



***TX3-MSW024 Card Access
Configuration and Monitoring
Utility***

Administrator Quick Start Guide

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1 Configuring Cards

The TX3 Configuration and Monitoring Utility lets you add and configure building access cards. This Quick Start guide discusses the configuration of the card information.

Once you are familiar with the basic concepts and know your way around the administrator interface, the application helps you to work efficiently and effectively.

This chapter explains

- Resident Cards
- Adding Cards
- Editing Cards
- Finding Cards

1.1 Resident Cards

Cards appear in the job tree with the addition of the first card access panel. Selecting Cards from the job tree displays all currently configured cards and their corresponding details on the right pane.

Clicking on an item in the column header sorts the list in either its ascending or descending order.

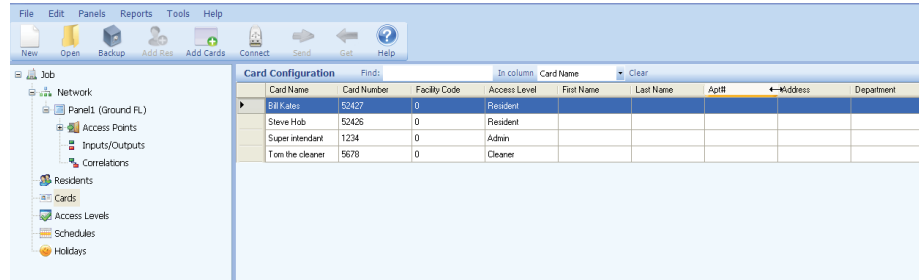


Figure 1. Card Configuration

1.2 Adding Cards

TX3 Configuration and Monitoring Utility lets you easily add and modify resident's card information.

To add a card

1. Select Add Cards from the Menu Bar or right click in the Card Configuration window and select Add Cards. The Add Cards window appears.

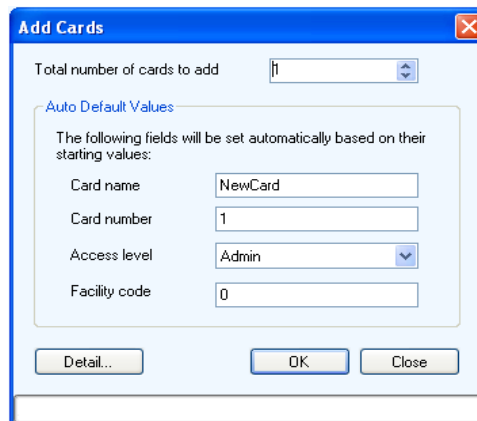


Figure 2. Add Cards

2. Provide the following information:
 - Total number of cards to add.** Specify the number of cards to add.
 - Card name.** Specify a name for the card.
 - Card number.** Provide a unique card number.
 - Access Level.** Select an access level from the list. Access levels are preset by the administrator.
3. Click **OK** to add the card and return to the configuration window or click **Detail** to proceed with additional configuration as described in the next paragraph. You may also click **Close** to save the existing changes and continue with adding another card.

1.3 Editing Cards

Single card can be edited by selecting **Detail** from the Add Card window or by double clicking the card. Multiple cards can be edited at the same time by selecting and right clicking on multiple cards.

To add card details

1. Click the row header on the far left or double click anywhere on the row. You may also right click and select **Edit Cards**. The Card Details window appears.

Figure 3. Card Details

2. Provide the following information:

Select a photo here. Click this area and select a photo from a directory.

Card number. Specify a card number. This number is printed on the card.

PIN. Enter a Personal Identification Number. This is required if the PIN required feature is enabled on the card reader.

Name. Provide a name for the card holder

Notes. Provide any notes for this card.

3. Select `General` and provide the following information to specify access levels and activation dates and status:

Access level. Select an access level for the card.

Activation date. Specify the activation date.

De-activation date. Specify the de-activation date.

Status. `Status` shows the current status of this card. Select `Inactive` to de-activate or `Active` to activate the card.

Usage counter. `Usage counter` is a configurable feature that uses a counter to specify the number of times a card is used at a reader. Each time the card is used this value decreases by one in the database. When it reaches zero, the card is de-activated. Select the check box and specify the maximum usage count for this card.

Note: For the `Usage counter` to function enable the `Deduct Usage Count` feature on the card reader.

