

SK-NET™

**Operating & Installation Guide
Version 3**



**Access Control
For Today's World**

Secura Key
A DIVISION OF SOUNDSCAPE INC.

SK-NET™

Operating & Installation Guide

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1. INTRODUCTION

1.1 What is SK-NET™?

SK-NET™ is a Windows® based software program designed to monitor and control a network of up to 128 Secura Key 28SA-PLUS access control units or 100 Secura Key SK-ACP 2-door control panels.

1.2 SK-NET™ Versions

SK-NET™ Download Version &
SK-NET-DM (CD-ROM with Manual)

Basic SK-NET™ for one location
and a single workstation.

SK-NET-MLD (CD-ROM with Manual)

Upgrade version supports
multiple locations. Also
enables connection via dial-up
modem and **TCP/IP** (LAN).
This version is designed to run
on a single workstation.

SK-NET-MLD-CS_
(CD-ROM with Manual)

All the features of SK-NET-MLD,
plus **multiple workstations**.
Licenses are available for 2,
5, 10 or 15 users. Client/
Server software features five
password-protected levels
for program access.

1.3 Computer system requirements

Workstation (Client) Minimum Requirements:

Windows® NT4.0	500MHz, 128 MB RAM, 1 GB Disk Space
Windows® 2000	700 MHz, 128 MB RAM, 1 GB Disk Space
Windows® XP	1 GHz, 256 MB RAM, 1 GB Disk Space

Recommended System:

Windows® XP or greater	2.0 GHz, 1 GB RAM, 10 GB Disk Space
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*(Larger systems may not run properly at the minimum requirements.
Software can run on Windows® 98 & ME, but it is not recommended.)*

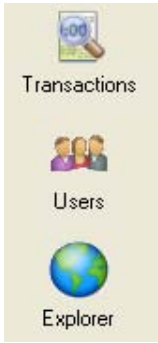
Server Minimum Requirements (For Client/Server Versions):

Windows® 2000 or greater	1.4 GHz, 512 MB RAM, 20 GB Disk Space
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(For SK-NET-MLD-C/S version a server is required)

Required Peripherals: Serial COM Port or TCP/IP, 16 BIT Color Video Card, CD Drive (unless software is downloaded).

1.4 How is SK-NET™ organized?



There are three main screens in SK-NET™. **Transactions** is the first screen that is displayed when you launch SK-NET™. This screen shows all events that have occurred at the readers and in the system. Users includes a list of all the cards in the system, along with cardholder name, access group, in/out status and other information. This is also the screen where you add new cards or change cardholder privileges. **Explorer** displays the layout of the system, including readers, access groups, reader groups, holiday schedules, time zones, etc. Any changes to the system are made in this screen.

To read a comprehensive description of SK-NET™ features, see **Appendix A**.

SK-NET™ uses many common Windows functions. For tips on navigating in Windows, see **Appendix B**.

2. GETTING STARTED

2.1 Site Plan

1. Make a site plan. List each opening where a reader is to be installed. Note the serial number of the SK-ACP panels and/or 28SA-PLUS units for each opening. (NOTE: A reader connected to the right side of an SK-ACP panel (J5) is serial number -1, the left side (J6) is serial number -2).
2. Install all readers and/or panels following the provided instructions. Be sure to use the type of wire specified. Do not apply power or connect the RS-485 bus until all components are installed.
3. Connect the RS-485 bus to one SK-ACP or 28SA-PLUS at a time. Hold the white reset button in for three seconds while applying power, then release it.
4. Once a panel or 28SA-PLUS is powered, the LED on the reader will begin flashing alternately RED and GREEN. Present a sample card to the reader while it is flashing. This sets the correct facility code in the memory and the flashing will stop after 10 seconds.



NOTE: A 28SA-PLUS can learn up to three facility codes. An SK-ACP can learn up to 16 facility codes. Present a sample of each facility code to the reader while the LED is flashing RED/GREEN.

2.2 Connecting SK-ACP panels and/or 28SA Plus card readers to the computer

There are four ways to connect your location to the computer(s) where SK-NET™ will be running:

1. **RS-232.** Connect the COM port of a PC to the RS-232 connection of one panel or 28SA-PLUS. This can be a terminal strip or an RJ-11 jack connection. **(RJ11 jack recommended for laptop or temporary connection only!)** RS-232 connections can be up to 100 feet and require six-conductor shielded cable (**not twisted pairs**). This panel or 28SA-PLUS will act as the "Gateway" to any other linked panels or 28SA-PLUS units.
2. **RS-485.** Install the NET-CONV-P into the COM port of your computer. Run a twisted pair (or CAT 5) cable to the nearest panel (or 28SA-PLUS with an SK-NM485 installed). RS-485 can be run up to 4000 feet.



NOTE: When using the NET-CONV-P you must always connect the first panel to the next in line. You cannot use a stubbed, star fanout, or "T" configuration.

3. **MODEM.** Connect the SK-MDM 56K modem to the RS-232 port on one of the panels or 28SA-PLUS units. Connect the modem to a **dedicated phone line**. The modem currently being used is a U.S. Robotics model 5686e. The set-up instructions are located on our website under "Tech Support" - Applications Bulletin #23.
4. **TCP/IP.** Connect the SK-LAN device to the RS-232 port on one of the panels or 28SA-PLUS units. Connect the SK-LAN to an Ethernet jack. Follow the instructions for setting an IP address in the SK-LAN device. (SK-NET-MLD version only.)



NOTE: TCP/IP is the best connection method when using SK-NET™ Client/Server versions because it enables all clients to connect to the Locations.

2.3 Installing SK-NET™ on your computer or network



NOTE: If you are upgrading from a version of SK-NET™ before 3.00, you should run the “migration tool” when prompted. This will import databases from your older version to the new version.

NOTE: If you already have an multi-location installation and you are upgrading to SK-NET™ version 3.05, you must also upgrade the ADS database. Contact technical support for details.

Multi Workstation Installation:

1. If you have purchased a multiple workstation client/server version, you should install Advantage Database Server on your network server first. Select **“Install ADS”** from the Main Menu. Follow the installation prompts.
2. The directory where ADS is installed must be shared with the network.
3. When asked to provide **“Serial Number”** and **“Validation Code”**, you will find these on the inside cover of your SK-NET™ manual.
4. Create a folder on the same drive where you have installed the ADS software. Give it a name such as **“SKNETDATA”**. This is the file where all SK-NET™ database files are saved.
5. After you have installed ADS on the network server, install SK-NET™ on the client workstations. Select **“Install SK-NET”** from the Main Menu. Follow the installation prompts.
6. When asked **“Install SK-NET to:”** we recommend that you accept the default location.
7. When asked **“Install SK-NET database to:”** browse to the mapped drive where you have installed ADS, and select the database folder you created.

Single Workstation Installation

1. Install SK-NET™ on your hard drive by selecting **“Install SK-NET”** from the Main Menu. Follow the installation prompts.
2. When asked **“Install SK-NET to:”** we recommend that you accept the default location.
3. When asked **“Install SK-NET database to:”** we recommend that you accept the default location.
4. If you have purchased SK-NET-MLD version, click on **Help**. Select **Upgrade System**. Click on **MLD Version**. Enter the SK-NET™ serial number (with no dash), located on the inside cover of your SK-NET™ manual.

3. QUICK START GUIDE

3.1 Starting SK-NET™

1. Launch SK-NET™. Enter Password (The default is 12345). The program will start in the **Transactions** screen.
2. Click on the **Explorer** icon.
3. Right-click on **This Location**.
4. Select **Properties** from the drop-down menu.
5. Click on the **Connection** tab.



The screenshot shows a dialog box titled "Location: Pauls Location" with a close button (X) in the top right corner. The dialog has four tabs: "Properties", "Connection", "Reader Groups", and "Access Groups". The "Connection" tab is selected. Under the "Location Information" section, there are input fields for "Address:", "City:", "Zip Code:", "Country:", and "Phone #:". Below these is a "Password:" field with a key icon to its right. At the bottom left is an "Auto Login:" checkbox, which is checked. At the bottom right are two buttons: "Connect" and "Close".



NOTE: “**This Location**” is the default name of the first location in the software. You may rename Locations. In this manual we will refer to this icon as “Location”.

3.2 Finding the readers

1. For **RS-232** connections, use the **"Connection Wizard"**. Accept the baud rate and COM port that Connection Wizard finds.
2. For **RS-485** connections, uncheck the **"Gateway (RS-232)"** box and use the **"Connection Wizard"**.
3. For **Modems**, uncheck **Local Connect**. Select the COM Port where your modem is installed. Set the Baud rate to 38,400. Be sure the Gateway(RS-232) box is checked. Enter the modem phone number where indicated. (SK-NET-MLD version only.)
4. For **TCP/IP** connections, select **TCP/IP** from the drop down list. Enter the IP address where indicated. Host Port is always 10001. (SK-NET-MLD version only.)
5. After following the appropriate procedure from 1, 2, 3 or 4, click on the **Connect** button. Follow the prompts. SK-NET™ will find all of the readers and bring them into the software.
6. After the **Log-In** is complete, close the connection box.

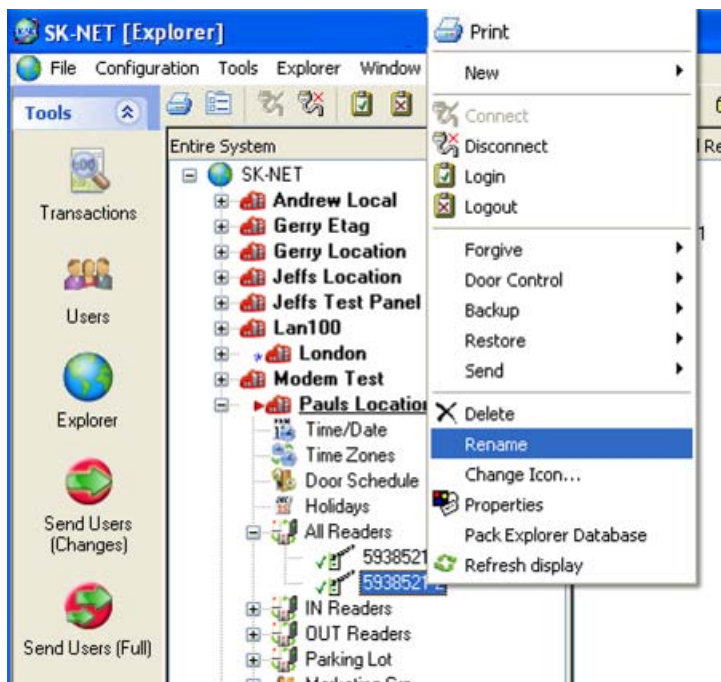
The screenshot shows a Windows-style dialog box titled "Location: Pauls Location" with a red close button in the top right corner. It has four tabs: "Properties", "Connection" (which is selected), "Reader Groups", and "Access Groups". Under the "Connection" tab, there is a section titled "Connection Options". This section contains several fields and checkboxes:

- "Connected By:" with a text box containing "Paul".
- "Connect using:" with a dropdown menu showing "COM1".
- "Baudrate:" with a dropdown menu showing "38400".
- "Modem Phone #:" with an empty text box.
- "Host IP Address:" with a text box containing "000.000.000.000".
- "Host Port:" with a text box containing "10001".
- Two checkboxes: "Gateway(RS-232):" (checked) and "Local Connect:" (checked).
- Two checkboxes: "Auto Time Sync" (checked) and "Connection Wizard:" (unchecked, with a wizard icon next to it).

At the bottom of the dialog box are two buttons: "Connect" and "Close".

3.3 Naming the readers

1. From the **Explorer** screen, click on the "+" symbol next to **All Readers**. Every reader found by SK-NET™ will be listed, by serial number.
2. Right-click on a serial number. Select **Rename** from the drop-down menu.
3. Replace the serial number with the name you have selected, from your site plan. Click **OK**.



3.4 Setting a latch time for all the readers

Out of the box, 28SA-PLUS and SK-ACP latch timers are set to one second. While this is good for gate operators, it is usually too short for electrically locked doors.

1. Right click on **All Readers**.
2. Select **Properties** from the drop down menu.
3. Click on the **Configuration** tab.
4. Change the latch timer value to the number of seconds you desire (or leave the default door setting of three seconds).
5. Click on **Send**. Then Click on **Close**.

The screenshot shows a Windows-style dialog box titled "Group Properties: All Readers" with a close button (X) in the top right corner. The dialog has five tabs: "Properties", "Readers", "Cards", "Configuration" (which is selected), and "Transactions". The "Configuration" tab contains several sections:

- Configuration**
 - Limited Use Card Range:** A group box containing "Start:" with a text field showing "00001" and "End:" with a text field showing "04000".
 - Daily RAPB ForgiveTime:** A group box containing radio buttons for "Off" (selected) and "On", followed by "Hour:" with a text field showing "00" and "(0-23)".
 - Remote Reader Type - 28SA+:** A group box containing radio buttons for "In", "Out", and "None" (selected).
- General Settings**
 - Latch Timer:** A text field showing "3" followed by "(Seconds)".
 - Timed Antipassback:** A text field showing "30" followed by "(Minutes)".
 - Baudrate: (Terminal):** A dropdown menu showing "38400".
- Door Schedule**
 - A checkbox labeled "Door Schedule Disabled".

There are two "Send" buttons: one in the top right of the "General Settings" section and one in the bottom right of the "Door Schedule" section. A "Close" button is located at the bottom right of the entire dialog box.

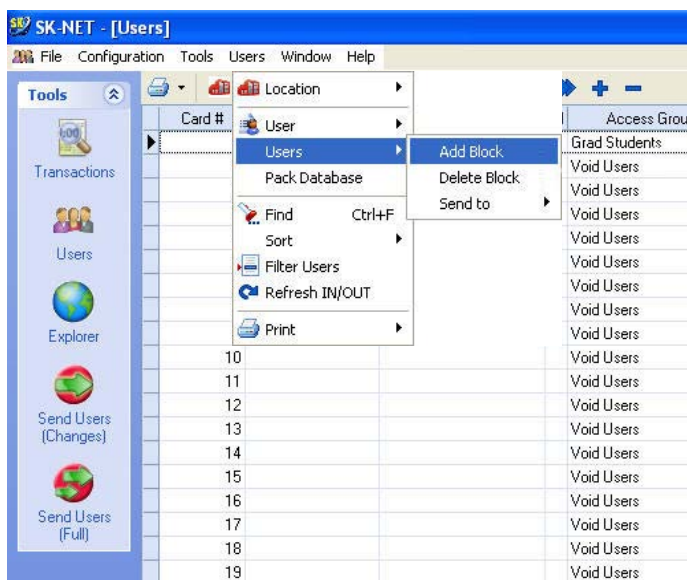


NOTE: This will cause every reader to activate the latch relay for the same time. To set a different latch timer for a single reader, See Section 5.21.

3.5 Enrolling cards into your system

The quickest way to enroll a batch of cards is a “Block Load”.

1. In the **User** screen, click on **Users** in the top tool bar.
2. Select **Users**
3. Select **Add Block**
4. Enter the lowest card number you have.
5. Enter the highest card number you have. (1000 at a time.)
6. Select an Access Group for all the cards.
7. Click **OK**. (All of these card numbers are now listed.)



NOTE: It is usually best to block load cards in the **Void User** group. The Access Group for each card can be changed when it is issued to a specific cardholder (**See Section 6.1**).

