

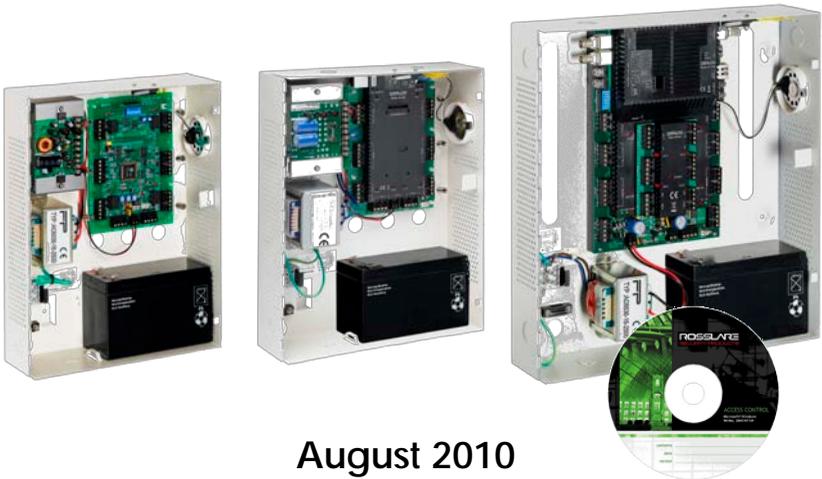
**AS-525**

**AxTrax Access Control Management Software**

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*Software Manual*

**AxTrax**



August 2010

**ROSSLARE**  
SECURITY PRODUCTS



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# 1. Introduction

The AxTrax™ AS-525 Access Control System is a complete software management system for use with AC-215, AC-225, AC-225IP, and AC-525 Access control panels.

The AxTrax AS-525 Access Control System is user-friendly, intuitive, and rich in functionality. The system can manage up to 30,000 users, and offers complete control over up to 4,092 doors (with the MD-D02 reader expansion board). Using AxTrax AS-525, you can configure doors by area and time, for different types of personnel and for varying alarm situations.

The AxTrax AS-525 Access Control System is capable of integrating with Video Surveillance software AS-525AV ViTrax. The main purpose of the integration is to enable video recording based on access control events, and convenient playback.

This manual is compatible with AxTrax AS-525 software Version 00.04.07 and ViTrax Version 1.7.5 and later.

## 1.1 System Features

AxTrax AS-525 makes it possible to control and monitor every aspect of access control on a site. The system includes a built-in software security system that controls access to the system database, and logs all performed operations. In addition, the system boasts the following Professional Grade features:

- A free basic level-0 server software license for up to 64 panels (ACUs). Three incremental license levels can be activated by buying a Rosslare HASP key (the CD-ROM is provided with the package).
- User-friendly PC software with intuitive layout reduces the complexity of access control.
- Manages user data, photo and information fields, access rights, alarms, strike time, and door mode, all from one central location.
- Produces reports from acquired data, such as entry & exit times, as well as alarm types initiated by user, location, and time events.
- Available in a large variety of languages.

- Compatible with additional software modules from Rosslare, for time, attendance, and photo ID card development.
- Backward compatibility with VeriTrax AS-215 and AS-225.

### 1.1.1. Access Control

Access groups define access rights for every part of the site. Access rights are time dependent; for example, users in the "Mornings Only" access group can have access to certain areas of the site between 9 am and 12 pm only.

Each user is assigned to an access group. The system also stores an identification photograph and personal details for each user, as well as user specific access settings, such as Antipassback immunity, requirements for an extended open door period, configurable special privileges, and triggered outputs.

### 1.1.2. Access Monitoring

AxTrax AS-525 records every attempt to open a door within the site. Status maps show the state of every part of a facility, while an Events log records complete details of every time access is granted or denied for every door on a site, while also monitoring possible door tampering and forced entries.

AxTrax AS-525 can also produce a variety of access reports, including usage reports, attendance records, and roll calls. Using the AxTrax Report Wizard, users can design their custom reports to meet their specific needs.

### 1.1.3. Software Security

Access to the AxTrax AS-525 software is password controlled. It is possible to grant to different operators restricted security rights, with access to only specified elements of the system or with read-only access.

### 1.2 AxTrax Server and Client

The AxTrax AS-525 system includes both the AxTrax AS-525 Server and the AxTrax AS-525 Client software.

AxTrax AS-525 Server should be installed on the computer that will control the access control panels and manage the database. It includes a full suite of administrator functions, including the ability to change panel network parameters, download new firmware to individual access control panels, and manage the AxTrax AS-525 database.

Additional computers can use the AxTrax AS-525 Client software, which connects to the panel network through the AxTrax AS-525 Server. The AxTrax Client has a limited operation set, and can only send or receive information from access control panels when the AxTrax Server is operating and connected to the panel network.

One AxTrax AS-525 Server can serve an unlimited number of AxTrax AS-525 Clients.

### 1.3 Using this User Guide

This user guide provides all the information required to start working with AxTrax AS-525. Refer to the AC-215, AC-225, or AC-525 hardware manuals for wiring and installation instructions.

- How to install AxTrax AS-525 on a computer
- The basic functionality of AxTrax AS-525
- How to set-up AxTrax AS-525 for a new site
- How to monitor and manage a site using AxTrax AS-525

## 2. Specifications and Requirements

### 2.1 System Capabilities

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#### General

|                                   |  |
|-----------------------------------|--|
| <b>Software Architecture</b>      | Client-Server  |
| <b>Database Type</b>              | SQL Server Express 2005  |
| <b>Max. Number of Users</b>       | 30,000   |
| <b>Max. Access Groups</b>         | 30,000   |
| <b>Max. Number of Time Zones</b>  | 32   |
| <b>Max. Cards per User</b>        | 16   |
| <b>Max. Number of Doors</b>       | 4092   |
| <b>Max. Access Control Panels</b> | 1023   |
| <b>Max. Number of Departments</b> | 1023   |
| <b>Antipassback</b>               | <ul style="list-style-type: none"> <li>• Timed</li> <li>• Door</li> <li>• Global - using Access Areas</li> </ul> |

|                                      |    |
|--------------------------------------|----|
| <b>International Holiday Support</b> | 64 |
|--------------------------------------|----|

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#### Networks

|   |  |
|---|--|
| <b>Max. Number of Networks</b>                | 1023   |
| <b>Supported Access Control Panel Models</b>  | <ul style="list-style-type: none"> <li>• AC-215</li> <li>• AC-215 (SPV)</li> <li>• AC-225</li> <li>• AC-225 with MD-IO84</li> <li>• AC-225 with MD-D02</li> <li>• AC-525</li> <li>• AC-525 with MD-IO84</li> <li>• AC-525 with MD-D02</li> </ul> |
| <b>Panel Networks Communication Interface</b> | <ul style="list-style-type: none"> <li>• Serial (RS-232)</li> <li>• TCP-IP</li> <li>• Modem</li> </ul>   |
| <b>Communication Speed</b>                    | 9600, 19200, 57600, and 115200 bps   |

### 2.2 System Requirements

#### 2.2.1. AxTrax AS-525 System Minimum Requirements

|                         |   |
|-------------------------|---|
| <b>Operating System</b> | Windows XP SP2, Windows Vista, or Windows 7 |
| <b>Processor</b>        | Pentium 4 or better                         |
| <b>Memory</b>           | 256 MB (512 MB recommended)                 |
| <b>Network</b>          | LAN card required for TCP/IP networking     |
| <b>Hard Disk Space</b>  | 1.5 GB (500 MB free space)                  |

#### 2.2.2. SQL Express Server Minimum Requirements

|                         |   |
|-------------------------|---|
| <b>Operating System</b> | Windows XP SP2, Window Server 2003, Windows Vista, or Windows 7 |
| <b>Processor</b>        | Pentium 4 or better   |
| <b>Memory</b>           | 256 MB (512 MB recommended)                                     |
| <b>Hard Disk Space</b>  | 600 MB (256 MB free space)                                      |

(SQL Express is not always required. See Choosing an SQL Server, on page 10.)

#### 2.2.3. HASP USB Key Requirements

|                               |                           |
|-------------------------------|---------------------------|
| <b>1–64 Active Panels</b>     | HASP key not required     |
| <b>65–256 Active Panels</b>   | Level 1 HASP key required |
| <b>257–512 Active Panels</b>  | Level 2 HASP key required |
| <b>513–1023 Active Panels</b> | Level 3 HASP key required |

## 3. Installation

The AxTrax AS-525 installation CD-ROM includes all the setup files required to run the AxTrax Server or Client on a computer.

The installer includes the following elements:

- Microsoft® SQL Server Express 2005
- Microsoft® .NET 2.0 Framework
- AxTrax AS-525 Access Control management System (Server and / or Client)
- HASP key driver (AxTrax Server only)

**Note:**

SQL Server Express and the Microsoft® .NET Framework are pre-requisite software and are not installed unless required.

### 3.1 Choosing an SQL Server

The AxTrax Server operates using an SQL database. If there is already an SQL server available on your computer network, use it to run the AxTrax database.

Alternatively, install the Microsoft SQL Server Express on the computer that you will be using as the AxTrax server.

**Note:**

Do not install the SQL server for AxTrax Client installations. AxTrax Clients connect to the AxTrax Server database.

### 3.2 Starting the AxTrax Installer

Install the AxTrax AS-525 Access Control System using the installation CD-ROM.

**To begin installing AxTrax AS-525:**

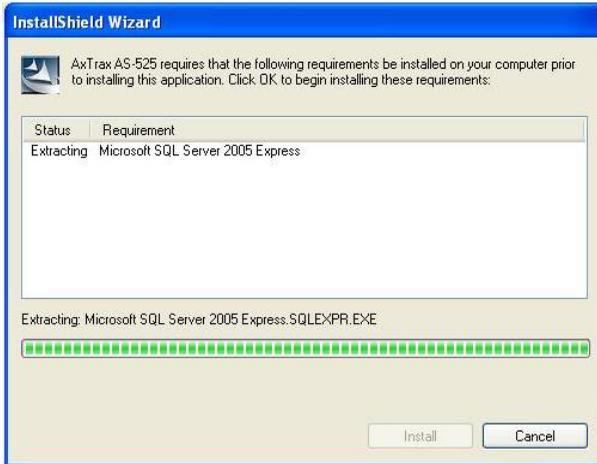
1. Insert the CD into your computer's CD drive.
2. Open **My Computer**, double-click the CD drive icon, and then double-click the AxTrax AS-525 setup file.  
If the setup detects a previous version of AxTrax AS-525, a prompt appears asking if you want to upgrade AxTrax AS-525 to the newer version. Note that upgrading to the newer version only uses current database information. After

## Installation

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upgrading the AxTrax AS-525 version, you are required to download the panel information.

If there is no SQL server installed, the Installation Requirements window opens.



**Figure 1: Installation Requirements window**

3. Click **Install**.

If there is no SQL server installed, the following message appears in a dialog: "AxTrax AS-525 optionally uses Microsoft SQL Server 2005 Express. Would you like to install it now?"

If you are installing AxTrax Client or if there is already an SQL server available on the computer network, click **No**.

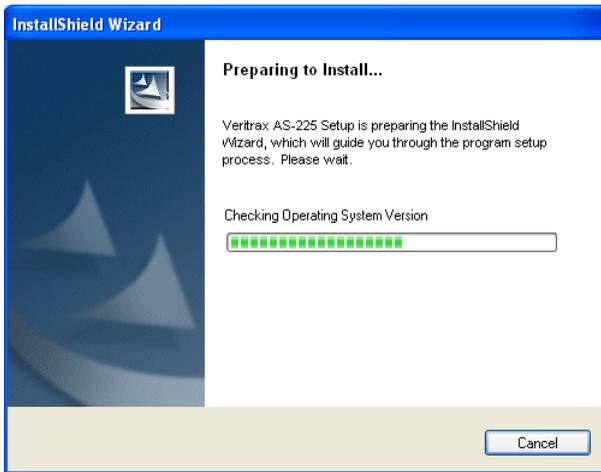
Otherwise, click **Yes** to install SQL Server Express.

4. If the Microsoft® .NET 2.0 Framework is not installed on the computer, the following message appears in a dialog: "AxTrax AS-525 optionally uses Microsoft® .NET 2.0 Framework. Would you like to install it now?".

Click **Yes** to install Microsoft® .NET Framework.

Follow the on-screen instructions to complete the installations.

After the installer has added any prerequisite software to the system, the AxTrax AS-525 Install Shield Wizard installs the software.



**Figure 2: Install Shield Wizard**

Install the AxTrax Server on the computer that will connect to the access control panels and manage the database (see detailed instructions in *Installing AxTrax Network Server Software*, below).

Then, install AxTrax Client on any additional computers. It is optional to install AxTrax Clients; however, it can be useful for monitoring the system from more than one PC. (See *Installing AxTrax Network Client Software*, on page 16 for AxTrax Client installation instructions.)

### 3.3 Installing AxTrax Network Server Software

#### To install the AxTrax AS-525 Server:

1. Wait while AxTrax AS-525 prepares to install.  
The Welcome to the Install Shield Wizard window opens.

## Installation



**Figure 3: Welcome to the Install Shield Wizard window**

2. Click **Next**.  
The Select Database Server window opens.

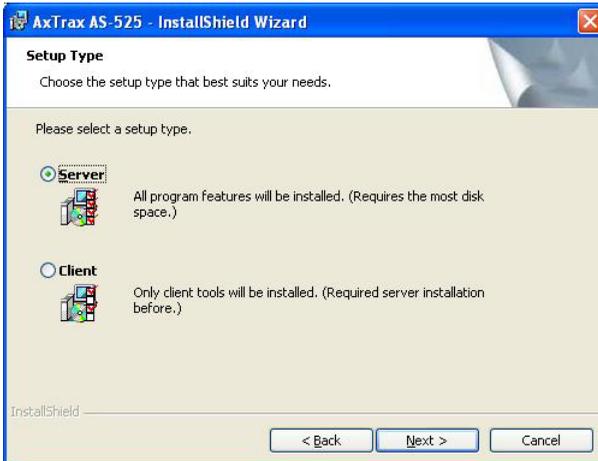


**Figure 4: Select Database Server window**

3. In **Database Server**, select the database server name.
4. For database servers installed from the VeriTrax setup program ("SQL Server express"), add the instance name "\\VeriTrax" to the database computer name.
5. Set **Connect using:** to the default option (**Server authentication using the Login ID and password below**). The only conditions for setting the **Windows authentication**

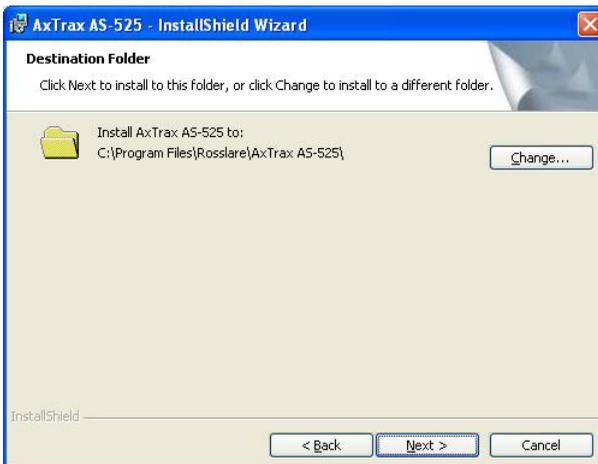
credentials of current user option, is that you are using an existing SQL database installed using Windows authentication only and not from the VeriTrax Setup.

- Click **Next**.  
The Setup Type window opens.



**Figure 5: Select Setup Type window**

- Select the **Server** option, and then click **Next**.  
The Destination Folder window opens.



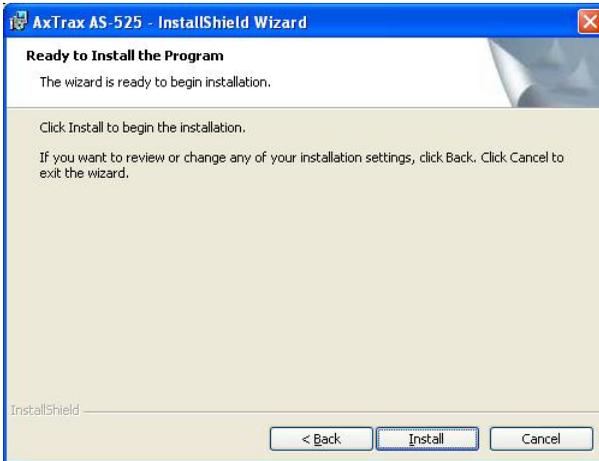
**Figure 6: Destination Folder window**

- To select a new destination folder for AxTrax AS-525, click **Change**, and browse to the required folder.

## Installation

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- Click **Next**. The Ready to Install window opens.



**Figure 7: Ready to Install window**

- Click **Install**. The installation process begins.



**Figure 8: Installing AxTrax AS-525 window**

When the installation is complete, the Install Shield Wizard Completed window opens.



**Figure 9: Install Shield Wizard Completed window**

11. Click **Finish** and restart the computer, if requested. During Server installation, a dialog appears during installation of the HASP key protection software. Now, the AxTrax AS-525 Access Control System is fully installed on your computer.

### 3.4 Installing AxTrax Network Client Software

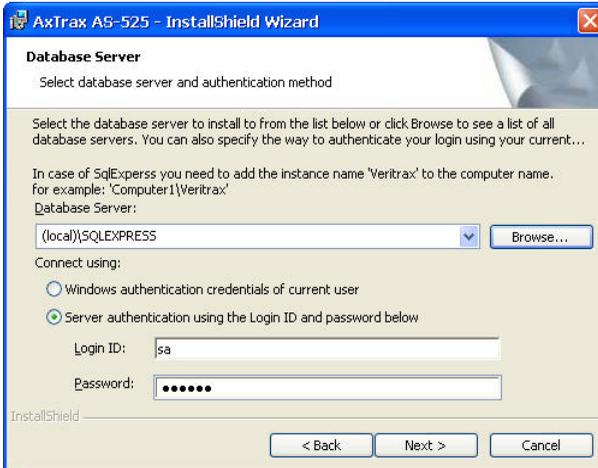
#### To install the AxTrax AS-525 Client:

1. Wait while AxTrax AS-525 prepares to install. The Welcome to the Install Shield Wizard window opens (see Figure 3).
2. Click **Next**. The Select Database Server window opens (see Figure 4).
3. Click **Browse** to select the computer running the AxTrax SQL server. A list of Servers opens.



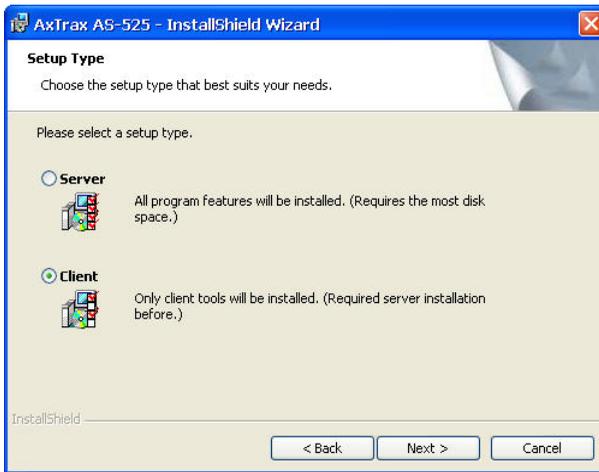
**Figure 10: List of Servers**

4. Select the database server to use, and then click **OK**. The server name appears in the Select Database Server window, in **Database Server**.



**Figure 11: SQL Server selected for Client**

5. Set **Connect Using** to the same option that you used for the AxTrax Server installation.
6. Click **Next**. The Setup Type window opens (see Figure 5).
7. Select the **Client** option for AxTrax Server installation.



**Figure 12: Select Client Setup**

8. Click **Next**.  
The Destination Folder window opens (see Figure 6).
9. To select a new destination folder for AxTrax AS-525, click **Change**, and browse to the required folder.
10. Click **Next**.  
The Ready to Install window opens (see Figure 7).
11. Click **Install**.  
The installation process begins (see Figure 8).  
When the installation is complete, the Install Shield Wizard Completed window opens (see Figure 9).
12. Click **Finish** and restart the computer, if requested.  
Now, the AxTrax AS-525 Client software is installed on your computer.

### 3.5 Firewall Settings

Internal firewall settings may prevent the AxTrax Server from connecting to the SQL database or to panel control units using TCP/IP.

For more information on how to configure a firewall, see Appendix A Firewall Configuration, on page 118. Contact your system administrator or Rosslare Technical Support for further guidance.

### 3.6 SQL Server Settings

After installing AxTrax, verify that the SQL server service on the computer is running and set to the required installation.

For more information on SQL server settings, see Appendix B SQL Service Settings, on page 122.

**Note:**

If SQL Express 2005 is installed (part of the installation package), the installation must be on the same Windows XP user account that is being used for AxTrax.

### 3.7 AC-525 Video Enhancement Setup

AxTrax AS-525 can connect with single or multiple ViTrax Servers installed in a LAN or WAN configuration (up to 10 ViTrax Servers are supported).

**Note:**

Make sure to check AxTrax AS-525 and ViTrax version compatibility.

To Install ViTrax Server and Client applications, refer to the ViTrax Software manual.

**Note:**

When installing AxTrax AS-525, make sure that the ViTrax Server has already been installed on the same PC (no license is required for that ViTrax Server).

#### To add AC-525 cameras:

1. Activate the ViTrax Server and Client (see ViTrax Software manual).
2. Define ViTrax Servers (see Connecting to ViTrax Server, page 85).
3. Define communication of AC-525 cameras to the ViTrax Server (see Adding a Camera to AC-525 panel, page 87).
4. Activate AxTrax AS-525 and configure it (see System Overview, page 20, and How to Set Up a Site, page 30).

## 4. System Overview

AxTrax AS-525 is controlled through an easy to use interface, with a tree-view list of all aspects of the site setup, and a toolbar for standard operations.

### 4.1 Starting the Software

This section explains how to start the software and log in to the main window.

#### To start AxTrax AS-525:

1. Click the AxTrax AS-525 icon on the desktop, or select the program from the Rosslare folder in the Start menu. The AxTrax Software login dialog appears.



**Figure 13: AxTrax Software Dialog box**

2. Select an **Operator name**, and type a **Password**.



**Note:**

By default, the Administrator operator password is "admin".

3. Click **OK**.  
The main AxTrax AS-525 window opens (see Figure 14).



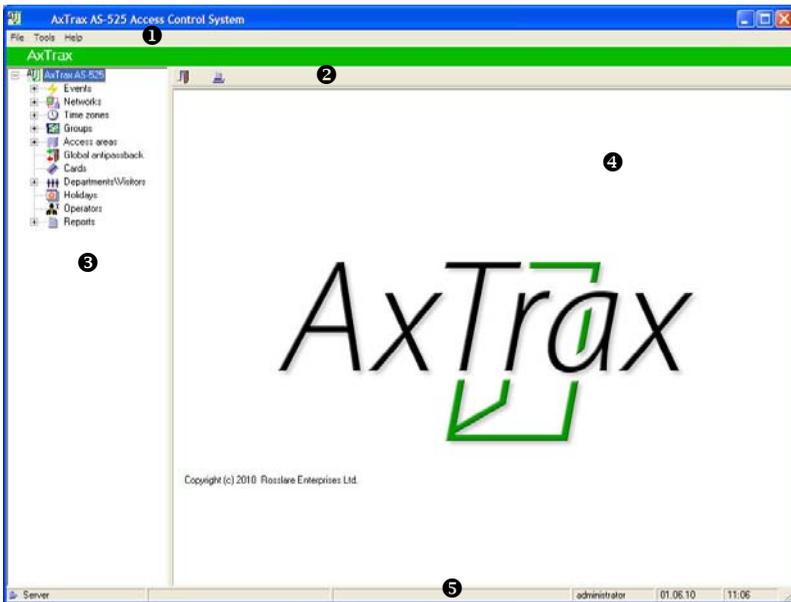
**Note:**

The SW versions in the screenshots are exemplary only.

