

ACTIVE PIN OPTION REFERENCE MANUAL

POWERSTAR



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|-----------|-----------|-----------|-----------|-----------|----------|
| 5,170,431 | 5,451,934 | 5,511,401 | 5,774,058 | 5,881,589 | D388,308 |
| 5,265,452 | 5,488,358 | 5,590,917 | 5,774,059 | 5,893,283 | D388,309 |
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TABLE OF CONTENTS

| GETTING STARTED | 1 |
|--|----|
| Introduction | 1 |
| Function Description | 1 |
| SPECIFYING ACTIVE PINS FOR KEYPAD ACCESS USERS | 2 |
| Add Locks to System | 2 |
| Import Users from File | 3 |
| Copy Users from Lock | 5 |
| EXPORTING KEYPAD ACCESS USERS | 7 |
| Reports | 9 |
| User Table Download Report | 9 |
| LOCK OPERATIONS | 11 |
| Add Keypad Access Users(s) | 11 |

Introduction

This document describes the unique function of the PowerLever[®] Model 455x Door Lock with the Active PIN Option. Information in this document should be used in conjunction with the PowerLever Software Reference Manual, Version 3.0 (Document Number 433.030) and the PowerLever Model 455x Operating Instructions (Document Number 438.030).

The unique function associated with the Active PIN Option requires:

- A modified version of the PowerLever Door Lock System PC software.
- A modified version of the script lock code stored in the lock flash memory.

The new function in the Active PIN Option that is implemented in script lock code is initialized in the lock flash memory at the factory during lock manufacture.

Function Description

The unique function provided by the Active PIN Option includes the following:

- When a lock is added to the system, the lock administrator, who has the PowerLever PC software logon key, can define Keypad Access User PINs (either specified or randomly generated) that are **active** immediately. The Keypad Access User does not have to change the PIN at the lock to open the lock.
 - A value of all 0s is not allowed as a defined PIN.

Note: Active PINs may be used immediately to open the lock.

- The PowerLever PC software saves Keypad Access User PINs in the lock database.
- Keypad Access User PINs can be re-used for other locks that are activated for the same group of users.
- Keypad Access User PINs may optionally be included in the User Table Download when retrieved by the Master User.
- PINs are included in data printed on business cards for Keypad Access Users.
- Keypad Access User PINs will not be displayed in any screens on the PC except optionally for a User Table Download.
- PIN data along with other Keypad Access User data (name, User ID, etc.) can be exported into a database file.
- When a new Keypad Access User is added to the lock via the lock menu, the User ID + PIN must be defined.

SPECIFYING ACTIVE PINS FOR KEYPAD ACCESS USERS

Active PINs may be specified for Keypad Access Users either when a lock is added to the system, or after a lock has been stored in the system.

Add Locks to System

To specify active PINs for Keypad Access Users when a lock is added to the system, refer to the "Locks" section of the *PowerLever Software Reference Manual, Version 3.0* (Document Number 433.030).

1. Select Locks from the PowerLever software Main Menu, and then select Add Locks to System.

The following dialog displays.

| Lock Serial Number: 100076 Lock Model Site Number: 123456 Lock Name: Chemistry Lab Lock Location: All American High School 4321 Varsity Way Anytown, USA | Model 2000 (No Access Schedules) Model 25xx (No Access Schedules) Model 3000 (Up to 6 Access Schedules) Model 35xx (Up to 6 Access Schedules) Model 455x (Up to 6 Access Schedules) Model 455x (Up to 6 Access Schedules) Lock adjusts for Daylight Saving Time Assign PINs for Keypad Users PIN Length: C 0 C 1 C 2 C 3 C 4 Keypad Users: 2500 Total Users: Key Users: 500 Total Users |
|---|---|
|---|---|

2. Complete all the entries in the Add Locks to System window. Make sure that the "Assign PINs for Keypad Users" checkbox is checked.

Note: If this checkbox is not checked, user PINs will default to all 0s, and a user's PIN will not open the lock until the PIN has been changed.

- 3. After completing all entries in the Add Locks to System window, click **OK** to process.
- 4. Complete the steps outined in the PC Software Reference Manual to define lock holiday settings and define access schedules.

You can now specify the users that will be assigned to the lock. Refer to the following dialog.



Import Users from File

If the lock you are adding is the first lock in the system or if you want to create a new Access User List, you may generate the user data including active PINs using the Import Users function described in the "Locks" section of the Software Reference Manual. The Import Users function on the Define Keypad Access User List dialog allows the operator to import a standard list of names to associate with predefined User IDs and active PINs.

The user name file to be imported must be an ASCII (plain text) file that contains: a User ID followed by some white space (spaces, tab or comma), an active PIN followed by some white space (spaces, tab or comma), and then a user name. User names that contain a comma require quotation marks around them. Otherwise, no quotation marks are required. Listed below is an example of a valid import file.

| 🗾 cl | nemist | ry.txt - N | otepad | _ 🗆 🗵 |
|--|--------------|--|--|----------|
| <u>F</u> ile | <u>E</u> dit | <u>S</u> earch | <u>H</u> elp | |
| 0 1 2 3 4 5 6 7 8 9 10 | | 3421 7690 2097 1854 6210 9502 4893 8163 1103 1418 6469 | W Reynolds M Carter A Thompson C Harper "Freer, J" B Cunningham P Alberts L Hutchinson B Rollings K Elliot M Drummer | <u> </u> |
| | | 2297 | N Davenport | ₹ N |

To access the Import Users function,

1. Click on the Import Users From File button in the Define Keypad Access User List window.

The Open dialog will display, enabling you to select the file that contains the desired user information.

2. Locate the file that contains the user information and click **Open**. The names will automatically appear in the Define Keypad Access User List for those User IDs provided.

| efine Keypad Access User List Lock Serial | Number: 100079 Model 455x | |
|--|---|--|
| Loc Define the list of Access Users to as button. Double-click the user | ssign to this lock by selecting the users and clicking the > r or click Change User to change the user settings. | <u></u> K |
| Not Assigned to Lock ID Sch Status Name | Assigned to Lock ID Sch Status Name | Ch <u>a</u> nge User |
| 0000 0 Enabled W Reynolds 0001 0 Enabled M Carter 0002 0 Enabled A Thompson 0003 0 Enabled C Harper 0004 0 Enabled Freer, J 0005 0 Enabled B Cunningham 0006 0 Enabled P Alberts 0007 0 Enabled B Rollings 0008 0 Enabled K Elliot 0010 0 Enabled M Drummer 0011 0 Enabled N Davenport 0012 0 Enabled N Davenport 0013 0 Enabled N Davenport | | Copy Users From Lock Import Users From File <u>G</u> roup Statuses <u>C</u> ancel <u>H</u> elp |
| Set Selected Users to Sched | ule: 0 1 2 3 4 5 6 Enable Disable | |

- 3. Assign Access Users to the lock and select access schedules using the process described in the "Create a New Access User List" section in the PC Software Reference Manual.
- 4. Click on the **OK** button in the Define Keypad Access User List dialog when complete.
- 5. Follow the instructions in the PC Software Reference Manual to complete the lock processing.

Copy Users from Lock

If locks have previously been added to the system, you can add a lock to the system with user data including active PINs from an existing lock. Refer to the "Add Locks to System" section on page 2, and complete all entries in the Add Locks to System window.

To access the Copy Users function,

- 1. Refer to the Define Keypad Access User List dialog on page 3.
- 2. Click on the Copy Users From Lock button in the Define Keypad Access User List window.

The Copy Lock Access User Table window is displayed, enabling you to select the lock that contains the desired user information.

