Honeywell

NetAXS®

Access Control Unit
User's Guide

If this panel is to be added to an existing loop, then all panels need to be upgraded. Please see www.honeywellaccess.com.

Document 800-04410V2, Revision A

Ordering Information

Please contact your local Honeywell representative or visit us on the web at www.honeywellaccess.com for information about ordering.

Feedback

Honeywell appreciates your comments about this manual. Please visit us on the web at www.honeywellaccess.com to post your comments.

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What’s New in This Release

Database import/export file password protected

Database file may be exported from the File Management screen in the Upload (from panel) section. The specific database files are: Cards and Common Configuraion, Cards, Common and Panel Configuration, and Panel Configuraion. These files should be encrypted, and when exporting a database file, a password will be required.

When import a database file, a password shall be validated if the import occurred on gateway panel that is not the same one used to export. No password is required if using the same gateway that created database, or if the imported database file was created from R3.4 or R3.5

Web events can be filtered by separate event types

Web events now can be filtered by separate event types. There are 8 web event types: Login, Logout, Unknown User, Bad Database Read, Disabled Account, Invalid Password Locked Account, Bad Database Write. After upgrading from R3.4 or R3.5, existing web events shall be split into the individual types.

Create SSL certificate request and import certificate

Ability to create SSL certificate request and import a certificate from a trusted Certificate Authority has been added. The panel is installed with a Panel Self Signed Certificate by default. The user can install a User Certificate by generatiing a SSL certificate request and then importing the SSL certificate from a Certificate Authority.

After a CSR (Certificate Signing Request) is generated, send the CSR to a trusted Certificate Authority. Then install this certificate from the CA (Certificate Authority). The panels certificate will change from Panel Self Signed Certificate to User Certificate. Both CSR and the certificate shall be preserved after a factory default of the panel; the certificate can be reactivated.

NetAXS® Access Control Unit User's Guide

1.0 Connecting to the Web Server

1.1 Overview

NetAXS® has an embedded web interface. This interface provides a means to configure, program, monitor one or more NetAXS® panels as a stand-alone access control system with no need for software to be installed on a separate computer. This stand-alone system can also be configured for use with a host based software. Host based system can provide additional feature and system wide enhancements such as photo ID badging, intrusion and video integration. Each access control unit, or panel, has four reader ports. See the *NetAXS® NX4L1 Installation Guide*, *NetAXS® NX4S1 Installation Guide*, or *NetAXS® NX4S2 Installation Guide* to view illustrations of the supported NetAXS® system configurations.

You can communicate with the NetAXS® access control unit either through a host software system or by connecting to the NetAXS® web server by an Ethernet connection. This section describes how to connect to the NetAXS® web server. Section 2.0 describes how to use the NetAXS® web interface after you are connected to the NetAXS® panel through the NetAXS® web server. Section 3.0 describes how to use the web server interface.

1.2 Connecting to the Web Server

This section describes how to connect a computer to the NetAXS® web server via Ethernet and Internet Explorer.

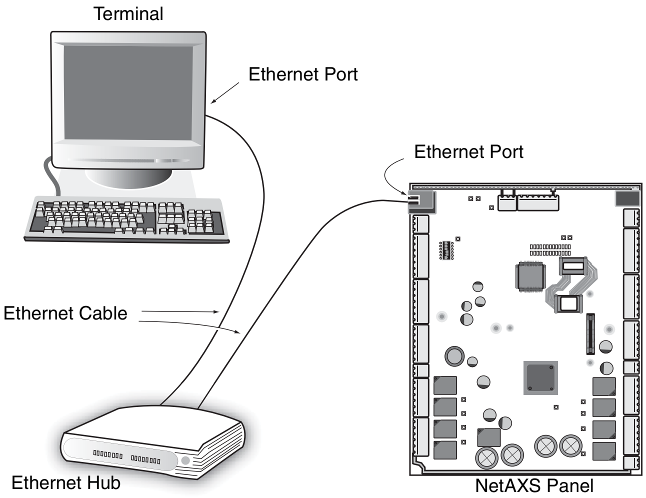
Notes:

- The NetAXS® panel that you are connecting to the computer is the Gateway panel. DIP switch 6 on a Gateway panel must be set to ON for a successful connection.
- The Microsoft Windows™ screen captures used in this section reflect the Windows 7™ platform. If you are using another Windows™ platform, the screens will be somewhat different.

Perform the following steps:

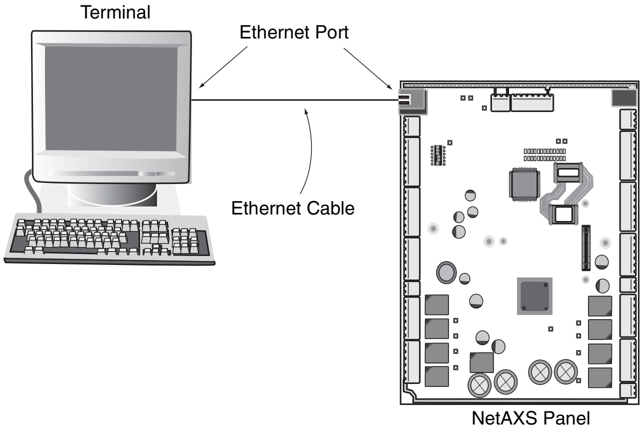
1. Connect your computer's Ethernet port and the NetAXS® panel's Ethernet Port by using either of two methods:
    a. Connect both the computer's Ethernet port and the NetAXS® panels Ethernet port to an Ethernet hub with standard Ethernet patch cables.

Figure 1: *NetAXS® Web Server Hub Connection*



    b. Connect the computer's Ethernet port directly to the NetAXS® panel's Ethernet port with an Ethernet cable.

Figure 2: *NetAXS® Web Server Direct Connection*

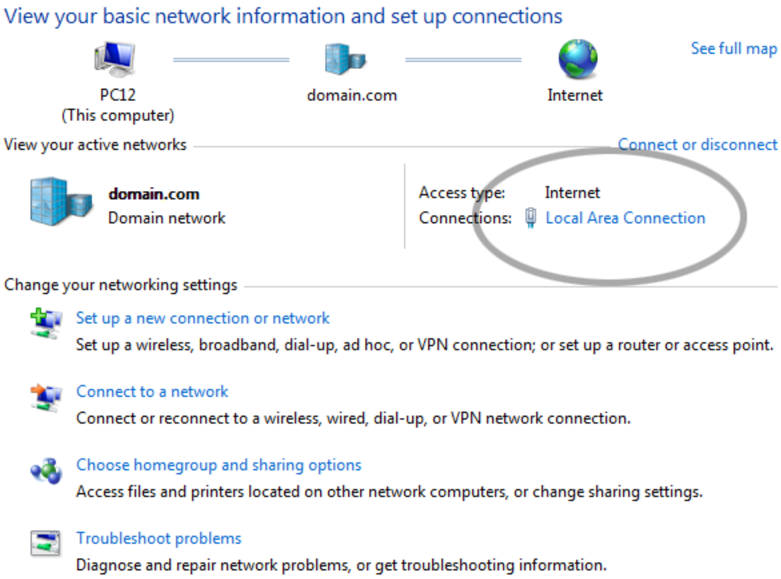


2. Configure the computer's network connection:

   a. Select **Start > Control Panel**.

   b. Click **Network and Sharing Center**.

   c. Identify your local Ethernet connection, commonly labeled **Local Area Connection**.



View your basic network information and set up connections

View your active networks

Connect or disconnect

domain.com
Domain network

Access type: Internet
Connections: Local Area Connection

Change your networking settings

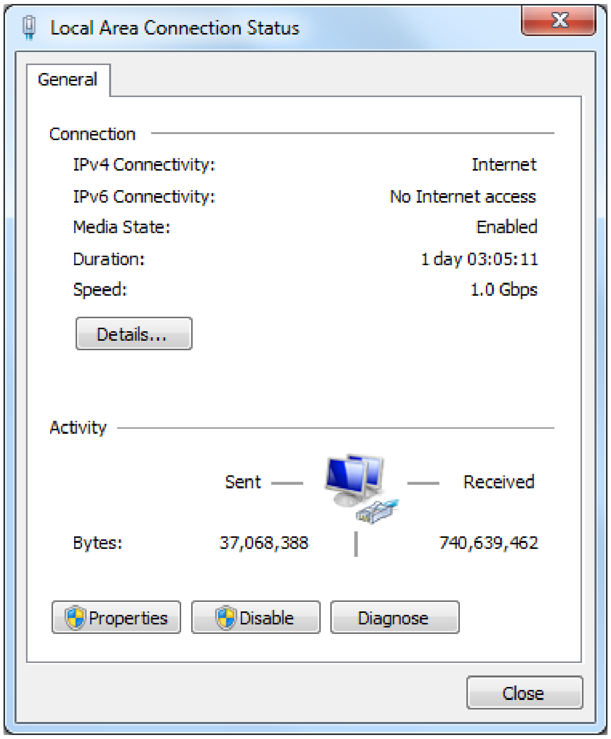
Set up a new connection or network
Set up a wireless, broadband, dial-up, ad hoc, or VPN connection; or set up a router or access point.

Connect to a network
Connect or reconnect to a wireless, wired, dial-up, or VPN network connection.

Choose homegroup and sharing options
Access files and printers located on other network computers, or change sharing settings.

Troubleshoot problems
Diagnose and repair network problems, or get troubleshooting information.

d. Click the link to display the Local Area Connection Status screen.



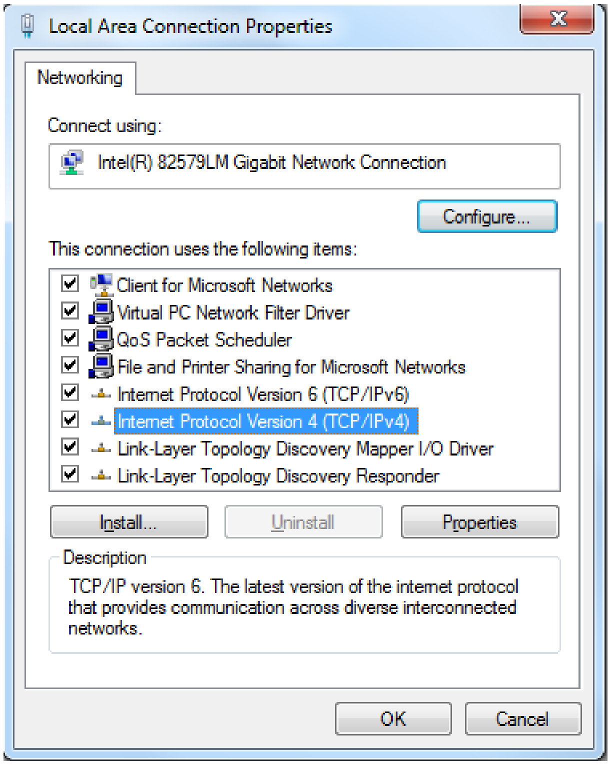
Connection

IPv4 Connectivity:	Internet
IPv6 Connectivity:	No Internet access
Media State:	Enabled
Duration:	1 day 03:05:11
Speed:	1.0 Gbps

Activity

	Sent	Received
Bytes:	37,068,388	740,639,462

e. Click **Properties** to display the Local Area Connection Properties screen.



Connect using:

Intel(R) 82579LM Gigabit Network Connection

This connection uses the following items:

- ☑ Client for Microsoft Networks
- ☑ Virtual PC Network Filter Driver
- ☑ QoS Packet Scheduler
- ☑ File and Printer Sharing for Microsoft Networks
- ☑ Internet Protocol Version 6 (TCP/IPv6)
- ☑ Internet Protocol Version 4 (TCP/IPv4)
- ☑ Link-Layer Topology Discovery Mapper I/O Driver
- ☑ Link-Layer Topology Discovery Responder

Description

TCP/IP version 6. The latest version of the internet protocol that provides communication across diverse interconnected networks.

f. Highlight the Internet Protocol Version 4 (TCP/IP) connection.

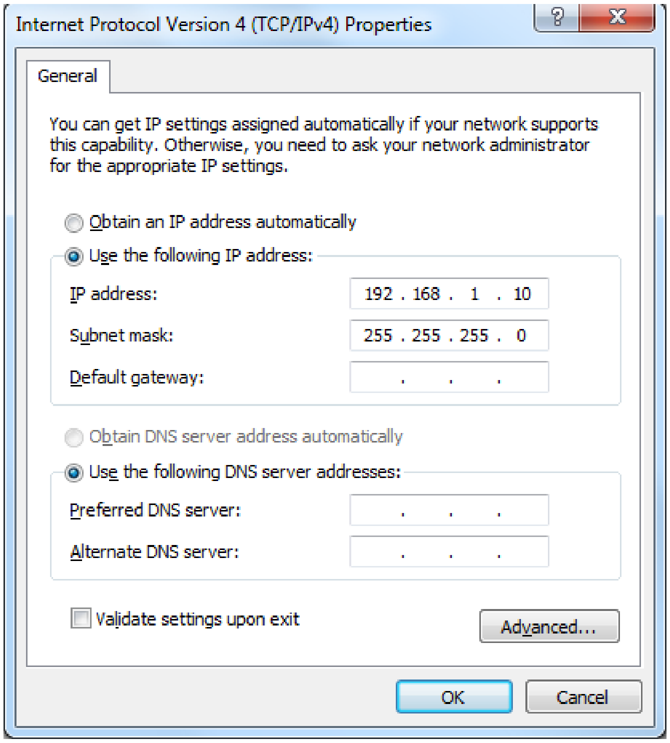
g. Click **Properties** to display your system's current Internet Protocol properties.

h. **Important:** Keep a record of your computer's current network configuration as it appears in this screen. You will need to re-instate this configuration later.

i. Select "Use the following IP address."

j. Enter "192.168.1.10" in the IP address field.

k. Enter "255.255.255.0" in the Subnet mask field.



Internet Protocol Version 4 (TCP/IPv4) Properties

General

You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.

○ Obtain an IP address automatically
● Use the following IP address:

IP address: 192 . 168 . 1 . 10
Subnet mask: 255 . 255 . 255 . 0
Default gateway: . . .

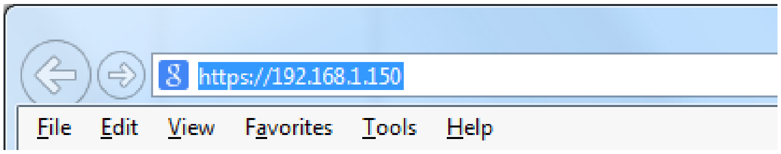
○ Obtain DNS server address automatically
● Use the following DNS server addresses:

Preferred DNS server: . . .
Alternate DNS server: . . .

□ Validate settings upon exit

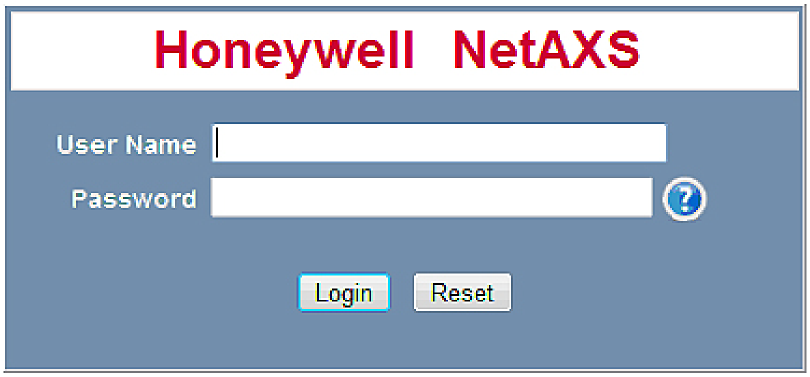
l. Click **OK** to accept the entries.

3. Open your browser (Internet Explorer shown below), and enter https://192.168.1.150 as the target address.



https://192.168.1.150

4. Press the **Enter** key to display the Honeywell NetAXS® login screen.



Note: If you are using Internet Explorer on windows, and you receive a certificate error message, follow these steps to login:

a. Enter the IP Address of the panel into the URL box.

b. Click **Continue to the website (not recommended)** to display the login screen.

Note: See the SSL section to request a certificate in SSL Certificate Management, page 68 .

5. Enter "admin" in the User Name field, and enter "admin" in the Password field. Both the user name and password are case-sensitive.

Note: 1. These steps were captured using Windows Internet Explorer, if using a different version of Windows and/or web browser, the steps maybe different.
2. You will be asked to change your password to a new password at this time. To do this, proceed to the instructions in Configuring Users , page 64 .

6. Click **Login** to display the NetAXS® main window. Note that the Select Panel column on the right edge of the screen displays all panels available to the computer. This list will include the gateway panel that you are connected to over Ethernet and any downstream panels connected via RS-485 to the Gateway panel.

Note: It is recommended that you change your default user name (admin) and password (admin) to a new user name and password at this time. To do this, proceed to the instructions in Steps to modify a user , page 67.

1.3 Reading the Select Panel

The Select Panel is located at the right margin of the NetAXS® web server main screen, shown in the preceding section. The presence of a number in one of the Select Panel cells indicates that its associated panel is online. For example, if you see a number 1 in a cell, this indicates that panel 1 is online. The combinations of size and color of the number and the color of the cell background indicate the panel's status, as shown in Table 1:

Notes:

- Holding the cursor over a cell also displays a popup message, which conveys the panel in that cell is online or selected.
- The Select Panel refreshes automatically when the panel's status changes.

Table 1: *Reading the Select Panel*

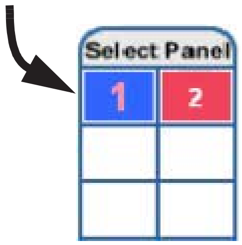
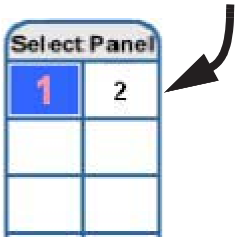
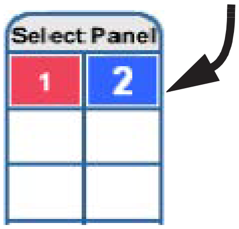
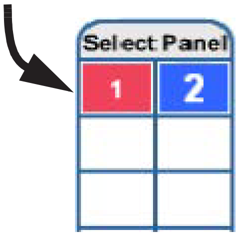
Cell Display	Status
Large red number on a blue background, such as "1" in the example below:  	Panel 1 is selected, and it has unacknowledged alarms.
Small black number on white background, such as "2" in the example below:  	Panel 2 is not selected and it has no unacknowledged alarms.

***Table 1:** Reading the Select Panel* (continued)

Cell Display	Status
Large white number on blue background, such as "2" in the example below:  	Panel 2 is selected, and it has no unacknowledged alarms.
Small white number on a red background, such as "1" in the example below:  	Panel 1 is not selected, but it does have unacknowledged alarms.

2.0 Configuring via the Web Server

2.1 Overview

This chapter explains the NetAXS® configuration functions as accessed via the NetAXS® web server. These functions should be performed only by the NetAXS® system administrator or service personnel.

⚠ **Caution:** The sequence of NetAXS® configuration tasks is critical. If the sequence given below is not followed, the NetAXS® system cannot be successfully configured.

The flow chart in Figure 3 shows the order in which to perform the administrative functions.

Figure 3: *NetAXS® System Configuration Flow Chart*

Configure the Panel

Configuration > System > Host/Loop Communications (Host/Loop Communications Tab, page 10)
Configuration > System > Network (Network Tab, page 22)
Configuration > System > General (General Tab, page 13)
Configuration > System > Site Codes (Site Codes Tab, page 23)

Configure the Time Zones

Configuration > Time Management > Time Zones (Time Zones Tab, page 28)

Configure the Doors

Configuration > Doors > Reader (Reader Tab, page 33)
Configuration > Doors > Output (Outputs Tab, page 40)
Configuration > Doors > Inputs (Inputs Tab, page 44)

Configure the Access Levels

Configuration > Access Levels (Configuring Access Levels, page 47)

Create the Cards

Cards > Add Cards (Adding New Cards, page 49)

Assign Access Levels to Cards

Cards > Add Cards (Adding New Cards, page 49)

2.2 Configuring the System

2.2.1 Host/Loop Communications Tab

In order to maintain your NetAXS® system configuration or to monitor its status, you must connect to the NetAXS® panel by using one of two modes:

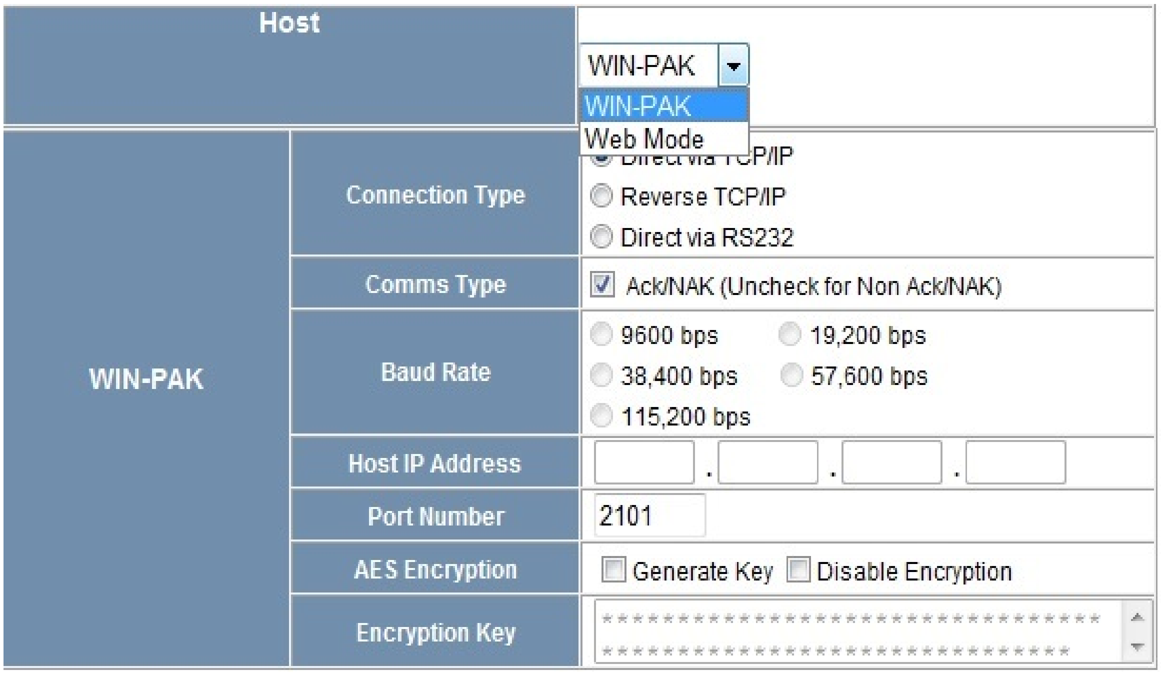
- Host mode (monitor only) — a host software system, such as WIN-PAK™, connects to the panel (through the NetAXS® gateway panel, which has an on-board PCI communications adapter), and it enables you to monitor the status of the NetAXS® system. The on-board PCI adapter functions as an interface between a host computer and one or more panels connected on the Multi-drop line.
- Web mode (configure and monitor) — the NetAXS® web server connects to the panel and enables you to configure the panel and monitor system status.

This tab enables you to select and configure the communication mode you will use to connect to the panel.

Note: A Gateway panel installed with release 3.5.x or newer of NetAXS® firmware cannot communicate fully with previous versions of NetAXS® that may be installed on existing panels. If your panels are running release 2 (v2.2.21 or older), they must be upgraded to release 3.

Click the **Host/Loop Communications** tab:

Figure 4: *Configuration > System > Host/Loop Communications*



Host		WIN-PAK ▾
WIN-PAK	Connection Type	● Direct via TCP/IP ○ Reverse TCP/IP ○ Direct via RS232
	Comms Type	☑ Ack/NAK (Uncheck for Non Ack/NAK)
	Baud Rate	○ 9600 bps ○ 19,200 bps ○ 38,400 bps ○ 57,600 bps ○ 115,200 bps
	Host IP Address	. . .
	Port Number	2101
	AES Encryption	□ Generate Key □ Disable Encryption
	Encryption Key	********************************** ********************************

The Host/Loop Communications tab enables you to:

- Configure the following host settings:
  - Host selection (WIN-PAK or Web Mode)
  - Connection Type
  - Comms Type
  - Baud Rate
  - Host IP Address
  - Port Number
  - AES Encryption
  - Encryption Key
- Configure the loop baud rate for communication among downstream panels.

Steps: Use the descriptions in Table 2 to configure the settings:

Table 2: *Configuration > System > Host/Loop Communications Tab Field Descriptions*

Host/Loop	Setting	Description
WIN-PAK	Connection Type	Specifies the type of physical connection between the host and the Gateway panel. If you are connecting from a host software system such as WIN-PAK, select one of the following three connection options: **Direct via TCP/IP** — Host connects directly to the panel using the TCP/IP protocol. **Reverse TCP/IP** — Panel connects directly to the host system using the TCP/IP protocol. You must enter the host IP address in the Host IP Address field. **Direct via RS-232** — Host connects directly to the panel via the RS-232 protocol. If you will be connecting to the panel through the NetAXS® web server, select **Web Mode** from the Host drop down list.
	Comms Type	Specifies the type of communications. **Ack/NAK** — Provides a response (either an acknowledgement or a non-acknowledgement) in a transmission between the host and panel(s). This is the recommended communications type. **Non Ack/NAK** — Does not provide a response (either an acknowledgement or a non-acknowledgement) in a transmission between the host and panel(s). **Note:** This box is unchecked for Non-Ack/NAK.

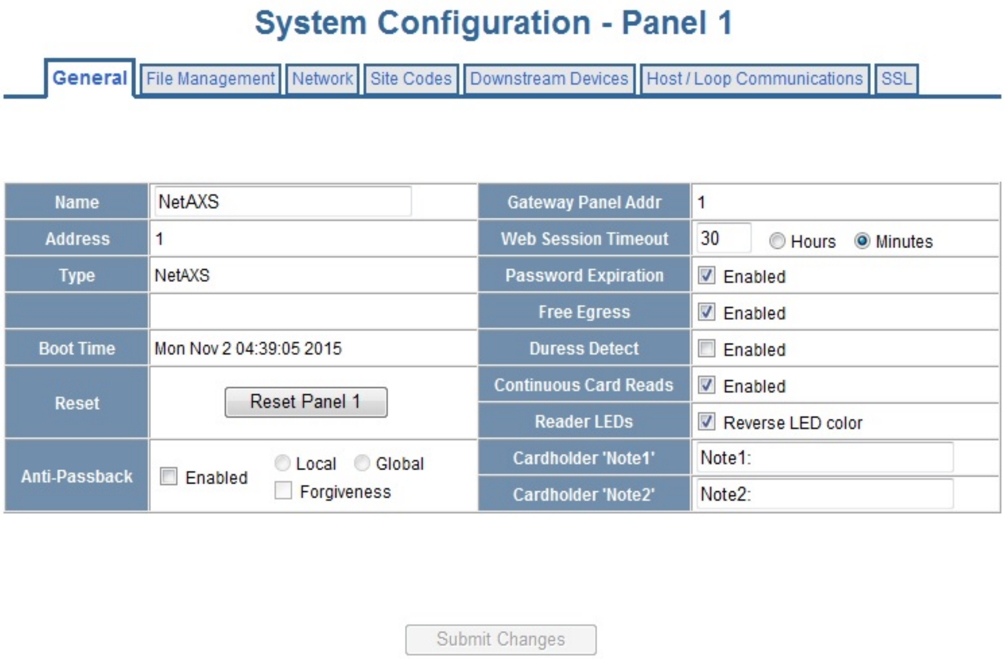
Table 2: *Configuration > System > Host/Loop Communications Tab Field Descriptions* (continued)

Host/Loop	Setting	Description
	Baud Rate	Specifies the transmission rate (bits per second) between the host and the panel.
	Port Number	Specifies the port number for the Ethernet port.
	Host IP Address	Enter the host system (or WIN-PAK server) IP address here if you selected **Reverse TCP/IP** in the Connection Type field on this screen.
	Generate Key	Enable this checkbox to create and display a new encryption key. **Note:** Whenever this button is enabled and the page is submitted, the new key must be entered in WIN-PAK.
	Disable Encryption	Check this boxto disable encrypted communication between NetAXS® Gateway and WIN-PAK Host. Disabling encryption creates an insecure system and is not recommended.
	Encryption Key	This is the password/key used to encrypt communications between the Gateway and WIN-PAK Host. Check on the **Generate Key** box to view and generate a new Encryption key. This password must be used in the Gateway configuration in the WIN-PAK Host. Copy and paste commands are allowed from NetAXS to WIN-PAK. Check on the **Generate Key** box to view and generate a new Encryption key.
Loop	Time Sync	Synchronizes the panel's time with the host's time. **Enabled** — Causes the panel(s) to be automatically time-synchronized with the host. This setting is in minutes, range 60 - 32767.
	Baud Rate	Specifies the transmission rate (bits per second) among the downstream NetAXS® panels on the loop. For NetAXS® downstream panels, it is recommended that you select 115,200.
	Force Baud Reset	Tells all downstream NetAXS® panels to change to the selected Downstream baud rate. This saves the user from having to go to each panel one by one.

2.2.2 General Tab

Click **Configuration > System** in the NetAXS® menu to display the System Configuration (General) screen:

Figure 5: *Configuration > System > General Tab*



System Configuration - Panel 1

Name	NetAXS	Gateway Panel Addr	1
Address	1	Web Session Timeout	30 ○ Hours ● Minutes
Type	NetAXS	Password Expiration	☑ Enabled
		Free Egress	☑ Enabled
Boot Time	Mon Nov 2 04:39:05 2015	Duress Detect	□ Enabled
Reset	Reset Panel 1	Continuous Card Reads	☑ Enabled
		Reader LEDs	☑ Reverse LED color
Anti-Passback	□ Enabled ○ Local ○ Global □ Forgiveness	Cardholder 'Note1'	Note1:
		Cardholder 'Note2'	Note2:

The General Tab enables you to:

- Set the general configuration settings.
- Reset the panel.

Steps: Use the descriptions in Table 3 to configure the general settings, and click **Submit Changes**:

Table 3: *Configuration > System > General Tab Fields*

Parameter	Description
Name	Unique name that identifies the panel.
Address	Displays the address set by the panel's DIP switches.
Type	Displays "NetAXS" as the panel type.
Boot Time	Displays the time that power was applied to the NetAXS® panel.
Reset	Reboots the panel. A reset does not change the current configuration in the database.

***Table 3:** Configuration > System > General Tab Fields* (continued)

Parameter	Description
Anti-Passback	**Enabled** — Enables anti-passback, which prevents an entrant to an area from passing his card back to another potential entrant. **Local** — Enforces anti-passback only at doors configured locally to the panel controlling the original card read. **Global** — Enforces anti-passback at panels throughout the NetAXS® system (NetAXS® panels connected to a single Gateway) after a successful card read at any one of the system's readers. **Forgiveness** — Causes all system codes to be reset at midnight every day. This enables a cardholder who exited the building in the evening without using his card to use his card for entry the following morning.
Gateway Panel Addr	Displays the panel address of the Gateway panel, or the panel directly connected to the host system.
Web Session Timeout	Activates a web session timeout after the specified time period has elapsed. Define the time period either in minutes or in hours. Enter the number in the box, then select either minutes (3-59) or hours (1-12).
Free Egress	**Enabled** — Configures the panel for free egress. Reader 1 activates output 1, reader 2 activates output 2, reader 3 activates output 3, and reader 4 activates output 4. Inputs 1, 3, 5, and 7 are egress defaults that activate outputs 1, 2, 3, and 4, respectively. Inputs 2, 4, 6, and 8 are status defaults for outputs 1, 2, 3, and 4, respectively.
Duress Detect	**Enabled** — Enables the user to trigger an alarm or output device in times of duress, such as when the operator is forced to grant access against his will to an unauthorized person. This feature is available only when the reader is configured with a "Card and Pin" access mode (see Reader Tab, page 33). When this feature is enabled, you can configure an auxiliary output with a pulse time and connect it to a device with an interlock (see Outputs Tab, page 58 for the output configuration). During normal operation, the duress output does nothing. To energize the output, the cardholder presents his card to a reader that is configured for Card and PIN access (see Reader Tab, page 33). The cardholder then enters a PIN that is either one number higher or one number lower than his correct PIN. For example, if his PIN is 2222, the cardholder would enter either 2221 or 2223. Even though the PIN is incorrect, the door will still open normally, but the duress output pulses and an alarm is generated. In this way, the cardholder notifies others without detection by the unauthorized person. **Note:** A PIN ending in 0 (for example, 2320) will only trip a duress output when a 1 is used in place of the 0 (for example, 2321).

