

## NStar Quick Reference

### **Initializing a Panel (sending changes in the programming to the panels)**

From the menu bar select **Operations – Control Map**

Click the (+) to expand the tree and display the devices

Right-click on the panel to be initialized

Select the items you wish to initialize the panel with

Click **Ok**

Repeat for each panel that needs to be initialized

### **To Add a Time Zone (a time period used to define access levels, door unlock times, input shunt times)**

From the menu bar select **Configuration – Time Management – Timezone**

Click on **Add**

Enter a name for the timezone (ie 8am-5pm m-f)

Use the mouse to drag the timeline to the desired hours

Snap time sets time to increments of 60, 30, 15, or 0 minutes (0 allows you to set the time to the minute)

Repeat for desired time for each day or select copy Monday to weekdays.

Define Saturday, Sunday and Holiday timeline if desired.

If holiday time range is defined, holiday group must be referenced. (See Adding a Holiday Group)

Click **OK**

Note: Time zones must be added to panels before that panel can use it. See “To Add a time zone to a panel.”

Initialize the effected panel(s) with the change

### **To Delete a Time Zone**

From the menu bar select **Configuration – Time Management – Timezone**

Highlight the timezone you want to delete

A timezone can not be deleted if it is being used in the system. To see any elements using the timezone, click on **Isolate**.

The Isolate dialog box allows you to reassign a new timezone to any Operators, Panels, Access Levels, Cards, Action Groups and ADVs that use the time zone you are going to delete.

On each tab you can highlight and reassign each element individually or select reassign all to reassign all elements on that tab to the same new timezone

Click **Ok** to return to the timezone database window

Click **Delete** – click **Ok** in confirmation dialog box

Initialize panel(s) with the change

### **To Add a Time Zone to a Panel (give permission for a panel to use a timezone)**

From the menu bar select **Configuration – Device – Device Map**  
Click on the (+) to expand the tree and list the devices  
Right-click the panel to be edited and select **Configure**  
Click on the **Timezone** tab  
Available timezones are listed in upper pane, selected timezones are listed in the lower pane.  
Click on a timezone in the upper pane to move it to selected timezones (this gives the panel permission to use the timezone)  
Click **apply**, click **OK**  
Initialize the panel with the change

### **To Add a Timezone to a Door (tell a door what time to be unlocked)**

From the menu bar select **Configuration – Device – Device Map**  
Click on the (+) to expand the tree and list the devices  
Right-click on the panel with the appropriate door and select **Configure**  
Click on the **Output points** tab  
Using the drop down list, highlight the lock you want to assign the timezone to  
Select the timezone from the drop down list  
Click **Ok**  
Initialize the panel with the change

### **To Add/Change the shunt time on an input point**

From the menu bar select **Configuration – Device – Device Map**  
Click on the (+) to expand the tree and list the devices  
Right-click on the panel with the input point to be edited and select **Configure**  
Click on the **Input points** tab  
Using the drop down list highlight the input point you want to change  
On the shunt time type in the time (in seconds) that you want  
Click **Ok**  
Initialize panel with the change

### **To Add/Change the pulse time on an output point**

From the menu bar select **Configuration – Device – Device Map**  
Click on the (+) to expand the tree and list the devices  
Right-click on the panel with the output point to be edited and select **Configure**  
Click on the **Output points** tab  
Using the drop down list highlight the output point you want to change  
On the pulse time type in the time (in seconds) that you want  
Click **Ok**  
Initialize panel with the change

### **To Add an Access Level (assigning various timezones to groups of doors to define access for groups of cardholders)**

From the menu bar select **Card – Access Levels**

Click on **Add**

Enter a name for the access level (ie first shift) and description (optional)

Click **Ok**

In the right windowpane the areas will be listed

Click on (+) to view doors in each area (by default there is no access to any doors)

Right click on the door you want to assign access to and select **Configure**

Click on Set Access for this entrance

From the Timezone drop down list, select the timezone for this door

Click **Ok**

The selected timezone will appear next to the door name

Repeat for each door you want to give access to

To assign the same timezone to all doors in a defined area, right click on the area and select **Configure**

Select Set Access for all entrances in this area

From the Timezone drop down list, select the timezone for all these doors

Click **Ok**

Initialize panel(s) with change

Area folder color coding:

Red means no access to any doors in the area.

Yellow means access to some entrances in this area.

Green means access to all entrances in this area during the assigned time zone.

### **To Add a Card Holder**

From the menu bar select **Card – Cardholder**

Select **Add**

Enter at least first and last name

To assign a card select the **Card Data** tab and click **Attach**

Click find to display available cards or click add to add a new card (see To Add a Card)

Highlight the card you want to attach and click **Ok**

If there are no cards available, click **Add**. The Card Record window appears displaying the Card Properties tab.