NOTE: If you anticipate adding additional Locations where cardholders from the first Location may need access, you should create those Locations in SK-NET™ before loading any cards in the first Location. For instructions in creating additional Locations **See Section 4.1**. (Multiple Locations requires SK-NET-MLD version.)

3.6 Testing the system

1. From the **User** screen, double-click on one of the card numbers you have block loaded.
2. In the **User Properties** box, enter your name.
3. In the **Access Group** field, select Master User.
4. Click **OK**.
5. Click the **Send User Changes** arrow.

You now have one card that should unlock every door and open every gate in the system. Try it out.

6. Go to **Transactions**.

Make sure that every reader you visited appears in the **Transaction** list.

User Properties Enter or modify user information here.

User Information

First:

Last:

MI:

Card #:

Access Group:

Title:

Tel Ext:

Dept:

Employee #:

User Fields

User 1: User 2:

User 3:

Vehicle Information

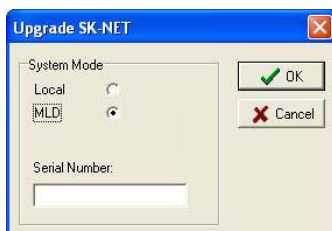
Parking: Vehicle 1: Vehicle 2:

4. MULTIPLE LOCATIONS

With **SK-NET-MLD** version you can create as many different Locations as you need. A Location is a group of SK-ACP panels or 28SA-PLUS readers connected together via RS-485 and operating as a unified system.

4.1 Adding MLD to your basic SK-NET™ Software

1. Click on **Help** in the top tool bar.
2. Select **Upgrade System**.
3. Select **MLD**.
4. Enter the 12-digit serial number (without the dash) where indicated.
(The serial number is located inside the cover of this manual).



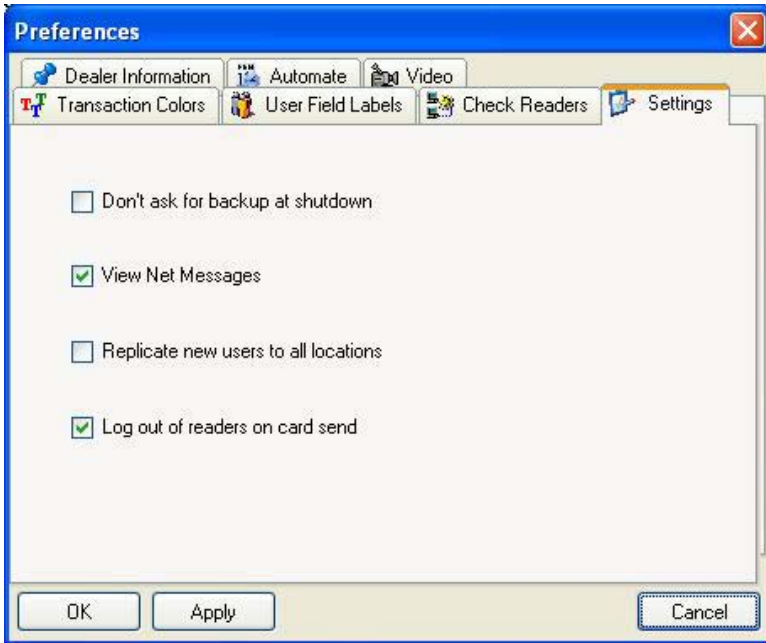
4.2 Creating additional Locations

1. From the **Explorer** screen, right-click on Location.
2. Select **New**.
3. Select **Location**.
4. Name the New Location. Click **OK**.



4.3 Adding all new Users to all Locations

1. From the **User** screen in your primary Location, click on the word **Configuration** in the top tool bar.
2. Select **Preferences**.
3. Click on the **Settings** tab.
4. Place a check mark next to **Replicate New Users To All Locations**.



NOTE: After you perform this function, any card added to one Location will also be added to every other Location. If there is an Access Group in the other Location(s) that has the same name as the Access Group you initially assign the User to, he will be added to that group. If there is no Access Group with the same name, the User will be added to the Void User Group. When you log in to other Locations you can change these Users to a different Access Group, if you wish. **You MUST do a "Send Users" when logged in to each Location to activate the cards in that Location.** (Multiple Locations require SK-NET-MLD version.)

5. CUSTOMIZE YOUR SYSTEM

5.1 Common ways of customizing an SK-NET™ system

Most installations require that you customize one or more Time Zones and then create one or more new Access Groups before issuing cards to users. This allows you to grant access to users for specific doors at specific times and days.

5.2 Time Zones

A **Time Zone** is a schedule that governs when a card is valid (allowed access) and when it is invalid (denied access).

Each Time Zone has a 24-hour schedule for each day of the week, as well as a 24-hour schedule for "holidays". Any date designated as a holiday will follow the holiday schedule, regardless of what day of the week it falls on.

SK-NET™ has sixteen Time Zones. **Time Zone 0** is "Always Void". (Void Users access group). **Time Zone 1** is "Always Valid" (Masters Users access group). They cannot be edited. **Time Zones 2 through 15** can be edited any way you choose.

Location Time Zones can be edited for all readers from the **Explorer** screen. You can also edit a time zone for a specific reader (**See Section 5.12**).

5.3 Editing a Location Time Zone

1. Starting from the **Explorer** screen. Double-Click on **Time Zones**.
2. Select the Time Zone you want to edit from the drop down list.
3. Every square that is RED is a ½ hour increment when access will be denied. Every square that is GREEN is a ½ hour increment when access will be permitted. Click on squares to change them from RED to GREEN (or GREEN to RED).
4. After editing a Time Zone, click **Save**.
5. After saving, click **Send** to send the time zone to all of the readers.

Time zones: Pauls Location

Time Zone: 3 Zone Name: 3

Configuration

Sunday - [Grid of 24 squares]

Monday - [Grid of 24 squares]

Tuesday - [Grid of 24 squares]

Wednesday - [Grid of 24 squares]

Thursday - [Grid of 24 squares]

Friday - [Grid of 24 squares]

Saturday - [Grid of 24 squares]

Holiday - [Grid of 24 squares]

Antipassback Configuration

☐ None ☐ Real Hard

☒ Timed Hard ☐ Real Soft

☐ Timed Soft

Valid Dates

☒ Start Unrestricted

Begin Date: 6/23/2003

☒ End Unrestricted

End Date: 6/23/2003

Start/End Delay

Delay Start: 0 (Minutes)

Delay End: 0 (Minutes)

Buttons: Refresh, Save, Send, All, Close



NOTE: To change a block of squares from RED to GREEN, hold down the **CONTROL** key, *click* on the first square, then *click* on the last square. The square(s) in between will also change.

NOTE: To change an entire day from RED to GREEN, *click* on the big Green button to the left. To change an entire day from GREEN to RED, *click* on the big red button to the right.

NOTE: You can change the name of a Time Zone to something that reminds you of it's function (i.e. "Day Shift" or "Cleaning Crew").

5.4 Delaying the start or end time for the half hour blocks

You may delay the start of a Time Zone, by entering a value (1-29) in the Delay Start field. This value equals how many minutes after the first GREEN increment begins when the card will become valid.

You may extend the end of a Time Zone by entering a value (1-29) in the Delay End field. This value equals how long after the last GREEN increment the card will continue to be valid.



A screenshot of a dialog box titled "Start/End Delay". It contains two rows of input fields. The first row is labeled "Delay Start" and has a text box containing the number "15" followed by the text "(Minutes)". The second row is labeled "Delay End" and has a text box containing the number "5" followed by the text "(Minutes)".

5.5 Limiting the dates a Time Zone is active

Uncheck the Start Unrestricted box and use the calendar to select the first date the cards in this Time Zone should become active.

Uncheck the End Unrestricted box and use the calendar to select the last date that cards in this Time Zone should be valid.



A screenshot of a dialog box titled "Valid Dates". It contains two sections. The first section has a checked checkbox labeled "Start Unrestricted" followed by a "Begin Date:" label and a text box containing "6/23/2003". The second section has a checked checkbox labeled "End Unrestricted" followed by an "End Date:" label and a text box containing "6/23/2003".



NOTE: This feature is handy for clubs, gyms and other membership organizations.

NOTE: This feature does not apply to Time Zones 0 or 1.

5.6 Antipassback

Antipassback is a feature designed to prevent card sharing and/or to enforce use of IN and OUT readers.

Timed Antipassback does not require IN and OUT readers. After a card is used at a reader with Timed Antipassback, that card will not be valid at that reader for a predetermined amount of time (up to 30 minutes).

Real Antipassback requires readers for coming IN and going OUT. If a card was last used at an IN reader, it must be used at an OUT reader before it will be valid at an IN reader again.



NOTE: This feature does not apply to Time Zones 0 or 1.

5.7 Selecting Antipassback for a Time Zone

Select the type of Antipassback you want from the list.

Hard Antipassback means the card will not be valid and an “antipassback violation” message will appear in Transactions.

Soft Antipassback means that the card will be valid, but an “antipassback violation” will appear in Transactions.

Antipassback Configuration

☐ None	☐ Real Hard
☒ Timed Hard	☐ Real Soft
☐ Timed Soft	

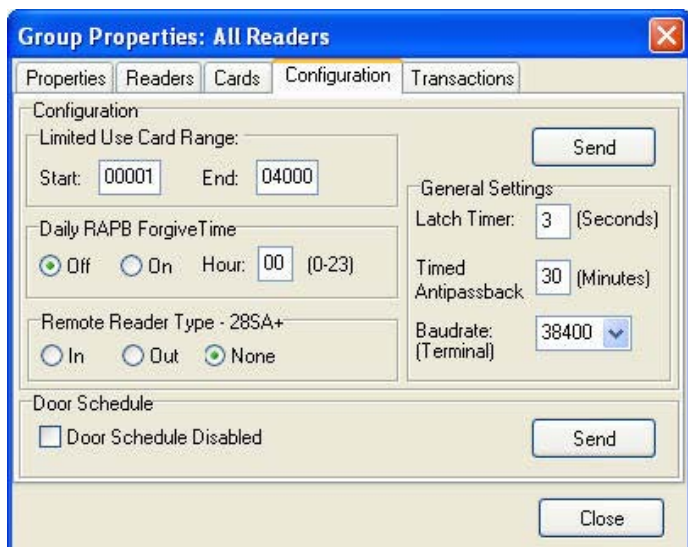


NOTE: Time Zones 0 and 1 cannot have antipassback.

5.8 Timed Antipassback

To set the timed antipassback time for all readers:

1. Right click on **All Readers**.
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Enter the number of TAPB minutes (up to 30).
5. Make sure the **Latch Time** is correct. Click on **Send**.



The screenshot shows the 'Group Properties: All Readers' dialog box with the 'Configuration' tab selected. The 'Limited Use Card Range' section has 'Start' at 00001 and 'End' at 04000. The 'Daily RAPB ForgiveTime' section has 'Off' selected and 'Hour' at 00. The 'Remote Reader Type - 285A+' section has 'None' selected. The 'General Settings' section has 'Latch Timer' at 3 (Seconds) and 'Timed Antipassback' at 30 (Minutes). The 'Baudrate: (Terminal)' is set to 38400. There are 'Send' buttons for the 'General Settings' and 'Door Schedule' sections, and a 'Close' button at the bottom right.

To set the timed antipassback time for a single reader:

1. Right click on the reader name.
2. Select **Properties**.
3. Click on the **Edit** button.
4. Enter the number of TAPB minutes up to 30 minutes).
Click on **Send**.



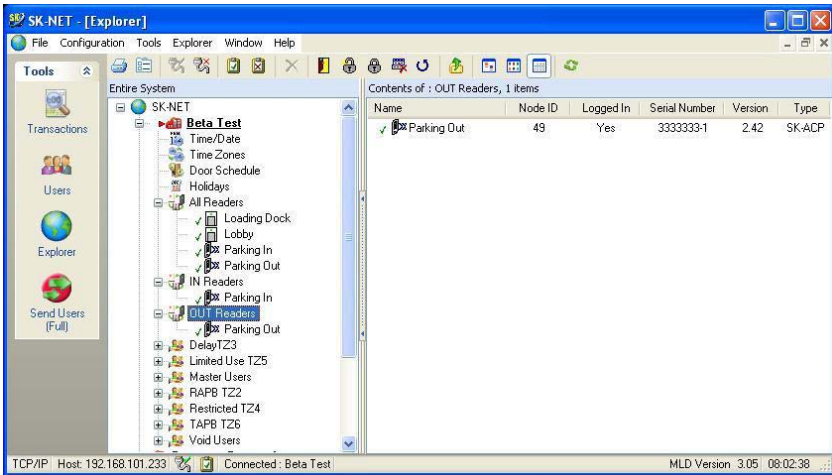
NOTE: Time Zones 0 and 1 cannot have any type of antipassback.

NOTE: To complete Timed Antipassback programming, you must create an Access Group using a Time Zones in the range 2 through 15 (**See Section 5.14**).

5.9 Real Antipassback (RAPB)

To program **Real Antipassback** into your system, you must complete the following steps:

1. Select the proper antipassback configuration using a Time Zone in the range 2 through 15 (**See Section 5.7**).
2. Create an **Access Group** using a Time Zone in the range 2 through 15 (**See Section 5.14**).
3. You must define your readers as IN or OUT by dragging all of the **IN readers** into the IN Reader group and all of the OUT readers into the **OUT Reader** group.



5.10 Real Antipassback Forgive

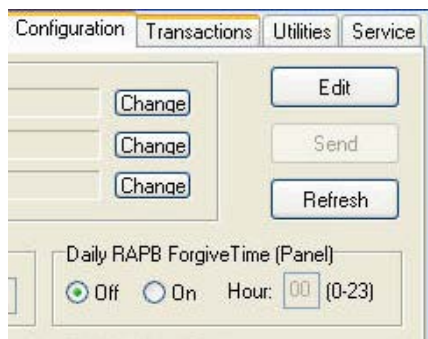
Real Antipassback Forgive resets all cards or a single card to a neutral IN/OUT status, allowing access the next time the card is used at either an IN or OUT reader. The default setting for all readers is RAPB off. You can change that to automatic RAPB forgive which happens once a day. You can also initiate RAPB forgive at any time using SK-NET™.

To turn on/off RAPB Forgive, or to change the time setting, for all readers:

1. Right Click on **All Readers**.
2. Select **Properties**.
3. Click on **Configuration** tab.
4. Check **"ON"** or **"OFF"** for RAPB Forgive.
5. Enter the hour, in military time, when RAPB Forgive should activate.
6. Click the upper **Send** button.

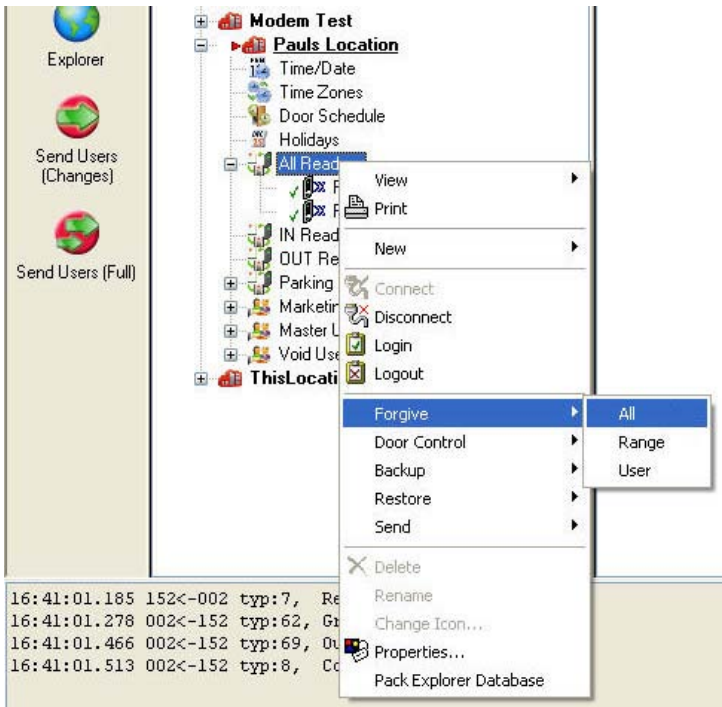
To change RAPB parameters for a single reader:

1. Right click on the reader name.
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Click on the **Edit** button
5. Check RAPB Forgive **"ON"** or **"OFF"**.
6. Enter the hour, in military time, when RAPB Forgive should activate.
7. Click **Send**.