Table 3: *Configuration > System > General Tab Fields* (continued)

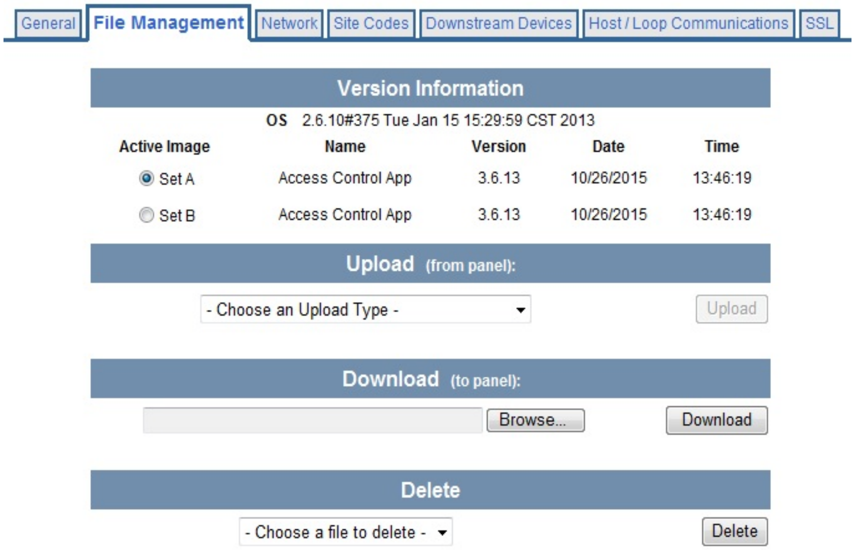
Parameter	Description
Continuous Card Reads	**Enabled** — Enables continuous card reading while the output is being energized. When this option is not enabled, a reader will not be able to read a second card during the pulsing of the output caused by the previous card read.
Reader LEDs	Identifies the color of a reader LED when a grant is authorized. Typically Green indicates the door is open and Red indicates that the door is locked. However, this can be toggled by changing the default setting.
Cardholder Note 1	Specifies any information field you might want to put on a card. For example, if you enter "Department" here, a field labeled "Department" appears on the card. The user who creates the card would then enter the cardholder's department name. See Adding New Cards, page 50.
Cardholder Note 2	Specifies any information field you might want to put on a card. For example, if you enter "Phone Number" here, a field labeled "Phone Number" appears on the card. The user who creates the card would then enter the cardholder's telephone number. See Adding New Cards, page 50.
Password Expiration	Default enable to remind user to change password after 180 days.

2.2.3 File Management Tab

2.2.3.1 Backing up and Restoring the NetAXS Panel

Click **System > File Management** to display the File Management screen:

Figure 6: *Configuration > System > File Management Screen*



Version Information

OS 2.6.10#375 Tue Jan 15 15:29:59 CST 2013

Active Image	Name	Version	Date	Time
● Set A	Access Control App	3.6.13	10/26/2015	13:46:19
○ Set B	Access Control App	3.6.13	10/26/2015	13:46:19

Upload (from panel):

- Choose an Upload Type -

Download (to panel):

Delete

- Choose a file to delete -

To backup a secure, encrypted copy of the database tables:

Select one of the following types of upload from the **Upload** drop-down list:

- Card and Common Configuration data - uploads cards, time zones, card formats, holidays, access levels, and site codes in a proprietary internal format.

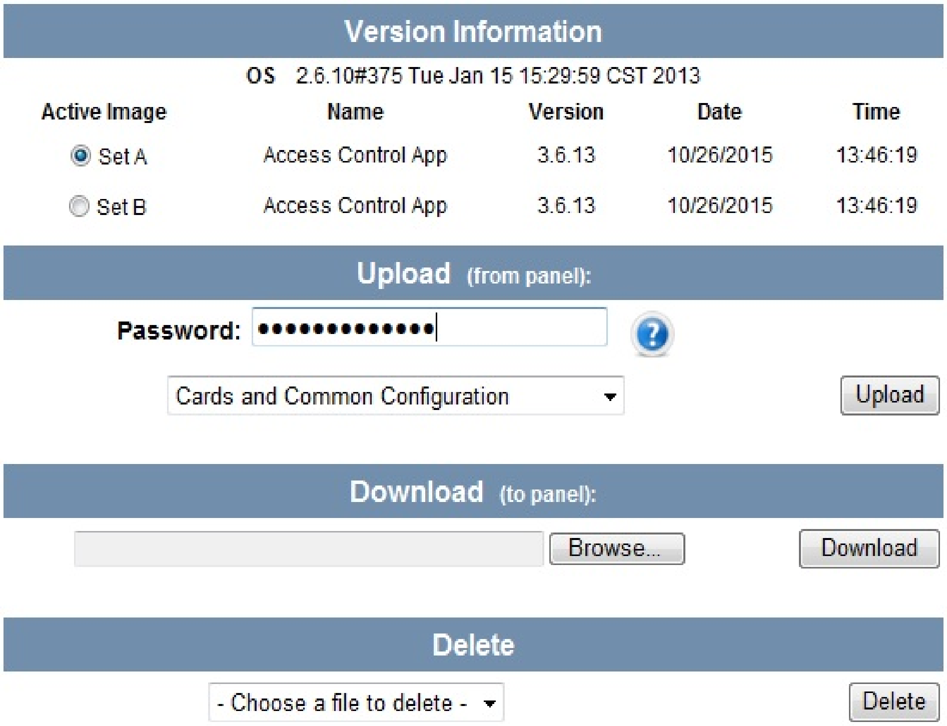
Caution: The card and common configuration data upload from an existing panel on a web-based loop should be used as the first download to a new panel added to the loop. This will configure the new panel so that its basic databases sync up with the existing panel.

- Panel Configuration data – uploads inputs, outputs, interlocks, readers, and panel configuration in a proprietary internal format.
- Card, Common, and Panel Confiduration data - uploads both the cards and panel configuration items in a proprietary internal format.

Example

To Upload a backup copy of Cards and Common:

Figure 7: *Uploading a Backup Copy of Cards and Common*



Version Information

OS 2.6.10#375 Tue Jan 15 15:29:59 CST 2013

Active Image	Name	Version	Date	Time
● Set A	Access Control App	3.6.13	10/26/2015	13:46:19
○ Set B	Access Control App	3.6.13	10/26/2015	13:46:19

Upload (from panel):

Password: •••••••••••••

Cards and Common Configuration

Download (to panel):

Delete

- Choose a file to delete -

Enter a password. If you attempt to restore the file using the same gateway panel used to create the backup, then the password is not needed. However, if you need to restore the backup using a gateway panel that is not the one which created the backup, the password is required.

To back up (or upload) other data from the panel to the host system:

1. From the Upload drop-down list, select one of the following types of upload from the panel to the host system:

    - Card Report (Short) – uploads the Card Number, Last Name, First Name, Trace, VIP, Limited Use, Card Expiration, Temporary, Supervisor, and Access Level card values in a .CSV file.

    - Card Report (Long) – uploads the Card Number, Last Name, First Name, Trace, VIP, Limited Use, Card Expiration, Temporary, Supervisor, Access Levels, Site Codes, Number of Bits, Pin, Info 1, Info 2, Time Zones, Activation Date, Issue Level, APB State, and Control Device card values in a .CSV file.

      Note: This is the recommended card report for backups.

    - Alarms and Events Report – uploads the Date, Time, Event Type. Acknowledged Date, Acknowledged Time, and Message of Alarms/Events for alarms and events in a .CSV file.

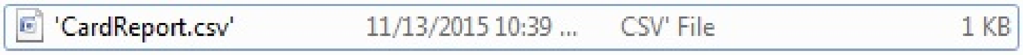
- Language: English (default), Spanish, French, Italian, Dutch, Czech and Chinese (simplified). This is a text file that uploads a language package that translates the text on all of the web screens for a user who has specified a language preference. Languages provided in the language package may not be deleted.

2. Click **Upload** to upload the data to the host PC or laptop. Follow the instructions to save a backup file on your PC. Be sure to give the backup file a useful name for easy identification and restoring.

Note: In order to have a full backup of the panel it is recommended to download the following files:

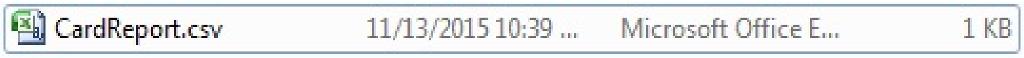
- Cards, Common and Panel Configuration
- Card Report (Long)

Note: When uploading and downloading .CSV files, check the file name to ensure it does not have an extra single quote.



'CardReport.csv' 11/13/2015 10:39 ... CSV' File 1 KB

If it does have an extra single quote, right click on 'CardReport.csv', select rename to delete the single quote, then the .CSV file likes this:



CardReport.csv 11/13/2015 10:39 ... Microsoft Office E... 1 KB

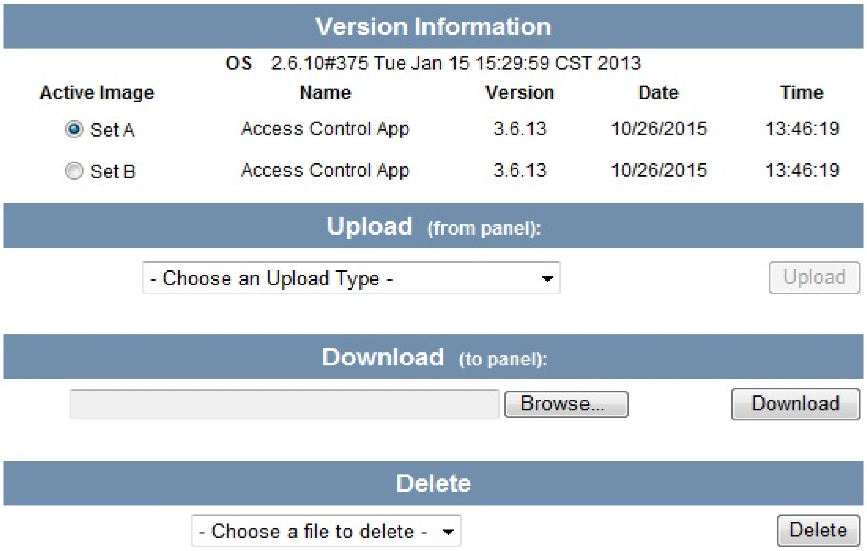
Important: Read Appendix A, Upgrading NetAXS Firmware before downloading to the panel.

When the download is completed, the panel is immediately rebooted. A status bar indicates the progress of the reboot.

To restore (or download) firmware:

1. Click **Browse** to locate the firmware file.
2. Click **Download**

Figure 8: *File Management Setting*

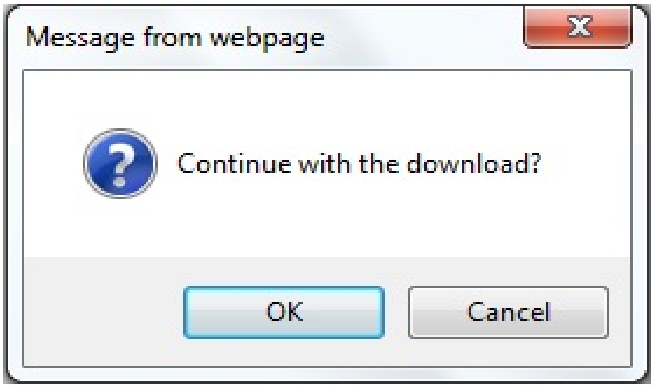


Version Information

OS 2.6.10#375 Tue Jan 15 15:29:59 CST 2013

Active Image	Name	Version	Date	Time
● Set A	Access Control App	3.6.13	10/26/2015	13:46:19
○ Set B	Access Control App	3.6.13	10/26/2015	13:46:19

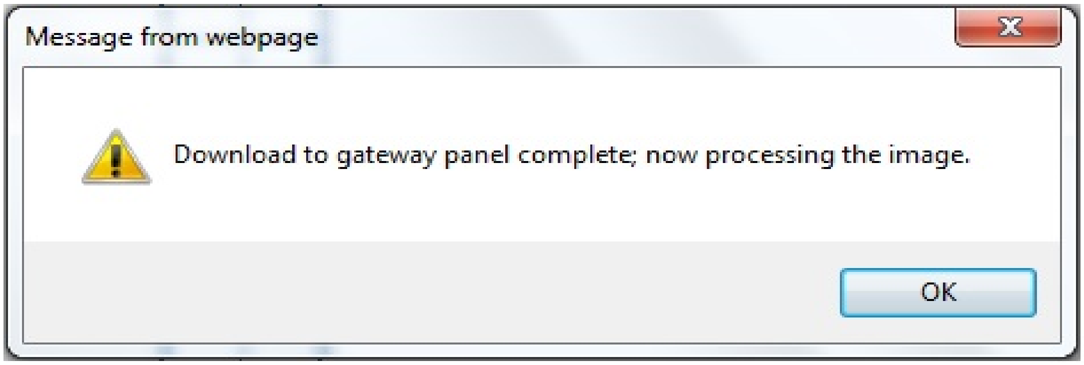
3. Click **OK** to continue with the download



Message from webpage

Continue with the download?

4. Click **OK** to processing the image



Download to gateway panel complete; now processing the image.

To download a card database report (.CSV file) from the host system to the panel:

1. Click **Browse** to locate the .CSV file. This .CSV file is usually the Card Report (long) that was previously uploaded from the panel as a backup.
2. Click **Download** to download the file. If the file is in the correct report format, this message appears: "Would you like to append or replace the database? Access Control does not function while replacing a database, and updating may take several minutes." If the file is not in the correct report format, a message states the error condition.

   If the database update is successful, this message appears: "Update Successful. Restarting Access Control." If the database update is not successful, a message states the error condition.

To restore (or download) backup files from the host system to the panel:

1. Click **Browse** to locate the backup file.
2. Click **Download** to download the selected backup file.

Note: When restoring, if you attempt to restore file using the same gateway panel used to create the backup, then the password is not needed. However, if you need to restore the backup using a gateway panel that is not the one which created the backup, the password is required.

To delete language files:

1. From the Delete drop-down list, select the language file you want to delete.
2. Click **Delete** to delete the file.

2.2.3.2 Generating Diagnostic Report

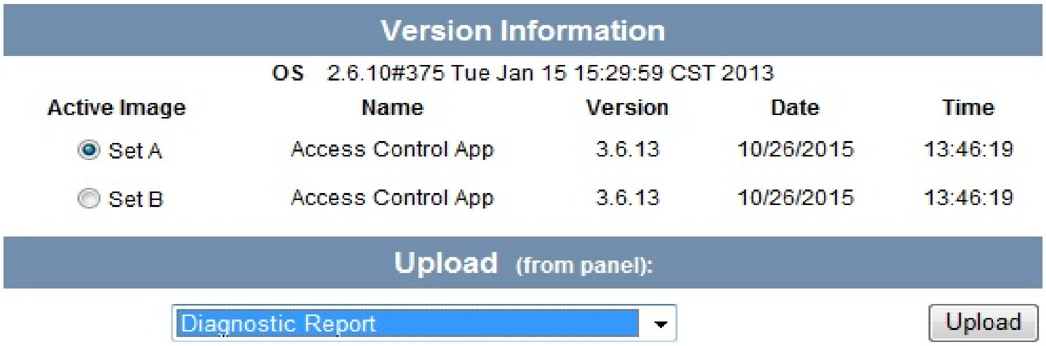
Troubleshooting information can be retrieved from the panel using this function. The report is not readable to the customer and is useful only as a tool to help Honeywell technical support troubleshoot certain unusual problems.

To generate a diagnostic report, select "Diagnostic Report" from the **Upload** drop-down menu on File Management Screen.

Click **Upload** button.

Save the file when prompted to do so.

Figure 9: *Generating a Diagnostic Report*



Version Information

OS 2.6.10#375 Tue Jan 15 15:29:59 CST 2013

Active Image	Name	Version	Date	Time
● Set A	Access Control App	3.6.13	10/26/2015	13:46:19
○ Set B	Access Control App	3.6.13	10/26/2015	13:46:19

Upload **(from panel):**

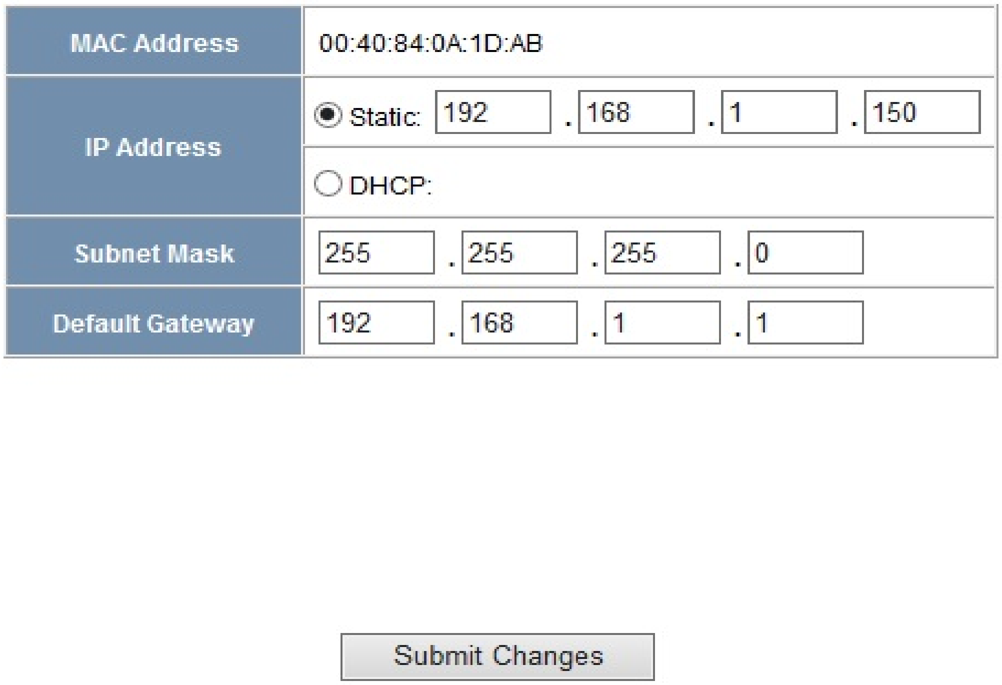
Diagnostic Report

2.2.4 Network Tab

Your NetAXS® panel is physically configured in one of a number of possible network configurations. See the "System Configuration" section in the *NetAXS® NX4L1 Installation Guide* and *NetAXS® NX4S1 Installation Guide* for illustrations of the supported network configurations. For the panel to function in any of these configurations, the other panels and devices in the network must know the panel's network addresses.

Click **Network** to display the Network tab:

Figure 10: *Configuration > System > Network Tab*



MAC Address	00:40:84:0A:1D:AB
IP Address	● Static: 192 . 168 . 1 . 150 ○ DHCP:
Subnet Mask	255 . 255 . 255 . 0
Default Gateway	192 . 168 . 1 . 1

The Network tab enables you to:

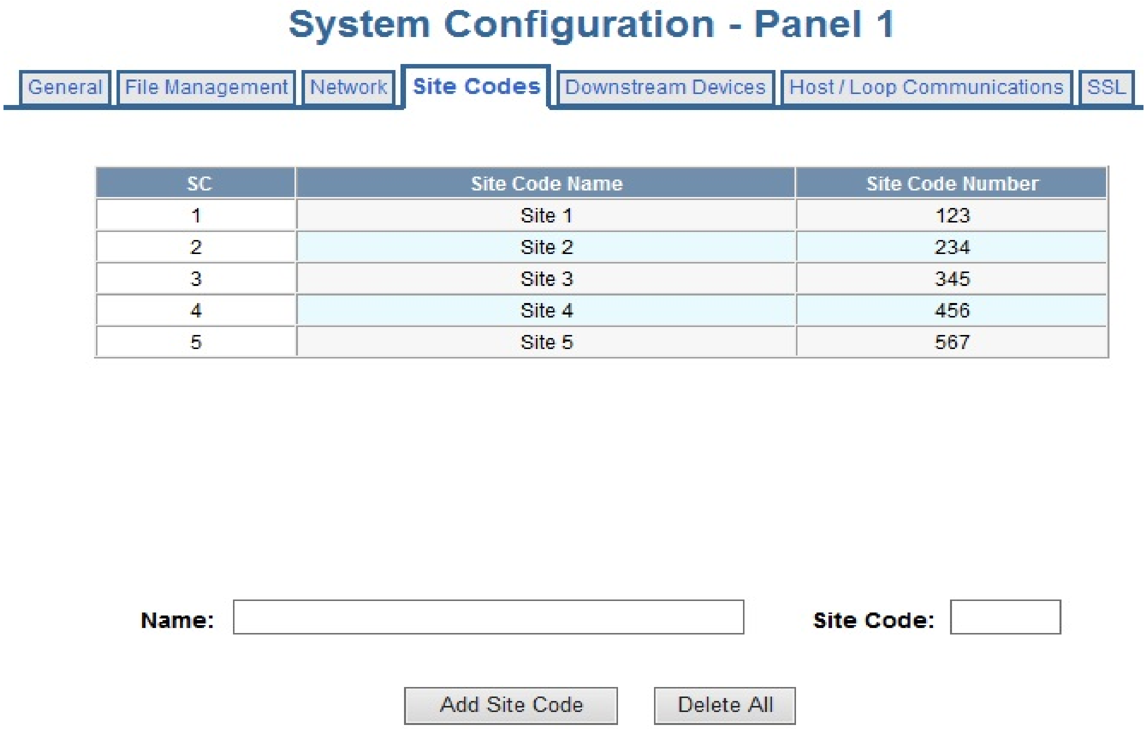
- View the panel's MAC address.
- View and edit the panel's IP address.
- View and edit the panel's subnet mask.
- View and edit the panel's default gateway.

2.2.5 Site Codes Tab

Site codes identify an enterprise's site. You can create a maximum of eight site codes to serve as secondary IDs (in addition to the card number) on the card for additional validation.

Click **Site Codes** to display the Site Codes tab:

Figure 11: *Configuration > System > Site Codes Tab*



System Configuration - Panel 1

SC	Site Code Name	Site Code Number
1	Site 1	123
2	Site 2	234
3	Site 3	345
4	Site 4	456
5	Site 5	567

Name: Site Code:

The Site Codes tab enables you to:

- Create one or more site codes.
- View existing site codes.
- Modify an existing site code.
- Delete a selected site code.
- Delete all site codes.

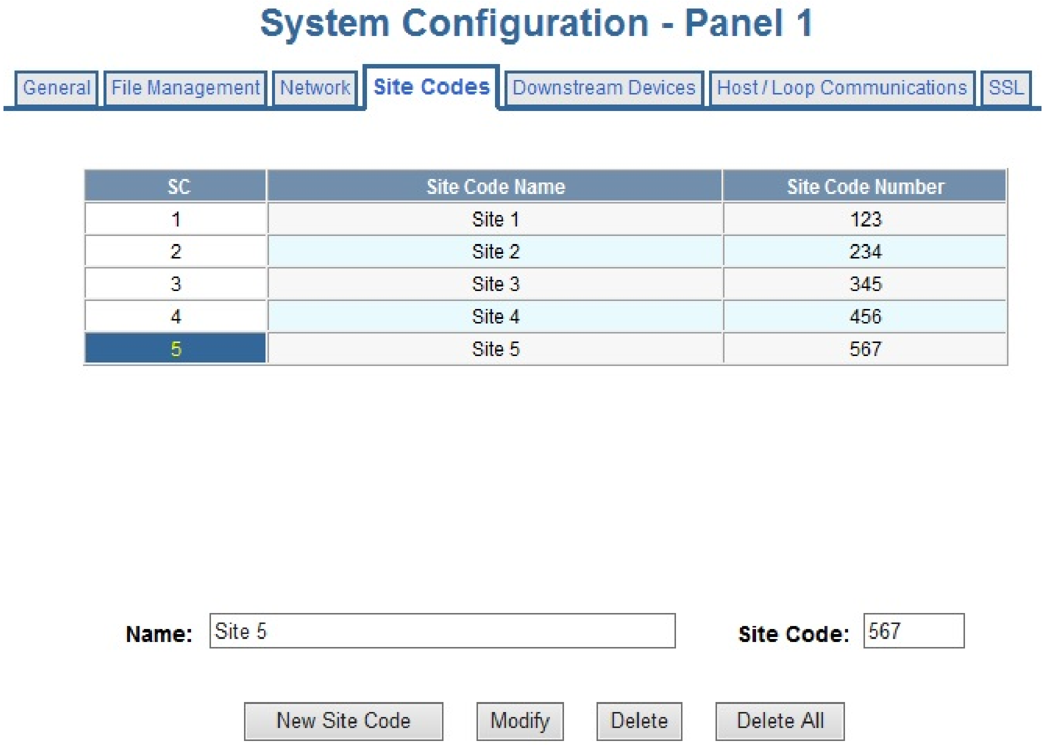
Steps to create a site code:

1. Enter a name for the site code in the Name field.
2. Enter a unique number (up to five digits) for the site code in the Site Code field.
3. Click **Add Site Code** to create the site code.

Steps to modify a site code:

1. Click the site code's number in the Num column to select the site code.

Figure 12: *Select Site Code Number*



SC	Site Code Name	Site Code Number
1	Site 1	123
2	Site 2	234
3	Site 3	345
4	Site 4	456
5	Site 5	567

Name: Site 5 Site Code: 567

2. Click **Modify** to display the Name and Site Code fields.
3. Modify the name or site code number as you desire, and click **Modify** again.

Steps to delete a site code:

1. In the Num column, click the number of the site you want to delete.
2. Click **Delete** to display a prompt.
3. Click **OK** to delete the site code.

Steps to delete all site codes:

1. Click **Delete All Codes** to display a prompt.
2. Click **OK** to delete the codes.

2.2.6 Downstream Devices Tab

The NetAXS® downstream devices provide the NetAXS® panel with additional inputs and outputs. The NetAXS® panel supports two downstream board types:

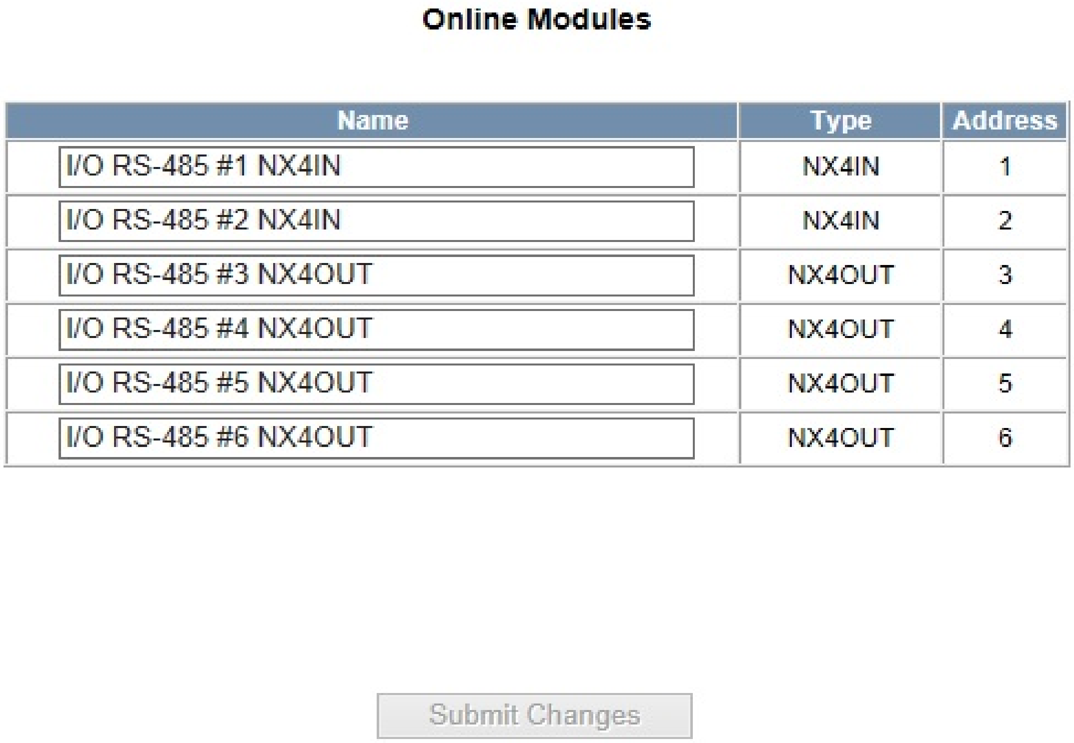
- NX4IN — Provides 32 supervised, four-state inputs that are limited to 2.2K ohms resistance. The NX4IN must be assigned network addresses 1 and 2.
- NX4OUT — Provides two supervised inputs and 16 SPDT relay outputs; each input is limited to 2.2K ohms resistance. The NX4OUT must be assigned network addresses 3-6.

Notes:

- The NX4IN and NX4OUT network addresses are set by the DIP switches on each board. Refer to the *NetAXS® NX4IN/NX4OUT Input/Output Configuration Guide* for more information about configuring the NX4IN and NX4OUT boards.
- A NetAXS® panel supports a maximum of six daisy-chained downstream boards — two NX4IN and four NX4OUT boards. The boards connect to the NetAXS® panel's Downstream port (Terminal Block 10).

Click the **Downstream Devices** tab:

Figure 13: *Configuration > System > Downstream Devices Tab*



Online Modules

Name	Type	Address
I/O RS-485 #1 NX4IN	NX4IN	1
I/O RS-485 #2 NX4IN	NX4IN	2
I/O RS-485 #3 NX4OUT	NX4OUT	3
I/O RS-485 #4 NX4OUT	NX4OUT	4
I/O RS-485 #5 NX4OUT	NX4OUT	5
I/O RS-485 #6 NX4OUT	NX4OUT	6

The Downstream Devices tab enables you to:

- View and modify the names of the devices that communicate with the panel.
- View the types and addresses of the devices that communicate with the panel.

