

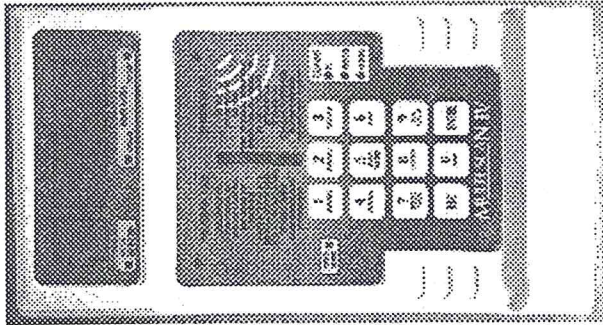
UFLSAMP1
 UPGRADE
 UXDDISK
 UXFDIF
 UXFREC
 UXFSEPV
 UXFTEXT
 VAEN21
 VB40016
 VBAJET
 VBDB16
 VSHARE
 56 file(s)

DLL
 EXE
 DLL
 DLL
 DLL
 DLL
 DLL
 OLB
 DLL
 DLL
 DLL
 386

WINDOWS\SYSTEM
 MSCANWIN
 WINDOWS\SYSTEM
 WINDOWS\SYSTEM
 WINDOWS\SYSTEM
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 WINDOWS\SYSTEM
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 WINDOWS\SYSTEM
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Crystal Reports
 Impro
 Crystal Reports
 Crystal Reports
 Crystal Reports
 Crystal Reports
 Crystal Reports
 MS(VB 4 Runtime Lib)
 MS(VB/JET support)
 Do not delete

MULTI-SCAN IV FOR WINDOWS



SOFTWARE MANUAL



Ref: MSCANW6.PM5

Issue: 7

Date: Aug 29, 1996

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Republic of South Africa

LIST OF FILES INSTALLED BY MSCANWIN:

* Microsoft files may be used by other applications, delete only if certain about their use.

Filename	Directory	Distributed By
ACCESS	RPT MSCANWIN	Impro
COMDLG16	OCX WINDOWSYSTEM	Microsoft VB
COMPOBJ	DLL WINDOWSYSTEM	
CRPE	DLL WINDOWSYSTEM	Crystal Reports
CRXLATE	DLL WINDOWSYSTEM	Crystal Reports
CRYSTL16	OCX WINDOWSYSTEM	Crystal Reports
CTL3DV2	DLL WINDOWSYSTEM	
DAO2516	DLL WINDOWSYSTEM	Microsoft VB
EMPLOYEE	RPT MSCANWIN	Impro
GAUGE16	OCX WINDOWSYSTEM	Microsoft VB
INCIDENT	RPT MSCANWIN	Impro
MSAJT112	DLL WINDOWSYSTEM	MS(Jet 2.x Compat. layer)
MSAJT200	DLL WINDOWSYSTEM	MS(Jet 2.5 Engine)
MSCANWIN	EXE MSCANWIN	Impro
MSJETERR	DLL WINDOWSYSTEM	MS(Jet Error services)
MSJETINT	DLL WINDOWSYSTEM	MS(Jet International)
MSREADME	TXT Read this file	Impro
MSREPAIR	EXE MSCANWIN	Impro
OC25	DLL WINDOWSYSTEM	Microsoft(OLE Control)
OLE2	DLL WINDOWSYSTEM	
OLE2CONV	REG WINDOWSYSTEM	
OLE2DISP	DLL WINDOWSYSTEM	
OLE2NLS	DLL WINDOWSYSTEM	
OLE2PROX	DLL WINDOWSYSTEM	
PDBBND	DLL WINDOWSYSTEM	Crystal Reports
PDBDAO	DLL WINDOWSYSTEM	Crystal Reports
PDBJET	DLL WINDOWSYSTEM	Crystal Reports
PDCCTDAO	DLL WINDOWSYSTEM	Crystal Reports
PDIRDAO	DLL WINDOWSYSTEM	Crystal Reports
PDSODBC	DLL WINDOWSYSTEM	Crystal Reports
SCP	DLL WINDOWSYSTEM	Microsoft
SERIAL_1	DLL WINDOWSYSTEM	Impro
SETUP	LST Used during Setup only	
SETUP	EXE Used during Setup only	
SETUP1	EXE Used during Setup only	
SSDATA1	VBX WINDOWSYSTEM	Sheridan Software
SSDATA2	VBX WINDOWSYSTEM	Sheridan Software
SSDATA3	VBX WINDOWSYSTEM	Sheridan Software
STDOLE	TLB WINDOWSYSTEM	
STKIT416	DLL WINDOWSYSTEM	
STORAGE	DLL WINDOWSYSTEM	
THREED16	OCX WINDOWSYSTEM	Sheridan Software
TYPELIB	DLL WINDOWSYSTEM	
UFLBAR	DLL WINDOWSYSTEM	Crystal Reports
UFLDTS	DLL WINDOWSYSTEM	Crystal Reports

CONTENTS

NEW FEATURES.....	4
INTRODUCTION	5
INSTALLATION OF THE SOFTWARE	6
Upgrade Utility	7
MS Repair Utility	7
Date, Time and Numeric Feature	7
HOW TO USE MSCANWIN SOFTWARE	7
Testing Communications	8
Additional Users	8
Configuration of Terminals	8
Entry of tags	8
Access Reports	9
MULTI-SCAN IV AND HOST COMMUNICATION	9
STARTING MSCANWIN SOFTWARE	9
FILE MENU	10
Reports	10
Tagholder List	11
Delete Old Transactions	11
Repair/Compact Database	11
Exit	11
EDIT MENU	11
Edit Tags	12
Add a new tag	12
Entry #	12
Tag Code	12
Suspended	12
Start Date, Expiry Date	13
PIN Code	13
Personal Data	13
Tag Level	13
Controller / Doors Allowed	13
Previous / Next	14
Find	15
Cancel	15
Delete	15
Block Edit	15
Edit Public Holidays	16
Edit Passwords	16
VISITORS MENU	17
Edit Visitors	17
SETUP MENU	17
Select Port	17
Set Date / Time	18

