PART 6 – IXP220 SOFTWARE MODULES

Contents

PART 6 – IXP220 SOFTWARE MODULES 1

CONTENTS 3

CHAPTER 1: WEB ENROLLMENT MODULE 5

Introduction 5

Starting up the Web Enrollment Module 6

Tagholder Configuration 7

CHAPTER 2: IXP220 RICH CLIENT MODULE 13

Introduction 13

Starting the IXP220 Rich Client Module 13

Door Configuration 14

Access Group Configuration 22

Tagholder Configuration 25

CHAPTER 3: TRACKER MODULE 35

Introduction 35

Starting the Tracker Module 35

Tagholder Tracking 36

Reader Event Tracking 37

Preference Setup 38

Localisation and Translation 39

CHAPTER 4: VISUAL DOOR CONTROL MODULE 41

Introduction 41

Starting up the Visual Door Control Module 41

Door Control 43

Tagholder Tracking 43

CHAPTER 5: CARD DESIGNER MODULE 45

Introduction 45

Starting the Card Designer Module 45

Designing a Typical Template 49

Localisation and Translation 54
Hints and Tips 55

Chapter 1: Web Enrollment Module

Introduction

General

The Web Enrollment Module is intended for use by an operator using a PC at a location remote from the System's Base Application (Host PC). This Module requires no extra IXP220 Software installation, simply installing Java Runtime Environment V1.60 Update 20 or above allows any member of your staff access to the Module. The Module's basic function is enrolling Tags so **general Tagholders** and **visitor Tagholders** may access selected areas at named times. As this is an enrollment Module, each PC running the Web Enrollment Module must connect to a Registration Reader. In software preceding the Web Enrollment Module, clients uploaded a large portion of the Database to the client PC. The Web Enrollment Module creates minimal network traffic, thereby offering improved network speed.

You may use the Web Enrollment Module with Windows® Internet Explorer 8 (and above) or alternatively Firefox 3 (and above).

*Windows® Vista users must disable the **User Account Control** before running the Web Enrollment Module. Disable the control as follows:*

1. *Select **Start**>**Control Panel**.*
2. *Select the **User Accounts** icon.*
3. *Select the **Turn User Account Control On or Off** option.*
4. *Deselect the **Use User Account Control (UAC) to Help Protect Your Computer** option.*
5. *Click the **OK** button.*
6. *Click the button.*

*Using IXP220 V1.82 (onwards) lets you connect to Web Modules through a **Secure Socket Layer (SSL)** connection. See Part 5 – Advanced Configuration for information on this feature.*

Installing Java Runtime Environment (JRE)

1. Using Windows® Internet Explorer go to **www.java.com**.
2. On the Home Page, click on the **Free Java Download** button.
3. At the Internet Explorer – Security Warning dialog, click the **Install** button.
4. At the Java Setup – Welcome dialog, click the **Accept >** button.
5. At the Java Setup – Complete dialog, click the **Finish** button.
6. Close Internet Explorer.
7. Restart your PC.

Starting up the Web Enrollment Module

Starting the IXP220 Base Application on the HOST PC

On upgrade of your IXP220 Software, ensure that you clear the cache on the client PC.

Ensure that you unlock your Registration Interface for Web Tagholder Enrollment or Web Visitor Enrollment (or both) before using the Web Enrollment Module. Both the Web Tagholder Enrollment and the Web Visitor Enrollment allow for a maximum of 50 seats each. See Part 5 – Advanced Configuration for further information.

1. In Windows®, click **Start**>**All Programs**>**IXP220**>**IXP220**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
3. Click the button.

Starting the Web Enrollment Module on a CLIENT PC (Separate PC Workstation)

Ensure that you do NOT open more than 1 instance of the Web Enrollment Module per PC workstation.

*If the Web Server resides on a Port other than Port 80, the URL becomes: http://localhost:**XX**/220Web/homepage.html. The **XX** highlighted in the URL refers to the new Port number, for example 82, 83 or 84 and so on.*

1. Startup the Web Enrollment Module from your Internet Browser using the following URL: **http://*localhost*/220Web/homepage.html**. Replace the term **Localhost** with the IP Address (or server name) for the System's Host PC.
2. At the IXP220 Home Page, select the (Web Enrollment) Icon.

*The same Tagholder configuration settings apply whether you select **Tagholder** or **Visitor Enrollment**. If you select **Visitor Enrollment** at the Enrollment Selection dialog, you can only edit and add visitor Tagholders to the System. In Visitor Enrollment view, you will however see details of Tagholders where Tags have not yet been assigned.*

3. At the **Enroll Selection** dialog, make your selection.
4. At the **Login** dialog, enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
5. Click the **Submit** button.

User Interface

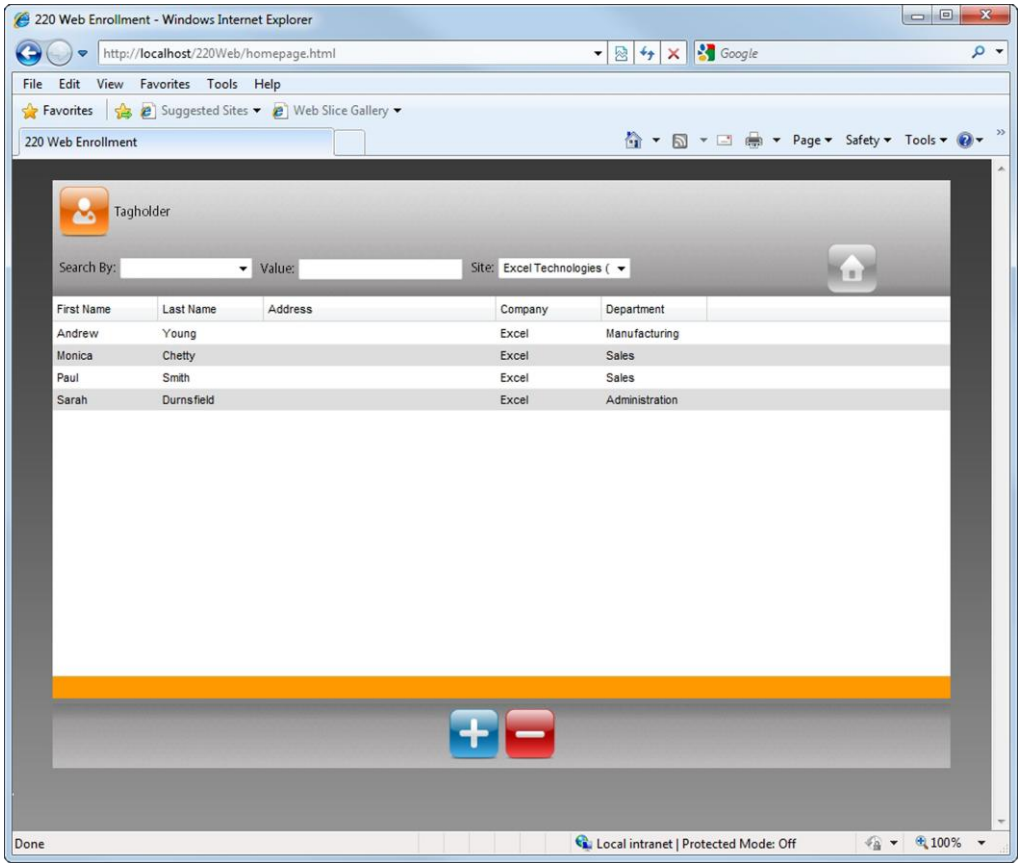

Figure 1 – Web Enrollment Module User Interface

The standard **Add** and **Delete buttons** are available at the bottom of the screen. Move between Tagholder records by using the back and forward buttons displayed at the base of the Tagholder Table (see Figure 1 for details).

You may set the sort order of the records by clicking your mouse over any column header. The Arrow indicates the direction (ascending or descending) of the sort order applied. Alternatively right-click your mouse over any column header and select either the Sort Ascending or Sort Descending option.

*You may show or hide columns, by right-clicking your mouse over any column header and select the **Column** option. Select or deselect the checkboxes to show or hide the columns as you require.*

Tagholder Configuration

Add a Tagholder

1. Click the button.
2. Select a **Configuration Level**:
   - Standard Configuration
   - Advanced Configuration

*For the sake of this example we selected the **Advanced Configuration** radio button.*

3. When asked **Would you like to Keep Advanced Settings for this Session?** click **Yes**.

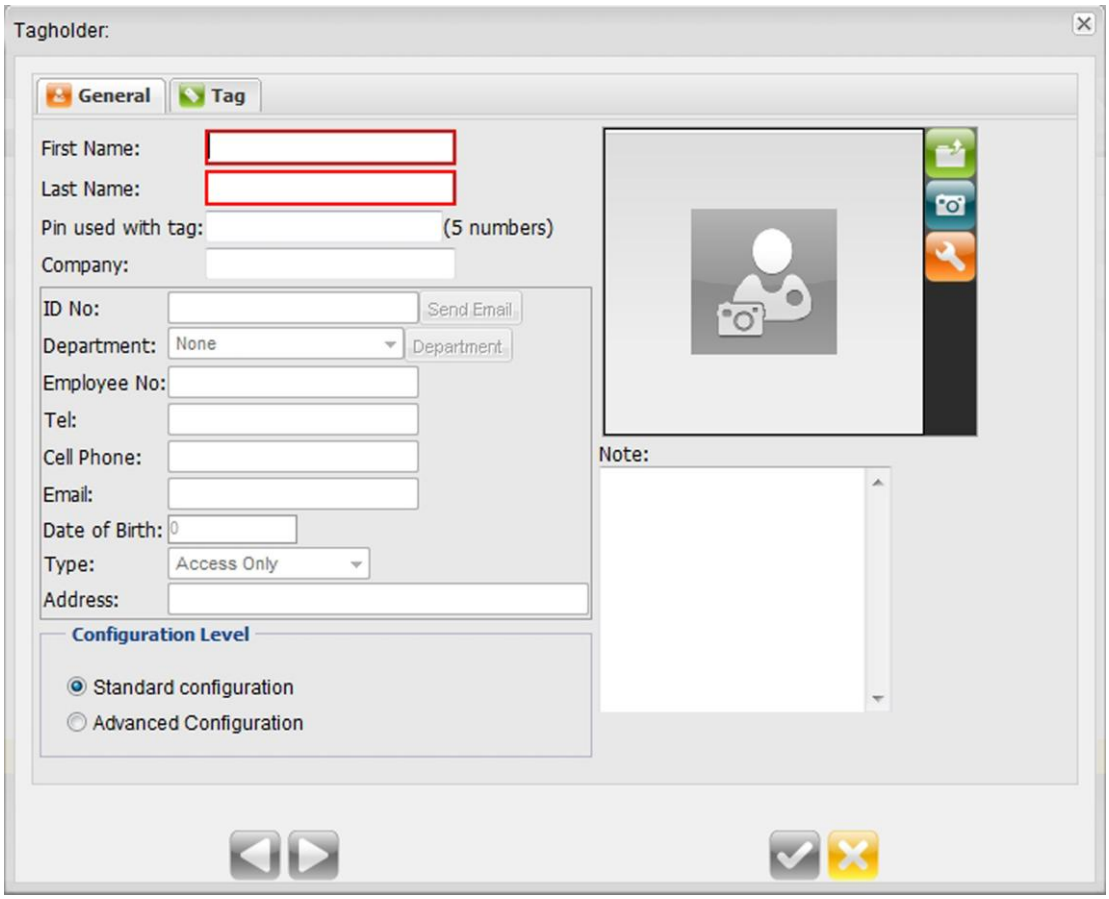

Figure 2 – Tagholder: Dialog Showing General Tab Selected

4. In the Tagholder: dialog, on the **General** tab, enter the following information:

*The minimum information needed for the System to accept the data is the **First Name** and **Last Name** fields.*

5. Enter the Tagholder's **First Name** and **Last Name**.
6. If required, in the **PIN Used with Tag** textbox, enter a PIN-code of up to 5 digits. (PIN-codes range from **2 to 65534**).
7. Enter the **Company Name**.
8. In the **ID No.** textbox, enter the Tagholders **ID Number**.
9. In the **Department** field select the required Department from the drop-down list.

*Add extra **Departments** as follows:*

1. *Click the **Department** button.*
2. *Click the button.*
3. *In the **Departments** textbox, enter a suitable name for the Department.*
4. *Click the button.*
5. *Click the button.*

Click the button to edit a Department or the button to delete a Department.

*The **Send E-Mail** button lets you send Tagholder details to interested parties. The **To** textbox is mandatory, thus requiring data entry for successful e-mail transmission. For e-mail setup information please refer to the section Preference Configuration (System Notification Tab) in Part 3 – General Configuration.*

10. From the **Type** drop-down list make your selection. The value selected, once captured in the master table, lets the third-party Time and Attendance Software determine who to calculate and who not to calculate. For Sites using third-party Time and Attendance Software we therefore recommend that you select the **Access and Time** option, for all other installations select the **Access Only** option.
11. Complete other personal information as necessary.

*Add a Tagholder **Image** as follows:*

1. *Click the button.*
2. *At the Open dialog, select the image file. Image formats supported include: jpg, jpeg, gif, tif and tiff. The recommended resolution is 640 x 480 pixels.*
3. *Click the **Open** button.*

For more information on the Live Video Image Capture feature ( ) please see Part 5 – Advanced Configuration.

Clicking the button opens the Edit dialog, allowing image cropping, rotation, resizing and use of an image mirror effect.

