

# **MULTIPLE READERS CONTROL UNIT**



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## 1 UGM PRESENTATION

- 128 readers
- 2944 files
- 30 time zones
- 16000 events stored in the control unit (buffer)
- Schedule reports
- 6 badges/codes per file, total 17664 badges/codes
- Different reader technologies (contact badge, keypad, proximity, infrared, ...)
- Possibility to connect different technologies on the same control unit
- Maximum waiting time when all readers are busy 0.5 second
- Manages all the users
- Data storage on the PC and downloading on the control unit
- Multi site management from the same software
- Door status control (alarm)
- Security : password protected when entering in programming and when entering in the site
- Port connection for a printer (real-time events)
- Memory storage (E<sup>2</sup>PROM)
- Input voltage 12VDC or AC

## 2 GETTING STARTED

### 2.1 Language

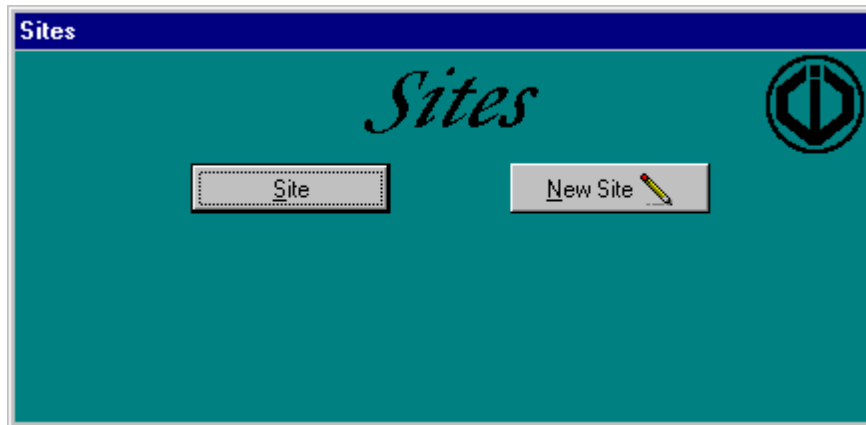
There is two languages available French and English. Choose the appropriate language by clicking on the flag, or click on the button °:



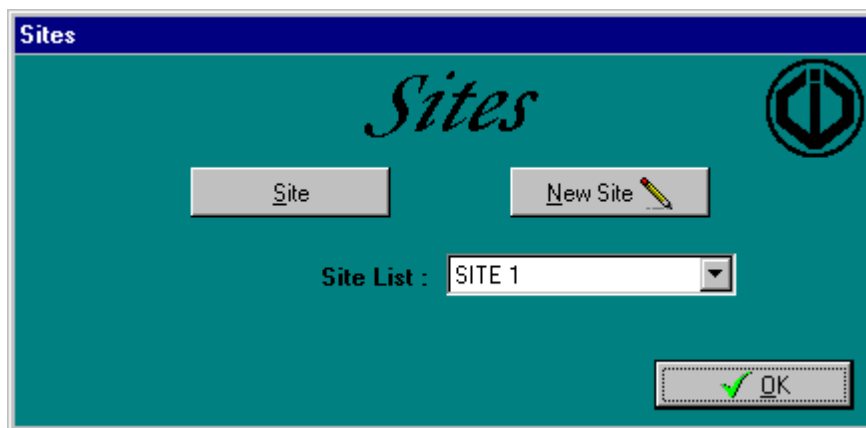
or press on the « F » key on the keyboard for the French language or on the « E » key of the keyboard for the English language. ,

## 2.2 Select a site

The UGM multiple-site software allows to manage and to control more than one site from the same software. If the site exists already choose the name in the site directory or create a new name in new site in order to manage and to save the data of the new site in a separate directory :

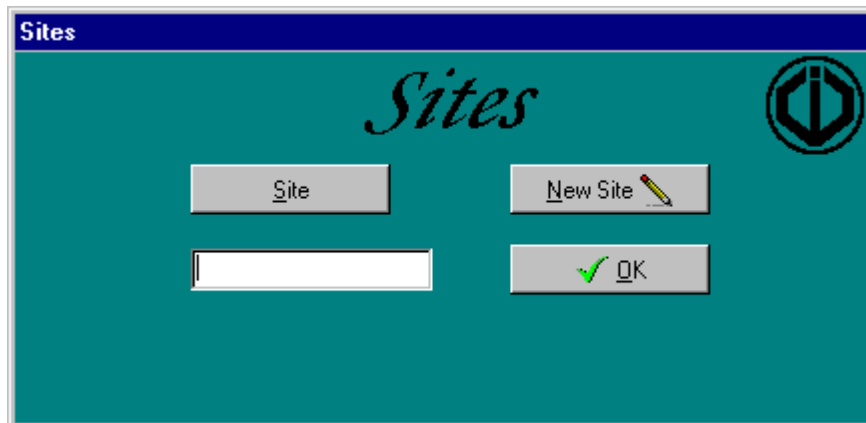


If the site exists click on the  and select in the site list the appropriate site :

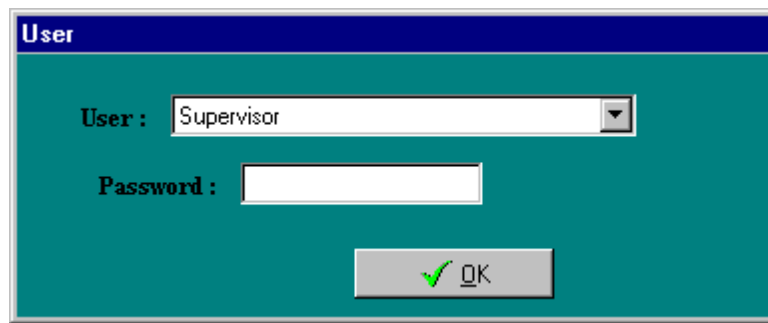


Once the site has been selected click on the « Validate » button or press on « Enter » on the keyboard.

For a new site enter the name of the site in the blank space. To save the new site press on « Enter » or click on the « OK » button :

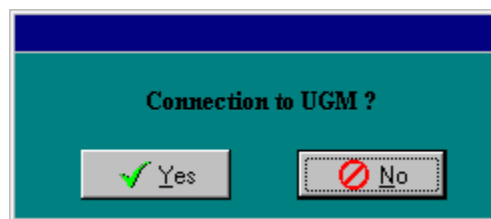


## 2.3 Operator and login password



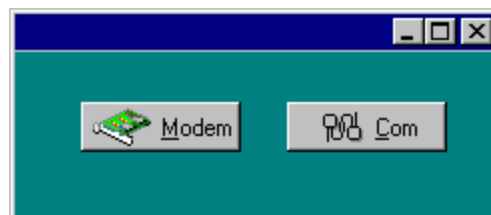
Click on the arrow ▼ to display the directory name of the operators. Then, press on the right name to select the operator. Enter the password of the operator then validate by pressing on « Enter » key of the keyboard or click on the « OK » button. After entering three wrong passwords in a row the software closes.

## 2.4 On line or off line connection



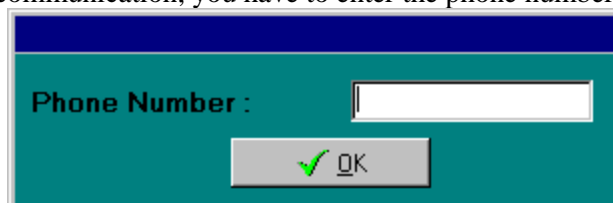
To work On-line (connect to the UGM) click on the « Yes » button or press on the key « Y » of the keyboard, or else click on the « No » button or press on the « N » key of the keyboard.

In case of On line work,



click on the « Modem » button or press the key « M », to use the modem, click on the « Com » button or press the key « C » to use a serial port.

If you choose a modem communication, you have to enter the phone number to call:

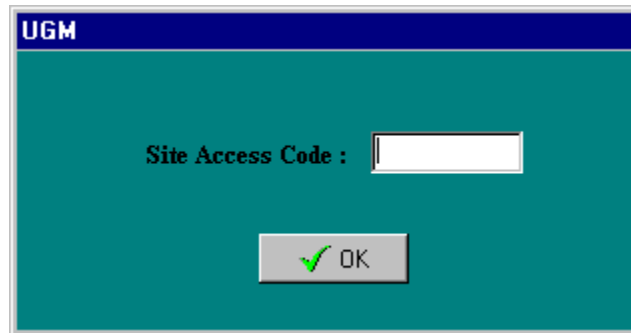


and click on the « OK » button or press the key « V ».

Nota : In case of work On line, the communication type (modem or serial port), change the task of the serial port indicated in the Communication port paragraph :

- **Serial Port connection** : the serial port is used for the UGM connection and for the Learning reader connection.
- **Modem connection** : the serial port is used only for the learning reader connection.  
**ATTENTION** : the modem use a serial port, you have to pay attention to don't choose the modem serial port for the learning reader.

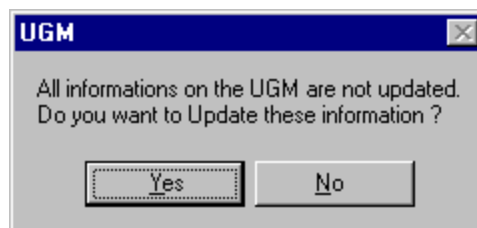
## 2.5 Site access code



To get access to the site and to the software enter the appropriate code and press on « Enter » or click on the « OK » button.

## 2.6 UGM update

An update on the control unit is suggested when working online, new data were saved on the PC on a previous session, which was offline. After entering the code site access the window displays a message suggesting an update on the UGM :



Press on « Yes », to make an update on the UGM. The update will be done automatically by downloading new data saved on the PC when working offline.

**NOTE** : For the update concerning the readers, only the modification of the data and the cancellation of readers are made automatically. When adding or replacing readers the update is done from configuration of the readers.

# 3 MANAGEMENT OF THE FILES

## 3.1 Files

The file consists of two parts : access file information and the individual file information. The access file contains information necessary to the UGM, on the other hand the individual file contains information on the cardholder. The individual information on the cardholder is not transmitted to the UGM and then is used to inform the operator.

It is possible to open a new file, to delete , to edit and to view an old file.

### **3.1.1 Access control file**

- User name
- Authorized entry
- Authorization for the holidays access
- Validity period (starting and ending dates of validity)
- Number of access remaining in readers 1 and 3 (countdown)
- 2 time zones
- 1 individual schedule : valid day of the week with starting hour and ending hour of the schedule
- 6 codes badges
- Authorized lift board relays
- Authorized readers

### **3.1.2 Individual file**

- Last name
- First name
- Title
- Company
- Office phone number, fax number, mobile, home phone number
- Office address, postal code, city, county/state, country
- Home address, postal code, city, county/state, country
- Picture
- Note

### **3.2 New file**



Click on the icon to open a new file :



When opening a new file enter the information in the access control file and in the individual file, but only the access control file is necessary to the UGM.

Access Control File Individual File

File No. : 1 Username : BROWN

Authorization :  Holidays  

Validation starting : 01/01/98 Validation ending : 31/12/99

Allowed Access on Reader 1 00100

Allowed Access on Reader 3

**Individual Schedule**

Monday  Friday

Tuesday  Saturday

Wednesday  Sunday

Thursday  Everyday

**Time Zones**

01 00

**Lifts**

1 2 3 4

**Readers**

1 à 16 17 à 32 33 à 48

49 à 64 65 à 80 81 à 96

97 à 112 113 à 128 Tous

Access control file

In a new access control file the next file number available is automatically displayed, from 0001 to 2944 and then indicating the number of files existing in the PC (the files are not necessary in the UGM).

The username is written in capital letters, does not include any space and does not exceed more than 16 characters. It used as the name for the file and is unique (i.e. there is no other file with same user). Having a unique username associated to each file allows knowing in which file you are working.

The box « Authorization » states if the badges/codes associated to this file are authorized or not.

The box « holidays » states if the badges/codes associated to this file are authorized on the holidays.

The dates starting and ending validity establishes the period during which the badges associated to this file are authorized. The ending validity date can not be inferior to the starting validity date.