### 4.2 The AxTrax AS-525 Main Window

The entire central functionality of AxTrax AS-525 is available from its main window.

## System Overview



**Figure 14: AxTrax AS-525 Main window**

The AxTrax AS-525 Main window is divided into five sections:

| Section        | Description   |
|----------------|---|
| 1 Menu Bar     | Controls the software general operation and setup. For more information, see Menu Bar, page 22.   |
| 2 Toolbar      | Has toolbar icons which users can use for the key tasks required in managing access control across a facility. The available icons change according to the view selected. For more information, see Toolbar, page 23. |
| 3 Tree View    | Allows users to configure, monitor, and control every aspect of access control. For more information, see Tree View, page 26.   |
| 4 Display Area | Displays all items within the tree view selected element.   |
| 5 Status Bar   | Displays general status information, such as: Operator name, Client/Server mode, system readiness, system download, date, and time.   |

## 4.3 Menu Bar

The menu bar controls the general operation and setup of the software.

### 4.3.1. File Menu

The File menu has five options:

| Menu                    | Select Menu item to...  |
|-------------------------|---|
| <b>Logon</b>            | Log on to the AxTrax AS-525 system. When you log on as a new Operator, the previous Operator is logged out. |
| <b>Logoff</b>           | Close the current Operator account. The AxTrax software is minimized to the taskbar.                        |
| <b>SQL Server Logon</b> | Log on to the SQL database server.  |
| <b>ViTrax Server</b>    | Log on to the ViTrax server.  |
| <b>Exit</b>             | Exit the AxTrax AS-525 software.  |

### 4.3.2. Tools Menu

Use the Tools menu to manage the database and set software preferences. The menu has four options:

| Menu                      | Select Menu item to...  |
|---------------------------|---|
| <b>Database</b>           | Open the Database window to back up the database or set a scheduled backup, and to import or export AxTrax AS-525 and/or VeriTrax AS-215/AS-225 configuration states and Events logs. |
| <b>Options</b>            | Set software options and preferences, including national holidays, event highlighting, pop-up alarms, custom user information fields, and Reports settings.                           |
| <b>Import/Export Data</b> | Import/export user information from/to an Excel spreadsheet file.   |

## System Overview

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| Menu                                 | Select Menu item to...                              |
|--------------------------------------|---|
| <b>AxTrax Server Daylight Saving</b> | Define the daylight saving time (Windows or other). |

---

### 4.3.3. Help Menu

The help menu has one option:

| Menu         | Select menu item to...                         |
|--------------|--|
| <b>About</b> | View software version and license information. |

---

## 4.4 Toolbar

The toolbar controls key tasks required to manage access control across a facility. When a new element is selected from the tree view, the toolbar icons change to suit the selected element.

The following toolbar icons are available:

### 4.4.1. General Icons

| Icon Name  | Click icon to...   |
|--|--|
|  <b>Open Door Manually</b> | Open the Door Manual Operation window. See Controlling the Door Manually, page 92. |
|  <b>Print</b>             | Send the current display area view to the printer.                                 |
|  <b>New</b>               | Create a new element of the selected type.   |
|  <b>Edit</b>              | Edit the selected element.   |
|  <b>Delete</b>            | Delete the selected item.  |
|  <b>Delete All</b>        | Remove all users or cards from the selected list.                                  |

---

## 4.4.2. Events Icons

| Icon Name   | Click icon to...   |
|---|--|
|  <b>Pause</b>                            | Halt the display of Events in the display area. New Events are shown again when the Pause button is clicked a second time. |
|  <b>View Events within the last Hour</b> | Display all Events that occurred within the last hour. Click the dropdown arrow to change the view.                        |
|  <b>View Events within the last Day</b>  | Display all Events that occurred within the last two days. Click the drop-down arrow to change the view.                   |
|  <b>View Events within the last Week</b> | Display all Events that occurred within the last week. Click the drop-down arrow to change the view.                       |
|  <b>View Periodical Events</b>           | Display all Events that occurred within a selected period. Click the drop-down arrow to change the view.                   |
|  <b>View All Events</b>                  | Display all Events. Click the drop-down arrow to change the view.  |
|  <b>Antipassback Forgive</b>             | Open the Antipassback Forgive window to allow the operator to cancel an Antipassback restriction for the selected user.    |
|  <b>Show User</b>                      | Open the User window for the selected user.  |
|  <b>Clear Alarm</b>                    | Open the Alarm Details window to allow the operator to reset the alarm.  |
|  <b>Archive</b>                        | Open the Archive Camera Window for the selected Video Stream.  |

## 4.4.3. Network Icons

| Icon Name  | Click icon to...   |
|--|--|
|  <b>Update Firmware</b> | Send a firmware update to the selected access control panel. |

## System Overview

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| Icon Name   | Click icon to...  |
|---|---|
|  <b>One Reader per Door</b>  | Display a new panel with a single reader per door (with/without an extension panel). See Adding Access Control Panels, page 38. |
|  <b>Two Readers per Door</b> | Display a new panel with two readers per door (with/without an extension panel). See Adding Access Control Panels, page 38.     |
|  <b>Set Time</b>             | Set the time on the selected Access Control Panel. See Setting the Time and Date, page 101.                                     |
|  <b>Find Panels</b>          | Find and update panels within the network. See Detecting Panels Automatically, page 101.  |
|  <b>Modem Manual</b>         | Open the Modem Status window to allow the operator to connect or disconnect the modem and change the connection password.       |
|  <b>Camera</b>               | View a list of connected cameras, and assign the cameras to panels. See Adding a Camera to AC-525 panel, page 87.               |

### 4.4.4. Panel Icons

| Icon Name  | Click icon to...   |
|--|--|
|  <b>Manual Reader</b>           | Change the operation mode of the readers on the selected panel. See Changing the Reader Mode, page 93. |
|  <b>Control Output Manually</b> | Change the settings for the outputs on the selected panel. See Controlling Outputs Manually, page 94.  |
|  <b>Control Input Manually</b>  | Change the settings for the inputs on the selected panel. See Manually Disarming Inputs, page 95.      |

| Icon Name   | Click icon to...   |
|---|--|
|  <b>Control Siren Manually</b>           | Test the siren for the selected panel. See <i>Testing the Siren</i> , page 96.             |
|  <b>Manually Download new Panel Data</b> | Update the selected panel. See <i>Manual Download of Panel Data</i> , page 102.            |
|  <b>Manually Download failed Data</b>    | Download the entire Panels Failed database. See <i>Downloading Failed Data</i> , page 103. |

#### 4.4.5. Departments\Users Icons

| Icon Name   | Click icon to...  |
|---|---|
|  <b>Find Users</b>   | Search for a user in the database.  |
|  <b>User Counter</b> | View the current User count value. See <i>Testing User Counters</i> , page 104. |

#### 4.4.6. Reports Icons

| Icon Name  | Click icon to...             |
|--|------------------------------|
|  <b>Produce Report</b> | Produce the selected report. |

## 4.5 Tree View

The Tree View allows users to configure, monitor, and control every aspect of a facility's access control network.

When the user selects an element from the tree, its contents are shown in the main display area, and the toolbar icons change to suit the selected element.

### 4.5.1. Events

The Events log displays a log of every time access is granted or denied, for every door on a site. Monitoring for potential door

## System Overview

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tampering or forced entry is logged, and displays of internal system warnings, including Video stream archive, are saved to the ViTrax database.

### 4.5.2. Status Map

The Status Map displays the status of every door, reader, and alarm in the facility on user-selected floor plans.

The system can display multiple nested status maps, allowing users to show either the complete access control network or a specific area in detail.

### 4.5.3. Networks

A network is a group of up to 32 access control panels. The AxTrax Server connects to the panels across the panel network. AxTrax AS-525 can support up to 1,023 panel networks. For more information, see *Defining a Network*, on page 32.



**Note:**

To work with 65 panels or more, a HASP security key must be connected to the AxTrax Server machine. See *System Requirements*, page 9.

### 4.5.4. Time Zones

A time zone defines a weekly time period or set of time periods, for example, "Office Hours" or "Out of Office Hours". Door access rights, alarms, and input and output behavior can all be set to behave differently within each Time Zone. For more information, see *Defining Time Zones*, page 31.

### 4.5.5. Access Groups

An Access Group defines when each reader on the site will be available for access. All site personnel are assigned to appropriate Access Groups. For more information, see *Creating Access Groups*, page 51.

#### **4.5.6. Input and Output Groups**

Input and Output groups define sets of outputs or inputs that should be managed together within a panel. For more information, see *Configuring the Inputs*, page 50.

#### **4.5.7. Access Areas and Global Antipassback**

A facility can be subdivided into several access areas in order to configure and manage it more effectively. Antipassback rules can be applied to each access area to prevent one user's card or entry code from being used for two subsequent entries, and to prevent a second entry without a previous exit.

For more information, see *Creating Access Areas and Global Antipassback rules*, page 63.

#### **4.5.8. Cards**

Lists all cards in the system with their statuses, and allows the manual or automatic addition of cards to the system. For more information, see *Defining Cards*, page 53.

#### **4.5.9. Departments and Visitors**

Lists all departments and users, as well as visitors. Each user is a member of a department. For each user, it is possible to assign a card and/or a PIN code, set access rights, personal details, and include an identification photograph.

Can also create visitors with their specific associated rights.

For more information, see *Defining Users and Departments*, page 56.

#### **4.5.10. Holidays**

Defines annual holiday dates. Using Time Zones, it is possible to set special access behaviors for holiday time.

**Note:**

Selected holiday dates can also be imported into AxTrax AS-525 from Microsoft® Outlook®.

### 4.5.11. Operators

Operators are people with access to the AxTrax software. The default operator names are administrator, engineer, and security.

Different operators have wider or more restricted security rights, from complete control over the system to the ability only to view one section. All Operator passwords are case-sensitive.

### 4.5.12. Reports

AxTrax can produce various reports, including usage reports, attendance records, visitors, and roll calls. The AxTrax Report Wizard allows users to design their own custom reports, based on their needs. For more information, see Reports, page 98.

## 5. How to Set Up a Site

This section outlines a recommended step-by-step process for configuring AxTrax AS-525 for a site.

| Step | Action                                       | Section   |
|------|--|---|
| 1    | Define the Time Zones                        | See Defining Time Zones, page 31.                       |
| 2    | Define a Network                             | See Defining a Network, page 32.                        |
| 3    | Define and Configure an Access Control Panel | See Adding Access Control Panels, page 38.              |
| 4    | Configure the Doors                          | See Setting Door Properties, page 44.                   |
| 5    | Configure the Readers                        | See Configuring the Reader, page 47.                    |
| 6    | Configure the Inputs                         | See Configuring the Inputs, page 50.                    |
| 7    | Create Access Groups                         | See Creating Access Groups, page 51.                    |
| 8    | Define new Cards                             | See Defining Cards, page 54.                            |
| 9    | Set up new Users                             | See Defining Departments, Users, and Visitors, page 56. |
| 10   | Define Access Areas and Antipassback         | See Defining Access Areas and Antipassback, page 68.    |
| 11   | Set Panel Links                              | See Setting Panel Links, page 70.                       |
| 12   | Create a Status Map                          | See Creating Status Maps, page 75.                      |

The AxTrax AS-525 system performs an automatic data download for any parameter related to the hardware. If panels are connected and active, "Downloading" appears on the status bar after any downloaded parameter change.

## How to Set Up a Site

"Ready" appears when download is complete; however, it may also appear after a failed download.



### Note:

It is the operators' responsibility to verify that the download operation succeeded or failed. This can be verified in the system event list or by checking the failed download data manually; see page 103 .

## 5.1 Defining Time Zones

A time zone is a group of periods within a week. Door access rights, as well as input and output behavior, can all be set to behave differently for each time zone. Many operations can be automatically enabled or disabled within a selected time zone.

The Time Zone Properties window displays the selected periods for each day in the week. It is possible to set a maximum of eight different periods.

### To set a new time zone:

1. In the tree view, select **Time Zones**.
2. On the Time Zones toolbar, click the **New** icon.  
The Time Zone Properties window opens.

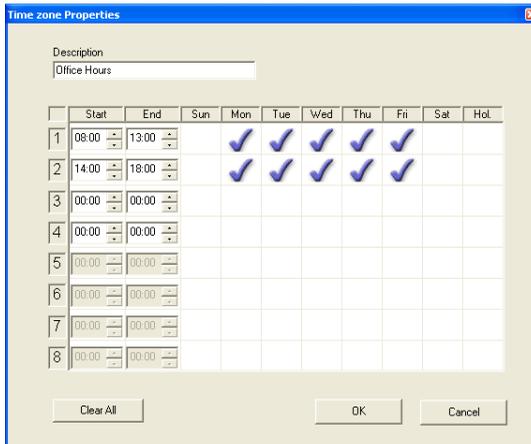


Figure 15: Time Zone Properties window

The Time Zone Properties window contains the following fields:

| Field              | Description   |
|--------------------|---|
| <b>Description</b> | Type a name for the time zone.  |
| <b>Start/End</b>   | Enter a start time and end time for each period.  |
| <b>Sun-Hol.</b>    | Select the days on which the time period is within the time zone.<br>The "Holiday" day can be set to include national holidays. |
| <b>Clear All</b>   | Clear all the time zone settings.   |

- In **Description**, type a name for the time zone, set the required time periods, and then click **OK**.  
The window closes and the display area displays the new time zone.



**Note:**

Time settings can be copied-and-pasted between time zones. Right-click a time zone and select **Copy** from the shortcut menu. Then, right-click a second time zone and select **Paste** from the shortcut menu.

## 5.2 Defining a Network

A network is a group of up to 32 access control panels. AxTrax AS-525 communicates with each access control panel that is part of the network.

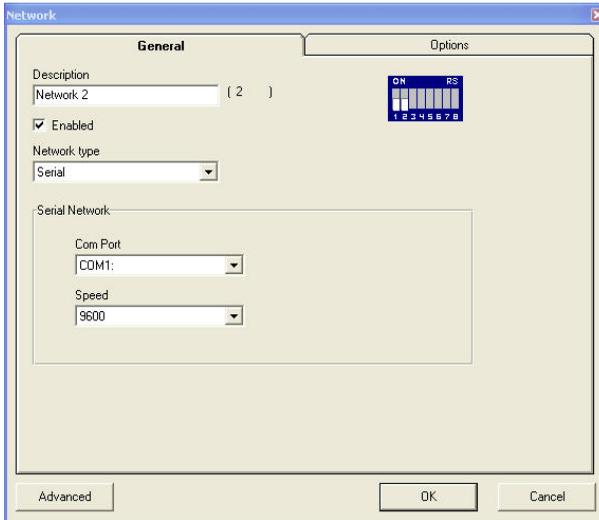
The Network window includes the following information:

- The network's name, address, and status
- The DIP switch settings for the communication speed
- The type of network connection and the connection settings

### To access the network window:

- In the Tree view, select **Networks**.
- On the Network toolbar, click the New icon.  
The Network window Options tab is displayed.

## How to Set Up a Site



**Figure 16: Network window – Serial Network Options tab**

The Network window contains the following fields:

| Field                  | Description  |
|------------------------|--|
| <b>Description</b>     | Type a name for the network. The network address is displayed to the right of the network name.  |
| <b>Enabled</b>         | Select the checkbox when the network is connected and operational.   |
| <b>Network Type</b>    | Select the Network type: <b>Serial</b> , <b>TCP/IP</b> , or <b>Modem</b> .<br>For TCP/IP connection, see the resulting Options tab in Figure 17.<br>For Modem connection, see the resulting Options tab in Figure 18.<br>See Network Configuration, on page 123. |
| <b>Com Port, Speed</b> | Set the connection type and speed.<br>For TCP/IP connections, set the IP Address.<br>See Network Configuration, on page 123.   |

| Field  | Description  |
|--|--|
| <b>Configuration button (for TCP/IP LAN and Modem network types)</b> | Open the Configuration window to set communication preferences. This button appears when selecting a Modem or TCP/IP LAN network. For more information, see Network Configuration, page 123.                               |
| <b>Advanced button</b>   | Set the Maximum Communication timeout for panel response time; Set to "Slow" if panel response is inconsistent. This condition may occur due to a busy TCP/IP network, or when connecting panels on a WAN in remote sites. |

- In **Description**, type a name for the new Network, and select the **Enabled** checkbox.
- Select the **Network type**.  
If you select **TCP/IP**, the **Options** tab appears as follows:

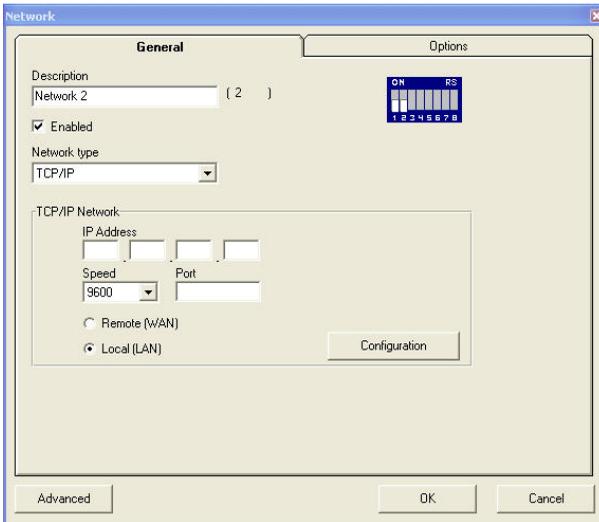
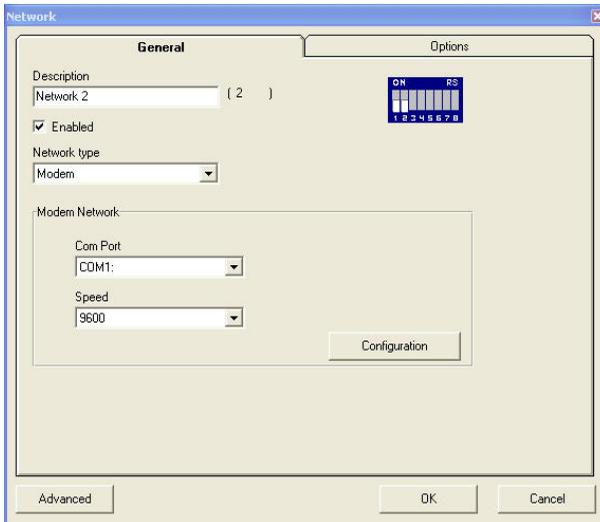


Figure 17: Network window – TCP/IP Network Options tab

## How to Set Up a Site

If you select **Modem**, the **Options** tab appears as follows:



**Figure 18: Network window – Modem Network Options tab**

5. Set the connection settings.
6. For a Modem, click the **Configuration** button to set dialing preferences for the computer's and the receiving modems.
7. For a TCP/IP LAN, click the **Configuration** button to locate the hardware on the local network.

For more information on how to configure an access control network, see Network Configuration, page 123. Check with your system administrator for more information, or contact Rosslare technical support (see Technical Support, page 130). Clear the **Enabled** checkbox, if you want to halt communication to panels on the network.



**Note:**

Access control panels connect to a TCP/IP network via MD-N32 TCP/IP to Serial converter, or by using the on-board module in AC-225IP or AC-525. Refer to the relevant hardware installation guides for more details.

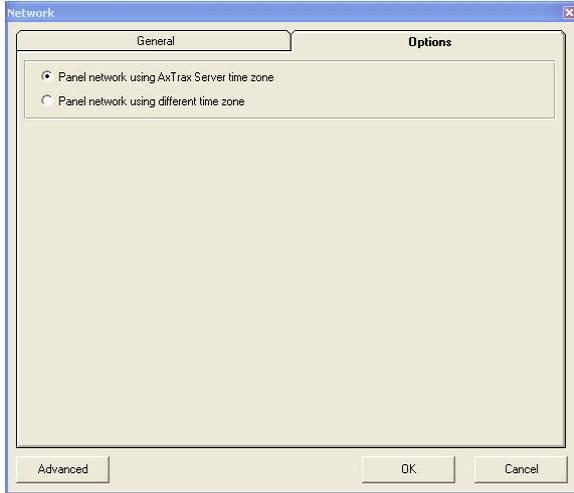
8. For all types of networks, set the DIP switch on the Access control panel hardware to match the diagram at the top of the screen.



**Note:**

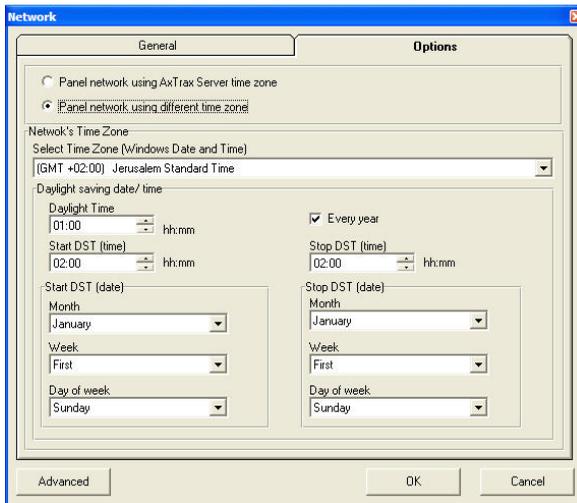
After changing the DIP switch, make sure to power-down and then power-up the panels.

- Click the **General** tab.



**Figure 19: Network window – General tab**

- To use the time zone of the AxTrax Server for the panel network, select the option **Panel network using AxTrax Server time zone** (default), and then continue with Step 12.
- To select a different time zone for the panel network, select the option: **Panel network using different time zone**. The Network Time Zone area opens.



**Figure 20: Network General Tab - Network Time Zone Area**

## How to Set Up a Site

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The Network Time Zone area contains the following fields:

| Field   | Description  |
|---|--|
| <b>Select a Time Zone (Windows Date and Time)</b> | From the drop-down list, select the desired time zone.   |
| <b>Daylight Time</b>                              | Select the new hour at the time that daylight saving time begins.  |
| <b>Start DST (time)</b>                           | Select the hour that daylight saving time begins.  |
| <b>Stop DST (time)</b>                            | Select the hour that daylight saving time ends.  |
| <b>Every year</b>                                 | Select the <b>Every year</b> checkbox, to set a day in one of the weeks of a defined month to automatically begin and end daylight saving time every year.<br>Clear the <b>Every year</b> checkbox, to set a date for one-time setting of the beginning and end of daylight saving time. In this case, a new date has to be set each year. |
| <b>Start DST (date)</b>                           | If <b>Every year</b> is not selected, select the commence date for daylight saving time.   |
| <b>Month, Week, Day of Week</b>                   | These fields are enabled when the <b>Every year</b> checkbox is selected. Select the month, week within the month, and day of the week, when daylight saving time is to begin every year.  |
| <b>Stop DST (date)</b>                            | If <b>Every year</b> is not selected, select the end date for daylight saving time.  |
| <b>Month, Week, Day of Week</b>                   | These fields are enabled when the <b>Every year</b> checkbox is selected. Select the month, week within the month, and day of the week when daylight saving time is to end every year.   |

- Set the Daylight Saving Time definitions, according to the field descriptions in the table.
- Click **OK**.

