



EXGARDE ACCESS MANAGEMENT SOFTWARE

User Manual
UM0093_5



Foreword

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Cautions and Notes

The following symbols are used in this guide:



CAUTION! This indicates an important operating instruction that should be followed to avoid any potential damage to hardware or property, loss of data, or personal injury.



NOTE. This indicates important information to help you make the best use of this product.

Document Control

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1 EXgarde Overview

When a Key is presented to a reader, there are several basic conditions that must be configured before the Access Control Unit will unlock the door.

A Key must be allocated to a Keyholder.

The Keyholder must be a member of an Access Group which has been given the right to enter the Access Area.

The Access Area must have been associated with the Door which is controlled by the Reader.

The Reader must have been defined as being on the side of the Door away from to the controlled Access Area.

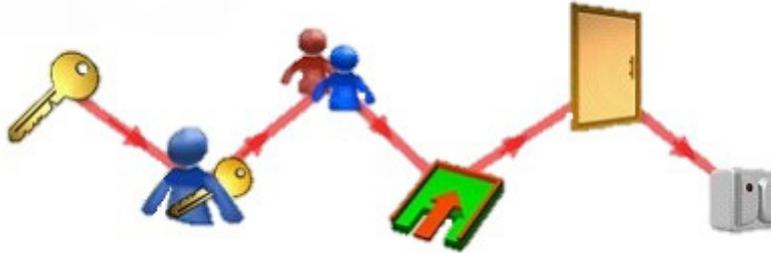


Figure 1

EXgarde Pro is a fully featured Access Management PC software application that combines an extremely intuitive graphical user interface and powerful integration capabilities in a single package.

Supporting multiple doors as standard with the option to extend this with an unlimited door license, EXgarde meets the needs of even the largest of access control networks.

With EXgarde PRO integration and expansion are key features and there are numerous possibilities to integrate with the latest CCTV and Biometric technologies.

1.1 ACU Comparison Table

Depending on the License installed, EXgarde supports the following Access Control Units

	MICROgarde I	MICROgarde II	EXcel2	EXcel4	EXpert2 IP / EXpander2	EXpert2 / EXpander2
Max cards	20000	20000	24000	24000	15500 - 48000	15500 - 48000
No. of doors	0, 1	0, 1, 2	1, 2	01-Apr	Jan-16	Jan-16
No. of readers	2	4 (TDSi) or 2 (other)	2	4	Feb-16	Feb-16
Spare inputs with max doors	2	0	4	0	4	4
Spare relays with max doors (30V, 2A)	1	0	2	0	2	2
Events	1000, variable					
Time groups	64	64	64	64	64	64
Reader formats	Magnetic clock & data (Inc. TDSi Digital IR Microcard), Wiegand 26-bit, HID H10302 37-bit, customizable	Magnetic clock & data (Inc. TDSi Digital IR Microcard), Wiegand 26-bit, HID H10302 37-bit, customizable	Magnetic clock & data (Inc. TDSi Digital IR Microcard), Wiegand 26-bit, HID H10302 37-bit, customizable	Magnetic clock & data (Inc. TDSi Digital IR Microcard), Wiegand 26-bit, HID H10302 37-bit, customizable	Magnetic clock & data (Inc. TDSi Digital IR Microcard), Wiegand 26-bit, HID H10302 37-bit, customizable	Magnetic clock & data (Inc. TDSi Digital IR Microcard), Wiegand 26-bit, HID H10302 37-bit, customizable
TCP / IP option	Add-in module	Add-in module	External accessory	Built-in	Built-in	External accessory
Expansion I/O board	4 input, 2 relay	4 input, 2 relay	None	None	32 input, 16 relay 32 relay is request option	32 input, 16 relay 32 relay is request option

	MICROgarde I	MICROgarde II	EXcel2	EXcel4	EXpert2 IP / EXpander2	EXpert2 / EXpander2
Communication ports	RS-232, RS-485 2-wire, built-in RS-232/485 converter	RS-232, RS-485 2-wire, built-in RS-232/485 converter	RS-232, RS-485 2- & 4-wire	RS-485 2- & 4-wire, TCP/IP to RS-485 4-wire converter	RS-232, RS-485 2- & 4-wire	RS-232, RS-485 2- & 4-wire, TCP/IP to RS-485 4-wire converter
Battery-backed PSU option	2 x 1A	2 x 1A	3A supply split accordingly	3A supply split accordingly	3A supply split accordingly	3A supply split accordingly
Man Trap	Yes	Yes	Yes	Yes	Yes	Yes
Counters	Yes	Yes	Yes	Yes	Yes	Yes
Extended Lock-Time	Yes	Yes	Yes	Yes	Yes	Yes
Multi-card access mode	Yes	Yes	Yes	Yes	Yes	Yes
Lift Control	No	No	No	No	128 Floors Max	128 Floors Max
Dedicated Keypad Programmer	None	None	None	None	EX keypad	EX keypad
Software	EXgarde Express, EXgarde PRO			EXgarde PRO		

Each ACU controls and / or monitors its own equipment, namely: Doors, Readers, Keypads, Inputs and Relays. The ACU is responsible for controlling its equipment according to the ACU properties which have been entered/downloaded to the ACU from EXgarde. It is also responsible for recording events such as door openings and closings, then sending them to EXgarde. Finally, the ACU is responsible for responding to Operator commands such as switching Relays ON or OFF, or manually locking or unlocking doors.

2 Usage

2.1 Keyboard & Mouse Usage

Mouse Operations

Left click	Selects item, may display item details/contents in right panel
Right click	Displays item menu
Double click	Selects the item, and opens it item or performs a dialog-dependent action

Keyboard Operations

F1	Open EXgarde Help
F4	Display properties of selected object
F5	Refresh the window displayed in the right-hand panel
Shift + F5	Refresh display
UP	Select next item higher in the tree
DOWN	Select next item lower in the tree
ALT + UP	Move selected Access Area up the tree
ALT + DOWN	Move selected Access Area down the tree
ALT + RIGHT	Make Area an “inner” Area of the Area above it in the list
ALT + LEFT	Remove “inner” Area of its parent Area
Numeric Keypad PLUS	Expand the selected folder in the tree
Numeric Keypad MINUS	Collapse the selected folder in the tree

2.2 Drag & Drop

Controllers for example can be moved from one portal to another using the tree view in the navigation panel or in classic view.

Click on the object once so it is highlighted and using the left mouse button, “drag & drop” the highlighted object onto its new defining role / property

2.3 Multi Select

There are 2 ways you can “multi select” in EXgarde – Using the Tick Boxes or using the SHIFT Key on your keyboard.

2.4 Tick box

Simply select the objects you wish to use by ticking the box next to it

<input type="checkbox"/>	 Bio Access	Test
<input checked="" type="checkbox"/>	 Everyone	Unrestricted Ac...
<input type="checkbox"/>	 Group 1	Schedule 1
<input type="checkbox"/>	 Group 2	Schedule 2
<input checked="" type="checkbox"/>	 Group 3	Schedule 3
<input type="checkbox"/>	 Group 4	Schedule 4
<input checked="" type="checkbox"/>	 Group 5	Schedule 5
<input type="checkbox"/>	 Intruder	Unrestricted Ac...
<input type="checkbox"/>	 Test 1	Test
<input type="checkbox"/>	 Test 2	Test

Figure 2

2.5 SHIFT

Hold down the SHIFT key on your keyboard

Use the up and down arrows the select more than one feature

<input type="checkbox"/>	 Bio Access	Test
<input type="checkbox"/>	 Everyone	Unrestricted Ac...
<input type="checkbox"/>	 Group 1	Schedule 1
<input type="checkbox"/>	 Group 2	Schedule 2
<input type="checkbox"/>	 Group 3	Schedule 3
<input type="checkbox"/>	 Group 4	Schedule 4
<input type="checkbox"/>	 Group 5	Schedule 5
<input type="checkbox"/>	 Intruder	Unrestricted Ac...
<input type="checkbox"/>	 Test 1	Test
<input type="checkbox"/>	 Test 2	Test

