the system as Holiday Dates (see Section 3.9).

3.9 Setting Up the Holiday Dates

The PC software can be programmed to handle up to 24 days of the year as holiday dates. Holidays are handled differently from regular days: they have their own time zones in each of the eight activities and also have their own automatic Normal/Secure mode switching time zones.

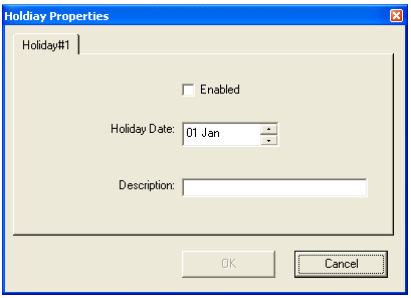
To set up a holiday date:

1. On the toolbar, click **Setting**. The *Settings* screen appears.
2. Click on the *Holidays* tab.



3. Double-click the row you wish to configure. For example, we will double-click the row marked Holiday 01.

   The *Holiday Properties* window opens for Holiday 1:



4. Select the **Enable** checkbox to enable this holiday. If you do not enable the holiday, it will not be active.
5. Enter the date (day and month) of the holiday.
6. Enter the description of the Holiday.
7. When you are done, click **OK** to confirm your settings. You are returned to the Holiday tab in the settings window, ready to set up another holiday date.

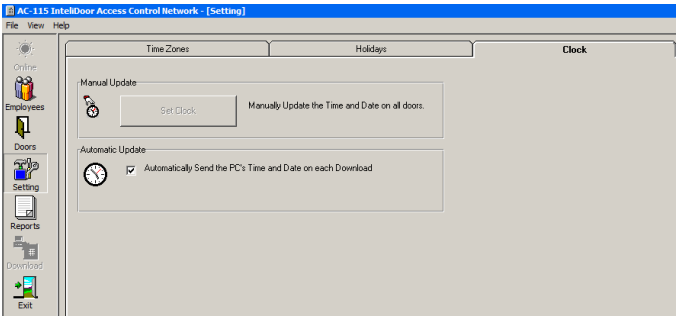
Holidays are global settings and are downloaded to all controllers in the AC-115 network.

3.10 Setting Up the System Date and Clock

The AC-115 network can be synchronized with the PC date and time in the programming screen. This can be an automated process, which is done upon every download.

To set the system date and clock:

1. On the toolbar, click **Setting**. The *Settings* screen appears.
2. Click the **Clock** tab.

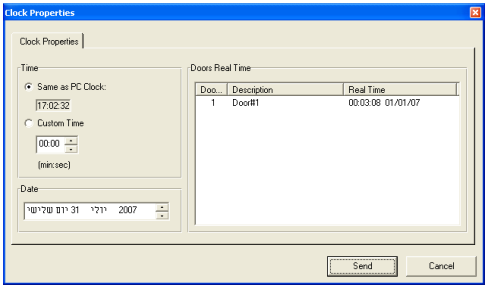


3. Click **Set Clock** to update the clock.
4. Select the **Automatic Update** checkbox to update the clock each time a download occurs.

3.10.1 Manually Updating the Clock

To manually set the clock:

1. Select the option to manually update the clock. The following window opens:



2. Select either **Save as PC Clock** to set the time in the network to the same time as your PC Clock or select **Custom Time** to set a custom time that is different from your PC Clock.
3. Select the correct date.
4. Click **Send**.

4. Employee Setup

Each AC-115 network can support up to 2400 independent users (employees).

Employee codes can be programmed to the controllers in the network using either the AC-115's own programming keyboard or by using the PC software.

Employee information is first stored in the PC database and then sent to the controllers in the network upon downloading.

In this chapter, you will learn how to add and delete users, and maintain current users by editing their settings.

The topics in this chapter are:

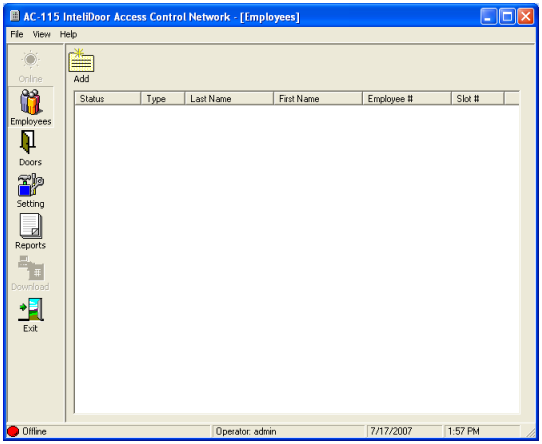
- Adding Employees
- Editing Employees Settings
- Deleting Employees

4.1 Adding Employees

Managing Employee activities, door rights, codes, and other information all take place from the Employee window.

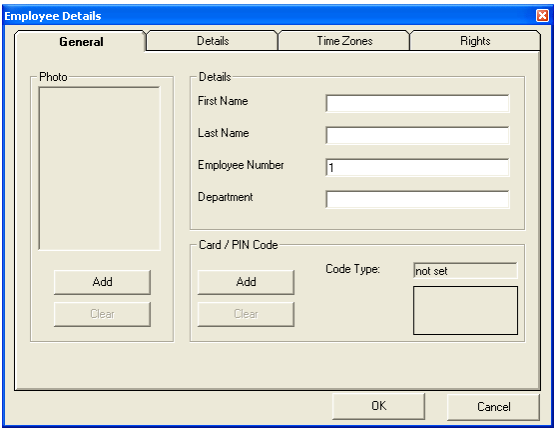
To add employees:

1. On the toolbar, click **Employees**. The *Employees* screen appears.



2. Click **Add**.

The *Employee Details* window opens.



From this window, you can reach all the settings for the new user you are about to create.

The first step is to enter the employee's general details, assigning the Employee Code, and entering the employee's picture into the database. This is all done within the General tab.

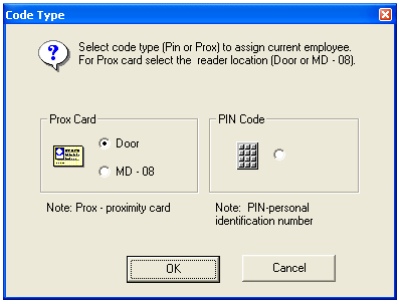
Additional personal information can be stored in the Details Tab setting up at the top. The Employee's permitted entry time is done by assigning activities in the Time Zones tab. Finally, you must edit the Employee's door rights and the "Lock Strike" and "Auxiliary Event" Actions for each installed door in the system from within the Rights tab.

4.1.1 General Tab

1. Enter name, employee number, and the department of the new employee.
2. Insert a picture of the employee by clicking **Add** in the Photo section to browse your hard disk and add the appropriate photograph.

   You should have already prepared some photographs for use in the software. For best results, the pictures should be 119 pixels in width and 161 pixels in height.

3. To assign a code to the employee, click **Add** in the Card/PIN Code Section. The *Code Type* window opens.



There are three methods to enter the code:

- Prox Card – Door:

  The **Door** radio button adds a code using a reader that is attached to any AC-115 hardware in the network.

- Prox Card – MD-08:

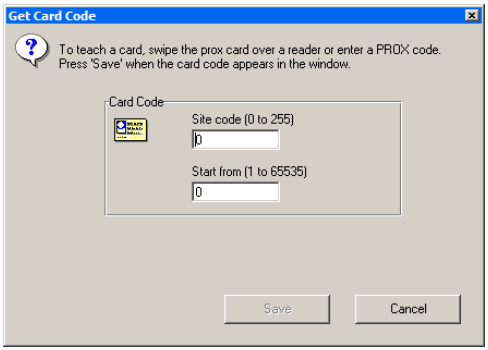
  The **MD-08** radio button adds a code using any Wiegand 26-Bit compatible reader attached to the PC using the MD-08, a Wiegand 26-Bit to RS-232 Converter Accessory (purchased separately). See Appendix B for more information on the MD-08.

