

# Continental Access

A Napco Security Group Company



## CA3000 V2.7.x FUNCTIONAL TECH NOTES

### FEATURE EXPLAINED:

#### Holiday Calendars

Doc # FTN0006

REVISION A

DATE: 4/23/2010

CardAccess® 3000 



# CA3000 Functional Tech Notes

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## Important Information - Must be read before programming software.

- 1) This functional Tech Note will provide you with a basic summary of the advanced feature noted on the cover page. In some cases, you must customize the feature for your specific application.
- 2) Before programming any advanced features, verify all the basic components of CA3000 are programmed. Verify the CardAccess 3000 software is functioning properly (refer to the V2.7 Quick Start Programming Guide).
- 3) If possible, always refer to the Continental Access website ([www.cicaccess.com](http://www.cicaccess.com) click Support/click Document Library) for the latest documentation. The released CD may not have the most recent documentation.
- 4) Panels must be running firmware version 3.x or higher for the ability to use advanced features.

# Holiday Calendars

Holiday Calendars provide the ability to program in five separate groups of 100 holidays. Having the ability to program different holiday groups allows you to support different facilities or work schedules.

Note: A typical environment where Holiday Calendars would be used is a school. In many cases, teachers and the custodians would require different holiday calendars. A good example is Presidents week. Teachers might have the whole week off, where custodians might have one day off for the holiday. In this case, you would use different holiday calendars.

## Configuring Holiday Calendars

Follow the steps below:

1. On the main menu, click System/System Settings. Refer to figure 1.

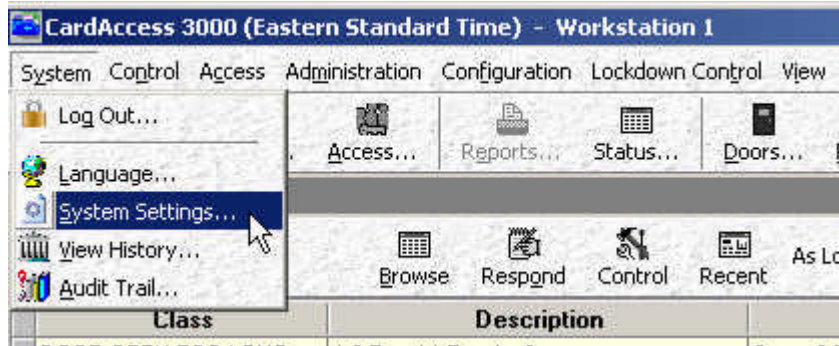


Figure 1.