*To change the **Tagholder Image** back to the default image:*

1. *Right-click on the Tagholder Image.*
2. *Select **Default Image**.*

12. Use the **Note** text area when entering further information about the Tagholder.
13. Click the button.

Assign Tags to Tagholders

1. Select the **Tag** tab.
2. Click the button.

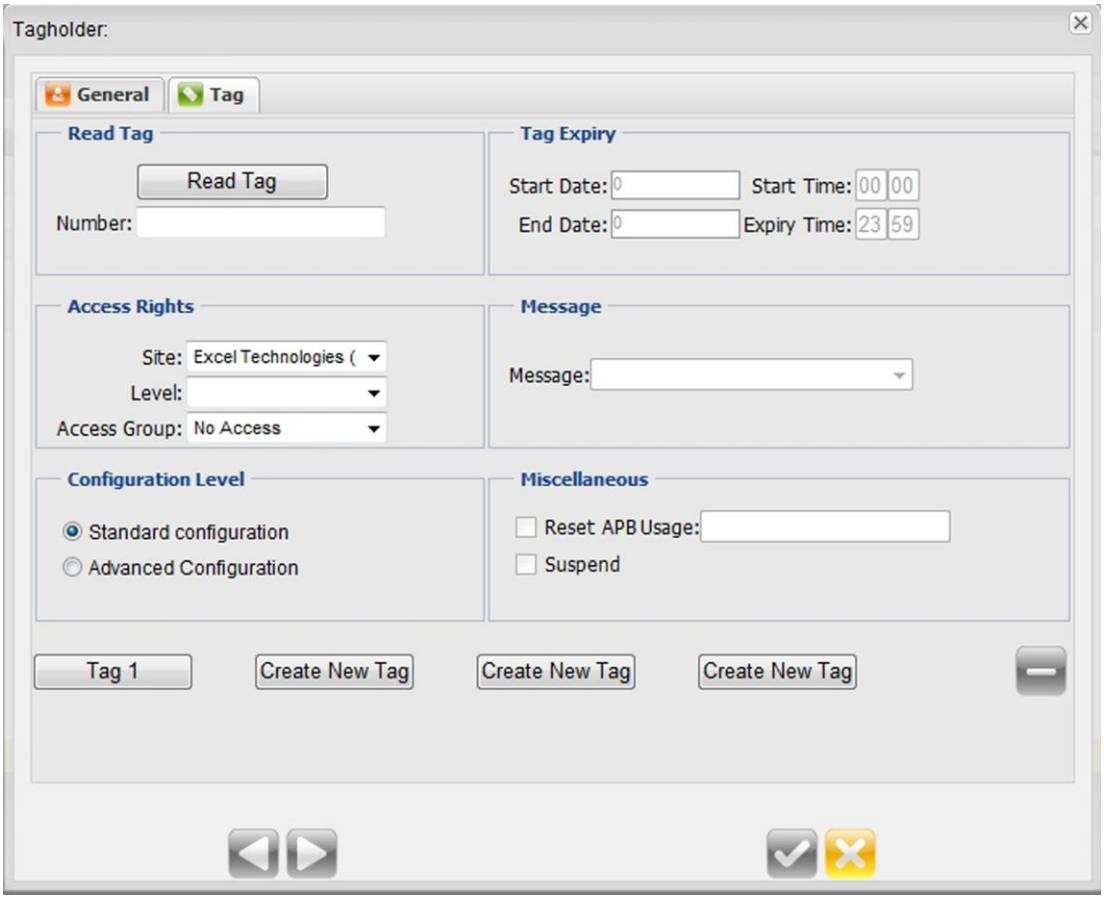

Figure 3 – Tagholder: Dialog Showing Tag Tab Selected

3. Select a **Configuration Level**:
   - Standard Configuration
   - Advanced Configuration

*For the sake of this example we selected the **Advanced Configuration** radio button.*

4. Present your Tag to the **Enrollment Reader**.
5. Click the **Read Tag** button.

*When the IXP220 Software detects the Tag, the Tag number displays in the **Number** textbox.*

*When the Software is set to ignore the Tag type, the Tag type updates automatically. When the Tag type is taken into consideration, select the Tag type from the **Type** drop-down list. Your Tag Type options include:*

- ***Standard (125 kHz)**—previously described as Slim Tag 5 Bytes.*
- ***Read/Write (125 kHz, 2048 bits)**—previously described as WriTag 2048.*
- ***Read/Write (125 kHz, 128 bits)**—previously described as WriTag 128.*
- ***3rd Party (Other)**—previously described as ASCII/Barcode/Magstripe.*

- ***Personal Access Code****—create a Personal Access Code (PAC) by selecting the* ***Personal Access Code*** *choice from the* ***Type*** *drop-down list and entering the Personal Access Code (PAC) in the* ***Number*** *textbox. Ensure that you use the numeric keys that form part of the typewriter part of your PC's keyboard when entering the Personal Access Code (PAC). Your Personal Access Code may range from between* ***1 to 999999999****. After entering the Personal Access Code at the Reader or Terminal, complete the entry by pressing the # key.*
- ***RF/Infrared****—previously described as RF/Infrared Tag.*
- ***Mifare****—previously described as Mifare Tag.*
- ***HID (125 kHz)****—previously described as HID Tag.*
- ***13.56 MHz (General)****—previously described as General 13.56 MHz.*
- ***Felica****—previously described as Felica Tag.*

6. From the **Site** drop-down list, select the Site name.
7. From the **Level** drop-down list make your selection from the following choices:
   - **Visitor**—restricted access, valid for day of issue only.
   - **Normal**—employee Tagholder. Access restricted by Door Mode.
   - **Supervisor**—opens Doors in Supervisor Mode, overrides Anti-passback (APB) and may cancel alarms.
   - **Administrator**—opens Doors in Supervisor Mode and ignores No Entry Mode.
8. From the **Access Group** drop-down list, make a selection.

You must assign a Tagholder Access Group for the Tag to have any access rights.

Tag Expiry Configuration

For temporary Tagholders, proceed as follows:

1. From the **Start Date** drop-down list, select a suitable start date.
2. In the **Start Time** textboxes, enter a suitable start time.
3. From the **Expiry Date** drop-down list, select a suitable expiry date.
4. In the **Expiry Time** textboxes, enter a suitable expiry time.

Message Configuration

For information on adding Messages, refer to the ***Messages*** *section in Part 3 – General Configuration.*

From the **Message** drop-down list, select a Message for display.

Miscellaneous Configuration

- **Reset APB**—resets the Anti-passback (APB) status for the Tagholder.
- **Suspend**—suspends the Tag in the event the Tag is lost or no longer required.
- **Usage**—stores a description of the usage of the Tag.

1. Click the button.
2. Click the button.

If necessary, repeat the **Assign Tags to Tagholders** procedure for any extra Tags.

Delete an Assigned Tag

1. From the list of Tagholder records displayed, double-click the Tagholder record for editing.
2. In the **Tagholder** dialog, select the **Tag** Tab.
3. Click the assigned Tag button (that is **Tag 1**, **Tag 2**, **Tag 3** *or* **Tag 4**) for deletion.
4. Click the button.
5. Click the button.
6. Click the button.

Delete a Tagholder

Before deleting a Tagholder, first delete all Tags assigned to the Tagholder.

1. From the list of Tagholder records displayed, select the Tagholder record for deletion.
2. Click the button.
3. At the Warning dialog, click the **OK** button.

Searching for Tagholders

1. From the **Search By** drop-down list, select a search field, for example:
   - **First Name**—searches the First Name column for a matching record.
   - **Last Name**—searches the Last Name column for a matching record.
   - **Address**—searches the Address column for a matching record.
   - **Company**—searches the Company column for matching records.
   - **Department**—searches the Department column for matching records.
   - **Employee No**—searches the Employee No column for a matching record.
   - **ID No**—searches the ID No column for a matching record.
   - **Tag**—searches the Tag column for the matching Tag code.
2. Enter a suitable keyword in the **Value** textbox.

Only the row(s) matching the Search By criteria display on the Tagholder page.

Chapter 2: IXP220 Rich Client Module

Introduction

The IXP220 Rich Client Module lets you configure Doors (Locations) and Tagholders from a separate PC (not running the IXP220 Base Application). In theory, you would use this Module where you need feature flexibility not offered by the Web Enrollment Module. These instances could include but are not limited to:

- During Biometric enrollment.
- Where you need to change Door (Location) configuration patterns (on a PC away from the Base Application) without stopping the IXP220 Base Application.

Starting the IXP220 Rich Client Module

Ensure that you unlock your Registration Interface for Web Tagholder Enrollment or Web Visitor Enrollment (or both) before using the Rich Client Enrollment Module. Both the Web Tagholder Enrollment the Web Visitor Enrollment Modules allow for a maximum of 50 seats each. See Part 5 – Advanced Configuration for further information.

1. In Windows®, click **Start**>**All Programs**>**IXP220**>**IXP220 Client**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
3. Click the button.

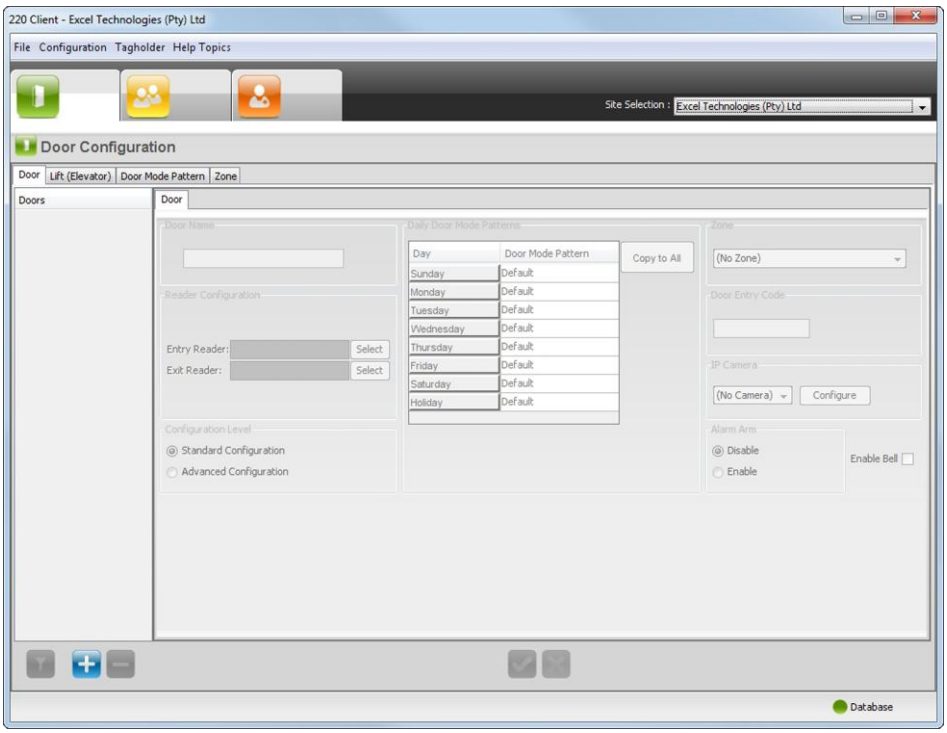

Figure 4 – IXP220 Rich Client Module

Door Configuration

The Door Configuration Pane lets you configure the Site's Doors (Locations) including Terminals, Readers, Zones and Door Mode Patterns.

*Editing Door settings or making changes to the Door Mode Patterns resets all Tags in the System to **anti-passback neutral**. This ensures that Tagholders are not denied access because of Tags being in the wrong state. The anti-passback state of all Tags again synchronizes correctly on first access.*

Refer to Part 5 – Advanced Configuration for details on Lift (Elevator) Control through the IXP220 Rich Client.

Add a Door

To create a Door (Location) continue as follows:

1. Select the Page Tab. Within the previously selected Door Tab, you will notice a new set of Tabs activate. These newly activated Tabs include a new **Door** Tab, an **Entry** Tab and an **Exit** Tab.
2. Click the button.

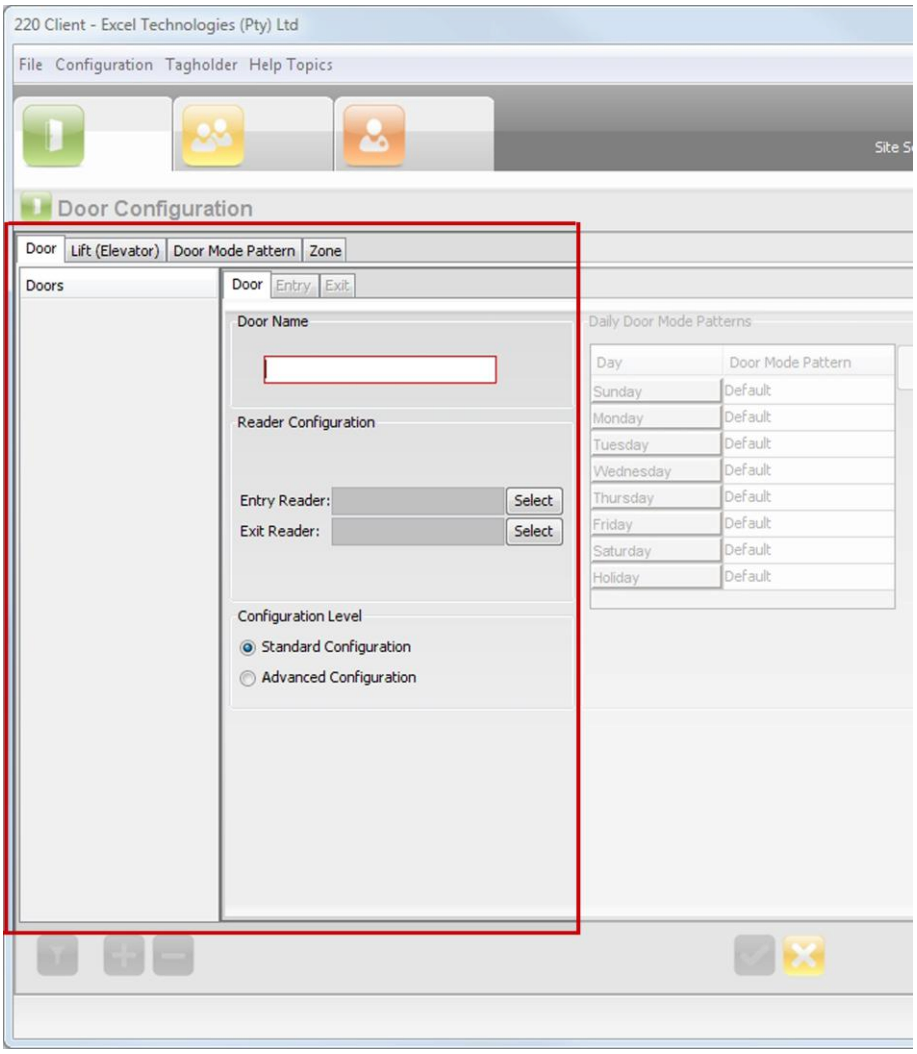

Figure 5 – Left-hand Side of the Door Configuration Pane

3. In the **Door Name** textbox, assign the Door a suitable name. This Door Name textbox has a 16 character limit.
4. From the **Configuration Level** group, select one of the following radio buttons:
   - **Standard Configuration**—activates only the basic Access Control features.
   - **Advanced Configuration**—activates extra advanced features, for sites that need Daily Door Mode Patterns, Zones, Door Entry Codes and Alarm Arming.

*The **Enable Bell** checkbox only activates on Doors using ImproX (KMA) Keypad Mullion Antenna Readers. Selecting this checkbox activates the Bell button (situated at the bottom of the Antenna Reader's Keypad).*

Add Readers

To add and configure Readers, continue as follows:

1. In the **Reader Configuration** group (see Figure 5), alongside the **Entry Reader** textbox, click the **Select** button.
2. In the **Unassigned Readers** dialog, from the list of displayed records, select a Reader.

In the Unassigned Readers dialog, reduce the number of Readers displayed by selecting a specific Controller from the Controller Filter drop-down list.

3. Click the button.
4. Alongside the **Exit Reader** textbox, click the **Select** button.
5. In the **Unassigned Readers** dialog, from the list of displayed records, select a Reader.
6. Click the button.

