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DL-WINDOWS™

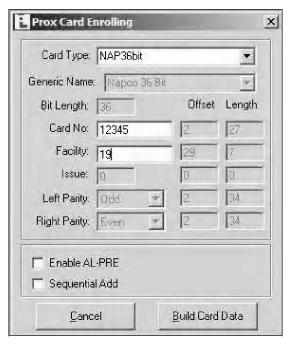
TIMEZONE SCHEDULING SCENARIO EXAMPLES

WI1633.02 8/07

EXAMPLE 1 ADD A PROX CARD TO A USER

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

1. Click the "Add Cards" button.



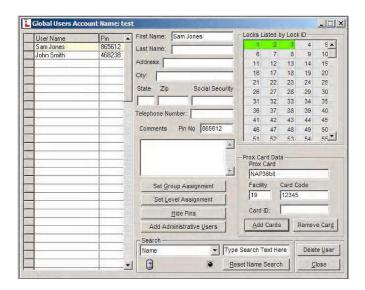
- 2. In the **Prox Card Enrolling** dialog, select the correct **Card Type**.
- 3. In the **Card No.** field, type the number printed in ink on the card surface.
- 4. In the Facility field, type the card Facility Code.

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

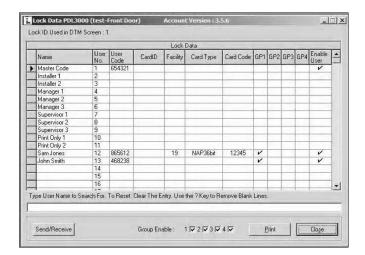
- Card Type: "NAP36bit"
- Card No.: Type the number printed in ink on the card surface
- Facility: "19"
- 5. Click "Build Card Data" button. Note: In this example, Sam Jones is required to use both a PIN and his proximity card to gain entry.

The user's name in the **Global Users Screen** is highlighted in yellow. The proximity card information is dis-

played in the bottom right area of the screen.

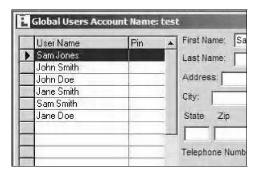


The proximity card information is also displayed in the **Lock Data** screen:

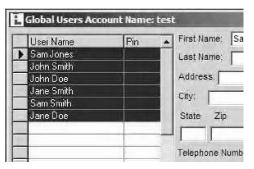


EXAMPLE 2 ADDING PROX CARDS USING THE "SEQUENTIAL ADD" FEATURE (MULTIPLE USERS AT ONE TIME)

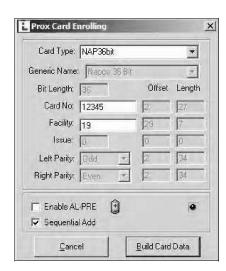
 Select multiple users by clicking to highlight the name of the first user:



2. Hold down the **Shift** key and click to highlight the last name you want to add. All names will be selected as shown in the image below:



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

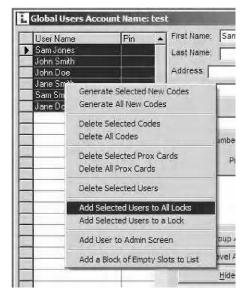


4. In the Prox Card Enrolling dialog, click to choose the correct "Card Type" from the pull-down list, type the starting "Card No." (printed in ink on the card surface) and the Facility Code number. Check the "Sequential Add" check box. In the Number of Cards pop-up, type the number of cards to be enrolled and click "OK".

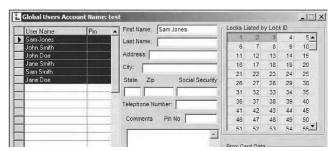


ADD ALL USERS TO ALL LOCKS

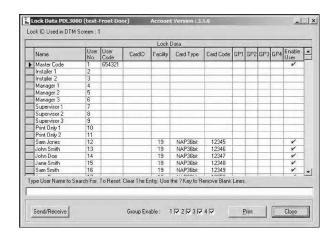
5. In the Global Users Screen, highlight the first name in the list, hold down the shift key, and highlight the last name in the list. Right-click the highlighted area. In the menu that appears, click Add Selected Users to All Locks.



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



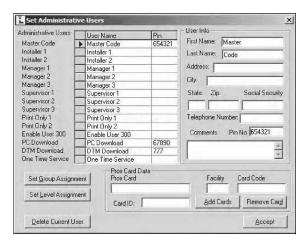
The proximity card information and sequential Card Codes are also displayed in the **Lock Data** screen:



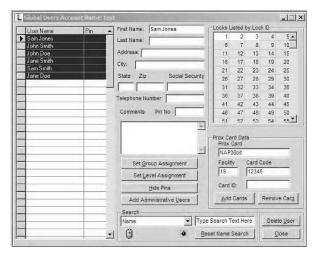
EXAMPLE 3 COMMUNITY SWIMMING POOL OPEN MAY 26 - SEPTEMBER 3 9:00AM - 10:00PM (7 DAYS A WEEK)

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, program as follows:

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



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



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

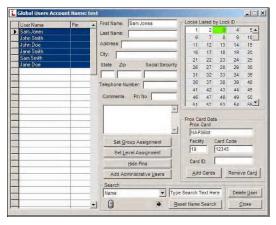


4. In the Select Door Number pop-up, click the pull-

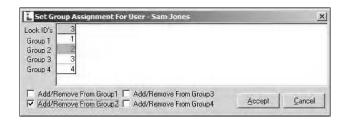
down list and select the lock (in this example, #3 "Pool Gate") and click "**OK**".