Figure 3

3 Icons

	ACU		Barrier Unknown		Counters On		Sliding Door Suspended
	ACU Fault		Bell		Counters Suspended		Sliding Door Unknown
	ACU Refresh 10%		Bell Fault		Counter Unknown		Turnstile
	ACU Refresh 50%		Bell On		Counters Folder		Turnstile Fault
	ACU Refresh 100%		Bell Suspended		CPU		Turnstile Forced
	ACU Suspended		Bell Unknown		CPU Fault		Turnstile Local
	ACU Unknown		Biometric Eyes		CPU Suspended		Turnstile Open
	ACU Inconsistent		Biometric Left Hand		CPU Unknown		Turnstile Remote
	Alarm Priority 1		Biometric Right Hand		Door		Turnstile Suspended
	Alarm Priority 2		Biometric Left Palm		Door Fault		Turnstile Unknown
	Alarm Priority 3		Biometric Right Palm		Door Forced		Fire Door
	Alarm Priority 4		Biometric Left Hand Vein		Door Local		Fire Report
	Information Alarm		Biometric Right Hand Vein		Door Open		Fire Alarm Input
	Alarm Blank		CCTV Point		Door Remote		Expert Mode
	Alarm Zone On		Camera at 0°		Door Suspended		Database
	Alarm Zone Off		Camera at 45°		Door Unknown		Home Screen
	Alarm Zones		Camera at 135°		Door Half		Outline View
	Areas		Camera at 180°		Door Half Fault		Sites
	Area		Camera at 225°		Door Half Forced		System Tools
	Area Activity		Camera at 270°		Door Half Local		Wizard Mode
	Area Alarm		Camera at 315°		Door Half Open		Input
	Area Alarm Key Holder		Camera Controller		Door Half Remote		Input Fault
	Area Armed		CCTV Relay		Door Half Suspended		Input Pressed
	Area Auto Armed		CCTV Relay Fault		Door Half Unknown		Input Suspended
	Area Booked		CCTV Relay On		Door Sense		Input Unknown
	Area Free		CCTV Relay Suspended		Door Sense Fault		Key
	Badge		CCTV Relay Unknown		Door Sense Pressed		Keyholder
	Badges		Network Camera		Door Sense Suspended		Keyholder Picture
	Barrier		Contact Relay		Door Sense Unknown		Keyholder Group
	Barrier Fault		Contact Relay Fault		Sliding Door		Key Box
	Barrier Forced		Contact Relay On		Sliding Door Fault		Key Box Group
	Barrier Local		Contact Relay Suspended		Sliding Door Forced		Keypad
	Barrier Open		Contact Relay Unknown		Sliding Door Local		Keypad Fault
	Barrier Remote		Counters		Sliding Door Open		Keypad Gone
	Barrier Suspended		Counter Fault		Sliding Door Remote		Keypad Read error

 Keypad Suspended	 Node Portal Suspended	 Switch Suspended
 Keypad Unknown	 Node Portal Unknown	 Switch Unknown
 Lift	 Remote Portal	 Tenant
 Lift Fault	 Remote Portal Fault	 Tenants
 Lift Forced	 Remote Portal Suspended	
 Lift Local	 Remote Portal Unknown	
 Lift Open	 Prox Reader	
 Lift Remote	 Prox Reader Fault	
 Lift Suspended	 Prox Reader Gone	
 Lift Unknown	 Prox Reader Error	
 Lock Strike	 Prox Reader Suspended	
 Lock Strike Fault	 Prox Reader Unknown	
 Lock Strike Open	 Reader	
 Lock Strike Suspended	 Reader Fault	
 Lock Strike Unknown	 Reader Gone	
 Operator	 Reader Error	
 Operators	 Reader Suspended	
 Biometric Portal	 Reader Unknown	
 Biometric Portal Fault	 Biometric Reader	
 Biometric Portal Suspended	 Relay	
 Biometric Portal Unknown	 Relay Fault	
 CCTV Portal	 Relay On	
 CCTV Portal Fault	 Relay Suspended	
 CCTV Portal Suspended	 Relay Unknown	
 CCTV Portal Unknown	 Relays	
 Direct Portal	 Report	
 Direct Portal Fault	 Reports	
 Direct Portal Suspended	 Schedule	
 Direct Portal Unknown	 Daily Schedule	
 Local Portal	 Schedules	
 Local Portal Fault	 Site Map	
 Local Portal Suspended	 Site Maps	
 Local Portal Unknown	 Switch	
 Node Portal	 Switch Fault	
 Node Portal Fault	 Switch Pressed	

4 Screen Layouts

4.1 Log In

EXgarde requires a user login (which will contain their OPERATOR rights) to open EXgarde Explorer.

You will need to know the TENANT, OPERATOR & PASSWORD.

The default login (which will open up a blank database from a new installation) is as follows:

Tenant Landlord

Operator Admin

Password tdsi

* The Tenant & Operator details are case sensitive but the Password is not ***



Figure 4

4.2 Dual Login

To enable dual login go into System Options located in System Settings, Options. Select 'Dual Login' from the list of Options and tick 'Enable Login'.

An error will display if you do not have enough operators on all tenants in the system to use dual login function. Dual login is applied to all tenants in the system.

For example Landlord needs 2+ operators as will any other tenants existing in the system.

WARNING: Make sure you have 2 operators which have full rights so you can login to disable this feature or other system changes.

Please note:- It uses the lowest operator rights e.g. If first operator has full rights and second operator login only has read rights, the EXgarde software will only display read rights to objects.

When you login to EXgarde using dual login initially it will display the normal login screen. When you click OK, the second login screen will be displayed with a blank operator and password.



Figure 5

If you enter an incorrect second operator it will take you back to the initial login screen



Figure 6

4.3 Screen Layout - Home Page

EXgarde has a Home Page which is designed to take Access Control back to basics. With the Home Page being used, site management has never been easier. From the Home Page, Wizards can be run, Documentation can now be viewed, and much more. Like a Site Plan, doors, access areas and general equipment can also be placed on it. The Wizards will walk you through (step by step) for creating Areas, Groups, Keyholders, Schedules and ACUs

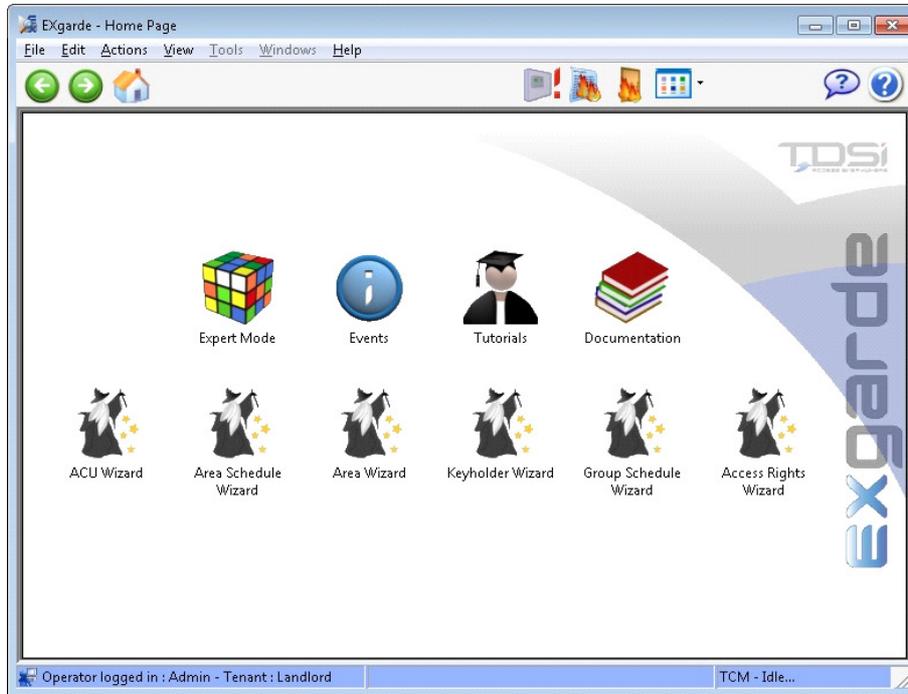


Figure 7

4.4 Screen Layout - Toolbar

This contains a row of buttons, which enable you to perform common operations, such as viewing the Event List, or the Alarm List, or requesting Help information. These are described below:

Arranging Areas



Previous Page, Next Page, Home Page, Expert Mode



Relationship Tree, Events, Alarms, Prompt Window, Help



ACU Inconsistency (refresh), Fire Report, Fire Areas, Icon Size



Event List Control: Details, Start, Stop, Filter, Period Selection



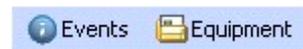
Access Modes, Schedules, Columns (views)



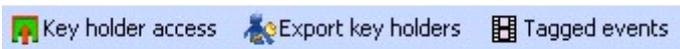
New, Properties, Background Image



Events, Equipment



Keyholder Access, Export Key Holders, Tagged Events



Key Box History, Key Box List



Search, Issue Key, Biometrics, Photograph



4.5 Alarms Window

The Alarm List is a way of viewing alarm activity which is occurring around the site. When first opened, this window is empty. If Communications is running, then Alarms that have been configured in the system will begin to be displayed in the Alarms Window and actions may be required (dependent on alarm configuration)

Date/Time	Pri...	Alarm Zone	Event	Source	Controlled by	Step	Action required
08/10/2013 15:28	3	Master Zone	Input ON	Input 8	None	1 of 2	A Tamper event has been received.