The box « remaining access on reader 1 » allows you to give a number of accesses on reader1. When the box is checked, a white box appears inviting you to enter a number of accesses included between 1 and 65534.

The box « Remaining access on reader 3 » allows you to give a number of accesses on reader 3.


The two time zone boxes allow you to set time zones to the file. The time zone values are included between 0 and 30 (0 : no time zone, 1 to 30 : time zone available).


The time zone « Individual schedule » allows you to create in a file a custom schedule to the file. Weekdays (boxes to check « Monday » to « Sunday » and « Everyday ») and a starting hour and an ending hour define this schedule. The value of the ending hour can not be inferior to the value of the starting hour.

The time zones and the individual schedule define the authorized access hour. If there is no time zone number entered, (the two time zones boxes are empty or with zero, the individual schedule not checked, and the starting and ending hours at zero), the access is authorized all the time (if it is a valid period and if the « Authorization » box is checked).

The buttons for the « Lift », inform the operator for which relays (associated to floors) the badges entered in the file are valid. Note: in order that a badge will give access to an elevator, the reader corresponding to the lift board (cf. Configuration of the UGM) must be authorized in the file.

The buttons of the « Readers », display the readers activated for this particular file and then the badges or codes, of the file, enabled on the activated readers. These buttons give access to the readers by displaying them by group of 16 (readers 1 to 16, readers 17 to 32, etc.).

The button  allows you to set badges in the file (up to 6 badges).

The button  allows to save the data in the file (access control file and individual file) and to transmit it to the UGM if on-line.

All the information entered in the access control file is useful to the UGM, but the following ones must be filled in the access control file : user, starting and ending dates validity. The validity dates displayed on the software are factory default dates and then may not be correct.

Access Control File Individual File

Last Name :  First Name :

Position :  Departement :

Company :

Office Phone :  Mobile Phone :

Home Phone :  Fax :



Office Address :


Postal Code :  Town :  County :  Country :

Home Address :

Postal Code :  Town :  County :  Country :

Notes :




#### Individual File

The information shown on the individual file are only used as optional information and then are not transferred to the UGM. The data displayed in the individual file is as follow: :


- Field « last name » : last name of the cardholder,
- Field « first name » : first name of the cardholder,
- field « Title » : title of the cardholder,
- field « department » : the cardholder work department,
- Field « Company » : company's name of the cardholder,
- Field « office phone » : phone number at the office,
- Field « Fax » : fax number at the office,
- Field « mobile » : mobile phone number or cellular phone number,
- Field « home phone » : home phone number,
- Field « office address » : No. And street name of the company address,
- 1<sup>st</sup> field « postal code » : the company postal code or zip code,
- 1<sup>st</sup> field « city » : city in the company address,
- 1<sup>st</sup> field « county state » : county or state of the company address,
- 1<sup>st</sup> field « country » : country of the company address,
- field « home address » : No. And street of the home address,
- 2<sup>nd</sup> field « postal code » : the home postal code or zip code,
- 2<sup>nd</sup> field « city » : the city of the home address,

2<sup>nd</sup> field « county state » : county or state of the home address,  
 2<sup>nd</sup> field « country » : the country of the home address,  
 field « Note » : additional information on the cardholder.

The icon  allows you to join a picture to the file ( image file in BMP format).

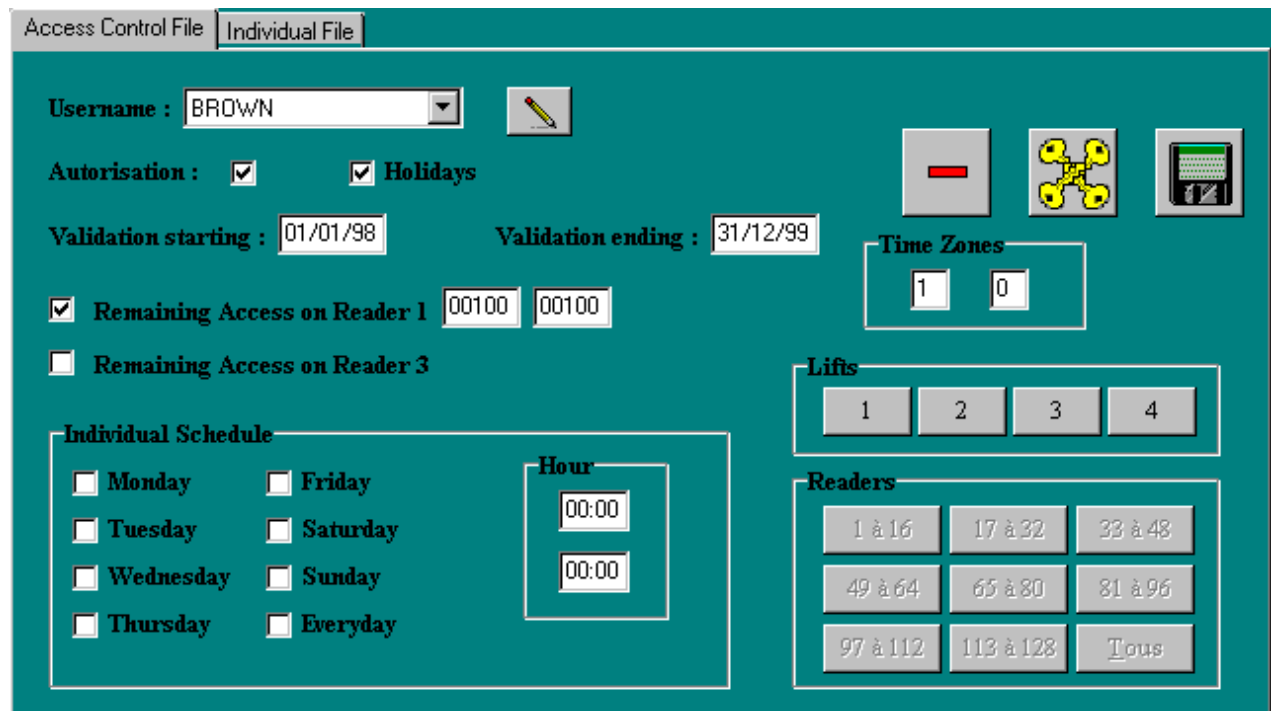
The icon  allows to save the file (access control file and the individual file) and to transfer it to the control unit 'UGM.

### 3.3 Edit file

To edit file click on the icon : 

**WARNING :** **If you are working On-line** connection to the UGM, the information on the access control file displayed on you PC screen are the same as the one in the control unit UGM. In case there is a difference between the data existing on the UGM and the data existing on the PC, a message will appear on the screen.  
**If you are working Off-line** the information on the access control file displayed on the screen matches the one existing in the PC.


When editing a file the information can be modified on the access control file and on the individual file, only the access control file which is needed for the control unit.



The screenshot shows the 'Access Control File' tab of a software interface. At the top, there are two tabs: 'Access Control File' (selected) and 'Individual File'. Below the tabs, the interface is divided into several sections:

- Username:** A dropdown menu showing 'BROWN' and a pencil icon for editing.
- Autorisation:** Two checked checkboxes labeled 'Autorisation' and 'Holidays'.
- Validation starting:** A date field set to '01/01/98'.
- Validation ending:** A date field set to '31/12/99'.
- Remaining Access on Reader 1:** A checked checkbox followed by two input fields containing '00100'.
- Remaining Access on Reader 3:** An unchecked checkbox.
- Individual Schedule:** A section with checkboxes for days of the week (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Everyday) and a 'Hour' field with two '00:00' input boxes.
- Time Zones:** A section with two input fields containing '1' and '0'.
- Lifts:** A section with four buttons labeled '1', '2', '3', and '4'.
- Readers:** A section with a grid of buttons representing reader ranges: '1 à 16', '17 à 32', '33 à 48', '49 à 64', '65 à 80', '81 à 96', '97 à 112', '113 à 128', and 'Tous'.


Access Control File

To choose the file to edit, click on the arrow  to display the user list, in alphabetical order, and browse in the list to select a user file.


**WARNING** : **If you are working On-line** connected to the UGM, the information on the access control file displayed on you PC screen are the same as the one in the control unit UGM. If there is files created while working Off-line and if the update on the UGM was not made after starting the program (after entering the site access code), these files will not appear in the list. As well if files were deleted while working Off-line and the update was not made on the UGM, these files will not appear in the list.

**If you are working Off-line**, not connected to the UGM the files created while working off connection appear in the list, even if the update on the UGM was not done. Also, the files were deleted while working off connection they will not appear in the list even if the update on the UGM was not done yet.

In the access control file all the data can be modify (user, authorization, authorization of the holidays, starting and ending dates of validity, number of accesses remaining on reader 1 and 3, time zones, individual schedule, authorized readers, badges)( cf. New file).

The icon  allows you to modify the username of the file :

Username :  


The icon  allows you to validate the modification of the username. This username should not be identical to another one on a different file. The username identity must remain unique.


Once the number of access boxes is ticked on the readers 1 and 3, two boxes are displayed on the screen. The first box indicates the remaining number of accesses on reader 1 or 3. The second box corresponds to the number of accesses entered initially on reader 1 or 3. In case of modifying one of the two values, the number of accesses left must always be inferior or equal the initial number of accesses authorized.

The buttons of the « Lifts », display the relays authorized (linked to the floors) for the badges set in the file. Note, a badge let you use a lift, the reader corresponding to the lift board (cf. Configuration of the UGM) must be activated in the file.

The Reader buttons, allow you to activate or deactivate the readers in the file. These icons give access to the readers per group of 16 (readers 1 to 16, readers 17 to 32, etc.).

The icon  enables you to delete the file displayed on the screen.


The icon  enables you to modify the badge set in the file (up to 6 badges).

The icon  enables you to save the file (access control file and individual file) and to transfer the data to the UGM (if working On-line).


Access Control File	Individual File		
Last Name :	<input type="text" value="Brown"/>	First Name :	<input type="text" value="Tony"/>
Position :	<input type="text"/>	Departement :	<input type="text"/>
Company :	<input type="text"/>		
Office Phone :	<input type="text"/>	Mobile Phone :	<input type="text"/>
Home Phone :	<input type="text"/>	Fax :	<input type="text"/>
Office Address :	<input type="text"/>		
Postal Code :	<input type="text"/>	Town :	<input type="text"/>
	<input type="text"/>	County :	<input type="text"/>
	<input type="text"/>	Country :	<input type="text"/>
Home Address :	<input type="text"/>		
Postal Code :	<input type="text"/>	Town :	<input type="text"/>
	<input type="text"/>	County :	<input type="text"/>
	<input type="text"/>	Country :	<input type="text"/>
Notes :	<input type="text"/>		

### Individual File

In the individual file all the information can be modified (last name, first name, title, department, company, office phone, fax, mobile, home phone, office address, ...)( cf. [New file](#)).

The icon  allows you to delete the picture linked to the file.

The icon  allows you to link a picture to the file (image file in BMP format).

The icon  allows you to save the file (access control file and individual file) and to the data to the UGM.

### 3.4 View a file

click on the icon  to view a file :

**NOTE :** **If you are working On-line with the UGM**, the information of the access control file displayed on the screen match the information available in the UGM. If there is a difference between the information in the UGM and the information in the PC a message appears on the screen as a warning.  
**If you are working Off-line**, the information in the access control file displayed on the screen match the one in the PC.

When viewing a file the modification is not allowed of any information found in the access control file and in the individual file.

Access Control File Individual File

Username : BROWN

Autorisation :  Holidays

Validation starting : 01/01/98 Validation ending : 31/12/99

Remaining Access on Reader 1 100 100

Remaining Access on Reader 3

**Individual Schedule**

Monday  Friday

Tuesday  Saturday

Wednesday  Sunday

Thursday  Everyday

Hour

00:00

00:00

**Time Zones**

1 0

**Lifts**

1 2 3 4


**Readers**

1 to 16 17 to 32 33 to 48

49 to 64 65 to 80 81 to 96

97 to 112 113 to 128 All


Access Control File

To choose a file to view, search in the list by using the icon  at the right of the user.

