Keyscan System VII (7.0.19) User Quick Reference Guide

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Note: Refer to the Keyscan System VII User Guide for full instructions located on your

Computer at this location:_____

Client Software Log On-Page 145

When you open the System VII Client or log off, you are prompted by the system to log on. This safeguards the system so that only valid users may operate the software and the access control system.

Procedures

Steps to Log On

1.   From the Client Log On form, click on the down arrow to the right of Site Name and select the site from the drop down list.
2.   Enter your User Name.
3.   Enter your Password.
4.   Click on the OK button.

Press F1 for Help-Page 1

System VII includes comprehensive, context-sensitive, on-line help. No matter where you are in the System VII software, pressing the F1 key opens the help for the interface screen that you're currently viewing. It explains the purpose of the screen and the steps to complete it. Help is always available when you're not sure how to do something.

Create System Users-Page 89

About System Users

System user logon accounts are created in the System User Information screen. A System User account prevents unauthorized persons from accessing the System VII software and regulates individual user privileges to protect the integrity of your access control system. Also, by creating system user accounts, the system log shows individual operator actions and data input for activity audits or investigations.

From within the System User Information screen, you identify the individual, assign a unique User Name and Password for logging on, and specify user authority levels.

The System User Information screen is designed to give you broad flexibility. How you set individual user accounts will greatly depend on the nature of your organization and the levels of security required.

Procedure

Steps to Create a System User Account

1.   From the Main Screen, select System Settings > Add/Edit System Users.
   - To add a new system user to another site you must have Master Login Account status.
   - To add a new system user to the logged on site, you must have System Administrator or Master Login Account status.
2.   From the Find System Users screen, click on the Add New button to open the System User Information screen.
3.   In the User Name text box, enter a name the individual will use to log on. Generally, this is either the person's first initial and last name or first name and last initial. It must be unique to all other system users. The User Name is what the person enters in the Log On dialog box.
4.   Enter the person's first name in the First Name text box.
5.   Enter the person's last name in the Last Name text box.
6.   Complete the fields from User Location to Email Address, whichever fields are applicable.
7.   Enter a password in the Password text box. You may wish to consult with the system user for an appropriate password that can be easily recalled. Passwords are case sensitive. When logging on, the user must type his or her password exactly as it is entered on the System User Information screen. The maximum is 10 characters.
8.   Re-enter the password exactly as it was entered above in the Confirm Password text box.
   - When the system user logs on for the first time he or she will be prompted to confirm the password.
9.   Click on the down arrow to the right of Language and select English from the drop down list.
10.   Click the down arrow on the right side of Site Name. From the drop down list, select the site the system user is authorized to access. A Master Login account can select all sites; a System

Administrator can only select the currently logged on site.

11.   If you are assigning security levels, click on the down arrow to the right of Security Levels and select a level. Implementing security levels is not recommended unless you are an advanced user and require stringent system administration security.

12.   If the system user is to have Master Login Account status, click in the box to the left to activate this field.

13.   If the system user is to have System Administrator status, click in the box to activate this field. The box has a tick mark when active.

- For individuals deemed solely as System Users, leave the System Administrator and Master Login Account designations inactive.

14.   If the person is to have Enable Viewing of All Sites Transactions privileges, click in the box to the left to activate this field. Enabling this field allows the individual to view Alarm Events and Online Transactions for all sites. The System User must have a Master Login Account designation and have the Enter Online Transaction Modes switch enabled in the User Authority Levels panel to use this function.

16.   Under the User Authority Levels, activate the appropriate fields for the system user by clicking inside the field's box, or select one of the radio buttons:

- Authority Level 1 – enables most view functions
- Authority Level 2 – enables most view and edit functions
- Authority Level 3 – enables most view, edit, and add functions
- Select All – enables all functions
- De-select All – use to clear all currently selected User Authority Levels functions
- For individuals who are only monitoring the system, such as security guards, you may wish to leave the Exit Software (Quit) field inactive so the System VII Client cannot be closed.

