



Sentex Programming Software for Windows Version 3.0 and Up

Horizon H



Horizon M



Infinity S



Infinity M



Infinity L



User's Guide

Contents

Chapter 1: Installation and Overview	5
System Requirements	5
Differences Between SPS and SPSWin	6
Installing SPSWin	7
SPSWin Helpful Hints and Tables	10
SPSWin Unit Setup Overview	12
Windows NT/2000/XP Administrator Notes	13
Chapter 2: Starting SPSWin	14
Starting SPSWIN	14
Passwords	15
Creating or Editing an SPSWin Password	15
Main Window Toolbar Reference	16
Chapter 3: Communications	17
Accessing Modem Configuration	17
Setting Your Modem Configuration and Connect Set	17
Connecting to a Unit	20
Communications Options	22
Chapter 4: Creating or Editing a Unit Definition (Stand-Alone Units)	23
Opening a New Unit Definition Window	23
Creating or Editing a Unit Definition (Stand-Alone)	24
Copying a Unit Definition	25
Chapter 5: Creating or Editing a Multi-Link Chain	26
Opening a New Multi-Link Chain Definition Window	26
Creating or Editing a Multi-Link Chain Definition	27
Chapter 6: Receiving Data from Unit	29
Selecting Display Type	29
Downloading Unit Data	30
Verifying Unit Data Has Been Received	33
Upgrading Your Unit(s)	34

Chapter 7: <i>Entering and Editing Unit Data</i>	35
Time Zones	36
Schedules	39
Holidays	43
Access Levels	45
Access Codes	47
Accessing Unit and Multi-Link Data Fields	55
Creating and Editing Directory Sets (Multi-Link Only)	56
Relays	57
Settings	59
Messages	63
Firmware	65
Updates	65
Transactions	66
Notes	67
Chapter 8: <i>Sending Data to a Unit</i>	68
Chapter 9: <i>Merging Unit Data</i>	69
Accessing the Merge Feature	69
Setting Merge Priority	70
Viewing Update Results	70
Chapter 10: <i>Printing or Exporting Reports</i>	72
Accessing Reports	72
Printing Reports	73
Exporting Reports	74
Reports Description	75
Chapter 11: <i>Viewing and Printing Transactions</i>	82
Downloading Transactions	82
Viewing and Printing Transactions	83
Chapter 12: <i>Control Panel</i>	84
Using the Control Panel	84
Changing the Unit Password	86

<i>Appendix</i>	87
SPSWin Main Window Menu Bar	87
Unit Definition Window Menu Bar	91
Control Panel Actions Reference	93
Merge Options (Data Results Reference)	94
Conflict Definitions (Unit Update Status Report)	96

IMPORTANT NOTICE

- Each time you finish entering data in SPSWin, you must always either **Send Changes** or **Send All** to the unit, or the changes will not take effect. For more information, see **Sending Data to a Unit** on page 68.
 - If you do not perform either **Send Changes** or **Send All** after making changes in SPSWin, your system will not function predictably.
-

Chapter 1: Installation and Overview


The procedures in this manual assume that you are familiar with your telephone entry system (Horizon, Infinity, or Multi-Link).

This chapter will cover . . .

❖ System Requirements	Page 5
❖ Differences Between SPS and SPSWin	Page 6
❖ Installing SPSWin	Page 7
❖ SPSWin Software Helpful Hints and Edit Functions	Page 10
❖ SPSWin Unit Setup Overview	Page 12
❖ Windows NT & 2000 Administrator Notes	Page 13

System Requirements

Windows-based software offers many advantages in terms of usability and versatility, but requires a computer configuration powerful enough for it to work effectively. While you may be able to run SPSWin on older, less powerful computers, it will run very slowly and with greater chance of failure. For this reason, we strongly recommend using at least the minimum computer configuration. To use SPSWin Software, the following items are required:

- A Sentex Systems Horizon Unit, Infinity Unit, or Multi-Link chain connected to a telephone line (or direct connection via RS-232).
- A Multi-Link chain can be a **maximum** of 16 units total.
-  **NOTE:** SPSWin may be programmed without being connected to a unit. You can input data while the unit is being installed, so as soon as the unit is ready, you are.
- An IBM PC-Compatible computer running Windows 95 (full version) or above.

MINIMUM	RECOMMENDED	REQUIRED
Pentium 166 Processor 32 MB of RAM 200 MB hard disk free	Pentium II Processor 128 MB of RAM 300 MB hard disk free	Hayes-compatible modem or RS232 direct connection CD ROM Mouse

Table 1: SPSWin System Requirements

Differences Between SPS and SPSWin

This introduction provides a quick overview of the differences between SPS and SPSWin.

USABILITY	SPS is linear – accessing each feature requires a step-by-step procedure. SPSWin is a Windows program – you can access any feature at any time.
VERSATILITY	SPS stores only basic tenant and unit data. SPSWin also stores time zones, schedules, holidays, relays, etc.
CONVENIENCE	SPS requires the user to look up data one function at a time. SPSWin displays whole categories of data together – and allows the user to access any desired data with a few mouse clicks.
FAST STARTUP	SPS requires that the unit be installed and connected before data can be entered. SPSWin allows the user to enter data without first connecting with the unit, so as soon as the unit is installed, you are ready to connect, send data, and go.
DATA CONTROL	SPSWin has additional features, including a Merge Select that gives you power over what data supercedes when receiving, and a Housekeeping function that allows you to select how many database revisions to retain in memory.
WINDOWS FEATURES	SPSWin gives you all the conveniences of Windows, including Toolbar, Taskbar, function tabs, and drop-down menus that allow instant access to all SPSWin features.
ONLINE MODE	The Online Mode has been replaced by the Control Panel, which allows you to control unit functions directly and quickly, without working your way through a menu. Just connect with the unit, select the control panel, and you can set the unit clock, cycle or latch relays, retrieve transactions, reset the unit, resort the directory, and so on.
ICONS AND HIGHLIGHTS	In addition to other Windows features, SPSWin helps you remember pending unit updates, last unit update, unit type, what data has been changed, and much more through the use of highlighting and eye-catching icons. You no longer have to look for data differences and easy to forget updates – SPSWin icons and highlighting make the information jump off the screen at you.

Installing SPSWin

ABOUT THE CD

This CD includes the installation programs for:

- **SPSWin** (SPS for Windows) – includes ERMAWin (ERMA for Windows).
- **SPS-DOS** (SPS DOS version) – refer to the *SPS-DOS User's Guide* for more information.
- **ERMA-DOS** (ERMA DOS version) – refer to the *ERMA-DOS User's Guide* for more information.

GENERAL INSTALLATION INSTRUCTIONS

You may install any of the three applications from this CD. The installation program for **SPSWin (and ERMAWin)** is located in the root directory and will start up automatically when you insert the CD. The installation programs and files for the other applications are located in their own sub-directories.

INSTALL OPTIONS

- New Site
- Upgrade from 1.04 to 3.0 or above
- Upgrade from 1.05 to 3.0 or above
- Upgrade from 2.00 to 3.0 or above
- Upgrade from 2.10 to 3.0 or above

IMPORTANT INSTALLATION NOTES

- SPSWin v. 3.1 will not run in Windows 3.1 or 3.11. You must upgrade to Windows 95 (full version) or above to run this version of SPSWin.
- If at the initial setup your system detects that MDAC (Microsoft Data Access Components) version 2.6 must be installed or reinstalled, click Next. The system will add it and may require a restart. Microsoft requires the reboot.
- For SPSWin 3.1 to install successfully, your system must have Internet Explorer® (version 4.01, with Service Pack Level 2, and up). Microsoft requires IE for its MDAC patch. You will also need IE to run the HTML Help file. If your system does not meet these requirements, SPSWin will prompt you to install the updated version.

The SPSWin 3.1 CD provides Internet Explorer Service Pack 2 for IE 4.01 (installing with Browser Only will suffice). The installation includes the following: Browser Only, Online, Standard, and Full Installation. To install Service Pack 2, run the "ie4setup.exe" file. If your version of Internet Explorer is earlier than 4.01, you will need to obtain Internet Explorer from Microsoft.

STEP 1: INSTALLING SPS/ERMAWIN, VERSION 3.1

In order for SPSWin to operate properly, it must be installed onto the computer hard disk drive. SPSWin cannot be executed directly from the diskette or CD.

SPSWin is compatible with the following operating systems: Windows 95 (full version), 98, ME, NT, 2000, and XP. SPSWin **will not** run in Windows 3.1 or 3.11.

- **Windows 95 Users:** You must have Y2K Update installed on your machine.
- **Windows 98 Users:** You must have Y2K Update 2 installed on your machine – does not apply to Windows 98, Second Edition.
- **Windows NT 4 Users:** You must have Service Pack 5 (or greater) installed on your machine.
- **Windows NT/2000/XP Users:** You must have administrator privileges to install SPSWin.

To install SPSWin Software, perform the following steps:

- 1 Start Windows.
- 2 Place the SPSWin CD in the CD ROM drive. SPSWin will automatically start the installation process; follow the on-screen prompts. If the installation process does not automatically start, continue with the instructions below.
- 3 From the taskbar, click the **Start** button, point to **Settings** on your desktop, then click on **Control Panel**.
- 4 From the Control Panel window, double-click on **Add/Remove Programs**.
- 5 From the Add/Remove Programs screen, under the Install/Uninstall tab, click **Install**.
- 6 Follow the on-screen prompts.



NOTE: SPSWin may prompt you to reboot your machine a few times during the installation process. This is required by Microsoft. If after each reboot SPSWin does not automatically continue with the installation, double-click on the **Spswin32.exe** file in the SPSWin subdirectory.

Windows NT/2000/XP Users Only

If there are multiple SPSWin users, you must perform these last two steps after SPSWin has completed its installation:

- 1 Provide shared privileges for the entire SPSWin subdirectory (and any other directory that will store the databases) **AND**
- 2 Grant "Full Control" permission for each SPSWin user to each subdirectory storing the SPSWin databases.

For more NT/2000 notes, see **Windows NT/2000/XP Administrator Notes** on page 13.

STEP 2: UPGRADE CONVERSION FROM 1.04 (16 BIT) TO 3.0 OR ABOVE (32 BIT)

- 1 Start SPSWin. A dialogue box will appear, informing you that there is a bit-level version mismatch.
- 2 You will be asked if you want to convert the data to 32-bit. Click the OK button. The information in the 16-bit databases will be copied into 32-bit databases.
- 3 Do this for both the SPSWin and ERMAWin (Transaction) databases.

STEP 3: UPGRADE DATABASE UTILITY FOR ALL VERSIONS

- 1 Start SPSWin. If you get a message stating “Database Version Mismatch”, you must run the SPSWin Database Upgrade Utility.
- 2 Run the Database Upgrade Utility (under the Tools menu in SPSWin). **OR**
From the taskbar, click Start. Highlight “Sentex Applications”. Click on “SPSdbu32” to run the upgrade utility.
- 3 Run the utility on your SPSWin database(s). Click on SPSWin. Check the file name and path. If the file path is incorrect, click Browse and select the correct file. Click OK.
- 4 Run the utility on your ERMAWin databases (only if your ERMAWin databases were built **before** SPSWin 2.0). Click on ERMAWin. Check the file name and path. If the file path is incorrect, click Browse and select the correct file. Click OK.

All the data from your old databases will be copied into the new databases.

FINAL NOTES

- SPSWin stores information in the **Windows Registry**. You can access this information through the following location in the registry: HKey_Current_User\Software\VB and VBA Program Settings\SPSWin32.
- If you want to look at the databases through a program other than SPSWin, Sentex Systems recommends that you make a copy of the databases for that purpose. You can view the databases using Microsoft Access® 7.0, or you can export the data for use in other programs such as Microsoft Excel®.
- Although the system will not overwrite the database, Sentex Systems still recommends that you make backup copies.
- **IMPORTANT:** When downloading data from a unit and merging it to your SPSWin database (with a Receive All command), the download time may vary. The time it takes your system to merge the data depends on the size of your database, the number of units involved, the capacity of the unit(s), your computer speed, etc.

To avoid unnecessary download time, determine whether you need to download all the data (Receive All) or partial data (Receive Settings); see SPSWin User’s Guide or online help for more information on the two types of downloads.

If no data has been entered at the unit itself, there is no need to perform a full download to SPSWin. Or if you know all the changes that have been made at the unit (and there are only a few), consider entering the changes into SPSWin yourself rather than performing a full download.

Remember, **you should only need to download all unit data once** (before you can send data). When you download and merge unit data into SPSWin with a Receive All command, the application will download all the data and merge it into the SPSWin database, regardless of the number of changes that have been made to the database at the unit(s).

SPSWin Helpful Hints and Tables

HELP

SPSWin has five “help” aids:

- **Tool Tips** are brief descriptions of most buttons and many screen features.
- **Status bar help** is located near the top of the Main Screen and at the bottom of the Edit Menu screens.
- **“What Next?”** is a button located in the button menu.
- **“Getting Started”** is in the Help menu of the Main Screen.
- **Online Help** is an on-line version of this manual provided for reference.

TABLES

Many of the windows include a grid-like format called a table. Each row of the table gives the information for one unit, access code, access level, etc. Each column header tells what information is listed for each row. See Figure 1.

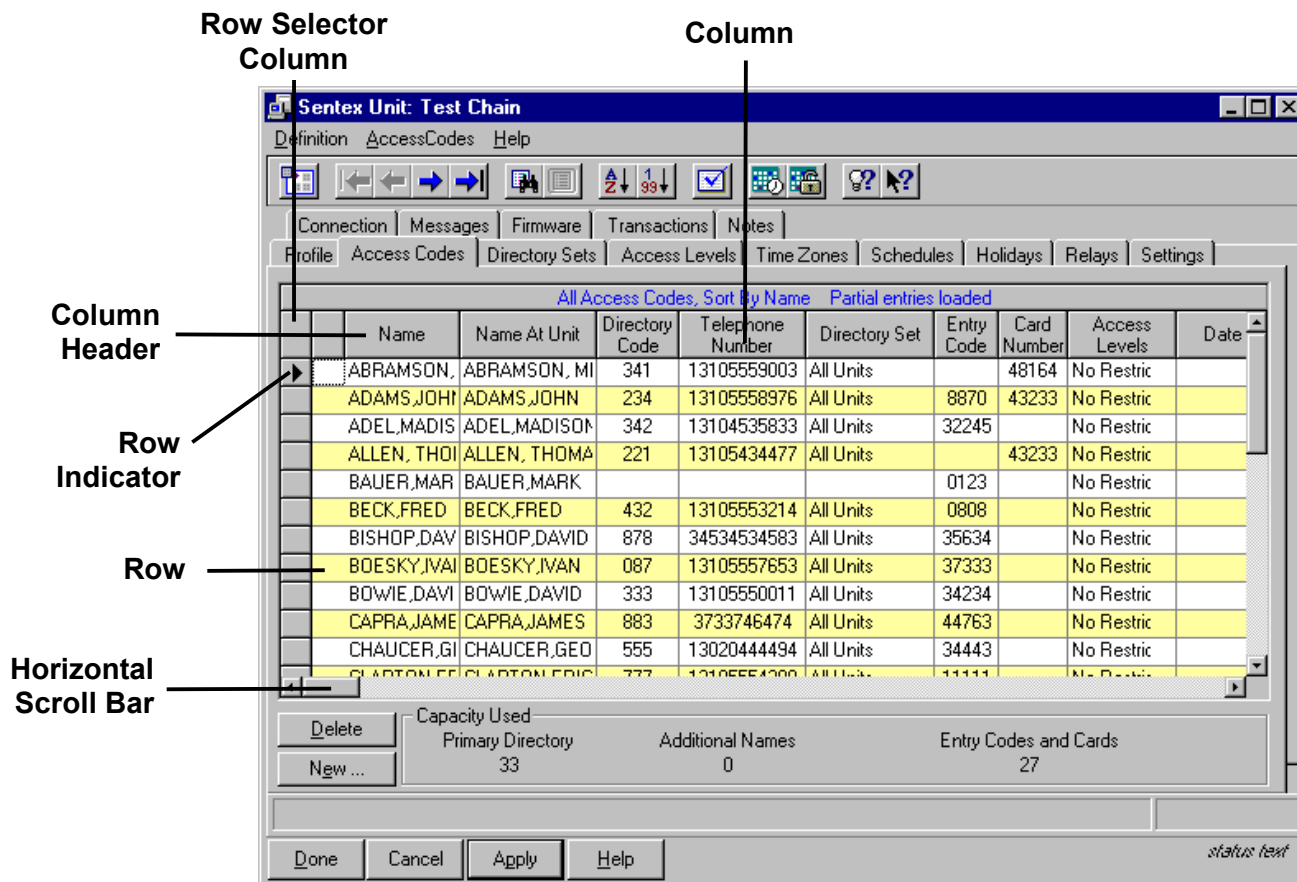


Figure 1: Example of Table

- **Row Selector Column:** Select an entire row by clicking in the Row Selector Column. The row will be highlighted.
- **Column Header Row:** These entries tell you what information can be found in each column. You can change the column width by placing the mouse pointer over a column divider in the column header. The icon changes to a double-arrow sizing icon. Drag the icon to resize the column.
- **Row Indicator:** The triangle indicates the current row selected. An asterisk (*) in the row Selector Column demarcates a new row.
- **Cells:** To edit the information in a cell, click on the cell. The cell will be highlighted. You can now change the information in the cell.
To move from cell to cell, you may use the **[TAB]** key, or click on the next cell.
- **Horizontal Scroll Bar:** All of the columns may not fit onto one screen. Use the Horizontal Scroll Bar to move back and forth to see columns on the left or right edge of the screen.
- **Vertical Scroll Bar:** All of the rows may not fit onto one screen. Use the Vertical Scroll Bar to move up and down to see rows which are off the top or bottom edge of the window or page.
- **To Add Rows:** You may add a new row in one of two ways:
 - 1 Click on the **Add** or **New** button. A new row will appear, ready for you to enter data.
 - 2 Look for an asterisk (*) in the Row Selector Column. Click on a cell in that row.
- **To Delete Rows:**
 - 1 Click on the row indicator. The row will be highlighted.
 - 2 Click on the **Delete** button. The row will be marked for deletion with an **X**.
When you click on **Apply** or **Done**, the row (and the data) will disappear from the display.
- **To Resize Columns:** Click and hold a column divider, move mouse left or right to desired column position, and release the mouse button. The new column position will be saved when clicking the Done button.

SPSWin Unit Setup Overview

Because SPSWin is capable of so much, new units can require extensive setup if all SPSWin functions are to be used. When setting up *new* units (all types except Horizon, which is simpler), Sentex Systems recommends that you follow the setup sequence provided below.



NOTES

- You do not have to use all the features listed below. Only the steps marked with an asterisk (*) are required.
- After entering information in each area, do not forget to save the data before leaving the window, since **all data not saved will be lost**.

1. PROFILE PAGE *

Stand-Alone Units: Enter all necessary unit connect information (baud rate, password, telephone number, answer type, etc.).

Multi-Link Chains: Create **each** unit in the existing ML Chain (using the ADD UNIT icon).

2. MESSAGES PAGE *

Stand-Alone Units: Select the unit display type.

Multi-Link Chains: Select the display type for **each** unit.

3. CONNECTION PAGE (RECEIVE DATA FROM UNIT) *

Select Receive All or Receive Settings to retrieve all the necessary unit settings and capacities before you send data to the unit.

4. HOLIDAYS PAGE

Create all necessary Holiday dates that will be referenced by Auto-Unlock and Time Zone schedules.

5. TIME ZONES PAGE

Stand-Alone Units: Create all necessary time zones. Make sure to give each zone a name, since this is how you will select it in the Access Codes page.

Multi-Link Chains: Create all necessary time zones for each unit in the Multi-Link chain. Make sure to give each zone a name, since this is how you will select it in the Access Codes page.

6. SCHEDULES PAGE

Stand-Alone Units: Create all necessary Auto-Lock / Un-Lock schedules.

Multi-Link Chains: Select all applicable units, then create all necessary Auto-Lock/Un-Lock schedules.

7. ACCESS LEVELS PAGE

Stand-Alone Units: Create all necessary access levels.

Multi-Link Chains: Create all necessary access levels (select all applicable units if ML).

8. DIRECTORY SETS PAGE (MULTI-LINK ONLY)

Create all necessary Directory sets and select all applicable units.

9. ACCESS CODES PAGE (ALL UNITS EXCEPT HORIZON)

Enter all Tenant names, telephone numbers, cards, codes, etc. All schedules previously set up will be accessed from here if needed.

Windows NT/2000/XP Administrator Notes

If you plan to run SPSWin on Windows NT, 2000, or XP and you are the system administrator, please note the following:

Before the installation: You must have administrator privileges to install SPSWin.

