
3GS+

**Access Management
Control**

Europlex Technologies

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3GS +

About this manual

3GS+ access management software has been developed to allow the operator to manage and monitor a 3GS Access Control system from the PC. This manual assumes a working knowledge of card access control and should be read in conjunction with the 3GS Programming and System Integration manuals.

The manual describes 3GS+ Version 2. The manual is intended as a user guide only - for further technical information on 3GS, please contact your distributor or Europlex Technologies Technical Support at the addresses below.

Europlex Technologies

www.europlex.ie

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Introduction

The 3GS+ Access Management System is Windows '95/'98 and Windows NT compatible, allowing complete management of a 3GS access control system.

3GS+ allows for up to 10,000 cards, 64 doors, 128 card readers, 16 time zones (64 on 3GS Version 5 panels) and 250 door groups.

The software interacts directly with a 3GS panel (or network of panels) and allows the card access data to be stored in a database and then downloaded to panel, or entered into panel memory and uploaded to PC.

This flexibility allows you to configure a set of cards at the PC and then download the settings to the panel for immediate use in the system.

Cards are assigned IDs within 3GS+, and then given **access, visitor** and **function** levels, which determine the time periods and areas for which the card will be valid. If necessary, the card is also given its own PIN code.

The system **doors** are given descriptions, and then assigned open/lock inhibits, anti-passback and other features. A Mustering Door option allows you to use the door to monitor the exit of card users from the building during a fire alarm. Doors with similar access characteristics are combined in **door groups**, which simplifies the control of an area in which there are a number of entry/exits.

Access to a door can be restricted by applying pre-set **time zones**. Time zones are divided into 4 'on/off' **time slots**, which are then customised for different days of the week.

3GS + has extensive **reporting** features. As well as the standard **access** and **general logs**, which detail access and alarm events on the system, the system will create a printable report on all or a specified range of cards, between given dates, for each or all of the panels connected to 3GS +.

The **Maps** feature gives a visual representation of an alarm area, with zones, doors and outputs identified by icons and instantly readable zone status and information.

The system allows for an unlimited number of operators, each with their own pre-allocated functions.

3GS+ is easy to install and suitable for any access system of any size.

Other features include:

- 10000 Card Database with variable fields
- Card Database Search Fields by Name, Card & Department
- Global Anti-passback system
- Named Holiday Settings
- 250 named Door Groups
- Door Control for 64 doors including open, permanently open and permanently locked
- Comprehensive Reporting System for alarm events, access granted, access denied and operator functions
- Reader, door and keypad events.
- Backup and Purge facilities for data archiving
- Roll Call function for system cards

System Requirements

The complete 3GS+ system consists of:

- The 3GS panel and appropriate cabling
- A modem or DM1200 (for remote communication with panel if required)
- A coded dongle (to be plugged into the parallel port LPT1).

NOTE: 3GS+ will run in demo mode without the coded dongle.

- A PC with a minimum of 10MB of free hard disk space depending on the system configuration, i.e. the more network panels, number of cards and higher level of activity on the system, the more free hard disc space you will require. (100Mhz Pentium with a minimum of 32 MB Ram, however 64 MB Ram is recommended).
- Ensure that the PC setting is changed from large fonts to small fonts during the setup procedure.

PC Date format

The PC date must be set to one of the following formats: **DD/MM/YY** (British standard) or **MM/DD/YY** (US standard). If necessary, set this parameter in Windows 95/98 using the Control Panel, Regional Settings option.

Installing 3GS+

If installing 3GS+ for the first time, run **Setup.exe** from the \3GS+ ... directory on the CD. 3GS+ will now install to your c:\ drive. Run the program using **Start.. Programs.. 3GS+**.

To run 3GS+ in non Demo Mode install the HASP Device driver.

Upgrading from 3GS+ 1.17 or 1.17a to 3GS+ 2.0

Note: You can only upgrade from 1.17 or 1.17a

Steps Involved

Step 1

Make a copy of the following mdb files and save them to a new directory.

data3gs.mdb

datalog.mdb

ipanal.mdb

Step 2

Through the Control Panel uninstall 3GS+ Version 1.17 or 1.17a. Once it has been uninstalled check that there are no files in the directory where 3GS+ 1.17 was installed other than the backup directory (3gs) if there was one.

Step 3

- Install 3GS+ 2.0 (By running the setup.exe located on the CD).
- If there is a file conflict always choose to keep original file.
- Ignore any Access Violations and continue to load 3GS+.

Step 4

Copy over the mdb files that were saved in step 1 to the directory where 3GS+ 2.0 has been installed

Step 5

Copy the files located on the 3GS+ CD in the directory "Upgrade 1.17 or 1.17a to 2.0" to the directory where 3GS+2.0 has been installed. This will result in overwriting some files so if prompted say "Yes".

Step 6

From the directory where 3GS+ 2.0 has been installed run the program Upgrade3GS5.0.exe.

It will display a message informing the user whether the upgrade has been successfully run.

Installing the Dongle HASP Device Driver

The coded dongle must be placed in LPT1 of the PC, and a **HASP Device Driver** installed from the CD.

Run or double-click on the **HDD32.EXE** file in the **\3GS+Dongle** directory of the CD. This will install the HASP device driver to your PC.

Note: The Hasp Driver **MUST** be installed to run 3GS+ in non demo mode

Logging In

Enter master user code. The default code is **1111**. Users must logout to exit the system. For security reasons it is advisable to change this default code as soon as possible.

Upgrading the Panel Type in 3GS+ 2.0

If an upgrade from 3GS+1.17 or 1.17a has been carried out, all the panel information from 1.17 or 1.17a has been inserted in to 3GS+ 2.0 and the panels will be set as Version 3 or 4 panel types depending on the panel type they were in 3GS+1.17a.

If the software in the panel has been upgraded to a Version 5., then through the Edit Installation menu in 3GS+ 2.0 the installation can be selected and upgraded to a version 5 panel. 3GS+ will automatically generate Access Levels for the cards. This may be time consuming depending on the number of cards that need Access Levels generated for them.

The access Levels that are generated are assigned Access Level names, which are generated from the Card Holders name that the Access Level was generated for. All these Names can be edited through the Access Level menu.

Networking

The number of panels that are available for the local network is specified in the Configure Communications Screen. 3GS+ connects to all panels either remotely via the modem, or directly via the network. The network may contain up to 24 panels.

Each panel must be set up with a unique AutoDial ID. This AutoDial ID should correspond to the AutoDial ID when setting up the installation details for that Panel on 3GS+ (see Installation Directory).

A panel accessed remotely must be given System ID 1. Panels accessed via the network must be given system ID 2 to 25.

Configure Communications Screen

Once you have logged in, the **Configure Communications** screen appears. Two PC COM ports are featured: one for connection to a network of 3GS panels (up to 24 panels may be selected) and the second for remote connection to remote panels.

When connecting to panels via modem, ensure that the COM Port and line speed settings given in this screen match those of the modem/DM 1200 used.

The **DIRECT** connection settings must match those of the panel serial port to which the PC is being connected. You must also specify the number of panels on the network (1 to 24). For information on 3GS serial port settings, see the 3GS Programming manual.

The **Advanced** dialog box allows you to customise modem settings. The **Auto Baud Adjust** option defaults to YES (box checked). This means that the serial port speed is the same as the modem data rate. When set to NO (box unchecked), the serial port speed is independent of the modem data rate.

“Invalid Port Selection” message is generated if 3GS+ has selected a port that does not exist on the P.C. If the P.C has only one COM Port the other COM Port should be set to NONE.

Note: If you wish to connect directly to the Network and have remote connections as well. One com port should be configured for direct connection and the second for a modem connection.

Setting Up Installations on 3GS+

Installation Directory

If connecting to the panel for the first time, use the **File, Edit Installations** menu to bring up the **Installation Directory** window.

Use the Installation Window to enter the details of your panel.

The **Autodial ID** entered here must be the same as that programmed into the panel using the Autodial ID variable (See *3GS Programming, Set Data Format* menu). The PC and AutoDial IDs must be the same to enable upload/download facilities.

The **Access Code** will prevent unauthorised editing of the panel details. Again this must match the code entered in the **Set Data Format** panel menu.

Select the correct Panel Type from the drop down list, e.g. 3GS Version 5.

In a situation where you have a number of panels within the same building, you can combine these panels into one group using the **Installation Groups** option.

Installation Groups


Through the File Menu or using the “Group Installation” button on the Installation directory the screen for setting up Installation Groups can be displayed. An Installation Group requires a Group Installation Number and a description. The installation groups that have been set up are then available in the Installation Directory for assigning to Panels.

Uploading / Downloading / Polling / Working Offline / Working On Line with Current Panels

Once all the details have been entered for all the panels on 3GS+, the Current Panels screen provides the facilities for Connecting to the local network, Dialling remote sites and the facility for working On Line or Offline with any of the installations set up.

Available Installations

The Installation list displays a list of all the installations that have been set up through Edit Installation screen. The Icon that appears beside the installation name represents the state that of that installation.

 (Red)

Network Panel Off Line

 (Green)

Network Panel On Line



Remote Panel Offline



Remote Panel On Line

Connect / Disconnect to the Network

From the Current Panels Screen Click on the following icon



This icon will connect or disconnect 3GS+ from the network.

The panels that are being polled on the network are represented by icons at the top of the Current Panel Screen. A mouse move over any of these icons will display the networked panels installation name.

Note: When On Line to the network and On Line to a remote panel, all the panels that are On Line are constantly being polled for Access Logs and General Logs. As the On Line Panel is being polled the icon changes colour from green to yellow.

To carry out functions like set up doors or upload details from a specific panel etc, you must have the requested panel set up panel selected as the current panel.

Polling Panels on the Network

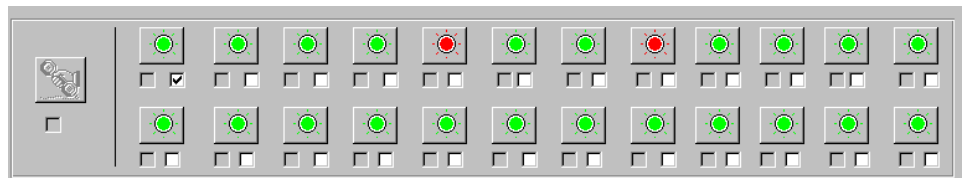
Yellow Dot : If a panel displays a yellow colour it indicates that this panel is being polled.



Green Dot : If a panel displays a green colour it indicates that this panel is online.



Red Dot : If a panel displays a red colour it indicates that communication problems were experienced with this panel. After all the other panels have been polled 20 times (this value 20 is set in the System Options by "No of scans for retry") an attempt is made to poll the panels displayed in red.

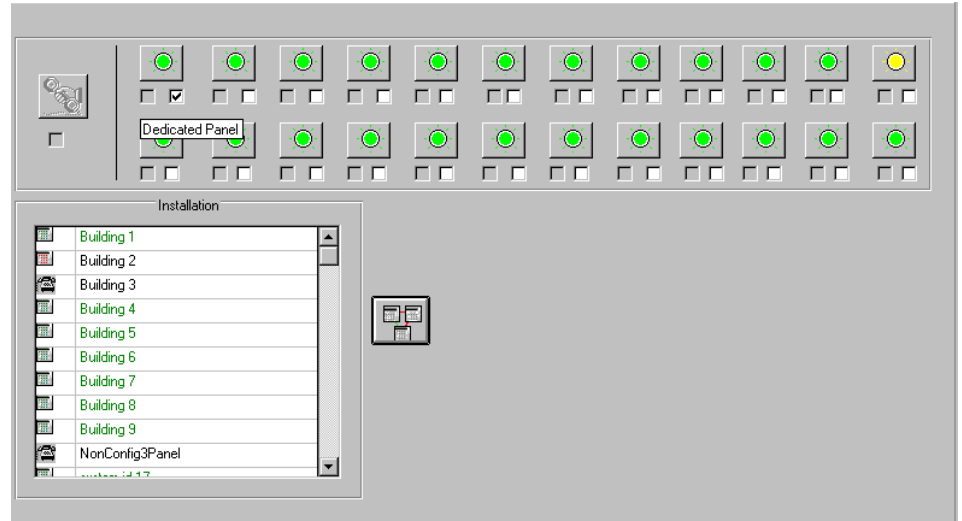


If a panel that displays a red colour is toggled it will change colour to grey and 3GS+ will not attempt to poll it after it has polled the other panels 20 times.

Note: 3GS+ will retry panels that are displayed with in red.

Please See **Most Recent Events First Polling** section for more details.

Dedicated Panel : A 3GS panel can be marked as a dedicated panel by checking the "dedicated box" at the bottom right hand side of the network panel icon. If a panel is marked as a dedicated panel it will be polled more frequently than the other panels. This will prevent a build up of log events at a high access activity site.



Work On Line with a Network Panel

If a connection has been made to the network , the panels that are being polled on the network are displayed in the Installation list with the Installation Name in green and this icon beside it



Click on the Installation Name and when prompted say “Yes” to work On Line with the selected Installation.

Work Off Line with a Network Panel

Off Line network panels are displayed in the Installation List with the following icon beside the installation name.



Click on the Installation Name and when prompted say “Yes” to work Off Line with the selected panel.

Work On Line with a Remote Panel

Remote on line panels are shown in the Installation List in green as



Click on the installation name and when prompted say “Yes” to work On Line with the selected panel.

Work Off Line with a Remote Panel

Remote Off Line panels are displayed in the installation list with the following icon beside it .



Click on the installation name when prompted to dial this installation say “No” then 3GS+ will ask you if you would like to work off line with the selected panel and in this case say “Yes”.

Connect to a Remote Panel

Click on an installation with the following icon



and when prompted to dial this installation say “Yes” and 3GS+ will dial this panel and work On Line with it.

Note: If a remote call is cancelled the modem will require time to time out before it will dial another number

Please See **Most Recent Events First Polling** section for more details.

