

## REFERENCE MANUAL

**POWERLEVER<sup>®</sup> PROX**  
**9 0 0 0**  
**Series**



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This product is covered by one or more of the following U.S. patents:

4,803,860	5,493,279	5,873,276
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 PROX 9000 Series of door locks are designed to limit and control entry to an area or premises through the use of a numeric combination (PIN) entered via the keypad and the presentation of a proximity token (PROX Card). The locks are designed to work in conjunction with the PowerLever PX PC Software with the intent to use a handheld PDA (Personal Digital Assistant) to transfer information between the two entities.

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**Note:** *For our application, the “handheld PDA” will be referred to as the M-Unit since its primary function is to perform Maintenance at the lock.*

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## System Components

- I. Locks
- II. PROX Cards & PROX Card Reader/Enroller\*  
\* PROX Card Reader/Enroller recommended but not required.
- III. PC & PowerLever PX Software
- IV. M-Unit & LockCom PX Software

### I. Locks

The PowerLever PROX 9000 Series of door locks are standalone locks whose primary function is to grant access when users enter a valid PIN via the keypad and present a valid PROX Card to the PROX Reader on the lock. The PowerLever PROX 9000 Series is an advanced design electronic lock that operates using internally-generated power, “PowerStar™ technology”, and includes a microprocessor. A PROX Reader is imbedded in the face of the lock.

### Lock Modes

A lock can operate in one of 3 different modes:

#### 1. Default Factory Mode

The lock is shipped from the factory in Default Factory Mode and is operational after being installed. The lock can only be opened with the Default Factory Master User PIN of “12345678”.

## 2. Construction (Temporary Activated) Mode

The lock can be switched from Factory Mode to Construction Mode manually and can operate without interfacing with the PowerLever PX Software via the M-Unit. When in Construction Mode, PROX Cards can be enrolled for access to the lock for a maximum of 50 users. The lock can only be opened via the presentation of the PROX Card, although the Master User PIN is also authorized to open the lock in this mode.

## 3. Activated Mode

When lock and lock user data is defined at the PC using the PowerLever PX Software and then uploaded to the lock via the M-Unit, the lock is considered to be in Activated Mode. When in Activated Mode, the default method of lock access is PIN and PROX Card, but access can also be set to require only a PIN or only a PROX Card.

## Lock Access Methods

A lock can be opened using one of three different access methods. The lock can be set up to require different access methods for different users or for the same user operating the lock on different access schedules.

### PIN & PROX Card

The entry of a valid PIN and the presentation of a valid associated PROX Card are required to access the lock. This is identified as “dual credential” access.

### PROX Card Only

Only the presentation of a valid PROX Card is required to access the lock.

### PIN Only

The entry of a valid PIN via the lock keypad will grant access to the lock.

## II. PROX Cards & PROX Card Reader/Enroller\*

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\* PROX Card Reader/Enroller recommended but not required.

The PowerLever PROX 9000 Series of door locks supports HID PROX Card access as a method of lock entry for users. PROX Cards can be enrolled for users via the PROX Reader on the lock when operating in Construction Mode. When preparing for operation of the locks in Activated Mode, PROX Cards can be enrolled for users at the PC via the pcProx™ RFIDEas Card Reader/Enroller or through manual batch entry.

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**Note:** *The PowerLever PROX 9000 Series of door locks only supports HID formats from 26 bits up to 84 bits.*

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## III. PC & PowerLever PX Software

The PowerLever PX Software is installed on the PC and allows you to manage your door locks and the associated user data from the PC, while also offering audit and reporting capabilities.



## **IV. M-Unit & LockCom PX Software**

The LockCom PX Software is installed on the M-Unit and allows for upload and download of data to and from the lock. It also allows for download of User Table and lock Audit data from the lock to use for reporting purposes at the PC.

# System Definitions

## PC System Personnel Classifications

There is only one type of personnel who uses and operates the PC software.

- **Operator** - An Operator must be added to the PowerLever PX PC System in order to operate the software. When an Operator is added to the system, a Logon Password must also be established. A maximum of 10 operators can be added to the system. All operators have access to all functions of the PowerLever PX Software.

## PINs

**A Variable Length PIN** (combination) is a feature of the PowerLever PX System. The PIN can be 4-8 digits in length. Regardless of the PIN length, a PIN will always be unique to a given user. **The length of a PIN defaults to 4 digits except for the Master User PIN and the Manager User PIN which are always 8 digits in length.** The default length of the PIN can be changed during the system setup at the PC.

## Sites

A site represents a physical location. In the PowerLever PX system, it is the top level of the hierarchy to manage doors/locks. Multiple doors can be assigned to a single site. A maximum of 1000 sites can be defined in the system.

## Access Schedules

An access schedule is a defined time period during the span of a week in which users can be granted access to a door. The access schedules are defined by managerial personnel using the PowerLever PX Software at the PC. Schedules are defined by selecting the days of the week that the schedule is active and specifying the start time and end time of the schedule for the days specified. A descriptive schedule name can be assigned to each schedule. Once defined, access schedules can be assigned to a door in the Maintain Doors area of the software. An access schedule can be assigned to multiple doors. A maximum of 16 access schedules can be assigned to a single door.

When defining your access schedules, you will select the days of the week that apply for your access schedule and the time period within each of those days for which access to the door is needed. When assigning an access schedule to a door, you will also define the access method required for that door (i.e., PIN & PROX, PIN only, or PROX only) during the time defined by the access schedule. Keep in mind that the time frames in the access schedules assigned to a single door cannot overlap due to this factor. One access schedule may be defined to only require a PROX Card for a certain time frame. Another access schedule may require a PIN & PROX for part of the same time frame. If you tried to assign both of the schedules to the door, the system would not be able to determine which type of access method is required during the time that the 2 access schedules overlap.

If you have a need for periods of time where access for certain groups of users overlaps partially, you will need to break those time periods into separate access schedules. An access schedule also cannot bridge a time period over 2 days. If you have an access schedule that needs to start before midnight and end after midnight, you must set this up as 2 separate access schedules.

**Example:**

During the week I have 3 shifts at my company:

1st Shift - 7:00 a.m. to 3:00 p.m.

2nd Shift - 3:00 p.m.-11:00 p.m.

3rd Shift - 11:00 p.m.-7:00 a.m.

I want the 1st shift people to be able to come in as early as 6:30 a.m. even though their shift does not actually start until 7:00 a.m. 2nd shift starts at 3:00 p.m., but I want to allow the 2nd shift people access as early as 2:30 p.m. 3rd shift runs from 11:00 p.m. to 7:00 a.m. and I want to allow those employees access as early as 10:30 p.m. Therefore, the 3 main work shifts need to be defined in 7 different access schedules as shown below. The access schedules must be defined over the course of a 24 hour day as follows:

12:00 a.m.-6:30 a.m. - 2nd Part of 3rd shift

6:30 a.m.-7:00 a.m. - 3rd & 1st shift overlap

7:00 a.m.-2:30 p.m. - 1st shift

2:30 p.m.-3:00 p.m. - 1st & 2nd shift overlap

3:00 p.m.-10:30 p.m. - 2nd shift

10:30 p.m.-11:00 p.m.- 2nd & 3rd shift overlap

11:00 p.m.-12:00 p.m. - 1st Part of 3rd shift

By default, Access Users and M-Unit Users are not granted any access to the lock. An access schedule must be assigned to these types of users during the process of defining a door under the Maintain Doors area of the software. Access schedules can also be assigned to Manager Users, although by default they have 24/7 access. When in the Maintain Doors screen, select the Users option to assign users to the door. Once a user is assigned to the door, access schedule(s) for that user and door must also be assigned. Users can be assigned multiple access schedules for a door. You can choose from the access schedules that have been previously defined for the door, which means that the maximum number of access schedules that can be assigned to a user for a particular door is the number of access schedules defined for the door.

## Holidays/Vacations

A Holiday/Vacation Template is a defined time period during which users will NOT be granted access to a door. By default there will be no access allowed to a door/lock during a defined holiday/vacation period except for Service Users, Manager Users, and the Master User. A maximum of 32 holiday/vacation periods can be defined in the system.

## Service Window

A Service Window is a time period (from 1 to 45 days) during which a Service User is granted access to a door/lock. By default a Service User is not granted any access to a door/lock. A Service Window must be assigned to a Service User during the process of defining a door under the Maintain Doors area of the software.

## Lock User Personnel Classifications

Up to five different types of users 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 PIN is always 8 digits long and will open the lock. A default Master User PIN must be set for all doors in the system at the time of the initial logon to the PowerLever PX Software. There is a maximum of one Master User per lock. Alternate Master User PINs can be assigned to individual sites via the Change System Settings option under System Setup. At that time you also have the option to assign a PROX Card to a Master User.
- **Manager User** - A Manager User is a second-tier administrator who can program all lock functions specified in the table on the following page. A Manager User PIN will always be 8 digits long and will open the lock. Manager Users are added at the PC and then uploaded into the lock by the M-Unit. The number of Manager Users is limited to 10. By default a Manager User assigned to a door will have 24/7 access and will only be required to present a PROX Card for access to the door. The default access method for a particular door may be changed to PIN only or PIN and PROX when access schedules are assigned to the door. Access schedules can be assigned to Manager Users and these access schedules will override the Manager Users's default access. Manager User access however is not affected by defined Holiday/Vacation periods or by Lockout Mode.
- **Access User** - A user who has the ability to open locks. Users are added at the PC and then uploaded into the lock via the M-Unit. The number of Access Users is limited only by available user table space. Access users can NOT take audits. Access schedules and defined Holiday/Vacation periods control an Access User's access to a door.
- **M-Unit User** - An M-Unit User will not have access to open any of the locks. The M-Unit User simply serves the purpose of performing maintenance on the locks and performing lock programming and/or lock auditing via the M-Unit. M-Unit Users are added at the PC as a PIN and PROX Card User, and then are uploaded into the lock by the M-Unit. Access schedules and defined Holiday/Vacation periods control an M-Unit User's access to program or audit the door.

- Service User** - A Service User has authorization to access a lock for a specified period of time (from 1 hour to 45 days) using only a PIN. The number of Service Users per lock is limited to 10. Each Service User PIN is automatically deleted after its end time. The Service User's access can be programmed to start at a future date and be active for a defined period prior to the Service User PIN being disabled. Service Users are added at the PC and then uploaded into the lock by the M-Unit. Service Users are not affected by Access schedules or by defined Holiday/Vacation periods.

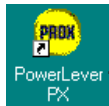
Activity	Master User	Manager User	Access User	Service User	M-Unit User	Operator at PC
Change Master User PIN	✓					
Add PROX Only Access Users in Construction Mode	✓					
Select User PIN Length						✓
Set Relock Time/Wrong Try Limit	✓	✓				✓
Open Lock	✓	✓	✓	✓		
Set Lock Date & Time	✓	✓			✓	
DST Toggle	✓	✓				
Enable Passage Mode	✓	✓				
Disable Passage Mode	✓	✓				
Enable/Disable Manager User	✓					
Enable/Disable Access User	✓	✓				
Retrieve Audit Records	✓	✓			✓	
User Table Download from Lock	✓	✓			✓	
User Table Upload from PC	✓	✓			✓	
Load Configuration Defaults	✓	✓				
Delete All Users	✓	✓				
Factory Default Reset	✓	✓				



The contents of this chapter are intended to assist you with System Start-up. Before you proceed, you should already have completed the activities in the *PowerLever PROX 9000 Series Getting Started Guide* (P/N 484.093.)

## Start the PowerLever PX Program

You can start the PowerLever PX program at the PC by clicking on the PowerLever PX icon

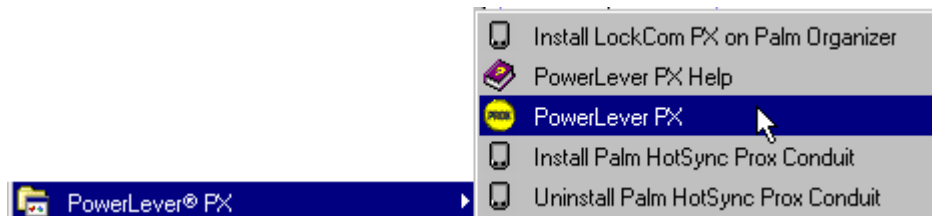


If you prefer, you can complete the following steps to start the PowerLever PX program from the Programs Menu:

1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** menu item.
4. Select the **PowerLever® PX** menu item.



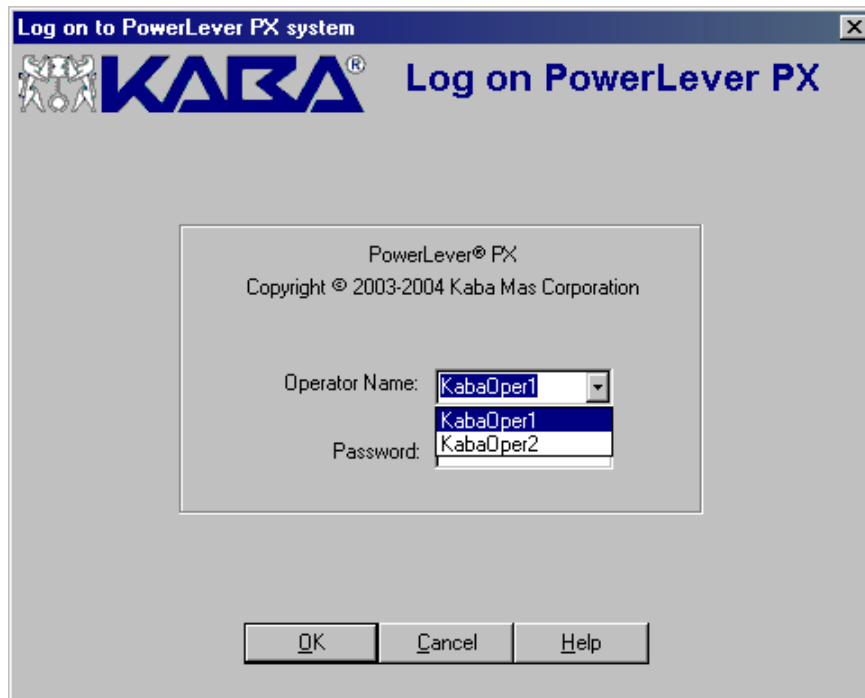
5. Select the **PowerLever PX** icon.



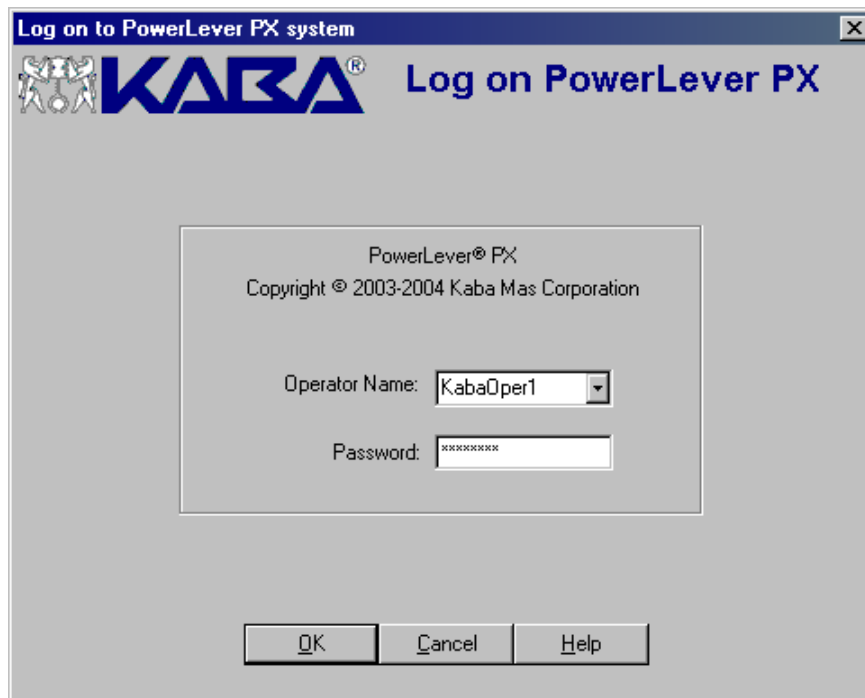
## Logon to the PowerLever PX System

The PowerLever PX software has now been loaded and is ready for logon to the system. The Log on to PowerLever PX screen will be displayed.

1. Select an Operator Name from the drop down list or enter it on the first line.



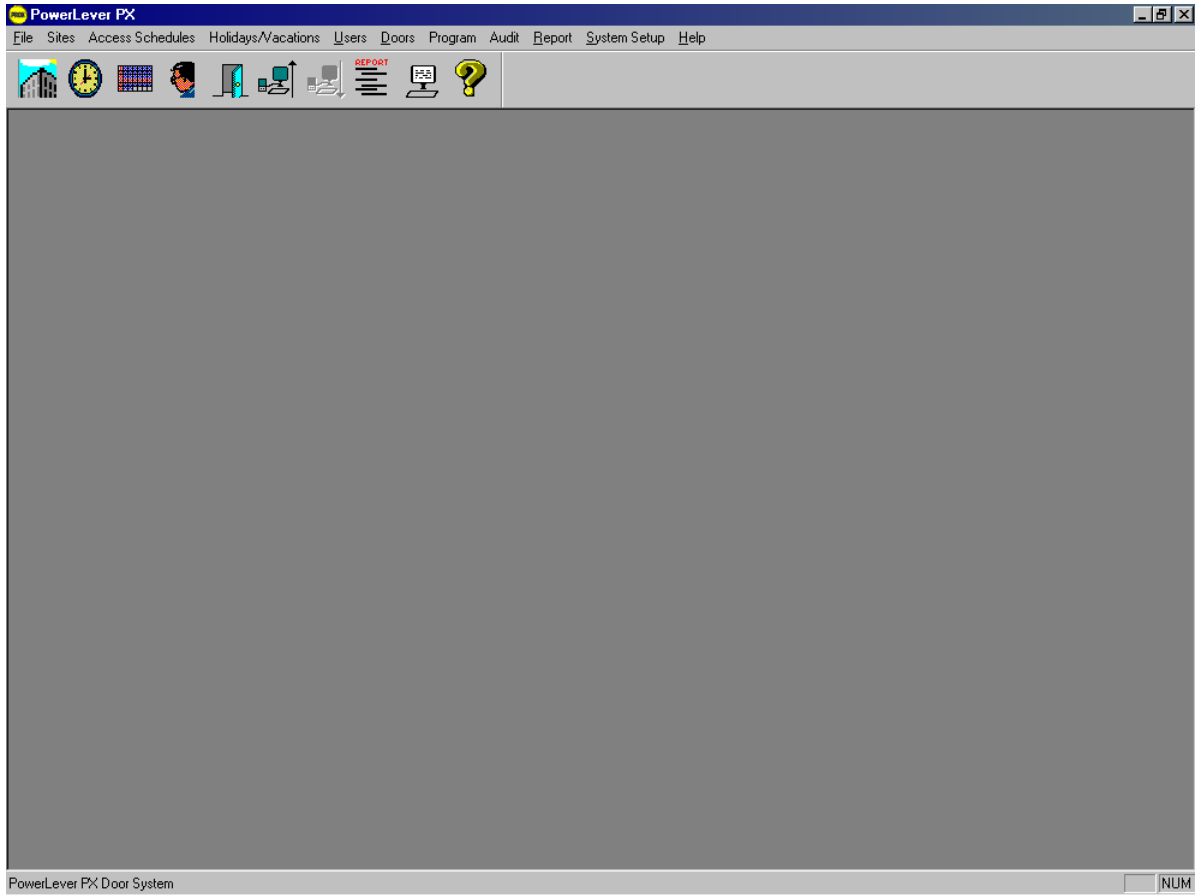
2. Tab to the second line and enter the Password for the Operator that was selected. Note that the Password will not be displayed as it is typed.



3. Click on **OK** to proceed.



The Main Menu for the PowerLever PX System is displayed. This is the beginning menu for the PowerLever PX program and it provides access to all functions.



## **Prepare System for Operation**

The following activities must be performed to prepare the PowerLever PX System for normal operation and to report on lock activities. These activities were previously covered in the *PowerLever PROX 9000 Series Getting Started Guide*.

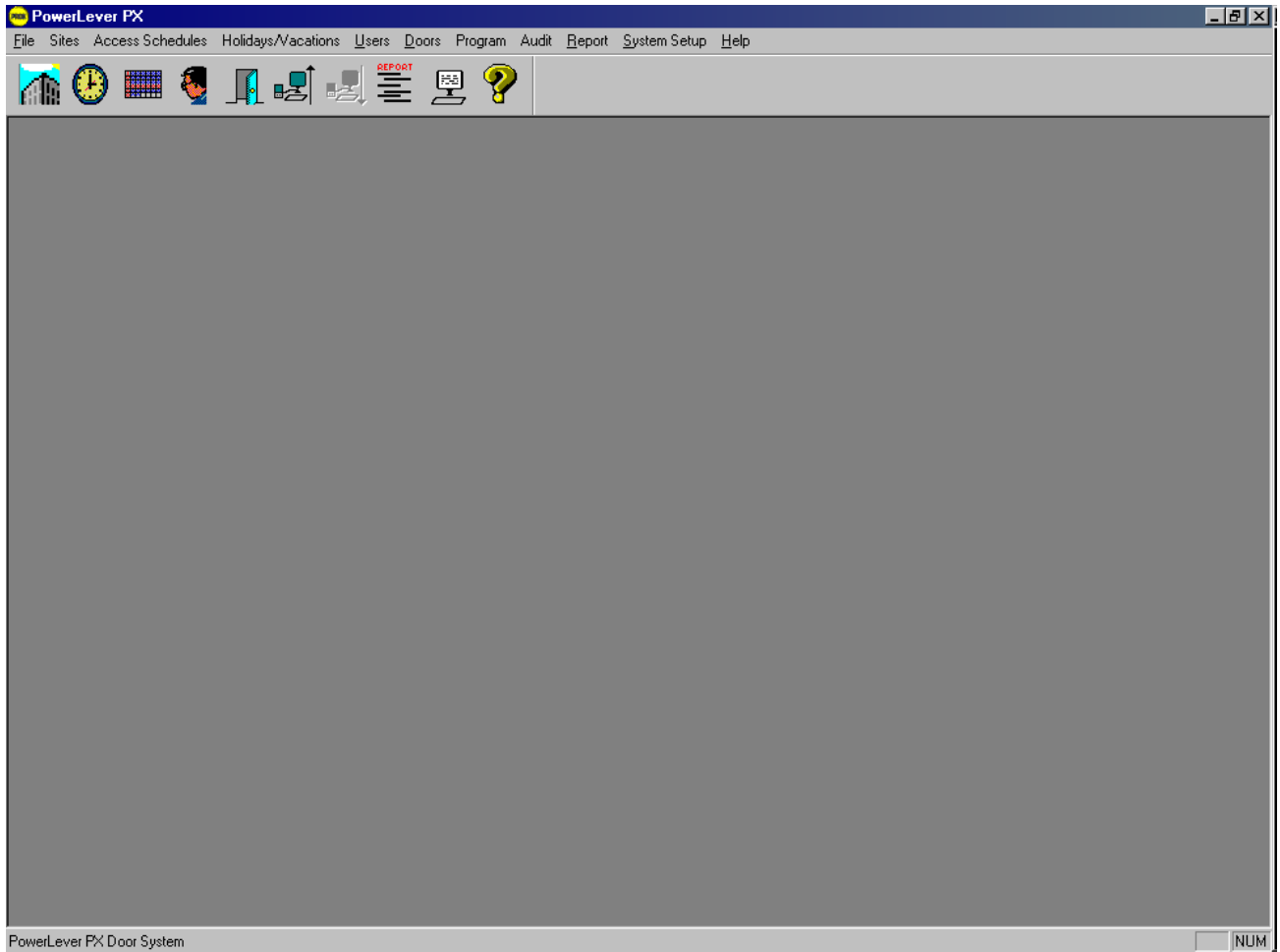
- I. Make New Operators**
- II. Define System Settings**
- III. Add Sites**
- IV. Define Access Schedules**
- V. Define Holidays/Vacations**
- VI. Define Users & Assign PROX Cards/PINs**
- VII. Define Doors & Access**
- VIII. Program Lock Via Upload of Data from PC**
- IX. Open Door**
- X. Download Data from Lock to View/Print**
- XI. View/Print Reports**

More detail on these activities can be found in this manual, along with other procedures for maintaining the system.

# POWERLEVER PX SOFTWARE

## Main Menu

The Main Menu is displayed. This is the beginning menu for the PowerLever PX program and it provides access to all functions.



## Menu Bar & Toolbar

The Menu Bar displays the available menu options. There are 11 drop down menus that are available from the main window:

1. **File**
2. **Sites**
3. **Access Schedules**
4. **Holidays/Vacations**
5. **Users**
6. **Doors**
7. **Program**
8. **Audit**
9. **Report**
10. **System Setup**
11. **Help**

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

These options are also available from the Toolbar. The Toolbar is located directly below the Menu Bar and displays the icons for the Menu Bar options. You can select an icon on the toolbar by positioning the mouse pointer on the icon and clicking the left mouse button one time. The menus available from the PowerLever PX menu bar are listed below and the corresponding Toolbar icon (if applicable) is located to the left of each menu description:

### File



Backup/Restore Files Import/Export Users or Exit Software

From this area of the software you can backup data files and restore them if necessary, import and export lists of users, and exit the software program.

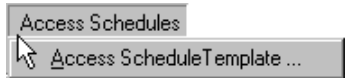
### Sites



Add or Maintain Sites

This menu option allows the operator to add new sites or to change or delete existing sites.

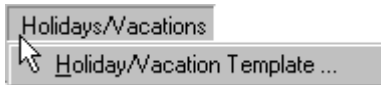
## Access Schedules



Add or Maintain Access Schedules

This menu option allows the Operator to define new access schedules or change or delete existing access schedules. An access schedule is a defined time period during the span of a week in which users can be granted access to the door.

## Holidays/Vacations



Add or Maintain Holiday/Vacation Schedules

This menu option allows the Operator to set up holidays and vacation schedules or change or delete existing holiday and vacation schedules. When a Holiday/Vacation period (one day or a consecutive block of days) is assigned to a door, the door will NOT grant access to Access Users or M-Unit Users during that period.

## Users



Add or Maintain Users & Assign PROX Cards/PINs

This menu option is available for adding and maintaining users and their associated PROX Cards/PINs. You can Enroll new users, assign a PROX Card to each user, or you can delete existing users and the PROX Cards/PINs that had been assigned to them.

## Doors



Add or Maintain Doors

This menu option allows the Operator to define new doors, maintain doors and delete existing doors. Once the doors are defined, the Operator can also assign the users who have access to the doors along with the access type, access schedules, and holiday/vacation schedules for each user assigned to a door. During this process, the setup data is also prepared to be uploaded to a door/lock.

## Program



Send Door Setup Data to the Palm.

This area of the software is only available when system data that affects door(s)/lock(s) has been changed. A list of locks affected by system data changes is displayed. From that list, you can prepare files for upload to the lock(s). Once data has been prepared for upload, the data needs to be transferred (HotSync'd) to the M-Unit so that it can then be used to program the lock(s).

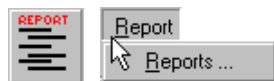
## Audit



Receive Door Data from the Lock.

This area of the software is only available when new data has been received from a door/lock via the M-Unit for reporting purposes. The data will then be available for viewing or printing as a report.

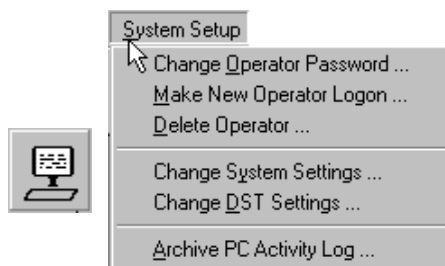
## Reports



View/Print Reports

This menu option allows the operator to generate reports from the PowerLever PX System data. If data has also been received from a door/lock, the Operator can also select an option to generate a report from that data.

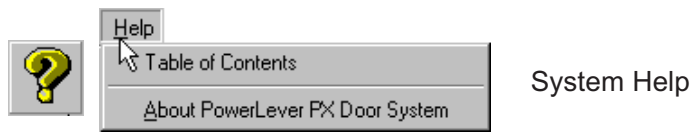
## System Setup



Define or Maintain System Settings & Data

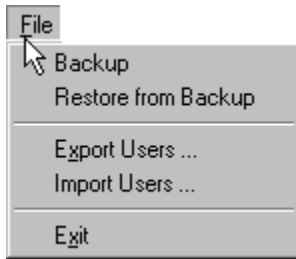
From this area of the software, an Operator can set up and maintain all system information (i.e., Wiegand bit format for PROX Cards, User PIN length, etc. ) New Operators can be added to the system, or the passwords for existing Operators can be changed. System Settings are maintained from here and should be addressed at System startup. PC System activity data can also be archived from this menu.

## Help



From this menu option, an Operator can 1) Access the online system help information, or 2) Display the PowerLever PX basic program information, version number and copyright.

## File Menu



**Backup/Restore Files, Import/Export Users or Exit Software**

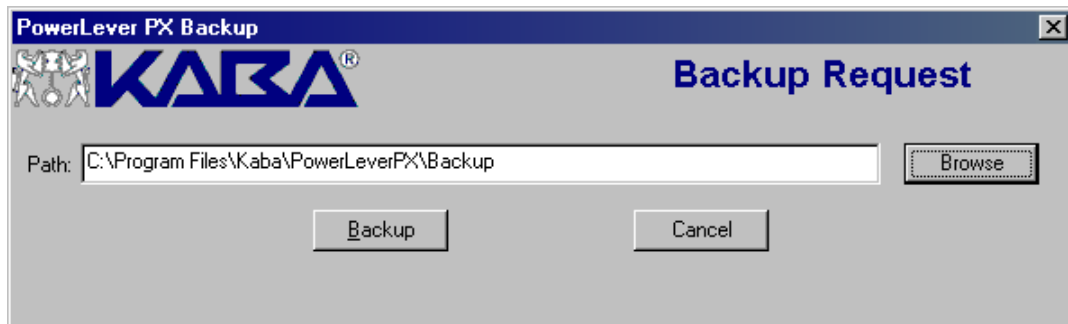
From this area of the software you can backup data files and restore them if necessary, import and export lists of users, and exit the software program.

## Backup

To “backup” your system data files:

1. From the File Menu, select **Backup**.

The Backup Request window is displayed, showing the Default Path for Backup as defined in the System Setup values.



You may choose to Backup the files at this time or you may choose to “Cancel”.

2. To cancel the backup data files request, click on **Cancel**. Otherwise, continue with Step 3 to Backup the system data files.
3. You may use the default path or specify a new location for Backup of your system data files.

---

**Note:** *If you wish to backup the system data files to a location other than the default path, you may type in a new file path or click on **Browse** to select a different path.*

---

4. Click on **Backup**.



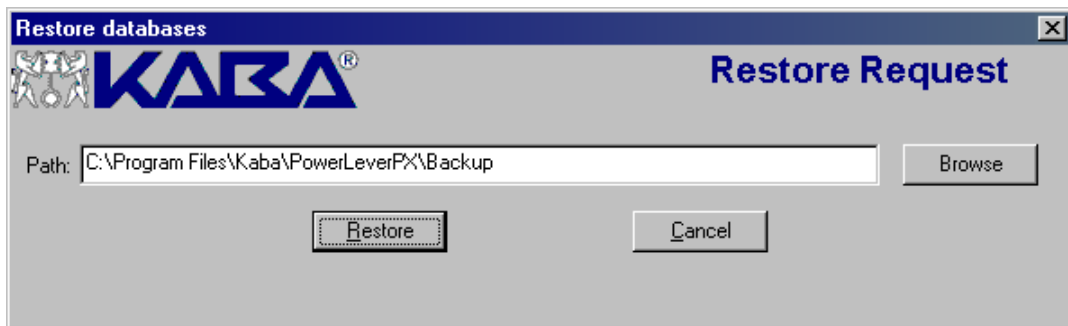
A progress bar will be displayed as the files are copied to the Backup location.

