



HARTMANN

CONTROLS CORP.

EZ-ACC

User Guide

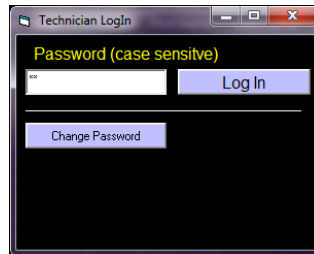
July 2011

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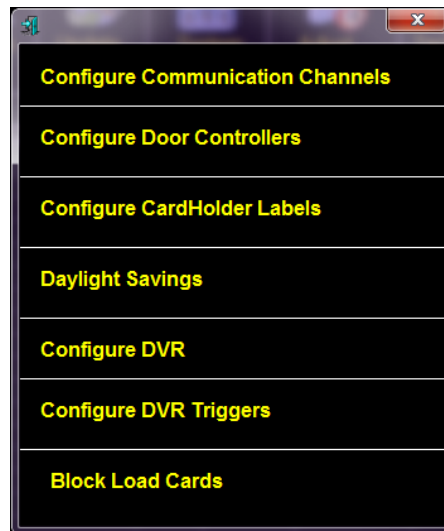
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TECHNICIAN SETUP

This section should only be accessed by a qualified technician as incorrect configuration changes could affect the communication and functionality of the EZ-ACC access control system. The default login for Technician Setup is 'HC'.

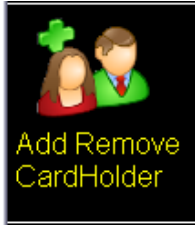


The user will be presented with the following configuration menu:



The above configuration options will not be reviewed in this user guide. Refer to your installation technician for assistance or contact Hartmann Controls Technical Support at 1-877-411-0101 during normal business hours (Mon - Fri; 9AM - 5PM EST).

ADD/REMOVE CARDHOLDERS

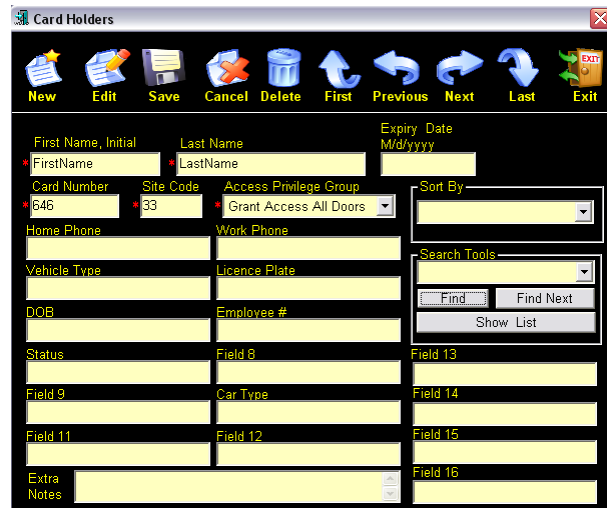


This is the area in which you can Add, Remove, or Edit cardholder information. The fields with a red asterisks must be completed; the other 16 fields are customizable by your installer in the technician setup section.

ADDING A NEW CARD:

Click **New** to add a new cardholder, the 5 fields with red asterisks must be completed. Enter all personal data as required (First and Last Name), enter a valid Card Number and site code, (Found imprinted on each proximity card or key fob), and specify an access privilege group by selecting from the drop-down menu. An Expiry Date may also be added (the date you may wish this card to stop working)

Once all the information is entered, click on **Save**, and repeat this step for each new cardholder. After all new card holders information has been entered, **Exit** the cardholder section and update the panel to send the current changes to the panel

