Installation& UserGuide

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i-BOX version 2.0
Revision 3.5
Based on software release V4.2.6

Document Title: i-BOX Installation And User Guide_V4.2.6

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Guide Overview

The i-BOX User Guide is intended to provide the user and operator with enough guidance to get the AX200 software installed and operating in a basic configuration. This Guide will show you how to:

- Perform a typical installation of the AX200 software.
- Set-up the system hardware.
- Connect an i-BOX controller to the network.
- Configure the PC and controller to start communicating.
- Add and configure cardholders.
- Add sensors.
- Test what you've set up.

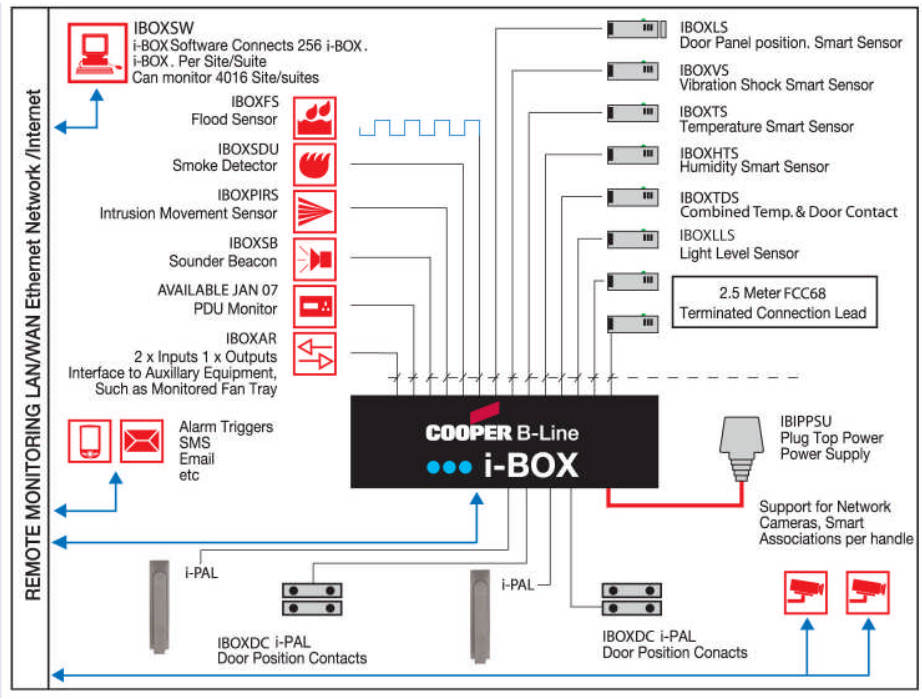


Fig. 8

The i-BOX system is a network addressable controller, supplied with plug and play Windows software. It has been designed to provide comprehensive yet easy to use access control and environmental monitoring.

The i-BOX is available as a complete kit or as component parts to allow you to configure your own system as required.

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System Introduction

The i-BOX is a compact, IP addressable environmental monitoring device with the ability to control up to two i-PAL access control devices. Supplied with AX200 Windows™ Plug and Play software up to 256 i-BOX units can be configured on one network PC offering the ability to programme up to 4,000 cards per access control device (i-PAL handle or similar). The i-BOX can be offered with a range of other latching mechanisms and can be adapted for all cabinet environments where both security control and environmental monitoring is a requirement.

Each i-PAL handle is designed to allow up to 4,000 user cards to be associated to the handle and is designed to offer a retrofit upgrade option on a range of cabinets including Cooper B-Line's Access Cabinet. The i-BOX is supplied to mount in either a 1U rack mount space or in a 0U mount position utilising the optional magnetic feet.

One standard multi region12V power supply can be used to power the i-BOX, which in turn powers up to two i-PAL handles, and ancillary environmental sensors. The i-BOX controller and i-PAL handles can be configured to also offer door status contact to signal unauthorised entry (door forced), door left open and other enhanced features. In the event of total power loss the i-PAL handle is designed to remain in the state it was in when power was lost. In this scenario and in the event of the handle being latched, emergency access can be gained using the i-PAL manual override facility. This override facility importantly provides a visible indication of manual opening as well as an alarm function when power is re-established and the system comes back on line.

Initial set up requires that the AX200 software be loaded onto a network PC. The next step is to populate the software with the network PC's IP address ensuring that all applicable firewalls and other network security systems are configured to allow the addition of other IP addressable units. Once this is complete the i-BOX units can then be added to the network using the "Device searching" tool under the "Device manager" screen. This will be covered in more detail further on in this user guide.

Once the system is configured the network administrator has the ability to define user card parameters allowing a host of options, including the ability to associate a card with a given time zone. This allows the network administrator to grant the user access into the cabinet during pre defined time periods, i.e. Monday to Friday 8.00am to 5.00pm. The network administrator can also allow authorised users to use the latch function, which permanently unlocks/locks the door by presenting that card twice consecutively. Additionally users can also be authorised by the network administrator to locally set the high security mode by simply presenting the appropriate card four times consecutively. This facility disables the lower access group of cards whilst still providing access for those in the higher access group.

The graphical user interface is easy to use, even for those not familiar with the Windows™ interface. Lost or stolen cards can in real time be quickly cancelled and/or replaced using the Card Replacement Wizard, thus avoiding the need to re-enter all the cardholder data, and also to keep track of previously issued cards. The AX200 software is configured with over 60 database fields per cardholder including photograph, company details, department, personal data and vehicle details, with search and quick search facilities.

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i-BOX System Features and Benefits.

Combining the i-BOX and i-PAL systems together provides a new generation of access control and monitoring solution designed with installer and end-user in mind. The system design (sensors, controllers, readers etc) incorporates cutting edge technologies allowing units to be small and compact. The system structure is modular, which means you only pay for what you need.

The system has true plug and play (PnP) functionality allowing easy intuitive configuration even for the first time user. For instance i-BOX automatically recognises when a new sensor or handle is connected and opens a “New Item Wizard” to guide you through the setup. A key development driver was the goal of reducing installation times and therefore reducing the total cost of ownership.

Consideration has been given to everyday issues such as electrical spikes or incorrect wiring and wherever possible these concerns or issues have been engineered out of the design.

This document describes many of the hidden automated features of the AX200 Series software – you would only normally realise their existence if you have experienced some of the issues with other systems. If you have then we are sure that you will realise the amount of time and frustration you will save by using the i-BOX Series of plug and play access control systems.

Computer Requirements.

We support only the following minimum system configuration for the i-BOX.

Minimum Software and Hardware Requirements

- CPU: Intel Pentium PII or higher (400Mhz)
- RAM: Memory 128MB Minimum
- CD-Drive: 16x or faster
- Hard Drive: 500MB hard-disk space
- Operating System: Windows 98SE, 2000, NT, ME
- Display – Classic Mode: 800 x 600 or higher
- Graphics Mode XP: 1024 x 768 65,535 colours
- Printer: Supports all Windows compatible printers

NOTE: The faster the PC, the better the application will respond.

PC’s not meeting the above specification are excluded from technical support and the software will not install.

The i-BOX has been extensively tested on Windows 95, 98SE, 2000, NT, ME & XP in combination with other software packages e.g. Microsoft Office 2000. No responsibility can be accepted for conflicting software running on the same PC.

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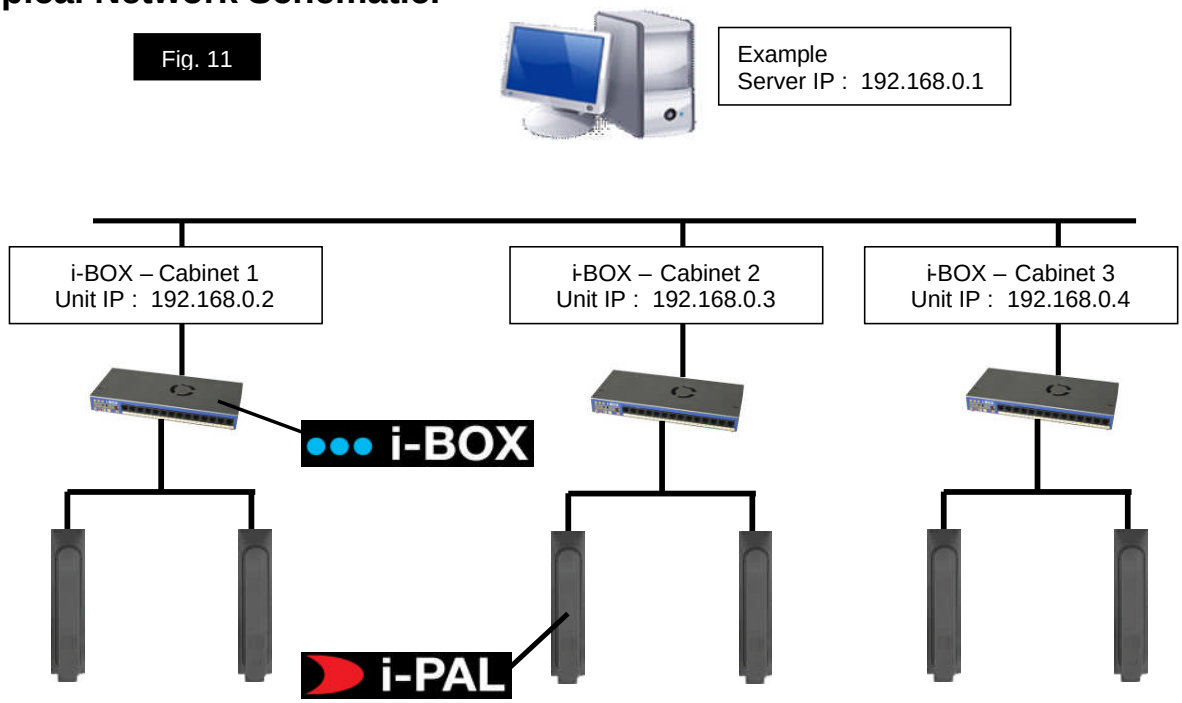
System Architecture

An i-BOX installation comprises of two basic components, these being;

- A network PC with the AX200 software installed and running.
- Between 1 – 256 i-BOX controllers plugged into the network via RJ45 patch leads.

Typical Network Schematic.

Fig. 11



Power Supply.

Each i-BOX controller is powered by a single 12-volt DC power supply. The single power supply into the i-BOX is sufficient to power to up to two i-PAL handles, four internal sensors and fourteen ancillary external sensors per unit.

Optional Additional Hardware.

- 1 or 2 x i-PAL handles per i-BOX device.
- 1 x i-PAL door contact set per i-PAL device.
- Up to 4,000 User Cards / User Fobs per i-PAL access control device.
- Up to 14 external sensors per i-BOX.

i-PAL Overview

i-PAL stands for Integrated Proximity and Locking. An i-PAL handle decodes the data from the card and passes this data onto the i-BOX controller, which then determines whether the door is to open or remain closed. Other handle options as well as pin code only reader can be configured as long as the keypad supports Wiegand Dorado output. The i-BOX has two DIN connections on the rear of the unit allowing an i-PAL handle to be connected to each socket.

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User Cards or User Key Fobs

A variety of cards are supported:

- Proximity i-BOX key fobs, i-BOX proximity cards suitable for photo ID

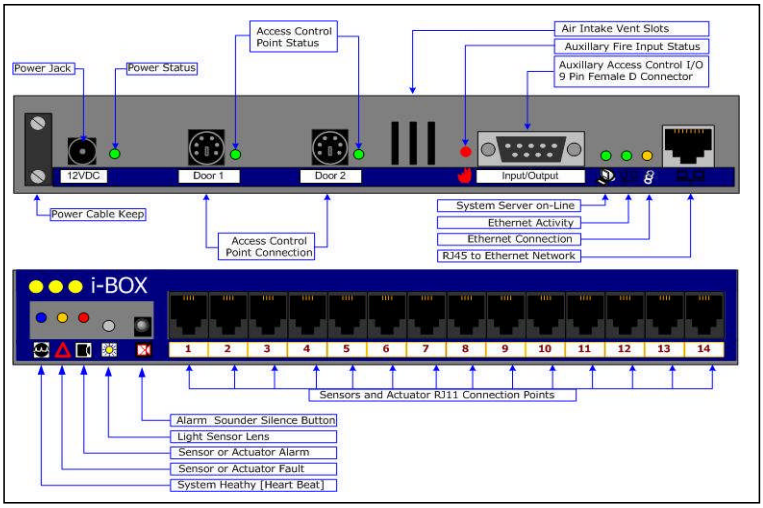
The i-BOX controller supports up to 4,000 cardholders, 2,000 if used in conjunction with a pin code. The AX200 software supports up to a maximum of 65,535 cardholders.