## Restore from Backup

To restore your system files from previously saved Backup files:

1. From the File Menu, select **Restore from Backup**.

The Restore Request window is displayed, showing the Default Path for Backup as defined in the System Setup values.



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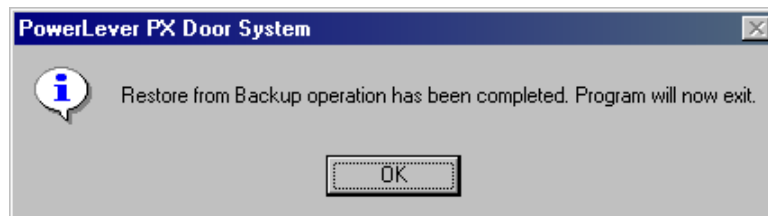
**Note:** *If you wish to restore the system data files to a location other than the default path, you may click on Browse and select a different path.*

---

You may choose to Restore the files at this time or you may choose to “Cancel”.

2. To cancel the restore data files request, click on **Cancel**. Otherwise, continue with Step 3 to Restore the system data files.
3. Once you have specified the location from which you would like to Restore the system data files, click on **Restore**.

A progress bar will be displayed as the files are copied from the Backup location to the system data location. Once the system data files have been restored, a message window will be displayed indicating that the restore has completed and the program will now be exited.



4. Click on **OK**.

The data files have now been restored from the selected location and the program was automatically exited. You may restart the program at this time to use the restored files.

## Import Access Users

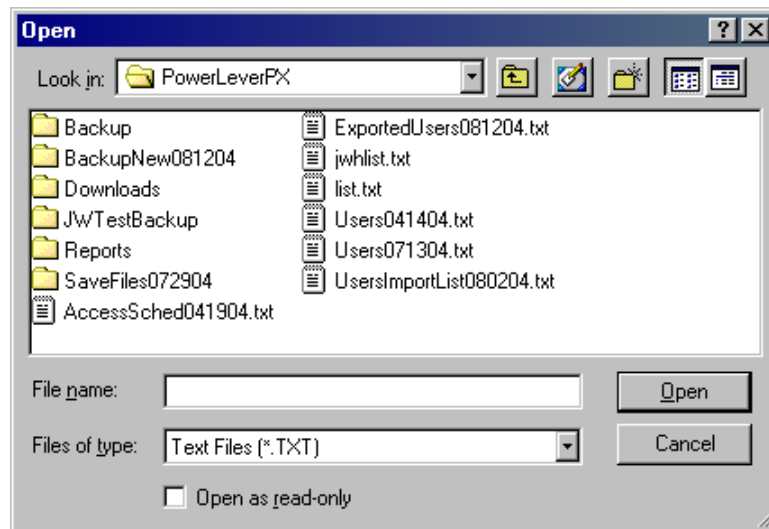
The Import Access Users option allows the operator to import a list of user names and associated data (i.e., user type, Card ID, PIN) into the PowerLever PX system. **The primary use of this feature is to transfer user data from one system to another at the time of a new system installation.**

**Caution: This feature is not intended to import additional users into a pre-existing system installation. It is intended for use on an original installation only. The Import Users file may consist of users that were exported from another PowerLever PX system or the import file may have been generated from an Excel file .**

To access this function,

1. From the File Menu, select **Import Access Users**.

The Open dialog will display.

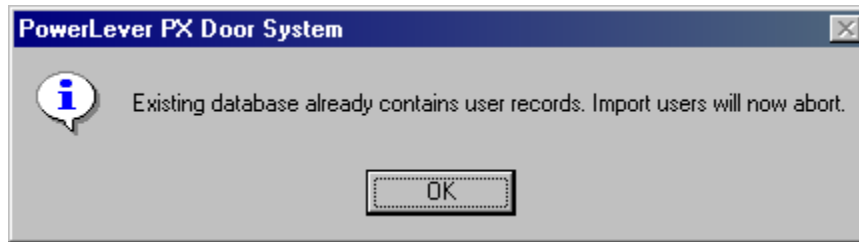


2. Locate the file that contains the Import Users information and click **Open** to import the user data.

A message window is displayed indicating that the users were imported successfully.



If you attempt to import the file into a system where users already exist, the following error message window will be displayed and the import will be aborted.



3. In either case, click on **OK**.

For more on the format of this file, see the following section on **Import File Format**.

### Import File Format

The user file to be imported must be an ASCII (plain text) file delimited by tabs that consists of the following user data format. Valid headings must also exist for the following data descriptions.

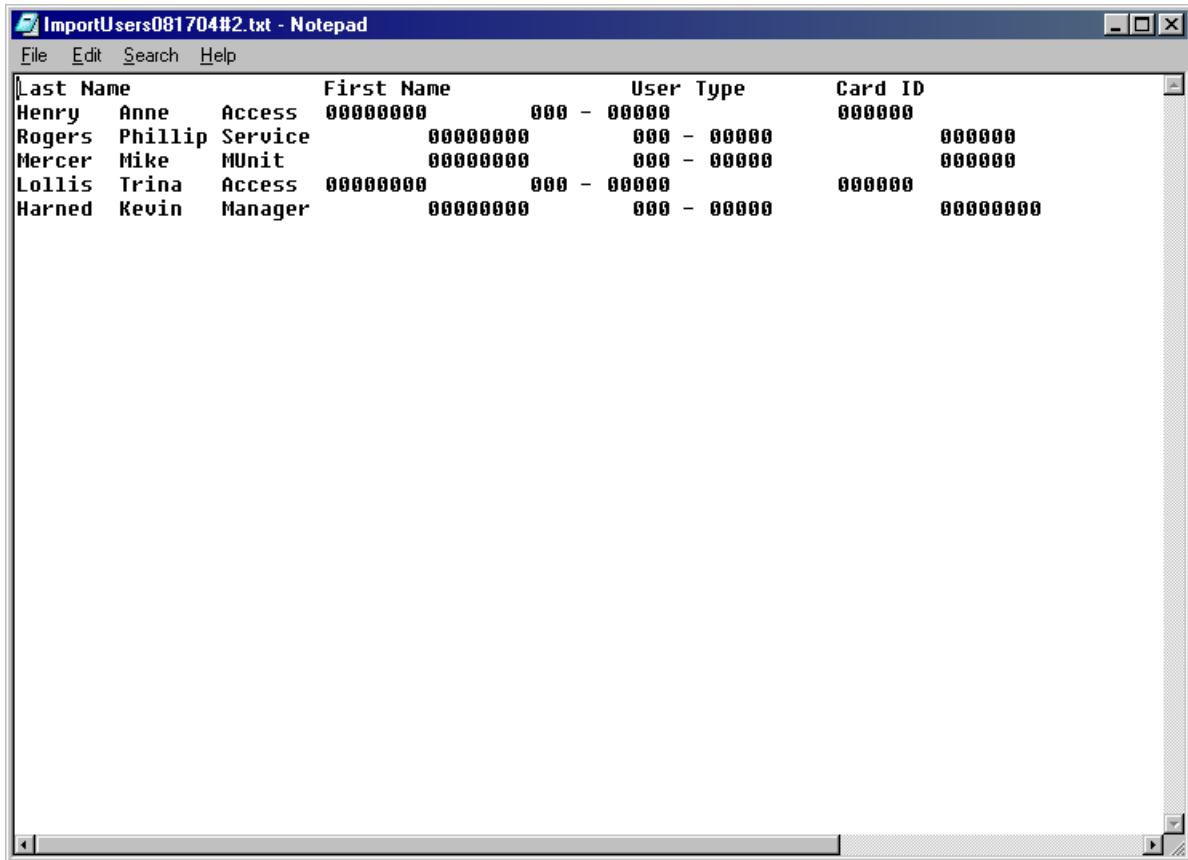
- **Last Name** - 20 characters
- **First Name** - 20 characters
- **User Type** - 7 characters (Access, Manager, MUnit, or Service)
- **Card ID** - 23 characters (hexadecimal representation of Formatted Card ID)
- **Formatted Card ID** - 11 characters (xxx - xxxxx)
- **PIN** - 8 characters

---

**Note:** *The only fields that MUST be populated with actual data are the Last Name, First Name, and User Type fields. The Card ID and Formatted Card ID should be populated with 0's. The data entered for the PIN field must match the length of the PIN defined for that User Type in the software system. The PIN data can be 0's or actual PIN assignments for the users. If actual PIN data is used, the first 4 digits of the PIN must be unique for each user.*

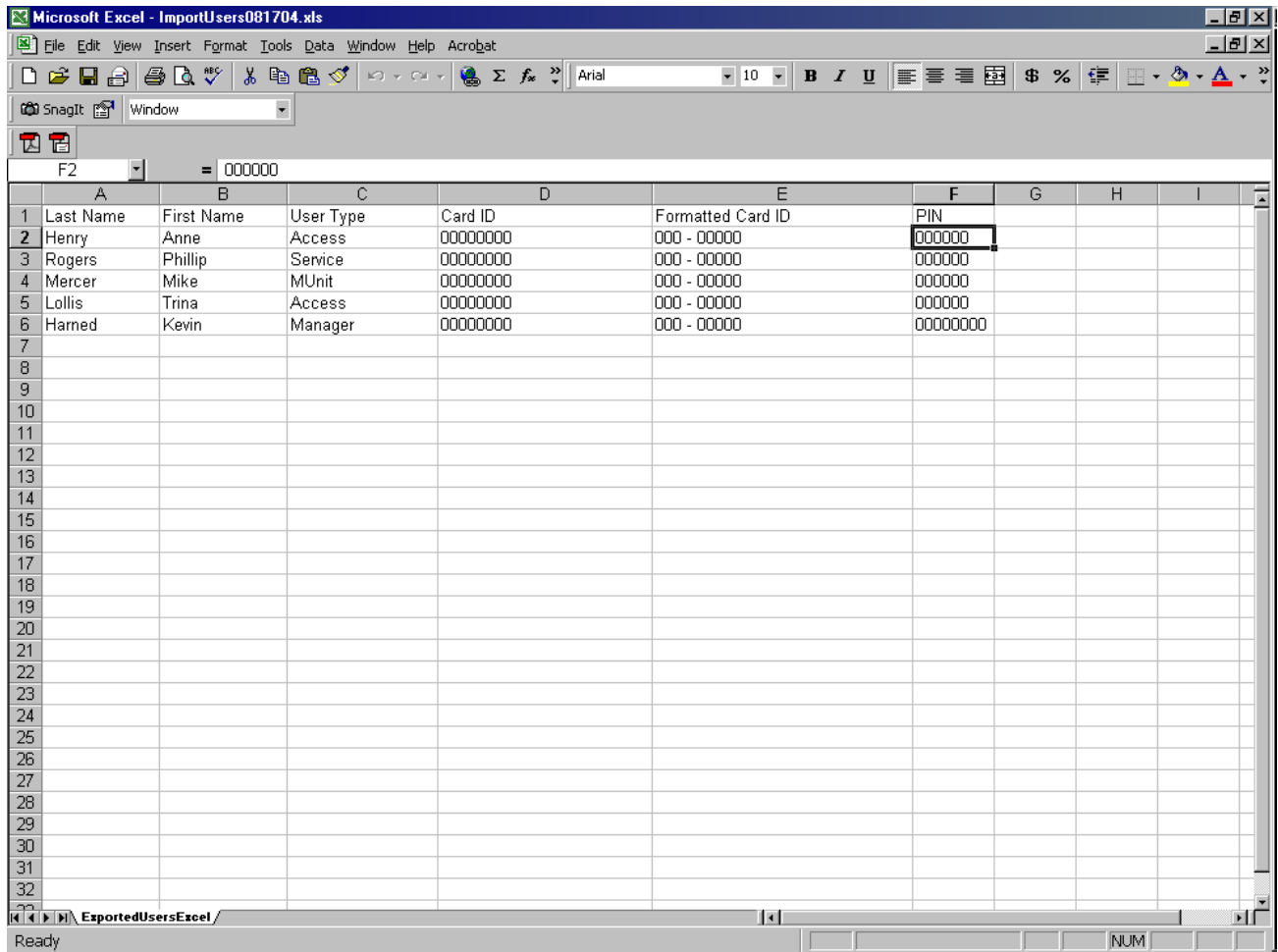
---

The following is an example of a valid import file for a system where the default PIN length is set to a length of 6.

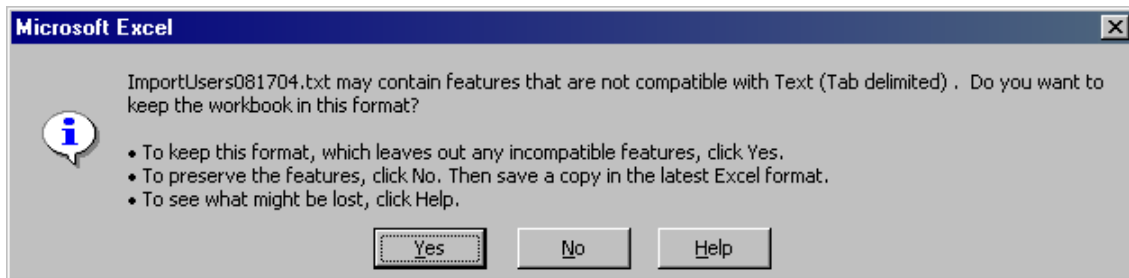


To generate an import file from a spreadsheet, such as Microsoft Excel, set up the sheet to have the user Last Name in the first column, the user First Name in the second column, the User Type in the third column, the Card ID (in hexadecimal representation) in the fourth column, the Formatted Card ID (as it is reflected on the card or when the card is read) in the fifth column, and the PIN in the sixth 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 file should now be in the format for use with the Import Users function.

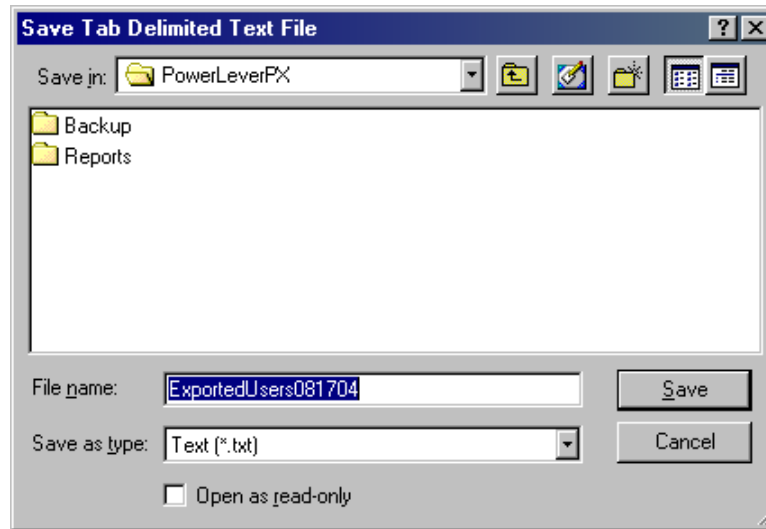
## Export Access Users

The Export Users function on allows an operator to export the systems users to a file that can be imported to another system.

To access this function:

1. From the File Menu, select **Export Access Users**.

The Save Tab Delimited Text File window will display.



2. Select a path where the file is to be stored and type in a file name.

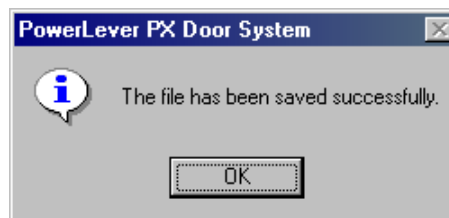
---

**Note:** The default file name is "ExportedUsersxxxxxx" where xxxxxx is the current date.

---

3. Click on **Save** to save the file of Users.

A message window will be displayed, indicating that the file has been saved successfully.



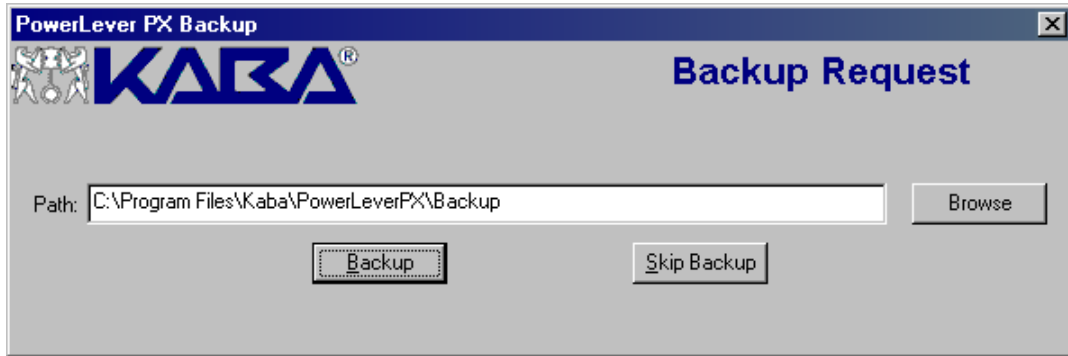
4. Click on **OK**.

## Exit

To exit the PowerLever PX Software:

1. From the File Menu, select **Exit**.

The Backup Request window is displayed, showing the Default Path for Backup as defined in the System Setup values.



You may choose to Backup the files at this time or you may choose to "Skip Backup".

2. To skip the backup data files process, click on **Skip Backup** and the program will be exited. Otherwise, continue with Step 3 to Backup the system data files.
3. You may use the default path or specify a new location for Backup of your system data files.

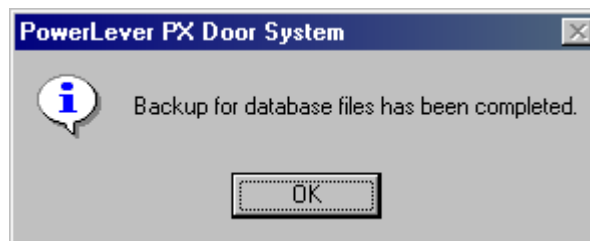
---

**Note:** *If you wish to backup the system data files to a location other than the default path, you may type in a new file path or click on **Browse** to select a different path.*

---

4. Click on **Backup**.

A progress bar will be displayed as the files are copied to the Backup location. Once the system data files have been backed up, a message window will be displayed indicating that the backup has completed.



5. Click on **OK**.

## Sites Menu



This menu option allows the operator to add new sites or to change or delete existing sites.

### Add Sites

#### To Add a Site:

1. From the Sites Menu, select **Add Sites**.

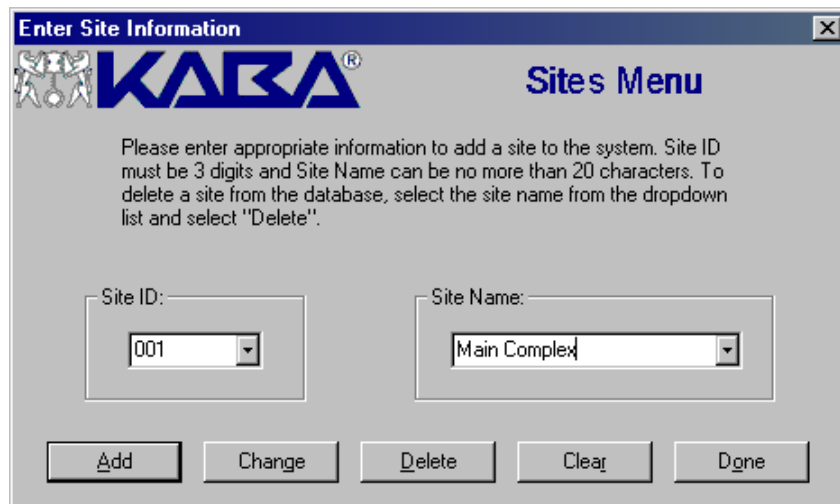
The **Enter Site Information** screen is displayed.

2. Enter a new Site ID in the first line. A Site ID is a 3 digit identifier for a site.

---

*Note: If less than 3 digits are entered for the Site ID, it will be padded with 0's to the left.*

3. Enter a Site Name to coordinate with the Site ID. A Site Name can be a maximum of 20 characters and may include special characters and spaces.

A screenshot of a dialog box titled 'Enter Site Information'. The dialog box has a blue header bar with the KABA logo and the text 'Sites Menu'. Below the header, there is a paragraph of instructions: 'Please enter appropriate information to add a site to the system. Site ID must be 3 digits and Site Name can be no more than 20 characters. To delete a site from the database, select the site name from the dropdown list and select "Delete".' There are two input fields: 'Site ID:' with a dropdown menu showing '001' and 'Site Name:' with a dropdown menu showing 'Main Complex'. At the bottom of the dialog box, there are five buttons: 'Add', 'Change', 'Delete', 'Clear', and 'Done'.

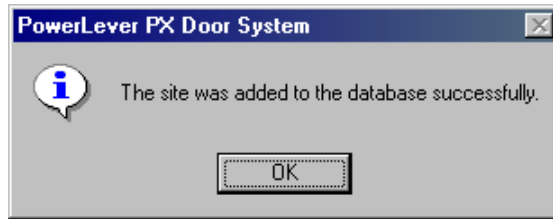
4. Click on **Add** to add the site to the PC system.

---

**Note:** *Once added, a site can be seen in the Site ID dropdown list.*

A message window is displayed indicating that the Site was added.





5. Click on **OK** to continue.
6. Continue to repeat Steps 2 through 4 until you have finished adding sites. Once finished, click on **Done** to return to the Main Menu.

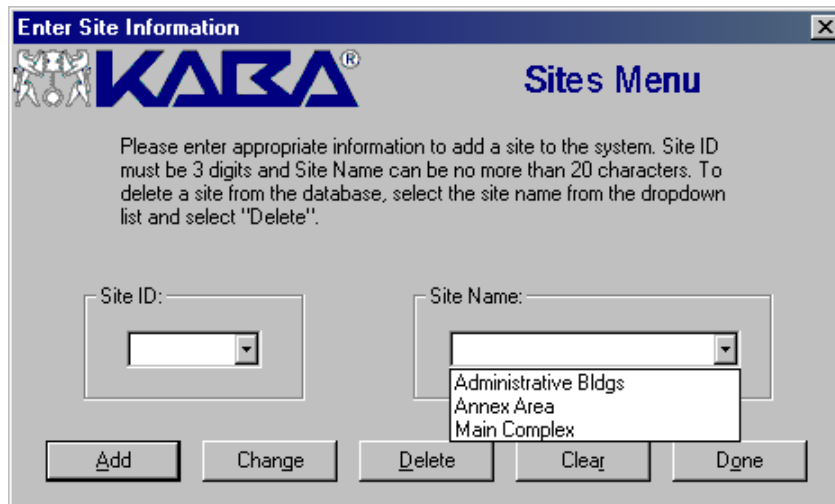
---

Note: **Additional sites can be added at a later time.**

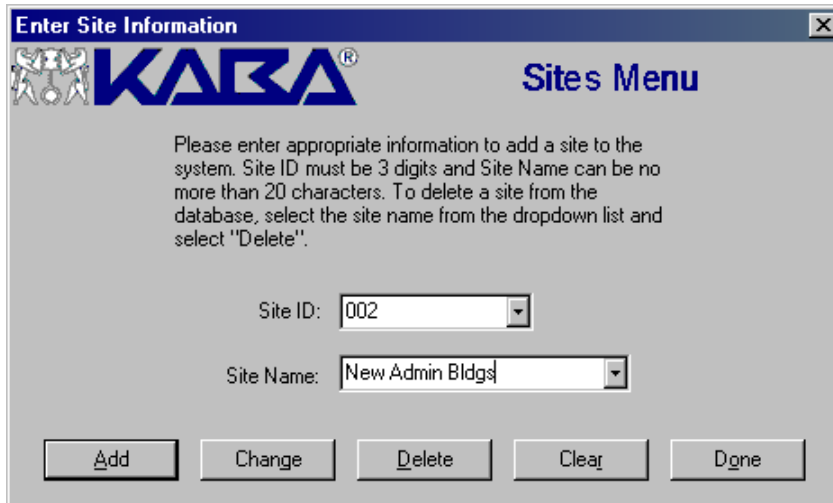
---

### To Change a Site Name:

1. From the Sites Menu, select **Add Sites**.  
The **Enter Site Information** screen is displayed.
2. Select a Site ID or Site Name from the available dropdown menus.

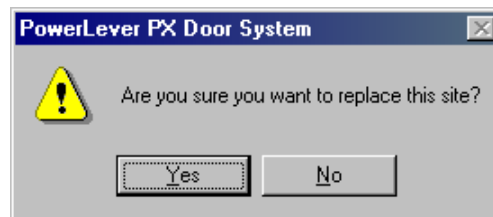


- The associated Site ID or Site Name will be displayed.
3. Update the information that you wish to change.



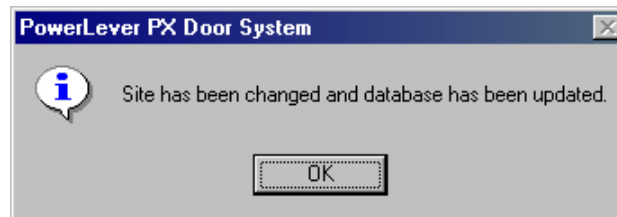
4. Click on the **Change** button.

A prompt window will appear asking if you are sure you would like to replace the site.



5. Click on **Yes**.

A message window is displayed indicating that the Site has been changed.



### To Delete A Site:

---

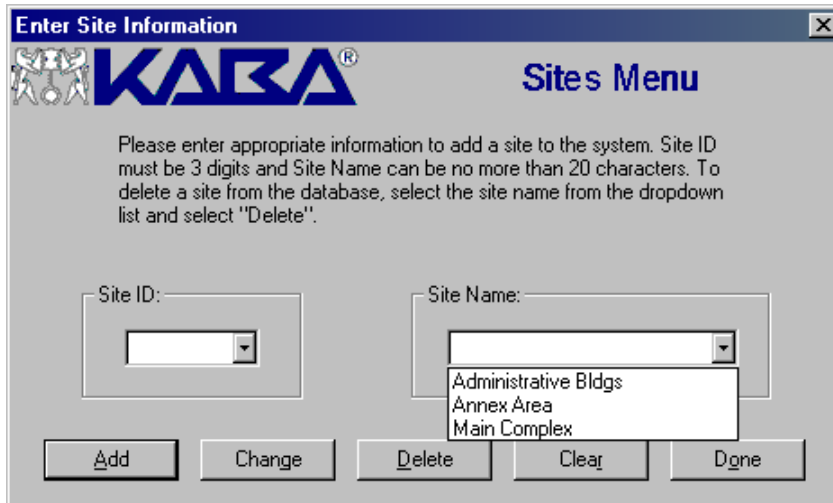
Note: *You cannot delete a Site if you have doors assigned to it.*

---

1. From the Sites Menu, select **Add Sites**.

The **Enter Site Information** screen is displayed.

2. Select a Site ID or Site Name from the available dropdown menus.



The associated Site ID or Site Name will be displayed.

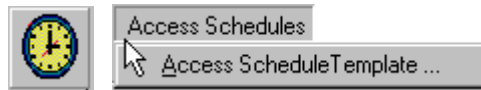
3. Click on the **Delete** button.

A message window will be displayed, indicating that the Site has been deleted.



4. Click on **OK**.

## Access Schedules Menu



### Add or Maintain Access Schedules

This menu option allows the Operator to define new access schedules or change or delete existing access schedules. An access schedule is a defined time period during the span of a week in which users can be granted access to the door.

## Access Schedule Template

### To Add an Access Schedule:

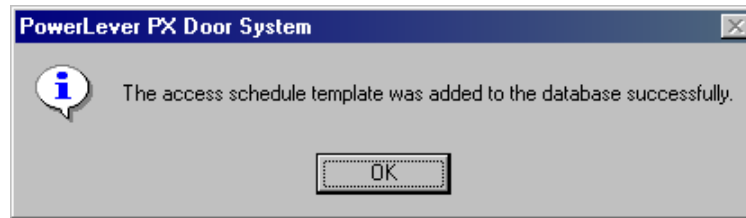
1. From the Access Schedules Menu, select **Access Schedule Template**.  
The **Enter Access Schedule Information** screen is displayed.
2. Enter a new Access Schedule Name in the first line. An Access Schedule Name can be a maximum of 20 characters and may include special characters and spaces.
3. Select the days of the week to be included in this access schedule.
4. Select the Start Time for the access schedule.
5. Select the End Time for the access schedule.

A screenshot of a dialog box titled 'Enter Access Schedule Information'. The title bar also contains the KABA logo and the text 'Access Schedules Menu'. The dialog contains the following elements:

- Text: 'Enter desired Access Schedule and select "Add" to enter it into the system. When all Access Schedules have been entered, select "Done". If an existing schedule is to be deleted, select the schedule and select "Delete".'
- Field: 'Access Schedule Name:' with a dropdown menu showing 'Weekdays'.
- Days: A row of checkboxes for Sun, Mon, Tues, Weds, Thurs, Fri, Sat. Mon, Tues, Weds, Thurs, and Fri are checked.
- Time: Two time selection fields. 'Start Time' is set to '7:00 AM' and 'End Time' is set to '5:00 PM'.
- Buttons: 'Add', 'Change', 'Delete', 'Clear', and 'Done'.

6. Click on **Add** to add the Access Schedule to the PC system.

A message window is displayed indicating that the Access Schedule was added.



---

**Note:** Once added, an Access Schedule can be seen in the Access Schedule dropdown list.

---

7. Click on **OK** to continue.
8. Continue to repeat Steps 2 through 7 until you have finished adding Access Schedules. Once finished, click on **Done** to return to the Main Menu.

---

**Note:** *Additional Access Schedules can be added at a later time.*

---

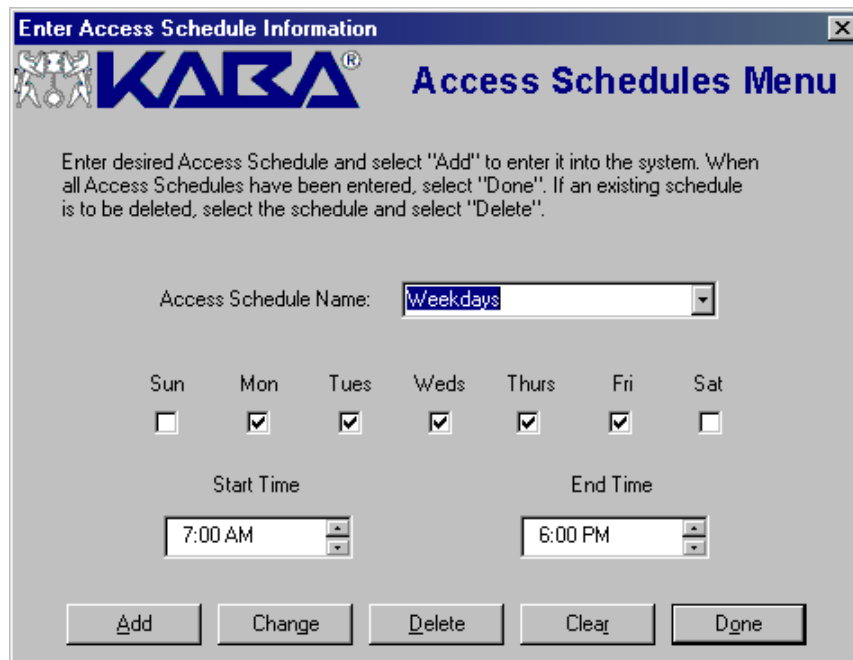
### To Change an Access Schedule:

1. From the Access Schedules Menu, select **Access Schedule Template**.

The **Enter Access Schedule Information** screen is displayed.

