Topaz
User Manual

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Preface

This document provides instructions for the software installation, configuration, and operation of the Topaz software. Read these instructions and all ancillary documentation before installing or operating this product.

Note: A qualified service person, complying with all applicable codes, should perform all required hardware installation.

Important notice about computer viruses

UTC Fire & Security strongly recommends that Anti Virus protection software be installed and frequently updated on all UTC Fire & Security servers and workstations before connecting them to any network.

UTC Fire & Security assumes no responsibility for damage caused by computer viruses, protecting your UTC Fire & Security system from viruses, or installing anti virus protection software required by your IT department.

Contact your IT Department about installing the proper Anti Virus software before connecting the systems to a network.

Modems

The Part 68 rules require the following or the equivalent information be provided to the end user of equipment containing a pre-approved modem module.

Type of service

The Topaz System operates on an ACU field panel and is designed to be used on standard device telephone lines. It connects to the telephone line using a standard jack, called the USOC RJ-11C (or USOC FJ45S.) Connection to the telephone company provided COIN service (central office implemented systems) is prohibited. Connection to party line services is subject to state tariffs.

Telephone company procedures

The goal of the telephone company is to provide you with the best service it can. The telephone company may occasionally need to make changes in their equipment, operations, or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

In certain circumstances, the telephone company may need to request information from you concerning what equipment you have connected to your telephone line. Upon request from the telephone company, provide the FCC registration number and the ringer equivalence number (REN); both of these items are listed on the equipment label. The sum of all RENs on your telephone line should be less than five to assure proper service from the telephone company. In some cases, five may not be usable on a given line.

Radio frequency

This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference; in which case the owners are required to take whatever measures may be necessary to correct the interference at their own expense.

Note: Shielded interface cables are required with this equipment.

If problems arise

If your telephone equipment is not operating, immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance of this disconnection. If advanced notice is not feasible, you will be notified as soon as possible. When you are notified, you are given the opportunity to correct the problem and informed of your right to file a complaint with the FCC. Contact your telephone company if you have questions about your phone line. If repairs are needed on the ACU field panel, repairs should be performed by your authorized representative.

Conventions used in this document

The following conventions are used in this document:

Bold	Menu items and buttons.
Italic	Emphasis of an instruction or point; special terms.
	File names, path names, windows, panes, tabs, fields, variables, and other GUI elements.
	Titles of books and various documents.
Blue italic	Hyperlinks to cross-references, related topics, and URL addresses.
`Monospace`	Text that displays on the computer screen.
	Programming or coding sequences.

Safety terms and symbols

These terms may appear in this manual:

⚠ **CAUTION:** *Cautions* identify conditions or practices that may result in damage to the equipment or other property.

⚡ **WARNING:** *Warnings* identify conditions or practices that could result in equipment damage or serious personal injury.

Chapter 1 Getting Started

This chapter provides an overview of the Topaz system as well as information on installation and configuration.

In this chapter:

About the Topaz System

The Topaz System is a PC-based Facility Security System for access control, alarm monitoring, interactive color graphics, photo badging, and CCTV (Closed Circuit TV) Control. The system uses the Windows 2000 Professional, XP Professional, or Windows 7 operating system and employs the use of an Internet browser interface technology along with a unique self-configuring software package called Auto Configuration. This allows you to easily set up standard input devices. The Topaz System integrates alarm monitoring, access control, and remote control capabilities throughout a site.

Topaz consists of the file server computer, one (1) additional workstation, ACURT Intelligent Controllers, card readers, alarm sensors, and door locking hardware. To communicate with card readers, alarm points, and the workstation, the system uses Secure Communications Protocol (SCP) through Dial-up, RS-232 / RS-485 hardwire connections, or TCP/IP on LAN / WAN networks.

The basic concept behind Topaz is a central monitoring system that can monitor or control movement within a building or throughout multiple facilities. The system is modular and easily customized to fit almost any building's security and access control needs for up to 64 readers and 2,000 cardholders.

All data entry is performed at a file server or workstation using a mouse and keyboard through the Internet browser Interface.

The Topaz System continuously polls the remote panels; checking communication protocols, tamper switches, alarm inputs, and cardholder access events. Events are displayed on workstation monitors and logged to the PC.

The system performs three major functions:

- Facilitates communications between the server and remotely located control panels.
- Supervises and reports changes in the status of alarm and access devices that are connected to the control panels. Changes are reported as alarms, troubles, or event occurrences. Alarm devices are sensing devices such as motion detectors, door contacts, temperature gauges, etc. Access devices are card readers, or keypads that control doorways and other access locations like elevators and parking lot gates.
- Performs remote control activities. Remotely located devices are controlled through manual operator commands, automatically according to events, or time schedules stored in the computer.

System Requirements

To use the Topaz software, your PC must meet the following **minimum** requirements:

- Pentium® 4 processor or equivalent.
- Processor speed: 1.8 GHz or Higher.
- Windows XP PRO (with Service Pack 1), 2000 Professional (with Service Pack 4), or Windows 7
- Microsoft Internet Explorer 6.0 or above installed (the wizard must be completed), which <u>must</u> be installed from the Topaz CD.
- 768 MB Random-Access Memory (RAM) on the server. 512 MB on the workstation
- SVGA display card with 1024 X 768 screen resolution, able to support 65K colors. If using Windows XP or 2000 Professional set at High Color (16bit).
- Video Memory: 4 MB.
- Disk Drive Space Required: 2 GB. 100 MB for workstation
- CD ROM Drive: 20X.
- If using Photo Badging, a USB Camera can be used or the GE Video capture card Composite Video Camera is required. For a list of compatible USB cameras, refer to the software CD.
- Serial RS-232 Ports are required if using direct communication to field panels.
- Parallel Ports: Optional for printer.
- USB Ports: 1 minimum is required for the Software Sentinel.
- A network card must be installed with static TCP/IP enabled. Static IP addresses are required.
- Removable media recommended for back-up.

System Options

- Eltron P310-C Dye Sublimation Card Printer.
- Report and Logging Printer.
- Digital Video Capabilities using the GE DVMRe Triplex.

The above options can be obtained through your local independent distributor.

Upgrading Existing Topaz Software

Before performing an upgrade it is important to have a current backup of your existing database. We also recommend that you have the media for the current version of your operating system and Topaz software in the unlikely event you need to revert to this version temporarily.

Upgrading from Version 1.4.6

When upgrading from version 1.4.6, before installing the new version, you need to uninstall your existing version of Topaz. No further user intervention is required.

To remove the existing installation, you may either use the Topaz 1.4.6 Installation CD or use your Add/Remove Programs option in your desktop Control Panel as shown in the following steps:

1. Click the **Start** button on the lower left corner of the computer desk top and select **Settings,** then **Control Panel**. When the Control Panel window opens, double-click the **Add/Remove Programs** icon.

2. Select **Topaz** and click the **Change/Remove** button.
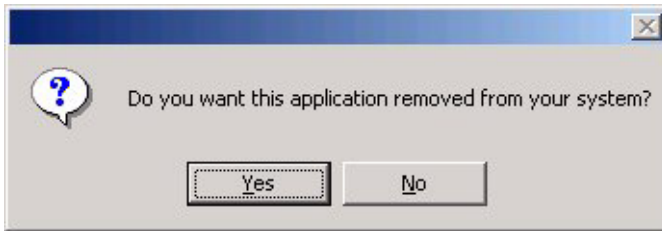
3. Click **Yes** to confirm the removal of the older version of Topaz. When the program has been removed, the following message displays.

4. Click **Ok**.

5. Insert the Topaz installation CD and install the new version of Topaz, as described in the section *Software Installation* on page 8.

Upgrading from Version 1.4.5 or earlier

Because versions before 1.4.6 used a different installer and a different default installation directory, it is necessary to perform the following steps:

Note: Before starting Topaz make sure that "**Microsoft Internet Explorer 6.0 provided by GE**" has been installed using the Topaz CD and the wizard has been run to complete the installation. If you have IE 6.0 already installed on your computer, check if the title bar states "Microsoft Internet Explorer provided by GE". If not, you must install the Virtual Machine that is located on the CD. For more information, see *Installing Virtual Machine* on page 8.

1. Before installing the new software, perform a complete **Backup** of the system. Navigate to the **Control** tab and select **Back Up\Restore.** The following page displays.

2. Select the **Drive letter** for the location where the files are to be backed up from the drop-down list of available drives. (C: E: F: etc.).

3. After the selection has been made, click **Back Up - Don't Reset Logfile** to start the backup process.

Note: We recommend when you backup the system for an upgrade, that you do NOT reset the log. This allows the current log to be imported into the new 1.4.7 version of Topaz making past events available.

A window displays **Operation in Process**, indicating that the backup has begun.
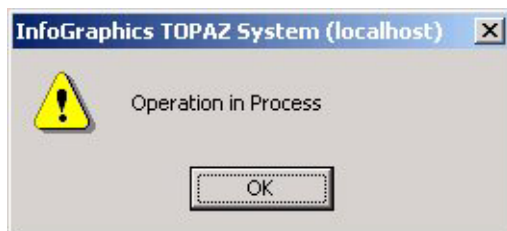
4. Click **OK**

5. Once the backup is complete, the message "Backup Operation Complete" displays. Do not log off or shut down Topaz until this message appears or the backup will be corrupted..

⚠ **CAUTION:** You must wait until the **Backup Operation Complete** dialog window displays before shutting down Topaz. If you do not do this, the database will be corrupted and will not function.

6. Shut down Topaz and double-click the **My Computer** icon and browse to the location where the **backup** was stored.
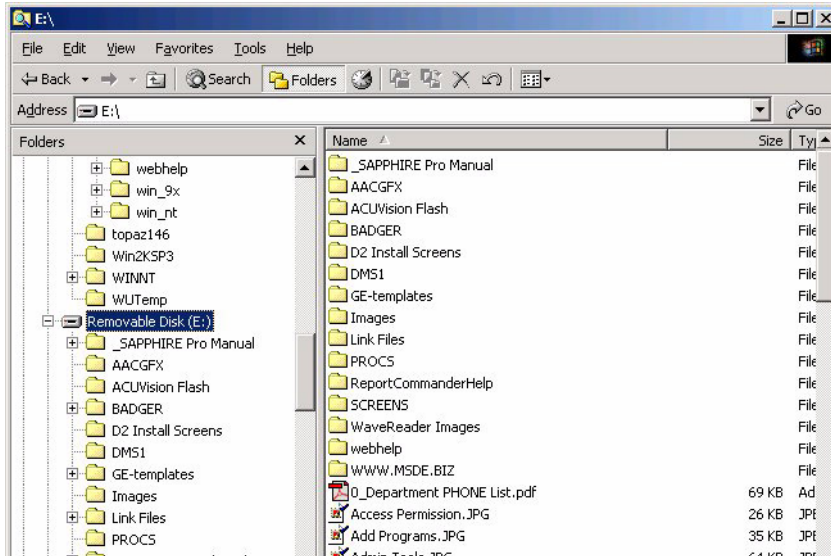
7. There should be five new folders: *AACGFX*, *BADGER*, *DMS1*, *PROCS*, and *SCREENS*. These folders contain the backup. Delete the **SCREENS** folder and close this window.

⚠ **CAUTION:** You MUST delete the SCREENS folder. The **SCREENS** folder contains the old sysconfg.dat file. If this folder is not deleted, when the database is imported into the updated version of Topaz, this older version will overwrite the new sysconfg.dat and some features will not function.

8. To uninstall your existing version of Topaz, click the **Start** button and select **Settings,** then **Control Panel**. When the Control Panel opens, double-click **Add/Remove Programs**.

9. Select **Topaz** and click the **Change/Remove** button.
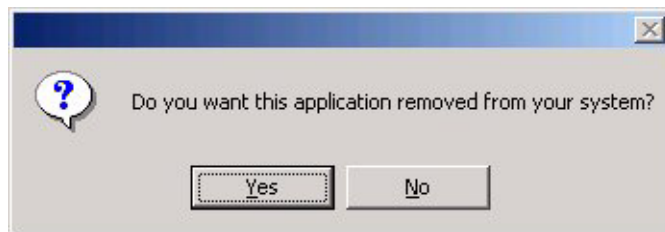
10. Click **Yes** to confirm the removal of the older version of Topaz. When the program has been removed, the following message displays.

11. Click **Ok**.

12. Insert the Topaz installation CD and install the new version of Topaz, as described in *Software Installation* on page 8.

13. When the installation is complete, open Windows explorer or My Computer and navigate to the folder:
    `C:\Program Files\GE\Topaz\Screens`

14. Locate the file, `sysconfig.dat`, and move it to a temporary folder.

15. There are now two Topaz icons on your desktop. One of them is labeled Topaz the other one is Topaz Server. From your desktop, double-click **Topaz Server** (not Topaz).

16. Log on as `master`.

17. Navigate to the **Control** tab and select **Back Up/Restore**.

18. Under **Restore Database**, select the drive letter `C`.

19. After the restore is complete, shut down Topaz and restart the computer.

20. After the computer is rebooted, log on to Windows explorer and remove the Topaz directory from the `C` drive that was created in *step 3*.

21. Navigate to the temporary folder where you placed the file, `sysconfig.dat`, in *step 14* and replace it in the folder: `C:\Program Files\GE\Topaz\Screens`

22. From your desktop, double-click **Topaz** (not Topaz Server). Log on to Topaz using your installer login and password.

Software Installation

Before you Start Installing the Software

Note: Before starting Topaz make sure that "**Microsoft Internet Explorer 6.0 provided by GE**" has been installed using the Topaz CD and the wizard has been run to complete the installation. If you have IE 6.0 already installed on your computer, check if the title bar states "Microsoft Internet Explorer provided by GE". If not, you must install the Virtual Machine that is located on the CD. For more information see *Installing Virtual Machine* on page 8

Setup for Internet Explorer

1. From Window's desktop, right-click the Internet Explorer Icon and select Properties. <u>Do not use a Short Cut Icon</u>.

2. On the General tab, click **Settings**, select **Every visit to the page**, and click **OK** to save.

3. On the Connections tab, click **LAN Settings** and make sure **Use a proxy server for your LAN** is <u>NOT</u> selected. If it is selected, we recommend you uncheck the box and click **OK**, unless a proxy is required. If a proxy is required, leave **Use a proxy server for your LAN** checked, click **Advanced...**, and add the address of the Topaz server in the exceptions box.

4. On the Privacy tab, move the slide bar to **Low**, then click **OK** to save. Topaz uses session cookies (no information is written to disk), which may also be enabled using the Privacy tab, and clicking **Advanced...**

5. Click **OK** to save and exit Internet Explorer Properties.

This topic describes how to begin interacting with the Topaz System Software. The installation uses default options.

The Auto configuration function may also be used to assist you in setting up the system.

Whenever possible power-up the system's peripheral devices before activating the server computer. In this way, any errors or diagnostic messages display at the system's monitor or printer.

Note: If you use a workstation, the server should be running on the network before starting up the workstation.

The installation steps for a Server or Workstation are almost identical but are described separately. The installation steps for a Server are described below.

The System Software comes on a CD (Compact Disk). The CD is used to load the Topaz application onto the computer server and workstation.

If you are using Windows 2000 or XP, log on as the Administrator.

Installing Virtual Machine

The installer for virtual machine is located on the Topaz software CD.

1. Insert the CD and when the Install window opens, select `Browse CD`.

2. When the folders window displays, click the folder named `IE6` to open it.

3. Locate the `msjavx86.exe` file and double-click the file name. The following install window displays.

Figure 1. Microsoft VM

4. Click **Yes**. You do want to install the Virtual Machine.

Figure 2. Microsoft VM License Agreement

5. Read the agreement and click **Yes** to begin the installation of the files.

Figure 3. Microsoft VM extracting
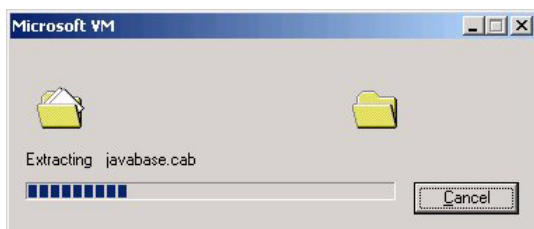
A progress bar shows the process of the installation.

Figure 4. Microsoft VM installation complete
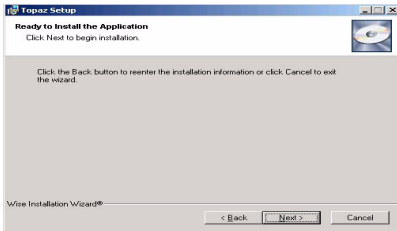
6. When "The installation is complete" message displays, click **OK**.

Setting XP sp2 Firewall

1. To open the **Control Panel** click **Start > Settings > Control Panel**

Figure 5. Control Panel
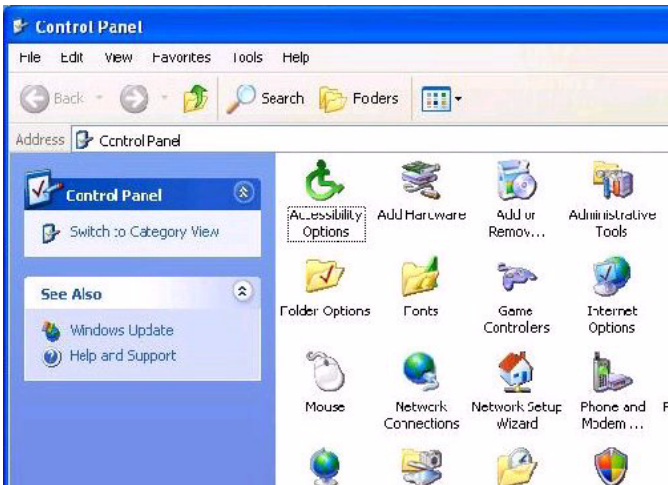
2. Double-click the **Windows Firewall** icon.

Figure 6. Windows Firewall

3. When *Windows Firewall* opens, click the *Exceptions* tab.

Figure 7. Exceptions tab
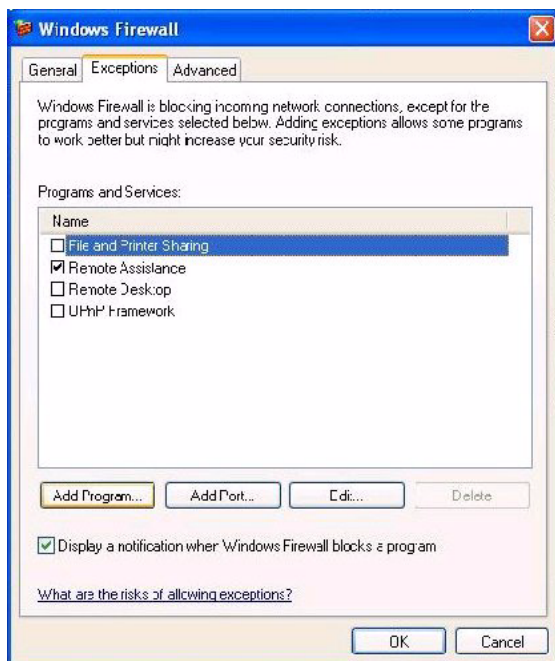
4. Click **Add Program** to add two components of Topaz to the list of programs that may pass through the Firewall.

Figure 8. Add Program
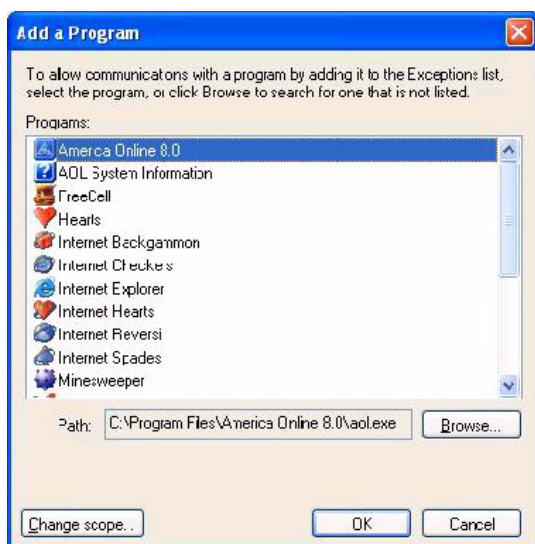
5. Using the **Browse** button, locate `mp.exe`. It is located in the folder where Topaz was installed. The default location is `C:\Program Files\GE\Topaz` folder as shown below.

Figure 9. Default Topaz directory
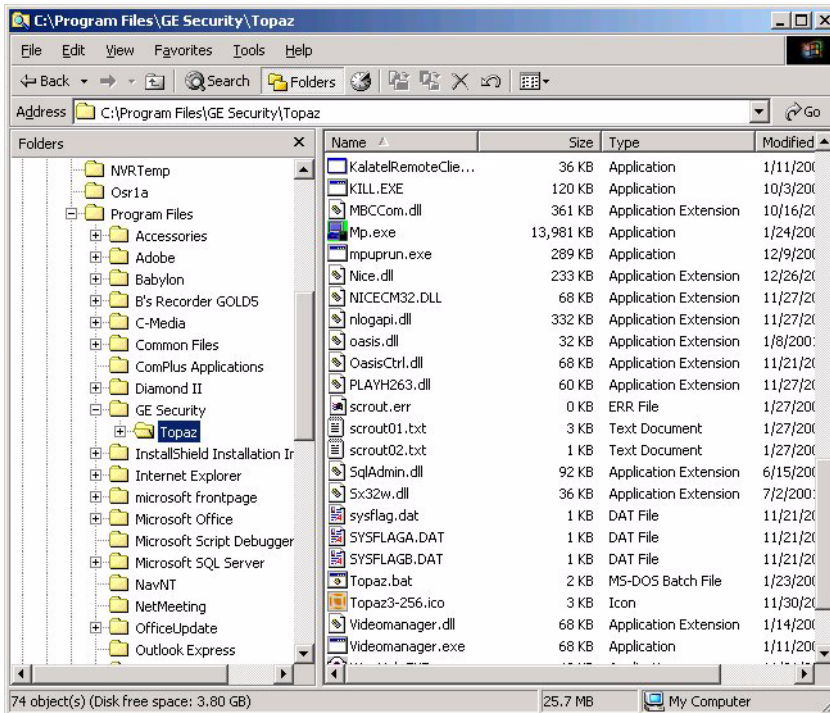
6.   Highlight `mp.exe` in the list and click **Open** to add it to the *Add a Program* window. Highlight `mp.exe` in the *Add a Program* window and click **OK**.

7.   Repeat steps 4. through 6. but this time add `mpuprun.exe`.

Figure 10.mpuprun.exe
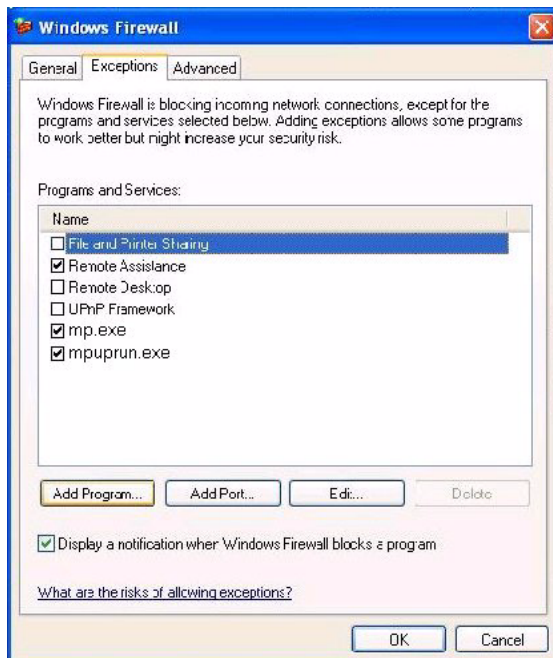
8. The program now appears in the *Programs and Services* section of the *Exceptions* tab. Make certain that the check box beside it contains a checkmark. Click **OK** to close the *Firewall* properties.

Installing a Host PC Server

Note: The installation steps for a server are described below. The installation steps for a Workstation are described under "Hardware", then "Workstation", and then "Add a Workstation" elsewhere in this manual.

Make sure you are logged in as the Administrator so you have the correct rights to install software.

Insert the Topaz Installation CD into the CD drive. If Auto Insert Notification is enabled for your CD drive, the Install Menu provides a list as shown below.

If the Install Menu does **not** appear within one minute, follow this procedure:

1. Open Windows Explorer.

2. Double-click the drive letter for the CD drive.

3. In the root directory, double-click the file `start.bat.`

The Topaz Install screen displays.

Note: Before installing Topaz make sure that "**Microsoft Internet Explorer 6.0 provided by GE**" has been installed using the Topaz CD and the wizard has been run to complete the installation. If you have IE 6.0 already installed on your computer check if the title bar states "Microsoft Internet Explorer provided by GE". If not, you must install the Virtual Machine that is located on the CD. For more information see *Installing Virtual Machine* on page 8

Figure 11. Topaz Installation CD
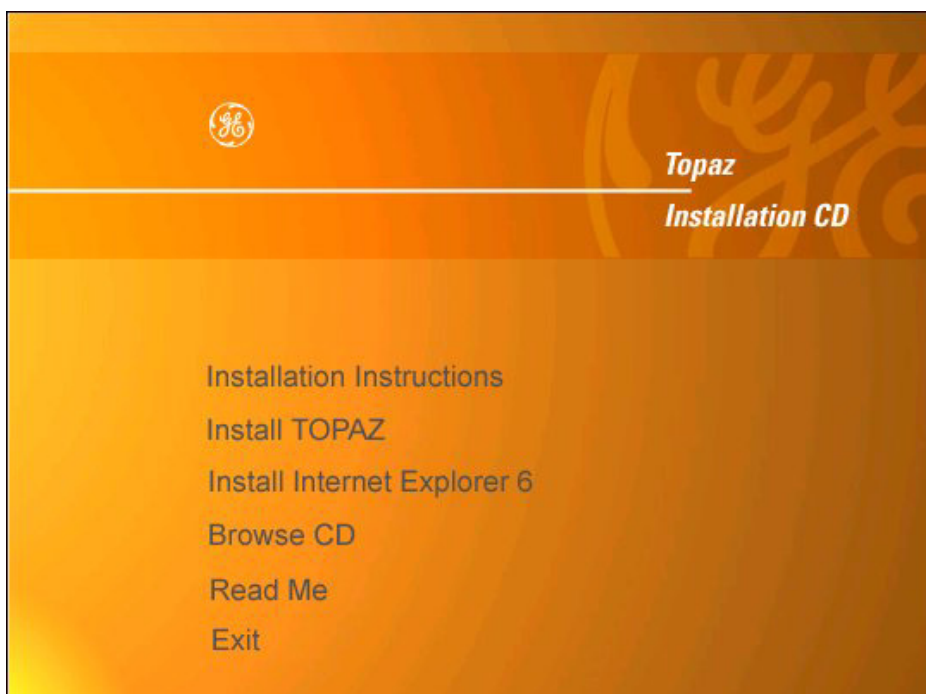
1. Click **Install Topaz** to start the installation setup.

Figure 12.Topaz files extracting
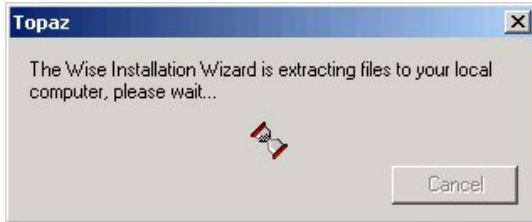
2. If this is the first time Topaz has been installed on your computer and the Microsoft .NET Framework is not installed, the Wise Installation Wizard dialog window shown above displays. Extracting and installing the .NET framework may take several minutes. Please wait while the Hourglass progress icon rotates. When the framework is completed, the *Topaz Installation Wizard* begins. If the .NET framework is already installed on your machine, it proceeds directly to the **Welcome to the Topaz Installation Wizard** dialog window.

Figure 13.Topaz Setup: Installation Wizard

3. Click **Next** to continue.

Figure 14.Topaz Setup: License Agreement
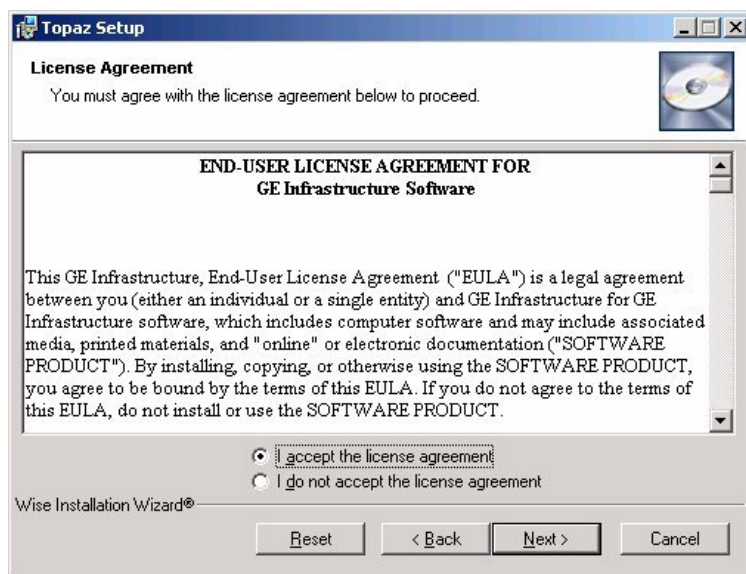
The next window is the **End User License Agreement**. Read it then select *I accept the license agreement*. The Next button becomes available once the agreement is accepted. Click **Next** to continue.

Figure 15.Topaz Setup: User Information
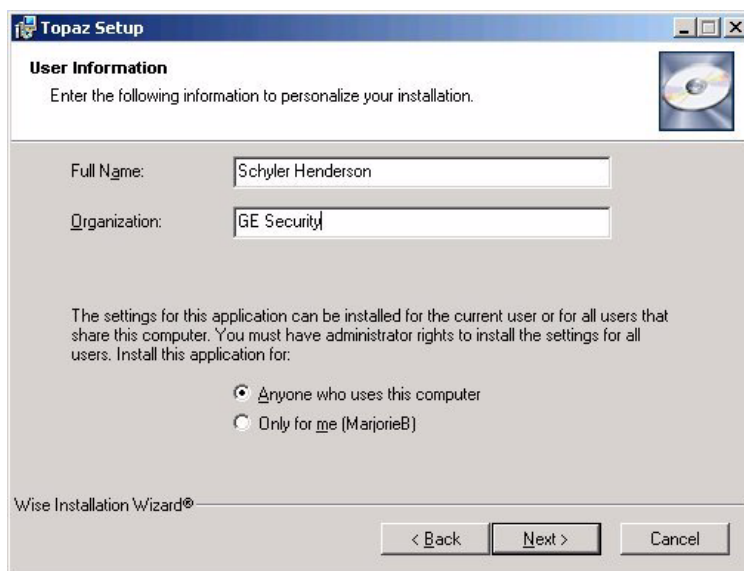
4. The next window asks you to enter **User Information**. Type the name of the user in to the **Full Name** field and the name of the organization into the **Organization** field. Select the radio button beside *Anyone who uses this computer*. This is used to permit the system to communicate with and respond to the Video Recorder. Click **Next** to continue.

Figure 16.Topaz Setup: Destination Folder
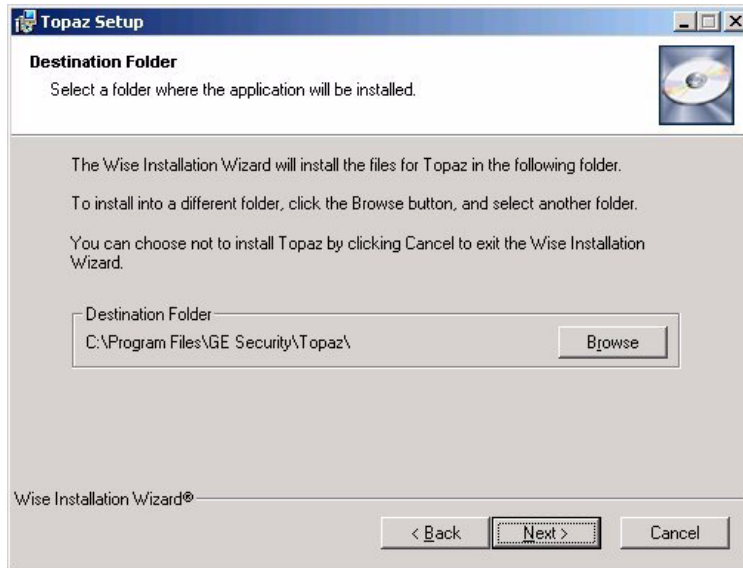
This dialog window determines were the Topaz files are stored on the system. If you do not want to use the default directory, you may follow this procedure:

a. Click the **Browse** button and the **Browse for Folder** window displays.

Figure 17.Browse for Folder
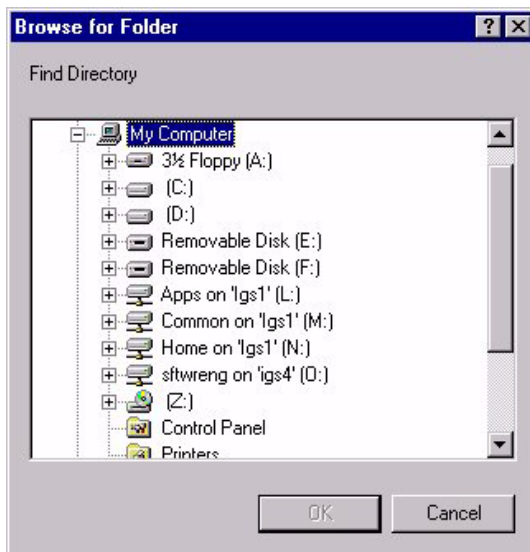
b. If you prefer to use a different directory, such as "Program Files", select the desired location for the Topaz software (such as c:\Program Files\Topaz) and click **OK**, then **Next**.

Figure 18.Topaz Setup: Type of Installation
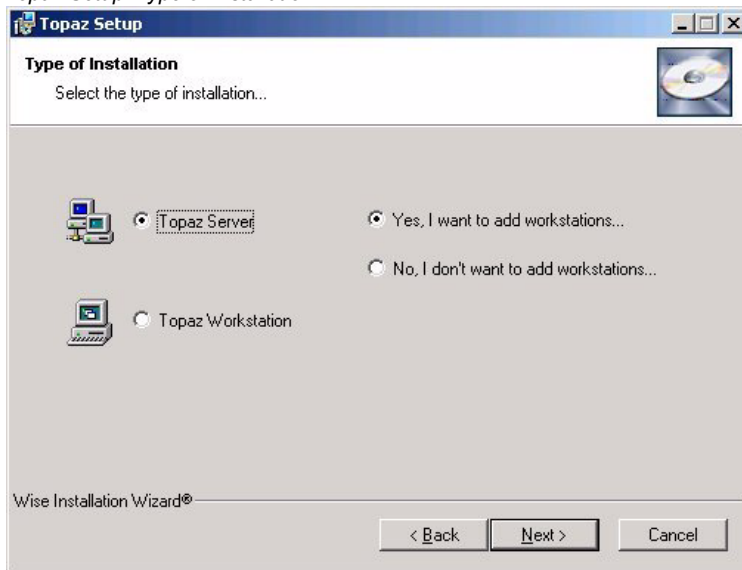
5. This dialog window determines the type of installation. Are you installing the Server? Click the radio button next to Topaz Server. Also consider whether remote workstations (those not resident on the server computer itself) are used. If other computers are used as workstations, click the radio button next to Y*es, I want to add workstations*. If you are installing a workstation, select Topaz Workstation. For more information see *How to install a workstation* on page 207.

Note: You must install Topaz on the server computer before installing it on any workstation computer.

Figure 19.Topaz Setup: Ready to Install the Application
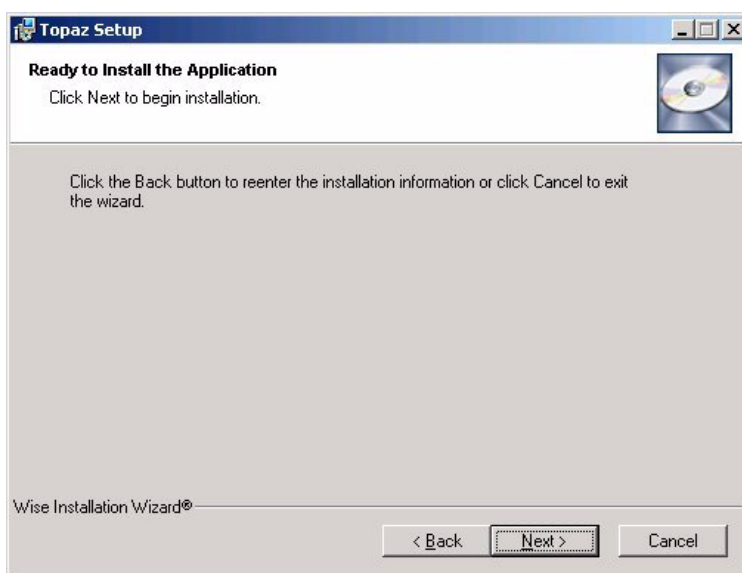
6. If you satisfied with your settings, click **Next** to start installing the system.

Figure 20. Topaz Setup: Updating System
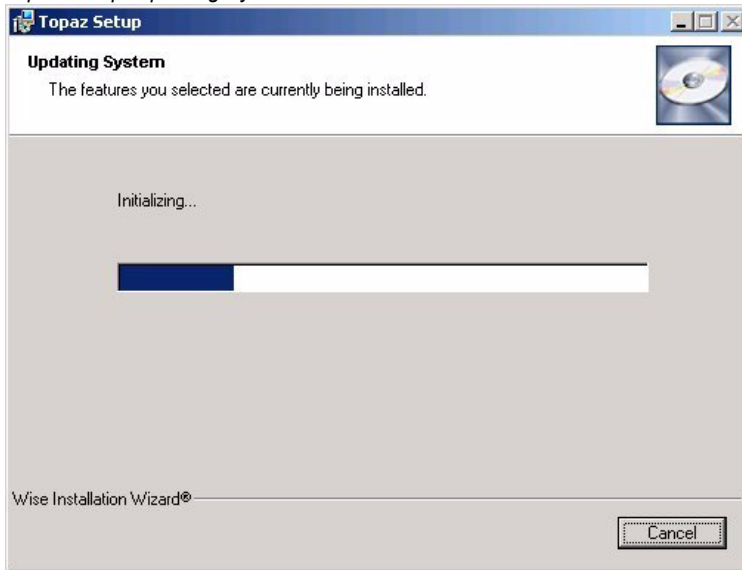
The wizard uploads the required files and installs them onto the computer. During the process, a progress bar displays.

Figure 21. Topaz Setup: Finish
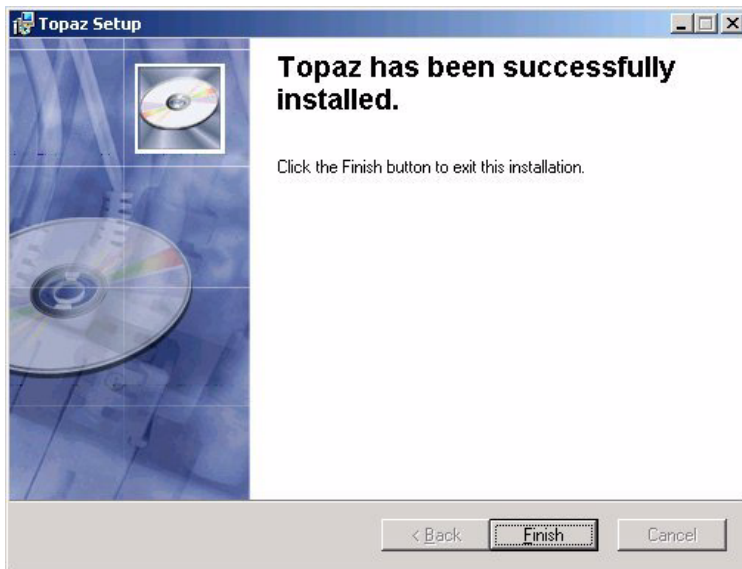
7. When all files have been installed, the **Topaz has been successfully installed** dialog window displays. Click **Finish** to continue with the installation of several video files. These files are installed whether or not you are using Video.

Figure 22.NVR Codec Installer

8. Click **OK** to install the Video files.

Figure 23.Warning

Note: If a warning window displays that certain files already exist, click **Yes** to continue. When the dialog window asks whether to replace all files with the same name without questions, click **Yes.**

Figure 24.Specify Directory

9. This dialog window appears if you selected *Yes, I want to add workstations* in step 5. Click **OK** and another **Browse** window appears. Select where the *Workstation.hta* file should be saved. This file is used when installing a workstation on another computer. Make certain that the location selected is accessible by the workstation computers. After selecting the location click **OK**.

Figure 25.Operation Complete

10. The dialog window indicates that the file was written successfully. Now wait a few seconds and the **Sentinel Driver** installation wizard starts.

Figure 26.Sentinel System Driver: Welcome
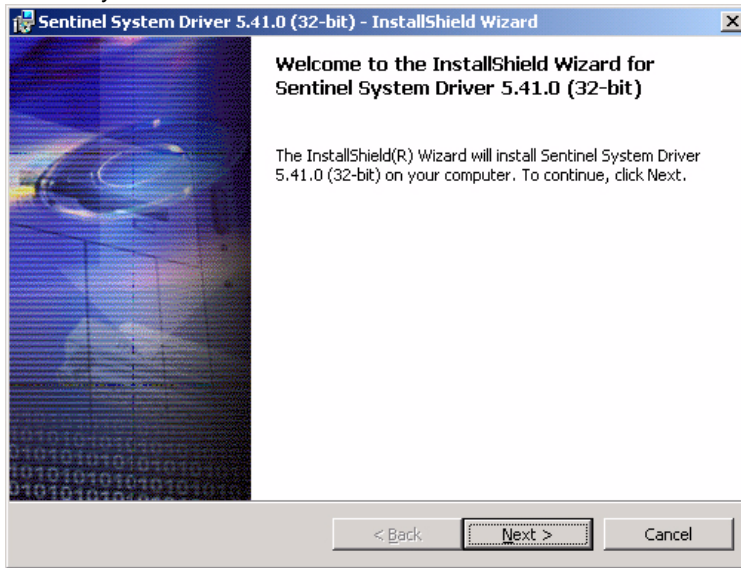
Note: If this is the first time you have installed Topaz on this computer, you should follow the remaining steps. If this is an update, you may cancel out of the Sentinel Driver wizard.

11. Click **Next** to install the sentinel drivers.

Figure 27.Sentinel System Driver: Ready to Install
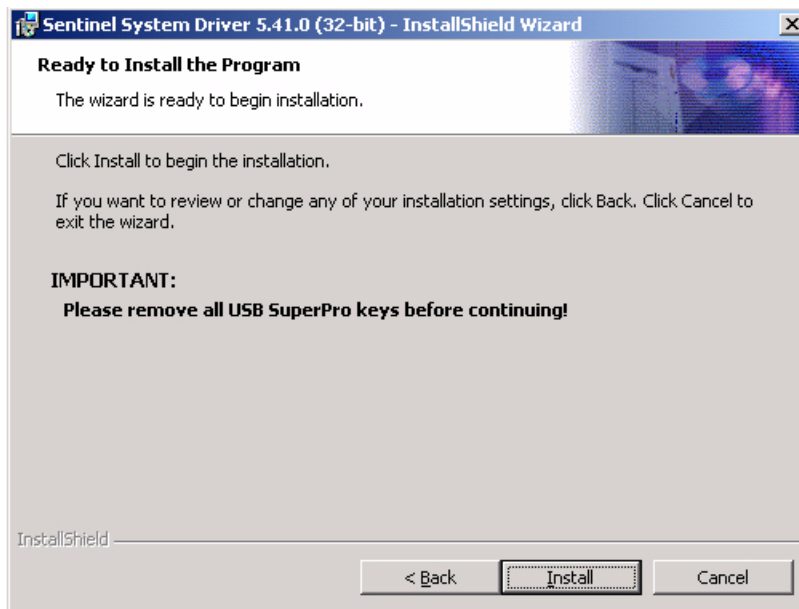
12. **Remove** all software sentinel keys from the USB port before continuing. Click **Install** to continue.

Note: The USB software sentinel key is provided with the Topaz system when you order it. This dongle is required for Topaz to work properly. If this is an upgrade, you may have a serial sentinel key. This will work and does not need to be replaced with a USB dongle. It also does not need to be removed during this process.

Figure 28.Sentinel System Driver: License Agreement
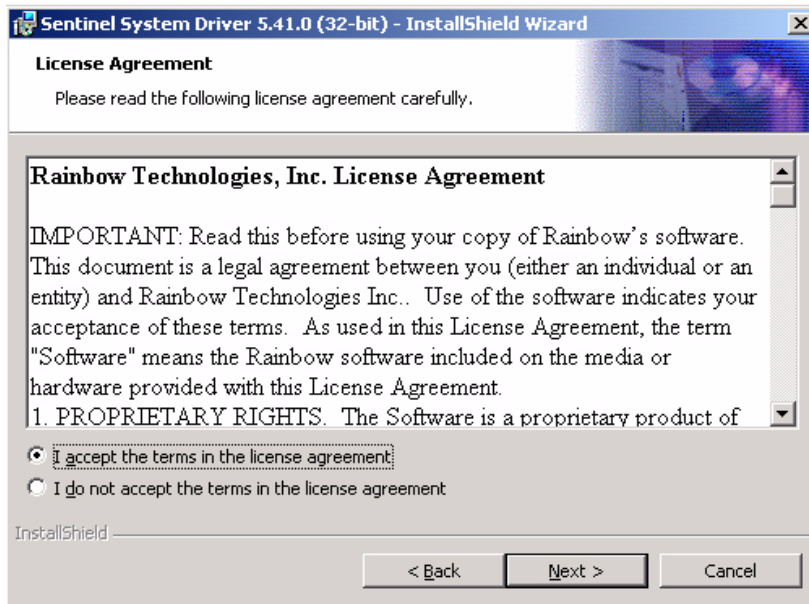
13. Select **I accept the terms in the license agreement**, and the Next button becomes available. Click **Next** to continue.

Figure 29.Sentinel System Driver: Setup Type
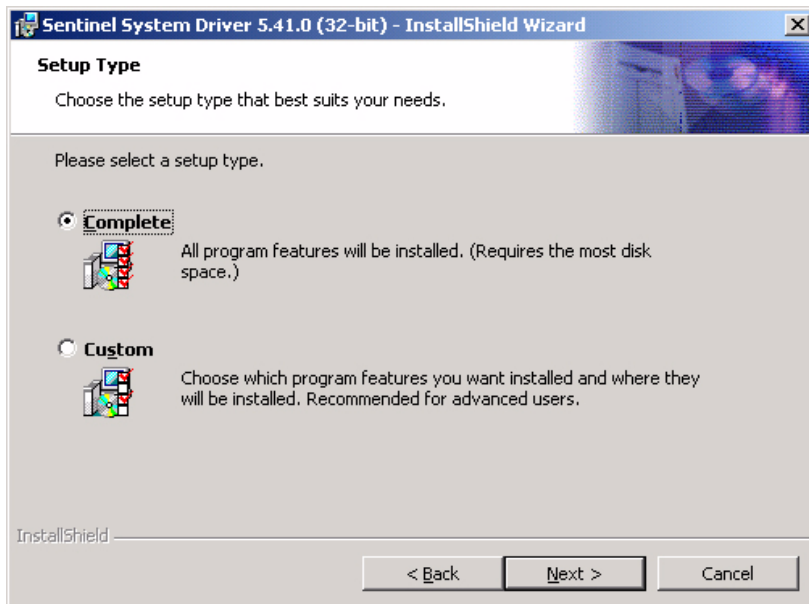
14. Select **Complete**, then Click **Next** to continue.

Figure 30.Sentinel System Driver: Ready to Install
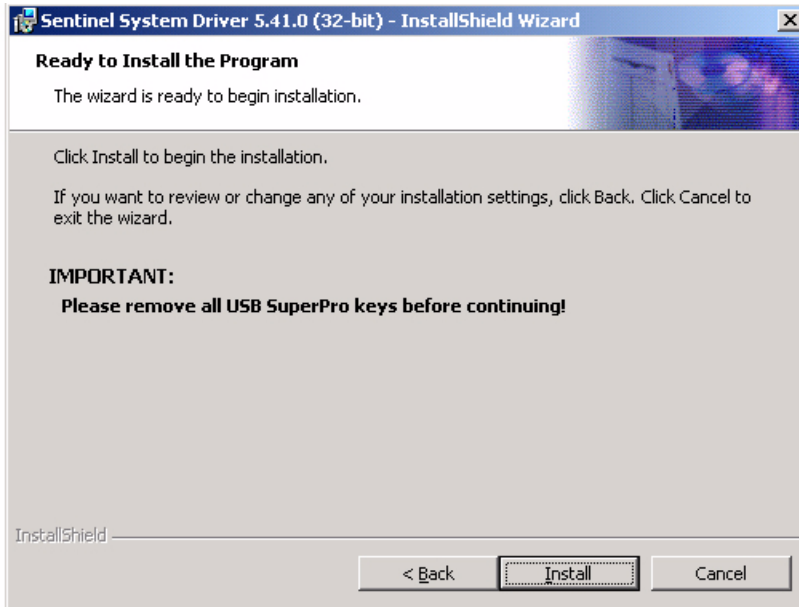
15. Remove USB sentinel keys before continuing, then Click **Install**. A screen with a progress bar displays while the Sentinel Driver files are installed.

Figure 31.Sentinel System Driver: Install Completed
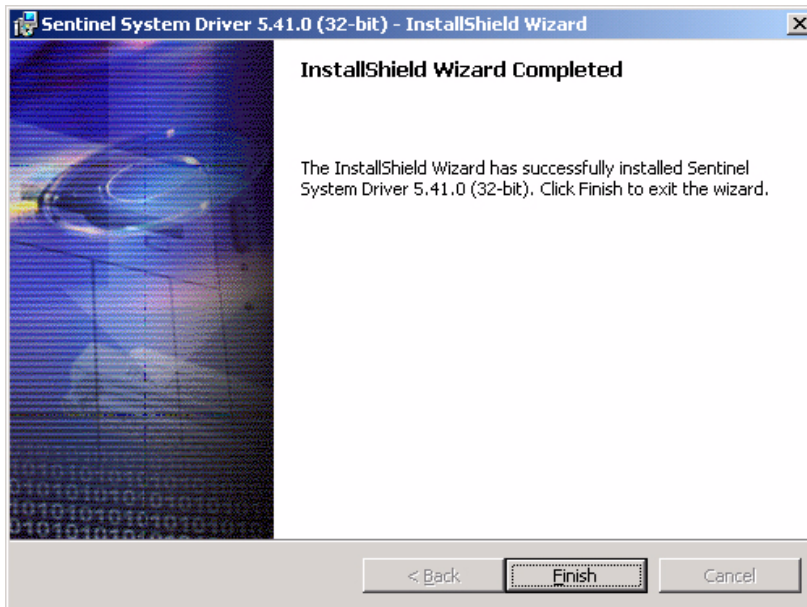
16. Click **Finish**.

17. You are now returned to the desktop and the following message displays.

Figure 32.Warning
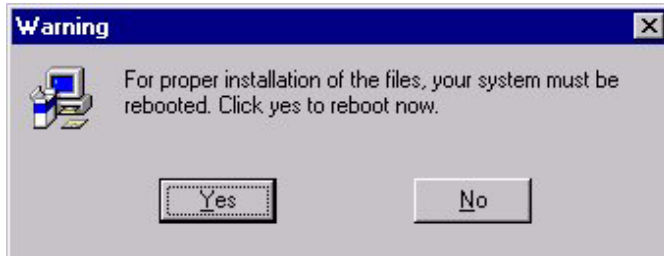
18. You must restart your PC for the Topaz software to be activated. Click **Yes** to reboot your system.

This ends the installation steps for a server. To add a workstation, see *Workstation Page* on page 204.

To start Topaz, double-click the **Topaz** icon on your desktop.

Chapter 2 Using Topaz

This chapter describes how to begin using the Topaz system software. The installation uses default options so you do not have to make decisions or selections.

In this chapter:

Start Up

Note: Before starting Topaz, make sure Internet Explorer 6.0 or later was installed **from the Topaz CD** and the **wizard** was run to complete the installation of IE, or Topaz will not operate properly.

The Auto configuration function may also be used to assist you in setting up the system.

Whenever possible, power-up the system's peripheral devices (field panels, readers, etc.) before activating the server computer. In this way, any errors or diagnostic messages display at the system's monitor or printer.

Note: If you use a workstation, the server should be running on the network before starting up the workstation.

Help

A major feature of Topaz is its Help section. Help is designed to assist you in real time on any part of Topaz operations. This enhancement reduces your need to refer to written documentation and reduces training time for new users.

Two Help buttons are located in the top left corner of each of the browser pages.

- **Help Index** - This button opens a content sub-window that enables you to locate topics from the whole Help system by using the Table of Contents, Index, or Search functions.
- **Page Help** - This button opens a content sub-window that enables you to easily locate topics covered on the currently selected browser window only. However, while using the Page Help you may also click the Word **SHOW** button in the top left corner of the help page. This opens the Global Help as a sub-window on the left side of the help page allowing you to access all Help topics.

Navigating the Help Table of Contents

The Table of Contents structure follows the navigation hierarchy of Topaz. On the left side, the Table of Contents displays.

Each closed book represents a branch of the tree, such as .

When you move the pointer over a book title, it underlines the Title. Clicking on the underlined title to the right of the Book, opens that Book to display Pages (such as **Cardholder Database Reports**) in the Book, and possibly more Books, as shown below:

You can click a Page, such as **Recall All Events** to go to the Recall All Events Help page, as shown below:

Figure 33.Sample Help page

Startup, Log-on, & Navigating

Startup

After the Topaz software has been properly installed, double-click the Topaz icon on the Windows desktop to startup the Topaz program.

After a brief initialization period, the log-on window shown below appears on your computer screen.

Log-on Window

Following the System initialization, the Workstation Log-on Window fills the monitor.
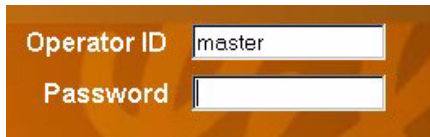
Figure 34.Workstation Log on window
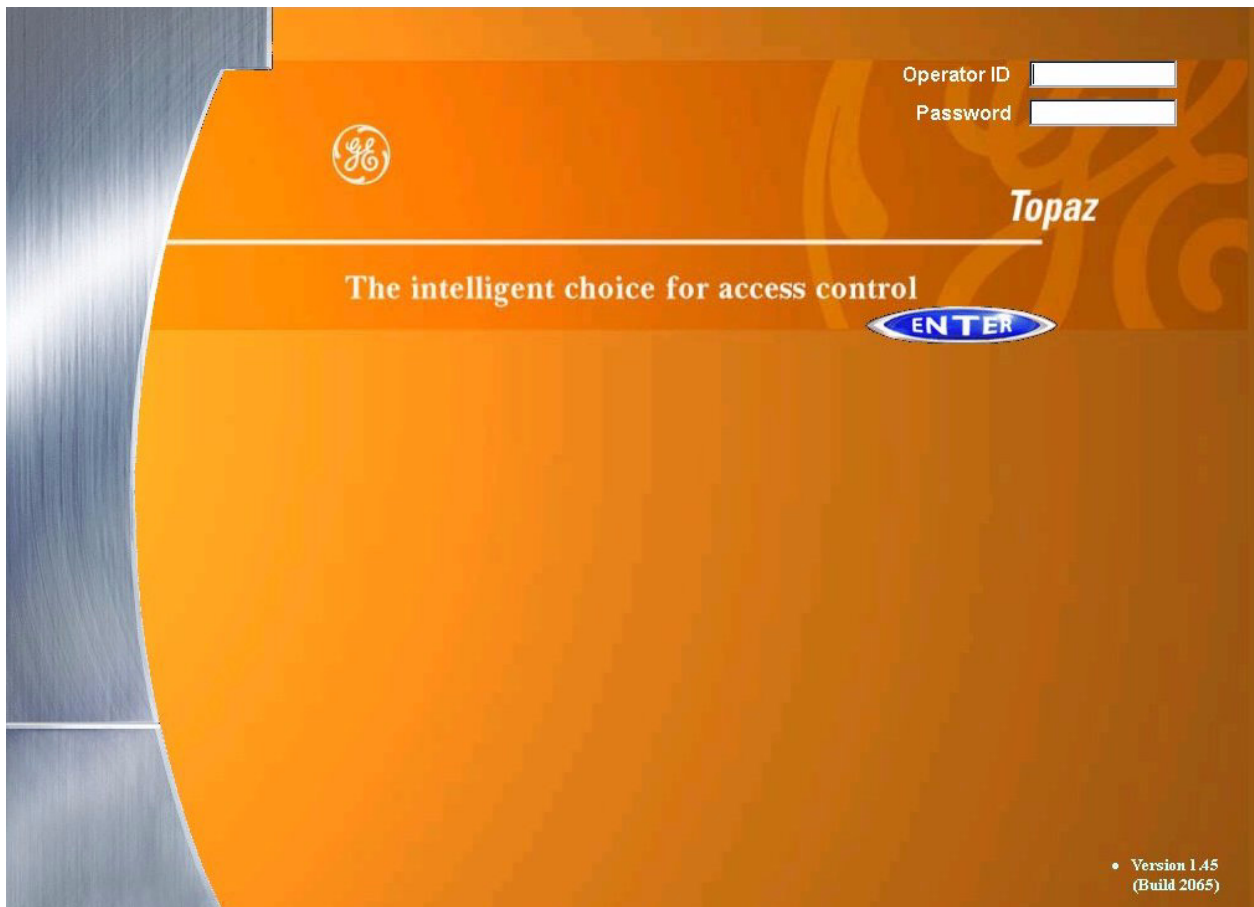
To log-on to Topaz, place the mouse pointer in the box labeled *Operator ID*, click, and type your Operator ID. Then move the pointer to the box labeled *Password*. Click and type your password.

Note: If this is a new system you may use the default Operator ID of "master" with no password. Neither the Operator ID nor the Password is case sensitive. You may change the default password by following the procedures in the section *Operators Setup Page* on page 161.

Now, click **Enter** to complete your log-on to the Topaz System.

Operator ID	master
Password	

Starting Topaz the First Time Topaz is Started

The following applies only if you are using the Topaz Software for the first time. If this is not the first time, and you wish to use Auto Configuration, see *Auto Configuration Setup Page* on page 252.

After clicking **Enter,** the following message displays.

Figure 35.Auto configuration

Microsoft Internet Explorer

? Would you like to automatically configure hardware devices?

OK Cancel

To have Topaz automatically configure the software and hardware, click **OK**. For more details see *Topaz Quick Start* on page 30 and *Auto Configuration* on page 31.

If you do not wish to auto configure your system, click **Cancel** and the standard workstation browser navigation page displays as shown in *Server/Workstation Display* on page 35.

Topaz Quick Start

When you startup Topaz, the QuickStart displays as shown below.

Figure 36.Topaz QuickStart
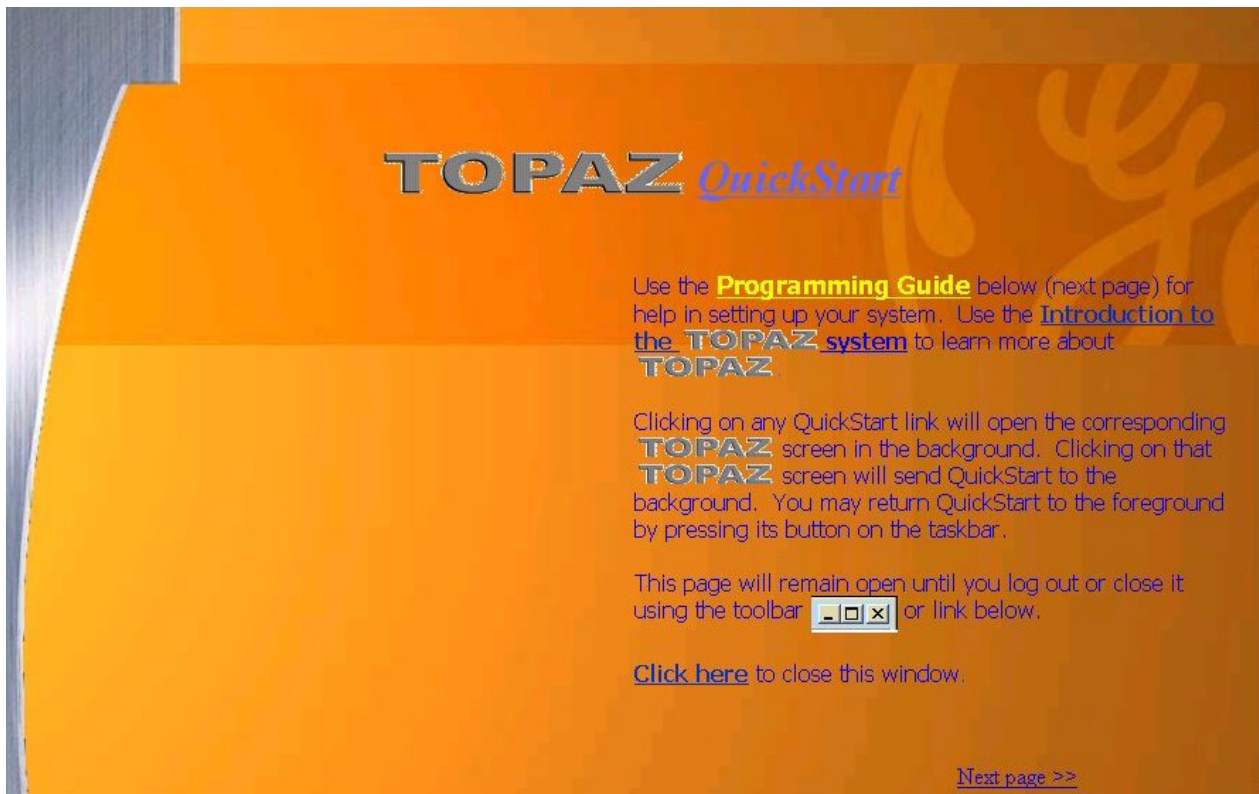
QuickStart consists of seven (7) pages of information on the Topaz System and how to get it set up easily and quickly.

QuickStart stays active in the foreground even if you click a button to access a Topaz screen. To see more of the background Topaz screen, click and drag the QuickStart page by the menu bar (at the top). You may also "minimize" QuickStart by clicking on its **minimize** button in the upper right corner of the QuickStart window, or click anywhere outside of the QuickStart window. Once minimized, you can open QuickStart at any time by clicking on the **QuickStart** button in the Navigation Bar in the left side of the main Topaz window.

You can navigate through QuickStart by:

- Click the underlined links.
- Use the scrollbar on the right of the window.
- Click the Next Page >> and << Previous page links.

To close QuickStart, click the ⊠ in the upper right corner of the QuickStart window or click the Click here link.

You can open QuickStart at any time by clicking on the QuickStart button in the Navigation Bar in the left side of the main Topaz window.

All Topaz buttons in the QuickStart may also be clicked to access that part of the Topaz software.

Subjects covered in the QuickStart are:

- Programming Guide
  - Auto Configuration
  - Batch Card Entry
- Suggested System Setup Flow Chart
  - Setup
  - Hardware
  - Cards
  - Other menus you should become familiar with
- An Introduction to the Topaz Access Control System

Auto Configuration

Auto Configuration is a unique software feature that automates the systems setup of hardware and cardholder programming efforts. All the installer or end-user needs to do is log-on, and Topaz automatically detects and defines all field devices connected to each port on the computer. Topaz also defines a default value for all device, system and cardholder data. Such pre-defined and pre-configured data includes the creation of basic reader access groups, time intervals, time schedule, holidays, activation date, cardholder access group assignment, reader, alarm point defaults, default alarm definitions, and alarm message text, as well as the physical hardware hierarchy and its graphical "tree" representation.

The Topaz software initiates polling on demand by user command as described below, of the file server's maximum five (5) serial communication ports and one (1) LAN port. It records an inventory of all port communication interfaces (that is, serial card, modem, LAN card, and CCTV switcher) and all their downstream "devices" (for example, ACUs, Readers, Alarm Points, Relay Outputs, System Alarms [device off-line, tamper, battery low], Workstation, and CCTV Switch).

Initiation of the Auto Configuration Feature

You can start Auto Configuration by either of the following ways:

- If this is a new Topaz installation, without any communication ports or hardware devices configured, and you click the Topaz desktop icon to start Topaz, and then enter your log-on id and password, Auto Configuration starts automatically. You must have the proper password, since access to Auto Configuration is password protected.

Note: You must start Topaz from the desktop icon. Logging off and logging back on again does not start Auto Configuration.
If you are using dialup or a LAN connection, some manual configuration is required, such as the LAN IP address, or phone number.

Once you configure a port or device, Auto Configuration no longer starts automatically. However, you can still run Auto Configuration manually by the next method.

- If you are running Topaz and have the appropriate permissions, you can click the **Hardware** button on the left and then the **Auto Configuration** button on the menu on the right.

An Auto Configuration sequence may also be initiated from the Auto Configuration Home screen for any or all selected devices listed in both the "Configured" and "Not Found" boxes.

Starting Auto Configuration displays the following dialog box:

If you select **Cancel**, you may continue with manual programming of the system. If you select **OK**, the following message displays along with an hourglass in place of the mouse pointer:

Click **OK** to continue.
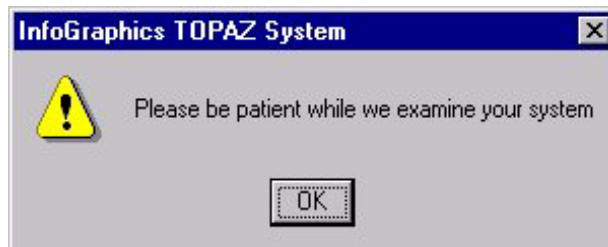
Topaz starts the Auto Configuration process to detect and configure the hardware. The process may take a few minutes. If you have COM ports, the following message displays:

Click **OK** to continue.
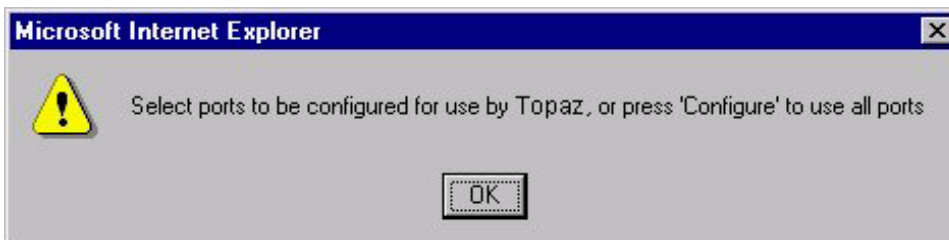
You may click to select one or more ports you wish to Auto Configure. You may de-select highlighted ports by clicking the **Clear** button or you may leave this page without further changes being recorded by clicking on any of the buttons in the main tool bar on the left side of the screen.

Once you have selected the ports, press the **Configure** button, the system performs an automatic configuration to find new devices or changes to the system on those highlighted ports.

The message "Operation Complete" displays. Click **OK** to continue.

The left side of the screen displays devices that have been either: (1) detected as physically connected to the server, but have not been programmed/configured or, (2) they have been programmed but are currently not connected.

The Auto Configuration Home screen displays the entire network of field devices: found-and-configured, found-and-not-configured, and configured-but-not-found. On the right side of the screen, all devices are displayed in a dynamic "Tree" formation, with Graphical Icon representations of the

various device types (for example, workstation, ACU, reader, alarm point, CCTV switch, and relay output), and with the following text description colors:

Found - not Configured	Green
Connected - not Found	Red
Found and Configured	Black

The following is an example of what an Auto Configuration screen might look like:

Figure 37.Sample Auto Configuration screen
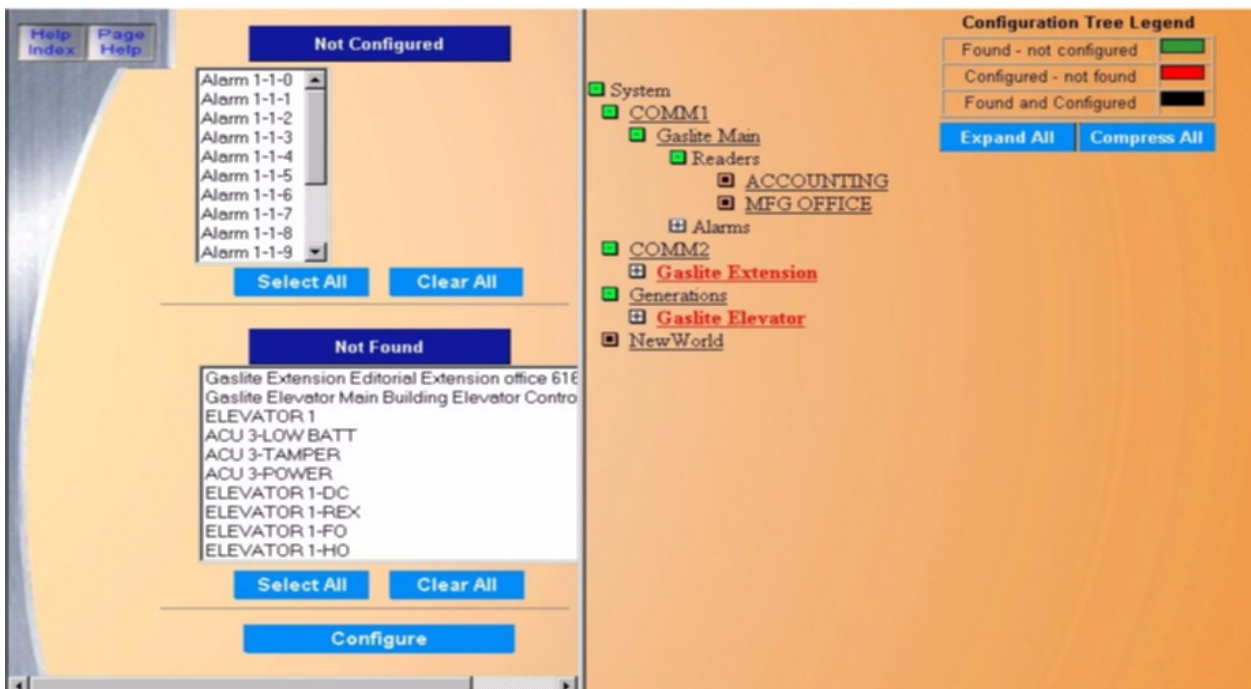
Default Device Names

After Auto Configuration has been completed, the devices have numeric names, for example, Reader 2-1-3 is Host Port two (2), Field Panel address one (1), Reader number three (3). You may want to rename the devices with your own descriptive names. For more detailed information see the chart below.

Table 1.   Default Device Names

	Example	Type	COM #	ACU Polling #	Reader/Alarm#	Alarm Type
Field Panel	Device 1-0	Device	1	0		
Reader	RDR 1-0-0	RDR	1	0	0	
Reader Alarm	RDR 1-0-0 FO	RDR	1	0	0	FO (Forced Open)
Alarm	Alarm 1-0-0	Alarm	1	0	0	
Area	Area 1-0-0	Area	1	0	0	

	Example	Type	Device #	Remote Module Port #	Address	Alarm Type
Panel Alarms	ACU 1 -TAMPER	ACU	1			TAMPER
Input Module	RIM 1-1-7-OL	RIM	1	1	7	OL (Offline)
Output Module	RRM 1-1-5-OL	RRM	1	1	5	OL (Offline)

For more details on Auto Configuration see *Auto Configuration Setup Page* on page 252.

Note: Aside from auto configuring your system and specifically for day-to-day system hardware navigation and editing, Topaz incorporates a separate device tree page. At any time you can click the **Device Tree** button in the main tool bar to navigate to the stand-alone device tree.

Device Tree

The Device Tree is a dynamic "Tree" representation of the entire system's hardware, from the server's communication ports, to all field hardware including workstation field panels (ACURT2/RT4).

Server/Workstation Display

Figure 38.Browser navigation page

The Topaz interface (shown above) is divided into 3 sections: *Main Browser Window* on page 44, *System Navigation Menu* on page 36, and the *Alt Menu* on page 37.

System Navigation Menu

Topaz's Main Navigation Menu is on the left side of the main Operator Screen. Use the mouse pointer to click the icons or buttons to navigate through the system. The main navigation buttons on the left of the Operator Screen and the Alarm Queue window at the bottom of the screen are available at all times while any page of the Topaz software displays.

The Alt Menu button displays the System Navigation Menu in a multiple level (tree) format. See *Alt Menu* on page 37.

The Device Tree button displays the device tree at any time. See *Device Tree* on page 257.

The Quick Start button calls up the quick start page to give you a short overview of the system. See *Topaz Quick Start* on page 30.

Alt Menu

Click the Alt Menu button to view the System Navigation Menu in a multiple level (tree) format.

Press the '+' button to expand the branch you want to view. Then, click on the page name (for example, 'Photo') to bring up the 'Employee Card Photo' page in the main portion of the window. Click on the '-' button to collapse a branch of the menu. Selecting another branch's '+' sign also collapses a viewed branch.

Alarm Queue Window

The **Alarm Queue** window at the bottom of the main Operator Screen is shown below.
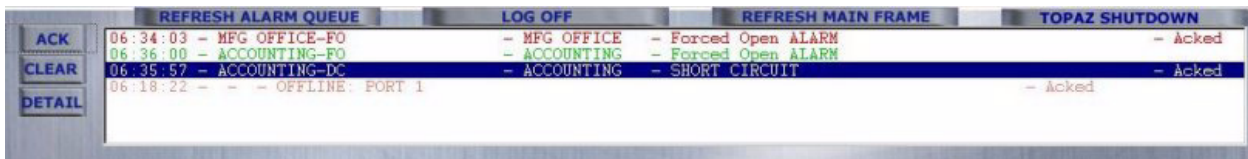
The Alarm Queue window displays alarms as they occur in RED. The color of the text for the alarm shows its status. The table below defines the meaning of the colors.

Table 2. Alarm Queue window colors

Color	Status
Red	Device in alarm
Green	Secure
Orange	An access event, for example, access denied
Purple	Trouble condition (short circuit, circuit fault, etc.)

If there are currently more events in the queue than can be shown in the window at one time, a scrollbar appears at the right side of the window. The scrollbar allows you to scroll through all alarm events in the queue.

To remove an alarm from the queue, you must first acknowledge it and then clear it, as described below.

If you have the Video Option, the alarm event has the word **video** in the information text. When you select an alarm with video, the **Video** button becomes available to the left of the queue.

Figure 39.Alarm Queue window
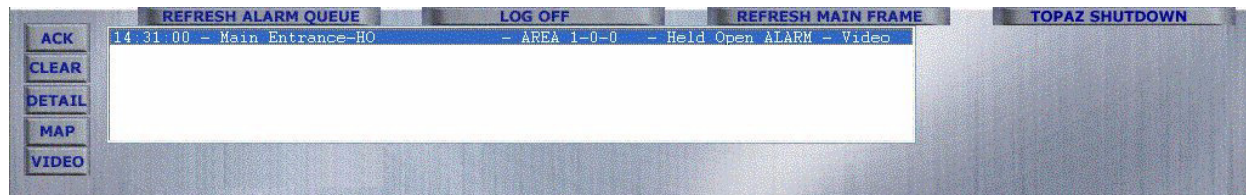
When an alarm is activated, video is recorded and the clip is linked to that alarm event. As long as the alarm point remains active, this is the only video clip that is linked to that alarm event. If the alarm point is secured but has not been cleared from the queue, and an second event activates the same alarm point, the new alarm event produces a new video clip of the second triggering event. However, if the alarm has not been cleared from the Alarm Queue, the only video that can be viewed from the alarm queue is the first video associated with that alarm point. The later video clips have to be accessed from the Event Queue. See *Video Option* on page 49

For any alarm in the queue that is linked to the Color Graphics MAP feature, you can triple-click that alarm or click **MAP** to bring up the Color Graphics map assigned to it. For more details on Color Graphics, see *Color Graphics Maps* on page 295.

Acknowledging an Alarm Event

To acknowledge an Alarm event, click the text of the alarm to be acknowledged so it is highlighted. Click **ACK** and the Alarm Details page shown below displays. The alarm sound continues until all alarms in the queue have been acknowledged.

Figure 40.Alarm Details

The Alarm Details page contains the following information.

Current State   The state of the alarm.

Priority   The priority assigned to the alarm during alarm point setup.

Alarm Type   The alarm type assigned to the alarm during alarm point setup.

Description   The description assigned to the alarm during alarm point setup.

Instructions   The instruction message text assigned during Alarm Option Instructions setup.

Acked By   The name of the operator logged on to the system when the event was acknowledged.

Alarm Name   The name assigned to the alarm during alarm point setup.

Date/Time   The date and time the alarm event occurred.

Device Name   The name assigned to ACU field panel the point is attached to.

Area   The area assigned to the alarm during alarm point setup.

Comments   Comments typed in by the operator (optional).

Click **ACK** to acknowledge the alarm. The name of the operator currently logged on to the system is recorded in the **Acked By** field.

Note: The only field on the Alarm Detail page that can be changed or entered at anytime is Comments.

To close the Alarm Details window, click the **X** in the upper right corner of the window.

Alarm Details Page Auto Display

To **stop** the Alarm Details page from automatically displaying, right-click anywhere inside the alarm queue window and the following message displays.

Figure 41.Disable alarm details window
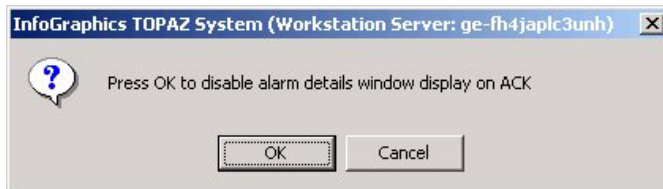
Click **OK** to stop the auto display feature.

Each time you now acknowledge an alarm, the color of the text changes to indicate that the alarm has been acknowledged, but the alarm details page is not displayed.

You can still call up the Alarm Details page by clicking **Detail** or by double-clicking on the text of the alarm inside the alarm queue window.

To **start** the Alarm Details page automatic display again, right-click anywhere inside the alarm queue window and the following message displays.

Figure 42.Enable alarm details window
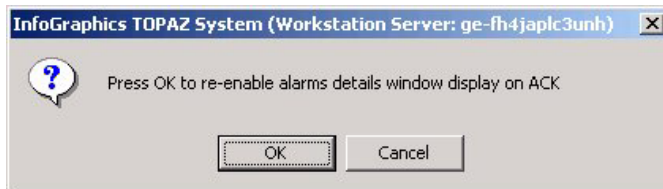
Click **OK** and the Alarm Details page again automatically displays each time you acknowledge an alarm.

Color Graphics Not Ready Message

If you click **MAP** or **triple-click** an alarm in the Alarm Queue Window, which is linked to Color Graphics, the Color Graphics map is displayed. For more details on Color Graphics, see *Color Graphics Maps* on page 295.

If you do not see a MAP button, Color Graphics has not been configured for the workstation. To enable Color Graphics:

1. Click **Hardware** on the left side of the main screen.

2. Select **Workstation**.

3. Under Workstation, select the name of your workstation. The name should appear in the Workstation Name field.

4. Select **Alarm Graphics** by clicking in the check box.

5. Click **Save/Add**.

6. Click **Refresh Alarm Queue** to show the MAP button.

Now you can **click once** to select an alarm event in the Alarm Queue Window, **double-click** to call up the alarm details, or click **MAP** (or **triple-click** the alarm text) to call up the alarm color graphics.

If you have Color Graphics active but do <u>not</u> want to bring it up, when you select an alarm in the queue window, make sure you <u>do not triple-click</u> the alarm.

Access Events

Access events are also logged in the Alarm Queue Window, for example, when access is denied.

To see more details on an access event, double-click anywhere on the access event in the Alarm Queue window. The Access Details page displays as shown below.

Figure 43.Access Events Details page

The Access Details page contains the following information.

Message   The message assigned to the event during Reader Event setup.

Description   The description assigned to the reader during Reader setup.

Badge Number   The whole badge number, including company code, facility code, and card number assigned to the cardholder.

Cardholder Name   The name of the cardholder assigned to the badge during Cards setup.

Instructions   The instruction message text assigned during Alarm Point Option setup.

Reader Name   The name of the reader used for this access event by the cardholder, assigned to the reader during Reader setup.

Date/Time   The date and time the access event occurred.

Device Name   The name assigned to ACU field panel to which the reader is attached.

Area   The name assigned to the security area under Security Area setup.

Acked By   The name of the operator logged on to the system when the alarm was acknowledged.

Comments   Comments by the operator (optional).

Note: The only field on the Access Detail page that can be changed or entered at anytime is Comments.

To close the Access Details window, click the **X** in the upper right corner of the window.

Alarm Control Buttons

ACK   The **Acknowledge** button is used to acknowledge the alarm. Select the alarm in the alarm queue and click the button. The name of the operator currently logged on to the system is recorded in the Acked By field.

CLEAR Alarm Event   The **CLEAR** button allows the operator to clear alarms. After an acknowledged alarm has returned to normal condition, the color of the text turns to green and the event may be cleared from the Alarm Queue window. To clear an alarm from the Alarm Queue window, click the alarm to highlight it and then click the **CLEAR** button.

DETAIL   The **DETAIL** button displays a sub window with the details for the alarm that is currently selected in the Alarm Queue.

MAP   The **MAP** button allows you to call up the available maps for alarms. However, to access this Map feature, under Hardware – Workstation, you must have Alarm Graphics selected. For more details see *Color Graphics Maps* on page 295.

Video

The **Video** button allows you to call up the camera that was linked to the alarm event that is highlighted in the alarm queue. Click the Video button and the Video window displays as shown below.

When you click **View Event**, the window changes to the clip of the event. This shows the alarm event starting at the moment the alarm occurred. To see the moments leading up to the alarm click **Reverse**. See *Video Option* on page 49 for more information and an example of a Video Clip window.

Note: There may be a delay of 30-40 seconds after an alarm event occurs before the clip becomes available by clicking **View Event**. Click the button once and the clip begins as soon as it is available.

If you want to print a picture of the live feed, click **Print**.

To resume watching the live feed click **Start**.
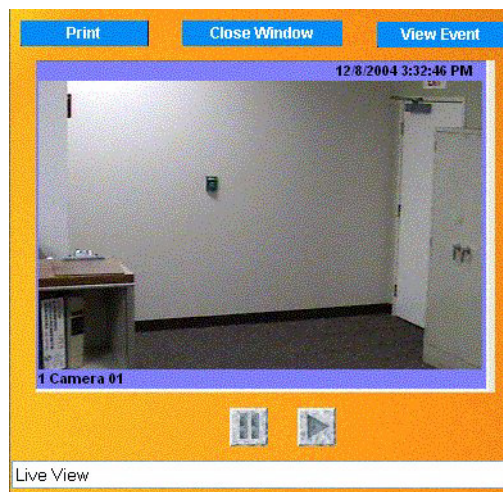
To Return to the Live Video feed, click **View Live** and the live video screen returns.

System Control Buttons

| REFRESH ALARM QUEUE | LOG OFF | REFRESH MAIN FRAME | TOPAZ SHUTDOWN |

These four buttons are located above the alarm queue below the main screen area.

REFRESH ALARM QUEUE	When this button is clicked, the alarm queue is "refreshed" or "repainted", to re-display the image. If active alarms disappear from the queue, click this button to retrieve them.
LOG OFF	When this button is clicked, you are logged off the system. Before you can take any further action on the Topaz system, you must first log back in with a valid Operator ID and Password.
REFRESH MAIN FRAME	When this button is clicked, the current main screen is "refreshed" or "repainted", to re-display the image.
TOPAZ SHUTDOWN	When this button is clicked, the following message displays:
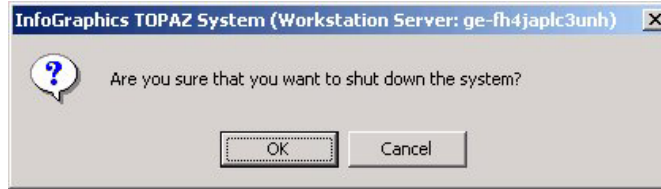
If you wish to continue shutting down the Topaz application, click **OK**. Topaz shuts down and exits to the Windows desktop.

Note: If you are working at a Topaz workstation, the **TOPAZ SHUTDOWN** button only stops the local software application. It does not shutdown the server. If you want to stop the server, click this button on the Server machine.

Main Browser Window
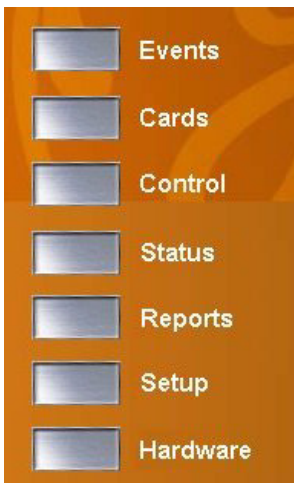
The third section of the Main browser page is the larger portion of the screen as shown in part on the left.