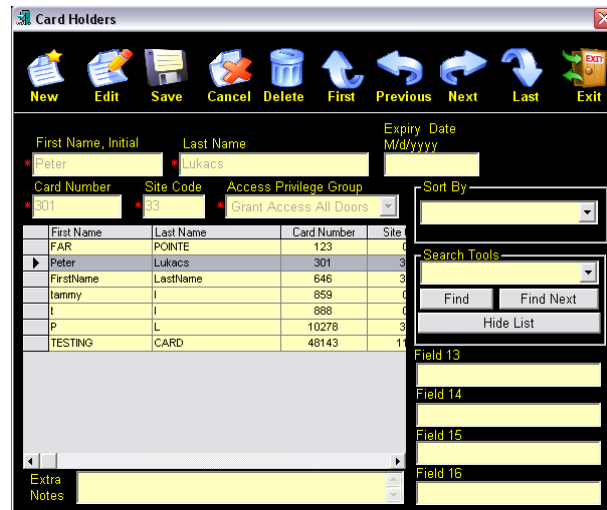


The screenshot shows the 'Card Holders' application window in 'New' mode. The top toolbar includes buttons for New, Edit, Save, Cancel, Delete, First, Previous, Next, Last, and Exit. The form fields are as follows:

First Name, Initial *	Last Name *	Expiry Date M/d/yyyy
Card Number *	Site Code *	Access Privilege Group *
Home Phone	Work Phone	Sort By
Vehicle Type	Licence Plate	Search Tools
DOB	Employee #	Find Find Next Show List
Status	Field 8	Field 13
Field 9	Car Type	Field 14
Field 11	Field 12	Field 15
Extra Notes		Field 16

EDITING A CARDHOLDER:

To locate the cardholder you would like to edit information for, use the **First/Previous/Next/Last** buttons, or use the search tools **Find/Find Next/Show List** buttons. Once you have selected the cardholder, click **Edit** to make changes to currently entered cardholder information. When done, click on **Save**, after all changes have been



The screenshot shows the 'Card Holders' application window in 'Edit' mode. A list of cardholders is displayed in the center:

First Name	Last Name	Card Number	Site
FAR	POINTE	123	0
Peter	Lukacs	301	3
tammy	I	859	0
t	I	888	0
p	L	10278	3
TESTING	CARD	48143	1

The form fields for the selected cardholder (Peter Lukacs) are visible at the top, with red asterisks indicating required fields. The bottom of the form shows 'Field 13' through 'Field 16' and 'Extra Notes'.

DELETING A CARDHOLDER:

To delete a cardholder, locate the cardholder using the **First/Previous/Next/Last** buttons, or use the search tools **Find/Find Next/Show List** buttons. Click on **DELETE**, you will be asked if you want the current record to be deleted, after answering YES, you will

again be asked if you are sure you want to delete the current record, answering yes again will remove the entry from the cardholder list.

OVERRIDE DOORS



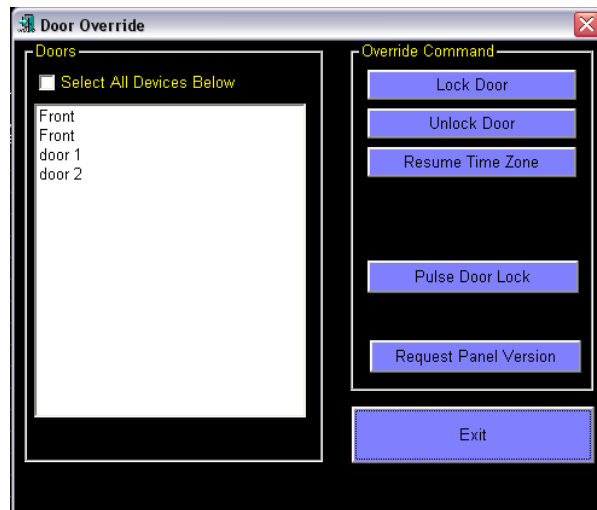
This is the section in which you can physically control the Locked/Unlocked position of the doors in your system, as well as check the panel version.

LOCK/UNLOCK DOORS

To lock or unlock a specific door, select the door you want to control by highlighting it in the list, then click on LOCK to lock the door, or UNLOCK to unlock the door.

RESUME TIME ZONE

To return a chosen door to its time schedule (when it unlocks and locks automatically) click on RESUME TIME ZONE



PULSE DOOR LOCK

Highlight the door you want to control, click on PULSE DOOR LOCK to momentarily unlock a door to allow a single person through that door.

REQUEST PANEL VERSION

To view the panel version, click on REQUEST PANEL VERSION, then view the event description screen

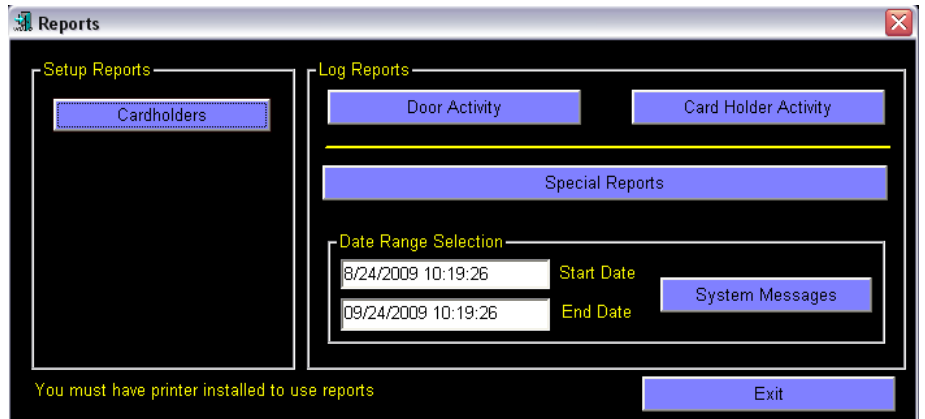
****NOTE**** If the door(s) you are overriding is on a programmed lock/unlock schedule you must return the door to its time zone by clicking on RESUME TIME ZONE, or your door will stay in the locked or unlocked position!

REPORTS



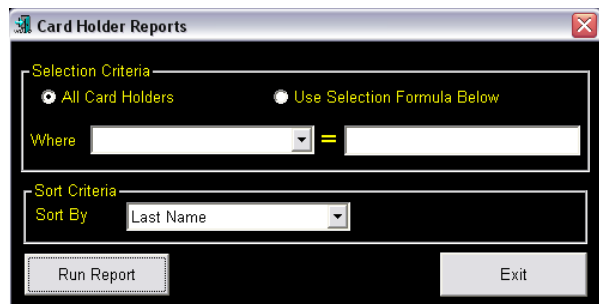
This is the section in which you can generate reports based on Cardholder Activity, Door Activity, System Messages, or Special Reports.

To generate a report, you must have a printer installed on your computer. Choose the report you want to generate from the report page. All reports operate in the same manner as the cardholder report below



CARDHOLDERS

When generating a cardholder report, you have the option to search for a specific cardholder through a formula type search, or search all cardholders to generate a list of every cardholder in the system. The generated list can also be sorted by any of the fields available in the drop down menu.



Click RUN REPORT to generate a view of the requested report, as below

Card Holder Information Page 1
9/24/2009

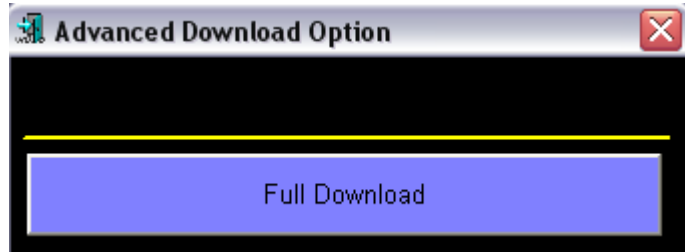
<u>First Name</u>	<u>Last Name</u>	<u>Card Number</u>	<u>Access Privilege</u>	<u>Deleted</u>
TESTING	CAED	48,143	Grant Access All Doors	File
hanny	1	879	Grant Access All Doors	File
+	1	888	7-7Mon-Fri	File
P	L	10,378	Grant Access All Doors	File
First Name	Last Name	44	Grant Access All Doors	File
Peter	Luhac	301	Grant Access All Doors	File
PAE	PODIE	133	Grant Access All Doors	File