Hardware Installation

1. Install the i-BOX controller into the cabinet.
2. Plug the 12v DC universal power supply into the power distribution strip mounted in the cabinet (in accordance with current electrical regulations). Plug the DC jack end of the 12v DC universal power supply into the power jack socket on the rear of the i-BOX.

For network critical appliactions it is recommended that the i-BOX is connected to an Uninterruptible Power Supply system (UPS system). In the event of a mains power failure the i-BOX would draw it's power from the UPS maintaining both access control and environmental monitoring functionality.

Fig. 12



3. Install the i-PAL into the cabinet doors, ideally one handle into the front door and one handle into the rear door in which the i-BOX is housed.
4. Plug the i-PAL handle in to the "Access Control Point Connection" sockets on the rear of the i-BOX (see fig 12.)

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AX200 Software

The AX200 software is where all the programming data and cardholder information is entered.
It consists of the following:

- Cardholder
- Access Point
- System Settings
- Format & Statistics
- Security
- Reports
- Environment

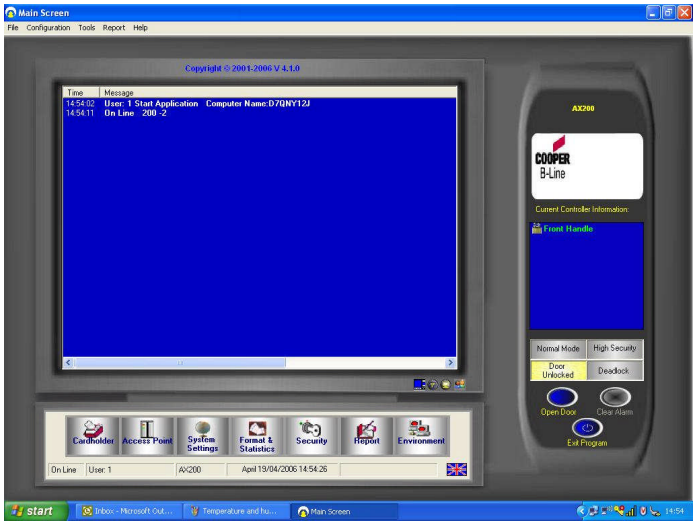


Fig. 13

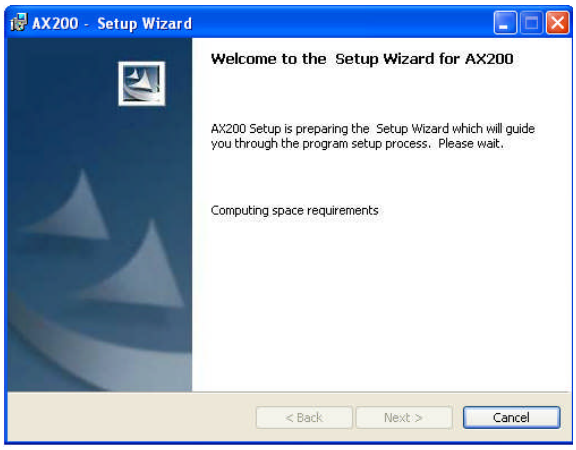
Operating Systems

The AX200 software supports a wide range of operating systems and can run on Windows NT Workstation, NT Server, 2000 Professional, Advanced and XP without the need for different CD's or drivers. A number of checks are implemented within the software to ensure that the correct files for the operating system are present. The installation process automatically detects the operating system and installs the correct files and drivers.

Software Installation

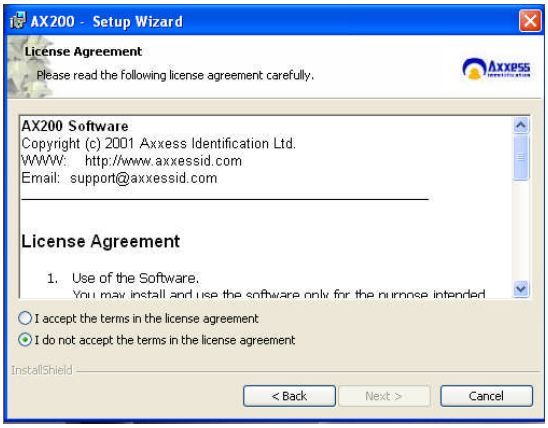
You can either load the AX200 software from the supplied CD or download the latest version from www.cooperbline.co.uk/dowloads/. Either way locate the media on your PC and double click the **Setup** icon.

Click **Next >** to continue with the AX200 Setup Wizard.

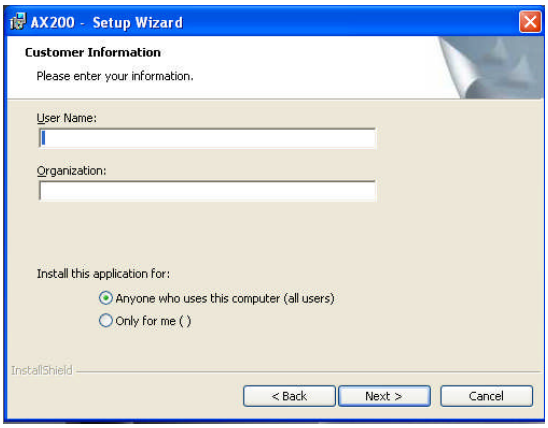


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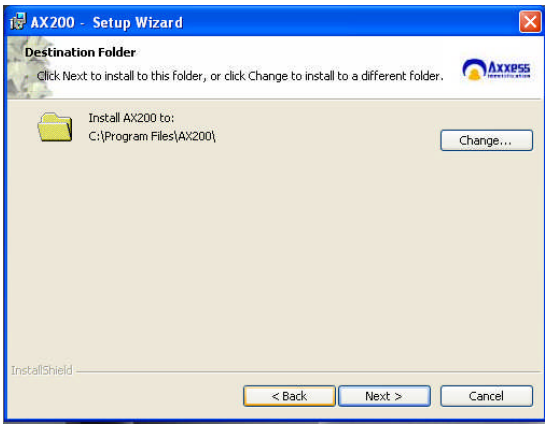
Please read the License Agreement, to accept the terms select **I accept…** then click on **Next >**.



Enter ***User Name*** and ***Organisation*** details and Click on **Next >.**

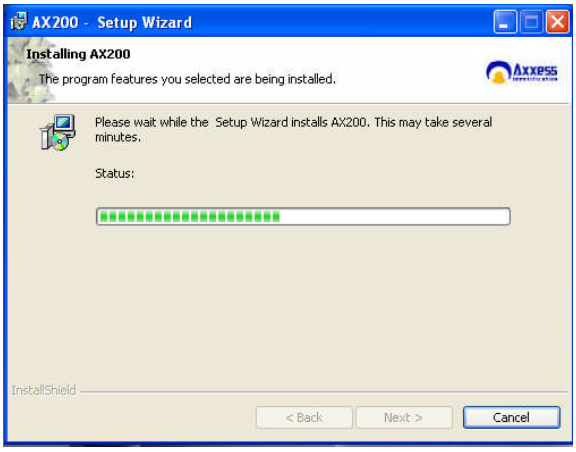


The default directory where program files are installed is **c: \Program Files\AX200** If required, click on **Change** to choose a different folder. Click on **Next >** to accept the default, or when you've entered a different destination folder.

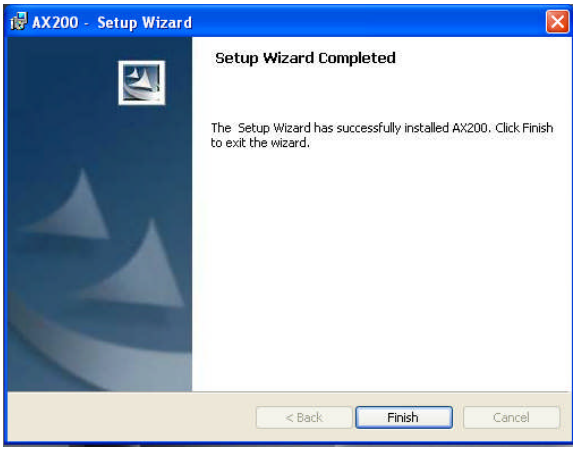


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The AX200 program files will now be installed.



The i-BOX installation is now complete. Select **Finish** to exit the setup wizard.



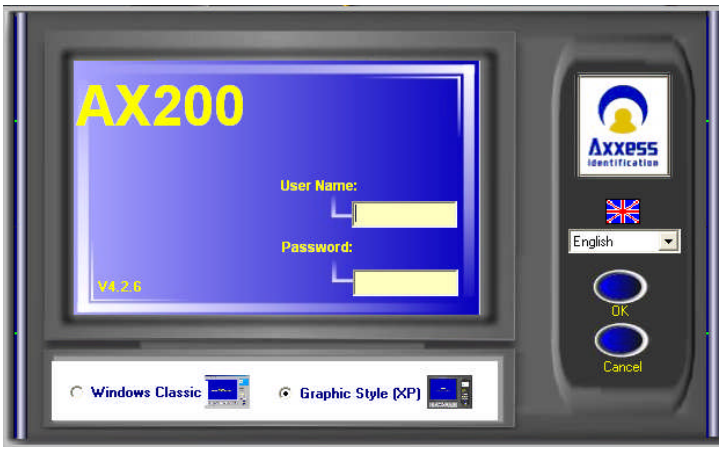
Some operating systems also require Microsoft Data Access Components to support SQL. This is automatically installed if required. Please follow the on-screen instructions.

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Starting the AX200 Software

Now connect your i-BOX controller either direct to the PC (using an RJ45 cross over patch lead) or to the network that your PC is on using a standard RJ45 patch cord.

Go to **Start>Programs>AX200 Access Control System** and left click **AX200 Access Control System** and it will launch the AX200 software, alternatively double click the AX200 logo from the Windows desktop.



The AX200 default user name is **1** and the default password is **1**. The user names and passwords are not case sensitive. Enter the default user name and password and select **OK**.

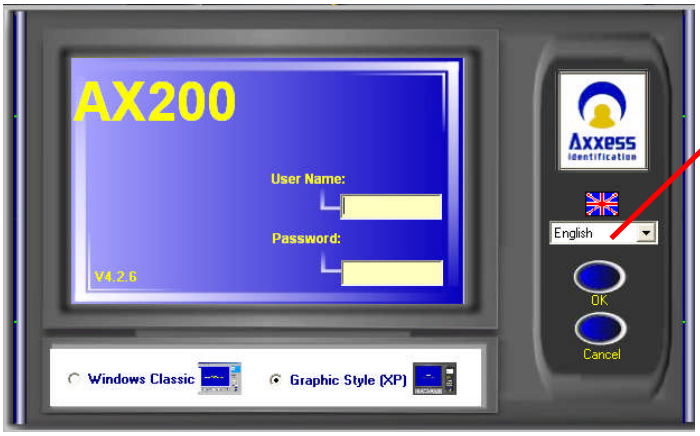
Password Reminder

A password reminder box displaying the factory default reminds the user to change the default password. This reminder box disappears automatically when the default password has been changed.



Language Selection

Installation and operation of the software can be selected in different languages. Changing the language can be done from the login screen as well as within the program on the main screen, without the need to restart the software or the computer.



Simply choose your preferred language from the drop down options and the system language changes.

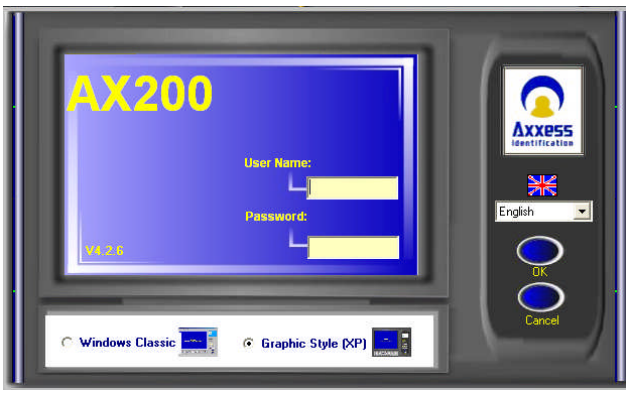
Current languages include;

- English
- Dutch
- French

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Windows™ Classic or Graphic Style (XP) Screen

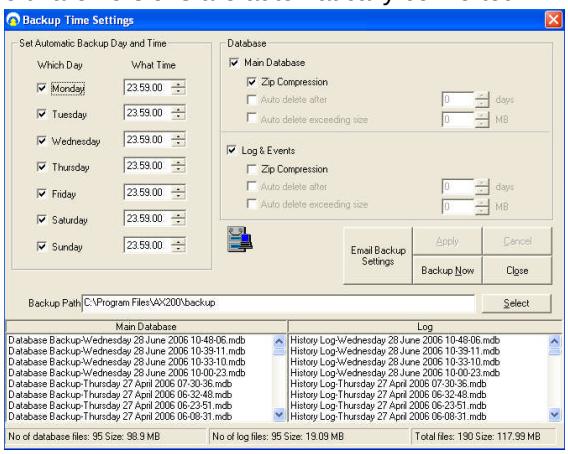
Users can select the type of interface on the main login screen. Windows™ Classic is most suitable for older PC's and laptops with only 64MB of RAM and 800 x 600 video resolution. Graphic Style (XP) has been optimised for the Windows™ XP operating system. The graphical user interface makes it easy to use and operate. The specification of the PC is automatically checked and will only allow installation or selection of the user interface if sufficient resources are available.