3. Select the lock to copy from and click **Copy** or double-click the lock.

The Copy Lock Access User Table window is displayed.

| Select the | lock to copy from and click Co | py or double-click the lock. |
|------------|--------------------------------|------------------------------|
| | | |
| 🖲 Sort b | y Serial Number | |
| C Sort b | y Lock Name | |
| | | |
| 000060 | Class Lock 3 | Model 455x |
| 000065 | Eng Lest Lock 1 | Model 455x |
| 000066 | B805-L1092 | Model 455x |
| 000206 | LUUU206-3000 | Model 3000 |
| 012841 | Lab 4-101 | Model 455x |
| 014902 | Lab 2-104 | Model 455x |
| 015812 | Lab 2-105 | Model 455x |
| 024777 | Lansdowne #2 | Model 35xx |
| 024801 | Larayette HS | Model 35xx |
| 024848 | Lansdowne #1 | Model 35xx |
| 024850 | | Model 35XX |
| 024851 | Jesse Llark | Model 35XX |
| 024855 | FLS Maintenance | Model 35XX |
| 024857 | | |
| 100078 | Linemistry Lab | Model 455X |
| | | |
| | | 1 |
| | C <u>o</u> py <u>C</u> ancel | <u>H</u> elp |

The user table for the selected lock is displayed as shown in the following sample screen.

| Lock Serial Number: 100080 Lock Serial Number: 100080 Lock Name: Physics La Define the list of Access Users to assign to this lock by se button. Double-click the user or click Change Use | Model 455x b electing the users and clicking the > r to change the user settings. |
|--|--|
| Not Assigned to Lock Assigned to Lock ID Sch Status Name ID 0012 Enabled ID 0000 0013 Enabled ID 0000 0014 0 Enabled 0000 0015 Enabled ID 0000 0017 Enabled ID 0000 0018 Enabled ID 0000 0019 Enabled ID 0000 0020 Enabled ID 0000 0021 Enabled ID 0000 0022 Enabled ID 0001 0022 Enabled ID 0001 0023 Enabled ID 0011 0025 Inabled ID ID 0025 Inabled ID ID | Indext Cock Name 1 Enabled W Reynolds 1 Enabled M Carter 2 Enabled Copy Users From Locki 1 Enabled Change User 1 Enabled B Cunningham 1 Enabled B Rollings 1 Enabled B Rollings 1 Enabled M Drummer 1 Enabled N Davenport |
| Set Selected Users to Schedule: 0 1 2 3 4 | <u>56</u> Enable <u>D</u> isable |

4. Modify this list as needed. Click on the **Change User** button to change access user settings. The Change Access User Settings window is displayed.

| C | hange Acce | ss User Settings | × |
|---|-------------|-----------------------------|---|
| | -Access Use | r Number: 0000 | |
| | Name: | W Reynolds | |
| | Access | | |
| | Schedule: | Salary (1) | |
| | Status: | Enabled 🗾 | |
| | PIN: | 3421 | |
| [| <u>0</u> K | <u>C</u> ancel <u>H</u> elp | |

Refer to the "Change Access User Settings" section of the PC Software Reference Manual for more detailed information.

5. Click on the **OK** button when all modifications are complete.

The system returns to the List of Locks Processed dialog for reviewing and storing the lock data. Refer to the "List of Locks Processed" section of the PC Software Reference Manual for instructions.

Keypad Access User data (User ID, PIN, Access Schedule, and User Name) can be exported in a dBase IV database file for use in generating user data in custom reports that the lock administrator may require.