UPDATE PANELS



This is the section where you can send information from your computer to the panel(s)

After any configuration changes or any cardholder information changes, you **must** do a full download, which will send all current information on your

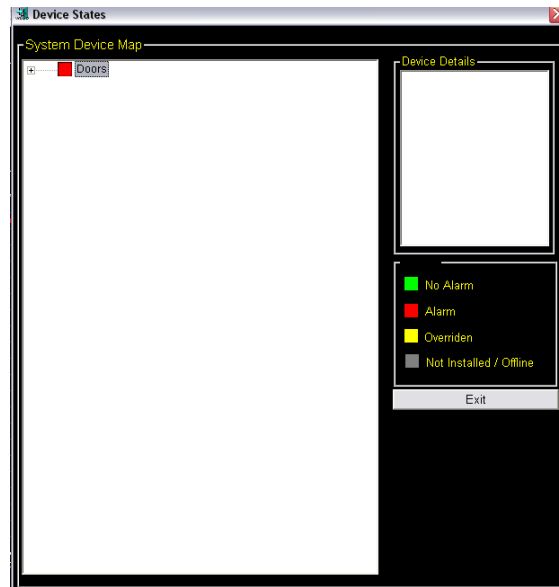


SYSTEM STATUS

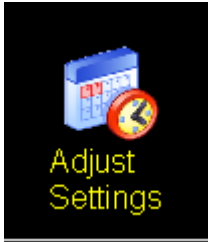


This section allows you to see the status of the doors on the system.

If your system has been installed with door contacts, the door status will be visible on the system device map showing real time door condition (open, closed, held open, forced open, granting access etc.



ADJUST SETTINGS



This section allows you to create and adjust TIME ZONES, add and remove HOLIDAYS, adjust ACCESS PRIVILEGES, and SYNCRONIZE field panel times

ADJUST TIMEZONE

200 Time zones can be created and adjusted/edited here. Time zones can be applied in two different areas.

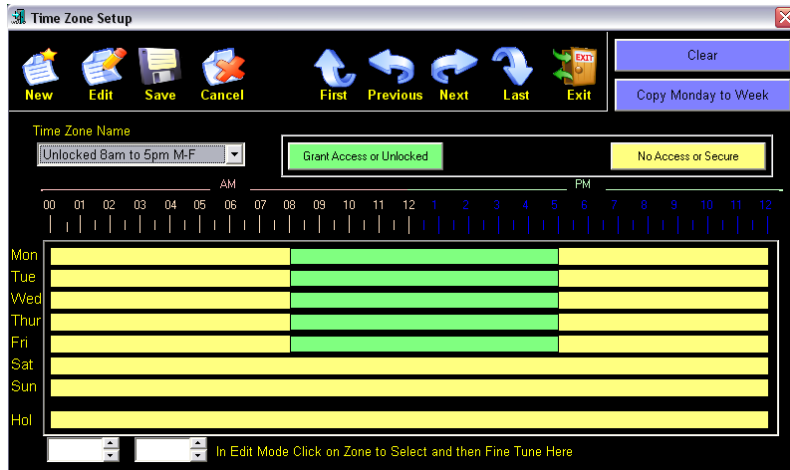
1) A time zone can be applied to a door time schedule to control what time a door will open and close, if so desired (programmed in the Technicians setup).

2) A time zones can be applied to an access privilege group, to control when a credential will be allowed access through a door.

To create a new time zone, click on NEW, name the time zone, then click on the green button, then click on the Monday time bar. A green section will appear, and can be extended with your left mouse button. The exact time can be fine tuned with the fine tune tool located in the bottom left hand corner of the screen. When done setting the times in each day, including the weekends and holidays, click save.

To edit a time zone, choose the time zone to be edited from the drop down menu, make the desired changes, then save.

