



In or Out... we make it Easy!

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DTP Installation Instructions (Continued)

Set up the System

The RCI Desktop Programmer allows you to generate user cards quickly and easily. Records for all users are stored in a PC database and are managed by the DTP software. The system is ideal for sites of 50 users + or where it is more practical and economical than pre-encoded packs of cards.

In the event that a user's DTP token needs to be made invalid (at the door(s) in the building that are fitted with readers) the DTP software has the ability to find the user's record and to easily produce a shadow token for that user. That shadow token must then be taken to the door(s) and be presented to the reader(s) to make sure that the lost or stolen user card is made invalid.

In addition to programming shadow and user cards, the RCI Desktop Programmer can be used to add functionality to a variety of other cards (e.g. to set the door open time period) that can then be used at the reader.

What's Included With the RCI DTP

- **1 Desktop Programmer**

Contains electronics required to program the tokens.

- **1 USB Communications Cable**

Connects desktop programmer to computer. **Note:** A powered USB connection on the PC must be available.

- **1 CD-ROM Disc**

Contains the desktop programmer software. This can be installed on any PC running Windows 2000 or Windows XP.

- **1 Enrollment Card+**

This is used to initialize a site. This card must also be presented to readers on all doors to initialize them. An Enrollment Card+ is required for each site.

- **2 Programming Cards**

Use as spare cards for programming readers — can be reprogrammed an unlimited number of times. Typically, they would be programmed as shadow cards to void lost user tokens at the door. Spare user cards may also be used for programming.

DTP Installation Instructions (Continued)

Install the System

1. The Desktop programmer must first be connected to the PC using the USB cable provided.
2. Insert the disc into the CD-ROM drive of the PC and close it. If setup does not automatically start, navigate to the CD-ROM drive from Windows Explorer or "My Computer" and double-click on setup.exe.
3. When the set-up process is complete, you will find a new Program Group in the Start Menu called "Proximity encoding system". You can start the program by selecting the "Proximity encoding system" icon in this program group.

Initialize the Program

Once the desktop programmer and software are installed, the system must be initialized the first time it is used. Start the program by selecting the icon in the program group in the start menu.

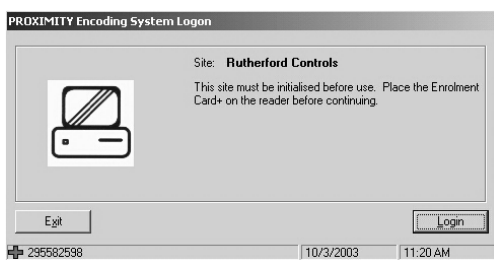


On startup the program will display the site creation window. A site must be created before any cards can be encoded. Simply enter the name of the site and click Add.

If the red icon and "No Encoder is present" appears in the bottom left hand corner of the window, there is a problem with the communications to the USB Desktop Programmer.

All new sites require an Enrollment Card+, which creates the unique number sequence to be used on the site. Each new site requires its own separate Enrollment Card+.

DTP Installation Instructions (Continued)



Once a valid Enrollment Card+ is presented to the USB Desktop Programmer, its number will appear in the bottom left hand corner of the window. Click the **Login** button, which will have become active.

The DTP is now ready to use.

Initialize Readers

The Enrollment Card+ provided with the Desktop Programmer must be presented to the readers when they are first installed. This process 'enrolls' the DTP at the door, allowing the programmer and the DTP to work with the same unique set of codes. If an existing card pack is being used on the site, the original Enrollment Card should be presented to the reader, followed by the Enrollment Card+ to make the additional site valid. Two beeps from the reader at the door indicate that the enrollment process was successful. Test the success of enrolling the reader by checking that the door opens when a user card is presented.

When the readers are enrolled they are ready to use. All of the user cards that are produced by the Desktop Programmer will be automatically valid – there is no need to introduce each new card to the door when it is first used. (If this is not desirable, the readers can be programmed to default to, not valid, by using the Bar all users function card). Please note that the Enrollment Card+ is an important part of the system. It should be kept in a safe place and should not be given to unauthorized people. If it is lost or stolen, the security of the site will have been compromised. To recover from this situation, see the Security section of this document.

DTP Installation Instructions (Continued)

Add a User

When the system is installed and the first site is initialized, it is ready to use.

To add a user:

1. Click the **Users** icon from the shortcut menu.
2. Double-click on **New user**.
3. Select **Yes** if you wish to encode a token as you enter each set of user details (In this mode the software will not allow a user to be entered unless a blank card is presented to the DTP). Select **No** if you wish to enter users details and encode their tokens later.
4. Fill in the details of the user, present a token to the Desktop Programmer (if this option was selected) and click **Add user**. The window will remain open to allow further users to be added. If you are programming a card, select its zone color (see the explanation of zones in the function card section, or choose green if you are not sure).
5. To return to the main screen click **Close**.