*Select a single Reader by double-clicking the Reader's record. Alternatively **multi-select Readers** as follows:*

1. *Click the Entry Reader's **Select** button.*
2. *In the Unassigned Readers Dialog, select both your Entry and Exit Readers.*
3. *Click the button.*

*The IXP220 Software automatically assigns the **top selected Reader as the Entry Reader** and the **bottom selected Reader as the Exit Reader**.*

7. Click the button.

Entry or Exit Reader Configuration

1. Select the **Entry** or **Exit** Tab.

The settings displayed on the Entry or Exit Tabs depend on the type of Terminal connected. Ignore references made to fields that do not display.

2. From the **Configuration Level** group, select one of the following radio buttons:
   - **Standard Configuration**—activates only the basic features.
   - **Advanced Configuration**—activates extra advanced features.
3. From the **Miscellaneous** group, from the **RTE Mode** drop-down list, make your selection from the following:

- **Normally Open**—use this option when connecting Normally Open switches.
- **Normally Closed**—use this option when connecting Normally Closed switches.

4. From the **Reader Function** drop-down list, make your selection from the following:
   - **Access Control**—sets a flag in the Database alerting third-party time and attendance applications that the door is used for Access Control purposes only.
   - **Access Control + Time & Attendance**—sets a flag in the database alerting third-party time and attendance applications that the Door is used for Time and Attendance and Access Control functions.
5. From the **Message Display Supervisor** drop-down list, make your selection.
6. From the **Enable Off-line Validation** drop-down list, make your selection from the following:
   - **Disabled**—disables off-line validation.
   - **Enabled**—enables off-line validation.

ImproX iTT and ImproX iTRT units connected by IP will always run in Full Off-line Validation Mode. ImproX iTT and ImproX iTRT units connected by RS485 will run in Full Off-line Validation Mode when there are 1 000 Tags or less in the System. Once this threshold is exceeded, it will switch over to Cached Off-line Validation Mode. Cached Off-line Validation Mode relies on transactions in the ImproX iTT and ImproX iTRT Transaction Buffer to make access control decisions.

7. From the **DOS Mode** group, from the DOS Mode drop-down list, make your selection from the following:
   - **Normally Closed**—use this option when connecting Normally Closed Door Sensors.
   - **Normally Open**—use this option when connecting Normally Open Door Sensors.
8. From the **DOS Usage** drop-down list, make your selection from the following:
   - **Normal**—alarm sounds if the Door remains open too long or if the Door is forced. Use this feature for monitoring real Door open states.
   - **Terminate Strike**—deactivates the relay if Door is opened and closed or forced. Use this feature where the lock must re-engage once the Door is closed.
   - **Inhibit**—deactivates the Reader as long as the Door is open; also there is no alarm for Doors forced open. Used when the Door is opened, the Reader disables while the Door remains open.
9. Edit the **Strike Duration (0.1s)** textbox, the default value is **40** (0.1s). Setting the Strike Duration to **55555** toggles the Relay.
10. Edit the **Open Duration(s)** textbox. By default the Open Duration is set to **0,** disabling the Door Open Sensor (DOS).

*It is possible to drive a single Relay or use a single Door Open Sensor (DOS) for both entry and exit Readers, removing the need to wire up both Relays or both Door Open Sensors (DOS) for a single door. To do this, set the Strike Duration or Open Duration to **0** on one Reader. The associated Reader is then able to use the Relay or Door Open Sensor (DOS) from the opposite Door. When using an ImproX MDTA, the Open Duration and Strike Duration default to **0**. Therefore, setting the Strike Duration and Open Duration on the associated Reader allows the MDTA to use the opposite Reader's Relay or DOS.*

A practical example would be:
*A Terminal, used for a reception entry and exit, only requires one Relay to open. The entry Reader (Reader 1) has the Strike Duration set accordingly. Instead of bridging the Relay for the exit Reader (Reader 2), set the Strike Duration to **0**. This allows both the entry and exit Readers to drive Relay 1 when someone presents an allowed Tag to either of the Readers. The same theory applies to the Door Open Sensor (DOS).*

11. Enable End-of-line Sensing by selecting the **Enable End-of-line Sensing** checkbox.

End-of-line Sensing lets the System raise an alarm when somebody bypasses the Door Open Sensor. That is, the System distinguishes between tampering on the circuit and closure of the Door Open Sensor. End-of-line sensing on the IXP220 Controller, ImproX iTT (input 1 and 3 only) and iTRT (input 1 and 3 only) is only possible if Door Open Sensing is configured. Set End-of-line Sensing per Door.

12. From the **ON VALID Tag** group, from the **LED Action** drop-down list, select the required LED colour state and Duration.
13. From the **Buzzer Volume** drop-down list, select the Buzzer volume and Duration.
14. From the **ON INVALID Tag** group, from the **LED Action** drop-down list, select the required LED colour state and Duration.
15. From the **Buzzer Volume** drop-down list, select the Buzzer volume and Duration.
16. Click the button.

Add a Zone

To create and configure Zones, continue as follows:

1. On the Configuration Pane, select the **Zone** Tab.
2. Click the button.

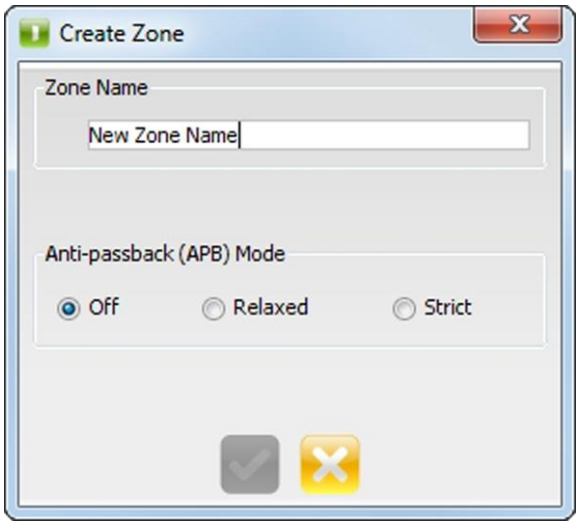

Figure 6 – Create Zone Dialog

3. In the **Zone Name** textbox, assign the Zone a suitable name.
4. Select one of the **Anti-passback (APB) Mode** radio buttons:
   - **Off**—Anti-passback not enforced.
   - **Relaxed**—after entering a Zone, the Tagholder must exit the Zone using their Tag *before* they can re-enter. However, Tagholders can use their Tags for multiple, consecutive exits in this Mode.
   - **Strict**—enforced Anti-passback Zone rules for **in** and **out** directions. A Tagholder cannot enter or exit a Zone consecutively.

*You may elect from time to time to **reset Anti-passback**, essentially giving ALL Tagholders a "free pass" on their next transaction. Carry out this task as follows:*

1. *From the Main Menu, select **Hardware**>**Reset Anti-passback**.*
2. *At the Reset Anti-passback dialog, click the **OK** button.*

Should you wish to reset Anti-passback on an individual Tagholder, refer to page 30, Miscellaneous Configuration for more information.

5. Click the button.

*Once the Zone record appears on the Zone tab, edit the **Zone Name** and **APB Mode** settings using the Configuration Pane.*

Configure multiple Zone records at the same time, by holding down the Ctrl key and selecting multiple records. Alternately hold down the left mouse button and drag your mouse over the records, making your selection.

Add Door Mode Patterns

*Making changes to the Door Mode Patterns resets all Tags in the System to **anti-passback neutral**. This ensures that Tagholders are not denied access because of Tags being in the wrong state. The anti-passback state of all Tags again synchronizes correctly on first access.*

The IXP220 Software supports a maximum of 8 Door Mode Patterns at each Door. This setting regulates the Door's (location's) operating mode including the start and end time. Continue as follows to add a new Door Mode Pattern:

1. On the Configuration Pane, select the **Door Mode Pattern** Tab.
2. Click the button.
3. In the **Pattern Name** textbox, assign your Door Mode Pattern a suitable name.
4. Click the button.
5. From the records displayed on the left-hand side of the Configuration Pane, select the newly created Door Mode Pattern record.
6. Edit the following settings for the selected record:
   - **Start Time** and **End Time**—breaks the day into time slots. By selecting and changing the End Time figure, you effectively create extra records, breaking the day into parts. You may create a maximum of 8 time slots per Door Mode Pattern.
   - **Mode**—indicates the mode in which the Door (Location) operates.

Door (Location) operating mode examples include:

- ***Tag**—requires presentation of a Tag to gain access.*
- ***Supervisor Unlock**—requires that a Supervisor unlock the Door prior to normal employees gaining entrance.*
- ***Locked**—the Door is locked and cannot be overridden with any Tag.*
- ***Open on First Tag**—the door is opened when the first valid Tagholder presents their Tag.*
- ***No Entry**—only Administrators are granted access.*
- ***Door Entry Code**—requires entry of a Door Entry Code to gain access.*
- ***Open Now**—Door opens at specified time. A Tag is not required to open the Door.*
- ***Personal Access Code**—requires entry of a Personal Access Code to gain access. Your Personal Access Code may range from between **1 to 999999999** followed by a # symbol.*

- **Finger (B-SHO)**—make a selection from the choices presented: No, “+Entry”, “+Exit”, “+Both”, “or Entry”, “or Exit”, “or Both”, “Finger only Entry”, “Finger only Exit” or “Finger only Both”. Selecting “+Entry”, “+Exit” or “+Both”, calls for Tagholders to present their Tag (MIFARE® or DESFIRE®) and their fingerprint at the ImproX B-SHO Fingerprint Terminal. Selecting “or Entry”, “or Exit” or “or Both”, calls for Tagholders to present either their Tag or fingerprint at the ImproX B-SHO Fingerprint Terminal. For the following options, “Finger only Entry”, “Finger only Exit” or “Finger only Both”, only fingerprint presentation is allowed (the tag reader is disabled).
- **+PIN**—make a selection from the choices presented: No, Entry, Exit or Both. By selecting Entry, Exit or Both, you call for Tagholders to present their Tag and enter a PIN-code at the respective Keypad Reader.
- **+Reason**— make a selection from the choices presented: No, Entry, Exit or Both. By selecting Entry, Exit or Both, you call for Tagholders to present their Tag and enter a Reason Code (see Part 3 – General Configuration for information on Adding a Reason Code) at the respective Keypad Reader.
- **+Dual Tag**—requires presentation of 2 individual Tags for access.
- **Record**—log Transaction. If you select NO, the “Allowed In” and “Allowed Out” transactions do not appear in the Transaction Viewer and do not save to the Database. This affects any report using transactions.
- **Denied Alarm**—by selecting Yes, you instruct the System to treat denied events as alarms. In the IXP220 Base Application, set the Controller Mode Configuration to Intrusion or Alarm Arming for functionality of this feature.
- **LED**—sets the LED’s behaviour during the stipulated time slot.

7. Click the button.

Advanced Door Configuration

On selecting the **Advanced Configuration** radio button, the Daily Door Mode Patterns, Zone, Door Entry Code and Alarm Arm settings activate. Continue as follows to configure these:

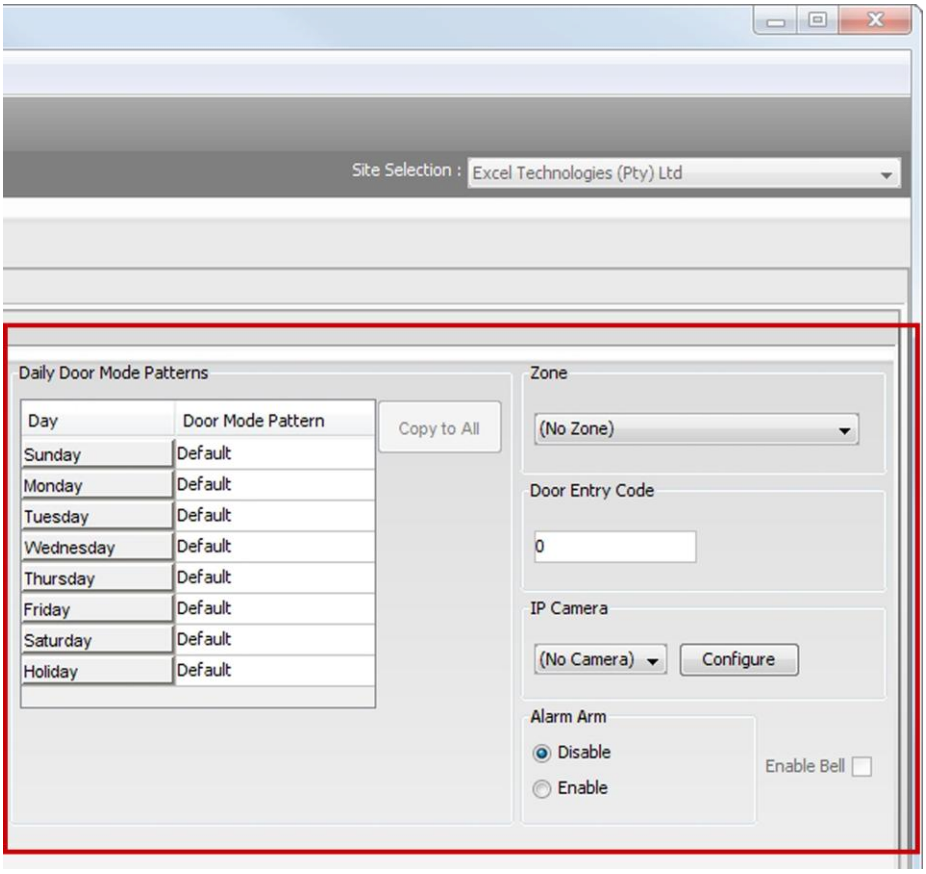

Figure 7 – Right-hand Side of the Door Configuration Pane

1. On the Configuration Pane, select the **Door** Tab.
2. In the **Daily Door Mode Patterns** group (see Figure 7), make your selections from the Day's Door Mode Pattern drop-down lists.
3. In the **Zone** group, select a Zone from the drop-down list.

