NAPCO PCD-Manager Software
Operation User's Guide
# System Requirements

## SYSTEM HARDWARE
1. One unused RS-232 serial communications port (Com 1-8) and a Gem-RS232 module for local serial connection, or USB to Serial Bus Adapter.
2. A Standard CAT5 network cable for connection to the LAN, and access to a Local Area Network (when used with TCP/IP or multiple users).
3. Windows-based PC (with networking capability, if used).
4. 256MB RAM.
5. An IBM-compatible PC, 1GHz speed or faster.
6. Video resolution of 800 x 600 or higher

## SYSTEM SOFTWARE
1. Windows XP Professional ONLY.
2. Microsoft Internet Explorer 5.01 or later.
3. For installation and updates, administrator permissions on the computer (Windows XP Pro) is required.
4. For installation and updates, stop or turn off all antivirus, personal firewall, and other monitoring services.
5. Perform all Microsoft updates prior to installation.

### COMPATIBLE USB ADAPTERS
- Saelig USB-COM, Belkin F5U103 (Discontinued), Keyspan 19HS, USB UMC-100, and FTDI FT8U232AM.

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Access Control System Overview

ACCESS CONTROL

Access control allows you to extend or restrict admission to a secured area of a protected premises. Cards with proper credentials that are presented to a card reader will release a door locking mechanism (such as a magnetic lock or electric strike). For cards without proper credentials, the system will prevent access.

NAMES > CARDS > GROUPS > SCHEDULES

At its most basic, access control usually involves a building, a large number of people, and the idea of allowing or denying the people access to that building during certain times. Therefore, it makes sense that the first step should be to add the names of people into the system, each name unique, to distinguish between individuals.

Once names are added, the next step is to assign a specific proximity card (or cards) to each person (proximity cards and readers now being commonly used).

Next, as with many access control systems, it is convenient for large numbers of similar users to be grouped together—controlled all at once rather than individually—saving time and effort. For example, if the building is a place of employment, many people working in the building tend to share common working hours, lunch hours, holidays, etc. Once these “Access Groups” of people are conceived and organized, they can be created within PCD-MANAGER, with all of its attributes (scheduled times such as “active” working hours, “inactive” holiday hours, etc.) all specified in detail. Access Groups, therefore, are controlled by “schedules”; a person who possesses a proximity card which is assigned to a specific Access Group is therefore controlled by the schedule of that Access Group. The schedule defines when that Access Group is enabled in the system, thus controlling access to the building.

These interconnected relationships—names assigned to cards assigned to groups assigned to schedules—may best describe the PCD-MANAGER software at its most basic.

The basic steps are as follows:

1. Add names of people to the program (add "Personnel") (see page 13)
2. Assign names to specific cards (see page 15)
3. Create Access Groups and configure individual schedules for each (see pages 16-18)
4. Assign cards (Card Holders) to Access Groups (see page 15)

The basic steps for adding Alarm Users are:

1. Create Alarm Users from the list of Personnel
2. Create Schedules for Alarm Users
3. Assign Alarm Users to Alarm User Schedules
Quick Start Checklist

STEPS NEEDED TO GET UP AND RUNNING

FOR CARD HOLDERS:
❒ 1. Assign Names to Proximity Cards. See page 15 for details.
❒ 3. Configure Schedules for each Access Group. See page 16 for details.

FOR ALARM USERS:
❒ 1. Create Alarm Users, if you want to assign someone a keypad user code (instead of—or in addition to—a proximity card). See page 21 for details.
❒ 2. Create Schedules for Alarm Users, to determine when their keypad user codes are active. See page 22 for details.
❒ 3. Configure Schedules for each Alarm User. See pages 21-23 for details.
Installing the PCD-MANAGER Software

INSTALLATION VIA CD-ROM
1. Close any programs (including any anti-virus, anti-spyware, and monitoring tools) before starting your installation.
2. Insert the CD-ROM into the drive.
3. If Auto Start is enabled for the CD-ROM drive, the installation should start on its own. Otherwise, from Windows Explorer, double click on the file startup.exe on the CD-ROM—or—from the Start menu, select Run, then type: <Your CD-ROM Drive Letter>\startup.exe, and click Open and OK.
4. Follow the screen instructions. You may need to restart Windows after the installation has completed.
5. It may be necessary to repeat steps 3 and 4, if the install process found it necessary to install a Service Pack.

NOTE: A "DOT NET" folder exists under the Install Components folder on the PCD-MANAGER installation CD. If you have a .NET installation error, manually install the .NET object from the CD.

Network Installations

With PCD-MANAGER, one Master and 16 pre-defined users and passwords can all be logged into the same network database at the same time, making multi-user network access to a centralized database very easy to implement. To create a network, each with a separate software installation accessing the same database host machine, proceed as follows:

Creating a Network Database
1. Copy or move an existing database (or create new database files) into a network directory. The computer on which this network directory resides can be referred to as the "Database Host".
2. Add users to the corporate Users list.

User Machines
3. Install the PCD-MANAGER software onto each corpo-
Running the PCD-MANAGER Software

STARTING THE PROGRAM:
From the Start Menu, select Programs, Napco Security Group, PCD-MANAGER.
NOTE: "Napco Security Group" is the default Group name, and may have been manually changed during the installation.

Login
Access to the program requires an acceptable Login Name and Password. The Login Name must be between 1-8 characters in length and the Password must be between 1-8 characters in length.

PASSWORD SCREEN:
The first screen that appears after starting the program is the Password Screen:

First Time Login:
• The first time you login and create the database, you must type "master" as the Login Name and type any password that conforms to the above requirements.
• When entering a password for the first time, you must retype the same password to confirm (in the Initialize Master Password screen):

Re-type your password and click OK or click Cancel to select a new password.

IMPORTANT! We HIGHLY recommend you keep a written record of your password in a safe place! If you misplace this password, you will NOT be able to access the program as the master user again.

Master Password
The Master Password can be changed by logging in as Master and clicking Tools, Master Password in the PCD-MANAGER main toolbar. In the Master Password dialog, type the new Master Password in the field provided, and re-type the same password in the Confirm New Password field. Click OK to save or Cancel to exit without saving.

Logout
The user can log out of PCD-MANAGER at any time, only allowing other users with proper passwords to enter the system. Log off by clicking File, Logout from the PCD-MANAGER main toolbar. The Password Screen opens, awaiting a Login Name and Password.

Password Screen Menus
The PCD-MANAGER Password Screen contains two menu items:

FILE
Login - Equivalent to the Login button, initiating the log on process.
Backup Database - User can backup PCD-MANAGER database files for safety or sharing purposes. Backed up files are located in the Export Area folder in the installation directory.
Restore Database - User can receive previously backed up files (for example from a separate PCD-MANAGER installation) and return the software to a previously saved state. Click to open the dialog (shown at right), which allows the specific database files to be selected:
Database Selection - Click to select the specific database to open. Note that multiple software installations can be used, each pointing to one network location.
Exit - Click to quit the program.

HELP
About PCD-MANAGER - Displays Copyright details, build number records, database information, etc.
Master and Corporate Users

Two User Types

In general, PCD-MANAGER has two types of corporate users who can log into the software:

- A master user
- A group of normal corporate users

At the first-time startup, PCD-MANAGER requires the master user to supply a login name and password. Multiple copies of PCD-MANAGER may be run at the same time from different PC’s; however each copy must be signed in with a different login name. Only one login name of either type may be signed in to PCD-MANAGER at a time.

Master Corporate User

A master user can assign, modify and delete normal users (along with their corresponding properties). By default, when PCD-MANAGER is run for the first time, the "Login Name" of the master user will be either "master" or "MASTER".

