

Continental Access

A Napco Security Group Company



CardAccess 3000 QUICK START PROGRAMMING GUIDE V2.9.x

Note: For use on a new V2.9.x installation.

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CardAccess® 3000 



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Important Information - Must be read before programming software.

- 1) Verify the CardAccess 3000 V2.9.x is installed and the security key is functioning properly prior to following this programming guide. During the CardAccess 3000 installation, two databases are created automatically. Verify the CardAccess 3000 launches and you can log in with the default user account (user name =Admin and password =q).
- 2) The Continental Access polling cable consists of 3 wires with a 9 pin connector on one end and three flying leads on the other end. Below is the wiring connection to the panel.

9pin

Panel (polling connector)

Pin 2 -----TXD (Purple wire)

Pin 3 -----RXD (Red Wire)

Pin 5 -----GND (Brown Wire)

- 3) This document does not include the functionality of the integration features (ex. Napco, DVRs, Wireless locks...). Refer to the Continental Website for documents covering the integration features.

Scope

This document contains information regarding the programming of the CardAccess 3000 V2.9.x and later. During the installation, the CardAccess 3000 pre-configures most of the settings required for a basic system. The following steps will guide you through programming the remaining necessary items to get a basic system operating (Comport, Panel, Schedule, Reader, Access Group and Personnel).

Prerequisites

- 1) Complete the installation of the CardAccess 3000 software and verify the program launches using the 2 databases created during the installation. Verify the security key is being recognized and you can log into the CardAccess 3000 using the default user name and password.
- 2) Connect one panel with one reader to the PC running the CardAccess 3000 software. Connect using a **polling cable** from the host computer to the polling connector on the panel. If you are installing a large system, keep the connected hardware at a minimum until you get the basic system operating.

Basic Programming for Easy System Setup

(You must configure the following basic items to get a system operational)

Launching the CardAccess 3000

To Launch the CardAccess 3000 software, **Click** the **CA3000 Launcher** icon on the desktop (refer to figure 1).

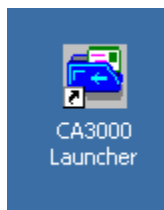


Figure 1.

The CardAccess 3000 Log In screen will display (refer to figure 2).

Log On to CardAccess 3000

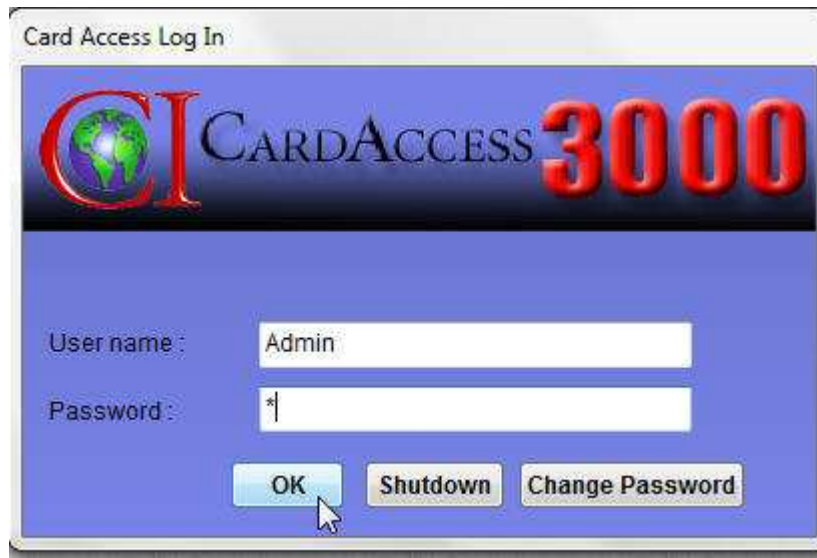


Figure 2.

Enter the default **User name** (Admin) and **password** (q). Click **OK**. The CardAccess 3000 event grid will display (refer to figure 3).

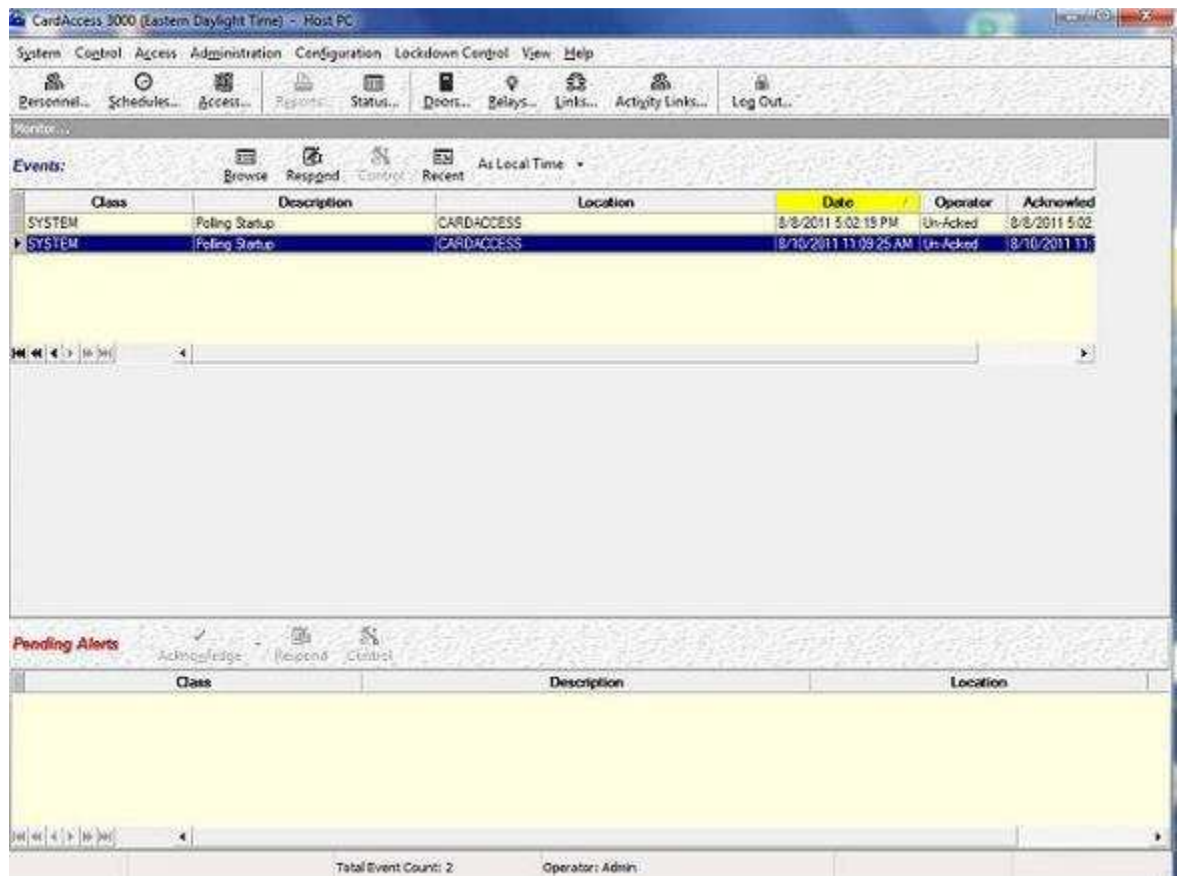


Figure 3.

Note: If the event grid is green, click the **Track** button. The Track button will change to Browse. This view will allow you to view live events being received from the panel.