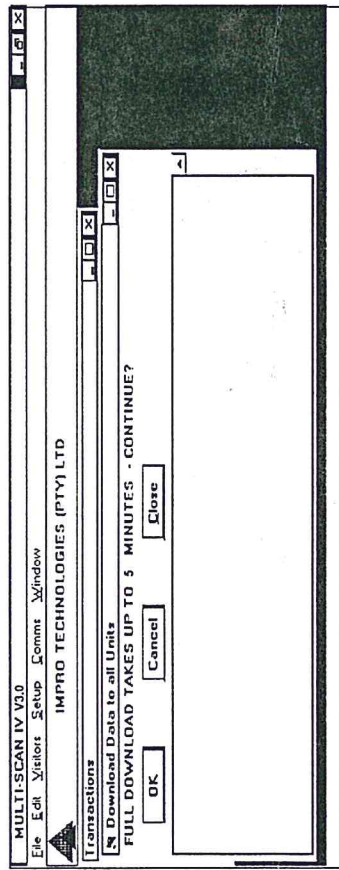
Read Configuration attempts to poll all 16 possible controllers and displays the hardware detected. A Multi-Scan Controller Network window appears displaying the following:

- X Single Channel # Single channel with PIN
- XX Dual Channel #X Dual Channel with PIN on entry
- ## Dual Channel with PIN on entry and exit

If the software setup is different to the hardware setup the expected configuration of that terminal is displayed in brackets.

FULL DOWNLOAD

Full Download will transmit all the data to the Multi-Scan IV Controllers. Select OK to proceed with the download, and Close to return to the Main Menu.



A very large database can take up to 5 minutes to download, as all records are listed. Wait for a prompt DOWNLOAD COMPLETE to appear above the OK Button. Close will return to the Main Menu.

To ESCAPE during download, selecting Cancel will stop downloading of all records.

CAUTION! *If any Visitors tags have been added manually at the controllers, a full download will delete them from the controllers.*

WINDOW MENU

- TILE HORIZONTAL This option tiles all windows that are open
- CASCADE Stacks all windows that are open
- 1 TRANSACTION The window presently open is TRANSACTION

Edit Terminals	18
Terminal Identification	19
Latch Drive Time	19
Door Open Time	19
Single Channel	19
Dual Channel	19
PIN Code	19
Normal Working Hours	20

COMMS MENU	20
Reset	20
Buzzer	20
Read Tag	21
Read Status	21
Read Configuration	21
Full Download	22

WINDOW MENU	22
Tile Horizontal	22
Cascade	22
1 Transaction	22

APPENDIX A: (LIST OF FILES INSTALLED).....	23
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NEW FEATURES

MSCANWIN REVISION 4.0

Supports slim tags, at 125 KHz only.
 Standard tags and slim tags are supported simultaneously at 125 KHz.
 Barcodes are supported at 125 KHz and 281 KHz.

- Slim Tag support requires new hardware units with the following Revisions:

- Controller Firmware rev 4.x or higher.
- Dual Channel terminal Firmware Rev 4.x or higher
- Single Channel terminal Firmware Rev 4.x or higher.

Provide function for deletion of old access transactions.
 Provide database repair and compaction function

may be incorrectly connected or connected to the wrong port. If there are timeouts to any controllers, there will be a delay before the buzzer activated.

READ TAG

To find out the code of a tag, place the tag on the Multi-Scan Controller A and select READ TAG. The tag code will appear in the TRANSACTIONS window which remains open at all times. This function also clears the TRANSACTION window.

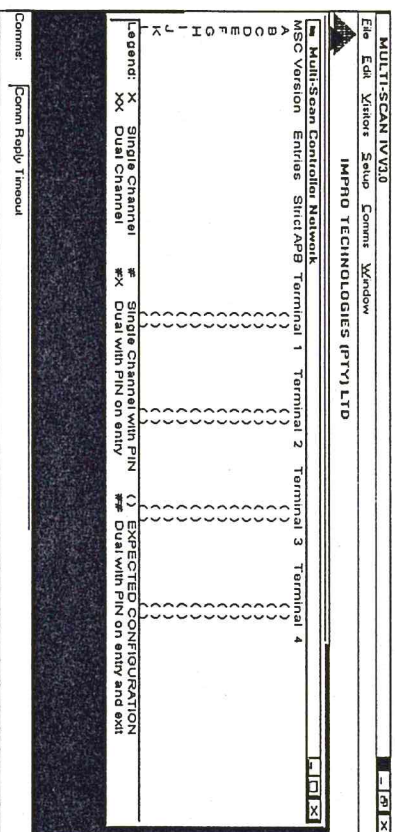
READ STATUS

The Multi-Scan IV Controller Status Window lists the Controllers in the system, the version of the firmware and the status as well as the alarm status.

- Run Mode
- Power Up
- Door Mode Changed
- PBT Request
- PBT Request (Remote)
- Door Open
- Door Open (Remote)
- Unit Timeout
- Alarm Input 1
- Alarm Input 2
- Anti-Tamper
- Program Tags Mode
- System Setup Mode
- System Armed
- System Disarmed
- Program Visitor Tag

By reading the status, the controllers will stop beeping. (however the terminals will continue to beep whilst they remain in alarm.)

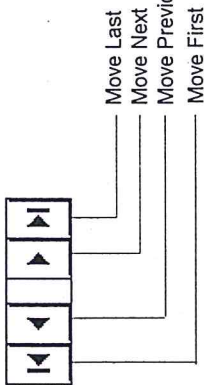
READ CONFIGURATION



NORMAL WORKING HOURS

Adjust the working hours to suit the user's installation.