The master password can only be changed by the master user. When the master user is signed-in to PCD-MANAGER, full privacy and communications privileges allow additional window menu items to be enabled for the master user that are not available to normal corporate users. The enabled selections in the File menu are as follows:

- New Account
- Copy Account
- Copy to Other Accounts
- Delete Account
- Import Personnel From File

Passwords

To change the master password, log into PCD-MANAGER using the existing master password. Click Tools, Master Password, and the following dialog appears:

![Master Password Dialog]

In the New Master Password field, type a new master password (maximum 8 characters) and retype to confirm. If both passwords do not match, the following warning popup appears:

![Password Warning]

After entering new password, click OK to save or click Cancel to exit without saving.

Normal Corporate Users and their Properties

Click Tools, Corporate User Setup, and the following dialog appears.

![Corporate User Setup Dialog]

In the above dialog, a master corporate user can assign restrictions to each normal corporate user in order to prevent them from accessing certain features in the PCD-MANAGER software. The table below summarizes the properties of a normal user.

<table>
<thead>
<tr>
<th>Properties</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>PCD-MANAGER operator name.</td>
</tr>
<tr>
<td>User Password</td>
<td>PCD-MANAGER operator password.</td>
</tr>
<tr>
<td>User Privacy Level</td>
<td>Select as follows: 1. Full – Operator has full read/write software access. 2. Read-Only – Operator has read only access. Control panel user/card codes are hidden. Note: When selected, the Communication selections (see next row in this table) are limited to Upload-Only and None.</td>
</tr>
<tr>
<td>Communication</td>
<td>Controls user access to alarm system, as follows: 1. Full – Operator has full download/upload communication access to PCD-MANAGER. Selection not available if User Privacy Level (above) set to Read-Only. 2. Upload Logs Only – Operator can upload event logs except panel dealer information. No downloading allowed. 3. None – Operator has view-only access. Codes not visible.</td>
</tr>
<tr>
<td>Logon Time</td>
<td>Displays date/time operator logged in to PCD-MANAGER.</td>
</tr>
<tr>
<td>Logout Time</td>
<td>Displays date/time operator logged out of PCD-MANAGER. Operators still logged in display &quot;Not Logout&quot;.</td>
</tr>
<tr>
<td>Account In-Use</td>
<td>Displays name of account currently open by operator.</td>
</tr>
<tr>
<td>Remove User button</td>
<td>Master user can click to permanently remove the highlighted user from the system.</td>
</tr>
<tr>
<td>Logout User button</td>
<td>Master user can click to manually logout the highlighted user from the system.</td>
</tr>
</tbody>
</table>

After making selections, click OK to save or click Cancel to exit without saving.
Customize PCD-MANAGER

Various features and settings within the PCD-MANAGER software can be customized. Click Tools, Preferences in the PCD-MANAGER toolbar. The Preferences dialog opens:

The Preferences dialog allows the following changes to be made (by clicking radio buttons or check boxes) to the PCD-MANAGER software:

At Startup of an Account

Show Personnel View - When the PCD-MANAGER software first opens (just after logging in), the first view that appears, by default, is the Personnel View (see image on page 13).

The Personnel View allows users to easily add names to the access control system. The first step for programming almost any access control system tends to be the process of adding names, therefore this view was selected, by default, to be the first to appear. However, either of two other views can be selected to appear after startup, if desired:

- Show Cards View
- Show Alarm Users View

The Show Cards View (see page 15) displays the Cards tab of the Card Holders menu, allowing users entered in the Personnel tab to be selected as cardholders and to be assigned to specific cards and into specific groups.

The Show Alarm Users View (see page 21) displays the Alarm Users tab of the Security Settings menu, allowing users entered in the Personnel tab to be selected as alarm users and to be assigned individual alarm codes and attributes (system abilities, area assignments, etc.).

Card Holders

Personnel View - Show 'Area(s)' Column: When checked, an Area(s) column is added to the Personnel tab of the Card Holders menu (see image page 13). When clicked, the Area(s) column displays a table indicating the areas to which the selected user has access.

Personnel View - Show 'For Installer Use Only' Column: When checked, a For Installer Use Only column is added to the Personnel tab of the Card Holders menu (see image page 13). When clicked, the column displays a table indicating data from the control panel regarding Access Groups and Alarm Users for that selected user. This is a reference for your dealer, in case he needs to modify a user locally from the keypad or remotely via the PCD-Windows QuickLoader. The numbers presented in this column are the actual control panel user numbers, assigned by PCD-MANAGER itself. Also note that, for example, if an individual only has one card assigned then only one number will display, if they have three cards and an alarm code then four numbers will display).

Cards View - Show facility code and card code at the startup of an account: When checked, the Cards tab of the Card Holders menu displays a Facility Code column and a Card Code column indicating the properties of the assigned card(s). Even if these columns are not normally set to display, they can be made to display simply by clicking on an empty cell in the Card Holders column (since at this time the software anticipates a new card is being entered).

Cards View - Show access group window when a cell in the 'Access Group' column is selected: When checked, the Cards tab of the Card Holders menu displays an Access Groups window at the bottom of the screen when a cell is clicked in the Access Groups column (see image below). Note: This preference is enabled by default.

Click an Access Group cell here...

...and an Access Group window opens.
Security Settings

Access Groups View - Display selected areas or keypads as text: When checked, full text names of areas are displayed in the Access All Doors in Areas column (located in the Access Groups tab of the Security Settings menu). An example is shown in the image at right:

<table>
<thead>
<tr>
<th>Access All Doors in Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1</td>
</tr>
<tr>
<td>Area 1, ...</td>
</tr>
<tr>
<td>Area 1, ...</td>
</tr>
<tr>
<td>Full text names are displayed</td>
</tr>
</tbody>
</table>

Alarm Users View - Show Alarm Codes: When checked, the Alarm Code column is displayed in the Alarm Users tab of the Security Settings menu. The Alarm Code column displays a 3-6 digit alarm control panel code. See page 21 for a sample image of this column.

Alarm Users View - Display selected areas or keypads as text: When checked, full text names of areas are displayed in the Areas column (located in the Alarm Users tab of the Security Settings menu). An example is shown in the image at right:

<table>
<thead>
<tr>
<th>Area (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1, ...</td>
</tr>
<tr>
<td>Area 1, ...</td>
</tr>
<tr>
<td>Area 1, ...</td>
</tr>
<tr>
<td>Full text names are displayed</td>
</tr>
</tbody>
</table>

Alarm Users View - Show all settings at the startup of an account: When checked, all columns are displayed in the Alarm Users tab of the Security Settings menu. See page 21 for a sample image.

Schedules

Show Holiday window when a cell in the 'Holiday Hours' column is selected: When checked, the Schedules menu displays a "Holiday" window at the bottom of the screen when any cell is clicked in the Holiday Hours column (see image below). Note: This preference is enabled by default.
Account Features

Open Account
To open an account, click File, Open Account in the PCD-MANAGER toolbar. The Open Account dialog opens, allowing the selection of existing accounts within PCD-MANAGER. Click to highlight an account name, and click OK to open the selected account, or click Cancel to exit without opening.

Note: If no accounts exist in the software, the File, Open Account menu item is "grayed-out" (unavailable).

Edit Account
To edit an account, first open the account and then click File, Edit Account. The Edit Account dialog opens:

The Edit Account dialog includes the following fields:
- **Account Name** - Type a unique name (maximum of 8 characters allowed)
- **Account Type** - Press Shift+F5 and click on the Account Type pull-down menu to edit the alarm control panel type used in the ACM system. Currently, three panels are available: GEM-X255, GEM-P9600 and GEM-P3200.

Either click Cancel to exit without saving, or click OK to save the changes. Note: If no accounts exist in the software, the File, Edit Account menu item is "grayed-out" (unavailable).