Immediately after the installation: If there are multiple SPSWin users, you must perform these last two steps:

- Provide shared privileges for the entire SPSWin subdirectory (and any other directory that will store the databases) **AND**
- Grant "Full Control" permission for each SPSWin user to each subdirectory storing the SPSWin databases.

Changing SPSWin Files (multiple users): Since each user has an individual registry, it is advised **not** to change the location of the SPSWin database. Database information changed by one user will not be reflected in all users.

No "Collision/Race" Condition: SPSWin does not currently support record "locking" (i.e., the process whereby only one user may work with the same database record at a time). Multiple users may simultaneously work with the same database record; however, doing so may result in data loss or corruption. Please manage multiple users accordingly.

Chapter 2: Starting SPSWin

This chapter will cover . . .

- ❖ [Starting SPSWIN](#) *Page 14*
- ❖ [Passwords](#) *Page 15*
- ❖ [Creating or Editing an SPSWin Password](#) *Page 15*
- ❖ [Main Window Toolbar Reference](#) *Page 16*

Starting SPSWIN

- 1 Click on **START**.
- 2 From the fly-up START menu, select **PROGRAMS**.
- 3 From the fly-out PROGRAMS menu, select **Sentex Applications**.
- 4 From the Sentex Applications menu, select **SPSWin32**.
- 5 If the SPSWin Password screen appears (Figure 2), enter the password and click **Done**.



Figure 2: SPSWin Password Screen

NOTES

- **Sentex Applications** is the default name of the program group and will appear unless the user has changed the program group name.
- To create a shortcut to SPSWin, drag the SPSWin32 EXE file icon onto the desktop (see Windows User Guide for details).

Passwords

There are two types of passwords used in SPSWin:

- Unit Passwords
- SPSWin Passwords

Unit Passwords are required when connecting to a unit and must be 6 numeric digits in length. Unit passwords also add an extra level of security by allowing you to assign selected units to other SPSWin users.

SPSWin Passwords are not required and can range in length from 1 to 30 characters. SPSWin passwords force SPSWin users to enter a password when opening the application.

Creating or Editing an SPSWin Password

- 1 Under the Tools menu bar, select **S**ecurity.
- 2 At the Security window (Figure 3), enter/edit the password. *The password must be entered twice for verification.*
- 3 To require the password at SPSWin startup, check the **P**assword is required field. *Removing the checkmark disables the password requirement.*

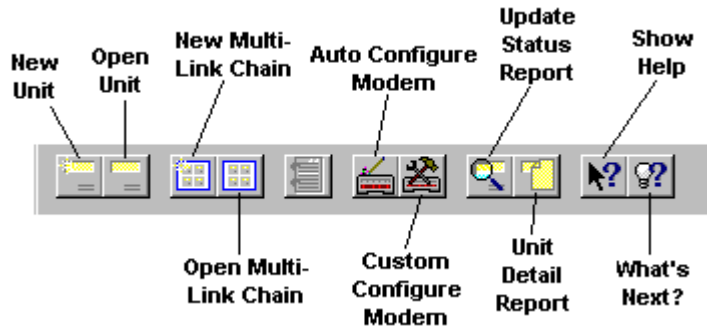












Figure 3: Security Window

NOTES

- For security, entries are displayed as asterisks (*) instead of letters.
- Up to 30 keyboard characters can be entered.
- Any keyboard character can be used, including the spacebar.
- The password is not case sensitive.

Main Window Toolbar Reference



Button:	Purpose:	Page Reference
	Creates a new stand-alone unit definition.	23
	Opens an existing stand-alone unit definition.	23
	Creates a new multi-link chain definition.	26
	Opens an existing multi-link chain definition.	26
	Prompts SPSWin to automatically configure your modem settings.	17
	Allows you to custom configure your modem settings.	19
	Runs the Update Status Report.	81
	Runs the Unit Detail Report.	75
	Opens the SPSWin Help file.	n/a
	Opens the SPSWin What's Next? hints window.	n/a

Chapter 3: Communications

This chapter will cover . . .

- ❖ [Accessing Modem Configuration](#) Page 17
- ❖ [Setting Your Modem Configuration and Connect Set](#) Page 17
- ❖ [Connecting to a Unit](#) Page 20
- ❖ [Communications Options](#) Page 22

Accessing Modem Configuration

When SPSWin has been successfully started, the Main Window is displayed (see Figure 4). Most SPSWin functions may be accessed from the Main Window.

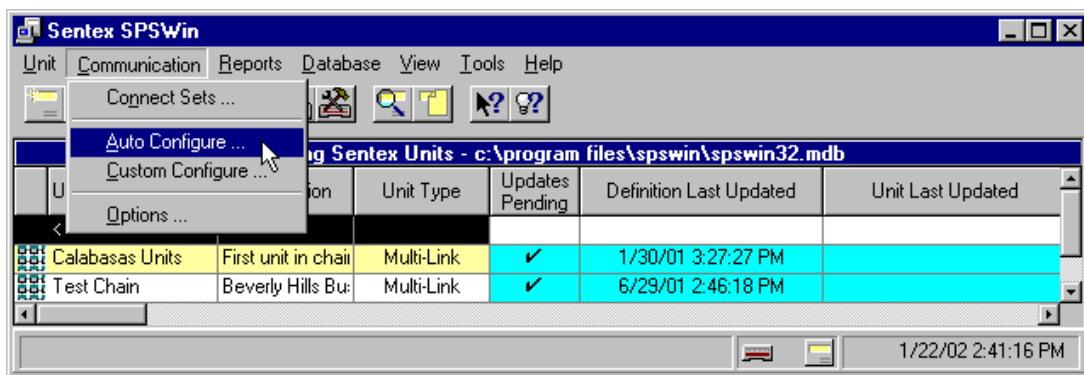


Figure 4: SPSWin Main Window with Communications Menu

SPSWin's modem configuration options appear under the **C**ommunication menu on the Main Window.

Setting Your Modem Configuration and Connect Set

When using SPSWin for the first time, allow the application to configure your modem and create one or more connect sets to be referenced later in a unit definition. A connect set is a set of instructions that tells SPSWin how to connect with your unit.

AUTO CONFIGURE

Perform the following instructions to have SPSWin automatically configure your connection settings.

- 1 At the main window, select **Auto Configure** under the **C**ommunication menu option. You will arrive at the Communications Auto Configuration screen (see Figure 5).

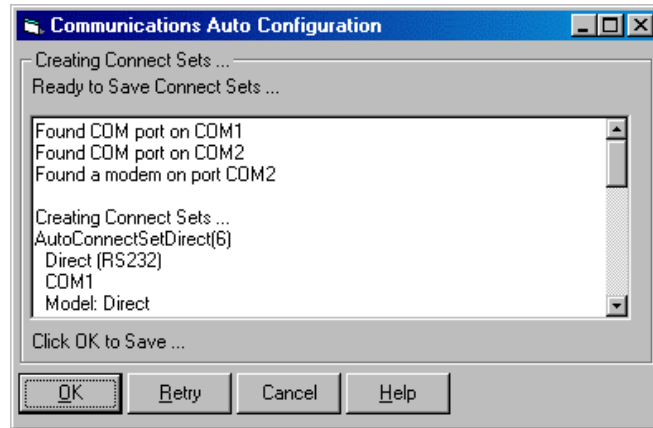


Figure 5: Connect Sets and Modem Configuration Window

SPSWin will automatically . . .

- Search for each COM port on your computer, identifying any modems.
- Create a connect set for direct connection (RS232) on each COM port.
- Create (2) two connect sets for each modem (300 & 2400 baud).

When SPSWin finishes its search, you will arrive at the Select Modem screen for each modem it found (Figure 6).

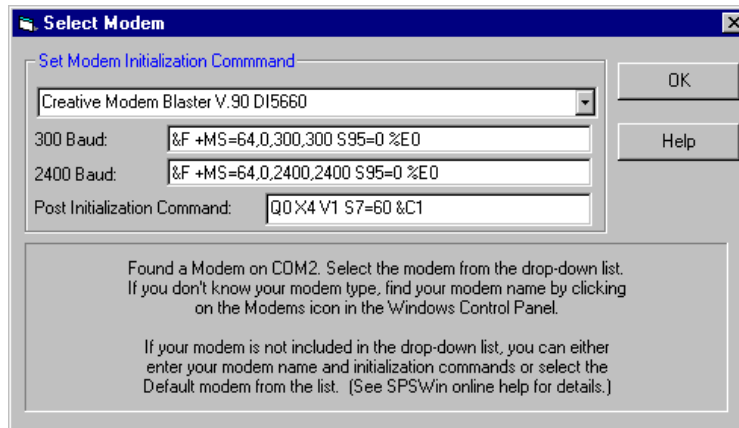


Figure 6: Select Modem Screen

2 Select the modem from the drop-down field.

Don't know your modem type? Check your modem settings in your computer's control panel: Click the windows **Start** button (bottom-left corner), go to **Settings, Control Panel**, and double-click **Modems**.

- If your modem type is not a selection in the drop-down field, you may manually enter the model type and initialization strings.
- If all else fails, select a Default value from the drop-down field and try to connect to a unit. If the first default setting doesn't work, try other default settings. Once you have identified which initialization strings work, you can enter the model name. SPSWin will store these new modem settings.

- 3 Click **OK**.
- 4 When the window displays “Click OK to save,” it has created and named at least one connect set for you and is finished. When you are finished saving the connect set, click the **Done** button to return to the SPSWin Main Window.



NOTE: If Auto Configure can't decipher your modem setup, . . .

- Make sure your modem is turned **ON** and enabled.
- Use **Retry** once or twice. If Retry fails, select **Cancel**, return to the Main Window, and select **Custom Configure** from the Communication drop-down menu.

CUSTOM CONFIGURE

To custom configure your modem and create connect set, perform the following steps:

- 1 Key in the desired name for the Connect Set – in the **NAME** field as in Figure 7.
- 2 Select the desired **Connection Type**: select **Modem** if you are using the telephone, or **Direct** if you are using a direct RS232 connection.
- 3 Select the Modem Speed: 300, 1200, 2400, and 4800 Baud are available. (Horizon is 300 or 2400 baud only; 4800 baud for Direct Connect only).
- 4 If desired, enter any connect set notes in the **Description** field.
- 5 Set **Communications Port**: unless you know which communications port to use from previous experience, select the **Find It** button and SPSWin will try to find and enter the correct communications port for you.
- 6 Select the desired **Speaker Volume**: soft, medium, and loud.
- 7 Set Modem Initialization Command: Manually select the modem from the drop-down field.

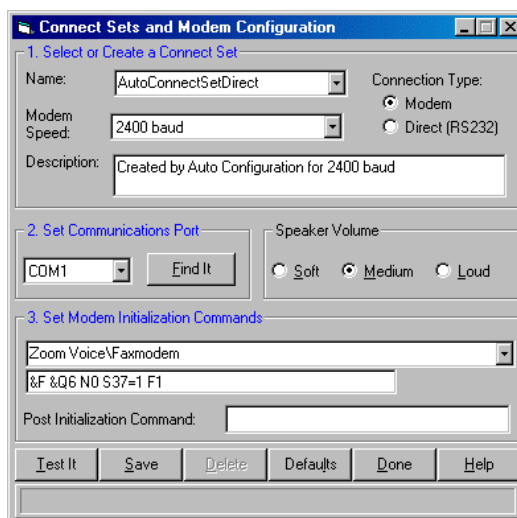


Figure 7: Custom Configure and Create Connect Set Window

Don't know your modem type? Check your modem settings in your computer's control panel (refer to your Windows documentation for more information).

- If the modem type is not a selection in the drop-down field, you may enter the name and initialization strings manually.

- If this fails, select a Default value from the drop-down field and try to connect to a unit. If the first default setting doesn't work, try other default settings. Once you have identified which initialization strings work, you can enter the model name. SPSWin will store these new modem settings.
- 8 Set **Modem Post Initialization Command**: this command is used to tweak problem modems; changing the default is not recommended unless you are still experiencing trouble connecting to a unit. Call your local Sentex Systems dealer for technical support assistance.
 - 9 Once the data for this window has been entered, you must select either the **Save** or **Done** button to save the data. If this data is not saved, leaving this window will lose all data entered. Select the **Done** button to return to the SPSWin Main Window.

Connecting to a Unit

To start, from the Unit Definition Window, select the Connection tab to display the Connection page (see Figure 8).

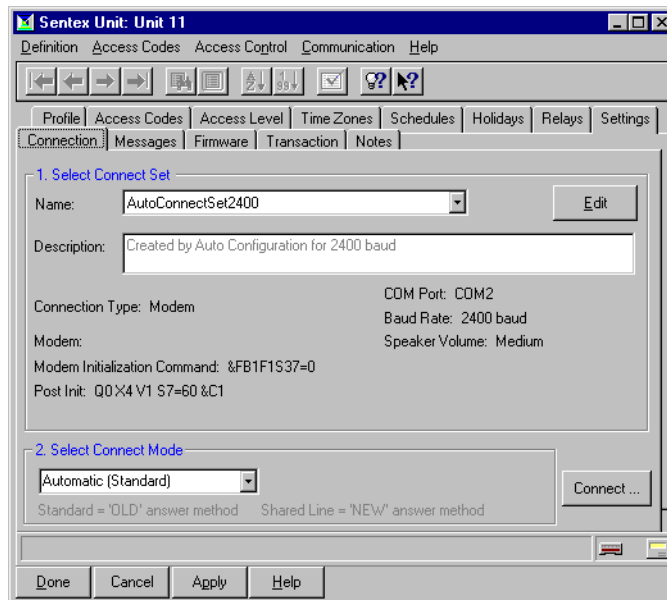


Figure 8: Unit Definition Window Connection Page

- 1 Select the connect set (which you created earlier) by clicking on the down arrow next to the Name box, then selecting the connect set name entered earlier.
- 2 Select the Connect Mode. There are two answer modes, each with three subtypes:

Standard (old style)	Shared Line
Automatic	Automatic
Timed Automatic	Timed Automatic
Manual	Manual

If you are using an RS-232 direct connection, select "Use Direct Connection".



- NOTES:**
- 1) Shared Line and subtype answer modes are not supported by Multi-Link.
 - 2) Shared Line is for use with the multiple entry option, in which you have more than one stand alone unit sharing one telephone line.

- Sentex Systems recommends starting out by using Automatic.
 - If you have problems connecting using Automatic, then try Manual, which allows you to set the time at which the password is sent.
 - Once you determine the best time to send the password, select Timed Automatic so you don't have to reset the Manual answer mode each time you connect with the unit.
- 3 Click on the Connect button. The Connect To Unit window will be displayed (Figure 9).

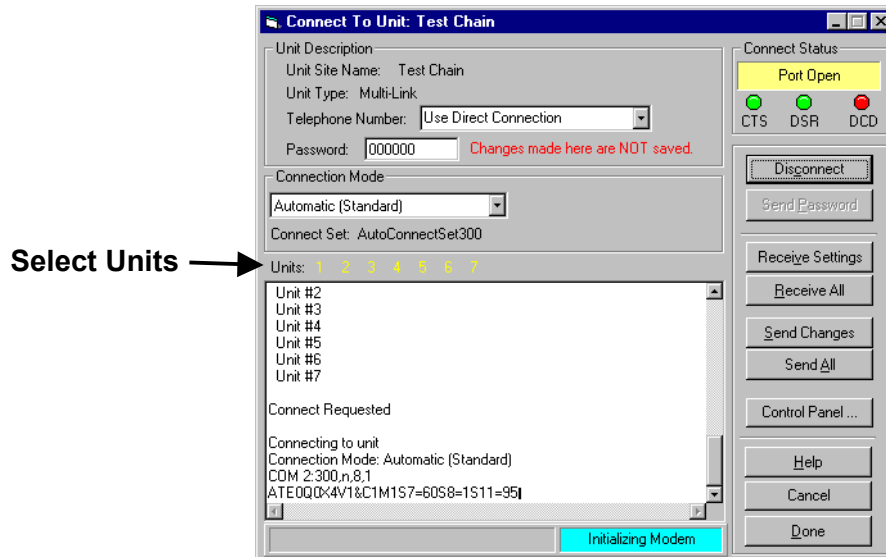


Figure 9: Connect to Unit Window (Multi-Link)

- 4 To start the connection process, select the Connect button.
- When sending or receiving unit data, you do not need to click the Connect button. Clicking a Send or Receive button prompts SPSWin to automatically connect to the unit.
 - When the connect process begins, the Connect Status box (top right of window) and the status area (lower right of window) become active. The “Handshake OK” message will display in the Progress Window. The Connect button changes to Disconnect, allowing you to terminate the connection at any time.
 - When the Connect Status box turns green and displays On Line and the status area blue and displays Connected, you are ready to use the control panel.
- 5 On the Connect To Unit Window, click on the Control Panel button. The Control Panel window will then be displayed.

MULTI-LINK CHAINS

Connecting with Multi-Link chains is the same as for stand-alone units, except that the Multi-Link connection page has a row of unit numbers. The user must select the unit, combination of units, or all units that he wishes to address.

- Double clicking on UNITS selects or deselects all units.
- Selecting or deselecting a unit causes it to turn yellow.
- When a unit is being contacted, its background turns turquoise.

Communications Options

The Communications Options screen (**Communication** menu >>> **Options**) allows you to configure particular communications settings when SPSWin cannot successfully connect to the unit(s) under its current or default settings. **NOTE: Change the Modem Connection and Direct Connection settings ONLY under the qualified guidance of your local Sentex Systems dealer.**

GENERAL

When a communication failure occurs while SPSWin is sending data to a unit, the software will automatically attempt to resend the data up to the maximum number of attempts necessary.

To disable the resend attempts, enter a “0”.

MODEM CONNECTION

This tab provides modem control settings.

- **Modem Wake-Up Wait Time:** Controls the maximum time in seconds for the modem to respond to a “wake up” call.
- **Modem Initialization Wait Time:** Controls the maximum wait time in seconds for the modem to respond to an initialization command.
- **Maximum Modem Initialization Retries:** Controls the maximum number of retries attempted during modem “wake up” and initialization.
- **Modem Connect Wait Time:** Controls the maximum time in seconds that SPSWin will wait for a carrier tone before it stops the connection process.

DIRECT CONNECTION

During the direct connection process, SPSWin will time out (i.e., cease the connection process) if it does not receive input from the unit for the defined number of seconds.

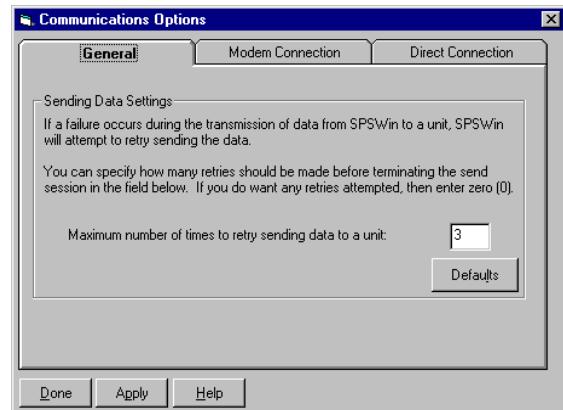


Figure 10: General Tab

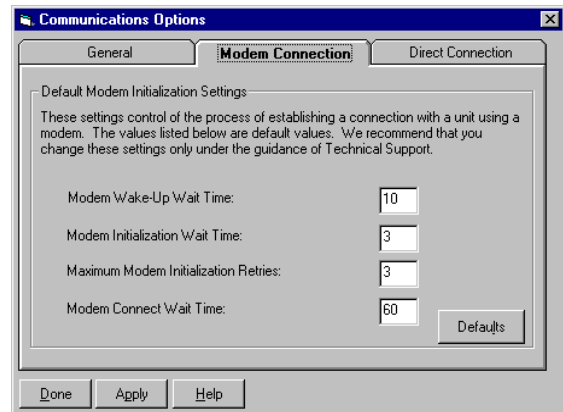


Figure 11: Modem Connection Tab

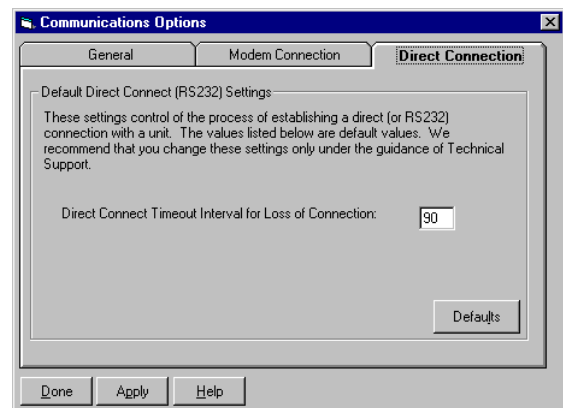


Figure 12: Direct Connection Tab

Chapter 4: Creating or Editing a Unit Definition (Stand-Alone Units)

This chapter will cover . . .