The main portion of the Main browser page has a set of silver navigation buttons that duplicate the Main System navigation buttons at the left side of the screen. As you move the mouse pointer over the buttons, they change color slightly. If the left button is clicked while the button is changed, it navigates to that section of the Topaz System.

You may use either set of buttons to navigate to the selected section of the Topaz system.

Navigating Sections of the System

Topaz has 7 basic navigation sections:

- Events
- Cardholder
- Control
- Status
- Reports
- Setup
- Hardware

Each browser page is an independent area. A frame is a section of a browser page. What happens in one frame may or may not affect the information in another. The frames are different sizes. If more information is available than can be displayed in the frame, scrollbars appear at the right side or the bottom of the frame. Scroll up and down or left to right with the bar(s) to display all information.

Navigation Bar Structure

Topaz is a browser-based system, enabling you to use the mouse pointer to click icon buttons to navigate through the system. You can click one of the _____ buttons, or on any of the main buttons on the left side of the navigation bar, to access any of the main sections of the software.

Tab Buttons

At times additional pages are made available by clicking the tab buttons from the navigation toolbar at the top of each page, as shown below for **Setup - Time Sched.**

At times additional tab buttons appear after clicking on one of the top-level buttons in the navigation bar, as shown below for **Alarm Options**, to show **Instructions** and **Categories**:

The main navigation buttons on the left of the screen and in the Alarm Queue window at the bottom of the screen are available at all times while any page of Topaz is selected.

Shutting Down the Software

The following is the recommended method to shut down the software and its peripheral devices. To prevent loss of data, follow these procedures in the order listed. If your system includes optional hardware, refer to the equipment's documentation and follow the manufacturer's instructions.

> ⚠ **CAUTION:** Once you have shut down the Topaz workstation, all on-line processing stops at the workstation. If the Topaz Server is powered down, it will not enunciate any alarm reports or access requests. Depending on your current security hardware, access control decisions may then be handled by the controller (ACU) in the field.
>
> You should have a contingency plan in effect to monitor alarms manually while the Topaz Server is off-line. You must take whatever precautions necessary to protect the safety of the personnel and equipment in your facility.

Procedure

1. Start from any Topaz System page.

2. Click **TOPAZ SHUTDOWN** in the bottom right corner of the screen. The message "Are you sure that you want to shut down the system?" displays. Click **OK**.

3. The Topaz System program closes and returns to the Windows desktop.

At this point you can start another application or continue to shut down the Windows operating system in the recommended manner.

> ⚠ **CAUTION:** Shutting down the Topaz program at the server terminates all communications to the field devices. Alarms and events will no longer report to the server until the program is restarted and a download is initiated. Although the alarms and events are stored at the local field panel (ACU) until the server is back on-line, the amount of data stored is determined by the on-board memory of these devices.

Chapter 3 Events

The **Events** page lists all event that occur in the system. This includes everything from successful or failed startup processes to alarms.

In this chapter:

Events Page

The Events page is opened as an independent browser page that appears as an overlay onto the existing browser page.

Figure 44.Events page

This Events window shows all system events (alarm, system, device, and access events) as they occur. An event contains information that the system's server records to its database. Each event is given a sequential event number and a description. However, depending on how event processing is set up, not all events are displayed and some event numbers appear to be skipped over.

To close the Events window click the X in the right top corner of the window to return to the existing Main System browser.

The system updates this window constantly, but for the most part you will not see the status change in this window often, unless there are new events.

If the video option is activated, this page may also contain events that are linked to a video clip. The video clip can be accessed by opening the Detailed Event Window

Detailed Event Window

More details of each event can be instantly displayed by clicking on the event text inside the queue. A Detailed Event window displays in a pop-up window. This contains further details of the event. When finished with the Detailed Event window, click the X in the upper right corner of the window to close it.

Figure 45.Detailed Event window.
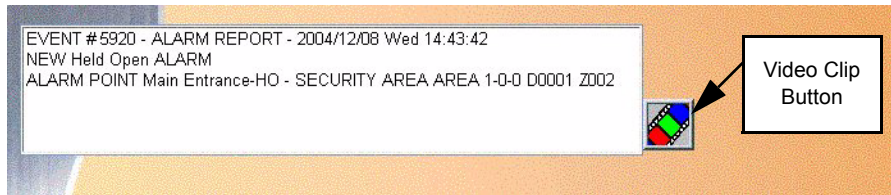
Video Option

If the event has a Video Clip associated with it, the Video button (shown above) appears. To access the video clip, click **Video**. The Video opens in another window and plays the clip. The clip begins to play ten (10) seconds before the point where the event was began. To see what happened before the event, click **Reverse** to play the clip backwards.

Figure 46. Video clip
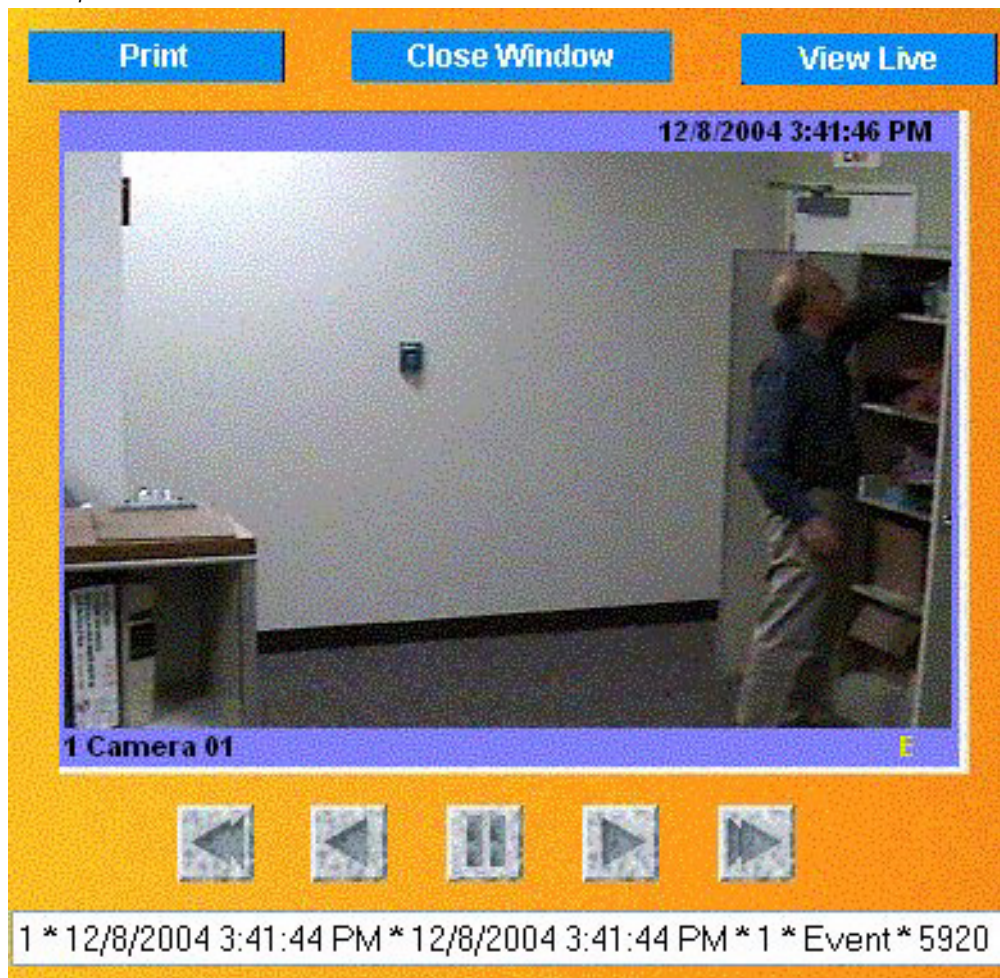
The control buttons are similar to those on a DVR:

◀ **Fast Reverse**

◀ **Play in Reverse**

❙❙ **Pause**

▶ **Play Forward**

▶ **Fast Forward**

If you have found a frame of an event that you want to print, click **Print**. The image is printed on the Report Printer.

To see what is happening at the camera that recorded the event clip, click **View Live**.

When you have finished viewing the video clip, click **Close Window** to return to the Event Details window.

> ⚠️ **CAUTION:** Do not close this window using the **X** in the upper corner. This can cause Topaz to lose communication with the video. Always click the **Close Window** button to close the window.

Chapter 4 Cards

The **Cards** page allows you to add Cardholders and configure their access privileges or photo ID.

In this chapter:

Cards

The **Cards** button navigates to the following pages, allowing you to add Cardholders and configure their Access Privileges, Photo ID, etc.

Card Setup Page on page 53

Access Page on page 57

Photo ID Page on page 60

Masking Page on page 65

Information Page on page 68

Custom Fields Page on page 69

These functions are accessed through the navigation bar buttons at the top of the **Cards** page.

To navigate to the **Cards** pages, click the **Cards** button on the left side of the browser window. The following page displays.

Figure 47. Cards.

You can select a function to view or edit by clicking on the button at the top of the window.

The Cardholder Search window on the right continues to be displayed while navigating through the Cardholder button pages. The only window that changes when the navigation buttons at the top are selected is the area in the center of the screen.

Card Setup Page

The **Card Setup** page allows you to add, recall, modify or delete cardholders.

Figure 48.Cards: Card Setup

The Card Setup page contains the following information.

Cardholder Name	Enter the Cardholder Name of up to 12 of characters for "First" name, 1 character for "MI" (not required), and 15 characters for "Last" name. The Cardholder Name is a required field.

> **Note:** You must know the encoded number of the card including the company and facility codes before continuing. The number is listed on a document which was included with the card when shipped, unless you requested custom cards with the card number printed on the back of the card.

Card Number	Enter the Card Number of up to 10 digits. The Card Number is a required field.

> **Note:** The Card Number is the only field that may NOT be repeated for the same Facility (Company Code plus Facility Code). You can have two identical Card Numbers as long as the Facilities are different.

Facility Code	Select the Facility Code by clicking on the down arrow and selecting from the list of Facility Codes.
	To configure a Facility Code, click the link arrow to the left of the field to open the Facility Code configuration page. When you have completed the configuration, close the page by clicking **Save**.
Employee Number	This field is optional and can be a maximum of 12 alphanumeric characters.
Card Stamp Number	This is optional and can be a maximum of 8 numeric characters. The number is printed on the back of the card. If you request it, the number is also the card number (and the encoded card number). However, to be used as the Card Number, the Card Stamp Number must be entered into the Card Number field.

Card Status	The Card Status defaults to Valid, meaning that the card is a usable card in the system.
	Click on the down arrow to select other options:
	• Lost (card is denied access)
	• Stolen (card is denied access)
	• Inactive (card is denied access)
	• Terminated (card is denied access)
	The status of these options indicates to the system that the card is not valid and to deny access under any circumstances.
Issue Level	The Issue Level only applies to magnetic stripe cards and is the number of times this card number has been issued (given to a single Employee). A card may be reissued if the Employee reported his or her card lost or stolen. Click the down arrow and select from the list of forty-nine (49) issue levels.
Save/Add	Click to save the cardholder information to the database.
	After clicking **Save**, one of three messages appears.
	• If "Operation Complete" displays, no further changes are needed.
	• If "Duplicate Record" displays, then the Card Number has been repeated. Use a new Card Number and try saving again.
	• If "Operation Failed" displays, then a required field was not entered (Card Number or other field). Enter the required information and try saving again.
	Note: If Photo Badging is being used, once the picture of the employee is added on the Photo ID page, it displays in the top right corner of the page.
Clear	At any point, if you wish to clear the entered information, click **Clear**.

⚠ **CAUTION:** Clicking **Clear** before clicking **Save** deletes newly entered data.

How to add a new cardholder

1. Click **Clear** to clear any existing data from the fields.

2. Enter the information on the Card Setup page for the new cardholder.

3. Once all data for the new cardholder has been entered, click **Save/Add**. The message, "Operation Complete" displays.

How to recall a cardholder

There are five ways to recall a cardholder in the database. The default is by **Name**. You can select a different filter by moving the mouse pointer to the **Search by** button. The drop-down list displays allowing you to select one of four (4) other options. As the mouse pointer is moved over the search fields, they change color. When the desired field is highlighted, click the left mouse button to select it.

Recall By:	
	• Name (default)
	• Card Number
	• Serial Number
	• Employee Number
	• Vehicle License

Recall by Name

- In the **Enter Cardholder** window, as you start typing the name of the cardholder, the list highlights the name in the list. For example, if "m" is typed, then "Martin, Jean" is highlighted in the scrolling **Select Cardholder** window. If this is the cardholder you are looking for, click the highlighted name in the **Select Cardholder** window. The data window fills in with Jean Martin's data.

Enter Cardholder

ge

Select Cardholder

Aberdeen, Schuyler J
Barker, Eileen S
Barron, Devyn R
George, Jeremy I

- You may also scroll through the **Select Cardholder** list in the window. When the desired cardholder name is located, click the name of the cardholder. The data window fills in with the cardholder's data that you just clicked on.

Enter Cardholder

McPherson, Steve

Select Cardholder

CANTU, NEIL
DEWHIRST, JILL P
JOHNSON, DAWN I
LEE, BRENDA
MARTIN, JEAN R
McPherson, Steve
MORGAN, SHIELA P
SCOTT, RANDAL
SIMPSON, DIANE F
STANLEY, JOANNE M
TAYLOR, LINDSEY
THOMAS, DONALD

- At the bottom of the Select Cardholder window the **Record Last Changed** indicates the last date any changes or modifications were made to the current cardholder record being displayed.

Record Last Changed

Feb 13, 2004

Note: It may be necessary to use the scrollbar on the right side of the cardholder page to move the window up to show the **Record Last Changed** date.

Using the other Search By filters

1. Select **[filter]** that you want to use from the **Search By** button.

2. The **Select Cardholder** window now contains all cards in the system with the [selected filter] information displayed.

3. Begin typing the first digits of the desired information and the first card matching the typed information is highlighted. When the correct card is highlighted, click the highlighted card. The employee information fills the page.

Note: When searching by Serial Number, the numbers that appear in the Select Cardholder field are the numbers that were entered in the Card Stamp Number field on the **Cards>Setup** page.

How to modify a cardholder

1. Follow the Recall Cardholder procedure to recall a cardholder record to be modified.

2. Make the desired changes to any field except the card number.

3. Once all changes for the cardholder have been made, click **Save/Add**. The message "Operation Complete" appears.

How to delete a cardholder

1. Locate the cardholder to delete.

2. Once the cardholder record is found and the database record is displayed, click **Delete**.

3. A message "Are you sure that you want to delete this record?" displays. Click **OK** to continue.

4. The message "Operation Complete" should be displayed indicating that the cardholder has been deleted from the database.

5. The cardholder's record is now deleted from the database and the cardholder's name has been removed from the Selected Cardholder list on the right side of the screen.

Access Page

The **Access Privileges** page allows you to configure security areas and access groups.

While viewing any **Cards** page, click the **Access** tab button at the top of the window. The navigation button turns a lighter blue and the **Access** page displays as shown below.

Figure 49.Cards: Access

The Access page contains the following information.

Activation Date	This is the date the card becomes active, with a default of today's date as retrieved from the server. This is not necessarily the same as the date the card was entered into the Topaz system. For example, you can enter a batch of cards that will become effective next week. The format of the date may be selected in Setup - Site Settings. A full calendar can be displayed and used to select this date by clicking the [calendar icon] Calendar button.
Deactivation Date	This is the date the card is no longer authorized for use and access is denied. The default is 20 years from the Activation date. A full calendar can be displayed and used to select this date by clicking the Calendar.

Executive APB Override	This field only applies if Anti-Passback is first enabled under Setup - Site Settings. You can do this immediately by selecting the link arrow to the left side of Executive APB Override to go directly to the Site Settings page. Under Anti-Passback, you can select Enable to activate the Anti-Passback feature for this site.

In addition, you must select cardholders and security areas under Control, Reset APB.

There are two options for Executive APB Override

- Deny Access - If APB is violated, the system denies access to the area and generates an access denied alarm. This is the normal selection for most cardholders, otherwise Anti-Passback has little value.
- Grant Access - If APB is violated, the system allows access to the area, provided the cardholder is authorized for entry to that area during that time, etc. Executive APB Override applies only to Anti-Passback conditions. It does not override other access rules. This will still trigger an alarm.

For more information, see *Appendix C, Anti-Passback*.

PIN Code	The PIN Code is the Personal Identification Number or password (maximum number of digits is 4) that the cardholder uses at the keypad for access. If the PIN is less than 4 digits, then leading zeros must be entered. For example, if the PIN is 23 and the PIN code is set for 4 digits, you must enter 0023 at the card reader. You can also use the asterisk after the number, for example, 23*.

If keypads are not enabled on the Reader Setup Page, then no PIN Code is required.

The small icon to the right of the PIN Code field is a PIN Code generator.

Available Security Areas	Select the Security Areas that the cardholder is authorized to access. Do this by clicking on the name of the Security Area listed in the Available Security Areas window.

> **Note:** If the same group of security areas is to be assigned to a number of cardholders, you may want to take advantage of configuring the group of security areas as an Access Group. Refer to "Available Access Groups" to add the access group to the cardholder. Go to *Access Group Page* on page 172 to configure a new Access Group.

- Click the right arrow to add the selected security area to the Selected Security Areas window. Repeat this step until all desired security areas are added to the Selected Security Areas window. Up to eight (8) security areas may be selected.
- To remove a selected area from the Selected Security Areas window, click the security area name to remove and click the left arrow.
- If the desired Security Area is not available and you need to configure one, click the link arrow to the left of Available Security Areas. This opens the Security Area configuration page. Once you have completed the configuration, close the page by clicking **Save**. This returns you to the Access page.

Available Access Groups	- To select the Access Groups that the cardholder is authorized to access, click the name of the Access Group listed in the Available Access Groups window and click the right arrow to add the access group to the Selected Access Groups window. Repeat this step until all desired access groups are added to the Selected Access Groups window. Up to eight (8) access groups may be selected.

- To remove a selected area from the Selected Access Groups window, click the access group name to remove and click the left arrow.
- If the desired Access Group is not available and you need to configure one, click the link arrow to the left of Available Access Group. This opens the Access Group configuration page. Once you have completed the configuration, close the page by clicking **Save**. This returns you to the Access page.

Security Area Time Schedule	The Security Area Time Schedule defines the times during which the cardholder has access to certain Security Areas or Access Groups. Click the name of the area or group, then from the Security Area Time Schedule drop-down list select the time for authorization. Repeat until all areas or groups have a time schedule. If the desired Time Schedule is not available and you need to configure one, click the link arrow to the left of Security Area Time Schedule. This opens the Time Schedule configuration page. Once you have completed the configuration, close the page by clicking **Save**. This returns you to the Access page.
Authorized for Conditional Unlock	This field works in conjunction with readers that are configured to Conditionally Unlock during a time schedule. When this option is selected, the door does not unlock until a designated cardholder accesses the area after the start of the unlock Time Schedule. *Example*: The lobby reader door is configured to conditionally unlock at 07:00 (7am). At 7 a.m. the door allows cardholders to access the lobby, but remains locked to Non-Cardholders until a cardholder that is Authorized for Conditional Unlock accesses the lobby reader.
Save	When configuration of the Access Page is complete, click **Save** to save the cardholder record. After clicking **Save,** one of the following messages appears. • If "Operation Complete" is displayed, then no further changes are needed. • If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

Photo ID Page

Introduction to Photo Badging

The Photo Badging facility is available as standard software in all versions of the Topaz Series system.

The server or workstation configured as an enrollment station requires special hardware as described below. The verification station, which does not have the capability to take photos or print badges, needs no special hardware for the display of photos or badges.

The Topaz Photo Badging Software gives you a full Badge Design package with multi-layer design tools, a full editing package including copy, paste, automatic centering, and full drag and drop capabilities. The design package also includes snap to grid facilities, automatically scalable fonts with auto kerning, and landscaping badge templates, an extensive color palette with individual color design facilities, and a full badge design check and test print capability.

It includes a sophisticated photo capture facility, providing vertical and horizontal photo centering controls, brightness, contrast, color, intensity and hue controls for the photo image, and a multi frame capture which allows you to chose the best image to be included on the badge.

The system allows you to enter text, signatures, and database information directly from the cardholder database, and to print bitmaps, photos, and text based on conditions set for any of the fields in the Cardholder record.

The Topaz Photo Badging software can be used with a range of industry standard dye sublimation printers, like the Eltron P310-C direct connect printer. The software also supports double-sided printing, automatic magnetic stripe encoding, and use of hologram overlays.

Once the required video hardware is available in the system, the software provides you with a complete set of tools and facilities necessary to design and print photo ID badges and all other functions outlined above.

For additional hardware requirements and options for each photo-badge enrollment station, see *System Requirements* on page 3.

Enabling Photo Badging

The **Photo ID** page is the badging and photo page, which enables you to take/import photos, assign a badge template, and print the badge, etc.

Before you can use the Photo ID features, you must have **Photo Badging** selected on the **Hardware** – **Workstation** page.

To enable Photo Badging:

1. Select the **Hardware** button on the left side of the main screen.
2. Select **Workstation**.
3. Under Workstation, select the name of your workstation.
4. Select **Photo Badging** by clicking in the check box.
5. Click **Save**.

While viewing any Cards page, click the **Photo ID** tab button. The following page displays.

Figure 50.Cards: Photo ID

The Photo ID page contains the following information.

Display Badge   To display a badge, you must first select a cardholder from the Select Cardholder window. Then click **Display Badge**. The photo (if available) for that cardholder appears in the top right corner of the screen and the full badge for that cardholder appears in the large Badge Preview window.

Take Photo   Verify that the correct cardholder's record is displayed before taking the photo. Then click **Take Photo**.

                  Note: A video card (if camera is not USB) and camera are required before you can take a photo. Also, make sure the color and resolution for your monitor is set to 1024x768 and 16 bit High Color.

                  See *How to take a photo* on page 62.

Importing Photo   Importing a photo allows you to display and use a digital photo file instead of a live photo. The imported photo should not exceed 200k in size.

                  .See *How to import a photo* on page 63.

Print Badge   To print the badge for the selected cardholder, click **Print Badge**. The badge displays in a full window. Then the Print dialog box displays.

                  See *How to print a badge* on page 64.

Design Badge   To access the badge design utility, click **Design Badge**.

                  A new window for designing badges is presented. For more details on designing a badge template, see *Badge Design* on page 267.

Badge Template   From the drop-down list of pre-designed badge templates select the template for the currently selected cardholder.

                  Note: To create a new badge template, see *Badge Design* on page 267 for a complete user guide on designing a badge template.

Save   Once all Photo Badging data for the cardholder has been entered, click **Save**.

              After clicking **Save** one of the following messages appears:
                • If "Operation Complete" is displayed, then no further changes are needed.
                • If "Duplicate Record" is displayed, then the Card Number has been repeated. Try a new number.
                • If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

Clear   At any point if you wish clear to clear the entered information, click **Clear**.

How to take a photo

1. Verify that the correct cardholder's record is displayed before taking the photo.

2. Then click **Take Photo**.

    Note: A video card (if camera is not USB) and camera are required before you can take a photo. Also, make
                sure the color and resolution for your computer's monitor is set to 1024x768 and 16 bit High Color.

    The cardholder's image appears in the live video screen in the upper right of the new
    screen shown below. To the right and below the live video image are adjustment bars in
    scroll bars, which you may use to center the subject in the screen area. You may also
    adjust the **Zoom** bar to adjust how the image fills the screen.
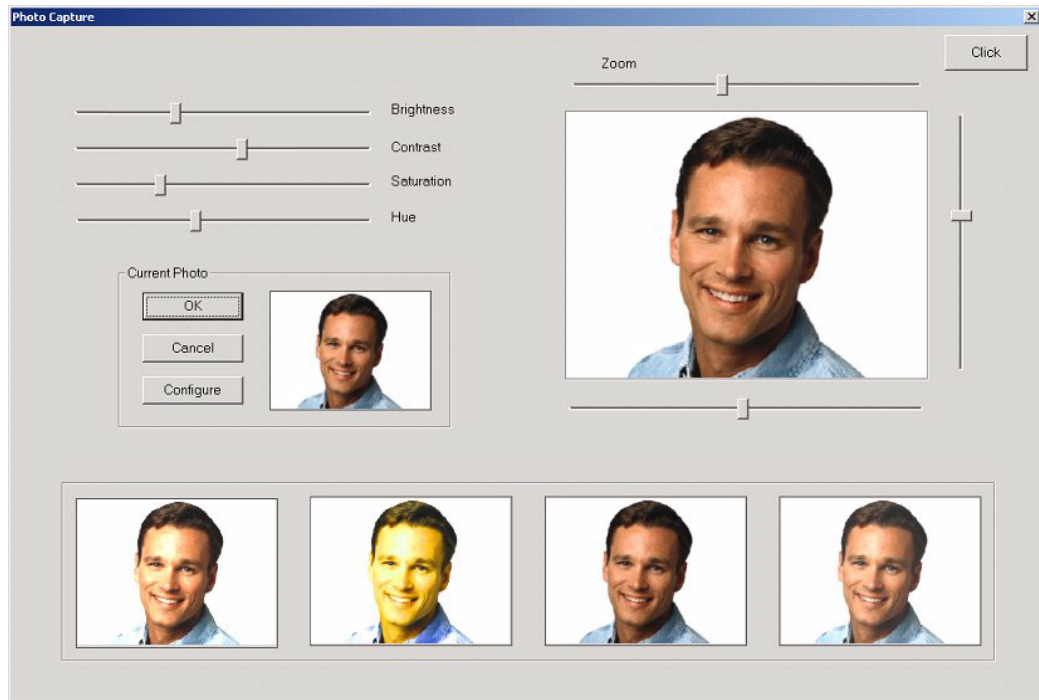
    To the lower left of the live video image is an area that displays the current photograph (if
    any) in the cardholder database for that subject. In the left upper part of the screen are
    the adjustment bars that you can use to control the **Brightness**, **Contrast**, **Saturation**,
    and **Hue.** As you adjust these controls, the live image changes accordingly.

3. To take a photo, click the **Click** button and the photograph appears in one of the four screen
    spaces at the bottom of the screen, starting at the left box. Each time you click the **Click**
    button, another photograph is added to the four screen spaces at the base of the screen. As
    the photos are taken they are added from left to right. You do not have to take four photos.

4. To select which photograph is to be used on the badge, move the mouse over the selected photograph in one of the four photo boxes at the bottom of the screen and click the left mouse button. This displays the newly selected photo in the **Current Photo** box above. Click **OK** to the left of the Current Photo to save this image into the cardholder database.

5. If you changed any of the video adjustments (Brightness, Contrast, etc.), a dialog box appears asking you if the new settings should be saved. If you select **Yes**, these new adjustments are saved for use with the photo of the next cardholder. If you select **No**, the original settings are restored for the next cardholder. With either answer, the photo is saved to the cardholder database and screen reverts to the Card database screen.

6. At anytime, you can click **Cancel** and the screen reverts to the Card database screen.

    The **Configure** button allows you to adjust the aspect ratio of the image. Sometimes the image saved to the badge warps slightly distorting the appearance of the cardholder. If this happens, you can adjust the aspect using the slider on the pop-up window.
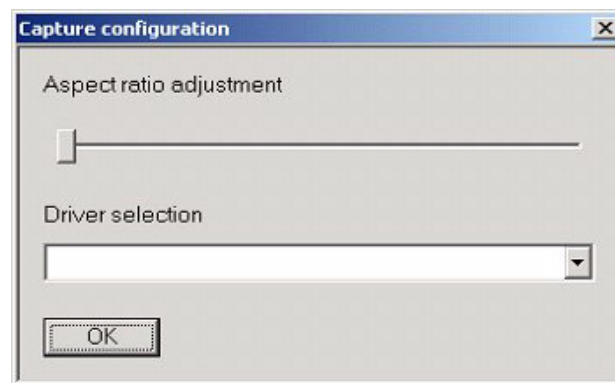
The driver you are using for the cameras appears in the Driver to use drop-down list.

How to import a photo

Importing a photo allows you to display and use a digital photo file instead of a live photo. The imported photo should not exceed 200k in size.

1. Start by clicking **Browse** to the right of the **Photo File Name** field.
    The **Choose File** window opens.
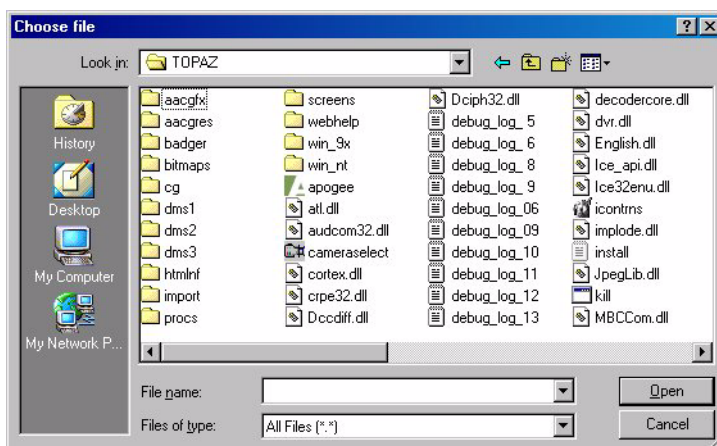
2. You may browse to select any folder. Sample photos are stored under Badger / Photos.

3. Locate the "jpg" file to import and click **Open**.

   The name of the file appears in the **Photo File Name** field.

4. Click **Import Photo** to display that image in the upper right corner of the screen.

How to print a badge

Note: The first time you print a badge, you must first select a printer from within the Badge Design program.

Before printing the badge, you may wish to preview it to make sure it is correct by clicking **Display Badge**.

To print the badge for the selected cardholder:

1. Click **Print Badge**.

   The badge displays in a full window. Then the Print dialog box displays.

2. Click **Yes** to print.

   If you do not have the proper equipment for printing badges, an error message like this displays:

3. Click **OK** to continue.

   The message "Operation Complete" displays.

4. Click **OK** to continue.

Masking Page

The **Masking** page allows you to select the Security Areas that the cardholder is authorized to Mask/Unmask. "Masking" means turning off the alarm for that Security Area and "Unmasking" means turning the alarm back on.

While viewing any Cards page, click the **Masking** tab button at the top of the window. The following page displays:

Figure 51..Cards: Masking

Only Security Areas where masking is allowed are listed.

Configuring a Security Area for Masking

To mask any alarms, the cardholder must first be allowed into the Security Area. If you want to configure an area for masking that does not appear in the list of **Available Masking Areas** (on the **Cards – Masking** screen), click the link arrow to the left of the **Available Masking Areas** field. This brings up an additional window showing the Security Area page, as shown below:

Figure 52.Security Area.

Click the name under **Security Areas** that you want to allow Keypad Masking. That name appears in the **Security Area Name** field on the right.

On this screen, select **Keypad Masking Allowed**. Repeat this process for all Security Areas in which you want to allow Keypad Masking.

When you are done, click **Save/Add** to save your changes and return you to the Masking page.

The areas that you configured for **Keypad Masking Allowed** now appear in the list of **Available Masking Areas** on the **Cards – Masking** screen. You can then select those areas to allow keypad masking.

Note: If a security area has **Keypad Masking Allowed** checked, the cardholder cannot gain access to the area until the area is Masked.

How to add an area for masking

1. To select the Masking Area that the cardholder is authorized to Mask/Unmask, click the name of the area listed in the Available Masking Areas window and click the right arrow to add the Masking Area to the Selected Masking Areas window. Repeat this step until all desired Masking Areas are added to the Selected Masking Areas window.

2. To remove a selected area from the Selected Masking Areas window, click the Masking Area name to remove and click the left arrow. This moves the area back into the Available Masking Areas window.

3. Once all Masking data for the cardholder has been selected, click **Save**.

4. After clicking **Save** one of the following messages appears.

   • If "Operation Complete" is displayed, then no further changes are needed.
   • If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

At any point if you wish to clear the entered information click **Clear**.

⚠️ **CAUTION:** Do not click **Clear** before clicking **Save** or newly entered data will be lost.

How to use keypad masking

Keypad Masking allows the cardholder to mask / unmask the alarms associated with a security area by using their PIN as described below.

Keypad Masking requires three conditions to be set, in the following order:

1. Select the area under **Setup – Security Area** to allow Keypad Masking.

2. To mask any alarms, the cardholder must first be allowed access into that Security Area. Under **Cards – Access**, select the cardholder, then the area under Available Security Areas and move that area to the Selected Security Areas column.

3. The cardholder must have that Masking Security area selected. Under **Cards – Masking**, move the area from Available Masking Areas to Selected Masking Areas.

4. Click **Save**.

To use the keypad to mask (unsecure) an area, the cardholder/user must enter the PIN + 20 to mask the alarm. For example, if the PIN is 1023, the cardholder must enter 1043 to mask that security area. The alarms will be turned off and the door will unlock.

Note: If a security area has Keypad Masking Allowed checked, the cardholder cannot gain access to the area until the area is Masked.

If one cardholder unmasks that alarm, anyone with access to that area can enter. The alarm will be off.

To secure the area, an authorized cardholder/user must enter the PIN + 10 to unmask the alarm. For example, if the PIN is 1023, the cardholder must enter 1033 to unmask that security area. The alarms will then be set (on).

Note: If an alarm associated with the area being unmasked is active at the time you are attempting to unmask the area, the request is denied. All alarms associated with the security area must be secure before an unmask request is granted.

Information Page

The **Information** page contains additional detailed information on the cardholder. The information in these fields is optional.

To navigate to the **Information** page, from any page within the **Cards** pages click the **Information** tab button at the top of the screen. The following page displays.

Figure 53. Cards: Information

The maximum number of characters for each field is shown below.

Field Name	Max Characters
Hire Date	N/A
Social Security #	11
Department	8
Phone Extension	6
Supervisor	32
Emergency Contact	32
Emergency Phone #	12
Contact Relationship	16
Vehicle License #	10
State	2

For the Hire Date field, a full calendar can be displayed by clicking on the 🗓 **Calendar** icon.

Enter all desired information on the cardholder and click **Save**.

At any point if you wish to clear the entered information, click **Clear**.

⚠️ **CAUTION:** Do not click **Clear** before clicking **Save** or newly entered data will be lost.

Custom Fields Page

The **Custom Fields** page contains eleven (11) additional fields you may custom configure for additional cardholder information not already available on the **Information Page**.

To navigate to the **Custom Fields** page, from any page within the **Cards** pages click the **Custom Fld.** tab button at the top of the screen. The following page displays:

Figure 54.Cards: Custom Fields.

- User Field 1 - 4 can contain a maximum of 24 alphanumeric characters.
- User Field 5 - 8 can contain a maximum of 16 alphanumeric characters.
- User Field 9 - 11 can contain a maximum of 12 alphanumeric characters.

The titles or names for these fields are optional and can be configured on the *Custom Fields Page* on page 177.

Clicking on the link 🔖 to the left of the first field name on the screen above opens a new window allowing you to configure the field names. After making changes, click **Save** to close the window. You are returned to the Custom Fields page to continue entering cardholder information.

In the Cardholder Custom Fields window add any additional information for the currently selected cardholder to all desired fields and click **Save**.

At any point if you wish to clear the entered information, click **Clear**.

⚠️ **CAUTION:** Clicking Clear before clicking Save will delete newly entered data.

Batch Add Page

The **Batch Add** Page allows you to add a maximum of 250 cards at one time. All cards being added must be configured for the same Deactivation Date, Company/Facility Code, list of Security Areas and/or Groups, and Time Schedules assigned to the areas/groups.

To navigate to the **Batch Add** page, from any page within the **Cards** pages click the **Batch** tab button at the top of the screen. When you have completed using the Batch Add function, click the **Card #** button to access the other page buttons.

Figure 55.Cards: Batch Add

The Batch Add page contains the following information.

Company/Facility Code	Enter up to 4 numbers for the Company Code in the first field that is encoded on the cards being added, and then enter up to 4 numbers for the Facility Code in the second field.
Start at Card Number	Enter up to 10 digits for the starting card number.
Stop at Card Number	Enter up to 10 digits for the ending card number. This range of cards (up to a maximum of 250 cards) is added to Topaz. For example, if the starting card number is 136001 and the Stop at Number is 136250, then 250 cards are added to the system.
	An alternative method of entering the Start at Card Number and Stop at Card Number is to use readers to enter the card number range.
	See *How to enter the card number range using a reader* on page 72.
Starting Card Stamp Number	Enter up to 8 digits for the Starting card Stamp Number. This would be the number on the back of the first card being added to the system.
	Note: The Card Stamp Number is incremented one number at a time. For example, if you enter 5299 for the starting number and you are adding 100 cards, then the Card Stamp number on the first card is 5299 and the last card is 5398.
Starting Employee Number	Enter up to 12 alphanumeric characters for the Starting Employee Number to be added to the system. The employee number is incremented by one for each card added to the system.
Deactivation Date	Select the date that all cards being added to the system will be deactivated. The default date is 20 years from the current date. A calendar is available by clicking the Calendar icon.
Available Security Areas / Selected Security Areas	• To select the Security Areas that all the cards being added are authorized to access, click the name of the Security Area listed in the Available Security Areas window.
	• Click the right arrow to add the selected security area to the Selected Security Areas window. Repeat this step until all desired security areas are added to the Selected Security Areas window. Up to eight (8) security areas per card may be selected.
	• To remove a selected area from the Selected Security Areas window, click the security area name to remove and click the left arrow.
	• If the desired Security Area is not available and you need to configure one, click the link arrow to the left of Available Security Areas. This opens the Security Area configuration page. Once you have completed the configuration, close the page by clicking **Save**.
Available Access Groups / Selected Access Groups	• To select the Access Groups that all cards being added are authorized to access, click the name of the Access Group listed in the Available Access Groups window.
	• Click the right arrow to add the access group to the Selected Access Groups window. Repeat this step until all desired access groups are added to the Selected Access Groups window. You can use up to eight (8) access groups per card.
	• To remove a selected area from the Selected Access Groups window, click the access group name to remove and click the left arrow.
	• If the desired Access Group is not available and you need to configure one, click the link arrow to the left of Available Access Group. This opens the Access Group configuration page. Once you have completed the configuration, close the page by clicking **Save**.
Security Area Time Schedule	The Security Area Time Schedule defines the times during which the cards have access to certain Security Areas or Access Groups.
	To set up a Security Area Time Schedule, see *How to set up a Security Area time schedule* on page 72.
Clear	At any point if you wish to clear the entered information, click **Clear**.

How to enter the card number range using a reader

An alternative method of entering the Start at Card Number and Stop at Card Number is the following:

1. Leave the Start at Card Number and Stop at Card Number fields blank.

2. Take the first and last cards in the batch to any reader attached to the system.

3. Swipe the first card and the last card.

4. Return to the computer with the Batch Add Page showing. The card numbers display in those fields.

This method is useful if you have a reader close by and/or the card numbers are not stamped on the cards. Some firms order cards with the encoded card numbers different from the numbers stamped on the cards for security reasons. They may use an offset value (for example, the card number is 10 more than the card stamp number) or a formula to determine the offset value, making it more difficult for anyone to gain access who has a card and does not know the card number.

How to set up a Security Area time schedule

1. Click the name of the area or group, then from the **Security Area Time Schedule** drop-down list select the time for authorization. Repeat until all areas or groups have a time schedule.

2. If the desired Time Schedule is not available and you need to configure one, click the link arrow to the left of **Security Area Time Schedule**. This opens the Time Schedule configuration page. Once you have completed the configuration, close the page by clicking **Save**.

3. When you have finished configuring the Batch Add Page, click **Batch Add**. The message "Operation Complete" appears indicating the number of cards that were added to the system.

Figure 56. Operation Complete

4. If not, the message advises you which field has been left out. For example, if you left the Start at Card Number blank, the following message displays:

Figure 57. Starting Card Number required

Batch Delete Page

The **Batch Delete** page allows you to delete a range of cards in one easy step.

To navigate to the **Batch Delete** page, from any page within the **Cards** pages click the **Batch** tab button at the top of the screen. Then click the **Batch Delete** tab button. When you have completed using the Batch function, click the **Card #** button to access the other page buttons.

Figure 58.Cards: Batch Delete

The Batch Delete page contains the following information.

Facility Code Name	From the drop-down list, select the name of a facility code you want to use.
	If the desired Facility Code Name is not available and you need to configure one, click the link arrow to the left. This opens the Facility Code configuration page. Once you have completed the configuration, close the page by clicking **Save**.
Start at Card Number	Enter the first card number to be deleted.
Stop at Card Number	Enter the last card number to be deleted. This range of cards (up to a maximum of 250 cards) is deleted from Topaz.
	⚠ **CAUTION:** Remember that all cards between the Start and Stop numbers are also deleted!
Clear	At any point, if you wish to clear the entered information, click **Clear**.
Batch Delete	When you are sure that you have the correct card numbers selected to be deleted, click **Batch Delete**.
	The message "Operation Complete" appears indicating the number of cards that were deleted from the system. If not, the message advises you which field has been left out.
Card #	When you have completed using the Batch function, click the **Card #** button to access the other page buttons.

Chapter 5 Control

This chapter includes information about using the Control button, which allows you to control readers, alarm points, and access trace, reset anti-passback, perform service functions, and back up / restore the Topaz System databases.

In this chapter:

Overview

The following pages are available through the main Control page.

To navigate to the Control page, click the **Control** button in the left main toolbar. The following screen displays.

Figure 59.Control
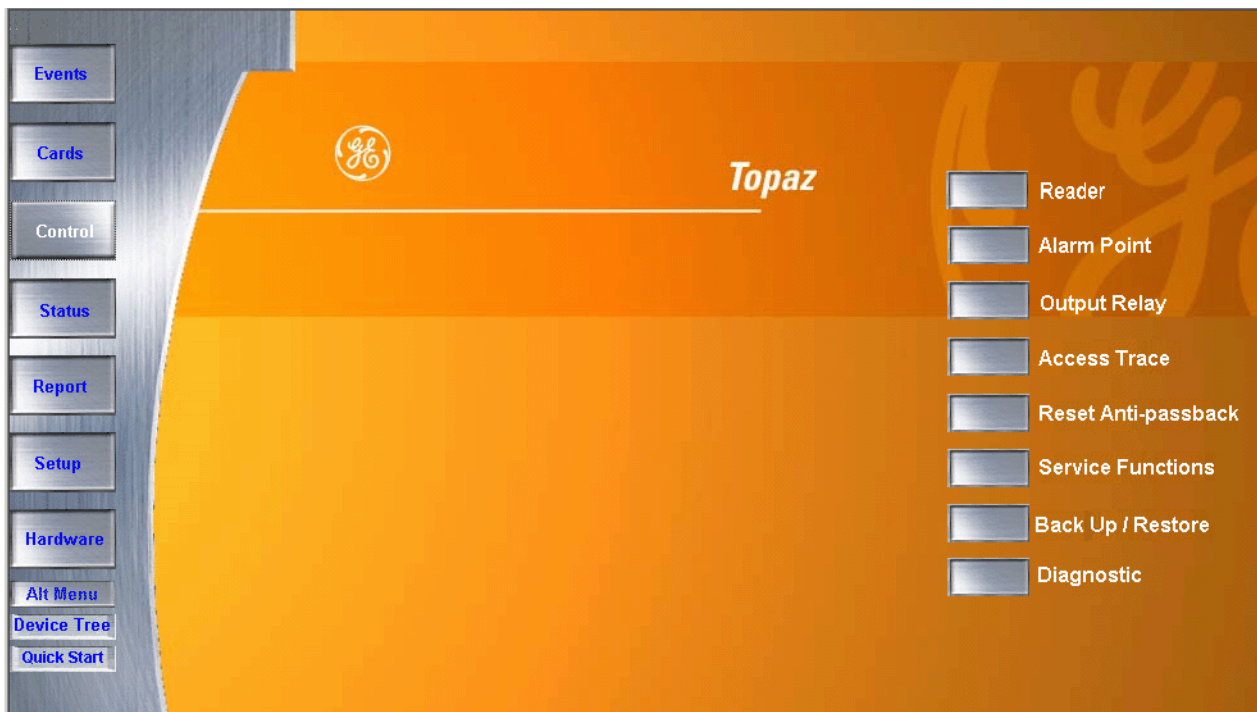
Each of the seven options above may be selected by clicking the corresponding [ ] button on the right side of the screen.While viewing any one of the Control screens, you can refresh the screen by clicking the tab for the screen again.

Reader Control Page

The **Reader Control** page allows you to check the status of any configured reader in the system and send manual commands to them such as unlock, lock, etc.

To navigate to the **Reader Control** page, from any page within the Control pages click the **Reader** tab button at the top of the screen, or from the main control page click the **Reader** button on the right side of the screen. The following page displays.

Figure 60.Reader Control page

The Reader Control page contains the following information:

Status	The top portion of the window under Status lists all pre-configured Readers.
	To check the status of any Reader, scroll through the list until the name of the Reader is located. The color of the text shows the status of the reader. The table below defines the meaning of the colors

Black	System Control
Red	Unlocked
(Not shown)	Momentary Unlock
Green	Locked
Magenta	Offline

Control	The Control portion of the window allows you to send commands to one of the pre-defined readers in the list under Reader Control.
Reader Control	To send commands to a reader, select the name from the pre-configured list of readers. Do this by scrolling through the list and clicking on the desired name.
System Control	Places the Reader back to the mode that the door is set for at the current time as predetermined by the system's configuration.
Lock Door	Locks the Reader controlled door. The door remains locked until another command is sent either by the operator, time schedule, or linked condition, etc. to change the door to another state. It does not respond to an authorized cardholder.
Unlock Door	Unlocks the door. The door remains unlocked until another command is sent either by the operator, time schedule, etc. to change the door to another state.
Momentary Unlock	Unlocks the door. The door remains unlocked for the configured unlock time. At the end of the unlock time the door returns to its prior state

How to control a Reader

1. To send a command to a Reader, first select one of the pre-defined readers in the bottom portion of the window in the list under **Reader Control**. Scroll through the list and click the name of the Reader to send the command to.

2. Click the desired command button located below the **Reader** list. The possible commands that may be sent are System Control, Lock Door, Unlock Door, or Momentary Unlock.

   After clicking one of the above, a message "Operation Complete" displays. If the ACU controller is not communicating with the PC, then the message "Device Offline" displays.

3. Click **OK** to continue.
   The color of the reader name changes in the Status window to reflect the current command sent.

Alarm Point Control Page

The **Alarm Point Control** page allows you to mask, unmask, or check the status of the Alarm Input Points and Security Areas.

To navigate to the **Alarm Point Control** page, from any page within the Control pages click the **Alarm Point** tab button at the top of the screen, or from the main control page click the **Alarm Point** button on the right side of the screen. The following page displays.

Figure 61.Alarm Point Control page

The Alarm Point Control page contains the following information:

Status	The top portion of the window under Status lists all pre-configured alarm points.
	To check the status of any Alarm Point or Security Area scroll through the list until the name of the Alarm Point or Security Area is located. The color of the name in the list determines its current status.

Blue	Masked
Green	Secure
Red	Alarm
Peach	Open
Peach	Short
Peach	Ground
Peach	Circuit Fault
Magenta	Offline

Control	The Control portion of the window allows you to mask or unmask a Security Area or Alarm Input Point.
Security Area	To Mask or Unmask a Security Area, select the name from the pre-configured list of Security Area names. Do this by scrolling through the list and clicking on the desired name.
Alarm Input Point	To Mask or Unmask an Alarm Input Point, select the name from the pre-configured list of Alarm Input Point names. Do this by scrolling through the list and clicking on the desired name.
	Note: Only the alarm points that were configured as maskable appear in the list.
Mask	Click to mask the Security Area or Alarm Input Point, as desired.
Unmask	Click to unmask the Security Area or Alarm Input Point, as desired.

How to Mask/Unmask a Security Area or Alarm Input Point

1. To Mask or Unmask a Security Area or Alarm Input Point, select the name from the pre-configured list of Security Area names or Alarm Input Point names located in the bottom of the window under the Control portion of the window. Do this by scrolling through the list and clicking on the desired name.

2. Click the **Mask** or **Unmask** button to mask or unmask the Security Area or Alarm Input Point, as desired.

   After clicking one of the above, a message "Operation Complete" displays. If the ACU controller is not communicating with the PC, then the message "Device Offline" displays.

3. Click **OK** to continue.

Relay Control Page

The **Relay Control** page allows you to control and check the status of relays and groups of relays. Relays are sometimes referred to as Output Points.

To navigate to the **Relay Control** page, from any page within the Control pages click the **Relay** tab button at the top of the screen, or from the main control page click the **Relay** button on the right side of the Main Control screen. The following page displays.

Figure 62.Relay Control page

The Relay Control page contains the following information:

Status	The top portion of the window under Status lists all pre-configured relays.
	To check the status of a Relay, scroll through the Status List in the upper portion of the window. The color of the name shows its status as follows:

Green	De-energized
Red	Energized
(Not shown)	Pulse Output
Magenta	Offline

Control	To control or change the status of a Relay Point, scroll through the list of Relay Output Points.
Relay Output Point	Click the name of the Relay to control.
Energize Output	This command activates or turns ON the relay until another command is sent by the operator, time schedule, or linked condition, to change the relay to another condition.
De-energize Output	This command de-activates or turns OFF the relay until another command is sent by the operator, time schedule, or linked condition, to change the relay to another state.
Pulse Output	This command activates or turns ON the relay. The relay remains activated or ON for less than one second and then de-activates.

How to control or change the status of a Relay Point

1. To control or change the status of a Relay Point, scroll through the list of Relays in the lower portion of the window under **Control**.

2. Click the name of the Relay to control.

3. Once the name is selected (highlighted), click the desired function, Energize, De-energize, or Pulse.

   After clicking one of the above, a message "Operation Complete" displays. If the ACU controller is not communicating with the PC, then the message "Device Offline" displays.

4. Click **OK** to continue.

Access Trace Page

The **Access Trace** page allows you to setup a real time trace for Cardholder(s) or Reader(s). In a Cardholder trace, the movements of the selected cardholder in and out of access points are monitored. In a Reader trace, any activity at that reader is reported.

The trace can be configured to be active only during a selected time schedule and can be sent to a selected workstation PC. An Alarm Instruction Message may also be linked to the trace so that the message is displayed along with the trace event.

To navigate to the Access Trace page, click the **Access Trace** tab button at the top of any Control page, or from the main control page click the **Access Trace** button on the right side of the screen. The following page displays.

Figure 63.Access Trace page
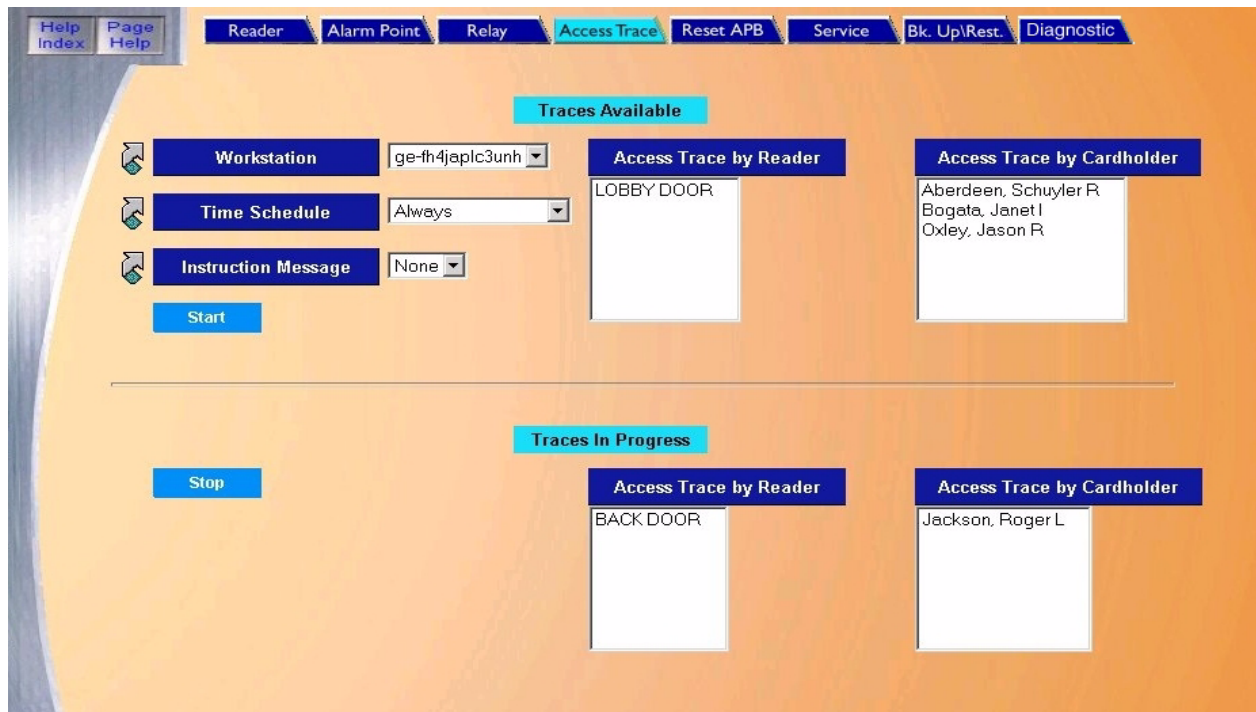
The Access Trace page contains the following information:

Traces Available	The top portion of the main window has two lists, one showing the Readers and one showing Cardholders. A scrollbar to the right of the list indicates that the list is longer than the window. Use the scrollbar to view the entire list.
Workstation	If a workstation is being used, from the list select the workstation for the trace to report to.

> **Note:** To configure a Workstation, click the link arrow to the left of the field to call up the Workstation configuration page. When you have completed the configuration, close the page by clicking **Save**. You will return to the Access Trace page.

Time Schedule	Select the Time Schedule for the trace to be active.

> **Note:** To configure a Time Schedule, click the link arrow to the left of the field to call up the Time Schedule configuration page. When you have completed the configuration, close the page by clicking **Save**. You will return to the Access Trace page.

Instruction Message	Select from the drop-down list of pre-configured Instruction Messages the message to be displayed when the trace event occurs.

> **Note:** To configure an Instruction Message, click the link arrow to the left of the field to call up the Instruction Messages configuration page. When you have completed the configuration, close the page by clicking **Save**. You will return to the Access Trace Page.

Start	Once the cardholder name or reader is highlighted and the desired Workstation, Time Schedule, and Instruction Message have been selected, click **Start** to start the trace. The selected cardholder or reader is removed from the Traces Available list and now appears in the Traces In Progress list.
Traces in Progress	The lower portion of the main window has two lists of traces that are in progress, one showing the Readers and one showing Cardholders. A scrollbar to the right of the list indicates that the list is longer than the window. Use the scrollbar to view the entire list.
Stop	Under Traces In Progress, click the Cardholder name or Reader name that you wish to stop tracing. Once the name is highlighted, click **Stop** to stop the trace. The selected Cardholder or Reader name is removed from the Traces In Progress list and appears back in the Traces Available list.

How to start a Trace

1. To start a trace for a specific or a specific Cardholder or Reader, in the upper portion of the window under **Traces Available**, click the Cardholder name or Reader name that you wish to trace.

2. Once the cardholder name is highlighted, select the desired Workstation, Time Schedule, and Instruction Message.

3. Click **Start** to start the trace. The selected Cardholder or Reader is removed from the Traces Available list and now appears in the Traces In Progress list. A message "Operation Complete" displays.

How to stop a Trace

1. To stop a trace for a specific Cardholder or Reader, in the lower portion of the window under Traces In Progress, click the Cardholder name or Reader name that you wish to stop tracing.

2. Once the name is highlighted, click **Stop** to stop the trace. The selected Cardholder or Reader name is removed from the Traces In Progress list and appears back in the Traces Available list.

    After clicking one of the above, a message "Operation Complete" displays.

Reset APB Page (Anti-Passback)

The **Reset APB** page allows you to reset the Anti-Passback status of a cardholder or all cardholders in a selected Security Area.

Reset APB is used to reset cardholders who have access to the APB Security Area to allow them to enter that area after they have exited without swiping their cards. For example, if all cardholders who are in an APB Security Area leave quickly because of a fire and do not swipe their cards individually upon exiting, the system thinks they are still in the APB area. **Reset APB** also allows the security staff to set (change) the Security Area to a different area that is not an APB area for all cardholders who have access to that area.

To navigate to the **Reset APB** page, from any page within the Control pages, click the **Reset APB** tab button at the top of the screen, or from the main control page click the **Reset APB** button on the right side of the screen. The following page displays.

Figure 64.Reset APB page
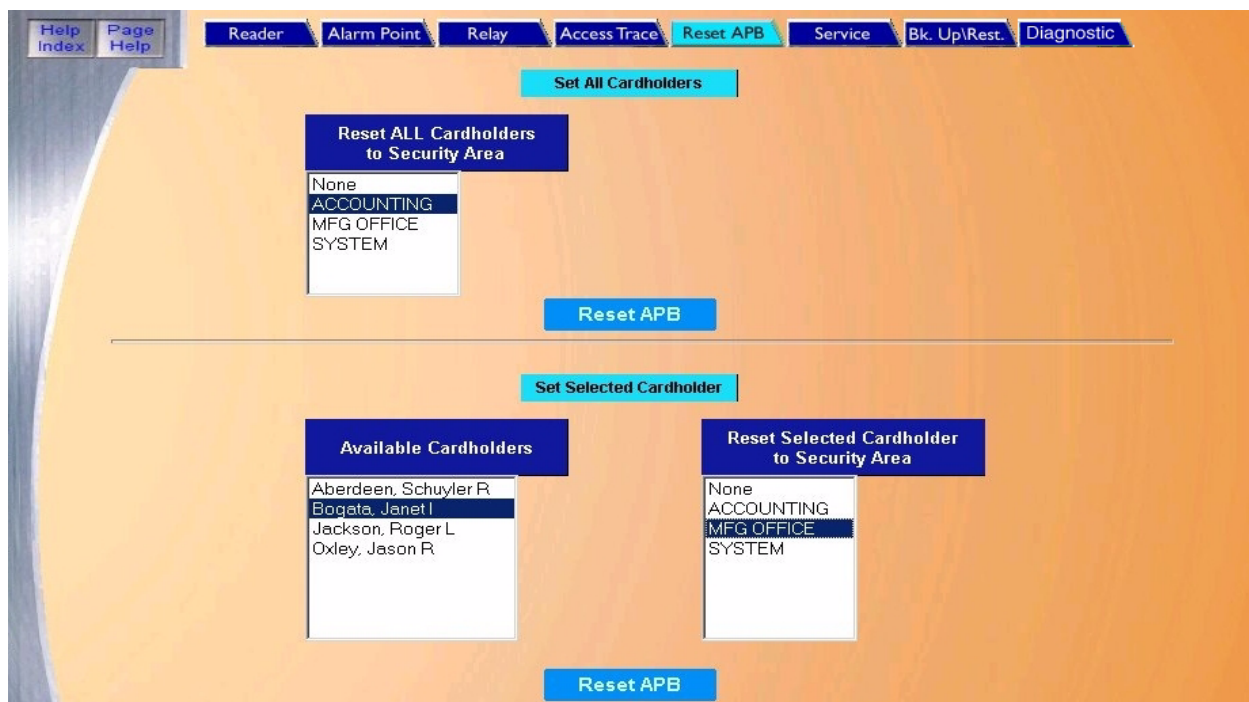
The Reset APB page contains the following information:

Set All Cardholders	Reset cardholders who have exited the APB area without swiping their cards. This allows them back into the APB area.
Reset ALL Cardholders to Security Area	From the list, click the name of the Security Area that you wish to reset.
Set Selected Cardholders	Reset the APB of only one cardholder at a time to a selected Security Area. This allows the specified cardholder who has access to the APB Security Area to re-enter that area after exiting the APB area without swiping their card.
Available Cardholders	From the list, click the name of the cardholder that you wish to reset
Reset Selected Cardholders to Security Area	From the list, click the Security Area to which you wish to reset the selected cardholder.
Reset APB	Allow reentry to the selected Security Area of the selected cardholder or all cardholders.

How to reset all cardholders

This is used to reset cardholders who have exited the APB area without swiping their cards. This allows them back into the APB area.

To reset all cardholders in a selected Security area:

1. Click the name of the Security Area in the Reset ALL Cardholders to Security Area list that you wish to reset.

2. After the name is highlighted, click **Reset APB** in the top of the Set All Cardholders section.

   A message "Operation Complete" displays.

3. Click **OK** to continue.

For an overview on Anti-Passback, see *Appendix C, Anti-Passback*.

How to reset selected cardholders

This function enables you to reset the APB of only one cardholder at a time to a selected Security Area. This is used to allow the specified cardholder who has access to the APB Security Area to be allowed to re-enter that area after exiting the APB area without swiping their card.

For example, if a cardholder who is in a specified Security Area left the area by tailgating behind another cardholder and did not swipe their card upon exiting. The Topaz system thinks the cardholder is still in that area. This allows the security staff to reset that Security Area to allow reentry for that one cardholder only.

To reset the selected cardholder to a selected Security Area:

1. Click the Cardholder Name in the Available Cardholders list.

2. Click the Security Area the cardholder is to be reset to.

3. After the Cardholder and Security Area names have been highlighted click **Reset APB** in the lower Set Selected Cardholder section.

   A message "Operation Complete" displays.

For more information on Anti-Passback, see *Appendix C, Anti-Passback*.

Service

The service tab includes:

Panel Page on page 87

 Database Page on page 90

Panel Page

The **Panel** page allows you to download data to field and dial-up panels and to update panel firmware.

To navigate to the **Panel** page, from any page within the Control pages click the **Service** tab button at the top of the window, or from the Control page click the **Service Function** button on the right side of the screen. The following page displays.

Figure 65.Service: Panel page
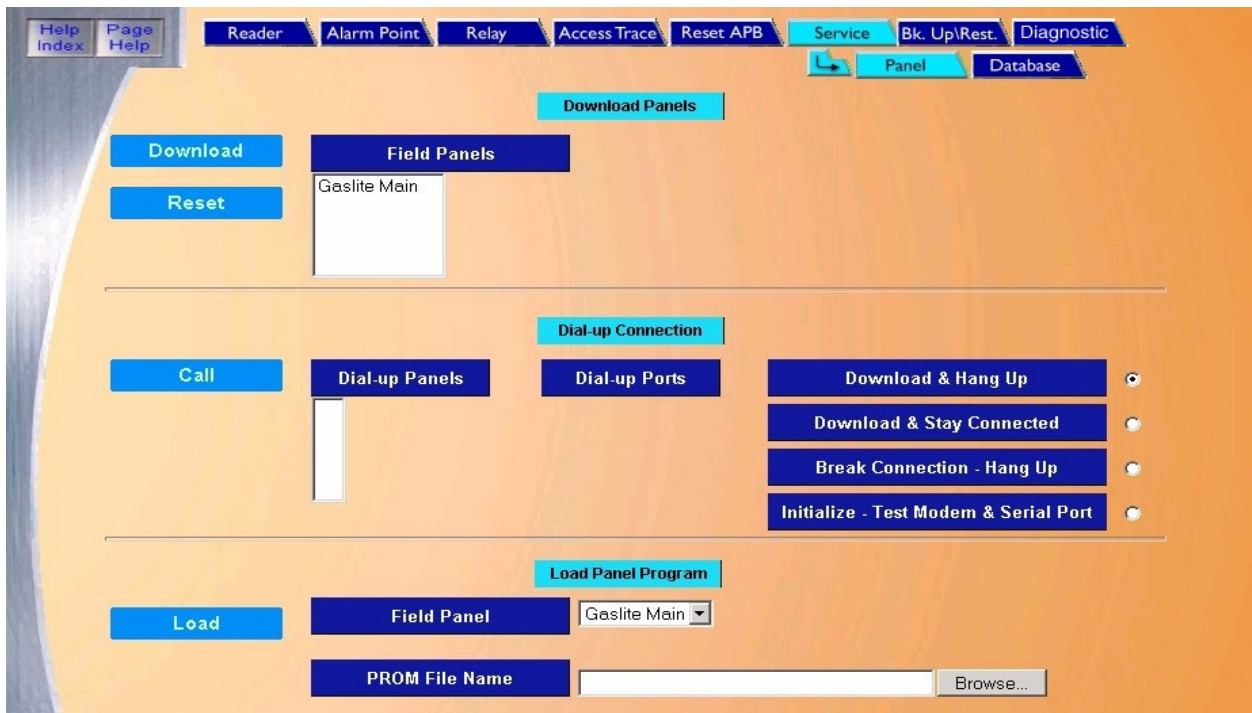
The Panel page contains the following information:

Download Panels	This section is used to download all data to a selected panel.
Field Panels	Scroll through the list of pre-configured panels in the Field Panels list and select the panel to download to by clicking on the name in the list.
Download	Once the name is highlighted, click to start the download of all data to the currently selected ACU panel.

> **Note:** If the panel fails to download, the panel reverts to the data in the panel before the download was started. The downloaded data does not take effect until the <u>entire</u> database has been downloaded.

Reset	If the field panel requires rebooting, select the field panel in the list and click **Reset**. In most cases this eliminates the need to respond to the location of the panel to reset it.
Dial-up Connections	This section is used when downloading data to a dial-up panel.
Dial-up Panels	To download to a dial-up panel, scroll through the list of pre-configured Dial-up Panels and select the panel to download to by clicking on the name in the list so that it is highlighted.
Dial-up Ports	If Initialize - Test Modem & Serial Port is selected, the Dial-up Ports list is available to select the port to be tested. Select the port before continuing. The Dial-up Panels list is not available for the port test.
	When using dial-up, the modem baud rate should be set to 9600 with no parity. **<u>A Robotics Sportster external modem must be used at the host computer</u>**.
Download & Hang Up	After the download is completed, the panel hangs up (disconnects).
Download & Stay Connected	After the download is completed, the panel stays connected (does not hang up).
Break Connection-Hang Up	This option forces the selected panel in the Dial-up Panels list to hang up (disconnect).
Initialize-Test Modem & /Serial Port	This option conducts a test of the selected computer's serial port and attached modem selected from the Dial-up Ports list.
Call	Once the panel or port name is highlighted and the option is selected, click to start the requested communication function.
Load Panel Program	This section is used to update firmware on a selected panel.
Field Panel	From the Field Panel list, select the panel to update.
PROM File Name	Enter the update file name in the field window, or click **Browse** to locate the update file.
Load	Click to start the program loading.

How to download data to a selected panel

To download all data to a selected panel:

1. Scroll through the list of pre-configured panels in the Field Panels list and select the panel to download to by clicking on the name in the list.

2. Once the name is highlighted, click **Download** located in the Download Panels section to start the download of all data to the currently selected ACU panel.

   A message "Operation Complete" displays.

   > **Note:** If the panel fails to download, the panel reverts to the data in the panel before the download was started. The downloaded data does not take effect until the <u>entire</u> database has been downloaded.

How to download data to a selected panel using a dial-up connection

To download to a dial-up panel:

1. Scroll through the list of pre-configured Dial-up Panels and select the panel to download to by clicking on the name in the list so that it is highlighted.

2. Next select one of the four download options:

    *   Download & Hang Up
    *   Download & Stay Connected
    *   Break Connection - Hang Up
    *   Initialize - Test Modem & Serial Port

    The desired option can be selected by clicking on the white circle to the right of the option. This places a small black dot in the circle indicating the option is selected.

3. Once the panel or port name is highlighted and the option is selected, click **Call** located to the left of the Dial-up Panels list to start the requested communication function.

    A message "Operation Complete" displays.

How to load panel program (firmware updates)

Prerequisite:

Panel firmware versions 7.07.02 and newer require:

*   Topaz software version 1.4.6 or later
*   Panel firmware version 5.85.00 or later

Note: If the version of your panel firmware is earlier than 5.85.00, you must first upgrade to version 5.85.00 (located in Topaz CD\Firmware\Beta) and then again to the latest version (located in Topaz CD\firmware\)

1. At the bottom of the screen, in the **Load Panel Program** section, select the panel you wish to upgrade from the **Field Panel** list.

2. In the **PROM File Name** field, enter the update firmware file name using one of the following methods:

    a. Type the PROM file name. When typing the PROM File Name in the field you must enter the <u>entire file path</u>, for example, `C:\acux070702.s19`

    b. Click **Browse** and navigate to the `Topaz CD\Firmware\` folder to locate the newest firmware file. Click **Open**.

    Note: Firmware can only be upgraded from the server. The PROM File can be received in a number of ways, e.g., floppy disk, E-mail, or CD. Once you receive the file, we recommend that you copy the file to the hard drive of the server and then reference the updated file from the hard drive. Running an update from the floppy drive can be VERY slow.
    It is also recommended, after updating one panel you check all the features in the updated panel to make sure that it is functioning properly then continue updating the other panels on your system one at a time.

3. Click **Load** located to the left of the Field Panels list to start the program loading. A message "Operation Complete" displays.

Database Page

The **Database** page allows you to repair a damaged database.

To navigate to the **Database** page, from any page within the **Control** pages, click the **Service** tab button at the top of the window and then the **Database** tab button, or from the Control page click the **Service Function** button on the right side of the screen, then the **Database** tab button. The following page displays.

Figure 66.Service: Database page

The Database page contains the following information:

Database Repair	This page contains various options that allow you to repair a damaged database.
Alarm Database Repair	Checks the alarm file for integrity and sends the repaired files to the `dms2` folder.
Cardholder Database Repair	Compares and rebuilds the cardholders file in `dms2`.
Cardholder Database Diagnostic with APB Repair	Checks and repairs the integrity of the Anti-Passback table in the **dms1** folder. You do not need to shut down Topaz. For an overview on Anti-Passback, see *Appendix C, Anti-Passback*.
Cardholder Database Diagnostic without APB Repair	Checks the integrity of the Anti-Passback table and displays any possible problems. This does not change the APB status tables. No files are changed. For more information on Anti-Passback, see *Appendix C, Anti-Passback*.
Repair	After you select the desired repair option, click to start the repair diagnostic procedure.

How to execute one of the repair programs

1. To run one or more of the following Database Repair options, click the white button to the right of the desired option. This places a black dot in the button indicating it has been selected. Only one option may be selected and executed at a time.

    Note: It is highly recommended that you backup your database before performing a database repair. To backup, go to **Control Page – Back Up/Restore**.

⚠️ **CAUTION:** Since running the Alarm Database Repair or the Cardholder Database Repair programs changes files, it is important that you be experienced and properly trained in using them. In addition, if your site has both a server and the workstation, it is suggested that the repairs be done at the server. If copying of files is required, the copying must be done at the server.

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2. After you select the desired repair option, click **Repair** to start the repair diagnostic procedure. An "Operation Complete" message displays.

3. If there were no database errors, a message such as the following displays:
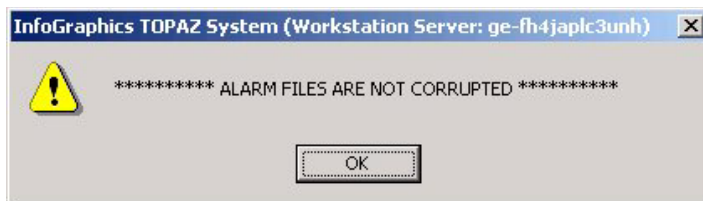
    However, if any errors in the database were present, a message displays containing a list of the files that need to be copied from the `dms2` folder to the `dms1` folder. For example, if you had some alarm point errors in the database, a message like the following might display:
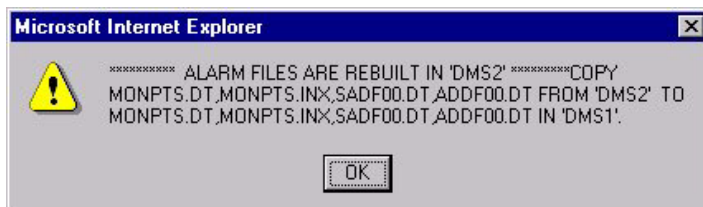
    This message tells you which files you have to move (copy).

4. If you get such a message, to finish the database repair, you must do the following:

    a. Shut down Topaz.

    b. Bring up Windows Explorer.

    c. Select the drive and folder where the Topaz software was installed, usually C:\Topaz.

    d. Click the plus sign next to the Topaz folder to expand its list of subfolders.

e. Select the `dms2` folder. You should see a list of files such as the following:
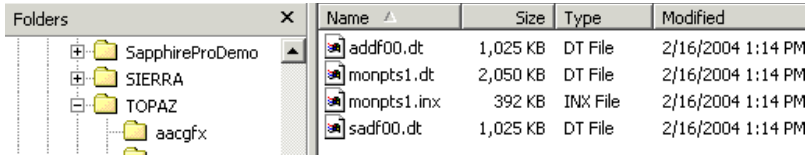
f. If you do not see a list with filenames and dates as shown above, select **View** and then **Details**.

g. The files listed should correspond to the files in the Topaz message.

h. Double-click the 'Modified' title to sort the files by date and time.

i. Select the files with the most current date and time under 'Modified' by pressing and holding the SHIFT key, clicking on the top 'Name', then clicking on the last name with that same date and time. (This is to select only the most recently repaired files).

j. Select **Edit** and then **Cut**.

k. Select the `dms1` folder to open its folder icon.

l. Select **Edit** and then **Paste**.

m. A Windows **Confirm File Replace** dialog box displays. Select **Yes to All**.

n. This completes the moving of files from `dms2` to `dms1`. You may now close Windows Explorer by selecting **File** and then **Close**.

o. Restart Topaz.

This completes the database repair(s) you have selected.

Back Up\Restore Database Page

The **Back Up/Restore** page allows you to back up and restore programs and data files. To navigate to the **Back Up\Restore** page, from any page within the Control pages click the **Back Up\Rest.** tab button at the top of the screen, or from the main Control Page click the **Back Up\Restore** button on the right side of the screen. The following page displays.

Figure 67. Back Up/Restore page.

The Back Up/Restore page contains the following information:

Backup Database	The top portion of the page is used to back up data.
Back Up to Drive	The Drive letter for the location where the files are to be backed up (Zip, Jaz, etc.).
Back Up-Reset Logfile	This option allows new data to be written over the old data.
Back Up-Don't Reset Logfile	This option adds new data to the end of the file.
Restore Database	The bottom portion of the page is used to restore data.
Restore From Drive	The Drive Letter that the files are restored from (Zip, Jaz, etc.).
Restore	After all selections have been made, click to start the restore process.

How to back up your database

We recommend that you back up your database on a regular basis. If you encounter a problem and need to restore your database, the restoring can only go back as far as your last backup. There are two options for the backup. Either the Logfile can be Reset allowing new data to be written over the old data, or the Logfile is not Reset and new data is added to the end of the file.

1. Enter the **Drive letter** for the location where the files are to be backed up. (Zip, Jaz, etc.).

2. Select one of the following options:

  a. If you want to overwrite the log, click **Back Up-Reset Logfile** to start the backup process.

  b. If you want to append data to the end of the log, click **Back Up-Don't Reset Logfile** to start the backup process.

3. One of the following messages should display:

 • If "Operation Complete" is displayed, then no further changes are needed.

 • If the message "Operation Failed" is displayed, one of the following has occurred.

  • A drive letter was not entered into the drive field.

  • The drive was not ready yet. If you are using a zip drive, you may not have a cartridge inserted.

 Check all field selections, make corrections, and try to execute the backup again.

How to restore your database

⚠ **CAUTION:** Restoring the database requires the system to be rebooted and may interfere with daily activities.

Note: Because the server must be rebooted, we recommend that the restore be done at the server.

1. Enter the Drive Letter that the files are restored from (Zip, Jaz, etc.).

2. Click **Restore** located in the Restore Database section to start the restore process. When the selected file(s) have been restored, a message "Restart the Workstation" displays.

3. Click **OK** to continue.

 Note: The message "Restart the Workstation" displays even if you are restoring from the server.

4. Shutdown and restart Topaz.

Back Up Contents and Logic

The following is a list of folders and files with the use and meaning that the system uses when doing a backup. These folders are placed by default in the *C:\Program Files\GE\Topaz* location.

AACGFX	Alarm Color Graphic Map files
DMS1	Database. Contains all records from Cardholders to Readers to Alarms and Relays
Badger	Contains your Badge Templates, Photos and Signatures
Screens	The only file that gets copied from the Screens folder is the sysconfg.dat. The sysconfg contains all your rights with in the Topaz software as to the maximum number of readers, cardholders etc.

A backup is essentially copying the folders and files above to the root of the location specified. If two backups are done to the same location, the second backup overrides the first. If the Topaz application is shutdown and the files from your backup are brought back in, you are essentially restoring the database. We recommend that you backup to a shared drive, other than the server, so that if the server goes down, you can restore the database from another location. Backing up to a CD is only possible if you can do a cut and paste through Windows of the files above to your CDRW Drive. Several types of CD software make this possible.

Diagnostic Settings Page

The Diagnostic Settings page allows the operator to define what kind of information about the Topaz system is recorded. To navigate to the Diagnostic Settings page, from any page within the Control pages click the Diagnostic tab at the top of the screen, or from the main browser window click on the Diagnostic button on the right side of the screen. The following page displays.

Figure 68.Diagnostic Settings page

The main portion of the Diagnostic Settings page consists of check boxes arranged in columns, which represent the level of diagnostic logging requested; and rows, which represent a logical function to be logged.

The columns function as follows:

- Errors: Checking this column records those items that the software considers a real problem. For example, 'File Not Found' after being requested to get a cardholder's photo would be an error.

- Warning: Checking this column records conditions that are less severe than errors, but indicate unexpected conditions. For example, attempting to take a cardholder photo from a workstation not authorized for badging functions generates a warning diagnostic message.

- Process1, Process2, Process3: Checking these columns generates diagnostic messages that record the logic and data as it passes through the system. The least verbose output is 'Process1,' the most verbose is 'Process3.'

- Performance: Checking this column generates performance statistics, such as memory or network bandwidth usage.

The rows function as follows:

- Panel Communication: Records logic and data involved in communicating with the ACU panels. This includes such items as regular 'polls' sent to the panels, alarms and events recorded at the panels (readers and various sensors) and reported back to the host, and the data download that occurs when the panel first connects to the host.
- Color Graphics: Records logic and data associated with the photo badging and map functions, for example, the search and selection of a camera to be used for photo badging.
- Graphical Interface: Records logic and data associated with the communication with the operator, for example, input received in response to the operator pressing a 'save' key, and the output data sent to the browser window.
- Data I/O: Records activity associated with the Topaz database, for example, write failures encounter when a database table is full.
- Memory: Records memory usage and management operations, which can be used to track memory 'leaks,' for example.
- Video: Records logic and activity associated with DVR video integrations, for example, recording messages exchanged while determining if a DVR is currently online.
- System Operations: records activity not associated with other categories, for example, alarm or time-zone initiated actions.
- Auto configuration: Records logic and activity associated with the automatic hardware configuration function.

Enabling any of these options causes diagnostic information to be written to a file on the user's system (in the Topaz Server's installation folder) and optionally broadcast in real-time to a Diagnostic Viewer application. The files are named Diagnostic_log_xx.txt, where 'xx' is the hour (0-23) of the day the data was produced. The files are broken by time to simplify disk management (the files can grow very large).

Allow Live Broadcast needs to be checked to enable the diagnostic viewer application to receive real-time broadcasts of diagnostic information. This is a security feature that allows the customer to block outside parties from observing Topaz operation. The Start Viewer button opens the Diagnostic Viewer application in a stand-alone window. This application has the ability to view real-time or archived diagnostic information.

Once your selections have been made, click **Save/Add**. Clicking the **Clear** button clears all check boxes.

Chapter 6 Status

This chapter includes information on how to check the status of various devices in your system.

In this chapter:

Overview

The **Status** button allows you to check the status on Field Panels, Readers, Alarm Points, and Output Relays.

To navigate to the **Status** page, click the **Status** button in the left main toolbar. The following screen displays.

Figure 69. Status page.
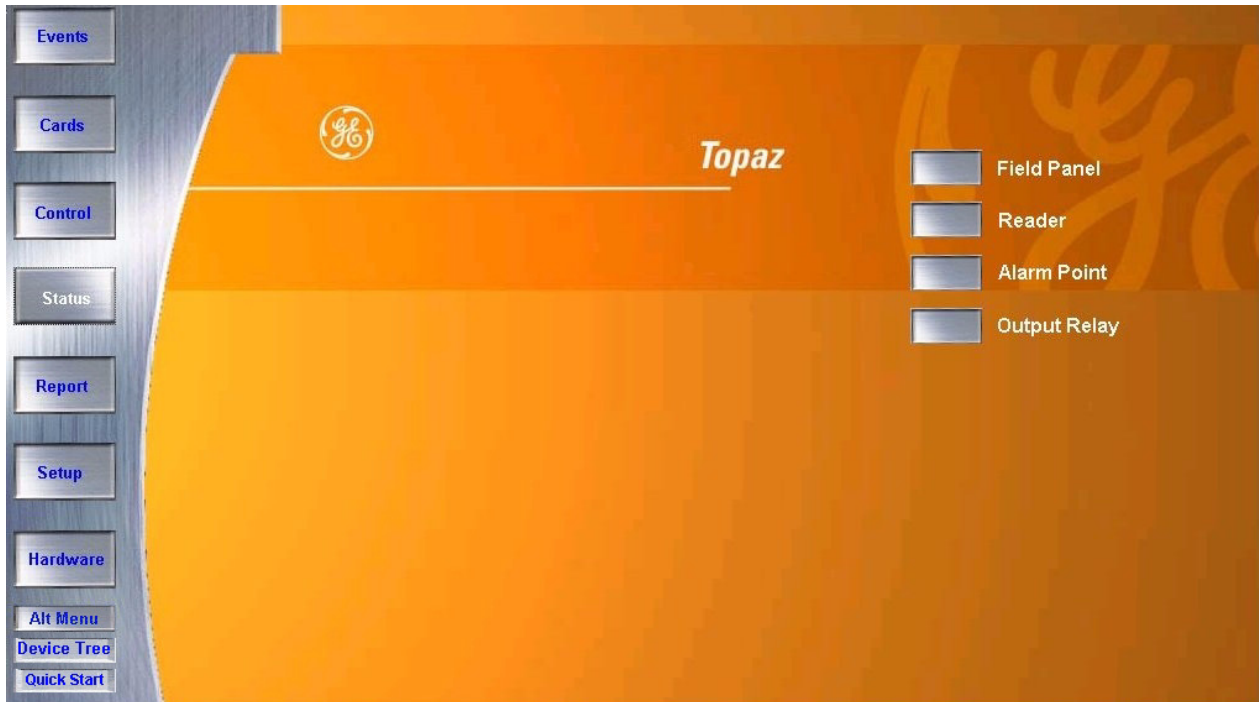
Click the [ ] button next to the name of the type of device (Field Panel, Reader, etc.) for which you wish to check the status.

While viewing any one of the status screens, you can refresh the screen by click the tab for the screen again.

Field Panel Status Page

The **Field Panel Status** page allows you to check the status of any configured Field Panel (SCP Device) in the system.

To navigate to the **Field Panel Status** page click the [   ] button next to **Field Panel** on the main Status page, or click the **Panel** tab button at the top of the window while in any **Status** page. The following page displays.

Figure 70.Field Panel Status page
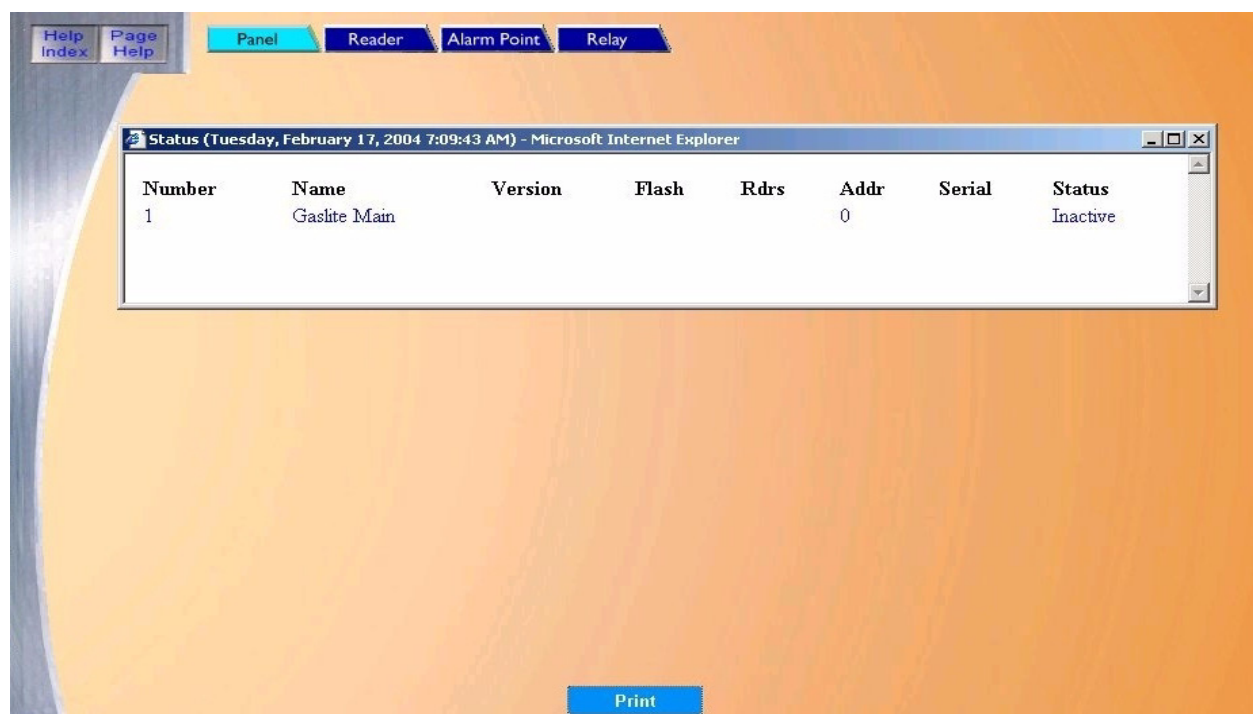
To check the status of a panel, scroll through the list of pre-configured panels until the name of the desired panel appears in the list.