Close Account
To close an account, click File, Close Account in the PCD-MANAGER toolbar.
When an account closes, all of the PCD-MANAGER windows related to that account close as well.

Note: If no accounts exist in the software, the File, Close Account menu item is "grayed-out" (unavailable).

Delete Account
To delete an open account, click File, Delete Account in the PCD-MANAGER toolbar. A popup will appear requesting confirmation of the deletion (shown below).

Click Yes to delete the displayed account or click No to cancel the deletion. Note: Users cannot delete an account that is currently in-use by other users. Note: If no accounts exist in the software, the File, Delete Account menu item is "grayed-out" (unavailable).

Copy Account
To copy an open account, click File, Copy Account in the PCD-MANAGER toolbar. The Copy Account dialog opens:

The Copy Account dialog includes the following fields:
- **New Account** - Type a unique name for the copied account (maximum of 16 characters allowed)
- **Account Type** - Press Shift+F5 and click on the Account Type pull-down menu to edit the alarm control panel type used in the ACM system. Currently, three panels are available: GEM-X255, GEM-P9600 and GEM-P3200.
- **Comment** - Type any comments to assist in describing the copied account (maximum of 160 characters allowed)

Either click Cancel to exit without copying, or click OK to copy the open account.

Note: If no accounts exist in the software, the File, Copy Account menu item is "grayed-out" (unavailable).
Account Features (cont'd)

Copy to Other Accounts Button
Note: The Copy to Other Accounts button is enabled only when the Personnel screen is open and when multiple accounts exist in the software (otherwise this button will be grayed-out).

The Copy to Other Accounts button is designed to propagate changes made within one account into other accounts within PCD-MANAGER (each account representing a control panel). In multiple-panel ACM installations, it is often necessary to enable users access system-wide (between control panels within one building).

To propagate new or existing personnel assignments from one account to another, first highlight the last names of the users you wish to copy, then click the Copy to Other Accounts button. The following dialog opens:

Select the accounts into which the personnel are to be copied, and click Copy to continue or Cancel to exit.

Note: When copying personnel data into other accounts, all attributes are copied except for internal software number designations (such as user numbers and schedule numbers). These number designations, for all accounts, are for internal software use only, and are intended to be transparent to the corporate user.

Finalize Changes Button
Click to send all new or changed data (such as new cards, access groups, alarm users, schedules, etc.) to the control panels to be put into use.

When the Finalize Changes button is clicked, a confirmation dialog appears (a typical example is shown below) providing a list of the screens modified and to be changed within the system.

Click Cancel to exit without saving changes or click OK to process the changes and put them into use. When OK is clicked the Error Check utility will automatically run (by default), as described in the section that follows.

Error Checking
To ensure all changes made within PCD-MANAGER do not conflict with any new or existing control panel programming, an error checking utility is included with the software. The error checking utility will run when PCD-MANAGER begins communication with the control panel, and is a default selection within the Preferences screen (see page 9 for more information).

If enabled by the Preferences screen, when OK is clicked in the Finalize Changes confirmation dialog (described in the previous section above), the error checking utility will automatically run. A communications "status" screen (shown below) will open at the bottom of the window, allowing the corporate user to remain informed of the panel downloading progress and results. Control panel communication will only continue if no errors are found.

Note: Users can also initiate the error checking utility by clicking Tools, Error Checking on the PCD-MANAGER toolbar.

In the Error Checking window (shown above), users can double-click on an error listed and the selection will automatically jump to the specific field within PCD-MANAGER where the error originates.

Printing
The PCD-MANAGER software allows the printing of the following information within each account:

- Alarm system users and their corresponding attributes.
Account Features (cont'd)

- Card Holders and their corresponding attributes (only if the alarm system supports an ACM).
- Scheduled events and holiday dates.
- ACM logs (only if an alarm system supports an ACM).

**Workspace**

The **Workspace** (shown above) allows account features and settings to be presented in one convenient location. Accounts, each representing a control panel, can easily be selected by simply clicking the account name in the Workspace. Features associated with the account automatically open in a directory tree structure.

You can also right-click in the Workspace to open a menu list of options available, shown below.

<table>
<thead>
<tr>
<th>Option</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Account</td>
<td>Ctrl+N</td>
</tr>
<tr>
<td>Open Account</td>
<td>Ctrl+O</td>
</tr>
<tr>
<td>Edit Account</td>
<td>Ctrl+E</td>
</tr>
<tr>
<td>Close Account</td>
<td></td>
</tr>
<tr>
<td>Copy Account</td>
<td></td>
</tr>
<tr>
<td>Delete Account</td>
<td></td>
</tr>
<tr>
<td>Import Cardholder Accounts</td>
<td></td>
</tr>
<tr>
<td>Dock to Left</td>
<td></td>
</tr>
<tr>
<td>Dock to Right</td>
<td></td>
</tr>
<tr>
<td>Hide</td>
<td></td>
</tr>
</tbody>
</table>

In addition to the options mentioned previously (**New Account**, etc.), the Workspace can be Hidden (click **Hide**) and can be moved to the right or left side of the PCD-MANAGER window (click **Dock to Left** or **Dock to Right**. The image below displays PCD-MANAGER with the Workspace "docked" to the left:
Personnel: Adding / Editing / Deleting

Card Holders > Personnel

The Personnel tab of the Card Holders menu allows entry of new personnel into PCD-MANAGER.

After entering personnel names into this screen (shown above), the names can be copied into other areas of the software where they are assigned as alarm system users or card access users or both. In this window, personnel names are listed by Last, First and Middle Initial, and as a convenient reference, the window also displays whether personnel have been assigned as a Card User or as an Alarm User. **Note:** These columns reflect the user data that has been downloaded into the control panel. The Middle Initial (“M.I.”) must be only one character followed by a period.

The list is alphabetical, therefore people with multiple cards (or those with lost/disabled cards) will have their names displayed next to each other, thus finding users is simple and convenient.

By default, the Personnel tab is opened by simply clicking an account listed within the Workspace (the Workspace is open by default, but can be closed and opened by pressing Ctrl + Shift + W).

The names can be entered by:
- typing in the names manually via a computer keyboard
- importing names from any comma delimited file (see page 14)

See page 8 to set Preferences to allow this window to display the Areas to which each individual has access.

The Personnel tab of the Card Holders menu works like other standard Windows applications; the columns can be adjusted by placing the mouse arrow between columns (the arrow changes to a "column adjuster" icon), and if many names are entered, you can scroll down the list of names as needed. In addition, you can edit names by clicking and re-typing text, and a whole column of names can be copied by clicking the column header to highlight the entire column and copying the data to the clipboard.
Personnel: Importing Text File Names

Overview

To import only the names of personnel into PCD-MANAGER, names listed in a comma delimited text file (.txt) can be used. The names listed in the .txt file must exist in a certain format for the names to appear correctly in PCD-MANAGER. The acceptable formats are listed below:

1. **Comma delimited** "Lastname, Firstname" format
2. **Names with middle initials**: "Lastname, Firstname, MI." (Note: Middle initial ends with a period).
3. **Card user format**: "Last Name, First Name, MI., C"
4. **Alarm user format**: "Last Name, First Name, MI., A"
5. **Alarm & card user format**: "Last Name, First Name, MI., C,A".

To import names, click File, Import Personnel From File.

The following **Open** dialog appears:

By default, the **Open** dialog looks in the **Import** folder, a folder created when the PCD-MANAGER software is first installed. Shown below is an example of a text file in which new names have been listed (file name "New Names.txt").

In the **Open** dialog, click the **Look In** pull down menu to browse for the location of the text file. When the text file is found, click **Open**, and the names will appear in the Personnel tab view.

