CardAccess® 3000

Continental Access
A Napco Security Group Company

CA3000 QUICK START PROGRAMMING GUIDE

Note: For use on version 2.6.19 and later.

REVISION A

DATE: 03/27/2009

CardAccess® 3000

CA3000 Software Installation Procedure

Important Information - Must be read before programming software.

1) Verify the CA3000 is installed and the security key is working properly before following this procedure. During the installation, the CA3000 will create two databases automatically. Verify the CA3000 launches and you can log in with the default user account (user name =Admin and password =q). Refer to the CA3000 installation guides on the Continental Access website (www.cicaccess.com/support/library).

2) Verify your computer meets the Continental Access specifications. Refer to the CA3000 Computer Specifications on the Continental Access website (www.cicaccess.com/support/library).

3) The Continental Access polling cable consists of 3 wires with a 9 pin connector on one end and three flying leads on the other end. Below is the wiring connection to the panel.

<u>9pin</u>   <u>Panel (polling connector)</u>

Pin 2 -----------------------------------TXD (Purple wire)
Pin 3 -----------------------------------RXD (Red Wire)
Pin 5 -----------------------------------GND (Brown Wire)

Scope

This document contains information regarding the programming of the CA3000 V2.6.19 and later. During the installation, the CA3000 pre-configures most of the items needed to be programmed. The following steps will guide you through programming the remaining necessary items to get a basic system operating (Comport, Panel, Schedule, Reader, Access Group and Personnel).

Prerequisites

1)   Complete the installation of the CA3000 software and verify the program launches with the self created databases. Verify the security key is being recognized and you can log into the CA3000 using the default user name and password.

2)   Connect one panel with one reader to the PC running the CA3000 software. Connect using a **polling cable** from the host computer to the polling connector on the panel. If you are installing a large system, keep the connected hardware at a minimum until you get the basic system operating.

Basic Programming for Easy System Setup
(You must configure the following basic items to get a system operational)

Launch CA3000

To Launch the CA3000 software, **Click** the **CA3000 Launcher** icon on the desktop (refer to figure 1).

Figure 1.

The CardAccess 3000 Log In screen will display (refer to figure 2).

Log On to CA3000

Figure 2.

Enter the default **User name** (Admin) and **password** (q). Click **OK**. The CardAccess 3000 event grid will display (refer to figure 3).
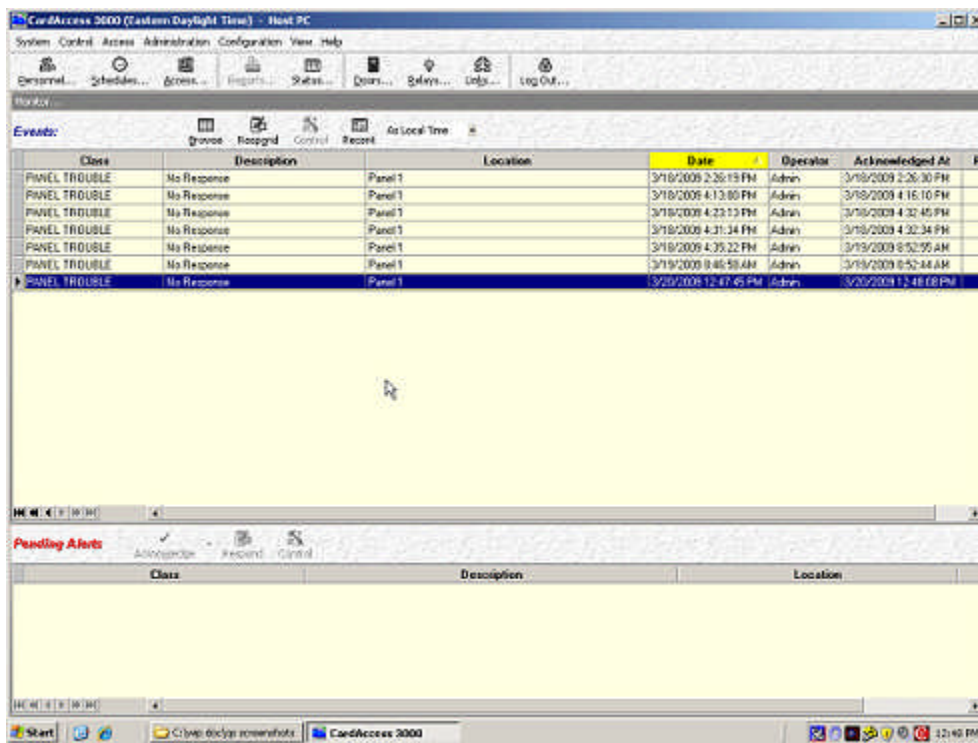

Figure 3.

Note: If the event grid is green, click the **Track** button. The Track button will change to Browse. The browse view will allow you to view live events being received from the panel.

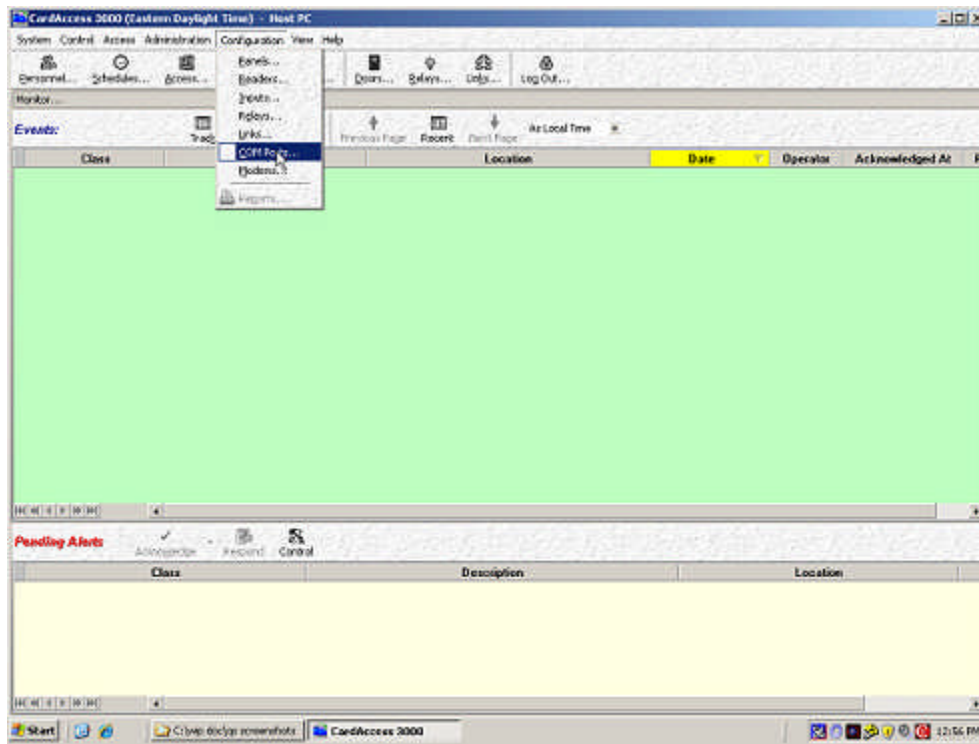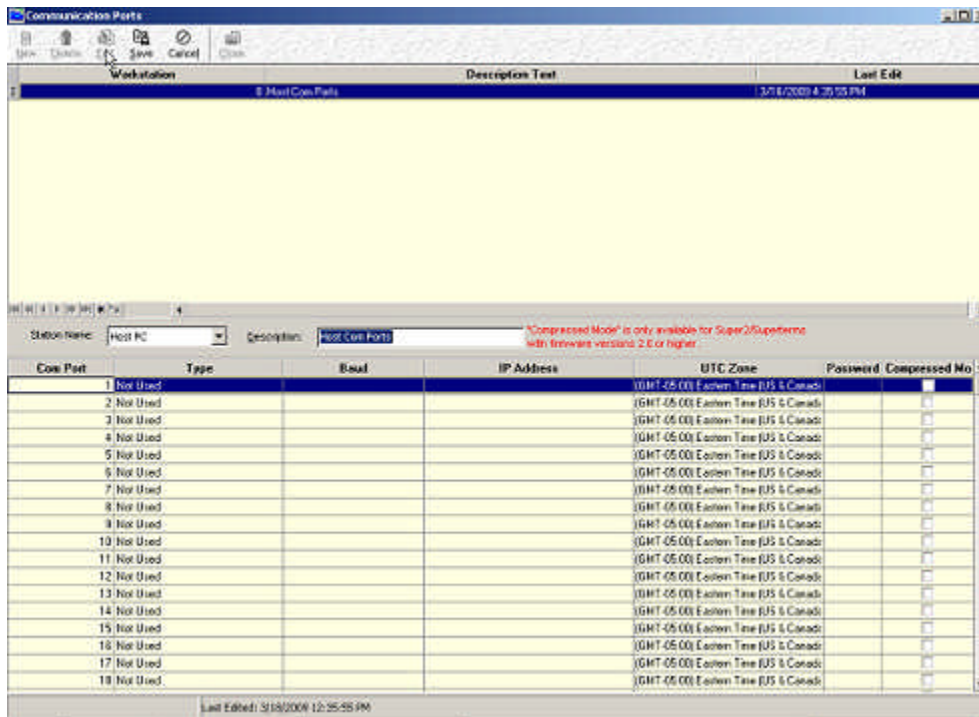# Configure a Comport (refer to steps on page 6 and 7)

Figure 4.
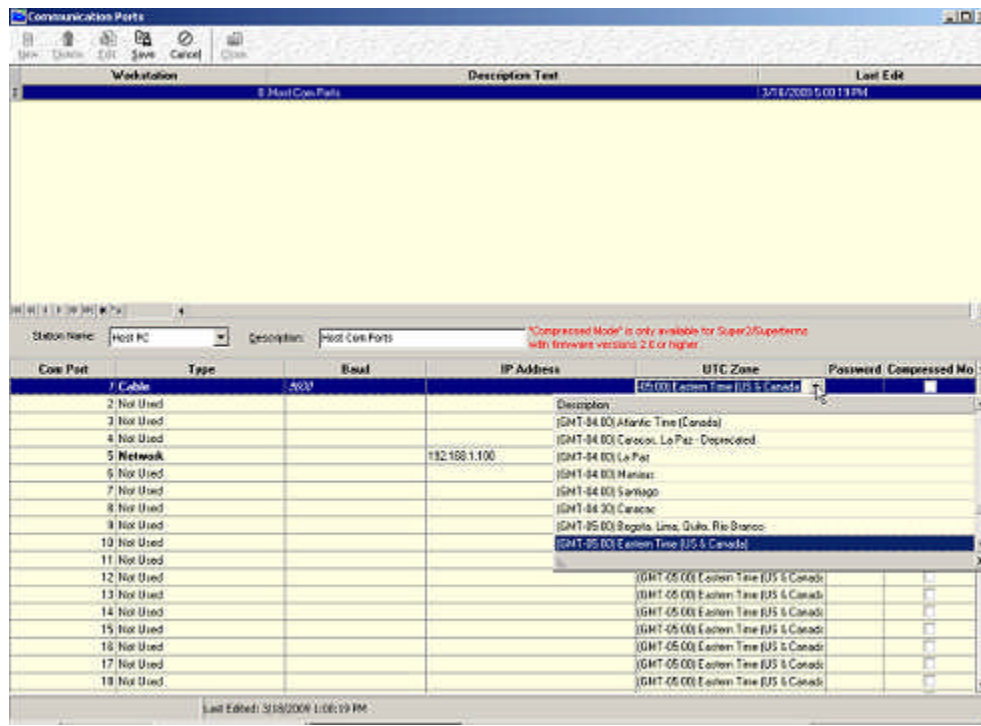

Figure 5.

Figure 6.

Figure 7.

Figure 8.

Click **Configuration/Comports** from the main menu (refer to figure 4). The
Communication Ports screen will display (refer to figure 5).

Note: By default, the **Station Name** displays **Host PC** and **Description** displays **Host
Com Ports**. Do not change this.

Click **Edit**. Highlight the com port you are configuring (refer to figure 5).

**Very Important: DO NOT CLICK NEW on the Communication Ports screen. You
must click EDIT and SAVE on this screen. The only time you would click NEW is if
you purchased a secondary communication server for the CA3000 (Note: Adding a
secondary communication server is not covered in this document).**

**WARNING: Clicking NEW on the Communication Ports screen could result in
losing all your com port settings.**

Note: If you are configuring a com port for a Lantronix or Network Interface board, it is
highly recommended to select com port 5 or higher.

Click the drop down box **Type** to select the type of device you are using (Cable, Modem
or Network). Refer to figure 6.

Click the drop down box **Baud** to select baud rate (refer to figure 7). NOTE: If you are using a network device, you MUST leave the baud rate blank. If you selected Cable or Modem, you must select the proper baud rate for your device.

Very Important: Click the drop down box **UTZ Zone** to select the correct time zone the **panel** is in (refer to figure 8). NOTE: In most cases, the panel will be in the same time zone as the host computer. If the panel is in a different time zone, you must set this for that time zone. If this setting is incorrect, the GUI will display the wrong time for the alerts being received.

Note: Do not select **Compressed** mode.

Click **Save** to save all your Communication Ports settings.

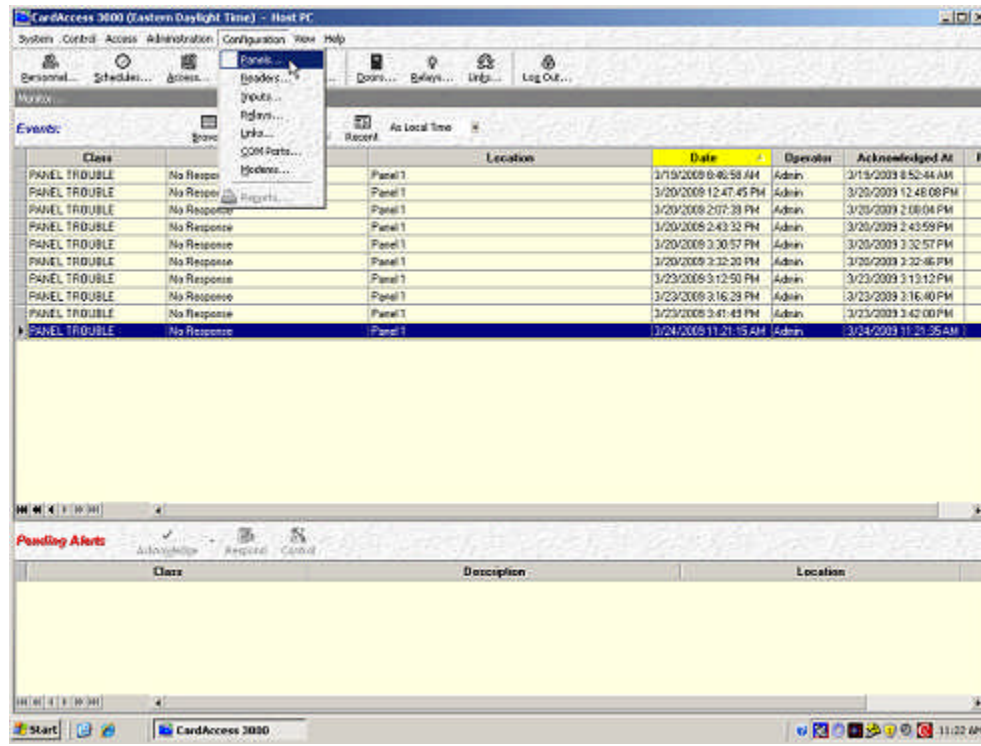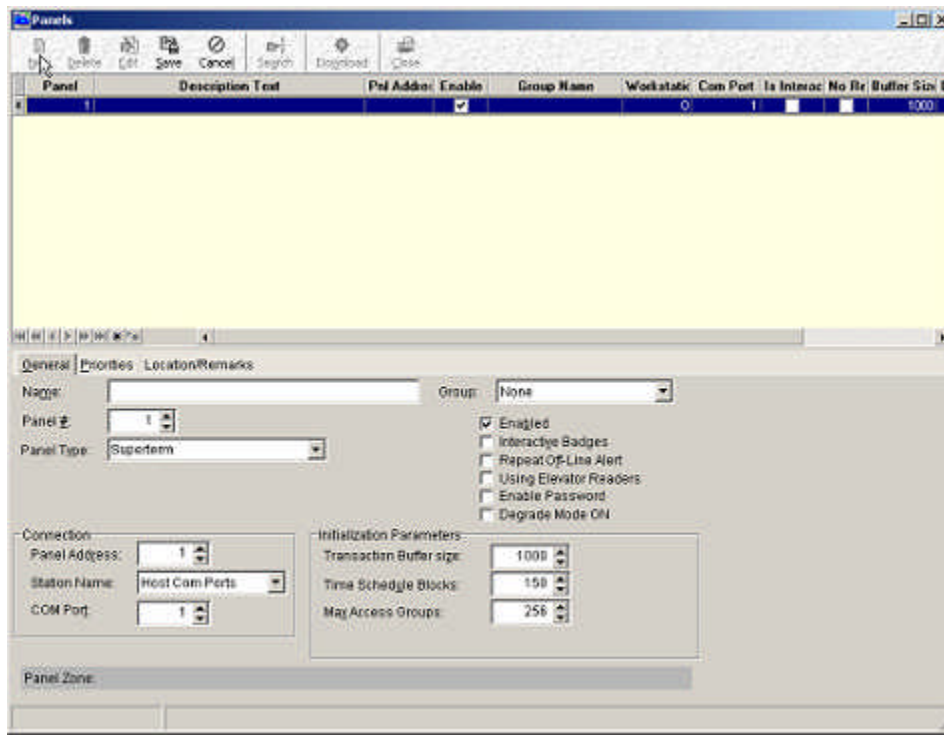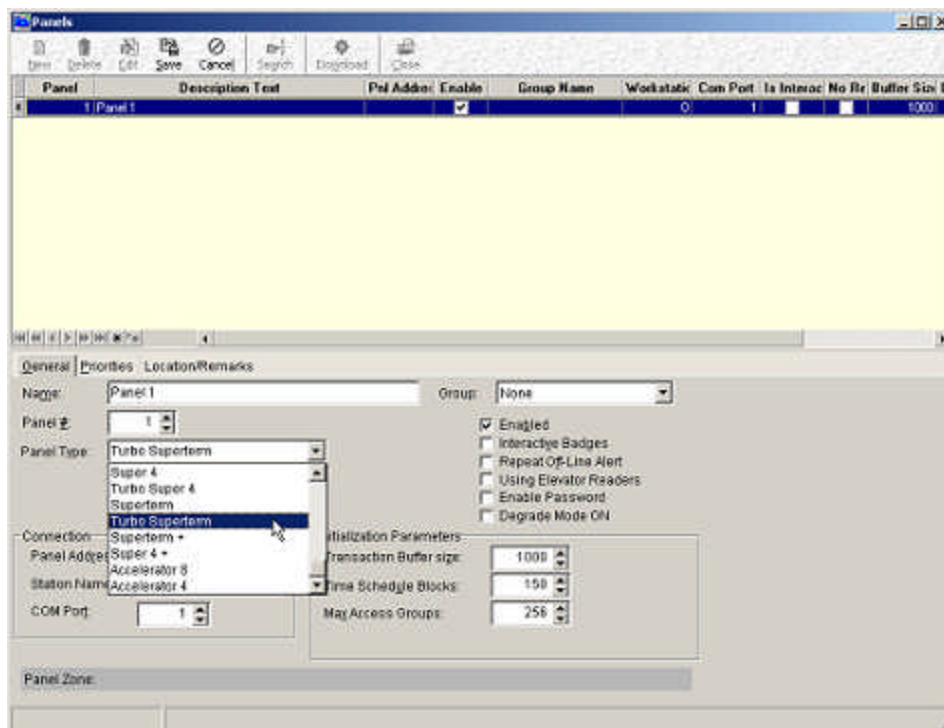## Configure a Panel (refer to steps on page 9)
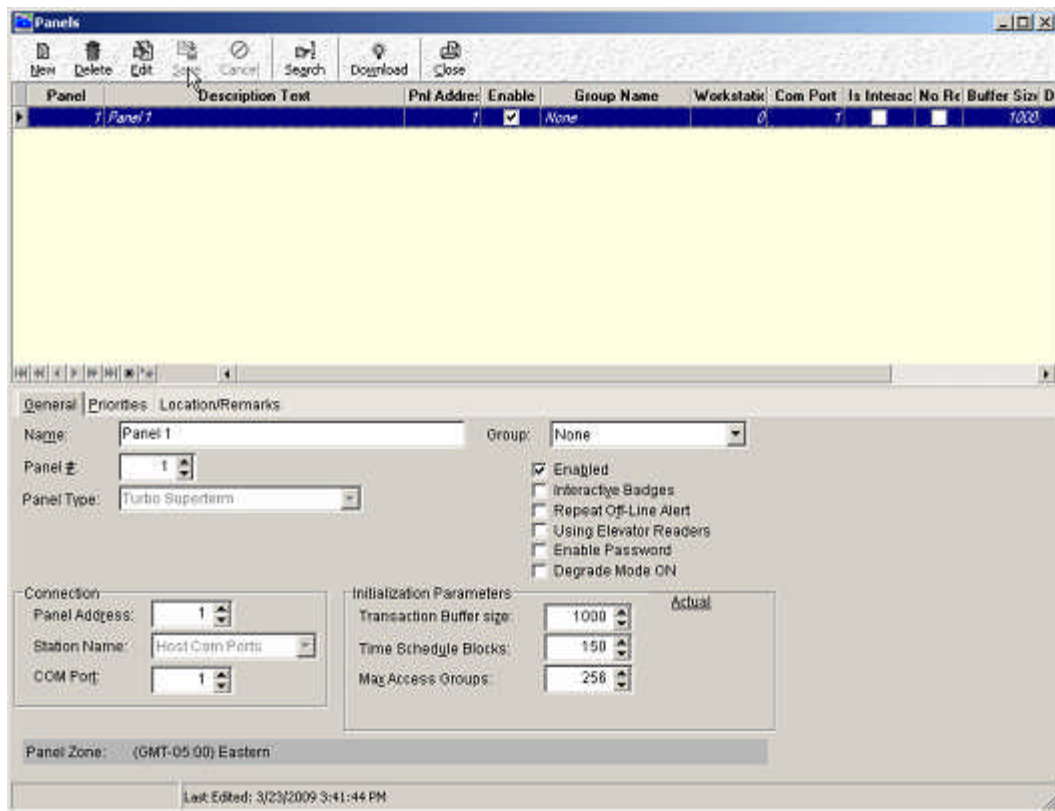

Figure 9.

Figure 10.

Figure 11.

Figure 12.

Click **Configuration/Panels** from the main menu (refer to figure 9). The **Panels** screen will display (refer to figure 10).

Click **New** (refer to figure 10).

Enter **Name** for the Panel (ex. Panel 1).

Click the drop down box **Panel Type** to select the correct panel type (refer to figure 11).

Set the **Panel Address** to match the address set on the panel (Address 1 is the default).

Station Name will default to **Host Com Ports**. Leave at the default setting.

Set the **COM Port** for the correct com port the panel is connected to.

Verify **Enabled** is selected (this is the default). All other settings, leave at the default.

Verify all the settings are correct. Click **Save** (refer to figure 12).

Note: After a com port and a panel are configured, the panel should start communicating to the host (Note: Verify the polling cable is connected). If it is a newer panel with downloadable firmware, the panel should request a firmware download and the firmware download should automatically start. Refer to the event grid and the communication driver screen to determine if you have established communications.

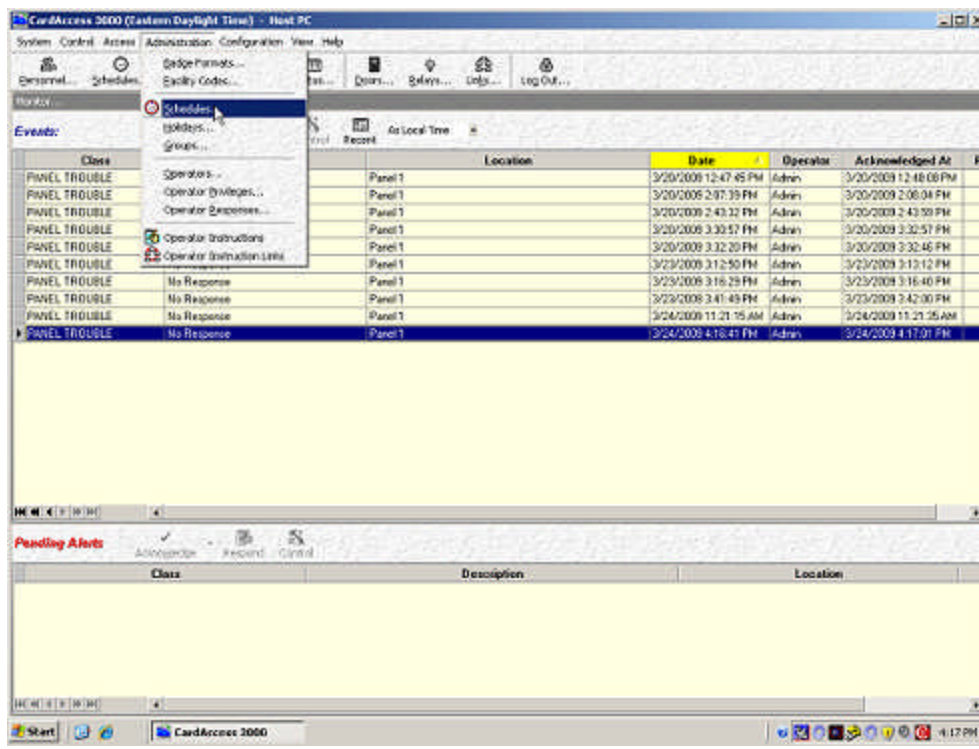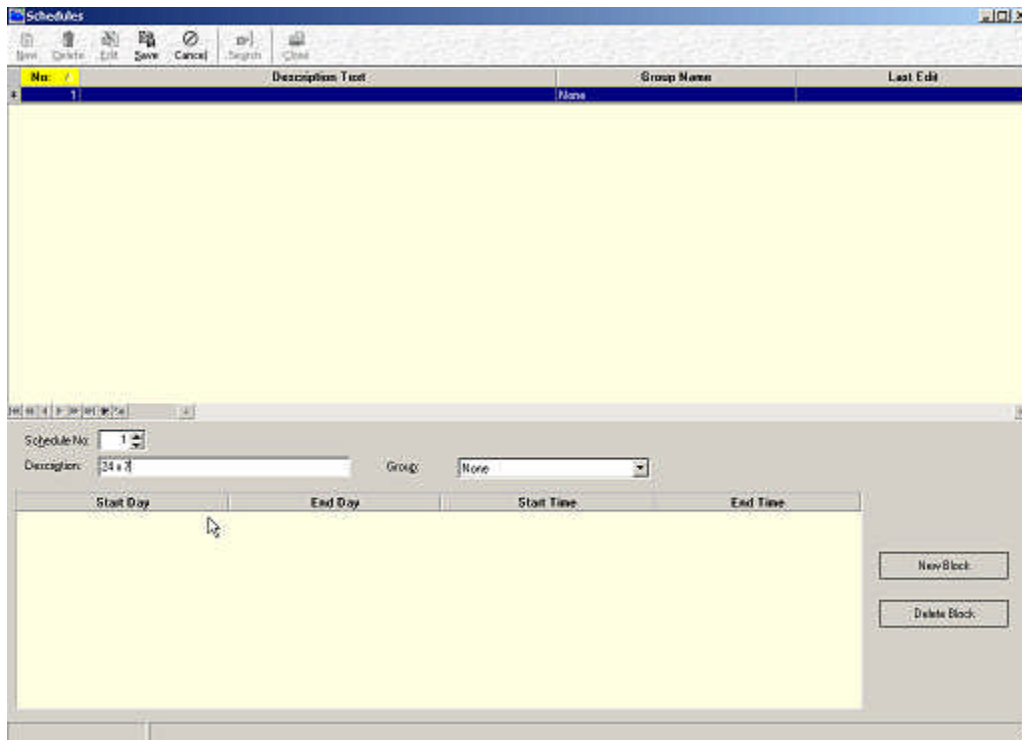# Configure a Schedule   (refer to steps on page 12)

Figure 13.

Figure 14.

Figure 15.

Figure 16.

Click **Administration/Schedules** from the main menu (refer to figure 13).

Click **New**.

Enter **Description** (name) for the schedule. Note: The first schedule you create should be a 24 x 7 schedule. (Description = 24 x 7).

Click under the text **Start Day** to populate the first schedule. A 24 x 7 schedule populates by default (MON - HOL 12:00AM to 12:00AM). Refer to figures 14 & 15.

Click **Save**. A schedule that is active all the time (24 X 7 - MON thru HOL) has been created (refer to figure 16).
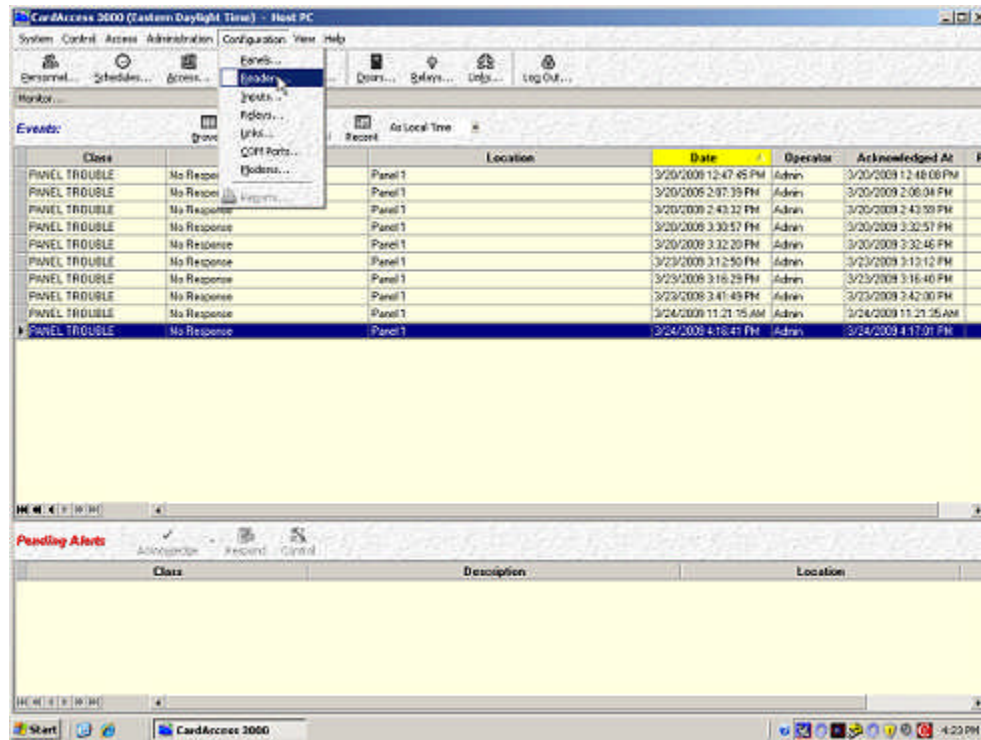
