

# WIN-PAK

## QUICK REFERENCE GUIDE

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## Install WIN-PAK as outlined in the Quick start section of the WIN-PAK manual

### LOGGING INTO WIN-PAK

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#### Your first login:

1. Under **Operator Name**: type *SYSTEM* in uppercase letters and under **Password**: type *startup* in lowercase letters, then click **Login**.
2. A message appears recommending that you change the password immediately. Click **OK**.

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#### Changing the system privileges and password:

1. Select **Operators...** from the **Database** menu.
2. Click **Edit...**
3. Change the privileges for *SYSTEM* so that you have access to all sections of the program. Scroll down the list of options and change **all** of the symbols to open keys. Click the option until it turns into a key without a circle and bar over it.
4. Click **Password...** this opens the **Set Password** dialog box. Enter a new password in both the **Password** and **Verify** boxes. Click **OK**. Click **OK** again to close **Operator Detail**. When finished, click **Close**.

### COMMUNICATION DATABASE

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#### Enabling communication ports:

1. From the **Setup** menu select **Serial Ports...**
2. The default selection is **Internal Serial Ports** (COM 1 & COM 2).
3. If you are using an expander for your port, select the appropriate board.
4. Enable only the serial ports that you will be using.  
**Note:** If using a serial mouse, do not enable that port.
5. If an external modem is needed to dial a remote site, select **Modem** for that port.  
**Note:** Internal modems are not compatible with the software.
6. If RS-485 is being used set the baud rate to 9600, if not, set the baud rate for each port enabled to 1200.

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7. Click **OK**.
8. The software will ask if you would like to buffer your panels, select **Yes** or **No**.

**Note:** For additional information on the following steps, refer to the **Quick Start, Communication Setup** section of the WIN-PAK manual.

### TIMEZONE DATABASE

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#### A timezone must be created for each of the following:

- Any time frame during which cards are to gain access
  - Any time frame during which a relay is to be energized
  - Any time frame during which an input point is to be shunted or ignored
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#### Creating a timezone:

1. Click the **Database** menu and select **Timezones**.
2. Click **Add**, then name the timezone (Example: *Lobby door unlock*).
3. In the first box enter the start time, in the second box enter the end time.
4. Select the valid days of the week.

**Note:** The first line is the only line used unless you are linking timezones. (Example: *8-5 M-F* on the first line and *8-12 SA SU* on the second line.) You must create and name every timezone being used.

5. Click **OK**.
6. Repeat the previous steps for every additional timezone.
7. When finished click **Close**.

### AREAS DATABASE

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#### Creating an area:

1. Click the **Database** menu and select **Areas**.
  2. Click **Add** then name the area (Example: *Warehouse*; this will be the loop that contains all of the panels in the warehouse).
  3. Select **Loop** from the **Type** drop-down list.
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4. From **Style** choose *C-100*, *485*, or *485 ACK-NAK*.
5. Select a port from the list of ports enabled in the **Serial Port Setup**.
6. Baud rate will be 1200 unless using 485 then it will be set to 9600.
7. If **Remote** is selected, enter the phone number for the remote site. If using an N-485 HUB for the remote site, refer to the WIN-PAK manual's **Areas Database**.

**Note:** An area must be created for every remote site being dialed.

9. Click **OK**, and repeat steps for every additional area.
10. When finished click **Close**.

## PANEL DATABASE

### Adding panels:

1. Click **Database**, then select **Panels**.
2. Click **Add**, select a panel **Type** and then enter a panel name (Example: *Sales office*; this panel would control the sales office doors).
3. **Loop** indicates the area the panel is assigned to. The area defines the COM port the panel is attached to and communication information required for the software to talk to the panel properly.
4. The **Address** box reflects the panel's dip switch settings. Each panel must have its own unique address.
5. **Digits** reflect the number of digits read from the card (either 5 or 12). This is also defined during installation.

**Note:** The **Digits** box must match for all panels on a given loop.

6. Select the panel firmware version.

**Note:** 4.17 and 6.03 firmware versions are not compatible with this software.

7. Select at least one option (Example: **Free egress**, **Reverse reader LEDs**, or **Continuous card reads**).

**Note:** The Group option must be selected if using 1 or 2 AEP-3 relay expander boards.

8. If an AEP-3, AEP-5, or ERB are being used select them from the

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### Hardware Options block.

9. Enter the site codes of the cards used (high security) or leave as 0 (lower security).
10. Click the **Timezones** tab, and in the **Available Timezones** box, select all timezones that will be used with that panel. The timezones appear in the **Selected** box. At least one timezone must be selected.
11. Click the **Readers** tab. Select the first reader then select the **Active** box. Repeat for the available reader(s). Double clicking on the reader allows you to change the reader name.

**Note:** Each reader must have a unique name in the system. Set priority levels as relative to card read status.

12. Click the **Input Points** tab, then select the active box for every input that will be used. If input points 1 and 2 are to be used as door contacts, adjust the shunt time (in seconds) to reflect how long you want the contact ignored upon a valid card read or egress device activation. Double clicking on the input allows you to change the input name.
- 12a. Inputs 1, 2, 3, and 4 are used as **Door Status** on the N-1000-IV.