## 5.3 Adding Access Control Panels

Every network is a cluster of access control panels. Each Panel can be configured using two readers per door, when the door acts as both the entrance and exit to an area of the site. In its standard form, each access control panel has two readers and can be configured either as a single door with two readers, or as two doors with one reader per door. When using an optional MD-D02 reader expansion board (supported by AC-225 or AC-525), each panel has four readers and can be configured as four door panels.

Use two readers per door when one door acts as both the entrance and exit to an area of the site. When only an entry reader is required, use one reader per door.

For example:

- Use configuration with two readers per door set to IN and OUT, to produce attendance reports.
- Use one reader per door configuration to control two doors with an IN reader only (premises will be exited using a REX switch or a mechanical door handle only).

### 5.3.1. General Panel Settings

The General tab of the Door Controller Panel Properties window displays the following:

- The panel's address and status
- The DIP switch settings for the panel

If panel expansion boards are installed, it also displays:

- The input and output connections for the panel
- The panel's hardware version

Refer to AC-525 Hardware manual for further details.

#### To add a panel:

1. In the tree view, click **Networks**.  
The available networks are listed in the display area.
2. Select a network.  
For one reader per door on the Access Control Panel, click the **One Reader per Door** icon.

## How to Set Up a Site

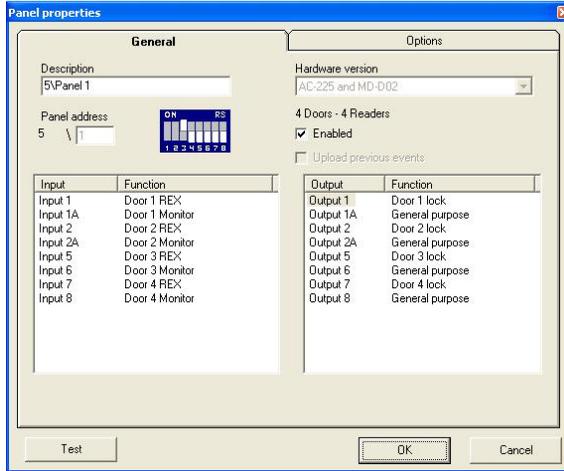
For two readers per door on Access Control Panel, click the **Two Reader per Door** icon.



### Note:

Make sure that the Dip Switch 3 position on the panel corresponds with its position demonstrated in the panel properties window.

The Door Controller Panel Properties window opens.



**Figure 21: Door Controller Panel Properties window**

The Door Controller Panel Properties window contains the following fields:

| Field                         | Description  |
|-------------------------------|--|
| <b>Description</b>            | Type a description for the panel.  |
| <b>Panel Address</b>          | Type an address number for the panel. The network's address is displayed to the left of the panel address. Valid entries are 1-32. |
| <b>Hardware Version</b>       | Select the appropriate panel hardware type.  |
| <b>Enabled</b>                | Select the checkbox to activate this panel. Clear the checkbox if the panel is not connected.                                      |
| <b>Upload Previous Events</b> | Select the checkbox to send previous logged events from the panel.   |

| Field          | Description   |
|----------------|---|
| <b>Inputs</b>  | Displays the input connections for the panel.   |
| <b>Outputs</b> | Displays the output connections for the panel.  |
| <b>Test</b>    | Click to test that the panel is correctly connected to the computer.<br>The Test Panel window displays hardware details, including hardware type, firmware and bootloader versions, and indicates whether an I/O expansion board is installed on the panel. |

3. Select the appropriate **Hardware Version** for your panel. Ensure that the DIP switch on the panel matches the diagram at the top of the screen.
4. Click **OK**.  
The window closes and the display area displays the new panel.



**Note:**

After a panel is connected, AxTrax AS-525 can also detect and add it automatically. For more information, see Detecting Panels Automatically, page 101.

### 5.3.2. Configuring the Panel

Each panel has individual settings for antipassback behavior and for recording events.

Once the panel is connected, configure a panel's options from the Options tab in the Door Controller Panel Properties window.



**Note:**

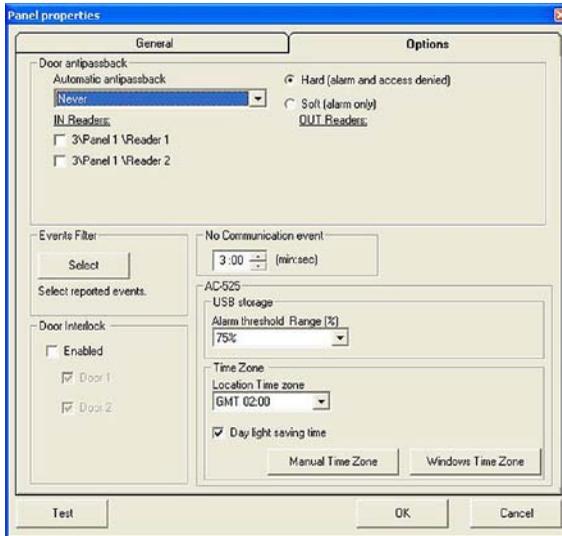
When there is communication with the panel, the Tx and Rx LEDs flash.

#### To configure a panel:

1. In the tree view, click **Networks**.  
The available networks are listed in the display area.
2. In the tree view, expand a network and select a panel to configure.
3. Click the **Edit** icon  
The Door Controller Panel Properties appears.
4. Click the **Options** tab.

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The Panel Properties Options tab opens.



**Figure 22: Door Controller Panel Properties Options tab**

The Options tab contains the following fields:

| Field                    | Description  |
|--------------------------|--|
| <b>Door Antipassback</b> | <p>From the <b>Automatic Antipassback</b> dropdown menu, select the time zone for door Antipassback rules to apply. Choose the antipassback severity:</p> <ul style="list-style-type: none"><li>• <b>Hard</b> - When hard Antipassback is selected, an event is generated and the door does not open.</li><li>• <b>Soft</b> - When soft Antipassback is selected, an event is generated and the door opens.</li></ul> <p>From the IN/OUT readers list, select the checkboxes to apply Antipassback restrictions to Reader 1 thru Reader 4, as required. The reader Antipassback is enabled when the checkbox is selected</p> |



### Note:

The Door Antipassback feature is now available for up to four doors (when MD-D02 is in use). To

| Field  | Description  |
|--|--|
|  | <p>activate Antipassback, select the IN Reader / OUT Reader checkbox next to the appropriate reader/s. Interlock (for Panels with 2, 4 Doors only) is preserved in order to open another door when the current door is closed.</p>   |
| <p><b>Events Filter</b></p>  | <p>Click <b>Select</b> to open the Events Filter and select the Events that this Panel should record. Set the filter's operation method:</p> <ul style="list-style-type: none"> <li>• <b>Always Active</b> - Only the selected events are recorded by the panel.</li> <li>• <b>Active when panel disconnected</b> - If the panel is disconnected from the AxTrax server, only the selected events are recorded. When the panel is connected to the server, all events are recorded.</li> </ul> |
| <p></p> | <p><b>Note:</b><br/>In the default configuration, some events are filtered and may not be seen in the display area - events view.</p>  |
| <p><b>Door Interlock</b></p>   | <p>Select the <b>Enabled</b> checkbox to enable Door Interlock. Select the <b>Door 1-4</b> checkboxes to apply the Door Interlock restrictions to Doors 1-4. The Door Interlock function is only enabled when the <b>Enable</b> checkboxes and a minimum of two Doors are selected.</p>  |
| <p><b>No Communication Event (min:sec)</b></p>   | <p>Select a period of time in minutes and seconds, to determine when the system generates a No Communication event. If there is no communication from the AxTrax server for a period longer than the setting defined, the <b>No communication with server</b> event is generated in the panel.</p>   |
| <p><b>AC-525 USB Storage (Applicable when connected to</b></p>                           | <p>From the <b>Alarm Threshold Range (%)</b> dropdown menu, select the percentage of available memory consumed, to determine when the system generates the "USB Disk Low Level" event.</p>   |

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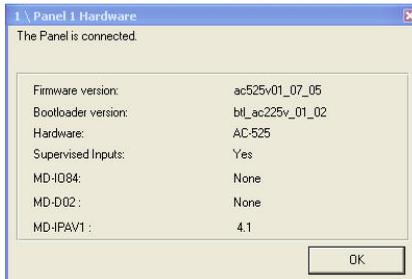
| Field               | Description  |
|---------------------|--|
| <b>AC-525 only)</b> | The USB disk on key status is monitored roughly once an hour. Therefore, be sure to select an acceptably low threshold level, and consider that any related alarm may be set off up to one minute after the actual event occurs.   |
| <b>Time Zone</b>    | Select the time zone for the location using the <b>Location Time Zone</b> dropdown menu. Check the <b>Daylight Saving Time</b> checkbox to enable daylight saving time. Clear the checkbox to disable daylight saving time. Click <b>Windows Time Zone</b> to apply Windows time zone or click <b>Manual Time Zone</b> to adjust manually. |



### Note:

Time Zone selection is required for proper synchronization with the AC-525's video board.

5. Click the **Options** tab.
6. Set Antipassback and event filtering for this panel, and then click **Test**.



**Figure 23: Panel Connection Test**

The test screen displays the following information:

| Field                   | Description                                   |
|-------------------------|---|
| <b>Firmware version</b> | Displays the firmware version of the board.   |
| <b>Bootloader</b>       | Displays the bootloader version of the board. |

| Field             | Description  |
|-------------------|--|
| version           |  |
| Hardware          | Displays the hardware name.                        |
| Supervised Inputs | Displays the panel is secure in case of tampering. |
| MD-IO84           | Indicates whether or not MD-IO84 exists.           |
| MD-D02            | Indicates whether or not MD-D02 exists.            |
| MD-IPAV1          | Displays the AC-525 Video board version number.    |

- Click **OK**.

The window closes and the display area displays the new panel.



**Note:**

A panel configuration can be copied-and-pasted between panels. Right-click a panel, and select **Copy** from the shortcut menu. Then, right-click a second panel, and select **Paste** from the shortcut menu. Properties can only be copied between panels of the same door controller type and hardware version.

## 5.4 Setting Door Properties

Each Panel controls one or two doors, or four doors if the MD-D02 reader extension board is connected. Each door can be configured individually.

The Door Controller Properties window displays the following:

- The settings for unlocking and relocking
- The time available before the door relocks or records alarm events
- The camera that is used for Pop-up and Snapshot, on the Server application only, and when the door is held open or forced open

### To set door properties:

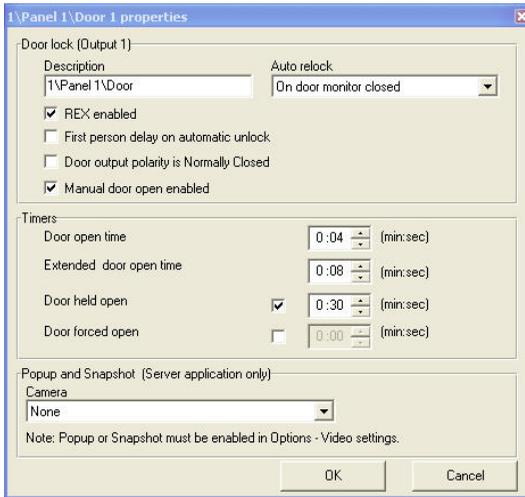
- In the tree view, click **Networks**.  
The available networks are listed in the display area.
- Select a network and expand a panel in the tree view.

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Select a door to set its properties.

3. Click the Edit icon.

The Door Controller Properties Window opens.



**Figure 24: Door Properties window**

The Door Properties window contains the following fields:

| Field   | Description   |
|---|---|
| <b>Description</b>                            | Type a name for the door.   |
| <b>Auto Relock</b>                            | Select the event that causes the door to relock automatically.  |
| <b>REX enabled</b>                            | A Request to Exit unlocks the door for a user-defined duration. Select the checkbox to allow Requests to Exit for this door. The door REX input locations depend on panel configurations; they can be seen in the Panel properties window.  |
| <b>First person delay on automatic unlock</b> | Sets the door's behavior during an automatic unlock time zone. Select the checkbox to require that during the selected Time Zone, the door remains locked until the first user opens it. The automatic unlock time zone is selected in Panel Links, by selecting the output corresponding to that door. See Setting Panel |

| Field  | Description  |
|--|--|
|  | Links, page 70.  |
| <b>Door output polarity is Normal Closed</b> | Select this checkbox to ensure Fail Safe door opening if the Fail Safe door Lock Device power fails. Once enabled, the door output relay is activated when the door is closed, and is deactivated when the door is open. In this configuration, the Fail Safe lock device should be wired to the door relay N.O. (Normal Open) and COM (Common) terminals. |
| <b>Manual Door Open Enabled</b>              | Select this checkbox to allow operators to adjust the door manually. See Controlling the Door Manually, page 92.   |
| <b>Door open time</b>                        | Set the duration for which the door stays unlocked.  |
| <b>Extended door open time</b>               | Set the duration for which the door stays unlocked for users with Extended door open rights.   |
| <b>Door held open</b>                        | Set the duration for which the door can be held open without raising an alarm event. Select the checkbox to use this timer; for the Server application, the Popup and Snapshot section opens.  |
| <b>Door forced Open</b>                      | Set the duration following which when the door is forced open, an event occurs. Select the checkbox to use this timer; for the Server application, the Popup and Snapshot section opens.   |
| <b>Camera Available only with AC-525</b>     | When <b>Door help open</b> or <b>Door forced open</b> options are selected, the Popup and Snapshot section opens. You must select the name of the camera added to your system in order to enable automatic video Popup and Snapshot features.  |

4. Configure the door as required, and then click **OK**.

### 5.5 Configuring the Reader

A panel can be connected to two readers or four readers, when the MD-D02 extension board is connected.

The reader properties window has two tabs:

- The General tab sets the reader general operation settings
- The Options tab sets access options for the reader

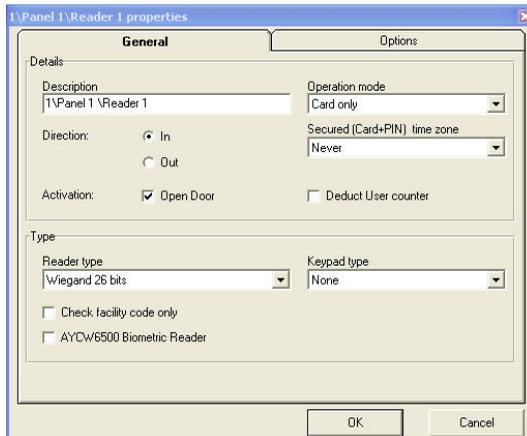
#### To configure a Reader:

1. In the Tree View, click **Networks**.  
The available networks are listed in the display area.
2. Select a network and expand a panel in the tree view.
3. Expand a door within the panel, and select a reader to set its properties.
4. Click the **Edit** icon.  
The Reader Properties Window opens.

#### 5.5.1. General Reader Operation Settings

The Reader Properties General tab displays:

- The settings for how the reader will operate
- The type of reader that is being used



**Figure 25: Reader Properties General tab**

The Reader Properties General tab contains the following:

| Field                               | Description  |
|-------------------------------------|--|
| <b>Description</b>                  | Type the name of the reader.   |
| <b>Operation Mode</b>               | Select how the reader operates. <ul style="list-style-type: none"> <li>• <b>Inactive:</b> The reader is not in use.</li> <li>• <b>Card Only:</b> The reader will accept RFID cards only.</li> <li>• <b>PIN Only:</b> The reader will accept PIN inputs only.</li> <li>• <b>Card or PIN:</b> The reader will accept both cards and PIN codes.</li> <li>• <b>Desktop:</b> The reader is inactive, but is being used to record new cards on the computer.</li> <li>• <b>No Access Mode:</b> The reader will not grant access to any users.</li> </ul> |
| <b>Direction</b>                    | Select whether the reader is allowing entry into the area or exit out of the area.   |
| <b>Secured (Card+PIN) time zone</b> | Select a time zone during which access should be granted only after both the card and PIN are entered.<br>The PIN must be entered within 10 seconds of card entry.   |
| <b>Open Door</b>                    | Select the checkbox to allow the reader to unlock the door.  |
| <b>Deduct User Counter</b>          | Select the checkbox to record this entry against the user's entry allowance counter.<br>See General User Properties, page 57.  |
| <b>Reader type</b>                  | Select the data transmission type for the reader hardware.   |
| <b>Keypad type</b>                  | Select the data transmission type for the type of keypad hardware.   |
| <b>Check facility code only</b>     | Select the checkbox to allow access to any user assigned to a facility listed in the selected list of facilities.<br>The list of facilities is defined in the Options tab.   |

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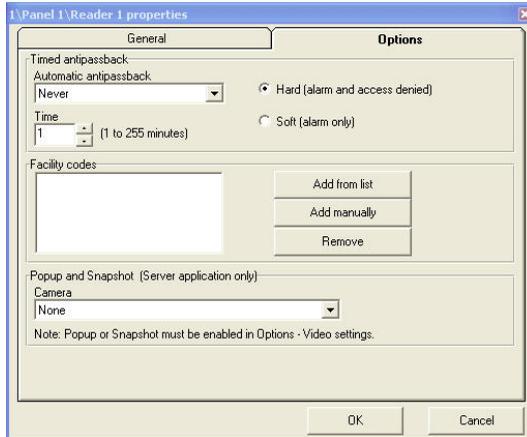
| Field                            | Description   |
|----------------------------------|---|
| <b>AYCW6500 Biometric Reader</b> | Select the checkbox to interface with the AYC-W6500 biometric reader and its PC application, BioTrax. |

5. Configure the reader as required, and then click **OK**.

### 5.5.2. Reader Access Options

The Reader Properties Options tab displays:

- Timed antipassback settings for the reader
- Restricted site access settings
- The camera used to take snapshots and view pop-up videos triggered by the reader



**Figure 26: Reader Properties Options tab**

The Reader Properties window contains the following fields:

| Field                         | Description  |
|-------------------------------|--|
| <b>Automatic Antipassback</b> | Select whether to apply antipassback rules. To set Time Zones, see Defining Time Zones, page 31. |
| <b>Hard</b>                   | When hard antipassback is selected, an event is generated and the door does not open.            |

| Field                                    | Description  |
|--|--|
| <b>Soft</b>                              | When soft antipassback is selected, the door opens but an event is generated.  |
| <b>Time</b>                              | Set the number of minutes before a user can reenter using this reader.   |
| <b>Add from List</b>                     | Click to add sites from a list.<br>The site list applies only when the <b>Check site code only</b> checkbox in the General tab is selected.                            |
| <b>Add Manually</b>                      | Click to enter a site code.<br>The site list applies only when the <b>Check site code only</b> checkbox in the General tab is selected.                                |
| <b>Remove</b>                            | Remove the selected site from the list.  |
| <b>Camera Available only with AC-525</b> | Select the name of the camera that will take snapshots or which will pop up when triggered by this reader.<br>For example, the camera named 1\Panel 1\Camera A AC-525. |

Configure the reader as required, and then click **OK**.

## 5.6 Configuring the Inputs

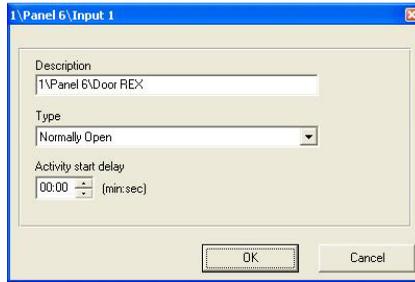
Each panel has four inputs. Using MD-IO84 adds another eight inputs (a total of 12 inputs), and using MD-D02 adds four inputs (a total of 8 inputs). Some inputs are dedicated and have default functionality, and some are for general purpose. The panel properties window displays the settings for each input.

Input type is programmed individually, regardless of whether it is a dedicated input or for general purpose use.

### To configure an Input:

1. In the Tree View, click **Networks**.  
The available networks are listed in the display area.
2. Select a network and expand a panel in the Tree View.
3. Select **Inputs**, then select an input from the display area.
4. Click the **Edit** icon. The Input Properties Window opens.

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**Figure 27: Input Properties window**

The Input Properties window contains the following fields:

| Field                       | Description  |
|-----------------------------|--|
| <b>Description</b>          | Type a name for the input.   |
| <b>Type</b>                 | Select the type of input to be monitored. <ul style="list-style-type: none"><li>• <b>Normally Open/Close:</b> An input either in an open or closed state.</li><li>• <b>Normally Open/Close 1 Resistor:</b> An input in an open, closed, or trouble state. This option is only available for supervised inputs.</li><li>• <b>Normally Open/Close 2 Resistors:</b> An input in an open, closed, or trouble state, with additional checks for short-circuit and open-circuit tampering. This option is only available for supervised inputs.</li></ul> For more information, refer to the Access Control Panel hardware manual. |
| <b>Activity start delay</b> | Set the delay time before this input becomes active. Note that on normally open input, the delay starts once the input contact is closed. On normally closed input, the delay starts once the input contact opens.   |

5. Configure the input as required, and then click **OK**.

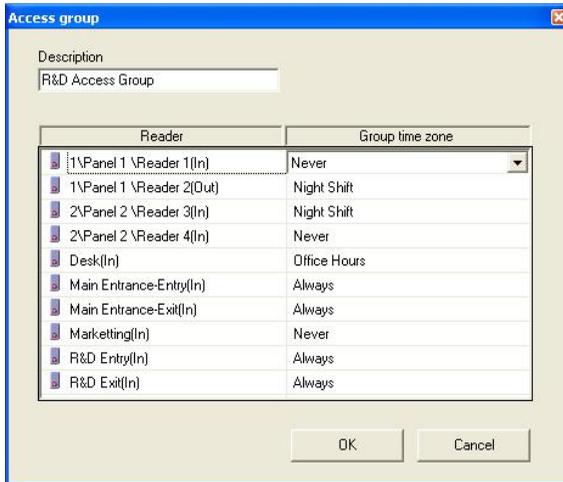
## 5.7 Creating Access Groups

An access group includes a list of door readers and the time zones during which each of those door readers are available for access. Every user is assigned to an access group.

The Access Group window lists all the door readers defined in the database, and the time zones during which they can be accessed.

### To create an access group:

1. In the Tree View, expand the **Groups** element and select **Access Groups**.
2. On the toolbar, click the New icon. The Access Group window opens.



**Figure 28: Access Group window**

The Access Group window contains the following fields:

| Field                  | Description   |
|------------------------|---|
| <b>Description</b>     | Type a name for the access group.                                   |
| <b>Reader</b>          | Lists every reader defined in the database.                         |
| <b>Group time zone</b> | Select the time zone during which this reader should be accessible. |

3. Type a name for the access group, and set time zones for readers, as required.
4. Click **OK**. The window closes, and the display area displays the new access group.