- ❖ [Opening a New Unit Definition Window](#) Page 23
- ❖ [Creating or Editing a Unit Definition \(Stand-Alone\)](#) Page 24
- ❖ [Copying a Unit Definition](#) Page 25

Opening a New Unit Definition Window

Open the Unit Definition Window by double clicking <new unit> on the Existing Sentex Units field of the SPSWin Main Window (see Figure 13). A drop down menu will appear, giving you the choice of Unit or Multi-Link. Click on Unit. The Unit Definition Window and Profile Page will be displayed (see Figure 14).

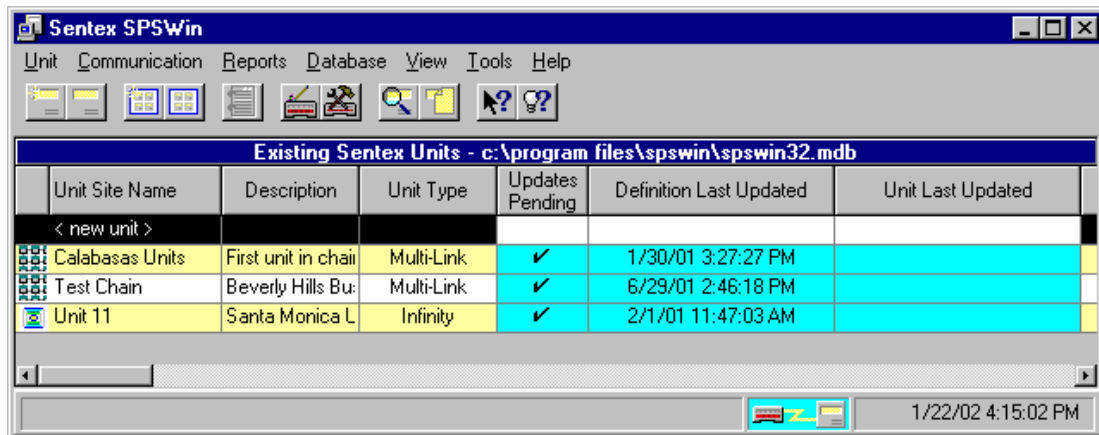


Figure 13: SPSWin Main Window with <new unit> Displayed

COLUMN DESCRIPTIONS

Icon: The far left column displays the graphical representation of the unit type.

Unit Site Name: Name of stand-alone units or Multi-Link chains.

Description: Description of the unit.

Unit Type: Type of unit – Horizon, Infinity, or Multi-Link.

Updates Pending: A check (“✓”) appears in this column if changes have been made, but not yet sent to the unit; if the column is blank, any changes made have already been sent.

Definition Last Updated: Date and time anything was changed in the unit definition, whether or not new information was sent to the unit. For example, the description may be changed, but that information will not be sent to the unit.

Unit Last Updated: Date and time when any changes were last sent to the unit from SPSWin.

Data Last Received from the Unit: Date and time when information was last received from the unit.

Unit Short Name: Unique name which identifies specific unit in the database.

Creating or Editing a Unit Definition (Stand-Alone)

The Unit Definition Window contains all the functions necessary to manage a unit, which are indexed like a card file with “tabs” (see Figure 14). When you access the Unit Definition Window, the Profile Page appears first.

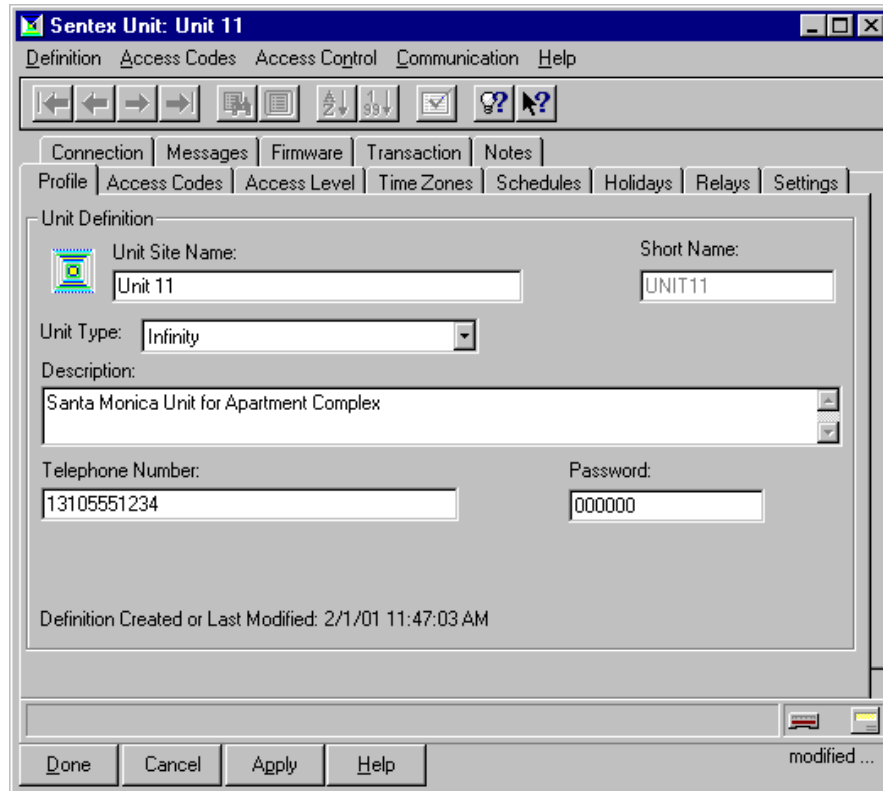


Figure 14: Unit Definition Window Profile Page

- 1 Enter the **Unit Site Name**. This is the name that will be displayed in the Existing Sentex Units field of the SPSWin Main Window.
- 2 Enter the **Short Name**. Clicking the cursor in this field causes SPSWin to create the short name for you. *You can change this short name now, but once it is saved, it must remain the same, since this is the name the database will use to correlate all unit data used in SPSWin. The short name can be a maximum of six characters.*
- 3 Enter the **Unit Type**, either Horizon or Infinity, from the combo box. Click on the data field and the combo box will drop down. Click on the desired unit type and the menu will roll back up and display your choice.
- 4 If desired, enter any unit notes in the **Description** field.
- 5 Enter the **Telephone Number** used to communicate with the unit. *If you are directly connected to the unit via RS-232, leave this data field blank.*
- 6 Enter the **Password** required to access the unit. The factory default is 000000 (six zeroes). You can change it if desired, or leave the factory default.
- 7 Once the data for this window has been entered, you must select either the **Apply** or **Done** button to save the data.

Copying a Unit Definition

When copying a unit definition, SPSWin will create a new unit definition and copy over all associated data.

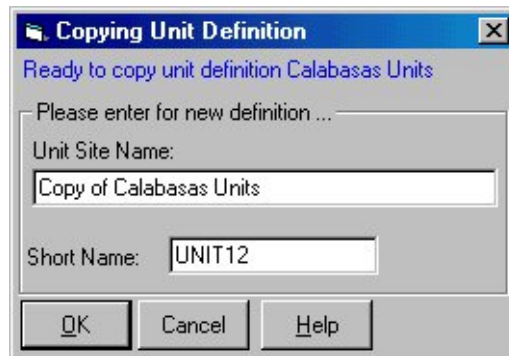


Figure 15: Copying Unit Definition Screen

To copy a unit definition, . . .

- 1 At the SPSWin main window, select the unit definition that you want to copy.
- 2 Under the **Unit** menu option, select **Copy**.
- 3 At the **Copying Unit Definition** screen (see Figure 15), edit the **Unit Site Name**, if necessary.
- 4 Edit the **Short Name**, if necessary. *The Short Name is a unique identification tag the application uses to identify the unit.*
- 5 Click **OK**.


Chapter 5: Creating or Editing a Multi-Link Chain

This chapter will cover . . .

- ❖ [Opening a New Multi-Link Chain Definition Window](#) Page 26
- ❖ [Creating a New Multi-Link Chain Definition](#) Page 27

Opening a New Multi-Link Chain Definition Window

Open a new Multi-Link Chain Definition Window by clicking on Unit, New, then Multi-Link Chain on the SPSWin Main Window Menu, or by selecting the New Multi-Link Chain icon on the main window toolbar (Figure 16). The Multi-Link Chain Definition Window and Profile Page will be displayed (Figure 17).

 **NOTE:** A Multi-Link Chain can consist of up to a **maximum** of 16 units.

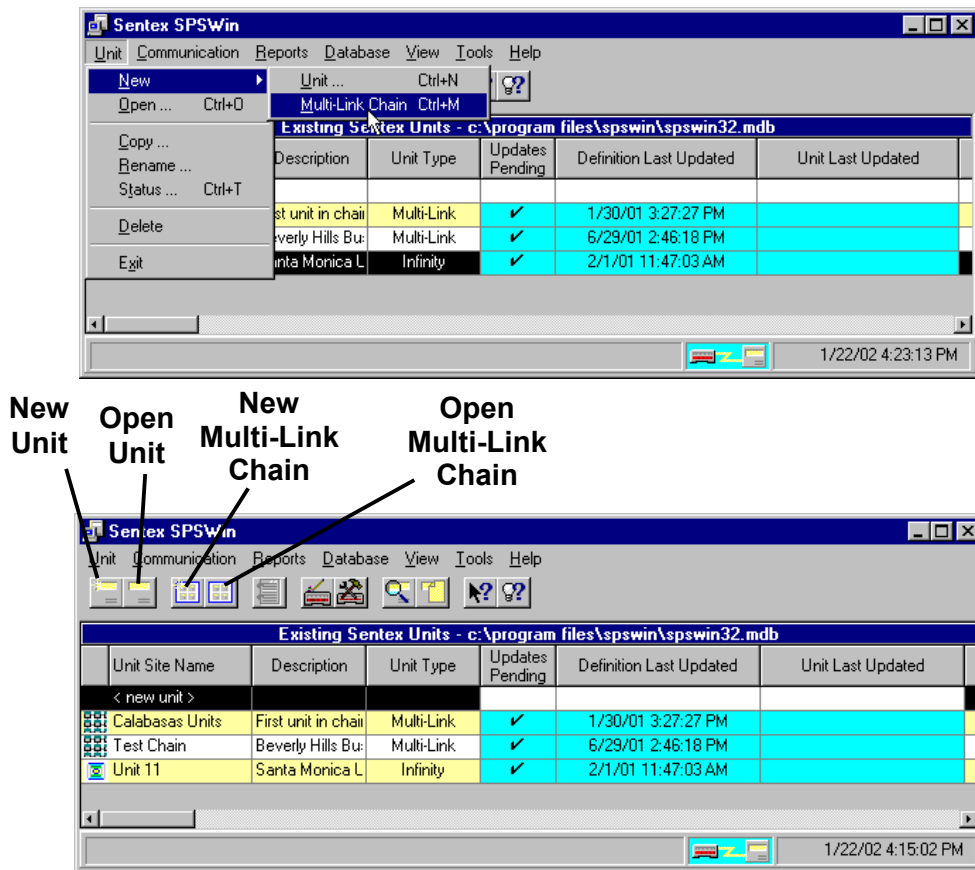


Figure 16: Opening a New Multi-Link Chain Definition Window
TOP: From Main Window Menu
BOTTOM: From Toolbar Icon

Creating or Editing a Multi-Link Chain Definition

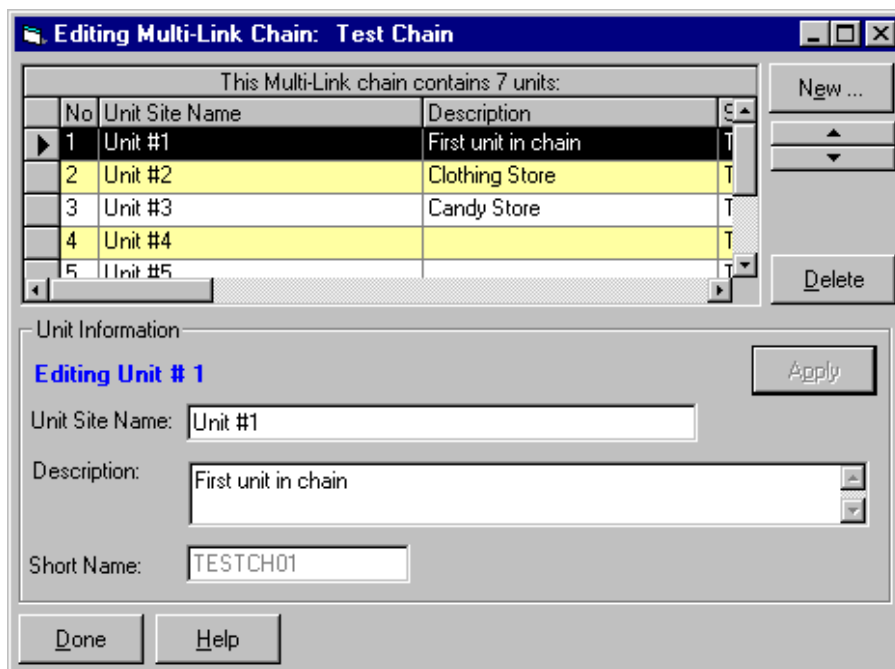
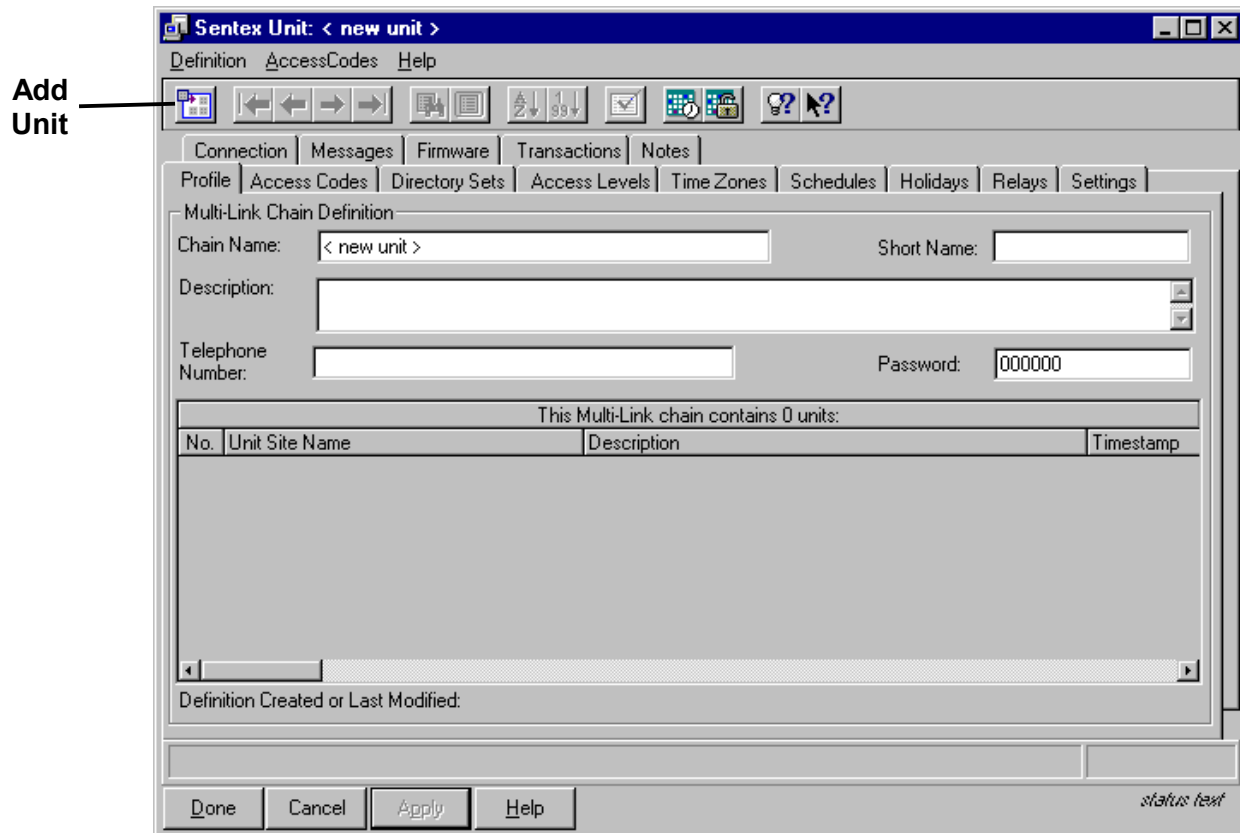


Figure 17
TOP: Multi-Link Definition Window Profile Page
Bottom: Multi-Link Chain Unit Edit Screen

To create a Multi-Link Definition, refer to Figure 17 and follow the directions below:

- 1 Enter the **Chain Name**. This is the name that will be displayed in the Existing Sentex Units field of the SPSWin Main Window.
- 2 Enter the **Short Name**. Clicking the cursor in this field causes SPSWin to create the short name for you. You can change this short name now, but once it is saved it must remain the same, since this is the name the database will use to correlate all unit data used in SPSWin. The short name can be a maximum of six characters.
- 3 Enter notes in the **Description** field (optional).
- 4 Enter the **Telephone Number** used to communicate with the unit.
- 5 Enter the **Password** required to access the chain; the password should match the one at Unit #1. The factory default is 000000 (six zeroes). You can change it if desired.
- 6 Enter the **Unit Site Name** and **Description** in the Multi-Link chain box. SPSWin automatically sets the Unit Number (Unit #1) and Timestamps the entries.
- 7 To add more units to the chain, select the “Add Unit” icon on the toolbar or double-click on “Unit Site Name” to bring up the “Editing Multi-Link Chain” window (see Figure 17, Bottom).
- 8 Click “New” to add a unit to the chain.

You can optionally change the unit Name & Descriptions, then click Apply.



NOTE: You may add more units to your chain in the Editing Multi-Link chain window. Perform step 8 only for EACH unit in your entire Multi-Link chain.

- 9 When data has been entered, select either the Apply or Done button to save the data.

Chapter 6: Receiving Data from Unit

This chapter will cover . . .

- ❖ [Selecting Display Type](#) Page 29
- ❖ [Downloading Unit Data](#) Page 30
- ❖ [Verifying Unit Data Has Been Received](#) Page 33
- ❖ [Upgrading Your Unit\(s\)](#) Page 34

Selecting Display Type

Before connecting with the unit, first select the Display Type. From the Unit Definition Window select the Messages tab. The User-Defined Messages page will appear (see Figure 18).

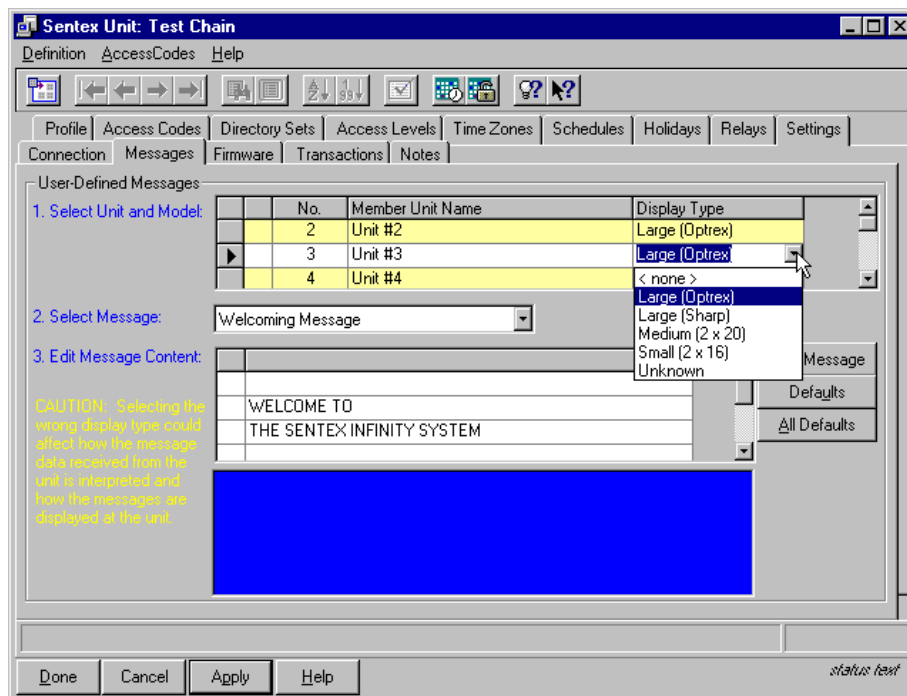




Figure 18: User Defined Messages Page

- 1 Click on the right arrow to select the Unit and Model.
 - 2 Select the Display Type by clicking on the “Unknown” box, just below the “Display Type” box (to make the drop-down arrow appear), then click on the down arrow.
 - 3 Select the display type. If unit does not have a display, then use the “None” selection.
-  **NOTE:** You will not be able to connect to a unit if any “Display Type” is set to “Unknown”. You must select a display type for each unit in the chain to connect to the unit.
- 4 When display type has been selected, click either the Apply or Done button to save the data.

