WinPak 2 & 2005 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

    From the menu bar select **Card – Card**
    Click on **Add**
    Enter the card number
    Assign an access level or customize an access level (see To Add a custom access level to a card)
    Enter PIN if needed
    Set the card status and any other options being used
    If assigning the card to a cardholder, click on the box next to cardholder
    To attach the card to an existing card holder use the search feature to locate the card holder
    Highlight the desired cardholder and click Ok
    To attach the card to a new cardholder, click on add and follow instructions for Adding a Cardholder.
    If using the badging option click on the **Badge tab** – select badge layout
    Click **Ok**
    Note: If you are online with the panels when adding a card, the card 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 – Card**
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 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**
To add a photo or signature, select the Card Biometrics tab and click **Import**
Click **Open**
A dialog box similar to windows explore will open. Navigate to the file you are importing and click **Ok**
The photo will be displayed with a frame box. Make sure "**lock aspect ratio**" is checked and use the handles on the frame to crop the picture
Click **Ok**
To take a cardholder photo, select the **Card Biometrics** tab and click **Capture**
Note: Your system must have been set up with a video capture card and camera when installed to use this feature.
A live picture from your camera will appear on the screen.
Make any adjustments necessary and click **Freeze** to take the picture
If you don't like the picture, you can click **Live** and start the camera again.
Be sure "**lock aspect ratio**" is checked and use the handles on the frame to crop the picture
Click **Ok**
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
> From the menu bar select **Card – Card**
> Use the search feature to find the card you want to delete
> Highlight the card and click on **Delete**
> Click **Yes** when asked to confirm deletion
> If there is a cardholder attached to the card you will be asked whether you want to delete the cardholder or detach the cardholder from the card.
> 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 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 Print a Badge (if using badging option)
> From the menu bar select **Card – Card**
> Use the search feature to find the card to be printed
> Highlight the card
> Click on **Print report – Print Card(s)**

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.