

AS-525

AxTrax Access Control Management Software

Software Manual

AxTrax



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ROSSLARE
SECURITY PRODUCTS

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Introduction

1. Introduction

The AxTrax AS-525 Access Control System® is a complete software management system for use with AC-215, AC-225 and AC-525 Access control panels.

The AxTrax AS-525 Access Control System® is user-friendly, intuitive, and rich in functionality. The system can manage up to 30,000 users and offers complete control over up to 4092 doors (with MD-D02 reader expansion board). Using AxTrax AS-525, configured doors by area and time, for different types of personnel and for varying alarm situations.

The AxTrax AS-525 Access Control System® is capable of integrating with Video Surveillance software "ViTrax". The main purpose of the integration is to enable video recording based on access control events and convenient playback.

This Manual is compatible with AxTrax AS-525 software Version 00.03.17 and above, as well as ViTrax Version 1.6.15.15382.

1.1 System Features

The AxTrax AS-525 makes it possible to control and monitor every aspect of access control on a site. The system includes an in-built software security system that controls access to the system database and logs all operations performed. In addition, the system boasts the following Professional Grade Features:

- Free basic level-0 server software license for up to 64 panels (ACU's).
- Three incremental license levels can be activated by buying a Rosslare HASP key (CD-ROM is provided with the package)
- User-friendly PC software with intuitive layout reduces complexity of access control
- Manages user data, photo and information fields, access rights, alarms, strike time, and door mode, all from one central location
- Produces reports from acquired data, such as entry and exit times, and any types of alarms, by user, location, and time
- Available in a large variety of languages
- Compatible with additional software modules from Rosslare for time and Attendance and photo ID card development
- Backward compatibility with VeriTrax AS-215 and AS-225

Access Control

Access groups define access rights for every part of the site. Access rights are time dependent—for example, users in the "Mornings Only" access group could have access to certain areas of the site between 9am and 12pm only.

Every user is assigned to an access group. The system also stores an identification photograph and personal details for each user and user

specific access settings, such as Antipassback immunity; requirements for an extended open door period; configurable special privileges and triggered outputs.

Access Monitoring

The AxTrax AS-525 records every attempt to open a door within the site. Status maps show the state of every part of a facility, while an Events log records complete details of every time access granted or denied for every door on site while also monitoring possible door tampering and forced entries.

The AxTrax AS-525 can also produce a variety of access reports, including usage reports, attendance records and roll calls. Using the AxTrax Report Wizard, users can design their custom reports to meet their specific needs.

Software Security

Access to the AxTrax AS-525 software is password controlled. It is possible to grant different operators restricted security rights, with access to only specified elements of the system or with read-only access.

1.2 AxTrax Server and Client

The AxTrax AS-525 system includes both the AxTrax AS-525 Server and the AxTrax AS-525 Client software.

AxTrax AS-525 Server should be installed on the computer that will control the Access control panels and manage the database. It includes a full suite of administrator functions, including the ability to change panel network parameters, download new firmware to individual access control panels and manage the AxTrax AS-525 database.

Additional computers can use the AxTrax AS-525 Client software, which connects to the panel network through the AxTrax AS-525 Server. The AxTrax Client has a limited operation set, and can only send or receive information from Access Control panels when the AxTrax Server is operating and connected to the panel network.

One AxTrax AS-525 Server can serve an unlimited number of AxTrax AS-525 Clients.

1.3 Using this User Guide

This user guide provides all the information required to start working with the AxTrax AS-525, refer to the AC-215, AC-225 or the AC-525 hardware manuals for wiring and installation.

- How to install the AxTrax AS-525 on a computer
- The basic functionality of the AxTrax AS-525
- How to set-up the AxTrax AS-525 for a new site
- How to monitor and manage a site using the AxTrax AS-525

2. Specifications and Requirements

2.1 System Capabilities

General

Software Architecture	Client - Server
Database type	SQL Server 2005
Max. of Users	30,000
Max. Access Groups	30,000
Max. Number of Time Zones	32
Max. Cards per User	16
Max. Number of Doors	4092
Max. Access Control Panels	1023
Antipassback	<ul style="list-style-type: none">• Timed• Door• Global - Across an entire Facility
International Holiday Support	64

Networks

Max. Number of Networks	1023
Supported Access Control Panel Models	<ul style="list-style-type: none">• AC-215• AC-215 (SPV)• AC-225• AC-225 with MD-I084• AC-225 with MD-D02• AC-525 with MD-I084• AC-525 with MD-D02
Panel Networks communication interface	<ul style="list-style-type: none">• Serial (RS-232)• TCP-IP• Modem
Communication speed	9600-115200 bps

2.2 System Requirements

AxTrax AS-525 System Minimum Requirements

Operating System	Windows XP SP2, Windows Vista
Processor	Pentium 4 or better
Memory	256 MB (512 MB recommended)
Network	LAN card required for TCP/IP networking
Hard Disk space	1.5 GB (500 MB free space)

SQL Express Server Minimum Requirements

(SQL Server Express is not always required. See Choosing an SQL Server, page 9.)

Operating System	Windows XP SP2, Window Server 2003, Windows Vista
Processor	Pentium 4 or better
Memory	256 MB (512 MB recommended)
Hard Disk space	600 MB (256 MB free space)

HASP USB Key Requirements

1–64 active panels	HASP key not required
65–256 active panels	Level 1 HASP key required
257–512 active panels	Level 2 HASP key required
513–1023 active panels	Level 3 HASP key required

3. Installation

The AxTrax AS-525 installation CD-ROM includes all the set-up files required to run the AxTrax Server or Client on a computer.

The installer includes the following elements:

- Microsoft™ SQL Server 2005 Express
- Microsoft™ .NET 2.0 Framework
- AxTrax AS-525 Access Control System (Server or Client version)
- HASP key controller (AxTrax Server only)



Note:

SQL Server Express and the Microsoft .NET Framework are prerequisite software and are not installed unless required.

3.1 Choosing an SQL Server

The AxTrax Server operates using an SQL database. If there is already an SQL server available on your computer network, use it to run the AxTrax database.

Alternatively, install the Microsoft SQL Server Express on the computer that will be used as the AxTrax server.



Note:

Do not install the SQL server for AxTrax Client installations. AxTrax Clients connect to the AxTrax Server database.

3.2 Starting the AxTrax Installer

Install the AxTrax AS-525 Access Control System using the installation CD-ROM.

To begin installing the AxTrax AS-525:

1. Insert the CD into your computer's CD drive.
2. Open My Computer, double-click on the CD drive icon and then double-click the AxTrax AS-525 setup file.

If the setup detects a previous version of AxTrax AS-525, a prompt will appear asking if you want to upgrade AxTrax AS-525 to the newer version. Note that upgrading to the newer version will only use current database information. Downloading of panel information is required after upgrading the AxTrax AS-525 version.

If there is no SQL server installed, the Installation Requirements window opens.

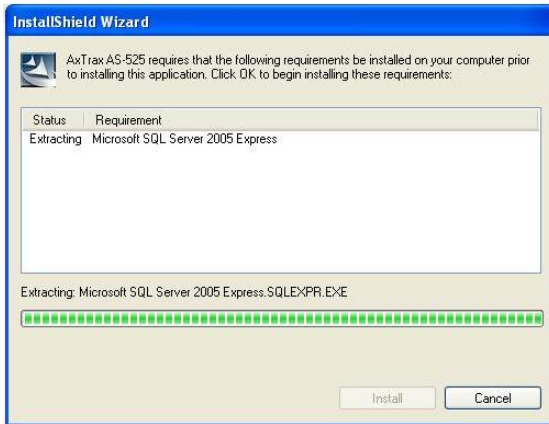


Figure 1: Installation Requirements window

3. Click **Install**.

If there is no SQL server installed, the following dialog appears: “AxTrax AS-525 optionally uses Microsoft SQL Server 2005 Express. Would you like to install it now?”

If you are installing AxTrax Client or if there is already an SQL server available on the computer network, click **No**.

Otherwise, click **Yes** to install SQL Server Express.



Note:

Install AxTrax Server on the computer that will connect to the Access control panels and manage the database.
Install AxTrax Client on any additional computers.

4. If the Microsoft .NET 2.0 Framework is not installed on the computer, the following dialog appears: “AxTrax AS-525 optionally uses Microsoft © .NET 2.0 Framework. Would you like to install it now?”

Click **Yes** to install Microsoft .NET Framework.

Follow the on-screen instructions to complete the installations.

3.3 Installing AxTrax AS-525

After the installer has added any pre-requisite software to the system, the AxTrax AS-525 Install Shield Wizard installs the software.

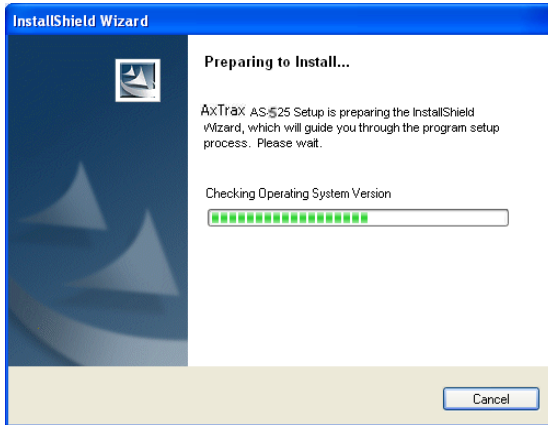


Figure 2: Install Shield Wizard

To Install AxTrax AS-525:

1. Wait while AxTrax AS-525 prepares to install.

The Welcome to the InstallShield Wizard window opens.



Figure 3: Welcome to the Install Shield Wizard window

2. Click **Next**.

The Select Database Server window opens.

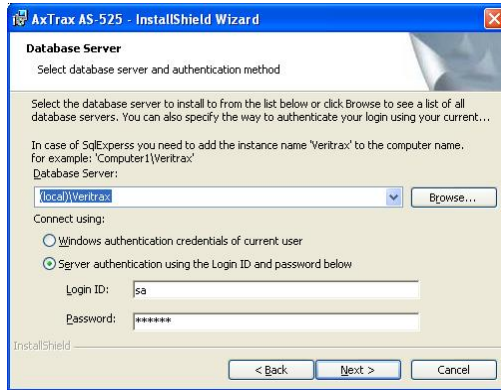


Figure 4: Select Database Server window

3. Select the database server name.
On AxTrax Client installation it is likely that the database server was installed on another PC, click **Browse** to select the database server location.
4. If the database server used was installed from VeriTrax setup program ("SQL Server express") than the instance name "\\VeriTrax" should be added to the database computer name
5. Set the "Connect using" to the default option ("Server authentication using the login ID and password below") The only condition for setting "Windows authentication" is when using existing SQL database NOT installed from VeriTrax setup, and only if it was installed using Windows authentication.
6. Click **Next**.

The Setup Type window opens.

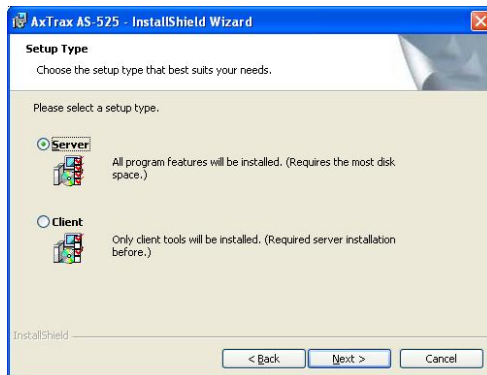


Figure 5: Custom Setup window

Installation

- To install AxTrax Server, select **Server** from the list.
-Or-

To install AxTrax Client, select **Client** from the list.



Note:

AxTrax must be first installed as AxTrax Server. Installing AxTrax Clients is optional. It can be useful for monitoring the system from more than one PC.

- Click **Next**.

The Destination Folder window opens.



Figure 6: Destination Folder window

- To select a new destination folder for AxTrax AS-525, click **Change** and browse to the required folder.
- Click **Next**.

The Ready to Install window opens.

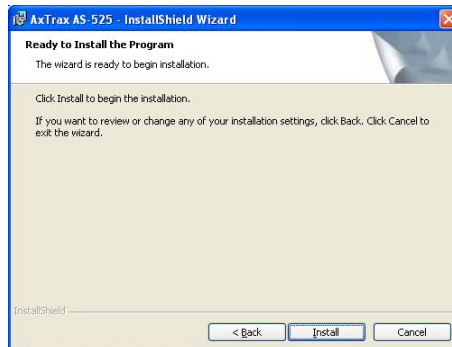


Figure 7: Ready to Install window

11. Click **Install**.

The installation process begins.

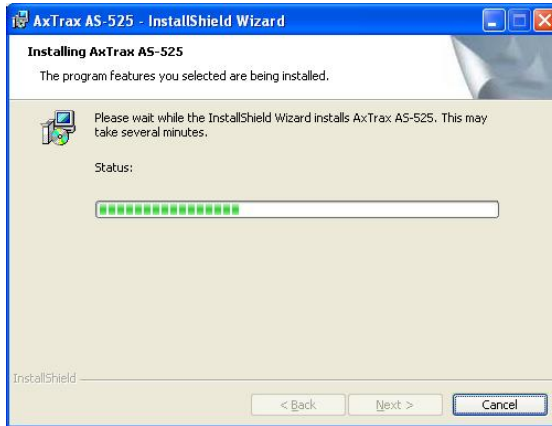


Figure 8: Installing AxTrax AS-525 window

12. When the installation is complete, the InstallShield Wizard Completed window opens.



Figure 9: Install Shield Wizard Completed window

13. Click **Finish** and restart the computer if requested.

During Server installations, a dialog appears while the HASP key protection software is installed.

The AxTrax AS-525 Access Control System is now fully installed on the computer.

Installation

3.4 Firewall Settings

Internal firewall settings may prevent the AxTrax Server connecting to the SQL database or to panel control units using TCP/IP.

For more information on how to configure a firewall, see Appendix A. Firewall Configuration, page 89. Contact your system administrator or Rosslare Technical Support for further guidance.

3.5 SQL Server Settings

After installing the AxTrax, verify that the SQL server service on the computer is running and set to the required installation.

For more information on SQL servers settings, see Appendix B, page 94.



Note:

If the SQL Express 2005 is installed (part of the installation package), the installation must be on the same Windows XP user account that is being used for AxTrax.

3.6 Camera Installation & Requirement Steps

AxTrax AS-525 can connect with single or multiple ViTrax Servers installed in a LAN or WAN configuration (up to 10 ViTrax Servers are supported).



Note:

Make sure to check AxTrax AS-525 and ViTrax version compatibility.

To Install ViTrax Server and Client applications, refer to the ViTrax Software manual.



Note:

When installing the AxTrax AS-525, make sure that the ViTrax Server has already been installed on the same PC (no license required for that ViTrax Server).

To Install Cameras:

1. Activate ViTrax Server and Client (see *ViTrax Software manual*).
2. Define ViTrax Servers (see 64).
3. Define communication of AC-525 cameras to the ViTrax Server (see *Defining communication of AC-525 cameras to the ViTrax Server*).
4. Activate AxTrax AS-525 and configure it (see *System Overview* and *How to Set Up a Site*).

4. System Overview

The AxTrax AS-525 is controlled through an easy to use interface, with a tree-view list of all aspects of the site set-up and a toolbar for standard operations.

4.1 Starting the Software

This section explains how to start the software and login to the main window.

To start the AxTrax AS-525:

1. Click on the AxTrax AS-525 icon on the desktop, or select the program from the Rosslare folder in the Start menu.



Figure 10: AxTrax AS-525 Access Control System Icon

The AxTrax Software login dialog appears.

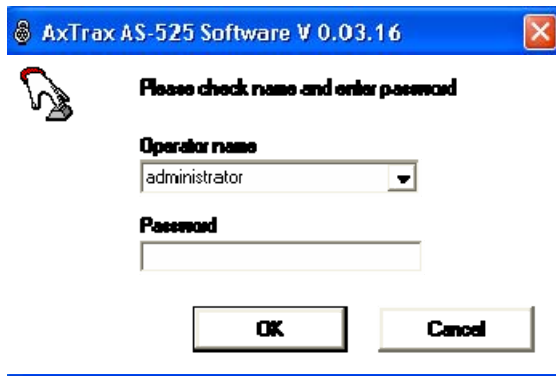


Figure 11: AxTrax Software Dialog box

2. Select an Operator name and enter a password.



Note:

By default, the Administrator operator password is "admin".
The SW versions in the screenshots are exemplary only

3. Click **OK**.

The main AxTrax AS-525 window opens.

System Overview

4.2 The AxTrax AS-525 Main Window

All the central functionality of the AxTrax AS-525 is available from its main window.

