

Addendum to the Advanced ACS Software User Guide

(Inserts for Pages 2-22, 3-27, 3-28, 3-35 and 3-36)

E-PLEX[®]



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Clone a New User from an Existing User

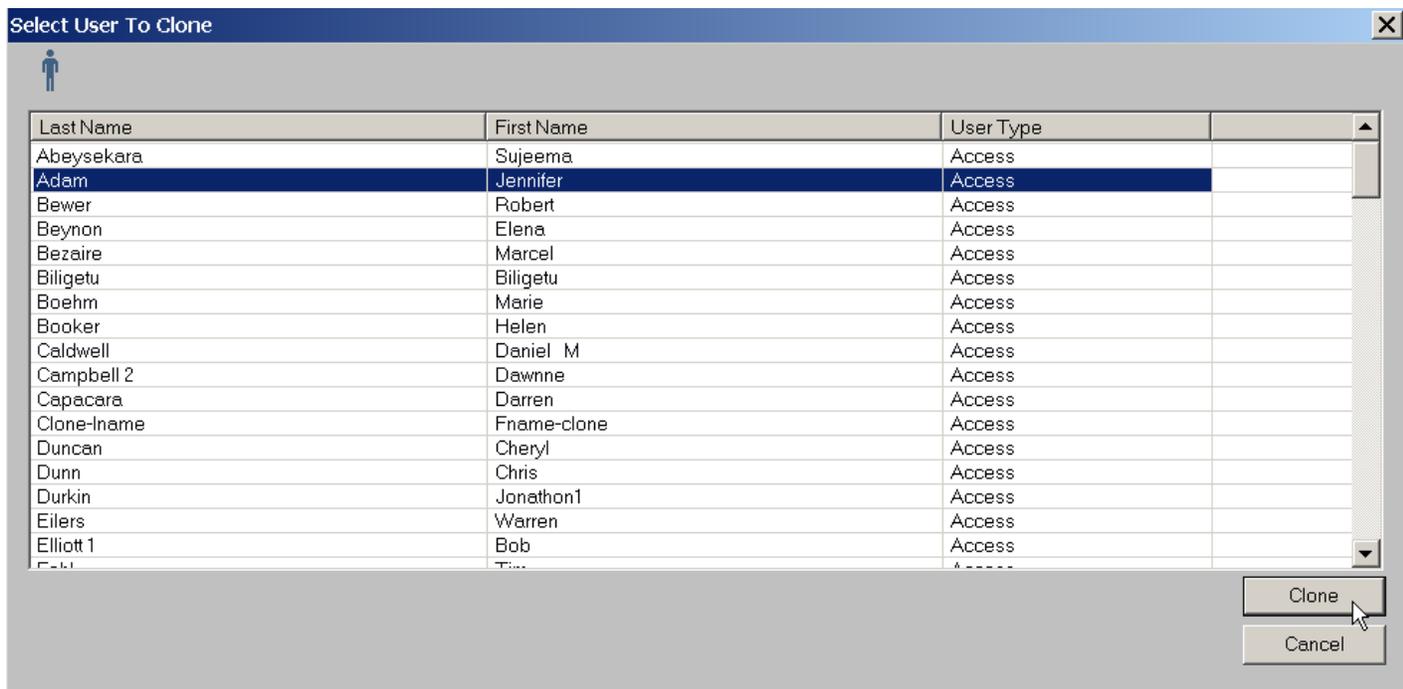
Follow the same procedure of **Adding a User** as shown on pages 3-27 and 3-28 of the E-Plex Advanced ACS Software User Guide, from Steps 1.through 9. (ie., click on Add User, select an existing User Group, type in Last Name and First Name of this new user to be cloned, and if required assign/enroll a Prox card).

9a. Click **Clone User**.

The screenshot shows a software window titled "Manage User Data" with a sub-header "Add User". The form contains the following fields and controls:

- User Group: Global (dropdown menu)
- Last Name: To-be-Cloned (text input)
- First Name: NewUser (text input)
- User Type: Access (dropdown menu)
- User PIN: 2555 (text input)
- Assign Prox Card (For E-Plex 5700 only) (checked checkbox)
- Prox Enroller Connected (green text indicator)
- Card ID: 12c4fd (text input)
- Buttons: Save, Cancel, Clone User (with a mouse cursor pointing to it)

9b. The software displays the **Select User to Clone From** window. Select and highlight one of the existing users in the window under this User Group and this user's Access Type from whom you want to "clone" the new user. Click **Clone**:



The “cloned successfully” message as shown below is displayed on the screen indicating that the newly created user has been “cloned” to have exactly the same access rights with same access schedules and with same privileges as this existing (cloned from) user in all the assigned doors:



9c. Click **OK**.