**Note:**

Access settings can be copied-and-pasted between access groups. To do so, right-click an

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access group, and select **Copy** from the shortcut menu. Then, right-click a second access group, and select **Paste** from the shortcut menu.

### 5.8 Creating Input Groups

Input groups are a collection of Inputs from one or more panels that can be used in panel links to perform advanced operations.

#### To set an Input Group

1. In the Tree View pane, expand the Groups view.
2. Select **Inputs groups**, and right-click the selection Or, Click the New icon.  
A new input group is created.
3. Expand the network(s) and panels.
4. Finally, select the checkboxes of all relevant Inputs.

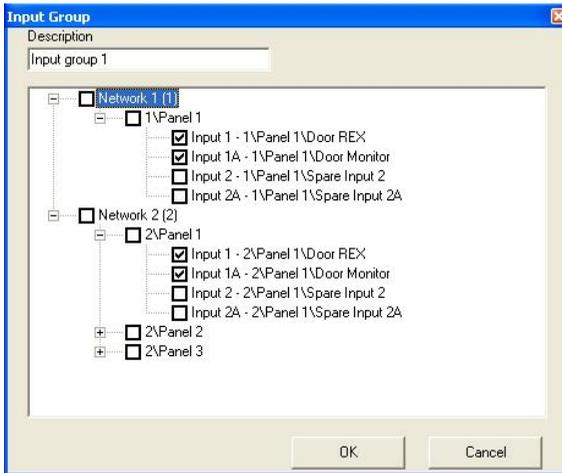


Figure 29: Input Group Creation

### 5.9 Creating Output Groups

Output groups are a collection of Outputs from panel or panels that can be used in panel links to perform advanced operations, such as Elevator control.

#### To set an Output Group

1. In the Tree View pane, expand the Groups view.

2. Select **Outputs groups**, and right click the selection  
Or Click the New icon to create a new Output group.  
A new Output group is created.
3. Expand the Network(s) and panels.
4. Finally, select the checkboxes of all relevant Outputs.

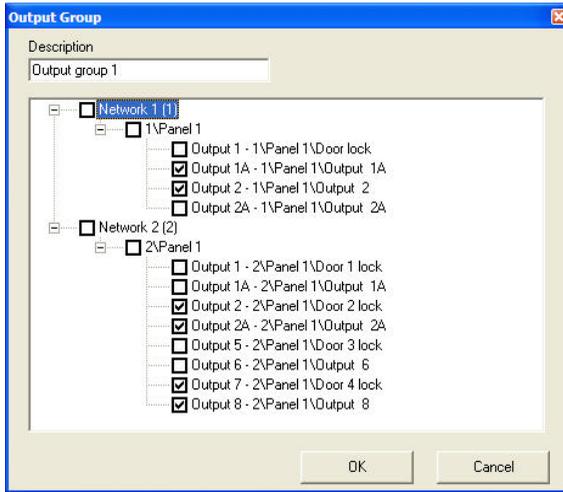


Figure 30: Output Group Creation

## 5.10 Defining Cards

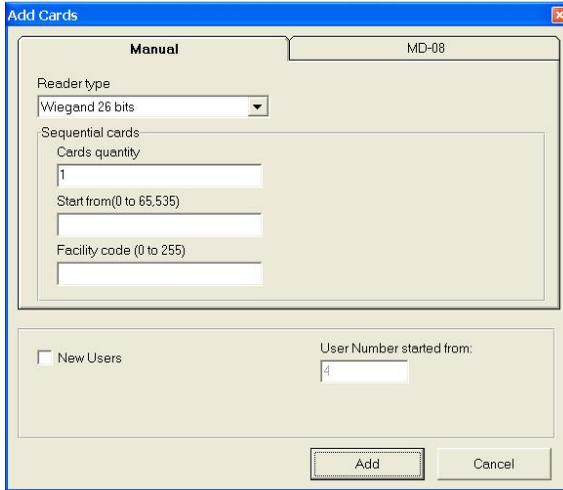
The AxTrax database maintains a list of every user card or PIN that has ever been assigned. The Add Cards window defines:

- The type of reader needed to read the card
- The number of cards to create

### To Define Cards:

1. In the Tree View, select **Cards**.
2. On the toolbar, click the New icon.  
The Add Cards window opens.

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The screenshot shows a window titled "Add Cards" with a "Manual" tab selected. The window is for an MD-08 unit. It contains the following fields and controls:

- Reader type:** A dropdown menu set to "Wiegand 26 bits".
- Sequential cards:** A group box containing:
  - Cards quantity:** A text box with the value "1".
  - Start from (0 to 65,535):** An empty text box.
  - Facility code (0 to 255):** An empty text box.
- New Users:** A checkbox that is currently unchecked.
- User Number started from:** A text box with the value "4".
- Buttons:** "Add" and "Cancel" buttons at the bottom right.

**Figure 31: Add Cards- Manual tab**

The Add Cards – Manual tab contains the following fields:

| Field                           | Description   |
|---------------------------------|---|
| <b>Reader Type</b>              | Select the type of reader appropriate for these cards.  |
| <b>Cards quantity</b>           | Type the number of cards to add.  |
| <b>Start from</b>               | Type the number of the first card in the set.   |
| <b>Facility code</b>            | Type the site code for these cards.<br>This field is not available for all reader types.  |
| <b>New Users</b>                | Select this checkbox to create a new user in the database for each new card.  |
| <b>User Number started from</b> | Enter the user number for the first user in the set. This field is only available when the New Users checkbox is enabled. A maximum of 1000 users can be generated at one time. |

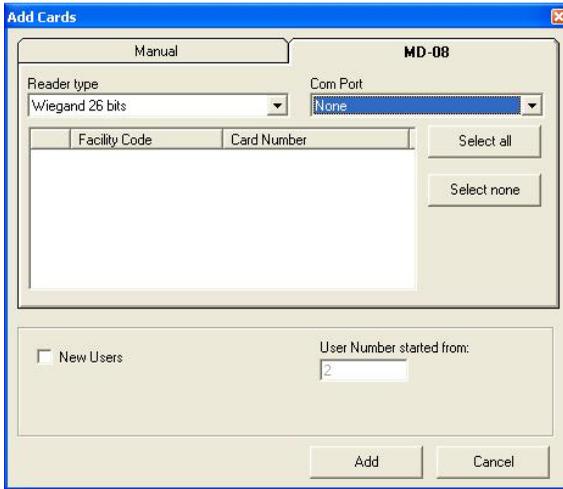
3. Set fields as required, and then click **Add**.  
A dialog reports that the operation has been completed.

### 5.10.1. Enrolling cards using MD-08

This option is available for users with the MD-08 unit on-board.

**To define MD-08:**

1. In the Tree View, select **Cards**.
2. On the toolbar, click the **New** icon. The Add Cards window opens (see Figure 31).
3. Click the MD-08 tab. The MD-08 tab is displayed.



**Figure 32: Add Cards - MD-08 tab**

4. Select your **Reader type**, and then **Com Port**.
5. Click **Add**.

## 5.11 Defining Departments and Users

Every user is grouped within a department. AxTrax AS-525 stores contact details for each user, associated card details, and user access rights.

The User Properties window has four tabs:

- General tab displays identification and control information
- Codes tab displays information about cards associated with the user
- Details tab records user contact details
- User Fields tab stores user-defined data

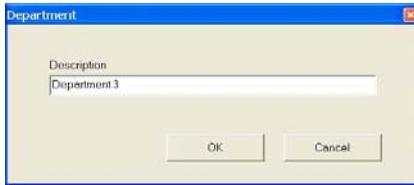
**To create departments:**

1. In the tree view, select the Departments\Users element.
2. To create a new Department, click the New icon.

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The Departments dialog appears.



**Figure 33: Department dialog**

3. Type a name for the department, and then click **OK**.

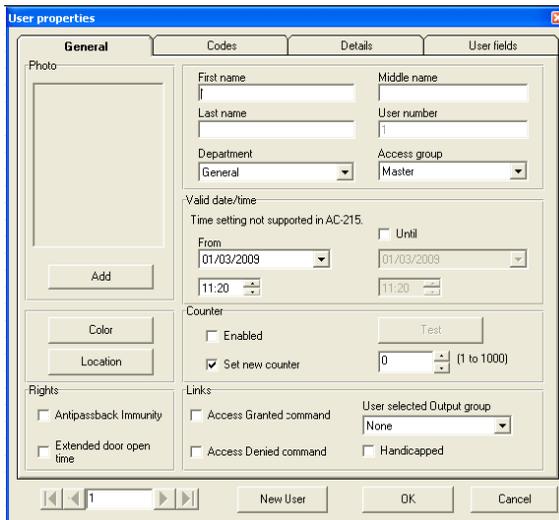
### To create users:

1. Expand the Departments\Users element and select a Department for the new user.
2. On the toolbar, click the New icon.  
The User Properties window opens.

#### 5.11.1. General User Properties

The General tab displays:

- User identification information
- User validity settings
- Access rights for the user



**Figure 34: User Properties Window**

The General tab contains the following fields:

| <b>Field</b>                            | <b>Description</b>  |
|---|---|
| <b>Add/Remove</b>                       | Click to add a photo of the user, or to remove an existing photo. Note that the selected photo aspect ratio should be 1.25 H x 1.00 L. Otherwise, the photo may be distorted. |
| <b>First name</b>                       | Type the user's first name.   |
| <b>Middle name</b>                      | Type the user's middle name.  |
| <b>Last name</b>                        | Type the user's last name.  |
| <b>User number</b>                      | Type a unique user number to identify the user.   |
| <b>Department</b>                       | Select the user's department.   |
| <b>Access group</b>                     | Select the user's access group.   |
| <b>Select color</b>                     | Click to select which color to use to highlight this user when the user generates access events.<br>User highlighting must be activated in Tools > Options > General tab.     |
| <b>Location</b>                         | Click to display a log of doors accessed by this user.  |
| <b>Valid date/time from</b>             | Select the date/time from which the user's access rights begin.   |
| <b>Valid date/time until (checkbox)</b> | Select the checkbox to set the date/time on which the user's access rights end.   |
| <b>Valid date/time until (field)</b>    | Select the date/time on which the user's access rights end.<br>This field is only available when the checkbox has been enabled.   |
| <b>Enabled</b>                          | Select the checkbox to set an access rights countdown counter for this user.<br>When the counter reaches zero, the user's access rights end.                                  |

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| Field                      | Description  |
|----------------------------|--|
| Test                       | Click to check the current state of the user's countdown counter.  |
| Set new counter (checkbox) | Select the checkbox to set a new countdown counter value for this user.  |
| Set new counter (field)    | Select a new countdown counter value for this user.<br>This field is only enabled when the Set new counter checkbox is selected. |

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| Field  | Description  |
|--------|--|
| Rights | <b>Antipassback immunity</b> Select the checkbox to override any Antipassback restrictions for this user.  |
|        | <b>Extended door open time</b> <small>Select the checkbox to entitle this user to an extended unlocked door duration. The extended duration is set for each door. See Setting Door Properties</small><br>Setting Door Properties, page 44. |
| Links  | <b>Access Granted command</b> Select the checkbox to activate a user-defined set of inputs or outputs for this user.<br>The operations are set in the Links window. See Setting Panel Links, page 70.                                      |
|        | <b>Access Denied command</b> Select the checkbox to activate a user-defined set of inputs or outputs for this user.<br>The operations are set in the Links window. See Setting Panel Links, page 70.                                       |
|        | <b>User selected Output group</b> Select an output group for this user.<br>The outputs will be triggered every time the user accesses a door, as specified in the Links window. See Setting Panel Links, page 70.                          |

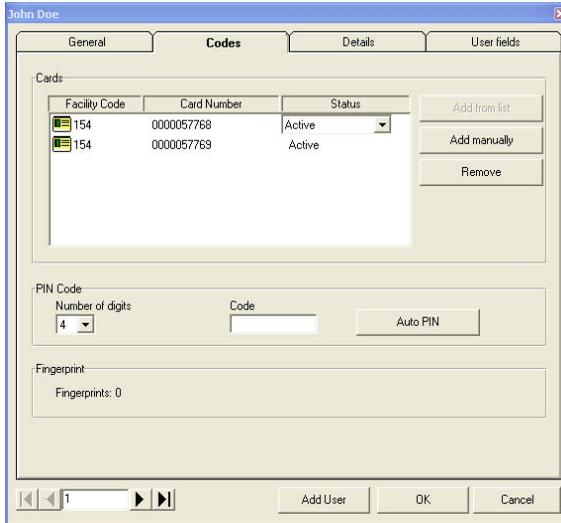
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**Handicapped check-box** Select the checkbox to activate a dedicated output a short time after the door is unlocked. The outputs are set in the Links window. See Setting Panel Links, page 70.

### 5.11.2. Associated Cards and Codes

The Codes tab displays:

- The cards (up to 16 cards) and the PIN code assigned to this user.
- Whether biometric fingerprint templates are enrolled for this user; only valid when using Rosslare’s AYC-W6500 Biometric reader and BioTrax PC application.



**Figure 35: User Codes tab**

The Codes tab contains the following fields:

| Field                | Description   |
|----------------------|---|
| <b>Facility Code</b> | The site code assigned to this card.  |
| <b>Card Number</b>   | The unique number of this card.   |
| <b>Status</b>        | Select the status of the card. Inactive cards cannot gain access to the facility. |

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| <b>Field</b>            | <b>Description</b>  |
|-------------------------|---|
| <b>Add from list</b>    | Click to add a new card.<br>All cards within the user's specified facility code, are listed.  |
| <b>Add Manually</b>     | Click to create new cards from the Add Cards window. For more information, see, page 54.  |
| <b>Remove</b>           | Click to remove the card.   |
| <b>Number of digits</b> | Select the length of the PIN for this user.   |
| <b>Code</b>             | Type a PIN.   |
| <b>Auto PIN</b>         | Click to automatically generate a random PIN.   |
| <b>Fingerprint</b>      | Specifies if the user has recorded fingerprint templates. For use with the AYC-W6500 Biometric Reader and its corresponding PC application. |

### 5.11.3. User Contact Details

The Details tab records contact and identification details about the user.

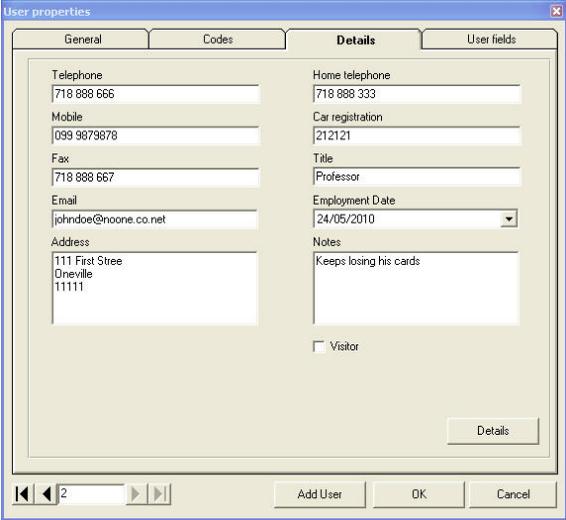


Figure 36: User Details tab

The Details tab contains the following fields:

| Field            | Description                                   |
|------------------|---|
| Telephone        | Type an office telephone number for the user. |
| Mobile           | Type a cell phone number for the user.        |
| Fax              | Type a fax number for the user.               |
| Email            | Type an email address for the user.           |
| Address          | Type a postal address for the user.           |
| Home telephone   | Type a home telephone number for the user.    |
| Car registration | Type the user's license plate number.         |
| Title            | Type the user's title (e.g. "Mr.").           |
| Employment Date  | Enter the date that the user joined the firm. |
| Notes            | Type any additional information.              |

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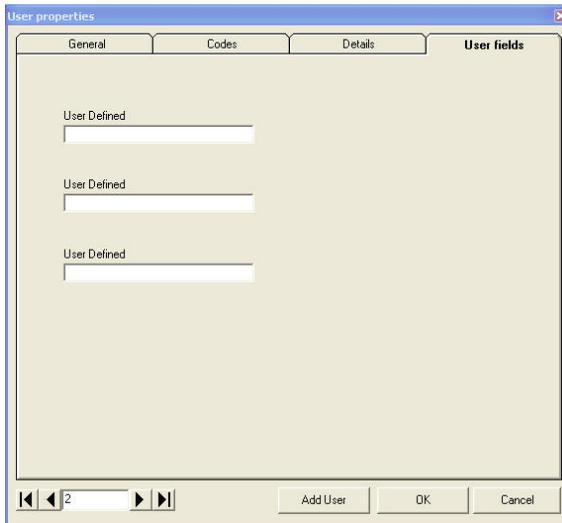
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| Field   | Description  |
|---------|--|
| Visitor | By default, the checkbox is not selected, to indicate that details are being set for a regular user.<br>You can select the checkbox to enter details for a visitor. This opens the Visitor Properties window (see Figure 39), and places the new visitor in the tree under Visitors. |
| Details | Click to open the user's additional details folder.  |

---

### 5.11.4. User Defined Data

The User Fields tab can be used to store any information required by the system operator.



**Figure 37: User Fields tab**

User fields are defined in the Tools > Options > User Fields/Default tab. See User Defined Fields, page 111.

1. Type details for the user, and click **OK**.
2. Click **Add User** from within the User tab to add new users.  
The window closes and the display area displays the user.

## 5.12 Defining Visitors

AxTrax AS-525 stores contact details for each visitor, associated card details, and visitor access rights.

The Visitor Properties window has four tabs:

- General tab displays identification and control information
- Codes/attachments tab displays information about cards associated with the visitor, as well as Access areas where the card cannot be used, and information about the visitor's host
- Details tab records visitor contact details
- User Fields tab stores user-defined data

### To create visitors:

1. Expand the Departments\Visitors element, and select Visitors.
2. On the toolbar, click the New icon.

#### 5.12.1. General Visitor Properties

The General tab for the Visitor displays the same information as for a regular User:

- Visitor identification information
- Visitor validity settings
- Access rights for the visitor

See Section 5.11.1 for descriptions of these parameters.

#### 5.12.2. Associated Cards and Codes

The Codes/Attachments tab displays:

- The cards (up to 16 cards) and the PIN code assigned to this visitor.
- Whether biometric fingerprint templates are enrolled for this visitor; only valid when using Rosslare's AYC-W6500 Biometric reader and its corresponding BioTrax PC application is in use.
- The Access Area where the visitor's card is automatically disabled.

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- The department and user hosting the visitor.

The screenshot shows the 'Visitor properties' dialog box with the 'Codes/Attachments' tab selected. The dialog has four tabs: 'General', 'Codes/Attachments', 'Details', and 'User fields'. The 'Codes/Attachments' tab contains a table with columns for 'Facility Code', 'Card Number', and 'Status'. To the right of the table are three buttons: 'Add from list', 'Add manually', and 'Remove'. Below the table is the 'PIN Code' section, which includes a 'Number of digits' dropdown menu set to '4', a 'Code' text input field, and an 'Auto PIN' button. The 'Fingerprint' section shows 'Fingerprints: 0' and an 'Automatic disable Access Area' dropdown menu set to 'None'. The 'Hosted' section has 'Department' and 'User' dropdown menus both set to 'None', and a 'Comments' text input field. At the bottom of the dialog are navigation arrows, an 'Add visitor' button, and 'OK' and 'Cancel' buttons.

**Figure 38: Visitor Codes/Attachments tab**

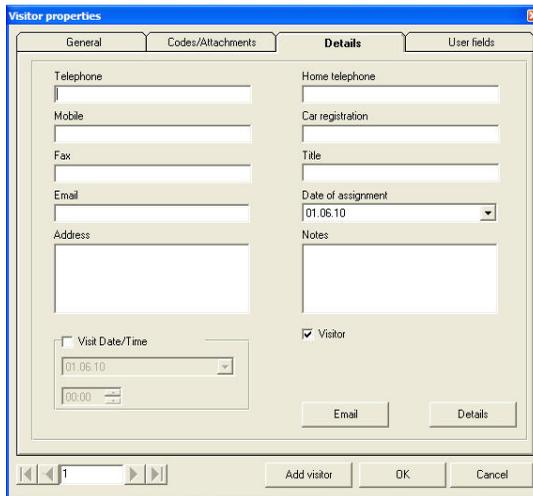
The Codes/Attachments tab contains the following fields:

| Field                   | Description  |
|-------------------------|--|
| <b>Facility Code</b>    | The site code assigned to this card.   |
| <b>Card Number</b>      | The unique number of this card.  |
| <b>Status</b>           | Select the status of the card. Inactive cards cannot gain access to the facility.            |
| <b>Add from list</b>    | Click to add a new card.<br>All cards within the user's specified facility code, are listed. |
| <b>Add Manually</b>     | Click to create new cards from the Add Cards window. For more information, see, page 54.     |
| <b>Remove</b>           | Click to remove the card.  |
| <b>Number of digits</b> | Select the length of the PIN for this user.  |
| <b>Code</b>             | Type a PIN.  |

| Field              | Description   |
|--------------------|---|
| <b>Auto PIN</b>    | Click to automatically generate a random PIN.   |
| <b>Fingerprint</b> | Specifies if the user has recorded fingerprint templates. For use with the AYC-W6500 Biometric Reader and its corresponding PC application. |
| <b>Access Area</b> | Areas where the card is automatically disabled, and cannot be used to gain access to the facility.  |
| <b>Department</b>  | Select the name of the department that is hosting the visitor.  |
| <b>User</b>        | Select the name of the user who is hosting the visitor.   |
| <b>Comments</b>    | Type any comments regarding the visitor's host.   |

### 5.12.3. Visitor Contact Details

The Details tab records contact and identification details about the visitor.



**Figure 39: Visitor Details tab**

## How to Set Up a Site

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The Details tab contains the following fields:

| Field                     | Description   |
|---------------------------|---|
| <b>Telephone</b>          | Type an office telephone number for the visitor.  |
| <b>Mobile</b>             | Type a cell phone number for the visitor.   |
| <b>Fax</b>                | Type a fax number for the visitor.  |
| <b>Email</b>              | Type an email address for the visitor.  |
| <b>Address</b>            | Type a postal address for the visitor.  |
| <b>Home telephone</b>     | Type a home telephone number for the visitor.   |
| <b>Car registration</b>   | Type the visitor's license plate number.  |
| <b>Title</b>              | Type the visitor's title (e.g. "Mr.").  |
| <b>Date of assignment</b> | Enter the date that the visitor received the assignment in the firm.  |
| <b>Notes</b>              | Type any additional information.  |
| <b>Visitor</b>            | By default, the checkbox is selected to indicate that details are being set for a visitor.<br>You can clear the checkbox to enter details for a regular user. This opens the User Properties window (see Figure 36), and places the new user in the tree under Users. |
| <b>Visit Date/Time</b>    | Enabled only if the Visitor checkbox is selected.<br>Select the checkbox, and then select the date and time that the visitor arrived.   |
| <b>Email</b>              | Click to open the On Access Send Email dialog, for informing when visitor accesses the facility.  |
| <b>Details</b>            | Click to open the visitor's additional details.   |

### 5.12.4. User Defined Data

The User Fields tab is used to store any information required by the system operator. See section 5.11.4 for details on this tab.

