

SPECIAL EDITION ENTRAPASS™





Installation and Configuration in 8 Easy Steps

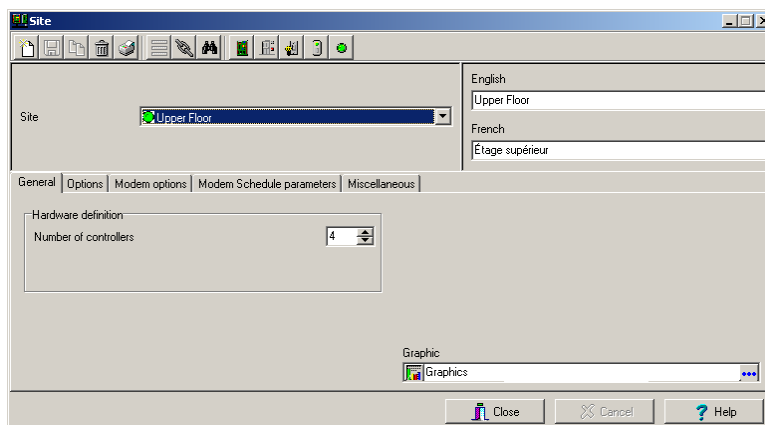
This document addresses the needs of the professional EntraPass installer for a summary of the steps involved in the installation and configuration of the customer's system. Please refer to the EntraPass User Reference Manual DN1420 for in-depth instructions.

1 Install the EntraPass Software


- a) Install the EntraPass software using the installation serial number (16 digits) found on the CD-ROM pocket.
- b) After installation, restart the computer.

2 Define the Logical Components

- a) Start EntraPass by double-clicking on the EntraPass Special Edition desktop icon .
- b) Log in by typing **kantech** in both username and password fields.
- c) Select the **Devices** tab on the EntraPass toolbar followed by the **Site** button. Click the **New**  icon in the site definition window.

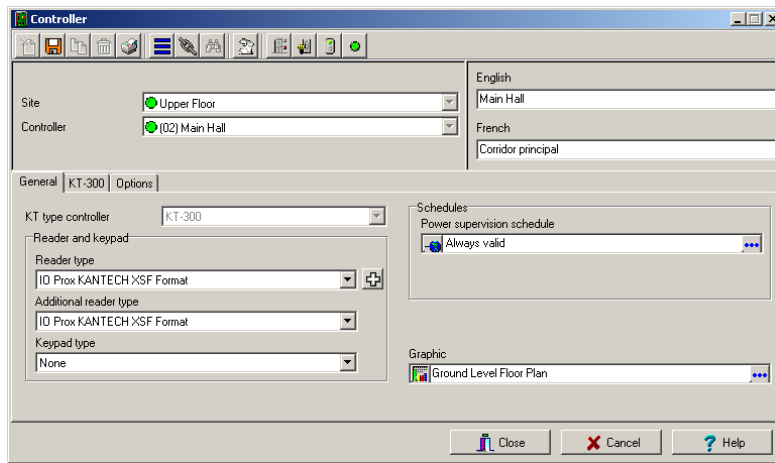



- Rename the **Site** (use the name of the building or floor where the controllers are installed).
- Select the number of controllers.

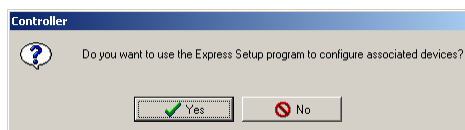
- Click the **Options** tab and select the **Connection type** used to connect the site to EntraPass. Select **Direct** if communication uses a serial port (specify port and baud rate); select **TCP/IP** if communication uses an IP address (to be specified) or select **Modem** if communication uses modems (host and site). Once **Modem** is selected, click the **Modem option** tab to configure site modem connection parameters.
- d) Click  to save your work.

3 Configure the Physical Components

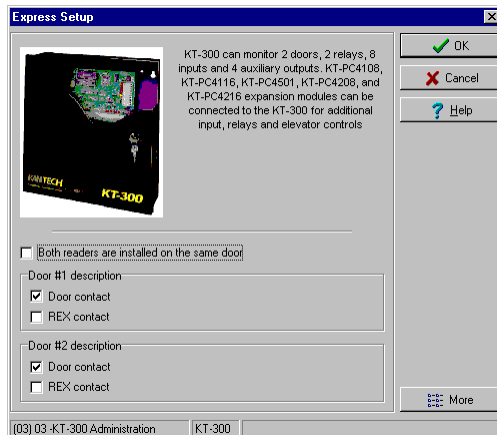
- a) Select the **Devices** tab on the EntraPass toolbar followed by the **Controller** button. This will bring up the Controller definition window.



- b) Select the first controller and customize its name. This example makes use of a KT-300 controller.
- c) Select the reader type or select **None** in the **Keypad type** selection field if no keypad is used.
- d) Select the additional reader type, if applicable.
- e) Select the **KT-300** tab and enter the serial number of the controller. Usually, the number is found on the controller label. Please consult the controller's user manual for complete setup and configuration instructions.
- f) Click  to save your work. You will be prompted to launch Express Setup.



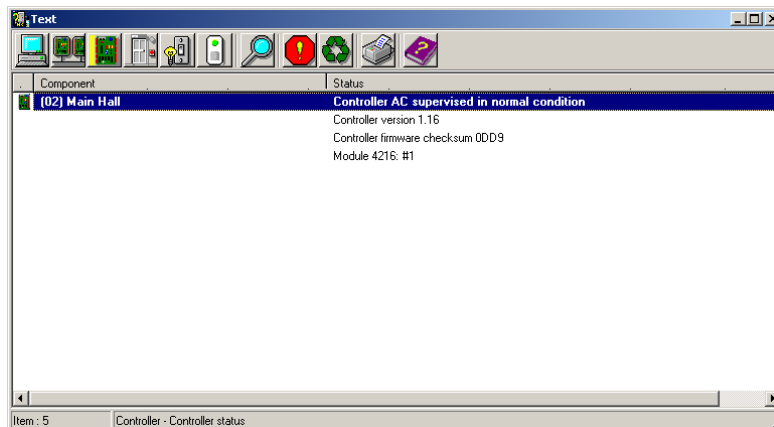
- g) Click **Yes** to the system prompt to launch the Express Setup utility.




- h) Check **Door Contact** or **REX Contact** if one or the other is used on door 1 and/or door 2. Refer to the EntraPass user reference manual for complete Express Setup instructions.

4 Obtain System Status

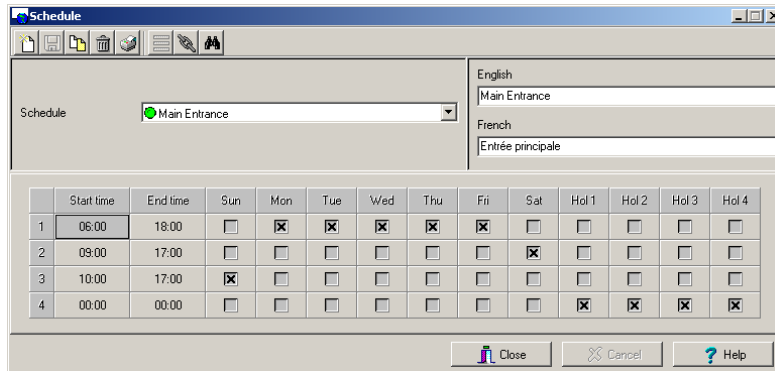
- a) Click the **Status** tab on the EntraPass toolbar followed by the **Text** button.





- b) In the text status window, click the controller  icon, select the controller then click **OK**. Make sure communication was established.
- c) If not,
- Go to **Devices** → **Site** to make sure that the correct COM port is selected.
 - Verify the serial number of the controller under **Devices** → **Controller**.
 - Go to **Operation** → **Reload data**, then click **OK** at the system prompt.
 - Hard reset the controller.

5 Define Schedules (up to 100 per system)

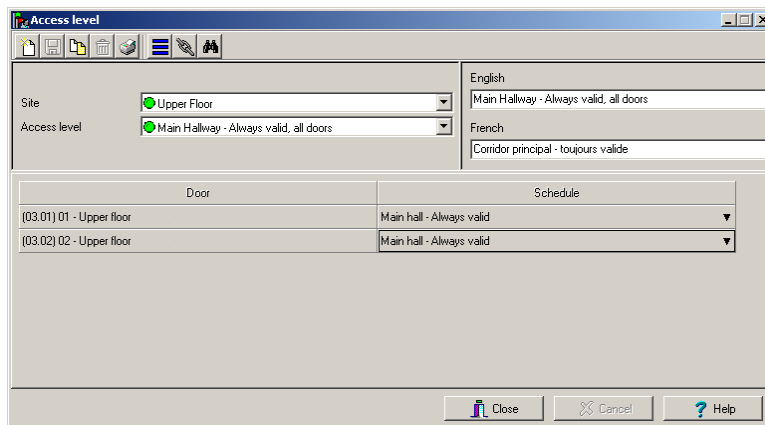
- a) Click on the **Definition** tab on the EntraPass toolbar followed by the **Schedule** button.