Figure 8

4.6 Actions Window

The Actions Window is text sensitive and will only display the options permitted by the current window you are in. These will be Operator Rights dependent. If you do not have the rights to perform such tasks, then they will not be displayed in the Actions Window.

For example, if you were in the Keyholder, you will see options like Add Keyholder.

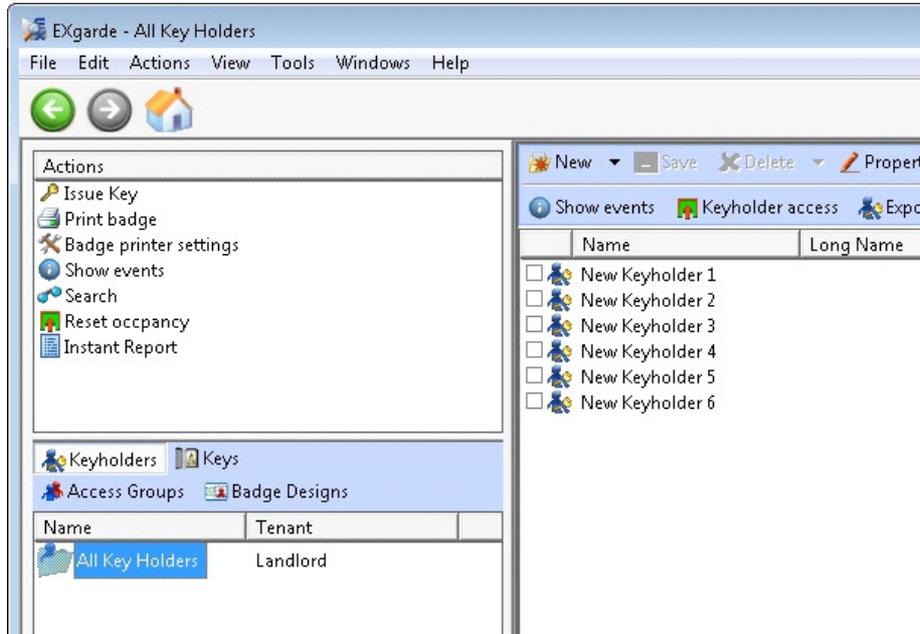


Figure 9

If you then moved to the Report function, you will see View Report etc.

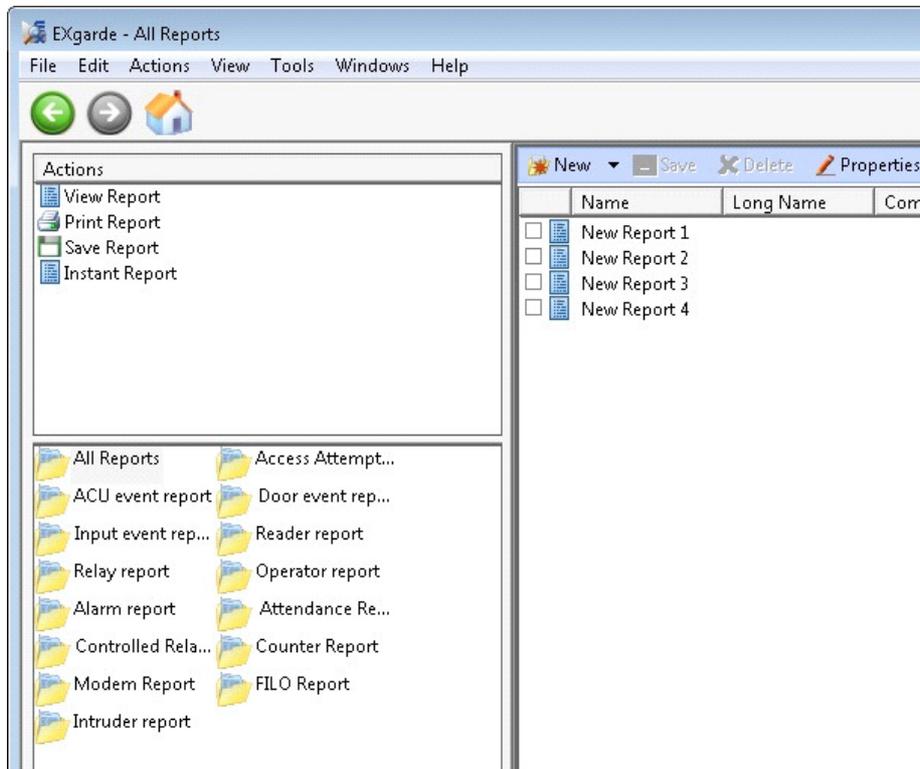


Figure 10

4.7 Navigation Window

For day to day use, the Shortcut / Navigation Window is to create ease of movement through EXgarde and its various windows.

By selecting the items you wish to view at the top of the window, will bring up all variants of the selected.

For example:

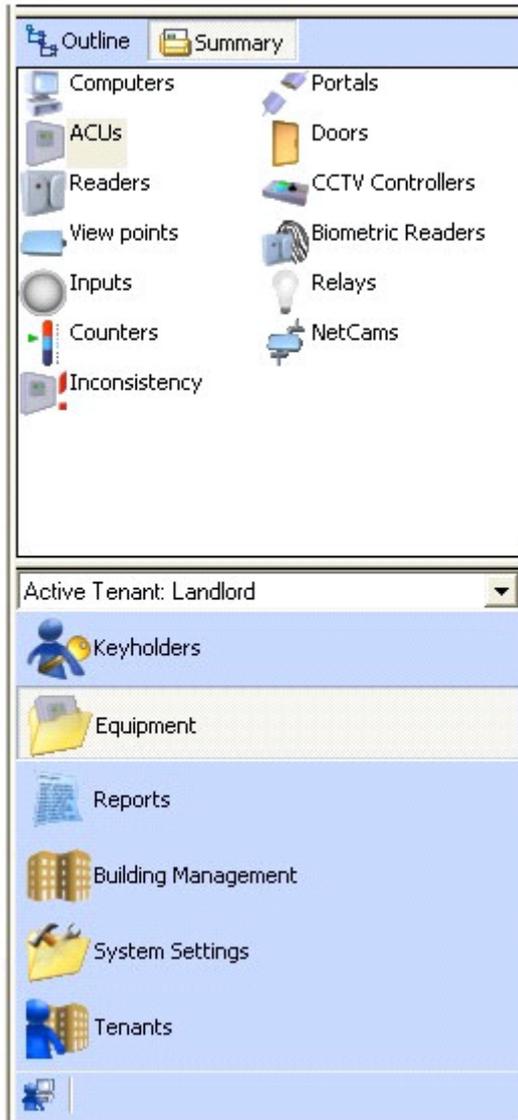


Figure 11

4.8 General Display Area

The General Display Area (GDA) is a detailed summary of your selected object. It can also display the Properties of the object if selected in the menu bar.

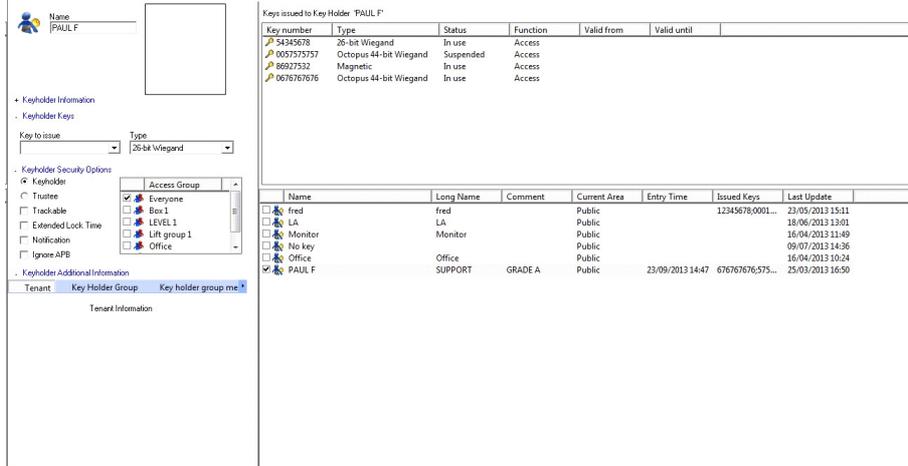


Figure 12

Every item or shortcut selected will be expanded in detail.

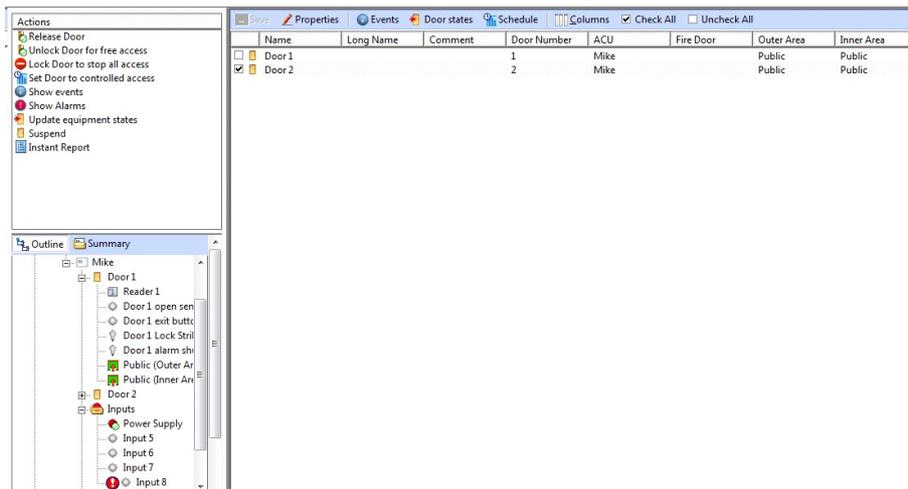


Figure 13

4.9 Events Window

The Event List is a way of viewing live events that are occurring around the site.

When first opened, this window is empty.

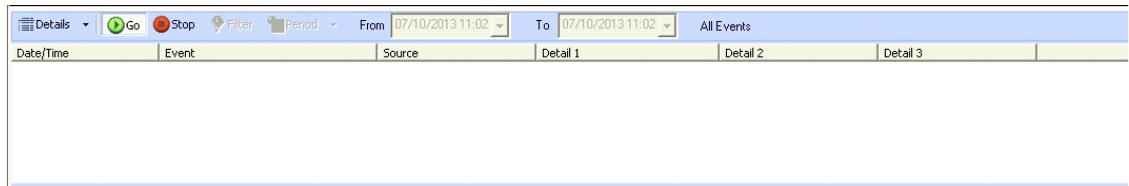


Figure 14

If Communications is running, then live events will begin to be displayed in the Event Window.

Date/Time	Event	Source	Detail 1	Detail 2	Detail 3
07/10/2013 11:24	ACU Progress	EX2 Lift	0% complete		
07/10/2013 11:24	ACU Progress	EX2 Lift	100% complete		
07/10/2013 11:24	ACU Progress	EX2 Lift	0% complete		
07/10/2013 11:24	ACU Progress	EX2 Lift	100% complete		
07/10/2013 11:24	ACU Progress	EX2 Lift	20% complete		
07/10/2013 11:24	ACU Progress	EX2 Lift	100% complete		

Figure 15

If you wish to view past events. Click the red 'Stop' button. This will enable the 'Filter' and the 'Period' button. For more details of how to use the Events Windows go to Events.

5 Access Areas

Each Access Area has one or more controlled Doors which allow authorized Keyholders to pass between one Access Area and another. EXgarde has one pre-defined Access Area called Public, which is used to represent the area outside your site, the external world.

Entry into an Access Area is granted to whole Access Groups, rather than individual Keyholders. Each Tenant has its own set of Keyholders and one or more Access Groups. You can implement powerful Group-oriented security policies by allowing particular Groups of Keyholders into particular Areas at particular times. Key Holders are allowed into an Access Area if they are members of any which is allowed in at the time.

Access Areas can be nested, which implies that inner Areas are more secure than outer ones. If members of an Access Group are allowed into an inner (more secure) Area, they are automatically allowed into the outer (less secure) Areas which contain it.

Each Access Area is owned by an owning Tenant, who may control whether the Area is private, or is shared by other Tenants on the Site.

Fire Doors tab allows an input to be set to release doors associated to the area. It is possible to auto reset the fire doors on the same input. This is not a recommended feature due to safety. A warning message is displayed in EXgarde and it is the responsibility of the operator to decide whether to continue to use this feature.



Figure 16



Figure 17

6 Access Groups

Each Tenant may have a number of Access Groups. Each Access Group comprises a number of Keyholders. Each Keyholder is allowed into an Access Area if they are a member of an Access Group which is allowed into the Area at that time.

Keyholders can be a member of several Access Groups, and all Keyholders belonging to a given Tenant are members of that Tenant's Group called 'Everyone'. This is the default Access Group and every Keyholder added to EXgarde will be a member of the Everyone Group.

An Access Group may have a Group Schedule associated with it, in which case the Keys of its members are only valid when the schedule indicates. If there is no weekly schedule, then the Groups Keys are valid 24-hours per day, seven days per week. Up to 64 Group Schedules are allowed in a single Access Control Site, plus any number of non-scheduled Groups.

By allocating Keyholders to Access Groups, and granting Groups access into Areas, you can manage large numbers of Keyholders quickly and reliably, without having to remember the configurations of ACUs, Doors, or Readers.

7 Operators

An Operator is someone who is allowed to login and use the EXgarde Explorer. Each Operator is given a Name and a Password, an optional Photo-ID image and a set of Operator rights.

An EXgarde Tenant may have more than one Operator, each with specific rights to work to their own agenda.

No Rights Operator cannot view restricted objects.

User Rights Operator can view and "use" required objects.

Owner Rights Operator can view, create, modify and delete required objects

Your operating rights were assigned by the installer or system administrator, and should be sufficient for you to do your job without unnecessary detail to confuse you.

Changing Operator rights can seriously affect the security of your site.

To help maintain site security:

Do not give Operators more rights than they need

Change Operator passwords regularly

Delete Operator accounts when they are no longer needed

If using Dual Login, EXgarde will be opened with the lowest operator rights.

8 Keyholder Groups

A Keyholder Group is a way of grouping multiple Keyholders together for improved housekeeping.

It can also be used to create a default Access Level if a Keyholder is added to the group with a default rights set.

For example, a school may create different groups for each year. Each year will have different default Access Groups automatically assigned to them.

Information Fields can also be added for additional information if required (i.e. departmental information etc.)

The Keyholder Group will also default to a specific Key Box

The Keyholder group can be shared with other tenants and allow other tenants to assign other tenants' Keyholders to their access groups.

The Name, Long Name and Comment fields with in the properties can be configured to display as a different heading. Long Name and Comment can also be defined as a list or as a unique field.

9 Keyholder

A key is assigned to a Keyholder. It could be a member of staff or a student for example. It is his or her responsibility to manage and take responsibility of their access Key.

EXgarde does not require you to assign every Keyholder access through all doors needed for this person; it uses Access Groups for ease of access management.

A Keyholder can hold multiple Keys of multiple technology types.

10 Key Box

To help you keep track of large numbers of Keys, EXgarde uses the idea of a Key Box, which maintains a history of related Keys, such as Visitor Keys, Cleaner Keys, etc.

Each Key Box can be configured to have a default validation period

Multiple Key Boxes can be used to help in keeping your system tidy (for example, a school may have a Key Box for each year or a site with dual technology might have different Key Boxes for each technology type)

The screenshot shows a web-based configuration interface for a Key Box. It is organized into three main sections:

- Name:** A text input field containing the word "Visitors".
- Information:** A section with two text input fields labeled "Long Name" and "Comment".
- Options:** A section containing two radio buttons for expiration: "Never Expire" (unselected) and "Expire the Key after" (selected). The "Expire the Key after" option is followed by a numeric spinner box set to "2" and the text "of consecutive unused days". Below this is an "Action" dropdown menu currently set to "Suspend key".