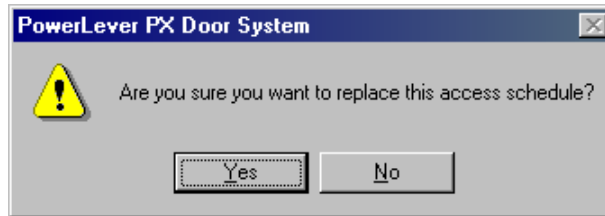
2. Select an Access Schedule from the dropdown menu.

The associated Access Schedule data will be displayed.



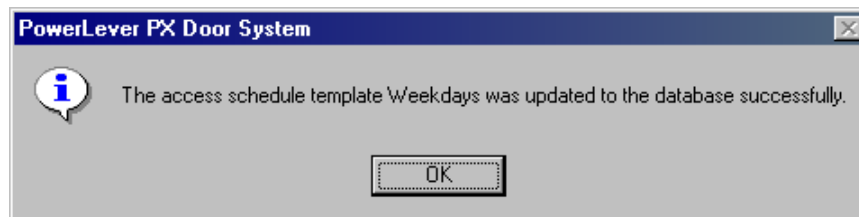
3. Update the information that you wish to change.
4. Click on the **Change** button.

A prompt window will appear asking if you are sure you would like to replace the Access Schedule.



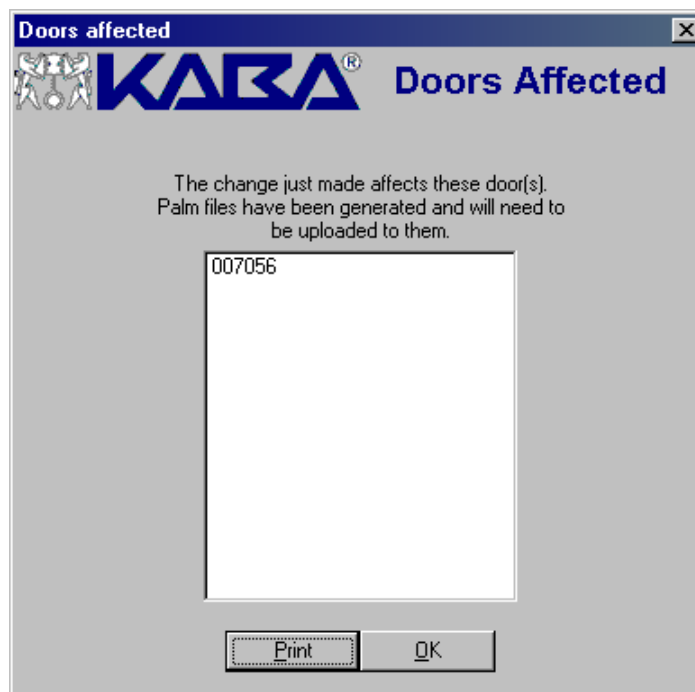
5. Click on **Yes**.

A message window is displayed indicating that the Access Schedule has been changed.



6. Click on **OK**.

If the changed Access Schedule is assigned to doors, an information screen will appear to inform you of the doors that are affected by this change.



Palm upload files must be generated and the new data must be uploaded to the door/lock before the change will take affect at the lock. You may select **Print** to print the list of doors.

If no doors were affected by the change, an informational message window will be displayed indicating that no doors were affected by this change.



7. Click on **OK**.

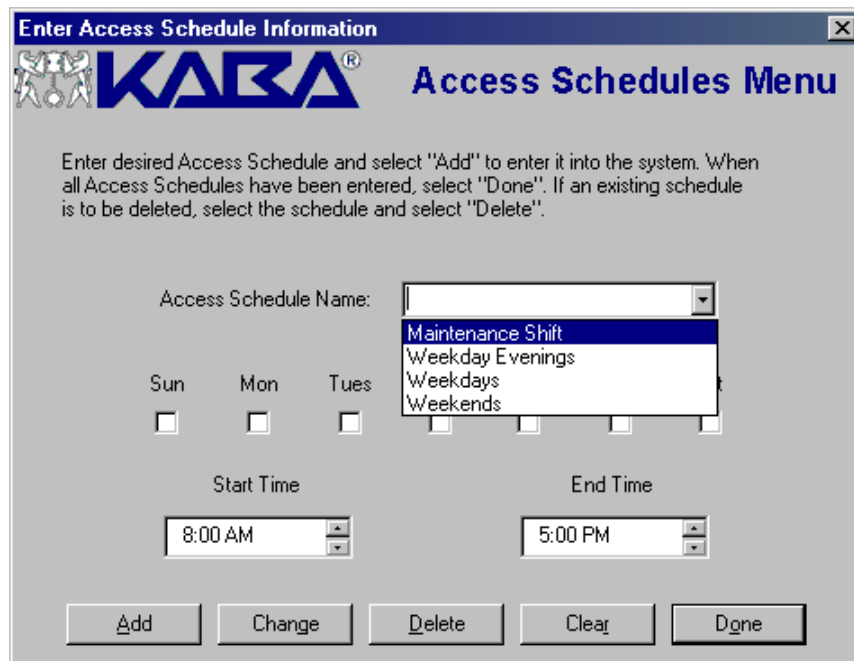
### To Delete An Access Schedule:

---

Note: *You cannot delete an Access Schedule if you have it assigned to a door.*

---

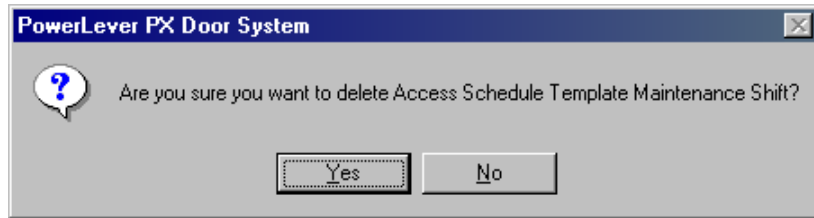
1. From the Access Schedules Menu, select **Access Schedule Template**.  
The **Enter Access Schedule Information** screen is displayed.
2. Select an Access Schedule from the dropdown menu.



The associated Access Schedule data will be displayed.

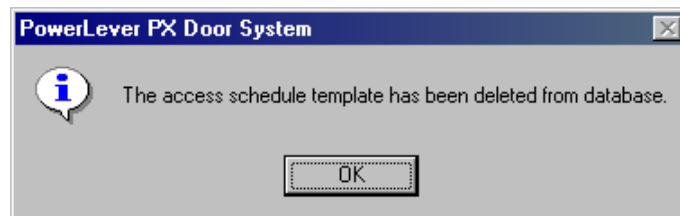
3. Click on the **Delete** button.

A prompt message window will be displayed, asking if you are sure you want to delete the Access Schedule.



4. Click on **Yes**.

A message window will be displayed, indicating that the Access Schedule has been deleted.



4. Click on **OK**.



## Holidays/Vacations



### Add or Maintain Holiday/Vacation Schedules

This menu option allows the Operator to set up holidays and vacation schedules or change or delete existing holiday and vacation schedules. When a Holiday/Vacation period (one day or a consecutive block of days) is assigned to a door, the door will not grant access to Access Users or M-Unit Users during that period.

### Holiday/Vacation Template

#### To Add a Holiday/Vacation Template:

1. From the Holidays/Vacations Menu, select **Holiday/Vacation Template**.  
The **Enter Holiday/Vacation Information** screen is displayed.
2. Enter a new Holiday/Vacation Name in the first line. A Holiday/Vacation Name can be a maximum of 16 characters and may include special characters and spaces.
3. Select the Start Date and Time for the Holiday or Vacation.

---

Note: **12:00:00 AM indicates midnight or the start of the calendar day.**

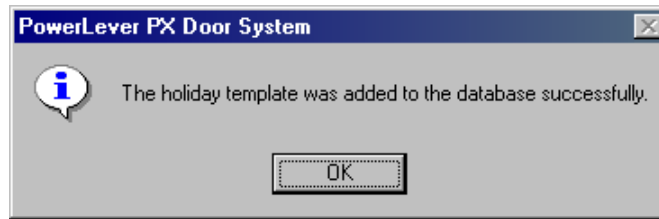
---

4. Select the End Date and Time for the Holiday or Vacation.

A screenshot of a dialog box titled 'Enter Holiday/Vacation Information'. The window has a blue title bar with a close button (X) on the right. Below the title bar is the KABA logo and the text 'Holidays/Vacations Menu'. The main area contains instructions: 'Please enter desired holiday/vacation and select "Add" to enter it into the system. Once all holidays/vacations have been entered, select "Done". To delete a holiday/vacation, select it from dropdown list and select "Delete".' Below this is a red 'NOTE: 12:00:00 AM indicates midnight or start of the calendar day.' The form has three rows of input fields: 'Holiday/Vacation Name' with a dropdown menu showing 'New Year's Day'; 'Start Date and Time' with a date dropdown showing '1/ 1/04' and a time dropdown showing '12:00 AM'; and 'End Date and Time' with a date dropdown showing '1/ 2/04' and a time dropdown showing '12:00 AM'. At the bottom are five buttons: 'Add', 'Change', 'Delete', 'Clear', and 'Done'.

5. Click on **Add** to add the Holiday/Vacation period to the PC system.

A message window is displayed indicating that the Holiday/Vacation period was added.



---

**Note:** Once added, a Holiday/Vacation Template can be seen in the Holiday/Vacation dropdown list.

---

6. Click on **OK** to continue.
7. Continue to repeat Steps 2 through 6 until you have finished adding Access Schedules. Once finished, click on **Done** to return to the Main Menu.

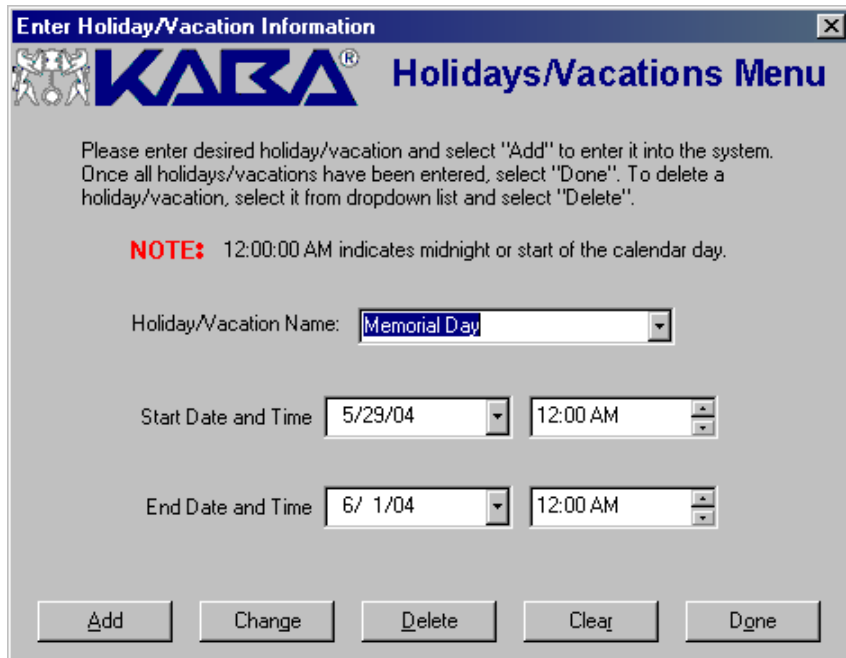
---

**Note:** Additional Holiday/Vacation periods can be added at a later time.

---

#### **To Change a Holiday/Vacation Template:**

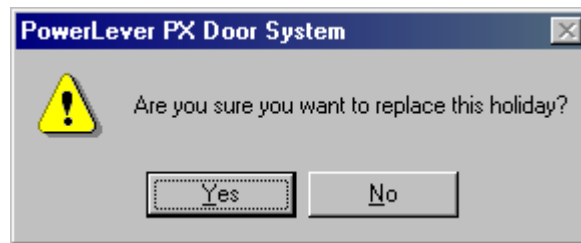
1. From the Holidays/Vacations Menu, select **Holiday/Vacation Template**.  
The **Enter Holiday/Vacation Information** screen is displayed.
2. Select a Holiday/Vacation Template from the dropdown menu.  
The associated Holiday/Vacation data will be displayed.



3. Update the information that you wish to change.

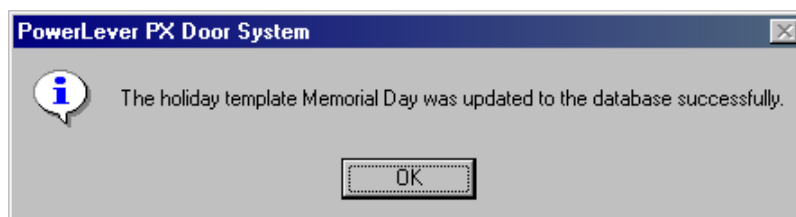
4. Click on the **Change** button.

A prompt window will appear asking if you are sure you would like to replace the Holiday.



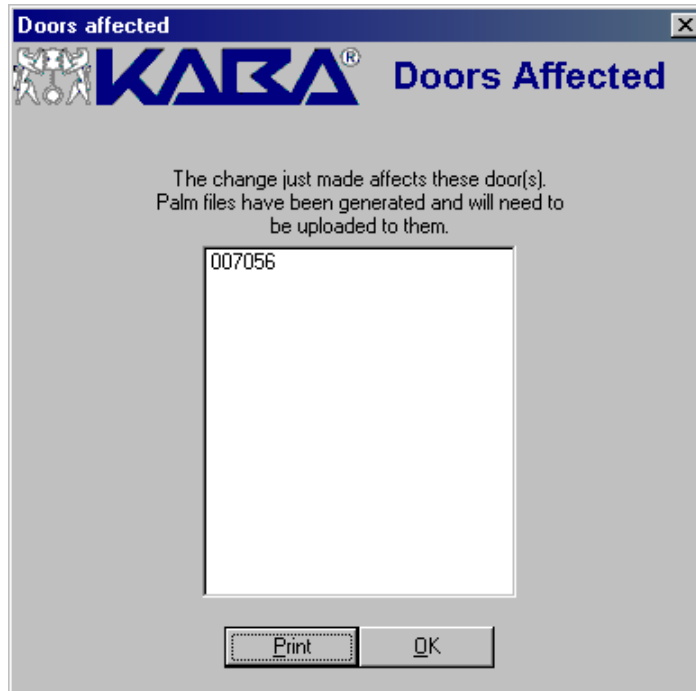
5. Click on **Yes**.

A message window is displayed indicating that the Holiday Template has been changed.



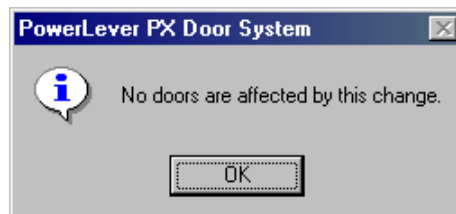
6. Click on **OK**.

If the changed Access Schedule is assigned to doors, an information screen will appear to inform you of the doors that are affected by this change.



Palm upload files must be generated and the new data must be uploaded to the door/lock before the change will take affect at the lock. You may select **Print** to print the list of doors.

If no doors were affected by the change, an informational message window will be displayed indicating that no doors were affected by this change.



7. Click on **OK**.

### To Delete A Holiday/Vacation Template:

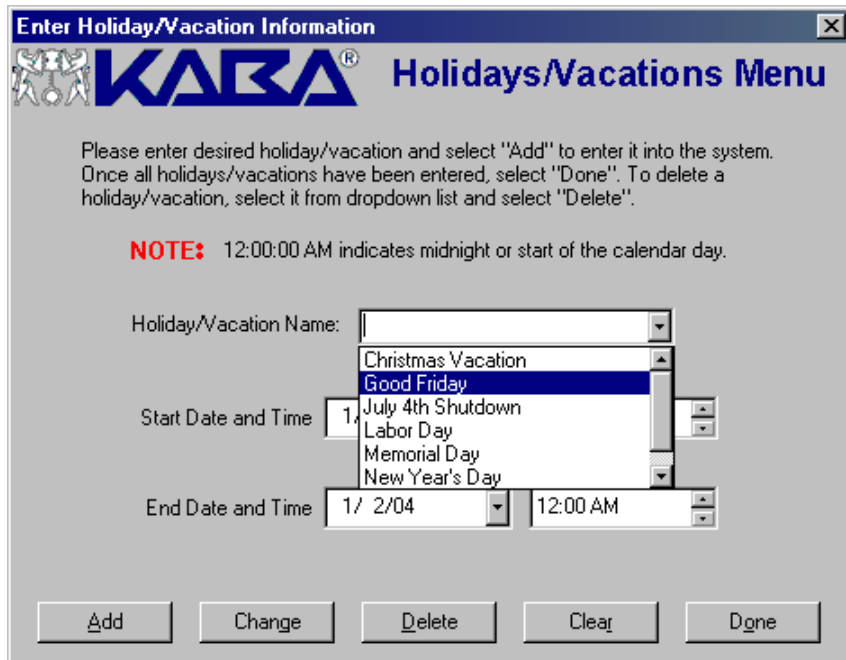
---

Note: *You cannot delete a Holiday/Vacation Template if you have it assigned to a door.*

---

1. From the Holidays/Vacations Menu, select **Holiday/Vacation Template**.  
The **Enter Holiday/Vacation Information** screen is displayed.
2. Select a Holiday/Vacation Template from the dropdown menu.

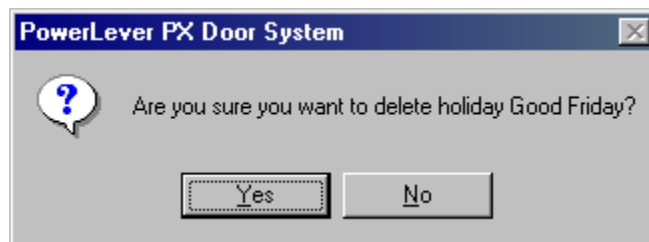
The associated Holiday/Vacation data will be displayed.



The associated Holiday/Vacation data will be displayed.

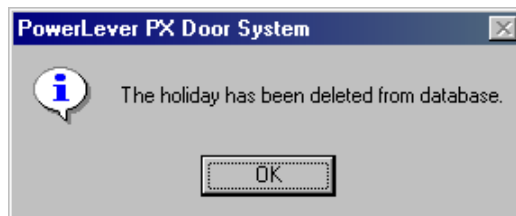
3. Click on the **Delete** button.

A prompt message window will be displayed, asking if you are sure you want to delete the Holiday.



4. Click on **Yes**.

A message window will be displayed, indicating that the Holiday has been deleted.



5. Click on **OK**.

## Users Menu



### Add or Maintain Users & Assign PROX Cards/PINs

This menu option is available for adding and maintaining users and their associated PROX Cards. You can Enroll new users, assign a PROX Card to each user, change user information, or you can delete existing users and the PROX Cards that had been assigned to them.

## Maintain Users

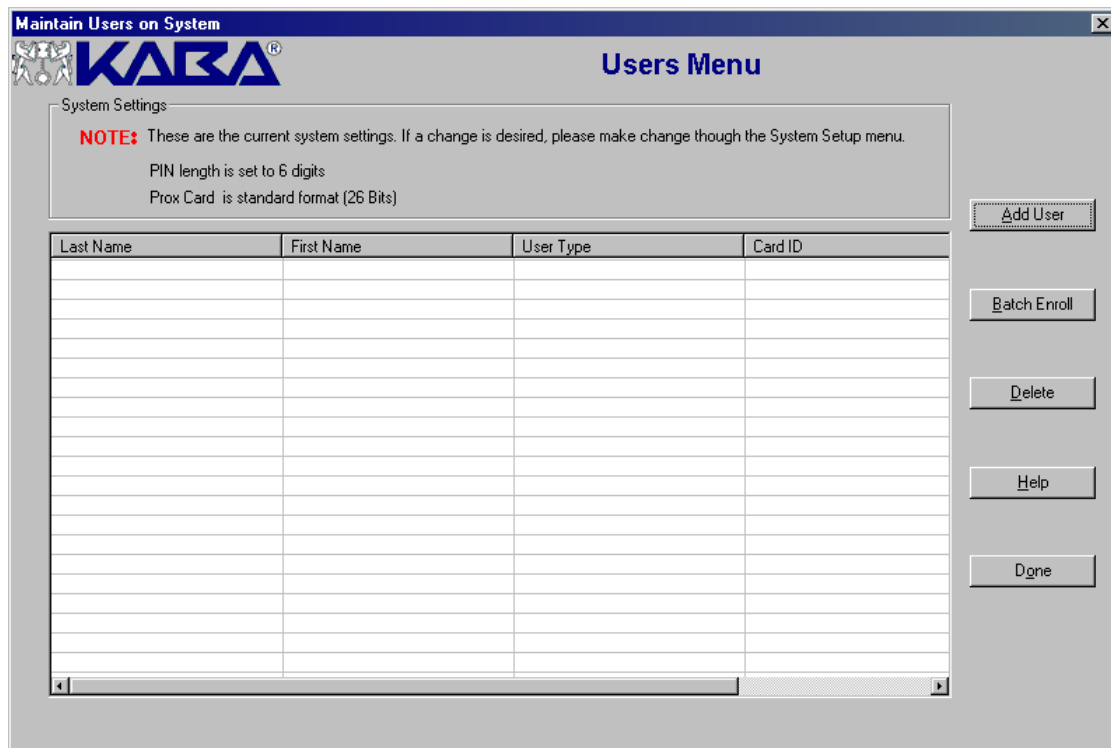
### Add Users Using PROX Reader

If you will be using the Enroller (PROX Reader) to add users, ensure that it is properly connected before beginning this process.

Note: *A red light indicates that the enroller is ready to read a card. A green flash means that it successfully read a card.*

1. From the Users Menu, select **Maintain Users**.

The **Maintain Users on System** screen is displayed.



2. Click on **Add User** to add a new user to the system.

The **New PROX User Information** screen is displayed.

---

Note; *The User Type defaults to Access User and a predesignated PIN will be shown for the user.*

---

**New Prox User Information**

**KABA® New User Information**

NOTE: This window allows the user to scan Prox cards through the Prox Reader and enter them into the system. If manual entry is desired, please choose the Batch Enroll option.

Last name:

First Name:

User Type: Access

User PIN: 517655

Card ID:

3. Enter the Last Name of the user in the first line.
4. Enter the First Name of the user in the first line.
5. If you would like to add a User Type other than an Access User, click on the dropdown list for User Type and select the User Type for the user being added to the system.

**New Prox User Information**

NOTE: This window allows the user to scan Prox cards through the Prox Reader and enter them into the system. If manual entry is desired, please choose the Batch Enroll option.

Last name:

First Name:

User Type: 

- Access
- Manager**
- MUnit
- Service

User PIN:

Card ID:

6. If you wish to change the User PIN at this time, enter a new User PIN.
7. Click on the Card ID input field to place the cursor there so that the PROX Reader is ready to read the PROX Card ID for the user's card.

**New Prox User Information**

NOTE: This window allows the user to scan Prox cards through the Prox Reader and enter them into the system. If manual entry is desired, please choose the Batch Enroll option.

Last name:

First Name:

User Type: 

- Manager

User PIN:

Card ID:

---

**Caution:** *This input field should not be entered manually. It must be read from the PROX Card via the PROX Reader attached to the PC.*

---



- Place a flat side of the PROX card on or in close proximity to the PROX reader.

The Card Id field will show x's and the PROX Reader will display a green light once the card has been read successfully.

---

**Caution:** *Be careful to present the PROX Card quickly so that it is read only once.*

---

**New Prox User Information**

**KABA® New User Information**

NOTE: This window allows the user to scan Prox cards through the Prox Reader and enter them into the system. If manual entry is desired, please choose the Batch Enroll option.

Last name:

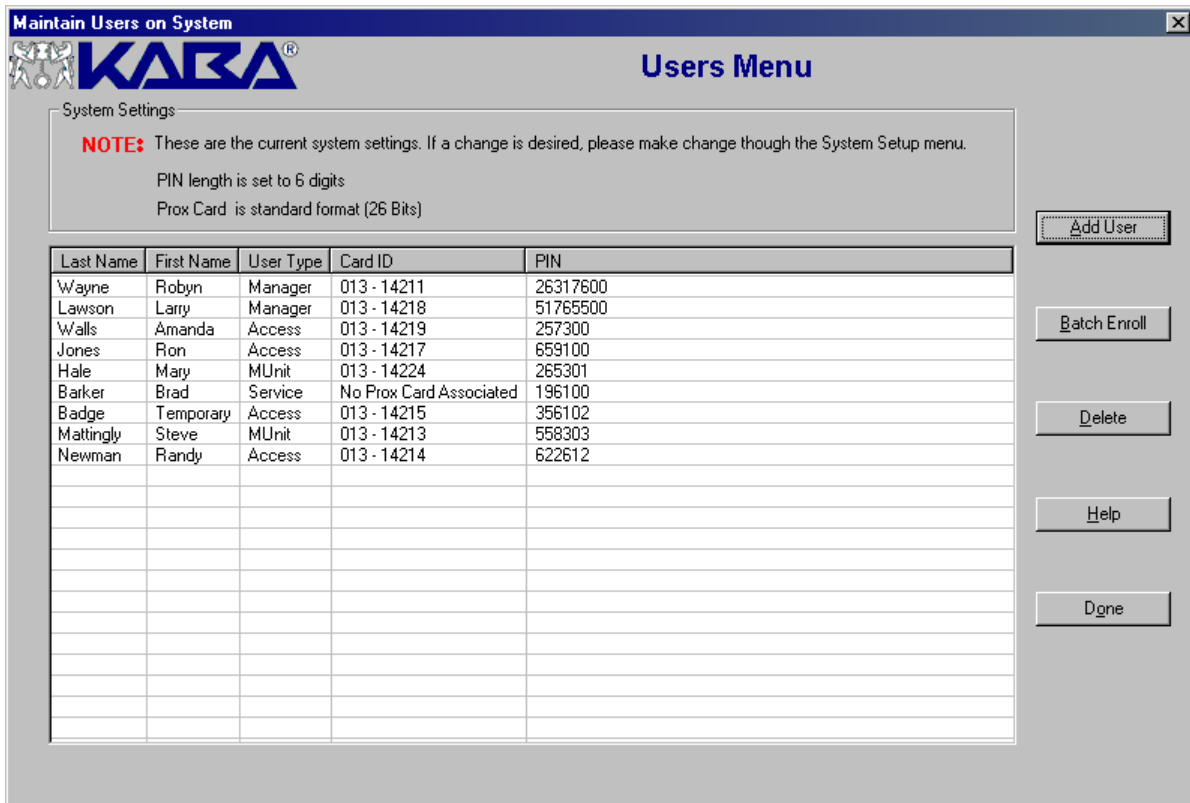
First Name:

User Type:

User PIN:

Card ID:

- Click on **OK** to add the user and return to the **Maintain Users on System** screen. The new user will be listed on the screen.



10. Continue to repeat Steps 2 through 9 until you have finished adding users. Once finished, click on **Done** to return to the Main Menu.

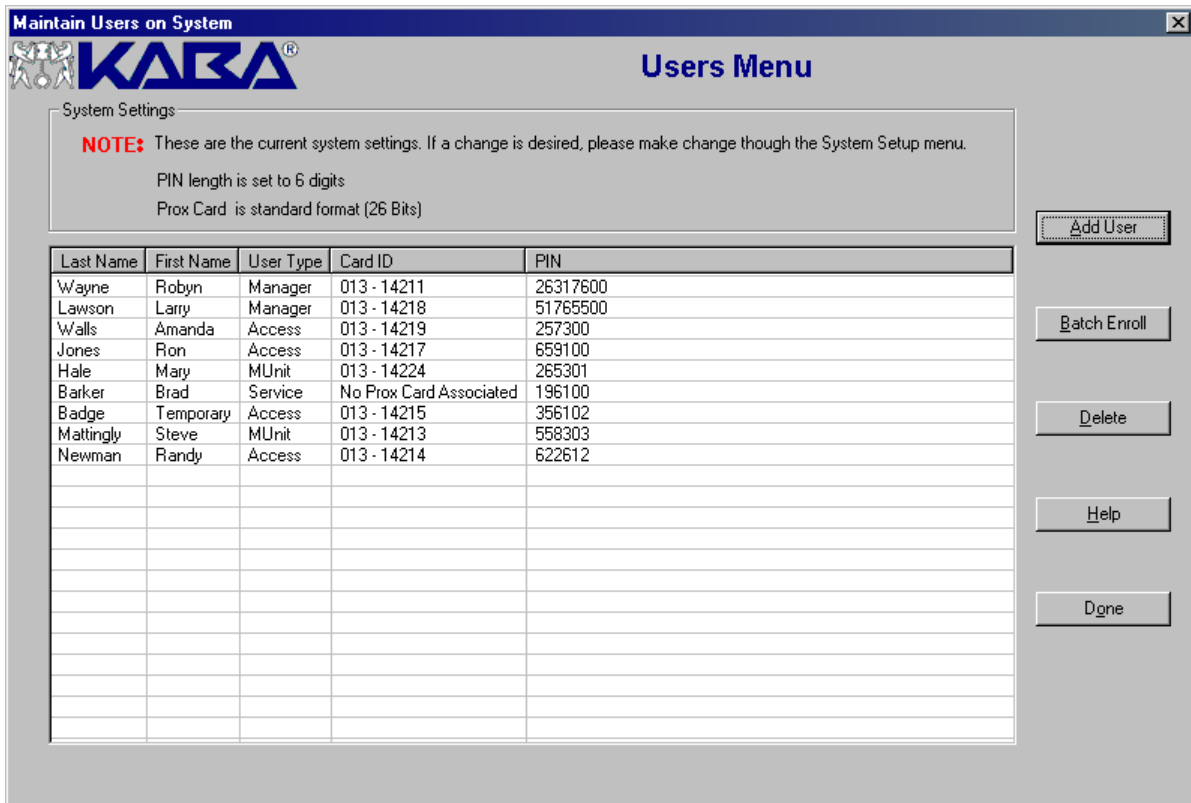
**Lost Card Info:** *If a PROX Card is ever lost and then found or is at any time unable to be identified, you can use the assistance of the **Lost Card Info Report** to determine the Card ID and also the user to whom it is assigned if it is enrolled in the System. See the View/Print Reports section of this manual.*

**Batch Enroll Users**

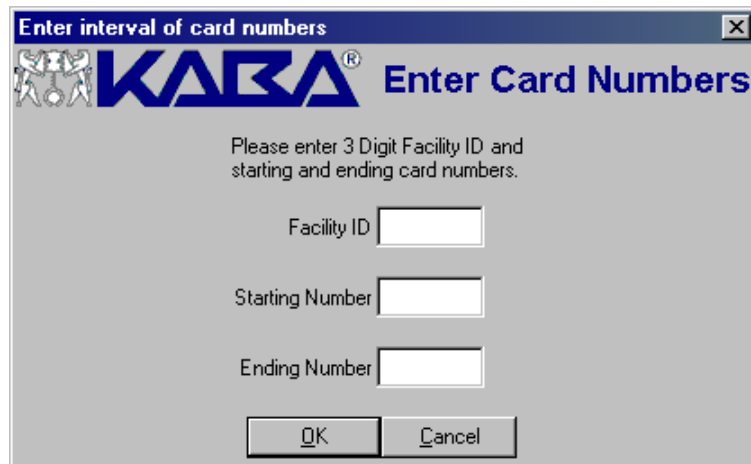
The Batch Enroll option allows an Operator to perform a multi-user enroll. The PROX Reader is not used in this process. When this option is selected, a screen will prompt the user for the Facility ID and the starting and ending PROX Card IDs. This function is only available when operating under the 26 bit Wiegand card format.

1. From the Users Menu, select **Maintain Users**.

The **Maintain Users on System** screen is displayed.



- Click on **Batch Enroll** to add a card or group of cards to the system.  
The **Enter Card Numbers** screen is displayed.



- Enter the Facility ID of the card or group of cards that you wish to batch enroll.