**Note**: The names will appear in PCD-MANAGER (see image below) in the same order as they appear in the text file.
Assigning Cards

Once names have been added to the Personnel tab view, you can now sit back and assign a card or multiple cards to each user at your leisure. Assign card(s) as follows:

Select Card Holders
In the Cards tab, first click the first row in the Card Holders column, and a pull down menu displays all personnel names alphabetically (shown below). Click on a name to select. Note: To save effort, selected names are automatically enabled in the program (the Enable column is automatically checked when the name is selected).

Type Facility Code
Next, in the Facil. Code column, click in the row of the Card Holder selected previously, and type the 3-digit numeric facility code of the proximity card you wish to assign to this user (use zeros before a 1 or 2 digit code to create a 3-digit code). Some proximity cards are manufactured without facility codes—if this is the case with the proximity card(s) you wish to use, leave this field blank.

Type Card Code
Next, in the Card Code column and in the same row selected previously, type the card's 5-digit numeric card code. This number is embossed on the card itself.

Assign a Card to an Access Group
As with many access control security applications, it is convenient for large numbers of similar users to be grouped together. Placing users into Access Groups allows large numbers of personnel to be controlled all at once rather than individually—saving time and effort. Groups are controlled via schedules, and a typical example involves enabling or disabling a Group at a certain time.

Click in the Access Group column (in the same row selected previously) to access a pull-down list listing all Access Groups created within the account. Note: This preference is enabled by default. See page 8 for more information about "Preferences".

Notice that after clicking in the Access Group column, an Access Groups "details window" appears at the bottom of the screen, displaying various details about existing Groups within the Account (shown below).

This Access Groups "details window" is interactive, allowing changes to be made to existing Groups (such as changing schedule and Access Level attributes) and for new Groups to be created.

The Access Groups "details window" is identical to the Access Groups tab of the Security Settings window (selected by clicking Alarm Users in the Workspace area (shown below).

Therefore, if you wish to change attributes of existing Access Groups or to add new Groups, see page 16 for complete information.
To create new or change existing Access Groups, click on View, Security Settings, Access Groups in the PCD-MANAGER toolbar (see image at right).

You can also click Access Groups (a subfolder of Security Settings) in the Workspace area (shown at right).

The attributes of each Access Group are all located within a single row of the Access Groups tab of the Security Settings menu. Each column is defined as follows:

**Group Name**
To add a new Access Group to the account, first click in the Group Name column (within the first available row) and type a unique Access Group name. We recommend this name be descriptive enough to help you locate the Access Group when needed. Note: To save effort, new Access Group names are automatically turned on within the software (the Enable column is automatically checked when a new name is typed).

**Access Level**
*Access Levels* are admittance abilities assigned to the proximity card. For example, if you wish to give a card user the ability to enter the premises while armed—and then disarm via a keypad inside the premises—select *Always Access*. Selecting *Disarmed Access* will allow the cardholder to access the protected area only when the system is disarmed. Click the Access Level column pull-down list to select.

**Card Arming**
Click in the Card Arming column and select the Card Arming attributes assigned to the proximity card:

- **None** - No arming or disarming abilities allowed
- **Arm Only** - Card user allowed to arm system only
- **Arm/Disarm** - Card user allowed to both arm and disarm the system

Create a Schedule
You can create new schedules here or click Schedules, Access Group Schedules in the Workspace. (see page 18).

In the Schedule column, the default setting is *None Set* (alerting you that a schedule has not yet been configured for the Access Group—see image at right). To create an access schedule for the selected Access Group, click in the Schedule column and click on the pull-down menu. The following popup window appears:

Remember—Access Groups are controlled via schedules—and the above popup window allows you to create those schedules. Notice the Group Off column in the upper right—this default Group Off setting means that the schedule will allow access except for the times entered in this popup window. If you wish, you can change this—click Group Off and the drop-down list appears (shown at right). If you select Group On, the meaning of this popup window changes to signify that the schedule now denies access except for the times entered in this popup window. If None is selected, all of the schedules for that Group will not be saved regardless of what is entered.

Note: The following example displays "Group On" schedules where access is allowed during the times selected (and access is denied during all other times).

In the image below, notice the 3 columns that can be changed: Schedule, Time and Date.

Create a new schedule by first clicking in the Schedule column and typing a descriptive name (32 characters maximum). Double-click the icon in the Time column to open the Schedule Time dialog (shown on next page).
In the **Normal Time Settings** area (circled at right), specify the time period cardholders are customarily allowed access. The **Start Time** and **End Time** allow for an endless variety of settings. For example, to set this dialog for "normal" business hours of 9:00 AM to 5:00 PM, set the dialog as shown in Fig. A. Note that the **End Time** reflects 5:00 PM "Today" meaning that the time frame exists within a single day.

In another example, to set the dialog for a "night shift" of 11:00 PM through 7:00 AM, set the dialog as shown in Fig. B. Note that the **End Time** field reflects 7:00 AM the "Next Day".

To select the days and dates the schedule will be active, double-click the icon in the **Date** column to open the **Schedule Date** dialog (shown below). If the schedule operates on a weekly basis, you can click the **Schedule to occur weekly** radio button and check the day (or days) of the week the particular schedule is in effect.

You can also select the specific dates and/or the specific days of the week within specific weeks of the month the schedule will be in effect. As you can see, the **Schedule Date** dialog (above) provides an endless series of days and dates your schedule is active--thus defining when the Access Groups will provide access ("Group On") or deny access ("Group Off") to those people who are assigned to the Access Groups. When finished with the **Schedule Date** dialog, click **OK** to save (or click **Cancel** to exit without saving). When saving, a warning popup (shown below) will list the changes to be made and request confirmation. Click **OK** to proceed or **Cancel** to exit without saving.

**Access All Doors in Areas**

The last column in the **Access Groups** tab of the **Security Settings** menu is the **Access All Doors in Areas**. This column defines which doors in the system will allow access for a particular Group, or in other words, "For this new Group, which doors will Group members be allowed to enter?" Click in the correct field for the selected Access Group and click on the pull-down menu to display a list of doors in the account. Click to select the doors to activate in the Group and the names of the doors will be displayed when selected.

To send the new information to the control panel and put the new settings into use, click the **Finalize Changes** button. An information popup will appear detailing where changes were made (see sample popup above). Click **OK** to proceed with the download or click **Cancel** to exit without making or saving changes.

**Additional Screen Information**

At the bottom of the **Security Settings** screen, additional fields detailing additional information can be found (see image below).

The field to the left displays the number of valid Access Groups ("Card Groups") and Alarm Users remain available in the account. Double-click the center icon and the **Schedule Access Logs** dialog appears (see page 28 for full details on this dialog). The field in which the word "master" appears serves to inform the user that the account currently open was launched using the Master Password (see page 7 for more information regarding Master Corporate Users).

These fields and the information displayed will change according to the type and attributes of the screen opened. For example, open the **Alarm User Schedules** screen and the field to the left displays the number of "Valid Schedules Remaining".
Cards: Access Group Schedules

Overview

Access Groups allow large numbers of Card Holders to be controlled all at once rather than individually—saving time and effort. Access Groups must first be created (see page 16) before creating Access Group schedules.

Access Groups are controlled via schedules, and once Access Groups are created in the Security Settings, Access Groups window (see page 16), their schedules can be configured in this window. User names are assigned to proximity cards, which are assigned to Access Groups, and Access Groups contain Card Holders who are controlled by schedules.

Schedules > Access Group Schedules

To create new or change existing Access Group (Card Holder) Schedules, click on View, Schedules, Access Group Schedules in the PCD-MANAGER toolbar (see image at right).

You can also click Access Group Schedules (a sub-folder of Schedules) in the Workspace area (circled at right).