Figure 18

11 Keys

A Key is the means of opening a Door controlled by a Reader.

Each Key contains a unique serial number (decoded as an 8-digit number)

Readers may optionally have a Keypad attached or integrated which allows the Keyholder to enter a Personal Identification Number (PIN) associated with the Key before access is granted.

EXgarde supports a number different Key and Reader technologies, including Microcard (infrared), Magnetic (Clock & Data) and Wiegand.

A Keyholder can hold more than one key (for example Magnetic (Clock & Data) for a proximity card and Wiegand for Biometric entry)

To help you keep track of large numbers of Keys, Exgarde uses the idea of a Key Box, which maintains a history of related Keys, such as Visitor Keys, Cleaner Keys, etc.

12 Cards

Once the TDSi Access Control System has been installed, commissioned and handed over to the end user, it is their responsibility to look after their cards.



Cards can be replaced and added to the Keyholder which will entitle that key / card to permit the same access rights as the previous card.

A replacement card will never be the same 8 digit key number as the card it has replaced.

Once a card has been reported as lost / damaged, the key should be changed from “in use” to “suspended”.

This will keep the key and history in the database but will restrict / deny all access to all doors with in Exgarde.

13 Badge Design

A Badge Design is a template which is printed on to cards.

When a Keyholder has a card printed for him, Exgarde can support multiple Badge Designs which the Operator can pick the one that suits the Keyholder best.

You can choose from **free** text or image (same text / image on every card who uses this template) or database text / image (pulls the text or image from Exgarde)

14 Badge Printing

Once Badge Templates have been created with in Exgarde, Badge Printing will allow tailor made designs to be printed for specific Keyholders.

EXgarde can support multiple Badge Designs so cards can (if required) have different colours or different text to distinguish departments or companies at the glance of an eye.

15 ACU

An ACU (Access Control Unit) is what allows access to each Keyholder through doors connected to it.

The ACU (Access Control Unit) will be loaded with keys (card or fob numbers) and will only grant access to any of the keys it knows. Any keys which are not allowed access through its doors (controlled by Exgarde) will not be loaded into the ACU.

If access is granted, an on board relay will change state and complete or break (dependent on if the door is Fail-Safe or Fail-Secure) the circuit for the lock. This will release the lock and the door can be opened.

As part of creating a new ACU in Exgarde, you will be configuring how many & how to use the doors the ACU will be controlling. This will also lead to the reader configuration (how many readers per door). When creating a new ACU in Exgarde, you can tick Commission Mode to delay communications to the ACU during database configuration. Once you have fully configured the ACU and its child objects you can turn off configuration mode and this will tell Excomms to start communication to that ACU.

Each ACU will have a UID (Unique Identifier) which is not duplicated on any other controller.

Each ACU model will start with certain values which can help determine what ACU model it is:

ACU Model	UID Starting Ref
Expert	1-xxx-xxx-xxx
Expert Slave / Expander2	2-xxx-xxx-xxx
Excel2	3-xxx-xxx-xxx
Excle4	4-xxx-xxx-xxx
MICROgarde II	5-xxx-xxx-xxx
MICROgarde I	6-xxx-xxx-xxx

16 Inconsistency

If a sizeable change has occurred in the software (a door association has changed for example) and you have chosen **NOT** to send the changes to the ACU, then the Inconsistency Icon will start flashing on the top toolbar. This is a reminder that the ACUs will still be working to the old parameters (however old keys may still work for example).

You will need to update the ACUs before the changes will take place in the controller.

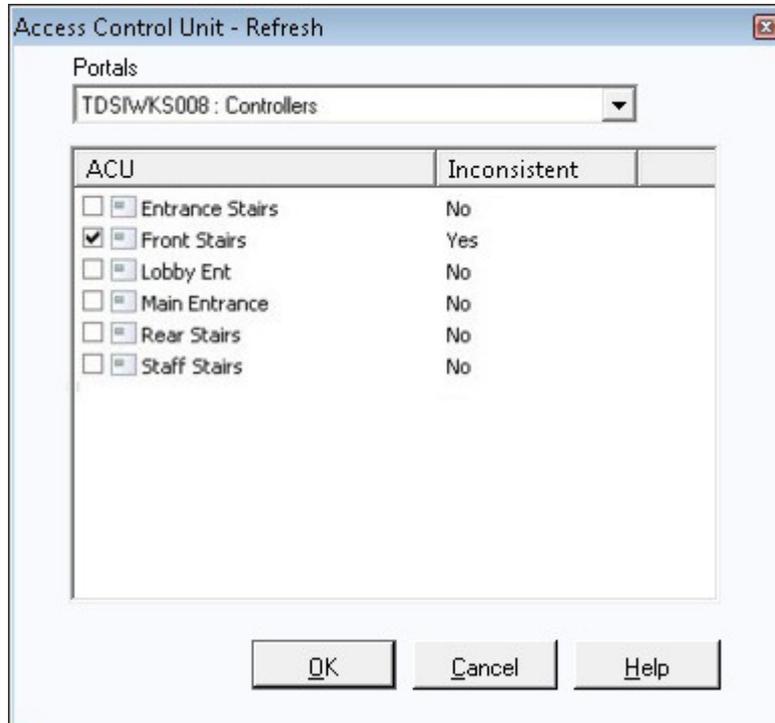


Figure 19

If major changes have been performed and multiple ACUs require updates, then you may wish to perform these updates during a quiet period (overnight for example) preventing possible access rights disruptions during the working day.

17 Doors

A Door provides access between two Access Areas - Inside Area and Outside Area.

Once you have defined these Areas, EXgarde automatically distributes the Controllers with the Keys of Keyholders which are allowed into the Area controlled by the Readers. By default, all Doors are set with Inside and Outside Areas as Public.

The Inner Area is the area behind the door, which is only accessed if they Keyholder has the rights.

The Outer Area is where the Keyholder has come from and is usually governed by an Egress Button (RTE, Push to Exit button)

If there is a reader on either side of the door then the concept of "Outer" and "Inner" is irrelevant. Simply define which reader is located on which side of the door.

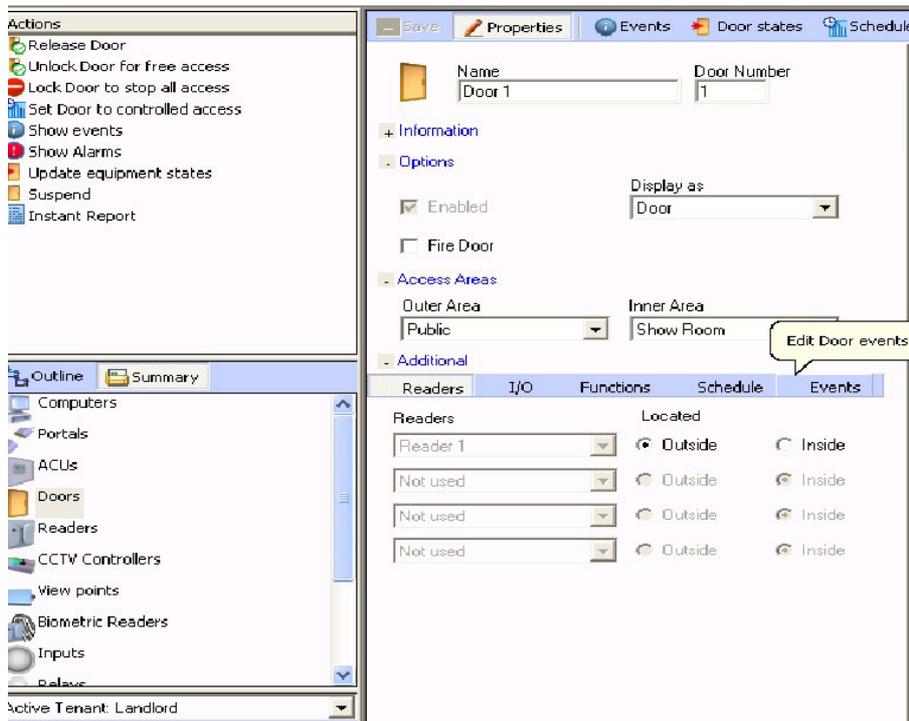


Figure 20

18 Readers

A Key is the means of opening a Door controlled by a Reader. Each Key contains a unique serial number, usually an 8-digit number, which identifies the Key, and by implication, the Keyholder.