Disconnect from a remote Panel

To disconnect from a remote connection click on the following icon



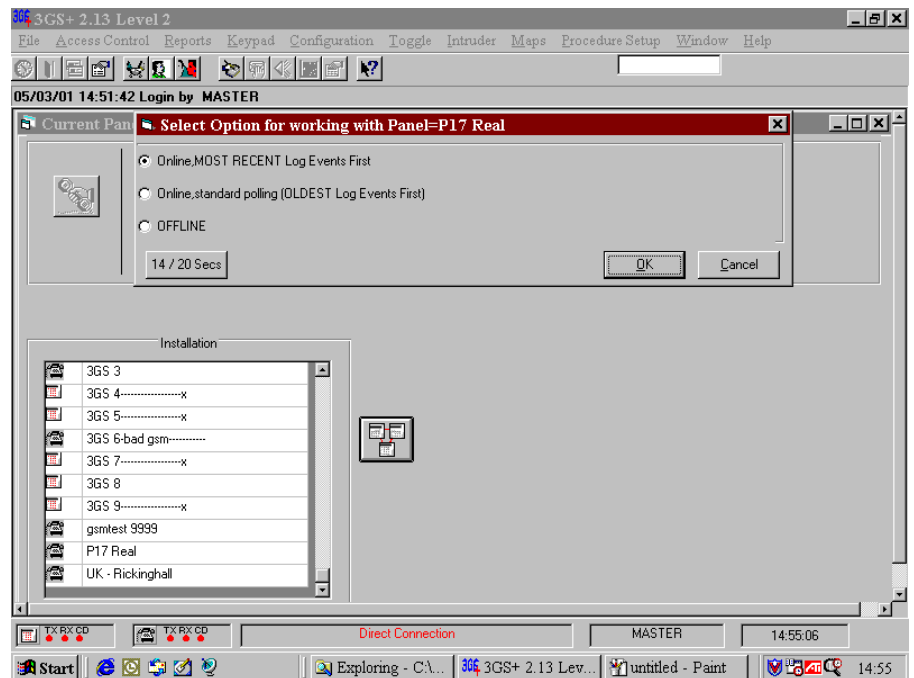
Note: In all of the above situations the current Panel i.e. the Panel that is being uploaded and downloaded to when On Line and written to the database when Off Line is displayed at the bottom of the main screen in green if Online and Red if Off Line.

Most Recent Event First Polling

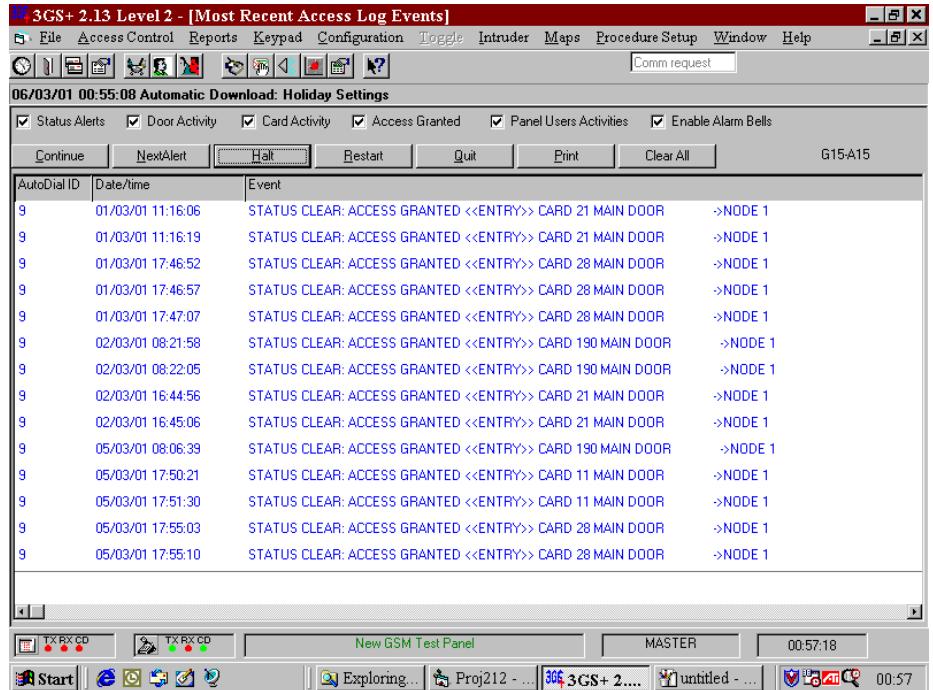
Note: This section only applies if the Most Recent Event First Polling feature has been enabled.

The new Most Recent Event First Polling Feature can be enabled on request by contacting Technical Support.

Normally, when the panel is polled, events appear in the order of the most recent last. In version 2.13 on, this implemented feature allows you to poll most recent events first. This has caused changes in some screens, which are detailed below.



When you have Most Recent Event First polling available to you, the screen **Select Option for working with Panel** has one extra radio button option. This is Online, MOST RECENT Log Events First. You have 20 seconds, by default, to choose an option. The time remaining button on the left, when clicked, grants you another 20 seconds to choose.



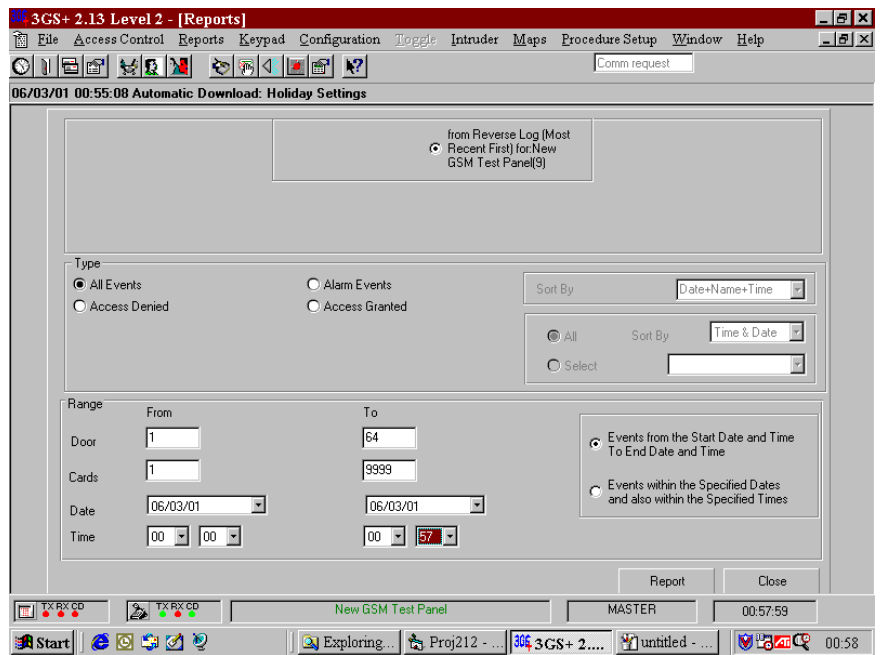
This screen is basically the same as the normal polling Access Log screen, except for the fact that the most recent log appears first. There are some extra buttons, which are detailed below.

- **HALT** – Will stop reading through the log events
- **CONTINUE** – Resumes reading through the log events
- **NEXT ALERT** – Searches for the next alert. If the panel hasn't found an alert during the designated time a query box appears informing you of that fact and asking you do you want to continue searching
- **RESTART** – Clears the screen and returns you to the most recent log again
- **PRINT** – Displays the print screen and allows you to print to the default printer
- **CLEAR ALL** – Clears events in exactly the same way as in the standard Access Log screen

You can also right click on an event to view Event Procedures etc. as with the standard Access Log.

Gn-An (n = number) appears at the top right of the screen. G stands for the number of General Events read and A stands for the number of Access events read. E appears with these if you have reached the end of all events.

Always click HALT first before switching modes. If done the other way around a message will appear stating the the panel hasn't succeeded in halting and will not carry out the requested task until halted.



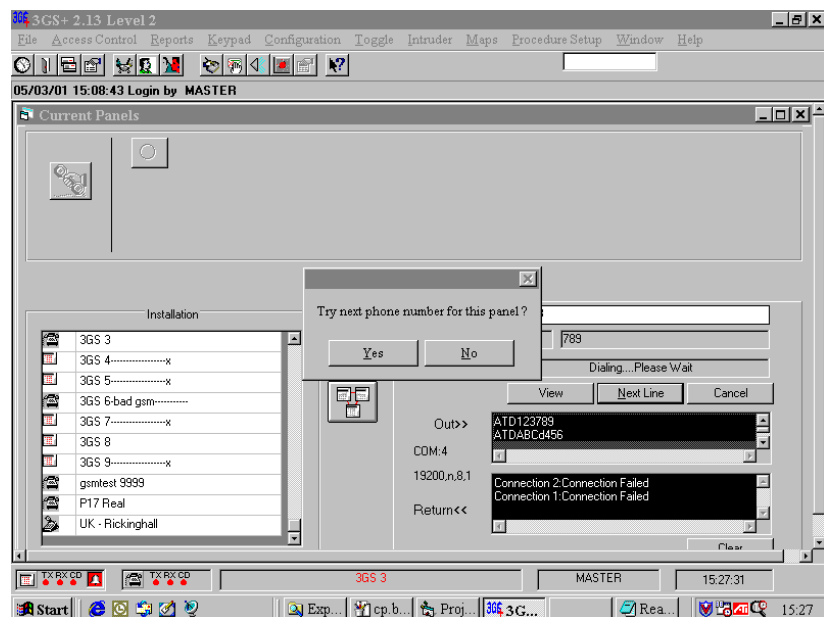
This screen is very similar to the standard Access Log print screen. However, it selects events from the Most Recent Events First log to print and is only accessed by clicking on Print in the Most Recent Events First screen.

Multiple Remote Panels

Note: This section only applies if the Multiple Remote Connections feature has been enabled.

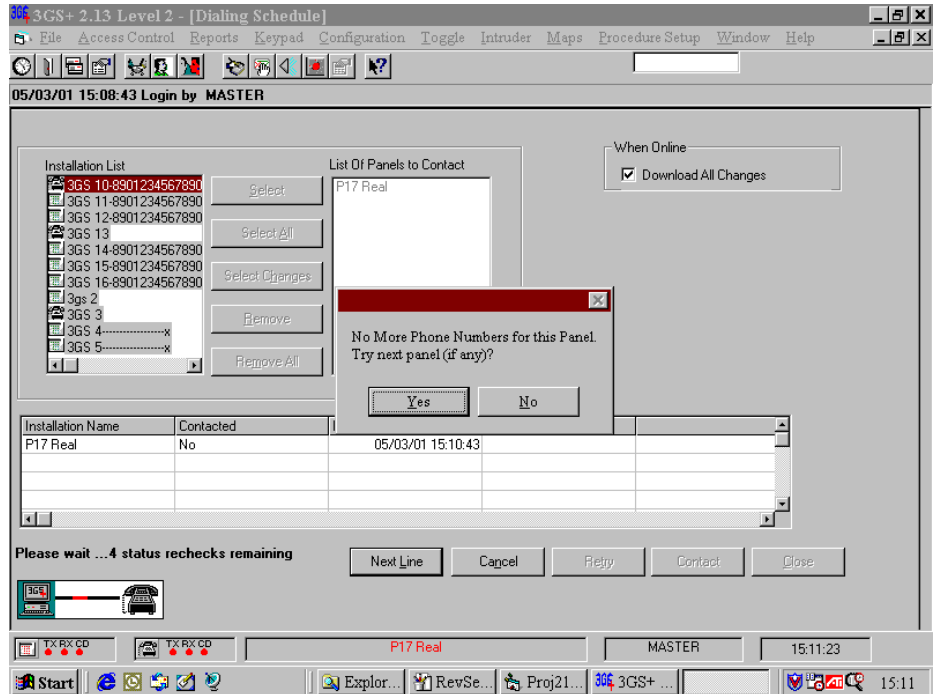
The new Multiple Remote Connections Feature can be enabled on request by contacting Technical Support.

In version 2.13 on, this implemented feature allows you set up multiple phone lines (max 3) to use when communicating with a panel. There are changes to some screens, which are detailed below.

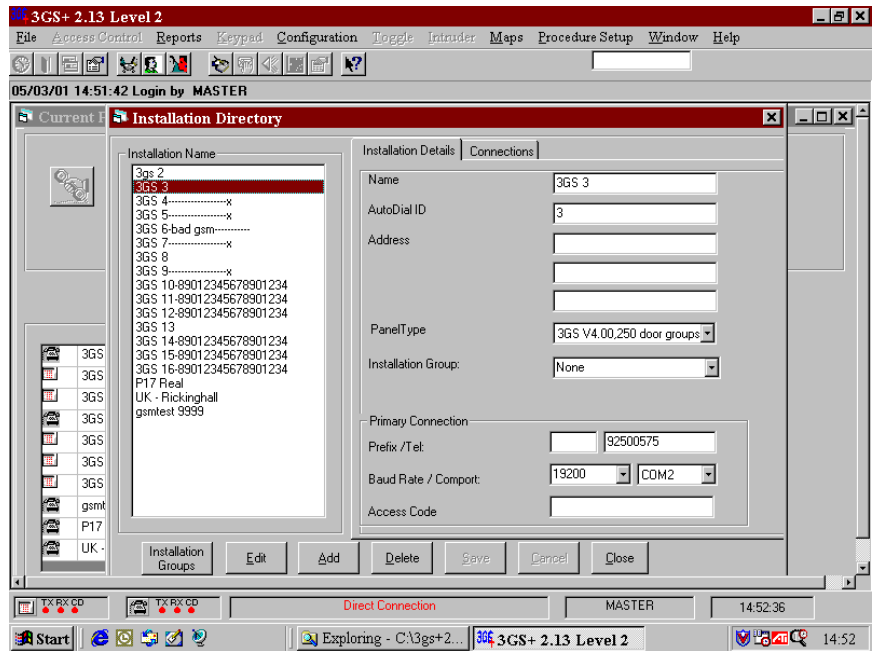


The new feature added to this screen is the Next Line button. By clicking on this button, you are telling the panel to try the next telephone number in a list of three. This applies only if you have previously set up multiple numbers for dialling.