Configure a Comport (refer to steps on page 7)

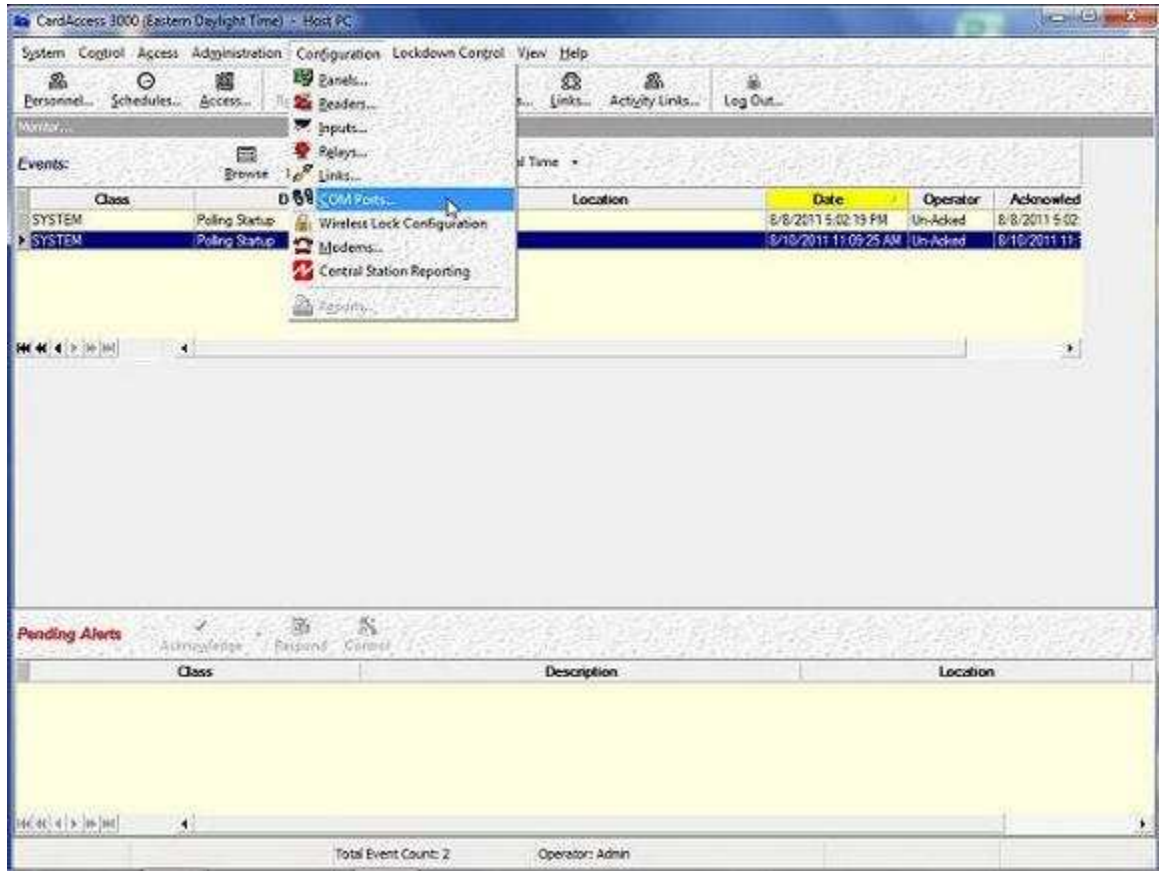


Figure 4.

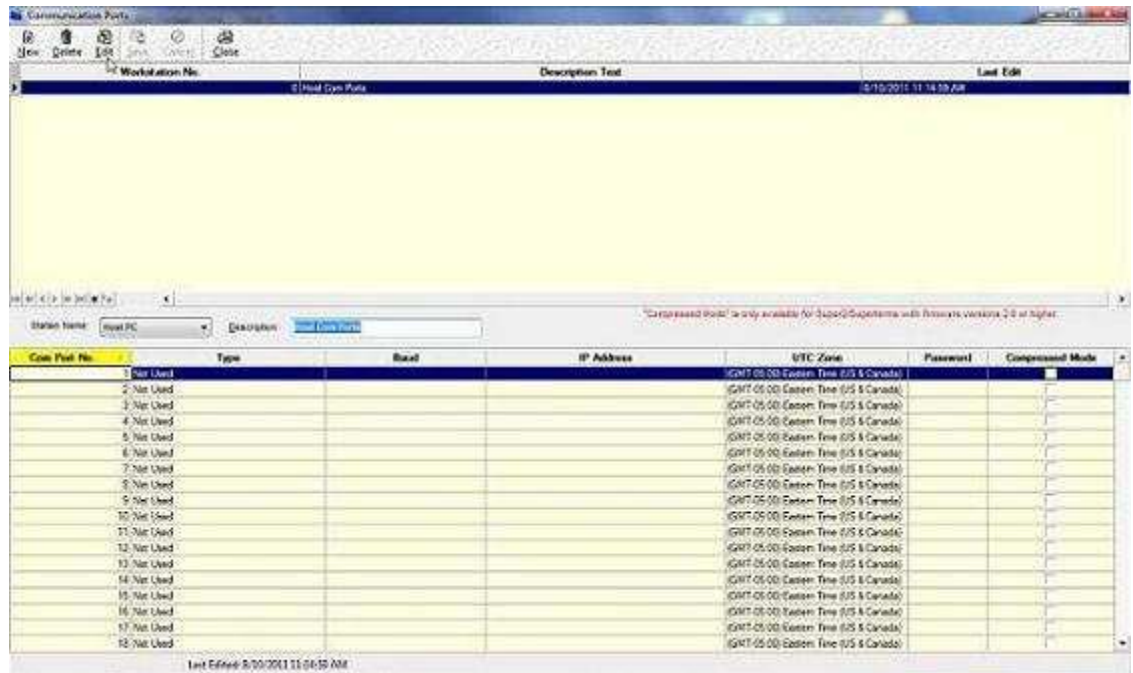


Figure 5.

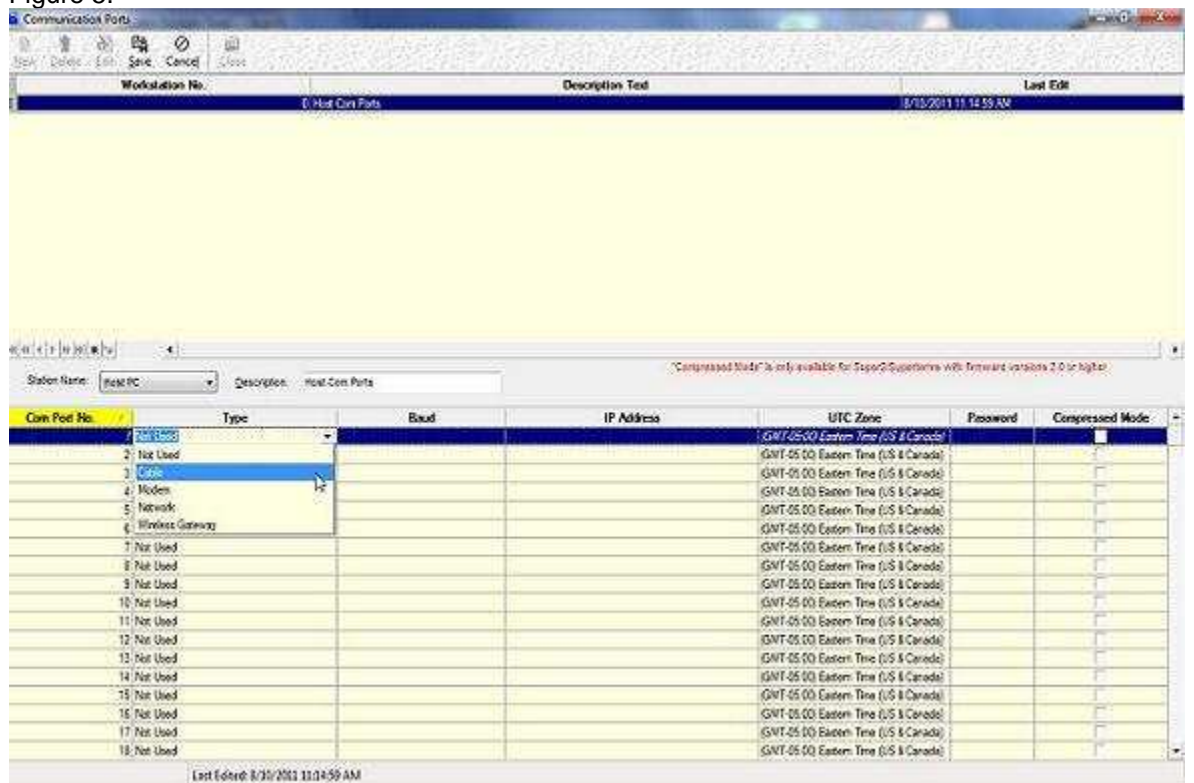
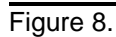


Figure 6.



Click **Configuration/Comports** from the main menu (refer to figure 4). The **Communication Ports** screen will display (refer to figure 5).

Note: By default, the **Station Name** displays **Host PC** and **Description** displays **Host Com Ports**. **DO NOT** change this.