*Using a **Door Entry Code** allows Tagholders to enter or exit a Door using a 4 digit numeric code instead of a Tag. Note, however, Tags with access permissions for the Door (Location) are still acknowledged by the Reader.*

Activate the Door Entry Code feature, as follows:

1. *On the Configuration Pane, select the **Door Mode Pattern** Tab.*
2. *Click the button.*
3. *In the **Pattern Name** textbox, assign your Door Mode Pattern a suitable name.*
4. *Click the button.*
5. *From the records displayed on the left-hand side of the Configuration Pane, select the newly created Door Mode Pattern record.*
6. *Edit the following settings for the selected record:*
   - ***Start Time**, **End Time**, **+PIN**, **+Reason**, **+Dual Tag**, **Record**, **Denied Alarm** and **LED**.*
   - ***Mode**—select **Door Entry Code** from the drop-down list. (Door Entry Codes range from **1 to 9999**).*
7. *Click the button.*
8. *On the Configuration Pane, select the **Door** Tab.*
9. *In the **Door Entry Code** textbox, enter a 4 digit numerical PIN-code.*

CCTV integration allows for better end user site management, that is in areas with rising crime, your receptionist can from a safe location monitor and control up to 4 Doors (Locations) (4 Cameras) at a time per Site. Configure your IP Camera (Axis 210 or 213D range only) as follows:

1. *On the Door Configuration Pane, select the **Door** Tab.*
2. *Click the **Advanced Configuration** radio button.*
3. *Within the IP Camera group, click the **Configure** button.*
4. *In the IP Camera Configuration dialog, click the button.*
5. *In the **Name** textbox, assign your camera a meaningful name.*
6. *In the **Lookup** textbox, enter the IP Address for your camera.*
7. *Click the button.*
8. *Exit the dialog by clicking the button.*
9. *Select the Door from the list of available Door records.*
10. *From the **IP Camera** drop-down list, select a Camera record, thus associating the Door and IP Camera.*
11. *Click the button.*

*Refer to Part 3 – General Configuration for details on **Alarm Arming**.*

Configuration of multiple Doors (Locations) is allowed. Configure multiple Doors (Locations), by holding down the Ctrl key and selecting multiple records. Alternately hold down the left mouse button and drag your mouse over the records. Multi-selecting Doors (Locations) loads the default values for all Doors and Readers, only the changed settings save to the individual Doors.

4. Click the button.

Delete a Door

Deleting a Door automatically deletes reference to assigned Readers. Thus, these Readers return to the Unassigned Readers list ready for you to reallocate to a new Door.

1. Select the Page Tab.
2. On the Configuration Pane, select the **Door** Tab.
3. From the Doors Table on the left-hand side of the Configuration Pane, select the Door record for deletion.
4. Click the button.
5. At the Warning dialog, click **Yes**.

Delete a Zone

1. Select the Page Tab.
2. On the Configuration Pane, select the **Zone** Tab.
3. From the Zone records displayed, select the Zone for deletion.
4. Click the button.
5. Click the button.

You may delete multiple Zones at the same time, by holding down the Ctrl key and selecting multiple records. Alternately hold down the left mouse button and drag your mouse over the records, making your selection.

Delete a Door Mode Pattern

1. Select the Page Tab.
2. On the Configuration Pane, select the **Door Mode Pattern** Tab.
3. From the Door Mode Pattern Table on the left-hand side of the Configuration Pane, select the Door Mode Pattern record for deletion.
4. Click the button.
5. At the Confirmation Warning dialog, click **Yes**.

Access Group Configuration

Each Tagholder in a Site is assigned to at least one Tagholder Access Group. The purpose of Access Groups is to grant Tagholder access permissions in bulk. This saves you the trouble of configuring Tagholders one-at-a-time.

Configure Tagholder Access Groups

Create a Tagholder Access Group

For information on setting a Lift (Elevator) Access Group, see Part 5 – Advanced Configuration.

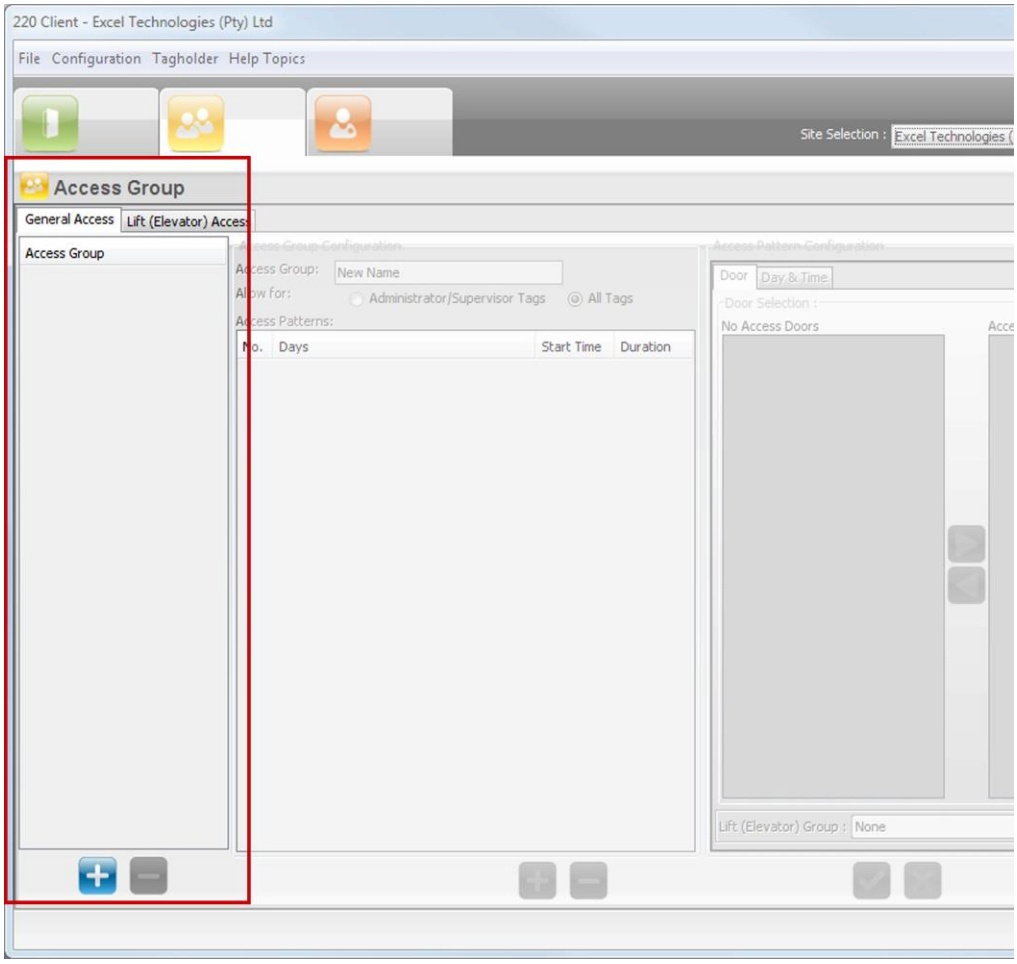

Figure 8 – Left-hand Side of the Access Group Pane (General Access Tab Selected)

To create a Tagholder Access Group, proceed as follows:

1. Select the Page Tab.
2. Select the **General Access** Tab.
3. As highlighted in Figure 8, click the button.
4. In the **Access Group** textbox, assign your Access Group a suitable name.
5. From the **Allow For** radio buttons, select either of the following choices:
   - **Administrator/Supervisor Tags**
   - **All Tags**—Visitor and Employee Tagholders.
6. Click the button.

Only the SYSDBA user can give a Tagholder access to a Tagholder Access Group categorized as Administrator or Supervisor.

Create an Access Time Pattern

*You may add a **maximum of 8** Access Time Patterns to each Access Group.*

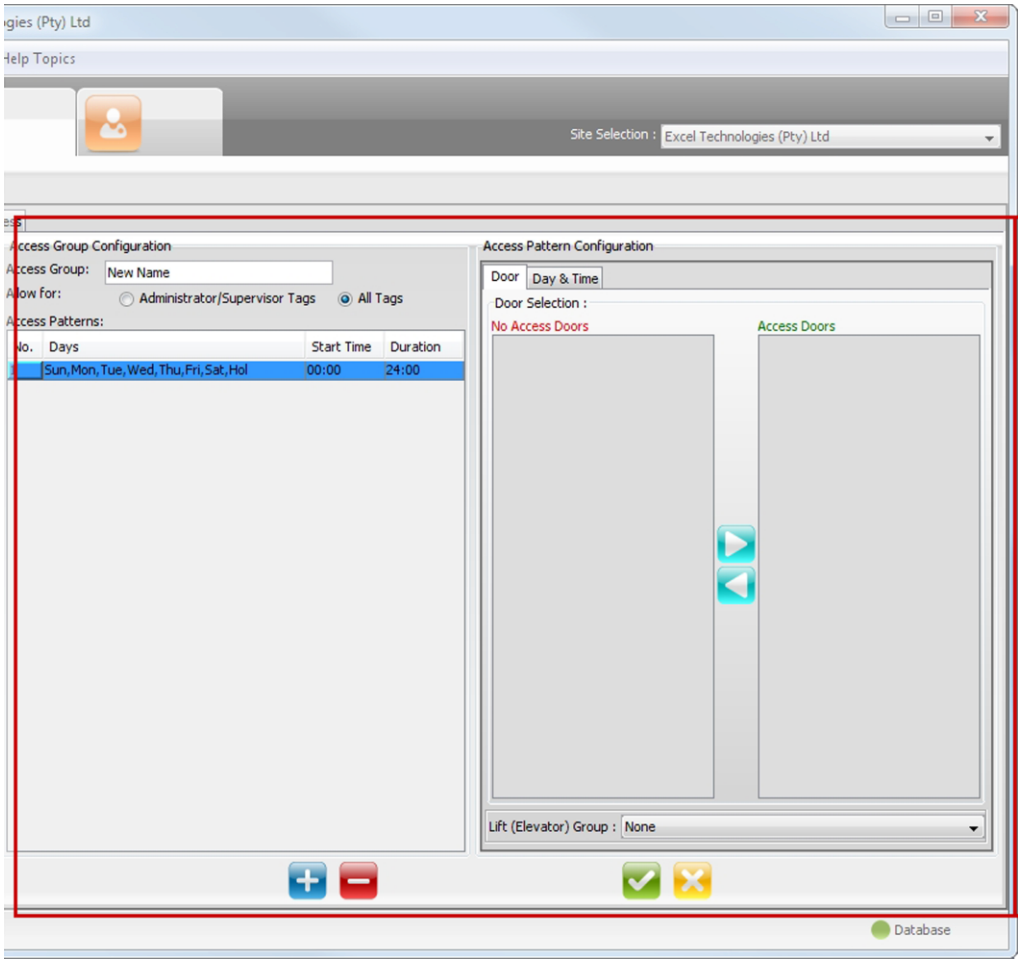

Figure 9 – Right-hand Side of the Access Group Pane (General Access Tab Selected)

To create an Access Time Pattern, proceed as follows:

1. As highlighted in Figure 9, click the button.
2. In the **Access Pattern Configuration** group, select the **Door** Tab.
3. In the **No Access Doors** text area, select the **Door** you want the Access Pattern applied to.

From the No Access Doors text area, select multiple Doors (Locations), by holding down the Ctrl key and selecting multiple records.

4. Click the button.
5. In the **Access Pattern Configuration** group, select the **Day & Time** Tab.
6. From the **Select Day Pattern** group, deselect checkboxes where NOT applying the Pattern.
7. In the **Start Time** textbox, enter a suitable start time.
8. In the **End Time** textbox, enter a suitable end time.

The Duration automatically calculates based on the information you capture into the Start and End Time textboxes.

9. Click the button.

Select an Access Group

To select an existing Tagholder Access Group, proceed as follows:

1. Select the Page Tab.
2. Select the **General Access** Tab.
3. From the list of Access Group records (see the highlighted area in Figure 8 for more information) select a record.

The selected Access Group's details display on the right-hand side of the Access Groups Configuration Pane. See Figure 9 for more information.

Delete Access Group and Access Time Pattern Details
To delete a Tagholder Access Group, proceed as follows:

1. Select the Page Tab.
2. Select the **General Access** Tab.
3. From the list of Access Group records (see the highlighted area in Figure 8 for more information) select a record.
4. Click the button.
5. Click **Yes**.

Edit Access Group and Access Time Pattern Details
To edit a Tagholder Access Group, proceed as follows:

1. Select the Page Tab.
2. Select the **General Access** Tab.
3. From the list of Access Group records (see the highlighted area in Figure 8 for more information) select a record.
4. Edit the Access Time Pattern details as required.
5. Click the button.
6. When using distributed templates along with biometrics, after editing the Lift (Elevator) Group, ensure you perform a full upload.

Tagholder Configuration

Add a Tagholder

To add a Tagholder, proceed as follows:

1. Select the Page Tab.
2. Click the button.

The **Tagholder** dialog consists of two tabs namely General and Tag. The **General** Tab allows addition of a Tagholder's information, while the **Tag** Tab allows Tag assignment. On the General Tab, only the **First Name** and **Last Name** fields are required. However, we recommend entering as much information as possible.

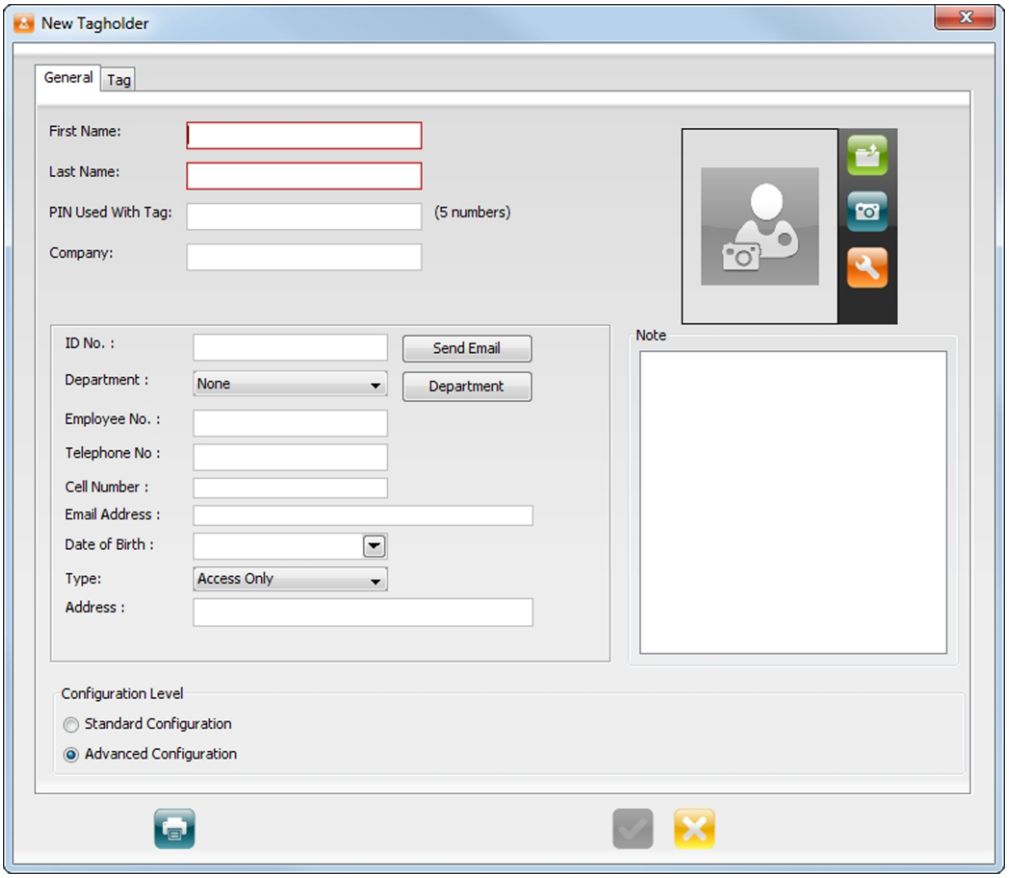

Figure 10 – Tagholder Dialog (Showing the General Tab)

3. In the Tagholder dialog, select the **General** Tab.
4. Enter the Tagholder's **First Name**.
5. Enter the Tagholder's **Last Name**.
6. From the **Configuration Level** group, select from the following radio buttons:
   - **Standard Configuration**—displays standard Tagholder details.
   - **Advanced Configuration**—displays extra advanced Tagholder details.

