

PowerLever®



SOFTWARE REFERENCE MANUAL VERSION 3.0



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5,170,431	5,511,401	5,881,589
5,265,452	5,590,917	5,893,283
5,271,253	5,592,838	5,896,026
5,410,301	5,709,114	D366,822
5,451,934	5,774,058	D388,308
5,488,358	5,774,059	D388,309
5,488,660	5,870,914	

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System Overview

The PowerLever® Door Lock System Software is designed to work in conjunction with the PowerLever Series of Door Locks. It allows you to manage your door locks and the associated user data from the PC while also offering audit capabilities. The PC software is compatible with the PowerLever Door Lock Models 2000, 2500, 3000, 35xx and 455x.

Lock Models

There are 7 basic Models in the PowerLever Lock Series: Models 1000, 2000, 3000, 1500, 2500, 35xx, and 455x. The Model 35xx may be a Model 3500 stand alone door lock or a Model 355x PowerLever Exit Trim Model, where x refers to the Exit Device manufacturer and is represented as A, B, C, etc. In similar fashion the Model 455x may be a Model 4550 stand alone door lock or a Model 455x PowerLever Exit Trim Model, where x refers to the Exit Device manufacturer and is represented as A, B, C, etc.

Two of the Model types, the 1000 and the 1500, are not designed to integrate with the PC software.

The 1000, 2000, 3000 Series has a 6-digit combination with the first 2 digits being the User ID and the remaining 4 digits being the User PIN. The table below denotes the differences in the number of users and audit records for Models 1000, 2000, and 3000.

Model	Maximum # of Access Users	# of Audit Records Stored
1000	20	0
2000	40	450
3000	96	945

In PowerLever Models 1500, 2500, and 35xx, a variable length combination feature is included, and the number of users for each model will vary depending on whether you define a 1 or 2-digit User ID.

TOTAL USERS PER LOCK

	Using 1-digit UID		Using 2-digit UID	
Model	Users	UID Range	Users	UID Range
1500	10	0 - 9	23	00 – 99
2500	10	0 - 9	45	00 – 99
35xx	10	0 - 9	100	00 – 99

The Model 2500 lock is capable of maintaining a 450-record audit trail (the same as it's Model 2000 counterpart), and the Model 35xx lock can maintain a 945-record audit trail (the same as it's Model 3000 counterpart).

The PowerLever Model 455x Lock can accommodate a total of 3,000 users and can maintain a 23,397-record audit trail. All audit records for Models 2000, 2500, 3000, 35xx, and 455x include the time and date of the recorded activity.

If you have the PowerLever Models 3000, 35xx, or 455x, Lock Access Schedule information will be displayed on some software windows. This information will not be displayed for PowerLever Models 2000 and 2500. These differences are noted throughout the documentation.

Smart Keys

Smart Keys are self-contained electronic devices that are programmed at the PC using the PowerLever PC Software. They are sophisticated electronic devices that can be used in working with the PowerLever System. They serve as a communication link between the PowerLever software running on a PC and the PowerLever locks in the field and can even be used to open a PowerLever lock. Each Smart Key is contained in a color coded plastic holder that identifies the type of Smart Key and allows it to be carried on a key ring like a traditional key. The Smart Keys are read at the lock by a Smart Key Reader imbedded in the face of the lock. At the PC they are read by a Smart Key Reader attached to the PC through a serial interface.

Key Types

There are three different types of Smart Keys that can be used with the PowerLever system.

- **S Key** - The S key is a black colored key with the letter 'S' stamped on it. The S key is required when logging into the PowerLever PC Software.
- **A Key** - The A key is an orange colored key with the letter 'A' stamped on it. The A key can be programmed at the PC system to be used as a Personal Identifier Key for a Key Access User when accessing the PowerLever locks.
- **SA Key** - The SA key is a red colored key that is used to transfer data between the PowerLever locks and a PC running the PowerLever software program. It must be initialized at the PC for a specific purpose before being used.

User Information

Before attempting to operate the lock, it is very important that you familiarize yourself with the types of users and the terminology associated with User Identifiers, PINs, Combinations, User ID Groups, and Access Schedules. Two main types of Users can exist in the PowerLever System:

Keypad Users - These are users who program or access the lock by only using the method of keypad entry.

Key Users - These are users who access the lock using either a combined method of keypad entry and Smart Key insertion or Smart Key insertion only. Smart Key access is only available in the Model 455x Locks.

In all locks except the Model 455x, all users will be Keypad Users. In a Model 455x lock, you can have both Keypad Users (default number of users = 2,500) and Key Users (default number of users = 500). The number of Keypad Users = 3,000 minus the defined number of Smart Key Users.

Keypad User Lock Personnel Classifications

Depending on the lock Model, up to five different Keypad User classifications of personnel can perform various operations at the lock:

- **Master User** - The Master User is the top-level manager who performs the initial lock setup activities and can program **all** lock functions. The Master User combination will open the lock. There is a maximum of one Master User per lock.
- **Manager User** - The Manager User is a second-tier manager who can program all lock functions except for 1) selecting the number of Key Users and Keypad User PIN field length (Model 455x only), 2) adding/deleting the Master User and Manager User, 3) activating the lock, and 4) shelving the lock. The Manager User combination will open the lock. There is a maximum of one Manager User per lock for Models 1000, 1500, 2000, 2500, 3000, and 35xx. For the Model 455x the number of Manager Users is limited only by the available space allocated for Keypad Users.
- **Keypad Access User** - A user, added by the Master User or a Manager User, who has the ability to open the lock and change a PIN (if applicable). Users can be added individually at the lock or can be added at the PC and then downloaded into the lock. The maximum number of Keypad Access Users per lock varies according to lock Model. For the Model 455x the number of Keypad Access Users is limited only by the available space allocated for Keypad Users.
- **Audit User** - (Model 455x only) A user, added by the Master User or a Manager User, who has the ability to retrieve audit information at the lock. Audit Users can only be added individually at the lock. The number of Audit Users is limited only by the available space allocated for Keypad Users.
- **Service User** - A user authorized for a one-time entry. This combination is automatically deleted after use. There is a maximum of one Service User per lock for Models 1000, 1500, 2000, 2500, 3000, and 35xx. For the Model 455x the number of Service Users is limited only by the available space allocated for Keypad Users.

Note: *All Keypad Users, regardless of personnel classification, will occupy one of the available Keypad User ID positions when added to the lock. A Keypad User ID is unique to a particular Keypad User; i.e., no two Keypad Users can have the same User ID. It is possible however, for a Keypad User and a Key User to have the same User ID.*

Key User Lock Personnel Classifications

Only one lock personnel classification is defined within the Key User type:

- **Key Access User** - (Model 455x only) A user, added by the Master User or a Manager User, who has the ability to open the lock. The Personal Identifier Smart Key for each Key User must be created at the PC.

Note: *All Key Users will occupy one of the available Key User ID positions when defined at the PC and added to the lock. A Key User ID is unique to a particular Key User; i.e., no two Key Users can have the same User ID. It is possible however, for a Key User and a Keypad User to have the same User ID.*

At lock setup, while in the **Shelved** state, the maximum number of Key Users is defined along with the Personal Identifier Number (PIN) field length for Keypad Users. The number of Key users defined must be a multiple of 5 and the maximum allowed is 2,995.

Lock Personnel Classification Activity Chart

The chart on the next page shows the activities that can be performed by each classification of lock personnel.

Activity	Master User	Manager User	Keypad Access User	Key Access User	Audit User	Service User
Determine Model Type	✓	✓				
Select Number of Smart Key Users and Keypad User PIN Field Length**	✓					
Change Keypad User PIN Field Length	✓					
Activate Lock	✓					
Activate/Deactivate Manager User	✓					
Set Re-Lock, Wrong Try Penalty	✓	✓				
Add/Delete Access User(s)	✓	✓				
Issue Service User Combination(s)	✓	✓				
Remove Service User Combination	✓	✓				✓
Change Manager User PIN		✓				
Change Keypad Access User PIN			✓			
Change Smart Key Access User PIN**				✓		
Change Combination (User ID + PIN)	✓					
Switch Passage Function (Off / On)	✓	✓				
Switch Time Mode*	✓	✓				
Shelve Lock	✓					
Enable/Disable Access User ID	✓	✓				
Open Lock with Combination	✓	✓	✓			✓
Open Lock with Smart Key**				✓		
Retrieve Audit Records	✓	✓	✓	✓	✓	✓
Retrieve User Information	✓	✓				
Set Lock Time and Date***	✓	✓				
Load Lock User Table Data from PC***	✓	✓				
Load Holiday/DST Changeover Data**	✓	✓				
Enable Palm Communications	✓	✓	✓	✓	✓	✓

* Available in Model 2500 and 35xx only.

** Available in Model 455x only.

*** Available in Model 2500, 35xx, and 455x only.

Combinations

The PowerLever Series Lock can be accessed by a Keypad User via a combination entered at the keypad.

The **standard combination length in Models 1000, 2000, and 3000** of the PowerLever Lock Series is **6 digits**, comprised of a **2-digit User ID** followed by a **4-digit User PIN**.

A **Variable Length Combination** is a feature of the **Model 1500, 2500, and 35xx locks**. The combination can consist of as little as a one-digit User ID or the length can be up to six digits in length and consist of a User ID followed by a Personal Identifier Number (PIN). Regardless of the combination length, a combination will always be unique to a given user. **The default combination length is six digits (two-digit User ID + four-digit PIN)**. The length of the combination must be changed during the set-up of the lock at the lock if the combination length needs to be something other than the default. Once the lock has been operational, the length of the combination can be changed but only under certain conditions. If you wish to **decrease** the length of the User ID and/or the PIN, the lock must be in a **Shelved** state. If you wish to **increase** the length of either part of the combination, the lock may be in an **Activated or a Shelved** state. See the section on Operational Modes for more detail on Activated and Shelved Locks.

A **Variable Length Combination** is also a feature of the **Model 455x lock**. The combination can consist of as little as a one-digit User ID or the length can be up to eight digits in length and can consist of a User ID followed by a PIN. Regardless of the combination length, a combination will always be unique to a given user. **The default combination length is eight digits (four-digit User ID + four-digit PIN)**. The length of the combination may only be changed when the lock is in the **Shelved** state.

User IDs

For **Models 1000, 2000, and 3000** of the PowerLever Lock Series, the **User ID is always a length of 2 digits**.

For **Models 1500, 2500 and 35xx** the User ID can be a **one or two-digit value**, and the **default User ID length is two digits**. A User ID is assigned to each user in the system. For a one-digit User ID the valid IDs are 0-9. For a two-digit ID the valid values are 00 through 99, regardless of the maximum number of Access Users. All operations performed by users require the entry of the User ID as the first or, in some cases, the only part of the combination. The Master User has the ability to assign User IDs for all four user types when adding them to the lock. The Manager User can only assign User IDs at the lock for Access Users and the Service User. Only Access User IDs can be defined at the PC; the Master User ID, Manager User ID, and Service User ID must be defined at the lock.

The Master User is the only user whose User ID can be changed from one value to another without deleting and re-adding the user.

Note: *All Keypad Users including the Master User, Manager User, Access Users and Service User occupy one of the available Keypad User IDs when added to the lock. For example, if the Master User activates the lock and changes the default combination from "000000" to "011234" the Master User then occupies the User ID "01". No other user can then be assigned the Keypad User ID of "01".*

For the **Model 455x lock**, the number of Keypad Users (3,000 minus the number of Key Users) defines the User ID field length according to the following table. Note that the number of Keypad Users is always calculated as a multiple of 5. In all cases the possible User IDs will range from 0 through the number of Keypad Users minus one.

Keypad User ID Field Length	Number of Keypad Users	Number of Key Users
1	5 – 10	2,990 – 2,995
2	15 – 100	2,900 – 2,985
3	105 – 1,000	2,000 – 2,895
4	1,005 – 3,000	0 – 1,995

All Model 455x operations performed by Keypad Users require the entry of the User ID as the first digits of the combination. User IDs for Manager Users, Keypad Access Users, Audit Users, and Service Users are assigned by the Master User. The Manager User can also assign User IDs for Keypad Access Users, Audit Users, and Service Users. **The default User ID field length for Model 455x Keypad Users is four digits.**

Note: *All Keypad Users including the Master User, Manager Users, Keypad Access Users, Audit Users and Service Users occupy one of the available Keypad User IDs when added to the lock. For example, if the Master User activates the lock and changes the default combination from “00000000” to “00011234” the Master User then occupies the User ID “0001”. No other Keypad User can then be assigned the Keypad User ID of “0001”.*

User PINs (Personal Identification Numbers)

For **Models 1000, 2000, and 3000** of the PowerLever Lock Series, the **User PIN (Personal Identification Number) exists and is always a length of 4 digits.**

For **Model 1500, 2500, and 35xx** of the Lock Series, use of the **User PIN is optional. It can be defined to be a length of 0** (in which case no PIN has to be entered with the User ID) **or it can be defined to a length of up to 4 digits. The default PIN length is four digits.** If defined to a length other than 0, the User PIN can be any value in the range from all 0’s through all 9’s. It is initially assigned the **default value of all 0’s** (which will not open the lock until it has been changed), and can be changed at any time by the user for added security. If defined, it serves as the second part of the combination, always following the User ID.

For the **Model 455x lock**, use of the **User PIN is optional for both Keypad Users and Smart Key Users.** At lock setup, the **User PIN field length for Keypad Users** is defined. **It can be defined to be a length of 0** (in which case no PIN has to be entered with the User ID) **or it can be defined to a length of 1-4 digits. The default PIN length is four digits.** If defined to a length other than 0, the User PIN can be any value in the range from all 0’s through all 9’s. It is initially assigned the **default value of all 0’s** (which will not open the lock until it has been changed), and can be changed at any time by the user for added security. If defined, it serves as the second part of the combination, always following the User ID.

The User PIN field length for a Model 455x Key User is defined at the PC. The Personal Identifier Smart Key is programmed using the PowerLever software, and the PIN length for each Key User is set when the Key User is added to the system at the PC. The PIN **can be defined to be a length of 0** (in which case no PIN has to be entered after applying the Smart Key to the Smart Key reader) **or it can be defined to a fixed length of 4 digits. The default PIN length is four digits.** If defined to fixed length of 4 digits, the User PIN can be any value in the range from 0000 through 9999. It is initially assigned a random value (which will not open the lock until it has been changed), and can be changed at any time by the user for added security. If defined, the PIN must be entered via the keypad after inserting the Smart Key into the Smart Key reader.

User ID Groups

Note: *This feature is available in Models 1000, 1500, 2000, 2500, 3000 and 35xx only.*

Users may be organized into groups according to their assigned User IDs with each group capable of having lock entry enabled or disabled by managerial personnel. In addition, user entry may be enabled or disabled by a particular User ID. The disabled status of a group takes precedence over the disabled/enabled status of any single User ID within the group. However, if a group is enabled, the status of the user takes precedence.

Group 00 is a special group that includes all User IDs. If your system only has a one-digit User ID defined, you will only have three valid User ID groups: 1) Group 00 = All Users; 2) Group 01 = User IDs 0-4; 3) Group 02 = User IDs 5-9. For a two-digit User ID the 00-99 range of User IDs is divided into 20 groups, each having five consecutive User IDs as illustrated in the following table.

Group Number	User ID Range	Group Number	User ID Range
00	00-99		
01	00-04	11	50-54
02	05-09	12	55-59
03	10-14	13	60-64
04	15-19	14	65-69
05	20-24	15	70-74
06	25-29	16	75-79
07	30-34	17	80-84
08	35-39	18	85-89
09	40-44	19	90-94
10	45-49	20	95-99

Access Schedules

Note: *This feature is available in Models 3000, 35xx, and 455x only and requires the PowerLever PC software to complete the operation.*

Each lock has six available access schedules (1-6) that can be defined by managerial personnel using the PowerLever PC program for Keypad User access to the lock. An access schedule is a period of time, or shift, during which Keypad Users can open the lock. Schedules are defined by selecting the days the schedule is active and specifying the start time and duration of the schedule. A descriptive schedule name can be assigned to each schedule. Once defined at the PC, access schedules must be downloaded to the lock. In the case where Keypad Users are also being downloaded from the PC, this can all be done with the same operation.

In addition to the access schedules defined at the PC for each lock, the value “0” may be assigned to the access schedule for a Keypad User, giving the user access to the lock at all times. This is the **default value** when no other schedule is assigned.

An access schedule can be assigned to a Keypad User during the Add Access Users to Locks operation (page 70).

Note: *In a similar fashion you can define Access Time Windows for a specific Key User when adding the Key User to the PC System (page 83).*

Operational Modes

The PowerLever Door Lock will always be in one of two operational modes: **Shelved** or **Activated**.

Shelved Mode

When a lock is shipped from the factory, it will be in the **Shelved Mode**. The shelved mode enables the lock to be opened before the user has placed it in service, *activated* it, and authorized users to open it. Shelved mode is also useful when a lock is to be temporarily removed from service and stored.

Note: *The lock should be placed in shelved mode to assure that it can be opened and placed back in service when desired without having to retrieve old combinations.*

While in the shelved mode, the lock will be set up for entry only by the Master User via a combination of **all 0's**. Within the Shelved Mode the Master User can:

- Define User ID and PIN lengths (Models 1500, 2500, and 35xx only).
- Define the number of Smart Key Users and Keypad User PIN field length (Model 455x only).
- Specify re-lock, wrong try limit, and wrong try penalty times.
- Set the lock in Passage or Entrance Function to *Locked* or *Unlocked*.
- Change the Master User combination to activate the lock.
- Download the lock audit trail to a Smart Key (Models 2000, 2500, 3000, 35xx and 455x only).
- Download the lock audit trail to a Palm Personal Organizer (Model 455x only).

If a lock has been Activated and then is Shelved, all users are removed except for the Master User. The Master User's combination is returned by the Shelving to the default of **all 0's**. Values that are retained in the lock once it is Shelved are as follows:

- PIN lengths
- Re-lock, Wrong Try Limit, and Wrong Try Penalty Times
- Audit Information

- Access Schedule definitions
- Holiday definitions (Model 455x only).

Activated Mode

Once the Master User combination has been changed from all 0's, the lock is placed in the **Activated Mode**. In Activated Mode the Master User can add Manager User(s), Access Users, and Service User(s) to the lock. A Manager User can also add Access Users and Service User(s) while the lock is activated. Each type of personnel activated in the lock has the full range of capability described within this guide while the lock is in Activated Mode.

Note: *Whenever the **Master User** changes his combination back to **all 0's**, the lock returns to **Shelved Mode**.*

Lock Entry Methods

The latch will only be engaged to unlock the door when one of the following actions occurs:

1. A valid combination is entered by an authorized user.
2. A programmed Access User Key is inserted into the lock key reader and a valid PIN (if required) is entered by an authorized user.

Caution: *When opening the lock, do not depress the outside lever to retract the bolt until the lock responds with three beeps/ashes of the green LED to indicate available entry.*

3. The Passage Function is programmed to maintain the lock in the *unlocked* position. No combination is required to open the lock when it is in this state of operation.
4. A mechanical key is used to retract the latch.

Note: *The door can **always** be opened from the inside by depressing the inside lever.*

System Requirements

To use the PowerLever Door Lock system, the following minimum hardware and software requirements must be met:

- IBM compatible PC capable of running Windows
- CD-ROM drive
- Hard disk drive with at least 20MB of file space
- Minimum system memory is 32MB or as recommended by operating system
- Windows 98 Second Edition, NT 4.0 Workstation Service Pack 5 or greater, Windows 2000 Pro Service Pack 2 or greater, Windows XP Pro

The software is compatible with PowerLever Door Lock Models 2000, 2500, 3000, 35xx, 455x.

PC Hardware Installation

Complete the following steps to install the PowerLever Smart Key PC key reader:

1. Locate the **Serial Port Adapter** that came with the PowerLever package and plug it into a serial port on your PC (COM1 to COM6).
2. Connect the PC key reader to the serial port adapter.
3. Position the PC key reader near your keyboard for easy access. Ensure that an **S** key is in the PC key reader.

After connecting the adapter, you are ready to install the PowerLever Door Lock software and begin system setup. To start the installation and to continue with testing the basic function and operation of the system, you will need the PowerLever Door Lock Install CD, the **S** (Supervisor) Smart Key and an **SA** (Supervisor Audit) Smart Key.

Software Installation and Setup

If you upgrading from an older version of the software, you must first remove the old program by performing an Add/Remove option from the PC System Control Panel.

To remove the previous PowerLever program:

1. Select the **Start** icon in the lower left of the Windows screen.
2. From the Start Menu, select Settings.
3. From the Settings Menu, select Control Panel.
4. Click on the icon for Add/Remove Programs.
5. Locate and select the list entry for PowerLever Door Lock System.
6. Click on the Add/Remove button to remove the program from your system.
7. Click on OK to return to the Control Panel.
8. From the File Menu, click on Close.

Complete the following steps to install the PowerLever Door Lock software:

1. Check the PC date and time to ensure accuracy. Adjust, if necessary, before proceeding.
2. Insert the PowerLever Door Lock Install CD into the CD-ROM drive of the PC. If the Autorun feature is enabled on your PC, the PowerLever CD browser will start automatically.

PowerLever®

Door Lock System Software 3.0



PowerLever Products

Product Documentation

Install PowerLever Software

Contact Us

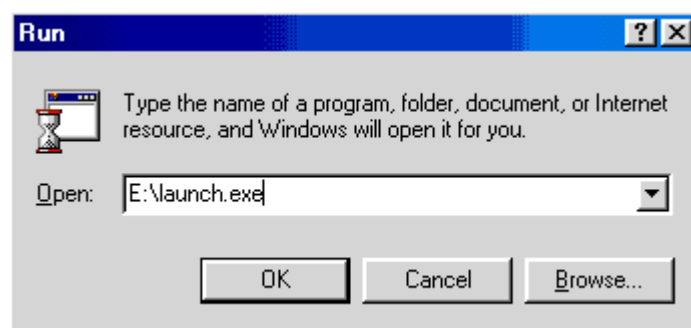
Welcome to the PowerLever Door Lock System Software Installation Browser.

- Learn about the complete PowerLever Door Lock and Exit Trim product line.
- Install Adobe Acrobat Reader if not already installed on your system.
- View or print product documentation, as needed.
- Install PowerLever System Software.
- Get in touch with us directly.



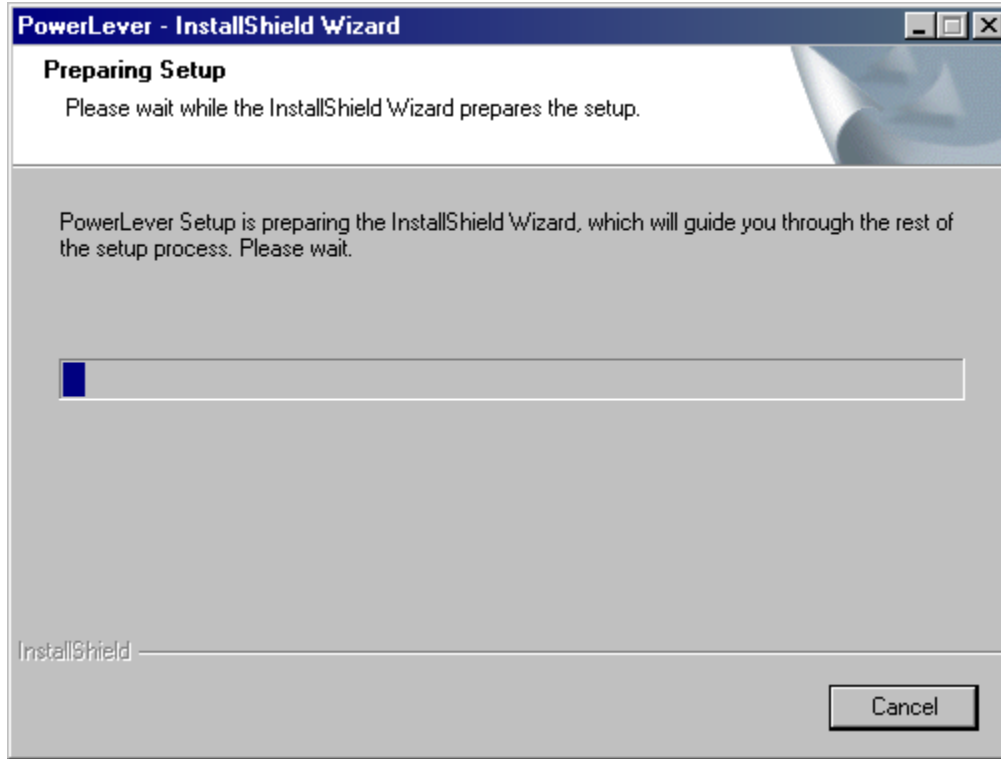
exit

3. Select Install PowerLever Software from the browser main menu and click on the **Install PowerLever Software** button to start the software installation. Go to step 9.
4. Otherwise, select the **Start** icon in the lower left of the Windows screen.
5. Select **Run** from the Windows menu. The Run window is displayed.

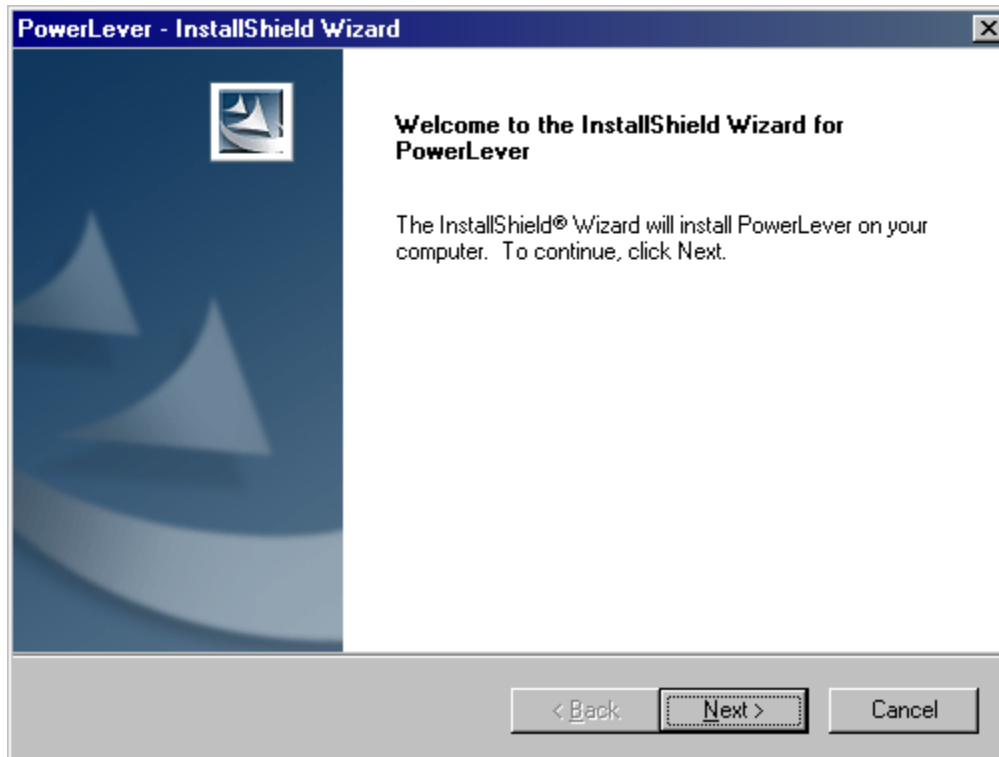


6. Type the drive letter for the CD-ROM drive followed by a colon and **launch.exe**, (for example, **e:\launch.exe**) where **e:** is the CD-ROM drive.
7. Click on the **OK** button. The PowerLever CD browser will start.

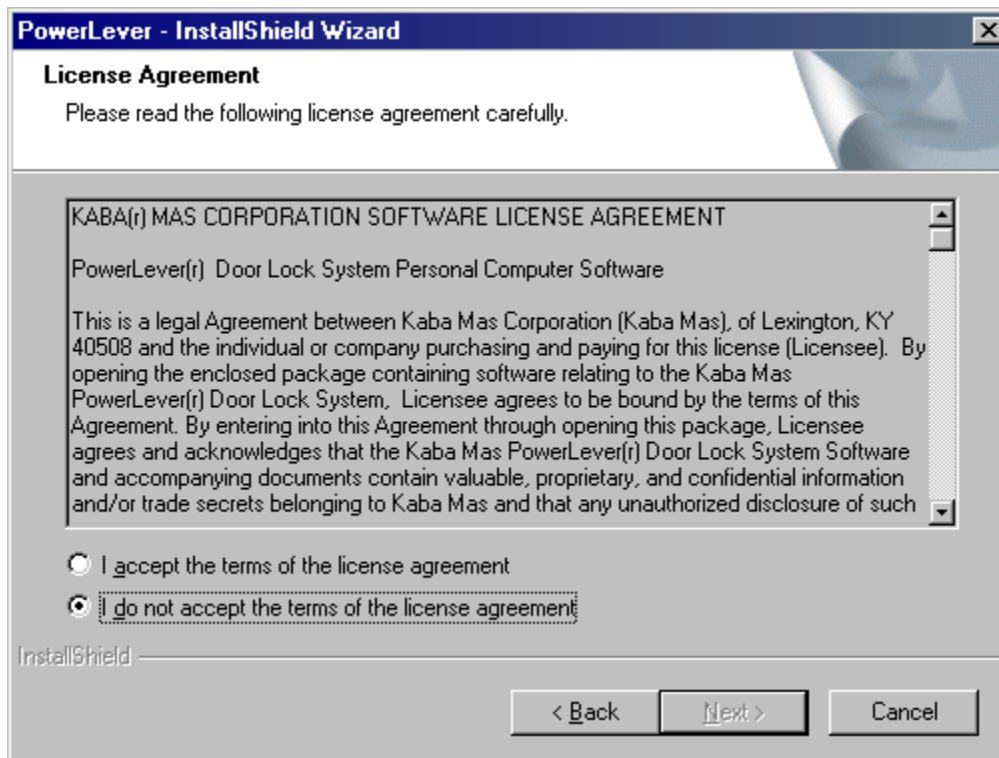
8. Select Install PowerLever Software from the browser main menu and click on the **Install PowerLever Software** button to start the software installation.
9. The setup program will prompt with the Setup window which is displayed while the InstallShield Wizard is prepared. The InstallShield Wizard is the Windows program that will take you through the rest of the setup process.



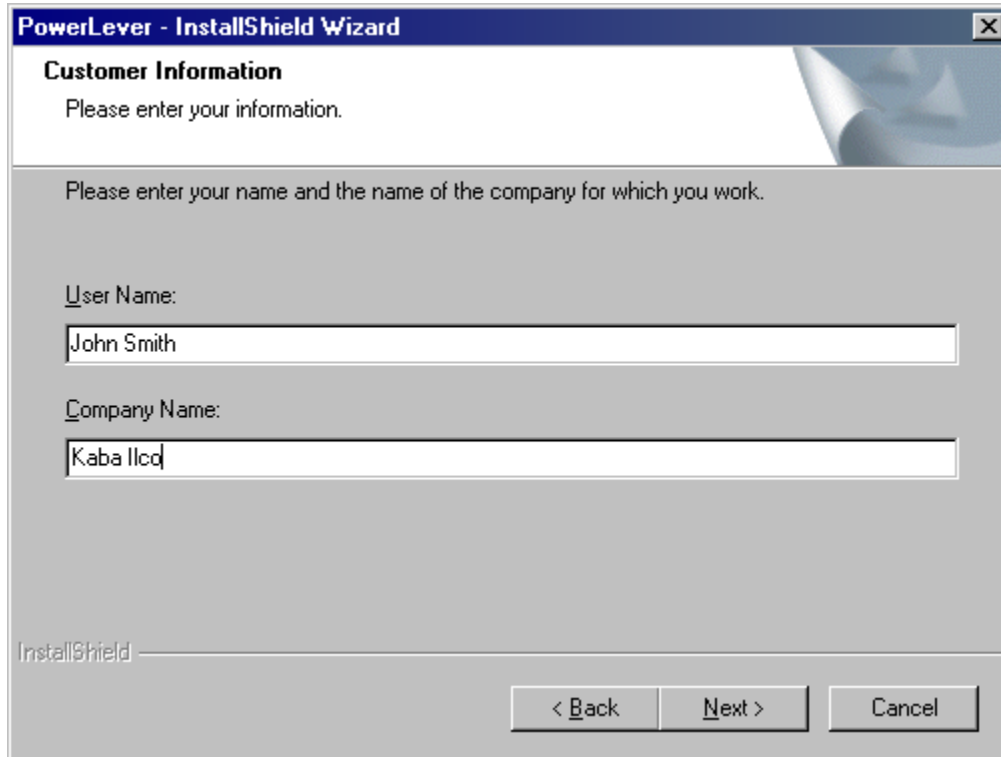
The Welcome window is displayed after the InstallShield Wizard is completed. Note the recommendation that no other programs should be running while the PowerLever setup is processing. If you have other Windows programs running, you should cancel the setup and close these other programs prior to installing the PowerLever software.



10. Click on the **Next>** button when ready to continue. The License Agreement window is displayed.

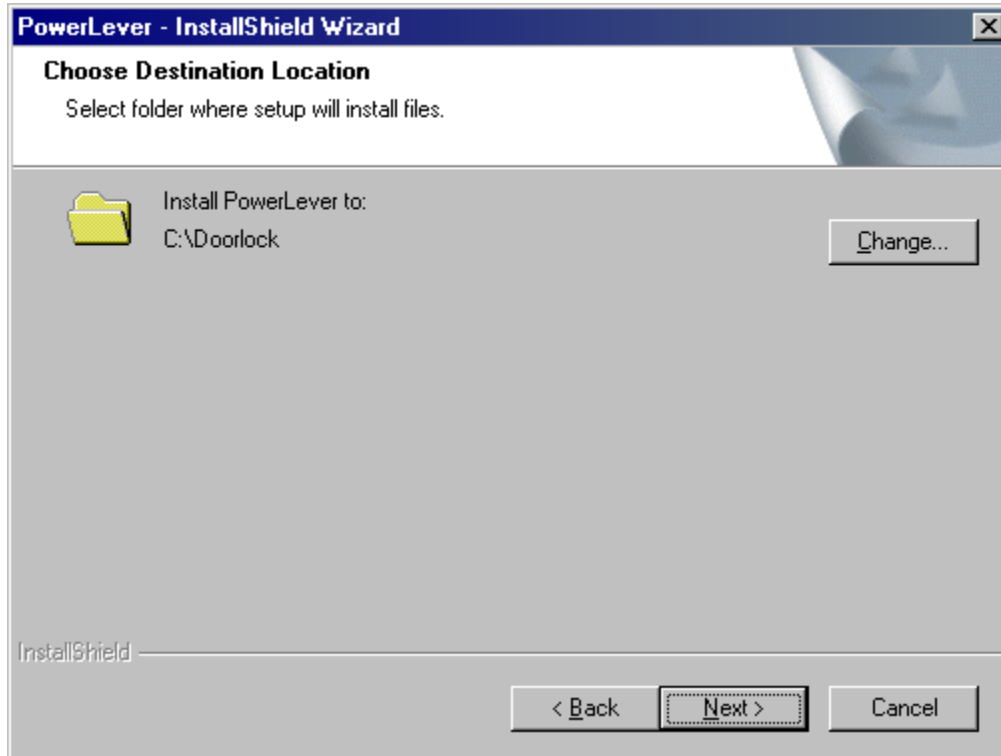


11. Read the software license agreement and then click on the button to accept the terms of the agreement.
12. Click on the **Next>** button to continue. The Customer Information window is displayed.
13. Enter the Name of the user and the Company Name.



The screenshot shows a Windows-style dialog box titled "PowerLever - InstallShield Wizard". The window has a blue title bar with a close button (X) in the top right corner. The main content area is titled "Customer Information" and contains the text "Please enter your information." Below this, there is a sub-instruction: "Please enter your name and the name of the company for which you work." There are two text input fields: the first is labeled "User Name:" and contains the text "John Smith"; the second is labeled "Company Name:" and contains the text "Kaba Ilco". At the bottom of the window, there is a horizontal line with the "InstallShield" logo on the left. To the right of the logo are three buttons: "< Back", "Next >", and "Cancel".

14. Click on the **Next>** button when ready to continue. The Destination Folder window is displayed.

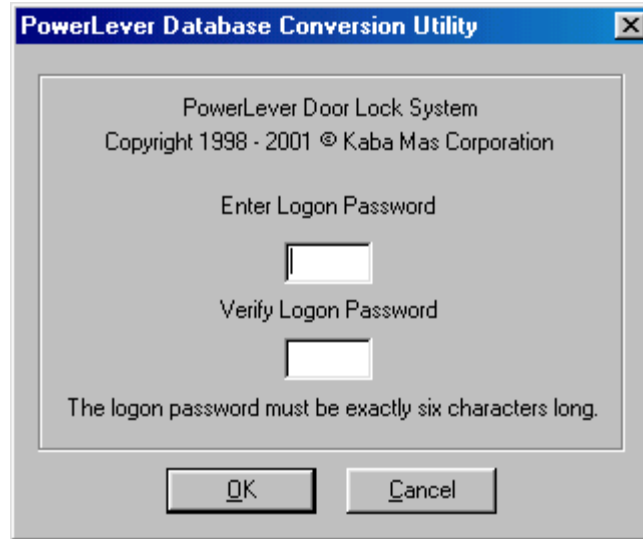


15. The default installation directory is C:\DOORLOCK. If you want the PowerLever software installed in another directory, enter the new path by clicking the **Change** button. Click on the **Next>** button to proceed.
16. Depending on whether you are updating an existing installation or doing a new install of the PowerLever software, different windows will be displayed:

For installations that update existing PowerLever software versions 1.02 and earlier, the following window will be displayed, indicating the requirement to set a logon password.

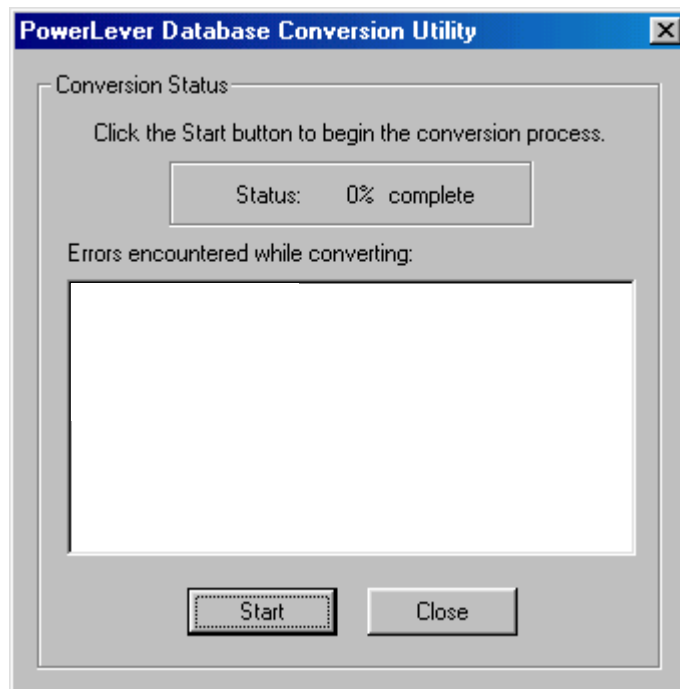


Click on the **OK** button and the following window will be displayed, prompting you to enter and verify the logon password.

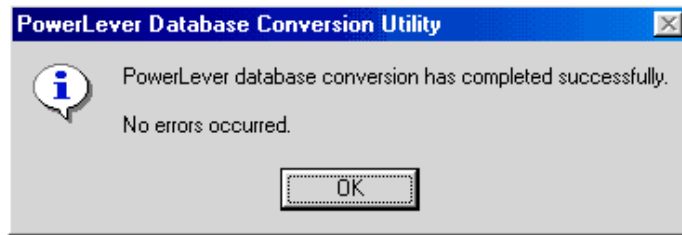


Note: *The logon password must be exactly six characters and can consist of numbers, characters, spaces and special characters (e.g., “~”, “!”, “@”, “#”, “\$”, “%”, etc.). It is important that you remember this password. If you forget your password, contact Customer Service.*

After entering the password data, click on the **OK** button and the following window will prompt you to start the data conversion process. Data files will automatically be converted for compatibility with the software update.