17.   Select the Save & Exit button.

18.   To create another system user, click on the Add New button and repeat the procedures or click on the Exit button in the Find System Users screen to return to the main screen.

Display On-line Transactions-Page 166
Display Online Transactions

Display Online Transactions

The Keyscan software adds to an internal log any transactions that have occurred within the last two minutes listing up to a maximum of 100 entries. The system automatically clears the 101st entry. The Online Transactions screen allows you to view system activity and sort information by using filters to highlight specific transactions. Display Online Transactions is accessed from the Utilities menu or from the Display Online Transactions quick button.

Card Enrollment
You can use the On-line Transaction window to enroll a card. Present the card at a reader. The card number is displayed in table in the On-line Transaction screen. Hold down the Ctrl key on the keyboard while you double click on the card in the table. The Cardholder screen opens and the card number is pre-entered. Complete the remaining cardholder fields as required and save the record. The card is now enrolled in the system.

Door Status/Manually Lock/Unlock Doors-Page 141
Door Lock/Unlock Status

Door Lock/Unlock Status

The Door Lock/Unlock Status screen allows you to view the current status of all doors regulated by access control units in the Keyscan system. From this screen, you can also do any of the following tasks:

- Lock or unlock individual doors
- Lock or unlock all doors controlled by a specified access control unit
- Lock or unlock all doors controlled by all access control units
- Unlock a door for a specified period of time to a maximum of 7 days
- Unlock a door momentarily using "Pulse"

Use the main screen quick button to access the Door Lock/Unlock Status function.

Procedures
Overview of Door Lock/Unlock Status

Door Status indicates the door's current status

- Locked
- Unlocked
- No Status (door has not been used since connected to access control system)

The button to the left of each door allows you to take the following actions:

- Lock/Unlock a door
- Pulse a door open
- Time Unlock a door

Lock/Unlock a door by clicking on the button. The button changes from Lock to Unlock, depending on the current door status.

Unlock a door open momentarily by clicking on the Pulse button.

Unlock a door for a specified time period by clicking on the Timed Unlock button.

For Timed Unlock, use the date and clock to set the doors unlock time before it re-locks. Select date or time component and click on the up/down arrows. After the re-lock time is set, click on the Apply Timed Unlock button.

The Lock All – Current Site button locks all doors controlled by all the access control units at the logged on site.

The Unlock All – Current Site button unlocks all doors controlled by all the access control units at the logged on site.

The Lock All – Current Unit button locks all doors controlled by the selected access control unit.

The Unlock All – Current Unit button unlocks all doors controlled by the selected access control unit.

The Refresh button re-displays the current door status.

The Exit button closes the Door Unlock/Lock Status screen.

Door Time Zones-Page 33
Set Door Time Zones

The Door Time Zones screen allows you to set time zones for doors controlled by access control units. When you create door time zones it is important to think in terms of the Door Groups and the times that those groups will access the various doors in the building. We suggest you pre-plan before you start entering time zones as well as read and understand the conventions and format of time zones.

- Time zones/schedules are based on a 24-hour clock
- Maximum of 254 named time zones
- Combined total of time zones and schedules is 512
- Maximum range of a time zone or schedule is 00:01 to 23:59
- Inputs and outputs are assigned to door time zones

The default setting of 00:00 in the Keyscan software represents No Time. It does not represent midnight. If either the start time or the end time is assigned 00:00 the following conditions will result:

- If the start time is set to 00:00 – The time zone does not start
- If the end time is set to 00:00 – The time zone does not end

Assign Time Zones to Doors-Page 48

Assign Time Zones to Automatically Unlock/Lock Doors allows you to automatically unlock and lock a specific door during a specified time zone. You might use this feature for a front door allowing visitors access to your lobby or reception area during regular business hours.