2.3 Configuring Time Management

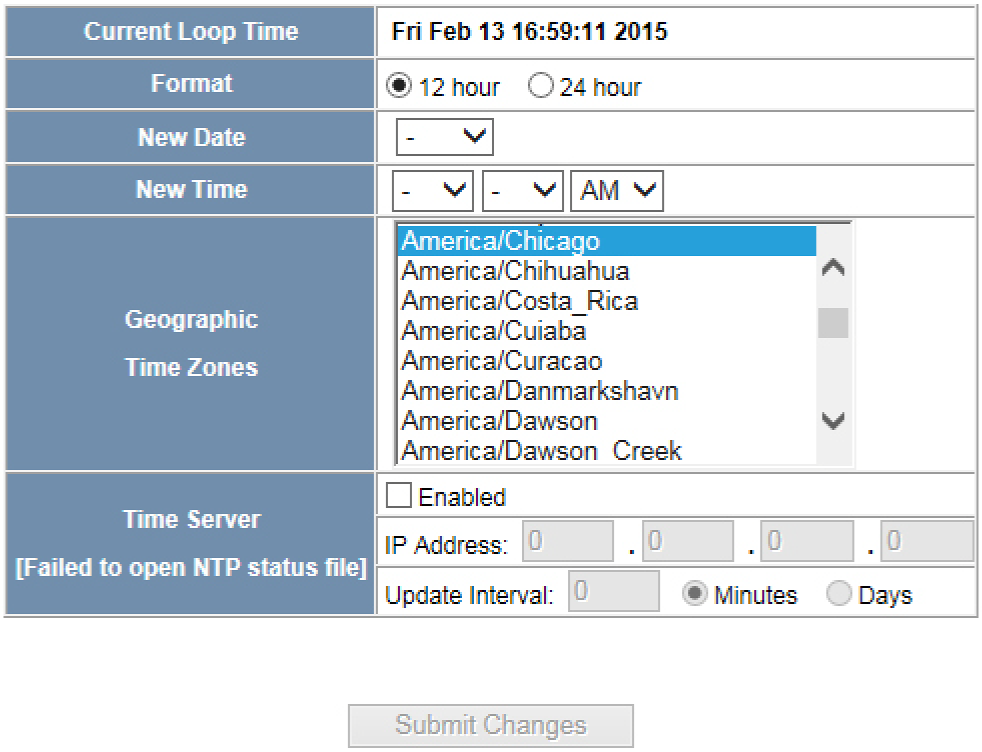
This set of time-related functions includes:

- Setting the current time by which the panel will function.
- Creating the time zones by which the panel will control the operation of the inputs, outputs, groups, readers, access levels, and cards through access levels.
- Defining the holiday schedule.

2.3.1 Current Time Tab

Click **Current Time** to display the Current Time screen:

Figure 14: *Configuration > Time Management > Current Time Tab*



Current Loop Time	Fri Feb 13 16:59:11 2015
Format	● 12 hour ○ 24 hour
New Date	-
New Time	- - AM
Geographic Time Zones	America/Chicago America/Chihuahua America/Costa_Rica America/Cuiaba America/Curacao America/Danmarkshavn America/Dawson America/Dawson_Creek
Time Server [Failed to open NTP status file]	□ Enabled IP Address: 0 . 0 . 0 . 0 Update Interval: 0 ● Minutes ○ Days

The Current Time tab enables you to:

- Set the current loop time.
- Specify the time format (12 hour/24 hour).
- Set a new date.
- Set a new time.
- Set the geographic time zone.
- Specify the time server being used.
- Force a time synchronization between the panel and the time server.

Steps: Use the descriptions in Table 4 to configure the time settings:

Table 4: *Configuration > Time Management Tab Field Descriptions*

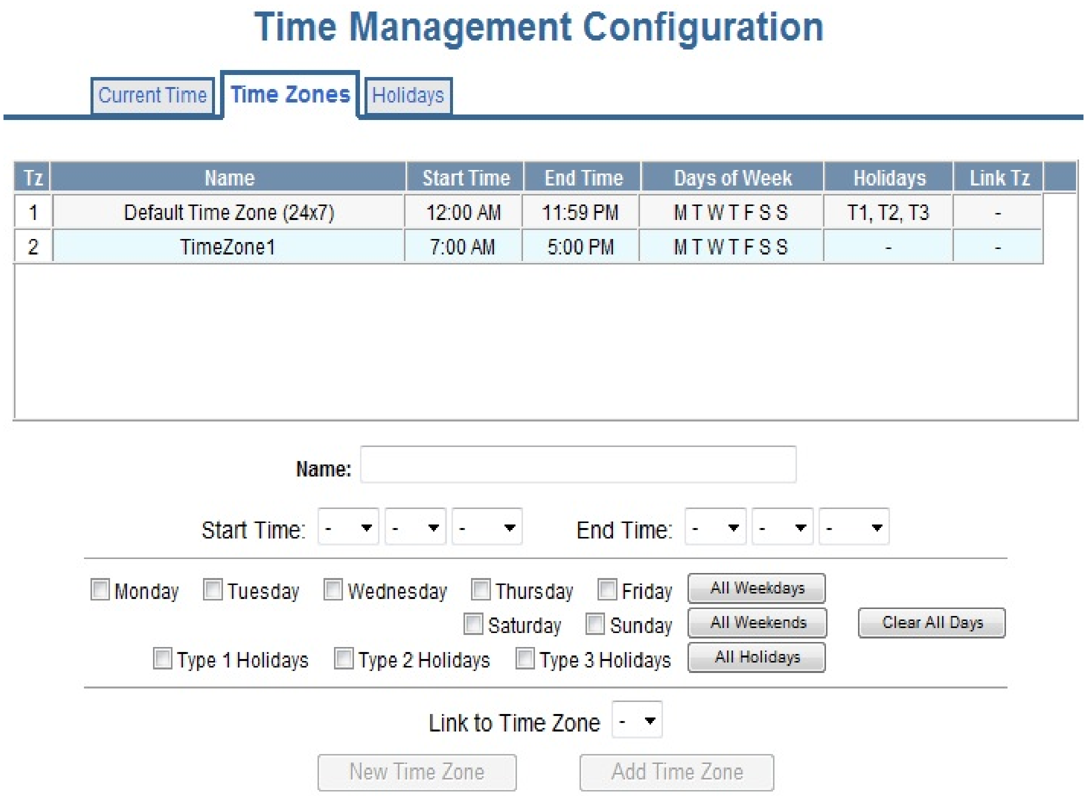
Setting	**Description**
Current loop time	Displays by default the current time setting in day/month/date/hour/minutes/seconds/year. For example: Fri Oct 31 07:16:27 2014.
Format	**12 hour** — The 24-hour day is divided into two 12-hour halves, a.m. and p.m.; each half is numbered 1-12. **24 hour** — The hours in the 24-hour day are numbered consecutively 0-23.
New Date	Specifies a new date to be the current date. Use the dropdown lists to set the month and date, and click the calendar icon to specify a different year.
New Time	Specifies a new time to be the current time. Use the dropdown lists to set the hour, minute, and AM or PM.
Geographic Time Zone	Select the geographic time zone in which the panel will operate. The time zones are written in the [continent/city] format. Find the appropriate continent, and then identify the city with the closest longitude to the panel's location. In the United States, you might find these time zone associations more familiar: Eastern Time: America/New York Central Time: America/Chicago Mountain Time: America/Denver Pacific Time: America/Los Angeles
Time Server	Enter the IP address of the machine whose time is used as the standard for all panels. **Enabled** — Select to enable the specified machine to be the active time server. **IP Address** — Enter the IP address of the time server. **Update Interval** — Specifies the interval of time between each automated synchronization. **Note:** Recommended value is once per day. The panel starts to update time as soon as it is enabled and successfully connects to the Time Server; it will continue to update according to the interval selected from that start point.

2.3.2 Time Zones Tab

The NetAXS® panel controls access by using time zones, or time schedules. Inputs, outputs, groups, readers, access levels, and cards through access levels are all configured with time zones by which they will be energized or de-energized, enabled or disabled. For example, you might assign a group of outputs to be energized from 12:00 a.m. to 6:00 a.m. every day. The 12:00 a.m. to 6:00 a.m., Monday through Sunday, time period is called a time zone. The Time Zones tab enables you to create the time zones you will use to configure your NetAXS® system.

Click **Time Zones** to display the Time Zones screen:

Figure 15: *Configuration > Time Management > Time Zones Tab*



Time Management Configuration

Tz	Name	Start Time	End Time	Days of Week	Holidays	Link Tz
1	Default Time Zone (24x7)	12:00 AM	11:59 PM	M T W T F S S	T1, T2, T3	-
2	TimeZone1	7:00 AM	5:00 PM	M T W T F S S	-	-

The Time Zones tab enables you to:

- Create a new time zone.
- Modify a time zone.
- Delete a time zone.

Steps to create a time zone:

1. Enter the name of the new time zone in the **Name** field.
2. Enter a start time and an end time for the time zone.
3. Select the days of the week during which the time zone will be in effect.

4. If the time zone will be linked to another time zone, select the "linked to" time zone's number from the drop down list.

   Caution: We recommend that you read the explanation of time zone linking below (see Linking Time Zones) before you link time zones. An example is provided to help you create the links successfully.

5. Click the **Add Time Zone** button.

Steps to modify a time zone:

1. In the Tz column, click the number of the time zone you want to modify.
2. Change the time zone settings as you desire.
3. Click the **Modify** button to accept the changes.

Steps to delete a time zone:

Caution: Do not delete a time zone that is currently in use.

1. In the Tz column, click the number of the time zone you want to delete.
2. Click the **Delete** button.
3. Click **OK** at the delete prompt.

Linking Time Zones

You assign each Time Zone a specific start time and end time. The maximum time range is from 12:00 a.m. to 11:59 p.m. Note that the time range cannot cross midnight. You can set this time range to be effective for any day of the week, including weekends (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday). These days can also include holidays, which are considered special days that take precedence over a standard day. Also, since Access Levels, Outputs, Inputs, Groups can only be given one Time Zone selection at a time, you can link Time Zones together to create bigger time zones that could not fit into a single Time Zone.

For example, suppose you must create a Cleaning Crew Time Zone. The time zone(s) are to be set up as follows: Monday-Friday 5 p.m.-1 a.m., Saturday and Sunday 8 a.m.-1 p.m., no holidays. This becomes three separate time zones, as follows.

Time Zone #	Time Range
2	Monday-Friday, 5 p.m.-11:59 p.m. (Remember, the time range cannot cross midnight, so 11:59 p.m. is the limit.)
3	Tuesday-Saturday, 12:00 a.m.-1:00 a.m.
4	Saturday-Sunday, 8:00 a.m.-1:00 p.m.

Note: Time Zone 1 is reserved as a default with a time range of 24 hours, seven days a week.

So, we need to add three time zones to the panel. Then, with the Link Time Zone feature, you can link them so that they all work together:

1. Add Time Zone 2 and select Monday, Tuesday, Wednesday, Thursday, and Friday. Enter a start time of 5:00 p.m. and an end time of 11:59 p.m. Leave the Link to Time Zone field blank.
2. Add Time Zone 3 and select Monday, Tuesday, Wednesday, Thursday, and Friday. Enter a start time of 12:00 a.m. and an end time of 1:00 a.m. In the Link to Time Zone field, select Time Zone 2 to link Time Zones 2 and 3 together.
3. Add Time Zone 4 and select Saturday and Sunday. Enter a start time of 8:00 a.m. and an end time of 1:00 p.m. In the Link to Time Zone field, select Time Zone 3 to link Time Zones 2, 3, and 4 together.

Linked in this way, Time Zone 4 tells the NetAXS® system that it is also to use Time Zone 3, and Time Zone 3 tells the system that it is to also use Time Zone 2. Since Time Zone 4 is the "start" of this linked chain, it is the Time Zone that would be operative for the Cleaning Crew Access Level. That is, the doors to which the cleaning crew would have access would be assigned Time Zone 4. And, by assigning them Time Zone 4, they would also have access during Time Zones 3 and 2 — because they are linked.

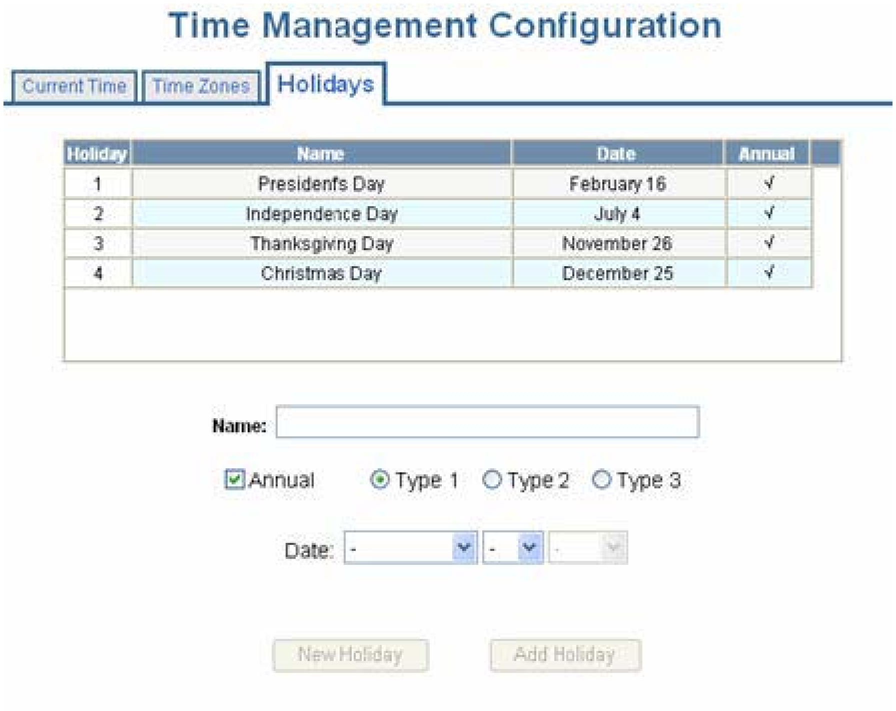
Note that in this example, Time Zone 2 is not linked to Time Zone 4. This is by rule. Time Zone links should start on one end and stop at other. If you link the start of a Time Zone chain to the end, you create a condition called a "circular interlock," which would cause your time zones to not function properly. The panel will send you a warning, should you try to create a circular interlock.

2.3.3 Holidays Tab

Holidays are days when no work is scheduled at the facility. These holidays are used in time zone configuration (see Time Zones Tab, page 28).

Click the **Holidays** tab:

Figure 16: *Configuration > Time Management > Holidays Tab*



Time Management Configuration

Holiday	Name	Date	Annual
1	Presidents Day	February 16	√
2	Independence Day	July 4	√
3	Thanksgiving Day	November 26	√
4	Christmas Day	December 25	√

Name:

☑ Annual ● Type 1 ○ Type 2 ○ Type 3

Date: - - -

The Holidays tab enables you to:

- Create a holiday.
- Modify a holiday.
- Delete a holiday.

Note: Holidays should be considered special days of a week. They are similar, but of higher rank than the standard Monday-Sunday. If a day programmed as a Holiday should occur in the panel, the panel will treat that day as the Holiday type, regardless of the actual day of the week (Monday-Sunday). During this Holiday, only Time Zones that contain that specific Holiday type will work. The Holiday allows users to further customize how the panel works. For example, the user can block access to a building on that day, or grant special access during that day.

Each Holiday added is considered a full day, extending from midnight to midnight. The options available when configuring a holiday are Annual, Type, Date and Year. While Annual is enabled, the date added as a Holiday will be a Holiday every year. This disables the Annual check box and allows a user to select a specific year, so that only during that date and year will the Holiday selection work.

While Annual is selected, the Year box is grayed out. The NetAXS can support three different Holiday Types (Type 1, Type 2, and Type 3), but a user can only select one type per day. Also of note, a single calendar day cannot be set for more than one type of Holiday. For example, the 4th of July could be a Type 1 Holiday, but then Type 2 and 3 would not be able to work on the 4th of July. Holidays or special events that require multiple days will require a Holiday entry for each date that is to be special. For example, Thanksgiving is usually two days, Thursday and Friday. Both of these days would require a separate Holiday date entry and use the same Holiday Type. Beyond that, Type 1, 2, and 3 can be configured any way you wish.

Steps to create a holiday:

1. Enter the name of the new holiday in the **Name** field (up to 25 characters).
2. If the holiday will occur annually, select the **Annual** checkbox.
3. Assign a type to the holiday, either Type 1, Type 2, or Type 3. The type you assign will map to a time zone configuration, and the holiday will be regarded according to the rules of that time zone (see Time Zones Tab, page 28).
4. Select the holiday's month and date from the drop down lists.
5. Click the **Add Holiday** button.

Steps to modify a holiday:

1. In the Holiday column, click the number of the holiday you want to modify.
2. Change the holiday settings as you desire.
3. Click the **Modify** button to accept the changes.

Steps to delete a holiday:

1. In the Holiday column, click the number of the holiday you want to delete.
2. Click the **Delete** button.
3. Click **OK** at the delete prompt.

2.4 Configuring the Doors

Each NetAXS® panel supports four doors. For each door, you must configure the readers, inputs, and outputs.

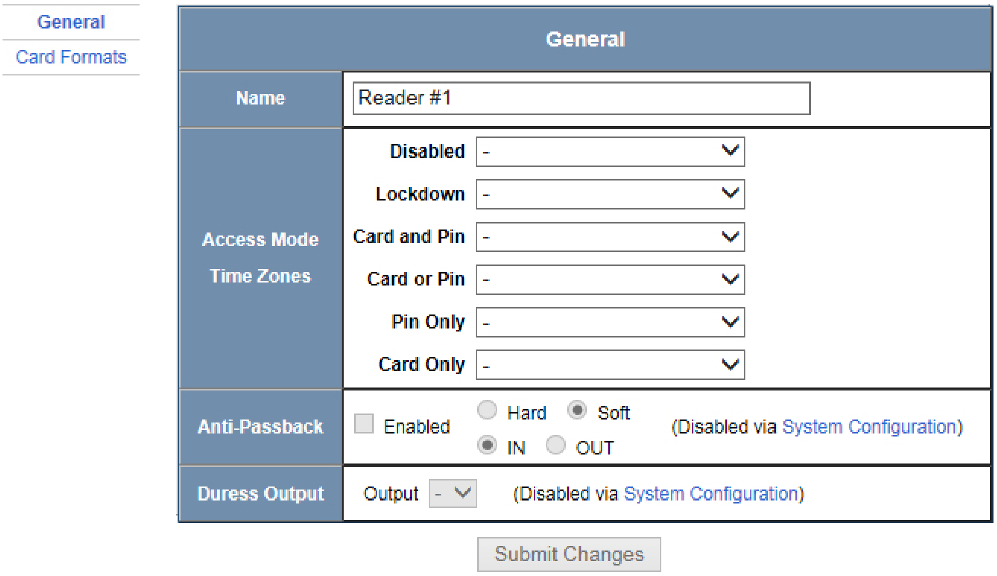
At **Configuration > Doors** in the task menu at the left margin of the NetAXS® screen, click 1 to display the Door Configuration screen for door 1. Follow the same procedures below for doors 2, 3, and 4 for each panel.

2.4.1 Reader Tab

A reader is a device that reads cards and either grants or denies access at the door.

Click the **Reader** tab:

Figure 17: *Configuration > Doors > Reader > General Tab*



General
Card Formats

General	
Name	Reader #1
Access Mode Time Zones	Disabled - Lockdown - Card and Pin - Card or Pin - Pin Only - Card Only -
Anti-Passback	□ Enabled ○ Hard ● Soft ● IN ○ OUT (Disabled via System Configuration)
Duress Output	Output - (Disabled via System Configuration)

Submit Changes

The Reader tab enables you to:

- Define the time zone during which the reader will be disabled. When the reader is disabled, neither exit nor entry by Card and PIN mode or Card or PIN mode is allowed. Also, free egress is not allowed.

Note: Should a conflict arise among the time zones set in the Access Mode Time Zones box on the Reader > General tab, priority is given to the time zone that is highest in the list of time zones displayed on the tab. Therefore, the Disabled time zone has highest priority, and the Card Only time zone has lowest priority.

- Define the time zone during which the reader will be in lockdown mode (see Time Zones Tab, page 28 for details about setting time zones). When the reader is in lockdown mode, entry is prevented but egress is still allowed. Only a VIP card can unlock the door.

- Define the reader's access mode (the combination of card and/or PIN entry required by the reader). Note that the access mode defined here for the door can be overridden by a card assigned with a VIP card type (see Adding New Cards, page 50 for information about assigning a VIP card type).
- Enable the Card Only, PIN Only, Card and PIN, and Card or PIN access modes with either the Supervisor or Escort rule:
  - Supervisor Rule: When the supervisor presents his card during the specified time zone just once, he gains access but does not enable access for non-supervisory personnel.
  - Escort Rule: This rule requires a supervisor escort for a non-supervisor.
- Configure the anti-passback feature. When enabled, the anti-passback feature prevents an entrant to an area from passing his card back to another potential entrant. Note that anti-passback must first be enabled at the **Configuration > System > General** screen (see General Tab, page 13).
- Specify the data format the reader must use to read the card data.
- Reconfigure a selected format's data layout.
- Select a Duress Output; Note that Duress Detect must first be enabled at the **Configuration > System > General** screen (see General Tab, page 13).

Steps:

1. Use the descriptions in Table 5 to configure the General reader settings.

Table 5: *Configuration > Doors > Reader Tab Descriptions*

Setting	Description
Access Mode	Specifies the validation conditions required at the door before access is granted. For each access mode, you must also select a time zone from the drop down list. The time zone is the schedule by which the access mode is effective. **Disabled** — Ignores all card reads (except from a VIP card), allows neither exit nor entry by Card-and-PIN mode or Card-or-PIN mode. Also, free egress is not allowed. **Lockdown** — Ignores all card reads (except from a VIP card), denies door entry but allows egress. **Card and Pin** — Grants access only with both a successful card read and a valid PIN entry at the door's keypad. You can perform the card read and PIN entry in either sequence. **You must make the second entry within 10 seconds of the first entry, in either sequence.** **Card or Pin** — Grants access with either a successful card read or a valid PIN number entry at the door's keypad. **Pin Only** — Grants access with only a valid PIN number entered at the door's keypad. **Card Only** — Grants access with only a successful card read. **Supervisor** — A mode that enables a supervisor to enter without allowing general access. When this mode is enabled, the reader LED changes color four times per second (usually red then green). When the supervisor presents his card during the time zone just once, he gains access but does not enable general access. If the supervisor presents his card again within 10 seconds, he enables general card access and the LED displays a steady red. After the supervisor presents his card twice to allow general card access, he can disable the general card access for the time zone by presenting his card again twice consecutively. The LED resumes rapid flashing between red and green. VIP cards do not need a supervisor card to gain access. **Escort** — A mode that requires a supervisor escort to allow entry by an employee card holder. When this mode is enabled, the reader LED changes color four times per second (usually red then green) and employees must be accompanied by a supervisor to gain entry. When the supervisor presents his card, the LED goes solid red for 10 seconds, pending an employee credential. When the employee credential is swiped within 10 seconds of the supervisor card swipe, the door opens to admit the employee and the LED returns to rapid flashing. If the time expires and there is no employee credential swipe, the LED returns to rapid flashing and the reader returns to escort mode. A supervisor can gain entry by simply swiping the card twice. Unlike Supervisor mode, the Escort mode when active cannot be disabled during its time zone; a supervisor is required for all employee access during Escort mode time zone. VIP cards do not need a supervisor card to gain access.

Table 5: *Configuration > Doors > Reader Tab Descriptions* (continued)

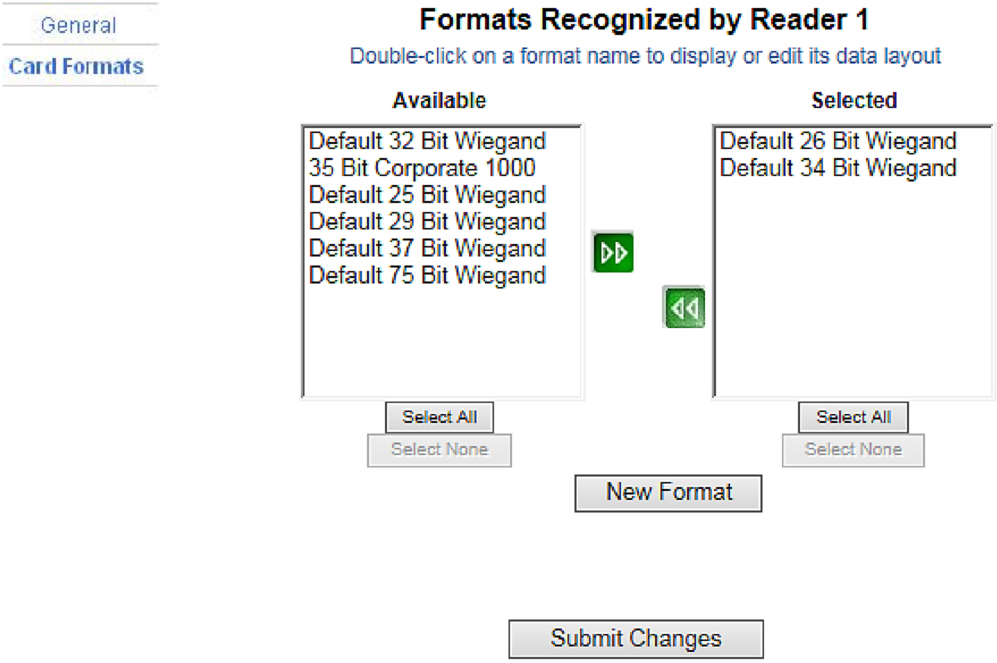
Setting	Description
Anti-Passback	Configures the anti-passback feature. Once configured under **Configuration > System > General** screen (see General Tab, page 13), the user enables the anti-passback feature on the reader, which requires a valid card for entry and exit. The card holder must use the card in the proper IN/OUT sequence — that is, a card swiped at an IN reader must then be swiped at an OUT reader, or vice versa — a card swiped at an OUT reader must then be swiped at an IN reader. If the user's IN/OUT sequence is invalid, then an anti-passback violation event is generated for the type of anti-passback chosen (Hard or Soft) and the card holder is either denied access (Hard) or allowed access (Soft). **Enabled** — Enables the anti-passback feature. **Hard** — Validates IN/OUT status before allowing entry. A second swipe of the card at the same type of reader (IN/OUT) causes a Hard anti-passback violation and the user is denied entry. **Soft** — Validates IN/OUT status before allowing entry. A second swipe of a card at the same type of reader (IN/OUT) causes a Soft anti-passback violation but the user is allowed entry. **Out** — Applies to readers located inside the anti-passback-controlled area. Card holders use these readers when attempting to exit the anti-passback-controlled area. **Note:** With anti-passback, limited use and trace cards do not apply. **In** — Applies to readers located outside the anti-passback-controlled area. Card holders use these readers when attempting to enter the anti-passback-controlled area.
Duress Output	Configures the output that will trip when a card holder enters a "duress PIN" at a keypad/card reader. A duress PIN is the PIN a user enters at a keypad when being forced (for example, during a robbery) to open a door. The card holder enters a PIN that is either one number higher or lower than the correct PIN. This PIN opens the door, but it also triggers the designated duress output and produces an alarm event. For example, if the PIN is 2222, the card holder would enter either 2221 or 2223. Even though the PIN is incorrect, the door will still open normally, but the duress output pulses and an alarm is generated. In this way, the card holder notifies others without detection by the unauthorized person. **Note:** A PIN ending in 0 (for example, 2320) will only trip a duress output when a 1 is used in place of the 0 (for example, 2321). The duress output feature requires the following: • "Duress" must be enabled on the **Configuration > System > General** tab. • A time zone must be selected for "Card and PIN" on the **Configuration > Doors > Reader** tab.

Note: Should a conflict arise among the time zones set in the Access Mode Time Zones box on the Reader > General tab, priority is given to the time zone that is highest in the list of time zones displayed on the tab. Therefore, the Disabled time zone has highest priority, and the Card Only time zone has lowest priority.

Note: The access mode defined here for the door can be overridden by a card assigned with a VIP card type. (See Adding New Cards, page 50 for information about assigning a VIP card type.)

2. Click **Card Formats** at the side of the tab. A card format tells the panel how the card number will be read. The panel supplies the format to the card readers. Then, the card readers can correctly read the card.

Figure 18: *Configuration > Doors > Reader > Card Formats Tab*



Formats Recognized by Reader 1

Double-click on a format name to display or edit its data layout

Available	Selected
Default 32 Bit Wiegand	Default 26 Bit Wiegand
35 Bit Corporate 1000	Default 34 Bit Wiegand
Default 25 Bit Wiegand	
Default 29 Bit Wiegand	
Default 37 Bit Wiegand	
Default 75 Bit Wiegand	

3. Use the descriptions in Table 6 to select card formats.

Table 6: *Configuration > Doors > Reader > Card Format Fields*

Setting	Description
Available (column)	Lists all the formats in the panel. All formats, new ones as well as the eight default formats, are listed under Available. This information allows all readers by default to use all formats to try and decipher card reads. The reader will then use every Available format(s) to decipher incoming card reads. Any cards swiped with formats that do not match the Available format(s) are then reported as an Invalid Format event.
Selected (column)	Lists specific formats selected by the user from the Available list that the reader should use to decipher card reads. As soon as a single format is placed in the Selected column, the reader begins to use only the selected format, ignoring any unselected formats in the Available list. Cards swiped with formats that do not match the Selected format(s) are then reported as an Invalid Format event, even if the format is in the Available list. This selection is on a per reader basis--that is, each reader can have its own selected formats. Selections at one reader do not affect another reader.

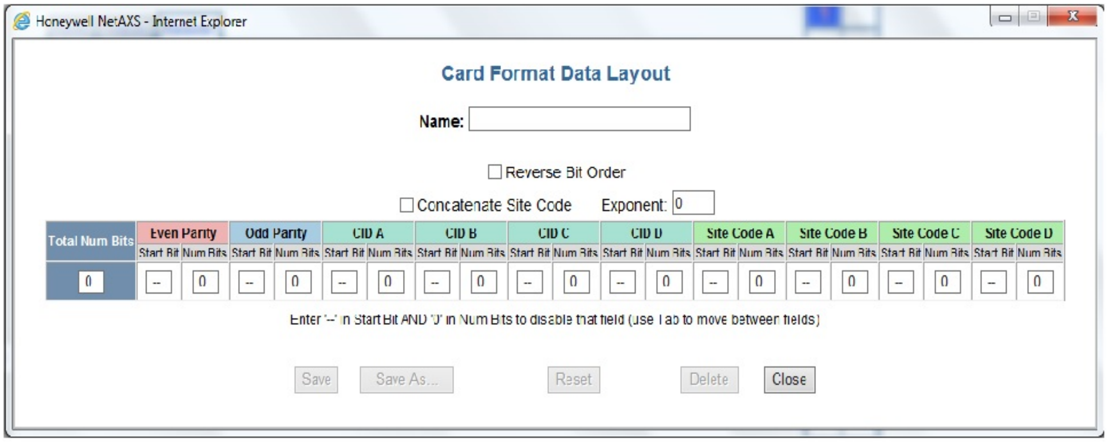
Note: The user should never add in more than one format using the same number of bits. If you need more information, please contact Technical Support.

4. Click to highlight each desired card format listed in the Available box, and click the green right arrow ⏩ button to move the format(s) into the Selected box.

Note: If you select no formats, the reader will function in legacy mode and the reader interprets the panel's formats. If you select a subset of formats for a given reader, the reader will interpret only those formats and ignore formats that are not selected.

5. Click **Submit Changes**.

6. If you want to create a new card format, click the **New Format** button to display an empty Card Format Data Layout screen:



Card Format Data Layout

Name:

□ Reverse Bit Order

□ Concatenate Site Code   Exponent: 0

Total Num Bits	Even Parity		Odd Parity		CID A		CID B		CID C		CID D		Site Code A		Site Code B		Site Code C		Site Code D	
	Start Bit	Num Bits	Start Bit	Num Bits	Start Bit	Num Bits	Start Bit	Num Bits	Start Bit	Num Bits	Start Bit	Num Bits	Start Bit	Num Bits	Start Bit	Num Bits	Start Bit	Num Bits	Start Bit	Num Bits
0	--	0	--	0	--	0	--	0	--	0	--	0	--	0	--	0	--	0	--	0

Enter '--' in Start Bit AND '0' in Num Bits to disable that field (use Tab to move between fields)

7. Use the field descriptions given in Table 7 to define the layout and click **Save**.

Note: To disable a field, enter "--" in the Start Bit box and "0" in the Num Bits box.

***Table 7:** Configuration > Doors > Reader > Card Format Fields*

Setting	Description
Name	Displays the name by which the format will be listed in the Card Formats tab. The name is user-defined.
Reverse Bit Order	Returns the message from the reader in reverse bit order (least significant bit first and most significant bit last).