If you want to clone additional new users from existing users, repeat the above procedure.

Note: Continue to Step 10 on page 3-28.

Clone a New Door from an Existing Door

Follow the same procedure of **Adding a Door** as shown on pages 3-35 and 3-36 from Steps 1.through 7. (ie., click on Add Door, select an existing Door Group and type in the Door Name of the new door to be cloned).

7a. Click **Clone Door**.

Add Door Profile

Add Door

Door Group: DG-Global

Door Name: Clone-NewDoor

Lock Parameters

Unlock Time (secs): 2

BuzzerVolume (0 = off, 3 = Loud): 1

Tamper Count (# of tries): 4

Tamper Shut Time (secs): 30

Manual Passage Duration (hrs): 4

Lock Model

E-Plex 5200 E-Plex 5700

Lock Function

Cylindrical or Mortise without Deadbolt

Cylindrical with Privacy Thumbturn

Mortise with Deadbolt

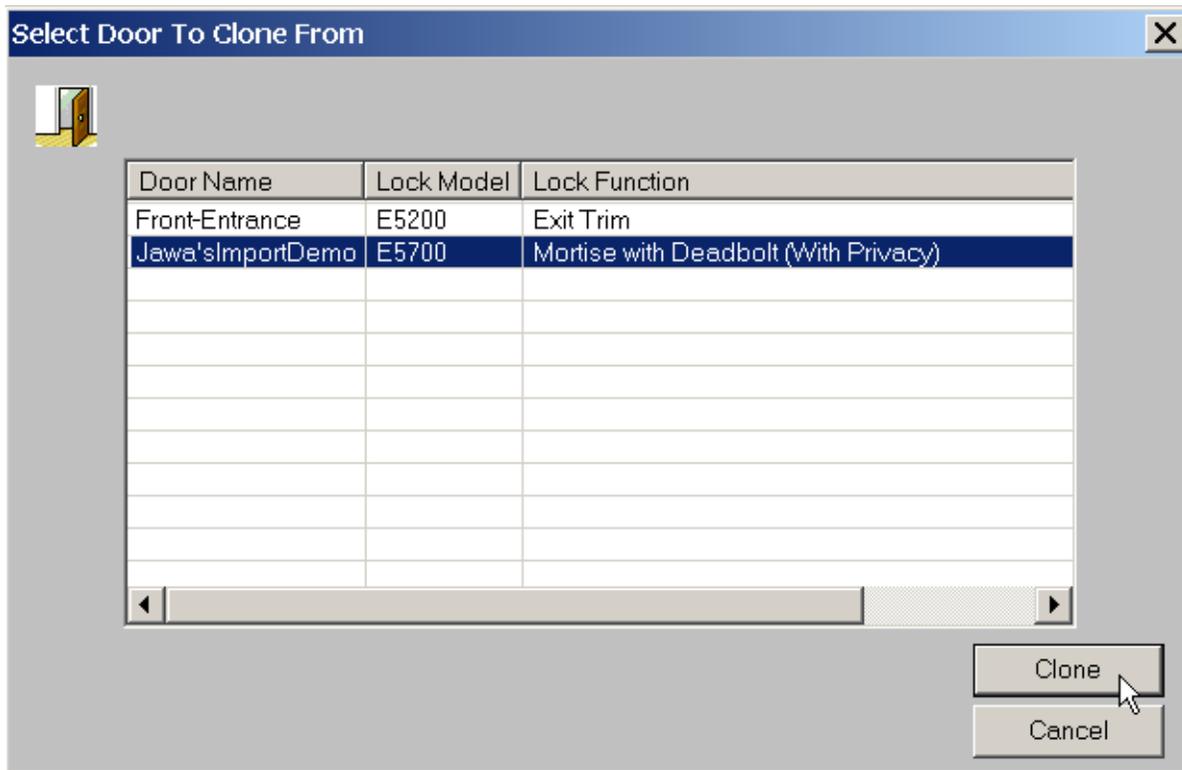
With Privacy

Residence Lock (in Passage Mode by Default)

