



PROA MS

User manual

3.0

<https://www.videxuk.com/>

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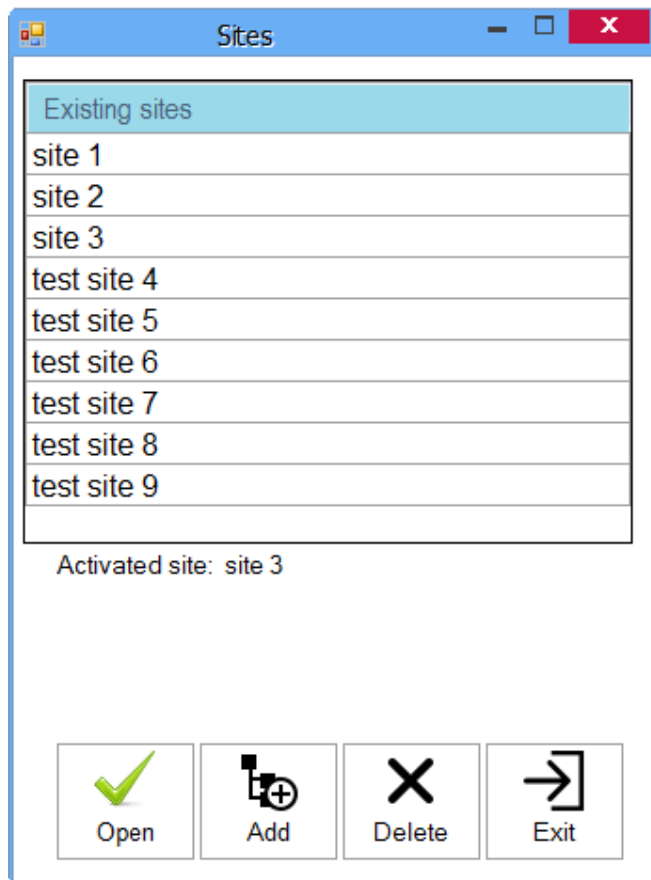
1. How to start

Make sure you have working USB desktop card reader plugged in the PC.

1. At least one [Site](#) should be added
2. On the [Login](#) window enter username and password (default:admin/admin)
3. Configure and enable at least one [Lock \(door/reader\)](#)
4. Create [initializing card](#) and program the lock
5. Create at least one [User](#) and issue user card

2. Sites

- 0 Each site represents separate installation and database is created for each site.
- 0 Locks, Users, Access levels and Departments are configured for each site separately.
- 0 The Operators and system settings are shared among all sites.
- 0 Cards created in one site will not work in other sites. The password written in the card is different for each site.



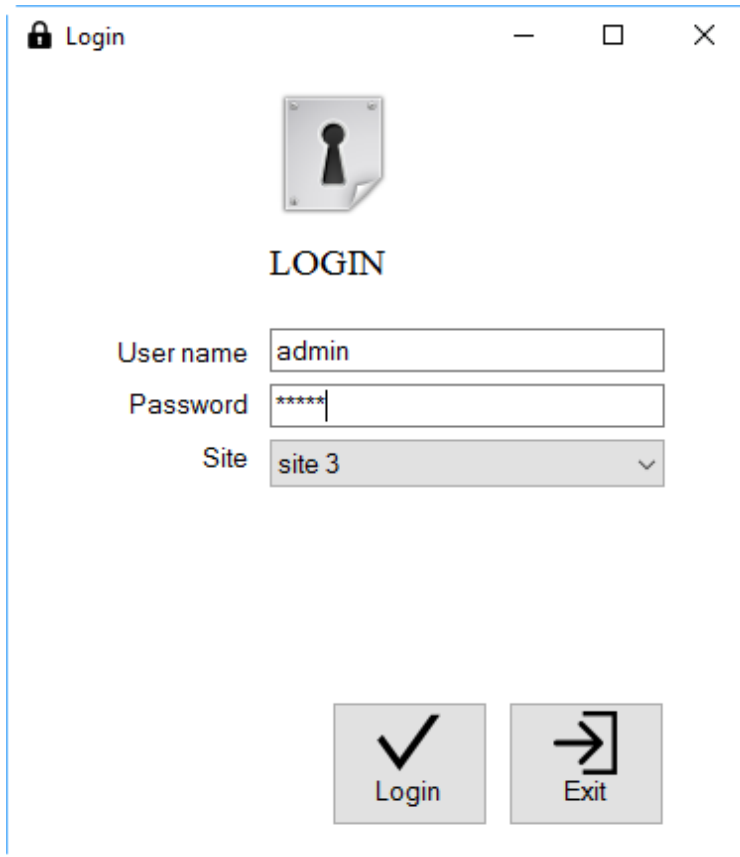
To add new site:

- 0 Click on "Add" button, type site name. Click on "Save" button when finished
- 0 Select the site from the list and click "Open" to use selected site

* Last selected site will be default site for the next [login](#).

3. Login

On the Login window, enter username and password (Default: admin/admin)



The screenshot shows a Windows-style window titled "Login" with a lock icon. Inside the window, there is a keyhole icon and the word "LOGIN" in bold. Below this, there are three input fields: "User name" with the text "admin", "Password" with six asterisks "*****", and "Site" with a dropdown menu showing "site 3". At the bottom, there are two buttons: "Login" with a checkmark icon and "Exit" with a right-pointing arrow icon.

- It's advisable to change the password of the admin
- You can add more operators and modify their access level in [Operators](#)
- Last open site will be default site at the next login

4. Doors

Click on "Doors" button on the Main menu:



Lock parameters

Locks

ID	Name	Active
1	Main entrance	☒
2	Server room	☒
3	Conference room	☒
4	Floor 1	☒
5	Floor 2	☒
6	Parking lot	☒
7	Service	☒
8	Door 8	☐
9	Door 9	☐
10	Door 10	☐
11	Door 11	☐
12	Door 12	☐
13	Door 13	☐
14	Door 14	☐
15	Door 15	☐
16	Door 16	☐
17	Door 17	☐
18	Door 18	☐
19	Door 19	☐
20	Door 20	☐
21	Door 21	☐
22	Door 22	☐
23	Door 23	☐

Lock configuration

Lock name
Name: ☒ Lock enabled
Description:

Use credit ☐ Reduce credit on entry by: Backlight ☒
Lock relay time: Toggle:

Validity days
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Validity hours

☒ 00	☒ 01	☒ 02
☒ 03	☒ 04	☒ 05
☒ 06	☒ 07	☒ 08
☒ 09	☒ 10	☒ 11
☒ 12	☒ 13	☒ 14
☒ 15	☒ 16	☒ 17
☒ 18	☒ 19	☒ 20
☒ 21	☒ 22	☒ 23

Event types
☒ Relay activated
☒ Push button pressed
☒ Privacy override
☒ Automatic opening
☒ Power card present
☒ Clean room
☒ Key
☒ Handle lock

Automatic openings

Time(hh:mm)	Action	M	Tu	W	Th	F	Sa	Su
09:55	open	☒	☒	☒	☒	☒	☒	☒
09:56	close	☐	☐	☐	☒	☐	☐	☐
09:57	open	☐	☐	☐	☒	☐	☐	☐
09:58	close	☐	☐	☐	☒	☐	☐	☐

Initialization card
Add minutes: ☐ Update time

* Maximum number of readers (doors/locks) is 80 per site.

1. To enable(or modify) the reader, select door from the table, click on "Edit" button, choose Lock parameters(explained below) in right panel, make sure to check "lock enabled" checkbox and click on "Save" button when finished
2. To disable lock, select Enabled lock from the list(marked with green), click "Edit" button and deactivate "Lock enabled" checkbox in right panel then click on "Save" button

** Note: when you disable previously active reader, [clear card](#) (main menu/cards) must be created and presented to the reader in order the reader to be disabled

Reader (door/lock) parameters:

- Reader name(can be text or number), field is mandatory
- Description(optional)

- Use credit: If you wish the reader to use credit system, select this option and enter the number of credit reduction with each card punch
 - ** Each [user card](#) can be assigned a different amount of credit. When credit expires the card will not be functional until new credit is added
- Lock relay time: Door open time. Time in which the relay is activated, default time is 3 seconds
- Back light: if checked, back light will be on permanently
- Validity days and validity hours: Weekdays and hours when the reader is in operation. Out of these hours/weekdays the reader does not accept any user card
- Event types: selected events will be recorded in readers internal memory when certain action is performed. Events can be obtained from the reader by "[Event collect card](#)" or via USB. By default, if none of the events are selected, only one "Access granted" event will be recorded on the reader when valid card is presented
 - Relay activated - Two events will be registered, relay activated and relay deactivated.
 - Push button pressed - One event will be registered when the push button is pressed
 - Privacy override - When the "do not disturb" button is activated, and when user card with privacy override is presented on the reader, access will be granted and event will be recorded
 - Automatic openings - recorded event for automatic opening/closing of the door
 - Power card present - recorded event when the card is placed in the energy saver unit (DINES) (*Applies only for HL1000-MF reader*)
 - Clean room - Event for clean room button activated (*Applies only for HL1000-MF reader*)
 - Key - Event for key action on the door lock (*Applies only for HL1000-MF reader*)
 - Handle lock - event for handle action on the door (*Applies only for HL1000-MF reader*)
- Automatic openings:
 - You can program the lock to open or close automatically at certain time and day.
 - To set automatic openings, select lock from the list, click "Edit" button and change the parameters in the "Automatic openings" table:
 - Time: hour and minute when the action(open or close) should occur
 - Select which weekday the action will be performed
 - Click on "Save"

Once all the configuration is done, click on "Save", place a card on the USB desktop reader and click on "Init. card". Now the initialization card is created and can be presented to the reader. The reader will download the configuration from the card and it will become operational.

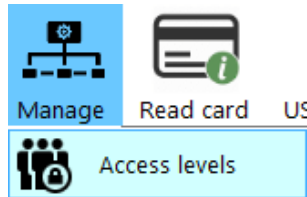
* Add minutes - Enter the approximate time in minutes to reach the reader from the current position. In this way the reader will get the appropriate time.

Config. card: This card will update the door configuration into the reader without the need to reset (Clear) the reader beforehand. Choose "Update time" option to also update the reader time with the current PC time, the minutes are added with "add minutes" option.

[How to transfer the reader setting from software to the reader](#)

5. Access levels

Select Access levels from the Main menu/Manage



Access levels

Existing access levels

Name
Unlimited
No access
AL1 test
Marketing

Locks

ID	Lock	select
1	Main entrance	☒
2	Server room	☐
3	Conference r...	☐
4	Floor 1	☐
5	Floor 2	☒
6	Parking lot	☐
7	Service	☒
79	Meeting room	☒
80	Tech support	☐

Check all Uncheck all

Add new access level

Name

Validity hours

☐ 00	☐ 01	☐ 02	☐ 03	☐ 04	☐ 05
☐ 06	☐ 07	☒ 08	☒ 09	☒ 10	☒ 11
☒ 12	☒ 13	☒ 14	☒ 15	☒ 16	☒ 17
☐ 18	☐ 19	☐ 20	☐ 21	☐ 22	☐ 23

Check all Uncheck all

Validity days

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday and holiday

Check all Uncheck all

?

Add Edit Delete Exit

(Access levels interface)

- Access level is pre-defined access configuration for the User which is applied to the user card.
- There are 2 default access levels, unlimited which grants access to all locks anytime and No access.

In the left panel you can browse existing access levels.

To add new access level:

- Click "Add" button
- Type access level name, tick the checkbox on each door that will be included in the access level. Choose validity hours and weekdays in which the access level will be applied.
- Click "Save"

The created access level can be assigned to a User card. The user card with assigned access level will have access to the readers selected within the hours/weekdays selected.

*** Sunday and holiday - If not checked, the reader will not be accessible during the sundays and holidays

To modify existing access level:

- 0 Select access level from the list in the "existing access levels" panel and click on "Edit" button

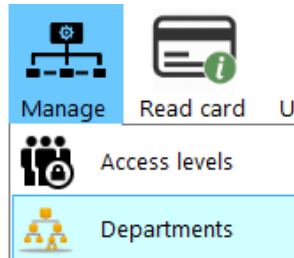
To delete access level:

- 0 Select access level from the list in the "existing access levels" panel

- 0 Click on "Delete" button (will not work if access level is in use by some user, you must delete the users first who uses the access level)

6. Departments

Select Departments from the Main menu/Manage



The screenshot shows a window titled "Departments" with a table and four action buttons at the bottom.

Name
Default
Dep 1
Dep 2
Software
Hardware
tech support

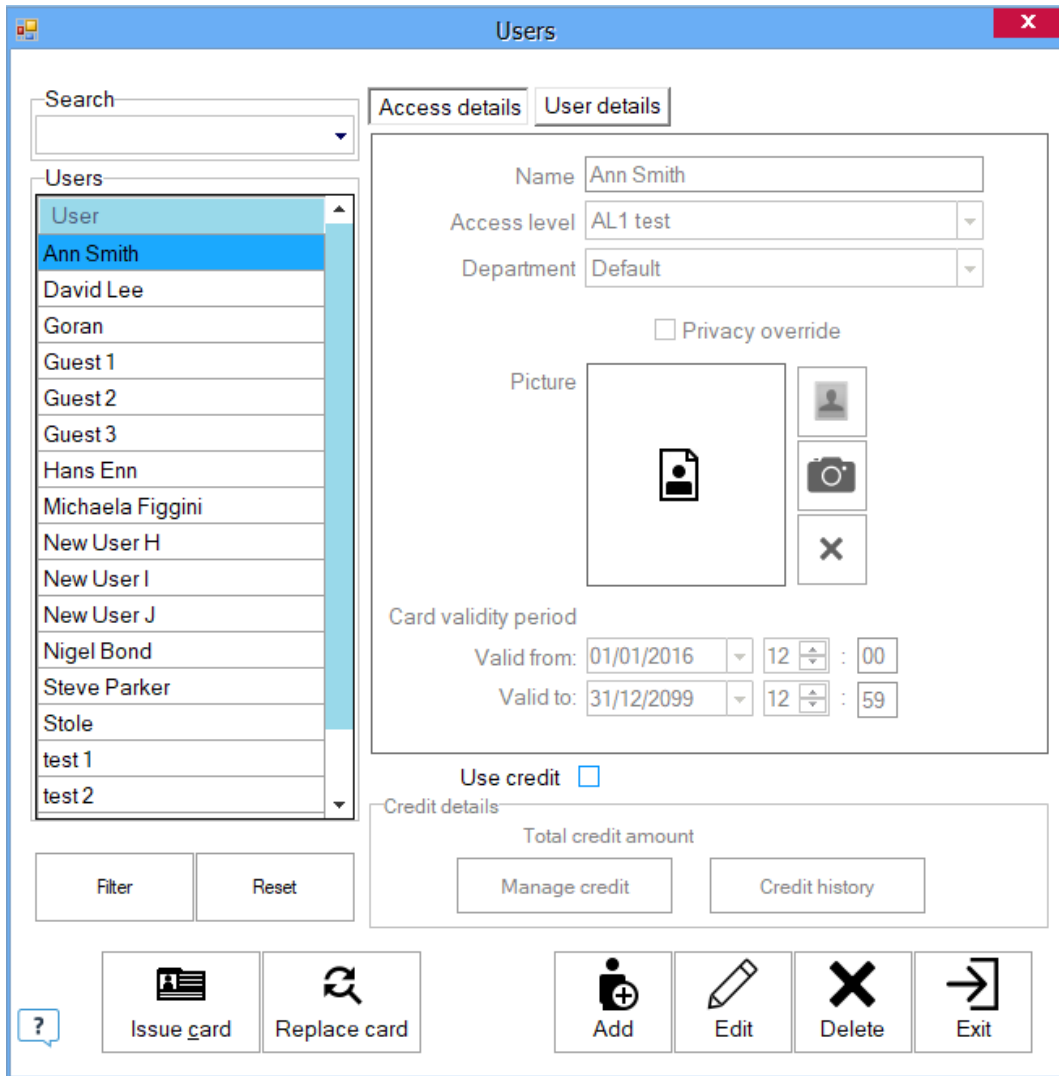
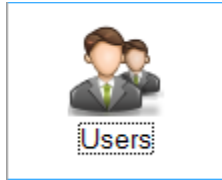
At the bottom of the window, there are four buttons:

- Add (with a plus icon)
- Edit (with a pencil icon)
- Delete (with a large X icon)
- Exit (with a right arrow icon)

- To add new department, click "Add" button, write Department name and click "Save"
- To delete department, select department from the table and click on "Delete" button

7. Users

Click "Users" button from the main menu



Search

Users

User

Ann Smith

David Lee

Goran

Guest 1

Guest 2

Guest 3

Hans Enn

Michaela Figgini

New User H

New User I

New User J

Nigel Bond

Steve Parker

Stole

test 1

test 2

Filter

Reset

Access details

User details

Name

Ann Smith

Access level

AL1 test

Department

Default

☐ Privacy override

Picture

Card validity period

Valid from: 01/01/2016 12 : 00

Valid to: 31/12/2099 12 : 59

Use credit ☐

Credit details

Total credit amount

Manage credit

Credit history

Issue card

Replace card

Add

Edit

Delete

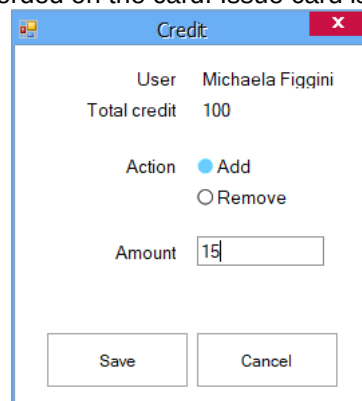
Exit

To issue user card:

- Click on "Add"
- Enter the name of the user, select the validity date, access level and the department
- Click "Save"
- Place the card on the USB desktop reader
- Click on "Issue card". "Card created" message will appear

The user form contains following elements:

- In the left panel you can search and browse existing Users. The user can be filtered by department or access level
- In the right panel are displayed User details:
 - Access details tab: contains information about users card access parameters
 - validity period - card will be valid only for selected period. The selected period can be in hours, not in minutes.
 - [Access level](#)
 - [Department](#)
 - Credit: tick "Use credit" checkbox if the card will use credits
 - "manage credit" will open new window where you can add or remove credits. The current balance can also be checked. To use this option, the card must be placed on the USB desktop reader
 - "credit history" will show you transaction history of selected card (user)
 - To add credit:
 - Place the user card on the desktop reader
 - Click on "use credit" checkbox
 - Click on "manage credit" button and add the amount desired
 - Click on "Save" button and three beeps will indicate that the credit is recorded on the card. Issue card is not needed.



The screenshot shows a Windows-style dialog box titled "Credit". Inside, it displays the user "Michaela Figgini" with a "Total credit" of 100. There are two radio buttons for "Action": "Add" (which is selected) and "Remove". Below this is an "Amount" input field containing the number "15". At the bottom of the dialog are two buttons: "Save" and "Cancel".

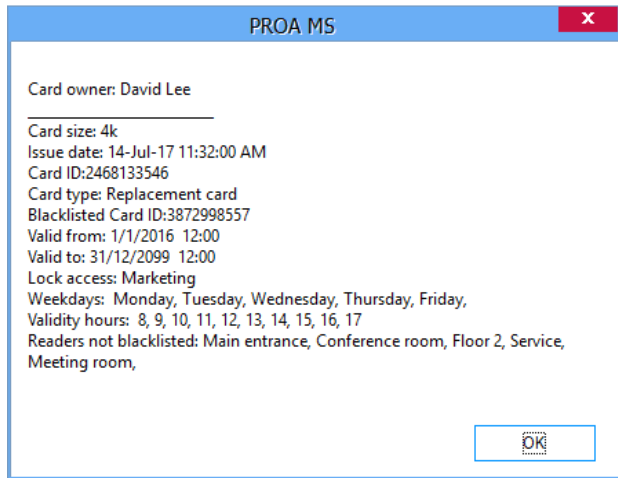
**** To use credit system, the lock MUST be configured to use credits in [Lock configuration](#)

- User details tab: contains general information about user
 - Tel, address, job title, email etc
- Filter button: you can filter user results in the table by access level or department
- To Delete user, select user then click on "Delete" button. The user card will still be functional. If you want that card not to be functional, there are two ways of doing that: take the card and [erase the card](#) on the USB desktop reader or issue ["Blacklist card"](#) or blacklist via [USB command](#).
- To modify user information, select user, click "Edit" button, change desired parameters and click on "Save" button when finished
- To issue card: select user and click on "Issue card" button
- Replacement card: same as user card, this card is issued when the regular user card is lost. With the first use of this card, the previous card is automatically blacklisted and the previous card automatically becomes non functional.

When the replacement card is read, it will show all the readers which are not blacklisted. Once you show

that replacement card on the reader, the previous card gets blacklisted and that door is removed from the list.

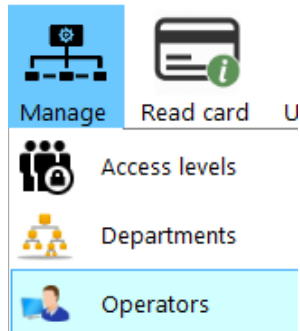
When all the doors are removed from the list, the card type will change from "Replacement card" to "User card".



***** User can have only 1 valid card. Replacement card will blacklist the currently valid card for the user and create new user card**

8. Operators

Select Operators from the Main menu/Manage



?

X

Operators

Operators

ID
admin
1
Operator 1
Operator 2

Add new

Operator

Operator 1

Password

Permissions

☒ Sites

☒ Locks

☒ Access levels

☒ Users

☒ Operators

☒ System management

☒ Reports

☒ Cards

check all

uncheck all

Change operator password

User

Operator 1

Current password

New password

Confirm password

Save password

Cancel

Change pass.