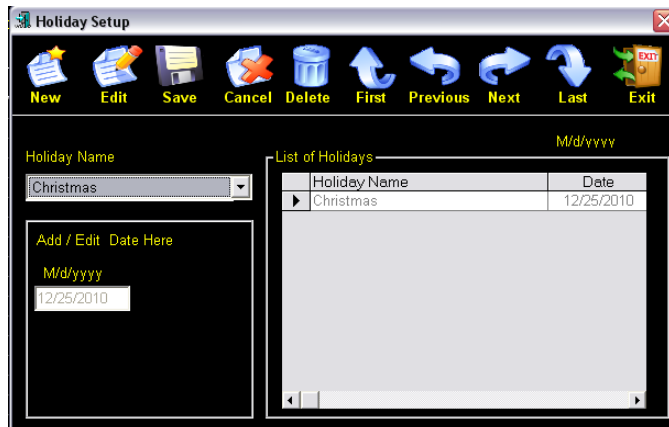
****NOTE**** Please remember to update the panel(s) after you make any changes in the programming.



ADD REMOVE HOLIDAYS

32 Holidays can be programmed in to this section.

To add a new holiday, click on new; add the holiday name and the



month, day and year. Click save when done

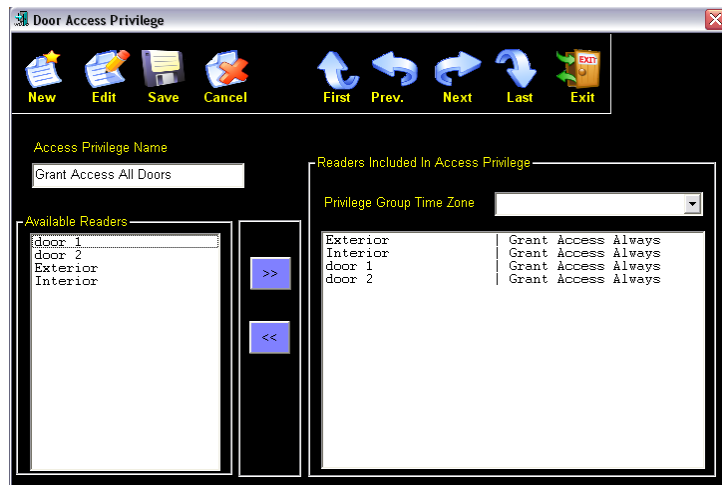
****NOTE**** Please remember to update the panel(s) after you make any changes in the programming.

ADJUST ACCESS PRIVILEGE

255 Different access privilege groups can be configured in this section.

An access privilege group is applied to a cardholder to determine which doors the cardholder (or group of cardholders with the same access privileges) will have access through, and when.

To add a new access privilege, click on new and add an access privilege name. Choose readers from the list on the left, that people in this privilege group will be allowed to have access through. Highlight the readers on the left and use the blue arrow in the center to move the reader from the left pane to the right pane. Once on the right side, highlight the reader, and from the privilege group time zone drop down menu, select



the time when access of the cardholders in this group will be granted through this door. Repeat this step until you have all the required doors, with the times attached in the right pane.

Remember, cardholders will only have access through the doors that appear in the right pane, at the times that are attached to those doors in the access privilege group they are in. For example, if the time zone to the left “grant access 8am to 5 pm” is attached to a door in the right pane, the cardholder will only be granted access to the door during the “GREEN” times, and be denied access during the “YELLOW” times