The attributes of each Access Group schedule are located within a single row of the Access Group Schedules tab of the Schedules menu. Each column is defined as follows:

Schedule
To add a new Access Group Schedule, first click in the Schedule column (within the first available row) and type a unique schedule name (32 characters maximum). We recommend this name be descriptive enough to help you locate the schedule when needed.

Group
Click in the Group column and click on the pull-down menu. The Access Group selections listed must first be created in the Security Settings, Access Groups window (see page 16). Click to select a Group the schedule will control from the pull-down list.

Event (Restrict or Enable Access)
Note: Be aware that more than one schedule can be assigned to each Access Group, and the total number of schedules allowed is always limited to the maximum the control panel will allow (255 events for the GEM-X255, 96 for GEM-P9600 and 48 for GEM-P3200).

Click in the Event column and click on the pull-down menu. Select a control panel event from the pull-down list, as follows:

- None - No event specified
- Group Off - Restricts access during a period of time (default setting)
- Group On - Enables access during a period of time

If you select Group On, the meaning of this window changes to signify that the schedule now denies access except for the times entered in this window.

See page 27 to configure the next three columns, "Event Date", "Normal Hours" and "Holiday Hours".
Cards: Access System Information

Access System

Up to 4 ACM modules are supported for each account, and all ACM modules installed are displayed in the Access System screen (an example is shown above). Each ACM module is able to control two doors (total of 8 controlled doors per account).

The ACM configuration cannot be programmed using PCD-MANAGER, but must be programmed by your dealer using the PCD-Windows software. **Note:** If an account does not support an ACM, the Access System tab and Workspace folder will be hidden from the corporate user.

Click System Info., Access System to display the Access System screen, which provides a detailed description of each ACM module installed (click on the ACM directory tree on the left side of the screen to select one of four possible ACM's in the account). After selecting an ACM, all of the features related to both doors of that ACM will be displayed. Each field in the screen is described below:

**"Per Door" Features**

**Door Description**

Type a Door Description for each ACM-controlled door in the account. Each ACM door description should be worded to reflect the area to which the door is assigned.

**Area**

Displays the area name. If PCD-Windows Quickloader software was used by your dealer to specify a text name for the area (in the Alarm Systems screen), that text will be displayed in this field. If text was not used, the value "Area n" is displayed, where n is the area number to which the door is assigned in the panel ACM programming.

**Zone**

Displays the zone description for the panel zone that activates when the access door is opened (and trips the door contacts). If, in the panel Zone Assignment programming, a zone description is defined, it will be displayed in this field; otherwise the description will read "Zone n" where n is the zone number assigned in the panel ACM programming.

**Forced Entry Zone**

Displays the zone description for the panel zone that activates when a door is opened but not unlocked. If, in the panel Zone Assignment programming, a zone description is defined, it will be displayed in this field; otherwise the description will read "Zone n" where n is the zone number assigned in the panel ACM programming.

**Door Ajar Zone**

Displays the zone description for the panel zone that activates when a door is opened but not closed for a specified period of time. If, in the panel Zone Assignment programming, a zone description is defined, it will be displayed in this field; otherwise the description will read "Zone n" where n is the zone number assigned in the panel ACM programming.

**Arm all Areas Allowed**

Defined in the panel programming. If "Yes", when a card is presented to the card reader residing at the specified door, all areas assigned to the card will be armed. If "No", only the area(s) where the card reader resides will be armed. This feature is only available on door 1 of every ACM.

**Disarm all Areas Allowed**

Defined in the panel programming. If "Yes", when a card is presented to the card reader residing at the specified door, all areas assigned to the card will be disarmed. If "No", only the area(s) where the card reader resides will be disarmed. This feature is only available on door 1 of every ACM.

**Stealth Mode**

Defined in the panel programming. If "Yes", the armed and ready status card reader LED's are normally off but are turned on for 1 minute by any of the following events:

- Press a request to exit button
- Press a request to arm button
- Present a valid ARM/DISARM or ARM card to the card reader

If "No", Stealth Mode is not enabled for the reader. Access only and no arm capability cards do not affect the status of Stealth Mode. Also, if the system is in alarm, Stealth Mode is disabled.

**Scheduled Free Access Index**

Defined in the panel programming. Specifies if an external relay is programmed to activate (via a schedule) to allow the protected door to unlock and allow "free access" for the scheduled time.
The following features, in the panel ACM programming, are applied to all the ACM modules installed in the system:

**Enable Two-Swipe Arming** – If “Yes”, allows arming by presenting a proximity card twice. The proximity card used must be enabled for arming/disarming functions, and must be presented twice within the time specified in the “Two-Swipe Arm Time” (see below).

**Enable Napco Proprietary Access Format** – The GEM-ACM1D or GEM-2D supports two proximity card formats: (1) NAPCO standard 36 bit proprietary format or (2) HID standard 26 bit format. If “Yes”, the ACM recognizes the NAPCO standard 36 bit proprietary card format. If “No”, this standard 36 bit format will not be recognized.

**Enable Facility Code**: Not all proximity cards contain a facility code. If the cards used contain a facility code, and you wish to allow the code to be used within the system, your dealer can enable this feature in PCD-Windows Quickloader. If “Yes”, the least significant digit of the access card facility code must be used as the first digit of the user code for each card.

**Enable Access Logging into Burg Log** – There are 14 ACM-related events that are logged. If this feature is enabled ("Yes"), then all 14 ACM-related events will be written to the Burg log. If this feature is not enabled ("No"), then some events will be written to the Access Log and other events will be written to the Burg Log (see page 29 for a complete listing of which events are written to which Log).

**Note**: PCD-MANAGER does not allow a corporate user to read the Burg Log. In addition, do not enable this feature if you are using control panel versions 55 (or later) or else logging entries may be duplicated, thus wasting Burg Log space.

**Enable Printing Access Events** – If "Yes" and you have GEM-Print and compatible printers with the correct versions, the Access Event log can be printed as they occur.

**Enable card presentation beep and green LED flash** – This controls the card reader sounder and LED’s. Many types of card readers can be used with the ACM modules, and each may behave differently depending on its design. The recommended HID card reader is the HID PROX Point Plus Model 6005B, and if “Yes”, this reader will operate with regard to this feature as follows:
- Disabled: Will beep and flash green when card is read, door ajar sound is enabled.
- Enabled: Will beep twice and green LED will display twice when card is read, door ajar sound is enabled.

**Un-Lock Time** – Displays the amount of time (in seconds) the user is given to open the door after a card credential is verified.

**Two-Swipe Arm Time** – If Enable Two-Swipe Arming is enabled (see above), allows arming by presenting a proximity card twice within the displayed time period (the card used must be enabled for arming/disarming functions). The time in this field is displayed in seconds.

**Emergency Free Access** – Displays the name of the zone (24 hour) that when tripped will open all ACM doors to allow “Free Access”. NFPA requires that all doors must be unsecured (“unlocked”) during a fire alarm and/or a primary power (typically AC) failure. Using outputs of the fire alarm panel and wiring them to the zone input, existing fire alarm systems can be integrated into the access control system.
Alarm Users

In PCD-MANAGER, an "alarm user" is a person who can access an alarm control panel by pressing their assigned user code into an authorized system keypad. Alarm users can either keypad arm the system or activate a timed Access Keypad output with their user codes.

Each alarm user may be programmed with different security settings—settings that define the range of tasks they are allowed to perform within the control panel. The total number of security settings a given control panel can accommodate is fixed but can be split between alarm users and access groups in any manner. (195 for GEM-X255 control panels, 96 for GEM-P9600 and 48 for GEM-P3200).

To assign keypad user codes and security settings to an alarm user, click on View, Security Settings, Alarm Users in the PCD-MANAGER toolbar (see image at right).