**NOTE :**

**If you are working On-line** (connection to UGM), the files displayed in the list on the screen match the files existing in the UGM. If there are files created Off-line and if the update on the UGM was not done when the program was started (after the request for the site access site), these files will not appear in the list. Also, if files were deleted while working Off-line and the update was not done on the UGM, these files will not appear in the list.


**If you are working Off-line**, the files created Off-line appear in the list, even if the update on the UGM was not done. Also, if files were deleted while Off-line they will not appear in the list even if the update on the UGM was not done yet.

The icon  allows you to print the file list. The following information is printed for each access control file:

- Username,
- Authorization,
- Holidays,
- Starting and ending dates validity,
- The number of accesses remaining on reader 1,
- The number of accesses remaining on reader 2,
- The time zone numbers,
- And the individual schedule.

The icons of the « lifts », inform on which relays (related to the floors) the badges set in the file are valid. Note, to be able to use a badge on an elevator, the reader configured to the lift board (cf. Configuration of the UGM) must be activated in the file.

The icons of the « readers », allow you to view the readers activated in the file. The icons in the reader field are organized per group of 16 (readers 1 to 16, readers 17 to 32, etc.).

The icon  allows you to view the badge set in the file (up to 6 badges).

Access Control File		Individual File	
Last Name :	<input type="text" value="Brown"/>	First Name :	<input type="text" value="Tony"/>
Position :	<input type="text"/>	Departement :	<input type="text"/>
Company :	<input type="text"/>		
Office Phone :	<input type="text"/>	Mobile Phone :	<input type="text"/>
Home Phone :	<input type="text"/>	Fax :	<input type="text"/>
Office Address :	<input type="text"/>		
Postal Code :	<input type="text"/>	Town :	<input type="text"/>
		County :	<input type="text"/>
		Country :	<input type="text"/>
Home Address :	<input type="text"/>		
Postal Code :	<input type="text"/>	Town :	<input type="text"/>
		County :	<input type="text"/>
		Country :	<input type="text"/>
Notes :	<input type="text"/>		

**Individual File**

The information entered in the individual file is not printed since the information is considered as confidential.

### 3.5 Badge identification

To start the badge identification click on the icon :




Two methods can be used to identify a badge. The first method is to enter the code number of the badge in the appropriate box and the second method is to present the badge to the recording reader.

Badge :	<input type="text" value="000000067890"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
---------	---	-------------------------------------	--------------------------

To enter the code number of a badge, enter the code, by using the keyboard, in the box and fill the rest of the code by adding zeros at the left of the code, in order to get a 12-digit code. For example, if the user code on the keypad is of 5-digits « 67890 », enter in the box and place the slide before the 6 and enter as many zeros as possible.

**NOTE :** To set a code for the RF reader, enter the letter 'R' in front of the 12-digit code. This 12-digit code is in decimal, and is converted in hexadecimal automatically by the software when you leave the field.

To the code from the recording reader, check that the reader is connected on the correct Comm port (cf. Choice of Comm port), then click on the icon .

**NOTE :** If you are working On-line connected with the UGM, the connection with the UGM is interrupted for the time of that the badge is read by the recording reader (closing of the com port corresponding to the UGM, opening of the com port


corresponding to the recording reader, reading of the badge, closing of the com port corresponding the recording reader, opening of the com port corresponding to the UGM). This situation occurs on most of the configurations because of the possibility to open simultaneously 2 Comm ports, and the mouse uses generally one.

The following message appears on the screen :

*Present your Badge*


asking to present the badge at the recording reader.

Once the badge is read the code of the badge is displayed in the box :

Badge :   

If the badge is not presented the box shows only zeros.


Either the code was entered by the keyboard or the code of the badge was entered by using the recording reader, the result is identical : a code appears in the box.

To search for the file that matches the badge, click on the icon .

The file linked to badge is displayed on the screen :

Access Control File Individual File

Username :

Autorisation :   Holidays 

Validation starting :  Validation ending :

Remaining Access on In Contact Key

Remaining Access on Reader 3

Time Zones

Ascenseurs

Readers

Individual Schedule

Monday  Friday

Tuesday  Saturday

Wednesday  Sunday

Thursday  Everyday

if the badge is not set in any file the following message appears :

*Unknown Badge*

**NOTE :**


**If you are working On-line** connection to the UGM, you only have access to the files existing in the UGM. If a badge is presented or a code of a badge is entered and they are set in a file created or modified while being Off-line and the update was not done, the program will not find the file with the badge. Moreover, when a file is deleted while being Off-line and the update was not done, when identifying a badge or entering a code of a badge the file linked to the badge/code will still be found in the UGM.

If you are working Off-line, you only have access to files, which have been created or modified while working Off-line, on the other hand you do not have access to files deleted when being Off-line.


### 3.6 Badges set in the files

To display the badges set in file, click on the button :

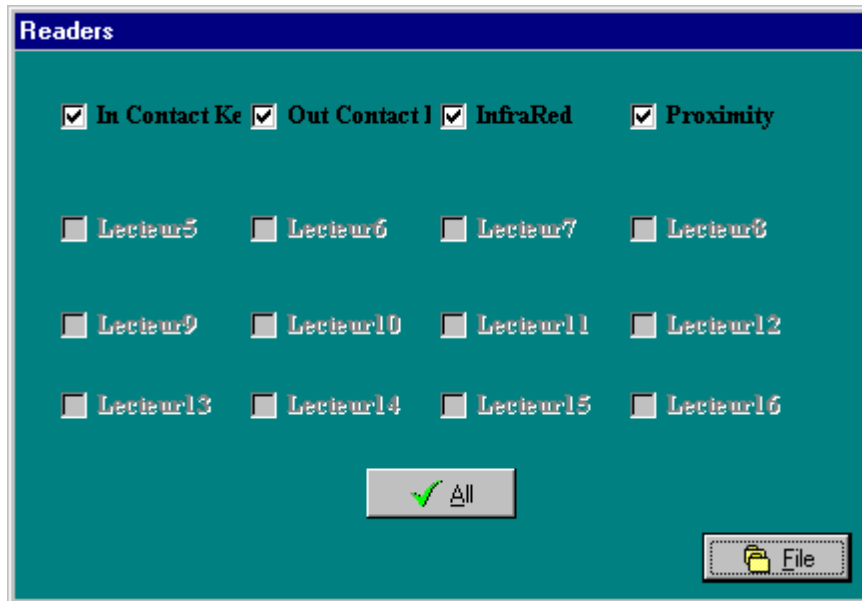


To set badges in a new file or when editing a file click on the button  then present the badge/card to the recording reader. To set the code number of the badge manually enter the code in the white box and fill the rest of the code, at the left of the code, with zeros in order to obtain a code with 12-digit. For example, to enter a 5-digit code, enter your 5-digit code and fill the rest of the code with 7 zeros at the left of your 5-digit code.

**NOTE :** To set a code for the RF reader, enter the letter 'R' in front of the 12-digit code. This 12-digit code is in decimal, and is converted in hexadecimal automatically by the software when you leave the field.

In the view file menu the badge code can not be modified, and the buttons  does not appear.

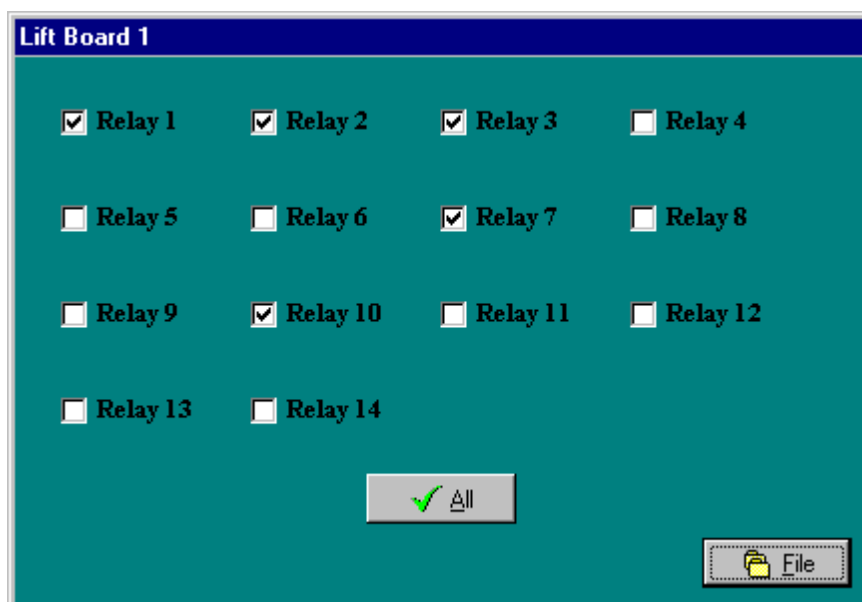
### 3.7 Readers set in the files



To set a reader in a new file or when editing a file tick in the box of the reader, a check sign confirms that the reader is activated for this file or tick to disable the reader the empty box confirms that the reader is deactivated. Press on the button to select all the readers on the window to be activated or deactivated.

Modifications are not allowed when viewing a file.

### 3.8 Lift Relays set in files



This window allows to activate or to deactivate the relays of the lift board (the access to the floors) when you create a new file or you edit an existing file. The button allows to activate or to deactivate all the relays in the window.

If you are viewing a file, it is not possible to activate or deactivate a relay.

## 4 TIME ZONES AND HOLIDAYS SETTING

### 4.1 Edit time zone

To edit a time zone click on the icon :



**NOTE :** If you are working **On-line connected to the UGM**, the data displayed in each time zone matches the data existing in the UGM.  
If you are working **Off-line**, the data displayed in each time zone corresponds to the data on the PC.

30 time zones can be set, from 1 to 30. The time zone number (for example 1) is displayed on the screen at the left top :

**Time Zone N°1**

Each time zone contains the following information : the months to be authorized, 4 schedules to be authorized. The access is authorized if in the time zone, the current month is set and also the day and hours are authorized.

To set a month tick in the appropriate box. For example, to authorize the month of February tick in the following box :



The first schedule of the time zone is located at **Schedule 1**. Each schedule displays a field for the authorized day(s), a field for the starting hour of the schedule and a field for the ending hour of the schedule. The different possible values for the authorized day (s) are as follow :


0 : Everyday,


- 1 : Monday,
- 2 : Tuesday
- 3 : Wednesday
- 4 : Thursday
- 5 : Friday
- 6 : Saturday
- 7 : Sunday
- 8 : Monday to Friday
- 9 : Saturday and Sunday


The following schedule authorize the access everyday between 0h00 until 23h59 :


Day(s)	0
Start	00:00
End	23:59

Thick in each box of the month to authorize permanents access. And in the 1<sup>st</sup> schedule enter 0 in the day field, 00h00 as the starting hour and 23h59 as the ending hour.

The icon  allows you to display the next time zone.

The icon  allows you to access to the previous time zone.

The icon  allows you to reset the current time zone.

The icon  allows you to save the modifications of the current time zone, and to transfer the changes to the UGM (if you are working On-line).

## 4.2 View time zone

To view a time zone click on the icon :



### **NOTE :**

**If you are working On-line** connected to the UGM, the data that are displayed for each time zone matches the data existing on the UGM.




**If you are working Off-line** the data displayed for each time zone matches the data existing on the PC.

**Time Zone N°1**


Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Monday : 1 Tuesday : 2 Wednesday : 3 Thursday : 4 Friday : 5 Saturday : 6 Sunday : 7  
 Everyday : 0 Monday to Friday : 8 Saturday\_Sunday : 9


Schedule 1	Schedule 2	Schedule 3	Schedule 4
Day(s) <input type="text" value="0"/>	Day(s) <input type="text" value="0"/>	Day(s) <input type="text" value="0"/>	Day(s) <input type="text" value="0"/>
Start <input type="text" value="00:00"/>	Start <input type="text" value="00:00"/>	Start <input type="text" value="00:00"/>	Start <input type="text" value="00:00"/>
End <input type="text" value="23:59"/>	End <input type="text" value="00:00"/>	End <input type="text" value="00:00"/>	End <input type="text" value="00:00"/>

While viewing a time zone the modifications are not allowed.  
 For more information on the time zone, go to [Edit time zone](#).

The icon  allows you to display the next time zone.

The icon  allows you to display the previous time zone.

The icon  allows you to print the 30 time zones.

### 4.3 Edit and view holidays

To edit the holidays click on the icon :



**NOTE :**

**If you are working On-line** connected to the UGM, the dates and periods displayed match the dates and holidays on the UGM.

**If you are working Off-line**, the dates and periods displayed match the ones on the PC.

Holidays		Holiday Periods		
Date	Name	From	to	Name
25/12	Christmas day	01/08/99	31/08/99	Holidays
00/00		00/00/00	00/00/00	
00/00		00/00/00	00/00/00	
00/00		00/00/00	00/00/00	
00/00		00/00/00	00/00/00	
00/00		00/00/00	00/00/00	
00/00		00/00/00	00/00/00	
00/00		00/00/00	00/00/00	
00/00		00/00/00	00/00/00	
00/00		00/00/00	00/00/00	

The format for the holidays does not include the year because they are not related to the year, like for example the New Year's day, Christmas,.... the holiday periods include the year in the date format, because of the changes, which could take place in the year to come (vacation, etc.).


In a file, if the access is not authorized during the holidays, that mean that the holidays include the ten days holiday and the period holidays.


For example : If the new year's day is entered in the holidays, the access on that day is authorized only for the badges for which the files authorize the access on the holidays.

If the holiday period is defined between the August 1<sup>st</sup> and August 31<sup>st</sup> , getting access during that period will be granted only for the badges for which the files authorize the access on the holidays.

Having no dates in the holiday periods and in the days will not affect the access if the holiday option is activated (the box is ticked).

**NOTE :** The holiday description is not transferred to the UGM, only the dates are. When the downloading of the holidays is done from the UGM to the PC.

The icon  is used to reset all the holidays.

The icon  diskette allows to save and to modify the holidays and to transfer them to the UGM (if working On-line).

## 5 TRANSACTIONS

### 5.1 View events

to view the events click on the icon :



**NOTE :** If you are working **On-line** with the UGM and in echo PC, the echo PC is stopped during the all processing of the events : View events, Events filtering, Schedule reports, Delete events. The echo PC is activated back when you return to the menu.

Event	User	Date	Hour	Door	Badge No./Status
00000020	DELFFORD	14/01/99	17:19	Application 1	Badge 1
00000021	DELFFORD	14/01/99	16:48	Application 2	Badge 1
00000022	RealTime Event End	14/01/99	13:28	Application 1	
00000023	RealTime Event Start	14/01/99	12:31	Application 2	
00000024	DELFFORD	14/01/99	11:57	Application 1	Badge 1
00000025	Re-Activated Alarm	14/01/99	08:44	Application 1	
00000026	DELFFORD	13/01/99	19:02	Application 2	Badge 1
00000027	Alarm Stop	13/01/99	18:29	Application 2	
00000028	DELFFORD	13/01/99	14:20	Application 1	Badge 1
00000029	DELFFORD	13/01/99	13:29	Application 2	Badge 1
00000030	Closed Access	13/01/99	13:27	Application 1	
00000031	Forced Open Access Alarm	13/01/99	12:46	Application 1	
00000032	DELFFORD	13/01/99	08:55	Application 1	Badge 1
00000033	Closed Access	13/01/99	08:40	Application 1	
00000034	Open Access Alarm	12/01/99	18:11	Application 1	
00000035	DELFFORD	12/01/99	17:16	Application 2	Badge 1
00000036	DELFFORD	12/01/99	14:02	Application 1	Badge 1
00000037	BRQWVN	12/01/99	13:25	Application 1	Badge 1 Not Authorized
00000038	Out of Schedule Ext PB	12/01/99	12:35	Application 2	
00000039	DELFFORD	12/01/99	11:31	Application 2	Badge 1

The « Event » column displays the event number. The smaller the number is the more recent the event is (date and hour).

The « User » column displays the user when this one enters with his badge/code. The column can also display titles related to different events :

- Unknown badge : the badge does not correspond to a file,
- REX button : Request to exit button activated,
- External button : External push button activated,
- Out schedule PB : external push button activated out schedule,
- Reader Default : no communication between the UGM and the reader,
- Reader Ready : restored communication between the UGM and the reader,
- Alarm open door : alarm due a door held open too long after an entry,
- Alarm forced open : alarm due to a forced open door,
- Access closed : door closed after an alarm was triggered,
- Alarm stopped : alarm deactivated,
- Alarm reactivated : alarm reactivated,
- Start thermal printer : Start of the real-time events printing on the local printer (connected to the control unit UGM,
- End thermal printer : End of the real-time events printing on the local printer (connected to the control unit UGM,
- Start echo PC : start transferring real-time events to PC,
- End echo PC : stop transferring real-time events to PC,

The « Date » column displays the date of the event.

The « Hour » column displays the hour of the event.

The « Door » column displays the door's name when the event is linked to a reader.

The « Status » column displays different kind of information :

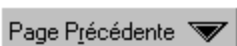
- Badge 1 : 1<sup>st</sup> badge in the file known and door opened,
- Badge 2 : 2<sup>nd</sup> badge in the file known and door opened,
- Badge 3 : 3<sup>rd</sup> badge in the file known and door opened,
- Badge 4 : 4<sup>th</sup> badge in the file known and door opened,
- Badge 5 : 5<sup>th</sup> badge in the file known and door opened,
- Badge 6 : 6<sup>th</sup> badge in the file known and door opened,
- Badge 1 not valid : 1<sup>st</sup> badge in the file known but not authorized,
- Badge 2 not valid : 2<sup>nd</sup> badge in the file known but not authorized,
- Badge 3 not valid : 3<sup>rd</sup> badge in the file known but not authorized,
- Badge 4 not valid : 4<sup>th</sup> badge in the file known but not authorized,
- Badge 5 not valid : 5<sup>th</sup> badge in the file known but not authorized,
- Badge 6 not valid : 6<sup>th</sup> badge in the file known but not authorized,
- Badge 1 out of schedule: 1<sup>st</sup> badge in the file known but out of schedule,
- Badge 2 out of schedule: 2<sup>nd</sup> badge in the file known but out of schedule,
- Badge 3 out of schedule: 3<sup>rd</sup> badge in the file known but out of schedule,
- Badge 4 out of schedule: 4<sup>th</sup> badge in the file known but out of schedule,
- Badge 5 out of schedule: 5<sup>th</sup> badge in the file known but out of schedule,
- Badge 6 out of schedule: 6<sup>th</sup> badge in the file known but out of schedule,

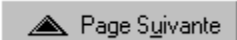
The out of schedule message appears when one the following situation occurs :


- presenting a badge out of the reader schedule,
- presenting a badge out of the individual schedule of the file (none of the time zone is selected),
- presenting a badge out of one the time zone selected in the file (no individual schedule entered)
- presenting a badge out of the individual schedule in the file and out of the time zones selected in the file,
- presenting a badge on reader 1 or on reader 3 while the remaining accesses are finished,
- Presenting a badge on reader 1 or on reader 3 while the anti-passback on the readers was set on the UGM configuration, and the same badge was not presented to exit on reader 2 or 4.

An event with green background correspond to an authorised door opening, by valid badge presentation , or by using request to exit push button or exterior push button.


An event with red background correspond to an alarm event.

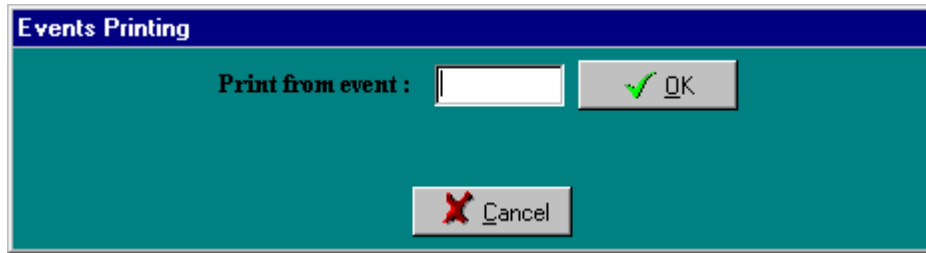
The button  allows you to visualize the 20 previous events.

The button  allows you to visualize the 20 next events.

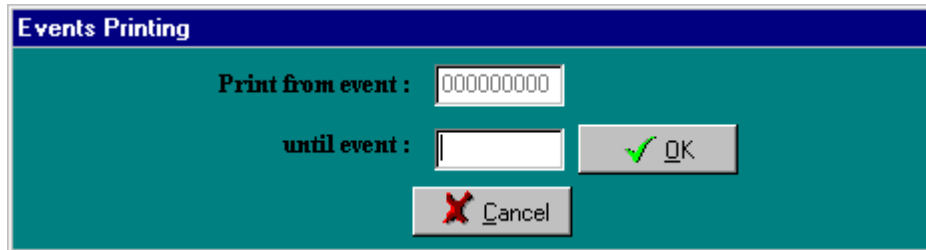
The button  allows you to print the events.


### 5.1.1 Printing of the events


To print the events click on the button  when viewing the events. The following window appears asking you from which event No. to start the printing :




and until which event No. to stop the printing :



Press on the button  to validate the Event No.

To cancel the printing click on the button .

## 5.2 Events filtering

Click on the button  to open the events filtering menu.

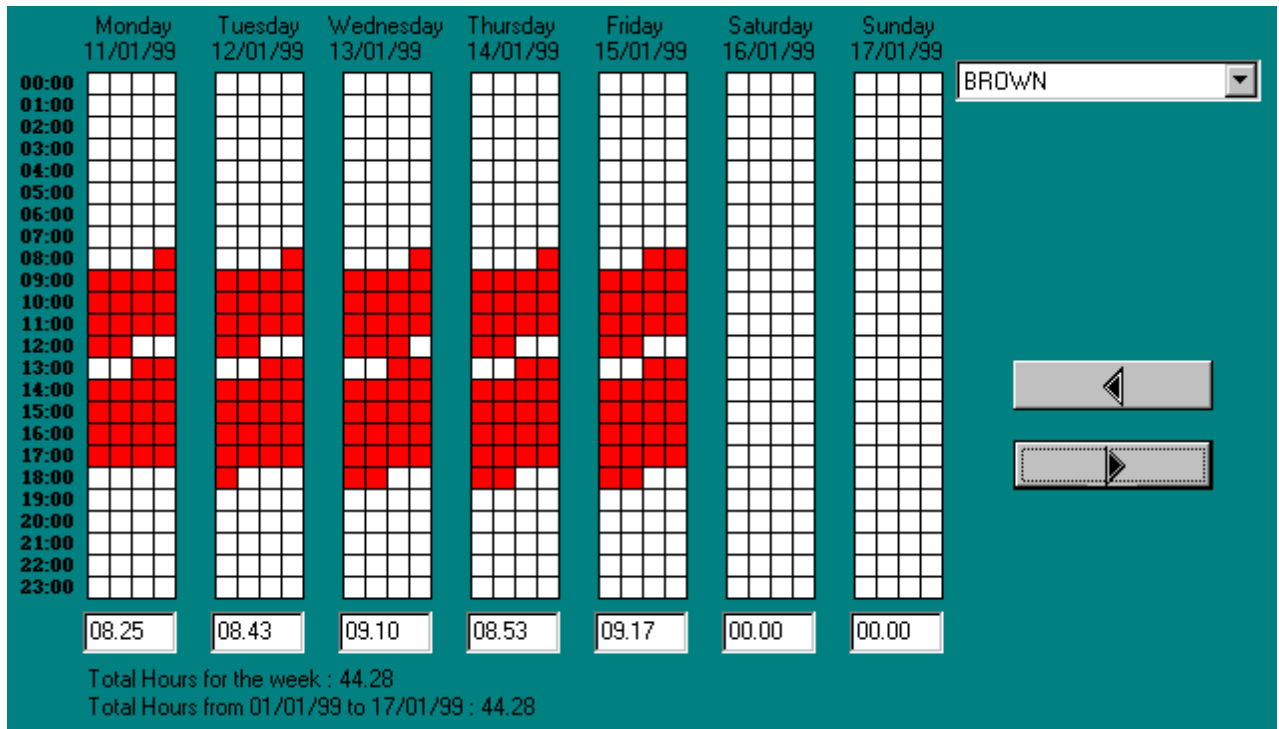
**NOTE:** **If you are working on-line** connected to the UGM and in echo PC, the echo PC is stopped during all events processing: View events, Events filtering, Schedule reports, Reset of the events. The filtering is enabled once going back to the menu.



