

## DL-WINDOWS<sup>™</sup> ADDING PROXIMITY CARDS AND TIMEZONE SCHEDULING SCENARIO EXAMPLES

WI1633A 2/12

#### EXAMPLE 1 ADD A PROX CARD TO A USER

The following describes the procedure to add a proximity card to user "Sam Jones".

1. From the Global Users Screen, click the Add Cards button.

Prox Card Er	rolling			>	<
Card Type:	CNT36bit			-	
Generic Name:				~	
Bit Length:	0		Offset	Length	
Card Code:			0	0	
Facility Code:			0	0	
Issue:	0		0	0	
Left Parity:		~	0	0	
Right Parity:		~	0	0	
Enable AL	-PRE (	9			
Cance	el	Ē	uild Card	Data	

- 2. In the **Prox Card Enrolling** dialog, select the correct **Card Type** from the pull-down menu.
- 3. In the **Card Code** field, type the number printed in ink on the card surface.
- 4. In the **Facility Code** field, type the card Facility Code.

When using HID cards from Alarm Lock, select the following:

- Card Type: "NAP36bit"
- Card Code: Type the number printed in ink on the card surface
- Facility Code: "19"

5. Click the **"Build Card Data**" button. **Note:** In this example, *Sam Jones* is required to use both a PIN and his proximity card to gain entry.

The User Name in the **Global Users Screen** is highlighted in yellow. The proximity card information is displayed in the bottom right area of the screen.

Use	er List				User Information	- Locks L	isted b	v Lock			
° la	ssic S	ort (Reference I	lumber)	-	First Name: Sam	1	2	3	4	5	
	3310 3	on (Reference i	(unioci )	-		6	7	8	9	10	
	Ref	User Name	PIN		Last Name: Jones	11	12	13	14	15	
•	8	Sam Jones	865612		Address: 123 Main Street	16	17	18	19	20	
	9				(7)	21	22	23	24	25	
	10				City. Anytown	26	27	28	20	30	
_	11			-	State NJ Zip 11122	20	20	20	24	25	
	12		_	- 1		51	32	33	04	30	
_	13		_	- 1	Telephone Number: (631) 555-1212	30	37	38	39	40	
_	14			-	DIN: 865612	41	42	43	44	45	
-	10				0.1.5.1.0.1.0.5	46	47	48	49	50	-
_	15			- 1	Custom Field - Set in Options Screen	51	52	53	54	55	-
-	10			- 1		- Card Da	ta				
_	10			- 1		Card	Туре				
-	20			- 1		NAPS	36bit				
-	21					Englith C	odo	Cord	Codo		
-	22					Tacinty C	Jude	Lanu	Coue	_	
	23					119		12312	3		
	24					Card	n.			_	
	25					Curu	<b>.</b>	_			
	26				-	Add	Cards		Remov	e Car	d
	27							_		_	_
	28				Add Administrative Users		Set	Group	Assia	nment	1
	29				Hide	Pins	0.01	Treah	looig		
	30				Set Double Sided Access		Set	Level	Assign	nment	
	31										
	32				Search						
	33				Name   Type S	earch Text	t Here		Delete	User	1
	34								00.010	2001	-
	35		_	-	Res	et Search T	Text		Clo	se	
	136		1					- 1			-

#### EXAMPLE 2 ADDING PROX CARDS USING THE "SEQUENTIAL ADD" FEATURE (MULTIPLE USERS AT ONE TIME)

1. Select multiple users by clicking to highlight the name of the first user:



2. Hold down the **Shift** key and click to highlight the last user you want to add. All users will be highlighted (selected) as shown in the image below:



3. Click the Add Cards button and the Prox Card Enrolling dialog opens:

Prox Card Enrolling			×
Card Type: NAP36t	oit		-
Generic Name:			~
Bit Length: 0		Offset	Length
Card Code: 12345		0	0
Facility Code: 19		0	0
Issue: 0		0	0
Left Parity:	Ψ.	0	0
Right Parity:	Ŧ	0	0
Enable AL-PRE	9		•
<u>C</u> ancel		<u>B</u> uild Card	Data

4. In the Prox Card Enrolling dialog, click to choose the correct Card Type from the pull-down list, type the starting Card Code (printed in ink on the card surface) and the Facility Code number. Check the Sequential Add check box. Click the Build Card Data button; in the Number of Cards pop-up that appears, type the number of cards to be enrolled and click "OK".

E.
OK Cancel

#### ADD ALL USERS TO ALL LOCKS

5. In the **Global Users Screen**, select multiple users by clicking to highlight the first user in the list, hold down the shift key, and click to highlight the last user in the list. Right-click the highlighted area. In the menu that appears, click **Add Selected Users to All Locks**.