The instructions below continue as for an Advanced Configuration. For a Standard Configuration ignore references made to fields that appear greyed out.

7. In the **PIN Used with Tag** textbox, enter a PIN-code of up to 4 digits. (PIN-codes range from **2 to 65534**).
8. Enter the Tagholders **Company** name details.
9. From the **Department** drop-down list, select a department name.

*Add extra **Departments** as follows:*

1. *Click the **Department** button.*
2. *Click the button.*
3. *In the **Department** textbox, enter a suitable name for the Department.*
4. *Click the button.*
5. *Click the button.*

Click the button to edit a Department or the button to delete a Department.

*The **Send E-Mail** button lets you send Tagholder details (by customizable V-Card) to interested parties. Data entry in the e-mail's **To** textbox is mandatory for e-mail transmission. For information on V-Card customization and e-mail setup please refer to the section Preference Configuration (System Notification Tab) in Part 3 – General Configuration.*

10. From the **Type** drop-down list make your selection. The value selected, once captured in the master table, lets the third-party Time and Attendance Software determine who to calculate and who not to calculate. For Sites using third-party Time and Attendance Software we therefore recommend that you select the **Access and Time** option, for all other installations select the **Access Only** option.
11. Complete other personal information as necessary.

*Add a Tagholder **Image** as follows:*

1. *Click the button.*
2. *At the Open dialog, select the image file. Image formats supported include: jpg, jpeg, gif, tif and tiff. The recommended resolution is 640 x 480 pixels.*
3. *Click the **Open** button.*

For more information on the Live Video Image Capture feature ( ) please see Part 5 – Advanced Configuration.

Clicking the button opens the Edit dialog, allowing image cropping, rotation, resizing and use of an image mirror effect.

*To change the **Tagholder Image** back to the default image:*

1. *Right click on the Tagholder Image.*
2. *Select **Default Image**.*

12. Use the **Note** text area when entering further information about the Tagholder.
13. Click the button.

Assign Tags to Tagholders

A Tagholder can have up to 4 Tags assigned to them. To assign Tags to a Tagholder, proceed as follows:

1. In the Tagholder dialog, select the **Tag** Tab.
2. Click any of the **Create New Tag** buttons.

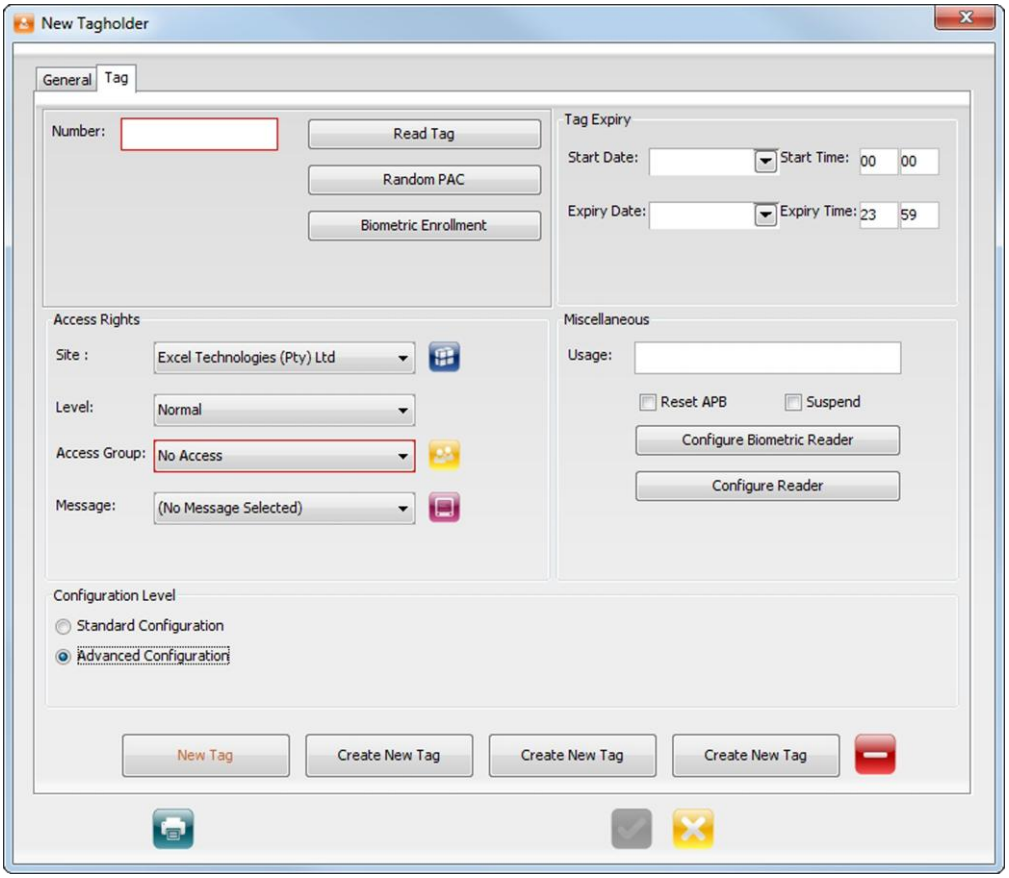

Figure 11 – Tagholder Dialog (Showing the Tag Tab)

3. From the **Configuration Level** group, select from the following radio buttons:
   - **Standard Configuration**—disables advanced configuration options.
   - **Advanced Configuration**—enables advanced configuration options.

The instructions below continue as for an Advanced Configuration. For a Standard Configuration ignore references made to fields that appear greyed out.

Selecting a Registration Reader

1. From the **Miscellaneous** group, select the **Configure Reader** button.
2. In the **Configure Tag Reader** dialog, from the Use Registration Reader radio buttons, select one of the following:
   - **Yes**—when selected, the **Registration Reader Port** drop-down list activates. Select the **Port Number** to which you connected your Registration Reader.
   - **No**—selected by default, activates the **Select Reader** drop-down list. Select the **Reader** you intend using as the Registration Reader from the list of available Readers.
3. Click the button.

Tag Enrollment

1. Present a Tag to an Enrollment Reader.
2. On the Tag tab, click the **Read Tag** button.

*When the IXP220 Software detects the Tag, the Tag number displays in the **Number** textbox.*

*When the Software is set to ignore the Tag type, the Tag type updates automatically. When the Tag type is taken into consideration, select the Tag type from the **Type** drop-down list. Your Tag Type options include:*

- ***Standard (125 kHz)**—previously described as Slim Tag 5 Bytes.*
- ***Read/Write (125 kHz, 2048 bits)**—previously described as WriTag 2048.*
- ***Read/Write (125 kHz, 128 bits)**—previously described as WriTag 128.*
- ***3rd Party (Other)**—previously described as ASCII/Barcode/Magstripe.*
- ***Personal Access Code**—create a Personal Access Code (PAC) by selecting the **Personal Access Code** choice from the **Type** drop-down list and entering the Personal Access Code (PAC) in the **Tag Code** textbox. Your Personal Access Code may range from between **1 to 999999999**. After entering the Personal Access Code at the Reader or Terminal, complete the entry by pressing the # key).*
- ***RF/Infrared**—previously described as RF/Infrared Tag.*
- ***Mifare**—previously described as Mifare Tag.*
- ***HID (125 kHz)**—previously described as HID Tag.*
- ***13.56 MHz (General)**—previously described as General 13.56 MHz.*
- ***Felica**—previously described as Felica Tag.*

Access Rights Configuration

1. From the **Site** drop-down list, select the Site name.

Alternatively, click the button t to select the Access Group for the Tagholder across all Sites.

2. From the **Level** drop-down list make your selection from the following choices:
   - **Visitor**—restricted access, valid for day of issue only.
   - **Normal**—employee Tagholder. Access restricted by Door Mode.
   - **Supervisor**—opens Doors (Locations) in Supervisor Mode, overrides Anti-passback (APB) and may cancel alarms.
   - **Administrator**—opens Doors (Locations) in Supervisor Mode and ignores No Entry Mode.
3. From the **Access Group** drop-down list, make a selection.

Alternatively, click the button to create a new Access Group.

You must assign a Tagholder Access Group for the Tag to have any access rights.

Tag Expiry Configuration

For temporary Tagholders, proceed as follows:

1. From the **Start Date** drop-down list, select a suitable start date.
2. In the **Start Time** textboxes, enter a suitable start time.
3. From the **Expiry Date** drop-down list, select a suitable expiry date.
4. In the **Expiry Time** textboxes, enter a suitable expiry time.

Message Configuration

*For information on adding Messages, refer to the **Messages** section in Part 3 – General Configuration.*

From the **Message** drop-down list, select a Message for display.

Alternatively, click the button to create a new Message.

Miscellaneous Configuration

- **Reset APB**—resets the Anti-passback (APB) status for an individual Tagholder.
- **Suspend**—suspends the Tag in the event the Tag is lost or no longer required.
- **Copy Tag**—copies the Tag code for use in sites with Tags and biometric facilities, thus upholding Anti-passback (APB) rules.
- **Usage**—stores a description of the Tag's usage.
- **Configure Reader**—select the Reader for use as the Registration Reader for the site.
- **Configure Biometric Reader**—opens the Tagholder biometric configuration and enrollment settings. See Part 8 – Integration Modules for more information.

General Details

1. Click the button.
2. Click the button.

If necessary, repeat the **Assign Tags to Tagholders** procedure for any extra Tags.

Delete an Assigned Tag

To delete an assigned Tag, proceed as follows:

1. Select the Page Tab.
2. From the list of Tagholder records displayed, double-click the Tagholder record for editing.
3. In the **Tagholder** dialog, select the **Tag** Tab.
4. Click the assigned Tag button (that is **Tag 1**, **Tag 2**, **Tag 3** *or* **Tag 4**) for deletion.
5. Click the button.
6. Click the button.
7. Click the button.

Delete a Tagholder

Before deleting a Tagholder, first delete all Tags assigned to the Tagholder.

To delete a Tagholder from the IXP220 System, proceed as follows:

1. Select the Page Tab.
2. From the list of Tagholder records displayed, select the Tagholder record for deletion.
3. Click the button.
4. At the Warning dialog, click the **OK** button.

Set the Default Card Template

When configuring a Tagholder, this facility allows you to select, from a library of Card Templates, the template to be used as the default when printing Credit Card Tags for that Tagholder.

*For information on setting the **Default Card Template**, see the Card Designer chapter of Part 6 – IXP220 Software Modules.*

Batch Enrollment of Tags

The Batch Enrollment feature lets you rapidly assign multiple Tags to a Site, without entering Tagholder details.

Start Batch Enrollment

1. From the Main Menu, select **Tagholder**>**Batch Tagholders**.

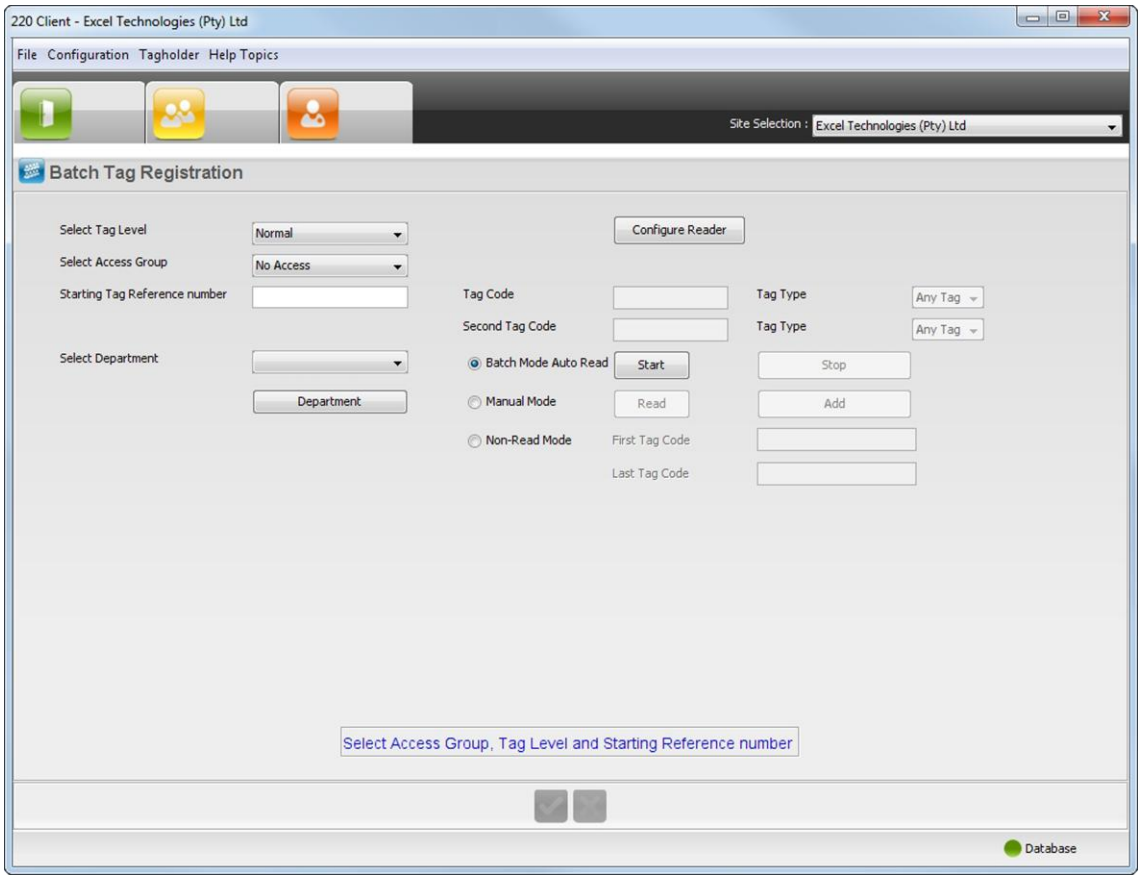

Figure 12 – Batch Tag Registration Configuration Pane

2. From the **Select Tag Level** drop-down list, select from the following choices:
   - **Visitor**—restricted access, valid for day of issue only.
   - **Normal**—employee Tagholder. Access restricted by Door Mode.
   - **Supervisor**—opens Doors in Supervisor Mode, overrides Anti-passback (APB) and may cancel alarms.
   - **Administrator**—opens Doors in Supervisor Mode and ignores No Entry Mode.
3. From the **Select Access Group** drop-down list, select an Access Group.
4. Enter a **Starting Tag Reference Number**. The Starting Tag Reference Number is any number that you can use temporarily in identifying the Tags.