Very Important: **DO NOT CLICK NEW** on the Communication Ports screen. You must click **EDIT** and **SAVE** on this screen. The only time you would click **NEW** is if you purchased a secondary communication server for the CA3000 (**Note:** Adding a secondary communication server is not covered in this document).

WARNING: Clicking **NEW** on the Communication Ports screen could result in losing all your com port settings.

Click **Edit**. Highlight the com port you are configuring (refer to figure 5). Select **Com 1** for this example.

Note: If you are configuring a com port for a Lantronix or Network Interface board, it is **highly recommended** to select com port 5 or higher.

Click the drop down box **Type** to select the type of device you are using. Select **Cable** (Refer to figure 6).

Click the drop down box **Baud** to select baud rate (refer to figure 7). Select **9600**. **Note:** If you are using a network device, you **MUST** leave the baud rate blank. If you select Cable or Modem, you must select the proper baud rate for your device.

Very Important: Click the drop down box **UTZ Zone** to select the correct time zone the **panel** is in (refer to figure 8). **NOTE:** In most cases, the panel will be in the same time zone as the host computer. If the panel is in a different time zone, you must set this for the correct time zone. If this setting is incorrect, the GUI will display the wrong time for the alerts being received.

Note: Do not select **Compressed** mode.

Click **Save** to save all your Communication Ports settings.

Configure a Panel (refer to steps on page 10)

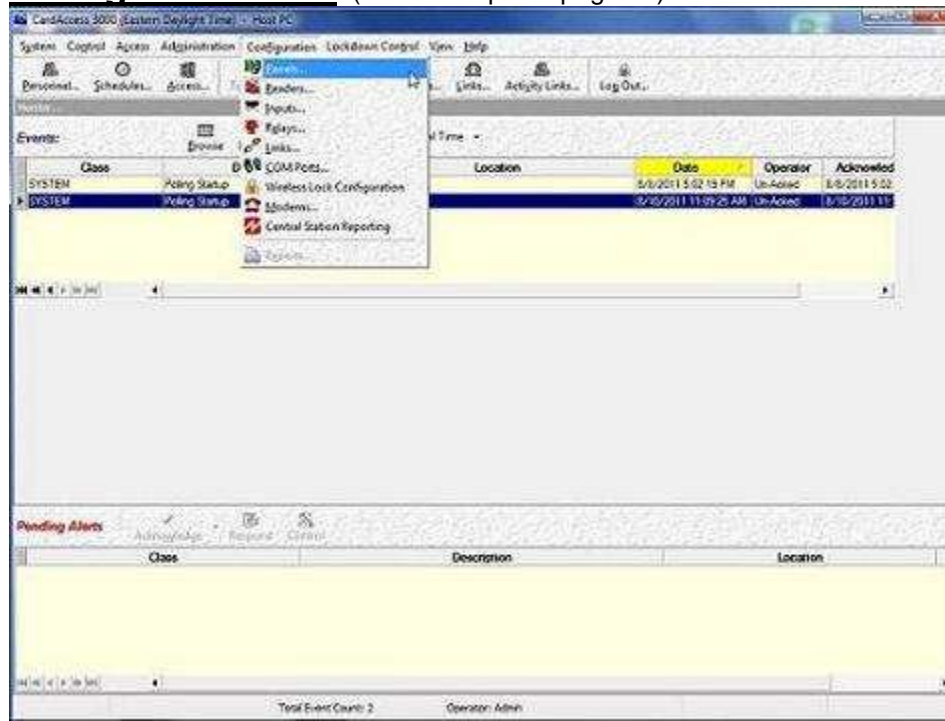


Figure 9.

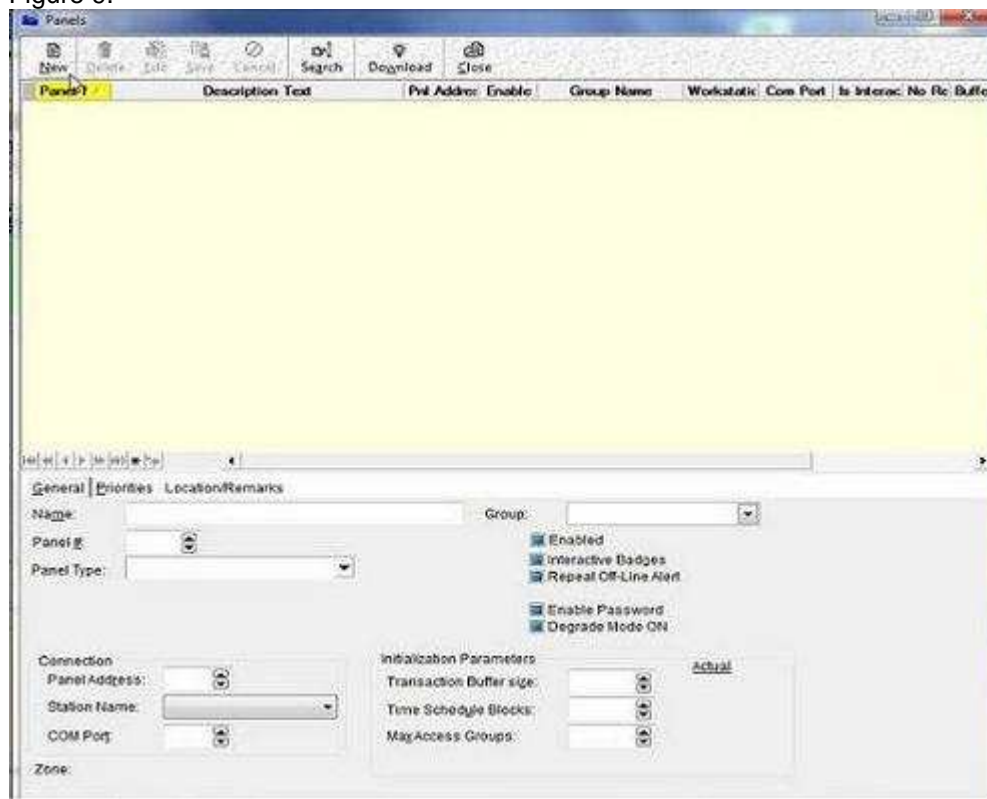


Figure 10.

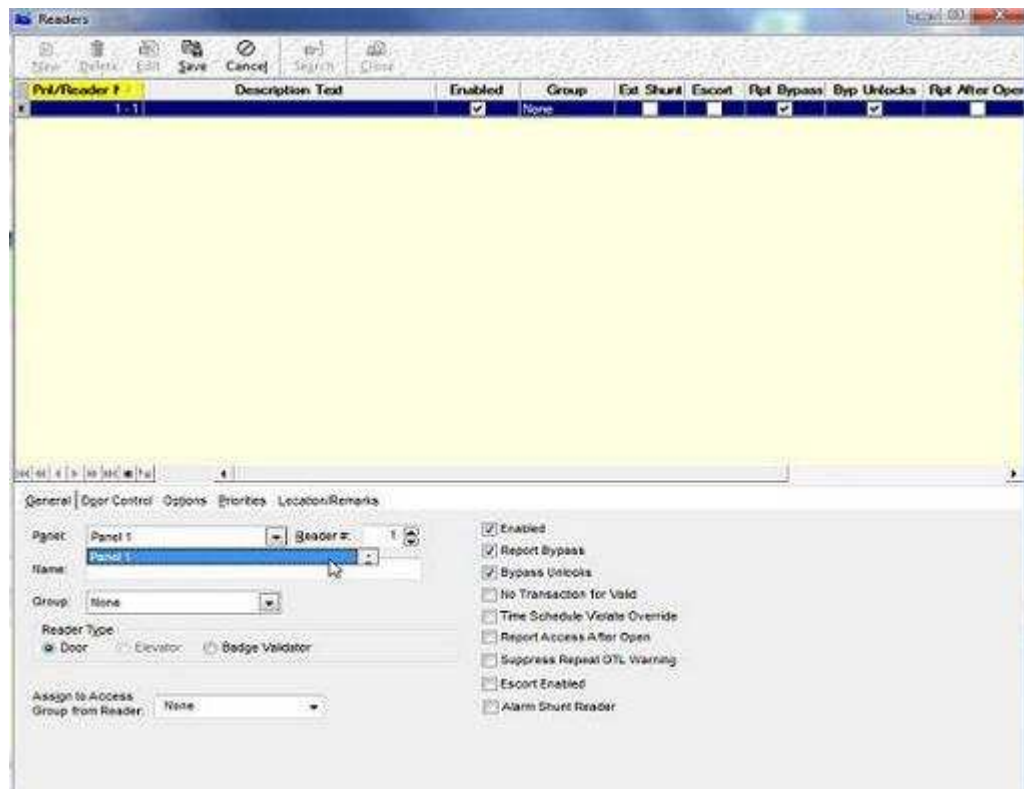


Figure 11.