RIGHT AND LEFT ARROWS ON THE NAVIGATOR BAR

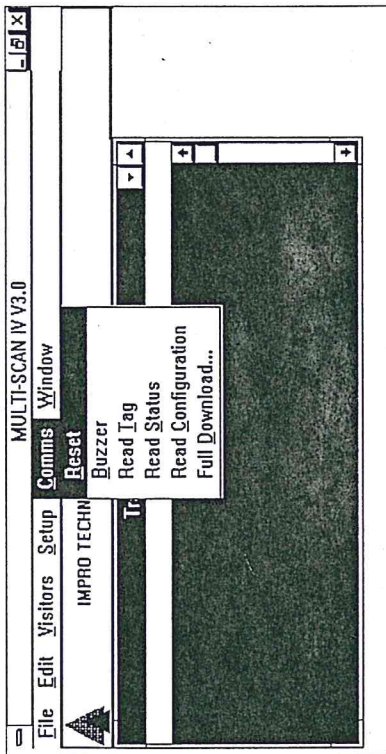


The above buttons allow the user to navigate through the records.

When editing a record then moving to next record the previous record is automatically saved and downloaded to the controllers. To Open a new record select **New**. Enter the data and select **Save** to store and download the record. To delete a record, use the arrow button until the record to be deleted is on the screen then select **DELETE**.

After completing all entries Select **Close**, it will take you back to the Main Menu. The controllers and terminals have now been configured and can be addressed by the software. Polling will start, check by presenting a tag at any terminal, and see the transaction appear in the window.

COMMS MENU



RESET

When this menu is selected the controllers are reset. If any settings are changed the controllers must be reset so that the new settings can be accepted by the controllers. This is equivalent to powering the controllers off and on.

BUZZER

When this menu is selected a buzzer should be activated. This means that the controllers are connected to the PC correctly and they are communicating properly. If no buzzer is heard, the system

INTRODUCTION

This manual assumes that the reader has understood the User and Installation manuals supplied with each Multi-Scan IV system.

A Multi-Scan IV system can have up to 4 terminals connected to it. These can be any combination of Single Channel or Dual Channel terminals. A Single Multi-Scan IV system can fully control up to 4 Dual Channel Terminals, as well as 4 Remote Readers. Up to 16 Multi-Scan Controllers can be multi-dropped on a single pair of wires to a host computer. As such in total the Multi-Scan IV System is able to control up to sixty four doors individually configured in a multi drop system.

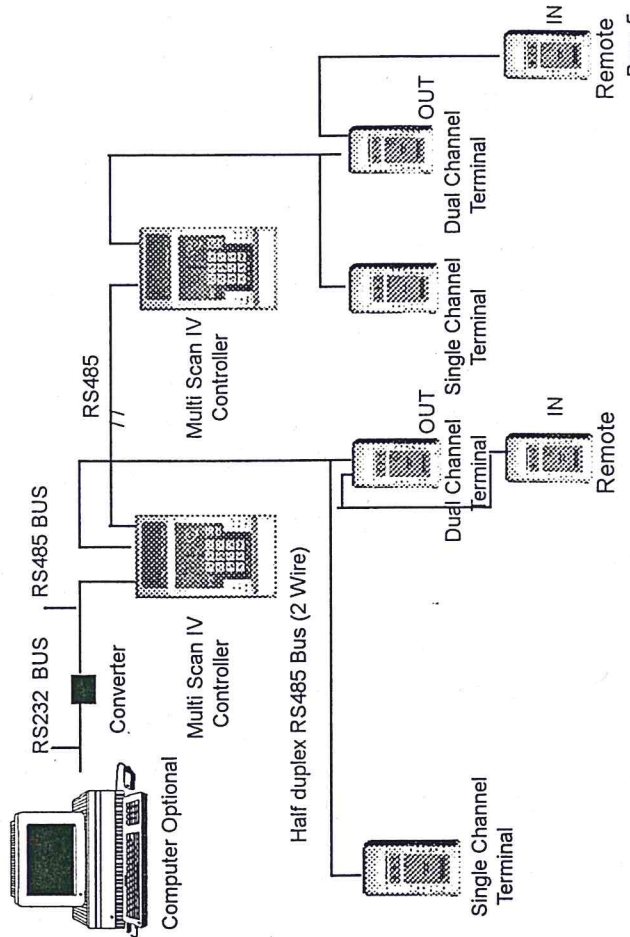
Two types of terminals are available. "Single Channel Terminals" and "Dual Channel Terminals". The "Single Channel Terminals" are used for non anti-passback doors and the "Dual Channel Terminals" are used on the anti-passback doors.

The Multi-Scan IV Controller can be setup by using the MSCANWIN for Windows software. This software allows the database to be setup, easily viewed, edited, old tags modified or deleted and new tags entered, downloaded to the Multi-Scan IV unit and sorted on the PC hard disk. The software is also used to collect historical access transaction from the Multi-Scan IV unit and log them to a MS ACCESS database.

IMPORTANT NOTES:

1. The Multi-Scan IV can be used in a purely manual mode (ie using the front panel keys) or via a Host Computer and the software suites. However **ONLY** use ONE method. Do not attempt to use manual mode and software interactively.
2. Only MSCANWIN can address Multi-dropped units.

TYPICAL INSTALLATION DIAGRAM



INSTALLATION OF THE SOFTWARE

Firmware Revision V1.1 or later is required in the Multi-Scan IV Controller, in order to communicate with a host PC.
Firmware Revision V3 is required in the Multi-Scan IV Controller, to use PIN codes, issue and expiry dates.

This manual assumes that the reader has a good knowledge of Windows

Host PC Requirements:

IBM PC AT (386 processor or higher) or compatible computer.
4 MB RAM recommended.
SVGA, VGA or EGA display adaptor.
SVGA, VGA or EGA monitor.
One 1.2 MB floppy drive or stiffy drive.
Hard drive (Min. 40 MB) recommended.
Two RS232C serial ports.
One printer port recommended.
DOS 5.x or later operating system.
Mouse or trackball.
Windows software V3.1 or above.

A backup copy of the MSCANWIN software disks should be made and used.

The software must be installed on a hard disk.

1. Start Windows, then choose **FILE/RUN**.
2. Insert Disk 1 into drive A or B.
3. Type **A:\SETUP OR B:\SETUP**
4. Choose **INSTALL** to continue; follow instructions as they appear on the screen

The **INSTALL** program does the following.

Creates a directory on your hard disk and copies the MSCANWIN program file disks into it.

Copies .DLL and other files to the WINDOW/S/SYSTEM directory.

