

Auditcon[®] 2 Series Software

REFERENCE MANUAL

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MIAS

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INTRODUCING THE AUDITCON[®] 2 SERIES SOFTWARE SYSTEM

Kaba Mas Welcome

Kaba Mas, part of the world-wide Kaba group, is the world's leading manufacturer and supplier of high security, electronic safe locks. Our complete line of self powered, battery, and mechanical locks meets virtually every safe lock requirement. Kaba Mas is dedicated to satisfying end-user needs for security, safety, and convenience. We welcome you to the world of Kaba Mas security and the Auditcon[®] 2 Series Software system.

The Auditcon[®] 2 Series Software Program Package

The Auditcon 2 Series Software implementation package includes:

- The Auditcon 2 Series Software Install CD, Version 1.2.0
- USB Adapter
- Serial Key Reader
- 1 Supervisor Audit Key (Red SA Key)
- Auditcon 2 Series Software Getting Started Guide
- Auditcon 2 Series Software Reference Manual (Included on Install CD in electronic format)

Note: *If you purchased the Software Only package, you will only receive the Install CD (with Reference Manual included) and the Getting Started Guide.*

If you are missing any of the above items, contact Kaba Mas Customer Service at 1(800) 950-4744.

Note: *If you will be working with Model 552 locks and wish to update the lock date and time using the software, the teal colored B key (P/N 202023) is required. This item is ordered separately.*

System Overview

The Auditcon 2 Series Software allows PC based programming of lock data instead of manual entry at the lock. Additionally, it allows the retrieval and reporting of data stored in the lock.

Upload Data to Lock

As an alternative to defining setup data and user data manually at the lock, certain types of data can be defined at the PC using the Auditcon 2 Series Software and the information can then be uploaded (transferred) to the lock via a Smart Key.

Download Data from Lock

There are two types of data that can be “downloaded” (retrieved) from the Auditcon 2 Series locks using the Auditcon 2 Series Software. Lock audit data and user table data can be retrieved from the lock using a Smart Key and can then be reported on at the PC.

It is important that you understand how the entire system operates, even though many of the operations will be carried out by other personnel. Before you start using the program, be sure to read the next few pages. They tell you what this package includes, the equipment you need to use the software, and identify the components of the system and the people who will be working with them.

The **Auditcon 2 Series Software** system consists of three basic components:

1) PC Based Computer Program

The PC Based Computer System is actually comprised of hardware and software components, including a Smart Key Reader, consisting of two Smart Key ports. The software component is the PC based Auditcon 2 Series Software.

2) High Security Locks

The Auditcon locks are highly secured, advanced design locks. The original design was first developed for use on United States Government safes containing classified material. There are currently 4 different models of the Auditcon lock family that will operate in conjunction with the Auditcon 2 Series Software. They are as follows:

- **Auditcon 2 Series Model 252**
- **Auditcon 2 Series Model 552**
- **Auditcon Series Model 500**
- **Auditcon 2100**

Some functions of the software will be limited depending on which type of lock you are working with at the time.

3) Smart Keys

Smart Keys are used by everyone who works with the Cencon System 2000, whether it be at the PC using the software program or at the lock. A Smart Key is actually a Dallas Semiconductor electronic device imbedded in a plastic or metal fob. The keys are designed to be carried on a key ring like a traditional key. The keys are placed in the key reader attached to the PC and are initialized with unique data. These sophisticated electronic keys can hold large amounts of both temporary and permanent information.

Key Types

There are two types of Smart Keys that are used with the Auditcon 2 Series Software. They are designated and used as follows:

- **Supervisor Audit (SA) Key** - The red Supervisor Audit key is initialized at the PC key reader with the information needed to take it into the field and program a lock. This key can also be used to *retrieve* audit records or user tables from a lock.
- **Date & Time (B) Key** - The teal Date & Time key is only required if you are setting the date and time in a Model 552 lock. It is initialized at the PC key reader with the information needed to take it into the field and program a lock.

The memory in the key is used to transfer data from the computer to the lock and from the lock to the computer. The data read from the key by the lock is used to define lock setup values, users, and time windows. Data can also be stored in the key by the lock, such as the data from an audit download. The key can then be read by the computer to provide a record of lock activity.

Lock Modes

A lock is shipped from the factory with default lock “setup” values and a pre-set PIN for unlocking the lock. This is referred to as **Factory Mode**.

The lock has two modes of operation: **Independent Mode** and **Supervisory/Subordinate Mode**. Within each operation mode, two access modes are available: **Single User access** and **Dual User access**. In Single User access, only one combination is required to open the lock. In Dual User access, two combinations must be correctly and consecutively entered to open the lock.

- **Independent Mode** - To operate in Independent Mode, the Master User must first add Access Users. One (Single User access) or two (Dual User access) combinations are required to open the lock.
- **Supervisory/Subordinate Mode (Super/Sub Mode)** - To operate in Super/Sub Mode, the Master User must first add a Supervisor. Subordinate Users must then be added by and assigned to a Supervisor. **A Supervisor must enable lock access for Subordinate User(s).**

In Single User access, an enabled Subordinate User combination is required to open the lock.

In Dual User access, two enabled Subordinate User combinations are required to open the lock.

Once a Supervisor combination and the Supervisor ID are re-entered to disable lock access for the Subordinate User(s) assigned to that Supervisor ID, the Subordinate User combinations for that will no longer open the lock.

To remove a lock from an operational mode, one can “shelve” the lock which places it in **Shelved Mode**. Most lock values are returned to the factory default.

Personnel Classifications

There are five different classifications of lock personnel:

- **Master User** - The Master User performs the initial lock setup activities and can also shelve the lock. There is a maximum of one Master User per lock. The Master User combination will not open the lock.
- **Access User** - In Independent mode, a user added by the Master User. An Access User can open the lock.
- **Supervisor** - In Super/Sub mode, a user added by the Master User who has the ability to add/delete Subordinate Users. The maximum number of Supervisors per lock varies according to lock model. A Supervisor cannot open the lock.
- **Subordinate User** - In Super/Sub mode, a user who is added by and assigned to a Supervisor. Subordinates can open the lock when enabled by a Supervisor.
- **Time Delay Override User** - When Time Delay is set in a lock, designated Users (Access or Subordinate) become Time Delay Override Users.

User ID

A **User ID** is a two-digit number that represents a user. **In all models, User ID 00 is reserved for the Master User.** For a Model 252 lock, the User IDs available for assignment are 01 through 20. For a Model 552, User IDs 01 through 99 are available for assignment. All operations performed by users require the entry of the User's ID as the first two digits of the combination. User IDs are assigned by the Master User or by a Supervisor.

In Super/Sub mode certain User IDs are reserved for Supervisors. **For a Model 252 in Super/Sub mode, User IDs 01 through 03 are reserved for a Supervisor. For a Model 552 User IDs 01 through 05 are reserved for Supervisors.**

Certain User IDs are reserved for the ability to perform a **Time Delay Override when Time Delay has been set in the lock**. For a **Model 252 lock**, **User ID 20** can perform this action. For a **Model 552**, **Users 90-99** have this ability.

Combination (User ID + PIN)

A combination is eight digits long and consists of a User ID + a User PIN. A **User Personal Identifier Number (PIN)** is six digits. A User PIN can be defined to any combination of numbers. It can also be changed at a later time.

The following chart shows the activities that can be performed by each type of user.

Activity	Keypad Command	Master User	Access User	Supervisor	Subordinate User	Time Delay Override User
Set Master User PIN (p. 5)	#1	✓				
Set Operating Mode (p. 6)	#2	✓				
Set Time Delay (p. 6)	#5	✓				
Toggle Sound On/Off (p. 7)	#9	✓				
Change Reporting Capabilities (p. 8)	##1	✓				
Add Supervisors or Access Users (p. 9)	#3	✓				
Add Subordinate Users (p. 9)	#3			✓		
Delete Supervisors or Access Users (p.9)	#4	✓				
Delete Subordinate Users (p.9)	#4			✓		
Enable/Disable Lock Access For Subordinates (p. 10)			N/A	✓		
Change PIN (p.10)	#1	✓	✓	✓	✓	✓
Unlock - Independent Mode (p.10)			✓	N/A	N/A	
Unlock - Super/Sub Mode (p.10)			N/A		✓	
Initiate Silent Duress Alarm (p.12)			✓		✓	
Time Delay Override (p. 12)						✓
Shelve Lock (p.12)	##2	✓				
Set Lock Date* (p. 13)	#6	✓				
Set Lock Time* (p. 13)	#7	✓				
Toggle Daylight Savings Time* (p.14)	##5	✓	User 20	✓		
Start Timed Lockout* (p. 14)	##4	✓	User 20	✓		
Set Time Windows* (p.14)	##3	✓				
Start Time Window Lockout* (p. 16)	##7	✓	User 20	✓		
Upload Data to Lock** (p.17)	#8	✓		✓		
Download Data from Lock** (p.18)	#8	✓	✓	✓		

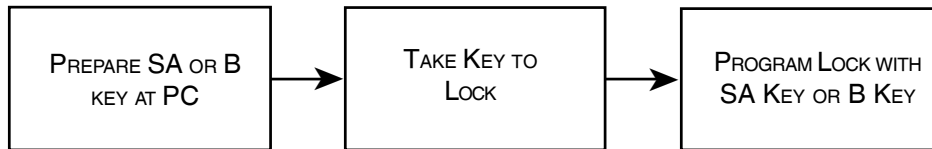
* Available on Model 552 only

** Software Based Operations

System Processes

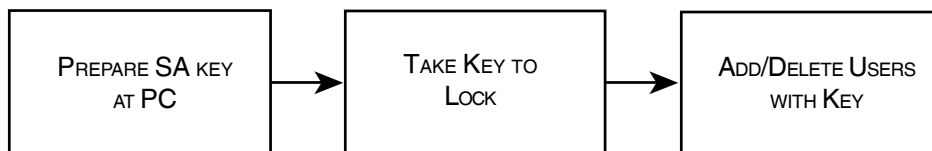
There are several system processes that involve integrating activity at the PC software level with activity at the lock. It is important that these processes be completed in their entirety. These processes are defined as follows in the form of flow charts and accompanying text.

Program Lock



As an alternative to defining setup data and user data manually at the lock, certain types of data can be defined at the PC using the Auditcon 2 Series Software and the information can then be uploaded (transferred) to the lock via a Smart Key. You can prepare an SA Key (or a B Key for Model 552) at the PC that can program the lock with setup data, users and time windows (if applicable.) The key is then taken to the lock. The lock is powered and the upload data command is entered. The key is held to the key reader on the lock while the key's data is written into the lock's memory.

Add/Delete Users to/from Lock



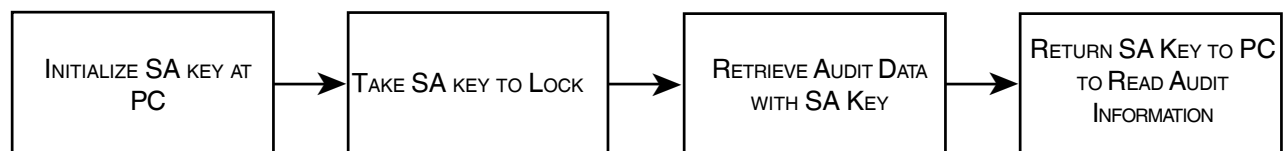
As an alternative to defining user data manually at the lock, the data can be defined at the PC using the Auditcon 2 Series Software and the information can then be uploaded (transferred) to the lock via a Smart Key. You can prepare an SA Key at the PC that can program the lock with user data. The key is then taken to the lock. The lock is powered and the upload data command is entered. The key is held to the key reader on the lock while the key's data is written into the lock's memory.