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

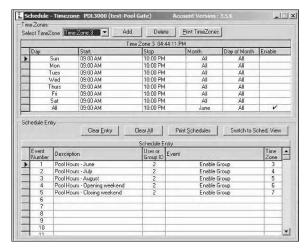


5. Use Groups to control access by first assigning each user to Group 2. Click the "Set Group Assignment" button for each user and check the "Add/Remove from Group 2" checkbox:

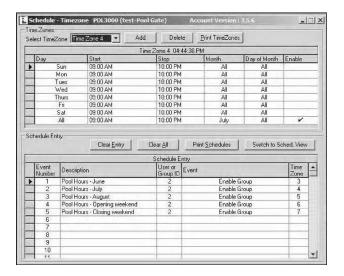


 Create Time Zones and Schedules to only allow those users in Group 2 to access the Pool Gate from 9:00 am – 10:00 pm during the Pool Season, May 26 – September 3.

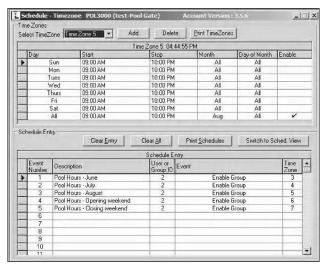
The following image displays **Time Zone 3**, detailing the opening and closing times for all of June:



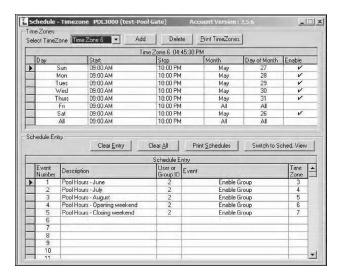
The following image displays **Time Zone 4**, detailing the opening and closing times for all of July:



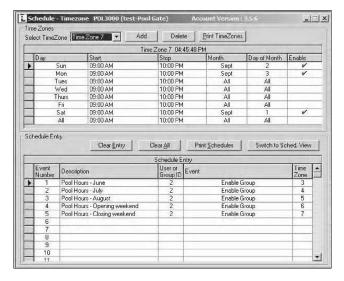
The following image displays **Time Zone 5**, detailing the opening and closing times for all of August:



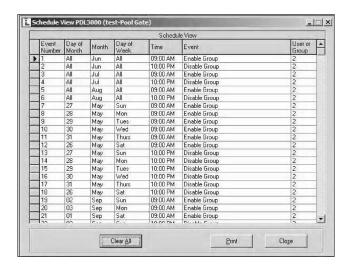
The following image displays **Time Zone 6**, detailing the opening and closing times for the "opening weekend", May 26 through May 31:



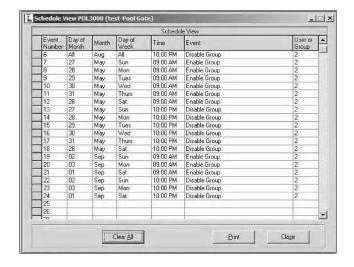
The following image displays **Time Zone 7**, detailing the opening and closing times for the "closing weekend", September 1 through September 3:



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

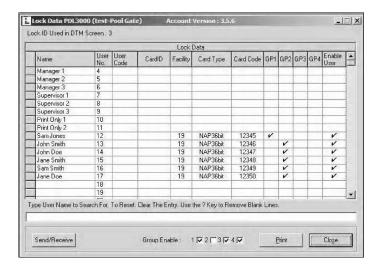


(The image below is a continuation of the image above).



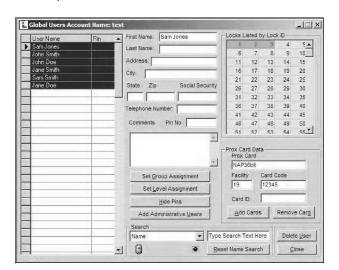
Since this time zone/schedule example is in the *future*, you must also take into consideration the "pre-May 26" time period by disabling these Group 2 users for the period *before* May 26. This way, these Group 2 users will be sent to the lock "disabled" and waiting for May 26th enable date. These Group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

Therefore, uncheck ("disable") the Group 2 users via the **Lock Data** screen, as shown below.

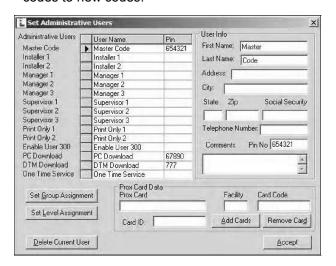


EXAMPLE 4 DAY - SHIFT 8:00AM - 5:00PM MONDAY - FRIDAY

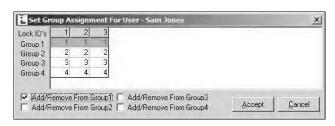
1. Set up users in the Global Users Screen:



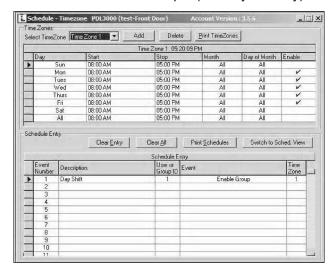
Set up Administrative users (Master Code, Manager/Supervisor Codes, DTM Codes, etc.). Click
 "Add Administrative Users" button. In the Set
 Administrative Users dialog, change factory codes to new codes:



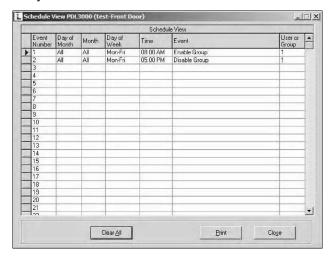
3. Add users to Group 1. Click the "Set Group Assignment" button.



4. 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):



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



6. Send program to lock "Front Door" using DTM. Click "**Program DTM for Selected Locks**" button:

