

R A D I O N I C S

READYKEY® K6100 Readykey for Windows

Programming Record Sheets

Notice

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UL Listings

UL 294 - Access Control System Units
UL 1076 - Proprietary Burglar Alarm Systems

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Introduction

These programming sheets are intended to help you determine the information required to configure a basic Readykey for Windows system.

Once completed, the information can then be entered directly into the Readykey for Windows software.

The following aspects of programming a Readykey for Windows system are covered:

1. **Divisions**
2. **Workstations**
3. **Masters**
4. **Sites**
5. **Door Controllers**
6. **Areas**
7. **Doors**
8. **Time Periods**
9. **Time Profiles**
10. **Access Groups**
11. **Divisional Access Groups**
12. **Departments**
13. **Workgroups**
14. **Personnel**

Some of the programming sheets include space for many of the same items - e.g. up to five workstations may be entered onto a single page. Others, for example, divisions, require a separate sheet for each division being programmed.

If more of any item are being created in any one part of Readykey for Windows, than the appropriate sheet should be photocopied as required.

Before attempting to complete these programming sheets, you should be familiar with the following Readykey for Windows documents:

- *Readykey for Windows System Overview*
- *Readykey for Windows System Programming Manual*

Certain information boxes require a choice to be selected within Readykey for Windows - in these cases all the choices are shown in *italics* - delete the settings that are not applicable.

Personnel Information

A large amount of information needs to be entered for each keyholder. To limit the amount of space required, a system of 'references' for Departments, Workgroups, Access Groups and Divisional Access Groups is suggested - these should be an abbreviation or mnemonic of the full name of the Department, Workgroup, Access Group or Divisional Access Group. A space for the 'reference' is included on the programming sheet, next to the full name of the relevant item.

In addition, no space is included on the programming sheet for each keyholder for the 'Extra Information' boxes (20 are available, each with up to 120 characters), or the Key code of the ID device being assigned.

1. Divisions

Division Name	
Description	
Oldest Controller	<i>K2100/K1100 with 18,000 Personnel / K2100/K1100 Version 3.0 or later / K2100/K1100 / K2000-N</i>
Default ID Device	
Extra Info Title 1	
Extra Info Title 2	
Extra Info Title 3	
Extra Info Title 4	
Extra Info Title 5	
Extra Info Title 6	
Extra Info Title 7	
Extra Info Title 8	
Extra Info Title 9	
Extra Info Title 10	
Extra Info Title 11	
Extra Info Title 12	
Extra Info Title 13	
Extra Info Title 14	
Extra Info Title 15	
Extra Info Title 16	
Extra Info Title 17	
Extra Info Title 18	
Extra Info Title 19	
Extra Info Title 20	

2. Workstations

Workstation Name		Number	
Description			
Admin Port 1	COM 1 / COM 2 / COM 3 / COM 4		
Admin Port 2	COM 1 / COM 2 / COM 3 / COM 4		

Workstation Name		Number	
Description			
Admin Port 1	COM 1 / COM 2 / COM 3 / COM 4		
Admin Port 2	COM 1 / COM 2 / COM 3 / COM 4		

Workstation Name		Number	
Description			
Admin Port 1	COM 1 / COM 2 / COM 3 / COM 4		
Admin Port 2	COM 1 / COM 2 / COM 3 / COM 4		

Workstation Name		Number	
Description			
Admin Port 1	COM 1 / COM 2 / COM 3 / COM 4		
Admin Port 2	COM 1 / COM 2 / COM 3 / COM 4		

Workstation Name		Number	
Description			
Admin Port 1	COM 1 / COM 2 / COM 3 / COM 4		
Admin Port 2	COM 1 / COM 2 / COM 3 / COM 4		

3. Masters

Master Name	
Description	
Type	<i>K2100/K1100 / Single Site CNC / Multi-Site CNC</i>
Workstation	
Workstation Port	<i>COM 1 / COM 2 / COM 3 / COM 4</i>

Master Name	
Description	
Type	<i>K2100/K1100 / Single Site CNC / Multi-Site CNC</i>
Workstation	
Workstation Port	<i>COM 1 / COM 2 / COM 3 / COM 4</i>