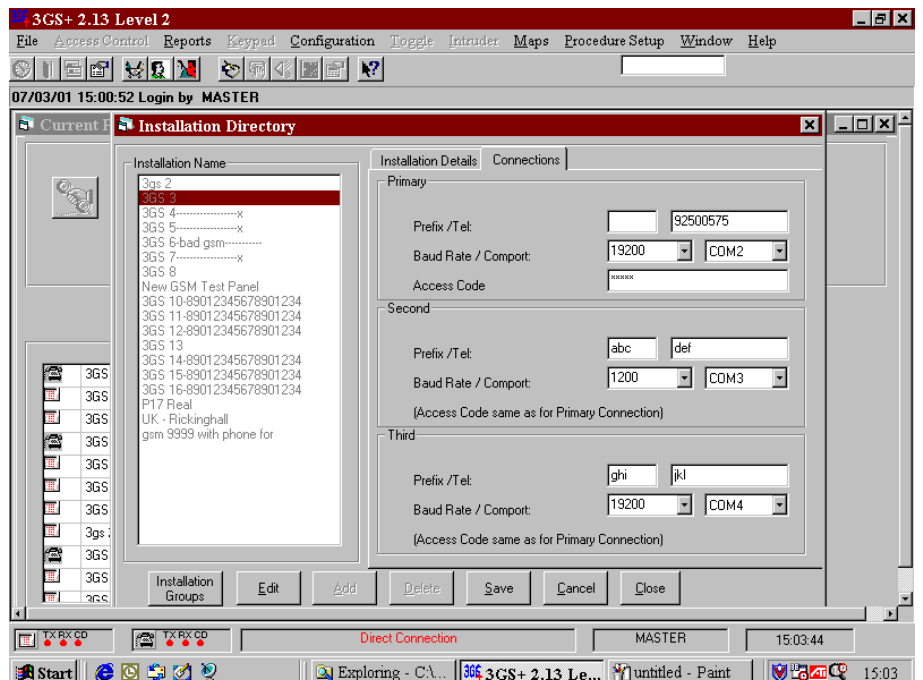
If you don't have these set up and you click on the Next Line button a warning screen appears which informs you that there are no more lines available. Click on Cancel if you want to terminate the action. Also, in the black window of this screen more information appears concerning connections and connection details.



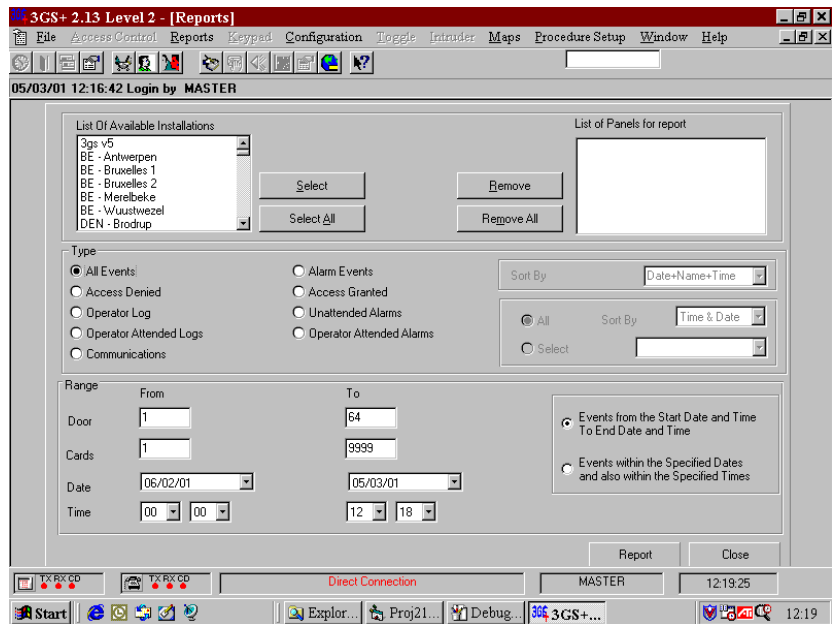
Again, as for the previous screen, the new feature on this screen is the Next Line button. If you have enabled multiple communication ports (phone lines) and you click on the Next Line button the program will ask you for the next number for the panel. If you don't have this facility set up a warning message appears telling you that there are no more phone numbers for this panel and asks you if you want to try the next panel if there is any. Click Yes to try the next panel, No to terminate the action.



On version 2.13 on, this is the first screen of the Installation Directory. There is a new section entitled Primary Connection, at the bottom right of the screen, which allows you to enter your connection details. If you have multiple lines set up a Connections tab will also appear next to the Installation Details tab. More details on the Connection tab are given below.



When you click on the Connections tab, the screen is very similar to the Installation Details screen. On the right there are, as before, the Primary connection details but there are Second and Third connection details also. These allow you to enter all the details for all three of your communication lines.



On version 2.13 on Door and Cards ranges now work for the All Events options.

Updating the Panel and PC clocks

To avoid confusion in generated reports, the PC and panel clocks must be synchronised. To do this, simply click on the 3GS+ clock shown on the bottom right corner of the main screen.

You will be prompted to update the 3GS Controller with the PC date/time. Press Yes to update the panel clock. The controller will take several minutes before showing the synchronised time.

Toolbar and Log Screens

The main screen shows the 3GS+ toolbar, the **Access** and **General** Logs (both minimised), and the panel status .

The Toolbar features shortcut icons for **Time Zones, Doors, Cards, Reports, Communications, Operator Settings, Change Operator, Help, Roll Call, Zone report, Output report** and **Keypad**.

The Status Bar at the bottom of the screens indicates (from the left) the network comms status, the remote comms status, the name of the current installation (red if off-line, green if on-line), the current system operator and the panel clock (see above) . Position the mouse cursor over the installation name to establish the type of panel set up.

Access Log

All Access Log events received from the panel are stored in the database and can be accessed at any time through the reporting facility. The Access Log displays up to 100 access log events received while on-line to the panel. This Access log is updated immediately with panel activity as it happens, detailing the date, time and nature of each Access event. The latest log being placed at the top of the screen.

The tick boxes running across the top of the screen indicate the different ways in which the log can be filtered: by **Status Alerts, Door Activity, Card Activity, Access Granted**, and **Panel Users Activities**. When the **Enable Alarm Bells** box is checked, alarm activity is indicated immediately by a PC system sound.

The colour coding of the events listed is: black for user events, blue for card events, green for door events, and red for status alerts.

Status Alerts

If the log is set to filter status alerts (i.e. Door Forced Open), the log screen will indicate the alert with a flashing bell icon in the bottom left corner of the screen and corresponding PC sound.

Using the Access Log

Log events can be dealt with as soon as they appear on screen. Position the mouse cursor over an event in the log and right-mouse click. You are given 3 options:

- **Accept all alerts at this panel.** This will Accept and remove all alert messages at this panel.
- **Clear.** This will clear the event from the log, and log the operator's name and this clearance.
- **Procedure.** Details on what steps to take to deal with each access event can be stored in the system using the Procedure Setup menu. When you select this option against a log event, the appropriate procedure for this event will appear on screen.

General Log

The General Log lists all panel activity on all panels within the network.

The log identifies each panel by its Autodial ID and lists all panel events chronologically with the most recent event first.

3GS+ Menus

The 3GS+ menu system is structured in the following way:

File

The File menu options allows you to:

- **Edit** Installation details,
- Set up **Group Installation** details
- **Backup/Purge** your PC database,
- **Run Archive** view or print log data from previously backed up months.
- **Standby Mode**, by which you prevent unauthorised editing while you are away from the PC.

Access Control

The Access Control menu is where the system cards, time zones, doors and Access Levels are configured.

- **Time zones.** Configure 4 time slots for each of the 64 time zones (16 for a 3GS Version 4 panel). Assign zones to days of the week and set up the year's Holidays in advance.
- **Cards.** Configure the current panel cards and pass them into the 3GS+ database and on the current panel. Configure **global cards** sets, to be passed on a number of panels.
- **Doors.** Apply time zones and options to the system doors, set up **door groups** and apply **door control** to individual doors.
- **Access Levels.** Combine time zones and doors into Group Times, and create an Access Level from one or more group times.
- **Visitors levels.** Set up Visitors levels to restrict the validity of a card to within specific dates.
- **Function levels.** Configure function levels to give certain cards the ability to set or unset an area.
- **Roll Call.** View and print the Roll Call to determine which cards are inside the building.
- **Dialling Schedule.** Enables the user to confirm communications with various panels and optionally to download card changes to that panel.

Reports

The Reports menu allows you to create and print different types of reports on access and panel activity.

- **Card.** Generate a printable report on the cards active in particular installations. Generate a report on expired cards i.e. cards that are out of date but still passed on the system, or on dormant cards, that have not been used since a specified date.

- **Log.** Generate printable reports on access control activity for one or a number of panels. Filter the reports by date, card, door, operator and type of event.

Keypad

The Keypad option gives an on-screen remote panel keypad. Allows the user access to the panels menus once a valid user code is entered.

Configuration

- **Communication.** View the current comms settings
- **Operator Settings.** Configure the menu permissions for individual users.
- **Change Operator.** Log out of the system and log in again as another user.
- **System Options.** Set certain 3GS+ system options.
- **Mustering report.** In the case of a fire alarm, create a report on the number and ID of cards presented to the Mustering Card reader, which can be filtered for unaccounted-for cards

Toggle

When the network contains a number of panels, use this menu to toggle individual panels on- or off-line.

Window

The Window menu gives instant access to the Access and General logs and toggles panel status on and off.

Intruder

The Intruder menu gives a number of 3GS Intruder alarm options to the 3GS+ user.

- **Users.** Set up system users and assign area setting rights
- **Zones.** View the system zones and their status
- **Outputs.** View the system outputs and their status and generate an output report.

Maps

The Maps function enables the operator to create a visual representation of the alarm zone. The on-screen image represents zones, doors and outputs as icons and immediately reports any change in zone status with flashing icons and PC sounds.

Configure Maps. Set up your installation map by positioning your zone, door and output icons in pre-drawn bitmaps.

View Maps. View the existing maps by installation and area.

Procedure Setup

Use this option to set of procedures for the user to follow when particular alarm events are logged. See Procedure Setup section.

Backup and Purge

The **Backup and Purge** facility saves the current system settings and logs, stores them on the PC hard disk, and purges the current log details.

You must be in **Off Line** mode to use Backup. When you select this option, you are reminded that the system will disconnect from the current panel. Backup will then save the current database and date it by the current month. Backup also saves all log information between the current backup and the previous one.

Once the backup is complete, you are returned to the installation list, where you re-select your panel.

Note: The Backup and Purge menu option is available in Off Line mode only.

See System Options for setting up backup and Purge options.

Run Archive

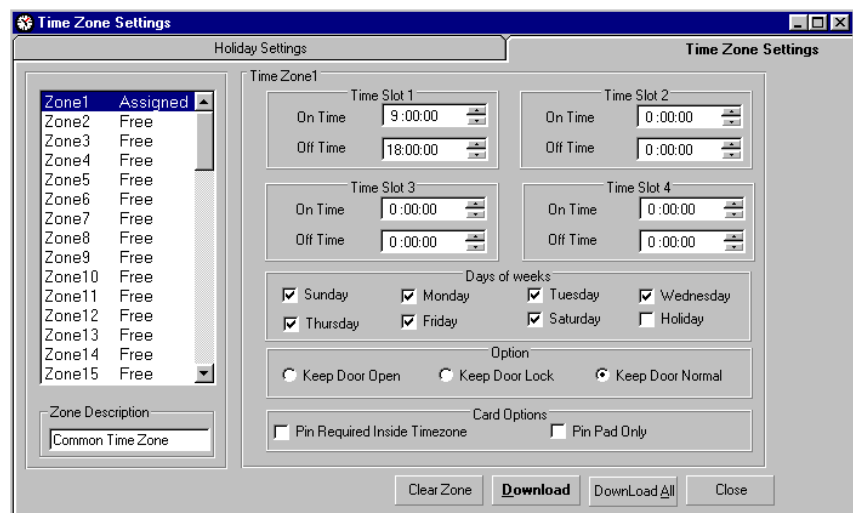
The **Archive** facility allows you to view or print Access logs from a particular Backup database.

The Backup databases are dated by the month. Select the particular archive by double-clicking on the directory shown.

The selected database is now loaded for viewing or printing.

Time Zones

Time Zones



A **Time Zone** is the period of time during the 24-hour day when a door is unlocked or card access is granted. 3GS+ allows for up to 64 time zones and holiday settings. Time zones are divided into 4 'on/off' **time slots** - on a given day, for example Saturday, access to a particular area might be needed from 7:30 to 9:00 am and from 5:30 to 7:30 pm, which would require a time zone of 2 time slots only.

3GS+ provides 16 time zones for use with Version 4 panels, and 64 time zones for Version 5 panels.

Programming in time slots

The time slot is given in hours, minutes and seconds, so to enter an ON time of say, 7:30am, key in '073000' (the cursor moves automatically to minutes and then seconds). When finished with one time slot, position the cursor within the next slot to edit or use the TAB key.

Keep Door Open (Free Access)

This option will keep the door to which you are assigning the time zone unlocked for the duration of the time zone, allowing freedom of entry/exit through the door.

Keep Door Lock

On 3GS Version 5 panels only. This will keep the door locked for the duration of the time zone, preventing entry/exit through the door

Keep Door Normal

This should be used for time zones for controlled access using cards / pincodes etc.

PIN required inside Time Zone

This option will assign a PIN requirement to the time zone, so that access will only be granted by keying in the correct code.

The door must be already configured for **PINpad** and a PINpad fitted (*See 3GS System Integration* manual).

PinPad Only

Version 5 panels. The user will be required to enter a PIN code, but will not need to present a card to a reader.

