



ALARM LOCK

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DL-WINDOWS™

TIMEZONE SCHEDULING SCENARIO EXAMPLES

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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.

Prox Card Enrolling

Card Type: NAP36bit

Generic Name: Napco 36 Bit

Bit Length: 36 Offset: Length

Card No.: 12345 2 27

Facility: 19 29 7

Issue: 0 0 0

Left Parity: Odd 2 34

Right Parity: Even 2 34

☐ Enable AL-PRE

☐ Sequential Add

Cancel Build Card Data

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.

played in the bottom right area of the screen.

Global Users Account Name: test

User Name	Pin
Sam Jones	865612
John Smith	468238

First Name: Sam Jones
Last Name:
Address:
City:
State: Zip: Social Security:
Telephone Number:
Comments Pin No: 865612

Locks Listed by Lock ID

Lock ID	Lock ID	Lock ID	Lock ID	Lock ID
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55

Prox Card Data

Prox Card: NAP36bit

Facility: 19 Card Code: 12345

Card ID:

Add Cards Remove Card

Set Group Assignment

Set Level Assignment

Hide Pins

Add Administrative Users

Search: Name Type Search Text Here Delete User

Reset Name Search Close

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

Lock Data PDL3000 (test-Front Door) Account Version: 3.5.6

Lock ID Used in DTM Screen: 1

Name	User No.	User Code	CardID	Facility	Card Type	Card Code	GP1	GP2	GP3	GP4	Enable User
Master Code	1	654321									✓
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	865612		19	NAP36bit	12345	✓				✓
John Smith	13	468238					✓				✓
	14										
	15										
	16										

Type User Name to Search For. To Reset, Clear The Entry. Use the ? Key to Remove Blank Lines.

Send/Receive Group Enable: 1 ✓ 2 ✓ 3 ✓ 4 ✓ Print Close

The user's name in the **Global Users Screen** is highlighted in yellow. The proximity card information is displayed in the bottom right area of the screen.

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 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:

1. 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.

2. 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:

3. 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:

6. 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:

Day	Start	Stop	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	✓

The 'Schedule Entry' section shows a list of events with their descriptions, user/group IDs, and time zones.

Event Number	Description	User or Group ID	Event	Time Zone
1	Pool Hours - June	2	Enable Group	3
2	Pool Hours - July	2	Enable Group	4
3	Pool Hours - August	2	Enable Group	5
4	Pool Hours - Opening weekend	2	Enable Group	6
5	Pool Hours - Closing weekend	2	Enable Group	7
6				
7				
8				
9				
10				
11				

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

Day	Start	Stop	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	Aug	All	✓

The 'Schedule Entry' section shows a list of events with their descriptions, user/group IDs, and time zones.

Event Number	Description	User or Group ID	Event	Time Zone
1	Pool Hours - June	2	Enable Group	3
2	Pool Hours - July	2	Enable Group	4
3	Pool Hours - August	2	Enable Group	5
4	Pool Hours - Opening weekend	2	Enable Group	6
5	Pool Hours - Closing weekend	2	Enable Group	7
6				
7				
8				
9				
10				
11				

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

Day	Start	Stop	Month	Day of Month	Enable
Sun	09:00 AM	10:00 PM	May	27	✓
Mon	09:00 AM	10:00 PM	May	28	✓
Tues	09:00 AM	10:00 PM	May	29	✓
Wed	09:00 AM	10:00 PM	May	30	✓
Thurs	09:00 AM	10:00 PM	May	31	✓
Fri	09:00 AM	10:00 PM	All	All	
Sat	09:00 AM	10:00 PM	May	26	✓
All	09:00 AM	10:00 PM	All	All	

The 'Schedule Entry' section shows a list of events with their descriptions, user/group IDs, and time zones.

Event Number	Description	User or Group ID	Event	Time Zone
1	Pool Hours - June	2	Enable Group	3
2	Pool Hours - July	2	Enable Group	4
3	Pool Hours - August	2	Enable Group	5
4	Pool Hours - Opening weekend	2	Enable Group	6
5	Pool Hours - Closing weekend	2	Enable Group	7
6				
7				
8				
9				
10				
11				

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

Day	Start	Stop	Month	Day of Month	Enable
Sun	09:00 AM	10:00 PM	Sept	2	✓
Mon	09:00 AM	10:00 PM	Sept	3	✓
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	Sept	1	✓
All	09:00 AM	10:00 PM	All	All	

The 'Schedule Entry' section shows a list of events with their descriptions, user/group IDs, and time zones.

Event Number	Description	User or Group ID	Event	Time Zone
1	Pool Hours - June	2	Enable Group	3
2	Pool Hours - July	2	Enable Group	4
3	Pool Hours - August	2	Enable Group	5
4	Pool Hours - Opening weekend	2	Enable Group	6
5	Pool Hours - Closing weekend	2	Enable Group	7
6				
7				
8				
9				
10				
11				

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

Event Number	Day of Month	Month	Day of Week	Time	Event	User or 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
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
10	30	May	Wed	09:00 AM	Enable Group	2
11	31	May	Thurs	09:00 AM	Enable Group	2
12	26	May	Sat	09:00 AM	Enable Group	2
13	27	May	Sun	10:00 PM	Disable Group	2
14	28	May	Mon	10:00 PM	Disable Group	2
15	29	May	Tues	10:00 PM	Disable Group	2
16	30	May	Wed	10:00 PM	Disable Group	2
17	31	May	Thurs	10:00 PM	Disable Group	2
18	26	May	Sat	10:00 PM	Disable Group	2
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	02	Sep	Sun	10:00 PM	Disable Group	2
23	03	Sep	Mon	10:00 PM	Disable Group	2
24	01	Sep	Sat	10:00 PM	Disable Group	2