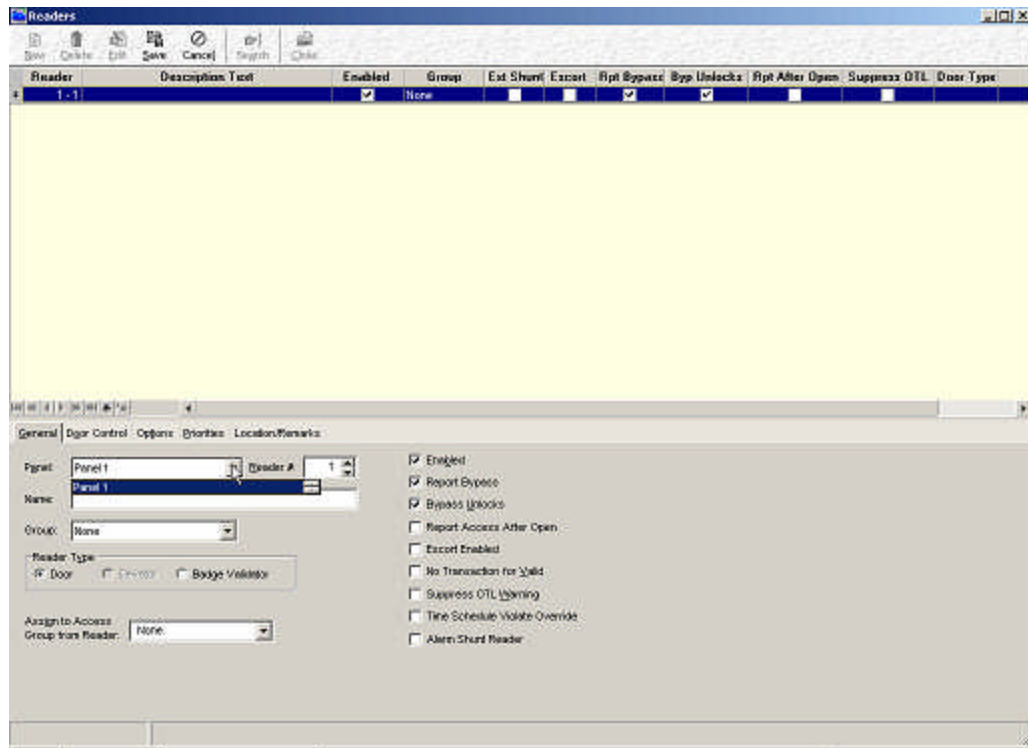## <u>Configure a Reader</u> (refer to steps on page 15)
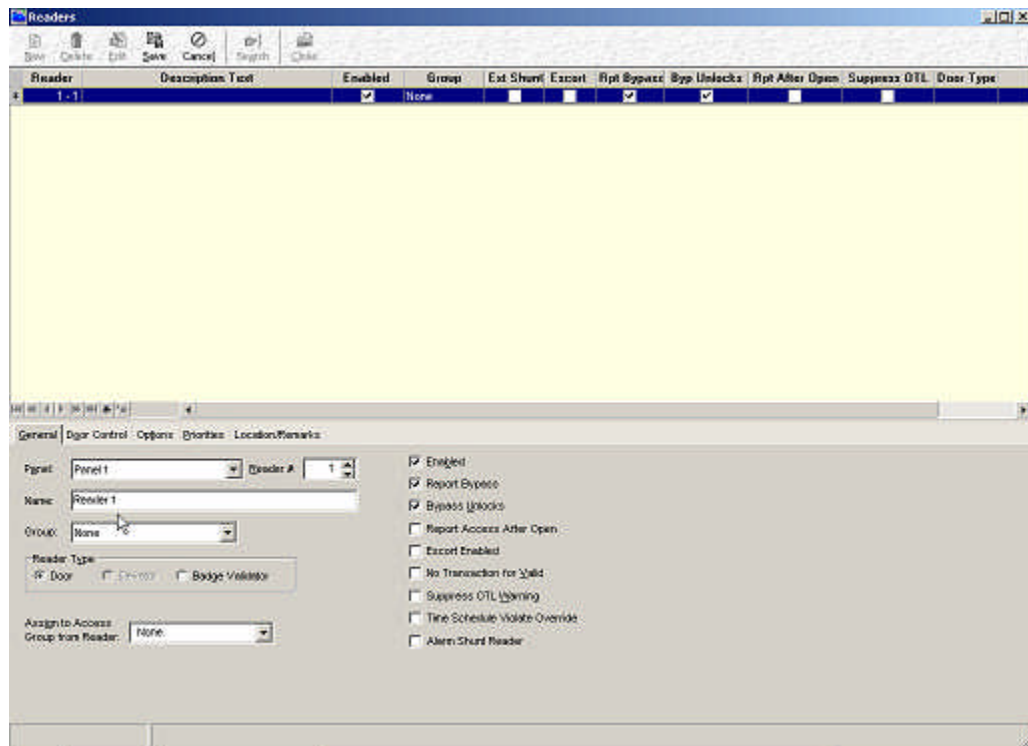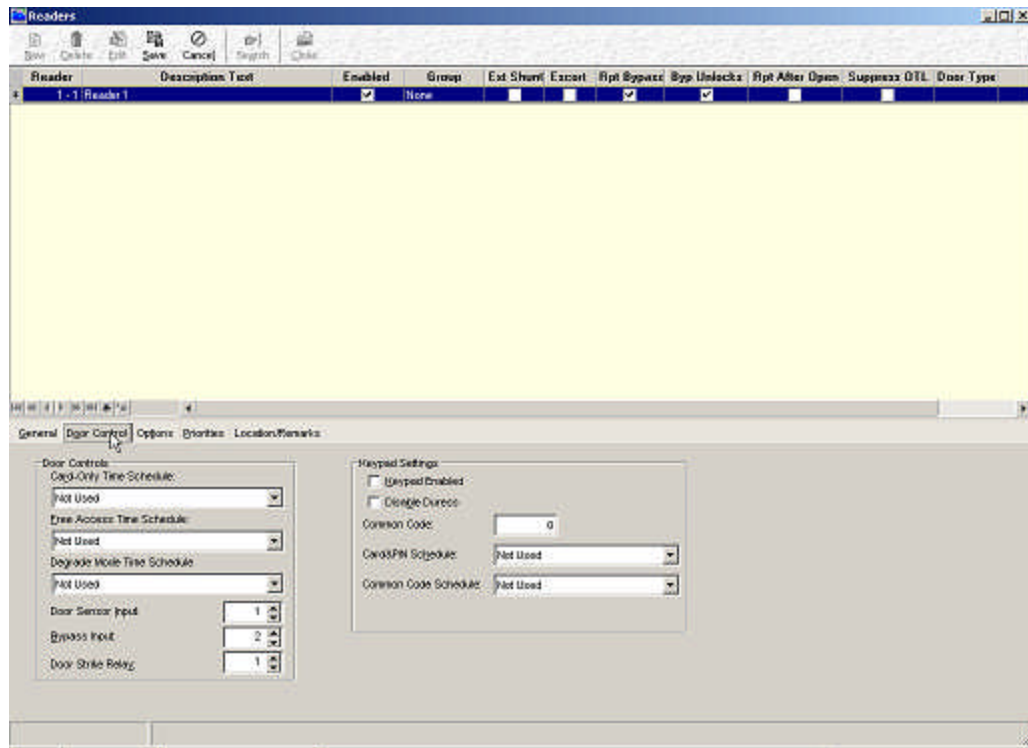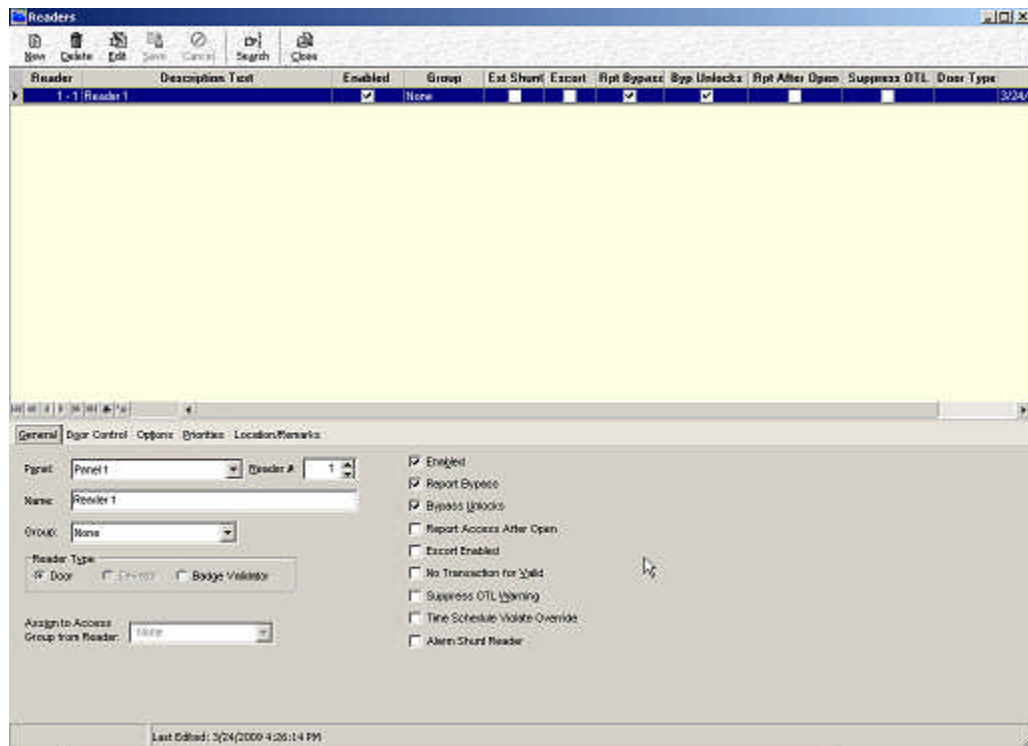

Figure 17.

Figure 18.

Figure 19.

Figure 20.

Figure 21.

Click **Configuration/Readers** from the main menu (refer to figure 17). The **Readers** screen will display (refer to figure 18).

Click **New.**

Click the drop down box **Panel** to select the panel the reader is on (refer to figure 18).

Enter **Name** for the Reader (ex. Reader 1). Refer to figure 19.