Upload Time Windows to Lock



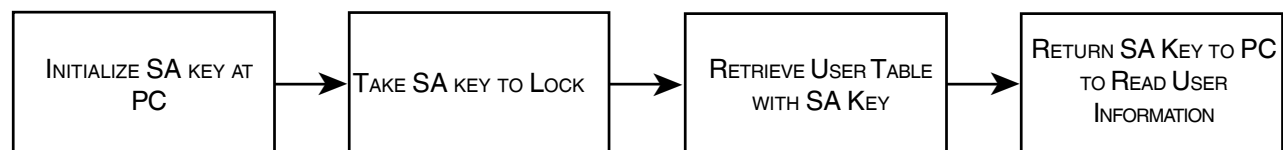
As an alternative to defining time window data manually at the lock, the data can be defined at the PC using the Auditcon 2 Series Software and the information can then be uploaded (transferred) to the lock via a Smart Key. You can prepare an SA Key at the PC that can program the lock with the time window data. The key is then taken to the lock. The lock is powered and the upload data command is entered. The key is held to the key reader on the lock while the key's data is written into the lock's memory.

Retrieve & Report on Audit Download from Lock



The audit records recorded in a lock may be written to an SA key which is then taken to the PC to be printed. The procedure is to use the Auditcon 2 Series Software to initialize an SA key for the retrieval of the audit data. The key is then taken to the lock. The lock is powered up and the retrieve audit command is entered. The key is held to the key reader on the lock while the data is written into its memory. The key with the data now written in it is taken to the PC where the data is read and a report is either printed or displayed.

Retrieve & Report on User Table Download from Lock



The user table defined in a lock may be written to an SA key which is then taken to the PC to be printed. The procedure is to use the Auditcon 2 Series Software to initialize an SA key for the retrieval of the user table. The key is then taken to the lock. The lock is powered up and the retrieve user table command is entered. The key is held to the key reader on the lock while the data is written into its memory. The key with the data now written in it is taken to the PC where the data is read and a report is either printed or displayed.

Software Conventions

The Auditcon® 2 Series Software program is operated through several windows. It conforms to Windows conventions so Windows users should have no trouble using it. Enough detail is included in this manual to enable a non-experienced user to follow the required procedures.

Note: *The screens shown in the Auditcon 2 Series Software manuals were captured on a Windows XP system. If your PC is running under a different operating system, your screens may look slightly different.*

Start the Auditcon® 2 Series Program

To start the Auditcon 2 Series Software program, you can select the Auditcon 2 Series Software icon from the desktop.



If you prefer, you can complete the following steps to start the Auditcon® 2 Series Software Program from the Programs Menu:

1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** menu item.
3. Select the **Auditcon 2 Series Software** menu item.

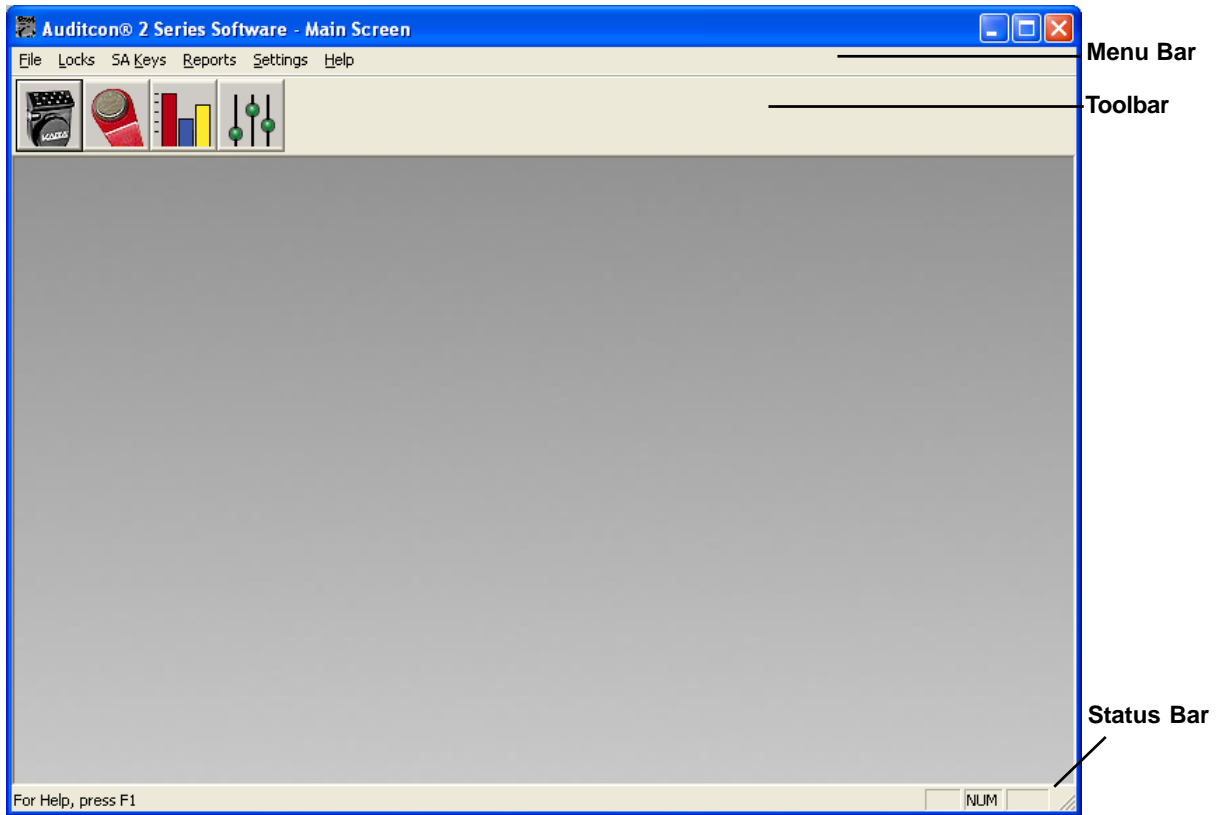


4. Select the **Auditcon 2 Series Software** icon.



Main Menu

The Auditcon 2 Series Software Main Menu will be displayed.



Menu Bar

The Menu Bar displays the available menu options. Some of these options are also available from the toolbar. The menus available from the Auditcon 2 Series Software menu bar are listed below and the corresponding toolbar icon (if applicable) is located to the left of each menu description:

File - Exit the Cencon for Windows Software.



Locks - Program Lock, Add/Delete Users or Upload Time Windows



SA Keys - Initialize or Delete SA Keys



Reports - View or Print Reports



Settings - Define or Maintain System Settings & Data

Help - 1) Display the Auditcon 2 Series Software basic program information, version number and copyright or 2) access the online system help information.

You can select an option on the menu bar by 1) positioning the mouse pointer on the option name and clicking the left mouse button one time 2) using the shortcut keys underlined on the option's label. For example, for the option label Locks, you can select the option by pressing the **Alt** and **L** keys at the same time (Alt + L).

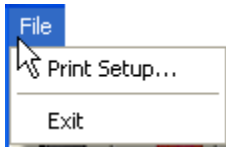
Toolbar

The Toolbar is located directly below the menu bar and displays the icons for the menu bar options. You can select an icon on the toolbar by positioning the mouse pointer on the icon and clicking the left mouse button one time. The available toolbar icons are pictured and described in the previous Menu Bar section.

Status Bar

The Status Bar is located at the bottom of the Auditcon 2 Series Software window. This bar displays system information (e.g., a brief description of the Toolbar button on which the mouse pointer is positioned).

File Menu



Perform Print Setup or Exit Auditcon 2 Series Software

The first option on the Menu bar is “File”. The File menu options allow you to define your Print Setup or exit the software. From the Main menu:

1. Select **File**.

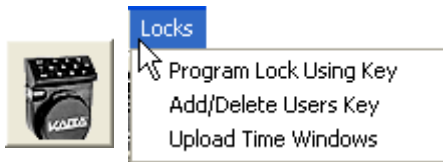
Print Setup

This menu item is used to display the printer settings dialog, to allow the user to change the various printer settings for Windows.

Exit

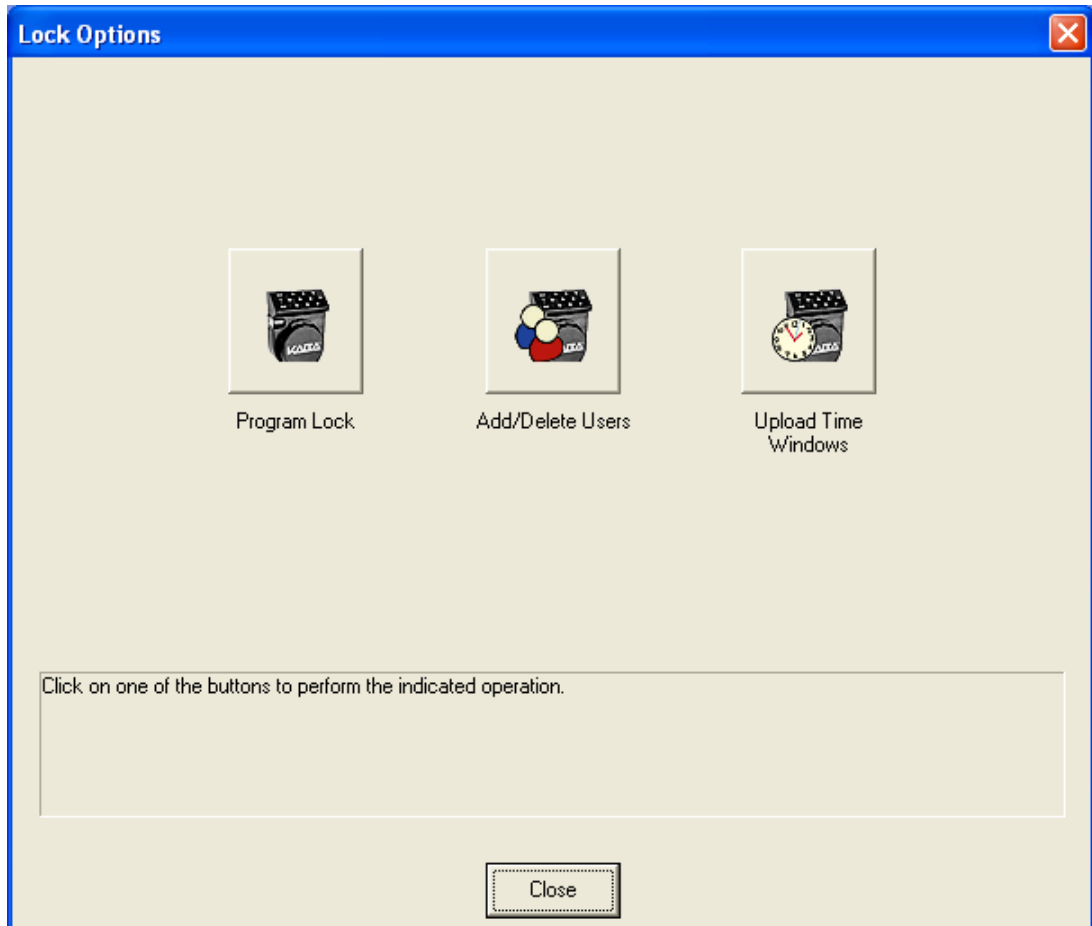
The Exit option is used to end the Auditcon 2 Series program.

