



ALARM LOCK

345 Bayview Avenue
Amityville, New York 11701
For Sales and Repairs 1-800-ALA-LOCK
For Technical Service 1-800-645-9440

Publicly traded on NASDAQ Symbol: NSSC

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DL-WINDOWS™

ADDING PROXIMITY CARDS AND TIMEZONE SCHEDULING SCENARIO EXAMPLES

WI1633A 2/12

EXAMPLE 1

ADD A PROX CARD TO A USER

The following describes the procedure to add a proximity card to user "Sam Jones".

1. From the **Global Users Screen**, click the **Add Cards** button.

2. In the **Prox Card Enrolling** dialog, select the correct **Card Type** from the pull-down menu.
3. In the **Card Code** field, type the number printed in ink on the card surface.
4. In the **Facility Code** field, type the card Facility Code.

When using HID cards from Alarm Lock, select the following:

- **Card Type:** "NAP36bit"
- **Card Code:** Type the number printed in ink on the card surface
- **Facility Code:** "19"

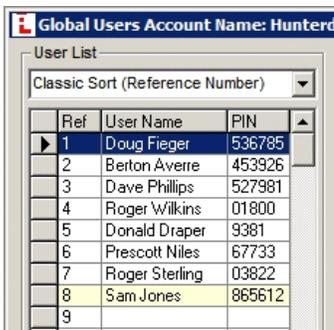
5. Click the **"Build Card Data"** button. **Note:** In this example, *Sam Jones* is required to use both a PIN and his proximity card to gain entry.

The User Name in the **Global Users Screen** is highlighted in yellow. The proximity card information is displayed in the bottom right area of the screen.

Ref	User Name	PIN
8	Sam Jones	865612
9		
10		
11		
12		
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17		
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19		
20		
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36		

EXAMPLE 2 ADDING PROX CARDS USING THE "SEQUENTIAL ADD" FEATURE (MULTIPLE USERS AT ONE TIME)

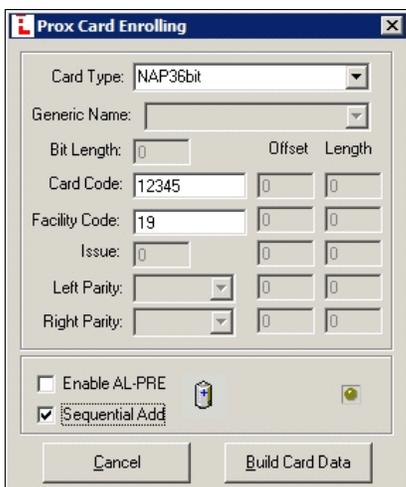
1. Select multiple users by clicking to highlight the name of the first user:



2. Hold down the **Shift** key and click to highlight the last user you want to add. All users will be highlighted (selected) as shown in the image below:



3. Click the **Add Cards** button and the **Prox Card Enrolling** dialog opens:

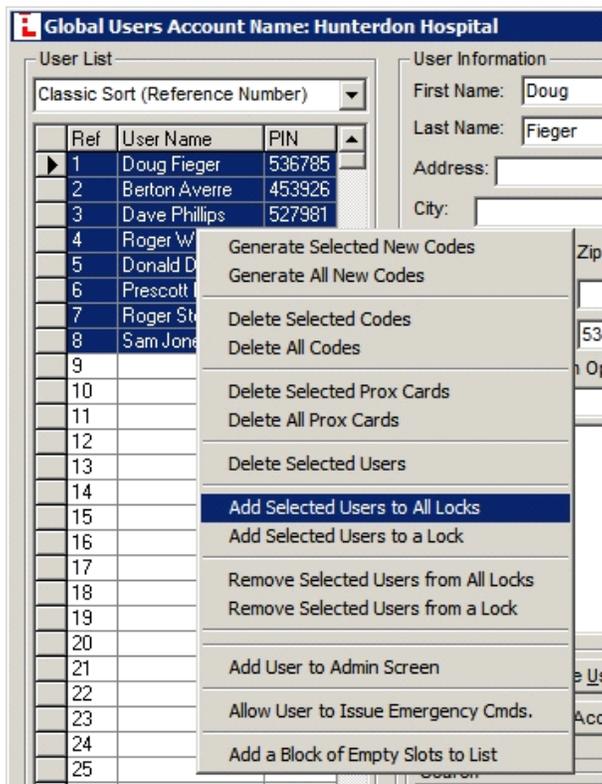


4. In the **Prox Card Enrolling** dialog, click to choose the correct **Card Type** from the pull-down list, type the starting **Card Code** (printed in ink on the card surface) and the **Facility Code** number. Check the **Sequential Add** check box. Click the **Build Card Data** button; in the **Number of Cards** pop-up that appears, type the number of cards to be enrolled and click "OK".

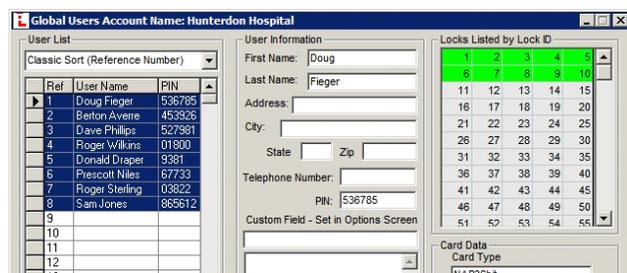


ADD ALL USERS TO ALL LOCKS

5. In the **Global Users Screen**, select multiple users by clicking to highlight the first user in the list, hold down the shift key, and click to highlight the last user in the list. Right-click the highlighted area. In the menu that appears, click **Add Selected Users to All Locks**.



All users will be added to all locks (indicated by the Lock ID rectangles turning green, as shown in the image below:)



EXAMPLE 3 COMMUNITY SWIMMING POOL OPEN MAY 26 - SEPTEMBER 3

9:00AM - 10:00PM, 7 DAYS A WEEK

The strategy here is to assign these users to a Group, and then enable or disable the Group at certain times. With each user possessing their own individual HID Prox Cards, start by opening the **Global Users Screen**:

1. Set up Administrative users, (Master, Manager, DTM Download, etc.): Click the "**Add Administrative Users**" button. In the **Administrative Users** dialog, change factory codes to new codes.

The **Administrative Users** dialog box is shown. It has a left sidebar with a list of user roles: Master Code, Installer 1-2, Manager 1-3, Supervisor 1-3, Print Only 1-2, Enable User 300, PC Download, DTM Download, and One Time Service. The main area is divided into 'User Info' (First Name, Last Name, Address, City, State, Zip, Custom Field, Telephone Number, Comments, PIN) and 'Card Data' (Card Type, Facility Code, Card Code, PIN). Buttons include 'Set Group Assignment', 'View Emergency Users', 'Delete Current User', 'Add Cards', and 'Remove Card'.

2. Add all users to Lock #3 (named "Pool Gate"). Select users by clicking to highlight the first user, holding the **Shift** key, and clicking to highlight the last user, as shown in the example image below:

The **Global Users Account Name: Winham Community Swimming Pool** dialog box is shown. The 'User List' table has the following data:

User Name	PIN
Sam Jones	69668
John Smith	66506
John Doe	66546
Jane Smith	61795
Sam Smith	14143
Jane Doe	36605

The 'Locks Listed by Lock ID' table is also visible:

Lock ID	1	2	3	4	5
1					
2					
3					
4					
5					

3. With all users highlighted, right-click the highlighted users and click "**Add Selected Users to a Lock**". In the **Add Users** pop-up, click "**Yes**".

The **Add Users** pop-up dialog box is shown with the question "Add These Users To A Lock?". It has two buttons: **Yes** and **No**.

4. In the **Select Door Number** pop-up, click the pull-down list and select the lock (in this example, #3 "Pool Gate") and click "**OK**".

The **Select Door Number** pop-up dialog box is shown. It asks "Add Selected Users to which Door?". A pull-down menu shows "3 - Pool Gate" selected. There are **OK** and **Cancel** buttons.

The image below displays all users added to Lock 3, "Pool Gate" (indicated by the Lock ID grid "rectangles" at the top right turning green):

The **Global Users Account Name: Winham Community Swimming Pool** dialog box is shown. The 'Locks Listed by Lock ID' table now has the following data:

Lock ID	1	2	3	4	5
1					
2					
3					
4					
5					

The 'User List' table is also visible, with users Sam Jones, John Smith, John Doe, Jane Smith, Sam Smith, and Jane Doe highlighted in blue.

5. Use Groups to control access by first assigning each user to Group 2. In the **Global Users Screen**, select multiple users by clicking to highlight the first user, holding the **Shift** key, and clicking to highlight the last user, as shown in the example in step 2 above. Click the "**Set Group Assignment**" button, check the "**Add/Remove from Group 2**" checkbox, click **Add Selected Users to These Groups**, then click **Accept**:

The **Set Group Assignment For User - 2** dialog box is shown. It has a table with the following data:

Lock ID's	1	2	3
Group 1	1	1	1
Group 2	2	2	2
Group 3	3	3	3
Group 4	4	4	4

Below the table are checkboxes for "Add/Remove From Group1", "Add/Remove From Group2" (checked), "Add/Remove From Group3", and "Add/Remove From Group4". There are **Accept** and **Cancel** buttons. A text box at the bottom says: "Add Selected Users to These Groups' will add the selected users to the Groups displayed in Green. Select Groups by double clicking or single clicking while holding the 'Ctrl' key."

6. Create TimeZones and Schedules to only allow those users in Group 2 to access the Pool Gate from 9:00 am – 10:00 pm during the Pool Season, May 26 – September 3 (click the **Sched** button). The following image displays **TimeZone 3**, detailing the opening and closing times for all of June:
Note: Because each month of June, July and Au-

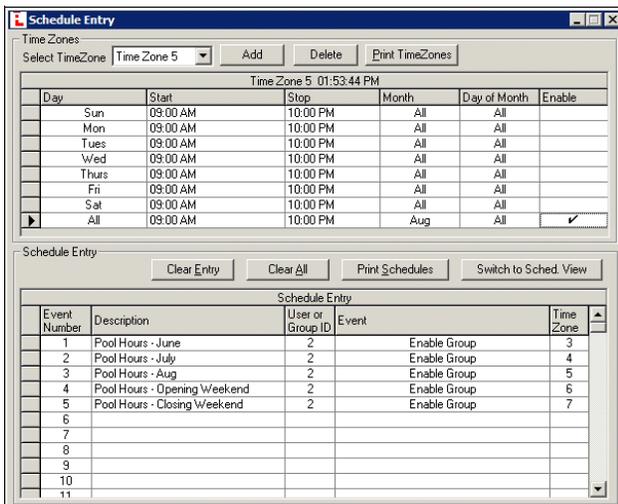
gust all adhere to the 9:00 am - 10:00 pm schedule, "All" is checked in the **Enable** column for the **Day** column ("All" row) and the **Day of Month** column ("All" row).



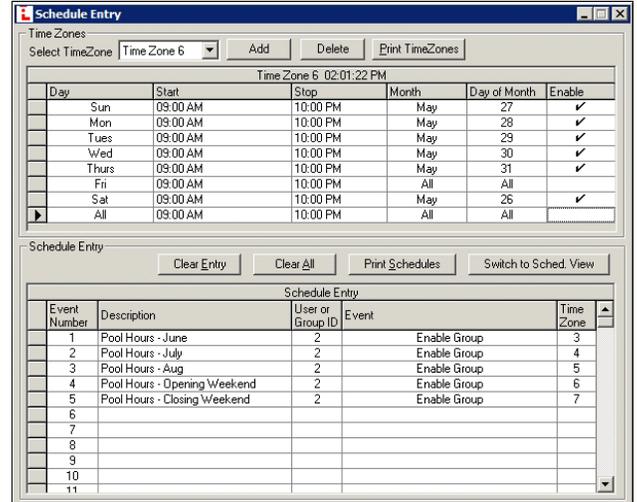
The following image displays **TimeZone 4**, detailing the opening and closing times for all of July:



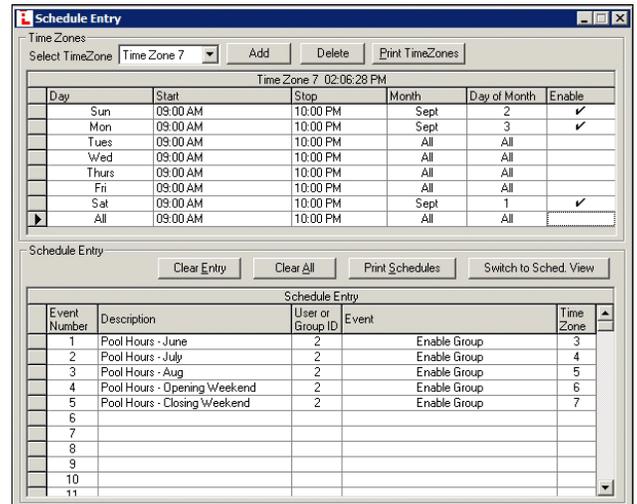
The following image displays **TimeZone 5**, detailing the opening and closing times for all of August:



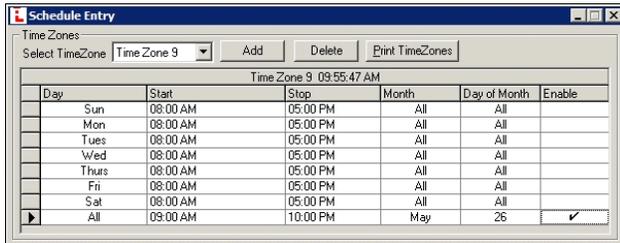
The following image displays **TimeZone 6**, detailing the opening and closing times for the "opening weekend", May 26 through May 31:



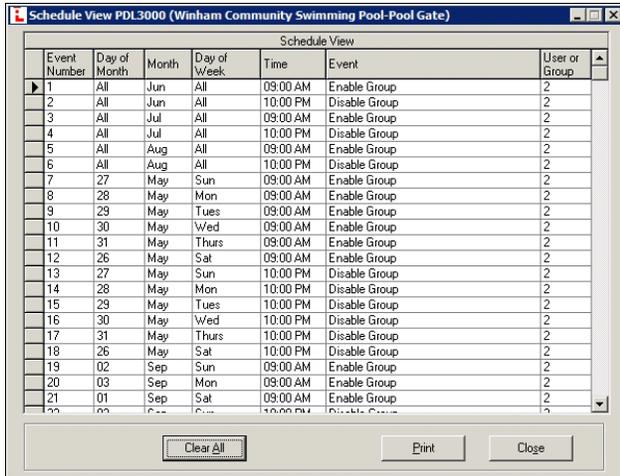
Note: Because only the days of May 26th - May 31st need to adhere to the schedule, select only the specific days of the month and days of the week that correspond to the TimeZone, as shown above. Notice the same has been done for **TimeZone 7**, detailing the opening and closing times for the "closing weekend", September 1 through September 3:



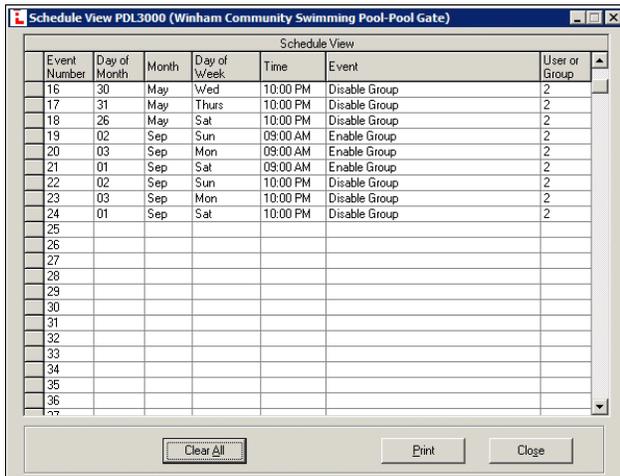
Be aware that the above opening and closing weekend TimeZones may need to be adjusted each year, unless you are certain the opening day (May 26) and closing day (September 3) will always be the same each year; in that case, each **day** within the opening and closing weekends can be programmed with its **own** TimeZone, as shown in the following image of **TimeZone 9**, where May 26th is set for ALL so that the day of week ("Monday" or "Tuesday", etc.) is not relevant.



(Optional step): In order to ensure all of the selected TimeZones have been scheduled correctly, click the "Switch to Schedule View" button as shown:



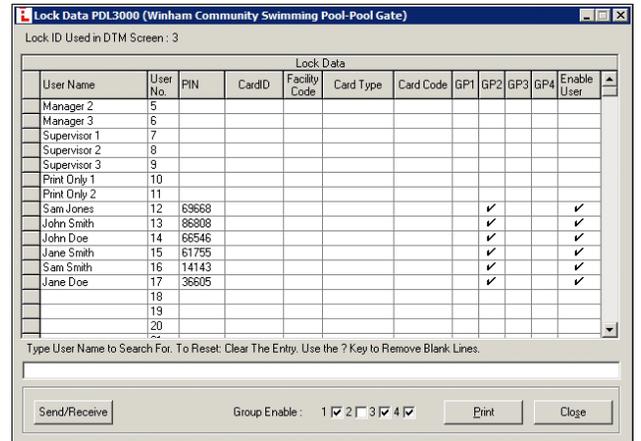
(The image below is a continuation of the image above).



Since this TimeZone/Schedule example is in the future, you must also take into consideration the "pre-May 26" time period by disabling these Group 2 users for the period before May 26. This way, these Group 2 users will be sent to the lock "disabled" and waiting for May 26th enable date. These Group 2 users will likewise be disabled again on September 3rd at 10:00 pm.

Therefore, uncheck ("disable") the **Group Enable**

checkboxes (at the bottom of the dialog) for all Group 2 users via the **Lock Data** screen, as shown below.



Be sure to download to the locks: In the **Lock Data** screen, click the **Send/Receive** button and select **Send to Lock**.

EXAMPLE 4 DAY-SHIFT, 8:00 AM-5:00 PM (MON – FRI)

1. Set up users in the **Global Users Screen**:

Global Users Account Name: Winham Community Swimming Pool

User List: Classic Sort (Reference Number)

User Name	PIN
Sam Jones	63668
John Smith	86808
John Doe	66546
Jane Smith	61755
Sam Smith	14143
Jane Doe	36805

User Information: First Name: Sam, Last Name: Jones, Address: _____, City: _____, State: _____, Zip: _____, Telephone Number: _____, PIN: 69668

Locks Listed by Lock ID: 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55

Card Data: Card Type: _____, Facility Code: _____, Card Code: _____, Card ID: _____

Buttons: Add Administrative Users, Hide Pins, Set Group Assignment, Set Double Sided Access, Set Level Assignment, Add Cards, Remove Card

Search: Name: _____, Type Search Text Here: _____, Delete User: _____, Reset Search Text: _____, Close: _____

2. Set up Administrative users (Master Code, Manager/Supervisor Codes, DTM Codes, etc.). Click **"Add Administrative Users"** button. In the **Administrative Users** dialog, change factory codes to new codes:

Administrative Users

Administrative Users: Master Code, Installer 1, Installer 2, Manager 1, Manager 2, Manager 3, Supervisor 1, Supervisor 2, Supervisor 3, Print Only 1, Print Only 2, Enable User 300, PC Download, DTM Download, One Time Service