- b) Click the **New** icon  and rename the schedule (by way of a clear description).
 c) Enter the **Start time** and **End time** using the 24-hour time format.
 d) Check the boxes under the day(s) of the week during which you want the schedule to be valid.
 e) Click  to save your work.

6 Define the Cardholder Access Levels



- a) Click the **Users** tab on the EntraPass toolbar and click the **Access Level** button.



- b) Click the **New** icon  and give the access level a meaningful name.
 c) Assign a schedule to each door listed. Assign **None** if you do not want the cardholder to ever access this door; assign **Always valid** to allow the user to access this door at all times; assign any other schedule if you want the cardholder to have access to the door only during schedule validity.
 d) Click  to save your work.

7 Define User Cards

- a) Click the **Users** tab in the EntraPass toolbar then click **Card**.

- b) Click the **New** icon .
- c) Enter the card number and press ENTER.
- d) Enter the card user name.
- e) Complete all card information fields (if required). Note that you can rename an information field labels simply by double-clicking on it.
- f) Click the **Access Level** tab and assign the desired access level.
- g) Click  to save your work.

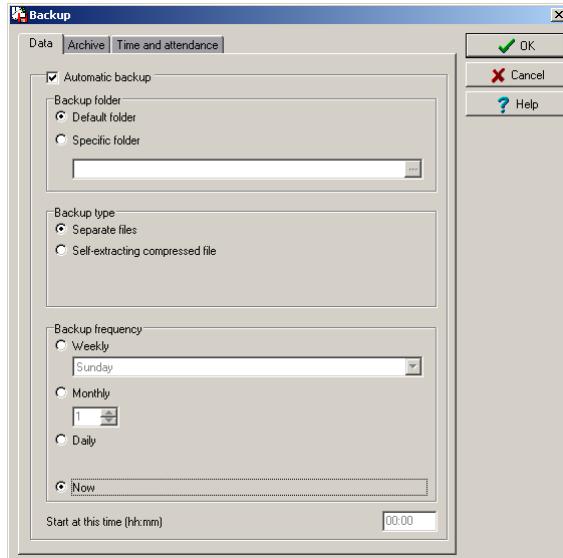
8 Run System Check and Perform Database Backup

- a) Present a card to the nearest reader.
- b) Display the Messages desktop.

Date and time	Event message	eta
31/08/2004 11:33:32 AM	Login on workstation	W
18/08/2004 2:38:36 PM	Modification de la définition d'une carte	W
18/08/2004 2:37:31 PM	Modification de la définition d'une carte	W
18/08/2004 2:38:35 PM	Modification de la définition d'une carte	W
24/08/2004 9:24:06 AM	Door group definition modified	W
24/08/2004 9:26:12 AM	Event parameter definition modified	W
18/08/2004 9:36:40 AM	Modification de la définition d'un rapport historique	W
19/08/2004 11:46:19 AM	Site definition modified	W
19/08/2004 11:46:44 AM	Contoller definition modified	W
19/08/2004 11:46:51 AM	Door definition modified	W
19/08/2004 11:46:52 AM	Door definition modified	W
19/08/2004 11:46:52 AM	Auxiliary output definition modified	W
19/08/2004 11:46:52 AM	Auxiliary output definition modified	W
19/08/2004 11:46:52 AM	Auxiliary output definition modified	W
19/08/2004 11:46:53 AM	Auxiliary output definition modified	W
19/08/2004 11:47:31 AM	Input definition modified	W
19/08/2004 11:48:21 AM	Relay definition modified	W
24/08/2004 9:27:52 AM	Historical report definition modified	W
24/08/2004 9:28:11 AM	Historical report definition modified	W
18/08/2004 2:38:35 PM	Computer Room Door Access	W

18/08/2004 2:38:35 PM Computer Room Door Access Workstation EntraPass Special Edition Installer 12.07081, New user

- c) Point to the door opening message line and make sure that details include the correct card number and door name. Remember to click the **Restart scrolling** button inside the message desktop to view the latest messages.
- d) Click the **Backup** tab in the EntraPass toolbar, followed by the **Backup** tool button.



- e) Check **Automatic Backup**.
- f) In the **Backup frequency** section, click **Now** then click **OK**.
- g) Look to the bottom left-hand side of the EntraPass workplace. Notice that the second indicator will switch from green to red while backup is in progress. It will return green once backup is completed.

Note:

- o To add controllers, repeat step ②.
- o To add user cards, repeat step ⑦.