

**PROGRAMMING
ALL
PROcard and PROkey
SYSTEMS**

IMPORTANT NOTICE

The PROcard and PROkey systems are very reliable and easy to use. However, if programmed incorrectly, these systems may function improperly and are likely to cause you and others a great deal of inconvenience. Similarly, there are certain key things you must know about using these systems. Thus, you should take the time to read these instructions completely before attempting to program or use your system. If you have any questions, your installing dealer will be happy to assist you.

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1 - BASIC HINTS AND PROGRAMMING RULES

The sections that follow provide detailed explanations of how to program specific functions that the system can handle. However, there are a number of basic hints and programming rules that apply to the programming of any step. These are listed below:

1. This manual covers programming of both PROcard and PROkey systems. If you have a PROcard system, ignore all references to entry codes. If you have a PROkey system, ignore all references to cards and card numbers.
2. All programming is done through the system's keypad. On the PROkey systems and PROcard systems that have the reader heads separate from the electronics, the keypad is mounted through the system's faceplate. On stand-alone PROcard systems that have the reader head attached to the faceplate, the keypad is inside the enclosure.
3. The first step in programming is to enter the program mode (see Page 3). Once you are in this mode, the system will remain in this mode until you tell it to exit to the "run" mode, or until 60 seconds pass without an entry on the keypad (so you do not accidentally leave it in the program mode).
4. PRO systems provide audio feedback as you program. A short beep is emitted as each key press is made. The system will also emit two short beeps when you complete an entry correctly. If you make an "error", the system will emit the following:
 - 2 LONG BEEPS if
 - a) you are trying to validate/enter a card number or entry code that is already in the memory,
 - b) you are trying to void/erase a card or code that is not found in the memory, or
 - c) you are trying to bulk load more cards than the unused memory space will hold.
 - 3 LONG TONES if the card or code memory is full when you try to make an entry.
 - A SERIES OF SHORT BEEPS if the entry you have just made is not technically correct (e.g., the format is wrong).

Once the feedback is completed, you may continue with your next entry or correct the entry you have just attempted.

5. Always keep track of what card numbers/entry codes you have entered into the system and to whom they have been assigned. This will allow you to void a card or code as soon as somebody is no longer allowed access to your building or complex, or if a card is lost.
6. If you realize in the middle of an entry that you are making a mistake, you can abort the transaction by purposely making a "format" error and then completing the entry. Thus, if the format calls for the next key pushed to be a number, push the "# " or "★" instead. If it calls for a "# " or "★" key to be pushed, press a number instead.

2 - ENTERING AND EXITING PROGRAM MODE

The sequences described in this section allow you to enter and exit the program mode, as well as to change the code that must be used to gain access to this mode.

ENTERING PROGRAM MODE

Format "*" + *security code* (6 digits)

Example "*" + 123456

Important Notes Factory setting is 123456. We suggest you change this code to maintain the security of your system.

You will hear two short beeps when the system enters the program mode and each time an entry is completed correctly.

CHANGING SECURITY CODE

Purpose To make sure that the security code required to enter the program mode is known only by authorized personnel.

Format 0 + 3 + * + *new security code* (6 digits)

Example 0 + 3 + * + 111153

EXITING PROGRAM MODE

Format Push the "# " or "*" key after any entry is completed.

Important Note You will hear the same series of short beeps that is emitted after a format error when you exit the program mode. In this instance, they signify that you have returned to the run mode.

3 - SETTING SYSTEM GUIDELINES

The programming sequences described in this section allow you to set the guidelines by which your system will operate. Under most circumstances, you will perform each of these steps only at initial installation of the system (if at all).

SETTING CLOCK TO CURRENT TIME AND DATE

Purpose This allows the system to determine whether someone should be allowed access based on time zones (see Page 5) or timed anti-passback (see Page 6) and also allows the system to print the time and date on each "transaction" if you have a printer.

Format 0 + 5 + *time* (4 digits) + *date* (6 digits) + *day* (1 digit) + *daylight saving time adjustment* (1 digit).

Example 0 + 5 + 1535 + 050889 + 3 + 1 (sets clock to 3:35 p.m. on Tuesday, May 8, 1989 and instructs system to adjust for daylight savings).

Important Notes Clock is set by factory to Pacific Time.

Time must be 4 digits long and in military terms. Add 1200 to times in the afternoon and evening to get military time. Thus, you enter 5:00 a.m. as 0500 while 5:00 p.m. is entered as 1700.

Dates must be 6 digits long and in month/date/year sequence.

Days are numbered: 1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, and 7=Saturday.