Locks Menu




Program Lock, Add/Delete Users or Upload Time Windows

The second menu option on the Main Menu is “Locks.” The Locks Menu options allow you to program the lock, add/delete users, or define time windows for the lock. The Locks menu options can also be accessed by selecting the Locks icon from the Tool Bar.



From the Main menu:

1. Select the **Locks Menu** or the  tool bar icon.

Program Lock

The first option on the Locks menu is “Program Lock”. This menu item is used to initiate the program locks wizard and is only applicable for Model 252 or 552 locks. It should be selected to define the original lock setup data, users, and time windows for a lock.

If you choose the “Program the Lock” menu option from the Auditcon 2 Series PC software, you can define the following data in a lock:

- Lock ID
- Access Mode
- Lock Mode
- Sound ON/OFF
- Reporting Capabilities
- Delay Time and Delayed Opening Window
- Users

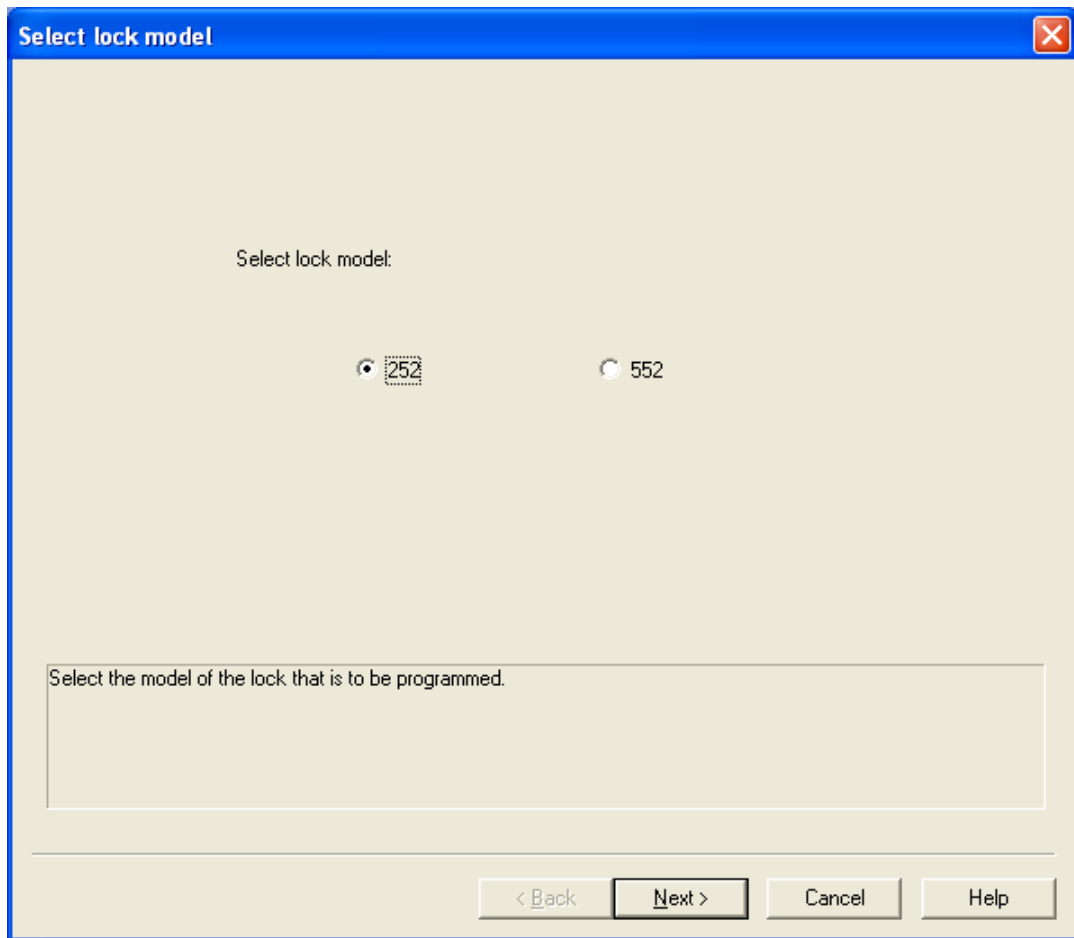
Note: *The Program Lock operation requires a red SA key that has been properly prepared at the PC using the Auditcon 2 Series Software.*

If you are programming a Model 552 lock, you can also set the Date & Time in the lock and define Time Windows.

Note: *If you choose to set the time in the lock using the software, the operation requires a teal colored B key (P/N 202023), prepared at the PC using the Auditcon 2 Series Software, rather than a red SA key.*

1. Select **Program Lock**.

The “Select lock model” screen is displayed.



2. Select the Model number for the lock you wish to program.
3. Click on **Next**.

The Program Lock Options screen for the selected Model type is displayed.

Model 552 Lock Options

Select Lock ID
Lock ID: 00

Select Access Mode
 Single User Dual User

Select Lock Mode
 Independent Supervisor/Subordinate

Select Sound ON/OFF
 Sound ON Sound OFF

Select Reporting Capabilities
 All User IDs 00-05 only

Select Delay Time and Delayed Opening Window
Delay Time (min): 0
Delayed Opening Window (min): 1

Select Date/Time Options
 Do not set time in lock
 Set time in lock (Requires teal B key)

This screen sets the options for programming the lock.

< Back Next > Cancel Help

The program lock options for the selected model will be enabled. Any that are not available will be grayed.

4. If you would like to assign a lock ID to the lock, enter a two-digit number (01-99) for the lock ID. Otherwise, you may leave the default of "00" for no lock ID assignment. This ID will identify a lock in an audit report.
5. Select the lock mode. The default is Independent Mode.
6. Select the access type. The default is Single User Access.
7. Select whether you would like to have Sound turned "On" or "Off" in the lock.

Note: *Some beeps will always sound regardless of whether the sound is toggled "on" or "off". They are as follows: beeps to indicate lock is powered, beeps that sound during the open window after a time delay, beep that accompanies the Clear (★) key, beeps that sound between combination entry for Dual access.*

8. Select the reporting capabilities for the lock. The default is All, but you can also choose to restrict the reporting capabilities to the Master User and other designated User IDs (00-03 for the Model 252 and 00-05 for the Model 552.)
9. If you would like to set a time delay in the lock, enter a delay time and a delayed opening window value (in minutes). You can specify a time delay of 01-99 minutes. The time delay begins as soon as a single valid combination is entered. For the delayed opening window, you can specify a period of 1-20 minutes. After the specified time delay has expired, the delayed opening window will begin. During this window, you must re-enter the original combination that initiated the Time Delay. If you do not choose to set the Time Delay, it will default to a value of 0 in the lock.

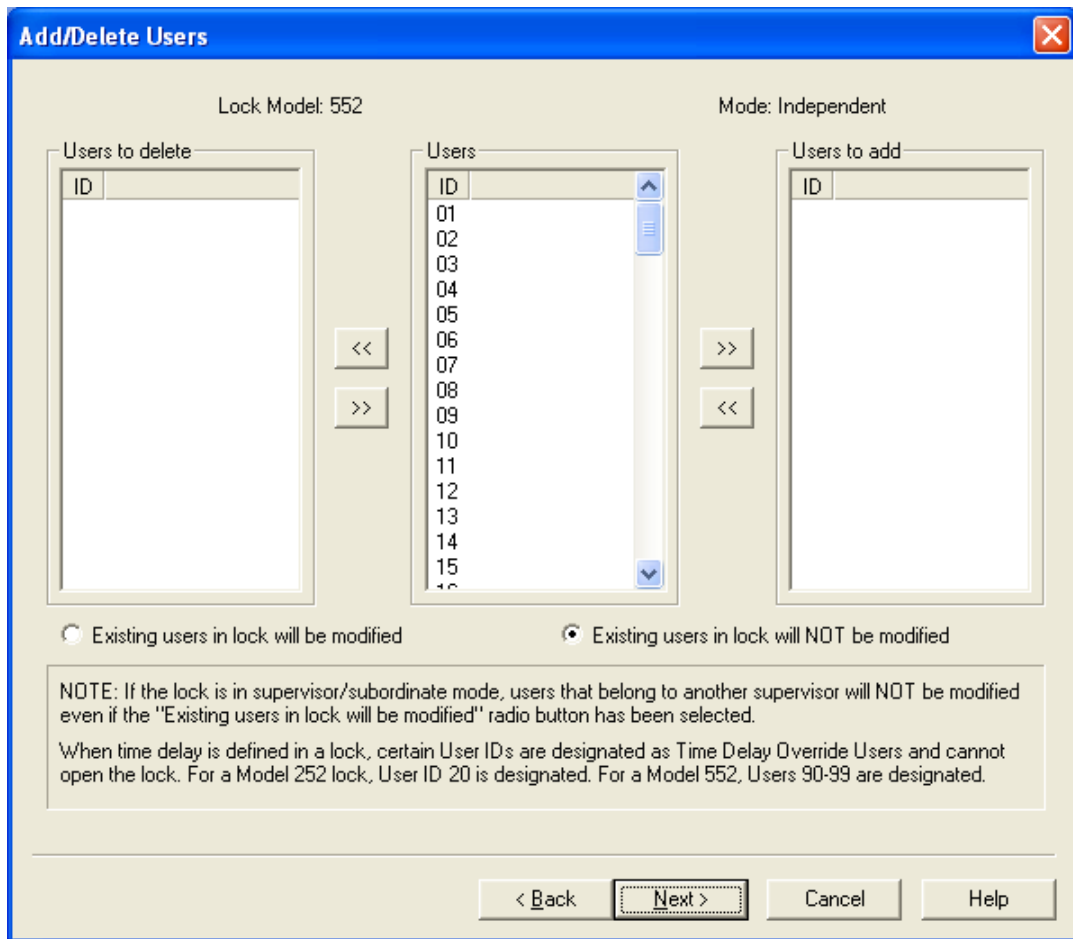
Note: *When Time Delay is set in a lock, designated Users (Access or Subordinate) become Time Delay Override Users. Users who have the ability to override Time Delay cannot open the lock. User ID 20 is designated for this purpose in a Model 252 lock while Users 90-99 are designated in a Model 552.*

10. If you are programming a Model 552 lock and would like to set the date and time in the lock, select the “Set time in lock” button. Other wise select the “Do not set time” button.

Note: *The date and time in the lock must be set if you are going to implement time windows or timed lockouts in the lock. The teal colored “B” key is required to program the lock if this option is selected.*





11. Click on **Next** to continue.



You will be prompted with the Program Lock - Add/Delete Users screen.



Note: *In Super/Sub mode certain User IDs are reserved for Supervisors. For a Model 252 in Super/Sub mode, User IDs 01 through 03 are reserved for a Supervisor. For a Model 552 User IDs 01 through 05 are reserved for Supervisors. Certain User IDs are reserved for the ability to perform a Time Delay Override when Time Delay has been set in the lock. For a Model 252 lock, User ID 20 can perform this action. For a Model 552, Users 90-99 have this ability.*

12. Select the User ID(s) for whom you want an add or delete operation performed at the lock. Indication an "Add" or "Delete" by moving them to the appropriate list box. You have several options available for selecting groups of users as follows:

- **To select an individual User ID**, highlight the user in the appropriate list box and click the  or the  button or simply double click on the group.
- **To select multiple sequential User IDs**, click the first user you want to select, press and hold down the Shift key, click the last group you want to select, and click the  or the  button. Both users and all users in between are selected.

- To select multiple **non-sequential User IDs**, press and hold down the Ctrl key, click each user you want to select, and click the  or the  button.