2. On the General tab, click Edit. Select Enable Holiday Calendars. Refer to figure 2. Click Save and Close.

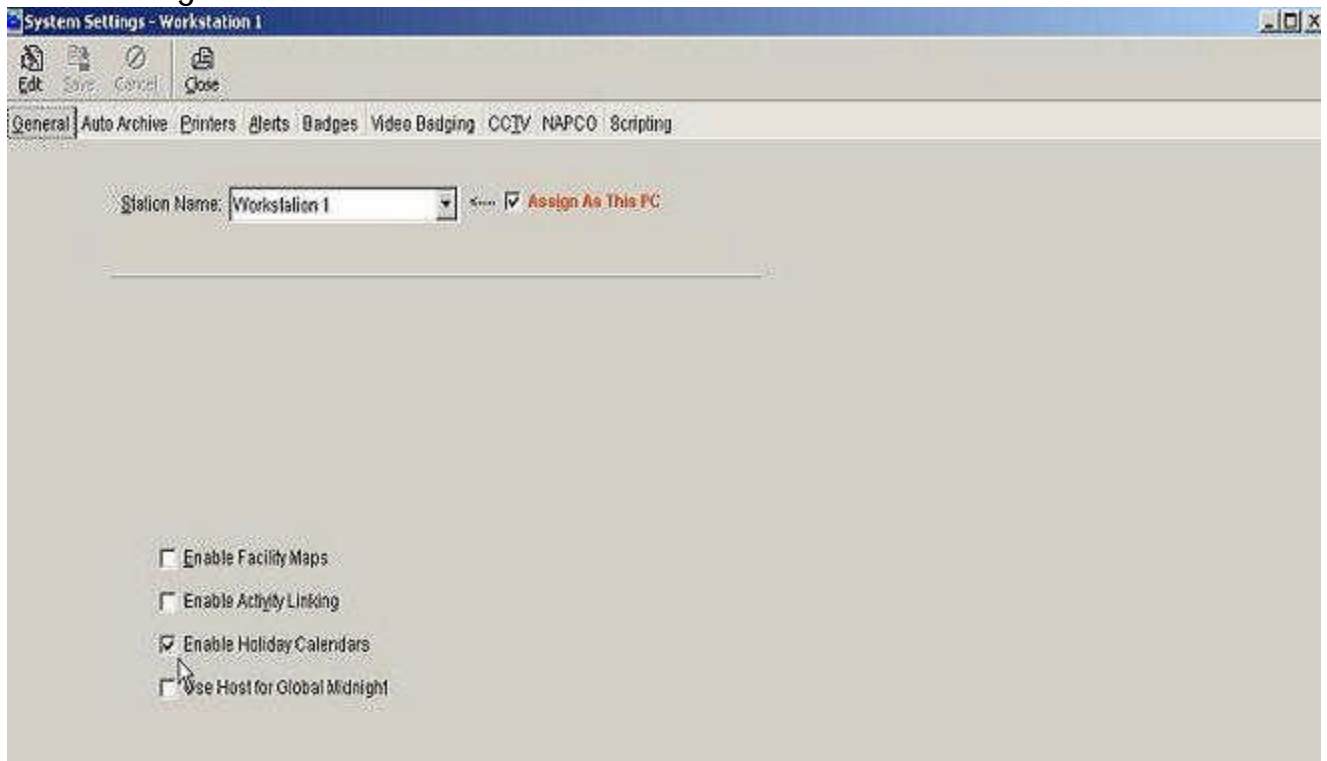


Figure 2.

- 3) On the main menu, click Administration/Holidays. Refer to figure 3.

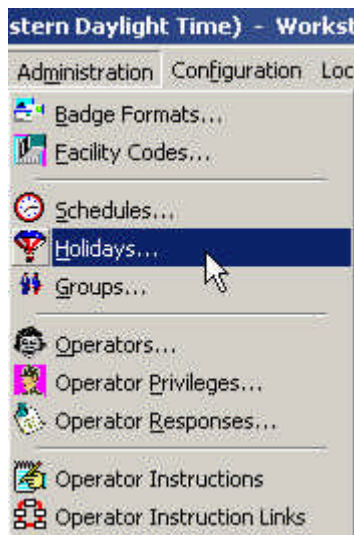


Figure 3.

- 4) Verify the Holidays screen displays and a Default Calendar is configured by default. Refer to figure 4.

Note: Before the introduction of Holiday Calendars, there was only one default calendar in previous versions of CardAccess.

Create two new Holiday Calendars

- 5) Click New. In the Calendar Description, type Teachers. Refer to figure 4.

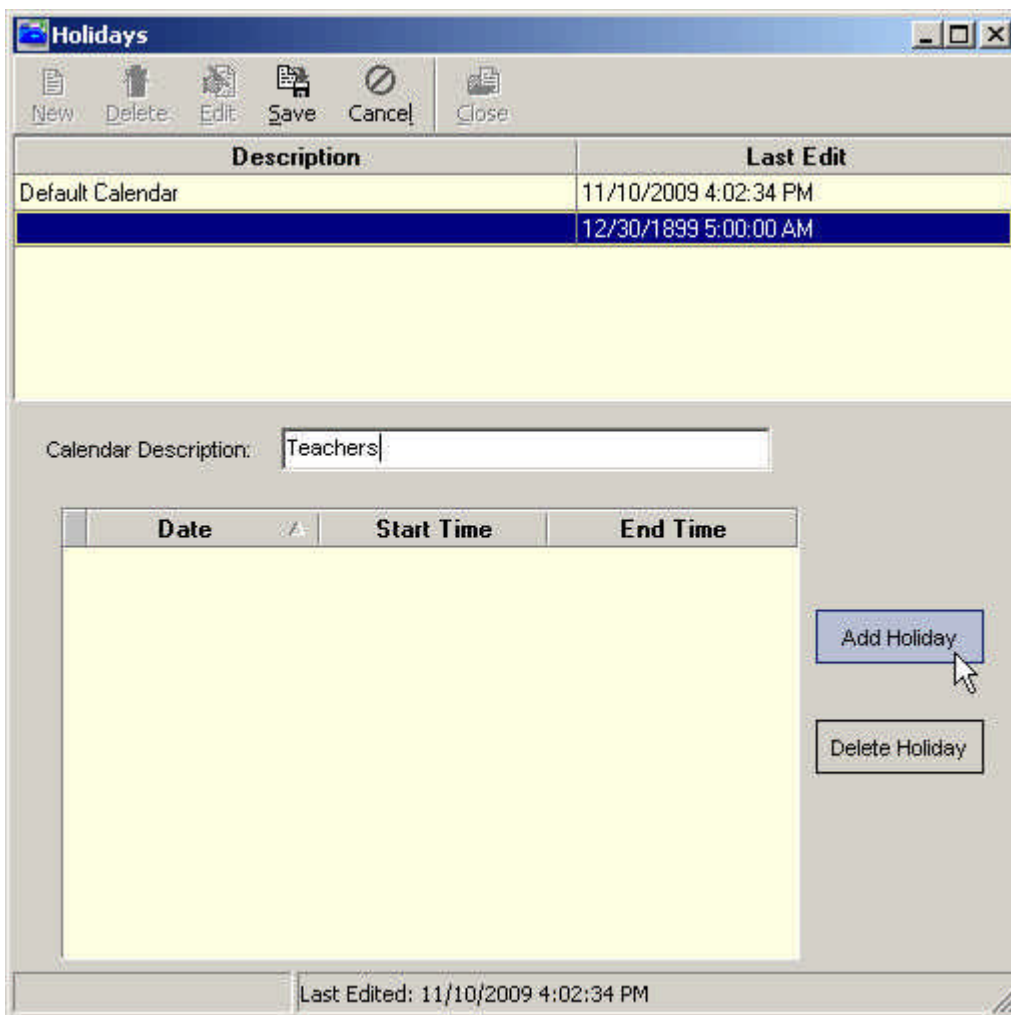


Figure 4.

- 6) Click Add Holiday. A holiday is added with a start time and end time of 12:00AM. This start and end time represents a complete day (24 hours). Refer to figure 5.

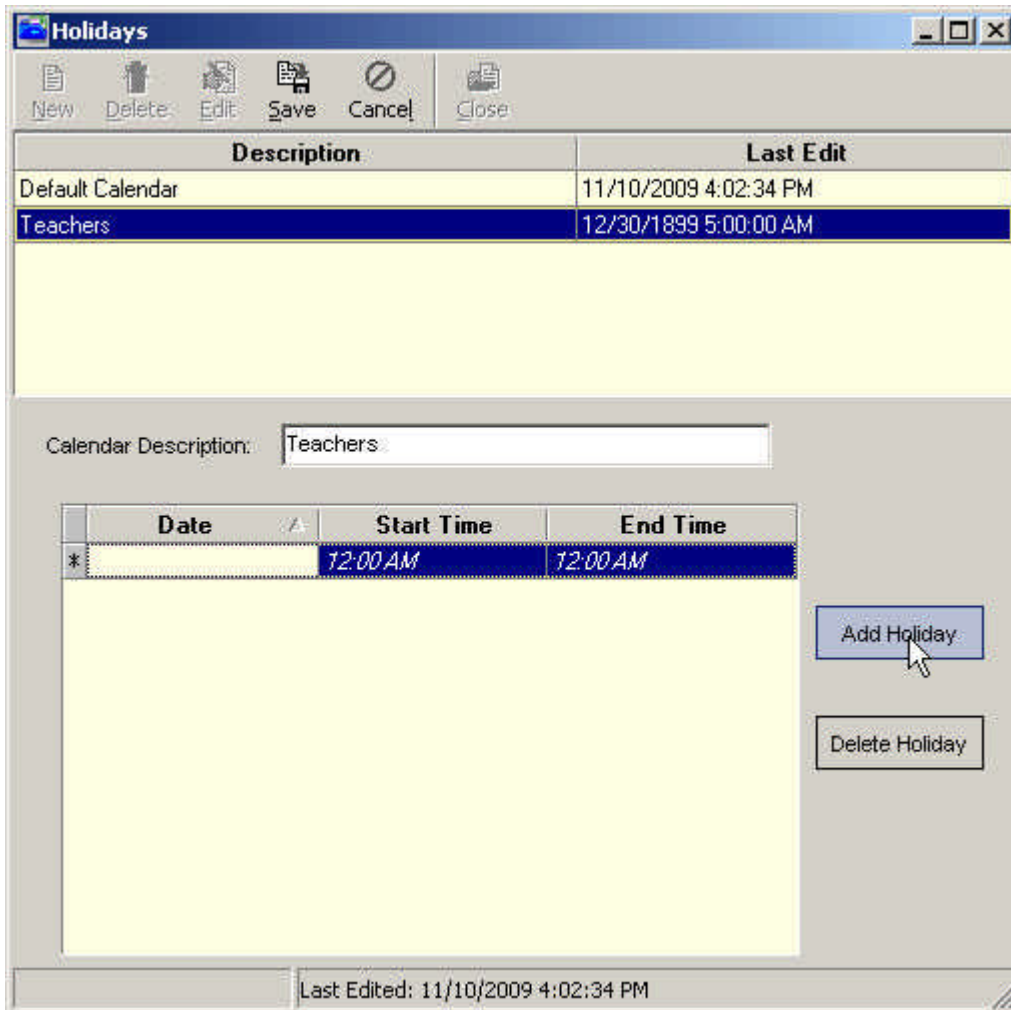


Figure 5.

- 7) Click in the Date box, a down arrow will display. Click the down arrow. A calendar will display. Select the correct month. Click the correct day. The date and time for the holiday will be inserted into the Date field. Refer to figures 6 and 7.

Note: For this example, select February 15<sup>th</sup>, for the first holiday.

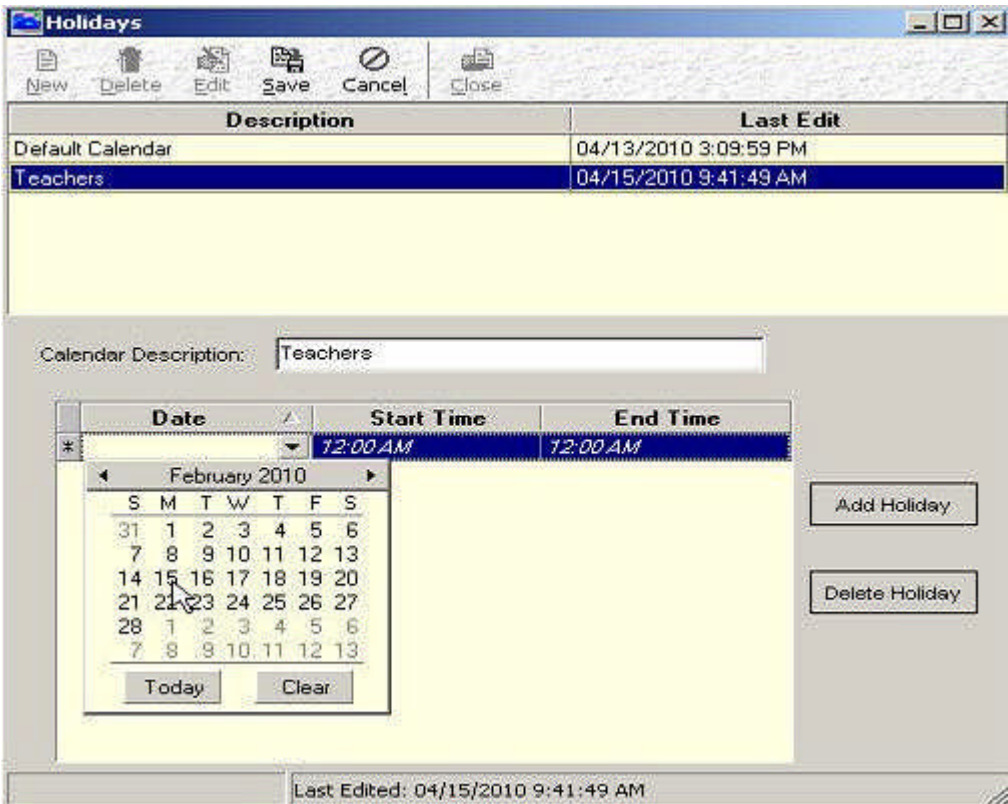


Figure 6.

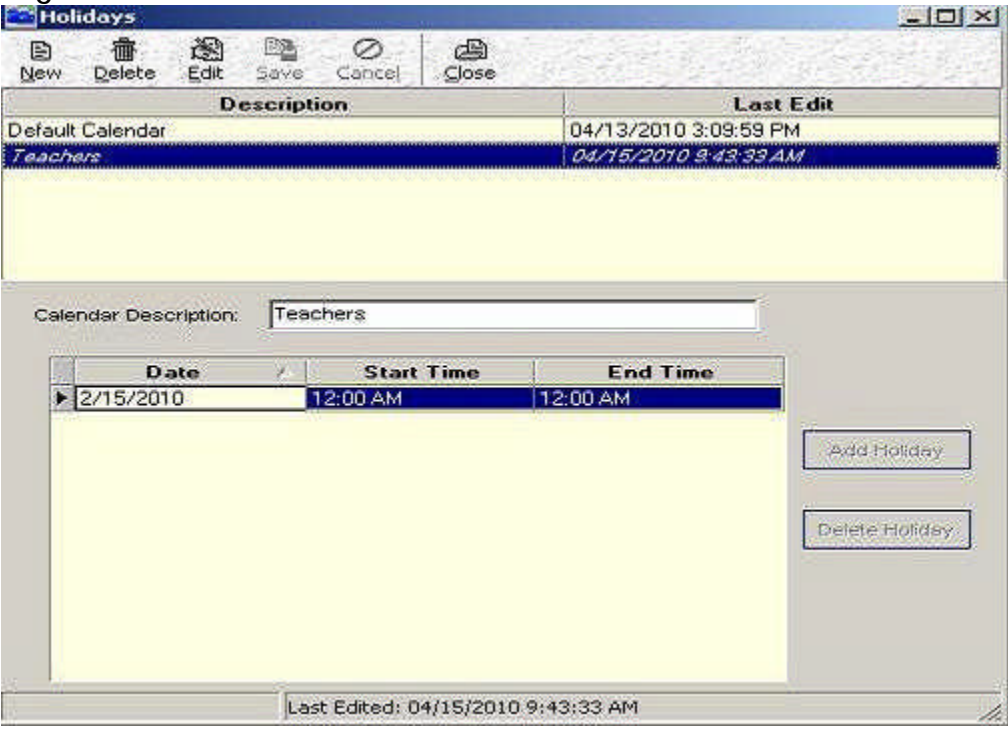


Figure 7.

8) Create a new Holiday Calendar for Custodial (repeat steps 5, 6 and 7). In the Calendar Description box, type Custodial. Configure one holiday on February 15<sup>th</sup>. Refer to figure 8.

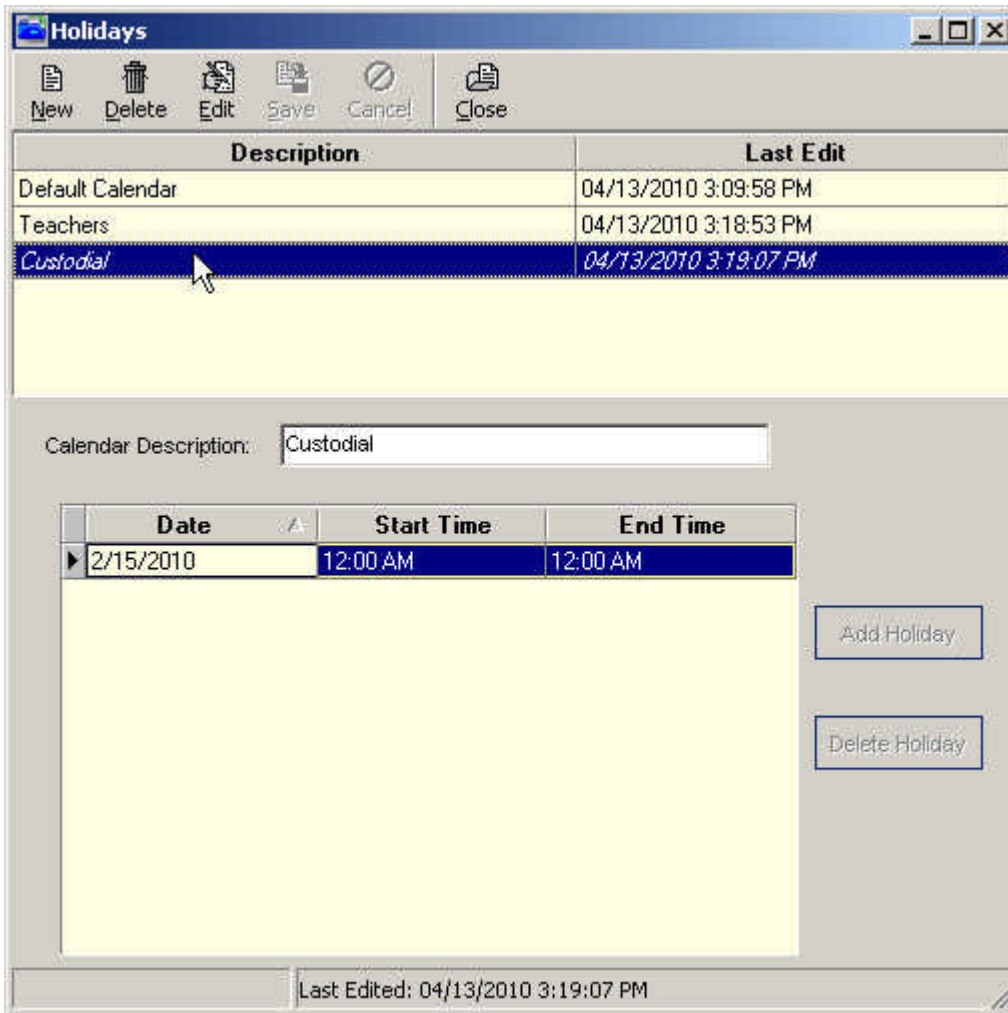


Figure 8.

9) As per our Presidents week example, create four more holidays for Teachers. Refer to figure 9.

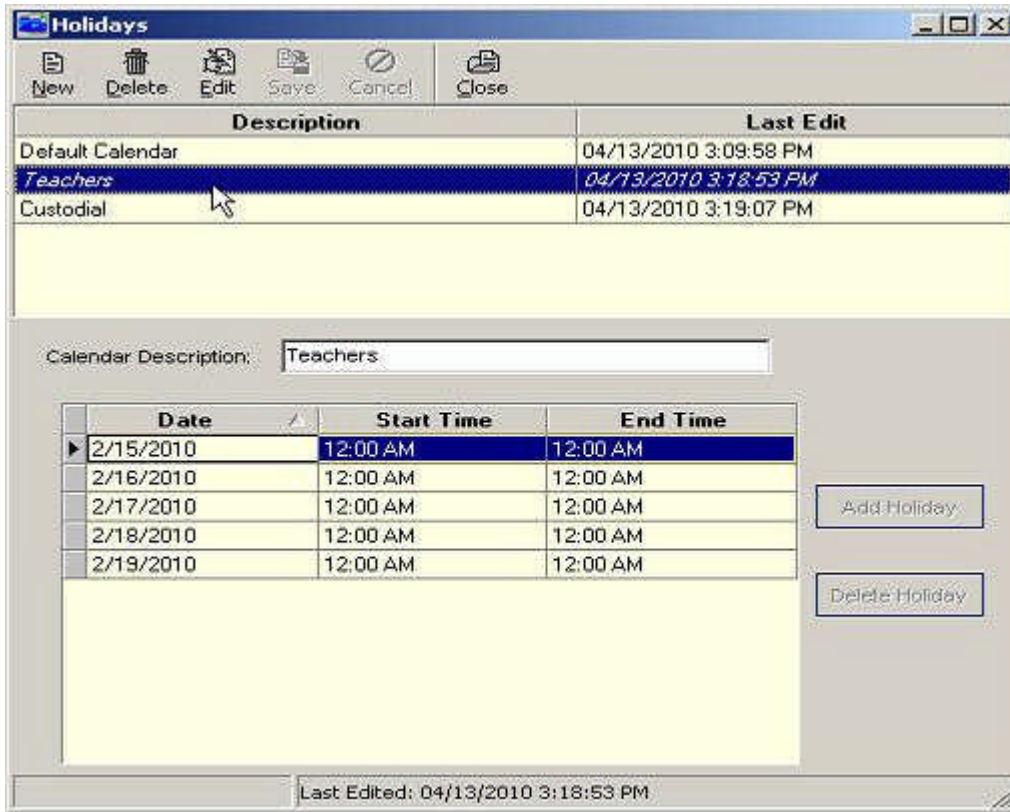


Figure 9.