Readers may optionally have a Keypad attached which allows the Keyholder to enter a Personal Identification Number (PIN) number associated with the Key before access is granted.

EXgarde supports a number of different Key and Reader technologies.

19 Inputs

An input is connected to a device such as a sensor which monitors simple state changes for its ACU. The default icon used to represent an input is a finger on a button.

The number of input ports on an ACU depends on the ACU type and any attached I/O board. All available inputs are shown in the EXplorer, whether they are in use or not.

All the inputs you are using should be set here in the Explorer to match the physical set-up on the ACUs. Check the connector number to ensure you are assigning the right input to the right input port. This number is contained in the initial default input name and can be found thereafter by looking at the input details in the display of the Explorer.

If there are any spare inputs you are not using you may like to indicate this in their names.

Fixed function inputs

For every Door controlled by an ACU one input will be the Door open sensor and one the exit button connected to the Door.

These are fixed functions for fixed Doors; do not attempt to alter them or reassign them to different inputs. You can edit the input names, though it may be advisable to preserve the Door association in the name or other details.

In situations where there are Readers either side of the Door the exit button may never be used; you may want to indicate this in its name since it will still appear in Explorer displays. (You cannot use either fixed function input where the ACU could have controlled a second Door, but does not; you will not even see those inputs in the Explorer.)

Other inputs

Every other input is available for use at your discretion. When an input changes state (i.e. the switching device attached to it turns on or off), an event message will be generated, which could be used to generate an operator alarm. An input can also be used to trigger a Relay, so that (for example) when an input detects that a switch has been pressed, a bell will sound.

Input events

With standard inputs, there are only two possible events: the state change to on and the state change to off. Supervised inputs can also detect open/short circuit and other fault conditions. Input events can be reported into the main EXgarde system in the normal way, optionally generating an alarm at the same time.

Associated Relay triggers

You can also arrange for an input state change to trigger a Relay; for this you must edit the Trigger tab of the Relay's Properties. So for example you could set timer relays to switch the central heating on and off.

20 Relays

A Relay is a device that can be switched by its controlling ACU into one of two states: on or off (this can be used, for example, to control a light).

The number of Relay slots on an ACU depends on the ACU type and any attached I/O board. All available Relays are shown in the Explorer, whether they are in use or not.

This number is contained in the initial default Relay name and can be found thereafter by looking at the Relay details in the display of the Explorer.

If there are any spare Relays you are not using, you may like to indicate this in their names and give them all with no triggers.

Types of Relay

A triggered Relay responds to events recognised by the ACU; a scheduled Relay operates according to a time schedule.

A triggered Relay can be set to stay on indefinitely (or until an Operator uses its right-click menu to switch it off again) or for a given time.

Factory default Relay settings

Although one or more Relays in an ACU are reserved for controlling the Door locks, and cannot be changed, all other Relays are regarded as "spare" and can be used for automatic control (on specified events), manual control or set to follow a schedule.

When creating a new ACU, some of these spare Relays are given default settings, but you can change these.

Right click menus

Each Relay has a right-click menu enabling you to switch a Relay directly. You can switch it on or off, or make it revert to normal: this will be off for triggered Relays and according to schedule for scheduled Relays.

Relay events

The only events associated with a Relay are its going on or off. For scheduled Relays these events can be reported into the main EXgarde system in the normal way, arrange this via the Event property tab.

However in all other cases the Relay on/off events cannot be reported directly from the ACU. Any non-scheduled Relay event will have been triggered by another event occurring to an input, Door or Reader (see the Trigger tab) and you can make sure this is reported if your Operator rights allow.

21 Counters

A Counter is a value held within an ACU that increments or decrements when access is granted or when an input is activated. It is possible to determine which readers and inputs affect a Counter, and in which direction; up or down.

To make setting up Counters easier, Counter Control is an Area property rather than a Reader property. This allows you to have multiple readers affect multiple Counters.

Each ACU has 16 such counters, and each counter has four Thresholds.

When a Counter's value reaches the limit set for one of its Thresholds, two things can happen

An Event is generated (which, like all event messages, can cause other things to happen)

A Relay is turned on, and will only turn off when the Counter value drops below the Threshold's lower limit

Typical uses of a Counter might be to limit the number of cars in a car park, or to turn off lighting when a room is empty.

22 Events

An Event is a historical record of an EXgarde specific occurrence.

These may be:

Hardware Events (Access Granted or Door Opened for example).

Operator Events (Operator Added Keyholder for example).

System Events (ACU Timed Out for example)

As default, all events are recorded in EXgarde. You can choose to display them in the Event List (in real-time or as an historical search), or create Reports.

To disable the events:

Select the object which creates the event in EXgarde

Right-click and select "Properties"

Select the "Event" tab

Deselect the event you wish to disable

The Event List is a way of viewing live events that are occurring around the site. When first opened, this window is empty.

Date/Time	Event	Source	Detail 1	Detail 2	Detail 3

Figure 21

New events are displayed here when received from ACUs, or generated by the Operator or by EXgarde itself.

If you stop and start the list, it will be cleared.

If you pause and start the event list, it carries on from where it was paused and will display any new events that have occurred since it was paused.

Each Event List displays a summary of Events which have been recorded in the Event Log. If you wish to view an Event which is not in the Live Event Window, then you can view historical events.

Visual Verification - If you click details in the Event Window GDA a windows will appear alongside the event list.

This will display the photo of the Keyholder in access granted events.

23 Alarms

An Alarm is generated when an Event occurs which has been designated as requiring Operator intervention.

An Alarm can be associated with an Alarm Procedure, which consists of a series of actions which an Operator has to perform when the Alarm is generated.

For example, if a Door is forced, the Operator might have to investigate personally, or inform a security guard.

Objects which can generate alarms can be placed in Alarm Zones. Because an Alarm Zone can be armed and disarmed, either manually or according to a schedule, you can choose when alarm reporting will be active and when it will not.

24 Alarm Zones

Alarm Zones provide a method of viewing and controlling objects which have / can be grouped together in ways which represent their physical location within your installation. This feature is only available on Pro and Enterprise versions of EXgarde.

One of the properties of an Alarm Zone is a Schedule - an event will only be reported as an alarm if the Alarm Zone in which the object has been placed is armed.

The bar at the top of the display shows the schedule for today.

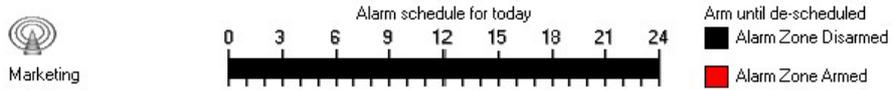


Figure 22

Objects on Alarm Zones behave in the same way as they do in the Explorer and you have full access to all of the associated actions by right-clicking on an object

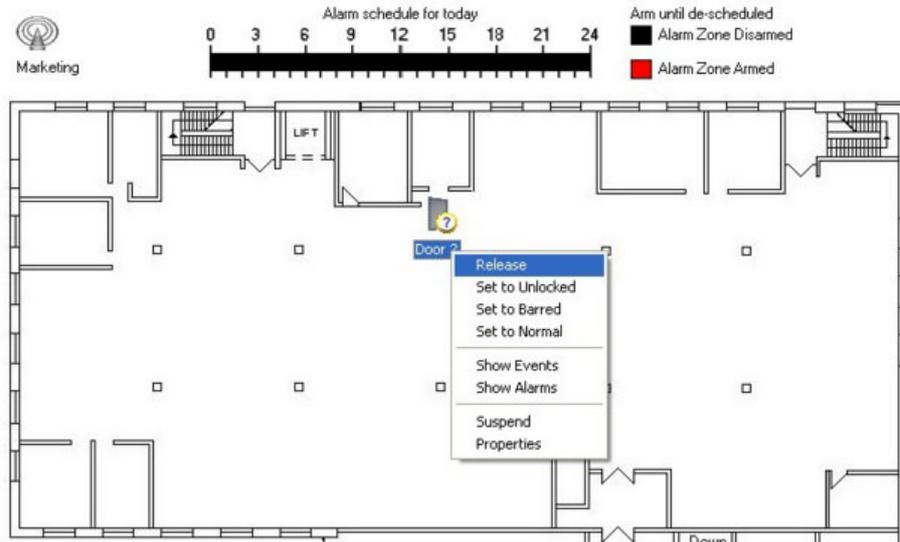


Figure 23

25 Building Management

The Building Management is a way of controlling all the Access Areas, Site Plans and Alarms Zones.