G	obal	Users Acc	ount N	ame: Hı	inter	don	Hospital		
Us	er List					Г	User Inform	ation -	
Cla	ssic S	ort (Refere	ence Nu	mber)	-		First Name:	Doug	)
	-			·			l act Name:	-	
	Ref	User Nam	e	PIN			Last Name.	Fiege	er
	1	Doug Fieg	ger	536785			Address:		
	2	Berton Av	erre	453926			Cttu: [		
	3	Dave Phil	lips	527981			City:		
	4	Roger W	Gen	erate Sel	ected	Nev	v Codes		Zip
	5	Donald D	Gen	erate All	New C	Code	s		
	6	Prescott		<u></u>					
	/	Roger Sti	Dele	te Select	ed Co	des			536
	8	SamJone	Dele	te All Co	des				1000
	9								- h Opt
	10		Dele	te Select	ed Pro	DX C	ards		
	11		Dele	te All Pro	x Car	ds			
	12		Dala	to Coloct	ad Lla				
	13		Dele	te select	eu us	ers			
	14		Add	Selected	Users	s to	All Locks		
	10		Add	Selected	Users	s to	alock		
	17								
	10		Rem	ove Sele	cted U	Jser	s from All Lo	ocks	
	19		Rem	iove Sele	cted U	Jser	s from a Loo	k	
	20								
	20		Add	User to	Admin	Scre	een		
	22				-sarring 1				e Use
	23		Allow	w User to	Issue	Em	ergency Cm	nds.	Acce
	24								
	25		Add	a Block o	f Emp	ty S	lots to List		
	20						oburon		

All users will be added to all locks (indicated by the Lock ID rectangles turning green, as shown in the image below:)



#### EXAMPLE 3 COMMUNITY SWIMMING POOL OPEN MAY 26 - SEPTEMBER 3 9:00AM - 10:00PM, 7 DAYS A WEEK

The strategy here is to assign these users to a Group, and then enable or disable the Group at certain times. With each user possessing their own individual HID Prox Cards, start by opening the **Global Users Screen**:

1. Set up Administrative users, (Master, Manager, DTM Download, etc.): Click the "Add Administrative Users" button. In the Administrative Users dialog, change factory codes to new codes.

Administrative Use	ers			
Administrative Users		lu n	D:	User Info
Marter Carla	-	Useriname	Pin	First Name: Master
Master Lode		Master Lode	123456	Master
Installer 1		Installer I		Last Name: Code
Installer 2		Installer 2		Address:
Manager I		Manager I		
Manager 2		Manager 2		City:
Manager 3		Manager 3		01. T. 0. 51
Supervisor I		Supervisor 1		State ZIP Custom Field -
Supervisor 2		Supervisor 2		
Supervisor 3		Supervisor 3		Tologhana Manhan
Print Uniy 1		Print Unly 1		Telephone Number:
Frint Uniy 2		Print Unly 2		Commente PIN: 123456
Enable User 300		Enable User 300		
PLUOWNIOad		PC Download		A
D I M Download		DTM Download		
Une Time Service		One Time Service		
Set <u>G</u> roup Assign View Emergency I	mer Jsei	t Card Data Card T S PIN:	уре	Facility Code         Card Code           Add Cards         Remove Card
Delete Current L	lser			Accept

2. Add all users to Lock #3 (named "Pool Gate"). Select users by clicking to highlight the first user, holding the **Shift** key, and clicking to highlight the last user, as shown in the example image below:

ser List		User Information	- Locks L	isted by	y Lock	D		
assic Sort (Referen	ce Number) 👻	First Name: Sam	1	2	3	4	5	-
I	1	Last Name: Lones	6	7	8	9	10	
User Name	PIN A		11	12	13	14	15	
Sam Jones	63668	Address:	16	17	18	19	20	
John Smith	00000	City:	21	22	23	24	25	
Jane Smith	61755		26	27	28	29	30	
Sam Smith	14143	State Zip	31	32	33	34	35	
Jane Doe	36605	Telephone Number	36	37	38	39	40	
			41	42	43	44	45	
		PIN: 69668	46	47	48	49	50	
		Custom Field - Set in Options Screen	51	52	53	54	55	-
		×	Card Facility (	Type Code	Card	Code		
		X	Card Facility C Card	Type Code	Card	Code	e Car	
		×	Card Facility C Card	Type Code ID: [ Cards	Card	Code Remov	e Car	ď
		Add Administrative Users	Card Facility ( Card Add	Type Code ID: [ Cards Set ]	Card	Code Remov Assig	e Can	<u>u</u>
		Add Administrative Users Add Administrative Users Bet Double Sided Access Hidd	Card Facility C Card Add	Type Code ID: [ Cards Set ] Set	Card	Code Remov Assig	e Car	r <u>a</u> t
		Add Administrative Users Hidd	Card Facility ( Card Add	Type Code ID: [ Cards Set Set	Card	Code Remov Assig	re Car nmen	rd t
		Add Adminiatrative Users Set Double Stide Access Hide Search Name	Card Facility ( Card Add Pins	Type Code ID: [ Cards Set Set	Card	Code Remov Assig Assig	e Can nmen <u>U</u> ser	
		Add Administrative Users Set Double Sided Access Search Name Type S	Card Facility ( Card Add Pins	Type Code D: [ Cards Set Set t Here	Card F Group Level	Code Remov Assig Assig	e Can nmen nment	

 With all users highlighted, right-click the highlighted users and click "Add Selected Users to a Lock". In the Add Users pop-up, click "Yes".



4. In the **Select Door Number** pop-up, click the pulldown list and select the lock (in this example, #3 "Pool Gate") and click "**OK**".