- PIN Code:

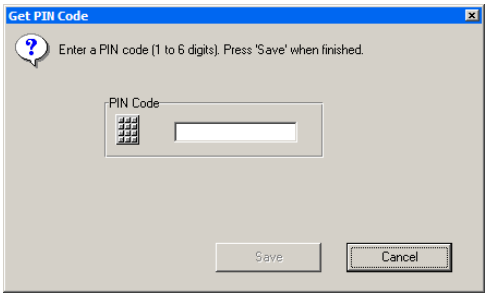
  Adds a PIN code using the PC keyboard

4. Select the method of entry you prefer and click **OK**.

   For Prox Card, the following window opens:



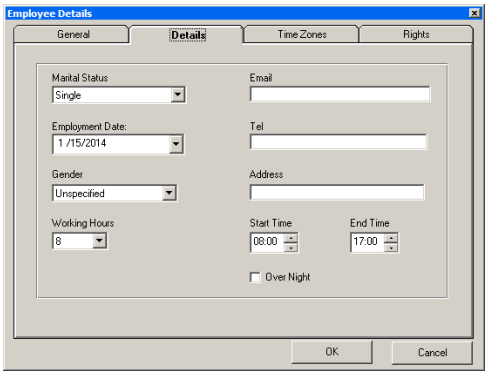
For PIN Code, the following window opens:



5. Create an entry with a reader or enter a new PIN code and click **Save**.
6. Click **OK**.

   The same method outlined for the Duress code can be used to add any of the other codes that are made available in the System Codes tab.

4.1.2 Details Tab



On this tab, you can enter data about the employee, such as Marital Status, Employment Date, Gender, Email Address, Telephone Number, and Residential Address.

This information is not required but it can be helpful if one needs to contact or verify the identity of an employee by asking questions about their details.

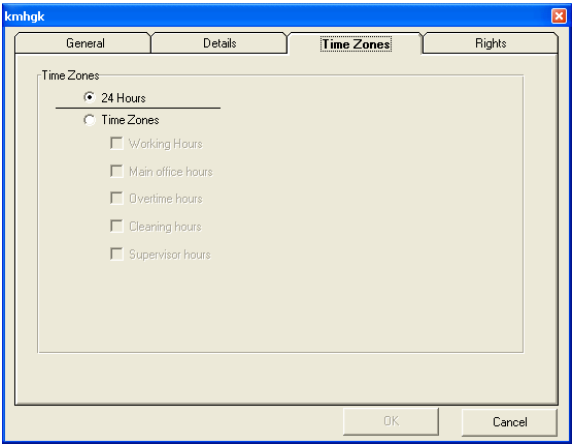
Working Hours:	Enter the number of hours this employee is expected to work in a day.
Start Time:	Enter the time the employee is expected to begin work. This affects the late time calculation.
Stop Time:	Enter the time the employee is expected to complete work. This affects the early leave calculation.

When the Overnight option is selected:

- Start time is automatically set to 00:00.
- End time is automatically set to 23:59.

This change enables the generation of a Working Hours report. However, in this case the Late Report and the Incomplete reports do not reflect the reality of an overnight (see Section 6.4).

4.1.3 Time Zones Tab

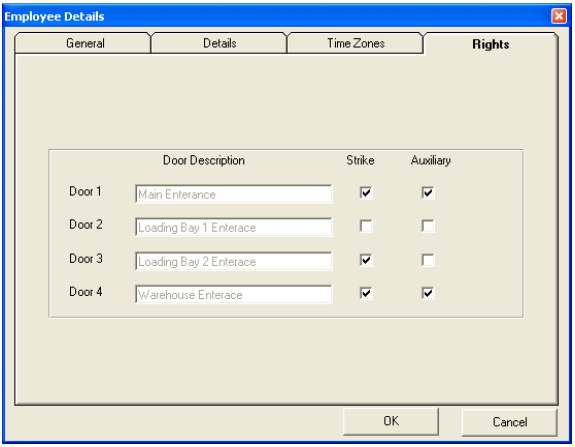


In this tab, you can specify if this employee has unlimited 24-hour access or if the employee is constrained to any specific times (preprogrammed activities).

- Select **24 Hours** to give the user 24-hour access to any of the doors that they have access to
- Select **Time Zones** and then select the activities that this user has been approved for. Activities will only show here if you have set up and enabled them in the Settings window (Section 3.7). You can assign multiple activities for each user.

4.1.4 Rights Tab

Figure 11: Employee > Rights Tab



In the Rights tab, you can specify which doors the employee has access to.

This is done by selecting which event actions (Lock Strike and Auxiliary output activation) occur when the user enters a valid code at each of the doors.

In Figure 11, there are four doors installed in the system. For Doors 1 and 4, both the "Strike" and the "Auxiliary" are activated upon entry of a Valid Code.

When a valid code is entered at Door 2 but the employee does not have access to it, events "Door Opened" and "Auxiliary Opened" do not occur and event action "Door Not Opened" occurs; therefore, this user has no access to Door 2.

For Door 3 only, the "Strike" output activation event action occurs when a valid code is entered.

When you have finished entering all the settings for this employee, click **OK**.

The new employee information must be downloaded to the AC-115 network before the employee's settings are fully enabled.

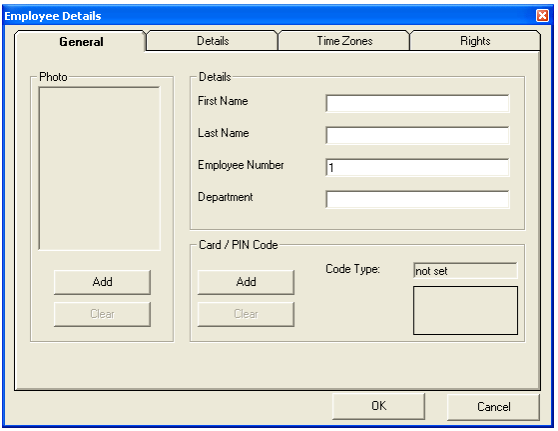
4.2 Editing Employees Settings

You can change your employee settings, such as replace a lost proximity card or a forgotten PIN code for a particular employee.

To edit employee settings:

1. Double-click on the employee you wish to edit or select the employee and click **Edit** in the Employee window.

The *Employee Settings* screen appears.



2. Make your changes.
3. Click **OK**.

Changes only take effect after the new settings have been downloaded to the controllers.

4.3 Deleting Employees

To delete an employee:

1. Select the employee you wish to delete from the Employee window and click **Remove** to delete the user.
2. Click **OK** to confirm.

Note

- Changes take effect after the new settings have been downloaded to the controllers.
- It is recommended that you always double check that you are removing the correct user before you proceed. Once removed, employees cannot be recovered, and you must add a new user and re-enter all the Employee Settings.

5. Upload History

When in use, each AC-115 controller in the network stores in its internal memory a record of the history of events that have occurred at that controller.

Periodically, the event history stored in the internal memory of the AC-115 controller must be uploaded to the PC using the AS-115 PC software.

In this chapter, you will learn how to upload the AC-115 controllers' event history to the PC and how to generate reports.

The topics in this chapter are:

- Defining Event History
- Occasions to Upload the Event History
- Uploading Event History Manually
- Uploading Event History Automatically

5.1 Defining Event History

While the AC-115 network is in use, each controller in the network stores in its internal memory a history of events and the time the events occurred at the controller.

Below is a list of all the events that an AC-115 is able to record in its event history:

Door Opened – By Code (Inside)	Door Opened – By Code (Outside)
Door Not Opened – Secure Mode (Inside)	Door Not Opened – Time Zone (Inside)
Unknown Code Passed (Inside)	Unknown Code Passed (Outside)
Strike Code Passed (Inside)	Strike Code Passed (Outside)
Strike Code Not Opened – Secure Time (Inside)	Door is Released – Employee Code Passed(Inside)
Door is Released – Employee Code Passed (Outside)	Door Opened – By REX
Secure Mode	Bypass Mode
Normal Mode	Ajar Mode – Started
Ajar Mode – Stopped	Forced Mode – Started
Forced Mode – Stopped	Duress Mode – Started
Duress Mode – Stopped	Tamper Mode – Started
Tamper Mode – Stopped	Auxiliary Opened
Auxiliary Closed	Strike Closed by Door Monitor
Strike Closed by Timer	Siren – Started
Siren – Stopped	

5.2 Occasions to Upload the Event History

Each AC-115 controller can store up to 2000 events in its internal memory. The internal memory of the controller is cleared each time it uploads its event history to the PC using the AS-115 PC software.