Note: The Reader screens have many settings. You will leave most of these settings at the default to get a basic system operating.

Click the **Door Control** tab.

On the **Door Control** screen, review the associated door sensor input, bypass input and strike relay associated with the reader you are configuring (refer to figure 20).
 Refer to explanations below.

Door Sensor Input - The door sensor input is where you wire your physical door contact (door position switch). If you are not using a door contact, click **Edit** and change this value to a 0. After changing value to 0, click **Save**. The door sensor input is a normally closed input by default.

Bypass Input - The Bypass Input is where you wire your Request To Exit Button or your PIR(Motion detector). The bypass input is a normally open input by default.

Strike Relay - The Strike Relay is where you wire up your strike or magnetic lock to.

Click the **General** Tab.

Verify all the settings are correct. Click **Save** (refer to figure 21).

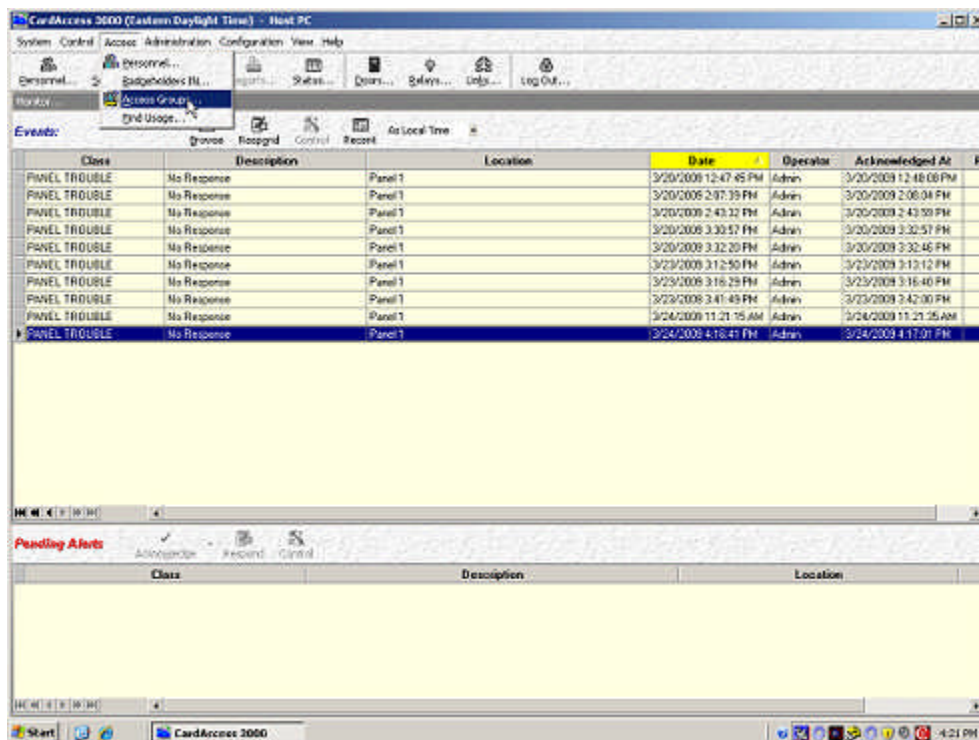# Configure a Access Group (refer to steps on page 18)
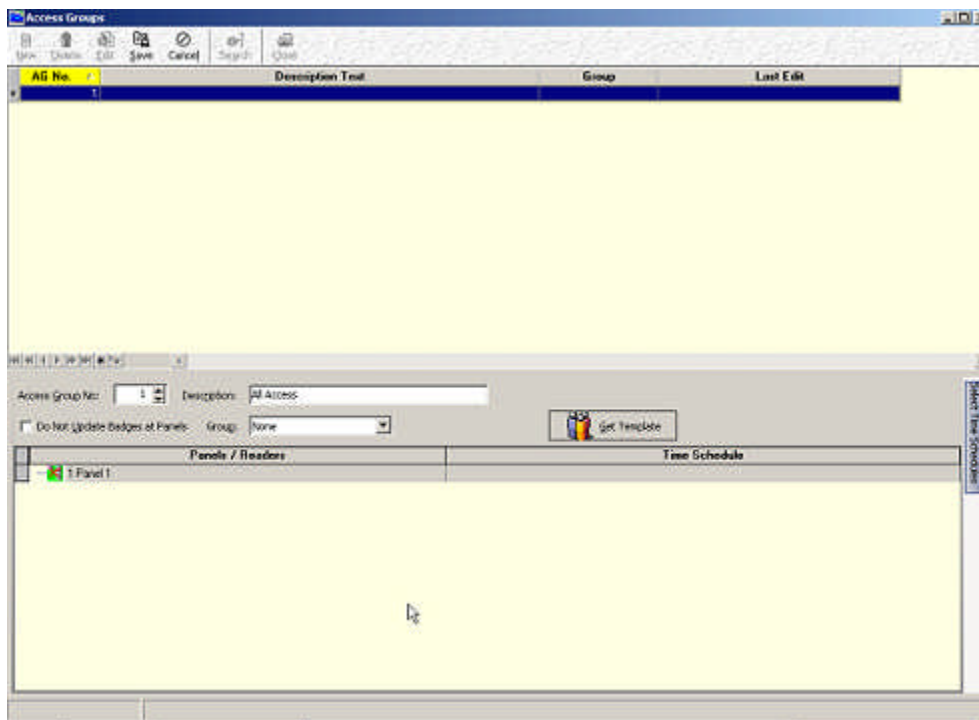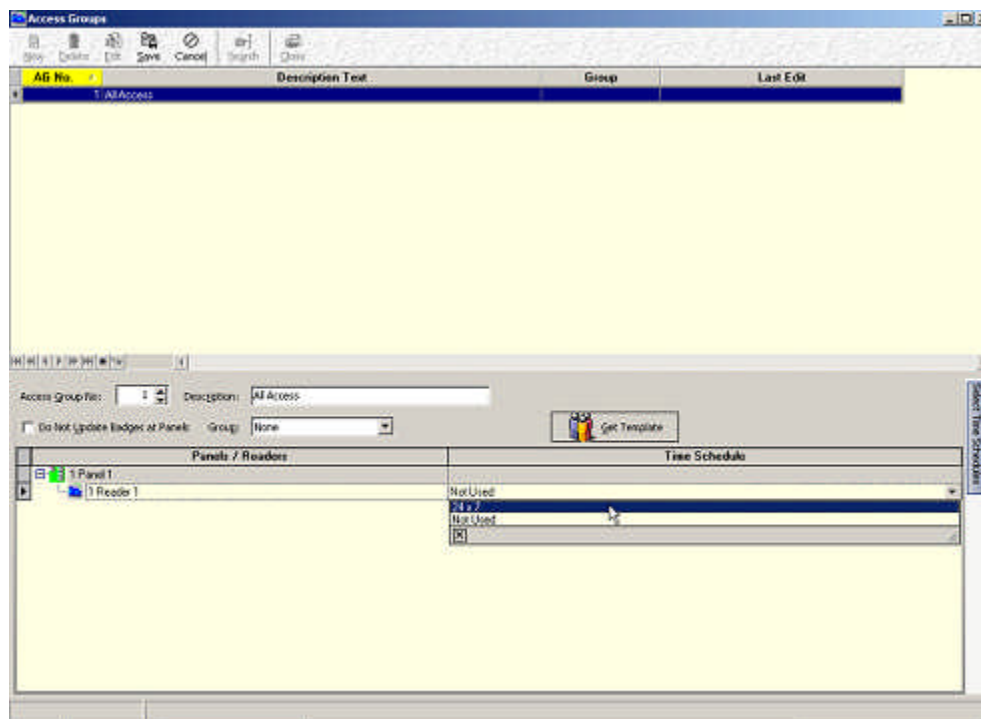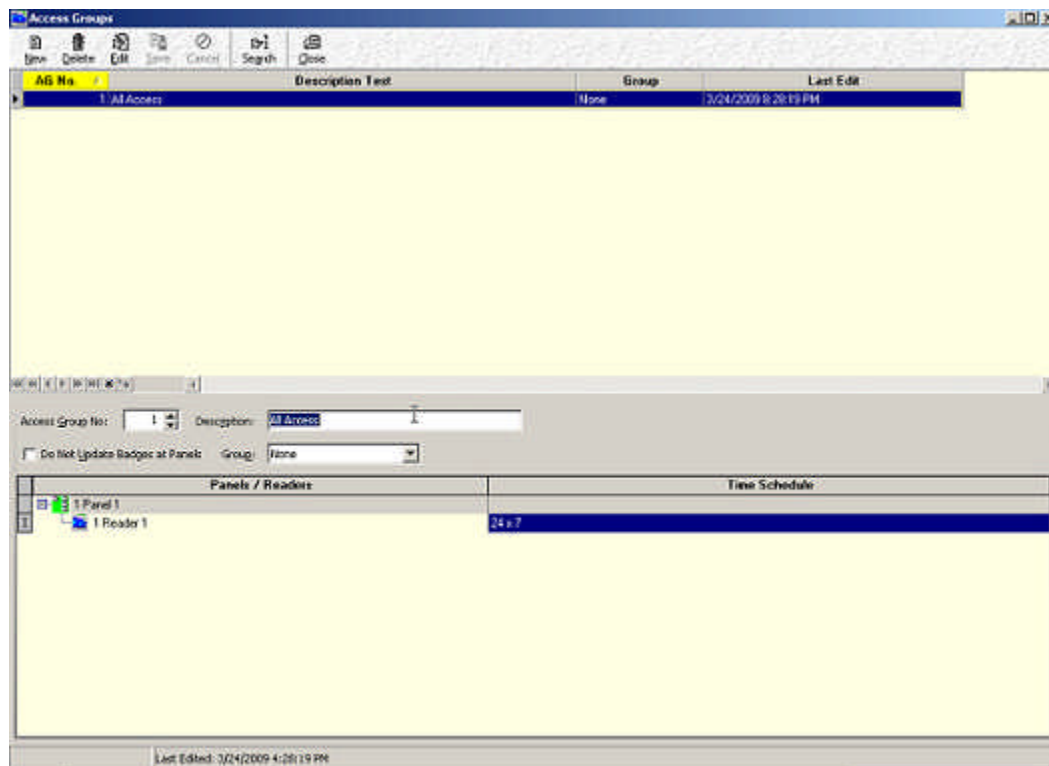