Downloading the time zone

When the configured time zone has been assigned to a day or days, click on the **Download** button to enter the time zone into the system. The zone's status in the zone list on the left of the screen will change from **'Free'** to **'Assigned'**. To clear a zone, select it from the list box and click on **'Clear'**.

The **DownLoad All** button will immediately download all time zone settings to the panel or Flag them for later downloading if the current panel is Off Line.

Note: In order to synchronise the time slots, they should be set-up using 3GS+ and then downloaded to the panel. Any changes made to the time slots from the panel can then be uploaded to the PC.

Holiday Settings

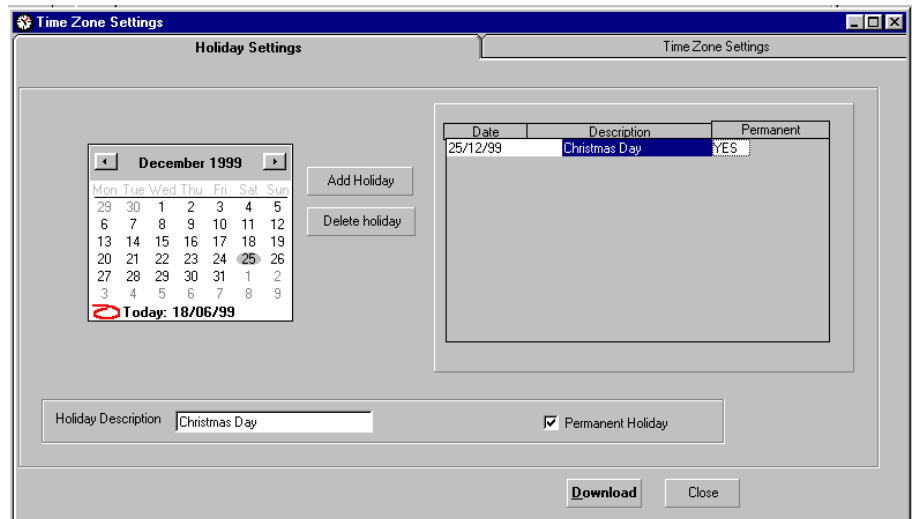
Holidays are programmed by configuring time zones to allow holiday access, and then assigning these zones to the **'Holiday'** option.

The specific days during the year to which 'Holiday' will apply are then set using the **Holiday Settings** tab.

Select the month and day of the holiday and enter a holiday description. Click on **Add Holiday** to enter the holiday into the list, and **Download** to enter it into the system. Time zones assigned to Holidays will now come into effect on these days.

Holidays can be either **temporary** or **permanent**. When you work On Line with a panel the temporary holidays are deleted from panel memory once the holiday has expired. Permanent holidays remain on the system until deleted through the panel or through 3GS+.

By default, all holidays set up through the panel are permanent. To create a permanent holiday in 3GS+, click on the **Permanent** box when setting the Holiday up.

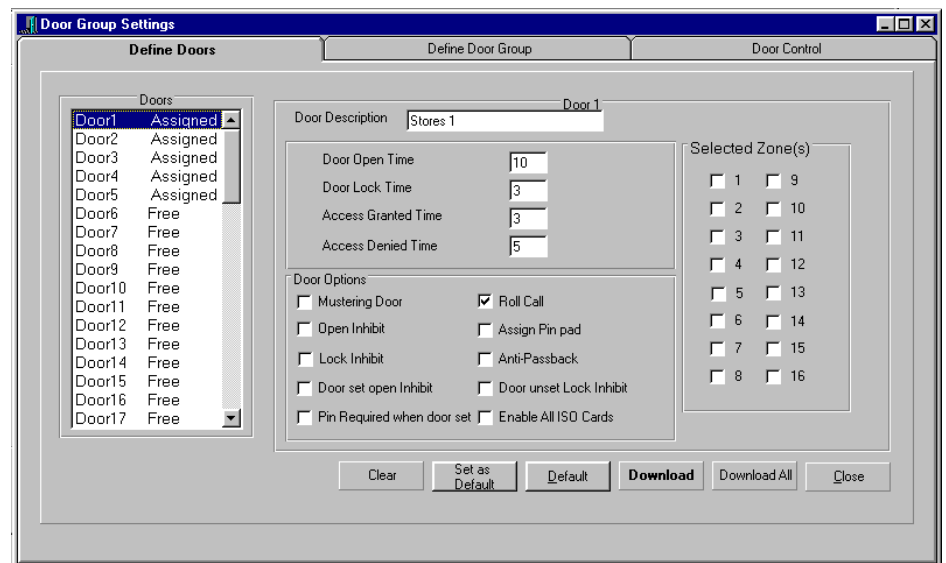


Doors

Doors

3GS allows for up to 64 doors and 250 door groups. The **Doors** option allows you to define the system doors, setting descriptions, open/close timers, inhibits and time zones. Doors with similar attributes are combined into groups using the Door Group facility. On-line Door Control gives immediate opening and locking control over any door on the system.

Define Doors



In the screen , Door 1 has been given the description 'Stores1'. The Door Open and Lock times have been set to 3 seconds, as have the Access Granted and Denied times.

Door Open

The **Door Open** time is the number of seconds for which the door can be held open before an alarm will be tripped.

Door Lock

Similarly, the **Door Lock** time is the number of seconds for which the lock will be released. Taking the settings from the above screen the user has 3 seconds to open the door once access has been granted.

Access Granted

Access Granted time is the number of seconds for which the green LED will light, indicating Access is permitted.

Access Denied

The number of seconds for which the red LED lights, indicating access is denied.

Mustering Door

In the event of a fire alarm, a Mustering Door reader can be used to check that all card holders are out of the building. When the building is evacuated, all cards are presented to the reader and logged.

The **F12** key will then bring up a Mustering Report, which lists all the cards presented and reports can be generated on the cards unaccounted for.

Open Inhibit

When set, this prevents the door from being opened manually, i.e. through the panel or using the door control menu.

Lock Inhibit

When set, this prevents the door from being locked manually, i.e. through the panel or using the door control menu.

Door set Open Inhibit

When an area is set, the entry door to the area cannot be opened when this inhibit is applied.

PIN required when door set

This option adds a PIN code requirement to a door which is used to set the system .

Roll Call

When applied to a door, the door can be used to monitor all card movement in and out of the building.

Assign PINpad

The door has been assigned a PINpad, so that access is only granted by entering the correct code.

Door Unset Lock Inhibit

When an area is unset, the entry door to the area cannot be locked when this inhibit is applied

Enable all ISO cards

All ISO-format cards will be valid for this door when this option is applied.

Anti-passback

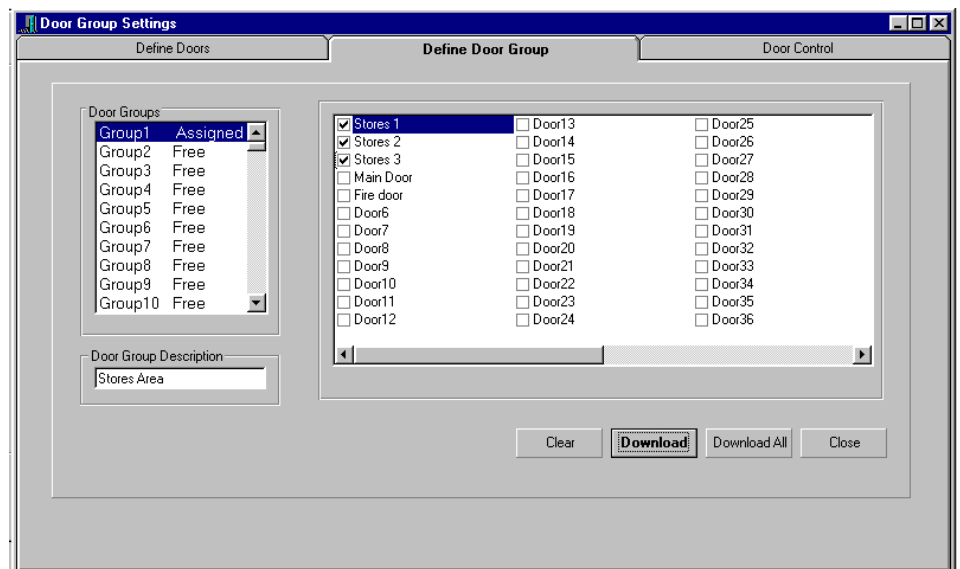
The **Anti-passback** option ensures that when a card is used to enter through the door, the same card must be used to exit, so that every entry through the door must be followed by an exit using the same card. When a ring of doors is set to Anti-passback, the user can enter through one door and exit through any other door in the ring, creating an anti-passback ring and an effective card tracking system. One anti-passback ring configured for a premises, referred to as **'global anti-passback'**.

NOTE: Hovering the mouse over the time zone options on the right produces a pop-up menu detailing the time slots of each time zone.

Click on **Download** to enter the settings for this door into the system. The **Door List** on the left of the screen now changes the status from 'Free' to 'Assigned'.

The **Download All** button will immediately download all door settings to the panel or flag them for later downloading if the current panel is Off Line.

Define Door Groups



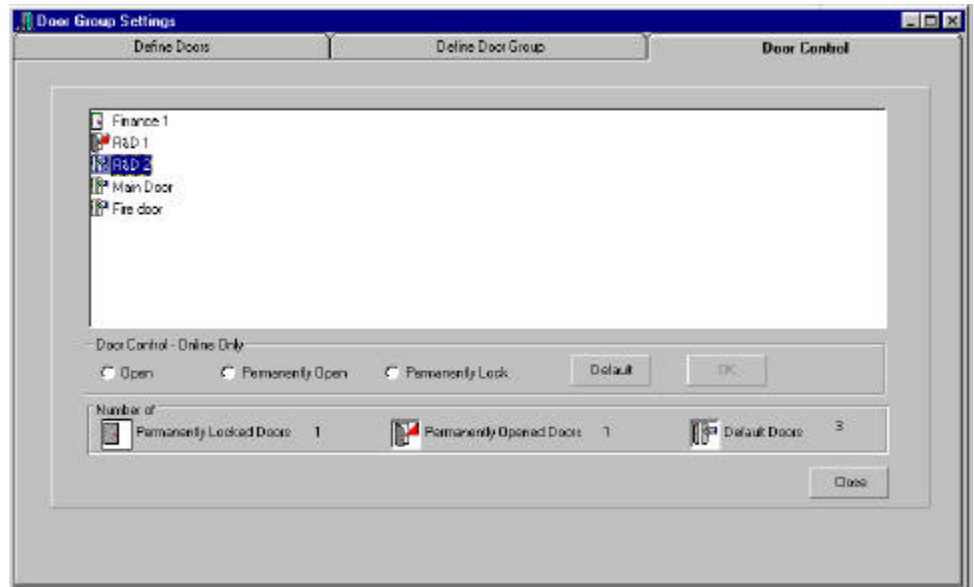
The **Door Groups** option allows you to group together doors with similar attributes or within the same area of the building, and so control access to several doors at once.

In the screen above, the first 3 system doors have been assigned to Stores1, 2 and 3. These can now be grouped as Group1 and given the description 'Stores Area'.

Access to the stores area can now be controlled using the 'Stores Area' door group.

The **Download All** button will immediately download all door group settings to the panel or flag them for later downloading if the current panel is Off Line.

Door Control



Door Control gives you instant opening and locking capabilities while the panel is on-line.

Any on line system door can be selected and 'opened' for the Door Open Time set in Define Doors, 'permanently opened' or 'permanently locked' (see Open/Lock Inhibits). In the screen shown here, Finance1 has been permanently locked while R&D1 has been permanently opened. The **Default** and **OK** buttons are greyed out until you select a door. Click on **OK** to enter the setting into the system, or **Default** to return to the door settings configured in Define Doors.

Note: Door Control can also be performed through the maps

Cards

The Cards menu is divided into:

Current Panel Cards: to deal with new or current individual cards , and

Global Cards: Facility for Version 5 panels only. To allow the user to setup those cards that have been designated global cards.

The Cards icon brings up the Current Panel Cards option.

Current Panel Cards

3GS+ will allow you to pass up to 10,000 access cards into the system (2000 on version 4 panels). Each card is given a **Card ID** and assigned to a user. Individual card details are entered and saved in the PC database and can be downloaded to the panel.

For **Version 4** panels, card access within the alarm area is customised by assigning time zones, door groups and PIN code requirements to the card, which can then be tracked within the system using a search facility.

Cards to be used with 3GS **Version 5** are customised using Access Levels, Visitor levels, Function levels, and PIN code requirements.

Structured and Unstructured Cards

Cards have either a **structured** or **unstructured** (12 bytes) format. Structured cards have pre-encoded site codes and card numbers, and so can be instantly read. Structured cards are instantly assigned Card IDs and passed into the 3GS+ system.

Unstructured cards can be of any origin and are coded randomly. To enter unstructured cards into the system, they must first be validated at the 3GS panel by presenting them to a card reader and assigning them a Card ID using the **Cards, Learn** option (see 3GS System Integration, Setup Cards). This data will then be uploaded from panel to PC using the **Upload Settings** facility in 3GS+.

When unstructured cards are uploaded from the panel, they appear in the Card ID list, and their Card number is displayed as -1. The cards can then be assigned doors, time zones, etc. and passed into the system. Passing unstructured cards in this way enables them to be used in a 3GS system, but does not change their unstructured format.

Note: Unstructured Cards can be used with a 3GS **Version 4** panel only. If an upgrade is carried out from a Version 4 panel that has unstructured cards to a version 5 panel any unstructured cards will be given a status of “VOID” These cards have to be reassigned with a structured card number and pass them on the panel. If a **Download All** is carried out before the cards have been passed again all the Card Information will be **LOST**.

Card formats

3GS Panel software supports several card formats including Wiegand 26/30/37, ISO 4-4, and Macrosoft formats.

Card Numbers and Card IDs

Each card has a number encoded into it at source. Within 3GS+ , this number is referred to as the **card number**. The number you assign the card when passing it into the system is referred to as the **card ID**. The card number and ID can be the same: for example, a batch of 200 cards with sequential numbers encoded into them (1 - 200) can be assigned the card IDs 1 - 200. However you can assign any card ID to a card, providing it has not been previously assigned.