5.11 Unscheduled RAPB Forgive

1. From the **Explorer** screen, right-click on **All Readers**.
2. Select **Forgive**.
3. Choose **All** to reset all users, **Range** to enter a range of cards to forgive or **User** to forgive a single cardholder.
4. Click **OK**.



5.12 Editing a Time Zone for a single reader

1. From the **Explorer** screen, right-click on the selected reader.
2. Select **Properties**.
3. Click on the **Zones** button.
4. Select the Time Zone to be edited.
5. Follow the procedures described in section 5.3.
6. Click on **Send**. Close these boxes.

Time zones, reader: 'Front Door'

Time Zone: 0

Configuration

	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sunday -	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Monday -	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Tuesday -	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Wednesday -	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Thursday -	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Friday -	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Saturday -	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Holiday -	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11

Antipassback Configuration:

☐ None ☐ Real Hard
☒ Timed Hard ☐ Real Soft
☐ Timed Soft

Start/End Delay

Delay Start: 0 (Minutes)
 Delay End: 0 (Minutes)

Valid Dates:

☒ Start Unrestricted
 Begin Date: 6/23/2003

☒ End Unrestricted
 End Date: 6/23/2003

Refresh
 Save
 Send
 All
 Close

5.13 Access Groups

An Access Group is assigned to each user defining which readers they have access to, and what times the readers can be used.

SK-NET automatically creates two default Access Groups:

The **Master User** group always includes all the readers in the location and is assigned Time Zone 1 (always valid). **Master Users** can use any reader at any time.

The **Void User** group also includes all the readers. It is tied to **Time Zone 0** (Never valid). Placing a cardholder in the Void User group means he can never go anywhere, but his attempts to use the card will appear in Transactions.

5.14 Creating an Access Group

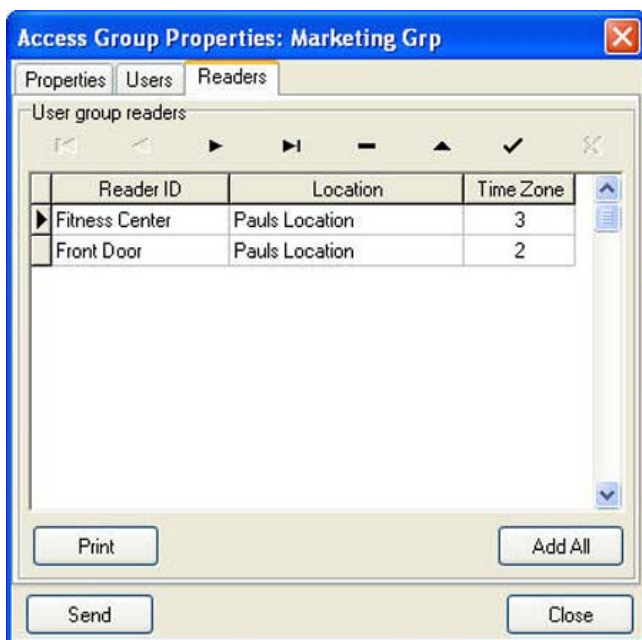
1. In the **Explorer** screen, right-click on **This Location** (or the new location name).
2. Select **New**.
3. Select **Access Group**.
4. Enter a group name. Enter a Time Zone for the group. Click **OK**.
5. The name of the new Access Group now appears on the left side of the screen. At this point there are no readers assigned to this group.
6. Left click on the + next to **All Readers** in the Explorer tree. A list of all the readers for that location will appear below.
7. Drag and drop the desired readers from the All Readers Group into the new access group. You will notice that a + now appears next to the new group. Click on the + next to the new group and verify all the proper readers appear.
8. After changing all your users to the new Access Group be sure to click on **"Send Users Full"**.



5.15 Changing a reader's Time Zone in an Access Group

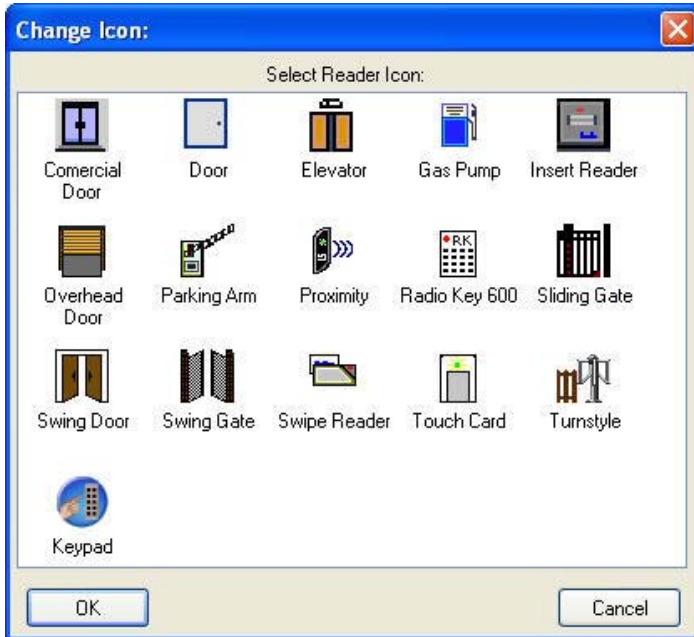
Each reader in an **Access Group** could be assigned to a different **Time Zone**. To edit an Access Group:

1. Right Click on the Access Group name.
2. Select **Properties**.
3. Click on the **Readers** tab.
4. Click on the **"edit"** icon (It looks like a little triangle).
5. Change the Time Zones next to each reader name.
6. Click on the **"save"** icon (It looks like a check mark.).
7. Click on **Close**.



5.16 Changing the reader icons

1. From the **Explorer** screen, right click on the reader name. Select **Change Icon**.
2. Select a suitable icon from the displayed menu. Click **OK**.



5.17 Door schedules

A **Door Schedule** is used to automatically lock and unlock a door according to a regular weekly time schedule. Each Door Schedule has a 24-hour schedule for each day of the week, as well as a 24-hour schedule for "holidays". Any date designated as a holiday will follow the holiday schedule, regardless of what day of the week it falls on.

You may set a Location Door Schedule for all the readers in the location, or you can set a Door Schedule for an individual reader.

5.18 Programming a Door Schedule

Location Door Schedule (All readers):

1. In the **Explorer** screen, double-click on **Door Schedule**.
2. Every GREEN square represents a ½ hour increment when the door will be unlocked. Every RED square is a ½ hour increment when it will be locked. Change the color of any square by clicking on it.
3. Select **Automatic** or **Card Activate**. Automatic means the door will unlock at the predetermined time. Card Activate means that the door will remain locked after the GREEN period begins until the next valid card is presented. This ensures that someone is in the building before the door unlocks.
4. For Door Schedules that do not conform to exact half-hours, use the **Delay Start** and **Delay End** feature. (See Section 5.4)
5. Click Send when finished.

Door Schedule: Pauls Location

Door Schedule

Configuration

Sunday -

Monday -

Tuesday -

Wednesday -

Thursday -

Friday -

Saturday -

Holiday -

Door Schedule Activation Mode:

☒ Automatic ☐ Card Activate

Start/End Delay

Delay Start (Minutes)

Delay End (Minutes)

Refresh

Save

Send

Close



NOTE: If you have a Door Schedule, you probably need to define Holidays.

NOTE: To temporarily override a door schedule, See Section 5.30d.

Single Door Schedule

1. In the **Explorer** screen, right click on the reader name.
2. Select **Properties**
3. Click on the **Door Controls** tab.
4. Click on **Schedule**.
5. Every GREEN square represents a ½ hour increment when the door will be unlocked. Every RED square is a ½ hour increment when it will be locked. Change the color of any square by clicking on it.
7. Select **Automatic** or **Card Activate**. Automatic means the door will unlock at the predetermined time. Card Activate means that the door will remain locked after the GREEN period begins until the next valid card is presented. This ensures that someone is in the building before the door unlocks.
8. For Door Schedules that do not conform to exact half-hours, use the **Delay Start** and **Delay End** feature. (See Section 5.4)
9. Click on **Send**. Click **OK**. Click on **Close**.

Entracomp SK-ACP : Front Door

Cards Door Controls Settings Configuration Transactions Utilities Service

Door Controls

Current Door State: Active (Normal)

Open Unlock Inactive Normal

Refresh

Door Schedule

☐ Disabled

Edit

Send

Refresh

Schedule

Close



NOTE: If you have a Door Schedule, you probably need to define Holidays.

5.19 Holidays

Any date that is designated as a holiday will follow the **Holiday** schedule in **Time Zones 2-15** and in any **Door Schedules** you have created. You may designate up to 32 dates as Holidays.

While it is usually best to create Holidays per Location (for all readers) you may also create a Holiday for a single reader.

5.20 Programming a Holiday

Location Holidays:

1. In the **Explorer** screen, double-click on **Holidays**.
2. Click on the "+" plus sign icon to add a Holiday.
3. Enter the date of the Holiday. Type in a name for the Holiday. If the Holiday always falls on this date, check **Yearly**. Click **OK**.
4. To remove a Holiday, highlight the Holiday number and click on the "-" minus sign.
5. To edit a Holiday, highlight the Holiday number and click on the **edit icon** (up arrow). Make changes to date or name and click **OK**.
6. After all Holiday additions or changes are made, click **Send**, then **OK**, then **Close**.

#	Date	Yearly	Description:
1	11/27/2003	☐	Thanksgiving Day
2	12/25/2003	☒	Christmas
3	1/1/2004	☒	New Years
4	5/31/2004	☐	Memorial Day

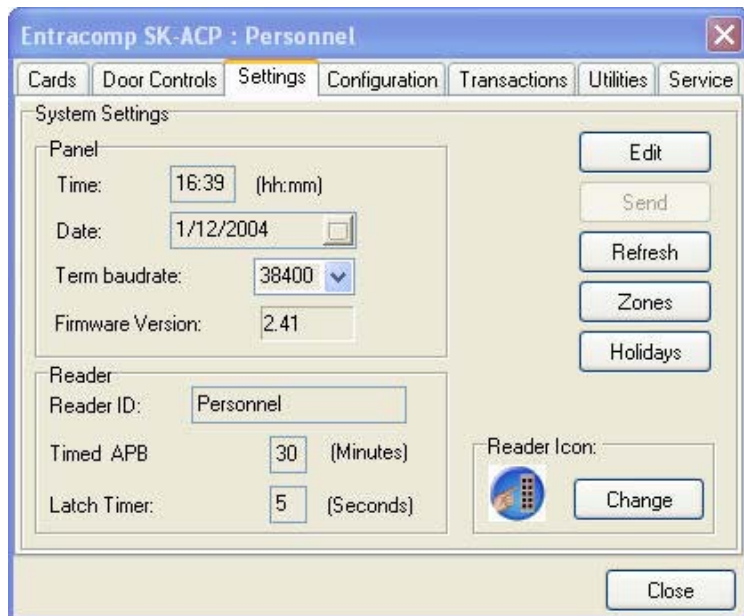
Send Daylight Savings Mode (ON) ☒ Close



NOTE: At the beginning of each new year, you need to review the Holiday schedule. Any Holiday which does not have a "X" located in the yearly box needs to be changed.

5.21 Changing the latch timer for a single reader

1. Right-click on the name of the reader you want to change.
2. Select **Properties**.
3. Click on the **Edit** button.
4. Enter a new **Latch Timer** value (in seconds).
5. Click on the **Send** button.
6. Click on **Close**.



5.22 Date and time

By default, every time you log into a location with your computer, the time and date in that computer can be transmitted to the system. If you prefer, you may manually set the system time using SK-NET™. (For example, if the computer is in a different time zone, you will want to set the time manually.)

Automatic Daylight Savings Time adjustments are handled by the system, unless you override this feature.

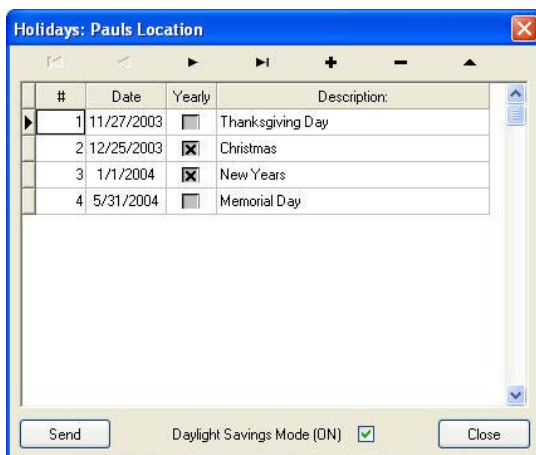
5.23 Setting the time and date

1. In the **Explorer** screen, right-click on **This Location**.
2. Select **Properties**.
3. Click on the Connection tab.
4. Uncheck the **Auto Time Synch** box. **Close**.
5. In the **Explorer** screen, click on **Time/Date** once to display current time and date settings.
6. Double-click on **Time/Date** to make changes.
7. Click on **Edit**.
8. Enter new time and date settings. Click **Send**. Click **Close**.



5.24 Overriding U.S. Daylight Savings Time feature

1. From the **Explorer** screen, double click on **Holidays**.
2. Uncheck the box next to **Daylight Savings Mode (ON)**.
3. Click **Send**. Click **Close**.



5.25 IN and OUT readers

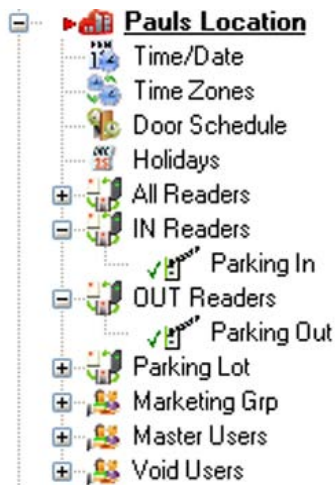
SK-NET™ automatically creates a reader group for **“IN”** readers and a group for **“OUT”** readers. If your system has readers on both sides of an opening to control both access (entry) and egress (exit), you should place these readers in the IN and OUT groups.

When a reader is neither an IN or an OUT reader, valid card uses appear as **“Valid Access”** in **Transactions**. When a reader has been designated as an IN reader, the message will say **“Valid Entry”**. When a reader is designated as an OUT reader, the message will say **“Valid Exit”**:

Designating readers as IN and OUT is required in order to have **Real Antipassback**. (See Section 5.6)

5.26 Programming an “IN” or an “OUT” reader

1. In the **Explorer** screen, click once on **All Readers**. This will cause all of the reader icons to appear on the right side of the screen.
2. Drag-and-Drop the appropriate readers onto the **IN Reader** group and the **OUT Reader** group on the left side of the screen.
3. Click on the **“+”** plus sign next to IN Readers and OUT Readers to verify the readers for each group.