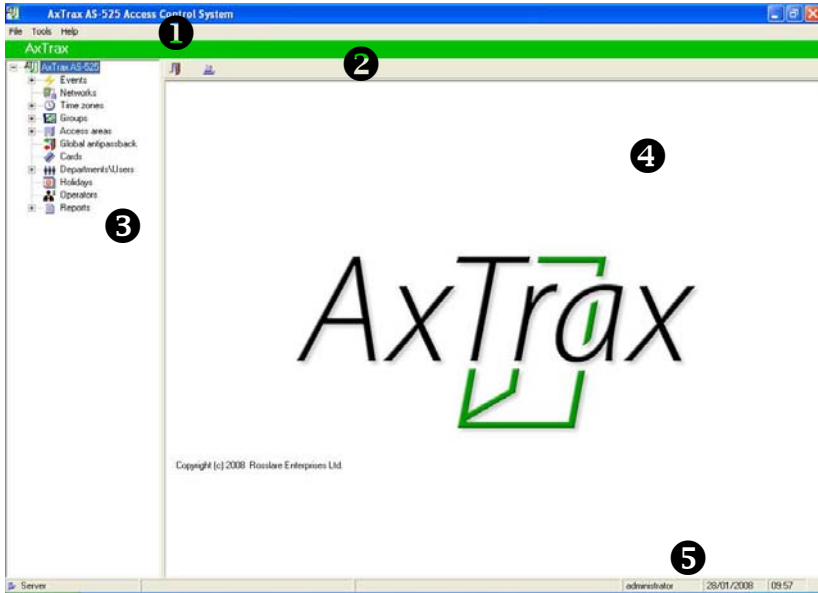


Figure 12: AxTrax AS-525 Main window

The AxTrax AS-525 Main window is divided into five sections:

1 Menu Bar	Controls the general operation and set-up of the software. For more information, see Menu Bar , page 18.
2 Toolbar	Use the toolbar icons for the key tasks required in managing access control across a facility. The available icons change according to the view selected. For more information, see Toolbar , page 19.
3 Tree View	The tree view allows users to configure, monitor and control every aspect of a facility access control. For more information, see Tree View , page 21.
4 Display Area	Displays all items within the tree view selected element.
5 Status Bar	Displays general status information such as: Operator name, client or server mode, system readiness, system download, date and time.

4.3 Menu Bar

The menu bar controls the general operation and set-up of the software.

File Menu

The File menu has four options:

Menu	Description
Logon	Log on to the AxTrax AS-525 system. When you log on as a new Operator, the previous Operator will be logged out.
Logoff	Close the current Operator account. The AxTrax software is minimized to the taskbar.
SQL Server Logon	Log on to the SQL database server.
ViTrax Server	Log on to the ViTrax server.
Exit	Exit the AxTrax AS-525 software.

Tools Menu

Use the Tools menu to manage the database and set software preferences. The menu has three options:

Menu	Description
Database	Open the Database window to backup the database or set a scheduled backup and to import or export the AxTrax AS-525 and/or VeriTrax AS-215/AS-225 configuration states and Events logs.
Options	Set software options and preferences, including national holidays, event highlighting, pop-up alarms, custom user information fields and Reports settings.
Import Data	Import user information from an Excel spreadsheet file.

Help Menu

The help menu has one option:

Menu	Description
About	Software version information.







System Overview

4.4 Toolbar






The toolbar controls key tasks required to manage access control across a facility. When a new element is selected from the tree view, the toolbar icons change to suit the selected element.






The following toolbar icons are available:

General Icons








Icon	Name	Description
	Open Door Manually	Opens the Door Manual Operation window. See Controlling the Door Manually, page 70.
	Print	Send the current display area view to the printer.
	New	Create a new element of the selected type.
	Edit	Edit the selected element.
	Delete	Delete the selected item.
	Delete All	Remove all users or cards from the selected list.

Events Icons


Icon	Name	Description
	Pause	Pause the display of events in the display area. New events will be shown again when the Pause button is clicked a second time.
	View Events within the last Hour	Displays all Events that occurred within the last hour. Click the drop-down arrow to change the view.
	View Events within the last Day	Displays all Events that occurred within the last day. Click the drop-down arrow to change the view.
	View Events within the last Week	Displays all Events that occurred within the last week. Click the drop-down arrow to change the view.
	View Periodical Events	Displays all Events that occurred within a selected period. Click the drop-down arrow to change the view.

	View All Events	Displays all Events. Click the drop-down arrow to change the view.
	Antipassback Forgive	Opens the Antipassback Forgive window, allowing the operator to cancel an antipassback restriction for the selected user.
	Show User	Opens the User window for the selected user.
	Clear Alarm	Opens the Alarm Details window, allowing the operator to reset the alarm.
	Archive	Opens Archive Camera Window for the selected Video Stream.






Networks Icons

Icon	Name	Description
	Update Firmware	Send a firmware update to the selected access control panel.
	One Reader per Door	Displays new panel with single reader per door (with/without extension panel). See Adding Access Control Panels, page 28.
	Two Readers per Door	Displays new panel with two readers per door (with/without extension panel). See Adding Access Control Panels, page 28.
	Set Time	Set the time on the selected Access Control Panel. See Setting the Time and Date, page 77.
	Find Panels	Find and update panels within the network. See Detecting Panels Automatically, page 77.
	Modem Manual	Opens the Modem Status window, allowing the operator to connect or disconnect the modem and change the connection password.
	Camera	View a list of camera's connected and assign camera's to panels, page 66.



Panel Icons

Icon	Name	Description
	Manual Reader	Change the operation mode of the readers on the selected panel. See Changing the Reader Mode, page 71.


System Overview

Icon	Name	Description
	Control Output Manually	Change the settings for the outputs on the selected panel. See Controlling Outputs Manually, page 72.
	Control Input Manually	Change the settings for the inputs on the selected panel. See Manually Disarming Inputs, page 73.
	Control Siren Manually	Test the siren for the selected panel. See Testing the Siren, page 74.
	Manually Download new Panel Data	Update the selected panel. See Manual Download of Panel Data, page 78.
	Manually Download failed Data	Downloads the entire Panels Failed database. See Downloading Failed Data: page 79

Departments\Users Icons

Icon	Name	Description
	Find Users	Search for a user in the database.
	User Counter	View current User count value. See Testing User Counters: page 80

Reports Icons

Icon	Name	Description
	Produce Report	Produce the selected report.

4.5 Tree View

The Tree View allows users to configure, monitor and control every aspect of a facility's access control network.

When the user selects an element from the tree, its contents are shown in the main display area and the toolbar icons change to suit the selected element.

Events

The Events log displays a log of every time access was granted or denied, for every door on a site. Monitoring for potential door tampering or forced entry, is logged and displays of internal system warnings, including Video stream archive are saved to the ViTrax database.

Status Map

The Status Map displays the status of every door, reader and alarm in the facility on user-selected floor plans.

The system can display multiple nested status maps, allowing users to show either the complete access control network or a specific area in detail.

Networks

A network is a group of up to 32 access control panels. The AxTrax Server connects to the panels across the panel network. The AxTrax AS-525 can support up to 1023 panel networks. For more information, see *Defining a Network*, on page 26.



Note:

To work with 65 panels or more, a HASP security key must be connected to the AxTrax Server machine.
See *System Requirements*, page 8.

Time Zones

Defines a weekly time period or set of time periods, for example, "Office Hours" or "Out of Office Hours". Door access rights, alarms and input and output behavior can all be set to behave differently within each Time Zone. For more information, see *Defining Time Zones*, page 25.

Access Groups

An Access Group defines when each reader on the site will be available for access. All site personnel are assigned to appropriate Access Groups. For more information, see *Creating Access Groups*, page 39.

Input and Output Groups

Input and output groups defines sets of outputs or inputs that should be managed together within a panel. For more information, see *Configuring the Inputs*, page 38.

Access Areas and Global Antipassback

A facility can be sub-divided into several access areas in order to configure and manage it more effectively. Antipassback rules can be applied for each access area to prevent one user's card or entry code being used for two subsequent entries and to prevent a second entry without a previous exit.

Creating Access Areas and Global Antipassback Rules, page 50.

System Overview

Cards

Lists all cards in the system with their statuses, and allows the manual or automatic addition of cards to the system. For more information, see *Defining Cards*, page 41.

Departments and Visitors

Lists departments and users, as well as visitors. Every user is a member of a department. It is possible to assign each user a card and/or a PIN code, set access rights, personal details, and an identification photograph for each user.

Creates visitors with their specific associated rights.

For more information, see *Defining Users and Departments*, page 44.

Holidays

Defines annual holiday dates. Using Time Zones, it is possible to set special access behaviors for holiday time.



Note:

Selected holiday dates can also be imported into the AxTrax AS-525 from Microsoft® Outlook®.

Operators

Operators are people with access to the AxTrax software. The default operator names are administrator, engineer and security.

Different operators have wider or more restricted security rights, from complete control over the system to the ability only to view one section. All Operator passwords are case-sensitive.

Reports

AxTrax can produce various reports, including usage reports, attendance records, visitors, and roll calls. The AxTrax Report Wizard allows users to design their own custom reports, based on their needs. For more information, see *Reports*, page 75.

5. How to Set Up a Site

This section outlines a suggested step-by-step process for configuring the AxTrax AS-525 for a site.

Step	Action	Section
1	Define the Time Zones	See Defining Time Zones, page 25.
2	Define a Network	See Defining a Network, page 26.
3	Define and Configure an Access Control Panel	See Adding Access Control Panels, page 28.
4	Configure the Doors	See Setting Door Properties, page 33.
5	Configure the Readers	See Configuring the Reader, page 35.
6	Configure the Inputs	See Configuring the Inputs, page 38.
7	Create Access Groups	See Creating Access Groups, page 39.
8	Define new Cards	See Defining Cards, page 43.
9	Set-up new Users	See Defining Departments, Users, and Visitors, page 45.
10	Define Access Areas and Antipassback	See Defining Access Areas and Antipassback, page 51.
11	Set Panel Links	See Setting Panel Links, page 53.
12	Create a Status Map	See Creating Status Maps, page 56.

The AxTrax AS-525 system performs an automatic data download for any parameter related to the hardware. If panels are connected and active, "Downloading" will appear on the status bar after any downloaded parameter change. "Ready" appears when download is complete, however it may also appear after a failed download.



Note:

It is the operators' responsibility to verify that the download operation succeeded or failed. This can be verified in the system event list or by checking the download failed data manually, see page 79.

How to Set Up a Site

5.1 Defining Time Zones

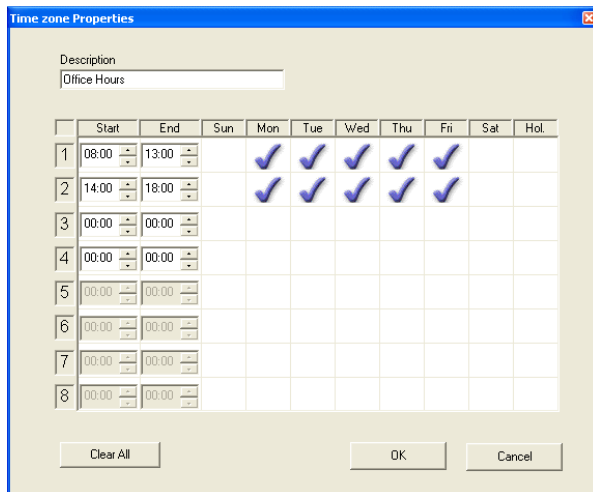
A time zone is a group of periods within a week. Door access rights, alarms and input and output behavior can all be set to behave differently for each Time Zone. Many operations can automatically enable or disable within a selected time zone.

The Time Zone Properties window displays the selected periods for each day in the week. It is possible to set a maximum of eight different periods.

To set a new time zone:

1. Select Time Zones from the tree view.

Click the **New** icon  on the toolbar.
The Time Zones Properties window opens.



	Start	End	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
1	08:00	13:00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	14:00	18:00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	00:00	00:00								
4	00:00	00:00								
5	00:00	00:00								
6	00:00	00:00								
7	00:00	00:00								
8	00:00	00:00								

Figure 13: Time Zone Properties window

The Time Zone Properties window contains the following fields:

Field	Description
Description	Enter a name for the time zone.
Start / End	Enter a start time and an end time for each period.
Sun–Hol	Select the days on which the time period is within the time zone. The "Holiday" day can be set to include national holidays.
Clear All	Clear all the time zone settings.

2. Enter a name for the time zone and set the required time periods.
Click **OK**.

The window closes and the display area displays the new time zone.



Note:

Time settings can be copy-and-pasted between time zones. Right-click on a time zone and select **Copy** from the shortcut menu then Right-click on a second time zone and select **Paste** from the shortcut menu.

5.2 Defining a Network

The AxTrax AS-525 communicates with each access control panel as part of a network. A network is a group of up to 32 access control panels. The Network window includes the following information:

- The network's name, address and status

- The DIP switch settings for the communication speed

- The type of network connection and the connection settings

To access the network window:

1. In the Tree view, click Networks, and from the **Network** toolbar, click



New

The Network window is displayed.

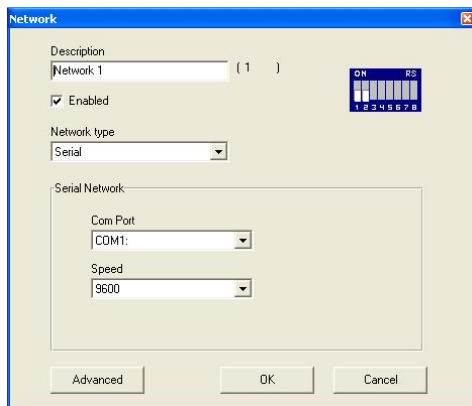


Figure 14: Network window

How to Set Up a Site

The Network window contains the following fields:

Field	Description
Description	Enter a name for the network. The network address for the network is shown to the right of the network name.
Enabled	Enable the checkbox when the network is connected and operational.
Network Type	Select the Network type: Serial, TCP/IP or Modem. See Network Configuration, on page 96.
Serial / TCP/IP / Modem Network	Set the connection type and speed. For TCP/IP connections, set the IP Address. See Network Configuration, on page 96.
Configuration	Opens the Configuration window to set communication preferences. This button appears when selecting a Modem or TCP/IP LAN network. For more information, see Network Configuration, page 96.
Advanced	Sets the Maximum Communication timeout for panel response time; Set to "Slow" if panel response is not consistent. This condition may occur due to busy TCP/IP network or when connecting panels on a WAN in remote sites

2. Enter a name for the new Network in the Description box and select the Enabled check box.

Select the Network type and set the connection settings.

3. For a Modem, click the **Configuration** button to set dialing preferences for the computer's modem and the receiving modem.
4. For a TCP/IP LAN, click the **Configuration** button to locate the hardware on the local network.

For more information on how to configure an access control network, see Network Configuration, page 96. Check with your system administrator for more information, or contact Rosslare technical support (see Technical Support, page 103), Un-check the "Enabled" checkbox if you wish to pause communication to panels on the network.



Note:

Access control panels connect to a TCP/IP network via a MD-N32 TCP to Serial converter or using the on board converters in AC-225 or AC-525. Refer to the relevant hardware installation guides for more details.

5. For all types of network, set the DIP switch on the Access control panel hardware to match the diagram at the top of the screen.



Note:

Make sure to power-down and then power-up the panels after changing DIP switch.

5.3 Adding Access Control Panels

Every network is a cluster of access control panels. Each Panel can be configured using two readers per door when the door acts as both the entrance and exit to an area of the site. In their standard form, each access control panel has two readers and it can be configured as either as single door with two readers or as two doors with one reader per each door. When using optional MD-D02 readers expansion board (supported by AC-225 or AC-525) each panel will have four readers and can be configured as four doors panel.

Use two readers per door when one door acts as both the entrance and exit to an area of the site. When only an entry reader is required, use one reader per door.

For example:

Use configuration with two readers per door set to IN and OUT, to produce attendance reports.

Use one reader per door configuration to control two doors with "IN" reader only (exiting the premises will be by REX switch or by mechanical door handle only).

General Panel Settings

The General tab of the Door Controller Panel Properties window displays the following:

The panel's address and status

The DIP switch settings for the panel,

If panel expansion boards are installed:



The input and output connections for the panel

The panel's hardware version

Refer to AC-525 Hardware manual for further details on panel configurations.

How to Set Up a Site

To add a panel:

1. In the tree view, click on Networks.
The available networks are listed in the display area.
2. Select a network.
For one reader per door on the Access Control Panel, click the **One Reader per Door** icon .
For two readers per door on Access Control Panel, click the **Two Reader per Door** icon .



Note:

Make sure that Dip Switch 3 position on the panel corresponds with its position demonstrated on the panel properties window.

The Door Controller Panel Properties window opens.

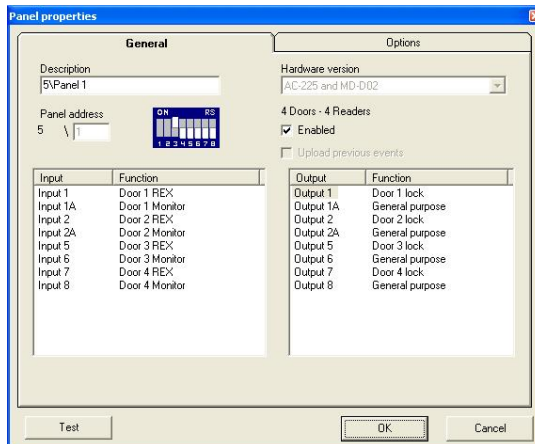


Figure 15: Door Controller Panel Properties window

The Door Controller Panel Properties window contains the following fields:

Field	Description
Panel Address	Enter an address number for the panel. The network's address is displayed to the left of the panel address. Valid entries are 1-32.
Hardware Version	Select the appropriate panel hardware type.
Enabled	Enable the checkbox to activate this panel. Clear the checkbox if the panel is not connected.

Field	Description
Upload Previous Events	Enable the checkbox to send previous logged events from the panel.
Inputs	Displays the input connections for the panel.
Outputs	Displays the output connections for the panel.
Test	Click to test the panel is correctly connected to the computer. The Test Panel window displays hardware details including hardware type, firmware and bootloader versions, and indicates whether an I/O expansion board is installed on the panel.

3. Select the appropriate Hardware Version for your panel.
Ensure that the DIP switch on the panel matches the diagram at the top of the screen.
Click **OK**. The window closes and the display area displays the new Panel.

**Note:**

After a panel is connected, AxTrax AS-525 can also detect and add it automatically. For more information, see [Detecting Panels Automatically](#), page 77.

Configuring the Panel

Each panel has individual settings for antipassback behavior and for recording events.

Once the panel is connected, configure a panel's options from the Options tab in the Door Controller Panel Properties window.