If the event history stored within an AC-115 controller's internal memory is not uploaded, the internal memory eventually becomes full. When the controller's internal memory is full and new events occur, the oldest event in the internal memory is deleted and the new event is stored in its place. This is called Event Overflow.

When Event Overflow occurs, some events are lost due to a lack of internal memory in the AC-115 controller. The lost data will never appear in the PC software's database and will therefore not appear in any of the reports.

To prevent Event Overflow, each controller in your AC-115 must have its event history uploaded to the PC software's database periodically.

There are two methods to upload the event history from the AC-115 controllers in your network: manual and automatic uploading.

5.2.1 Manual or Automatic Upload?

Manual Uploading has been designed for AC-115 networks that do not have a lot of event traffic and will therefore not reach an Event Overflow condition quickly. These networks usually do not have a dedicated PC that can stay online and connected with the AC-115 network. A user must periodically initiate the Event history upload sequence from the PC.

Automatic uploading is designed for AC-115 networks that have a lot of event traffic. This is where an AC-115 can achieve an Event Overflow quickly. Each AC-115 in the network can be programmed to upload its event history periodically. Automatic uploading requires that your PC is connected to the AC-115 network and online at all times waiting to receive the event history from the controllers.

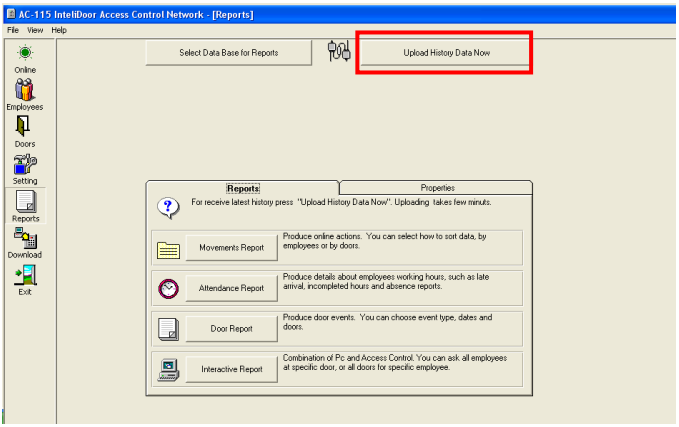
You will now learn how to manually and automatically upload the event history from the controllers in your AC-115 network.

5.3 Uploading Event History Manually

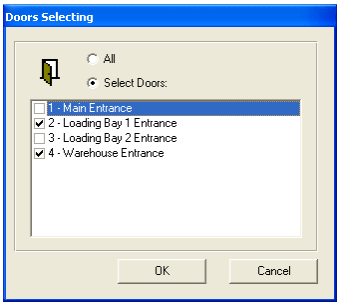
You can manually upload the event history from all the AC-115 controllers in the network at the same time or you can specifically select the Door Numbers belonging to the AC-115 controllers that you wish to upload data from.

To upload history manually:

1. On the toolbar, click **Reports**. The *Reports* screen appears.



2. Click **Upload History Data Now**. The following window opens:



3. Do one of the following:
   a. Select **All** if you want to upload the event history from all the controllers in the AC-115 network.
   b. Select **Select Doors** if you want to select a specific door or set of doors to upload the event history from.
      i. Select which door or set of doors you want to upload from.
4. Click **OK**.

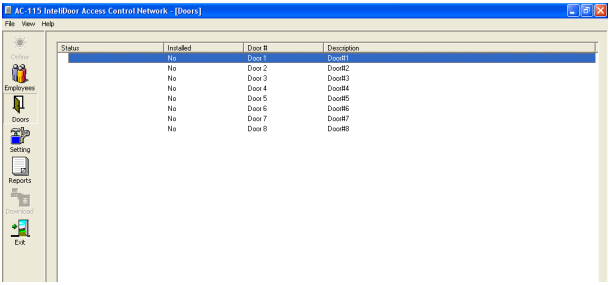
   Upload of the event history from all the controllers or the controllers selected begins.

5.4 Uploading Event History Automatically

The AS-115 software Automatic Upload feature can be turned on from its Door Properties.

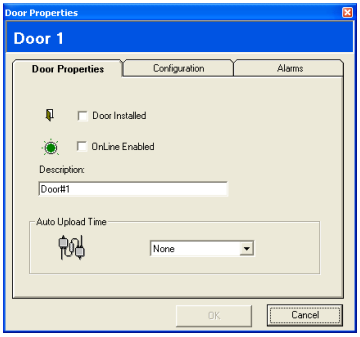
To upload history automatically:

1. On the toolbar, click **Doors**. The *Doors* screen appears.



2. Double-click on the door that you want to set to automatically upload.

   The *Door Properties* window opens:



3. In Auto Upload Time, use the pull-down menu to select the interval between event history uploads:
   - None, 0.5 hours, 6 hours, 1 hour, 12 hours, 2 hours, 4 hours, 24 hours, and 48 hours

   How often you should upload your AC-115's event history depends on how busy the controller is. You must make sure that the controller's internal memory does not exceed 2000 events to prevent Event Overflow.
4. Click **OK**.

6. Reports

The AS-115 PC Software can generate four types of reports: Movement, Attendance, Door, and Interactive Reports. In this section, you learn about these reports and in the following sections, you will learn how to generate each of them.

- Report Types
- Report Setup
- Generating Movement Reports
- Generating Attendance Reports
- Generating Door Reports
- Generating Interactive Reports

6.1 Report Types

6.1.1 Movements Report

The Movement Report shows all the Lock Strike activation events that occurred due to an entry of a valid employee code. Movement Reports are available in two formats: sorted by door number and sorted by employee. Both formats list the date, time, employee's full name, door number, and the reader location (In Reader or Out Reader) of each Lock Strike activation event between a selectable range of dates.

6.1.2 Attendance Report

Attendance Reports aid employee management using reports generated from expected versus actual working hours, incomplete days, late arrivals, and absences.

6.1.3 Door Report

A Door Report enables you to view all or a selectable set of events that occurred at all or a selectable set of doors.

6.1.4 Interactive Report

The Interactive Report is used for regular maintenance of employees and door access rights. Interactive Reports are available in two formats: sorted by door number and sorted by employees.

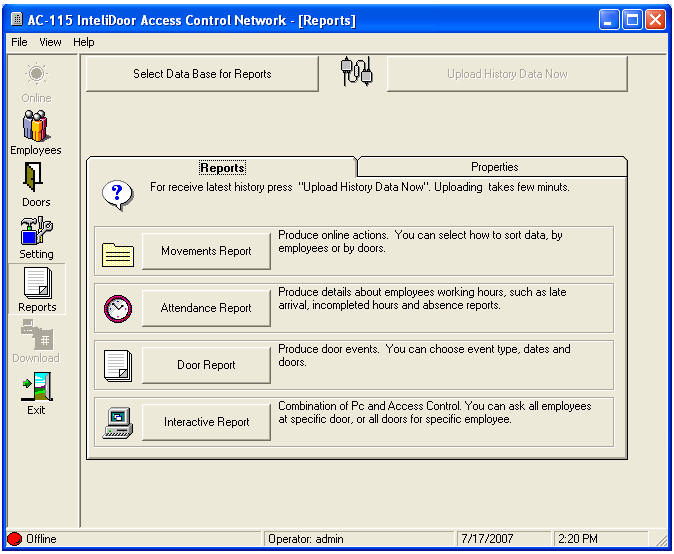
The report sorted by door number enables you to clearly see who has rights to each of the doors in the network. The report sorted by employees enables you to clearly see each employee's door rights.