**Note:** The Facility ID is usually found on the outside of the packaging for the cards. In some cases it may actually be found on the card as the first 3 digits of the card ID. If you cannot determine the Facility ID through either of these methods, you can scan a card from the group by using the **Lost Card Info Report** under the **Reports Menu**. This will show you the Facility ID as the first 3 digits of the Card ID.

4. Enter the Starting Number for the card or group of cards you wish to enroll.
5. Enter the Ending Number for the group of cards you wish to enroll.

---

**Note:** *If you are only enrolling one card, you do not have to enter the Ending Number .*

---

6. Click on **OK** to add the Card IDs into the system.

The new Card IDs will be displayed in the Maintain Users on System screen.

Last Name	First Name	User Type	Card ID	PIN
14225		Access	013 - 14225	804634
14226		Access	013 - 14226	919884
14227		Access	013 - 14227	825892
14228		Access	013 - 14228	989483
14229		Access	013 - 14229	276743
Badge	Temporary	Access	013 - 14215	356102
Barker	Brad	Service	No Prox Card Associated	196100
Hale	Mary	MUnit	013 - 14224	265301
Jones	Ron	Access	013 - 14217	659100
Lawson	Larry	Manager	013 - 14218	51765500
Mattingly	Steve	MUnit	013 - 14213	558303
Newman	Randy	Access	013 - 14214	622612
Walls	Amanda	Access	013 - 14219	257300
Wayne	Robyn	Manager	013 - 14211	26317600

7. Follow the process to update the user information for each of the enrolled cards as defined in the following section on **Change User Information**.

## Change User Information

1. From the Users Menu, select **Maintain Users**.

The **Maintain Users on System** screen is displayed.

**System Settings**

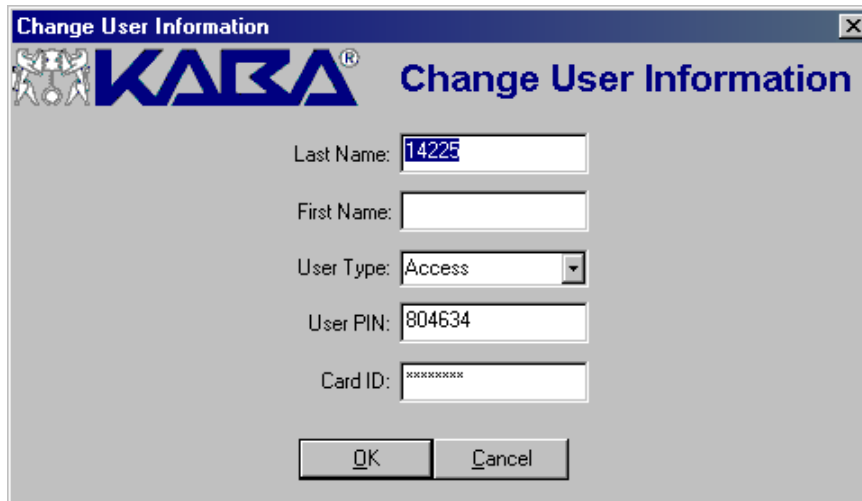
**NOTE:** These are the current system settings. If a change is desired, please make change though the System Setup menu.

PIN length is set to 6 digits  
Prox Card is standard format (26 Bits)

Last Name	First Name	User Type	Card ID	PIN
14225		Access	013 - 14225	804634
14226		Access	013 - 14226	919884
14227		Access	013 - 14227	825892
14228		Access	013 - 14228	989483
14229		Access	013 - 14229	276743
Badge	Temporary	Access	013 - 14215	356102
Barker	Brad	Service	No Prox Card Associated	196100
Hale	Mary	MUnit	013 - 14224	265301
Jones	Ron	Access	013 - 14217	659100
Lawson	Larry	Manager	013 - 14218	51765500
Mattingly	Steve	MUnit	013 - 14213	558303
Newman	Randy	Access	013 - 14214	622612
Walls	Amanda	Access	013 - 14219	257300
Wayne	Robyn	Manager	013 - 14211	26317600

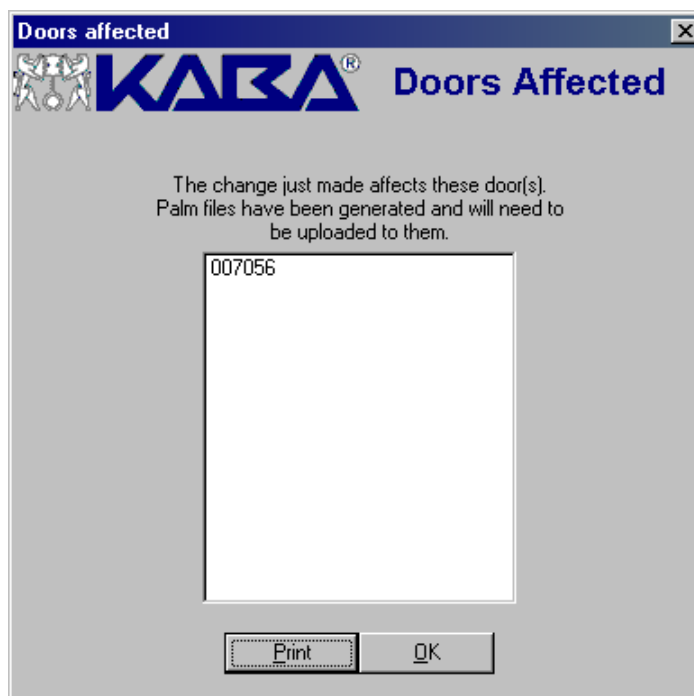
2. Double click on the line for which you would like to change information.

The **Change User Information** screen is displayed.



3. Update the user information.
4. Click on OK to save the changed data.

If the changed Access Schedule is assigned to doors, an information screen will appear to inform you of the doors that are affected by this change.



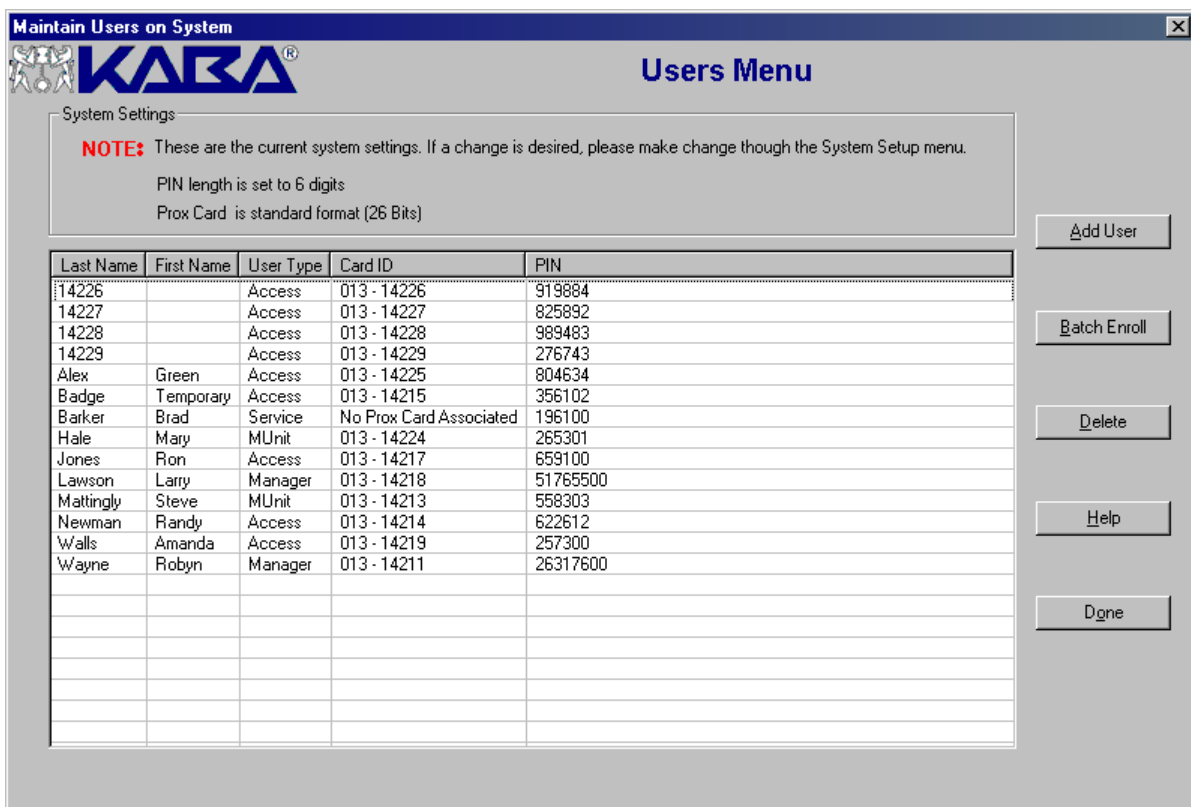
Palm upload files must be generated and the new data must be uploaded to the door/lock before the change will take effect at the lock. You may select **Print** to print the list of doors.

If no doors were affected by the change, an informational message window will be displayed indicating that no doors were affected by this change.



5. Click on OK

The changed data will be reflected in the **Maintain Users on System** screen.

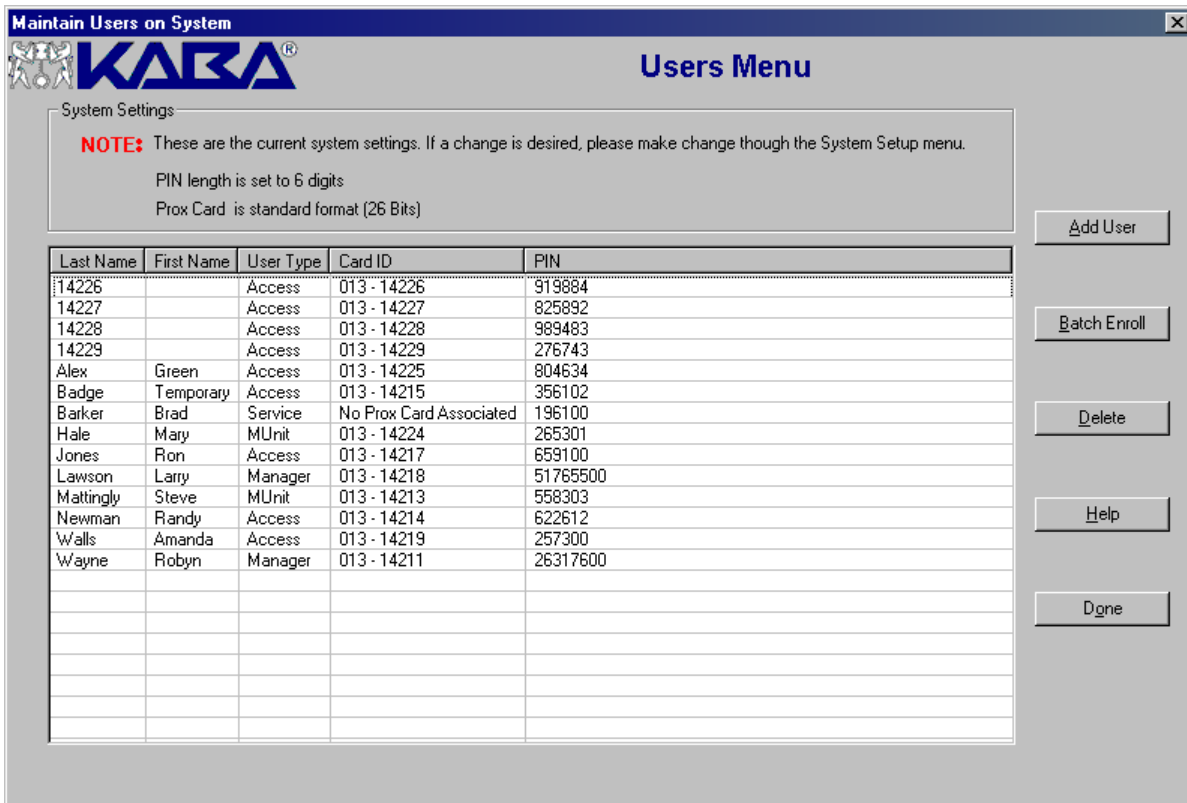


6. Continue to repeat Steps 2 through 4 until you have finished updating user information. Once finished, click on **Done** to return to the Main Menu.

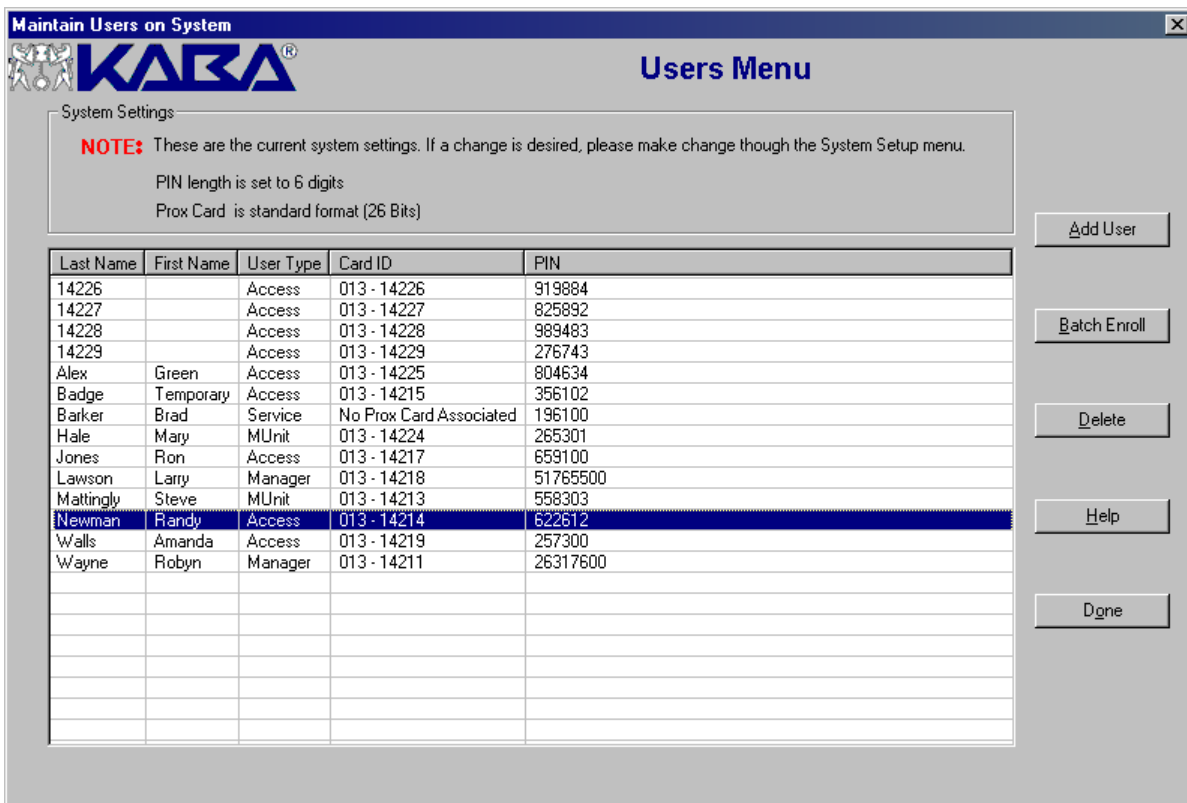
### Delete Users

1. From the Users Menu, select **Maintain Users**.

The **Maintain Users on System** screen is displayed.



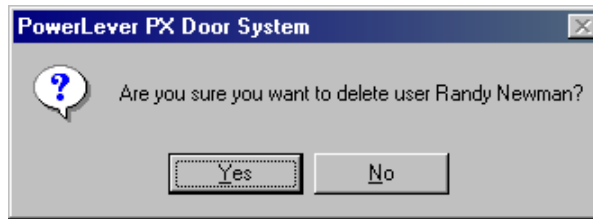
2. Select the line for the user you would like to delete.





3. Click on the **Delete** button to delete the selected entry.

A message prompt window will appear asking if you are sure you want to delete the user.



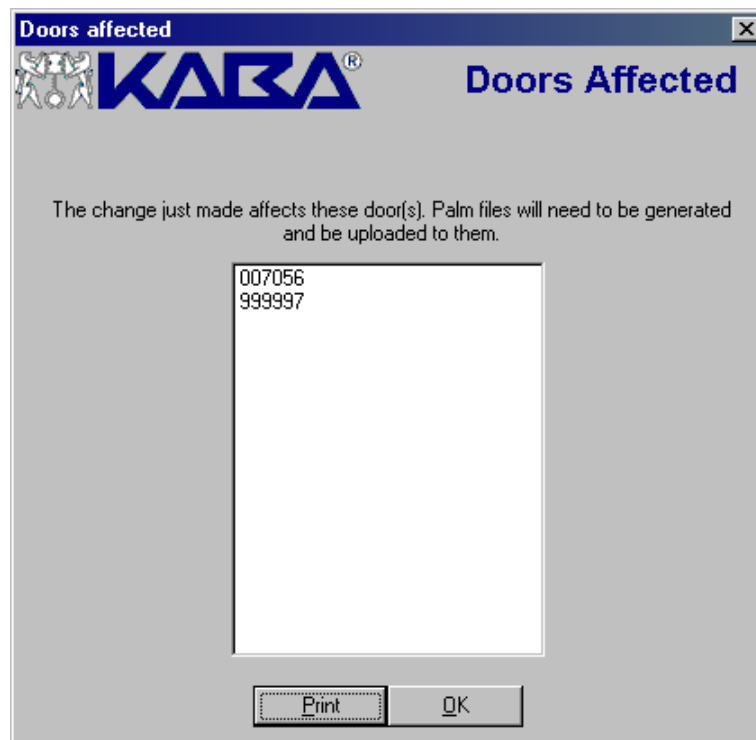
4. Click on **Yes** to delete the user.

A message window will appear indicating that the user was deleted.



5. Click on **OK**.

If the changed Access Schedule is assigned to doors, an information screen will appear to inform you of the doors that are affected by this change.



Palm upload files must be generated and the new data must be uploaded to the door/lock before the change will take affect at the lock. You may select **Print** to print the list of doors.

If no doors were affected by the change, an informational message window will be displayed indicating that no doors were affected by this change.



6. Click on **OK**.

The user will no longer be shown on the **Maintain Users on System** screen.

**System Settings**

**NOTE:** These are the current system settings. If a change is desired, please make change though the System Setup menu.

PIN length is set to 6 digits  
Prox Card is standard format (26 Bits)

Last Name	First Name	User Type	Card ID	PIN
14226		Access	013 - 14226	919884
14227		Access	013 - 14227	825892
14228		Access	013 - 14228	989483
14229		Access	013 - 14229	276743
Alex	Green	Access	013 - 14225	804634
Badge	Temporary	Access	013 - 14215	356102
Barker	Brad	Service	No Prox Card Associated	196100
Hale	Mary	MUnit	013 - 14224	265301
Jones	Ron	Access	013 - 14217	659100
Lawson	Larry	Manager	013 - 14218	51765500
Mattingly	Steve	MUnit	013 - 14213	558303
Walls	Amanda	Access	013 - 14219	257300
Wayne	Robyn	Manager	013 - 14211	26317600

7. Continue to repeat Steps 2 through 5 until you have finished deleting users. Once finished, click on **Done** to return to the Main Menu.

## Doors Menu



### Add or Maintain Doors

This menu option allows the Operator to define new doors, maintain doors and delete existing doors. Once the doors are defined, the Operator can also assign the users who have access to the doors along with the access type, access schedules, holiday/vacation schedules for each user assigned to a door. During this process, the setup data is also prepared to be uploaded to a door/lock.

## Maintain Doors

### Define Doors

---

**Caution:** *Do not click on Cancel in this area of the software unless you wish to exit a screen without saving the data.*

---

1. From the Doors Menu, select **Maintain Doors**.

The **Maintain Doors on System** screen is displayed.

A screenshot of a software window titled 'Maintain Doors on System'. The window has a blue header bar with the KABA logo and the text 'Doors Menu'. The main area contains several input fields and buttons. On the left, there are dropdown menus for 'Site Number' (001), 'Site Name' (Main Complex), and 'Door Name'. Below these are text boxes for 'Lock Serial Number' and 'Door Location'. A note says 'Press Ctrl-Enter to start a new line'. There is a 'Lock Setup Information' section with three input boxes: 'Wrong Try Limit' (6), 'Tamper Shutdown Time (Minutes)' (1), and 'Relock Time (Seconds)' (2). At the bottom left is a 'Copy Door' section with a 'Select Door from which data will be copied' label and a 'Door of Origin' dropdown. On the right side of the window, there is a vertical column of buttons: 'Access Schedules', 'Holidays/Vacations', 'Users', 'Help', 'Cancel', 'Delete Door', and 'Add'.

---

Note: ***The first Site Number (numerically sorted) and its associated Site Name will be displayed.***

---

2. From the dropdown list for Site Number or Site Name, select the appropriate site for this door (lock). Once the Site Number or Name is selected, the corresponding information (Number or Name) will also be displayed.
3. Enter a Door Name for the door/lock. Door name can be a maximum of 20 alphanumeric characters.

---

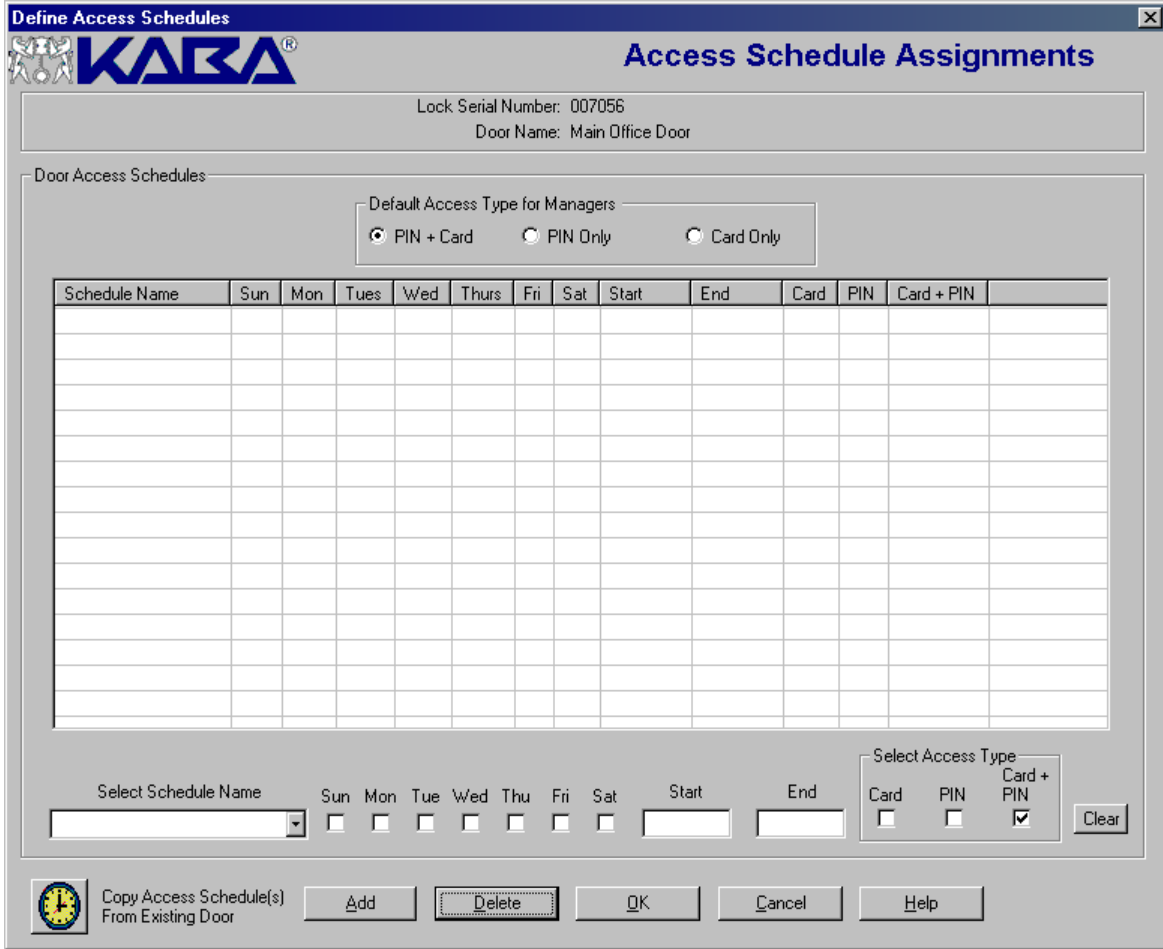
Note: ***If other doors are already defined in the system, you may select another Door Name in the Door of Origin field under the Copy Door section of the screen from which you want to copy all other door variables.***

---

4. Enter a 6 digit Serial Number for the door/lock. The 6 digit number can be found on the underside of the front lock housing. It will serve as a unique identifier for the door within the system .
5. If you like, you may enter additional text in the Door Location field that will give some direction as to the actual location of the door within the site.
6. Enter a valid Wrong Try Limit for the door/lock. The Wrong Try Limit defines the number of times concurrently that an invalid access attempt (PIN, PROX, or both) can be made before the door/lock goes into a lockout mode. It must be a minimum of 4 and cannot exceed a value of 9.
7. Enter the Tamper Shutdown Time (0-15 minutes) for a lockout mode after the Wrong Try Limit has been exceeded.
8. Enter a valid Relock Time (2-10 seconds) for a door/lock to relock after it has been opened.



9. Click on the **Access Schedules** button to assign previously defined access schedules to this door/lock.



10. Set the default Access Type required for a Manager User in the case where he has no access schedules assigned to him for this door. To do this click on the appropriate button toward the top of the screen - PIN + Prox, PIN Only, or PROX Only.
11. Click on the **Select Schedule** dropdown list and select an access schedule. Once the schedule is selected, the variables of the schedule will also be displayed.
12. Select the Access Type for this schedule and door/lock, (i.e., Card, PIN, or Card and PIN.)
13. Click on **Add** to assign the access schedule and access type to the door/lock. It will appear in the list once it is added.

Define Access Schedules

Access Schedule Assignments

Lock Serial Number: 007056  
 Door Name: Main Office Door

Door Access Schedules
 

Default Access Type for Managers  
 PIN + Card   
  PIN Only   
  Card Only

Schedule Name	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Start	End	Card	PIN	Card + PIN
Weekdays		✓	✓	✓	✓	✓		7:00 AM	6:00 PM	✓		
Weekday Evenings		✓	✓	✓	✓	✓		6:00 PM	12:00 AM			✓
Weekends	✓						✓	12:00 AM	12:00 AM			✓

Select Schedule Name: Weekends

Sun   
 Mon   
 Tue   
 Wed   
 Thu   
 Fri   
 Sat

Start: 12:00 AM

End: 12:00 AM

Select Access Type  
 Card   
 PIN   
 Card + PIN

Clear

Copy Access Schedule(s) From Existing Door

Add

Delete

OK

Cancel

Help

**Note:** Access Schedules can also be copied from an existing door.


14. Continue to repeat Steps 10-13 until you have assigned all required access schedules. When finished, click on **OK** to accept the data for the door/lock and return to the **Maintain Doors on System** screen.
15. Click on the **Holiday/Vacation(s)** button to assign previously defined holiday/vacation periods to this door/lock.

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PowerLever PX Software

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**Define Door Holiday/Vacation Settings** [X]

 **Holiday/Vacation Assignments**

Lock Serial Number: 007056  
Door Name: Main Office Door

Door Holidays/Vacations:

Holiday/Vacation Name	Start Date	StartTime	End Date	End Time

Select Holiday / Vacation Name  

Holiday/Vacation  
Start Date

Holiday/Vacation  
Start Time

Holiday/Vacation  
End Date

Holiday/Vacation  
End Time

Copy Holiday/Vacation Settings From Existing Door

- Click on the **Select Holiday/Vacations(s)** dropdown list and select a Holiday/Vacation period. Once the period is selected, the variables of the holiday/vacation period will also be displayed.
- Click on **Add** to assign the holiday/vacation period to the door/lock. It will appear in the list once it is added.