**Note:**

When there is communication with the panel the Tx and Rx LEDs flash.

To configure a panel:

1. In the tree view, click on Networks.
The available networks are listed in the display area.
2. Expand a network in the tree view and select a panel to configure.

Click on the **Edit** icon .
The Door Controller Panel Properties appears.

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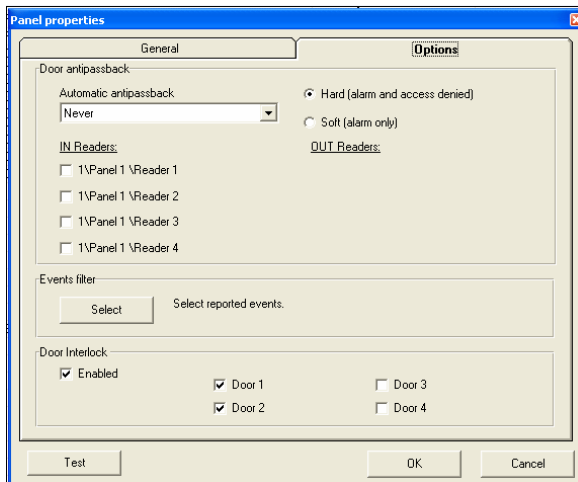


Figure 16: Door Controller Panel Properties Options tab

The Options tab contains the following fields:

Field	Description
Automatic Antipassback	Select the time zone for door antipassback rules to apply.
Hard	When hard antipassback is selected, an event is generated and the door does not open.
Soft	When soft antipassback is selected, the door opens but an event is generated.
Reader 1-4	Enable the checkboxes to apply antipassback restrictions to Reader 1 thru Reader 4 as required. Only when the check-box is checked is the reader Antipassback enabled.
Select	Open the Events Filter and select the Events this Panel should record. Set the filter's operation method: <ul style="list-style-type: none"> • Always Active- Only the selected events are recorded by the panel. • Active when disconnected- If the panel is disconnected from the AxTrax server, only the selected events are recorded. When the panel is connected to the server, all event are recorded. <p>Note: In default configuration, some events are filtered and may not be seen in display area - events view.</p>

Field	Description
Door Interlock	<p>Check the Enable checkbox to enable Door Interlock. Check the Enable Door 1-4 checkboxes to apply the Door Interlock restrictions to Doors 1-4.</p> <p>The Door Interlock function is only enabled when the Enable check boxes and a minimum of two Doors are checked.</p>



Note:

The Door Antipassback feature is now available for four doors. To activate Antipassback, check the IN Reader / OUT Reader check-box next to the appropriate reader/s. Interlock(for Panels with 2, 4 Doors only) is preserved in order to open another door when the current door is open.

3. Click on the Options tab.
4. Set Antipassback and event filtering for this panel and click **Test**.

The test screen displays the following information:

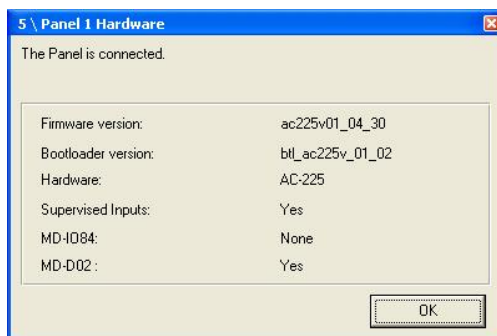


Figure 17: Panel Connection Test

Field	Description
Firmware version	The firmware version of the board.
Bootloader version	The bootloader version of the board.
Hardware	The hardware name.
Supervised Inputs	The panel is secure in case of tampering.
MD-I084	MD-I084 does or does not exist

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Field	Description
MD-D02	MD-D02 does or does not exist

5. Click **OK**.
The window closes and the display area displays the new Panel.



Note:

A panel configuration can be copied-and-pasted between panels. Right-click on a panel and select **Copy** from the shortcut menu then Right-click on a second panel and select **Paste** from the shortcut menu. Properties can only be copied between panels of the same door controller type and hardware version.

5.4 Setting Door Properties

Every Panel controls one or two doors, or four doors if MD-D02 reader extension board is connected. Each door can be configured individually. The Door Controller Properties window displays the following:

- The settings for unlocking and re-locking
- The time available before the door relocks or records alarm events

To set door properties:

1. In the tree view, click on Networks.
The available networks are listed in the display area.
2. Select a network and expand a panel in the tree view.
Select a door to set its properties.
3. Click on the Edit icon .
The Door Controller Properties Window opens.

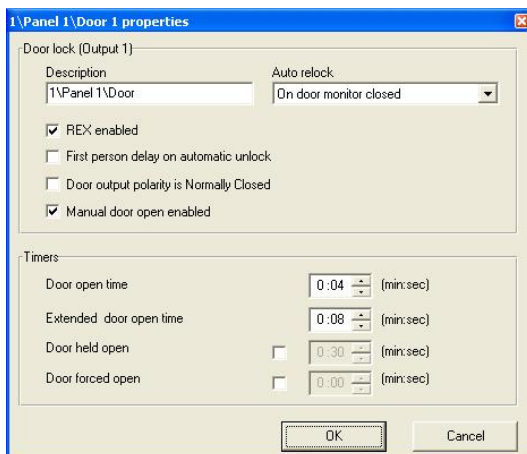


Figure 18: Door Properties window

The Door Properties window contains the following fields:

Field	Description
Description	Enter a name for the door.
REX enabled	A Request to Exit unlocks the door for a user-defined duration. Enable the checkbox to allow Requests to Exit for this door. The door REX inputs locations depends on panel configurations, they can be seen in the panel properties window.
First person delay on automatic unlock	Sets the door's behavior during an automatic unlock time zone. Enable the checkbox to require that during the selected Time Zone the door remains unlocked only after the first user opens it. The automatic unlock time zone is selected in Panel Links Window by selecting the output corresponding to that door. See Setting Panel Links, page 53.
Door output polarity is Normal Closed	Enable this checkbox to ensure fail Safe door opening if the Fail Safe door Lock Device power fails. Once enabled, the door output relay will activate when the door is closed and de-activate when door is open. In this configuration, the Fail Safe lock device should be wired to the door relay N.O (Normal Open) and COM (Common) terminals.
Manual Door Open Enabled	Enable this checkbox to allow operators to adjust the door manually. See Controlling the Door Manually, page 70.

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Field	Description
Door open time	Set the duration for which the door stays unlocked.
Extended door open time	Set the duration for which the door stays unlocked for users with Extended door open rights.
Door held open	Set the duration for which the door can be held open without raising an event. Enable the checkbox to use this timer.
Door Forced Open	Set the duration after which when the door is forced an event occurs. Enable the checkbox to use this timer.

4. Configure the door as required and click **OK**.

5.5 Configuring the Reader

A panel can be connected to two readers, or four readers when MD-D02 extension board is connected.

The reader properties window has two tabs:

- The General tab sets general operation settings for the reader
- The Options tab sets access options for the reader

To configure a Reader:

1. In the tree view, click on Networks.
The available networks are listed in the display area.
2. Select a network and expand a panel in the tree view.
Expand a door within the panel and select a reader to set its properties.



- Click on the **Edit** icon .
The Reader Properties Window opens.

General Reader Operation Settings

The Reader Properties General tab displays:

- The settings for how the reader will operate
- The type of reader that is being used

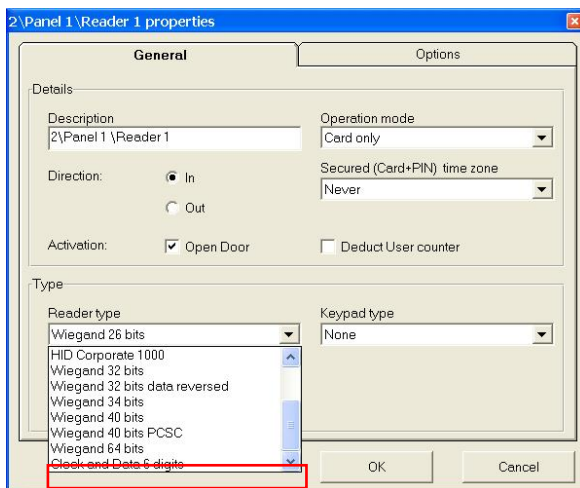


Figure 19: Reader Properties General tab

The Reader Properties General tab contains the following fields:

Field	Description
Description	Enter the name of the reader.
Operation Mode	Select how the reader operates. Inactive: The reader is not in use. Card Only: The reader will accept RFID cards only. PIN Only: The reader will accept PIN inputs only. Card or PIN: The reader will accept both cards and PIN codes. Desktop: The reader is inactive, but being used to record new cards on the computer. No Access Mode: The reader will not grant access to any users.
Direction	Select whether in the reader is allowing access into the area or exit out of it.
Secured (Card+PIN) time zone	Select a time zone during which access should be granted only after both the card and PIN are entered. The PIN must be entered within 10 seconds of the card.
Open Door	Enable the checkbox to allow the reader to unlock the door.
Deduct User Counter	Enable the checkbox to record this entry against the user's entry allowance counter. See General User Properties, page 45.
Reader type	Select the data transmission type for the reader hardware.

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Field	Description
Keypad type	Select the data transmission type for the type of keypad hardware.
Check facility code only	Enable the checkbox to allow access to any user assigned to a facility listed in the selected list of facilities. The list of facilities is defined on the Options tab.
AYC-W6500 Biometric Reader	Enable the checkbox to interface with the AYC-W6500 biometric reader and its PC application, BioTrax.

- Configure the reader as required and click **OK**.

Reader Access Options

The Reader Properties Options tab displays:

- Timed antipassback settings for the reader
- Restricted site access settings

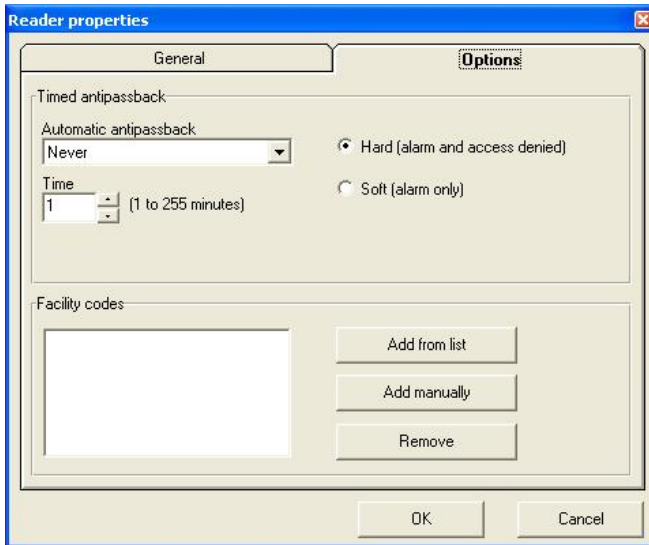


Figure 20: Reader Properties Options tab

The Reader Properties window contains the following fields:

Field	Description
Automatic Antipassback	Select the time zone in which timed antipassback rules apply. To set Time Zones, see Defining Time Zones , page 25.


Field	Description
Hard	When hard antipassback is selected, an event is generated and the door does not open.
Soft	When soft antipassback is selected, the door opens but an event is generated.
Time	Set the number of minutes before a user can re-enter using this reader.
Add from List	Click to add sites from a list. The site list applies only when the Check site code only checkbox on the General tab is enabled.
Add Manually	Click to enter a site code. The site list applies only when the Check site code only checkbox on the General tab is enabled.
Remove	Remove the selected site from the list.

4. Configure the reader as required and click **OK**.

5.6 Configuring the Inputs

Every panel has four inputs. Using MD-I084 adds another eight inputs (12 inputs total) and using MD-D02 adds four inputs (8 inputs total). Some inputs are dedicated and some are general purpose inputs. The panel properties window displays the settings for each input. Input type is programmed individually no matter if it is a dedicated input or general purpose input.

To configure an Input:

1. In the tree view, click on Networks.
The available networks are listed in the display area.
2. Select a network and expand a panel in the tree view.
Select Inputs and select an input from the display area.
3. Click on the **Edit** icon .
The Input Properties Window opens.

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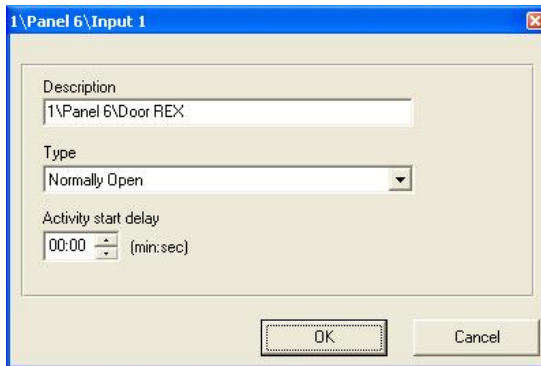


Figure 21: Input Properties window

The Panel Properties window contains the following fields:

Field	Description
Description	Enter a name for the input.
Type	Select the type of input to be monitored. Normally Open/Close: An input either in an open or close state. Normally Open/Close 1 Resistor: An input in an open, close or trouble state. This option is only available for supervised inputs. Normally Open/Close 2 Resistor: An input in an open, close or trouble state, with additional checks for short-circuit and open-circuit tampering. This option is only available for supervised inputs. For more information, please refer to the access control panel hardware manual.
Activity start delay	Set the delay time before this input becomes active. Note that on normally open input, the delay starts once the input contact is closed. On normally closed input, the delay starts once the input contact opens.


4. Configure the input as required and click **OK**.

5.7 Creating Access Groups

An access group is a list of door readers and of time zones during which each of those door readers are available for access. Every user is assigned to an access group.

The Access Group window lists all the door readers defined in the database and the time zones during which they can be accessed.

To create an access group:

- Expand the Groups element in the tree view and select Access Groups. Click the **New** icon  on the toolbar. The Access Groups window opens.

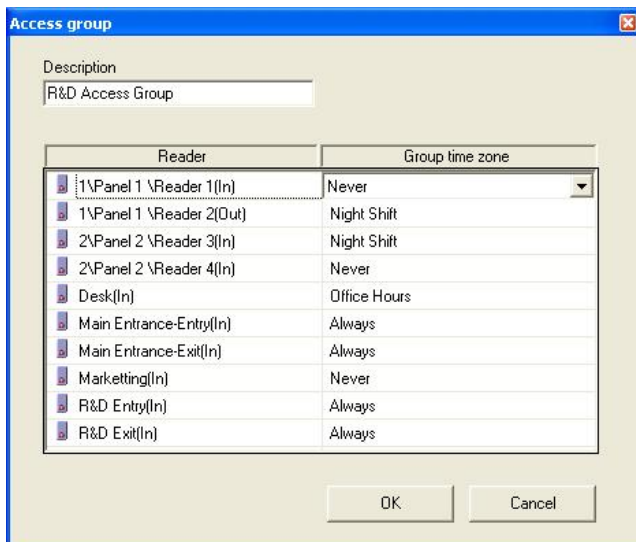


Figure 22: Access Group window

The Access Group window contains the following fields:

Field	Description
Description	Enter a name for the access group.
Reader	Lists every reader defined in the database.
Group time zone	Select the time zone during which this reader should be accessible.

- Enter a name for the access group and set time zones for readers as required. Click **OK**. The window closes and the display area displays the new access group.



Note:

Access settings can be copy-and-pasted between access groups. Right-click on a access groups and select **Copy** from the shortcut menu. Right-click on a second access group and select **Paste** from the shortcut menu.

5.8 Creating Input Groups

Input groups are a collection of Inputs from panel or panels that can be used in panel links to perform advanced operations.

To set an Input Group

1. Go to the Groups section in the Tree View pane, and expand the view.
2. Select "Input groups," and right click the selection to create a new group
or
Press the "New" icon to create a new Input group.
3. Expand the network(s) and panels.
4. Finally, check all relevant Inputs.

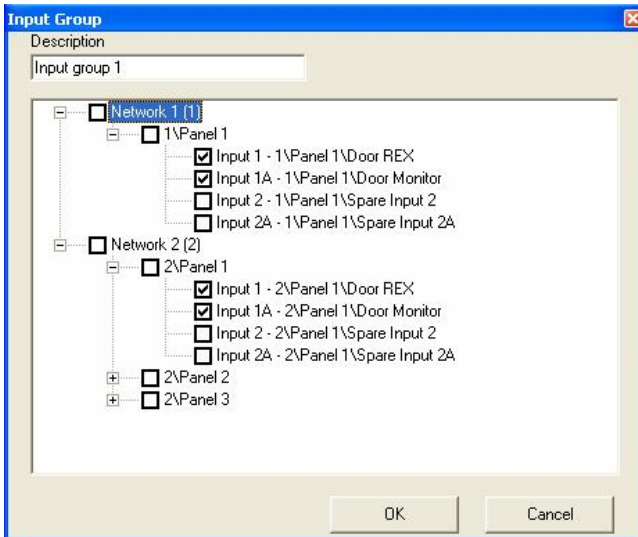


Figure 23: Input Group Creation

5.9 Creating Output Groups

Output groups are a collection of Outputs from panel or panels that can be used in panel links to perform advanced operations, such as Elevator control.

To set an Output Group

1. Go to the Groups section in the Tree View pane, and expand this view.
2. Select "Output groups," and right click the selection to create a new group
or
Press the "New" icon to create new Output group.
3. Expand the Network(s) and panels.
4. Finally, check all relevant Outputs.