The color of the text for the panel shows the status of the panel. The color definitions are listed below.

Table 3.   Field Panel Status colors

Color	Status
Black	Panel Online
Magenta	Panel Offline

Note: The status of the panel may also be checked on the Panel Control page.

If you want to print the contents of the Status window, click **Print**.

Reader Status Page

The **Reader Status** page allows you to check the status of any configured reader in the system.

To navigate to the **Reader Status** page click the [   ] button next to **Reader** on the main Status page or click the **Reader** tab button at the top of the window while in any Status page. The following page displays.

Figure 71.Reader Status page
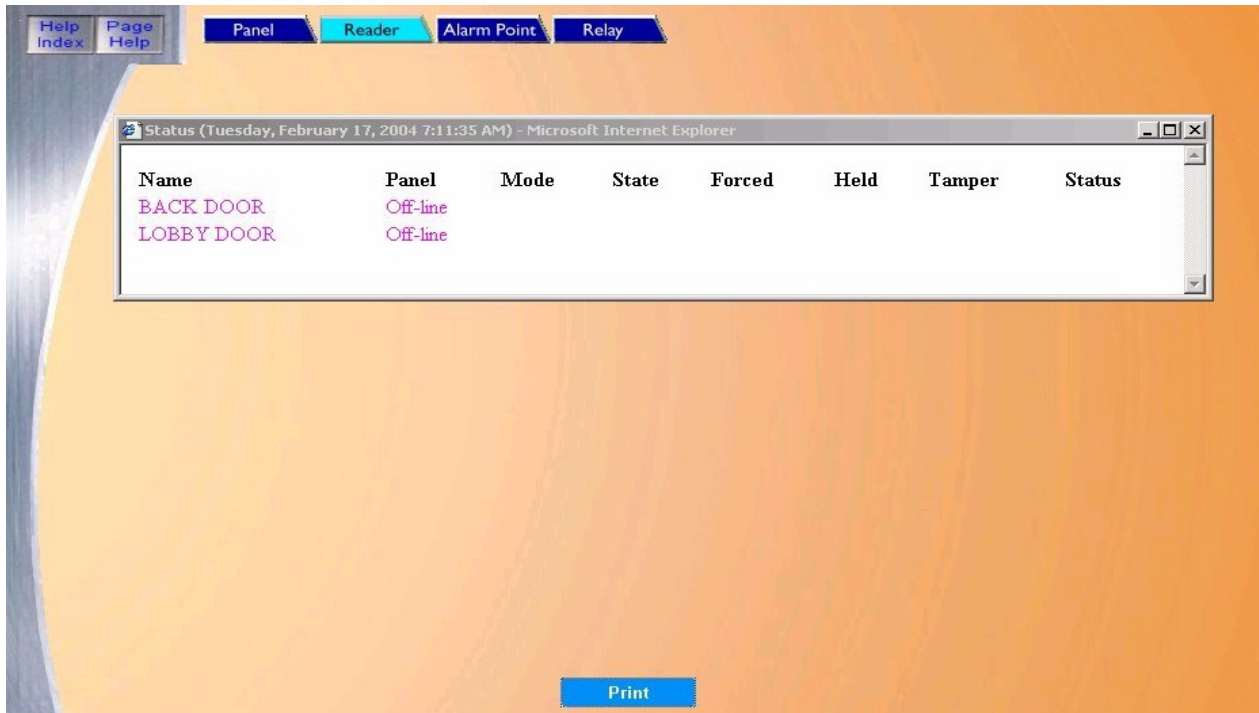
To check the status of a reader, scroll through the list of configured readers until the name of the reader appears in the list.

The color of the text for the reader name shows the status of the reader. The color definitions are listed below.

Table 4.   Reader Status colors

Color	Status
Black	System Control
Red	Unlocked
(Not shown)	Momentary Unlock
Green	Locked

Note: The status of readers may also be checked on the Control / Reader page.

If you want to print the contents of the Status window, click **Print**.

Alarm Point Status Page

The Alarm Point Status page allows you to check the status of any configured Alarm Point in the Topaz system. To navigate to the Alarm Point status page click the [ ] button next to **Alarm Point** on the main Status page or click the **Alarm Point** tab button at the top of the window while in any Status page. The following page displays.

Figure 72.Alarm Point Status page
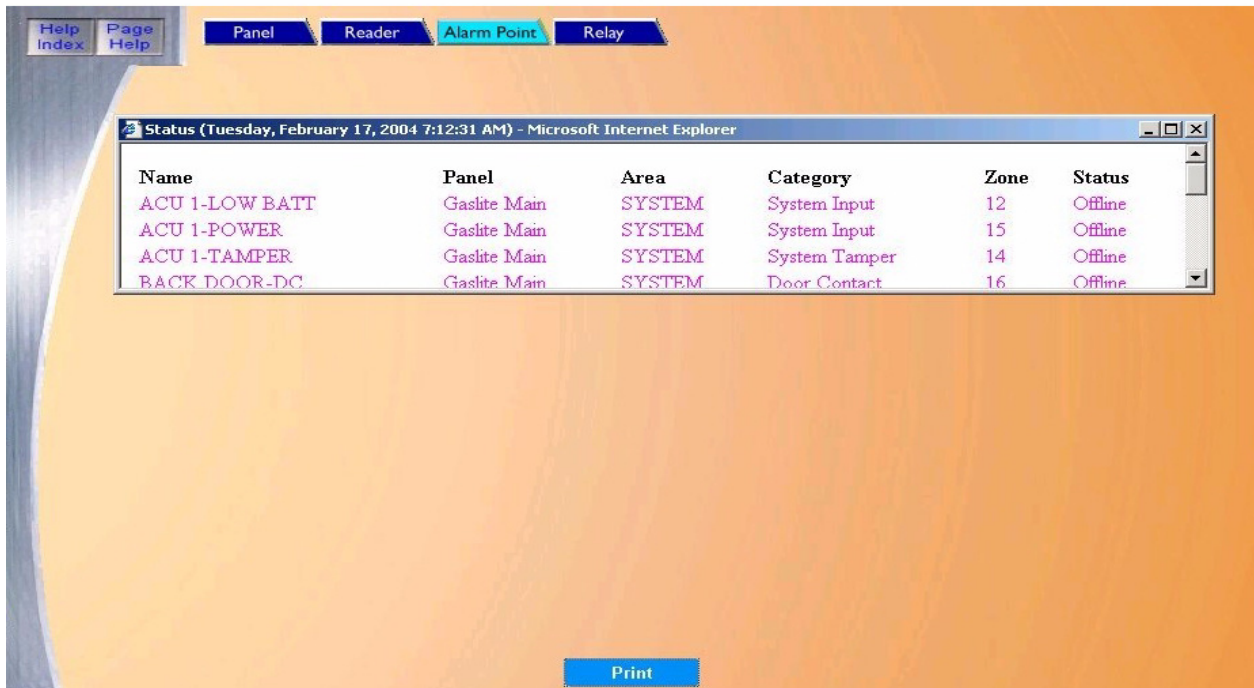
To check the status of an alarm point, scroll through the list of configured alarm points until the name of the alarm point you are looking for appears in the list. The color of the text for the alarm point name shows the status of the alarm point. The color definitions are listed below.

Table 5.   Reader status colors

Color	Status
Blue	Masked
Green	Secure
Red	Alarm
Peach	Open
Peach	Short
Peach	Ground
Peach	Circuit Fault

Note: The status of Alarms may also be checked on the Control / Alarm Point page.

If you want to print the contents of the Status window, click **Print**.

Relay Status Page

The **Relay Status** page allows you to check the status of any configured output relay in the Topaz system.

To navigate to the **Relay Status** page click the [   ] button next to **Output Relay** on the main Status page or click the **Relay** tab button at the top of the window while in any Status page. The following page displays.

Figure 73.Relay Status page

To check the status of an output relay, scroll through the list of pre-configured output relays until the name of the output relay you are looking for appears in the list.

The color of the text for the output relay name shows the status of the relay. The color definitions are listed below.

Table 6.   Relay Status colors

Color	Status
Black	De-Energize
Red	Energize
(Not shown)	Pulse Output

Note: The status of relays may also be checked on the Control / Relay page.

If you want to print the contents of the Status window, click **Print**.

Chapter 7 Reports

This chapter includes information on reports available within the system.

In this chapter:

Overview

A large selection of reports is available within the **Reports** pages that can provide administrators with a display or printouts on cardholders, employees, events, alarms, and system configuration.

To navigate to the **Reports** pages, click the **Report** button in the main navigation toolbar at the left side of the browser screen. The following screen displays.

Figure 74.Reports: Browser screen
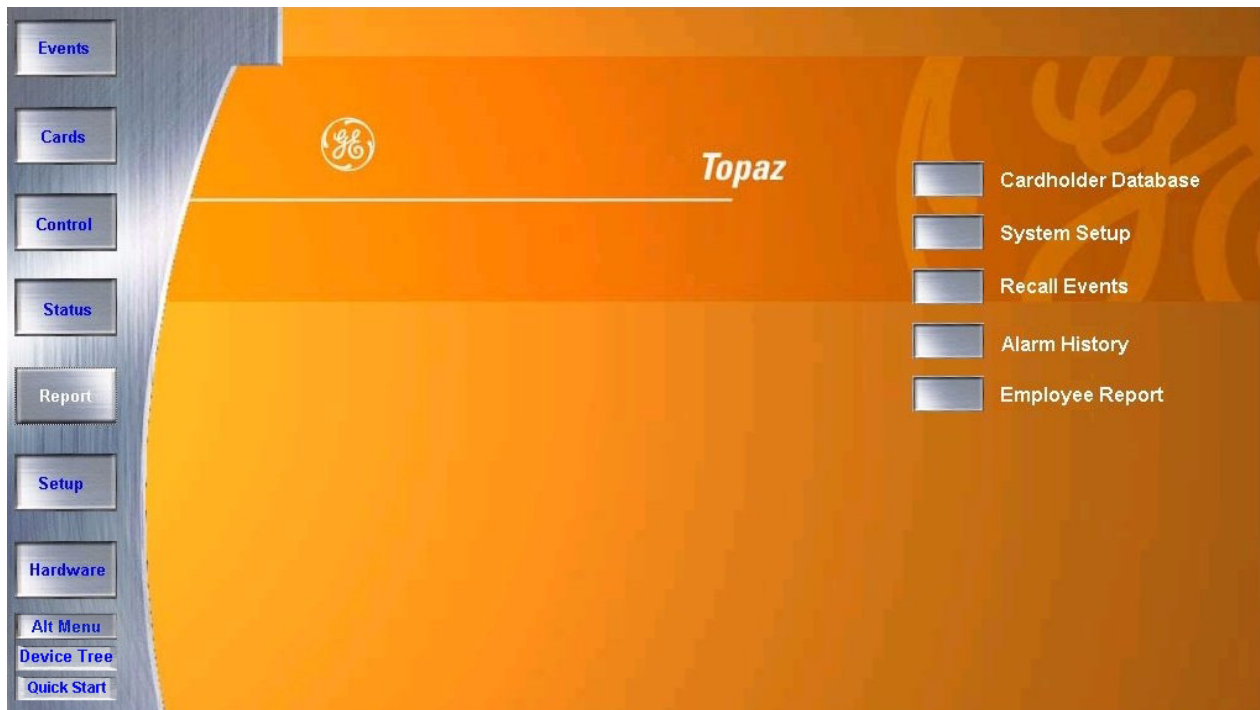
Navigate to the desired reports type by clicking on the corresponding [ ] **Navigation** button next to the report type desired.

Cardholder Database Reports Page

The **Cardholder Database Reports** page can output a wide range of information on any cardholder in the system. You can select a variety of options to customize the report.

To navigate to the **Cardholder Database Reports** page, from any page within the **Reports** pages click the **Cardholders** tab button at the top of the window, or from the main Reports page click the **Cardholder Database** button on the right side of the screen. The following page displays.

Figure 75.Cardholders

The Cardholders page contains the following information:

Suppress PIN (Yes/No)	Select Yes if the report is to suppress the cardholder's PIN number (default is Yes). If Yes is selected, the PIN is not shown on the report.
Include Access Auth. (Yes/No)	Select Yes if the report is to include access authorization (default is No). If Yes is selected, the Security Areas the cardholder is authorized for are shown on the report.
Include User Def Fields (Yes/No)	Select No if the Custom Fields are not included in the report (default is No). If the additional custom fields should be in the report, change this to Yes.
List by Security Area	Select the Security Area from the list that you wish the cardholders to be recalled for. Only cardholders who are authorized for the selected area are included in the report.
Sort Records By	Select how the report is to sort the data. Only one of the four options can be selected: • Cardholder Number - Cardholder is reported in order of Card Numbers. • Cardholder Name - Cardholder is reported in order of Cardholder Name. • Employee Number - Cardholder is reported in order of Employee number. • Card Serial Number - Cardholder is reported in order of Card Serial Numbers.

Output Report	There are three ways to output the report. • Display Report (default) - Displays on the Workstation monitor. • Print Report – Is sent to the report printer. • Output To File -Saves the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz. Select one of the above output options by clicking the white dot to the right of the selection. This places a black dot inside the white one activating the selection.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can be up to 64 characters with no punctuation or spaces. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. The format of the report files is always plain text and can be opened in Notepad.
Run Report	To send the report to the destination you specified above (display, printer, or file), click **Run Report** in the bottom right corner of the page. A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	To stop the report or when you have finished viewing the report on the monitor, click **Cancel Report**. This cancels the operation and return to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page. A report for one typical cardholder is shown in *Figure 76, Cardholder report*.

Figure 76.Cardholder report


```
              CARDHOLDER DATA BASE OUTPUT

------------------------------------------------------------------------

                 CARDHOLDER INFORMATION

CARD #:1234-5678-0000123456              CARD SERIAL #: 00000011
CARDHOLDER NAME: Aberdeen, Schuyler R
EMPLOYEE NUMBER:123456                   PHOTO FILE : 0000001P.JPG
ISSUE/HIRE DATE: 04/02/13                DEPARTMENT : A72
TELEPHONE EXT: 000271                    LAST DATE CHANGED:   04/02/17
EMERGENCY CONTACT: John Aberdeen         EMERGENCY PHONE: 555-1212
CONTACT RELATIONSHIP: Father
VEHICLE LICENSE: 1CDL234                  STATE: CA
SOCIAL SECURITY NUMBER: 555-12-3456
SUPERVISOR: George Schultz




------------------------------------------------------------------------

                 CARDHOLDER INFORMATION

CARD #:1234-5678-0000645312              CARD SERIAL #: 00000014
CARDHOLDER NAME: Bogata, Janet I
EMPLOYEE NUMBER:645312                   PHOTO FILE :
ISSUE/HIRE DATE: 04/02/16                DEPARTMENT :
TELEPHONE EXT: 000000                    LAST DATE CHANGED:   04/02/16
EMERGENCY CONTACT:                       EMERGENCY PHONE:
```

System Setup Report Page

This group of reports provides all information on how a particular site is configured. After the system has been configured and all data is entered, you can run reports, and generate lists on each of the setup items.

To navigate to the System Setup Report page, from any page within the **Reports** pages click the **System Setup** tab button at the top of the page, or from the main Reports page click the **System Setup** button on the right side of the screen. The following page displays.

Note: The Field Panel page displays as the default.

Figure 77.System Setup

Field Panel Setup Report

The **Field Panel Setup Report** provides all information on how the field panels are configured/set up in the system.

To navigate to the **Field Panel Setup Report** page, from any page within the **Reports** pages click the **System Setup** tab button in the top navigation bar. The following page displays.

Figure 78.System Setup: Field Panel

The Field Panels page contains the following information:

Field Panels	The report lists all configured field panels.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Figure 79.Reports page

```
                    FIELD PANEL DEVICE CONFIGURATION


PANEL NAME:                Gaslite Main
TENANT (PARTITION) NAME:
PANEL LOGICAL NUMBER:        1
PANEL ACTIVATED:        [NO ]    DATA ENCRYPTION:     [NO ]
DIALUP DEVICE (Y/N):    [NO ]
SERVER COM PORT NUMBER:   1
PANEL POLLING ADDR:      00              PANEL SERIAL NUMBER:      0
PANEL TYPE:              ACU-2
PANEL POLLING DELAY:         0
PANEL DESCRIPTION:        Gaslite Publishing Main ACU2X panel
ELEVATOR OPERATION(Y OR N)          [NO ]

                         EXPANSION MODULE
ADR 4 PORT 1 MODULE    [UNDEFINED]
ADR 5 PORT 1 MODULE    [UNDEFINED]
ADR 6 PORT 1 MODULE    [UNDEFINED]
ADR 7 PORT 1 MODULE    [UNDEFINED]



                         END OF REPORT
```

Reader Setup Report

The **Reader Setup Report** provides all information on how the readers are configured/set up. To navigate to the **Reader Setup Report** page, from any page within the **System Setup** report pages click the **Reader** tab button in the top navigation bar. The following page displays.

Figure 80. System Setup: Reader

The Reader page contains the following information:

Reader Setup	The Reader Setup report provides all information on how the readers are configured/set up in the system.
All Readers?	If Yes is selected, all readers are listed on the report. If No is selected, then a reader must be selected from the drop-down list under Reader Name.
Reader Name	From the drop-down list of pre-configured readers, scroll through and select the reader to be recalled in the report by clicking on the Reader Name.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Figure 81.Sample Reader Setup report

```
                        READER CONFIGURATION


READER NAME: BACK DOOR      READER NUMBER:  0    DEVICE: Gaslite Main
MESSAGE WORKSTATION: 1                           SECURITY AREA: SYSTEM
DOOR STRIKE TIME: 5     SEC                       HELD OPEN TIMER: 15    SEC
KEYPAD AVAILABLE: No                             KEYPAD ACCESS DIGITS: 0
READER DESCRIPTION:
TIME ZONE: NEVER
BEGINNING ACTION: Access, No Keypad
ENDING ACTION: Access, No Keypad
FAIL SAFE LOCK (Y/N)                                   [No ]
EXTEND DOOR HELD OPEN ON REQUEST TO EXIT (Y/N)         [No ]
ALLOW ONE MINUTE HELD OPEN ALARM GRACE PERIOD(Y/N)     [No ]
LOCK DOOR AFTER DOOR CLOSES(Y/N)                       [No ]
MASK LOCK MONITOR DURING VALID(Y/N)                    [No ]
MAG LOCK BOND SENSOR(Y/N)                              [No ]
OPERATE DOOR STRIKE WHEN EXIT PUSH BUTTON USED (Y/N)   [YES]
EXIT PUSH BUTTON ZONE: DEFAULT
DOOR CONTACT ZONE: DEFAULT
DOOR STRIKE RELAY NUMBER: 16
DURESS VIDEO SWITCHER ALARM NUMBER: 0
READER FORMAT: WIEGAND,26 OR 37 BIT
VARIABLE CARD FORMAT #:  0
```

Alarm Point Setup Report

The **Alarm Point Setup Report** tells how Alarm Points are configured/setup in the system.

To navigate to the **Alarm Point Setup Report** page, from any page within the **System Setup** pages click the **Alarm Point** tab button in the top navigation bar. The **System Setup** report page displays.

Figure 82.System Setup: Alarm Point

The Alarm Point page contains the following information:

Alarm Point Setup	This report provides all information on how alarm points are configured/set up in the system.
All Alarm Points?	If Yes is selected, all alarm points are listed on the report. If No is selected, then an alarm point must be selected from the drop-down list under Alarm Point Name.
Alarm Point Name	From the drop-down list of pre-configured alarm points, scroll through and select the alarm point to be recalled in the report by clicking on the Alarm Point Name.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and return to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of part of a displayed report for Alarm Point Setup.

Figure 83.Sample Alarm Point Setup Report

```
                        READER CONFIGURATION


READER NAME: BACK DOOR      READER NUMBER:  0    DEVICE: Gaslite Main
MESSAGE WORKSTATION: 1                           SECURITY AREA: SYSTEM
DOOR STRIKE TIME: 5    SEC                        HELD OPEN TIMER: 15    SEC
KEYPAD AVAILABLE: No                             KEYPAD ACCESS DIGITS: 0
READER DESCRIPTION:
TIME ZONE: NEVER
BEGINNING ACTION: Access, No Keypad
ENDING ACTION: Access, No Keypad
FAIL SAFE LOCK (Y/N)                                     [No ]
EXTEND DOOR HELD OPEN ON REQUEST TO EXIT (Y/N)           [No ]
ALLOW ONE MINUTE HELD OPEN ALARM GRACE PERIOD(Y/N)       [No ]
LOCK DOOR AFTER DOOR CLOSES(Y/N)                         [No ]
MASK LOCK MONITOR DURING VALID(Y/N)                      [No ]
MAG LOCK BOND SENSOR(Y/N)                                [No ]
OPERATE DOOR STRIKE WHEN EXIT PUSH BUTTON USED (Y/N)     [YES]
EXIT PUSH BUTTON ZONE: DEFAULT
DOOR CONTACT ZONE: DEFAULT
DOOR STRIKE RELAY NUMBER: 16
DURESS VIDEO SWITCHER ALARM NUMBER: 0
READER FORMAT: WIEGAND,26 OR 37 BIT
VARIABLE CARD FORMAT #:  0
```

Relay Setup Report

The **Relay Setup Report** tells how relays are configured/setup in the system.

To navigate to the **Relay Setup Report** page, from any page within the **System Setup** pages click the **Relay** tab button in the top navigation bar. The following page displays.

Figure 84.System Setup: Relay

The Relay page contains the following information:

Relay Setup	The Relay Setup report lists all configured relays.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of part of a displayed report for Relay Setup.

Figure 85.Sample Relay Setup report

```
                    RELAY CONFIGURATION


RELAY NAME: DEMO RELAY 0                    RELAY #:    0
PANEL NAME: Gaslite Main
RELAY ACTION SCHEDULE: NEVER
BEGIN ACTION: Activate
END ACTION  : Deactivate
DESCRIPTION :

CONTROLLED BY ALARM POINT: NO


RELAY NAME: DEMO RELAY 1                    RELAY #:    1
PANEL NAME: Gaslite Main
RELAY ACTION SCHEDULE: NEVER
BEGIN ACTION: Activate
END ACTION  : Deactivate
DESCRIPTION :

CONTROLLED BY ALARM POINT: NO


RELAY NAME: DEMO RELAY 2                    RELAY #:    2
PANEL NAME: Gaslite Main
RELAY ACTION SCHEDULE: NEVER
BEGIN ACTION: Activate
END ACTION  : Deactivate
```

Serial Port Setup Report

The **Serial Port Setup Report** recalls how Serial Ports are configured/setup in the system.

To navigate to the **Serial Port Setup Report** page, from any page within the **System Setup** pages click the **Serial Port** tab button in the top navigation bar. The following page displays.

Figure 86. System Setup: Serial Port

The Serial Port page contains the following information:

Serial Ports	The Serial Port report lists all configured serial ports.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and return to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed report for Serial Port Setup.

Figure 87. Sample Serial Port Setup report

```
                    SERIAL PORT CONFIGURATION


PORT NUMBER:                1
PORT CONNECTION:        SCP
PORT IN-SERVICE:        [NO ]
BAUD RATE SELECTION:    [ 300 ]
PARITY SELECTION:       [EVEN]




            END OF SERIAL PORT CONFIGURATION REPORT
```

Security Area Setup Report

The **Security Area Setup Report** recalls how Security Areas have been setup.

To navigate to the **Security Area Setup Report** page, from any page within the **System Setup** pages click the **Security Area** tab button in the top navigation bar. The following page displays.

Figure 88.System Setup: Security Area

The Security Area page contains the following information:

Security Area Setup	The Security Area Setup report recalls how Security Areas have been setup.
All Security Areas?	If **Yes** is selected, all security areas are listed on the report. If No is selected, then a security area must be selected from the drop-down list under Security Area Name.
Security Area Name	From the drop-down list of pre-configured alarm points, scroll through and select the security area to be recalled in the report by clicking on the Security Area Name.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.

Cancel Report   Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report is displaying and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed report for Security Area setup.

Figure 89. Sample Security Area Setup report


```
                    SECURITY AREA CONFIGURATION

AREA:                   [ACCOUNTING   ]
TENANT (PARTITION) NAME: [                              ]
PASSWORD PROTECTION:    [NO ]     PUBLIC ACCESS:           [NO ]
ANTI-PASSBACK (Y/N):    [YES]
AREA LOADING (Y/N):     [NO ]    TWO-MAN MIN ACCESS (Y/N):  [NO ]
MAX OCCUPANCY (0-32767): 0        CURRENT OCCUPANCY:          0
DIAL UP (Y/N):          [NO ]
TIME DELAY FOR REENTRY:  30  Minutes
KEYPAD MASKING ALLOWED: [NO ]    ALARM MASKING DELAY:       0     Seconds
AREA SECURED SCHEDULE :  [                ]
AREA DESCRIPTION:       [Finance Office                                ]

AREA:                   [MFG OFFICE   ]
TENANT (PARTITION) NAME: [                              ]
PASSWORD PROTECTION:    [NO ]     PUBLIC ACCESS:           [NO ]
ANTI-PASSBACK (Y/N):    [YES]
AREA LOADING (Y/N):     [NO ]    TWO-MAN MIN ACCESS (Y/N):  [NO ]
MAX OCCUPANCY (0-32767): 0        CURRENT OCCUPANCY:          0
DIAL UP (Y/N):          [NO ]
TIME DELAY FOR REENTRY:  30  Minutes
KEYPAD MASKING ALLOWED: [NO ]    ALARM MASKING DELAY:       0     Seconds
AREA SECURED SCHEDULE :  [                ]
AREA DESCRIPTION:       [Manufacturing Administration                  ]

AREA:                   [SYSTEM      ]
TENANT (PARTITION) NAME: [                              ]
PASSWORD PROTECTION:    [NO ]     PUBLIC ACCESS:           [NO ]
ANTI-PASSBACK (Y/N):    [NO ]
```

Access Groups Setup Report

The **Access Group Setup Report** recalls how Access Groups have been setup.

To navigate to the **Access Group Setup Report** page, from any page within the **System Setup** pages click the **Access Grp.** tab button in the top navigation bar. The following page displays.

Figure 90. System Setup: Access Group

The Access Group page contains the following information:

Access Group Setup	The Access Group Setup report recalls how Access Groups have been set up. The report lists all access groups.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel,** it returns to the Reports page.

Below is a sample of a displayed report for Access Group Setup.

Figure 91.Sample Access Group Setup report

Time Schedule Setup Report

The **Time Schedule Setup Report** recalls how Time Schedules have been setup.

To navigate to the **Time Schedule Setup Report** page, from any page within the **System Setup** pages click the **Time Sched.** tab button in the top navigation bar. The following page displays.

Figure 92.System Setup: Time Schedule
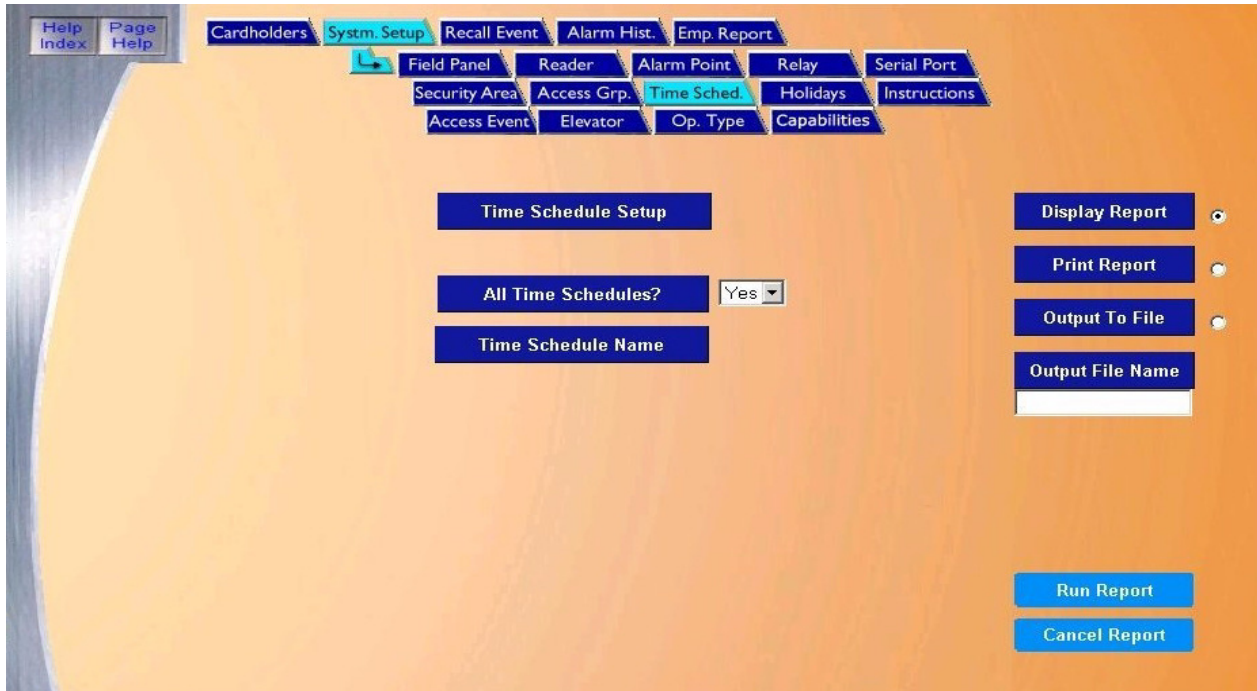
The Time Schedule page contains the following information:

Time Schedule Setup The Time Schedule Setup report recalls how Time Schedules have been setup.

All Time Schedules? If Yes is selected, all security areas are listed on the report. If No is selected, then a Time Schedule must be selected from the drop-down list under Time Schedule Name.

Time Schedule Name From the drop-down list of pre-configured alarm points, scroll through and select the Time Schedule to be recalled in the report by clicking on the Time Schedule Name.

Display Report This is the default. Click to display on the Workstation monitor.

Print Report Click to send to the report printer.

Output To File Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.

Output File Name If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.

Run Report Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.

Cancel Report Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of part of a displayed report for Time Schedule setup.

Figure 93.Sample Time Schedule Setup report

```
                        TIME SCHEDULE

 SCHEDULE NAME      START TIME     END TIME     ACTIVE ON DAY     HOLIDAY
-------------------------------------------------------------------------
 Business Hrs 1     06:00          15:00        .MTWTF.           ..

 Business Hrs 2     07:00          16:00        .MTWTF.           ..

 Business Hrs 3     08:00          17:00        .MTWTF.           ..

 Off Hours 1        00:00          05:59        .MTWTF.           ..
                    15:00          23:59        .MTWTF.           ..

 Off Hours 2        00:00          06:59        .MTWTF.           ..
                    16:00          23:59        .MTWTF.           ..

 Off Hours 3        00:00          07:59        .MTWTF.           ..
                    17:00          23:59        .MTWTF.           ..

 Weekend/Holiday    00:00          23:59        S.....S           12

 Swing Shift        15:00          23:00        .MTWTF.           ..

 Third Shift 3      00:00          06:59        .MTWTF.           ..
                    23:00          23:59        .MTWTF.           ..

 Lunch              12:00          13:00        .MTWTF.           ..
```

Holiday Setup Report

The **Holiday Setup Report** recalls how Holidays have been setup.

To navigate to the **Holiday Setup Report** page, from any page within the **System Setup** pages click the **Holiday** tab button in the top navigation bar. The following page displays.

Figure 94.System Setup: Holidays

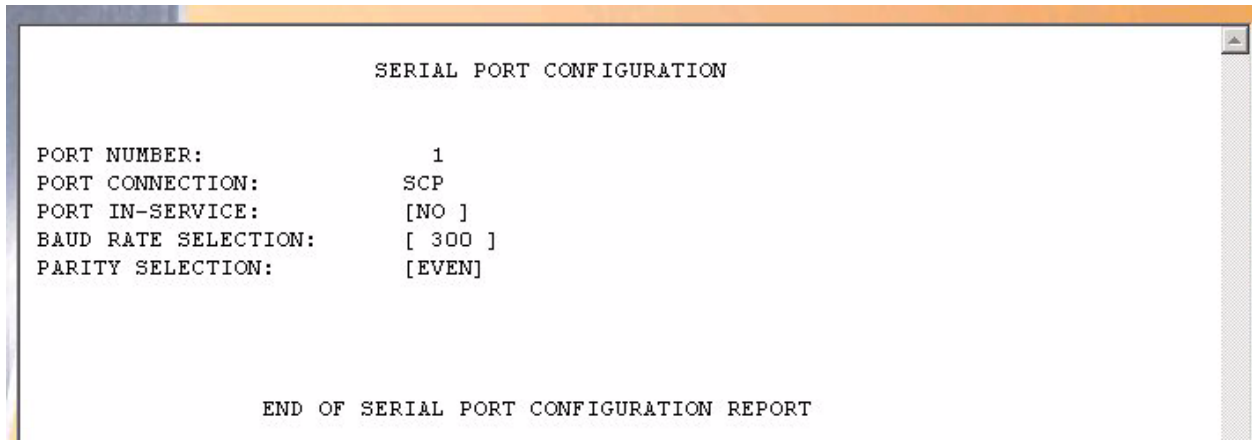The Holidays page contains the following information:

Holiday Setup	The Holiday Setup report recalls how holidays have been set up. The report lists all configured holidays.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click OK to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of part of a displayed report for Holiday setup.

Figure 95.Sample Holiday Setup report


```
                      HOLIDAY TABLE ENTRIES

DATE                  HOLIDAY                        TYPE
-------------------------------------------------------------
2004/05/31            Memorial Day                   1.......
2004/07/05            Independance Day               1.......
2004/09/06            Labor Day                      ........
2004/11/25            Thanksgiving Day               1.......
2004/11/26            Day After TD                   .2......


        END OF REPORT, 2 HOLIDAY(S) PURGED FROM DATABASE
```

Instruction Message Setup Report

The **Instruction Message Setup Report** recalls how Instruction Messages have been setup.

To navigate to the **Instruction Message Setup Report** page, from any page within the **System Setup** pages click the **Instruction Messages** tab button in the top navigation bar. The following page displays.

Figure 96.System Setup: Instructions

The Instructions page contains the following information:

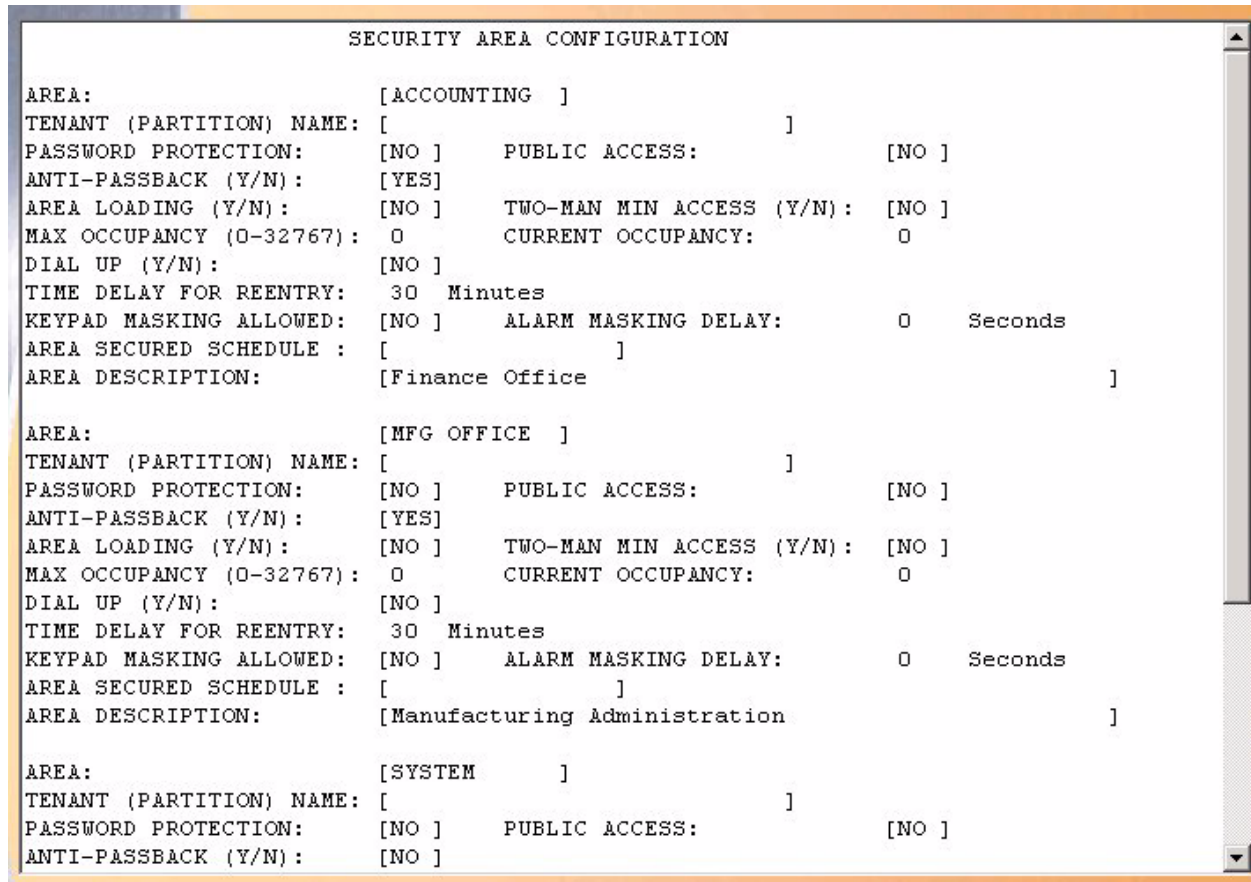|	
Instruction Message Setup	The Instruction Message Setup report recalls how instruction messages have been setup.
All Instruction Messages?	If Yes is selected, all instruction messages are listed on the report. If No is selected, then an instruction message must be selected from the drop-down list under Instruction Message Name.
Instruction Message Name	From the drop-down list of pre-configured alarm points, scroll through and select the instruction message to be recalled in the report by clicking on the Instruction Message Name.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed report for Instruction Message Setup.

Figure 97.Sample Instruction Message Setup report


```
                INSTRUCTION MESSAGE CONFIGURATION


INSTRUCTION MESSAGE NAME: Forced Open
This door has been forced Open. Send Guard to investigate. Call Ape
x Security 555-1231




INSTRUCTION MESSAGE NAME: Glass Break
Send Guard to Investigate. Initiate work order with Engineering for
 repair 555-2314








                        END OF REPORT
```

Access Event Reporting Options Setup Report

The **Access Event Reporting Options Setup Report** recalls how Access Events have been setup.

To navigate to the **Access Event Reporting Options Setup Report** page, from any page within the **System Setup** pages click the **Access Reporting Options** tab button in the top navigation bar. The following page displays.

Figure 98.System Setup: Access Event

The Access Event page contains the following information:

Access Reporting Options	The Access Reporting Options report recalls how access events have been set up. The report lists all configured access reporting options.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed report for Access Event Reporting Options setup.

Figure 99.Sample Access Event Reporting Options Setup report

```
                    ACCESS EVENT CONFIGURATION

ACCESS EVENT CODE NUMBER:     0
DESCRIPTION:
ACCESS AUTHORIZED
     ACKNOWLEDGEMENT(Y/N): [NO ]
     DISPLAY         (Y/N): [YES]
     PRINT           (Y/N): [NO ]
     AUTOCLEAR       (Y/N): [NO ]

ACCESS EVENT CODE NUMBER:     1
DESCRIPTION:
ACCESS AUTHORIZED - AREA DISABLED
     ACKNOWLEDGEMENT(Y/N): [NO ]
     DISPLAY         (Y/N): [YES]
     PRINT           (Y/N): [NO ]
     AUTOCLEAR       (Y/N): [NO ]

ACCESS EVENT CODE NUMBER:     2
DESCRIPTION:
ACCESS AUTHORIZED - FACILITY CODE
     ACKNOWLEDGEMENT(Y/N): [NO ]
     DISPLAY         (Y/N): [YES]
     PRINT           (Y/N): [NO ]
     AUTOCLEAR       (Y/N): [NO ]

ACCESS EVENT CODE NUMBER:     3
DESCRIPTION:
ACCESS ON COMPANY CODE .. WRONG FACILITY CODE
```

Elevator Control Setup Report

The **Elevator Control Setup Report** recalls how elevators have been setup.

To navigate to the **Elevator Control Setup Report** page, from any page within the **System Setup** pages click the **Elevator** tab button in the top navigation bar. The following page displays.

Figure 100.System Setup: Elevator

The Elevator page contains the following information:

Elevator Control Setup	The Elevator Control Setup report recalls how elevators have been set up. The report lists all configured elevators.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and return to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed report for Elevator Control Setup.

Figure 101.Sample Elevator Control Setup report


```
                  Elevator Cab Configuration
Elevator Cab Name:  Elev Cab 1 on Building 1
Scp Device #:       0              Reader #:    0
Operation Mode:     Standard Mode           Input Type: Input Is Relay Number
Cab Start Floor #:    1
Skipped  Floor #:     0          Skipped Floor Count:    0

Relay  Sec Area          Floor Name
  0        FLOOR  2          2nd Floor on Building 1
  1        FLOOR 3           3rd Floor on Building 1
  2        FLOOR 4           4th Floor on Building 1
  3        FLOOR 5           5th Floor on Building 1
  PRINTING COMPLETE.
```
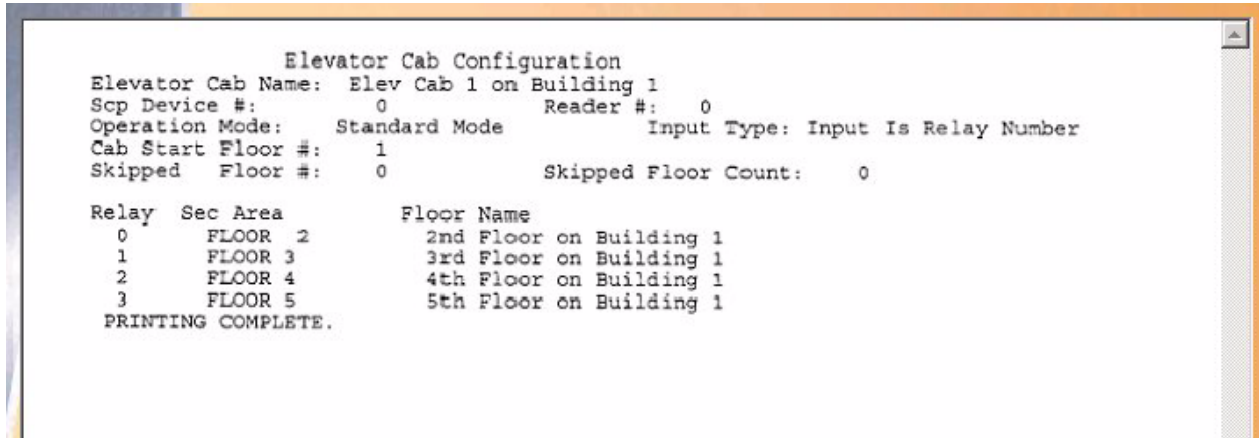
Operator Type Report

The **Operator Type Report** recalls the different Operator Types that have been defined.

To navigate to the **Operator Type Report** page, from any page within the **System Setup** pages click the **Op. Type** tab button in the top navigation bar. The following page displays.

Figure 102.System Setup: Operator Type

The Operator Type page contains the following information:

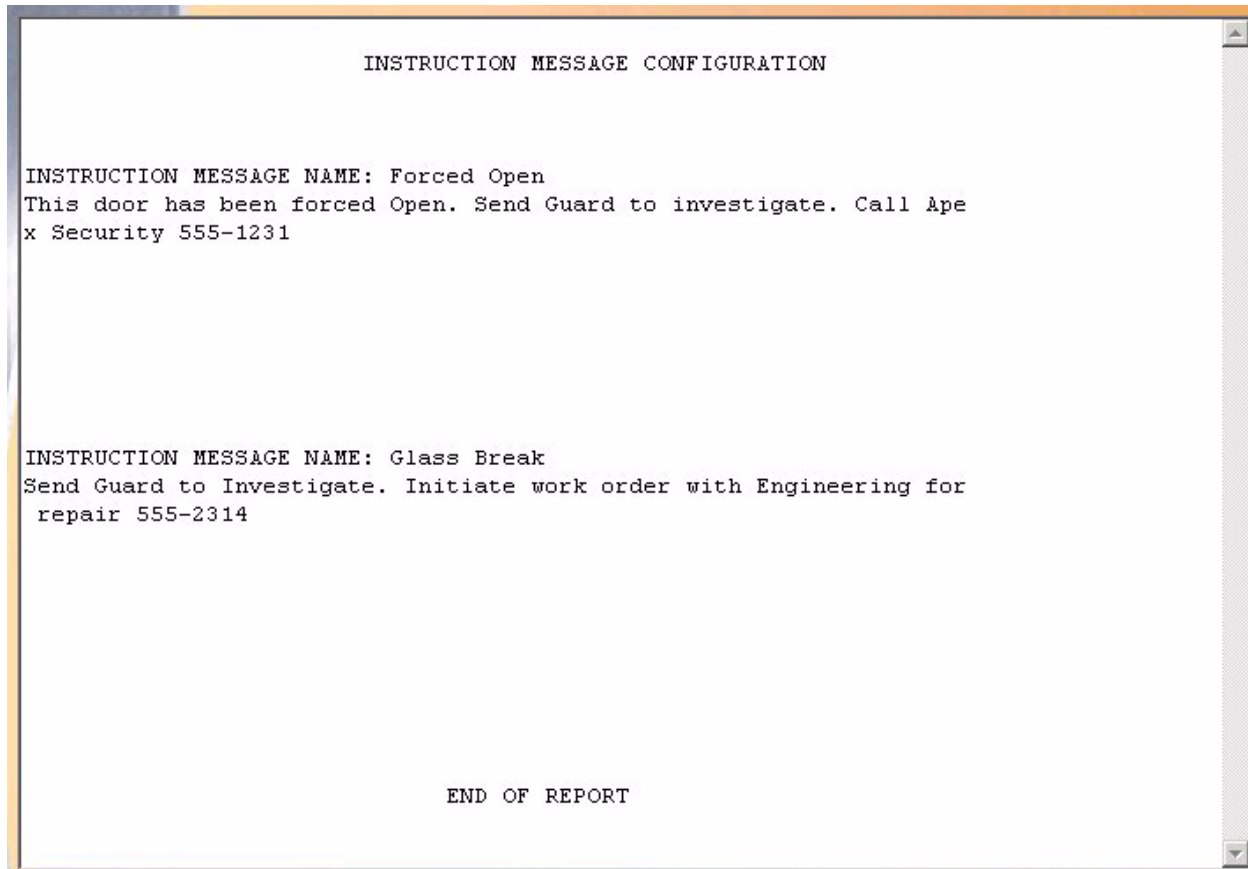|	
Operator Type	The Operator Type report recalls how operator types have been set up. The report lists all configured operator types.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed report for Operator Type.

Figure 103.Sample Operator Type report


```
                    OPERATOR TYPE CONFIGURATION


OPERATOR TYPE NAME: Alarms Only

LEVEL OF RESTRICTION:     NO ACCESS          MENU: Additional SetupCtrl Bac
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Ctrl Backup
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Cardholder
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Ctrl Trace
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Ctrl Passback
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Control Guard ToCtrl Out
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Ctrl Output
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Ctrl Reader
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Ctrl Area LoadinDefine P
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Define Panel
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Hardware
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Define LAN
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Multiple Server
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Define Reader
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Define Relay
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Define Remote CoDefine P
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Define Port
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Define Video
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Define WS
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Batch Add/DeleteProcess
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Process EmployeeAuto Con
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Auto Config
LEVEL OF RESTRICTION:     NO ACCESS          MENU: Ctrl Service
```

Capabilities Report

The **Setup Capabilities Report** provides detailed information as to the maximum capabilities that are configured on your system. For example, how many card readers you can address, the number of cardholders you may add, optional programs supported by your system. At the bottom, the report will show how much space is left in your Topaz archive file.

To navigate to the **Setup Capabilities Report** page, click the **Report** button in the main navigation bar at the left side of the browser window, then click the button next to **System Setup** on the main Reports page then click the **Capabilities** tab button at the top of the window. You can also click the **System Setup – Capabilities** tab at the top of the window from any reports page.

Figure 104.System Setup: Capabilities
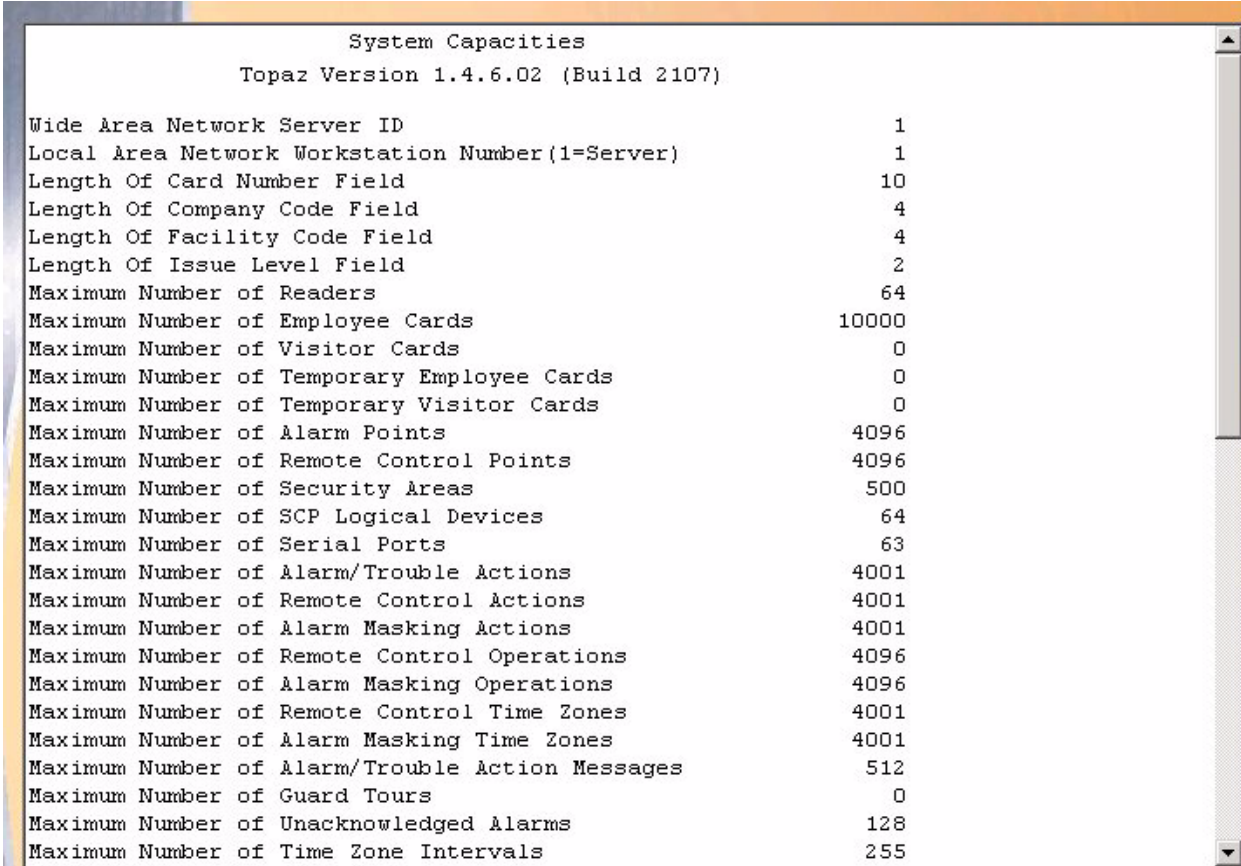
The Capabilities page contains the following information:

System Capabilities	The System Capabilities report recalls the maximum capabilities configured on your system.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.

Cancel Report   Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and return to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of part of a displayed report for System Capacities.

Figure 105. Sample System Capacities report


```
                    System Capacities
             Topaz Version 1.4.6.02  (Build 2107)

Wide Area Network Server ID                           1
Local Area Network Workstation Number(1=Server)       1
Length Of Card Number Field                          10
Length Of Company Code Field                          4
Length Of Facility Code Field                         4
Length Of Issue Level Field                           2
Maximum Number of Readers                            64
Maximum Number of Employee Cards                  10000
Maximum Number of Visitor Cards                       0
Maximum Number of Temporary Employee Cards            0
Maximum Number of Temporary Visitor Cards             0
Maximum Number of Alarm Points                     4096
Maximum Number of Remote Control Points            4096
Maximum Number of Security Areas                    500
Maximum Number of SCP Logical Devices                64
Maximum Number of Serial Ports                       63
Maximum Number of Alarm/Trouble Actions            4001
Maximum Number of Remote Control Actions           4001
Maximum Number of Alarm Masking Actions            4001
Maximum Number of Remote Control Operations        4096
Maximum Number of Alarm Masking Operations         4096
Maximum Number of Remote Control Time Zones        4001
Maximum Number of Alarm Masking Time Zones         4001
Maximum Number of Alarm/Trouble Action Messages     512
Maximum Number of Guard Tours                         0
Maximum Number of Unacknowledged Alarms             128
Maximum Number of Time Zone Intervals               255
```

Recall Event Reports Page

These reports can display and print out a complete listing of all events recorded to the current on-line event log file, events that occurred while the server was shut down, or events that have been archived or backed up. The fields on the **Recall All Events** screen can be modified to reduce or expand the report range.

The **Recall Event** page allows you to retrieve historical information by the following types of events

To select the **Recall Events** page, from the Main browser toolbar on the left side of the browser window click the **Reports** button, and then click the [   ] button corresponding to **Recall Event**, or from any **Reports** page, click the **Recall Event** tab button. The following page displays.

Figure 106.Recall Event

These reports are covered in detail in the pages that follow.

Recall All Events Report

This procedure recalls all logged events by time period.

To navigate to the report, from any page within the Reports pages click the **Recall Event** tab button. The following **All Events** page displays.

Figure 107.Recall Event: All Events

The Recall All Events page contains the following information:

Recall All Events	This report recalls all logged events by time period.
Log File Disk Drive	Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.
Start Date	From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking the 📇 Calendar icon.
	Note: If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.
Start Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should start.
Stop Date	From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking the Calendar icon.
Stop Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.

Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of part of a displayed report for Recall All Events:

Figure 108.Sample Recall All Events report

Recall By Event Number Report

To navigate to the **Recall by Event Number** reports page, from the Main Reports page click the
Recall Events tab button at the top and/or then click the **Event #** tab button in the Recall Events
pages. The following page displays.

Note: Recalling events by number is an extremely slow process. Where possible, recall events by time.

Figure 109.Recall Event: Event Number

The Recall Event # page contains the following information:

Recall Event Number	This report recalls events by event number.
Log File Disk Drive	Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.
Start Date	From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking the 📅 Calendar icon.

> **Note:** If you wish to recall <u>all</u> events in the history log file, <u>skip the Start and End Date and Time</u>. They default to the first and last event in the log file.

Start Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should start.
Stop Date	From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking the Calendar icon.
Stop Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.
Beginning Event Number	Enter the event number desired for the first event of the report. The default number is the first event in the history log file.

Ending Event Number	Enter the event number for the last event of the report. The default number is the last event in the history log file.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and return to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of part of a displayed report for Recall by Event Number:

Figure 110.Sample Recall by Event Number report


```
                        RECALL BY EVENT NUMBER


  EVENT #  1                 SYSTEM ERROR EVENT       2004/02/11 Wed 12:56:46
   TASK INITIA    OPEN FILE        ERROR 1019 , FILE dms1\scpdev.dt


  EVENT #  2                 SYSTEM ERROR EVENT       2004/02/11 Wed 12:56:46
   TASK INITIA    OPEN FILE        ERROR 1019 , FILE dms1\rctz00.dt


  EVENT #  3                 SYSTEM ERROR EVENT       2004/02/11 Wed 12:56:46
   TASK INITIA    OPEN FILE        ERROR 1019 , FILE dms1\rcacf01.dt


  EVENT #  4                 SYSTEM ERROR EVENT       2004/02/11 Wed 12:56:46
   TASK INITIA    OPEN FILE        ERROR 1019 , FILE dms1\mkacf00.dt


  EVENT #  5                 SYSTEM ERROR EVENT       2004/02/11 Wed 12:56:46
   TASK INITIA    OPEN FILE        ERROR 1019 , FILE dms1\mkopf00.dt


  EVENT #  6                 SYSTEM ERROR EVENT       2004/02/11 Wed 12:56:46
   TASK INITIA    OPEN FILE        ERROR 1019 , FILE dms1\scpdev.dt
```

Recall User Actions Report

The **Recall User Actions Report** recalls a description of the action performed by the system operators during a selected period of time. If an operator has performed an operation other than displaying or printing information, the description includes a more detailed explanation of the operation, such as creating a monitor point or deleting a disk file.

Note: The program cannot verify the person that used a password was indeed the operator assigned to that password, only that the operator who performed the action was using that password. Consequently, you should advise all system operators NOT to reveal their passwords to anyone else, including other system operators.

To navigate to the report, from the Main Reports page click the **Recall Events** tab button at the top and then click the **User Action** tab button. The following page displays.

Figure 111.Recall Event: User Action

The User Action page contains the following information:

Recall User Actions — This report recalls a description of the action performed by the system operators during a selected period of time.

Log File Disk Drive — Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.

Start Date — From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking the Calendar icon.

> **Note:** If you wish to recall all events in the history log file, skip the Start and End Date and Time. They default to the first and last event in the log file.

Start Time — From the drop-down list select the Hour, Minute, and Seconds on which the report should start.

Stop Date	From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking the Calendar icon.
Stop Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed Recall User Actions report.

Figure 112. Sample Recall User Action Events report


```
                    RECALL USER ACTION EVENTS


   EVENT #  72                   OPERATOR EVENT          2004/02/11 Wed 13:19:55
   OPERATOR ID:           WORKSTATION: 0001
   MENU:  Logged On


   EVENT #  73                   OPERATOR EVENT          2004/02/11 Wed 13:36:18
   OPERATOR ID:  master    WORKSTATION: 0001
   MENU:  System shutdown


   EVENT #  78                   OPERATOR EVENT          2004/02/11 Wed 14:07:12
   OPERATOR ID:           WORKSTATION: 0001
   MENU:  Logged On


   EVENT #  79                   OPERATOR EVENT          2004/02/11 Wed 14:10:38
   OPERATOR ID:  Master    WORKSTATION: 0001
   MENU:  Logged Off


   EVENT #  80                   OPERATOR EVENT          2004/02/11 Wed 14:10:44
   OPERATOR ID:           WORKSTATION: 0001
   MENU:  Logged On
```

Recall System Device Events Report

The **Recall System Device Events Report** recalls all system and device events that occurred during your selected period of time.

To navigate to the report, from the Main Reports page click the **Recall Events** tab button in the top navigation toolbar and then click the **Sys. Device** tab button. The following page displays.

Figure 113.Recall Event: System Device

The System Device page contains the following information:

System/Device Events	This report recalls all system and device events that occurred during your selected period of time.
Log File Disk Drive	Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.
Start Date	From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking the ☑ Calendar icon.
	Note: If you wish to recall <u>all</u> events in the history log file, <u>skip the Start and End Date and Time</u>. They default to the first and last event in the log file.
Start Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should start.
Stop Date	From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking the Calendar icon.
Stop Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.

Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed Recall System Device Events report.

Figure 114.Sample Recall System/Device Events report


```
                        RECALL SYSTEM/DEVICE EVENTS


     EVENT #   52                  SYSTEM EVENT          2004/02/11 Wed 12:56:46
     WORKSTATION  1   ROUTED  TO  WORKSTATION  1


     EVENT #   53                  SYSTEM EVENT          2004/02/11 Wed 12:56:46
     CG   WORKSTATION   1 DOWNLOAD STARTED


     EVENT #   54                  SYSTEM EVENT          2004/02/11 Wed 12:56:46
     CG   WORKSTATION   1 DOWNLOAD COMPLETED


     EVENT #   55                  SYSTEM EVENT          2004/02/11 Wed 12:56:47
     SYSTEM INITIALIZED


     EVENT #   56                  SYSTEM EVENT          2004/02/11 Wed 12:58:21
     WORKSTATION  1   ROUTED  TO  WORKSTATION  1


     EVENT #   57                  SYSTEM EVENT          2004/02/11 Wed 12:58:22
     CG   WORKSTATION   1 DOWNLOAD STARTED
```

Recall Other Events Report

The **Recall Other Events Report** recalls all events not covered in any of the other reports like, Acknowledgement, Commentary, Remote Control, Alarm Masking, Keypad Time Zone, Secure Area Monitor, Redundant System, Ack Timeout, System Error, etc.

To navigate to the report, from within any Reports page click the **Recall Events** tab button in the top navigation bar and then click the **Other Events** tab button. The following page displays.

Figure 115.Recall Event: Other Events

The Other Events page contains the following information:

Recall Other Events	This report recalls all events not covered in any of the other reports like, Acknowledgement, Commentary, Remote Control, Alarm Masking, Keypad Time Zone, Secure Area Monitor, Redundant System, Ack Timeout, System Error, etc.
Log File Disk Drive	Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.
Start Date	From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking the 🗓 Calendar icon.

> **Note:** If you wish to recall <u>all</u> events in the history log file, <u>skip the Start and End Date and Time</u>. They default to the first and last event in the log file.

Start Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should start.
Stop Date	From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking the Calendar icon.
Stop Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.

Other Event Type	• Acknowledge - Recalls the workstation the event number was acknowledged from, password used, time and date acknowledged.
	• Commentary - Recalls the workstation the event was acknowledged from, commentary entered by the operator, time and date the commentary was entered.
	• System Error - Recalls system errors that occurred, time and date of occurrence.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and return to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed **Acknowledged** events report.

Figure 116.Sample Recall Acknowledgement Events report


```
                    RECALL ACKNOWLEDGEMENT EVENTS


  EVENT #   144              ACKNOWLEDGEMENT          2004/02/16 Mon 10:02:52
  INITIATING EVENT NUMBER:  135            WORKSTATION  1
  ACKNOWLEDGEMENT:   master



  EVENT #   404              ACKNOWLEDGEMENT          2004/02/16 Mon 10:09:27
  INITIATING EVENT NUMBER:  403            WORKSTATION  1
  ACKNOWLEDGEMENT:   master



  EVENT #   508              ACKNOWLEDGEMENT          2004/02/16 Mon 10:13:25
  INITIATING EVENT NUMBER:  499            WORKSTATION  1
  ACKNOWLEDGEMENT:   master


                    END OF RECALL EVENTS REPORT
```

If the report recalls more than 1000 events, the message below is displayed allowing you the opportunity to cancel the search for additional events.
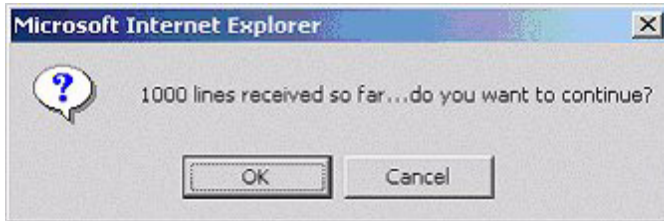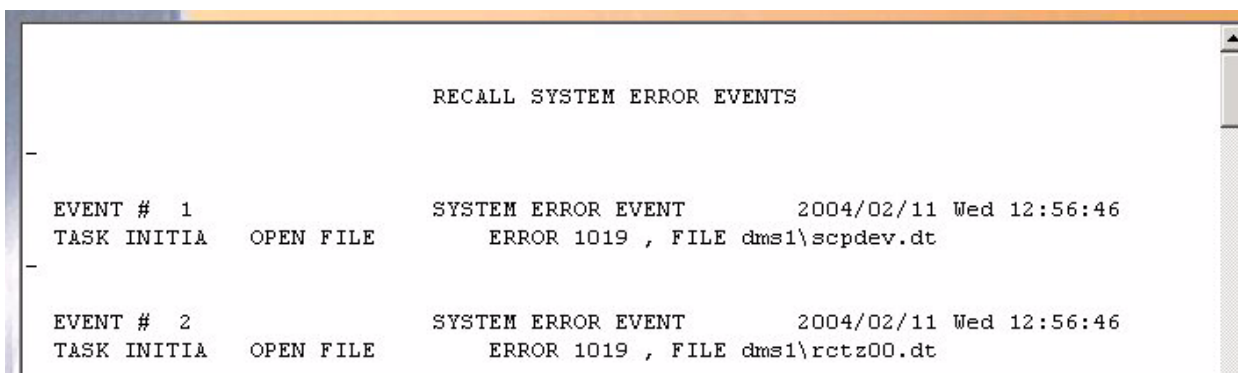

Below is a sample of a displayed **Commentary** events report.

Figure 117.Sample Recall Commentary Events report
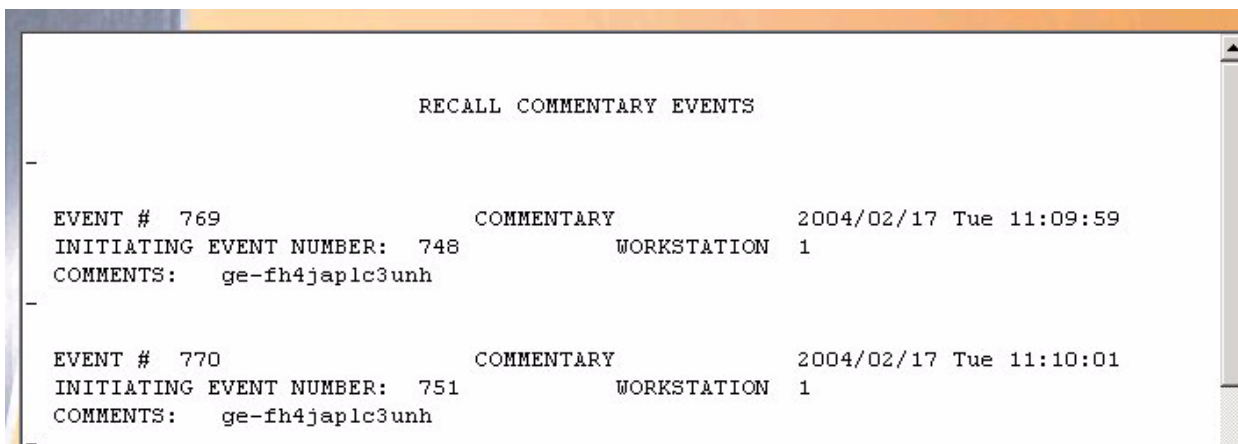
Below is a sample of a displayed **System Error** events report.

Figure 118.Sample Recall System Error Events report

Recall Access Events Report

The **Recall Access Events Report** recalls all access events for a selected time period and all security areas and all readers or a specific security area or reader.

To navigate to the **Recall Access Events Report** page from within the report pages click the **Recall Events** tab button in the top navigation bar and then click the **Access Events** tab button. The following page displays.

Figure 119.Recall Event: Access Event

The Access Event page contains the following information:

Recall Access Events	This report recalls access events for a selected time period and all security areas and all readers or a specific security area or reader.
Log File Disk Drive	Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.
Start Date	From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking the 🗓 Calendar icon.
	Note: If you wish to recall <u>all</u> events in the history log file, <u>skip the Start and End Date and Time</u>. They default to the first and last event in the log file.
Start Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should start.
Stop Date	From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking the Calendar icon.
Stop Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.

Security Areas	From the drop-down list of pre-configured areas select the Security Area for which all Access Events are to be recalled. The default is all security areas. If a single security area is selected, the readers option <u>will not</u> be available. Only one or all security areas can be recalled in a single report. If more than one security area is desired, additional reports must be run for each area.
Readers	Select the Reader for which Access Events are to be recalled. The default is all readers. If a single reader is selected, the security areas option will not be available. Only one or all readers can be recalled in a single report. If more than one reader is desired, additional reports must be run for each reader.
Cardholders	• All Cards – When selected, this option recalls all access events for all cards for the selected area(s)/reader(s). • Name – When selected, this option allows you to select one cardholders name from a drop-down list to recall access events for.

• Number - When selected, this option allows you to select one card number from a drop-down list to recall access events for.
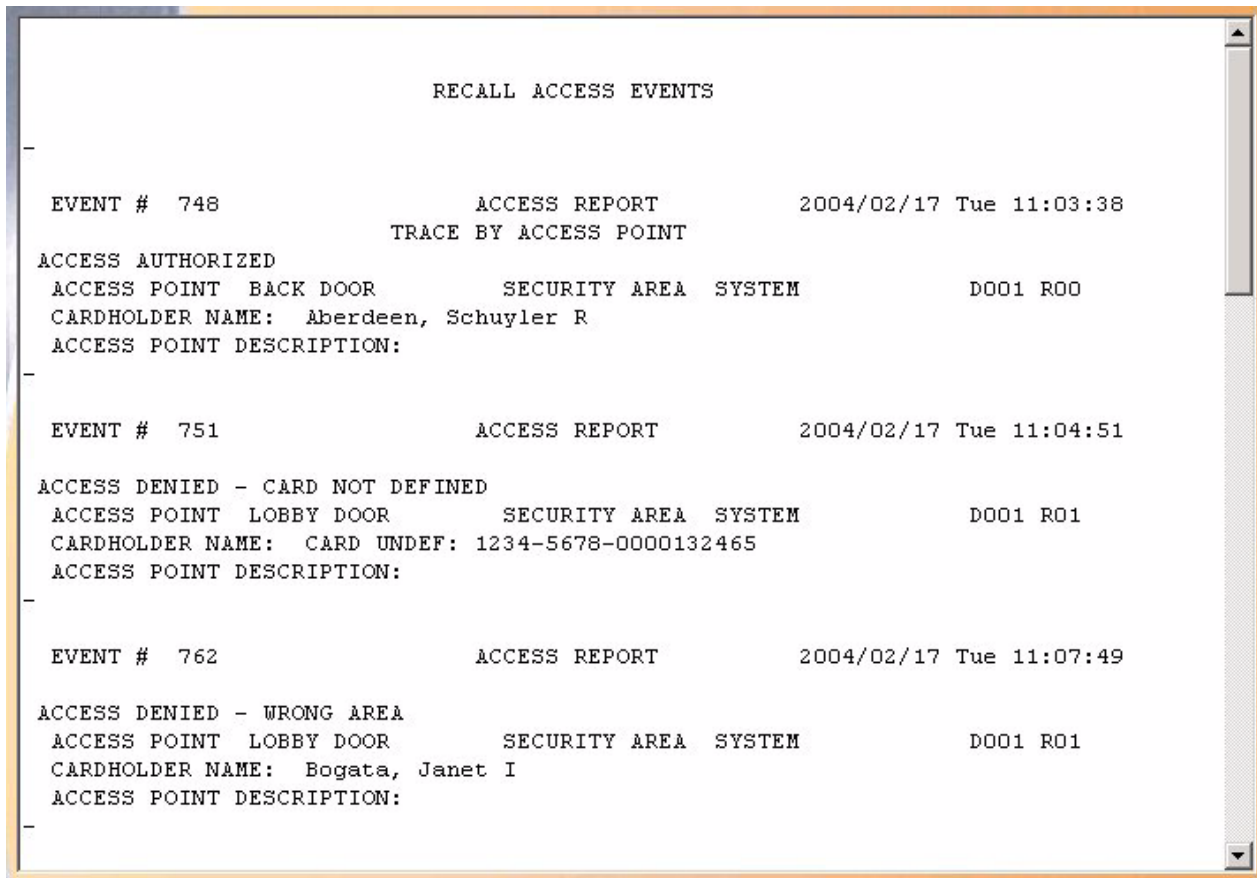

Report Output Type	Select the type of report that you want to view: • Plain Text: Displays the report in the normal text format. • Linked Video (HTML): Displays the report in a separate window, formatted as a table with Video references that you can click to view the video clip associated with the access event. **Note:** To view the video clip, you must be able to connect to the DVMR and the clip must still be in the DVMR disk.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed Recall Access Events report.

Figure 120.Sample Recall Access Events report


```
                         RECALL ACCESS EVENTS


 —

  EVENT #   748                   ACCESS REPORT          2004/02/17 Tue 11:03:38
                          TRACE BY ACCESS POINT
 ACCESS AUTHORIZED
  ACCESS POINT  BACK DOOR         SECURITY AREA   SYSTEM          D001 R00
  CARDHOLDER NAME:  Aberdeen, Schuyler R
  ACCESS POINT DESCRIPTION:
 —

  EVENT #   751                   ACCESS REPORT          2004/02/17 Tue 11:04:51

 ACCESS DENIED — CARD NOT DEFINED
  ACCESS POINT  LOBBY DOOR        SECURITY AREA   SYSTEM          D001 R01
  CARDHOLDER NAME:  CARD UNDEF: 1234-5678-0000132465
  ACCESS POINT DESCRIPTION:
 —

  EVENT #   762                   ACCESS REPORT          2004/02/17 Tue 11:07:49

 ACCESS DENIED — WRONG AREA
  ACCESS POINT  LOBBY DOOR        SECURITY AREA   SYSTEM          D001 R01
  CARDHOLDER NAME:  Bogata, Janet I
  ACCESS POINT DESCRIPTION:
 —
```

Recall Alarm Events Report

The **Recall Alarm Events Report** recalls all alarm events for a selected time period for all security areas and all alarm points or a specific security area or alarm point.

To navigate to the **Recall Alarm Events Report** from within Report pages click the **Recall Events** tab button in the top navigation bar and then click the **Alarm Event** tab button. The following page displays.
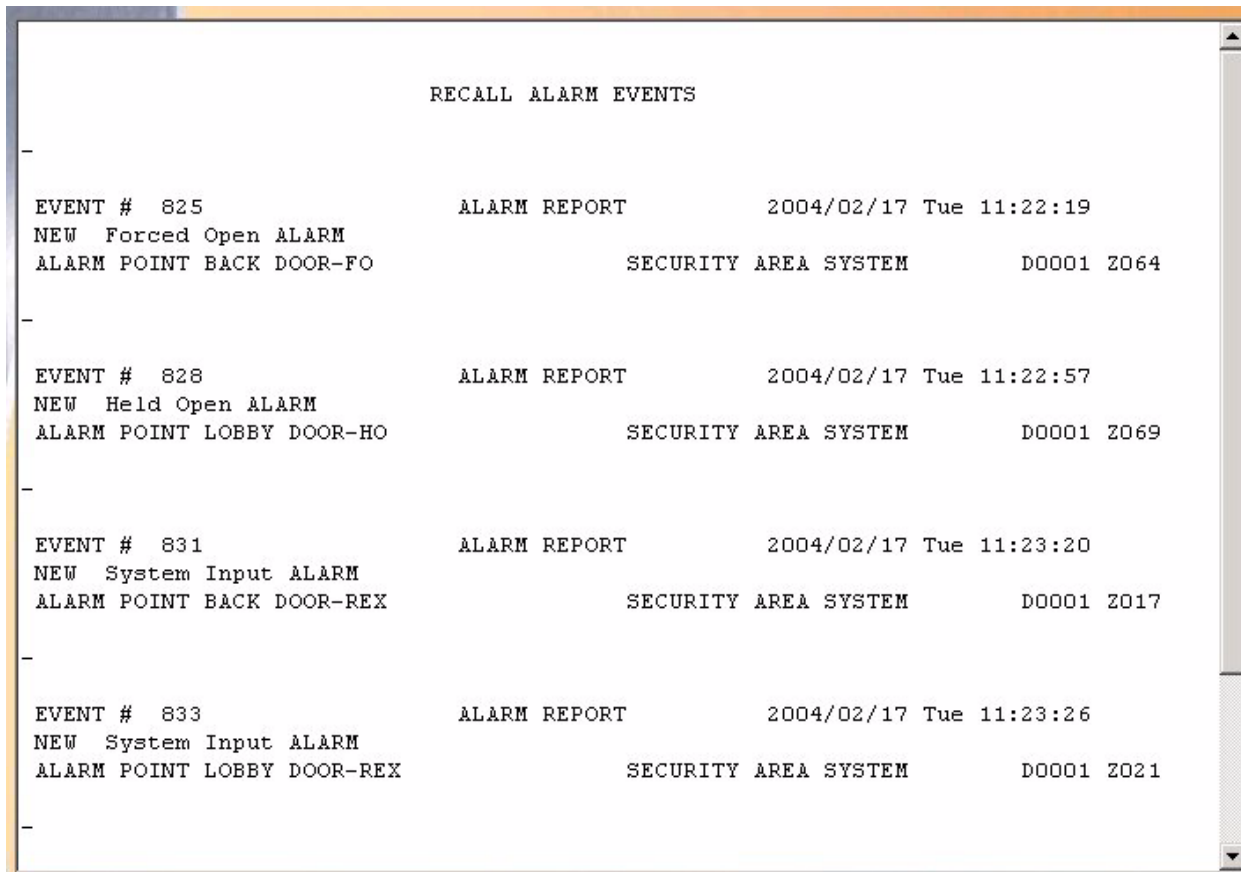
Figure 121.Recall Event: Alarm Event

The Alarm Event page contains the following information:

Recall Alarm Events	This report recalls all alarm events for a selected time period for all security areas and all alarm points or a specific security area or alarm point.
Log File Disk Drive	Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.
Start Date	From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking the 🗓 Calendar icon.
	Note: If you wish to recall <u>all</u> events in the history log file, <u>skip the Start and End Date and Time</u>. They default to the first and last event in the log file.
Start Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should start.
Stop Date	From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking the Calendar icon.
Stop Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.

Security Areas	Select the **Security Area** for All Alarm Events are to be recalled. The default is all security areas. If a single security area is selected, the alarm points option will not be selectable. Only one or all security areas can be recalled in a single report. If more than one security area is desired, additional reports must be run for each security area desired.
Alarm Points	Select the Alarm Point for which alarm events are to be recalled. The default is all alarm points. If a single alarm point is selected the security areas option will not be available. Only one or all alarm points can be recalled in a single report. If more than one alarm point is desired, additional reports must be run for each alarm point.
Report Output Type	Select the type of report that you want to view: • Plain Text: Displays the report in the normal text format. • Linked Video (HTML): Displays the report in a separate window, formatted as a table with Video references that you can click to view the video clip associated with the alarm event. **Note:** To view the video clip, you must be able to connect to the DVMR and the clip must still be in the DVMR disk.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed report for Recall Alarm Events.

Figure 122.Sample Recall Alarm Events report

```
                          RECALL  ALARM  EVENTS

  _

   EVENT #  825                 ALARM REPORT          2004/02/17 Tue 11:22:19
   NEW   Forced Open ALARM
   ALARM POINT BACK DOOR-FO                    SECURITY AREA SYSTEM        D0001 Z064


  _

   EVENT #  828                 ALARM REPORT          2004/02/17 Tue 11:22:57
   NEW   Held Open ALARM
   ALARM POINT LOBBY DOOR-HO                    SECURITY AREA SYSTEM        D0001 Z069


  _

   EVENT #  831                 ALARM REPORT          2004/02/17 Tue 11:23:20
   NEW   System Input ALARM
   ALARM POINT BACK DOOR-REX                    SECURITY AREA SYSTEM        D0001 Z017


  _

   EVENT #  833                 ALARM REPORT          2004/02/17 Tue 11:23:26
   NEW   System Input ALARM
   ALARM POINT LOBBY DOOR-REX                    SECURITY AREA SYSTEM        D0001 Z021


  _
```

Alarm History Reports Page

The **Alarm History Report** recalls summarized history reports of alarms and troubles that have occurred during a specified period of time by alarm point or security area. The report calculates the following for any alarm in the report:

- **Frequency** - The number of times the alarm occurred in the time period selected.
- **Total Duration** - The length of time the alarm point was in alarm for each occurrence and then the sum total of all those occurrences.
- **Longest Duration** - The longest time for any single occurrence when the point was in an alarm condition.

To navigate to **Alarm History Reports** click the **Reports** button located in the left browser window or the corresponding [ ] button. Then click the **Alarm Hist**. tab button at the top of the browser. The following page displays.

Figure 123.Alarm History

The Alarm History page contains the following information:

Alarm History	This report recalls summarized history reports of alarms and troubles that have occurred during a specified period of time by alarm point or security area.
Log File Disk Drive	Select the drive letter where the history log file is located. The default is the C: drive of your computer. If the report is being recalled from a removable drive, make sure the removable disk has been inserted.
Start Date	From the drop-down list select the Month, Day, and Year on which the report should start. A full calendar can be displayed by clicking the [calendar icon] Calendar icon.
	Note: If you wish to recall <u>all</u> events in the history log file, <u>skip the Start and End Date and Time</u>. They default to the first and last event in the log file.
Start Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should start.

Stop Date	From the drop-down list select the Month, Day, and Year on which the report should stop. A full calendar can be displayed by clicking the Calendar icon.
Stop Time	From the drop-down list select the Hour, Minute, and Seconds on which the report should stop.
Security Areas	Select the Security Area for which Alarm History is to be recalled. The default is all security areas with all alarm points. If a single security area is selected the alarm points option will not be selectable. Only one or all security areas can be recalled in a single report. If more than one security area is desired, additional reports must be run for each security area desired.
Alarm Points	Select the Alarm Point for which alarm history is to be recalled. The default is all alarm points. If a single alarm point is selected the security areas option will not be available. Only one or all alarm points can be recalled in a single report. If more than one alarm point is desired additional reports must be run for each alarm point.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.
Run Report	Click to send the report to the destination specified (display, printer, or file). A message "Report Completed" displays, with the number of records printed. Click **OK** to continue.
Cancel Report	Click to stop the report or when you have finished viewing the report on the monitor. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.

Below is a sample of a displayed Alarm History Report.

Figure 124.Sample Alarm History report

```
            ALARM HISTORY SUMMARIZED BY ALARM POINTS
START DATE/TIME:  [04/02/11 12:56:46]   END DATE/TIME:  [04/02/17 13:47:59]


                              TOTAL       <----------LONGEST-------->
    ALARM POINT          TYPE FREQ  DURATION    DURATION     START TIME      FLAGS
                                   (HH:MM:SS) (HH:MM:SS)(YY/MM/DD HH:MM:SS)
ACU 1-LOW BATT           ALM   0    0:00:00     0:00:00
ACU 1-LOW BATT           TRB   0    0:00:00     0:00:00
ACU 1-POWER              ALM   0    0:00:00     0:00:00
ACU 1-POWER              TRB   0    0:00:00     0:00:00
ACU 1-TAMPER             ALM   0    0:00:00     0:00:00
ACU 1-TAMPER             TRB   0    0:00:00     0:00:00
BACK DOOR-DC             ALM   0    0:00:00     0:00:00
BACK DOOR-DC             TRB   0    0:00:00     0:00:00
BACK DOOR-FO             ALM   1    2:25:40     2:25:40   04/02/17 11:22:19  <
BACK DOOR-FO             TRB   0    0:00:00     0:00:00
BACK DOOR-HO             ALM   0    0:00:00     0:00:00
BACK DOOR-HO             TRB   0    0:00:00     0:00:00
BACK DOOR-OL             ALM   0    0:00:00     0:00:00
BACK DOOR-OL             TRB   0    0:00:00     0:00:00
BACK DOOR-REX            ALM   1    2:24:39     2:24:39   04/02/17 11:23:20  <
BACK DOOR-REX            TRB   0    0:00:00     0:00:00
BACK DOOR-RT             ALM   0    0:00:00     0:00:00
BACK DOOR-RT             TRB   0    0:00:00     0:00:00
LOBBY DOOR-DC            ALM   0    0:00:00     0:00:00
LOBBY DOOR-DC            TRB   0    0:00:00     0:00:00
LOBBY DOOR-FO            ALM   1    2:24:18     2:24:18   04/02/17 11:23:41  <
LOBBY DOOR-FO            TRB   0    0:00:00     0:00:00
LOBBY DOOR-HO            ALM   1    2:25:02     2:25:02   04/02/17 11:22:57  <
```

Fields in the Report

The table below describes all fields (report columns and line entries) that can be included in an Alarm History report. Whether or not the field is included is a function of the type of report and the report options specified.

Table 7.   Alarm History report fields

Report Item	Description		
Start Date/Time	Beginning date/time for the reporting period you are requesting.		
End Date/Time	Ending date/time of reporting period.		
TYPE	Depending on the level of the report, this report column identifies a report line entry as either CAT (Category) or TRB (Trouble):		
	C no. (category number) or T no. (trouble number)	There can be multiple category or trouble number report lines per reporting item, but report lines are generated only if there is data to report for the report line entry.	
	ALM (Alarm) or TRB (Trouble)	These two entries are always paired and there is always one pair of report line entries per reporting item. One of the pair of lines has time reported under "Duration" and the other has time reported as all zeroes. The line with time reported as non-zero indicates whether the alarm point had an Alarm or Trouble event.	
FREQ	Reports the number of times the alarm or trouble occurred during the reporting period.		
TOTAL DURATION	Reports the total accumulated time that the alarm point(s) were active, or trouble(s) were reported during the reporting period.		
LONGEST DETAIL	The following information is included in all reports for the alarm or trouble with the longest duration		
	DURATION	How long the longest alarm or trouble lasted.	
	START TIME	The time at which the alarm or trouble originated. Additional identifying information (for example, monitor point and category or trouble number appears in system reports as appropriate).	
	FLAGS	Flags are used to identify report line entries that are not contained within the reporting period as follows:	
		Flag	Meaning
		>	A reported event started earlier than the reporting period.
		<	A reported event ended after the reporting period.
		*	A negative time. The system clock has been reset while a reported event occurred so that it appears to end before it begins. (This can happen as a result of a reboot following a system crash or as a result of resetting a clock for changes between daylight savings and standard time.)
		Since more than one alarm or trouble is reported per report line, more than one type of flag can occur per report line. However, each type of flag occurs only once per report line.	

Employee Reports Page

The **Employee Report** can provide a wide range of information regarding any employee in the system. You can set up different options depending upon what type of report is needed.

To navigate to the **Employee Report** page, from any page within the **Reports** pages click the **Employee Reports** tab button at the top of the window. The following page displays.

Figure 125.Employee Report

The Employee Reports page contains the following information:

Available Templates	You can select an already configured report from the list. To create a new report, type a new name in the Template Name field.
Template Name	Enter a Template Name of your choice to save the report template under. A template can be used in the future without having to redesign all fields on the report. The name can be up to eight (8) characters, not including punctuation.
Sort By	Select how the report is to sort the data. There are four options listed below to sort the report by. Only one of the four options can be selected for the current report.

- Card Number - Employees are reported in order of Card Numbers.
- Employee Name - Employees are reported in order of Employee Name.
- Employee Number - Employees are reported in order of Employee Number.
- Card Serial Number - Cardholder are reported in order of Card Serial Numbers.

The field selected to Sort By appears in the first column of the report. You do not have to select that field under Selected Fields.

Header Title	Enter the title as you wish it to appear on the header of the report.

Available Fields	Select which fields you wish to appear on the report, in the order you wish them to appear from left to right, by selecting a field and clicking the right arrow. This moves that field name to the Selected Fields on the right.
	Note: Do not select the same field you are sorting by. If you do, this duplicates that field on the report. The field you sort on will be the first field on the report.
Selected Fields	If you wish to remove a field from the Selected Fields, select it by clicking on it, and then click the left arrow. This moves that field name to the Available Fields on the left.
Photos per Page	You can select up to 24 photos to be printed on one page on a printer. This option only applies if Print Photos is selected.
Filter By	The Filter By, Condition, and Value fields enable you to specify criteria to select certain records in the Employee database. You may select up to two filters for a report. Select a field from the left-side Filter By drop-down list, for example, ACTDATE (the employee's card activation date).
Condition	If you use a data field for Filter By you can apply a condition to the information in that data field. Using the previous example, you might choose "*Greater than or equal to*".
Value	You can specify a value for the data field in Filter By. Using the previous example, you might choose "19991001" as the first of October 1999. Date format must be (YYYYMMDD).
	The above filtering produces a report listing all employees who have a card activation date of Oct. 1, 1999 or later. You can also specify a second filter, such as Filter By "ACTDATE", Condition "Less than", and Value "19991101". The combination of both filters lists only employees whose cards were activated in the month of October of 1999.
	Note:
	• When filtering by Security Area, use "Greater than or equal to" for the condition and the number "2" for the value. This recalls all cardholders authorized for the area in the filter by field. Access to an area is controlled by assigning a Time Schedule number (0-126) to the Security Area Name in the cardholder's record. The numbers 0 & 1 deny access, so any number, 2 or greater, indicates that the employee is allowed access to the selected security area.
	• When filtering by an Access Group, select the name of the Access Group from the drop-down list in the Filter By field. Use "Equal" for the condition and leave the value field blank. This recalls all cardholders authorized for the group in the filter by field. When "Not Equal to" is selected for the condition, this recalls all cardholders who are NOT authorized for the group in the filter by field.
	If the value entered into the Value field is not the correct format for the data in the Filter By field, a "File Not Found" error message displays when saving the report.
Print Photos	Click to print the selected employees on the Photo Badging printer that is selected in "Hardware – Workstation". No report displays on the screen. The printed photos print along with the Card Number and Card Name.
Display Report	This is the default. Click to display on the Workstation monitor.
Print Report	Click to send to the report printer.
Output To File	Click to save the report into the file name specified in the Output File Name field. This saves the report results in a file for later use outside of Topaz.
Output File Name	If you selected Output to File, enter the name of the file to contain the report information. The Output File Name can have up to 64 characters. For example, you can type "Myreport" and the report is saved into the file named Myreport in the directory where Topaz was installed. You may enter a path with the file name, for example, "c:\reports\Myreport". The format of the report files is always plain text that can be opened in Notepad.

Run Report	To send the report to the destination you specified above (display, printer, or file), click **Run Report** in the bottom right corner of the browser window.
	A message "Report Completed" displays, with the number of records printed. Click OK to continue.
	If the report does not find any matches for the options that have been entered, the screen returns the following message "Report Completed, 0 Records Printed".
Cancel Report	To stop the report or when you have finished viewing the report on the monitor, click **Cancel Report**. This cancels the operation and returns to the report screen. If no report displays and you click **Cancel**, it returns to the Reports page.
Save/Add	To save a report you have modified or a new report, click **Save/Add**.
	Note: You must click **Save/Add** for a newly created report to be saved as a Template to run the report. If you do not save it and you click **Run Report**, a report with no records is shown, and when you click **Cancel Report**, your changes are lost and the report window closes. Your changes are erased from the screen.
Delete	To delete a report template, select the Template Name and click **Delete**. The message "Are you sure you want to delete this record?" displays. Click **OK**. This deletes that report template from your computer.
Clear	To clear the fields you have entered on this screen, click **Clear**.

The following is part of an example of an Employee Report, sorted by Employee Name, with fields Card number, Activation Date, Status, and Access Group 1:

Figure 126.Sample Employee report


```
2004/02/17 Tue 14:00:34            Emergency Contacts              PAGE 1
CARD#                  ACCOUNTING EMERNAME                 EMERTELE
RELATION
1234-5678-0000123456 2            John Aberdeen                555-1212      Father

1234-5678-0000564231 0            David Lester                 515-6543      Partner

1234-5678-0000645312 2            Recardo Bogata               555-6543      Husband

1234-5678-0000654321 2            Linda Jackson                555-9865      Wife

    TOTAL RECORDS   4
```

Chapter 8 Setup

This chapter includes information on how to setup and configure the Topaz System software.

In this chapter:

Overview

The **Setup** pages allow you to setup and configure the Topaz System software.

To navigate to the **Setup** pages, click the **Setup** button in the left frame of the browser window to see the following:

Figure 127.Setup
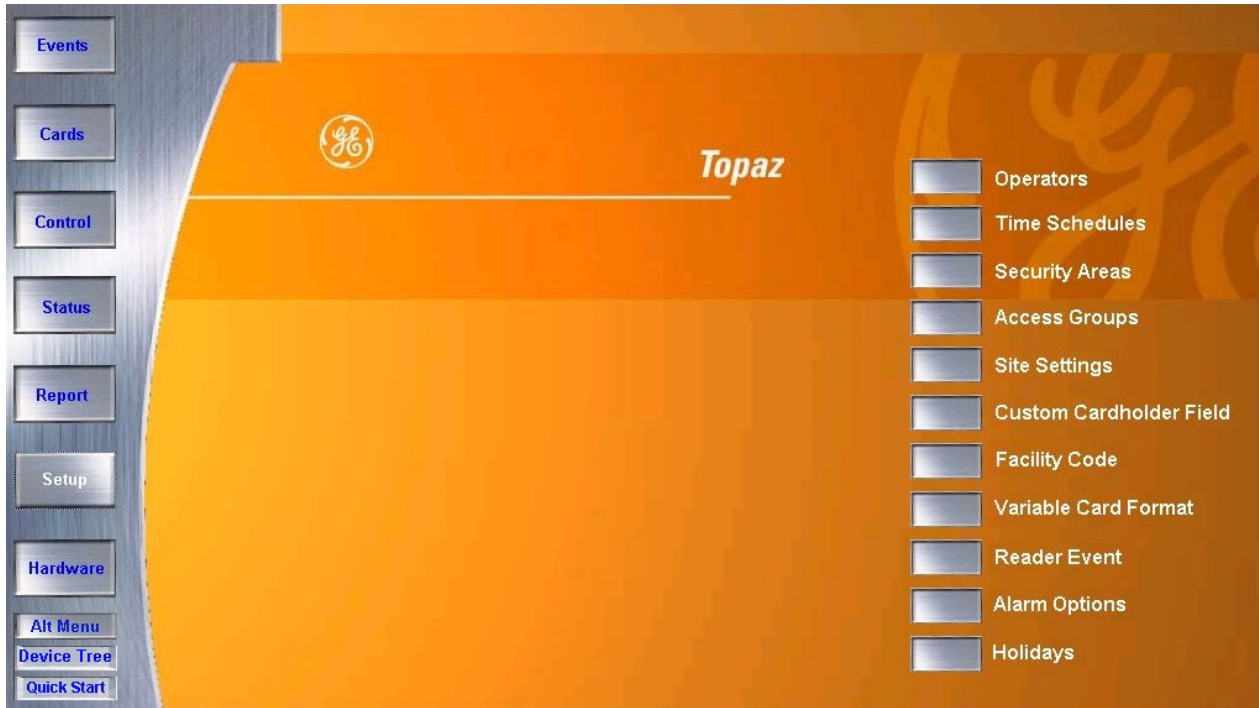
To navigate to one of the Setup pages, click the [   ] button next to the desired page. Each of the Setup pages is covered in detail on the following pages.

Operators Setup Page

The **Operators** page allows you to configure up to 256 operators and assign them 47 different functions.

To navigate to the **Operators** page, from any Setup page click the **Operators** tab button at the top of the page. The following page displays.

Figure 128.Operators

The Operators Setup page contains the following information:

System Operators	A list of all configured operators.
Operator Name	Enter the Operator Name (name or nickname) of up to 8 alphanumeric characters. The name is not case sensitive. <u>You may not duplicate an Operator Name.</u>
Password	Enter the operator's Password of up to 6 alphanumeric characters. In place of the characters typed for the password, "*" display.
Operator Type	Select an Operator Type to assign to the Operator Name and Password by clicking on the Type Name from the drop-down list of operator types.
	Note: Click the link arrow to set up additional Operator Types. When setup has been completed, close the window by clicking Save and continue working in the Operator Setup page.
Show Quickstart at Login	Click to place a check mark in the field to show the QuickStart screens when this operator logs onto the Topaz system.

Save/Add   Once all data for the new cardholder has been entered, click **Save/Add**.

After clicking **Save** one of three messages appears.
- If "Operation Complete" is displayed, no further changes are needed.
- If "Duplicate Record" is displayed, then the operator name has been repeated. Use a new operator name and try saving again.
- If "Operation Failed" is displayed, then a required field was not entered. Enter the required information and try saving again.

Delete   Click to delete the selected operator record.

⚠️   **CAUTION:** Use caution when deleting operators and passwords. Make sure you do not delete the last password that allows access to setup operators. This could prevent you from accessing vital features of the software.

Clear   At any point, if you wish to clear out all entered information, click **Clear**.

Clicking **Clear** before clicking on **Save** deletes newly entered data.

How to add operators

1. Start by clicking **Clear**.

2. Enter the Operator Name, the operator's Password, and an Operator Type.

3. If you want to show the **QuickStart** screens when this operator logs onto the Topaz system, click **Show Quickstart at Login**.

4. Once all entries have been made to the Operators Setup page, click **Save**. A message "Operation Complete" displays.

How to modify operators

1. Under System Operators, click and highlight the name of the operator that you wish to modify.

2. Next, make any desired changes, then click **Save**. A message "Operation Complete" displays.

How to delete operators

⚠️   **CAUTION:** Use caution when deleting passwords. Make sure you do not delete the last password that allows access to setup operators. This could prevent you from accessing vital features of the software.

1. Under System Operators, click and highlight the name of the operator you wish to delete.

2. After verifying that the correct operator to delete is selected, click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

A message "Operation Complete" displays.

Operator Type Page

The **Operator Type** page allows you to configure, add, and assign 47 different functions to 64 types of operators. To navigate to the **Operator Type** page, from any Setup page click the **Operators** tab button at the top of the window and then the **Op. Type** tab button. The following page displays.

Figure 129.Operator Type
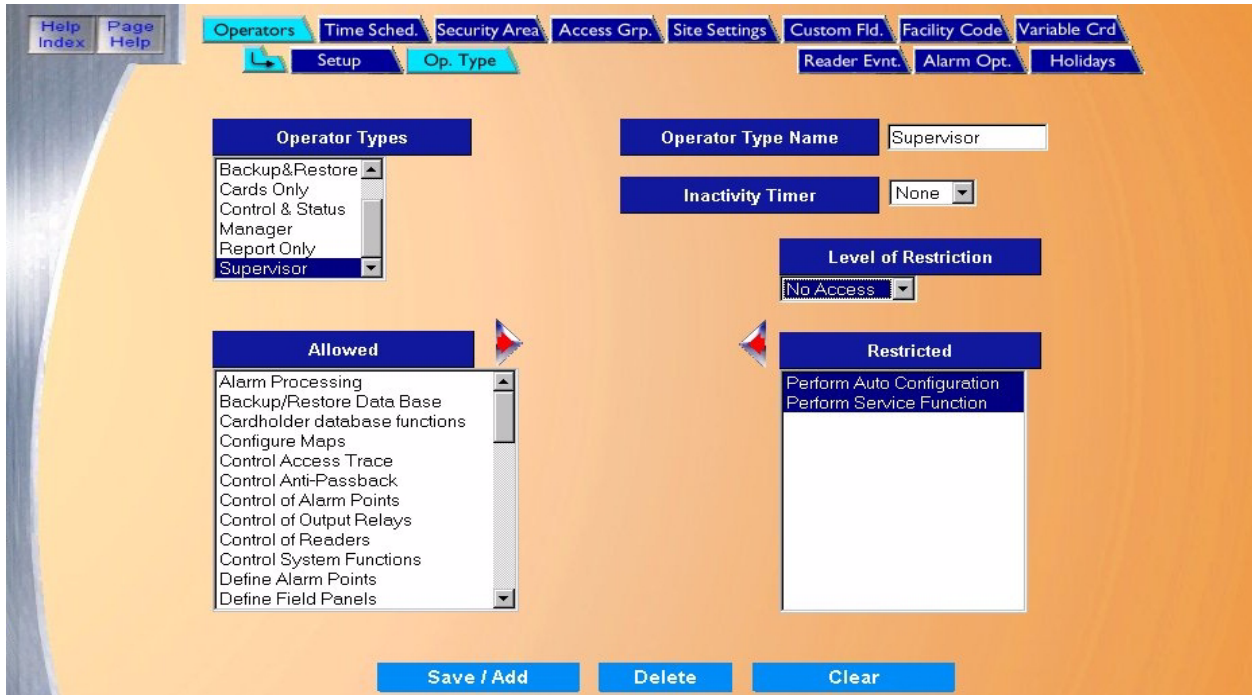
The Operator Type page contains the following information:

Operator Types	This is a list of Operator Types that has already been configured. To select a configured operator type from the list, scroll through the list to locate the operator type you wish to use. Click the Operator Type Name to select. The list of Restricted functions for the operator type selected appears.
	To modify the list and save it as a new operator type, enter a new Operator Type Name into the field and click **Save**. See *How to modify an operator type* on page 165 for detailed information on how to modify and save the list.
Operator Type Name	Enter the Operator Type Name of up to 16 alphanumeric characters.
Inactivity Timer	The Inactivity Time tracks keyboard activity to log off the operator.

When an operator logs on to the system, the timer (if set to a time rather than NONE) begins counting. Each time the operator uses the keyboard or mouse, the timer resets.

If the timer counts up to the time set in the Inactivity Timer field, the current operator is logged off the system.

The Inactivity Timer is selectable for each Operator Type independently. The default is None.
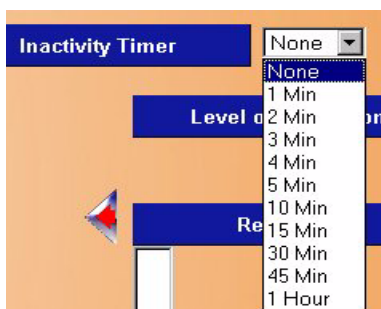
Level of Restriction	If one or more functions are listed under Restricted, the Level of Restriction field displays. There are two choices for level of Restriction:

Level of Restriction

No Access ▼

No Access
Display Only
~~Restricted~~

No Access – That Operator Type cannot access or view any information on that function screen. The default restriction for a new Operator Type is "No Access".

Display Only – That Operator Type can view the information on that function screen but cannot add, modify, or delete any of the information.

- To change the Level of Restriction, click the function to be modified on the Restricted list. The current Level of Restriction for the function appears in the Level of Restriction field. Click the down arrow to see the choices, as shown below, and click the level you want for the function(s).
- You can set the same Level of Restriction <u>for many functions at the same</u> time, by selecting the functions and then selecting a Level of Restriction to be applied to all selected functions. You can select more than one function with SHIFT-Click or CTRL-Click as described above.
- You can set a different Level of Restriction <u>for each function</u>. For example, you can set "Display Only" for the "Cardholder database functions", and set "No Access"for the "Control Anti-Passbook" function.

Allowed	The Allowed field is the list of all 47 functions that can be assigned to the Operator Type (when you click Save). For a new Operator Type, by default, all functions are listed under Allowed.

If you want to restrict an Operator Type to have limited use of a function:

Select the function under Allowed by clicking on it. If you want to select more than one function at a time, you can use these shortcuts:

- Shift-Click – If you click one function and move the cursor to another function, and then press the SHIFT key and click, you can select ALL functions from the first to the second.
- CTRL-Click – If you press the CTRL key and click one function, you can select or unselect it.

Click the right arrow to move that function to the Restricted list. Then change its Level of Restrictions as described above.

For a list of operator functions, see*Appendix E, Operator Type Functions*.

Restricted	If you want to remove the restrictions from a function, to make that function fully allowed:

Select the function under Restricted by clicking on it. If you want to select more than one function at a time, you can use these shortcuts:

- Shift-Click – If you click one function and move the cursor to another function, and then press the SHIFT key and click, you can select ALL functions from the first to the second.
- CTRL-Click – If you press the CTRL key and click one function, you can select or unselect it.

Click the left arrow to move that function to the Allowed list.

Save/Add	Once all data for the new cardholder has been entered, click **Save/Add**.

After clicking **Save,** the "Operation Complete" message displays.

Delete	Click to delete the selected operator record.

⚠️ **CAUTION:** Use caution when deleting operators and passwords. Make sure you do not delete the last password that allows access to setup operators. This could prevent you from accessing vital features of the software.

Clear	At anytime click **Clear** to clear the Operator Type Name field and reset all Functions back to the Allowed list.

How to add an operator type

1. Start by clicking **Clear**.

2. Enter the **Operator Type Name** of up to 16 alphanumeric characters.

3. Enter the **Inactivity Time**.

4. Using the **Allowed** field, if desired restrict the functions that this operator type can perform.

5. Select the **Level of Restrictions**, No Access (the default) or Display Only.

6. Click **Save/Add**.

How to modify an operator type

1. Click the name for the **Operator Type** in the list that you wish to modify. A list of operator functions is listed under **Allowed**. The **Restricted** list on the right shows any restricted functions set for that Operator Type.

2. You can move functions to the **Allowed** or **Restricted** lists and set a new **Level of Restriction**.

3. Click **Save/Add**.

How to delete an operator type

1. Click the name for the Operator Type in the list that you wish to delete so that it is highlighted. The **Operator Type Name** displays.

2. Click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

   A message "Operation Complete" displays.

Time Schedule Page

The **Time Schedule** page allows you to configure time frames to link to functions within Topaz. For example, you can configure a Time Schedule to automatically lock, and unlock doors, mask alarms during business hours, or to turn on the parking lot lights.

To navigate to the **Time Schedule** page, from any Setup page click the **Time Schedule** tab button at the top of the page, or from the main Setup page click the **Time Schedules** button on the right side of the page. The following page displays.

Figure 130.Time Schedules

The Time Schedule page contains the following information:

Schedule Name	Enter up to 16 alphanumeric characters. For example, "07:00-16:00 M-F" (Military time, meaning that the time schedule covers from 7am to 4pm Monday through Friday) or "Work Hrs". Military time is sometimes referred to as a 24 hour clock shown in the chart below. For example, 11:50pm would be 23:50
Schedules	You can select a currently configured Time Schedule from the Schedules list. By clicking on a Time Schedule in the list you can see the start and stop time, days of the week, and holiday type for which it is set. You can also use this selection to pick an existing Time Schedule that is similar to one you want to add, then change its Schedule Name and other fields.
	Note: A maximum of 127 Time Schedules may be configured on the Topaz System.
Start Time	Select the time frames that the schedule covers, by clicking on the down arrow to the right of the first field selection (the hour). Then click the number of the start hour from the drop-down list 1-23. Select the minutes (00-59) the same way.
Stop Time	Set the ending time for the schedule.

Active on Days	Select the days of the week that the schedule is active. Do this by clicking each box to add a check mark for each day of the week you want the schedule to be active.

> **Note:** You may need to use more than one setting of Start Time, Stop Time, and Active on Days for shifts that occur over midnight or over time schedules. For example, if you are configuring the times for a shift that works from 10pm to 6am, you will have to set two time segments. The first should be for 10pm to midnight (22:00 - 23:59) Sunday through Thursday and the second one for midnight to 6am (00:00 - 06:00) Monday through Friday.

> **Note:** A maximum of 8 time segments can be configured for one Time Schedule.

Holiday	Select if the schedule is used on a holiday. Select Holiday 1 and/or 2. For more information on holidays, see *Holidays Page* on page 192.
Save/Add	Once all data for the new cardholder has been entered, click **Save/Add**.
	After clicking **Save** the "Operation Complete" message displays.

How to add a new time schedule

1. Enter a **Schedule Name.** For example, "07:00-16:00 M-F" (Military time, meaning that the time schedule covers from 7am to 4pm Monday through Friday) or "Work Hrs". Military time is sometimes referred to as a 24 hour clock shown in the chart below. For example, 11:50pm would be 23:50.

AM	24 Hour	PM	24 Hour
1am	1:00 Hrs.	1pm	13:00 Hrs.
2am	2:00 Hrs.	2pm	14:00 Hrs.
3am	3:00 Hrs.	3pm	15:00 Hrs.
4am	4:00 Hrs.	4pm	16:00 Hrs.
5am	5:00 Hrs.	5pm	17:00 Hrs.
6am	6:00 Hrs.	6pm	18:00 Hrs.
7am	7:00 Hrs.	7pm	19:00 Hrs.
8am	8:00 Hrs.	8pm	20:00 Hrs.
9am	9:00 Hrs.	9pm	21:00 Hrs.
10am	10:00 Hrs.	10pm	22:00 Hrs.
11am	11:00 Hrs.	11pm	23:00 Hrs.
Noon	12:00 Hrs.	Midnight	00:00 Hrs.

   You can also select an existing Time Schedule that is similar to one you want to add, then change its Schedule Name and other fields.

2. Select a Start Time, Stop Time, and the days of the week that the schedule is active.

3. If you need additional time segments in this schedule, you can define them in the additional rows below. For example, you may want the schedule to be active 07:00-16:00 (7am – 4pm) Monday - Friday and on Saturday from 10:00-15:00 (22:00 – 17:00). Do this in the second set

of schedule parameters. A maximum of 8 time segments can be configured for one Time Schedule.

4. When all fields have been set correctly, click **Save/Add**. A message "Operation Complete" displays.

How to modify a time schedule

1. Select the Time Schedule to be modified by clicking on the Schedule Name list. Once highlighted in the list, you can see the times and days it is set for.

2. The name that was selected above under **Schedules** displays in this field. Make desired changes to the name, times and/or days of the week.

3. After making all desired modifications to the Time Schedule, click **Save/Add**. A message "Operation Complete" displays.

Security Area Page

The **Security Area** 'page allows you to add a new security area or modify or delete an existing one.

To navigate to the **Security Area** page, from any Setup page click the **Security Area** tab button at the top of the window, or from the main Setup page click the **Security Areas** button on the right side of the page. The following page displays.

Figure 131.Security Area

The Security Area page contains the following information:

Security Areas	A list of all configured security areas.
Security Area Description	Enter up to 80 alphanumeric characters for the description of the security area being configured.
Security Area Name	Enter up to 12 alphanumeric characters for the name for the security area being configured. This is the name that assigned to devices that are associated with the area.
Dial Up Panel Name	If the Security Area is associated with devices connected to an ACU panel that communicates through Dialup, then select the panel name from the drop-down list.
	Note: Click the link arrow to set up additional Dial-up Panels. When setup has been completed, close the window by clicking **Save** and continue working in Security Area setups.
APB Control in Area	If the area is controlled by Anti-Passback, then select APB Control in Area by clicking the box to the right.
	Unchecked – Default. This Security Area does not use Anti-Passback.
	Checked - This Security Area responds to APB violations with an alarm event. If checked, you are presented with the choice for Timed Delay for Reentry (in minutes).
	For more information on Anti-Passback, see *Appendix C, Anti-Passback*.
Time Delay for Re-entry	For Time Delay for Re-entry, if Anti-Passback is being used in the security area, then you can select the delay in minutes before the cardholder is allowed to access the area again after access has been granted. The minutes must be positive whole numbers, not decimals.
	This is used to discourage passing a card back to another person to follow you into a security area with only one reader, such as a parking lot or turnstile. Once a card is used on an entry reader, any attempt to use the same card on any other entry reader assigned to the same area before that time expires generates an APB violation alarm and access is denied until the total time has expired.
	There are two ways to reset the delay time for a given reader:
	• If the card is used at another reader outside that area.
	• If the time delay expires.
	For more information on Anti-Passback, see *Appendix C, Anti-Passback*.
Keypad Masking Allowed	Select this option if you want the cardholder to be allowed to mask alarms. Masking means that alarms for that area are turned off.
	For more information, see *How to use keypad masking* on page 171.
Delay for Securing Area	If the Security Area uses the Delayed Alarm Reporting and Masking option, select the number of seconds that the alarms should wait before reporting the alarm state. This allows time for the authorized cardholder to mask the alarms.
Save/Add	Once all the data for the new cardholder has been entered, click **Save/Add**.
	After clicking **Save** the "Operation Complete" message displays.
Delete	After selecting the Security Area to delete, click Delete to remove the record from the database.
	⚠️ **CAUTION:** Before deleting a security area, remove the area from all cardholders and move all alarms and readers from the area to be deleted.
Clear	At any point if you wish to clear out all entered information, click **Clear** to reset all fields.

How to add a new security area

1. Start by clicking **Clear**. All fields reset and allow adding of the new area.

2. Enter the Security Area Name and Security Area Description

3. If the Security Area is associated with devices connected to an ACU panel that communicates through Dialup, select a Dial-up Panel Name.

4. If the area is controlled by Anti-Passback, select **APB Control in Area** and **Time Delay for Re-entry**.

5. Select **Keypad Masking Allowed** if you want the cardholder to be allowed to mask alarms. Masking means that alarms for that area are turned off.

6. If the Security Area uses using the Delayed Alarm Reporting and Masking option, select the number of seconds that the alarms should wait before reporting the alarm state. This allows time for the authorized cardholder to mask the alarms.

7. Once all information has been added to the Security Areas page, click **Save**. A message "Operation Complete" displays.

How to modify an existing security area

1. From the Security Area list scroll through and select the Security Area to modify by clicking on the area name to be modified. After a name is selected, the current configuration displays in the fields on the page.

2. Make any desired changes to the rest of the fields.

3. Click **Save**.

How to delete a security area

⚠ **CAUTION:** Before deleting a security area, remove the area from all cardholders and move all alarms and readers from the area to be deleted.

1. From the Security Areas list select the Security Area to delete by clicking on the name. After a name is selected (highlighted), the current configuration displays in the other fields on the page.

2. After checking to making sure the correct area is selected click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

   A message "Operation Complete" displays.

How to use keypad masking

Configuration

Keypad Masking requires three conditions to be set, <u>in the following order</u>:

1. Under **Setup – Security Areas**, click the area name under Security Areas, to place the name under Security Area Name. Then select the check box next to Keypad Masking Allowed.

2. To mask any alarms, the cardholder must first be allowed access into that Security Area. Under **Cards – Access**, select the cardholder, then the area under Available Security Areas and move that area to the Selected Security Areas column.

3. The cardholder must have that Masking Security area selected. Under **Cards – Masking**, move the area from Available Masking Areas to Selected Masking Areas.

4. Click **Save**.

Operation

1. To <u>use the keypad to unsecure an area</u>, the cardholder must enter the PIN + 20 to mask the alarm. For example, if the PIN is 1023, the cardholder enters 1043 to mask that security area. The alarms will be turned off and the door will unlock.

   Note: No access is granted until the alarms are masked.
   If one cardholder unmasks the alarms, anyone with access to that area can enter. The alarm will be off.

2. To <u>secure the area</u>, the cardholder must enter the PIN + 10 to unmask the alarm. For example, if the PIN is 1023, the cardholder enters 1033 to unmask that security area. The alarms will then be set (on).

Access Group Page

The **Access Group** page allows you to add one or more Security Areas to an Access Group and define the Time Schedule to each area.

To navigate to the **Access Group** page, from any Setup page click the **Access Grp.** tab button at the top of the page, or from the main Setup Page click the **Access Groups** button on the right side of the screen. The following page displays.

Figure 132.Access Group
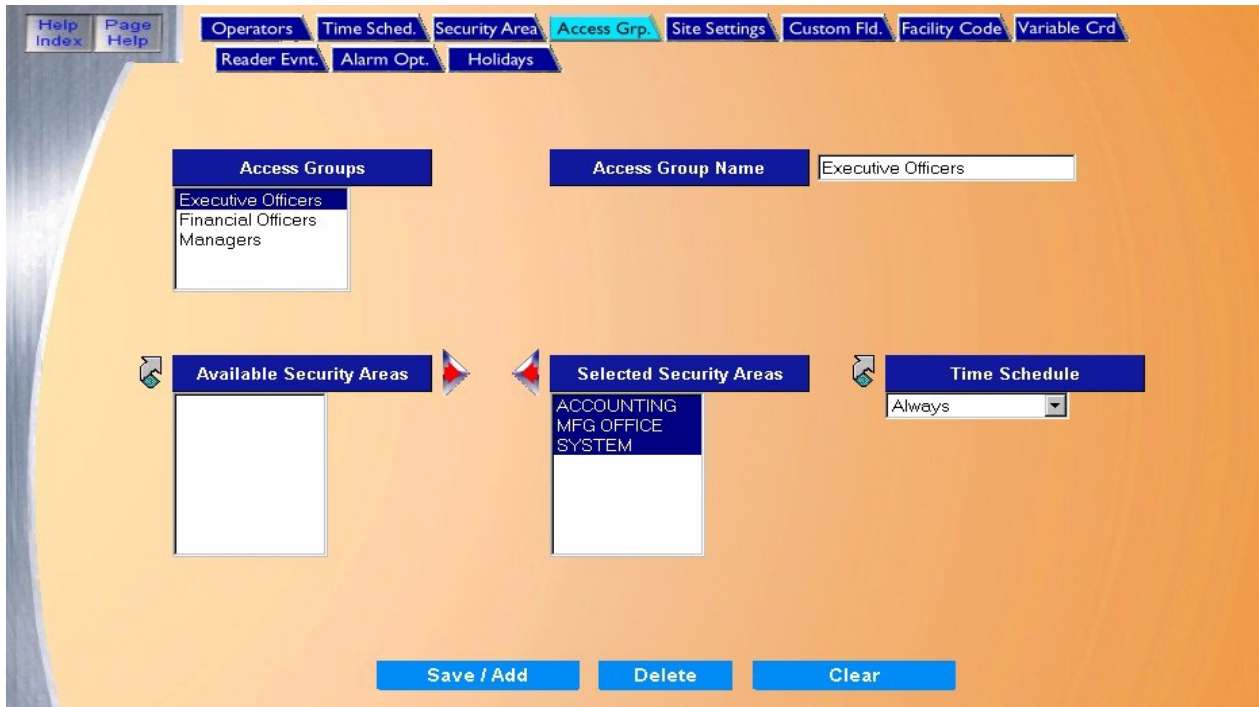
The Access Group page contains the following information:

Access Groups	A list of all configured access groups.
Access Group Name	Enter up to 28 alphanumeric characters for the description of the access group being configured.
Available Security Areas	A list of Security Areas that are available for selection. Select a Security Area to add to the access group by scrolling through the list and clicking on the name of the area so it is highlighted.
Selected Security Areas	A list of Security Areas that have been selected for the access group.
Time Schedule	A drop-down list of pre-configured time schedules to choose from. The default Time Schedule for all areas selected is Always.
	Note: Click the link arrow to set up a additional Time Schedules. When setup has been completed, close the window by clicking **Save**.

Save/Add   Once all data for the new cardholder has been entered, click **Save/Add**.

After clicking **Save** one of the following messages appears.
- If "Operation Complete" is displayed, then no further changes are needed
- If "Duplicate Record" is displayed, then the Access Group Name has been repeated. Use a new name and try saving again.
- If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try saving again.

Delete   After selecting the Access Group to delete, click **Delete** to remove the record from the database.

⚠ **CAUTION:** DO NOT delete an Access Group until all cardholders have been deleted from the group.

Clear   At any point if you wish to clear out all entered information and start over, click **Clear**.

⚠ **CAUTION:** Clicking **Clear** before clicking **Save** deletes newly entered data.

How to add a new access group

1. Start by clicking **Clear** to clear all fields.

2. Enter the **Access Group Name** of up to 28 alphanumeric characters.

3. In the **Available Security Areas** list, select a Security Area to add to the group by scrolling through the list and clicking on the name of the area so it is highlighted.

4. Click the right arrow to move the Security Area to the **Selected Security Areas** list. Repeat the above steps until all desired areas have been added to the **Selected Security Areas** list. If you move the wrong security area, you can move it back by clicking on the left arrow.

5. If desired, select a **Time Schedule** for any given Security Area.

6. Once all Access Group data has been entered, click **Save/Add**.

How to modify an access group

1. Select the access group to modify by scrolling through the **Access Groups** list and click the name of the access group. Once the name of the Access Group to modify is highlighted, the security areas assigned to the selected access group are listed in the Selected Security Areas list.

2. If you want to rename an Access Group:

   a. Select the access group to rename by scrolling through the Access Group list and click the name of the access group.

   b. Make the required changes to the name in the Access Group Name field.

3. If you want to add or remove a Security Area in an Access Group:

   a. **Add** another area by selecting the security area name in the Available Security Areas list and click the right arrow to move the area to the Selected Security Area list.

   b. **Remove** an area from the list by clicking on the area in the Selected Security Areas list then click the left arrow to move the area out of the selected area list.

4. If you want to modify the Time Schedule For Security Areas:

a. Click the security area name to modify under Selected Security Areas.

b. Then select the new Time Schedule from the drop-down list and click the desired time schedule.

5. Once all changes have been made to the Access Group, click **Save/Add**.

How to delete an access group

⚠️ **CAUTION:** DO NOT delete an Access Group until all cardholders have been deleted from the group.

1. Select the access group to delete by scrolling through the Access Group list and click the name of the access group to delete.

2. Once the name of the access group to delete is highlighted, click **Delete**.

3. After clicking **Delete** the message "Are you sure you want to delete this record?" appears. Click **OK** to continue.

4. The Access Group name is removed from the list.

    The message "Operation Complete" should display and the Access Group name is removed from the list.

Site Settings Page

The **Site Settings** page allows you to configure various settings applicable to your site.

To navigate to the **Site Settings** page, from any Setup page click the **Site Settings** tab button at the top of the window, or from the main Setup Page click the **Site Settings** button on the right side of the screen. The following page displays.

Figure 133.Site Settings

The Site Settings page contains the following information:

Grant Access on Duress   The default is no selection, meaning no access is granted if the cardholder generates a Duress alarm with the PIN. A cardholder uses the Duress feature by swiping the card (which tells the system the card number) and then enters the PIN number with five added to it. For example, if the PIN is 1234, the Duress PIN would be 1239.

If you wish to allow access when the cardholder causes a Duress Alarm (providing the cardholder would normally be authorized access to the area), then click the box next to the selection, to place an X in it.

For more information, see *Duress* on page 391.

Invalid PIN Attempts Before Alarm   Set the number of times (1 through 9) a cardholder may enter the wrong PIN before the alarm "ACCESS DENIED - WRONG KEYPAD - TOO MANY ATTEMPTS" is generated. The default for this field is 3.

Note: The system is set to generate an alarm every time a wrong PIN is entered. If you do not want an alarm for each wrong PIN, modify a different alarm on the Reader Events page (see page page 187). Select "ACCESS DENIED - WRONG KEYPAD" and in the field beside Acknowledgment select "NO".

# of Invalid PIN Attempts Before Card Deactivation	Set the number of times a cardholder may enter the wrong PIN before their card is deactivated. The default is Disabled and the possible selections are 1 through 9 times.
	Note: If a card has been deactivated, before it can be activated again, you must change the deactivation date in the cardholder record to make the card valid again.
Event Report Card Name With	• None (default) • Employee Number - Anytime the cardholder name is displayed or printed, the Employee Number accompanies it. • Card Number - Anytime the cardholder name is displayed or printed, the Card Number accompanies it.
Encode Card Format	This optional field defines the format the photo printer uses to encode the cards during printing. Options are None, or Format 1 through Format 15. For more information, see the section *Variable Card Page* on page 180.
	Note: The printer being used must support this feature.
Skip Command Confirmations	The default is to have command executions confirmed with the message "Operation Complete" after execution. You must click **OK** to continue. If you <u>do not</u> want command confirmations displayed, click the white box next to the selection, to place an X in it.
Priority 1 is Highest Priority Alarm	This setting enables 1 to be the highest priority alarm. It then displays at the top of the Alarm Queue window regardless of when it was received. When unchecked "16" is the highest priority alarm and displays at the top of the Alarm Queue.
	Note: The default for this field is unchecked (16 is the highest priority). This should be kept in mind when assigning priorities to alarm points. See *Priority* on page 246.
Anti-Passback	Set this to Enabled if Anti-Passback is used by Topaz. • Disabled - Default. The Anti-Passback feature is not used. • Enabled - The Anti-Passback feature is used and you are presented with the choice for Grant Access on APB Violation. For more information on Anti-Passback, see*Appendix C, Anti-Passback*.
Grant Access on APB Violation	This field is only accessible if you select Enabled for the Anti-Passback field. • Unchecked - Any card swipe that activates an APB violation results in the cardholder being denied access and triggers an alarm APB violation event. The alarm event notifies the security operator, who may want to send somebody to that security area. • Checked - Any card swipe that activates an APB violation results in the cardholder being allowed access and triggers an APB violation event. This is not normally used, but may be helpful for testing Topaz. For more information on Anti-Passback, see*Appendix C, Anti-Passback*.
Date Format	You can choose from one of two formats for the date: • Month, Day, Year (default) - The date displays in this format, for example, Jan 13, 2000. • Day, Month, Year - The date displays in this format, for example, 13 Jan 2000. Select one of the above date formats by clicking on the white circle next to the selection, to place a black dot in it.
Save	Once all changes have been made to the Site Settings page, click **Save**. After clicking **Save**, the "Operation Complete" messages displays.

Custom Fields Page

The **Custom Fields** page allow you to custom design 11 fields for any data field needed on a cardholder, in addition to the default fields in the cardholder database. For example, you can add Address, Emergency Notification, etc.

To navigate to the **Custom Fields** page, from any Setup page, click the **Custom Fld.** tab button at the top of the window, or from the main Setup Page click the **Custom Cardholder Field** button on the right side of the screen. The following page displays.

Figure 134.Custom Fields

The Custom Field page contains the following information:

Custom Cardholder Field 1 through 11 Name	This page allows you to customize the label/name of these fields as they appear in the cardholder database. When deciding which label to use for each Custom Field, remember the maximum size allowed in each field as shown below.
	• User Field 1 - 4 can contain a maximum of 24 alphanumeric characters.
	• User Field 5 - 7 can contain a maximum of 16 alphanumeric characters.
	• User Field 8 - 11 can contain a maximum of 12 alphanumeric characters.
	Once the new label/name has been entered on this page, the cardholder information which fits the custom field, can be entered on the *Custom Fields Page* on page 69.
Save	Click **Save** to save the custom field to the cardholder database. A message "Operation Complete" displays.
Clear	At any point if you wish to Clear out all entered information and start over, click Clear.
	Note: If **Clear** is clicked before you click **Save**, any changes to fields or are lost. Click another page button and then back on Custom Fld. This redisplays the original field names that were saved.

How to add a custom field

1. You add a field by entering the name (up to 12 alphanumeric characters) in one of the available blank fields on this page.

2. Click **Save**. A message "Operation Complete" displays and new names appear in the Cardholder page as new field names.

How to modify a custom field

1. You modify an existing name by changing the text in the field (up to 12 alphanumeric characters).

2. Once the text in the fields appears as desired, click **Save**.

   A message "Operation Complete" displays and any new names now appear in the Cardholder page as new field names.

⚠ **CAUTION:** You may rename a field at anytime, but the data already entered <u>will not</u> move with the field name. For example, if a field is named *Address* and you have entered address information into that field in the Cardholder page and then rename the field to *License Number*. The address information will still reside under the same field now with the new name of *License Number*.

How to delete custom fields

You cannot delete the custom field label/name. All you can do is change the names of those fields. Any information entered on a cardholder screen for a given custom field is stored in that field permanently, or until you erase the information on a cardholder screen.

Facility Code Page

The **Facility Code** page allows you to enter as many as 16 Facility/Company Codes for different sets of cards. The Company Code and Facility Code are a set of numbers encoded into the access card that the system uses to identify which site the cardholder is from. When you purchase cards, you receive a particular company code for the set. When you purchase additional sets of cards, it is almost certain that the cards (unless you special order them) have a different company code. You configure a new facility and company code for the new set of cards.

To navigate to the **Facility Code** page, from any Setup page click the **Facility Code** tab button at the top of the window, or from the main Setup page click the **Facility Code** button on the right side of the page. The following page displays.

Figure 135.Facility Code

The Facility Code page contains the following information:

Facility Code Name	Enter up to 15 alphanumeric characters for the name of the card set. The Company and Facility Code numbers can also be used as the name.
Company Code	Enter up to 4 digits for the Company Code. For 26 bit card format, the facility code must be entered into the Company Code field and the facility code field is set to 0.
Facility Code	Enter up to 4 digits for the Facility Code.

⚠️ **CAUTION:** The Company Code and Facility Code must match the numbers encoded on the access cards. or the cards will not work properly.

Note: The Facility Code on HID cards is the equivalent of the Company Code in Topaz. For example, if the HID facility code is 112, you would enter 112 in Company Code and 0 in Facility Code.

Save	Once all changes have been made to the Facility Codes page, click **Save**. After clicking **Save**, the "Operation Complete" messages displays.

Variable Card Page

The **Variable Card Page** allows you to configure the system to accept card formats other than the pre-defined standard formats normally supported. This provides wider flexibility in the use of existing cards.

Custom Card Formats are used when upgrading readers without having to change the existing card technology at a site. By entering the bit location and length in each of the code fields, a card format is created that is then assigned to one or more readers. You can define up to 15 Wiegand and 15 Mag Stripe Card custom formats.

To navigate to the **Variable Card** page, from any Setup page click the **Variable Crd** tab button at the top of the window, or from the main Setup page click the **Variable Card Format** button on the right side of the page. The following page displays.

The Variable Card page contains the following information:

Wiegand Card Format #	Cards with the Wiegand Card Format are usually ordered pre-coded with information (company code, facility code, and card number). Most Topaz installations do not require a format change. If you do wish to change the format you are using, you can do so with this screen. See *How to add a card format* on page 182.
	Wiegand Card Formats are defined in terms of bits (a bit is either zero or one)
Card Length	Select from 1 to 63 bits for the Card Length. Most Topaz installations use a 37-bit format. Another popular Wiegand Card Format is a 26-bit format.
No Parity	The default is to use parity. You may turn parity off by selecting No Parity, to place a check mark in the box.
Company Code	• Start - Select the location of the first bit for the Company Code as the Start value. For the normal Topaz installation, the Start value is 2, meaning the Company Code starts in the second bit in the string of bits. For a Start value, select from 1-64 bits.
• Length - The Length is the number of bits to use for the Company Code. For a length, select a value from 0-16 bits.

Facility Code	• Start - Select the location of the first bit for the Facility Code as the Start value. For a Start value, select from 1-64 bits.
	• Length - The Length is the number of bits to use for the Facility Code. For a length, select a value from 0-16 bits.
Card Number	• Start - Select the location of the first bit for the Card Number as the Start value. For a Start value, select from 1-64 bits.
	• Length - The Length is the number of bits to use for the Card Number. For a length, select a value from 0-36 bits.
Issue Code	The Issue Code is not used in the Wiegand format unless you have the ability to encode your own cards. The Issue Code is normally 1 digit.
	• Start - Select the location of the first bit for the Issue Code as the Start value. For a Start value, select from 1-64 bits.
	• Length - The Length is the number of bits to use for the Issue Code. For a length, select a value from 0-8 bits.
Mag Stripe Card Format #	Unlike a Wiegand Card Format, which cannot be changed for a given card, Mag Stripe Cards can have their data changed. However, this requires the use of special equipment, which may or may not have been part of your site's installation of Topaz.
	Whereas Wiegand cards are formatted in bits, Mag Stripe cards are formatted in digits (0 through 9).
Card Length	Select from 1 to 40 bits for the Card Length. Most Topaz installations use a 3-2-6-1 format and use 14 digits. Another Mag Stripe Card Format is the 4-4-10-2 format, which uses 22 digits. In both formats, the first and last digits are used as a Begin digit (B) and a Finish digit (F). B is the Start digit and F is the Stop digit.
Company Code	• Start - Select the location of the first bit for the Company Code as the Start value. For a Start value, select from 2-40 bits.
	• Length - The Length is the number of digits to use for the Company Code. For a length, select a value from 0-4 digits.
	• Field Separator - Most cards do not use a Field Separator. It is most commonly used when compatibility is required with Time and Attendance programs and other systems. When you select a Field Separator, Topaz uses the letter D. If you want to use a Field Separator, click the box to the right of the field. Topaz ignores the Field Separator digit in counting where data fields start.
Facility Code	• Start - Select the location of the first bit for the Facility Code as the Start value. For a Start value, select from 2-40 bits.
	• Length - The Length is the number of digits to use for the Facility Code. For a length, select a value from 0-10 digits.
	• Field Separator - Most cards do not use a Field Separator. It is most commonly used when compatibility is required with Time and Attendance programs and other systems. When you select a Field Separator, Topaz uses the letter D. If you want to use a Field Separator, click the box to the right of the field. Topaz ignores the Field Separator digit in counting where data fields start.
Card Number	• Start - Select the location of the first bit for the Card Number as the Start value. For a Start value, select from 2-40 bits.
	• Length - The Length is the number of digits to use for the Card Number. For a length, select a value from 0-16 digits.
	• Field Separator - Most cards do not use a Field Separator. It is most commonly used when compatibility is required with Time and Attendance programs and other systems. When you select a Field Separator, Topaz uses the letter D. If you want to use a Field Separator, click the box to the right of the field. Topaz ignores the Field Separator digit in counting where data fields start.

Issue Code   The Issue Code is normally 1 digit and is set to 1. You can use an Issue Code for replaced cards,
                            etc.
                            • Start - Select the location of the first bit for the Issue Code as the Start value. For a Start
                              value, select from 2-40 bits.
                            • Length - The Length is the number of digits to use for the Issue Code. For a length, select a
                              value from 0-2 digits.
                            • Field Separator - Most cards do not use a Field Separator. It is most commonly used when
                              compatibility is required with Time and Attendance programs and other systems. When you
                              select a Field Separator, Topaz uses the letter D. If you want to use a Field Separator, click
                              the box to the right of the field. Topaz ignores the Field Separator digit in counting where
                              data fields start.

Save   Once all changes have been made to the Variable Card page, click **Save**.

                            After clicking **Save**, the "Operation Complete" messages displays.

Clear   At any point if you wish to clear out all entered information and start over, click **Clear**.

How to add a card format

Wiegand Card Formats

Cards with the **Wiegand Card Format** are usually ordered pre-coded with information (company
code, facility code, and card number). Most Topaz installations do not require a format change. If you
do wish to change the format you are using, you can do so with this screen.

Wiegand Card Formats are defined in terms of bits (a bit is either zero or one).

To add a Wiegand Card Format:

1. Select from the drop-down list of **Wiegand Card Format #**s. Once a record is selected, the
   screen displays the remaining fields for this format.

2. Select the **Card Length**.

3. If desired, you may turn parity off by selecting **No Parity**.

4. Select the **Start** value and **Length** for the Company Code, Facility Code, and the Card
   Number.

5. Click **Save**.

Table 8.   Example of a 26-bit Wiegand Card Format with no company or facility code

Field	Start	Length
Company Code	2	0
Facility Code	2	0
Card Number	10	16
Issue Code	2	0

Table 9.   Example of a 26-bit Wiegand Card Format with a company but no facility code

Field	Start	Length
Company Code	2	8
Facility Code	2	0
Card Number	10	16

Table 9.　Example of a 26-bit Wiegand Card Format with a company but no facility code

Field	Start	Length
Issue Code	2	0

Table 10. Example of a 34-bit Wiegand Card Format with no parity (Honeywell Standard)

Field	Start	Length
Company Code	2	0
Facility Code	2	16
Card Number	18	16
Issue Code	2	0

Table 11. Example of a 35-bit Wiegand Card Format with no parity (HID Corporate 1000)

Field	Start	Length
Company Code	3	12
Facility Code	2	0
Card Number	15	20
Issue Code	2	0

Table 12. Example of a 37-bit Wiegand Card Format with a company code and a facility code

Field	Start	Length
Company Code	5	10
Facility Code	15	6
Card Number	21	16
Issue Code	2	0

Mag Stripe Card Formats

Unlike a Wiegand Card Format, which cannot be changed for a given card, Mag Stripe Cards can have their data changed. However, this requires the use of special equipment, which may or may not have been part of your site's installation of Topaz.

Whereas Wiegand cards are formatted in bits, Mag Stripe cards are formatted in digits (0 through 9).

To add a Mag Stripe Card Format:

1. Select the **Card Length**.

2. Select the **Start** value and **Length** for the Company Code, Facility Code, Issue Code, and the Card Number.

3. Most cards do not use a **Field Separator**. It is most commonly used when compatibility is required with Time and Attendance programs and other systems. When you select a **Field Separator**, Topaz uses the letter D. If you want to use a **Field Separator**, click the box to the right of the field. Topaz ignores the Field Separator digit in counting where data fields start. See the example below.

4. Click **Save**.

Table 13. Example of a 14-digit Mag Stripe Card Format

Field	Start	Length
Company Code	2	3
Facility Code	5	2
Card Number	7	6
Issue Code	13	1

If a particular card had a Company Code of 3, a Facility Code of 2, and a Card Number of 12, the Mag Stripe Card would look like the example below. The B is the Begin (Start) digit and the F is the Finish (Stop) digit. Spaces are used to make the value below easier to read. The card has no spaces.

Table 14. Example

Description	Value
Example	B 003 02 000012 1 F

If this same example used field separators after each field, the card would look like this (ignore the spaces).

Table 15. Example with field separators

Description	Value
Example	B 003D 02D 000012D 1D F

How to modify a card format

1. First select the Card Format #.

2. When the fields display, make the changes you want.

3. Then click **Save**. A message "Operation Complete" displays.

Note: Make sure that you click **Save** for the card format you are modifying: Wiegand or Mag Stripe.

How to delete a card format

1. First select the Card Format #.

2. When the fields display, reset all values except the Card Format # to the default values.

3. Then click **Save**. A message "Operation Complete" displays.

Card format questionnaire

If the card format cannot be determined, please fill out the form on the next page and send it to the address specified at the bottom of the form.

UTC Fire & Security

A United Technologies Company

Access Card Test Request

Log #_____

Dealer:_____Date:_____

Street: _____

City:_____State:_____Zip Code:_____

Salesperson:_____Fax:_____

Phone:_____Ext:_____Email: _____

End User:_____

Street: _____

City:_____State:_____Zip Code:_____

Card Information - **Please provide as much information as possible.**

Use back of form for any additional information. UTC Fire & Security is testing the card samples/ readers based upon the information submitted. While we will do our best to provide a solution. It is not possible to guarantee all cards in the prospective database will be compatible.

Number of Cards Sent (minimum of three):_____Return Cards?* Yes__No__

*Our normal policy is to archive cards for future reference unless otherwise instructed.

Current Access control System: _____

System Requirement: S10__Sapphire/Sapphire Pro__ D2__ Diamond__ Photobadging__ Topaz__

Card Technology: (circle all that apply)

Mag Stripe Track: One ___Two___Three___ Other_____ Encoder _____

Bar Code Format (symbology type):_____ Reader Make/Model _____

Wiegand

Prox Type: HID___Indala____ Cotag___ Keri___ Smartcard ___Other _____

Barium Ferrite____ Cardkey____ Casi-Rusco____ Proprietary:_____

Other _____

Total Number of Bits/Digit on Card:_____Field Separators? _____

Is Encoded Card Number shown on card: Yes___ No___ Where?_____

Mail to: UTC Fire & Security - Card Testing (Sales Engineering)

791 Park of commerce Boulevard * Suite 100 * Boca Raton * Florida * 33487 * 561 - 998-6100

Reader Event Page

The **Reader Event** page allows you to select how events related to access attempts are handled. The selections determine the system's response to a denied or authorized access event. You can determine whether to Acknowledge, Display, or Print each of the possible access attempts.

For a list of reader events, see *Appendix A, Access Code Definitions*.

To navigate to the **Reader Event** page, from any Setup page click the **Reader Evnt.** tab button at the top of the window, or from the main Setup page click the **Reader Event** button on the right side of the page. The following page displays.

Figure 136.Reader Event

The Reader Event page contains the following information:

Event Name	A list of all denied or authorized access event defined in the system. For a complete listing, see *Appendix A, Access Code Definitions*
Acknowledge	Select Yes/No if the operator should or should not be required to acknowledge the event when it occurs.
Display	Select Yes/No if the workstation should or should not display the access event when it occurs.
Print	Select Yes/No if the events printer should or should not print the access event when it occurs.
Auto Acknowledge	If the Auto Acknowledge field is set to Yes, the reader event is displayed in the alarm queue window and does not require any action by the operator. It clears after a period of time.
	Note: The Auto Acknowledge field is not affected by the Acknowledge field.
Save	Once all changes have been made to the Reader Event page, click **Save**.
	After clicking **Save**, the "Operation Complete" messages displays.
Clear	At any point if you wish to clear out all entered information and start over, click **Clear**.

How to configure reader events

1. Select from the list of **Event Names** by scrolling through the list and clicking on the name of the event to be configured.

2. Select Yes/No for the following settings:

    • Acknowledge
    • Display
    • Print
    • Auto Acknowledge

3. After all events have been set up, click **Save**. After clicking **Save** the message "Operation Complete" displays.

Alarm Options

The **Alarm Options** setup has two sub-pages that allow you to add Alarm Instructions and define alarm catagories.

Alarm Instruction Page on page 189

Alarm Categories Page on page 191

To navigate to the **Alarm Options** pages from any setup page, click the **Alarm Opt.** tab button at the top of the window, or from the main Setup page click the **Alarm Options** button on the right side of the page. The following page displays.

Figure 137.Alarm Options

The sub-pages are covered in detail on the following pages.

Alarm Instruction Page

The **Alarm Instruction** page allows you to add unique instruction messages to be displayed to the operator when an event occurs.

To navigate to the **Alarm Instruction** page from any setup page, click the **Alarm Opt.** tab button at the top of the window, or from the main Setup page click the **Alarm Options** button on the right side of the page. Then click the **Instructions** tab button and the following page displays.

Figure 138.Alarm Options: Instructions

The Instructions page contains the following information:

Alarm Instruction Name	Enter up to 16 alphanumeric characters for the Alarm Instruction Name.
Alarm Instruction Names	A list of previously defined Alarm Instructions.
Alarm Message Text	Enter up to 495 alphanumeric characters for Alarm Message Text.
Save/Add	Once all changes have been made to the instruction message, click **Save**.
	After clicking Save, the Operation Complete messages displays.
Delete	Click to delete the selected Alarm Instruction from the database.
Clear	At any point if you wish to Clear out all entered information and start over, click Clear.

⚠️ **CAUTION:** Clicking **Clear** before clicking **Save** deletes newly entered data.

How to add an instruction message

1. Start by clicking **Clear** to clear all fields for data entry.

2. Enter the **Alarm Instruction Name**.

3. Enter the **Alarm Message Text**.

4. Click **Save/Add** to save the new instruction message.

   A message "Operation Complete" displays.

How to modify an instruction message

1. Start by selecting the Alarm Instruction Message to be modified by clicking on the name listed in the Alarm Instruction Names list.

2. After making changes to the Message text, click **Save/Add**.

   A message "Operation Complete" displays.

How to delete an instruction message

1. Start by selecting the Alarm Instruction Message to be deleted by clicking on the name listed in the Alarm Instruction Name list.

2. After making sure the correct message to be deleted is selected (highlighted), click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

   A message "Operation Complete" displays.

Alarm Categories Page

The **Alarm Categories** page allows you to group alarm events by name. The System comes with 16 generic alarm categories. The alarm categories appear in event reports and classify alarm events. You can change any alarm category designation (defaults are shown below) to a description that is better suited to your facility or application.

It is helpful to group alarms points into categories like "Intrusion Alarm" or "Maintenance Alarm", so they can be recalled from history by that group, etc.

To navigate the **Alarm Categories** page from any setup page, click the **Alarm Opt.** tab button at the top of the window, or from the main Setup page click the **Alarm Options** button on the right side of the page. Then click the **Categories** tab button and the following page displays.

Figure 139.Alarm Options: Categories

The Categories page contains the following system default categories:

1	Door Contact	5	System Tamper	9	User Category 3	13	User Category 7
2	System Input	6	Device Offline	10	User Category 4	14	User Category 8
3	Forced Open	7	User Category 1	11	User Category 5	15	User Category 9
4	Held Open	8	User Category 2	12	User Category 6	16	User Category 10

You can make any changes desired to the category names and click **Save**.

A message "Operation Complete" displays.

⚠️ **CAUTION:** Clicking **Clear** before clicking **Save** will delete all category names!

Holidays Page

The **Holidays** page allows you to predefine up to 32 Holidays to be used with Time Schedules to authorize access, control alarms, and output relays. Holidays are normally used to make the date assigned behave like another day off, for example, a Saturday or Sunday. If no Holiday is assigned for a given date, then the normal access rules apply for that date.

To navigate the **Holidays** page, from any Setup page click the **Holidays** tab button at the top of the window, or from the main Setup page click the **Holidays** button on the right side of the page. The following page displays.

Figure 140.Holidays

The Holidays page contains the following information:

Holidays	A list of all defined holidays.
Description	Enter the name of the holiday, up to 27 alphanumeric characters
Date	Select the Date for the holiday by clicking on the down arrow to the right of the fields and clicking on the desired date. A calendar is available by clicking the 📝 Calendar.
Holiday Type 1/2	Select <u>which</u> types of Holiday are active for a given date.
	• If a Holiday is defined <u>without</u> a Holiday Type, then the Holiday is like a regular day off, in other words, normal access schedules apply.
	• If it is defined <u>with</u> a Holiday Type, then access for that date acts according to the schedule set up for that type. For more information on setting up holidays, see *Time Schedule Page* on page 166.
Save/Add	Once all changes have been made to the Holidays page, click **Save**.
	After clicking **Save**, the "Operation Complete" messages displays.
Delete	Click to delete the selected holiday from the database.
Clear	At any point if you wish to clear out all entered information and start over, click **Clear**.

How to add a new holiday

1. Start by clicking **Clear** to clear all fields for data entry.

2. In the **Description** field enter the name of the holiday.

3. Select the **Date** for the holiday.

4. If access on this holiday is to follow a schedule other than the normal schedule, select a holiday type.

   Holiday Types are normally used for different countries where the date is treated differently. For example, some countries may have the Friday after the U.S. Thanksgiving as a day off, and access will be very limited. Other countries may treat it as a normal Friday to allow an overtime crew to work. Holiday types can also be used to allow a guard to get in a door through one reader for that day, but not through the other doors.

   Another example is to set Holiday Type 1 for hourly employees and Holiday Type 2 for salaried employees. Type 1 could have a holiday defined to deny access for hourly employees, but Type 2 would allow salaried employees access to work on that holiday.

5. After adding data to the fields click **Save/Add**.

   A message "Operation Complete" displays.

How to modify a holiday

1. Select the Holiday to be modified from the Holidays list by clicking on the name to highlight it.

2. After making all required modifications to the Holiday, click **Save/Add**.

   A message "Operation Complete" displays.

How to delete a holiday

1. Select the Holiday to be deleted from the Holiday list by clicking on the name so it is highlighted.

2. Click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

   A message "Operation Complete" displays.

Chapter 9 Hardware

This chapter includes information on how to set up and configure hardware connected to the Topaz system.

In this chapter:

Overview

The Hardware pages allow you to setup and configure hardware connected to the System.

To navigate to the Hardware pages, click the **Hardware** button in the Main navigation button window on the left side of the screen. The following page displays.

Figure 141.Hardware
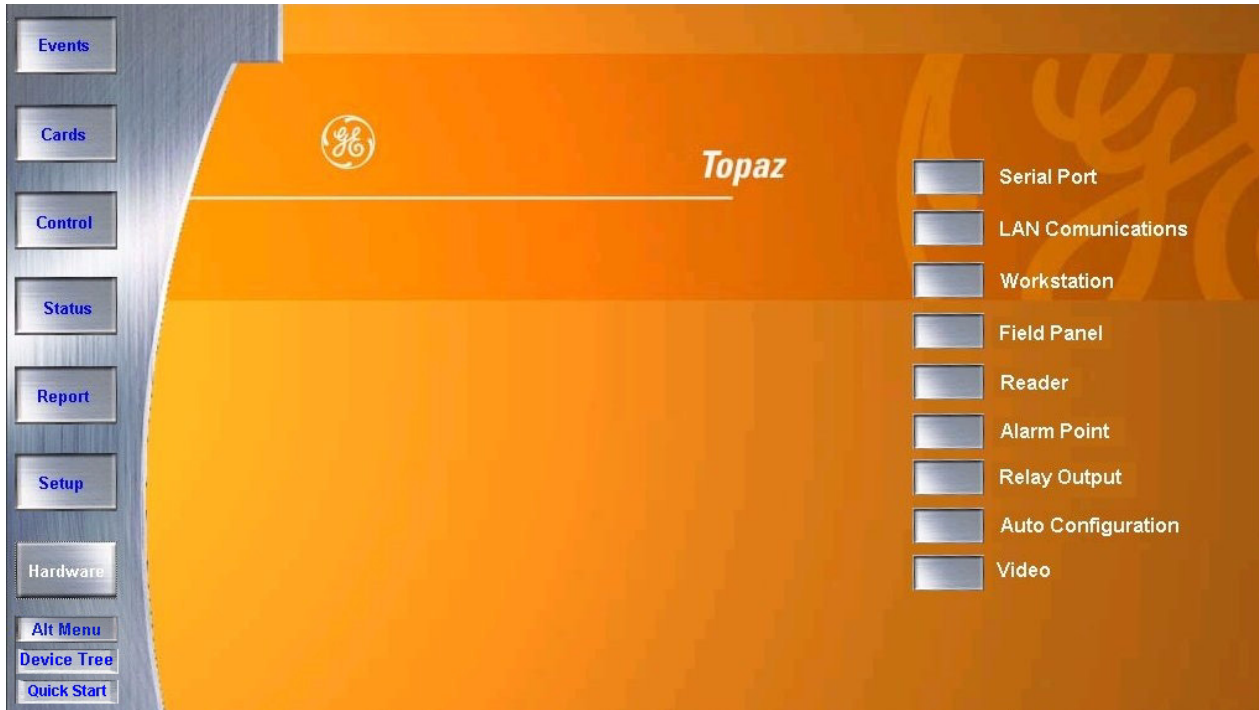
To access one of the options in the Hardware pages, click the [button] button next to the option.

Serial Port

The Serial Port page is used to setup or modify settings of the PC Workstation's serial communication ports. Configuration includes if the port is active or not, communication baud rate (speed), etc.

To navigate to the Serial Port page from any Hardware page, click the **Serial Port** tab button at the top of the window, or from the main Hardware page click the **Serial Port** button on the right side of the page. The following page displays.

Figure 142.Serial Port

The Serial Port page contains the following information:

Serial Ports	From the list select the serial port to configure or modify by clicking on the port in the Serial Ports window at the top right side of the page. Topaz supports up to five serial ports.
Serial Port Name	This field is display-only to show the name of the currently selected port.
Active	If the port is going to be used to actively communicate to field hardware it must be selected by clicking the box to the right to place a check mark in the box.
Baud Rate	From the drop-down list select the baud rate that the equipment connected to the serial port communicates at. The possible selections are: 300, 600, 1200, 2400, 9600, and 19200.
Parity	From the drop-down list select the parity for the equipment that is connected to the serial port. The possible selections are: Even, None, and Odd.

Port Connection Device	From the drop-down list select the type of device that connected to the port. The list of equipment selection is as follows

    • SCP Device

    • SCP Dial-up

    • Video Switcher - If this device is selected, the Video Switcher Type field is active allowing a selection of a brand of switcher.

Note: You cannot change the connection device after the serial port has been saved.

You cannot change the connection device after the field panel is assigned to a serial port.

If you wish to change the port connection device you must deactivate the port by un-checking the Active box and clicking **Save**. Then you may modify the port. This feature is only available in Topaz Ver-1.30 and later. If the following message displays, you must first deactivate all field panels that are configured on the port before you can deactivate the port.
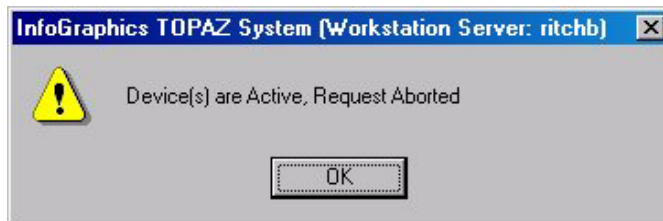
Video Switcher Type	Before this field becomes active Video Switcher must be selected for the Port Connection Device. Select the brand of video switcher from the drop-down list. The list of possible switchers is given below:

    • American Dynamics

    • Burle

    • GE

    • Kalatel

    • Panasonic

    • Pelco

    • Quest Plus

    • Quest Win

    • Vicon

See *Video Switcher Commands* on page 199 for examples of commands that are sent to the switcher.

Description	Enter up to 60 alphanumeric characters to describe the device(s) connected to this port.
Clear	Clicking **Clear** at anytime clears changes that have been entered.
Save	After all changes have been made to the Serial Port page, click **Save**.

One of the following messages displays.

    • If "Operation Complete" is displayed, then no further changes are needed.

    • If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

Video Switcher Commands

Table 16. Samples of outgoing commands from the ACU

Sent to:	Format	Description	Command
American Dynamics Video switcher	ASCII	Alarm	001Ea<cr> Contact 001
		Cancel	001Ia<cr> Contact 001
Vicon Video switcher	ASCII	Alarm	<01h>u0001S<cr> Contact 001
		Cancel	<01h>u0001R<cr> Contact 001
Javelin Win Quest switcher	HEX	Alarm	"FF" "06" "86" "04" "00" "01" "02" "92" Contact 001
		Cancel	"FF" "06" "86" "04" "00" "01" "03" "93" Contact 001
Javelin Quest Plus switcher	ASCII	Alarm	0001Ea Contact 001
		Cancel	0001Ia Contact 001
Kalatel Video switcher	ASCII	Put camera 001 in alarm	00[001~
		Reset camera 001 from alarm	00\001~
Phillips/Burle Video switcher	ASCII	Alarm	+ALARM 1<cr> Contact 001
		Cancel	-ALARM 1<cr> Contact 001
Phillips/Burle Var Speed Video switcher	ASCII	Alarm	+ALARM 1<cr> Contact 001
		Cancel	-ALARM 1<cr> Contact 001
Pelco Video switcher	ASCII	Alarm	001Ia Contact 001
		Cancel	001Ea Contact 001
Panasonic Video switcher	HEXI	Alarm	"02 43 4d 44 3a 48 41 28 38 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 29 03" Contact 001
		Cancel	"02 43 4d 44 3a 48 41 28 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 29 03" Contact 001
Elbex CCTV switcher	ASCII	Alarm	
		Cancel	
Pelco CM6800 CCTV switcher	ASCII	Alarm 1 active Alarm 128 active	1Je 128Je
		Alarm 1 secure Alarm 128 secure	1~Je 128~Je
Ultrak CCTV switcher	ASCII	Alarm 1 active Alarm 128 active	#0[A1=T]<cr> #0[A128=T]<cr>
		Alarm 1 secure Alarm 128 secure	#0[A1=F]<cr> #0[A128=F]<cr>

LAN Communication

The LAN Communication page allows you to configure the LAN Adapters and TCP/IP address.

To navigate to the LAN Communication page from any Hardware page click the **LAN Com** tab button in the top navigation bar, or from the main Hardware screen click the **LAN Communications** button on the right side of the screen. The following page displays.

Figure 143.LAN Communication

The LAN Communication page contains the following information:

ACU's Adapter LAN Name	Enter a name up to 31 characters
TCP/IP Address	Enter the TCP / IP Address for the LAN adapter.
	Note: If you are not sure what the TCP / IP address is, you should contact your LAN Controller. Do not guess or enter a random number
LAN Names	A list of previously defined ACU Adapter LAN Names
Save/Add	After all changes have been made, click **Save**.

One of the following messages displays.
- If "Operation Complete" is displayed, then no further changes are needed.
- If "Duplicate Record" is displayed, then the LAN Adapter Name has been repeated. Use a new name and try again.
- If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

Delete	Click to delete the selected LAN adapter.

CAUTION: Before deleting a LAN adapter, make sure that no field panels are assigned to the LAN adapter you are deleting.

Clear	Clicking **Clear** at anytime clears changes that have been entered.

How to add a new LAN adapter

1. Start by clicking **Clear** to clear all fields.

2. Enter the **LAN Adapter Name**.

3. Enter the **TCP / IP Address** for the LAN adapter.

4. After all fields have been added to the LAN Communication page, click **Save/Add**. A message "Operation Complete" displays.

How to modify a LAN adapter

1. Select the LAN Adapter to be modified from the LAN Adapters list by clicking on the name to highlight it.

2. After making all required modifications to the LAN Adapter Name and/or TCP/IP Address, click **Save/Add**. If you change the name, the old LAN Adapter is deleted.

   A message "Operation Complete" displays.

How to delete a LAN adapter

1. To delete a LAN Adapter from the System you must first select the LAN Adapter to be deleted. Do this by clicking on the name of the LAN Adapter in the Configured LAN Adapters list.

⚠ **CAUTION:** Before deleting a LAN adapter, make sure that no field panels are assigned to the LAN adapter you are deleting.

2. After making sure the correct LAN Adapter to be deleted has been selected click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

   The message "Operation Complete" displays.

Network Communications

This section provides guidelines for the network environment needed to support communication between a Topaz Server and ACU Networked Intelligent Controller Field Panels. While it is not possible to address every variable that may exist in a customer's network environment, this highlights key network considerations.

The information in the following table is assuming a minimum Topaz server software revision of 1.47 and a minimum ACURT panel firmware revision of 7.13.00

Table 17. Network communications guidelines

Port		The TCP/IP port number that the ACU panel listens to is 3000 plus the system WAN number (typically 3001).
Protocol		TCP/UDP All messages are less than 255 bytes. The protocol is a simple command and response protocol with a sequence number retry mechanism.
Timing	Polling Frequency	400 milliseconds per ACU panel (fixed)
	Server Wait and Delay Time	Wait time for the server to receive a response is 500 milliseconds. Networks should be able to respond to a ping for each panel within 500 milliseconds for optimum performance. Additional user-configurable delay time of up to 3000 milliseconds can be set for each panel. Typical additional delay is 500 milliseconds.
	Server Retry	If the server does not receive a response from the panel within the delay time described above, the server re-sends another poll to the panel. The default number of retries is 3. The Retry for each panel can be increased up to 10 by the system administrator. Setting the number of retries above three is usually for testing purposes only, and not intended for normal operation of the system.
	Panel Timeout	If a panel does not receive a correct message from the server within 10 seconds, the panel no longer responds to the server (a "local panel off-line" condition). This could be caused by a network interruption or incorrect message(s). An example of an incorrect message might be if the network corrupts a server message, resulting in a checksum error. This causes the server to resynchronize communications with the panel. A corresponding message is reported at the server as a "panel off-line".
	Timing Calculations	To determine proper panel settings for optimal communication, perform the following calculations for each panel. The total delay, including retries, should be less than 10 seconds (Panel Timeout); The lower the total, the more optimal system performance. ACU LAN Panel with no downline panels via serial connection: **#Retries X [Delay Time(secs) + Wait Time(secs)] = Total** For example: 3 X [1.2 + 0.5] = 5.1 ACU LAN Panel hosting down-line panels via serial connection: **#Down-line panels X #Retries X [Delay Time(secs) + Wait Time(secs)] = (Total)** For example: 3 x 3 x [0.5 + 0.5] = 9
Bandwidth Dynamics		It is important that allocated bandwidth remains consistent at all times and is not clamped down (or reduced) during off-hours such as at night or on weekends. Inconsistent or dynamic bandwidth can result in inconsistent on-line/off-line behavior of field panels, especially if network throughput is marginal.

Table 17. Network communications guidelines (continued)

Network Hops	To ensure consistency, the number and distance of hops between a field panel's LAN port and it's hosting server should be kept to a minimum.
Download Activity	Two types of download activity can occur: Full panel downloads or smaller downloads that occur during routine use of the system. During the download operation, the ACU is fully operational after power-up. Access requests are processed and normally, little delay is experienced. However, large amounts of activity have an adverse effect on system performance. A full panel download can be initiated manually by the system administrator, or automatically when: • A panel is powered-up or reset • A change is made to Access Groups • A panel definition is modified • A new reader is defined • An elevator floor definition is modified. **Note:** During a full panel download, the entire card database is downloaded to the panels, however only those cards which are authorized for access through doors controlled by a panel are downloaded to that panel, thus reducing per-panel traffic. Following a server restart, all alarm points, relays, time schedules, and other user-programmed settings and parameters are downloaded. The card database is only downloaded if, after a comparison, the server detects that cardholder changes were made at the server but not updated to the ACU. If an initial download from the server to the ACU is interrupted, the ACU waits for the download to restart. **Note:** ACU2X: After a successful download, the ACU2X saves the count of cards in its database. If a subsequent full card download is interrupted, the panel restores the original pointers so that a backup mechanism exists until a successful download is achieved.
ACU Comparison	The ACU2XL, ACURS, and ACURT panels are approximately 100 times faster for communication that an ACU2 or ACU2X panel with the LanTronix kit. This is because a panel using the LanTronix kit connects to the kit from the panel serial port that runs at an average of 9600 baud, whereas the ACU@XL, ACURS, and ACURT panels run at the 10 Mbps rate of their built in network card.

Workstation Page

The **Workstation** page allows you to control how the workstation responds during use. For example, whether the workstation has photo badging capability, alarm color graphics capability, etc.

To navigate to the **Workstation** page, click the **Workstation** tab button in the top navigation bar or from the main Hardware screen click the **Workstation** button on the right side of the screen. The following page displays.

Figure 144.Workstation.

The Workstation page contains the following information:.

Workstation Name	The Workstation Name is used to identify a workstation and may have up to 32 characters. You may have only one (1) workstation on the system and it must have a unique name to identify it from the server workstation.
	Note: It is not recommended that you modify the Workstation Name.
Internet (TCP/IP) Address	The server must know the Internet (TCP/IP) Address of the workstation to allow the workstation to log-on. This TCP/IP address is setup automatically the first time the Workstation runs the Topaz software. If you are not sure about the TCP/IP address, contact your Network Administrator.
	Note: It is <u>not</u> recommended that you modify the Internet TCP/IP Address.

Event Printer

To select an event printer, click the drop-down list and click the name of the local printer. The Event Printer prints all events that are generated by the system. The default is "None".

Note: If no printer is listed, you need to configure a local printer connected directly to the workstation.

CAUTION: You cannot select the same printer for both Event Printer and Report Printer. You must use two different printers. After you configure the local printer properties you can select the Event Printer under Hardware – Workstation.

For more information, see *How to configure an event printer* on page 218.

Report Printer

If you want to print reports, a Report Printer must be selected. The drop-down list shows all configured printers listed that have been added to the workstation. The default is "None." Select a printer by clicking on it.

If there are no printers listed to choose from, you need to set the properties of a printer available to this workstation. It can be either a local printer connected directly to the workstation, or a network printer. You cannot select the same printer for both Event Printer and Report Printer. You must use two different printers.

For more information, see *How to configure a report printer* on page 220.

Photo Badging

If you want to use Photo Badging at this workstation, click the box to place a check mark in it.

Alarm Graphics

If you want to use Alarm Color Graphics at this workstation, click the box to place a check mark in it.

Route Alarms to Workstation

Alarms assigned to this workstation can be temporarily rerouted to another workstation during certain times of the day and days of the week. To select a workstation to temporarily route this workstation's alarms to, select that workstation from the drop-down list.

This routing can also be used to manually reroute alarms at anytime by selecting the workstation you wish to route the alarms to and then set the time schedule to route to the default of "Always" in the next field.

Routing Time Schedule

If you have selected a workstation in the above field to route alarms, you must also select the time schedule for the routing to start and end. Select from the drop-down list any pre-configured Time Schedule during which you wish to reroute alarms.

Alarm Ack Time Limit

You may select from the drop-down list the time limit allowed for the alarm to be acknowledged. The default is None (will not expire) and the options are 5, 10, 15, 20, 25, 30, 45 seconds, and 1, 1.5, and 2 Minutes. After the timer expires at the Alarm Workstation, then the No ACK Workstation signed in the Alarm Point Setup receives the alarm for acknowledgement

Save/Add

After all changes have been made to the Workstation page, click **Save/Add**.

One of the following messages displays.
- If "Operation Complete" is displayed, then no further changes are needed.
- If "Duplicate Record" is displayed, then the Name entered for the workstation has been repeated. Use a new name and try saving again.
- If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try saving again.

Clear

At any point if you wish to clear out all entered information, click **Clear**.

CAUTION: Clicking **Clear** before clicking **Save** deletes newly entered data.

How to add a workstation

To add a workstation, you should first install the Topaz software on the new workstation's computer. When that workstation logs on with the software for the first time, the server creates a new record for that workstation under the **Workstation Name** field and the **Internet (TCP/IP) Address**. The values for all fields on the workstation screen are the default values. See *How to install a workstation* on page 207.

If you add a new workstation from the server, it does not become effective until the Topaz software is installed on that workstation and the software is started from that workstation. **We recommend that you first install the software on the workstation, and then make any changes you want to the workstation screen for added functionality**, for example, the use of Photo Badging.

How to modify a workstation

After the software is installed on a workstation and you run the Topaz software (which connects the workstation to the server), you can make changes to any workstation, including the one being used. This means you can set the functionality for a workstation from that workstation, as long as you have the proper user permission level.

1. You can select the information for any workstation by selecting its name from the right side of the screen under **Workstation**. This displays on the screen the information for that workstation.

2. Make the necessary changes.

3. Click **Save**. The message "Operation Complete" displays.

How to delete a workstation

To permanently delete a workstation from the system, you must:

1. Delete the Topaz software from the workstation computer.

2. On the server, under **Hardware**, **Workstation**, select that workstation by name.

3. Click **Delete**.

4. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

   The workstation name is deleted from the list and the message "Operation Complete" displays.

How to install a workstation

Setting up Internet Explorer:

1. From Window's desktop, right-click the Internet Explorer Icon and select Properties.

2. On the General tab, click Settings, select Every visit to the page, and lastly click **OK** to save.

3. On the Security tab, click the **Local Intranet** icon. Click **Custom Level**. Under **ActiveX controls and plug-ins** change **Download signed ActiveX controls**, **Download unsigned ActiveX controls** and **Initialize and script ActiveX controls** not marked as **Safe** to **Enable**. Then click **OK** to save.

4. On the Privacy tab, move the slide bar all the way down to Accept All Cookies then click **OK** to save.

5. Click **OK** to save and exit Internet Explorer Properties.

Installing Topaz

Make sure the workstation Sentinel is plugged into the parallel port of the PC you are going to install the workstation software on.

Make sure you are logged in as the Administrator so you have the correct rights to install software.

Insert the Topaz Installation CD into the CD drive. If Auto Insert Notification is enabled for your CD drive, the Install Menu appears as shown below and provides a selection list.

If the Install Menu, as shown below, does **not** appear within one minute, follow this procedure:

1. Open Windows Explorer.

2. Double-click the drive of the CD.

3. In the root directory, double-click the file "start.bat".

The Topaz Install screen displays.

Note: Before installing the Topaz Workstation, make sure that Topaz server has been installed and that the computers are communicating. If you have Internet Explorer 6.0 already installed on your computer, check if the title bar states "Microsoft Internet Explorer provided by GE". If not, you must install the *Virtual Machine* that is located on the CD. For more information see *Installing Virtual Machine* on page 8.

Figure 145.Topaz: Install
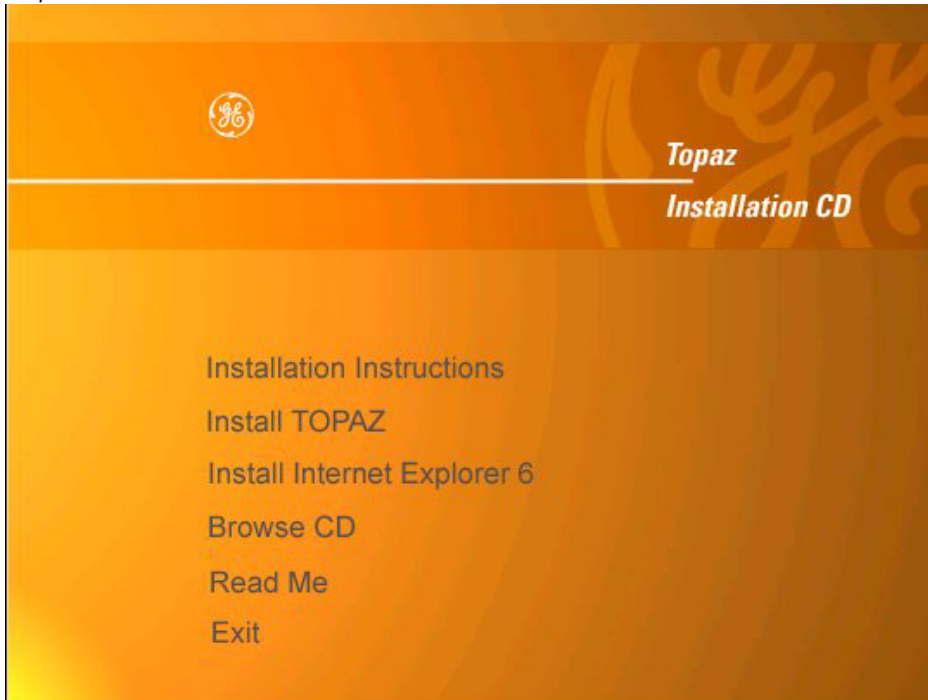
1. Click **Install TOPAZ** to start the installation setup.