Figure 22.

Figure 23.

16

Figure 24.

Figure 25.

Click **Access/Access Groups** from the main menu (refer to figure 22). The **Access Groups** screen will display (refer to figure 23).

Click **New.**

Enter **Description** (name) for the Access Group (Description = All Access).

 Note: The first access group you create should be an Access Group that has access to all readers, all the time (24 x 7).

Click the drop down box **Time Schedule** to apply a schedule to the reader (refer to figure 24). Select 24 x 7 from the drop down list.

Note: The "All Access" access group you create should have access to all readers 24 x 7.

Very Important: This document only assists you with configuring one reader. If you add more readers to the system, you MUST edit the "All Access" access group and apply a 24 x 7 schedule to all readers.

As you enter additional badges to the system, you will be creating additional access groups with specific access to certain doors.

Verify all the settings are correct. Click **Save** (refer to figure 25).

Configure a Badge   (refer to steps on page 21)

Figure 26.

Figure 27.

Figure 28.

Figure 29.

Figure 30.

Click the **Personnel icon**. The **Personnel** screen will display (refer to figure 26).

Click **New.**

Note: If you are editing existing badges, you must click **Show All Badges** to display existing badges. After the badges display, click **Edit** to modify the badge information.

Enter **Badge Number.** In most cases the badge number is printed on the badge (refer to figure 27). If there is no badge number printed on the badge, you must refer to the documentation supplied with the badges.

Note: Using Facility codes are optional. Leave **Facility** at the default (0) until you get a basic system operational with at least one **Valid Badge** swipe.

Enter **First Name** and **Last Name** (refer to figure 28).

Click the **Access Groups** tab.

Click the drop down box **Access Group 1** to assign an access group to the badge. Select "**All Access**" from the drop down list (refer to figure 29). Leave the expiration date blank.

Click the **General** tab.

Verify all the settings are correct. Click **Save** (refer to figure 30).

Basic Programming Is Complete

Basic System Test

Verify proper communications to the panel

As previously mentioned, a panel will start communicating with the host computer once a Com port and a Panel is configured in the software. Review the alerts in the event grid to determine if a firmware and data download occurred (firmware downloads will only occur on new panels where the firmware is downloaded from the host computer). Most panels also have LED indicators for Transmit (TXD) and Receive (RXD). Verify the TXD and the RXD lights are flashing on the panel. This is a good indication the host is communicating with the panel.

Note: If a **No Response** alert displays, verify your polling cable is connected and review your programming settings as per this document.

Verify reader is working properly and a valid badge is being recognized

After verifying good communications, verify your badge is working at the reader. Present your badge to the reader. A **Badge Valid** alert will display in the event grid. If a valid badge is presented, the door should unlock. If you get a **Badge Valid** alert but the door fails to unlock, you must check the wiring to your lock.

Note: If a **Badge Violate Void** alert displays when you present the badge, verify your badge is entered correctly into **Personnel** and you are communicating with the panel. Verify the **Facility** setting in Personnel is (0). If you entered 1 or greater for **Facility**, you MUST verify the facility codes screen is configured properly (Administration/facility codes). This is not covered in this document.

Verify an archive database was pre-configured during the installation

As previously mentioned, many items are pre-configured during the installation. You must verify the archive database has been pre-configured. Click **System/SystemSettings/Auto Archive.** Verify one or more databases are listed in the bottom of the screen (**CardAccess Archive database list**). Verify there is a **SQL Server name** and a **SQL Database name** configured on the top of the screen. If this information has not been pre-configured, contact Continental Technical Support for assistance. Note: **Communications** to the panel and a **Valid Badge** will still work properly if an archive database is not configured. If the archive database is not configured, too many alerts will build up in the live database and eventually lock up the system.