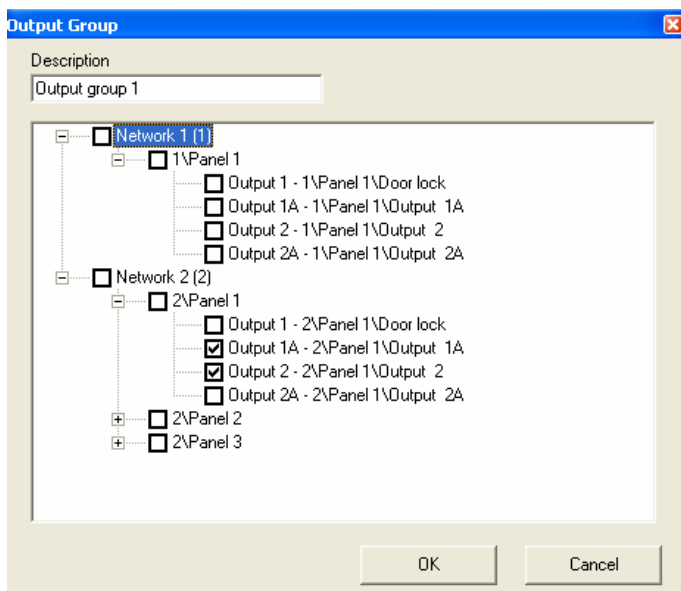


Figure 24: Output Group Creation

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5.10 Defining Cards

The AxTrax database maintains a list of every user card or PIN that has been assigned. The Add Cards window defines:

- The type of reader needed to read the card
- The number of cards to create
- If users should be created in the database for each new card

To Define Cards:

1. Select Cards in the tree view.

Click the **New** icon  on the toolbar.
The Add Cards window opens.

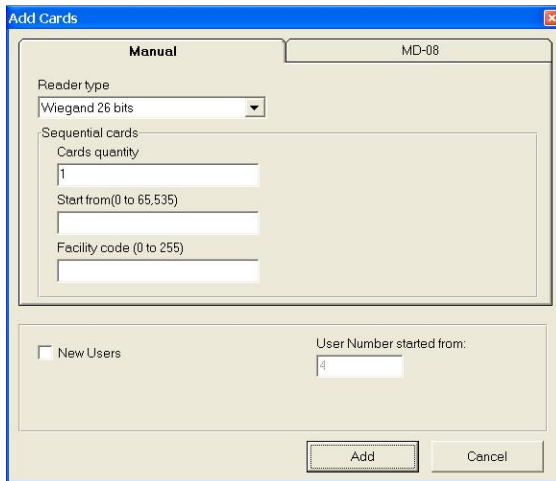


Figure 25: Add Cards- Manual tab

The Add Cards – Manual tab contains the following fields:

Field	Description
Reader Type	Select the type of reader appropriate for these cards.
Cards quantity	Enter the number of cards to add.
Start from	Enter the card number for the first card in the set.
Facility code	Enter the site code for these cards. This field is not available for all reader types.
New Users	Enable this checkbox to create a new user in the database for each new card.


Field	Description
User Number started from	Enter the user number for the first user in the set. This field is only available when the New Users checkbox is enabled. A maximum of 1000 users can be generated at one time.

2. Set fields as required and click **Add**.
A dialog reports that the operation has been completed.

Enrolling cards using MD-08

This option is available for users with the MD-08 unit on-board.

To Define MD-08:

1. Select Cards in the tree view.
Click the **New** icon  on the toolbar.
The Add Cards window opens (see Figure 25).
2. Click the MD-08 tab.
The MD-08 tab is displayed.

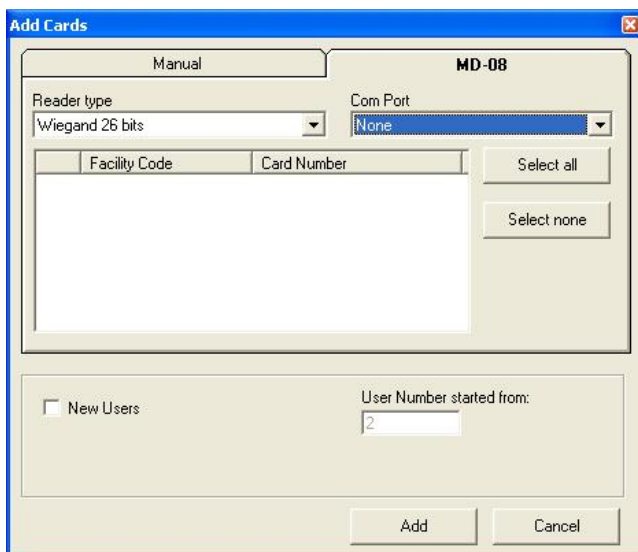


Figure 26: Add Cards- MD-08 tab

3. Select your Reader type, and then Com Port.
1. Click **Add**.

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5.11 Defining Departments, Users and Visitors

Every user is grouped within a department. The AxTrax AS-525 stores contact details for each user, associated card details and user access rights.

The User Properties window has four tabs:

- General tab displays identification and control information
- Codes tab displays information about cards associated with the user
- Details tab records user contact details
- User Fields tab stores user-defined data

To create departments:

1. Select the Departments\Users element in the tree view.
2. To create a new Department, click the **New** icon  on the toolbar. The Departments dialog appears.

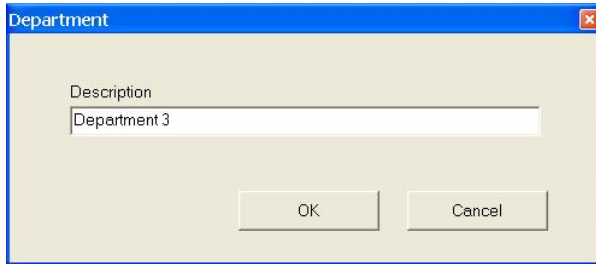



Figure 27: Department dialog

3. Enter a name for the department and click **OK**.

To create users:

1. Expand the Departments\Users element and select a Department for the new user.
2. Click the **New** icon  on the toolbar. The User Properties window opens.

General User Properties

The General tab displays:

- User identification information
- User validity settings
- Access rights for the user

Figure 28: User Properties Window

The General tab contains the following fields:

Field	Description
Add/Remove	Click to add a photo of the user, or to remove an existing photo. Note that the selected photo aspect ratio should be 1.25 H x 1.00 L otherwise the photo may be distorted.
First name	Enter the user's first name.
Middle name	Enter the user's middle name.
Last name	Enter the user's last name.
User number	Enter a unique user number to identify the user.
Department	Select the user's department.
Access group	Select the user's access group.

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Field	Description
Select color	Click to select which color to use to highlight this user when access events generated by that user. User highlighting must be activated in Tools > Options > General tab.
Location	Click to display a log of doors accessed by this user.
Valid date/time from	Enter the date/time from which the user's access rights begin.
Valid date/time until (checkbox)	Enable the checkbox to set the date/time on which the user's access rights end.
Valid date/time until (field)	Enter the date/time on which the user's access rights end. This field is only available when the checkbox has been enabled.
Enabled	Enable the checkbox to set an access rights countdown counter for this user. When the counter reaches zero, the user's access rights end.
Test	Click to check the current state of the user's countdown counter.
Set new counter (checkbox)	Enable the checkbox to set a new countdown counter value for this user.
Set new counter (field)	Enter a new countdown counter value for this user. This field is only enabled when the Set new counter checkbox has been enabled.
Rights	
Antipassback immunity	Enable the checkbox to override any antipassback restrictions for this user.
Extended door open time	Enable the checkbox to entitle this user to an extended unlocked door duration. The extended duration is set for each door. See Setting Door Properties, page 33.
Links	
Access Granted command	Enable the checkbox to activate a user-defined set of inputs or outputs for this user. The operations are set in the Links window. See Setting Panel Links, page 53.

Field	Description
Access Denied command	Enable the checkbox to activate a user-defined set of inputs or outputs for this user. The operations are set in the Links window. See Setting Panel Links, page 53.
User selected Output group	Select an output group for this user. The outputs will be triggered every time the user accesses a door, as specified in the Links window. See Setting Panel Links, page 53.
Handicapp ed checkbox	Enable the checkbox to activate a dedicated output a short time after the door is unlocked. The outputs are set in the Links window. See Setting Panel Links, page 53.

Associated Cards and Codes

The Codes tab displays:

The card codes assigned to this user (up to 16 cards)

The PIN code assigned to this user

Biometric fingerprint templates for this user, only valid when using Rosslare's AYC-W6500 Biometric reader and its corresponding PC application

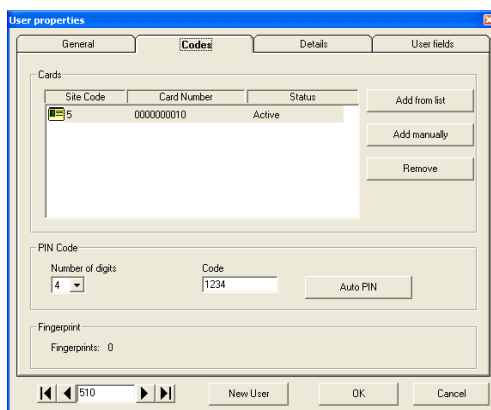


Figure 29: Users General tab

The Codes tab contains the following fields:

Field	Description
Site Code	The site code assigned to this card.

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Field	Description
Card Number	The unique number of this card.
Status	Select the status of the card. Inactive cards cannot gain access to the facility.
Add from list	Click to add a new card. All cards within the user's specified site code are listed.
Add Manually	Click to create new cards from the Add Cards window. For more information, see, page 43.
Number of digits	Select the length of the PIN for this user.
Code	Enter a PIN.
Auto PIN	Click to automatically generate a random PIN.
Fingerprint	Specifies if the user has recorded fingerprint templates. For use with the AYC-W6500 Biometric Reader and its corresponding PC application.

User Contact Details

The Details tab records contact and identification details about the user.

The screenshot shows the 'User properties' dialog box with the 'Details' tab selected. The dialog is divided into four tabs: 'General', 'Codes', 'Details', and 'User fields'. The 'Details' tab contains two columns of input fields. The left column includes 'Telephone' (718 83 456 7222), 'Mobile' (073 363 3459), 'Fax', 'Email' (johnsmith@noone.co.uk), and 'Address' (Flat 1, 1st Street, Oneville, T1111). The right column includes 'Home telephone' (718 34 567 3296), 'Car registration' (23 BD 2367), 'Title' (Professor), 'Employment date' (01/04/2010), and 'Notes' (Keeps losing his cards). A 'Details' button is located at the bottom right of the form area. At the bottom of the dialog are navigation arrows, a page number '510', and buttons for 'New User', 'OK', and 'Cancel'.

Figure 30: Details tab

The Details tab contains the following fields:

Field	Description
Telephone	Enter an office telephone number for the user.
Mobile	Enter a cell phone number for the user.

Field	Description
Fax	Enter a fax number for the user.
Email	Enter an email address for the user.
Address	Enter a postal address for the user.
Home telephone	Enter a home telephone number for the user.
Car registration	Enter the user's license plate number.
Title	Enter the user's title (e.g. "Mr.").
Employment Date	Enter the date the user joined the firm.
Notes	Enter any additional information.
Details	Click to open the user's additional details folder.

User Defined Data

The User Fields tab can be used to store any information required by the system operator.

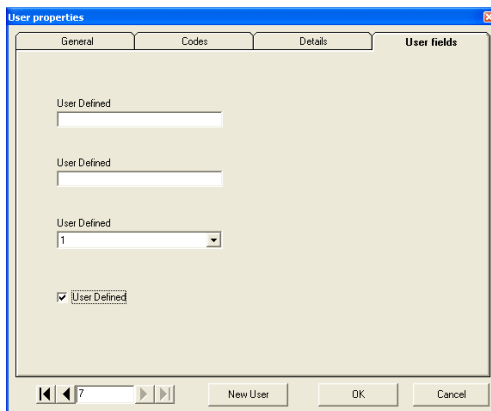


Figure 31: User Fields tab

User fields are defined in Tools > Options > User Fields tab. See User Defined Fields, page 85.

3. Enter details for the user and click **OK**.
4. Click "New User" from within user tab to add new users.
5. The window closes and the display area displays the user.

To create visitors:

1. Expand the Departments\Visitors element and select Visitors to add new visitors.

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- Click the **New** icon  on the toolbar.
The Visitor Properties window opens.



Note:

For information on the Codes, Details, and User Fields tabs, please refer to the To Create Users section above.

5.12 Creating Access Areas and Global Antipassback Rules

A large site can be divided into several smaller and more manageable access areas. Reports can be produced individually for each area. In addition, global Antipassback rules can be applied for each access area. When global Antipassback rules are in force, a user cannot re-enter an access area until they have left it.




Note:

Global Antipassback functionality is only enforced when the AxTrax AS-525 is connected and monitoring the entire access control system.

Use the Access Area window to add entry and exit door readers to and from an area within the facility.

To create a new access area:

- Expand Access Area in the tree view and select the parent area within which to add the new access area.

Click the **New** icon  on the toolbar.
The Access Area window opens.

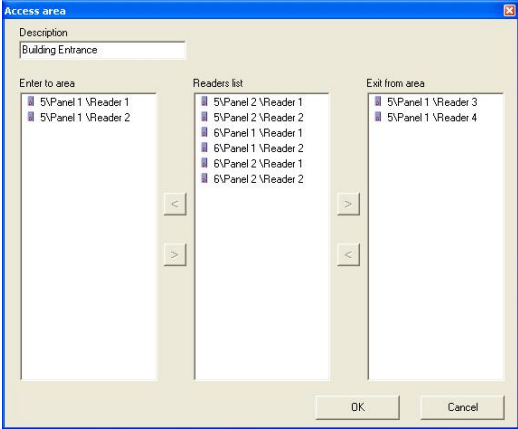



Figure 32: Access Area window

The Access Area window contains the following fields:

Field	Description
Description	Enter a description for the access area.
Enter to area	Lists the entry readers into this access area.
Exit from area	Lists the exit readers out of this access area.
< / >	Click to add and remove readers from the Enter to Area and Exit from Area lists.

2. Enter a name for the access area and select entry and exit readers. Click **OK**.
The window closes and new access area appears in the display area.
3. Select Global Antipassback in the tree view and click the **New** icon  on the toolbar.
The Global Antipassback dialog appears.

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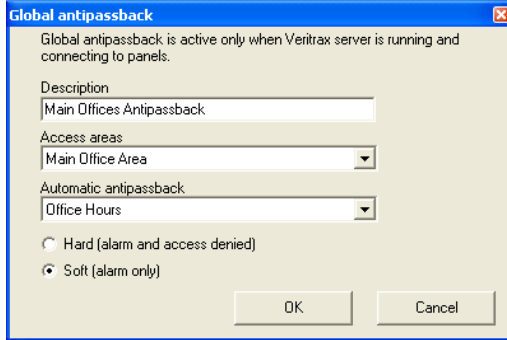


Figure 33: Global Antipassback dialog box

4. Enter a description for the Antipassback rule, select the access area and time zone for which it applies. Select Hard or Soft Antipassback.
5. Click **OK**.

The dialog closes and the global Antipassback rule is shown in the display area.



Note:

Global Antipassback will cause Antipassback event only on "Enter" readers to the defined "Area". To implement Antipassback on Exit readers as well, it is necessary to define a new area with opposite reader directions: Readers defined "Enter" in first area need to be defined again in the new Area as "Exit" readers, and "Exit" readers in first "Area" should be defined "Enter" readers in second "Area".

5.13 Setting Panel Links

Panel Links are rules for how the system should behave when events occur in the access control panel. The Links window displays:

- An event on a panel and the panel element to which the link response applies
- The required input or output response
- Any alarm message to display on the AxTrax AS-525 computer

To create a panel link:

1. In the tree view, click on Networks.
The available networks are listed in the display area.
2. Select a network and expand a panel in the tree view.

Select Panel Links and select a link from the display area.

Click on the **Edit** icon .
The Links Window opens.

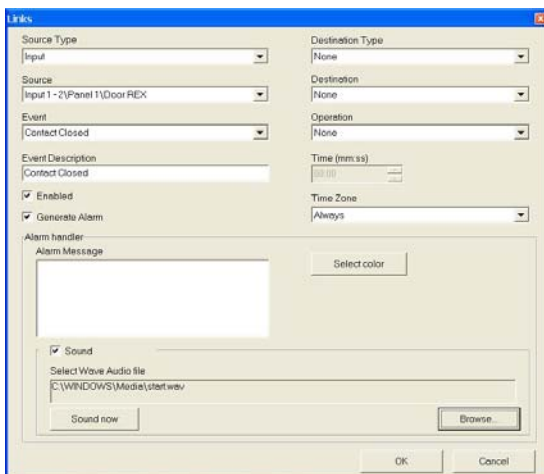


Figure 34: Links window

The Links window contains the following fields:

Field	Description
Source Type	Select the panel element type which raises the event.
Source	Select the panel element which raises the event. Up to 8 links can be added for each source in AC-225 and AC-525. Up to 2 links can be added for each source in AC-215.
Event	Select the event.
Event Description	Enter a description for the event.
Enabled	Enable the checkbox to activate this link rule.
Generate Alarm	Enable the checkbox to generate an alarm condition when the selected event occurs.
Destination Type	Select the panel element type that responds to the event.
Destination	Select the panel element that responds to the event.
Operation	Select the operation for the destination element to perform.

How to Set Up a Site

Field	Description
Time	Enter the duration for which this operation should apply. This box is only available when a time-bound operation is selected.
Time Zone	Select the time zone during which this link rule applies.
Alarm Message	Enter a message to be displayed as an on-screen alarm when the selected event occurs. This box is only available when the Generate Alarm checkbox has been enabled.
Select Color	Click to select a color for the alarm message. This box is only available when the Generate Alarm checkbox has been enabled.
Sound check-box	Click to select Sound for Alarm; operable when Generate Alarm check-box is checked.
Browse	Browse files for the sound *.wav file you want for the Generated Alarm to sound.
Sound Now button	Click Sound Now button to generate the selected sound.