Select Door Number	
Add Selected Users to	which Door?
3 : Pool Gate	<b>_</b>
or 1	Cancel

The image below displays all users added to Lock 3, "Pool Gate" (indicated by the Lock ID grid "rectangles" at the top right turning green):

llser List	oune wante. wiinta	-User Information	- Locks I	isted h	w Loc	k ID		_
	and Munchest	First Name: Sam	1	2	3	4	5	
Liassic Sort (Refere	ence Number)	The Name. Joan	6	7	8	9	10	
User Name	PIN 🔺	Last Name: Jones	11	12	13	14	15	
Sam Jones	69668	Address:	16	17	18	10	20	
John Smith	86808		21	22	23	24	25	
John Doe	66546	City:	21	27	20	20	20	
Jane Smith	61755	State Zip	20	27	20	25	20	
Sam Smith	14143		20	32	20	20	30	
Jane Doe	36600	Telephone Number:	30	37	30	39	40	
		PIN: 69668	41	42	43	44	45	
		Custom Field - Set in Ontions Screen	40	4/	40	49	50	-
			1 51	52	53	54	551	-
			Card	D:	Card	Code		
		-	Add	Cards		Remov	e Can	d
_								
		Add Administrative Users Set Double Sided Access	Pins	Set Set	<u>G</u> roup t <u>L</u> evel	Assig	nment	

5. Use Groups to control access by first assigning each user to Group 2. In the Global Users Screen, select multiple users by clicking to highlight the first user, holding the Shift key, and clicking to highlight the last user, as shown in the example in step 2 above. Click the "Set Group Assignment" button, check the "Add/Remove from Group 2" checkbox, click Add Selected Users to These Groups, then click Accept:

Set Group Assignment For User - 2	×
Lock ID's 1 2 3 Group 1 1 1 1 Group 2 2 2 2 2 Group 3 3 3 3 Group 4 4 4 4	
Add/Remove From Group1     Add/Remove From Group2     Add/Remove From Group2     Add/Remove From Group2     Add/Remove From Group5     Add/Remove From	Group3 Accept Cancel

 Create TimeZones and Schedules to only allow those users in Group 2 to access the Pool Gate from 9:00 am – 10:00 pm during the Pool Season, May 26 – September 3 (click the Sched button). The following image displays TimeZone 3, detailing the opening and closing times for all of June: Note: Because each month of June, July and August all adhere to the 9:00 am - 10:00 pm schedule, "All" is checked in the Enable column for the Day column ("All" row) and the Day of Month column ("All" row).

Schedule E	intry							_	
elect TimeZ	one Time 2	Zone 3 💌	Add	Delet	e <u>F</u>	tint TimeZones			
	_		Time Z	one 3 01:4	40:14 PM				
Day		Start		Stop		Month	Day of Month	Enable	
•	òun	09:00 AM		10:00 PM		All	All		
N	/on	09:00 AM		10:00 PM		All	All		
T	ues	09:00 AM		10:00 PM		All	All		
V	√ed	09:00 AM		10:00 PM		All	All		
T	hurs	09:00 AM		10:00 PM		All	All		
	Fri	09:00 AM		10:00 PM		All	All		
9	Sat	09:00 AM		10:00 PM		All	All		
	All	09:00 AM		10:00 PM		June	All	V	
chedule Ent	'ıy	Clear Entry	Cle	ar All	Prin	Schedules	Switch to Si	ched. View	,
chedule Ent	iry	Clear <u>E</u> ntry	Cle	ar <u>A</u> ll	Print	<u>S</u> chedules	Switch to So	ched. View	,
Event Number	Description	Clear <u>E</u> ntry	Cle	ar <u>A</u> ll chedule Er User or Group ID	Prin ntry Event	<u>S</u> chedules	Switch to Si	ched. View Time Zone	,  -
Event Number	Description Pool Hours	Clear <u>E</u> ntry	Cle	ar <u>A</u> ll ichedule E User or Group ID 2	Print ntry Event	<u>S</u> chedules	Switch to So	Time	,
Event Number 2	Description Pool Hours Pool Hours	Clear <u>E</u> ntry	Cle	ar <u>A</u> ll User or Group ID 2 2	Print ntry Event	<u>S</u> chedules Enable Gr Enable Gr	Switch to So oup oup	Time Zone 3 4	,
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Event Number 2 3 4	Description Pool Hours Pool Hours Pool Hours Pool Hours	Clear Entry	Cle	ar <u>A</u> ll User or Group ID 2 2 2 2	Print ntry Event	<u>Schedules</u> Enable Gr Enable Gr Enable Gr Enable Gr	Switch to So oup oup oup oup oup	Time Zone 3 4 5 6	,
Event Number 2 3 4 5	Description Pool Hours Pool Hours Pool Hours Pool Hours Pool Hours	Clear Entry	Cle S end	ar <u>All</u> chedule E User or Group ID 2 2 2 2 2 2 2	Prin ntry Event	Schedules Enable Gr Enable Gr Enable Gr Enable Gr Enable Gr	Switch to Sr oup oup oup oup oup oup	Time Zone 3 4 5 6 7	
Event Number 2 3 4 5 6	Description Pool Hours Pool Hours Pool Hours Pool Hours	Clear Entry	Cle S ind id	ar <u>All</u> User or Group ID 2 2 2 2 2 2	Prini ntry Event	Schedules Enable Gr Enable Gr Enable Gr Enable Gr Enable Gr	Switch to Sr oup oup oup oup oup oup	Time Zone 3 4 5 6 7	
Event Number 1 2 3 4 5 6 7	Description Pool Hours Pool Hours Pool Hours Pool Hours Pool Hours	Clear Entry - June - July - Aug - Opening Weeken - Closing Weeken	Cle S and id	ar <u>A</u> II User or Group ID 2 2 2 2 2 2	Prini ntry E vent	Schedules	Switch to So oup oup oup oup oup	Time Zone 3 4 5 6 7	
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The following image displays **TimeZone 4**, detailing the opening and closing times for all of July:

me Zones elect Time	Zone IIII	Zone 4	Add	Delete	e   F	rint TimeZones	1		
SIGGE FILLING	Lone Jamme		Time 7	one 4, 01:43	2·08 PM				
Dav		Start		Stop	2.00110	Month	Day of Month	Enable	
>	Sun	09:00 AM		10:00 PM		All	All		_
	Mon	09:00 AM		10:00 PM		All	All		_
	Tues	09:00 AM		10:00 PM		All	All		
	Wed	09:00 AM		10:00 PM		All	All		
	Thurs	09:00 AM		10:00 PM		All	All		
	Fri	09:00 AM		10:00 PM		All	All		
	Sat	09:00 AM		10:00 PM		All	All		
	All	09:00 AM		10:00 PM		July	All	~	
chedule Er	ntry	Clear <u>E</u> ntry	Cle	ar <u>A</u> ll	Print	Schedules	Switch to Si	shed. Viev	v
chedule Er	ntry	Clear <u>E</u> ntry	Cle S	ar <u>A</u> ll	Print	Schedules	Switch to Si	ched. Viev	v
Event	ntry Descripti	Clear <u>E</u> ntry	Cle S	ar <u>A</u> ll ichedule Ent User or Group ID	Print try Event	<u>S</u> chedules	Switch to Si	ched. Viev Time Zone	v
Event Number	Descripti Pool Hot	Clear <u>E</u> ntry on ırs - June	Cle	ear <u>A</u> ll Chedule Ent User or Group ID 2	Print try Event	<u>Schedules</u>	Switch to Si	thed. Viev	v
Event Number	Descripti Pool Hou Pool Hou	Clear <u>E</u> ntry on irs - June irs - July	Cle	chedule Ent User or Group ID 2 2	Print try Event	<u>S</u> chedules Enable Gr Enable Gr	Switch to Sr oup oup	Time Zone 3 4	v
Event Number 1 2 3	Descripti Pool Hou Pool Hou Pool Hou	Clear Entry on #s - June #s - July #s - Aug	Cle	chedule Ent User or Group ID 2 2 2	Print try Event	<u>S</u> chedules Enable Gr Enable Gr Enable Gr	Switch to Sr oup oup oup	Time Zone 3 4 5	V
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The following image displays **TimeZone 5**, detailing the opening and closing times for all of August:

iect rinez	one l'une						1		
			Time Z	one 5 01:5	53:44 PM				
Day		Start		Stop		Month	Day of Month	Enable	
	Gun	09:00 AM		10:00 PM		All	All		
h h	/lon	09:00 AM		10:00 PM		All	All		
T	ues	09:00 AM		10:00 PM		All	All		
\ \	Ved	09:00 AM		10:00 PM		All	All		
T	hurs	09:00 AM		10:00 PM		All	All		
	Fri	09:00 AM		10:00 PM		All	All		
	Sat	09:00 AM		10:00 PM		All	All		
	All	09:00 AM		10:00 PM		Aug	All	~	
Hedule En	try	Clear <u>E</u> ntry	Cle	ar <u>A</u> ll	Prin	Schedules	Switch to S	ched. Viev	v
hedule En	try	Clear <u>E</u> ntry	Cle	ar <u>A</u> ll ichedule Er	Prin htry	<u>S</u> chedules	Switch to Si	ched. Viev	N T
hedule En	Descriptio	Clear <u>E</u> ntry	Cle	ar <u>All</u> chedule Er User or Group ID	Prin ntry Event	<u>S</u> chedules	Switch to S	ched. Viev Time Zone	~
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Event Number	Descriptio Pool Hour Pool Hour	Clear Entry	Cle	ar <u>A</u> II Chedule Er User or Group ID 2 2	Prin htry Event	Enable Gi Enable Gi	Switch to S	time Zone 3 4	~
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hedule Enl Event Number 1 2 3 4 5 6	Pool Hour Pool Hour Pool Hour Pool Hour Pool Hour	Clear Entry n s - June s - July s - Aug s - Opening Weekend s - Closing Weekend	Cle	ar All User or Group ID 2 2 2 2 2 2 2	Prin ntry Event	Enable Gi Enable Gi Enable Gi Enable Gi Enable Gi Enable Gi	Switch to Si roup roup roup roup roup	Time Zone 3 4 5 6 7	~
hedule Enl Event Number 1 2 3 4 5 6 6 7	Descriptio Pool Hour Pool Hour Pool Hour Pool Hour Pool Hour	Clear Entry n s - June s - July s - Aug s - Opening Weekend s - Closing Weekend	Cle	er All chedule Er User or Group ID 2 2 2 2 2 2 2 2	Prin htry Event	Enable Gr Enable Gr Enable Gr Enable Gr Enable Gr Enable Gr	Switch to Si roup roup roup roup	Time Zone 3 4 5 6 7	~
hedule Enl Number 1 2 3 4 5 6 7 8	Descriptio Pool Hour Pool Hour Pool Hour Pool Hour	Clear Entry n s - June s - July s - Aug s - Opening Weekend s - Closing Weekend	Cle	ar All chedule Er User or Group ID 2 2 2 2 2 2 2	Prin htry Event	Enable G Enable G Enable G Enable G Enable G Enable G	Switch to Si roup roup roup roup roup	Time Zone 3 4 5 6 7	~

The following image displays **TimeZone 6**, detailing the opening and closing times for the "opening weekend", May 26 through May 31:

ĩ	Schedule E	intry							-	
F.	lime Zones -									
1	Select TimeZ	one Time 2	2one 6 💌	Add	Dele	te <u>F</u>	rint TimeZones			
I				Time Z	one 6 02:	01:22 PM				
	Day		Start		Stop		Month	Day of Month	Enable	
11	9	iun	09:00 AM		10:00 PM		May	27	V	
	M	fon	09:00 AM		10:00 PM		May	28	V	
	T	ues	09:00 AM		10:00 PM		May	29	V	
	V	/ed	09:00 AM		10:00 PM		May	30	~	
	TI	hurs	09:00 AM		10:00 PM		May	31	V	
		Fri	09:00 AM		10:00 PM		All	All		
		Sat	09:00 AM		10:00 PM		May	26	V	
	•	All	09:00 AM		10:00 PM		All	All	[	
	ochedule Ent	ry	Clear Entry		ar <u>All</u>	Print	<u>S</u> chedules	Switch to So	shed. View	
l	Event Number	Description	1		User or Group ID	Event			Time Zone	
I	1	Pool Hours	- June		2		Enable Gr	oup	3	
	2	Pool Hours	- July		2		Enable Gr	oup	4	
	3	Pool Hours	- Aug		2		Enable Gr	oup	5	
10	4	Pool Hours	- Opening Wee	kend	2		Enable Gr	oup	6	
	5	Pool Hours	- Closing Week	end	2		Enable Gr	oup	7	
	6									
	7									
	8								_	
	9									
	10									-
-										

**Note:** Because only the days of May 26th - May 31st need to adhere to the schedule, select only the specific days of the month and days of the week that correspond to the TimeZone, as shown above. Notice the same has been done for **TimeZone 7**, detailing the opening and closing times for the "closing weekend", September 1 through September 3:

	,		Time 7	one 7, 02:06:	28 PM			
Day		Start	Time Z	Stop	2011	Month	Day of Month	Enable
-	Sun	09:00 AM		10:00 PM		Sept	2	V
	Mon	09:00 AM		10:00 PM		Sept	3	~
1	ues	09:00 AM		10:00 PM		All	All	
1	√ed	09:00 AM		10:00 PM		All	All	
T	hurs	09:00 AM		10:00 PM		All	All	
	Fri	09:00 AM		10:00 PM		All	All	
	Sat	09:00 AM		10:00 PM		Sept	1	~
-								
hedule En	All	09:00 AM	Cle	10:00 PM	Print	All Schedules	All Switch to Sc	ched. View
hedule En	All	09:00 AM	Cle	10:00 PM	Print	All Schedules	All Switch to So	ched. View
hedule En	All try Description	Clear Entry	Cle. S	ar <u>All</u> chedule Entry User or Group ID	Print v	All	All Switch to So	ched. View Time Zone
hedule En	All try Description Pool Hours	09:00 AM	Cle.	ar AI	Print v vent	All <u>Schedules</u> Enable Gr	All Switch to So	ched. View Time Zone 3
Event Number	All try Description Pool Hours Pool Hours	09:00 AM	Cle. S	10:00 PM ar <u>A</u> II chedule Entry User or Group ID Ev 2 2	Print v	All <u>S</u> chedules Enable Gr Enable Gr	All Switch to So oup oup	time Zone 3 4
Event Number 1 2 3	All try Description Pool Hours	09:00 AM	Cle	10:00 PM ar <u>All</u> chedule Entry User or Group ID 2 2 2 2	Print v	All <u>Schedules</u> Enable Gr Enable Gr Enable Gr	All Switch to So oup oup oup	time Zone 3 4 5
Event Number 1 2 3 4	All try Description Pool Hours Pool Hours Pool Hours Pool Hours Pool Hours	09:00 AM Clear Entry - June - July - Aug - Opening Weekend	Cle- S	10:00 PM ar <u>All</u> User or Group ID 2 2 2 2 2	Print v	All Schedules Enable Gr Enable Gr Enable Gr Enable Gr	All Switch to So oup oup oup oup	Time Zone 3 4 5 6
Event Number 1 2 3 4 5	All try Description Pool Hours Po	09:00 AM Clear Entry - June - July - Aug - Opening Weekend - Closing Weekend	Cle	10:00 PM	Print v	All Schedules Enable Gr Enable Gr Enable Gr Enable Gr Enable Gr	All Switch to Sc oup oup oup oup oup	Time Zone 3 4 5 6 7
hedule En	All  try  Description Pool Hours Pool Hours Pool Hours Pool Hours Pool Hours	09:00 AM Clear Entry - June - July - Aug - Opening Weekend - Closing Weekend	Cle	10:00 PM ar <u>A</u> II chedule Entry User or Group ID 2 2 2 2 2 2 2 2 2 2 2 2 2	Print v	All Schedules Enable Gr Enable Gr Enable Gr Enable Gr Enable Gr	All Switch to Sc oup oup oup oup oup oup	time Zone 3 4 5 6 7
Event Number 1 2 3 4 5 6 7	All Try Description Pool Hours Pool	09:00 AM	Cle	10:00 PM ar <u>A</u> II User or <u>Group ID</u> Ev 2 2 2 2 2 2 2 2 2 2 2 2 2	Print vent	All Schedules Enable Gr Enable Gr Enable Gr Enable Gr	All Switch to Sc oup oup oup oup oup	Time Zone 3 4 5 6 7

Be aware that the above opening and closing weekend TimeZones may need to be adjusted each year, unless you are certain the opening day (May 26) and closing day (September 3) will always be the same each year; in that case, each *day* within the opening and closing weekends can be programmed with its *own* TimeZone, as shown in the following image of **TimeZone 9**, where May 26th is set for ALL so that the day of week ("Monday" or "Tuesday", etc.) is not relevant.