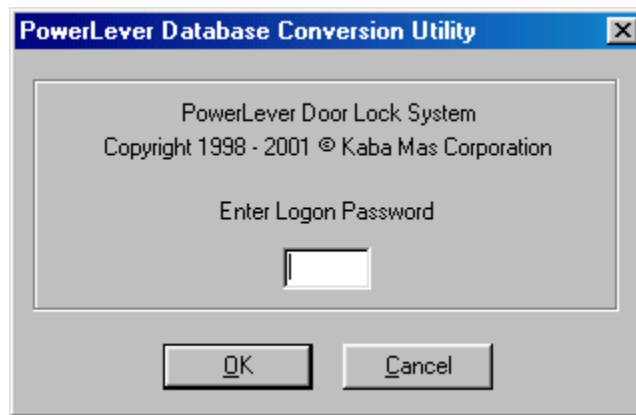


Click on the **Start** button to begin the data conversion process. When data conversion is successfully completed, the following window will be displayed.



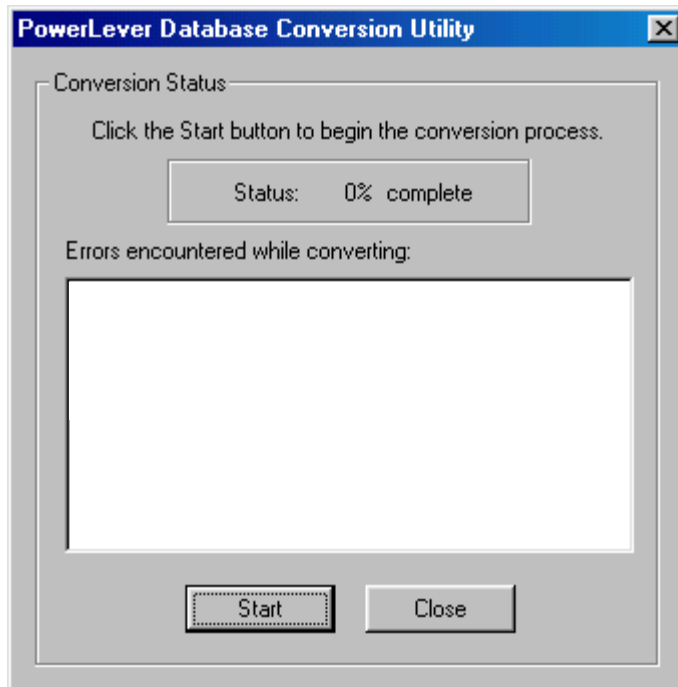
Proceed to step 17.

For installations that update existing PowerLever software version 1.03, the following window will be displayed prompting you to enter a logon password.

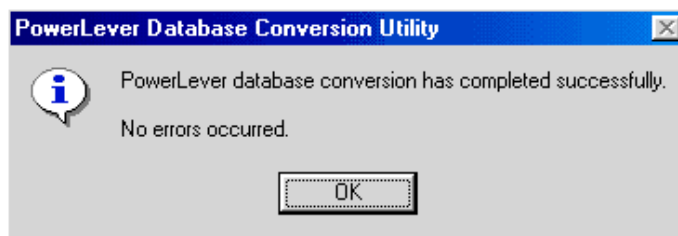


Note: *The logon password must be exactly six characters and can consist of numbers, characters, spaces and special characters (e.g., "~", "!", "@", "#", "\$", "%", etc.). It is important that you remember this password. If you forget your password, contact Customer Service.*

After entering the password data, click on the **OK** button and the following window will prompt you to start the data conversion process. Data files will automatically be converted for compatibility with the software update.



Click on the **Start** button to begin the data conversion process. When data conversion is successfully completed, the following window will be displayed.

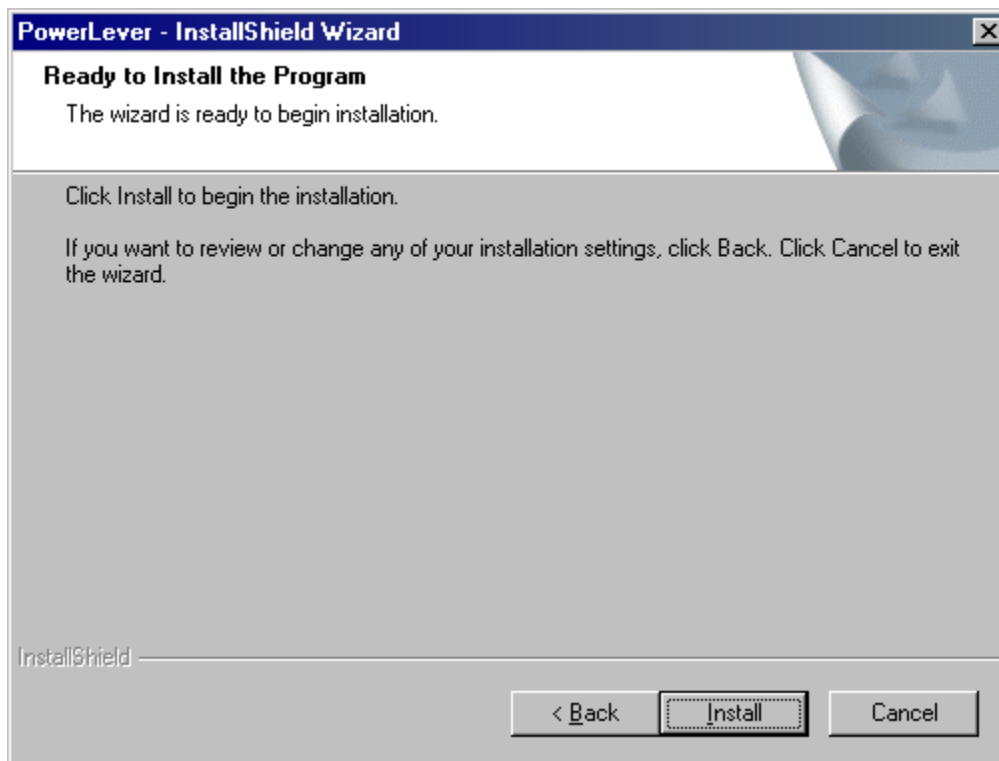


Proceed to step 17.

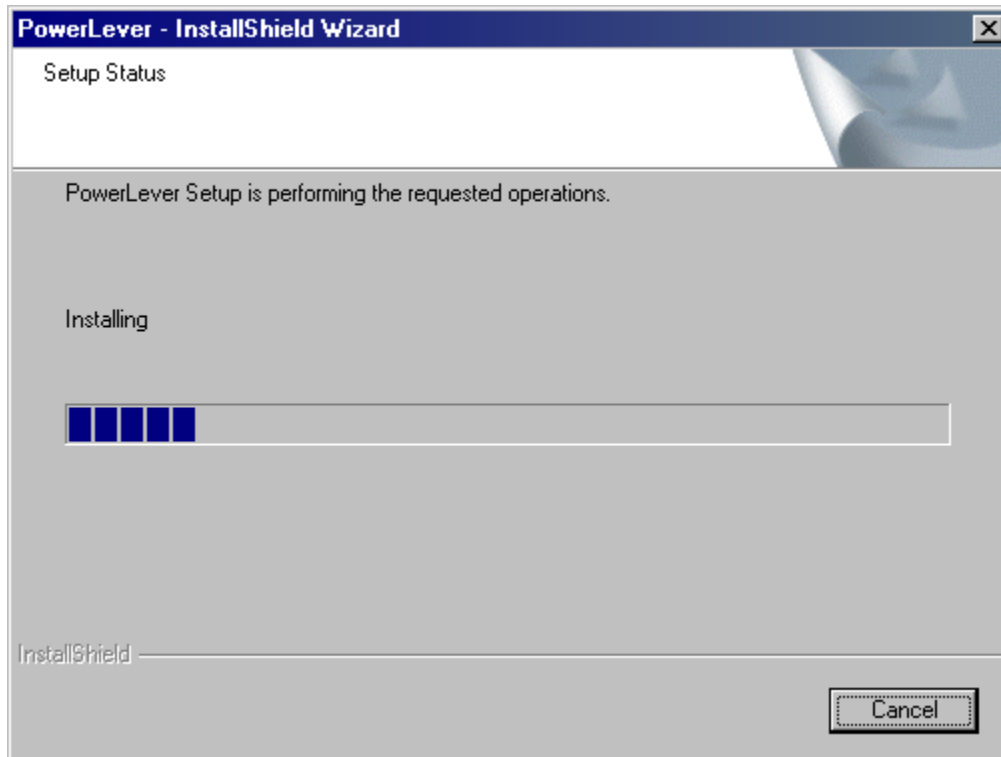
If this is a new installation of the PowerLever software, the following screen will display indicating that no data conversion is necessary.



17. Click on the **OK** button and the Ready to Install the Program window is displayed.



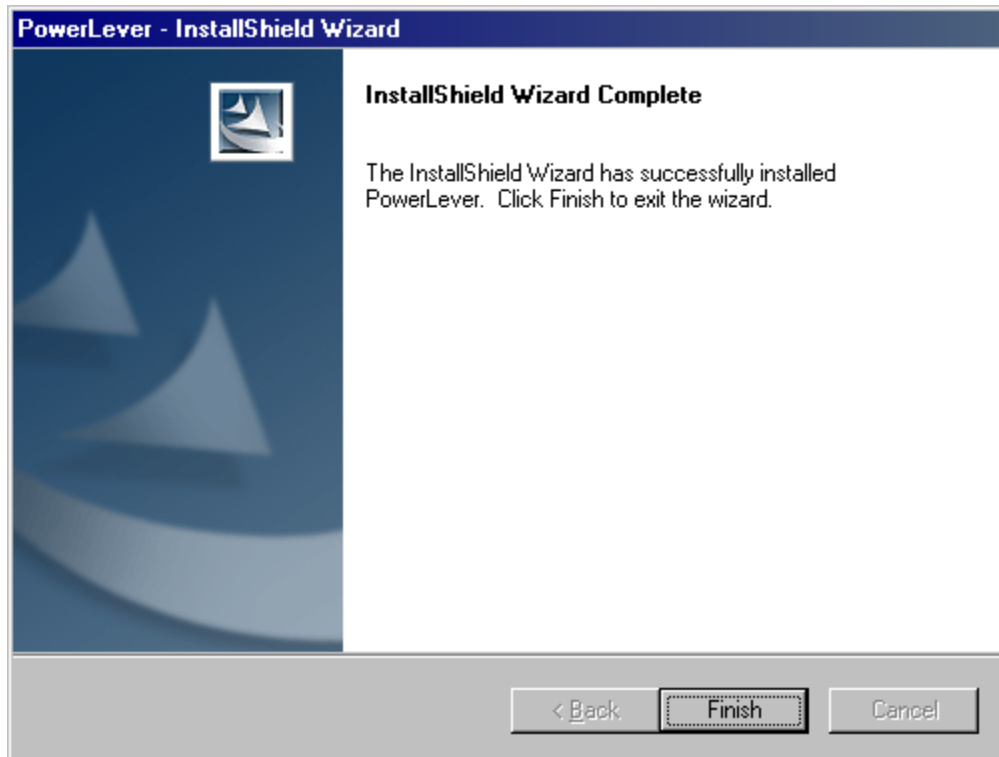
18. After you have reviewed the installation information, click on the **Install** button to begin copying the system files.



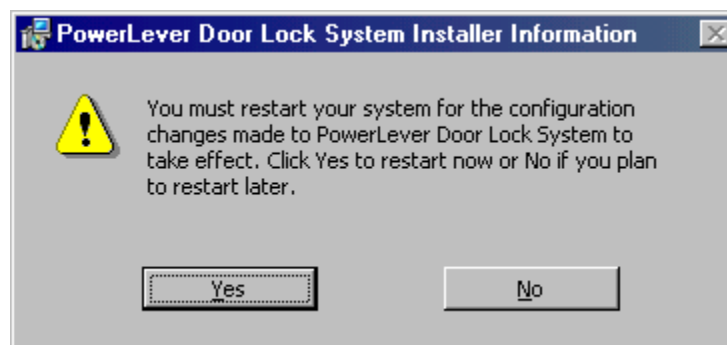
The setup program will copy the PowerLever files from the CD to the specified directory.

The PowerLever programs will be added to the Windows Program Menu Folder. A menu item will be generated for the **PowerLever Door Lock System**. Within the menu item, there will be two available system options. The first is **PowerLever Door Lock System Help** which can be selected to display the Help file. The second available item will be used to start the PowerLever program.

The setup program will now complete the installation and configuration of the PowerLever program. The Setup Complete window is displayed.



18. Click on the **Finish** button to finish the installation and then remove the CD from the CD-ROM drive of your PC. An informational message window is displayed to inform the installer that the PC system must be restarted for configuration changes to take effect.



19. Click on the **Yes** button to restart the system.

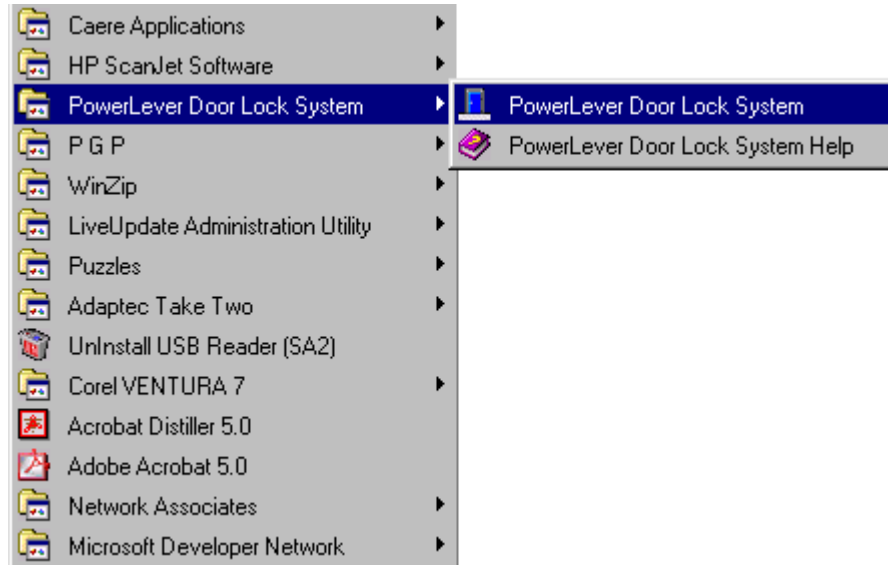
Warning: *If you did not choose to restart your PC system from the prompt screen, you must manually restart the system before proceeding.*

Initial Logon to System

I. Start the PowerLever Program

To launch the PowerLever PC program, complete the following steps to load the software. Ensure that the program is not already loaded in Windows before you begin.

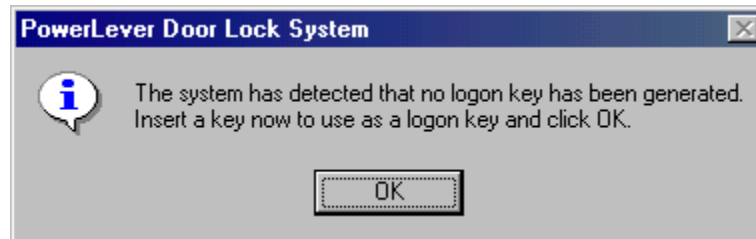
1. Click on the **Start** icon from the Windows task bar.
2. Select the **Programs** menu folder.
3. Select the **PowerLever Door Lock System** menu item.



4. Click on the **PowerLever Door Lock System** program option.

II. Set Up Initial Logon Key

If this is a new installation of the PowerLever software and the initial logon to the system, a logon key has not yet been set. Once the PowerLever PC program has been started, the following window will be displayed.



1. Insert exactly one S key into the key reader. This procedure will set up the initial logon key for the PowerLever Door Lock System. Click on the **OK** button and the following window will be displayed, prompting you to enter and verify the logon password.

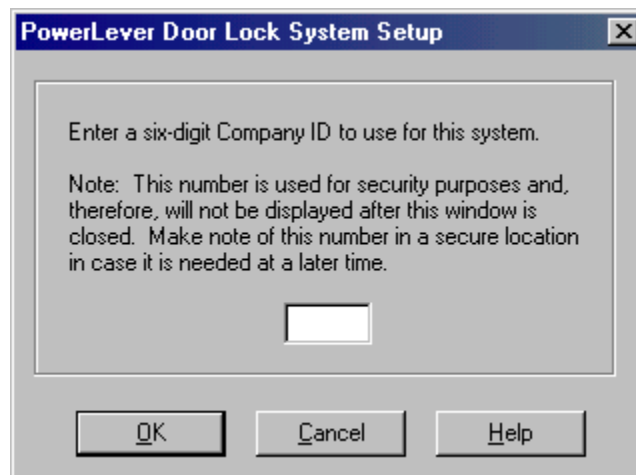
III. Enter Logon Password



1. Enter the logon password twice and click **OK**.

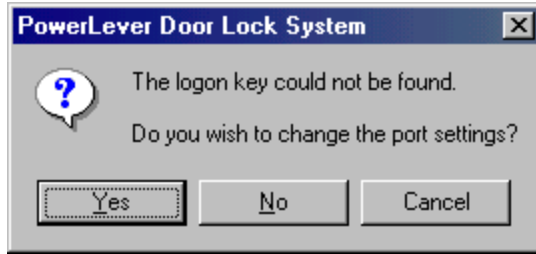
Note: *The logon password must be exactly six characters and can consist of numbers, characters, spaces and special characters (e.g., “~”, “!”, “@”, “#”, “\$”, “%”, etc.). It is important that you remember this password. If you forget your password, contact Customer Service.*

2. Once the password has been validated and verified, the following dialog will display to define the Company ID to use for this system. The Company ID must be a six-digit number.



Note: *This number is used for security purposes and will not be displayed after this window is closed. Make sure the number is stored in a secure location in case it is needed to set the system back up if data is lost.*

3. After defining the Company ID to use for this system, click **OK** to continue. The system will try to write the initial logon key. If no S key is in the key reader, or the serial port settings have not been set, the following message will display.



4. To view and change the serial port settings, click **Yes**. The Change Serial Port Settings dialog box will be displayed. Otherwise, insert exactly one S key into the key reader and click **No**.
5. If you chose to change serial port settings, the Change Serial Port Settings dialog box will be displayed.



6. If the Serial Port for the key reader has already been set up, and you insert one S key into the key reader and click **No**, the Enter Logon Password dialog box on the next page will be displayed. Follow the steps listed below this dialog box to logon to the PowerLever Door Lock System.



6. Select the Com Port number where the key reader was installed. The **default value** for the Serial Port is **Com1**. If the Serial Port that you are using for the key reader is anything other than Com 1, you need to change it at this time. Within this same option, you will need to address the **type of Serial Adapter** that you have with your system. If the Serial Adapter is a DS9097U type, you will need to indicate this by marking the appropriate box.

For more information on changing the serial port settings, refer to the “Change Serial Port Settings” section described in the Utilities menu.

Click on **OK**.

Note: *With your initial logon to the PowerLever system, you will need to specify the Serial Port where you installed the PC key reader. The default value for the Serial Port is COM 1. If the Serial Port that you are using for the key reader is anything other than COM 1, you need to change it at this time.*

If this is an update to an existing installation of the PowerLever software and the initial logon to the system, a password will have already been defined. Once the PowerLever PC program has been started, the following window will be displayed prompting for entry of the logon password.



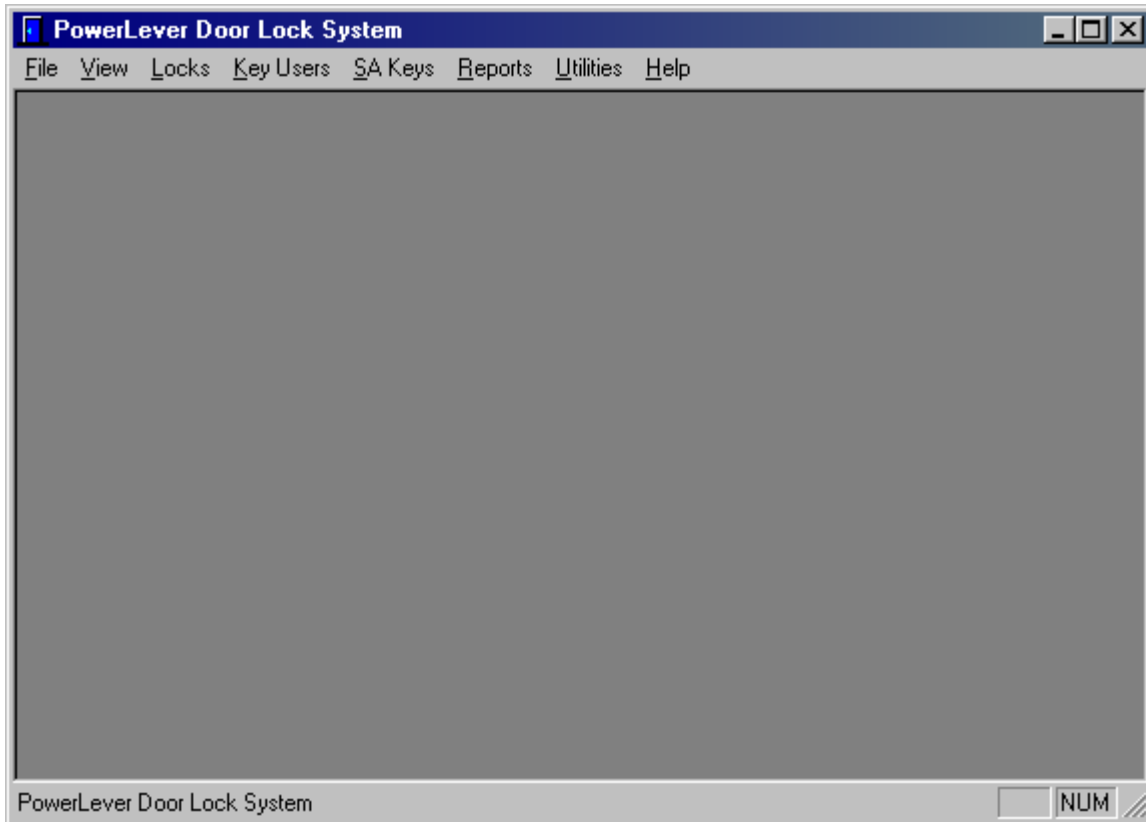
1. Enter your six-character logon password. The characters you enter will not be displayed on the screen but will be represented by “*****”.

Note: *The logon password must be exactly six characters and can consist of numbers, characters, spaces and special characters (e.g., “~”, “!”, “@”, “#”, “\$”, “%”, etc.). It is important that you remember this password. If you forget your password, contact Customer Service.*

2. Click on the **OK** button. The Main Menu will be displayed.

IV. Main Menu Display

Once the Logon Password has been entered and accepted, the main window for the PowerLever Door Lock System will be displayed.



There are 8 drop down menus that are available from the main window:

1. **File**
2. **View**
3. **Locks**
4. **Key Users**
5. **SA Keys**
6. **Reports**
7. **Utilities**
8. **Help**

See the appropriate section in the manual for more detail on each of the options that are available from the menus.

Note: *The logon key (S key) programmed during the initial logon to the PowerLever Door Lock System must remain in the PC key reader while selecting all software menu items.*

V. System Setup

System default values that you may want to change are found under the Change System Settings option which is accessed from the Utilities Menu. Refer to the "Change System Settings" section for more detail.

Now you are ready to begin performing operations to define the locks and users in your system. Proceed with the following sections.

System Startup Activities

Before the PowerLever System can be used for normal operation, the locks and the various people who will be accessing the PowerLever software and locks must have their assigned roles identified and entered into the System. All locks to be controlled by the PowerLever software must be identified by model and serial number. If keys will be used for Model 455x locks, those Key Users must be defined to the system and their keys created.

The following lists identify tasks and denote the order in which you would perform many of the initial lock and user setup activities.

Add Locks and Users to System

The following lists the activities that must be performed to add a lock and its users to the system using the PowerLever PC program. The instructions for performing these activities are located on the indicated pages.

1. Add Locks to System (page 37)
2. For Model 455x only, Define Lock Holiday Settings (page 42) or Copy Lock Holiday Settings (page 46)
3. For Models 3000, 35xx and 455x only, Define a New Access Schedule (page 46) or Copy an Existing Access Schedule (page 62)
4. Create a New Access User List (page 48) or Copy an Existing Access User List (page 62)
5. For Model 455x only, Add Key Users to System (page 91) or Define Key Access User List (page 53)
6. Optionally, Change Access User Settings (page 63)
7. Optionally, Change Group Statuses (page 64)
8. Take SA Smart Key or Palm organizer to lock and load the User Table that was defined at the PC.

Note: See Appendix B for System Process Flow Charts.

System Maintenance Activities

The following lists identify tasks for performing many of the ongoing system maintenance activities required for operation.

Lock and User Maintenance

The following lists operations that may be performed after locks and users have been defined. The instructions for performing these activities are located on the indicated pages.

1. Delete Locks (page 70)
2. Change Lock Name and Lock Location (page 72)

3. Change Access User Names (page 73)
4. Add Access Users to Locks (page 76)
5. Delete Access Users from Locks (page 79)
6. Change Lock and Access User Settings (page 81)
7. Store Lock User Table (page 87)

Reporting Capabilities

The following lists the operations that are used to report on different pieces of system information. The instructions for performing these activities are located on the indicated pages.

1. Audit Download Report (page 105)
2. User Table Download Report (page 107)
3. For Model 455x only, List Lock Data Stored on Palm Organizer (page 109)
4. List Locks Defined in System (page 112)
5. For Model 455x only, List Key Users Defined in System (page 114)
6. List Activity Log (page 115)
7. List Archived Activity Log Report (page 116)

System Utilities

The following lists the operations that are used to change pieces of information in the overall system definition. The instructions for performing these activities are located on the indicated pages.

1. Change Logon Password (page 117)
2. Make New Logon Key (page 118)
3. Change Serial Port Settings (page 119)
4. Change System Settings (page 121)
5. For Model 455x only, Change DST Settings (page 122)
6. Archive Activity Log (page 124)

Software Conventions

The PowerLever program is operated through multiple windows and conforms to Windows conventions. Enough detail is included in this manual to enable a non-experienced user to follow the required procedures.

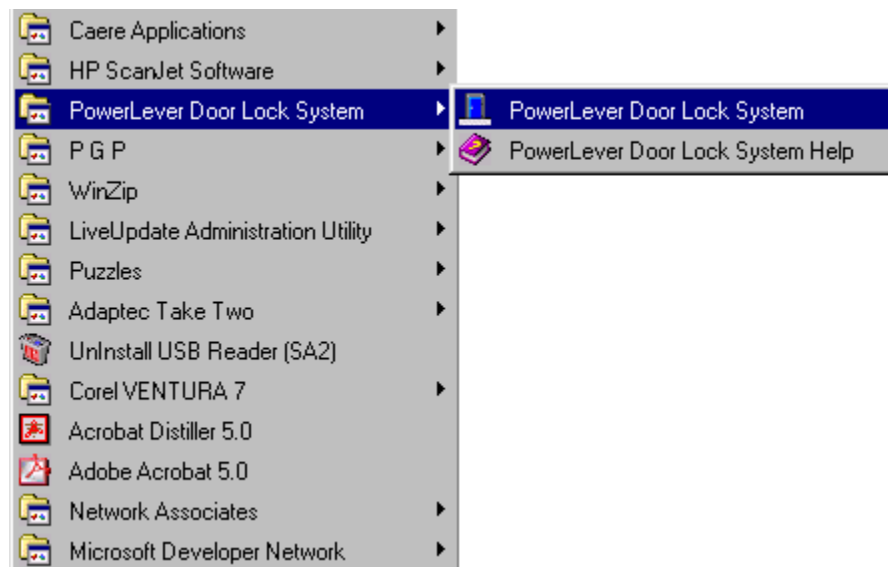
The screens in this manual reflect PowerLever programs that are running under Windows 95 and Windows 98. If you are using Windows NT or Windows 2000, the format of the screens will differ slightly but the program operation will be the same. If you have PowerLever Models 3000, 35xx or 455x, Lock Access Schedule information will be displayed on some software windows. This information will not be displayed for PowerLever Models 2000 and 2500. These differences are noted throughout the documentation.

Logging On

Before loading the PowerLever PC Program, ensure that the program is not already loaded in Windows.

To start the PowerLever program:

1. Click on the **Start** icon from the Windows task bar.
2. Select the **Programs** menu folder.
3. Select the **PowerLever Door Lock System** menu item.



4. Click on the **PowerLever Door Lock System** program option.
5. Insert one S logon key into the key reader.

Note: *If you insert more than one S key into the key reader, you will get an error message that indicates that the logon key cannot be found.*

6. The following window will be displayed prompting for entry of a logon password.

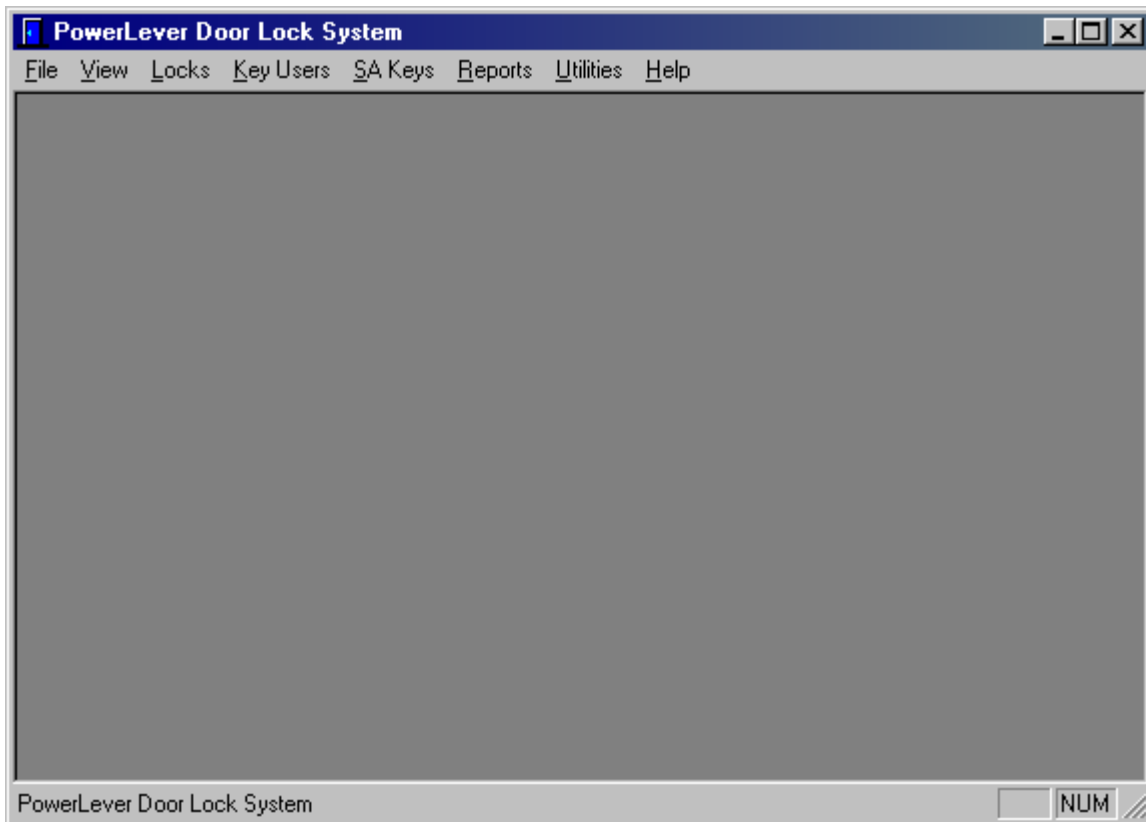


7. Enter your six-character logon password. The characters you enter will not be displayed on the screen but will be represented by "*****".

Note: *The logon password must be exactly six characters and can consist of numbers, characters, spaces and special characters (e.g., "~", "!", "@", "#", "\$", "%", etc.). It is important that you remember this password. If you forget your password, contact Customer Service.*

8. Click on the **OK** button.

The main window for the PowerLever Door Lock System will be displayed.

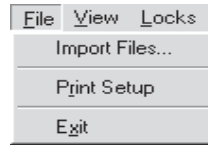


There are 8 drop down menus that are available from the main window:

1. **File**
2. **View**
3. **Locks**
4. **Key Users**
5. **SA Keys**
6. **Reports**
7. **Utilities**
8. **Help**

See the appropriate section in the manual for more detail on each of the options that are available from the menus.

The first option on the Main menu is “File.” This option is used to import data files from a separate Doorlock installation, select the Print Setup dialog box and to exit the PowerLever Door Lock System. To access the “File” option, select **File** from the Main menu. The File menu is displayed.



Import Files

This function is used to import a set of locks, lock users, key users, and the activity log from an earlier or separate Doorlock installation, or another computer. In order to do this, you may need a logon password and a logon key, depending on the version of files being imported.

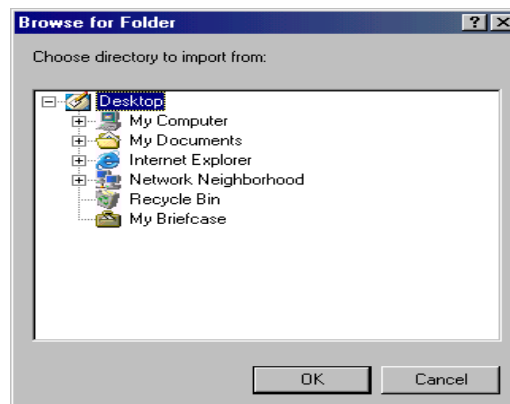
Note: *If the files you are trying to import have a different company number than your current installation, an error message will be displayed and the import process will halt.*

If you are importing files from computer A to install on computer B, you will have to copy the following files in the DoorLock subdirectory from computer A and move these files to computer B:

- Lock.dbf
- Lock.mdx
- Lockuser.dbf
- Lockuser.mdx
- Keyuser.dbf
- Keyuser.mdx
- Activity.dbf
- Activity.mdx

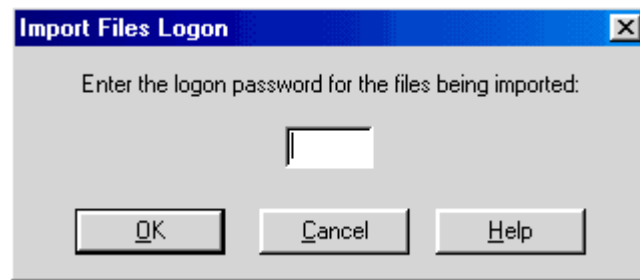
To import lock data files, complete the following steps from the File menu:

1. Select **Import Files**. A dialog will be displayed to select the directory where the files to be imported are located.



2. Once you have selected the directory that the files to be imported are in, click **OK**. If a logon is required by the files being imported, you will be prompted with the Import Files Logon dialog.

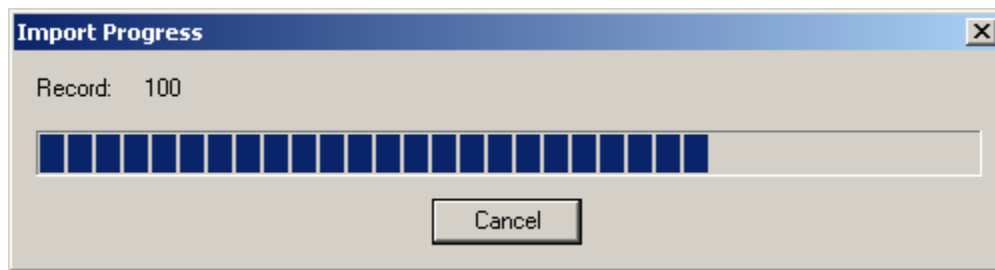
When you import files from an earlier or separate Doorlock installation, you may be required to provide either a password or a password with key to access the files. You will need to successfully logon to the files being imported before the import process will begin.



3. In the field provided, type the logon password for the files being imported and click **OK**. The system will verify the password is valid and import the files. If a logon key is required, you will be prompted to place it in the key reader.

Note: *The logon password must be exactly six characters and can consist of numbers, characters, spaces and special characters (e.g., “~”, “!”, “@”, “#”, “\$”, “%”, etc.). It is important that you remember this password. If you forget your password, contact Customer Service.*

4. After logging onto the files, if required, a progress dialog will be displayed.



If any errors or data conflicts with your existing locks occur, an error message will be displayed at the end of the import process. A listing of any errors is created in a file called “err_log.txt”.

Print Setup

Clicking on Print Setup brings up the Print Setup dialog box with the default printer listed, enabling the user to select another printer, set the Properties of the printer selected, and specify Paper and Orientation information.

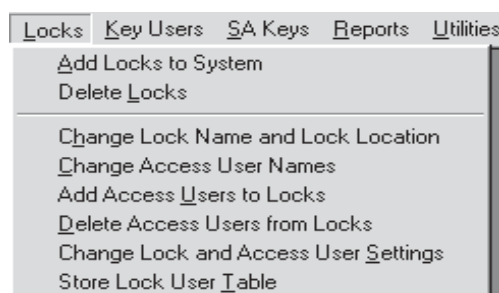
Exit

To exit the PowerLever Door Lock System, click the File menu and select Exit.

The second option on the Main menu is “View.” This option is used to show or hide the Status Bar.



The third option on the Main menu is “Locks.” This option is used to add locks to the system, delete locks from the system, modify the name and location data for a lock, modify the name of a lock user, assign/add/delete users to/from a lock, change lock and access user settings, and store the lock user table(s) for an existing lock(s) on an SA key or Palm Organizer. To access the “Locks” option, select **Locks** from the Main menu. The Locks menu is displayed.



Add Locks to System

This option allows the operator to input the following lock parameters: lock serial number, lock model, lock name, lock location data, lock access schedules (i.e., the time or shift during which users can open the lock) (for Models 3000, 35xx and 455x only), and an initial user table (i.e., the users assigned to the lock). If you choose a Model 2500 or 35xx lock, you will also be asked to select a User ID length. This length must match the length that is defined at the lock itself. For the Model 455x lock, the operator must specify a site number and may define lock holiday settings.

The lock serial number may be found on a label affixed to the bag containing the PowerLever Door Lock Series documentation. If the serial number was not recorded at lock installation and the documentation bag is not available, an alternate method may be used to obtain the serial number. Follow the steps to Retrieve Audit Records summarized in Appendix B. Then display the audit download report which will list the serial number. Refer to the “Report Audit Download” section of this manual under Reports.

To define lock parameters, complete the following steps from the Locks menu:

1. Select **Add Locks to System**. The Add Locks to System window is displayed. This window will change depending on which lock model is selected.

Note: *The initial lock model selected is the Default Lock Model specified in the system settings. To change this setting, see “Change System Settings” in the Utilities menu.*

2. For **Lock Serial Number**, enter the six-digit serial number for the lock.

Note: *The lock serial number may be found on a label affixed to the bag containing the PowerLever Door Lock Series documentation. If the serial number was not recorded at lock installation and the documentation bag is not available, an alternate method may be used to obtain the serial number. Follow the steps to Retrieve Audit Records summarized in Appendix B. Then display the audit download report which will list the serial number. Refer to the “Report Audit Download” section of the manual under Reports.*

- Specify the **Lock Name** and **Lock Location** data in the appropriate fields. The **Lock Name** field will accept a maximum of 15 characters, and the **Lock Location** field will accommodate 80 characters including line feeds. Lock Name and Lock Location are default field titles that may be changed by the user. To change these titles, click **Utilities** from the Main menu and select **Change System Settings**. For example, **Lock Name** might be changed to **Door Number**, and **Lock Location** might be changed to **Door Location**. You will notice that these are the field titles used throughout the remainder of this manual.
- You must next select the **Lock Model** type of the lock that you are adding to the system. Click on the appropriate button for the Model number.