5.27 Reader Groups

A Reader Group is used to set common properties for two or more readers. SK-NET™ automatically creates three Reader Groups: **All Readers**, **IN Readers** and **OUT Readers**. You may create as many additional Reader Groups as you wish.

5.28 Creating a Reader Group

1. From the **Explorer** screen, right-click on **This Location** (or the new location name).
2. Select **New**. Select **Reader Group**.
3. Enter a name for the new Reader Group. Click **OK**.
4. Click on **All Readers** once. This causes all of the reader icons to appear on the right side of the screen.
5. Drag-and-Drop the desired readers from the right side of the screen onto the name of the new Reader Group.



NOTE: Reader Groups are often used with **Door Controls**.

5.29 Door Controls

Door Controls are functions that you can initiate from SK-NET™ that affect the door or gate at a connected location. Door Control icons appear at the top of the Explorer screen. You can send a Door Control command to a single reader, or to a Reader Group.

5.30 Using Door Controls

1. From the **Explorer** screen, click once on the name of a single reader or a **Reader Group** (i.e. All Readers).
2. Click on the **Door Control** icon for the function you want to initiate:
 - a. **Open The Door Now** will activate the latch relay(s) for the same time as presenting a valid card
 - b. **Unlock The Door** activates the relay and keeps it activated until you restore it. During this time the GREEN LED on the reader will flash slowly.
 - c. **Make Inactive (Locked)** prevents even valid cards from gaining access through the door until you restore it. During this time the RED LED will flash slowly.
 - d. **Disable Door Schedule** is an override that relocks a door, or group of doors, that have been unlocked by a Door Schedule.
 - e. **Make Active (Normal)** restores a reader to normal operation after it has been placed in the Unlock or Inactive state by a Door Control command.



NOTE: Disable Door Schedule is useful when conditions require that a normally unlocked door be locked early. An example would be a school that has early dismissal due to bad weather.

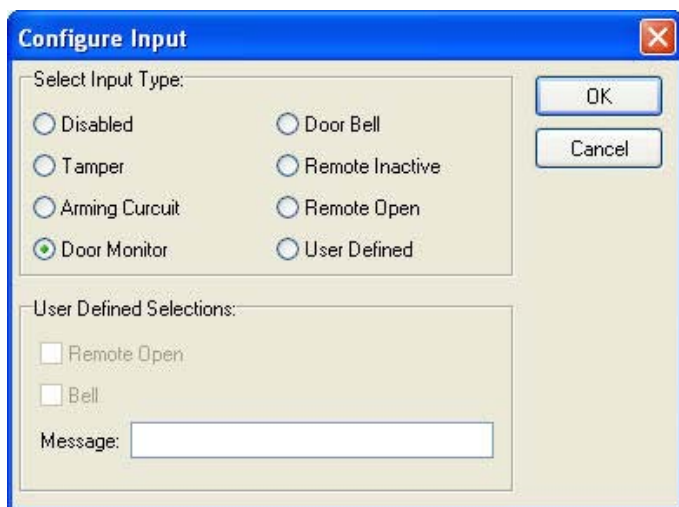
5.31 Inputs

Inputs are circuits that connect external sensors or switches to an SK-ACP or 28SA-PLUS. They are used to initiate special functions or to generate messages in Transactions. There are eight different Input definitions you can choose in SK-NET™.

- a. **Disabled** – The Input is not used.
- b. **Tamper** – A switch or sensor that has been installed to detect interference with a component of the access control system. If this circuit is closed, the reader will be disabled and a Tamper message will appear in Transactions.
- c. **Arming Circuit** – The reader is disabled until this input is closed. Cards presented while the Arming Circuit is open will be logged in Transactions but access will be denied. This input is often used for gates where a loop detector must sense that a vehicle is present before a card can be valid.
- d. **Door Monitor** – Connected to a door position switch, this input activates anti-tailgate feature. It is also used to detect a door forced open or held open too long.
- e. **Door Bell** – Sends an ASCII Bell Character to a PC or printer, causing an audible tone.
- f. **Remote Inactive** – Closing this input makes the reader inactive (lockout).
- g. **Remote Open** – This input activates the latch relay for the same amount of time as a valid card use. A “Door Opened Via Sensor” message appears in Transactions. Also called Request-To-Exit or REX.
- h. **User Defined** – This input allows you to write a custom message that will appear in Transactions. The Input can be a variation of Remote Open or it can simulate Door Bell. It can also be used as an alarm reset for certain auxiliary relay output functions.

5.32 Defining an Input

1. From the **Explorer** screen, right click on a reader name.
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Click on **Edit**.
5. Select the **Input** you want to change.
6. Select the Input definition. Click **OK**.
7. Click on the **Send** button. **Close**.



5.33 Outputs

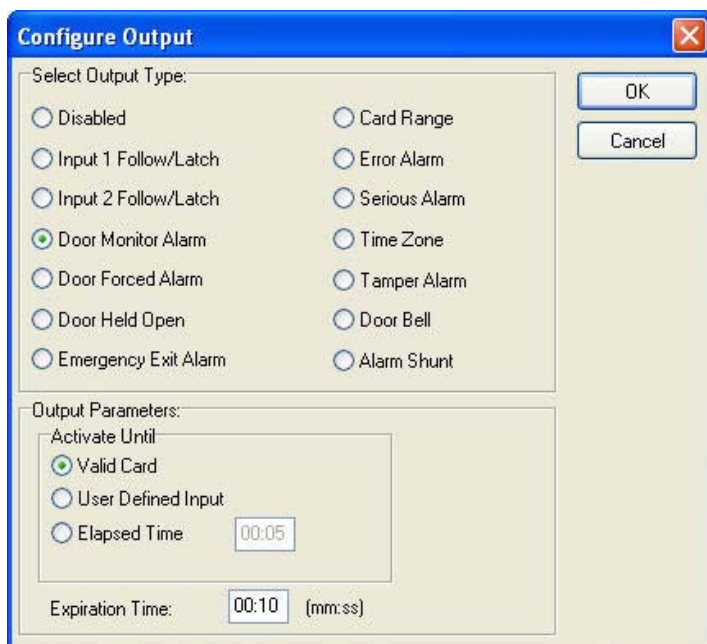
The SK-ACP has a main (latch) relay and an auxiliary relay for each reader. (28SA-PLUS does not have an auxiliary output.) This extra relay can be activated by a variety of means to accomplish various functions.

- a. **Disabled** – The output is not used.
- b. **Input 1 Follow / Latch** – Whenever Input 1 is closed the aux. relay will activate until either 1) a valid card is presented to the reader, 2) a User Defined Input 2 is activated, 3) a pre-selected amount of time elapses or 4) Input 1 is opened.
- c. **Input 2 Follow / Latch** – Whenever Input 2 is closed the aux. relay will activate until either 1) a valid card is presented to the reader, 2) a User Defined Input 1 is activated, 3) a pre-selected amount of time elapses or 4) Input 2 is opened.
- d. **Door Monitor Alarm** – If one of the Inputs is configured as Door Monitor, this output will activate if the door is forced open or if it is left open too long. This output is typically connected to a local alarm signal or to a remote monitoring station. Once the auxiliary relay is activated it will remain activated until 1) a valid card is presented to the reader, 2) a User Defined Input is activated, 3) a pre-selected amount of time elapses.
- e. **Door Forced Alarm** - If one of the Inputs is configured as Door Monitor, this output will activate if the door is forced open. This output is typically connected to a local alarm signal or to a remote monitoring station. Once the auxiliary relay is activated it will remain activated until 1) a valid card is presented to the reader, 2) a User Defined Input is activated, 3) a pre-selected amount of time elapses.
- f. **Door Held Open** - If one of the Inputs is configured as Door Monitor, this output will activate if the door is left open too long. This output is typically connected to a local alarm signal or to a remote monitoring station. Once the auxiliary relay is activated it will remain activated until 1) a valid card is presented to the reader, 2) a User Defined Input is activated, 3) a pre-selected amount of time elapses.
- g. **Emergency Exit Alarm** – Used when one of the Inputs is designated as Remote Open, the auxiliary relay will activate whenever the main relay is triggered via the Remote Open Input. This is typically used to sound a local alarm when the door has been used for egress.

- h. **Card Range** – Cards in a selected range will activate the auxiliary relay only or both the auxiliary and main relays. Typically this is used so specific cards can cause something special or extra to happen. The relay can be set to Toggle, (activate until another card in the selected range is presented) or to activate for a preset amount of time.
- i. **Error Alarm** – When any one of selected “Error” conditions occur, the auxiliary relay will activate and stay activated until a valid card is presented to the reader. Error Conditions you may select from are “Door Forced”, “Door Held”, “Tamper Input”, “Void User”, “Invalid Facility Code”, “Antipassback Violation”, “Arming”, “Tamper Card”, “Inactive”, “Invalid ID”, “Time Zone Error”, “Time Zone Date”, “Limited Use Violation”.
- j. **Serious Alarm** – When any one of the following “Error” conditions occur, the auxiliary relay will be activated and remain activated until a valid card is presented: “Void Card”, “Invalid Facility Code”, “Tamper”, “Door Forced”, “Door Held”.
- k. **Time Zone** – The auxiliary relay will be activated during the GREEN increments of the selected Time Zone.
- l. **Tamper Alarm** – If a Tamper Input is closed, the auxiliary relay will be activated and will remain activated until until 1) a valid card is presented to the reader, 2) a User Defined Input is activated, 3) a pre-selected amount of time elapses.
- m. **Door Bell** – If a Door Bell Input is closed the auxiliary relay will be activated and remain activated until 1) The input is opened or 2) a pre-selected amount of time elapses.
- n. **Alarm Shunt** – Whenever the main relay is activated by a valid card or a Remote Open input, the auxiliary relay will be activated and will remain activated until 1) the main relay returns to normal or 2) a pre-selected amount of time elapses.

5.34 Defining an Output

1. From the **Explorer** screen, right click on a reader name.
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Click on **Edit**.
5. Select the Output.
6. Select the Output definition.
7. Set any applicable Output Parameters - Click **OK**.
8. Click on the **Send** button. **Close**.



The image shows a 'Configure Output' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog is divided into two main sections: 'Select Output Type:' and 'Output Parameters:'. The 'Select Output Type:' section contains two columns of radio buttons. The first column includes 'Disabled', 'Input 1 Follow/Latch', 'Input 2 Follow/Latch', 'Door Monitor Alarm' (which is selected with a green dot), 'Door Forced Alarm', 'Door Held Open', and 'Emergency Exit Alarm'. The second column includes 'Card Range', 'Error Alarm', 'Serious Alarm', 'Time Zone', 'Tamper Alarm', 'Door Bell', and 'Alarm Shunt'. To the right of these options are 'OK' and 'Cancel' buttons. The 'Output Parameters:' section contains a sub-section 'Activate Until' with three radio buttons: 'Valid Card' (selected with a green dot), 'User Defined Input', and 'Elapsed Time'. The 'Elapsed Time' option has a text box next to it showing '00:05'. Below this, there is an 'Expiration Time:' label followed by a text box showing '00:10' and the unit '(mm:ss)'.

Configure Output

Select Output Type:

☐ Disabled ☐ Card Range

☐ Input 1 Follow/Latch ☐ Error Alarm

☐ Input 2 Follow/Latch ☐ Serious Alarm

☒ Door Monitor Alarm ☐ Time Zone

☐ Door Forced Alarm ☐ Tamper Alarm

☐ Door Held Open ☐ Door Bell

☐ Emergency Exit Alarm ☐ Alarm Shunt

OK

Cancel

Output Parameters:

Activate Until

☒ Valid Card

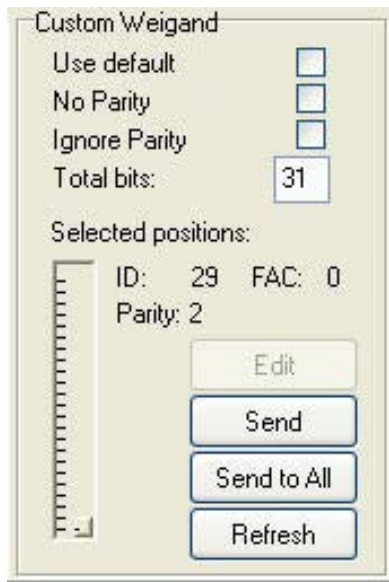
☐ User Defined Input

☐ Elapsed Time 00:05

Expiration Time: 00:10 (mm:ss)

5.35 Programming custom Wiegand data formats

1. From the **Explorer** screen, right-click on a reader name.
2. Select **Properties**.
3. Click on the **Service** tab.
4. Click on **Edit**.
5. Uncheck **Use Defaults**.
6. Enter the total number of bits in your card format.
7. Use the slide scale to set the number of card I.D. bits.
8. If normal parity bits are not used check **No Parity** and verify whether the card number is correct. If not, select **Ignore Parity**.
9. Click **Send To All**. Click **Close**.



Custom Wiegand

Use default ☐

No Parity ☐

Ignore Parity ☐

Total bits:

Selected positions:

ID: 29 FAC: 0

Parity: 2

Edit

Send

Send to All

Refresh

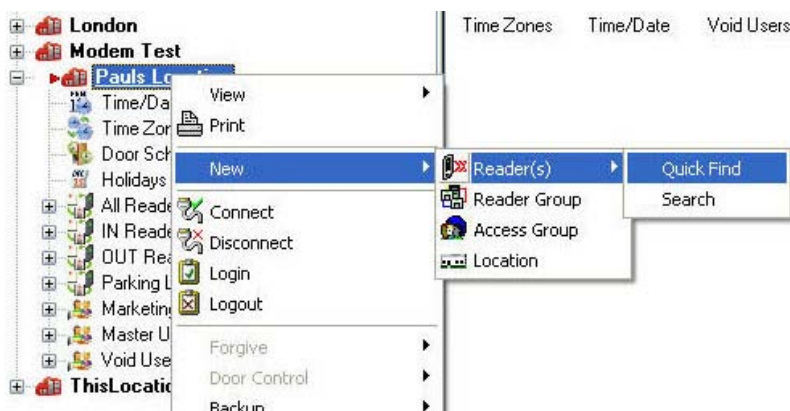


NOTE: This feature is not supported with the 28SA Plus.

5.36 Adding new readers to the system

After the new hardware has been installed and wired into the system, hold in the reset button while turning on the power. Hold for 3 seconds and release. SK-NET™ will now be able to find the new reader(s).

1. From the **Explorer** screen, right-click on **This Location**, or the new Location name.
2. Select **New**
3. Select **Reader(s)**
4. Select **Quick Find** (unless you have added more than 20 readers, then use **Search**).
5. SK-NET™ will find the new reader(s) and bring them into the system. Follow the prompts until the new readers have been logged in.



NOTE: The newly found readers will automatically be added to the **All Readers**, **Master Users** and **Void User** groups. Be sure to drag-and-drop the new readers into any other appropriate Access Groups before you do a **Card Send**.

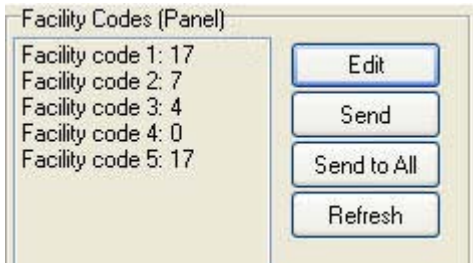
NOTE: This procedure must be followed anytime you perform a Power Reset on a panel or reader. (**See Section 11.8**)

5.37 Adding a Facility Code

SK-ACP can learn up to 16 **Facility Codes** and 28SA-PLUS can learn up to three. While it is best to have a single Facility Code in each system, this is not always convenient. You can set Facility Codes in a panel or reader by pressing the reset button and then presenting a sample of ALL the Facility Codes to a reader while the LED is flashing alternately RED and GREEN.