Exit Trim

Save Cancel Clone Door

7b. The software displays the **Select Door to Clone From** window. Select and highlight one of the existing doors in the window under this Door Group from which you want to “clone” the new user. Click **Clone**:



The “cloned successfully” message as shown below is displayed on the screen indicating that the newly created door has been “cloned” to give exactly the same access granting rights to all assigned users as this existing (cloned from) door. Additionally, this operation also clones the new door to be of the same Lock model (either E-Plex 5200 or E-Plex 5700) and to have the same Lock Function as the existing (cloned from) door:



7c. Click **OK**.

If you want to clone additional new doors from existing doors, repeat the above procedure.

Note: Continue to Step 8 on page 3-36

Import Users from an External Text File

On page 2-22 under the **File Menu** section, there is a description of how to export and import user info like users' names, PINs and/or Prox card IDs to/from an external end users' database system. However, the Import feature offered here is not flexible and forces the end user to supply import data for all seven fields.

There is now a new Import Users software utility available from Kaba Access Controls. This is a separate, small application program called "**E-Plex ACS Import Utility**" which is simpler and easier to use if you want to import external end users' data. You need to import only the following 3 or 4 fields namely the **Last Name, First Name, PIN** and **Prox Card ID** (for E5700 only) data. Please call our Technical Support (contact info on Page ii) on how to download this utility from our dedicated weblink, install and use it. After installation, when you launch this utility program, just follow the screen prompts and instructions to import your external users' data.

The following pages show how to use this utility to import users' data from an external database system into the E-Plex ACS database:

E-Plex Advanced ACS Software: Import Utility, Version 1.00, July 2006

Important: Before you import any users data file into the ACS system database, you must follow this import utility specifications and be aware of certain conditions as discussed below:

With this import utility, you can import up to 10,000 unique user data records into Kaba Access Control's E-Plex Advanced ACS software application.

1. Close or exit from the E-Plex Advanced ACS software application if it was running, before performing this import user data operation.
2. The import user data input file must be created as a comma separated text file (.CSV format) named (suggested) "ACSImport.csv." This import operation can be performed only when the User data in the ACS software is blank, typically after the first install of the ACS software.
3. The very first record in this import data file is the header record and must contain the following 7 (seven) headings in the exact order and spelling with spaces as shown below:

Last Name First Name User Group User Type Card ID Formatted Card ID PIN

4. The type of characters in each data field of a record and their maximum limits are shown below. The ' * ' sign before each field name means that the data in this field is mandatory for importing:

***Last Name** = 20 alphanumeric max

***First Name** = 20 alphanumeric max

User Group = 20 alphanumeric max; automatically supplied by the utility and named "Global" by default. **Important:** You must have this "Global" User Group already created in your ACS software before importing.

User Type = The utility will automatically fill this field as "Access" User Type. But after importing you can edit this field to other User Types such as "Manager," "Guest"" etc in ACS.

Card ID = 20 hexadecimals; automatically calculated and filled in by the utility based on the Formatted Card ID (26-bit format only) supplied by the end user, below.

[*]Formatted Card ID = 001-00001 through 255-65535; this is the standard 26-bit format prox card ID on the user ID card and must be unique. **[*]** This field is required only for the E-Plex 5700 lock system since it uses the HID prox card, but not required for the E-Plex 5200 PIN only lock system. **Note:** The utility will not import the higher bit formats, 27 through 84 bits.

***PIN** = 4 to 8 digits numerics only and must be unique. This field data is treated as a unique user/employee ID, which must be supplied, either by the end user or can be automatically generated as a random but unique number. The field length must all be the same, either all 4, 5, 6, 7 or 8 digits. For internal system use, the utility will automatically pad each PIN with zero(s) at its end, if its length is less than 8 digits.

5. After importing, but before saving this imported user data file permanently, the utility will display the imported data info on your PC screen for the Operator to verify for any duplicates, errors, etc. The Operator will be prompted to either Confirm or Cancel the import operation. If confirmed, this CSV file will be automatically renamed into a TAB delimited text file (.txt) & will be saved in your directed folder. The ACS software expects this specific format when importing.
6. Now launch the E-Plex Advanced ACS software and under the File / Import dialog menu, you can now import this TAB delimited users data text file that was just created.