Additional lock parameters unique to certain models are also specified in the Add Locks to System window. These parameters will be described in the following model specific sections.

Model 2000 and 3000 Locks

Model 2000 and Model 3000 locks feature keypad Access Users in the ID range of 00 to 99. The Model 2000 lock will support up to 40 Access Users with no Access Schedule or Holiday support. The Model 3000 lock will support up to 99 Access Users and up to 6 Access Schedules with no Holiday support. After selecting Model 2000 or Model 3000 on the Add Locks to System dialog, the number of users supported will display. The User ID Length field will be set to 2 digits. This value cannot be changed for these models.

- After completing all entries in the Add Locks to System window, click **OK**.
- For the Model 3000, the Define Access Schedules window is displayed. Two options are available for specifying the access schedules. You can 1) define a new access schedule, or 2) copy an existing access schedule from another lock. Each of these options is described in the “Define a New Access Schedule” and “Copy an Existing Access Schedule” sections. Refer to the appropriate section for instructions.

- For the Model 2000 and Model 3000, you can now specify the users that will be assigned to the lock. Two options are available for specifying the user list. You can 1) define a new user list, or 2) copy an existing user list from another lock. Each of these options is described in the “Create a New Access User List” and “Copy an Existing Access User List” sections. Refer to the appropriate section for instructions.
- After the Access User List is specified and the lock is completely set up, the List of Locks Processed window will display. This dialog will allow you to view the locks added and complete user table information, send the lock data to an SA key, or add more locks to the system. Refer to the “List of Locks Processed” section for instructions.

Model 2500 and 35xx Locks

Model 2500 and Model 35xx locks feature keypad Access Users with variable length user IDs. When 1-digit user IDs are used, both lock models will support up to 10 Access Users with an ID range of 0 – 9. When 2-digit user IDs are used, the Model 2500 lock will support up to 40 Access Users (00 – 99 ID range) with no Access Schedule or Holiday support. The Model 35xx lock will support up to 99 Access Users (00 – 99 ID range) and up to 6 Access Schedules with no Holiday support.

- After selecting Model 2500 or Model 35xx on the Add Locks to System dialog, select the number of digits to use for User ID Length. The total number of users will be adjusted to reflect the setting.
- After completing all entries in the Add Locks to System window, click **OK**.
- For the Model 35xx, the Define Access Schedules window is displayed. Two options are available for specifying the access schedules. You can 1) define a new access schedule, or 2) copy an existing access schedule from another lock. Each of these options is described in the “Define a New Access Schedule” and “Copy an Existing Access Schedule” sections. Refer to the appropriate section for instructions.

- For the Model 2500 and Model 35xx, you can now specify the users that will be assigned to the lock. Two options are available for specifying the user list. You can 1) define a new user list, or 2) copy an existing user list from another lock. Each of these options is described in the “Create a New Access User List” and “Copy an Existing Access User List” sections. Refer to the appropriate section for instructions.
- After the Access User List is specified and the lock is completely set up, the List of Locks Processed window will display. This dialog will allow you to view the locks added and complete user table information, send the lock data to an SA key, or add more locks to the system. Refer to the “List of Locks Processed” section for instructions.

Model 455x Lock

Model 455x locks feature a total of 3,000 Keypad Users and Key Access Users, 18 Holidays, and 6 Access Schedules. In addition to the lock parameters that are common to the Models 2000, 2500, 3000, and 35xx, several other parameters must be defined within the Add Locks to System dialog for the Model 455x lock.

Note: Before you can define the Key Users who will have access to the individual 455x locks, the Key Users must be added to the PowerLever System using “Add Users to System” menu item under Key Users.

- For **Site Number**, enter a six-digit number. To assign key users to the lock, the **Site Number** must match the key users to assign. You may also select the **Site Number** from the drop down list of previous site numbers.
- Check the “Lock adjusts for Daylight Saving Time” box to set up automatic adjustment for DST.
- Check the “Assign PINs for Keypad Users” box to assign default, randomly generated PINs for assigned users. If this box is not checked, user PINs will default to all 0s. In either case, a user’s PIN will not open the lock until it has been changed.

4. Next, select the PIN length that is programmed at the lock. The PIN length is used in the PowerLever Door Lock System only to determine the length of default PINs assigned. **The actual PIN length used by the lock is set up when the user table is configured while the lock is in shelved mode.** Refer to the lock Operating Instructions for more details on configuring the user table.
5. Next, configure the lock user table settings by specifying the number of key users for which the lock has been configured. The total number of lock users is 3,000, made up of a combination of Keypad Users and Key Users. **Note that the number of Key Users and Keypad Users must both be multiples of 5. Again, the actual number of Key Access Users programmed at the lock is set up when the user table is configured while the lock is in Shelved Mode.** The number of keypad users configured will affect the length of the User ID entered at the lock for access. Check the following table for the length of the User ID.

<u>Number of Keypad Users</u>	<u>Keypad User ID Length</u>
0	Not Applicable
5 to 10	1 Digit
15 to 100	2 Digits
105 to 1,000	3 Digits
1,005 to 3,000	4 Digits

Note: *If the number of Key Users and/or Keypad User PIN length is defined differently in the PowerLever Door Lock System than at the lock, the user table data in the lock may be used to update the PC database. The Access User Table for a lock (stored as a database file on the PC) can be updated at the time that the Report option is selected with the user table data retrieved from the lock via an SA Key or the Palm organizer. Since user table data retrieved from a lock will include any changes (number of Key Users, Keypad User PIN length, user additions or deletions) that have been made manually at the lock, this data may optionally be used to update the lock user table on the PC. This process enables user table data in the PC to always be synchronized with lock data.*

6. After completing all entries in the Add Locks to System window, click **OK** to process.
7. The Define Lock Holiday Settings dialog will display. Two options are available for specifying the lock holiday settings. You can 1) define new lock holiday settings, or 2) copy the lock holiday settings defined for a previously added lock. Each of these options is described in the “Define Lock Holiday Settings” and “Copy Lock Holiday Settings” sections. Refer to the appropriate section for instructions.
8. After defining the holiday settings, the Define Access Schedules dialog will display. You can now specify the access schedules for the lock. Two options are available for specifying the access schedules. You can 1) define a new access schedule, or 2) copy an existing access schedule from another lock. Each of these options is described in the “Define a New Access Schedule” and “Copy an Existing Access Schedule” sections. Refer to the appropriate section for instructions.
9. Next, the Access User list must be defined. Two options are available for specifying the user list. You can 1) define a new user list, or 2) copy an existing user list from another lock. Each of these options is described in the “Create a New Access User List” and “Copy an Existing Access User List” sections. Refer to the appropriate section for instructions. If the number of keypad users specified is not zero, the Define Keypad Access User List dialog will display.

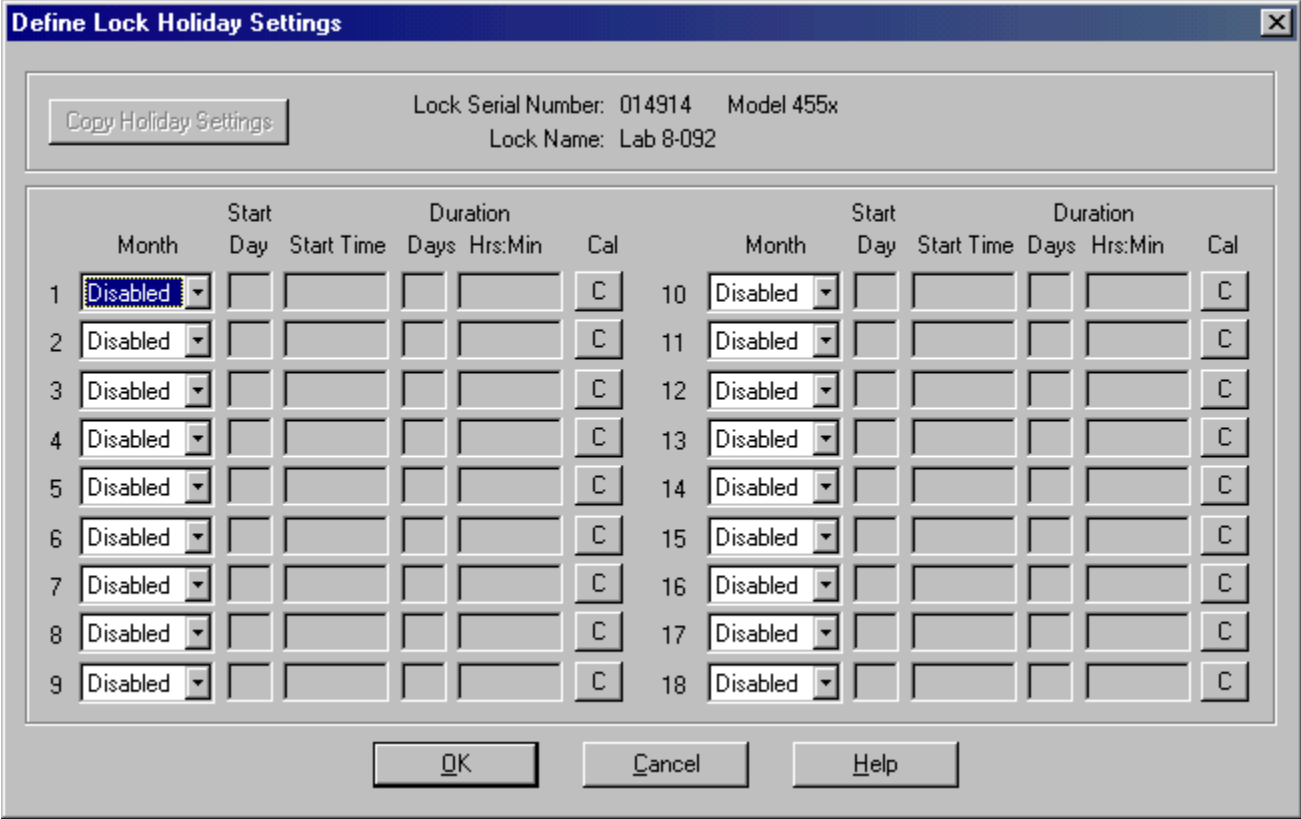
- 10. Finally, if the number of key users specified is not zero and there are Key Users defined for the lock's Site Number, the Define Key Access User List dialog will display. Refer to the "Define Key Access User List" section for instructions.
- 11. After the Access User List is specified and the lock is completely set up, the List of Locks Processed window will display. This dialog will allow you to view the locks added and complete user table information (including default PIN for Model 455x keypad users added), send the lock data to an SA key or Palm organizer, or add more locks to the system. Refer to the "List of Locks Processed" section for instructions.

Define Lock Holiday Settings

Model 455x locks have eighteen (18) available holidays that can be defined. A lock holiday prevents Keypad Access Users, Key Access Users, and Service Users from opening the lock during a scheduled holiday period.

Note: Key Access Users may be programmed for lock access during holidays by selecting the "Allow Access During Holidays" checkbox either during the **Add Users to System** operation or the **Change User Time Windows** operation.

Holidays are defined by selecting a specific day of the year and specifying the start time and duration of the holiday for that date. After completing the Add Locks to System data entry for a Model 455x lock and clicking **OK**, the following dialog will display for defining lock holidays.



Two methods may be used to define lock holiday settings.

To define new lock holiday settings using Method 1, complete the following steps from the Define Lock Holiday Settings window:

1. Starting on line 1, select the month using the pull-down arrow under the **Month** field.
2. Tab to the **Start Day** field and enter the day.
3. Tab to the **Start Time** field and enter the time that the holiday starts. The time must be entered in 24-hour format (e.g., 00:00), with a range of 00:00 to 23:59. The default **Start Time** is 00:00.
4. Tab to the **Duration Days** field and enter the number of days; the maximum is 45.
5. Tab to the **Duration Hrs:Min** field and enter the duration in 24-hour format (e.g., 00:00), with a range of 00:00 to 23:59. The default **Duration Hrs:Min** is 00:00.
6. To specify additional holidays for the lock, repeat steps 1-5 using the subsequent lines in each column. Specify the holidays desired, leaving undefined holidays as **Disabled** in the list box. Once defined, click **OK** to process.

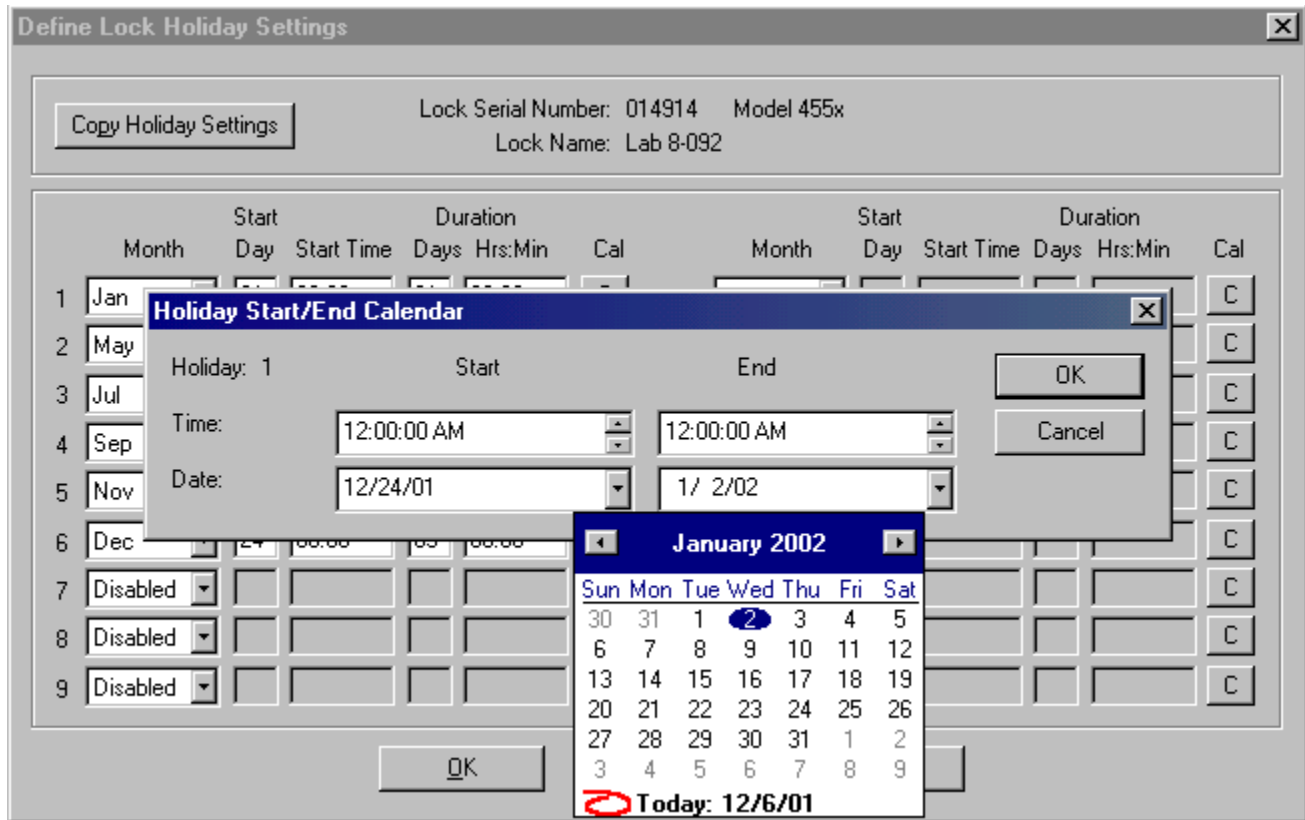
Note: *Holiday settings remain in the lock indefinitely. These settings should be changed annually to adjust for holidays that change date from year to year, based on the day of week, for example.*

To define new lock holiday settings using Method 2, complete the following steps from the Define Lock Holiday Settings window:

1. Starting on line 1, click on the **C** (Calendar) button. The following dialog will display showing the Holiday Start/End Calendar for Holiday 1.

Holiday: 1	Start	End	
Time:	12:00:00 AM	12:00:00 AM	OK
Date:	1/ 1/01	1/ 2/01	Cancel

2. Enter the Start and End times in the **Time** field.
3. Enter the Start and End dates in the **Date** field. Optionally, a calendar may be used to help in defining the dates. Click on the pull-down arrow under the Start or End Date fields to display the calendar. The dialog below illustrates the use of the calendar to define Start and End dates for a holiday period.



4. When the Start and End times and dates are entered, click on the **OK** button in the Holiday Start/End Calendar dialog.
5. To specify additional holidays for the lock, repeat steps 1-4 using the subsequent lines in each column. Specify the holidays desired, leaving undefined holidays as **Disabled** in the list box. Once defined, click **OK** to process.

A sample window with holiday data defined is included here for reference.

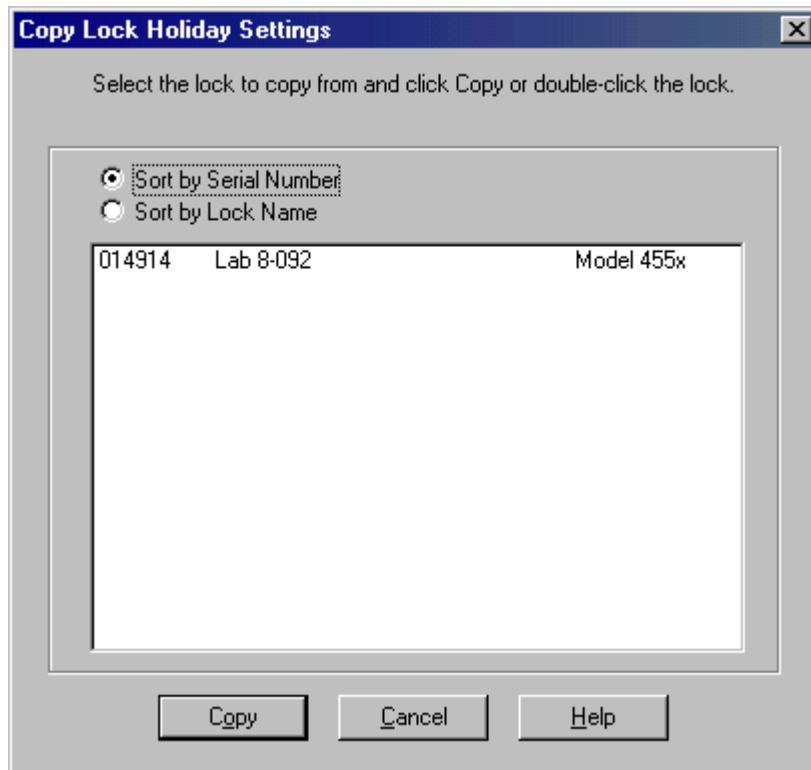
Define Lock Holiday Settings ✕

Lock Serial Number: 014914 Model 455x
Lock Name: Lab 8-092

	Start						Duration					
	Month	Day	Start Time	Days	Hrs:Min	Cal	Month	Day	Start Time	Days	Hrs:Min	Cal
1	Jan	01	00:00	01	00:00	C	10	Disabled				C
2	May	28	00:00	01	00:00	C	11	Disabled				C
3	Jul	04	00:00	01	00:00	C	12	Disabled				C
4	Sep	03	00:00	01	00:00	C	13	Disabled				C
5	Nov	23	00:00	01	00:00	C	14	Disabled				C
6	Dec	24	00:00	09	00:00	C	15	Disabled				C
7	Disabled					C	16	Disabled				C
8	Disabled					C	17	Disabled				C
9	Disabled					C	18	Disabled				C

Copy Lock Holiday Settings

To copy the lock holiday settings defined for a previously added lock, click the **Copy Holiday Settings** button. A list of existing Model 455x locks will be displayed. Select the lock to copy and click the **Copy** button or simply double-click the lock. The holiday settings will be updated to reflect the holidays of the lock selected. Make any changes for this lock and click **OK** to process.



Define a New Access Schedule

Note: *This option is available for Models 3000, 35xx and 455x only.*

Each Model 3000, Model 35xx or Model 455x lock has six available access schedules that can be defined using the PowerLever PC program. An access schedule is a period of time, or shift, during which users can open the lock. Schedules are defined by selecting the days the schedule is active and specifying the start time and duration of the user's access to the lock. A descriptive schedule name can be assigned to each schedule.

Define Access Schedules

Copy Access Schedules

Lock Serial Number: 014914 Model 455x
Lock Name: Lab 8-092

Lock Access Schedules

Schedule Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Start	Duration	Clear
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear

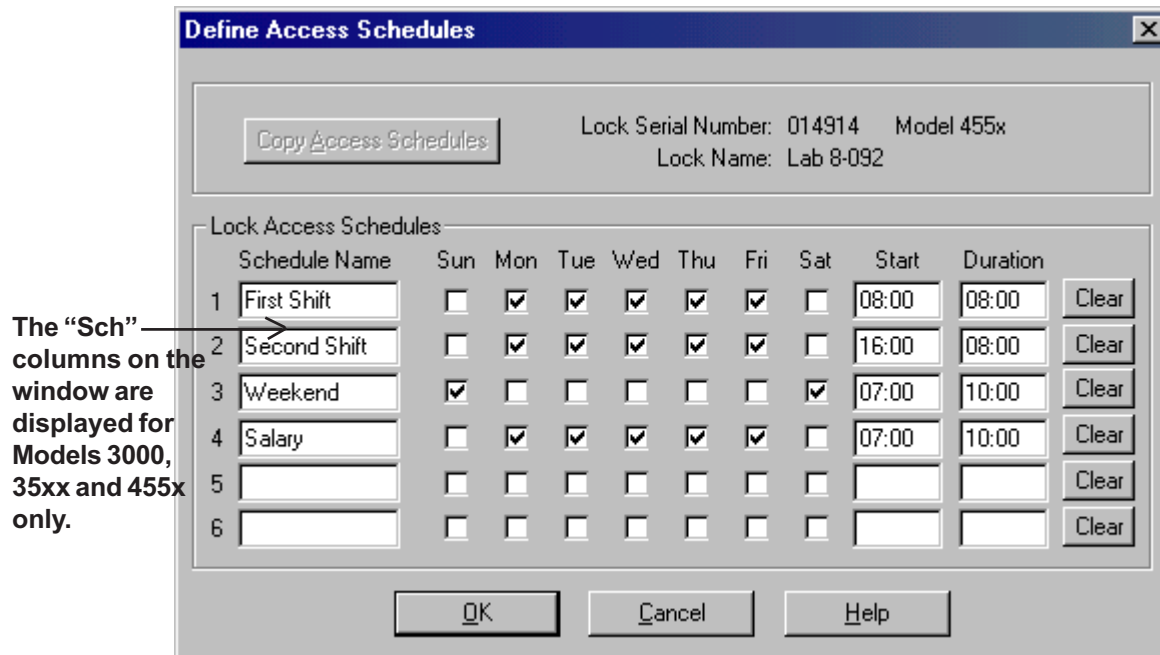
OK Cancel Help

To define a new access schedule for the lock, complete the following steps from the Add Locks to System window:

1. After entering the lock serial number, enter the name of the first access schedule in the first line of the **Schedule Name** column.
2. Select the days for which the first access schedule is active by selecting the check boxes under the appropriate days of the week.
3. In the first line of the **Start** column, enter the time that the access schedule starts. The time must be entered in 24 hour format (e.g., 14:30).
4. In the first line of the **Duration** column, enter the length of the first access schedule in hours and minutes. Do not confuse **Duration** with **End** time (the time that the access schedule ends).

Note: You can select the Clear button to the right of any access schedule to clear the contents of all the fields for that schedule.

5. To specify additional access schedules for the lock, repeat steps 1-4 using the subsequent lines in each column. A sample window with access schedule information defined is included here for your reference.



You can now specify the users that will be assigned to the lock. Two options are available for specifying the user list. You can 1) define a new user list or 2) copy an existing user list from another lock. Each of these options is described in the "Create a New Access User List" and "Copy an Existing Access User List" sections. Refer to the appropriate section for instructions.

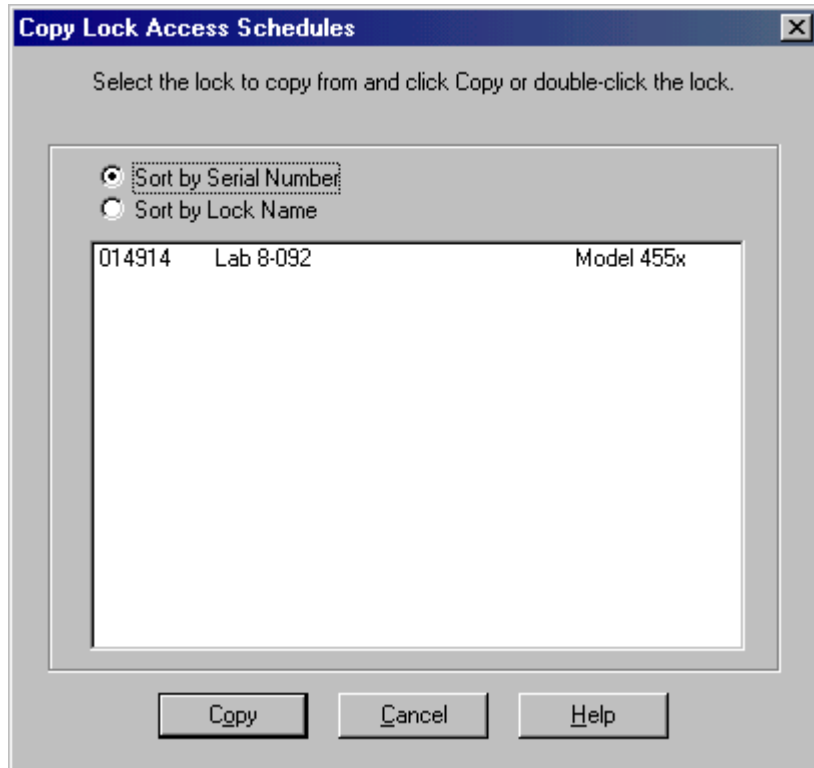
Copy an Existing Access Schedule

Note: This option is available for Models 3000, 35xx and 455x only.

In order for this option to be available, access schedules must have been defined for a Model 3000, 35xx or 455x lock that was previously activated. To copy an existing access schedule for a lock with previously defined parameters, complete the following steps from the Define Access Schedules window:

1. Select the **Copy Access Schedules** button.

The Copy Lock Access Schedules window is displayed.



2. Select the lock from which the access schedule is to be copied and click on the **Copy** button, or double click on the serial number of the lock.

The access schedules of the selected lock now appear in the Define Access Schedules window for the lock to be added.

3. If necessary, modify the access schedule.

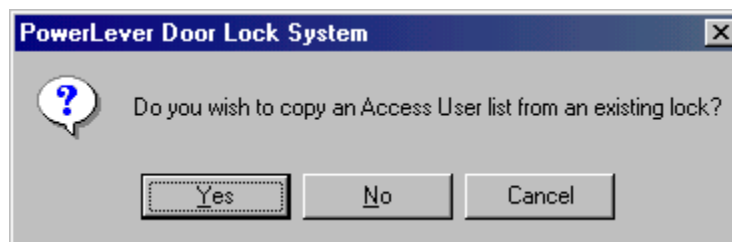
You can now specify the users that will be assigned to the lock. Two options are available for specifying the user list. You can 1) define a new user list, or 2) copy an existing user list from another lock. Each of these options is described in the "Create a New Access User List" and "Copy an Existing Access User List" sections respectively. Refer to the appropriate section for instructions.

Create a New Access User List

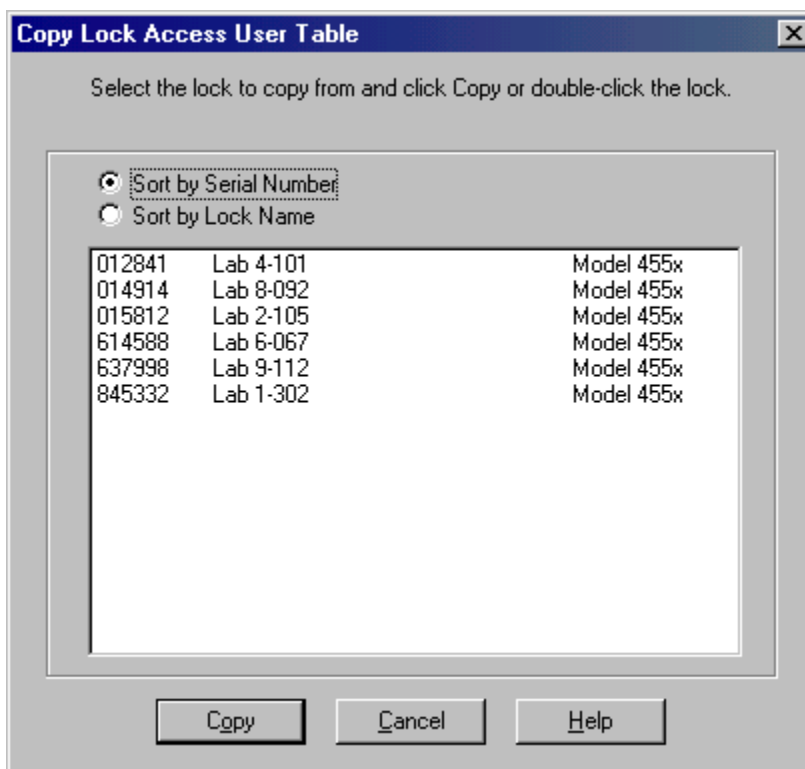
To define a new user list to be assigned to the lock, complete the following steps from the Add Locks to System window:

1. After specifying the access schedule for the lock as described in the previous sections, click on the **OK** button in the Define Access Schedules window.

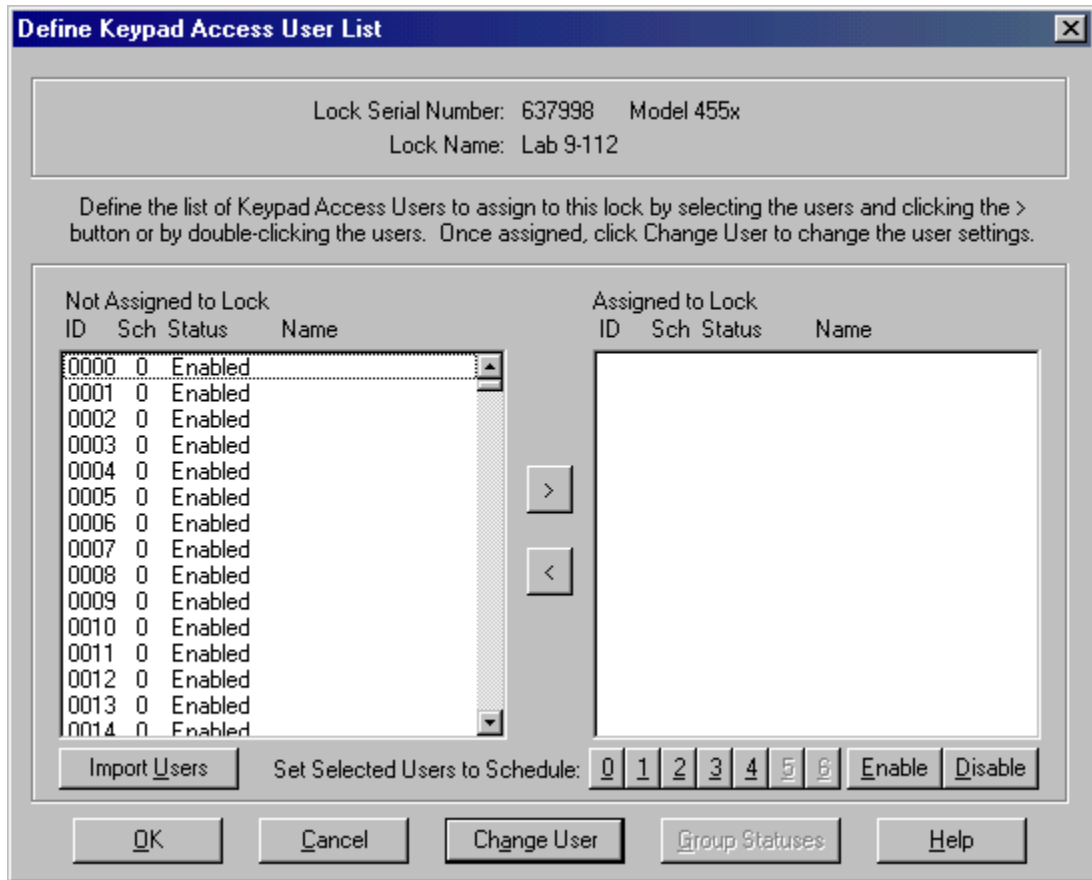
If locks have previously been added to the system, the following message box is displayed.



If you click **Yes**, the Copy Lock Access User Table window is displayed, enabling you to select a lock from which you can copy existing information. Refer to the "Copy An Existing Access Use List" section for instructions.






If you click **No**, or if the lock you are adding is the first lock in the system, you will create a new Access User List using the Define Keypad Access User List window for a Model 2000, 2500, 3000 or 35xx. For a Model 455x, if the number of keypad users defined is not zero, the Define Keypad Access User List dialog will display.



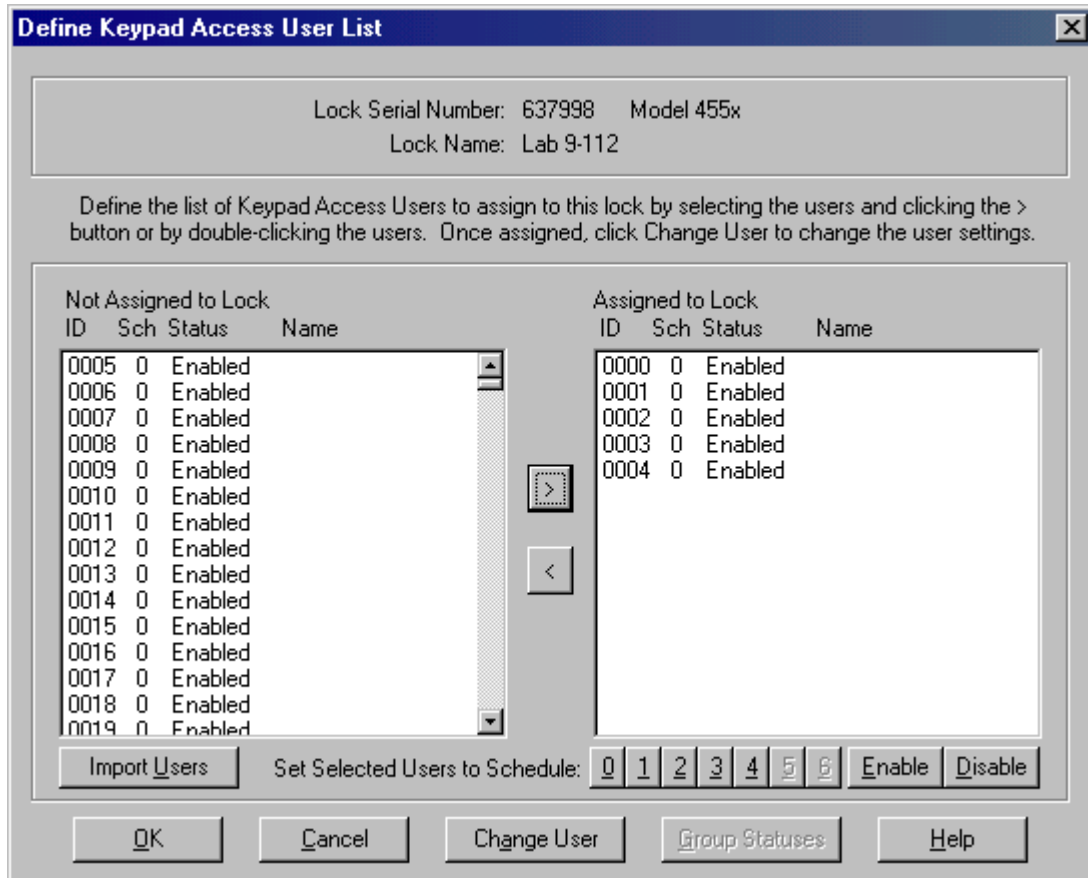
This window enables you to assign Access Users to the lock. The number of users that may be assigned is dependent on the Model type and the length of the User ID. See the Lock Models section on page 1 to determine the number of users allowed. Each user is uniquely identified by a User ID which is 2 digits for a Model 2000 and 3000; or may be defined to a length of 1 or 2 digits for a Model 2500 and 35xx. For a Model 455x lock, the User ID ranges from 1 to 4 digits based on the number of Keypad Users. A user in the “Assigned to Lock” list is assigned to the lock. A user in the “Not Assigned to Lock” list has not been assigned to the lock.

Users are not assigned an access schedule by default. For a Model 3000, 35xx or 455x lock, the “0” in the Access Schedules column indicates that the user can open the lock at any time on any day. This value can be changed to a defined access schedule.

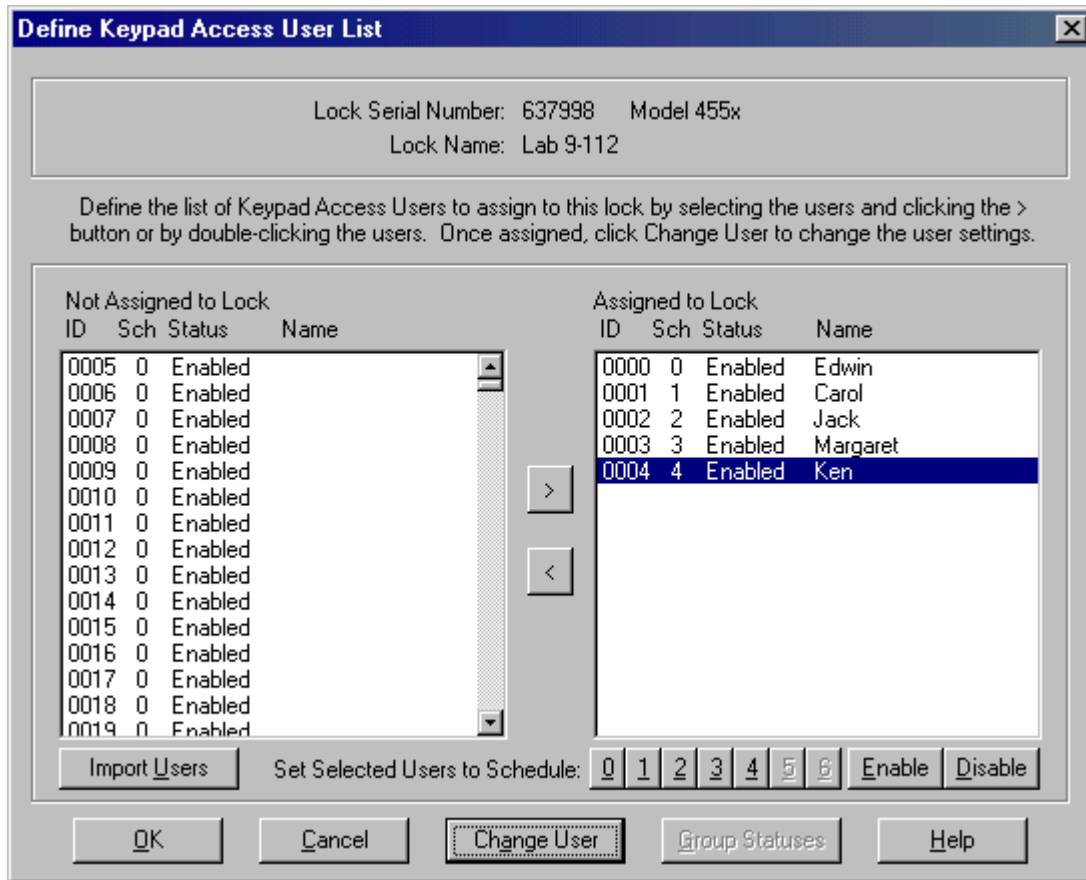
2. You have several options available for assigning users as follows:

- **To assign an individual User ID to a lock**, highlight the User ID in the “Not Assigned to Lock” list box and click the  button or simply double click on the User ID.
- **To assign multiple sequential User IDs to a lock**, click the first ID you want to select, press and hold down the Shift key, click the last ID you want to select, and click the  button. Both IDs and all IDs in between are selected.
- **To assign multiple non-sequential User IDs to a lock**, press and hold down the Ctrl key, click each ID you want to select, and click the  button.