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

Event Number	Day of Month	Month	Day of Week	Time	Event	User or Group
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
10	30	May	Wed	09:00 AM	Enable Group	2
11	31	May	Thurs	09:00 AM	Enable Group	2
12	26	May	Sat	09:00 AM	Enable Group	2
13	27	May	Sun	10:00 PM	Disable Group	2
14	28	May	Mon	10:00 PM	Disable Group	2
15	29	May	Tues	10:00 PM	Disable Group	2
16	30	May	Wed	10:00 PM	Disable Group	2
17	31	May	Thurs	10:00 PM	Disable Group	2
18	26	May	Sat	10:00 PM	Disable Group	2
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	02	Sep	Sun	10:00 PM	Disable Group	2
23	03	Sep	Mon	10:00 PM	Disable Group	2
24	01	Sep	Sat	10:00 PM	Disable Group	2

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.

Lock Data PDL3000 (test-Pool Gate) Account Version : 3.5.6

Lock ID Used in DTM Screen : 3

Name	User No.	User Code	CardID	Facility	Card Type	Card Code	GP1	GP2	GP3	GP4	Enable User
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			19	NAP36bit	12345	✓				✓
John Smith	13			19	NAP36bit	12346		✓			✓
John Doe	14			19	NAP36bit	12347		✓			✓
Jane Smith	15			19	NAP36bit	12348		✓			✓
Sam Smith	16			19	NAP36bit	12349		✓			✓
Jane Doe	17			19	NAP36bit	12350		✓			✓
	18										
	19										

Type User Name to Search For. To Reset: Clear The Entry. Use the ? Key to Remove Blank Lines.

Send/Receive Group Enable : 1 ☒ 2 ☐ 3 ☒ 4 ☒ Print Close

EXAMPLE 4

DAY - SHIFT

8:00AM - 5:00PM

MONDAY – FRIDAY

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

Global Users Account Name: test

User Name	Pin
Sam Jones	
John Smith	
John Doe	
Jane Smith	
Sam Smith	
Jane Doe	

First Name: Sam Jones
Last Name: Jones
Address: _____
City: _____
State: _____ Zip: _____ Social Security: _____
Telephone Number: _____
Comments: _____ Pin No: _____

Prox Card Data:
Prox Card: NAP30bit
Facility: 19 Card Code: 12345
Card ID: _____

Buttons: Set Group Assignment, Set Level Assignment, Hide Pins, Add Administrative Users, Add Cards, Remove Card

Search: Name _____ Type Search Text Here _____ Delete User _____
Reset Name Search _____ Close _____

2. 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:

Set Administrative Users

Administrative Users	User Name	Pin
Master Code	Master Code	654321
Installer 1	Installer 1	
Installer 2	Installer 2	
Manager 1	Manager 1	
Manager 2	Manager 2	
Manager 3	Manager 3	
Supervisor 1	Supervisor 1	
Supervisor 2	Supervisor 2	
Supervisor 3	Supervisor 3	
Print Only 1	Print Only 1	
Print Only 2	Print Only 2	
Enable User 300	Enable User 300	
PC Download	PC Download	67890
DTM Download	DTM Download	777
One Time Service	One Time Service	

User Info:
First Name: Master
Last Name: Code
Address: _____
City: _____
State: _____ Zip: _____ Social Security: _____
Telephone Number: _____
Comments: _____ Pin No: 654321

Prox Card Data:
Prox Card: _____ Facility: _____ Card Code: _____
Card ID: _____ Add Cards Remove Card

Buttons: Set Group Assignment, Set Level Assignment, Delete Current User, Accept

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

Set Group Assignment For User - Sam Jones

Lock ID's	1	2	3
Group 1	1	1	1
Group 2	2	2	2
Group 3	3	3	3
Group 4	4	4	4

Buttons: Add/Remove From Group1, Add/Remove From Group2, Add/Remove From Group3, Add/Remove From Group4, Accept, Cancel

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):

Schedule - Timezone PDL3000 (test-Front Door) Account Version: 3.5.6

Select TimeZone: Time Zone 1 Add Delete Print TimeZones

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	08:00 AM	05:00 PM	All	All	

Buttons: Clear Entry, Clear All, Print Schedules, Switch to Sched. View

Event Number	Description	User or Group ID	Event	Time Zone
1	Day Shift	1	Enable Group	1
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

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

Schedule View PDL3000 (test-Front Door)

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
2	All	All	Mon-Fri	05:00 PM	Disable Group	1
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Buttons: Clear All, Print, Close

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

DTM 3 Support(test)

DTM Configuration: DTM Config 1 Add DTM Config Clear DTM Config Delete DTM Config

Lock ID	Lock Name	DTM Function	Selected
1	Front Door	Send Program to Lock	✓
2	Lunch Room Door	Send Program to Lock	
3	Pool Gate	Send Program to Lock	
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Buttons: Program DTM for Selected Locks, Receive Data From the DTM for Selected Locks, DTM Options, Print, Close

DTM Options:
Set Lock Clock: ☒ Baudrate: 57600 Data Retention Time: Forever