2. If this is the first time Topaz has been installed on your computer and the Microsoft .NET Framework is not installed, the Wise Installation Wizard dialog window shown above displays. Extracting and installing the .NET framework may take several minutes. Please wait while the Hourglass progress icon rotates. When the framework is completed, the *Topaz Installation Wizard* begins. If the .NET framework is already installed on your machine, it proceeds directly to the **Welcome to the Topaz Installation Wizard** dialog window.

Figure 146.Topaz: Welcome

3. Click **Next>** to continue.

Figure 147.Topaz: License Agreement
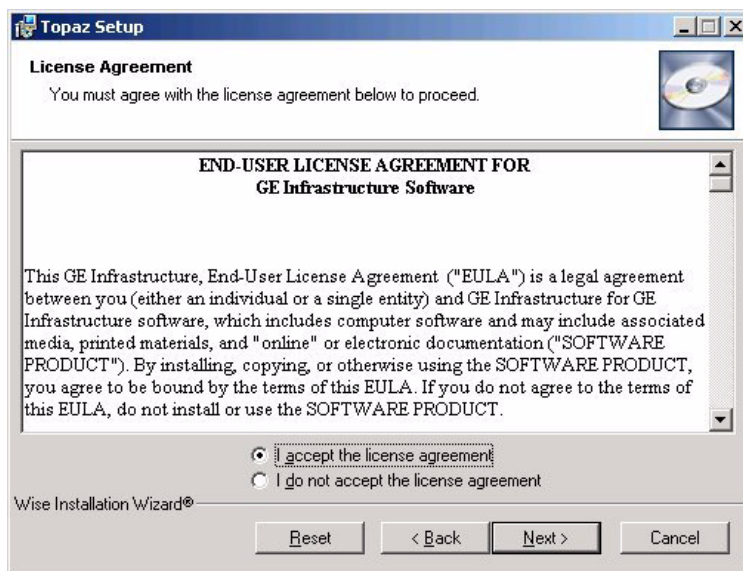
The next window is the **End User License Agreement**. Read it then select *I accept the license agreement*. The Next button becomes available once the agreement is accepted. Click **Next** to continue.

Figure 148.Topaz: User Information
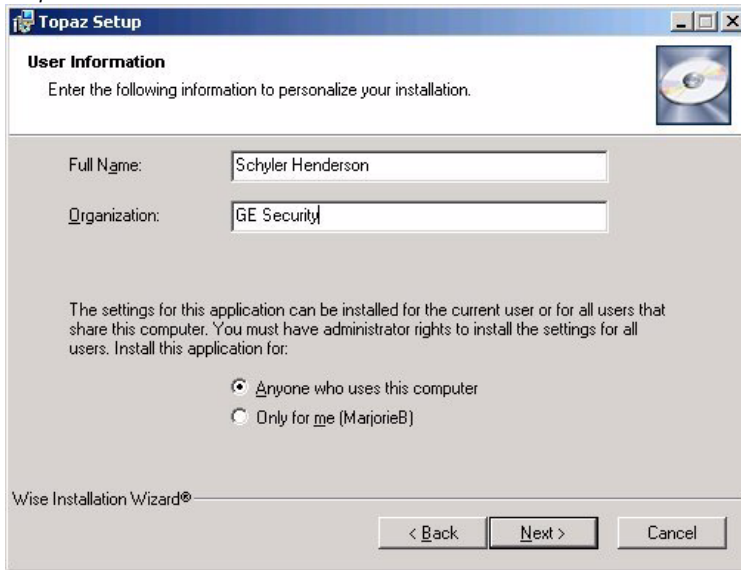
4. The next window asks you to enter **User Information**. Type the name of the user in to the **Full Name** field and the name of the organization into the **Organization** field. Select the radio button beside *Anyone who uses this computer*. This is used to permit the system to communicate with and respond to the Video Recorder. Click **Next** to continue.

Figure 149.Topaz: Destination Folder
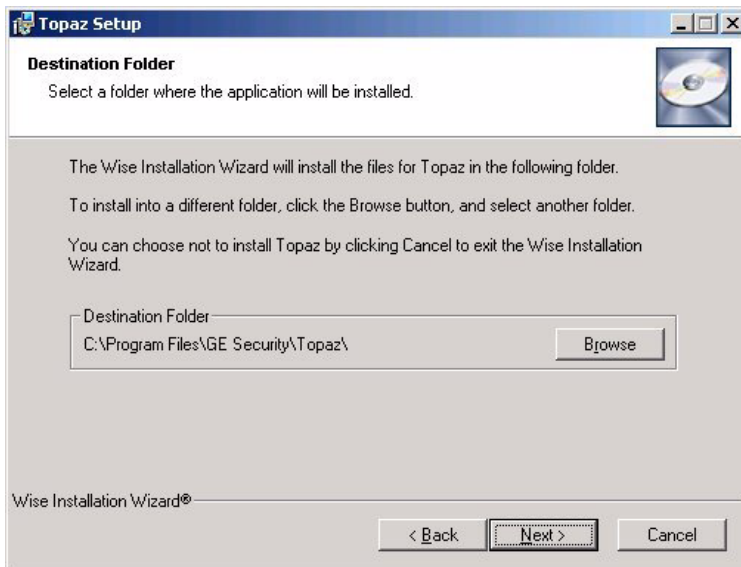
This dialog window determines were the Topaz files is stored on the system. If you do not want to use the default directory, you may follow this procedure:

a. Click **Browse** and the **Browse for Folder** window displays.

Figure 150.Browse for Folder
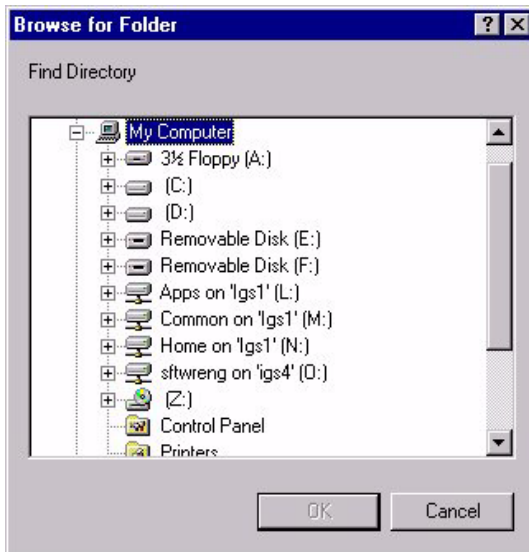
b.   If you prefer to use a different directory, such as "Program Files", select the desired location for the Topaz software (such as C:\PROGRAM Files\Topaz) and click **OK**, then **Next**.

Figure 151.Topaz: Type of Installation
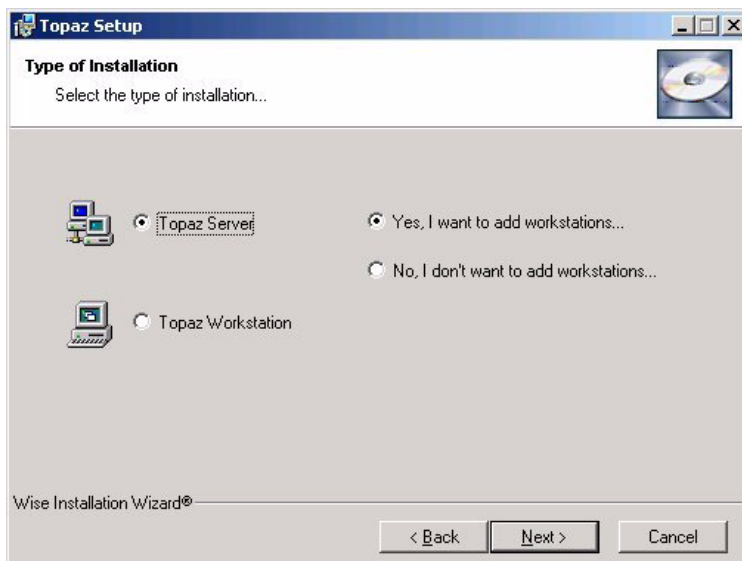
5.   This dialog window determines the type of installation you are doing. Since you are installing the workstation, click the radio button next to Topaz Workstation. For information about installing a server see *Installing a Host PC Server* on page 13.

⚠   **CAUTION:** You must install Topaz on the **server computer** before installing it on any workstation computer. Also make certain that the server computer and the workstation computer are communicating properly.

Figure 152.Topaz: Ready to Install the Application
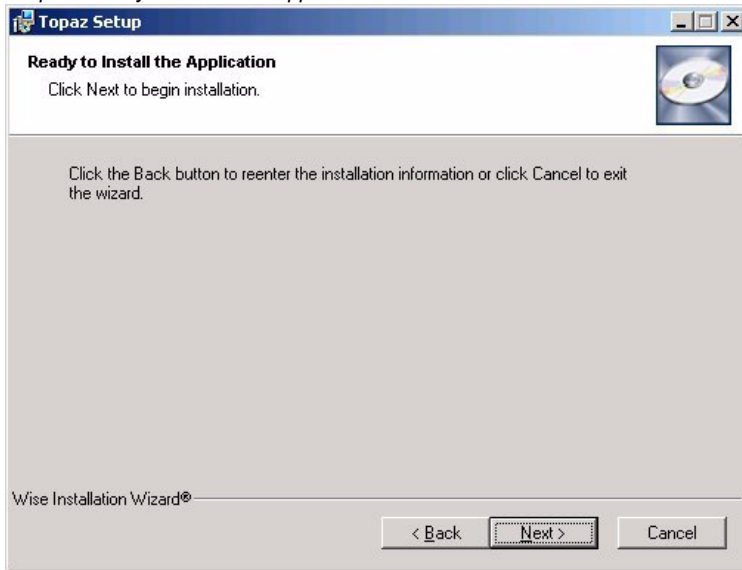
6. If you satisfied with your settings, click **<u>Next</u>** to start installing the system.

Figure 153.Topaz: Updating System
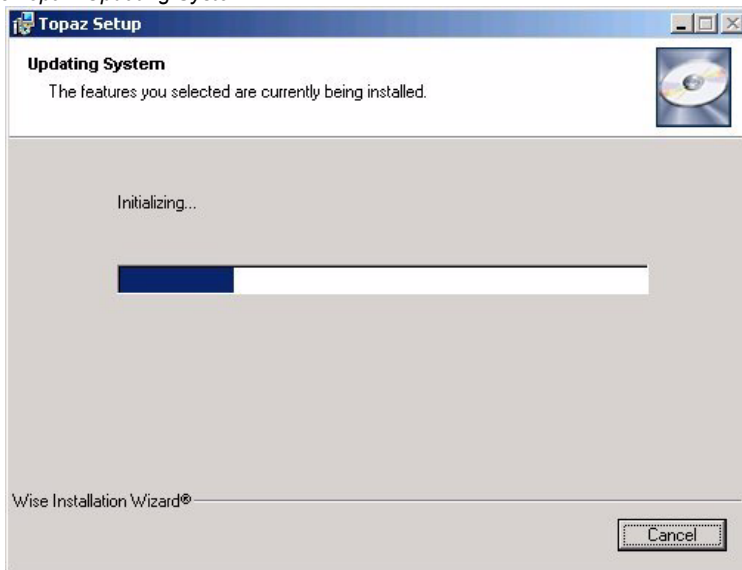
The wizard uploads the required files and installs them onto the computer. During the process, a progress bar displays.

Figure 154.Topaz: Successfully installed
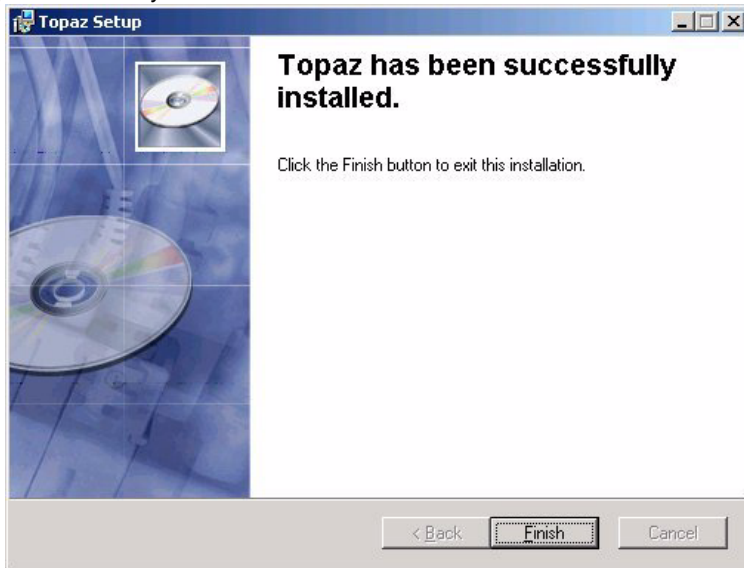
7. When all files have been installed, the **Topaz has been successfully installed** dialog window displays. Click **Finish** to continue with the installation of several video files. These files are installed whether or not you are using Video.

Figure 155.NVR Codec Installer
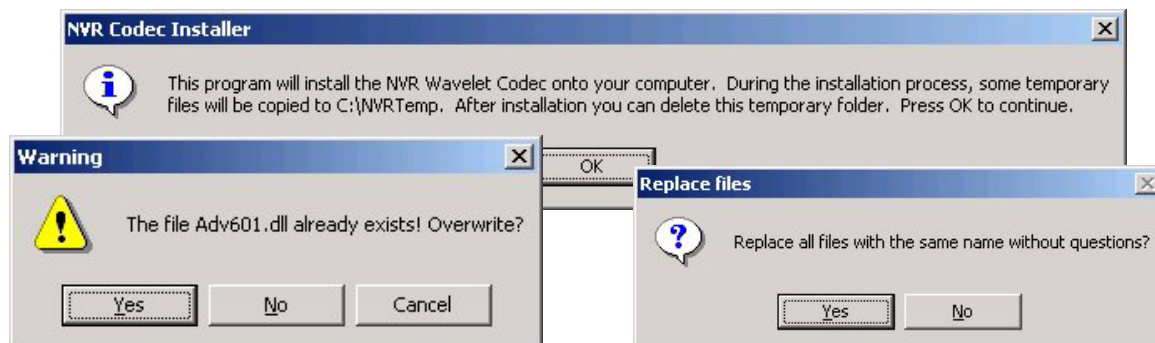
Note: If a warning window displays that certain files already exist, click **Yes** to continue. When the dialog window asks whether to replace all files with the same name without questions, click **Yes**.

9. This dialog window appears if you selected *Yes, I want to add workstations* when installing the server. Click **OK** and another **Browse** window appears. Select the directory or drive where the *Workstation.hta* file was saved. After selecting the location click **OK**.

10. The dialog window indicates that the file was written successfully. Now wait a few seconds and the **Sentinel Driver** installation wizard starts.

Figure 156.Sentinel System Driver: Welcome.
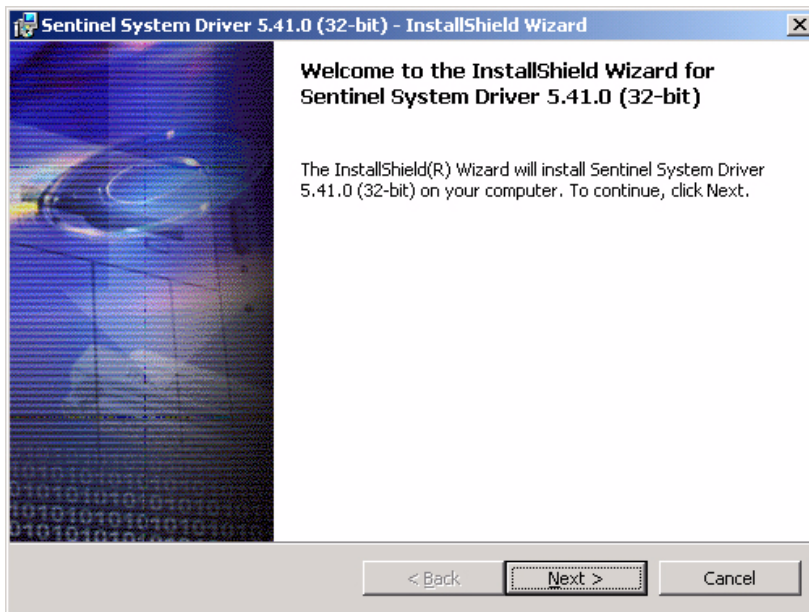
Note: If this is the first time you have installed Topaz on this computer, you should follow the remaining steps. If this is an update, you may cancel out of the Sentinel Driver wizard.

11. Click **Next >** to install the sentinel drivers.

Figure 157.Sentinel System Driver: Ready to Install
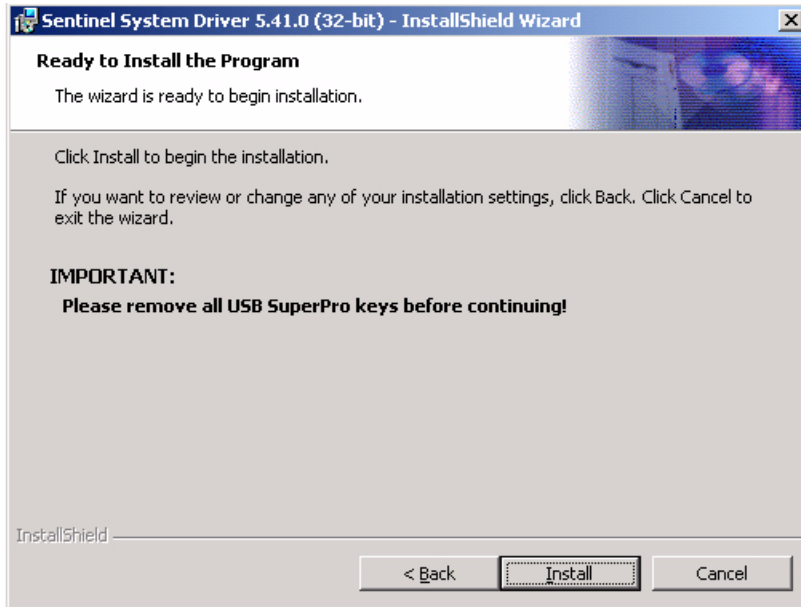
12. **Remove** all software sentinel keys from the USB port before continuing. Click **Install** to continue.

Figure 158.Sentinel System Driver: License Agreement
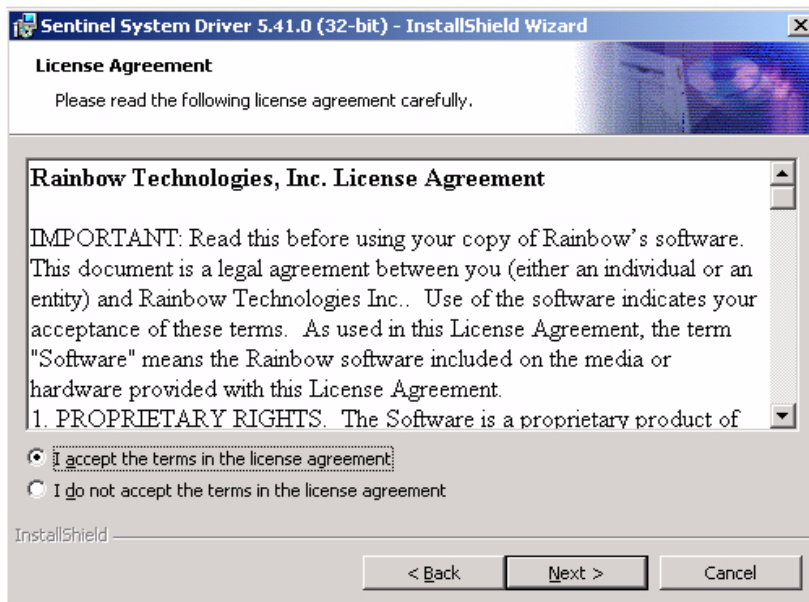
13. Select **I accept the terms in the license agreement**, and the **Next** button becomes available. Click **Next** to continue.

Figure 159.Sentinel System Driver: Setup Type
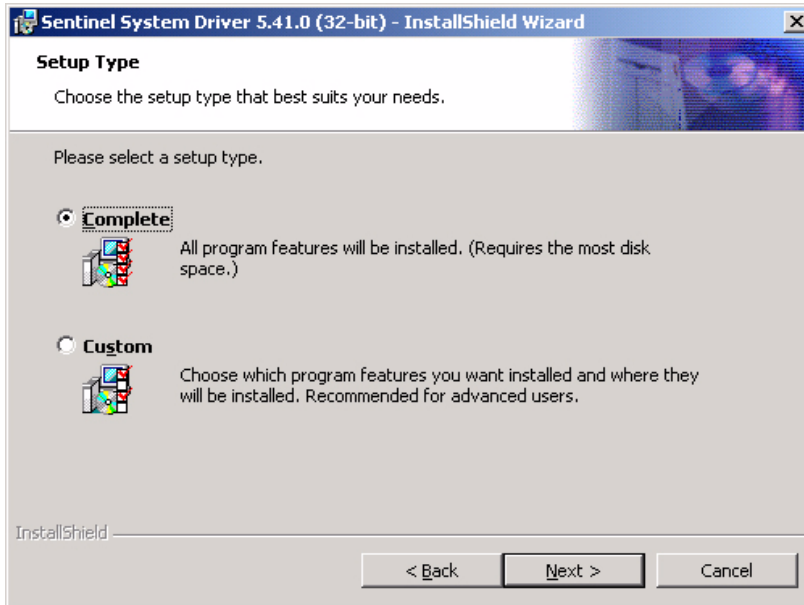
14. Select **Complete**, then Click **Next >** to continue.

Figure 160.Sentinel System Driver: Ready to Install
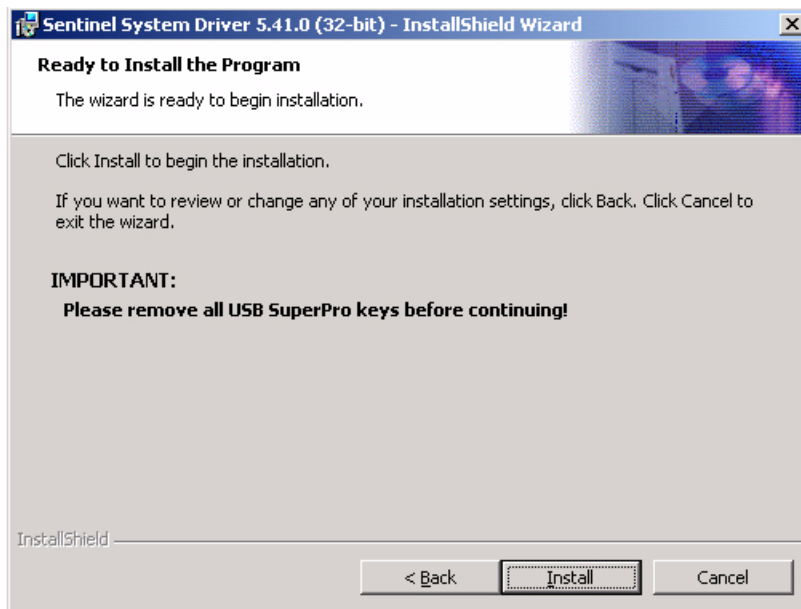
15. Remove USB sentinel keys before continuing, then Click **Install**. A screen with a progress bar displays while the Sentinel Driver files are installed.

Figure 161.Sentinel System Driver: InstallShield Wizard Completed
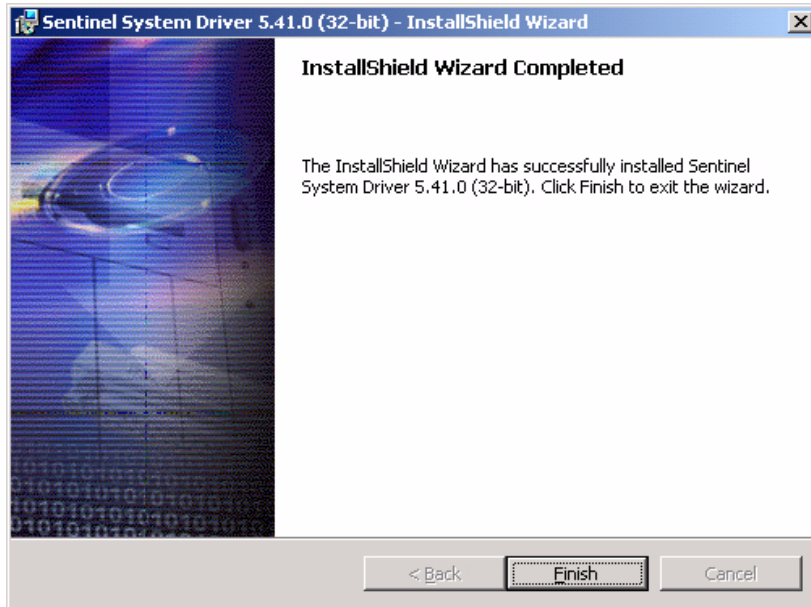
16. Click **Finish**.

17. You are now returned to the desktop and the following message displays.
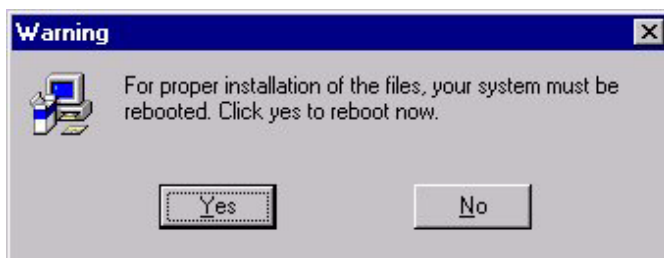
18. You must restart your PC for the Topaz software to be activated. Click **Yes** to reboot your system.

This ends the installation steps for a workstation.

To start Topaz, double-click the **Topaz** icon on your desktop.

How to configure an event printer

To select an event printer, click the drop-down list and click the name of the local printer. The Event Printer prints all events that are generated by the system. The default is "None".

If no printer is listed, you need to configure a local printer connected directly to the workstation.

You cannot select the same printer for both Event Printer and Report Printer. You must use two different printers. After you configure the local printer properties you can select the Event Printer under **Hardware – Workstation**.

Set the properties for the local printer available to this workstation.

Do the following to configure the properties for the event printer.

1. Click **Start**, select **Settings,** and then **Printers**.

Figure 162.Start menu: Printers

Windows 2000
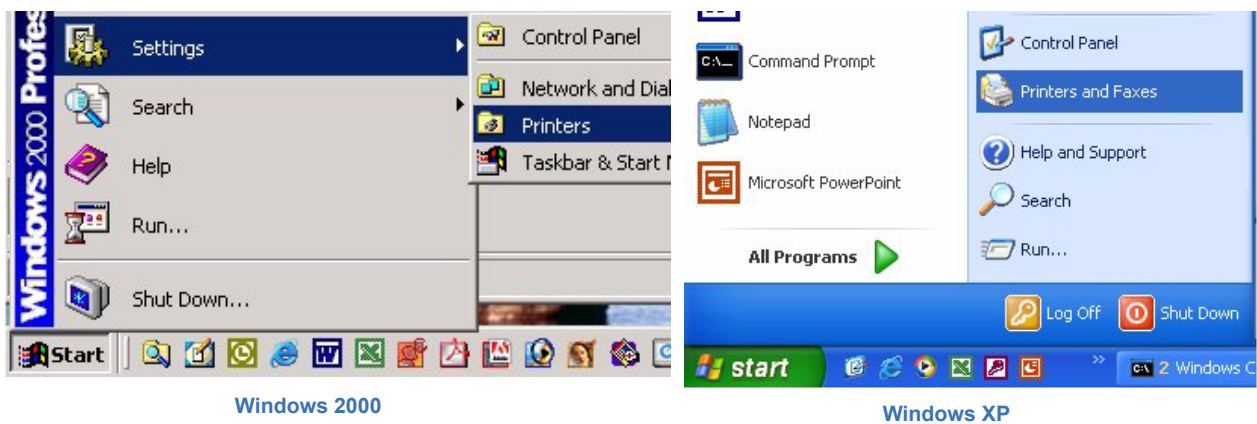
Windows XP

2. Click **Printers**.

Figure 163.Printers window

Windows 2000
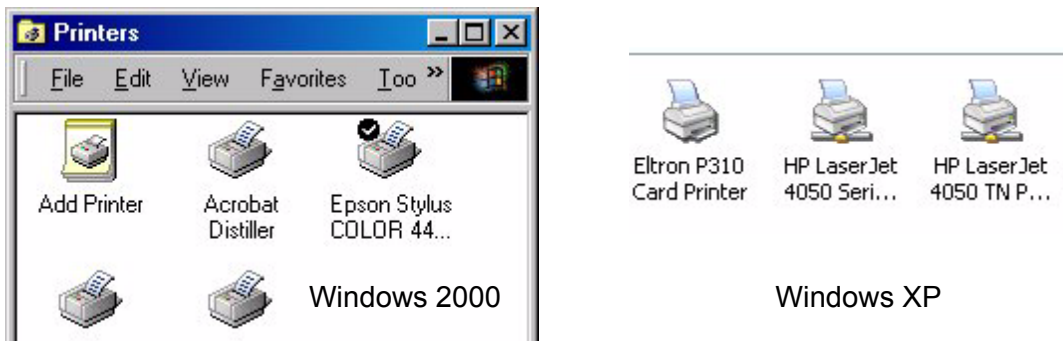
Windows XP

3. Right click the printer icon that is directly connected to your workstation and click **Properties**.

Figure 164.Printers menu
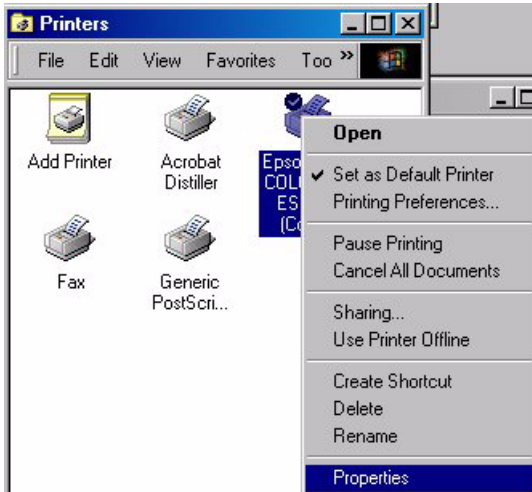
4. For windows 2000 click the **Advanced** tab.

Figure 165.Printer Properties window
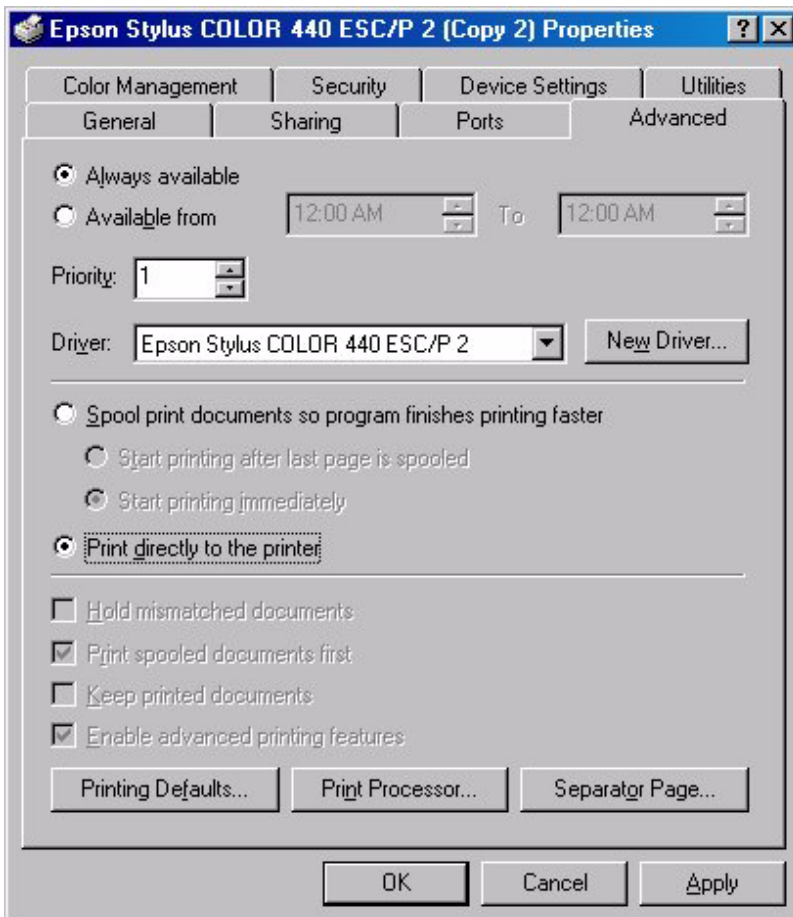
5. Click the radio button to the left of **Print directly to the printer** to select it.

6. Click **OK**.

7. Close the Printers window.

Setup is now complete and you can now select the events printer in the Event Printer field on the Workstation Page.

How to configure a report printer

If you want to print reports, a Report Printer must be selected. The drop-down list shows all configured printers listed that have been added to the workstation. The default is "None". Select a printer by clicking on it.

If there are no printers listed to choose from, you need to set the properties of a printer available to this workstation. It can be either a local printer connected directly to the workstation, or a network printer. You cannot select the same printer for both Event Printer and Report Printer. You must use two different printers.

If you want to set a printer to spool reports:

1. Click the Windows **Start** button.

2. Click **Settings**.

3. Click **Printers**.

4. Click **Add Printer** and select the printer for reports.

5. Click the **Scheduling** tab.

6. Under "Spool print documents so program finishes printing faster", select **Start printing after last page is spooled**. The Reports printer must wait to print until the entire report is sent to the printer.

Now you can select the Report Printer under Hardware – Workstation.

Port usage

The table below details the various ports used by the Topaz workstation software. To check the ports currently being used, from the command prompt, type the DOS command: `netstat -a`

Table 18. Port usage

Port #	Name	Recv Size	Xmit Size	Defining pgms
80	HTTP_PORT			guihttp.h, guihtdvr.h, ie, setup.c
2000	IDS_ACU_DEF_PORT			setupmp\instwizrc
3001	UDP_PORT			tcpip.c
4900	LOG_PORT			mpdbase.h (mp & mpuprun)
4950	WIZARD_PORT			nt\MPWIZ.h
4955	PECOS_PORT			nt\diamdmsg.h
5000	ONE32_PORT			tcpip.c

Table 18. Port usage

Port #	Name	Recv Size	Xmit Size	Defining pgms
5070	CGBDG_PORT	1024000	1024000	guihttp.h,
5080	EVENT_PORT	256	1024	guihttp.h, eventmsg.java
5090	DFRAME_PORT	1024	1024	guihttp.h, dframe.java
5200				nvrapi.cpp
5300				nvrapi.cpp, ncrctrl.js
6000				nvrapi.cpp
6080	ALARM_PORT			guihttp.h, alarmmsg.java
6081	ALMREC_PORT	8192	4096	guihttp.h, alarmsend.java
7070	MONITOR_PORT	8192	512	guihttp.h, mpuprun.c
7077	NVRMONITOR_PORT			guihtdvr.h, mpuprun.c, guicctv.c
7777	NVRBCAST_PORT			guihtdvr.h, mpuprun.c, guicctv.c
7080	STATUS_PORT	256	512	guihttp.h, statusmsg.java
7081	STATUS_PORT1			guihttp.h,
7082	STATUS_PORT2			guihttp.h,
7134	ALT_SYSTEM_PORT	8192		guihttp.h
7083	WSNUMPORT			guihttp.h
8001	HTTP_PORT_ALT			guihttp.h,
20574 - 29174[1]	GE Video port number			Videomanager, Kalatel Remote Client control

1. The actual video port number is assigned at random.

Field Panel Page

The **Field Panel** pages have three sub-pages**.**

- *Field Panel Setup Page* on page 223
- *Dial-up Page* on page 226
- *Elevator Control* on page 229

They are used to configure more specific information for the field hardware.

To navigate to the **Field Panel** pages while in any Hardware page, click the **Field Panel** tab button at the top of the window, or from the main Hardware screen click the **Field Panel** button on the right side of the screen. The following page displays.

Figure 166.Field Panel

Field Panel Setup Page

The **Field Panel Setup** page is used specifically for adding or modifying new hardware. Here is where you configure the ACU's address, serial number, communications port, off line message, and expansion modules.

Figure 167.Field Panel: Setup

The Field Panel Setup page contains the following information:

Panel Name	Enter a name for the field panel (up to 15 characters).
Panel Type	The only selection is ACU. In future software versions there will be more selections available to select from a drop-down list.
Maximum Readers	Select the maximum number of readers that this panel may be configured for: 2, 4 or 8.
Polling Address	Set the Address of the ACU panel by clicking on the address from the drop-down list. Notice that the list has numbers 0-9 and then A-F. The address is set in what is called "Hex" or Hexadecimal numbers with 0-F equivalent to 0-15 respectively. The Polling Address must match the address of the field panel.
	The polling address is manually set with a rotary or DIP switch in the field panel and should have been set when it was installed. If you are not sure of the address contact the installer of the panel.
Active	If the ACU panel is "Active", click the box to show a check mark.
	If the Host PC should start (polling) communicating with the Panel after saving the configuration to the Host, then click the box to the right to place a ☑ check mark in the box. This indicates the field panel is active.
	If no check mark is placed in the box (default), the configuration for the panel can be saved, but the Host PC will not start polling the panel. At a later time this field can be changed to have the Host start polling the panel.
	This is very useful when you would like to configure panels in advance, before the installation of the panels or communication connection

Server COM Port	From the drop-down list select the computer communication port for the field panel.
	COM1 - The physical communication port on the back of the PC.
	Note: Click the link arrow to set up an additional Com Port. When setup has been completed, close the window by clicking **Save**.
Serial Number	The serial number is a unique number for each field panel and is only required for dial-up panels. The serial number can be found on the documentation that came with the field panel or on the board inside the field panel.
Elevator Operation	If the field panel is going to be used for Elevator Control, click the box to the right placing a ☑ check mark in the box. If not, leave the default of no check mark.
	Note: If Elevator Operation has been activated, additional information must be configured on the Elevator page.
Panel Polling Delay	If the TCP/IP or Server COM Port routinely give time-out error messages, you can set a panel polling delay longer. The default value is zero for dedicated (direct connected) panels. Set the delay at.5 for all LAN and Dial-up panels.

⚠️ **CAUTION:** Never set the delay longer than necessary. For example, if you set the delay to 5 sec. and the panel is not communicating, the server waits the 5 seconds before giving up and going to the next field panel. This could delay an event from being reported to the workstation.

Data Encryption	If DES encryption is going to be used for data transmission between the field panel and the server, click the box to the right placing a ☑ check mark in the box. If not, leave the default of no check mark.
	Note: The ACURT requires firmware version 7.13.00 or later to allow DES encryption. Consult the Status display for the current version number that your panel is running. Older panels may need additional configuration to enable this option. Check with customer support for assistance.
Expansion Modules	Set up the expansion devices that are connected to the ACU on the Expansion Port. You can select an Input or Output module for addresses 4, 5, 6, and 7. For example, an input module would be a RIM and an output module would be a RRM. The address is set on the board at time of installation. If you are not sure of the board address, contact the installer.
Configured Panels	This list is used when you wish to select an existing panel to modify or check its configuration. See "Modify Field Panel" below.
Description	Enter the Description of the Field Panel. This can be up to 60 alphanumeric characters describing the panel location or name of the areas of the building or site that it controls.
	For example: "ACU - Building 546 / Rm#2343 - Research Lab & Check Distribution Center".
Save	After all changes have been made to the Panel page, click **Save/Add**.
	One of the following messages displays:
	• If "Operation Complete" is displayed, no further changes are needed.
	• If "Duplicate Record" is displayed, then the Panel Name has been repeated. Enter a new name and try saving again.
	• If "Duplicate Polling Address" is displayed, then a field panel with the same polling address already exists. Check to make sure the correct address for the panel was selected.
	• If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.
Clear	At any point if you wish to clear out all entered information, click **Clear**.

⚠️ **CAUTION:** Clicking **Clear** before clicking **Save** deletes newly entered data.

How to add a field panel

Note: Before adding a new panel, detailed information on the panel from the installer is required, such as location, type of panel, address, communication protocol, etc.

1. Click **Clear** to clear all fields.

2. Fill in the information for the new field panel.

3. After all fields have been added to the Field Panel page, click **Save/Add**. A message "Operation Complete" displays.

How to modify a field panel

1. To modify a Field Panel you must first select the panel to be modified. Do this by clicking on the name of the Field Panel in the list to be modified in the "Configured Panels" window on the right side of the screen.

2. Wait for the panel's configuration information to be displayed in the main window and the Panel description to be displayed in the "Description" window below the "Configured Panels" window.

3. Make any necessary changes to the selected field panel's configuration.

4. Click **Save/Add**. The message "Operation Complete" displays.

Note: The name of the field panel cannot be modified. You must delete the panel and add it using the new name.

How to delete a field panel

⚠ **CAUTION:** DO NOT delete a field panel until all associated readers, alarm points and relays have been deleted from the panel first.

1. To delete a Field Panel from the System you must first select the panel to be deleted. Do this by clicking on the name of the Field Panel in the list of Configured Panels to be deleted.

Note: To delete a Field Panel, you must first delete all readers, alarm points, and relays on that panel. Then you can delete the panel.

2. Wait for the panel's configuration information to be displayed in the main window and the panel's description to be displayed in the "Description" window below the "Configured Panels" window, and then click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

4. If a message "Device cannot be deleted with Readers Defined" appears, then shutdown the field panel and deleted it from the "Not Found" box in Hardware, Auto Configuration.

5. One of the following messages should display.

   • If "Operation Complete "is displayed, then no further changes are needed.
   • If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try deleting again.

Dial-up Page

The **Dial-up** Page allows you to configure a dial-up connection from the ACU panel to the server.

Dial-up communication is used when an ACURT Panel is connected to a standard voice dial telephone line and the server PC has an external US Robotics modem connected to its RS232 communication port. The PC is configured to dial the phone number connected to the ACURT to download new information. The ACURT panel may also Dial-up the Host PC to report alarms or download events.

When using Dial-up communications to an ACURT field panel you must install an external modem at the server. The Topaz Software ONLY supports the (USR) US Robotics 33.6 faxmodem or the 56K V.90 faxmodem, Sportster modem models 0701 or 0459.

For more information on setting up the external modem set *External Modem Setup* later in the chapter

To navigate to the **Dial-up** page from within the Field Panel pages, click the **Dial-up** tab button. The following page displays.

Note: The Serial Number field on the Field Panel, Setup page is required for Dial-up communication.

Note: If a message "Panel with dial-up Server COM Port must be selected" displays, then you have not selected a port in the Server COM Port field that is configured as a dial-up port. To do this, click **OK** and then, from the Field Panel, Setup page, click the link arrow next to Server COM Port. On the Serial Port window, select a Serial Port on the right. Under Port Connection Device, select the device that is configured for dial-up. Press the **Save** button.

Figure 168.Field Panel: Dial-Up

The Dial-Up page contains the following information:

Panel Phone Number	Enter the standard dial-up telephone number that the panel is connected to the server, for example, "555-1234" (without the quotes). If you must "dial out" to get an outside line first and you need to first dial a number such as "9" followed by a pause, enter the number as "9,555-1234". The comma is needed for a pause. If you must dial long distance, insert a "1" before the area code, for example, "9,1-799-555-1234".
Panel Dial Out Schedule	Set the Time Schedule that the panel can dial out to the host. For more detailed instructions on how to set up a Time Schedule, see "Setup - Time Schedules" on page *Time Schedule Page* on page 166.
	For example, if the time schedule is set for Monday - Friday from 06:00 - 18:00, then after 6 P.M. at night until 6 A.M. and all day Saturday and Sunday the panel would not be allowed to contact the host PC.
	Note: Click the link arrow to set up an additional Time Schedule. When setup has been completed, close the window by clicking **Save**.
Server Phone number 1	Enter the primary phone number for the ACU panel to call the Server.
Server Phone number 2	Enter the secondary or backup phone number for the ACU to call the Server.
Server Dial Out Schedule	Enter the Time Schedule for the server (Host PC) to dial out to the ACU panel. This time schedule is used to set when the server can contact the ACU to download new information. If you only want the download to occur at night you could set the time schedule for Mondays, Wednesdays, and Fridays from 20:00 - 23:59. This low-traffic time would be the only time that the server would contact the ACU and download new information to it.
Max. Connect Time	Enter the maximum time in minutes that the panel may stay connected. For example, if the time is set for "15" then at the end of 15 minutes the panel automatically disconnects or hangs up. The default is 60 minutes.
Max. Disconnect Time	Set the Maximum Disconnect Time for the ACU panel. This ensures that the panel is regularly updated. If the server has not communicated with the field panel for the time set, it contacts the ACU and sends updates, download history events, etc. The default is 1440 minutes or 24 hours.
Ignore Daylight Savings	Select if daylight saving time is to be ignored **Yes** or **No** for this ACU only. If the ACU panel being configured is located in an area that does not observe Daylight Saving Time, then this field should be set to **Yes**.
Time Offset (Hours)	The Time Offset is the difference (in hours) between the server clock time and the ACU clock time, to enable you to adjust for time zone differences. For example, if the ACU is located in another part of the country where the time is 2 hours later, the time offset would be 2 hours.
Comm. Overdue Message	From the drop-down list select the message to be displayed anytime communication fails to the ACU. These messages are from the list of Alarm Instructions configured under Setup / Alarm Options / Alarm Instructions. For information on how to configure a message, see *Alarm Instruction Page* on page 189. For information on how to generate a list all configured Instruction messages, see *Instruction Message Setup Report* on page 125.
Save	After all changes have been made to the Dial-up Field Panel page, click **Save**.
	One of the following messages displays:
	• If "Operation Complete" is displayed, no further changes are needed.
	• If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.
Clear	At any point if you wish to clear out all entered information, click **Clear**.

How to set up an external modem

Hardware setup

The switches on the back of the modem must be configured with switches 5 and 6 set to the UP position, all others should be in the down position as shown to the right.

Note: The Topaz Software ONLY supports the (USR) US Robotics 33.6 faxmodem or the 56K V.90 faxmodem, Sportster modem models 0701 or 0459.

Note: You do NOT need to install the modem or drivers in Windows.

When you power up the external modem LEDs AA, TR, and CS should be illuminated, all others should be off.

Software setup

After installing the modem make sure dial-up panels are configured in the Topaz server software as SCP Dial-Up, set to 9600 baud, No parity and Active.

From Control and Service Functions, you must setup the modem. Choose Initialize - Test Modem and Serial Port and say Go. The modem LEDs SD and RD should blink several times. This sends the correct AT commands necessary for the modem to work correctly.

Note: We recommend that you use a minimum of two dial-up ports/modems for data and alarms. As the system grows or as the alarm load increases, it may be necessary to use more Server modems to handle the traffic.

The Topaz systems administrator also needs to know the ACURT2 or ACURT4 Controller's Serial Number.

For additional information on dial-up communication, see *Dial-up Modem (Optional)* in the *Topaz Hardware Installation User Guide*.

Elevator Control

The Elevator Control Software (ECS) is an enhancement that allows Topaz to manage floor access. This feature is turned on in the Field Panel configuration page. Topaz associates cab and floor numbers with a security area and a relay.

Once a field panel is configured for the elevator control function, it can only be used for elevator control. The relays on an elevator control field panel are always in the activated (on) state. A valid access deactivates the relay(s) for the authorized floor(s) on the cab being used.

The Elevator Control Software can support up to all 32 readers configured as elevator cabs even if the cabs are in different buildings. Elevator cabs used in conjunction with this feature should be equipped with card readers, which may or may not have keypads. Two (2) elevator cabs are supported per ACURT2 field panel and four (4) elevator cabs are supported per ACURT4 field panel.

ECS controls access to different floors for each badge holder using security area (s)/group and time schedules per card per floor. The software verifies that the cardholder has access to the cab and floor combination. If access is allowed, the system sends a momentary relay deactivation command to the elevator control panel.

Configuring the Elevator Control

Configuring the Elevator Control is a five-step process:

1. Install the specific hardware that supports elevator control. Install card readers in the elevator cabs and connect the control relays as the interface to the elevator control panel.

2. Define the field panel configuration used with the elevator cabs. You can configure any reader on an elevator ACURT2 or ACURT4 as an elevator cab reader. There is no special elevator configuration needed in the Reader Setup.

    Note: Once an ACU is configured for Elevator Control, it can only be used for Elevator Control.

3. Configure a Security Area for each floor that the elevator cab(s) access.

4. Define the elevator cabs and floors accessible by the cab. Up to 40 floors can be configured by adding two (2) RRMs (address 6 and 7) to the ACURT4. For more information on this step, see *Elevator Floor Definition Page* on page 233.

5. Setup and configure the Elevator Control itself.

Topaz Field Panels and Elevator Control

The ACURT2 field panel has 4 onboard relays and the ACURT4 has 8 onboard relays. The ACU can have two (2) RRMs added for a maximum of 36 or 40 relays maximum for elevator control. The relay numbering will be different depending on which ACU is used (see the relay numbering chart below).

The example below is using an ACURT4 with one RRM (addressed #6). There are 3 Elevator Cabs controlling 4 floors each. Each Relay would be given a Security Area for access authorization. Each elevator cab must have its own reader. When a card is read in Elevator Cab 2 and the user has access to Areas "Records" and "Accounting" then only relays 4 and 5 would operate.

Note: Only RRMs addressed 6 and 7 can be used for ACUs configured for elevator control.

Elevator Relay Numbering

	ACURT2	ACURT4
Onboard ACU	0 – 3	0 – 7
RRM Address 6	4 – 19	8 – 23
RRM Address 7	20 - 35	24 - 39

Elevator Relay Interface
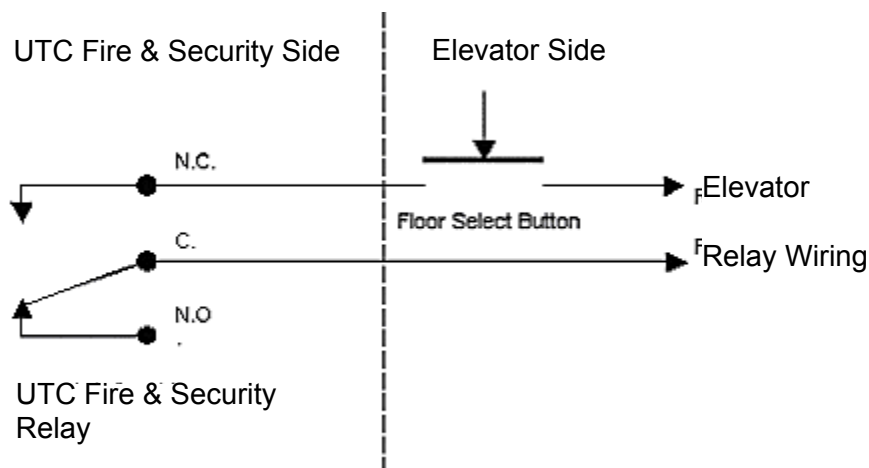
Note: When an ACU is used for Elevator Control, all its relays are set to energized when not selected. If the ACU were to fail, all floors are enabled. (Fail Safe)

Note: Some older elevators require the relay to be activated longer. If this is necessary, in the software set the Door Bounce Timer to 2 seconds. This should take care of any additional delay required by the elevator.

Elevator Cab Setup

To navigate to the **Cab Setup** page from any page in the **Field Panel Setup** pages, on the **Setup – Field Panel** page, first make sure you have a panel selected and **Elevator Operation** selected. If you don't, when you try to select **Setup – Field Panel – Elevator**, the "Elevator must be selected" message displays:
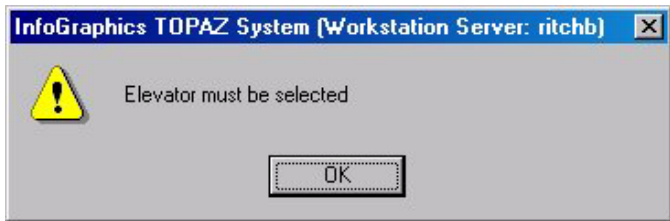
After selecting Elevator Operation, click the **Elevator** tab button at the top of the window. The following page displays.

Figure 169.Elevator: Cab Setup
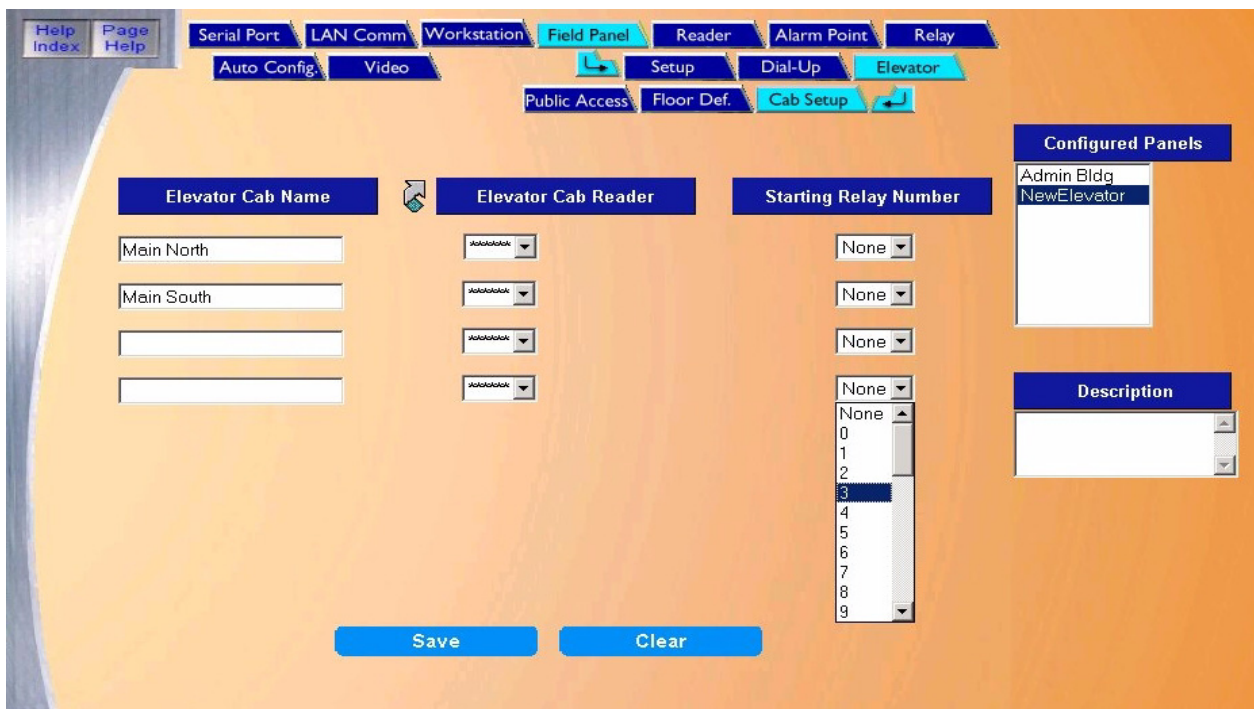
Note: If you entered data on a new field panel to be used with the elevator cab, you must first save the data on the panel before you can assign cab readers to this elevator device.

The Cab Setup page contains the following information:

Elevator Cab Name	Enter up to 21 alphanumeric characters for the name of the elevator cab.
Elevator Cab Reader	From the drop-down list select the reader that assigned to the elevator cab.

Note: Click the link arrow to set up an additional Reader. When you click **Save**, the window closes and you can continue working in Elevator Cab setups.

Note: If you configure a new field panel from the Reader Setup page, you **must save** that new panel's data. If you do not, you cannot attach that reader to the elevator.

Starting Relay Number
Select from the drop-down list the <u>first</u> relay for that cab. For a given cab, the relays must be assigned in sequence and a single relay number cannot be used for more than one cab. The relay numbers range from 0 to a maximum of 35, for a maximum of 36 relays per ACURT2 and from 0 to a maximum of 39, for a maximum of 40 relays per ACURT4 field panels. For example, if you have 3 elevator cabs serving the same 9 floors of a building, you might assign relays 0-8 for cab 1, relays 9-17 for cab 2, and relays 18-26 for cab 3.

Note: The drop-down list contains only those relays that are appropriate for the selected ACURT2 or ACURT4 panels.

Save
After all changes have been made to the Cab setups page, click **Save**.

One of the following messages displays.
- If "Operation Complete" is displayed, no further changes are needed.
- If "Duplicate Record" is displayed, then the Elevator Cab Name has been repeated. Enter a new name and try again.
- If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

Clear
At any point if you wish to clear out all entered information, click **Clear**.

Elevator Floor Definition Page

The **Elevator Floor Definition** page allows you to setup the relay links to floors and Security Areas for access authorization. To navigate to the **Floor Definition** page from any page in the **Field Panel** Setup pages, click the **Elevator** tab button at the top of the window and then click the **Floor Def.** tab button. The following page displays.

Figure 170.Elevator: Floor Definition

The column of relay #s on the left of the page are Relay #s in the ACU panel. Floor Names and Security Areas for authorization are assigned to each relay that is used

The Floor Definition page contains the following information:

Relay #	Topaz allows up to 36 relays (0-35) in the ACU panel in the column on the left of the window. The blue panel on the left of these relays indicates the location and relay number on the selected panel. This makes linking the correct floor to the correct relay easier. You need to know which floor button in the elevator cab corresponds to which ACU relay. If needed, use the scrollbar on the right side of the window to navigate down to all 36 relays.

Note: Different cabs may skip relays/floors. |
| Floor Name | Enter the Floor Name (up to 32 characters) to identify the floor that the relay is linked to. For example, "Floor 2".

Note:

• The name of the security area for elevator control must be a number such as "3", not "Floor 3".
• Click the link arrow to set up an additional Security Area. When setup has been completed, close the window by clicking **Save** and continue working in the Elevator Floor screen. |

Security Area	Select the pre-configured Security Area from the drop-down list by clicking on the arrow to the right of the Security Area field and then click the name to select the Security Area for authorization.
	If a Security Area is not selected before saving the page, the Floor Name is not saved.
Configured Panels	You can select a field panel by clicking on the name listed.
Description	You can enter or change the description of this field panel.
Save	After you have completed assigning the floors and Security Areas, click **Save**.
	One of the following messages displays:
	• If "Operation Complete" is displayed, then no further changes are needed.
	• If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.
Clear	At any point if you wish to clear out all entered information, click **Clear**.

⚠️ **CAUTION:** Clicking Clear before clicking Save deletes newly entered data.

Assigning relays to the floors

For each relay that electronically selects a requested floor enter a name for that floor. For information about wiring the ACU, see the *Topaz Hardware Installation Guide.* Next to the floor name select the Security Area that belongs to this floor. A Security Area must be configured for each floor controlled by the panel. Assign the floor name and Security areas in sequential order.

If there are no Security Areas in the drop-down list, then you must first create your site's security areas by going to Setup page, then Security Areas. For more details on how to configure a Security Area, see *Security Area Page* on page 168.

Elevator Public Access

The **Elevator Public Access** page allows you to define multiple public access scenarios for elevators. At the start of the time schedule, elevator buttons associated with the selected security areas are enabled allowing anyone to have access to those elevator floors.

For an overview on the Elevator Control, see *Elevator Control* on page 229.

To navigate to the **Public Access** page, from any page in the **Field Panel** setup pages, click the **Elevator** tab button at the top of the window and then click the **Public Access** tab button and the following page displays.
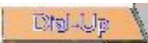
Note: After clicking the Public Access tab, the tabs for **Dial-Up**, **Elevator**, **Floor Def.**, and **Cab Setup** are no longer

available and appear like this example, [Dial-Up]. To access these tabs again you must click the Field Panel / Setup tab.

Figure 171.Elevator: Public Access

The Public Access page contains the following information:

Public Access Elevator Areas	This is a list of Public Access Elevator Areas that have been configured. If you have not configured any areas yet, the list is empty. To modify an existing area, click the name in the list to select it.
Public Access Area Name	Enter the name of up to 26 characters for the public access area. This indicates the Security Area open to the public during the selected time schedule.

Security Areas	Select a Security Area from the list by scrolling through the list and clicking on the name of the area so it is highlighted. Only elevator security areas appear in this list.
	Note: Click the link arrow to set up an additional Security Area. When setup has been completed, close the window by clicking **Save/Add**.
Time Schedule	Select from the drop-down list the Time Schedule for this elevator public access area. The Default is "Always".
	Note: Click the link arrow to set up additional Time Schedules. When setup has been completed, close the window by clicking **Save/Add**.
SA Elevator Start Action	There are two actions that are available for Elevator Stop Function. Select the action that occur when the Time Schedule ends from the drop-down list. Options include: • Public Access Enable • Public Access Disable (default)
SA Elevator Stop Function	There are two actions that are available for Elevator Stop Function. Select the action that occur when the Time Schedule ends from the drop-down list. Options include: • Public Access Enable • Public Access Disable (default)
Save	Once all the information has been added, click **Save/Add**. One of the following messages should appear: • If "Operation Complete" is displayed, no further changes are needed. • If "Duplicate Record" is displayed, then the Public Access Name has been repeated. Use a new name and try saving again. • If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try saving again.
Clear	At any point if you wish to clear out all entered information, click **Clear**.
	CAUTION: Clicking **Clear** before clicking **Save** deletes newly entered data.
Delete	Click to delete the selected public access area from the database.

How to add a public access area

1. Click **Clear** to clear all fields.

2. Fill in the information for the new public access area.

3. After all fields have been added to the Public Access page, click **Save/Add**. A message "Operation Complete" displays.

How to modify a public access area

1. To modify a public access area, select the name of the area to modify from the "Public Access Elevator Areas" window.

2. Make any necessary changes to the other fields on the Public Access page.

3. Click **Save**. A message "Operation Complete" displays.

How to delete a public access area

1. To delete a public access area from the System, select the area to be deleted by scrolling through the Public Access Elevator Areas window and clicking on the name of the area.

2. Wait for the configuration information to be displayed in the main window.

3. After making sure that the correct area to delete is selected, click **Delete**.

4. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue. A message "Operation Complete" displays.

Readers

The **Reader** pages allow you to add, modify, or delete readers, including configuring the reader address, name, description, unlock time, security area, etc.

There are two reader pages

- *Reader Setup Page* on page 238
- *Reader Options Page* on page 243

Reader Setup Page

To navigate to the **Reader Setup** page from any Hardware page click the **Reader** tab button in the navigation bar at the top of the main window, or from the main Hardware screen click the **Reader** button on the right side of the screen. The following page displays.

Figure 172.Reader: Setup

The Setup page contains the following information:

Reader Name	Enter the Reader Name of up to 12 alphanumeric characters, for example, "Lobby Door" or "Parking Gate".
Reader Number	Select the Reader Number from the drop-down list of 0-7 by clicking on the number. This number is the address where this reader is connected on the reader board. If you are not sure of the address contact your installer.
Unlock Time (Seconds)	The Unlock Time is the amount of time the door lock is to stay unlocked allowing the cardholder to open the door. Type the number of seconds directly into this field. The range of times that can be entered is 0-255. The default is 6 seconds.

Field Panel	From the drop-down list select the ACU Panel that the reader communicates with or is connected to. If you are not sure of which panel the reader is connected to contact the installer.
	Note: Click the link arrow to set up an additional ACU Field Panel. When setup has been completed, close the window by clicking **Save**.
Held Open Time (Seconds)	The Held Open Time is the number of seconds that the door can remain open after a granted access before an alarm is generated. The options are 15, 30, 45, 60, 90, 120, 180, 240, 300, 600, or 999 seconds. The default is 15 seconds.
	Note: For the Held Open Time option to work, a door-monitoring device must be installed, connected, and configured.
Card Format	If you are using access cards with this Topaz system, then select the Card Format from the drop-down list. If you are not sure of the format on your cards contact the installer. The possible options are:
	• Standard Wiegand
	• Standard Mag Stripe
	Note: If your card format is not in Standard Wiegand or Mag Stripe format, you need to set up a Variable Card Format. Click the link arrow to set up a Variable Card Format. When setup has been completed, close the window by clicking **Save**.
Pin Required	If there is a keypad on the reader being configured and you wish to require the cardholder to use a PIN, select **Yes**. If the reader does not have a keypad or the PIN is not going to be used, select **No**.
Security Area	Select the Security Area from the drop-down list of predefined security areas that the reader is associated with. For example, if the reader is the Main Door to the Research Lab, then it may be assigned to an area called "Research Lab". Later when giving access authority to a cardholder they may be given the "Research Lab" as an area of authorized access.
	Note: Click the link arrow to set up additional Security Areas. When setup has been completed, close the window by clicking **Save**.
Door Contact	Select this box if the door that the reader is controlling has a contact and you wish that contact to be used to monitor the door status. The default is to have a checkmark in this box. If the door contact is not going to be used, click the check box to remove the check mark.
	Note: On a paired reader (two readers on one door), the two readers share the same door contact alarm; therefore when wiring a paired reader: - the reader with the higher address should use the door contact alarm of the reader with the lower address; - the reader with the lower address should use the default door contact alarm.
Door Contact Zone	Select the alarm point to be used as the door contact. By default the field panel uses the zone at the reader.
Paired Readers	If two readers are connected to the same door, on opposite sides of the door, you can configure them as "Paired Readers". To do this, for each door:
	• Both readers must be controlled by a single ACU.
	• Door Contact must be used.
	• Select the same Door Contact Zone for both readers.
IKE Reader	If the reader you are configuring is an IKE reader, you need to check this box so that the reader properly activates and deactivates alarms.

Door Bounce Delay	Door Bounce Delay allows you to select a delay from 1-7 seconds for the forced open alarm. This prevents a false alarm from occurring, for example when the door closes to quickly and the pressure from the hydraulic door closer allows the door to bounce open again before securing.

Note: If using Elevator Control, some older elevators require the relay to be activated longer. If this is necessary, in the software set the Door Bounce Timer to 2 seconds. This should take care of any additional delay required by the elevator.

IKE Allows Ingress	This field only appears if IKE Reader is selected above. In some security applications, alarms can only be masked from inside the area. When this is the situation, and this IKE reader is used to enter the security area, click the check box. The IKE reader allows the authorized cardholder into the area, but does not mask the alarms.
Door Strike Relay #	If you are using a relay other than the default selection for the door lock, select a relay number for the door strike by clicking on a relay number in the drop-down list. The default selection for reader 0 uses relay 16 located on the ACU, reader 1 uses relay 18, and so on. For more information on relay addressing, see *Elevator Control* on page 229.

Note: On a paired reader (two readers on one door), the two readers share the same door strike relay; therefore when wiring a paired reader:
- the reader with the higher address should use the door strike relay of the reader with the lower address
- the reader with the lower address should use the default door strike relay.

Allow One Minute Grace	Select this option if you want the Door Held Open timer to extend for one additional minute after the normal Held Open time. During this time the reader's LEDs (and buzzer if equipped) signals a violation. If the controlled door re-closes before the minute expires, the door Held Open Alarm cancels and is never sent to the Workstation.
Lock Type	There are two types of lock that are used in different situations depending on how the lock should respond to a power failure.

- Fail Safe – Select if the electric lock installed requires power to keep the door locked. If power were to fail the door would then automatically unlock.
- Fail Secure – Select if power would be required to unlock the door. In the normal condition with no power to the lock it would be locked. In the event of a power failure the door would remain locked.

The above action requires the panel to have firmware version 5.79 (5 series) or 6.10 (6 series) or higher.

The first two of these options require a door contact to monitor door condition.

Unlock Door on REX	Select this option when you want the reader door to unlock when a person initiates a Request To Exit (REX) the area. A button, motion detector, or other device may activate the Request to Exit. A Request to Exit is required so that a Forced Open Alarm is not generated when a cardholder exits an area that does not have an exit keypad or reader, but does have a door contact.

If the door is to unlock when the Request to Exit is generated, click the box to the right. The door responds the same as if a cardholder has entered a valid card/PIN to access the area.

If the door has a crash bar which allows exiting without unlocking the door, remove the check mark from this box. This allows the door to be opened from the inside but the alarm is masked allowing the person to exit without generating a Forced Open Alarm.

Enter Card # by Keypad	The Enter Card # by Keypad allows the cardholder to enter their card number by using the keypad. The number of digits set in this field represents the number of digits that are required for a card number to be considered complete. For example, if the card number is 4 digits (0000 - 9999) or less, the field should be set at 4 digits. A cardholder whose card number is less than required number must enter leading zeros, or can use the * key (for example, if the card number is 0032, you can enter 32*). The * key is only used for leading zeros, not trailing zeros, for example, it is not required for 3200.
	The possible options are 4 Digits, 5 Digits, and 6 Digits. The default is Disabled.
Extend Held Open on REX	Select this option if you want the Held Open Timer to automatically extend for as long as the Request to Exit (REX) input is activated. The Held Open timer does not start counting until the REX is released. Select the feature by clicking on the box placing a check mark in it.
	If not selected the Held Open Timer starts counting as soon as the door opens, and the timer expires even if the REX stays activated with the door open. At the end of the time, an alarm would be generated.
Relock Door	Relock Door
	• After Door Opening – Select if you want the door to be relocked as soon as the door opens.
	• After Door Closes – Select if you want the door to relock only after the door closes. This option (if selected) keeps the door locked even after the set lock time and only relocks the door after the door is closed. This option is used for dead bolt and other similar type locks.
	• Relock Door on Strike Timeout - Select if you want the door to remain unlocked (even if the door is still open) until the strike timer expires. The door cycle also ends at that time. End of cycle means that alarms are immediately enabled, including the 'forced open' alarm for doors with a door contact.
	Note: If the door is monitored by an alarm contact, and the reader is set for 'Overlapped Access', and is open at the end of the door strike timer, then the 'Held Open' time is used to end the door cycle, and a new card read re-fires the door strike and restarts the timers.
Magnetic Bond Sensor	Select this option when you want the third alarm point connection to work with some type of latch monitor sensor such as a magnetic Lock. When selected, alarm point number Z02 is wired to the latch monitor. When not selected it may be used as a normal alarm point.
Workstation for Reports	Select from the drop-down list the server or Workstation to which the reports from the reader is sent.
	Note: Click the link arrow to set up an additional Workstation. When setup has been completed, close the window by clicking **Save**.
Overlapped Access	Normally after an access is granted, the system must see the door closed before the reader resets for the next cardholder. When this option is selected by placing a checkmark in the box, the reader resets immediately after the first access request is made by a cardholder, allowing the next cardholder to access the reader without closing the door.
	For this feature to work properly, a door contact switch should be installed and connected to the system to monitor the condition of the door.
Description	Enter the description of the reader, up to 50 alphanumeric characters. This could describe the location and area the reader protects.

Save | After all changes have been made to the Reader Setup page, click **Save**.

One of the following messages displays.
- If "Operation Complete" is displayed, then no further changes are needed.
- If "Duplicate Record" is displayed, then the Reader Number has been repeated. Enter a new number and try again.
- If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

Clear | At any point if you wish to clear out all entered information, click **Clear**.

⚠ **CAUTION:** Clicking **Clear** before clicking **Save** deletes newly entered data.

How to add a reader

1. Click **Clear** to clear all fields.

2. Fill in the information for the new reader.

3. After all fields have been added to the Reader Setup page, click **Save/Add**. A message "Operation Complete" displays.

How to modify a reader

1. Select the reader to be modified from the Configured Readers list.

2. Make all desired modifications to the reader.

3. Click **Save**. A message "Operation Complete" displays.

How to delete a reader

⚠ **CAUTION:** DO NOT delete a reader until all associated alarm points, cameras and relays have been deleted from the reader first.

1. To delete a reader from the system you must first select the reader to be deleted. Do this by clicking on the name of the reader to be deleted in the Configured Readers window to the right of the main window.

2. Wait for the reader's configuration information to be displayed in the main window and the reader description to be displayed in the Description window below the Configured Readers window.

3. After making sure that the correct reader to delete is selected, click **Delete**.

4. A message "Are you sure you want to delete this record?" displays. Click **Yes** to continue.

5. A message "Operation Complete" displays.

6. The reader is removed from the list of Configured Readers.

Note: When deleting a reader the Alarm points for the reader remains in the database. If the reader is added back into the system, the alarm points are reassigned to the reader, unless you previously deleted the alarm points.

Reader Options Page

The **Reader Options** page allows you to set up automatic actions for the reader to perform and assign video switchers and digital video recorders to the reader.

To navigate to the **Reader Options** page from any Setup page click the **Reader** tab button in the navigation bar at the top of the window and then the **Options** tab button. The following page displays.

Figure 173.Reader: Options

The Options page contains the following information:

Reader Action Schedule	Select the Time Schedule for the Reader Action Schedule. This allows the reader to enter the selected action at the Begin Action (beginning of the time schedule) and enter another selected Action at the End Action (end of the time schedule).
	Note: Click the link arrow to make a new schedule. When setup has been completed, close the window by clicking **Save**.

Begin/End Actions	The actions available for Begin Actions and End Actions are as follows: • Access, No Keypad - Only a valid card for access is required. • Access, Keypad - Only a keypad is required for access. • Access, Company Mode - Access is granted if the Company Code on the card is correct. • Access, Facility Code - Access is granted if the Facility Code on the card is correct. • Lock Door - Door locks and no access is granted for any cardholder. • Unlock Door- Door unlocks. • Conditional Unlock - This options keeps the door locked until a cardholder with Authorized for Conditional Unlock presents their card. • Turn On Keypad Enter - Only a valid PIN is required for access. • Turn Off Keypad Entry - A valid PIN is not required for access.
Duress Events Video Switcher	
Video Switch Alarm Number	Enter the alarm number of the video switcher that should be activated when the reader's duress alarm is generated. This field requires a video switcher alarm input. For more information on duress, see *Duress* on page 391.
Video Switch Preset	To activate a preset on the video switcher when the duress alarm is activated, enter the preset number of the video switcher that is to be activated.
Reader Alarm Video Recorder	Topaz allows cameras on digital video recorders to be linked to readers so that alarms generated at a reader can be recorded for investigation. See *Video Recorder* on page 258 for information on configuring a Digital Video Recorder. **Note:** Only alarms are recorded for investigation, so only those reader events that display in the alarm window are tagged for recording.
DVMR Camera	This is the DVMR camera that is associated with an alarm event generated by this reader. Select the camera from the drop-down list of available cameras. See *How to add a new video camera* on page 262 for information on configuring a camera.
Save	After all changes have been made to the Reader Options page, click **Save**. One of the following messages displays. • If "Operation Complete" is displayed, then no further changes are needed. • If "Duplicate Record" is displayed, then the Reader Name has been repeated. Enter a new name and try again. • If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.
Clear	At any point if you wish to clear out all entered information, click **Clear**. ⚠ **CAUTION:** Clicking Clear before clicking Save deletes newly entered data.

Alarm Point

The **Alarm Point** page is used to add, modify, or delete existing alarm points. The **Alarm Point** page has two sub-pages, "Setup" and "Options". They are used to configure more specific information for the alarm point.

- *Alarm Point Setup* on page 245
- *Alarm Point Options Page* on page 248

Alarm Point Setup

To navigate to the **Alarm Point** page within the Hardware pages, click the **Alarm Point** tab button at the top of the window, or from the main Hardware screen click the **Alarm Point** button on the right side of the screen. The following page displays.

Figure 174.Alarm Point: Setup

The Setup page contains the following information:

Alarm Name	The Alarm Name field is used to designate the name to be used for an alarm point. it can contain up to 26 characters. For example, "Emergency Exit Door S/E"

Note: Each name must be unique from any other. No duplicate names are allowed.

Field Panel	The Field Panel field is used to indicate the ACU that controls this alarm point. Select the Field Panel from the drop-down list of pre-configured panels.

Note: To configure a field panel, click the link arrow to the left of the Field Panel field. Configure the Field Panel and click **Save**.

Security Area	The Security Area field is used to assign a security area to the alarm point. It is selected from a drop-down list of configured Security Areas.

Note: To configure a Security Area, click the link arrow to the left of Security Area field. Configure the Security Area and click **Save**.

Alarm Categories	The Alarm Categories field indicates the category to which this alarm point is to be assigned. It is good to group alarms points into categories like "Held Open" or "Motion Det." so that the group can be recalled from history. It is selected from a drop-down list.

Note: To configure an Alarm Category, click the link arrow to the left of Alarm Category field. Configure the Alarm Category and click **Save**.

Alarm Instructions	The Alarm Instruction field contains the name of one of the configured Instruction Messages. It is selected from a drop-down list.

Note: To configure an Alarm Instruction, click the link arrow to the left of Alarm Instruction field. Configure the Alarm Instruction and click **Save**.

Alarm Workstation	The Alarm Workstation field links the alarm to a workstation where it reports for acknowledgement ad processing. It is selected from a drop-down list.
No Ack Workstation	The No Ack Workstation field is used to route an active alarm if it is not acknowledged at its usual workstation. Select the workstation from the drop-down list of configured workstations. If your system does not have a workstation assigned, the default is the server.
Active	The Active field is used to indicate if the alarm point is active. Place a check mark in the box indicating alarm point is connected and the system is to start monitoring the point. The server does not start monitoring the point until the configuration is saved. If the point should not be monitored until a later time, leave the box unchecked. This allows the system to be programmed while the hardware is being installed without generating constant alarms.
Input Number (Address)	The Input Number (Address) field is used to indicate the location on the ACU to which the alarm is wired. If you are not sure what the alarm number is, contact the installer.
Priority	The Priority field indicates the level of importance this alarm should have. The range is 1 to 16. The default is to have 16 the highest priority. To change this to 1 being highest, click the Priority 1 is Highest Priority check box on the Site Settings page. See *Priority 1 is Highest Priority Alarm* on page 176.

For example, a Smoke Detector alarm might be given a higher priority number so it would be reported ahead of other alarms. The highest priority appears at the top of the list in the alarm queue. The Duress alarm defaults to a priority 15 due to the usual setting that priority 16 is the highest priority.

User ACK Required	The User ACK Required field is used to require acknowledge by the operator when the alarm is generated and displayed on the Workstation.

If the operator does not acknowledge the alarm in a predetermined time limit, the Workstation displays Operator Failed To Acknowledge and logs it to the event file. After acknowledgement the operator may also enter comments to be logged to history.

If you uncheck this box, the operator is not required to acknowledge the alarm point. The alarm is placed in the queue, but no enunciator sounds at the workstation.

Alarm Can Be Masked	The Alarm Can Be Masked field is used to allow the alarm to be masked by authorized personnel. Click the box to the right placing a check mark in the check box. If the alarm point should never be masked, then leave the default with no check mark.

> ⚠️ **CAUTION:** Alarms that report the state of an alarm such as *Alarm Off line* or *Tamper* should not be masked. Allowing these status alarms to be masked reduces the security and effectiveness of the system.

Description	The Description field allows you to enter other information about this alarm point. The field allows up to 256 alphanumeric characters. For example, "High Temp in Computer Room Build-23" or "Emergency Exit door By Southwest Stairwell - Build #501". You could even include an address like "Roof Hatch Southwest Corner - 254 E. Main St."
Alarm Reporting Delay	The Alarm Reporting Delay field is used in conjunction with Keypad Masking, etc., where the keypad is located inside the protected area. For example, if the alarm point being configured is the door you would use to enter the area, the alarm can be delayed for between 1and 255 seconds to give you time to enter the area and deactivate the alarms before they are reported to the operator. Select the number of seconds the alarm report should be delayed from the drop-down list.
Save	After all changes have been made to the Alarm Point Setup page, click **Save**.

One of the following messages displays.

- If "Operation Complete" is displayed, then no further changes are needed.
- If "Duplicate Record" is displayed, then the Alarm Number has been repeated. Enter a new name and try again.
- If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

Clear	At any point if you wish to clear out all entered information, click **Clear**.

> ⚠️ **CAUTION:** Clicking Clear before clicking Save deletes newly entered data.

How to add an alarm point

1. Click **Clear** to clear all fields.

2. Fill in the information for the new alarm point.

3. After all fields have been added to the Alarm Point Setup page, click **Save/Add**. A message "Operation Complete" displays.

How to modify an alarm point

1. To modify an alarm point, select the name of the point from the "Alarm Input Points" window.

2. Make any necessary changes to the Alarm Point fields.

3. After all changes have been made to the Alarm Point Setup page, click **Save**. A message "Operation Complete" displays.

How to delete an alarm point

1. To delete an Alarm Point from the System, select the Alarm Point to be deleted by scrolling through the Alarm Input Points window and clicking on the name of the Alarm Point.

2. Wait for the Alarm Point configuration information to be displayed in the main window and the Alarm Point description to be displayed in the "Description" window below the "Alarm Input Points" window.

3. After making sure that the correct Alarm Point to delete is selected, click **Delete**.

4. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue. A message "Operation Complete" displays.

Alarm Point Options Page

The **Options Page** is used to assign digital cameras and video switchers to an alarm, to control automatic masking actions and to link alarms to a relay. To navigate to the **Alarm Point Options** page from any Hardware page click the **Alarm Point** tab button in the navigation bar at the top of the main window and then the **Options** tab button. The following page displays.

Figure 175.Alarm Point: Options

The options page contains the following information:

DVMR Camera — This is the DVMR camera that is linked to this alarm. Select the pre-configured camera from the drop-down list. To configure a camera, click the Video | Camera tabs at the top of the screen and complete the page that displays. For information about configuring a camera *How to add a new video camera* on page 262.

Video Switcher Alarm# (Camera#) — If an approved optional video switcher is connected to one of the serial ports of the server, the PC can send a signal to the video switcher to trigger one of its alarms/cameras.

Enter the alarm/camera number of the optional video switcher that is to be activated when the alarm point becomes active.

Note: When using a GE Video Switcher use the number of the camera to be called for the Video Switcher Alarm # field.

Video Switcher Preset# If an approved optional video switcher is connected to one of the serial ports of the server, the PC can send a signal to the video switcher to trigger one of its presets.

Enter the preset number of the optional video switcher that is to be activated when the alarm point becomes active.

Dial-up Report If this alarm point is connected to a dial-up field panel, you can specify if you want the dial-up device to store alarms and troubles until the next scheduled download to the server or send the information to the server as they occur.

The optional reports are:

- Always Reports - Select this option if you want the field panel to dial-up the server and report all events immediately from this point instead of being stored in memory until the scheduled download.
- Report Troubles - Select this option if you want troubles from this alarm point to be sent immediately to the server instead of being stored in memory until the scheduled download. For example, a Request To Exit alarm would report if the point when into trouble, but would not report every time a request to exit was sent.
- Log Reports - Select this option if you want alarm and troubles from this point to be stored in the dial-up device's memory until the scheduled download time.

Note: The video option cannot be used with a dial-up panel.

Masking Schedule If the alarm point is to be automatically masked or unmasked during a time schedule, select the pre-configured time schedule from the drop-down list. The default is Never (will not mask by time).

Note: If the desired Time Schedule has not yet been configured, click the link arrow to the left of Masking Schedule. Configure the desired time schedule and click **Save**.

Masking Action If you have selected a time schedule above, then select from the Masking Action list if the point is to be masked or unmasked during the time schedule selected.

Choose one of the options:

- Mask – Select if you want the alarm point to be masked without restrictions during the scheduled time. At the end of the time schedule the point unmasks.
- Unmask – Select if you want the alarm point to be unmasked without restrictions (that is, the alarm point should be monitored) during the scheduled masking time. At the end of the time schedule the point masks.

Alarm Links to Relay # You can select a relay number to be linked for this alarm by clicking on a relay number in the drop-down list. This allows you to link several alarm points to a single relay. The relay must be on the same panel as the alarm point for this to function. The relay activates whenever the alarm point is in an active state and deactivates when the alarm resets or returns to normal.

Save After all changes have been made to the Alarm Options page, click **Save**. The message "Operation Complete" displays.

Clear At any point if you wish to clear out all entered information, click **Clear**.

Relay Page

The **Relay** page allows you to add a new relay, or modify or delete an existing one.

To navigate the **Relay** page from any Hardware page, click the **Relay** tab button navigation bar at the top of the screen, or from the main Hardware screen click the **Relay Output** button on the right side of the screen. The following page displays.

Figure 176.Relay.

The Relay page contains the following information:

Relay Name	Enter a name of up to 16 alphanumeric characters for the Relay Name. The name of each relay must be unique.
Relay Number (Address)	Enter the Relay Number (Address) of the relay that is being configured.
Field Panel	Select from the drop-down list of pre-configured Field Panels the one to which the relay is connected.
Alarm Linking	Alarm Linking allows you to link the selected Relay to a selected Alarm Point. Any time the alarm point goes into alarm the relay activates and when the alarm cancels the relay deactivates. This allows you to link any number of relays to the same alarm point.
Controlled by Alarm Point	If the Relay is to be linked to an Alarm Point, select Yes from the list. The default is No.
ALarm Point Name	From the drop-down list of configured Alarm Point Names, select the point that activates this relay when it goes into alarm.

> **Note:** To configure an Alarm Point, click the link arrow to the left and the Alarm Point setup page opens. Configure the Alarm Point and click **Save**.