Table 7: *Configuration > Doors > Reader > Card Format Fields* (continued)

Setting	Description
Concatenated Site Code	When enabled, it is used with the Exponent field to combine the site code and Card ID into a new unique number. Mainly used when a site requires the use of more than 8 different site codes.
Exponent	This option is available only when the Concatenate Site Code box is checked. To generate a card's new ID, use this box to insert the desired number of zeroes to be added to the right-hand side of the Site Code value. Then add the card ID to calculate the card's new ID. For example, a 26-bit card has a site code of 123 and the card ID is 637. When the Concatenate Site Code is enabled with an exponent of 4, 4 zeroes are added to the right-hand side of the site code. The result is a final value of 1230000. This newly modified site code value is then added to the number that the panel has read as the card's ID — that is, 1230000 + 637 = 1230637. The newly combined number becomes the card's new ID value.
Total Num Bits	Lists the total number of bits on the card.
Even Parit	Lists where on the card that even parity is being observed. **Start Bit** – First bit in the card where even parity begins. **Num Bits** – Number of bits to the right of the start bit, including the start bit, to include in the even parity check.
Odd Parity	Lists where on the card that odd parity is being observed. **Start Bit —** first bit in the card where odd parity begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, to include in the odd parity check.
CID A	Lists where on the card the Card ID A is listed. **Start Bit** — first bit in the card where card ID begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, that comprise the card ID. Most formats require only CID A, and not CID B, C, or D.
CID B	Lists where on the card the Card ID B is listed. **Start Bit** — first bit in the card where card ID begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, that comprise the card ID. Most formats require only CID A, and not CID B, C, or D.
Card ID C	Lists where on the card the Card ID C is listed. **Start Bit** — first bit in the card where card ID begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, that comprise the card ID. Most formats require only CID A, and not CID B, C, or D.

Table 7: *Configuration > Doors > Reader > Card Format Fields* (continued)

Setting	Description
Card ID D	Lists where on the card the Card ID D is listed. **Start Bit** — first bit in the card where card ID begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, that comprise the card ID. Most formats require only CID A, and not CID B, C, or D.
Site Code A	Lists where on the card the Site Code A is listed. Consult the card manufacturer for detail on the card detail. **Start Bit** — first bit in the card where the card's Site Code begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, that comprise the Site Code. Most card formats require only Site Code A.
Site Code B	Lists where on the card the Site Code B is listed. Consult the card manufacturer for detail on the card detail. **Start Bit** — first bit in the card where the card's Site Code begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, that comprise the Site Code. Most card formats require only Site Code A.
Site Code C	Lists where on the card the Site Code C is listed. Consult the card manufacturer for detail on the card detail. **Start Bit** — first bit in the card where the card's Site Code begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, that comprise the Site Code. Most card formats require only Site Code A.
Site Code D	Lists where on the card the Site Code D is listed. Consult the card manufacturer for detail on the card detail. **Start Bit** — first bit in the card where the card's Site Code begins. **Num Bits** — Number of bits to the right of the start bit, including the start bit, that comprise the Site Code. Most card formats require only Site Code A.

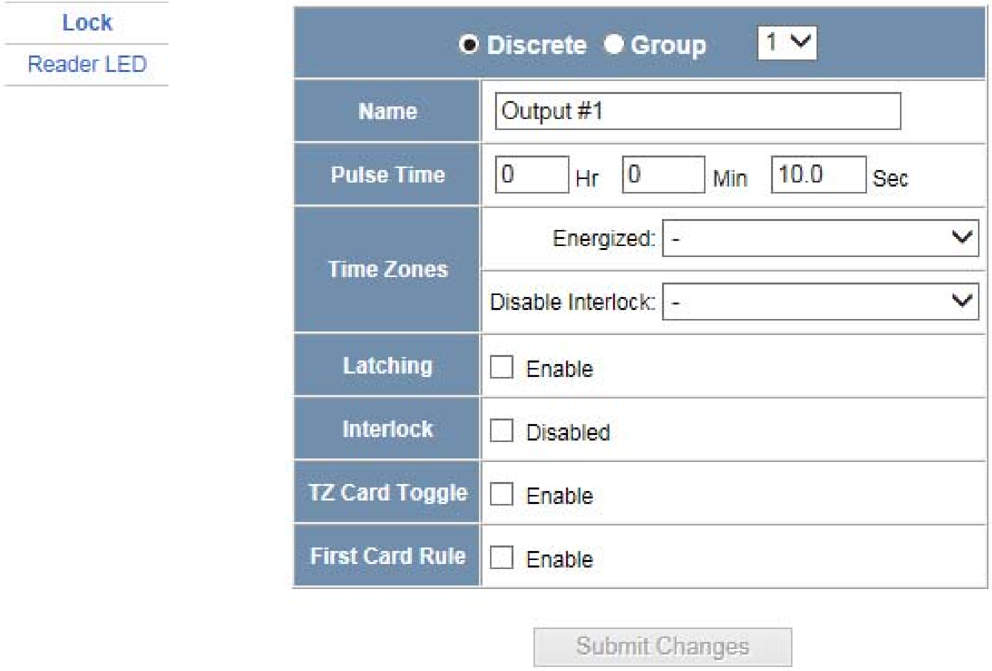
7. If you want to change an existing card format's data layout, double-click the format's name on the list of existing formats to display the Card Format Data Layout screen. Use the descriptions in the table above to edit the layout's fields. Then, click **Update** (to save in the format's current name) or **Save as** (to save with a different format name) to save the edited format. To return to the default settings for the card format, click **Reset**. To delete the card format, click **Delete**.

2.4.2 Outputs Tab

An output, or output relay, is a switch on the panel that either energizes or de-energizes or pulses an output device, such as a door lock or an LED. For example, a successful card read at a reader (input device) causes the output relay switch on the panel board to change the normal state of a door lock (output device), so that the normally locked door strike releases and permits entry. This tab configures the lock and reader LED output relays, either as individual (discrete) outputs or groups of outputs.

Click the **Outputs** tab. The Lock > Discrete tab window appears, enabling you to configure an individual lock output. Select the output number in the dropdown list at the top of the screen. Note that lock and reader LED outputs are associated with each of the four doors on a NetAXS® panel.

Figure 19: *Discrete Lock Output Configuration*

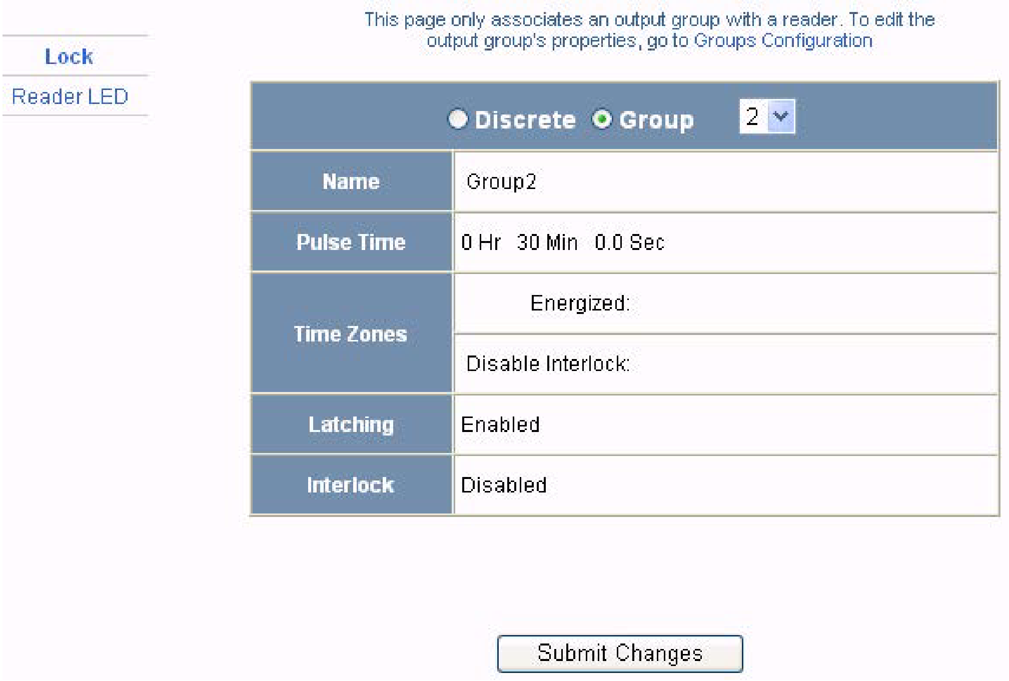


◉ Discrete ○ Group 1

Name	Output #1
Pulse Time	0 Hr 0 Min 10.0 Sec
Time Zones	Energized: -
	Disable Interlock: -
Latching	□ Enable
Interlock	□ Disabled
TZ Card Toggle	□ Enable
First Card Rule	□ Enable

To view a configuration of a group of outputs, click **Group** and select the group number from the dropdown list at the top of the screen. The group configuration appears. Note that you can only view the group configuration from this screen. To edit the Group configuration, click **Configuration > Other I/O & Groups** in the side panel.

Figure 20: *Configuration > Doors > Outputs > Group Tab > Lock*

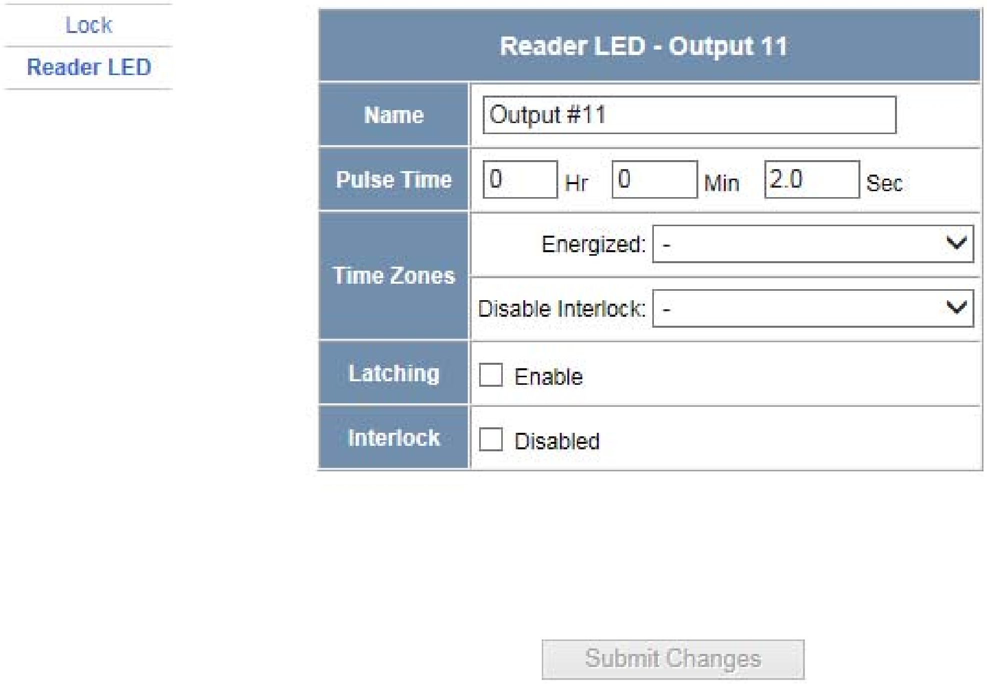


This page only associates an output group with a reader. To edit the output group's properties, go to Groups Configuration

○ Discrete ● Group 2

Name	Group2
Pulse Time	0 Hr 30 Min 0.0 Sec
Time Zones	Energized: Disable Interlock:
Latching	Enabled
Interlock	Disabled

The LED Reader dialog box enables you to configure the Reader LED:



Reader LED - Output 11

Name	Output #11
Pulse Time	0 Hr 0 Min 2.0 Sec
Time Zones	Energized: -
	Disable Interlock: -
Latching	□ Enable
Interlock	□ Disabled

The Outputs tab enables you to:

- Configure the following for each of the door's output locks and reader LEDs:
  - Name
  - Pulse time
  - Time zones
  - Latching
  - Interlock
  - Time zone card toggle
  - First card rule

Steps: Use the descriptions in Table 8 to configure each individual lock or Reader LED:

Table 8: *Configuration > Doors > Output Tab Field Descriptions*

Setting	Description
Name	Enter a unique name to identify the device.
Pulse Time	Specifies the duration for which the device will assume abnormal status. For example, it specifies how long a horn will sound or a door strike will remain released. The maximum number of hours is 1. When the hour field is blank, the maximum number of minutes is 59. When 1 is entered in the hour field, the maximum number of minutes is 45 and the maximum number of seconds is 59.9. The sum of all three units comprises the pulse time. Note that you can express seconds in tenths of a second.
Time Zones	Specifies two schedules: • **Energized** — sets the period during which the output switches are automatically energized. • **Disable Interlock** — sets the period during which the interlock, a programmed interaction between selected inputs, outputs and groups will be disabled. During the selected Time Zone this point ignores all interlock actions to it, effectively disabling it from being a Reacting Component during the Time Zone. Outside of the Time Zone the point will react to interlocks as expected.
Latching	When selected, this toggles a relay with either a valid card, interlock, or manual pulse.
Interlock	Enables you to disable the interlock, or programmed interaction between two points. When enabled, this point ignores all interlock actions to it, effectively disabling it from being a Reacting Component.
TZ Card Toggle	Requires, like the First Card Rule, a valid card read within the time zone to enable the time zone (period in which doors are unlocked) to take effect. Unlike the First Card Rule, however, the user can swipe the card a second time to return the doors to a locked state. Note that both TZ Card Toggle and First Card Rule cannot be enabled at the same time.
First Card Rule	Requires a valid card read within the time zone to enable the time zone (period in which doors are unlocked) can take effect. Note that both TZ Card Toggle and First Card Rule cannot be enabled at the same time.

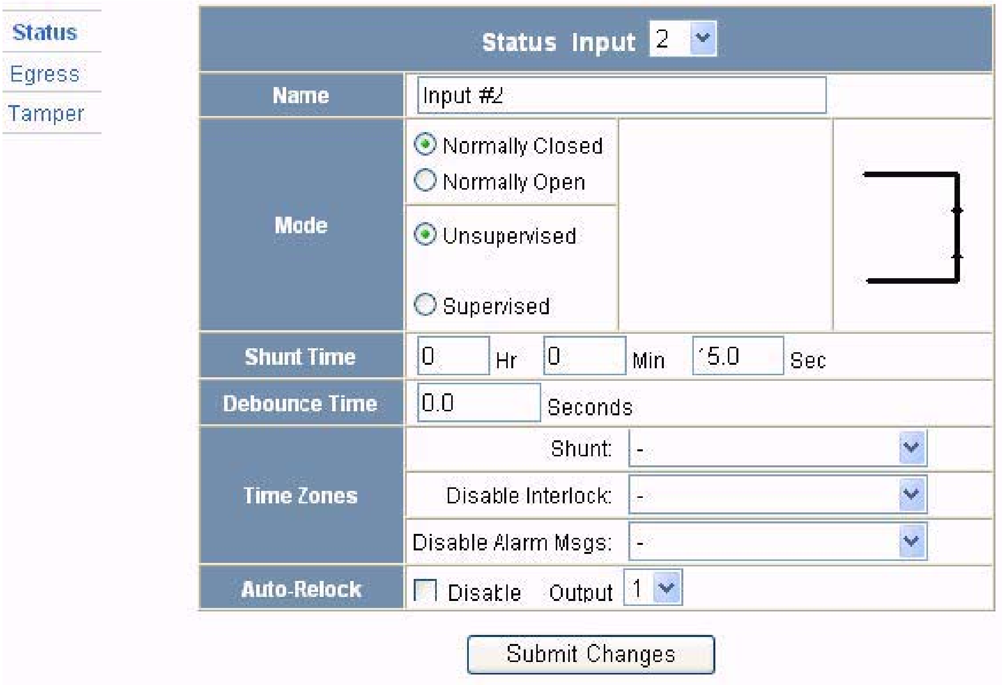
2.4.3 Inputs Tab

Three inputs are associated with each of the four doors on a NetAXS® panel:

- Status — Provides the following door status information.
- Egress — Allows the door to open or close normally without generating an alarm.
- Tamper — Reports abnormal handling of the reader device or wiring.

Click to display the **Inputs** tab:

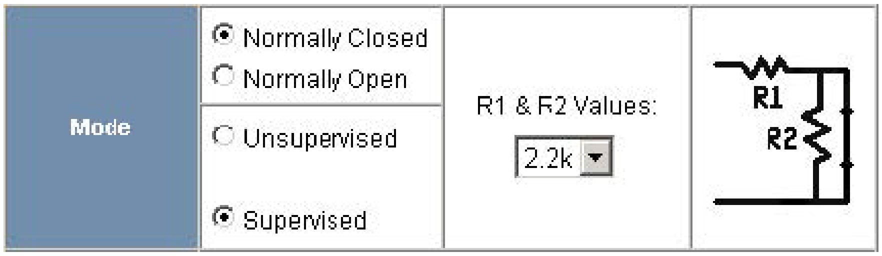
Figure 21: *Configuration > Doors > Inputs Tab*



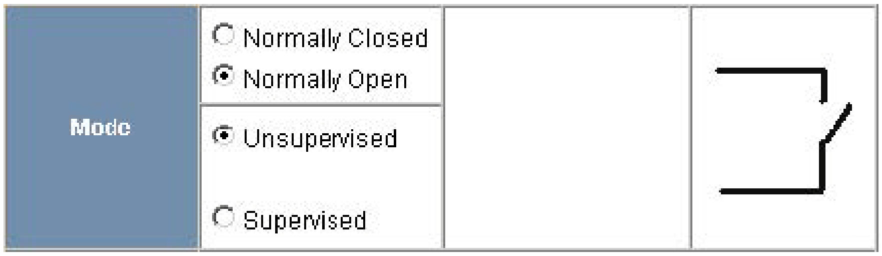
Status
Egress
Tamper

Status Input 2		
Name	Input #2	
Mode	● Normally Closed ○ Normally Open ● Unsupervised ○ Supervised	
Shunt Time	0 Hr 0 Min 15.0 Sec	
Debounce Time	0.0 Seconds	
Time Zones	Shunt:	-
	Disable Interlock:	-
	Disable Alarm Msgs:	-
Auto-Relock	□ Disable Output 1	

Note that there are four possible Mode configurations. Shown in the screen above is the Normally Closed/Unsupervised Mode. The following screens show the remaining modes:



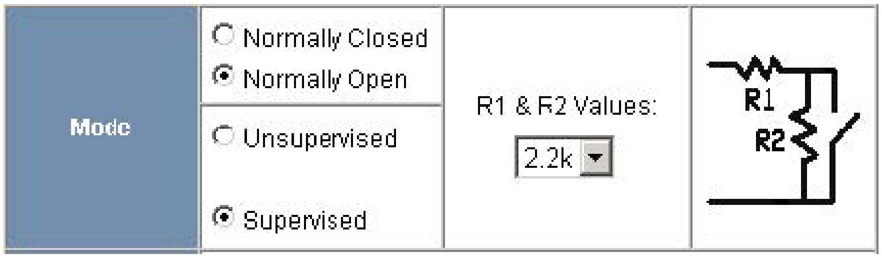
Mode	● Normally Closed ○ Normally Open ○ Unsupervised ● Supervised	R1 & R2 Values: 2.2k



Mode

○ Normally Closed
● Normally Open

● Unsupervised
○ Supervised



Mode

○ Normally Closed
● Normally Open

○ Unsupervised
● Supervised

R1 & R2 Values: 2.2k

The Inputs tab enables you to:

- Define the Status, Egress, and Tamper inputs' access modes.
- Specify the Status, Egress, and Tamper shunt time, or the period of time the door's normal state will be ignored.
- Specify the Status, Egress, and Tamper debounce time, or the period of time the input must remain in its new state before it is recognized as being in the new state.
- Specify the time zones for the Status, Egress, and Tamper inputs.
- Enable or disable Auto-Relock for the Status inputs.

Steps: Use the descriptions in Table 9 to configure the Status, Egress, and Tamper inputs, then click **Submit Changes**:

***Table 9:** Configuration > Doors > Inputs Tab Field Descriptions*

Setting	Description
Mode Name	**Normally Closed** — Specifies that the input's normal state is closed (default). **Normally Open** — Specifies that the input's normal state is open. **Unsupervised** — Specifies that the input's electrical circuit is wired in one path without alternative paths supervised by resistors (default). **Supervised** — Specifies that the input's electrical circuit is wired with alternative paths supervised by resistors. **R1 & R2 Values** — Specifies the resistor values being used in the supervised modes. The drop-down menu lists the following values: 1K ohms, 2.2K ohms, 4.7K ohms, or 10K ohms. The default is 2.2K.
Shunt Time	Specifies the amount of time for which the inputs will be shunted, or de-activated. The maximum number of hours is 1. When the hour field is blank, the maximum number of minutes is 59. When 1 is entered in the hour field, the maximum number of minutes is 45 and the maximum number of seconds is 59. The sum of all three units comprises the shunt time. Note that you can express seconds in tenths of a second.
Debounce Time	Specifies the period of time the input must remain in a new state before generating an alarm. For example, with a 5-second debounce time selected, if a Normal state is changed to Alarm, the state must remain in Alarm for five consecutive seconds before an alarm is generated. The allowable range for debounce time is 0 to 6553.5 seconds.
Time Zones	**Shunt** — Specifies the time period during which the input will be ignored. **Disable Interlock** — Specifies the time period during which the programmed action on this input from another point will be disabled. **Disable Alarm Msgs** — Specifies the time period during which Alarm and Normal will not be reported, but Short and Cut will be reported.
Auto-Relock	Causes the door to re-lock immediately when the door status switch closes after entry. The output relay that controls the door strike de-energizes when the associated input returns to normal state instead of remaining energized for the duration of the pulse time. To enable Auto-Relock, de-select the **Disable** checkbox, and select the associated output from the drop down list.

2.5 Configuring Access Levels

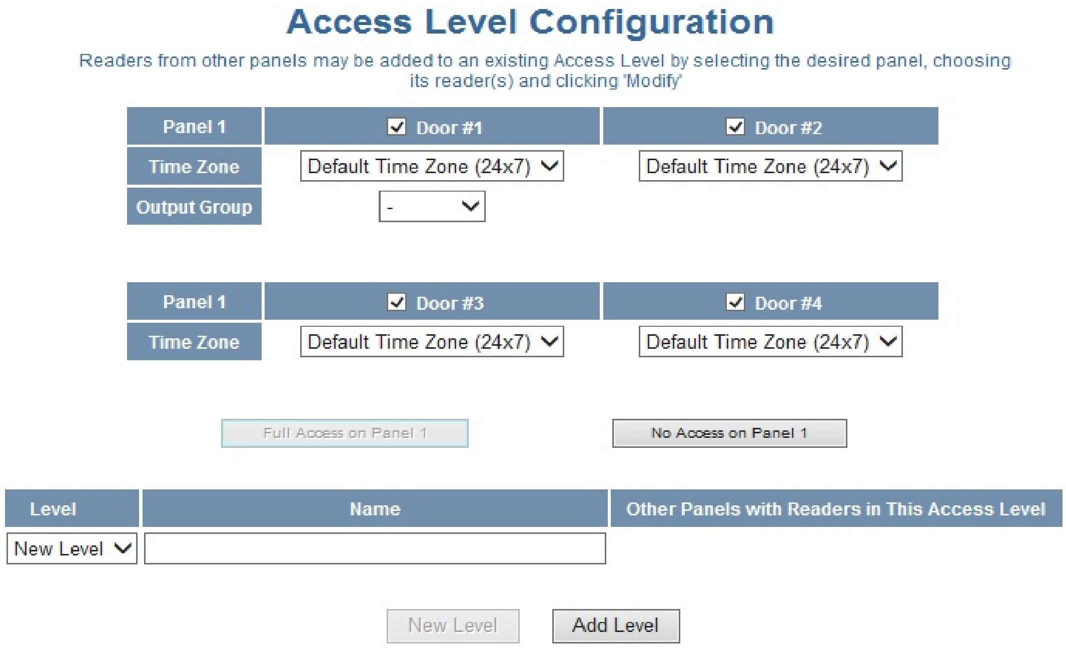
Every card is assigned an access level. The access level specifies the time zone, or time schedule, during which the card holder can be granted access at a specific door. For example, an access level embedded in an employee's card might allow the employee to enter the facility only through door 2 from 6:00 a.m. to 6:00 p.m., Monday through Friday.

This section explains how to create the access levels that subsequently can be assigned to cards.

Note: Since an access level is defined by door and time zone configurations, you must configure the door (see Configuring the Doors, page 33) and the time zone (see Configuring Time Management, page 26) before configuring an access level.

Click **Access Levels** to display the Access Level Configuration screen:

Figure 22: *Configuration > Access Levels*



Access Level Configuration

Readers from other panels may be added to an existing Access Level by selecting the desired panel, choosing its reader(s) and clicking 'Modify'

Panel 1	☑ Door #1	☑ Door #2
Time Zone	Default Time Zone (24x7)	Default Time Zone (24x7)
Output Group	-	

Panel 1	☑ Door #3	☑ Door #4
Time Zone	Default Time Zone (24x7)	Default Time Zone (24x7)

Level	Name	Other Panels with Readers in This Access Level
New Level		

The group drop-down is available if groups are added to panel or not. However, the drop down is not populated until group(s) is added. For more details on groups see Configuring Other I/O & Groups Tab, page 55.

Note: Output Groups are only selectable on Door 1.

The Access Levels screen enables you to:

- Create an access level.
- Modify an access level.
- Delete an access level.
- Set a Time Zone for each door.

Steps to create an access level:

1. Select the door(s). The access level will allow access only at the door(s) you select here.
2. Enter the name of the access level in the **Name** field. This should be a unique name that identifies the general user group.
3. Select the time zone you want from the drop down list in the **Time Zone** field. The access level will allow access to the card holder only during this time zone.
4. Click the **Add Level** button.

Steps to assign a Time Zone to a door:

1. Select the checkbox next to the door you desire. The Time Zone field appears.
2. From the Time Zone dropdown list, select the Time Zone you want to assign to the door. Note that a Time Zone must be configured in **Configuration > Time Management** before it appears in the dropdown list.

Steps to modify an access level:

1. From the drop down list in the Level field, select the number of the access level you want to modify.
2. Make the desired modifications.
3. Click the **Modify** button.

Steps to delete an access level:

1. Select the number of the access level you want to delete from the drop down list in the **Level** field.
2. Click the **Delete** button.
3. Click **OK** at the prompt to delete the access level.

⚠ Note that when you create an access level for a panel in a loop configuration, you must manually configure this access level at each panel in the loop. For example, suppose you have three panels in a loop, and you add a Master Access level to panel 1 and you configure readers 1-4 on panel 1 with this access level. When you save the access level configuration at panel 1, the access level is automatically copied to panels 2 and 3. However, the readers at panels 2 and 3 are not yet configured. So you still must go to panels 2 and 3 to assign the access level to the readers at these panels. To do this, navigate back to the Select Panel on the NetAXS® main screen, select the next panel in the loop, and configure that panel's doors according to the instructions in this section.

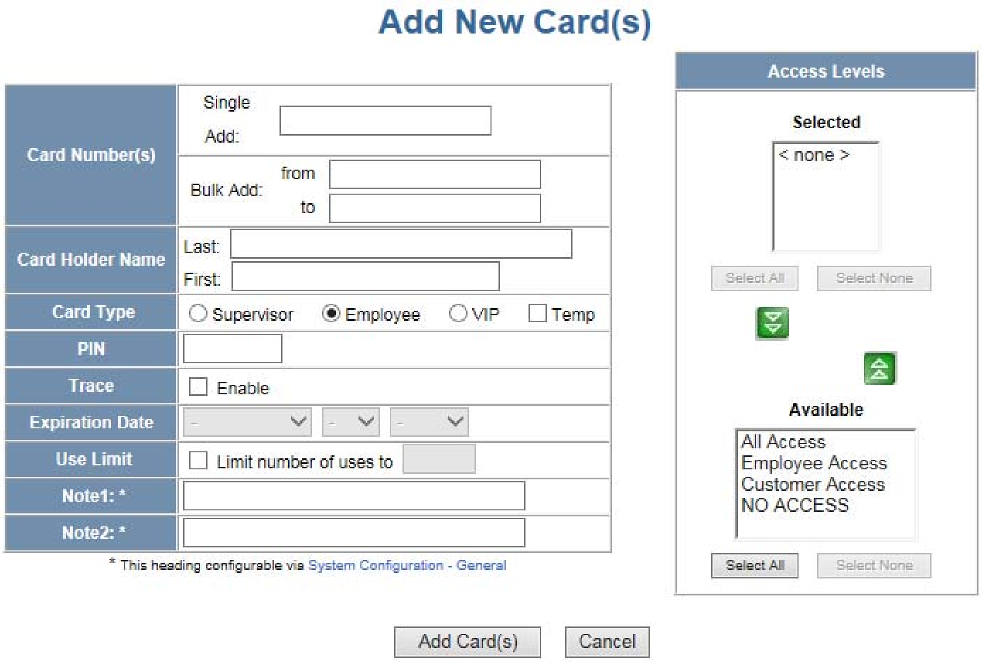
2.6 Maintaining Cards

A card is encoded with a unique number and the card holder's rights to access NetAXS® system resources. For example, in addition to its unique number, a card would allow the card holder to be granted access to certain doors during a certain time of day.