Backup & Restore

The AX200 software has a built-in backup utility. Backups can be done automatically at preset times and days, or manually with network backup support. Backups from older software versions are automatically converted avoiding the need for multiple steps to restore the software.

A backup can be restored in one single step. Automatic backups are numbered using the date and time the backup took place. If you wish to delete older backups, highlight the appropriate file by clicking on it and press **Delete>**, confirmation of this action is requested. It is useful to create a complete system backup as soon as all the system settings have been entered. Create a backup as normal, go to restore, highlight the newly created file and right click with the mouse and select **Rename>** – rename the file e.g. *master settings*. This backup will allow you to restore the system back to its original programmed settings, if required.



Standard Query Language (SQL)

The database structure is based on Microsoft SQL. This ensures stability and a high data throughput with easy interfacing to other applications. The database handles up to 65,525 cardholder records with over 60 fields per cardholder. Card numbering is up to 10 digits allowing support for a wide variety of formats e.g. existing cards or multi-purpose cards (vending machines etc.)

Database Integrity Check

A mains failure or system crash with an open database normally requires running a separate application to repair the data. All data in the AX200 database is automatically checked on start up and repaired if necessary. If the data is corrupted a message will be displayed on the screen during initialisation.

To rectify the problem simply open and close the database until the error message is no longer displayed during initialisation.

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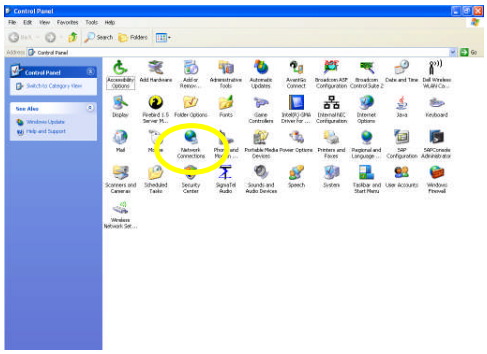
Configuring Your Network.

Before configuring an i-BOX onto your network you must either define or confirm your network PC's IP address. Before doing this please contact your system administrator to ensure that you have suitable access rights and authorisation. Please note details below denote the method for obtaining this information on Windows XP (systems may vary).

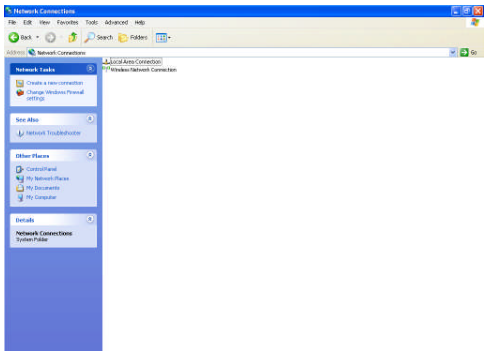
To find out or to set the PC's IP address simply go to **Start>** then **Control Panel>**.



Then double click on **Network Connections>**

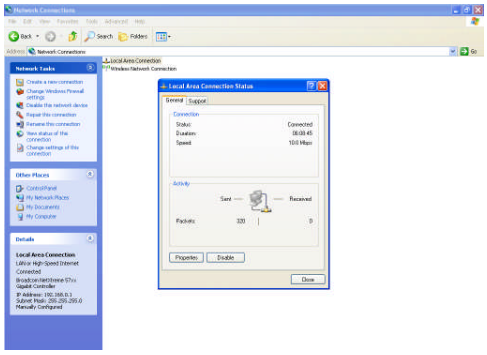


Now double click on **Local Area Connection>**

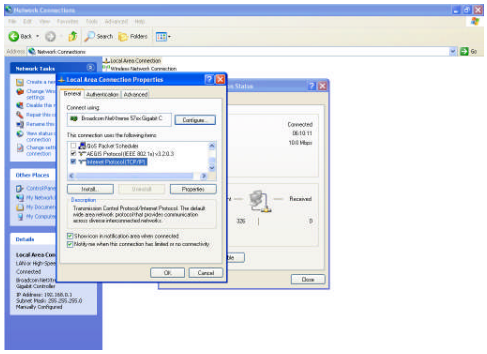


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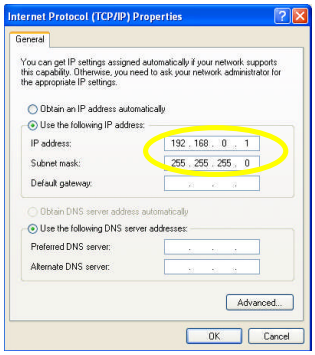
Now click on **Properties>**



Select **TCP/IP>** and click **Properties>**



This should now show details of your PC's **IP address** and **Subnet Mask** details. Make a note of the PC's IP address, as you will need to allocate an IP address to each i-BOX within the same IP address range.



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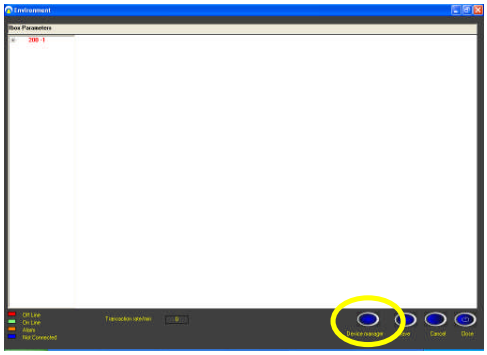
Adding A New i-BOX To Your Network.

Now you have the PC's network IP address you can connect and configure the i-BOX onto the network to enable it to communicate with the network PC. With the AX200 software enabled and running, simply connect the i-BOX to the network using a standard RJ45 patch lead. Now complete the following steps;

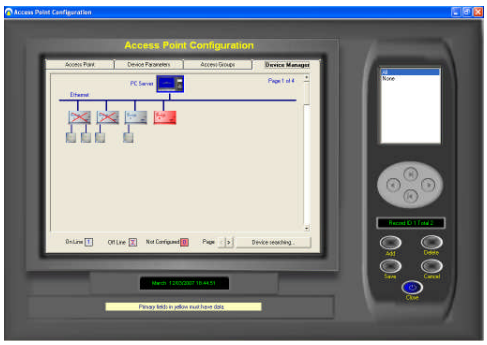
1. From the **Main Screen** click on **Environment**.



2. From the **Environment** screen click on **Device Manager**.

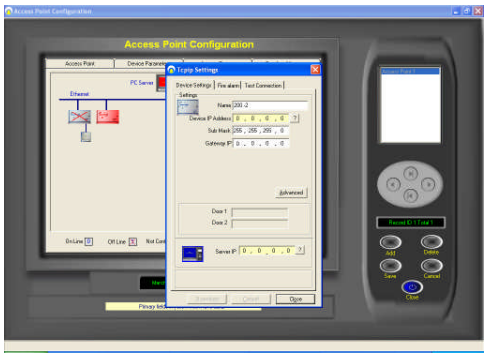


3. Now you should see the network layout of all the connected i-BOX units. An online unit will be shown as fully white icons. Offline units will be shown as a fully white icon but with a red cross through. New or non-configured units will be highlighted in red.

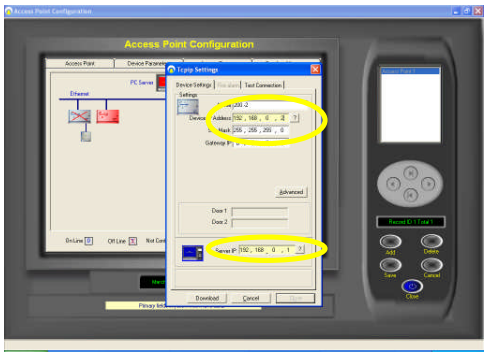


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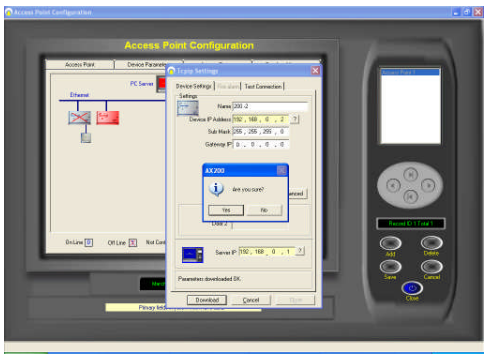
4. To configure a new or non-configured device simply double click on the unit icon to bring up the TCPIP Settings tab for that i-BOX unit.



5. Now to configure the unit to communicate with your network PC, simply add both the network server IP address and Subnet Mask details together with the IP address you want to give to that i-BOX unit.



6. To finish off the configuration of the i-BOX unit, simply click **Download>** and click on **Yes>** when the system asks you if you are sure.

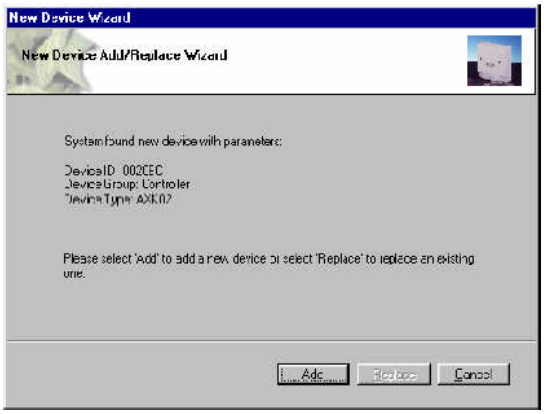


7. If you now close the **Access Point Configuration** screen and return to the main screen you should find the newly configured i-BOX unit now online. The system will now recognise the fact that there is a new device attached, and will start a **New Device Add / Replace Wizard** to guide you through the final steps of the device setup, including the ability to name individual devices with meaningful network names or locations.

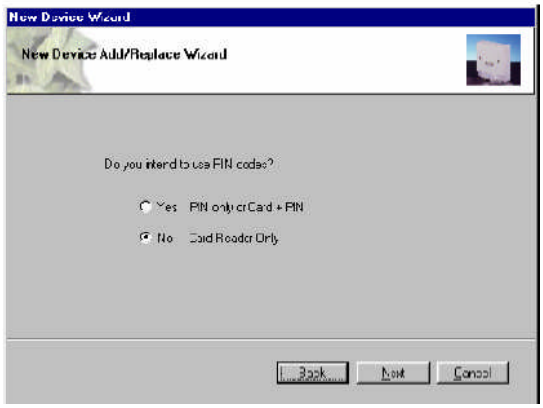
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Communication between the i-BOX Software and Controller

A benefit of the AX200 software is its plug and play ability to detect new devices when they are installed. The New Device Wizard will automatically detect the controller and its unique device ID. Follow the on-screen prompt by selecting **Add**. In this case the Wizard is guiding the user through the addition of a new i-PAL handle device connected to the i-BOX.

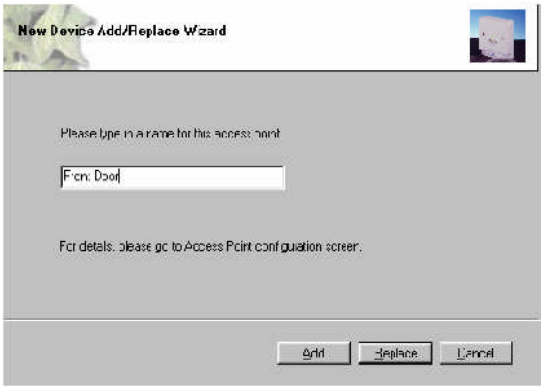


The following screen will ask whether you are using PIN codes only, a card reader and a PIN code or a card reader only. Please select the appropriate radio button for your installation, followed by **Next**.



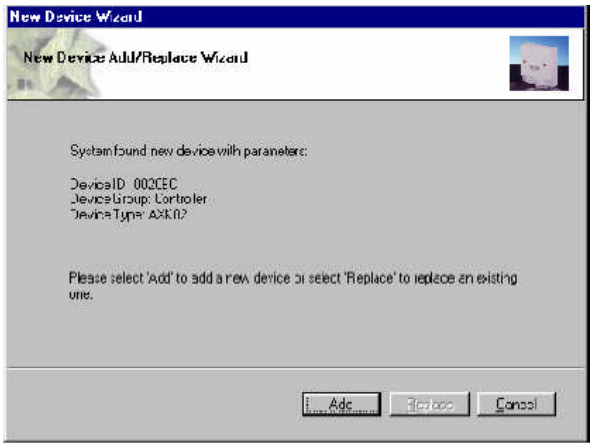
Provide a name for the access point i.e. the location and select **OK**.