5. From the **Select Department** drop-down list, select a Department.

*Add extra **Departments** as follows:*

1. *Click the **Department** button.*
2. *Click the button.*
3. *In the **Department** textbox, enter a suitable name for the Department.*
4. *Click the button.*
5. *Click the button.*

Click the button to edit a Department or the button to delete a Department.

6. Select one of the following to start the Batch Enrollment process:
   – **Batch Mode Auto Read**
   – **Manual Read**

Batch Mode Auto Read

This Mode lets you scan a batch of Tags in quick succession:

1. Select the **Batch Mode Auto Read** radio button.
2. Click the **Start** button.
3. Present Tags to the Enrollment Reader one at a time.
4. Click the **Stop** button.
5. On enabling, click the button.

Manual Read Mode

Manual Mode lets you scan a batch of Tags one at a time. It is useful if the Enrollment Reader is away from the Host PC.

1. Select the **Manual Mode** radio button.
2. Present a Tag to the Enrollment Reader.
3. Click the **Read** button. On reading the Tag, its numbers display in the **Tag Code** and **Second Tag Code** (if applicable) textboxes along with their **Tag Types**.
4. Click the **Add** button.
5. Repeat steps 1 to 3 for further Tags.
6. After you've scanned all the Tags, click the button.

Non-read Mode

This Mode lets you load a range of Tags without physically scanning the Tags. You may load up to **1 000** Tags at a time.

1. Select the **Non-read Mode** radio button.
2. In the **First Tag Code** textbox, enter the first tag code in the range.
3. In the **Last Tag Code** textbox, enter the last tag code in the range.
4. On enabling, click the button.

Advanced Search

To search for a Tagholder, continue as follows:

1. Select the Page Tab.
2. Enter a suitable keyword in the **Search By** textbox.

As you type, the Software automatically matches the keyword, highlighting the Tagholder record with the closest match.

Chapter 3: Tracker Module

Introduction

The Tracker Module keeps you advised as to the whereabouts of selected Tagholders (maximum 10 Tagholders per site) as they move about the Site. Alternatively, you may use the Tracker Module to monitor events at a selected Reader (maximum 10 Readers per Site). Both these facilities allow for better end user site management, by displaying the latest 20 transactions for today only, in time order per your group (Tagholders or Readers) selected.

*In instances where a single Tagholder (Reader) returns more transactions than others it may happen that some Tagholders (Readers) do not appear in the list of transactions. It must be emphasized that it is the **most recent 20 transactions for the group**, not the most recent for each individual Tagholder. Achieve best results with this Module by narrowing your range for monitoring to your exact requirements.*

On opening, the Tracker Module remains discreetly minimized as an icon in the System Tray (Notifications Area). As Tracker receives Tagholder transactions or events from Monitored Readers, notification pop-up windows display in the Notification area.

By default the Tracker Module refreshes every 10 seconds, this is the recommended setting. The refresh rate is, however, user configurable where you need a faster or slower refresh rate.

Each Tracker Client makes a single connection to the Database. The Base Application and other Clients also make many connections to the Database, thus DO NOT exceed 30 connections in total.

Starting the Tracker Module

Starting the IXP220 Base Application on the HOST PC

1. In Windows®, click **Start**>**All Programs**>**IXP220**>**IXP220**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
3. Click the button.

Starting the Tracker Module on a CLIENT PC (Separate PC Workstation)

Ensure that you do NOT open more than 1 instance of the Tracker Module per PC workstation.

1. In Windows®, click **Start**>**All Programs**>**IXP220**>**Tracker**.
2. In the Logon dialog, complete the **Server Name** textbox. The default (Localhost) only applies where you run Tracker from the Host PC.
3. In the **Database** textbox, enter the Database's path and filename. (Only use the Browse button where the Server is Localhost).

4. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
5. Click the button.

User Interface

By default the Tracker Module remains discreetly minimized as an icon in the System Tray (Notifications Area). Configure Tracking settings by right-clicking your mouse over the Icon and selecting **Show Tracker**.

When open the Tracker Module lists the last 20 transactions generated by the tracked Tagholders or Readers. You may track a maximum of 10 Tagholders or Readers.

By double-clicking on any record displayed in the Tracker Module (Tagholders or Readers tab) a dialog opens displaying the last 10 transactions for the selected Tagholder or Reader.

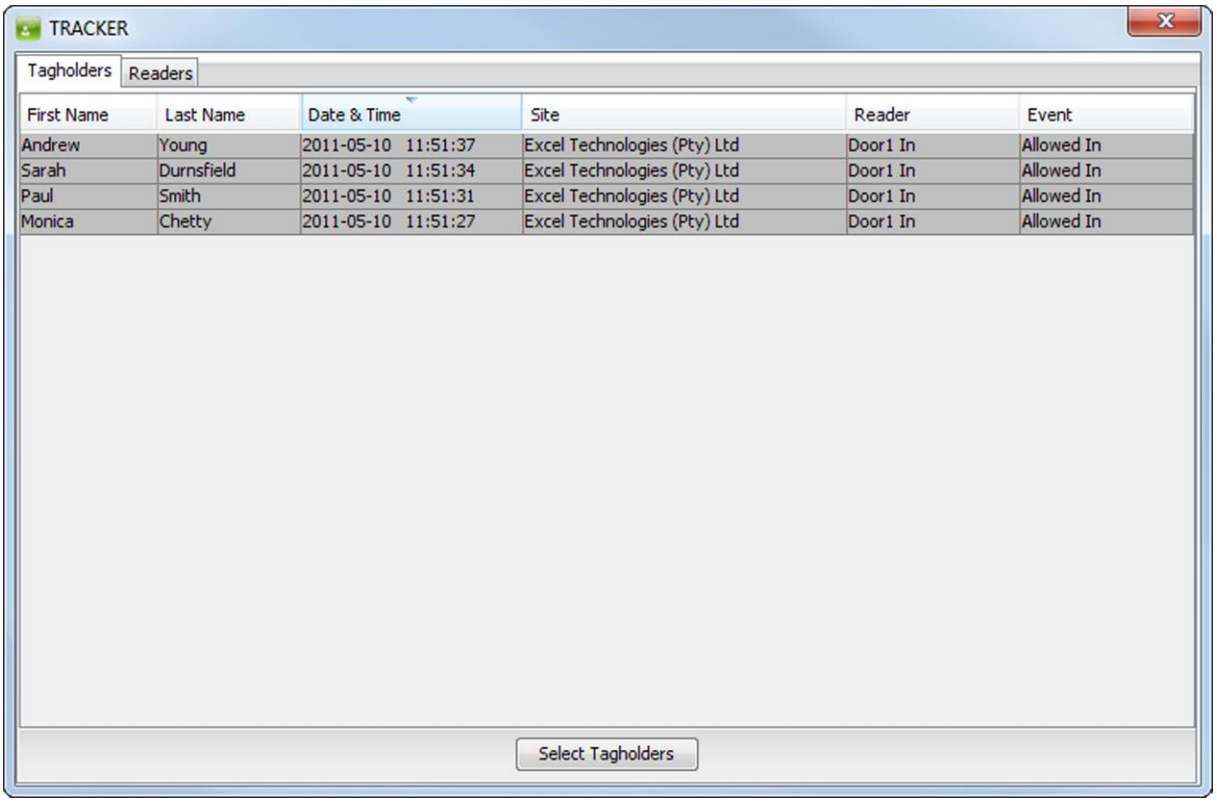

Figure 13 – Tracker Module User Interface

Tagholder Tracking

Add Tracked Tagholders

1. With the Tracker Module open (see User Interface on page 36), select the **Tagholders** tab.
2. Click the **Select Tagholders** button.
3. Make your selection from the displayed Tagholder records.
4. Click the button.

Remove Tracked Tagholders

1. With the Tracker Module open, select the **Tagholders** tab.
2. Click the **Select Tagholders** button.
3. Deselect, previously selected Tagholders.

Click the selected column header thus sorting by the selected Tagholders.

4. Click the button.

Find Tagholders

1. With the Tracker Module open, select the **Tagholders** tab.
2. Click the **Select Tagholders** button.
3. From the **In Column** drop-down list, select a search field, for example:
   - **Last Name**—searches the Last Name column for a matching record.
   - **First Name**—searches the First Name column for a matching record.
   - **Department**—searches the Department column for matching records.
4. Enter a suitable keyword in the **Find** textbox.

*When entering search criteria, keep in mind that the **Find** textbox is case sensitive.*

As you type, the Software automatically moves to the Tagholder record with the closest match.

Reader Event Tracking

Add Tracked Readers

1. With the Tracker Module open (see User Interface on page 36), select the **Readers** tab.
2. Click the **Select Readers** button.
3. Make your selection from the displayed records.
4. Click the button.

Remove Tracked Readers

1. With the Tracker Module open, select the **Readers** tab.
2. Click the **Select Readers** button.
3. Deselect, previously selected Readers.

Click the selected column header thus sorting by the selected Readers.

4. Click the button.

Find Readers

1. With the Tracker Module open, select the **Readers** tab.
2. Click the **Select Readers** button.

3. From the **In Column** drop-down list, select a search field, for example:
   - **Site Name**—searches the Site Name column for a matching record.
   - **Reader Address**—searches the Reader Address column for a matching record.
   - **Reader Name**—searches the Reader Name column for matching records.
4. Enter a suitable keyword in the **Find** textbox.

*When entering search criteria, keep in mind that the **Find** textbox is case sensitive.*

As you type, the Software automatically moves to the record with the closest match.

Preference Setup

On opening, the Tracker Module remains discreetly minimized as an icon in the System Tray (Notifications Area). Set your custom preferences as follows:

1. Right-click your mouse over the Icon (minimized as an icon in the System Tray (Notifications Area)).
2. From the displayed menu, select the **Preferences** option.

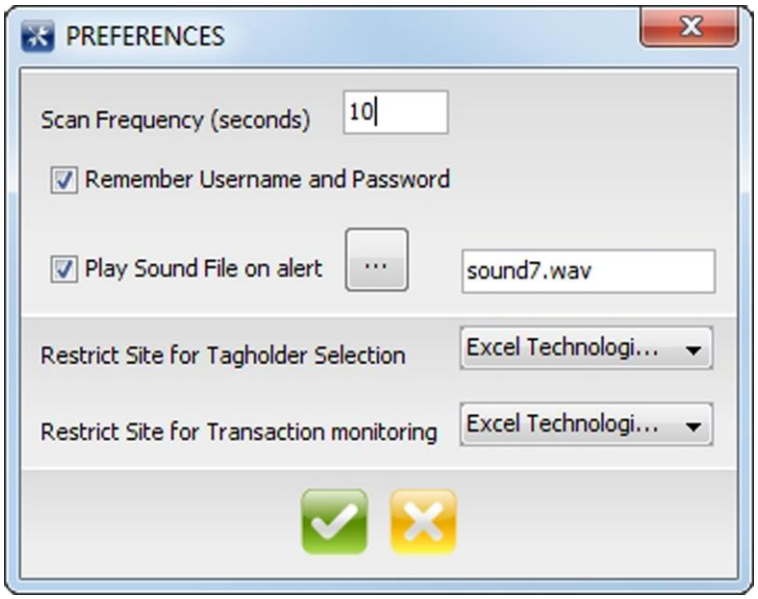

Figure 14 – Preferences Dialog

3. From the Preferences dialog, select a **Scan Frequency** (in seconds).
4. To have Tracker open without displaying the Logon dialog, select the **Remember Username and Password** checkbox.
5. Select the **Play Sound File on Alert** checkbox if required.

Browse for an alternate sound file by clicking the button. After selection, the file name displays in the textbox alongside the button.

6. During Tracker's configuration, if you log on as the SYSDBA Administrator you may restrict monitored sites for a "Normal User". "Normal Users" will NOT see this option. Make your selection from the **Restrict Site for Tagholder Selection** drop-down list.

7. Make your selection from the **Restrict Site for Transaction Monitoring** drop-down list.
8. Click the button.

Localisation and Translation

Localisation and Translation lets Users from different locales (countries and geographical locations), use the Tracker Module in their own language.

Choose Locale

1. Right-click your mouse over the Icon (minimized as an icon in the System Tray (Notifications Area)).
2. From the displayed menu, select the **Choose Locale** option.

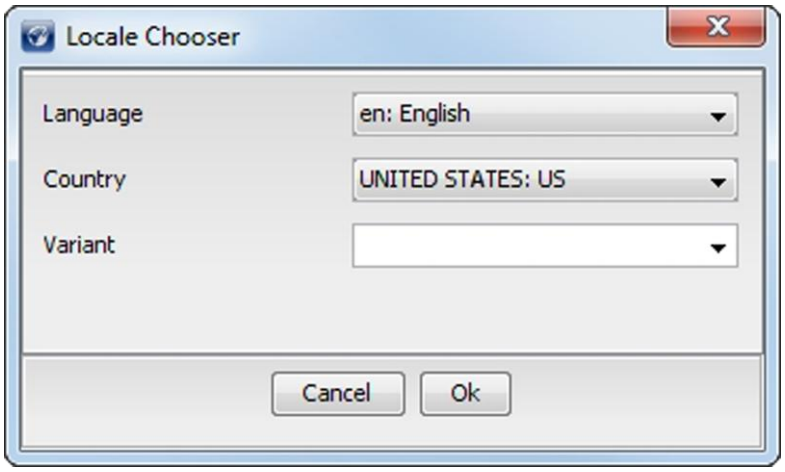

Figure 15 – Locale Chooser Dialog

3. In the **Locale Chooser** dialog, from the **Language** drop-down list, make your selection.
4. From the **Country** drop-down list, make your selection.
5. From the **Variant** drop-down list, select a language variant based on your previous selections (optional).
6. Click the **OK** button.

Translating the Software Interface

1. Right-click your mouse over the Icon.
2. From the displayed menu, select the **Translate** option.

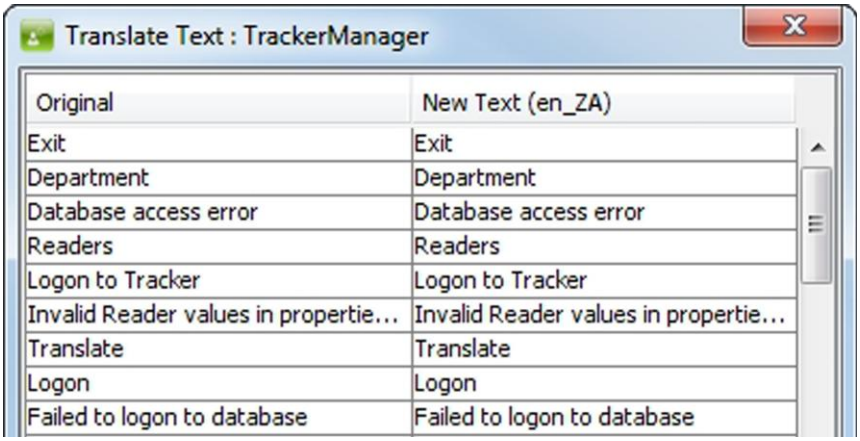

Figure 16 – Translate Dialog

3. In the **Translate Text : TrackerManager** dialog, from the **New Text** column, select a phrase to translate.

*The **Original** column displays words in English. The **New Text** column displays a copy of the English words, but it is editable. This means you can substitute the default words in the **New Text** column for words in your own language.*

4. Press the **F2** key, thus opening the phrase for editing.
5. Enter a substitute phrase suitable for your Locale.
6. Press the **Tab** key to move to the next phrase.
7. Repeat steps 4 to 7 for each phrase you wish to edit.
8. Click the **OK** button.
9. Click the **Close** button.