**Example of events filtering**

To view a type of events the filtering must be selected. Five criteria could be used in the events filtering: date, user, readers, zones (cf. Configuration of the readers), and alarm.





The schedule reports indicate the time attendance corresponding to a file based on the events received from the UGM. This calculation is made as follow:

Search for a file and for a zone, an event of a door opening corresponding to an entry in that zone (cf. Configuration of the readers),

Search of the first event previous to a door opening corresponding to an exit on the same zone and for the same file,

Search of an event previous to door opening activation corresponding to an entry on the same zone and that same file,

...

This search is done until the end of the day and accomplished on different zones, which are defined in advance.

To be able to generate schedule reports make sure that:

At least one zone was defined,

For each zone that was defined, there must be an entry and an exit (In/Out).

All the configurations can be done in the configuration of the readers.

The results displayed are as follow:

Time attendance for each day of the week displayed, for example Tuesday 12/01/99:

08.43


Time attendance for the week displayed:

Total Hours for the week : 44.28

Time attendance for the month until the current week and the current day displayed:

Total Hours from 01/01/99 to 17/01/99 : 44.28

The example displaying the total hours of the month being equal to the total hours of the week from 11/01/99 to 17/01/99, that means that from 01/01/99 until 10/01/99, there was not any time attendance for this particular file.

To choose another file click on the button  at the right of the file user, the user list is displayed allowing you to choose another file.

## 5.4 Reset events

To open the reset events menu click on the button:

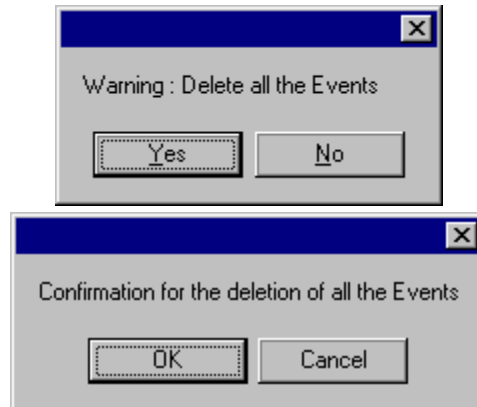


**NOTE:** If you are working on-line connected to the UGM and in echo PC, the echo PC is stopped during the events processing: View events, Events filtering, Schedule report, Reset events. It is activated back once you go back to the menu.

Three kind of reset are proposed for the events.




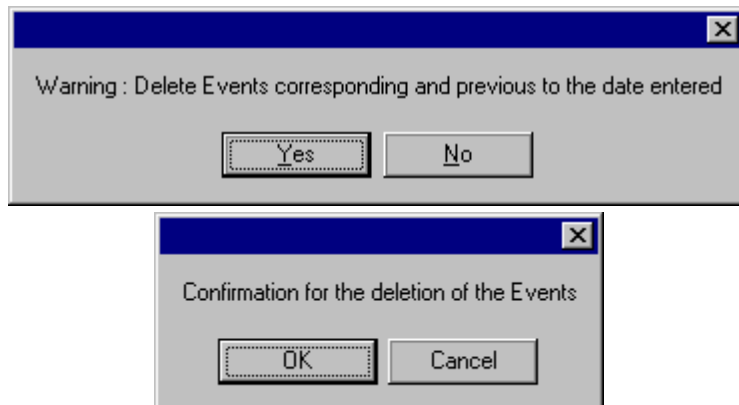
The button allows you to make a general reset of the events, that will reset all the events in the control unit and in the PC. This reset will have to be confirmed by double warning questions before deleting all the events:



The button allows to delete on the PC only, the events of the same date or previous to certain date. After clicking on the button, enter the date from which the events will be deleted:




Then validate the date by clicking on the button . After the validation a double warning question confirmation will asked:




All the events corresponding to that date or previous to the date are deleted, either there was or not an events filtering. If there was an events filtering, after retrieving the filter, all the events corresponding to that date or previous to that date are deleted.



The button  allows to delete the events by event number on the PC only (choose an event number in the view events). Once you have clicked on the delete button, enter an event number, which will be deleted:



Then, click on the button  to validate the event number. After this validation, a double warning question confirmation is asked :



The event is deleted either or not there is an event filtering, All the events corresponding to that date or previous to the date are deleted, either there was or not an events filtering. If there was an events filtering, after retrieving the filter, the event corresponding to that event number is deleted.

## 6 EVENTS MONITORING

to monitor the events click on the button :



The events monitoring is possible only during an online session and if the echo PC is validated in the configuration of the UGM.

The events monitoring allows to display the 25 last events as the events are transmitted from to UGM to the PC.

The events viewed will depend on the filtering of the events. That means that you can filter the events that you want to view « real-time ».

Before the new event transmission :

Event	User	Date	Hour	Door	Badge No./Status
00000000	BROWN	17/01/99	18:44	Application 1	Badge 1
00000001	MARTIN	17/01/99	18:36	Application 2	Badge 1
00000002	MARTIN	17/01/99	13:28	Application 1	Badge 1
00000003	MARTIN	17/01/99	12:36	Application 2	Badge 1
00000004	MARTIN	17/01/99	08:29	Application 1	Badge 1
00000005	MARTIN	16/01/99	18:36	Application 2	Badge 1
00000006	MARTIN	16/01/99	13:28	Application 1	Badge 1
00000007	MARTIN	16/01/99	12:36	Application 2	Badge 1
00000008	MARTIN	16/01/99	08:29	Application 1	Badge 1
00000009	BROWN	15/01/99	18:36	Application 2	Badge 1
00000010	DELFFORD	15/01/99	18:30	Application 2	Badge 1
00000011	BROWN	15/01/99	13:28	Application 1	Badge 1
00000012	DELFFORD	15/01/99	12:53	Application 1	Badge 1
00000013	BROWN	15/01/99	12:36	Application 2	Badge 1
00000014	DELFFORD	15/01/99	12:07	Application 2	Badge 1
00000015	Reader Ready	15/01/99	08:29	Application 1	
00000016	DELFFORD	15/01/99	06:59	Application 1	Badge 1
00000017	DELFFORD	14/01/99	20:22	Application 2	Badge 1
00000018	Reader Default	14/01/99	18:32	Application 2	
00000019	DELFFORD	14/01/99	17:19	Application 1	Badge 1
00000020	DELFFORD	14/01/99	16:48	Application 2	Badge 1
00000021	RealTime Event End	14/01/99	13:28	Application 1	
00000022	RealTime Event Start	14/01/99	12:31	Application 2	
00000023	DELFFORD	14/01/99	11:57	Application 1	Badge 1

after the new event transmission :

Event	User	Date	Hour	Door	Badge No./Status
00000000	DELFFORD	17/01/99	18:51	Application 1	Badge 1
00000001	BROWN	17/01/99	18:44	Application 1	Badge 1
00000002	MARTIN	17/01/99	18:36	Application 2	Badge 1
00000003	MARTIN	17/01/99	13:28	Application 1	Badge 1
00000004	MARTIN	17/01/99	12:36	Application 2	Badge 1
00000005	MARTIN	17/01/99	08:29	Application 1	Badge 1
00000006	MARTIN	16/01/99	18:36	Application 2	Badge 1
00000007	MARTIN	16/01/99	13:28	Application 1	Badge 1
00000008	MARTIN	16/01/99	12:36	Application 2	Badge 1
00000009	MARTIN	16/01/99	08:29	Application 1	Badge 1
00000010	BROWN	15/01/99	18:36	Application 2	Badge 1
00000011	DELFFORD	15/01/99	18:30	Application 2	Badge 1
00000012	BROWN	15/01/99	13:28	Application 1	Badge 1
00000013	DELFFORD	15/01/99	12:53	Application 1	Badge 1
00000014	BROWN	15/01/99	12:36	Application 2	Badge 1
00000015	DELFFORD	15/01/99	12:07	Application 2	Badge 1
00000016	Reader Ready	15/01/99	08:29	Application 1	
00000017	DELFFORD	15/01/99	06:59	Application 1	Badge 1
00000018	DELFFORD	14/01/99	20:22	Application 2	Badge 1
00000019	Reader Default	14/01/99	18:32	Application 2	
00000020	DELFFORD	14/01/99	17:19	Application 1	Badge 1
00000021	DELFFORD	14/01/99	16:48	Application 2	Badge 1
00000022	RealTime Event End	14/01/99	13:28	Application 1	
00000023	RealTime Event Start	14/01/99	12:31	Application 2	

## 7 VIEW, ADD AND DELETE OPERATOR

To open the operator menu click on the button :





Operator's list :  Password :


Operator :  New Password :

First name :  Password Confirmation :

<input checked="" type="checkbox"/> New File	<input checked="" type="checkbox"/> Events Visualization	<input checked="" type="checkbox"/> UGM Configuration
<input checked="" type="checkbox"/> Edit File	<input checked="" type="checkbox"/> New Events Download	<input checked="" type="checkbox"/> UGM date _Hour
<input checked="" type="checkbox"/> View File	<input checked="" type="checkbox"/> Events Filtering	<input checked="" type="checkbox"/> Readers Configuration
<input checked="" type="checkbox"/> Badge Identification	<input checked="" type="checkbox"/> Events Deletion	<input checked="" type="checkbox"/> Communication Ports
<input checked="" type="checkbox"/> Edit Time Zones	<input checked="" type="checkbox"/> Events Monitoring	<input checked="" type="checkbox"/> Data Save
<input checked="" type="checkbox"/> View Time Zones	<input checked="" type="checkbox"/> Schedule Report	<input checked="" type="checkbox"/> Data Load
<input checked="" type="checkbox"/> Edit Holidays	<input checked="" type="checkbox"/> Access Level	
<input checked="" type="checkbox"/> View Holidays	<input checked="" type="checkbox"/> Data Download/Upload	

The number of operator is limited to 10, including the supervisor.


The button  allows to add an operator. All the new operator added are entered without any rights :


Operator :  Password :


First name :  New Password :

Password Confirmation :

<input type="checkbox"/> New File	<input type="checkbox"/> Events Visualization	<input type="checkbox"/> UGM Configuration
<input type="checkbox"/> Edit File	<input type="checkbox"/> New Events Download	<input type="checkbox"/> UGM date _Hour
<input type="checkbox"/> View File	<input type="checkbox"/> Events Filtering	<input type="checkbox"/> Readers Configuration
<input type="checkbox"/> Badge Identification	<input type="checkbox"/> Events Deletion	<input type="checkbox"/> Communication Ports
<input type="checkbox"/> Edit Time Zones	<input type="checkbox"/> Events Monitoring	<input type="checkbox"/> Data Save
<input type="checkbox"/> View Time Zones	<input type="checkbox"/> Schedule Report	<input type="checkbox"/> Data Load
<input type="checkbox"/> Edit Holidays	<input type="checkbox"/> Access Level	
<input type="checkbox"/> View Holidays	<input type="checkbox"/> Data Download/Upload	



click in the boxes corresponding to the rights to be given to the new operator. Therefore if you are not clicking in the box « New file », the button  corresponding to new file will not be validated to this operator (the button will be light Grey).

The button  allows to delete an operator. All the operators except the supervisor could be deleted. The only information that could be modify for the supervisor are the name, the last name and the password, the rights remain all valid and can not be modify.