You can also click Alarm Users (a subfolder of Security Settings) in the Workspace area (shown at right). Each column is defined as follows:

Alarm User Name
Names ("personnel") are stored in the Personnel tab of the Card Holders menu. Once names are entered here, they are copied into other areas of this software—including into the Alarm Users area. Simply click the first row in the Card Holders column, and a pull-down menu opens to display all personnel names alphabetically. Click on a name to select.

Alarm Code
Type a 6-digit (maximum) user code, unique for all users within an account (control panel). Note: This column can be hidden from view by means of changing the Privacy Level of the corporate user (see page 9 for details).

Authority Level
The Authority Level limits the number of menu options displayed in the keypad Function Menu (Level 3 = highest access and no options displayed if None is selected). The following table details the minimum level required to access the specified function:

<table>
<thead>
<tr>
<th>Authority Level</th>
<th>Display Status</th>
<th>Display Bypassed</th>
<th>Directory</th>
<th>Bell Test</th>
<th>Telephone List</th>
<th>Display Sys Tbl</th>
<th>Display Fire Tbl</th>
<th>Display Op/Dp Sched</th>
<th>Overview</th>
<th>Activate Watch</th>
<th>Activate Chan</th>
<th>Guard Tour On/Off</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Code Type
This field designates the type of actions allowed by alarm users. The valid choices are Arm/Disarm, Arm Only, Service, and Guard Tour.

Selecting Service enables a one-time disarm ability (usually for service personnel). Selecting Guard Tour enables an option that requires a user to physically press their alarm code at certain keypads—distributed within a premises—within a certain period of time. Thus a Guard Tour requires a user to make a "circuit" or "tour" of the premises. Note: Guard Tour is programmable by your dealer using PCD-Windows Quickloader software, and is only available with the GEM-X255 and GEM-P9600 control panels. See control panel installation instructions for more information.

Bypass Enable
Allows the user to bypass zones prior to arming a system. Check to enable.

Overview
Checking Overview and selecting "Level 3" Authority Level enables Overview Mode at keypads. Overview Mode allows enabled users to view (via keypads) the armed status, alarm status, fault status, etc. of other areas in the alarm system. Note: If "Level 3" Authority Level is not enabled, this option "Activate Overview" will not display on the keypad Function Menu.

Area(s)
Click the pull-down list to select those areas to which the user is assigned. For example, a specific user may be allowed to arm or disarm the areas specified in this window. Area descriptions are specified (and can be modified) in the System Info., Alarm System, Areas window. Only area descriptions that are configured in the control panel are displayed.

Note: Hover the mouse arrow over this field and a "Tool Tip" will list all areas selected. If no area descriptions exist, the default descriptions are "Area n", where n is the area number ranged from 1 to 8. In addition, right-click in the Area(s) column and a menu appears with not only the standard choices of Copy, Paste and Delete, but also:

- Column lists areas by either name or area number.
- Hide/Show advanced settings - Alarm Users screen displays or hides the following detailed columns: Alarm Code, Authority Level, Bypass Enable and Overview.

Go to Alarm User Schedules - ([Shift] + [F11]) Allows direct access to the Schedules, Alarm User Schedules screen (see page 23).

Access Keypads
When enabled, the Access Keypads column enables specific user codes to activate a specified keypad PGM lug for a selected period of time.

Note: If the account supports an ACM, this field is hidden from the corporate user. Access keypads must first be added by your dealer in PCD-Windows Quickloader (select "Remote Access Only" in the Keypad Assignments screen).

The keypad descriptions are added in the System Info, Alarm System, Keypads window. Note: Hover the mouse arrow over this field and a "Tool Tip" will list all selected keypad numbers. If no keypad descriptions exist, the default
Alarm Users (cont’d)

descriptions are “Keypad n”, where n is the keypad number ranged from 1 to 15.

The corporate user can also change several alarm users at one time: Highlight the desired rows in the standard manner by pressing either the Shift key or the Ctrl key on the keyboard, right-click and the following menu will display:

When finished with configuring Alarm Users, click Finalize Changes to download the changes to the control panel.

Note: The Finalize Changes button will be grayed-out if no changes are made in any window. If changes are made, clicking Finalize Changes opens a message box listing all windows changed and prompts the corporate user to proceed with or cancel the download to the control panel.

Create a Schedule

You can create new schedules here or click Schedules, Alarm User Schedules in the Workspace (see page 23).

In the Schedule column, the default setting is None Set (alerting you that a schedule has not yet been configured for the alarm user—see image at right).

To create an access schedule for the selected alarm user, click in the Schedule column and click on the pull-down menu. The following popup window appears:

Remember--

Alarm Users and their user codes are controlled via schedules—and the above popup window allows you to create those schedules. Notice the User Off column in the upper right—this default User Off setting means that the schedule will allow access except for the times entered in this popup window. If you wish, you can change this—click User Off and the drop-down list appears (shown at right). If you select User On, the meaning of this popup window changes to signify that the schedule now denies access except for the times entered in this popup window. If None is selected, all of the schedules for that user will not be saved regardless of what is entered.

Note: The following example displays “User On” schedules where access is allowed during the times selected (and access is denied during all other times). In the image below, notice the 3 columns that can be changed: Schedule, Time and Date.

Create a new schedule by first clicking in the Schedule column and typing a descriptive name (32 characters maximum). Double-click the icon in the Time column to open the Schedule Time dialog (shown below).

In the Normal Time Settings area (circled at right), specify the time period alarm users are customarily allowed access. The Start Time and End Time allow for an endless variety of settings. For example, to set this dialog for “normal” business hours of 9:00 AM to 5:00 PM, set the dialog as shown in Fig. A. Note that the End Time reflects 5:00 PM “Today” meaning that the time frame exists within a single day.

In another example, to set the dialog for a “night shift” of 11:00 PM through 7:00 AM, set the dialog as shown in Fig. B. Note that the End Time field reflects 7:00 AM the “Next Day”.

To select the days and dates the schedule will be active, double-click the icon in the Date column to open the Schedule Date dialog (shown below). If the schedule operates on a weekly basis, you can click the Schedule to occur weekly radio button and check the day (or days) of the week the particular schedule is in effect.

You can also select the specific dates and/or the specific days of the week within specific weeks of the month the schedule will be in effect. As you can see, the Schedule Date dialog (above) provides an endless series of days and dates your schedule is active—thus defining when the Alarm User Schedules will provide access (“User On”) or deny access (“User Off”) to those Alarm Users.

When finished with the Schedule Date dialog, click OK to save (or click Cancel to exit without saving). When saving, a warning popup will list the changes to be made and request confirmation. Click OK to proceed or Cancel to exit without saving.
Alarm User Schedules

Overview

Note: Turn to page 21 to create Alarm Users before using this window to control their access via schedules.

In PCD-MANAGER, an "alarm user" is a person who can access an alarm control panel by pressing their assigned user code into an authorized system keypad. Alarm users can either keypad arm the system or activate a timed Access Keypad output with their user codes.

Use this window to apply schedules to alarm users in order to extend access during certain specified times (or to restrict their access during other times such as holidays or weekends).

Schedules > Alarm User Schedules

To create new or change existing Alarm User Schedules, click on View, Schedules, Alarm User Schedules in the PCD-MANAGER toolbar (see image at right).

You can also click Alarm User Schedules (a sub-folder of Schedules) in the Workspace area (circled at right).

The attributes of each Alarm User Schedule are located within a single row of the Alarm User Schedules tab of the Schedules menu. Each column is defined as follows:

Schedule

To add a new Alarm User Schedule, first click in the Schedule column (within the first available row) and type a unique schedule name (32 characters maximum). We recommend this name be descriptive enough to help you locate the schedule when needed.