Chapter 4: Visual Door Control Module

Introduction

The Visual Door Control Module CCTV integration solution allows for better end user site management. In areas with rising crime, the operator can from a safe location monitor and control up to 4 Doors (Locations) (4 Cameras) at a time per Site.

The Module also allows tracking of up to 30 Tagholders at a time on a per site basis. The Tagholder monitor refreshes every 5 seconds giving you a near real time Tagholder tracking solution.

You may use the Visual Door Control Module with Windows® Internet Explorer 8 (and above) or alternatively Firefox 3 (and above). The Module is designed for use with the Axis 210 and 213D range of cameras.

*Using IXP220 V1.82 (onwards) lets you connect to Web Modules through a **Secure Socket Layer (SSL)** connection. See Part 5 – Advanced Configuration for information on this feature.*

Refer to Part 3 – General Configuration for details on IP Camera Configuration.

Where you have multiple clients connected to this Module, each monitoring up to 30 Tagholders, Database speed reduction may take place.

Starting up the Visual Door Control Module

Starting the IXP220 Base Application on the HOST PC

Ensure that you unlock your Registration Interface (Visual Door Control Licence) before using the Visual Door Control Module. This unlock allows a maximum of 1 seat.

On upgrade of your IXP220 Software, ensure that you clear the cache on the client PC.

1. In Windows®, click **Start**>**All Programs**>**IXP220**>**IXP220**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
3. Click the button.

Starting the Visual Door Control Module on a CLIENT PC (Separate PC Workstation)

Ensure that you do NOT open more than 1 instance of the Visual Door Control Module per PC workstation.

*If the Web Server resides on a Port other than Port 80, the URL becomes: http://localhost:**XX**/220Web/homepage.html. The **XX** highlighted in the URL refers to the new Port number, for example 82, 83 or 84 and so on.*

1. Startup the Visual Door Control Module from your Internet Browser using the following URL: **http://*localhost*/220Web/homepage.html**. Replace the term **Localhost** with the IP Address (or server name) for the System's Host PC.
2. At the IXP220 Home Page, select the (Visual Door Control) Icon.
3. At the **Visual Door Control** dialog, click the **Visual Door Control** button.
4. At the **Login** dialog, enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
5. Click the **Submit** button.

*On first-time use of the Module with Internet Explorer, Explorer prompts you for installation of the **Axis Media Control Software**. At the **Security Warning** dialog, click the **Install** button.*

User Interface

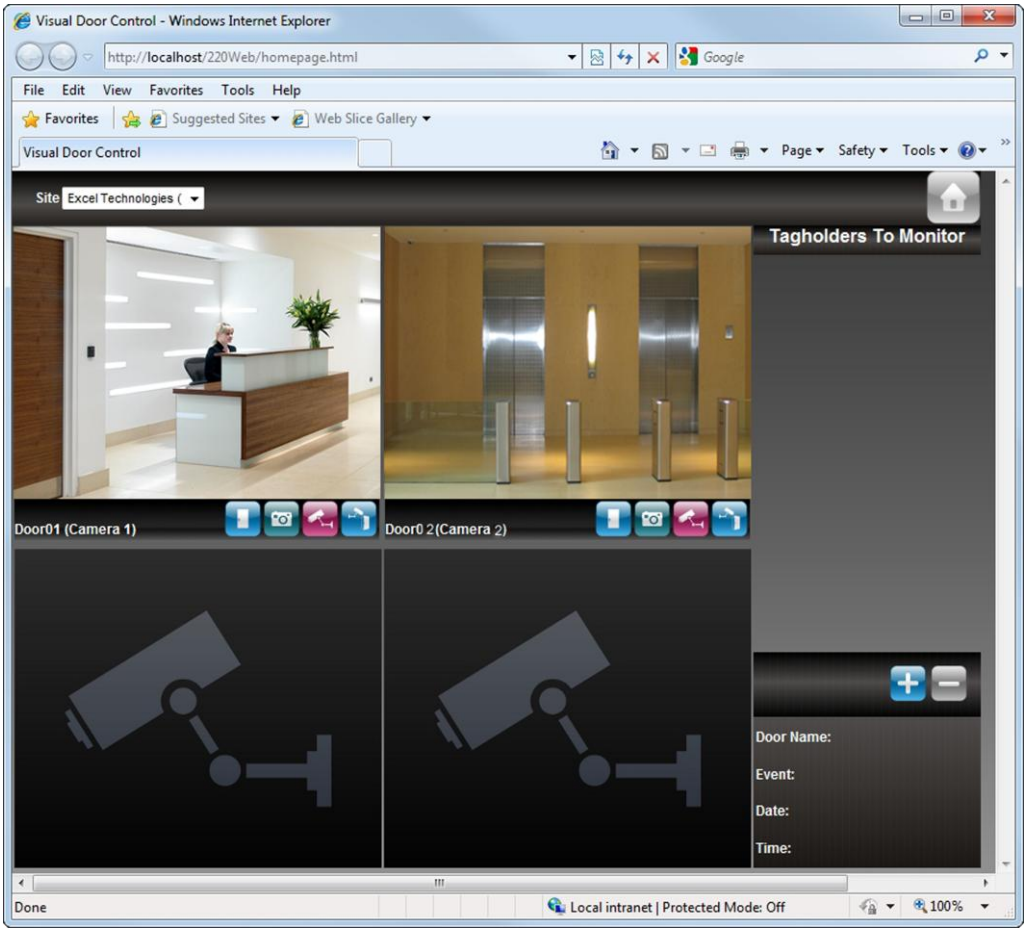

Figure 17 – Visual Door Control Module User Interface

The left-hand side of the workspace has placeholders for up to 4 Cameras per site. Figure 17 shows 2 functional Camera feeds and 2 placeholders.

*If Firefox returns the message "Camera Image Loading" for an extended period of time, ensure the camera's IP Address is correct. Refer to Part 3, **Edit Advanced Door Configuration** for more information.*

The **Tagholders to Monitor** Panel on the right-hand side of the workspace lists the up to 30 Tagholders you select for monitoring. These Tagholder records appear in green initially and remain green on Door (Location) entry. On exit from the Door (Location) the records appear in red. Moving your mouse pointer over a monitored Tagholder displays the latest Tagholder monitoring information, which includes the *Door Name*, *Event*, *Date* and *Time*.

Door Control

- Open the Door (Location) by clicking the button.
- Take a Snapshot by clicking the button.
- Edit the Camera's settings online by clicking the button.
- Switch between Cameras (Doors) by clicking the button.

Tagholder Tracking

*If you monitor a Tagholder with access rights across sites and you switch between these sites, the Tagholder still appears on the **Tagholders to Monitor** Panel.*

Add a Tagholder

1. In the **Tagholders to Monitor** Panel, click the button.
2. Make your selection from the displayed Tagholder records.
3. Click the button.

Remove a Monitored Tagholder

1. In the **Tagholders to Monitor** Panel, select a Tagholder record for removal.
2. Click the button.

Chapter 5: Card Designer Module

Introduction

The Impro Card Designer Software Module lets you design and store templates for printing information on adhesive labels or directly onto Credit Card Tags.

When used with the System Database, a design could typically provide information such as the Tagholders Name, Department, Tag Code, and so on.

Starting the Card Designer Module

Ensure that you unlock your Registration Interface (Card Designer Licence) before using the Card Designer Module. This unlock allows a maximum of 1 seat.

Open the IXP220 Base Application as follows:

1. In Windows®, click **Start**>**All Programs**>**IXP220**>**IXP220**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
3. Click the button.
4. From the Menu Bar, select the **Tagholder**>**Card Designer**.

*The **New Template** dialog displays the first time you use the Software. Thereafter, once you have existing templates, the **Select Template** dialog displays when the Software's used. For a new installation, continue from point 5. For an existing installation select one of the templates shown in the Select Template dialog and click the button.*

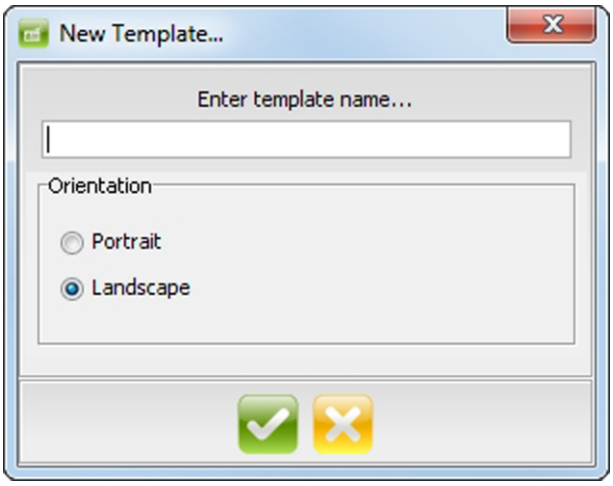

Figure 18 – New Template Dialog

5. In the **Enter Template Name** dialog, enter a **name** for your template.
6. Using the **Portrait** or **Landscape** radio buttons, select the orientation of your template.
7. Click the button.

User Interface

The Card Designer principles of operation are similar to other drawing application packages, and are largely intuitive. If you have experience of these and wish to start designing immediately, skip to the section titled Designing a Typical Template on page 49.

Menu Bar

File

Option	Description
New	Creates a new blank template.
Open	Opens an existing template from a list provided.
Rename	Renames the open template.
Delete	Lets you permanently delete a single template.
Import	Lets you import templates into Card Designer.
Export	Lets you export your templates created in Card Designer.
Choose Locale	Allows the choice of the area and language for translation purposes.
Translate	Displays a list of all terms used in the Card Designer Module for translation.
Print Preview	Lets you preview your print job prior to printing.
Properties	Allows setting of the printer settings (including printer options (card or label layout), print margins, and units of measurement).
Exit	Exits the Card Designer Module.

Table 1 – File Menu Options

Edit

Option	Description
Undo	Undoes the previous action.
Redo	Restores the previously cancelled action.

Table 2 – Edit Menu Options

Database

Option	Description
Base Query	Allows users with experience in SQL Syntax to custom configure fields. You may then drop these custom fields onto the card template.

Table 3 – Database Menu Options

View

Option	Description
Grid	Allows you to display or hide the background grid. Note, however, that elements still align to the gridlines even when the grid's hidden.
Zoom	Allows the selection of three magnification settings: Small, Medium and Large. (Large is the default setting on start-up).

Table 4 – View Menu Options

Options

Option	Description
Snap to Grid	With the menu item checked, drawing elements line up to the nearest grid lines. With the menu item unchecked, you may place drawing elements freely.
Grid Interval	Allows the selection of grid intervals (in pixels) of 5, 10 or 15. (10 is the default setting on start-up).
Default Text Font	Sets the default font style, colour or size for future placement of text fields.
Card Colour	Allows a choice, from 255 colours, as to the background colour of the printed card.

Table 5 – Options Menu Options

Format

The Format drop-down list activates when you select more than one object.

Option	Description
Align	(Top, Middle, Bottom, Left, Centre, Right) enables alignment of objects.
Same Size	(Vertical, Horizontal) enables matching of object sizes.

Table 6 – Format Menu Options

Help

Option	Description
Help	Activates Card Designers on-line Help.
About	Tells you about the Card Designer version running.

Table 7 – Help Menu Options

Top Tool Panel

At the top of the Card Designer Screen the following icons appear (from left to right):

Symbol	Icon Name	Description
	Reverse Card	Allows the selection of the front or back of a card.
	Undo	Undoes previous action (except delete).
	Redo	Restores previous action (except delete).
	Zoom	Increases or decreases magnification.
	Refresh	Refreshes screen contents.

Table 8 – Top Tool Panel

Side Tool Panel

The **Side Panel Icons** control the generation of Fields. To place a field:

1. Select one of the field types from the Side Tool Panel.
2. Then drag an area on the card representing the area for the field.

Symbol	Icon Name	Description
	Pointer	Allows the selection of any object in the template.
	Line Draw	Allows drawing of horizontal or vertical lines.
	Rectangle	Allows drawing of rectangles.
	Ellipse	Allows drawing of ellipses.
	Text	Allows entry of text.
	Image	Allows import of an image (such as a logo) in JPEG or GIF format.
	Database	Allows the insertion of database fields.
	Barcode	Allows the display of a barcode in one of several formats.
	Date	Provides the date (YYYY-MM-DD) of issue. This field's format is configurable.

Table 9 – Side Tool Panel

Each of the above icons allows the creation of a "field". Each such field is a defined area on the card that contains the data specified by the icon when the card prints from the System Software.

For example, a **Text** field contains text included by you, the designer; a **Database** field contains specified information from the System Database, such as the Tagholder's name.

Database Fields

The standard Database Fields available in the IXP220 System include:

Item	Description
MST_SQ	*Seldom used – for database maintenance only.*
MST_TITLE	The Tagholder's title (Mr, Mrs, etc).
MST_FIRST NAME	The Tagholder's first name.
MST_MIDDLE NAME	The Tagholder's middle name.
MST_LAST NAME	The Tagholder's last name.
MST_SUFFIX	The Tagholder's suffix.
MST_ID	The Tagholder's access ID number.
MST_GENDER	The Tagholder's gender.
MST_PIN	The Tagholder's access PIN number.
MST_TYPE	System data determining whether a Tagholder is an employee or a visitor.
MST_CURRENT	System data which determines whether a Tagholder is still valid.
EMP_EMPLOYEENO	The Tagholder's employee number.
EMP_EMPLOYER	The Tagholder's employer's name.
EMP_POSITION	The Tagholder's position in the employer's organisation.
DEPT_NAME	The name of the Tagholder's Department.
SITE_SLA	Site address.
IMG_IMAGE	The Tagholder's photograph.
MSTNT_MEMO	General information specific to the Tagholder.

Table 10 – Database Fields

Barcode Fields

The **Barcode** icon gives you access to the same database fields as the Database icon. Database items chosen for barcoding depend on your requirements. A typical example could be an ID number, if this is available in the Database for the System concerned. You could use the ID barcode for example, if a barcode reader controls access to a company car park.

Modifying Field Properties

To change the properties of a field:

1. Using the **Pointer** icon, select the field for editing.
2. Right-click the mouse over the field.
3. Select **Properties** from the menu.
4. Edit the settings as necessary.