Note: *If you are programming the lock to operate in Independent Mode, you have the option to add all of the valid Users (other than the Master User) for a lock model at this time. If, however, you are programming the lock for Supervisor/Subordinate Mode, you will only have the option to add the valid Supervisor User IDs for the lock model. Once the Supervisor IDs have been defined in the lock and the Supervisor PINs have been manually changed at the lock, then the Add/Delete Users option can be selected from the software to add Subordinate Users for individual Supervisors.*

13. If you are programming a Model 252 lock, ensure that a Smart Key has been placed in the key reader and click on **Finish** and go to Step 16. Otherwise, if you are programming a Model 552 lock, click on **Next** to continue.

If you chose a Model 552 lock, you will also be prompted with the Program Lock - Time Window Upload screen.

Time Window Upload

Lock Time Windows				Window 1		Window 2	
Change Window Settings	No Window Restriction	No Access	Start Time	End Time	Start Time	End Time	
<input type="checkbox"/> Sunday	<input type="checkbox"/>	<input type="checkbox"/>		to			
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input type="checkbox"/>		to			
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>		to			
<input type="checkbox"/> Wednesday	<input type="checkbox"/>	<input type="checkbox"/>		to			
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>		to			
<input type="checkbox"/> Friday	<input type="checkbox"/>	<input type="checkbox"/>		to			
<input type="checkbox"/> Saturday	<input type="checkbox"/>	<input type="checkbox"/>		to			

Specify all times in 24-hour format (00:00 to 23:59). Enter times as they would be set at the lock. No adjustment using the GMT Offset is made.

< Back Finish Cancel Help

Note: If you have set the Time Window Dialog Setting to “Use time window settings last entered”, the data displayed in the screen will default to the last data entered. See the “System Settings” option on the Settings Menu for details.

14. To change the window settings for a given day, click on the Change Window Settings box for that day. If the box is not checked, the lock window settings will not be affected for that day and will remain set to whatever values are currently set at the lock.

Note: The time window access values will default to “no window restriction” at the lock unless defined otherwise via manual programming at the lock or via data upload to the lock from the software.

Once the Change Window Settings box has been selected for a specific day, the other input fields for that day will become enabled for data entry.

Lock Time Windows				Window 1		Window 2	
Change Window Settings		No Window Restriction	No Access	Start Time	End Time	Start Time	End Time
<input checked="" type="checkbox"/>	Sunday	<input type="checkbox"/>	<input type="checkbox"/>		to		
<input type="checkbox"/>	Monday	<input type="checkbox"/>	<input type="checkbox"/>		to		
<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	<input type="checkbox"/>		to		
<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>		to		
<input type="checkbox"/>	Thursday	<input type="checkbox"/>	<input type="checkbox"/>		to		
<input type="checkbox"/>	Friday	<input type="checkbox"/>	<input type="checkbox"/>		to		
<input type="checkbox"/>	Saturday	<input type="checkbox"/>	<input type="checkbox"/>		to		

Specify all times in 24-hour format (00:00 to 23:59). Enter times as they would be set at the lock. No adjustment using the GMT Offset is made.

< Back Finish Cancel Help

14a.If you want No Window Restriction (24 hour access) for the selected day, select the appropriate box. All other input fields will become unavailable for that day.

14b.If you want no lock access allowed for the selected day, select the No Access box. All other input fields will become unavailable for that day.

14c. If you want to limit access to a certain time period of the selected day, define an access time window by entering a Start Time and End Time under the Window 1 section of the screen. Specify all times in HH:MM format. Enter times as they would be set at the lock. If the time in the locks is set to GMT, use the same GMT time here. If set to local time at the lock, use the standard 24-hour format (00:00 to 23:59).

Caution: *If a GMT offset is set, it is NOT used to adjust the values entered in Start Time and End Time. The time values entered should reflect lock times. There can be some drifting in the lock clocks in the Model 500 and 552 locks, up to 15 minutes per year. Because of this possible variance, there should be minor allowances made in both the starting time and the ending time when setting time windows.*

Note: *When data is entered for Window 1, the same Start and End Time will automatically be filled in for Window 2.*

If you want to define a second access time window for the selected day, update the Start Time and End Time under the Window 2 section of the screen to the values for the second window.

15. Tab to the Start Time in Window 2. If you want to define a second access time window for the selected day, update the Start Time and End Time under the Window 2 section of the screen to the values for the second window.

Note: *If you do not choose to define a second window, the second window will default to the same time period as the first window.*

Repeat steps 14 and 15 for each day that you would like to define lock access.

16. Once you are finished with the Time Windows screen, ensure that a Smart Key has been placed in the key reader and click on **Finish**.

17. The key should now be taken to the lock to program the lock data.

Note: *Previous to uploading the Program Lock data to a lock, the Master User PIN must be "set" in the lock. The default PIN assigned to a new User or Supervisor ID is "502550". A user must change this default PIN before any lock operations can be performed.*

Add/Delete Users

This option is used to add and/or delete users to or from a lock using an SA Key. The option should be selected only to add or delete users to a lock that has already been programmed.

Note: *If the lock is operating in Supervisor/Subordinate Mode, Supervisors cannot be added or deleted using this option. Time Delay Override Users can be added using this option even if the Time Delay value has already been programmed at the lock.*

1. Select **Add/Delete Users**.

The “Add/Delete Users” screen is displayed.

Add/Delete Users

Select Lock Model
 252 552

Select Lock Mode
 Independent Mode Supervisor/Subordinate Mode Select Supervisor ID:

Users to delete

User ID

Users

User ID
01
02
03
04
05
06
07
08
09
10
11
12
13
14

Users to add

User ID

Existing users in lock will be modified Existing users in lock will NOT be modified







NOTE: If the lock is in supervisor/subordinate mode, users that belong to another supervisor will NOT be modified even if the "Existing users in lock will be modified" radio button has been selected.
When time delay is defined in a lock, certain User IDs are designated as Time Delay Override Users and cannot open the lock. For a Model 252 lock, User ID 20 is designated. For a Model 552, Users 90-99 are designated.

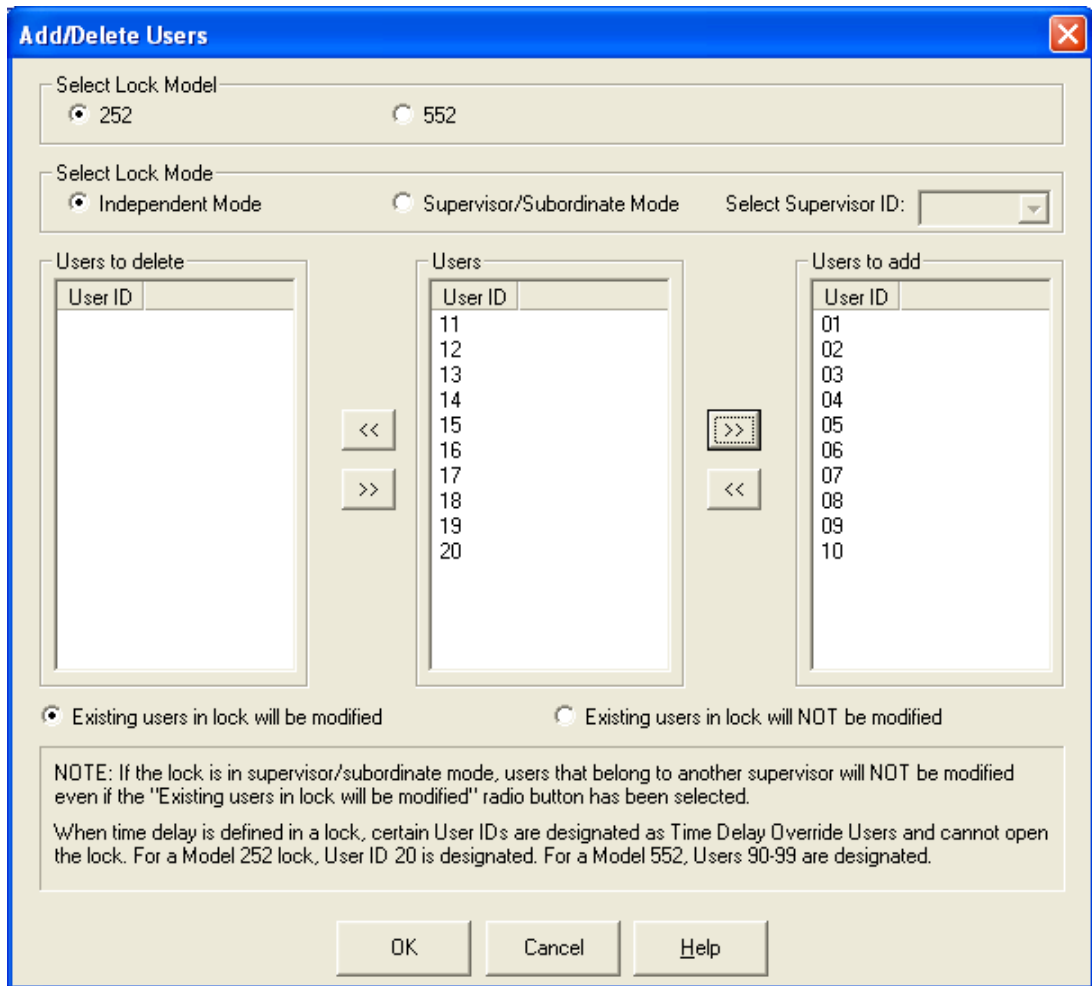
OK Cancel Help

Note: *In Super/Sub mode certain User IDs are reserved for Supervisors. For a Model 252 in Super/Sub mode, User IDs 01 through 03 are reserved for a Supervisor. For a Model 552 User IDs 01 through 05 are reserved for Supervisors. Certain User IDs are reserved for the ability to perform a Time Delay Override when Time Delay has been set in the lock. For a Model 252 lock, User ID 20 can perform this action. For a Model 552, Users 90-99 have this ability.*

2. Select the model of the lock to which you want to add/delete users.
3. Select the lock mode that was previously defined in the lock.
4. If the lock is operating in Supervisor/Subordinate mode, you must also enter the Supervisor ID of the Supervisor to whom the Subordinate Users will be assigned or are currently assigned (if deleting.)

Note: *If adding or deleting Subordinate Users, the Supervisor's combination must be used to perform the download of the data to the lock.*

5. Select the User ID(s) for whom you want an add or delete operation performed at the lock. Indication an "Add" or "Delete" by moving them to the appropriate list box. You have several options available for selecting groups of users as follows:
 - **To select an individual User ID**, highlight the user in the appropriate list box and click the  or the  button or simply double click on the group.
 - **To select multiple sequential User IDs**, click the first user you want to select, press and hold down the Shift key, click the last group you want to select, and click the  or the  button. Both users and all users in between are selected.
 - **To select multiple non-sequential User IDs**, press and hold down the Ctrl key, click each user you want to select, and click the  or the  button.



6. If you have existing users in the lock and do not want to change any of the existing user data, select the button for “Existing users in lock will not be modified”. Otherwise, the button for “Existing users in the lock will be modified”.

Note: *If the lock is in Supervisor/Subordinate mode, users that are assigned to another Supervisor will NOT be modified even in “Existing users will be modified” has been selected.*

7. When all settings are complete and all desired users have been moved to the appropriate lists, ensure that a Smart Key has been placed in the key reader and click on the **OK** button.

A window will be displayed indicating that the SA key was written successfully.



8. Click on **OK** to return to the Main Menu.
9. The key should now be taken to the lock to add/delete users to/from the lock.