Creates a Windows application group and installs the MSCANWIN icon there.

Alter CONFIG.SYS to ensure that:

Files = 30 (minimum)
Buffers = 20 (minimum)

The AUTOEXEC.BAT file must load the DOS SHARE program. Add the following line to your AUTOEXEC.BAT, if it is not already in the file.

C:\DOS\SHARE.EXE

Alternatively, if using Windows 3.11, check the SYSTEM.INI file and ensure that there is an entry in the [386Enh] section ----- device=vsahre.386
This completes the installation.

- NOTE :**
1. Each terminal unit must have a unique address eg. A1.
 2. In a single Multi-Scan IV system, the Multi-Scan IV controller address must be A.
 3. In a Multitrop system Multi-Scan IV Controller A is used to read a tag when entering new tags into the database.

TERMINAL IDENTIFICATION.

The address of the terminal and the name of the doors which it controls eg.

Controller A Terminal 1 = Main Entrance
Controller A Terminal 2 = Back Entrance
Controller B Terminal 1 = Factory

To create a new configuration select NEW. Type in the controller address.

eg. Controller A
Terminal# 1
Door name Main Entrance

LATCH DRIVE TIME

The length of time that the latch relay operates after presentation / removal of a valid tag.
(Unit =1/10 of a second eg. 20 = 2 seconds.)

DOOR OPEN TIME

The length of time that the door may be open before an alarm occurs.
(Unit = 1/10 of a second eg. 600 = 60 seconds.)
Alarm monitoring also requires a DIP switch, setting on the terminal and a door open sensor to be connected to the relevant input.

SINGLE CHANNEL

Single channel for non anti-passback.

DUAL CHANNEL

Dual channel for anti-passback which also requires a Remote scanner.

PIN CODE

(Firmware Revision V3 is required in the Multi-Scan IV Controller, to use PIN codes. The PIN Code MUST be a four digit code, or 0 if not required.)

Depending on the type of terminal selected, single or dual channel, the following choices are available for PIN code.

SINGLE CHANNEL	Not required
DUAL CHANNEL	Required on Entry
	Not required
	Required on Entry
	Required on entry and exit

UPGRADE UTILITY

IMPORTANT NOTE - READ BEFORE EXECUTING MSCANWIN

If a previous version (<V3.0) of MSCANWIN exists and a database MSDBASE.MD B exists, the following procedure must be followed to preserve the database. To avoid confusion rename or copy the existing database file to another name, eg. MSDBV12.MDB. Delete the database file MSDBASE.MDB. This may be done via File Manager or at the DOS prompt. Execute the program UPGRADE, which has been installed in the same directory as the new MSCANWIN program. Select the old and new database files. The new database file should be named MSDBASE.MDB in the directory where MSCANWIN V3.0 is installed. This will create a new version database and transfer existing data from the old database. Take careful note of any error messages that may occur during the conversion process. After successfully completing the conversion, the new MSCANWIN software may be executed. The user will be required to logon using the default password IMPRO, which will remain until changed.

MS REPAIR UTILITY

If this database should become corrupt, use this utility to try to repair it. It will not be possible to use MSCANWIN because logon will be prevented. The utility program MSREPAIR.EXE is installed in the same directory as MSCANWIN.EXE. Create an icon for it or run via FILE/RUN.

DATE, TIME AND NUMERIC FORMAT.

The program uses the Windows Control Panel International Settings to interpret date and time and number format. Please enter all dates requested by the program, in the same format. The same date order and date separator must be used throughout, for example, if the Short Date format is 27/07/96, then always enter dates as dd/mm/yy. Similarly the same time format and separator must be used, for example, if the Short Time format is 14:00 then always enter times in 24 hour format with leading zeros and a : separator.

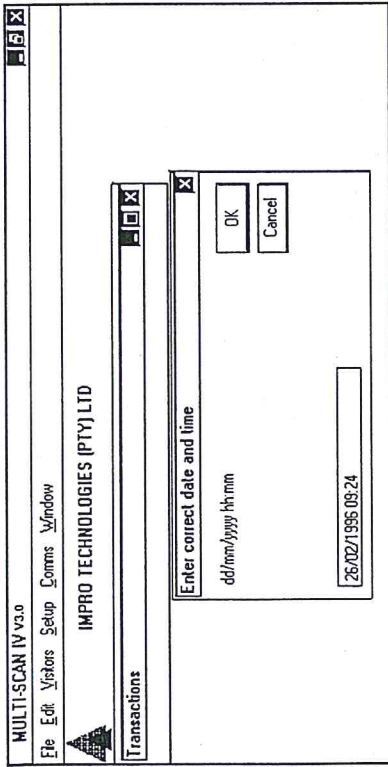
To change the settings, click the Windows Control Panel, click International Settings and then change the country, language, date, time, currency and numeric formats for your locale, as required.

Failure to enter dates and times consistent with Windows Control Panel settings may result in misinterpretation of dates and times entered by the user. Considerable effort has been invested in MSCANWIN to make it a locale aware program. If persistent problems with date/time issues occur, select country US and M/D/Y and hh:mm.

HOW TO USE MSCANWIN SOFTWARE

The software interacts with the Multi-Scan Controllers via an Impro Multi-Scan Line interface device which must be connected to one of the serial ports. This device must be present in order to edit or add any tags to the system. The controllers must be online whenever any editing is done so that the new data is immediately downloaded. If the device is not detected when the program starts execution, a warning is displayed which also provides an opportunity of selecting an alternative serial port.

SET DATE/TIME

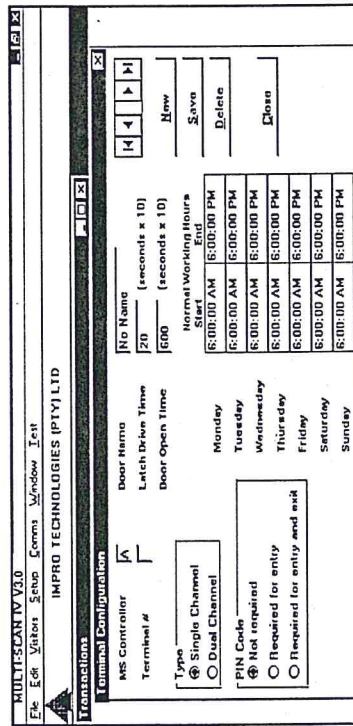


Press the **LEFT** arrow key on the keyboard. This will remove the highlighting and allow the adjustment to the date and/or time.