Link During Time Schedule	If you want the Relay to activate upon the alarm during a selected Time Schedule only, then select the Time Schedule from the drop-down list of configured Time Schedules.
	Note: To configure a Time Schedule, click the link arrow to the left and the time schedule setup page opens. Configure the time schedule and click **Save**.
Activate When Alarm is Masked	Under normal conditions when the Alarm Point that is linked to the relay is Masked, the relay does not activate when the point goes into alarm. If you wish the Relay to Activate even if the Alarm Point is Masked, click the box to the right placing a check mark in it.
Scheduling	If the Relay is going to be activated or deactivated by a Time Schedule the following fields need to be configured.
Relay Action Schedule	If the relay is to be automatically Activated during a Time Schedule then select from the drop-down list a pre-configured Time Schedules for the relay action to Begin and End.
	Note: To configure a Relay Action Schedule, click the link arrow to the left and the Time Schedule configuration page opens. Configure the panel and click **Save**.
Begin Action	Select if the relay is to Activate or Deactivate at the beginning of the time schedule.
End Action	Select if the relay is to Activate or Deactivate at the end of the time schedule.
Description	Enter up to 127 characters for the Description for the relay.
Save/Add	After all changes have been made to the Relay page, click **Save/Add**.
	One of the following messages displays: • If "Operation Complete" is displayed, no further changes are needed. • If "Duplicate Record" is displayed, then the Relay Name has been repeated. Enter a new name and try again. • If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.
Clear	At any point if you wish to clear out all entered information, click Clear
	⚠️ **CAUTION:** Clicking **Clear** before clicking **Save** deletes newly entered data.

How to add a relay

1. Start by clicking **Clear** to clear any existing data.

2. Enter the data for the new relay in the remaining fields on the Relay page.

3. Click **Save**. The "Operation Complete" message displays. If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

How to modify a relay

1. Start by selecting the relay to be modified by scrolling through the Configured Relays list and clicking on the relay to select it. After the fields are filled in make sure the correct relay to modify has been selected.

2. Make any desired changes to the Relay Setup page.

3. After all changes have been made to the Relay page, click **Save/Add**. The "Operation Complete" message displays.

How to delete a relay

1. To delete a relay from the system you must first select the relay to be deleted. Do this by clicking on the name of the relay in the Configured Relays list.

2. After making sure the correct relay to be deleted has been selected (highlighted), click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue. A message "Operation Complete" displays.

Auto Configuration Setup Page

Auto Configuration allows you to have the system automatically configure any device by clicking the **Auto Configuration** button. The system software detects any newly added device such as ACU panel or card reader and sets it up with default values.

Default Device Names

After Auto Configuration has been completed, the devices have numeric names, for example, Reader 2-1-3 is Host Port two (2), Field Panel address one (1), Reader number three (3). You may want to rename the devices with your own descriptive names. For more detailed information see the chart below.

	Example	Type	COM#	ACU Polling #	Reader/Alarm #	Alarm Type
Field Panel	Device 1-0 / 250-0	Device	1	0		
Reader	RDR 1-0-0 / 250-0-0	RDR	1	0	0	
Reader Alarm	RDR 1-0-0 FO / 250-0-0 FO	RDR	1	0	0	FO (Forced Open)
Alarm	Alarm 1-0-0 / 250-0-0	Alarm	1	0	0	
Area	Area 1-0-0 / 250-0-0	Area	1	0	0	

Note: When assigning default names for IP addresses for ACU panels, the system uses descending order, starting at 250, such as: 250, 249, 248.

	Example	Type	COM#	ACU Polling #	Reader/Alarm #	Alarm Type
Panel Alarms	ACU 1-TAMPER	ACU	1	1		TAMPER
Input Module	RIM 1-1-7-OL	RIM	1	1	7	OL (Offline)
Output Module	RRM 1-1-5-OL	RRM	1	1	5	OL (Offline)

When you click the **Auto Configuration** button, the message "Please be patient while we examine your system" displays.

Click **OK** to continue.

If no new devices are detected the following page displays.

Figure 177.Auto Configuration Setup
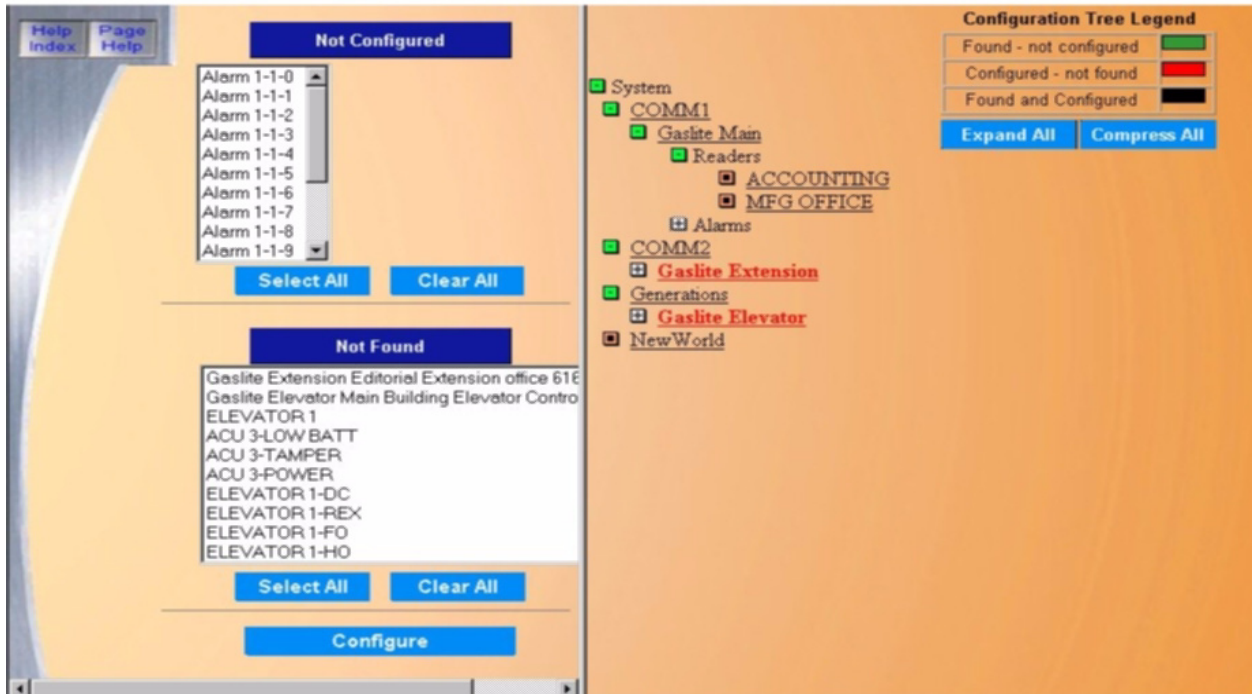
You can instead select the standalone Device Tree at any time by clicking the **Device Tree** button on the Main tool bar on the left side of the screen.

If new devices are detected and/or old devices are not found, a message such as the following displays:
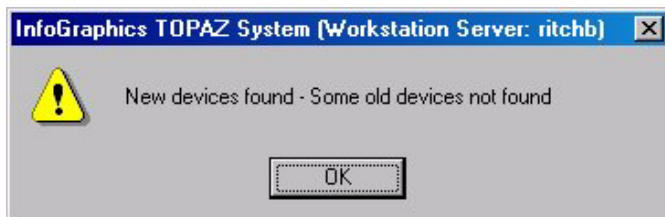
Left Side of the Page	The page is divided into two halves with a vertical line. On the left side are two lists showing the devices, which need your attention: those Found and Not Configured and those Configured and Not Found.
Found and Not Configured	On the left side, under Not Configured, a list of devices displays that the system found which you have not configured yet. These devices should be configured before proceeding.
	To do this, click all devices you wish to have auto configured, and then click **Configure**. Those highlighted devices should no longer appear in that list, and should now be located in the system device tree on the right side of the page, along with all Topaz devices connected to that communication port. Any selected device may be deselected by clicking **Clear**.

Configured Not Found

On the left side, under Not Found, a list of devices displays that the system has a configuration for but cannot find. Confirm that these devices are no longer installed and physically connected to the server. It is possible that the device has a communication or other related problem.

If you want any device in this list removed from the database, click it to be highlighted, and then click **Configure**.

Note: If you configure a Com port for one device and later unplug it and plug in another device of a different type, when you run Hardware\Auto Configuration, Auto Configuration will not find that device. You must reconfigure the device for that Com port.

CAUTION: If a Com Port is not listed correctly, Auto Configuration won't find anything under that Com port.

Right Side of the Page

Color Legend

The corner of the screen displays the color legend, which describes devices listed under the System icon. These colors provide information about the configuration status of each device.

You can view text boxes describing the meaning of each color by placing your mouse pointer on a color bar.

Devices shown in green are Found But Not Configured:

Found but Not Configured. The system has detected new hardware. This hardware needs to be configured.

Devices shown in red are Configured But Not Found:

Configured but Not Found. The hardware is configured , but not communicating with the system.

Devices shown in black are Found and Configured:

Found and Configured. The hardware is configured and communicating with the system.

Device Tree

You can access the Device Tree by clicking on the plus button by System at the top right side of the page.
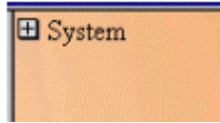
You can also expand the entire tree by clicking **Expand All** or you can compress the tree by clicking **Compress All**.

Clicking this button opens the tree to show the Communications ports and LAN Adapters (ACUs communicating over the LAN) configured on the system as shown below.

The ◼ ICON by Readers indicates that no additional information resides under that part of the tree.

Opening more of the tree would look something like the image below.
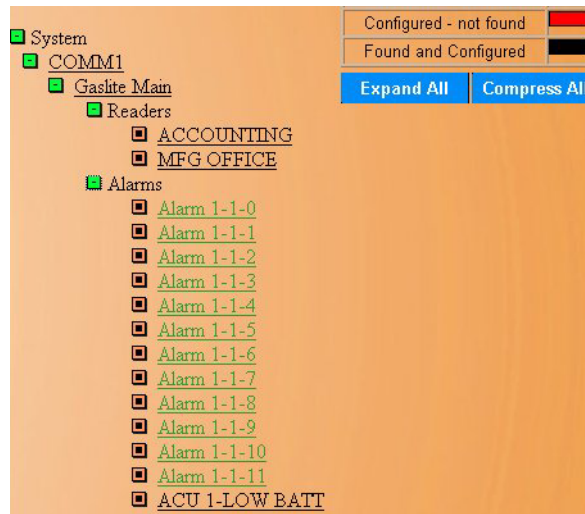
When you leave the Auto Configuration (Device Tree) page and later return, the Tree appears opened to the same place as it was when you left.

At anytime you can click any one of the underlined names to bring up its appropriate configuration page and re-configure or edit that item.

For example, if the "ACCOUNTING-FO" alarm in the tree above were clicked on it would bring up the Alarm Point configuration page as an additional browser page with Auto Configuration remaining in the background as shown below.
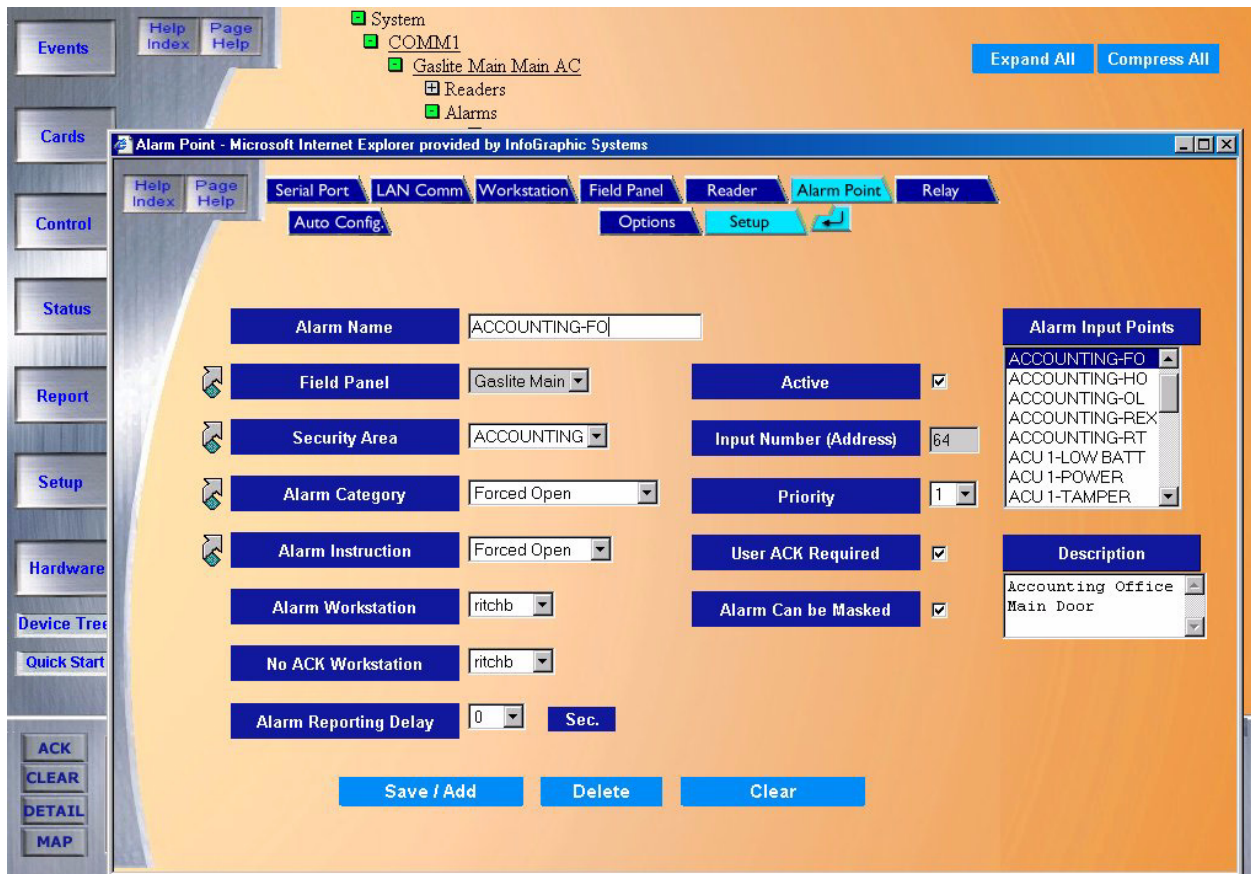
You can then make any modifications or deletions. After making changes click **Save/Add**.

The device tree is automatically updated with the changes you made.

When you navigate to another page, the Device Tree remains in the view you left it.

Note:

- You cannot use the Auto Configuration or standalone Device Tree to add new devices. You must add them by using the hardware page for the device you wish to add.
- At any time, while on any other page of the Topaz system you can click Device Tree located in the main tool bar on the left side of the screen to access the standalone device tree page.

Device Tree

If you click **Device Tree** button, the following page displays.

Figure 178.Device Tree
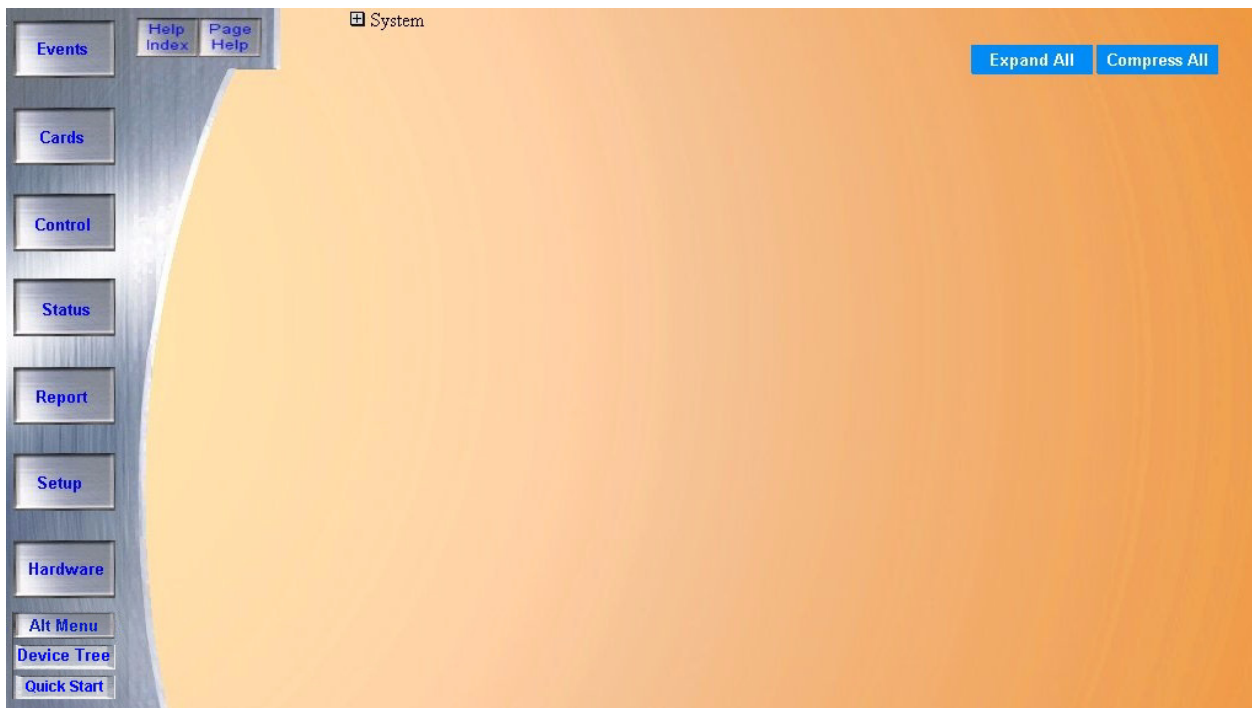
To run Auto Configure, you must click the **Hardware** button on the main tool bar on the left and then click the **Auto Configurations** button. The device tree is also displayed on the Auto Configuration page.

Aside from auto configuring your system, and specifically for day-to-day system hardware navigation and editing, we recommend using the Device Tree.

Video Recorder

Topaz supports alarm video recording. This allows the system to link the video recorded during an alarm event to the alarm record. A digital video recorder allows the video clip to begin before the alarm event allowing the event to be seen by the operator.

To navigate to the **Video Recorder** page, click the **Hardware** button on the main navigation bar at the left side of the browser window then click the [   ] button next to **Video** on the main Hardware page. You can also click the **Video** tab at the top of the window from any Hardware page. The following page displays.

Figure 179.Video: Recorder

The Video Recorder page contains the following information:

Video Recorder Name
: The Video Recorder Name field assigns a name to the recorder that can then be selected on various pages of the Topaz system. This name must be unique and clearly identify the recorder. It could reference the location of the cameras that it controls. For example: Administration South or Building 1 West

Internet (TCP/IP) Address
: The Internet (TCP/IP) Address field is used to connect the recorder to the LAN and to the Topaz system. The address must be a static IP. IP addresses should be issued by your IT department and configured on the recorder before completing this form.

Save/Add
: Click **Save/Add** to save the configuration to the database.

Connect to Video Recorder

Once you have saved the configuration, click the Connect to Video Recorder button to verify that the correct recorder has been configured.

This button launches the Wave Browser. This browser allows the user to connect to a video recorder and test the various cameras by viewing live feed from that camera

For information about how to use the Wave Browser, refer to the documentation that came with your DVMRe

How to add a new video recorder

Before configuring the recorders in the Topaz system, they should be installed and functioning properly. Make certain that you have the TCP/IP address which has been assigned to the recorder available before you start the setup process.

Note: While many Digital Recorders may use DHCP addressing, Topaz must use Static IP addresses. Be certain when installing the recorder that a static IP address is assigned to it.

1. Start by clicking **Clear** to clear any existing data.

2. Enter the data for the new video recorder on the Video Recorder page.

3. Click **Save** to save the data to the database. The "Operation Complete" message displays. If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

How to modify a video recorder

1. Start by selecting the recorder to be modified by scrolling through the Video Recorders list and clicking on the recorder to select it. After the fields are filled in make sure the correct recorder to modify has been selected.

2. Make any desired changes to the Video Recorder page.

3. After all changes have been made, click **Save/Add**. The "Operation Complete" message displays.

How to delete a video recorder

1. To delete a video recorder from the system you must first select the recorder to be deleted. Do this by clicking on the name of the recorder in the Video Recorders list.

2. After making sure the correct recorder to be deleted has been selected (highlighted), click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

   A message "Operation Complete" displays.

Video Camera

This page allows the user to link the video recorder to the cameras which monitor and record the alarm events. Digital video recording allows the video clip to begin before the alarm event. This feature allows the event to be seen by the operator. Pre event, Length and Quality settings are done on the DVMRe directly. Refer to the documentation which came with your video recorder. On this page, you assign a name to the camera and link it to a Video Recorder.

To navigate to the **Video Camera** page, click the **Hardware** button on the main navigation bar at the left side of the browser window then click the [ ] button next to **Video** on the main Hardware page then click the **Camera** tab. You can also click the **Video** tab at the top of the window from any Hardware page and then click the **Camera** tab. The following page displays.

Figure 180.Video: Camera
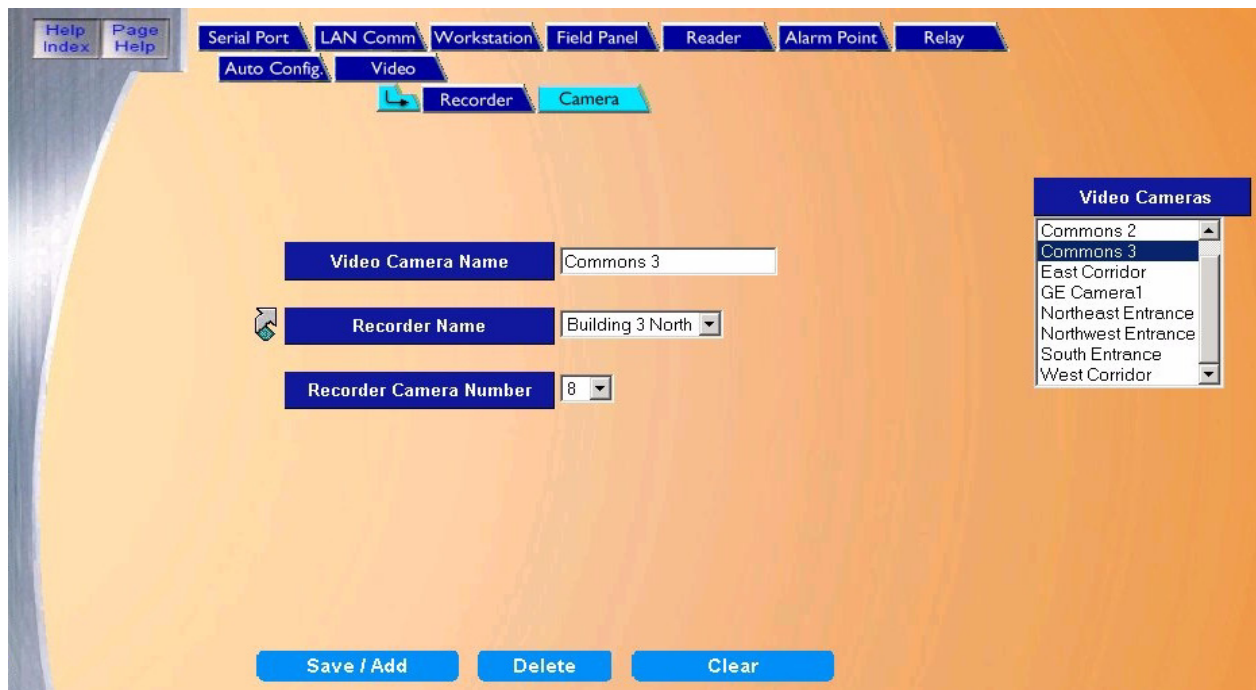
The Video Camera page contains the following information:

Video Camera Name	The Video Camera Name field is used to assign a name to the camera that can then be selected on various pages of the Topaz program. This name must be unique and clearly identify the camera. It could reference the area which is monitored by the camera that is being configured. for example: Southeast corridor or Accounting Lobby, etc.
Recorder Name	The Recorder Name field is used to indicate the video recorder that controls the camera. Select the name of the recorder from the drop-down list of available video recorders.
	If the correct recorder is not configured, click the link arrow to open the Video Recorder page and configure the required recorder.
Recorder Camera Number	The Recorder Camera Number field indicates the Camera Number that was assigned to this camera on the recorder. For information regarding the assigning of Camera Numbers refer to the documentation which came with the Video Recorder.
Save/Add	Click **Save/Add** to save the configuration to the database.

How to add a new video camera

Use the following steps to add a new video camera to the system. Before configuring the cameras, they should be installed and functioning properly. Make certain that you have the Recorder Name to which the camera is attached and the number assigned to the camera on that recorder before you start the setup process.

1. Start by clicking **Clear** to clear any existing data.

2. Enter the data for the new video camera on the Video Camera page.

3. Click **Save** to save the data to the database. The "Operation Complete" message displays. If "Operation Failed" is displayed, then a required field was not entered. Enter the field and try again.

How to modify a video camera

1. Start by selecting the camera to be modified by scrolling through the Video Cameras list and clicking on the camera to select it. After the fields are filled in make sure the correct camera to modify has been selected.

2. Make any desired changes to the Video Camera page.

3. After all changes have been made, click **Save/Add** to save the changes to the server database. The "Operation Complete" message displays.

How to delete a video camera

1. To delete a video camera from the system you must first select the camera to be deleted. Do this by clicking on the name of the camera in the Video Cameras list.

2. After making sure the correct camera to be deleted has been selected (highlighted), click **Delete**.

3. A message "Are you sure you want to delete this record?" displays. Click **OK** to continue.

   A message "Operation Complete" displays.

Chapter 10 Badge Design

This chapter includes information on how to design badges.

In this chapter:

Overview

This feature is currently not being evaluated by UL.

The **Badge Design** page allows you to design badges for use with individual employees in the Cardholder record.

The Topaz badge design facility is easy to use and has a wide range of features for designs. As a demonstration, the badge shown below uses a few of the design features. This badge was designed and saved into the system in approximately five minutes.

Figure 181.Sample badge
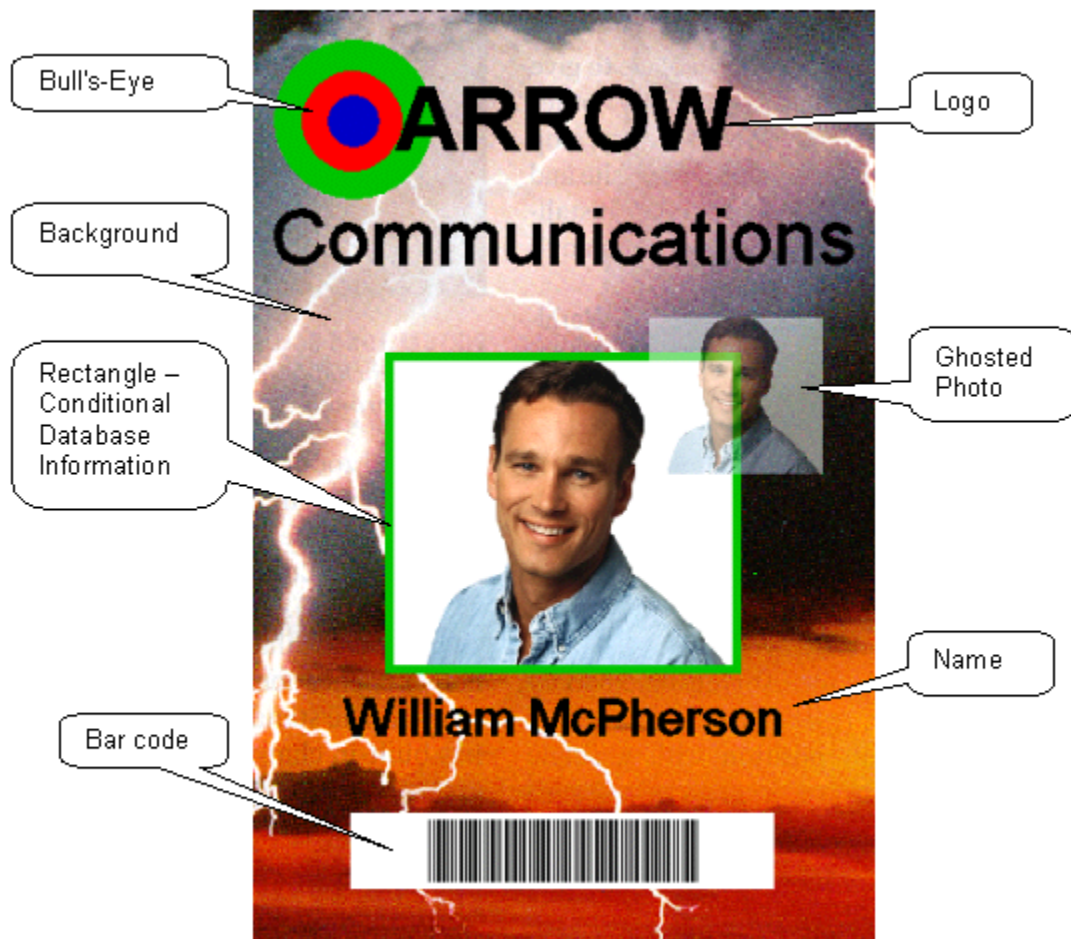
You can orient the design for portrait or landscape badges. You have flexibility in designing a badge. The following features may be incorporated into a badge template. The template is then used to print cardholder badges.

A badge design can contain the following information:

Cardholder Photo	The Cardholder's photo is stored in the Cardholder record and is automatically accessed when the Display Badge, Print Badge, or Display Photo selections are made. The photo can be implemented with several different format selections including Chroma Key, Chroma Cut, Ghosting, Black and White format, and Rescaling.
Cardholder Signature	The Cardholder's signature is also stored in the cardholder record and is acquired from an optional signature panel attached to any enrollment workstation within the system.

> **Note:**   An optional signature capture pad is required for this feature.

Logos	These are bitmaps of any object or scene that can be imported into the system from any external software package. They can be used as backgrounds or as smaller symbols, and can be overlaid on top of each other.
Rectangles, Triangles, Circles, Ellipses	You can draw and automatically size rectangles, triangles, circles, and ellipses. You can fill them with color from the extensive color palette within the system, or you can leave them without a fill. You can round the corner, mix the width of the external lines, and select the color.
Lines	You can draw lines with varying styles, thickness, and color in any direction.
Fixed (Constant) Text	You can enter text onto the badge at any selected location and select the font from the extensive font list.
Database (Variable) Text	You can automatically add text from the Cardholder Database. You can select the location and orientation, and you can also define the font and whether full or partial rending of the data shall be used. The fonts size automatically and you can choose the color for the text from the built-in color palette.
Bar Codes	You can print the card number and employee number on the badge as a bar code. You can select the location, size, and color of the bar code.

> **Note:**   During the process of badge design, we recommend that you periodically save the badge template using the **File** menu on the Menu Bar at the top of the screen. The first time a template is saved, you must select a unique name for the template. The name can be up to eight (8) characters in length. Use the **Save As** command the first time.

Accessing Badge Design

To navigate to **Badge Design** click the **Photo ID** button, then the **Design Badge** button. The system opens the badge template design window as shown below.

Figure 182.Photo Badge template design window
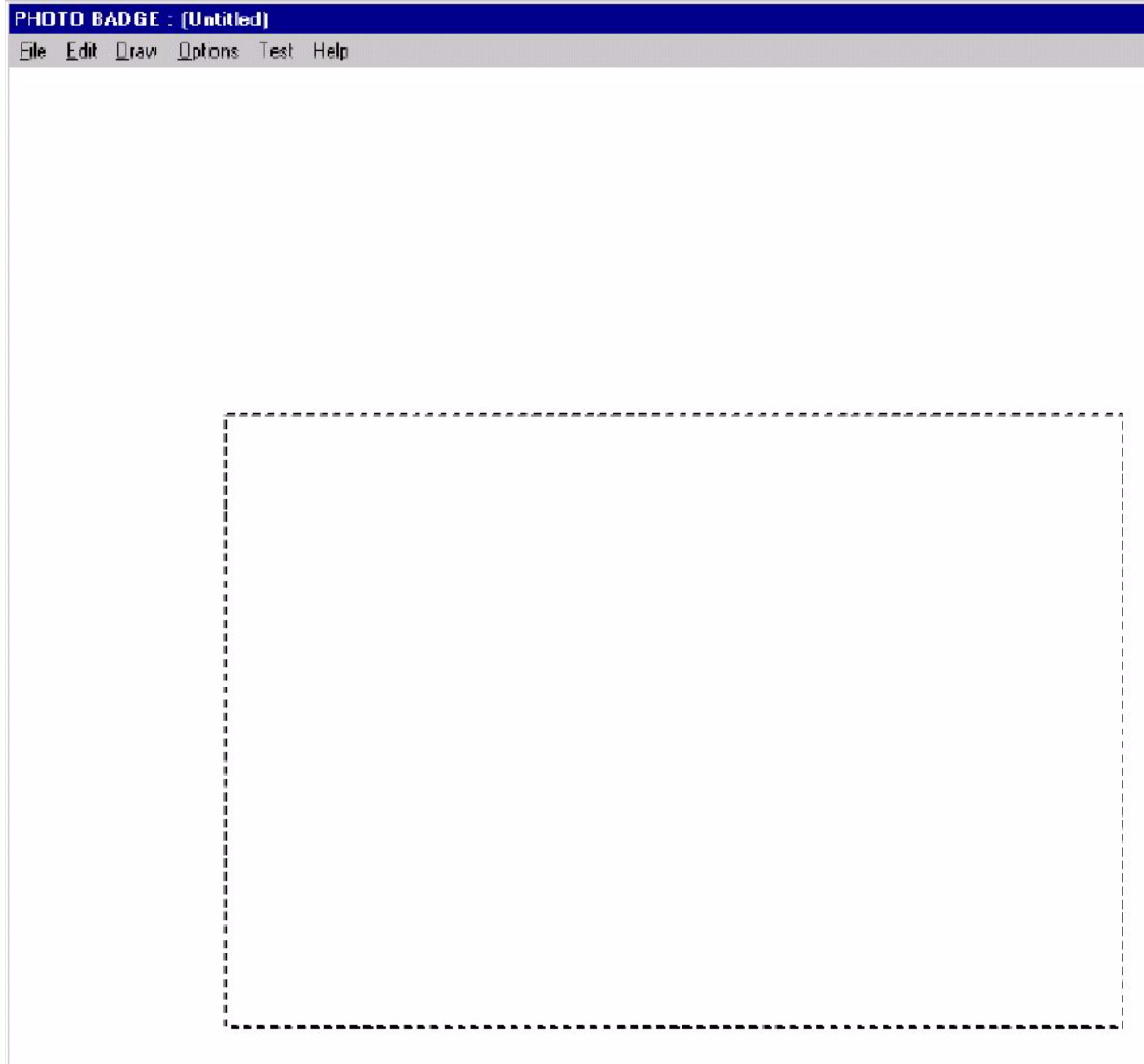
Note: If the Photo Badge window does not display, make sure the workstation has been set up for Photo Badging.

To select a Portrait badge or a Landscape badge, move the mouse pointer to the **Options** selection on the menu bar at the top of the window and click the left mouse button. Choose the selection of **Portrait** or **Landscape**, which is suitable for the badge design you wish to implement. This alters the dotted line template on the screen for badge orientation selected from the menu as shown below.

Figure 183.Photo Badge Options menu.
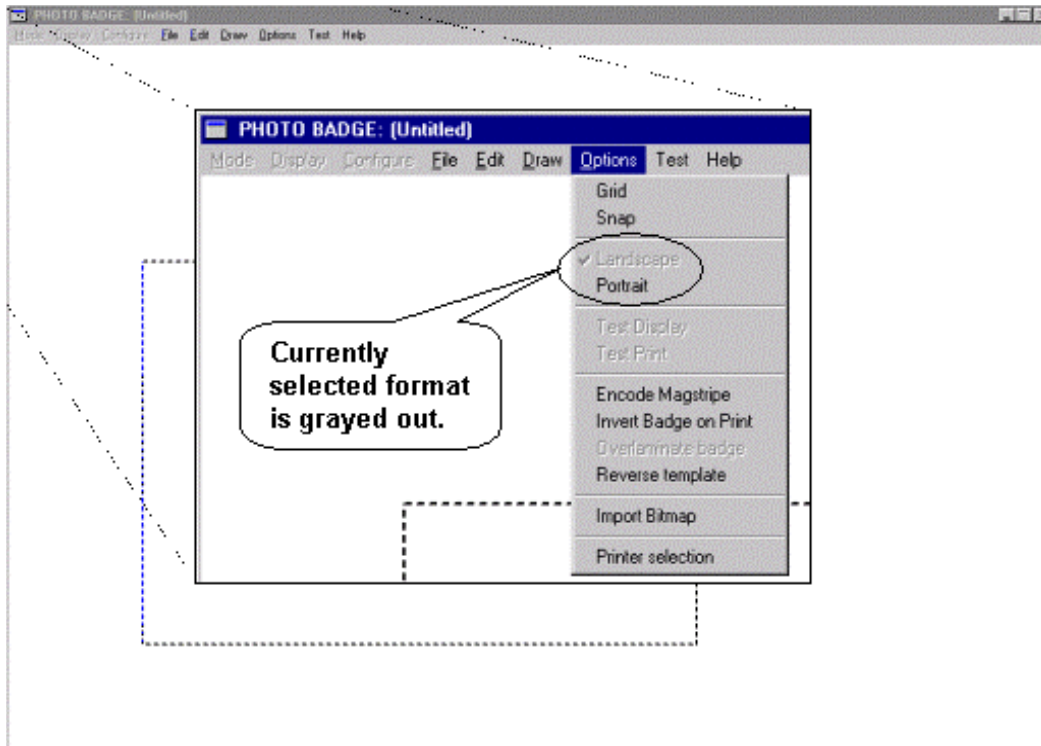
Entering Information

To place any field information on a badge, you need to first select **Draw** from the menu bar at the top of the window. This pulls down a menu list, which lists all items which may be inserted into a badge template.

The **Draw** menu offers the following items:

Figure 184.Draw menu

- Photo
- Signature
- Text
- Database
- Bitmap
- Line
- Triangle
- Rectangle
- Circle
- Ellipse
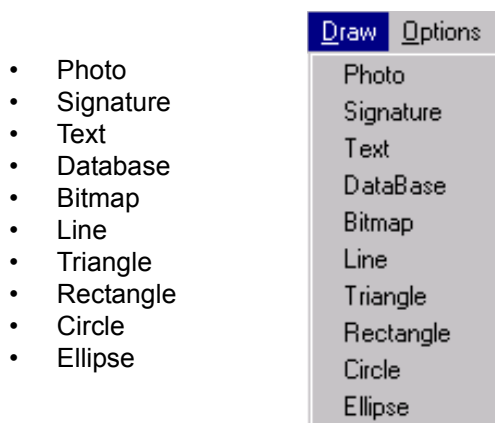
Photo and Signature

These two commands allow you to specify the position, shape, and size of the cardholder's photograph or signature.

Once you have selected either of theses items, the menu disappears. You should then select the position of this item on the badge. To select the position, place the mouse pointer at the top left hand corner of the desired position, press down and hold the left mouse button and drag it to the bottom right hand corner of the desired position.

The screen shows a rectangle with large square dot corners called "Handles". These "Handles" indicate that the object has been "Picked" for editing. The rectangle has a gray background.
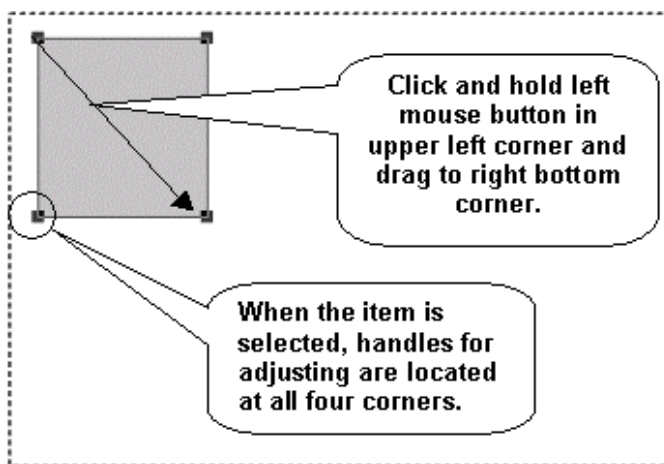
You can move the rectangle around on the template by placing the mouse pointer inside the selected field (showing the handles), then hold the left mouse button down and drag the rectangle to the new position. To change the size, place the mouse pointer directly on one of the handles, then click and hold the left mouse button and drag to the new shape.

To select attributes, while the "Handles" are still in place, and with the mouse pointer located within the area of the "Handles", click the right mouse button. The **Attributes** screen is shown below.

Figure 185.Attributes screen
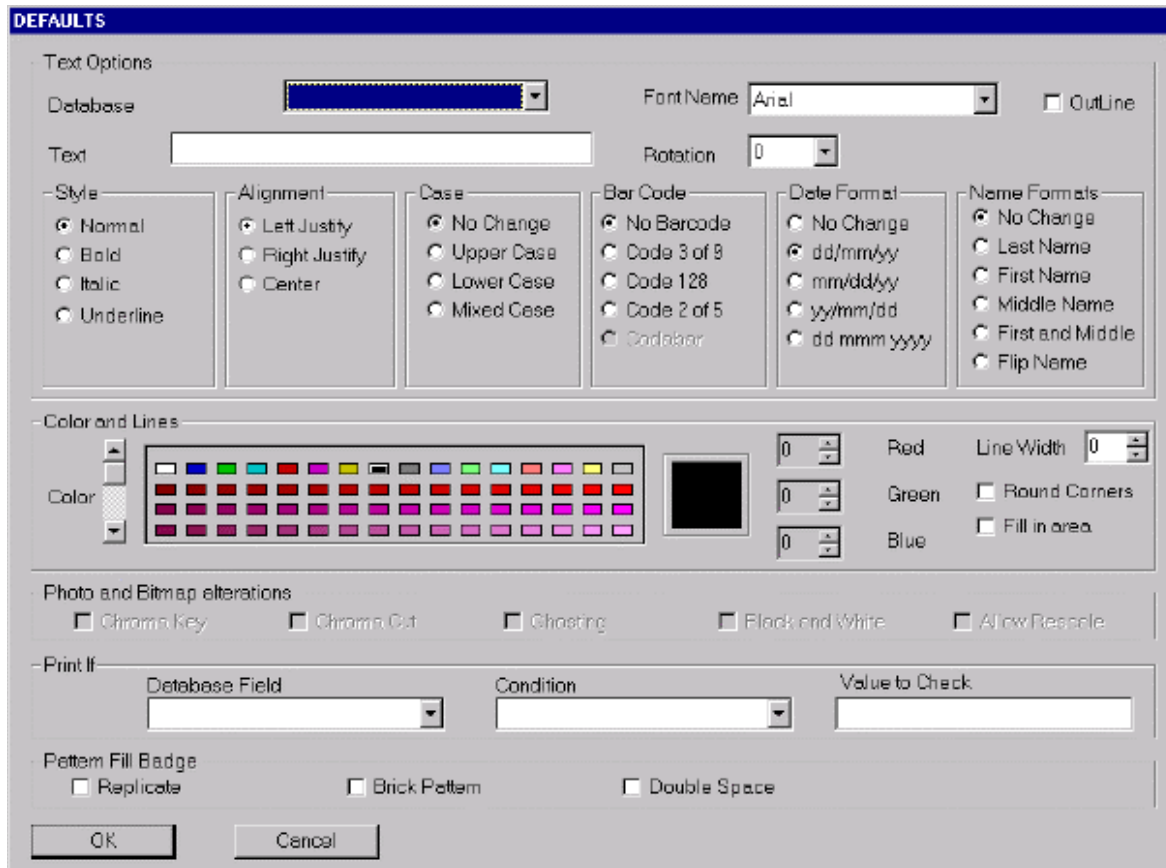
These attributes, which may be selected or changed for any particular "Picked" object, are in bold on the screen and the attributes, which may not be used, are grayed out. In the case of the Photograph and Signature objects, the available attributes are **Chroma Key, Chroma Cut, Ghosting, Black & White, and Allow Rescale**. These are explained in detail later in this chapter.

Text and Database

These two commands allow you to specify the position, shape, and size of the text and database field information to be shown on the badge. **Text** refers to "Constant" text that is entered by the badge designer and always appears on the badge in the same form. **Database** refers to "Variable" information, which is extracted from the cardholder database and is specific to the individual cardholder

Once you have selected either of theses items, the menu disappears. You should then select the position for these items on the badge. To select the position, place the mouse pointer at the top left hand corner of the desired position, press down and hold the left mouse button and drag it to the bottom right hand corner of the desired position. The screen shows a rectangle with large square dot corners called "Handles". These "Handles" indicate that the object has been "Picked" for editing.

A dialog window appears on the screen.

If the **Text** command has been selected, the dialog box provides an open field into which you can enter the text to be placed on the badge in that position.

Figure 186.Enter Text
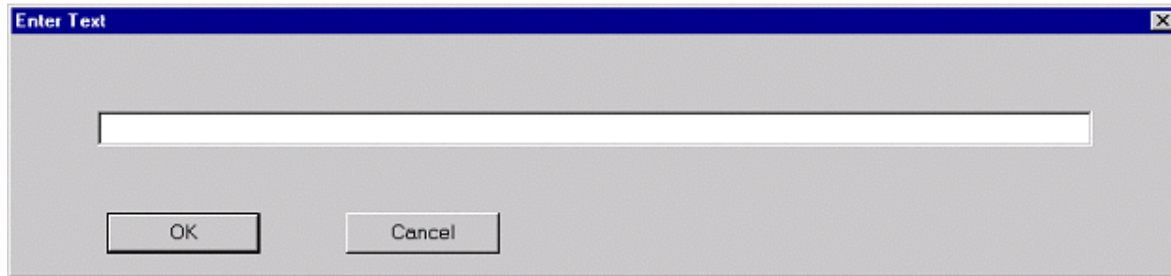
Once you click the left mouse button on **OK**, the text appears in the area between the "Handles" of the "Picked" object.

If the Database command has been selected, a dialog box appears with a pick list, showing all available Cardholder Database information fields that can be selected. You can scroll through all available selections by placing the mouse pointer over the up or down arrows located at the right hand side of the dialog box. To select a database item, you move the mouse pointer to that selection and click the left mouse button. To enter this database item onto the badge, you may double-click the left mouse button, or place the mouse pointer over **OK**, and click the left mouse button. The selected database item appears in the area between the "Handles" of the "Picked" object.

Figure 187.Database Fields
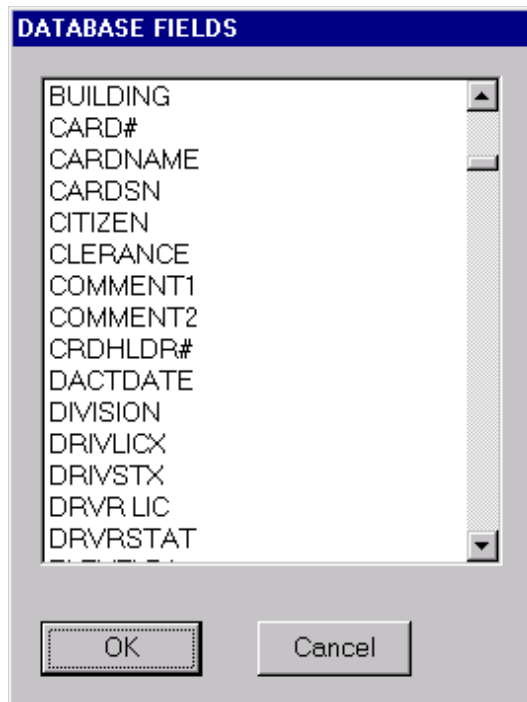
To assign attributes to the "Picked" item, place the mouse pointer over the area between the "Handles" and click the right mouse button. The **Attributes** screen appears as shown below.

Figure 188.Attributes screen
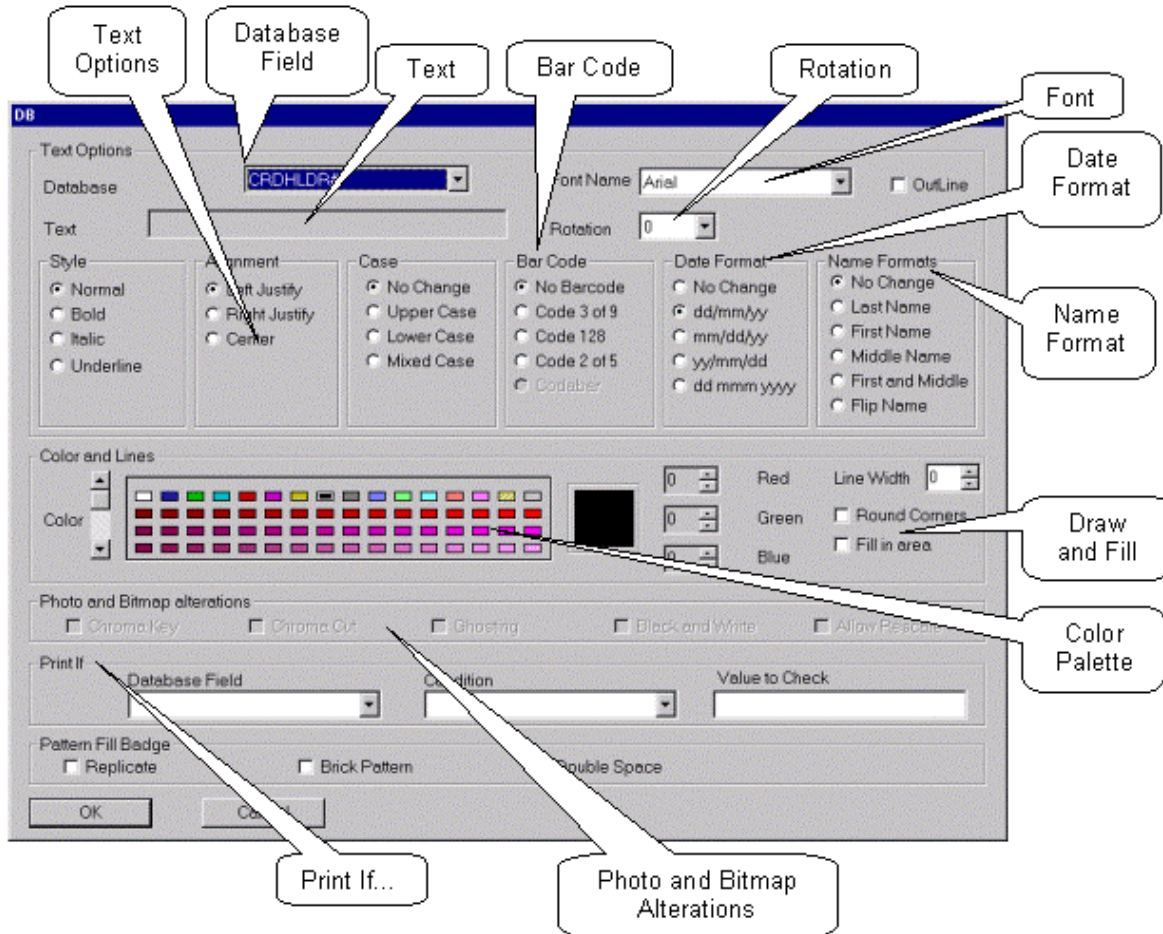
The Font Size is determined by the size of the rectangle drawn on the template. To adjust the size of the font, try changing the height of the rectangle. Notice that the sample text in the rectangle changes as you adjust the height of the rectangle.

The length of the rectangle determines how much text is shown/printed on the badge. If the text is longer than the rectangle, it still shows when the badge is printed or displayed.

Text and Database Options

In the case of the **Text** and **Database** objects, the following attributes are available from the **Text Options** section:

- Font Name
- Style
- Case
- Date Format
- Rotation

- Outline
- Alignment
- Bar Code
- Name Formats
- Print If
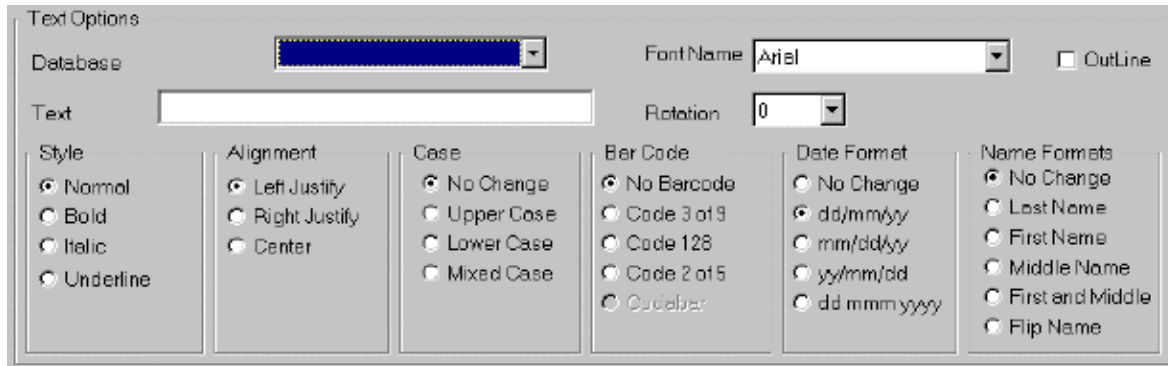
Font Name	To select a font, place the mouse pointer over the down arrow on the left of the Font Name, and click the left mouse button. A pick list appears. Use the up and down arrows at the left of the pick list to scroll through the available fonts. To select a font, place the mouse pointer on to the selected font and click the left mouse button. The pick list disappears, and the selected font name shows in the field next to the Font Name legend.
Outline	The Outline command allows you to select the color and font for the text, but in outline only, with the background information visible through the text characters.
Alignment	The Alignment command allows you to select whether the text is Left Justified, Right Justified, or Centered inside the picked rectangle.
Case	The Case command allows you to specify the typeface to be used for the selected Text or Database item. The options are:

- No Change
- Upper Case
- Lower Case
- Mixed Case

Selecting No Change causes the data to be printed exactly as typed for a Text item or exactly as entered in to the database for a Database item.

Selecting Upper Case causes the data to be printed entirely in Upper Case letters.

Selecting Lower Case causes the data to be printed entirely in Lower Case letters.

Selecting Mixed Case causes the data to be printed with the first letter of each word Capitalized, and the other letters in lower case. If the text contains a capitalized letter within a word (like a person's name), the mixed case setting changes that letter to lower case. For example, McDonald becomes Mcdonald.

Bar Codes	The Bar Code command allows you to represent any numerical Text or Database Information on the badge. The selections are:

- No Bar Code
- Code 3 of 9
- Code 128
- Code 2 of 5

Date Format	The Date Format command allows you to select the format in which dates may be represented on the badge. The available formats are:

- dd/mm/yy
- mm/dd/yy
- yy/mm/dd
- dd mmm yyyy

Name Formats	The Name Format command allows you to specify the format in which the Cardholder's name, as entered in the system Cardholder database, is printed on the card when selected using the Database command. The options are:

- No Change
- Last Name
- First Name
- Middle Name
- First and Middle
- Flip Name

By using the No Change selection, you can choose to have the name printed in the same format as it was entered into the system database.

The Last Name, First Name, Middle Name and First and Middle options allow you to specify that only these parts of the Cardholders name is printed in the selected object field.

Using these selections in multiple Database fields allows you to put different parts of the Cardholder's name at different locations on the Badge.

The Flip Name command allows you to enter the Cardholder's name into the selected field in reverse order from that which it is entered into the Cardholder Database. For example, if the Cardholder's name is entered into the Database as Doe John, using the Flip Name command causes it to be printed on the card as John Doe.

Place the mouse pointer over the relevant button and click the left mouse button. A black spot appears in the center of the button to indicate the item has been selected.

Rotation	The pop up menu allows you to select a rotation of 0°, 90°, 180°, or 270°.
Color and Lines	The color for the printed text on the badge is selected from the extensive color palette in the Color and Lines section of the Attributes screen. The Lines portion of this section does not apply to Database or Text applications and is dealt with under the sections relating to Line, Triangle, Rectangle, Circle, and Ellipse.

The palette shows a small selection of the total colors available. To view more colors, place the mouse pointer over one of the arrows at the left of the color palette, click the left mouse button and hold it down until the right shade of the desired color appears. Release the left mouse button and the scrolling stops. To select the desired shade, place the mouse pointer over the selected color and click the left mouse button. A box appears indicating that the color has been selected.

If none of the colors on the palette appear suitable, you may tailor a color to suit by using the Red, Green and Blue color adjusters at the right of the color palette. You should first select from the palette the nearest color to the desired shade. The color you selected shows in the large color frame to the left of the color adjusters. To adjust the tint, you can then place the mouse pointer over the up or down arrow next to the tint number of the Red, Green or Blue color adjuster and click the left mouse button to change the value of the selected tint. The tint values may be set between 0 and 256. As the tint is adjusted, the actual color is shown in the large color frame at the left of the color adjusters, and also in the selected palette color surrounded by the black box. This particular color is then saved as part of the standard color palette for future use.

Print If-	The Print If section of the attributes screen may be used to define the conditions under which a "Picked" object is printed. Print If can be used to print text or a bitmap image, photograph, signature, etc. only for some cardholders.

As an example, the following procedure enables you to print the word "Contractor" on the badges for Cardholders who are contractors. To do this, you create a Print If condition of "TITLE IS EQUAL TO CONTRACTOR".

Place the mouse pointer over the down arrow in the Database Field of the Print If section. Click the left mouse button and a pick list appears showing all available fields in the Database. Scroll through the pick list by placing the mouse pointer over the down arrow and clicking the left mouse button and holding it down until the legend "TITLE" appears in the list. Release the left mouse button, and move the mouse pointer over the word "TITLE", and click the left mouse button. The pick list disappears, and the word "TITLE" appears in the Database Field.

Move the mouse pointer to the down arrow by the side of the Condition field and click the left mouse button. A pick list appears with arrows and a scroll bar at the side. Move the mouse pointer to the legend "IS EQUAL TO" and click the left mouse button. The pick list disappears, and the legend "IS EQUAL TO" appears in the Condition field.

Move the mouse pointer to the "Value to Check" field and click the left mouse button. A cursor appears in the "Value to Check" field. Type the word CONTRACTOR into the field
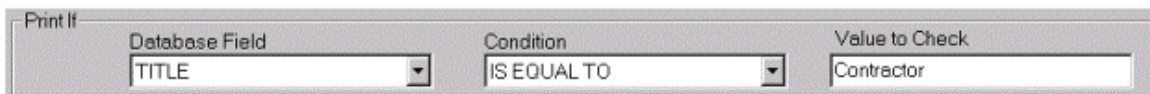
The Print If command allows you to select whether a "Picked" object shall be printed on a badge based on the following conditions compared to information contained in the Cardholder database:

IS EQUAL TO

IS GREATER OR EQUAL TO

IS GREATER THAN

IS LESS OR EQUAL TO

IS LESS THAN

IS NOT EQUAL TO

This is very useful in designing badges that are specific to individual cardholders.

Once you have selected the various items from each of the above sections to define the details of the "Picked" Text or Database object, you may return to the badge design screen by placing the mouse pointer over **OK** at the base of the screen and clicking the left mouse button.

The "Picked" object now appears on the screen in the format, which you have selected, still with the "Adjustment Handles" on the rectangle. The Font size may however be unsuitable and can be adjusted by altering the size of the "Picked" object. To do this, move the mouse pointer over the bottom right "Adjustment Handle" of the object, press the left mouse button and move it to the correct size for the text in the object. The Font Size automatically adjust to fit the new size of the picked object.

When the item is selected, handles for adjusting are located at all four corners.

Place the mouse arrow on one of the handles, click and hold the left mouse button and drag the object to the desired shape and size.
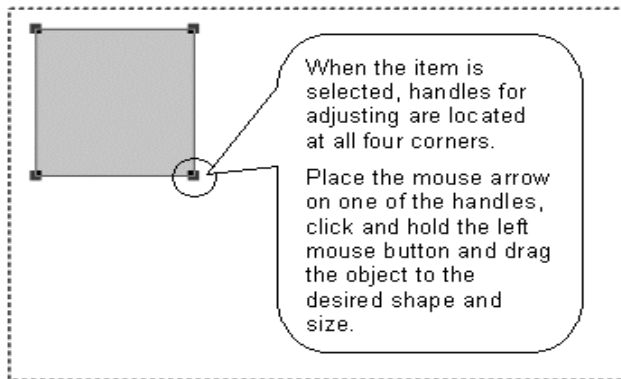
Bitmap

The **Bitmap** command allows you to specify the placement of a bitmap logo or picture on the badge, and to manipulate it to suit the overall badge design. For more information see *Import Bitmaps* on page 290.

Once you have selected the **Bitmap** command from the **Draw** menu, the menu disappears. You should then select the position in which this item is to be located on the badge. To select the position, place the mouse pointer at the top left hand corner of this selected position, press down and hold the left mouse button and drag it to the bottom right hand corner of the desired position. The screen shows a rectangle with large square dot comers called "Handles".

Figure 189.Load Bitmap

LOAD BITMAP

!igslogo.bmp
alarmbcc.bmp
alarmbck.bmp
clntbck.bmp
defbmap.bmp
lgslogo.bmp
notbkbck.bmp
Ocean .bmp
Ocean Sands Wall Paper.bmp
PSBADGEFINAL.bmp
science.bmp
space.bmp

OK   Cancel
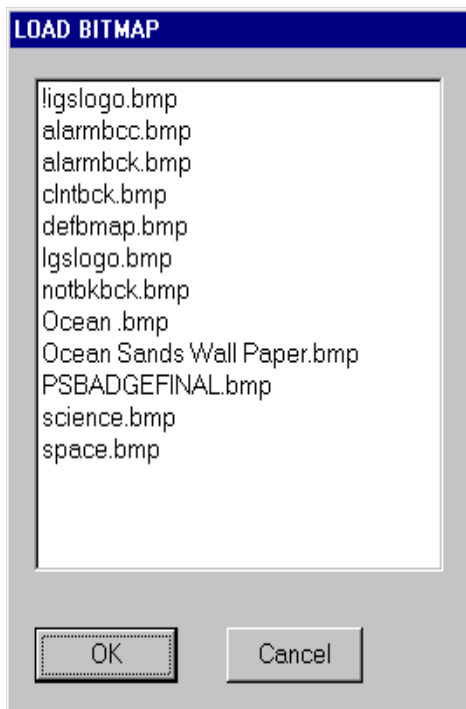
These "Handles" indicate that the object has been "Picked" for editing. The "Picked" rectangle defines the position in which the desired object is placed on the badge. When you release the left mouse button, a dialog window appears on the screen.

The dialog window shows a list of bitmaps stored in the system. Use the scroll bar at the side of the dialog box to scan through the available bitmaps. Select the desired bitmap by moving the mouse pointer over the bitmap name and clicking the left mouse button. This highlights the bitmap name. Either double-click the left mouse button over the highlighted name or move the mouse pointer to **OK** and click the left mouse button. The Bitmap appears in the area between the "Handles" of the "Picked" object.

When the bitmap image is displayed in the area between the "Handles" of the Picked object, the full image may not be displayed if the Picked object does not have the correct relative dimensions of height and width. The Picked object may be adjusted for relative dimensions by placing the mouse pointer over one of the "Handles" and holding down the left mouse button. This grabs the "Handle" and allow you to resize the Picked object until the entire bitmap portion, which you require, is shown inside the Picked object. You may then size the image by using the same method to adjust the size of the Picked object, keeping the relative dimensions of the Picked object the same, while increasing or decreasing its overall size.

Once the image has been correctly sized, you can move it by placing the mouse pointer over the area of the Picked object, clicking and holding the left mouse button, and dragging the object to the required position on the badge.

Once the bitmap image is placed, you may assign attributes to the image by placing the mouse pointer within the area of the Picked object and clicking the right mouse button. These attributes include **Chroma Cut, Chroma Key, Ghosting,** and **Black and White**. These are explained in more detail later in this section on Badge Design.

The other available attribute selection is **Print If** command. This command operates when a condition is placed on a specified database item. The **Print If** function is an extremely powerful tool in designing badges specific to individual cardholders and is explained in more detail earlier in this section.

Line

The line drawing tool is a way to add simple lines to the badge design. To add shapes, see *Triangle, Rectangle, Circle, & Ellipse* on page 281.

Start drawing the line by placing the mouse pointer at the starting point on the badge. Click and hold the left mouse button and move the mouse pointer to the ending point. Release the mouse button. A light gray line appears on the badge with a black positioning box on each end. The Line can be moved by placing the mouse over one of the positioning boxes and then click and hole the left mouse button. Move the positioning box to the new ending point and release the mouse button.

To remove a line, select the line by clicking on the line to reveal the positioning boxes. Once the line is selected, click the Edit menu on the main tool bar, and select Cut. The line disappears from the badge design.

Line Attributes

With the line selected (positioning boxes are visible), click the right mouse button to open the attributes window.

The **Color and Lines** section allows you to select or define a color for the line, and also to define the thickness of the lines. Select the color you want from the palette, adjust the thickness of the line and apply the attributes by clicking OK.

More information about the Color and Lines section of the attribute window can be found in the section *Text and Database* on page 273.

Triangle, Rectangle, Circle, & Ellipse

The **Triangle, Rectangle, Circle,** and **Ellipse** commands allow you to specify the placement of these automatically drawn geometric figures into the badge, and to manipulate them to suit the overall badge design.

By selecting any of these commands, you may position the figure on the badge by placing the mouse pointer in the approximate location in which the figure is required, clicking and holding down the left mouse button, and dragging the pointer from the point of origin. The figure displays on to the screen. To resolve the triangle and ellipse to the correct dimensions, you should release the left mouse button, and move the mouse pointer to the second "Handle" near the point of origin, depress the left mouse button and drag the "Handle" until the triangle or ellipse resolves itself to the required dimensions.

Once the required dimension has been obtained, you may drag the figure to a more exact position on the badge by placing the mouse pointer over the general area of the Picked object, depressing the left mouse button and dragging the object to the required position. Releasing the left mouse button drops the Picked object in the selected position.

To select attributes for the picked object, you should place the mouse pointer over the general area of the picked object and click the right mouse button. The attributes screen appears.

The **Color and Lines** section and the **Print If** sections are highlighted showing that these sections may be used to define attributes for the badge.

The Color and Lines section allows you to select colors or define colors for the figure, and also to define the thickness of the lines and whether or not the figure should be filled with color.

The color palette shows a small selection of the total colors available. To view more colors, place the mouse pointer over one of the arrows at the left of the color palette click the left mouse button and hold it down until the right shade of the desired color appears. Release the left mouse button and the scrolling stops. To select the desired shade, place the mouse pointer over the selected color and click the left mouse button. A box appears indicating that the color has been selected.

If none of the colors on the palette appear suitable, you may tailor a color to suit by using the Red, Green and Blue color adjusters at the right of the color palette. You should first select from the palette the nearest color to the desired shade. Once selected, this color is surrounded by a black square. The color also shows in the large color frame to the left of the color adjusters.

To adjust the tint, you can place the mouse pointer over the up or down arrow next to the tint number of the Red, Green or Blue color adjuster and click the left mouse button to change the value of the selected tint. The tint values may be set between 0 and 256. As the tint is adjusted, the actual color

is shown in the large color frame at the left of the color adjusters, and also in the selected palette color surrounded by the black box. This particular color is saved as part of the standard color palette for future use.

You may select the thickness of the lines in the figure using the line width selector on the right of the Color and Lines section. You may also select rounded corners and the ability to fill the figure with a color selected from the color palette.

Alterations

Chroma Cut, Chroma Key, Ghosting, Black & White, and Allow Rescale

These selections allow you to adjust the color attributes of the selected bitmap, in the "Photo and Bitmap Alterations" section of the attributes screen, as shown below.

Figure 190.Photo and Bitmap alterations

Chroma Cut and Chroma Key	These allow you to remove color from an image. Chroma Cut removes the color from the image background, whereas Chroma Key removes the color from the whole of the image.
	When a Chroma function is selected, the system automatically selects the top left pixel of the image, and the top right pixel, and removes these from the image. It is very important therefore, for successful use of these features that the background of the image should be a uniform color, and be uniformly lit.
	By utilizing Chroma Cut on a logo, for example, the outline of the logo can be superimposed over a background image. By using Chroma Key, the background may be seen through various parts of the image as well as the background. However, if Chroma Key is used, any part of the image containing the Chroma Keyed colors is also removed.
Ghosting	The Ghosting facility is normally used for photographs and is designed to make the copying of badges extremely difficult. The process removes each alternate pixel from the photograph, giving it a slightly washed out appearance, and ensuring that any attempt to copy the image can be easily detected.
Black & White	This function converts color photographs and bitmaps into a grayscale representation.
Allow Rescale	This function is useful in ensuring an image fits within the handles of a Picked Object. The system automatically re-sizes the image to fit the size of the selected object.

Editing Facilities

Any Picked object can be edited using the Edit commands. To select the edit menu, move the mouse pointer to Edit on the menu bar at the top of the screen and click the left mouse pointer. A menu appears with the following items:

Figure 191.Edit menu

- Cut
- Copy
- Paste
- Move Forward
- Move Backward
- Move to Front
- Move to Back
- Center L to R
- Center T to B
- Attributes
- Undo
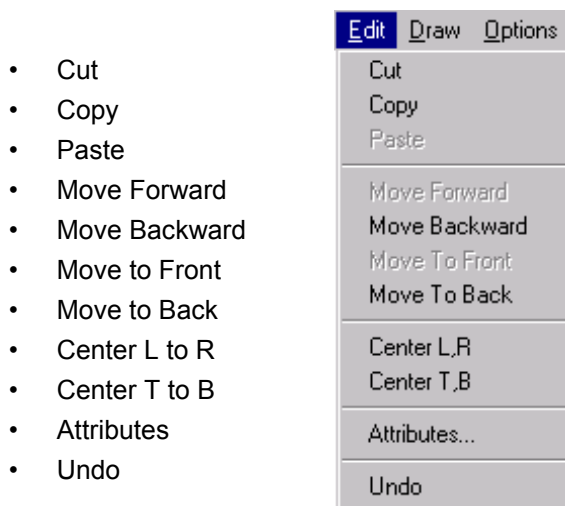
Cut, Copy, Paste and Undo

The Cut, Copy, Paste, and Undo facilities follows the standard convention for these functions as in most word processing or drawing software packages.

If you are not familiar with these conventions, the Cut facility, if selected, removes any Picked object from the badge design. The Cut object is temporarily stored in memory. If the Paste command is selected next, the Cut object appears in the last selected position on the badge.

The Copy command operates in the same way as the Cut command, but instead of removing the Picked object a copy is stored in memory and the object remains on the badge. If you then move the mouse pointer to a new position on the badge and click the left mouse button, selecting the Paste command from the Edit menu places a copy of the Picked object at the selected position. Each subsequent use of the Paste command places a copy of the picked object on the badge until either the Cut or Copy command is used for a different Picked object.
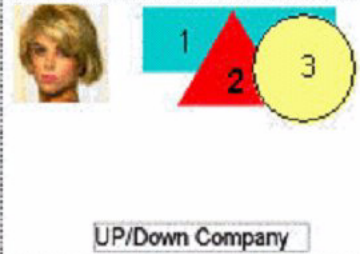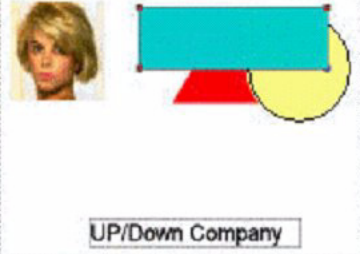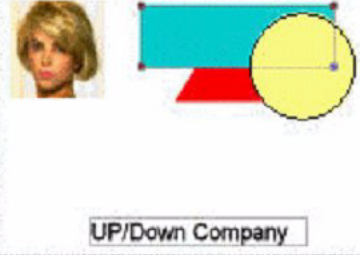
Deleting Items From Template

To delete an unwanted field/item from the template, select the item by clicking on it to cause the handles to appear. Click the Edit menu and select the Cut option from the menu.

Note: The Cut option is the only way to delete an item from the template.

Move Forward, Move to Front, Move Backward and Move to Back

The badge may be designed to have a virtually unlimited number of layers on which objects may be placed. The Move commands allow you to move the individual Picked object forward or backwards through the layers, so that individual objects may be superimposed over other objects. This is often used to ensure that counterfeiting of a badge is made more difficult.

	The badge has a 1) Rectangle, 2) Triangle, and 3) Circle.
	If after selecting the rectangle you perform a **Move to Front**, the rectangle will move to in front of the circle, becoming the first item to the front.
	If you select the rectangle again and perform a **Move to Back,** the rectangle will move all the way to the back, to behind the triangle to its original location.
	If the Rectangle is selected and you perform a **Move Forward,** the rectangle will move to in front of the triangle and behind the circle.
	If you select the Rectangle and perform a Move Backward, the Rectangle will move again back to its original location behind the triangle.

Center L, R and Center T, B

Elements of the badge may need to be aligned. Alignment can be done by a click of the mouse. Select the object first and then select Center Left to Right or Center Top to Bottom.
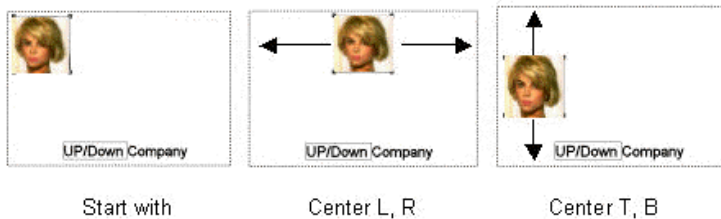
Pattern Fill Badge

If you want to duplicate the text or image in the background to cover the whole area of the badge, you can select one of three options.

Figure 192.Pattern Fill Badge options

Replicate

The pattern of text or image is copied in adjacent rectangles. For example, if we use the text "Acme Products Inc." in a small rectangle, the background might look like this:

Acme Products Inc.   Acme Products Inc.

Acme Products Inc.   Acme Products Inc.

Acme Products Inc.   Acme Products Inc.

Acme Products Inc.   Acme Products Inc.

Brick Pattern

If you also choose the Brick Pattern, the background might look like this:

Acme Products Inc.   Acme Products Inc.

ducts Inc.   Acme Products Inc.   Acme Pro

Acme Products Inc.   Acme Products Inc.

ducts Inc.   Acme Products Inc.   Acme Pro

Double Space

If you also choose Double Space, the background might look like this:

<div align="center">

Acme Products Inc.

Acme Products Inc.

Acme Products Inc.

Acme Products Inc.

</div>

Attributes

The Attributes selection is the same as clicking the right mouse on an element in the badge to have the attributes window pop up as shown below.

Figure 193. Attributes
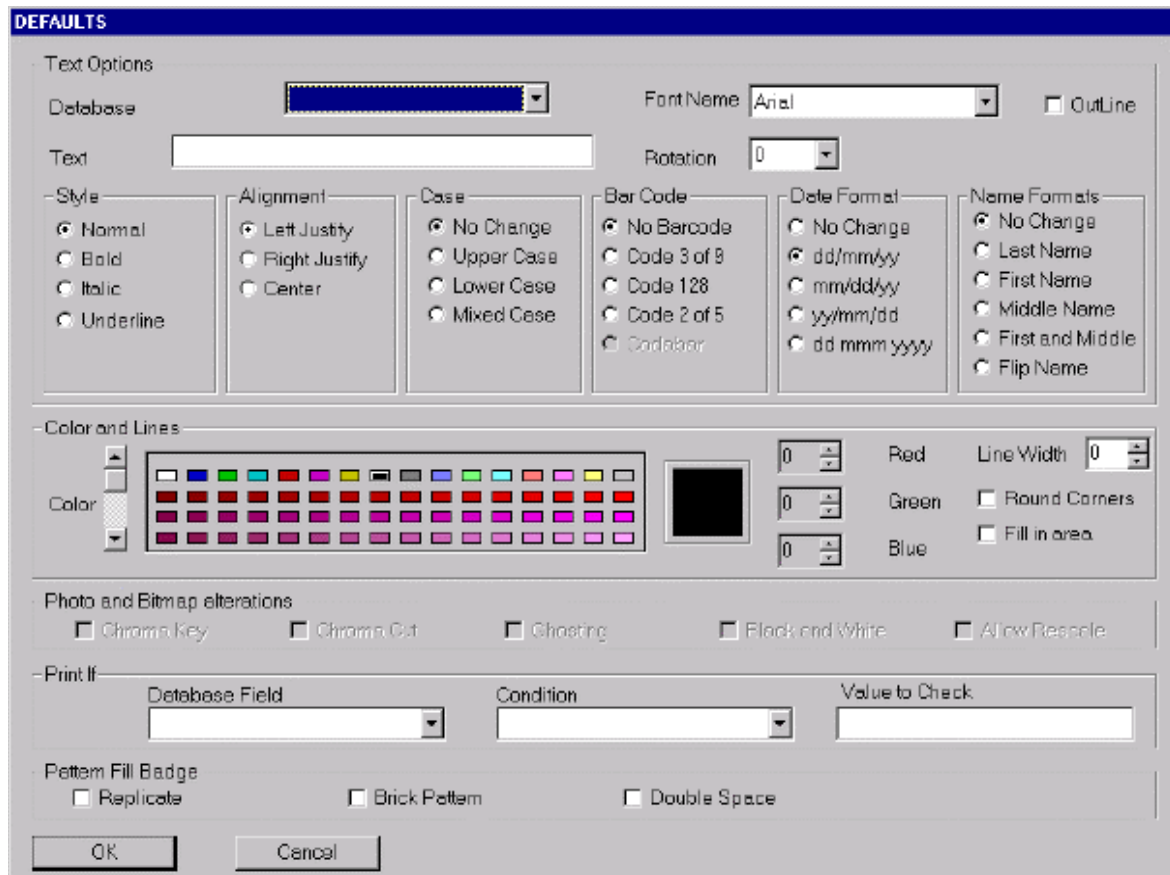
File Menu

Figure 194.File menu
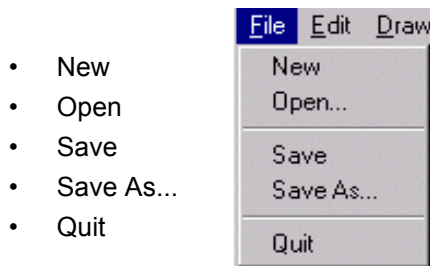
- New
- Open
- Save
- Save As...
- Quit

During the process of badge design, we recommend that you periodically save the badge template using the File menu on the Menu Bar at the top of the screen. The first time a template is saved you must use the Save As command.

To display the File menu, move the mouse pointer to the File menu on the menu bar at the top of the screen and click the left mouse button. To save a template for the first time, place the mouse pointer over the Save As command and click the left mouse button. A dialog box appears into which you can type the name of the template being saved. The template name may be up to eight characters and no spaces. Once you have selected OK, the system save the template using a TPL suffix.

Once you have initially saved the template using the Save As command, future modifications to the template can be saved using the Save command from the File menu. Using the Save Command saves the latest version of the template under its existing filename.

To modify an existing template File Menu, it is first necessary to open the file containing the template. To do this, you should select the File menu from the menu bar at the top of the screen. Select Open from the File menu, and then select the required template from the pick list of templates. You may open a template file by either (1) placing the mouse pointer over the selected template name, and double-clicking the left mouse button, or by (2) clicking once to highlight the file and then moving the mouse pointer to OK and again clicking the left mouse button.

Options Menu

With the system in Badge Design Mode, you may select the Options menus by placing the mouse pointer over the word Options on the menu bar at the top of the screen and clicking the left mouse button. The options menu appears showing the following available selections:

Figure 195.Options menu

- Grid
- Snap
- Landscape
- Portrait
- Test Display
- Test Print
- Encode Mag Stripe
- Invert Badge on Print
- Overlaminate badge
- Reverse template
- Import Bitmap
- Print selection
- Parameters
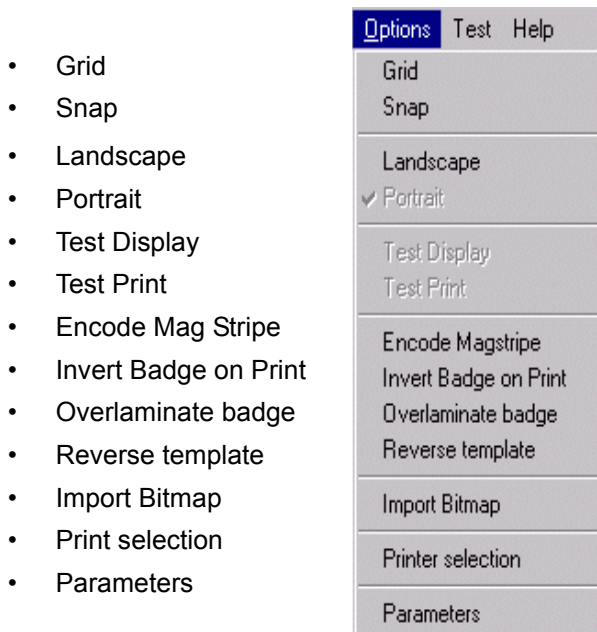
Grid

The Grid option provides a grid of dotted lines across the face of the badge to assist in locating various items of the badge design. Selecting Grid a second time from the Options menu removes the grid from the display.

Figure 196.Grid option
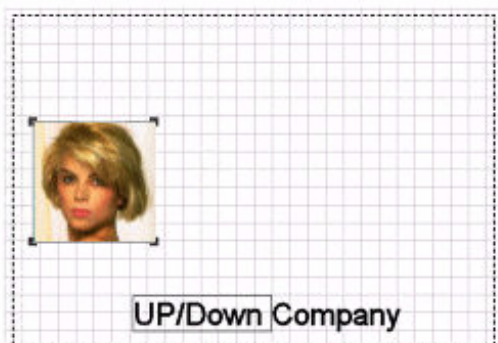
Snap

The Snap facility assists you in lining up objects to the grid lines. When Snap is selected, the system aligns the "Handles" on a picked object with the nearest grid line.

Landscape and Portrait

To select a Portrait badge or a Landscape badge, move the mouse pointer to the Options selection on the menu bar at the top of the window and click the left mouse button. Choose the selection of Portrait or Landscape, which is suitable for the badge design you wish to implement. This alters the dotted line template on the screen for badge orientation selected from the menu as shown below.

Figure 197.Photo Badge Options menu
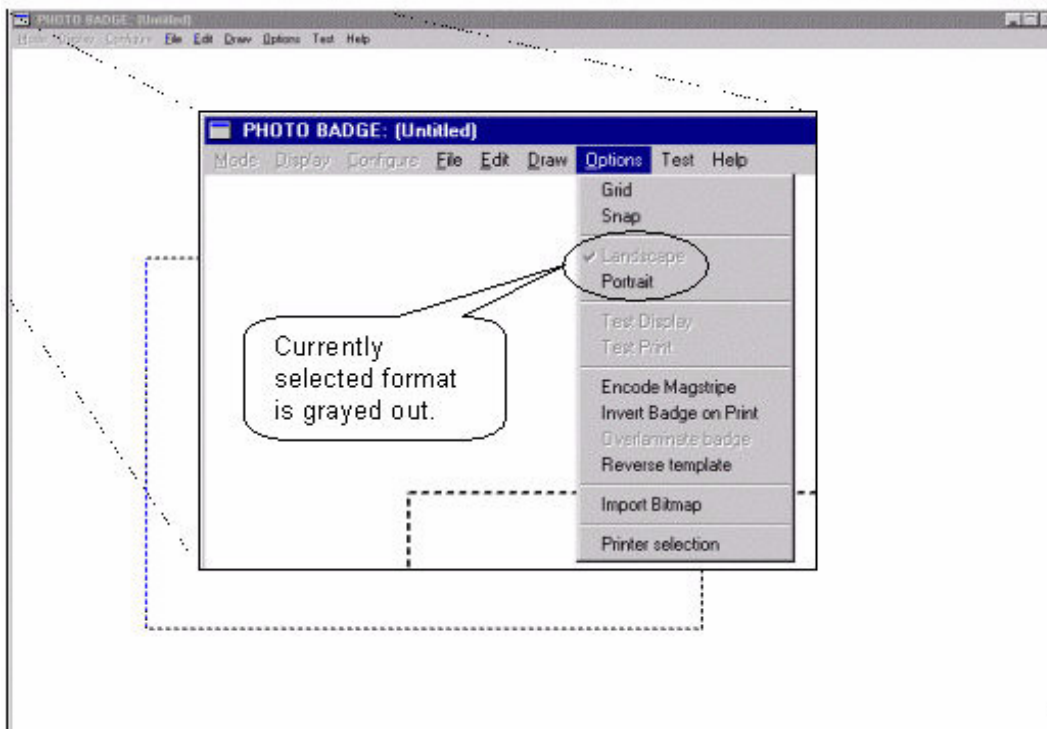
Test Display, Test Print

The Test Display command allows you to view the badge design with the database information designed into the badge from a default cardholder file set up in the system at the time of delivery. This gives you the opportunity to view the badge design with real database information.

Note: Not all fields are visible.