If you do not wish to have doors automatically lock and unlock during a time zone, leave the doors on the default setting of Not Applicable (N/A).

When you assign time zones to automatically unlock doors, it is strongly recommended to use the First Person In option, especially for exterior doors. This prevents access to your site in the event that the building is unattended after a time zone starts and automatically unlocks the door. An example might be during a severe storm or an unforeseen traffic jam and you or your staff can't get to the building before the time zone unlocks an entrance door. Designating the door with First Person In keeps your site secure by stopping the time zone from unlocking the door until someone presents a valid card at a designated reader.

If a time zone has been set to Shunt Door Contact Only (Door Remains Locked), the time zone is underlined.

Procedures

Steps to Assign Time Zones to Doors

1.   From the main screen, select the Door Maintenance menu > Assign Time Zone to Doors.
2.   Opposite the appropriate access control unit, double click on the box that is under the door number. The Door Name and Door Output # fields display your selection.
3.   In the Time Zone Selection box, click inside the radio button on the left side of the Time Zone Limited Access field to activate this option. The Time Zone Selection box is located in the middle of the Assign Time Zone to Automatically Lock/Unlock Doors form.
4.   Click on the down arrow, located above the Time Zone button, and select the time zone from the drop down list. A copy of the time zone is exhibited at the bottom.
5.   To set the door for First Person In (recommended if this is an exterior or public access door), click on the Time Zone button and go to the next step. If the door is not being set for First Person In, go to step 14.
6.   From the Door Time Zones form, click on the First Person In button.
7.   From the Set First Person In form, the appropriate access control unit should be pre-selected. If not, click on the down arrow of the Unit ID field and select the unit.
8.   Click in the box to the right of the door to activate the First Person In for that door.
9.   Click on the Save button.
10.   Click on the OK button in the Save Changes dialog box.
11.   Click on the Exit button in the First Person In screen, to return to the Time Zone form.
12.   Click on the Exit button on the Door Time Zone screen.
13.   Click on the down arrow, located above the Time Zone button, and re-select the same time zone from the drop down list.
14.   Click on the OK button.
15.   Repeat the above steps for another door, or click on the Save & Exit button to return to the main screen.

First Person In-Page 49

First Person In, accessed from the Door Time Zones screen, is a system safeguard that keeps a time zone OFF after its appointed start time until a valid card is presented. It is important to understand that all doors set on auto unlock, all door groups, and all Auxiliary Input Shunt/Auxiliary Output devices assigned to a time zone are affected whenever First Person In is selected.

The Set First Person In screen is used to select target readers that enable the time zone. One or multiple readers/keypads can be selected. Until a valid cardholder from an authorized door group presents his or her card to a designated target reader, a time zone designated with first person in remains OFF regardless of its start time.

Procedures

Steps to Set First Person In

1.   To set a door to First Person In, select Time Zones/Schedules > Door Time Zones.
2.   From the Door Time Zones screen, click on the down arrow to the right of Time Zone # and select the time zone assigned to the door group whose access will be restricted by First Person In. The door group assigned to this time zone cannot access the door until a valid cardholder from another authorized door group first presents a card.
3.   Click on the First Person In button on the Door Time Zones screen.
4.   From the Set First Person In screen, click on the down arrow of the Unit ID field and select the appropriate access control unit.
5.   From the Set First Person In dialog box, click in the box to the right of the door to activate the First Person In for that door.
6.   Click on the Save button.
7.   Click on the OK button in the Save Changes dialog box.
8.   Click on the Exit button in the First Person In screen, to return to the Time Zone screen.
9.   Click on the Exit button in the Door Time Zones screen.