It is the software representation of the physical environment in which EXgarde and the ACUs have been installed.

Access Areas should be relate to areas / rooms in your building

Site Plan will be a graphical representation of an area or the entire building

Alarm Zone will again be a graphical representation of the area or building but will have a time schedule from which alarms can be created and will be armed or disarmed between your chosen times.



Figure 24

26 System Settings

The Systems Settings is where the configuration of EXgarde & equipment would be contained.

In System Settings, you will find the Schedules, Database Users, Operators, Options and Net Cam Types

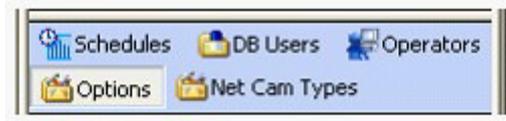


Figure 25

27 System Options

The System Options button will allow the user to define the smaller configuration points in EXgarde.

You will see multiple folders as displayed:

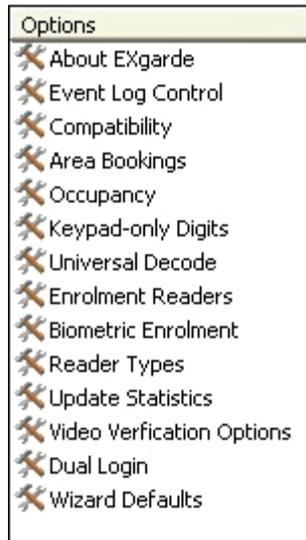


Figure 26

27.1 About EXgarde

This will show your Licence, and your Licensed Options & Registration Key

Licence Key	Present
Maximum Users	1
Maximum Doors	128
Maximum Tenants	1
Current Users	1
Database Version	377
Licensed Options	Photo ID MICROgarde Elevator Control DIGIgarde
Registration Key	JD8X23-R8NCIE-AAXY

Figure 27

27.2 Event Log Control

This will display how you have set up the control of event records. You can choose not to delete any events or delete after a selected period.

Do not delete event log entries

Delete event log entries

Delete after days

Delete entries in blocks of Events

Figure 28

27.3 Compatibility

This will show the controllers (ACUs) that can be used with EXgarde Pro.

If you wish to allow Multi Card Access or Disable Events, then tick the dedicated options

EXseries Access Control Units

Maximum number of Group Schedules

Multi-card Access Support

Disable Events

Figure 29

27.4 Occupancy

This shows the nominated Access Area which Keyholders will be reset to if selected in their properties.

Reset to Area

Include Inner Areas

Overdue Period day(s)

hour(s)

Figure 30

27.5 Keypad Only Digits

This allows the user to select the number of digits used for Keypad Only access. EXgarde supports up to 8 digits in Keypad Only mode

Keypad-only Required Digits

Figure 31

27.6 Universal Decode

This is where the user would load the configuration file if you had specific readers which required special configuration of the reader interface to read the number on the card

Default Configuration File

Apply to all Readers using Universal Decode

Figure 32

27.7 Enrolment Readers

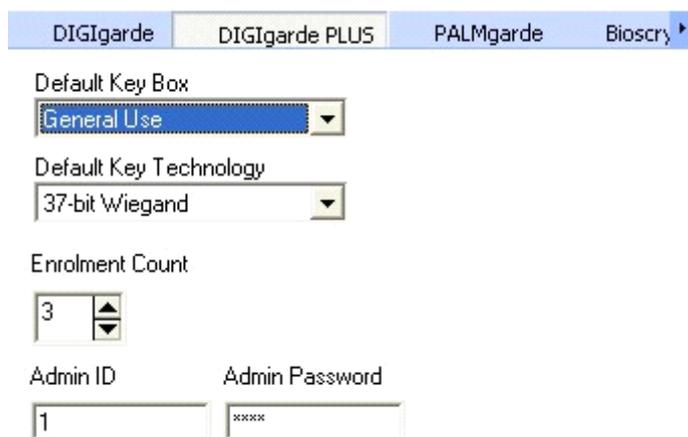
This allows the user to dedicate specific readers for Card Validation by ticking the reader option box

	Name	Access Control ...	Reader Number
<input type="checkbox"/>	Reader 1	EXpert ACU	1
<input type="checkbox"/>	Reader 1	EXpander ACU	1
<input type="checkbox"/>	Reader 1	EXcel2 ACU	1
<input type="checkbox"/>	Reader 1	EXcel4 ACU	1
<input type="checkbox"/>	Reader 1	MICROgarde 1 ...	1
<input type="checkbox"/>	Reader 1	MICROgarde 2 ...	1
<input type="checkbox"/>	Reader 2	EXpert ACU	2
<input type="checkbox"/>	Reader 2	EXpander ACU	2
<input type="checkbox"/>	Reader 2	EXcel2 ACU	2
<input type="checkbox"/>	Reader 2	EXcel4 ACU	2
<input type="checkbox"/>	Reader 2	MICROgarde 1 ...	2
<input type="checkbox"/>	Reader 2	MICROgarde 2 ...	2
<input type="checkbox"/>	Reader 3	EXcel4 ACU	3
<input type="checkbox"/>	Reader 3	MICROgarde 2 ...	3
<input type="checkbox"/>	Reader 4	EXcel4 ACU	4
<input type="checkbox"/>	Reader 4	MICROgarde 2 ...	4

Figure 33

27.8 Biometric Enrolment Readers

This allows the user to specify how to enrol fingerprints in the keyholder biometric enrolment screen.



DIGIgarde DIGIgarde PLUS PALMgarde Bioscry ▾

Default Key Box
General Use ▾

Default Key Technology
37-bit Wiegand ▾

Enrolment Count
3

Admin ID
1

Admin Password
xxxxx

Figure 34

27.9 Reader Types

This will show the user what reader technology is compatible with what ACU

Name	Interface	Key Type	ACU T
26-bit Wiegand	26-bit Wiegand	26-bit Wiegand	S + EX
34-bit Wiegand	34-bit Wiegand	34-bit Wiegand	EX
37-bit Wiegand	37-bit Wiegand	37-bit Wiegand	EX + M
Bioscrypt	37-bit Wiegand	37-bit Wiegand	EX + M
DIGIgarde	37-bit Wiegand	37-bit Wiegand	EX + M
Digital Microcard	Microcard	Magnetic	S + EX
EXprox	Magnetic	Magnetic	S + EX
EXsmart MIF...	Magnetic	Magnetic	S + EX
Magnetic	Magnetic	Magnetic	S + EX
Me Lucky 34-...	Me Lucky 34-bit...	Me Lucky 34-bit...	EX
Microcard	Microcard	Microcard	S + EX
Motorola/Ind...	ASR Prox	ASR Prox	S + EX

Description
26-bit Wiegand

Key Type
26-bit Wiegand ▾

Reader Technology
26-bit Wiegand ▾

eXpert MicroGarde 2

eXcel 2

eXcel 4

MicroGarde 1

Figure 35

27.10 Update Statistics

This will allow a quick and easy way to access the database and update the order it searches for data which will improve the database performance

Update Database statistics can improve Database performance.



Figure 36

27.11 Video Verification Options

This allows the configuration of video verification.

Timed - The video will display the current event for the specified seconds before moving to the next incoming event. The Next and Release button on the verification screen will also be enabled for that specified period.

Hold - The video will stay on the first incoming event configured for video verification until the operator clicks the Next button or the Release button.

None - The video will change with each event configured for video verification as they come in.

Default Configuration

Title
 Show when creating window

Timed seconds

Hold

None

Equipment with Video Verification Enabled

	Name	Parent
<input type="checkbox"/>	excelbio	IP Direct 1
<input checked="" type="checkbox"/>	Reader 1	excelbio
<input type="checkbox"/>	Reader 2	excelbio
<input type="checkbox"/>	Reader 4	excelbio

Figure 37

Dual Login configures the login to EXgarde to require two operators.

Enable Dual Login

Figure 38

27.12 Wizard Defaults

This configures the default key technology used in the Keyholder wizard.