Add

Edit

Delete

Exit

In the left panel you can browse existing operators. In the right panel you can manage operator permissions or change their password

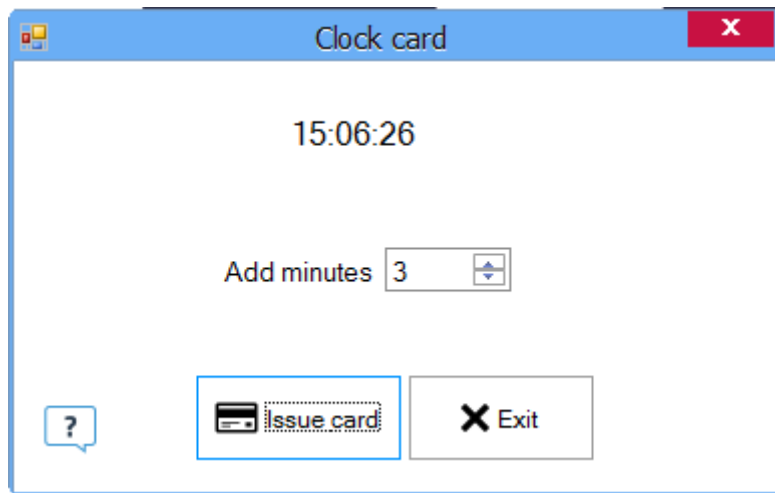
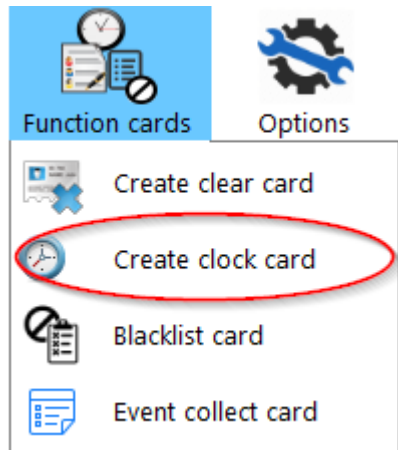
Default operator (username/password) is admin/admin. Default operator permissions cannot be modified, you can only change the password.

1. To add new operator:
 - o Click on "Add" button
 - o Enter operator name and password
 - o Check the permissions you want the operator to have
 - o Click on "Save" button

2. To Delete operator:
 - Select operator from the list and click on "Delete" button
3. To modify operator:
 - Select operator from the list, click "Edit" button, change parameters in right panel then click on "Save" to save changes
4. To change operator password:
 - Select operator from the list
 - Click "Change password" button, enter current operator password and New password
 - Click on "Save password" button to save the changes

9. Function cards

9.1 Clock card

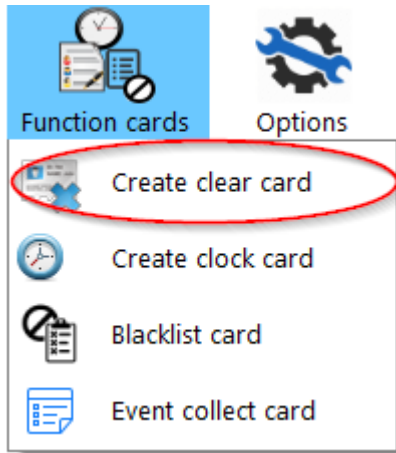


Clock card is used for updating the reader date and time according to time of the PC

To update the reader time by using "clock card":

- Put a card on the desktop reader
- Set "add minutes" - approximately the time needed to reach the door/reader
- Click on "Issue card"
- Take the card and present it to the reader
- If successful, you will hear short beep and green light on the reader

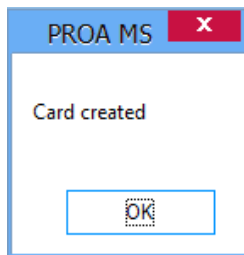
9.2 Clear card



Clear card is used to erase the data from the reader. One clear card can be used for resetting all the readers. The clear card resets the reader in the same manner as the hardware reset (with jumper or dip switch)

To create a clear card:

- Place the card on the USB desktop reader
- Click on "Create clear card" from the main menu/function cards



- Present the clear card on the reader
- If successful, you will hear short beep with longer red light, and at the end, another short beep with green light (approx. 10 secs)

*After the reader is successfully cleared, you will need to present "Initializing card" to configure the reader, or initialize (configure) the reader with USB connection

9.3 Initializing card

Main menu/Doors

Lock parameters

Locks

ID	Name	Active
1	Main entrance	☒
2	Server room	☒
3	Conference room	☒
4	Floor 1	☒
5	Floor 2	☒
6	Parking lot	☒
7	Service	☒
8	Door 8	☐
9	Door 9	☐
10	Door 10	☐
11	Door 11	☐
12	Door 12	☐
13	Door 13	☐
14	Door 14	☐
15	Door 15	☐
16	Door 16	☐
17	Door 17	☐
18	Door 18	☐
19	Door 19	☐
20	Door 20	☐
21	Door 21	☐
22	Door 22	☐
23	Door 23	☐

Lock configuration

Lock name: Name ☒ Lock enabled
Description

Use credit ☒ Reduce credit on entry by Backlight ☐
Lock relay time out (1-255sec, 0=Toggle mode)

Validity days
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Validity hours
☒ 00 ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☒ 08 ☒ 09 ☒ 10 ☒ 11 ☒ 12 ☒ 13 ☒ 14 ☒ 15 ☒ 16 ☒ 17 ☒ 18 ☒ 19 ☒ 20 ☒ 21 ☒ 22 ☒ 23

Event types
☒ Relay activated
☒ Push button pressed
☒ Privacy override
☒ Automatic opening
☒ Power card present
☒ Clean room
☒ Key
☒ Handle lock

Automatic openings

Time(hh:mm)	Action	M	Tu	W	Th	F	Sa	Su
09:55	open	☒	☐	☐	☐	☐	☐	☐
18:56	close	☐	☒	☐	☐	☐	☐	☐
09:57	open	☐	☐	☒	☐	☐	☐	☐
09:58	close	☐	☐	☐	☒	☐	☐	☐

Initialization card
Add minutes ☐ Update time

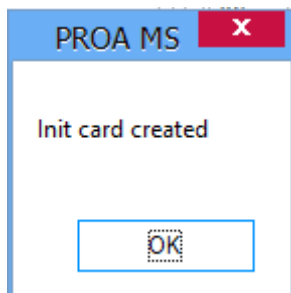
This is the card that transfers all the reader settings from the software into the reader

To use this card, reader must be at factory default.

If the reader has been already programmed with initializing card before, reset to factory default can be done by hardware reset or to be reset with [Clear card](#).

To create initializing card:

- Place card on the USB desktop reader
- Go to Main menu/Doors
- Select enabled reader (door/lock) from the list
- Select number of minutes, approximate time needed to reach the reader from the current position
- Click on "Init card" button

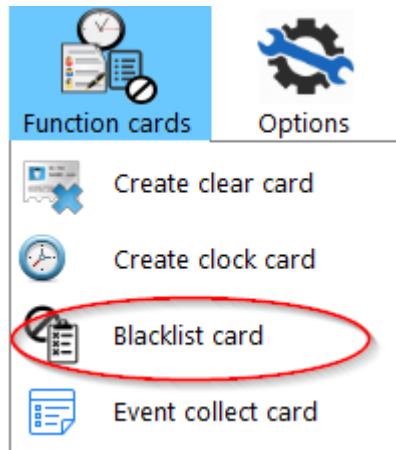


- Show the "Init card" to the reader
- If successful, green light and short beep will appear on reader. If the backlight option was enabled, then

the reader should light in orange indicating that is operational

After the reader is successfully initialized (configured), [user](#) cards can be used

9.4 Blacklist cards



- Blacklist card will in most situations be used if the card is stolen or lost or if you wish to deny access to certain user.
- To blacklist a card means to make the card invalid for future use or for certain amount of time.
- 1 blacklist card can add or remove 1 user card
- You can also blacklist cards [via USB connection](#)

ADD TO BLACKLIST

Create a card which will blacklist another card on the reader

- Place card on the desktop reader
 - Select the row from the table which card you want to blacklist
 - Click on "Add to blacklist"
 - Present the card on the reader/s
- If successful, a short beep and green light will appear on the reader

Blacklisted cards will be shown in red in the table

User 3	User card	1/25/2017 10:45:00 AM	1/1/2016 12:00:00 PM	12/31/2099 12:00:00 PM	1/25/2017 12:00:00 PM
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REMOVE FROM BLACKLIST

Create a card which will remove blacklisted card from the reader

- Place the card on the desktop reader
 - Select blacklisted card from the table (marked in red)
 - Click on "remove from blacklist" button
 - Present the card on the reader/s
- If successful, a short beep and green light will appear on the reader

CLEAR ALL FROM BLACKLIST

Remove all the blacklisted cards from the reader

- Place the card on the desktop reader
- Click on "Clear all from blacklist" button
- Present the card on the reader/s

If successful, a short beep and green light will appear on the reader

The screenshot shows a software window titled "Blacklist" with a search bar at the top. The search bar includes a "Card owner" dropdown, a "Type" dropdown set to "User card", and a "Show blacklisted cards only" checkbox. To the right of the search bar are "Search" and "Show all" buttons. Below the search bar is a table titled "List of all cards in system". The table has four columns: "User", "Card type", "Blacklisted until", and "Blacklisted". The table contains 15 rows of data, with some rows highlighted in red. At the bottom of the window is a "Create new card" section with a "Do not allow access until" dropdown set to "31/12/2099". Below this are four buttons: "Add to blacklist", "Remove from blacklist", "Clear all from blacklist", and "Exit".

User	Card type	Blacklisted until	Blacklisted
Steve Parker	User card	29-Jul-17 12:00:00 AM	☒
New User I	User card	31-Dec-99 12:00:00 AM	☒
Hans Enn	User card	31-Dec-99 12:00:00 AM	☒
Nigel Bond	User card		☐
New User H	User card	31-Dec-99 12:00:00 AM	☒
New User J	User card		☐
Guest 1	User card	31-Dec-99 12:00:00 AM	☒
Hans Enn	User card	31-Dec-99 12:00:00 AM	☒
Hans Enn	User card		☐
David Lee	User card		☐
Goran	User card		☐
David Lee	User card	31-Dec-99 12:00:00 AM	☒
test 1	User card	31-Dec-99 12:00:00 AM	☒
New User F	User card	31-Dec-99 12:00:00 AM	☒

(Blacklist interface)

About the interface:

- In the upper corner you can filter the results in the table by card type or user and other parameters
- In the table, by default, the user cards are shown. All other cards can be shown if the card type is selected from the drop down menu 'Card Type'
- In the lower corner you can create cards.

Add to blacklist - Creates a blacklist card. When this card is presented on the reader, it blacklists the card on the reader, making the card invalid for future use.

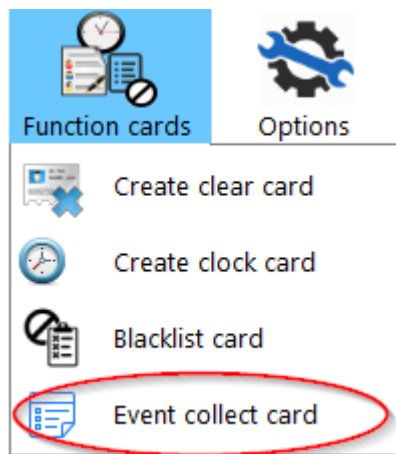
Remove from blacklist - Creates a remove blacklist card. When this card is presented on the reader, it

removes previously blacklisted card from the reader, making the card valid for use again

Clear all from blacklist - Creates a clear all blacklist card. When this card is presented on the reader, it removes ALL blacklisted cards on the reader. All previously blacklisted cards will be valid for use again

9.5 Event collect card

Select "Cards - Event collect card" from the menu



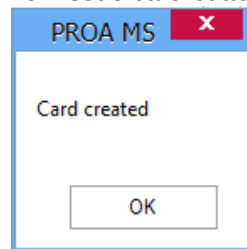
- Event collect card collects events from the reader and writes them in the card
- Capacity: For 1k card there can be 39 events recorded on the card, for 4k cards 207 events
- The reader can keep maximum of 3500 events. The events are recorded by the principle first in first out.
- Even though the events are recorded on the card, the same events are still present in the reader's memory

(Event collect card)

It's a 3 step process:

1. Creating the event collect card

- Put the card on the USB desktop reader
- Select the door from which the events will be collected
- Select from which period the events will be collected
- Click on Issue card button - card will be created



2. Reading the events from the door

- Present the event collect card on the door lock, device will produce sound with short beeps. Card needs to be held down at the reader for several seconds (approx 5sec) until long beep is produced. Then card can be removed. If Card is removed too early, red light will appear at the end of the buzzing sound, and no long beep will follow.