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Plug & Play Devices

The PC communication port is automatically set up and new devices connected will be automatically detected and can be added (or replaced) using the **New Device Wizard**, which allows setting up a new controller in seconds. When enabled under system settings, Plug & Play is active at all times and does not require a restart of the application or computer. This allows addition of new controllers on the fly. AX readers are also entirely Plug & Play being automatically identified with the relevant information displayed under access points. COM ports 1 to 16 and TCP/IP (TCP/IP AX200 only) addresses can also be set up manually if required. Error correction, speed, bit length, parity etc are all automatically set up for the optimum performance of the system. Once the controllers are in the system, the **New Device Wizard** also allows auto-replace. This feature allows replacement of controller data with the press of a single button.



All the Plug & Play devices have a unique identity number so no jumpers or switches have to be set on either controllers or readers.

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Controller Status & Control

Devices connected are highlighted and display the door status in real-time on the main screen. Doors can be controlled directly from the main screen. Commands can only be given to controllers online and functionality is greyed out if the controller is not available online to avoid any uncertainty.

Door Command	Door Status Description
Normal Mode	Standard mode
Door Unlocked	Door permanently unlocked
High Security	Only cardholders with a valid high security mode setting will have access
Deadlock	Locks door for all cardholders, request to exit is still active. ***Please exercise care when using this feature.***
Open Door	Opens the door for a set time e.g. 5 seconds
Clear alarm	Door reset, door forced, door held open alarm



High Security Mode (HSM)

This feature allows individual doors to be enabled where standard cards no longer have access. Only cardholders with the high security mode set (HSM) have access whilst this feature is enabled. The HSM feature can be switched on by using a card which has the “set high security” enabled, four times consecutively at the reader. To change back to the normal mode use a card with the HSM feature four times consecutively.

Door Unlocked Mode

This feature can be activated from the PC or cards with the “set unlock” feature enabled. Using a card with this feature twice consecutively at the reader will permanently unlock the door. To return to the normal mode, use the card again twice consecutively. Typical applications include reception doors during normal office hours or for goods inward deliveries.

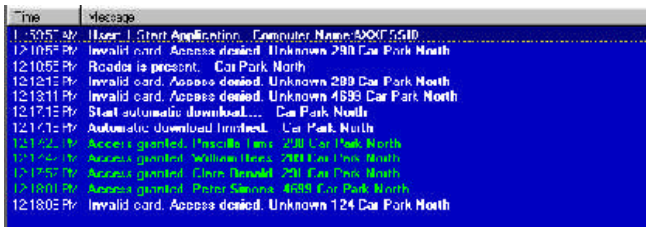
Date and Time

The date and time formats are obtained by default from the operating system and therefore no user intervention is required. All Windows™ time and date formats are supported e.g. European, American etc.

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Transaction Screen

All system transactions are displayed on the main screen with time and date stamp. A detailed description is given for each transaction e.g. No access, invalid PIN code. For diagnostic and security purposes, the transaction screen can be cleared, by double clicking within the window. The transaction pause button will temporarily freeze the screen without losing any data. Transactions will continue to be registered in the log file. The date and time column can be shortened or extended by clicking on the column header. If a large number of transactions are logged, the date field can be hidden to extend the length of the field. All system transactions are colour-coded, valid entries are displayed in green, access denied transactions etc in red and system messages in yellow.



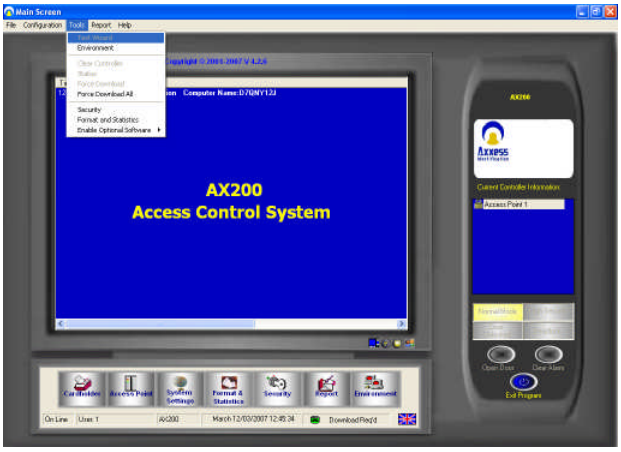
The number of transactions kept in memory for quick overview on the main screen can be set under “System Settings”. The larger the number, the more memory will be required. Transactions are always stored and can be viewed or printed under “Reports”.

Save on Exit

Preferences selected are automatically saved. Under General Settings, a factory default button restores all the important system settings. If any system or card changes have been made, the system will ask whether you wish to backup the data when exiting the program.

Test Wizard

The test wizard can be selected from the Tools drop-down list on the top menu bar.



The test wizard will guide you through automatic setup of the card formats and a complete hardware and software test.

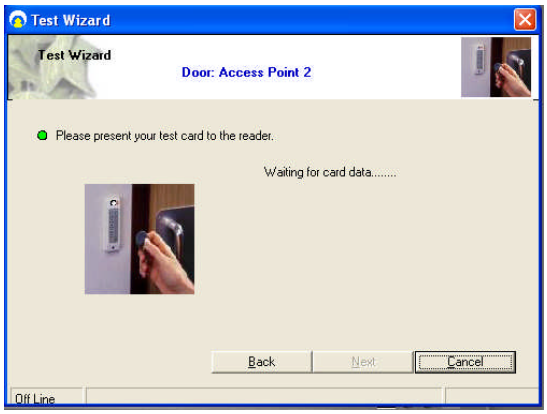
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On the Test Wizard screen type in the card number of one of the cards that you would like to test and select **Next.**

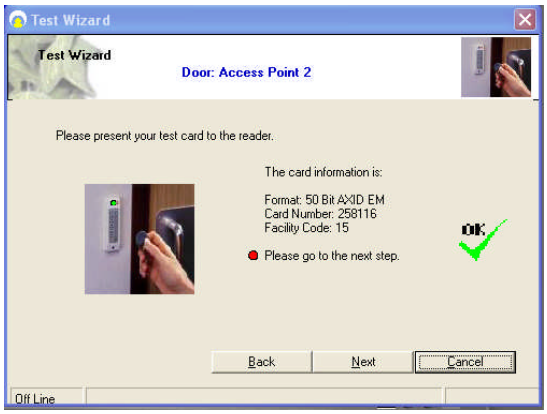


Ensure your i-BOX controller is still connected to the PC – the Test Wizard will now check and communicate with the controller. If the controller is communicating correctly a green acceptance tick is displayed.

The Test Wizard now requests that a card is swiped or presented to the reader.

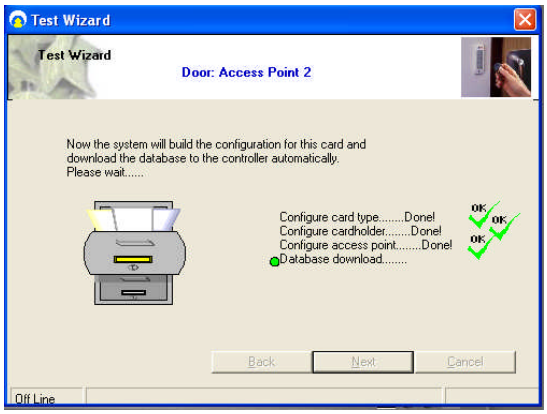


The Test Wizard will now check and verify the card format, facility code and card number. Select **Next** to continue.



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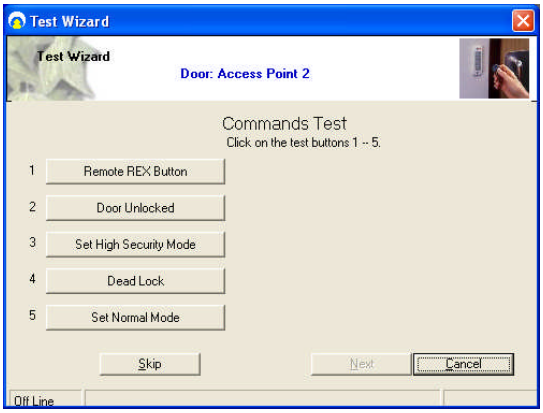
The Test Wizard will now configure the card format, cardholder, access point and download the data to the controller. Select **Next** to continue.



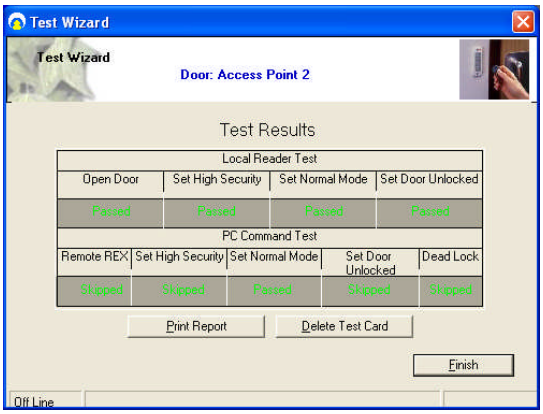
Now the Test Wizard will complete a number of hardware tests – please follow the on-screen prompts.

- Unlock Door – presenting your card to the reader once will unlock the door, the controller LED should stay on green for 5 seconds
- High Security Mode – presenting your card to the reader 4 times will test the high security mode, the controller LED will flash 4 times red every 5 seconds
- Normal Mode – presenting your card to the reader again 4 times will put the system back to normal mode, the controller LED flashes green every 5 seconds
- Door Latched Open – presenting your card to the reader twice will latch the door open, the controller LED will flash green twice every 5 seconds
- Door Locked – presenting your card to the reader twice again will lock the door, the controller LED flashes green every 5 seconds.

Select **Next** to continue.



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Once completed, additional cardholders can be added by selecting the cardholder icon or through the cardholder configuration screen. Optional features can be set through the access point configuration.

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Cardholder

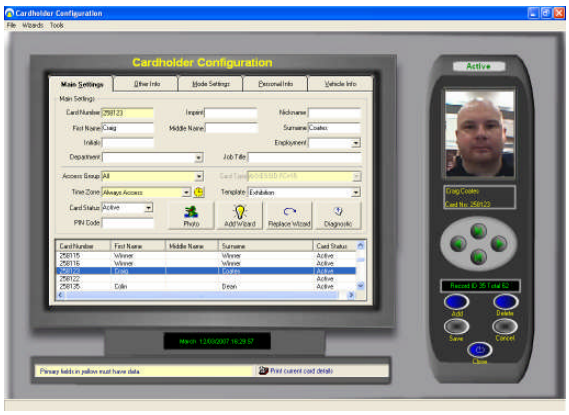


Cardholder configuration consists of five elements

- Main Settings
- Other Info
- Mode Settings
- Personal Info
- Vehicle Info

Adding new cardholders can be done from the main settings screen. The other tabs are for extra features and additional database fields.

Main Settings



Card Number

Unique card number – maximum 10-digit number. This number excludes the facility and site code number which is defined in card type. If you change the card number to 0 (= no card), data can be left on the database in case the person requires a card again or, if data is entered first and cards are issued at a later stage. This feature is specifically useful for frequent visitors and contractors.

Imprint Number

If the number on the card is not the 'true' number in the card, then this printed number can be entered here. Alternatively this field can be used for other data e.g. membership numbers etc.

Employment

To indicate the type of cardholder, fields can be selected from the drop-down box or entered manually. When entered manually it will ask for confirmation when you save the record and can be selected the next time from the drop-down box.

Department

Select a department from the pop-up window, departments can be added or deleted as required.

Access Group

An access group is a collection of doors. When a group is selected, the cardholder will have access to the doors assigned in the access group. Two groups are fixed and cannot be deleted – All and

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None. The group **"All"** automatically adds all the doors including those added by the device wizard. If the group "**None"** is selected, the cardholder will not have access to any of the doors.

Card Type

The card type is by default greyed out. If under System Settings, General Settings the Multiple Card Format is enabled, then this field can be used if you require cards from other systems to work as well. A card type is the name given to the card format and facility code combined. It is recommended that you use the **Card Format Wizard** if you wish to add new card types.

Card Status

This field overrides all settings, if the card is set to: Destroyed, Inactive, Lost, Stolen or Suspended. The card will not have access unless set to Active. It is recommended that you use this field if a card is for instance stolen instead of deleting the whole cardholder record. By using this method, you can always see at a later stage why the card was inactive.

Pin code

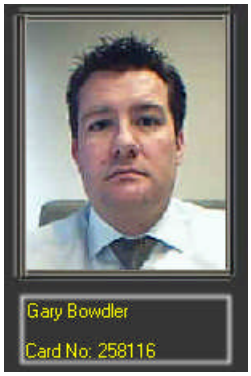
1 to 6 numbers – the default setting is 4.