User Name

Click in the User Name column and click on the pull-down menu. The User Name selections listed must first be created in the Security Settings, Alarm Users window (see page 21). Click to select a User Name the schedule will control from the pull-down list.

Event (Restrict or Enable)

Note: Be aware that more than one "event" can be assigned to each User Name, and the total number of events allowed is always limited to the maximum the control panel will allow regardless of how many user names are programmed (255 events for the GEM-X255, 96 for GEM-P9600 and 48 for GEM-P3200)

Click in the Event column and click on the pull-down menu. Select a control panel event from the pull-down list, as follows:

- None - No event specified
- User Off - Restricts access during a period of time
- User On - Enables access during a period of time (default setting)

When a User Name is selected, the software checks if the user is set to "initially off", and if so, automatically selects User On. If the user is not "initially off" then the software automatically selects User Off.

See page 27 to configure:

- Event Date
- Normal Hours
- Holiday Hours
Alarm System Information

System Info. > Alarm System

The **Alarm System** window allows the customization of the account by defining meaningful descriptions for certain alarm system features. Four items are detailed in this window, as follows:

- **Areas**
- **Keypads**
- **Automation**
- **Zones**

**Areas**

In the **System Info, Alarm System** screen, the corporate user can view descriptions for all areas used in the system. There are up to 8 areas in an alarm system, and the corporate user can also type meaningful descriptions for areas in their system.

Area descriptions appear as selection choices in the **Area(s)** column of the **Alarm Users** window (see page 21), and also in the **Access All Doors in Areas** column of the **Access Groups** window (see page 17). The area descriptions also appear as textual descriptions for ACM doors in the **Access System** windows (see page 19).

If an account does not contain an area description, "Area n" will appear as a selection choice in the other windows, ("n" is the area number ranged from 1 to 8, see image above). The available selection of area numbers will depend on which areas have been assigned to zones and ACM's.

**Keypads**

In the **Alarm System, Keypads** screen, the corporate user may enter keypad descriptions in the **Descriptions** column (up to 16 characters maximum). Keypad descriptions entered here will appear in the **Access Keypads** column of the **Security Settings, Alarm Users** window.

Up to 15 keypads are supported by the GEM-P9600 and GEM-X255 panels (only the first 8 keypads can be designated as Access keypads). With the GEM-P3200 panel, up to 7 keypads are supported and they all can be designated as Access keypads.

"Keypad n" is the default description for each keypad, where n is the number ranged from 1 to the maximum number allowed by the panel.

**Arm/Disarm Keypads:** The **Assigned to Area** column displays the area(s) in the system to which the keypad is allocated. If the **Ambush** column is checked, the two-digit ambush prefix code can be used at the keypad indicated. The ambush prefix code is entered prior to any standard disarm code, activating an Ambush condition (a silent report is sent to the central station). If the **Panel Access Output** column is checked and the **Panel Access Output Code** is entered at the keypad(s) indicated, the auxiliary relay (located on the control panel PC board) will be activated. **Note:** The **Ambush** and the **Panel Access Output** column features are not permitted to be enabled by the corporate user, therefore these columns are grayed-out (used for reference only).

**Global Alarm Codes:** The **Panel Access Output** and **Ambush (Prefix)** codes are programmable (if enabled), as shown in the image above. The **Panel Access Output** code must be a unique 6-digit code that must not match any existing Alarm User keypad codes. To enable the **Panel Access Output** code, your dealer must first use PCD-Windows Quickloader software to program "Access Control on Aux Output" (in the **System Options** screen) and enable at least one keypad for "Panel Access" (in the **Keypad Assignments** screen). If either feature is not enabled, the **Panel Access Output** field will be grayed-out. The two-digit **Ambush** prefix code—if placed before any existing Alarm User keypad codes—must not duplicate the first digits of existing Alarm User keypad codes.

**Note:** If the account supports an ACM, Access Keypad information is hidden from the corporate user. Access keypads must first be added and defined by your dealer in PCD-Windows Quickloader (select "Remote Access Only" in the **Keypad Assignments** screen).

**Automation (Relays)**

Up to 96 external relay controls are supported by the GEM-P9600 and GEM-X255 panels. With the GEM-P3200 panel, up to 32 relays are supported. The corporate user can enter meaningful descriptions to describe the external relay controls assigned in a system. "Relay n" is the default description for each external relay control, where n is the number ranged from 1 to the maximum allowed by the panel. The System window will display all external relay controls.
Alarm System Information (cont'd)

control descriptions.

The Restricted column, if checked, indicates to the corporate user that the specified relay cannot be deleted or its schedule modified. A dealer password must be used to enable this column, allowing the selection of relays to be restricted.

<table>
<thead>
<tr>
<th>Automation</th>
<th>Description</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>8</td>
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</tr>
</tbody>
</table>

For control panel programs that do not support an ACM and are transferred into PCD-MANAGER, the PCD-MANAGER software will display the number of relay boards installed in the system with the appropriate number of external relay control descriptions. Each relay board supports up to 8 external relay numbers, therefore the corporate user must enter up to 8 external relay control descriptions for each relay board used in the alarm system. For alarm systems that do support an ACM, the actual number of external relay control descriptions will depend on the number of relay boards installed in the system, plus additional relay descriptions for any relay numbers defined by your dealer in the PCD-Windows Quickloader Schedule Free Access Index field (in the Access System screen).

The Automation (external relay control) descriptions in this screen will appear as selection choices in the Relay No. column of the Automation Schedules screen (if the Event is set to Control On). See page 26). These descriptions also appear as text in the Scheduled Free Access Index field of the Access System screen (see page 19).

Zones
Click System Info, Alarm System, Zones to view descriptions for all zones used in the system. Zone Descriptions (from the PCD-Windows QuickLoader account setup by your dealer) are imported and displayed in this window.

The Zone Descriptions that are not grayed-out can be modified (click in the selected fields and overtype new text). Fire zones and 24-Hour zones are grayed-out.
Automation Relay Schedules

Overview

Automatic features and devices can be added to an access control system, providing scheduled free access at doors or for scheduled external relays to be triggered.

Note: Your dealer can set certain relay schedules to be restricted, i.e., the corporate user would not be able to make any schedule changes or additions for those relays. See Restricting Relays on page 25.

The total number of scheduled events in a system must not exceed 255. This number is the combined total of Automation, Access Groups and Alarm User Schedules.

Note: “Tool Tips” are displayed on the column titles to further explain the meaning of each column.

Setup, view, modify and define schedules as follows:

Schedules > Automation Schedules

To create new or change existing Automation Schedules, click on View, Schedules, Automation Schedules in the PCD-MANAGER toolbar (see image at right).

You can also click Automation Schedules (a sub-folder of Schedules) in the Workspace area (circled at right).

The attributes of each Automation Schedule are located within a single row of the Automation Schedules tab of the Schedules menu. Each column is defined as follows:

Schedule
To add a new Automation Schedule, first click in the Schedule column (within the first available row) and type a unique schedule name (32 characters maximum). We recommend this name be descriptive enough to help you locate the schedule when needed.

Relay No.
Click in the Relay No. column and click on the pull-down menu. Click to select a relay the schedule will control from the pull-down list (numbered 1-96 but limited to the number of relay boards physically installed in the account/control panel).

Event
Note: Be aware that more than one “event” can be assigned to each relay, and the total number of events allowed is always limited to the maximum the control panel will allow regardless of how many external relays are programmed (255 events for the GEM-X255, 96 for GEM-P9600 and 48 for GEM-P3200).

Click in the Event column and click on the pull-down menu. Select an control panel event from the pull-down list, as follows:

- None - No event specified
- Control On - The selected relay controlled event is enabled.