Note: *Previous to uploading the user data to a lock, the Master User PIN must be "set" in the lock. The default PIN assigned to a new User or Supervisor ID is "502550". A user must change this default PIN before any lock operations can be performed.*

Upload Time Windows

By default, the lock is set to have No Window Restriction for all seven days. This means that users can open the lock at any time during any day. This option allows time window access to be programmed at the PC and then uploaded to the lock.

From the Locks menu:

1. Select **Upload Time Windows**.

The "Time Window Upload" screen is displayed.

Time Window Upload

Lock Time Windows

Change Window Settings	No Window Restriction	No Access	Window 1 Start Time	Window 1 End Time	Window 2 Start Time	Window 2 End Time
<input type="checkbox"/> Sunday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Friday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Saturday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []

Specify all times in 24-hour format (00:00 to 23:59). Enter times as they would be set at the lock. No adjustment using the GMT Offset is made.

< Back Finish Cancel Help

Note: *If you have set the Time Window Dialog Setting to “Use time window settings last entered”, the data displayed in the screen will default to the last data entered. See the “System Settings” option on the Settings Menu for details.*

- To change the window settings for a given day, click on the Change Window Settings box for that day. If the box is not checked, the lock window settings will not be affected for that day and will remain set to whatever values are currently set at the lock.

Note: *The time window access values will default to “no window restriction” at the lock unless defined otherwise via manual programming at the lock or via data upload to the lock from the software.*

Once the Change Window Settings box has been selected for a specific day, the other input fields for that day will become enabled for data entry.

Time Window Upload

Lock Time Windows

Change Window Settings	No Window Restriction	No Access	Window 1 Start Time	Window 1 End Time	Window 2 Start Time	Window 2 End Time
<input checked="" type="checkbox"/> Sunday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Friday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []
<input type="checkbox"/> Saturday	<input type="checkbox"/>	<input type="checkbox"/>	[] to []	[] to []	[] to []	[] to []

Specify all times in 24-hour format (00:00 to 23:59). Enter times as they would be set at the lock. No adjustment using the GMT Offset is made.

< Back Finish Cancel Help

- 2a.If you want No Window Restriction (24 hour access) for the selected day, select the appropriate box. All other input fields will become unavailable for that day.
- 2b.If you want no lock access allowed for the selected day, select the No Access box. All other input fields will become unavailable for that day.
- 2c.If you want to limit access to a certain time period of the selected day, define an access time window by entering a Start Time and End Time under the Window 1 section of the screen. Specify all times in HH:MM format. Enter times as they would be set at the lock. If the time in the locks is set to GMT, use the same GMT time here. If set to local time at the lock, use the standard 24-hour format (00:00 to 23:59).

Caution: *If a GMT offset is set, it is NOT used to adjust the values entered in Start Time and End Time. The time values entered should reflect lock times. There can be some drifting in the lock clocks in the Model 500 and 552 locks, up to 15 minutes per year. Because of this possible variance, there should be minor allowances made in both the starting time and the ending time when setting time windows.*

Note: *When data is entered for Window 1, the same Start and End Time will automatically be filled in for Window 2.*

3. Tab to the Start Time in Window 2. If you want to define a second access time window for the selected day, update the Start Time and End Time under the Window 2 section of the screen to the values for the second window.

Note: *If you do not choose to define a second window, the second window will default to the same time period as the first window.*

Repeat steps 2 and 3 for each day that you would like to define lock access.

4. Once you are finished with the Time Windows screen, ensure that a Smart Key has been placed in the key reader and click on **OK**.

A window will be displayed indicating that the SA key was written successfully.



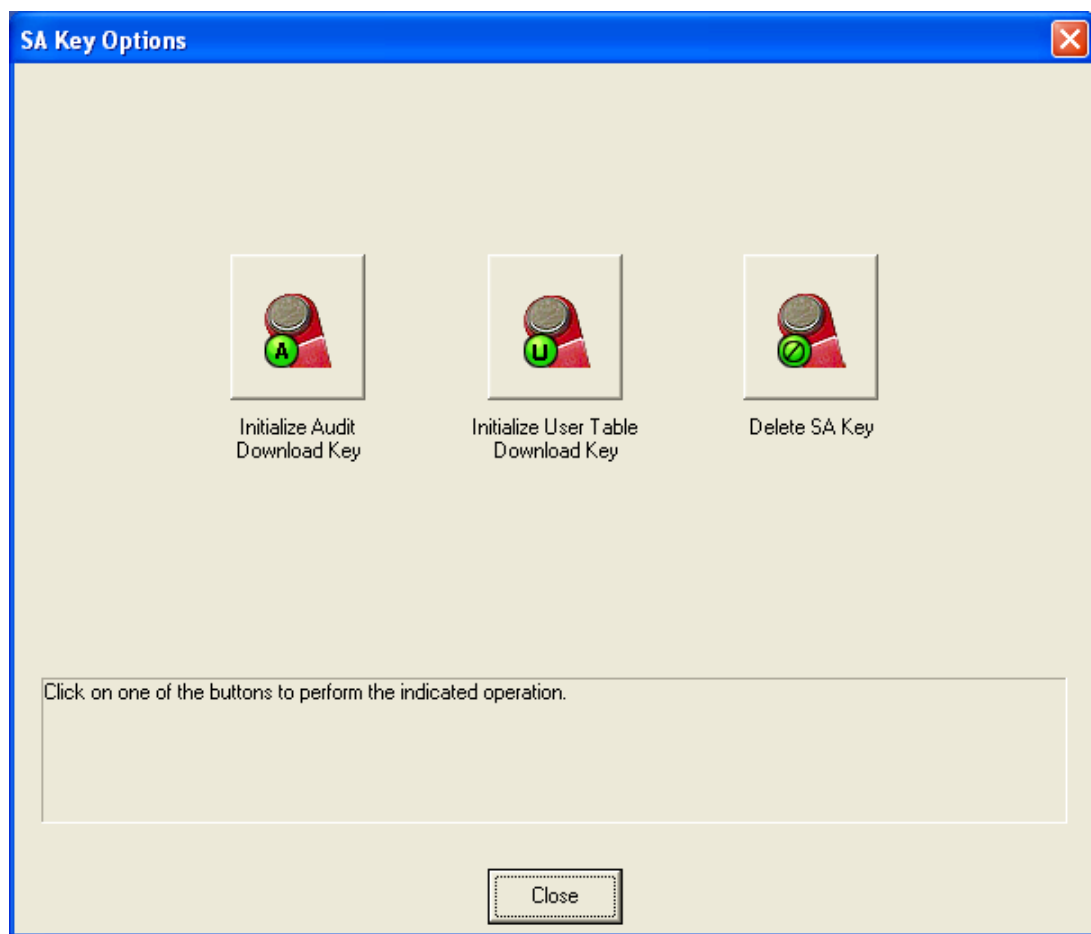
5. Click on **OK** to return to the Main Menu.
6. The key should now be taken to the lock to upload time windows to the lock.

Note: *Previous to uploading the Time Window information to a lock, the lock must have been programmed, including the setting of the lock date and time.*

SA Keys



The third menu option on the Main Menu is "SA Keys." The SA key is used to transfer data between the Auditcon 2 Series Software program and the locks. The SA key is programmed by the Auditcon 2 Series program for a specific function and can only be used for that function until reprogrammed. The SA Keys menu options can also be accessed by selecting the SA Keys icon from the Tool Bar.



From the Main menu:

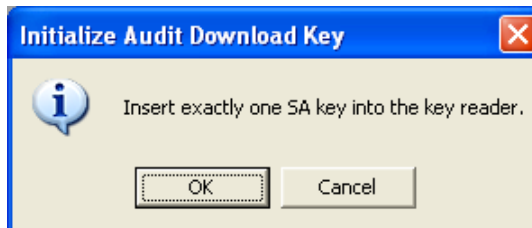
1. Select the **SA Keys Menu** or the  tool bar icon.

Initialize Audit Download Key

The first option on the SA Keys menu is “Initialize Audit Download Key.” This function is used to initialize a Supervisor Audit key so that it can be taken to a lock to obtain an audit download from a lock’s memory. The key is then returned to this system so that the data can be retrieved from the key. From the SA Keys menu:

1. Select **Initialize Audit Download Key**.

The SA Key reminder message is displayed.



2. Ensure that there is an SA key in the key reader and click on the **OK** button to proceed.

The SA key will be initialized for the lock audit download and the following confirmation message will be displayed.



3. Click on the **OK** button to close the window.
4. Take the SA key to the lock to retrieve the audit data. Return the SA key to report the audit data.

Initialize User Table Download Key

This option is used to initialize an SA key so that it can be used to download the user table from a lock. From the SA Keys menu:

1. Select **Initialize User Table Download Key**.

The SA Key reminder message is displayed.



2. Ensure that there is an SA key in the key reader and click on the **OK** button to proceed.

The SA key will be initialized for the user table download and the following confirmation message will be displayed.



3. Click on the **OK** button to close the window.

Delete SA Key

The next option on the SA Keys menu is “Delete SA Key”. This option is used to delete the contents of a Supervisor Audit key after data has been retrieved from a lock. Once data has been retrieved from a lock and the data has been viewed, printed or saved through a Report option, you may want to delete the data from the key for security purposes. From the SA Keys menu:

1. Select **Delete SA Key**.

The SA Key reminder message is displayed.



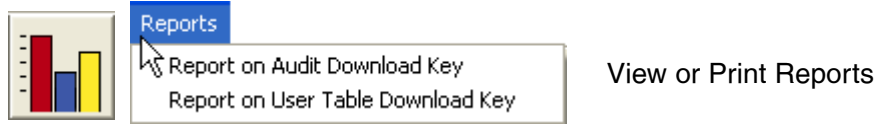
2. Ensure that there is an SA key in the key reader and click on the **OK** button to proceed.

The contents of the SA key will be deleted and the following confirmation message will be displayed.