2.6.1 Adding New Cards

Click **Cards > Add Card(s)** to display the Add New Card(s) screen:

Figure 23: *Cards > Add Cards*



Add New Card(s)

Card Number(s)	Single Add: Bulk Add: from / to
Card Holder Name	Last: First:
Card Type	○ Supervisor ● Employee ○ VIP □ Temp
PIN	
Trace	□ Enable
Expiration Date	- - -
Use Limit	□ Limit number of uses to
Note1: *	
Note2: *	

* This heading configurable via System Configuration - General

Access Levels

Selected: < none >

Available: All Access, Employee Access, Customer Access, NO ACCESS

The Add New Card(s) screen enables you to:

- Create cards encoded with the following information:
  - Card number(s)
  - Card holder name (first and last names)
  - Card type
  - Personal Identification Number (PIN)
  - Trace capability
  - Expiration date
  - Use limits
  - Card holder note 1
  - Card holder note 2
  - Access levels

Steps: Use the field descriptions in Table 10 to complete the card fields and click **Add Card(s):**

Table 10:*Cards > Add Cards Field Descriptions*

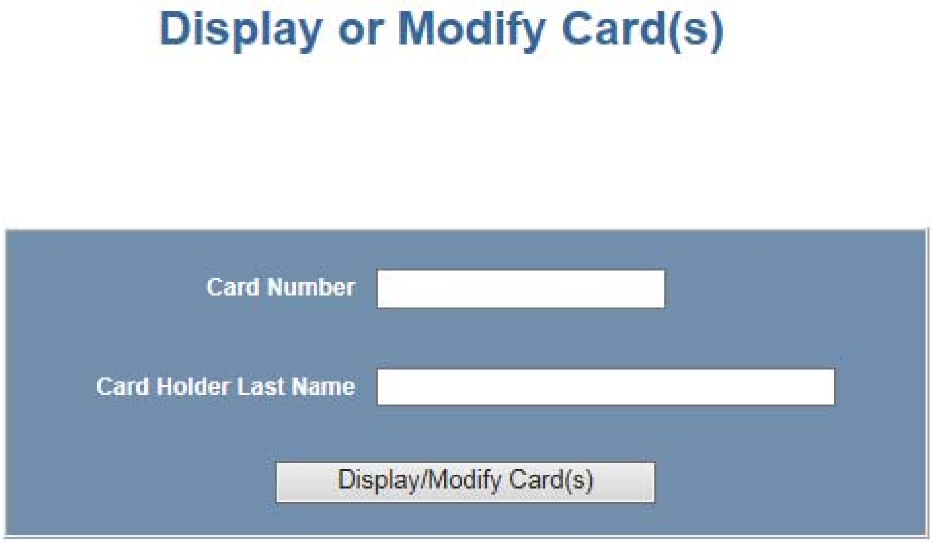
Field	Description
Card Number(s)	Specifies the unique number by which the card holder will be identified. A card number is required. Up to a 20-digit card number can be entered (64-bit) with a maximum value of 18446744073709551615.
Card Holder Name	Identifies the card holder. A card holder first and last name is required. Each name can have up to 15 characters for the first name and 20 characters for the last name.
Card Type	Specifies whether the card holder is a Supervisor, Employee, or a VIP. A temporary (Temp) flag can be set for each type of card holder. When the Temp flag is enabled, the expiration date becomes an active field. Note that the Temp box is active when the panel is configured for visitor cards in **Configuration > System > General** (see General Tab, page 13). A card type is required. Once a VIP card is added to the database it can gain access to any door regardless of the access level. VIP card can also bypass Displays, Anti-Passback, Disabled Reader Mode, Duress, Limited Use, Lockdown Reader Mode, Site Code, and Temporary Use.
PIN	Specifies the Personal Identification Number (PIN) for the card holder. A PIN is optional; however, if the door reader is configured to require PIN identification (see Reader Tab, page 33), then you must create a PIN for the card holder here. The PIN number has a maximum of six digits. Preceding zeros are allowed in a PIN number.
Trace	Sends an alarm message to the alarm monitor whenever a card with trace enabled is presented at a reader. This feature provides a trace of the cardholder's path through the facility.
Expiration Date	Specifies the date that a temporary card is de-activated.
Use Limits	Specifies the number of times a card may be read at a card reader to which it has valid access. Specify the number-of-uses limit as the number of times access may be granted. A maximum of 255 uses is allowed.
Note 1	Provides a user-defined field. See Configuring the System, page 10 for information about how this field is defined for the Add New Card template.
Note 2	Provides a user-defined field. See Configuring the System, page 10 for information about how this field is defined for the Add New Card template.
Access Levels	Specifies the time zone or time schedule during which the card holder can be granted access at a specific reader. A card may support more than one access level. Should two or more access levels have overlapping times on a card; the card will reflect a combination of the selected access levels. For example, Card 12345 is given Access Levels 1 and 2. Access Level 1 is Monday to Friday 9 a.m.-5 p.m. and Access Level 2 is Monday to Saturday 3 p.m.-11 p.m. When these times are combined, card 12345 provides access Monday to Friday 9 a.m.-11 p.m. and Saturday 3 p.m.-11 p.m.

2.6.2 Displaying and Modifying Cards

Use this function to display specified cards and modify them.

Click **Cards > Card Data** to display the search screen with which you can find and display specified cards.

Figure 24: *Cards > Card Data*



Display or Modify Card(s)

Card Number

Card Holder Last Name

The Display or Modify Card(s) screen enables you to:

- Display cards by searching on any of the following keys:
  - Card number
  - Card holder's last name
- Modify the displayed card(s)

Steps:

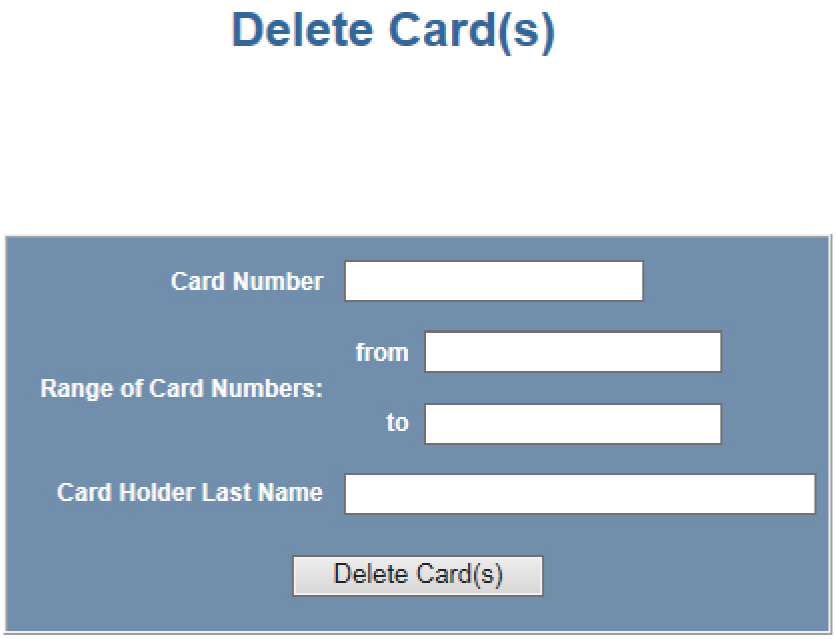
1. Enter a value for either of the search keys (card number or cardholder last name).
2. Click the **Display/Modify Card(s)** button. The cards specified in step 1 appear.
3. Use the field descriptions given in Table 9 on page 51 to complete the card fields and click **Submit Modification(s).**

Note: If no card is specified, the screen displays a list of all cards in the system.

2.6.3 Deleting Cards

Click **Cards > Delete Card(s)** to display the Delete Cards screen:

Figure 25: *Cards > Delete Cards*



The Delete Card(s) screen enables you to:

- Delete cards retrieved by any of the following keys:
  - Card number
  - Range of card numbers
  - Card holder's last name

Steps:

1. Enter a value for any of the search keys (card number, card number range, or cardholder name).
2. Click **Delete Card(s)** to delete all cards matching the search keys you entered.
3. Click **OK** at the prompt to delete the card.

2.6.4 Displaying Reports

Use this function to display a report of all cards and card data. You can display the cards either by the cardholder's last name or by the card number.

Click **Cards > Reports** to display the Card Reports screen.

The Card Reports screen enables you to:

- View card records by the cardholder's last name.
- View card records by the cards' numbers.

Steps:

1. Click the By Name tab to display the card records by the cardholders' last names.
2. Click the By Number tab to display the card records by the cards' numbers.

Note: The card report shows only the leftmost side of the display. This screen is very wide, so use the scroll bar across the bottom to access the remaining columns on the right.

3. Use the descriptions given in Table 11 to read the card records (see Adding New Cards, page 50 for more information about card data):

Table 11: *Cards > Reports Field Descriptions*

Field	Description
Card Number	Shows the card number.
Last	Shows the cardholder's last name.
First	Shows the cardholder's first name.
PIN	Shows the Personal Identification Number (PIN) for the card holder. The PIN number has a maximum of six digits.
Access Level	Shows the access level(s) configured for the cardholder. An access level specifies the time zone, or time schedule, during which the card holder can be granted access at a specific door. See Configuring Access Levels, page 48 for more information about access levels. To determine an access level's defined hours, click **Configuration > Access Levels** to display the Access Level Configuration screen.
Type	Shows the card type. The card type specifies whether the card holder is configured as a supervisor (Supervisor), employee (Employee), a VIP (VIP).

***Table 11:** Cards > Reports Field Descriptions* (continued)

Field	Description
Temp	Indicates (with a check mark) that the card is a temporary card.
Activation Date	Shows the date the card was activated.
Expiration Date	Shows the date the card expires.
Use Limit	Indicates the number of times the card will be granted access.
APB State	Indicates whether or not anti-passback is enabled on the card.
Note 1	Displays informational text that may have been entered in the Note 1 field.
Note 2	Displays informational text that may have been entered in the Note 2 field.

2.7 Configuring Other I/O & Groups Tab

The NetAXS® panel provides up to 14 inputs and eight outputs. Two of the inputs and four of the outputs are "other" inputs and outputs, because you can use them for other than door lock/unlock functions. This section explains how to configure these other inputs, outputs, and groups (for pulse and time zone).

2.7.1 Inputs Tab

This tab enables you to configure other input devices on inputs 13 and 14 on Terminal Block 8, and on the inputs on downstream NX4IN boards daisy-chained to Terminal Block 10. The downstream inputs are numbered 25-96.

Note: The NetAXS® panel supports two downstream board types:

- NX4IN — Provides 32 inputs and no outputs.
- NX4OUT — Provides two inputs and 16 outputs.

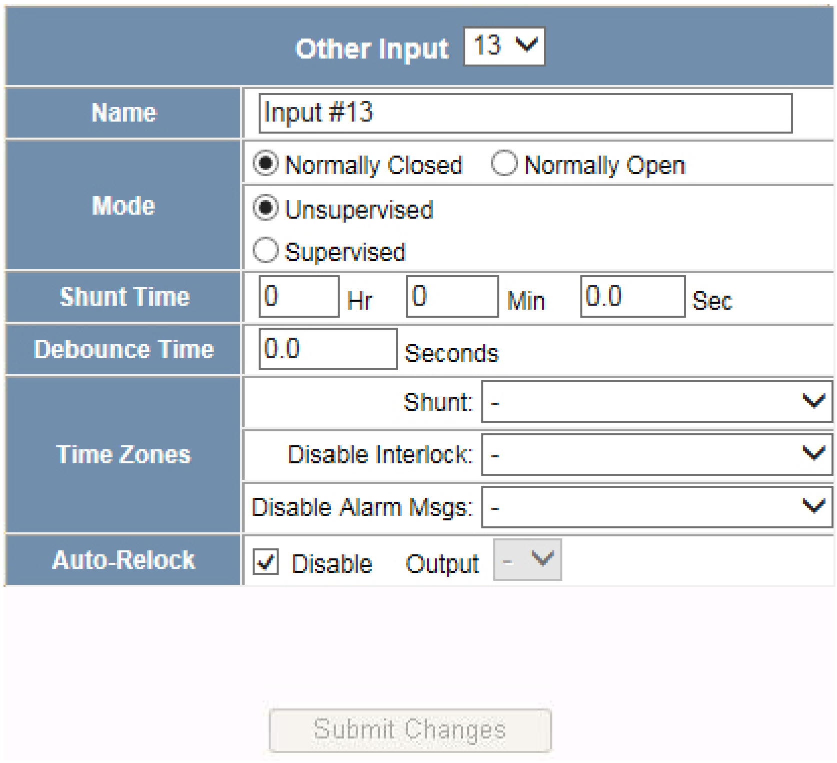
A NetAXS® panel supports a maximum of six daisy-chained downstream boards — two NX4IN boards and four NX4OUT. An NX4IN module has 32 supervised, four-state inputs that are limited to 2.2K ohms resistance. The NX4OUT has two supervised inputs and 16 SPDT relay outputs; each input is limited to 2.2K ohms resistance. Each board is configured with a unique address in the **Configuration > System > Downstream Devices** tab (see Downstream Devices Tab, page 25).

On panels with internal power supply, the Power Fail input generates an alarm when primary power is lost as indicated by the power supply. The Panel Tamper input generates an alarm when the NetAXS® cabinet has been forced open. The Downstream inputs are available for general use.

Note: You can also configure the Power Fail and the Panel Tamper inputs for general use, if you choose not to wire them for power and tamper detection.

Click **Inputs** to display the Inputs screen:

Figure 26: *Configure > Other I/O & Groups > Inputs Tab*



Other Input 13	
Name	Input #13
Mode	● Normally Closed ○ Normally Open ● Unsupervised ○ Supervised
Shunt Time	0 Hr 0 Min 0.0 Sec
Debounce Time	0.0 Seconds
Time Zones	Shunt: - Disable Interlock: - Disable Alarm Msgs: -
Auto-Relock	☑ Disable Output -

The Input tab enables you to:

- Configure the mode, debounce time, and time zones for another input (input 13 and input 14).
- Configure the mode, shunt time, debounce time, time zones, and auto-relock for the downstream inputs provided by downstream input/output boards (NX4IN or NX4OUT).

Steps: Use the descriptions in Table 12 to configure other panel inputs and downstream inputs:

Table 12: *Configuration > Other I/O & Groups > Inputs Tab Field Descriptions*

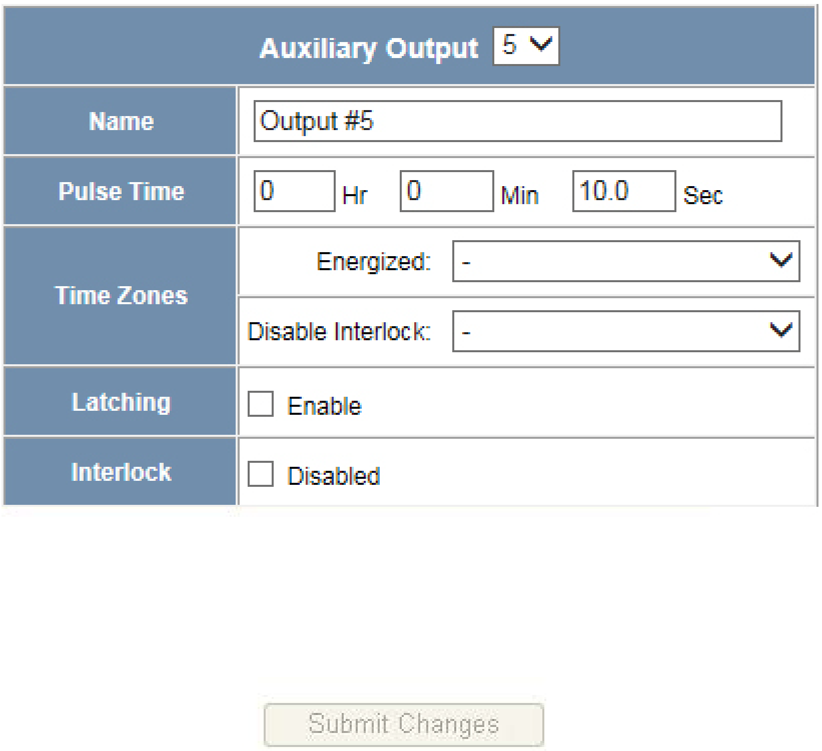
Setting	Description
Name	Enter a unique name to identify the device up to 25 characters.
Mode	**Normally Closed** — Specifies that the input's normal state is closed. **Normally Open** — Specifies that the input's normal state is open. **Unsupervised** — Specifies that the input's electrical circuit is wired in one path without alternative paths supervised by resistors. **Supervised** — Specifies that the input's electrical circuit is wired with alternative paths supervised by resistors.
Shunt Time	Specifies the amount of time for which the inputs will be shunted, or de-activated. The maximum number of hours is 1. When the hour field is blank, the maximum number of minutes is 59. When 1 is entered in the hour field, the maximum number of minutes is 45. The sum of all three units comprises the shunt time. Note that you can express seconds in tenths of a second.
Debounce Time	Specifies the period of time the input must remain in a new state before generating an alarm. For example, if a Normal state is changed to Alarm and the Debounce time is set to 5.0, the state must remain in Alarm for five seconds before an alarm is generated.
Time Zones	**Shunt** — Specifies the time period during which the input will be ignored. **Disable Interlock** — Specifies the time period during which the programmed action on this input from another point will be disabled. During the selected Time Zone, this point ignores all interlock actions to it, effectively disabling it from being a Reacting Component during the Time Zone. Outside of the Time Zone the point will react to interlocks as expected. **Disable Alarm Msgs** — Specifies the time period during which "Alarm" and "Normal" will not be reported, but "Short" and "Cut" will be reported.
Auto-Relock	Causes the door to re-lock immediately when the door status switch closes after entry. The output relay that controls the door strike de-energizes when the associated input returns to normal state instead of remaining energized for the duration of the pulse time. To enable Auto-Relock, de-select the **Disable** checkbox, and select the associated output from the drop down list.

2.7.2 Outputs Tab

This tab enables you to configure the four NetAXS® auxiliary outputs (outputs 5-8) that are physically located on the panel board, and the outputs on downstream NX4OUT boards daisy-chained to Terminal Block 10. A NetAXS® panel supports a maximum of four NX4OUT boards, and each board provides two inputs and 16 outputs. The downstream outputs are numbered 17-80.

Click **Outputs** to display the Auxiliary Output screen for the on-board outputs:

Figure 27: *Configure > Other I/O & Groups > Outputs Tab*



Auxiliary Output 5

Name	Output #5
Pulse Time	0 Hr 0 Min 10.0 Sec
Time Zones	Energized: -
	Disable Interlock: -
Latching	□ Enable
Interlock	□ Disabled

The Outputs tab enables you to:

- Configure the following for each of the auxiliary outputs — on board the panel as well as downstream:
  - Name
  - Pulse Time
  - Time Zones
  - Latching
  - Interlock

Steps: Use the descriptions in Table 13 to configure each output device:

Table 13: *Configuration > Other I/O & Groups > Outputs Tab > Fields*

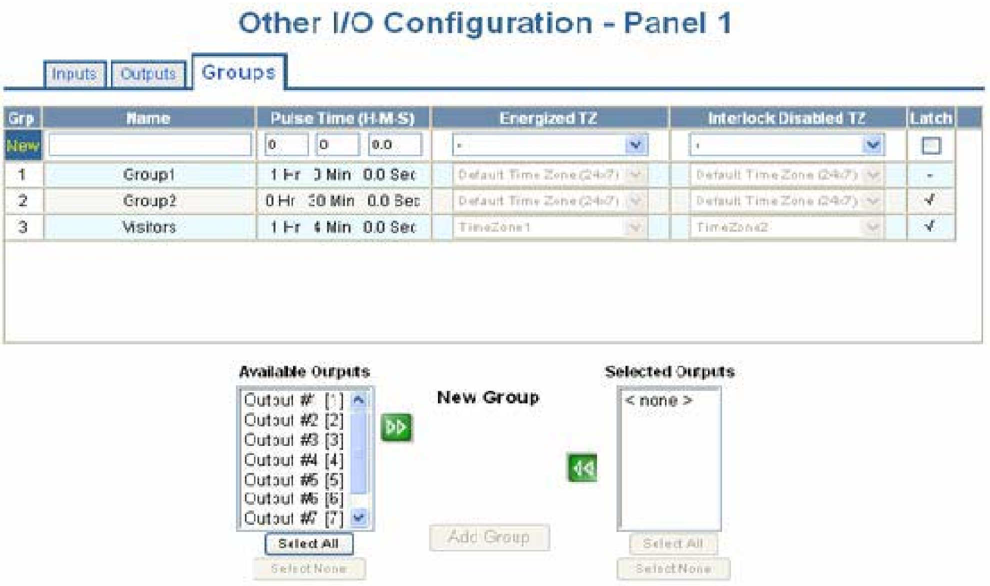
Setting	Description
Name	Enter a unique name to identify the device up to 25 characters in length.
Pulse Time	Specifies the duration for which the device will assume abnormal status. For example, it specifies how long a horn will sound or a door strike will remain released. The maximum number of hours is 1. When the hour field is blank, the maximum number of minutes is 59. When 1 is entered in the hour field, the maximum number of minutes is 45. The sum of all three units comprises the pulse time. Note that you can express seconds in tenths of a second.
Time Zones	Specifies two schedules: • **Energized** — sets the period during which the output is automatically energized. • **Disable Interlock** — sets the period during which the interlock, a programmed interaction between selected inputs and outputs, will be disabled. During the selected Time Zone this point ignores all interlock actions to it, effectively disabling it from being a Reacting Component during the Time Zone. Outside of the Time Zone the point will react to interlocks as expected.
Latching	Toggles the state of the outputs between energized and de-energized status upon every activation (code use, interlock, or manual pulse).
Interlock	Enables you to disable the interlock, or programmed interaction between two points.

2.7.3 Groups Tab

This tab enables you to configure outputs in groups. For example, you might want a group of horns in your facility to sound for the same duration or to be enabled or disabled according to the same schedule, or time zone. You might want a group of doors to be energized or de-energized during the same time zone. A NetAXS® web server supports up to 64 output groups.

Click **Groups** to display the Groups screen:

Figure 28: *Configure > Other I/O & Groups > Groups Tab*



Other I/O Configuration - Panel 1

Grp	Name	Pulse Time (H-M-S)	Energized TZ	Interlock Disabled TZ	Latch
New		0 0 0.0	-	-	□
1	Group1	1 Hr 0 Min 0.0 Sec	Default Time Zone (24x7)	Default Time Zone (24x7)	-
2	Group2	0 Hr 30 Min 0.0 Sec	Default Time Zone (24x7)	Default Time Zone (24x7)	✓
3	Visitors	1 Hr 4 Min 0.0 Sec	TimeZone1	TimeZone2	✓

Available Outputs

Output #1 [1]
Output #2 [2]
Output #3 [3]
Output #4 [4]
Output #5 [5]
Output #6 [6]
Output #7 [7]

New Group

Selected Outputs

< none >

The Groups tab enables you to:

- Associate any of the panel's eight output relays in one or more groups.
- Configure the following for each group:
  - Pulse Time
  - Energized TZ (Time Zone)
  - Interlock Disabled TZ (Time Zone)
  - Latch

Steps: Use the descriptions in Table 14 to configure each group:

Table 14: *Configuration > Other I/O & Groups > Groups Tab Field Descriptions*

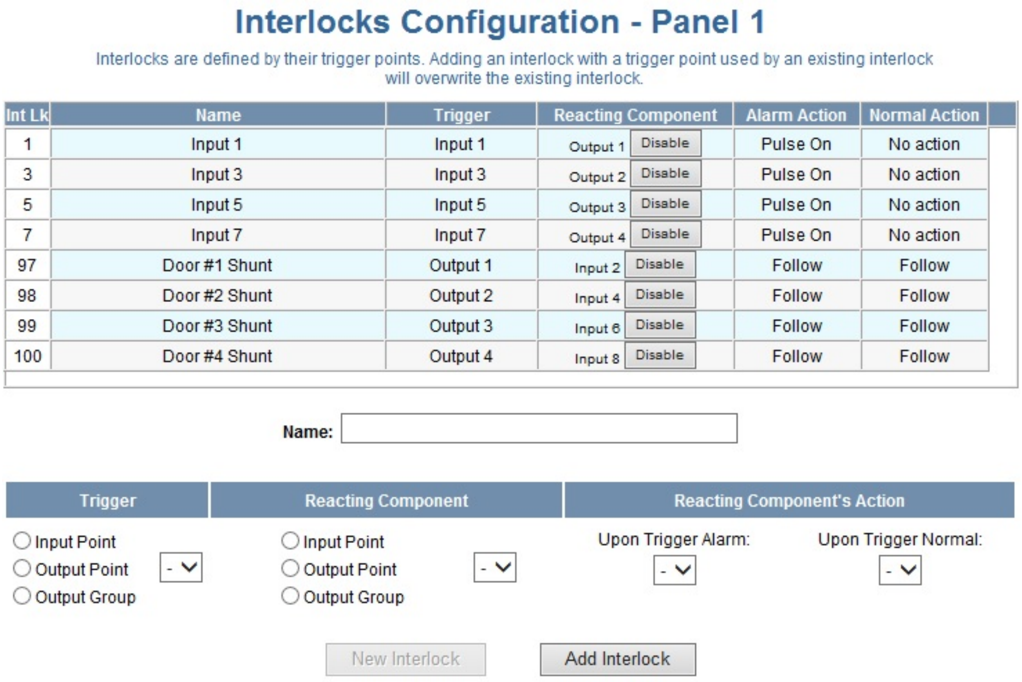
Setting	Description
Name	Enter a unique name to identify the group up to 25 characters.
Pulse Time	Specifies the duration for which the device will assume abnormal status. For example, it specifies how long a horn will blow or a door strike will remain released. The maximum number of hours is 1. When the hour field is blank, the maximum number of minutes is 59. When 1 is entered in the hour field, the maximum number of minutes is 45. The sum of all three units comprises the pulse time. Note that you can express seconds in tenths of a second.
Energized TZ	Specifies the period during which the group of output relays are automatically energized.
Interlock Disabled TZ	Specifies the period during which the interlocks that control the group's outputs will be disabled.
Latch	Toggles the state of the outputs between energized and de-energized status upon every activation (code use, interlock, or manual pulse).

2.8 Configuring Interlocks

An interlock is a programmed connection between two points. The interlock causes an input point, output point, or group of output points to act in a specified manner when another input point, output point, or group of output points changes its state. An action on one point causes a reaction from a second point on the same panel or attached downstream board. For example, when a motion detector (input) detects movement, it causes a horn (output) to sound.

Click **Interlocks** to display the Interlocks Configuration screen:

Figure 29: *Configure > Interlocks*



Interlocks Configuration - Panel 1

Interlocks are defined by their trigger points. Adding an interlock with a trigger point used by an existing interlock will overwrite the existing interlock.

Int Lk	Name	Trigger	Reacting Component	Alarm Action	Normal Action
1	Input 1	Input 1	Output 1 Disable	Pulse On	No action
3	Input 3	Input 3	Output 2 Disable	Pulse On	No action
5	Input 5	Input 5	Output 3 Disable	Pulse On	No action
7	Input 7	Input 7	Output 4 Disable	Pulse On	No action
97	Door #1 Shunt	Output 1	Input 2 Disable	Follow	Follow
98	Door #2 Shunt	Output 2	Input 4 Disable	Follow	Follow
99	Door #3 Shunt	Output 3	Input 6 Disable	Follow	Follow
100	Door #4 Shunt	Output 4	Input 8 Disable	Follow	Follow

Name:

Trigger	Reacting Component	Reacting Component's Action	
○ Input Point ○ Output Point ○ Output Group -	○ Input Point ○ Output Point ○ Output Group -	Upon Trigger Alarm: -	Upon Trigger Normal: -

The Interlocks screen enables you to:

- Create, modify, and delete interlocks.
- Enable or disable existing interlocks.

Steps to create an interlock:

1. Click the **New Interlock** button to display the screen.
2. Use the descriptions in Table 15 to configure the interlock:

Table 15: *Configuration > Interlocks > Field Descriptions*

Interlock element	Description
Trigger	Specifies the input, output, or output group for which a change of state will cause a reaction from another input, output, or group. If Trigger = Inputs, then triggers 1-88* will have an interlock link (Int Lnk) number from 1-96. If Trigger = Outputs, then outputs 1-80* will have an interlock link (Int Lnk) number from 97-184. If Trigger = Groups, then groups 1-64* will have an interlock link (Int Lnk) number from 185-250. Use the drop-down list to specify the number of the input or output. * **Note:** Additional Input/Output/Group points are achieved with the addition of NX4IN and NX4OUT downstream devices.
Reacting Component	Specifies the input, output, or output group that will react to a change of state from the trigger point. Use the drop-down list to specify the number of the input or output.
Reacting Component's Action	**Upon Trigger Alarm** — Specifies the reacting component's action when the trigger's change of state occurs. Select the action from the Upon Trigger Alarm drop-down list. **Upon Trigger Normal** — Specifies the reacting component's action when the trigger's change of state occurs. Select the action from the Upon Trigger Normal drop-down list. Following are the available actions in the drop-down lists: When Reacting Component = Input, then actions are **No Action**, **Shunt**, **Unshunt**, **Timed Shunt**, **Follow**, and **Invert Follow**. When Reacting Component = Output or group, then actions are **No Action**, **Energize**, **De-Energize**, **Pulse On**, **Pulse Off**, **Follow**, and **Invert Follow**. Interlocking is an advanced functionality. Contact Technical Support for information on how to use it.

3. Click the **Add Interlock** button to create the interlock.

Steps to delete an interlock:

1. In the Int Lk column, click the number of the interlock you want to delete.
2. Click the **Delete Interlock** button to display the Delete Interlock screen, and click **OK** to complete the deletion.

Steps to enable/disable an interlock:

1. To enable an interlock, click the **Enable** button.
2. To disable an interlock, click the **Disable** button.

Note: You may not modify an interlock, but you can overwrite an existing interlock by adding a new interlock. However, the new interlock must have the same trigger input as the existing interlock, otherwise the existing interlock will not be overwritten.

2.9 Configuring Users

A user is one who will be using the NetAXS® software interface in one or morefunction roles.

The User Configuration screen enables you to:

- Create a user.
- Modify a user.
- Delete a user.
- Enable or disable a user account.
- View the user's current login status, either logged in or logged out.

Table 16 lists the functions that each user type can perform.

Table 16: *User Functions*

Function	**Operator**	**Service**	**Administrator**
View alarms/events	✓	✓	✓
Acknowledge alarms	✓	✓	✓
View panel I/O status	✓	✓	✓
Control I/O points	✓	✓	✓
Generate reports	✓	✓	✓
View card database	✓	✓	✓

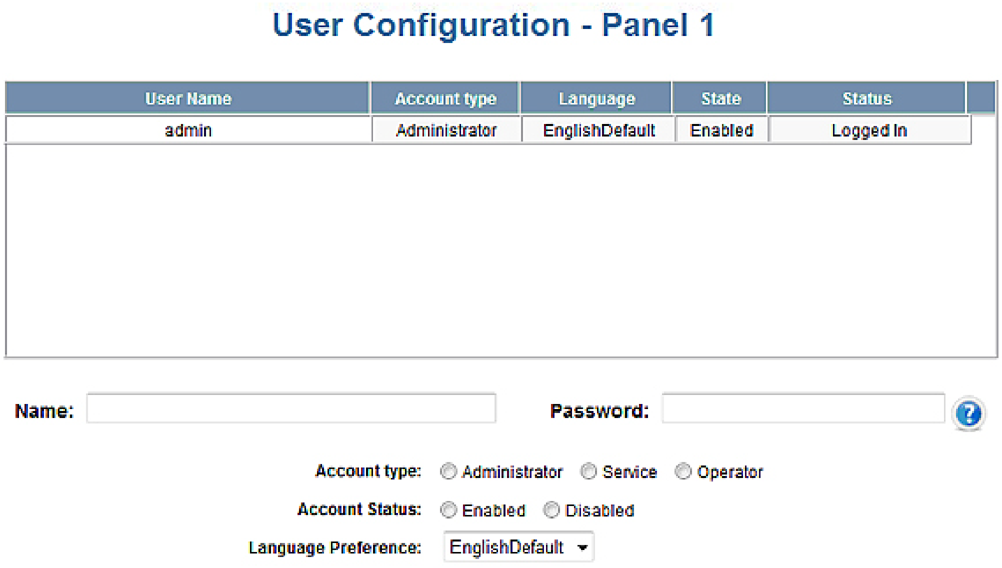
Table 16: *User Functions*

Function	Operator	Service	Administrator
Create, modify, delete cards		✓	✓
View all configurations		✓	✓
Create, modify, delete configurations			✓
Perform uploads/downloads			✓
Manage own user account	✓	✓	✓
Manage all user accounts			✓

Note: These are users rights when the panel is in Web Mode. Some rights become more limited when the panel is in Host Mode.

Click **Users** to display the User Configuration screen:

Figure 30: *Configuration > Users*



User Configuration - Panel 1

User Name	Account type	Language	State	Status
admin	Administrator	EnglishDefault	Enabled	Logged In

Name: Password:

Account type: ○ Administrator ○ Service ○ Operator

Account Status: ○ Enabled ○ Disabled

Language Preference: EnglishDefault

Your password must meet the following minimum requrements:

1. Shall only consist of alpha, numeric, and symbol characters.
2. Shall contain at least 1 character from each of the following 4 character types:
   - lower-case letters (a-z)
   - UPPER CASE letters (A-Z)
   - numbers (0-9)
   - the symbols !, @, #, $, %, ^, &, (and).
3. Shall contain a minimum of 8 and a maximum of 16 characters.
4. Shall not contain a consecutive string of 3 or more repeated characters.
5. Shall not contain the name of the user's account type ('admin', 'service' or 'operator').
6. If you fail to successfully login after 5 consecutive attempts (Retry Limit Exceeded), account will be locked out for 30 minutes. Any login attempt with the locked out account, within the timeout period, will restart the 30 minute lock-out period.

The User Configuration screen enables you to:

- Create, modify, delete cards
- View all configurations
- Create, modify, delete configurations
- Perform uploads/downloads
- Manage own user account
- Manage all user accounts.

Steps to create a user:

1. Click the **New User** button.
2. Enter the user's name in the **Name** field (range 5-25 characters).
3. Enter a unique password in the **Password** field (range 8-16 characters). Note that a duplicate password will not be accepted.
4. Select the type in the **Account Type** field.
5. Select the Account Status:
   - Enabled — Activates the user account (the user can log in).
   - Disabled — De-activates the user account (the user cannot log in).
6. Select the user's Language Preference from the dropdown list.
7. Click the **Add User** button.

Steps to modify a user:

1. In the **User Name** field, click the name of the user you want to modify.
2. Change the name, password, account type, or account status.
3. Click the **Modify** button.

Steps to delete a user:

1. In the User Name column, click the user account you want to delete.
2. Click the **Delete** button.
3. Click **OK** at the prompt to delete the user account.

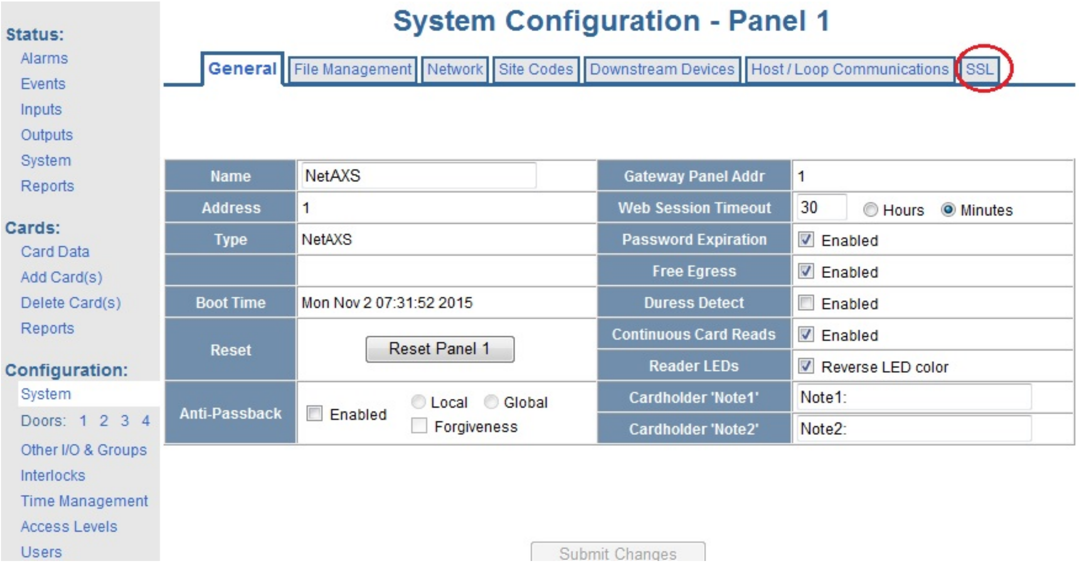
Note: All user passwords will expire after a period of six months; the users will be prompted to change password upon login.

2.10 SSL Certificate Management

2.10.1 Requesting a Certificate

To request a Certificate, Click **SSL Certificate** on Configuration/System:

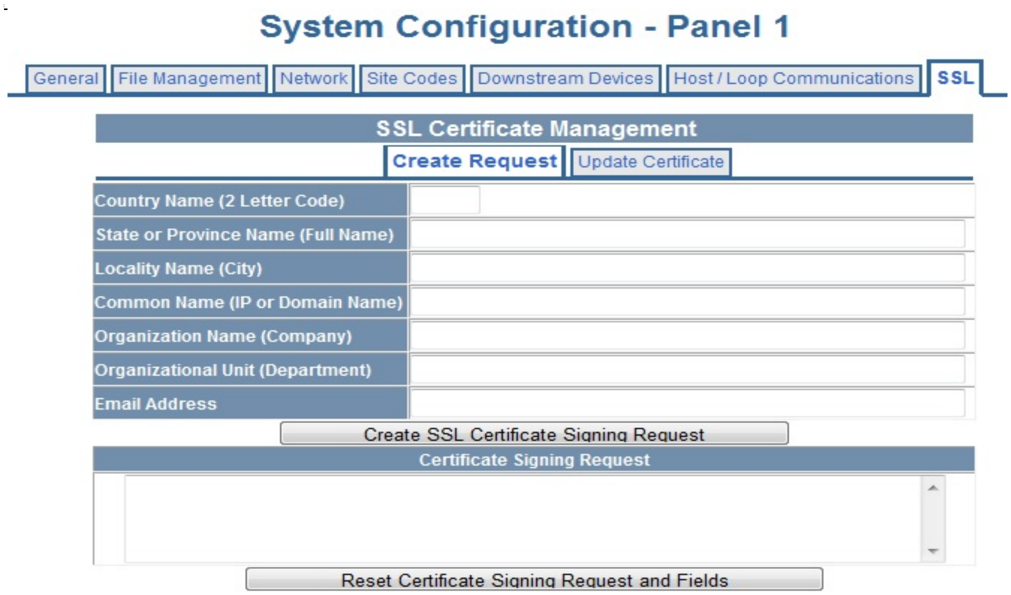
Figure 31: Configuration > System > SSL



Name	NetAXS	Gateway Panel Addr	1
Address	1	Web Session Timeout	30 ○ Hours ● Minutes
Type	NetAXS	Password Expiration	☑ Enabled
		Free Egress	☑ Enabled
Boot Time	Mon Nov 2 07:31:52 2015	Duress Detect	☐ Enabled
Reset	Reset Panel 1	Continuous Card Reads	☑ Enabled
		Reader LEDs	☑ Reverse LED color
Anti-Passback	☐ Enabled ○ Local ○ Global ☐ Forgiveness	Cardholder 'Note1'	Note1:
		Cardholder 'Note2'	Note2:

Enter the Certificate Information into the Create Request Form, then Click **Create SSL Certificate Signing Request.**

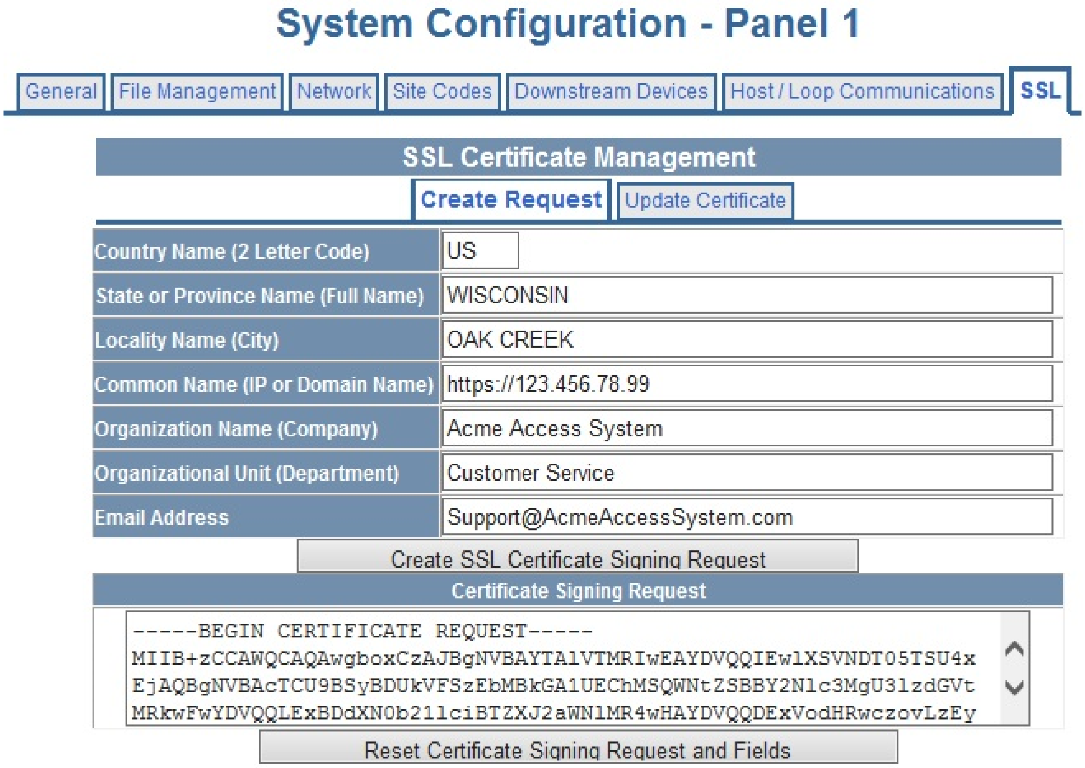
Figure 32: Create SSL Certificate Signing Request


System Configuration - Panel 1
General
File Management
Network
Site Codes
Downstream Devices
Host / Loop Communications
SSL
SSL Certificate Management
Create Request
Update Certificate
Create SSL Certificate Signing Request
Certificate Signing Request
Reset Certificate Signing Request and Fields

Country Name (2 Letter Code)	
State or Province Name (Full Name)	
Locality Name (City)	
Common Name (IP or Domain Name)	
Organization Name (Company)	
Organizational Unit (Department)	
Email Address	

The text box will get populated with text that serves as the "Certificate Signing Request" (CSR). This is the information that you must provide (copy/paste) to the Certificate Authority (CA) of your choice. It will be used to generate the CA provided certificate.

Figure 33: *CSR Information*



System Configuration - Panel 1
General
File Management
Network
Site Codes
Downstream Devices
Host / Loop Communications
SSL
SSL Certificate Management
Create Request
Update Certificate
Create SSL Certificate Signing Request
Certificate Signing Request
Reset Certificate Signing Request and Fields

Country Name (2 Letter Code)	US
State or Province Name (Full Name)	WISCONSIN
Locality Name (City)	OAK CREEK
Common Name (IP or Domain Name)	https://123.456.78.99
Organization Name (Company)	Acme Access System
Organizational Unit (Department)	Customer Service
Email Address	Support@AcmeAccessSystem.com

```
-----BEGIN CERTIFICATE REQUEST-----
MIIB+zCCAWQCAQAwgboxCzAJBgNVBAYTAlVTMRIwEAYDVQQIEwlXSVNDT05TSU4x
EjAQBgNVBAcTCU9BSyBDUkVFSzEbMBkGA1UEChMSQWNtZSBBY2Nlc3MgU3lzdGVt
MRkwFwYDVQQLExBDdXN0b21lciBTZXJ2aWNlMR4wHAYDVQQDExVodHRwczovLzEy
```

Note: For the Common Name field, check with your Certificate Authority first to confirm which one is needed to create CSR, IP or Domain name.

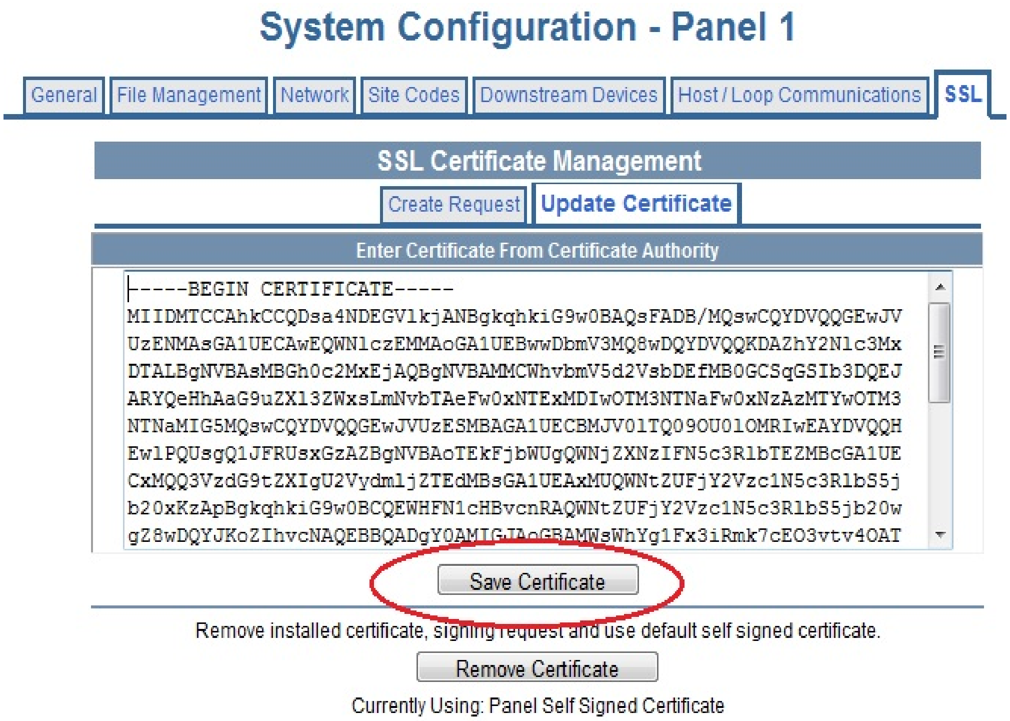
2.10.2 Installing a CA Provided Certificate Key

Your Certificate Authority (CA) will provide you with a certificate key.

- Select the Update Certificate tab, and paste the CA provided certificate key into the text box.
- Click the **Save Certificate** button.

This will restart the embedded web server and begin using the CA provided certificate.

Figure 34: *Updating a Certificate*



System Configuration - Panel 1

General
File Management
Network
Site Codes
Downstream Devices
Host / Loop Communications
SSL
SSL Certificate Management
Create Request
Update Certificate
Enter Certificate From Certificate Authority

```
-----BEGIN CERTIFICATE-----
MIIDMTCCAhkCCQDsa4NDEGVlkjANBgkqhkiG9w0BAQsFADB/MQswCQYDVQQGEwJV
UzENMAsGA1UECAwEQWNlczEMMAoGA1UEBwwDbmV3MQ8wDQYDVQQKDAZhY2Nlc3Mx
DTALBgNVBAsMBGh0c2MxEjAQBgNVBAMMCWhvbmV5d2VsbDEfMB0GCSqGSIb3DQEJ
ARYQeHhAaG9uZXl3ZWxsLmNvbTAeFw0xNTExMDIwOTM3NTNaFw0xNzAzMTYwOTM3
NTNaMIG5MQswCQYDVQQGEwJVUzESMBAGA1UECBMJV01TQ09OU01OMRIwEAYDVQQH
Ew1PQUsgQ1JFRUsxGzAZBgNVBAoTEkFjbWUgQWNjZXNzIFN5c3RlbTEZMBcGA1UE
CxMQQ3VzdG9tZXIgU2VydmljZTEdMBsGA1UEAxMUQWNtZUFjY2Vzc1N5c3RlbS5j
b20xKzApBgkqhkiG9w0BCQEWHFN1cHBvcnRAQWNtZUFjY2Vzc1N5c3RlbS5jb20w
gZ8wDQYJKoZIhvcNAQEBBQADgY0AMIGJAoGBAMWsWhYg1Fx3iRmk7cEO3vtv4OAT
```

Remove installed certificate, signing request and use default self signed certificate.

Currently Using: Panel Self Signed Certificate

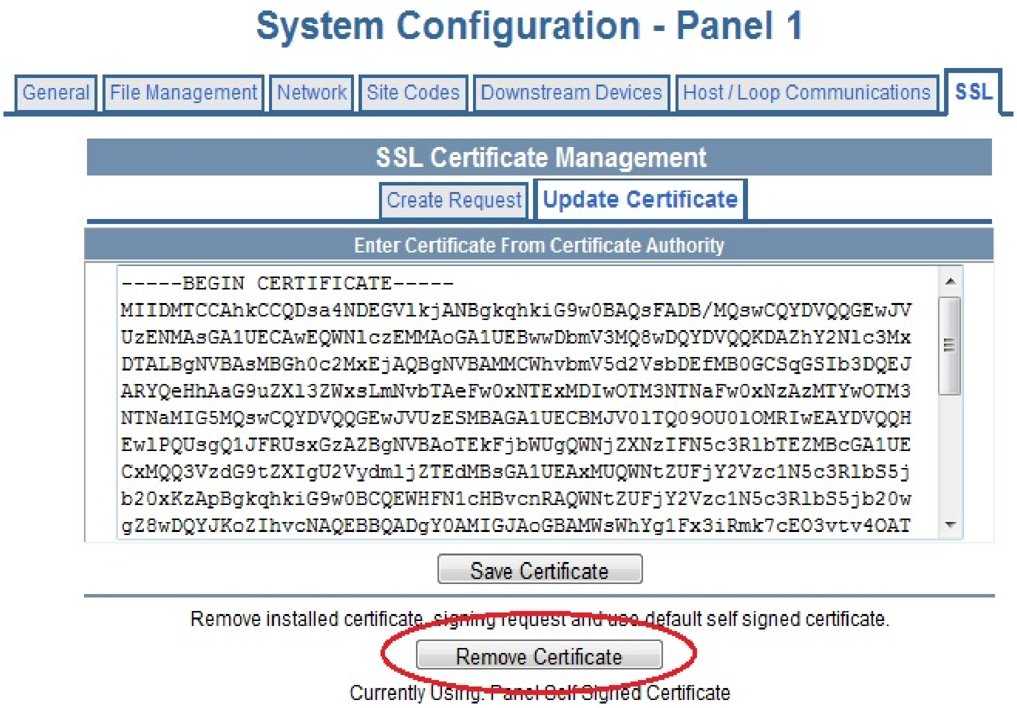
2.10.3 Removing a CA Provided SSL Certificate

From the SSL Certificate Management screen:

- Click the **Remove Certificate** button.

This action will remove the CA certificate, and cause the panel to use a default self-signed certificate.

Figure 35: *Removing a Certificate*


System Configuration - Panel 1
General
File Management
Network
Site Codes
Downstream Devices
Host / Loop Communications
SSL
SSL Certificate Management
Create Request
Update Certificate
Enter Certificate From Certificate Authority
Save Certificate
Remove Certificate

```
-----BEGIN CERTIFICATE-----
MIIDMTCCAhkCCQDsa4NDEGVlkjANBgkqhkiG9w0BAQsFADB/MQswCQYDVQQGEwJV
UzENMAsGA1UECAwEQWNlczEMMAoGA1UEBwwDbmV3MQ8wDQYDVQQKDAZhY2Nlc3Mx
DTALBgNVBAsMBGh0c2MxEjAQBgNVBAMMCWhvbmV5d2VsbDEfMB0GCSqGSIb3DQEJ
ARYQeHhAaG9uZXl3ZWxsLmNvbTAeFw0xNTExMDIwOTM3NTNaFw0xNzAzMTYwOTM3
NTNaMIG5MQswCQYDVQQGEwJVUzESMBAGA1UECBMJV01TQ09OU01OMRIwEAYDVQQH
Ew1PQUsgQ1JFRUsxGzAZBgNVBAoTEkFjbWUgQWNjZXNzIFN5c3RlbTEZMBcGA1UE
CxMQQ3VzdG9tZXIgU2VydmljZTEdMBsGA1UEAxMUQWNtZUFjY2Vzc1N5c3RlbS5j
b20xKzApBgkqhkiG9w0BCQEWHFN1cHBvcnRAQWNtZUFjY2Vzc1N5c3RlbS5jb20w
gZ8wDQYJKoZIhvcNAQEBBQADgY0AMIGJAoGBAMWsWhYg1Fx3iRmk7cEO3vtv4OAT
```

Remove installed certificate, signing request and use default self signed certificate.

Currently Using: Panel Self Signed Certificate

3.0 Configuring via WIN-PAK

3.1 Overview

If you are using WIN-PAK XE/SE/PE 3.3 and newer or WIN-PAK CS 4.2 and newer you may skip this section since NetAXS is natively supported in these versions.

This section explains the NetAXS® configuration functions as accessed via the Quick Start Wizard (QSW) for WIN-PAK versions prior to WIN-PAK XE/SE/PE 3.3. The QSW creates the ADV options and adds the panel to the Control Map and the Master Access Level. It is strongly recommended to upgrade from these older WIN-PAK versions to the current WIN-PAK release. Doing so will provide optimum performance and security.

When the System Configuration is set up for host support you will see a notice on the bottom of the Browser indicating that the browser functions are limited. You will be able to view but not make any database changes once WIN-PAK takes control.

These functions should be performed only by the NetAXS® system administrator or service personnel.

Notes:

- WIN-PAK 2.0, release 4, uses the same steps provided in this section to configure NetAXS®; however, its screens are not exactly the same.
- NetAXS® cannot be added to WIN-PAK PRO Release 4 or older.
- For a new Site installation, or for adding to an existing Site, follow the procedures in this section as you would when you add an N-1000-IV-X panel. One exception to this is that the NetAXS® panel does not support the use of the C-100-A1 (20ma current loop installations). Therefore, when you select the Loop type, 485 ACK<-NAK is the only supported type. Direct is reserved for NS2P; C-100 is not supported.
- If the NetAXS® panel is configured as a Gateway panel, it appears to WIN-PAK as an N-485-PCI or N-485-HUB. Using the NetAXS® panel as a Gateway, you should not add N-1000/PW-2000 panels as a downstream panel to the NetAXS® gateway. The NetAXS® gateway is designed for more efficient downstream communications than what can be supported by the N-1000/PW2000 panels.

The NetAXS® Gateway panel's baud rate is set configured via the NetAXS® web server (see the *NetAXS® Access Control Unit Installation Guide* for instructions). When you set the Loop Type in the QSW to 485 ACK-NAK, you define the baud rate to be 19.2 kilobits per second. This baud rate and the panel's baud rate must match to communicate properly. For WIN-PAK SE or WIN-PAK PE systems, you can adjust the baud rate of the N-485 device to 115 kilobits per second for optimum performance.

3.2 Adding a New NetAXS® Panel

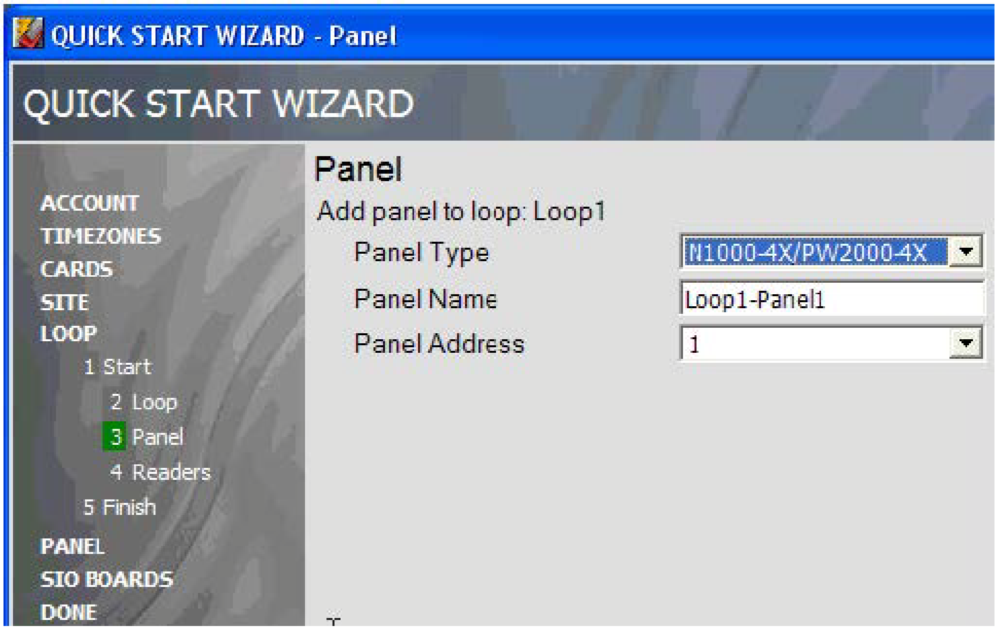
To add a NetAXS® panel, first create the panel in the WIN-PAK Quick Start Wizard, and then complete the configuration manually with the WIN-PAK Panel Configuration screen.

3.2.1 Creating the Panel with Quick Start Wizard

Add a new panel by selecting its Loop and configuring the following from the Quick Start Wizard Panel screen:

- Panel type (Select N1000-4X/PW2000-4X from the dropdown list)
- Panel name (Loop[Loop number]-Panel [Panel address])
- Panel address (Select from the dropdown list)

Figure 36: *Quick Start Wizard - Panel Screen*



Panel

Add panel to loop: Loop1

Panel Type: N1000-4X/PW2000-4X

Panel Name: Loop1-Panel1

Panel Address: 1

Note: Each panel on a communication loop must have a unique address. The address must correspond with the address that is set by DIP switches on the panel.

After adding the NetAXS® panel via the QSW, you must update the Reader and Input interlocks to match them with the default wiring of the NetAXS® panel. Proceed to Configuring the Panel Manually, page 74and make the necessary changes.

3.2.2 Configuring the Panel Manually

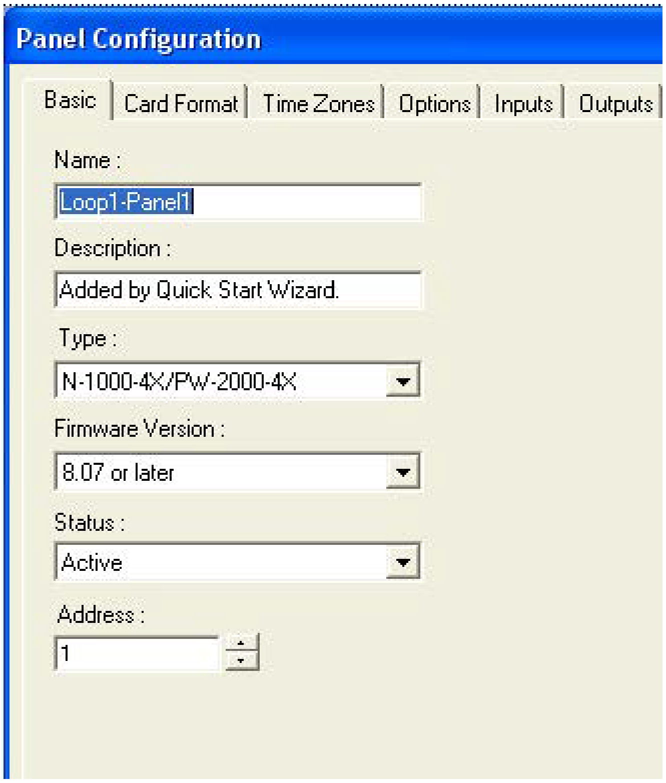
Use the WIN-PAK Panel Configuration screen to complete the NetAXS® panel configuration manually. All of the configuration screen options are supported for NetAXS® panel configuration, except where they are noted otherwise in this section.

Note: You cannot initialize the NetAXS® panel from the WIN-PAK Control Map until you complete the steps in this section.

If you are using the Device Map to add the NetAXS® panel manually, add it as you would an N-1000-IV-X panel.

1. Display the Basic tab of the WIN-PAK Panel Configuration screen. The Name, Description, and Type fields contain the entries selected in the Quick Start Wizard:

Figure 37: *WIN-PAK Panel Configuration Screen - Basic Tab*



Panel Configuration

Name : Loop1-Panel1

Description : Added by Quick Start Wizard.

Type : N-1000-4X/PW-2000-4X

Firmware Version : 8.07 or later

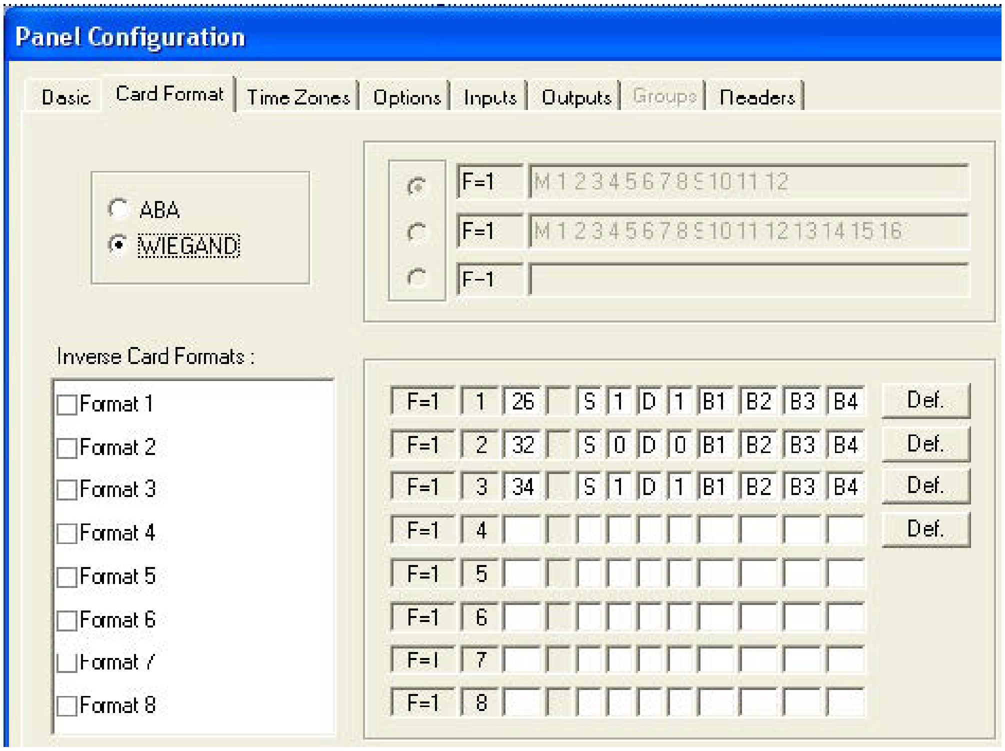
Status : Active

Address : 1

2. Enter the following selections for the remaining fields:
   - Firmware version — 8.07 or later.
   - Status — Active.
   - Address — Select the appropriate panel number.