Note:

Numerous events and links are defined in Panel Links. The Operators must avoid conflicts or illogical definitions. Not all event sources that appear in Panel Links are enabled in the panel, and the Operator should verify them. Test the Link condition operations after making any changes in the Link definitions.

5.14 Creating Elevator Control

Elevator control can be created in the following four simple steps.

Step One:

Assign a reader to the elevator control.

Normally, a reader is associated with a door. For elevator control, a selected reader should be associated with several outputs (floors). In the reader Properties window, deselect the Open Door check box. See Setting Door Properties section on page 33.

Step Two:

Create output groups.

Every output group represents a floor or several floors. To create an output group, see Creating Output Groups on page 42.



Note:

When creating an output group for the elevator control, the selection only applies to outputs from the same panel.

Step Three:

Create panel link.

(Only one panel link is required.)

Figure 35 shows the Panel Link configuration.

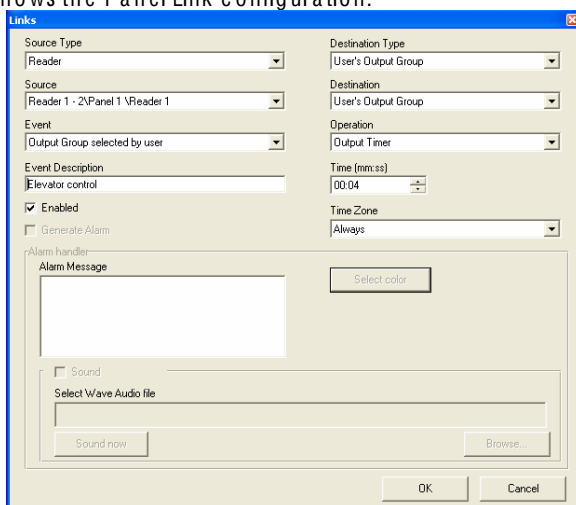


Figure 35: Panel Link Configuration

Step Four:

Associate users with elevator control rights.

Each user can be associated with the relevant access group to allow that user access to specific floors, as needed.

In the General tab of the User window, associate a user with output groups. See General User Properties, on page 45.

5.15 Creating Status Maps

The Status Map displays the status of every door, input, output, antipassback rules and alarms in the facility on user-selected floor plans.

To set-up a Status Map:

1. In the tree view, click on Events, then click Status Map and click on

the New Element icon .


A new map element appears in the tree view.

How to Set Up a Site

2. Right-click on the new map element. A shortcut menu appears.
3. Select the **Picture** option. The Select Image File window opens.



Note:

To change map image and/or to add objects on the map, you must press the Pause key  (see Toolbar, page 19), after which the option to right click the map name on the tree view will be enabled.

4. Select a graphic file for the Status Map background.

The file is shown in the display area in one of the following formats: jpg, gif or bmp.

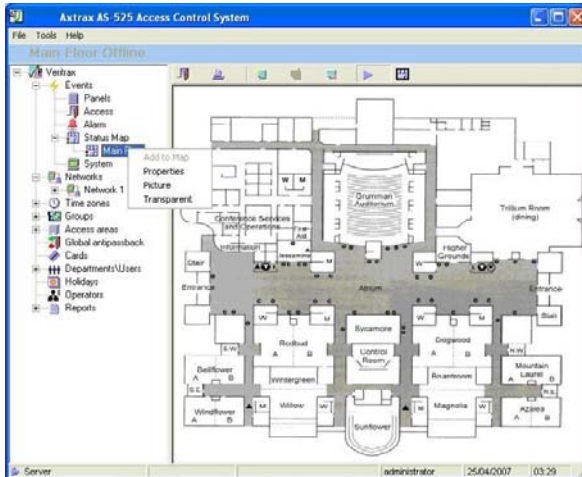


Figure 36: Status Map with Image

5. Ensure that the Status Map toolbar is showing the "offline mode" icon



Click on **Networks** and right-click on a door, reader, input, output, panel or another status map that should be displayed as an object on the status map.

Select **Add to Map** from the shortcut menu.

The object appears on the status map, and can be dragged to its correct position.

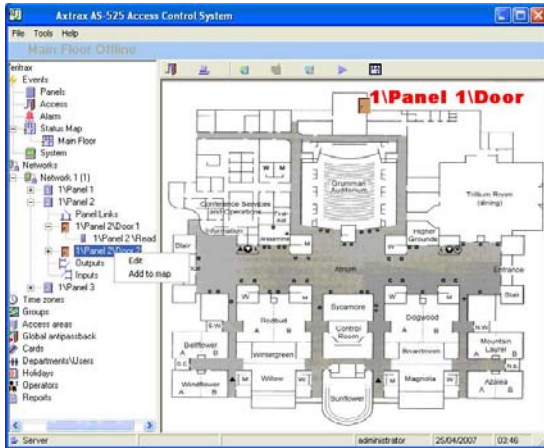


Figure 37: Status Map with Door

6. Right-click on a map object to set its properties, and select **Show on Map** from the shortcut menu.
The Show on Map window opens.



Figure 38: Show on Map window

7. Enable the Status checkbox to display the objects state on the status map.
For a door's Show on Map properties, select:
By Door Monitor- show the door's open state based on its physical position.
By Door Output- show the door's open state based in the status of its lock.
8. Repeat step 5–7 until all objects are shown on the status map, as required.
Repeats steps 1–7 to setup additional status maps.

How to Set Up a Site



Note:

Status map icons can also be added to other status maps, indicating where the two map areas meet.

5.16 Setting Door Forced

Door Forced occurs when a controlled door opens illegally when the door relay output is not activated. This may occur if someone opens a door without inputting a valid code or using a Door REX button.

In order to detect a Door Forced condition, the door must be equipped with a door contact connected to the Monitor to the Monitor Input of the relevant door.

When Door Forced is enabled, the system can generate a Door Forced event, which can be used to generate an alarm or to toggle an output.

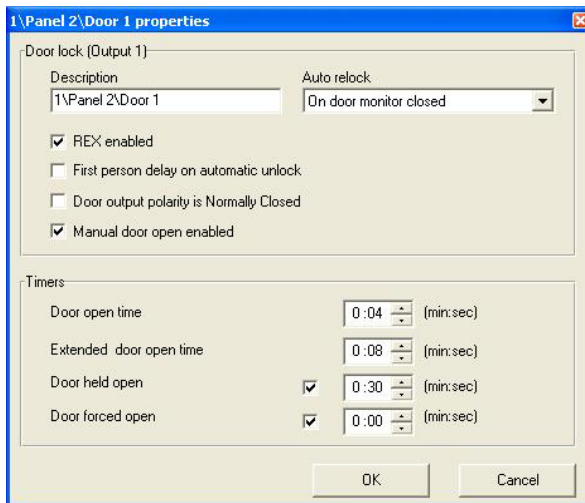


Figure 39: Door Properties

To Set Door Forced

- 1) On the AxTrax Tree menu, select Network>Panel>Door. The Door Properties window opens.
- 2) Check the **Door Forced** checkbox.
- 3) Enter a delay (if required) in Minutes and Seconds. Usually, delays are not required since Door Forced is detected immediately. This setting allows a "Door Forced" event to be generated. The event can then be used to generate a system alarm, or to

activate an output. All of these possibilities may be configured in the "Links" window.

- 4) On the AxTrax Tree menu, select Network>Panel>Panel links>"New" command button.
The Links window opens, followed by the Door Properties window.
- 5) Define the location and results of the Door Forced conditions:
In "Source Type" and "Source" select the Door on which Door Forced should occur.
In "Event" select "Door Forced Open".
In "Destination" and "Destination Type," select the operation that Door Forced should trigger (including "None" if applicable).
- 6) To generate an alarm condition, enable the "Alarm" checkbox and define the alarm details as described above.

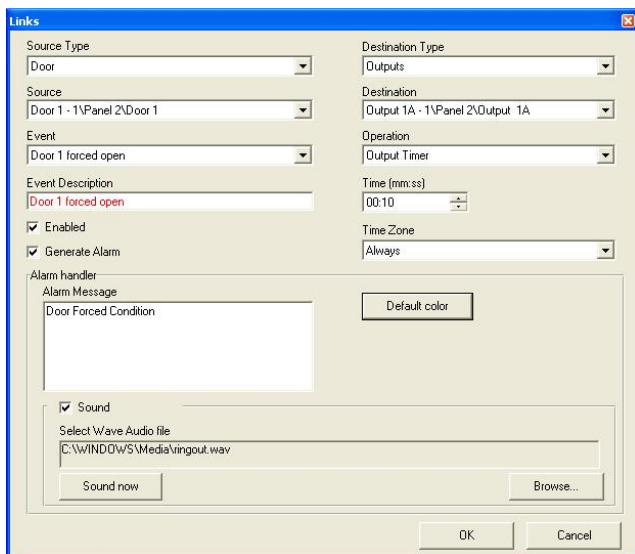


Figure 40: Door Forced Settings

5.17 Setting Door Held Open

Door Held Open is a condition where the controlled door remains open longer than a predefined period. This is useful for detecting a condition in which a door is not closed condition after it has been validly opened. The Door Held Open condition may occur if someone blocks the door for free passage.

In order to detect the Door Forced condition, the door must be equipped with a Door contact, connected to the Monitor input of the relevant door.

How to Set Up a Site

When Door Held Open is enabled, the system can generate a Door Held Open event, which can generate an alarm or can toggle some output.

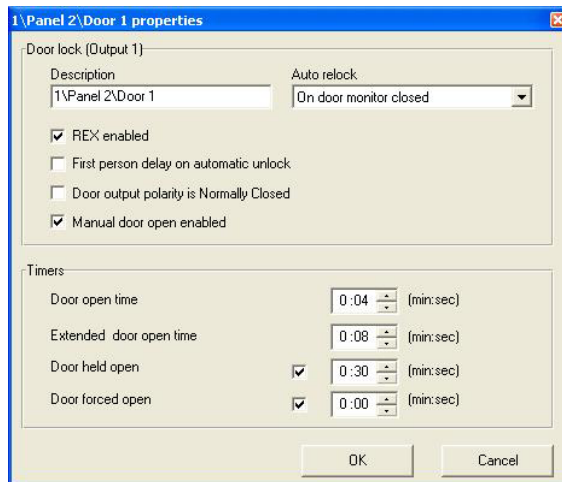


Figure 41: Door Properties

To Set Door Held Open

- 1) On the AxTrax Tree menu, select Network>Panel>Door. The Door Properties window opens.
- 2) Enable the "Door Held Open" checkbox.
- 3) Enter the required delay in Minutes and Seconds. (Normally, 30 seconds is a sufficient delay.
- 4) This setting generates a "Door Held Open" event, which can be used to generate a system alarm, or to activate an output. These possibilities can be configured in the "Links" window.
- 5) On the AxTrax Tree menu, select Network>Panel>Panel links>"New" command button. The Links window opens, followed by the Door Properties window.
- 6) Define the location and results of the Door Held Open conditions: In "Source Type" and "Source" select the Door on which Door Held Open occurs. In "Event" select "Door Held Open". In "Destination" and "Destination Type" select the operation that Door Held Open will trigger (including "None" if applicable).
- 7) To generate an alarm condition, enable the "Alarm" checkbox and define the alarm details as described above.

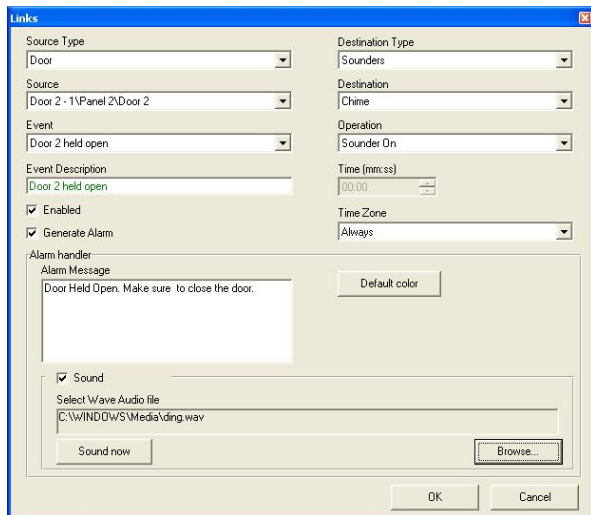


Figure 42: Door Held Open Settings

5.18 Door Interlock

Door Interlock, sometimes referred as Mantrap, prevents two or more related doors from opening at the same time. It may be useful for the entry holes of Clean Rooms or in other facilities with two exit doors. It should only be possible to open one door at a time with a valid user code.

Axtrax features a dedicated mechanism to define Interlock for 2, 3, or 4 doors, as long as they are located on the same access control panel. Interlock cannot be used in panels that support a single door.

To enable Interlock, related doors must be equipped with a door position sensor, connected to the Door Monitor input of the relevant doors. Door Interlock only restricts user entry through readers or keypads. The use of REX button or Links settings should not be used to activate doors, which are not limited by Interlock.

Doors are considered open when either the Door Monitor or the Door Relay are opened, and it should not be possible to open any other related door with user codes. If an attempt is made to open another door, an "Access denied-Door interlock" event is generated.

How to Set Up a Site

Setting Door Interlock

In a typical Interlock application with a 2Doors/4Reader panel controlling entry and exit to a restricted area, the doors and readers may be located as follows:

Door1/Reader1 - Entry from outside into Man Trap room

Door1/Reader2 – Exit from Man Trap room to outside

Door2/Reader3 - Entry from Man Trap room into restricted area

Door2/Reader4 – Exit from restricted area into Man Trap room

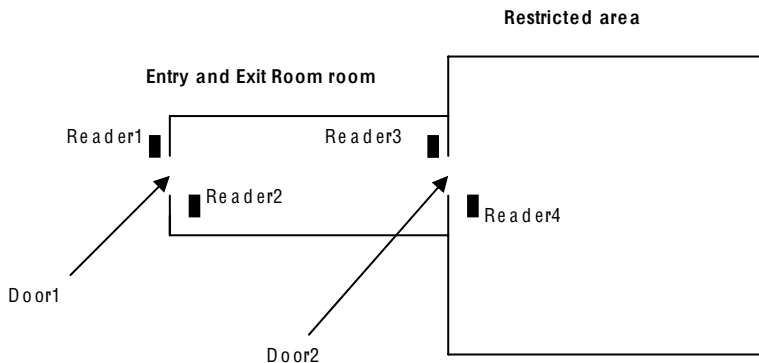


Figure 43: Door Interlock Diagram

Axtrax Door Interlock Setting:

- 1) Edit "Panel screen >> Options tab".
- 2) In "Door Interlock" select "Enabled" checkbox.
- 3) Enable at least two door checkboxes.

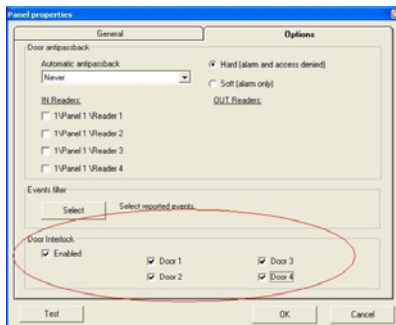


Figure 44: Setting Door Interlock

6. ViTrax Video Integration

Utilizing camera's on your AC-525 panel is done using the following Steps:

Step	Action	Section
1	Connecting to ViTrax Server.	See Connecting to ViTrax Server, page 64.
2	Adding a Camera to AC-525 panel.	Adding a Camera to AC-525 panel, page 64.
3	Using Panel Links.	See Setting Panel Links, page 53.
4	Viewing Recorded Events.	See Viewing Recorded events, page 67.

6.1 Connecting to ViTrax Server

Define the ViTrax Server data base with which the AS-525 AxTrax Software communicates.

To Connect to ViTrax Server:

1. When the ViTrax Server is running, click File /ViTrax Server. The ViTrax Servers window is displayed.

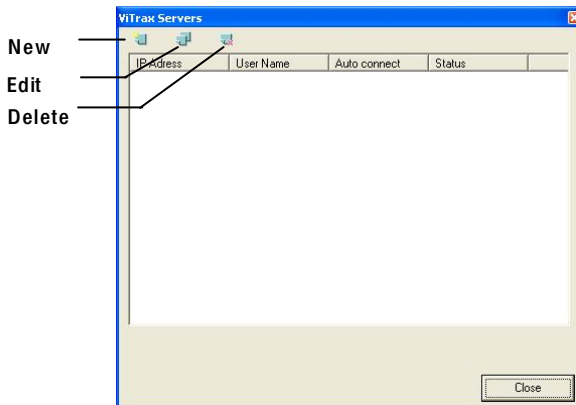


Figure 45: ViTrax Servers

2. Click the **New** icon  on the toolbar. The Server ViTrax window is displayed

ViTrax Video Integration



Server ViTrax disconnected

ViTrax IP Address
localhost

ViTrax User Name
admin

ViTrax Password

Connect

Auto connect on Start

OK Cancel

Figure 46: Server ViTrax window

3. In the ViTrax IP Address field, type in either Local host or other IP address name.
4. In the ViTrax User Name, type in Username
5. In the ViTrax Password, type in Password

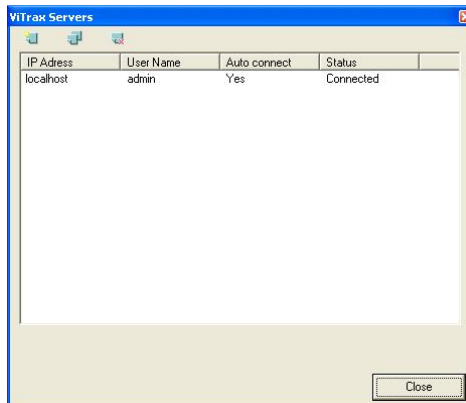


Note:

The Password typed must resemble the non-default password for the server.