It is possible to issue more than one card to a user – especially useful when individuals require spares in case they forget their normal card.

If some users are given more than one card, it is important to make a note to identify each, so that when a card needs to be barred it can be identified without the actual card. Do this on the Note text box in the **Add user** window, or click **Edit** after highlighting the token in the user record.

When a user is no longer to be shown in the database, his or her name and details may be removed. Firstly, all cards belonging to that user must be erased or barred. Then click on **Delete record**, and answer **Yes** to the question: “Delete this user: are you sure?”

DTP Installation Instructions (Continued)

Void a Card

If a card is lost or stolen, it must be made invalid at the doors on the site in order that it should not be misused. If the proper steps are taken, a stolen card when presented at the door will not be granted access, and will cause a red LED to flash on the reader.

1. Find the user record containing the token to be voided.
2. Click on the Tokens tab if it is not already being displayed.
3. Click once on the lost token to highlight the token to be voided.
4. Click on the **Lost token** button, the following window will appear.



5. Present a spare card (one that is not a valid user card) to the desktop programmer. The **OK** button will become active; click **OK** and the shadow card for the lost token will be encoded.
6. The token within the user record will now appear as invalid.
7. Present the encoded shadow card to each reader on the system.
8. Now, if the lost user card were to be presented to a reader a red LED will be displayed and the door will not open.

If a card is handed back, for example by an employee who is leaving, it is wise to erase it. To do this, present the card to the desktop programmer. Click Find Token to locate the card in the database. Click on Return token. Click OK to remove the token from the user record.

DTP Installation Instructions (Continued)

To delete the information from the token go to Tools\Erase token.

The data previously contained in the card has been erased and it can be stored ready for re-use.

The cards may be programmed, re-programmed indefinitely.

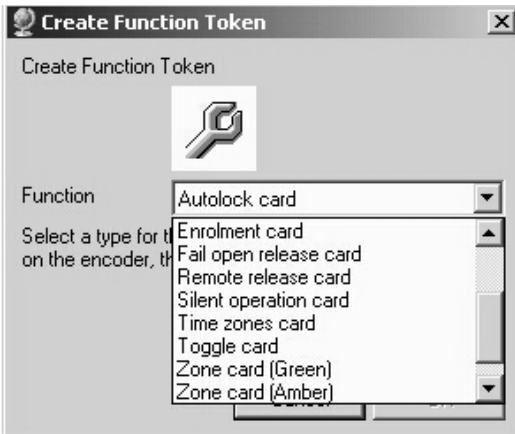
Function Cards

The RCI Desktop Programmer can program cards for users. These user cards open doors. It can also program shadow cards for making these user cards invalid at the door.

Function cards can be produced by the encoding system for changing settings at any door. The Desktop Programmer is capable of programming any of the function cards that can be used with RCI readers. NOTE: An Enrolment Card+ cannot be created. The full list of function cards, description and compatibility information appears below.

To encode a function card, use the following procedure:

1. Start the program and select **Tools\Create Function Token**.



2. Select the type of function token required from the list, present an un-encoded token to the desktop programmer and press **OK**.
3. Take the encoded function card to the door where its functionality is required and follow the instructions detailed in the table below.

DTP Installation Instructions (Continued)

Autolock Card - For future use.

Bar All Users Card

By default, all users are valid at the door. (Even before their cards have been encoded!) There are some situations where this is not desirable, for example, an office door where only one or two out of a hundred cards must be allowed access. Present the "Bar all users" card and then no users will be valid at the door. (Use this card with care! Its use cannot be undone by showing the card again. A system reset by an installer would be required.) The enrollment card may then be used to individually validate each user that is to be granted access to the door.

Card Plus Pin - For future use.

Disable All Users Card -For future use.

Door Open Time Card

Used to set the time that the door remains unlocked, following a valid user card being presented, or a press to exit. Present the Door open time card; wait for the required interval (the reader will beep every second); and present the door open time card again. The interval has been set.

Enrollment Card

An enrollment card+ is provided with the desktop programmer. It initializes the programmer software and otherwise it is the same as an enrollment card but cannot be erased once the initialization of the software has taken place. Use the enrollment card to set the site code of the DTP at the door. A user card that is invalid at the door (red light flashes, and the door will not open) can be made valid. Present the Enrollment Card followed by the invalid user card. After two beeps from the reader, present the enrollment card again, and the door will now open. **Note:** If a set of cards is already operating on a site and there is a requirement to add the cards produced by the desktop programming system as a separate group – present the enrollment card from the existing set and follow it with the enrollment card+. Both sets of cards will now operate together.