## 8 CONFIGURATION OF THE UGM AND OF THE READERS & COMMUNICATION PORT

### 8.1 Configuration of the UGM

To enter in the configuration of the UGM click on the button :



<p>Access code : <input type="text" value="12345"/></p> <p>New Access code : <input type="text"/></p> <p>Confirmation of the Access code <input type="text"/></p> <p>Reader 1 Anti Pass-Back <input type="checkbox"/></p> <p>Reader 3 Anti Pass-Back <input type="checkbox"/></p> <p>Total Readers : <input type="text" value="5"/></p> <p>PC Printer : <input checked="" type="checkbox"/></p> <p>RealTime Events : <input checked="" type="checkbox"/></p> <p>PC Events Echo : <input checked="" type="checkbox"/></p> <p>Exit Push Button Events : <input checked="" type="checkbox"/></p> <p>Exterior Push Button Events : <input checked="" type="checkbox"/></p>	<p>Lift Board 1 : <input type="text" value="000"/> <input type="text" value="000"/></p> <p>Lift Board 2 : <input type="text" value="000"/> <input type="text" value="000"/></p> <p>Lift Board 3 : <input type="text" value="000"/> <input type="text" value="000"/></p> <p>Lift Board 4 : <input type="text" value="000"/> <input type="text" value="000"/></p> <p>Alarms Board 1 <input checked="" type="checkbox"/> Type <input type="checkbox"/></p> <p>Alarms Board 2 <input checked="" type="checkbox"/> Type <input checked="" type="checkbox"/></p> <p>Alarms Board 3 <input type="checkbox"/> Type <input type="checkbox"/></p> <p>Alarms Board 4 <input type="checkbox"/> Type <input type="checkbox"/></p>																						
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Used Readers</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1 à 5</td> <td style="text-align: center;">17 à 32</td> <td style="text-align: center;">33 à 48</td> </tr> <tr> <td style="text-align: center;">49 à 64</td> <td style="text-align: center;">65 à 80</td> <td style="text-align: center;">81 à 96</td> </tr> <tr> <td style="text-align: center;">97 à 112</td> <td style="text-align: center;">113 à 128</td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Alarms</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1 à 5</td> <td style="text-align: center;">17 à 32</td> <td style="text-align: center;">33 à 48</td> </tr> <tr> <td style="text-align: center;">49 à 64</td> <td style="text-align: center;">65 à 80</td> <td style="text-align: center;">81 à 96</td> </tr> <tr> <td style="text-align: center;">97 à 112</td> <td style="text-align: center;">113 à 128</td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Alarms Boards</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table> </div>		1 à 5	17 à 32	33 à 48	49 à 64	65 à 80	81 à 96	97 à 112	113 à 128		1 à 5	17 à 32	33 à 48	49 à 64	65 à 80	81 à 96	97 à 112	113 à 128		1	2	3	4
1 à 5	17 à 32	33 à 48																					
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1 à 5	17 à 32	33 à 48																					
49 à 64	65 à 80	81 à 96																					
97 à 112	113 à 128																						
1	2	3	4																				

The access code of the UGM (site access code) can be changed only when it is an on-line session, connected with UGM. To change the site access code, enter the new code in the box « New access code » and then enter again the new code to confirm in the box « Confirmation of the access code ». to validate the confirmation press on the « Enter » key from the keyboard. Click on the button  to save the new site access code and activate it.

The anti pass-back is possible on two readers, readers 1 and 3. Reader 1 is considered as an entry reader, and reader 2 is considered as an exit reader set for reader 1. All entry from reader 1 with badge 1 (for example) forbid another entry from reader 1 with the same badge, as long as badge 1 was not presented to reader 2. But all accesses from reader 1 with badge 1, does not forbid to enter from reader 1 by using another badge from the same file. Reader 3 is considered as entry reader, and reader 4 is considered as an exit reader set for reader 3.

If you are changing the reader's names (cf. Configuration of the readers), as in the previous (reader 1 was changed to « contact badge entry » and reader 2 was changed to « Infrared ») the boxes anti pass-back have to be changed according to the reader's names.

The box « Number of readers » correspond :

**On-line with the UGM**, to the number of readers installed in the UGM,

**Off-line with the UGM**, to the number of readers created (installed or not on the UGM).

The box « PC printer » indicates to the PC software that a printer is connected to the PC.

The box « Real-time printer » indicates to the UGM that real-time printing is activated on the local printer.

The box « Echo PC » indicates to the PC software to download the events automatically.

The box « Events exit push button » indicates to the UGM to display the event every time the exit push button of a reader is activated.

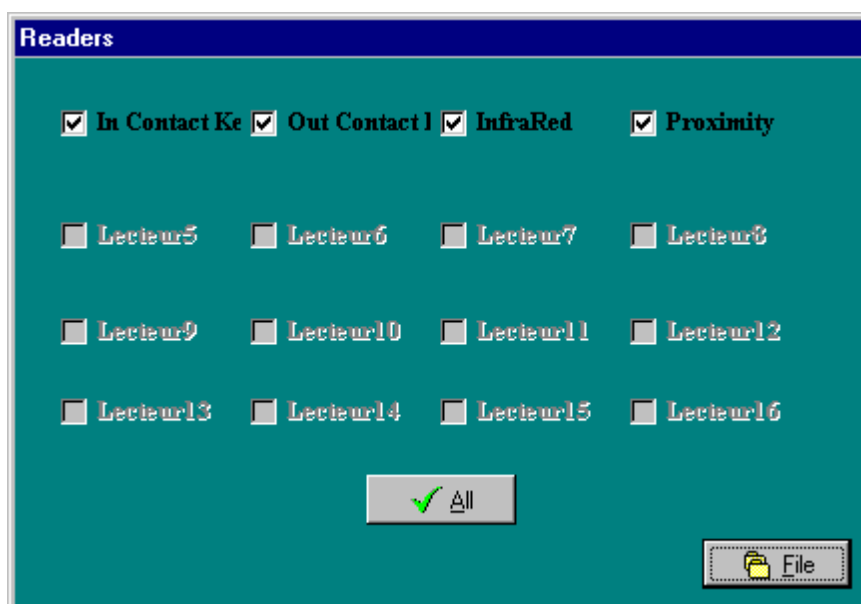
The box « Events external push button » indicates to the UGM to display the event every time the external push button of a reader is activated.

The 1<sup>st</sup> box « Lift relay board 1 » allows to indicate the number of the reader set to the lift board 1, on the hand the 2<sup>nd</sup> box « Lift relay board 1 » allows to indicate the time delay in seconds of the relays of the lift relay board 1. The 1<sup>st</sup> box « Lift relay board 2 » allows to indicate the number of the reader set to the lift board 2, on the hand the 2<sup>nd</sup> box « Lift relay board 2 » allows to indicate the time delay in seconds of the relays of the lift relay board 2. The 1<sup>st</sup> box « Lift relay board 3 » allows to indicate the number of the reader set to the lift board 3, on the hand the 2<sup>nd</sup> box « Lift relay board 3 » allows to indicate the time delay in seconds of the relays of the lift relay board 3. The 1<sup>st</sup> box « Lift relay board 4 » allows to indicate the number of the reader set to the lift board 4 on the hand the 2<sup>nd</sup> box « Lift relay board 4 » allows to indicate the time delay in seconds of the relays of the lift relay board 4.

The checkboxes « Alarms Board » allow you to indicate the presence of alarms boards. For example, if you installed an alarms board at address 1 on the RS485 bus, check the checkbox « Alarms Board 1 ».

The checkboxes « Type », allow you to indicate the alarms type for the corresponding alarms board. There are two possible types : on contact closure alarm (not checked), on contact opening alarm (checked).

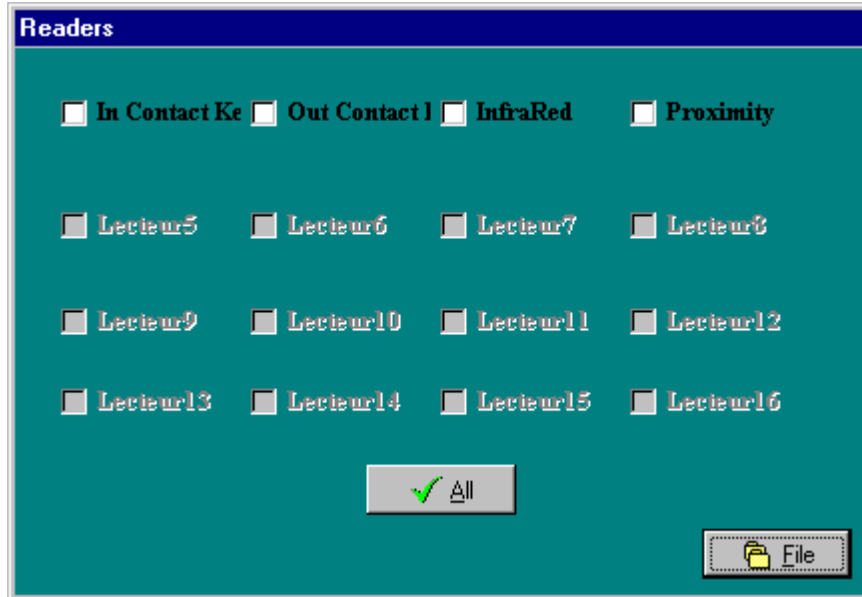
The buttons « Readers used » display the readers used in the UGM.



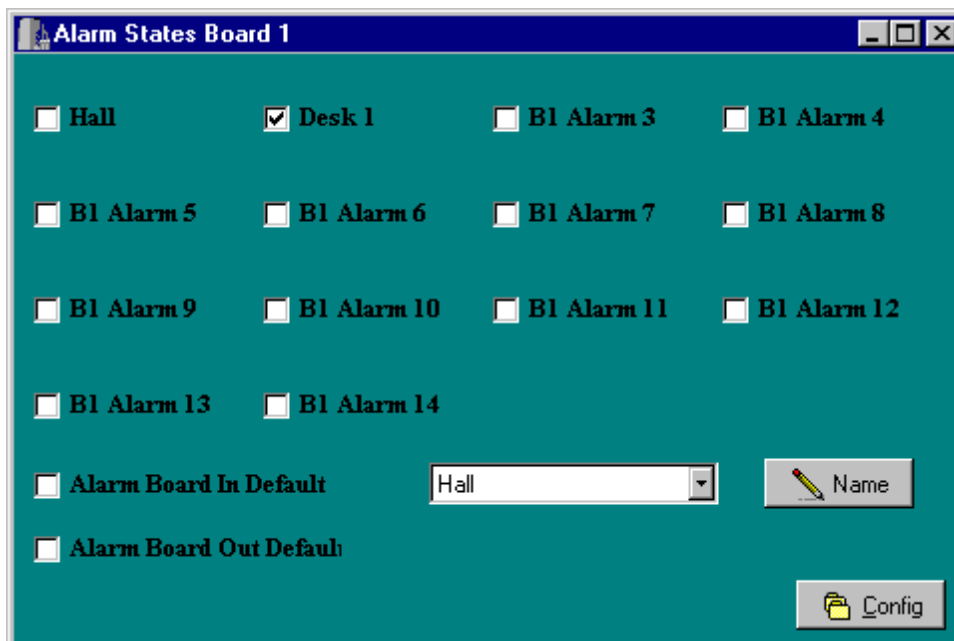
example of readers used.


The buttons « Alarm in process » allow to display on which readers the alarm was activated. The alarm causes are of two types :

- The reader detected a invalid door opening
- A communication default appears between the reader and the UGM



The buttons « Alarms Boards » allow to display which alarm(s) is (are) activated on the alarms boards.



You can choose an alarm in the list , and change its name clicking on the button « Name ».  
 The checkbox « Alarm Board In Default » allows you to know that there is a communication problem between the UGM and the alarms board in.  
 The checkbox « Alarm Board Out Default » allows you to know that there is a communication problem between the UGM and the alarms board out.  
 To return to the UGM configuration click on the button « Config ».

## 8.2 Set the date and the hour on the UGM

To set the date and the hour on the UGM click on the button :



Date : 12/01/99  
Hour : 08:26

Week Day

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday


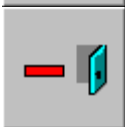
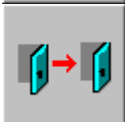
To access to the settings of the date and of the hour of the UGM only if you are working on-line **connected to the UGM**. You can then modify the date, hour, and the day of the week on the UGM.

## 8.3 Configuration of the readers



To access to the configuration of the readers click on the icon :



**NOTE:** before starting the installation read carefully this section and the following points Configuration of the readers On-line with the UGM and Configuration of the readers Off-line.