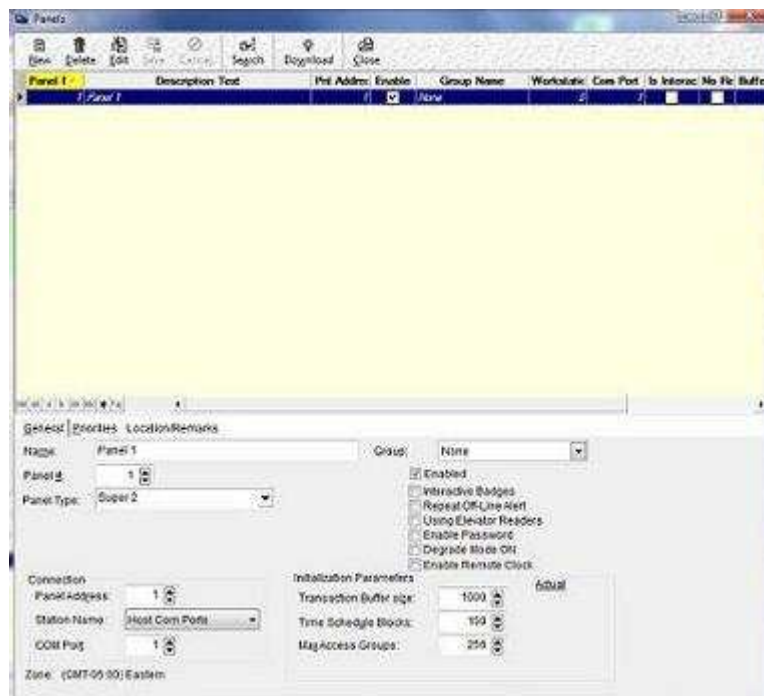


Figure 12.

Click **Configuration/Panels** from the main menu (refer to figure 9). The **Panels** screen will display (refer to figure 10).

Click **New** (refer to figure 10).

Enter **Name** for the Panel (ex. Panel 1).

Click the drop down box **Panel Type** to select the correct panel type (refer to figure 11).

Set the **Panel Address** to match the address set on the panel (Address 1 is the default).

Station Name will default to **Host Com Ports**. Do not change.

Set the **COM Port** for the correct com port the panel is connected to.

Verify **Enabled** is selected (this is the default). All other settings, leave at the default.

Verify all the settings are correct. Click **Save** (refer to figure 12).

Note: After a com port and a panel are configured, the panel should start communicating to the host (**Note:** Verify the polling cable is connected). If it is a newer panel with downloadable firmware, the panel should request a firmware download and the firmware download should automatically start. Refer to the event grid and the communication driver screen to determine if you have established communications.

Configure a Schedule (refer to steps on page 13)

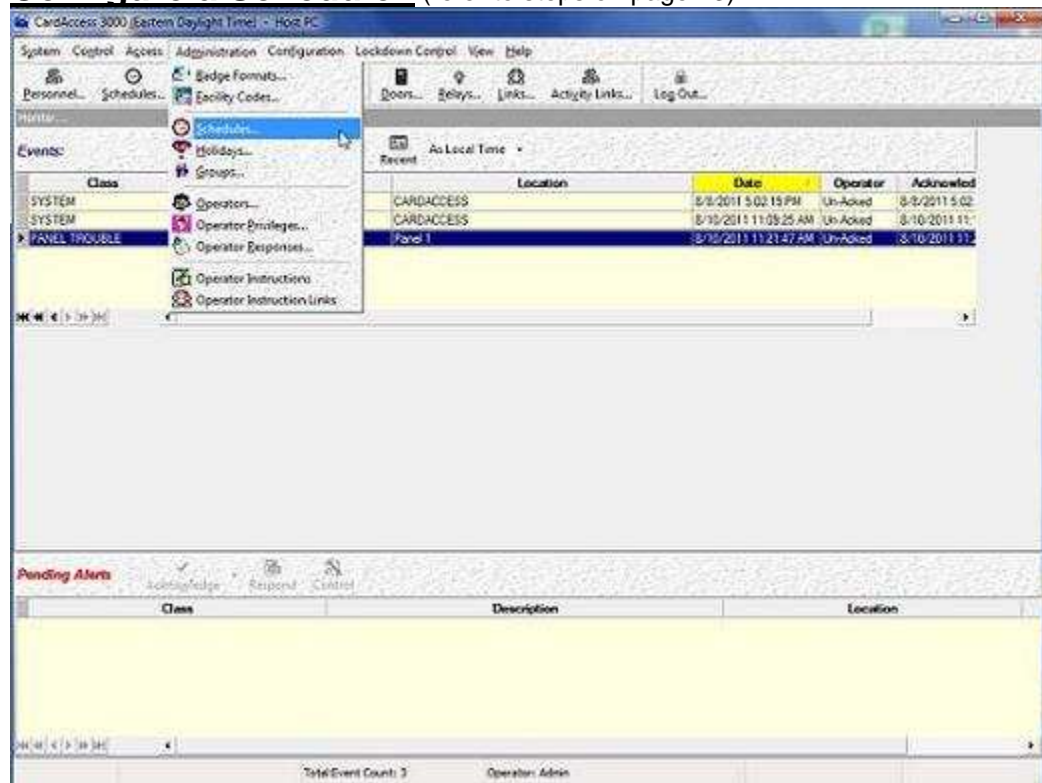


Figure 13.

The screenshot shows the 'Schedules' application window. At the top is a toolbar with icons for New, Delete, Edit, Save, Cancel, Search, and Close. Below the toolbar is a table with four columns: 'Schedule No.', 'Description Text', 'Group Name', and 'Last Edit'. The table is currently empty. Below the table is a form with the following fields:

- Schedule No.:** A text box containing the value '1'.
- Description:** An empty text box.
- Group:** A dropdown menu.

Below the form is another table with four columns: 'Start Day', 'End Day', 'Start Time', and 'End Time'. This table is also empty. To the right of this table are two buttons: 'New Block' and 'Delete Block'.

Figure 14.

The screenshot shows the 'Schedules' application window with the table and form fields populated. The table has one row with the following data:

Schedule No.	Description Text	Group Name	Last Edit
1		None	12/30/1899 5:08:00 AM

The form fields are:

- Schedule No.:** A text box containing the value '1'.
- Description:** A text box containing the value '24/7'.
- Group:** A dropdown menu with the value 'None'.

The table below the form has the same columns as in Figure 14: 'Start Day', 'End Day', 'Start Time', and 'End Time'. It is currently empty. The 'New Block' and 'Delete Block' buttons are still present on the right.

Figure 15.

