

## Ultragard 8 Quick-start guide

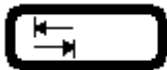
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### Introduction

This guide tells you how to get your first card valid in your first reader. It assumes that your first access control unit is installed correctly, powered up and connected to a serial communication port on your computer.

Note that this guide covers only the most basic set-up. If you wish to make use of the many additional features (or, if using this guide does not give the desired result), then please refer to the manual.

This guide makes reference to the TAB key on your computer, usually after you have selected or typed a name. If you are not sure where this is, it is often the fourth key up on the left, and often looks like this:



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### Installation

Install Ultragard 8 by running **SETUP.EXE** on the CD-ROM. Follow the instructions at the end of this process to install the licence key off the floppy disk.

Re-boot the computer when finished. The following Control Centre toolbar should appear on your desktop (we've shown it horizontal to fit the page but it will be vertical on your screen):



Note that in Windows 95/98 no button appears for this on the Taskbar. In Windows 3.11 no icon appears on the desktop. If the Ultragard toolbar has not appeared, start it by running Control Centre from the Start menu.

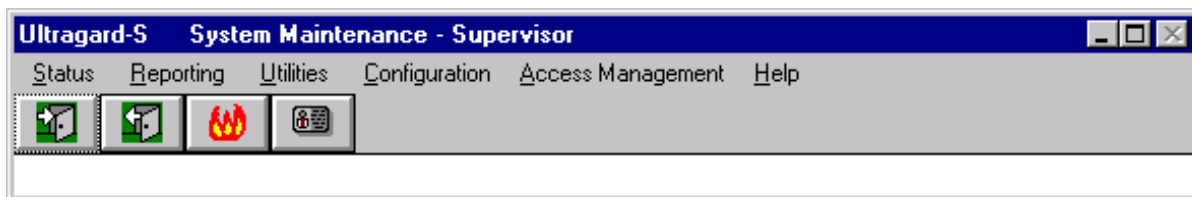
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### Start the programs

Start the System Maintenance program by clicking on the reader button:



A log-in screen will appear: the name is "supervisor" and the password is "tdsi". Click on **OK** (or use the **TAB** key until the OK button is highlighted and press the **ENTER** key). The System Maintenance window looks like this:



If it is not already running, start the Communications program by clicking on:



You should now have three buttons on the toolbar (if using Windows 3.11, three icons on the desktop): Ultragard-S System Maintenance, Router and UgComms.

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## Setting up the hardware

### *Communication port*

In the **System Maintenance** menu bar, click on **Configuration**. From the drop-down menu, select **ACU Network**, then **Communications Ports**.

In the window which appears, type into the Name field a meaningful name (e.g. "Local Port"). Ignore the Workstation field. Display the list of available communication ports by clicking on the arrow on the right of the appropriate field:

PC COM Port:

Select the port to which your ACU is connected, and click on the **Add** button (if you get an error it is probably because the port is being used by the mouse - select a different port and click on **Update**). Click on **Cancel** to close the window.

To test that communications is working, in the **System Maintenance** menu bar, click on **Utilities**. From the drop-down menu, select **ACU Communications**, then **Log on testing**. Select your port by clicking on the down-arrow at the right of the Port field and clicking on the name of the port. Press the **TAB** key: a cursor will now move from left to right as the program checks for the existence of an ACU with that number. A "+" sign is placed next to any unit which responds. Click on **Cancel** to close this window.

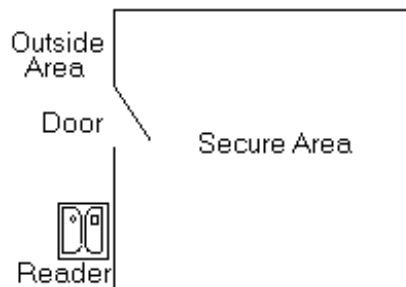
### *Access Control Unit*

In the **System Maintenance** menu bar, click on **Configuration**. From the drop-down menu, select **ACU Network**, then **Access Control Units**.