**Note:** Each input must have a unique name in the system. Set priority levels as relative to card read status.

13. If the point is to be ignored during a specific time frame, click the arrow next to the **Timezone** box and select the predefined timezone.
14. Perform the previous steps for the remaining inputs being used.
15. If the **Egress** option is selected, inputs 3 and 4 are interlocked to outputs 1 and 2. The **Alarm Action** should be **Pulse**, and the **Normal Action** should be **No Action** (in some cases, the **Normal** and **Alarm** actions can be reversed).
- 15a. Inputs 5, 6, 7, and 8 are used as egress on the N-1000-IV.
16. Click the **Outputs** tab.
17. Select **Output 1** and select the **Active** box.
18. Ensure output 1 is interlocked to input 1, and output 2 is interlocked to input 2, with **Alarm Action** set to **Follow** and **Normal Action** set to **Follow**.
19. Set the pulse time (in seconds) to reflect how long the relay will remain energized upon a valid card read or egress action. If a relay is to be energized during a specific time frame select the defined timezone.
20. Perform the same steps for the remaining relays.



21. Click **OK**, and repeat previous steps for each panel.
22. When finished click **Close**.

## ACCESS LEVEL DATABASE

### Creating access levels:

1. Click the **Database** menu and select **Access Levels**.
2. Click **Add** then name the access level (Example: *Sales Department*).
3. Select each reader that you want available to a person with this access.  
Select the timezone that the person would be permitted to use the reader.

**Note:** The version 8 firmware, and the **Split Timezone** option must be selected in the panel database to assign different timezones to readers of the same panel.

4. Click **OK**, and repeat steps for all additional panels.
5. When finished click **Close**.

## CARD DATABASE

### Adding cards:

1. Click the **Database** menu and select **Cards**.
2. Click **Add**.
3. Type the person's first and last name.
4. Type the person's card number.
5. Select the appropriate **Access Level** for that person.
6. Ensure the **Status** box indicates **Active**.
7. Select **Priority** based on card read status.
8. Click the **Notes** tab if additional information about the person is to be added.

**Note:** The **Note** field names can be defined by clicking the **Setup** menu and selecting **Note** fields.

**Note:** The **Badge** tab is only used with a badging system.

9. Click **OK** and repeat steps for additional cards.
10. When finished click **Close**.

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## INITIALIZING PANELS

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### Panel initialization:

1. Click the **Panel Control** tab from the **Main Alarm** menu.
2. Select **Area**.
3. Select **Panel**.
4. If **Remote Area** is selected, click **Connect**. Make sure **Connect** and **Unbuffer** are selected, then click **OK**.
5. Click **Initialize**.
6. Select the options you want sent to the panel, then click **OK**.
7. When finished with the remote site, click **Disconnect** and then **OK**.

## HISTORY REPORTS

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### Generating history reports:

1. Click **Reports**.
2. Click **History**.
3. Enter the **Date** and **Time** range. If no range is entered, a report will be generated on all dates and times currently in history files.
4. Select the type of information to be included in the report (**Card, Point, Guard, Operator, or System**). Further restrictions can be applied by clicking on **Card/Point/Operator** and selecting the appropriate restrictions.
5. Define **Area/Panel** limitations.
6. Click **OK**.

## BACKING UP DATA

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### Backing up database information:

1. Select **Backup** from the **File** menu. A dialog box will prompt you to buffer panels. Answer **Yes** to prevent incoming history data loss during backup.  
WIN-PAK will copy your database files to a subdirectory called *BACKUP* located in your WINPAK\DATABASE subdirectory.



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## RESTORING DATA

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### Restoring from a backup:

1. Select **Restore** from the **File** menu. A dialog box will prompt you to buffer panels. Answer **Yes** to prevent incoming history data loss while restoring.

WIN-PAK will restore your database files from a subdirectory called *BACKUP* located in your WINPAK\DATABASE subdirectory.

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## PANEL CONTROL

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### Controlling panels:

1. Click the **Panel Control** tab from the **Main Alarm** menu.
2. Select **Area**.
3. Select **Panel**.
4. Choose **Buffer** or **Un-Buffer**.
5. Select **Input Point** and choose **Shunt**, **Un-Shunt** or **Return to Timezone**.
6. Select **Output Point** and choose **Energize**, **De-Energize**, **Pulse** or **Return to Timezone**.

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## FINDING A RECORD

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### SEARCH TOOL



### SORT ORDER

Sort Order : 

Click the drop down arrow to display the **Sort Order** options you have to choose from. Click the search button to find the first occurrence of a record meeting the criteria. Use the search tool to find a particular record in larger databases. Simply type in the record you are looking for and click the search button. The record information that you type in the **Search Tool** box must be the type of information specified in the **Sort Order** box.