Assign Cards

The screenshot shows the 'Assign Cards' interface. On the left, a list of Card IDs is shown, with ID 1 selected and marked as 'Assigned'. Below the list are 'Edit Mode' and 'Search Mode' buttons. The main area contains form fields for 'Card 1' details: Card Number (1), User Name (Paul Johnson), Designation, Department, Phone Number, Customer Info, Mobile No, Home No, Fax No, Pager, User/Visitor (checked), and Comment (No Comments). There are also fields for E-Mail, Employ No, Company, and Car Reg. An 'Insert Picture' button is on the right. At the bottom are buttons for 'Next ID', 'Quick Visitors', 'QuickCards', 'Save', and 'Close'.

The **Assign Cards** section allows the user to setup cards with IDs and descriptions. A user/visitor card can also be set up by ticking the User/Visitor checkbox, if this option is available. This allows you to setup a card for a visitor, allowing them access to particular areas during particular times. Individual cards can be given a range of different contact details and information. The card is assigned an ID and the card information written to the PC database by clicking on the **Download** button. The card status then changes to **Assigned** in the Card ID list.

Details are entered in one of two modes: **Edit** and **Search**.

Edit Mode

Use Edit Mode to enter the details of cards and pass them into the system. There are a number of additional passing options:

- **Next ID:** When you have a range of cards (say, 1-200), click on the NextID button to bring you to the next available card on the system (Card ID. 201) in the list.
- **Quick Visitors.** This options brings you directly to the Visitors Level screen, where you can assign an existing level to the card selected or configure a new one.
- **QuickCards.** This button brings you directly to the Pass/Void screen for immediate passing of the card selected.

NOTE: Saving the card at this stage enters the details in the PC database only. The card information is downloaded to the panel using the **Pass/Void** option.

Search Mode

Search Mode enables you to find any of the 10,000 possible cards on the system and view its details.

Key in the card number, user name, designation or any other detail and press ENTER.

The system will find all matches of the detail you have entered. Use the up and down arrow keys to move to the next instance of the criteria. Click on "View Report" and a report is generated on the results of the search.

Insert Picture

This feature allows you to insert a photograph of the card holder onto the card. When the Insert Picture button is clicked a screen opens, which allows you to browse to the location of the picture you wish to insert.

The picture must be saved in a .bmp, .gif, .ico or .jpg format.

Once the picture has been located click open and it will be loaded into the picture window on the screen.

Pass/Void

Card ID	Name	Department	Card NO	Status	User/Visitor
1	Paul Johnson		1	PASS*	Yes
2	Eric Mitchell		2	VOID	Yes
3	Claire Dunne		3	VOID	Yes

Cards are passed into or deleted from the system using the **Pass/Void** option.

Selecting Cards

A card must be selected before it can be passed. Click on the Card ID number to move the arrow to the required card, and then click on the arrow itself to select the card. Once the card details bar have been selected, access, function and visitor levels are then assigned and the card passed into the system

Note: Use the SHIFT key to select more than one card to pass, and the CTRL key to deselect one card from a set of selected cards, or randomly select individual cards. However, if you pass several cards using these keys they all get the same Access Level, Visitor Level, Function Level, Pincode and Location. To download cards with different values together use the **Download All** button.

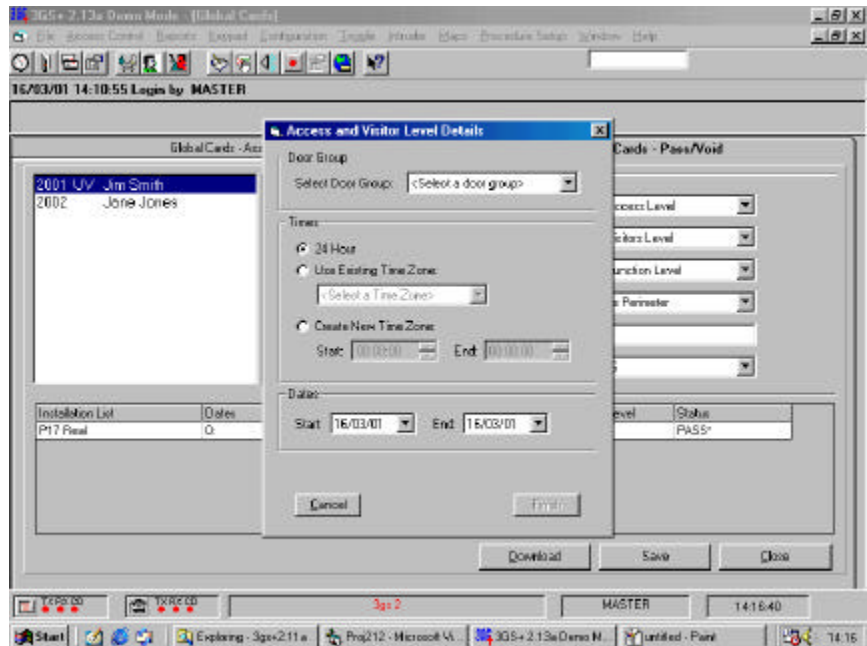
Important Note: Every card must be assigned an Access Level before it can be passed.

Setting up User-Visitor Access and Visitor Level Details

Note: This section only applies if the User-Visitor feature has been enabled.

The new Convert to Global Feature can be enabled on request by contacting Technical Support.

If a card or set of cards are intended to be used as User-Visitor cards, their access and visitor level details must be setup before they are passed on the system. On the Pass/Void screen, double click on Access Level for a card that has the User-Visitor field ticked (in the Assign Cards screen). The Access and Visitor Level Details screen will then appear.



This allows you to enter the door groups, times and dates you wish the visitor card to be valid for. You can set up the User/Visitor time for a 24 hour period, use an existing time zone or set up a new time zone by specifying a start time and an end time. When the required time zone is selected you must also specify the start date and end date during which the User-Visitor times apply. When all required details have been entered press **Finish** to exit.

Note: Once a new User-Visitor card has been setup and you close the Pass/Void screen, 3GS+ will launch the Dialling Schedule screen whereby, if working offline, a connection is made to the panel and the changes are downloaded. The card is now set to PASS.

Search Criteria

Within a set of 1 to 10000 cards, you may only want to pass cards within a certain number range, or department, or one card in particular. The **Search** facility allows you to filter the cards by name, number or department, so that the list shows only those cards meeting the search criteria.

Card Location

When you have set up a perimeter of anti-passback doors (see Anti-passback on doors) you will need to establish whether the cards valid for these doors are in or outside the perimeter before it is activated. With entry and exit readers on each door, the card must be set as either **inside** (so requiring an exit), or **outside** (requiring an entry) the perimeter, before passing the cards into the system.

PIN Code

Use this option to assign a PIN code to a card if required. If the card details have been uploaded from the panel, the PIN code will appear as asterisks in the code box.

Note: Master Users have the option to see this PIN code by hovering the mouse over the asterisked code.

Visitors Level

Select the required Visitors Level for this card from the drop-down menu. Click on **View** to see the existing levels, and **Quick Visitors** to configure a new level for this card.

Card Access Level

Select the required Access level from the drop-down lists of Access Levels that have been set up through Access Level and Group Times. The **View** button shows the values for the selected Access Level.

Function Level

Select the required function level from the drop-down lists of Function Levels that have been set up through the menu item Function Levels. The **View** button shows the settings for the selected Function Level.

Passing/Voiding/Suspending Cards in on-line and off-line modes

On Line Mode

In on-line mode, changes you make to the status of cards are downloaded to the panel. So when cards are passed or voided, the details are saved to the database and the panel, or deleted from both the database and panel. When you suspend a card, the details are deleted from the panel, but kept on the database, so the card can be passed again if need be.

When on-line, if you edit the ID of a passed card, the card will be rendered void and must be passed again.

Off Line Mode

When off-line, changes you make to card details will be recorded on the database but not downloaded to the panel. Card status is marked with an asterisk: PASS*, SUSP* , which notes those cards to be passed or suspended when you re-connect to the panel. Cards that are voided in off-line mode are simply removed from the database.

When you work On Line with the panel, you will be prompted to DownLoad changes made Off Line. Click on **YES** to automatically pass those cards that were marked PASS*, and suspend those cards that were marked SUSP*.

Note: When re-dialling the panel, the system will also prompt you to download any changes you may have made to doors and time zones.

The Status Column in the Pass / Void section indicates the status of the card.

PASS*	Card has been passed off-line
SUSP*	Card has been suspended off-line
PASS	Card passed on-line
SUSP	Card has been suspended on-line

VOID Card made void on-line

NOTE: When a card is suspended the card details are deleted from the panel but are kept on the P.C. This card can be passed again when the user wishes to restore the card.

Global Settings

The **Global Settings** tab allows you to set the site code and PIN code length parameters for all 10,000 cards in the system. The parameters are active once the cards are passed.

- The Site Code can be up to 10 digits in length.
- The PIN Code Length must be between 4 and 6 digits.
- Stand Alone PIN Code. Should the ringnet go down, the Access Control Node will work in stand-alone mode. Enter a PIN code to allow these cards to access the area.

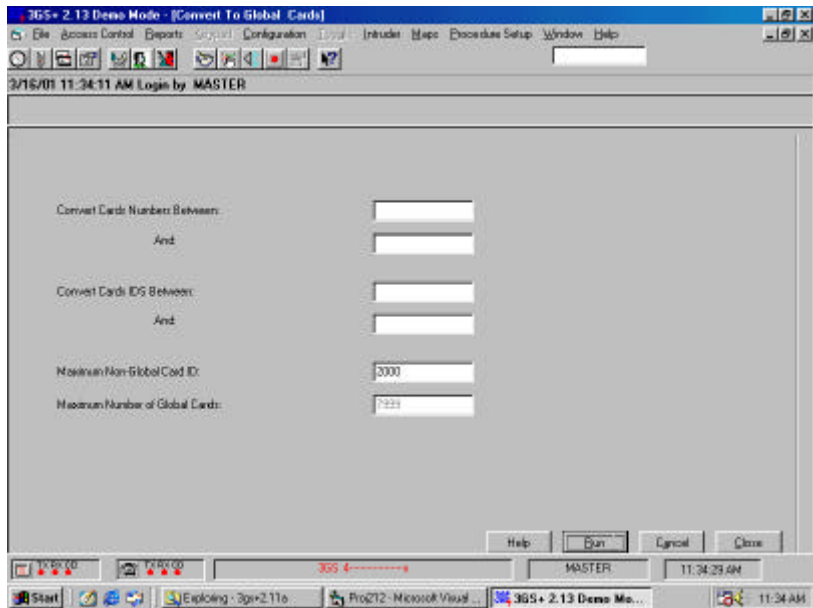
Convert To Global Card

Note: This section only applies if the Convert To Global feature has been enabled.

The new Convert to Global Feature can be enabled on request by contacting Technical Support. It allows the conversion of large blocks of Cards to Global Cards. It also allows Global Cards to start at Card ID = 1, instead of 2001, as is now the case.

Once the feature is enabled, Master Operators, and Operators with the new Convert To Global Operator Permission, can run the Convert Program, which is then found in the Cards SubMenu.

WARNING: Conversions to global can not normally be reversed, except by deleting and re-creating them manually. Also new Card IDs, if any, are normally allocated in Card Number sequence, not the previous Card ID Sequence.



- The program converts to global any Card Number with any of its Card IDs above the Maximum Non-Global Card ID, when run. (Note: in theory a non-global card number may have different Card Ids for different Panels). So if you set this Maximum to zero, you would convert all Cards to Global.
- The Program also ensures that every Global Card Number has only one Card Id, and that no other Card Number is using that Id. This may involve changing Card IDs.
- You may also specify a range of Card Numbers to be converted to Global. If necessary, these have their Card IDs moved, normally to the first free slot above the Non-Global Maximum. But if a Card ID is already above the Non-Global Maximum, it keeps the ID as long as it has only one unique Card ID. Subsequent new Card IDs may get allocated above this ID, rather than in the lowest available slot. You may also similarly specify a range of Card IDs for conversion. A Card Number with any of its Card IDs in this range gets converted.

Please note that converting even a small range can be time-consuming due to the checks in the points above. A Card ID range of 1 to 9999 selects all Non-Global cards.

- At its end, the program shows a list of panels which you should now select (or re-select, in the case of current Panel) to work with online and to download Card changes made offline. This will only arise if Card IDs changed, because the Panels don't know or care whether a Card is global or not.
- The program will not run unless:
 - all your panels have the same Site Code
 - all your panels have Version 5 Software or later
 - you have no Unstructured Cards (these have Card Number shown as -1) above the Non-Global Maximum

- you have no Global Cards below your chosen Maximum Non-Global Card ID
- you are not doing such actions as downloading Global Cards, running Dial Scheduler, etc...

- The Cancel button is purely to restore the original Maximum Non-Global Card ID before you have chosen Run (which saves your change).
- INTERRUPTS - You can Interrupt the run, then Terminate it, by clicking on the Terminate Run button which appears when the run begins. (Note: the click works even if the Mouse pointer is showing an Hourglass. But response time can be slow).

WARNING: However, if you had lowered the Maximum Non-Global Card ID, this should not take effect, unless you changed it under System Configuration. Whether it takes effect or not, it is highly advisable to complete this type of run at the earliest opportunity, as you probably now have several cards on the wrong side of the Maximum Non-Global Card ID.