If your city has daylight savings time, put a "1" as the last digit of your entry. If not, make the last digit "0".

SETTING DOOR/GATE OPEN PERIOD

Purpose This tells the system how long to activate the relay that unlocks/opens your door or gate.

Format 0 + 6 + *number of seconds to activate relay* (2 digits).

Example 0 + 6 + 05 (tells system to activate relay for 5 seconds).

Important Note Factory setting is 10 seconds.

Your entry must be between 01 and 63 seconds.

SETTING UP TIME ZONES

Purpose	Time zones allow you to restrict the access of one or more cards or codes to certain times on certain days (for example, the cleaning crew's cards are only good during times and days they are supposed to be in your building). You can create up to 7 different restricted zones to provide different access times to different cards or codes. These zones are assigned to specific cards or codes in the validation process (see Page 8).
Format	0 + 7 + <i>zone number</i> (1 digit) + <i>time at which access begins</i> (4 digits) + <i>time at which access ends</i> (4 digits) + <i>day(s) on which access is allowed</i> (7 digits).
Example	0 + 7 + 3 + 0800 + 1730 + 2345600 (sets up time zone 3 to encompass the period from 8:00 a.m. to 5:30 p.m. on Monday through Friday).
Important Notes	<p>You do not need to create any restricted time zones if you do not need to restrict access by time or day. Time zone 0 is an "anytime" zone that allows access 24 hours per day, 7 days per week.</p> <p>Time must be 4 digits long and in military terms (see "SETTING CLOCK" on Page 4 for definition of military time). Times may only be entered using 10-minute divisions (1230 is valid, 1235 is not).</p> <p>The beginning and ending times must be in the same day. 2400 is midnight in this entry.</p> <p>Days are numbered: 1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, and 7=Saturday. If you need less than 7 digits to describe the valid days, add zeroes to the end of the string until you reach 7 digits.</p>

CHANGING NUMBER OF WRONG ENTRY CODES ALLOWED (PROkey only)

Purpose	This tells the system how many incorrect entry codes may be entered within a 3 minute period before the system deactivates the entry code function for a period of 3 minutes.
Format	0 + 9 + <i>number of incorrect entry codes allowed</i> (1 digit).
Example	0 + 9 + 6 (sets incorrect entry codes allowed at 6).
Important Notes	Factory setting is 2 incorrect entry codes allowed. The number can be reset from 1 to 9.

SETTING ANTI-PASSBACK MODE/TIME (PROcard only)

Purpose The anti-passback feature is designed to greatly reduce the chances that more than one person will use the same card to gain entry to your building/complex at a given time.

Format 0 + 8 + *number of minutes between valid uses of card* (2 digits).

Examples 0 + 8 + 05 (sets anti-passback period for 5 minutes).
0 + 8 + 99 (sets anti-passback for true anti-passback).
0 + 8 + 00 (turns off anti-passback).

Important Notes If you have the auto lock/unlock option in your system, the anti-passback feature is not available to you, but is instead replaced with the holiday schedules feature (see page 7 for details on this feature).

Factory setting is anti-passback off.

If using timed anti-passback, entry must be between 02 and 60. To set for true anti-passback, enter 99. To turn anti-passback off, enter 00.

CHANGING NUMBER OF DIGITS IN ENTRY CODES (PROkey only)

Format 0 + 0 + *number of digits in code* (4 or 5 only).

Example 0 + 0 + 5 (sets number of digits in entry code to 5).

Important Notes Factory setting is 4 digit entry codes.

5 digit codes may run from 00001 to 65534.

SETTING AUTOMATIC UNLOCK/RELOCK TIMER FOR EACH DAY (This is an option)

Purpose Allows the Pro systems to automatically unlock and relock a door (or open and close an electric gate) at times you specify.

Format 0 + 2 + *day* (1 digit) + *open time* (4 digits) + *close time* (4 digits).

Example 0 + 2 + 4 + 0800 + 1745 (sets door to unlock at 8:00 a.m. on Wednesday and relock at 5:45 p.m.).

Important Notes Time must be 4 digits long and in military terms. Add 1200 to times in the afternoon and evening to get military time. Thus, you enter 5:00 a.m. as 0500 while 5:00 p.m. is entered as 1700.

The automatic unlock/relock timer affects all three relays.

Days are numbered: 1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, and 7=Saturday.

To eliminate activation on a given day, reprogram that day with 9999 as the opening and closing times.