CAUTION: If the date is adjusted and the time deleted and no new time is entered, the time that will appear on the Multi-Scan IV will be 0:00 hr.

EDIT TERMINALS

Use this screen to specify the terminals as installed. Each terminal must be identified by its address and given a name.



During installation the address DIP switches on the controllers and terminals should be set to distinguish one unit from another (refer to the Installation Manual).

NOTE: Take particular care that no two units have the identical address as this will result in communication errors which may take some time to trace.

Multi-Scan IV controllers are referred to by alphabetical letters eg. Controller A,B,C etc. The terminals are referred to numerically eg. 1,2,3. Terminals range from 1 to 4 as the Multi-Scan IV Controllers can operate a maximum of 4 doors in a zone.

TESTING COMMUNICATIONS

Make sure that the correct communications line interface device is connected. Start the program. COM1 is the default serial port and if a warning concerning the communications device appears, then try selecting another serial port or proceed without communication. MSCANWIN can be executed without the device. In order to enter the terminal configuration in advance and then a full download must be executed once the full system is connected. If the system fails to detect the device on two ports then program execution stops and the program will have to be restarted. Test communication by selecting Comms / Buzzer. The buzzer should sound immediately at all Controllers. Any delay suggests timeouts on some controllers possibly caused by conflicting duplicate addresses.

For a new system, no database exists as yet and a warning will be displayed " Database file not found". Allow the system to create the database structure when prompted. For an existing system, treat the warning seriously, exit from the program and try to establish the reason for the file not being available. Do not simply create a new blank database structure.

Proceed to Logon. The initial default password is IMPRO which allows Administrator level access to the system.

ADDITIONAL USERS

It is recommended that the default password be changed to prevent unauthorized access to the program. Select *Edit / Edit Passwords* and proceed as described in detail under the section **EDIT MENU - Edit Passwords** in this manual. Additional users may also be added, each with their own password. Two levels of Access to the program are available.

CONFIGURATION OF TERMINALS

Until some terminals have been configured, no terminals will be polled. Select *Setup/ Edit Terminals* in order to configure all the terminals which have been physically installed. The address (Controller and Terminal, e.g. A1) and location (access point name or description) of each terminal is required. Proceed as described in detail under the section **SETUP MENU - Edit Terminals** in this manual, to set the mode of the terminal, adjust normal working hours enable PIN code, etc. Create an entry for each terminal as installed. As each entry is saved, the data is transmitted to the relevant controller, provided that the system is on-line, otherwise a full download must be done later. Close the Terminal Configuration window. The system will now attempt to poll the defined controllers in turn. Access transactions and status/ alarm events will appear in the Transactions window. Alarm events are also displayed in a separate alarm window which pops up whenever an alarm is polled from the controllers. This window may be closed after viewing the alarms, which are permanently recorded in the database as transactions. An Incident report may be requested, to print out the status and alarm events.

Test communication and configuration by selecting *Comms / Read Configuration*. This may take a minute or two to complete because each possible controller (A-P) is polled and actual configuration compared with expected configuration. Results are displayed in the window Multi Scan Controller Network. Refer to section **COMMS MENU - Read Configuration** in this manual, and verify that expected and actual configuration agree. Close the window after viewing. The system is now fully configured. Proceed to enter tags.

ENTRY OF TAGS

Select *Edit/Edit Tags*. The Tag Record window will appear. Create and save an entry for each tag as described in detail under the section **EDIT MENU - Edit Tags** in this manual. Controller A is used

There are two types of user passwords

1. ADMINISTRATOR - This user has full control of the software.
2. USER - This user has access to the following menus: File, Visitors, Comms, Windows.

An unlimited number of Administrators and users can be added. Administrators and Users can be deleted at any time. There must always be at least one Administrator. The program will not let you delete the last Administrator.

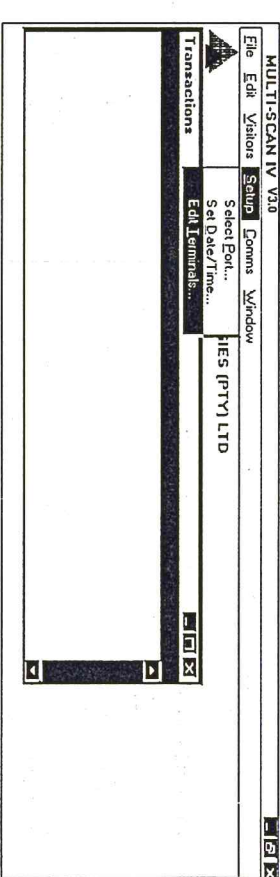
VISITORS MENU

EDIT VISITORS

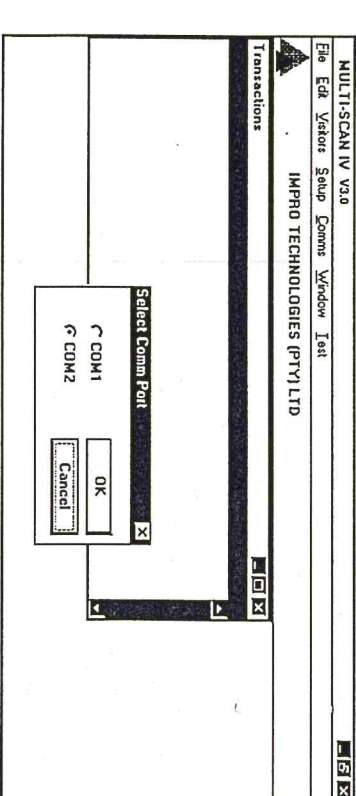
The Edit Visitors Tags window is identical to the normal tags windows but only visitors tags are visible and can be added or entered. A visitor tag is automatically allocated a start and expiry date for the current day. Tag Level cannot be changed from within the Edit Visitors window. A PIN code may be specified if required. Refer to the **EDIT MENU - Edit Tags** section in this manual for more details. Visitors tags are deleted at the controller at midnight on the day of allocation. When the PC software is executed, expired visitors tag entries are cleared in the database.