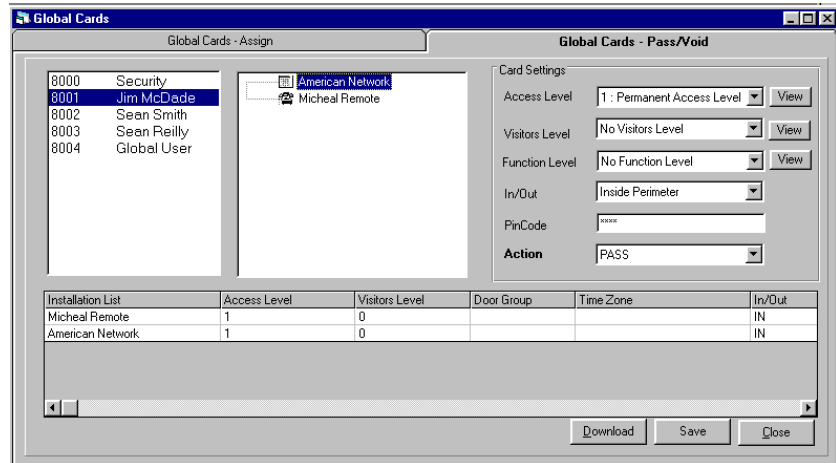
Global Cards

Note: This option can be accessed via the menu only.

The screenshot shows a software window titled "Global Cards" with two tabs: "Global Cards - Assign" and "Global Cards - Pass/Void". The "Assign" tab is active. On the left, there is a list of card IDs from 8000 to 8011, each with a status: 8000-8004 are "Assigned", and 8005-8011 are "Free". Card 8001 is highlighted. Below the list are "Edit Mode" and "Search Mode" buttons. The main area contains a form for "Card 8001" with fields for Card Number (8001), User Name (Jim McDade), Designation, Department (Sales), Phone Number (8459652), Customer Info, Mobile No (087-542365), Home No (45213652), Fax No (512625952), Pager (789), Comment (No Comments), E-Mail (jdade@secur.ie), Employ No (8956-8956), Company (Secur), and Car Reg (94-D-785). There is also a picture of a man and an "Insert Picture" button. At the bottom right are "Next ID", "Clear", "Save", and "Close" buttons.

The number of cards being set aside for global cards is specified through the System Options menu . (Default Value = 2000)

Through the Global Cards menu the operator can assign the 2000 global cards by entering all the relevant details for each card.



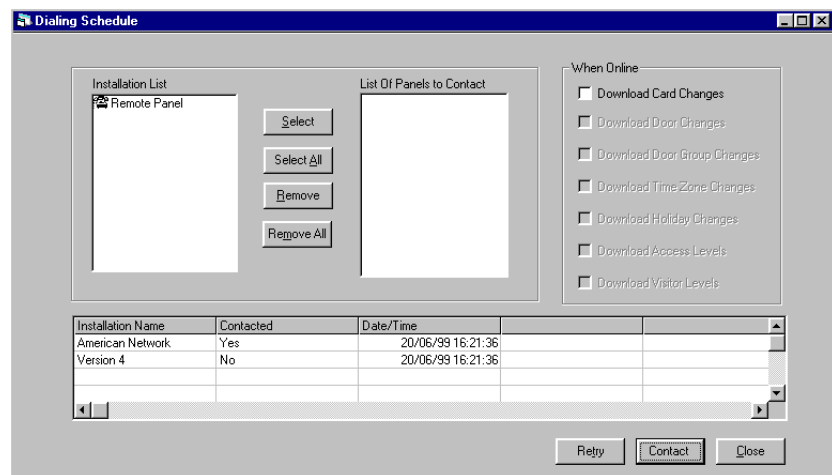
The **Pass/Void** screen in the **Global** cards menu allows the operator to take a global card that has been assigned and select the installations required. When an installation is selected the Access Levels, Visitor Levels and Function Levels for that installation are displayed. The operator must select the Access Level etc the card requires for that installation. On a “Save”, a record is kept of the card and the Access Levels etc for each installation. Once the operator is finished setting up the Global Cards a “**DownLoad**” calls Dialling Schedule and the card details and levels are sent down to each installation.

When working with a specific installation, the operator through “Current Cards” menu can assign and edit 8000 cards (non-global cards). Global Cards can only be viewed through this menu.

The Access Levels being used in Global Cards must be set up for each installation. This is achieved by setting up door groups, time zones and group times on each installation and assigning the relevant group times to the Access Levels. Visitor Levels and Function Levels must be set up for each installation as well.

Dialling Schedule

Dialling Schedule



The Dialling Schedule is accessed under the Access Control menu. The Dialling Schedule can be used to go On Line with a predefined list of Panels

- To confirm communications with the panels
- or
- DownLoad card details set up while the panels were Off Line

If the Dial Scheduler fails to connect some Panels, then by default up to 2 retries are automatically attempted. During each of these retries the Dial Scheduler checks every 30 seconds for contact with a remote panel, timing out after a default of 4 failures. If, after that, communications still cannot be established with a panel the user is given the option to retry manually.

The dialling schedule is displayed from Global Cards when contacting remote sites which displays a summary of the sites that were contacted and also provides a facility for retrying panels that it failed to contact.

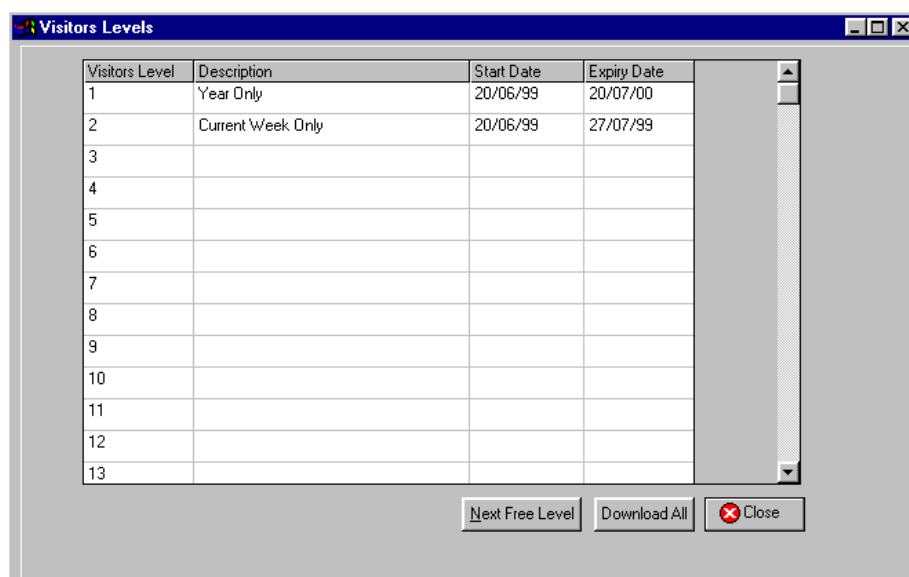
The Select Changes button selects all Panels with off line changes that have not yet been downloaded, i.e. Cards, Doors, Door Groups, Group Times, Access Levels, Visitor Levels, Function Levels, Global Settings, Time Zones, Holidays. Clicking the Contact button will then download all these changes.

This procedure is especially useful for re-running Dial Scheduler jobs, such as Global Cards or User Visitor Expiry, which failed to run because of conflicting jobs or those that had to be cancelled. It is recommended to download all required changes after running a Convert to Global.

Levels

Visitor Levels

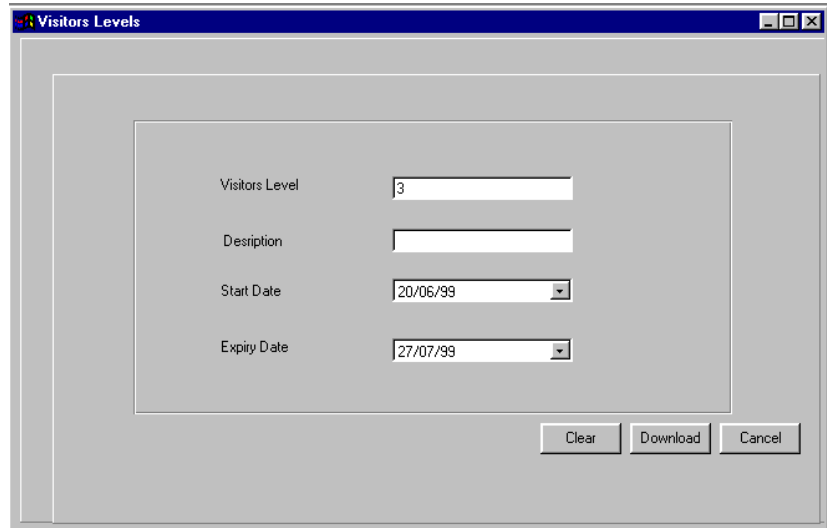
Under the Access Control menu is a menu for setting up 250 Visitor (Temporary) card levels.



Next Free Level: Jumps to the next free Visitor Level available

Download All : DownLoads the 250 Visitor Levels to the Panel if Online or flag them for later downloading if the current panel is Off Line.

Each visitor level must be given a description, a start date and an expiry date. In the Cards menu a card or group of cards may be passed as visitor cards and will expire after the expiry date. During the valid dates these cards will have access to the installation according to their individual Access Levels.



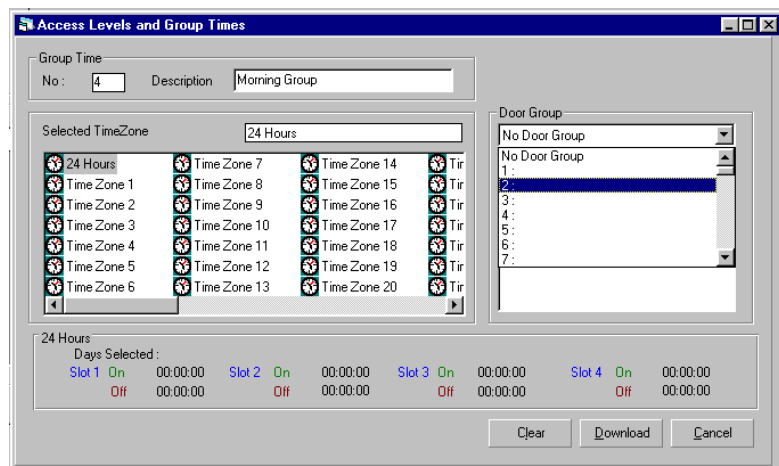
Access Levels and Group Times

Within the Access Control menu there is an option for setting up the 250 Access Levels and 250 Group Times on the panel. Each Access Level and Group Time may be given a description. This is achieved by selecting a set of Door Group and Time zone combinations. In the Cards menu a card or group of cards may be passed for an Access Level.

Setting Up Access Levels and Group Times

The following example shows Access Level 1 has been given the description Permanent Access Level and has been assigned the Common Group Time.

The user can set up 250 Group Times where a group time consists of a Door Group and a Time Zone. To set up Door Group 4 the user Clicks on row 4 column 2 on the Access Level screen and the group time screen is displayed.

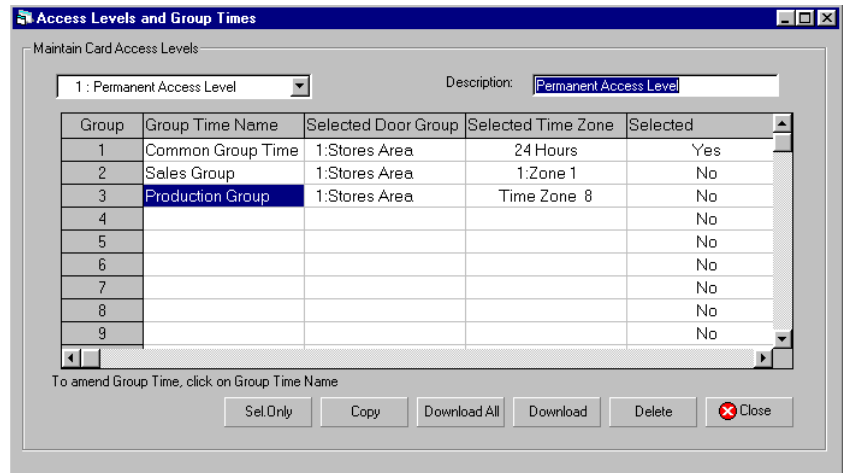


The required Time Zone and Door Group is selected.

DownLoad: If working online to the panel Downloads the group time to the panel otherwise if offline saves the group time to the database only.

Note: User can select from the 65 Time Zones – the first time zone is 24 Hours and it means all times and all days.

An Access Level is any combination of the Group Times that have been set up. In this case Access Level 1 has been given the description Permanent Access Level and has been assigned the Common Group Time. Group Times are assigned to Access Levels by clicking in the Selected column which on a click toggles between “Yes” and “No”.



Set Only : Displays the group times that are selected for that Access Level

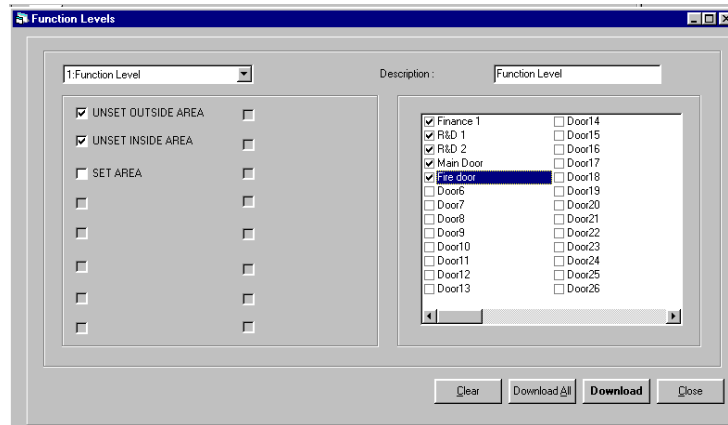
Copy : Copy the group times selected from one Access Level to another

Download All : Downloads all of the group times that have been set up and all of the Access Levels that have been set up.