Designing a Typical Template

General

Card Designer lets you to define where on the card data prints. A template typically contains:

- one Image field
- one or more Text fields
- one database Image field (for example the Tagholder's photo)
- several other Database fields (for example the Tagholder's name, and so on)

Text fields *and* ***Image fields*** *contain information common to all cards for printing using a given template, while* ***Database fields*** *contain information specific to a Tagholder.*

The typical steps in designing a template are:

1. Show or hide the Grid.
2. Select Snap to Grid ON or OFF.
3. Select the Grid spacing.
4. Insert and format Text Fields.
5. Set the card colour.
6. Insert, define and format Database Fields.
7. Insert Image Fields.
8. Insert a Barcode Field.
9. Draw the outlines required (such as the card outline, and frames for images, etc).
10. Print Preview the card.
11. Alter the template elements as required.
12. Test Print the card.
13. Batch Print the cards.

Typical Example Template

The typical example template, used below, is that for the Manufacturing Department for a company called Excel Technologies. The dimensions of the outer edges of the Grid are the same as those of an ISO Credit Card Tag.

*Card Designer saves templates automatically; therefore Card Designer has no **Save** button.*

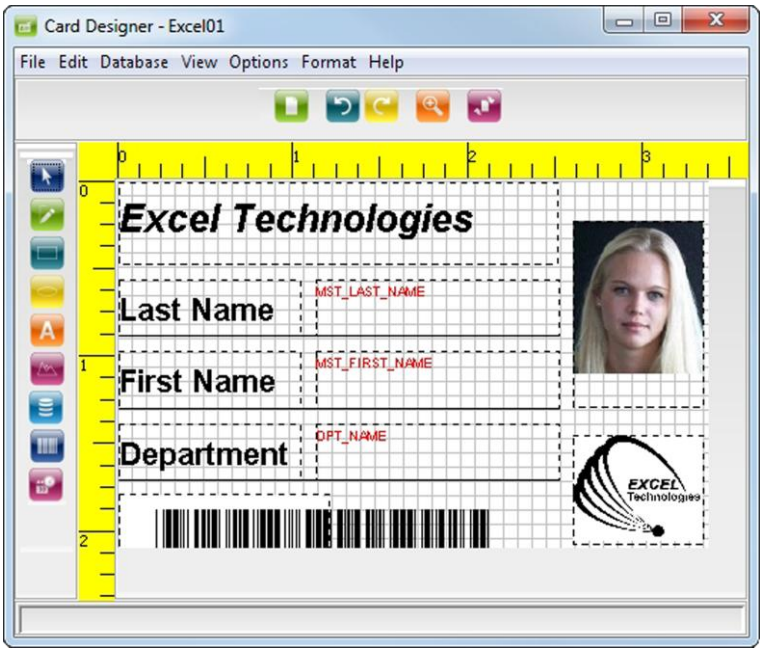

Figure 19 – Typical Example Template

Show or Hide the Grid

1. From the **Menu Bar**, select the **View** drop-down menu.
2. From the **View** drop-down menu, select the **Grid** option.

*A **tick** mark alongside the Grid option shows the Grid options active. No tick mark alongside the Grid option shows the Grid options NOT active.*

Snap to Grid ON or OFF

1. From the **Menu Bar**, select the **Options** drop-down menu.
2. From the **Options** drop-down menu, select the **Snap to Grid** option.

*A **tick** mark alongside the Snap to Grid option shows the options active. No tick mark alongside the Snap to Grid option shows the options NOT active.*

Set the Grid Spacing

1. From the **Menu Bar**, select the **Options** drop-down menu.
2. From the **Options** drop-down menu, select the **Grid Interval** option.
3. From the **Grid Interval** menu, select one of the following options:
   - 5
   - **10** (default)
   - 15

Add Text and Set Font Properties

1. From the **Side Tool Panel**, click the A icon.
2. Using the Left mouse button, drag the mouse over the grid to place the text.
3. In the **Default Text Font** dialog, select a font from the list:
   - **Dialog** (default)

- SansSerif
- Serif
- MonoSpaced
- DialogInput

4. For **Bold** or **Italic** text, check the appropriate checkbox.
5. From the **Size** drop-down list select an appropriate size for the font.
6. Click on the **Colour** button.
7. In the **Text Colour** dialog, select the new colour for the font.
8. Click the **OK** button.
9. In the **Write Text Here** text area, type in the text you want to appear on the template.
10. Click the button.

Set the Card Colour

1. From the Menu Bar, select the **Options** drop-down menu.
2. From the **Options** drop-down menu, select the **Card Colour** option.
3. Select the new colour for the card.
4. Click the **OK** button.

In this example we left the card with the default setting of White.

Add Database Fields

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Database Field.
3. In the **Select Database Field** dialog, select a Field from the list.
4. Click the button.
5. Using the **Pointer** icon, select the field for editing.
6. Right-click the mouse over the Database Field.
7. Select **Properties** from the menu.
8. In the Query Properties dialog, click on each of the following tabs for editing options:
   - **Border**—allows update of the border position, colour and line width.
   - **Font**—allows selection of a new font, selection of the bold and italic format, selection of the font size and colour.
   - **Query**—allows selection of a new Database Field.
   - **Alignment**—allows selection of the horizontal and vertical alignment and rotation of the text within the Database Field.
9. Click the button.

Insert Image Fields

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Image Field.
3. In the **Open** dialog, select the required image file.
4. Click the **Open** button.
5. Right-click the mouse over the Database Field.
6. Using the **Pointer** icon, select the field for editing.
7. Select **Properties** from the menu.
8. In the **Image Properties** dialog, click on each of the following tabs for editing options:
   - **Border**—allows update of the border position, colour and line width.
   - **Alignment**—allows selection of the horizontal and vertical alignment and an image only property.

9. Click the button.

*If the Card Printing Module uses third-party tables, then any image fields **must** contain the word "IMAGE".*

Insert a Barcode Field

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid to place the Barcode Field.
3. In the **Select Database Field** dialog, select a Field from the list.
4. Click the button.
5. Using the **Pointer** icon, select the field for editing.
6. Right-click the mouse over the Barcode Field.
7. Select **Properties** from the menu.
8. In the **Barcode Properties** dialog, click on each of the following tabs for editing options:
   - **Border**—allows update of the border position, colour and line width.
   - **Query**—allows selection of a new Database Field.
   - **Barcode**—allows selection of general and text settings.
9. Click the button.

Drawing Tools

Borders (Rectangle)

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid in the position that you want the Border.
3. Using the **Pointer** icon, select the Border for editing.
4. Right-click the mouse over the Border.
5. Select **Properties** from the menu.
6. In the **Rectangle Properties** dialog, update of the border position, colour and line width as necessary.
7. Click the button.

Lines

1. From the **Side Tool Panel**, click the icon.
2. Using the Left mouse button, drag the mouse over the grid in the position that you want the Line.
3. Using the **Pointer** icon, select the Line for editing.
4. Right-click the mouse over the Line.
5. Select **Properties** from the menu.
6. In the **Line Properties** dialog, update of the border position, colour and line width as necessary.
7. Click the button.

Print Preview the Card

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Print Preview**.

Figure 20 – Typical Example – Print Preview Mode

Test Print

You may have to adjust printer driver settings to ensure that printings performed as needed. These settings differ from printer to printer.

Single or double-sided card printing is possible. For details of double-sided printing, please refer to the on-line Help facility.

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Print Preview**.
3. In the **Print Preview** dialog, click the **Print Test Card** button.
4. In the **Print** dialog, select your printer's settings.
5. Click the **OK** button.

Set the Card Properties

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Properties**.
3. In the **Printer Settings** dialog, select from the following options:
   - **Print Options**—allows selection of **Card Layout** or **Label Layout** and offers a preview of the Label Layout facility. In Preview you may adjust the Page Width and Height, the X and Y Origin and the X and Y Space.
   - **Printing Margin**—allows selection of the printing margins width and height, the **Default** button lets you return the settings to the default (**0**).
   - **Units of Measurement**—allows selection of imperial or metric units of measurement.
4. Click the button.

Close Card Designer

1. On the **Menu Bar**, select **File**.
2. From the **File** drop-down menu, select **Exit**.

Localisation and Translation

Localisation and Translation lets Users from different locales (countries and geographical locations), use the Card Designer Module in their own language.

Choose Locale

1. From the Menu Bar, select **File**>**Choose Locale**.

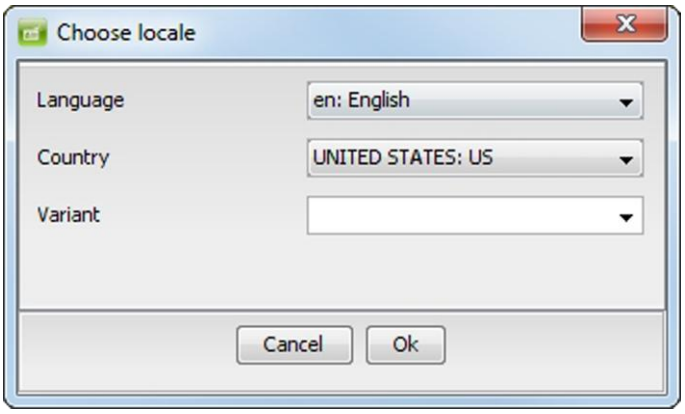

Figure 21 – Locale Chooser Dialog

2. In the **Locale Chooser** dialog, from the **Language** drop-down list, make your selection.
3. From the **Country** drop-down list, make your selection.
4. From the **Variant** drop-down list, select a language variant based on your previous selections (optional).
5. Click the **OK** button.

Translating the Software Interface

1. From the Menu Bar, select **File**>**Translate**.

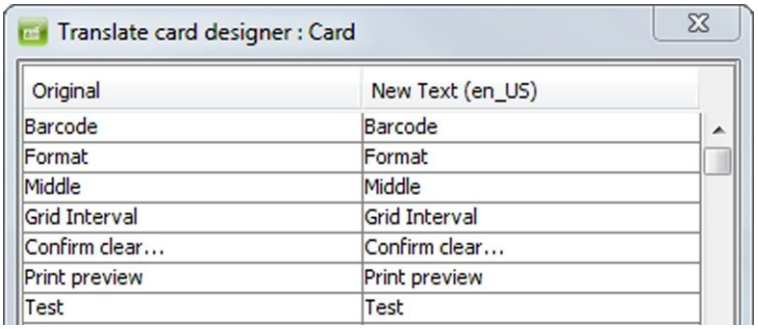

Figure 22 – Translate Text : Dialog

2. In the **Translate Card Designer : Card** dialog, from the **New Text** column, select a phrase to translate.

*The **Original** column displays words in English. The **New Text** column displays a copy of the English words, but it is editable. This means you can substitute the default words in the **New Text** column for words in your own language.*

3. Press the **F2** key, thus opening the phrase for editing.
4. Enter a substitute phrase suitable for your Locale.
5. Press the **Tab** key to move to the next phrase.
6. Repeat steps 3 to 5 for each phrase you wish to edit.
7. Click the **OK** button.
8. At the Information dialog, click the **OK** button.

Hints and Tips

Set the Default Card Template

Purpose

This is a facility provided by Card Designer, but used in Tagholders configuration. The facility allows you to select from a library of Card Templates (when configuring a Tagholder in the IXP220 Base Application), the template to be used as the default when printing Credit Card Tags for a specific Tagholder.

Procedure

1. In the IXP220 Base Application, select the Page Tab.
2. In the Configuration Pane, select the required Tagholder record.
3. Double-click the record, opening it for editing.
4. In the Tagholder dialog, select the **Tag** Tab.
5. Click the assigned Tag button (that is **Tag 1**, **Tag 2**, **Tag 3** *or* **Tag 4**) for editing.

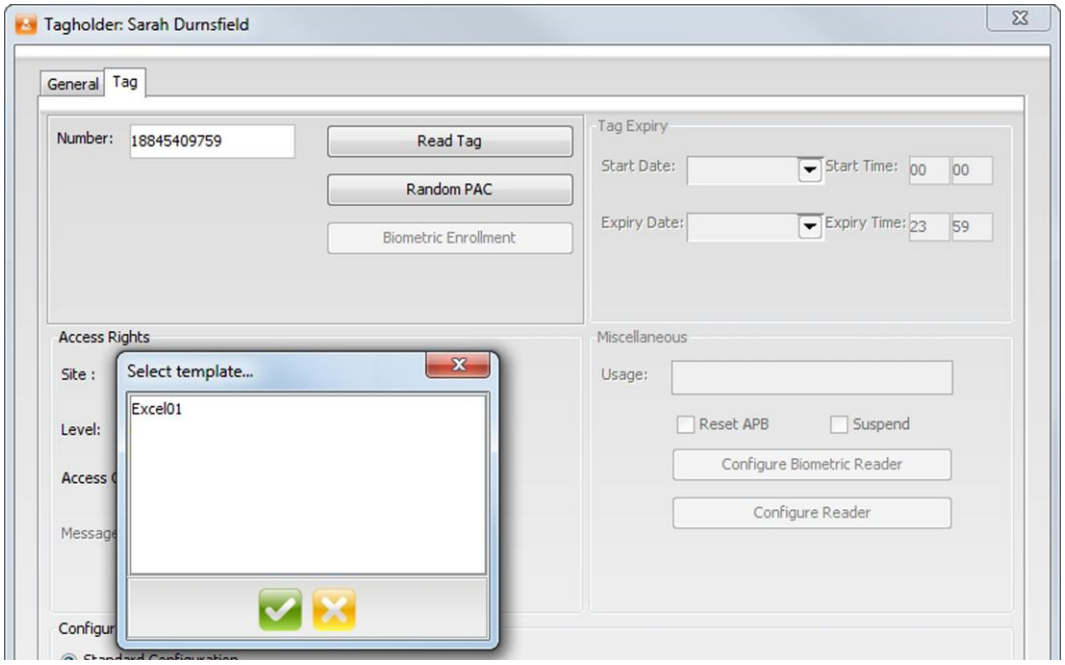

Figure 23 – Default Card Template Selection

6. Hold down the **Ctrl** key, and click the button. The Select Template dialog appears (see Figure 23).
7. From the **Select Template** dialog select the required template.
8. Click the button.

All Credit Card Tags printed for this Tagholder will now use the selected Template.

Image Quality

Specifying large images can adversely affect Database performance and size.

As Tagholder images are not automatically resized, the optimum resolution for Tagholder images is 640 x 480 dpi.

When using a Logo Image

- Set the X and Y margins to **0**.
- If the image requires a border, use a rectangle.
- Do not use auto-stretch (right-click the **image**>**properties**).
- Make sure the field dimensions are in proportion, so the image proportions are not changed when imported, this would produce a distorted image.

When using a Database Image

- Set the X and Y margins to **0**.
- If the image requires a border, use a rectangle.

USER NOTES