Define Door Holiday/Vacation Settings
✕

## Holiday/Vacation Assignments

Lock Serial Number: 007056  
Door Name: Main Office Door

Door Holidays/Vacations

Holiday/Vacation Name	Start Date	Start Time	End Date	End Time
Christmas Vacation	12/24/2004	12:00 AM	01/03/2005	12:00 AM
July 4th Shutdown	07/03/2004	12:00 AM	07/12/2004	12:00 AM
Labor Day	09/06/2004	12:00 AM	09/07/2004	12:00 AM
Memorial Day	05/29/2004	12:00 AM	06/01/2004	12:00 AM
New Year's Day	01/01/2004	12:00 AM	01/02/2004	12:00 AM
Thanksgiving Break	11/25/2004	12:00 AM	11/29/2004	12:00 AM

Select Holiday / Vacation Name
Holiday/Vacation Start Date
Holiday/Vacation Start Time
Holiday/Vacation End Date
Holiday/Vacation End Time

Thanksgiving Break

11/25/2004

12:00 AM

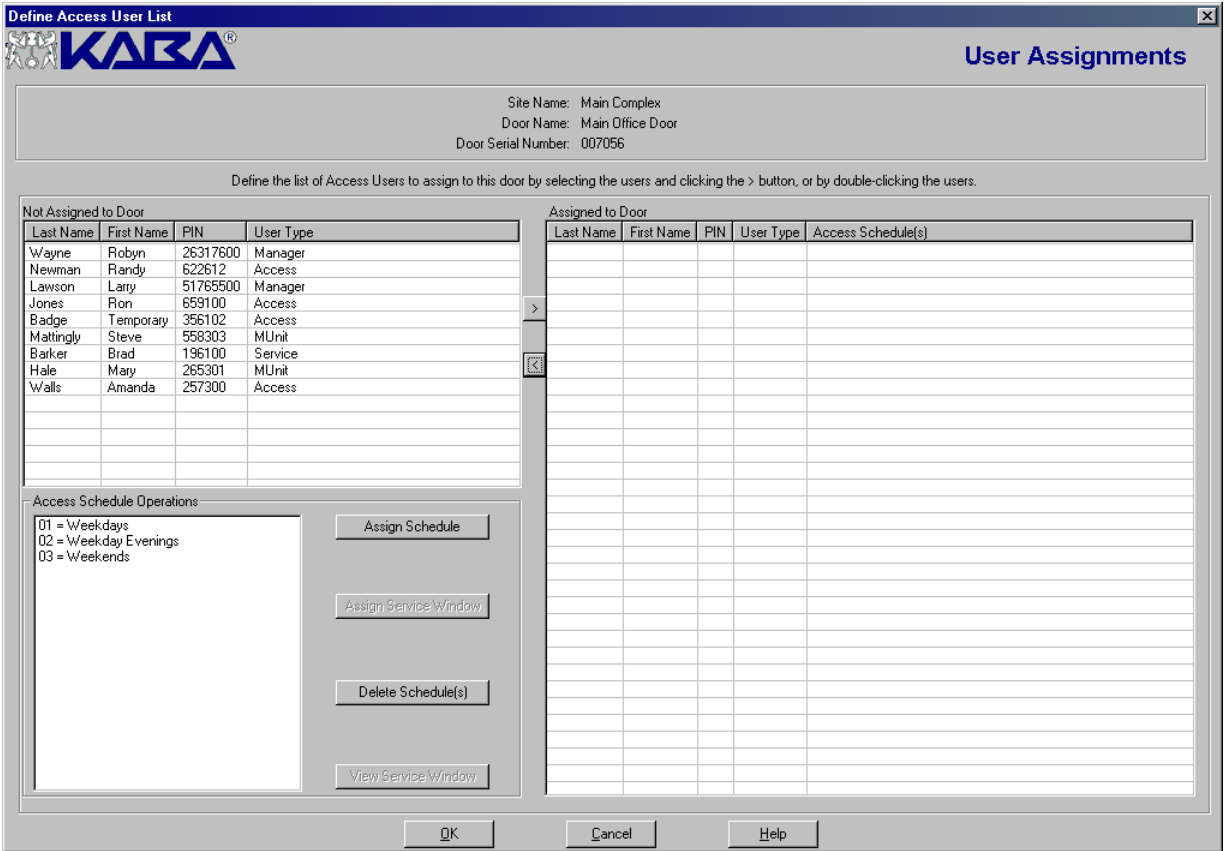
11/29/2004

12:00 AM

Copy Holiday/Vacation Settings From Existing Door
Add
Delete
OK
Cancel
Help

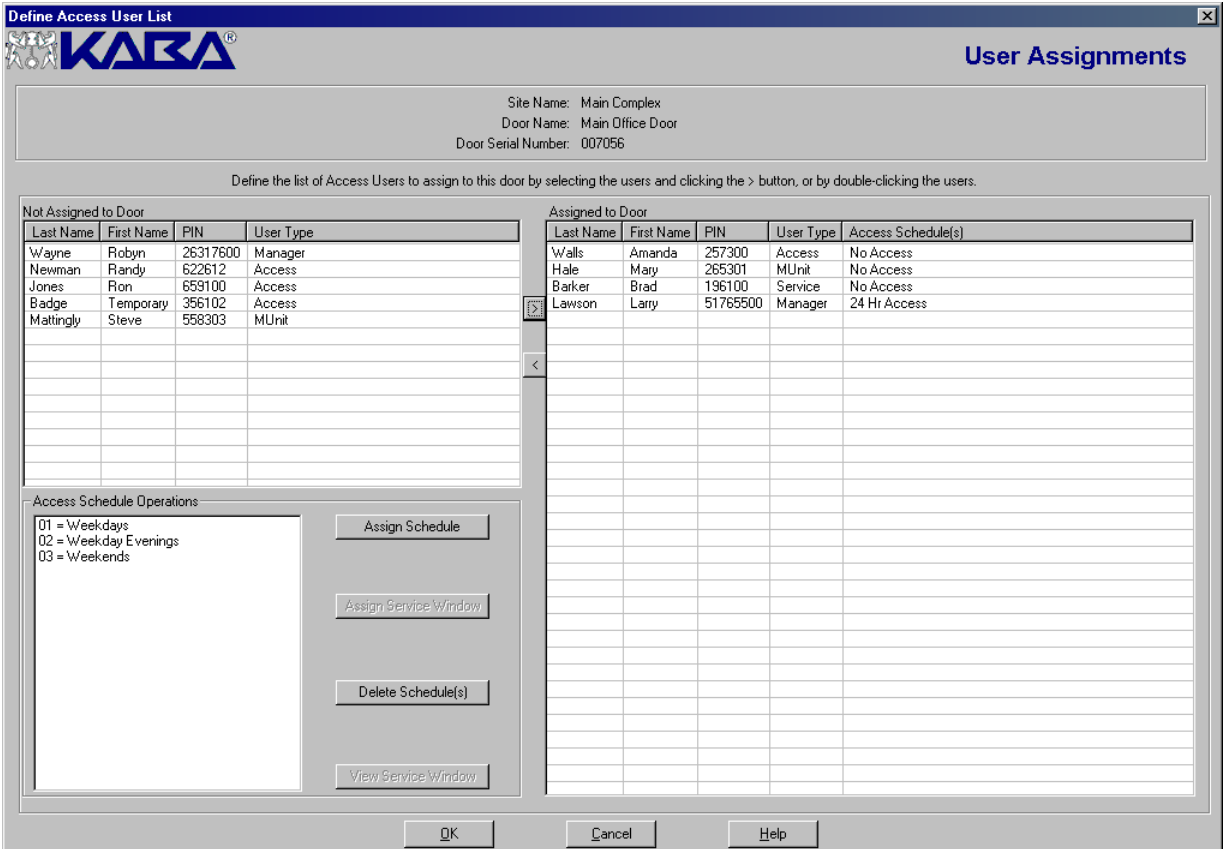
**Note:** *Holiday(s)/Vacation(s) can also be copied from an existing door.*

18. Continue to repeat Steps 15-17 until you have assigned all required holidays/ vacations(s). When finished, click on **OK** to accept the data for the door/lock and return to the **Maintain Doors on System** screen.
19. Click on the **Users** button to assign previously defined users to this door/lock.



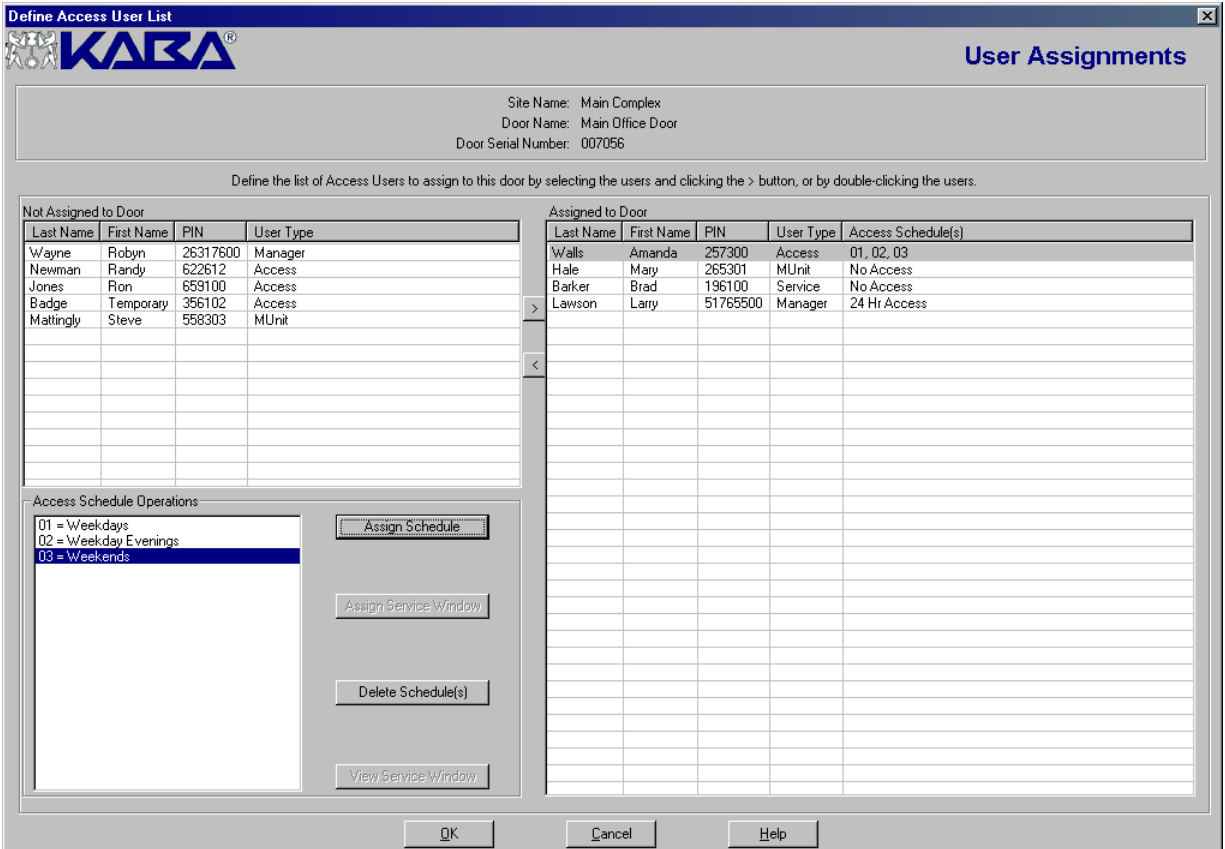
The users defined to the PC system that are available to assign to the door will be displayed on the left hand side of the screen.

- To add Users to the door/lock**, move the appropriate users to the Assigned to Door list by selecting the users and clicking on the > button or by double clicking on the users.



Once users have been assigned to the door, you must assign a schedule or in the case of a service user, you must assign a service window.

- For a Manager User, Access User or M-Unit User, select the user, select an access schedule from the dropdown list, and then click on **Assign Schedule** to assign the schedule to this user for this door.



The assigned Access Schedules will be displayed to the right of the user information.

21. If the user is a Service User, select the user and then click on **Assign Service Window** to define the period in which the Service User may access the door/lock. (1 hr.-45 days)
22. Once the appropriate users and schedules have been assigned, click the **OK** button to process the user data for the door/lock and return to the **Maintain Doors on System** screen.
23. **When you have finished defining the data for the door/lock, click on Add to save the data and prepare it for upload to the lock.**

A message window is displayed indicating that the setup of lock data was successful and the data will be uploaded to the M-Unit the next time that you perform a Hotsync operation.



24. Click on **OK** to return to the Main Menu.

25. If you would like to prepare information for multiple doors, continue to perform Steps 2-24 for each door. When you have finished defining the data for all doors, you may continue to the next section to upload the data to the locks.

### Change Door Definition

**Caution:** *Do not click on Cancel in this area of the software unless you wish to exit a screen without saving the data.*

1. From the Doors Menu, select **Maintain Doors**.

The **Maintain Doors on System** screen is displayed.



---

Note: **The first Site Number (numerically sorted) and its associated Site Name will be displayed.**

---

- From the dropdown list for Site Number or Site Name, select the appropriate site for the door (lock) you want to select. Once the Site Number or Name is selected, the corresponding information (Number or Name) will also be displayed.
- From the dropdown list for Door Name, select the door whose definition you wish to change.

Once the door has been selected, the corresponding information for the door will also be displayed.

The screenshot shows the 'Maintain Doors on System' window with the following details:

- Title Bar:** Maintain Doors on System
- Logo:** KABA
- Header:** Doors Menu
- Form Fields:**
  - Site Number: 001
  - Site Name: Main Complex
  - Door Name: Main Office Door
  - Lock Serial Number: 007056
  - Door Location: 1st Floor 1st Building
  - Lock Setup Information:
    - Wrong Try Limit: 5
    - Tamper Shutdown Time (Minutes): 2
    - Relock Time (Seconds): 4
  - Copy Door:
    - Door of Origin: [Empty]
- Buttons (Right Side):** Access Schedules, Holidays/Vacations, Users, Help, Cancel, Delete Door, Update

- Update any information that you wish to change on the Maintain Doors on System screen.
- If you wish to update the Access Schedules for the door, click on the **Access Schedules** button.
- If you wish to update the Holidays/Vacations for the door, click on the **Holidays/Vacations** button.
- If you wish to update the Users who are assigned to the door or the access schedules/ service windows assigned to any users for this door, click on the **Users** button.

8. When you have finished changing the data definition for the door/lock, click on **Update** to save the data and prepare it for upload to the lock.

A message window is displayed indicating that the updated lock data was successfully prepared and will be uploaded to the M-Unit the next time that you perform a Hotsync operation.



9. Click on **OK** to return to the Main Menu.
10. If you would like to change information for multiple doors, continue to perform Steps 2-9 for each door. When you have finished defining the data for all doors, you should upload the data to the locks.

## Delete Door

---

**Caution:** *Do not click on Cancel in this area of the software unless you wish to exit a screen without saving the data.*

---

1. From the Doors Menu, select **Maintain Doors**.  
The **Maintain Doors on System** screen is displayed.




---

**Note:** The first Site Number (numerically sorted) and its associated Site Name will be displayed.

---

- From the dropdown list for Site Number or Site Name, select the appropriate site for the door (lock) you want to delete.

Once the Site Number or Name is selected, the corresponding information (Number or Name) will also be displayed.

- Click on the **Delete** button to go to the Delete Doors screen.

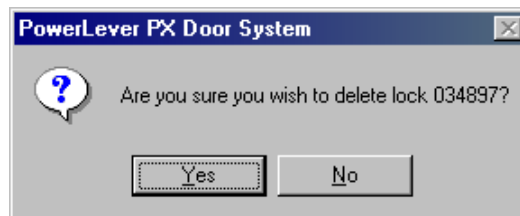
The door selections for the site selected will be shown.





4. Select the door to delete.
5. Click on the **Delete** button.

A prompt message window will be displayed asking if you are sure you want to delete the lock.



6. Click on **Yes**.

A message window will be displayed indicating that the door/lock was deleted.



8. Click on **OK**.

## Program Menu

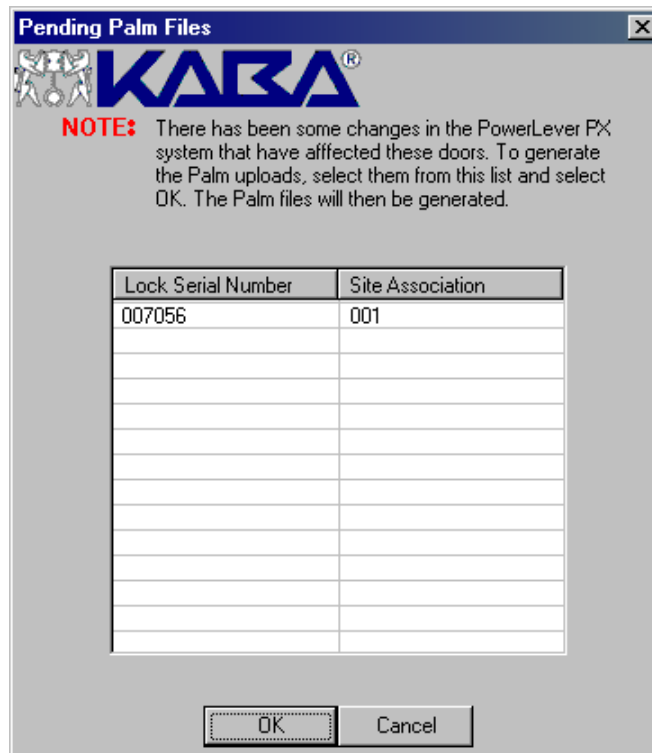


### Send Door Setup Data to Lock via M-Unit

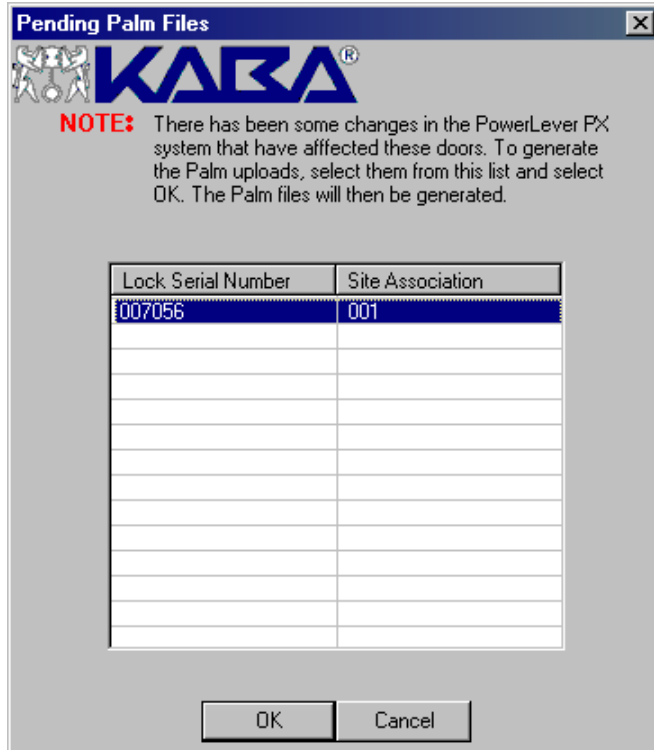
**Note:** *This option is only available when system data that affects door(s)/lock(s) has been changed. A list of locks affected by system data changes is displayed. From that list, you can prepare files for upload to the lock(s). Once data has been prepared for upload, the data needs to be transferred (HotSync'd) to the M-Unit so that it can then be used to program the lock(s).*

1. From the Program Menu, select **Send Door Setup Data to the Palm**.

The Pending Palm Files List is displayed. This list indicates those door(s)/lock(s) that have been affected by system data changes and need to have Palm upload files generated for them.



2. Select those files for which you would like to create an Upload file.



3. Click on OK.

Palm upload files will be generated for all lock(s) selected.

A message window is displayed indicating that the door data was prepared successfully and that data will be uploaded to the M-Unit the next time that the a HotSync operation is performed.



2. Click on **OK**.

See the **Upload & Download Data** section on the manual for instruction on how to transfer data to and from the lock.

---

**Note:** *If and when all of the lock(s) in the Pending Palm Files list have data prepared for upload, the option for Send Door Setup Data to the Palm will become inactive until further changes are made in the system that affects door(s)/lock(s).*

---

## Audit Menu



### Receive Door Data from Lock via M-Unit

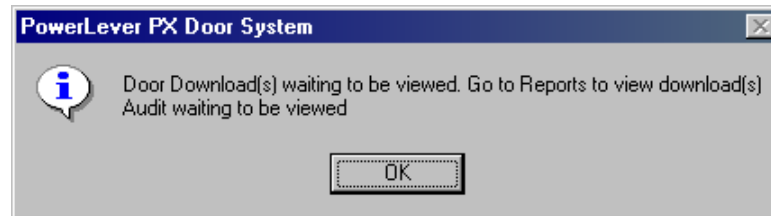
---

**Note:** This option is only available when new data has been transferred (Hotsync'd) to the PC from the lock via an M-Unit. See the **Upload & Download Data** section on the manual for instruction on how to transfer data to and from the lock.

---

1. From the Audit Menu, select **Receive Door Data from the Lock**.

An informational message window is displayed informing the Operator that new door data has been received from the lock(s) and can be viewed via the Reports area of the software.



2. Click on **OK**.

You can now proceed to the Reports Menu to view the downloaded data.

---

**Note:** Once the new downloaded files have been accessed from the List Audits & User Tables from Downloaded Doors report option, the option for Receive Door Data from the Lock will become inactive until new downloaded door data is once again received via the M-Unit.

---

## Report Menu



This menu option allows the operator to view and print reports from the PowerLever PX system data. If audit data has also been received from a door/lock, the Operator can also select an option to generate a report from that data.

## Reports

The Reports option can be used to view and report on the data that you have defined in the PowerLever PX System. It can also report on the data that you have uploaded to locks defined in the system. Then once data has been transferred (HotSynced) from the lock to the PC, you can view and report on data from the lock.

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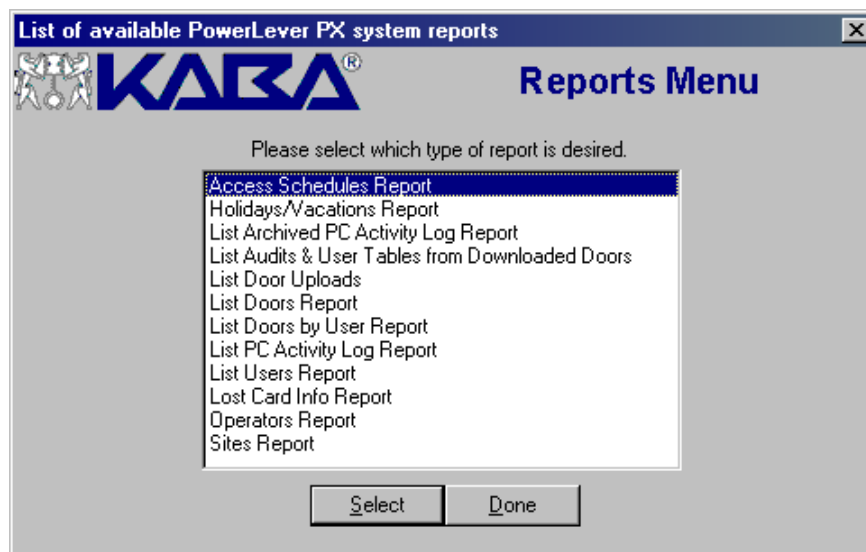
**Note:** *Within some of the reports, you will have the option to print cards containing user information. You can use Avery® perforated card stock for Template 8871 to print the cards.*

---

To access Reports:

1. From the Reports Menu, select **Reports**.

The **List of available PowerLever PX system reports** screen is displayed.



2. Select the report you would like to view and click on **Select**.

## Access Schedules Report

The Access Schedules Report will display all Access Schedules that have been defined in the PowerLever PX system.

Schedule Name	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Start	End
Weekday Evenings		✓	✓	✓	✓	✓		6:00 PM	12:00 AM
Weekdays		✓	✓	✓	✓	✓		7:00 AM	6:00 PM
Weekends	✓						✓	12:00 AM	12:00 AM

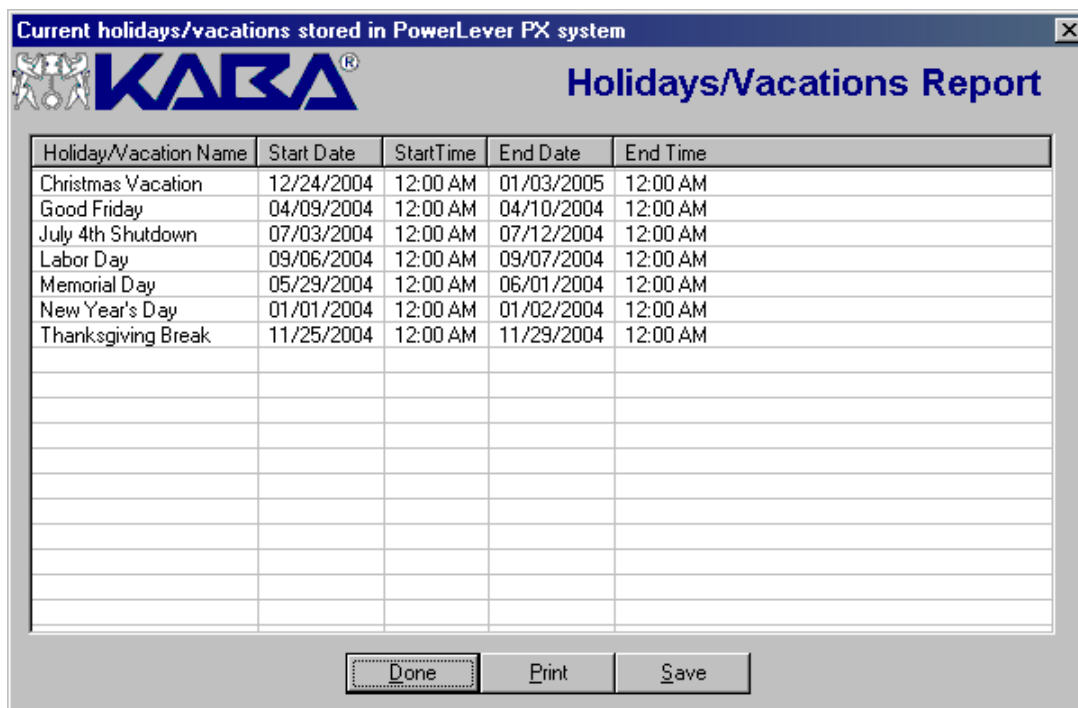
To print this information in a report format, click on the **Print** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

Once finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

## Holidays/Vacations Report

The Holidays/Vacations Report will display all Holiday/Vacation periods that have been defined in the PowerLever PX system.



Holiday/Vacation Name	Start Date	Start Time	End Date	End Time
Christmas Vacation	12/24/2004	12:00 AM	01/03/2005	12:00 AM
Good Friday	04/09/2004	12:00 AM	04/10/2004	12:00 AM
July 4th Shutdown	07/03/2004	12:00 AM	07/12/2004	12:00 AM
Labor Day	09/06/2004	12:00 AM	09/07/2004	12:00 AM
Memorial Day	05/29/2004	12:00 AM	06/01/2004	12:00 AM
New Year's Day	01/01/2004	12:00 AM	01/02/2004	12:00 AM
Thanksgiving Break	11/25/2004	12:00 AM	11/29/2004	12:00 AM

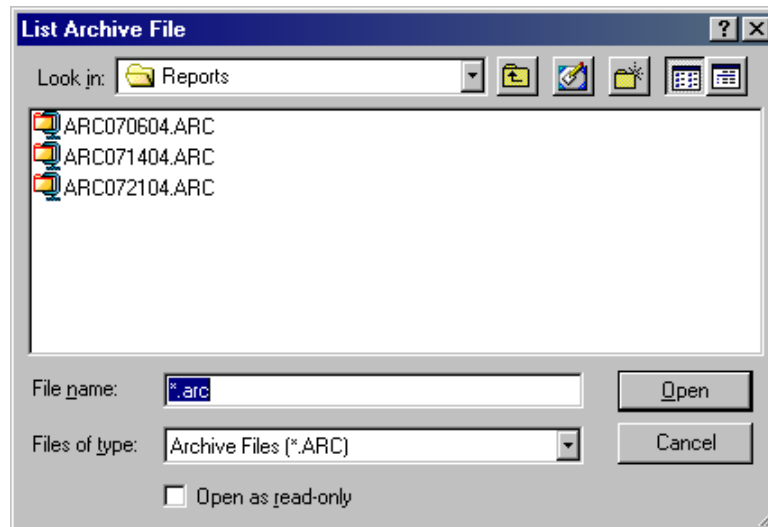
To print this information in a report format, click on the **Print** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

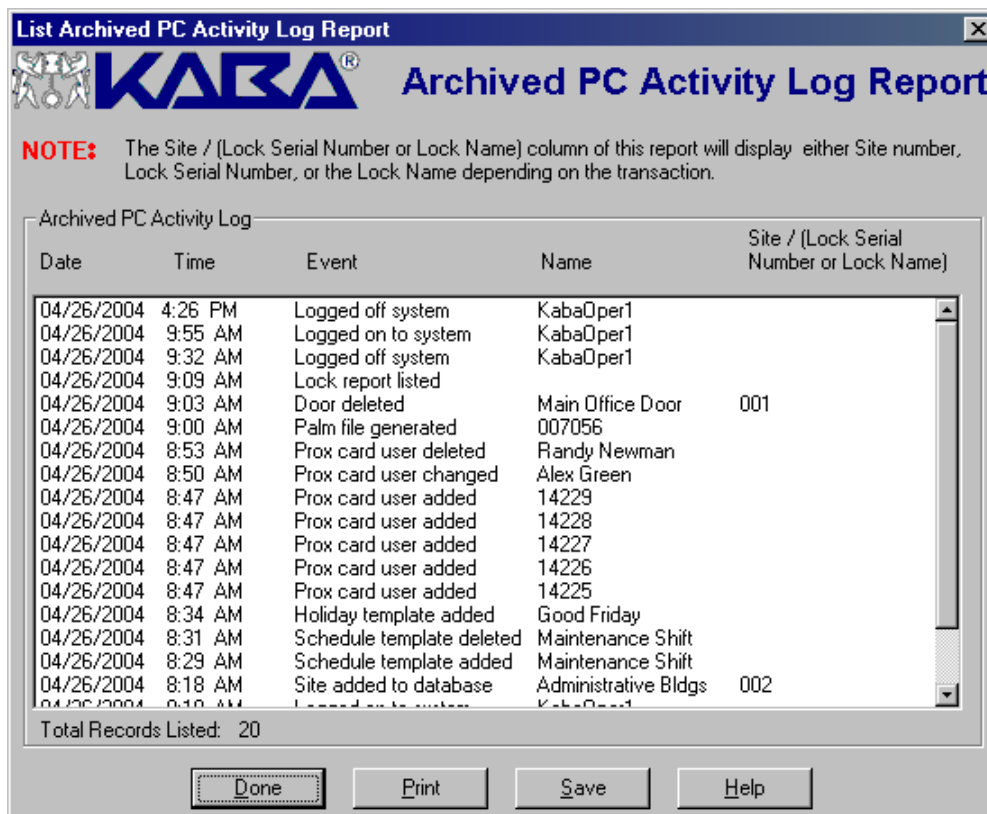
Once finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

## List Archived PC Activity Log Report

If you have previously archived the PC Activity data to an archive file, you may view the file data via this report option. You will be prompted to select the archived file.



Either double click on the file name or select the file name and click on **Open**. The archived activity data will be displayed.





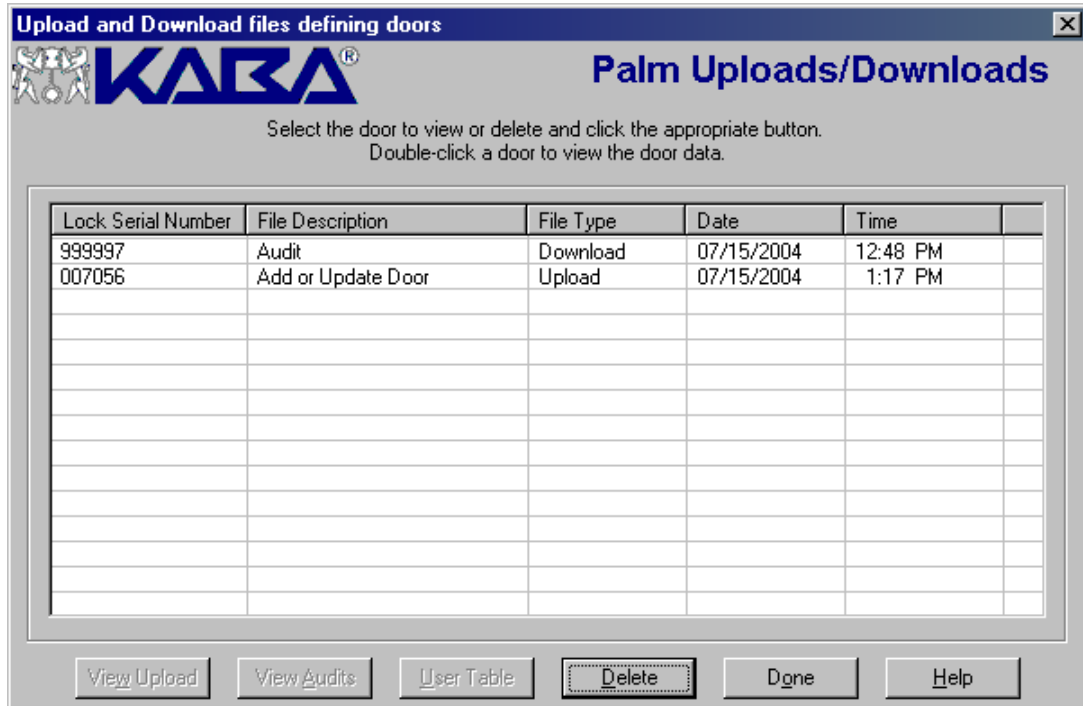
To print this information in a report format, click on the **Print** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

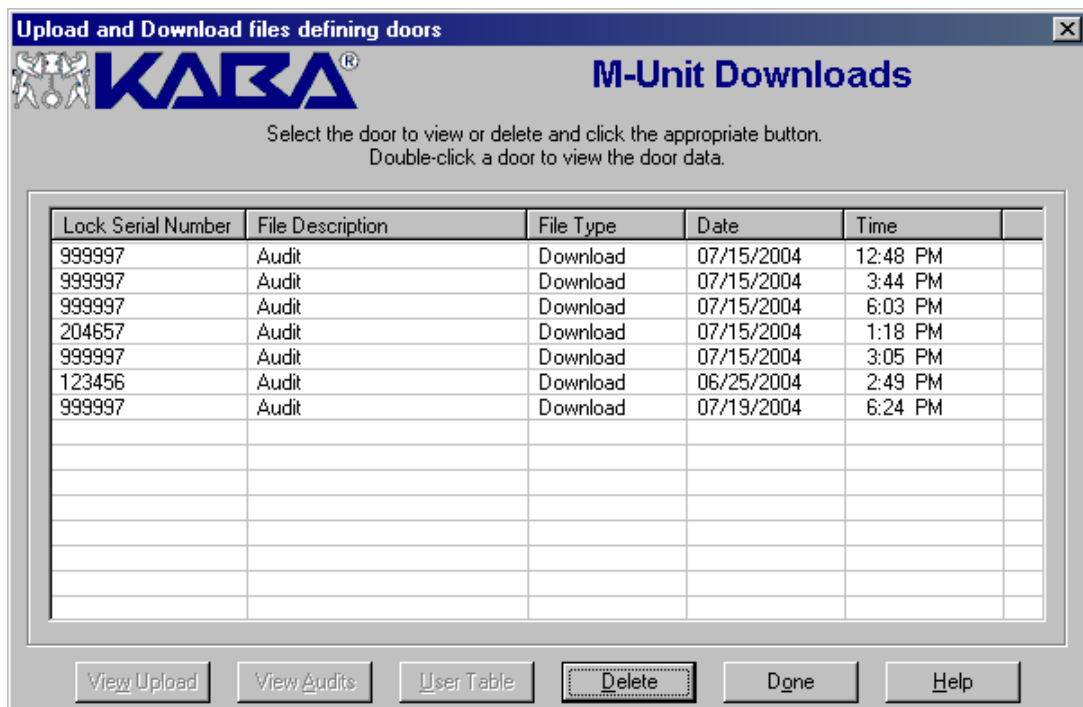
Once finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

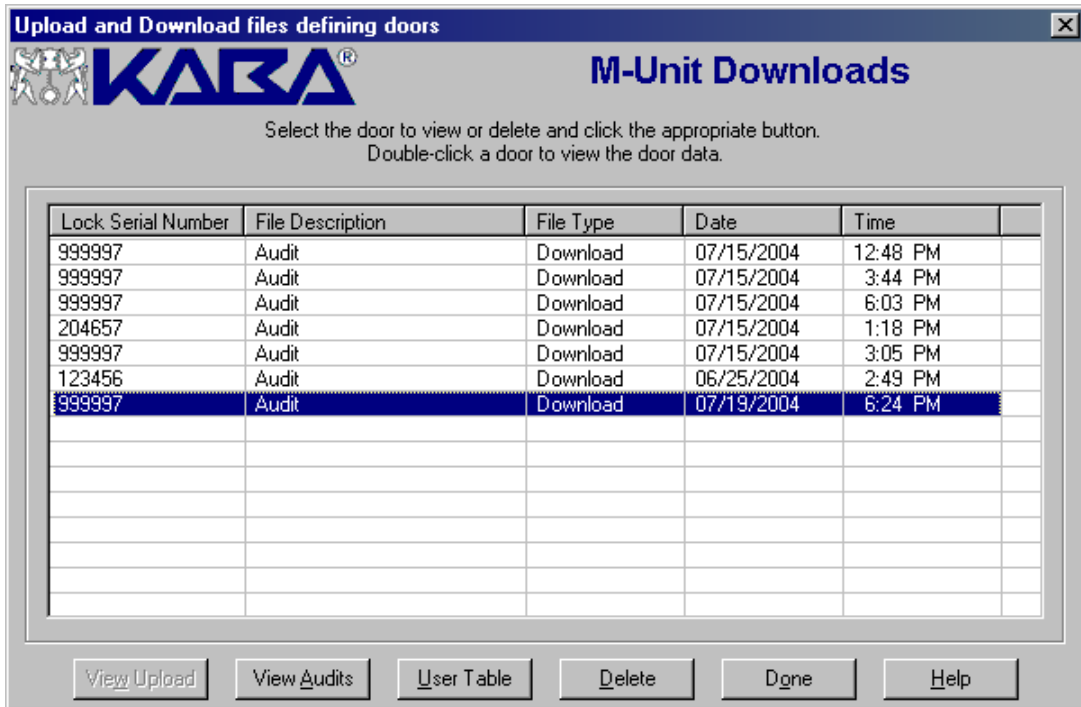
## List Audits & User Tables from Downloaded Doors

This option will allow you to view data that has been downloaded from a door/lock to the PC via the M-Unit. A list of “download” data files is displayed, indicating the serial number of each lock from which a data file has been received.