6. Click **Auto connect on Start** checkbox.
7. Click **Connect**.
8. Click **OK**.
The message “ViTrax Server Connected” is displayed.

The ViTrax server now appears in the ViTrax Servers window list (see Figure 45).



IP Address	User Name	Auto connect	Status
localhost	admin	Yes	Connected

Close

Figure 47: ViTrax Server list

6.2 Adding a Camera to AC-525 panel

Defining communication of AC-525 cameras to the ViTrax Server, is done physically between the camera and the AC-525 panel, see AC-525 Installation Manual.

The cameras available on this network are displayed when clicking the Network on the tree. When clicking the icon the camera list is displayed. Expand the tree to see which cameras are connected to which panels.

To configure a camera to the network:

Configure the Network as seen in Section 5.2.

Once the camera is physically installed, the system reads the camera on the network and displays it on the tree.

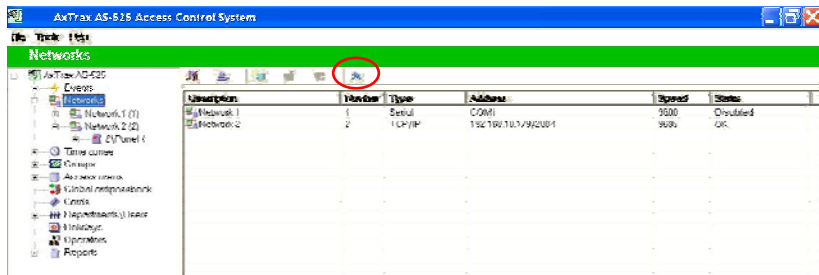


Figure 48: Camera icon

To view the camera list:

Click the Camera icon.

The Camera list window is displayed.

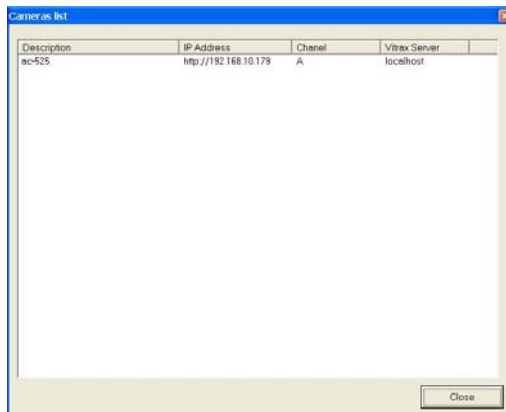


Figure 49: Camera icon

6.3 Conditioned Recording via Panel Links

You can select the source, destination, and period of recordings using Conditioned Recording sequences, programmed via the Panel Links screen.

To create a panel link:

1. In the tree view, click on Networks.
The available networks are listed in the display area.
2. Select a network and expand a panel in the tree view.
Select Panel Links and select a link from the display area.

Click on the **Edit** icon .
The Links Window opens.

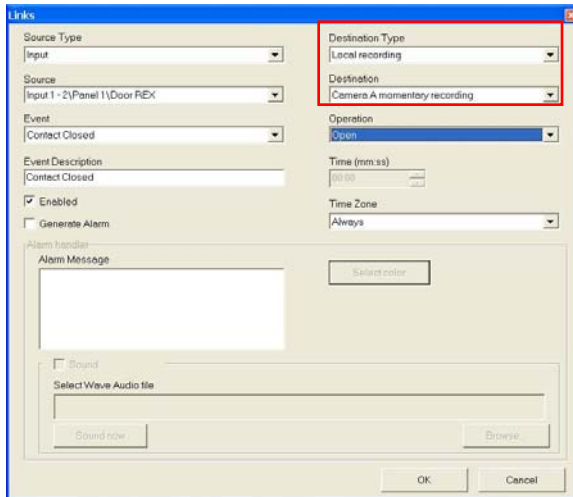


Figure 50: Local Recording

3. In Destination Type drop-down list, select **Local recording**.
4. In Destination drop-down list, select a camera: momentarily recording or pre event recording, and then click OK.

6.4 Viewing Recorded events

In the Camera Properties window you can view live streaming and edit various camera properties.

To access Camera Properties:

1. Double-click Camera <name> in the Tree View.

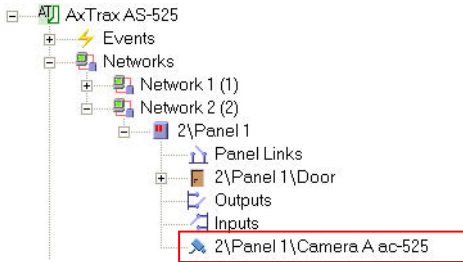


Figure 51: Camera Properties

2. Double-click Camera <name> in the Tree View. The Camera Properties window is displayed.

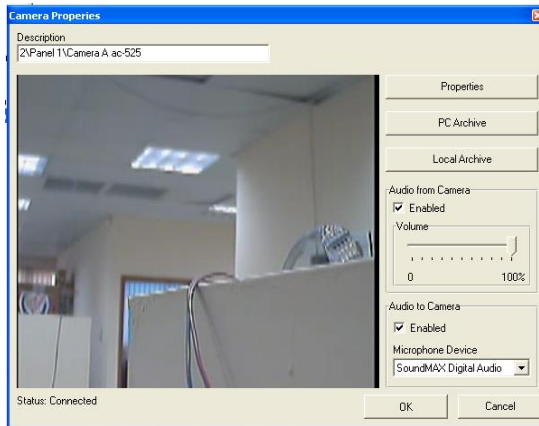


Figure 52: Camera Properties window

The Camera Properties window includes the following:

Field	Description
Properties	Camera hardware properties
PC Archive	Streams saved in PC
Local Archive	Streams saved in USB-key
Audio from Camera -	Enable the option and select volume
Audio to Camera-	Enable the option and select Microphone Device

3. Click OK.



Note:

ViTrax Server must be running to view recordings.

ViTrax Video Integration

For more information on camera properties, see ViTrax Software Manual.

To access Live Video:

1. Right-click Camera <name> in the Tree View.

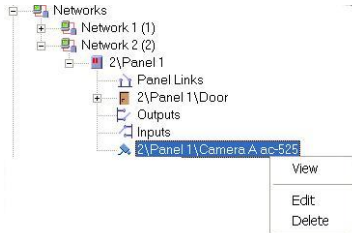


Figure 53: View Live Camera

2. In the Right-click menu, select View.
The Live Video Streaming window is displayed.

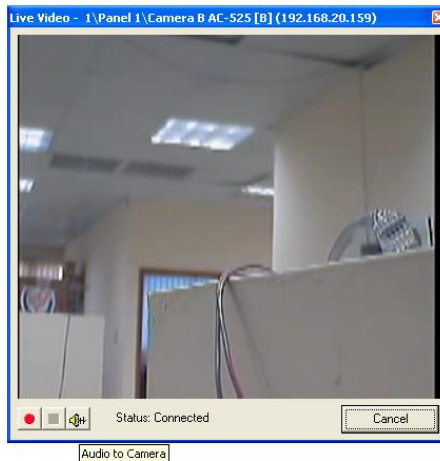





Figure 54: Live Video Streaming

The Live Video Streaming window includes the following:

Icon	Name	Description
	Recording	Saving streams to archive, page 19.
	Stop	Stops Recording to the archive.
	Audio to Camera	Speak from PC microphone by calling to Panel Ram

3. Click Cancel to close.


7. Manual Operation

In addition to the AxTrax AS-525's automated monitoring and control of the access control network, it is also possible to control the network directly.

7.1 Controlling the Door Manually

The Door Manual Operation window allows an operator to open or close a selected group of doors directly.

To manually open or close a door:

1. Click the **Open Door Manually** icon  on the toolbar.

The Door Manual Operation window opens.

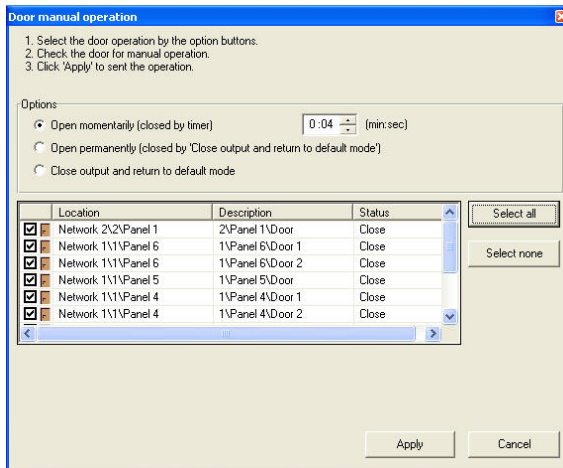


Figure 55: Door Manual Operation window

The operator can sort the listed panels/doors in regular or reverse order by clicking the column header with the left mouse button.

2. Select an option:

Open momentarily- All selected doors are opened for the time set in the timer box.

Open permanently- All selected doors are opened.

Close output- Close the selected doors and return control to the AxTrax AS-525.

3. Enable the checkboxes to select to which doors the operation applies.

Manual Operation

Click **Apply** to perform the operation.



Note:

Door Manual Operation can only control doors that have been set as Manual Door Open Enabled in the Door Properties window. See Setting Door Properties, page 33.

7.2 Changing the Reader Mode

The Manual Reader Operations window allows an operator to change the operation mode of a reader.

Readers have six possible operation modes:

Inactive: The reader is not in use.

Card Only: The reader will accept cards only.

PIN Only: The reader will accept PIN inputs only.

Card or PIN: The reader will accept both cards and PINs.

Desktop: The reader is inactive, but can record new cards for the AxTrax AS-525 database.

No Access Mode: The reader will not grant access to users.

Card + PIN: The reader requires both a card and then a PIN. The PIN must be entered within 10 seconds of the card.

To manually change the reader mode:

1. Expand the Networks element on the tree view and expand a selected network.

Select a panel in the tree view and click the **Change Reader Mode**

icon .

The Manual Reader Operations window opens.

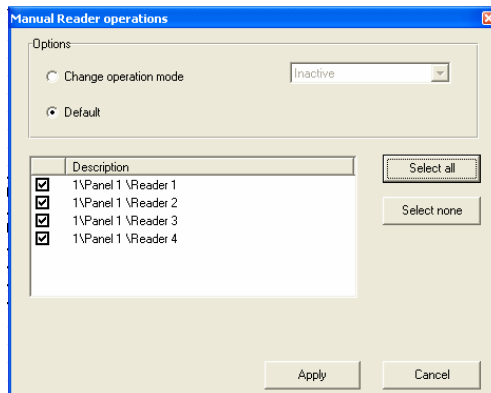


Figure 56: Manual Reader Operations Window

2. Select an option:

Change operation mode permanently- Resets all selected readers to the selected operation mode.

Change operation mode until Card+PIN starts- Resets all selected readers to the selected operation mode until they enter a secured time zone.

In the secured time zone, the operation mode switches to Card + PIN.

Default- Returns control of the readers to the system.

3. Enable the checkboxes to select to which readers the operation applies.

Click **Apply** to perform the operation.



Note:

For more information on secured (Card + PIN) time zones, see General Reader Operation Settings, page 35.

7.3 Controlling Outputs Manually

The Manual Output Operation window allows an operator to open or close a selected group of outputs on a panel directly.

To manually open or close an output:

1. Expand the Networks element on the tree view and expand a selected network.

Select a panel in the tree view, and then click the

Change Output Operation icon .

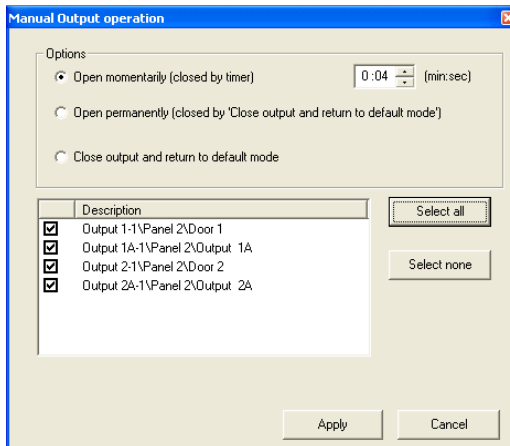


Figure 57: Manual Output Operation window

Manual Operation

2. Select an option:

Open momentarily- Opens all selected outputs for the time set in the timer box.

Open permanently- Opens all selected outputs.

Close output and return to default mode- Closes the selected outputs and returns control to the AxTrax AS-525.

3. Enable the checkboxes to select to which outputs the operation applies.
4. Click **Apply** to perform the operation.

7.4 Manually Disarming Inputs

The Manual Input Operation window allows an operator to disarm a selected group of inputs on a panel directly.

Armed input means input is active; Disarmed input is inactive and will not trigger any operation or alarms.

To manually disarm or re-arm an input:

1. Expand the Networks element on the tree view and expand a selected network. Select a panel in the tree view and click the

Change Input Operation icon

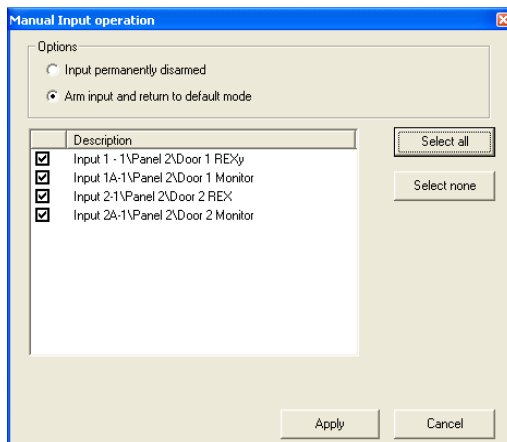


Figure 58: Manual Input Operation window

2. Select an option:

Input permanently disarmed- Deactivates all selected inputs.

Arm input and return to default mode- Reactivates the selected inputs and returns control to the AxTrax AS-525.

3. Enable the checkboxes to select to which inputs the operation applies.
Click **Apply** to perform the operation.

7.5 Testing the Siren

The Manual Siren Operation window allows an operator to test the siren for a selected panel.

To test the siren:

1. Expand the Networks element on the tree view and expand a selected network.
Select a panel in the tree view, and then click the **Siren Operation** icons.

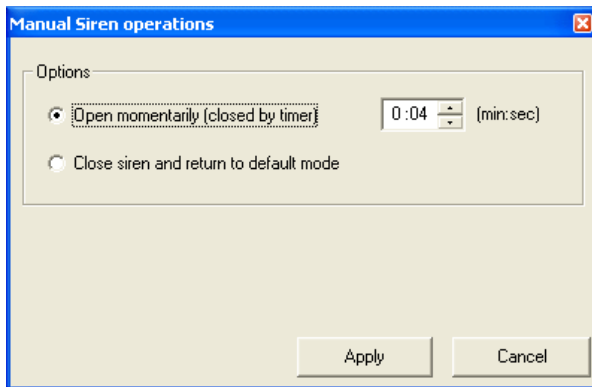


Figure 59: Manual Siren Operations window

2. Select an option:
Open momentarily- Sounds the siren for the time set in the timer box.
Close siren and return to default mode- Silences the siren and returns control to the AxTrax AS-525.
3. Click **Apply** to perform the operation.

8. Reports

The AxTrax AS-525 supports two types of report. Immediate reports list details of recent movements (within the last few hours). They are shown in the display area and can be exported. Archive reports are immediately exported.

8.1 Immediate Reports

There are four types of immediate report:

Who's been in today- Lists where and at what time each user was granted access for the first time today.

Last known Position- Lists where and at what time today each user was most recently granted access.


Roll-Call Readers- Lists the last time each reader was accessed, and by whom, within the last 1–99 hours.

Roll-Call Areas- Lists all users currently within the selected area, sorted by department and entry time. The report lists all personnel who entered the facility within the last 1–99 hours.

To show an immediate report, select it from the Reports element of the tree-view, under Immediate.

To create a new immediate report:

1. Expand the Reports element and select Immediate from the tree view.

2. Click the **New** icon  on the toolbar.

The Immediate Reports Wizard opens.

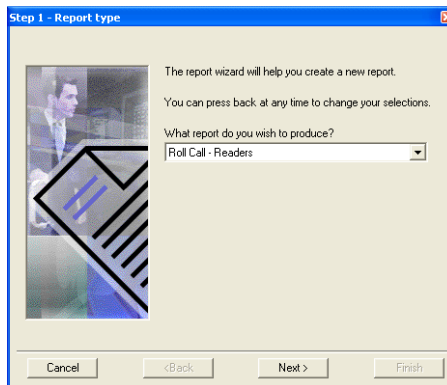


Figure 60: Immediate Reports Wizard (Step 1)

3. Select a report type and click **Next**.

Follow the on-screen wizard instructions until the wizard has completed. The display area lists the new report.

8.2 Archive Reports

There are three ways of producing archive reports.

Panels events reports

Panel event reports displays details of all recorded panel events. There are 5 available panel event reports.

Attendance report - Lists the attendance hours for selected users, sorted by date. Results include hours present, time in and time out.

Panels report - Lists all the events recorded by the selected panels, sorted by date.

Access report - Lists all access events recorded by the selected readers, sorted by reader and date.

Areas report - Lists all users within selected access areas, sorted by department and date.

Readers report - Lists all users who have accessed the selected readers, sorted by department and date.

Visitor report - Lists visitors who have made a visit to a certain user or department, or lists all related visitors.

System AxTrax events report

System AxTrax event reports list details of system and operator activity. There are 3 available panel event reports.

System report - Lists all operations performed by the AxTrax server, sorted by date.

Operators report - Lists all the operations performed by registered system operators, sorted by operation event type and date.

Alarms report - Lists all raised system alarms, sorted by operator and date.

Interactive report

Interactive reports list details of users and their access activity.