SETTING HOLIDAY SCHEDULES TO OVERRIDE AUTOMATIC UNLOCK AND RELOCK TIMES (This is an option)

Purpose Ensures that doors or gates remain locked/closed all day on holidays or other days when normal conditions do not apply. On any day identified as a holiday, the normal automatic unlock and relock schedule will be ignored.

Format 0 + 8 + *holiday number* (1 digit) + *date* (4 digits).

Example 0 + 8 + 9 + 1225 (sets holiday number 9 to December 25th).

Important Notes If you did not purchase the auto lock/unlock schedules option, the holiday schedules feature is not available to you, but is instead replaced with the anti-passback feature (see page 6 for details on this feature).

You may use up to 10 holidays (numbered from 0 to 9) or you may choose not to set up any.

Holiday dates must be 4 digits long and in month/date sequence.

To delete a holiday, either program a new holiday date with the same holiday number or program 9999 as the holiday date.

SETTING THE FACILITY CODE

Purpose To set the facility code of the cards the system is to accept. This code is set at the factory to match the cards shipped with your system. Thus, you should not need to make an entry in this area except in unusual circumstances.

Format 0 + 4 + 3 + *2-digit facility code* (01-99).

Example 0 + 4 + 3 + 05 (sets the facility code to 05).

4 - VALIDATING AND VOIDING CARDS OR ENTRY CODES

The programming sequences described in this section allow you to tell the system which cards or entry codes should grant entry. These programming steps will be repeated frequently as people move in and out of your building/complex.

VALIDATING A SINGLE CARD OR ENTRY CODE

Format 1 + *card identification number* (5 digits) or *entry code* (4 or 5 digits) + *time zone* (1 digit).

Example 1 + 5467 + 0 (sets up entry code 5467 to allow entry at any time).
1 + 43567 + 3 (sets up card or entry code 43567 to allow entry only during time zone 3).

Important Notes Card numbers must always be entered as a 5-digit number. Thus, card 231 is entered as 00231. Unless your system is using the barium ferrite cards, the card identification number is **not** the number hot stamped on the card. The card identification numbers can be found in the "Cross Reference Report" included with the cards. Look up the card's "Hot Stamp" number and the identification number will be found in the column to the right labeled "ID Number". Card numbers must be between 00001 to 65534. Any card number higher than 65534 will be rejected.

Entry codes must be 4 digits long unless you have changed the length to 5 digits earlier (see Page 6). 5-digit codes run from 00001 to 65534. Any number higher than 65534 will be rejected.

You must always enter a time zone, even if no restricted zones have been created. The "0" zone allows access at any time.

VALIDATING A GROUP OF CARDS (PROcard only)

Purpose Allows you to load a group of cards that all have the same time zone in one easy step rather than loading each card individually.

Format 2 + *first card ID number* (5 digits) + S + *last card ID number* (5 digits) + *time zone* (1 digit).

Example 2 + 00345 + S + 01344 + 1 (sets cards 00345 to 01344 to grant access during time zone 1 - which was set up earlier).

Important Notes Cards validated as part of a group may be voided or changed individually subsequently.

Card numbers must be between 00001 and 65534. Any card number higher than 65534 will be rejected by the system.

This transaction takes longer than most (up to a minute) to complete. The system will emit two short beeps to let you know you have made the entry correctly and emit two more short beeps when it completes its processing of the group entry.

See "Validating a Single Card or Entry Code" on previous page regarding notes on card numbers.

Be sure that the group of card numbers you are entering does not include any numbers that are already in the system (the system will allow this duplicate entry to occur and the duplication will cause confusion later).

There may be gaps in the ID numbering of the cards you receive. Be sure that any cards not shipped with the group get voided after the group entry is completed.

VOIDING A SINGLE CARD OR ENTRY CODE

Format 4 + *card ID number* (5 digits) or *entry code* (4 or 5 digits) + SSS.

Example 4 + 5467 + *** (deletes entry code 5467).
4 + 00243 + *** (deletes card or entry code 00243).

Important Notes See "Validating a Single Card or Entry Code" on the previous page regarding notes on card numbers.

VERIFYING STATUS OF CARD OR ENTRY CODE

Purpose Lets you check to see whether a card or entry code is in the system's memory.

Format 3 + *card number* (5 digits) or *entry code* (4 or 5 digits).

Example 3 + 12453 (checks status of card or code 12453).

Important Notes If the card or entry code is in the memory, the system will emit two short beeps. If it is not found in the memory, two long beeps will be heard.

VOIDING ALL CARDS OR ENTRY CODES IN MEMORY

Purpose Allows you to clear the entire card or entry code memory, if these become filled with codes/numbers that have been forgotten or have been entered in error.

Format 0 + * + # + * * *