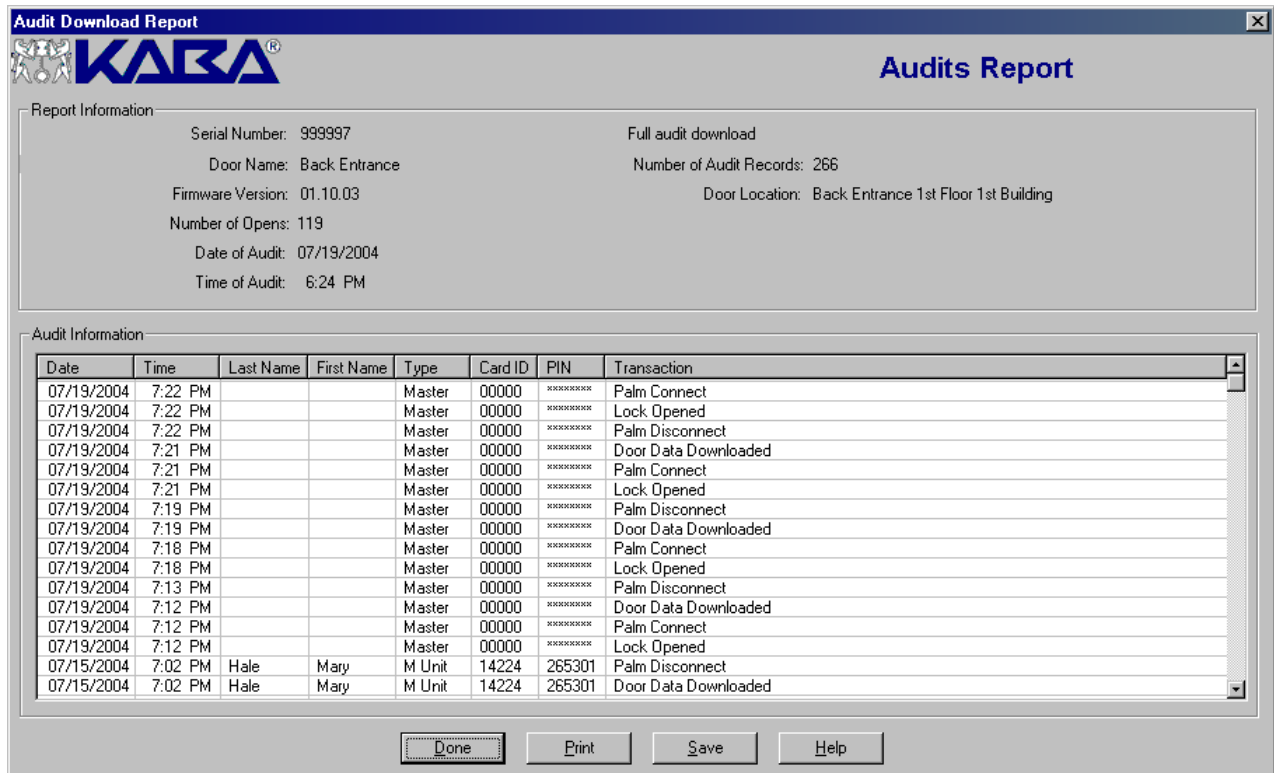
To view the detailed data in a Download file, select the file from the list.





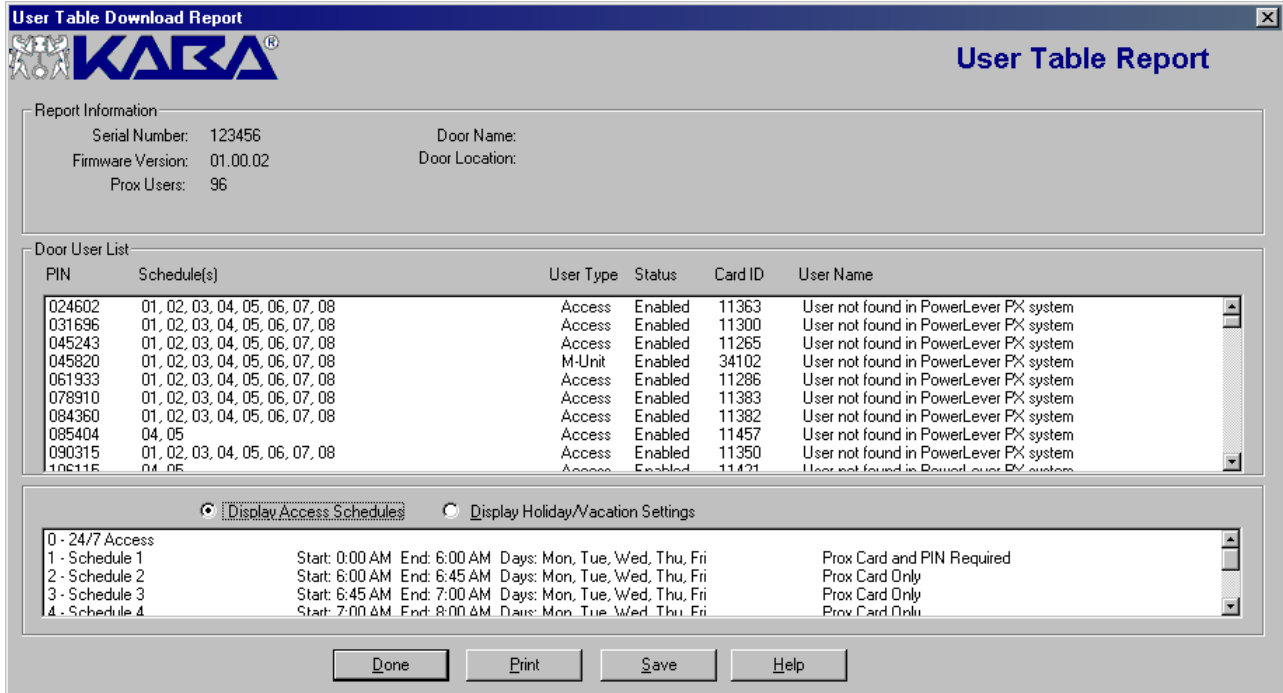
The View Audits and User Table buttons should now be active. One or both types of data may be included in the Download file.

To view the audit data in a Download file, select the file from the list and click on **View Audits**.



When finished viewing the audit data for this lock, click on **Done** to return to the M-Unit Downloads screen.

To view the user table data in a Download file, select the file from the list and click on **User Table**.



**Note:** If user table data was not selected when collecting data from a door/lock, a message box will appear indicating that there are no User Table records in the file.

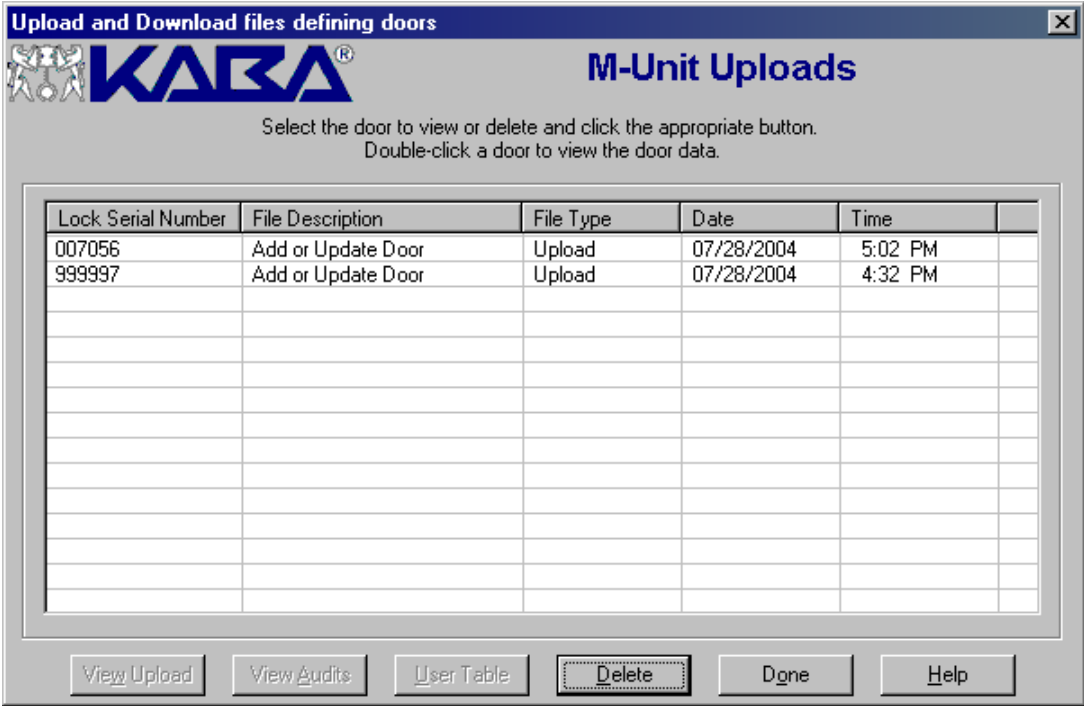
If you are finished viewing or reporting on the contents of a particular Download data file, you may delete it by selecting the file and clicking on **Delete**.

When finished viewing the user table data for this lock, click on **Done** to return to the M-Unit Downloads screen.

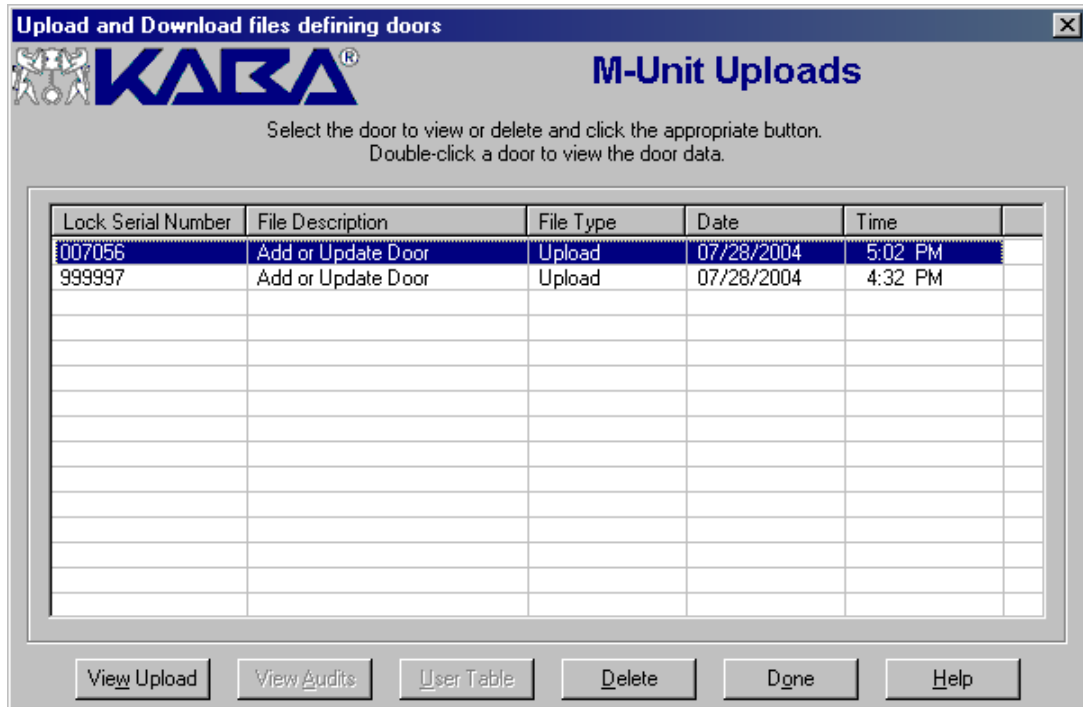
Once finished processing the Download data, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

**List Door Uploads**

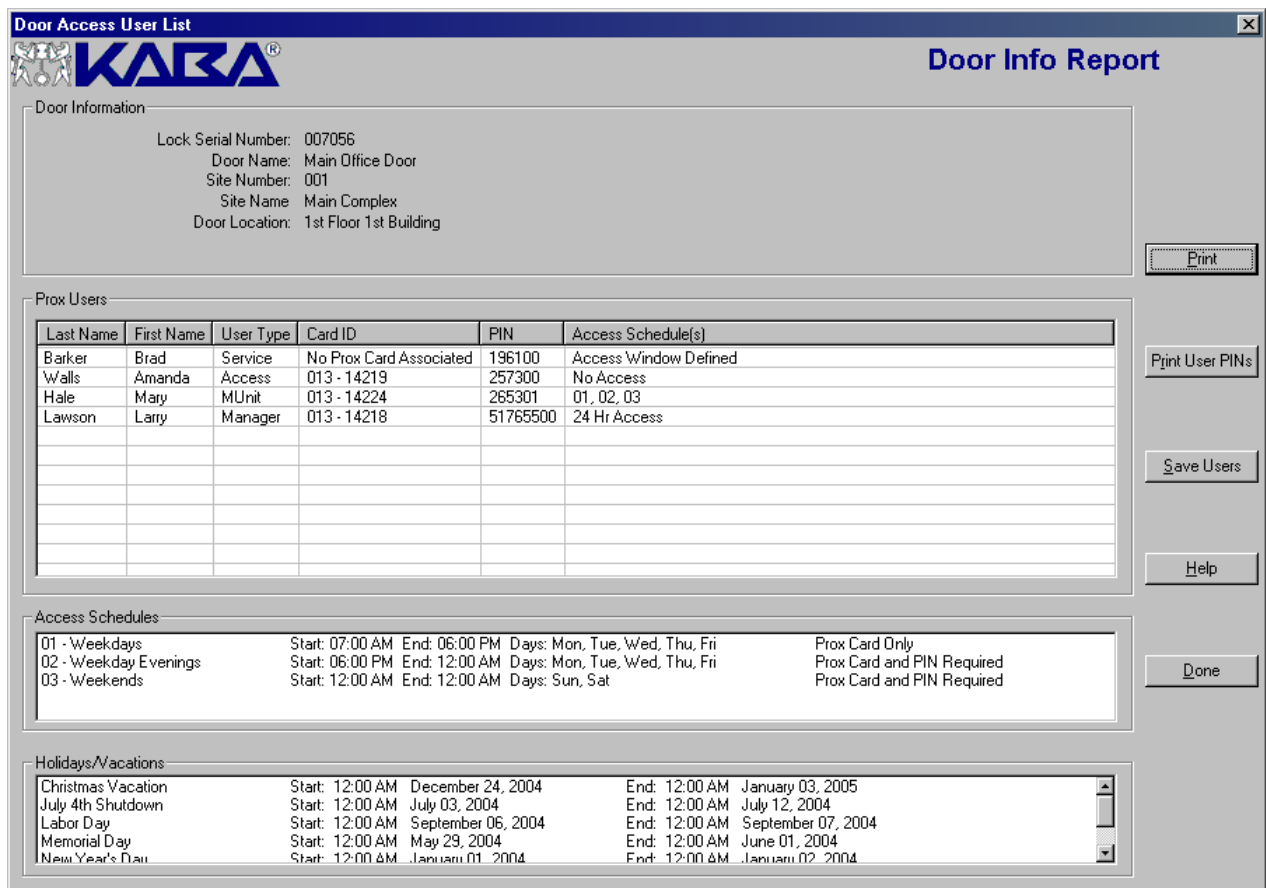
This option will allow you to view any data that has been prepared using the PowerLever PX software for upload to the door/lock via the M-Unit. A list of prepared "upload" data files is displayed, indicating the serial number of each lock for which a data file has been prepared. You can view the data for each lock/door to ensure its accuracy before transferring it to the M-Unit via the HotSync operation.



To view the detailed data in an Upload file, select the file from the list.



The View Upload button should now be active. Click on **View Upload**.



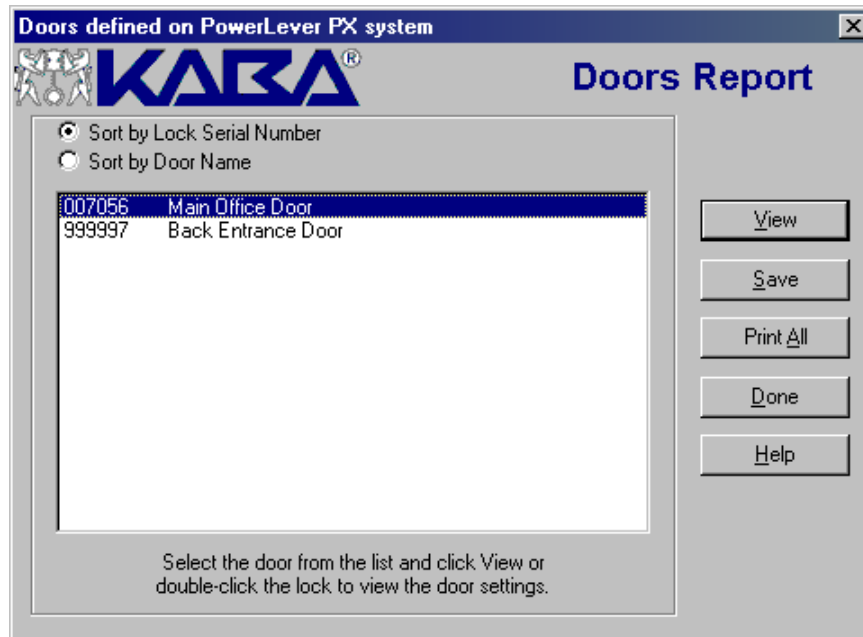
Once you have ensured the accuracy of the prepared data, you should perform a HotSync operation to transfer the data to the M-Unit. You can refer to the **Upload & Download Data** section of this manual for detail instruction.

If you find data for a particular door/lock that is not correct and that you do not want to upload to the lock, you may delete it by selecting the file and clicking on **Delete**. **You can also return to the Doors Menu to update the data for that door. The old upload file will be deleted and replaced by a new “updated” upload file.**

When finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

## List Doors Report

The List Doors Report will display all Doors that have been defined in the PowerLever PX system.



To view the door settings for a door/lock, double click on the file name or select the file name and click on **View**. The Door Access user List screen will be displayed.



**Door Access User List** **Door Info Report**

**KABA**

Door Information

Lock Serial Number: 007056  
 Door Name: Main Office Door  
 Site Number: 001  
 Site Name: Main Complex  
 Door Location: 1st Floor 1st Building

Print

Prox Users

Last Name	First Name	User Type	Card ID	PIN	Access Schedule(s)
Lawson	Larry	Manager	013 - 14218	51765500	24 Hr Access
Walls	Amanda	Access	013 - 14219	257300	No Access
Hale	Mary	MUnit	013 - 14224	265301	01, 02, 03
Barker	Brad	Service	No Prox Card Associated	196100	Access Window Defined

Print Cards

Save Users

Help

Access Schedules

01 - Weekdays	Start: 07:00 AM	End: 06:00 PM	Days: Mon, Tue, Wed, Thu, Fri	Prox Card Only
02 - Weekday Evenings	Start: 06:00 PM	End: 12:00 AM	Days: Mon, Tue, Wed, Thu, Fri	Prox Card and PIN Required
03 - Weekends	Start: 12:00 AM	End: 12:00 AM	Days: Sun, Sat	Prox Card and PIN Required

Done

Holidays/Vacations

Christmas Vacation	Start: 12:00 AM	December 24, 2004	End: 12:00 AM	January 03, 2005
July 4th Shutdown	Start: 12:00 AM	July 03, 2004	End: 12:00 AM	July 12, 2004
Labor Day	Start: 12:00 AM	September 06, 2004	End: 12:00 AM	September 07, 2004
Memorial Day	Start: 12:00 AM	May 29, 2004	End: 12:00 AM	June 01, 2004
New Year's Day	Start: 12:00 AM	January 01, 2004	End: 12:00 AM	January 02, 2004

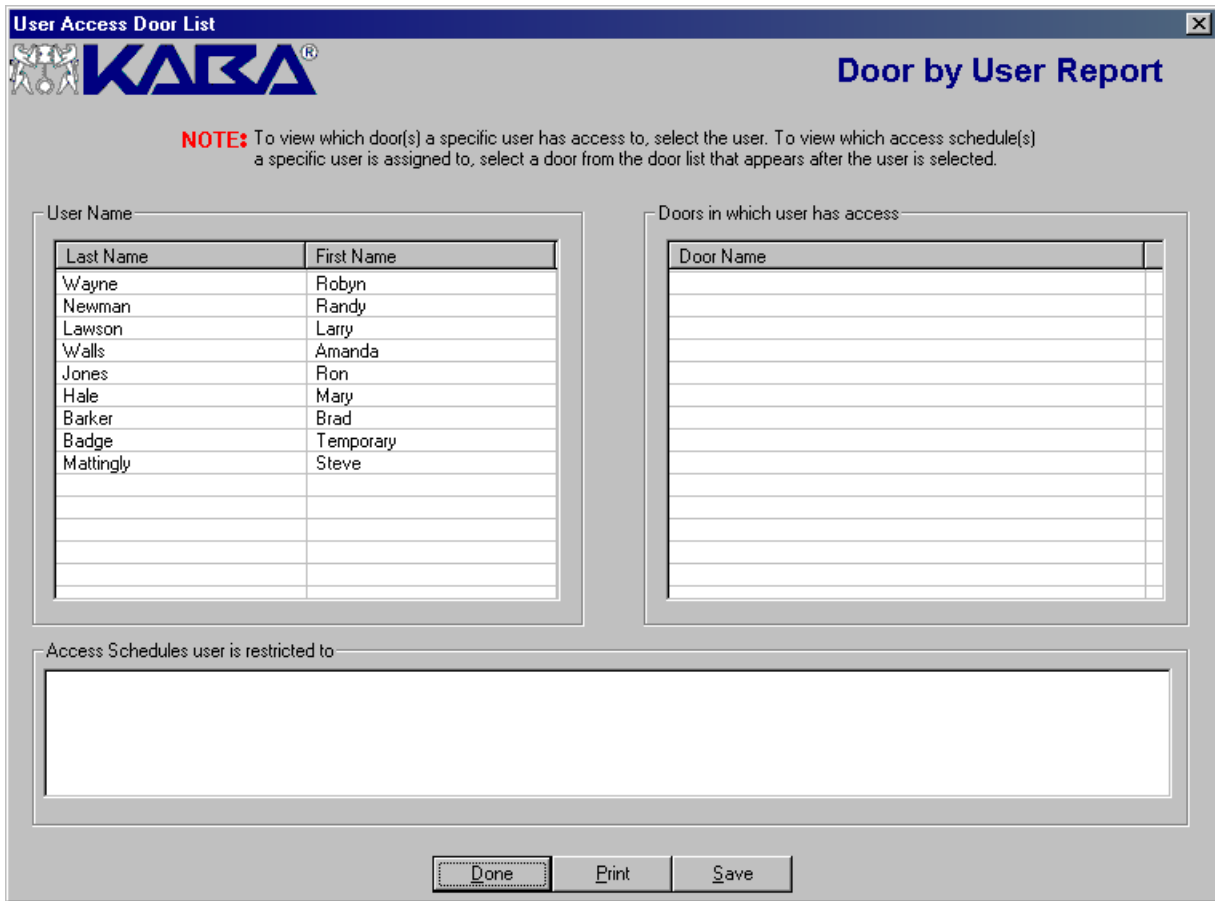
To print this information in a report format, click on the **Print** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

Once finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

## List Doors By User Report

This report option allows you to select a user and view all doors to which the user has been assigned.



**User Access Door List** x

**KABA** Door by User Report

**NOTE:** To view which door(s) a specific user has access to, select the user. To view which access schedule(s) a specific user is assigned to, select a door from the door list that appears after the user is selected.

User Name

Last Name	First Name
Wayne	Robyn
Newman	Randy
Lawson	Larry
Walls	Amanda
Jones	Ron
Hale	Mary
Barker	Brad
Badge	Temporary
Mattingly	Steve

Doors in which user has access

Door Name

Access Schedules user is restricted to

When a user is selected from the list, the doors to which the user has been assigned will be shown on the right side of the screen. To then view the access schedules that are assigned to that user for a door/lock, select a door and the access schedules will be shown in the Access Schedule window at the bottom of the screen.

**User Access Door List** x

**KABA®** **Door by User Report**

**NOTE:** To view which door(s) a specific user has access to, select the user. To view which access schedule(s) a specific user is assigned to, select a door from the door list that appears after the user is selected.

User Name

Last Name	First Name
Wayne	Robyn
Newman	Randy
Lawson	Larry
Walls	Amanda
Jones	Ron
Hale	Mary
Barker	Brad
Badge	Temporary
Mattingly	Steve

Doors in which user has access

Door Name
Main Office Door

Access Schedules user is restricted to

Weekday Evenings	Start: 06:00 PM	End: 12:00 AM	Days: Mon, Tue, Wed, Thu, Fri	Prox Card and PIN Required
Weekdays	Start: 07:00 AM	End: 06:00 PM	Days: Mon, Tue, Wed, Thu, Fri	Prox Card Only
Weekends	Start: 12:00 AM	End: 12:00 AM	Days: Sun, Sat	Prox Card and PIN Required

Done Print Save

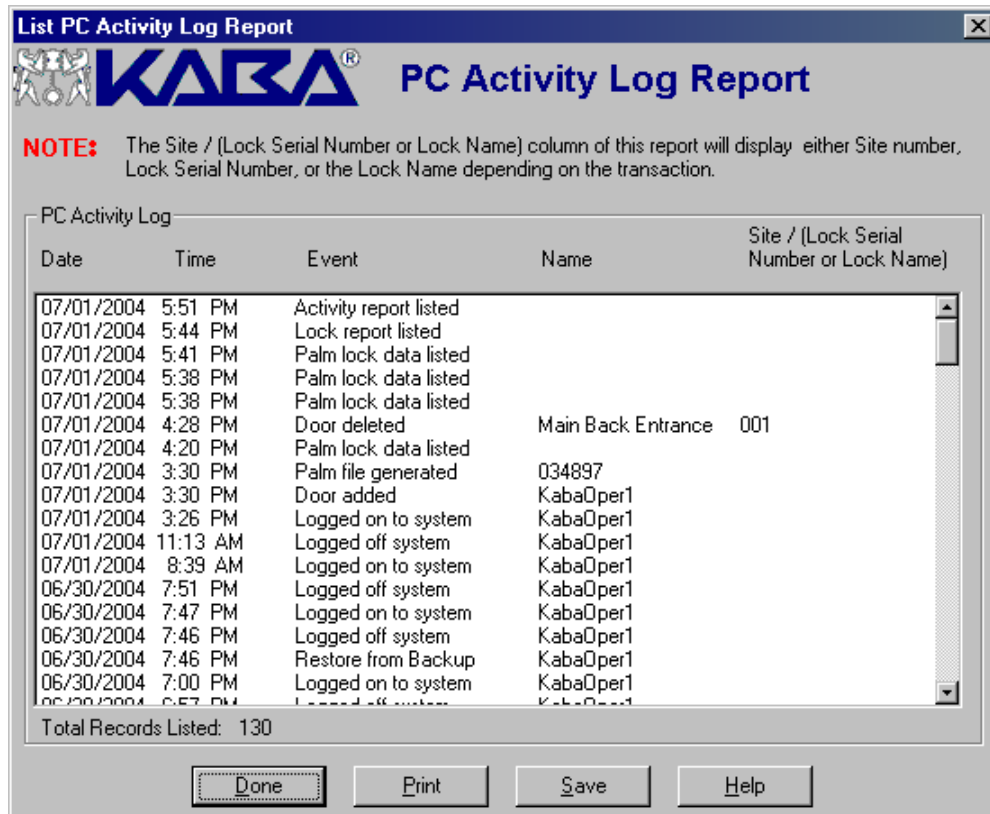
To print this information in a report format, click on the **Print** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

Once finished, click on **OK** to return to the **List of available PowerLever PX system reports** screen.

## List PC Activity Log Report

This report option allows you to view the current data in the PC Activity Log for the PowerLever PX program.