User details - Lists selected users' details, including assigned cards, PIN and assigned access group.

Users access rights - Lists site access details for selected users, with full details of readers accessed and in which time zones.

Not responding users - Lists users for whom there have been no access events for a selected period of time.


9. Administrator Operations

9.1 Setting the Time and Date

Select panels by network and reset their date and time to the AxTrax server's system date and time, using the Set Time window.

To reset the panel time:

1. Expand the Networks element on the tree view and select a network.

2. Click the Set Time icon . The Set Time window opens.

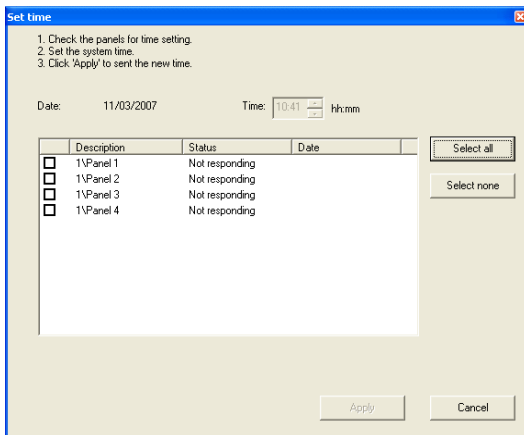


Figure 61: Set Time window

3. Select the panels to reset and click the **Apply** button.


The server connects to the panels and sets the time as requested. A dialog confirms the operation.

9.2 Detecting Panels Automatically

It is possible to search for panels over the access control network. This is useful during installations; the AxTrax AS-525 finds all connected panels in the network and checks them. Panels can then be quickly activated and updated.

To detect panels:

1. Expand the Networks element on the tree view and select a network.

2. Click the **Find Panels** icon .
The Find Panels window opens.

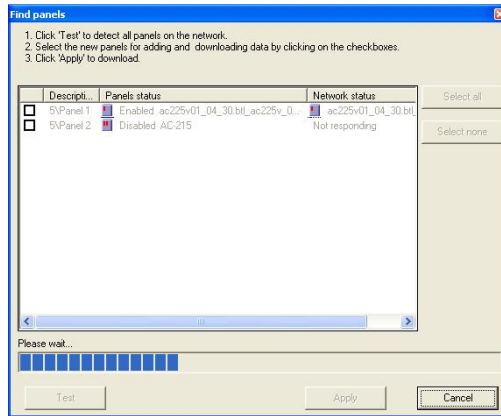



Figure 62: Find Panels window

3. Select the panels that should be activated.
Click the **Apply** button to activate the panels and download setup information.
Once the detection process is complete (may take 2-3 minutes), the display shows all of the detected panels and their corresponding information.
Selected panels will then be automatically appended in the Tree View under current network.

9.3 Manual Download of Panel Data

Operators can manually download specific access-control panel configurations using the Download Data window. All of the panel's data will be downloaded with no data parsing or filtering.

To manually download panel data:

1. Expand the Networks element on the tree view and expand a selected network.
2. Select a panel in the tree view and click the **Download Data** icon .
The Download Data window opens.

Administrator Operations

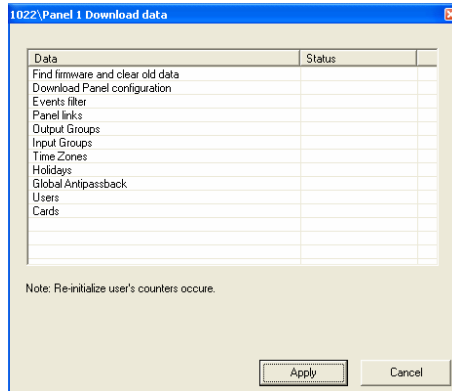


Figure 63: Download Data window


3. Click the **Apply** button to apply the operations.

9.4 Downloading Failed Data

In the event that some data failed to download into the access control panels, it is possible to perform a download of the failed operations only. This operation can be done on a single panel, on all the panels in a network or on all the panels in the entire system.

To download failed data:

1. In the Tree View, select a specific panel, a specific Network or the entire Networks.

2. Select and click the **Download Failed Data** icon . The Download Data icon window opens.

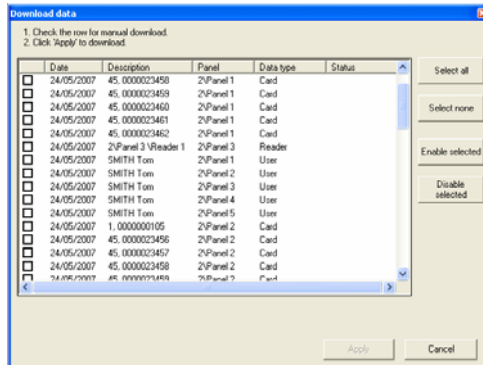


Figure 64: Download Data icon window

Administrator Operations

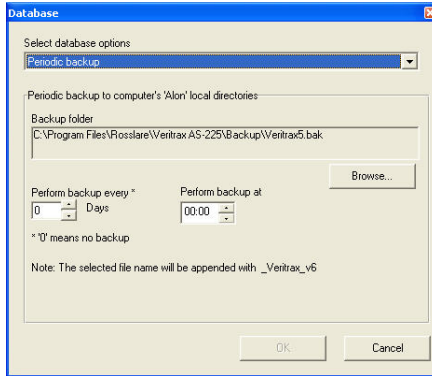


Figure 66: Database window

The following database operations are available:

Operation	Description
Periodic Backup	Run a scheduled backup every specified number of days at the specified time.
Backup now	Run a one-time backup immediately.
Export Configurations and Events	Copy the contents of the database to the selected folder.
Import Configurations	Replace the current configuration based on the imported file.
Import Configurations and Events	Replace the current configuration and events based on the imported file.
Erase Configuration and Events	Erase the current database configuration and all events.
Import earlier database versions from AS-215	Replace the current database. Only VeriTrax AS-215 databases from versions 0.5–2.02.04 and 2.05.00–2.05.05 or newer can be migrated.
Import earlier database versions from VeriTrax AS-225 / AxTrax AS-525	Replace the current database. VeriTrax AS-225 or AxTrax AS-525 databases from versions 0.00.04 or newer can be migrated. Note that this option does not allow importing a database from a current AxTrax AS-525 version.

Operation	Description
Limit panel Events period	Automatically erase events when they are older than a specified number of days. Before using this option, Rosslare recommends that you set a periodic backup.
Erase panel Events	Erase all events that are older than a specified number of days.



Note:

The Backup and Export functions, add the “_VeriTrax_vX” prefix at the end of exported or backed-up database. The Import database function will execute only with the string at the end of the file name.

After a database has been imported, the panel status may change to disabled. If this is the case, the operator should re-enable the panels.

9.7 AxTrax Options and Preferences

The AxTrax AS-525 can be customized to meet the preferences of the operator using the Options window.

To open the Options window, select Tools > Options from the menu bar.

The Options window has four tabs:

- General startup, presentation and connection preferences
- Settings to control AxTrax information pop-ups
- Additional user-defined fields for the User Properties window
- Report title settings

Startup, Presentation and Connection Options

The General tab includes basic control over AxTrax AS-525 start-up and security options, user highlighting preferences and transaction connection settings.

Administrator Operations

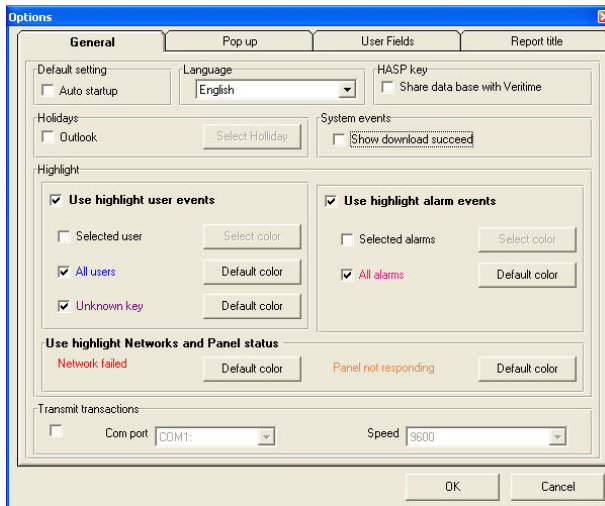


Figure 67: General tab

The General tab contains the following fields:

Field	Description
Auto startup	Enable the checkbox to start the AxTrax AS-525 automatically when the computer is turned on.
Language	Select the system interface language. This option will temporarily switch language until you close AxTrax AS-525. Permanent language settings are set under Operators options.
HASP Key	Enable this checkbox if the system consists of less than 64 panels and you require the operation of the installed VeriTime attendance software. This is possible by checking if VeriTime option is selected in the HASP key.
Outlook	Enable the checkbox to load Microsoft Outlook™ holidays into the AxTrax AS-525.
Select Holiday	Click the button to select Microsoft Outlook™ holidays to load into the AxTrax AS-525. This button is only available when the Outlook checkbox has been enabled.
Show download succeed	Enable the checkbox to add a message to event history upon successful system parameters download from the AxTrax AS-525 software to the panel.

Field	Description
Use highlight user events	Enable the checkbox to display selected user information in a colored highlight.
Selected user / All users	Enable one of the checkboxes to highlight either selected users or all users. When Selected Users is enabled, users are highlighted when they have been marked for highlighting in the User Properties window. See General User Properties, page 45.
Unknown key	Enable this checkbox to highlight every record of attempted access by an unknown card or PIN.
Use highlight alarm events	Enable the checkbox to highlight selected alarm events.
Selected alarms / All alarms	Enable one of the checkboxes to highlight either selected or all alarms. Alarms are selected if they have been marked for highlighting in Panel Links window. If All Alarms is enabled, all alarms are highlighted. See Setting Panel Links, page 53.
Use highlight Network and Panels	This option can be used to quickly identify panels that are not responding or networks, which include panels that are not responding. When selecting the root "Networks" tree view, Networks with panels that are not responding are highlighted with the selected color on display area. When selecting a specific Network on tree view, panels that are not responding will be highlighted with the selected color on display area. Panels that are currently disabled are not considered as "not responding".
Select color	Click to select a color for highlighting.

Pop-up Options

The Pop-up tab controls the behavior of pop-up Event alarms in the system.

Administrator Operations

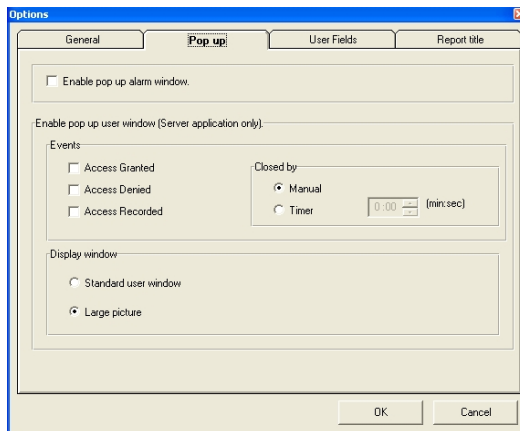


Figure 68: Pop-Up tab

The Pop-up tab contains the following fields:

Field	Description
Enable pop-up alarm window	Enable this checkbox to activate pop-up alarm notifications.
Access Granted	Enable this checkbox to display a pop-up notification whenever a reader grants a user access. This option is only available from the AxTrax server.
Access Denied	Enable this checkbox to display a pop-up notification whenever a reader denies a user access. This option is only available from the AxTrax server.
Access Recorded	Enable this checkbox to display a pop-up notification whenever an “access recorded” event occurs. This option is only available from the AxTrax server.
Closed by Manual / Timer	Select to close display pop-ups either manually, or after a set duration.
Display Window	Use to determine which of the User’s windows to pop-up.

User Defined Fields

The User Fields/Default tab controls the fields on the User Fields tab of the User Properties window and the Valid Data default value. See User Defined Data, page 50.

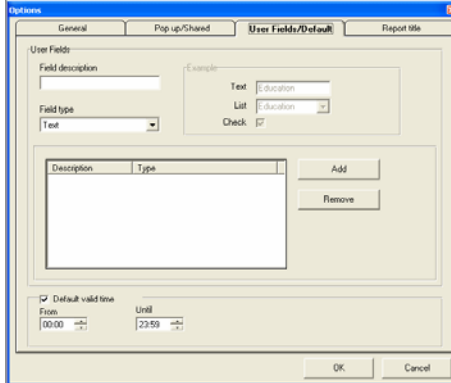


Figure 69: Options Tab

The Options tab contains the following fields:

Field	Description
Field description	Enter a name for the new field.
Field type	Select the type of field.
Add	Click to add this field.
Remove	Click to delete the selected field.
Default/Valid Time	Default time for user access rights to begin and end. This field is only available when the check box has been enabled.

Report Title Settings

The Report title tab controls basic presentation preferences for the reports generated by the AxTrax AS-525.

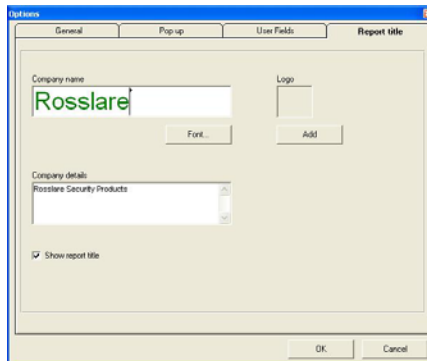


Figure 70: Report Title tab

Administrator Operations

The Report title tab contains the following fields:

Field	Description
Company Name	Enter the company name to be shown on reports.
Font	Click to set a font and color for the company name.
Company details	Enter the company address.
Show report title	Enable the checkbox to display this company name and logo on the reports.
Logo Add / Clear	Click to select a logo to be printed on reports. If a logo has already been selected, click to remove it.

9.8 Importing User Data

The Import Data window makes it possible to import user information into the AxTrax database from a standard spreadsheet file.

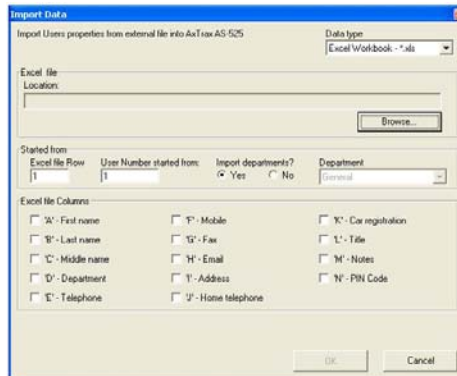


Figure 71: Import Data

The Import Data window contains the following fields:

Field	Description
Data Type	Select the type of data to import.
Location	The location of the file to import.
Browse	Click to select the file to import.
Excel file Row	Enter the first row of user data in the spreadsheet.
User number started from	Enter the number from which to start assigning unique system user numbers.

Administrator Operations

Field	Description
Import Departments?	Select Yes to import new departments into the AxTrax database. Select No to import users without their departments.
Department	Select the department to assign to the imported users. This box is only active when the Yes button is selected.
Excel File Columns	Enable the columns to be imported. Data in each column (A—M) will be imported as listed.

Appendix A. Firewall Configuration

The following instructions explain how to configure the standard Windows Firewall for Windows XP.

To configure the firewall:

1. Click the My Computer icon on the desktop.
The My Computer folder opens.
2. Select the Address Bar and type "Control Panel". Hit the Enter key.
The Windows Control Panel opens.

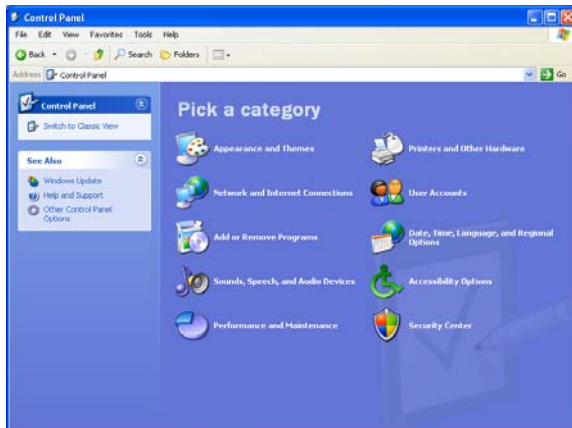


Figure 72: Windows Control Panel

3. Click the **Security Center** category.
(If the Control Panel is in "Classic View", click Switch to Category View in the top-left Control Panel preferences pane and click the **Security Center** category.)
The Windows Security Center opens.



Figure 73: Windows Security Center

4. Click **Windows Firewall**.
The Windows Firewall opens.
Select the **Exceptions** tab.

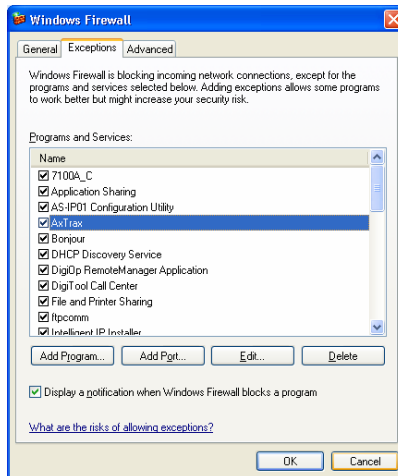


Figure 74: Windows Firewall

5. Click **Add Program**.
The Add a Program dialog appears.

Firewall Configuration

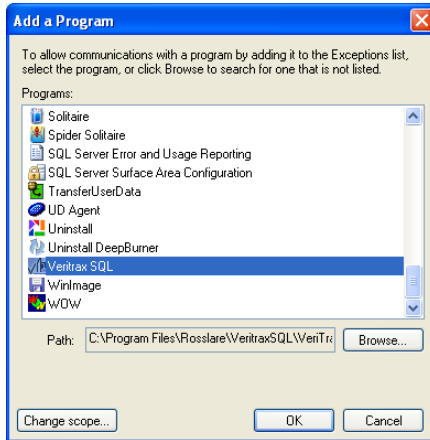


Figure 75: Add a Program to the Firewall List

6. Click **Browse**.
The Browse dialog appears.
7. In the File Name box, type:
"C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\BIN\sqlservr.exe"
Hit Enter.
The sqlservr program appears in the Add a Program dialog.
8. Select the program and click **OK**.
The sqlservr program appears on the Windows Firewall list of exceptions.
9. Repeat steps 5 and 6. In the File Name box, type:
"C:\Program Files\Microsoft SQL Server\90\Shared\sqlbrowser.exe"
Hit Enter.
The sqlbrowser program appears in the Add a Program dialog.
10. Select the program and click **OK**.
The sqlbrowser program appears on the Windows Firewall list of exceptions.
Click **OK**.
11. Repeat steps 1 and 2.
The Control Panel window opens.
12. Click the **Performance and Maintenance** category.