Multiple users can be moved by dragging the mouse over several users with the left mouse button depressed.



The selected User ID(s) will move to the “Assigned to Lock” list box. Using the **Change User** button, you can 1) assign an optional name (maximum of 20 characters), 2) assign an access schedule to each user (for Models 3000, 35xx and 455x only), and 3) change the user’s status. You can also modify the statuses for each group of users (for Models 3000 and 35xx only) using the **Group Statuses** button. Refer to the “Change Access User Settings” or “Change Group Statuses” sections for detailed instructions.



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. To access this function, click the **Import Users** button on the dialog. Refer to the “Import Users” section for detailed instructions.

The method of selecting multiple users can also be used to change the status or schedule definition for multiple users. Select the users to change and click the **Enabled** or **Disabled** button to set the status. Select the users to change and click the number of the Access Schedule desired. Only the available Access Schedule’s buttons are enabled. Select the ‘0’ button to allow access at any time on any day.

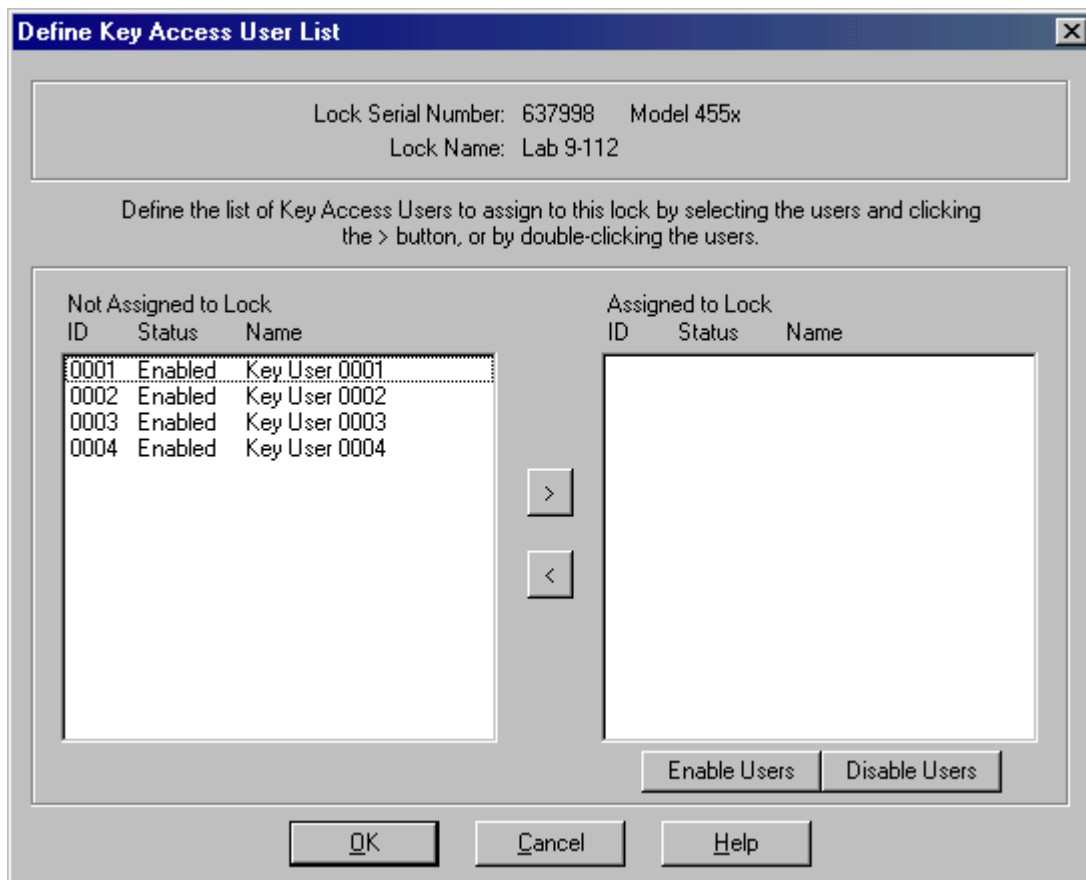
3. If you do not want to change access user settings or change group statuses or import users, click on the **OK** button on the Define Keypad Access User List dialog when complete.

For a Model 455x lock, if the number of Key Users defined is not zero and if Key Users have been created for the lock site, the Define Key Access User List dialog will display. Refer to the following “Define Key Access User List” section for detailed instructions. If the number of key users defined is zero, the List of Locks Processed window will instead be displayed. Refer to the “List of Locks Processed” section for detailed instructions.

Define Key Access User List (for 455x)

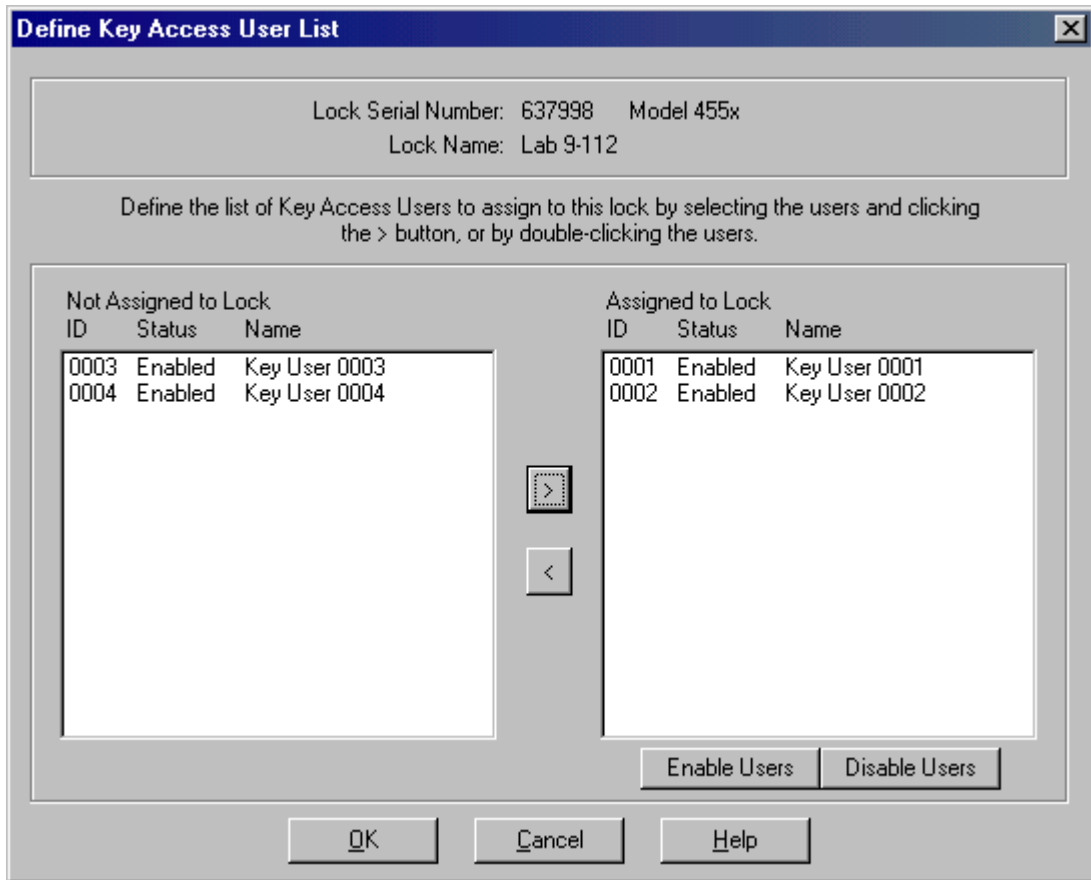
PowerLever Model 455x locks support Key Access Users in addition to Keypad Access Users. Key Access Users must be added to the PowerLever System before they can be assigned to a lock. To add Key Access Users to the system, click **Key Users** from the Main Menu and select **Add Key Users to System**. Refer to the “Add Key Users to System” for instructions.

For a Model 455x lock, if the number of Keypad access users specified is not zero, the Define Keypad Access User List dialog will display after access schedules are specified. After the Keypad Access User List is defined, or if there are no keypad access users specified for the lock, the Define Key Access User List dialog will display but only if the number of Key Users specified is not zero. This window allows you to set up the Access Users that can open a lock using a key.



Select the Key Access Users to assign to this lock by selecting the Access Users in the Not Assigned to Lock list box and clicking the > button or double-clicking the users. The Access Users will move to the Assigned to Lock list box. To remove Access Users from the lock, select the users and click the < button.

Multiple users can be moved by dragging the mouse over several users with the left mouse button depressed. Also, the Ctrl and Shift keys can be used to select multiple users individually or as a group.



Changing a Key Access User's Status

The method of selecting multiple users can also be used to change the status for multiple users. Select the users to change and click the **Enable Users** or **Disable Users** button to set the status.

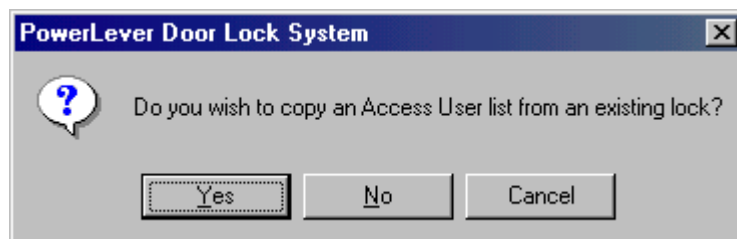
Once the appropriate Key Access Users for this lock have been assigned and their statuses established, click **OK** to process. The List of Locks Processed will be displayed. Refer to the following "List of Locks Processed" section.

Copy an Existing Access User List

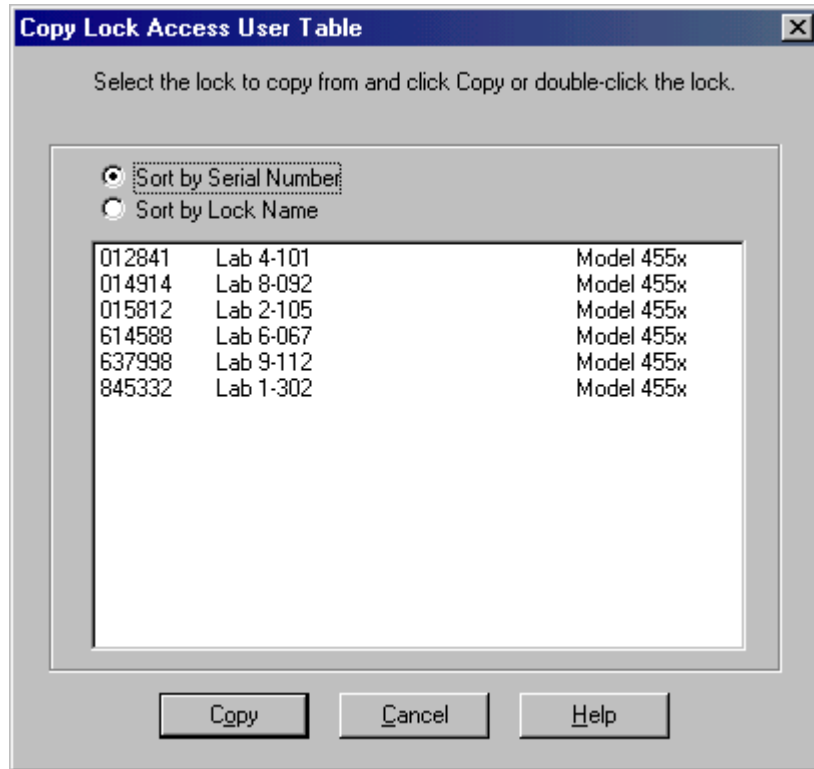
To copy an existing user list, complete the following steps from the Add Locks to System window:

1. After specifying the access schedule for the lock as described in the previous sections, click on the **OK** button in the Define Access Schedules window.

If locks have previously been added to the system, the following message box is displayed.

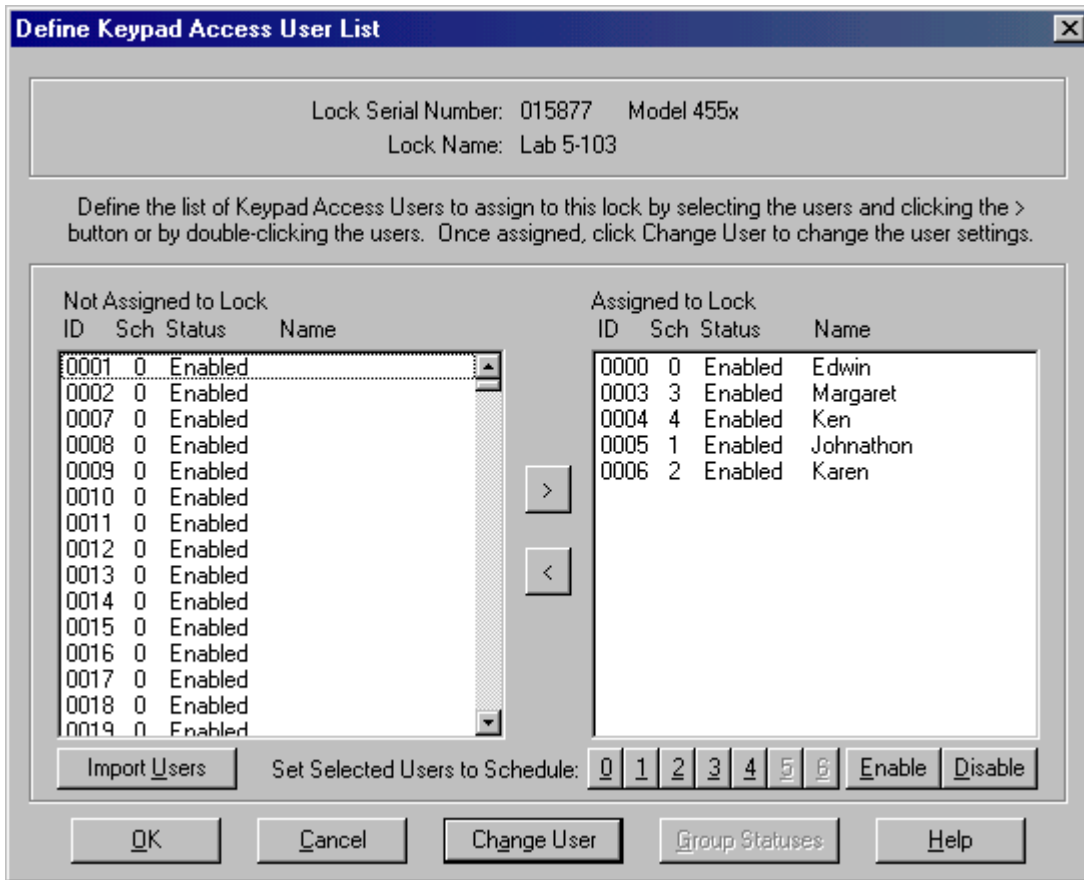


Click on the **Yes** button, and the Copy Lock Access User Table window is displayed.



2. Select the lock from which the user list is to be copied and click on the **Copy** button, or double click on the serial number of the lock.

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

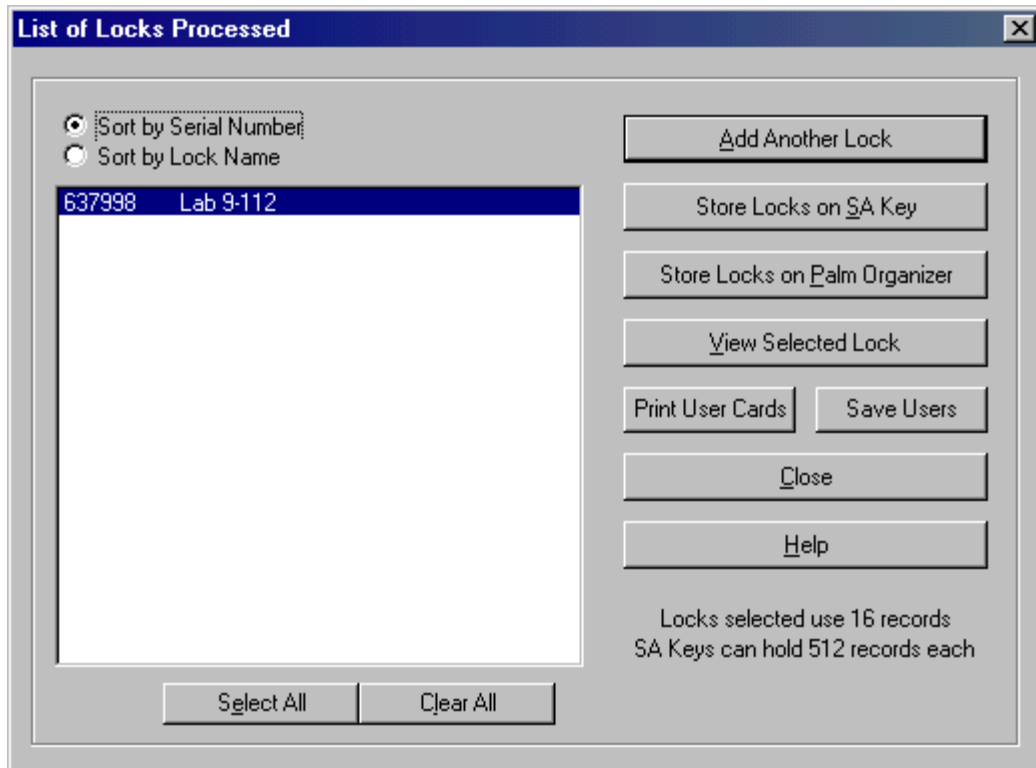


3. Modify this list as needed. You can use the **Change User** or **Group Statuses** buttons to change access user settings or to enable/disable groups of users. Refer to the “Change Access User Settings” or “Change Group Statuses” sections for more detailed information.
4. Click on the **OK** button 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 for instructions.

List of Locks Processed

The List of Locks Processed dialog will display after each lock processed during the Add Locks to System, Add Access Users to Locks, Delete Access Users from Locks, Change Lock and Access User Settings, and Store Lock User Table functions. It allows the operator to review changes made (including PIN data for Model 455x lock users) to locks during the current operation, add or change more locks, and store the lock data on an SA Key or Palm organizer.



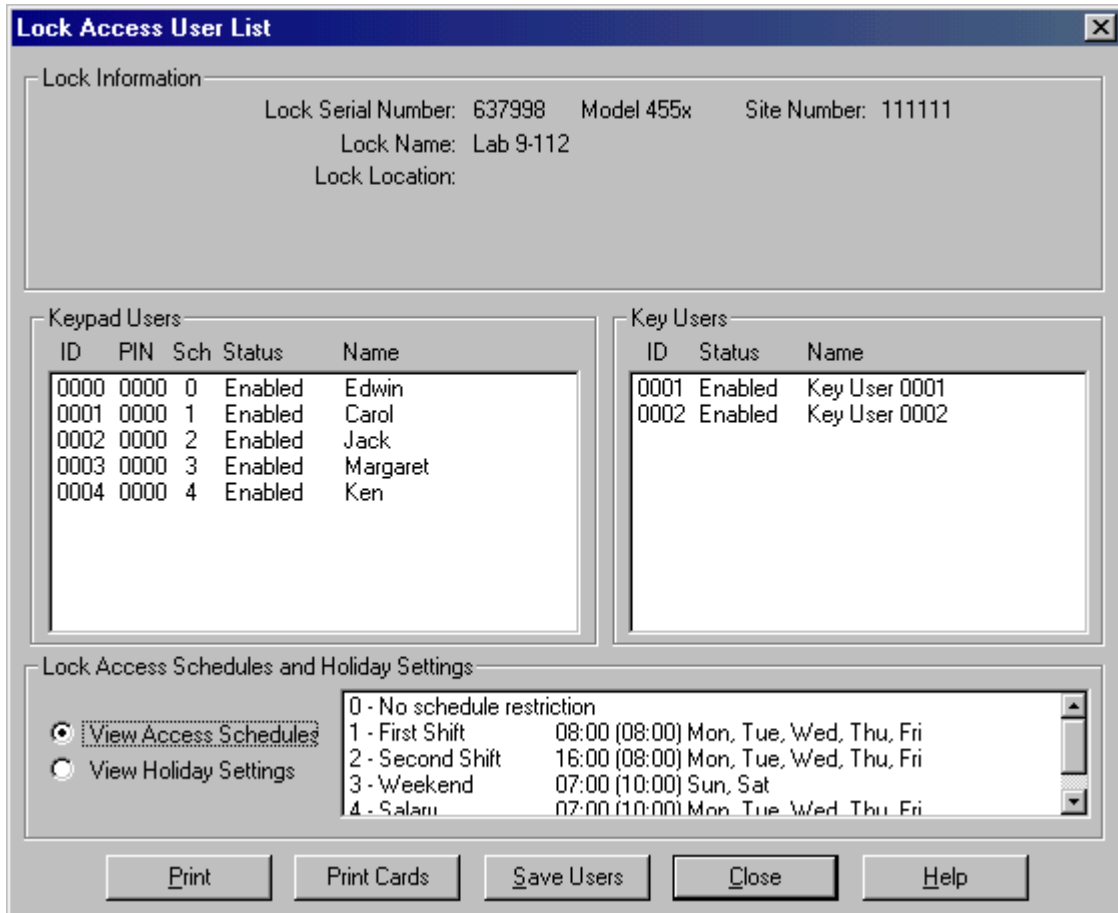
WARNING: *If you have added Keypad Users to a lock with PINs assigned, you must print the User Cards before you store the information on an SA Key or Palm organizer in order to know what the pre-assigned PINs are. Each PIN must be changed at the lock before the Keypad Access User can open the lock .*

To process more locks, click the first button on the right. The name of this button will vary according to the function. It will read **Add Another Lock**, **Add Users to Another Lock**, **Delete Users from Another Lock**, **Change Settings for Another Lock**, or **Store Lock User Table**.

To view the lock and Access User data for a lock listed, select that lock only in the list displayed and click the **View Selected Lock** button. If no locks are selected or more than one lock is selected, the following message will display.



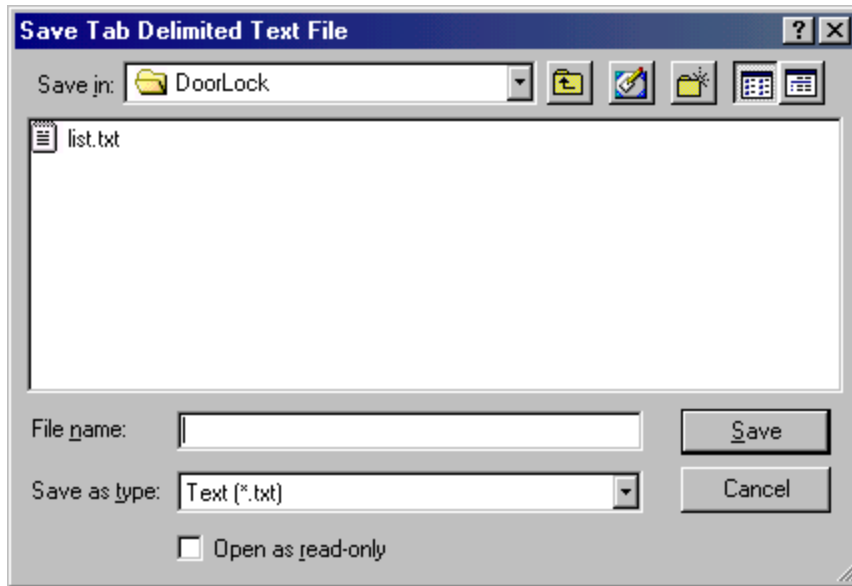
Otherwise, the Lock Access User List will display containing the user list, holiday settings (Model 455x only) and access schedules (Models 3000, 35xx, and 455x only) for the lock, assuming the current operation is completed.



If deleting Access Users from locks, the users removed will not display. If adding Access Users to locks or adding locks, however, the users assigned will display.

Click the **Print** button or the **Print Cards** button on the Lock Access User List dialog to print a copy of the lock access schedules and Access User list. The **Print Cards** button will print Access User information in a business card style format (compatible with Avery 5371 Business Cards) to be distributed.

Click the **Save Users** button to save the user table data (User ID, User PIN, User Name, Schedule, Status, Lock, Serial Number) in a Tab Delimited Text File. The Save dialog is shown as follows.



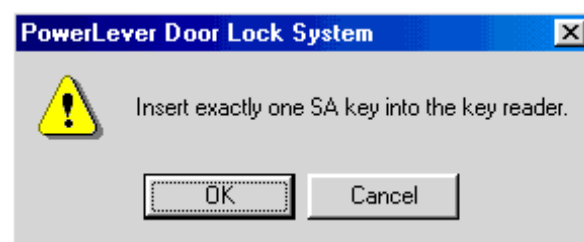
Specify a file name. Then click **Save**. The text file should now be in a format to be imported into a spreadsheet or database program for use as desired.

In the List of Locks Processed dialog, the **Store Locks on Palm Organizer**, **Print User Cards**, and **Save Users** buttons are only active for the Model 455x lock.

Store Lock Data on SA Key

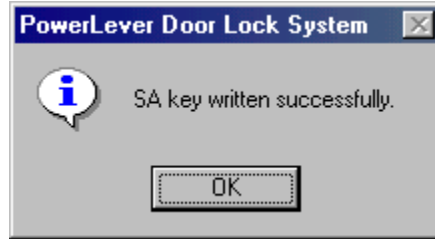
1. To store the lock data on an SA Key, click the **Store Locks on SA Key** button with the locks selected to store.

By default, all locks added or changed will be selected. Locks can be grouped into multiple keys. For example, select the first set of locks and click the **Store Locks on SA Key** button. If an SA key is not inserted in the PC key reader, the SA Smart Key reminder message is displayed.



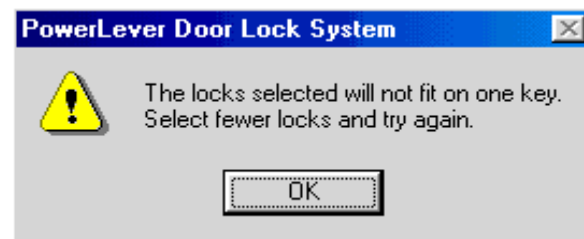
2. Make sure there is an SA key in the PC key reader and click on the **OK** button to proceed.

The selected locks will be stored on the first SA key inserted into the reader and will then be removed from the list. The following confirmation message is displayed.



3. Next, remove the first key and insert the second SA key. Then, select the locks to store on the second key and click the **Store Locks on SA Key** button to store that information.
4. Repeat these steps, as necessary, until all lock data is stored on keys.

Note the number of records required to store the lock data before trying to send to an SA Key. SA Keys will each hold only 512 records of information. If there is too much lock information to store on one key, the following message will display.



Group the locks onto multiple keys, if possible, to alleviate this problem. It is possible that one Model 455x lock user table will exceed the size of one key. In the event of this problem, you must use a Palm organizer to transfer the data to the lock.

Store Lock Data on a Palm Organizer

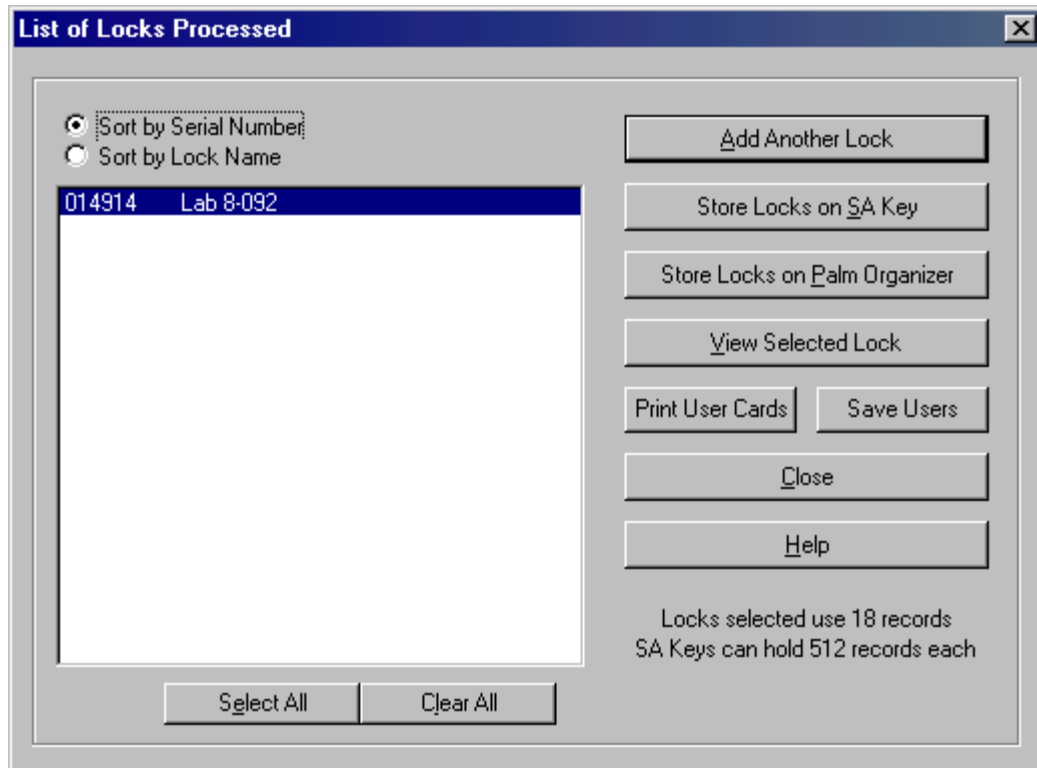
To store the lock data on a Palm organizer, select locks to transfer to the Palm Organizer.

Note: *Only Model 455x locks can be sent data via the Palm organizer.*

Click the **Store Locks on Palm Organizer** button and the locks will be saved for performing a HotSync with the Palm. Once the data transfer is complete, the locks will be removed from the list.

If any locks were selected that were not Model 455x locks, the Store Locks on Palm Organizer button will be inactive, not allowing the data transfer to occur.

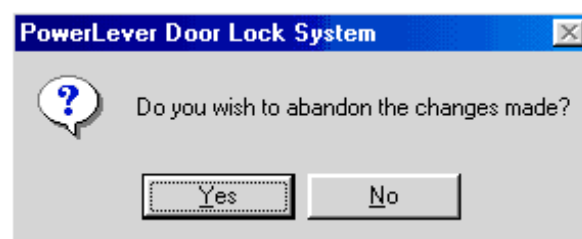
After all locks have been saved, perform a HotSync operation with the Palm Organizer to transfer data.



Select only Model 455x locks to store on the Palm organizer. Then select the locks that are not Model 455x and store this lock data on an SA Key.

To quickly select all locks in the list, click the **Select All** button. To clear the selection of all locks in the list, click the **Clear All** button.

Once all lock data has been sent to either an SA Key or the Palm organizer, click **Close** to complete the operation. If any locks are still in the list when the **Close** button is clicked, the following message will display.



This message indicates that some lock data has not been transferred to an SA Key or Palm organizer to upload to the appropriate lock. To abandon the changes or additions made, click **Yes**. Otherwise, click **No** and proceed to send the data to an SA Key or Palm organizer.

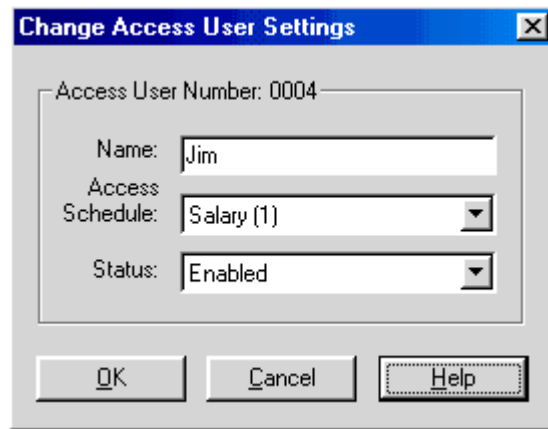
Change Access User Settings

Within the Define Keypad Access User List window, the **Change User** button enables you to specify or change 1) the name, 2) the access schedule (for Models 3000, 35xx and 455x only), and 3) the status assigned to a user.

To change access user settings, complete the following steps:

1. Within the “Assigned to Lock” list box, select the user for which settings are to be changed and click on the **Change User** button or simply double-click the user.

The Change Access User Settings window is displayed.



2. Optionally, enter or modify the name (20-character maximum) assigned to the user.
3. For a Model 3000, 35xx or 455x, optionally, select the access schedule to be assigned to the user from the drop-down list of available access schedules.
4. Optionally, select the status to be assigned to the user from the drop-down list box.
5. Select the **OK** button.

The system returns to the Define Keypad Access User List window. The name will now appear in the Name column in the “Assigned to Lock” list box and on any reports that are generated.

6. Repeat Steps 1-5 to continue to change settings for assigned users as needed. Upon completion, the system returns to the Define Keypad Access User List window.

To enable or disable groups of users for the lock, refer to the following “Change Group Statuses” section.

7. 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 for instructions.

Change Group Statuses

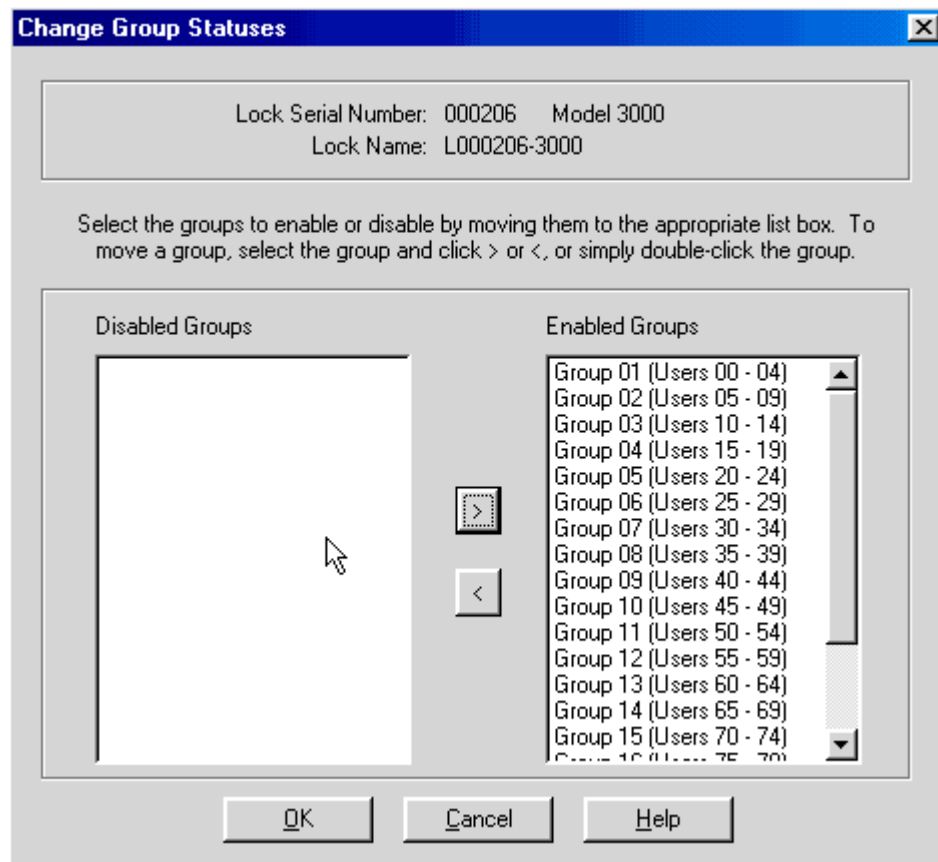
Model 2000, 2500, 3000 and 35xx locks have a feature called Group Status. Within the Define Keypad Access User List window, the **Group Statuses** button enables you to enable or disable groups of users (five User IDs are assigned to each group) for the lock.







Note: *For a Model 455x lock, this button will not be active.*

To change group statuses, complete the following steps:

1. Within the Define Keypad Access User List window, click on the **Group Statuses** button.

The Change Group Statuses window is displayed.



2. Select the groups to enable or disable by moving them to the appropriate list box. You have several options available for selecting groups as follows:
 - **To select an individual group**, highlight the group in the appropriate list box and click the  or the  button or simply double click on the group.
 - **To select multiple sequential groups**, click the first group 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 groups and all groups in between are selected.
 - **To select multiple non-sequential groups**, press and hold down the Ctrl key, click each group you want to select, and click the  or the  button.
3. When all group statuses have been changed as needed, click on the **OK** button.

The system returns to the Define Keypad Access User List window.

4. To save the defined user list and defined lock parameters, click on the **OK** button when all modifications are complete.

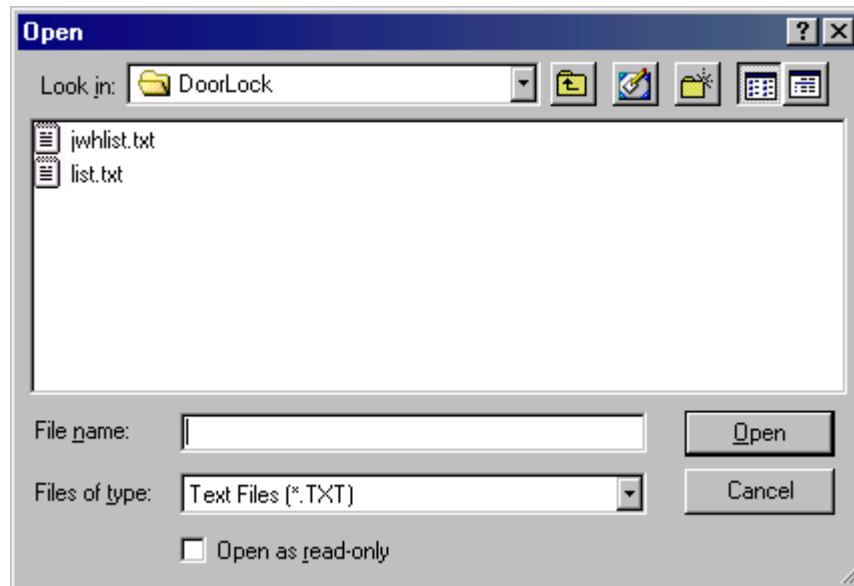
The system returns to the List of Locks Processed dialog for reviewing and storing the lock data. Refer to the “List of Locks Processed” section for instructions.