Master Name	
Description	
Type	<i>K2100/K1100 / Single Site CNC / Multi-Site CNC</i>
Workstation	
Workstation Port	<i>COM 1 / COM 2 / COM 3 / COM 4</i>

Master Name	
Description	
Type	<i>K2100/K1100 / Single Site CNC / Multi-Site CNC</i>
Workstation	
Workstation Port	<i>COM 1 / COM 2 / COM 3 / COM 4</i>

4. Sites

Division _____

Site Name			
Master			
Port	<i>Six Wire Bus / RS-232 Port 1 / RS-232 Port 2 / RS-232 Port 3</i>		
Communications Type	<i>Six Wire Bus / Direct RS-232 / Direct RS-232 & Dataswitch / Direct RS-232 Cluster / Modem / Modem & Dataswitch / Modem Cluster</i>		
Telephone			
Baud Rate		Duration	
Dial Time 1		Dial Time 2	

Site Name			
Master			
Port	<i>Six Wire Bus / RS-232 Port 1 / RS-232 Port 2 / RS-232 Port 3</i>		
Communications Type	<i>Six Wire Bus / Direct RS-232 / Direct RS-232 & Dataswitch / Direct RS-232 Cluster / Modem / Modem & Dataswitch / Modem Cluster</i>		
Telephone			
Baud Rate		Duration	
Dial Time 1		Dial Time 2	

Site Name			
Master			
Port	<i>Six Wire Bus / RS-232 Port 1 / RS-232 Port 2 / RS-232 Port 3</i>		
Communications Type	<i>Six Wire Bus / Direct RS-232 / Direct RS-232 & Dataswitch / Direct RS-232 Cluster / Modem / Modem & Dataswitch / Modem Cluster</i>		
Telephone			
Baud Rate		Duration	
Dial Time 1		Dial Time 2	

5. Door Controllers

Division _____ Site _____

Controller Name			Address	
Description			Enabled?	Yes / No
Controller Type	K2100 with 18,000 Personnel / K1100 with 18,000 Personnel / K2100 Version 3.0 or later / K1100 Version 3.0 or later / K2100 / K1100 / K2000-N			
Lock Sharing Channels 1 & 4 (1 & 2 for K1100)	Yes / No	Lock Sharing Channels 2 & 3 (not K1100)	Yes / No	
Anti-Passback Channels 1 & 4 (1 & 2 for K1100)	Yes / No	Anti-Passback Channels 2 & 3 (not K1100)	Yes / No	
Manual Alarm Accept (K2100 & K1100 Version 2.2 or later only)	Yes / No	Passback Timeout	0 / 10 / 20 / 30 minutes	

Controller Name			Address	
Description			Enabled?	Yes / No
Controller Type	K2100 with 18,000 Personnel / K1100 with 18,000 Personnel / K2100 Version 3.0 or later / K1100 Version 3.0 or later / K2100 / K1100 / K2000-N			
Lock Sharing Channels 1 & 4 (1 & 2 for K1100)	Yes / No	Lock Sharing Channels 2 & 3 (not K1100)	Yes / No	
Anti-Passback Channels 1 & 4 (1 & 2 for K1100)	Yes / No	Anti-Passback Channels 2 & 3 (not K1100)	Yes / No	
Manual Alarm Accept (K2100 & K1100 Version 2.2 or later only)	Yes / No	Passback Timeout	0 / 10 / 20 / 30 minutes	