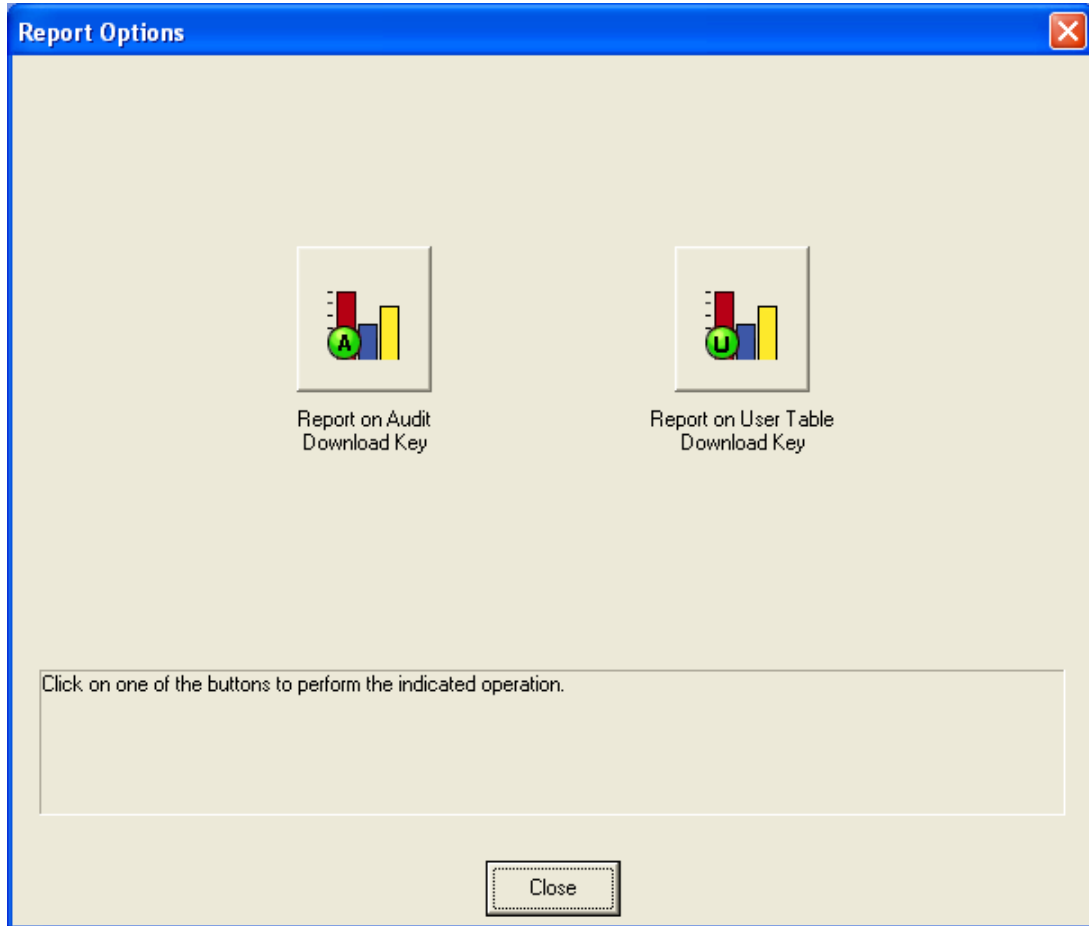


3. Click on the **OK** button to close the window.


Reports



The fourth menu option on the Main Menu is "Reports". This menu option allows the operator to generate reports from data retrieved from a lock. The Reports menu options can also be accessed by selecting the Reports icon from the Tool Bar.



From the Main menu:

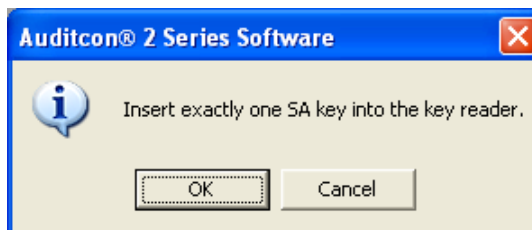
1. Select the **Reports Menu** or the  tool bar icon.

Report on Audit Download Key

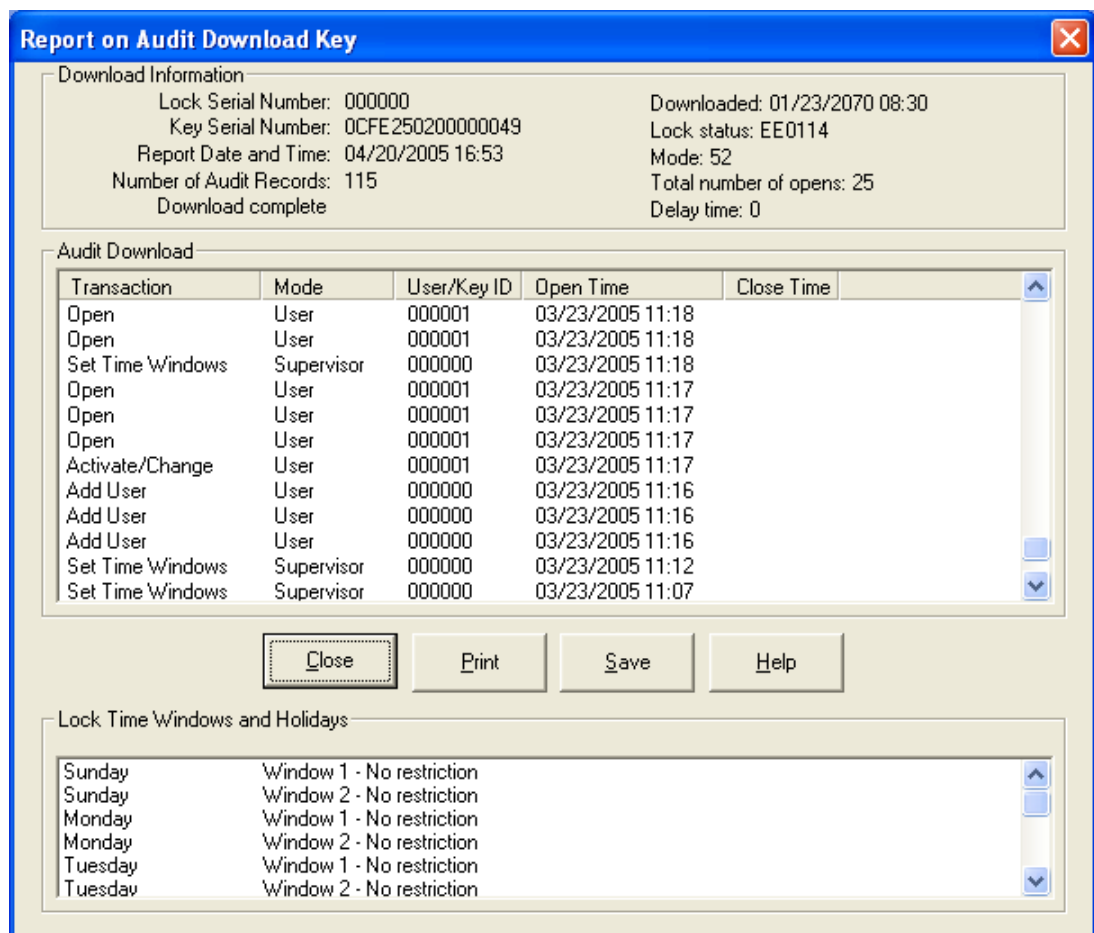
This option allows you to display a report on a Supervisor Audit Key. This will only report on a key that was used for an Audit Download from a lock and cannot be used for a user table report.

1. Select **Report on Audit Download Key**.

The SA Key reminder message will be displayed.



2. Make sure that the SA key with audit data is in the key reader.
3. Click on the **OK** button to close the window and display the audit data.



Note: *Audits from a Model 500, 552, or a System 2100 lock will display date and time stamps. Only an audit from a System 2100 lock will display the close date and time. The System 2100 lock is also the only lock model that has the capability for Holidays in addition to Time Windows.*

The Lock Status field is represented in Hexadecimal format, but can be decoded as follows.

- The first two characters of the lock status refer to the Product Code:
 - 5A-9F designates Model 252
 - AA-FF designates Model 552
- The second two characters refer to the hardware level, and is always a 00 or 01, where 01 distinguishes a Model 552.
- The last two digits refer to the software level and ranges from 00 to FF.

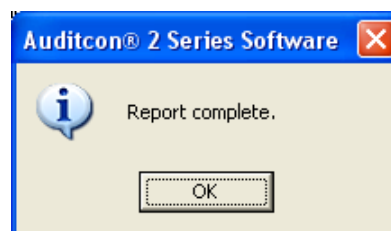
The Lock Mode field when represented in binary coded decimal can be decoded for troubleshooting purposes as follows, where bit positions 0 through 7 have the following meanings:

- if bit 0 is set - indicates daylight savings time is in effect
- if bit 1 is set - indicates super/subordinate mode is in effect
- if bit 2 is set - indicates audit buffer has wrapped
- if bit 3 is set - indicates factory mode is active
- if bit 4 is set - indicates single user mode is active
- if bit 5 is set - indicates dual user mode is active
- if bit 6 is set - indicates the sound (beeper) is on
- if bit 7 is set - indicates that audit downloads are restricted to allowed id's

The User/Key ID field on each audit record indicates the User ID of the person who performed the action.

Note: *If the audit data being reviewed is from a Model 500 or 552, lock Time Windows will also be displayed.*

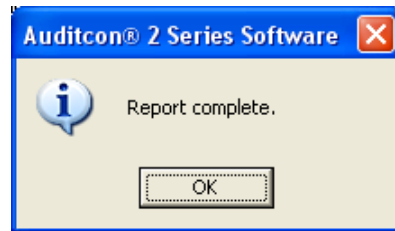
You may print the report by clicking on the **Print** button. The following confirmation message will be displayed after the report is printed.



You also have the option of saving the report data to a file on your disk drive.

4. To save the report data in a file, click on the **File** button. The Open window will be displayed.

Enter the name of the file where you want the data filed and click on the **OK** button to save. The report data will be saved and the following confirmation screen will be displayed.



5. Click on the **OK** button to close the window and return to the main window.

Report on User Table Download Key

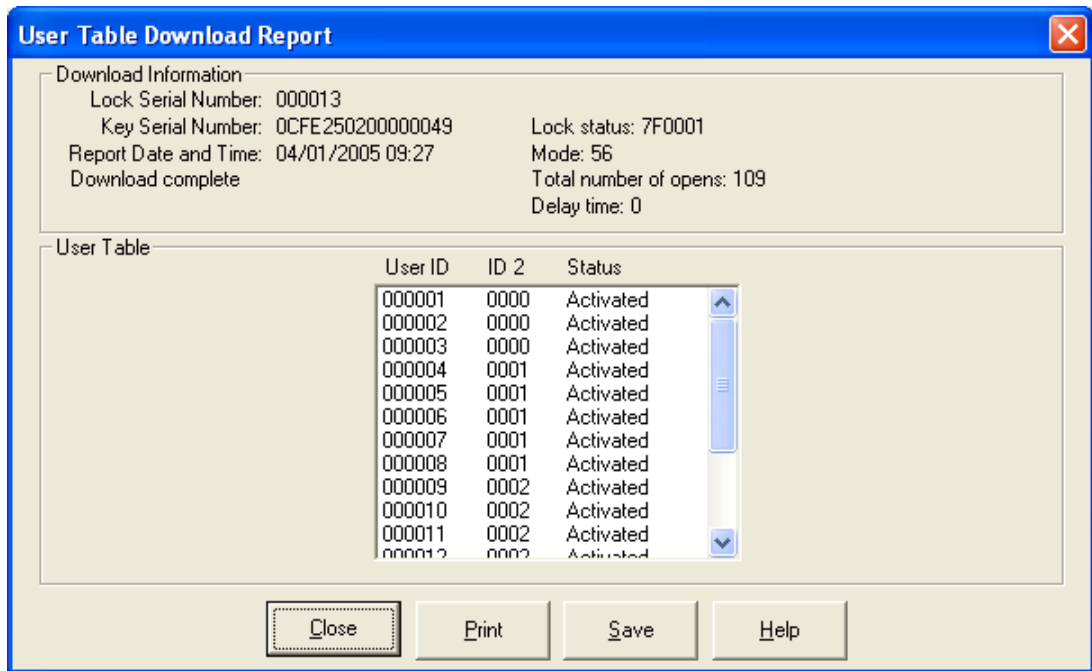
This option is used to generate a report from an SA key that has been used to download the user table from a lock.

1. Select **Report on User Table Download Key**.

The SA Key reminder message will be displayed.



2. Make sure that the SA key with audit data is in the key reader.
3. Click on the **OK** button to close the window and display the user table data.



The ID 2 field on each user table record indicates the User ID of the person who added the User.

You may print the report by clicking on the **Print** button. The following confirmation message will be displayed after the report is printed.



You also have the option of saving the report data to a file on your disk drive.