Import Users

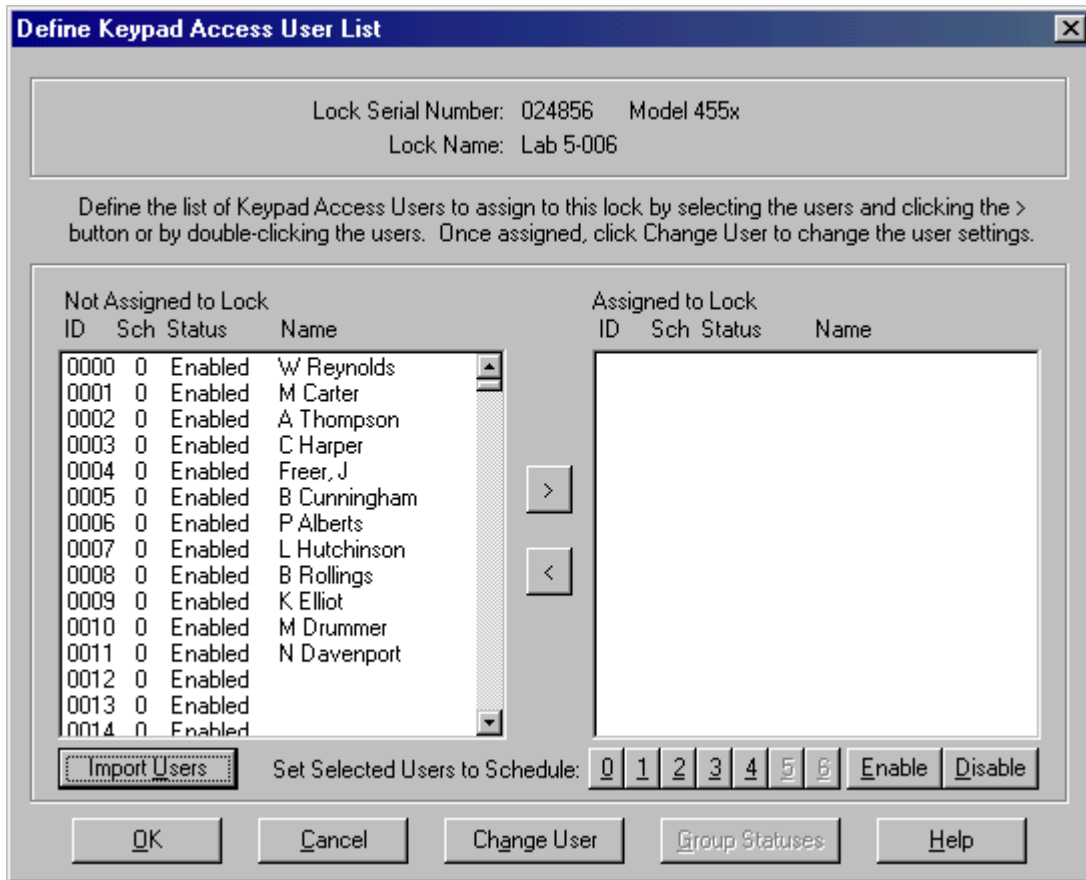
The Import Users function on the Define Keypad Access User List dialog allows the operator to import a standard list of names to associate with predefined User IDs. To access this function,

1. Click the **Import Users** button on the dialog.

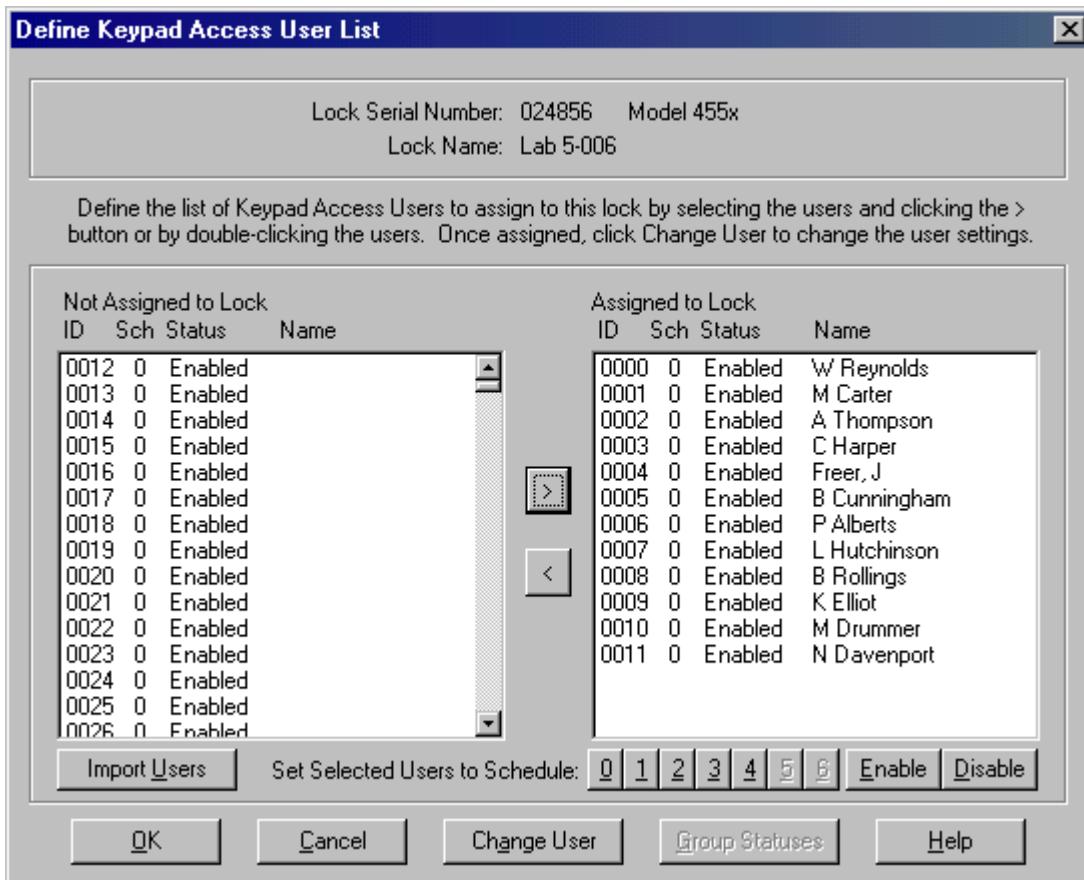
The Open dialog will display.



2. Locate the file that contains the User ID and name information and click **Open**. The names will automatically appear in the Define Keypad Access User List for those User IDs provided. For more on the format of this file, see the following section on "Import File Format".



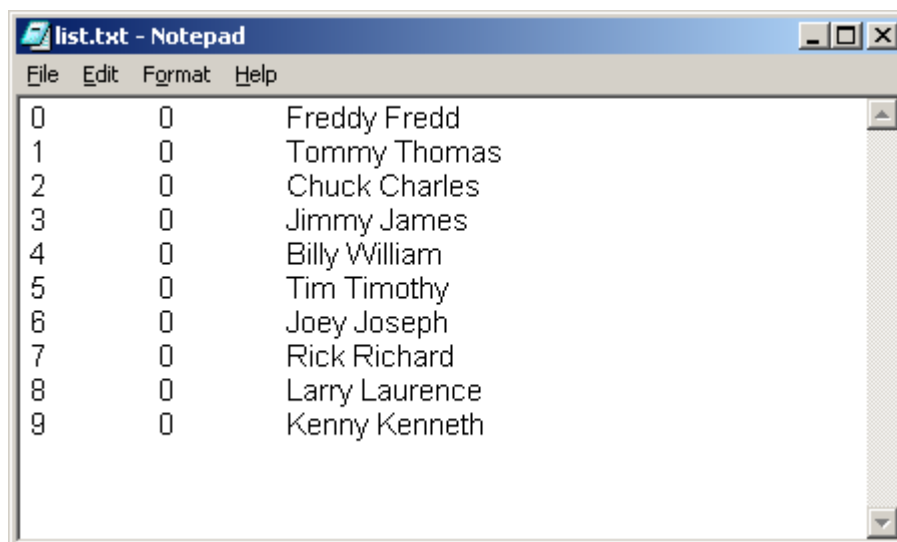
- Assign Access Users to the lock and select access schedules using the process described in the “Create a New Access User List” section.



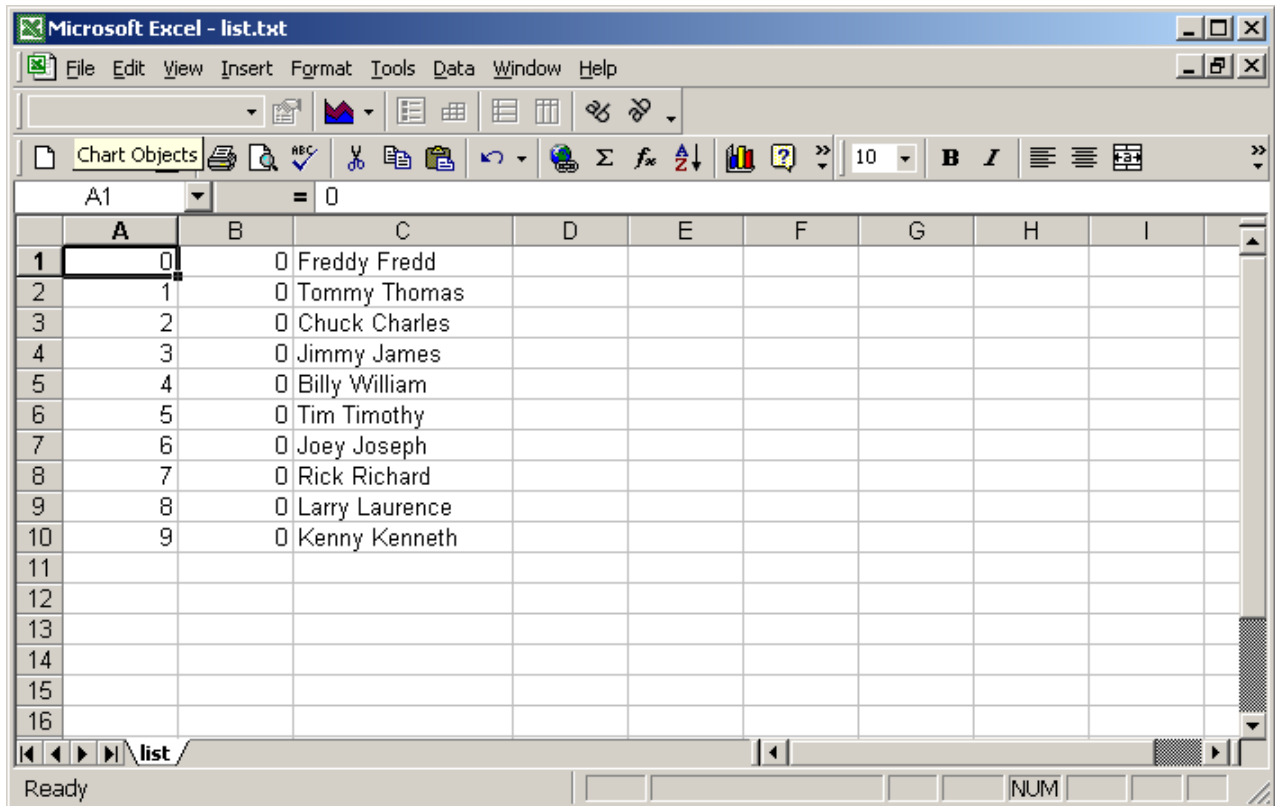
4. Click on the **OK** button in the Define Keypad Access User List dialog when complete.

Import File Format

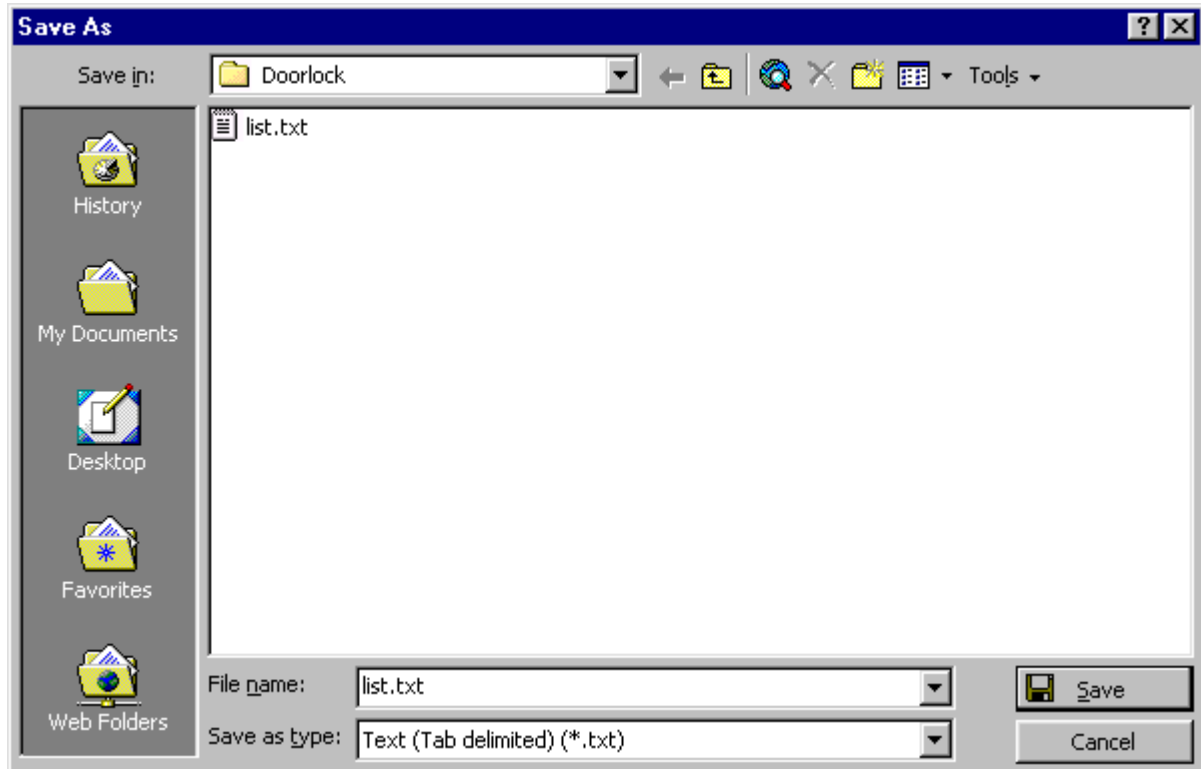
The user name file to be imported must be an ASCII (plain text) file that contains a User ID followed by a tab, PIN, another tab and then a user name. Listed below is an example of a valid import file.



To generate an import file from a spreadsheet, such as Microsoft Excel, set up the sheet to have User IDs in the first column, the respective User Pins in the second column, and the respective User Names in the third column. An example Excel spreadsheet is shown below.



Next, save the sheet as a text file (ASCII) with space, tab, or comma delimitation. For Excel, click **File** and select **Save As**. Then choose “Save as type: Text (Tab delimited) (*.txt)” and specify a file name. Then click **Save**. The Save dialog is shown below.



The file should now be in the format for use with the Import Users function.

Delete Locks

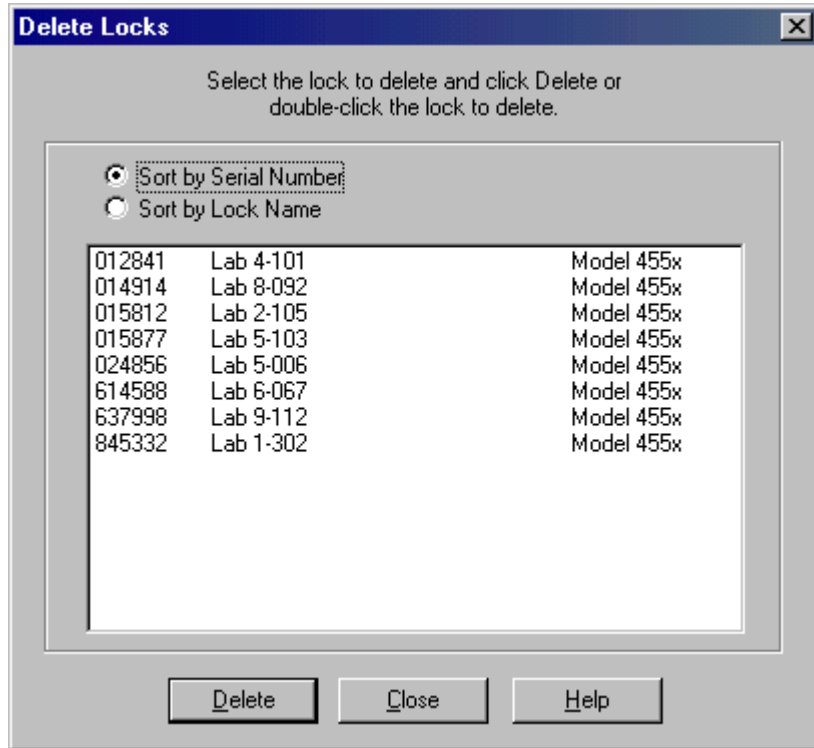
This option is used to permanently delete a lock from the PC software database.

Note: *This does not disable any Access Users in the lock; it simply removes the lock from the system database.*

When a lock is deleted, all user information for that lock is also deleted. To delete a lock, complete the following steps from the **Locks** menu:

1. Select **Delete Locks**.

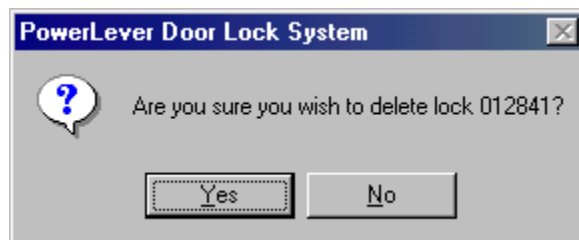
The Delete Locks window is displayed.



2. Select the lock to be deleted and click on the **Delete** button, or double click on the serial number of the lock to be deleted.

You will be prompted to verify that the lock is to be deleted.

3. Click on the **Yes** button to permanently delete the lock or click on the **No** button to cancel the operation.



Note: When a lock is deleted, all user and access schedule settings for that lock are lost.

If you clicked on **Yes** to delete the lock, the following confirmation message is displayed.



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

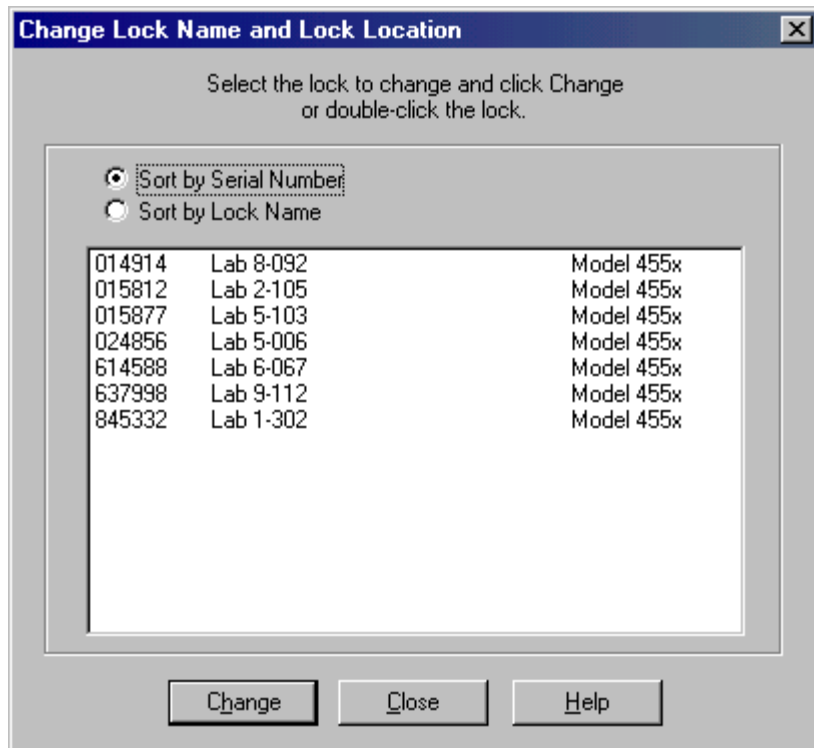
The system will return to the Delete Locks window.

5. Select another lock to delete or click on the **Close** button.

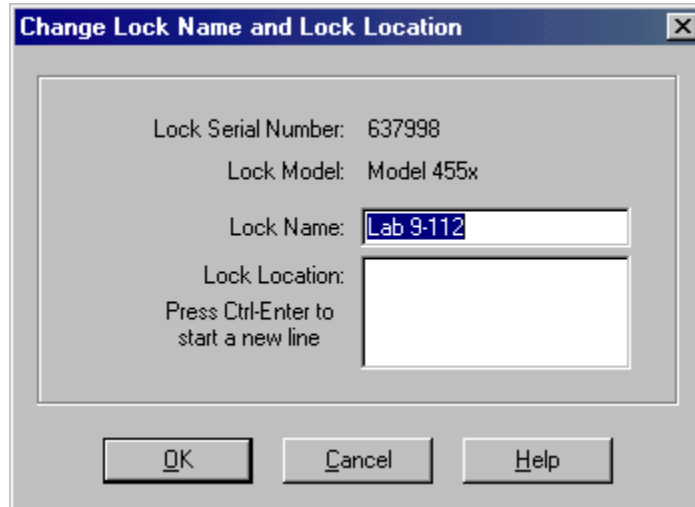
Change Lock Name and Lock Location

The Change Lock Name and Lock Location function allows the operator to change the name and location associated with a lock. The system may refer to this function by a different name, using the system settings for Lock Name Field Title and Lock Location Field Title. For example, if the titles specified in the system settings are Door Number and Door Location, respectively, the system will refer to this function as Change Door Number and Door Location.

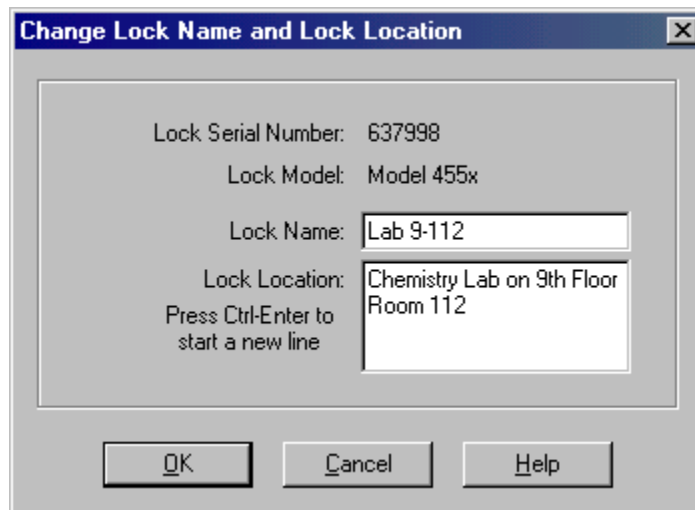
To access this function, click **Locks** and select **Change Lock Name and Lock Location** (or the name referencing the titles specified in the system settings). The following dialog will display. Select the lock to change and click the **Change** button.



The Change Lock Name and Lock Location dialog will display.



Enter the Lock Name and Location to associate with this lock.



Click **OK** to process. To revert to the information previously associated with this lock instead of saving any new information, click **Cancel**.

Change Access User Names

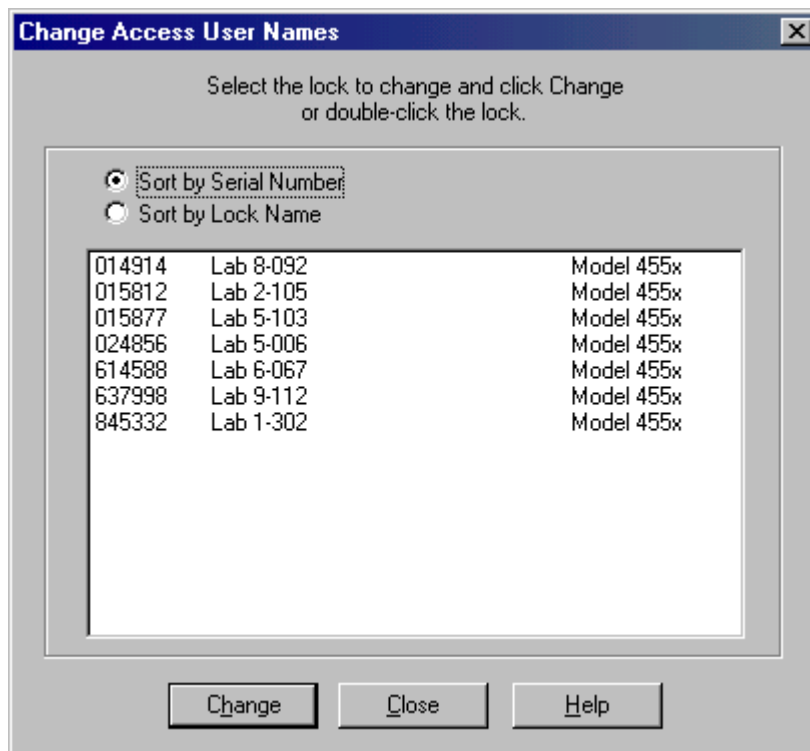
This option is used to modify the name (maximum of 20 characters) assigned to a lock user.

Note: *The user's access schedule (Models 3000, 35xx and 455x only) and status cannot be changed using this option. To change a user's access schedule, refer to the "Change Access Schedules" section. To change the user's status, refer to the "Change Access User and Group Statuses" section.*

To change the name assigned to a lock user, complete the following steps from the Locks menu:

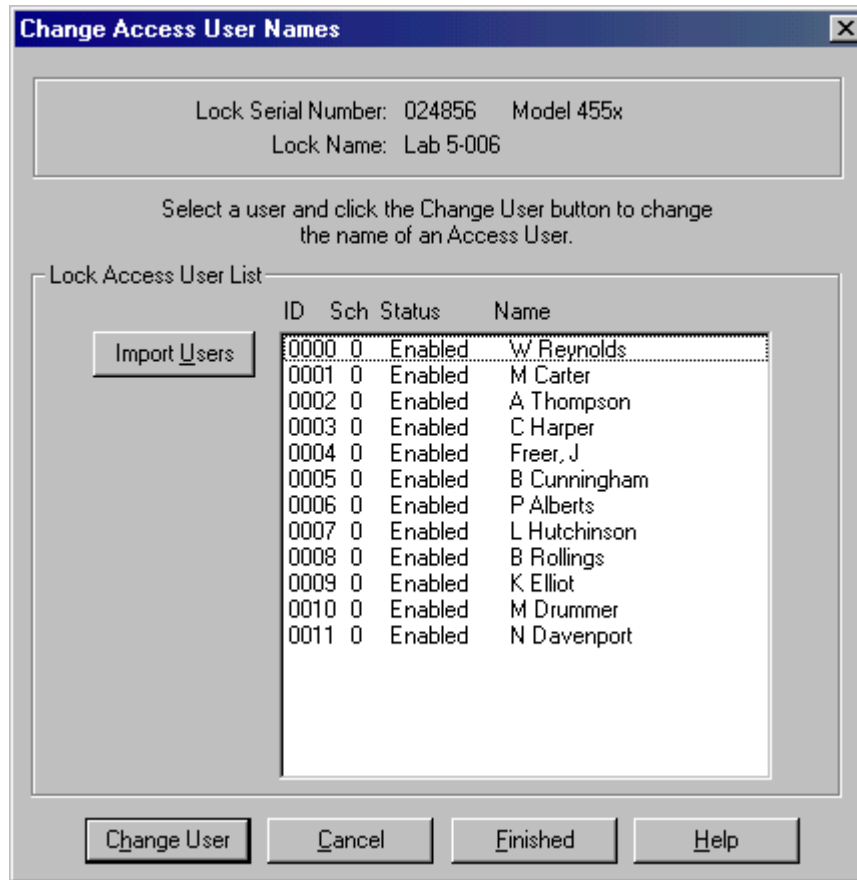
1. Select **Change Access User Names**.

The Change Access User Names window is displayed.



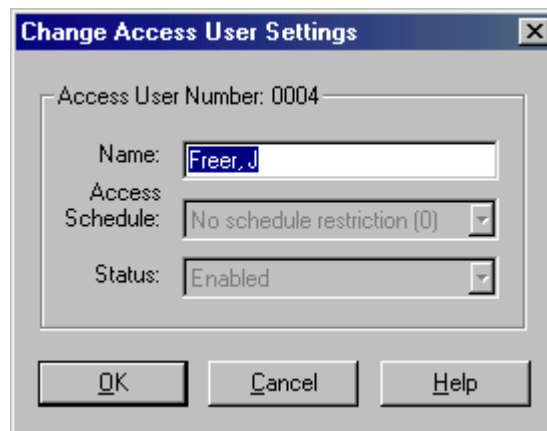
2. Select the lock serial number for which user names are to be changed and click on the **Change** button, or double click on the lock serial number.

The Lock Access User List is displayed for the selected lock.



- To modify the name assigned to a user, select that user and click on the **Change User** button or double-click the user.

The Change Access User Settings window is displayed.



- Modify the name assigned to the user and click on the **OK** button. Click **Cancel** to avoid

changing the name assigned.

The new name will now appear in the Name column in the Lock Access User List and on any reports that are generated.

5. Repeat Steps 3-4 to modify other lock user names for the lock. Click on the **Finished** button when complete.

The system returns to the Change Access User Names window.

6. Select other locks for which user names are to be changed or click on the **Close** button.

To import user names to assign to specific User IDs, click the **Import Users** button in the Change Access User Names window.

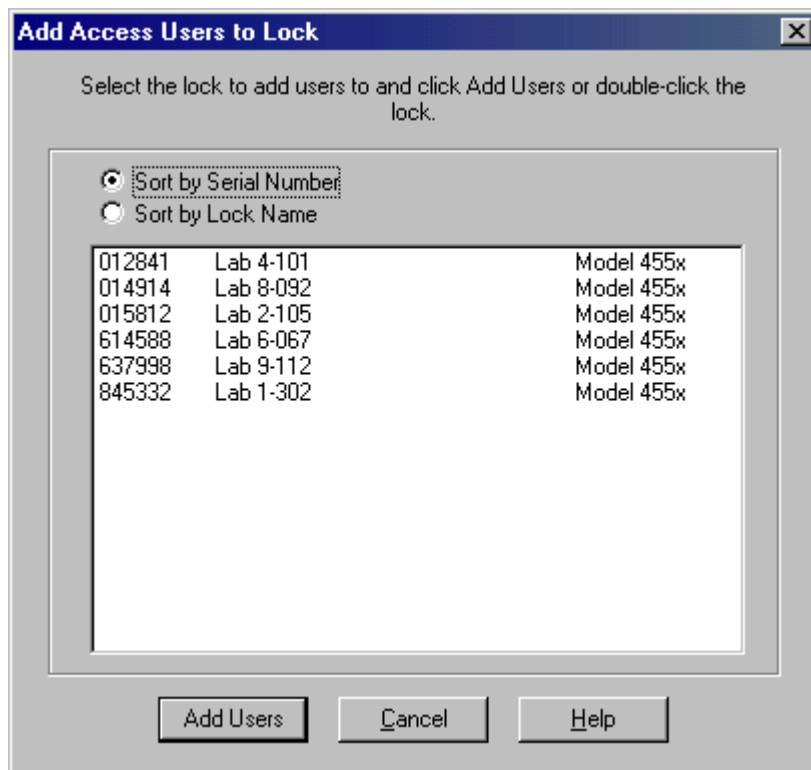
Add Access Users to Locks

Note: *For Models 2000, 2500, 3000 and 35xx, you do not need to perform this operation if you are adding users at the lock without the use of an SA key.*

This option is used to add Access Users to a lock. To add a user to a lock, complete the following steps from the Locks menu:

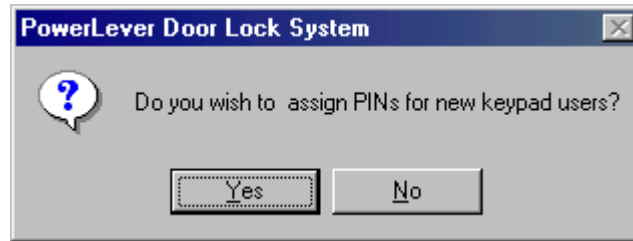
1. Select **Add Access Users to Locks**.

The Add Access Users to Lock window is displayed.



2. Select the lock to which users are to be added and click on the **Add Users** button, or double click on the lock serial number.

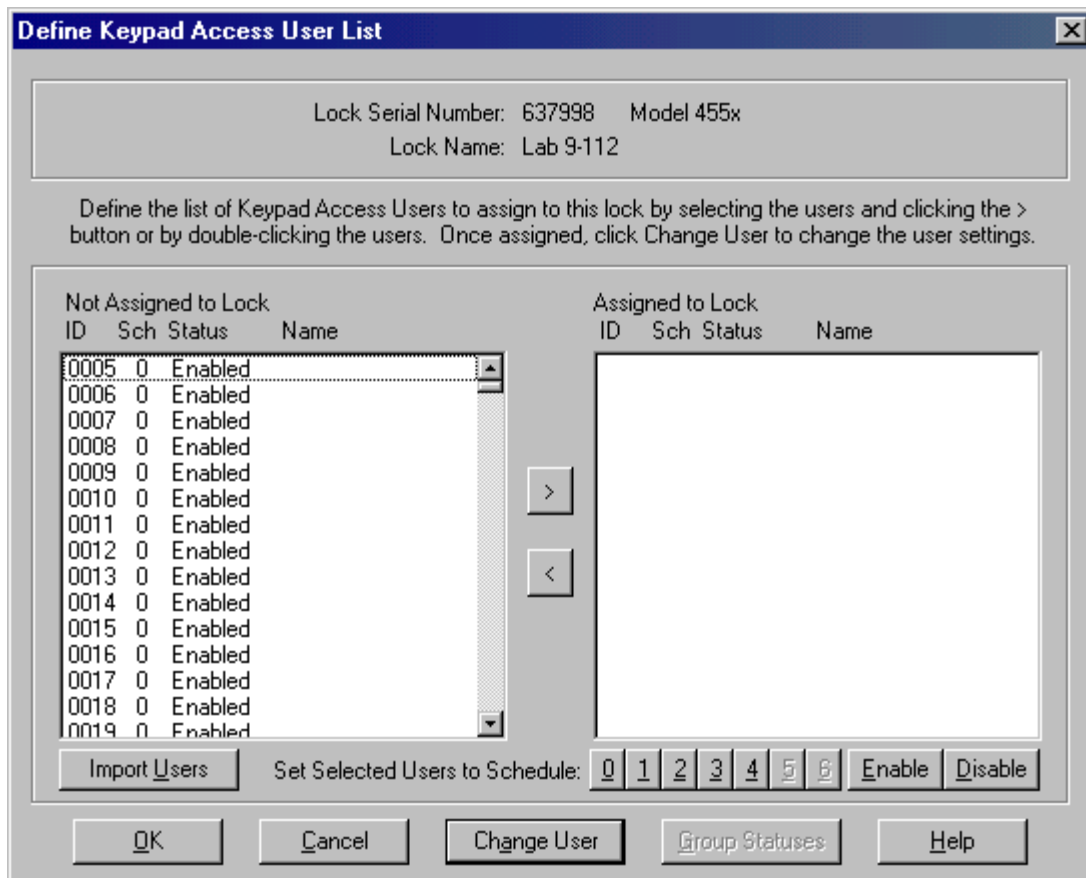
If the lock is a Model 455x, the following prompt will display.




3. To assign default PINs to the keypad users added, click **Yes**. Otherwise, click **No** and the Access User PINs will default to all 0s.

The Define Keypad Access User List window is displayed.

Note: Only those Keypad User IDs that have not been assigned to the lock using the PC software will be displayed.



4. To assign a User ID to a lock, double click on that User ID in the "Not Assigned to Lock" list or select the user(s) and click the  button.

The selected User ID(s) will move to the “Assigned to Lock” list box. Using the **Change User** button, you can 1) assign an optional name (maximum of 20 characters), 2) assign an access schedule to each user (for Models 3000, 35xx and 455x only), and 3) change the user’s status. You can also modify the statuses for each group of users (for Models 3000 and 35xx only) using the **Group Statuses** button. Refer to the “Change Access User Settings” or “Change Group Statuses” sections for detailed instructions.

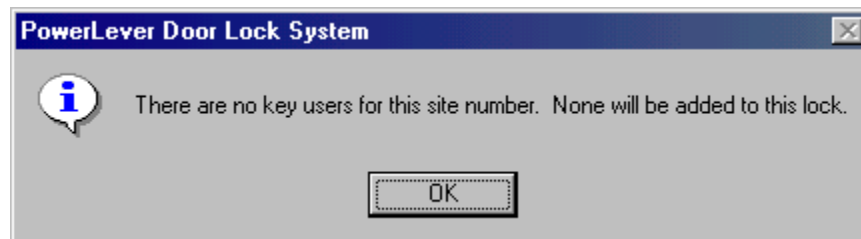
Multiple users can be moved by dragging the mouse over several users with the left mouse button depressed. This method of selecting multiple users can also be used to change the status or schedule definition for multiple users. Select the users to change and click the **Enable** or **Disable** button to set the status. Select the users to change and click the number of the Access Schedule desired. Only the available Access Schedule’s buttons are enabled. Select the ‘0’ button to allow access at any time on any day.

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. To access this function, click the **Import Users** button on the dialog. Refer to the “Import Users” section for detailed instructions.

5. If you do not want to change access user settings or change group statuses or import names, click on the **OK** button on the Define Keypad Access User List dialog when complete.

For a Model 455x lock, if the number of key users specified is not zero, the Define Key Access User List dialog will display.

In the case where all existing key users with the lock Site Number are already assigned to the lock or there are no key users with the same Site Number as the lock, the following message will display instead of the Define Key Access User List dialog.



To add Key Access Users to the lock, move the appropriate users to the Assigned to Lock list box within the Define Key Access User List window as described above for Keypad Access Users. To change the status of the users, select the users to change and click the **Enable Users** or **Disable Users** button to set the status.

Once the appropriate users have been assigned, click the **OK** button to process and the List of Locks Processed will display. This dialog will allow you to view the locks to which users have been added and complete user table information (including default PIN for Model 455x keypad users added), send the lock data to an SA Key or Palm organizer, or add users to more locks.

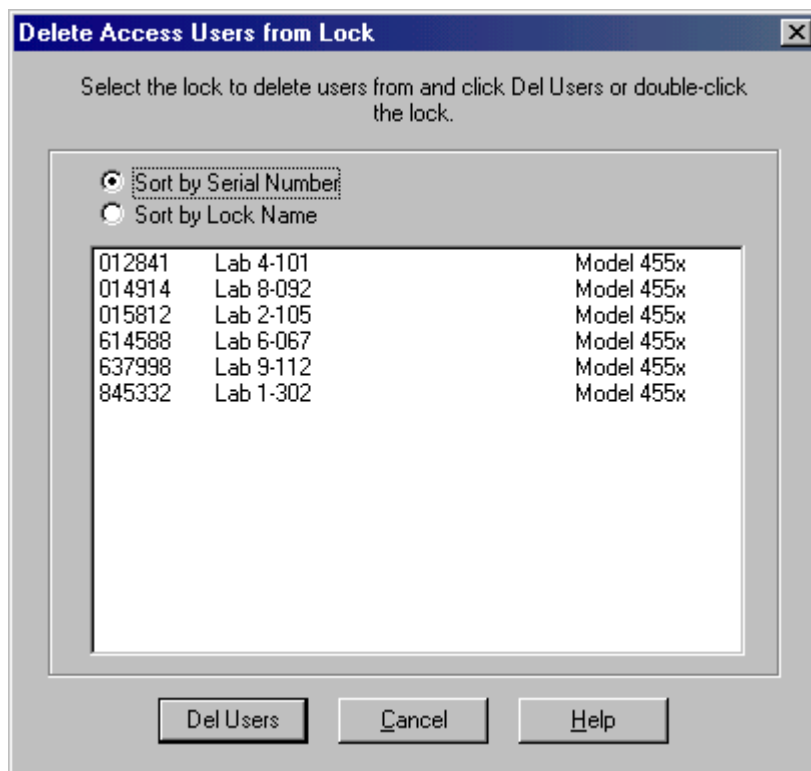
Note: Multiple locks to which users are being added may be stored on a single SA key. The number of locks that may be stored depends on the number of Access Users. The table in Appendix A defines the number of locks that may be stored based on the number of Access Users. Refer to that table for more detailed information.