Downloading Unit Data

From the Unit Definition Window, select the Connection tab, and the Unit Definition Window Connection Page will appear (see Figure 19).

 **NOTE:** If you have input unit data that will differ from the unit data to be downloaded, refer to **Merging Unit Data** on page 69.

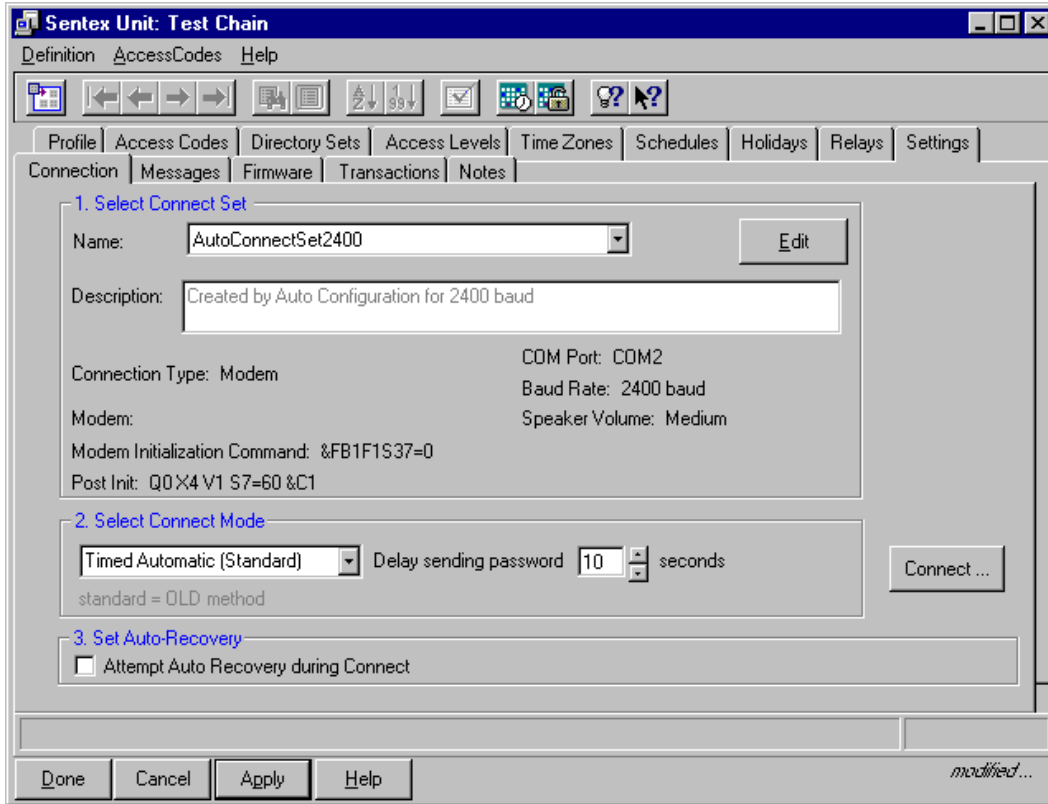


Figure 19: Unit Definition Window Connection Page

- 1 Select the connect set from the Name drop-down field. If no connect set has been created, you must do so before continuing (refer to **Setting Your Modem Configuration and Connect Set** on page 17).
- 2 If desired, enter or edit any connection notes in the Description field.
- 3 Select the Answer Mode. There are two answer modes, each with three subtypes.

Standard (Old style)

- Automatic
- Timed Automatic
- Manual

Shared Line

- Automatic
- Timed Automatic
- Manual

 **NOTES**

- Shared Line and subtype connect sets are not currently supported by Multi-Link.
- Shared Line is for use with the multiple entry option, in which you have more than one stand alone unit sharing one telephone line.
- When using a Shared Line, the unit password must be numeric (all numbers).

We recommend starting out by using Automatic. If you have problems connecting using Automatic, then try Manual, which allows you to set the time at which the password is sent.

Once you determine the best time to send the password, select Timed Automatic so you don't have to reset the Manual answer mode each time you connect with the unit.

- 4 Click the Connect button. The Connect To Unit window will be displayed (see Figure 20).

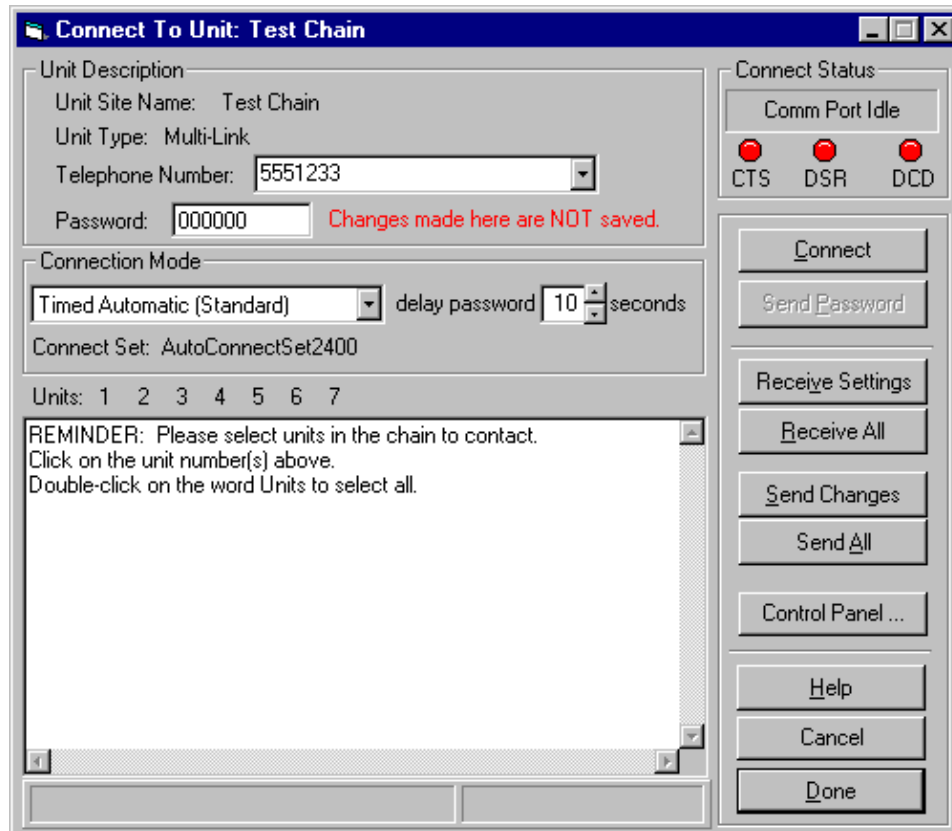


Figure 20: Connect to Unit Window



NOTE: If you want to Send or Receive data, click on the appropriate Send or Receive buttons; there is no need to click on Connect first. Use the Connect button **ONLY** when using the Control Panel functions.

- 5 To start receiving unit data, click on Receive All or Receive Settings.

SPSWin gives you a choice of how much data you wish to receive from the unit:

- **Receive Settings:** This command downloads all unit data except Directory, Entry, and Card Codes. Use this command if Directory, Entry, or Card Codes **have not** been programmed at the unit **AND** unit data (besides codes) needs to be downloaded to SPSWin (e.g., the unit has been recently installed or the unit's capacities have been upgraded).
 - **Receive All:** This command downloads all unit data, including Directory, Entry, and Card Codes (as appropriate for the unit configuration). Use this command if Directory, Entry, or Card Codes **have** been programmed at the unit.
- 6 Once selected, the unit data is downloaded directly into the SPSWin database and no further action is required of the operator.

- 7 When the connect process begins, the Connect Status box (top right of window) and the status area (lower right of window) become active, and the Connect button changes to Disconnect, allowing you to terminate the connection at any time.
 - When the Connect Status box turns green and displays On Line, and the status area at the bottom of the window turns blue and displays Connected, SPSWin is connected to your entry system and ready to download unit data.
 - The unit automatically disconnects from SPSWin when downloading is completed and SPSWin automatically processes and merges the data into the database. Give SPSWin a few minutes to complete these tasks before continuing.
- 8 When downloading is done, click on the Done button to return to the Unit Definition Window.

MULTI-LINK CHAINS

Receiving data from Multi-Link chains is the same as for stand-alone units, except that the Multi-Link connection page has a row of unit numbers. You need to select the unit, combination of units, or all units.

- Double-clicking on UNITS selects or deselects all units.
- Selecting or deselecting a unit causes it to turn yellow.
- When a unit is being contacted, its background turns turquoise.

Verifying Unit Data Has Been Received

Once the unit data has been received, you can check the Unit Definition window (Figure 21) to ensure the data has been successfully recorded into the database. You may also want to run the Update Status Report to verify the download, especially if any warnings were displayed during the upload/download process.

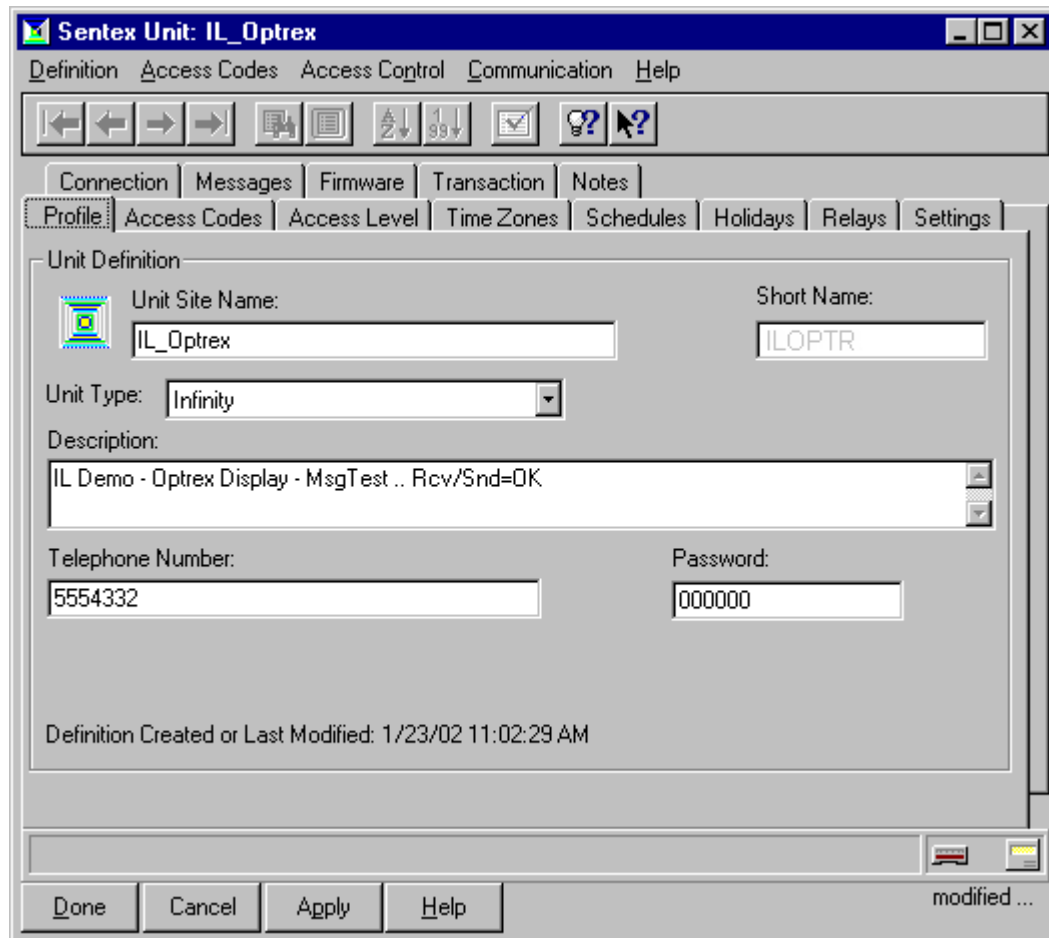


Figure 21: Unit Definition Window

- 1 When the Unit Definition window is displayed, select the tab or tabs labeled for the information downloaded from the unit:
 - If you used the Receive Settings download, select any of the tabs (except Access Codes) to check for a successful download.
 - If you used the Receive All download, select any of the tabs (as appropriate for your type of unit) to check for a successful download.
- 2 When you are satisfied that downloading was successful, you may either change any data desired in preparation for sending an update (see **Chapter 7: Entering and Editing Unit Data** on page 35), or click on the Done button to return to the SPSWin Main Window.

Upgrading Your Unit(s)

When you upgrade a Horizon, Infinity, or Multi-Link, you will need to receive the unit's new settings before you begin programming it.

- 1 Open the unit Profile. Refer to **Accessing Unit and Multi-Link Data Fields** on page 55.
- 2 Download the new settings from the unit. Refer to **Downloading Unit Data** on page 30.
- 3 Check to see that the new settings were received. Refer to **Verifying Unit Data Has Been Received** on page 33.

NOTES

Chapter 7: Entering and Editing Unit Data

Entering and editing data for units and Multi-Link chains is done in the same way. Unit data fields are accessed in the same way, the same steps for data must be followed, and whether edited or entered for the first time, the data must be saved or it will be lost when you exit SPSWin. The following sections contain procedures for using all Unit and Multi-Link Definition window tab functions.

This chapter will cover . . .

- ❖ [Time Zones](#) *Page 36*
 - ❖ [Schedules](#) *Page 39*
 - ❖ [Holidays](#) *Page 43*
 - ❖ [Access Levels](#) *Page 45*
 - ❖ [Access Codes](#) *Page 47*
 - ❖ [Accessing Unit and Multi-Link Data Fields](#) *Page 55*
 - ❖ [Creating and Editing Directory Sets \(Multi-Link Only\)](#) *Page 56*
-

and . . .

- ❖ [Relays](#) *Page 57*
 - ❖ [Settings](#) *Page 59*
 - ❖ [Messages](#) *Page 63*
 - ❖ [Firmware](#) *Page 65*
 - ❖ [Updates](#) *Page 65*
 - ❖ [Transactions](#) *Page 66*
 - ❖ [Notes](#) *Page 67*
-



NOTE: For information on editing the Profile page, refer to **Creating or Editing a Unit Definition (Stand-Alone Units)** on page 23 and **Creating or Editing a Multi-Link Chain** on page 26.

Time Zones

From the Unit Definition Window, select the Time Zones tab to display the Time Zones page (see Figure 22).

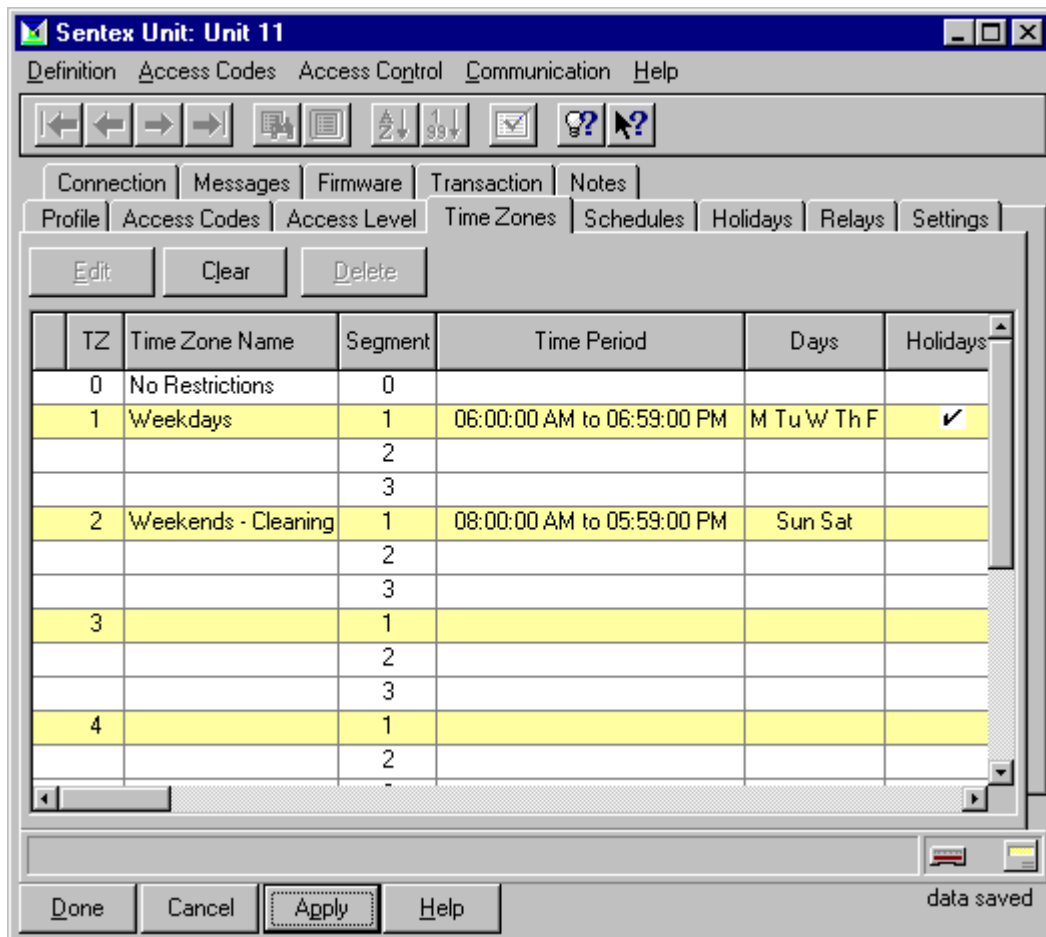


Figure 22: Unit Definition Window Time Zone Page

Time Zones are combined with relays to restrict access in the Access Levels. You can restrict the access of cards or codes to specific relays on certain days at particular times. For example, a janitor's code might be good only at a rear entrance during the times of the days he is supposed to be in your building.

You can create up to 7 restricted time zones, each of which can contain up to 3 separate time segments. These zones can then be assigned to cards or codes as they are entered into the system. Time Zone 0 has unlimited access, and cannot be changed.

STAND-ALONE UNITS

- 1 From the Time Zone page, select a time zone from 1 to 7 by clicking anywhere in the row, then clicking on the Edit button. The Creating Time Zones window will appear (see Figure 23).
- 2 **Time Zone Name:** Enter the desired name for the time zone being created (or edit the name of the time zone being edited).
- 3 **Description:** Enter any notes or description of the time zone being created (or edit the description of the time zone being edited). This field is optional.
- 4 **Segment:** Select the time zone segment to be created/edited by clicking on the desired segment number (1, 2, or 3) in the Segment box on the lower left of the window. This will cause the Set Time Period box to become active.
- 5 **Set Time Period:** Set the Start Time and End Time for the segment by using the cursor to select AM or PM and the desired start and end times.
- 6 **Select Days:** Set the days the time segment is active either by clicking on the desired days with the cursor, or by using the Select Days buttons: Weekdays, Weekend, M-W-F, Tue-Thu, or All. To reset the days, select the Clear button. If holidays are to be included, click on the Include Holidays box.
 - Use the **Edit** button to make changes to an existing Time Zone.
 - Use the **Delete** button to delete the current highlighted Time Zone.
 - Use the **Clear** button to erase the data from the selected segment.
 - Use the **Clear All** button to erase the data from all the segments of the Time Zone.

Creating Time Zones

Time Zone Definition

Time Zone Name:

Description:

Part	Time Period	Days	Holidays
1	06:00:00 AM to 06:59:00 PM	M Tu W Th F	<input checked="" type="checkbox"/>
2	08:00:00 PM to 11:59:00 PM	M Tu W Th	<input type="checkbox"/>
3			<input type="checkbox"/>

Select Days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Include Holidays

Buttons: Done, Help, Save, Clear, Clear All, Weekdays, Weekend, M-W-F, Tue-Thu, All, Clear

Segment: 1 2 3

Set Time Period:

Start Time: 08 : 00 AM PM

End Time: 11 : 59 AM PM

Time Axis: 12:00 AM, 12:00 PM, 11:59 PM

Figure 23: Time Zone Page Edit/Create Time Zone Screen

- To set up a time zone that extends past midnight and into the next day, create one segment running to midnight (Monday through Friday, 8 PM to 11:59 PM) and another segment starting at midnight on the following days (Tuesday through Saturday, 12:00 AM to 4 AM).
 - Holidays may be included or excluded from a time zone. If excluded, any date you designate as a holiday (such as January 1st) will not be included as part of the time zone if it falls on a day (such as Monday) that would otherwise be included.
 - For a time zone to be valid on a holiday, it must also be valid for a day of the week. For example, if you have programmed January 1st as a holiday and it lands on a Friday, for a code to be valid, the time zone for that code must be valid on Fridays as well as for Holidays. If the time zone is programmed to be valid only on holidays and not Fridays, the code will be considered invalid and will not grant access.
- 7 Save the time zone/segment you have created or edits by clicking on the Save button.
 - 8 Return to Step 4 to create another segment, or to Step 1 to create another time zone.
 - Use the **Clear** button to erase the time and days from the displayed time zone.
 - Use the **Clear All** button to erase the time, days, and name from the time zone.