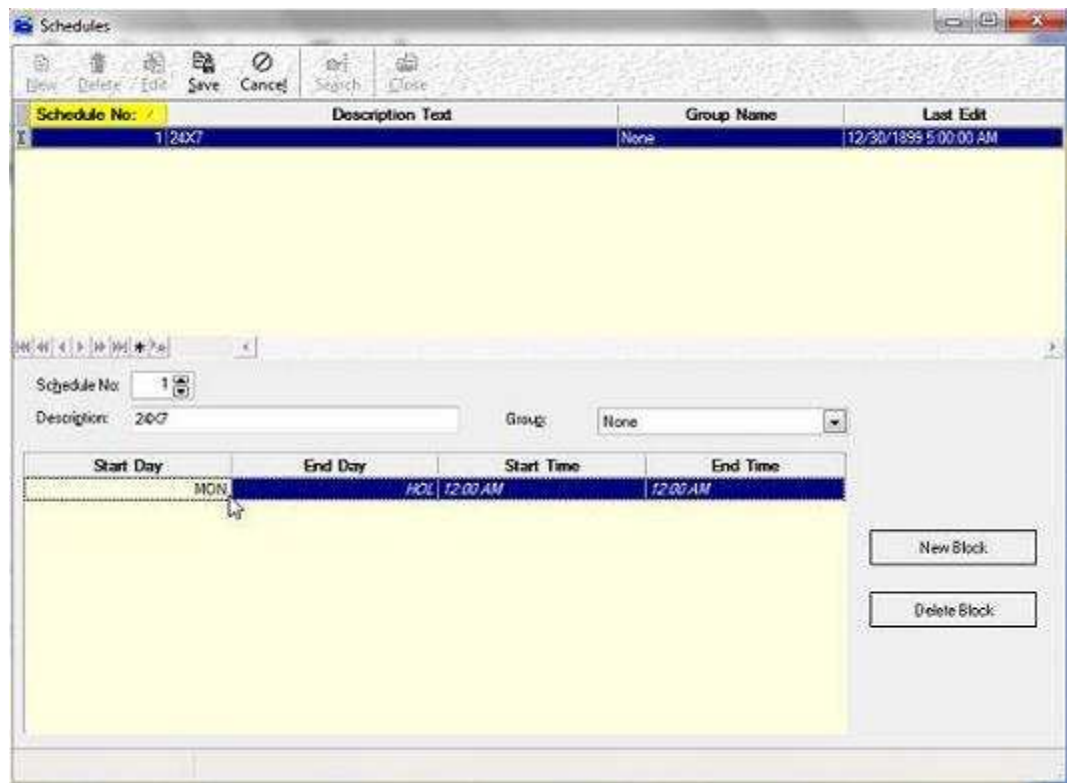


Figure 16.

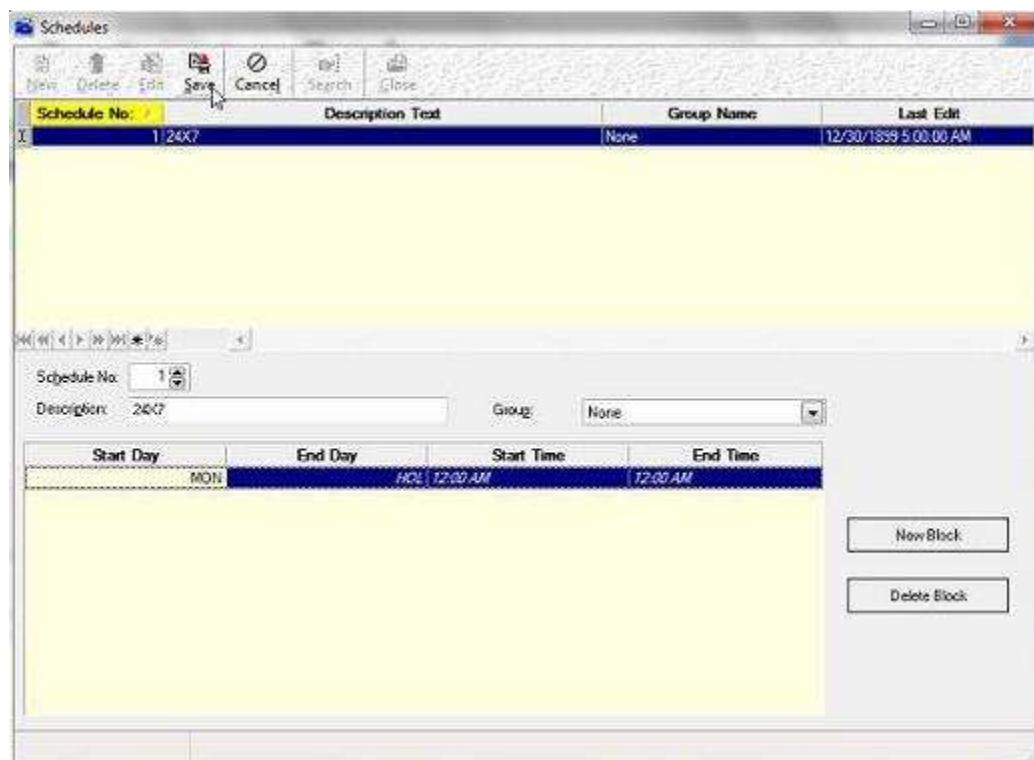


Figure 17.

Click **Administration/Schedules** from the main menu (refer to figure 13).

Click **New** (refer to figure 14).

Enter **Description** (name) for the schedule. Note: The first schedule you create should be a 24 x 7 schedule. Set Description = 24 x 7 (refer to figure 15).

Click under the text **Start Day** to populate the first schedule. A 24 x 7 schedule populates by default. The fields populate with MON - HOL 12:00AM to 12:00AM (refer to figure 16).

Click **Save**. A schedule that is active all the time (24 X 7 - MON thru HOL) has been created (refer to figure 17).

Configure a Reader (refer to steps on page 16)



Figure 18.

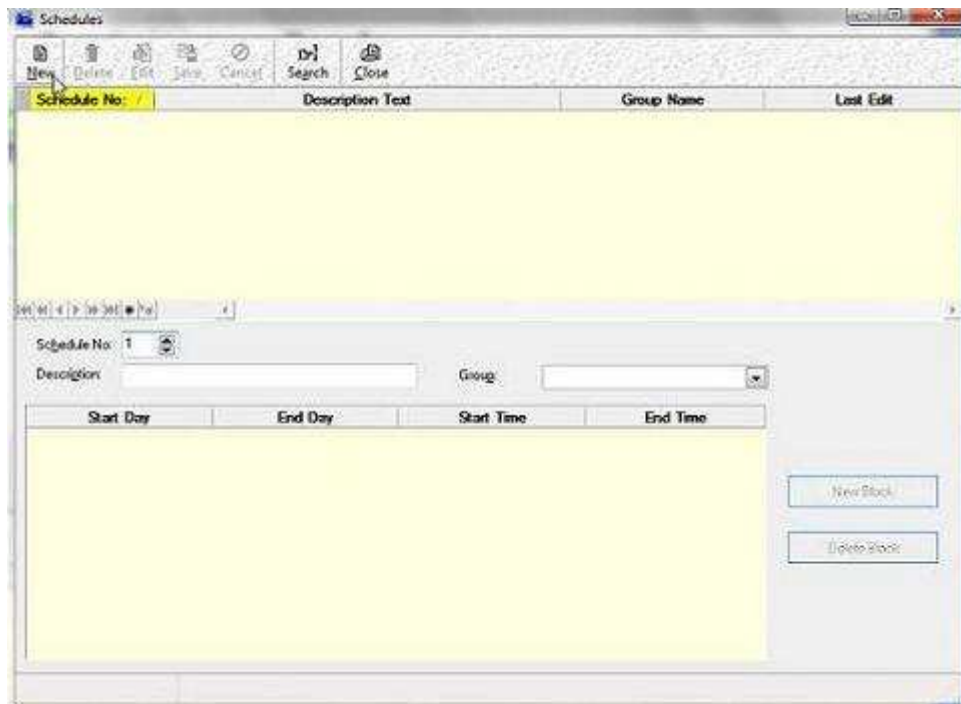


Figure 19.

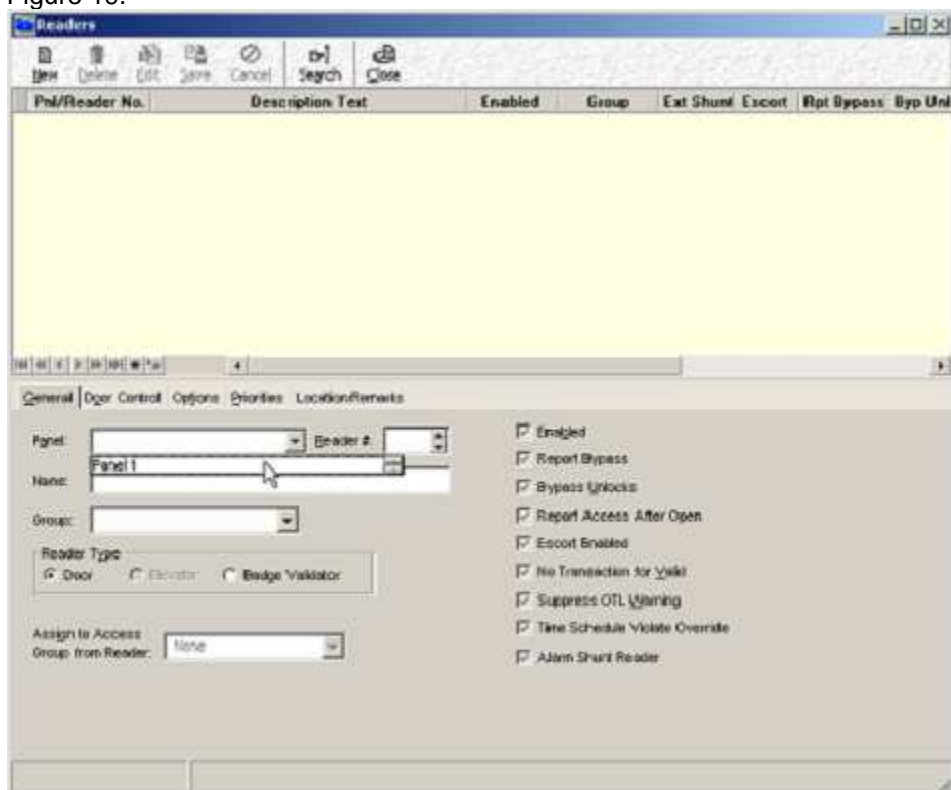


Figure 20.