3. Reading the events from the card and writing them in the database

- Put the card on the reader and click on "Read events" button (wait for beeping to finish), this should take approximately 30sec depending on card size

Event collect card

Select door and event period

Door: Conference room

from: 13/02/2017 12:00

to: 13/09/2017 12:00

Reading events, please wait

Read events

Issue card

Exit

To view events:

- 0 Go to reports/event log
- 0 Select date/time and other parameters (optional) and click on "Show" button to view the events on screen

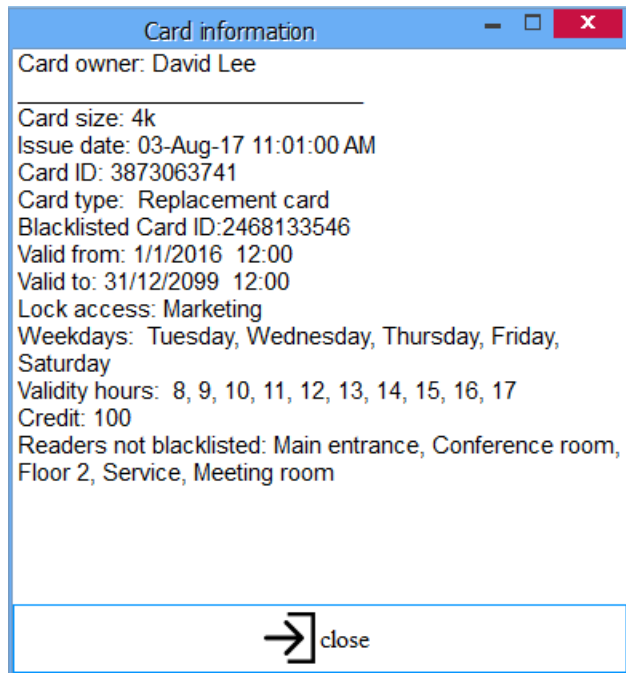
10. Read card

Click on Read card button on the main menu



Read card

0 "Read card" will read the data from the card and show you on screen



(Read card: Replacement card)

To read the card:

0 Place the card on USB desktop reader and click on "Read card" button (main menu/read card)

The read card option will display:

- 0 the name of the card owner
- 0 card type
- 0 validity date
- 0 Access level including the weekdays and the hours
- 0 Credit

11. Erase card



Erase card

Erase card will erase all the contents on the card, re-setting it to factory default. This will disable the access to any door/reader

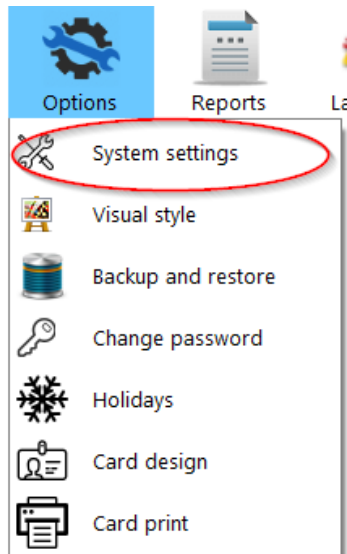
To erase card:

- O Place the card you wish to erase on the USB desktop reader
- O Click on "Erase card" from the main menu/erase card
- O Wait approx 20 secs (depending on card size 1k or 4k)
- O After the beeping stops you can remove the card

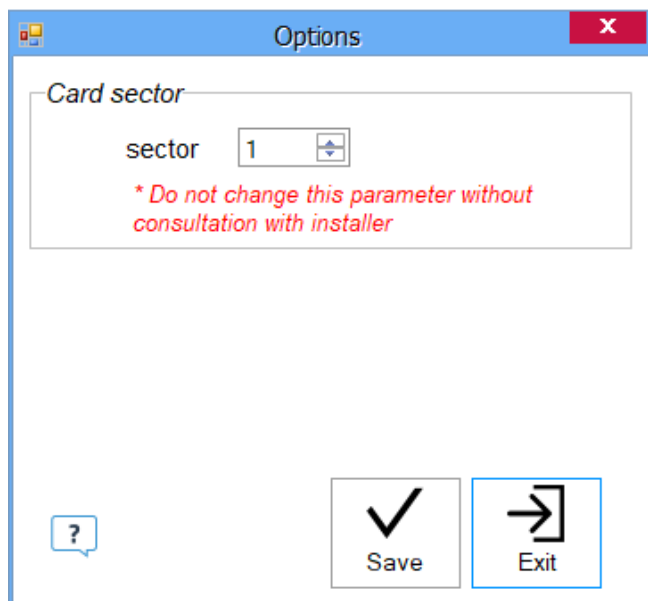
12. Options

12.1 System

Options/System settings

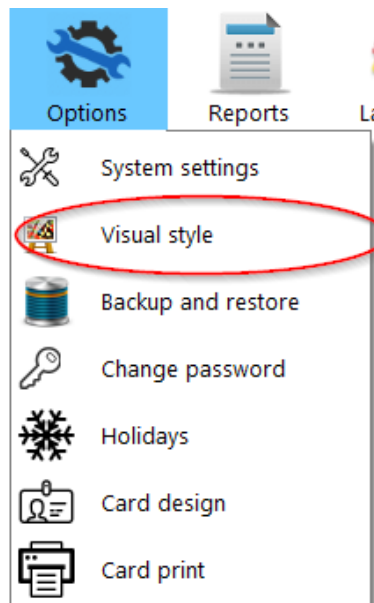


In system settings you can change the default writing sector of the Mifare classic card. The User card uses 1 card sector. All the other cards except initializing card are also using 1 card sector. The initializing card uses 2 card sectors.

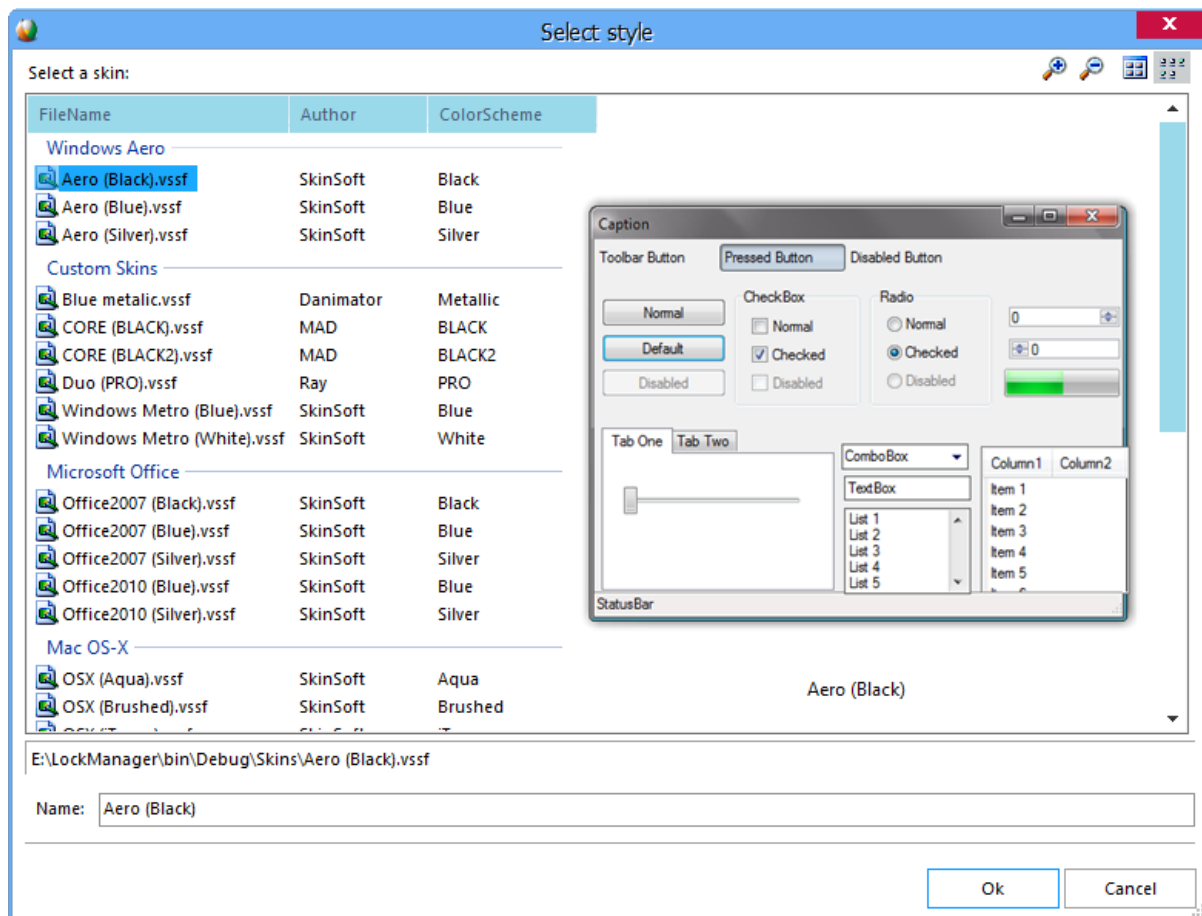


(System settings)

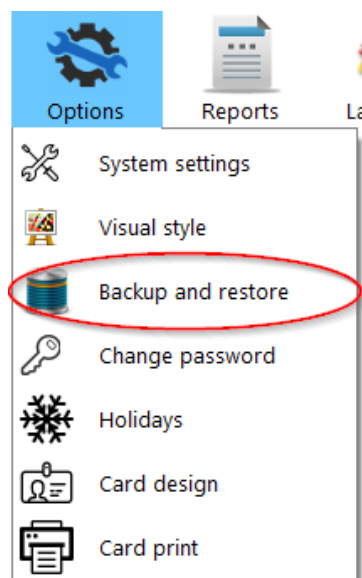
12.2 Visual style

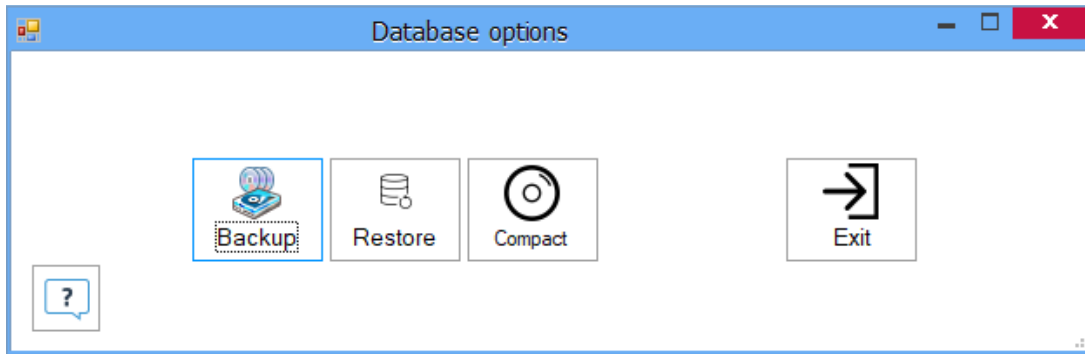


You can change visual appearance of the software by choosing some of the visual style templates in this window.