Delete Access Users from Locks

This option is used to delete a user from a lock. To delete a user from a lock, complete the following steps from the Locks menu:

1. Select **Delete Access Users from Locks**.

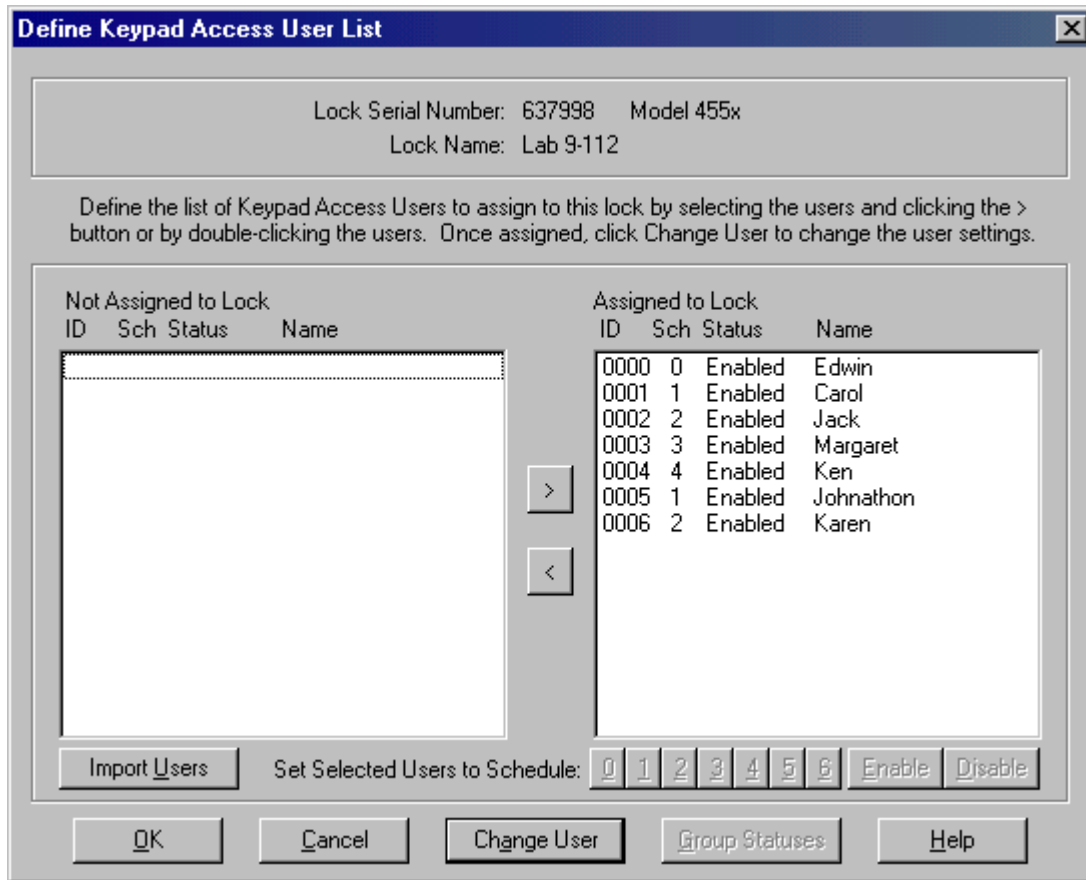
The Delete Access Users from Lock window is displayed.






2. Select the lock from which users are to be deleted and click on the **Del Users** button or double click on the lock serial number.

The Define Keypad Access User List window is displayed.

Note: Only those User IDs currently assigned to the lock in the PC database will be displayed.



3. You have several options available for deleting users as follows:

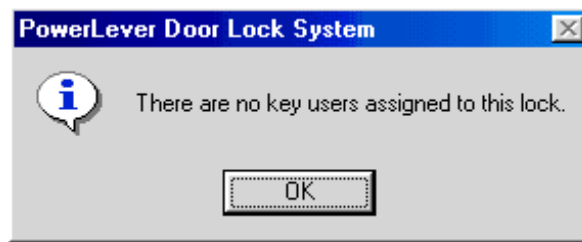
- **To delete an individual User ID from a lock**, highlight the User ID in the “Assigned to Lock” list box and click the  button or simply double click on the User ID.
- **To delete multiple sequential User IDs from a lock**, click the first ID you want to delete, press and hold down the Shift key, click the last ID you want to delete, and click the  button. Both IDs and all IDs in between are deleted.
- **To delete multiple non-sequential User IDs from a lock**, press and hold down the Ctrl key, click each ID you want to delete, and click the  button.

Multiple users can be moved by dragging the mouse over several users with the left mouse button depressed. The selected User ID(s) will move to the “Not Assigned to Lock” list box.

4. Repeat Step 3 to delete users as needed and click on the **OK** button when complete.

For a Model 455x lock, if the number of key users specified is not zero and there are Key Users assigned to the lock, the Define Key Access User List dialog will display.

In the case where there are no key users assigned to the lock, the following message will display instead of the Define Key Access User List dialog.



To remove **Key Access Users from the lock**, move the appropriate users to the Not Assigned to Lock list box within the Define Key Access User List window as described above for Keypad Access Users.

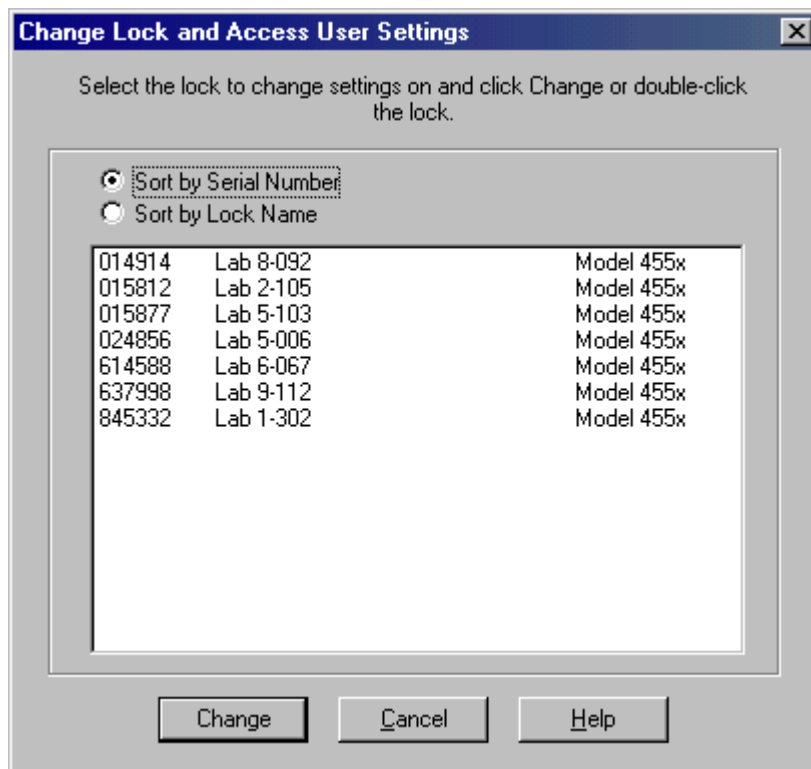
Once the appropriate users have been removed, click the **OK** button to process and the List of Locks Processed will display. This dialog will allow you to view the locks from which users have been deleted and complete user table information, send the lock data to an SA Key or Palm organizer, or delete users from more locks.

Change Lock and Access User Settings

The Change Lock and Access User Settings function allows the operator to change schedule, holiday and user settings for locks previously added to the system. To access this function, complete the following steps from the Locks menu:

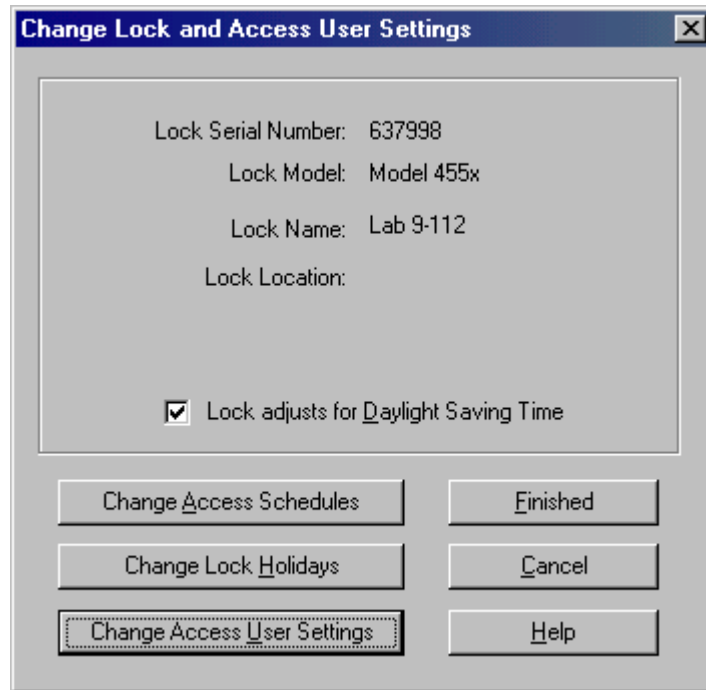
1. Select **Change Lock and Access User Settings**.

The following dialog will display.



2. Select the lock to change and click on the **Change** button or double click on the serial number of the lock.

The Change Lock and Access User dialog will display.



Model 455x locks can be set up to automatically adjust for Daylight Saving Time. To enable a lock to do so, make sure the Lock adjusts for Daylight Saving Time box is checked.

Change Access Settings

To change the Access Schedule settings for Model 3000, 35xx and 455x locks, click the **Change Access Schedules** button. The Define Access Schedules dialog will display.

Define Access Schedules

Copy Access Schedules

Lock Serial Number: 637998 Model 455x
Lock Name: Lab 9-112

Lock Access Schedules

Schedule Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Start	Duration	Clear
1 First Shift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:00	08:00	Clear
2 Second Shift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16:00	08:00	Clear
3 Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07:00	10:00	Clear
4 Salary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07:00	10:00	Clear
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear

OK Cancel Help

Note: Be aware that if a schedule is cleared (deleted) and a user is still assigned that schedule, that user will have access at any time on any day. To limit access for that user, change their schedule assignment to another schedule that is still valid.

3. Make any necessary schedule changes and click **OK** to process. For more details on setting up Access Schedules, refer to the section "Defining a New Access Schedule."

Change Lock Holidays

To change the **Lock Holiday Settings for Model 455x locks**, click the **Change Lock Holidays** button. The Define Lock Holiday Settings dialog will display. The current holiday settings for the selected lock will display.

Define Lock Holiday Settings

Copy Holiday Settings

Lock Serial Number: 637998 Model 455x
Lock Name: Lab 9-112

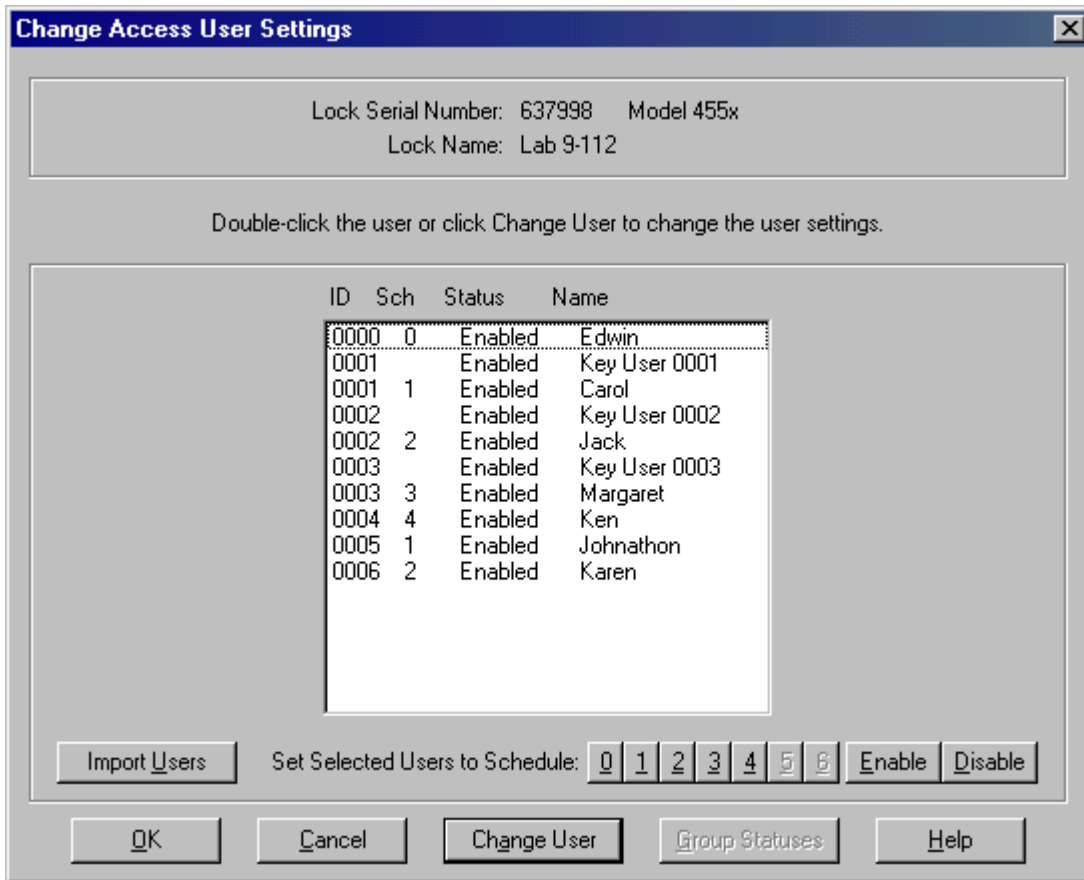
	Start						Duration					
	Month	Day	Start Time	Days	Hrs:Min	Cal	Month	Day	Start Time	Days	Hrs:Min	Cal
1	Jan	01	00:00	01	00:00	C	10	Disabled				C
2	May	28	00:00	01	00:00	C	11	Disabled				C
3	Jul	04	00:00	01	00:00	C	12	Disabled				C
4	Sep	03	00:00	01	00:00	C	13	Disabled				C
5	Nov	23	00:00	01	00:00	C	14	Disabled				C
6	Dec	24	00:00	09	00:00	C	15	Disabled				C
7	Disabled					C	16	Disabled				C
8	Disabled					C	17	Disabled				C
9	Disabled					C	18	Disabled				C

OK Cancel Help

Make any necessary holiday changes and click **OK** to process. For more details on setting up Lock Holidays, refer to the section “Define Lock Holiday Settings.”

Change Access User Settings

To change the schedule, status or name of any lock Access Users, click the **Change Access User Settings** button. The Change Access User Settings dialog will display.



Note: Only those Access Users who are currently assigned to the lock will be displayed.

Access Users cannot be added or deleted with this function. To add users to the lock, refer to the section “Add Access Users to Locks.” To delete users from the lock, refer to the section “Delete Access Users from Locks.”

For KeyAccess Users, the only setting that can be changed is the Status. Key Access Users can be Enabled/Disabled from this screen. For Keypad Access Users, several more options are available.

To set a new schedule assignment or status for a Keypad User on Model 3000, 35xx and 455x locks, select the user or users to affect and click the schedule number (0 – 6) or status (**Enable** or **Disable**) to assign.

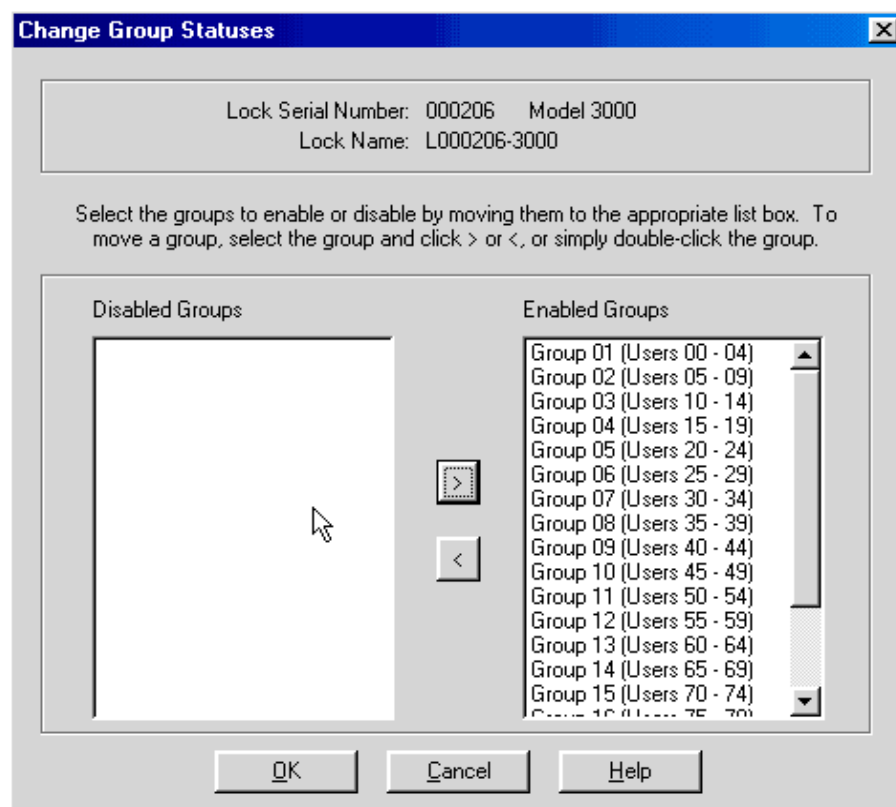
To change the name of a Keypad Access User, select the user in the list and click on the **Change User** button or double click on the User. The Change Access User Settings dialog will display.



Note: Only Keypad Access User's names can be changed in this way. To change a Key Access User's name, click **Key Users** from the main menu and select **Change User Names**.

1. Type the name to associate with the user displayed in the **Name** field.
2. Select the status for the user from the **Status** list box.
3. For Model 3000, 35xx and 455x locks, select the **Access Schedule** to assign to this user.
4. Click **OK** to change the user settings, or click **Cancel** to avoid changing the name and status assigned.

For Model 2000, 2500, 3000, and 35xx locks, the group statuses for the lock can be changed. Click the **Group Statuses** button, and the Change Group Statuses dialog will display.



Refer to the section “Change Group Statuses” for instructions on how to enable / disable groups of users.

When all group statuses have been changed as needed, click on the **OK** button.

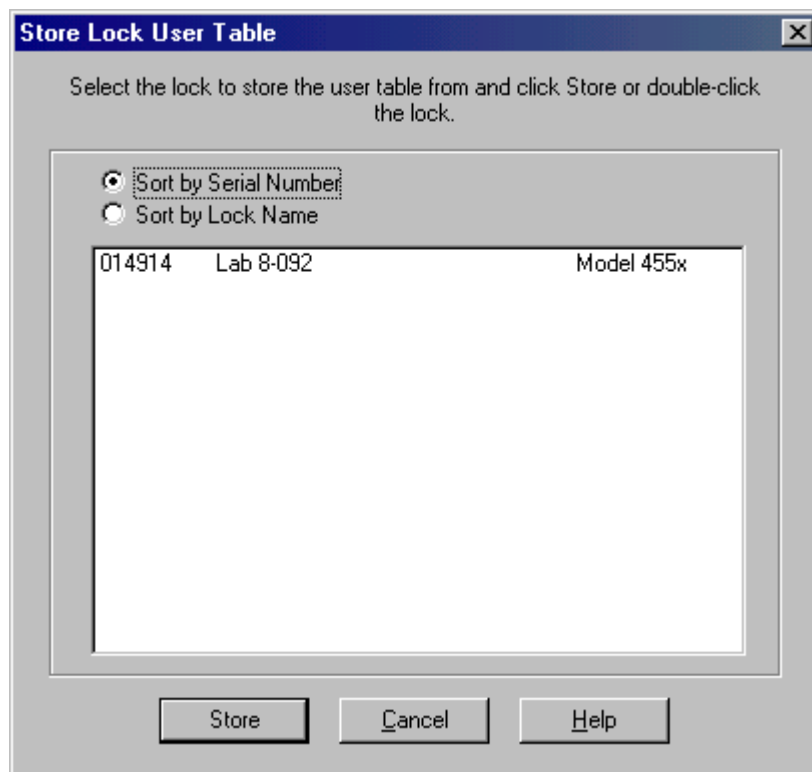
The system returns to the Change Access User Settings dialog. Click on the **OK** button.

The system returns to the Change Lock and Access User Settings dialog.

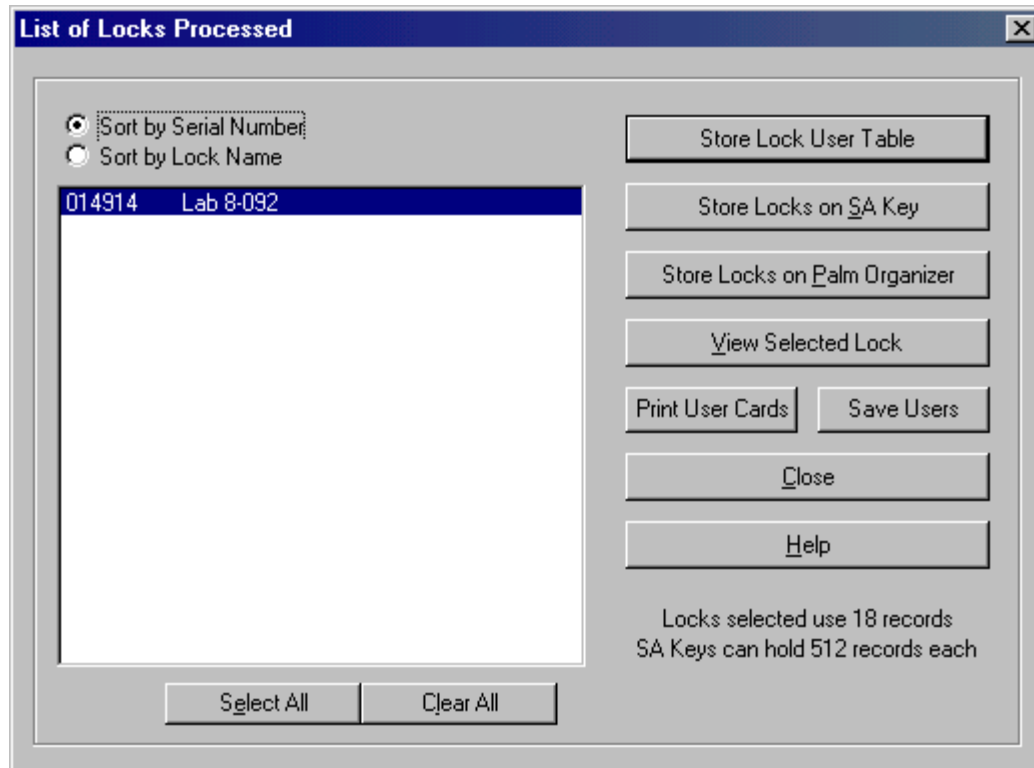
Once all the lock and Access User settings have been changed accordingly, click the **Finished** button to process. A List of Locks Processed will display. This dialog will allow you to view the locks changed and complete user table information, send the lock data to SA Key or Palm organizer, or change settings for other locks. See the “List of Locks Processed” section for more detail.

Store Lock User Table

The Store Lock User Table function allows the operator to reload the users defined for locks already added to the system. This function may be used to re-store the lock data on an SA key or Palm organizer for uploading to a lock that has been accidentally shelved. To access this function, click **Locks** and select **Store Lock User Table**. The following dialog will display.

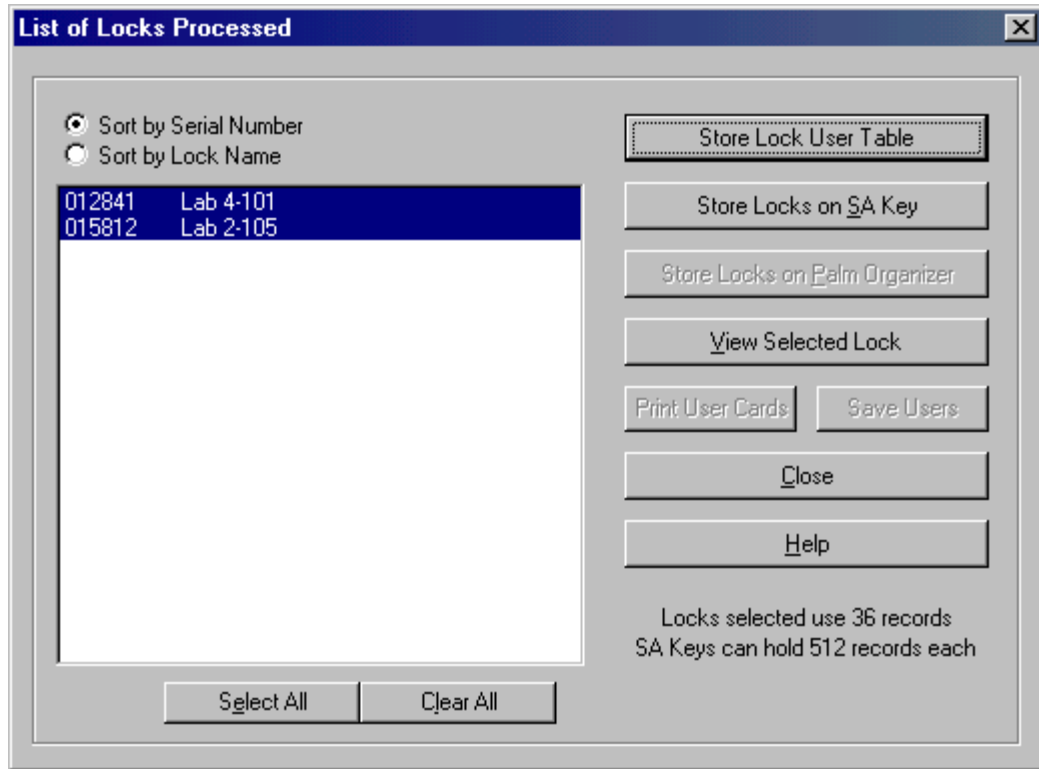


Select the lock to store users from and click the **Store** button. The following dialog will display.



This dialog will allow you to store another lock user table, store lock data on an SA key or Palm organizer, or view a lock from which users are being stored.

To store another lock user table, click the **Store Lock User Table** button and the Store Lock User Table dialog will be displayed again, enabling you to select another lock. Select the lock to store users from and click the **Store** button. The List of Locks Processed dialog will be displayed again showing the locks that have been selected for re-storing user table data as shown below.



KEY USERS

The fourth option on the Main menu is “Key Users.” This option is used to add Key Users to the system, change user names, change user PINs, change user time windows, and delete users from the system. To access the “Key Users” option, select **Key Users** from the Main menu. The Key Users menu is displayed.



Note: Only Model 455x locks allow Key User access to the lock. Key users must be added to the PowerLever System using the “Add Users to System” menu item before you can define which Key Users will have access to each individual 455x lock.

Add Users to System

The Add Users to System function allows the operator to add Key Users to the PowerLever Door Lock System. Key Users are people who will access Model 455x locks using a Smart Key (A Key). To access this function, click **Key Users** from the Main menu and select **Add Users to System**. The following dialog will display.

1. Enter the **Site Number**. A six-digit Site Number is required for each Key User and is used to limit access of a group of users to a lock or group of locks. Up to 10,000 key users can be specified for each Site.

Note: *Site Numbers are only assigned to Model 455x locks and Key Users.*

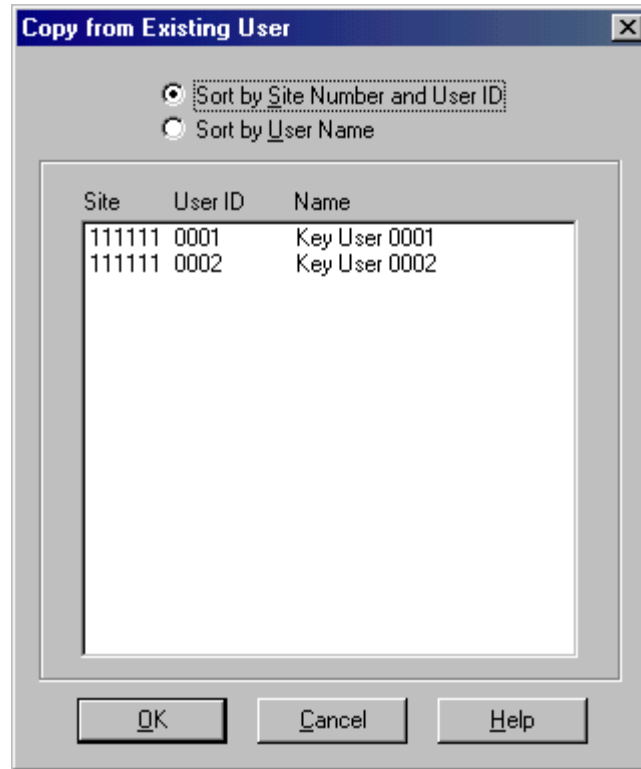
2. Enter the **User ID** and **User Name** for the user being added. To automatically select a User ID for the Site Number entered, click the **Automatic** button. A User ID will be automatically generated.
3. Next, determine whether the Key User will need to provide a PIN when accessing locks. If a PIN is required, check the “Require PIN for Entry” box.
4. Finally, specify the time windows during which the Key User can access locks. If the user is to be allowed access 24 hours a day, every day, check the “24 Hour Access – Every Day” box. Otherwise, specify the days, start time and duration of each window to allow access. Up to six time windows can be specified.

To restrict access, for example, to 8:00 a.m. to 5:00 p.m. on weekdays and 8:00 a.m. to 12:00 p.m. on Saturdays, set up two time windows. The first should have the boxes for Monday through Friday checked, a start time of 08:00, and duration of 09:00. The second window would have only the Saturday box checked, a start time of 08:00, and duration of 04:00.

Note: *All start times should be specified in 24-hour format (00:00 to 23:59). The valid range of start time is 00:00 to 23:59. The valid range of duration is 00:01 to 24:00.*

5. To allow the Key User access during holidays, select the “Allow Access During Holidays” checkbox. If this is selected, the Key User is not affected by holiday settings on the lock.

To copy time windows assigned to another Key User, click the **Copy from Existing User** button. A list of existing Key Users will display.



6. Select the user to copy and click **OK**. The time windows will be updated to reflect those of the user selected.
7. At the bottom of the dialog, specify the Consecutive Wrong Try Limit. The value is programmable from 0 to 255 with a default of 7. When a new value other than 7 is specified, this new value becomes the default until the value is re-specified.

Key users with a PIN are limited to a maximum number of incorrect PIN entries by a wrong try counter contained within the key. When the counter reaches the programmed limit, the key is invalidated for use at any lock. The key must be taken back to the PC, and the software utility to “Change User PINs” must be run to reset the PIN. Changing the PIN with this software utility resets the wrong try counter to 0, enabling the key to be used again. Also, a valid PIN entered at the lock after some number of invalid PINs < the programmed limit resets the wrong try counter to 0.

The wrong try limit function may be disabled by setting the limit value to 0.

Add Key Users to System

User Information

Site Number: 111111

User ID: 0001 Automatic Require PIN for Entry

User Name: Key User 0001

Window Opening Information

24 Hour Access - Every Day

Allow Access During Holidays

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Start Time	Duration	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:00	12:00	<input type="button" value="Clear"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:00	08:00	<input type="button" value="Clear"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Clear"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Clear"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Clear"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Clear"/>

Consecutive Wrong Try Limit: (0 disables limit) 7

- Once all settings have been specified, insert an A key for this user in the key reader. Click **Add** and the user will be added and user key written. A dialog similar to the following will display.



- If the user is required to enter a PIN for lock access, the PIN generated by the system will be displayed. Communicate this PIN to the user for use with the key generated.

Note: *The PIN must be changed at the lock before the Key User can open the lock.*

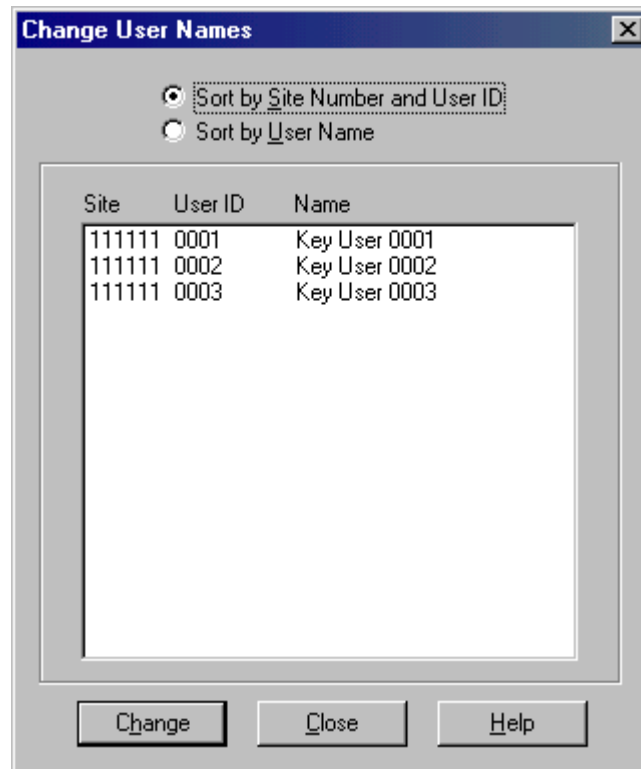
- Click on the **OK** button to close the window.

The system will return to the Add Key Users to System dialog.

- Continue adding users or click **Close** to exit the dialog.

Change User Names

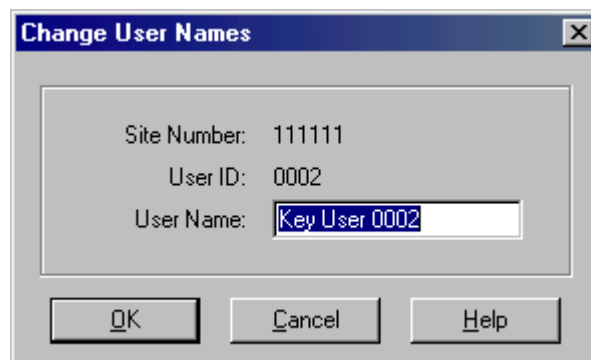
The Change User Names function allows the operator to change the name assigned to a Key User. Key Users are people accessing Model 455x locks using an A key. To access this function, click **Key Users** from the Main menu and select **Change User Names**. A list of all key users in the system will display.



Initially, the list is sorted by Site Number and User ID. To sort by User Name, click the "Sort by User Name" radio button.

1. Select the user to change and click **OK**, or simply double-click the user to change.

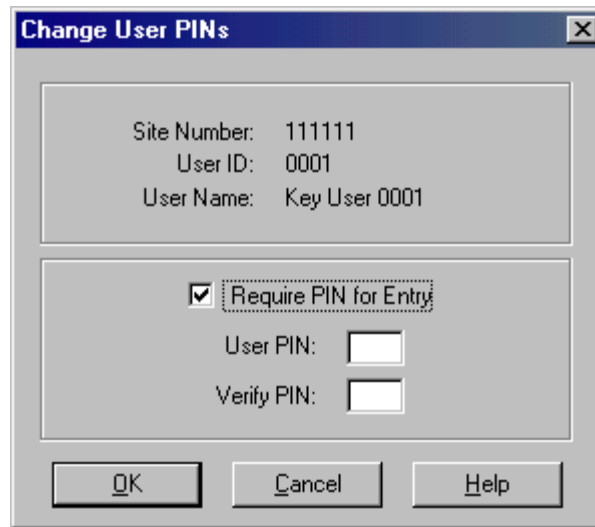
The Change User Names dialog will display.



2. Type the new name to assign to the Key User selected and click **OK**. To keep the previously assigned name, click **Cancel**. The list will display any changes made to user names.
3. Change other names, as needed, or click **Close** to exit the Change User Names dialog.

Change User PINs

The Change User PINs function allows the operator to change the PIN settings assigned to a Key User. Key Users are people accessing Model 455x locks using an A key. To access this function, insert the user's key to change in the key reader, click **Key Users** from the Main menu, and select **Change User PINs**. The system will read the key inserted and display the user information in a dialog similar to the following.



1. To require a PIN for entry by this user, check the "Require PIN for Entry" box and enter a new four-digit PIN in the fields provided.
2. To allow the user access to locks without a PIN, uncheck the box.
3. Click **OK** to process. The key will be written and the following message will display.



4. Click on the **OK** button.

The system will return to the Main menu.

Change User Time Windows

The Change User Time Windows function allows the operator to change the time window settings assigned to a Key User. Key Users are people accessing Model 455x locks using an A key. To access this function, insert the user's key to change, click **Key Users** from the Main menu, and select **Change User Time Windows**. The system will read the key inserted and display the user information in a dialog similar to the following.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Start Time	Duration	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:00	12:00	Clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:00	08:00	Clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Clear

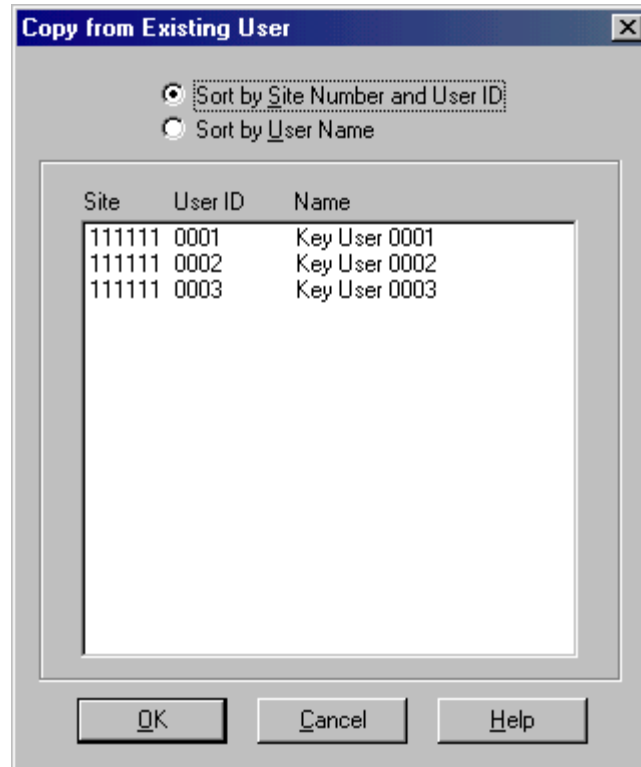
1. Specify the time windows during which the Key User can access locks. If the user is to be allowed access 24 hours a day, every day, check the “24 Hour Access – Every Day” box. Otherwise, specify the days, start time and duration of each window to allow access. Up to six time windows can be specified.

To restrict access, for example, to 8:00 a.m. to 5:00 p.m. on weekdays and 8:00 a.m. to 12:00 p.m. on Saturdays, set up two time windows. The first should have the boxes for Monday through Friday checked, a start time of 08:00, and duration of 09:00. The second window would have only the Saturday box checked, a start time of 08:00, and duration of 04:00.

Note: All start times should be specified in 24-hour format (00:00 to 23:59).

2. To allow the Key User access during holidays, select the “Allow Access During Holidays” checkbox. If this is selected, the Key User is not affected by holiday settings on the lock.

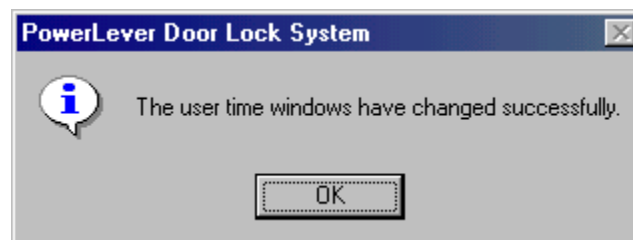
To copy time windows assigned to another Key User, click the **Copy from Existing User** button. A list of existing Key Users will display.



3. Select the user to copy and click **OK**. The time windows will be updated to reflect those of the user selected.
4. At the bottom of the dialog, specify the Consecutive Wrong Try Limit. The value is programmable from 0 to 255 with a default of 7. Key users with a PIN are limited to a maximum number of incorrect PIN entries by a wrong try counter contained within the key. When the counter reaches the programmed limit, the key is invalidated for use at any lock. The key must be taken back to the PC, and the software utility to “Change User PINs” must be run to reset the PIN. Changing the PIN with this software utility resets the wrong try counter to 0, enabling the key to be used again. Also, a valid PIN entered at the lock after some number of invalid PINs < the programmed limit resets the wrong try counter to 0.

The wrong try limit function may be disabled by setting the limit value to 0.

5. Once the time windows to assign have been entered, click **OK**. The key will be updated with the new time windows and the following message will display.