Door Group Access Levels

Door Group Access - Classic Grid Layout

The Door Group Access Levels - Classic Grid Layout screen is presented in a table format listing all details about door access. It's used to assign each door group an access level to the doors controlled by the access control units (ACU) in your system. There are three types of access levels as listed below:

- 24 Hour Access – 24 HR
- No Access – N/A
- Time Zone Limited Access – TZ-###

The door group names are listed in a column on the far left, the reader (door) names are listed in a row along the top, and the access levels are set out in a grid in the body of the table.

Procedures
Steps to Assign Door Group Access - Classic Grid Layout
1. From the main screen, select the Group Access Levels quick button > Door Group Access Levels > Classic Grid Layout.
2. Access levels can be assigned by the following methods:
   - To assign one door group an access level for one door, double click in the table on the grid location that corresponds to the door group / door.
   - To assign the same access level to all door groups for one door, click on the door number listed in the blue row at the top of the table.
   - To assign the same access level to multiple door groups for one or multiple doors, click on the upper left grid location and hold and drag the mouse to the lower right grid location.
3. Select one of the radio buttons to determine the access level:
   - 24 Hour Access (If 24 Hour Access is selected, see step 5)
   - No Access (If No Access is selected, see step 5)
   - Time Zone Limited Access (If Time Zone Limited Access is selected, see step 4.)
4. Click on the down arrow below and to the right of the Time Zone Limited Access field and select the time zone from the drop down list.
5. Select OK.
6. Repeat the above steps until all door groups have been assigned an access level for each door.
7. Select the Save & Exit button.

Setup Cardholder Records Page 80
Create Cardholder Records
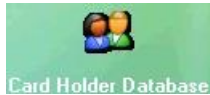
Each person that is assigned a credential for building access is referred to as a cardholder. Adding cardholder records requires completing the Cardholder screen. Each saved cardholder record is added in the database and distributed to the access control units. Combined with time zone information and access levels at each door or elevator floor, the access control units regulate when and where this cardholder may gain entry.

Complete Card Information and Access Levels
The Cardholder screen serves to identify the cardholder, assign a card, and specify the door/elevator groups for site access.

Procedures
Add a 3 Digit Batch Code/5 Digit Card Number Format Cardholder Record
1. From the main screen, select the Card Holder Database quick button > Add New Card(s).
2. Click in the First Name text box and enter the cardholder's first name. The maximum is 30 characters.
3. Click in the Last Name text box and enter the cardholder's last name. The maximum is 30 characters.
4. Click in the Batch Number text box and enter the batch number of the card assigned to the cardholder. The batch number is the three digit number. The batch number may also be referred to as the site code or the facility code.
5. Click in the Card Number text box and enter the card number.
6. Click in the PIN Number text box. The system assigns a 5 digit Personal Identification Number. The cardholder would enter this number where a keypad is in use to gain access. You can either accept the system assigned number or enter your own number. If your access control system is not equipped with keypads leave the system assigned PIN number.
7. If you are assigning security levels for system users, click on the down arrow to the right of Security Levels and select a level. Assigning security levels is not recommended unless you are an advanced user and require stringent system administration security.
8. If applicable, use the Comments text box to enter any remarks or notes about the cardholder.
9. From Telephone Number to Bar Code, complete whichever fields are required.

10.   If a cardholder requires extended accessibility, and if you have doors equipped with door operators that are connected to the access control system, click the Accessibility Feature button to set it ON.
If your system is not connected to door operators for extended accessibility, bypass this step.

11.   Ensure the Group Access Levels tab is selected and click the down arrow on the right side of the Door Group Access Levels A. Select the appropriate door group from the drop down list. Repeat for the other door/elevator groups, if applicable.

12.   If that completes the record, click on the Save & Exit button, or complete the other options before saving and exiting the record.

Optional (Cardholder) Fields

The Optional (Cardholder) Fields are user-defined that you can use to list supplemental information. These fields are initially blank until you define them.

When you define the optional fields, you can specify 1 of those fields to be listed on the main Cardholder screen by using the Display on First Card Tab function. If you elect to use the Display on First Card Tab function, the field is inserted below the Email Address field. You can enter and view data in that field without having to select the Optional Fields tab. Otherwise, to enter or view all defined optional fields in the cardholder record, select the Optional Fields tab.