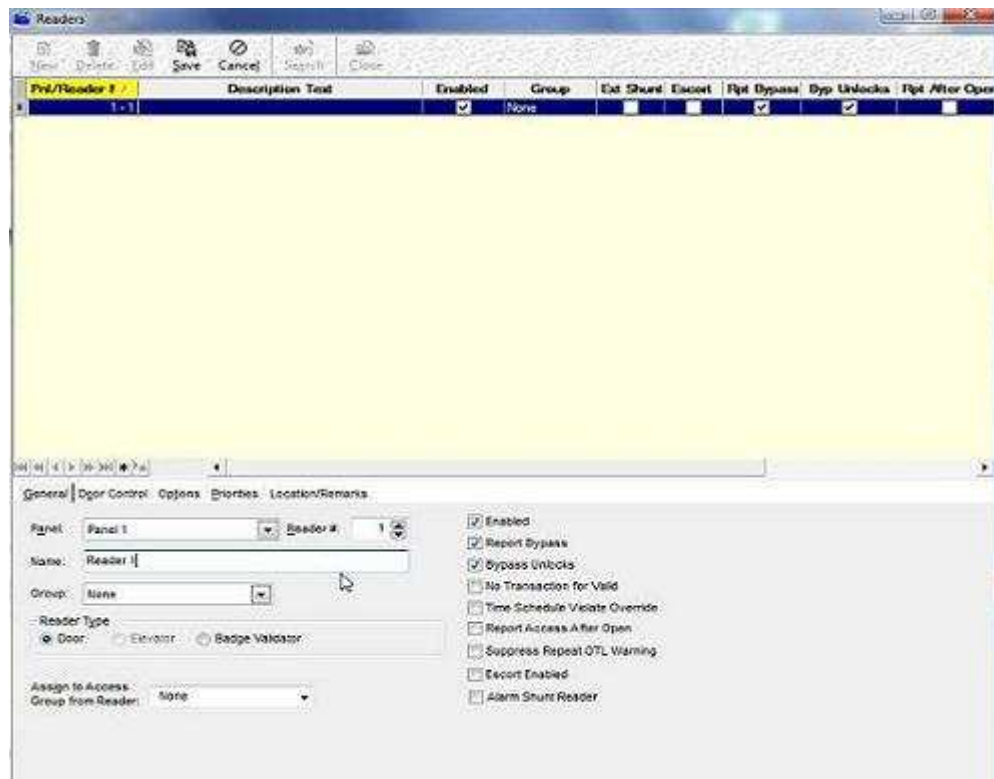


Figure 21.

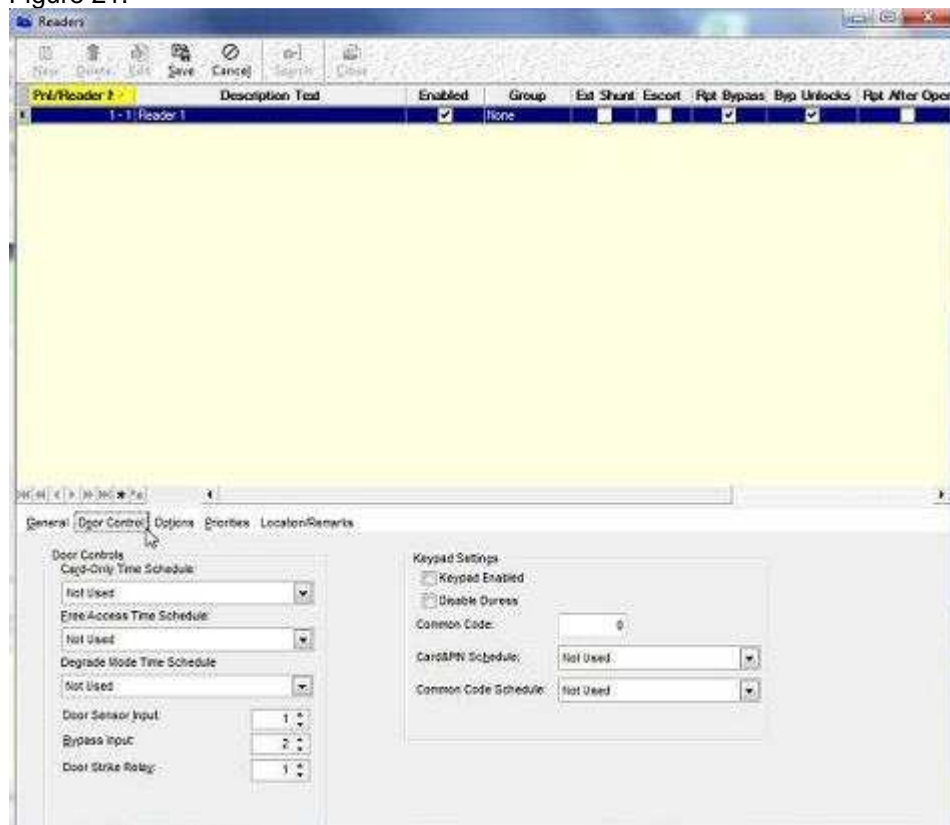


Figure 22.

Click **Configuration/Readers** from the main menu (refer to figure 18). The **Readers** screen will display (refer to figure 18).

Click **New** (refer to figure 19).

Click the drop down box **Panel** to select the panel the reader is on (refer to figure 20).

Enter **Name** for the Reader (ex. Reader 1) (refer to figure 21).

Note: The Reader screens have many settings. You will leave most of these settings at the default to get a basic system operating.

Click the **Door Control** tab. On the **Door Control** screen, review the associated door sensor input, bypass input and strike relay associated with the Reader you are configuring (refer to figure 22). **Refer to the explanations below.**

Door Sensor Input - The door sensor input is where you wire the physical door contact (door position switch). If you are not using a door contact, click **Edit** and change this value to a 0. After changing value to 0, click **Save**. The door sensor input is a normally closed input by default.

Bypass Input - The Bypass Input is where you wire the **Request To Exit** Button or your PIR (Motion detector). The bypass input is a normally open input by default.

Strike Relay - The Strike Relay is where you wire up your strike or magnetic lock.

Click the **General** Tab. Verify all the settings are correct. Click **Save**.