<b>S</b> o Tim	chedule Entry e Zones				1	_ 0
Sel	ect TimeZone  Time:	Zone 9 💌 Add	Delete <u>F</u>	rint Lime∠ones		
		Time Z	one 9 09:55:47 AM			
	Day	Start	Stop	Month	Day of Month	Enable
	Sun	08:00 AM	05:00 PM	All	All	
	Mon	08:00 AM	05:00 PM	All	All	
	Tues	08:00 AM	05:00 PM	All	All	
	Wed	08:00 AM	05:00 PM	All	All	
	Thurs	08:00 AM	05:00 PM	All	All	
	Fri	08:00 AM	05:00 PM	All	All	
	Sat	08:00 AM	05:00 PM	All	All	
•	All	09-00 AM	10-00 PM	Mau	26	~

(Optional step): In order to ensure all of the selected TimeZones have been scheduled correctly, click the **"Switch to Schedule View**" button as shown:

-			-	10 (	Schedu	le View	Iu
	Event Number	Day of Month	Month	Day of Week	Time	Event	Group
)	1	All	Jun	All	09:00 AM	Enable Group	2
	2	All	Jun	All	10:00 PM	Disable Group	2
	3	All	Jul	All	09:00 AM	Enable Group	2
ŀ	4	All	Jul	All	10:00 PM	Disable Group	2
	5	All	Aug	All	09:00 AM	Enable Group	2
	6	All	Aug	All	10:00 PM	Disable Group	2
	7	27	May	Sun	09:00 AM	Enable Group	2
	8	28	May	Mon	09:00 AM	Enable Group	2
	9	29	May	Tues	09:00 AM	Enable Group	2
ŀ	10	30	May	Wed	09:00 AM	Enable Group	2
Ŀ	11	31	May	Thurs	09:00 AM	Enable Group	2
ŀ	12	26	May	Sat	09:00 AM	Enable Group	2
ŀ	13	27	May	Sun	10:00 PM	Disable Group	2
ŀ	14	28	May	Mon	10:00 PM	Disable Group	2
ŀ	15	29	May	Tues	10:00 PM	Disable Group	2
ŀ	16	30	May	Wed	10:00 PM	Disable Group	2
Ŀ	17	31	May	Thurs	10:00 PM	Disable Group	2
ŀ	18	26	May	Sat	10:00 PM	Disable Group	2
Ŀ	19	02	Sep	Sun	09:00 AM	Enable Group	2
	20	03	Sep	Mon	09:00 AM	Enable Group	2
	21	01	Sep	Sat	09:00 AM	Enable Group	2
	22	00	0	C	10.00 DM	Dissue Come	1

(The image below is a continuation of the image above).

	uule v		5000 (W		Schedu	In View	
E \ No	vent umber	Day of Month	Month	Day of Week	Time	Event	User or Group
16	6	30	May	Wed	10:00 PM	Disable Group	2
17	7	31	May	Thurs	10:00 PM	Disable Group	2
18	3	26	May	Sat	10:00 PM	Disable Group	2
19	Э	02	Sep	Sun	09:00 AM	Enable Group	2
20	)	03	Sep	Mon	09:00 AM	Enable Group	2
21		01	Sep	Sat	09:00 AM	Enable Group	2
22	2	02	Sep	Sun	10:00 PM	Disable Group	2
23	3	03	Sep	Mon	10:00 PM	Disable Group	2
24	1	01	Sep	Sat	10:00 PM	Disable Group	2
25	5						
26	3						
27	7						
28	3						
29	9						
30	)						
31							
32	2						
33	3						
34	1						
35	5						
36	6						
105	,						
				Clear <u>A</u> ll		Print	Close

Since this TimeZone/Schedule example is in the *future*, you must also take into consideration the "pre-May 26" time period by disabling these Group 2 users for the period *before* May 26. This way, these Group 2 users will be sent to the lock "disabled" and waiting for May 26th enable date. These Group 2 users will likewise be disabled again on September 3rd at 10:00 pm.

Therefore, uncheck ("disable") the Group Enable

checkboxes (at the bottom of the dialog) for all Group 2 users via the **Lock Data** screen, as shown below.

	Ulser	-		Eacility							Enable
User Name	No.	PIN	CardID	Code	Card Type	Card Code	GP1	GP2	GP3	GP4	User
Manager 2	5										
Manager 3	6										
Supervisor 1	7										
Supervisor 2	8										
Supervisor 3	9										
Print Only 1	10										
Print Only 2	11										
Sam Jones	12	69668						V			V
John Smith	13	86808						V			V
John Doe	14	66546						V			V
Jane Smith	15	61755						V			V
Sam Smith	16	14143						V			V
Jane Doe	17	36605						V			V
	18										
	19										
	20										
e User Name to S	earch For.	To Reset:	Clear The E	intry. Use	he? Key to R	emove Blank	Lines				

Be sure to download to the locks: In the Lock Data screen, click the Send/Receive button and select Send to Lock.