If there are multiple panels you can repeat this procedure at each, or you can send the codes from one unit to all the others through SK-NET™.

1. From the **Explorer** screen, right click on the name of a reader that has all of the required Facility Codes.
2. Select **Properties**.
3. Click on the **Service** tab.
4. In the **Facility Code** section, click on **Edit**.
5. Click on **Close**. Click on Send To All.
6. Click **Close**.



NOTE: Sending Facility Codes via SK-NET™ is not supported by the 28SA-PLUS.

Now that all the readers have been updated with new facility codes, you need to update the database files in SK-NET™.

1. From the **Explorer** screen, right click on **All Readers**.
2. Select **Backup**.
3. Select **All Readers**



NOTE: Be sure to backup your system when you exit SK-NET™.

6. MANAGING USERS

The User screen displays all cards and associated cardholders. This is where you can add a card, edit card details, monitor in and out status and generate user reports.

6.1 Entering Cardholder Information

1. In the **User** screen, double click on the card number you want to issue. A **User Detail** box will appear.
2. Enter the cardholder name. Select an **Access Group** from the dropdown list.
3. Other fields are optional. They are provided for your convenience.
4. To attach a photograph to a user record, click on **Load**. Use the browser to locate the jpeg (.jpg) file with the desired picture. Click **Load**.
5. Click **OK**.
6. After any card additions or changes, click the **Send Users** arrow.

User Properties

Enter or modify user information here.

User Information

First: Chuck

Last: Rost

MI:

Card #: 107

Access Group: Marketing Gp

Title: Manager

Tel Ext: 123

Dept: Development

Employee #: 345

Load Clear

User Fields

User 1: User 2: User 3:

Vehicle Information

Parking: 39 Vehicle 1: YTH365 Vehicle 2:

OK New Next >> Print Cancel



NOTE: Follow the same procedure to edit cardholder information or change Access Group.

NOTE: Attached photos should be small files (480x640). High resolution pictures may slow the program and they will not look any better on a computer screen. Attached photos can be viewed in Transaction Detail (**See Section 7.3**) and are available for use by SK-EZ/ID badge-making software.

6.2 Adding a new card number

1. In the **User** screen, click on the “+” plus sign.
2. In the **User Detail** box, enter the cardholder name.
3. Enter the **Card Number**.
4. Select an **Access Group** from the drop down list.
5. Enter additional data and/or attach photos if desired.
6. Click **OK**.
7. After any card additions or changes, click the **Send Users** arrow.

6.3 Deleting a user

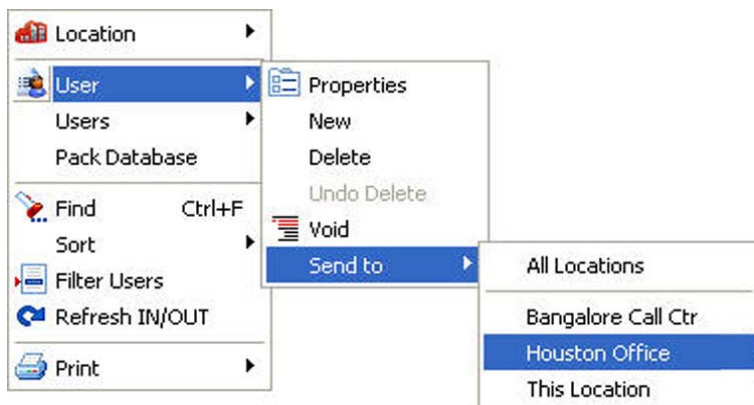
You can remove a card completely from the system. It is usually better, though, to edit the card and make it a **Void User**. This ensures that the card will not open anything, but each attempted use will be recorded in **Transactions**.

To remove a single card:

1. In the **User** screen, click on the card number to be removed. This will position the pointer next to that number.
2. Click on the “-” minus sign. The record will be removed.
3. After any card additions or changes, click the **Send Users** arrow.

6.4 Copying a User to another Location

1. From the **User** screen, right-click on the card number to be copied.
2. Select **User**.
3. Select **Send To...**
4. Select the Location from the dropdown list.

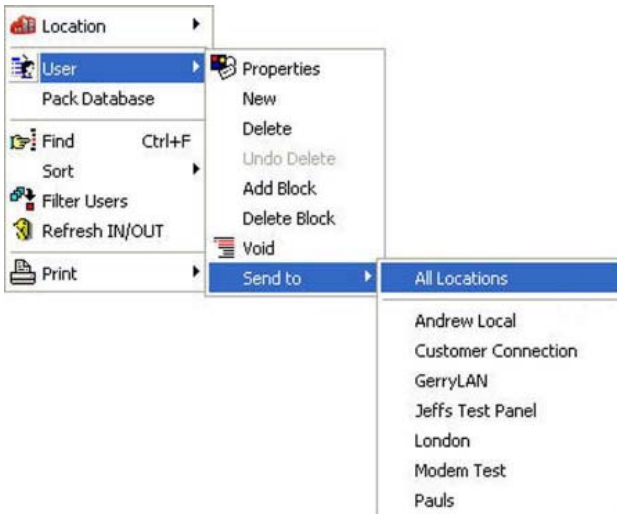


NOTE: The selected User record will be copied to the selected Location (or All Locations). . If there is an Access Group in the other Location(s) that has the same name as the Access Group you have assigned the User to, he will be added to that group. If there is no Access Group with the same name, the User will be added to the Void User Group. When you log in to other Locations you can change these Users to a different Access Group, if you wish. (If the User already exists in the selected Location, his Access Group will not be changed. **You MUST do a “Send Users” when logged in to each Location to activate the cards in that Location.** (Multiple Locations require SK-NET-MLD version.)

NOTE: Be sure you select **“User”**, not **Users”**. Selecting the wrong menu will send all cardholders to the new location.

6.5 Copying a group of users to another location

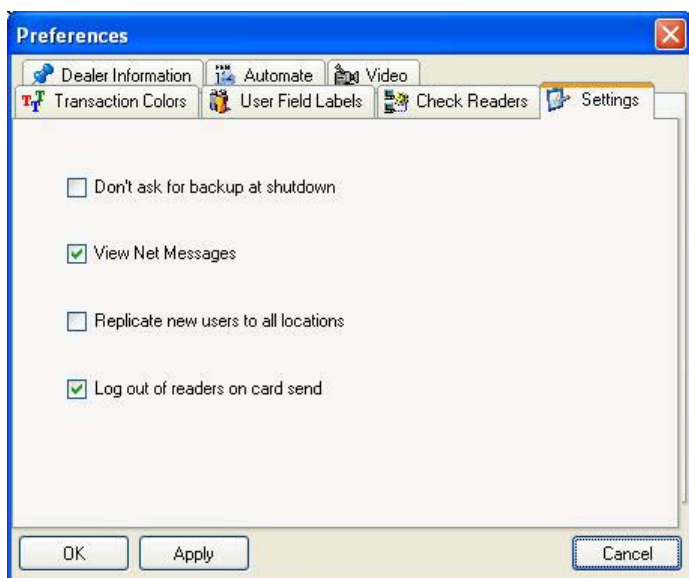
1. From the **User** screen, click on Users on the top tool bar.
2. Select **Users**.
3. Select **Send to**.
4. Select the location from the list, or choose **All Locations**.
5. Select **All**, or enter a range of card numbers to be copied.



NOTE: The selected User record will be copied to the selected Location (or All Locations). . If there is an Access Group in the other Location(s) that has the same name as the Access Group you have assigned the User to, he will be added to that group. If there is no Access Group with the same name, the User will be added to the Void User Group. When you log in to other Locations you can change these Users to a different Access Group, if you wish. (If the User already exists in the selected Location, his Access Group will not be changed. **You MUST do a "Send Users" when logged in to each Location to activate the cards in that Location.** (Multiple Locations require SK-NET-MLD version.)

6.6 Changing the names of User data fields

1. From the **User** screen, click on the word **Configuration** in the top tool bar.
2. Select **Preferences**.
3. Click on the **User Field Labels** tab.
4. Replace any of the field labels shown. Click **OK**.



6.7 Sorting cardholders in the User List

In the **User** screen you can sort the User List by clicking on many of the column headings. For example, clicking on **Last Name** will sort the list alphabetically by last name. Clicking on **Card Number** will sort the list from lowest to highest card number.

You may also find a specific card or user by clicking on the **Find User** icon. Select the search field (Last Name, Card Number, Title, etc.) and enter the corresponding value. A pointer on the left side of the list will move to the desired record.

6.8 Filtering Users

Filters allow you to temporarily remove unwanted records from the list. This allows a limited user report to be generated, for example, users in a single department or users who are out of the building.

6.9 User Reports

1. From the **User** screen, click on the **Filter Users** icon.
2. In the **Filter Users** detail box, select **Access Group**, **IN/OUT** or **Department**.
3. Enter the desired filter value. Click **OK**.
4. To remove any applied filters, repeat the process and select **ALL** for each filter type.



6.10 Limited Use Cards

Limited Use Cards are valid for a specific number of uses, days or weeks. After the preset limit is reached, the cards become Void. Limited Use Cards can also be set to "Count". This feature keeps track of card uses, but does not automatically void the card.

Limited Card usage is shared between all of the readers in a location, but it is not transmitted from one location to another. It is usually best to set up Limited Use Cards globally, but they may also be created in a single reader or a Reader Group.

A maximum of 4000 cards can be used as **Limited Use Cards**. By default the Limited Use Card range is set from 1 to 4000. This can be changed if the cards being used in your system are in a different card number range.

6.11 Programming Limited Use Cards

1. In the **Explorer** screen, right-click on **All Readers**.
2. Select **Properties**.
3. Click on the **Configuration** tab.

The screenshot shows the 'Group Properties: All Readers' dialog box with the 'Configuration' tab selected. The 'Limited Use Card Range' section has 'Start' set to 00001 and 'End' set to 04000. The 'Daily RAPB ForgiveTime' section has 'Off' selected. The 'Remote Reader Type - 28SA+' section has 'None' selected. The 'General Settings' section has 'Latch Timer' set to 3 (Seconds), 'Timed Antipassback' set to 30 (Minutes), and 'Baudrate' set to 38400 (Terminal). The 'Door Schedule' section has 'Door Schedule Disabled' checked. There are 'Send' and 'Close' buttons.

4. Enter the lowest and highest **Limited Use Card** numbers from among the cards enrolled in your system. (No more than 4000 cards may be Limited Use.)
5. Click **Send**.
6. Click on the **Cards** tab.

The screenshot shows the 'Group Properties: All Readers' dialog box with the 'Cards' tab selected. The 'Program Cards into a Time Zone' section has 'Time Zone' set to 01, 'Start' set to 00001, and 'End' set to 65503. The 'Program Limited Use Cards' section has 'Days After Use' selected. The 'Start' is set to 00001, 'End' is set to 04000, and 'Value' is set to 7. There are 'Send' and 'Close' buttons.

7. Select the appropriate Limited Use parameter. Enter a count value, where required.
8. Enter the lowest and highest cards within the previously defined limited use card range, that applies to this parameter. (You can define multiple groups of Limited Cards with various limitation parameters.)
9. Click **Send**. Click **Close**.



NOTE: A similar process can be used in the properties of a Reader Group or of a single reader. It is usually better to make Limited Use Cards Location-wide.

NOTE: Limited Use cards cannot be programmed into **Time Zone 1** or Master Users.

NOTE: When the **Uses** parameter is selected, the system does not count uses involving an **OUT** reader.

NOTE: To reprogram a void Limited Use card, follow the programming steps above for the desired card or card range.

7. MANAGING TRANSACTIONS

The Transaction screen displays system activity. Card events that are valid and invalid are displayed, along with system events such as a door unlocked by a Door Schedule or automatic RAPB Forgive.

Transactions can be displayed in a list, with the most recent event at the bottom of the screen. You can also display a single transaction in detail, including any attached photograph for the cardholder.

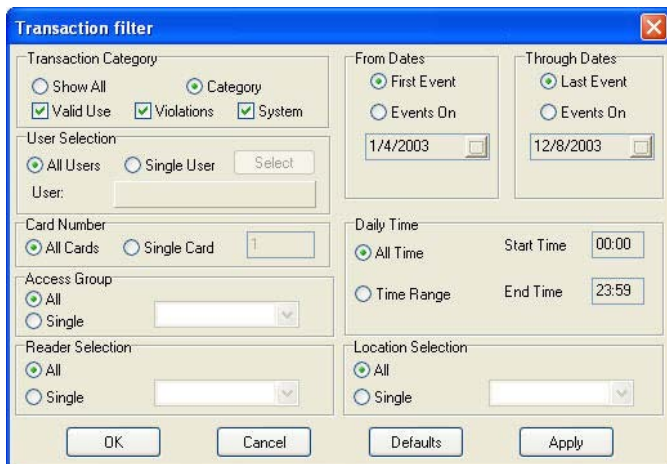
7.1 Changing Transaction Type Colors

1. From the **Transaction** screen, click on the **Change Colors** icon.
2. Click the **Change** box next to the event type you want to alter.
3. Select a color from the chart. Click **Apply** to preview how the color will look. (Some colors are very hard to read.) Click **OK** to use the selected color.



7.2 Filtering Transactions

1. From the **Transactions** screen, click on the **Filter** icon.
2. In the **Transaction Filter** box, select one or more filter criteria types. Each filter criteria requires a value to be entered.
3. Click **OK**.
4. To remove any filters, repeat the process and select **ALL** for each filter criteria (or click on **Defaults** to reset all filters.)



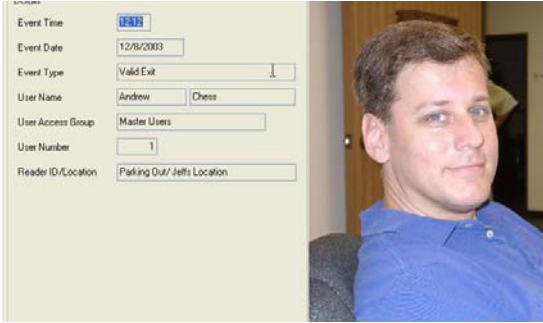
The image shows a "Transaction filter" dialog box with a blue title bar and a close button (X) in the top right corner. The dialog is divided into several sections for filtering transactions:

- Transaction Category:** Includes radio buttons for "Show All" and "Category" (selected). Below are checkboxes for "Valid Use" (checked), "Violations" (checked), and "System" (checked).
- User Selection:** Includes radio buttons for "All Users" (selected) and "Single User". A "Select" button is next to "Single User". Below is a text field labeled "User:".
- Card Number:** Includes radio buttons for "All Cards" (selected) and "Single Card". A text field with the value "1" is next to "Single Card".
- Access Group:** Includes radio buttons for "All" (selected) and "Single". A dropdown menu is next to "Single".
- Reader Selection:** Includes radio buttons for "All" (selected) and "Single". A dropdown menu is next to "Single".
- From Dates:** Includes radio buttons for "First Event" (selected) and "Events On". A date field shows "1/4/2003" with a calendar icon.
- Through Dates:** Includes radio buttons for "Last Event" (selected) and "Events On". A date field shows "12/8/2003" with a calendar icon.
- Daily Time:** Includes radio buttons for "All Time" (selected) and "Time Range". "Start Time" is set to "00:00" and "End Time" is set to "23:59".
- Location Selection:** Includes radio buttons for "All" (selected) and "Single". A dropdown menu is next to "Single".