DTP Installation Instructions (Continued)

Fail Open Release Card

Used to choose which type of lock is connected. A fail open release requires power to keep it locked and removes power from the lock for the door open time to unlock the door. This is a useful feature to ensure that the door is safe in the event of a power failure when free access is then possible.

A fail-closed release is more common, where power is only applied to keep the door unlocked for the door open time. The fail open release card is used at installation to choose between the two types of operation. Note: this card only functions with RCI 9320 & 9322. The default is fail closed, and the reader will toggle between fail closed and fail on each presentation of the fail open release card.

Remote Release Card

Enables or disables the request to exit button terminals on the reader (this is enabled by default).

Silent Operation Card

Present this card to silence the beep sound that comes from the reader. Present the card again to re-enable the beep.

Time Zones Card

Disables the press to exit function and enables the time zones function. If a simple time clock is connected to the exit button pair of wires, there will be one zone setting effective with the time clock on and another with the time clock off. This is useful for timed access for groups of users.

Toggle Card - For future use.

Zone Card

Green, amber and red user cards may be encoded. The selection of color is made each time a user's card is programmed. The readers all have a row of three LEDs, one red, one amber and one green. Normally, all will be lit. If the color of user card matches the color of an LED lit on the front of the reader, then that user card is granted access to the door. (All three zones are active by default.) The zone card can be encoded to switch on and to switch off the zone LED concerned. For example, if a green zone card is encoded, presenting this once to a reader will switch off the green LED, and green users will be barred from that door. Presenting the green card again will switch the LED on again and allow green users. Note that the zone setting has no effect on individual access permissions already programmed.

DTP Installation Instructions (Continued)

Operator Tokens

Instead of password protecting the software, the DTP system uses operator tokens to identify authorized users.

To register an operator token:

1. Click **Operator tokens** on the shortcut menu.
2. Double click **New Operator Token**.
3. Enter a description for the card and click **OK**.
4. The next time this site is started a valid operator token will need to be presented before the software will allow access.

Operator tokens are defined on a per site basis so different operators can be assigned to different sites.

Important Note: Without a valid operator token a site cannot be accessed once an operator token has been assigned.



DTP Installation Instructions (Continued)

Security

There are some precautions that must be taken in order to maintain the security of the desktop programmer system:

The Enrollment Card+ must be kept in a safe place. If this card is missing, even temporarily, the security of the site may be compromised.

The directory in which the data files are stored must be private. Either the PC must be kept in a place unavailable to unauthorized users, or it must run the Desktop Programmer under Windows 2000 or Windows XP with access to the database directory restricted to authorized users.

Only trusted users must be given access to the desktop programmer software.

If any of these security requirements are not met, a new Enrollment Card+ is required for the site. All of the readers installed at the doors must be re-initialized, and the existing user cards that have been issued will be invalid, and will need to be re-programmed with new data. Though this process is not expensive (replacing mechanical door locks and keys is much worse), it is time consuming and inconvenient for those that look after the system, as all user details have to be re-entered and all cards must be re-programmed.

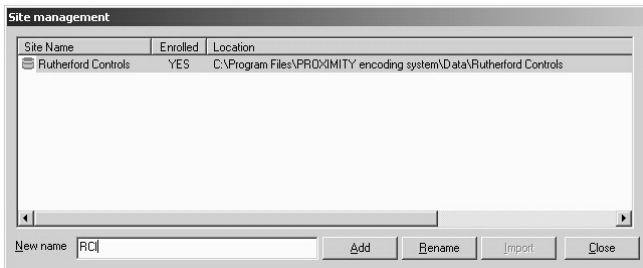
DTP Installation Instructions (Continued)

Multi-Site Operation

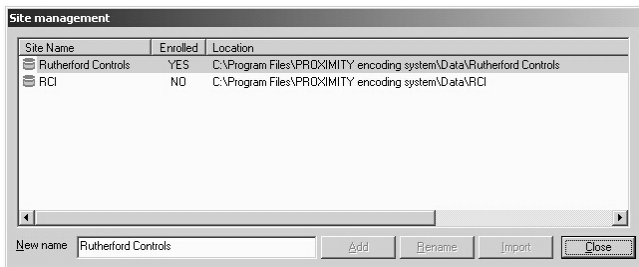
The Desktop programming system may be set up to program and organize cards for more than one site. **Note that an Enrollment Card+ must be purchased for each new site.**

To set up a new site:

1. Go to **Tools/sites** and the following window will appear.



2. Type the name of the new site in the **New name** box and click **Add**. The new site will appear in the list un-enrolled.



3. To enroll the site: restart the software, select the new site from the drop down list and follow the instructions for initializing the system (the process is the same as for the first site).