## 5.13 Creating Access Areas and Global Antipassback Rules

A large site can be divided into several smaller and more manageable access areas. Reports can be produced individually for each area.

In addition, global Antipassback rules can be applied for each access area. When global Antipassback rules are in force, a user cannot reenter an access area until they have left it.



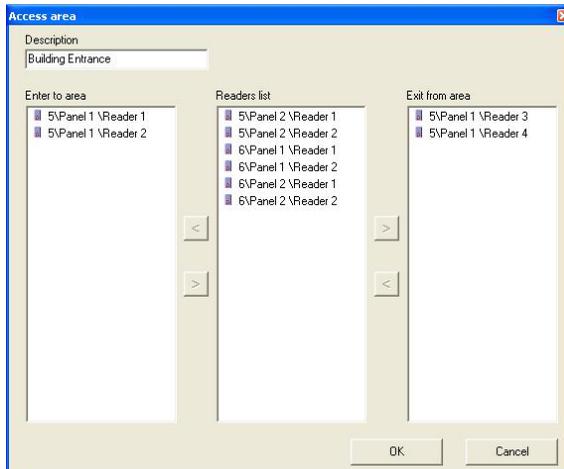
### Note:

Global Antipassback functionality is only enforced when AxTrax AS-525 is connected and monitoring the entire access control system.

Use the Access Area window to add entry and exit door readers to and from an area within the facility.

### To create a new access area:

1. In the tree view, expand Access Area, and select the parent area within which to add the new access area.
2. On the toolbar, click the New icon.  
The Access Area window opens.



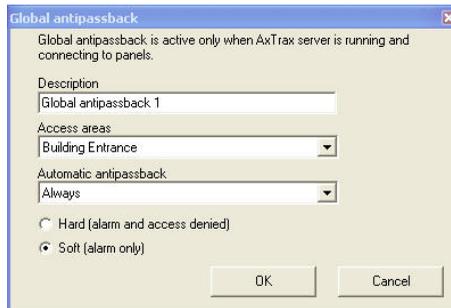
**Figure 40: Access Area window**

## How to Set Up a Site

The Access Area window contains the following fields:

| Field                 | Description  |
|-----------------------|--|
| <b>Description</b>    | Type a description for the access area.  |
| <b>Enter to area</b>  | Lists the entry readers into this access area.                                   |
| <b>Exit from area</b> | Lists the exit readers out of this access area.                                  |
| < / >                 | Click to add and remove readers from the Enter to Area and Exit from Area lists. |

3. Type a description for the access area and select entry and exit readers.
4. Click **OK**.  
The window closes and new access area appears in the display area.
5. In the tree view, select **Global Antipassback**, and then click the New icon on the toolbar.  
The Global Antipassback dialog appears.



**Figure 41: Global Antipassback dialog box**

6. Type a description for the Antipassback rule, and select the access area and time zone for which it applies.
7. Select Hard or Soft Antipassback.
8. Click **OK**.  
The dialog closes and the global Antipassback rule is shown in the display area.



**Note:**

Global Antipassback causes an Antipassback event only on "Enter" readers to the defined "Area". To implement Antipassback on Exit readers as well, it is necessary to define a new area with opposite reader directions: Readers defined "Enter" in the first area need to be

defined again in the new Area as "Exit" readers, and "Exit" readers in the first "Area" should be defined as "Enter" readers in the second "Area".

## 5.14 Setting Panel Links

Panel Links are rules for how the system should behave when events occur in the access control panel. The Links window displays:

- An event on a panel and the panel element to which the link response applies
- The required input or output response
- Any alarm message to display on the AxTrax AS-525 computer

### To create a panel link:

1. In the tree view, click **Networks**.  
The available networks are listed in the display area.
2. Select a network and expand a panel in the tree view.
3. Select **Panel Links** and select a link from the display area.
4. Click the Edit icon. The Links Window opens.

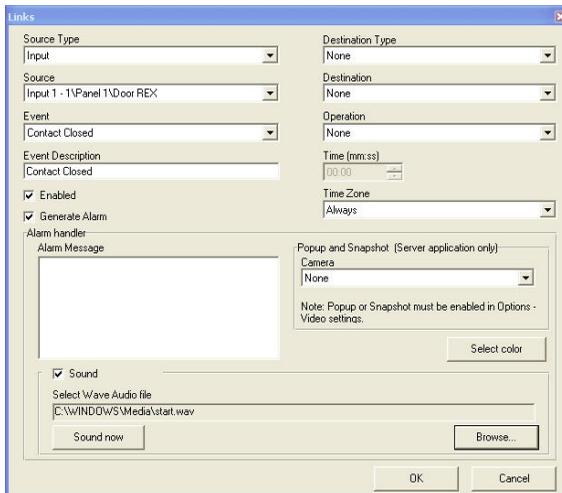


Figure 42: Links window

## How to Set Up a Site

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The Links window contains the following fields:

| Field                    | Description  |
|--------------------------|--|
| <b>Source Type</b>       | Select the panel element type which generates the event.   |
| <b>Source</b>            | Select the panel element which generates the event.<br>Up to eight links can be added for each source in AC-225 and AC-525.<br>Up to two links can be added for each source in AC-215.                 |
| <b>Event</b>             | Select the event.  |
| <b>Event Description</b> | Type a description for the event.  |
| <b>Enabled</b>           | Select the checkbox to activate this link rule.  |
| <b>Generate Alarm</b>    | Select the checkbox to generate an alarm condition and to take a popup or snapshot (provided that the Popup or Snapshot option is enabled in Options > Video Settings) when the selected event occurs. |
| <b>Destination Type</b>  | Select the panel element type that responds to the event.  |
| <b>Destination</b>       | Select the panel element that responds to the event.   |
| <b>Operation</b>         | Select the operation for the destination element to perform.   |
| <b>Time</b>              | Enter the duration for which this operation should apply. This box is only available when a time-bound operation is selected.  |
| <b>Time Zone</b>         | Select the time zone during which this link rule applies.  |
| <b>Alarm Message</b>     | Type a message to be displayed as an on-screen alarm when the selected event occurs.<br>This box is only available when the Generate Alarm checkbox has been enabled.                                  |

| Field                                    | Description   |
|--|---|
| <b>Camera Available with AC-525 only</b> | Select the camera name.<br>This field appears if the Popup or Snapshot option is enabled in <b>Options → Video Settings</b> , and Generate Alarm checkbox is selected.<br>This will enable the automatic video Popup and Snapshot features to work when this link condition is activated. |
| <b>Select Color</b>                      | Click to select a color for the alarm message. This box is only available when the Generate Alarm checkbox has been enabled.  |
| <b>Sound check-box</b>                   | Click to select Sound for Alarm; operable when Generate Alarm checkbox is enabled.  |
| <b>Browse</b>                            | Browse files for the sound *.wav file you want the Generated Alarm to sound.  |
| <b>Sound Now button</b>                  | Click the <b>Sound Now</b> button to generate the selected sound.   |

### 5.14.1. Setting PTZ Camera Presets (AC-525)

PTZ cameras (pan tilt zoom) can be rotated, and their zoom/focus setting can be changed by external control. In addition, the cameras can be programmed to various "preset" points, where each preset represents a different camera position and zoom settings. AC-525 supports 64 preset points per camera. Camera presets must be programmed in advance in the ViTrax "PTZ control" window.

The "change PTZ preset" commands can be sent by defining various parameters in the Links screen, as follows:

1. Set **Destination Type** to **PTZ Camera Preset**.
2. Set **Destination** to the name of the camera.
3. Set **Operation** to **Send Preset**.
4. Set **PTZ Preset position** to a valid amount.

## How to Set Up a Site

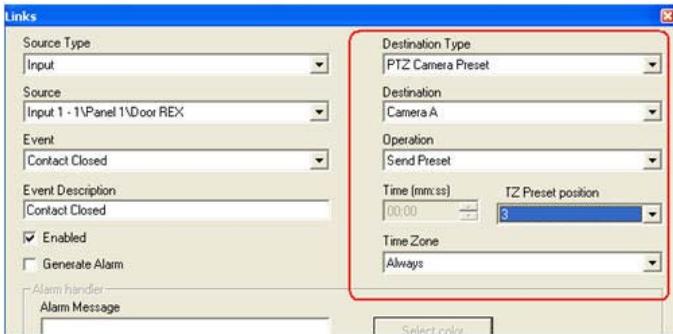


Figure 43: PTZ Camera Preset

### 5.14.2. Switching between ViTrax and Local Recording

In the Links window, you can enable switching between "ViTrax recording" and "Local recording". Enabling this option means that when communicating with panel functions, ViTrax recording takes place on the ViTrax server via an AxTrax command. However, when the network is down and the panel generates a "No communication with server" event, the panel automatically performs "Local recording" on the USB disk on key.

When communication resumes, normal "ViTrax recording" resumes.

Set **Destination Type** to **Local Recording**.

Set **Destination** to **Camera Momentary no communication**.

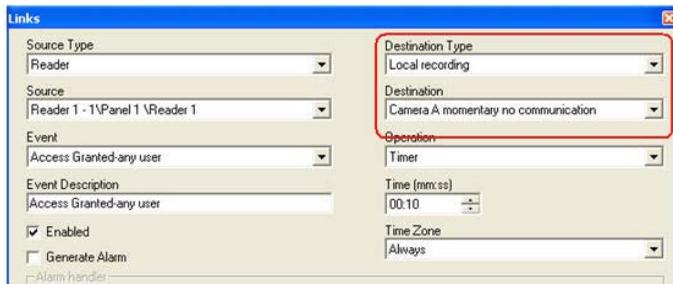


Figure 44: Enabling switching between ViTrax and Local Recording

### 5.14.3. Using the "USB Disk Low Level" Event

When the USB disk on key remaining capacity is too low due to previous recorded streams, a "USB Disk Low Level" event is generated. AC-525 periodically monitors its USB disk on key consumed memory capacity, and generates an event when the capacity goes below the user preset alarm threshold (defined in the Panel Properties window). This event can be defined as an alarm event for further notifications, such as popup windows. In addition, you can assign this event in the Links window to perform many other operations, such as activating a relay. This enables providing a warning even when AxTrax is offline.

You can assign the "USB Disk Low Level" event to activate a relay, as follows:

1. Set **Source Type** to **Panel**.
2. Set **Event** to **USB Disk Low Level**.

In addition, you can designate this event as an alarm event by enabling "Generate alarm".



**Note:**

Numerous events and links are defined in Panel Links. The Operators must avoid conflicts or illogical definitions. Not all event sources that appear in Panel Links are enabled in the panel, and the Operator should verify them. Test the Link condition operations after making any changes to the Link definitions.

## 5.15 Creating Elevator Control

Elevator control can be created by following four simple steps.

Step One: Assign a reader to the elevator control.

Normally, a reader is associated with a door. For elevator control, a selected reader should be associated with several outputs (floors). In the reader Properties window, clear the Open Door checkbox. See Setting Door Properties section on page 44.

Step Two: Create output groups.

Every output group represents a floor or several floors.

## How to Set Up a Site

To create an output group, see [Creating Output Groups](#) on page 53.

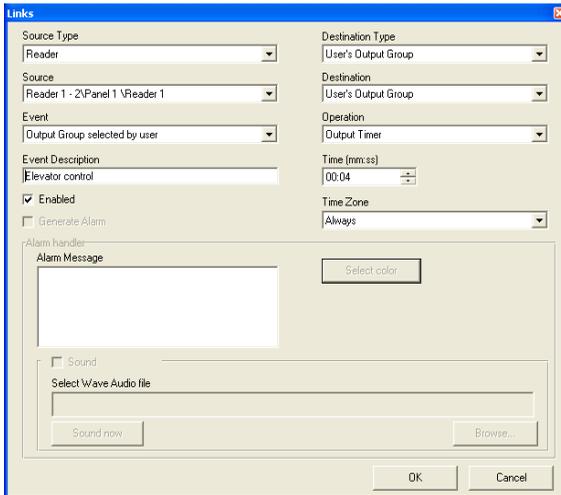


### Note:

When creating an output group for the elevator control, the selection only applies to outputs from the same panel.

### Step Three: Create panel link.

Only one panel link is required. Figure 45 shows the Panel Link configuration.



**Figure 45: Panel Link Configuration**

### Step Four: Associate users with elevator control rights.

Each user can be associated with the relevant access group to allow that user access to specific floors, as needed.

In the General tab of the User window, associate a user with output groups. See [General User Properties](#), on page 57.

## 5.16 Creating Status Maps

The Status Map displays the status of every door, input, output, antipassback rules, and alarms in the facility on user-selected floor plans.

**To set-up a Status Map:**

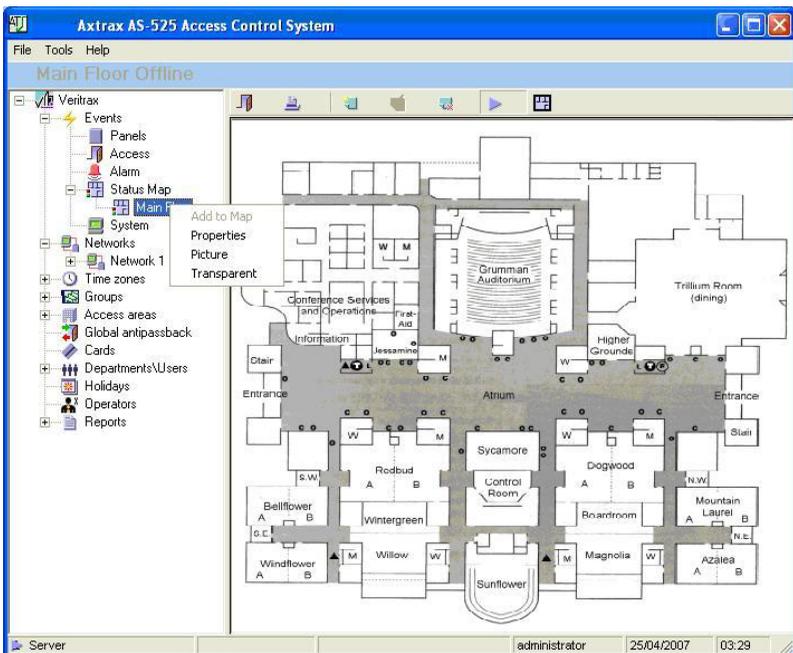
1. In the tree view, click **Events**; then, click **Status Map** and click the New Element icon.  
A new map element appears in the tree view.
2. Right-click the new map element.  
A shortcut menu appears.
3. Select the **Picture** option.  
The Select Image File Name window opens.



**Note:**

To change the map image and/or to add objects on the map, you must press the Pause key (see Toolbar, page 23). This enables the option to right-click the map name in the tree view.

4. Select a graphic file for the Status Map background.  
The file is shown in the display area in one of the following formats: jpg, gif, or bmp.



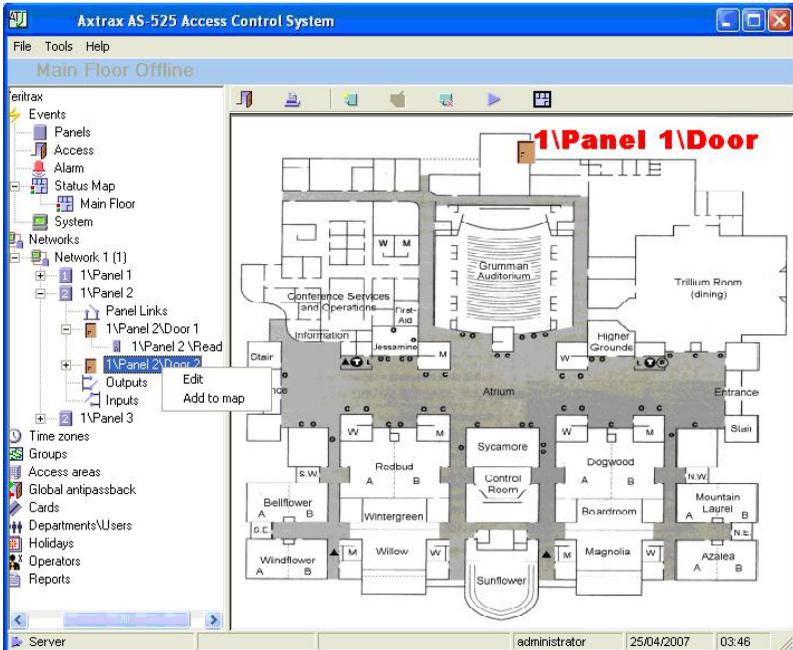
**Figure 46: Status Map with Image**

5. Ensure that the Status Map toolbar is showing the "offline mode" icon.

## How to Set Up a Site

Click **Networks**, and then right-click a door, reader, input, output, panel, or another status map that should be displayed as an object on the status map.

- From the shortcut menu, select **Add to Map**.  
The object appears on the status map, and can be dragged to its correct position.



**Figure 47: Status Map with Door**

- Right-click a map object to set its properties, and select **Show on Map** from the shortcut menu.  
The Show on Map window opens.



**Figure 48: Show on Map window**

8. Select the **Status** checkbox to display the objects state on the status map.

For a door's Show on Map properties, select:

- **By Door Monitor**- show the door's open state based on its physical position.
- **By Door Output**- show the door's open state based in the status of its lock.

9. Repeat step 5–7 until all objects are shown on the status map, as required.

Repeats steps 1–7 to setup additional status maps.



### Note:

Status map icons can also be added to other status maps, indicating where the two map areas meet.

## 5.17 Setting Door Forced

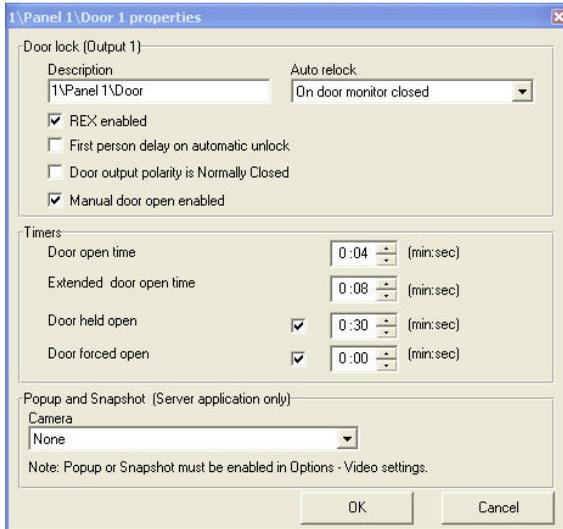
Door Forced occurs when a controlled door opens illegally when the door relay output is not activated. This may occur if someone opens a door without inputting a valid code or using a Door REX button.

In order to detect a Door Forced condition, the door must be equipped with a door contact connected to the Monitor Input of the relevant door.

When Door Forced is enabled, the system can generate a Door Forced event, which can be used to generate an alarm or to toggle an output.

When the "Door forced open" or "Door held open" option is selected, the camera takes a popup or snapshot (provided that the Popup or Snapshot option is enabled in Options > Video Settings) when an event occurs

## How to Set Up a Site



**Figure 49: Door Properties**

### To Set Door Forced

1. On the AxTrax Tree menu, select Network>Panel>Door. The Door Properties window opens.
2. Select the **Door Forced Open** checkbox.
3. Enter a delay (if required) in Minutes and Seconds. Usually, delays are not required, since Door Forced is detected immediately.  
This setting allows a "Door Forced" event to generate. The event can then be used to generate a system alarm, or to activate an output. All of these possibilities are configured in the "Links" window.
4. On the AxTrax Tree menu, select Network>Panel>Panel links> "New" command button. The Links window opens, followed by the Door Properties window.
5. Define the location and results of the Door Forced conditions:
  - In **Source Type** and **Source**, select the Door on which Door Forced should occur.
  - In **Event**, select "Door Forced Open".

- In **Destination** and **Destination Type**, select the operation that Door Forced should trigger (including "None" if applicable).
6. To generate an alarm condition, select the **Alarm** checkbox, and define the alarm details as described above.

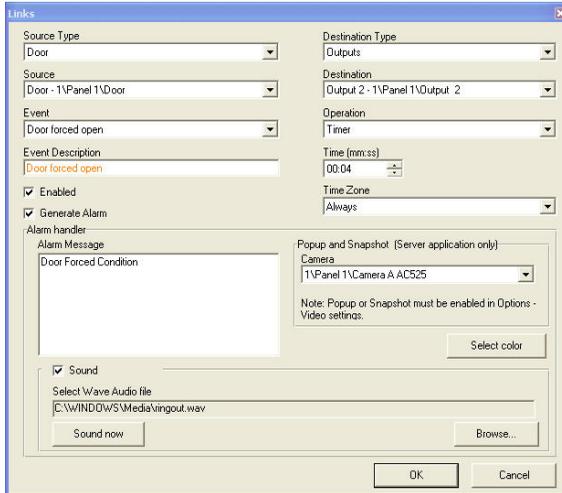


Figure 50: Door Forced Settings

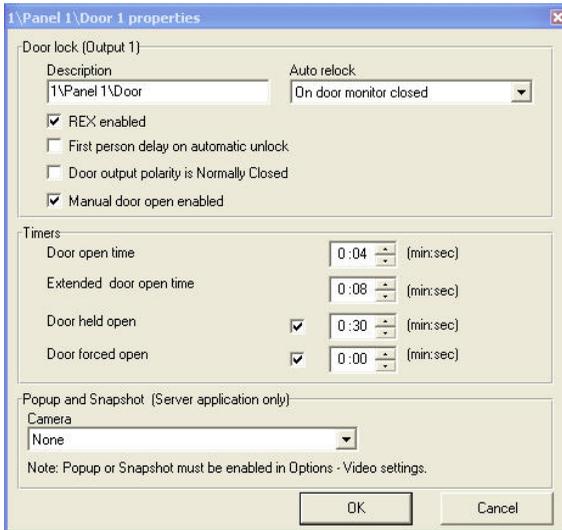
## 5.18 Setting Door Held Open

"Door Held Open" is a condition where the controlled door remains open longer than a predefined period. This is useful for detecting a condition in which a door is not closed after it has been validly opened. The "Door Held Open" condition may occur if someone blocks the door for free passage.

In order to detect the Door Forced condition, the door must be equipped with a Door contact, connected to the Monitor input of the relevant door.

## How to Set Up a Site

When Door Held Open is enabled, the system can generate a Door Held Open event, which can generate an alarm or can toggle some output.



**Figure 51: Door Properties**

### To Set Door Held Open:

1. On the AxTrax Tree menu, select Network>Panel>Door. The Door Properties window opens.
2. Select the **Door Held Open** checkbox.
3. Enter the required delay in Minutes and Seconds. (Normally, 30 seconds is a sufficient delay.)
4. This setting generates a "Door Held Open" event, which can be used to generate a system alarm, or to activate an output. These possibilities can be configured in the Links window.
5. On the AxTrax Tree menu, select Network>Panel>Panel links> "New" command button. The Links window opens, followed by the Door Properties window.
6. Define the location and results of the "Door Held Open" conditions:
  - In **Source Type** and **Source**, select the Door on which Door Held Open occurs.

- In **Event**, select "Door Held Open".
  - In **Destination** and **Destination Type**, select the operation that Door Held Open will trigger (including "None" if applicable).
7. To generate an alarm condition, select the **Alarm** checkbox, and define the alarm details as described above.