4. To save the report data in a file, click on the **File** button. The Open window will be displayed.

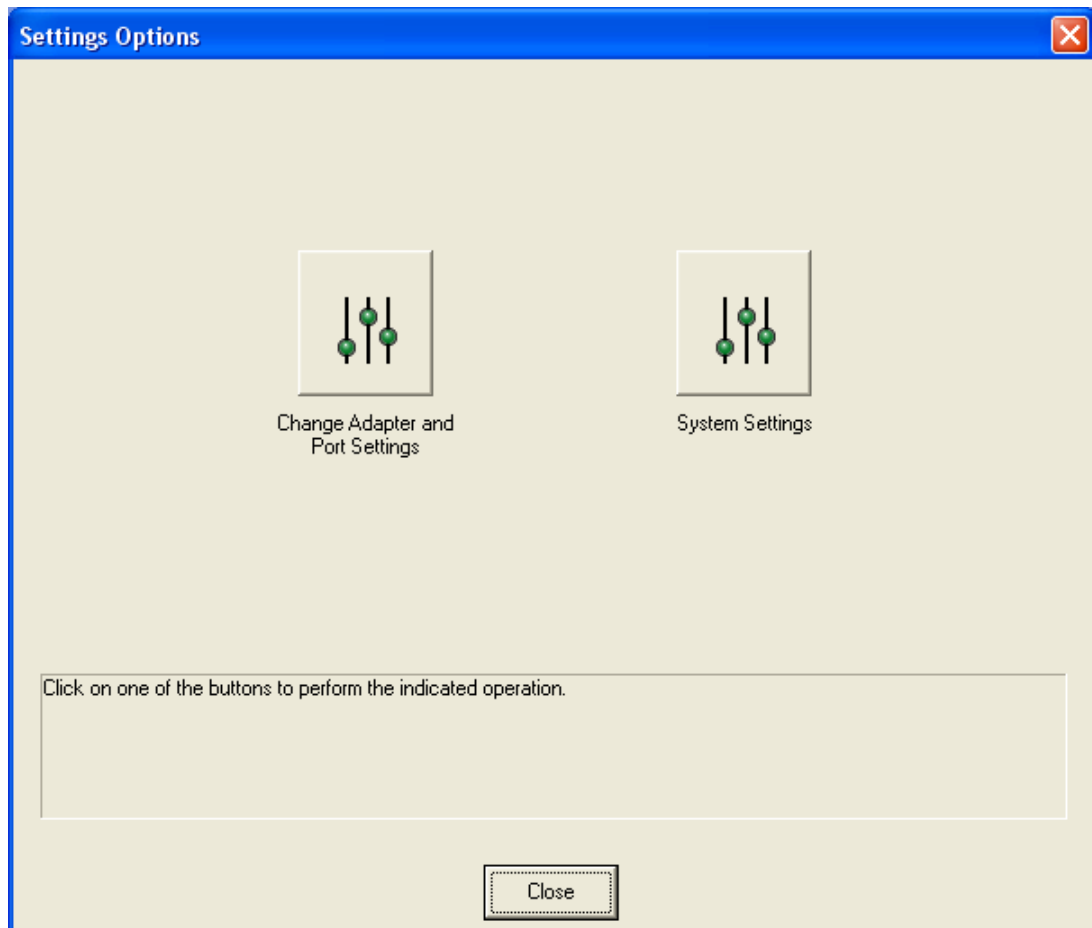
Enter the name of the file where you want the data filed and click on the **OK** button to save. The report data will be saved and the following confirmation screen will be displayed.

5. Click on the **Close** button to close the report window.

Settings



The last option on the Main Menu is the “Settings Menu.” These menu options allow you to perform system maintenance functions. System Settings should be addressed at System startup but can also be maintained from this menu. The Settings menu options can also be accessed by selecting the Settings icon from the Tool Bar.



From the Main menu:

1. Select the **Settings Menu** or the  tool bar icon.

Change Adapter and Port Settings

This option is used to change the adapter and port settings in case the adapter type is changed or the adapter has to be moved to a different port. From the Settings menu:

1. Select **Change Adapter and Port Settings**.

The **Select Adapter and Port** screen is displayed. This window prompts you to specify what type of key reader you have and where it is installed.

Select Adapter and Port

Select Adapter Type: DS9490R USB Adapter
 DS9097U Serial Adapter

Select COM Port: COM1

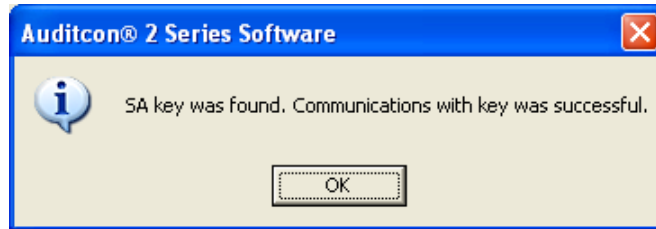
Click to test key communications: Test

Select the adapter type connecting the Smart Key probe and specify the COM port if using a DS9097U adapter.
To verify communications, insert an SA key into either port of the reader and click the button labeled "Test".

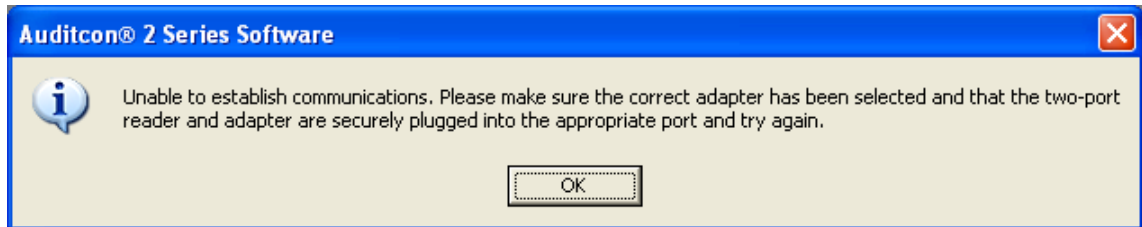
OK Cancel Help

2. Select the **Adapter Type** that you have installed with your system. The **default value** for the Adapter Type is the **DS9490R USB Adapter**. If the Adapter Type is different from the default, change it at this time.
3. To ensure that your selection(s) are correct, we recommend that you “Test” your selection(s) to verify communications. Insert an SA Key into either port of the reader and click on the **Test** button.

If the Test is successful, a message window is displayed indicating the key was found and communication was successful.



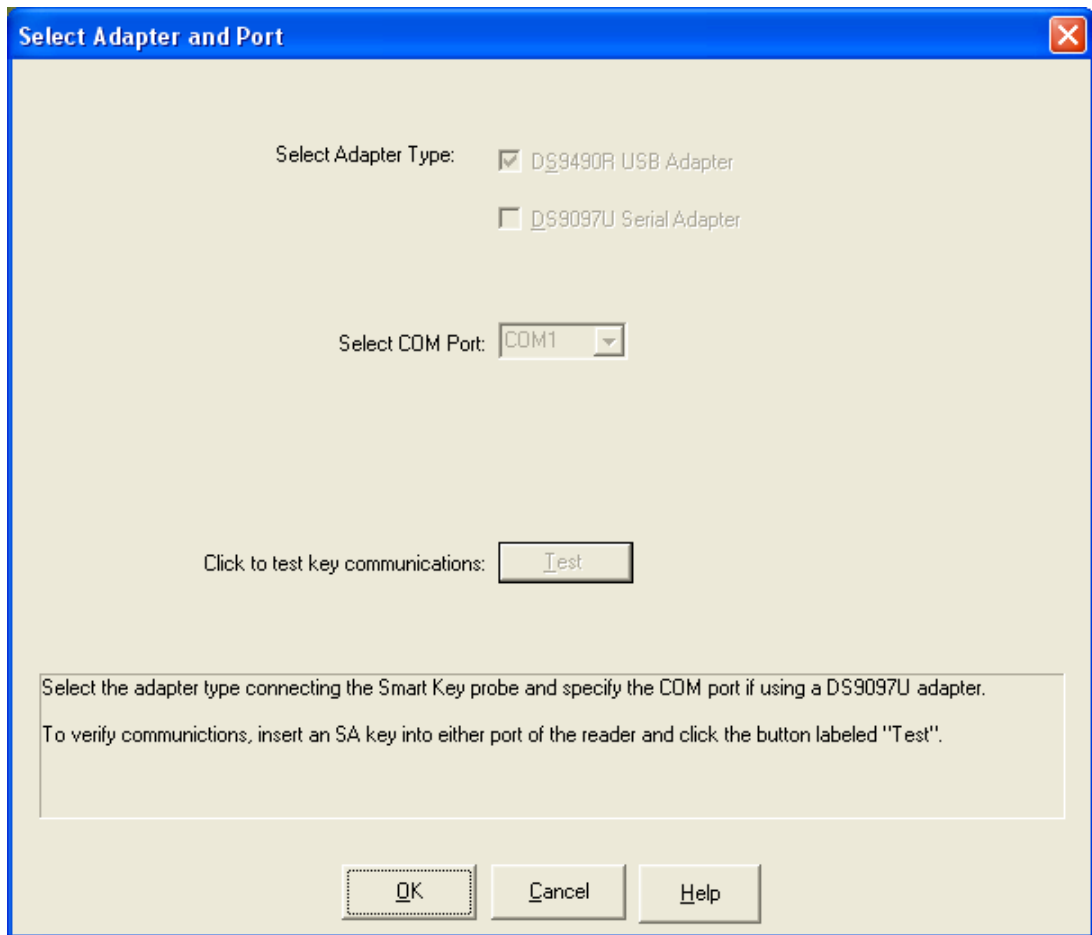
If the key reader was not installed or the proper adapter type/port is not selected, the following error message will be displayed and you will not be able to proceed until the problem is corrected.



If the SA key is not in the reader, the following error message will be displayed and you will not be able to proceed until the problem is corrected.



4. Click on **OK**. If the test was not successful, attempt to correct the problem and “test” again. If the test was successful, all selection boxes will be grayed out.



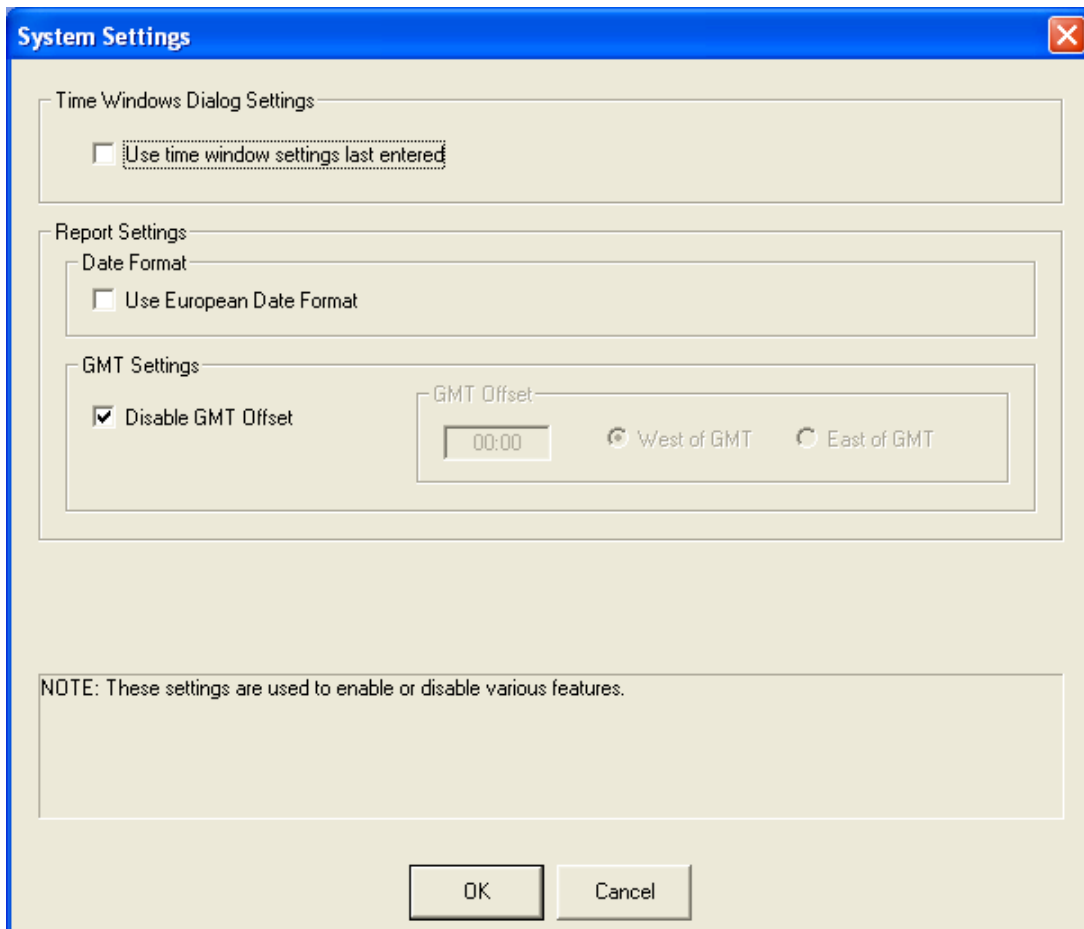
5. If you have successfully finished “Testing” and wish to accept the adapter and port settings, click on the **OK** button to proceed.