### EXAMPLE 4 DAY-SHIFT, 8:00 AM-5:00 PM (MON – FRI)

1. Set up users in the **Global Users Screen**:

Lloor Lint	une wanne. winn	Upor Information	Looka	isted b	v Lool	n ID	-	
USEI LISI			LUCKSL	isteu u	y LUCI		-	
Classic Sort (Referen	ce Number)	First Name: Sam		2	3	4	5	h
Liser Name	PIN	Last Name: Jones	6	/	8	9	10	H
Sam Jones	89868	Addresse	11	12	13	14	15	
John Smith	86808	Address.	16	17	18	19	20	
John Doe	66546	City:	21	22	23	24	25	
Jane Smith	61755		26	27	28	29	30	
Sam Smith	14143	State Zip	31	32	33	34	35	
Jane Doe	36605	Telephone Number:	36	37	38	39	40	
			41	42	43	44	45	
		PIN: 69668	46	47	48	49	50	
		Custom Field - Set in Options Screen	51	52	53	54	55	-
		<b>v</b>	Card	D:	1	Remov	e Car	ď
					_			
		Add Administrative Users           Set Double Sided Access	Pins	Set Set	<u>G</u> roup Level	Assig Assig	nmen	t

 Set up Administrative users (Master Code, Manager/Supervisor Codes, DTM Codes, etc.). Click "Add Administrative Users" button. In the Administrative Users dialog, change factory codes to new codes:

Administrative Use	ers			
Administrative Users Administrative Users Installer 1 Installer 1 Manager 1 Manager 2 Manager 3 Supervisor 1 Supervisor 1 Supervisor 3 Print Only 1 Print Only 1 Enable User 300 PC Download	Administrative Users  Master Code  Master Code  Master Code  Master Code  Manager 1  Manager 2  Man Manager 3  Man Supervisor 1  Supervisor 1  Supervisor 3  Supervisor 4  Print Only 1  Print Print Only 2  Print Print Only 2  Print Print Only 2  Print Print Only 2  Print P		Pin 123456	User Info First Name: Master Last Name: Code Address: City: Custom Field State Zip Custom Field Telephone Number: Comments PIN: 123456
DTM Download One Time Service Set <u>G</u> roup Assign View Emergency I <u>D</u> elete Current L	ment Users	IM Download he Time Service	уре	Facility Code Card Code

3. Add users to Group 1: In the Global Users Screen, select multiple users by clicking to highlight the first user, holding the Shift key, and clicking to highlight the last user in the User List, as shown in the image in step 1 above. Click the "Set Group Assignment" button, check the "Add/Remove from Group 1" checkbox, click Add Selected Users to These Groups, then click Accept:

Set Gro	oup Assi	gnment F	or User - 1				×
Lock ID's Group 1	1	2 3 1 1					
Group 2 Group 3	2	2 2 3 3					
	4	4 4	<b>E</b>				
Add/Re	emove Fro emove Fro	om Group I om Group2	Add/Remove Fr	m Group3 m Group4		⊴ccept	Cancel
'Add Select selected us Groups by holding the	ted Users sers to the double cli : 'Ctrl' key.	to These Groups d icking or si	Groups' will add the splayed in Green.Sele ngle clicking while	ct Add	Selected	d Users to	These Groups

 Create a schedule for the "Day Shift". For all users added to Group 2, enable their individual codes/ Prox cards 8:00 am – 5:00 pm (Monday – Friday):

ime Zones	Timezone	PDL3000 (Win	ham Co	mmunity	Swimm	ing Pool-Pool	Gate)	-	
Select TimeZ	ione Time Z	lone 1 🗾 🔄	Add	Dele	te <u>F</u>	Print TimeZones			
			Time Z	one 1 03:	07:00 PN	1			
Day		Start		Stop		Month	Day of Month	Enable	
	Sun	08:00 AM		05:00 PM		All	All		
N	/lon	08:00 AM		05:00 PM		All	All	V	
T	ues	08:00 AM		05:00 PM		All	All	V	
V	√ed	08:00 AM		05:00 PM		All	All	V	
T	hurs	08:00 AM		05:00 PM		All	All	V	
	Fri	08:00 AM		05:00 PM		All	All	V	
	Sat	08:00 AM		05:00 PM		All	All		
	All	08:00 AM		05:00 PM		All	All		
			-						
-	-		9	chedule E	ntry			_	_
Event Number	Description	1	5	chedule E Useror Group ID	ntry Event			Time Zone	
Event Number	Description Day Shift		9	ichedule E Useror Group ID 1	ntry Event	Enable Gr	oup	Time Zone	-
Event Number 1 2	Description Day Shift	1	5	ichedule E User or Group ID 1	ntry Event	Enable Gr	oup	Time Zone 1	-
Event Number 1 2 3	Description Day Shift	1		ichedule E User or Group ID 1	ntry Event	Enable Gr	oup	Time Zone 1	
Event Number 1 2 3 4	Description Day Shift	l		ichedule E User or Group ID 1	ntry Event	Enable Gr	oup	Time Zone 1	
Event Number 2 3 4 5	Description Day Shift			chedule E User or Group ID 1	ntry Event	Enable Gr	oup	Time Zone 1	
Event Number 1 2 3 4 5 6 6	Description Day Shift	 		chedule E User or Group ID 1	Event	Enable Gr	oup	Time Zone 1	
Event Number 1 2 3 4 5 5 6 7 7	Description Day Shift	1 		chedule E User or Group ID 1	Event	Enable Gr	oup	Time Zone 1	
Event Number 1 2 3 4 5 6 6 7 8 8	Description Day Shift	I		chedule E User or Group ID 1	E vent	Enable Gr	oup	Time Zone 1	
Event Number 1 2 3 4 5 6 7 7 8 9 9	Description Day Shift	1 		chedule E User or Group ID 1	Event	Enable Gr	oup	Time Zone 1	

 (Optional) Click the "Switch to Schedule View" button to confirm the schedule was entered correctly:

	Event Number	Day of Month	Month	Day of Week	Time	Event	User or Group	]
	1	All	All	Mon-Fri	08:00 AM	Enable Group	1	7
	2	All	All	Mon-Fri	05:00 PM	Disable Group	1	1
	3							٦
	4							
	5							٦
	6							٦
	7							٦
	8							
	9							٦
	10							٦
	11							٦
	12							٦
	13							
	14							
	15							
	16							٦
	17							
	18							
	19							
	20							
	21							
1	22	1	1	1		1		-1

6. Be sure to download to the locks: In the Lock Data screen, click the Send/Receive button and select Send to Lock.

Iser Name	User	PIN	CardID	Facility	Card Tupe	Card Code	GP1	GP2	GP3	GP/	Enable
530r Halle	No.		Caraio	Code	cara rypc	Cara coac	urr	ur z	ars	ui 4	User
Installer 1	2										
Installer 2	3										
Manager 1	4										
Manager 2	5										
Manager 3	6										
Supervisor 1	7										
Supervisor 2	8										
Supervisor 3	9										
Print Only 1	10										
Print Only 2	11										
Sam Jones	12	69668					V				V
John Smith	13	86808					V				V
John Doe	14	66546					V				V
Jane Smith	15	61755					V				V
Sam Smith	16	14143					V				V
Jane Doe	17	36605					V				V
e UserName to S	earch For.	To Reset:	Clear The E	ntry. Use	the ? Key to R	emove Blank	Lines				1



# ALARM LOCK LIMITED WARRANTY

ALARM LOCK SYSTEMS, INC. (ALARM LOCK) warrants its products to be free from manufacturing defects in materials and workmanship for 24 months following the date of manufacture. ALARM LOCK will, within said period, at its option, repair or replace any product failing to operate correctly without charge to the original purchaser or user.

This warranty shall not apply to any equipment, or any part thereof, which has been repaired by others, improperly installed, improperly used, abused, altered, damaged, subjected to acts of God, or on which any serial numbers have been altered, defaced or removed. Seller will not be responsible for any dismantling or reinstallation charges.

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR A WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. ADDITIONALLY, THIS WARRANTY IS IN LIEU OF ALL OTHER OBLIGATIONS OR LIABILITIES ON THE PART OF ALARM LOCK.

Any action for breach of warranty, including but not limited to any implied warranty of merchantability, must be brought within the six months following the end of the warranty period. IN NO CASE SHALL ALARM LOCK BE LIABLE TO ANYONE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES FOR BREACH OF THIS OR ANY OTHER WARRANTY, EXPRESS OR IMPLIED, EVEN IF THE LOSS OR DAMAGE IS CAUSED BY THE SELLER'S OWN NEGLIGENCE OR FAULT.

In case of defect, contact the security professional who installed and maintains your security system. In order to exercise the warranty, the product must be returned by the security professional, shipping costs prepaid and insured to ALARM LOCK. After repair or replacement, ALARM LOCK assumes the cost of returning products under warranty. ALARM LOCK shall have no obligation under this warranty, or otherwise, if the product has been repaired by others, improperly installed, improperly used, abused, altered, damaged, subjected to accident, nuisance, flood, fire or acts of God, or on which any serial numbers have been altered, defaced or removed. ALARM LOCK will not be responsible for any dismantling, reassembly or reinstallation charges.

This warranty contains the entire warranty. It is the sole warranty and any prior agreements or representations, whether oral or written, are either merged herein or are expressly canceled. ALARM LOCK neither assumes, nor authorizes any other person purporting to act on its behalf to modify, to change, or to assume for it, any other warranty or liability concerning its products.

In no event shall ALARM LOCK be liable for an amount in excess of ALARM LOCK's original selling price of the product, for any loss or damage, whether direct, indirect, incidental, consequential, or otherwise arising out of any failure of the product. Seller's warranty, as hereinabove set forth, shall not be enlarged, diminished or affected by and no obligation or liability shall arise or grow out of Seller's rendering of technical advice or service in connection with Buyer's order of the goods furnished hereunder.

ALARM LOCK RECOMMENDS THAT THE ENTIRE SYSTEM BE COMPLETELY TESTED WEEKLY.

Warning: Despite frequent testing, and due to, but not limited to, any or all of the following; criminal tampering, electrical or communications disruption, it is possible for the system to fail to perform as expected. ALARM LOCK does not represent that the product/system may not be compromised or circumvented; or that the product or system will prevent any personal injury or property loss by burglary, robbery, fire or otherwise; nor that the product or system will in all cases provide adequate warning or protection. A properly installed and maintained alarm may only reduce risk of burglary, robbery, fire or otherwise but it is not insurance or a guarantee that these events will not occur. CONSEQUENTLY, SELLER SHALL HAVE NO LIABILITY FOR ANY PERSONAL INJURY, PROPERTY DAMAGE, OR OTHER LOSS BASED ON A CLAIM THE PRODUCT FAILED TO GIVE WARNING. Therefore, the installer should in turn advise the consumer to take any and all precautions for his or her safety including, but not limited to, fleeing the premises and calling police or fire department, in order to mitigate the possibilities of harm and/or damage.

ALARM LOCK is not an insurer of either the property or safety of the user's family or employees, and limits its liability for any loss or damage including incidental or consequential damages to ALARM LOCK's original selling price of the product regardless of the cause of such loss or damage.

Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, or differentiate in their treatment of limitations of liability for ordinary or gross negligence, so the above limitations or exclusions may not apply to you. This Warranty gives you specific legal rights and you may also have other rights which vary from state to state.