12.3 Database

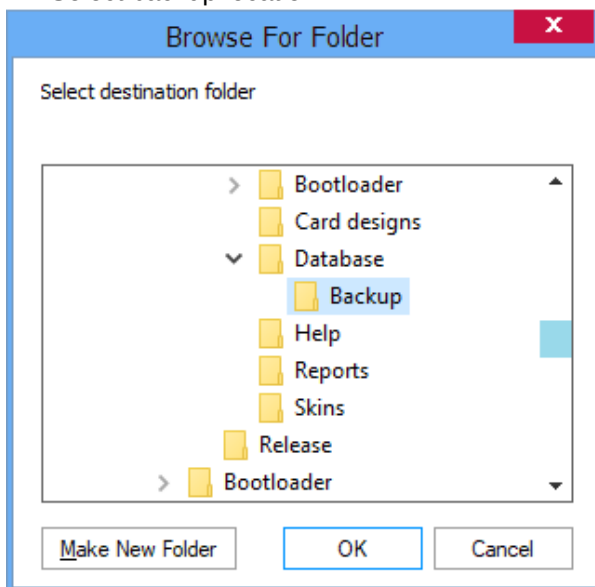




(Picture 1: Backup and restore)

To create a database backup:

1. Click on "Backup" button (Picture 1)
2. Select backup location



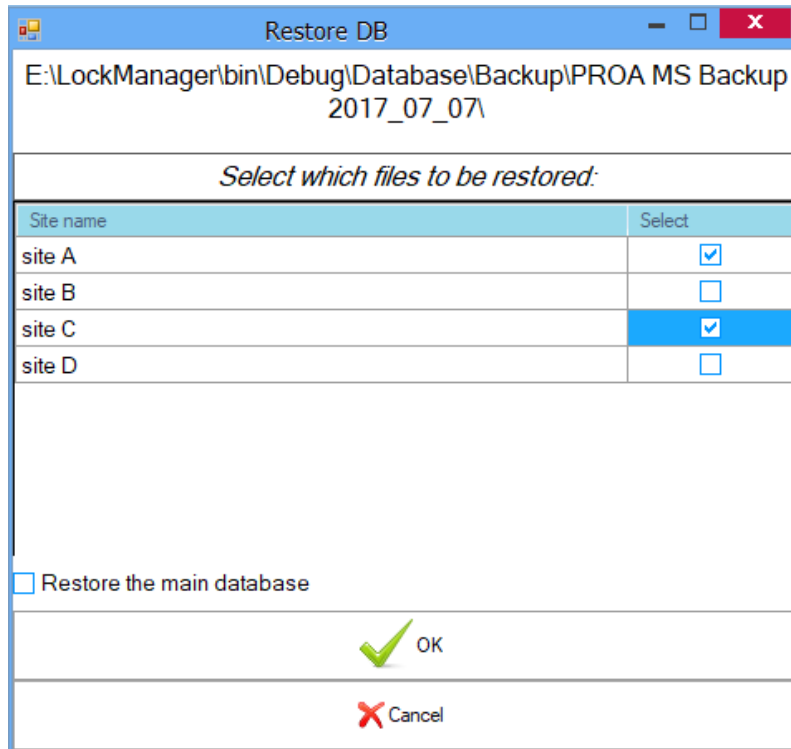
(Picture 2: Select backup destination)

3. Click OK button to finish

Note: There is no automatic backup. The backup must be made manually as explained above.

To restore database from backup folder:

1. Click on "Restore" button (Picture 1)
2. Select the location of the database files you wish to restore
3. Select from a list of sites (databases) you want to be restored



(Picture 3: Select sites to be restored)

4. Click OK button to finish

- ◆ If you check "Restore the main database" you will lose any changes made to the Operators and System settings made, information which is shared among every existing site
- ◆ Before the database is restored, there is automatic system database backup created by the software in the "\database\backup" folder which is named "System created backup" as a precaution

To compact database:

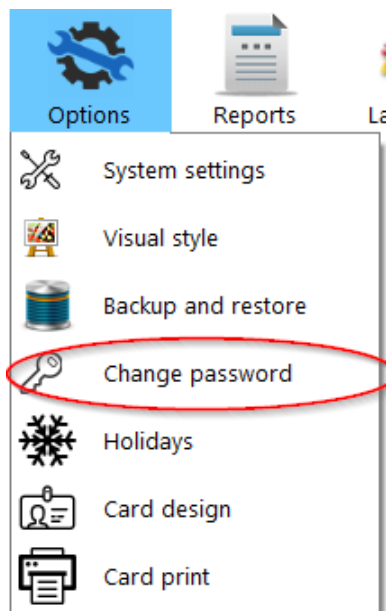
** Database files can grow quickly as you use them, sometimes impeding performance. They can also occasionally become corrupted or damaged.

You can use the Compact (and Repair) Database command to prevent or fix these problems.

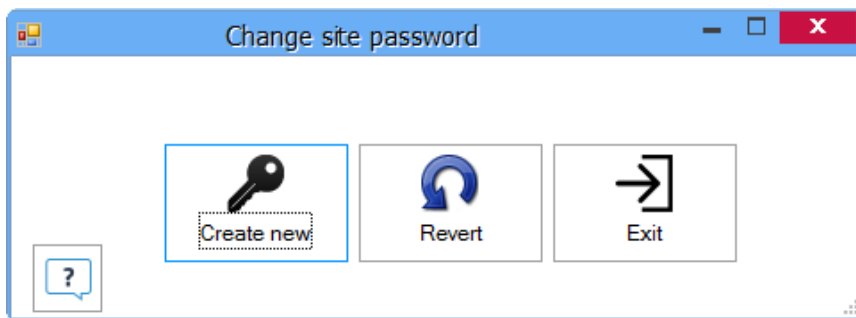
1. Click on "Compact" button (Picture 1)
2. Select database location
3. Select database destination (can be the same file)

If the compact and repair was successful, the database size should be reduced.

12.4 Password

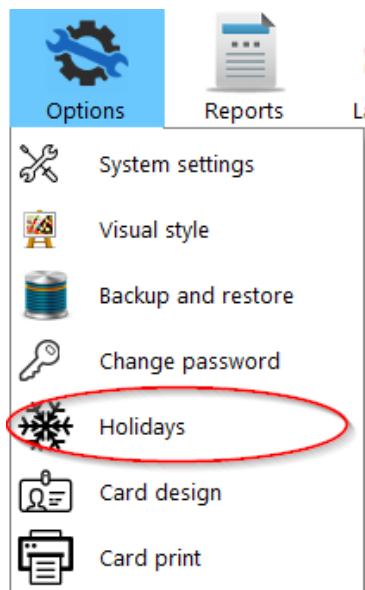


Software creates a unique password for each site on the first run.
This password is encrypted and it's used for communication between the reader and the cards.
Cards made in different [sites](#) will have different passwords.



12.5 Holidays

Go to Options/Holidays to configure holidays



Holidays					
	ID	Name	Enabled	Date from	Date to
▶	1	Neujahrstag	☐	01 January	01 January
	2	Heilige Drei Könige	☐	06 January	06 January
	3	Karfreitag	☐	14 April	14 April
	4	Ostermontag	☐	17 April	17 April
	5	Tag der Arbeit	☐	01 May	01 May
	6	Christi Himmelfahrt	☐	25 May	25 May
	7	Pfingstmontag	☐	05 June	05 June
	8	Fronleichnam	☐	15 June	15 June
	9	Friedensfest	☐	08 August	08 August
	10	Mariä Himmelfahrt	☐	15 August	15 August
	11	Tag der Deutschen Einheit	☐	03 October	03 October
	12	Reformationstag	☐	31 October	31 October
	13	Allerheiligen	☐	01 November	01 November
	14	Buß- und Bettag	☐	22 November	22 November
	15	Weihnachtstag	☐	25 December	26 December
	16	Zweiter Weihnachtsfeiertag	☐	26 December	26 December
	17	Holiday 17	☐	01 January	01 January
	18	Holiday 18	☐	01 January	01 January
	19	Holiday 19	☐	01 January	01 January
	20	Holiday 20	☐	01 January	01 January
	21	Holiday 21	☐	01 January	01 January
	22	Holiday 22	☐	01 January	01 January

?
 Holiday templates
 German
 Apply
 Reset

Save and exit

There are total of 24 holidays, disabled by default

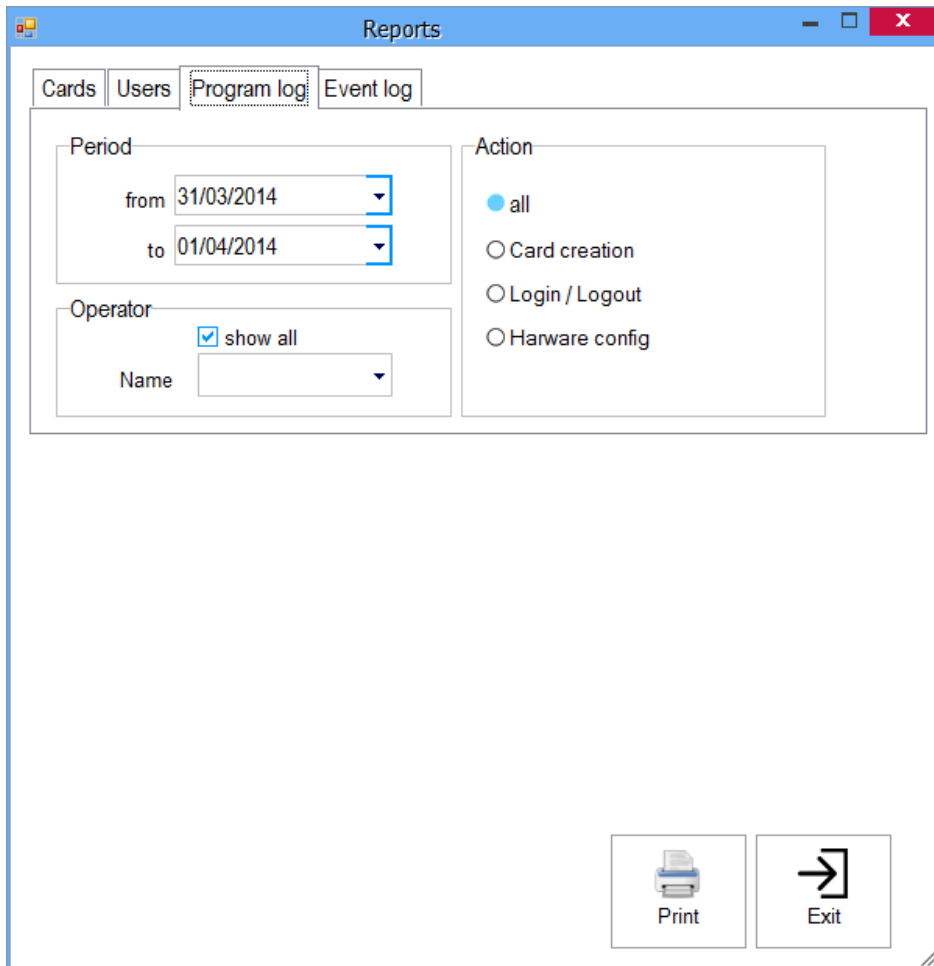
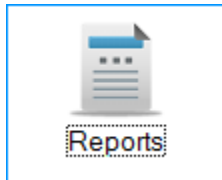
To enable a holiday:

- 0 Select holiday from the list

- Change the name of the holiday directly in the table
- Click on enable checkbox for the selected holiday
- Choose date from-to for the holiday, default is same day

- The holiday settings are updated in the reader via [initializing card](#) or USB
- In [access levels](#), "Sunday and holiday" should be disabled so the user card which will belong to that access level be un-accessible during the holidays

13. Reports

A screenshot of a software window titled "Reports". The window has a blue title bar with standard Windows controls. Inside, there are four tabs: "Cards", "Users", "Program log", and "Event log". The "Program log" tab is selected. Below the tabs, there are two main sections. The left section is titled "Period" and contains two date pickers labeled "from" and "to", with values "31/03/2014" and "01/04/2014" respectively. Below this is an "Operator" section with a checkbox labeled "show all" (checked) and a "Name" dropdown menu. The right section is titled "Action" and contains three radio buttons: "all" (selected), "Card creation", "Login / Logout", and "Hardware config". At the bottom right of the window, there are two buttons: "Print" with a printer icon and "Exit" with a right-pointing arrow icon.