MULTI-LINK CHAINS

Setting time zones for Multi-Link chains is the same as for stand-alone units, except that the Multi-Link time zone page has a column for each unit of the chain that displays the corresponding time zone number for that unit.

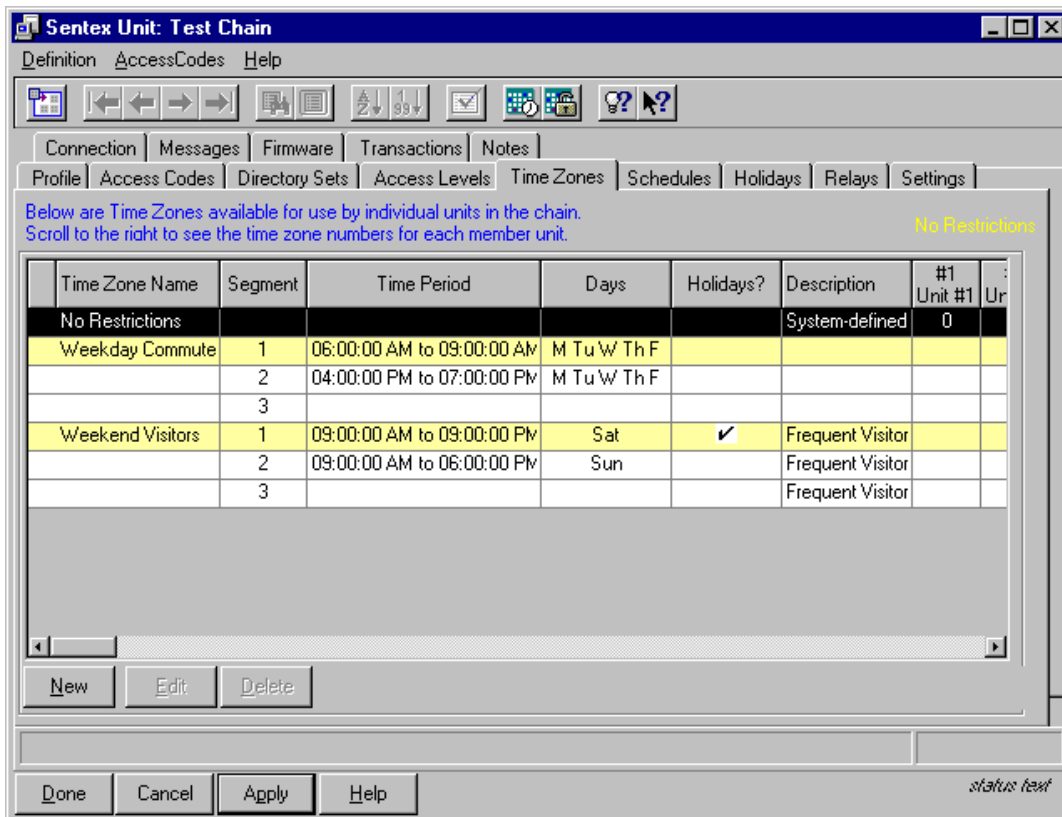


Figure 24: Multi-Link Definition Window Time Zone Page

Schedules

Schedules allow you to automatically unlock and relock a door, open and close an electric gate, or control almost any other function at times you specify through the use of the unit's relays.

Each schedule can contain up to three time segments. For example, doors can automatically unlock at 8AM and relock at 5PM on weekdays, but unlock only from 8AM to 12 noon on Saturdays.

CREATING SCHEDULES

Perform the instructions below to create an auto lock schedule for a stand-alone unit or multi-link chain.

For Stand-Alone Units:

- Use the **Edit** button to change an existing schedule parameter.
- Use the **Delete** button to erase the current highlighted schedule from the list.
- Use the **Clear** button to erase all the current schedules from the list.

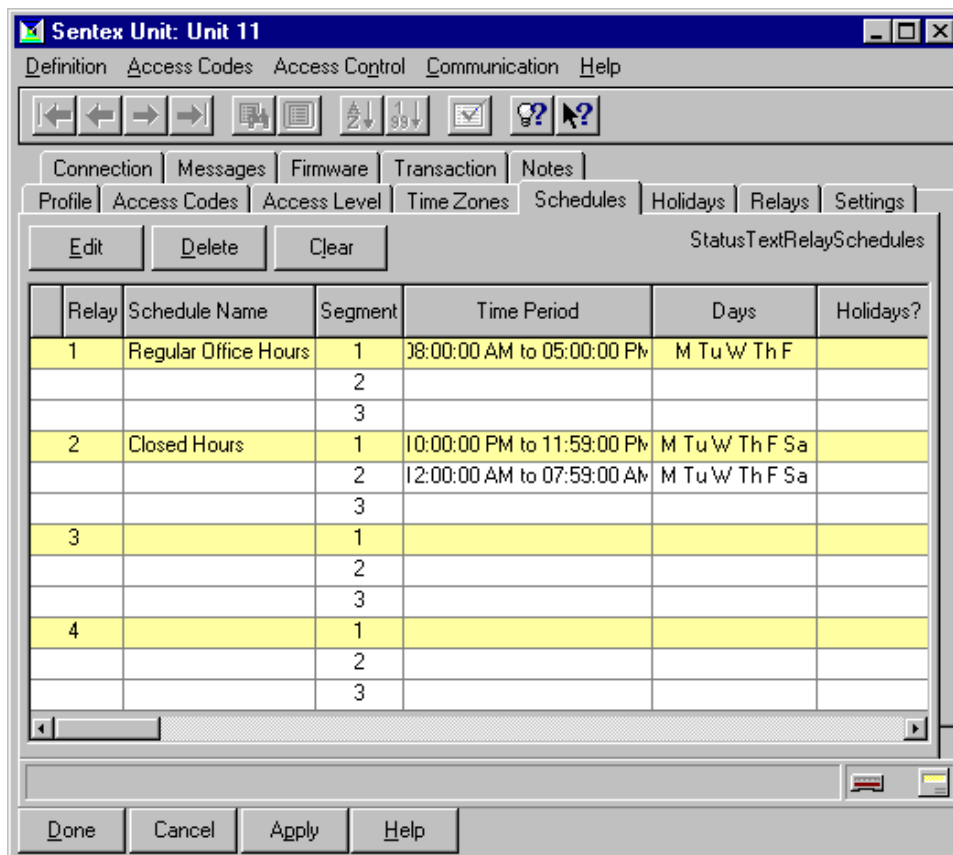


Figure 25: Unit Definition Window Schedules Page (Stand-Alone Unit)

From the Schedules page, select a relay from 1 to 4 by clicking anywhere in the row, then click the **Edit** button.

For a Multi-Link Chain:

- Use the **Edit** button to change an existing schedule parameter.
- Use the **Delete** button to erase the current highlighted schedule from the list.

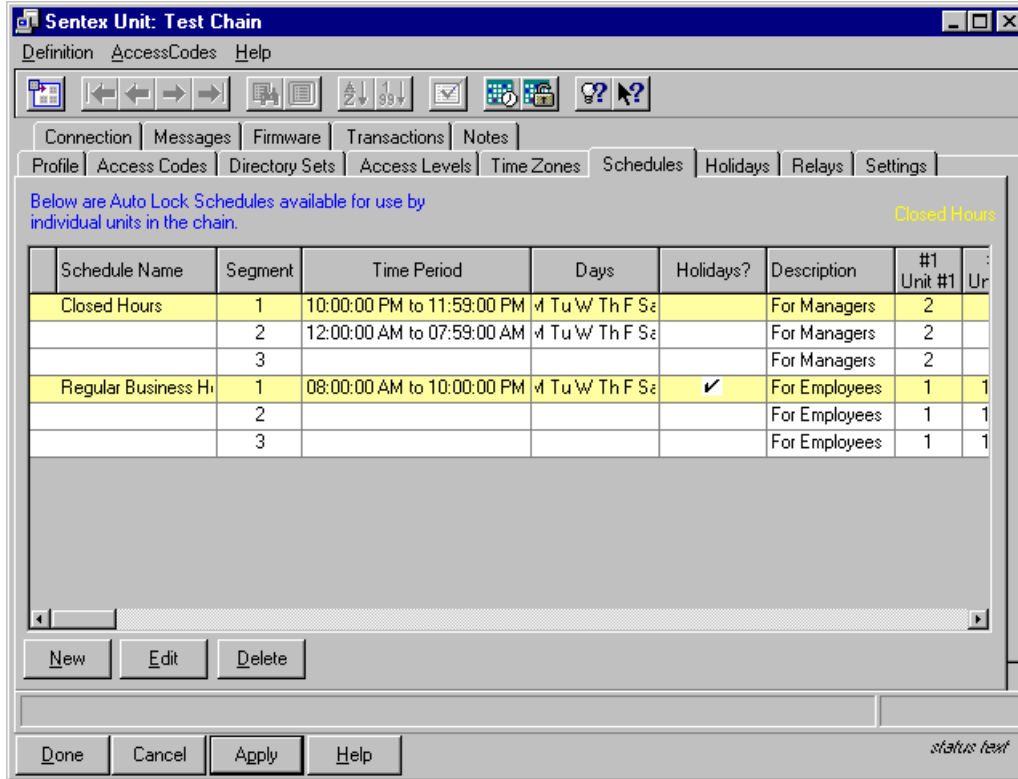


Figure 26: Schedules Page

At the Creating Auto Lock Schedules Window:

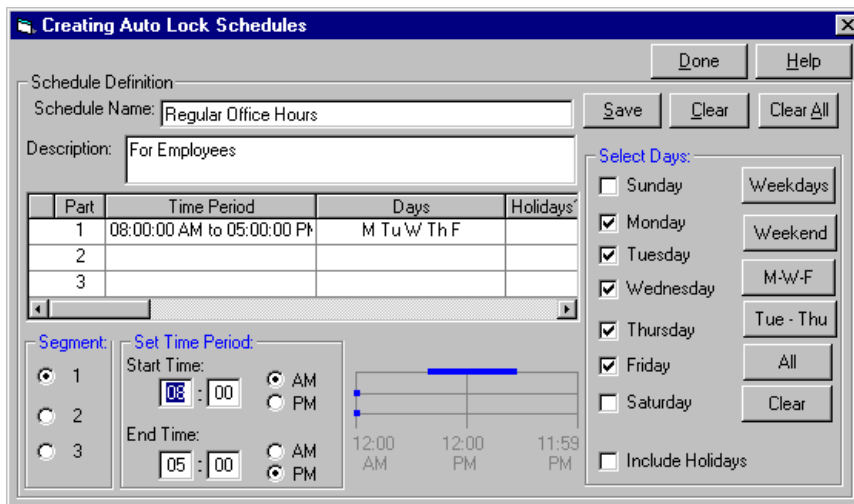


Figure 27: Schedules Page Edit/Create Schedules Screen

- 1 **Schedule Name:** Enter the desired name for the schedule being created (or edit the name of the schedule being edited).
- 2 **Description:** Enter any notes or description of the schedule being created (or edit the description of the schedule being edited). This field is optional.
- 3 **Segment:** Select the schedule segment to be created/edited by clicking on the desired segment number (1, 2, or 3) in the Segment box on the lower left of the window. This will cause the Set Time Period box to become active.
- 4 **Set Time Period:** Set the Start Time and End Time for the segment by using the cursor to select AM or PM and the desired start and end times.
 - To set up a schedule that extends past midnight and into the next day, create one segment running to midnight (Monday through Friday, 8:00 PM to 11:59 PM) and another starting at midnight on the following days (Tuesday through Saturday, 12:00 AM until 4:00 AM).
 - Use the New button to add a new schedule to the list.
 - Use the Edit button to change an existing schedule parameter.
 - Use the Delete button to erase the current highlighted schedule from the list.
- 5 **Select Days:** Set the days the time period is active either by clicking on the desired days with the cursor or by using the Select Days buttons: Weekdays, Weekend, M-W-F, Tue-Thu, or All. To reset the days, select the Clear button. If holidays will be included, click on the Include Holidays box.
 - You can exclude holidays from these schedules, if you wish, so that the door/gates will not open even though a holiday falls on a day that would normally be a business day.
 - For the Auto Lock/Unlock schedule to work with relays 3 and 4, these relays must be set as either control or CCTV relays. For information on setting relays, see **Relays** on page 57.
- 6 Save the Schedule/segment you have created or edited by clicking on the Save button.
- 7 Return to Step 4 to create another segment or to Step 1 to create another schedule.
 - Use the **Clear** button to erase the time and days from the current displayed schedule.
 - Use the **Clear All** button to erase the time, days, and name from the current schedule.

ASSIGNING SCHEDULES TO UNITS/RELAYS (Multi-Link Systems Only)

- 1 At the Sentex Unit Definition window, click the **Relays** tab. See Figure 28.
- 2 Under the **Member Unit Name** column, locate the unit/relay row to which you will assign the schedule.
- 3 Under the **Auto Lock Schedule** column, click the right edge of the cell and select a schedule from the drop-down list.
- 4 Click the **Apply** button to save your changes.
- 5 Click the **Done** button to exit the window.

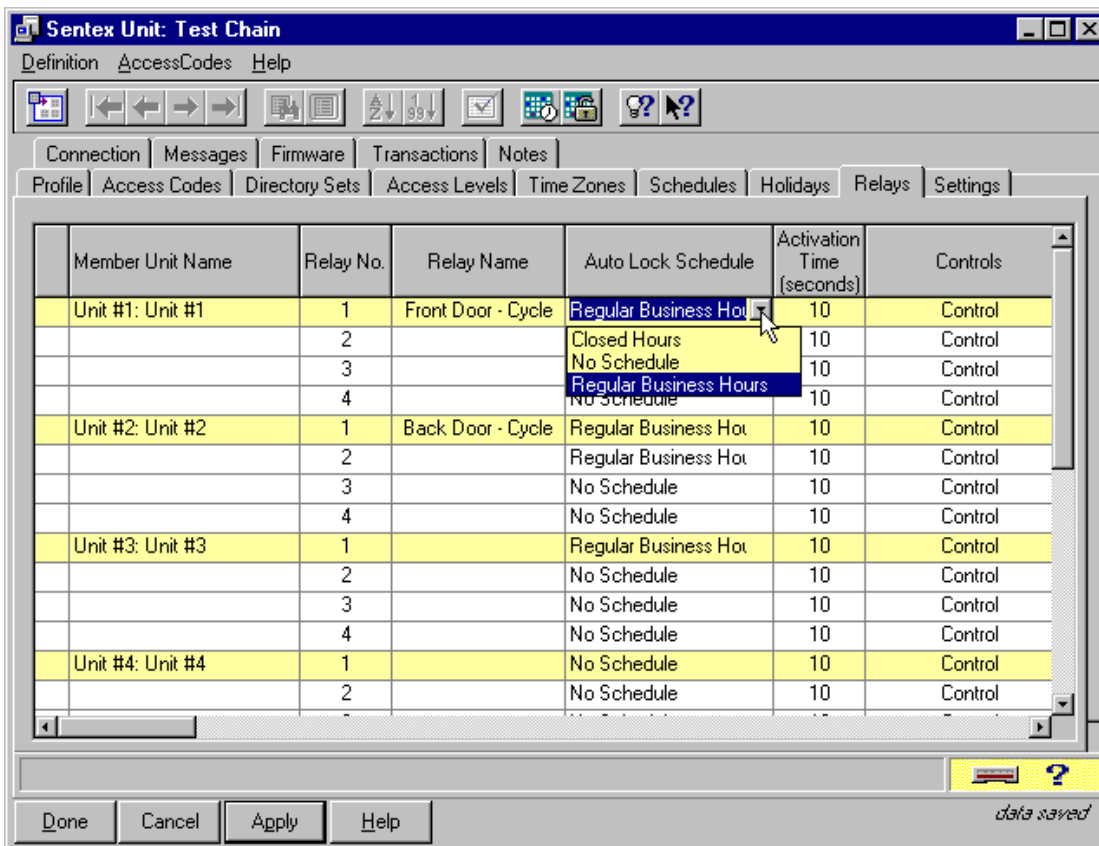


Figure 28: Relays Page

Holidays

From the Unit Definition Window, select the Holidays tab to display the Holidays page (see Figure 29).

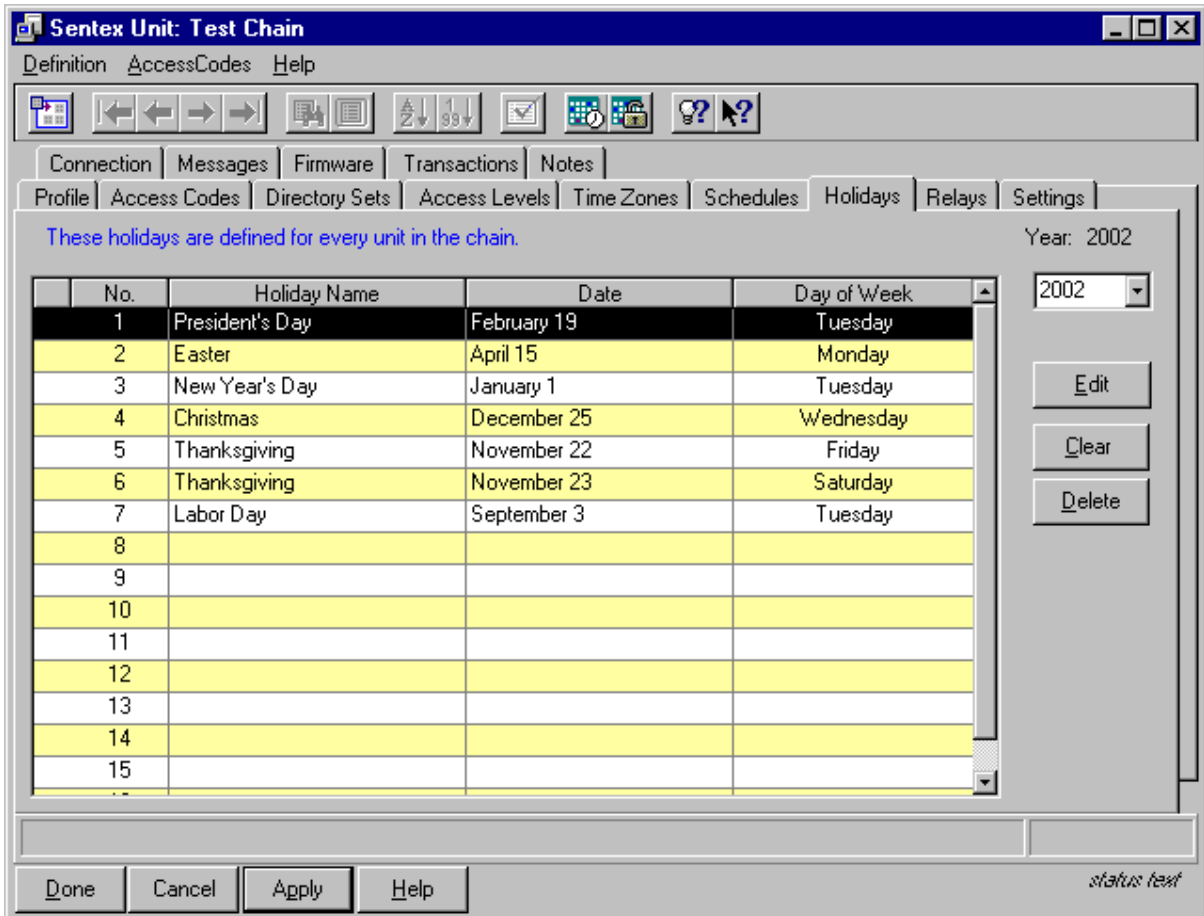


Figure 29: Unit Definition Window Holidays Page

The Holidays page establishes the dates the unit will treat as holidays in assessing time zones and automatic lock/unlock schedules.

On Holidays, the normal lock/unlock schedules do not apply.

You can exclude Holidays from Time Zones. For more information, see **Time Zones** on page 36.

The Day of Week column is not a data field, but an aid to tell you which day of the week a particular date falls on in a particular year.

STAND-ALONE UNITS

- 1 From the Holidays page, select a holiday by clicking anywhere on the row, then clicking on the Edit button. The Setting a Holiday window will appear, as shown in Figure 30.
- 2 **Holiday Name:** Enter the desired name for the holiday being created (or edit the name of the holiday being edited).
- 3 **This Holiday Occurs On:** Set the date of the holiday by using the arrows on either side of the date box. Arrows on the left change the month and arrows on the right change the day of the month.