See page 27 to configure:

- Event Date
- Normal Hours
- Holiday Hours
All Schedules

- Access Group Schedules - for Card Holders
- Alarm User Schedules - for Alarm Users
- Automation Schedules - for Relay Control

Event Date

Select the non-holiday date(s) the selected event will occur using the four sub-columns: Weekly, Date, Day of Week, and Week of Month, as follows:

- **Weekly** – Check to schedule an event to occur every week. Checking the Weekly column checkbox alters some of the columns to its right: the Date field and Week of Month field are grayed-out. Select the Day of Week (using the pull-down menu) to schedule the event for repeating days.

- **Date** – With the Weekly checkbox unchecked, schedule an event on a specific calendar date (in mm/dd/yyyy format).

- **Day of Week** – Select the Day of Week (using the pull-down menu) to schedule the event for repeating days, such as every Monday, Tuesday, and Wednesday, etc.

- **Week of Month** – Select the Week of Month (using the pull-down menu) to schedule an event on repeating days, such as the first week of a month, the second week of a month, and so on.

Normal Hours

In this field type the start and end times of the scheduled event, excluding the holiday dates (in hh:mm am/pm format).

Holiday Hours

In short, Holidays are exceptions to existing Event Dates and Normal Hours.

Click in the Holiday Hours "Start" field, and a Holiday screen opens at the bottom of the window. First you must define a holiday in the bottom Holiday screen fields, then use the Holiday Hours fields on top to limit the hours of the holiday previously defined at the bottom of the screen (in hh:mm am/pm format). For example, if Normal Hours are 9 AM to 5 PM and you need to disable card access during the holidays, then do not enter anything in the Holiday Time field. Note: Pre-defined holidays can be used, if desired, by right-clicking in the bottom Holiday field, and clicking Select Holiday From Template. The Holiday Template dialog opens:

To add a holiday to the bottom Holiday field from the Template, click to highlight a holiday and click Select. Click Delete to remove a holiday from the Template, if desired.

For other holidays not listed in the Template first you must define a holiday in the bottom Holiday screen fields, then use the Holiday Hours fields on top to limit the hours of the holiday previously defined below. Note: You can alter holidays added from the Template in the same manner.

Starting in the Holiday screen fields at bottom, type a descriptive name in the Holiday field, then enter the Date in mm/dd/yyyy format. (Note: If needed, you can clear the Date by right-clicking in the field and selecting Delete). In the following columns, select the Day of the Week and the Week of the Month the holiday occurs.

For example, if a holiday occurs on the "the 3rd Thursday of every November", the Date field can remain blank, select Thursday for the Day of the Week and check "3rd Wk" for the Week of the Month.

Right-click in any of the fields, and different menu options appear; you can bulk-copy several holidays at one time, delete a single holiday schedule or remove all the defined holiday schedules. Add a newly created holiday to the Template by clicking in the Holiday field at bottom, click Add Holiday to Template in the right-click menu, and the new holiday will appear at the bottom of the Template list.

To send the new information to the control panel and put the new settings into use, click the Finalize Changes button. An information popup will appear detailing where changes were made. Click OK to proceed with the download or click Cancel to exit without making or saving changes.
The Get Access Log button initiates log upload and opens a window that allows the corporate user to view the control panel Access Control Logs. The Access Control Logs screen will display, by default, the most recent events first, but the log display can be filtered if needed to remove unneeded events. **Note:** If an alarm panel does not support an ACM, the Get Access Log button and screen will be hidden from the corporate user.

Click the Get Access Log button and the Access Control Logs screen opens. Each field in the screen is described below:

**Date/Time** – Displays the date and time of an ACM event in a mm/dd/yyyy mm:hh am/pm format.

**Location** – Displays the description of a door a user has accessed. If an ACM has failed, this field describes the name of the failed ACM plus the area description of door #1 for that ACM module.

**Event** – Displays the description of an ACM occurrence.

**User Name** – Displays the Card Holder name assigned to an access card.

The buttons in the Access Control Logs screen are as follows:

- **Filter Log** - To filter Access logs in PCD-MANAGER, the corporate user must select the "Filter Log" button. A "Filter Log" dialog will appear to allow the corporate user to filter the ACM logs in the Get Access Log window.
- **Save Log** - To save a full Access Log into a text file, the corporate user must select the "Save Log" button.
- **Print Log** - To print a full Access Control Log, the corporate user must select the "Print Log" button.
- **Purge Log** - To clear stored Access Control Logs in PCD-MANAGER, the corporate user must select the "Clear Log" button. Note that this will not clear the control panel Access Log data.

The Get Log Now - To upload a full Access Control Log from an account, the corporate user must select the "Get Log Now" button.

The last log that was uploaded into PCD-MANAGER will remain available to the corporate user for viewing until the next time an event log is uploaded. In addition, the automatic daily or weekly event log uploads are archived to an event log folder in the PCD-MANAGER installation directory.

The Get Log from Control Panel button (located in the upper left corner) allows you to configure when the Access Log is to be automatically uploaded from the control panel to PCD-MANAGER. Click the button to open the Schedule Log dialog, as shown below:

In the Schedule Log dialog, set the Log Settings by first selecting one of three radio buttons, described below:

- **Do not get log** - Select to disable the Access Control Log schedule. No logs will be retrieved from the control panel.
- **Get log daily** - Select to retrieve Access Control Logs every day of the week initiating at the time typed in the Start Time field.
- **Get log weekly** - Select to retrieve Access Control Logs each week on the day(s) selected, and at the time typed in the Start Time field for each day selected.
Logs (cont'd)

Access Control Log Events

Listed below are the 14 ACM-related events that are logged. Some events are written to the Access Control Log, and other events are written to the Burg Log. If the feature "Enable Access Logging into Burg Log" is enabled by your dealer (using PCD-Windows Quickloader software), then all 14 ACM-related events are written only to the Burg Log. If this feature "Enable Access Logging into Burg Log" is NOT enabled, the events will be written to each log as follows:

ACCESS CONTROL LOG

The Access Control Log is limited only to the following events when the feature "Enable Access Logging into Burg Log" is NOT enabled ("John Smith" is used for the Card Holder name in the example events below):
1. Access Granted: ACM n Door n John Smith User Code xxxxxx
3. ACM Power Trouble: ACM n
4. ACM Power Restore: ACM n
5. Close: Area n John Smith (proximity card only)
6. Open: Area n John Smith (proximity card only)

BURG LOG

The following ACM related events are written to the Burg Log when the feature "Enable Access Logging into Burg Log" is NOT enabled:
1. Trouble: Keypad/ACM n Tamper
2. Trouble Restore: Keypad/ACM n Tamper
3. Trouble: Keypad/ACM n Fail
4. Trouble Restore: Keypad/ACM n Fail n
5. Close: Area n John Smith
6. Open: Area n John Smith
7. External Relay n ON (Scheduled Free Access)
8. Alarm: Area n, Zone n (Emergency Free Access)

Note: Do not enable the feature "Enable Access Logging into Burg Log" if you are using control panel versions 55 (or later) or else logging entries may be duplicated, thus wasting Burg Log space.

Log Filtering

You can filter log events (remove unneeded events) listed in the Access Control Logs screen. Click the Filter Log button and the above Find Log dialog opens, allowing you to select specific events for display that match any of the following criteria:

Date / Time Settings - Type the date and time of ACM events you wish to view. Check on "Display most recent events first" to view the most recent events that match the date and time criteria.

Types of ACM Events - Check to select any of the following event types:
- Access Granted
- Access Denied
- AC Fail/Low Battery
- AC Fail/Low Battery Restore
- Open
- Close

ACM Settings - Narrow the events by selecting from the pull-down lists as follows:
- User - Select the Card Holder who caused the event (displays the Personnel List)
- Door - Select the door description (location) where the event occurs.
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