- The icon  add a new reader in the system.
- The icon  delete a reader from the system.
- The icon  replaces a reader by another one.

The UGM can control up to 128 readers. The readers are configured as « Reader 1 », « Reader 2 », until « Reader 128 ». the readers are automatically installed from 1 to 128. Beginning from « Reader 1 », then the second reader « Reader 2 », until reader 128. The configuration on the UGM does not allow to install « Reader 10 » before installing the ninth other readers.

Reader's Name :   

Reader to Install on the UGM

Relay Time Delay :

In/Out   In  Out


Zone :

Time Zone :

Door unlocked in case of a com. problem

Door Status Control

Forced Open Door Detection

Alarm Time Delay :  

Reader Schedules

Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday  Everyday

Schedule1	Schedule2
<input type="text" value="07:30"/>	<input type="text" value="00:00"/>
<input type="text" value="19:30"/>	<input type="text" value="00:00"/>

different names can be displayed for the readers :

**Reader not set on the UGM** this message means that the reader was not installed on the UGM,

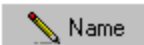
**Reader to Install on UGM** this message indicates that a reader was installed Off-line and then must be added on the UGM,


**Reader to Remove on UGM** this message indicates that a reader was deleted off-line and that it is installed on the UGM,

**Reader to Replace on UGM** this message indicates that a reader was replaced while being off-line and that it is installed or deleted on the UGM,

**Reader to Modify on UGM** this message indicates that some information on the reader were modified off-line while the reader is installed on the UGM.

If there is no message, that means that reader is installed on the UGM and that all the information are updated.

To change the name of the reader click on the icon  . Any modification on the reader's name will be saved and will appear in the entire program.

To choose a reader click on icon  at the right of the reader to display the list, and choose a reader.

The field « Time open delay » indicates the time (in second) for the door open delay.

The « In/Out » box allows to set the readers as an Entry reader or as an exit reader for the schedule report.

The field « Zone » indicates to the program to which **zone** the reader was set for the schedule reports.

The information « In/Out » and « Zone » must all be filled, if one of the information is missing the schedule reports will not be generated.

If reader 1 was set as an anti-passback reader in the configuration of the UGM, the program will set automatically reader 1 as an entry reader and reader 2 of the **zone** « AntiPassBack1 ». As well if reader 3 as an anti-passback in the configuration of the UGM, the program will set automatically reader 3 as an entry reader and reader 4 as an exit reader for the **zone** « AntiPassBack2 ».

It is recommended not to use the **zones** « AntiPassBack1 » and « AntiPassBack2 » for other readers. The program will manage itself the name for the **zone**, if the two anti-pass back are to be configured in the control unit UGM.

The field « Time Zones » can be set by using one of the 30 time zones and the activate the external push button of the reader (cf. [Edit time zone](#) or [View time zone](#)). If none of the time zone is set (0), pressing on the external push button will be displayed in the events as out of schedule.

The box « Downgraded mode in case of Comm problem » allows to set the reader in downgraded mode in case the reader can not communicate with the UGM.

In downgraded mode (related box checked and no communication with the UGM), the door is opened when a badge is presented, and the exterior and exit push buttons are enabled.

The box « Open in case of Comm problem » allows to set the reader to open or to close the door in case the reader can not communicate with the UGM.

The chosen mode in case the reader can not communicate with the UGM, is start up after 1 minute, and the reader restart in normal mode just after the communication restarting.


Both box « Downgraded mode in case of Comm problem » and « Open in case of Comm problem » can't be checked at the same time.


The box « Forced Open Door » when ticked the reader activates the alarm if the door is forced open. A door is considered forced open when the reader did not grant the access. This feature is enabled only if the feature « Door status control » was enabled.

The box « Door status control » indicates to the reader to manage or not the door status (open or closed).

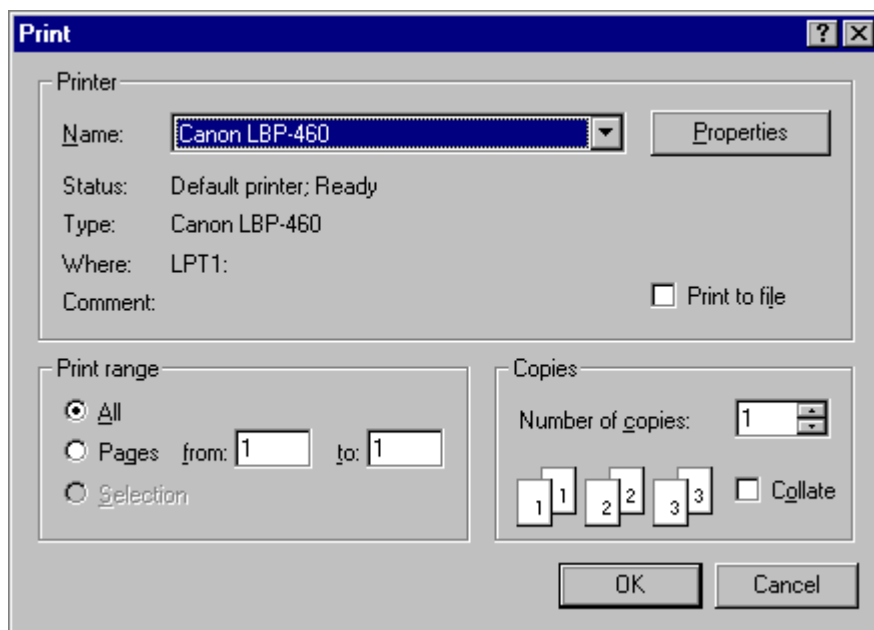
The field « Alarm time delay » indicates in ten of seconds, the time delay set so the reader will trigger the alarm if the door stays open after the an access was granted. The box « Door status control must be ticked to be able to enter a value for the alarm time delay.

In the window « Reader schedules » enter the day (s) and two time schedules which enable the reader. If there is no day and no schedule entered (starting and ending hour is zero) the reader is set to operate all the time.


Press on the icon  is the same as press on the exit push button.

Press on the icon  to print the information on the readers.

Attention, the readers information print must be done in Landscape format. So, on the following windows :



Choose your printer, and press on the button « Properties » to access the printer properties, and change the orientation to « Landscape ».

Press on the icon  to save the information of the current reader.

(cf. [Configuration of the readers online with the UGM](#) and [Configuration of the readers offline](#))

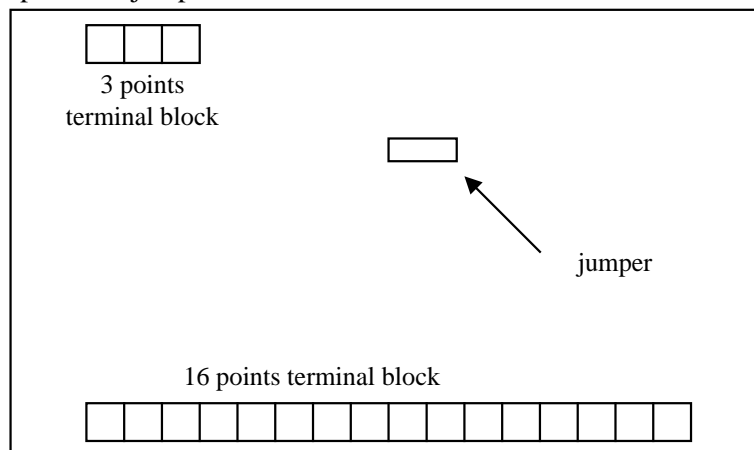
### 8.3.1 Configuration of the readers online with UGM


Configuration available on the readers :

- Add a reader,
- Delete a reader,
- Replace a reader,
- Modification of a reader data.


#### Add a new reader :

Connect the reader on the bus RS485 (see installation instruction), connect the reader and the UGM to a power supply and place the jumper on the reader board :



in this position  to put the reader in installation mode.

When the jumper is placed in installation mode the LED on the reader board is red.

Once the reader is installed, the LED becomes green. Put back the jumper on the original position  to put back the reader on normal mode. The LED becomes yellow orange and blinks back .

**NOTE :** If the readers were installed offline, and if the position of the reader is not important begin the installation following the order and before installing a reader which were not add offline. Example, if you add readers when working offline and no readers were previously installed: « Reader 1 », « Reader 2 » and « Reader 3 ».

If you decide to install the readers in the next session and you are working online, if you start by « Reader 3 », being the first one installed, it will take the first place in the list. In the list « Reader 3 » and « Reader 1 ».changed places. The readers are displayed in the list as :

- « Reader 3 » installed, no messages for the reader,
- « Reader 2 » message « to install »,
- « Reader 1 » message « to install »,
- the other readers from 4 to 128 have the message « not used ».


If you install reader 4, which was not added off-line, entering the name « Reader 4 », reader « Reader 4 » being the second reader installed, it will take the place position of « Reader 2 » :


- « Reader 3 » installed, there is no message,
- « Reader 4 » installed, there is no message,
- « Reader 1 » message « to install »,
- « Reader 2 » message « to install »,

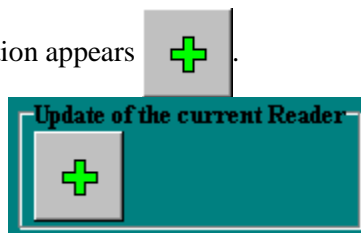
the other readers from 5 to 128 have the message « not used ».

### Installation of a reader added offline :

Install the reader-added offline in the same order as they were added originally, same order as in the list so they will stay in the same order. It is recommended to install first all the readers installed offline before installing a reader while being online connected to the UGM (meaning that it was not added offline before it installation). Not following these rules will only modify the order of the readers in the list. See paragraph NOTE.

To install a reader added offline, make sure that you have a new reader connected on the bus RS485 and that the reader is in installation mode (jumper on installation mode and the LED red) (**PUT ONLY ONE READER IN INSTALLATION MODE**). Then, choose the reader in the list and click on the button  to display the list. If you choose a reader that was added offline, the message **Reader to Install on UGM** appears under the name of the file, and if you are online « Update of the

control unit » the button of installation appears .



Click on the button + to install the reader. The message **Reader to Install on UGM** disappears under the name of the reader (and the LED on the reader board becomes green). The reader is installed, put the reader on normal mode (jumper to place in normal mode and the LED blinks). In case of a communication problem during the installation the message **Reader to Install on UGM** stays under the name of the reader.

### Installation of a reader, which was not, added offline :

Install the reader-added offline in the same order as they were added originally, same order as in the list so they will stay in the same order. It is recommended to install first all the readers installed offline before installing a reader while being online connected to the UGM (meaning that it was not added offline before it installation). Not following these rules will only modify the order of the readers in the list. See paragraph NOTE.


To install a reader added offline, make sure that you have a new reader connected on the bus RS485 and that the reader is in installation mode (jumper on installation mode and the LED red) (**PUT ONLY ONE READER IN INSTALLATION MODE**). Then, choose the reader in the list and click

on the button  to display the list. To install the reader, click on the button .

Once the reader was installed, the program edits the reader's name, to validated the modification or keep the name as it is press on « Enter » key of the keyboard. You can change the data on the reader :



- « Door open delay »,
- « In/Out »,
- « Zone »,
- « Time zone »
- « Door opened in case of communication problem »,
- « Forced open door »,
- « Door status control »,

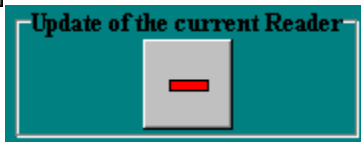
- « Alarm time delay »,
- « Reader schedules ».

To save the installation and the information on the reader click on the button . Then the message **Reader not set on the UGM** disappears under the reader's name (and the LED on the board reader becomes green). Once the reader is installed, put the reader back on normal mode (jumper for normal mode position and the LED blinks). If during the installation there is communication problem, the message **Reader to Install on UGM** appears under the reader's name.

**Uninstalling a reader :**

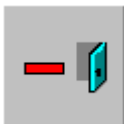
**Uninstalling a reader which was deleted offline connection :**



To uninstall a reader that was cancelled offline (from the PC only), click on the  icon to display the list and select the reader. If the reader was cancelled offline the message **Reader to Remove on UGM** appears under the file name, and if it is an online session in the window « Update of the control unit » appears the button uninstall .