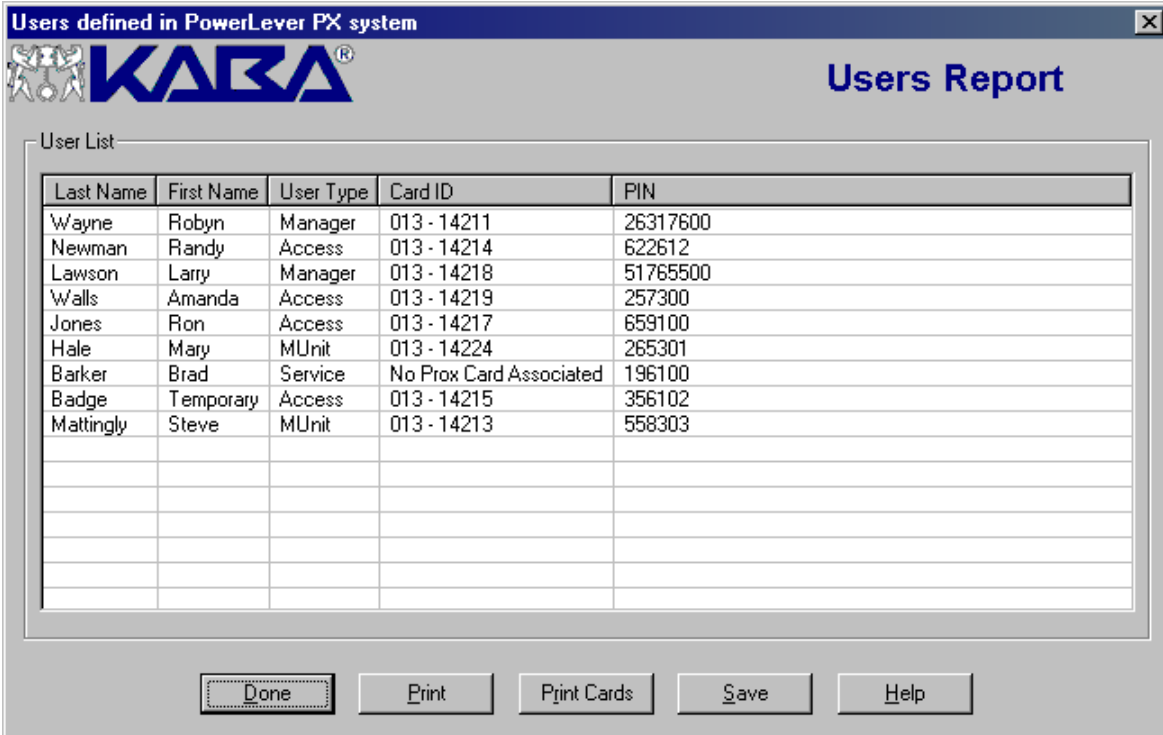
To print this information in a report format, click on the **Print** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

Once finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

## List Users Report

The List Users Report will display all Users that have been defined in the PowerLever PX system.



The screenshot shows a software window titled "Users defined in PowerLever PX system" with a KABA logo and "Users Report" text. Below the logo is a "User List" table with the following data:

Last Name	First Name	User Type	Card ID	PIN
Wayne	Robyn	Manager	013 - 14211	26317600
Newman	Randy	Access	013 - 14214	622612
Lawson	Larry	Manager	013 - 14218	51765500
Walls	Amanda	Access	013 - 14219	257300
Jones	Ron	Access	013 - 14217	659100
Hale	Mary	MUnit	013 - 14224	265301
Barker	Brad	Service	No Prox Card Associated	196100
Badge	Temporary	Access	013 - 14215	356102
Mattingly	Steve	MUnit	013 - 14213	558303

At the bottom of the window are five buttons: Done, Print, Print Cards, Save, and Help.

To print this information in a report format, click on the **Print** button.

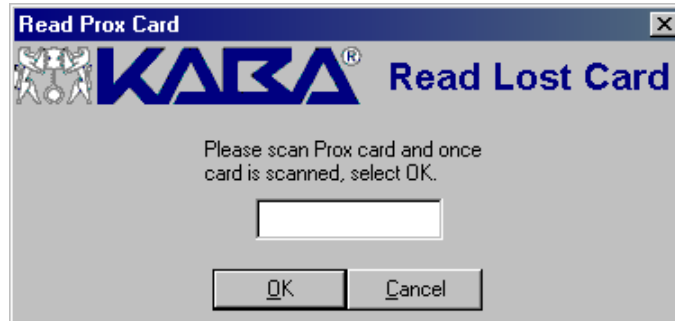
To print User Cards in a 10-up format, click on the **Print Cards** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

Once finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

## List Card Info Report

This report option allows you to scan a PROX Card to display the card's assigned information. This can be used in the case of a "lost & found" card that needs to be identified. It can also be used to obtain the Facility ID for a group of cards that you wish to batch enroll.

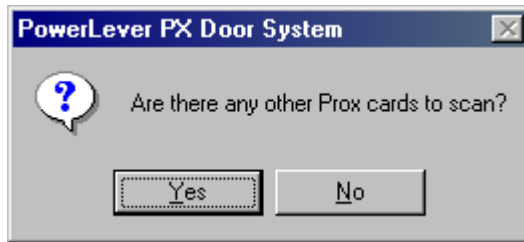


Present the PROX Card to the Reader and a screen will be displayed with all of the information about the card.



Once finished, click on **OK**.

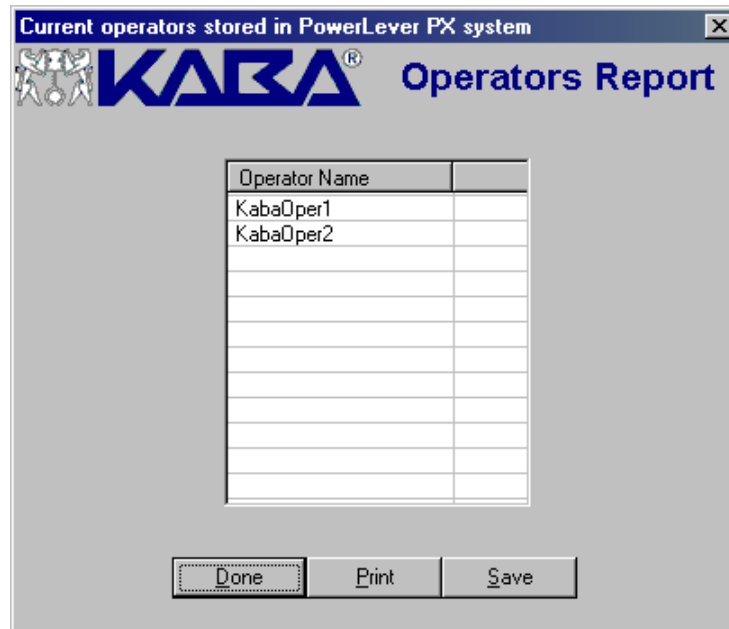
A prompt window is displayed asking if there are any other PROX Cards to scan.



To continue scanning PROX Cards, click on **Yes**. If you are finished and would like to return to the **List of available PowerLever PX system reports** screen, click on **No**.

## Operators Report

The Operators Report will display all Operators who have been defined in the PowerLever PX system.



To print this information in a report format, click on the **Print** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

Once finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.



## Sites Report

The Sites Report will display all Sites that have been defined in the PowerLever PX system.

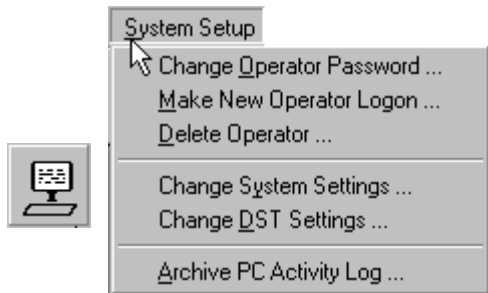


To print this information in a report format, click on the **Print** button.

To save the information to a text file, click on **Save** and you will be prompted for the file name.

Once finished, click on **Done** to return to the **List of available PowerLever PX system reports** screen.

## System Setup Menu



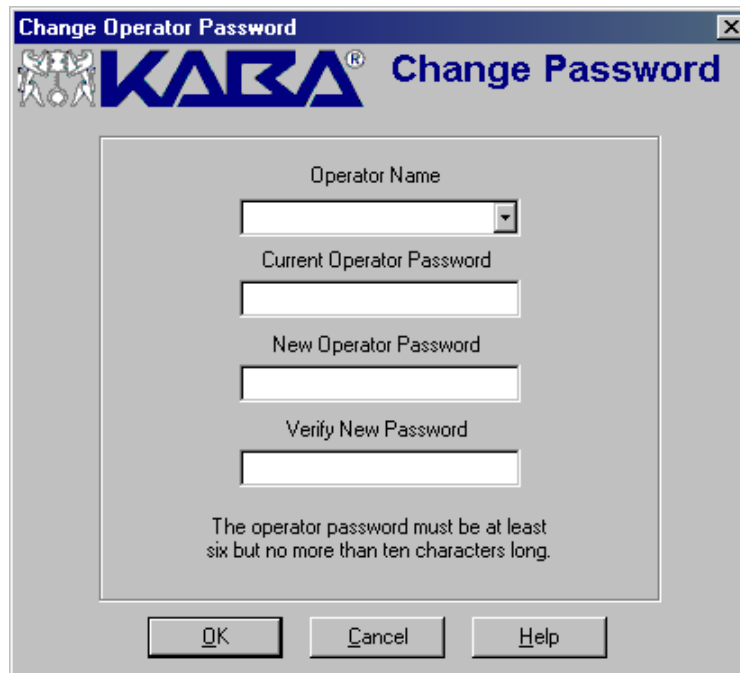
Define or Maintain System Settings & Data

### Change Operator 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. From the **System Setup Menu**, select **Change Operator Password**.

The Change Logon Password window is displayed.



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

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

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3. For New Operator 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.  
A message window is displayed indicating that the Logon Password was changed.



## Make New Operator Logon

1. From the **System Setup Menu**, select **Make New Operator Logon**.  
The Make New Operator screen is displayed.
2. Enter a new Operator Name in the first line. An Operator Name can be a maximum of 20 characters in length. Operator Name is case-sensitive.
3. Tab to the second line and enter the Password for the new Operator Name. The Password must be at least six but no more than ten characters. Password is case-sensitive.
4. Tab to the third line and re-enter the same Password to verify it.



5. Click on **OK** to add the new operator.

## Delete Operator

This option is used to delete an existing Operator from the system.

1. From the **System Setup Menu**, select **Delete Operator**.

The Enter Operator to Delete window is displayed.

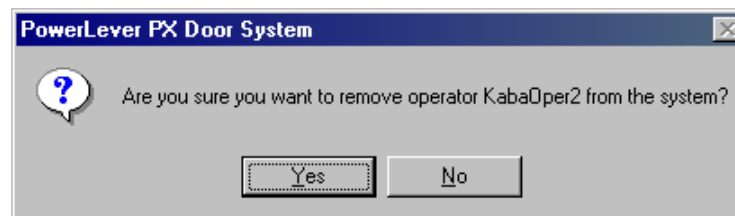


2. Select the name of the Operator you wish to delete from the dropdown menu.



3. Click on **OK** to delete the Operator.

A prompt message window is displayed asking if you are sure you want to delete the Operator.



4. Click on **Yes**.

A message window is displayed indicating that the Operator has been removed from the system.



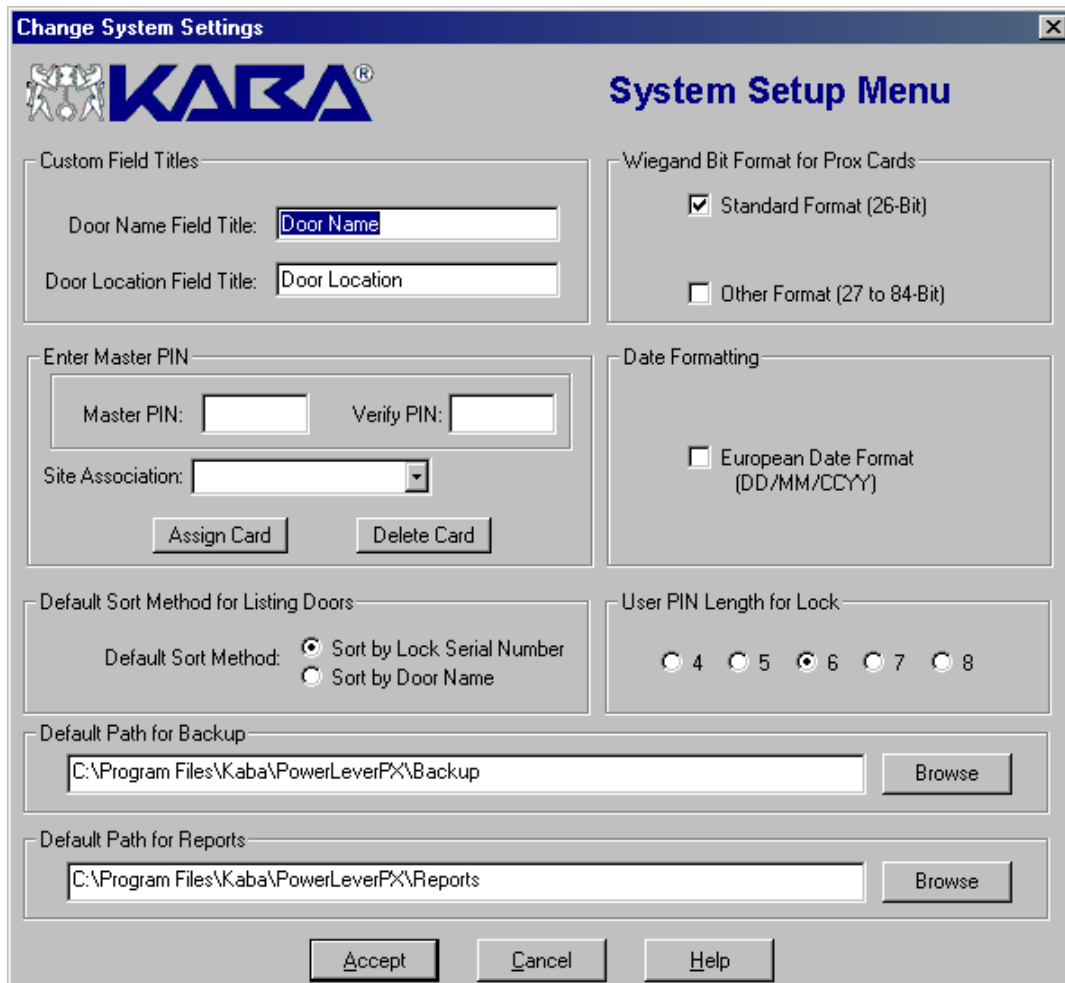
4. Click on **OK**.

## Change System Settings

System Settings are maintained from here and should be primarily addressed at System startup. There may be times however that you need to update or add to the existing information.

1. From the **System Setup Menu**, select **Change System Settings**.

The Change System Settings screen is displayed.



2. Edit the following data areas as desired.

- **Custom Field Titles**

You can customize the Field Titles associated with **Door Name** and **Door Location** for your system if you wish. Enter the replacement text in the appropriate field.

- **Wiegand Bit Format for PROX Cards**

Select the appropriate **Wiegand Bit Format for PROX Cards** that you are using in your system. The default selected value when the system is first installed is **Standard Format (26 Bits)**.

- **Enter Master PIN**

If you wish to update the default Master User PIN for the system, select Change Master Default from the Site Association dropdown menu and then enter a new Master User PIN and a verification of the new PIN.

If you wish to change the Master User PIN for a specific site, select the specific site from the Site Association dropdown menu and then enter the new Master User PIN for that Site and a verification of the new PIN.

You can also assign a PROX Card to a specific site. You also have the ability to later remove a PROX Card assignment after it has been made by clicking on the Delete Card button.

- **Date Formatting**

If you wish to use European Date Formatting in your system, click on the box for European Date Format.

- **Default Sort Method for Listing Doors**

When listing doors in the system, the list can be displayed in order by Lock Serial Number or by Door Name. Select the sort of your choice. The default sort when the system is first installed is Sort by Lock Serial Number.

- **User PIN Length for Lock**

Select the appropriate **User PIN Length for Lock** that you will be using in your system. The default selected value at the time the system is first installed is a PIN length of **4**.

- **Default Path for Backup**

This field defines the default directory path to be used when backing up system data files. The default directory is a folder under the Cencon Data Directory, but a different path may be selected. **Do not leave this field blank.**

- **Default Path for Reports**

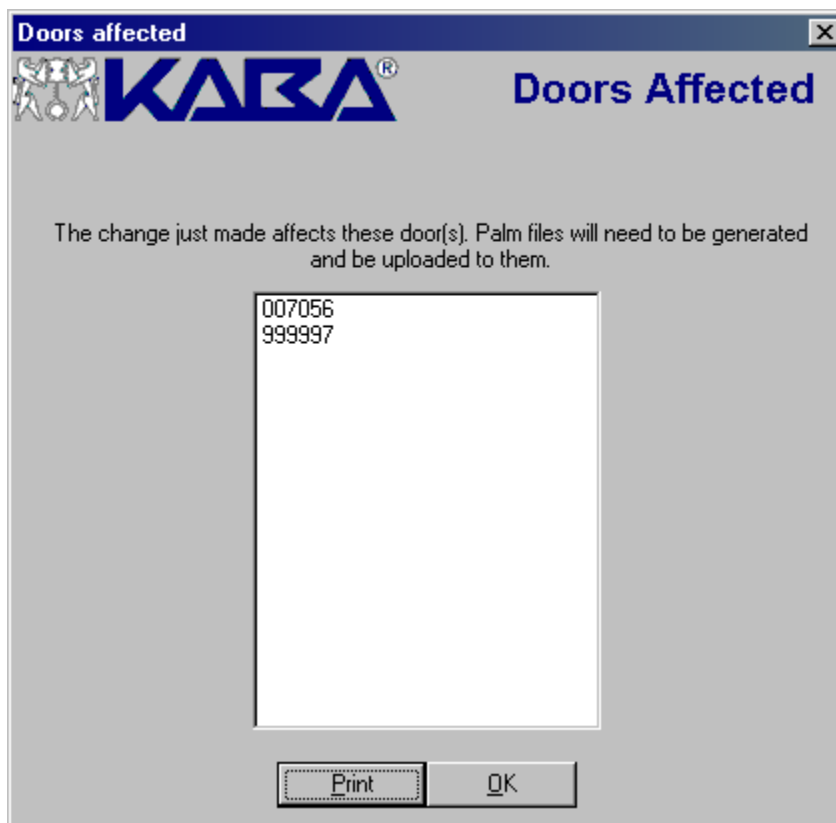
This field defines the default directory path to be used when generating reports and archived data files. The default directory is a folder under the Cencon Data Directory, but a different path may be selected. **Do not leave this field blank.**

3. Once you have updated the desired fields, click on **Accept**.

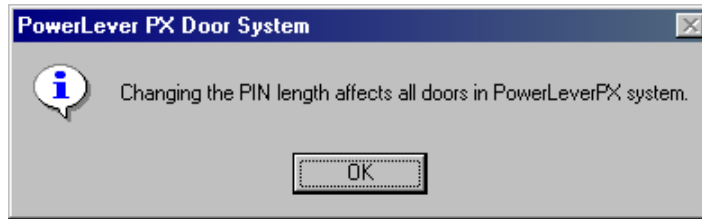
If no doors in your system were affected by the information that you changed, an informational message window will be displayed indicating that no doors were affected by this change.



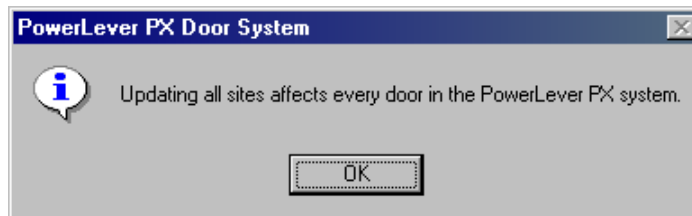
If you have doors created within a site and you changed the Master User PIN for that site, the Doors Affected screen will be displayed, listing all doors that have been affected and that need to have Palm upload files generated for them. You may select **Print** to print the list of doors.



If you have existing doors in your system and you changed the PIN length, an informational message window will be displayed indicating that all doors must be updated in order to reflect the changes in the locks. Palm upload files should be generated for all doors/locks.

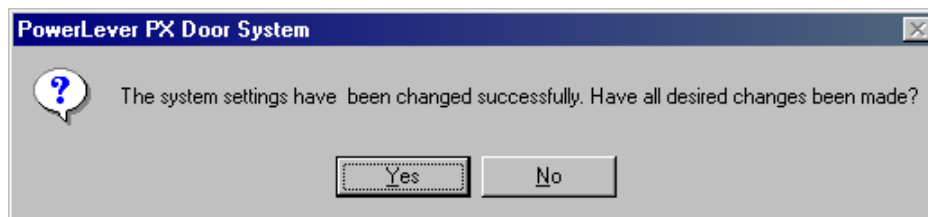


If you have existing doors in your system and you changed the Master User PIN for All Sites, an informational message window will be displayed indicating that all doors must be updated in order to reflect the changes in the locks. Palm upload files should be generated for all doors/locks.



4. Click on **OK**.

Regardless of what changes were made, a prompt window will appear asking if all desired changes have been made.



5. If no further changes are required, click on **Yes** to make the changes and return to the Main Menu.

## **Change DST Settings**

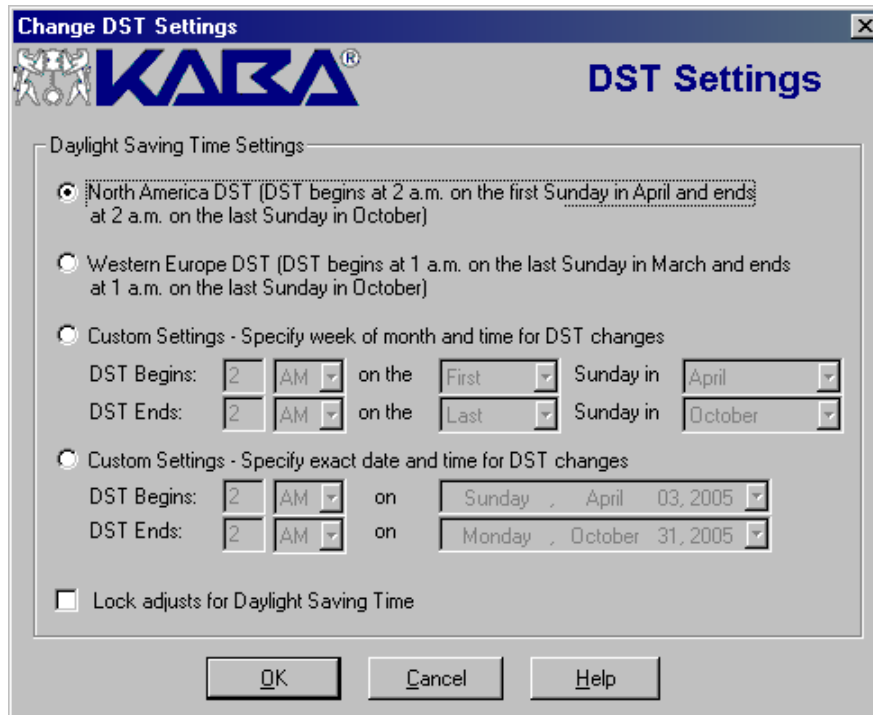
The Change DST Settings function allows the operator to select the DST settings that will be sent to locks in the system when the door/lock is programmed.

To access this function, from the Utilities Menu:

1. Select **Change DST Settings**.

The following dialog will display.





PowerLever PROX 9000 locks have the ability to automatically adjust for Daylight Saving Time. To activate this feature of the system, click on the checkbox for **Lock adjusts for Daylight Saving Time**.

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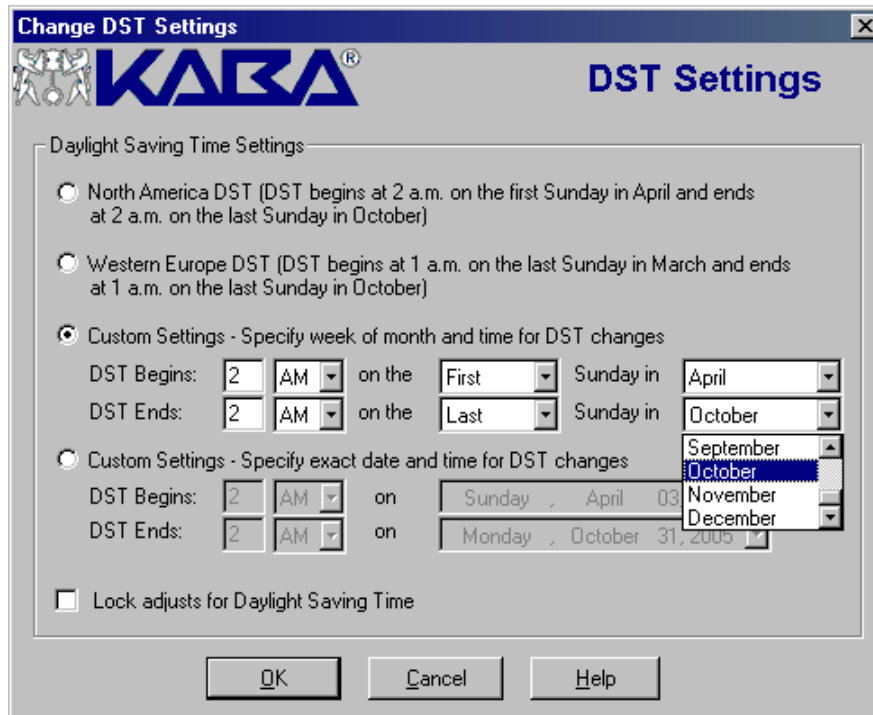
**Note:** *If Daylight Saving Time is not observed in the location of a particular door, the **Lock adjusts for Daylight Saving Time** checkbox should be unchecked when the door is added.*

---

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

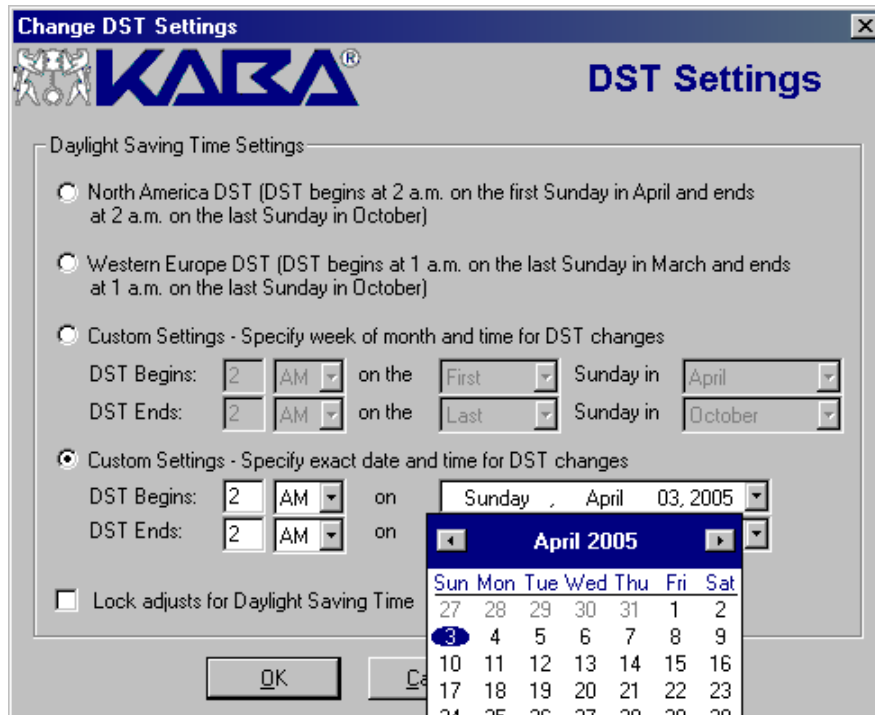
The default DST setting is to begin DST at 2 a.m. on the first Sunday in April, and to end DST at 2 a.m. on the last Sunday in October. These are the dates observed in most areas of North America. To choose this setting, select the first radio button.

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 an annual basis at a minimum.*

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

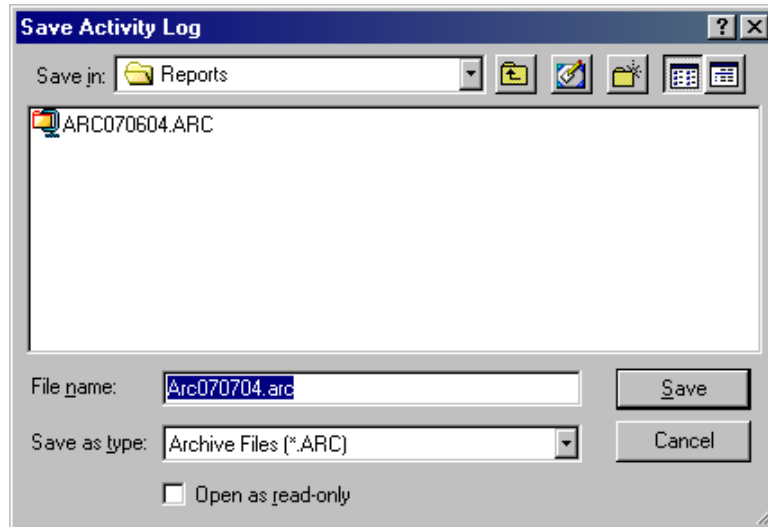
## **Archive PC Activity Log**

The Archive PC 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 PC 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 above from July 7, 2004, the file name defaults to “Arc070704.arc”). It is recommended that the file extension remain “.arc” regardless of the file name.

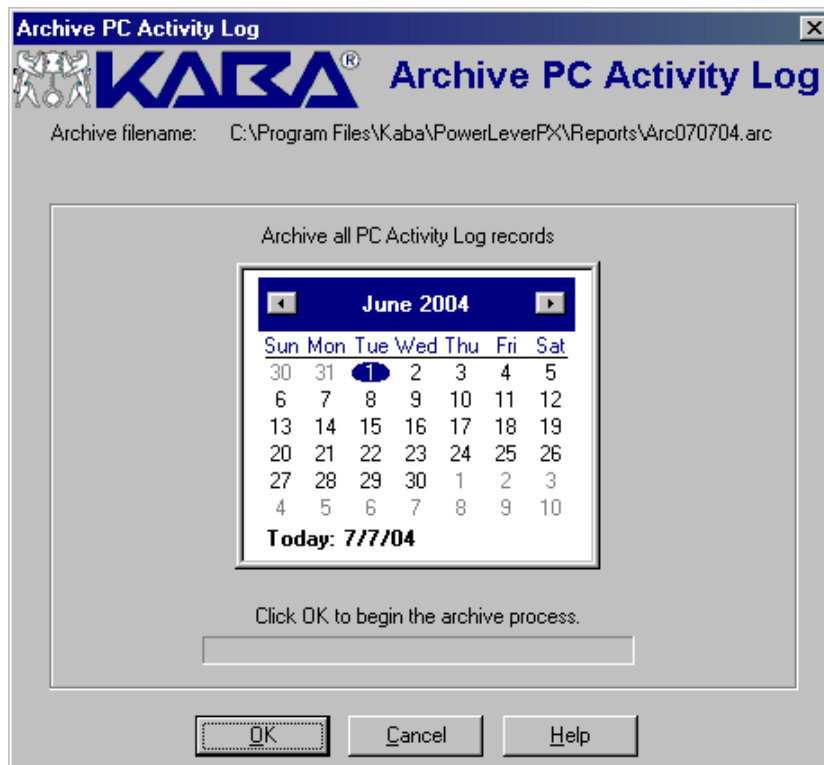
---

**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.*

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

The Archive PC Activity Log dialog will display.

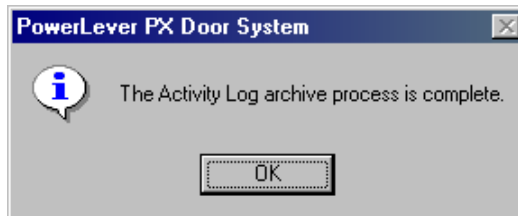


On the calendar displayed, select the date at which the archive cutoff is established. The default date displayed will be the first of the month preceding the current month. In the example displayed, records older than June 1, 2004 will be archived and removed from the current system activity log. Newer records will remain in the current activity log.