The Test Print command allows you to print the badge shown with the Test Display command.

Encode Mag Stripe

Selecting the Encode Mag Stripe command sets the printer to encode the magnetic strip on the card with the card number in the standard GE format.

Note: This can only be done if the correct card stock is used, and an approved printer with Magnetic Stripe encoding option is used with the system.

Invert Badge on Print

Rotates the image 180° when printing the badge.

Note: Rotation is usually required for printing Mag Stripe cards.

Overlaminate Badge

This feature laminates a security hologram on to the card during printing. The printer must support this feature, such as Eltron P500, Fargo PRO-L, etc. If the selected printer does not support this feature, the option on the menu list is grayed out.

Reverse Template

When selected this feature prints the selected template on the back of the card. If the printer does not support double-sided printing the reverse template feature is grayed out in the menu.

Import Bitmaps

A wide range of options is available for inserting Bitmaps into a card, such as logos, designs and photographs, may be imported into the badge design.

To import a bitmap into a Badger Program, from the Options menu select Import Bitmap. The following Import Bitmap window displays.

Figure 198.Import Bitmap window
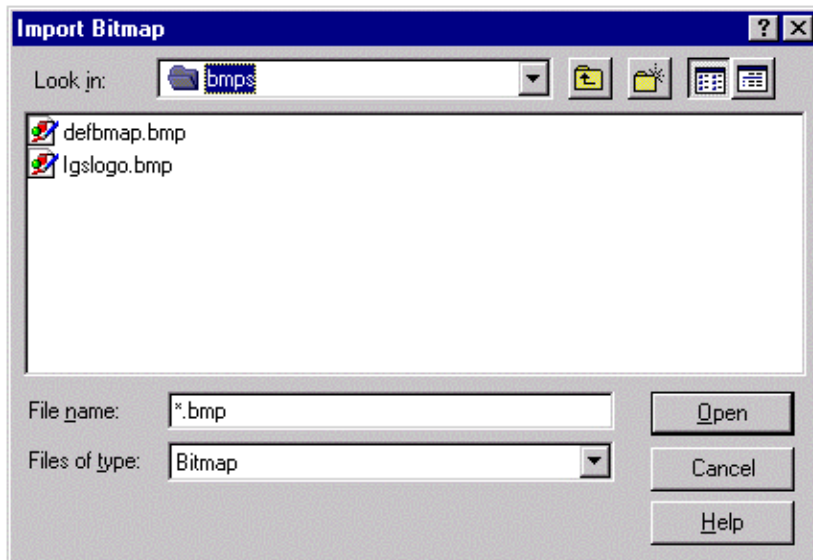
Select the bitmap file to import by clicking on it so that it is highlighted and click **Open**.

Figure 199.Import Bitmap
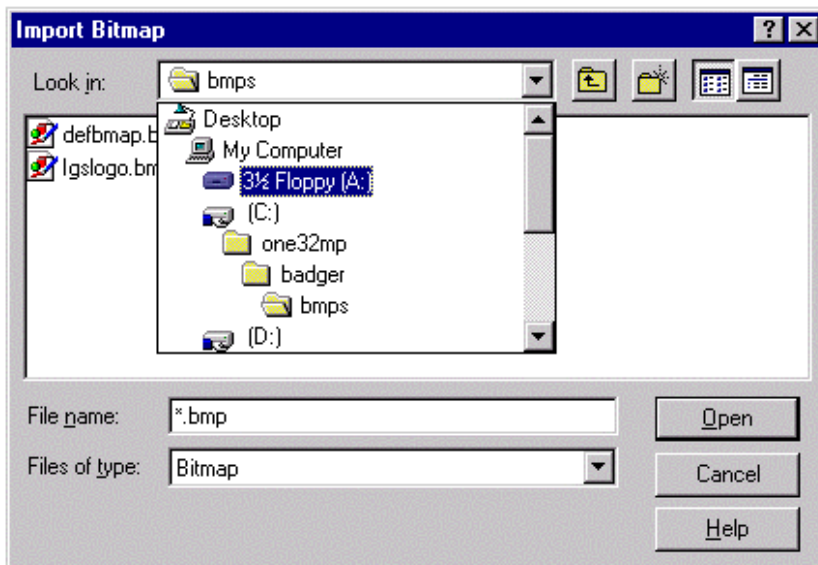
Click the down arrow to the right of the Look in field at the top of the window.

From the scroll list select the Floppy A: Drive.

Figure 200.Import Bitmap
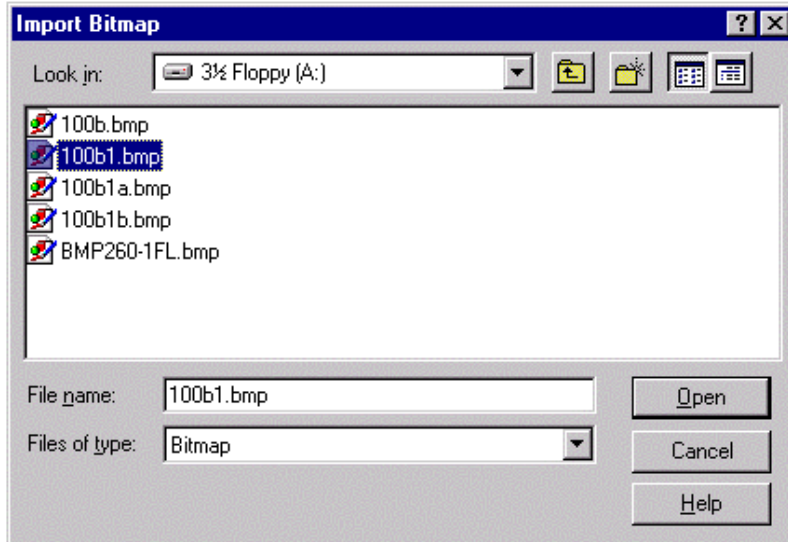
Select the bitmap file to import and click **Open**.

After the window closes the Bitmap appears on the list of Bitmap available from the Draw, Bitmap, List.

To access the bitmap for installation into the badge template, from the Badger Photo Badge design window, select the Bitmap command from the Draw menu. Once the location of the bitmap object has been set up on the badge, a pick list appears with the file name of available bitmaps, including any you have imported using the steps above. Use the procedure described previously in this section to install the bitmap into the badge.

Print Selection

The Select Printer drop-down list allows you to select the photo printer being used.

Figure 201.Select Printer
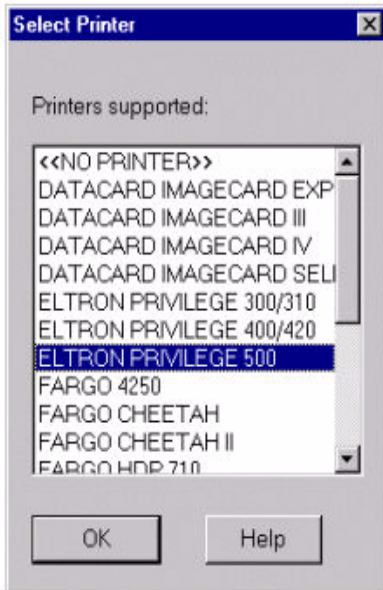
Parameters

The Parameters menu selection pops up the Badger Options window and allows you to set the Strip Bar Code Checksum, and Add CC/FC.

Figure 202.Badger Options
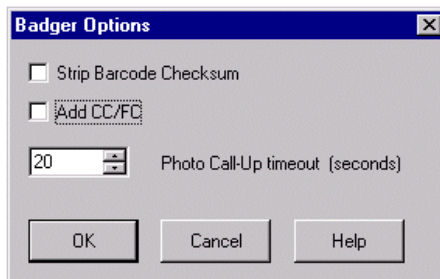
Strip Bar Code Checksum

This option, when selected, stops the checksum portion of the bar code information from printing on the badge. The option may be selected by clicking on the box to the left of the option placing a check mark in the box. To de-select the option, click the box again to remove the check mark from the box.

Add CC/FC

The Add CC/FC option adds the Company Code and Facility Code to the cardholder number on the badge. Select the option by clicking on the box to the left of the option and the Company code / Facility Code is printed on the badge along with the cardholder number. See the example below.

Figure 203.Company code and Facility code example

Company Code & Facility Code added to Card#

Chapter 11 Color Graphics Maps

This chapter includes information on how to add drawings, floor plans, and pictures to the system as maps.

In this chapter:

Overview

This feature is currently not being evaluated by UL.

Color Graphics Maps

The Topaz Color Graphics software is an integrated part of all Topaz Software packages. The software allows you to add drawings, floor plans, and pictures to the system as maps.

A variety of icons that come with the software, or ones you can create, are assigned to the maps and represent alarm, access, control points, and map links. When the alarm points the icons represent generate an alarm condition, the icons flash. Acknowledgement of the alarm is required. You can then use the access and control icons to lock and unlock doors, turn on lights, and control other functions that the alarm point has been configured for. The map links allow you to jump between related maps with a mouse click.

All activity you perform with the Topaz Color Graphics software is archived in the Operator History file and can be recalled.

⚠️ **CAUTION:** While in the configuration mode, which allows you to add and modify maps and icons, the icons on the maps is not updated until the color graphics system is placed back into online mode.

Note: For best overall image quality and operating efficiency, make sure the most current video drivers for the card being used are loaded and minimum of 2 Megabytes of video RAM is installed.

Maps used in the software must be Enhanced Metafile (emf) type files. You can convert AutoCAD, dxf, jpeg, and bitmap files to emf with third party software such as Paint Shop Pro.

The Topaz Color Graphics software is automatically activated when the Topaz software is started and you click **MAP**. It shuts down when you log-off or exit Topaz.

You can hide the Map window by clicking the ▬ **Minimize** button in the top right corner of the map window.

If you don't see a MAP button, Color Graphics has not been configured for the workstation. To enable Color Graphics:

1. Select the **Hardware** button on the left side of the main screen.
2. Select **Workstation**.
3. Under Workstation, select the name of your workstation. The name should appear in the Workstation Name field.
4. Select **Alarm Graphics** by clicking the mouse in the check box placing a check mark in it.
5. Click **Save/Add**.
6. Click **Refresh Alarm Queue** to show the MAP button.

Operating Topaz Color Graphics

Activating Map Screen

To activate the Topaz Color Graphics Maps, click the **Map** button in the lower left corner of the screen or triple-click any alarm in the alarm queue window at the bottom of the screen. A map window like the following display.

Figure 204.Map window
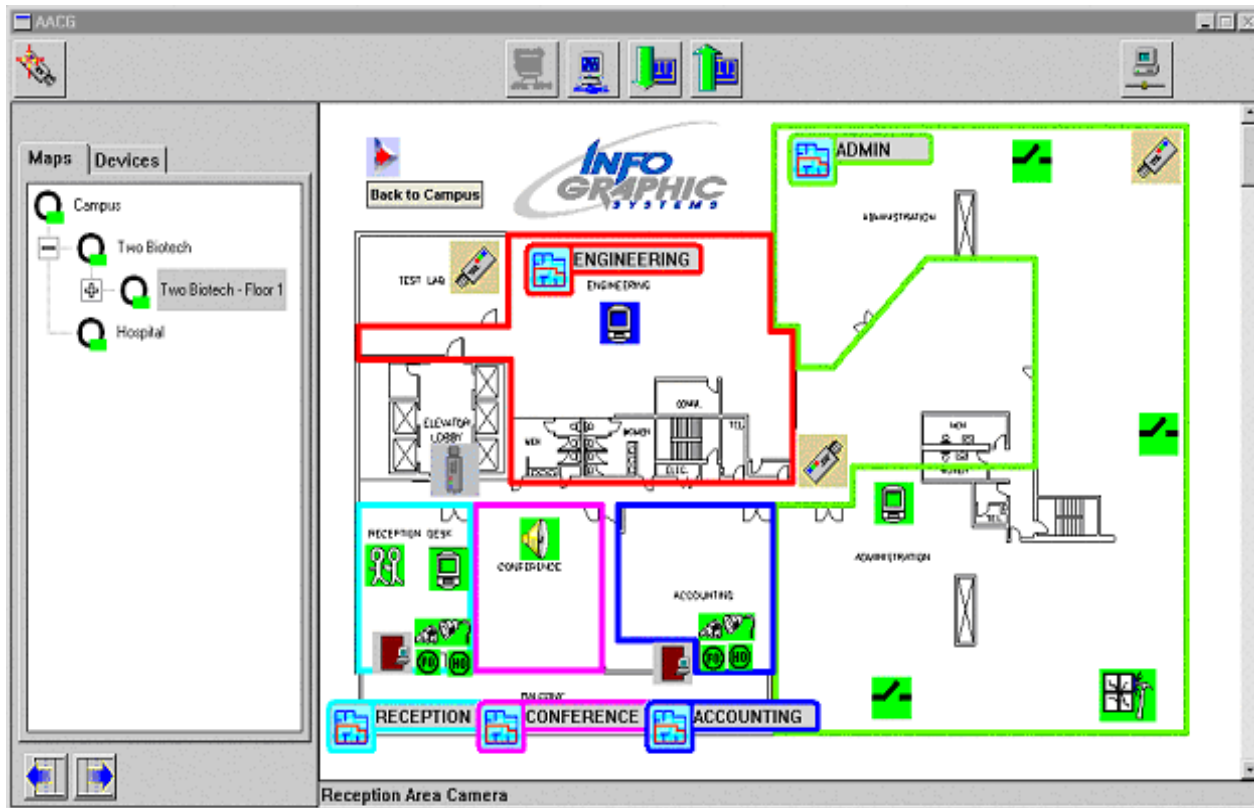
Map Screen

The Map Screen contains two windows. The window on the left contains the Map and Device Trees. The Map Tree is a hierarchical view of the maps that have been assigned to the color graphics system. Click the map name or its icon in the tree to display the map in the map window. The device tree shows all currently configured device, alarm points, readers, relays, etc. The map window on the right displays the currently selected map.

> ⚠️ **CAUTION:** Any time a field device is not communicating with the server, all icons associated with the device is grayed out. When communication is restored, it may take 30 seconds for the map to update and the icons to reflect the current status.

Operating the Map Screen

The map window displays the currently selected map. If there are additional maps assigned to the color graphics system, they are listed in the map tree in the left window.

To display other maps in the window, select the Maps tab at the top of the Maps / Devices Tree window. This displays the list of maps that have been added to the color graphics system.

The map tree is a hierarchical list of maps consisting of Overview maps and Detailed maps. Any time there are maps assigned under an overview, you may need to expand the overview to see the list of detailed maps under it.

Q	**Overview Map** – A map that has been initially added to the system.
D	**Detail Map** - A detail map is a portion of the overview map above it in the hierarchy, shown when the tree has been expanded.

An overview map that is preceded by the ⊞ sign has additional maps collapsed under it. To see the list of maps under the overview map, click the ⊞ in the map tree to expand it, as shown in the following example.
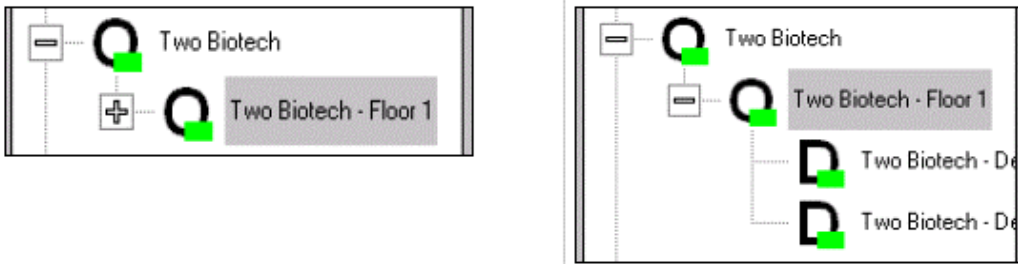
To view any map in the map window click the map name in the tree.

Map Icons

The icons control different results, depending on the icon type.

The icons on the map represent alarm points, reader doors, relays, security areas, map links, and cameras. When the mouse pointer is passed over an icon the name of the icon displays in the bottom left corner of the map window.

Alarm Icons

The interactive map alarm icons change color to show the alarm status in real time.

Green – The alarm is in a normal secure condition and is not masked.

Green Flashing – The alarm has returned to normal condition, but needs to be acknowledged and cleared.

Red – The alarm has been acknowledged, but has not cleared (reset) yet.

Red Flashing - A new alarm has been activated that needs to be acknowledged and cleared.

Blue – The alarm is currently masked and does not generate a new alarm condition, but reports trouble conditions.

Yellow – A new alarm trouble has been activated that needs to be acknowledged and cleared. The trouble condition are reported even if the alarm point is masked.

Yellow Flashing – A new alarm trouble has been activated that needs to be acknowledged and cleared. The trouble condition are reported even if the alarm point is masked.

To acknowledge a flashing alarm point, double-click its icon. The following window displays.

Figure 205.Acknowledge window
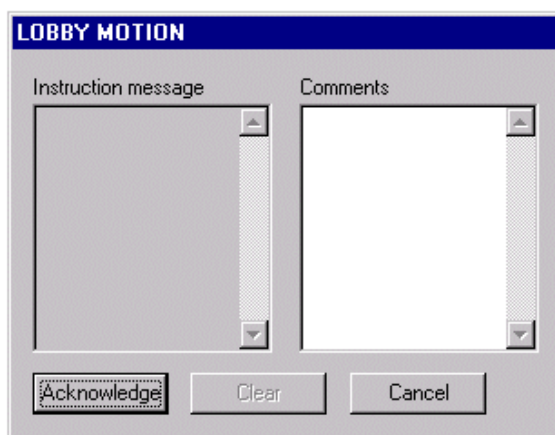
The left side of the window may have an instruction message. The right window is for you to type informational comments about the alarm or actions you take.

Note: DIAMOND II has several common characters which cannot be used. These characters are: Apostrophe ('), Comma (,) Greater Than (<), Less Than (>) and Quote Marks (").

Click **Acknowledge** to stop the alarm sound and stop the flashing of the icon. You may then enter your comments and either click **Clear** or click **Cancel**. Cancel closes the window without comments and allow you to reopen it later to add comments and then click **Clear**.

There are different types of icons for alarms conditions: door alarm, forced open, and held open. When you double-click these icons, the Show Details window displays.

Other alarm icons are for general alarms such as intrusion, motion, duress, glass break, high temp, water leak, etc. There are default icons listed below.

Default Alarm Icons (user assignable/configurable)	
Icon	**Description of Alarm Icon Represents**
	AC Power Failure - Power to the field panel has failed
	Device Offline - Communication to the field device has failed
	Door Alarm - Magnetic door contacts on the reader doors.

Default Alarm Icons (user assignable/configurable)	
	Duress Alarm - When a duress PIN code has been entered at the keyboard.
	Fire Alarm - Auxiliary output from fire panel has activated.
	Forced Open - When a reader door is open without authorization.
	Glass Break - Alarm glass break detector has been activated while not masked.
	Held Open - When a door is not secured within the allowed time set in the reader configuration.
	High Temperature - The temperature in the room has risen above the set threshold.
	Low Battery - The DC Battery in the field controller has dropped below the required voltage.
	Motion Detector - Alarm motion detector has been activated while not masked.
	Request to Exit - A request to exit has been received from the reader door.
	Smoke Detector - Auxiliary output from fire panel for a smoke detector has been activated.
	Standard Alarm - Other types of alarm points not covered by any other default alarm category
	System Input - Low Battery or AC Power Failure.
	System Tamper - Field controller panel door has been opened.

Masking Alarm Points

To Mask or Unmask the alarm point, right-click the icon and a menu displays next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the only options are Mask and Details. If the alarm was currently masked or configured as a non-maskable alarm point, the Mask option would also be grayed out.
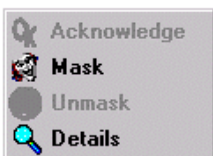
Click the option you want to select it.

You can also place the mouse pointer on the icon, highlighting it. This makes the Mask, Unmask, and Toggle Mask icons appear in the top left portion of the toolbar. While the icon is highlighted, click the desired button on the toolbar.

Reader/Door Icons

There are four reader door icons, described below.

Default Reader Door Icons	
	Locked – The reader door is locked and NO access will be granted. When you double-click on the icon the reader door will go to the Timed Mode.
	Unlocked – The reader door is unlocked for free access.
	Control Mode – The computer is controlling the reader door.
	Reader Door in Timed Unlock Mode – The reader door will be unlocked for a set time (lock time) and will return to its previous mode at the end of the time cycle.

Note: The door icon on the map is grayed out when the panel is offline (not communicating with the server).

To change the status of the reader door, right-click the reader door icon and a menu displays next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the options available are Lock, Unlock, and Timed.

Click the option you want to select it.

You can also double-click the reader door icon to have it open (unlock) the door for the pre-set unlock time. For example, if you double-click the door icon, it sends an Unlock Timed command to the door. At the end of the time cycle the reader door returns to its previous mode (System Controlled or Locked).

Note: The door stays unlocked for its configured lock time, but the icon on the color graphics map only changes to the timed unlock icon for about 3 seconds.

Relay Icons

Default Relay Icons	
	Deactivate – Relay is deactivated. (Green)
	Activate – Relay is activated. (Red)

Note: The relay icon on the map is grayed out when the panel is offline (not communicating with the server).

There are three types of relay actions: activate, deactivate, and pulse. When you double-click the icon it pulses (activates) the relay for less than one second.

To control a relay, right-click the relay icon to display a menu. From the menu you can select any of the options that are not grayed out. In the following example the options available are: Activate, Toggle, and Pulse.

Activate – When clicked, the relay activate and does not change until the deactivate command is sent by you or the system.

Toggle – When clicked, the relay changes to the opposite of its current state. For example, if the relay is activated, when the toggle is clicked, the relay deactivates.

Pulse – When clicked, the relay activates for just under one second and then deactivate.

Click the option you want to select it.

You can also double-click the relay icon on the map, which pulse the relay, activating it for just under one second and then deactivate it.

Note: The relay pulses (about.5 seconds), but the pulse icon shows on the color graphics map for about 3 seconds.

Security Area Icons

There is only one (1) icon for each Security Area. The icon changes to indicate if the area is Masked or Unmasked.

Security Area Icon	
BACK DOOR	**Unmasked Security Area** – The area is unmasked and will report any alarms generated that are assigned to the area.
BACK DOOR	**Masked Security Area** – The area is masked and alarm conditions will not be reported. The only alarms that will be reported are non-maskable alarms and trouble alarms.

Color Coded Security Areas

The security area may be color-coded. This changes the black outline of the icon and area name to a selected color. The area of the map that covers the security area may be outlined as well. The color of the outline on the map is the same color as the outline of the icon, as in the example below.

Figure 206.Color coded security areas
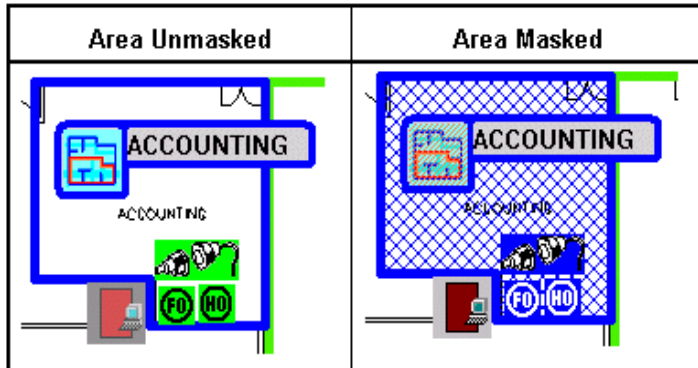
Notice that the alarm icons change from green to blue when the area is masked.

Masking Security Areas

To Mask or Unmask a security area, right-click the security area icon to display a menu next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the only options are Mask and Toggle Mask. Any alarms assigned to the area that are configured as non-maskable is not masked.

Click the option you want to select it.

You can also place the mouse pointer on the icon, highlighting it. This makes the Mask, Unmask, and Toggle Mask icons appear in the top left portion of the toolbar. While the security area icon is highlighted, click the desired button on the toolbar.

Camera Icon

Camera Icon (optional)
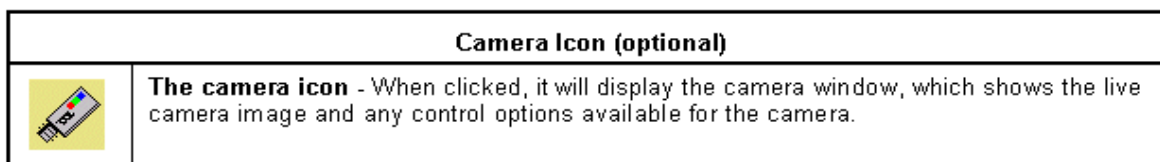
The following example shows the camera window with the location of the pan & tilt, zoom, focus, iris, preset features, and how they operate. Most cameras do not have all of these features. Only the features that are available and configured for the camera appears in the window.

Figure 207.Camera window
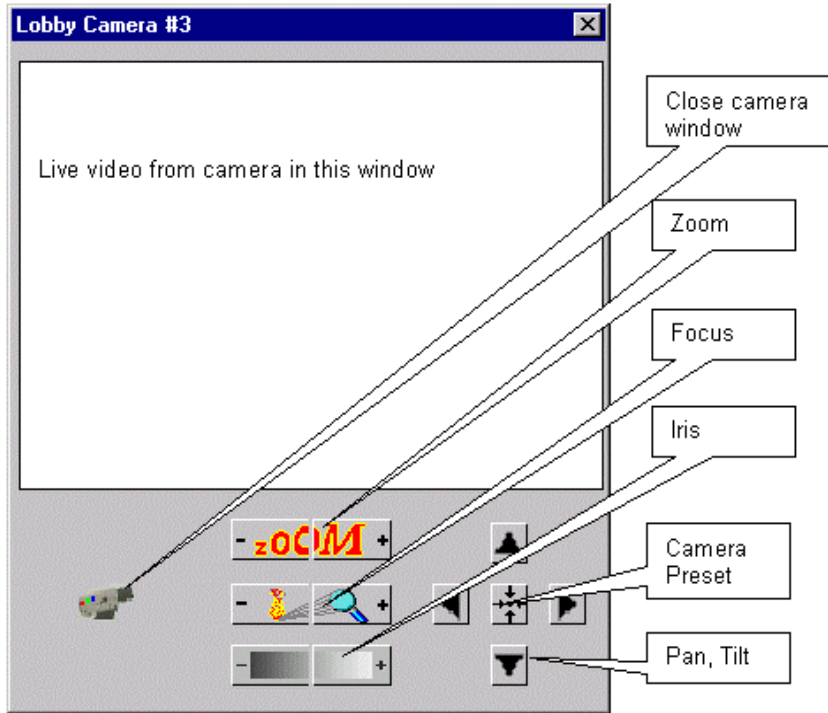
Pan the camera by clicking the left and right arrows.

Tilt the camera by clicking the up and down arrows.

Initiate the camera's preset by clicking the ⊹ button in the center of the arrows.

Zoom the camera by clicking the — and + buttons.

Focus the camera by clicking the — and + buttons.

Adjust the camera's iris by clicking the — and + buttons, which lighten and darken the image.

Close the window by clicking on the **Animated Camera** button in the bottom left corner or the ☒ in the top right corner of the window.

Map Links

A Map Link allows you to display the maps that have been assigned to the icon.

Map Link - Allows you to quickly jump directly to the map you assign to the icon.

To activate a jump, double-click on the Map Link icon.

Toolbar

The toolbar at the top of the map window contains buttons you can click to:

- Manually scroll through the map tree.
- Automatically scroll through the map tree.
- Select configuration mode.
- Issue commands to selected points.

The buttons that appear at the left end of the toolbar changes as the mouse pointer is passed over different types of icons on the map.

When you want to change the current status of an icon on the map, the quickest and easiest way is to right-click the icon for the menu, but you may also pass the mouse pointer over the icon. This highlights the icon, selecting it for action. The icon on the map stays highlighted and selected until the mouse is passed over another icon, highlighting it for action.

After making sure you have the correct icon highlighted and the name appears in the bottom bar of the map window, you can then move the mouse to the toolbar and click the button for the action you want to take.

⚠️ **CAUTION:** Make sure you have the correct icon selected before taking any action. Once an icon on the map is selected and highlighted, you must be careful not to pass the mouse over any other icon while moving the mouse to the toolbar. As stated above, once the mouse pointer is passed over another icon, that icon is then selected and highlighted. This could cause you to take action on the wrong icon.

Map Function Buttons

Icon	Description
	Freeze Map Scrolling - This button will stop the map from scrolling automatically. (Grayed out when the map-scrolling mode is already stopped).
	Restart Map Scrolling - This button will start the map automatically scrolling through the map tree. (Grayed out when the maps are automatically scrolling through the map tree).
	Previous Map on Tree – Each time this button is clicked the map just above the one currently selected in the tree will display.
	Next Map on Tree – Each time this button is clicked the map just below the one currently selected in the tree will display.

Configuration Button

The **Configuration** button at the right end of the toolbar allows you to take the Color Graphics software offline and enter the configuration mode where you can set up maps and icons.

	On Line Mode – This button will take the Color Graphics off-line and put the software in the configuration mode. (Grayed out when color graphics is in the configuration mode).
	Configuration Mode – This button will exit the configuration mode and put the Color Graphics software back on-line. (Grayed out when in the color graphics software is on-line).

⚠️ **CAUTION:** While in the configuration mode, if alarms linked to icons on the maps are activated, the icons are not updated until the color graphics system is back online.

The following buttons only appear in the upper left corner of the toolbar after the mouse has selected an icon on the map.

Security Area Masking Buttons

When a security area icon is selected on a map by placing the mouse pointer on it, the following buttons appear in the top left corner of the toolbar. When masking a security area all alarm points linked to the area are masked unless they are configured as a non-maskable alarm point.

	Unmask Security Area – Will unmask the currently selected security area.
	Mask Security Area – Will mask the currently selected security area.
	Mask/Unmask Security Area – Will toggle between masking and unmasking the selected security area. When the area is masked the button will unmask the area. When the area is unmasked the button will mask the area.

You can also right-click the security area icon to display a menu next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the only options are Mask and Toggle Mask. Even if Mask is selected, any alarms assigned to the area that are configured as non-maskable are not masked.

Click the option you want to select it.

Acknowledge Alarm

To use this button to acknowledge a new alarm or an alarm that has returned to normal you must first select the alarm by passing the mouse over the alarm icon requiring acknowledgement. You can then click **OK** to acknowledge the alarm.

If you are acknowledging an alarm that has returned to normal, don't forget to clear it.

> ⚠️ **CAUTION:** Make sure you have the correct icon selected before taking any action. Once an icon on the map is selected and highlighted, you must be careful not to pass the mouse over any other icon while moving the mouse to the toolbar. As stated above, once the mouse pointer is passed over another icon, that icon is then selected and highlighted. This could cause you to take action on the wrong icon.

The easiest and quickest way to acknowledge and clear the alarm is to double-click the icon to display the Alarm Detail window or right click the icon to display the menu and click the Details selection

Figure 208.Acknowledge window
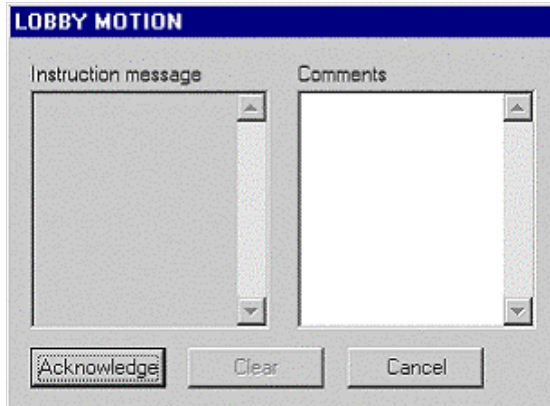
Type any informational comments about the alarm or actions you take and click Clear. If you click **Cancel** the window closes without clearing the alarm or saving any comments. You can open the window at any time to type comments and clear the alarm. Once the alarm is cleared, the window when displayed is blank once again.

> ⚡ **WARNING:** If you have acknowledged an alarm that has returned to normal and you do not clear it, the icon for that point will be green and appear to be normal. Until the alarm is cleared, new alarms for that point will only turn the icon to steady red on the color graphics map. We suggest that once an alarm has returned to normal, you clear it right away.

Note: You may only clear an alarm that has returned to normal.

Alarm Point Masking Buttons

When an alarm icon is selected on a map by placing the mouse pointer on it, the following buttons appear in the top left corner of the toolbar.

	Mask Alarm – This button will mask the currently selected alarm point on the map so it will not be reported. The icon will turn blue while masked.
	Unmask Alarm - This button will unmask the currently selected alarm point on the map so any alarm condition will be reported. The icon will change from blue to green.

To mask or unmask the alarm point, right-click the icon to display a menu next to the icon. From the menu you can select options that are not grayed out. In the following example the only options available are Mask and Details. If the alarm were configured as a non-maskable alarm point the Mask option would also be grayed out.

Click the option you want to select it.

	Details – Activates the Alarm Detail window to show alarm instructions, acknowledge the alarm, clear the alarm, and type in comments. This button will display Alarm Detail window. See *Acknowledge Alarm* for more information.

You can also double-click the alarm point icon on the map to display the Alarm Detail window.

Relay Control Buttons

	Relay Activate – Activates (turns on) the selected relay.
	Relay Deactivate - Deactivates (turns off) the selected relay.
	Relay Toggle – Toggles the relay between activated and deactivated.
	Relay Pulse – Activates the relay for just under one second and then deactivates it.

Double-clicking the relay icon on the map also toggles the condition of the selected relay. For example, if the relay is active, when you double-click the icon, it deactivates the relay and vice versa.

You can also right-click the relay icon to display a menu next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the options available are Activate, Toggle, and Pulse.

Click the option you want to select it.

Reader Control Buttons

These buttons control the selected reader.

🔒	**Reader Lock** – Will lock the selected reader, denying access to all cardholders.
🔓	**Reader Unlock** – Will unlock the selected reader, allowing the reader door to be opened without requiring a card and/or PIN.
🔒	**Reader Controlled** – Places the reader under control of the software.
🔒	**Reader Open Timed** – Unlocks the reader door for the time duration set in the reader configuration. At the end of the time duration, the reader will relock automatically.

To change the status of the reader door, right-click the door icon to display a menu next to the icon. From the menu you can select any of the options that are not grayed out. In the following example the options available: are Lock, Unlock, and Timed.

Click the option you want to select it.

You can also double-click the reader door icon to have it open (unlock) timed. For example, if you double-click the door icon, it sends an Open Timed command to the door. At the end of the time cycle the reader door returns to it's previous mode.

The open time is the unlock time in seconds that was selected during the reader's set up.

Map Window Sizing Buttons

These buttons control the size of the map and tree windows.

◄	**Increase Map Window** – Each time the button is clicked the map window increases in size to a preset maximum. As the map window increases the map tree window decreases in size.
►	**Decrease Map Window** - Each time the button is clicked the map window decreases in size to a preset minimum. As the map window decreases the map tree window increases in size.

Map Tree and Devices Window

Figure 209.Map Tree and Devices window
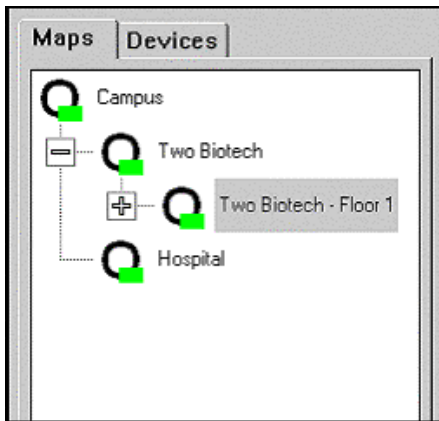
Maps Tab

The Maps Tab displays a hierarchical view of all maps with their assigned names. Each map's placement in the tree is determined by when it was added to the system. You can click the ⊞ buttons to expand the tree and the ⊟ buttons to collapse the tree.
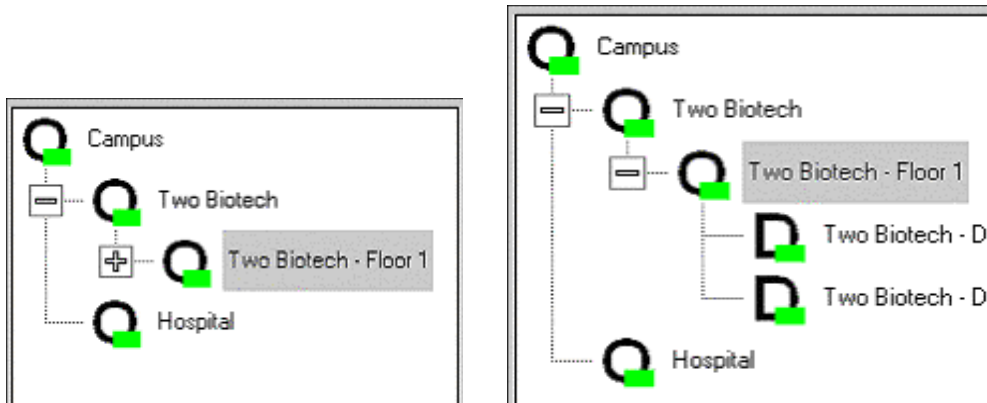
Q	**Overview Map** – An imported map that has additional detail maps added under it.
D	**Detail Map** - A detail map is a portion of the overview map above it in the hierarchy.

You can select a map from the tree by clicking on the map name, which displays it in the map window.

Device Tab

Clicking on the Device tab displays the list of field devices (ACUs, etc.) that are currently configured in the system, as shown below.

Double-clicking on the ![icon] device icon or device name expands the device tree as shown below. The device tree lists all alarm points, readers, and relays that are currently configured in the system for the device.

Figure 210.Device Tree
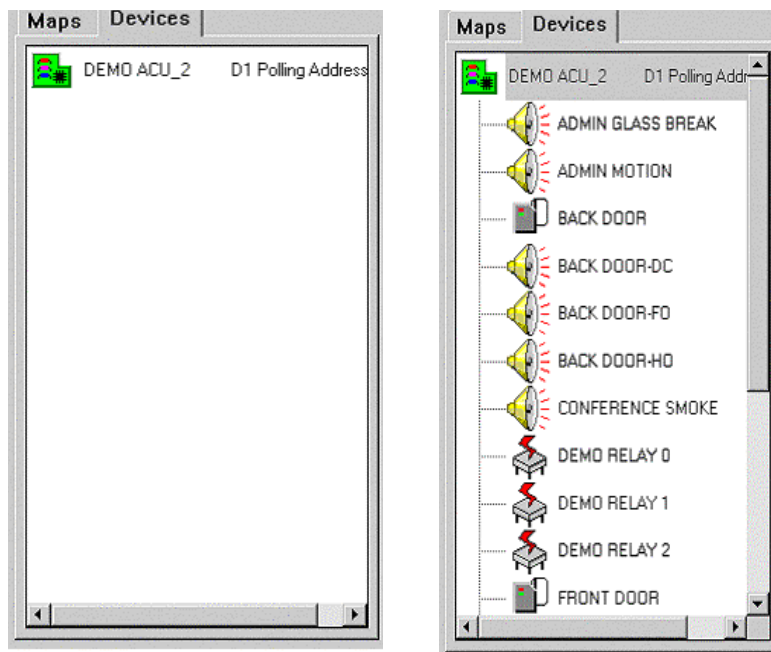
The device tree is used to locate the map an icon is currently assigned to, add icons to the maps, and control the device points. If you click a device name in the tree that is already assigned to a map, the map it is assigned to displays in the map window and the icon on the map highlights.

Device Point Icons

There are three types of point icons under the ![icon] device icon in the device tree.

You can control a point listed in the device tree by clicking on it and the corresponding control buttons display in the toolbar above the tree. You can then click the desired button to control the selected device point.

Configuring Color Graphics

Adding Maps

To add a map to the Map Tree you must place the Topaz Color Graphics system into the configuration mode. Do this by clicking the ⊞ **Go to Configuration Mode** icon in the right end of the toolbar. The icon changes to the ⊞ **Go to Online Mode** icon showing you are in the configuration mode.

⚠️ **CAUTION:** While in the configuration, alarms linked to icons on the maps are updated until the color graphics system is placed back online.

Save Configuration – Located in the center of the toolbar. Will save the changes made to the configuration.

When you have finished with the configuration, click ⬇ **Save Configuration** and the following message displays.

When you click ⊞ **Go to Online Mode** to return to the online mode, if you have made changes, and have not clicked ⬇ **Save Configuration** the following message displays.
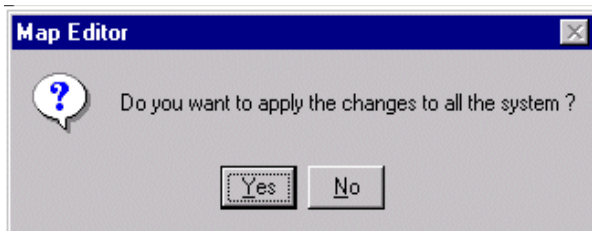
Click **Yes** to save the changes and then click ⊞ **Go to Online Mode** to return to the Online Mode. Click **No** to return to the configuration mode without saving any changes.

When you click ⊞ **Go to Online Mode** to return to the online mode, if you have made changes, and have not clicked ⬇ **Save Configuration** the following message displays.
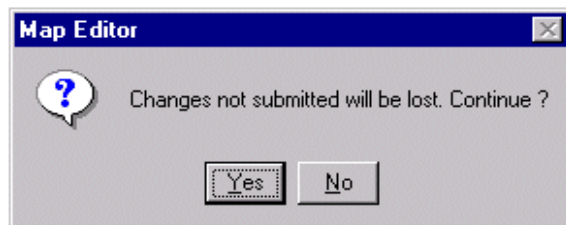
Clicking **Yes** disregards your changes and returns to the online mode.

Clicking **No** closes the message and returns you to the configuration mode. You can then click ![icon]

Save configuration to save your changes and then click again ![icon] to return to the online mode.

While in the configuration mode, the buttons on the toolbar do not change, unless you click a device point in the tree.

Map Configuration Buttons

	Map Configuration Buttons
![icon]	**Insert Sibling Map** – Will add a map to the bottom of the list at the same level as the map currently selected.
![icon]	**Insert Child Map** – Will add a map as a lower lever than the one currently selected.
![icon]	**Insert Detailed Map** – Will allow you to select a portion of the currently selected map to be created as a lower level more detailed map.
![icon]	**Delete Map** – Deletes the currently selected map from the tree.

Add Sibling or Child Map

To add a Sibling map to the tree, select a map in the tree at the level you want the new map to be placed in. Click ![icon] **Sibling Map** and the Map information window below displays.

To add a Child map to the tree, select the map in the tree that you want the new child map to be placed below. Click ![icon] **Child Map** and the Map information window below displays.

Figure 211.Map information
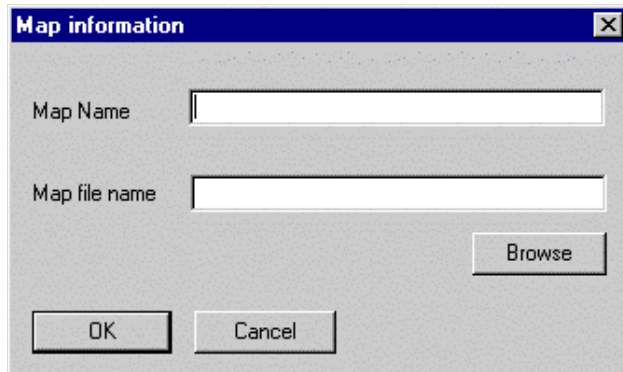
Click **Browse** to locate the map file to add and the following window displays.
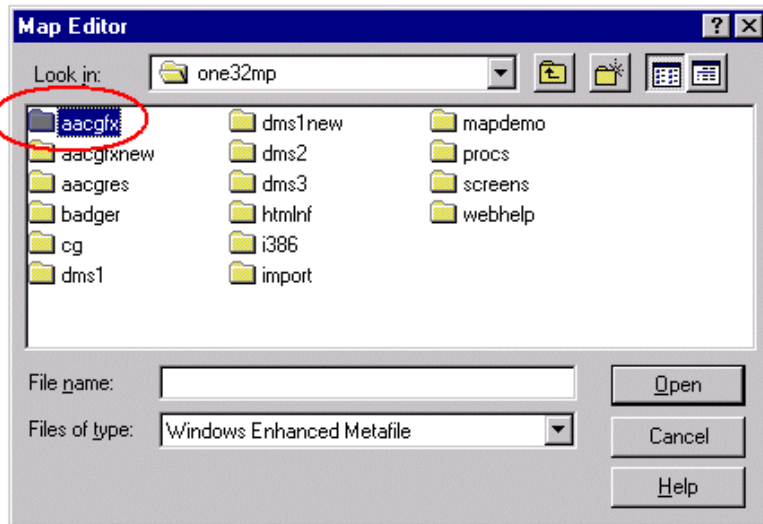
Using the standard Windows convention, locate the map file you wish to add. Click **Open** and the map are copied to the **aacgfx** directory.

Note: The only map files that can be added to the Color Graphics system must be an *Enhanced Metafile* format and have the .emf extension.

Detailed Map

A detailed map is created from a portion of a current map in the tree by drawing a rectangle around the area you want to become the new detail map. This allows you to have an overview map of a building and then a more detailed cut away of an area or room from the building overview map.

To add a detailed map to the tree, select the map in the tree you want to make the detail map from.

Click **Detailed Map** and the Map information window below displays.

Figure 212.Map information window
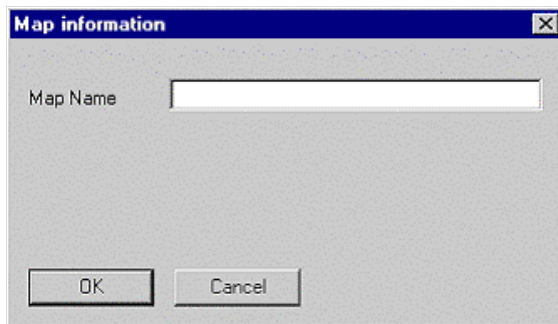
Enter the Map Name that displays with the icon on the map and click **OK**.

Select the area to be saved as the new detailed map by placing the mouse pointer at the starting point on the map, then click and hold the left mouse button while dragging a rectangle around the desired area on the map.

Figure 213.Sample detailed map
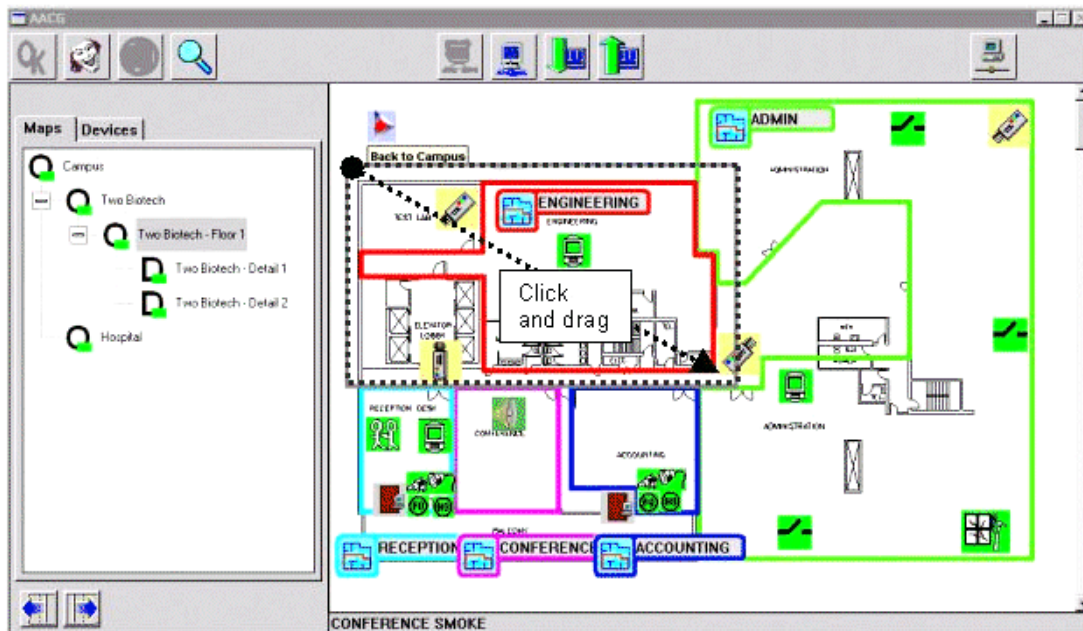
When you release the mouse button, the area you selected becomes the new detailed map in the map tree with the name you entered. All icons in the selected area are also placed in the new map.

Figure 214.Sample detailed map
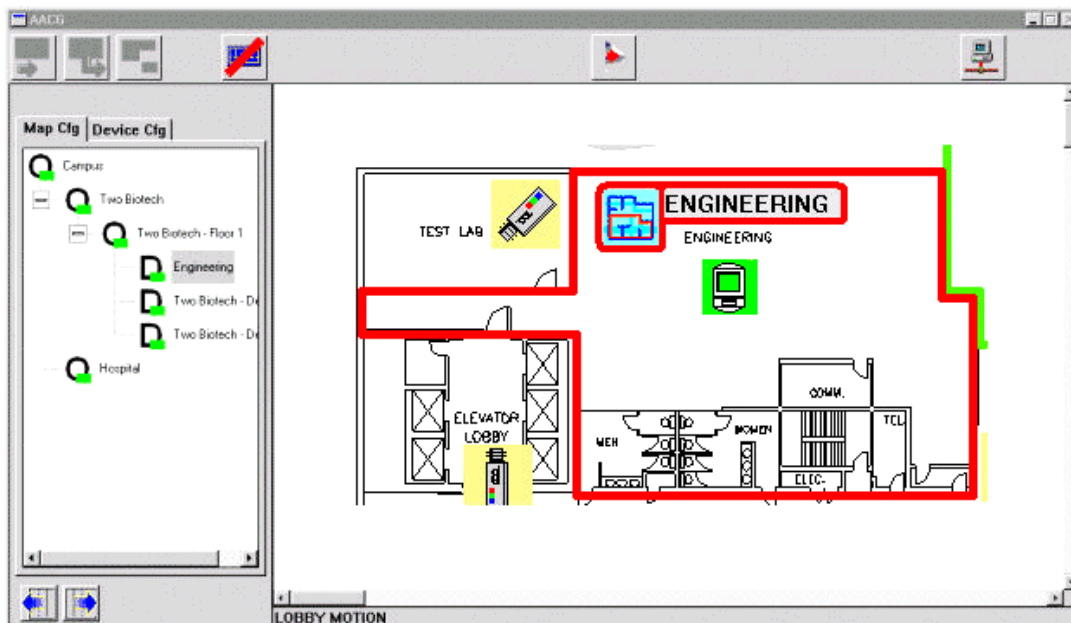
When you have finished with the configuration click [icon] **Save Configuration** and the following message displays.
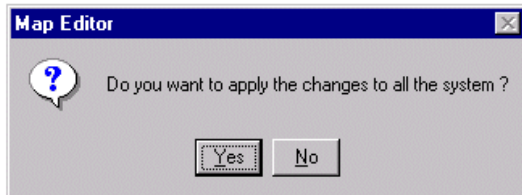
Click **Yes** to save the changes and then click [icon] **Go to Online Mode** to return to the online mode.

Click **No** to return to the configuration mode without saving any changes.

When you click [icon] **Go to Online Mode** to return to the online mode, if you have not clicked [icon] **Save Configuration** the following message displays.
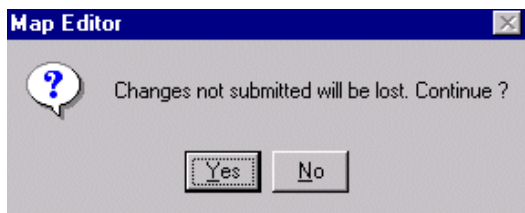
Click **No** to exit the message. Click [icon] **Save Configuration** and then [icon] **Go to Online Mode** to return to the online mode.

Click **Yes** to discard your changes and return to the online mode.

Rename Map

To rename a map in the map tree double-click the map name and the following window is displayed.

Figure 215.Map information
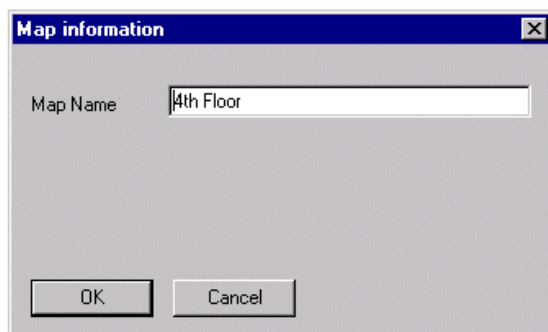
Type the new map name and click **OK.**

Deleting Map

To delete a map from the tree select the map to be deleted by clicking on the map name in the tree.

When the map displays in the map window, click 🖍 **Delete Map** and the following message displays.

```
┌─────────────────────────────────────────┐
│ Map Editor                          [×]  │
├─────────────────────────────────────────┤
│   ╭─╮                                    │
│  ( ? )   Do you want to delete the map   │
│   ╰─╯    or the node ?                    │
│                                          │
│         ┌───────┐    ┌───────┐           │
│         │  Yes  │    │  No   │           │
│         └───────┘    └───────┘           │
└─────────────────────────────────────────┘
```
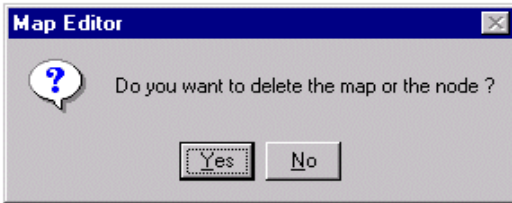
Click **Yes** to delete the map or **No** if you do not.

When you have finished with the configuration click 📥 **Save Configuration** to save your changes.

Adding Points to Map

To add a point to a map, select the map to add points to from the tree, then select the Device tab.

Double-click any type icon to expand the list of configured device points.

Figure 216. Expanded list of configured device points
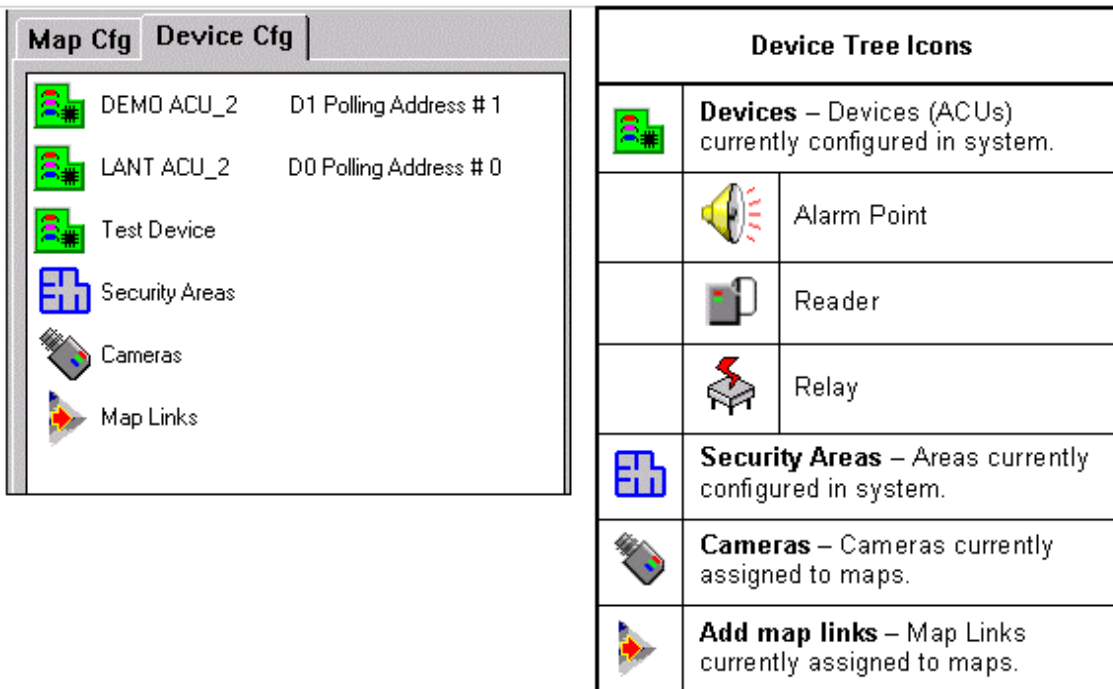
There are six types of icons in the tree that you can add to a map. Three (3) are device points.

- Device Points
    - Alarms
    - Readers
    - Relays
- Security Areas
- Cameras (Optional)
- Map Links

These icons are described in detail in the following sections.

Adding Device Points to Map

Double-click the ![icon] **Device** icon to expand the Device Tree for a list of currently configured points that can be added to the map.

Figure 217.Expanded Device Tree
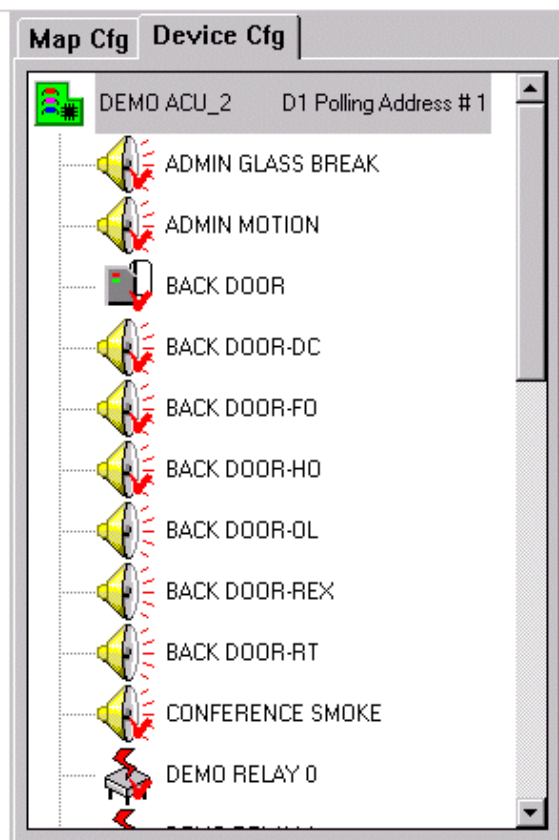
Adding Alarm Points to Map

In the Device Tree, locate the alarm point to add. Place the mouse pointer on the alarm icon, click, and hold down the left mouse button. Drag the icon on the map, and release the mouse button.

When you release the mouse button after dragging the alarm icon onto the map, it opens the Icon Group window. Then you can assign the icon group that is used for the point you placed on the map.

From the Icon Group drop-down list select the Icon Group you want for the point by scrolling through the list and clicking on the name on the group.

Figure 218.Icon groups
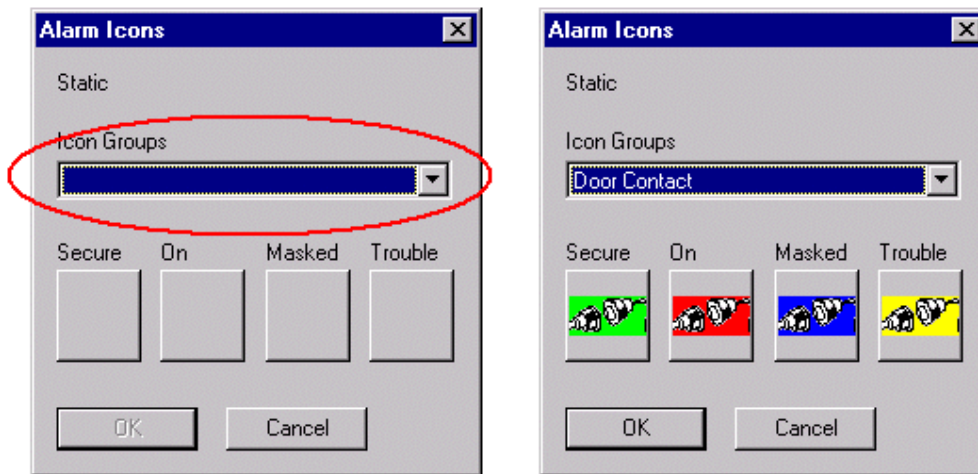
After you click the name of a icon group, the four icons configured for the group appears in the blocks below each of the point designations.

To move the icon to a different location on the map, click and hold the left mouse button on the icon and drag the icon to a new location on the map.

Note: When placing a new point on the map, the icon defaults to a green secure icon even if the point is an active alarm. When the color graphics is back to online, it checks for the current status of the point and changes the icon accordingly.

The alarm icons in the tree with the red check mark have already been added to a map and cannot be added again. If you want to add the icon to a different map you must first delete it from the current map.

To delete or remove an icon from the map, click and drag the icon back to the tree window and

release the mouse button. The icon disappears and the red check mark on the icon in the tree is removed.

All the default icons that come already configured on the system are listed below. Additional icon groups may be added, Check with the system administrator.

	AC Power Failure - Power to the field panel has failed

		Device Offline - Communication to the field device has failed
		Door Alarm - Magnetic door contacts on the reader doors.
		Duress Alarm - When a duress PIN code has been entered at the keyboard.
		Fire Alarm - Auxiliary output from fire panel has activated.
		Forced Open - When a reader door is open without authorization.
		Glass Break - Alarm glass break detector has been activated while not masked.
		Held Open - When a door is not secured within the allowed time set in the reader configuration.
		High Temperature - The temperature in the room has risen above the set threshold.
		Low Battery - The DC Battery in the field controller has dropped below the required voltage.
		Motion Detector - Alarm motion detector has been activated while not masked.
		Request to Exit - A request to exit has been received from the reader door.
		Smoke Detector - Auxiliary output from fire panel for a smoke detector has been activated.
		Standard Alarm - Other types of alarm points not covered by any other default alarm category
		System Input - Low Battery or AC Power Failure.
		System Tamper - Field controller panel door has been opened.

Note: Default icons shown in the table above represent the alarm condition as secure mode. The icons also have three others colors that are described below.

The interactive map alarm icons change color to show current status.

Green – In normal secure condition and not masked.

Green Flashing – Returned to normal condition, but needs to be acknowledged and cleared.

Red – Alarm has been acknowledged, but has not cleared (reset) yet.

Red Flashing - A new alarm has been activated that needs to be acknowledged and cleared.

Blue – Alarm is currently masked and does not generate a new alarm condition, but does report trouble conditions.

Yellow – A new alarm trouble has been activated that needs to be acknowledged and cleared. The trouble condition is reported even if the point is masked.

Yellow Flashing – A new alarm trouble has been activated that needs to be acknowledged and cleared. The trouble condition is reported even if the point is masked.

Note: Because of the versatility of the software, which allows you to configure your own icon, it is possible that the colors explained above are not the actual colors used. Ask the system administrator if your system has custom configured icons and confirm your systems icon colors represent the different alarm conditions.

Save your configuration changes by clicking [icon] **Save Configuration** in the center of the toolbar at the top of your screen.

Note: If you do not save your changes to the configuration, when you exit the program all changes are lost.

Adding Readers to Map

In the Device Tree locate the reader to add. Place the mouse pointer on the [icon] Reader icon, click and hold down the left mouse button while dragging the icon onto the map, and release the mouse button.

When you release the mouse button it changes to the [icon] Reader Locked icon.

If additional custom icon groups have been created for doors (after dragging the reader icon on to the map and releasing the mouse button), the Icon Groups window is displayed.

Select the icon group you want to use for the reader icon you placed on the map by clicking on the icon group name.

After you have clicked on the name of a icon group, the four icons configured for the group appears in the blocks below each of the point designations.

To move the icon to a different location on the map, click and hold the left mouse button on the icon and drag the icon to a new location on the map.

Note: When placing a new reader point on the map, the icon defaults to a Control Mode type even if the point is in lock or unlocked mode. When the color graphics is back online, it checks for the current status of the reader door and change the icon accordingly.

Default Reader Door Icons	
[icon]	**Locked** – Door is locked and NO access will be granted.
[icon]	**Unlocked** – Reader door is unlocked for free access.
[icon]	**Control Mode** – The computer is controlling the reader door and is the default when adding to the map.
[icon]	**Reader Door in Timed Mode** – Reader door will be unlocked for a set time determined in the reader configuration and will be re-secured at the end of the time cycle.

Note: The door icon on the map is grayed out when the panel is offline (not communicating with the server). When communication is restored it takes 30 seconds for the icons to reflect the current status.

The reader icons with the ✔ red check mark on their icon have already been added to the map.

To delete or remove an icon from the map, click and drag the icon back to the tree window and release the mouse button. The icon disappears and the red check mark on the icon in the tree is removed.

Save your configuration changes by clicking 🖳 **Save Configuration** in the center of the toolbar at the top of your screen.

Adding Relays to Map

In the Device Tree locate the relay to add. Place the mouse pointer on the 🎚 relay icon, click and hold the left mouse button. Drag the icon onto the map and release the mouse button.

When you release the mouse button it defaults to ⚡ a deactivated relay icon.

Note: When placing a new relay point on the map the icon defaults to a deactivated relay mode type even if the point is activated. When the color graphics is back online, it checks for the current status of the relay point and change the icon accordingly.

Default Relay Icons	
⚡	**Deactivated** – Relay is deactivated.
⚡	**Activated** – Relay is activated.

If additional custom icons groups have been created for doors (after dragging the relay icon on to the map and releasing the mouse button), the Icon Groups window is displayed.

Select the icon group you want to use for the relay icon you placed on the map by clicking on the icon group name.

After you have clicked on the name of a icon group, the two icons configured for the group appears in the blocks below each of the point designations.

To move the icon to a different location on the map click and hold the left mouse button on the icon and drag the icon to a new location on the map.

Note: The relay icon on the map is grayed out when the panel is offline (not communicating with the server). When communication is restored it takes 30 seconds for the icons to reflect the current status.

The relay icons with the ✔ red check mark on their icon have already been added to a map.

To delete or remove an icon from the map, click and drag the icon back to the tree window and release the mouse button. The icon disappears and the red check mark on the icon in the tree is removed.

Save your configuration changes by clicking ![icon] **Save Configuration** in the center of the toolbar at the top of your screen.
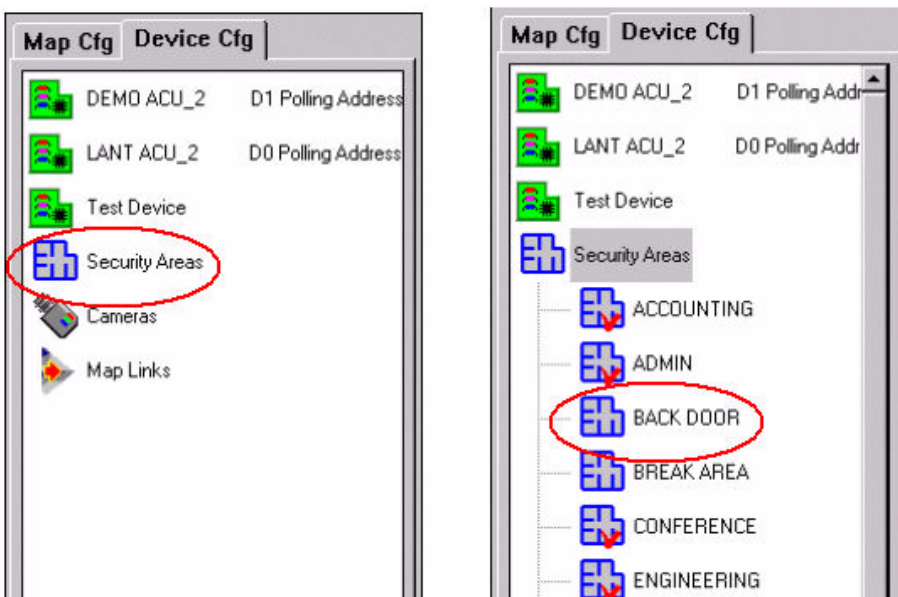
Adding Security Areas to Map

Double-click the ![icon] **Security Areas** icon to expand the Security Areas tree for the list of currently configured security areas that can be added and cannot be added again. The Security Areas with the ✔ check mark on their icon have already been added to a map.

Figure 219.Security Areas tree

In the Security Area tree locate the security area to add. Place the mouse pointer on the ![icon] Security Area icon, click and hold the left mouse button. Drag the icon onto the map, and release the mouse button.

When you release the mouse button, after dragging the security area icon onto the map, it changes to an ![BACK DOOR icon] **Unmasked Security Area** icon with the area name in a thick black outline.

To relocate the icon click and hold the left mouse button to drag the icon to a new location on the map.

Note: When placing a new security area on the map the icon defaults to unmasked area icon even if the area is masked. When the color graphics is back online, it checks for the current status of the area and change the icon accordingly.

To delete or remove an icon from the map, click and drag the icon back to the tree window and release the mouse button. The icon disappears and the red check mark on the icon in the tree is removed.

Save your configuration changes by clicking the icon in the center of the toolbar the top of your screen.

Color Coding Security Areas

The security area can be color coded and an outline of the area can be drawn in the same color. When the area is masked, the outline of the area is filled with an overlay of mesh the same color as set for the security area, as shown below.

Figure 220.Color coded security areas
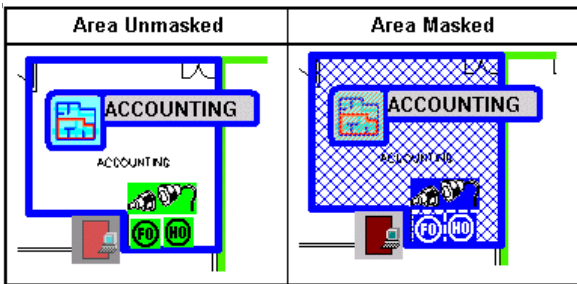
To color code and outline the security area you must be in the configuration mode. After placing the security area on the map double-click the security area icon you want to color code and the following configuration window displays.

Figure 221.Security Area Configuration
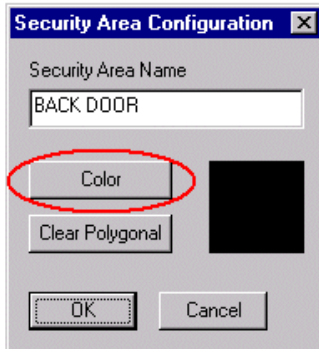
Note: You cannot change the name of the security area in this window. You must go to Security Area page under the Setup button.
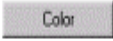
To change the color of the area, click [Color] **Color** and the color window displays.

Figure 222.Color palette

Select the color from the Basic or Custom colors by clicking on the color block. The default black outline for the area icon changes to the color selected.

You can create your own color by clicking **Define Custom Colors**.

Figure 223.Define Custom Colors
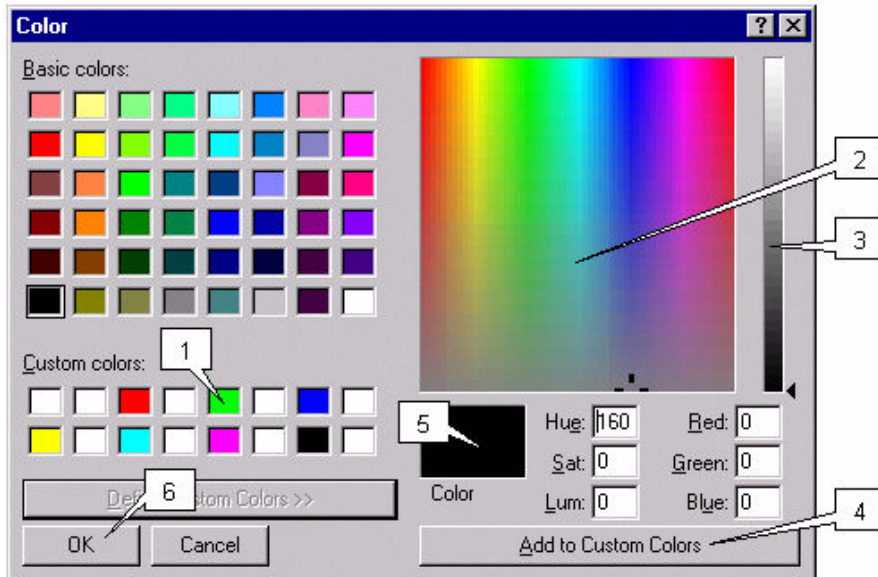
To create a custom color, follow the steps below (each number in the list corresponds to a number in the image above).

1. Click the Custom color block to select where the new color will be placed. You can replace an existing color by clicking that color block.

2. Click the mouse pointer inside the rainbow window to select the general color you want.

3. Click in the slide bar and select the shade of the color. Continue changing the color areas in step 2 and 3 until the color you want appears in the currently selected color window.

4. Click **Add to Custom Colors** and the color now appears in the Custom Colors block you selected earlier.

5. Click the color block to select a color for the security area.

6. Click **OK** and to return to the Security Area Configuration window.

The Color you selected appears in the color block in the Security Area Configuration window and the security area icon on the map is outlined with the new color, as shown below.

Figure 224.Security Area Configuration
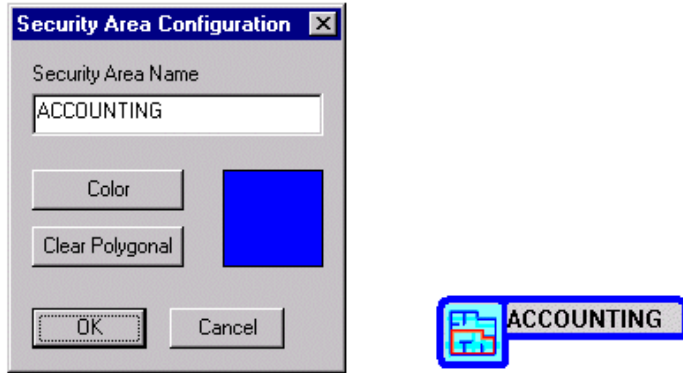
Click **OK** to exit the Security Area Configuration window.

Save your configuration changes by clicking 🖫 **Save Configuration** in the center of the toolbar at the top of your screen.

Note: If you do not save your changes, when you exit the program all changes are lost.
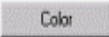
Outline Security Area

The security area on the map can be outlined with the same color as the icon's outline. When the area is masked the outline of the area is filled in with an overlay of mesh the same color as set for the security area, as shown below.

Figure 225.Outline Security Areas
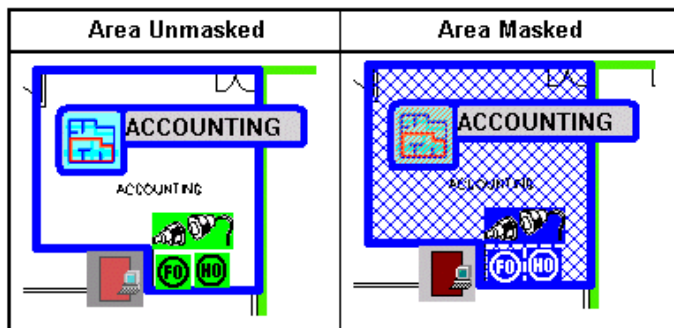
Note: The security area does not require an outline. If you do not want the mesh to appear when the area is masked, then you should not outline it.

To outline the security area you must be in the configuration mode. After placing the security area on the map, double-click the security area icon to outline. The Security Area configuration window displays.

If the security area color has not been selected click 🔲 Color **Color** and the color window displays.

Select the color from the Basic or Custom colors for area by clicking on the color block.

Note: Only one color can be selected for both the security area and the icon outlines.

The Color you selected appears in the color block in the Security Area Configuration window, as shown below.
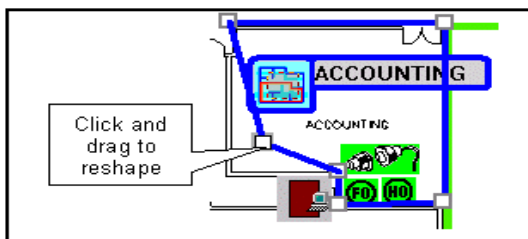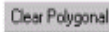
Figure 226.Security Area Configuration
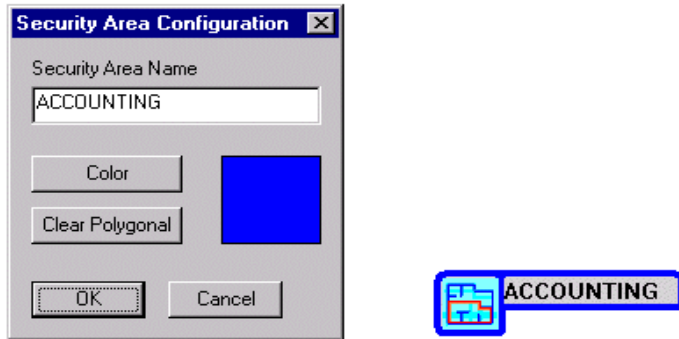
Start drawing the outline of the area by placing the mouse pointer at the starting point on the map. Click the left mouse button once to set the starting point. Move the mouse pointer to the next location and click the left button once again. Repeat this until the entire area is outlined and you have clicked the mouse button back on the starting point.
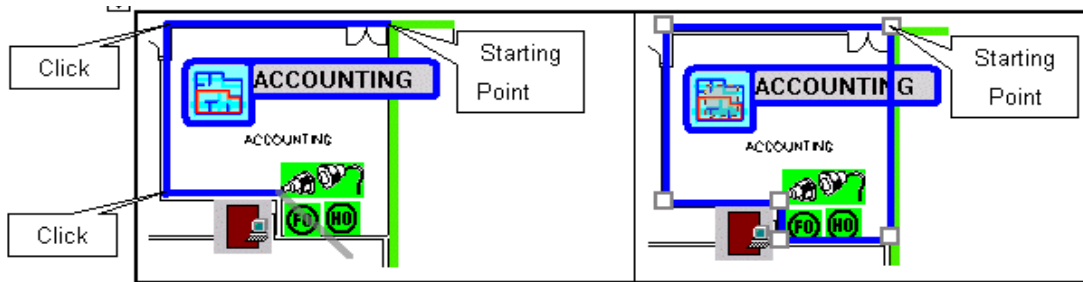
After clicking back on the starting point, each point you clicked has a small square block called a reshaping handle. These reshaping handles allow you to reshape the outline.

To reshape the outline of the area, place the mouse pointer on top of a reshaping handle, click and hold the left mouse button as you drag the lines to the desired reshape. The two lines that are joined at the point move together as you drag the handle.

You can delete the outline and redraw by clicking [Clear Polygonal] **Clear Polygonal**.

When you have completed changes to the Security Area Configuration window, click **OK**.

Save your configuration changes by clicking [icon] **Save Configuration** in the center of the toolbar at the top of your screen.

Adding Camera to Map

In the Device tree locate the camera icon. Place the mouse pointer on the 📹 **Camera** icon, click and hold down the left mouse button. Drag the icon on the map and release the mouse button.

When you release the mouse button (after dragging the camera icon onto the map), the Camera Configuration window displays as shown below

Figure 227.Camera Configuration.
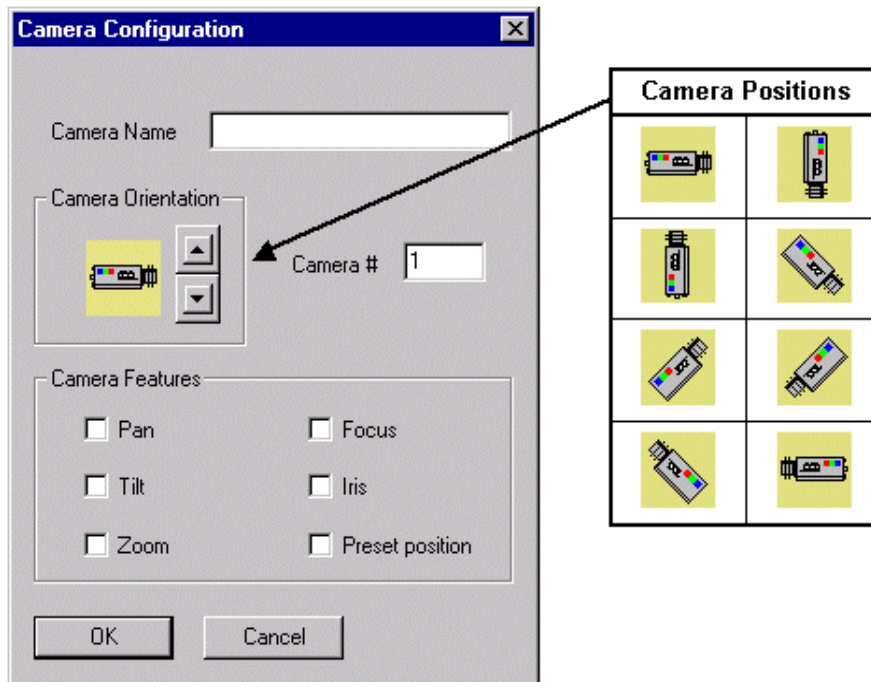
Clicking **Cancel** closes the Camera Configuration window and remove the camera icon from the map.

Enter the Camera Name of up to 35 alphanumeric characters. The camera name field may only display a portion of the 35 characters, but the title bar on the camera window (shown below) when called up displays the full name.

Select the number for the camera that corresponds to its number as configured in the video switcher.

Select the Camera Orientation, which is the direction the camera icon should point in the map by clicking the up and down arrows to rotate the camera 45 degrees each time.

Select the Camera Features that the camera is set up for. The camera and video switcher's capability determine these features. The features that are available are:

- Pan
- Tilt
- Zoom
- Focus
- Iris
- Preset position

If all features were selected, the camera window would display like the example below.
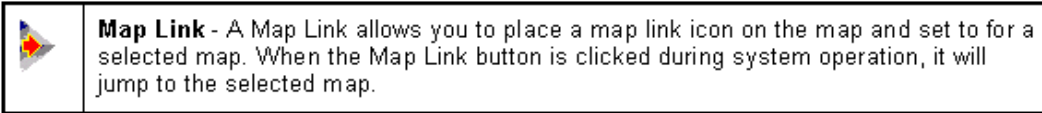
Figure 228.Sample Camera window
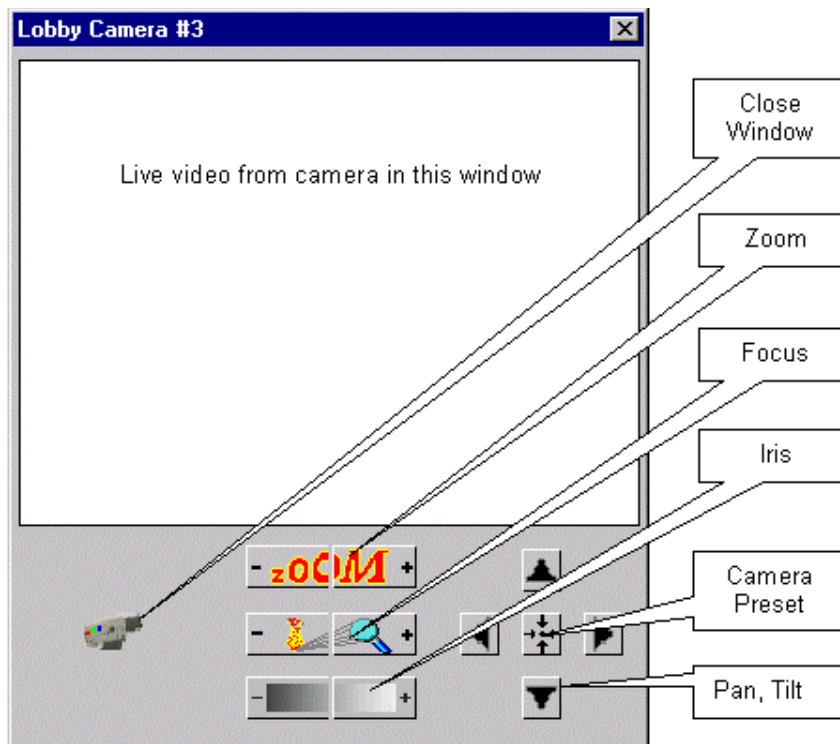
When you have completed configuration of the camera, click **OK**.

To relocate the icon, click and hold the left mouse button and drag the icon to a new location on the map.

To delete or remove a camera icon from the map, click and drag the icon back to the tree window. The icon disappears from the map and the red check mark on the icon in the tree is removed.

Save your configuration changes by clicking **Save Configuration** in the center of the toolbar at the top of your screen.
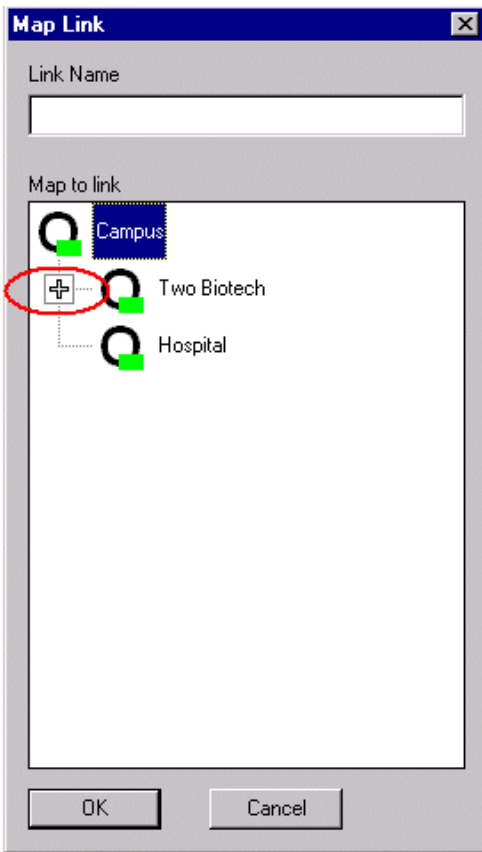
Add Map Links

Map Link - A Map Link allows you to place a map link icon on the map and set to for a selected map. When the Map Link button is clicked during system operation, it will jump to the selected map.