Assign a specific Holiday Calendar to a Panel

- 10) Click Edit. Select Teachers for the Device Holiday Calendar. Click Save and Close. Refer to figure 10.

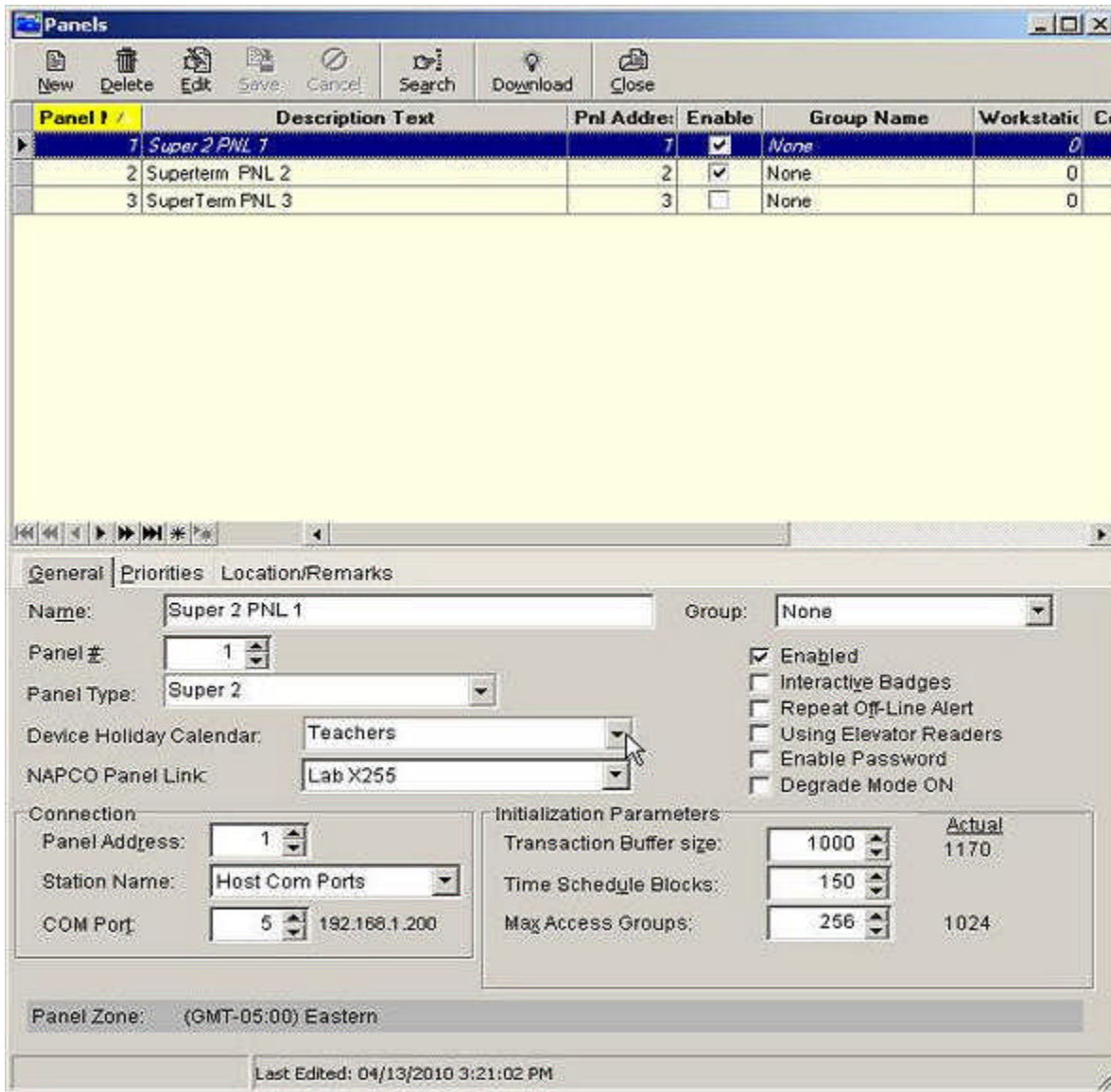


Figure 10.

## Summary of Holiday Calendars

If you assign a specific Holiday Calendar to a Panel, the Holiday Calendar is used for all schedules associated with the panel. It is also used for all schedules associated with all readers on the panel. This includes Free Access schedules and schedules assigned to Access Groups.

This completes the Holiday Calendars function.