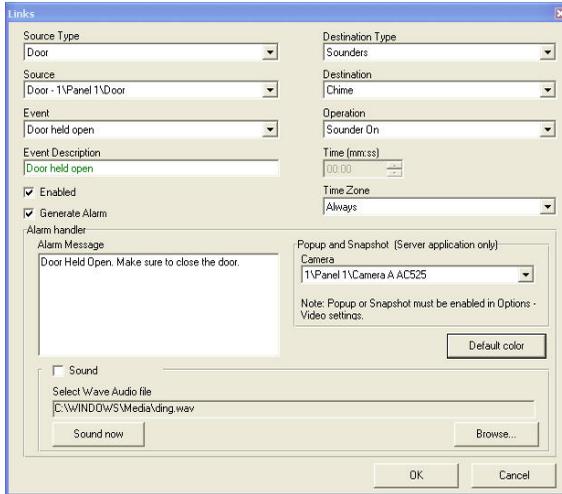


Figure 52: Door Held Open Settings

## 5.19 Door Interlock

Door Interlock, sometimes referred to as Mantrap, prevents two or more related doors from opening at the same time. It may be useful for the entry holes of Clean Rooms, or in other facilities with two exit doors. It should only be possible to open one door at a time with a valid user code.

AxTrax features a dedicated mechanism to define Interlock for two, three, or four doors, provided that they are located on the same access control panel. Interlock cannot be used in panels that support a single door.

To enable Interlock, related doors must be equipped with a door position sensor, connected to the Door Monitor input of the relevant doors. Door Interlock only restricts user entry

## How to Set Up a Site

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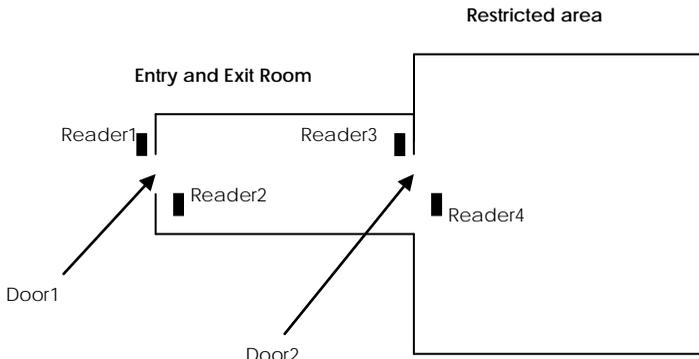
through readers or keypads. The use of a REX button or Links settings should not be used to activate doors, which are not limited by Interlock.

Doors are considered open when either the Door Monitor or the Door Relay is opened, and it should not be possible to open any other related door with user codes. If an attempt is made to open another door, an "Access denied-Door interlock" event is generated.

### Setting Door Interlock

In a typical Interlock application with a 2Doors/4Reader panel controlling entry and exit to a restricted area, the doors and readers may be located as follows:

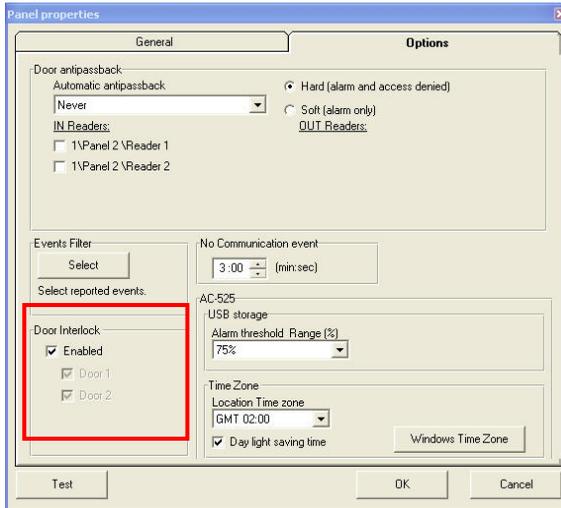
- Door1/Reader1 - Entry from outside into Man Trap room
- Door1/Reader2 – Exit from Man Trap room to outside
- Door2/Reader3 - Entry from Man Trap room into restricted area
- Door2/Reader4 – Exit from restricted area into Man Trap room



**Figure 53: Door Interlock Diagram**

**To set the AxTrax Door Interlock Setting:**

1. Edit Panel screen >> Options tab.
2. In **Door Interlock**, select the **Enabled** checkbox.
3. Select at least two door checkboxes.



**Figure 54: Setting Door Interlock**

# 6. ViTrax Video Integration

Utilizing cameras on your AC-525 panel is done using the following Steps:

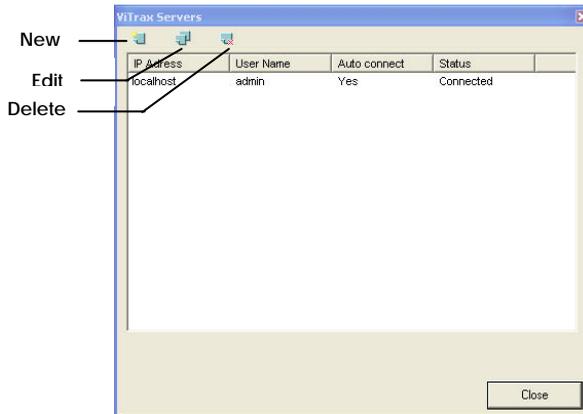
| Step | Action                          | Section                                   |
|------|---------------------------------|---|
| 1    | Connecting to ViTrax Server     | See Connecting to ViTrax Server, page 85. |
| 2    | Adding a Camera to AC-525 panel | Adding a Camera to AC-525 panel, page 85. |
| 3    | Using Panel Links               | See Setting Panel Links, page 70.         |
| 4    | Viewing Recorded Events         | See Viewing Recorded events, page 89.     |

## 6.1 Connecting to ViTrax Server

Define the ViTrax Server database with which the AS-525 AxTrax Software communicates.

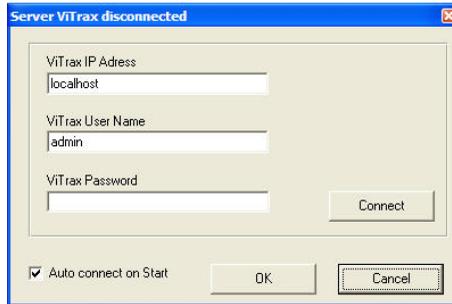
### To Connect to ViTrax Server:

1. When the ViTrax Server is running, click **File/ViTrax Server**. The ViTrax Servers window is displayed.



**Figure 55: ViTrax Servers**

2. On the toolbar, click the New icon. The Server ViTrax window is displayed



**Figure 56: Server ViTrax window**

3. In **ViTrax IP Address**, type either localhost or another IP address name.
4. In **ViTrax User Name**, type the username.
5. In **ViTrax Password**, type the password.

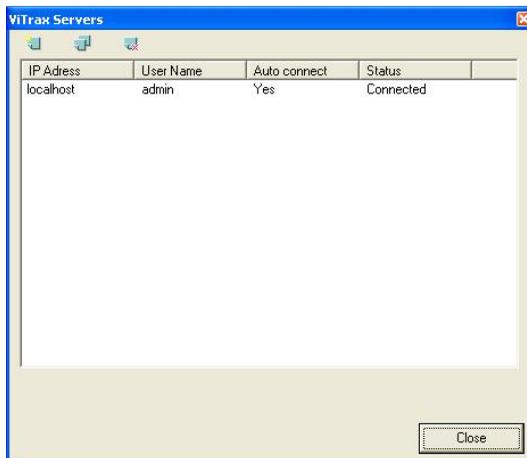


**Note:**

The typed Password must resemble the non-default password for the server.

6. Select the **Auto connect on Start** checkbox.
7. Click **Connect**.
8. Click **OK**.

A "Server Vitrax Connecting" message appears in the Axtrax status bar while Axtrax attempts to connect to the ViTrax Server. When connected, the message box "ViTrax Server connected" is displayed. The ViTrax server now appears in the ViTrax Servers window list (see Figure 55).



**Figure 57: ViTrax Servers list**

### 6.2 Adding a Camera to AC-525 panel

Defining communication of AC-525 cameras to the ViTrax Server, is done physically between the camera and the AC-525 panel (see AC-525 Installation Manual).

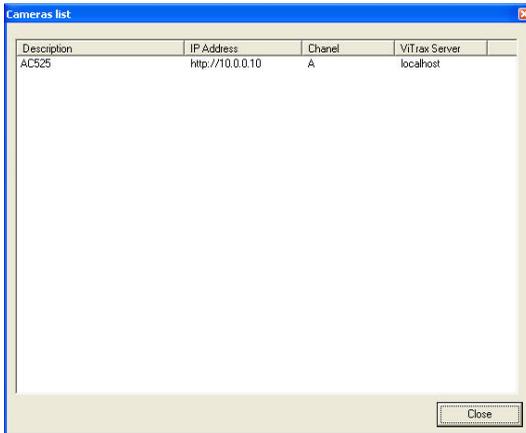
The cameras available on this network are displayed when clicking the Network in the tree. When clicking the icon, the camera list is displayed. Expand the tree to see which cameras are connected to which panels. See also Appendix D Cross Platform Camera Setup, on page 130.

#### To configure a camera to the network:

1. Configure the Network as seen in Section 5.2.
2. Once the camera is physically installed, the system reads the camera on the network and displays it in the tree.

#### To view the camera list:

1. In the toolbar, click the Camera icon.  
The Camera list window is displayed.



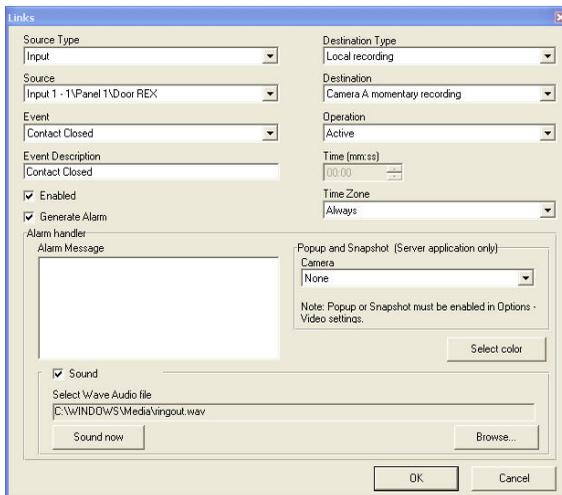
**Figure 58: Cameras List window**

## 6.3 Conditioned Recording via Panel Links

You can select the source, destination, and period of recordings using Conditioned Recording sequences programmed via the Panel Links screen.

### To create a panel link:

1. In the tree view, click **Networks**.  
The available networks are listed in the display area.
2. Select a network, and expand a panel in the tree view.
3. Select **Panel Links** and select a link from the display area.
4. Click the Edit icon.  
The Links Window opens.



**Figure 59: Local Recording**

5. In the **Destination Type** drop-down list, select **Local recording**.
6. In the **Destination** drop-down list, select a camera: momentary recording or pre-event recording, and then click **OK**.

### 6.4 Viewing Recorded events

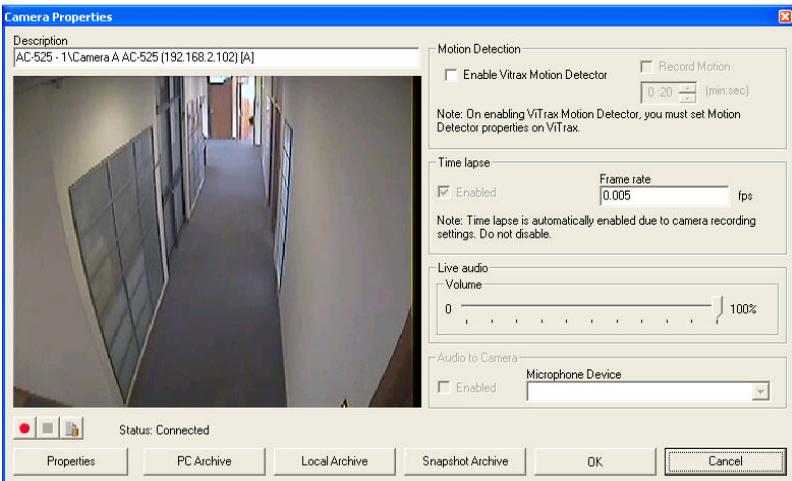
In the Camera Properties window, you can view live streaming and edit various camera properties.

#### To view Recorded Events:

1. Double-Click **Recording Started** from either Events→Archive, or Events→Panel

#### To access Camera Properties:

1. In the tree view, double-click **Camera <name>**.  
The Camera Properties window is displayed.



**Figure 60: Camera Properties window**

The Camera Properties window includes the following:

| Field                                | Description   |
|--------------------------------------|---|
| <b>Description</b>                   | Displays the camera name.   |
| <b>Enable ViTrax Motion Detector</b> | Select this checkbox to enable motion detection in ViTrax. Enabling motion detector, enables Record Motion features. It is possible to get motion detection events from ViTrax, and use them to initiate recording, by first setting the Motion Detection section on this window, and then setting motion detection properties in ViTrax, |

| Field                    | Description  |
|--------------------------|--|
|                          | in the Sensitivity, Exclusion, Format, and Source tabs.  |
| <b>Time Lapse</b>        | This checkbox is automatically enabled due to the camera recording settings. Time Lapse means the recording of single frames periodically. AxTrax automatically enables the Time Lapse option in ViTrax, when setting recording by AxTrax. |
| <b>Frame rate</b>        | Select the Time Lapse period. By default, the Time Lapse period is set to 0.005 frames per second (1 frame every 200 seconds)  |
| <b>Live Audio Volume</b> | Select the live audio volume.  |
| <b>Audio to Camera</b>   | Select the checkbox to indicate that a microphone is connected to the camera.  |
| <b>Microphone Device</b> | Enabled when the Audio to Camera checkbox is selected.<br>From the drop-down list, select a microphone.  |
| <b>Properties</b>        | Camera hardware properties.  |
| <b>PC Archive</b>        | Streams saved in the PC.   |
| <b>Local Archive</b>     | Streams saved in the USB-key.  |
| <b>Snapshot Archive</b>  | Opens the images list stored to that camera.   |
| <b>Four buttons</b>      | Recording start, Recording stop, Audio to camera, and Save current snapshot.   |

2. Click **OK**.



**Note:**

ViTrax Server must be running to view recordings.

For more information on camera properties, see ViTrax Software Manual.

## ViTrax Video Integration

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### To access Live Video:

1. In the tree view, right-click **Camera <name>**.
2. In the right-click menu, select **View**.  
The Live Video Streaming window is displayed.



**Figure 61: Live Video Streaming**

The Live Video Streaming window includes the following buttons:

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| Icon Name   | Click icon to...  |
|---|---|
|   | Recording Save streams to the archive (see Saving streams to archive, page 23). |
|  | Start Start Recording to the archive.   |
|  | Stop Stop Recording to the archive.   |
|  | Save current snapshot Save the current snapshot.                                |

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3. Click **Cancel** to close.

## 7. Manual Operation

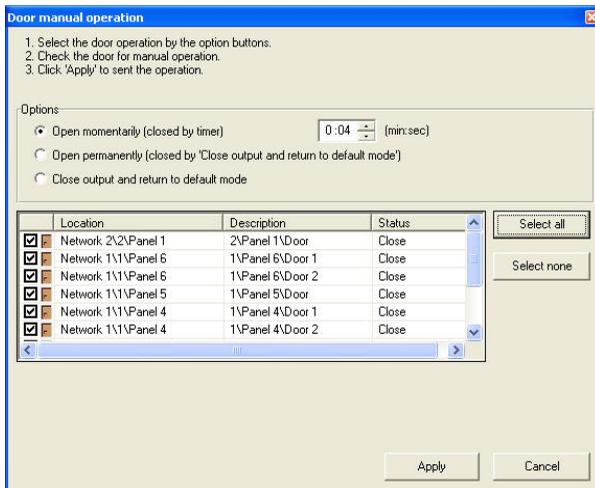
In addition to AxTrax AS-525's automated monitoring and control of the access control network, it is also possible to control the network directly.

### 7.1 Controlling the Door Manually

The Door Manual Operation window allows an operator to open or close a selected group of doors directly.

#### To manually open or close a door:

1. On the toolbar, click the **Open Door Manually** icon.  
The Door Manual Operation window opens.



**Figure 62: Door Manual Operation window**

The operator can sort the listed panels/doors in regular or reverse order, by clicking the column header with the left mouse button.

2. Select an option:
  - **Open momentarily** - All selected doors are opened for the time set in the timer box.
  - **Open permanently** - All selected doors are opened.
  - **Close output** - Close the selected doors and return control to AxTrax AS-525.

## Manual Operation

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3. Select the checkboxes of those doors to which to apply the operation.

Click **Apply** to perform the operation.



### Note:

Door Manual Operation can only control doors that have been set as Manual Door Open Enabled in the Door Properties window.  
See Setting Door Properties, page 44.

## 7.2 Changing the Reader Mode

The Manual Reader Operations window allows an operator to change the operation mode of a reader.

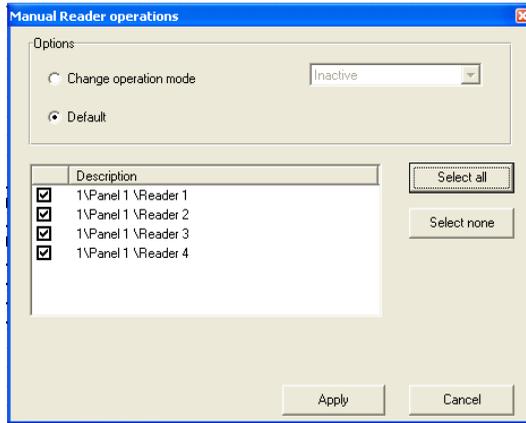
Readers have six possible operation modes:

- **Inactive:** The reader is not in use.
- **Card Only:** The reader accepts cards only.
- **PIN Only:** The reader accepts PIN inputs only.
- **Card or PIN:** The reader accepts both cards and PINs.
- **Desktop:** The reader is inactive, but can record new cards for the AxTrax AS-525 database.
- **Secure (Card + PIN):** The reader requires first a card and then a PIN. The PIN must be entered within 10 seconds of the card.
- **No Access:** The reader will not grant access to users.

### To manually change the reader mode:

1. In the tree view, expand the **Networks** element, and then expand a selected network.
2. In the tree view, select a panel, and then click the Change Reader Mode icon.

The Manual Reader Operations window opens.



**Figure 63: Manual Reader Operations Window**

2. Select an option:
  - **Change operation mode permanently** - Resets all selected readers to the selected operation mode.
  - **Change operation mode until Card+PIN starts** - Resets all selected readers to the selected operation mode until they enter a secured time zone. In the secured time zone, the operation mode switches to Card + PIN.
  - **Default**- Returns control of the readers to the system.
3. Select the checkboxes of those readers to which to apply the operation.  
Click **Apply** to perform the operation.



**Note:**

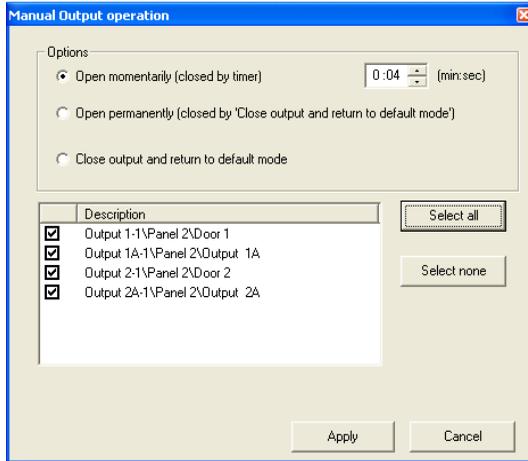
For more information on secured (Card + PIN) time zones, see General Reader Operation Settings, page 47.

## 7.3 Controlling Outputs Manually

The Manual Output Operation window allows an operator to open or close a selected group of outputs on a panel directly.

### To manually open or close an output:

1. In the tree view, expand the Networks element, and expand a selected network.
2. In the tree view, select a panel, and then click the Change Output Operation icon.  
The Manual Output Operation window appears.



**Figure 64: Manual Output Operation window**

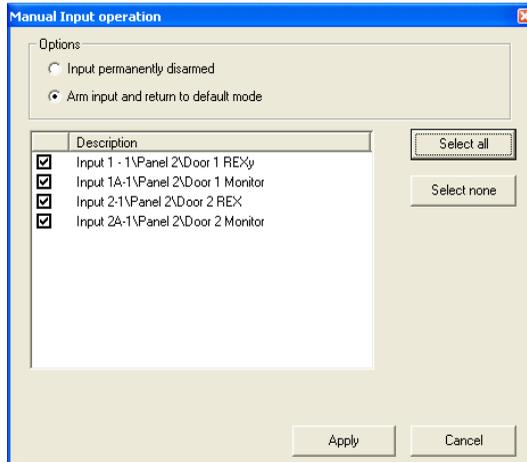
3. Select an option:
  - **Open momentarily** - Opens all selected outputs for the time set in the timer box.
  - **Open permanently** - Opens all selected outputs.
  - **Close output and return to default mode** - Closes the selected outputs and returns control to AxTrax AS-525.
4. Select the checkboxes of the outputs to which to apply the operation.
5. Click **Apply** to perform the operation.

## 7.4 Manually Disarming Inputs

The Manual Input Operation window allows an operator to disarm a selected group of inputs directly on a panel. Armed input means input is active; disarmed input is inactive and does not trigger any operation or alarms.

### To manually disarm or rearm an input:

1. In the tree view, expand the Networks element and expand a selected network.
2. Select a panel in the tree view, and click the Change Input Operation icon.  
The Manual Input Operation window is displayed.



**Figure 65: Manual Input Operation window**

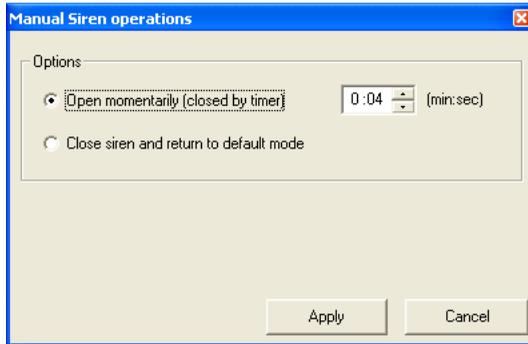
3. Select an option:
  - **Input permanently disabled**- Deactivates all selected inputs.
  - **Arm input and return to default mode** - Reactivates the selected inputs, and returns control to AxTrax AS-525.
4. Select the checkboxes of the inputs to which the operation is to be applied.  
Click **Apply** to perform the operation.

## 7.5 Testing the Siren

The Manual Siren Operation window allows an operator to test the siren for a selected panel.

### To test the siren:

1. In the tree view, expand the Networks element, and expand a selected network.
2. Select a panel in the tree view, and then click the **Siren Operation** icon.



**Figure 66: Manual Siren Operations window**

3. Select an option:
  - **Open momentarily** - Sounds the siren for the time set in the timer box.
  - **Close siren and return to default mode** - Silences the siren and returns control to AxTrax AS-525.
4. Click **Apply** to perform the operation.

## 8. Reports

AxTrax AS-525 supports two types of reports.

Immediate reports list details of recent movements (within the last few hours). They are shown in the display area, and can be exported.

Archive reports are immediately exported.