Configure a Access Group (refer to steps on page 18)

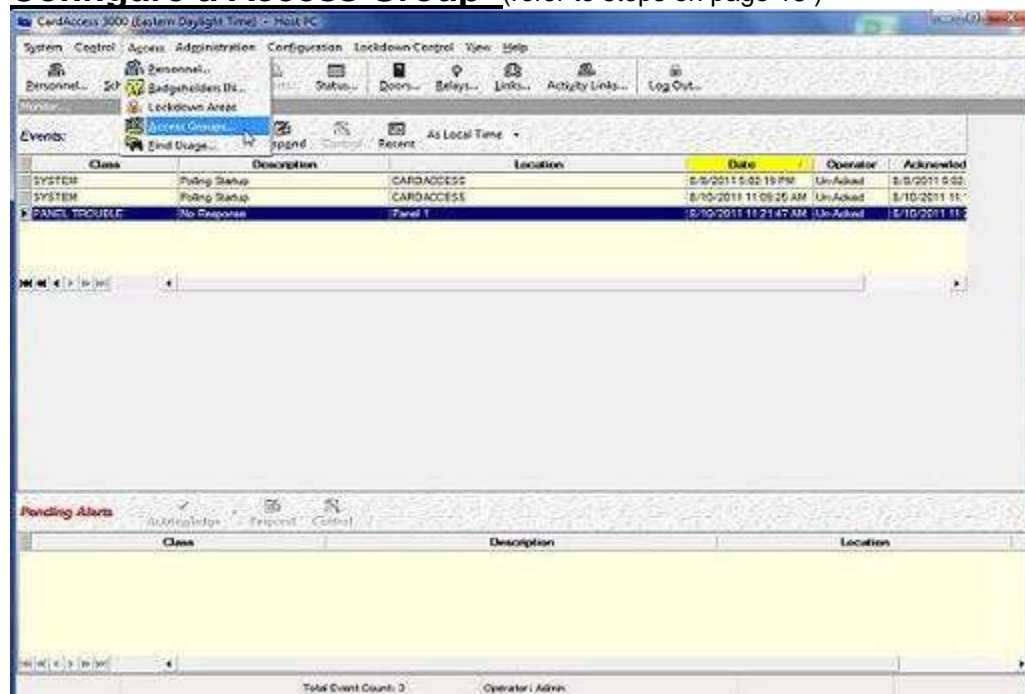


Figure 23.

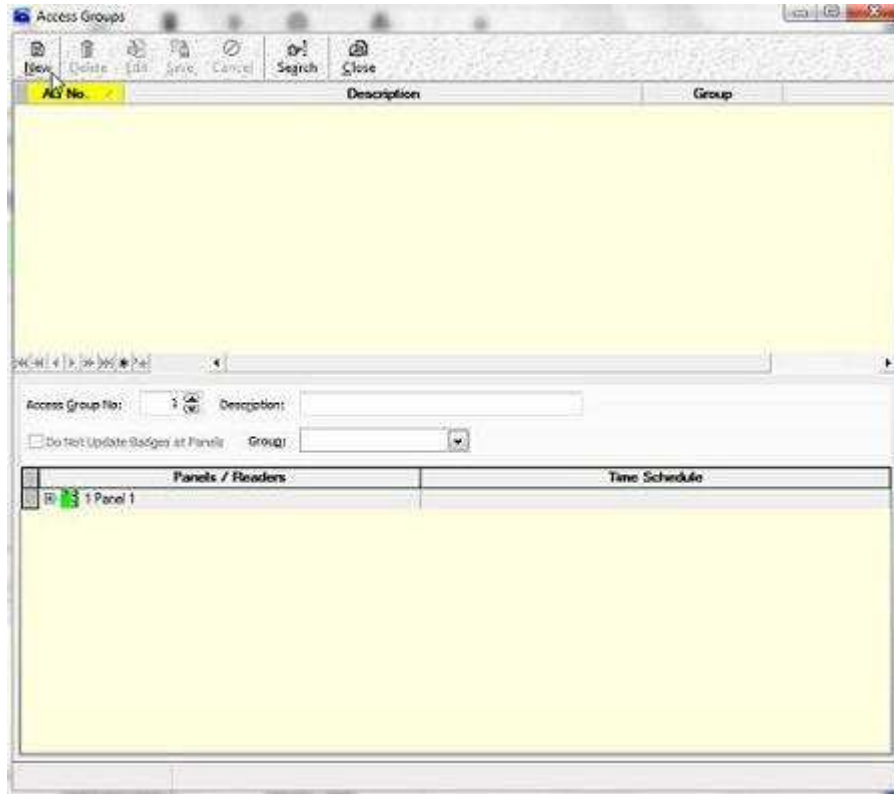


Figure 24.

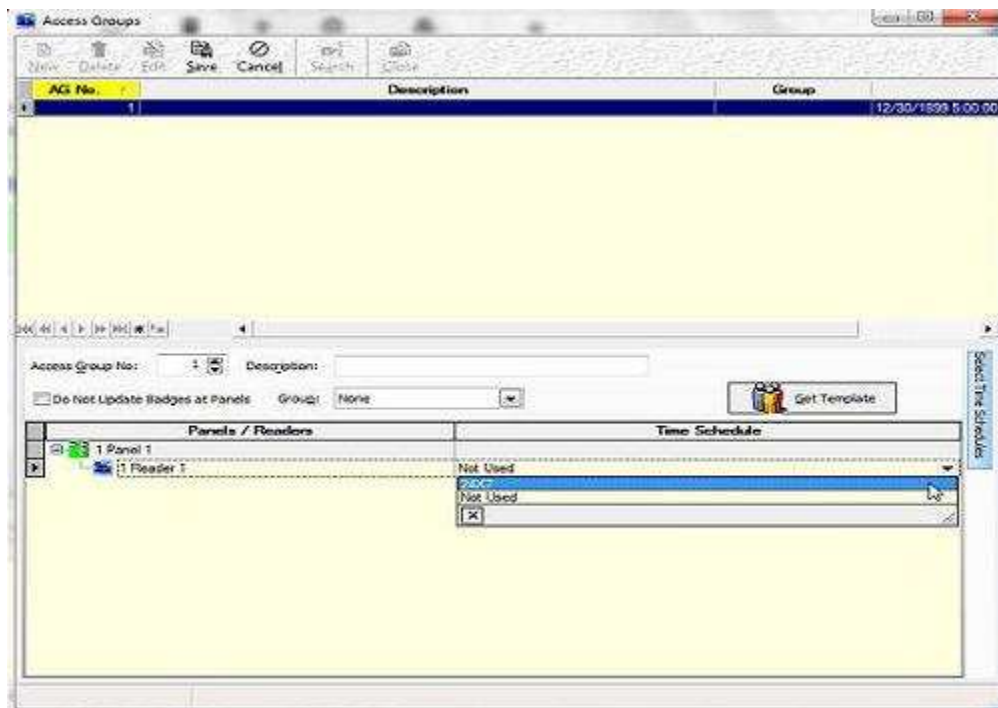


Figure 25.

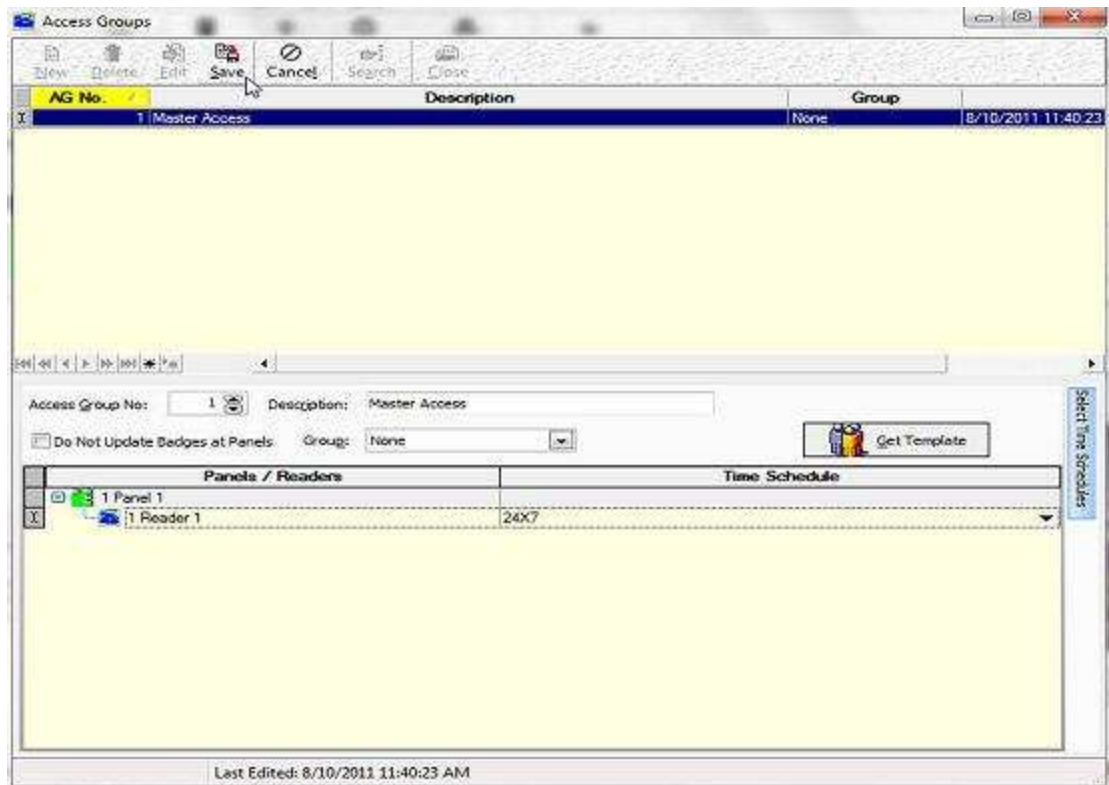


Figure 26.