4. Select Advanced. The Advanced tab appears.

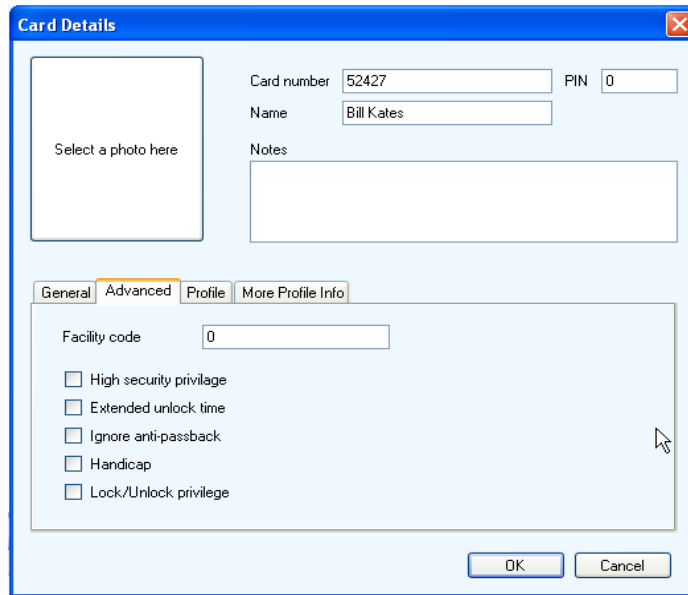


Figure 4. Card Details Advanced

5. Enable the following features to specify additional access privileges:

High security privilege. Specifies whether the card has access to areas designated as high security.

Extended unlock time. Specifies whether the card has extended unlock time privileges as defined on the card reader.

Ignore anti-passback. Specifies whether the card is not limited by the Timed Anti-passback feature.

Handicap. Enables the output for handicap access.

Lock-Unlock privilege. Specifies whether this card sets the lock or unlock mode of access points.

6. Select Profile. The Profile window appears.

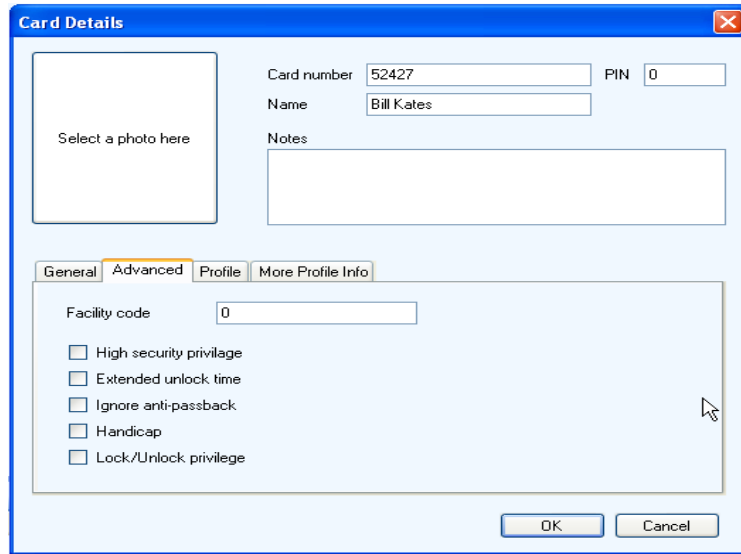


Figure 5. Card Details Profile

7. Provide the following profile information:
 - First name.** First name of the card holder.
 - Last name.** Last name of the card holder.
 - Phone.** Phone number.
 - Mobile phone.** Mobile phone number.
 - E-mail.** Email address.
 - Department.** Provide the business department.
 - Profile ID.** *future use.*
 - Select Profile.** *future use.*

8. Select **More Profile Info**. The **More Profile Info** window appears.

The screenshot shows a 'Card Details' dialog box with a blue title bar and a close button. On the left is a placeholder for a photo labeled 'Select a photo here'. To the right are input fields for 'Card number' (52427), 'PIN' (0), and 'Name' (Bill Kates). Below these is a 'Notes' text area. At the bottom, there are four tabs: 'General', 'Advanced', 'Profile', and 'More Profile Info'. The 'More Profile Info' tab is active and contains several input fields: 'Address', 'City', 'Province/State', 'Country/Region', 'Postal/Zip code', and 'Apt#'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Figure 6. Card Details More Profile Info

9. Provide the following additional address information.
 - Address.** Resident address
 - Apt#.** Resident apartment number.
 - City.** City name.
 - Province/state.** Province or state.
 - Country/region.** Country or region name.
 - Postal/zip code.** Postal or zip code.
10. Click **OK** to add the card information and return to the configuration window, or click **Cancel** to exit without saving the changes.

1.4 Finding a Card

TX3 Configuration and Monitoring Utility provides you with quick browsing and searching capabilities for resident's card information.

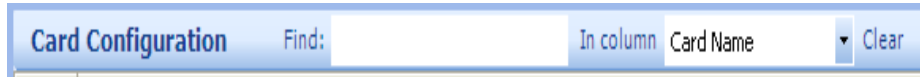


Figure 7. Card Search

To find a card, enter the card name in the `Find` box above the list. The list will automatically refresh as you type in the criteria.

To find by another column, say by card number, select `Card Number` in the `In column` box. To restore the full list, press the `Clear` button.

1.5 Contact Us



You can contact us from Monday to Friday 8:00 A.M. to 5:00 P.M. E.S.T.

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