In the window which appears, enter a meaningful name (possibly describing its location). Display the list of Local COM Ports and select your port. Type in the correct Unit Number and click on **Read ACU**. The program will ask the ACU for its configuration and will fill in some of the rest of the screen for you. Press the **TAB** key a couple of times until the word "Add" on the Add button becomes black instead of grey. Click on **Add** (you will see a brief communications window as set-up data is loaded into the ACU) then click on **Cancel** to close the window.

### *Doors, Readers and Areas*

In order to set up your doors and readers you need to think in terms of the Area(s) to which you are controlling access.



The text below will guide you through setting up the above scenario:

#### **Door**

In the **System Maintenance** menu bar, click on **Configuration**. From the drop-down menu, select **ACU Network**, then **Doors**.

In the window which appears, give the door a meaningful name, and select the appropriate ACU. Type in the door number and select the appropriate type of door sensor (these are determined by the way the ACU has been installed). Click on **Add**, then **Cancel** to close the window.

#### **Reader**

In the **System Maintenance** menu bar, click on **Configuration**. From the drop-down menu, select **ACU Network**, then **Readers**.

In the window which appears, give the reader a meaningful name, and select the appropriate ACU. Type in the reader number and select the appropriate reader technology (note that you must select Mag-stripe technology if you are using the TDSi Proximity reader). Click on **Add**, then **Cancel** to close the window.

### Area

In the **System Maintenance** menu bar, click on **Configuration**. From the drop-down menu, select **Access Areas**, then **Access Area Definitions**.

In the window which appears, give your secure area a meaningful name, and press **TAB**. Click on **Add**, then **Cancel** to close the window.

Repeat this process to create another area if the area outside your first secure area is another secure area (a secure area is one which you have to use a reader to get into).

### Relationship

In the **System Maintenance** menu bar, click on **Configuration**. From the drop-down menu, select **Access Areas**, then **Relationships**.

In the window which appears, select the door previously defined and press **TAB**. In the From field select the area called Outside World (or the second secure area you created), and in the To area select the name of your first secure area. Then, for the appropriate reader, select a right-pointing arrow to signify the direction of travel. If your door is controlled by two in/out readers, set opposite directions for them as appropriate.

	Readers	Direction
1	Reader 1	=>
2	Reader 2	[None]
3	Reader 3	[None]
4	Reader 4	[None]

Click on **OK**, then **Cancel** to close the window.

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## Setting up people and cards

For the purposes of this exercise, we will use Departments for defining access rights, but there are other ways if you want to read the manual or help text.