Click **Access/Access Groups** from the main menu (refer to figure 23). The **Access Groups** screen will display.

Click **New** (refer to figure 24).

Enter **Description** (name) for the Access Group (Description = All Access).

Note: The first access group you create should be an Access Group that has access to all readers, all the time (24 x 7).

Click the drop down box **Time Schedule** to apply a schedule to the reader (refer to figure 25). **Select 24 x 7** from the drop down list.

Note: The “All Access” access group you create should have access to all readers 24 x 7.

Very Important: This document only assists you with configuring one reader. If you add more readers to the system, you **MUST** edit the “All Access” access group and apply a 24 x 7 schedule to all readers.

As you enter additional badges to the system, you will be creating additional access groups with specific access to certain doors.

Verify all the settings are correct. Click **Save** (refer to figure 26).

Configure a Badge (refer to steps on page 21)

Personnel

New Delete Edit Save Cancel Search Batch Modify Close

Enter search criteria by clicking on the associated edit control on the form

Show All Badges

General | Access Groups | Control | Personal

Badge Number: Facility No: 0

First Name: Last Name: Middle Name:

Embossed ID:

Re-Issue: 0

Group: PIN Code: Access Time: Badge Use Limit: Activation Date: Expiration Date:

Enabled Tracked Escorted Stay on Panel Initial Download First-In/Last-Out Control

Last Valid Access AT: On:

Figure 27.

Personnel

New Delete Edit Save Cancel Search Batch Modify Close

Enter search criteria by clicking on the associated edit control on the form

Show All Badges

General | Access Groups | Control | Personal

Badge Number: 12345 Facility No: 0

First Name: Last Name: Middle Name:

Embossed ID:

Re-Issue: 0

Group: None PIN Code: Access Time: 0 Badge Use Limit: 0 Activation Date: Expiration Date:

Enabled Tracked Escorted Stay on Panel Initial Download First-In/Last-Out Control

Last Valid Access AT: On:

Figure 28.

Personnel

New Delete Edit Save Cancel Search Batch Modify Close

Enter search criteria by clicking on the associated edit control on the form

Show All Badges

General | Access Groups | Control | Personal

Badge Number: 12345 Facility No: 0

First Name: John Last Name: Smith Middle Name:

Embossed ID:

Re-Issue: 0

Group: None

PIN Code:

Access Time: 0

Badge Use Limit: 0

Activation Date: / /

Expiration Date: / /

☒ Enabled
☐ Tracked
☐ Escorted
☒ Stay on Panel
☒ Initial Download
☐ First-In/Last-Out Control

Last Valid Access At: On:

Figure 29.

Personnel

New Delete Edit Save Cancel Search Batch Modify Close

Enter search criteria by clicking on the associated edit control on the form

Show All Badges

General | Access Groups | Control | Personal

Access Groups

Access Group 1: Master Access Expiration Date: / /

Access Group 2: Master Access / /

No Access / /

☐ Dedicated Access

Figure 30.

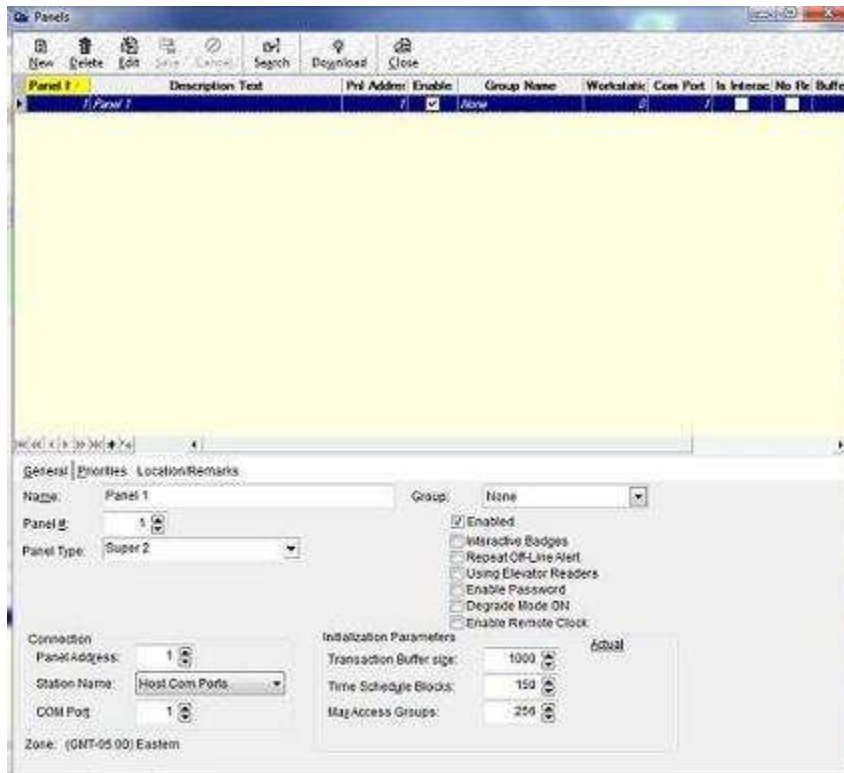


Figure 31.

Click the **Personnel** icon. The **Personnel** screen will display (refer to figure 27).

Click **New**.

Note: If you are editing existing badges, you must click **Show All Badges** to display existing badges. After the badges display, click **Edit** to modify the badge information.

Enter **Badge Number**. In most cases the badge number is printed on the badge (refer to figure 28). If there is no badge number printed on the badge, you must refer to the documentation supplied with the badges.

Note: Using Facility codes are optional. Leave **Facility** at the default (0) until you get a basic system operational with at least one **Valid Badge** swipe.

Enter **First Name** and **Last Name** (refer to figure 29).

Click the **Access Groups** tab.

Click the drop down box **Access Group 1** to assign an access group to the badge. Select **"All Access"** from the drop down list (refer to figure 30). Leave the expiration date blank.

Click the **General** tab.

Verify all the settings are correct. Click **Save** (refer to figure 31).

Basic Programming Is Complete

Basic System Test

Verify proper communications to the panel

As previously mentioned, a panel will start communicating with the host computer once a Com port and a Panel is configured in the software. Review the alerts in the event grid to determine if a firmware and data download occurred (firmware downloads will only occur on new panels where the firmware is downloaded from the host computer). Most panels also have LED indicators for Transmit (TXD) and Receive (RXD). Verify the TXD and the RXD lights are flashing on the panel. This is a good indication the host is communicating with the panel.

Note: If a **No Response** alert displays, verify the polling cable is connected and review your programming settings as per this document.

Verify reader is working properly and a valid badge is being recognized

After verifying good communications, verify your badge is working at the reader. Present your badge to the reader. A **Badge Valid** alert will display in the event grid. If a valid badge is presented, the door should unlock. If you get a **Badge Valid** alert but the door fails to unlock, you must check the wiring to your lock.

Note: If a **Badge Violate Void** alert displays when you present the badge, verify your badge is entered correctly into **Personnel** and you are communicating with the panel. Verify the **Facility** setting in Personnel is (0). If you entered 1 or greater for **Facility**, you MUST verify the facility codes screen is configured properly (Administration/facility codes). This is not covered in this document.

Verify an archive database was pre-configured during the installation

As previously mentioned, many items are pre-configured during the installation. You must verify the archive database has been pre-configured. Click **System/SystemSettings/Auto Archive**. Verify one or more databases are listed in the bottom of the screen (**CardAccess Archive database list**). Verify there is a **SQL Server name** and a **SQL Database name** configured on the top of the screen. If this information has not been pre-configured, contact Continental Technical Support for assistance. Note: **Communications** to the panel and a **Valid Badge** will still work properly if an archive database is not configured. If the archive database is not configured, too many alerts will build up in the live database and eventually lock up the system.