Procedures
Steps to Define Optional Fields

1.   From The Cardholder Information screen, select the Optional Fields tab.
2.   From the Optional Fields screen, select the Cardholder – Optional Fields Setup button.
3.   Click in the Optional Field Name # 1 text box on the right side of the Card Options Setup screen and type a caption for that field.
4.   Repeat for each subsequent field that you wish to define.
5.   Click the down arrow to the right of Display on First Card Tab if you wish to have this field listed on the Cardholder screen and select the optional field.
6.   Click on the Save & Exit button.

Transaction Reports-Page 156
Transaction Reports

Transaction Reports are accessed from the Quick Buttons menu or the quick button on the main screen.
Transaction Reports allow you to review site activity based on specific criteria that you define. You can create a one-time report, create and save a named report for repeated use, schedule when reports are run, email reports (PDF), or save reports in CSV or PDF format.

Transaction Reports has 3 screens.

- Date Options and Other Settings - This screen is used to specify the dates of the transactions, the transaction types, and how the transactions are sorted.
- Cardholders, Optional Fields - This screen is used to specify which cardholders are included in the report. This can be a single cardholder, a group of cardholders, or all cardholders
- Devices, Direction - This screen is used to specify an individual device, a group of devices, or all devices for either doors, elevators, auxiliary inputs, and supervised inputs.

Setup Database Backup-Page 97
Schedule Automatic Database Backups

It is extremely important to make backup copies of the System VII database. You can program the System VII software to automatically make backup copies of the database at regularly scheduled intervals. The PCs with the Communication Manager or Communication Service and the Keyscan System VII database must be running at the time the backup occurs. The Clients do not have to be open during the backup. In addition to performing scheduled backups at regular intervals, we strongly recommend that you copy your backup database files to another medium

such as a writable CD or another network location. Keyscan recommends scheduling the database backup at a time when there is little or no site activity.

Procedures
Schedule Backups of the Database

1.   From the Client main screen, select System Settings > Database Maintenance.
2.   From the Database Setup screen, click on the Database Backup button.
3.   Do one of the following steps:
   - If the Database module and the Client are on different PCs, click on the Browse button, navigate to the PC with the Database > Program Files > Keyscan System VII > Backup.
   - If the Database module and the Client are on the same PC, click on the Browse button and navigate to Program Files > Keyscan System VII > Backup.
4.   In the File Name text box, enter Keyscan. The file extension defaults to .ksd.
5.   Click on the Save button.
6.   If you wish to notify a recipient each time a scheduled backup occurs, complete the Email Address text box.
7.   Under Backup Schedule, in the Backup Time box, select the 00 representing hours. Use the up or down arrows to set the hours. Then select the 00 representing the minutes. Use the up or down arrows to set the minutes. Select a time when there is low site activity.
8.   In the Select the Day(s) of the Week, click in the boxes of the days when the database is backed up. Each successive time the database is backed up, the System VII software creates a new file with a date stamp.
9.   In the Delete backup older than # of days, use the up or down arrows to set the system to automatically delete older backup files. We recommend not deleting backup files that are less than 28 days old.
10.   To enable the Auto Purge Transactions Older Than function, click on the down arrow to the right and select a date range from the drop down list. By default this function is set on disabled.
11.   To enable the Auto Purge System Logs Older Than function, click on the down arrow to the right and select a date range from the drop down list. By default this function is set on disabled.
12.   Click on the Save Schedule button.
13.   From the Save Schedule confirmation box, click on the OK button.
14.   After saving the schedule, you can backup the database immediately (recommended). Click on the Backup Now button.
15.   Click on the OK button in the Backup Completed confirmation box.
16.   Click on the Exit buttons to return to the main screen.