This field is required if PIN Settings (found on the Access Point screen) is enabled and a keypad or reader with keypad is used. If a reader with PIN is selected, the card is presented to the reader first followed by entry of the PIN code.

Photo

A digital photo can be added in the following formats – JPEG, GIF and BMP. To add a cardholder photograph, click on the Photo button and select the file using the browser. If the controller is used online then every time a cardholder presents a card, the transaction including the photo will show on the Main Screen.



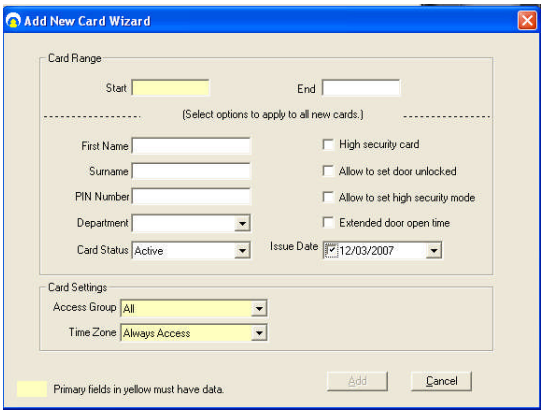


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Add Wizard



The **Add Wizard** allows fast entry of single or multiple cardholders. Note - When adding multiple cards the names will all be the same and will have to be manually edited.

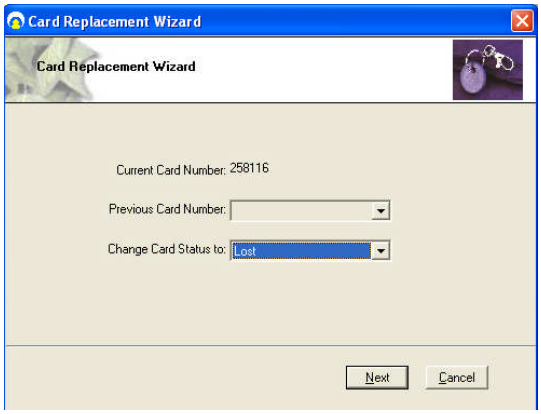


If the high security and door-unlocked feature are selected then these will be for all the doors in the access group. Individual settings per door can also be made using Mode Settings.

Replace Wizard



The **Replace Wizard** automatically transfers all the data to a new card and shows the previous card numbers of the cardholder under Other Info.



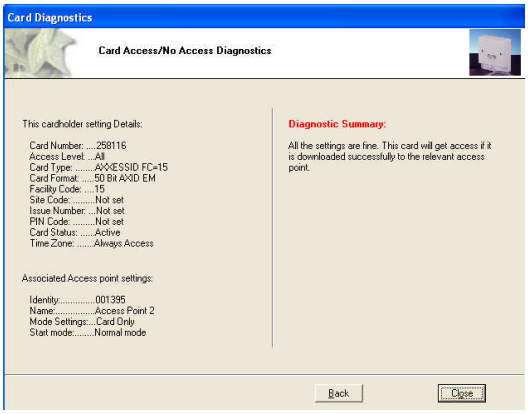
All card status selections will disable the existing card but indicates why the card was replaced.

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Diagnostic

If a card does not have access to a door, then the diagnostic button is a quick and easy way to see why. Select the required cardholder then select the Diagnostic button. Now choose the door from the list and select Next. This will then display a summary of the cardholder.





Card 0 Function

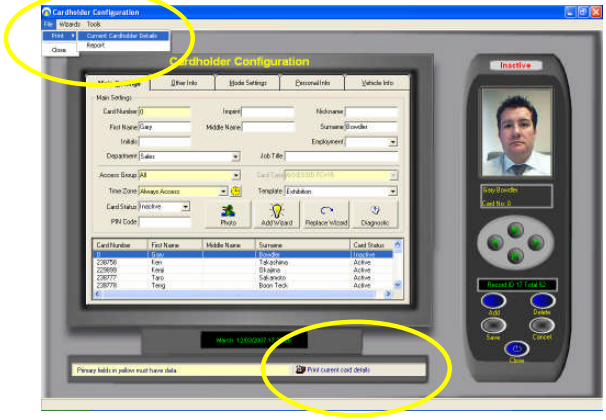
If you have frequent visitors or contractors on site you can keep the cardholders details on file and simply allocate a card on their arrival. Simply change the allocated card number to **"0"** when the person leaves then on their return simply change the card number from **"0"** to the new card number issued.



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Print Current Card Details

On the cardholder screen, there is a printer icon, which allows the user to print the current cardholder record without going to the report menu. This feature is especially useful if the cardholder has to sign for the card issued to them and a hard copy is kept.



Simply highlight the user details in the cardholder screen and click on the “Print Current Card Details”.

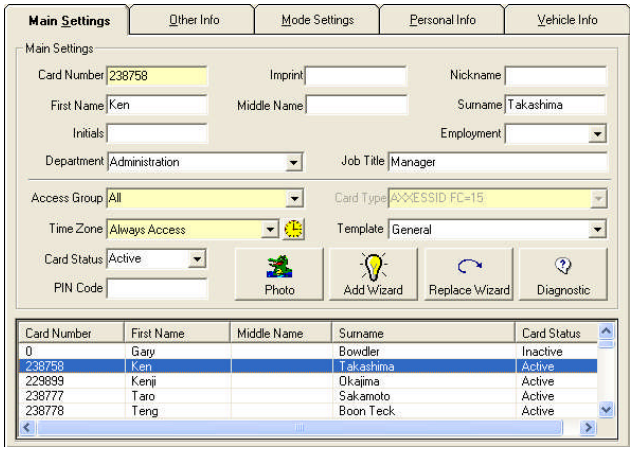
Database Fields per Cardholder

A card number and access group are the minimum fields required to activate a card. All the other database fields are optional and are grouped over a number of easy to navigate tabs.

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Main Settings Tab

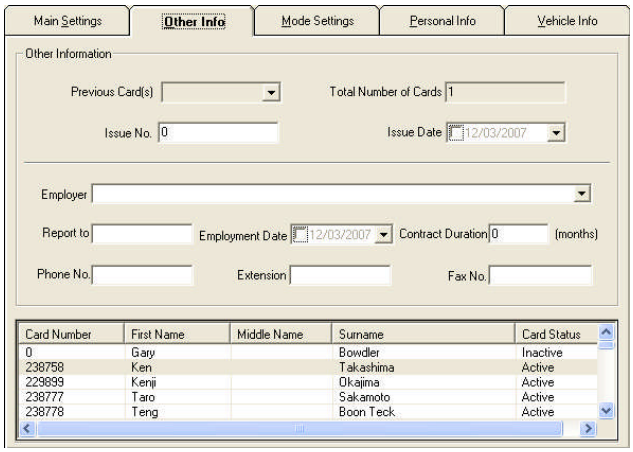
Card number	up to 10 digits
Imprint number	20 characters – usually the number printed on the card
First name	30 characters maximum
Middle name	30 characters maximum
Last name	30 characters maximum
Nickname	30 characters maximum
Initials	10 characters maximum
Employment type	e.g. contractor, visitor, part-time - unlimited number of characters
Department	50 characters e.g. Administration, Sales
Job title	20 characters maximum
Access group	50 characters maximum
Card type	each card can be a different format or facility code, allowing use of a variety of existing cards within the same technology.
Card status	active, lost, stolen, suspended, destroyed, inactive
PIN code	from 1 to 6 digits (individual per user)
Photo	graphic file e.g. BMP, JPEG, GIF



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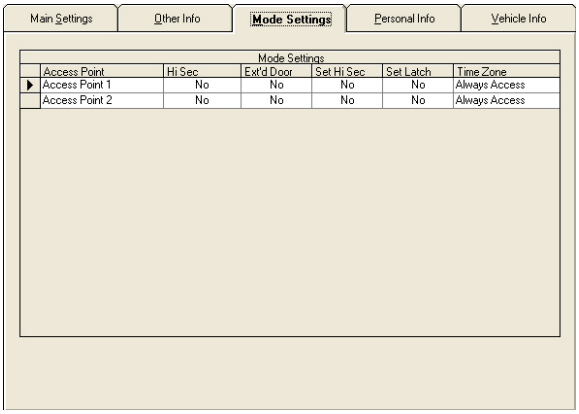
Other Info Tab

Previous card(s)	previously issued card numbers and reasons for cancellation e.g. lost
Total number of cards	total number of cards issued to this person
Issue date records	the date the card is entered onto the system
Employer	multi-company support for shared entrances etc or site contractors
Report to	manager's name
Employment date	use drop down calendar or type in date
Contract duration	enter number of months
Phone number	30 characters maximum
Extension number	50 characters maximum
Fax number	30 characters maximum



Mode Settings Tab

Individual settings per door and per user for High Security and Latch function.

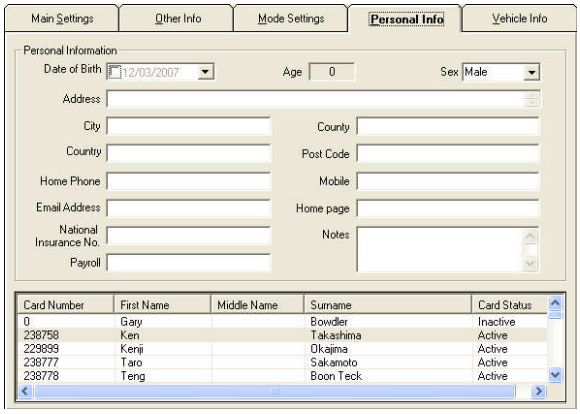


- authorised to set Latch function
- authorised to set High Security mode
- access granted in High Security mode
- extended door open time on valid card use

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Personal Info Tab

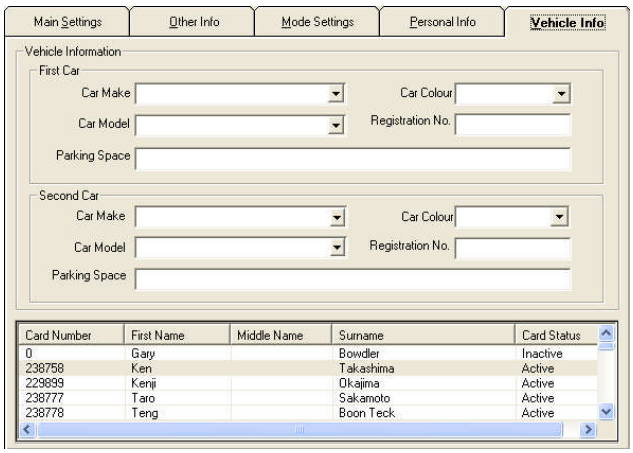
Date of birth	use drop down calendar or type in date
Age	automatically calculated using the date of birth field
Sex	male, female, other
Address	maximum 101 characters over 28 lines
City	text field maximum 30 characters
County	text field maximum 30 characters
Country	text field maximum 20 characters
Postcode	text field maximum 20 characters
Home phone	text field maximum 30 characters
Mobile	text field maximum 30 characters
Email address	text field maximum 40 characters
Home page	text field maximum 50 characters
National Insurance No	text field maximum 20 characters
Payroll	text field maximum 20 characters
Notes	text field maximum 255 characters



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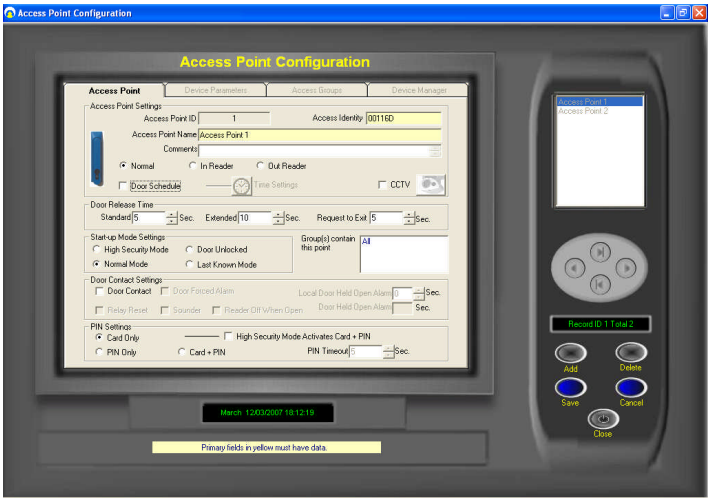
Vehicle Info Tab

First Car	
Car make	select from drop down list
Car model	select from drop down list
Car colour	select from drop down list, pre-defined with car shown in selected colour
Registration number	text field 30 characters maximum
Parking space	text field 50 characters maximum
Second Car	
Car make	select from drop down list
Car model	select from drop down list
Car colour	select from drop down list, pre-defined with car shown in selected colour
Registration number	text field 30 characters maximum
Parking space	text field 50 characters maximum



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Access Point Configuration





Access Identity

This is the unique electronic serial number of the controller. Each controller has a serial number and this is used to communicate with the PC. If the identity has been entered manually during a system setup then the replace function should be used when the controllers are operational.