Click on the button to uninstall the reader. The message **Reader to Replace on UGM** appears under the reader's name. A new reader can now be installed to replace to previous one. During the installation, if a communication problem occurs the message **Reader to Remove on UGM** stays unchanged under the reader' name.


**Uninstalling a reader which was not deleted offline :**

To uninstall a reader click on the button .

Choose the reader from the reader list by clicking on the icon . click on the button  to confirm the retrieving of the reader

Messages appearing under the reader's name :



- message « not installed » : no message,
- message « to install » : the message **Reader not set on the UGM** appears,
- message « to replace » : no message,

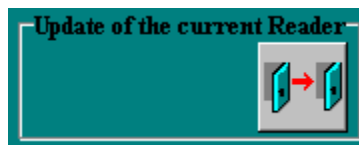
message « to uninstall » : no message, click on the button  to uninstall the reader in the window « update of the control unit »,  
 message « to modify » : the message **Reader to Replace on UGM** appears,  
 no message : the message **Reader to Replace on UGM** appears.

In case of a communication problem during uninstalling a reader in the two last scenarios, as well as when uninstalling during an offline session, the message **Reader to Remove on UGM** appears under the name of the reader.

### Replacing a reader :

#### **Replacing a reader which was replace offline :**

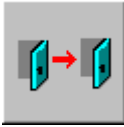
To replace a reader which was replaced during an offline session, make sure that the new reader was connected to the RS485 and that the jumper was placed on installation mode (the LED is red) (**ONE READER ONLY CAN BE INSTALLED AT THE TIME**). Then, choose the reader to replace in the list, click on the button  to display the reader's list. If the reader was replaced during an offline session, the message **Reader to Replace on UGM** appears under the file, and if you are online the window « update control unit » appears with the button installation .





Click on the button to replace the reader. Only then the message **Reader to Replace on UGM** disappears under the reader's name (and the LED on the reader becomes green). Once the reader is replaced, put back the reader to a normal mode (place back the jumper to a normal mode and the LED starts blinking). If a communication problem occurs during replacing a reader, the message **Reader to Replace on UGM** stays as is under the reader.

#### **Replacing a reader which was nor replaced during an offline session :**

To replace a reader which was replaced during an offline session, make sure that the new reader was connected to the RS485 and that the jumper was placed on installation mode (the LED is red) (**ONE READER ONLY CAN BE INSTALLED AT THE TIME**).

Then to replace the reader, click on the button .

Choose the reader which will be replaced in the reader's list, click on the button  to display the reader's list. Click on the button  to save and to validated the replacement of the new reader.

The different messages appearing under the reader's names :


message « not in used » : no changes,


message « to install » : no changes,

message « to replace », message « to uninstall », message « to modify », no message : if there is a message, it will despair under the reader's name (and the LED on the reader PCB becomes green). Once the reader is replaced put back the reader on normal mode (place back the jumper on normal mode, the LED starts blinking ). If a communication problem occurs during replacing a reader, as when replacing a reader during an offline session, the message **Reader to Replace on UGM** appears under the reader

### Modifying data in a reader :

If the data were modified on a reader during an offline session, and the update at the beginning of an online session was not done, the modification must be done as if no changes were made offline.

To modify data on a reader, choose the reader on which should the data be modify in the list, click on the button  to display the reader's list. Click on the reader and modify the information on the reader.

Click on the button  to save the new data on the reader

The different messages appearing under the reader's name :

message « not in use » : the data can not be modified,

message « to install » : the data can be modified but the message stays the same,

message « to replace » : the data can not be modified,

message « to uninstall » : the data can not be modified,

message « to modify », no messages : if the message **Reader to Modify on UGM** appears,

it will go off under the reader's name. In case of a communication problem during the modifications, as for the modification of the data of a reader during an offline session, the


message **Reader to Modify on UGM** appears under the reader's name.

### 8.3.2 Configuration of the readers offline

The different actions which can be done offline :

- Adding a reader,
- Uninstalling a reader,
- Replacing a reader,
- modification of the information on a reader.

#### Adding a reader :

To add a reader click on the button .

Once you have clicked on the plus button, you have the choice to modify the name, to validate the modification or to keep the name displayed, press on « Enter » on the keyboard. You can now enter the different data on the reader :

« Door open delay »,

« In/Out »,

« Zone »,

« Time zone »


« Opening in case of a communication problem»,

« Forced open door »,

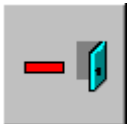
« Door status control »,



« Alarm time delay »,

« Schedule reader ».

Once you added a reader and the data on that reader click on the button  to save and validate the configuration. Then the message **Reader to Install on UGM** appears under the reader's name. You can install a reader directly during an online session (connected to the UGM).

#### Uninstalling a reader :

To delete a reader click on the button .

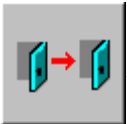
Click on the button  to display the reader's list. Click on the reader which should be deleted. To validate and to save the new modification, click on the button .



The different messages appearing under the reader's names :

- message « not used » : no changes,
- message « to install » : the message **Reader not set on the UGM** appears,
- message « to replace » : no changes,
- message « to uninstall » : no changes,
- message « to modify » : the message **Reader to Remove on UGM** appears,
- no message : the message **Reader to Remove on UGM** appears.

It is possible to uninstall a reader directly during an online session (connected to the UGM).

### Replacing a reader :



To replace a reader click on the button .

Click on the button  to display the reader's list. Click on the reader which should be replaced. To validate and to save the new modification, click on the button .

The different messages appearing under the reader's names :

- message « not used » : no changes,
- message « to install » : no changes,
- message « to replace » : no changes,
- message « to uninstall » : the message **Reader to Replace on UGM** appears,
- message « to modify » : the message **Reader to Replace on UGM** appears,
- no messages : the message **Reader to Replace on UGM** appears.

### Modification of a reader :

To modify the data on a reader, choose the reader on which the information will be modified, click on the button  to display the reader's list and on the reader. You can now modify the information on the reader. To validate and to save the modification click on the button .

The different messages appearing under the reader's names :

- message « not used » : the data can not be modified,
- message « to install » : the data can be modified but the message remains the same,
- message « to replace » : the data can not be modified,
- message « to uninstall » : the data can not be modified,
- message « to modify » : the data can not be modify but the message remains the same,
- no message : the message **Reader to Modify on UGM** appears.

## 8.4 Communication port

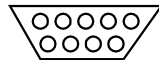
To set a Comm port enter in the Comm menu by clicking on the icon:



Display the Comm list and to choose a Comm port that will enable the communication between the PC and the control unit UGM :



**NOTE** : a PC gives access to four communication ports (serial Comm port) : COM1, COM2, COM3, and COM4. Initially only the two first Comm ports are installed. If the mouse is connected with a female plug DB9 as this one :



the mouse is connected either on COM1 or on COM2. If the mouse is connected with a plug PS2 (small and round) that means that none of the Comm ports are used by the mouse.

## 9 DOWNLOADING

### 9.1 Downloading of the files, from the UGM into the PC

To download files from the UGM into the PC click on the icon :



During the downloading this message appears on the screen :



It will take up to 9 minutes to transfer the 2944 files.

### 9.2 Downloading of the time zones and of the holidays, from the UGM into the PC

To download time zones and holidays from the UGM into the PC click on the icon :



During the downloading this message appears on the screen :



### **9.3 Downloading of the configurations of the UGM and of the readers, from UGM into the PC**

To download the configurations of the UGM and of the readers from the UGM into the PC click on

the icon :



During the downloading this message appears on the screen :

*Download/Upload Processing*

### **9.4 Downloading of the files, time zones, holidays and configurations, from the UGM into the PC**

To download the files, time zones, holidays and configurations, from the UGM into the PC, click on

the icon :



During the downloading this message appears on the screen :

*Download/Upload Processing*

To download 2944 files, the transfer will take up to 9 minutes.

### **9.5 Downloading of the new events, from the UGM into the PC**

To download the new events, from the UGM into the PC, click on the icon :



During the downloading this message appears on the screen :

*Download/Upload Processing*

If at least 16000 events were transferred during the last transfer, the oldest events could be erased by the more recent events.

### **9.6 Downloading of all the events, from the UGM into the PC**

To download all the events, from the UGM into the PC, click on the icon :



During the first stage of the downloading, the message appears on the screen :

*Download/Upload Processing*

Then, the message downloading in process goes off and a second message appears :

*All Events Upload*

When this button  appears on the screen that means that 100 events were downloaded and there is more events to download.

To continue the downloading of the events click on the button  or click on the button  to stop downloading the other events.

When there is no more events to download the following message appears on the screen :

*No More Events to Upload (UGM to PC)*

and only the  stays on the screen.

Click on the button  to exit from the “downloading of the events menu” and to go back to the “Downloading Menu”.

## **9.7 Downloading of the files , from the PC into the UGM**

To download the files from the PC into the UGM click on the icon :



During the downloading the message appears on the screen :

*Download/Upload Processing*

To transfer 2944 files, it will take up to 9 minutes.

## **9.8 Downloading of the time zones and of the holidays, from the PC into the UGM**

To download the time zones and the holidays from the PC into the UGM click on the icon :



During the downloading this message appears on the screen :

*Download/Upload Processing*

### **9.9 Downloading of the configurations of the UGM and of the readers, from the PC into the UGM**

To download the UGM and readers configurations, from the PC into the UGM click on the icon :



During the downloading this message appears on the screen :

*Download/Upload Processing*

**ATTENTION** : the downloading of the readers configurations is not a procedure to install the reader. To install the readers, see section Readers configuration.

### **9.10 Downloading of the files, time zones, holidays and configurations, from the PC into the UGM**

To download the files, time zones, holidays and configurations, from the PC into the UGM, click on

the icon :



During the downloading this message appears on the screen :

*Download/Upload Processing*

To transfer 2944 files, it will take up to 9 minutes.

**ATTENTION** : the downloading of the readers configurations is not a procedure to install the reader. To install the readers, see section Readers configuration.

## 10 SAVING AND RESTORING DATA

### **10.1 Saving of the data**

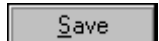
To save the data on the PC, click on the icon :



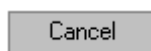
Choose the name and the place to save the data :



Select a file and enter the name in the field « Name », (for example « backup1 »), click on the button



To cancel the saving, click on the button

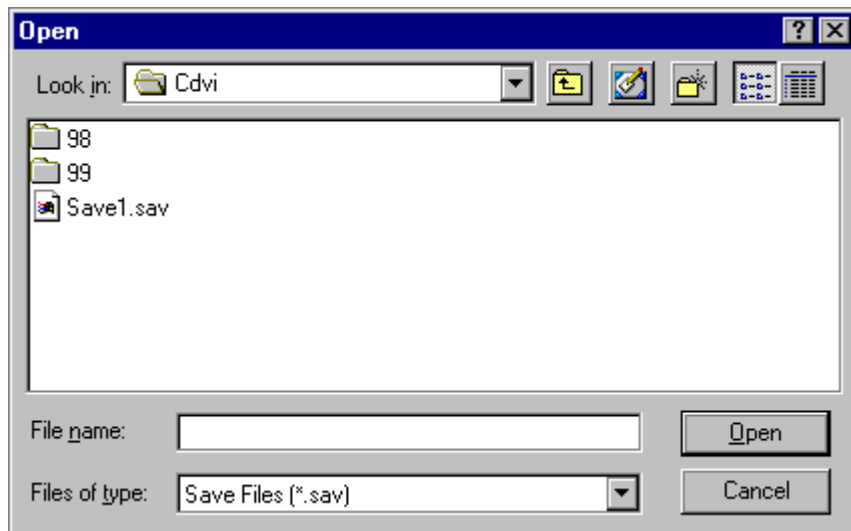


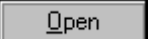
### **10.2 Restitution of the data**

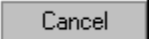
To restore the data of the PC, click on the button :



Choose the file containing the data to restore :



To open the file, click on the  button.

To cancel the operation, click on the button .