In the Card Number box, enter the card number.

Click the pull-down arrow in the Access Level box, and select an access level for the card. Customer Access Levels can be created. See “Custom Access Levels” in the Help for further information.

Set the card status and select any other desired options.

To associate a badge layout (optional) with the card, click the Badge tab. Click the pull-down arrow in the Badge Front and Badge Back boxes and select a front and back layout for the badge.

Click **Ok** to save it.

Note: If you are online with the panel(s) when adding a card, the card will automatically be sent down. If not, you need to initialize the panel(s) with the cards.

### **To Delete a Card Holder**

From the menu bar select **Card – Cardholder**

Use the search feature to find the cardholder you want to delete

Highlight the cardholder and click on **Delete**

If cardholder is assigned cards, photos, and/or signatures you will be asked whether you want to delete or detach each.

Click **Ok** in confirmation dialog box

Note: If you are online with the panel(s) when deleting a card, the deletion will automatically be sent down. If not, you need to initialize the panel(s) with the cards.

### **To Add a Custom Access Level to a Card**

From the menu bar select **Card – Cardholder**

Select the Cardholder and click **Edit**

Click on the card tab

Click on **Add** for a new card or highlight an existing card and click on **Edit**

From the access level drop down list select the access level to be customized

Click on “**Add**” next to Custom Access Level

Right-click on the door to be customized and select **Configure**

Select set access for this entrance and select a timezone from the drop down list or select remove access from this entrance to deny access

Repeat for all doors needing custom access

Note: If you are online with the panel(s) when adding a card, the card will automatically be sent down. If not, you need to initialize the panel(s) with the cards

### **To Print a Badge (if using badging option)**

Select the Card Holder menu then click on a Card Holder. The Card Holder window appears.

Select the Cards tab. From the list of cards, select a card then click Print. The Print Badge Preview window appears.

Click on **Print**

### **Adding a Holiday Group (a predefined set of holidays assigned to a panel)**

From the menu bar select **Configuration – Time Management – Holiday Groups**

Click **Add**

Type in a name for the Holiday Group

To add holidays to the group click **Add**. The Holidays dialog box appears

Type the name of the holiday you are adding

Next to the date field click the **...** button. The calendar window appears

Use the arrows to scroll through the months  
Select the date for the holiday you are adding  
Select the Apply to All Years option only if this holiday is on the same date every year  
Click **Ok** to return to the Holiday Group dialog box  
Repeat for each holiday to be added to the group  
Click **Ok** when finished  
New holiday groups need to be assigned to the panel that will be using them  
To assign a Holiday Group to a Panel  
From the menu bar select **Configuration – Device – Device Map**  
Click the (+) to expand the tree  
Right-click the appropriate panel and select **Configure**  
Select the holiday group from the drop down list and click **Ok**  
Note: Only one holiday group can be assigned to each panel  
Initialize the panel with the change

### **To Open an Alarm View**

From the menu bar select **Operations – Alarms**  
Red – Alarm  
Green – Normal  
Yellow - Trouble

### **To Open Event View**

From the menu bar select **Operations – Events**

### **Controlling Devices**

From the menu bar select **Operations – Control Map**  
Click the (+) to expand the tree and display the devices  
Right-click devices for command options

#### *Doors, Outputs, Groups*

- Lock/Unlock
- Pulse, Timed Pulse
- Restore to Time Zone
- Ack/Clear all alarms

#### *Input Points*

- Acknowledge, Clear
- Shunt/Unshunt
- Restore to Time Zone

#### *Panel*

- Initialize
- Buffer/Unbuffer
- Ack/Clear all alarms

## **Backup**

Select Backup & Schedule from the main Backup and Restore window to create a new backup.

When the Backup Information window is displayed, enter a unique Backup Name, as well as an (optional) description.

Select a database Backup Type. Complete will make a complete backup and Differential will backup only the differences from the last complete, appended or differential backup.

Select a Destination and file name for the backup. If a tape drive is not installed on the computer, Tape can not be selected. If a tape drive is on the computer, then the option to format the tape is also given.

Click Continue to bring up the Scheduling Window.

Select the Schedule Type. Run Once will prompt for the time and date.

Schedule to occur later will bring up Daily, Weekly and Monthly options.

Daily allow the back up to be run every so many days as defined from 1-999 day(s) at the specified time.

Weekly allows the back up to be run on a specified day of the week at the specified time.

Monthly allows the back up to be run on the selected day of the month (1-31) or at regular monthly intervals.