You can view and print reports:

Select report you wish to print:

1. Cards - Gives you list of all issued cards and their owner

CARDS						
CARDTYPE	OWNER	OPERATOR	ISSUEDATE	VALIDFROM	VALIDTO	blacklisted
Initialization card		nikola	26/03/2014 11:29			False
Blacklist card	user A	nikola	26/03/2014 11:40	23/03/2014 8:00	25/03/2014 12:00	False
User card	user B	nikola	26/03/2014 13:15	23/03/2014 12:00	26/03/2014 0:26	False
User card	user C	nikola	26/03/2014 14:35	26/03/2014 12:00	26/03/2014 12:00	False
User card	user D	nikola	26/03/2014 12:48	24/03/2014 12:00	26/03/2014 0:26	False
User card	user A	nikola	26/03/2014 14:39	23/03/2014 12:00	26/03/2014 12:00	False
User card	user K	nikola	26/03/2014 14:36	20/03/2014 12:00	26/03/2014 12:00	False
User card	user A	nikola	26/03/2014 11:45	23/03/2014 8:00	26/03/2014 12:00	False
User card	user G	nikola	26/03/2014 11:54	23/03/2014 8:00	26/03/2014 12:00	False
Event card		nikola	26/03/2014 12:51	26/03/2014 0:00	26/03/2014 0:00	False
Blacklist card	user H	nikola	26/03/2014 14:21	23/03/2014 12:00	26/03/2014 13:41	True
User card	user E	nikola	26/03/2014 12:21	23/03/2014 12:00	26/03/2014 10:00	False
User card	user I	nikola	26/03/2014 13:16	23/03/2014 12:00	26/03/2014 0:26	False

2. Users - Gives overview of the users created

USERS				
User	Department	Access level	Card valid from	Card valid to
Goran	Default	AL1 test	01-Jan-17 12:00:00	20-Dec-17 12:00:00
Test user A	Default	Unlimited	01-Jan-17 12:00:00	25-Jul-17 12:00:00
Michaela Figgini	Default	Unlimited	01-Jan-16 12:00:00	31-Dec-99 12:00:00
Stole	Default	Unlimited	01-Jan-16 12:00:00	31-Dec-99 12:00:00
David Lee	Default	Marketing	01-Jan-16 12:00:00	31-Dec-99 12:00:00
Ann Smith	Default	AL1 test	01-Jan-16 12:00:00	31-Dec-99 12:00:00

(Short user report)

3. Program log - Report of all the software activity by category and time (Operator log in/out, Issuing cards, USB commands, Changes in the reader parameters etc)

12-Jul-17 1:57:47PM	Login	1		
12-Jul-17 2:04:11PM	IssueCard	1	Michaela Figgini	User card
12-Jul-17 2:34:05PM	IssueCard	1	Maria Waliser	User card
12-Jul-17 2:46:11PM	IssueCard	1	Maria Waliser	User card
12-Jul-17 2:48:21PM	EditLock	1		
12-Jul-17 2:48:37PM	USBClear	1		
12-Jul-17 2:48:43PM	USBInit	1		
12-Jul-17 2:50:24PM	IssueCard	1	Maria Waliser	Clear card
12-Jul-17 2:51:13PM	USBInit	1		
12-Jul-17 3:16:57PM	IssueCard	1	Maria Waliser	Clear card
12-Jul-17 3:21:56PM	IssueCard	1	Maria Waliser	Initialization card
12-Jul-17 3:22:37PM	IssueCard	1	Maria Waliser	Initialization card
12-Jul-17 3:22:48PM	USBClear	1		
12-Jul-17 3:43:36PM	IssueCard	1	Michaela Figgini	User card
12-Jul-17 3:54:12PM	IssueCard	1	Goran	Blacklist card

(Program log)

4. Event log - Read events from the card for selected reader (Access granted, access denied, Reader initialized etc)

Event	Date	Room	Card type	Owner
SUCCESS_ACK_OK	19-Jun-17 1:15:00PM	Main entrance	Clock card	
SUCCESS_ACK_OK	19-Jun-17 1:24:46PM		Clear card	
SUCCESS_ACK_OK	04-Jul-17 11:09:33AM	Conference room	Initialization card	
SUCCESS_ACK_OK	04-Jul-17 11:10:00AM	Conference room	Clock card	Mana Waliser
EVENT_RELAY_ACTIVATED	04-Jul-17 11:10:02AM	Conference room		
SUCCESS_ACK_OK	04-Jul-17 11:10:02AM	Conference room	User card	David Lee
EVENT_RELAY_DEACTIVATED	04-Jul-17 11:10:03AM	Conference room		
SUCCESS_ACK_OK	04-Jul-17 11:10:20AM	Conference room	User card	David Lee

(Event log)

Choose parameters for selected report and click on "Show" button to view the report on screen

On report screen click on printer button to print the report.

Exporting the report

The report can be exported to: CSV, doc, pdf, xml, xls, rtf etc



14. Language

 Language				
 English	 Italiano	 Español	 Nederlands	 Français
 Deutsch	 Македонски	 Český	 Polish	 Português

Select language you want to work with.

15. USB connection

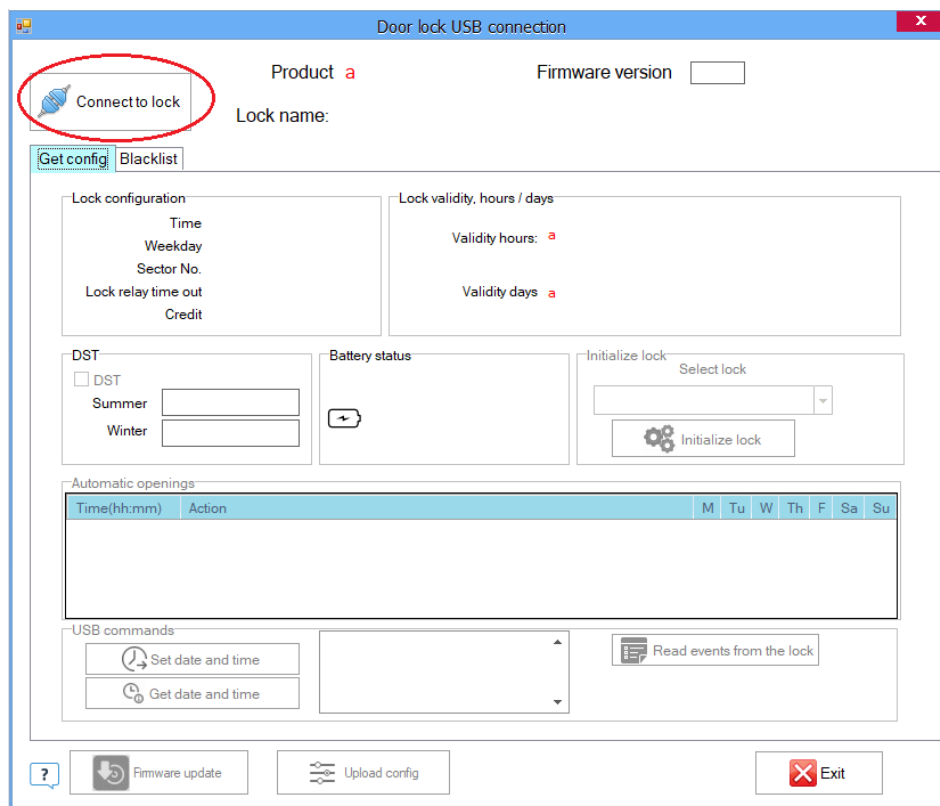
Instead of programming the reader with cards, there is an option to program with USB connection.

Select USB connection from Main menu



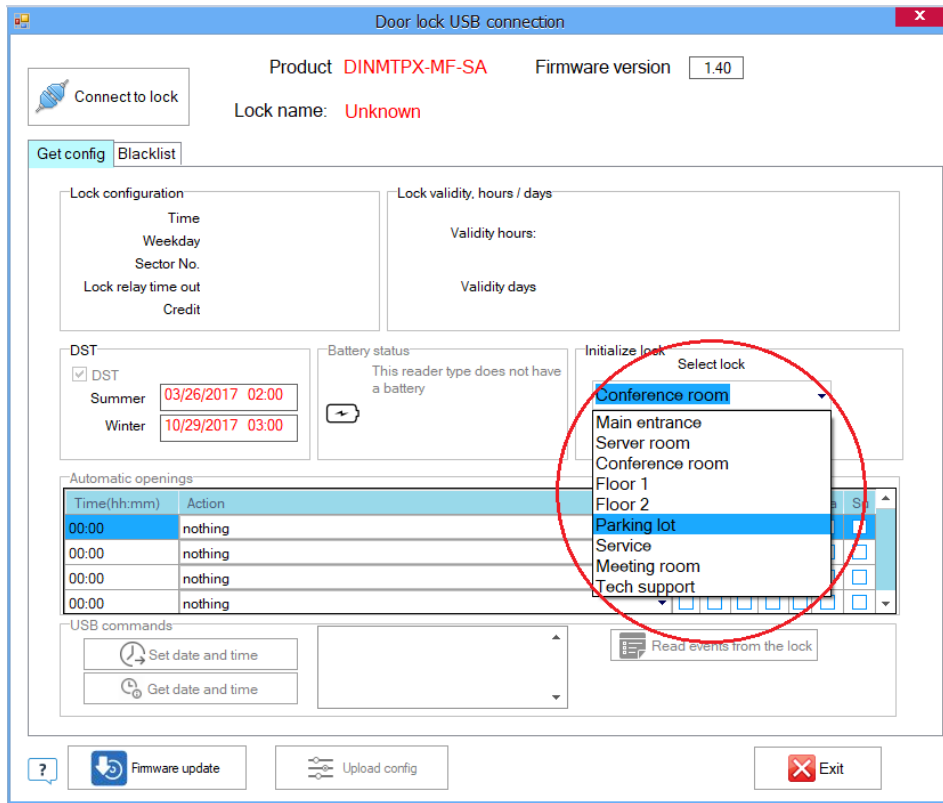
Initializing the reader via USB connection