At the bottom of the dialog are four buttons: "OK", "Cancel", "Defaults", and "Apply".

7.3 Viewing cardholder photos

1. From the **Transaction** screen, click on the **Zoom In** icon (magnifying glass icon).
2. The most recent transaction will be displayed with user details and photo (if loaded). To view previous transactions, use the navigation buttons.



7.4 Archiving older transactions

1. From the **Transaction** screen, click on the word **"Transactions"** in the top tool bar.
2. Select **Archive**.
3. Enter the a name for the archive file destination.
4. If you do not want to archive all the transaction records, enter a starting and/or ending date.
5. Click **OK**.



NOTE: In the same menu you may choose to delete an archive file that you no longer wish to retain.

7.5 Viewing archived transactions

1. From the **Transaction** screen, click on the selector arrow for **Select Transactions to View**.
2. Select the archive file you want to see.
3. You may navigate through archived transactions the same way you navigate through current transactions.

The screenshot shows the 'Transactions' window with a menu bar (Window, Help) and a toolbar with navigation icons. A dropdown menu is open, showing 'Current Transactions' and 'SKTRANSARC'. Below the dropdown, a table displays transaction data.

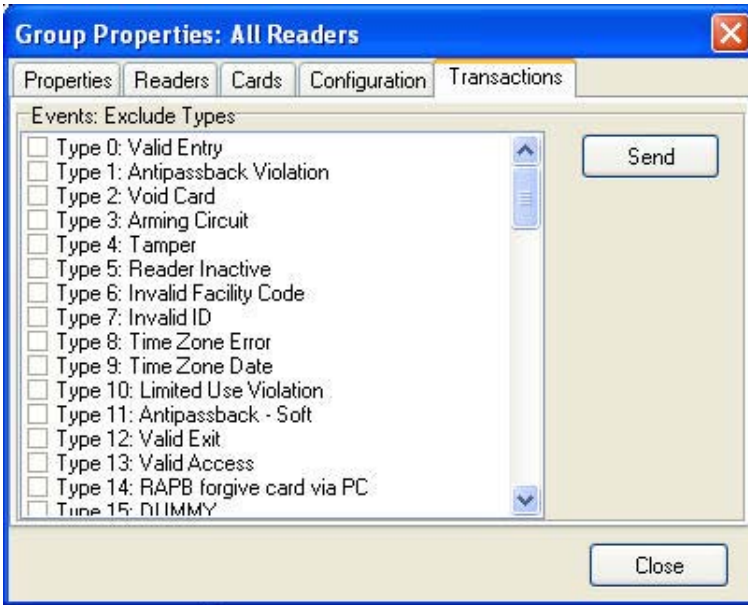
Card #	User Name - Access	Transaction Type	Reader ID/Location
	Testingtrans	RAPB forgive all via Reader	87-1/ Lan100
		RAPB forgive all via Reader	88-1/ Lan100
		RAPB forgive all via Reader	89-1/ Lan100
		RAPB forgive all via Reader	9-1/ Lan100
		RAPB forgive all via Reader	90-1/ Lan100
		RAPB forgive all via Reader	91-1/ Lan100
		RAPB forgive all via Reader	92-1/ Lan100

7.6 Excluding Transaction Types

You may exclude specific transaction types from the system audit trail. Transaction types to exclude can be selected for **All Readers** or for individual readers. Excluding some transaction types reduces the number of event records in **Transactions** and also conserves space in the event buffer of the SK-ACP and/or 28SA-PLUS.

7.7 Excluding Transaction Types (Globally)

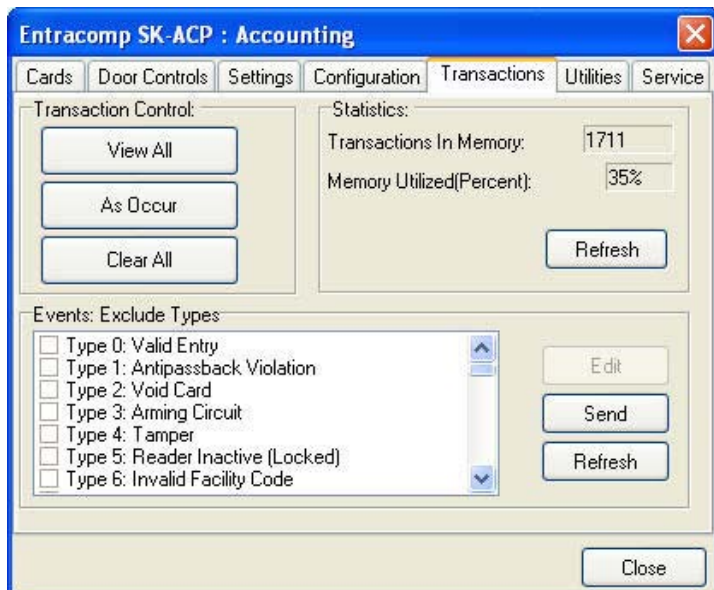
1. From the **Explorer** screen, right-click on **All Readers**.
2. Select **Properties**.
3. Click on the **Transaction** tab.
4. Place a check mark next to each transaction type you want to exclude. Click **Send**.



NOTE: Types 16-30 only apply to slave readers used with the 28SA-Plus.

7.8 Excluding Transaction Types for One Reader

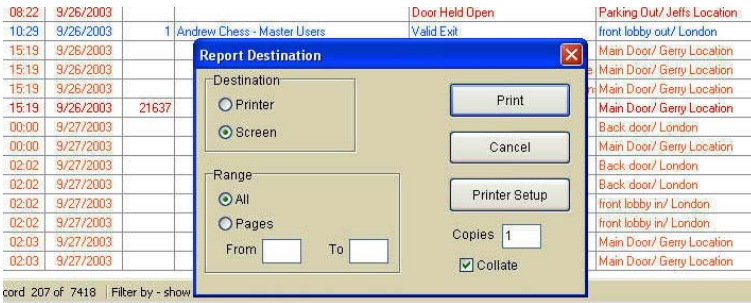
1. From the **Explorer** screen, right-click on the name of a reader.
2. Select **Properties**.
3. Click on the **Transactions** tab.
4. Click on the **Edit** button.
5. Place a check mark next to each transaction type you want to exclude. Click **Send**.



8. REPORTS

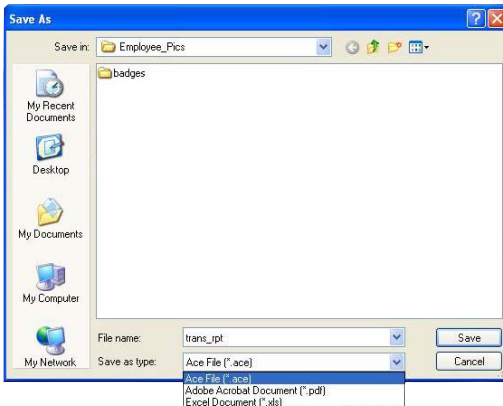
8.1 Transaction Report

1. From the **Transaction** screen, apply the appropriate **Filters** required to isolate the events of interest.
2. Click on the **Print** icon.
3. Choose **Screen** to preview the report. Choose **Printer** for a paper report.
4. Enter the **Page** numbers required, or select **All** for a complete report.
5. Click **Print**.



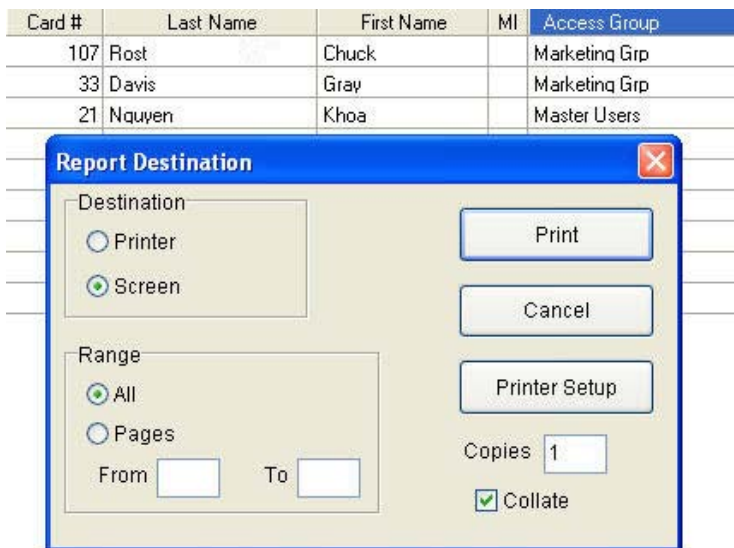
To save the Transaction Report as a .pdf or .xls file.

1. After filtering the report and displaying it to the screen. Select **File**.
2. Click on **Save**.
3. Click on the down arrow for **Save As Type**.
4. Select the **File Type** desired.



8.2 Printing a User Report

1. From the **User** screen, sort the list the way you want it to appear on the report.
2. Click on the selector arrow next to the printer icon.
3. Choose **User Report** for a compact list of displayed users. Select **User Detail Report** for a complete profile of each user.
4. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
5. Indicate the **Pages** desired, or **All** for a complete report.
6. Click **Print**.



8.3 Printing a User Information Report

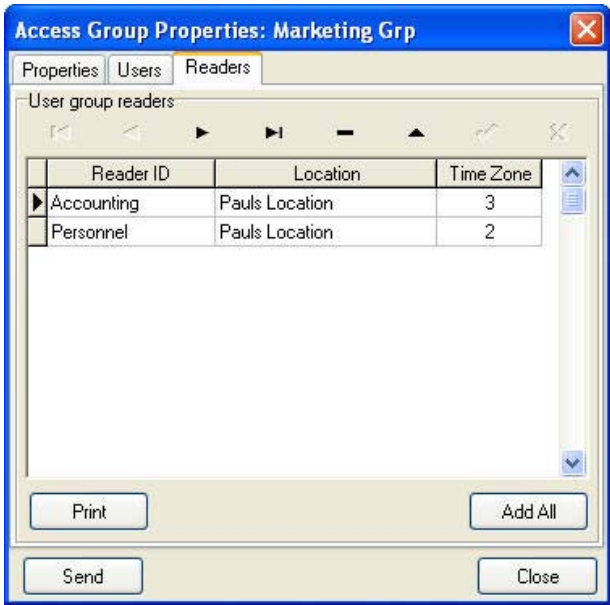
1. From the **User** screen, double-click on a user name.
2. In the **User Properties** box, click **Print**.
3. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
4. Click **Print**.

8.4 Printing a list readers in a Location Report

- 1. From the **Explorer** screen, click the Print icon on the toolbar.
- 2. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
- 3. Click **Print**.

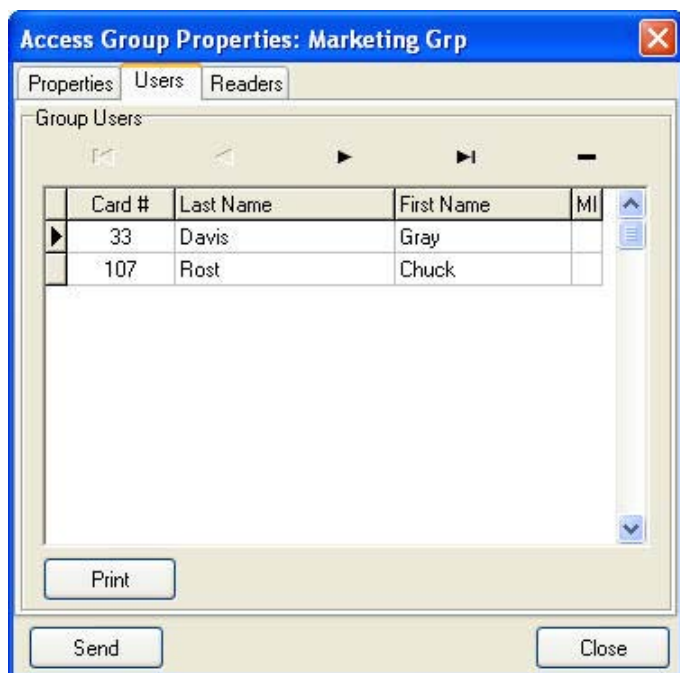
8.5 Printing a list of readers in an Access Group Report

- 1. From the **Explorer** screen, right-click on the name of the Access Group.
- 2. Select **Properties**.
- 3. Click on the **Readers** tab.
- 4. Click the **Print** button.
- 5. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
- 6. Click **Print**.



8.6 Printing a list of Users in an Access Group Report

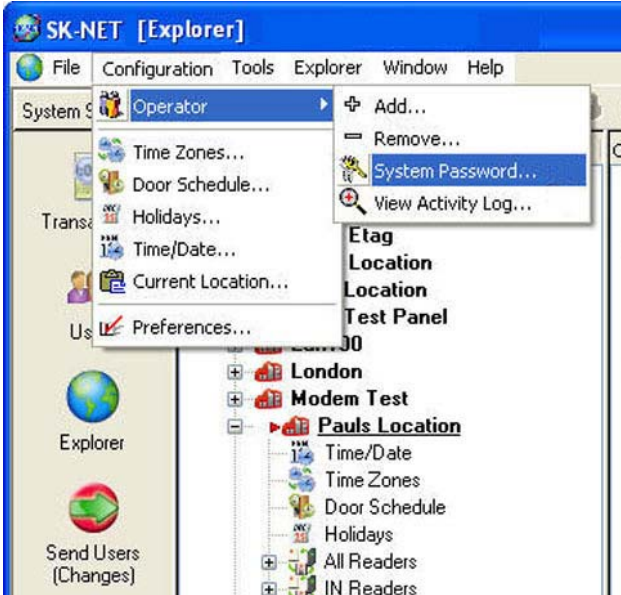
1. From the **Explorer** screen, right-click on the name of the Access Group.
2. Select **Properties**.
3. Click on the **Users** tab.
4. Click the **Print** button.
5. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
6. Click **Print**.



9. SECURITY

9.1 Changing an SK-NET™ Operator Password

1. Click on **Configuration** in the top tool bar.
2. Select **Operator**.
3. Select **System Password**.
4. Enter the new password twice. Click **OK**.



9.2 Assigning Operator Levels

Client/Server versions of SK-NET-MLD allow you to enroll numerous operators, each with a unique password. **Operators** can be assigned to one of five different privilege levels:

- a. **Guards** – Able to view Transactions.
 - b. **Receptionists** – Able to view User IN/OUT status.
 - c. **Card Issuer** – Able to perform functions in the User screen.
 - d. **Supervisors** – Able to perform functions in all screens, but not able to change system parameters or Location properties.
 - e. **Administrators** – Full software privileges.
1. Click on **Configuration** in the top tool bar.
 2. Select **Operator**.
 3. Select **Add (+)**.
 4. Enter the operator name, password twice and select the privilege level. Click **OK**.