6. Areas

Division _____ Site _____

Name	
Description	
Entry Doors	

Name	
Description	
Entry Doors	

Name	
Description	
Entry Doors	

7. Doors

Division _____ Site _____

Controller Name _____

Channel 1 Name				Channel 2 Name			
Description				Description			
Entry Area				Entry Area			
Time Profile				Time Profile			
LRT		DOT		LRT		DOT	
Reader Type				Reader Type			
PIN Reader Time Profile				PIN Reader Time Profile			
Lock Type <i>Fail Safe / Fail Secure</i>				Lock Type <i>Fail Safe / Fail Secure</i>			
RTE <i>Request to Exit / Request for Entry</i>				RTE <i>Request to Exit / Request for Entry</i>			
Exit Out of Hours <i>Yes / No</i>				Exit Out of Hours <i>Yes / No</i>			
Emergency <i>Yes / No</i>		Free <i>Yes / No</i>		Emergency <i>Yes / No</i>		Free <i>Yes / No</i>	
Override		Exit		Override		Exit	
Elevator Reader <i>Yes / No</i>				Elevator Reader <i>Yes / No</i>			
Channel 3 Name				Channel 4 Name			
Description				Description			
Entry Area				Entry Area			
Time Profile				Time Profile			
LRT		DOT		LRT		DOT	
Reader Type _____				Reader Type _____			
PIN Reader Time Profile				PIN Reader Time Profile			
Lock Type <i>Fail Safe / Fail Secure</i>				Lock Type <i>Fail Safe / Fail Secure</i>			
RTE <i>Request to Exit / Request for Entry</i>				RTE <i>Request to Exit / Request for Entry</i>			
Exit Out of Hours <i>Yes / No</i>				Exit Out of Hours <i>Yes / No</i>			
Emergency <i>Yes / No</i>		Free <i>Yes / No</i>		Emergency <i>Yes / No</i>		Free <i>Yes / No</i>	
Override		Exit		Override		Exit	
Elevator Reader <i>Yes / No</i>				Elevator Reader <i>Yes / No</i>			

8. Time Periods

Division _____

Name			
Start Time	:	End Time	:
Monday	Yes / No	Friday	Yes / No
Tuesday	Yes / No	Saturday	Yes / No
Wednesday	Yes / No	Sunday	Yes / No
Thursday	Yes / No	System Holiday	Yes / No

Name			
Start Time	:	End Time	:
Monday	Yes / No	Friday	Yes / No
Tuesday	Yes / No	Saturday	Yes / No
Wednesday	Yes / No	Sunday	Yes / No
Thursday	Yes / No	System Holiday	Yes / No

Name			
Start Time	:	End Time	:
Monday	Yes / No	Friday	Yes / No
Tuesday	Yes / No	Saturday	Yes / No
Wednesday	Yes / No	Sunday	Yes / No
Thursday	Yes / No	System Holiday	Yes / No

Name			
Start Time	:	End Time	:
Monday	Yes / No	Friday	Yes / No
Tuesday	Yes / No	Saturday	Yes / No
Wednesday	Yes / No	Sunday	Yes / No
Thursday	Yes / No	System Holiday	Yes / No

9. Time Profiles

Division _____

Name		
Description		
Time Profile Enabled	Yes / No	
Time Period 1		
Time Period 2		
Time Period 3		

Name		
Description		
Time Profile Enabled	Yes / No	
Time Period 1		
Time Period 2		
Time Period 3		

Name		
Description		
Time Profile Enabled	Yes / No	
Time Period 1		
Time Period 2		
Time Period 3		

Name		
Description		
Time Profile Enabled	Yes / No	
Time Period 1		
Time Period 2		
Time Period 3		

10. Access Groups

Division _____ Site _____

Name			Reference	
Description				
Time Profile 1			Time Profile 2	
Areas List 1		Areas List 2		

Name			Reference	
Description				
Time Profile 1			Time Profile 2	
Areas List 1		Areas List 2		

11. Divisional Access Groups

Division

Name		Reference	
Description			
Site	Access Group for Site		

Name		Reference	
Description			
Site	Access Group for Site		

12. Departments

Division

Name		Reference	
Description			
Manager			
Access Groups			

Name		Reference	
Description			
Manager			
Access Groups			

Name		Reference	
Description			
Manager			
Access Groups			

13. Workgroups

Division

Name		Reference	
Description			
Department			
Access Groups			

Name		Reference	
Description			
Department			
Access Groups			

14. Personnel

Division _____

Surname	Forenames	Department Reference	Workgroup Reference	Access Group or DAG Ref.	Type	Start Date	End Date
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
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					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		

Division _____

Surname	Forenames	Department Reference	Workgroup Reference	Access Group or DAG Ref.	Type	Start Date	End Date
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
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					<i>Pers./ Visitor</i>		