User Info: First Name: Master, Last Name: Code, Address: _____, City: _____, State: _____, Zip: _____, Custom Field: _____, Telephone Number: _____, Comments: PIN: 123456

Card Data: Card Type: _____, Facility Code: _____, Card Code: _____, PIN: _____

Buttons: Set Group Assignment, View Emergency Users, Delete Current User, Add Cards, Remove Card, Accept

3. Add users to Group 1: In the **Global Users Screen**, select multiple users by clicking to highlight the first user, holding the **Shift** key, and clicking to highlight the last user in the **User List**, as shown in the image in step 1 above. Click the **"Set Group Assignment"** button, check the **"Add/Remove from Group 1"** checkbox, click **Add Selected Users to These Groups**, then click **Accept**:

Set Group Assignment For User - 1

Lock ID's: 1, 2, 3

Group 1: 1, 2, 3

Group 2: 2, 2, 2

Group 3: 3, 3, 3

Group 4: 4, 4, 4

Buttons: Add/Remove From Group1, Add/Remove From Group2, Add/Remove From Group3, Add/Remove From Group4, Accept, Cancel

Text: Add Selected Users to These Groups will add the selected users to the Groups displayed in Green. Select Groups by double clicking or single clicking while holding the Ctrl key.

Button: Add Selected Users to These Groups

4. Create a schedule for the "Day Shift". For all users added to Group 2, enable their individual codes/ Prox cards 8:00 am – 5:00 pm (Monday – Friday):

Schedule - Timezone PDL3000 (Winham Community Swimming Pool-Pool Gate)

Time Zones: Select TimeZone: Time Zone 1, Add, Delete, Print TimeZones

Day	Start	Stop	Month	Day of Month	Enable
Sun	08:00 AM	05:00 PM	All	All	
Mon	08:00 AM	05:00 PM	All	All	✓
Tues	08:00 AM	05:00 PM	All	All	✓
Wed	08:00 AM	05:00 PM	All	All	✓
Thurs	08:00 AM	05:00 PM	All	All	✓
Fri	08:00 AM	05:00 PM	All	All	✓
Sat	08:00 AM	05:00 PM	All	All	
All	08:00 AM	05:00 PM	All	All	

Schedule Entry: Clear Entry, Clear All, Print Schedules, Switch to Sched. View

Event Number	Description	User or Group ID	Event	Time Zone
1	Day Shift	1	Enable Group	1
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

5. (Optional) Click the **"Switch to Schedule View"** button to confirm the schedule was entered correctly:

Schedule View PDL3000 (Winham Community Swimming Pool-Pool Gate)

Event Number	Day of Month	Month	Day of Week	Time	Event	User or Group
1	All	All	Mon-Fri	08:00 AM	Enable Group	1
2	All	All	Mon-Fri	05:00 PM	Disable Group	1
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Buttons: Clear All, Print, Close

6. Be sure to download to the locks: In the **Lock Data** screen, click the **Send/Receive** button and select **Send to Lock**.

Lock Data PDL3000 (Winham Community Swimming Pool-Pool Gate)

Lock ID Used in DTM Screen: 3

User Name	User No.	PIN	CardID	Facility Code	Card Type	Card Code	GP1	GP2	GP3	GP4	Enable User
Installer 1	2										
Installer 2	3										
Manager 1	4										
Manager 2	5										
Manager 3	6										
Supervisor 1	7										
Supervisor 2	8										
Supervisor 3	9										
Print Only 1	10										
Print Only 2	11										
Sam Jones	12	63668					✓				✓
John Smith	13	86808					✓				✓
John Doe	14	66546					✓				✓
Jane Smith	15	61755					✓				✓
Sam Smith	16	14143					✓				✓
Jane Doe	17	36805					✓				✓

Buttons: Send/Receive, Group Enable: 1 ✓ 2 ✓ 3 ✓ 4 ✓, Print, Close

NOTES

ALARM LOCK LIMITED WARRANTY

ALARM LOCK SYSTEMS, INC. (ALARM LOCK) warrants its products to be free from manufacturing defects in materials and workmanship for 24 months following the date of manufacture. ALARM LOCK will, within said period, at its option, repair or replace any product failing to operate correctly without charge to the original purchaser or user.