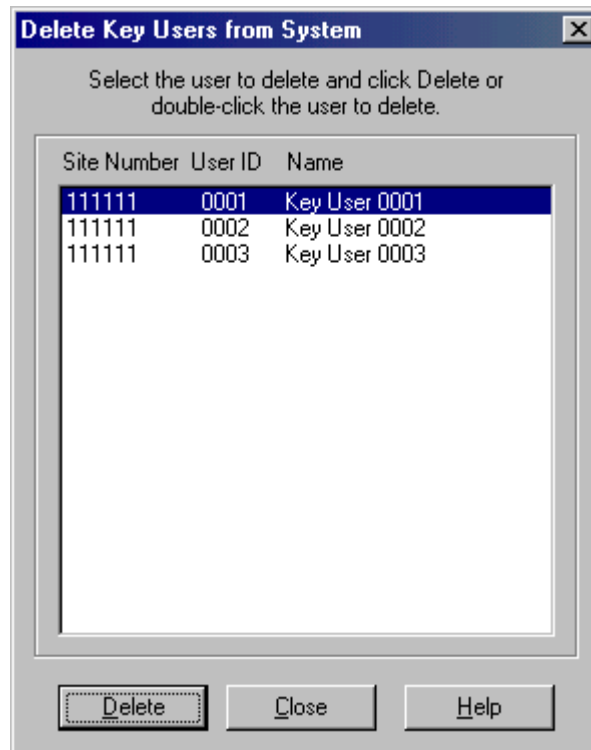


6. Click on the **OK** button.

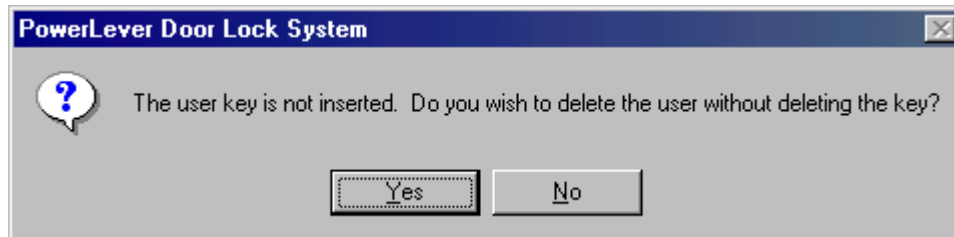
The system will return to the Main menu.

Delete Users from System

The Delete Users from System function allows the operator to delete a Key User from the system. Key Users are people accessing Model 455x locks using an A key. To access this function, click **Key Users** from the Main menu and select **Delete Users from System**. The system will display a list of Key Users available to delete in a dialog similar to the following.



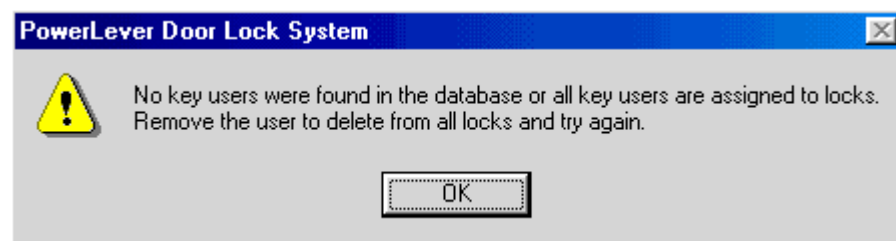
1. If the key for the user to delete is available, insert the key into the key reader. Select the Key User to delete and click **Delete**. If no key is inserted, the following message will display.



2. To delete the Key User anyway, click **Yes**. The Key User is deleted and the following message will display.



If there are no Key Users in the system, or if all Key Users are assigned to a lock, the following message will display.



3. Click on the **OK** button.

The system will return to the Main Menu.

The fifth option on the Main menu is “SA Keys”. The SA key is used to transfer audit and user table data between the PowerLever software and the locks. The SA key is programmed by the PowerLever software for a specific function and can only be used for that function until reprogrammed. To access the “SA Keys” option, select **SA Keys** from the Main menu. The SA Keys menu is displayed.

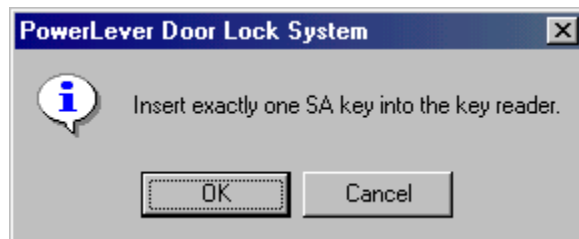


Init an SA Key to Get Audits

The Init an SA Key to Get Audits option is used to initialize an SA key so that it can be taken to a lock to obtain an audit download from the lock’s memory. The key is then returned to the PowerLever system so that the data can be retrieved from the key. To initialize an audit key, complete the following steps from the SA Keys menu:

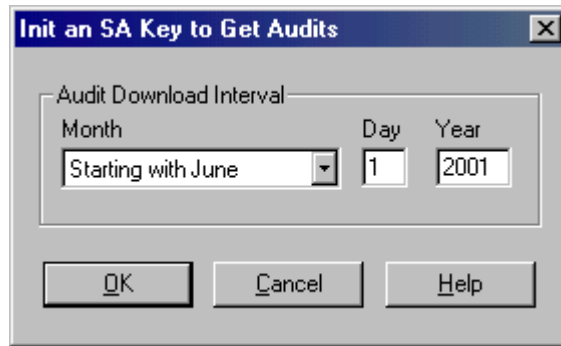
1. Select **Init an SA Key to Get Audits**.

If an SA key is not inserted in the PC key reader, the SA Smart Key reminder message is displayed.



2. Make sure there is an SA key in the PC key reader and click on the **OK** button to proceed. The Init an SA Key to Get Audits window is displayed.





By default, the audit key will be initialized to retrieve the entire audit trail from a lock (or for Model 455x locks the entire audit trail up to 1,022 records). For Model 455x locks, if the lock contains more than 1,022 audit records, the download will have to be obtained via the Palm organizer.

- To limit the audits retrieved, select a **Month** from the drop-down list and enter a **Day** and **Year** in the appropriate boxes (e.g., to retrieve audit records starting with December 26, 1998, select "Starting with December" for month, enter "26" for Day, and enter "1998" or "98" for year). If no limit is specified, the system will retrieve the entire audit trail from the lock.

Note: *The year specified may be between 90 and 99 (for 1990 to 1999) or 00 and 89 (for 2000 to 2089). Also, the full year (1990 to 2089) may be specified.*

When a date is specified, the audit records will download from the end of the lock's audit buffer back until a record is encountered with a date stamp before the report date specified.

Note: *If records in the audit trail have date stamps that occur out of sequence, those records will not be included in the audit report although they do meet your date restriction criteria. Consider the following example with the date restriction specified as December 26, 1998. Note that while the last two records' dates are after December 26, it will not be downloaded because it was recorded before the record listed previous which did not meet the date criteria.*

Reported Date	Time	ID	Type	Transaction
Yes	12/28/1998	10:22	Lock	Audit terminator record
Yes	12/28/1998	08:15	11	Master Audit download
Yes	12/27/1998	18:53	11	Master Lock opened
Yes	12/26/1998	10:15	31	User Lock opened
No	12/25/1998	09:00	11	Master Set time and date
No	12/27/1998	19:43	11	Master Lock opened
No	12/27/1998	07:30	73	Svc User Lock opened

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



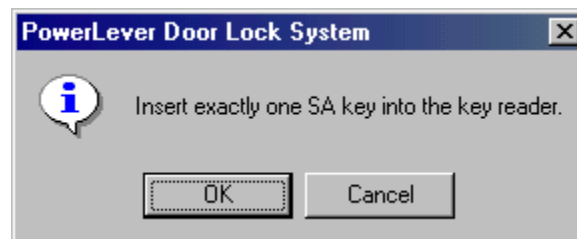
4. Click on the **OK** button to close the window.
5. Take the SA key to the lock key reader to retrieve the audit data. (Refer to the “Retrieve Audit Records” section in Appendix B for detailed information.) Return the SA key to the PowerLever software to report the audit data. Refer to the “Report Audit Download” section in this manual for detailed information.

Init an SA Key to Get Users

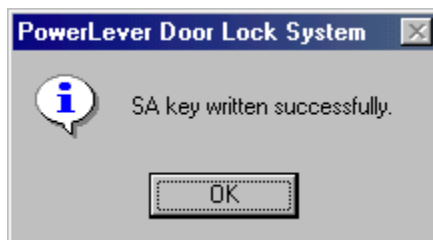
This option is used to initialize an SA key so that it can be used to download the User Table from a lock. To initialize a User Table key, complete the following steps from the Smart Keys menu:

1. Select **Init an SA Key to Get Users**.

If an SA key is not inserted in the PC key reader, the SA Smart Key reminder message is displayed.



2. Make sure there is an SA key in the PC 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 is displayed.



3. Click on the **OK** button to close the window.
4. Take the SA key to the lock key reader to retrieve the user table data. (Refer to the “Retrieve User Information” section in the Operating Instructions for detailed information.) Return the SA key to the PowerLever software to report the user table data.

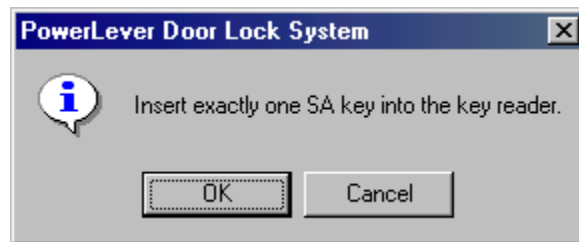
Note: For Model 455x locks, only 2,495 users will fit on a key for a User Table Download. If the lock contains more than 2,495 users, the download will have to be obtained via the Palm organizer.

Delete Smart Key Contents

The Delete Smart Key Contents option is used to delete an SA key after it has been initialized for an audit data or user table data download. Once deleted, it will have to be initialized by the Init an SA Key to Get Audits option or the Init an SA Key to Get Users option before it can be used for a download. To delete the contents of an SA key, complete the following steps from the SA Keys menu:

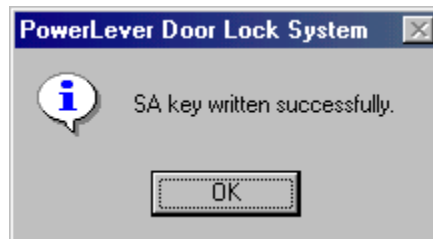
1. Select **Delete Smart Key Contents**.

If an SA key is not inserted in the PC key reader, the SA Smart Key reminder message is displayed.



2. Make sure the SA key is in the PC key reader. Click on the **OK** button to clear the contents of the SA key inserted or **Cancel** to cancel the operation.

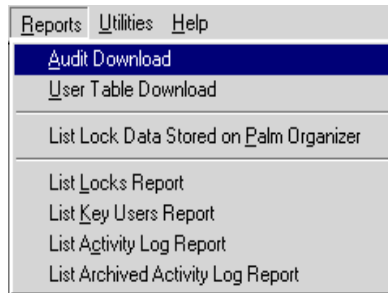
If the key is cleared successfully, the following confirmation message is displayed.



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

The SA key may be used later for modifying lock user tables or obtaining lock reports, but must first be initialized if used for obtaining lock audit or user table downloads.

The Reports option enables you to generate reports about the audit or user table information stored in the SA Smart Keys, as well as view lock reports and uploads available on the Palm organizer. You may also create reports that list locks, list Key Users, and list the activity log. The reports will be displayed and you will then have the option of printing the report data or saving the data to a file. To access the Reports option, select **Reports** from the Main menu. The Reports menu is displayed.

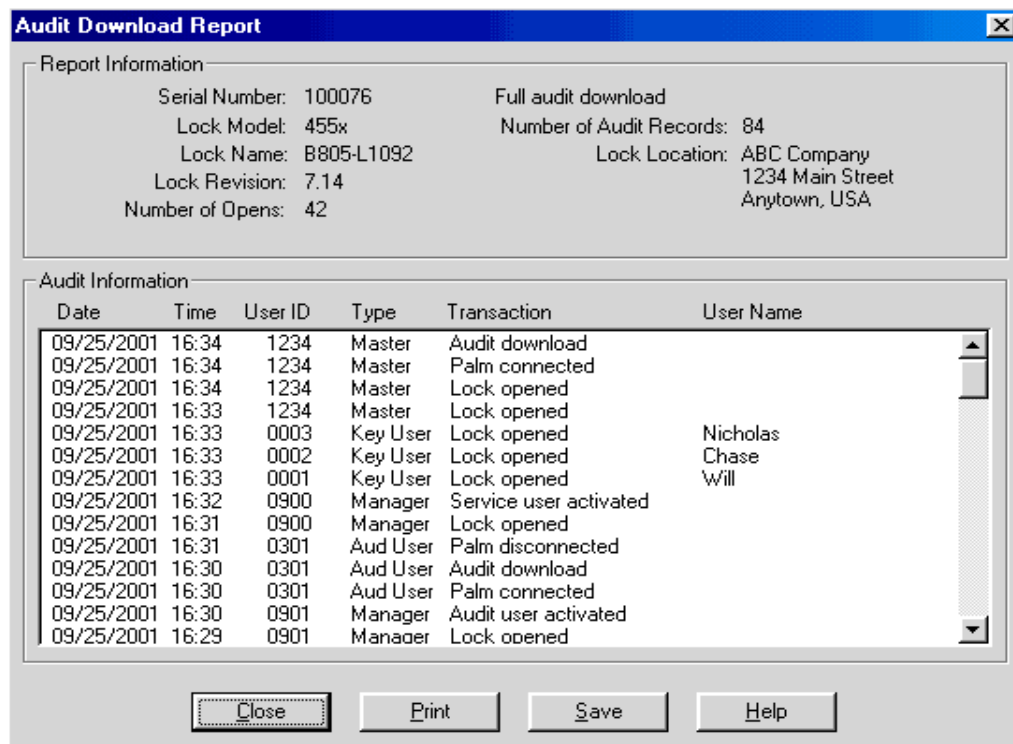


Audit Download Report

This option allows you to display the audit records retrieved from a lock and stored on an SA Smart Key. To display the audit download report, complete the following steps:

1. Insert the SA Smart Key containing the audit records retrieved from the lock into the PC key reader.
2. Select **Audit Download** from the **Reports** menu.

A report window similar to the following is displayed.



The Report Information section lists the lock serial number, model and revision, as well as lock name and location data. This section also lists the total number of times the lock was opened, the total number of audit records included, and the date restriction specifications for the report.

The most recent audit record is listed first. For each transaction, the report lists the date, time, User ID, type of user, and description of the transaction. Also, the user names are included for those users whose names are contained in the current system lock table.

Note: *Users that are reassigned will always display the current name stored in the lock table.*

Print Report

To print a report, complete the following steps:

1. To print the report, click on the **Print** button.

The Print window is displayed.

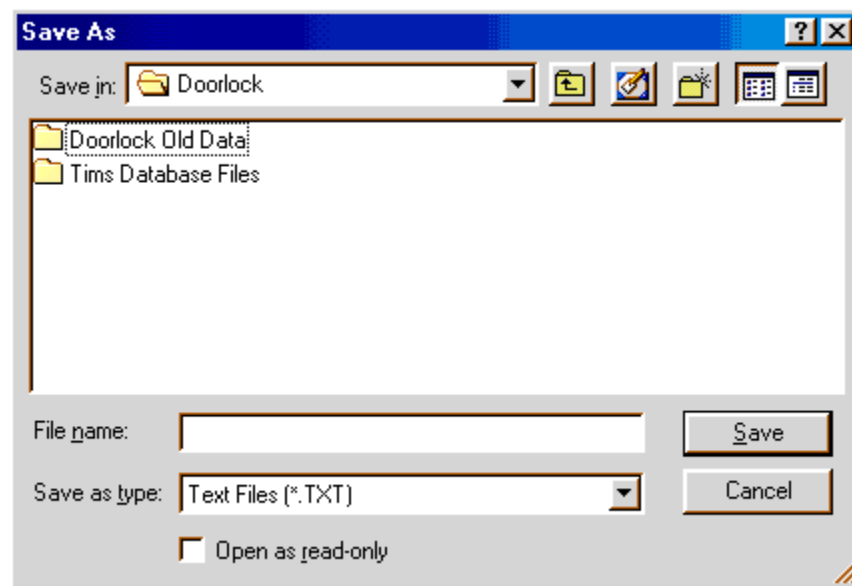
2. Modify the print options as appropriate and click on the **OK** button.

Save Report

To save a report, complete the following steps:

1. To save the report data in a file, click on the **Save** button.

The Save As window is displayed.



2. Specify the drive, directory and name of the file in which the report file is to be stored and click on the **OK** button.
3. Click on the **Close** button to close the report window.

User Table Download Report

This option 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 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.*

Updating Lock User Table

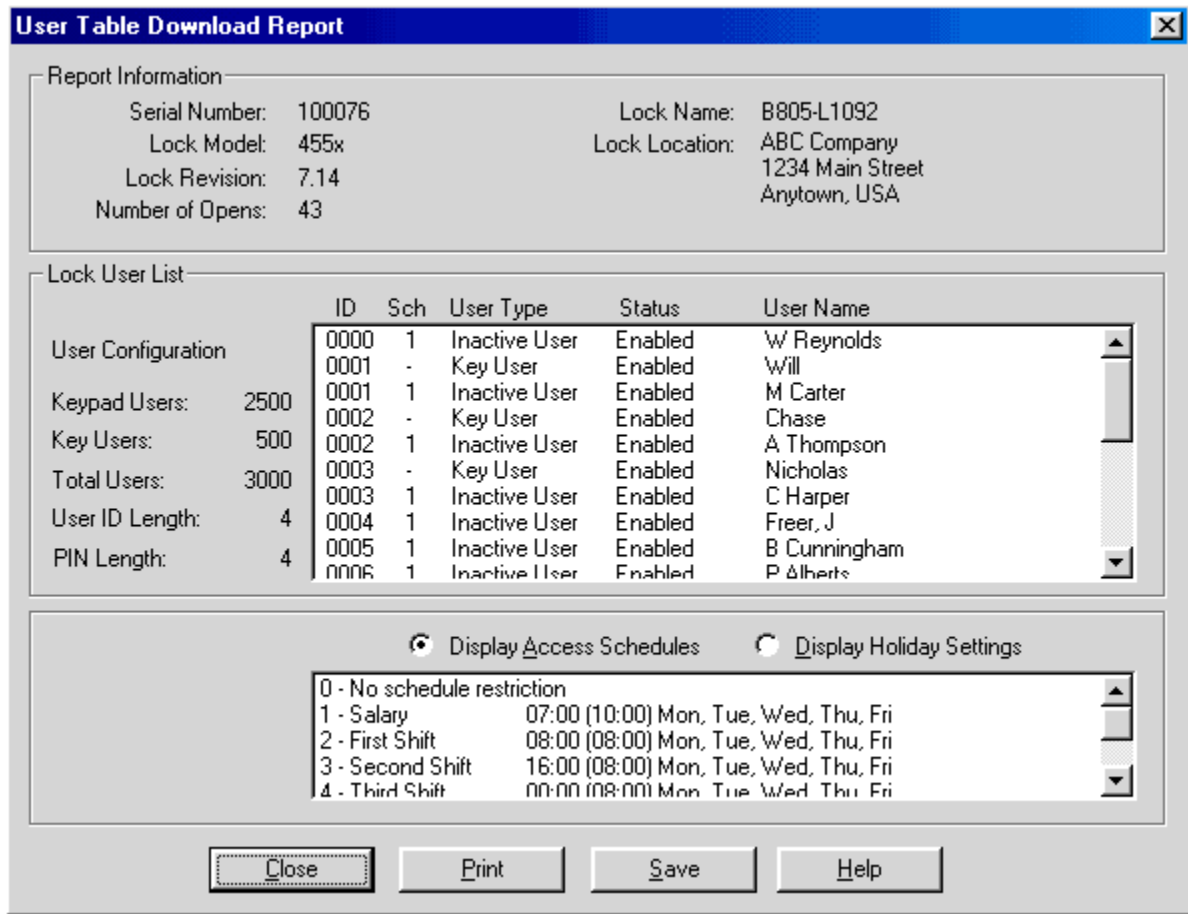
The User Table for a lock (stored as a database file on the PC) can be updated at the time that the Report option is selected with the user table data retrieved from the lock via the SA Key. Since the user table data retrieved from a lock will include any changes (user additions or deletions) that have been made manually at the lock, this data on the SA key may optionally be used to update the lock user table on the PC. This process enables user table data in a lock and in the PC to always be synchronized.

Requesting a User Table Download report starts the process to update the user table data on the PC.

To display the User Table Download report, complete the following steps from the **Reports** menu:

1. Insert the SA Smart Key containing the User Table records retrieved from the lock into the PC key reader.
2. Select **User Table Download** from the **Reports** menu.

A report window similar to the following is displayed.



The system lists all users stored in the SA key. The names associated with each Access User reflect the current system lock table. To change or define the name associated with an Access User for the lock displayed, use the Change Access User Names function in the **Locks** menu.

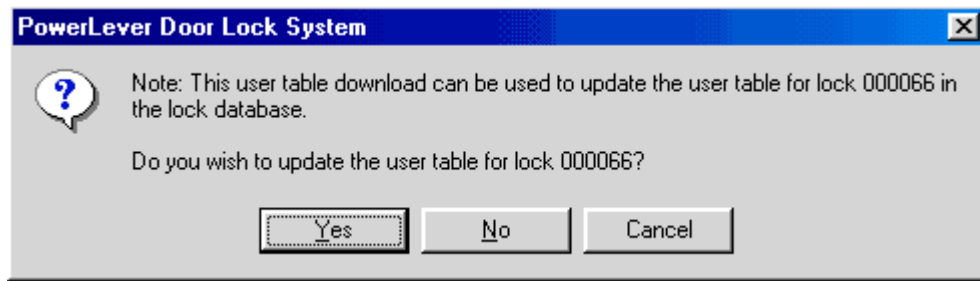
To view the holidays for Model 455x locks, click the “Display Holiday Settings” radio button. The holidays will display in the window below.

Note: For Model 455x locks, the access schedule and holiday settings displayed are those stored in the lock. For all other models, the access schedule settings displayed are those stored in the lock database on the PowerLever Door Lock System.

You can print or save this report in the same manner as the audit report. Refer to “Print Report” and “Save Report” on page 86 for detailed information.

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

If a lock with the serial number found on the SA key exists in the PC system, a message will display, providing the option to update the lock database with the user table information stored in the SA key.



4. Click **Yes** to update the lock database in the PC at this time or click **No** if you do not want to update the lock database with the user table information stored in the SA key.

It is important to update the lock user table in the PC if the lock has been set up with different user data than was originally input to the PC when the lock was added to the PowerLever system.

If you choose to update the lock's user table in the PC, the user table stored in the PowerLever system and the lock user configuration data (Model 455x only) will be adjusted (if necessary) to reflect the lock user information as it is displayed in the report. This adjustment applies to User IDs assigned to the lock, Lock Model, User ID length, Access Schedules (for Models 3000, 35xx and 455x only), Statuses and Group Statuses. For the Model 455x, the lock user configuration data that is updated includes the number of Keypad Users and Key Users, the User ID length, and the PIN length.

User IDs that are enabled in the user table in the PowerLever system, but which are not displayed on the report will be disabled in the PowerLever system. Likewise, User IDs that are disabled in the PowerLever system user table, but which are displayed as enabled on the report will be enabled in the PowerLever system. User names will not be changed.

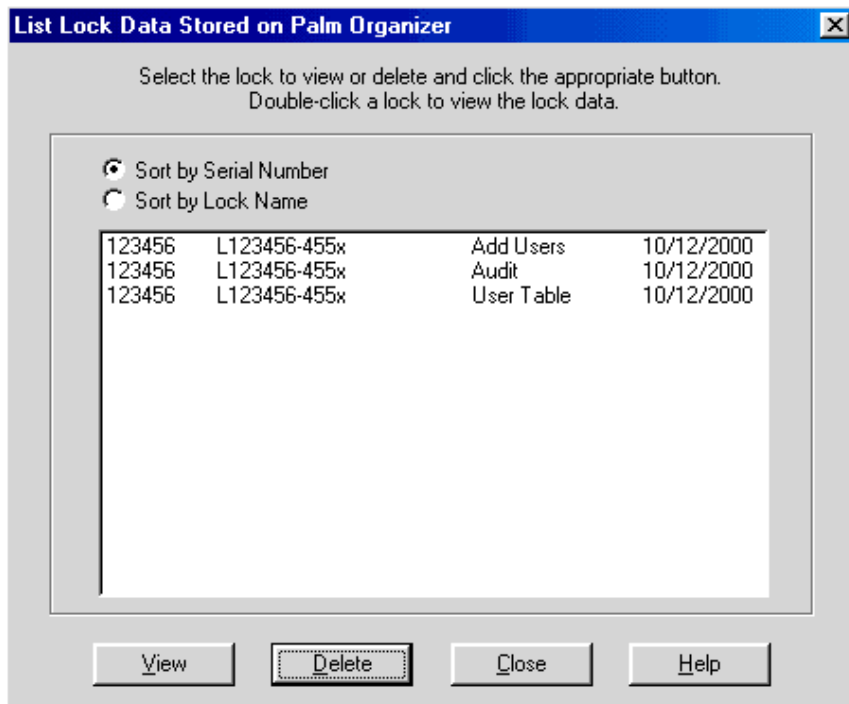
For Model 455x locks only, the access schedule and lock holiday settings will also be updated to reflect those reported. For all other models, the access schedule settings displayed already reflect those stored in the system database.

If the update message does not display, the lock does not exist in the system table. Add the lock to the system and display this report again to update the lock user table.

List Lock Data Stored on Palm Organizer

The List Lock Data Stored on Palm Organizer report allows the operator to view lock reports and uploads available on the Palm organizer. To access this function, first perform a HotSync operation with the Palm Organizer.

On the PC system, click **Reports** and select **List Lock Data Stored on Palm Organizer**. The system will display a list of lock transactions stored on the Palm in a dialog similar to the following.



The lock transactions are initially listed by serial number or by lock name, as specified in the system settings. To change the sort order, click **Sort by Serial Number** or **Sort by Lock Name**. To change the default sort order, refer to the section “Change System Settings.”

The third column listed indicates the type of lock data stored. The possible types are:

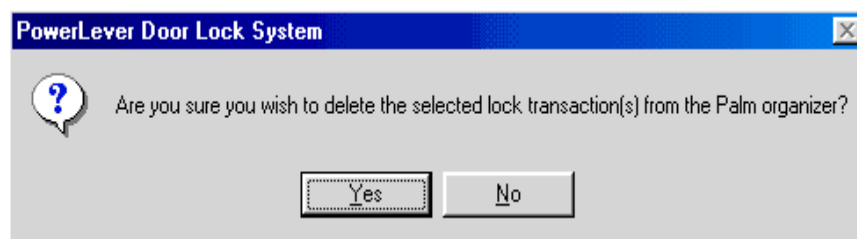
1. Add Users (Add Locks to System, Add Access Users to Locks, or Change Lock and Access User Settings)
2. Del Users (Delete Access Users from Locks)
3. Audit (Audit Download report)
4. User Table (User Table Download report)

The latter two data types represent reports obtained from a lock. To view an Audit or User Table report, select the report in the list and click **View**.

For more information on Audit reports, refer to the section “Audit Download Report.”

For more information on User Table reports, refer to the section “User Table Download Report.”

The fourth column listed indicates the date the transaction was loaded onto the Palm. Individual transactions can be deleted from the Palm organizer. To delete data, select the transaction(s) to delete and click the **Delete** button. The following message will display.



To delete the transaction(s), click **Yes**. Otherwise, click **No**.

To exit the report dialog, click **Close**. The Palm should return to its main screen as shown below.

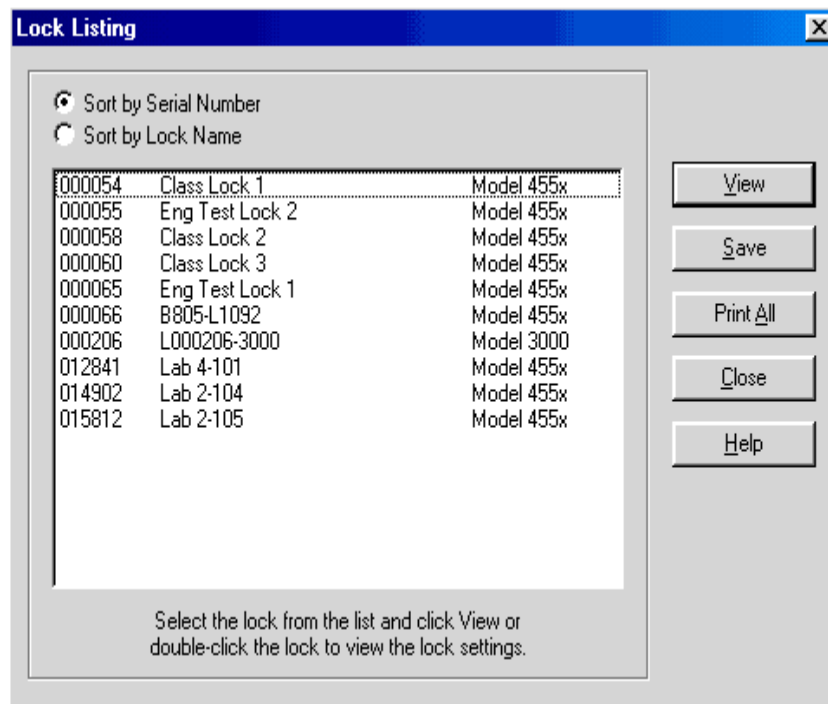


List Locks Report

The List Locks report displays a list of the locks defined in the system and provides the ability to view the access schedules and holidays defined for each lock, the Access Users assigned to each lock and the name, status and access schedules associated with each assigned Access User. To display the List Locks report, complete the following steps from the **Reports** menu:

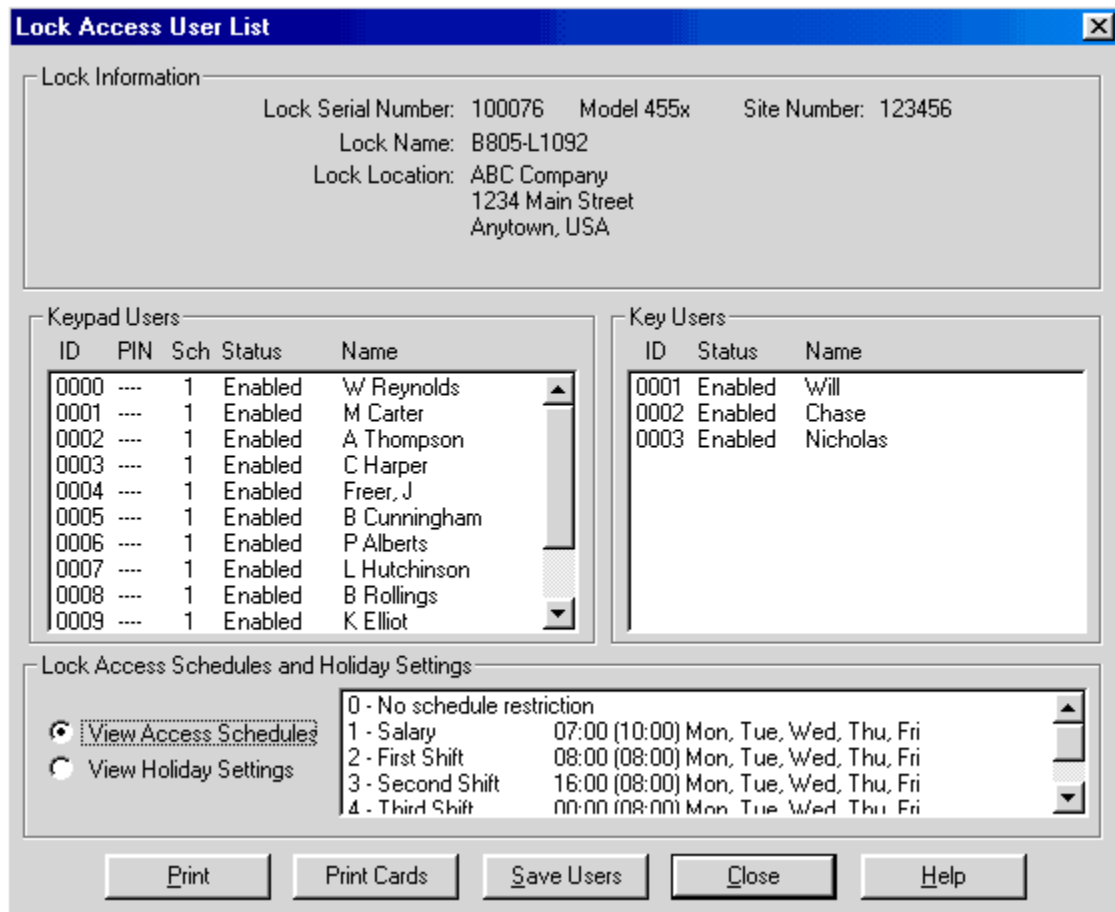
1. Select **List Locks Report** from the **Reports** menu.

A report window similar to the following is displayed.



The locks are initially listed by serial number or by lock name, as specified in the system settings. To change the sort order, click **Sort by Serial Number** or **Sort by Lock Name**. To change the default sort order, refer to the section “Change System Settings.”

To view the Lock Name, Location, Model, Access User list and access schedules (for Models 3000, 35xx and 455x only) for a particular lock, select the lock in the Lock List and click the **View** button. A dialog similar to the following will display.



The Lock Serial Number, Lock Name, Location, Model and Site Number (for Model 455x locks) are listed in the “Lock Information” box. The Access Users assigned and access schedules (for Model 3000, 35xx and 455x locks) are also displayed. Access Users will display with their corresponding user name, status, access schedule, and group status (for Models 2000 – 35xx). To view the lock holidays for Model 455x locks, click the **View Holiday Settings** radio button.

You can print or save this report in the same manner as the audit report. Refer to “Print Report” and “Save Report” on the previous pages for detailed information. You can also use the **Print All** button to print the report for all locks. The **Print All** option is unique to the List Locks Report but instructions for using this button are identical to those for the **Print** button as described in the “Print Report” section. Click the **Print Cards** button to print business-style cards for the Access Users of the selected lock.

2. Click on the **Close** button to close the report window and return to the list of locks.

List Key Users Report

The List Key Users Report allows the operator to view all key users in the system. To display the List Key Users report, complete the following steps from the **Reports** menu:

1. Select **List Key Users Report** from the **Reports** menu.

A report window similar to the following is displayed.

User List					
Site Number	User ID	PIN Req	Hol Acc	Key ID	User Name
000001	0120	No	No	826FFC1900000026	Virgil
000001	0121	No	No	82537F16000000A9	Person X
000001	0122	Yes	No	829B1318000000B2	Person Y
091893	0328	No	No	82C7631B00000004	Jill
091893	0504	Yes	No	820AEE1200000065	Tim
091893	1526	No	No	822C931700000061	Erin
123456	0001	Yes	Yes	82A4F3170000003B	Will
123456	0002	Yes	Yes	823E56160000002B	Chase
123456	0003	No	Yes	8270551600000003	Nicholas

Click a user to display the corresponding time windows.

Time Windows	
Start (Duration)	Days of Week
08:00 (10:00)	Mon, Tue, Wed, Thu, Fri

Close Print Save Help

The Key Users report lists in order of Site Number and User ID. Also listed are PIN setting, Holiday Access setting, Key ID and User Name. The PIN setting indicates if a PIN is required for the user to access locks. The Holiday Access setting indicates if the user can access locks on holidays.

To display the time windows for a certain Key User, select the user in the list. The corresponding time windows will display in the “Time Windows” box at the bottom of the dialog.

You can print or save this report in the same manner as the audit report. Refer to “Print Report” and “Save Report” on the previous pages for detailed information.

2. Click on the **Close** button when finished viewing the report to close the report window.

List Activity Log Report

The List Activity Log Report allows the operator to view the system activity log. To display the List Activity Log report, complete the following steps from the **Reports** menu:

1. Select **List Activity Log Report** from the **Reports** menu.

A report window similar to the following is displayed.

Date	Time	Event	SN / User ID	Site / Model	Name / Logon Key ID
10/14/1999	10:22	Lock report listed			
10/14/1999	10:22	Logged on to system			0258864200000045
10/14/1999	10:22	Logged on to system			0258864200000045
10/14/1999	09:48	Logged on to system			0258864200000045
10/14/1999	09:47	Logged on to system			0258864200000045
10/14/1999	09:12	Logged on to system			0258864200000045
10/13/1999	11:24	Lock added	090000	091893	L090000-4500
10/13/1999	11:20	Logged on to system			0258864200000045
10/13/1999	10:32	Key user report listed			
10/13/1999	10:32	Key PIN changed	0504	091893	Tim
10/13/1999	10:32	Key user report listed			
10/13/1999	10:32	Key windows changed	0504	091893	Tim
10/13/1999	10:31	Key user report listed			
10/13/1999	10:16	Lock report listed			
10/13/1999	10:16	Lock settings changed	050000	091893	L050000-4500
10/13/1999	10:16	Lock settings changed	060000	091893	L060000-4500
10/13/1999	10:16	Lock settings changed	070000	091893	L070000-4500
10/13/1999	10:15	Palm lock data listed			
10/13/1999	10:14	Lock settings changed	080000	091893	L080000-4500
10/13/1999	10:13	Logged on to system			0258864200000045

Total Records Listed: 730

Close Print Save Help

The activity log contains an event description, lock serial number and model number, user ID, site number, user name and logon key ID, where each is applicable. Each record contains a date and time stamp to indicate when the activity took place. The total number of records is listed at the bottom of the report.

You can print or save this report in the same manner as the audit report. Refer to “Print Report” and “Save Report” on the previous pages for detailed information.

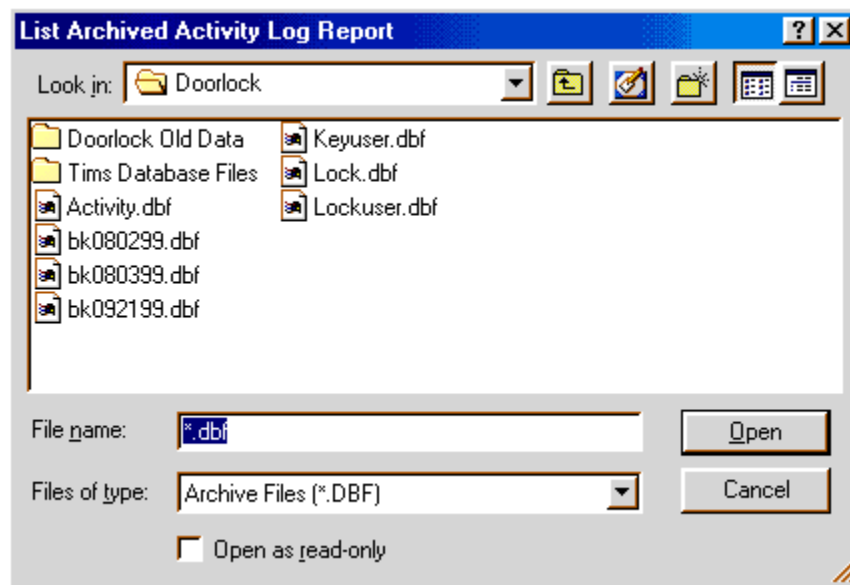
2. Click on the **Close** button when finished viewing the report to close the report window.

List Archived Activity Log Report

The List Archived Activity Log Report allows the operator to view a system activity log that had been previously archived. To display an Archived Activity Log report, complete the following steps from the **Reports** menu:

1. Select **List Archived Activity Log Report** from the **Reports** menu.

A report window similar to the following is displayed.



This dialog allows the operator to specify the file name for the archived activity log. Archived activity log files are stored as ".dbf" files with a file name that indicates the date of the archive. (For example, the file "bk092199.dbf" shown in the dialog above was archived on September 21, 1999.)

2. Specify the file name of the archive and click **Open**.

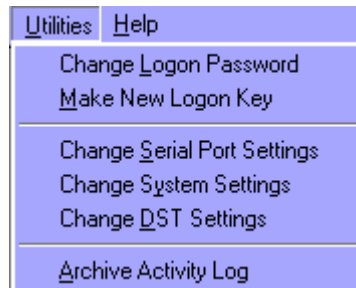
The selected archived Activity Log Report will display as described in the previous section "List Activity Log Report."