To add a map link, locate the Map Link icon in the Device tree (it is located in the first level of the tree). Place the mouse pointer on the **Map Link** icon, click and hold down the left mouse button. Drag the icon on the map and release the mouse button.

When you release the mouse button the Map Link window displays.

Figure 229.Map Link window

Highlight the map that you want the link to jump to. Click the in the map tree to expand it if needed to locate the desired map.

In the Link Name field enter the name for the link.

When you have completed configuration of the map link, click **OK**.

The Map Link icon on the map changes to a Map Link icon with the link name next to the icon, as in the following example.

To relocate the icon, click and hold the left mouse button to drag the icon to a new map location.

To delete or remove a map link icon, click and drag the icon back to the tree window and release the mouse button. The icon disappears from the map and the red check mark on the icon in the tree is removed.

Save your configuration changes by clicking **Save Configuration** in the center of the toolbar at the top of your screen.

Custom ICON Groups

You may create and assign your own group of icons to any alarm, reader, or relay.

Icons must be modified and configured using a bitmap program such as Paint. All Icons should be saved in the Topaz**aacgfx** color graphics directory on your hard drive. The standard size of icon is approximately 35 x 35 pixels, but can be any size; however, the larger the icon, the more area of the map it covers.

Note: You should be familiar with configuring the Color Graphics system before creating and assigning custom icons.

You must be in the configuration mode before you begin. Once in the configuration mode, the **Icon Cfg** tab displays in the tree window as shown below. Only the Alarm, Reader, and Relay icons show and are the only icons you can customize.

Figure 230.Icon Configuration
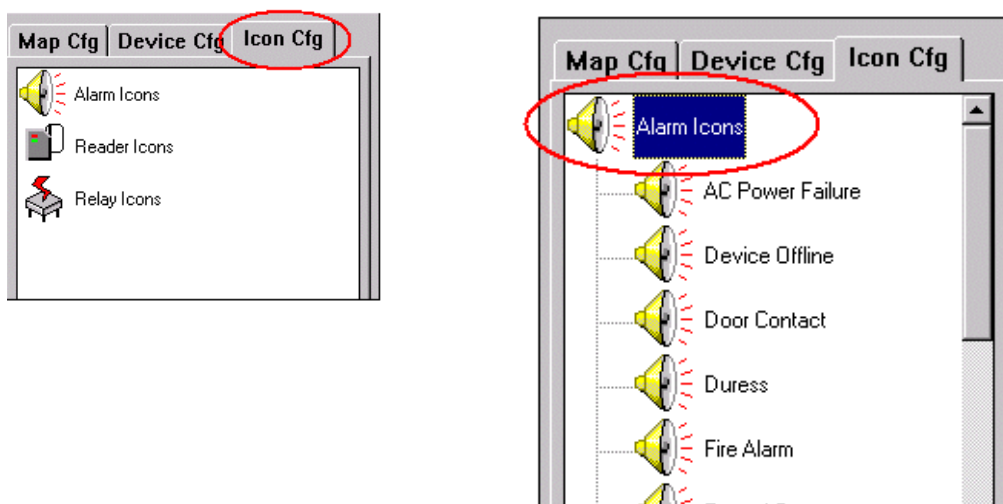
Modify Alarm Icon Group Category

Clicking on the Alarm Icons icon opens the tree and expands the list of icon group alarm categories.

The list of default alarm categories is list below and a portion of the tree shown to the right.

	AC Power Failure
	Device Offline
	Door Alarm
	Duress Alarm
	Fire Alarm
	Forced Open
	Glass Break
	Held Open
	High Temperature
	Low Battery
	Motion Detector
	Request to Exit
	Smoke Detector
	Standard Alarm
	System Input
	System Tamper

To assign a different icon to a category click the icon group for the category you want to change. The Icon Group window drops down as shown below. For example, if you click the **Door Contact** category, alarm Icons for the Door Contact category display.

There are four icons currently assigned to each alarm category: **Secure**, **On**, **Masked**, and **Trouble**. Notice the colors match the colors talked about earlier in this document, such as, if the alarm is on (active) it is flashing red. If you change the icon to an icon with some other color then when the alarm is on (active) it flashes the new color. This can cause confusion for the operators. It is suggested that when you modify or create new icons that you keep the colors in mind.

Figure 231.Modify Alarm Icon Group
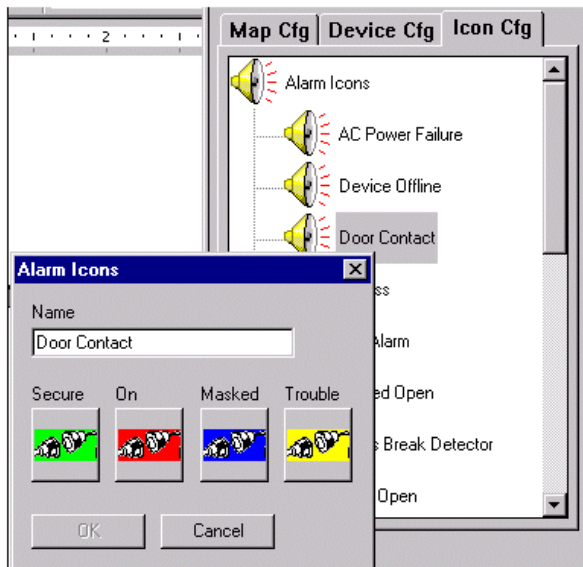
You must change the icon assigned to each designation (secure, on, masked, trouble) one at a time by clinking on the icon under the designation name you want to change.

Note: When you are creating a new icon group for a category you should keep each of the four icons the same and only change the color except for special applications.

For example, to change the **Masked** icon, click the icon and a disk directory browser window opens. Locate the icon file you want to assign as the Masked icon as shown on the next page.

Figure 232.Masked icon
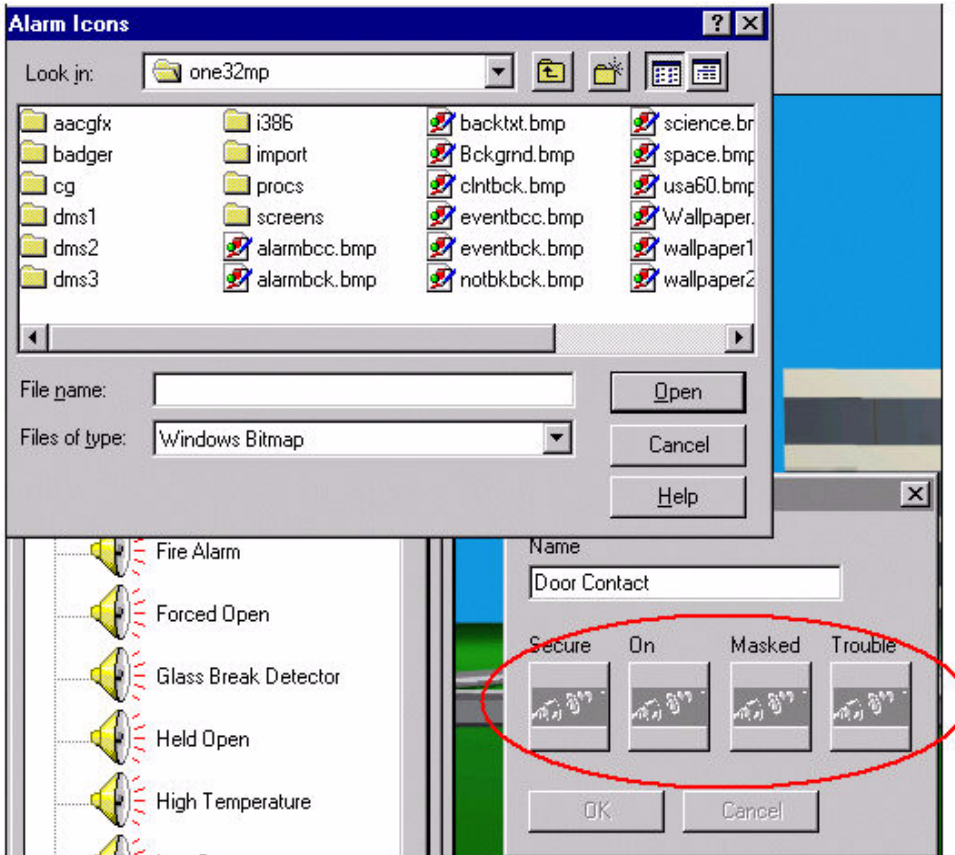
Notice that after you clicked on the icon and the browser window opened, all four icons on the Icon Group window are now grayed out. If you forget which icon you selected, close the browser window and reselect the icon again. If you selected the wrong icon file, you can click the icon again to select another icon file.

Locate the icon file and double-click the file name to have it assigned. The browser window closes and the new icon is shown in the Icon Group window as the new icon assigned to Masked.

If you select an icon that is already assigned to another icon group, the message **Bitmap file already exist. Overwrite?**
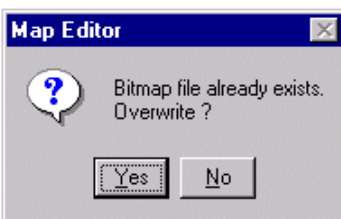
You can continue to use the icon in your new category as well as the existing icon group by clicking **Yes**. Other wise click **No** and the icon is not added to the new icon group. You can then select a different bitmap.

After selecting all four icons, click **OK** to save your changes.

If you click **Cancel** on the Icon Group window, the icons revert back to the icons assigned to the icon group category when you first opened the Icon assignment window.

The icon group category can also be renamed from the Icon Group window.

Adding New Alarm Icon Group

To add an additional alarm category icon group, click the **Icon Cfg** tab and then click the **Alarm Icons** icon.

In the top left corner of the color graphics window click **Add Icon Group**.

Figure 233.Add Alarm Icon Group
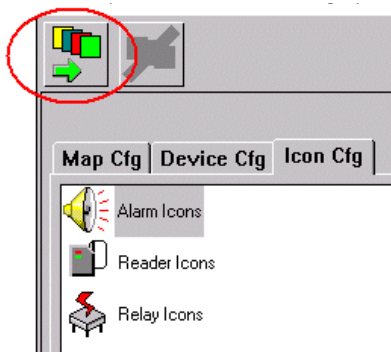
A blank Icon Group window is displayed.

Figure 234.Blank Alarm Icon Group window
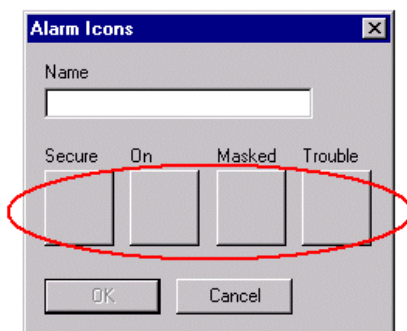
Enter a name for the new alarm icon group and select the icon for the designations.

To select the icon for the designation, click one of the blank icon squares for the designation you want to add and the following **Look in** window displays.
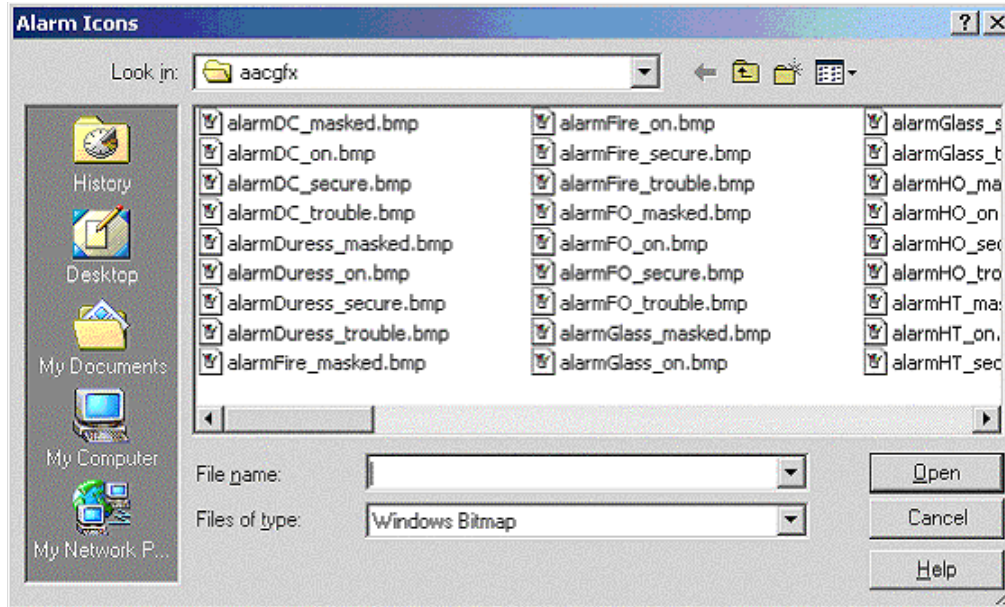
Locate the icon bitmap for the designation you clicked on and double-click the bitmap file name, to add it to the designation icon you selected.

The icons are normally located in the **aacgfx** directory unless, when they were created, they were saved to a different directory.

Click **OK** when you have completed adding the icons for all designations.

The new icon group is now added to the **Icon Cfg** tree list.

Modify Reader Icon Group

There is only one Standard Reader icon group, which has five designations: Locked, Unlocked, controlled, timer, and offline.

Figure 235.Modify Reader Icon Group

Adding New Reader Icon Group

To add an additional Reader Icon Group, click the **Icon Cfg** tab and then click the **Reader Icons** icon.

In the top left corner of the color graphics window click **Add Icon Group**.

Figure 236.Add New Reader Icon Group
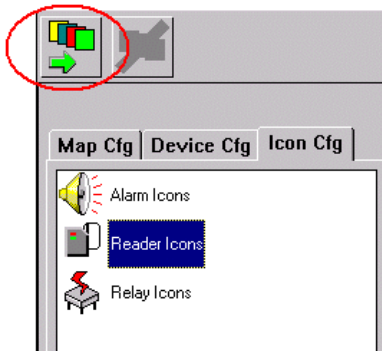
A blank Icon Group window for readers is displayed

Figure 237.Blank Reader Icon Group window.
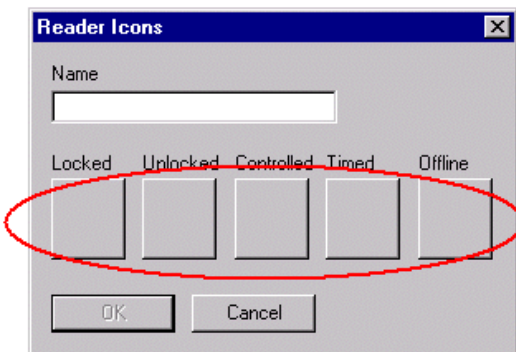
Enter a name for the new group and select the icon for the designations.

Click **OK** when you have completed adding the icons for all designations.

The new icon group is now added to the **Icon Cfg** tree list.

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Modify Relay Icon Group

There is only one Standard Relay icon group, which has two designations, and offline.

Figure 238.Modify Relay Icon Group

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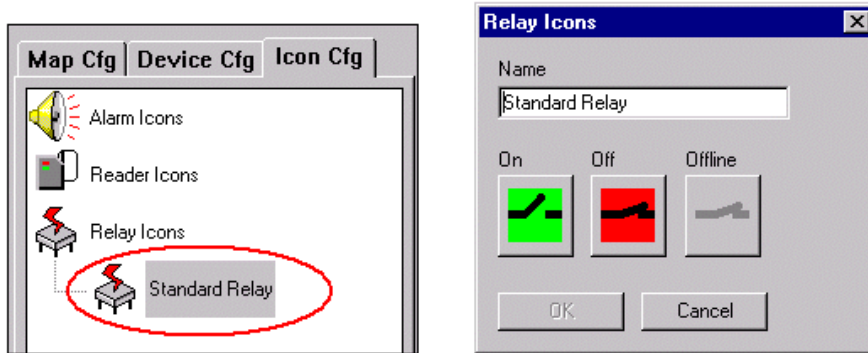
Adding New Relay Icon Group

To add an additional relay group, click the **Icon Cfg** tab and then click the **Relay Icons** ICON.

In the top left corner of the color graphics window click **Add Icon Group**.

Figure 239.Add Relay Icon Group
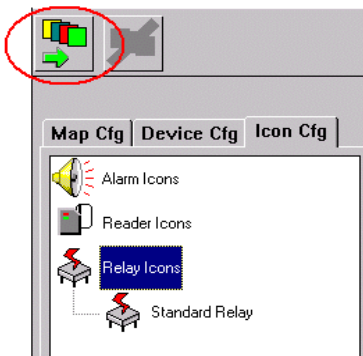
A blank Icon Group window for relays is displayed.

Figure 240.Blank Relay Icon window
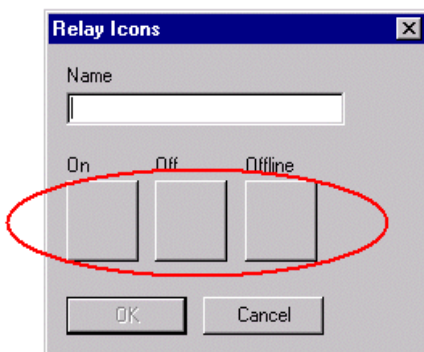
Enter a name for the new group and select the icon for the designations.
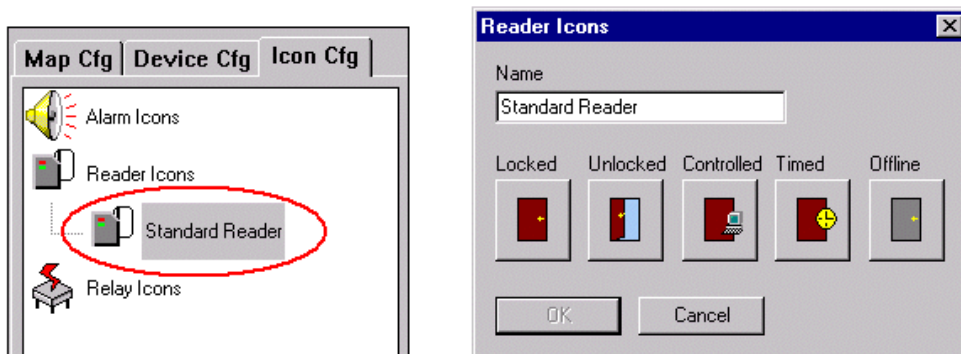
Click **OK** when you have completed adding the icons for all designations.

The new icon group is now added to the **Icon Cfg** tree list.

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Delete Icon Group

You must be in the configuration mode before you being. Once in the configuration mode, the **Icon Cfg** tab displays in the tree window, as shown below. Only the Alarm, Reader, and Relay icons show and are the only icons you can customize.

Figure 241.Delete Icon Group
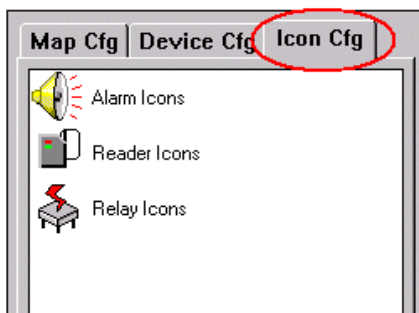
Expand the **Icon Cfg** tree for the Icon you want to delete by double-clicking on the Alarm, Reader, or Relay icon. For example, if you want to delete an alarm icon group, double-click the **Alarm Icons** icon.

Figure 242.Alarm Icon Configuration
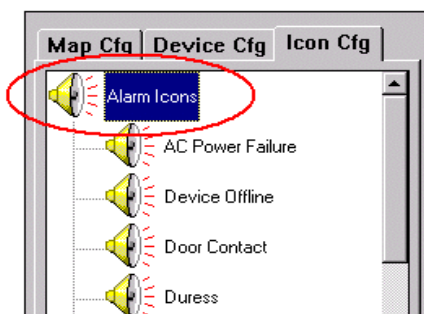
Click the Alarm Icon Group (category) you want to delete and the Icon Group window opens for the group you clicked on. To select a different icon group, make a new selection by clicking again on another icon group

Figure 243.Icon Group.
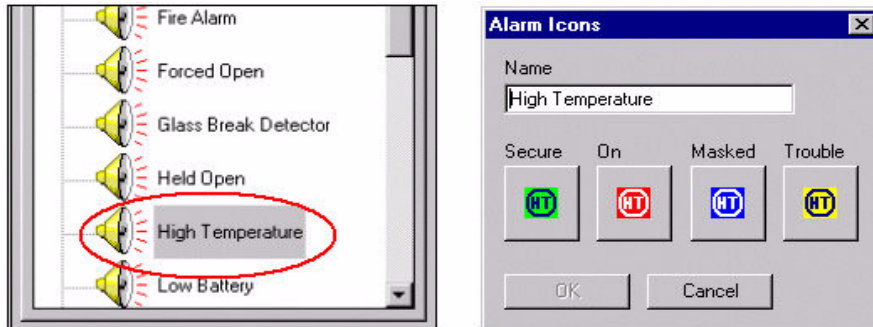
After making sure the icon group you want to delete is displayed, click the Delete Icon Group icon at the top left corner of the screen.

Figure 244.Delete Icon Group icon
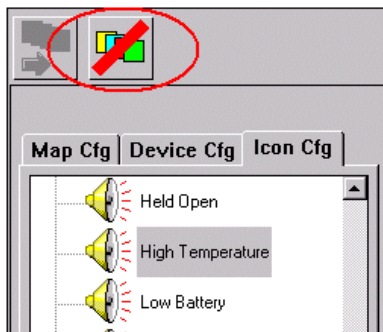
The Icon Group is immediately deleted from the tree.

CAUTION: You cannot undelete an Icon Group that has been deleted!
When deleting an icon group make sure you have the desired group selected (highlighted) before clicking **Delete Icon Group**. There is no warning before it is deleted.

Chapter 12 Troubleshooting, Maintenance, Support

This chapter provides an overview of software or user errors that can occur with the Topaz System and the tools available to identify and correct hardware problems. It also includes information on how to contact technical support in case you need assistance with your equipment.

In this chapter:

Frequently Asked Questions

When I try to install Topaz, I get "Port 80 in use".

> The Topaz program emulates a Web Server, so there cannot be another Web Server running on the computer.

> Examples of Web Server programs are Microsoft's Personal Web Server, and Microsoft's Internet Information Server.

When I try to install Topaz, I get the error message "~0000 was not found."

> Check your c:\temp directory. Be default, Windows makes a temp directory on the C: drive named temp. If this directory does not exist, you should make one.

When I double-click the Topaz icon I get the "Open With" dialog box to select a program to run.

> Press the **Esc** key to abort the process. Install Microsoft Internet Explorer 5.5 or later.

When I double-click the Topaz icon I get a White screen with "Action cancelled" on it.

> This means the Internet Explorer cannot find the MP.exe server application.

- Insure Microsoft's Internet Information Server (IIS) is not installed on this computer.
- Delete the file WORKSTATION.HTA in the Topaz folder, and then reload the Topaz application.

Topaz does not start.

> Make sure the user rights on the computer are set to Local Admin.

> Before Topaz can run, you must make sure your computer is configured properly.

- The screen resolution <u>must be set to</u> 1024 * 768 and 65535 colors.
- The computer must have at least 768 MB of memory.
- TCP/IP must be installed, but not set for DHCP.

> Check the TCP/IP configuration by pinging the IP address. For example, if the TCP/IP address is 192.1.1.1, then go to a command prompt, and type: "PING 192.1.1.1". You should get "Reply from 192.1.1.1: bytes=32 time<10ms TTL=128".

- In Windows Control Panel, click "Devices". Make sure "AFD Networking Support Environment" has "Status" set to "Started" and "Startup" is set to "Automatic".

> If the above settings are correct and the program still fails to start, look in the file "scrout.txt" or "scrout01.txt". These are error event files and contain error messages that can give clues to the proper action.

I get the error message "Copy Protection Not Found".

- Make sure the Software Sentinel is connected to the parallel or USB port.

> **Note:** The USB software sentinel key is provided with the Topaz system when you order it. This dongle is required for Topaz to work properly. If this is an upgrade, you may have a serial sentinel key. This will work and does not need to be replaced with a USB dongle. It also does not need to be removed during this process.

- If there is a printer connected, make sure the printer is "on-line".

- Make sure you are logged on as the Administrator. If not, log in again as the Administrator and reinstall Topaz.

When I start Topaz, I get a dialog box that asks about connecting to your Internet Service Provider.

Go to the Windows Control Panel. Under Internet Options, on the Connections tab, under "Dial-up setting", select "Never dial a connection".

My computer hangs. Either the keyboard or the mouse is not working.

Bring up the Windows Task Manager, either press Ctrl-Shift-Esc (or press Ctrl-Alt-Del and select the Task Manager). End the following processes: mp.exe, mprun.exe, and mshta.exe. Then try to run the program again.

When I run Auto Configuration, it did not find the device I have plugged into that COM port or it does not detect any field panels.

The Topaz Auto Configuration is set at the factory to connect to the ACUs at 9600 baud. If you have changed the ACU baud rate, reset it to 9600 baud. Then try Auto Configuration again.

If that does not correct the problem, you may have a wiring error. Insure each field panel is wired correctly, and each field panel has a unique polling address on the serial port. Then try Auto Configuration again.

I get an error message that the workstation cannot connect.

Make sure the network cable is connected to your computer. If that does not fix the problem, you may have a faulty network card. See your PC technician.

The Topaz shows the same screen even if I know it is wrong.

The Internet Explorer has 'cached' the screen.

Disable 'caching' by:

1. Double-click the Internet Explorer icon to open it.
2. Click Tools, Internet Options.
3. On the General Tab, click in Settings.
4. Click "Every visit to the page".
5. Click "OK" to save.

I get script errors.

You must load Internet Explorer's 6 from the Topaz CD. If you already have installed Internet Explorer on your PC, you must re-install it from our CD and complete the Wizard.

I get system error messages.

Call UTC Fire & Security Technical Support: 888-437-3287.

I get the error message "EMERGENCY, REBUILD CARD FILE."

Call UTC Fire & Security Technical Support: 888-437-3287.

I get a black picture when attempting to take a photo.

The Winnov video capture card may fail to register into NT, resulting in a black picture when attempting to take a photo. If this occurs, click "Browse This CD", then double-click the "Video Capture" folder, then on the "Winnov" folder, and finally double-click the VIDMP.REG icon.

I get the error "No Such Interface Supported" on some screens.

This can occur if one or more of the following files is missing, damaged, or improperly registered. To resolve this problem in *Internet Explorer*, follow these steps:

1. Quit all programs that are running
2. Click **Start**, and then click **Run**
3. Type *regsvr32 urlmon.dll*, and then click **OK**
4. When you receive the ***DllRegisterServer in urlmon.dll succeeded*** message, click **OK**.

If this does not resolve the problem, repeat steps 2 through 4 for each of the following files (in step 3, replace Urlmon.dll with each of the file names below):

Shdocvw.dll

Msjava.dll

Actxprxy.dll

Oleaut32.dll

Mshtml.dll

Browseui.dll

Shell32.dll (Windows XP and Windows 2000 only)

The following link to Microsoft Support can provide more information: http://support.microsoft.com/default.aspx/kb/281679/EN-US/

Topaz System Error Codes

Error	Description
0	No Error.
1	Invalid function number.
2	File not found. Retry the command using the file name.
3	Path not found. Retry the command using the correct path.
4	Too many open files (no handles left). Wait until another program has ended then retry this command.
5	Access denied. The file or disk is read only.
6	Incorrect internal file identifier.
7	The storage control blocks were destroyed.
8	There is not enough memory available to process this command.
9	The storage control block address is invalid.
10	The environment is incorrect.
11	An attempt was made to load a program with an incorrect format.
12	Invalid access code.
13	The data is invalid.
14	The system cannot find the specified disk drive.
16	The disk directory cannot be removed. Remove all files and sub-directories before deleting directory.
17	The file cannot be moved. You cannot move a file to a different drive.
18	No more files.
19	The disk drive is write-protected. Remove write-protect and retry command.
20	Cannot find disk drive specified.
21	Disk drive not ready. Make sure disk is installed and drive light is ready.
22	The device does not recognize the command.
23	Data Error. If the error occurred on the hard disk, retry the command. IF the error occurs again, the hard disk may have to be reformatted. If the error occurred on a diskette, insert a formatted diskette and retry the command.
24	The program issued a command but the length is incorrect.
25	Seek Error. The disk may be damaged, unformatted or not compatible.
26	The specified disk or diskette cannot be accessed. Format the disk.
27	Sector not found. The disk may be damaged, unformatted or not compatible.
28	The printer is out of paper or not enough disk space to create a spool file.
29	The system cannot write to the specified drive.

Error	Description
30	The system cannot read from the specified drive.
31	A device attached to the system is not functioning.
32	The file is already being used by another process.
33	The process cannot access the file because the file is locked by another process.
34	The wrong diskette is in drive.
35	The program could not open the requested file. The FCB limit was exceeded.
36	The system has detected an overflow in the sharing buffer.
37	The system cannot write to the write-protected drive.
38	An unknown device was specified.
39	The device is not ready.
40	The device does not recognize the command.
41	Data Error. If error occurred on the hard disk, retry the command. IF error occurs again, the hard disk may have to be reformatted. If error occurred on a diskette, insert a formatted diskette and retry the command.
42	Invalid command length.
43	Seek Error. The disk may be damaged, unformatted or not compatible.
44	The specified disk or diskette cannot be accessed. Format the disk.
45	Sector not found. The disk may be damaged, unformatted or not compatible.
46	The printer is out of paper.
47	The system cannot write to the specified drive.
48	The system cannot read from the specified drive.
49	The device is not ready.
50	The network request is not supported.
51	The remote computer is not available.
52	A duplicated name exists on the network.
53	Network path not found.
54	The network is busy or is out of resources.
55	The specified network resource is no longer available.
56	The network BIOS command limit has been reached.
57	A network adapter hardware error occurred.
58	The specified server cannot perform the requested task.
59	An unexpected network error occurred.
60	The remote adapter is not compatible.

Error	Description
61	The printer queue is full.
62	Space to store the file waiting to be printer is not available on the server.
63	Your file waiting to be printed was deleted.
64	The specified network name is no longer available.
65	Network access is denied.
66	The network resource type is not correct.
67	The network name cannot be found.
68	The name limit for the local computer network adapter card was exceeded.
69	The network BIOS session limit was exceeded.
70	The remote server has been paused or is in the process of being started.
71	No more connections can be made to this remote computer at this time because there are already as many connections as the computer can accept.
72	The specified printer or disk device has been paused.
80	The file exists.
82	The directory or file cannot be created.
84	Storage to process this request is not available.
85	The local device name is already in use.
86	The specified network password is not correct.
87	The parameter is incorrect.
88	A write fault occurred on the network.
89	The system cannot start another process at this time.
106	Insert the diskette for drive %1.
107	The program stopped because an alternate diskette was not inserted.
108	The disk is in use or locked by another process.
110	The system cannot open the device or file specified.
111	The file name is too long.
112	There is not enough space on the disk.
113	No more internal file identifiers available.
114	The target internal file identifier is incorrect.
118	The verify-on-write switch parameter value is not correct.
119	The system does not support the command requested.
120	This function is not valid on this platform.

Error	Description
121	The semaphore time-out period has expired.
122	The data area passed to a system call is too small.
123	File name or volume label contains invalid characters.
125	The disk has no volume label.
126	The specified module could not be found.
127	The specified procedure could not be found.
129	The %1 application cannot be run in Windows 2000 mode.
131	An attempt was made to move the file pointer before the beginning of the file.
132	The file pointer cannot be set on the specified device or file.
139	The system tried to substitute a drive to a directory on a substituted drive.
140	The system tried to join a drive to a directory on a substituted drive.
143	The system cannot join or substitute a drive to or for a directory on the same drive.
137	Not enough resources are available to process this command.
148	The path specified cannot be used at this time.
154	The volume label you entered exceeds the label character limit of the target file system.
155	Cannot create another thread.
161	The specified path is invalid.
162	A signal is already pending.
164	No more threads can be created in the system.
167	Unable to lock a region of a file.
170	The requested resource is in use.
180	The system detected a segment number that was not correct.
183	Cannot create a file when that file already exists.
189	The operating system cannot run %1.
191	Cannot run %1 in Windows 2000 code.
193	Is not a valid application.
196	The operating system cannot run this application program.
197	The operating system is not presently configured to run this application.
206	File name or extension is too long. DOS file names must be 8 characters or less. The file extension must be 3 characters or less.
212	The segment is locked and cannot be reallocated.
214	Too many dynamic-link modules are attached to this program or dynamic-link module.

Error	Description
234	More data is available.
255	The extended attributes are inconsistent.
259	No more data is available.
266	The copy functions cannot be used.
267	The directory name is invalid.
332	The specific queue name is already in use. This can occur when attempting to start Topaz when the program is already running.
334	Not enough memory available to process a queue request. The total queue memory was exceeded. If Topaz was running contact technical support and relay the information.
1000	1#define Invalid Command (for Pecos Interface).
1001	Disk is full, data cannot be written.
1002	File Management System file channel already in use.
1003	File Management System data or parity error.
1004	Read or write hit beginning of file.
1005	Physical disk error occurred during file directory read or write.
1006	Disk file user count greater than one. Attempted operation requires exclusive use of disk file.
1007	Access violation. Attempted record operation for that file was not opened.
1008	Bad Command Code. Out of range command presented to the file system.
1009	Illegal logical channel number requested.
1010	Read or write reached end of file.
1011	Logical channel number requested not found.
1012	Not an ISAM file.
1013	File Reserved. Attempted to open a file that was opened exclusively.
1014	Device Reserved. Attempted to open a device that was opened exclusively.
1015	Bad Option parameter. An option was selected that was illegal.
1016	No such directory. Attempted to reference a file directory that does not exist.
1017	Bad File Name. Attempted to reference a file with an illegal file name.
1018	Duplicate file name. Attempted to create a file that already exists.
1019	File does not exist. Attempted to reference a file that does not exist.
1020	Drive does not exist. Attempted to reference a disk drive that does not exist or #define InvalidACU (for Pecos Interface).
1021	Bad Access.
1022	File already exists.

Error	Description
1024	Request number of bytes to read was not read.
1025	Request number of bytes to written was not written.
1026	Not enough disk space. Unable to allocate file. Disk is full.
1027	Not enough memory available to perform operation.
1028	Directory entry corrupted.
1029	ISAM key is corrupted.
1030	Unable to write record. File is full.
1031	Duplicate Key. Attempted to insert a key that already exists.
1032	Invalid Function.
1033	No file handles left.
1034	Close / Open.
1035	Access Denied.
1036	Bad handle.
1037	Bad memory.
1038	An internal error was detected in the file system.
1040	#define InvalidReader (for Pecos Interface).
1041	Illegal time unit value.
1042	Illegal coordination value.
1043	Illegal file open type code.
1044	Bad semaphore number.
1045	Attempted to open file with a logical channel number already open.
1046	Not enough memory available to open logical channel.
1047	Attempted to reference a logical channel number not defined.
1048	Maximum file descriptor ID number exceeded.
1049	Illegal FIS operation type code.
1050	Error freeing LIS memory block.
1051	Unbalanced double quotes found in a screen schema. SCRIO error value.
1052	Illegal screen commentaries by basic strings. SCRIO error values.
1053	Screen schema name not alphanumeric. SCRIO error values.
1054	Number of screen variables (tildes) does not equal number of fields. SCRIO error values.
1055	Screen field number duplicated in commentary. SCRIO error values.
1056	Screen field numbers too large. SCRIO error values.

Error	Description
1057	Illegal screen field commentary. SCRIO error values.
1058	Screen field size missing in commentary. SCRIO error values.
1059	Screen field size too large in commentary. SCRIO error values.
1060	Screen field variable type missing in commentary. SCRIO error values or #define InvalidRelay (for Pecos Interface).
1061	Screen field I/O type missing in commentary. SCRIO error values.
1062	Illegal screen field variable type in commentary. SCRIO error values.
1063	Illegal screen I/O type in commentary. SCRIO error values.
1064	Screen filter size incorrect. SCRIO error values.
1065	Screen variable initial data size incorrect. SCRIO error values.
1066	Screen variable pointer not on even boundary. SCRIO error values.
1067	Screen parameter value too large. SCRIO error values.
1068	Screen variable field not found. SCRIO error values.
1069	Screen prompt timed out. SCRIO error values.
1070	Number of schemas exceeded allocated memory. SCRIO error values.
1071	Illegal command in vm->vtmcmd. SCRIO error values.
1072	Illegal parameter in command. SCRIO error values.
1073	Number of screen I/O parameter too large. SCRIO error values.
1074	Screen field name missing in commentary. SCRIO error values.
1075	No user mailbox defined for screen I/O return mailbox. SCRIO error values.
1076	No screen I/O destination mailbox defined. SCRIO error values.
1077	Requested logical device not assigned to unit. SCRIO error values.
1078	Requested screen window not defined. SCRIO error values.
1079	Requested device type not defined. SCRIO error values.
1080	Requested schema file not found. SCRIO error values or #define InvalidAlmZn (for Pecos Interface).
1081	No channel access ID. Requested Disk I/O channel not defined.
1082	Write lock without read lock. Attempted write without locking read.
1083	Ends of read file or write continue.
1084	End of file reached for read or write.
1085	Illegal record operation type request.
1086	Illegal record operation relational type request.
1087	ISAM read does not find record. A remote control point, monitor point or access point was deleted, but was not deleted in the automatic operation first. Delete record from automatic operation to correct error.

Error	Description
1088	Illegal file category type.
1089	Illegal file type.
1090	ISAM index file key does not match data file. ISAM file is corrupted.
1091	Illegal CAA field in LIS header detected.
1092	Illegal SDA field in LIS file system control block address (lfssda).
1093	Corrupted FIS file header detected.
1094	File system could not allocate a semaphore.
1095	Attempted record lock of record already locked by another user. Another user is modifying this record. Only one user can modify a record at a time.
1096	Illegal record operation code.
1097	Redundant write sector to be unlocked not locked.
1098	Redundant write sector to be locked already locked.
1099	Disk driver parameter out of range.
1100	Disk driver operation timed out before completion or #define InvalidSubCmd (for Pecos Interface).
1101	Attempted insert new key but key found.
1170	Thread not found.
1071	Queue error.
1172	Bad downloaded event type or command.
1173	Received SCP msg. from device not being downloaded.
1174	Bad download state variable.
1175	Bad access event type or command.
1176	Requested bytes to write did not write.
1177	Attempted to log out of range event type.
1178	Invalid Mailbox number.
1179	No buffer found after receive buffer semaphore signaled.
1180	Nomem on push.
1181	No buffer on pop but should be.
1200	The DOS environment cannot be created.
1256	Attempted to reference district number of a task but it was not defined. Can mean a printer is not defined.
1257	Attempted to modify or delete a port that does not exist. Example: The system attempts to send a message to the Dual System Controller if the "Redundant System" program is enabled.
1258	Attempted to define a port that already exists.
1259	Error opening port.

Error	Description
1260	Out of Anti-Passback Indexes. Use the Employee Database Diagnostic program to rebuild Anti-Passback index.
1261	Out of range APB index. Use the Employee Database Diagnostic program to rebuild Anti-Passback index.
1262	Software Sentinel not found. Topaz requires a software sentinel (dongle) to run. Please contact a UTC Fire & Security Representative.
1263	Unknown Redundant System restore command.
1264	Unknown Redundant System poll command.
1265	Time-out for restore response.
1320	The district attempted to log onto the File server, but the District is already on-line.
1321	An unknown district attempt to log onto the File server.
1322	The district (workstation) is disconnected.
1323	TOO MUCH DATA.
1324	HUH.
1325	BAD LOGIN Check the Date and Time on both Fileserver and workstation computers.
1326	BAD DISTRICT NUM.
1327	BAD MEM ID.
1328	BAD POOL ID.
1329	BFR end written over.
1330	Bogus free bfr check.
1331	BADALMCMD.
1332	Bad Download Command.
1333	Bad District Download Command.
1334	Bad MP Server Command.
1335	Bad application Request Command.
1336	MP Server Number Out of Range.
1337	Server Shutdown.
1338	Not Dial-up.
1339	Bad Color Graphics directory.
1340	Bad District Download Color Graphics Command.
1341	Bad Color Graphics' Districts.
1342	Bad District Download Color Graphics File Command.
1343	Bad District Download Color Graphics Change of State Command.
1344	Bad District Download Color Graphics File District.

Error	Description
1392	The file or directory is corrupted and non-readable.
1393	The disk is corrupted and non-readable.
1394	There is no user session key for the specified logon session.
1395	The service being accessed is licensed for a particular number of connections. No more connections can be made to the service at this time because there are already as many connections as the service can accept.
6000	TCP/IP Connection not open.
6001	TCP/IP No more Connections available.
6002	TCP/IP District logged attempted login to district already on-line.
6003	TCP/IP Invalid sign-on message.
6004	TCP/IP Invalid message header.
6005	TCP/IP Invalid Message length.
6006	TCP/IP Invalid receive state.
6007	TCP/IP Invalid transmit state.
6008	TCP/IP Out of mailboxes.
6009	TCP/IP Invalid mailbox.
6010	TCP/IP Thread not found for RSVP message.
9020	Distributed Applications - The specified handle does not represent a valid open connection. Use the value returned from a successful DAOpen.
10001	TCP/IP Not owner.
10003	TCP/IP No such process.
10004	TCP/IP Interrupted system call.
10006	TCP/IP No such device or address.
10009	TCP/IP Bad file number.
10013	TCP/IP Permission denied.
10014	TCP/IP Bad address.
10015	The ACU uploaded an event with an invalid date. The ONE-32 MP has now assigned the event today's date with a time of 00:00:00.
10022	TCP/IP Invalid argument.
10024	TCP/IP Too many open files.
10035	TCP/IP Operation would block.
10036	TCP/IP Operation now in progress.
10037	TCP/IP Operation already in progress.
10038	TCP/IP Socket operation on non-socket.

Error	Description
10039	TCP/IP Destination address required.
10040	TCP/IP Message too long.
10041	TCP/IP Protocol wrong type for socket.
10042	TCP/IP Protocol not available.
10043	TCP/IP Protocol not supported.
10044	TCP/IP Socket type not supported.
10045	TCP/IP Operation not supported on socket.
10046	TCP/IP Protocol family not supported.
10047	TCP/IP Address family not supported by protocol family.
10048	TCP/IP Address already in use.
10049	TCP/IP Can't assign requested address.
10050	TCP/IP Network is down.
10051	TCP/IP Network is unreachable.
10052	TCP/IP Network dropped connection on reset.
10053	TCP/IP Software caused connection abort.
10054	TCP/IP Connection reset by peer.
10055	TCP/IP No buffer space available.
10056	TCP/IP Socket is already connected.
10057	TCP/IP Socket is not connected.
10058	TCP/IP Can't send after socket shutdown.
10059	TCP/IP Too many references: can't splice.
10060	TCP/IP Connection timed out.
10061	TCP/IP Connection refused.
10062	TCP/IP Too many levels of symbolic links.
10063	TCP/IP File name too long.
10064	TCP/IP Host is down.
10065	TCP/IP No route to host.
10066	TCP/IP Directory not empty.

Contacting Technical Support

For assistance installing, operating, maintaining, and troubleshooting this product, refer to this document and any other documentation provided. If you still have questions, you may contact technical support and/or pre-sales.

For pre-sales and technical support assistance, we provide customers with several options (see *Table 19*). Our support phone number is available Monday through Friday, 8 a.m. to 7 p.m. Eastern Time. Protection plans are available for extended coverage.

Table 19. Pre-sales and support contact information

	Pre-sales	**Technical support**
Phone:	1 800 428 2733	1 888 437 3287
Fax:	561 998 6160	503 691 7568
E-mail:	None	rs-bctsupport@fs.utc.com

Note: Be ready at the equipment before calling for technical support.

Appendix A Access Code Definitions

This appendix provides a list of access codes used in the Topaz software and their definitions.

In this appendix:

Access Code Definitions

TRACE BY ACCESS POINT

Trace has been turned on at an Access Point (card reader and/or keypad). Every access attempt at the traced access point will generate this event.

TRACE BY CARDHOLDER

Trace has been turned on for a cardholder. Every access attempt by that cardholder will generate this event.

TRACE BY SECURITY AREA

Trace has been turned on for a Security Area. Every access attempt at the Security Area will generate this event.

ACCESS AUTHORIZED

A cardholder has presented a valid card and/or PIN and access was authorized.

ACCESS AUTHORIZED - ANTI-PASSBACK VIOLATION

A cardholder has presented a valid card and/or PIN and access was authorized, but the cardholder was violating APB.

ACCESS AUTHORIZED - LOCAL READER RE-ENTRY TIMER VIOLATION

A cardholder has presented a valid card and/or PIN and access was authorized, but the cardholder tried to use the same reader before the Anti-Passback "Timer Delay for Re-entry" had passed.

ACCESS AUTHORIZED - LOCAL SA RE-ENTRY TIMER VIOLATION

A cardholder has presented a valid card and/or PIN and access was authorized, but the cardholder tried to enter or leave the same security area before the Anti-Passback "Timer Delay for Re-entry" had passed.

ACCESS AUTHORIZED - TAILGATE VIOLATION

The cardholder has presented a valid card and/or PIN and access was authorized, but the cardholder was Tailgating.

ACCESS AUTHORIZED - AREA UNSECURED (ALARMS MASKED)

Access was Authorized and the Alarms Masked (Unsecured)

ACCESS AUTHORIZED - DELAYED ALARM UNMASKING STARTED

The cardholder has presented a valid card and PIN to Unmask the area and request was authorized and the alarm delay timer was started allowing the cardholder time to exit the area without set off the alarm.

ACCESS AUTHORIZED - ENTRY GRANTED TO MASK ALARMS

The cardholder has presented a valid card and PIN to Mask and enter the area. The request was authorized and the alarms were Mask.

ACCESS AUTHORIZED - EXIT PUSH BUTTON

This is to notify you that someone has exited the area using the Exit Push Button. Because it was the Push Button, the system cannot give a Cardholder Name. This event is only available on the ACU-2 Card Reader.

ACCESS AUTHORIZED - FACILITY CODE

Access was granted based only on the Correct Company code and Facility code on the card. Access on Facility code is set up in Reader Configuration.

ACCESS AUTHORIZED - FLOOR OK

Access was granted through a Card Reader set up for Elevator Control. This access event code is only used by Local Elevator Control in the ACU-2 or dpC.

ACCESS AUTHORIZED - DURESS

Access was granted because this cardholder is under Duress. Access on Duress is user configurable under the Site Configuration Menu.

ACCESS DENIED - ACCESS POINT NOT DEFINED

Access was denied because the reader is not defined.

ACCESS DENIED - ACTIVE ALARMS

A cardholder has presented a valid card and PIN to enter the area, but entry was denied because the area alarms have not been Mask.

ACCESS DENIED - ANTI-PASSBACK VIOLATION

Access was denied because the cardholder has already used his/her card to enter the security area without an intervening exit from the security area.

ACCESS DENIED - AREA SECURED, I.E., ALARMS ARE UNMASKED

Access was denied because the Security Area going into is Secured (Alarms are Unmask). If you do not want this event, enter "No" to "Keypad Masking Allowed" in the Security Area configuration.

ACCESS DENIED - BAD CARD READ OR FORMAT

Access was denied because the card reader did not get a good card read.

ACCESS DENIED - CARD EXPIRED

Access was denied because the Deactivation Date in the Cardholder's Database has expired.

ACCESS DENIED - CARD INACTIVE

A cardholder has presented a card requesting access to the area, but access was denied because the card is inactive.

ACCESS DENIED - CARD NOT ACTIVATED

Access was denied because the Activation Date in the Cardholder's Database is not active yet.

ACCESS DENIED - CARD NOT DEFINED

Access was denied because this card's encoded number is not defined in the Cardholder's Data Base. The encoded card number is the number shown is the event message.

ACCESS DENIED - CARD TERMINATED

A cardholder has presented a card requesting access to the area, but access was denied because the card has been set to terminated in the cardholder's record.

ACCESS DENIED - DISK ERROR

Access was denied because of a disk error. Call your Distributor or UTC Fire & Security Representative.

ACCESS DENIED - DURESS

Access was denied because this cardholder is under Duress. Access on Duress is user configurable under the Site Configuration Menu.

ACCESS DENIED - ESCORT REQUIRED

A cardholder has presented a card requesting access to the area, but access was denied because the cardholder is required to have an escort.

ACCESS DENIED - HOST COMMUNICATION LOSS

This event code only appears in the uploaded events file. Access was denied because the SCP Device was offline for an access request that had to go to the Host. Example, Keypad Masking requires host processing.

ACCESS DENIED - INVALID FLOOR NUMBER

Elevator Access was denied because the cardholder entered a floor number that the cardholder is not authorized for.

ACCESS DENIED - INVALID ISSUE CODE

Access was denied because the Issue Code in the Cardholder Database is not what encoded on the card.

ACCESS DENIED - LOCAL ANTI-PASSBACK VIOLATION

Access was denied locally in the ACU-2 because the cardholder has already used his/her card to enter the security area without an intervening exit from the security area.

ACCESS DENIED - LOCAL SA RE-ENTRY TIMER VIOLATION

Access was denied locally in the ACU-2 because the cardholder requested access within the Re-entry time as defined in the Security Area Configuration.

ACCESS DENIED - LOCAL TAILGATE VIOLATION

Access was denied locally in the ACU-2 because the cardholder has already used his/her card to exit the security area without an intervening entrance to the security area.

ACCESS DENIED - SCP DEVICE ERROR

Elevator Access was denied because an SCP device was offline or deactivated.

ACCESS DENIED - SECURITY AREA NOT DEFINED

Access was denied because the security is not defined. You may get this event if the Database has not been fully downloaded to the remote panel.

ACCESS DENIED - TAILGATE VIOLATION

Access was denied because the cardholder has already used his/her card to exit the security area without an intervening entrance to the security area.

ACCESS DENIED - TIME ZONE NOT DEFINED

Access was denied because the time zone is not defined. You may get this event if the Database has not been fully downloaded to the remote panel.

ACCESS DENIED - USING LOST CARD

Access was denied because the Card Status in the Cardholder Database is set to "Lost".

ACCESS DENIED - USING STOLEN CARD

Access was denied because the Card Status in the Cardholder Database is set to "Stolen".

ACCESS DENIED - WRONG AREA

Access was denied because this cardholder requested access into a security area not assigned to the card.

ACCESS DENIED - WRONG COMPANY CODE

Access was denied because this card's encoded Company Code is not the same as configured in the Site Configuration.

ACCESS DENIED - WRONG FACILITY CODE

Access was denied because the facility code encoded on the card does not match the facility code in the Site configuration.

ACCESS DENIED - WRONG KEYPAD NUMBER

Access was denied because this cardholder entered the wrong Keypad Number (PIN) at a keypad Reader.

ACCESS DENIED - WRONG KEYPAD… TOO MANY ATTEMPTS

This is a special event to notify you this card has exceeded the number of Wrong Keypad attempts.

ACCESS DENIED - WRONG TIME

Access was denied because this cardholder requested access during the wrong time. The time (configured in Time Zones) is configured is assigned each security area and there is also a time zone on each reader.

ACCESS ON COMPANY CODE .. CORRECT FACILITY CODE

Access was granted based only on the Correct Company Code on the card. Access on Company code is set up in Reader Configuration. This card had the Same Facility encoded on the card as stored in the Site Configuration.

ACCESS ON COMPANY CODE .. CORRECT FACILITY CODE (MANTRAP)

Access was granted based only on the Correct Company Code on the card. Access on Company code and Mantrap are both set up in Reader Configuration. This card had the Same Facility encoded on the card as stored in the Site Configuration.

ACCESS ON COMPANY CODE .. WRONG FACILITY CODE

Access was granted based only on the Correct Company Code on the card. Access on Company code is set up in Reader Configuration. This card had the Wrong Facility encoded on the card as stored in the Site Configuration.

ACCESS ON COMPANY CODE .. WRONG FACILITY CODE (MANTRAP)

Access was granted based only on the Correct Company Code on the card. Access on Company code and Mantrap are both set up in Reader Configuration. This card had the Wrong Facility encoded on the card as stored in the Site Configuration.

AREA SECURE (ALARMS UNMASKED)

Request to Secure (Unmask) the Security Area was granted.

DENIED SECURE (UNMASKING) REQUEST - ACTIVE ALARM

The request to Secured (Unmask) the security area was denied because there is an active alarm within the security area. The alarm point displays in the event message.

DENIED SECURE (UNMASKING) REQUEST - CONFIGURATION ERROR

The request to Secured (Unmask) the security area was denied because a configuration error. Example, no alarms in the security area.

DENIED SECURE (UNMASKING) REQUEST - DEVICE ERROR

The request to Secured (Unmask) the security area was denied because a device for the security area is offline or deactivated.

DENIED SECURE (UNMASKING) REQUEST - UNAUTHORIZED AREA

The request to Secured (Unmask) the security area was denied because the cardholder is not authorized for Keypad Alarm Masking on this area.

DENIED TWO-MAN ALARM MASKING REQUEST - TIMEOUT

The request to Mask the security area was denied because the security is under control of Two-Man Masking, and the Host operator must initiate masking on the area.

DENIED TWO-MAN ALARM UNMASKING REQUEST - TIMEOUT

The request to Unmask the security area was denied because the security is under control of Two-Man Masking, and the Host operator must initiate unmasking on the area.

DENIED UN-SECURE (MASKING) REQUEST - DEVICE ERROR

The request to Unsecured (Mask) the security area was denied because a device for the security area is offline or deactivated.

DENIED UN-SECURE (MASKING) REQUEST - TMC SEQUENCE ERROR

The request to Unsecured (Mask) the security area was denied because the first cardholder of a Two-Man Control Area tried to Secure / Un-secure the area.

DENIED UN-SECURE (MASKING) REQUEST - UNAUTHORIZED AREA

The request to Unsecured (Mask) the security area was denied because the cardholder is not authorized for Keypad Alarm Masking on this area.

DENIED UN-SECURE (MASKING) REQUEST - CONFIGURATION ERROR

The request to Unsecured (Mask) the security area was denied because a configuration error. Example, no alarms in the security area.

TOO MANY ACCESS REQUESTS DENIED

This is a special event code to tell you this cardholder has exceeded the number of Access Denies in a given time as configured in Access Request Deny Monitor program.

END OF LIST

Appendix B Card Fields

This appendix includes a list of card fields and their definitions.

In this appendix:

Card Field Definitions

Functional Field Name	Protocol Field Name	Type of Value	Description
Access Group 1 through Access Group 8	ACCGRP 1 to ACCGRP 8	Numeric	**This field is NOT recommended as a field filter.** These fields hold the numeric ID of an Access Group assigned to a cardholder. The numbers are stored in the order in which they are assigned to the Cardholder. (ACCGRP1 holds the ID of the first Access Group assigned to a card holder. ACCGRP2 holds the second Access Group Assigned to a card holder. etc.) These fields are not recommended for use as filters because access groups are not usually assigned to cardholders in a consistent way. ACCGRP1 could contain any or all Access Group IDs. Thus filtering by ACCGRP1 would be meaningless. For example: If the *Building 1* Access Group was assigned to half of the cardholders as the first Access Group (ACCGRP1) and it was assigned to the other half of the cardholders as the second Access Group (ACCGRP2), using ACCGRP1 as a filter would only return half of the cardholders who have *Building 1* assigned to them.
Anti-Passback Index	APBINDEX	Numeric	The anti-passback index is a unique number assigned to each card holder. It defines the location within the anti-passback table that records the current location of that cardholder. This field is of little value as a filter since it does not tell the current location of the cardholder, but only the location in the system where that information is currently stored.
Card Activation Date	ACT DATE	Numeric Delineated with slash marks.	YYYYMMDD

This field defines the date a card is to automatically become activated. Access is denied before this date.

'YYYY' represents the four digits of the year. Examples: 1995 or 2004.

'MM' is a two-digit number representing the year (01 through 12).

'DD' is a two-digit number representing the day of the month (01 through 31).

The system defaults at the date the card is assigned. |
| Card Number | CARD# | Customized Numeric | A unique decimal number from 000000000-999999999.

This is a significant field, and is the actual number encoded on the access card along with the Company and Facility Codes.

Each cardholder *must* be assigned a unique card number which is nine digits long. If assigned number is less than nine digits, use leading zeros (0) to complete the nine digit format.

The format of this field is *compcode-facilitycode-cardnumber*

Example: 1234-1234-1234567890. |

Functional Field Name	Protocol Field Name	Type of Value	Description
Cardholder's Name	CARDNAME	Alphanumeric	Up to 32 characters. This data usually contains the name.
Card Serial Number	CARDSN	Numeric	1 to 8 digits. This is a reference field, and does not affect access control operation. The number represents a card's serial number, and is typically printed on the card. This is not to be confused with the actual _encoded_ card number (described above).
Card De-activation Date	DACTDATE	Numeric (Date) Delineated with slash marks.	YYMMDD This field defines the date a card is to automatically become de-activated. Access is denied after this date. 'YY' represents the last two digits of the year. For example: 1997 would be entered as 97. 'MM' is a two-digit number representing the year (01 through 12). 'DD' is a two-digit number representing the day of the month (01 through 31). The system defaults at twenty years from the date when the card was assigned.
Department	DEPT	Alphanumeric	This is the value that was entered in the **Department** field of the cardholder information screen.
Emergency Contact Name	EMERNAME	Alphanumeric	Up to 32 characters. This is a reference field for the name of a cardholder's primary contact in the event of an emergency, and may be used at the option of the system owner.
Emergency Contact's Telephone Number	EMERTELE	Numeric	Up to 12 characters. Data for this reference field is transmitted with contiguous numbers. For example, if the telephone number is (703) 555-1212, data is transmitted as: 7035551212
Employee Number	EMPNO	Numeric	This is the Employee Number which is entered on the **Setup** screen.
Issue Date	ISSUEDAT	Numeric	YYMMDD This reference field is used to record the date of when a card is issued to a visitors 'YY' represents the last two digits of the year. For example: 1995 would be entered as 95. 'MM' is a two-digit number representing the year (01 through 12). 'DD' is a two-digit number representing the day of the month (01 through 31). Use of this field is optional.

Functional Field Name	Protocol Field Name	Type of Value	Description
Issue Number	ISSUENUM	Numeric	1 digit. The default is 0. An Issue Number permits the same card to be re-issued in the event that a card is lost or stolen. The new card is issued with the same card number, but, the issue number increments by one. The missing card will not work in the system since the issue numbers do not match. Issue number is applicable to magnetic stripe cards, which are encoded accordingly. If UAS option, may be 2 digits.
Keypad Number	KEYPAD	Numeric	1 to 6 digits. This is the number entered by an employee at a reader. A keypad number must be assigned if the employee is to use a keypad reader. The default value for this field is 000000
Date Card was last modified	LASTUPDT	Date	Display only. This field shows the date the card was modified.
Cardholder Type	ONLAFLAG	Numeric	This is a numeric value which indicates the type of cardholder. A one (1) in this field indicates that the cardholder is an employee, a nine (9) in this field indicates that the cardholder is a visitor.
Authorized Privileges	ONLFLAGS	Numeric	This field contains a value which is the sum of all optional privileges assigned to this cardholder. For example, if this field contains a one, the cardholder is authorized to perform guard tours. If the cardholder is authorized for other privileges, the numerical value of those privileges is added to the guard tour value of **One** and the resulting sum is stored in this field.
Organization Number	ORG	Alphanumeric	Up to 4 characters. This is a reference field that may be used at the option of the system owner.
Does Cardholder Photo Exist	PHOTOEXISTS	Alphanumeric	Yes or No This field returns a Yes if a photo exist in the cardholder record.
Photo file name	PHOTOID	Binary	Up to 8 characters. This field shows the photo file name for the cardholder.
Emergency Contact Relationship	RELATION	Alphanumeric	Up to 16 characters. This is a reference field that may be used at the option of the system owner.

Functional Field Name	Protocol Field Name	Type of Value	Description
Security Area #1-8	SA 1 to SA 8	Alphanumeric	Up to 12 characters. This optional field specifies the name of a Security Area that the cardholder may access. There can be eight Security Areas Additional Security Areas are assigned to a cardholder when there are access privileges required that are different than those already assigned.
Time Zone for Security Area #1-8	SA 1 TZ to SA 8 TZ	Numeric	Up to 3 characters. This field specifies the Time Zone number that applies to a Security Area assigned to a cardholder.
Social Security Number	SSN	Numeric	9 characters. Data for this reference field is transmitted with contiguous numbers. For example, if the Social Security Number is 555-12-3456, data is transmitted as: 555123456
Card Status	STATUS	Numeric	1 Digit. Enter one of the following values for each card: VALUE: DESCRIPTION: 0 OK: This is the default. 1 Lost: Access is denied. 2 Stolen: Access is denied. 3 Inactive 4 Terminated
Supervisor's Name	SUPRVISR	Alphanumeric	Up to 32 characters. This is a reference field that may be used at the option of the system owner.
Cardholder's Telephone Extension	TELEPHON	Numeric	Up to 6 characters. This is a reference field that may be used at the option of the system owner. The default is 000000.
Badge Template	TEMPLATE	Alphanumeric	Up to 8 characters. This field defines the Photo badge template file name
Trace District	TR DIST		
Trace Time Zone	TRACE TZ	Numeric	Up to 3 characters. If 0 (zero) is entered, this feature is not active. This field specifies during which Time Zone a cardholder's card activity is to be traced. The Time Zone number is entered.
User Defined Field #1 through User Defined Field 4	USERFLD1 to USERFLD4	Alphanumeric	Up to 24 characters. User defined fields can be set up by the operator for use in storing additional reference information on cardholders. This is usually a type of information that is unique to the site or facility.

Functional Field Name	Protocol Field Name	Type of Value	Description
User Defined Field #5 through User Defined Field 8	USERFLD5 to USERFLD8	Alphanumeric	Up to 16 characters. User defined fields can be set up by the operator for use in storing additional reference information on cardholders. This is usually a type of information that is unique to the site or facility.
User Defined Field #9	USERFLD9	Alphanumeric	Up to 12 characters. User defined fields can be set up by the operator for use in storing additional reference information on cardholders. This is usually a type of information that is unique to the site or facility.
User Defined Field A through User Defined Field B	USERFLDA and USERFLDB	Alphanumeric	Up to 12 characters. User defined fields can be set up by the operator for use in storing additional reference information on cardholders. This is usually a type of information that is unique to the site or facility.
Vehicle 1 ID or License Number	VEH 1 ID	Alphanumeric	Up to 10 characters. This is a reference field for a cardholder's primary vehicle ID or license number, and may be used at the option of the system owner.
Vehicle 2 ID or License Number	VEH 2 ID	Alphanumeric	Up to 10 characters. This is a reference field for a cardholder's second vehicle ID or license number, and may be used at the option of the system owner.

Appendix C Anti-Passback

This appendix details the Anti-Passback feature of Topaz that prevents a cardholder from passing their card back to another person to access the same area.

In this appendix:

Anti-Passback Overview

Anti-Passback (also referred to as APB) is a feature that prevents a cardholder from passing their card back to another person to access the same area. Topaz offers Timed APB only. For example, with a turnstile where after entry the cardholder can pass their card back through the bars to another. The access is denied until the time has expired after the first use.

Anti-Passback must be Enabled for a site.

The Topaz uses Timed Anti-Passback by security area. Only one card is required. With timed anti-passback a time (in minutes) is assigned to the security area. Once the card is read, there after access is denied to that area until the time on the card has expired. The timer immediately expires on the card upon a valid card read by any other reader on the same field panel.

The following screens and fields affect Anti-Passback:

Setup – Site Settings

Anti-Passback

If you select Disabled (default), the Anti-Passback feature will not be used by Topaz.

If you select **Enabled**, the Anti-Passback feature will be used by Topaz, and you are presented with the choice for Grant Access on APB Violation.

Grant Access on APB Violation

If **unchecked** (default), then any card swipe that activates an APB violation will deny access for that cardholder and will trigger an alarm violation event. The alarm event will notify the security operator, who may want to send somebody to that security area.

If **checked**, then any card swipe that activates an APB violation will allow access for that cardholder but will trigger an access event. This is not normally used, but may be helpful for testing Topaz.

Setup – Security Area

Timed Delay for Reentry

If Anti-Passback is being used in the security area, then you can select the delay in minutes before the cardholder will be allowed to access the area again after access has been granted. The minutes must be positive whole numbers, not fractions.

This is used to discourage passing a card back to another person to follow you into a security area with only one reader, such as a parking lot or turnstile. Once a card is used on that reader, any attempt to use the same card before that time expires will generate an APB violation alarm and access will be denied until the total time has expired.

If the same card is used on another reader, the time interval for this reader is reset to zero. For example, if the cardholder swipes the card while in that security area to go to another area.

APB Control In Area

If **unchecked** (default), this Security Area does not use Anti-Passback.

If **checked**, this Security Area responds to APB violations with an alarm event. If checked, you are presented with the choice for Timed Delay for Reentry (in minutes).

Card – Access

Executive APB Override

This field will only apply if Anti-Passback is <u>first</u> enabled under **Setup**, **Site Settings**. You can do this immediately by clicking the link arrow to the left side of **Executive APB Override** to go directly to the **Site Settings** page. Under **Anti-Passback**, you can select **Enable** to activate the Anti-Passback feature for this site.

In addition, you <u>must</u> select cardholders and security areas under **Control**, **Reset APB**.

There are two options for **Executive APB Override**

- **Deny Access** (the default) - If APB is violated, the system will deny access to the area. This is the normal selection for most cardholders. Otherwise, Anti-Passback has little value.
- **Grant Access** - Even If APB is violated, the system will allow access to the area. This is used to allow the cardholder to enter all security areas and will trigger an alarm.

Control – Reset APB

Reset All Cardholders to a Security Area

This is used to allow cardholders who have access to the specified Security Area to be allowed to enter that area even if the system has a record of their entering but not leaving that area.

For example, if all cardholders who are in a specified Security Area leave quickly because of a fire and do not swipe their cards individually upon exiting or entering, the Topaz system thinks they are still in that area. This feature allows the security staff to reset that Security Area to allow reentry for <u>all cardholders who have access to that area.</u>

Reset Selected Cardholder to Security Area

This is used to allow the specified cardholder who has access to the specified Security Area to be allowed to enter that area even if the system has a record of the cardholder entering but not leaving that area.

For example, if a cardholder who is in a specified Security Area, left the area by tailgating behind another cardholder and did not swipe the card upon entering or exiting. The Topaz system thinks the

cardholder is still in that area. This allows the security staff to reset that Security Area to allow reentry for that <u>one cardholder only</u>.

Appendix D Alarm Input and Relay Numbers

This appendix provides tables detailing addressing information for alarm inputs and relays.

In this appendix:

Alarm Input Numbers

Reader Physical Alarm Zone Numbers

Physical Alarm Zone			
Reader Address	* Zone 0 Door Contact	* Zone 1 Request to Exit (REX)	Zone 2 Spare
0	16	17	18
1	20	21	22
2	24	25	26
3	28	29	30

* Zone-0 is default for Door Contact.
* Zone-1 is default for Exit Push Button.

Reader Logical Alarm Zone Numbers

Lock Monitor / Bond Sensor = If used, must be connected to Z2.

F.O. = Forced open, H.O. = Held Open,
R.T. = Reader Enclosure Tamper, OFFL = Reader Off Line

Logical Alarm Zone					
Reader Address	Lock Monitor	F.O.	H.O.	R.T.	OFFL
0	48	64	65	66	67
1	50	68	69	70	71
2	52	72	73	74	75
3	54	76	77	78	79

RIM Zone Input Numbers

Expansion Port

Zone Number	Address 4	Address 5	Address 6	Address 7
IN1	128	144	160	176
IN2	129	145	161	177
IN3	130	146	162	178
IN4	131	147	163	179
IN5	132	148	164	180
IN6	133	149	165	181
IN7	134	150	166	182
IN8	135	151	167	183
IN9	136	152	168	184
IN10	137	153	169	185
IN11	138	154	170	186
IN12	139	155	171	187
IN13	140	156	172	188
IN14	141	157	173	189
IN15	142	158	174	190
IN16	143	159	175	191
IN17	96	100	104	108
IN18	97	101	105	109
IN19	98	102	106	110
Remote Module Off-Line	99	103	107	111

Relay Numbers

ACURT2 and ACURT4 Relay Numbers

Relay Numbers

Reader Relays	Door Strike Relay Numbers
Reader 0 Door Strike Output Reader 0 Aux Relay	16 17
Reader 1 Door Strike Output Reader 1 Aux Relay	18 19
Reader 2 Door Strike Output Reader 2 Aux Relay	20 21
Reader 3 Door Strike Output Reader 3 Aux Relay	22 23

RIM Expansion Port Relay Numbers

Expansion Port	Relay K1	Relay K2
Reader Address 4	32	33
Reader Address 5	34	35
Reader Address 6	36	37
Reader Address 7	38	39

RRM Expansion Port Relay Numbers

Relay Number	Address 4	Address 5	Address 6	Address 7
K1	112	128	144	160
K2	113	129	145	161
K3	114	130	146	162
K4	115	131	147	163
K5	116	132	148	164
K6	117	133	149	165
K7	118	134	150	166
K8	119	135	151	167
K9	120	136	152	168
K10	121	137	153	169
K11	122	138	154	170
K12	123	139	155	171
K13	124	140	156	172
K14	125	141	157	173
K15	126	142	158	174
K16	127	143	159	175

ACURT2 and ACURT4 Relay Numbers for RRM with Elevator Control

Elevator Relay Numbers

ACURT2/4 Relays	Elevator Relay Numbers	
	ACURT2	ACURT4
Reader 0 Door Strike Output Reader 0 Aux Relay	0 1	0 1
Reader 1 Door Strike Output Reader 1 Aux Relay	2 3	2 3
Reader 2 Door Strike Output Reader 2 Aux Relay	N/A	4 5
Reader 3 Door Strike Output Reader 3 Aux Relay	N/A	6 7

RRM Expansion Port Relay Numbers (with elevator control)

Relay Number	Address 6		Address 7	
	ACURT2	ACURT4	ACURT2	ACURT4
K1	4	8	20	24
K2	5	9	21	25
K3	6	10	22	26
K4	7	11	23	27
K5	8	12	24	28
K6	9	13	25	29
K7	10	14	26	30
K8	11	15	27	31
K9	12	16	28	32
K10	13	17	29	33
K11	14	18	30	34
K12	15	18	31	35
K13	16	20	32	36
K14	17	21	33	37
K15	18	22	34	38
K16	19	23	35	39

Appendix E Operator Type Functions

This appendix provides a list of operator type functions.

In this appendix:

Operator Type Functions

Alarm Processing
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Run Employee Report

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Setup Holidays
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Setup Site Settings
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Status of Field Panels
Status of Readers
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End of List

Appendix F Database DMS1 Definitions

This appendix provides the file names for the various database tables used by Database Management System 1 (DMS1) and their functions.

In this appendix:

Database DMS1 definitions

Table 20. Database DMS1 definitions

File name	Description
Acsgrps.dt	Access Group definitions
Addf00.dt	Alarm file pointer, index by SCP device and Alarm number (Files Addf00.dt, Monpts1.dt+.inx and Sadf00.dt are linked together.)
Agc.dt	Airport Gate Control definitions
Amsgf00.dt	Instruction Messages
Apbtmap.dt	Anti-passback index (File Cardemp.dt and Apbmap.dt are linked together)
Apdef.dt + .inx	Reader configurations
Archive.dat	User configurable list of files for backing up using the Save Restore menu function.
Ardopt00.dt	Access events reporting options
Cardemp.dt+.inx	Cardholder database. Employee and visitor (File Cardemp.dt and Apbmap.dt are linked together)
Cardtemp.dt+.inx	Temporary cardholder database (not used on the GUI system)
Catrbl.dt	Alarm and Trouble categories
Crd.dt	Conference room display configuration. (Not used on the GUI system)
Cscops.dt	Custom system control operation configuration
Cscs.dt	Custom system control operation configuration
Cscstates.dt	Custom system control states configuration
Csctrigs.dt	custom system control triggers
Dialdev.dt	SCP Device dialup settings (phone numbers)
Dmtzf00.dt	Dead man control definitions (Not used on the GUI system)
Ecs.dt	Enhanced Elevator definitions
Evtack.dt	(obsolete file)
Evtack2.dt	Event Acknowledgement definitions (remote control, masking, etc.)
Fldauth.dt+.inx	Field authorizations for password control
Flrdef00.dt	Old elevator floor level authorizations

Table 20. Database DMS1 definitions

File name	Description
Flrdsc00.dt	Old elevator floor descriptions
Fmtdesc.dt	User Configurable field definitions for the employee database
Gtcfgf00.dt	Guard tour definitions
Lao.dt	Local Alarm Output definitions (multiple alarms to a single relay)
Ldevdist.dt	Workstation routing definitions
Log.dt	History file
Lrc.dt	Local Relay Control definitions (multiple relays from a single alarm)
Ltc.dt	Obsolete file (Local time commands)
Mdd.dt	Obsolete file (Multiple Dialup device configuration)
Mdd2.dt	Multiple Dialup device configuration
Mkacf00.dt	Alarm masking actions
Mkacnam.dt	Alarm masking action names
Mkdev.dt	List of currently masked alarms
Mkopf00.dt	Alarm masking operations
Mkopname.dt	Alarm masking operation names
Mktzf00.dt	Alarm masking time zone definitions
Mmpsodef.dt	Multiple File Server name definitions
Mmpsorcv.dt	Multiple File Server receive authorizations
Mmpsoxmt.dt	Multiple File Server transmit authorizations
Monpts1.dt+.inx	Alarm point definitions (Files Addf00.dt, Monpts1.dt+.inx and Sadf00.dt are linked together.)
Mpvlog.dt	Alarm point verification history file
Mxl.dt	MXL device definitions
Newltc.dt	Local time command definitions (obsolete file)
Newltc01.dt	Local time command definitions
Pager.dt	Alarm pager definitions
Rcacf00.dt	Remote control actions (obsolete file)

Table 20. Database DMS1 definitions

File name	Description
Rcacf01.dt	Remote control actions
Rcopf00.dt	Remote control operations
Rcpdef.dt+.inx	Remote control point definitions
Rctz00.dt	Remote Control time zone definitions
Sadesg.dt	Security Area definitions
Sadf00.dt	List of alarm points sorted by security area (Files Addf00.dt, Monpts1.dt+.inx and Sadf00.dt are linked together.)
Scpdev.dt	SCP Device definitions
Scport.dt	Serial port definitions
Sikvis.dt+.inx	Special database created for Sikorsky helicopter
Storproc.dt+.inx	Stored Procedures definitions
Syscfg.dt	Site configuration data, user defined field definitions, and filename of last photo taken.
Tag.dt+.inx	Asset tag database
Tenants.dt	Partition database group names
Termserv.dt	Serial server definitions
Tgp.d	
Tzhol.dt	Time intervals, time zones and holidays
Vcf.dt	Variable card format definitions
Wsdef.dt	Workstation definitions
Wsgroup.dt	Workstation alarm routing groups
Wsroute.dt	Workstation alarm route definitions
*.rdf	Report files for Employee Report Generator

Glossary

This section explains some terms as they apply to Topaz.

Table 21. Topaz terms explained

Term	Definition
Access Group	A grouping of security areas and time zones for a set of cardholders.
Action	An Action is a pre-programmed, automatic activity that the system performs in response to Time Zone or Event activity. Previously used only as part of Global Automatic Alarm Masking, Automatic Remote Control, or Access Automatic Remote Control setups. The term "Action" is now extended to cover Local automatic functions (which previously used the term "command"), such as those formerly known as Local Alarm Output Commands.
Alarm point	The generic name for a configured, programmed security monitor circuit, previously referred to as "Monitor points". This is the physical connection point for alarm wiring on an ACURT, or other field hardware. It also refers to the software function and option set inside an ACU that generates or defines an alarm signal.
Alarm point verification	An optional program that is initiated from a keypad reader or a specially configured alarm point. This program allows someone to do a walk-through test of alarm points and activate them without generating alarm events to the workstation. The tripped alarms however, are not broadcast to the workstation.
Alarm State [State]	A condition that an Alarm Point can detect and report. An Alarm Point's state is the result of changes either to the Alarm's Detector, Wiring, or the supporting hardware. The following Alarm States exist on the Topaz system: • Offline • Alarm • Secure • Open • Short • Ground • Fault • Circuit Fault
Anti-passback	A feature that prevents a cardholder from entering a secure area and leaving their access card outside for an unauthorized user. The Topaz System can perform only timed local Anti-Passback: **Local Anti-Passback** brings the function down to the device level. The advantage is that Anti-Passback continues to work if the server goes offline. **Anti-Tailgate** - This prevents a cardholder from following another cardholder into an area without using their card. **Anti-Tailgate** - This prevents a cardholder from following another cardholder into an area without using their card.
ARNET device	A port expansion device. It takes the interrupts normally used for one serial port and multiplexes it for multiple port operation.
Backup	[formerly 'Archive'] - Saving the system's database onto a separate medium device for safety purposes.

Table 21. Topaz terms explained (continued)

Term	Definition
Badge	See "Card".
Baud rate	A measurement of speed in data communications.
Card	[previously Badge] - An encoded credential that identifies and allows the cardholder access in and around a secure site.
Cardholder	An individual who has access to a secure site through the use of an encoded card.
Category	A definable grouping of alarms or troubles.
Command	An immediately executed system action, initiated manually by you. This is in contrast to "Actions," that execute automatically without user intervention. See "Action".
Card number	Encoded information stored on the card and used to identify the bearer. Depending on the format the card number can accommodate up to 12 digits.
CG (Color Graphics)	Bitmap file that enables you to view and control maps, alarms and cameras.
Company/Facility Code	Encoded data stored on the access card used with the Unit ID code (UIC) or Universal Access System (UAS). This code identifies that the card has authority to access the site.
Conditional Unmask	A program setting that does not allow unmasking a security area if an active alarm exists in the security area. This option is useful when using key type switches to mask, (unsecured) or unmask (secure) a security area.
Description	A text field that gives you additional information about the item being setup. In some cases (Alarm Dialogs or in the Event window) the text field is automatically displayed, but generally this information is available only within the record.
District 1 workstation	The PC assigned as the server. Districts allow the routing of alarms and data to different workstations by area or time zones.
Door	Used primarily in Command Menu for indicating lock/unlock commands.
Door strike	A common term for a locking mechanism controlled by a reader or access control relay. There are two types of door strikes: • Fail-safe - needs power to lock. • Fail-secure - needs power to unlock.

Table 21. Topaz terms explained (continued)

Term	Definition
Duress	A Duress alarm is an alarm event triggered when the cardholder signals he/she is in an emergency (duress) situation. This can happen when the cardholder presses on an exit bar or button of a door to open it (instead of using a normal card swipe or keypad) OR signals a duress with a coded PIN, as described in the "Setup – Site Settings" section of this manual. There are two types of duress situations: • **Duress Exit from an Area** A Duress exit occurs when the cardholder must exit an area quickly, such as during a fire or emergency. If the door is locked, this is normally done by pressing an exit bar or button to unlock the door. If the door is unlocked, it does not matter. • **Duress Entrance into an Area** This is an abnormal situation, since the cardholder can swipe the card to enter the area, provided the cardholder is allowed to enter that security area. You can allow a duress entrance to handle situations when the cardholder is being forced to use the card under threat of bodily harm, such as during a robbery. If you allow the cardholder to enter a special PIN number to gain entrance, this opens the door AND signal to the security staff that a duress entrance exists. The security staff can investigate and/or call the police, without the threatening person being aware of it. This protects the cardholder from bodily harm. This type of duress can be set in the **Setup – Site Settings**.
Duress Video Switcher Alarm	For either type of duress, you can set an alarm that turns on a video camera. You can set this under **Hardware – Reader – Options**.
Event	Any activity that is detectable, reportable, and recorded on the Topaz system.
Event Class	A classification of activities for the purposes of executing Automatic Actions at the Server level. Alarm and Access Events are each divided into four predefined classes: • **Class 1** Events (New Alarm) • **Class 2** Events (Canceled Alarm) • **Class 3** Events (New Trouble) • **Class 4** Events (Canceled Trouble) Each event can be configured to one of four numbered Event Classes (1 - 4). These Classes do not have a predefined "meaning." Meaning is assigned to the Event Classes based on usage. Event classes default to a nonexistent zero (0) class unless defined.
Fail Safe Lock	A door strike device that needs power to lock the door. See "Door strike".
Fail Secure Lock	A door strike device that needs power to unlock the door. See "Door strike".
Facility Code	The Facility Code is the number assigned to each of your company's facility/site locations. This allows you to limit/allow access to company locations independently.
Frame	A separate window of the main browser window that holds information that does not change unless directly selected.
Global	Pertaining to activities that can propagate across SCP boundaries, and affect the entire site. Global operations are managed only when field panels are in communication with the Server.
Host PC	See "Server".
Instruction Messages	A defined string of text attached to certain system Events intended to give instructions to you when those Events occur. Commonly used with Alarm Points, messages are also assigned to Automatic Remote Control structures and other items.

Table 21. Topaz terms explained (continued)

Term	Definition
Keypad Masking	Allows an authorized cardholder to control (mask / unmask) the alarms assigned to the same area as the keypad by entering a unique PIN code to mask and unmask the alarms.
Local	Pertaining to activities that occur in, and are restricted to, only one intelligent field panel.
Masking	A method of disabling an alarm point and effectively ignoring any alarm. Masking an alarm is a useful way to prevent unwanted alarm reports without disconnecting the security device.
MP	An earlier version of DIAMOND/Topaz that ran on the OS/2 operating system.
Name	The alphanumeric text used in "Pick lists" (drop-down lists) and on displays that identify a system item. Name lengths vary from item to item.
Open Database Connectivity (ODBC)	A Microsoft standard that allows applications to access data in a Database Management System (DBMS) using Structured Query Language (SQL) as a standard interface.
Operation	A defined group of remote Control Points, or of Alarm Points. Operations are used to assemble Automatic Actions, or are manually triggered though the Commands menu. • For **Remote Control Points**, the operation contains a defined condition for each point: either Activate, Deactivate, or Momentarily Activate. • For **Alarm Points,** select the desired command to Mask, Unmask, or Conditional Unmask when executing the operation.
PIN (Personal Identification number)	A series of numbers the cardholder enters at the keypad for access, similar to PINs used at a bank ATM machine.
Readers	Field hardware that permits access to a security area after input of the proper biometric, card, or number entry. Readers are identified by Reader Names ranging from 1 to 12 characters.
Relay control point	A relay with a name that performs a designated operation.
Reader Number	A value that identifies a Reader's port and address on a SCP device. The number range is from 0-7, defined by the Reader port the SCP connects to and the internal DIP switches in the Reader's interface.
Relay	Any of the addressable electrical switches residing on field hardware attached to the Topaz system.
Request to Exit (REX)	A type of alarm, activated when someone presses on the exit crash-bar, manually turns a handle to open, or slides a card in a reader to open a door.
Security Communications Protocol (SCP) device	An ACU-2 or an intelligent field panel or Reader.
Security Areas	A physical area with security controls. Alarm points and readers are assigned to security areas.
Sensitive Compartmentalized Information Facility (SCIF**)**	A security area designated for very secret or dangerous materials. Government or Defense facilities normally use this feature. (Not available on Topaz Systems)
Server	The computer that maintains the entire database files.

Table 21. Topaz terms explained (continued)

Term	Definition
Summarized History Report	This report calculates the following for any alarm in the report: • **Frequency** - The number if times the alarm occurred in the time period selected. • **Total Duration** - The length of time the alarm point was in alarm for each occurrence and then the sum total of all those occurrences. • **Longest Duration** - From all alarm occurrences for the alarm point during the selected time, this is the longest time for any single occurrence the point was in alarm condition.
Tour Point	An alarm point that a guard must interface with within an assigned time when making rounds.
Unmask	Placing an alarm point or area into a secured condition. There are two types of unmasked states: • **Conditional unmasking** - Does not allow unmasking of any of the alarm points selected unless they are all in the secure condition. • **Unconditional unmasking** - Unmask all alarm points selected regardless of the security state. If at that time any alarm point is unsecured a report is sent to the designated workstation.
User	A person with a valid user name and password, authorized to operate and monitor access control through a workstation.
Workstation	A computer terminal with keyboard and mouse that runs the Topaz Systems software. A workstation can be a server, or an auxiliary PC networked to the server.

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