### 8.1 Immediate Reports

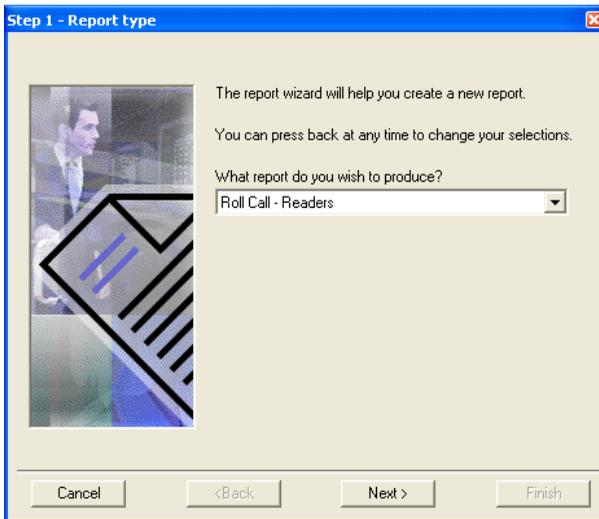
There are four types of immediate reports:

- **Who's been in today** - Lists where and at what time each user was granted access for the first time today.
- **Last known Position** - Lists where and at what time today each user was most recently granted access.
- **Roll-Call Readers** - Lists the last time each reader was accessed, and by whom, within the last 1–99 hours.
- **Roll-Call Areas** - Lists all users currently within the selected area, sorted by department and entry time. The report lists all personnel who entered the facility within the last 1–99 hours.

To show an immediate report, select it from the Reports element of the tree-view, under Immediate.

#### To create a new immediate report:

1. Expand the **Reports** element, and select **Immediate** from the tree view.
2. On the toolbar, click the New icon.  
The Immediate Reports Wizard opens.



**Figure 67: Immediate Reports Wizard (Step 1)**

3. Select a report type, and then click **Next**.  
Follow the on-screen wizard instructions until the wizard has completed. The display area lists the new report.

## 8.2 Archive Reports

You can produce three types of reports:

- Panels event reports
- System AxTrax events reports
- Interactive reports

### 8.2.1. Panels events reports

Panel event reports displays details of all recorded panel events.

There are six available panel event reports.

- **Attendance report** - Lists the attendance hours for selected users, sorted by date. Results include hours present, time in, and time out.
- **Panels report** - Lists all the events recorded by the selected panels, sorted by date.

- **Access report** - Lists all access events recorded by the selected readers, sorted by reader and date.
- **Areas report** - Lists all users within selected access areas, sorted by department and date.
- **Readers report** - Lists all users who have accessed the selected readers, sorted by department and date.
- **Fingerprint report** - Lists fingerprints of all users.
- **Visitors report** - Lists visitors who have made a visit to a certain user or department, or lists all related visitors.

### 8.2.2. System AxTrax events report

System AxTrax events reports list details of system and operator activity.

There are three available panel event reports.

- **System report** - Lists all operations performed by the AxTrax server, sorted by date.
- **Operators report** - Lists all the operations performed by registered system operators, sorted by operation event type and date.
- **Alarms and Antipassback handler report** - Lists all raised system alarms, sorted by operator and date.

### 8.2.3. Interactive report

Interactive reports list details of users and their access activity.

- **User details** - Lists selected users' details, including assigned cards, PIN, and assigned access group.
- **Visitor details** - Lists selected visitors' details, including assigned cards, PIN, and assigned access group.
- **User access rights** - Lists site access details for selected users, with full details of readers accessed and in which time zones.
- **Not responding users** - Lists users for whom there have been no access events for a selected period of time.

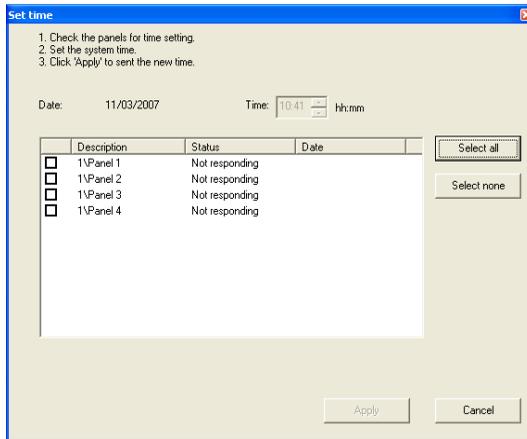
# 9. Administrator Operations

## 9.1 Setting the Time and Date

Select panels by network, and reset their date and time to the AxTrax server's system date and time, using the Set Time window.

### To reset the panel time:

1. In the tree view, expand the Networks element, and select a network.
2. Click the Set Time icon.  
The Set Time window opens.



**Figure 68: Set Time window**

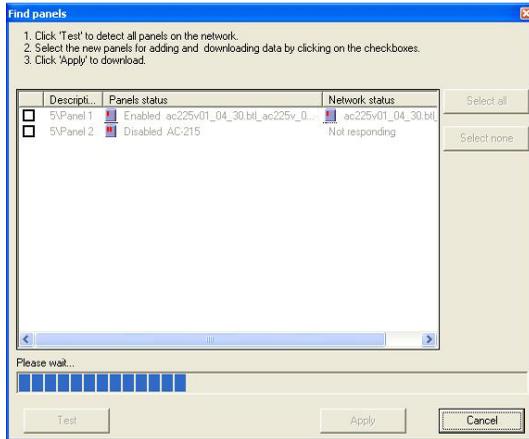
3. Select the panels to reset, and then click the **Apply** button.  
The server connects to the panels and sets the time as requested. A dialog confirms the operation.

## 9.2 Detecting Panels Automatically

It is possible to search for panels over the access control network. This is useful during installations; AxTrax AS-525 finds all connected panels in the network and checks them. Panels can then be quickly activated and updated.

**To detect panels:**

1. In the tree view, expand the **Networks** element, and select a network.
2. Click the **Find Panels** icon.  
The Find Panels window opens.



**Figure 69: Find Panels window**

3. Select the panels that should be activated.  
Click the **Apply** button to activate the panels and download setup information.  
Once the detection process is complete (may take 2-3 minutes), the display shows all of the detected panels and their corresponding information.  
The selected panels are then automatically appended in the tree view under current network.

### 9.3 Manual Download of Panel Data

Operators can manually download specific access-control panel configurations using the Download Data window. All of the panel's data is downloaded with no data parsing or filtering.

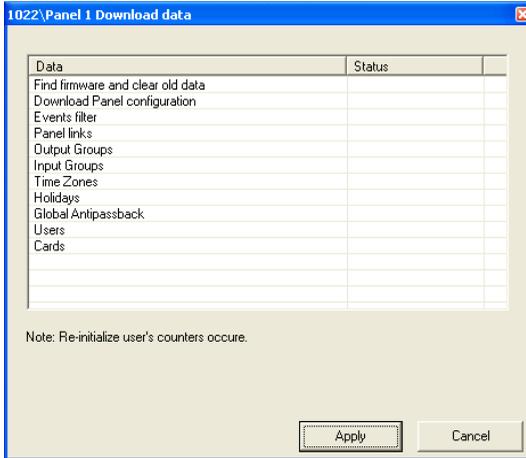
**To manually download panel data:**

1. In the tree view, expand the **Networks** element, and expand a selected network.

## Administrator Operations

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2. In the tree view, select a panel, and click the Download Data icon. The Download Data window opens.



**Figure 70: Download Data window**

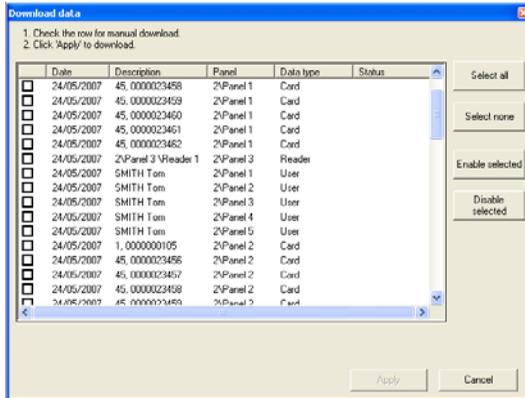
3. Click the **Apply** button to apply the operations.

## 9.4 Downloading Failed Data

In the event that some data fails to download into the access control panels, it is possible to perform a download of the failed operations only. This operation can be performed on a single panel, on all the panels in a network, or on all the panels in the entire system.

### To download failed data:

1. In the tree view, select a specific panel, a specific Network, or all the Networks.
2. Select and click the Download Failed Data icon. The Download Data icon window opens.



**Figure 71: Download Data icon window**

3. Select the required parameters to download, by selecting the checkbox next to each parameter; you can use the **Select All** and **Select none** buttons for fast selection. Click the **Enable Selected** or **Disable Selected** button to apply the status to the selected parameters.

## 9.5 Testing User Counters

When using User Counters, It is possible to view the current User count value in each panel that has a Reader designated with the "Deduct User" option.

### To view User Counters:

1. In the tree view, select **Department\Users**; then, select one User in the Display area.
2. Select and click the User Counter icon.  
The Request User Count window opens.



The following database operations are available:

| Operation  | Description  |
|--|--|
| <b>Periodic Backup</b>   | Run a scheduled backup every specified number of days at the specified time.   |
| <b>Backup now</b>  | Run a one-time backup immediately.   |
| <b>Export Configurations and Events</b>                                      | Copy the contents of the database to the selected folder.  |
| <b>Import Configurations</b>   | Replace the current configuration based on the imported file.  |
| <b>Import Configurations and Events</b>                                      | Replace the current configuration and events based on the imported file.   |
| <b>Erase Configuration and Events</b>  | Erase the current database configuration and all events.   |
| <b>Import earlier database versions from AS-215</b>                          | Replace the current database. Only VeriTrax AS-215 databases from versions 0.5–2.02.04 and 2.05.00–2.05.05 or newer can be migrated.   |
| <b>Import earlier database versions from VeriTrax AS-225 / AxTrax AS-525</b> | Replace the current database. VeriTrax AS-225 or AxTrax AS-525 databases from versions 0.00.04 or newer can be migrated. Note that this option does not allow importing a database from a current AxTrax AS-525 version. |
| <b>Limit panel Events period</b>   | Automatically erase events when they are older than a specified number of days. Before using this option, Rosslare recommends that you set a periodic backup.  |
| <b>Erase panel Events</b>  | Erase all events that are older than a specified number of days.   |



**Note:**

The Backup and Export functions add the “\_VeriTrax\_vX” prefix at the end of exported or backed-up database. The Import

## Administrator Operations

database function will execute only with the string at the end of the file name. After a database has been imported, the panel status may change to disabled. If this is the case, the operator should re-enable the panels.

### 9.7 AxTrax Options and Preferences

AxTrax AS-525 can be customized to meet the preferences of the operator using the Options window.

#### To open the Options window:

- From the menu bar, select Tools > Options.

The Options window has five tabs:

- General startup, presentation and connection preferences
- Settings to control AxTrax information pop-ups
- Settings to configure AxTrax video settings
- Additional user-defined fields for the User Properties window
- Report title settings

#### 9.7.1. Startup, Presentation, and Connection Options

The General tab includes basic control over AxTrax AS-525 startup and security options, user highlighting preferences, and transaction connection settings.

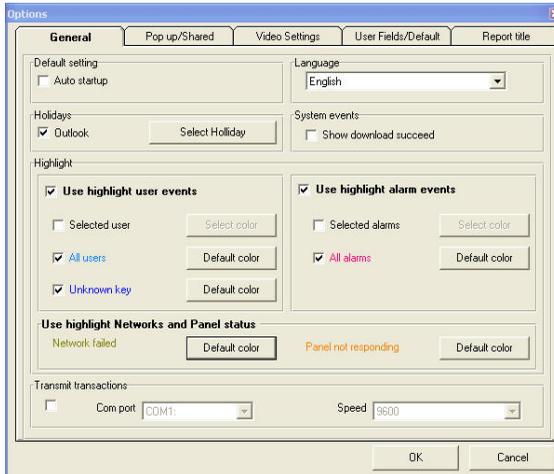


Figure 74: General tab

The General tab contains the following fields:

| <b>Field</b>                      | <b>Description</b>   |
|-----------------------------------|--|
| <b>Auto startup</b>               | Select the checkbox to start AxTrax AS-525 automatically whenever the computer is turned on.   |
| <b>Language</b>                   | Select the system interface language. This option temporarily switches the language until you close AxTrax AS-525. Permanent language settings are set under Operators options.  |
| <b>Outlook</b>                    | Select the checkbox to load Microsoft Outlook™ holidays into AxTrax AS-525.  |
| <b>Select Holiday</b>             | Click the button to select Microsoft Outlook™ holidays to load into AxTrax AS-525.<br>This button is only available when the Outlook checkbox has been enabled.  |
| <b>Show download succeed</b>      | Select the checkbox to add a message to the event history upon successful system parameters download from the AxTrax AS-525 software to the panel.   |
| <b>Use highlight user events</b>  | Select the checkbox to display selected user information in a colored highlight.   |
| <b>Selected user / All users</b>  | Select one of the checkboxes to highlight either selected users or all users.<br>When Selected User is enabled, users are highlighted provided that they have been marked for highlighting in the User Properties window.<br>See General User Properties, page 57. |
| <b>Unknown key</b>                | Select this checkbox to highlight every record of attempted access by an unknown card or PIN.  |
| <b>Use highlight alarm events</b> | Select the checkbox to highlight selected alarm events.  |

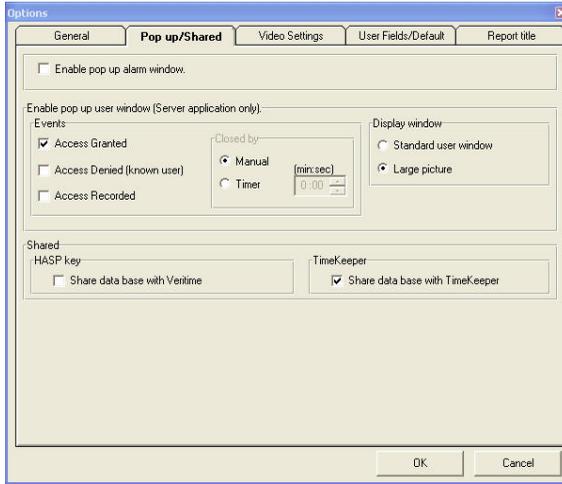
## Administrator Operations

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| Field                                   | Description   |
|---|---|
| <b>Selected alarms / All alarms</b>     | Select one of the checkboxes to highlight either selected or all alarms. Alarms are selected provided that they been marked for highlighting in the Panel Links window. If All Alarms is selected, all alarms are highlighted. See Setting Panel Links, page 69.  |
| <b>Use highlight Network and Panels</b> | This option can be used to quickly identify panels that are not responding, or networks which include panels that are not responding. When selecting the root "Networks" tree view, Networks with panels that are not responding are highlighted in the display area with the selected color. When selecting a specific Network in the tree view, panels that are not responding are highlighted in the display area with the selected color. Panels that are currently disabled, are not considered as "not responding". |
| <b>Select color</b>                     | Click to select a color for highlighting.   |

### 9.7.2. Popup Options

The Popup/Shared tab controls the behavior of popup Event alarms in the system.



**Figure 75: Pop-Up/Shared tab**

The Popup/Shared tab contains the following fields:

| Field                            | Description  |
|----------------------------------|--|
| <b>Enable popup alarm window</b> | Select this checkbox to activate popup alarm notifications.  |
| <b>Access Granted</b>            | Select this checkbox to display a popup notification whenever a reader grants access to a user. This option is only available from the AxTrax server.  |
| <b>Access Denied</b>             | Select this checkbox to display a popup notification whenever a reader denies access to a user. This option is only available from the AxTrax server.  |
| <b>Access Recorded</b>           | Select this checkbox to display a popup notification whenever an "access recorded" event occurs. This option is only available from the AxTrax server. |
| <b>Closed by</b>                 | Select <b>Manual</b> to close display pop ups manually; select <b>Timer</b> , to close display pop ups after a set duration.                           |

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| Field          | Description  |
|----------------|--|
| Display Window | Use to determine which of the User's windows to pop up: <b>Standard user window</b> or <b>Large picture</b> .  |
| HASP Key       | Select this checkbox if the system consists of less than 64 panels and you require the operation of the installed VeriTime attendance software. This is possible by checking if the VeriTime option is selected in the HASP key. |
| Time Keeper    | Select this option to share the database with TimeKeeper.  |

### 9.7.3. Video Settings

The Video Settings tab is used for setting Popup, Snapshot, and related options, such as Video Verification.

A Snapshot is a single frame that is captured from live video and stored as a compressed picture file (JPG file). Snapshots can be taken automatically by the system, or manually by the operator. When taken automatically, they can be stored in the snapshot archive for later inspection. An operator can capture a snapshot manually, by clicking the snapshot icon at the bottom of live video windows. This manually taken snapshot can be stored in a file. In addition, it is possible for the snapshot picture to open up automatically (Popup option).

Popup means that a live video window may be opened automatically by various events in the system.

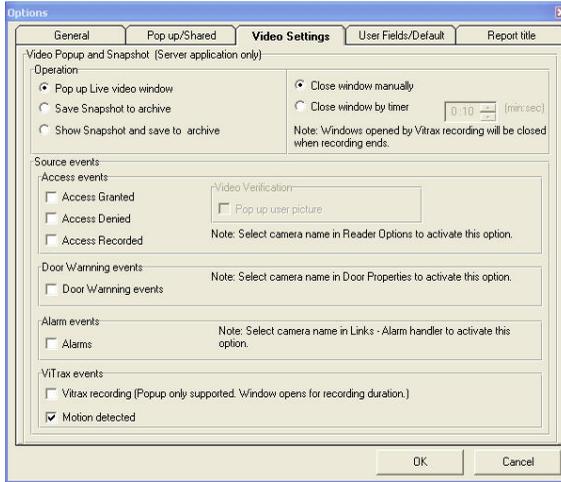
The Video Verification option is based on both the Snapshot and Popup options. Whenever a known User ID is presented, two windows open up simultaneously – a snapshot from live video, and the static User picture stored in the AxTrax database. This allows the system operator to visually verify that the User who enters through the door is the User whose picture is stored in the database.

Snapshot options, popup reasons, and the setting of Video Verification are all defined in the Video Settings window.



**Note:**

All options in the Video Settings window are only supported in AxTrax Server. They are not supported in AxTrax Client.



**Figure 76: Video Settings tab**

The Video Settings tab contains the following fields:

| Field  | Description  |
|--|--|
| <b>Operation</b>                                     | Select the operation to perform: <b>Pop up Live video window</b> , <b>Save Snapshot to archive</b> , or <b>Show Snapshot and save to archive</b> . Selecting an operation is enabled only after you select an option in at least one of the Source Events.   |
| <b>Close window manually / Close window by timer</b> | Select <b>Close window manually</b> to close a live video popup window or snapshot popup window manually. <b>Select Close window by timer</b> to close a live video popup window or snapshot popup window after a predefined amount of time; selecting this option enables you to select the time. |
| <b>Source Events</b>                                 | Select the events that will cause popup or snapshot. These events are grouped  |

## Administrator Operations

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| Field   | Description   |
|---|---|
|   | into several types: Access Events, Door Warning Events, Alarm Events, and ViTrax Events.  |
| <b>Access Granted/Access Denied / Access Recorded</b> | <p>Select the reader access events that will trigger the popup or snapshot notification.</p> <p>Select <b>Access Granted</b> to trigger the notification whenever a reader grants a user access.</p> <p>Select <b>Access Denied</b> to trigger the notification whenever a reader denies a user access.</p> <p>Select <b>Access Recorded</b> to trigger the notification whenever a user's access is recorded, and an "access recorded" event occurs.</p> <p>In addition to this setting, you also have to select which readers will trigger popup or snapshot, as well as the source camera. You can set these options in Readers &gt;&gt; Options window &gt;&gt; Popup and Snapshot.</p> |
| <b>Pop up user picture</b>                            | Select this option to perform Video Verification. This option pops up the static User picture stored in User properties in the User photo field. Selecting this option pops up two windows simultaneously.  |
| <b>Door Warning events</b>                            | Select this option so that either Door Forced or Door Held Open events cause popup or snapshot. Select the camera name in Doors properties >> Popup and Snapshot, to activate this option.  |
| <b>Alarms</b>   | Select this option to activate a popup or snapshot when any event defined as an alarm event in the Links window, occurs.  |

| Field                                   | Description   |
|---|---|
|   | In addition, select the camera name in Links >> Alarm Handler to activate this option.  |
| <b>ViTrax recording/Motion detected</b> | Select which events sent from the ViTrax server will activate popup or snapshot:<br><b>ViTrax recording</b> – to pop up a live window when ViTrax recording begins.<br>or<br><b>Motion detected</b> – to pop up a live window when motion is detected.<br>Note: Local recording does not support popup options. |

### 9.7.4. User Defined Fields

The User Fields/Default tab controls the fields on the User Fields tab of the User Properties window and the Valid Data default value. See User Defined Data, page 63.

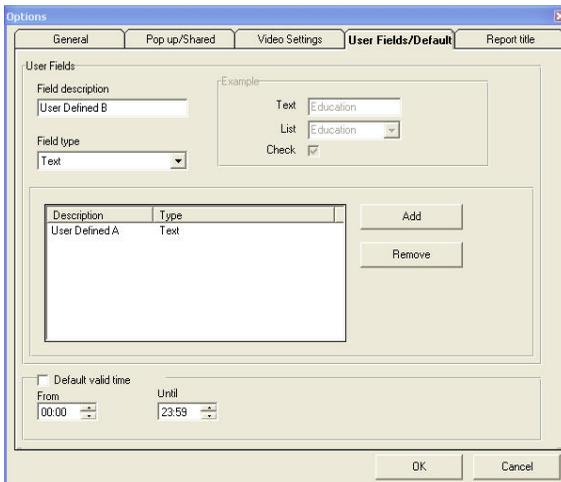


Figure 77: User Fields/Default Tab

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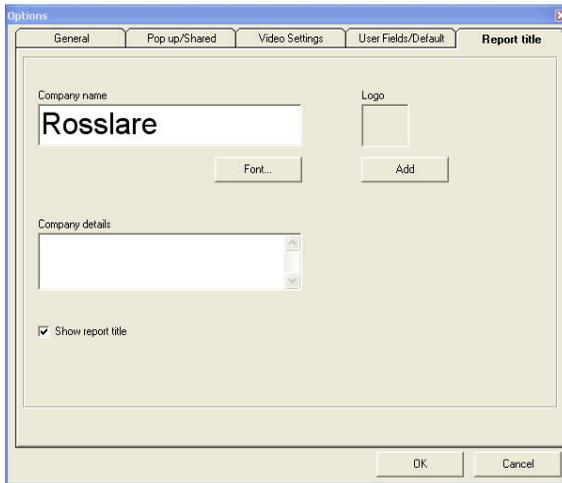
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The Options tab contains the following fields:

| Field              | Description   |
|--------------------|---|
| Field description  | Type a name for the new field.  |
| Field type         | Select the type of field.   |
| Add                | Click to add this field.  |
| Remove             | Click to delete the selected field.   |
| Default valid time | Default time for user access rights to begin and end. This field is only available when the checkbox is selected. |

### 9.7.5. Report Title Settings

The Report title tab controls basic presentation preferences for the reports generated by AxTrax AS-525.