If not already set to the proper year, use the drop-down menu to select the year. SPSWin automatically calculates the day on which the holiday will fall.

- 4 Save the holidays you have created or edited by clicking on the Done button.
- 5 Return to Step 1 to create another holiday.

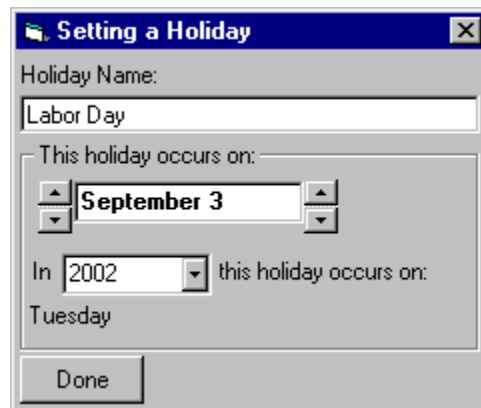


Figure 30: Holidays Page Setting a Holiday Screen

MULTI-LINK CHAINS

Setting holidays for Multi-Link chains is the same as for stand-alone units, except that the Multi-Link holidays apply to **every** unit of the chain.

Access Levels

From the Unit Definition Window, select the Access Levels tab to display the Access Levels page (see Figure 31).

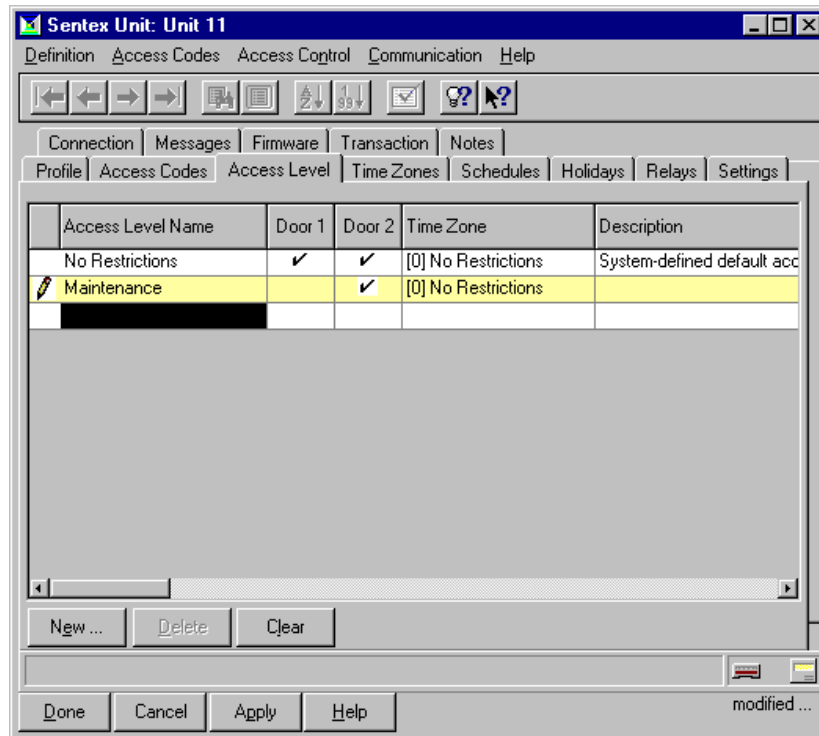


Figure 31: Unit Definition Window Access Levels Page (for Infinity)

Access levels allow you to restrict access of cards or codes to certain times, during certain days at certain entrances. They can be valuable in providing limited entry access to maintenance, gardening and other non-tenant personnel.

You can create as many access levels as you wish.

STAND-ALONE UNITS

- 1 **Access Level Name:** Enter the desired access level name.
- 2 **Door 1:** Select or deselect Door 1 for this access level.
- 3 **Door 2:** Select or deselect Door 2 for this access level.
- 4 **Time Zone:** Click on the field to display the drop-down menu arrowhead. Click on the arrowhead to display the drop down menu. Select the desired time zone and the menu will roll up and display your choice.



NOTE: To use this feature, Time Zones must be created (see **Time Zones** on page 36).


- 5 **Description:** Enter any description or notes pertinent to this access level.
- 6 Return to step 1 to create additional access levels.
- 7 Once the data for this window has been entered, you must select either the Apply or Done button to save the data. If this data is not saved, leaving this window will lose all data entered.

MULTI-LINK CHAINS

For Multi-Link applications, the Access Levels page contains a column for each unit's relays and time zone, which allows you to specify the units and relays.

	Access Level Name	Description	#1 Unit #1 Front Door - Cycle	#1 Unit #1 Relay 2	#1 Unit #1 Time Zone	#2 Unit #2 Back Door - Cycle	#2 Unit #2 Relay 2	#2 Unit #2 Time Zone
	No Restrictions	System-defined	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[0] No R	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[0] No R
	Cleaning Crew		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[0] No R			
*								

Figure 32: Unit Definition Window Access Levels Page (for Multi-Link)

- 1 **Access Level Name:** Enter the desired access level name.
 - 2 **Description:** Enter any description or notes pertinent to this access level.
 - 3 **Relay 1:** Select or deselect Relay 1 for this access level for each unit in the chain.
 - 4 **Relay 2:** Select or deselect Relay 2 for this access level for each unit in the chain.
 - 5 **Time Zone:** You must select a time zone for each unit in the chain. Click on the field to display the drop-down menu arrowhead. Click on the arrowhead to display the drop down menu. Select the desired time zone and the menu will roll up and display your choice.
-  **NOTE:** To use this feature, Time Zones must be created (see **Time Zones** on page 36).
- 6 Return to step 1 to create additional access levels.
 - 7 Once the data for this window has been entered, you must select either the Apply or Done button to save the data. If this data is not saved, leaving this window will lose all data entered.

Access Codes

The Access Codes page (see Figure 35) allows you to enter access codes and create your directory from the same window, since data entered here becomes part of the database.

ABOUT DISPLAY SETS

Before entering data or searching for entries, understand the way SPSWin displays its access code entries. SPSWin displays these entries in “Display Sets”. Similar to an Internet search that yields too many records to display all at once, a display set is a defined amount of entries displayed on the grid at one time. You can define the amount of entries yourself, definable at the **Entries to Load** option under the **Access Codes** menu bar option (see Figure 33 and Figure 34).

Let’s look at an example. Imagine that you have roughly 1000 Access Code entries and you’ve set the Entries to Load at 100. You will end up with roughly ten display sets, each containing 100 entries. To view different display sets, you can jump from set to set with the Get First, Get Previous, Get Next, and Get Last buttons (see **Searching & Sorting** on page 51).

TIP: As with any software application, the more entries the application tries to load at one time, the longer the application will take to load them. Enter the number of Entries to Load accordingly.

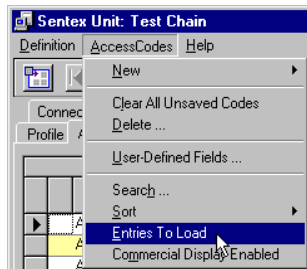


Figure 33: Entries to Load Location

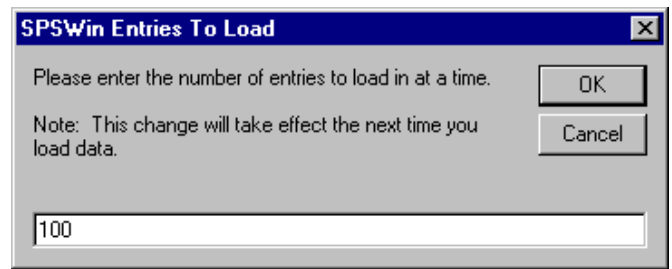


Figure 34: Entries to Load Window

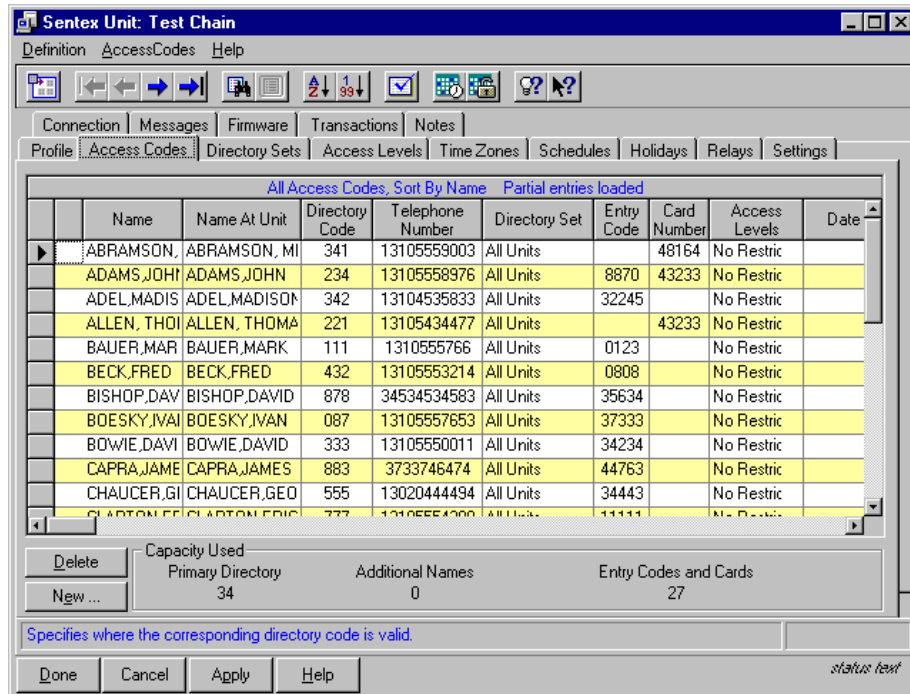



Figure 35: Unit Definition Window Access Codes Page

ENTERING ACCESS CODES

Enter Access Codes as follows:


- 1 **Name:** Enter the tenant's full name, using up to 50 characters.
 - 2 **Directory Name/Name at Unit:** The name that will be sent to the unit. When you click on this field, SPSWin automatically enters the tenant's name in uppercase letters; you can enter an alternate name (i.e., MANAGER) or delete the entry. The number of characters allowed is as follows:
 - For Horizons, Infinity L, Infinity S, and Infinity M: **13**.
 - For Infinity L and Infinity M (both with Commercial Firmware): **35**.
 - 3 **Directory code:** Enter the code visitors will key in to dial the tenant's telephone number, if the tenant will need a directory code.
 - 4 **Telephone number:** Enter the tenant's telephone number (required if you entered a Directory code for the tenant).
 - 5 **Entry code/card:** Enter the entry code or card code the tenant will use to gain access to the building, if required.
 - 6 **Access levels:** Enter the access levels by clicking on the data field. A drop-down menu will appear, listing all access levels available. Select the desired level and the menu will roll up and display your choice.
-  **NOTE:** You must first create Access Levels (see **Access Levels** on page 45); AND you must enter an Entry Code to use Access Levels.
- 7 **Date Limit (optional) – Infinity and Multi-Link Only :** You have the option of limiting the time an Access Code can be used. Enter the last date on which you want the Access Code used. The Access Code will grant access from the time you send data to the unit, until the end of the date you entered. For example, if you enter “09/30/2003”, the Access Code will grant entry until midnight, 1 October, 2003.
 - 8 To the right of the Access Levels column are five user-defined columns or fields (see Figure 39), which can be used to store any type of (optional) data the user wants to track. **This data will not be sent to the unit. This data field is for user purposes only.**
 - 9 Enter all additional access codes, then select either the Apply or Done button to save the data. If the data is not saved, by leaving this window, you will lose all entered data.

 **IMPORTANT NOTES: You must click Apply to save any changes.**

Also, if your entry disappears after you select the Apply button, this behavior is normal. The application may (depending on your search/sort and Entries to Load settings) move the entry out of view (see **About Display Sets** on page 47 for more information).

MULTI-LINK

Use Limit (optional): You can place a limit on the number of times an Access Code can be used. Enter the number of times (1-9) you want the Access Code to grant access. After you send the data to the unit, the number of uses will begin counting down. For example, if you enter “6”, the Access Code will deny access on the 7th try.

 **NOTE:** Only the Multi-Link has the capability of specifying either a Date Limit or a Use Limit for any one Access Code.

BULK-LOADING CODES

The Enter Range of Codes feature allows you to bulk-load a large number of entry codes/cards into the system at one time. Names cannot be associated with entry codes/cards when entered as a group, but may be added to individual records later.



EXAMPLE: You have just received 250 cards to enter into the system. Why bulk-load them? Every time someone needs a card, you won't have to individually generate a new card in SPSWin right away. You can give someone the group card, which has its own code, and then return later to assign a name to that card.



NOTE: All cards entered in the same group will have the same access level.

- 1 At the Unit Definition window, under the **Access Codes** menu option, select **New --> Code Group**. You will arrive at the Enter Range of Codes window (see Figure 36 and Figure 37).

Figure 36: Enter Range of Codes Window (Units Supporting Entry Codes and Cards)

Figure 37: Enter Range of Codes Window (Units Supporting Entry Codes Only)

- 2 **From/To:** Enter the code range in the **From** and **To** boxes.
- 3 **As:** If your system supports both entry codes and cards, select to enter **Entry Codes** or **Card Codes**.
- 4 **Access Level:** Assign an access level to the group of cards/codes. Refer to page 45 for more information on access levels.
- 5 Click the **Done** button.

DELETING ACCESS CODES

The Delete Access Codes feature allows you to . . .

- Delete a single access code record. OR
 - Delete all access codes from the current display set (see page 47 for more information on display sets).
 - Delete all of the directory codes, entry codes, and/or card codes from the current display set.
- 1 At the Unit Definition window, under the **Access Codes** menu option, select **Delete**. *You will arrive at the Delete Access Codes window (Figure 38).*

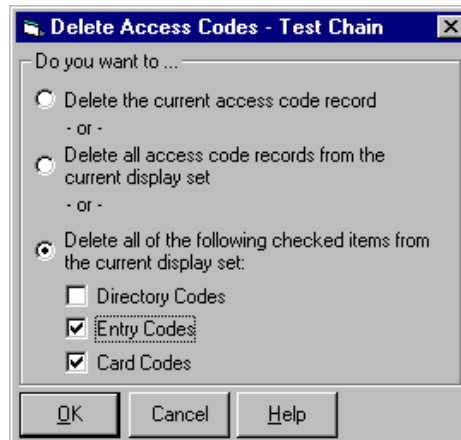


Figure 38: Delete Access Codes Window

- 2 Select your delete options.
- 3 Click **OK**.

USER DEFINED COLUMNS

You may wish to track additional information about each person listed in the directory. SPSWin gives you five additional columns (fields) in which to enter such information.

To use the additional column headings:

- 1 Click on the Access Codes menu at the top of the Unit Definition Window (Figure 35).

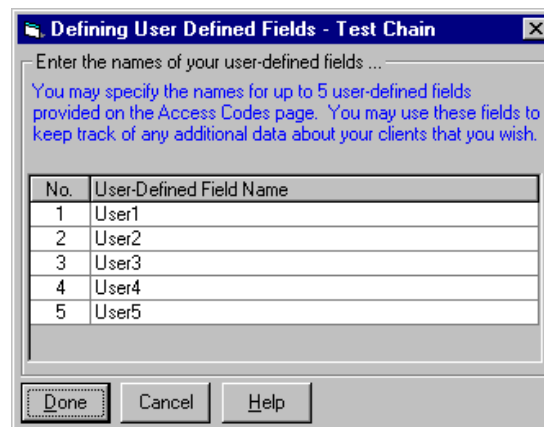


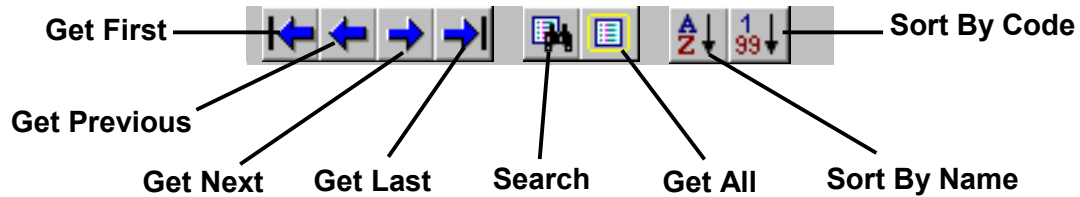
Figure 39: User Defined Fields Entry Window

- 2 Click on the **User-Defined Fields ...**
- 3 The User-Defined Fields Entry screen displays.
- 4 Click in one of the boxes under **User-Defined Field Name**. Enter the name of the field you wish to use. For example, “No. of persons using unit”. You may enter up to five field names.
- 5 When you are finished, click on the Done button. This will save the fields. If you do not wish to save the field names, click on the Cancel button. The Access Codes Page will be displayed. You may now continue editing the access code and directory information including your new fields.

SEARCHING & SORTING ENTRIES

When you're working with a large number of entries, SPSWin provides search and sort features that allow you to locate a specific group of entries or one particular entry.

Use the reference section below to perform all the related search/sort functions:



TOOLBAR BUTTON	PRESS THIS BUTTON TO . . .
Get First	Move to the first display set if you have multiple sets.
Get Previous	Move to the previous display set if you have multiple sets.
Get Next	Move to the next display set if you have multiple sets.
Get Last	Move to the last display set if you have multiple sets.
Search	Perform a entry search (see Figure 40).
Get All	Re-retrieve all entries. This function is useful after you finish validating data, bulk-loading entries, or performing a entry search.
Sort By Name	Sort the display by tenant name (see Figure 41).
Sort By Code	Sort the display by directory, entry, or card code (see Figure 42).

Step 1: Select the type of data you want to search.

Step 2: Select the comparison value (e.g., begins with, contains, etc.)

Step 3: In the Value field, enter the name, code, etc. you are want to locate.

Step 4: Click **OK**.

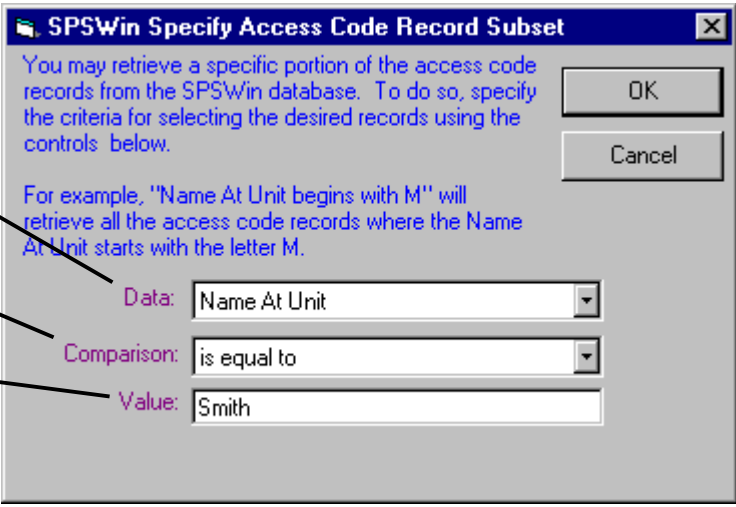


Figure 40: Record Search Window

Step 1: Select the Sort By option.

Step 2: Select the Sorting Order. Ascending sorts from **A to Z**. Descending sorts from **Z to A**.

Step 3: Click **OK**.

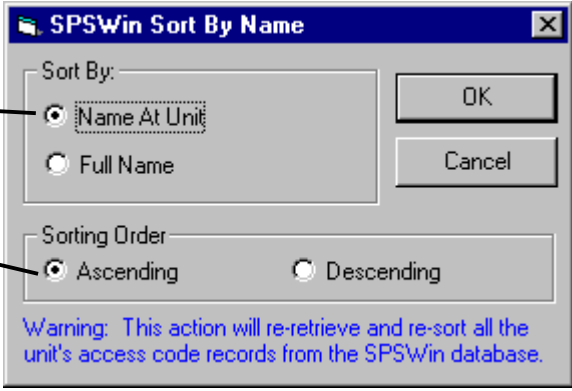


Figure 41: Sorting by Name

Step 1: Select the Sort By option.

Step 2: Select the Sorting Order. Ascending sorts from **1 to > 1 (greater than 1)**. Descending sorts from **> 1 (greater than 1) to 1**.

Step 3: Click **OK**.