6.2 Report Setup

Before you begin to generate reports, there are a few settings that need to be entered first:

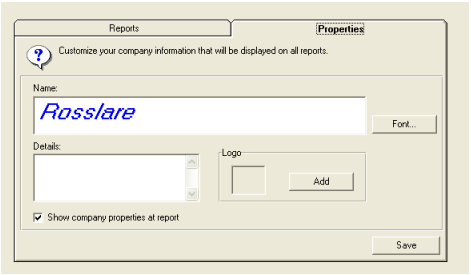
To set the report settings:

1. On the toolbar, click **Reports**. The *Reports* screen appears.



2. Click the *Properties* tab.

   The *Properties* screen appears:



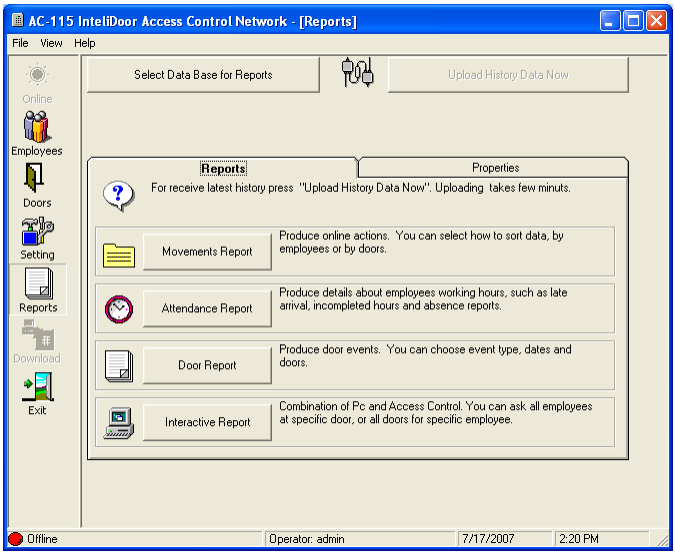
3. Enter your company name in the **Name** field.
4. Use **Font…** to select the font that you want the company name to appear in on your reports.
5. In the **Details** area, you may enter details that you wish to appear below your name on the report.
6. Click **Add** and select a jpg file to use as your logo.

7. Select **Show company properties at report** to view the company information on your reports.
8. Click **Save**.

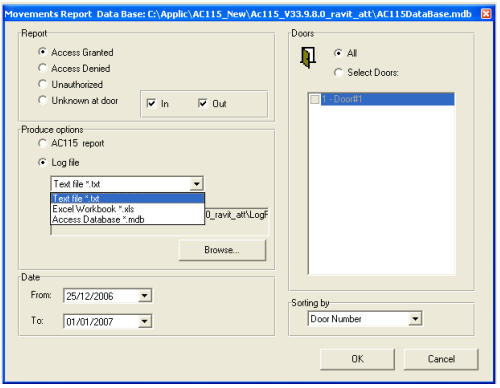
6.3 Generating Movement Reports

To generate a Movement Report:

1. On the toolbar, click **Reports**. The *Reports* screen appears.



2. Click **Movements Report**. The *Movements Report Data Base* window opens.



3. Select the type of report: Access Granted, Access Denied, Unauthorized, or Unknown at door.

4. In the Doors section, select whether you want all doors/employees to be included in the report, or a selected set of doors/employees.

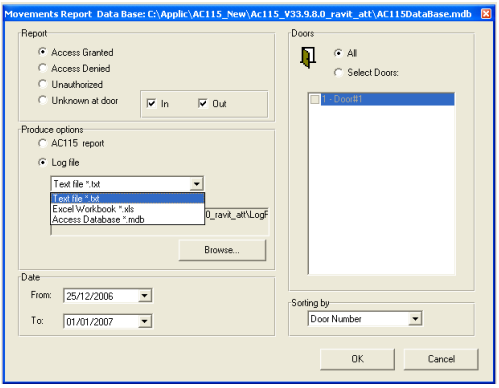
   If you choose to select the doors to be included in the report, then you must click on the checkbox beside each door you want to include in your report.
5. Select production options: an AC115 report or a log file.
6. Select the date limits for the report.
7. Select the sort order.
8. Click **OK** to generate the movement report.

Some example Movement Reports have been provided in the following subsections.

6.3.1 Employee List by Door/All Doors

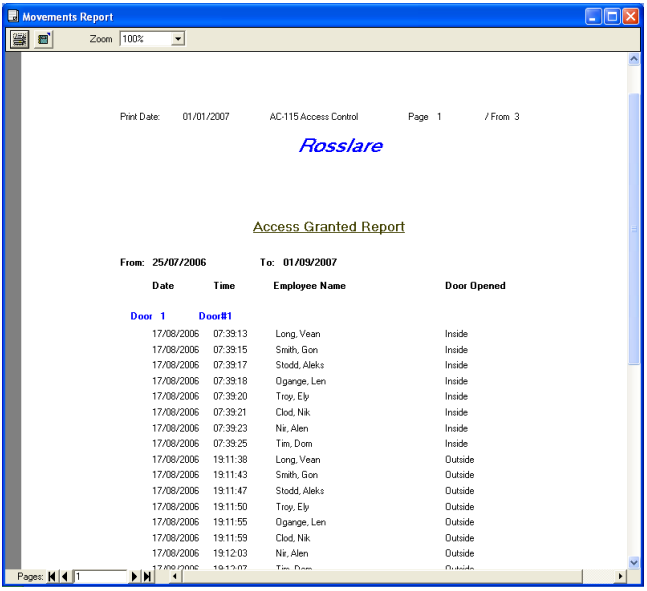
Settings:

- Report Type: Employee list by door
- Doors: All doors
- Date: 25/07/2006 to 01/09/2007



The following report is generated:

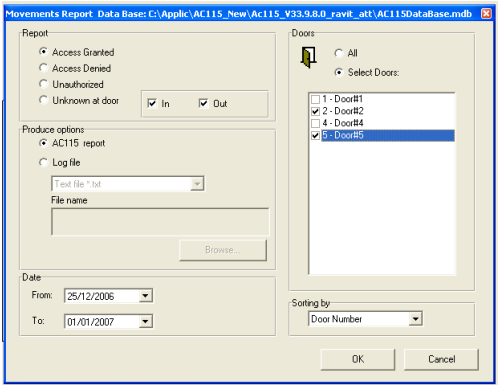
Figure 12: Movements Report by Door



6.3.2 Employee List by Door/Selected Doors

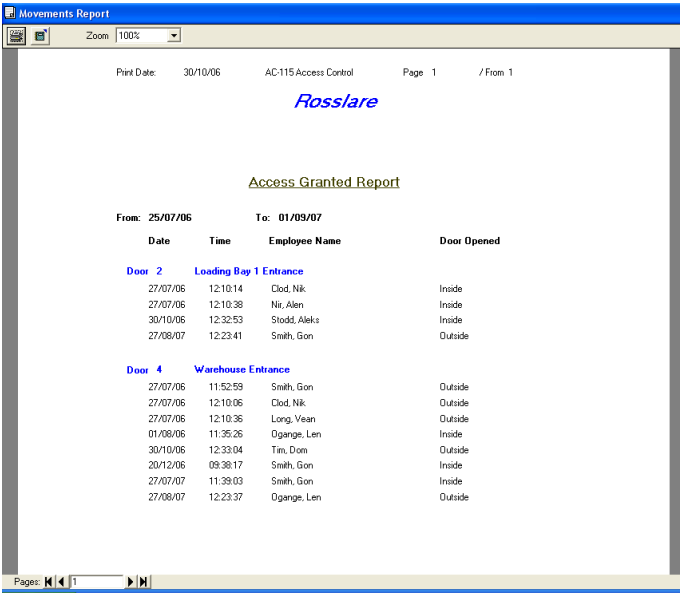
Settings:

- Report Type: Employee list by door
- Doors: Doors 2 and 4 only
- Date: 25/07/2006 to 01/09/2007



The following report is generated:

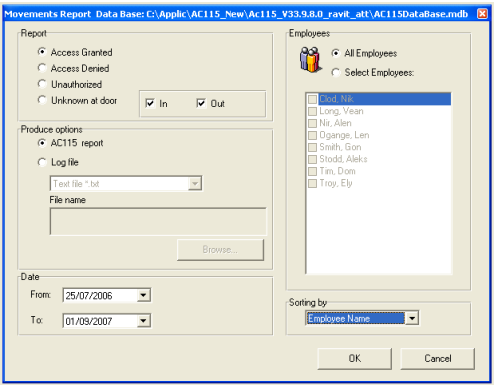
Figure 13: Employee List for Selected Doors



6.3.3 Doors List by Employee/All Employees

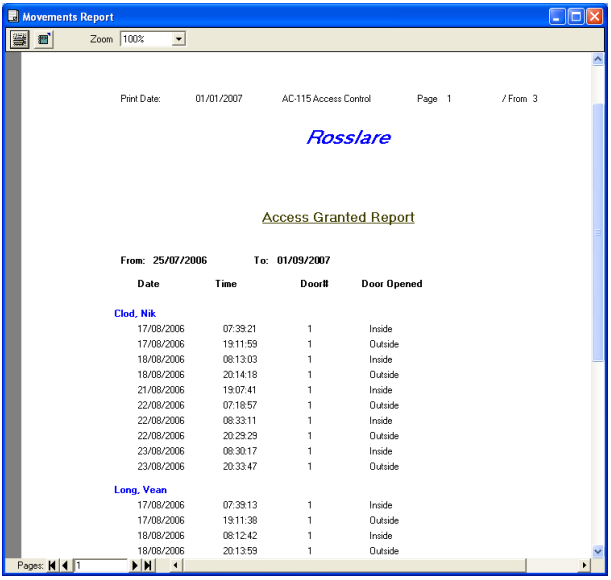
Settings:

- Report Type: Doors list by employee
- Doors: All employees
- Date: 25/07/2006 to 01/09/2007



The following report is generated:

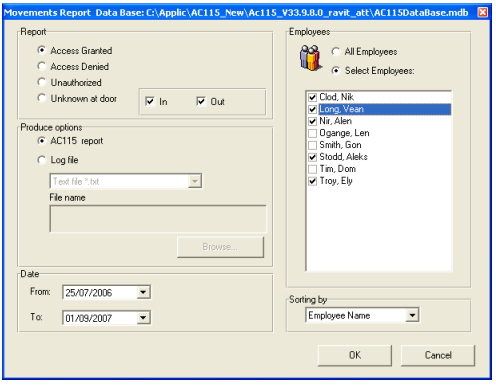
Figure 14: All Employees Movement Report



6.3.4 Doors list by Employee/Select Employees

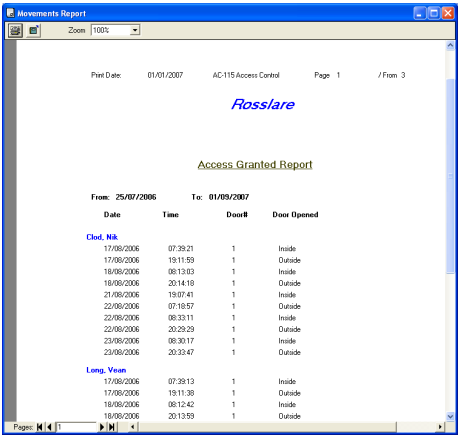
Settings:

- Report Type: Doors list by employee
- Doors: Selected employees
- Date: 25/07/2006 to 01/09/2007



The following report is generated:

Figure 15: Selected Employees Movement Report

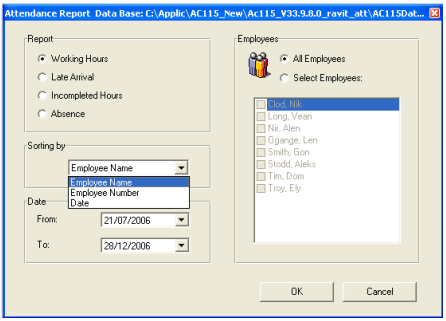


6.4 Generating Attendance Reports

To generate an Attendance Report:

1. On the toolbar, click **Reports**. The *Reports* screen appears.
2. Click **Attendance Report**.

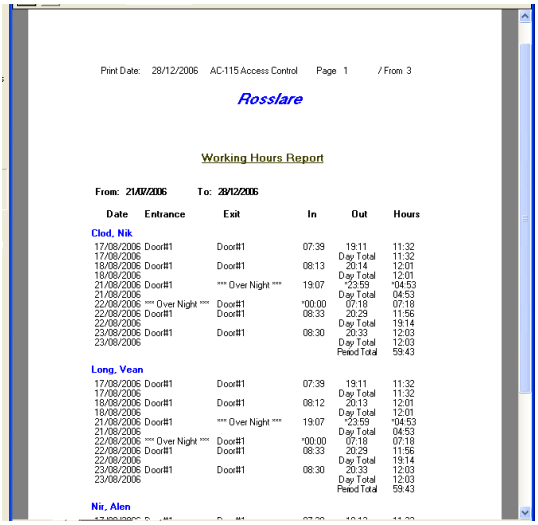
   The *Attendance Report Data Base* window opens.



3. Select the Report type: Working Hours, Late Arrival, Incomplete Hours, or Absence.
4. Select the sorting order: Employee Name, Employee Number, or Date.
5. Select the date range for the report.
6. Select **All Employees** or **Selected Employees**.
7. Click **OK** to generate the Attendance Report.

   The report shown in Figure 16 is configured to display working hours, sorted by employee name, for all employees.

Figure 16: Attendance Report – Working Hours



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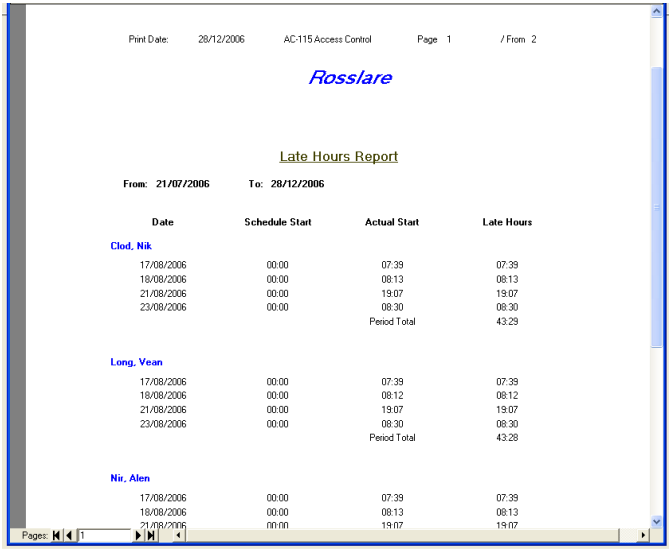
Working Hours Report

From: 21/07/2006 To: 28/12/2006

Date	Entrance	Exit	In	Out	Hours
Clod, Nik					
17/08/2006	Door#1	Door#1	07:39	19:11	11:32
17/08/2006				Day Total	11:32
18/08/2006	Door#1	Door#1	08:13	20:14	12:01
18/08/2006				Day Total	12:01
21/08/2006	Door#1	*** Over Night ***	19:07	*23:59	*04:53
21/08/2006				Day Total	04:53
22/08/2006	*** Over Night ***	Door#1	*00:00	07:18	07:18
22/08/2006	Door#1	Door#1	08:33	20:29	11:56
22/08/2006				Day Total	19:14
23/08/2006	Door#1	Door#1	08:30	20:33	12:03
23/08/2006				Day Total	12:03
				Period Total	59:43
Long, Vean					
17/08/2006	Door#1	Door#1	07:39	19:11	11:32
17/08/2006				Day Total	11:32
18/08/2006	Door#1	Door#1	08:12	20:13	12:01
18/08/2006				Day Total	12:01
21/08/2006	Door#1	*** Over Night ***	19:07	*23:59	*04:53
21/08/2006				Day Total	04:53
22/08/2006	*** Over Night ***	Door#1	*00:00	07:18	07:18
22/08/2006	Door#1	Door#1	08:33	20:29	11:56
22/08/2006				Day Total	19:14
23/08/2006	Door#1	Door#1	08:30	20:33	12:03
23/08/2006				Day Total	12:03
				Period Total	59:43
Nir, Alen					