Access Point Name

This is the logical name given by the user to each controller e.g. front door, goods inwards. The extended length of the field allows up to 50 characters e.g. Building 1 Section West Door 28 Admin. The first 20 characters are displayed on the current controller information.

Door Comments

This memo field can store additional details regarding the location or any other use e.g. temporarily out of use due to building work.

CCTV

This allows you to associate an IP camera with an access point providing the facility to take a snap shot or video footage of an event.

Door Schedule

Details to follow at a later stage.

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Door Release Time

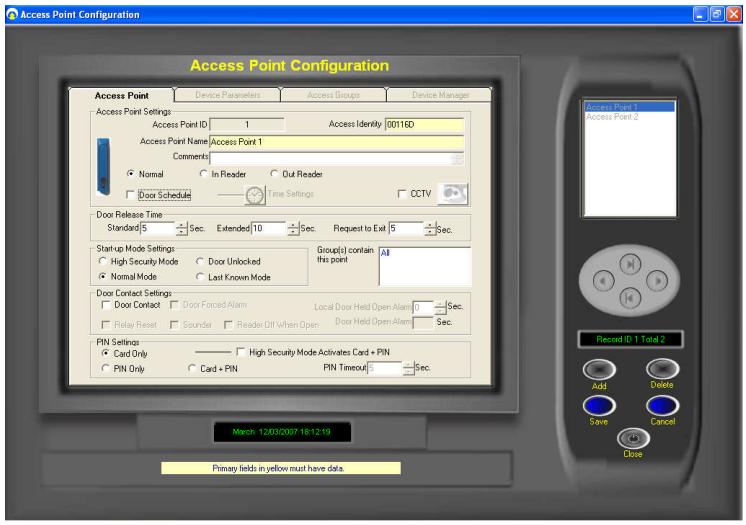
Three different settings:

Door release time (1 to 255 seconds)	The amount of time the door is open if a valid card is used.
Extended time (1 to 255 seconds)	Allow individual cardholders to have the door open for a longer period of time e.g. disabled or elderly people.
Request to Exit (1 to 255 seconds)	This time can be individually set and is often set longer when the REX is used at the reception allowing visitors a slightly longer entry time.

When the REX button is used, the reader fitted outside can be set to sound twice to indicate the door has been released for visitors. This feature is particularly useful when used with magnet locks since their operation is totally silent.

Start-up Mode Settings

The start-up mode setting enables you to determine how the door operates in case of total power failure, including exhaustion of the battery back up. All the data is stored permanently in the controller for up to 100 years without the need for any power, and upon power-up will continue to operate without the need for a database download.

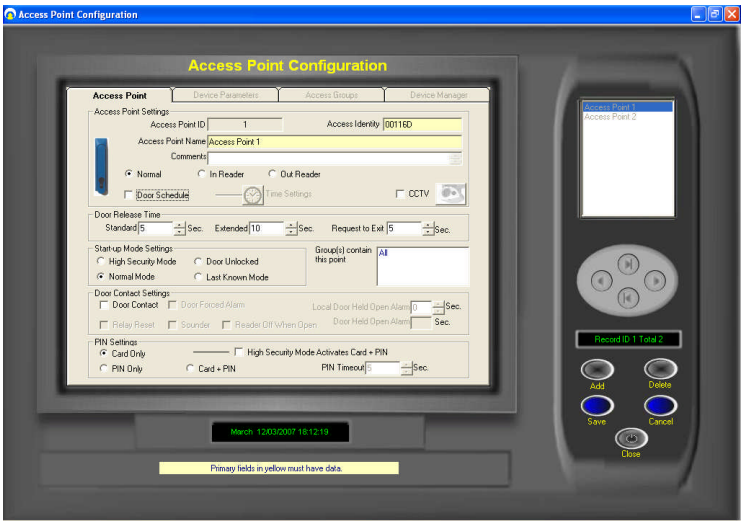


High security mode	Only cardholders with the high security mode enabled will have access.
Normal mode	Returns to normal mode from whatever the status was prior to power failure.
Door unlocked	The door unlocks permanently until a valid card with the unlock feature is used twice, or the door is changed to normal mode from the PC.
Last known mode	This will return to the status the door was set to prior to power failure.

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Door Contact Settings

A standard door contact (normally open), as used in alarm systems, can be connected to the controller. The door status can then be seen in real time on the screen (on line only) and a number of additional features can be selected.



Door contact On or off selection.

Door forced If the door is opened without the REX or a valid card, this will generate an alarm. When online to the PC, this will show on the transaction screen allowing a remote reset. The reader sounder will activate for 2 minutes and automatically stop. Resets can also be done using a valid card. When the door is closed it automatically enables the feature again.

Sounder Disable Allows you to disable the local audible alarm. Can be used when the installation is in a confined location and where the noise could be irritating.

Reader off when open The reader will be disabled (not the REX) if the door contact is open. This feature can be used for alarm systems e.g. the alarm is on so the door cannot be opened, Parking application - there is no car on the presence loop, so the barrier cannot be activated by a pedestrian or for air locks, one of the two doors is open so the second remains closed.

Door held open alarm The length of time the door is allowed to be open before an alarm is generated.

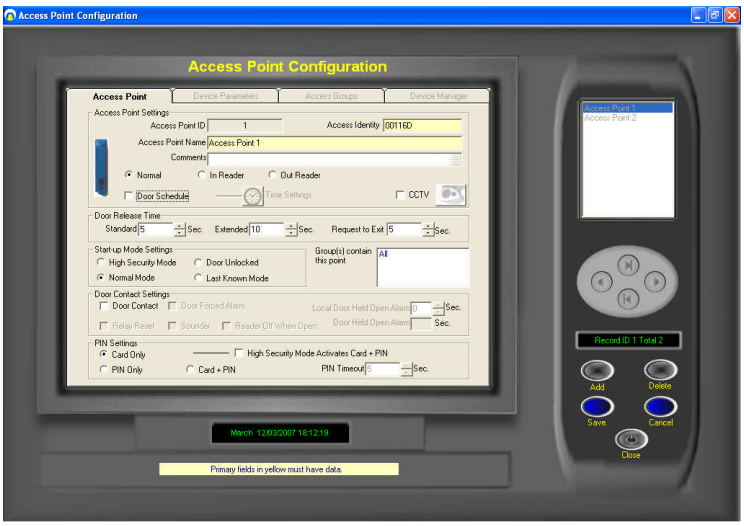
Local door held open This is a local alarm activating the integral sounder built in to the reader and does not send an alarm to the PC (if online) This feature is normally used in conjunction with the door held open alarm and warns people local to the door to close the door or a full alarm will be raised.

Relay reset De-activates the relay timer instantly when the door is opened. This increases security avoiding an unlocked door for a number of seconds whilst the person has already gone through the door.

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PIN Settings

The controllers operate in a number of different modes and can be changed without the need for a system reset.



The modes of operation are:

Card only — A valid card is required to open the door in this mode. The system supports 4,000 individual cardholders per i-PAL controller. See memory options for larger cardholder capacities up to 64,000.

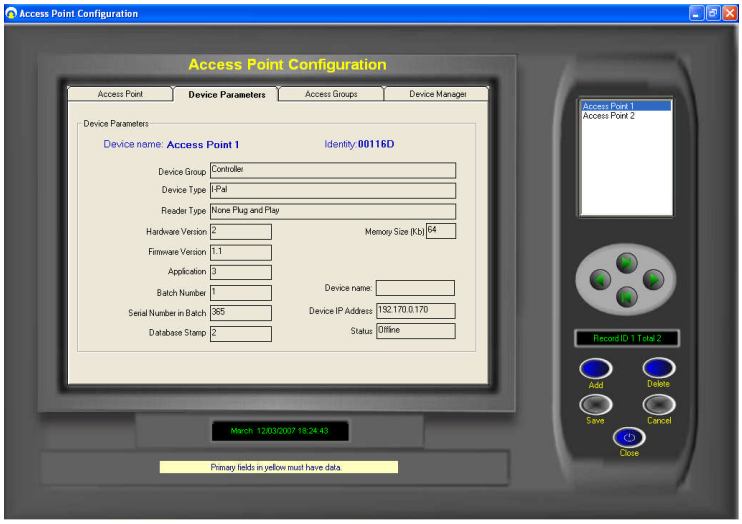
PIN only — A Personal Identification Number (PIN) only is required to open the door. This can be an individual number per user or a number for a group of users. The system supports 2,000 PIN only or 2,000 card and PIN users. In this mode, if different PIN lengths are used per person, less than the maximum PIN length set under “general settings” the number requires a # to complete the entry. If the maximum length is set to four then only four digits have to be entered.

Card + PIN — A valid card must first be presented to the reader followed by the individual PIN of the cardholder. In this mode the controller will know from the card what the PIN length will be. Timeout indicates in seconds, the time required to enter the PIN number before clearing the buffer or sending the data as invalid or incomplete. A longer time might be required for elderly, disabled or specific locations i.e. car parks.

High Security activates PIN — The system normally operates in card only mode and changes to card + PIN when a High Security card is used four times at the reader. This is normally used at the end of the day to increase security after normal office hours.

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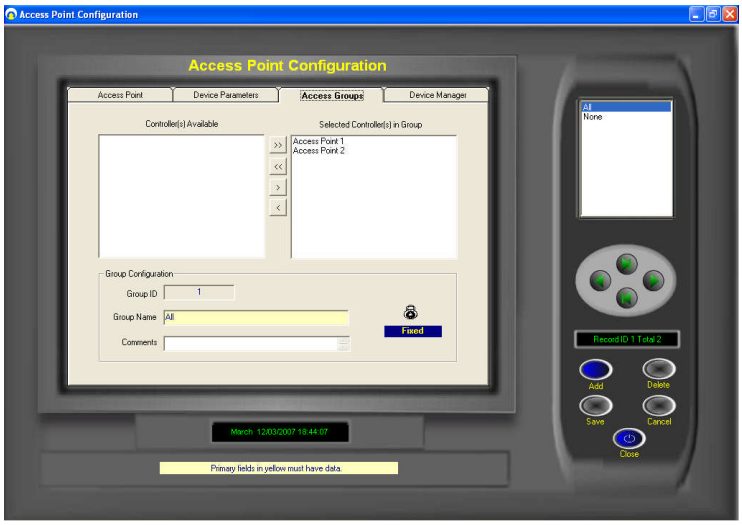
Device Parameters



- **Device Group**
  This specifies the type of device connected.
- **Device Type**
  Within the device group the type of unit
- **Hardware Version**
  Hardware revision number
- **Firmware Version**
  Firmware revision number in the i-BOX PCB
- **Batch Number**
  Production identity number
- **Serial Number in Batch**
  Serial number to be used with batch number
- **Database Stamp**
  This number is automatically generated and ensures the correct data is automatically downloaded. If another PC is connected, this number is different and a forced download is required since the data held on the PC and the i-BOX controller are different.

Access Groups

When multiple access controllers are used, they can be grouped together in an access group. This allows certain cardholders to have access to 'All' doors and others to have access to a limited number of doors.



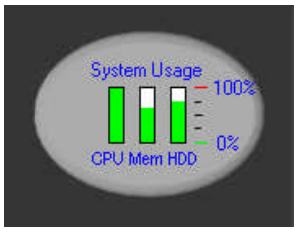
The access group 'All' gives access automatically to all access controllers including new ones added at a later date and cannot be deleted or altered.

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System Settings

A continuous check is carried out on the PC's system resources. These graph bars are located under the system settings menu and indicate the performance of the system. Often systems grow bit by bit and no care is given to memory, hard disk space or CPU usage. This can result in very slow operation or, in the case of lack of hard disk space, a computer crash.





Real-time indicators are:

CPU usage The CPU usage displays how hard the processor is working. If this is continuously running at around 100% then the system will be slow. In such instances the system perforance would improve substantially if the processor is upgraded. During backups etc. this indicator will go to 100%, which is quite normal since these tasks are processor intensive.

Memory This displays the total amount of RAM in use by the computer. Often other applications running in the background occupy a lot of memory therefore leaving less than expected for the access control application. A continuous 100% bar shows that adding memory will improve performance substantially.

HDD Usage This should never come too close to 90%. Clean or remove unwanted and obsolete files from the hard drive to free up disk space. If there is not sufficient hard disk space available, the computer will become very slow and eventually will stop operating. Refer to your Windows manual for further details.

Site Info

The site info tab under "general settings" contains 11 data fields including contact name, address, telephone and system reference numbers. This information is automatically included in various reports and email functions e.g. card re-ordering and System Settings report.