Add Operator

UserName

Password

Verify

Description:

Add User to Group

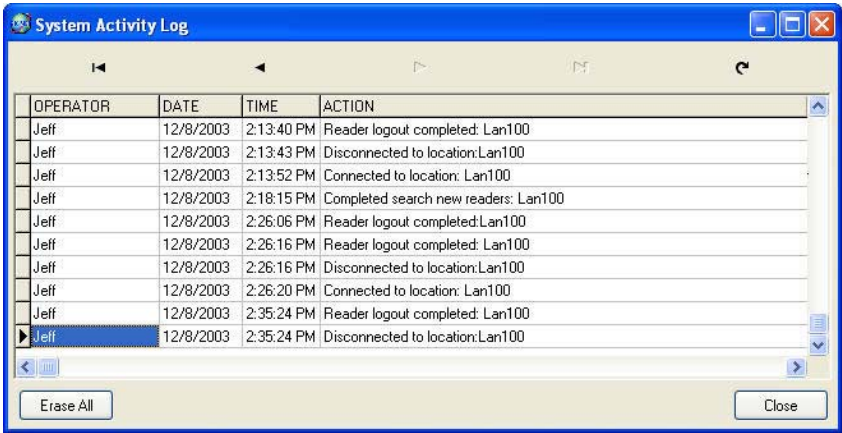
- Guards
- Receptionists
- Card Issuer
- Supervisors
- Administrators

OK Cancel

9.3 System Activity Log

The **System Activity Log** records what the operators of SK-NET™ have been doing in the software. It records the Operator, Date, Time, and what action was performed.

- 1. Click on **Configuration** in the top tool bar.
- 2. Select **Operator**.
- 3. Select **View Activity Log**.
- 4. Scroll up or down to see operator activity.



9.4 Password Protection

SK-NET™ has a second set of passwords that are exchanged behind the scenes whenever a computer running SK-NET™ attempts to connect to a Location. This invisible password can, and should, be changed from the default (12345).

1. From the **Explorer** screen, make sure that you are **Connected** to the **Location** where you want to set a new Password.
2. Right-click on the **Location**.
3. Select **Properties**.
4. Click on the **Key icon** (to the right of the word "Password").
5. Enter the new password twice. Click **Save**.



NOTE: If you have multiple Locations, it is best to set a different Location password for each.

10. DIAGNOSTICS

10.1 Communicating with a Location

In the **Explorer** screen, a red triangle next to the **Location** icon (the little red building) indicates that you are connected to that **Location**.

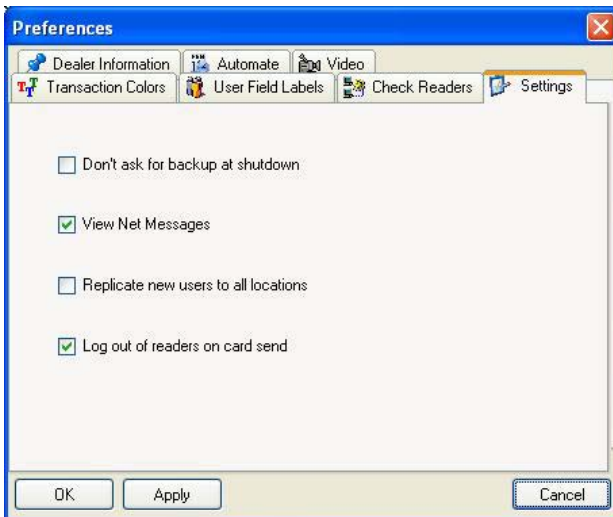
A green check mark next to a reader icon indicates that you are logged in to the reader. Being “logged in” means that complete, real-time communication is occurring, and that all the stored transactions have been downloaded to SK-NET™.

Reader icons with red “X’s” through them are readers that have failed to log in.

10.2 Network Messages

If you place the software in the **Debug** mode, you will see network messages displayed at the bottom of the screen.

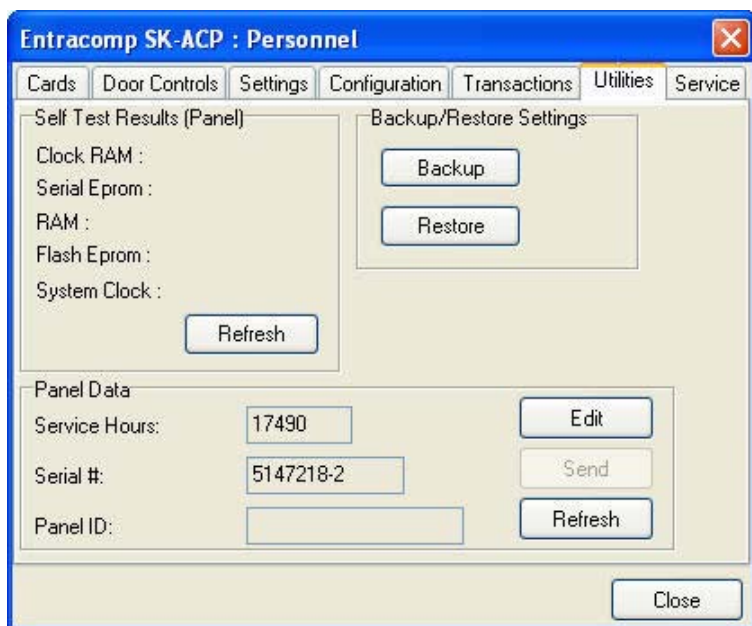
1. From the **Explorer** screen, click on the word **Configuration** in the top tool bar.
2. Select **Preferences**.
3. Click on the **Settings** tab.
4. Place a check mark next to **View Net Messages**.



10.3 Self Testing from SK-NET™

You may initiate a self-test using SK-NET™.

1. From the **Explorer** screen, right-click on the name of the reader you want to test.
2. Select **Properties**.
3. Click on the **Utilities** tab.
4. Click the **Refresh** button under Self-Test. Each item will display a Pass/Fail result.



11. TROUBLESHOOTING

11.1 Cards do not work when creating a new Access Group

1. **Did you drag-and-drop readers into the new Access Group?**
 - a. From the **Explorer** screen, click on **All Readers**.
 - b. Drag-and-drop readers from the right side of the screen into the new Access Group.
 - c. Click on the "+" sign next to the new **Access Group** to view the readers in the new group.
 - d. Perform a **Card Send**, as described below.
2. **Did you send the cards to the Location?**
 - a. Click on **"Send Users Full"**.

11.2 New Transactions are not appearing in the Transaction Screen

1. **Are transactions being filtered?**
 - a. From the **Transaction** screen, click on the **Filter** icon.
 - b. Click on **Defaults**. Click **OK**.
2. **Are you logged in to the Location?**
 - a. From the **Explorer** screen, open the **All Readers** folder to display reader icon(s). Are there Green check marks by each reader icon?
 - b. If readers do not have Green check marks (or have red lines through them), is there a Red arrow next to the Location icon?
 - c. If there is a Red arrow, but readers are not logged in, click on the **Log-In** icon on the toolbar.
 - d. If there is not a Red arrow or a Green check mark, click on the location name, click on the **Connect** icon on the toolbar.
3. **Have you excluded any transactions?**
 - a. Right click on **All Readers**.
 - b. Click on the **Transactions** tab.
 - c. **View Transaction Types**. If there is a check mark in the box located next to a Transaction Type, it will not be sent to your Transaction database in SK-NET™.

11.3 “Invalid Facility Code” message when using newly-added cards

1. **Do the new cards have a different Facility Code than the previous ones?**
 - a. Go to one of the SK-ACP panels or 28SA-Plus readers. Take a sample card with each different facility code. Press the reset button.
 - b. Present a sample card with each Facility Code to one of the readers attached to the SK-ACP (or to the 28SA-PLUS) while the LED is flashing Red and Green.
 - c. Repeat this process for each SK-ACP or 28SA-PLUS. For the SK-ACP, you can also send Facility codes to all panels through SK-NET™, like this:
 - d. From the **Explorer** screen, right click on the name of the reader that has the new Facility Code.
 - e. Select **Properties**.
 - f. Click on the **Service** tab. You should see the quantity of Facility Codes active in that panel.
 - g. Under **Facility Codes (Panel)** click **Edit**.
 - h. Click **Close**.
 - i. Click **Send To All**.
 - j. Click **Close**.
 - k. After all cards are working, right click on **All Readers**.
 - l. Select **Backup**. Select **All Readers**.

11.4 Reader does not read-LED is Flashing Red or Green

A slowly flashing Red LED indicates that the reader is in the **Inactive** mode. A slowly flashing Green LED indicates that the reader is in the **Unlocked** mode. These conditions exist when someone has activated a **Door Control**, from SK-NET™, or when an input is shorted and programmed **Remote Inactive or Remote Open**. A flashing green LED also indicates the door has been unlocked by the **Door Schedule**. To check the door status:

1. From the **Explorer** screen, right-click on the name of the reader.
2. Select **Properties**.
3. Click on the **Door Controls** tab.
4. What is the Current Door State? This will help identify why the reader is in the Inactive or Unlocked mode.
5. Click on **Normal** if the reader shows **Inactive Lock or Inactive Unlocked**. This will change the **Current Door State** to **Active Normal**.
6. **Unlock via Door Schedule** indicates the door is unlocked by the schedule. To disable the schedule click on **Edit**, click in the Disabled box and **Send**.

11.5 Lost Communications between PC and Readers

1. Check Com Settings

- a. From the **Explorer** screen, right click on the Location Name.
- b. Select **Properties**.
- c. Click on the **Connection Tab**.
- d. Run the **Connection Wizard**.
- e. If the **Wizard** finds the connection, click **OK** and then **Connect**. If not, select your connection below.
 1. RS-232 direct connect, computer COM port to the SK-ACP or 28SA Plus COM port. **(See Section 11.6.)**
 2. RS-232 to RS485 converter, computer to converter to the SK-ACP or 28SA Plus reader. **(See Section 11.7.)**
 3. TCP/IP connection via LAN, WAN. Contact the IT department.
 4. Modem connection, must have **Local Connect** unchecked and modem phone number provided. Try to repower the modem and SK-ACP or 28SA Plus.

2. Login Failure

- a. In the **Explorer** screen, look for a red arrow next to the **Location** icon. This indicates you are connected to the **Location**.
- b. Click on the "+" next to **All Readers**. If the reader shows a green check mark indicates the reader is logged in. An icon with a red "X" indicates lost communications with that reader. If this occurs, perform a Power Reset. **(See Section 11.8)**

11.6 Using RS-232 Voltage Measurements to Check Communication Problems

If you cannot connect, it will be necessary to take voltage measurements to identify whether the problem is with the SK-ACP or with the computer.

RS-232 Direct Connection

1. From the **Explorer** screen, right-click on the Location.
2. Select **Properties**.
3. Click on the **Connection** tab.
4. Uncheck the box next to **"Gateway (RS-232)"**
5. Click on the **Connect** button.

The system will fail to connect, but in the process it will open the computer

COM port, making a voltage test possible.

1. Voltages: Measure voltages at the gateway reader's terminal block, communications pins 1 to 5. Connect the ground lead to pin 1 (logic ground) for all measurements.
 - a) Pin 2 (Receive Data, RXD). The voltage should read between -5 VDC to -12 VDC. This voltage comes from the PC. If the voltage is wrong or missing, disconnect the reader from the PC, and measure the voltages at the reader (should be 0.0 VDC) and at the PC (should be between -5 VDC to -12 VDC).
 - b) Pin 3 (Clear to Send, CTS). The voltage should read between +5 VDC to +12 VDC. This voltage comes from the PC. If the voltage is wrong or missing, disconnect the reader from the PC, and measure the voltages at the reader (should be 0.0 VDC) and at the PC (should be between +5 VDC to +12 VDC).
 - c) Pin 4 (Request to Send, RTS). The voltage should read between -5 VDC to -12 VDC. This voltage comes from the Card Reader. If the voltage is wrong or missing, disconnect the reader from the PC, and measure the voltages at the reader (should be -9.5 VDC) and at the PC (should be 0.0 VDC).
 - d) Pin 5 (Transmit Data, TXD). The voltage should read between -5 VDC to -12 VDC. This voltage comes from the Card Reader. If the voltage is wrong or missing, disconnect the reader from the PC, and measure the voltages at the reader (should be -9.5 VDC) and at the PC (should be 0.0 VDC).

After testing voltages, return to the **Location/Properties/Connection** box and re-check the box next to **"Gateway (RS-232)"**.

11.7 NET-CONV Converter Connection

If you cannot connect and you are connected using the NET-CONV converter, test voltages as follows:

1. Measure input voltage from the converter power supply. It should be between 9VDC and 16VDC.
2. Measure voltage between Ground (minus side of power supply) and TD (A). It should be 0VDC.
3. Measure voltage between Ground (minus side of power supply) and TD (B). It should be between 2.5 VDC and 5 VDC.

If these voltages are incorrect, contact Secura Key Technical Support.

11.8 Power Reset

Occasionally it may become necessary to perform a power reset on a 28SA-PLUS or SK-ACP panel. (For example, after a power surge.) This procedure will reset the node address, requiring a recovery procedure in SK-NET™.

To perform a Power Reset:

1. Disconnect power from the reader or panel (including any backup battery)
2. Hold down the reset button.
3. While holding the reset button, restore power. Continue holding the button for two seconds.

To clone the readers:

1. From the **Explorer** screen, right click on the Location Name.
2. Select **New**.
3. Select **Readers**.
4. Select **Quick Find** (with less than 20 readers), or **Search** if (with more than 20 readers).
5. SK-NET™ will find the original reader(s) as new ones.
6. Click **OK** to bring them into the system. Do not log in at this time.
7. Look under **All Readers** and you will notice that you now have duplicate reader(s) names. The old one will still have the red X through the icon, and the new one will not.
8. Drag and drop the **New** reader(s) on to the old reader(s) with the same name. You will be asked to **Replace the reader**, click **Yes**. This will clone the original reader settings in to the **New** reader.
9. Right click on **All Readers** and select **Login**. Now all the readers should have a green check next to each reader.

11.9 Replacing an SK-ACP or 28SA Plus



NOTE: There are no changes required in SK-NET™ when replacing a card reader connected to the SK-ACP or when replacing the SK-029W connected to the 28SA Plus.

While replacing the SK-ACP or 28SA Plus it is recommended that you note the serial number of the board/reader being replaced along with the new board/reader being used for the replacement. This will simplify the following steps used in this procedure.



Note: DO NOT delete any readers from the Explorer screen!

After completing the replacement of the board/reader you need to start SK-NET™, connect and login. Click on the + next to **All Readers** and you will notice a red X through the reader(s) icon(s) which have been replaced.

1. Left click on **All Readers**, now it will be highlighted.
2. At the top of the Explorer screen click on **Explorer**.
3. Select **View**.
4. Select **Details**. Notice that on the right hand side of the Explorer screen all of the readers are listed along with the **Node ID, Logged In, Serial Number, Version, and Type**.
5. Right click on **All Readers**.
6. Select **New, Readers, Quick Find** (for less than 20 readers) or **Search** (for more than 20 readers).
7. After SK-NET™ finds the new readers, click **OK** to add them to the system (note that under **All Readers** the new readers found show the serial number as the name of the reader). **Do not login**.
8. Look at the serial number or name of the new reader(s) and drag and drop the new one over the old one with the red X through the icon (if replacing the SK-ACP, be sure to include the "-1" or "-2" as part of the serial number).
9. When asked 'Do you wish to replace the reader?' answer **YES**. SK-NET™ now will use the data files from the old reader and program them in to the new reader including sending cards.
10. Repeat steps 8 and 9 for all readers being replaced.
11. Test a card or two, the replacement is now complete.