The following report is generated:

Figure 17: Attendance Report – Late Hours



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Rosslare

Late Hours Report

From: 21/07/2006 To: 28/12/2006

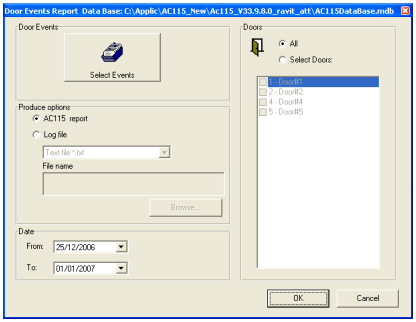
Date	Schedule Start	Actual Start	Late Hours
Clod, Nik			
17/08/2006	00:00	07:39	07:39
18/08/2006	00:00	08:13	08:13
21/08/2006	00:00	19:07	19:07
23/08/2006	00:00	08:30	08:30
		Period Total	43:29
Long, Vean			
17/08/2006	00:00	07:39	07:39
18/08/2006	00:00	08:12	08:12
21/08/2006	00:00	19:07	19:07
23/08/2006	00:00	08:30	08:30
		Period Total	43:28
Nir, Alen			
17/08/2006	00:00	07:39	07:39
18/08/2006	00:00	08:13	08:13
21/08/2006	00:00	19:07	19:07

Pages: 1

6.5 Generating Door Reports

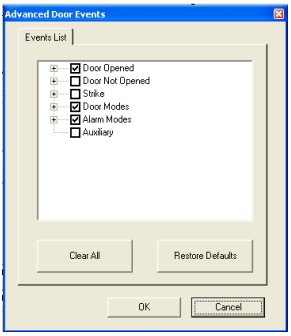
To generate a Door Report:

1. On the toolbar, click **Reports**. The *Reports* screen appears.
2. Click **Door Report**. The *Door Events Report* window opens:



3. Click **Select Events**.

   The Advanced Door Events window opens.
4. Select the events that you wish to see on the reports.



5. Click **OK**.
6. Select production options: an AC115 report or a log file.
7. Select whether you want all doors to be included in the report or a selected set of doors.

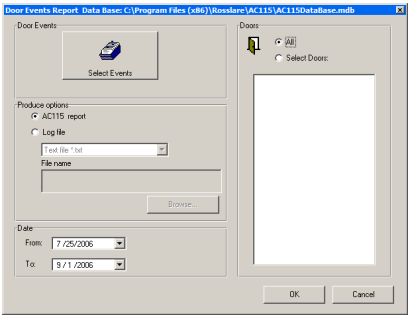
   If you choose to select the doors to be included in the report, then you must click on the check box beside each door you want to include in your report.
8. Select the date limits for the report.
9. Click **OK** to generate the Door Report.

Some example Door Reports have been provided in the following subsections.

6.5.1 All Events/All Doors

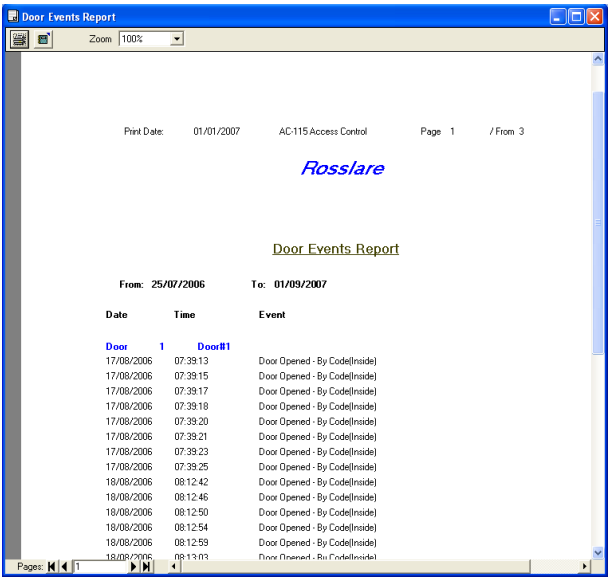
Settings:

- Report Type: All events
- Doors: All doors
- Date: 25/07/2006 to 01/09/2007



The following report is generated:

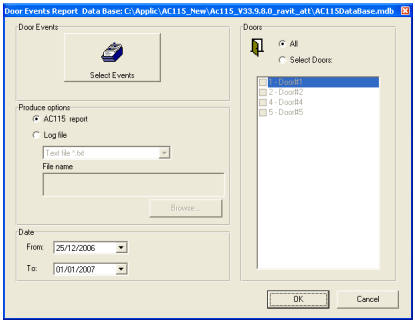
Figure 18: Door Events Report



6.5.2 Tamper Events/All Doors

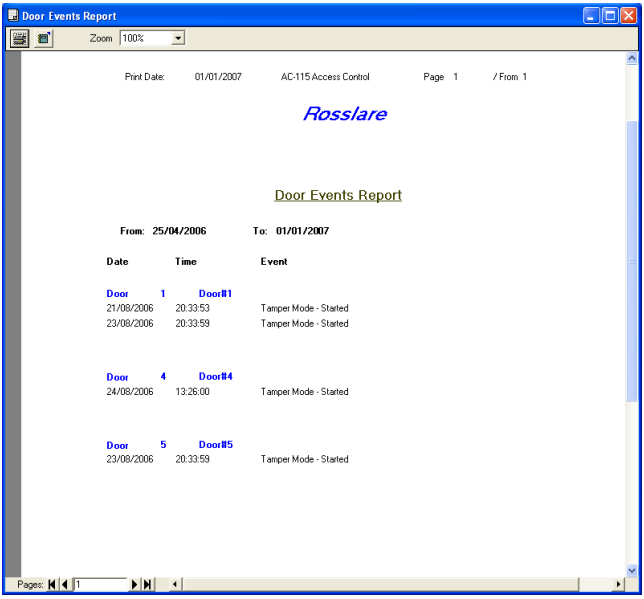
Settings:

- Report Type: Tamper events
- Doors: All doors
- Date: 25/12/2006 to 01/01/2007



The following report is generated:

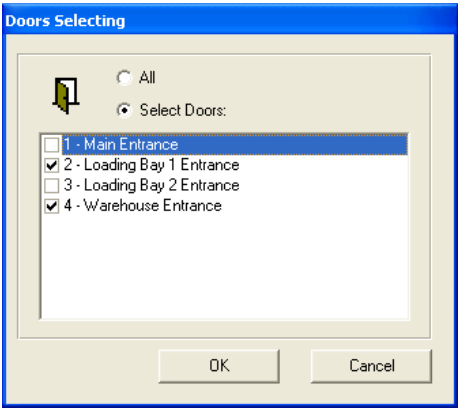
Figure 19: Door Tamper Event Report



6.5.3 Auxiliary Events/Doors 2 and 4

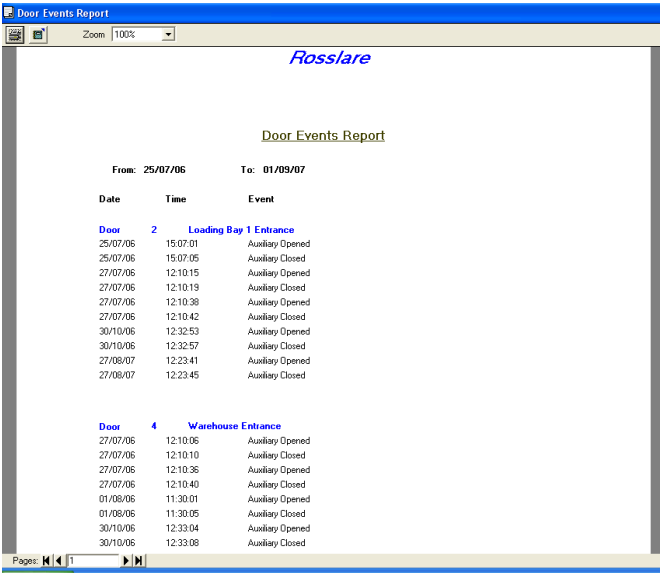
Settings:

- Report Type: Auxiliary events
- Doors: Door 2 and 4
- Date: 25/07/2006 to 01/09/2007



The following report is generated:

Figure 20: Door Auxiliary Event Report

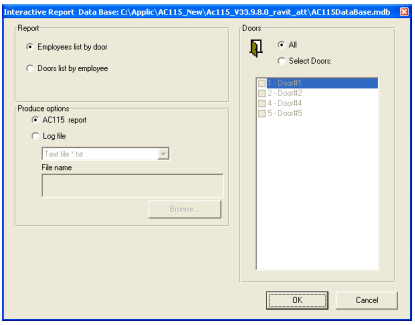


6.6 Generating Interactive Reports

To generate an Interactive Report:

1. On the toolbar, click **Reports**. The *Reports* screen appears.
2. Click **Interactive Report**.

   The *Interactive Report* window opens.