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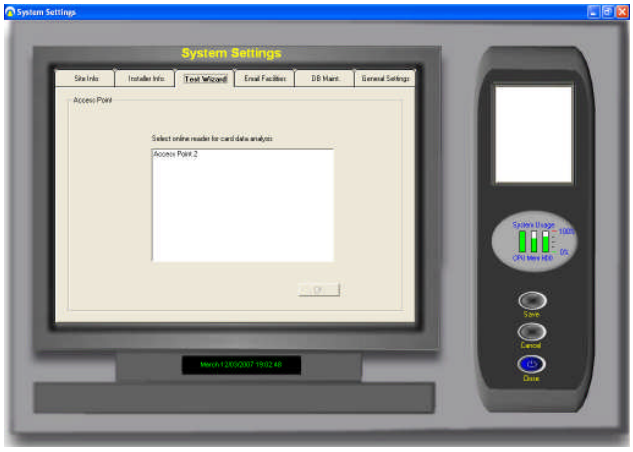
Installer Info

The installer info tab can be found under the “Systems Settings” tab and contains 11 data fields including address, emergency telephone number, email address etc. These details are automatically included in various reports e.g. System Commissioning.



Test Wizard

The test wizard provides an easy and effective way to setup the i-BOX system. Together with hardware and software tests, the test wizard enables you to setup the appropriate card format. The card used for testing will have access to all doors with high security and latched (door unlocked) functions enabled. At the end of the wizard, the test report can be printed to a default printer and the test card can be deleted if required.



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E-Mail Facilities

When additional cards need to be re-ordered, it is often difficult to know the type of card, facility code etc. which can result in delays of card supply or the supply of incorrect cards for the system. The send card numbers and facility code emails all the relevant data to the installer. This feature requires an Internet connection.

E-Mail Unknown Format to AXXESS ID

If existing cards are used which are not known to the i-BOX, the data collected under Format and Statistics – Card Matching can be e-mailed from here. This avoids the need to send cards in the post for verification. New formats created can then be e-mailed back.

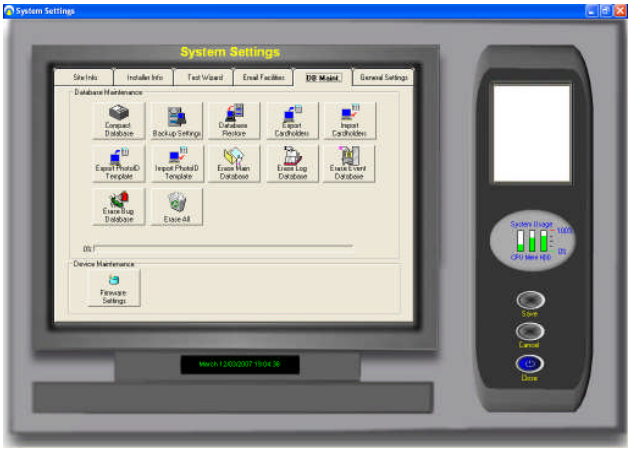


Database Maintenance

Database maintenance is normally done by the i-BOX automatically. If data is corrupted because of an unexpected shutdown of the PC this is repaired automatically when the software is restarted. All erase functions require an override password and are normally never used. After each backup, files are automatically deleted.

Compact Database

The database can become slow if a large number of additions and deletions of records occur. The compact database function reorganises the database, which reduces the database size and improves the speed. Compacting the database is recommended every three months or every 500 cardholder changes.



Backup Settings

It is strongly recommended to backup the system frequently. This can be done manually or automatically at preset times and days. The backup path is by default to the same hard disk as the AX200 software. It is recommended to backup to tape in case of hard disk failure. Log and event files are automatically deleted after each backup, to prevent the hard disk becoming full. Using the report module, backup events can be viewed and printed.

Database Restore

In the unlikely event that a database corruption cannot be repaired, (automatically on start-up), this feature allows you to restore a backup database. Cardholders or system changes made since the last backup will be lost.

Export Cardholders

Cardholder details can be exported in standard .CSV files for use in other software programs.

Import Cardholders

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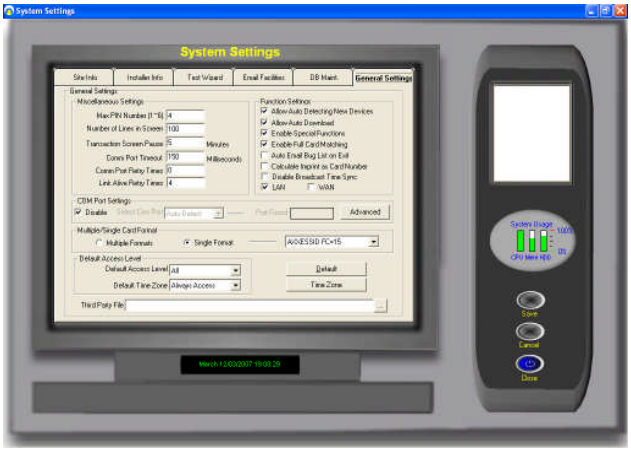
Contact factory for details.

General Settings

Maximum PIN Number 1~6
This option sets the maximum number of digits required when using a PIN code. If a PIN only is being used and the PIN code is less than the number of digits set under this setting, the # key is required to complete the action.

Number of Lines in Screen
This is the number of transactions kept in active memory, allowing the user to see them instantly on the main screen. A larger number will use more memory and can affect the speed of the software.

Transaction Screen Pause
When the main screen is full with transactions, yellow buttons appear allowing you to temporarily stop incoming transactions. Transactions will still be stored on the hard disk for viewing at a later stage through the report module. After the set time, the system will automatically resume. The default setting is 5 minutes.



Function Settings

Allow Auto Detecting New Devices	Auto detect can be switched off if required.
Allow Auto Download	System and cardholder data is automatically downloaded to the controller when you close and go back to the main screen. When switched off, downloads have to be done manually using the Utilities, Download menu.
Enable Special Functions	For engineering purposes only. The default setting is off.
Enable Full Card Matching	This feature allows the use of facility code, site code, card number and issue number. Some card manufacturers occasionally use site code and issue number. The default setting is off.
Auto Email Bug List on Exit	This feature is for beta test site purposes only. The default setting is off.

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COM Port Settings

Select COM Port

On initialisation the AX200 software will automatically scan COM ports 1 to 4, and display the port it finds. Subsequent initialisations of the AX200 software will look at the original port address only. Using **Utility**> **Download** you can force the system to rescan all four ports. Alternatively select **Auto Detect** to scan all ports again.

Ports 1 to 16 can be manually selected if required. Baud rate and parity settings are automatically configured. The default setting for **Select COM Port** is **Auto Detect**.

Multiple/Single Card Format

Multiple formats

The AX200 software allows that each cardholder has a unique format. If selected, then a card type (this includes format and facility code) should be selected for each cardholder.

Single Format

Normally cards are of the same format and facility code. If cards of the same technology/manufacturer are used from other systems then multiple formats can be used. Single format is the default setting.

Default Access Level

This is the access level, which by default shows in the Cardholder screen.

Default

Selecting this will set all the software settings back to factory default.

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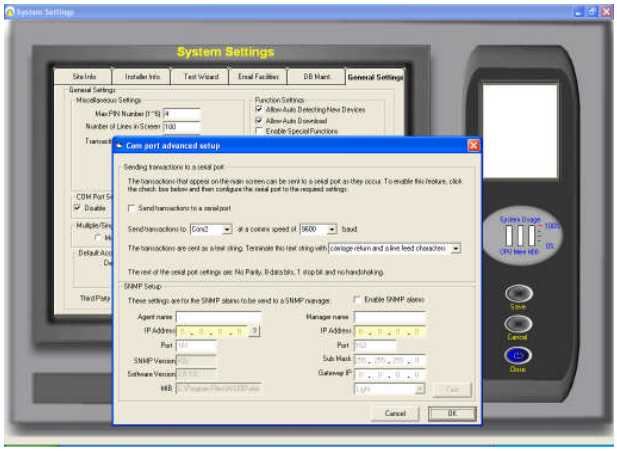
SNMP Configuration.

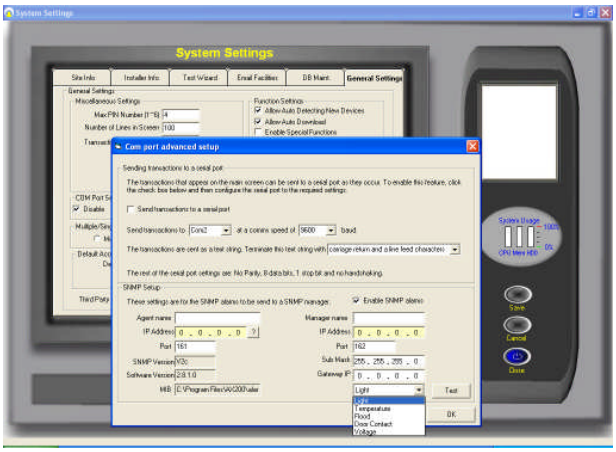
The AX200 software includes an SNMP agent to allow you to configure the system to generate external notification of alarm events. These configuration settings can be found by following the details below;

Click on **System Settings>** and click on **General Settings>.**



Under the **General Settings** tab click on **Advanced>** to bring up the **Com Port Advanced Setup** screen.





This screen allows you to define how and where the SNMP traps are handled. It allows you to configure who is notified of an alarm event and includes the ability to define different notification points for different types of alarm function. Simply click on **Enable SNMP alarms** to activate this function.

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Format & Statistics

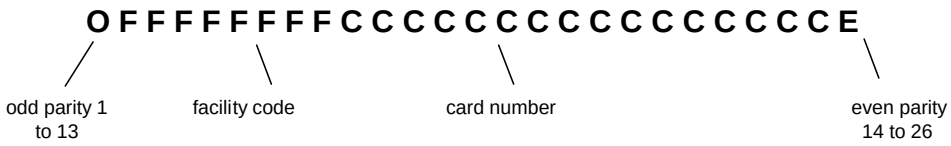


Card Type Information

The i-BOX supports up to 4,000 different card formats and facility codes. The format and facility code combined is called a card type.

Format is the number of bits programmed in a card and the location of parity checks.

E.g. 26 bits



The first and last bit check that the data received is correct.

8 x F indicates facility code

16 x C indicates card number location

The card type information tab under Formats and Statistics gives a total system overview of the number of cards and records in the system.

Details are provided per card format/facility code on:

- Total Cardholders in the database
- Total active cards
- Total lost cards
- Total stolen cards
- Total suspended cards
- Total destroyed cards
- Total inactive cards
- Total records of card 0 (cardholder details with no card issued)



Facility Code

This is a unique number allocated to a specific manufacturer. Although multiple sites or manufacturers may use the same card ranges the Facility Code makes the card unique to that particular system. The i-PAL system operates with a 50-bit card format as standard and provides the highest level of card security and provides a higher security than the 'open standard', which is not as secure.

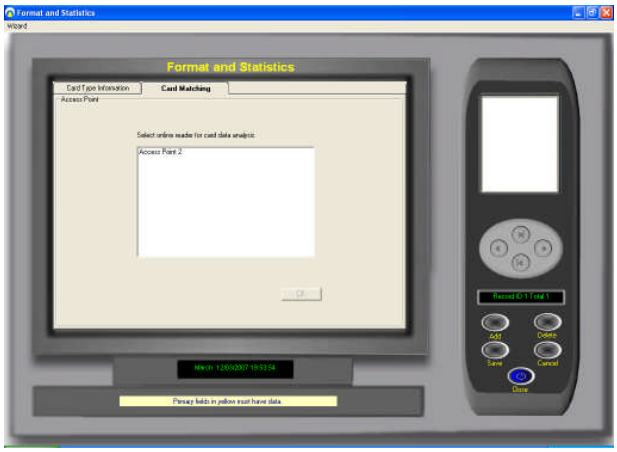
A 26-bit format is not recommended since it allows only 256 different facility codes worldwide.

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Card Matching

The i-BOX supports a number of well-known formats. Enter the card number and if known, the facility code. Present the card to the reader (systems should be online). If known, it will display the possible format. Ensure that multiple cards from the same batch are used to verify the card format. You can then use the New Format wizard to add this to the i-BOX.

The card-matching feature automatically identifies formats and displays the card number and facility code. The Card format wizard allows the simple addition and quick addition of new facility codes or card formats by presenting the card to the reader. Unknown Card formats can be added using the optional Card Analyser Program or by contacting the factory.