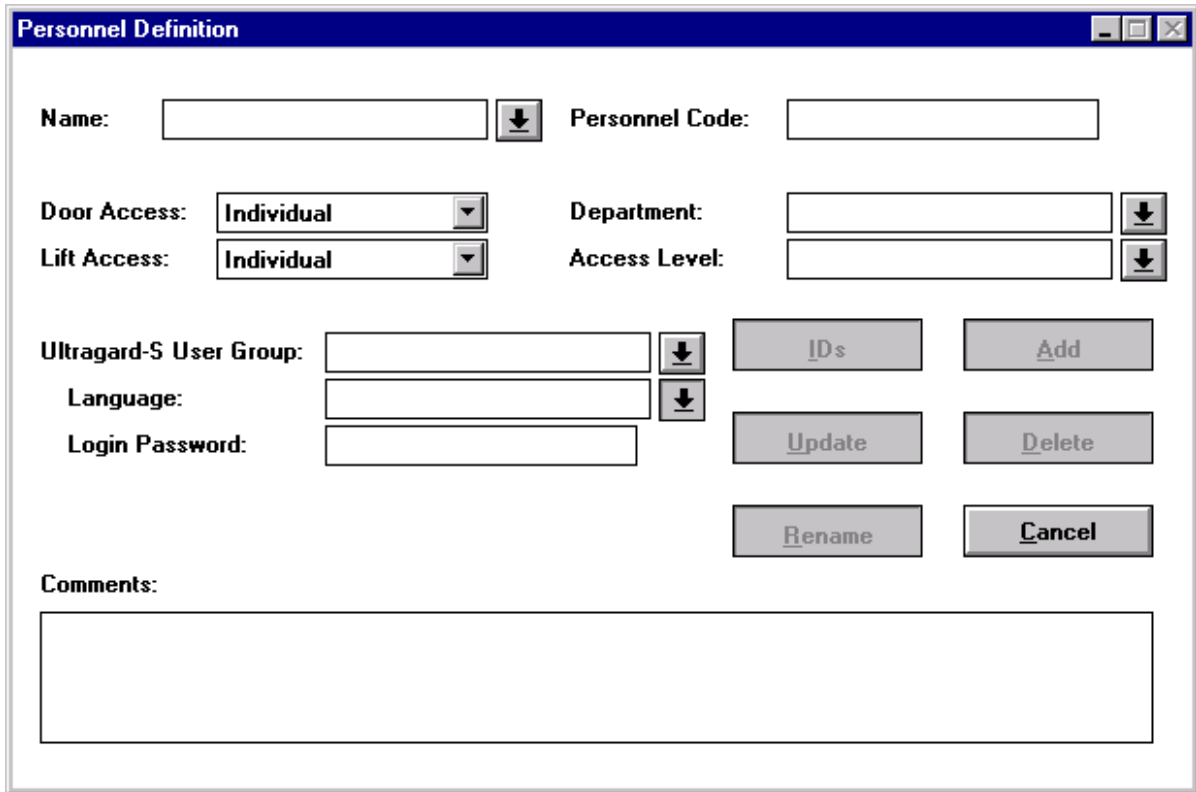
### Setting up departments

In the **System Maintenance** menu bar, click on **Access Management**. From the drop-down menu, select **Departments**, then **Department Definition**. In the window which appears, type in an appropriate name for your first Department, then press **TAB**. Click on **Add** then **Cancel** to close the window.

In the **System Maintenance** menu bar, click on **Access Management**. From the drop-down menu, select **Departments**, then **Department Rights**. In the window which appears, select your first Department and press **TAB**. Click on **Insert**, and in the window which appears, select your first Access Area. Press **TAB**, then click on **Add**. You will now see this area has been added to the Department's Access Rights. Click on **OK** then **Cancel** to close this window.

### Adding your first person and card

In the **System Maintenance** menu bar, click on **Access Management**. From the drop-down menu, select **Personnel**, then **Personnel Definition**. The following window appears:



Type in an appropriate name for your first person (we recommend surname first, for easier searching later), and press **TAB**. In the Door Access field select **Department**, then in the Department field select the name of your first department. Press **TAB** so that the IDs and Add buttons are no longer greyed-out, and click on **IDs**.

In the window which appears, click on **Insert**. In the next window fill in the details of the card you want to assign to this person (paying particular attention to the card technology), then click on **Add**: you will now see this card in the list. Click on **OK** to close the IDs screen, and you will see a communications window as the card is sent to your ACU. Click on **Cancel twice** to close the Personnel Definition window.

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### That's it!

If you have this icon:



on the System Maintenance toolbar then data has not been sent to the ACU but has been “spooled” on-disk instead. Click on this button to download the data to the ACU, then use the ACU definition screen to turn spooling off.

Your first card should now be valid in your first reader, and the door should unlock when you use the card. If it doesn't, start the event management program by clicking on the following button in the **Ultragard Control Centre** toolbar:



Observe what event message is displayed when the card is used: this should give some indication of the problem.

Note that the separate **Reporter** program, accessed from the following button in the **Ultragard Control Centre** toolbar, provides more comprehensive reporting features than using the Reporting menu in System Maintenance.