SETUP MENU

When selecting the **SETUP MENU** the sub-menu appears.



SELECT PORT

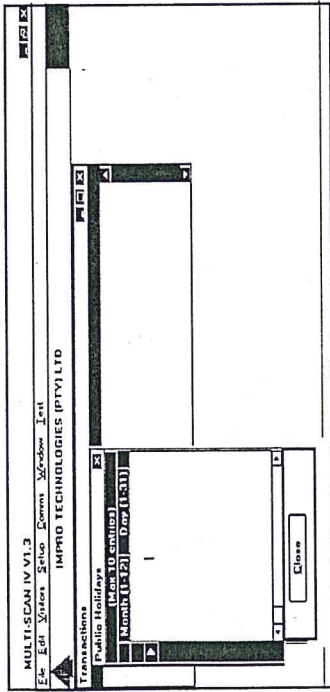


This enables you to select the comm Port of your computer, to which the Multi-Scan system is connected. Only ports 1 or 2 may be selected. If you are not sure of the port try the buzzer command (under *Comms menu*). A sound should be heard if the Unit is communicating correctly.

3. Reinststate
Enter the ENTRY # of the tag to begin with and ENTRY # to end on. Click either **Delete**, **Suspend** or **Reinststate**.

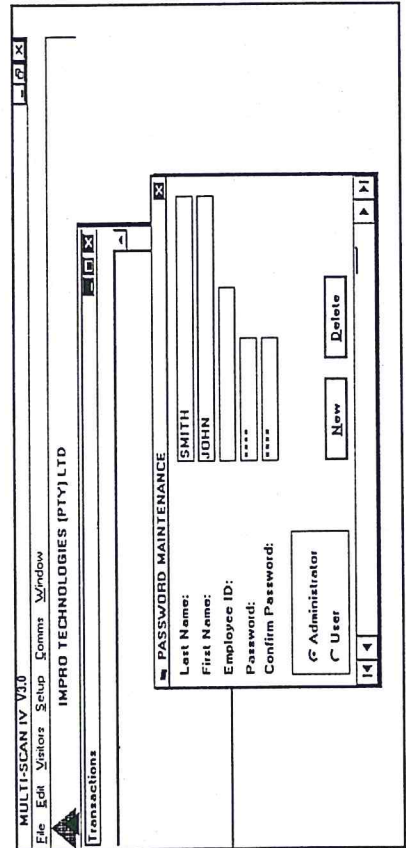
To change anti-passback direction status of the tags in the building, enter the entry number to be affected. Select the controller which controls the zone in which direction must be changed. Select the direction to be set eg. either IN/OUT, depending on whether the tags are to be programmed as if they are IN or OUT of the building. Click **Set Direction** to execute the command.

EDIT PUBLIC HOLIDAYS



Only ten public holidays can be set at a time. It is suggested that once a holiday has passed it is deleted from the table so that the next holiday may be entered. When entering the date the number relating to the month should be used eg. 01 = January. Once entering of dates is completed, select **CLOSE**, this will return to the Main Menu as well as save the dates and download it to the Multi-scan controller. To **Delete** a date, Click or **TAB** on the shaded area of the row to be deleted. Select the **DEL** key on the keyboard and a window will appear **DELETE ROW**. Select **OK** to delete the selected row or **Cancel** to exit.

EDIT PASSWORDS



as a scanner to read in the tagcode of each new tag. Place and leave the tag on the upper section of the controller front panel, while reading it from the MSCANWIN program. When each tag entry is saved, either by pressing the save button after creating a new record, or by moving to another record after editing an existing record, the record is transmitted to the controllers and is immediately active.

After entering all the required tags, close the Tag Record window. A permanent record of the tagholders held by the system may be obtained by selecting **File / Tagholder List** to produce a printed report.

ACCESS REPORTS

At this point the controllers have received all the data required to run the system and the user may exit the program MSCANWIN. The controllers manage the reading of tags at access points and control the access of tagholders at these points, storing each transaction in their own memory store. In order to obtain reports from the PC software, these transactions must be retrieved from the controllers. This is done automatically whenever the MSCANWIN program is running. Transactions are scrolled through the Transaction window as they are polled and stored in the database on the PC. Run MSCANWIN as often as is needed to retrieve transactions for reports.

Reports may be requested by selecting **File / Reports**. Define the criteria for the required report as described in detail under the section **FILE MENU - Reports** in this manual. Examples are a single tagholder trace or all access allowed at a specified terminal during a given period.

NOTE: It is important that all the files in the MSCANWIN directory with the XX.MDB extension are (backed up) regularly.

MULTI-SCAN IV AND HOST COMMUNICATIONS

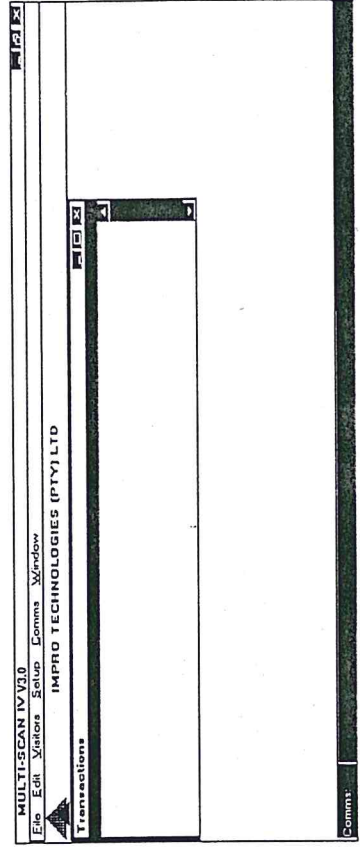
The PC connects to the Multi-Scan IV using one of the PCs two main available RS232C communication ports (COM1, COM2).