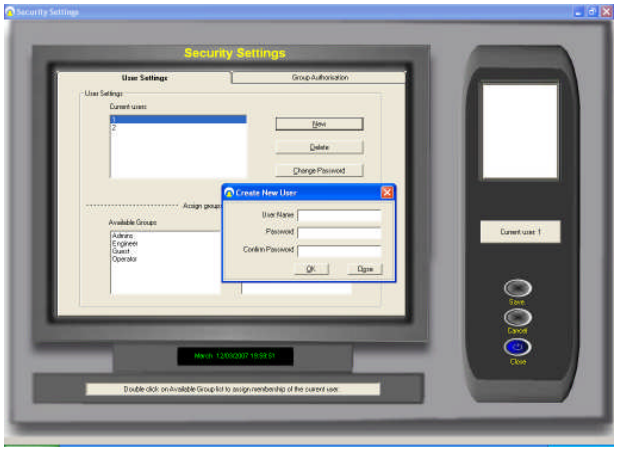
Security



Individual passwords can be issued to different users with different rights to view and edit. Passwords are not case sensitive. The default user 1 cannot be deleted however the password can be changed.

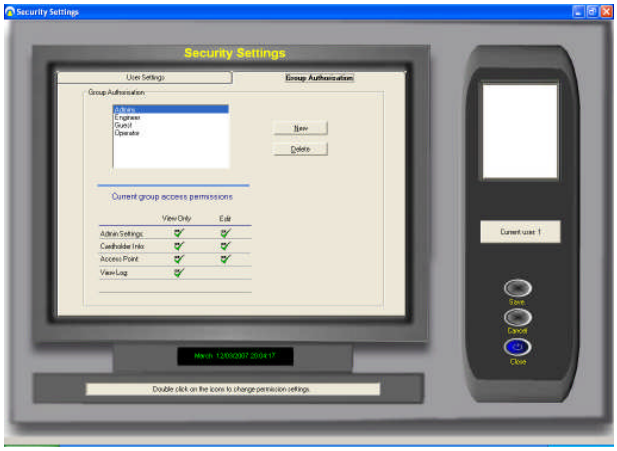
Adding a New User

To add a new user, select **New**, enter the **user name**, **password** and confirm the **user password**. You are asked to select an existing group authorisation or alternatively you can setup a new group by selecting the Group Authorisation tab.



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Adding a New Authorisation Group



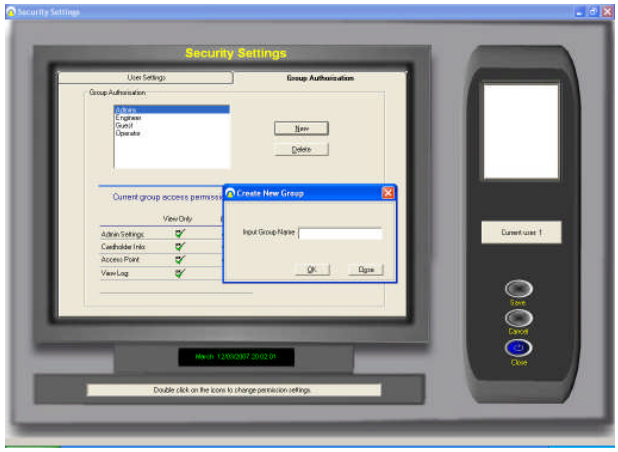
Select the **Group Authorisation** tab; select **New**, type in the new **Group Name**.

Double click on the current group access permission symbols to enable or disable the permissions.

Access enabled

Access disabled

Select **save**.



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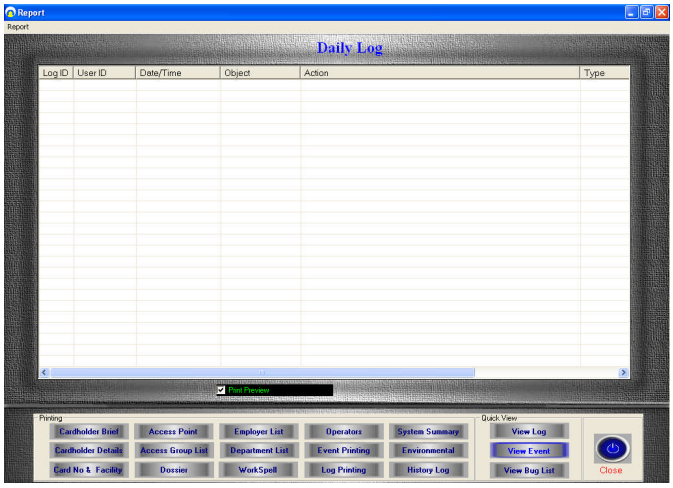
Report



The AX200 software has a built in report generator which allows full or filtered information to be viewed on screen or printed. Colour printers are supported and give the benefit of alarm messages printed in red. Reports can also easily be e-mailed or exported in a large number of different formats.

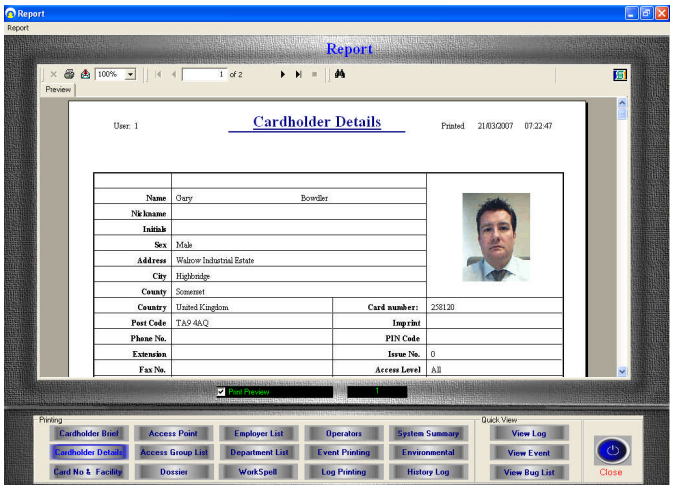
Formats supported include:

- Lotus mail
- Microsoft Mail
- Microsoft Excel
- Microsoft Access
- Microsoft Word
- Text files
- CSV files
- ODBC
- ASCII file
- Comma delimited file
- Standard reports
- Rich Text Format



Powerful reports are easily obtained entering selection criteria.

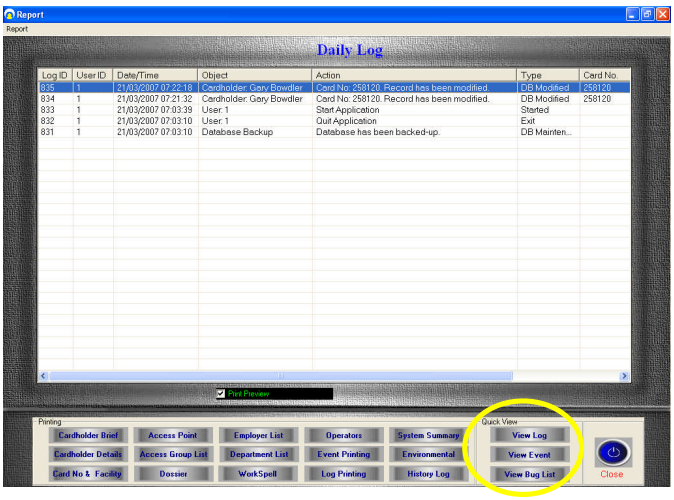
- Brief Cardholder Summary
- ***Detailed Cardholder Summary***
- Card Numbers and Facility Codes
- Access Points
- Access Group List
- Dossier Report
- Employer Details
- Department List
- Workspell
- Operators
- Event Printing
- Log Printing
- System Summary
- Environmental
- History Log
- View Log
- View Event
- View Bug List



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Log File

All the system transactions from the online controllers are stored, including all operator actions. Cardholder, system changes and operator commands are all stored in the log file with date, time and the type of transaction. e.g. . 21/03/2007 07:22:18 Card No. 258120 Record has been modified. The log file can be viewed or printed using selection criteria e.g. from / to date, cardholder, department etc.



Quick View

This feature enables immediate retrieval of the last events for quick viewing. The event and log files are cleared after each backup however can be viewed using history event or history log.

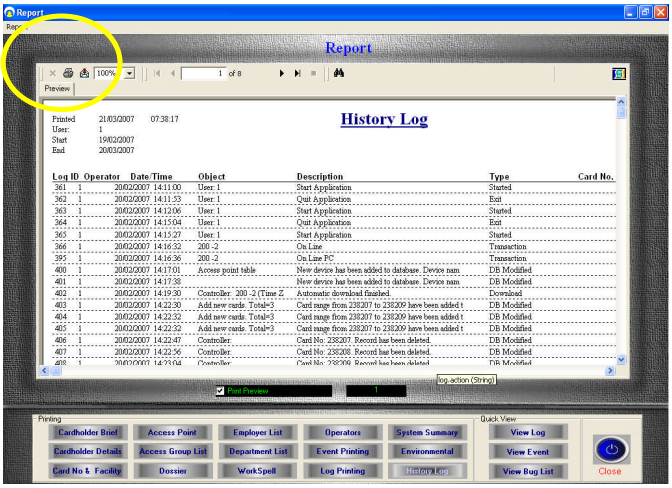
Printing

This will provide a selection of reports, all the data is sorted on the screen. To print, select the print icon or select the envelope icon to export the data from the report.

Reports can be exported to a number of spreadsheet and word processor formats as well as ODBC and common data interchange formats. This makes the distribution of information easier. The export process requires you to specify a format and a destination. The format determines the file type and the destination determines where the file is located.

Format Types

- Character-separated values
- Comma-separated values (CSV)
- Crystal Reports (RPT)
- Crystal Reports 7 (RPT)
- Data Interchange Format (DIF)
- Microsoft® Excel
- Lotus® 1-2-3
- ODBC
- Paginated Text
- Record style (columns of values)
- Report Definition
- Rich Text Format
- Tab-separated text
- Tab-separated values
- Text
- Word for Windows



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In addition to the standard export format types installed on your PC, you may find additional export format types are available to you. The DLL files on your PC determine these.

Note: - When you export a report to a file format other than Crystal Reports format (RPT), you may lose some or all of the formatting that appears in your report. However, the program attempts to preserve as much formatting as the export format allows.

Note: Transaction date and times are issued by the PC. Events are not stored in the i-BOX.

Destination

The destination determines the export location of your report.

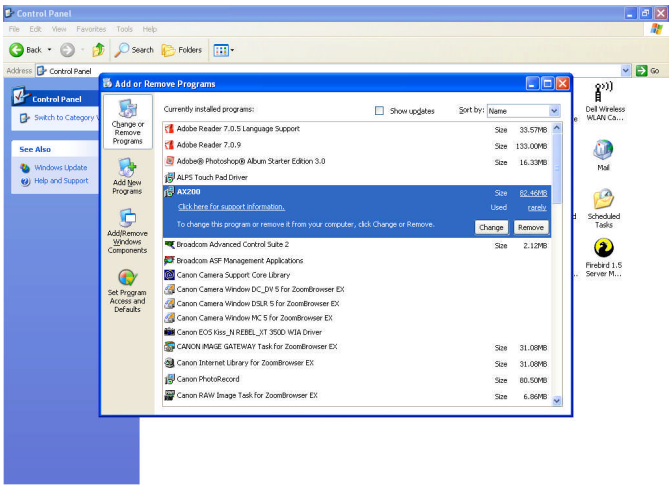
- Application
- Disk File
- Microsoft® Exchange folder
- Lotus® Domino
- Microsoft Mail™ (MAPI)

All operation commands, database and system changes are stored and can be previewed in **Reports.**

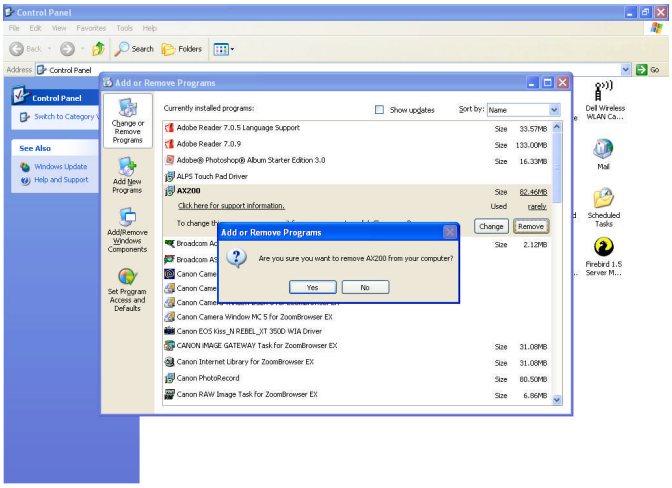
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Removing the AX200 Program

To remove the AX200 program from your PC, click on the Windows **Start** button, select **Control Panel**, double-click Add/Remove Programs, select **AX200** from the drop-down list.



Click on the **Remove** radio button. Windows will then ask you to confirm that you are sure you want to remove the AX200 software. Click **Yes>** and the AX200 software will be removed from the PC.



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User Notes

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