To export Keypad Access User data,

1. Select Locks from the PowerLever software Main Menu, and then select Export Keypad Access Users.

The following dialog displays.

| Ехро | rt Keypad | Users to a DBF | file | × |
|------|--|--|--|---|
| | Select the lo | ock to retrieve keyp | ad users from and to store in a DBF file. | |
| | Sort b Sort b | y Serial Number y Lock Name | | |
| | 000054 000055 000058 000065 000065 012841 014902 015812 100311 101117 | Class Lock 1 Eng Test Lock 2 Class Lock 3 Eng Test Lock 3 B805-L1092 Lab 4-101 Lab 2-104 Lab 2-105 Jerrill's 455x Chemistry Lab | Model 455x Model 455x Model 455x Model 455x Model 455x Model 455x Model 455x Model 455x Model 455x Model 455x | |
| | | Export | <u>C</u> ancel <u>H</u> elp | |

2. Select the lock from which the user data is to be exported and click on the **Export** button, or double click on the serial number of the lock.

The Save dialog is shown below.

| Save As | | | | | ? × |] |
|-----------------------|----------------------|------|---------|------------|--------------|---|
| Save in: 🔁 | DoorLock | - 🗈 | <u></u> | <u>e</u> * | | |
| 🔳 0001backu | up_activity.dbf | | | | | |
| 🔳 101117.db | if | | | | | |
| activity.dbf | -6 | | | | | |
| | JI | | | | | |
| Lockuser.c | dbf | | | | | |
| | | | | | | |
| I | | | | | | |
| File <u>n</u> ame: | Lock101117 | | | | <u>S</u> ave | |
| Save as <u>t</u> ype: | Keypad Users (*.dbf) | | • | | Cancel | |

3. Specify a file name, and then click on **Save**. The database file will be saved as a dBase IV file in .dbf format in the DoorLock subdirectory, unless another path was selected.

The following screen will display confirming that the file has been saved.

| PowerLe | ver Door Lock System | X |
|-------------|----------------------|---|
| (i) | File has been saved | |
| | OK | |

User Table Download Report

This menu item allows you to display the User Table information retrieved from a lock and stored on an SA Smart Key. The report lists the users enabled for the lock and their access schedule definitions, if applicable, at the time of the download.

The Active PIN Option version of the PowerLever PC software provides a means of displaying PINs in the User Table Download Report. When a User Table Download Report is selected, the following dialog box is displayed.



Click on the **Yes** button to include PINs in the Report as shown below. Click on the **No** button to produce a Report without PIN data.

| User Table Downlo | ad Rep | port | | | | | | × |
|---|--|--|--|--------------------------------------|--|---|---|--------|
| Heport Information Serial Num Lock Mo Lock Revis Number of Ope | ber: 1 idel: 4 sion: 7 ens: 7 | 01117 55x 17 10 | | | Lock I | :k Name: Location: | Chemistry Lab All American High School 4321 Varsity Way Anytown, USA | |
| Lock User List | | | DIM | Cab | Llear Ture | Chabus | Lless Name | |
| User Configuration Keypad Users: Key Users: Total Users: User ID Length: PIN Length: | 2500 500 3000 4 4 | 0000 0001 0002 0003 0004 0005 0006 0007 0008 0007 | 0009 7690 2097 1854 6210 9502 4893 8163 1103 1418 | 0 0 0 0 0 0 0 0 | Access User Access User Access User Access User Access User Access User Access User Access User Access User Access User | Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled | W Reynolds M Carter A Thompson C Harper "Freer, J" B Cunningham P Alberts L Hutchinson B Rollings K Filiot | |
| | | 0 - No 1 - Sak 2 - Firs 3 - Sec 4 - Thir | schedu ary t Shift cond Sl id Shift | Displ ule res hift | ay <u>A</u> ccess Sche striction 07:00 (11:00) 08:00 (08:00) 16:00 (08:00) 00:00 (08:00) | dules Mon, Tue, Mon, Tue, Mon, Tue, Mon, Tue, | C Display Holiday Settings Wed, Thu, Fri Wed, Thu, Fri Wed, Thu, Fri Wed Thu Fri | * • |
| C | <u>C</u> los | e) | | <u>P</u> rin | t | <u>S</u> ave | <u>H</u> elp | |

The report also reflects any user additions or deletions that have been performed manually at the lock without using the PowerLever system software.