3. Add the ADV.
4. Click **OK**.
5. Display and complete the Card Format tab:

Figure 38: *WIN-PAK Panel Configuration Screen - Card Format Tab*



○ ABA
● WIEGAND

●	F=1	M 1 2 3 4 5 6 7 8 9 10 11 12
○	F=1	M 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
○	F-1	

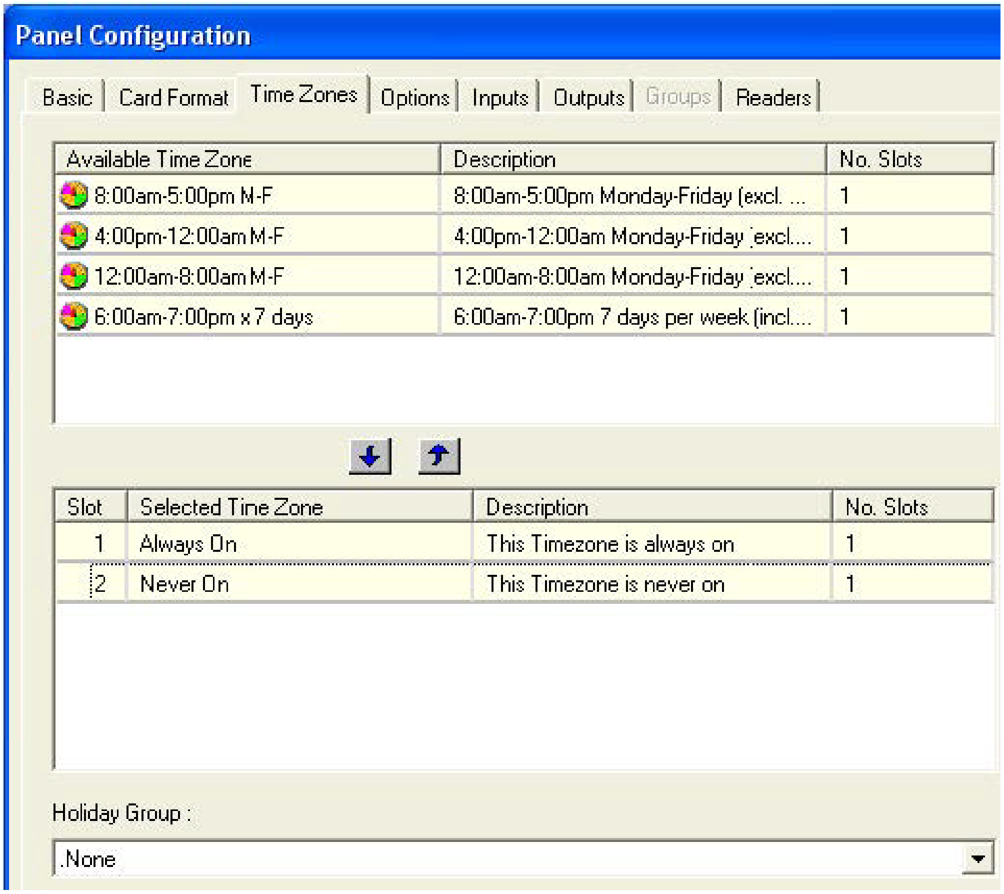
Inverse Card Formats :

□ Format 1
□ Format 2
□ Format 3
□ Format 4
□ Format 5
□ Format 6
□ Format 7
□ Format 8

F=1	1	26		S	1	D	1	B1	B2	B3	B4	Def.
F=1	2	32		S	0	D	0	B1	B2	B3	B4	Def.
F=1	3	34		S	1	D	1	B1	B2	B3	B4	Def.
F=1	4											Def.
F=1	5											
F=1	6											
F=1	7											
F=1	8											

6. Display and complete the Time Zones tab:

Figure 39: *WIN-PAK Panel Configuration Screen - Time Zones Tab*



Available Time Zone	Description	No. Slots
8:00am-5:00pm M-F	8:00am-5:00pm Monday-Friday (excl. ...	1
4:00pm-12:00am M-F	4:00pm-12:00am Monday-Friday (excl....	1
12:00am-8:00am M-F	12:00am-8:00am Monday-Friday (excl....	1
6:00am-7:00pm x 7 days	6:00am-7:00pm 7 days per week (incl....	1

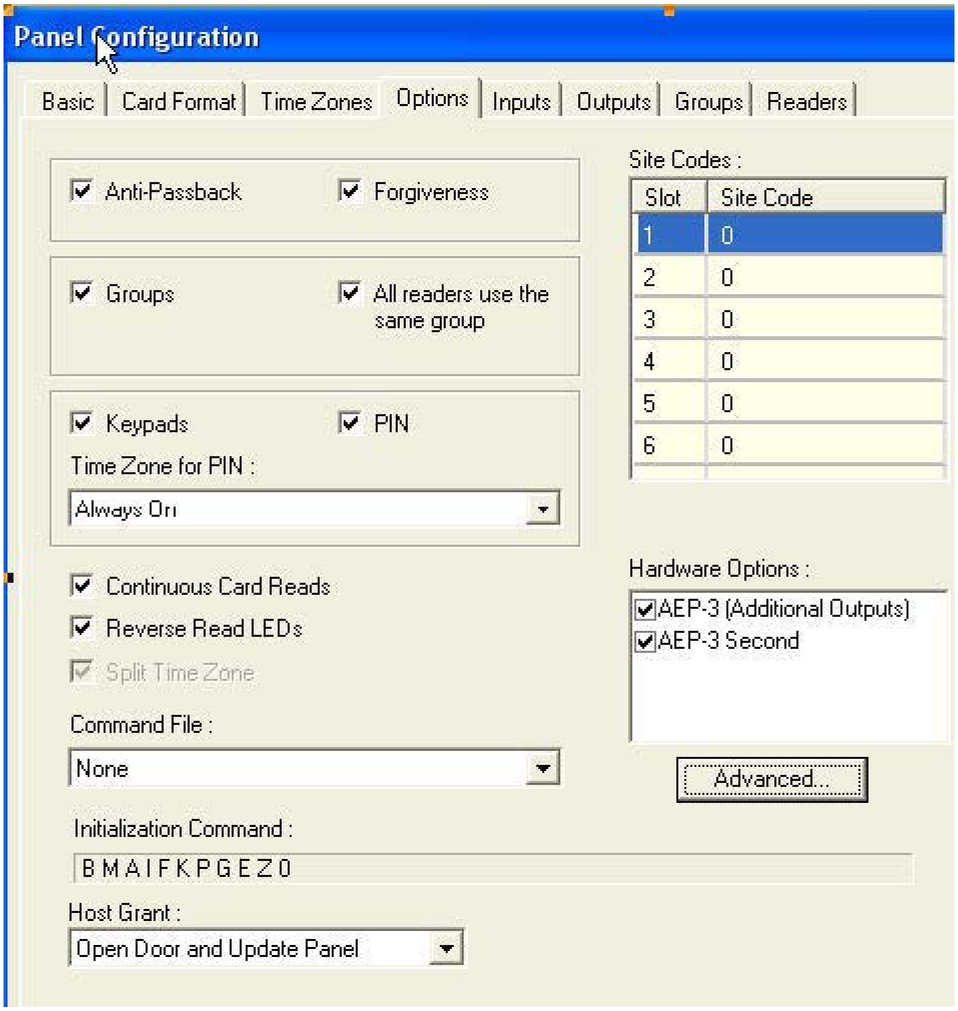
Slot	Selected Tine Zone	Description	No. Slots
1	Always On	This Timezone is always on	1
2	Never On	This Timezone is never on	1

Holiday Group : .None

Note: All Time Zones and Holidays are supported for a NetAXS® panel.

7. Display and complete the Options tab:

Figure 40: *WIN-PAK Panel Configuration Screen - Options Tab*



☑ Anti-Passback ☑ Forgiveness

☑ Groups ☑ All readers use the same group

☑ Keypads ☑ PIN

Time Zone for PIN : Always On

☑ Continuous Card Reads

☑ Reverse Read LEDs

☑ Split Time Zone

Command File : None

Initialization Command : B M A I F K P G E Z 0

Host Grant : Open Door and Update Panel

Site Codes :

Slot	Site Code
1	0
2	0
3	0
4	0
5	0
6	0

Hardware Options :

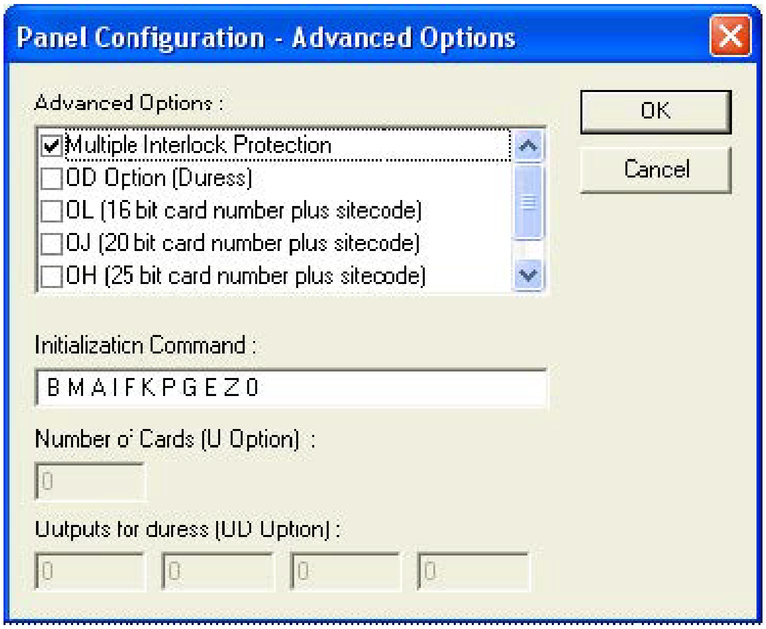
☑ AEP-3 (Additional Outputs)

☑ AEP-3 Second

Notes:

- All options are supported for a NetAXS® panel except the Advanced U option. When using Groups, you must select both AEP boards in the Hardware Options box. The NX4OUT board functions as two AEP-3 boards, and it provides outputs 17-32.
- You can select Keypads; however, the NetAXS® panel does not support the matrixed keypads (for example, KP-10, KP-12, or PR-PROXPRO-K2). The supported readers include the PR-PROXPRO-K (HU/5355AGK000 and OT35xx and OT36xx series readers and keypads).

8. Click the **Advanced** button to display the Advanced Options screen, and select the desired advanced options. Note that the Advanced U option is not supported for the NetAXS® panel.



Advanced Options :

☑ Multiple Interlock Protection
□ OD Option (Duress)
□ OL (16 bit card number plus sitecode)
□ OJ (20 bit card number plus sitecode)
□ OH (25 bit card number plus sitecode)

Initialization Command : B M A I F K P G E Z 0

Number of Cards (U Option) : 0

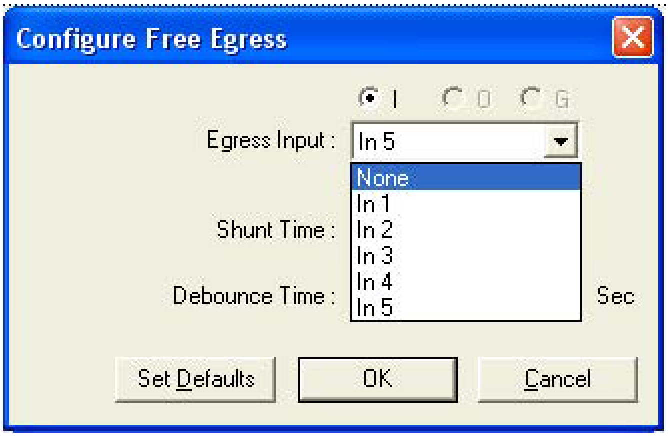
Outputs for duress (OD Option) : 0 0 0 0

9. Display and complete the Inputs tab. If you are using the NetAXS® inputs to monitor the door status or activate a request to exit, then you must reassign the interlocks as indicated below. If you are not using panel inputs for door status or egress, you only need to dissolve the interlocks. Note that if you do not dissolve the default N-1000-IV interlocks, an error will occur during NetAXS® panel initializations.

   All Inputs tab functions are available to NetAXS® configuration. However, not all inputs are available and their default functions have changed. NetAXS® supports inputs 1-14. The default functions are listed below. Their default values are assumed to be zero, unless otherwise noted. You must change the interlocking.

10. Use the following procedure to reassign the interlocks:

    a. Display the Readers tab, and then display the first input's configuration window. Select **None**, and click **OK**. This dissolves all input interlocks and changes the Shunt Time to 0. This allows the input to be properly redefined for use with NetAXS.



    b. Repeat the preceding step for each input for each reader on this tab.

    c. After all interlocks on all inputs for each reader have been dissolved, reassign the interlocks according to Table 17 below:

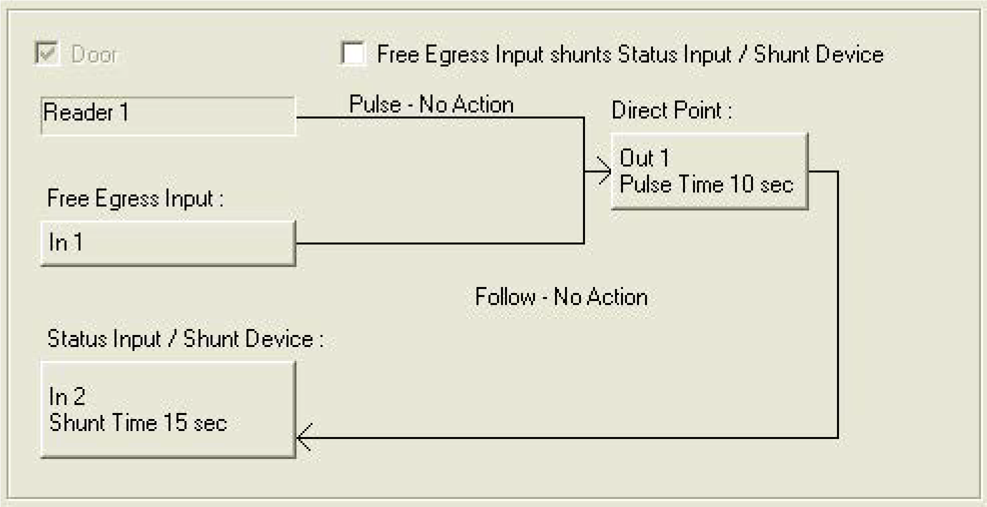
Table 17: *Interlock Reassignments for NetAXS®*

Interlock	Function
1	Door egress for Door 1
2	Door status switch for Door 1. Shunt time is 15 seconds.
3	Door egress for Door 2.
4	Door status switch for Door 2. Shunt time is 15 seconds.
5	Door egress for Door 3.
6	Door status switch for Door 3. Shunt time is 15 seconds.
7	Door egress for Door 4.
8	Door status switch for Door 4. Shunt time is 15 seconds.
9	Reader 1 tamper/auxiliary.
10	Reader 2 tamper/auxiliary.
11	Reader 3 tamper/auxiliary.

***Table 17:** Interlock Reassignments for NetAXS®* (continued)

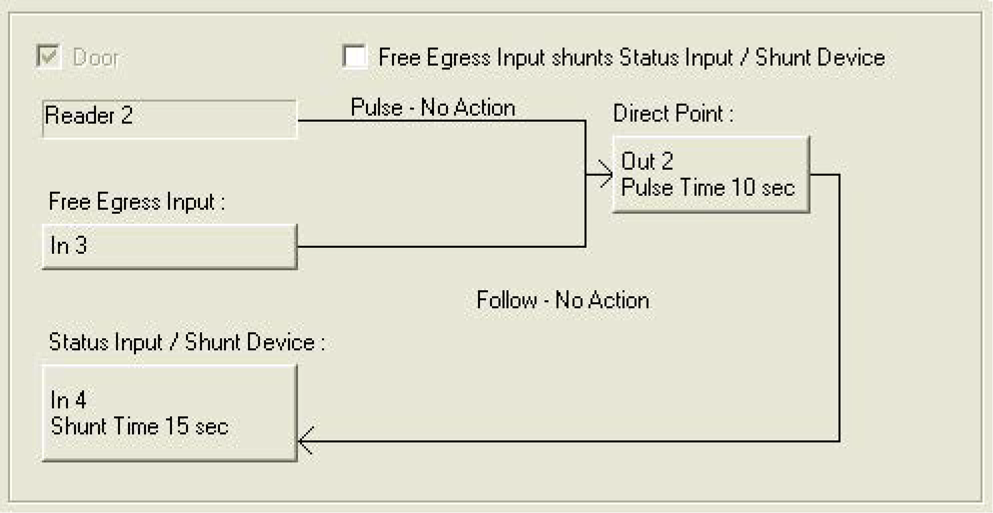
Interlock	Function
12	Reader 4 tamper/auxiliary.
13	Primary power status - external (or General input). There is also a system primary power alarm 17 that reports through the ADV and is not a wired port.
14	Tamper (or General input).

The screen captures shown below show the configuration for the default interlocking for a single door:



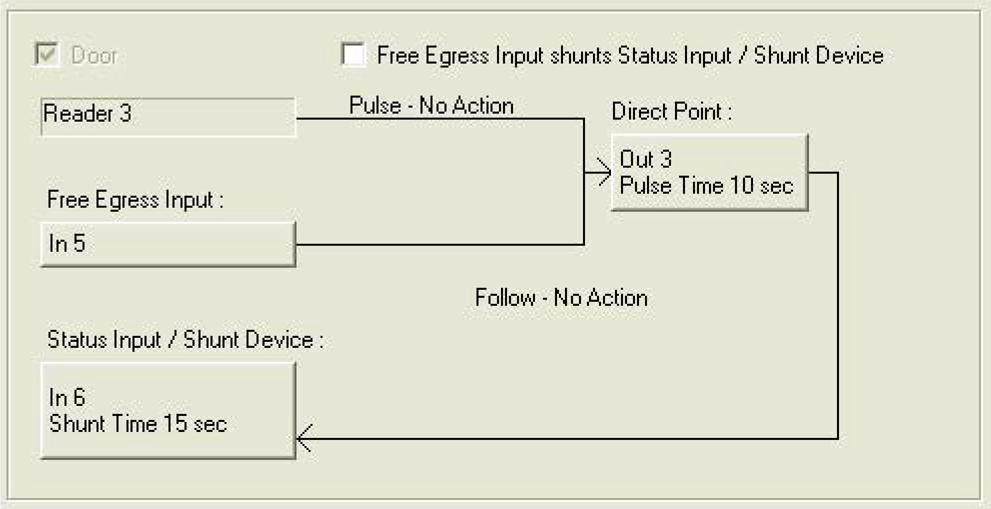
☑ Door
□ Free Egress Input shunts Status Input / Shunt Device

Reader 1
Pulse - No Action
Direct Point : Out 1, Pulse Time 10 sec
Free Egress Input : In 1
Follow - No Action
Status Input / Shunt Device : In 2, Shunt Time 15 sec



☑ Door
□ Free Egress Input shunts Status Input / Shunt Device

Reader 2
Pulse - No Action
Direct Point : Out 2, Pulse Time 10 sec
Free Egress Input : In 3
Follow - No Action
Status Input / Shunt Device : In 4, Shunt Time 15 sec



☑ Door

□ Free Egress Input shunts Status Input / Shunt Device

Reader 3

Pulse - No Action

Direct Point :

Out 3
Pulse Time 10 sec

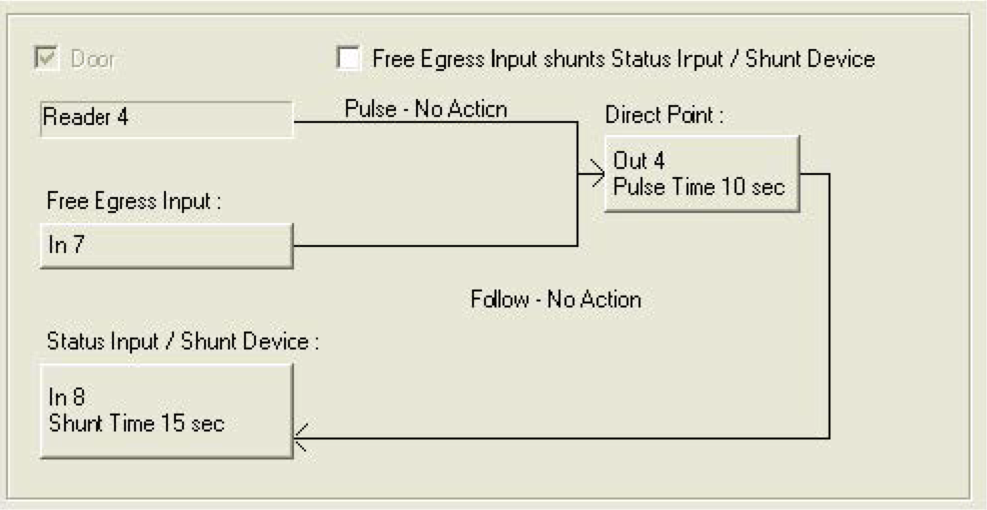
Free Egress Input :

In 5

Follow - No Action

Status Input / Shunt Device :

In 6
Shunt Time 15 sec



☑ Door

□ Free Egress Input shunts Status Irput / Shunt Device

Reader 4

Pulse - No Acticn

Direct Point :

Out 4
Pulse Time 10 sec

Free Egress Input :

In 7

Follow - No Action

Status Input / Shunt Device :

In 8
Shunt Time 15 sec

11. The configuration of a NetAXS® panel via WIN-PAK is now complete. Configuration is optional on the Outputs and Groups tabs.

4.0 Monitoring NetAXS® Status

4.1 Overview

This section is written for the NetAXS® operator who will monitor the following NetAXS® status:

- Alarms — Alarms are events, or system transactions, that have been assigned alarm status. These often include events such as an invalid card read or a forced door.
- Events — Events are the recorded transactions of the NetAXS® system. For example, an event card found, number of users logged in.
- Inputs — Inputs are terminals located on the NetAXS® panel; the inputs are wired to input devices, such as a door-position switch.
- Outputs — Output relays are relays located on the NetAXS® panel that are connected to output devices, such as a door lock.
- System — This includes current capacities and limits.
- Reports — The system generates reports by Last Name and by Card Number.

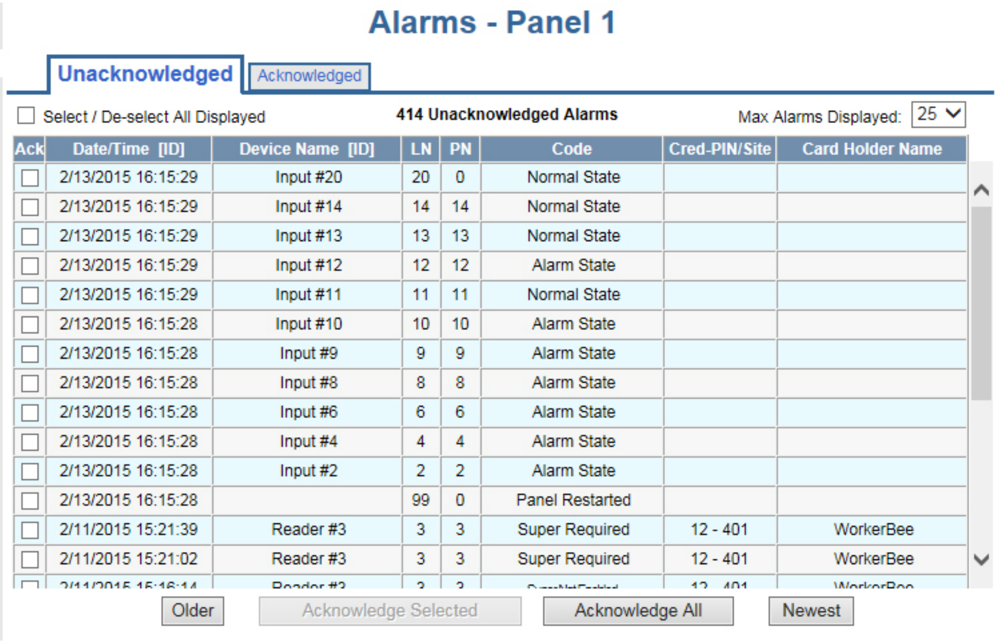
4.2 Monitoring Alarms

Alarms are viewed as system-generated messages that may indicate the need for user attention.

Note: From the drop down menu at the upper-right corner of each Alarms tab, you can configure the tab to display alarms in groups of 10, 25, 50, or 75.

Click **Status > Alarms** to display the Unacknowledged Alarms tab:

Figure 41: *Status > Alarms > Unacknowledged Tab*



Alarms - Panel 1

☐ Select / De-select All Displayed

414 Unacknowledged Alarms

Max Alarms Displayed: 25

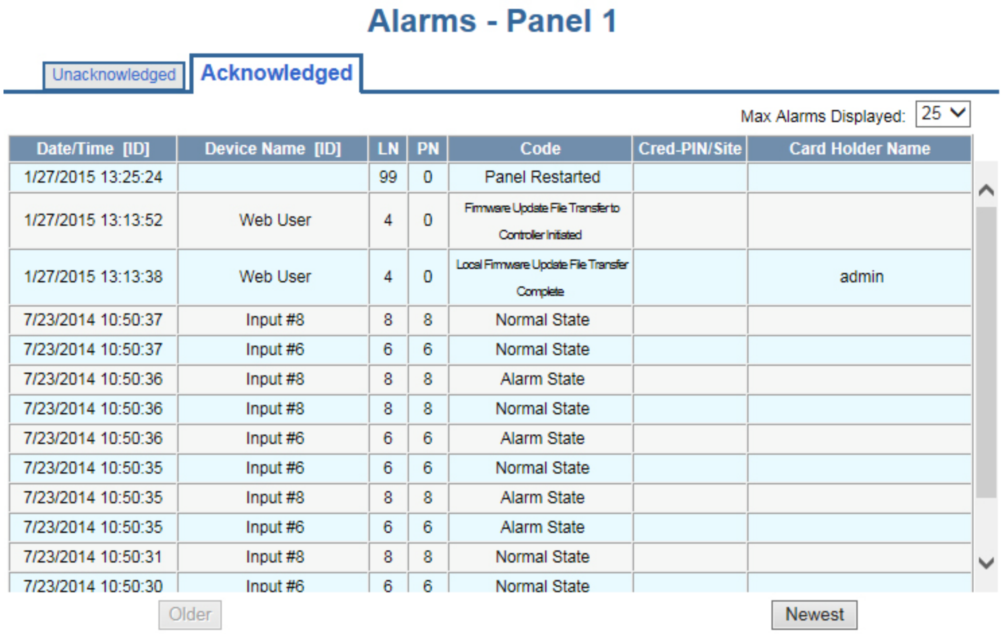
Ack	Date/Time [ID]	Device Name [ID]	LN	PN	Code	Cred-PIN/Site	Card Holder Name
☐	2/13/2015 16:15:29	Input #20	20	0	Normal State		
☐	2/13/2015 16:15:29	Input #14	14	14	Normal State		
☐	2/13/2015 16:15:29	Input #13	13	13	Normal State		
☐	2/13/2015 16:15:29	Input #12	12	12	Alarm State		
☐	2/13/2015 16:15:29	Input #11	11	11	Normal State		
☐	2/13/2015 16:15:28	Input #10	10	10	Alarm State		
☐	2/13/2015 16:15:28	Input #9	9	9	Alarm State		
☐	2/13/2015 16:15:28	Input #8	8	8	Alarm State		
☐	2/13/2015 16:15:28	Input #6	6	6	Alarm State		
☐	2/13/2015 16:15:28	Input #4	4	4	Alarm State		
☐	2/13/2015 16:15:28	Input #2	2	2	Alarm State		
☐	2/13/2015 16:15:28		99	0	Panel Restarted		
☐	2/11/2015 15:21:39	Reader #3	3	3	Super Required	12 - 401	WorkerBee
☐	2/11/2015 15:21:02	Reader #3	3	3	Super Required	12 - 401	WorkerBee
☐	2/11/2015 15:16:14	Reader #3	3	3	[illegible]	12 - 401	WorkerBee

Notes:

- You can display the oldest alarms first by clicking **Oldest**, or display the newest alarms first by clicking **Newest**. Click **Older** to scroll through the list by displaying the next oldest tab display of alarms.
- The Alarms screen dynamically refreshes when new alarms are generated.

Click the **Acknowledged** tab to display the acknowledged alarms:

Figure 42: *Status > Alarms > Acknowledged Tab*



Alarms - Panel 1

Date/Time [ID]	Device Name [ID]	LN	PN	Code	Cred-PIN/Site	Card Holder Name
1/27/2015 13:25:24		99	0	Panel Restarted		
1/27/2015 13:13:52	Web User	4	0	Firmware Update File Transfer to Controller Initiated		
1/27/2015 13:13:38	Web User	4	0	Local Firmware Update File Transfer Complete		admin
7/23/2014 10:50:37	Input #8	8	8	Normal State		
7/23/2014 10:50:37	Input #6	6	6	Normal State		
7/23/2014 10:50:36	Input #8	8	8	Alarm State		
7/23/2014 10:50:36	Input #8	8	8	Normal State		
7/23/2014 10:50:36	Input #6	6	6	Alarm State		
7/23/2014 10:50:35	Input #6	6	6	Normal State		
7/23/2014 10:50:35	Input #8	8	8	Alarm State		
7/23/2014 10:50:35	Input #6	6	6	Alarm State		
7/23/2014 10:50:31	Input #8	8	8	Normal State		
7/23/2014 10:50:30	Input #6	6	6	Normal State		

Table 18 describes the information displayed on both the Unacknowledged alarms tab and Acknowledged alarms tab:

Table 18: *Status > Alarms Field Descriptions*

Column Head	Description
Ack (Unacknowledged tab only)	Enables you to select any or all of the alarms that you want to acknowledge. Note that acknowledging an alarm simply means that you acknowledge that the alarm exists; an acknowledgement does not mean action has been taken. To acknowledge an alarm, select the check box and click the **Acknowledge Selected Alarms** button. Note that you can select or de-select all of the alarms by selecting or de-selecting the Select/De-select All Displayed check box.
Date/Time [ID]	Provides the date and exact time the alarm was generated according to the panel's time.
Device Name [ID]	Identifies the device that generated the alarm.
LN	**Logical device number** — the unique name or number given to the alarm-generating device when the device was configured in **Configuration > Doors**.

Table 18: *Status > Alarms Field Descriptions* (continued)

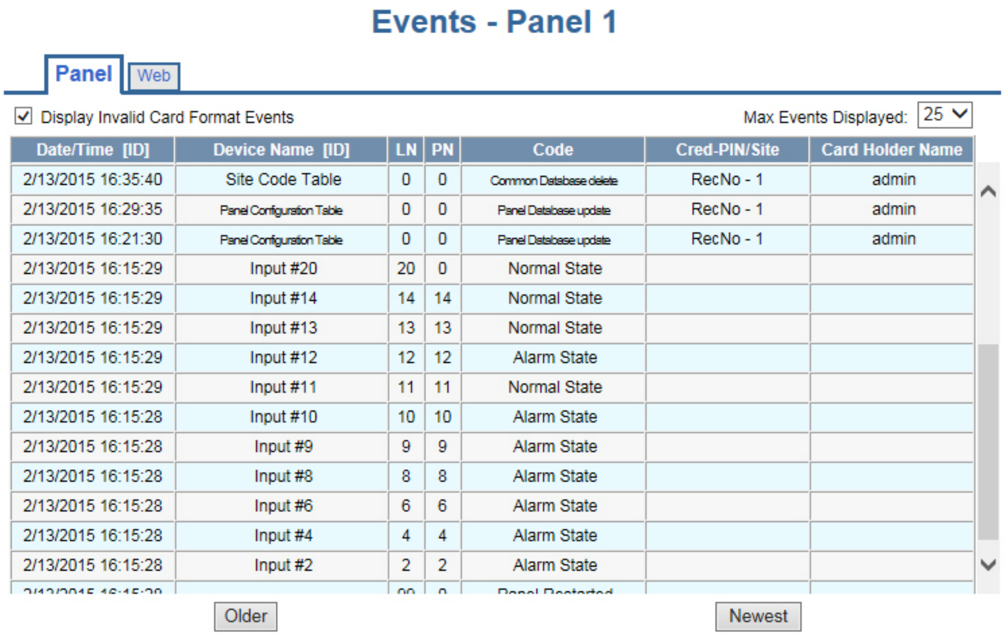
Column Head	Description
PN	**Physical device number** — the unique number assigned to the device on the NetAXS® board.
Code	Identifies the current state of the device that generated the alarm. For example, the possible states could include: • Normal State • Alarm State • Ajar State • Card Found • Card Not Found
Cred-PIN/Site	Identifies the card number, and either the PIN or site code number of the card. Reports only events that have an invalid Card Number, invalid Site Code, or invalid PIN. Invalid Cards are reported by themselves. Invalid Site Codes and invalid PINs are reported with the card number that was swiped along with them.
Card Holder Name	Identifies the last name of the card holder who energized the input device when the alarm was generated.

4.3 Monitoring Events

The Events page monitors both panel- and web-generated events. For example, a panel event is the reading of a card by a reader. A web event example is a user logon.

Click **Status > Events** to display the Panel event tab:

Figure 43: *Status > Events > Panel Tab*



Events - Panel 1

☑ Display Invalid Card Format Events

Max Events Displayed: 25

Date/Time [ID]	Device Name [ID]	LN	PN	Code	Cred-PIN/Site	Card Holder Name
2/13/2015 16:35:40	Site Code Table	0	0	Common Database delete	RecNo - 1	admin
2/13/2015 16:29:35	Panel Configuration Table	0	0	Panel Database update	RecNo - 1	admin
2/13/2015 16:21:30	Panel Configuration Table	0	0	Panel Database update	RecNo - 1	admin
2/13/2015 16:15:29	Input #20	20	0	Normal State		
2/13/2015 16:15:29	Input #14	14	14	Normal State		
2/13/2015 16:15:29	Input #13	13	13	Normal State		
2/13/2015 16:15:29	Input #12	12	12	Alarm State		
2/13/2015 16:15:29	Input #11	11	11	Normal State		
2/13/2015 16:15:28	Input #10	10	10	Alarm State		
2/13/2015 16:15:28	Input #9	9	9	Alarm State		
2/13/2015 16:15:28	Input #8	8	8	Alarm State		
2/13/2015 16:15:28	Input #6	6	6	Alarm State		
2/13/2015 16:15:28	Input #4	4	4	Alarm State		
2/13/2015 16:15:28	Input #2	2	2	Alarm State		

Notes:

- You can display the ewest events first by clicking **Newest**. Click **Older** to display the next oldest tab display of events.
- The Events screen dynamically refreshes when new events are generated.