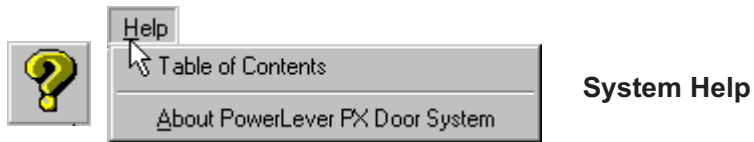
To navigate the calendar by month, click the left and right arrows to either side of the month and year. To select a specific month of the current year, click the month displayed and select the month from the list. To increment or decrement the year, click the year and use the up and down arrows to the 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.



## Help Menu



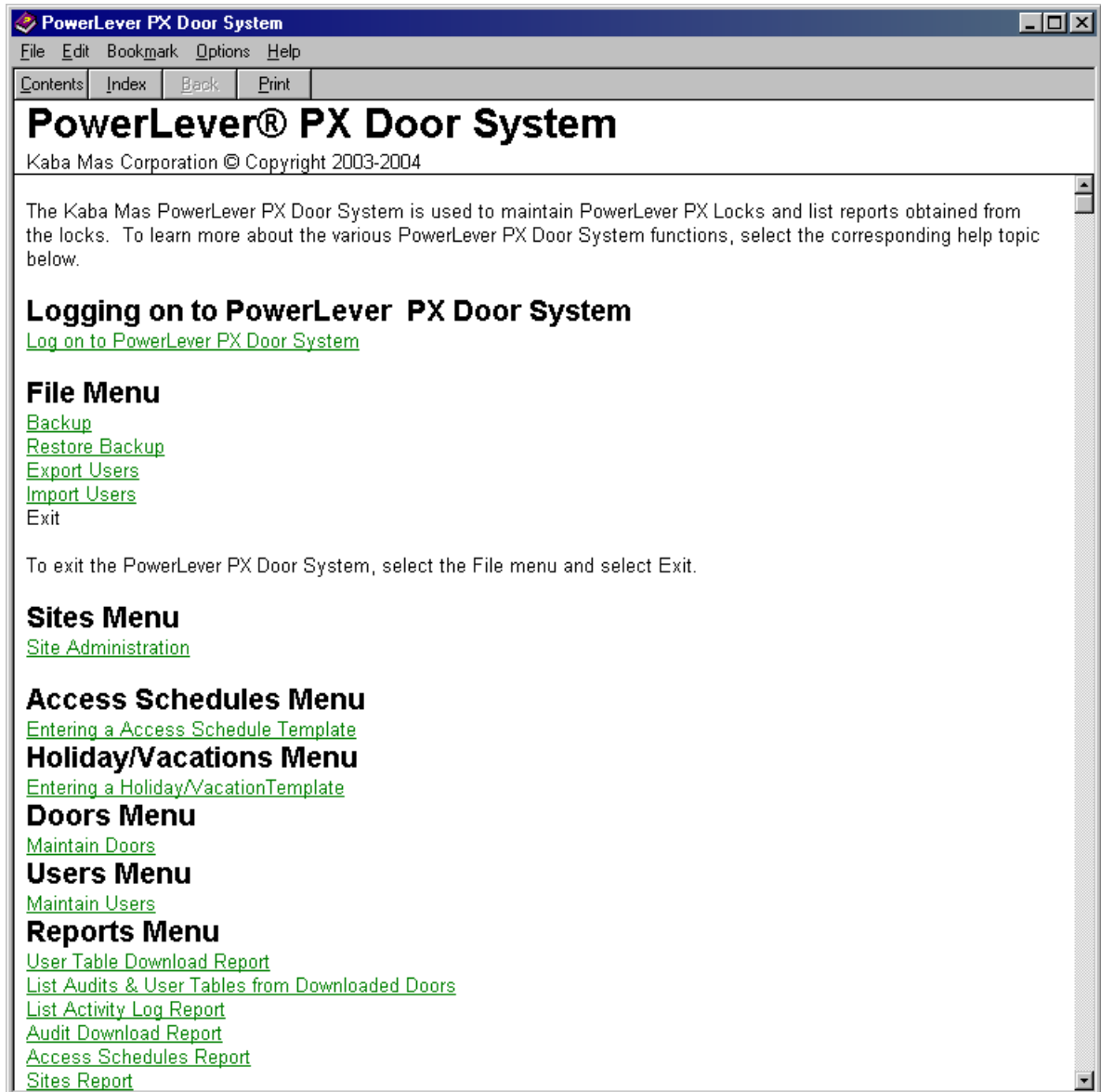
From this menu, the Operator can 1) Access the online, system help information, or 2) Display the PowerLever PX basic program information, version number and copyright.

### Table of Contents

To access the Help Table of Contents:

1. From the **Help Menu**, select **Table of Contents**.

The PowerLever PX Door System main Help window is displayed.



From this window, you may obtain help on the PowerLevel 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.

2. Click on **Exit** from the **File Menu** to close the window.

## About PowerLever PX Door 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. From the **Help Menu**, select **About PowerLever PX Door System**.

The About PowerLever Door Lock System window is displayed.



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



# DATA UPLOAD & DOWNLOAD

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The Palm Desktop software, the Palm HotSync software and the LockCom PX software are used to transfer data to (Upload) and receive data from (Download) the locks.

## Upload Data from PC to Locks

Lock data has been prepared at the PC and is ready to be uploaded to the lock(s).

1. Ensure that the M-Unit is connected to the PC in preparation for performing a HotSync operation to transfer all lock data from the PC to the M-Unit.
2. Perform HotSync operation at the M-Unit.

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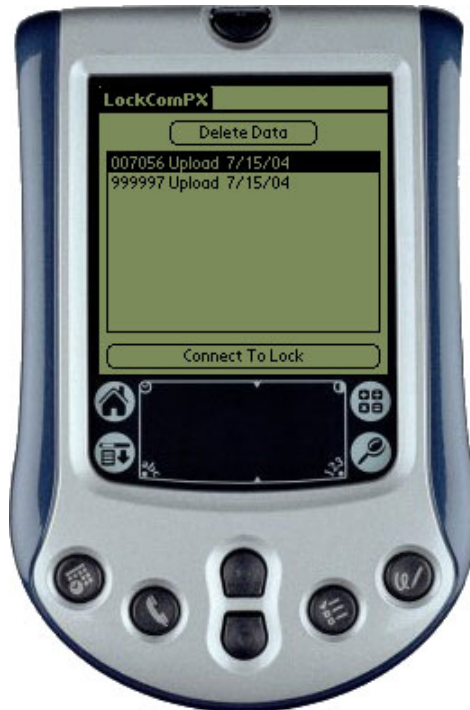
**Note:** *If it appears that the lock data did not get transferred successfully to the M-Unit, you should check to make sure that the Palm HotSync Prox Conduit has been installed on the PC. To do so, right click on the HotSync icon in the system tray at the PC. Select Custom from the menu options to display the list of installed conduits and their actions. If "Prox Lock Data" is not found in the list, go to the PowerLever PX Menu and select the menu option to Install Palm HotSync Prox Conduit. Then repeat the process to upload data from the PC to the M-Unit.*

---

3. Disconnect the M-Unit from the PC and take the M-Unit to the lock. Connect the M-Unit to the lock via the communications module; i.e., the RJ12 connector end of the communications module cable must be connected to the underside of the front lock housing and the opposite end of the cable must be connected to the M-Unit.
4. From the Palm Main Menu, tap on the icon for **LockCom PX**.



The LockCom PX data transaction screen will appear indicating the lock(s) for which data has been either uploaded to the M-Unit from the PC or downloaded from the lock to the M-Unit. An “Upload” entry should be shown in the list for the appropriate Lock Serial Number.



5. Select the appropriate lock “upload” entry and tap on **Connect to Lock**.




6. Power the lock.

The lock responds with simultaneous red and green flashes accompanied by a low volume beep to indicate it is powered.

7. Enter the PIN and/or present PROX Card (depending on the current access schedule requirements) at the lock (Master, Manager, or M-Unit).

The lock responds with three beeps/flashes of the green LED to indicate a correct combination was entered. If the combination is not valid, the lock responds with three beeps/flashes of the red LED.

8. Enter the Palm to Lock Communications Command at the lock by pressing  (Enter key) followed by **900**.

The lock responds with two flashes of the green LED display accompanied by two beeps.

9. From the M-Unit, tap on **Upload to Lock**.

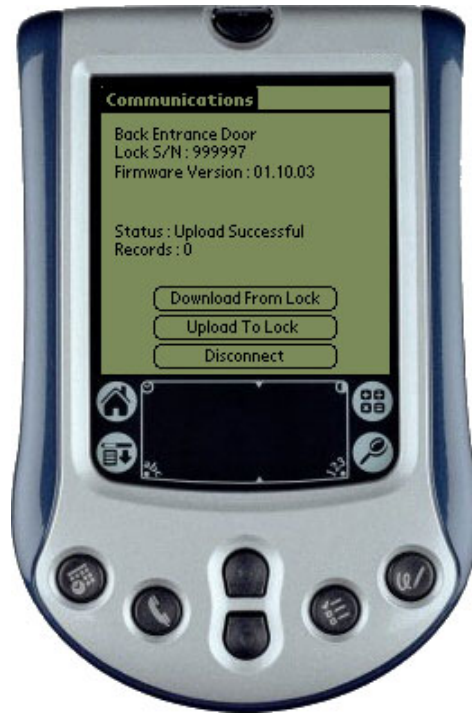
The lock configuration data for this lock is automatically selected from the M-Unit memory and is uploaded to the lock.



Once the Upload has completed, a message will be displayed.



10. Click on **OK**.



11. Tap on **Disconnect** to end communication between the M-Unit and the lock.

The lock has now been set up for daily operation. You should be able to open the lock with a valid PIN and/or card depending on how lock access requirements have been defined.

## Download Data from Lock

Once a lock is in Activated Mode, you can download the data (Audits and the User Table) from the lock to the PC for reporting purposes.

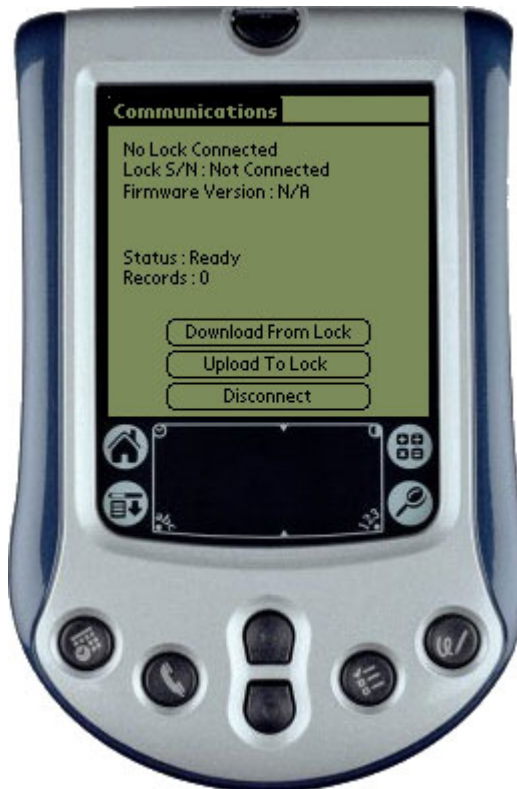
1. Ensure that the M-Unit is connected to the lock via the communications module.
2. From the Palm Main Menu, tap on the icon for LockCom PX.




The LockCom PX data transaction screen will appear indicating the lock(s) for which data has been either uploaded to the M-Unit from the PC or downloaded from the lock to the M-Unit.



3. Tap on **Connect to Lock**.



4. Power the lock.

5. Enter the PIN and/or present PROX Card (depending on the current access schedule requirements) at the lock (Master, Manager, or M-Unit).
6. Enter the Palm to Lock Communications Command at the lock by pressing  (Enter key) followed by **900**.
7. From the M-Unit, tap on **Download from Lock**.

A prompt window will appear asking which type of download operation you would like to perform.



7. If you want to download all data (User & Audit), tap on **Full**. For Audit Data only, tap on **Audit Only**. For all data except Audit Data, tap on **Admin**.

---

Caution: ***Response to the prompt must occur before the lock window times out.***

---





Once the Download has completed, a message will be displayed indicating that the download is complete. The lock data has been received at the M-Unit and is ready to be transferred to the PC.



8. Tap on **OK**.



9. Tap on **Disconnect** to end communication between the M-Unit and the lock.
10. Disconnect the M-Unit from the lock, take it to the PC and connect it to the PC.
11. Ensure that the M-Unit is connected to the PC in preparation for performing a HotSync operation to transfer data from the M-Unit to the PC.
12. Perform HotSync operation at the M-Unit.

The lock data has now been transferred for reporting purposes. To ensure that the data was transferred successfully to the PC, complete the following steps.

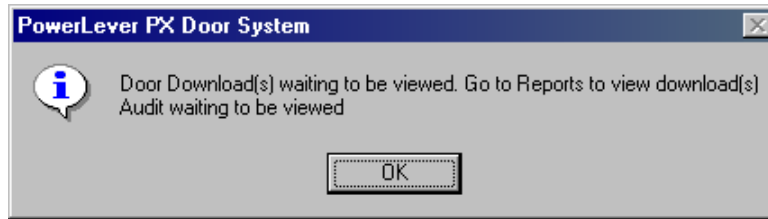
1. From the Audit Menu, select **Receive Door Data from Lock**.

---

**Note:** *This menu option is only available if data has successfully been downloaded from the lock to the PC. If this menu option is not available, your data did not transfer successfully. Try to perform the HotSync operation again.*

---

An informational message window is displayed informing the Operator that new door data has been received from the lock and can be viewed via the Reports area of the software.



2. Click on **OK**.

You can proceed to the Reports Menu to view the downloaded data.

---

**Note:** *Once the new downloaded files have been accessed from the List Audits & User Tables from Downloaded Doors report option, the option for Receive Door Data from the Lock will become inactive until new downloaded door data is once again received via the M-Unit.*

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## Lock Operation

The PowerLever lock is designed to operate using internally-generated power. The self-contained PowerStar™ generator is triggered by depressing the outside lever. Each 67-degree open and 67-degree restore rotation of the lever constitutes a charging cycle. A door open operation will require only one charging cycle if the period of door lever inactivity does not exceed a weekend (approximately 65 hours) when operating at normal room temperature. Periods of non-use beyond a weekend will require two charging cycles for a door open operation. One simultaneous flash of the green and red LEDs accompanied by a low volume beep indicates that the lock is powered. Each additional depression of the lever will result in this same response.

A monitor will provide audio and visual cues to the user when lock power drops below a sufficient level for operation. The lock will continually beep and flash the red LED, prompting the user to depress the outside lever to provide additional power. If the lever is not depressed within 5 seconds, the lock will power down.

### **To Open Lock in Default Factory Mode**

The lock is shipped from the factory in Default Factory Mode and is operational after being installed. The lock can be opened with the Default Factory Master User PIN of “12345678”.

### **To Open Lock in Construction (Temporary) Mode**

In this mode, the lock can be opened using the Master User PIN or it can be opened by Access Users who have had a PROX card manually enrolled at the lock.

### **To Open Lock in Activated Mode**

In this mode, the lock can be opened by personnel as defined in the PC system software.

The following conventions apply to the operation of the lock:

- Once the lock is powered, you must enter a valid PIN (combination) or present a valid PROX Card within 10 seconds.
- If a lock and user are set up for PIN and PROX access, the user has a maximum of 5 seconds after entering a valid PIN to present the PROX Card.
- The PROX reader is located on the front of the lock just below the keypad. When presenting a PROX Card, place a flat side of the card on or in close proximity to the PROX Reader.
- To clear any uncompleted keypad entry, press the **C** (Clear) key. This will clear any input that was entered since the last accepted input (as indicated by 2 flashes of the green LED along with 2 beeps).

- To initiate a lock operation other than opening the lock, you must:
  - Power the lock.
  - If PIN is required, enter a valid PIN.
  - If PROX Card is required, present a valid PROX Card.
  - Before re-lock, press **[Enter]** followed by the 3-digit command code for the lock operation. For example to change the Default Factory Master User PIN, you would press **[Enter]** and then **000**.
- When performing multiple passes within an operation for multiple access users, the **[Enter]** key is used as a terminator for the operation.

## Lock Responses

The tables below summarize how the red and green LEDs are flashed individually, simultaneously, or in combination to indicate various conditions. Each LED flash is accompanied by a beep for audio reinforcement.

Flashes	Green LED	Red LED
Continuous	Present PROX Card	Low Power
1	Keystroke Entry	
2	Input Accepted/DST Activated	General Error
3	Lock Ready to Open/ PROX Added Manually	Bad Attempt to Open
4	Standard Time Activated	

Flashes	Green / Red Sequence	Simultaneous Green-Red
Continuous	Download in Progress	
1	"C" Key Depression	Lock Powered
2	Device Error **	Procedure End; Re-lock or Tamper Shutdown Time Expired

\*\* Contact PowerLever Technical Support for assistance.

- One simultaneous flash of the green and red LEDs accompanied by a beep indicates that the lock is powered.
- When power drops below a sufficient level for operation, the lock will continually beep and flash the red LED. At this point, the operator has 5 seconds in which to regenerate power to a sufficient level before the lock will systematically shutdown. To regenerate power, depress the outside lever fully and then release it.

- After each accepted step of an operation, two flashes of the green LED display and two beeps sound, prompting you to enter additional information for the next step of the operation. **The User must wait for these prompts before proceeding.**
- After you have completed all the steps of an operation, two simultaneous flashes of the green and red LED display and two beeps sound if the operation is successful. Two red flashes display and two beeps sound if the operation is unsuccessful and you will need to re-key the operation which caused the error.

# Lock Keypad Commands

Below is a list of the various Keypad Commands that are accessed beginning with the (#) symbol. For more detail on each of the lock operations, refer to the following “Lock Operations” section.

The following is a list of the keypad commands that are available for the PowerLever PROX 9000 Series locks.

**Command:**                    **Description:**

## Factory Mode Commands

 and then **000**    Change Default Factory Master User PIN

## Construction Mode Commands


 and then **100**    Add Access Users

 and then **299**    Delete All Access Users


## Activated Mode Commands

 and then **001**    Set Lock Date

 and then **002**    Set Lock Time

 and then **004**    Set Lock’s Relock Time

 and then **006**    Set Tamper Shutdown Time

 and then **007**    Set Wrong Try Limit

 and then **010**    Toggle Daylights Savings Time/Standard Time

 and then **011**    Add PROX Card for Master User

 and then **012**    Remove PROX Card for Master User

 and then **300**    Enable Access User

 and then **301**    Enable Manager User

 and then **302**    Enable Service User

 and then **303**    Enable M-Unit User

 and then **399**    Activate/Deactivate Passage Mode

 and then **400**    Disable Access User

 and then **401**    Disable Manager User

 and then **402**    Disable Service User

 and then **403**    Disable M-Unit User


 and then **499**    Activate/Deactivate Lockout Mode

## All Mode Commands

 and then **800**    Reset Lock Settings to Factory Defaults

 and then **801**    Reset Lock Settings to Factory Defaults & Delete All Access Users

 and then **802**    Reset Lock to Factory Mode

 and then **900**    Establish Communications Between M-Unit & Lock



## Factory Mode Operations

The following lock operations can only be performed while the lock is in Factory Mode.


### Door Access

#### Open Door with Default Factory Master User PIN

1. Power lock.
2. Enter Default Factory Master User PIN of "12345678".
3. Depress outside lever to open lock.

### System Maintenance at Lock

#### Change Default Factory Master User PIN

1. Power lock.
2. Enter Default Factory Master User PIN of "12345678".
3. Press  followed by **000**.
4. Enter new 8-digit Master User PIN.
4. Enter new Master User PIN again for verification.

Once the Default Factory Master User PIN is changed, the lock goes into Construction (Temporary Activated) Mode.

## Construction Mode Operations

The following operations can be performed while the lock is in Construction Mode with software.

### Door Access

#### Open Door with Master User PIN



1. Power lock.
2. Enter Master User PIN.
3. After lock responds, depress outside lever to open lock.

#### Open Door with Card Only (Access Users)


1. Power lock.
2. Present PROX Card.
3. After lock responds, depress outside lever to open lock.

### System Maintenance at Lock

#### Add Access Users (PROX Cards)

1. Power lock.
2. Enter Master User PIN.
3. Press  followed by 100.
4. Present the Access User's PROX Card to be added.
5. To continue adding Access Users, return to Step 4. Otherwise if you are finished adding users, press  again to terminate the operation. A maximum of 50 Access Users can be added in Construction Mode.

#### Delete All Access Users (PROX Cards)

1. Power lock.
2. Enter Master User PIN.
3. Press  followed by 299.

## Activated Mode Operations (Using Software)

The following operations can be performed while the lock is in Activated Mode with software.

### Door Access

#### Open Door with PIN & PROX Card

1. Power lock.
2. Enter PIN.
3. Present PROX Card.
4. Depress outside lever to open lock.

#### Open Door with PROX Card Only


1. Power lock.
2. Present PROX Card.
3. Depress outside lever to open lock.

#### Open Door with PIN Only


1. Power lock.
2. Enter PIN.
3. Depress outside lever to open lock.

### System Maintenance at Lock


#### Set Lock Date

1. Power lock.
2. If PIN is required, enter Master User PIN, Manager User PIN, or M-Unit User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **001**.
5. Enter date (MMDDYY).
6. Enter date again for verification.


#### Set Lock Time

1. Power lock.
2. If PIN is required, enter Master User PIN or Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **002**.
5. Enter time in 24-hour format (HHMMSS).
6. Enter time again for verification.


### **Set Lock's Relock Time**

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **004**.
5. Enter two-digit relock time (02-10 seconds).


### **Set Tamper Shutdown Time**

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **006**.
5. Enter two-digit tamper shutdown time (00-15 minutes, 00 meaning no shutdown).


### **Set Wrong Try Limit**

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **007**.
5. Enter one-digit wrong try penalty limit (4-9 tries).


### **Toggle Daylight Savings Time/Standard Time**

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
4. If PROX Card is required, present PROX Card.
5. Press  followed by **010**.


### **Add PROX Card for Master User**

1. Power lock.
2. Enter Master User Combination.
3. Press  followed by **011**.
4. Present PROX Card to be added for Master User.


### **Remove PROX Card for Master User**

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press  followed by **012**.
5. Present PROX Card to be removed for Master User.


### **Enable Access User**

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **300**.
5. Enter PIN of Access User to be enabled.


### **Enable Manager User**

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press  followed by **301**.
5. Enter PIN of Manager User to be enabled.

### **Enable Service User**


1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **302**.
5. Enter PIN of Service User to be enabled.

### **Enable M-Unit User**


1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
3. Press  followed by **303**.
4. Enter PIN of M-Unit User to be enabled.

### **Activate/Deactivate Passage Mode**


When Passage Mode is activated for a lock, no PIN or PROX Card is required for door entry.

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by 399.
5. Press **1** to activate passage mode.  
Press **0** to deactivate passage mode.


### **Disable Access User**

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **400**.
5. Enter PIN of Access User to be disabled.


### Disable Manager User

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press  followed by **401**.
5. Enter PIN of Manager User to be disabled.

### Disable Service User

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **402**.
5. Enter PIN of Service User to be disabled.

### Disable M-Unit User

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **403**.
5. Enter PIN of M-Unit User to be disabled.


### Activate/Deactivate Lockout Mode

When Lockout Mode is activated for a lock, access to the door is not available.

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**Note:** The Master User and Manager Users are not affected by Lockout Mode.


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1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by 499.
5. Press **1** to activate lockout mode.  
Press **0** to deactivate lockout mode.

## All Mode Operations


The following operations can be performed while the lock is in any lock mode.

### Reset Lock Settings to Factory Defaults

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press  followed by **800**.


The lock settings are returned to the default Factory Mode settings. No users are deleted and the lock retains the current Master User PIN and PROX (if applicable).

### Reset Lock Settings to Factory Defaults & Delete All Access Users

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press  followed by **801**.

The lock settings are returned to the default Factory Mode settings. All Access Users are deleted but the lock retains the current Master User PIN and PROX (if applicable).

### Reset Lock to Factory Mode (Soft Reset)

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press  followed by **802**.

The lock settings are returned to the default Factory Mode settings. All users are deleted and the Master User PIN is reset to the Default Factory Master User PIN of “12345678”. The lock is fully reset to Factory Mode. This operation produces the same results as performing a “hard reset” as described in the following operation.


### Reset Lock to Factory Mode (Hard Reset)

1. Remove the lock back cover.
2. Press and hold the small “Reset Switch” (SW2) on the bottom right hand corner of the lock controller board with a non-metal tool.
3. Depress the outside lever as you would to power the lock. Repeat this action until you get two green flashes accompanied by beeps.

The lock settings are returned to the Factory Mode settings. All users are deleted and the Master User PIN is reset to the Default Factory Master User PIN of “12345678”. The lock is fully reset to Factory Mode.

### **Establish Communications Between Lock & M-Unit\* (Handheld PDA)**

\* This operation is normally used in conjunction with uploading and downloading data to and from the lock. See the **Getting Started Guide** or the **Upload & Download Data** section of this manual for detailed information on these operations.

1. Power lock.
2. If PIN is required, enter Master User PIN, Manager User PIN, or M-Unit User PIN.
3. If PROX Card is required, present PROX Card.
4. Press  followed by **900**.



**Access Schedule** - An access schedule is a defined time period during the span of a week in which users can be granted access to a door. The access schedules are defined by managerial personnel using the PowerLever PX software at the PC. Schedules are defined by selecting the days of the week that the schedule is active and specifying the start time and end times of the schedule for the days specified.

**Access User** - A user who has the ability to open locks. Users are added at the PC and then uploaded into the lock via the M-Unit. The number of Access Users is limited only by available user table space. Access users can NOT take audits. Access schedules and defined Holiday/Vacation periods control an Access User's access to a door.

**Activated Mode** - When lock and lock user data is defined at the PC using the PowerLever PX Software and then uploaded to the lock via the M-Unit, the lock is considered to be in Activated Mode. When in Activated Mode, the default method of lock access is PIN and PROX Card, but access can also be set to require only a PIN or only a PROX Card.

**Audit Data** - The PowerLever PROX 9000 lock memory can hold up to 30,000 transaction events on a "first-in, first-out" (FIFO) basis. and lock user data is defined at the PC using the PowerLever PX Software and then uploaded to the lock via the M-Unit, the lock is considered to be in Activated Mode. When in Activated Mode, the default method of lock access is PIN and PROX Card, but access can also be set to require only a PIN or only a PROX Card.

**Card ID** - The PROX Card identification number. For a 26 bit wiegand format PROX Card, the ID is usually printed on the Card in the format xxx-yyyy where **xxx** represents the Facility ID and has a value of 000 to 255 and **yyyyy** represents the User ID and can have a value of 00000 to 63535. Together the values constitute the actual Card ID.

**Communications Module & Cable** - This assembly is used to physically connect the M-Unit (handheld PDA) to the lock and transfer data in order to program the lock or retrieve Audit data through an upload and/or download.

**Construction Mode** - A PowerLever PROX 9000 lock can be switched from Factory Mode to Construction Mode manually and can operate without interfacing with the PowerLever PX Software via the M-Unit. When in Construction Mode, PROX Cards can be enrolled for access to the lock for a maximum of 50 users. The lock can only be opened via the presentation of the PROX Card although the Master User PIN is also authorized to open the lock in this mode.

**Facility ID** - The first 3 digits of a PROX Card ID. The Facility ID is the same for every card in a purchased package of PROX Cards. It is used when adding users/cards via the Batch Enroll process.

**Factory Mode** - A PowerLever PROX 9000 lock is shipped from the factory in Default Factory Mode and is operational after being installed. The lock can only be opened with the Default Factory PIN of "12345678".

**Holiday/Vacation Template** - A Holiday/Vacation Template is a defined time period during which users will NOT be granted access to a door. By default there will be no access allowed to a door/lock during a defined holiday/vacation period except for Service Users, Manager Users, and the Master User. A maximum of 32 holiday/vacation periods can be defined in the system.

**Manager User** - A Manager User is a second-tier administrator who can perform many lock functions. A Manager User PIN will always be 8 digits long and will open the lock. Manager Users are added at the PC and then uploaded into the lock by the M-Unit. The number of Manager Users is limited to 10. A Manager User will have a PROX Card by default, but may be allowed to access doors with only their PIN in certain situations. A maximum of 10 Manager Users can be defined in the system.

**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 PIN is always 8 digits long and will open the lock. A default Master User PIN must be set for all doors in the system at the time of the initial logon to the PowerLever PX Software. There is a maximum of one Master User PIN per lock. Alternate Master User PINs can be assigned to individual sites via the Change System Settings option under System Setup.

**M-Unit** - The M-Unit (Maintenance Unit) is a handheld PDA used to either upload lock programming data to a lock or download user tables and lock audits from a lock.

**M-Unit User** - M-Unit User will not have access to open any of the locks. The M-Unit User simply serves the purpose of performing maintenance on the locks and performing lock programming and/or lock auditing via the M-Unit. M-Unit Users are added at the PC as a Prox Card and Combo User and then uploaded into the lock by the M-Unit. Access schedules and defined Holiday/Vacation periods control an M-Unit User's access to a door.

**Operator** - An Operator must be added to the PowerLever PX PC system in order to operate the software. The Operator has a Logon password for security purposes and has access to all software functions once signed on. A maximum of 10 operators can be added to the system. All operators have access to all functions of the PowerLever PX Software.

**PIN - A Variable Length PIN** (combination) is a feature of the PowerLever PX system. The PIN can be 4-8 digits in length. Regardless of the PIN length, a PIN will always be unique to a given user. **The length of a PIN defaults to 4 digits except for the Master User PIN and the Manager User PIN which are always 8 digits in length.** The default length of the PIN can be changed during the system setup at the PC.

**PowerStar™ technology** - The technology that allows the PowerLever PROX 9000 lock to operate using internally generated power. No batteries or external power are required.

**PROX Card** - A card on which a Card ID is stored in HID format. The PowerLever PROX 9000 Series of door locks supports HID PROX Card access as a method of lock entry for users. PROX Cards can be enrolled for users manually at the lock when operating in Construction Mode. When preparing for operation of the locks in Activated Mode, PROX Cards can be enrolled for users at the PC via the pcProx™ RFIDEas Card Reader/Enroller or through manual batch entry. The PowerLever PROX 9000 Series door lock supports HID formats from 26 bits up to 84 bits.

**PROX Card Reader/Enroller** - This is a USB device that is attached to the PC as a peripheral item and is also imbedded in the face of a PowerLever PROX 9000 Series lock. It is used to read the Card ID that is stored on a PROX Card for identification purposes (to assign the card to a user.) It can also be used to read the Card ID of a “lost & found” card and determine who is assigned to the Card.

**Service User** - A Service User has authorization to access a lock for a specified period of time (from 1 hour to 45 days) using only a PIN. Each Service User PIN is automatically deleted after its end time. The Service User’s access can be programmed to start at a future date and be active for a defined period prior to the Service User PIN being disabled. Service Users are added at the PC and then uploaded into the lock by the M-Unit. Service Users are not affected by Access schedules or by defined Holiday/Vacation periods. The number of Service Users per lock is limited to 10.

**Service Window** - A Service Window is a time period (from 1 to 45 days) during which a Service User is granted access to a door/lock. By default a Service User is not granted any access to a door/lock. A Service Window must be assigned to a Service User during the process of defining a door under the Maintain Doors area of the software.

**Site** - A site represents a physical location. In the PowerLever PX system, it is the top level of the hierarchy to manage doors/locks. Multiple doors can be assigned to a single site. A maximum of 1000 sites can be defined in the system.





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