Note: The Lock User Table contains information for Keypad Access Users, Key Access Users, Audit Users, and Service Users. When a Master User downloads the User Table, information for Manager Users and the Master User is also included.

Add Keypad Access User(s)

Note: You do not need to perform this operation if you are downloading users from the PC.

Note: If at any time during the procedure the lock power drops below a sufficient level for operation, the lock will continually beep and flash the red LED, prompting the user to depress the outside lever to provide additional power within 5 seconds.

| | Step | Detailed Instructions |
|----|---|---|
| 1. | Power lock. | Power the lock by depressing the outside lever. |
| 2. | Enter Master User or a Manager User combination. | Enter the Master User or a Manager User combination on on the lock keypad. The lock will beep/flash the green LED on each keystroke entered. If the Clear key is pressed during data entry, the lock responds with one beep/flash of the green LED followed by the red LED, and all digits of the combination must be re-entered. |
| | | The lock responds with three beeps/flashes of the green LED to indicate available entry. If the combination is not valid, the lock responds with three beeps/flashes of the red LED. |
| 3. | Press д then 2. | Before re-lock time expires, press (E) (Enter key) followed by the 2 key. The lock responds with two beeps/flashes of the green LED. |
| 4. | Enter Keypad Access User ID and PIN. | Enter a User ID and PIN for a Keypad Access User. The lock responds with two beeps/flashes of the green LED if the User ID and PIN are valid. |

Note: The User ID selected must be in the range from 0 to the number of keypad users minus one.

Note: If the PIN length > 0, the PIN selected must be a nonzero number. If a PIN of all 0s is entered, the PIN will not be active and must be changed to open the lock.

Note: The PIN field length must be in the range of 0-4 and must match the PIN field length defined when the lock was configured.

| 5. | Enter Keypad Access User ID | Enter the Keypad Access User ID and PIN again for |
|----|-----------------------------|---|
| | and PIN again. | verification. The lock responds with two beeps/flashes of |
| | | the green LED. The lock responds with two beeps/flashes |
| | | of the red LED if the User ID was unconfirmed, or if the |
| | | User ID was already in use, or no space was found in the |
| | | Keypad Access User table. |

| Step | Detailed Instructions | | |
|---|--|--|--|
| 6. Enter one-digit user access schedule. | Enter a one-digit value to select the access schedule for the User ID. The value must be in the range of 0–6 where 0 indicates no access time restriction. The lock responds with four beeps/flashes of the green LED if the access schedule designation is valid. The lock responds with two beeps/flashes of the red LED to indicate an error. Refer to the "Access Schedules" section on page 6 of the PowerLever Model 455x Operating Instuctions (P/N 438.030) for more detailed information. | | |
| Note: If the value of "0" is assigned for the access schedule, the Keypad Access User can access the lock at all times. To assign a value other than "0", defined access sched ules must have been downloaded from the PC. | | | |
| 7 Demost Otoma 4, 0 to add many | The Keypad Access User is now added to the lock with the entered User ID and PIN (if the PIN length is not 0). The PIN is active and does not have to be changed to open the lock. | | |
| 7. Repeat Steps 4–6 to add more users or go to Step 8. | Steps 4–6 until all User IDs have been added. If no addi- tional Keypad Access Users are to be added, go to Step 8. | | |
| Caution: If you are adding multiple Keypad Access Users, you may need to depress the outside lever to provide additional power. | | | |
| 8. Press 🚰. | Press [] (Enter key) to exit this procedure. The lock responds with two simultaneous beeps/flashes of the green and red LEDs and exits this procedure. | | |
| Note: To change an access sched be deleted and then re-added t method to change an access s the users into the lock again af | ule assignment for a user at the lock, the user must first to the lock with the new schedule assignment. The other schedule occurs at the PC and requires downloading of ter the change has been made at the PC. | | |

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