NOTE: (COM3, or COM4) cannot be used. A serial cable is required to connect the PC to the Converter and Multi-Scan IV Controller. Refer to the Controller installation manual for a wiring diagram for the serial cable. The communications baud rate is 9600 (fixed).

STARTING MSCANWIN SOFTWARE

First Start Windows (type **WIN**), Double click on the MSCANWIN group. Double Click on the MSCANWIN icon. The program will now be activated.

ENTER YOUR PASSWORD. The default password is **IMPRO**



The "Transaction" window will remain open at all times so that all activities can be monitored. When presenting a tag at a Single channel Terminal it will always state that the tag is out, whether the tag is going out or coming in. This is because Single Channel Terminals are not anti-passback and they cannot distinguish between in or out, whereas the Dual Channel reader has anti-passback so in the transaction window it will state if the tag is in or out.

The COMMS STATUS BAR appears at the bottom of the window. All Comms errors and messages will be reflected there, instead of popping up in a message box, e.g. "Comm Reply Timeout" when a unit is queried and does not reply. Other examples are Windows API errors when the wrong port has been selected, or units have conflicting addresses. The status bar can be cleared by clicking it.

The Controller Status window appears on startup to display the current status of all controllers which have been configured. Close the window after viewing.

A mouse or the TAB key can be used to move around all pull down windows.

The mouse may be used to select the desired main menu option. Alternatively, pressing the ALT key simultaneously with a highlighted menu character will also cause the main menu item to be selected eg. ALT F for the file menu. The sub-menu will be shown.

The sub-menus are selected (highlighted) by use of the UP or Down arrow keys. The ENTER key then allows access to the highlighted sub-menu. Alternatively, the sub-menu may also be clicked with the mouse.

FILE MENU

REPORTS

The reports menu offers choices of viewing or printing access transactions for a specific period. The dates and time slot of the period can be selected, as well as type of transaction and terminal (access point)

Enter Date From and Date To, to specify the period required for the report. Use the Short Date Format as set in Windows Control Panel, International Settings. A given time slot may be further specified. Only transactions occurring during this time slot will be included in the report. Use the Time Format as set in Windows Control Panel, International Settings. The default values for date and time are set for today, full 24 hours.

If transactions for a single tagholder only are required for the report, enter the tag code if known, or

1. Entry Number: If the entry number is known the record can be found by keying the entry number.
2. Last Name: The last name of the tag owner or part of the name can be used, click or TAB on Find First and if the name that comes up is not correct click or TAB on Find Next, continue in this manner until the correct tag is found. Selecting Close will return to the TAG RECORD with that particular entry open.
3. Tag Code: The Tag Code number can be entered or left blank. If left blank place the tag on the Multi-Scan Controller A making sure that the cursor is in the TAG CODE box before pressing ENTER on the PC keyboard to read it in.

CANCEL

This option will cancel all current changes to record or cancel pending new operation.

DELETE

A tag can be deleted from the system if it is no longer needed. First find the tag to be deleted, then select Delete. The message "Are you sure you want to delete this record?" will appear.

Select Yes or No. When a tag is deleted the "Tag Record" will remain open on the entry that has been voided showing a clear record. The next new tag that is entered will automatically be assigned to the first free entry number. If a new entry is assigned to a previously deleted entry the Save command is not active (it is in grey mode). To save, move to another record, either by selecting New, if another tag is to be entered, or Previous Record by means of the arrow buttons. Close will return to the Main Menu.

BLOCK EDIT

This function allows override to be executed for a block of consecutive tag entries. Block Edit saves time when performing any of the three override functions.

When performing any of the following instructions, the instruction affects all controllers.

1. Delete
2. Suspend

will NOT allow Normal or Visitor tag access unless at least one Master or Privileged tag holder has entered the site before them).
PRIVILEGED
 Privileged tags are allowed access at all times, but may be restricted to specified doors. Privileged tags are not subject to Anti-Passback control and are allowed access during public holidays.
MASTER
 Master Tags may be used to program new tags manually and change the Multi-Scan IV system setup. The Multi-Scan IV supports multiple master tags. Master tags are not subject to Anti-Passback, and have access to all doors, at all times.

CONTROLLER / DOORS ALLOWED

Select the doors to which this tagholder is allowed access. If there is more than one controller in a building eg. Main, Factory, and Administration zones, click on each in turn to select access to the different doors in each zone.

Select the controller by either clicking on the down arrow with a mouse or by using the **DOWN** arrow key on the keyboard. When the controller is selected a list of the doors in the zone is displayed. Clicking the box alongside a door, will place a cross in the box, meaning the tag will have access to that door. If the box is clicked on again the cross will disappear and the tag will then be denied access to that door. Repeat this process for the other zones to which the tag will have access.

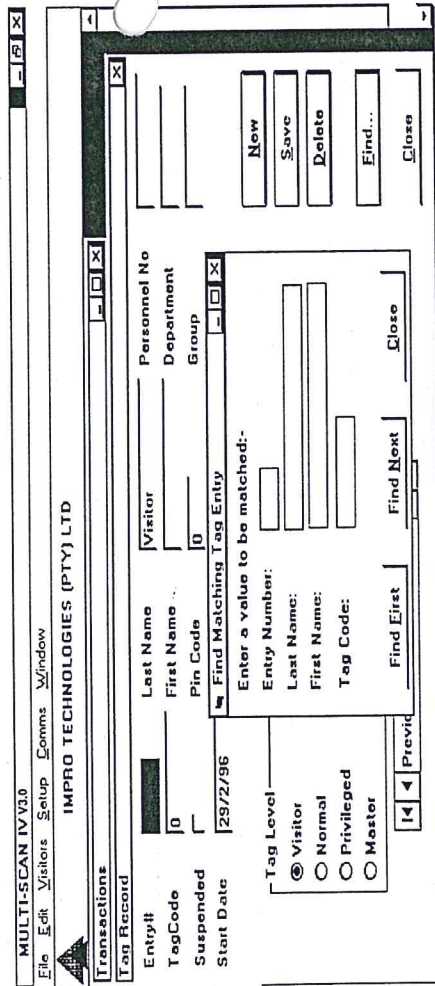
PREVIOUS / NEXT

Move from record to record by clicking on the **Previous/Next** arrow buttons. This action saves any changes made to the record and immediately downloads the record to the controllers.