(If the Control Panel is in "Classic View", click Switch to Category View in the top-left Control Panel preferences pane and click the **Performance and Maintenance** category.)

The Performance and Maintenance window opens.

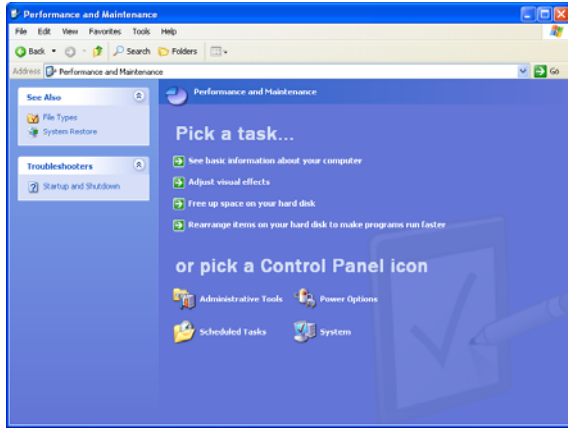


Figure 76: Performance and Maintenance window

13. Click **Administrative Tools**.

The Administrative Tools window opens.

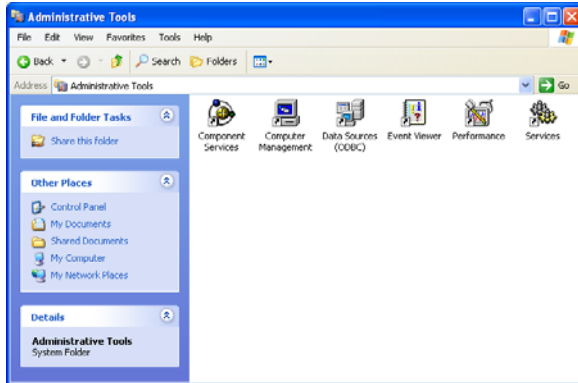


Figure 77: Administrative Tools window

14. Double-click on the **Services** icon. The Services Console opens.

Firewall Configuration

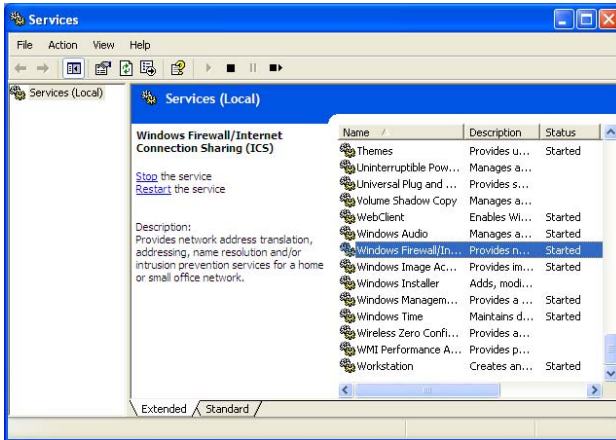


Figure 78: Services Console

15. Right click on Windows Firewall/Internet Connection Sharing (ICS). Click Restart from the pop-up menu.
16. Right click on SQL Server. Click Restart from the pop-up menu.
17. Right click on SQL Server Browser. Click Restart from the pop-up menu. The Firewall is now configured for AxTrax AS-525.

Appendix B. SQL Service Settings

In order to reach the SQL Service Settings, click on the following path from the Control Panel in Windows XP:

Control Panel > Administrative Tools > Services and Applications > Services > SQL Server (VERITRAX).

Double click on "SQL Service (VERITRAX)" to receive the following dialog:

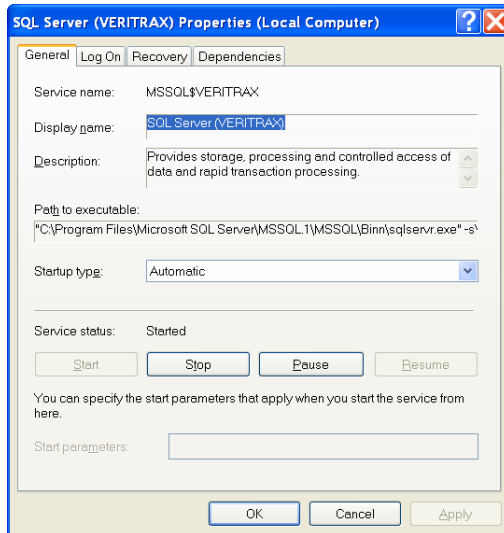


Figure 79: SQL Service Settings

Under the General tab, verify that the Startup type is "Automatic" and that the Service status is "Started"

SQL Service Settings

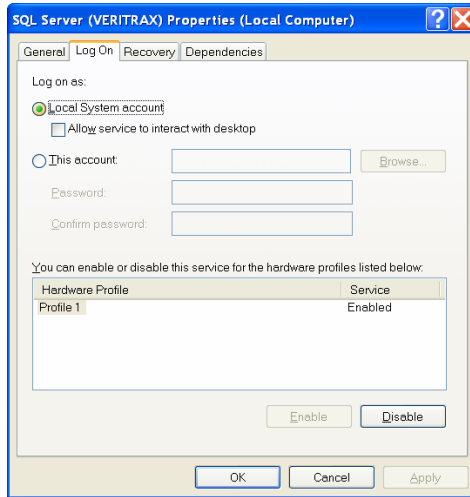


Figure 80: SQL Service Log On

In the Log On tab, verify that the Local System Account radio button is selected. If not, select the Local System Account and restart the computer for the changes to take effect.

Appendix C. Network Configuration

The AxTrax Server connects to access control units by a serial connection, a TCP/IP connection or a Modem-to-Modem connection.

To connect access control panels to the AxTrax AS-525 over a TCP/IP LAN (Local Area Network) or WAN (Wide Area Network), the use of a TCP/IP to Serial converters required unless the panel has onboard TCP-IP connection (A C-225IP or A C-525).


Each TCP-IP connection can supports up to 32 access control panels connected using RS-485 with each other.

The hardware used to connect to TCP-IP network may be the MD-N32 which is a Serial to Ethernet converter, or using the onboard converter of A C-225IP or A C-525.

You can also use Rosslare's MD-N33 modem for Modem to modem connection. Refer to the hardware installation manuals of the desired panel for more details.

TCP/IP and Modem-to-Modem connections must be configured for use, and require expert knowledge of the local network.

To configure TCP-IP Connection for AxTrax AS-525:

1. In the tree view, click on Networks. Click the **Edit** icon  on the toolbar. The Networks window opens.
2. Set the Network type as TCP/IP.



Note:

If you want to work with Remote in TCP/IP Network window select Remote (WAN), and add the WAN IP Address of the PC.

3. Click the **Configuration** button.
The TCP/IP Configuration window opens.

Network Configuration

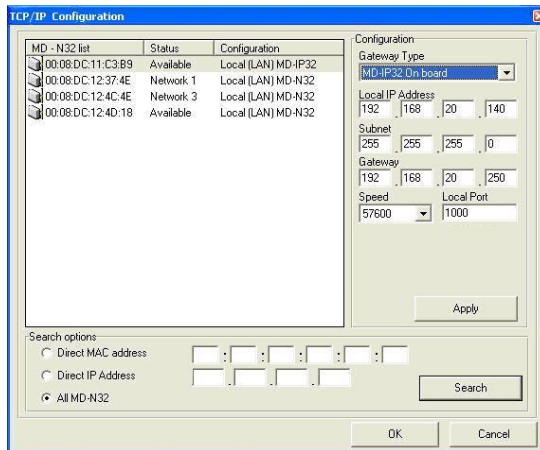


Figure 81: TCP/IP Configuration window

The upper left window lists all TCP/IP converters attached on the local network, identified by their MAC address, and if they are available to assign to a new panel network or are already assigned.

4. Select the appropriate MAC address from the MD-N32 list (The MD-N32's MAC address should be labeled on the TCP/IP converter).

In "Gateway Type" select the type of TCP/IP converter, MD-N32, MD-IP32 On board, or any other valid option. Skip this selection if it is already valid.

In the appropriate fields, enter the Local IP address and Subnet for the computer's network.

Enter the Port number and select the speed of your connection. It is recommended to select a higher value port number (4001 or higher). Note that the selected should not end with zeros (prefer setting Port value of 4243 rather than 4200). This will avoid colliding with port addresses reserved for various equipment installed on the same network.

5. Click **OK** to start the verification process.
6. Click **OK** twice and verify that the AxTrax AS-525 software accepted the configuration.
7. Turn off the MD-N32 power (or panel power if using the onboard module, such as MD-IP32) and then turn power on again. This step is necessary when using certain versions of MD-N32 or MD-IP32 models. Skip this step if not applicable.
8. If configuration applies to WAN network, disconnect the configured unit from the local network and re-connect to the WAN network and access control panels network working over the WAN.

To configure MD-N33 in AxTrax:

1. Add a new network in AxTrax software.
2. Under network type select **Modem**.

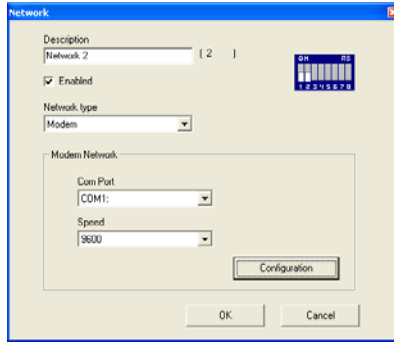


Figure 82: AxTrax AS-525 Modem Network



Note:

Communication speed is limited to 9600, 19200, 57600, or 115200 bits per second.

To Initialize and Configuring the Computer Modem

1. In the Network window, click the **Configuration** button.
The Modem Configuration window opens.

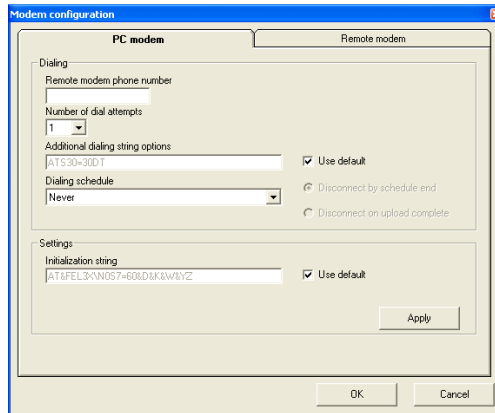


Figure 83: AxTrax AS-525 Computer Modem Configuration

Network Configuration

2. In the **Dialing** area, under **Remote modem phone number**, enter the destination telephone number to call.
3. Click to change the **Number of dial attempts** (if required).
For most applications, the default dialing string is sufficient.
The dialing string is displayed in the window.
4. Clear the **Use default** checkbox. This allows adding or editing of the dialing string. Then type the AT command in the **Dialing string** window.
5. Select the time zone from the **Dialing schedule** drop down list.
6. Choose the disconnecting condition: "Disconnect by schedule end" or "Disconnect on upload complete".
(This option is enabled when the selected time zone is different from the default time zone (Always & Never).
7. In the **Settings** area the initialization string is displayed in the window. For most applications, the default initialization string is sufficient.
8. Clear the **Use default** checkbox to allow adding or editing of the dialing string. Then type the AT command in the **Dialing string** window.
9. Connect the computer's modem to the PC via the selected COM port and click "Apply" to initialize the PC modem.
10. Click **OK** to complete the initialization.
11. If the computer displays a failure message, check the modem connections and repeat the last steps.



Note:

Remote modem initialization is at the PC side. When modem initialization fails through telephone line, a message appears.

Initializing and Configuring the Remote Modem

To initialize and configure the remote modem.

1. In the Modem Configuration window, click the **Remote modem** tab.

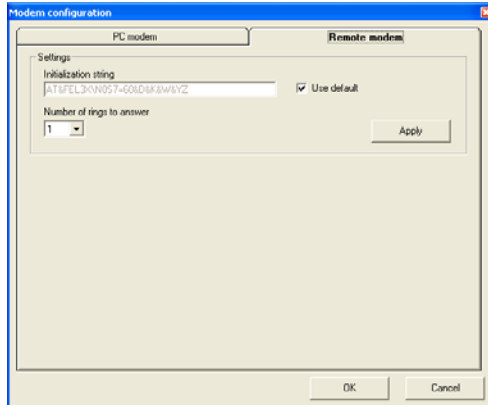


Figure 84: AxTrax AS-525 Remote Modem Configuration

2. In the **Settings** area the initialization string is displayed in the window. For most applications, the default initialization string of AS-525 is sufficient.
3. Clear the **Use default** checkbox to allow adding or editing of the dialing string. Then type the AT command in the **Dialing string** window.
4. Set the number of rings before the computer modem answers.
5. Connect the remote modem to the computer via the selected com port and click **Apply** to initialize the computer modem.
6. Click **OK** to initialize.
7. If a failure message appears, check the modem connections and repeat the last steps.



Note:

You must perform the action twice at the PC side, to initialize two MD-N33's.

The MD-N33 and AxTrax AS-525 software are now configured and ready. (You can now continue working using the AxTrax Adding New Panel procedure).

To check the remote modem status:

1. When panel is setting in a modem network, you can see the status of the modem by clicking the phone icon in the toolbar.
2. There is a manual option to dial or disconnect the modem.

Network Configuration

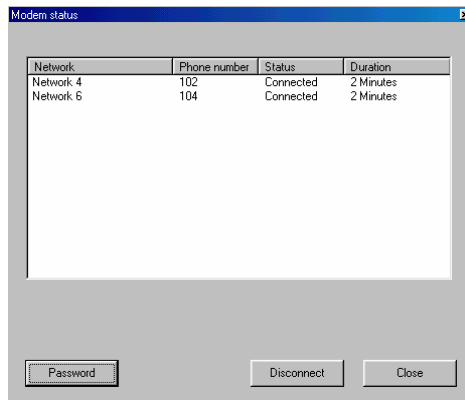


Figure 85: AxTrax AS-525 Modem Status

3. In order to prevent access to AxTrax data from non-authorities users, the AC-215, AC-225 or AC-525 access control panels contain a password that can be changed only when the modem is connected and there is a link with the panel.



Note:

The default password for the modem configuration and status screens is VeriTrax.

You may be asked to enter the password during first data configuration, such as adding a new panel or downloading a new firmware.

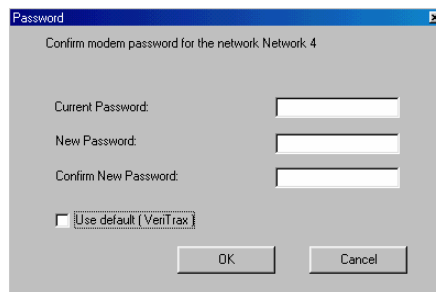


Figure 86: AxTrax AS-525 Modem Security

Restoring Factory Default Settings

If the modem configuration password is lost or forgotten, reset the access control panel to the factory default settings and use the default "VeriTrax" password.



Caution:

Restoring factory default settings resets all doors and reader configurations to their factory defaults and clears all user properties.

To restore the factory default settings:

1. Turn off the supply power.
2. Disconnect all doors and readers wiring.
3. Connect Data 0, Data 1 and Tamper inputs to GND (-) in both reader 1 and 2 (total of 6 wires)
4. Power up the supply power for few seconds. Wait for the "LED3" and "LED4" LEDs to flash alternately.
5. Turn off the supply power.
6. Connect the doors and readers wiring again.
7. In AxTrax AS-525, delete the panel by clearing the **Enable panel** checkbox in the panel screen. Click **OK**.
8. Check the **Enable panel** checkbox in the panel screen and click **OK**. This action causes a full reset of the access control panel with the factory settings.
9. Dial to the appropriate access control panel and click on **password** in the modem status screen. Use **AxTrax** as the current password and change the password to a new one.

Appendix D. Technical Support

Asia Pacific, Middle East, Africa

Rosslare Security Products Headquarters

905-912 Wing Fat Industrial Bldg,

12 Wang Tai Road,

Kowloon Bay Hong Kong

Tel: +852 2795-5630

Fax: +852 2795-1508

E-mail: support.apac@rosslaresecurity.com

United States and Canada

1600 Hart Court, Suite 103

Southlake, TX, USA 76092

Toll Free: +1-866-632-1101

Local: +1-817-305-0006

Fax: +1-817-305-0069

E-mail: support.na@rosslaresecurity.com

Europe

Global Technical Support & Training Center

HaMelecha 22

Rosh Ha Ayin, Israel 48091

Tel: +972 3 938-6838

Fax: +972 3 938-6830

E-mail: support.eu@rosslaresecurity.com

South America

Pringles 868, 1640 Martinez

Buenos Aires, Argentina

Tel: +54 11 4798-0095

Fax: +54 11 4798-2228

E-mail: support.la@rosslaresecurity.com

Web Site: www.rosslaresecurity.com

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SECURITY PRODUCTS

0706-0960233+01

CE