****NOTE**** Please remember to update the panel(s) after you make any changes in the programming.

SYNCHRONIZE FIELD PANEL TIMES

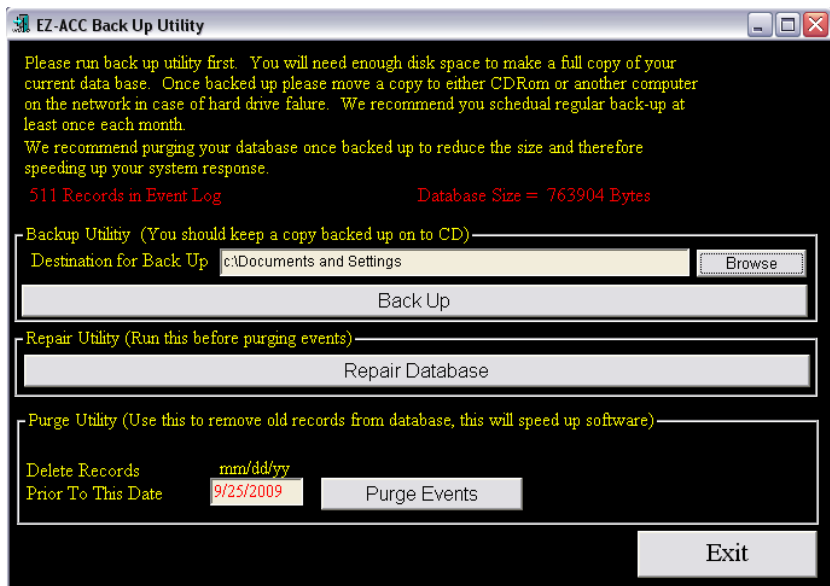
Choosing this selection will automatically send a pulse to all the panels in the system, updating and synchronizing the time. The time sent to the panel is the time on generated by the operating system of the computer that the software resides on.

BACKUP DATABASE



This backup utility allows you to create a database backup of all system configurations, including cardholder information, time zones, access privileges etc. It will also allow you to purge older information from the existing database.

To backup your database, indicate the destination of the backup, or browse to the location. We strongly suggest that data be backed up to an external drive/ thumb drive, so that it can be retained separately from the operating systems hard drive, and easily recovered incase of hard drive failure.

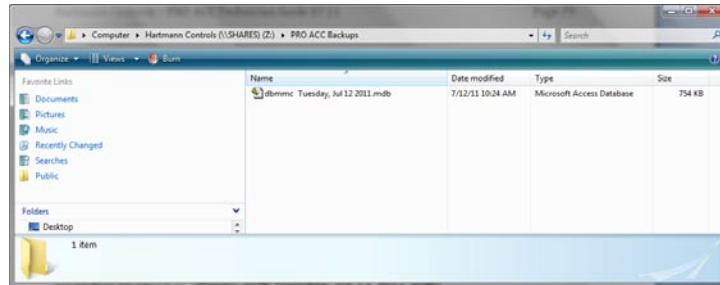


RESTORE A DATABASE FROM BACKUP

To restore a previously created backup generated by the EZ-ACC Backup Utility program, first you must determine the location of the backup file or archive and then identify which back up file you wish to restore. Generally the file with the most recent date modified attribute as shown within Windows Explorer will be the file required for restoration.

The backup process makes a copy of the current system database '**dbmmc.mdb**' and saves it into the assigned directory under a modified file name based on the calendar date the backup process was performed.

As an example, if a backup was performed on Tuesday, July 12, 2011; the backup file name would then be saved as '**dbmmc.mdb Tuesday, Jul 12 2011.mdb**'.



Copy this file into your **C:\Program files\EasyAcc\dbase** directory.

It is suggested you do not delete the current dbmmc.mdb file (unless it is corrupt or unusable) but rather right-click on it and rename it to '**dbmmc_old.mdb**'.

Now right-click on the recently copied in backup file and rename it from '**dbmmc.mdb Tuesday, Jul 12 2011.mdb**' (using above date as an example) to just '**dbmmc.mdb**'.

If you did not use the EZ-ACC Backup Utility program to generate the backup file but rather just made a copy of the original 'dbmmc.mdb' file and stored it in a backup archive, the steps to restore are similar.

You should, as suggested above, rename the existing 'dbmmc.mdb' and then simply copy the backup file into the C:\Program files\EasyAcc\dbase directory. If you do not rename the existing database file, when you copy the backup file on top of it, Windows will prompt you advising that the file already exists and whether you wish to overwrite. Select 'Yes' or 'Copy and Replace'.

Open the EZ-ACC software and verify by reviewing configuration settings, panel addresses and card holder lists that the backup restore was successful.



Note: Configuration settings and instructions stored on the panel cannot be downloaded back to the software as a method of restoring a backup. Any configuration changes or card holder information that has changed or been added since the last known good backup will have to be manually re-entered.