FIND

This button allows the user to locate an existing record for editing or viewing.

Click Find to select the required tag.



click Select to pop up the Select Tagholder window. Enter a name or entry number to select the required tagholder and click Find First. If necessary, click Find Next to locate the next entry with the same last name. When the correct entry is located, click Close and the tag code will be transferred to the Compile Report form. A tag code of 0 will include transactions for all tagholders.

Click Print Report to start processing the report. Wait until the report window appears on the screen.

NOTE: When the button "Print Report" is pressed it starts a separate Windows process which displays in its own window. When clicking an area of the screen outside of this window, it will 'disappear' behind the other windows. Press ALT and TAB several times until the report window is relocated and release ALT and TAB to bring to foreground again.

TAGHOLDER LIST

This report lists all tagholders with their personal data, tag code and PIN code, issue and expiry dates, and access allocations. The report may be printed for record purposes.

DELETE OLD TRANSACTIONS

It is good practice to reduce the transaction database size to a minimum for efficient operation and speed of reporting. Old transactions should be deleted and the database compacted on a regular basis.

The dialog box DELETE OLD TRANSACTIONS is displayed. Enter earliest date for which transactions must be retained. Use the same date format as set up in Windows Control Panel/International Settings. Click the button "Delete" to start the deletion process. A message is displayed to verify the date as entered. Click the button "Yes" to proceed or "No" to cancel the operation. Wait for the hourglass cursor to return to the normal arrow. Click the button "Close" to close the window. Use the repair utility to compact the database.

REPAIR /COMPACT DATABASE

1. If the database becomes corrupt, for example, if the file is open when the PC is switched off during a power failure, then it may not be possible to open the file again without repairing it. This function is provided both on the menu of MSCANWIN and as a separate utility MSREPAIR. EXE which should have been installed into the same directory as MSCANWIN. Execute this utility to repair the database, in the event of being unable to, logon to MSCANWIN.

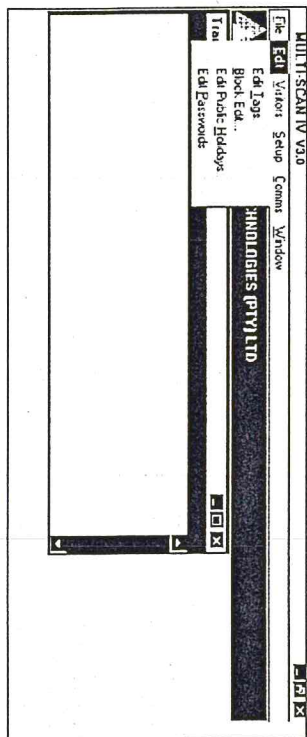
2. After deleting many records in the database it is necessary to compact the data to conserve space, and increase efficient retrieval of records. Compacting the database may take a considerable time. Execute this function at a convenient time.

EXIT

Exit takes you out of the MSCANWIN program back to Windows.

EDIT MENU

Select **EDIT** Main Menu and the four options will be displayed.



NOTE :

Editing, changes are carried out ON LINE i.e. they are immediately sent out to the Multi-Scan IV Controllers. On receipt, the Controller will issue a beep.

EDIT TAGS

The Edit Tags window has a number of text fields. The **TAB** key moves the data entry cursor from field to field. Alternatively, the mouse may be used to select a field.

If one of the operational keys eg New, Save are in a grey mode that key is not active and cannot be selected. A particular tag record needs to be altered the Find command can be used to search for a particular tag.

ADD A NEW TAG

To ADD a new tag select **New**. At the bottom of your screen a prompt will appear "**Present new tag to MSC, press ENTER at PC**"

Ensure that the cursor is in the "Tag Code" box, present the tag at the Multi-Scan IV controller A (all reading must take place at the A Controller) while simultaneously pressing **ENTER** on the PC key board. Enter all the data for the tagholder, as described in the following sections and click **Save** to store the record.

ENTRY

This value can not be edited and will automatically change as new tags are entered. Entries are never deleted, only cleared, so that the entry number for a tagholder remains constant.

TAG CODE

When a tag is presented to the Multi-Scan IV Controller A, the code read from the tag is displayed in this window. The tag code may also be typed in when the tag is not available but the code is known, e.g. vehicle tags.

SUSPENDED

This is used to temporarily deny a person/tag access to the building for a certain time. This option can also be used if a tag is thought to have been lost, to prevent access should it be found and used to gain entry. To activate this command, click on the command with a mouse. A cross appears in the box, [SUSPENDED] is now activated. To deactivate, click again and the cross will disappear.

Only normal and visitor tags can be suspended. Attempting to suspend a master or privileged tag has no effect.

START DATE, EXPIRY DATE

These dates set the period for which the tag will be valid. Leave blank for indefinitely valid tags. Enter the start and expiry date required for the tag being issued. Use the Short Date Format as set in Windows Control Panel, International Settings.

Visitor tags are automatically valid for today only and will be deleted by the controllers at midnight. A visitor tag cannot be issued for a day in the future, use a normal tag for this purpose.

PIN CODE

A PIN code may be supplied to the tagholder for use with terminals which have been PIN code enabled. A valid PIN code is a 4-digit number. Leave blank if no PIN code is required.

PERSONAL DATA

Entry of this data is optional, however a last name is recommended for identification. Enter the Last Name, First name, Personnel or ID Number, Department and Group of the tagholder. Alpha-numeric data is accepted.

TAG LEVEL

Select the correct access level for the tag. Any tag must be allocated one of the levels listed below.

VISITOR

Visitor tags are allowed access to specified doors during normal working hours as specified for each terminal. The tag will automatically expire at the end of the day (midnight).

NORMAL

Normal tags are allowed access only during "normal business hours" as specified for each terminal. They are denied access during public holidays and are subject to Anti-Passback and "supervisor unlock" control (system