12. REMOTE EYES VIDEO INTEGRATION

12.1 The Remote Eyes® DVR

The Remote Eyes® DVR, manufactured by Odyssey Technologies Inc., integrates directly with SK-NET™ version 3.05 or higher. SK-NET™ captures all real time transactions and downloads them into the transaction database. In Remote Eyes®, the same transaction data is actually burned into the Video Clip allowing the user to match the card information with a video clip showing the person using the card. This Video Clip and live video can be viewed directly from SK-NET™ along with general searches of the video archive for events such as parking lot activity.

12.2 SK-NET™ Set-up for Remote Eyes®

1. Left click on **Configuration** (next to file).
2. Select **Preferences**, select the **Video** tab.

The screenshot shows the 'Preferences' dialog box with the 'Video' tab selected. The 'Host IP Address' is 192.168.101.33, 'Port' is 5025, 'User ID' is admin, and 'Password' is masked. The 'Connect on Location Connect' checkbox is checked, and the status is 'Connected'. Below is a 'Camera/Reader Assignments' table with two rows: 'In Reader' and 'Out Reader', both assigned to 'In Reader/Test Panel' and 'Out Reader/Test Panel' respectively, with a 'Camera Number' of 1. At the bottom are 'Connect', 'Disconnect', 'OK', 'Apply', and 'Cancel' buttons.

Camera Description	Reader/Location	Camera Number
In Reader	In Reader/Test Panel	1
Out Reader	Out Reader/Test Panel	1

3. Enter Host IP Address. This is the IP address of the DVR. Port is always equal to 5025.

4. User ID enter 'admin'. Password enter 'admin' (default).
5. Connect on Location Connect, place a check mark in the box if you want to connect to Remote Eyes whenever you connect to a location.
6. To create Camera/Reader Assignments, click on the + to add a camera and name it to describe the reader it is viewing.

12.3 Reviewing a Video Clip

There are three icons on the Transaction screen that control the Remote Eyes® system. To launch a view of the video clip for the transaction selected, click on the first icon. The second icon launches the Remote Eyes® application, and the third icon will display live video from the Remote Eyes® system.



Warning: SK-NET™ software must be open and connected to the panels for the text insertion to take place in the video system.

Technical Support staff at Odyssey will assist new dealers in setting up the integration, including the SK-NET™ portion.

Odyssey Technologies, Inc.
Technical Support
888-291-6379
Monday – Friday
9:00 to 5:00 ET

Appendix A - SK-NET™ FEATURES

SK-NET™ is a Windows® (XP or greater) compatible software application program designed to monitor and control a network of up to 128 Secura Key ENTRACOMP® 28SA-Plus Smart Access Control Units, or 100 SK-ACP Two Door Advanced Access Control Panels.

SK-NET™ has three main screen displays:

- Transactions

- User Manager

- SK-NET™ Explorer

Transactions is the first screen which displays when SK-NET™ is started; it shows reader and system activity for the all Locations.

User Manager is the screen where card user data is displayed and access privileges can be entered into the system.

SK-NET™ Explorer is the screen which allows the user to configure the reader network and create or modify access groups and reader groups.

SK-NET™ Explorer shows the current configuration of all Locations, Reader Groups and Access Groups in the system. It allows you to add, delete, configure, or change Locations, groups or readers. When the Explorer screen is displayed, you may use various toolbar buttons to print a reader report, show properties of selected items, delete items, connect to or disconnect from Locations, log in to or logout from readers, control doors for a selected reader group or a reader, or change the configuration display format.

The SK-NET™ Explorer screen is divided into two sections: The left side shows the system configuration in an indented multi-level format (similar to Windows® Explorer). Each location, group, or reader is represented by an icon on screen. The right side of the screen shows individual icons for the currently highlighted location or group.

The highest level in the Explorer configuration window is SK-NET™ (the entire system) which includes all locations, groups, and readers controlled from the PC being used.

The second highest level is Location. A location includes all readers on a single network connected to the PC via a single COM port, TCP/IP address or a single modem location. Each Location can contain up to 128 28SA-PLUS units or 100 SK-ACP two-door panels.

A red triangle adjacent to the Location icon indicates that you are connected to that Location. Green check marks next to individual reader icons indicate that you are “logged in” to those readers. Being logged in means that transactions stored in the reader have been copied into the software and that you may view transactions as they occur in the Transaction screen.

The third level in the system is Groups. Each Location contains five default Groups: All Readers, IN and OUT Readers, Master Users and Void Users.

Because readers can belong to multiple groups, you will see the same icon appearing several times in the system configuration display.

To expand SK-NET™, a Location, or a Group to the detail level, click on the “+” icon just to the left of the item you want to expand. The “+” icon changes to “-” when it is expanded. If there is no “+” or “-” icon next to a Location or Group that indicates that nothing has been assigned to that Location or Group.

The Transaction Window shows the latest system events as they occur, for the Location which is currently connected to SK-NET™.

System events include card usage, input point status changes, reader status changes, and system messages.

Each event is displayed on a single line, and includes the time and date of the event, card number (for card transactions), User Name (if the name is stored in the database), Transaction Type (what happened), and Reader ID/Location (name of the reader and the Location to which the reader is connected).

The Transaction Window allows you to view the entire Transaction Database, by using the navigation buttons or the scroll bar to browse through the transaction records.

Transaction Database options include Print Transaction Reports, Erase, Change Colors, and Zoom In.

The Transaction Window normally shows data for all Locations (when filtering is not applied). Whenever SK-NET™ connects to a Location, all new transactions stored at the readers are automatically uploaded.

The User Manager Window allows you to display or change the Card User Database. You can add new card users or edit current user records. You may use the scroll bar or navigation buttons to view the entire Card User Database. You can also print user reports, search for an individual user, or optionally, select user databases for multiple locations.

The User Manager window defaults to a List format, one line per record. If you click on Zoom, the User Detail Screen is displayed for the currently selected user. You can also select a user from the list and double-click to display the record in User Detail format. Editing or adding cards is done by displaying the User Detail screen. The Navigation buttons work in either List or User Detail format.

Appendix B - WORKING IN WINDOWS

SK-NET™ uses many common functions available in Windows®. For users who are new to Windows® software these are the functions you will need to know to use SK-NET™.

ICONS and TOOL BARS:

Icons are little pictures that represent functions or files in the software. Most of the operations you will perform in SK-NET™ begin by pointing at and clicking on an icon. Most icons in SK-NET™ will display a "prompt", a word description of the icon, when you point the cursor at it.

Toolbars appear at the top and on the left side of each screen in SK-NET™. Toolbars contain icons that allow you to perform functions or open files in the program. The topmost toolbar will be comprised of words. Clicking on these words brings "drop-down menus" listing functions that you may select.

MOUSE BUTTONS:

When we direct you to **"CLICK"** on something, we mean that you move your cursor with the mouse to point at that item and then you tap the left button on the mouse once. This is usually done to select or highlight an item. When we tell you to **"DOUBLE CLICK"**, the only difference is that you tap on the left button twice in rapid succession. This is usually done to launch a program or to start a function.

When we tell you to **"RIGHT CLICK"**, tap on the right mouse button once. This is used to bring up a menu box that pertains to the item you are pointing at.

When we tell you to **"DRAG-AND-DROP"** you first point the cursor at the item, then hold down the left mouse button and, while holding that button down, move the cursor to the location where you want to "drop" the item you are "dragging". When the item is in the new location, release the left mouse button to "drop" it. We use drag-and-drop in the Explorer screen to make it easy for you to add individual readers to access groups and hardware groups.

EXPLORER:

One of the principal screens in SK-NET™ is SK-NET EXPLORER. This screen is modeled after the well-known Windows® Explorer. On the left-hand side of the screen you will see all of the elements of your system in a

“tree” format. If an item in the tree has a plus (+) or minus (-) symbol next to it, it represents a folder. Clicking on the + symbol “opens” that folder and displays what is inside. For example, the folder called “ALL READERS” contains an icon for every reader in the system. Clicking on the + symbol next to the ALL READERS icon will display icons for each reader, underneath the ALL READERS heading.

On the right-hand side of the screen you will see icons representing whichever part of the Explorer tree you have highlighted. For, example, if you CLICK on ALL READERS the right-hand side of the screen will display one icon for every reader in that location.

HELP:

SK-NET™ has extensive help, which you can access by clicking on Help on the top menu bar, or by pressing F1. Much of the information in this manual is also included in the on-line Help System.

To learn more about the functions of various icons or “buttons”, click on Help or press F1, select Contents, Getting Started, then SK-NET™ Desktop. Pressing F1 in the main windows (Explorer, Transactions or User Manager) also offers context-specific help for those screens.

SK-NET™ - GLOSSARY

Access Group – A set of cardholders who are valid at the same readers and have the same time zone restrictions. Groups are ideal for multi-departmental facilities with different time schedules. **Section 5.14**

Block Of Cards – A contiguous group of cards in sequential card-number order. **Section 3.5**

Connection Wizard – A special function where SK-NET software automatically goes through the various COM ports and baud rates on your system to make a connection. This function can be found by right-clicking a Location, selecting Properties, choosing the Connection tab, then clicking on the Connection Wizard icon. **Section 3.2**

Door Controls – A group of commands that affect the door or gate at a connected location. Door controls can be initiated in real time, using the SK-NET software. The system operator has the capability of controlling whether a door is unlocked or locked, and whether the reader is inactive or active. **Section 5.30**

Door Schedule – A time zone that is specifically assigned to a door, which causes the door to automatically lock and unlock according to a regular weekly time schedule. **Section 5.18**

Hardware Password – The default password for your SK-ACP or 28SA Plus reader is "12345". **Section 9.4**

Holidays – The system operator can enter up to 32 holidays that will use the Holiday Schedule in the system time zones, instead of the normal schedule for the day of the week. This allows access to be restricted or different than normal on Holidays. **Section 5.20**

"IN" / "OUT" Readers – When a room or area has readers on both sides of each door to control both entry and exit, the readers controlling entry can be assigned to an IN group, and readers controlling exit can be assigned to an OUT group. This allows the access control system to track the status of each cardholder to determine if the cardholder is IN or OUT of the area. It also allows the system to control the cardholder's direction of movement and to prevent card passback by invoking the Anti-Passback feature, which prevents an IN or OUT reader from being used twice in succession by the same cardholder. **Section 5.25**

Inputs – These are circuits that connect external sensors or switches to an SK-ACP or 28SA-Plus. Status changes on these circuits can initiate special functions or generate messages in the transactions screen. Various input types can be defined, including Tamper, Arming (loop detector), door monitor, request-to-exit (remote open), Bell, Remote Inactive (disable reader), and User Defined. **Section 5.31**

Limited Use Cards – A contiguous range of 4000 cards can be defined to have this feature. These cards are valid for a specific number of uses, days or weeks. After the preset limit is reached, the cards become void. Limited use cards can be defined for a single location or a single reader. **Section 6.11**

Location – A location is a group SK-ACP panels (and connected readers) or 28SA-Plus readers networked together via RS-485 and operating as a unified system. **Section 4**

Output (relay) – Relays are electromagnetically controlled switches located on the SK-ACP control panel. When actuated, they complete power circuits connecting external devices and their external power supplies, operating door strikes, gate actuators, and annunciators (horns, bells, or flashers). The SK-ACP has a latch relay and an auxiliary relay. The latch or access relay is actuated when a card access request is granted. The auxiliary relay can be configured to activate for various conditions such as emulating the status of an input, or for an alarm condition such as door-held, door-forced, emergency exit, error alarm, tamper alarm, or a card transaction in a specified range, etc. **Section 5.33**

Reader Group - A set of readers created for the purpose of defining common properties for those readers. **Section 5.28**

Real Antipassback (RAPB) – This feature can be assigned to a Time Zone, and it controls cardholder movement using designated IN or OUT readers. If a card was last used at an IN reader, it must be used at an OUT reader before it will be valid at an IN reader again. This feature was originally developed for parking garages to prevent an authorized cardholder from passing his card back to an unauthorized user after entering the lot. **Section 5.9**

Real Antipassback Forgive – This command resets all cards to a neutral in/out status, allowing the next card use at either an IN or OUT reader. It can be invoked for all readers or for a specific reader. It can be scheduled to occur daily at a specified time (usually early in the morning) or it can be manually invoked for all cardholders, a specific cardholder number range, or for a single cardholder. **Section 5.10**

Renaming Readers – After SK-NET initially locates readers, it assigns the default name for the readers, which is usually the serial number with a dash one or dash two indicating connection to the right or left hand reader input. It is recommended that the system operator “rename” their readers with a meaningful name (such as their physical location) to better identify them when doing maintenance. **Section 3.3**

SK-NET-DM – This version of SK-NET is primarily used for a “direct connect” from the access control system to the COM port on a single computer. **Section 1.2**

SK-NET-MLD – This version of SK-NET is needed when there are multiple locations, and some locations are connected to the computer using a modem or a LAN adapter. **Section 1.2**

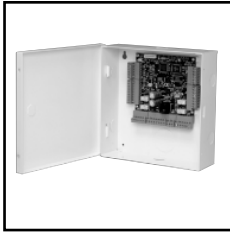
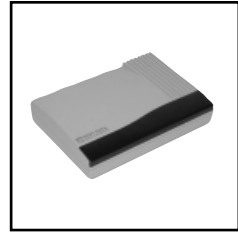
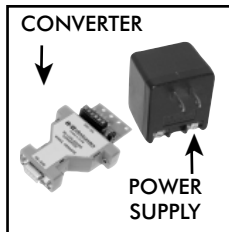
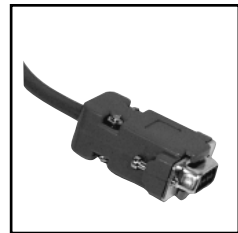
SK-NET-MLD- CSXX – This is the Client/Server version of SK-NET, which is used when there are multiple locations, and more than one user needs to access the database simultaneously. The SK-NET database is loaded on a Server computer, and multiple Client Workstations can access the Server on the same network. Client/Server licenses can be purchased for 2, 5, 10, or 15 workstations. **Section 1.2**

Software Password – Upon opening the SK-Net software, you will be prompted to enter a username and password. The default username when first opening the software is “admin”, and the password is “12345”. **Section 3.1**

Timed Antipassback (TAPB) – This feature must be assigned to a Time Zone 2 to 15. After a card is used at a reader with Timed Antipassback, that card will not be valid at that reader for a predetermined amount of time. **Section 5.7**

Time Zone – A schedule that determines which days of the week and hours of the day that a cardholder can obtain access at an associated door. Each weekday is divided into 48 half-hour segments that can be defined as Void or Valid for access by the system operator. A Holiday time schedule can also be defined for each Time Zone (see Holiday). **Section 5.2**

Transactions – These are various system events, such as cardholder access granted/denied, alarm status changes, power failures, door lock/unlock commands, etc., which are stored in transaction history with the time and date that they occurred. Reports can be printed and saved in either .pdf or .xls format. **Section 7**

SYSTEM COMPONENTS**SK-ACP-LE****SK-LAN****SK-MDM****28SA PLUS****NET-CONV-P****SK-PLUG9****SK-USB****DTK-XR
SURGE PROTECTOR****CBLSA**

SK-ACP:	Two Door Access Control Panel
SK-LAN:	External device server for Ethernet connection
SK-MDM:	External 56K modem
28SA-PLUS:	Card access control unit for single or multi-door applications
NET-CONV-P:	RS232 to RS485 converter with power supply
SK-PLUG9:	DB9 computer connector
SK-USB:	USB to RS-232 converter for computers without COM Ports
DTK-XR:	Surge protection for power, data and phone lines
CBLSA:	Cable kit for use with laptop computers

NOTES

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