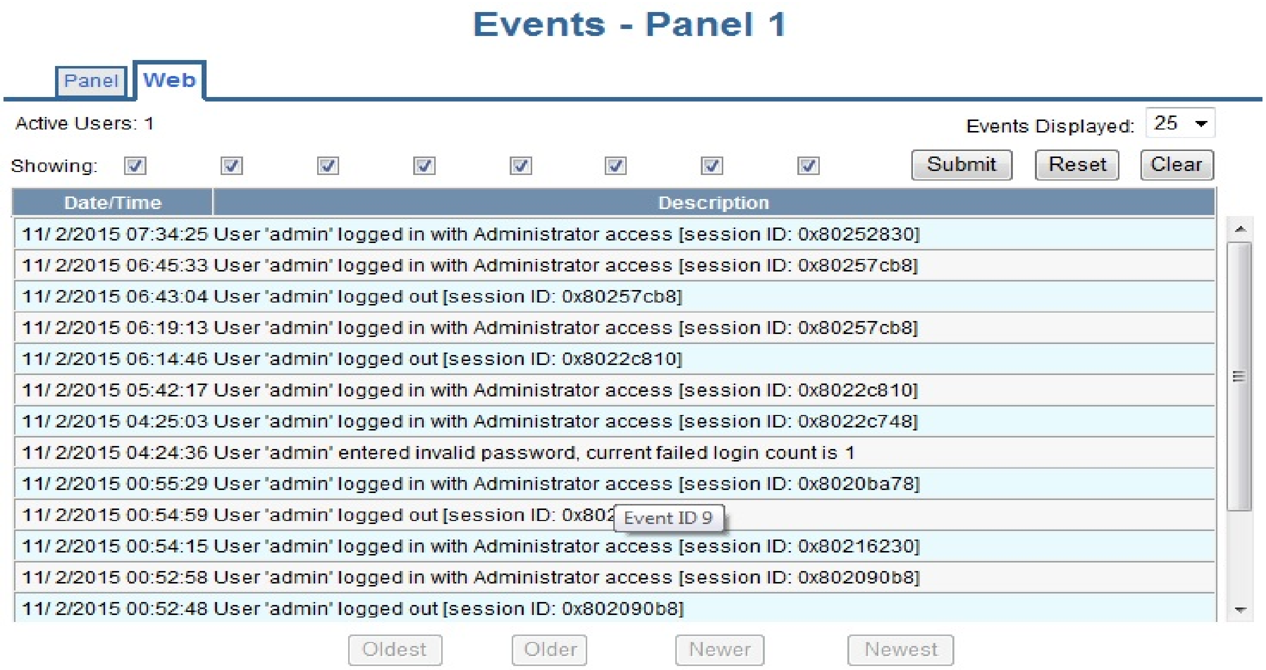
Table 19 describes the information displayed on the Panel events tab:

Table 19: *Status > Events > Panel Tab Field Descriptions*

Column Head	Description
Date/Time [ID]	Provides the date and exact time the event was generated, according to the panel's name.
Device Name [ID]	Identifies the device that generated the event.
LN	**Logical device number** — the unique name or number given to the event-generating device when the device was configured in **Configuration > Doors**.
PN	**Physical device number** — the unique number assigned to the device on the NetAXS® board.
Code	Briefly describes the event.
Cred-PIN/Site	Identifies the card number, and either the PIN or site code number of the card. Reports only events that have an invalid Card Number, invalid Site Code, or invalid PIN. Invalid Cards are reported by themselves. Invalid Site Codes and invalid PINs are reported with the card number that was swiped along with them.
Card Holder Name	Associates User, Card Holder, and raw data when applicable to a variety of events such as: • Valid Card reads • Invalid Site Code • Invalid PIN • Database Change **Note:** With respect to a card that does not have an associated format: The panel reads the card and converts its binary output into a single decimal number. This number is then reported in the Card Holder Name column along with the number of bits being listed in the Cred-PIN/Site column. Using this information, a user can determine the appropriate format for the card.

Click **Status > Events > Web** to display the Web events tab:

Figure 44: *Status > Events > Web Tab*



Events - Panel 1

Active Users: 1

Events Displayed: 25

Showing: ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑

Date/Time	Description
11/ 2/2015 07:34:25	User 'admin' logged in with Administrator access [session ID: 0x80252830]
11/ 2/2015 06:45:33	User 'admin' logged in with Administrator access [session ID: 0x80257cb8]
11/ 2/2015 06:43:04	User 'admin' logged out [session ID: 0x80257cb8]
11/ 2/2015 06:19:13	User 'admin' logged in with Administrator access [session ID: 0x80257cb8]
11/ 2/2015 06:14:46	User 'admin' logged out [session ID: 0x8022c810]
11/ 2/2015 05:42:17	User 'admin' logged in with Administrator access [session ID: 0x8022c810]
11/ 2/2015 04:25:03	User 'admin' logged in with Administrator access [session ID: 0x8022c748]
11/ 2/2015 04:24:36	User 'admin' entered invalid password, current failed login count is 1
11/ 2/2015 00:55:29	User 'admin' logged in with Administrator access [session ID: 0x8020ba78]
11/ 2/2015 00:54:59	User 'admin' logged out [session ID: 0x802
11/ 2/2015 00:54:15	User 'admin' logged in with Administrator access [session ID: 0x80216230]
11/ 2/2015 00:52:58	User 'admin' logged in with Administrator access [session ID: 0x802090b8]
11/ 2/2015 00:52:48	User 'admin' logged out [session ID: 0x802090b8]

Note: 1. The number of active users is indicated in the upper left corner of the tab.

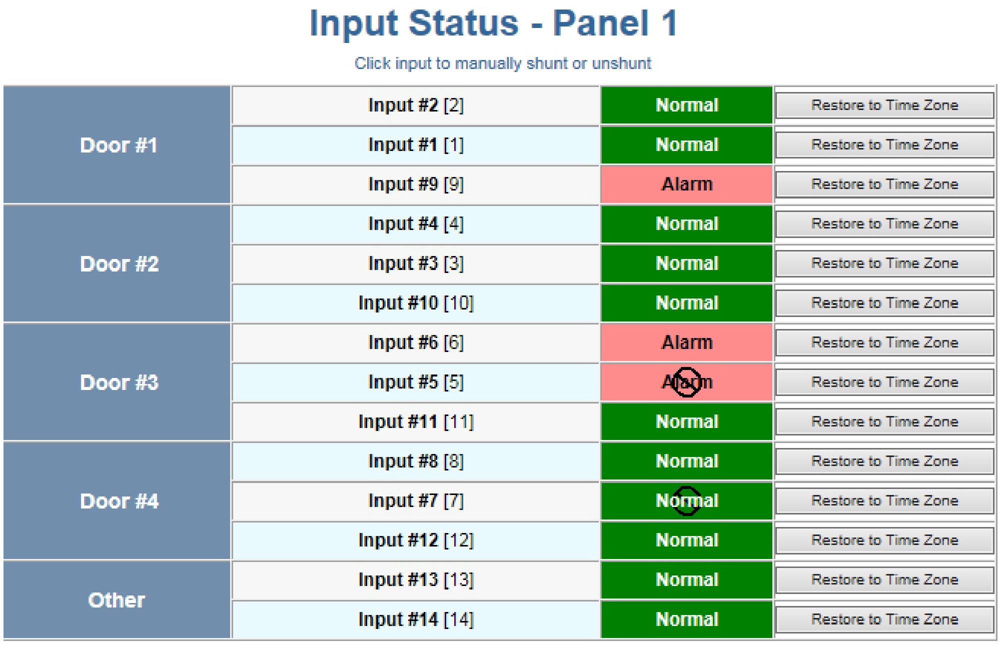
2. Select which Web Events to filter by selecting one or more checkboxes. Hover over each checkbox to display its filter type.

4.4 Monitoring Inputs

A NetAXS® panel supports door, panel, and auxiliary inputs. The door inputs provide egress and tamper status, the panel inputs provide power fail and tamper status, and the auxiliary inputs support any downstream status.

Click **Status > Inputs** to display the Input Status screen:

Figure 45: *Status > Inputs*



Input Status - Panel 1

Click input to manually shunt or unshunt

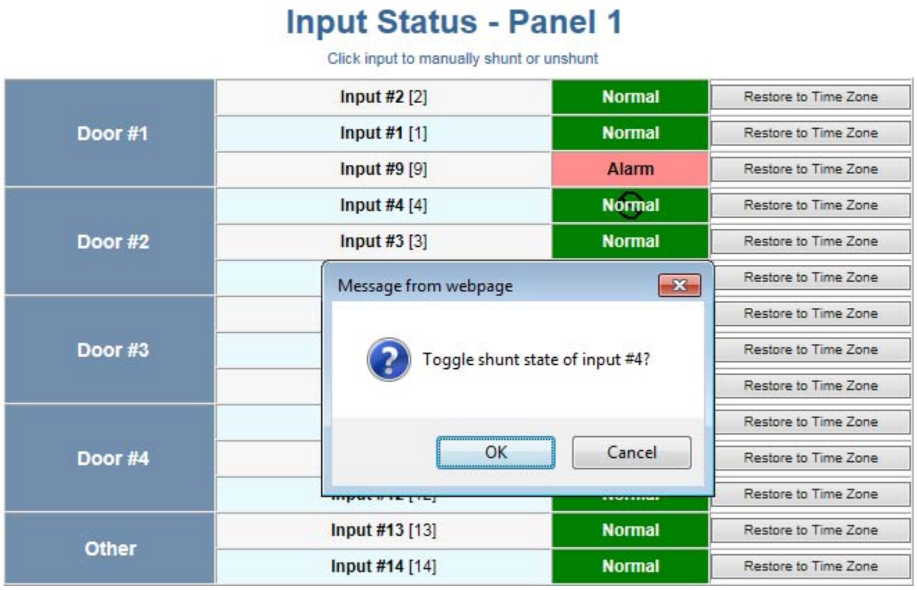
Door #1	**Input #2** [2]	Normal	Restore to Time Zone
	Input #1 [1]	Normal	Restore to Time Zone
	Input #9 [9]	Alarm	Restore to Time Zone
Door #2	**Input #4** [4]	Normal	Restore to Time Zone
	Input #3 [3]	Normal	Restore to Time Zone
	Input #10 [10]	Normal	Restore to Time Zone
Door #3	**Input #6** [6]	Alarm	Restore to Time Zone
	Input #5 [5]	Alarm	Restore to Time Zone
	Input #11 [11]	Normal	Restore to Time Zone
Door #4	**Input #8** [8]	Normal	Restore to Time Zone
	Input #7 [7]	Normal	Restore to Time Zone
	Input #12 [12]	Normal	Restore to Time Zone
Other	**Input #13** [13]	Normal	Restore to Time Zone
	Input #14 [14]	Normal	Restore to Time Zone

The Input Status screen enables you to:

- View the current status of each input (Normal, Alarm, Cut, Short, Shunted).
- Shunt or un-shunt any input. When an input is shunted, the alarm is de-activated. This is a way you can allow the input to grant access without falsely signalling an alarm. The default state of an input point is “un-shunted.”
- Restore the input to its configured time zone. A time zone is a specified time period during which the input will be shunted and the alarm de-activated (see Configuring Time Management, page 26).

Steps:

1. To shunt or un-shunt an input, click the input name to display a prompt. Click OK to complete the shunt or un-shunt.



Input Status - Panel 1

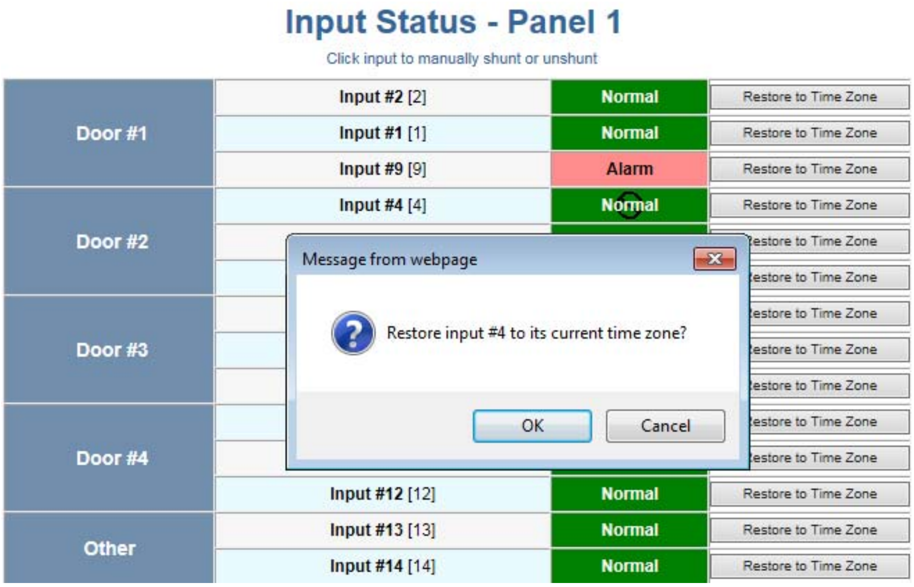
Click input to manually shunt or unshunt

Door #1	**Input #2** [2]	Normal	Restore to Time Zone
	Input #1 [1]	Normal	Restore to Time Zone
	Input #9 [9]	Alarm	Restore to Time Zone
Door #2	**Input #4** [4]	Normal	Restore to Time Zone
	Input #3 [3]	Normal	Restore to Time Zone
			Restore to Time Zone
Door #3			Restore to Time Zone
			Restore to Time Zone
			Restore to Time Zone
Door #4			Restore to Time Zone
			Restore to Time Zone
	Input #12 [12]	Normal	Restore to Time Zone
Other	**Input #13** [13]	Normal	Restore to Time Zone
	Input #14 [14]	Normal	Restore to Time Zone

Message from webpage

Toggle shunt state of input #4?

2. To restore the input to its shunt state based on its configured time zone, click the input’s **Restore to Time Zone** button to display a prompt. Click **OK** to complete the restoration to the configured time zone.



Input Status - Panel 1

Click input to manually shunt or unshunt

Door #1	**Input #2** [2]	Normal	Restore to Time Zone
	Input #1 [1]	Normal	Restore to Time Zone
	Input #9 [9]	Alarm	Restore to Time Zone
Door #2	**Input #4** [4]	Normal	Restore to Time Zone
			estore to Time Zone
			estore to Time Zone
Door #3			estore to Time Zone
			estore to Time Zone
			estore to Time Zone
Door #4			estore to Time Zone
			estore to Time Zone
	Input #12 [12]	Normal	Restore to Time Zone
Other	**Input #13** [13]	Normal	Restore to Time Zone
	Input #14 [14]	Normal	Restore to Time Zone

Message from webpage

Restore input #4 to its current time zone?

Note: The Input Status screen dynamically refreshes when input status changes.

4.5 Monitoring Outputs

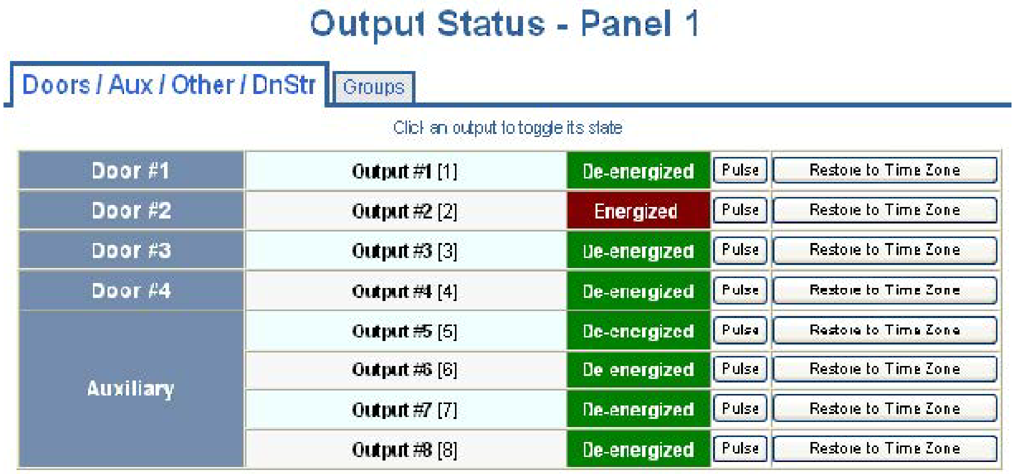
An output is an output device that changes its normal state when it is energized, pulsed, or time-zone controlled. For example, a successful card read at a reader pulses a door lock. The lock changes its normally locked state to an unlocked state and the cardholder opens the door.

A NetAXS® panel supports one output for each of its four doors. The panel also supports four additional outputs for auxiliary devices and 64 downstream outputs. Outputs can be configured singly as discrete outputs (see Outputs Tab, page 41 and Outputs Tab, page 58) or collectively as a group of outputs (Groups Tab, page 60).

Note: The Pulse and Restore to Time Zone buttons will only function when an output or group has a valid pulse time or a time zone assigned.

Click **Status > Outputs** to display the Doors/Aux/Other/DnStr tab of the Output Status screen:

Figure 46: *Status > Outputs > Doors/Aux/Other/DnStr Tab*



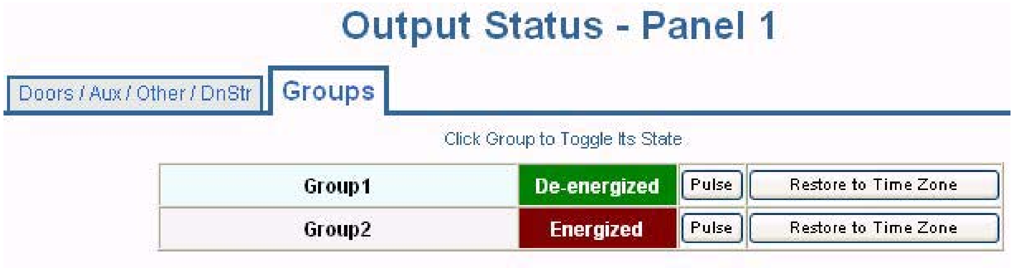
Output Status - Panel 1

Click an output to toggle its state

Door #1	Output #1 [1]	De-energized	Pulse	Restore to Time Zone
Door #2	Output #2 [2]	Energized	Pulse	Restore to Time Zone
Door #3	Output #3 [3]	De-energized	Pulse	Restore to Time Zone
Door #4	Output #4 [4]	De-energized	Pulse	Restore to Time Zone
Auxiliary	Output #5 [5]	De-energized	Pulse	Restore to Time Zone
	Output #6 [6]	De-energized	Pulse	Restore to Time Zone
	Output #7 [7]	De-energized	Pulse	Restore to Time Zone
	Output #8 [8]	De-energized	Pulse	Restore to Time Zone

Click **Status > Outputs > Groups** to display the Groups tab of the Output Status screen:

Figure 47: *Status > Outputs > Groups Tab*



Output Status - Panel 1

Click Group to Toggle Its State

Group1	De-energized	Pulse	Restore to Time Zone
Group2	Energized	Pulse	Restore to Time Zone

The Output Status tab enables you to:

- View the current status of each output in the Discrete tab (Energized or De-energized).
- View the current status of each output group in the Groups tab.
- Energize or de-energize any output or group indefinitely.
- Pulse any output. This energizes the output or group for a configured period of time (see Outputs Tab, page 41).
- Restore the output to its configured time zone. A time zone is a specified time period during which the output will be energized. (see Configuring Time Management, page 26).

Steps:

1. To energize an output or group of outputs for an indefinite period of time, click the **De-energized** button to display a prompt. Click **OK** to complete the change to "Energized."

   To de-energize an output or group of outputs for an indefinite period of time, click the **Energized** button to display a prompt. Click **OK** to complete the change to "De-energized."

2. To Pulse an output or group of outputs for the configured period of time, click the **Pulse** button to display a prompt. Click **OK** to start the pulse. Note that the Pulse button will be greyed out if no output is attached.

3. To reset the output behavior according to its configured time zone, click the **Restore to Time Zone** button to display a prompt. Click **OK** to restore the time zone. Note that the **Restore to Time Zone** button will be greyed out if no output is attached.

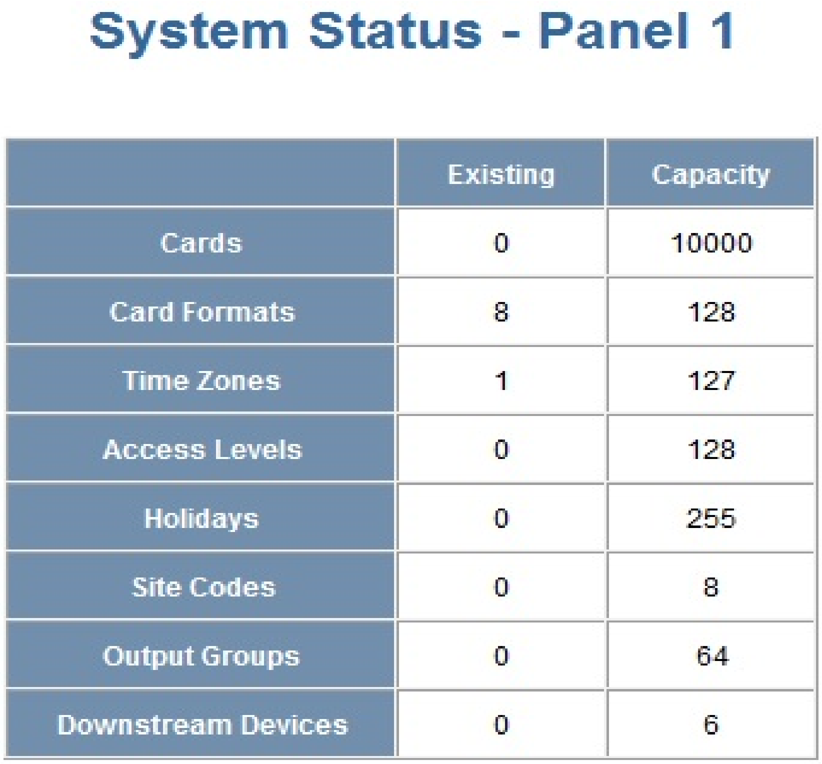
Note: The Output Status screen dynamically refreshes when the output status changes.

4.6 Monitoring System Status

This feature provides basic monitoring of objects in the NetAXS® system other than alarms, events, inputs, and outputs.

Click **Status > System** to display the System Status screen:

Figure 48: *Status > System*



System Status - Panel 1

	Existing	Capacity
Cards	0	10000
Card Formats	8	128
Time Zones	1	127
Access Levels	0	128
Holidays	0	255
Site Codes	0	8
Output Groups	0	64
Downstream Devices	0	6

The System Status screen enables you to:

View the following status of system objects other than alarms, events, inputs, and outputs:

- Number of currently configured instances of the object.
- Maximum number of object instances that can be configured.

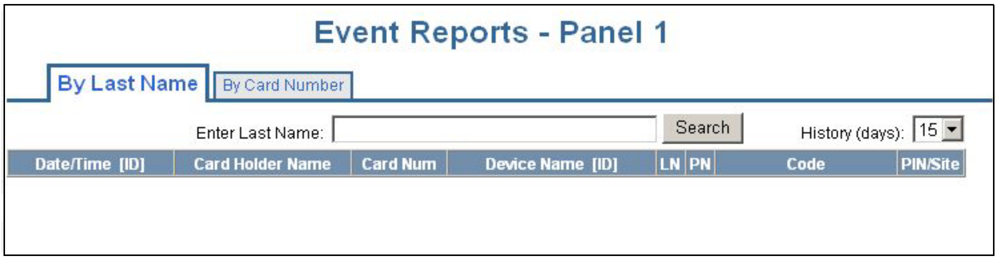
4.7 Generating Event Reports

The Event Report screen enables you to:

- Generate reports of card events by last name.
- Generate reports of card events by card number.

Click **Reporting > Event Reports** to display the Event Report screen.

Figure 49: *Status > Reports > By Last Name Tab*



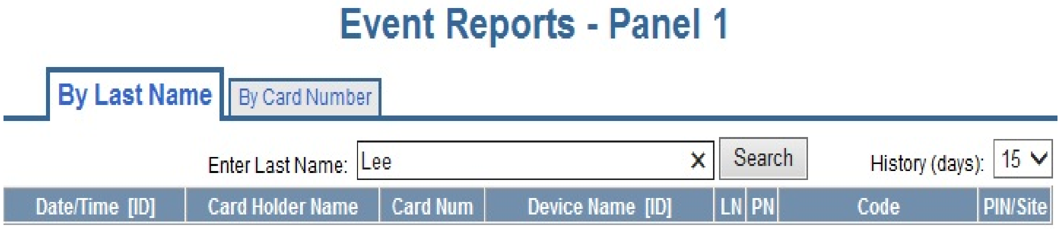
Enter Last Name:

History (days): 15

Date/Time [ID]	Card Holder Name	Card Num	Device Name [ID]	LN	PN	Code	PIN/Site

To generate an Event Report By Last Name:

1. Click the By Last Name tab and enter the card holder's last name in the Enter Last Name box, then click **Search**.

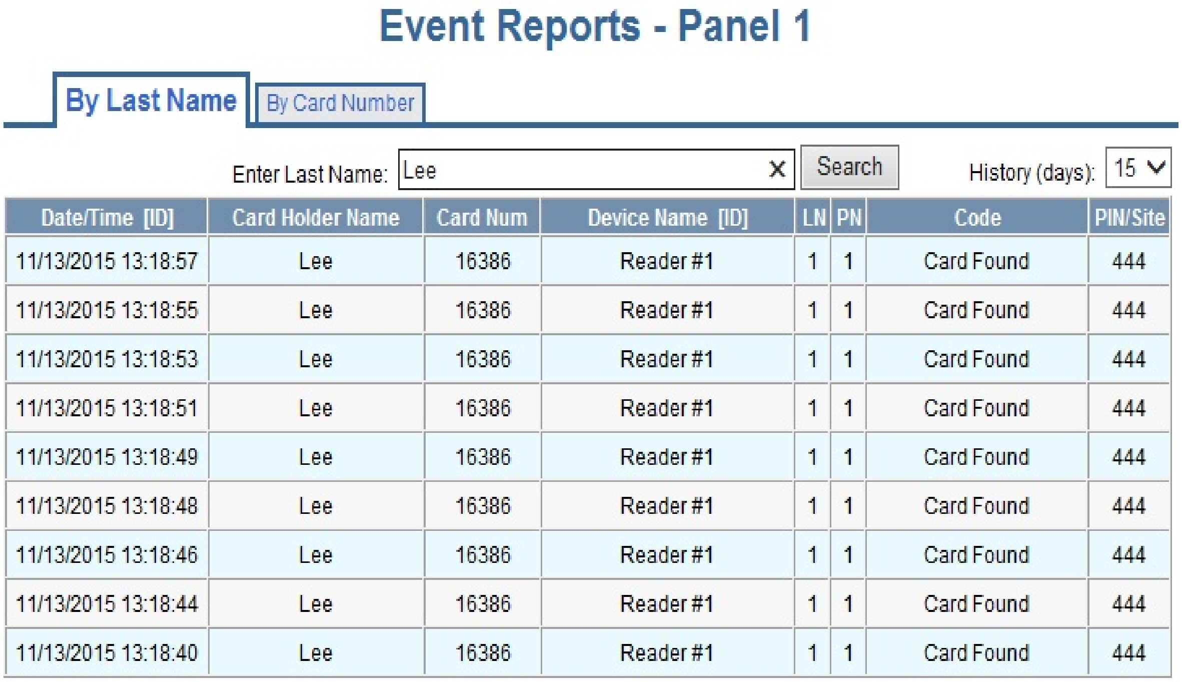


Enter Last Name: Lee

History (days): 15

Date/Time [ID]	Card Holder Name	Card Num	Device Name [ID]	LN	PN	Code	PIN/Site

2. Use the History (days) drop-down list to select the duration of days in history.



Event Reports - Panel 1

Enter Last Name: Lee

History (days): 15

Date/Time [ID]	Card Holder Name	Card Num	Device Name [ID]	LN	PN	Code	PIN/Site
11/13/2015 13:18:57	Lee	16386	Reader #1	1	1	Card Found	444
11/13/2015 13:18:55	Lee	16386	Reader #1	1	1	Card Found	444
11/13/2015 13:18:53	Lee	16386	Reader #1	1	1	Card Found	444
11/13/2015 13:18:51	Lee	16386	Reader #1	1	1	Card Found	444
11/13/2015 13:18:49	Lee	16386	Reader #1	1	1	Card Found	444
11/13/2015 13:18:48	Lee	16386	Reader #1	1	1	Card Found	444
11/13/2015 13:18:46	Lee	16386	Reader #1	1	1	Card Found	444
11/13/2015 13:18:44	Lee	16386	Reader #1	1	1	Card Found	444
11/13/2015 13:18:40	Lee	16386	Reader #1	1	1	Card Found	444

3. Use the descriptions in Table 20 to read the event records.

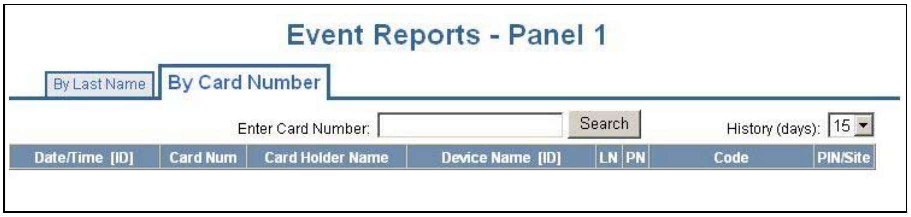
Table 20: *Status > Report Fields*

Setting	Description
Date/Time [ID]	Provides the date and exact time the event was generated, according to the panel's time.
Card Holder Name	Identifies the card holder.
Card Num	Specifies the unique number by which the card holder may be identified.
Device Name [ID]	Identifies the device that generated the event.
LN	**Logical Device Number** - A unique number starting at 1 that is assigned to an alarm generating point. This number is never duplicated on a Controller. There is one exception to this: Door Readers.
PN	**Physical Device Number** - A number at the board level that is assigned to a specific alarm generating point. System alarms such as reset which are not board-specific will report a value of 0. There is one exception to this: Door Readers.
Code	Identifies the current transaction generated by the card. For example, the possible transactions could include: • Card Found • Card Not Found • Time Zone Violation
PIN/Site	Identifies either the PIN or the site code number of the card. Only used to report an event that has an invalid Site Code or invalid PIN.

To generate an Event Report By Card Number:

1. Click on the By Card Number tab and enter the card number in the Enter Card Number box, then click **Search**.
2. Perform Steps 2 and 3 under generating an Event Report by Last Name.

Figure 50: *Event Reports By Card Number Example*



Event Reports - Panel 1

Date/Time [ID]	Card Num	Card Holder Name	Device Name [ID]	LN	PN	Code	PIN/Site

Upgrading NetAXS® Firmware

A

A.1 NetAXS® Upgrade Procedure

Please see product Release Notes for detailed instructions on how to upgrade panel firmware.

A.1.1 Clearing the Cache in the Internet Browsers Used by the NetAXS® Web Server

The NetAXS® panel supports Internet Explorer 8 (IE8) to IE11, and current Firefox version. For all browsers, we recommend that you clear the cache after a successful upgrade. Please follow your browser instructions to clear the cache.

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