Download : Downloads the selected Access Level

Delete : Deletes the selected Access Level

Function Levels



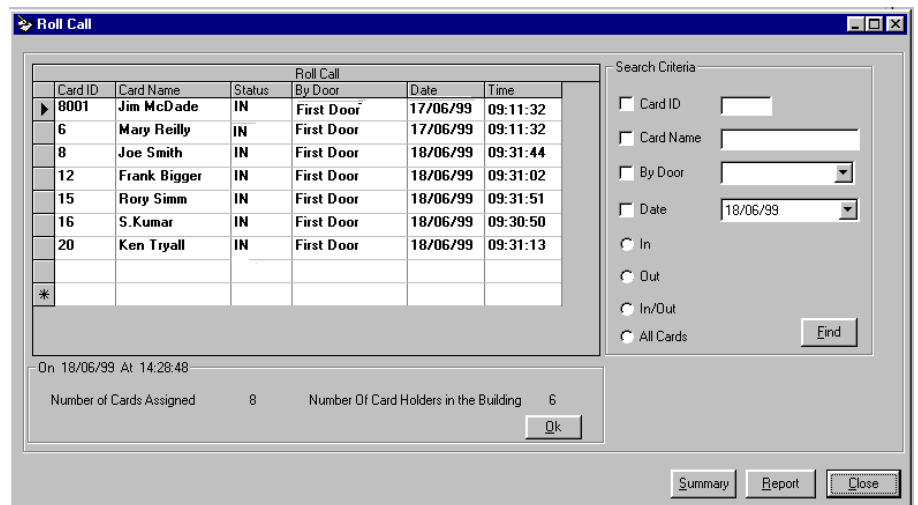
In the Access Control menu there is also an option to set-up function levels on the installation. This is achieved by selecting a function and a set of door this function is to be applied to. The function level can also have a description. Currently on the 3GS controller Version 5.00 there are only 3 Functions available .

- UNSET OUTSIDE AREA, where you can unset an area you are about to enter by presenting a valid card to the entry reader outside the door.
- UNSET INSIDE AREA, where you will enter the area, tripping the entry timer, and unset the system by presenting your card to a reader inside the door
- SET AREA. When leaving the area, you present your card to the exit reader in the normal way (or press the exit button). Once outside, you then present your card to the reader outside the door. This will set the area.

Create function levels by selecting one of the functions, select the appropriate door(s), and clicking on **Download** to save the setting to the database.

Roll Call

Roll Call



If a card is presented at a door that has been set up to monitor for roll call the roll call screen is updated with the location of the card whether it is **IN** or **OUT** of the building.

Summary : Displays the number of cards that are assigned on the panel and the number that are in the building at the current time.

Search Criteria: Cards that meet the specified criteria are displayed on the screen.

Report : Reports can be generated on the cardholders that are **IN** or **OUT** of the building.

Note: The Roll Call is updated through the Access Log Events as they are received from the panel, to ensure that the roll call is up to date 3GS+ must be On Line to the panel and have received all the panels Access Log Events.

Review Settings

Review Settings

This option gives an instant status summary of the system doors, door groups, time zones and holiday settings. The reports generated can be printed or saved as a file.

Reports

Log Reports

The screenshot shows a window titled "Reports" with the following sections:

- List Of Available Installations:** A list containing "Building 1" and "Building 2". Buttons: "Select", "Remove", "Select All", "Remove All".
- List of Panels for report:** An empty list box.
- Type:** Radio buttons for "All Events" (selected), "Access Denied", "Operator Log", "Operator Attended Logs", "Communications", "Alarm Events", "Access Granted", "Unattended Alarms", and "Operator Attended Alarms".
- Sort By:** A dropdown menu set to "Date+Name+Time".
- Range:** Fields for "Door" (1), "Cards" (1), "Date" (01/03/00), and "Time" (00:00). "To" fields for "Door" (64), "Cards" (2000), "Date" (08/03/00), and "Time" (15:36).
- Filtering:** Radio buttons for "Events within the Specified Dates and Times" (selected) and "Events from the Start Date and Time To End Date and Time".
- Buttons:** "Report" and "Close".

Here reports can be generated on Access log events that have been received from a range of panels and operator log events. As with review settings these reports can be printed or saved to a file. The reports can be filtered in different ways.

All Events

A report on all the panel events between the dates specified.

Alarm Events

A report on all the panel status alerts between the dates specified.

Access Granted

A report on all Access Granted events between specified dates and times, relating to a specified range of doors and cards. The events are listed by date / time, or date/ name/ time.

Access Denied

A list of Access Denied events, sorted and filtered in the same way as Access Granted.

Operator Log

The Operator Log will report all events relating to a particular user, listing them by date and time, between specified dates.

Operator Attended Logs

Access Log Events that were received from the panel and the current operator cleared off the Access Log.

Operator Attended Alarms

Status Alerts that were received in the Access Log and that were cleared off the screen by the current operator.

Unattended Alarms

Status Alerts that were received in the Access Log screen and that scrolled off the screen unattended.

Communications

A report on the communications events that occurred with the network of panels.

Card Reports

The screenshot shows a software dialog box titled "Card Reports". At the top, there is a "Panel Type" dropdown menu currently set to "3GS Version 5". Below this, the dialog is split into two columns. The left column is titled "Installation List for Specified Panel Type" and contains a list box with "Network Panel". To the right of this list are four buttons: "Select", "Select All", "Remove", and "Remove All". The right column is titled "List Of Panels For Report" and contains an empty list box. Below these columns, there is a "Card ID Range" section with two radio buttons: "All" (which is selected) and "Range". Next to "Range" are two input fields, "From" containing "1" and "To" containing "9999". Below that is a "Report Options" section with three radio buttons: "Review Of Card Settings", "Expired Cards", and "Dormant Cards" (which is selected). To the right of "Dormant Cards" is a date dropdown menu showing "12/06/99". At the bottom right of the dialog are two buttons: "Generate" and "Close".

Different Types of Card Reports can be generated of a number of panels.

Card Settings Report

This is a report on the cards that are passed on the selected panels.

Dormant Cards

These are cards that are passed on the system and have not been used since the specified date.

Expired Cards

Cards that are passed on the system with expired visitor levels.

Upload Settings

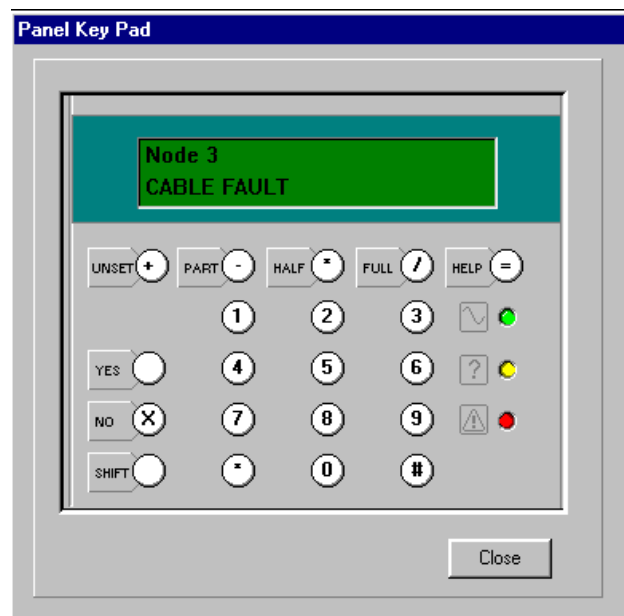
Upload Settings

This option allows you to upload all access control settings from the panel.

When uploading card settings, you will be reminded that uploading the settings for all 10000 system cards could be time-consuming. The option allows for the uploading of one or a range of cards, instead of all 10000.

Keypad Option (RKD)

Keypad



The RKD menu gives you a remote panel keypad on your screen. The option is only available when on-line with the panel.

The keypad is a direct interface with the panel, allowing you to operate the 3GS Control Panel and view panel status.

Configuration

Communications

The COM Port settings that have been setup through the Configure Communications screen can be viewed through this menu. To reset the **Communications** settings, you must restart 3GS+.

Operator Settings

This option allows the Master User to set up new system operators and assign them User Options . Clicking on any of the User Options will change the background colour **White** if allowed and **Red** if user option is being disallowed.

To setup a new operator, click on **New Operator**. The cursor moves to the **Operator Name** , password and assign the user options for that operator. Click on **Save** to enter the new operator into the system.

Change Operator

This option allows you to change operators without logging out of the system.

The system prompts you to enter your name (default: MASTER) and password to log out, and then enter the new user name and password.

Note: Change Operator is the only occasion when you will need to enter your system name.

System Options

This menu configures 3GS+ for use.

- **Number of COMM retries (1-5):** If comms are constantly failing, you may want to increase/decrease the number of retries. 5 will make comms slower but more stable
1 will make comms faster but less stable.
- **Windows short date format:**
dd/mm/yy is British date format. Messages in any other format will be rejected.
allow both mm/dd/yy and dd/mm/yy: accept British or US date formats.
dd/mm/yy, and allow but warn if mm/dd/yy. Allow both formats but warn if messages in US format are received. Log events on US panels will not display the correct date if they are expecting British format.

- **Autobackup rules:** Allow the user to select the backup options.
- **Autobackup day in month:** Specify the day in the month on which a prompt to backup will appear on screen (1-10).
- **Number of global cards:** The number of cards to be set aside for global cards.
- **Automatic map selection:** Allows the operator to decide on whether maps pop up on screen automatically in the event of an alarm, or must be selected.
- **Time Between log pollings:** This speed at which panels on the network are being polled can be adjusted between 50 milli secs (minimum value) and 1000 milli secs (maximum value)
- **Panel Versions:** User can customise the panels versions that are available in the Edit Installations and the order in which they appear.
- **Set Database Location :** User can specify where the databases are located. All the mdb files should be copied into this new database location.
- **The number of times the panels on the network are polled before retring panels in red :** This value can be set between 1 and 50 and it determines the number of times the other panels on the network are polled before the panels that are experiencing communication problems are polled again.
- **Reconnect To Network :** This value can be set between 1000 and 30000 and it determines how long 3GS+ waits until trying to reconnect to the entire network after it went off line due to communication failures.

Mustering Report (F12)

A Door can be set up as a Muster Reader. In the case of a fire being reported from this panel, all cards presented at the muster reader will be recorded. Reports can be generated on all those that were presented at the reader – and if roll call is in use it can generate a report on all those that were in the building and have not been presented at the Muster Reader.

Toggle

Toggle

The toggle menu provides a facility for attempting to bring a network panel On Line if Off Line and Off Line if On Line.

Note: If the last panel on the Network is Toggled Off Line the network is now Off Line and must reconnect to it to poll panels.

Window

Window

The Window menu gives instant access to the Access and General logs and Current Panels, and displays a list of all the screens that are open in 3GS+.

Intruder

Intruder

The Intruder menu gives a number of 3GS Intruder alarm reporting options to the 3GS+ user.

Users

The screenshot shows a window titled "User Codes and Options". At the top, there is a text box labeled "Number Of Areas:" with the value "32" entered. Below this is a table with the following columns: "User No", "User Name", "UNSET/RESET", "PART SET", "HALF SET", and "FULL SET". The table contains 15 rows, with the first four rows populated with user information. The fourth row, "SEAN SMITH", is highlighted. Below the table, there are radio buttons for "All" and "Range", with "Range" selected. Next to "Range" are two text boxes containing "1" and "5" separated by a hyphen. There are also two checked checkboxes: "Refresh user Options" and "Refresh User Areas". At the bottom right, there are three buttons: "Upload", "Download", and "Close".

User No	User Name	UNSET/RESET	PART SET	HALF SET	FULL SET
1	ENGINEER	✓	✓	✓	✓
2	MASTER	✓	✓	✓	✓
3	SARAH KEOGH	✓	✓	✓	✓
4	SEAN SMITH	✓	✓		
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Users for the 3GS panel can be set up through this menu and assigned codes and options.

All: Uploads / Downloads all the users to/from the panel.

Range: Uploads / Downloads the specified range of users

Refresh User Options: When checked all the available user options on the panel are uploaded from the panel during an upload.

Refresh User Areas: When checked the number of areas for a panel and the area names are uploaded from the panel during an upload of users.

Zone Report

No	Type	State	Status	Description
Zone 1	AREAD1	closed	Enabled Inhibited	
Zone 2	AREAD1	closed	Enabled Inhibited	
Zone 3	AREAD1	closed	Enabled Inhibited	
Zone 4	AREAD1	closed	Enabled Inhibited	
Zone 5	AREAD1	closed	Enabled Inhibited	
Zone 6	AREAD1	closed	Enabled Inhibited	
Zone 7	AREAD1	closed	Enabled Inhibited	
Zone 8	AREAD1	closed	Enabled Inhibited	
Zone 9	AREAD1	closed	Enabled Inhibited	
Zone 10	AREAD1	closed	Enabled Inhibited	
Zone 11	AREAD1	closed	Enabled Inhibited	
Zone 12	AREAD1	closed	Enabled Inhibited	
Zone 13	AREAD1	closed	Enabled Inhibited	
Zone 14	AREAD1	closed	Enabled Inhibited	
Zone 15	AREAD1	closed	Enabled Inhibited	
Zone 16	AREAD1	open	Enabled Inhibited	
Zone 17	AREAD1	closed	Enabled Inhibited	

On 20/05/2006 14:43:59

No Of Zones:

- open = 1
- closed = 19
- Disconnected = 180
- Tamper = 0
- OffLine = 180
- Disabled = 0
- Enabled = 200
- Inhibited = 20

Refresh Zone Descriptions
 Refresh Zone Types

Upload Print Close

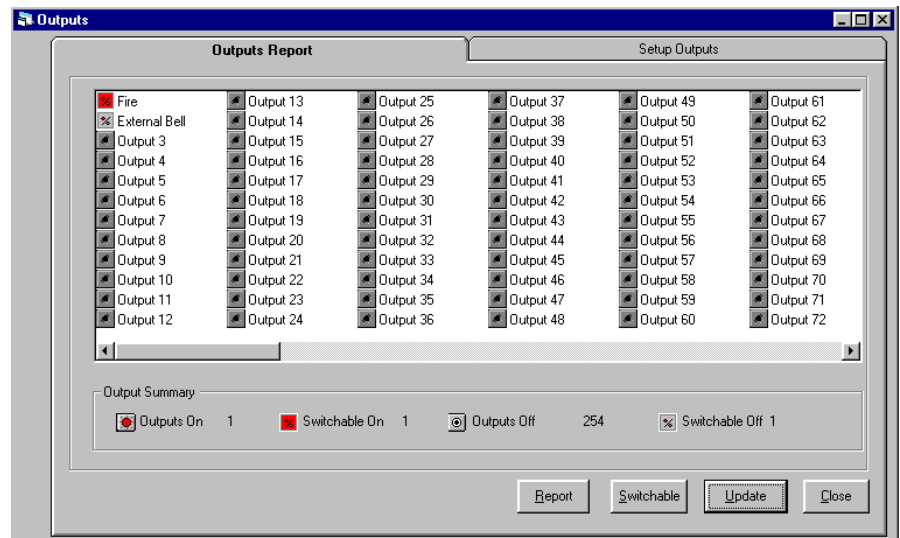
A report can be generated on the State and Status of the zones on the panel. A summary of the status of all the zones is displayed.