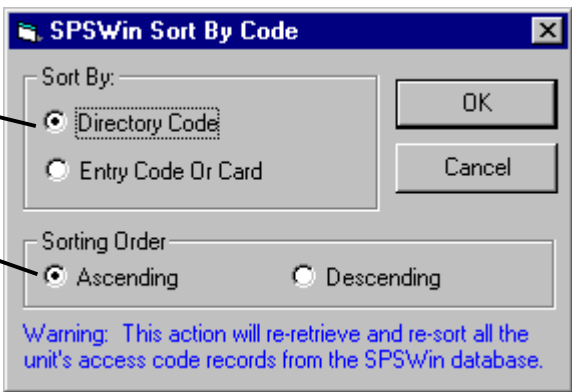



Figure 42: Sorting by Code

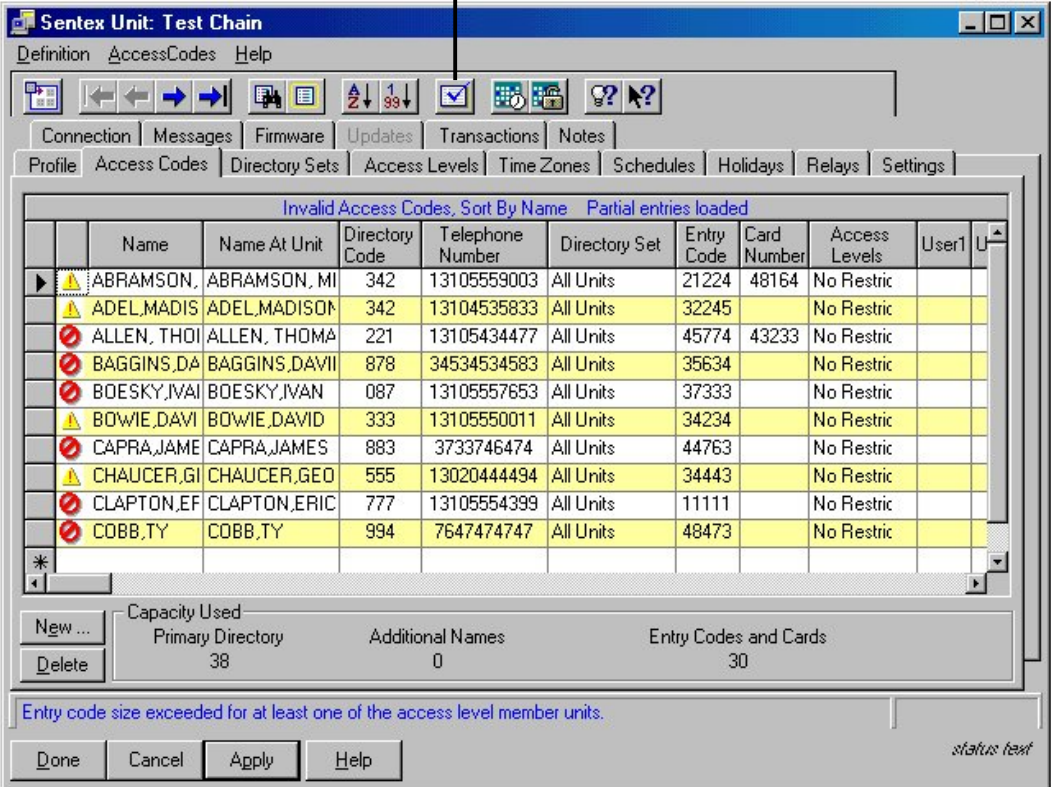
Search Tips:

- Explore the different ways of searching and sorting access code records by reviewing the Data and Comparison drop-down boxes on the SPSWin Specify Access Code Record Subset screen (Figure 40).
- **Sorting Only Directory Codes:** To view a list of directory codes, click the **Search** button (see page 51), select “Directory Code” from the Data drop-down box, select “is greater than or equal to” from the Comparison drop-down box, and enter “0” in the Value text box.
- **Sorting Only Entry Codes:** To view a list of entry codes, click the **Search** button, select “Entry Code” from the Data drop-down box, select “is greater than or equal to” from the Comparison drop-down box, and enter “0” in the Value text box.
- **Sorting Only Card Codes:** To view a list of card codes, click the **Search** button, select “Card Number” from the Data drop-down box, select “is greater than or equal to” from the Comparison drop-down box, and enter “0” in the Value text box.

VALIDATING DATA

When you validate your data, SPSWin checks for conflicting or erroneous data and displays the invalid entries on the Access Codes page (see Figure 43).

 = Validate



Name	Name At Unit	Directory Code	Telephone Number	Directory Set	Entry Code	Card Number	Access Levels	User1	User2
ABRAMSON, MI	ABRAMSON, MI	342	13105559003	All Units	21224	48164	No Restrict		
ADEL, MADISON	ADEL, MADISON	342	13104535833	All Units	32245		No Restrict		
ALLEN, THOMAS	ALLEN, THOMAS	221	13105434477	All Units	45774	43233	No Restrict		
BAGGINS, DAVID	BAGGINS, DAVID	878	34534534583	All Units	35634		No Restrict		
BOESKY, IVAN	BOESKY, IVAN	087	13105557653	All Units	37333		No Restrict		
BOWIE, DAVID	BOWIE, DAVID	333	13105550011	All Units	34234		No Restrict		
CAPRA, JAMES	CAPRA, JAMES	883	3733746474	All Units	44763		No Restrict		
CHAUCER, GEO	CHAUCER, GEO	555	13020444494	All Units	34443		No Restrict		
CLAPTON, ERIC	CLAPTON, ERIC	777	13105554399	All Units	11111		No Restrict		
COBB, TY	COBB, TY	994	7647474747	All Units	48473		No Restrict		

Capacity Used: Primary Directory 38, Additional Names 0, Entry Codes and Cards 30

Entry code size exceeded for at least one of the access level member units.

Figure 43: Validating Data

Sentex Systems recommends that you validate your data if:

- You have added a significant amount of entries.
- You are experiencing system difficulties.

To return to the normal view after validating your data, click Get All.



NOTE: After correcting any invalid entries, re-do the validation to ensure all problems have been corrected.

ERROR MESSAGES

Incorrect or insufficient data is indicated either by a yellow exclamation mark or a lined red circle, and explanatory messages appear on the status bar at the bottom of the grid as follows:

- **Invalid dir code – no phone number:** Directory codes must have telephone numbers to be valid.
- **Mismatched directory code & telephone number:** Once directory code and telephone number have been entered, if entered again (i.e., for another person in the apartment), they must match. **HINT:** To group the mismatched entries together, sort by directory code.
- **Duplicate entry code / card number for at least one of the access level member units:** Duplicate entry codes / card numbers exist. **HINT:** To group the duplicate codes together, sort by card or entry code.
 - **NOTE:** An entry code and a card code with an equal numeric value (e.g., entry code 0001 and card code 00001) are considered duplicate numbers (since the value of the aforementioned example equals “1”).
- **Dir code size exceeded:** The directory code has too many digits.
- **Entry code size exceeded – (Stand-Alone Units):** The entry code has too many digits.
- **Entry code size exceeded for at least one of the access level member units – (Multi-Link):** The entry code has too many digits for one of the units in this particular access level.
- **Both a date limit & use limit are defined – (Multi-Link only):** Date limits and use limits cannot both be specified. Choose one.
- **Invalid Entry/Card –** An entry or card code exceeded 65534. Enter a lesser number.

Accessing Unit and Multi-Link Data Fields

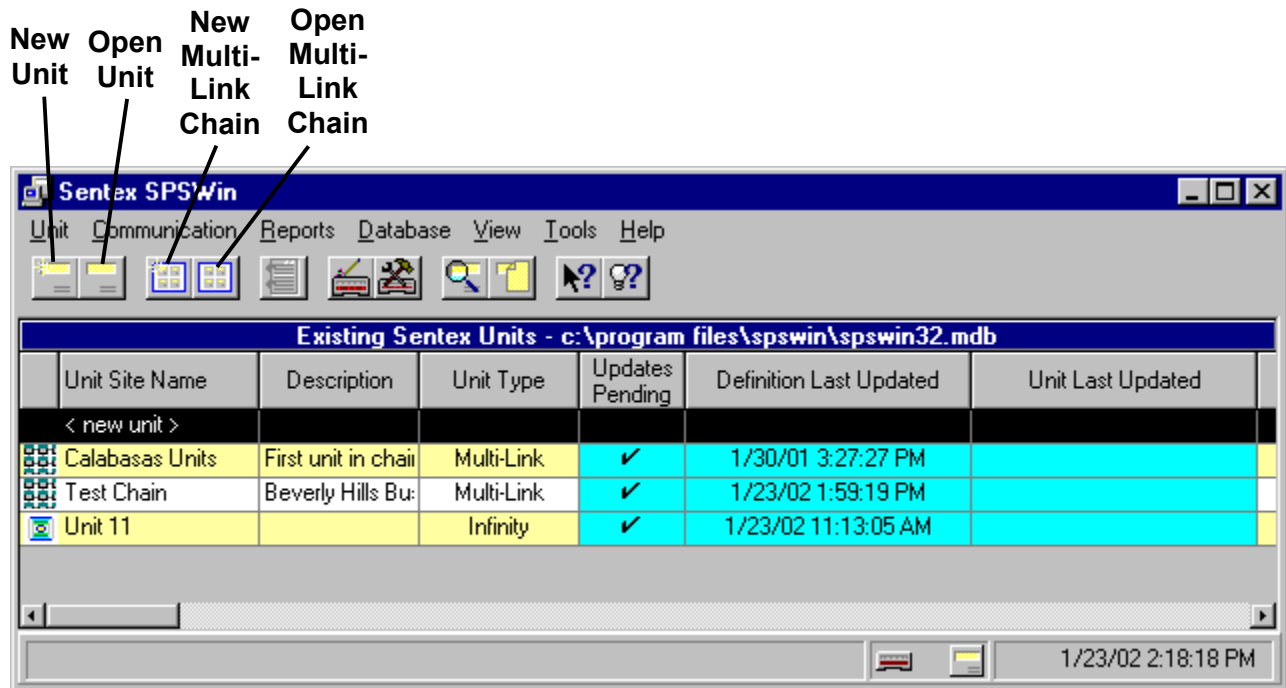


Figure 44: SPSWin Main Window Unit Site Name Selection

- Stand-Alone Units:** In the SPSWin Main Window, double click on the desired unit name in the Unit Site Name column of the list of Existing Sentex Units, **OR** click on the Open Unit icon (see Figure 44).

Multi-Link Chains: In the SPSWin Main Window, double click on the desired Multi-Link chain name in the Unit Site Name column of the list of Existing Sentex Units, **OR** click on the Open Multi-Link Chain icon (see Figure 44).
- The Unit or Multi-Link Chain Definition window will be displayed.

 - The Unit and Multi-Link Chain Definition Windows contain all the functions necessary to manage a unit or chain, and are indexed like a card file with "tabs".
 - The Profile Page appears first. You may then select the tab or tabs for the unit information you wish to enter or edit.
- Enter or edit data as desired. When you are finished, remember to save the data by selecting the Apply button, then click on the Done button to return to the SPSWin Main Window.


Creating and Editing Directory Sets (Multi-Link Only)

Directory sets are a Multi-Link feature that allow you to define which directory codes and telephone numbers will be sent to and be valid at which units.

- The first step in using directory sets is to create the subset of units, or Directory Set, in this window.
- The second step is to enter all the desired the codes and telephone numbers in the Access Codes window, which displays ALL codes for ALL units.
- The third step is to select which tenants will be part of which directory sets in the Access Levels window.

Create directory sets as follows:

- 1 Select the Directory Sets tab from the Multi-Link Definition Window.
- 2 Click on New, below the directory sets list, to create a new directory set.
- 3 Enter the directory set name in the Directory Set Name column. This is the name you will select in the Directory Set column of the Access Codes page.
- 4 Enter the directory set description (optional).
- 5 To enter a unit in a directory set, click on that number unit's column. A check mark in that column means that unit has been selected for that directory set (pressing any key on your keyboard toggles between selected and not selected).
- 6 To alter an existing directory set, click on the desired name in the Directory Set Name column, then select or deselect units as desired.
- 7 When directory set selection is finished, select either the Apply or Done button to save the data. If the data is not saved, leaving this window will lose all data entered.

 **NOTE:** In the example shown in Figure 45, any directory code assigned to the directory set named Entry Tenants will be displayed at units 4, 5, 6 and 7.

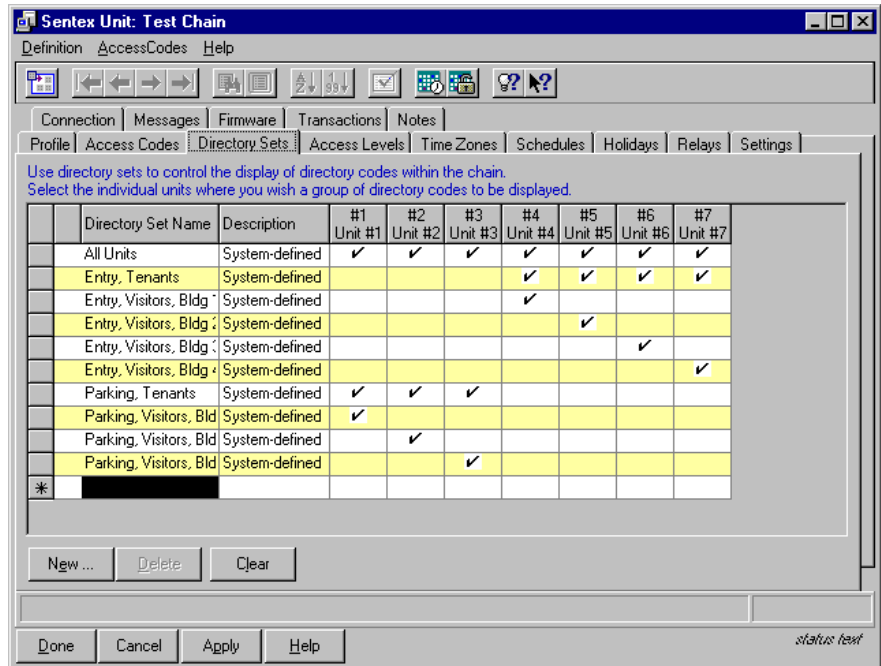


Figure 45: Unit Definition Window Directory Set Page

Relays

From the Multi-Link Chain Definition Window, select the Relays tab to display the Relays page (see Figure 46).

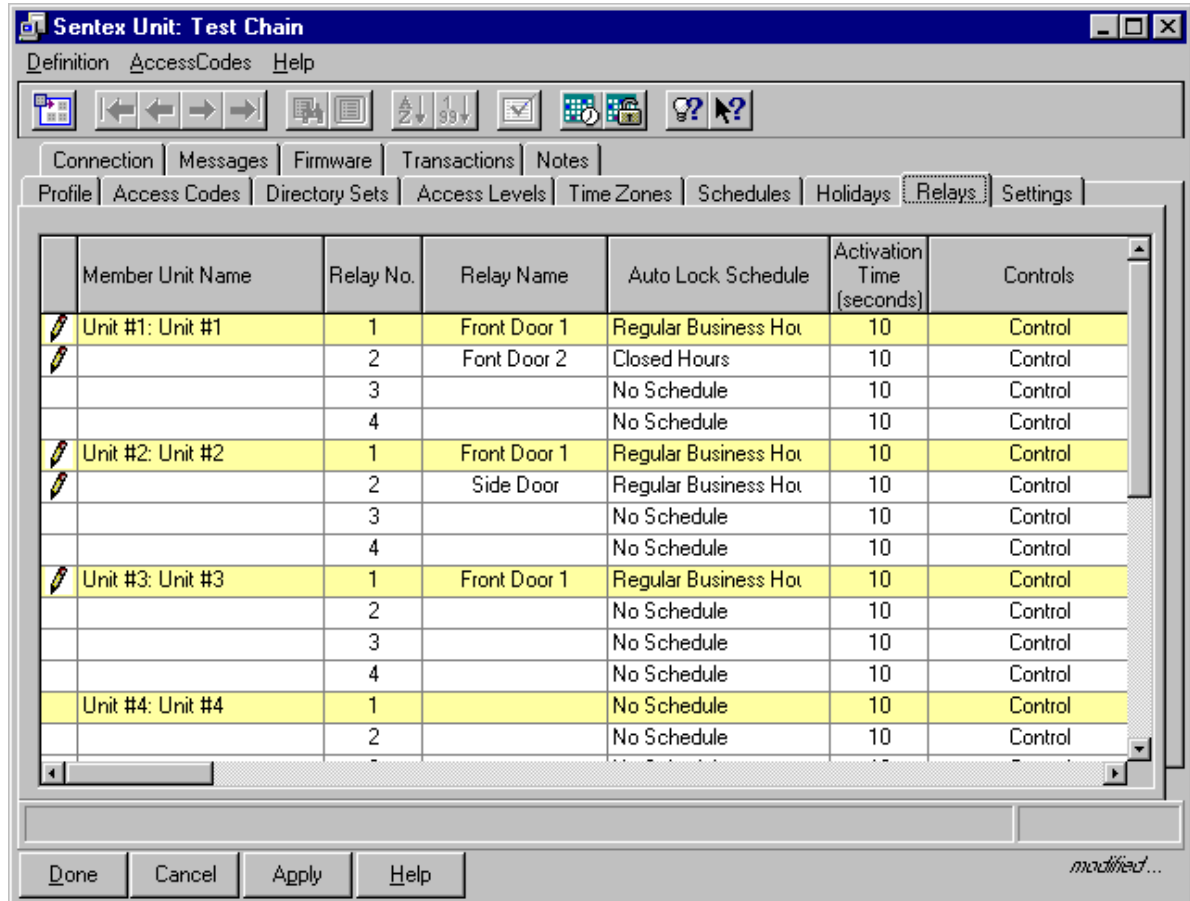


Figure 46: Multi-Link Chain Definition Window Relays Page

ABOUT RELAYS

The Relays page allows you to set or edit relay settings. When setting your relays, ask yourself, . . .

- "How do I want the door (via the relay) to respond to a card or entry code?"
- "Is the door set up to sound an alarm, if forced open?"
- "How long an activation time (e.g., door open time) do I want to assign the relay(s)?"

Definition: A relay is a device that responds to an electric current by activating other devices.

Relay Control Options: You may set the Infinity or Horizon system, for example, to lock or unlock a door/gate (Control), re-route alarm contacts (Shunt), signal an alarm (Alarm), or turn on a closed circuited television (CCTV).

STAND-ALONE UNITS

- 1 **Relay Name:** Enter the relay name and any other short notes (this data is not sent to unit).
- 2 **Activation Time:** Enter the desired activation time in seconds. Relays can be set to activate from zero (0) to 99 seconds.
- 3 **Controls:** Select the desired relay function:

For Infinity and Multi-Link: Relay 1 and Relay 2 are set to control and cannot be changed.

- Select the relay function for relay 3 and relay 4 from the drop-down menu. Click on the data field and an arrowhead will appear. Click on the arrowhead and the drop-down menu will appear. Click on the desired function (control, shunt, alarm or CCTV), and your choice will be displayed.

For Horizon: Relay 1 is set to control and cannot be modified.

- Select the function for relay 2 from the drop-down menu. Click on the data field and an arrowhead will appear. Click on the arrowhead and the drop-down menu will appear. Click on the desired function (control, shunt, alarm or CCTV), and your choice will be displayed.

- 4 When you are done entering relay settings, click on the Apply button to save the data.

MULTI-LINK CHAINS

Setting relays for Multi-Link chains is the same as for stand-alone units, except that the Multi-Link relays page has a separate row for each unit of the chain.

Settings

From the Unit Definition Window, select the Settings tab to display the settings page (see Figure 47).

- The Settings page allows you to set or edit the unit settings.
- Settings can be retrieved from the unit by connecting with the unit and selecting either Receive Settings or Receive All (see **Chapter 6: Receiving Data from Unit** on page 29).