This warranty shall not apply to any equipment, or any part thereof, which has been repaired by others, improperly installed, improperly used, abused, altered, damaged, subjected to acts of God, or on which any serial numbers have been altered, defaced or removed. Seller will not be responsible for any dismantling or reinstallation charges.

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR A WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. ADDITIONALLY, THIS WARRANTY IS IN LIEU OF ALL OTHER OBLIGATIONS OR LIABILITIES ON THE PART OF ALARM LOCK.

Any action for breach of warranty, including but not limited to any implied warranty of merchantability, must be brought within the six months following the end of the warranty period. IN NO CASE SHALL ALARM LOCK BE LIABLE TO ANYONE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES FOR BREACH OF THIS OR ANY OTHER WARRANTY, EXPRESS OR IMPLIED, EVEN IF THE LOSS OR DAMAGE IS CAUSED BY THE SELLER'S OWN NEGLIGENCE OR FAULT.

In case of defect, contact the security professional who installed and maintains your security system. In order to exercise the warranty, the product must be returned by the security professional, shipping costs prepaid and insured to ALARM LOCK. After repair or replacement, ALARM LOCK assumes the cost of returning products under warranty. ALARM LOCK shall have no obligation under this warranty, or otherwise, if the product has been repaired by others, improperly installed, improperly used, abused, altered, damaged, subjected to accident, nuisance, flood, fire or acts of God, or on which any serial numbers have been altered, defaced or removed. ALARM LOCK will not be responsible for any dismantling, reassembly or reinstallation charges.

This warranty contains the entire warranty. It is the sole warranty and any prior agreements or representations, whether oral or written, are either merged herein or are expressly canceled. ALARM LOCK neither assumes,

nor authorizes any other person purporting to act on its behalf to modify, to change, or to assume for it, any other warranty or liability concerning its products.

In no event shall ALARM LOCK be liable for an amount in excess of ALARM LOCK's original selling price of the product, for any loss or damage, whether direct, indirect, incidental, consequential, or otherwise arising out of any failure of the product. Seller's warranty, as hereinabove set forth, shall not be enlarged, diminished or affected by and no obligation or liability shall arise or grow out of Seller's rendering of technical advice or service in connection with Buyer's order of the goods furnished hereunder.

ALARM LOCK RECOMMENDS THAT THE ENTIRE SYSTEM BE COMPLETELY TESTED WEEKLY.

Warning: Despite frequent testing, and due to, but not limited to, any or all of the following; criminal tampering, electrical or communications disruption, it is possible for the system to fail to perform as expected. ALARM LOCK does not represent that the product/system may not be compromised or circumvented; or that the product or system will prevent any personal injury or property loss by burglary, robbery, fire or otherwise; nor that the product or system will in all cases provide adequate warning or protection. A properly installed and maintained alarm may only reduce risk of burglary, robbery, fire or otherwise but it is not insurance or a guarantee that these events will not occur. CONSEQUENTLY, SELLER SHALL HAVE NO LIABILITY FOR ANY PERSONAL INJURY, PROPERTY DAMAGE, OR OTHER LOSS BASED ON A CLAIM THE PRODUCT FAILED TO GIVE WARNING. Therefore, the installer should in turn advise the consumer to take any and all precautions for his or her safety including, but not limited to, fleeing the premises and calling police or fire department, in order to mitigate the possibilities of harm and/or damage.

ALARM LOCK is not an insurer of either the property or safety of the user's family or employees, and limits its liability for any loss or damage including incidental or consequential damages to ALARM LOCK's original selling price of the product regardless of the cause of such loss or damage.

Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, or differentiate in their treatment of limitations of liability for ordinary or gross negligence, so the above limitations or exclusions may not apply to you. This Warranty gives you specific legal rights and you may also have other rights which vary from state to state.