**Figure 78: Report Title tab**

The Report title tab contains the following fields:

| Field        | Description   |
|--------------|---|
| Company Name | Type the company name to be shown on reports.       |
| Font         | Click to set a font and color for the company name. |

| Field             | Description  |
|-------------------|--|
| Company details   | Type the company address.  |
| Show report title | Select the checkbox to display this company name and logo on the reports.                                    |
| Logo Add/Clear    | Click to select a logo to be printed on reports.<br>If a logo has already been selected, click to remove it. |

## 9.8 Importing/Exporting User Data

The Import/Export Data window makes it possible to import/export user information into/from the AxTrax database from/to a standard spreadsheet file.

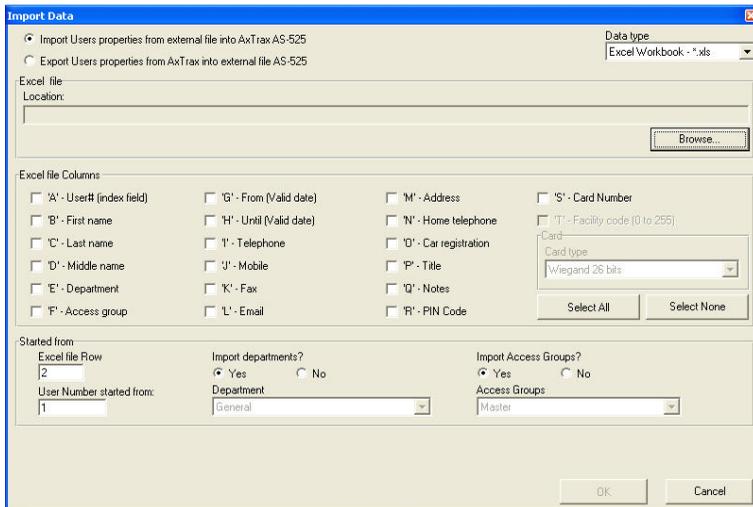


Figure 79: Import/Export Data

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The Import/Export Data window contains the following fields:

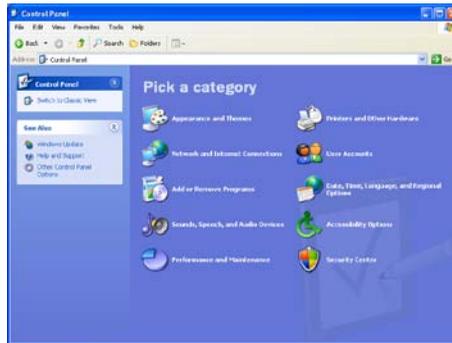
| Field  | Description  |
|--|--|
| <b>Import/Export Users Properties from external file/AxTrax into AxTrax AS-525/external file</b> | Select whether to perform Import or Export of User properties.   |
| <b>Data Type</b>   | Select the type of data to import.   |
| <b>Location</b>  | Select the location of the file to import.   |
| <b>Browse</b>  | Click to select the file to import.  |
| <b>Excel File Columns</b>  | Select the checkboxes of the columns to be imported.<br>Data in each column (A—M) will be imported as listed.                            |
| <b>Excel file Row</b>  | Enter the first row of user data in the spreadsheet.   |
| <b>User number started from</b>  | Enter the number from which to start assigning unique system user numbers.   |
| <b>Import Departments?</b>   | Select <b>Yes</b> to import new departments into the AxTrax database.<br>Select <b>No</b> to import users without their departments.     |
| <b>Department</b>  | Select the department to assign to the imported users.<br>This box is only active when the Yes button is selected.                       |
| <b>Import Access Groups?</b>   | Select <b>Yes</b> to import new access groups into the AxTrax database.<br>Select <b>No</b> to import users without their access groups. |
| <b>Access Groups</b>   | Select the access group to assign to the imported users.<br>This box is only active when the Yes button is selected.                     |

## Appendix A. Firewall Configuration

The following instructions explain how to configure the standard Windows Firewall for Windows XP.

### To configure the firewall:

1. On your desktop, click the My Computer icon.  
The My Computer folder opens.
2. Select the Address Bar and type "Control Panel". Hit the Enter key.  
The Windows Control Panel opens.



**Figure 80: Windows Control Panel**

3. Click the **Security Center** category.  
When in "Classic View", in the top-left Control Panel preferences pane, click **Switch to Category View**, and click the **Security Center** category.  
The Windows Security Center opens.

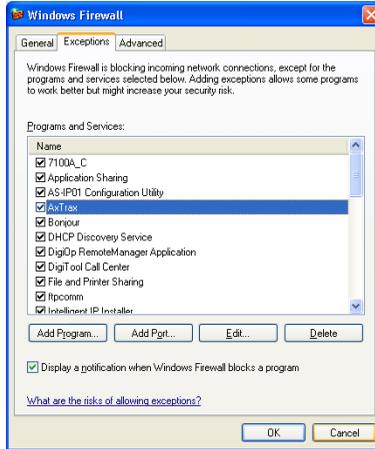


**Figure 81: Windows Security Center**

## Firewall Configuration

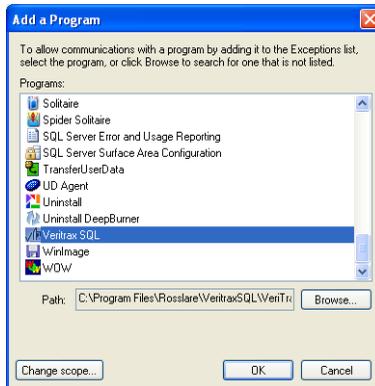
---

- Click **Windows Firewall**.  
The Windows Firewall opens.
- Select the Exceptions tab.



**Figure 82: Windows Firewall**

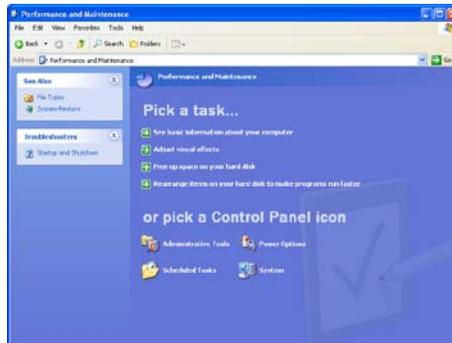
- Click **Add Program**.  
The Add a Program dialog appears.



**Figure 83: Add a Program to the Firewall List**

- Click **Browse**.  
The Browse dialog appears.
- In the **File Name** box, type:  
"C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\BINN\sqlservr.exe".
- Hit Enter.  
The sqlservr program appears in the Add a Program dialog.

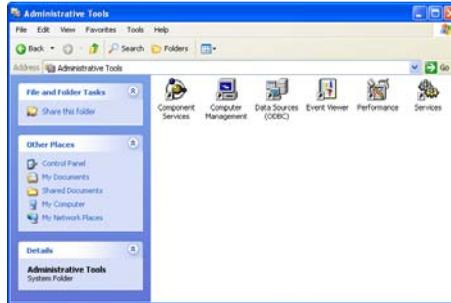
10. Select the program, and then click **OK**.  
The sqlservr program appears on the Windows Firewall list of exceptions.
11. Repeat steps 5 and 6. In the **File Name** box, type:  
"C:\Program Files\Microsoft SQL Server\90\Shared\sqlbrowser.exe".
12. Hit Enter.  
The sqlbrowser program appears in the Add a Program dialog.
13. Select the program, and then click **OK**.  
The sqlbrowser program appears on the Windows Firewall list of exceptions.
14. Click **OK**.
15. Repeat steps 1 and 2.  
The Control Panel window opens.
16. Click the **Performance and Maintenance** category.  
When in "Classic View", in the top-left Control Panel preferences pane, click **Switch to Category View**, and then click the **Performance and Maintenance** category.  
The Performance and Maintenance window opens.



**Figure 84: Performance and Maintenance window**

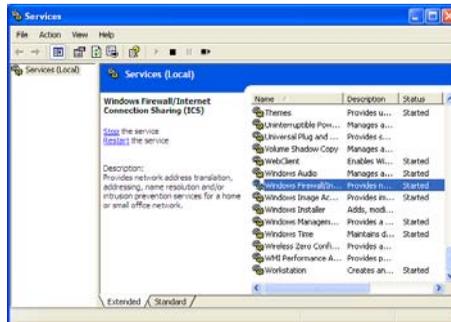
17. Click **Administrative Tools**.  
The Administrative Tools window opens.

## Firewall Configuration



**Figure 85: Administrative Tools window**

18. Double-click the Services icon.  
The Services Console opens.



**Figure 86: Services Console**

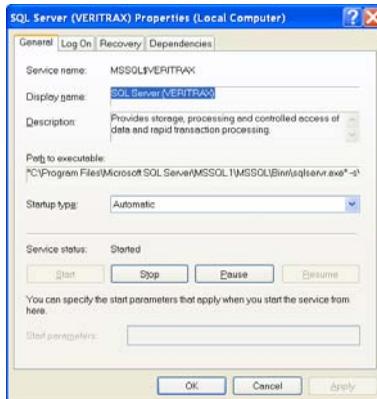
19. Right-click **Windows Firewall/Internet Connection Sharing (ICS)**. From the pop-up menu, click **Restart**.
20. Right-click **SQL Server**. From the pop-up menu, click **Restart**.
21. Right-click **SQL Server Browser**. Click **Restart** from the pop-up menu.  
The Firewall is now configured for AxTrax AS-525.

## Appendix B. SQL Service Settings

In order to reach the SQL Service Settings, click on the following path from the Control Panel in Windows XP:

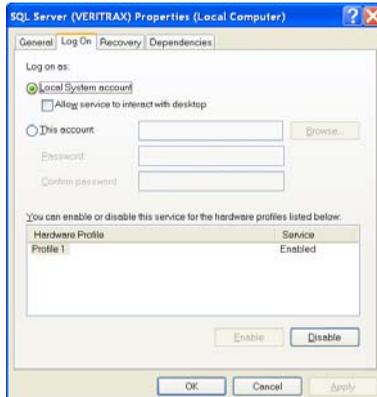
Control Panel > Administrative Tools > Services and Applications > Services > SQL Server (VERITRAX).

Double click "**SQL Service (VERITRAX)**" the following dialog opens:



**Figure 87: SQL Service Settings**

Under the General tab, verify that the Startup type is "Automatic" and that the Service status is "Started".



**Figure 88: SQL Service Log On**

In the Log On tab, verify that the Local System Account radio button is selected. If not, select **Local System Account** and restart the computer for the changes to take effect.

### Appendix C. Network Configuration

The AxTrax Server connects to access control units by a serial connection, a TCP/IP connection, or a Modem-to-Modem connection.

To connect access control panels to AxTrax AS-525 over a TCP/IP LAN (Local Area Network) or WAN (Wide Area Network), the use of a TCP/IP to Serial converter is required, unless the panel has an onboard TCP/IP connection (AC-225IP or AC-525).

Each TCP/IP connection can support up to 32 access control panels that are connected to each other using RS-485.

The hardware used to connect to the TCP/IP network may be the MD-N32, which is a Serial to Ethernet converter, or using the onboard converter of AC-225IP or AC-525.

You can also use Rosslare's MD-N33 modem for a Modem-to-Modem connection. Refer to the hardware installation manuals of the desired panel for more details.

TCP/IP and Modem-to-Modem connections must be configured for use, and require expert knowledge of the local network.

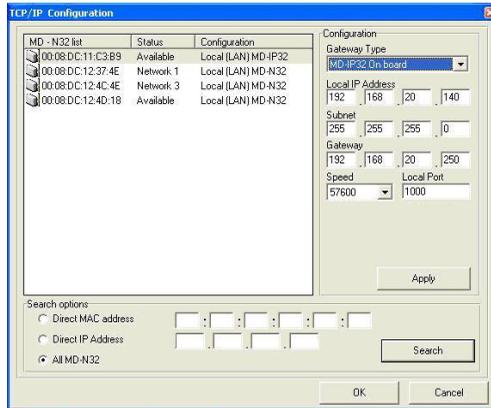
#### To configure TCP-IP Connection for AxTrax AS-525:

1. In the tree view, click **Networks**. On the toolbar, click the Edit icon. The Networks window opens.
2. Set the Network type as **TCP/IP**.

**Note:**

If you want to work with Remote, in the TCP/IP Network window select Remote (WAN), and add the WAN IP Address of the PC.

3. Click the **Configuration** button.  
The TCP/IP Configuration window opens.



**Figure 89: TCP/IP Configuration window**

The upper left window lists all TCP/IP converters attached on the local network, identified by their MAC address, and indicates if they are available to be assigned to a new panel network or are already assigned.

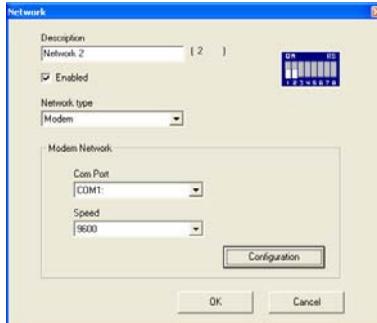
4. From the MD-N32 list (the MD-N32's MAC address should be labeled on the TCP/IP converter), select the appropriate MAC address.
5. In **Gateway Type**, select the type of TCP/IP converter, MD-N32, MD-IP32 On board, or any other valid option. Skip this selection if it is already valid.
6. Type the **Local IP address** and **Subnet** for the computer's network.
7. Enter the **Local Port** number and select the **Speed** of your connection. It is recommended to select a higher value port number (4001 or higher). Note that the selected should not end with zeros (prefer setting Port value of 4243 rather than 4200). This will avoid colliding with port addresses reserved for various equipment installed on the same network.
8. Click **OK** to start the verification process.
9. Click **OK** twice and verify that the AxTrax AS-525 software accepted the configuration.
10. Turn off the MD-N32 power (or panel power if using the onboard module, such as MD-IP32), and then turn the power on again. This step is necessary when using certain versions of MD-N32 or MD-IP32 models. Skip this step if not applicable.

## Network Configuration

11. If configuration applies to a WAN network, disconnect the configured unit from the local network, and reconnect to the WAN network and access control panels network working over the WAN.

### To configure MD-N33 in AxTrax:

1. In the AxTrax software, add a new network.
2. Under network type, select **Modem**.



**Figure 90: AxTrax AS-525 Modem Network**

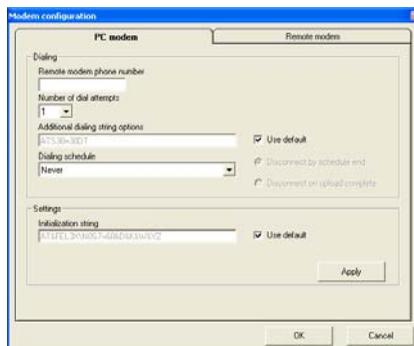


#### Note:

Communication speed is limited to 9600, 19200, 57600, or 115200 bits per second.

### To initialize and configure the computer modem:

1. In the Network window, click the **Configuration** button. The Modem Configuration window opens.



**Figure 91: AxTrax AS-525 Computer Modem Configuration**

2. In the **Dialing** area, under **Remote modem phone number**, type the destination telephone number to call.

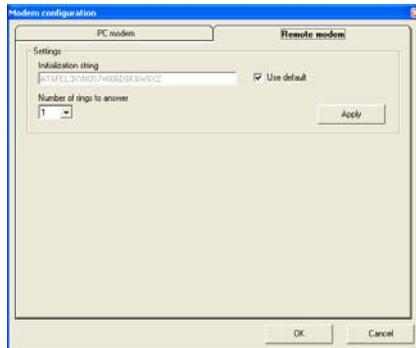
3. Click to change the **Number of dial attempts** (if required). For most applications, the default dialing string is sufficient. The dialing string is displayed in the window.
4. Clear the **Use default** checkbox. This allows adding or editing of the dialing string. Then, type the AT command in the **Dialing string** window.
5. From the **Dialing schedule** dropdown list, select the time zone.
6. Choose the disconnecting condition: **Disconnect by schedule end** or **Disconnect on upload complete**. This option is enabled when the selected time zone is different from the default time zone (Always and Never).
7. In the **Settings** area, the initialization string is displayed in the window. For most applications, the default initialization string is sufficient.
8. Clear the **Use default** checkbox to allow adding or editing of the dialing string. Then, type the AT command in the **Dialing string** window.
9. Connect the computer's modem to the PC via the selected COM port, and click **Apply** to initialize the PC modem.
10. Click **OK** to complete the initialization.
11. If the computer displays a failure message, check the modem connections and repeat the last steps.

**Note:**

Remote modem initialization is at the PC side. When modem initialization fails through telephone line, a message appears.

### To initialize and configure the remote modem:

1. In the Modem Configuration window, click the **Remote modem** tab.



**Figure 92: AxTrax AS-525 Remote Modem Configuration**

2. In the **Settings** area, the initialization string is displayed in the window. For most applications, the default initialization string of AS-525 is sufficient.
3. Clear the **Use default** checkbox to allow adding or editing of the dialing string. Then type the AT command in the **Dialing string** window.
4. In **Number of rings to answer**, set the number of rings before the computer modem answers.
5. Connect the remote modem to the computer via the selected com port, and click **Apply** to initialize the computer modem.
6. Click **OK** to initialize.
7. If a failure message appears, check the modem connections and repeat the last steps.



**Note:**

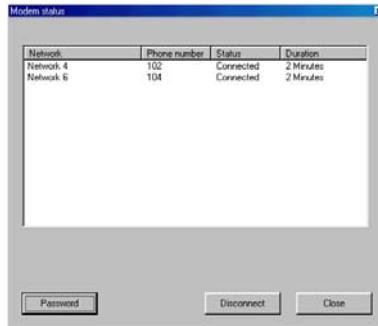
You must perform the action twice at the PC side, to initialize two MD-N33s.

The MD-N33 and AxTrax AS-525 software are now configured and ready.

You can now continue working using the AxTrax Adding New Panel procedure.

### To check the remote modem status:

1. When a panel is setting in a modem network, you can see the status of the modem by clicking the phone icon in the toolbar.
2. There is a manual option to dial or disconnect the modem.



**Figure 93: AxTrax AS-525 Modem Status**

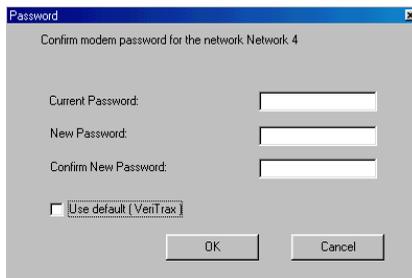
3. In order to prevent access to AxTrax data from non-authorized users, the AC-215, AC-225, or AC-525 access control panels contain a password that can be changed only when the modem is connected and there is a link with the panel.



#### Note:

The default password for the modem configuration and status screens is VeriTrax.

You may be asked to enter the password during first data configuration, such as adding a new panel or downloading a new firmware.



**Figure 94: AxTrax AS-525 Modem Security**

## Network Configuration

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### Restoring Factory Default Settings

If the modem configuration panel password is lost or forgotten, reset the access control panel to the factory default settings, and use the default "VeriTrax" password.

**Caution:**

Restoring factory default settings resets all doors and reader configurations to their factory defaults and clears all user properties.

#### To restore the factory default settings:

1. Turn off the supply power.
2. Disconnect all doors and readers wiring.
3. Connect Data 0, Data 1, and Tamper inputs to GND (-) in both reader 1 and 2 (total of six wires)
4. Power up the supply power for a few seconds. Wait for the "LED3" and "LED4" LEDs to flash alternately.
5. Turn off the supply power.
6. Connect the doors and readers wiring again.
7. In AxTrax AS-525, delete the panel by clearing the **Enable panel** checkbox in the panel screen. Click **OK**.
8. Select the **Enable panel** checkbox in the panel screen and click **OK**. This action causes a full reset of the access control panel with the factory settings.
9. Dial to the appropriate access control panel and click **password** in the modem status screen. Use **AxTrax** as the current password, and change the password to a new one.

## Appendix D. Cross Platform Camera Setup

This section describes the complete process of adding cameras to the AC-525 panels as defined both in AxTrax and ViTrax applications as well as emphasize some of the not so trivial steps to help ensure proper camera operation.

This process is essentially a two-step procedure that needs to be defined in both applications.

First, you need to add the installed camera in the ViTrax software, only then is it possible to assign the camera to the relevant AC-525 panel defined in the AxTrax application.

### To add a camera to the system:

1. Install the AC-525 panel and connect the cameras (see AC-525 installation manual)
2. Add the camera in the ViTrax application by either:
  - Performing a camera search using the **Automatically discover network devices** option.
  - Manually add a camera using the **Camera setup wizard → Add new device – AC-525**.
3. Configure Motion Detection in the ViTrax application (optional – required only if motion detection is used)  
If Motion Detection is required, first define Motion analysis via the ViTrax application:
  - In the *Camera Setup Wizard* click **Next** until you reach the *Motion Analysis* screen.
  - Select the **Use Motion Detector for the Stream Being Used** checkbox.
  - Click **Properties** to adjust motion detection properties.
  - In the *Source* tab, select **Software Motion Detection Priority**, currently only software motion detection is available.



#### Note:

The Motion detection feature consumes a large amount of CPU power, resulting in a high overall CPU power usage by the application, this may reduce the overall number of cameras that can be managed by the ViTrax Server application.

## Cross Platform Camera Setup

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4. Add the camera in the AxTrax application:
    - In AxTrax, ensure that the ViTrax Server is configured and is "Connected" with AxTrax.
    - In the AxTrax Tree menu, select the relevant AC-525 Network item.
    - Click the **Camera Location** icon. On the left, you will see the names of the cameras connected with this panel as previously defined in ViTrax. On the right dropdown list select **Panel** to add the camera and click **OK**. A new camera icon will appear under the panel icon in Tree menu.
  5. Set the camera properties in the AxTrax application:
    - In Tree menu double click the camera item under the panel. *Camera Properties* screen appears.
    - Click **Properties** to set and define the various camera related settings.
  6. Set the camera's time zone and daylight savings behavior in the AxTrax application (Step 1):
    - In the camera properties screen, click the **Time** tab
    - Select the local Time Zone from the dropdown list.
    - If Daylight Saving Time is now active, select the **Enable Daylight Saving Time** check box. This will advance the local time selected by 1 hour.
    - Click **Apply** or **OK**
- 
- Note:**  
Daylight savings is currently not updates automatically by Windows. It is therefore the user's responsibility to enable or disable the daylight saving time checkbox as necessary.
7. Set the camera's time zone and daylight savings behavior in the AxTrax application (Step 2):
    - In the Tree menu double click a Panel item and Select the **Options** tab.
    - In the Time Zone section, define the Time zone and Daylight Saving Time to match that of the Camera properties (in the last step).
  8. Test time synchronization in both application:
    - In tree menu, Select your Network and click the **Set Time** icon, verify that it matches the AxTrax's Server PC

time, select the panel and click **Apply** (1 or 2 seconds difference is acceptable).

- In the tree menu, double click the **Camera** icon and click **Properties**. Click the **Time** tab and verify that it matches the AxTrax Server PC time.
- If the ViTrax Server application and the AxTrax Server application are running on different PC's, ensure that both of the PCs are synchronized. It is advised that both PCs will be assigned with the same time server.

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