System Settings

This option is used to change your GMT offset setting or to disable GMT offset and use local time in the locks. From the menu:

1. From the **Settings** menu, select the **System Settings** option.

The System Settings screen will be displayed.



2. If you wish to use the time window settings last entered when defining time windows for a lock under the Time Window Upload option of the Locks menu, click on the check box to select. When not selected, the time windows dialog is displayed with all fields blank.
3. If you wish to have the European Date format (DD/MM/CCYY) used for reporting options, click on the check box to select this option. The default is to display dates as MM/DD/CCYY.
4. If the locks in your system are set to local time, the GMT Offset should be disabled. Audit Reports will show the actual lock time for each audit record.

If the locks in your system are set to Greenwich Mean Time, the GMT Offset should be enabled. When the GMT Offset is enabled, the software adjusts the time of each record in the Audit Download report to the local time using the GMT offset values specified in this screen.

Use the following chart to determine the appropriate GMT Offset to use for your time zone. You should ensure that this value, along with the internal date and time on your PC, is correct at installation time. Select West if you are located to the west of Greenwich, England, between Greenwich and the international date line. Select East if you are located to the east. For example: The United States is West, Germany is East.

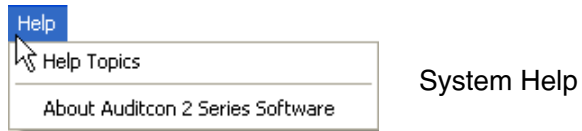
United States Time Zone Offsets

Time Zone	Standard Time Offset	Daylight Savings Time Offset
Eastern	5 hours	4 hours
Central	6 hours	5 hours
Mountain	7 hours	6 hours
Pacific	8 hours	7 hours
Alaska	10 hours	9 hours
Hawaii	10 hours	10 hours

5. After all fields have been completed, click on the **OK** button to process the system settings.

Note: *When the system detects a change in daylight savings time, a Daylight Savings Time window will be displayed. This screen allows you to change the PC clock and/or the GMT offset or to select to not change either option.*

Help



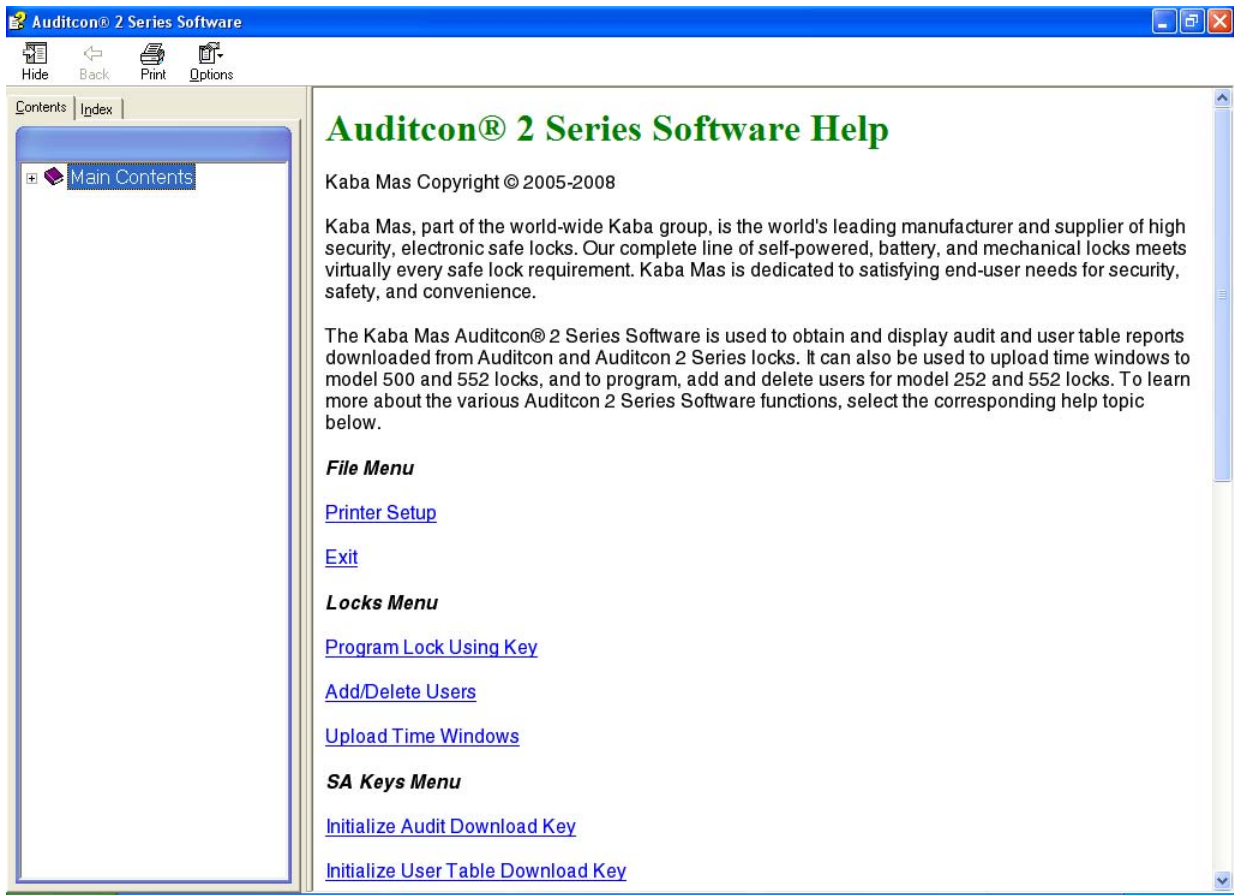
From this menu, you can: 1) Access the online system help information, or 2) Display the Auditcon 2 Series Software version number and copyright information.

From the Main Menu:

1. Select **Help**.

Help Topics

The Auditcon 2 Series Software has extensive Help screens available which cover all portions of the operation of the Auditcon 2 Series Software. The Help Topics option displays the main Help window. From this window, you may obtain help on the Auditcon 2 Series Software software functions by clicking on the name of the function. The detailed help screen for the selected function is displayed. If the Help data is longer than one screen, use the scroll bars to move through the data. The taskbar commands at the top of the screen may be used to move through the help screen for the different functions. Select the Windows File/Exit command to close the Help functions.

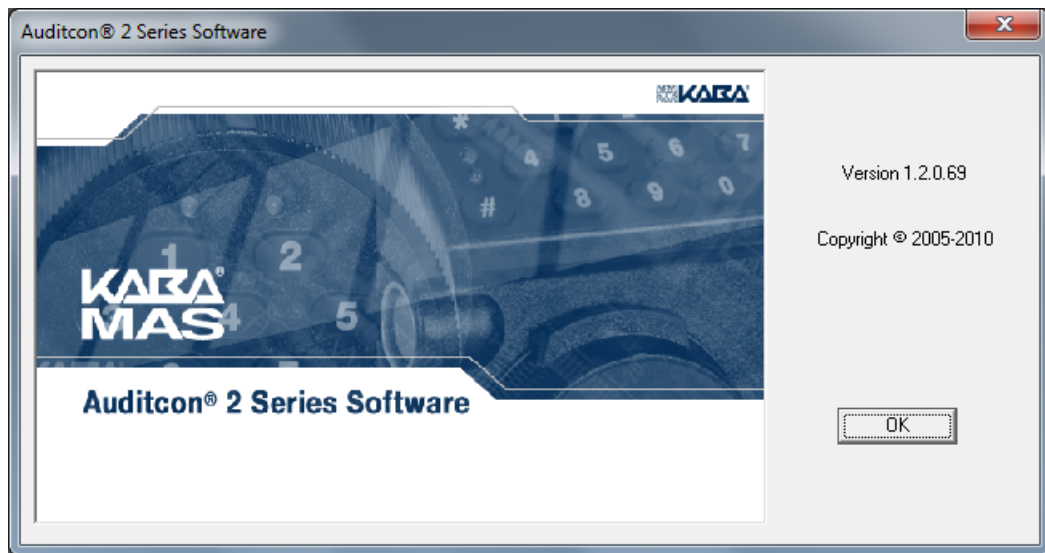


About Auditcon 2 Series Software

The About Auditcon 2 Series Software option displays data about the Auditcon 2 Series Software program. From the Main menu:

1. Select **About Auditcon 2 Series Software**.

The About Auditcon 2 Series window is displayed.



2. Click on the **OK** button to close the window.

CCW - Counterclockwise rotation to the left. This is used in referring to the direction that the lock dial should be turned at certain times when performing lock operations.

CW - Clockwise rotation to the right. This is used in referring to the direction that the lock dial should be turned at certain times when performing lock operations.

B Key - The teal Date & Time Key that is used to transfer data to the lock. This type of key is required if setting the date and time in a Model 552 lock.

Dual User Access Mode - A setting in the lock activation process that causes the lock to require two users to open the lock.

Fob - A plastic or metal molding into which an electronic chip can be imbedded to form a Smart Key.

GMT - The acronym for **Greenwich Mean Time**. This is the zero line for all time zones. Each time zone is offset from the zero line by a specific number of hours. The number of hours to be used for offset correlates to the number of time zones that you are away from the zero line. With the induction of daylight savings time, this offset decreases by one hour.

iButton - The trademarked Dallas Semiconductor name for the electronic Smart Keys used with the Auditcon 2 Series system.

PowerStar™ technology - The technology that allows the System 2000 lock to operate using internally generated power. No batteries or external power are required.

SA Key - A red Smart Key that is initialized at the PC with information needed to transfer data to and from a lock.

Single User Access - A setting in the lock activation process that causes the lock to require only one user to open the lock.

Smart Key - This is a Dallas Semiconductor electronic chip imbedded in a fob.

Smart Key Reader - This is the key reader that is attached to the PC as a peripheral item. It is used to write and read data to and from, respectively, the Smart Keys.

Two Person Integrity (TPI) - When two keys are required to perform certain functions. This provides a higher level of security and is called Two Person Integrity (TPI). Two person integrity applies if a lock is set up for Dual Mode.

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