1. Insert the USB cable in the reader and in the PC.
2. Press "Connect to lock" button. "Connect to lock" button is disabled when the reader is not connected to the USB

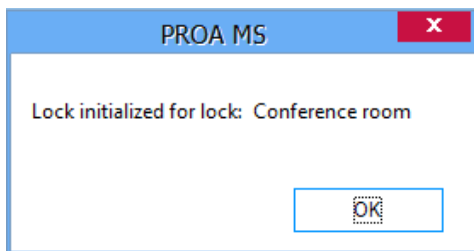
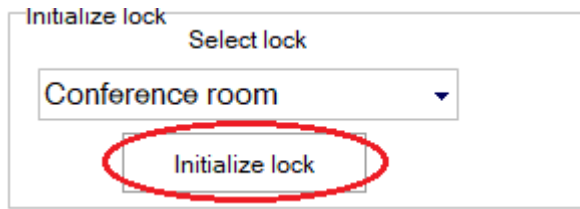


(Screen 1: USB connection main window)

3. Once connected, select from the drop-down menu, one of the pre-defined doors



4. Click on "Initialize lock" button



If the initialization is successful, this screen will be displayed:

Door lock USB connection

Product **DINMTPX-MF-SA** Firmware version **1.40**

Lock name: **Conference room**

Get config **Blacklist**

Lock configuration

Time **25/07/17 13:26**

Weekday **Tuesday**

Sector No. **1**

Lock relay time out **2 sec**

Credit **Disabled**

Lock validity, hours / days

Validity hours: **0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23**

Validity days **Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday,**

DST

☒ DST

Summer **03/26/2017 02:00**

Winter **10/29/2017 03:00**

Battery status

This reader type does not have a battery

Clear lock

Select lock

Conference room

Clear lock

Automatic openings

Time(hh:mm)	Action	M	Tu	W	Th	F	Sa	Su
09:55	open	☒	☒	☒	☒	☒	☒	☒
09:56	close	☐	☐	☐	☒	☐	☐	☐
09:57	open	☐	☐	☐	☒	☐	☐	☐
09:58	close	☐	☐	☐	☒	☐	☐	☐

USB commands

Set date and time

Get date and time

Read events from the lock

Firmware update **Upload config** **Exit**

The parameters from the screen above matches the parameters from the door configuration:

Lock parameters

Locks

ID	Name	Active
1	Main entrance	☒
2	Server room	☒
3	Conference room	☒
4	Floor 1	☒
5	Floor 2	☒
6	Parking lot	☒
7	Service	☒
8	Door 8	☐
9	Door 9	☐
10	Door 10	☐
11	Door 11	☐
12	Door 12	☐
13	Door 13	☐
14	Door 14	☐
15	Door 15	☐
16	Door 16	☐
17	Door 17	☐
18	Door 18	☐
19	Door 19	☐
20	Door 20	☐
21	Door 21	☐
22	Door 22	☐
23	Door 23	☐

Lock configuration

Lock name: **Conference room**

Description: **test**

☒ **Lock enabled**

Use credit ☐ Reduce credit on entry by: **0** Backlight ☐

Lock relay time **2** Toggle:

Validity days

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☒ Saturday

☒ Sunday

Check all **Uncheck all**

Validity hours

☒ 00 ☒ 01 ☒ 02

☒ 03 ☒ 04 ☒ 05

☒ 06 ☒ 07 ☒ 08

☒ 09 ☒ 10 ☒ 11

☒ 12 ☒ 13 ☒ 14

☒ 15 ☒ 16 ☒ 17

☒ 18 ☒ 19 ☒ 20

☒ 21 ☒ 22 ☒ 23

Check all **Uncheck all**

Event types

☒ Relay activated

☒ Push button pressed

☒ Privacy override

☒ Automatic opening

☒ Power card present

☒ Clean room

☒ Key

☒ Handle lock

Check all **uncheck all**

Automatic openings

Time(hh:mm)	Action	M	Tu	W	Th	F	Sa	Su
09:55	open	☒	☒	☒	☒	☒	☒	☒
09:56	close	☐	☐	☐	☒	☐	☐	☐
09:57	open	☐	☐	☐	☒	☐	☐	☐
09:58	close	☐	☐	☐	☒	☐	☐	☐

Initialization card

Add minutes **5**

Init card **Config. card** ☐ **Update time**

Edit **Save** **Cancel**

Lock configuration (view only)

If the reader is already configured, then the parameters written in the reader can be read on the screen. These parameters cannot be changed in this window. They can be changed only in "Doors" configuration.

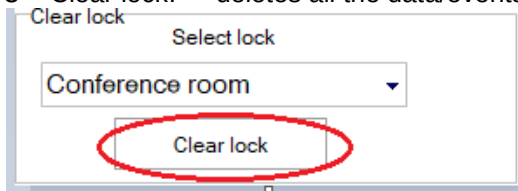
- Time: Current date / time
- Weekday: current day
- Sector No.: sector in which the card writes the data
- Lock relay time: relay activation time(in seconds)
- DST: Daylight Saving Time
- Lock validity period: weekdays and hours in which the reader is enabled. Out of these weekdays and hours, the reader will deny access.

Lock configuration	Lock validity, hours / days
Time 01/12/16 14:49	
Weekday четверг	
Sector No. 1	
Lock relay: 3	
Credit Disabled	
	Validity hours: 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20
	Validity days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.

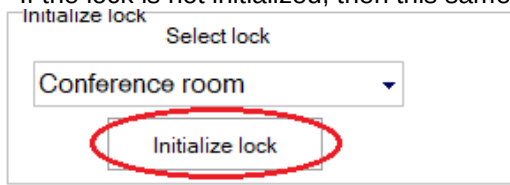
Battery status: status of the battery for the reader HL1000-MF. The other type of readers don't have batteries.

USB commands:

- Clear lock: - deletes all the data/events from the reader and sets to factory default



* If the lock is not initialized, then this same button is displayed as "Initialize lock"

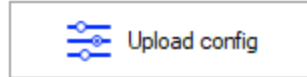


- Read events from the lock: Downloads the events from the reader and writes them in the database. Event capacity is 3500 (FIFO).
- Set date and time: updates (synchronizes with PC) the current date and time on the reader
- Get date and time: reads current date and time from the reader

USB commands	
 Set date and time	Date: 25/07/17 Weekday: Tuesday Time: 13:27:18
 Get date and time	

(USB - set/get time)

Upload config command: Uploads the door parameters into the reader. Door parameters can be changed in [Doors](#).



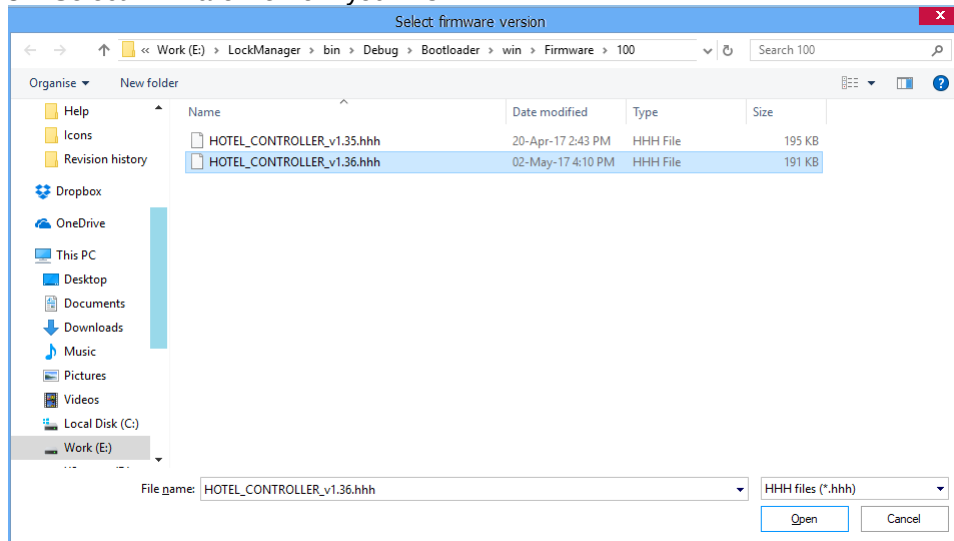
Firmware update

To update firmware:

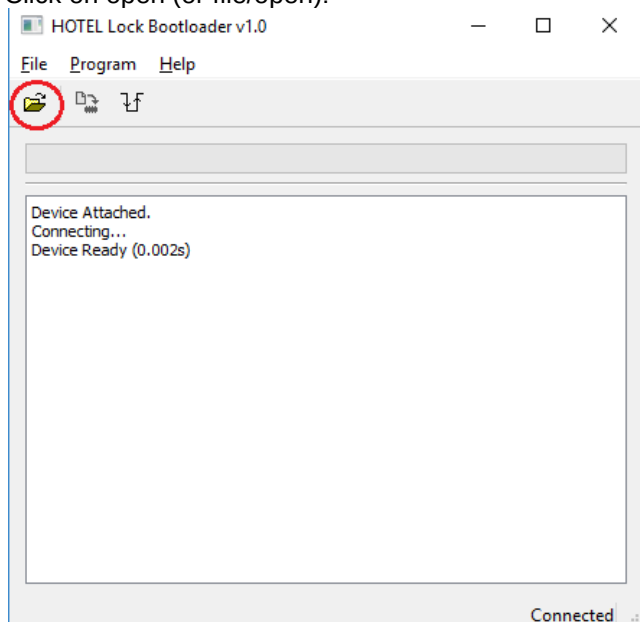
* Make sure the reader is connected to a power supply before connecting the USB cable