Key Type

Figure 39

28 Schedules

28.1 Access Area Schedule

Access Area Schedules control the access modes for all doors leading onto the access area selected.
 The access schedule is displayed on a weekly schedule which is manually edited if the default is not required.
 These modes of operation can be over-ridden by manual operator intervention

Access Modes:

Unlocked

Doors will be unlocked for the selected time

Key or Keypad

Access to this area will be allowed if a valid Key is presented, or if a valid code is entered at a keypad

Key + PIN

Access to this area will be allowed if a valid Key is presented followed by the correct PIN

Key + PIN or Keypad

Access to this area will be allowed if a valid Key is presented followed by the correct PIN, or if a valid code is entered at a keypad

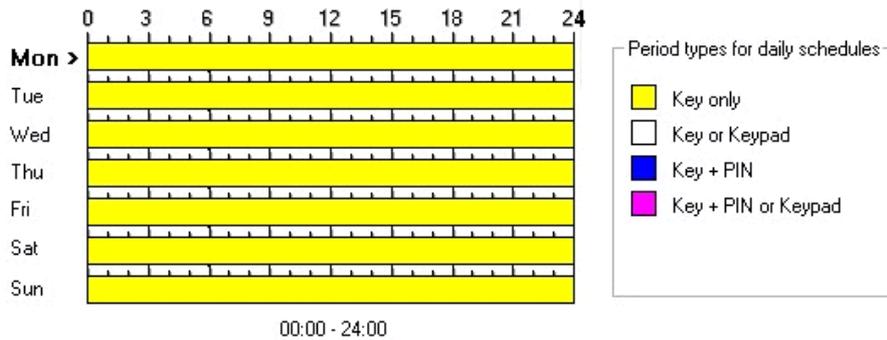


Figure 40

28.2 Access Group Schedule

The Access Group Schedule shows the times when the Keys, belonging to the Keyholders who are members of this Access Group, are enabled.

The graphical representation shows the times and days when access is allowed.

If a Keyholder is a member of several Groups, their Keys are enabled when any of their Groups are enabled.

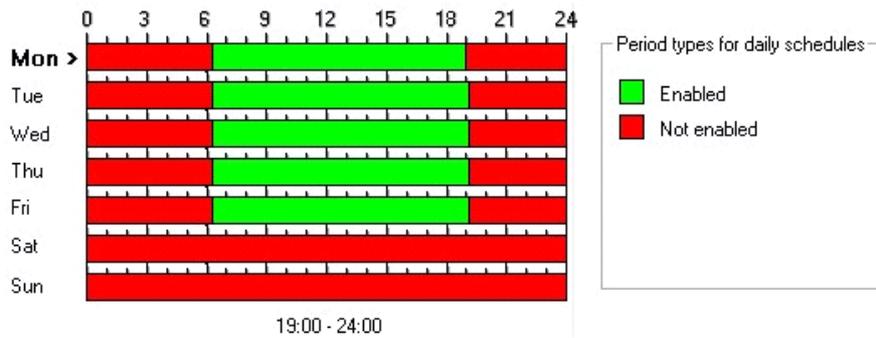


Figure 41

28.3 Alarm Zone Schedule

Alarm Zones will enable or disable any Event Alarms set up within EXgarde.

Different floors / areas may have different Alarm Zones.

The graphical representation shows the times and days when Event Alarms are Active or Disabled.

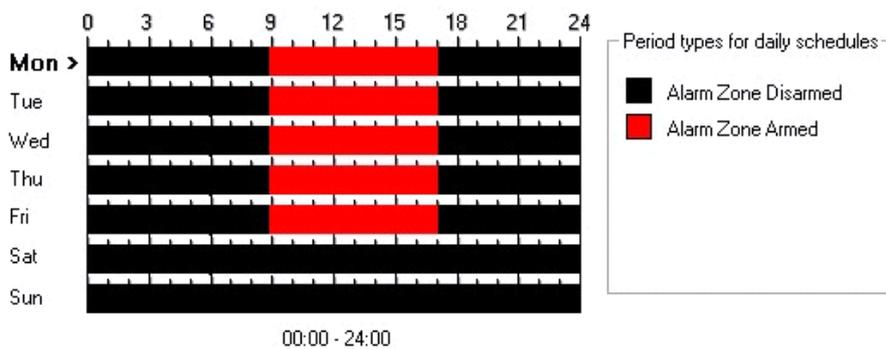


Figure 42

28.4 Relay Schedule

Relay Schedules are used to either Control On (force it on) or Control Off (force it off).

The graphical representation displays when it is controlled on and when it is controlled off

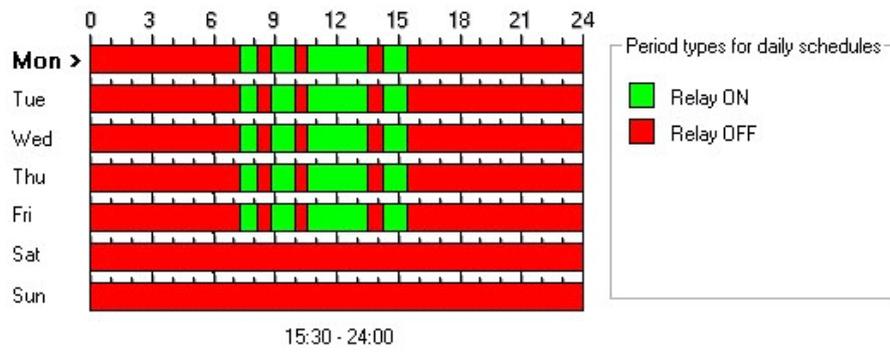


Figure 43

29 Site Plan

A Site Plan is a graphical representation of your site onto which you can drag-and-drop objects, such as ACU's, Doors and Access Areas, from the Explorer tree.

Once your objects are laid out on the Site-Plan, you can use them directly from the Site Plan, without needing to know how the equipment is connected, or having to navigate up and down the Explorer tree.

It is well worth investing the time to design good Site Plans for your Access Control system, because they will make it simplicity itself to administer your whole system using real-world pictures which you can easily relate to the actual site.

EXgarde supports background images which are BMP, GIF, TIF or JPEG files

Site Plans provide a convenient method of viewing and controlling objects, because objects can be grouped together in ways which represent their geographical location within your installation.

Objects on Site Plans behave in the same way as they do in the Actions Window - if you right-click an object you will be presented with the same menu.



Figure 44

30 DB Users

DB Users (database users) can be used to access the EXgarde database without using EXgarde Explorer.

External applications can interrogate the database to run various reports.

Other applications (such as Fusion) can be used to push data into the database, which will be used by EXgarde Explorer.

31 Net Cam Types

EXgarde has 2 Net Cam Types set up as default

Axis PTZ

Panasonic BLC

The Net Cams are easily configurable to make integration with them as smooth as possible:

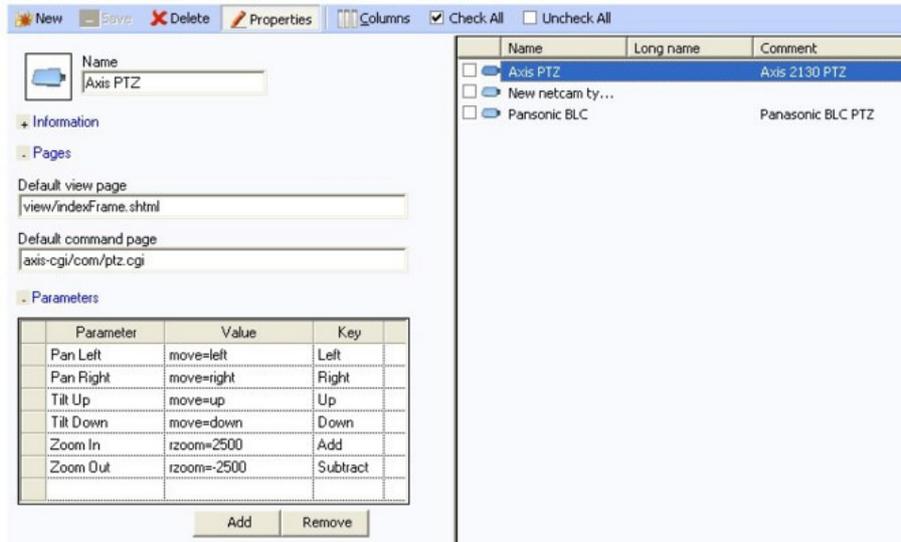


Figure 45

You will need to know the View Page & Command Page for the cameras you decide on.



Because everyone deserves peace of mind

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