Refresh Zone Description: When checked the zone descriptions are uploaded from the panel before the zone report is carried out.

Refresh Zone Types: When checked the zone types are uploaded from the panel before the zone report is carried out.

Print: The zone report can be printed off.

Outputs

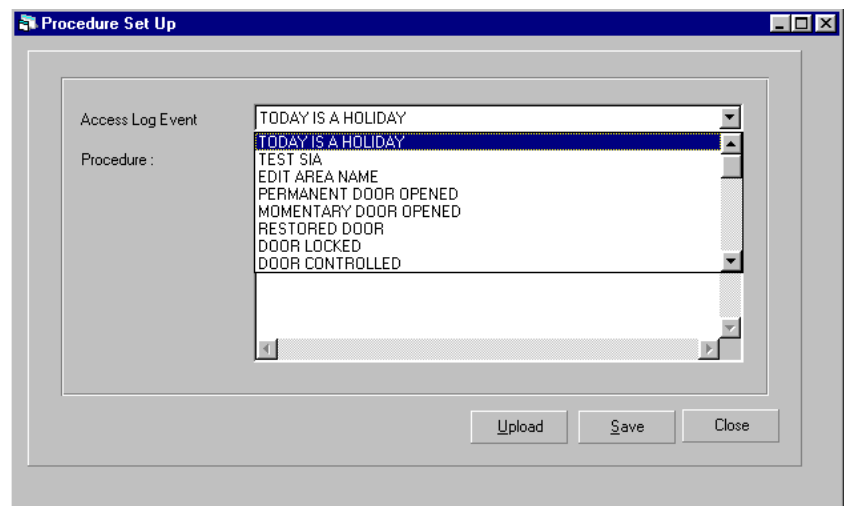


Reports can be generated on the system outputs and their status. Outputs for each panel can be assigned their own set of descriptions or the set of descriptions can be copied from one installation to another through the “**Copy**” button in the Set up Outputs. Outputs can also be set as switchable outputs which allows the outputs to be switched after an output report has been carried out or through the maps section.

Procedure Set Up

Procedure Set Up

Against all the different types of Access Log Events that can be received from the panel the user can save a set of procedures that the operator should carry out on receiving a specific type of Access Log event. The procedure set up through this menu is used in the Access Log Event on a right mouse click. “Carry Out Procedure”



Maps

Maps

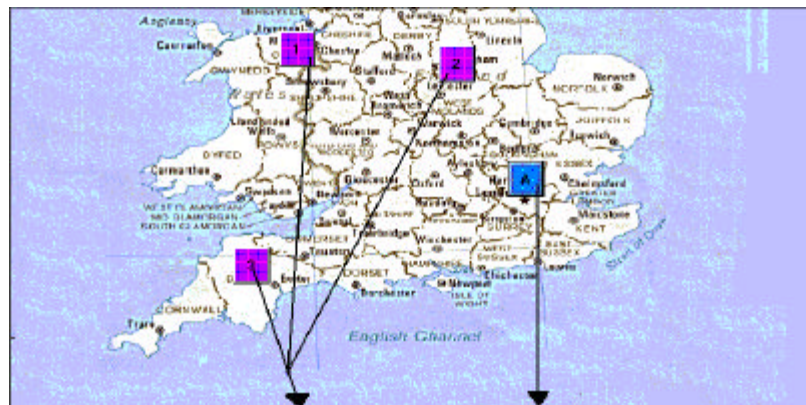
Maps are a graphical representation of 3GS+ panels, alarm areas, zones, doors and outputs. They are designed to give a quick and simple overview of installation set ups.

They can be used to quickly pin point the location in a building where a zone or door that has gone into alert status.

Having doors and outputs graphically represented on maps provides an easy way for the operator to control the doors and switch the outputs.

Different Types Of Maps

Top Maps: A top map is a representation of panels or maps which represent more panels (Sub Top Maps) set up on 3GS+ . At a glance the operator can see which panels have uncleared alerts. The top map is named MAP-1.bmp. Sub Top Maps are named Map-1A0 to Map-1Z99.bmp .



Icon representing panels

Icon representing a Sub Top Map (Map-1A.bmp)

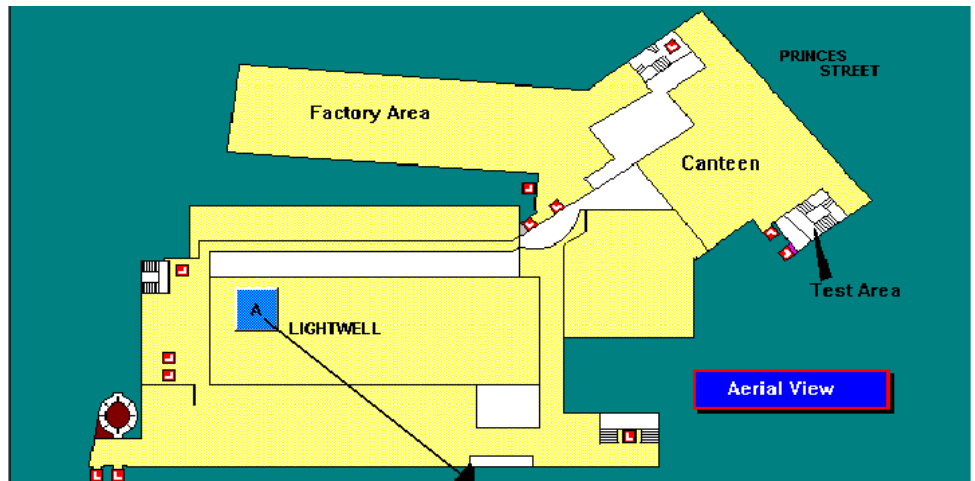
Fig. Top Map (Map-1.bmp)



Icons for panels 4 and 5 are represented on Map-1A.bmp

Fig 2 Sub Top Map (Map-1a.bmp)

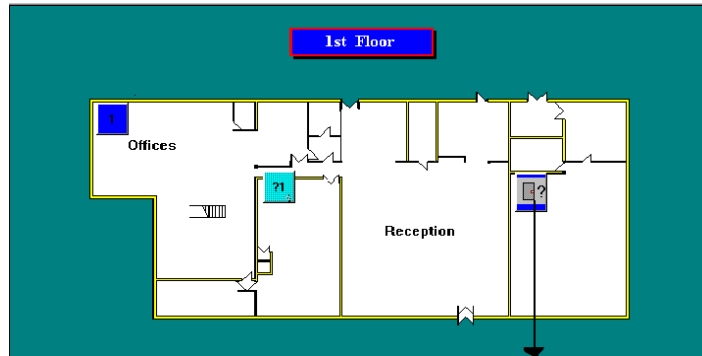
Main Maps: A main map is the representation of a panel or an installation. A main map may contain sub maps of the panel, zones, doors or outputs. Each panel installation may have 1 main map.



Icon for Sub map "A" placed on the main map

Fig 3 Main Map for Panel 1 (Map1.bmp)

Sub Maps: A sub map is a representation of a section of a main map. Each main map can have over 2000 sub maps numbered A to Z, and A00 to Z99).



Door Icon on a sub map

Fig 4 Sub map for panel 1 (Map1a.bmp)

Doors, Zones and Outputs may be placed on these sub maps.

3GS+ may be configured to automatically display the appropriate map on detection of a door or zone-related alert. This gives an immediate indication of where in a building the alert has been triggered.

Getting started with Maps

Before the 3GS+ Maps facility may be used a number of steps must be taken:

Drawing the maps (Top Maps, Main Maps and Sub Maps)

Assigning Panels to Top Maps, and Sub Maps to Main Maps etc.

Assigning Doors, Zones and Outputs to Sub Maps

Drawing a Map

Maps may be drawn using the PaintBrush program which comes with Microsoft windows and must be saved as Bitmaps (File extension .BMP).

A sample map file called 'MAP0.BMP' is provided which is the correct size format for the maps.

To Draw A Map

1. Run PaintBrush
2. Open the file 'MAP0.BMP' which is located in the directory where 3GS+ has been installed.
3. The file may now be edited and the map drawn.
4. When you have completed your drawing, save it using the specified naming format below.

Note: Pictures or Cad drawings scanned into a P.C. can be used by 3GS+ as long as they are saved as .bmp formats.

Naming the Maps

Main maps must be saved as 'MAPx.BMP' where 'x' is the number (Autodial ID) of the panel for which the map will be used. e.g. if you have drawn a main map for panel 4 then the you must save the file as 'MAP4.BMP'. If the map is for panel 812 then you must save the file as 'MAP812.BMP'.

Top Maps have a dummy panel number –1, so the Main Top Map is 'MAP-1.BMP'.

Sub-maps must be saved as 'MAPxn.BMP' where x is the number of the panel for which the graphic will be used, and 'n' is a letter from A to Z, or the combinations A00 to Z99, which denotes one of the 2626 possible sub-maps. e.g. if the map is to be used as sub-map D32 for panel 5 then its filename must be 'MAP5D32.BMP'

Note: The .BMP suffix is compulsory.

Configure Maps

Once you have drawn your maps, you must then assign icons to the various Maps. 'Configure Maps' menu option is found under the 'Maps' menu.

The 'Configure Maps' program allows you to view and assign icons to pre-drawn maps.

To display a map:

Click on its Panel from the “Select Map List” at the top left of the screen.

To display a sub-map, choose its panel as above, click on it in the sub-maps from the list that then appears, and then click on 'Select'.

Map Description: A description for the map selected can be entered under the 'Select' button.

To place a Zone / Door or Output on a map

From the drop down list at top right hand corner off the screen select the type of icon you wish to display on the map (An icon type can be a map, a zone, a door, or an output).

Once the icon type is selected the user should proceed and enter an Icon Id in the box below the icon type. e.g. If an icon type “Zone” is selected , a zone number must be assigned to the zone.

Click on OK. The icon appears near top left on the Map. Using the standard windows “Drag and Drop” utility the icon can be placed on the map.

Note :Panels can only appear on Top Maps. It is not possible to have the same Zone , Door or Output appearing on a number of maps for the same installation

Removing an Icon from a map

Right Mouse Click on the icon to be deleted and from the screen that appears click on “Remove Icon”.

Editing /Viewing an Icon

Press right mouse button on the icon to be edited and from the screen that appears the following fields can be edited.

Icon description : Enter the Icon description and on a Write the new description is saved to the database and can be viewed on mouse move over the icon.

Memo: A comment can be entered here and viewed in View Maps. You can use it to store anything from Key Holder Names and Phone Numbers to special instructions for handling particular alert types. On the click of the “write” button this information is saved to the database.

Icon Subtype: This allows you to indicate things such as that a door is a fire door, an output is a bell, and so on. By default, most icons currently get created with subtype 0 (ordinary door, zone, etc), while User Defined icons currently have default subtype equal to 0 for Icon Ids 1 to 999, 1 for Icon Ids 1000 to 1999, and so on

Maintain Subtypes: Clicking on this button allows you to create new subtypes for each Icon Type, amend their descriptions, and delete them .

Manually Display Maps

From the maps menu select **View Maps** option. This displays the maps for all the Installations that have been set up on 3GS+. The user can select from the list the panels maps they wish to view. Once the panel has been selected the available sub maps that apply to the selected panel are displayed.

Automatically Display Maps

This option must be selected through System Options.

Maps will be displayed / maximised or brought to the foreground automatically when a zone or door alert comes in and the latest alert zone or door flashing.

Different Options in View Maps

Panels: Displays the main map for the selected panel, or the main Top Map

Maps: displays the selected sub-map for the displayed Panels

A Left Mouse Click on a Panel Icon displays the Main Map for that Panel.

Alerts on the Maps

Status alerts are received from the panel when 3GS+ polls for Access and General Logs. On the Map screen

Alerts: Displays the main map or a list of maps for the panels that alerts have been received from.

Maps: Displays the sub map for the panel selected from the list above.

Latest: Display the main map of the panel on which the latest door or zone alert has occurred.

Map: Displays the sub map that contains the latest alert.

Viewing and Clearing Alerts

Doors and zones that are in alert status are displayed in Red with the latest one flashing.

“Turn Off Beeping”: Stops the beeping.

“Turn Off Flashing”: Stops the flashing and turns off the beeping.

“Turn Off alerts for current panel”: Clears all the alerts on all the maps for the panel selected.

“Turn Off all Alerts for All Panels”: Clears all the alerts on all of the maps for all of the panels.

Note: Accept an alert does not change the status of a door or zone at the panel.

Translation

Translation

3GS+ features a simple translation tool for localising the application in languages other than English and for changing any of the English text on the screen .

The main application directory features a text file containing all the program command strings: **3GSPLUS.txt**.

The translator opens this file in any text editor (in Windows 95/98, double-click on the file to open **Notepad**), translates the terms, closes and saves the file again as ASCII/Text Only. This localised file is then recompiled by running 3GS+ Text Translation.

In Windows 95/98, select **Start, Programs, 3GS+, Text Translation**).

Select the translated 3GSPLUS.TXT file as the message file (by default, this file is located in C:\ Program Files\ 3GS+).

Click on **Update** to update the application with the new translated text strings.

Run 3GS+ again for the changes to take effect.