0 click on "Firmware update" button

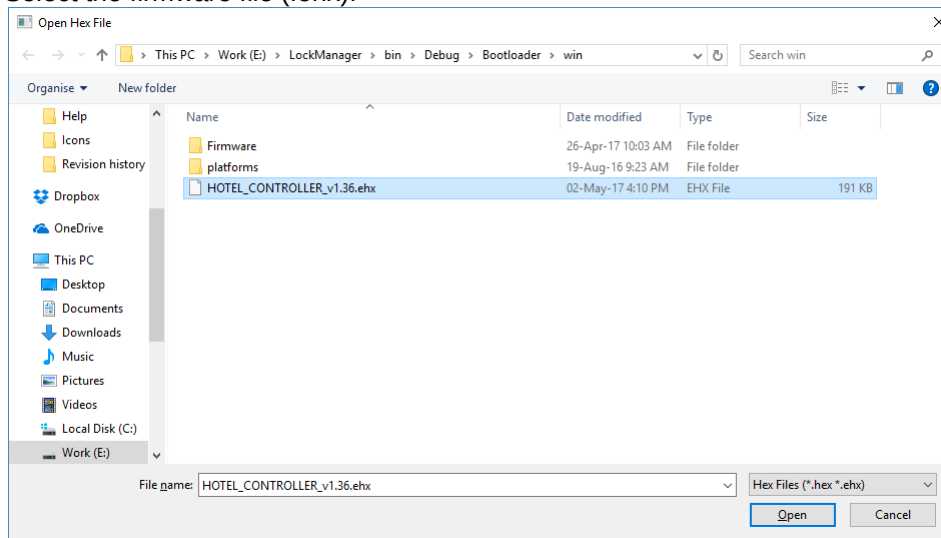
0 Select firmware file from your PC



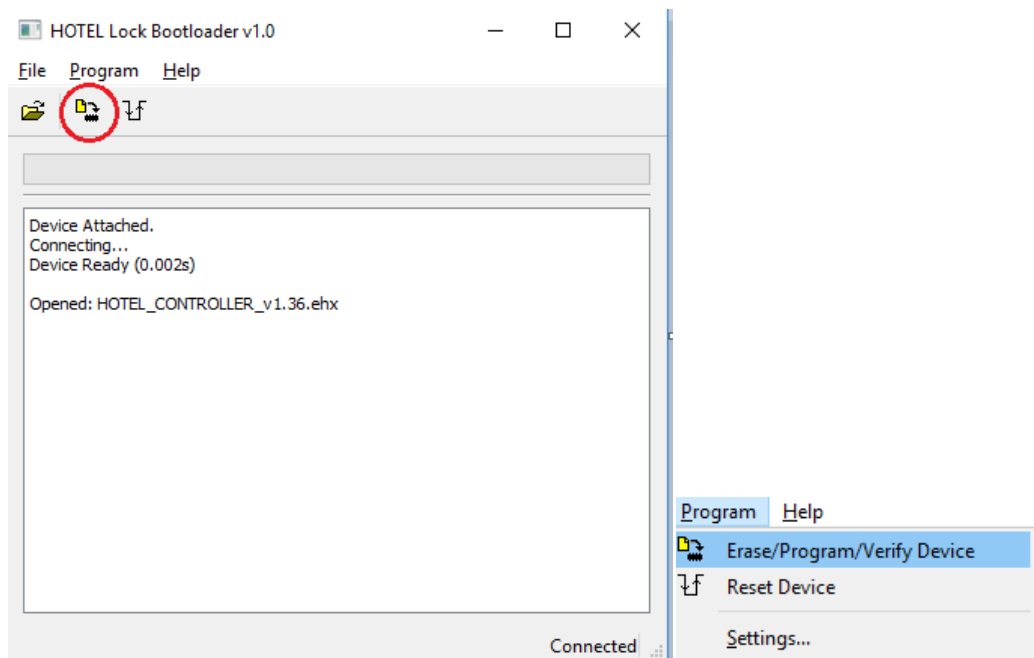
Click on open (or file/open):



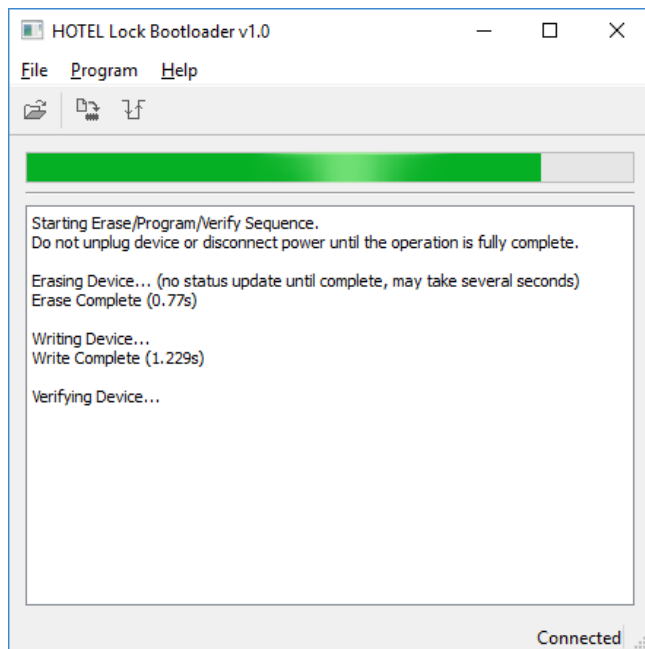
Select the firmware file (.ehx):



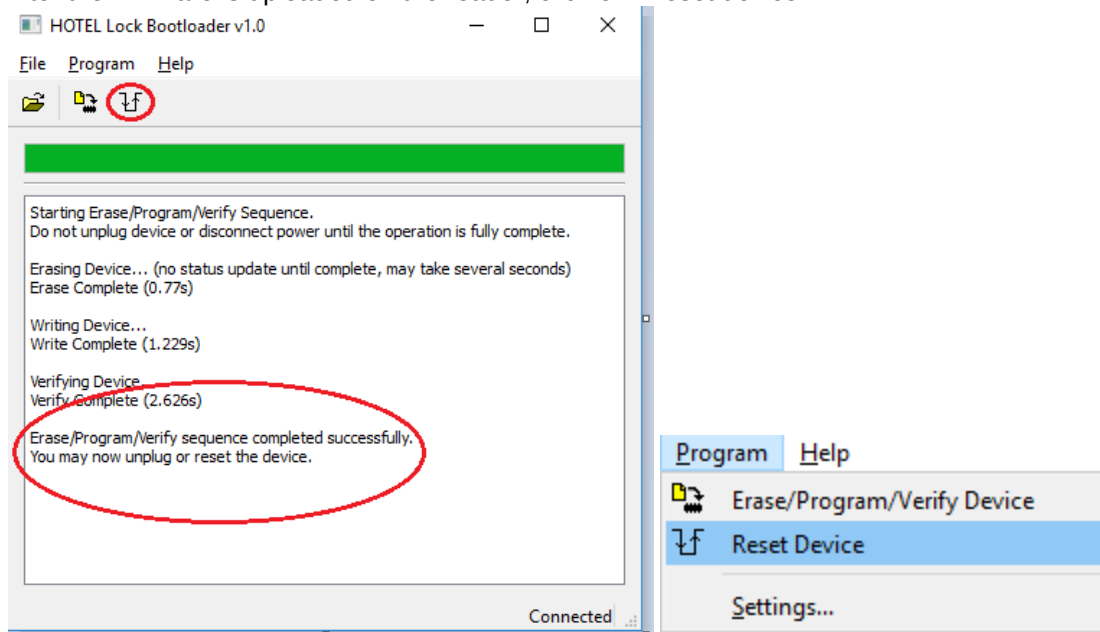
Click on "Erase/program/verify" icon:



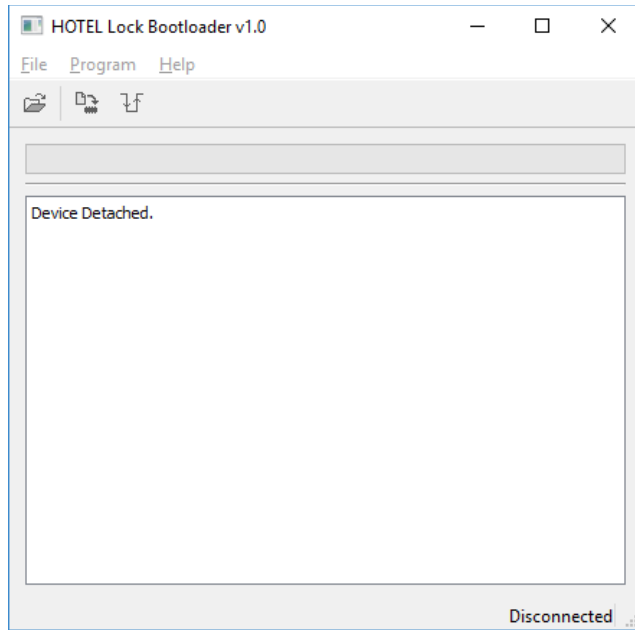
Wait until the firmware is uploaded into the reader:



After the firmware is uploaded on the reader, click on "Reset device":



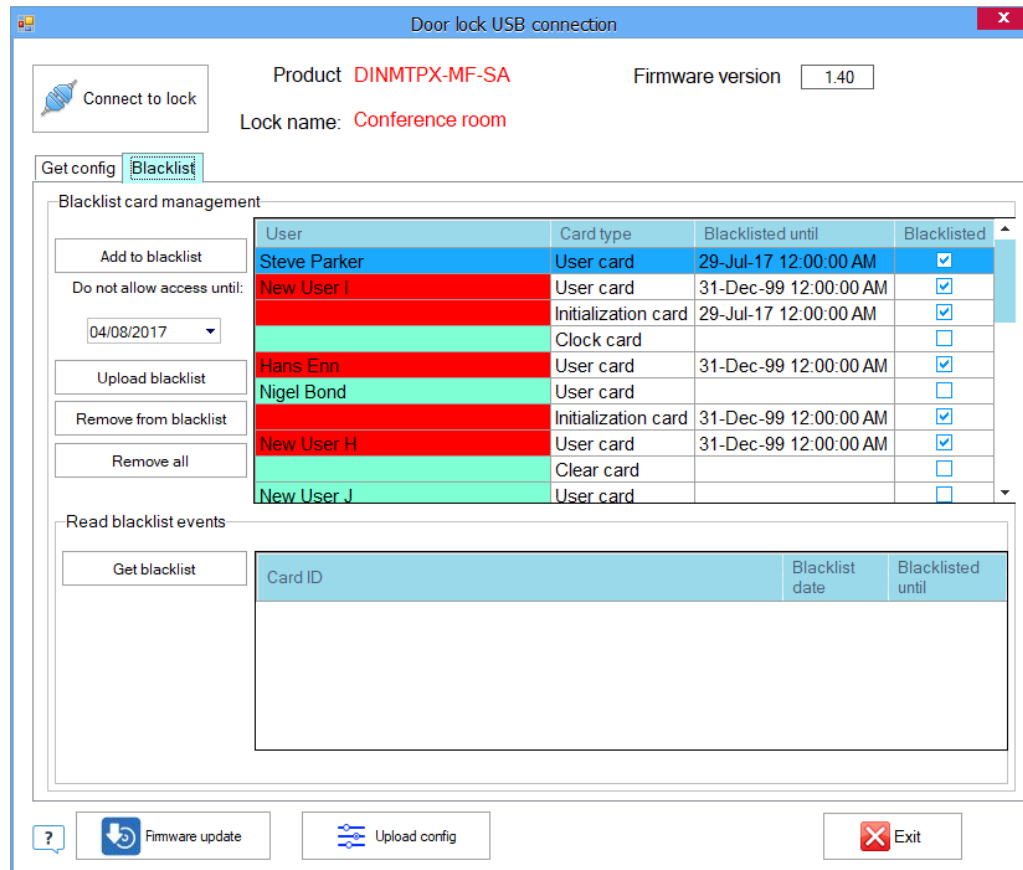
After firmware update success, this message will be displayed:



Important note: if the firmware update process is terminated before finishing the update, the reader must be reset (power off/on). Make sure when powering off, the USB cable is not connected.

16. USB blacklist

Click on "Blacklist" tab in USB connection



(Blacklist via USB command)

Upper panel

- In the upper panel you can view all the existing cards in the software and manage their blacklist status
- * Maximum number of cards that can be added to blacklist on the reader is 512

- ▶ Add to blacklist: adds selected card to blacklist on the reader
 - ▶ select date until the card will be blacklisted on the reader
- ▶ Remove from blacklist: removes selected card from blacklist on the reader
- ▶ Remove all from blacklist: removes all cards from blacklist on the reader
- ▶ Upload to blacklist: Transfers(adds) all blacklisted cards from database to the reader

Lower panel

- In the lower panel you can see blacklisted cards in the lock
- ▶ Get blacklist: reads the blacklisted cards on the connected reader