3. Select how you want the reports to be sorted.
4. Select production options: an AC115 report or a log file.
5. Select whether you want all doors/employees to be included in the report or a selected set of doors/employees.

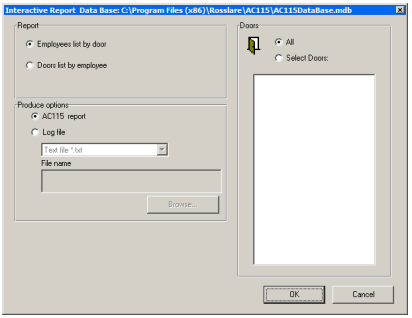
   If you choose to select the doors to be included in the report, then you must click on the check box beside each door you want to include in your report.
6. Click **OK** to generate the Interactive Report.

Some example Interactive Reports have been provided in the following subsections

6.6.1 Employee List by Door/All Doors

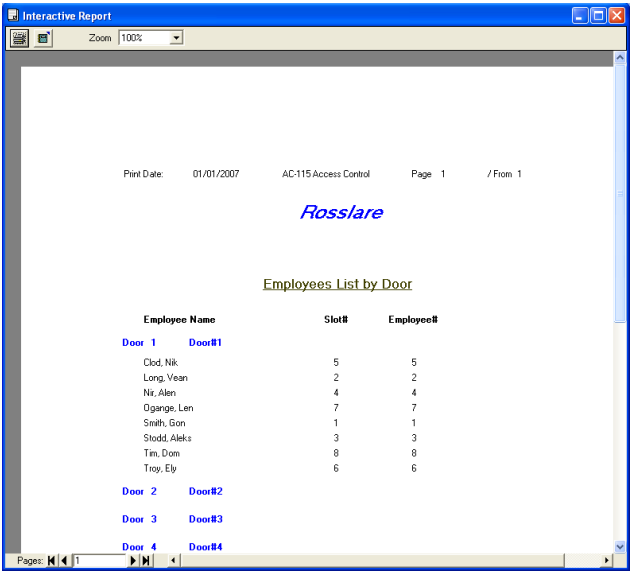
Settings:

- Report Type: Employee list by door
- Doors: All doors



The following report is generated:

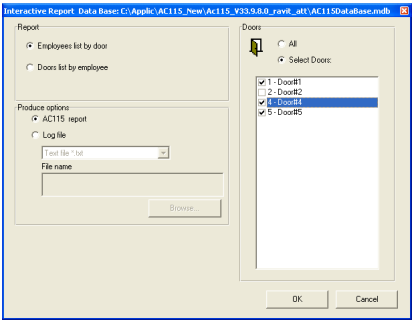
Figure 21: Interactive Door Report of Employees by Door



6.6.2 Employee List by Door/Selected Doors

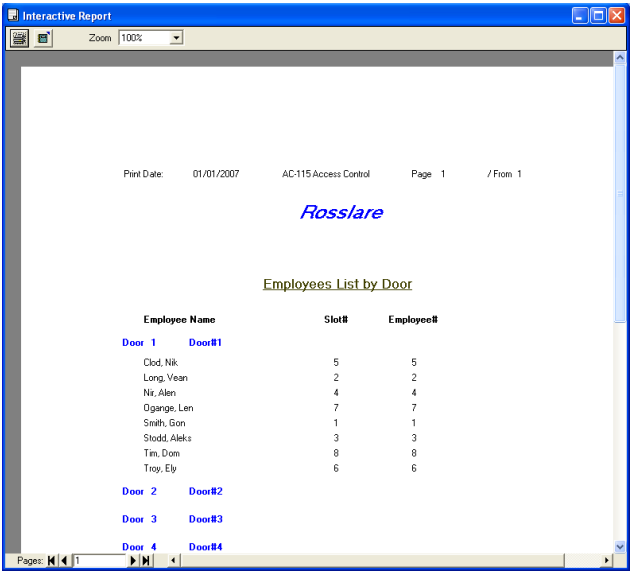
Settings:

- Report Type: Employee list by door
- Doors: Doors 1, 4, and 5



The following report is generated:

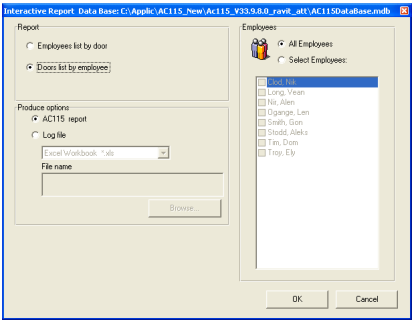
Figure 22: Interactive Report of Employees by Door



6.6.3 Doors list by Employee/All Employees

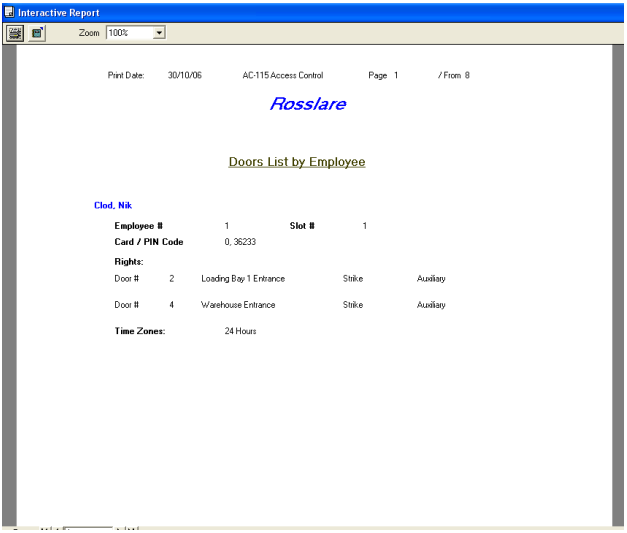
Settings:

- Report Type: Doors list by employee
- Doors: All employees



The following report is generated:

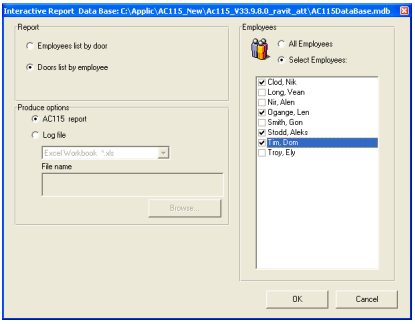
Figure 23: Interactive Report of All Employees