The activity log contains an event description, lock serial number and model number, user ID, site number, user name and logon key ID, where each is applicable. Each record contains a date and time stamp to indicate when the activity took place. The total number of records is listed at the bottom of the report.

You can print or save this report in the same manner as the audit report. Refer to "Print Report" and "Save Report" on the previous pages for detailed information.

3. Click on the **Close** button when finished viewing the report to close the window.

The Utilities option is used to change the logon password; make a new logon key; change the serial port address for the PC key reader, other system settings, and DST settings; and archive the activity log. To access the “Utilities” option, select **Utilities** from the Main menu. The Utilities menu is displayed.



Change Logon Password

This option is used to change the six-character password used to log on to the PowerLever software. To change the password, complete the following steps. From the Utilities menu:

1. Select **Change Logon Password**.

The Change Logon Password window is displayed.



2. For Current Logon Password, enter the current six-character logon password.

Note: *The logon password must be exactly six characters long and can consist of numbers, characters, spaces and special characters (i.e. ~!@#\$\$%^&*, etc.)*

3. For New Logon Password, enter the new six-character logon password.

4. For Verify New Password, enter the new logon password again for verification.
5. Click on the **OK** button.

The following confirmation message is displayed.



Make New Logon Key

The Make New Logon Key function allows the operator to generate a backup or alternate logon key for accessing the PowerLever Door Lock System. To access this function, complete the following steps. From the Utilities menu:

1. Select **Make New Logon Key**.

The Make New Logon Key window is displayed.



Make sure the logon key used to log onto the system is inserted into the key reader.

2. Insert the new S key that is to be programmed as a new logon key into the reader.
3. Type the password of the existing logon key into the field titled Password for Current Logon Key.

Note: *The logon password must be exactly six characters long and can consist of numbers, characters, spaces and special characters (i.e. ~!@#\$\$%^&*, etc.)*

4. Type the password for the new key in the remaining two fields.
5. Click **OK** to verify and validate the passwords for the new key.

The key will be written and the following message will display.



Change Serial Port Settings

The Change Serial Port Settings function allows the operator to change the serial port and the serial adapter used to communicate with the PC key reader as well as the serial port used to connect the Palm organizer. To access this function, complete the following steps. From the Utilities menu:

1. Select **Change Serial Port Settings**.

The following dialog will display.



2. Select the appropriate port number (COM1 – COM6) used to connect the key reader.
3. If you have a DS9097U Adapter Type, click on the appropriate box to indicate this. To determine if you have this type of serial adapter, look on the adapter for a label that shows the DS9097U part number.

Note: The DS9097U type of adapter is normally shipped with Version 2.0 and greater of the PC software. If you have an older version of the software, you should not have this type of serial adapter.

Change System Settings

The Change System Settings function allows the operator to change the PowerLever Door Lock System settings.

To access this function, from the Utilities Menu:

1. Select **Change System Settings**.

The following dialog will display.

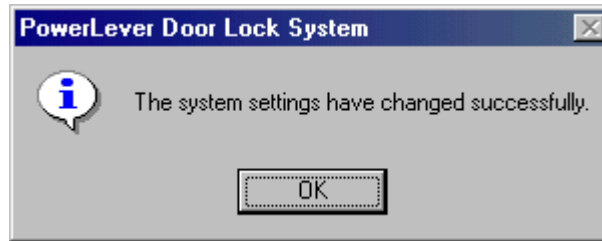
The screenshot shows the 'Change System Settings' dialog box. It is divided into several sections:

- Custom Field Titles:** Two text input fields. The first is 'Lock Name Field Title' with the text 'Lock Name' entered. The second is 'Lock Location Field Title' with the text 'Lock Location' entered.
- Date Formatting:** A checkbox labeled 'European Date Format (DD/MM/CCYY)' which is currently unchecked.
- Default Sort Method for Listing Locks:** Two radio buttons. 'Sort by Serial Number' is selected, and 'Sort by Lock Name' is unselected.
- Default Lock Model for Adding Locks:** Five radio buttons. 'Model 455x' is selected, and the others ('Model 2000', 'Model 2500', 'Model 3000', 'Model 35xx') are unselected.
- Default PIN Length for Model 455x Locks:** Five radio buttons. '4' is selected, and the others ('0', '1', '2', '3') are unselected.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

2. To change the titles used to refer to the lock name and location fields throughout the PowerLever Door Lock System, type the titles in the boxes provided.
3. For date formatting DD/MM/CCYY, check the European Date Format box. Otherwise, dates will be displayed as MM/DD/CCYY.
4. Select the default sort method to use when displaying a list of locks.
5. Select the default lock model to use when adding locks to the system.
6. Finally, select the default PIN length selection for use when adding a model 455x lock to the system.
7. To apply and save the settings entered, click **OK**. To revert to the previous settings, click **Cancel**.

The following confirmation message is displayed.



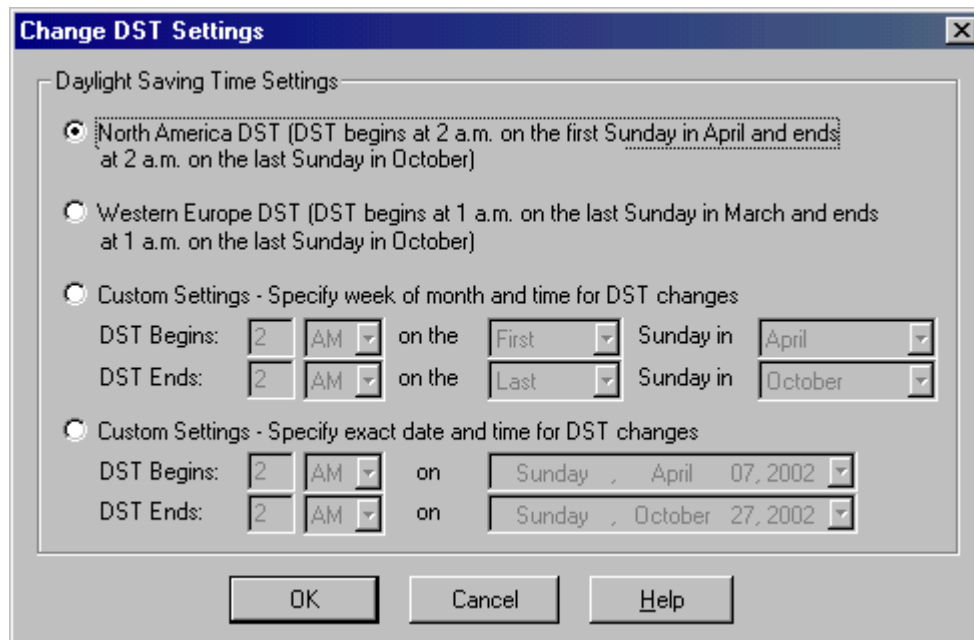
Change DST Settings

The Change DST Settings function allows the operator to select the DST settings that will be sent to Model 455x locks added to the system.

To access this function, from the Utilities Menu:

1. Select **Change DST Settings**.

The following dialog will display.

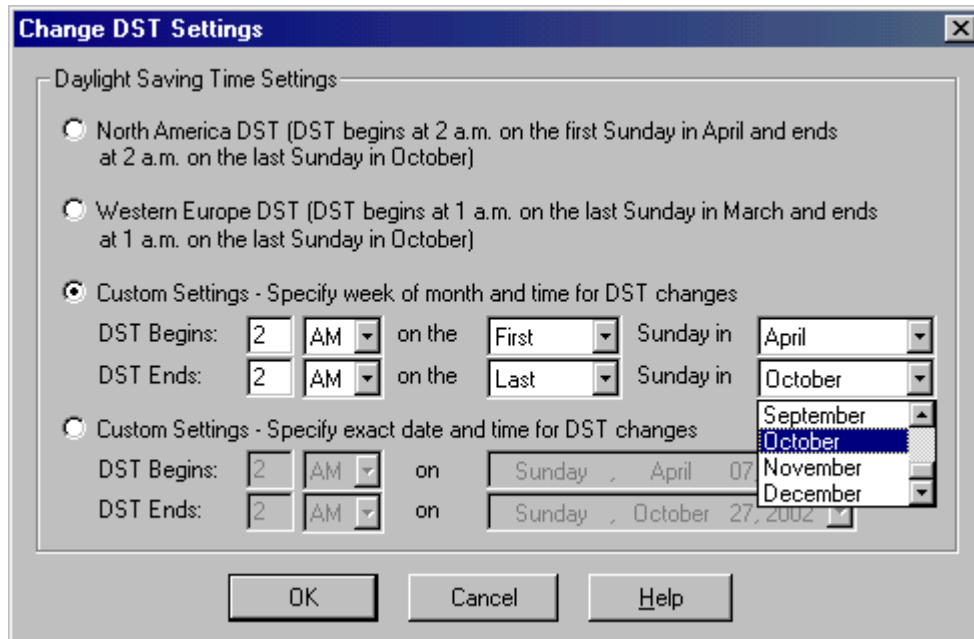


PowerLever Model 455x locks have the ability to automatically adjust for Daylight Saving Time. When adding a lock to the system, the operator can choose whether or not to have this adjustment made by the lock. If Daylight Saving Time is not observed in the location of a particular lock, the "Lock adjusts for Daylight Saving Time" box should be unchecked for that lock. For more details, refer to the section "Add Locks to System."

For locks that adjust for DST, the date and time to begin and end DST are uploaded along with Access Schedule, Lock Holiday and Access User Table information. The dates and times uploaded are determined by the settings in the Change DST Settings function.

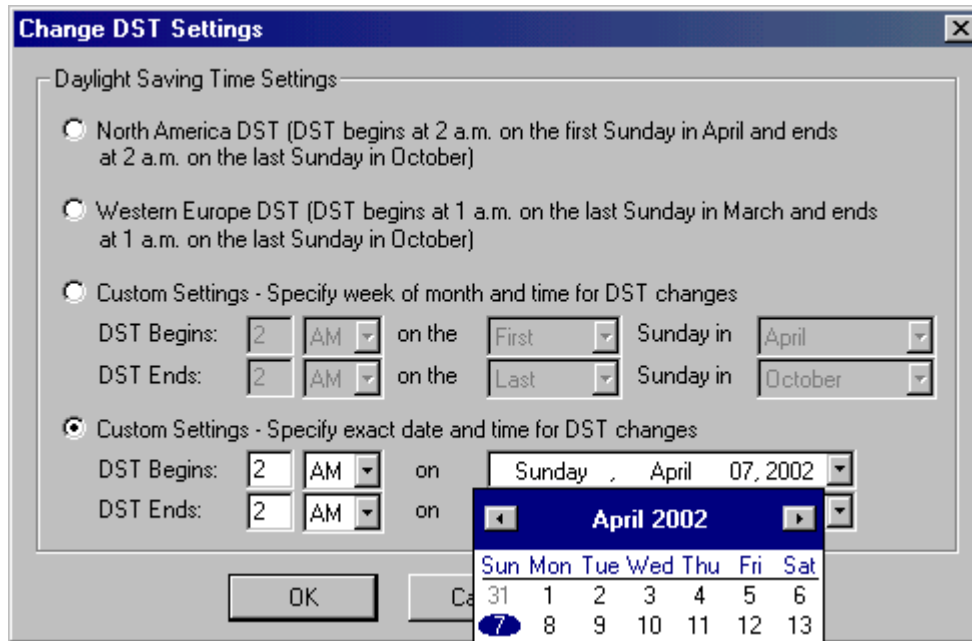
The default DST setting is to begin DST at 2 a.m. on the first Sunday in April, and to end DST at 2 a.m. on the last Sunday in October. These are the dates observed in most areas of North America. To choose this setting, select the first radio button.

The second DST setting is observed in most of Western Europe. This setting causes DST to begin at 1 a.m. on the last Sunday in March, and to end at 1 a.m. on the last Sunday in October. To choose this setting, select the second radio button.



The third DST setting allows the operator to customize to a first Sunday or last Sunday of any month. To customize in this way, select the third radio button. Then, specify the time, First / Last and month to begin and end Daylight Saving Time.

Australia, for example, observes DST at approximately opposite times than either North America or Europe since it is in the southern hemisphere. Most areas of Australia begin DST at 2 a.m. on the first Sunday in October, and end DST at 3 a.m. on the last Sunday in March. For Australia, the settings would read “DST Begins: 2 AM on the First Sunday in October” and “DST Ends: 3 AM on the Last Sunday in March”.



If none of the above options work to specify the system DST settings, the fourth option provides maximum flexibility. This option allows the operator to specify the actual date and time to begin and end DST.

Note: *When using this option, the dates must be updated on, at least, an annual basis.*

To customize in this way, select the fourth radio button. Then, specify the time and date to begin and end Daylight Saving Time.

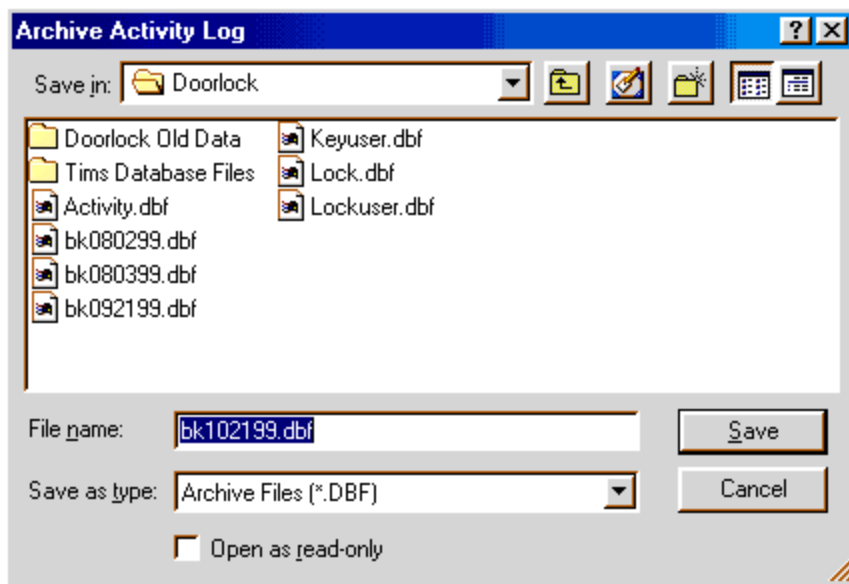
Archive Activity Log

The Archive Activity Log function allows the operator to archive and remove old records in the system activity log.

To access this function, from the Utilities Menu:

1. Select **Archive Activity Log**.

The following dialog will display.

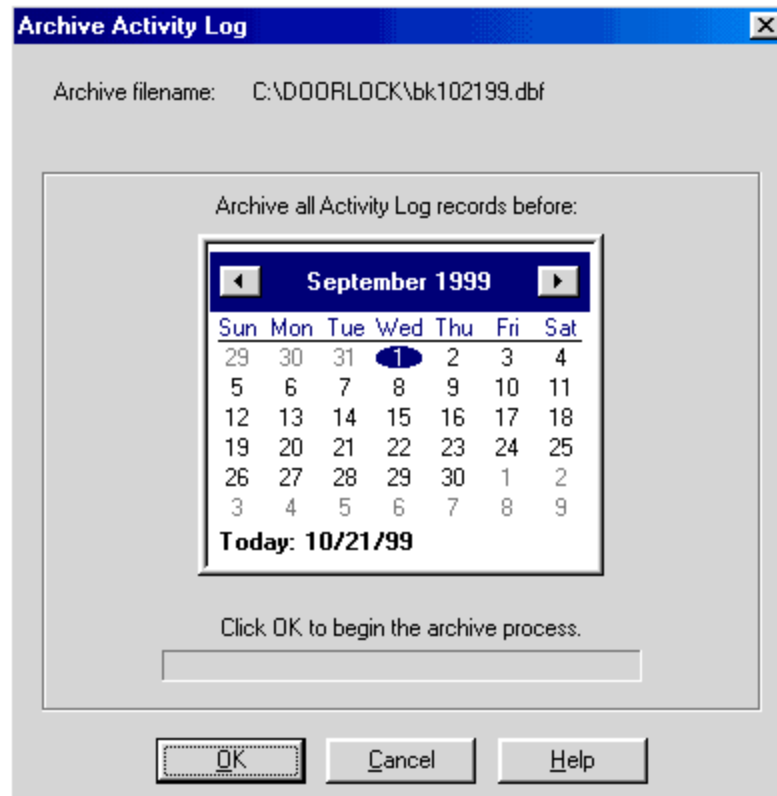


This dialog allows the operator to specify the archive file name. By default, the file name indicates the date of the archive (In the example shown from October 21, 1999, the file name defaults to "bk102199.dbf"). It is recommended that the file extension remain ".dbf" regardless of the file name.

Note: *If an existing archive's file name is chosen, the records will be appended to the existing file. The existing data will NOT be overwritten.*

2. Specify the file name of the archive and click **Save**.

The Archive Activity Log dialog will display.



On the calendar displayed, select the date at which the archive cutoff is established. The default date displayed will be the first of the month preceding the current month. In the example displayed, records older than September 1, 1999 will be archived and removed from the current system activity log. Newer records will remain in the current activity log.

To navigate the calendar by month, click the left and right arrows to either side of the month and year. To select a specific month of the current year, click the month displayed and select the month from the list. To increment or decrement the year, click the year and use the up and down arrows to the right of the year. Once the appropriate month and year are displayed, select the exact archive date by clicking the date on the calendar. The date should be circled in blue as shown in the example.

3. Click **OK** to begin the archive process.

A progress indicator will display a graphical representation of the archive process. Once completed, the following message will display.

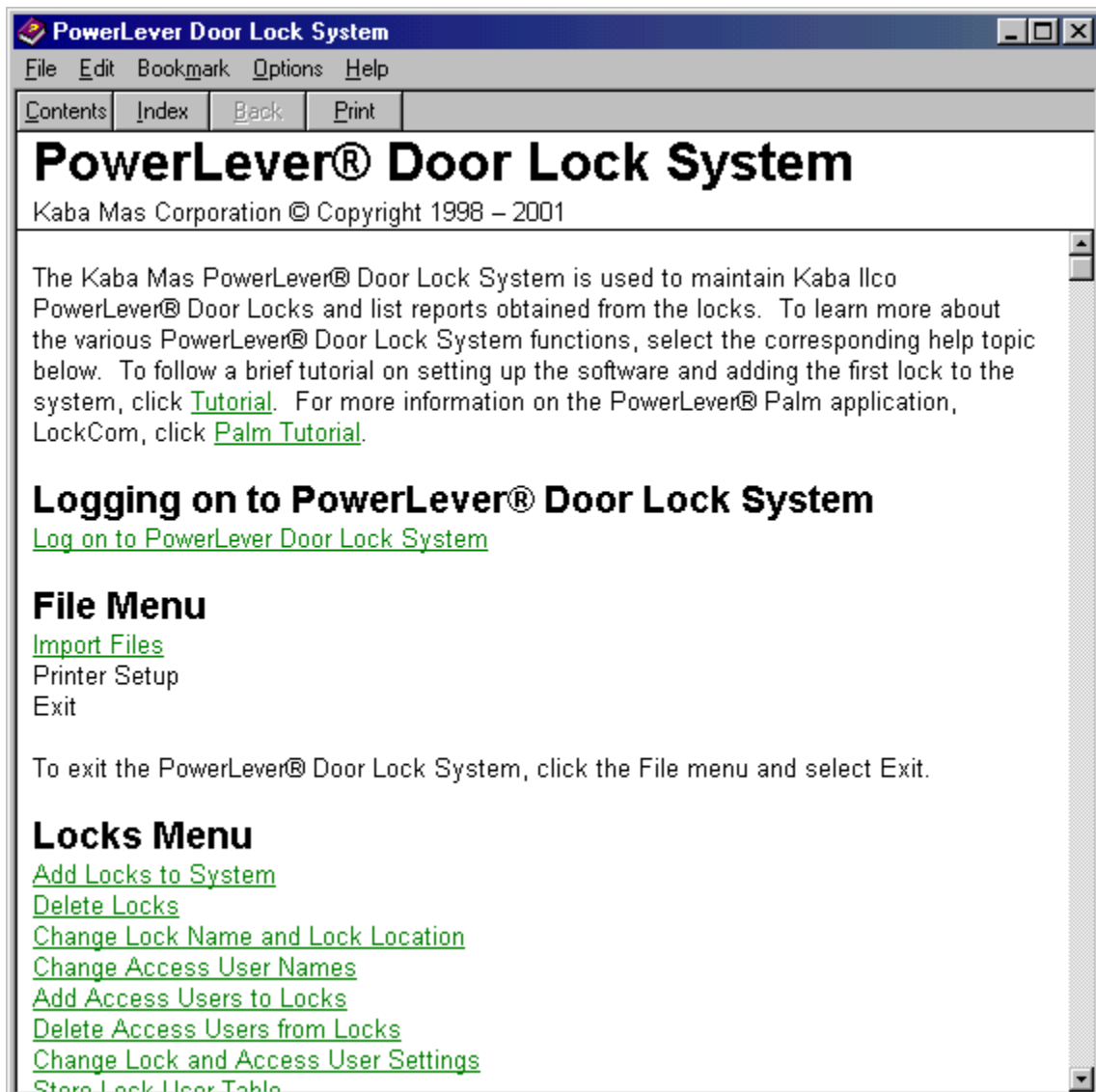


The PowerLever software has extensive Help screens available which cover all portions of the operation of the PowerLever software. To access the "Help" option, select **Help** from the Main menu. The Help menu is displayed.



Table of Contents

The Table of Contents option displays the main Help window as shown in the following.

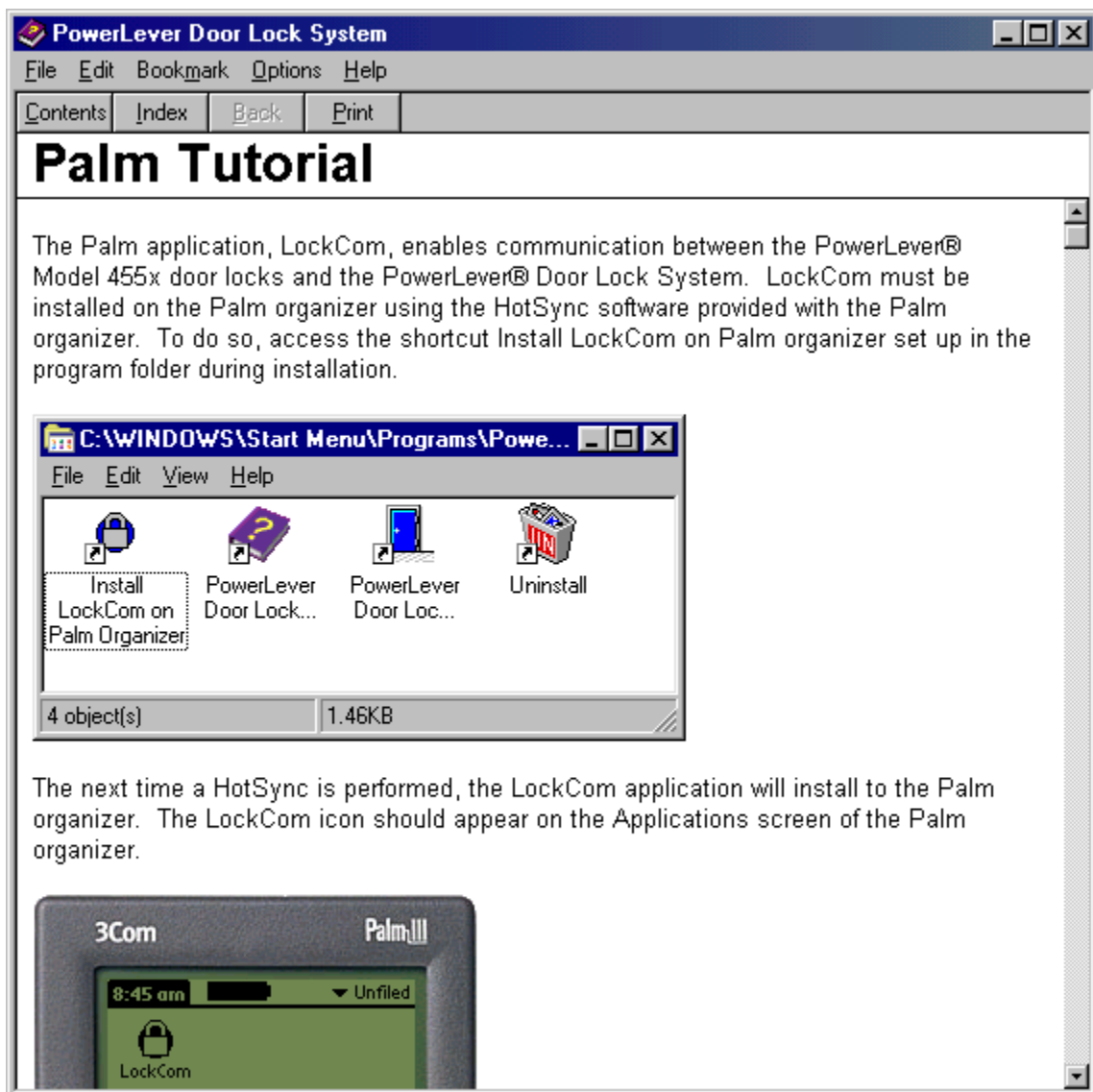


From this window, you may obtain help on the PowerLever software functions by clicking on the name of the function. The detailed help screen for the selected function is displayed. If the Help data is longer than one screen, use the scroll bars to move through the data. The taskbar commands at the top of the screen may be used to move through the help screen for the different functions. Select the **File-Exit** command to close the Help functions.

To follow a brief tutorial on setting up the software and adding the first lock to the system, click **Tutorial**. For more information on the PowerLever® Palm application, LockCom, click Palm Tutorial.

Palm Organizer Application Tutorial

The Palm Organizer Application Tutorial displays the Palm Tutorial window for the PowerLever Palm Application, LockCom, as shown in the following.

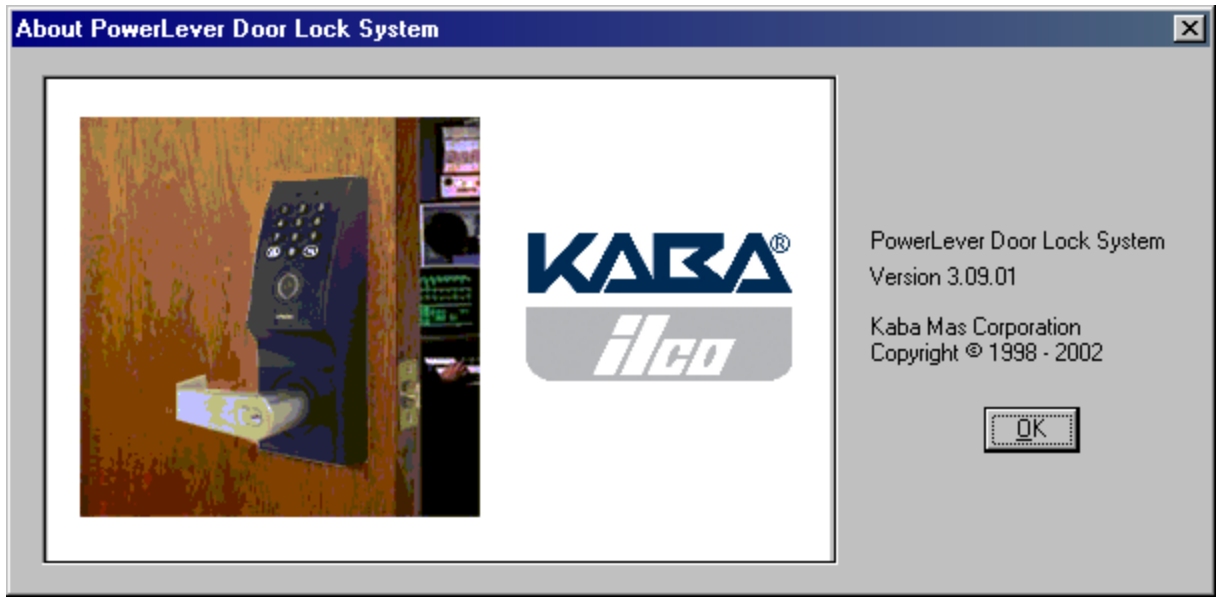


About PowerLever Door Lock System

The About PowerLever Door Lock System option displays the software version number and copyright information for the PowerLever Door Lock System. From the Help menu:

1. Select **About PowerLever Door Lock System**.

The About PowerLever Door Lock System window is displayed.



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

Lock Storage Data Based on User Table Size, # of Audit Records

User Table Storage for Models 2000, 2500, 3000, 35xx on SA Key (8kB)

User Table data for multiple locks may be stored on a single SA key. The following table indicates the number of locks that may be stored based on the number of Access Users.

<u># of Users</u>	<u>Maximum # of Locks</u>
5	102
10	85
15	73
20	63
25	56
30	51
35	46
40	42
45	39
50	36
55	34
60	31
65	30
70	28
75	26
80	25
85	24
90	23
95	22
96	22

Note: *The storage space required to add a lock is equivalent to the storage space required for 15 new Access Users.*

Audit Table Storage for Models 2000, 2500, 3000, 35xx on SA Key (8kB)

Audit Table data for a single lock only may be stored on an SA key. A maximum of 1,022 audit records may be stored on an SA key.

User Table Storage for Model 455x on SA Key (8kB), Palm Organizers (1.5MB / 6.0MB*)

* The Palm III and VII organizers have either 2MB or 8MB of memory for storing application data. These calculations assume that either 1.5MB or 6.0MB of memory is available for lock storage data.

User Table data for multiple locks may be stored on a single SA key or on a Palm III or Palm VII organizer. The following table indicates the number of locks that may be stored based on the number of Access Users.

SA Key		Palm Organizers		
# of Users	Maximum # of Locks	# of Users	Maximum # of Locks	
100	15		<u>1.5MB</u>	<u>6.0MB</u>
200	9	3000	150	603
300	7	(always downloads entire space)		
400	5			
500	4			
600	3			
700	3			
800	2			
900	2			
1000	2			
1100	2			
1200	2			
1300	1			
1400	1			
1500	1			
1600	1			
1700	1			
1800	1			
1900	1			
2000	1			
2100	1			
2200	1			
2300	1			
2400	1			
2495	1			



Audit Table Storage for Model 455x on SA Key (8kB), Palm Organizers (1.5MB / 6.0MB*)

* The Palm III and VII organizers have either 2MB or 8MB of memory for storing application data. These calculations assume that either 1.5MB or 6.0MB of memory is available for lock storage data.

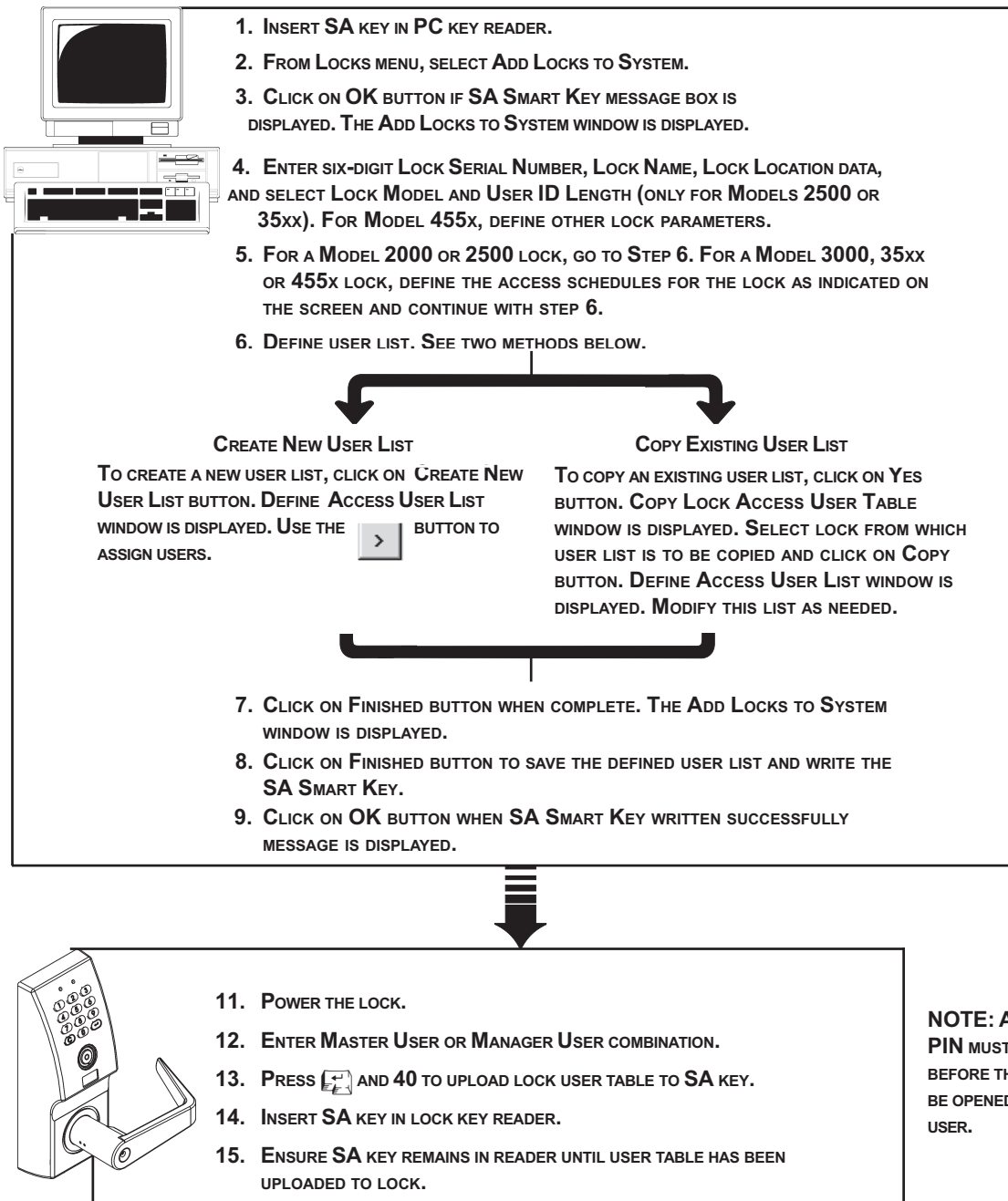
Audit Table data for a single lock only may be stored on an SA key. A maximum of 1,022 audit records may be stored on an SA key. Audit Table data for multiple locks may be stored on a Palm III or Palm VII organizer. The following table indicates the number of locks that may be stored based on the number of Audit Records.

SA Key		Palm Organizers		
# of Audits	Maximum # of Locks	# of Audits	Maximum # of Locks	
			1.5MB	6.0MB
1022	1	500	368	1474
		1000	184	738
		1500	123	492
		2000	92	369
		2500	73	295
		3000	61	246
		3500	52	211
		4000	46	184
		4500	41	164
		5000	36	147
		5500	33	134
		6000	30	123
		6500	28	113
		7000	26	105
		7500	24	98
		8000	23	92
		8500	21	87
		9000	20	82
		9500	19	77
		10000	18	74
		11000	16	67
		12000	15	61
		13000	14	56
		14000	13	52
		15000	12	49
		16000	11	46
		17000	10	43
		18000	10	41
		19000	9	38
		20000	9	37
		21000	8	35
		22000	8	33
		23000	8	32
		23397	7	31

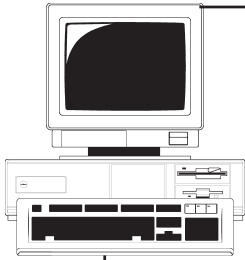
System Processes

There are several processes in which activity at the lock is integrated with activity at the PC. These operations are summarized as follows in the form of flow charts and accompanying text. Refer to Operating Instructions and the main portion of this manual for more detail. Steps that are to be performed at the PC are denoted by the  icon. The  icon denotes steps that are to be performed at the lock.

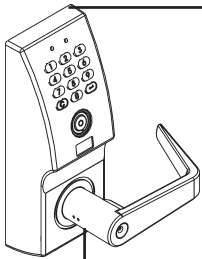
Load Lock User Table Data Created on PC




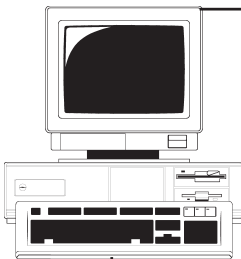
Retrieve Audit Records



1. INSERT SA KEY IN PC KEY READER.
2. FROM SMART KEYS MENU, SELECT INIT AN SA KEY TO GET AUDITS.
3. CLICK ON OK BUTTON IF SA SMART KEY MESSAGE BOX IS DISPLAYED. THIS BEGINS INITIALIZATION OF THE KEY.
4. TO OBTAIN PARTIAL AUDIT RECORDS STARTING WITH THE SPECIFIED DATE, SELECT MONTH FROM DROP-DOWN LIST AND ENTER A DAY AND YEAR. OTHERWISE, GO TO STEP 5 TO OBTAIN ALL AUDIT RECORDS.
5. CLICK ON OK BUTTON TO BEGIN INITIALIZATION OF THE KEY.
6. CLICK ON OK BUTTON WHEN SA SMART KEY WRITTEN SUCCESSFULLY MESSAGE IS DISPLAYED.
7. TAKE INITIALIZED SA KEY TO LOCK.

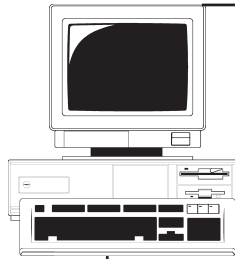


8. POWER THE LOCK.
9. ENTER COMBINATION.
10. PRESS , 0 AND 0 TO DOWNLOAD AUDIT RECORDS.
11. INSERT SA KEY IN LOCK KEY READER.
12. ENSURE SA KEY REMAINS IN READER UNTIL COMPLETE.
13. RETURN SA KEY TO PC.

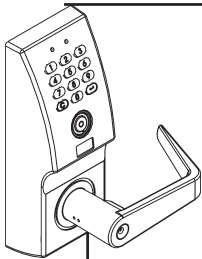



14. INSERT SA KEY IN PC KEY READER.
15. FROM REPORTS MENU, SELECT AUDIT DOWNLOAD.
16. VIEW, PRINT AND/OR SAVE REPORT AS NEEDED.
17. CLICK ON CLOSE BUTTON TO CLOSE REPORT WINDOW.

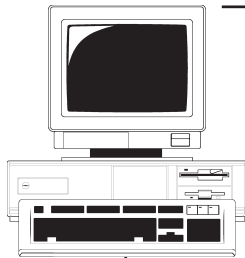
Retrieve User Information



1. INSERT **SA** KEY IN **PC** KEY READER.
2. FROM **SMART KEYS** MENU, SELECT **INIT AN SA KEY TO GET USERS**.
3. CLICK ON **OK** BUTTON IF **SA SMART KEY MESSAGE BOX** IS DISPLAYED. THIS BEGINS INITIALIZATION OF THE KEY.
4. CLICK ON **OK** BUTTON WHEN **SA SMART KEY WRITTEN SUCCESSFULLY MESSAGE** IS DISPLAYED.
5. TAKE INITIALIZED **SA** KEY TO LOCK.



6. POWER THE LOCK.
7. ENTER **MASTER USER** OR **MANAGER USER** COMBINATION.
8. PRESS  **0** AND **1** TO DOWNLOAD USER TABLE TO **SA** KEY.
9. INSERT **SA** KEY IN LOCK KEY READER.
10. ENSURE **SA** KEY REMAINS IN READER UNTIL COMPLETE.
11. RETURN **SA** KEY TO **PC**.



12. INSERT **SA** KEY IN **PC** KEY READER.
13. FROM **REPORTS** MENU, SELECT **USER TABLE DOWNLOAD**.
14. **VIEW**, **PRINT** AND/OR **SAVE REPORT** AS NEEDED.
15. CLICK ON **CLOSE** BUTTON TO CLOSE REPORT WINDOW. A MESSAGE DISPLAYS PROVIDING OPTION TO UPDATE THE LOCK DATABASE WITH THE USER TABLE INFORMATION STORED IN **SA** KEY.
16. CLICK **YES** TO UPDATE LOCK DATABASE OR CLICK **No**.

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