6.6.4 Doors List by Employee/Selected Employees

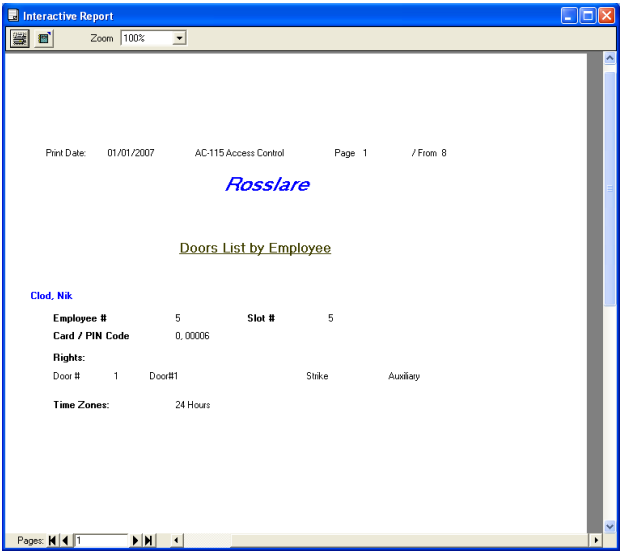
Settings:

- Report Type: Doors list by employee
- Doors: Selected employees



The following report is generated:

Figure 24: Interactive Report for Selected Employees



A. Language Setup

The AS-115 application currently supports the following languages:

- Chinese (Simplified) and Chinese (Traditional)
- English
- Estonian
- French
- German
- Hebrew
- Italian
- Russian
- Spanish
- Turkish

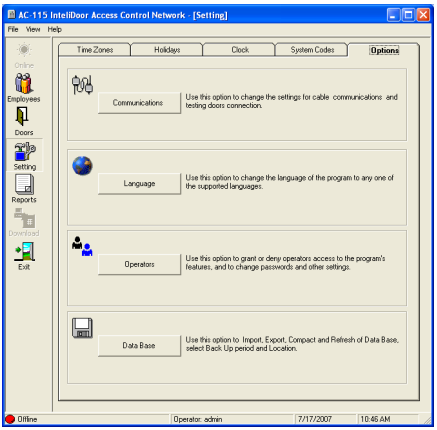
The English version of all of the above operating systems allows all Western scripts such as English, French, and Spanish to function by default.

A.1 Option 1 – Changing Languages within the AS-115 Software

If you are using Windows 2000 and above, you do not have to purchase the Russian version, as Windows 2000 and above already have multi-language support. You must still configure Windows 2000 and above to display the characters correctly and to function with your keyboard.

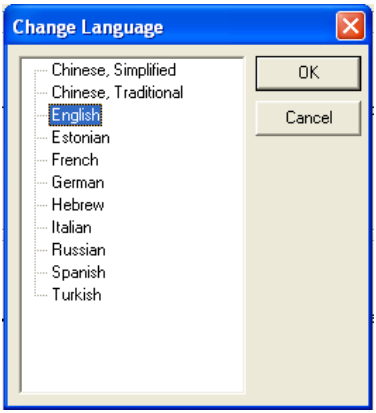
To set up your preferred language using AS-115:

1. On the toolbar, click **Setting**. The *Settings* screen appears.
2. Click the **Options** tab. The *Options* screen appears.



3. Click **Language**.

   If you are running the English version of Windows 2000 or above, then the following *Change Language* window opens.



4. Select the desired language and click **OK**.

   The text in the window changes to the selected language.

If you do not see the language of your choice, try Option 2.

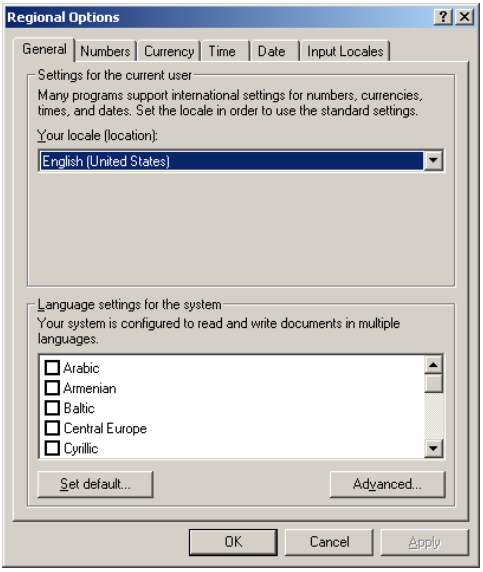
A.2 Option 2 – Changing the Default Locale on Windows 2000 and Above

For non-western scripts, such as Hebrew or Russian, you must use the Windows 95/98/ME/NT that is specific to that region of that language. For example, to view Russian text, you must have the Russian version of Windows 95/98/ME/NT.

The following is a step-by-step example showing how to change the language from English to Russian. The same steps can be used to change languages to any of the available languages.

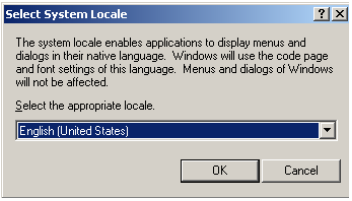
To set up your preferred language using Windows:

1. Open the *Regional Options* window from your Windows control panel.



   Assuming you want to see Russian text in the AS-115 PC software, you must first select "Cyrillic" in the language settings for the system.

2. Select the checkbox next to Cyrillic in the Language settings for the system.
3. You must click **Set Default** to confirm your language selection.
4. A small confirmation window appears.



5. Select a Cyrillic compatible locale from the dropdown menu such as Azeri, Serbian, or Uzbek and then click **OK**.
6. Click **OK** to confirm the Regional Options Settings.

   You may be required to insert your Windows 2000 (and above) installation CD to install additional files and to restart your PC.

7. Repeat **Option 1** from A.1 and you will now be able to select Russian from the language list.

B. Using the MD-08

The MD-08 is a Wiegand 26-Bit to RS-232 converter. It allows you to connect a Wiegand 26-Bit reader directly to one of your PC's COM ports. This permits you to program employee and system codes without being in Online mode. This provides the convenience of not being required to use a reader attached to a controller in the network when setting employee and system codes.

Instead, you may program employee and system codes using a reader attached to the MD-08. You could even pre-program all the employee and system codes for a network in your office prior to departing to the site of the AC-115 network you are installing or maintaining.

There are three ways to attach Wiegand 26-Bit readers to the MD-08:

- Wiring a reader directly to the MD-08's terminal block (Figure 25)
- Attaching a Rosslare reader directly to the MD-08's connector input (Figure 26)
- Installing Rosslare's MD-12W Proximity Reader Module directly into the MD-08 (Figure 27)

Figure 25: MD-08 Terminal Block Wiring

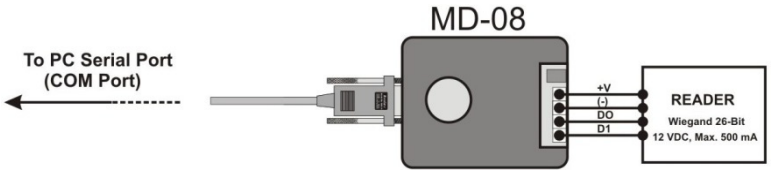
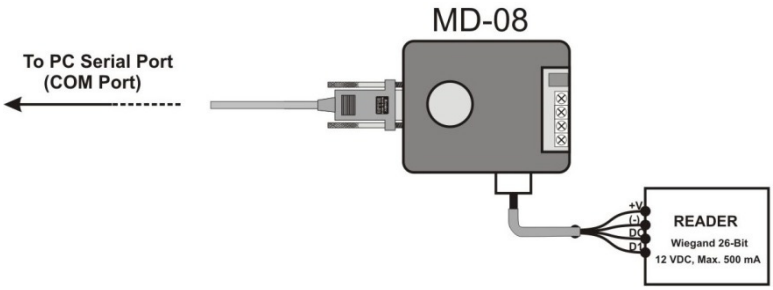
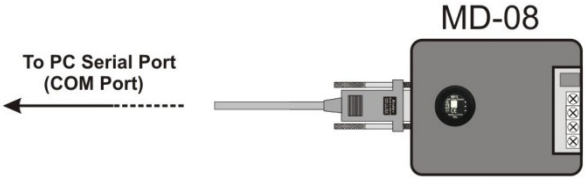


Figure 26: MD-08 Connector to Reader



(Readers are not provided with the MD-08 and must be purchased separately.)

Figure 27: MD-12W to MD-08



(The MD-12W is not provided with the MD-08 and must be purchased separately.)

AC-115

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