HORIZON (STAND-ALONE UNITS)

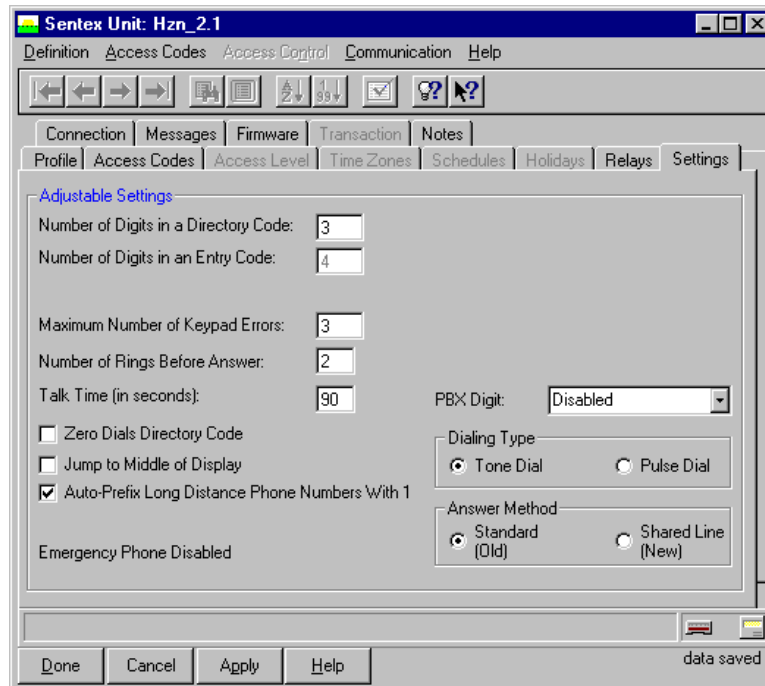




Figure 47: Horizon Unit Definition Window Settings Page

- 1 **Number of Digits in a Directory Code:** Input the number of digits used in directory codes (usually 3).
 -  **NOTE:** Decreasing the number of digits may make longer directory codes invalid. You will need to change the longer directory codes to fit the shorter directory code length.
- 2 **Number of Digits in an Entry Code:** This number is displayed for reference only.
- 3 **Maximum Number of Keypad Errors:** Sets the number of keypad errors before the unit stops accepting codes for 3 minutes and closes a relay or places an alarm call if options are enabled.
- 4 **Number of Rings Before Answer:** Set the number of rings before answering the phone/modem.
- 5 **Talk Time (in seconds):** Input how long you want a visitor to be able to talk to a tenant.
- 6 **Zero Dials Directory Codes:** Check this box if you want the unit to automatically dial the person currently listed on the unit's display.

- 7 **Jump to Middle of Display:** You may wish to use this option if your directory is very long. The first time a visitor presses the pound key (#), the middle of the directory name/name at unit will be displayed.
- 8 **Auto-Prefix Long Distance Phone Numbers With 1:** Check this box if you must dial 1 to make long distance telephone calls in your area.
- 9 **Alarm Phone Number:** If the unit has been programmed to make an alarm call, the telephone number is displayed. Otherwise, "Alarm call disabled" is displayed.

 **NOTE:** Alarm calling must be programmed at the unit. See *Horizon Programming and Use*, document # 6001036.

- 10 **PBX Digit:** If calls to unit will go through a PBX system, enter PBX prefix number.
- 11 **Dialing Type:** Select tone dialing unless pulse is the only type available to you.
- 12 **Answer Method:** If multiple stand-alone units/entrances share one phone line, select Shared Line. Default is Standard.

INFINITY (STAND-ALONE)

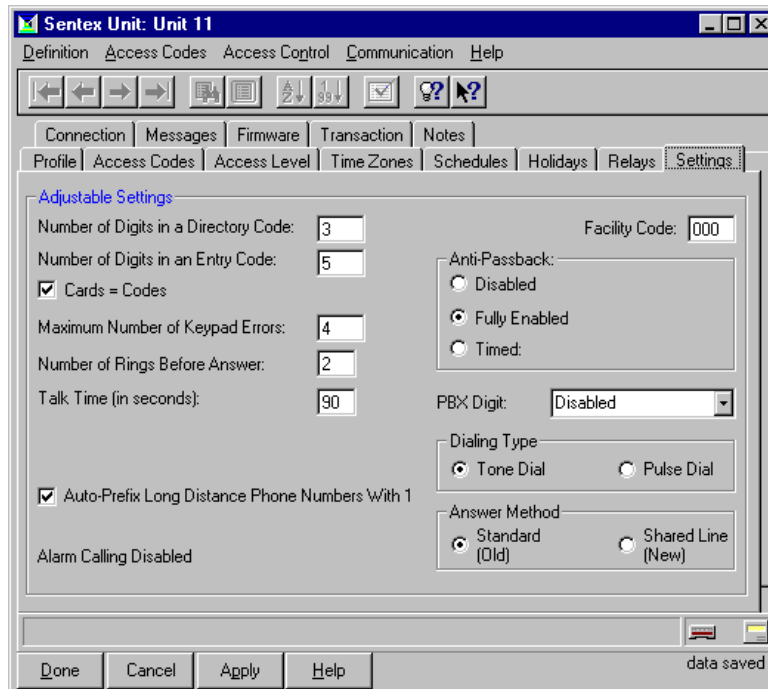




Figure 48: Infinity (Stand-Alone) Unit Definition Window Settings Page

- 1 **Number of Digits in a Directory Code:** Input the number of digits used in directory codes (usually 3).


 **NOTE:** Decreasing the number of directory or entry code digits may make longer directory or entry codes invalid. You will need to change the longer directory/entry codes to fit the shorter directory/entry code length.

- 2 **Number of Digits in an Entry Code:** Input the number of digits used in entry codes (usually 4).


- 3 **Cards = Codes:** Enabling this Infinity and Multi-Link function allows card numbers to be used as entry codes. When enabled, the Number of Digits in an Entry Code box will be set at "5".
- 4 **Maximum Number of Keypad Errors:** Sets the number of keypad errors before the unit stops accepting codes for 3 minutes and closes a relay or places an alarm call if options are enabled.
- 5 **Number of Rings Before Answer:** Set the number of rings (1-7) before answering the phone/modem.
- 6 **Talk Time (in seconds):** Input how long you want a visitor to be able to talk to a tenant.
- 7 **Auto-Prefix Long Distance Phone Numbers With 1:** Check this box if you must dial 1 to make long distance telephone calls in your area.
- 8 **Alarm Phone Number:** If the unit has been programmed to make an alarm call, the telephone number is displayed. Otherwise, "Alarm call disabled" is displayed.
 **NOTE:** Alarm calling must be programmed at the unit. See *Programming Infinity Systems with Multi-Link Firmware*, document # 6001014.
- 9 **Facility Code (Cards Only):** Enter the 3-digit facility code for this unit. If you don't know the facility code, enter "000".
- 10 **Anti-Passback:** Select either Disabled, Fully Enabled, or Timed (and enter time in minutes).
- 11 **PBX Digit:** If calls to unit will go through a PBX system, enter PBX prefix number.
- 12 **Dialing Type:** Select tone dialing unless pulse is the only type available to you.
- 13 **Answer Method:** If multiple stand-alone units/entrances share one phone line, select Shared Line. Default is Standard.

INFINITY (MULTI-LINK)

You will need to enter settings for each unit in the chain.

- 1 Select the unit you wish to view.
- 2 **Number of Digits in a Directory Code:** Input the number of digits used in directory codes (usually 3).
 **NOTE:** Decreasing the number of directory or entry code digits may make longer directory or entry codes invalid. You will need to change the longer directory/entry codes to fit the shorter directory/entry code length.
- 3 **Number of Digits in an Entry Code:** Input the number of digits used in entry codes (usually 4).
- 4 **Cards = Codes:** Enabling this Infinity and Multi-Link function allows card numbers to be used as entry codes.
- 5 **Maximum Number of Keypad Errors:** Sets the number of keypad errors before the unit stops accepting codes for 3 minutes and closes a relay or places an alarm call if options are enabled.
- 6 **Talk Time (in seconds):** Input how long you want a visitor to be able to talk to a tenant.
- 7 **Auto-Prefix Long Distance Phone Numbers With 1:** Check this box if you must dial 1 to make long distance telephone calls in your area.

- 8 **Alarm Phone Number:** If the unit has been programmed to make an alarm call, the telephone number is displayed. Otherwise, “Alarm call disabled” is displayed.

 **NOTE:** Alarm calling must be programmed at the unit. See *Programming Infinity Systems with Multi-Link Firmware*, document # 6001014.

- 9 **Facility Code (Cards Only):** Enter the 3-digit facility code for this unit. If you don't know the facility code, enter “000”.
- 10 **Anti-Passback:** Select either Disabled, Fully Enabled, or Timed (and enter time in minutes).
- 11 **PBX Digit:** If calls to unit will go through a PBX system, enter PBX prefix number.
- 12 **Dialing Type:** Select tone dialing unless pulse is the only type available to you.
- 13 **Answer Method:** Multi-Link firmware uses the Standard Answer Method.

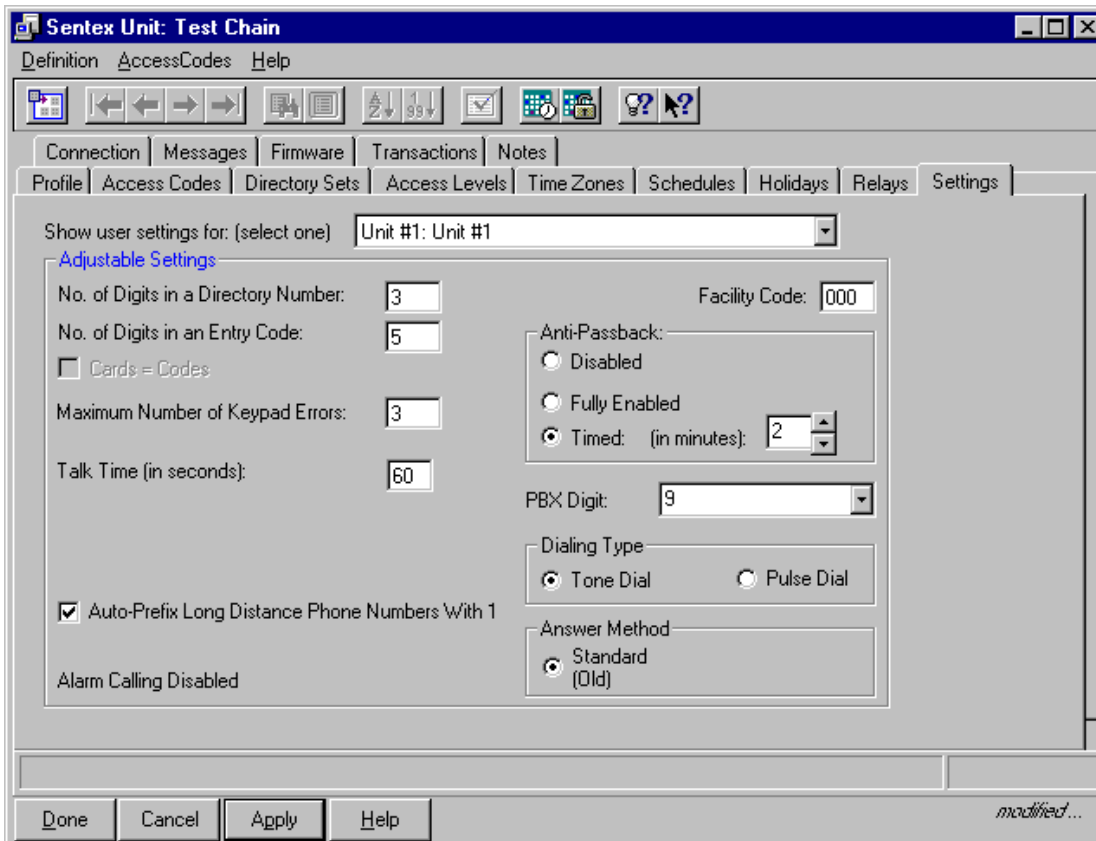


Figure 49: Multi-Link Chain Definition Window Settings Page

Messages

From the Unit Definition Window, select the Messages tab to display the messages page (see Figure 50).



Figure 50: Unit Definition Window Messages Page

Use this page to select and edit unit messages.

- Messages can be programmed automatically by selecting the appropriate unit model and clicking on the Defaults button.
- You can convert the instructions messages to the language required for your installation site, but we do not recommend changing the content of the instruction messages unless your application requires special instructions.



NOTE: It is extremely important that you select the correct display type for your unit. Selecting the wrong display type may cause user-defined messages to be incorrect or scrambled.

EDITING A MESSAGE

- 1 Setting messages for Multi-Link chains is the same as for stand-alone units, except that the Multi-Link Message page has a Units Box. The user must select the unit that he wishes to address, select the correct display type, and then change any messages desired.
- 2 **Select Model:** Click on the arrow and the menu will drop down. Click on the appropriate display size and the menu will roll up and display your selection:

Display Size/Unit:

< none >	For units without displays
Small:	2 lines x 16 characters
Medium:	2 lines x 20 characters
Large:	(Sharp)
Large:	(Optrex)

- 3 **Select Message:** Click on the arrow and the menu will drop down. Click on the desired message type. The menu will roll up and display your selection, and the message content will be displayed in the Edit Message Content field.

Message Types:

- **Welcoming Message:** Also referred to as the "Banner" message, the Welcoming Message is displayed when a visitor is not using the system. It should greet visitors and tell them where they are (e.g., Welcome to Seashore Apartments).
 - **Instructions Message:** This message provides instructions for system use.
 - **After Dialing Message:** This message provides the user with instructions about what to do while the system is dialing and after the conversation.
 - **All Other Messages:** These messages are used to prompt and direct the user through various steps of the system. Unless your application requires it, we strongly advise against changing any of the remaining messages not previously discussed.
- 4 **Edit Message Content:** To edit message content, select row to edit by moving the cursor over either the Top or Bottom field. When the cursor turns into a down-pointing arrow, click the mouse button and the desired field will be highlighted. Make your changes, then select the other field.
 - 5 To preview your message, click on the Play Message button. The message will appear on the dark blue field below the Edit Message Content field for several seconds, then blank.
 - 6 To select and edit additional unit messages return to Step 2.
 - 7 Save your messages by clicking on either the Apply or Done buttons at the bottom of the window.



IMPORTANT NOTE: The display type for Infinity and Multi-Link units must be selected before connecting with a unit.

Firmware

From the Unit Definition Window, select the Firmware tab to display the firmware Levels page (see Figure 51).

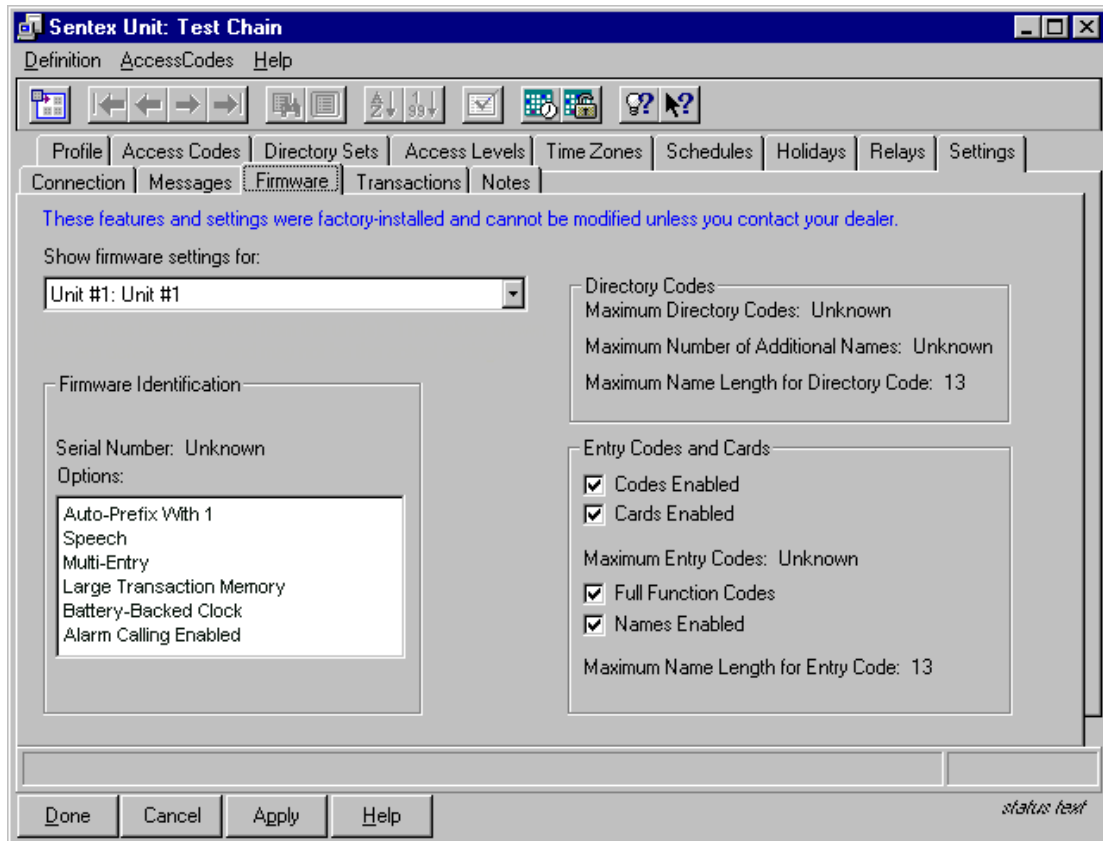


Figure 51: Unit Definition Window Firmware Page

Firmware identification is made when you connect with a unit and select either Receive Settings or Receive All (see **Chapter 6:Receiving Data from Unit** on page 29).

SPSWin automatically queries the unit about its firmware settings and displays the data in the Firmware tab. These settings cannot be altered.



NOTE: This page contains read-only information. Data cannot be changed or edited.

MULTI-LINK CHAINS

Viewing firmware settings for Multi-Link chains is the same as for stand-alone units, except that the Multi-Link firmware page has a units drop-down box. The user must select the unit that he wishes to address in order to view that unit's firmware settings.

- Only one unit firmware page may be viewed at a time.

Updates

This feature has not yet been implemented.

Transactions

From the Unit Definition Window, select the Transactions tab to display the transactions page (see Figure 52).

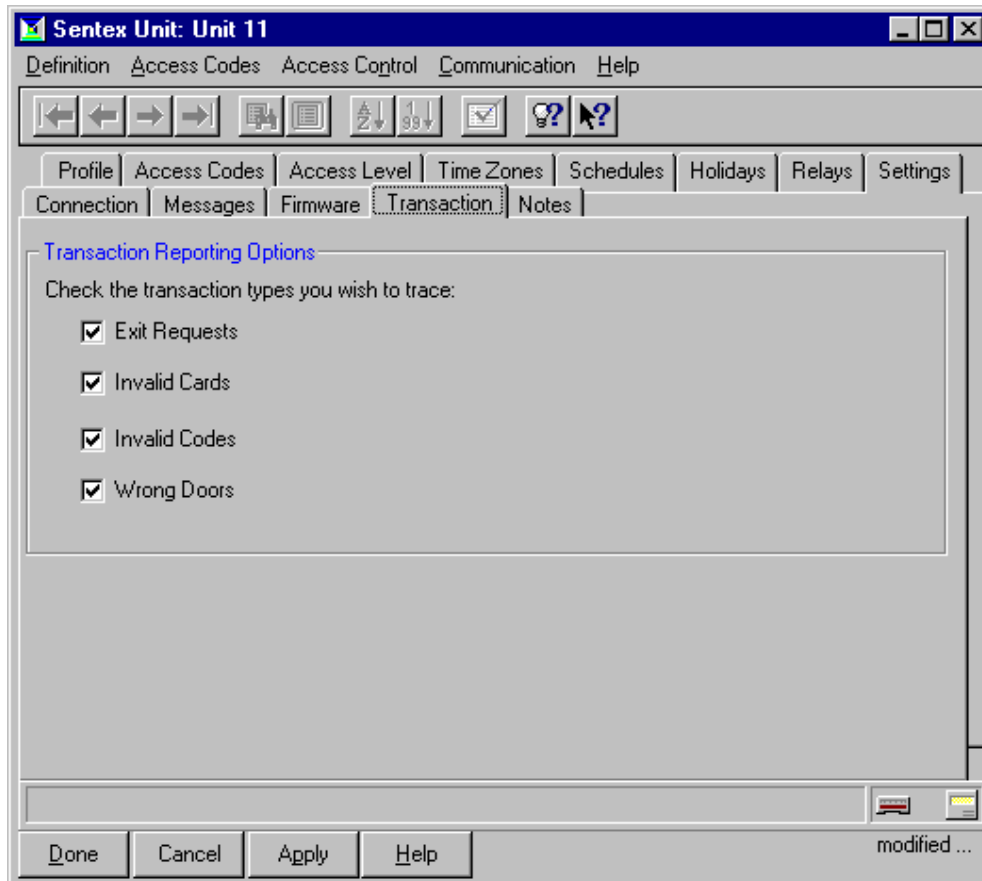



Figure 52: Unit Definition Window Transactions Page

The transactions page allows you to select which transactions the unit will record for later downloading and report creation.



 **NOTE:** To receive transactions, connect to the unit (see page 20) and use the control panel (see page 84).

STAND-ALONE UNITS

- 1 Click on the desired transaction tracing option boxes.
- 2 Click the Apply button, or select the Done button to save your data and return to the Main Window.

MULTI-LINK CHAINS

Selecting transactions for Multi-Link chains is the same as for stand-alone units, except that the Multi-Link transactions page has a Units drop-down box.

-  To select a unit's transactions, use the drop-down box.
-  Only one unit transactions page may be viewed at a time.

Notes

From the Unit Definition Window, select the Notes tab to display the notes page (see Figure 53).

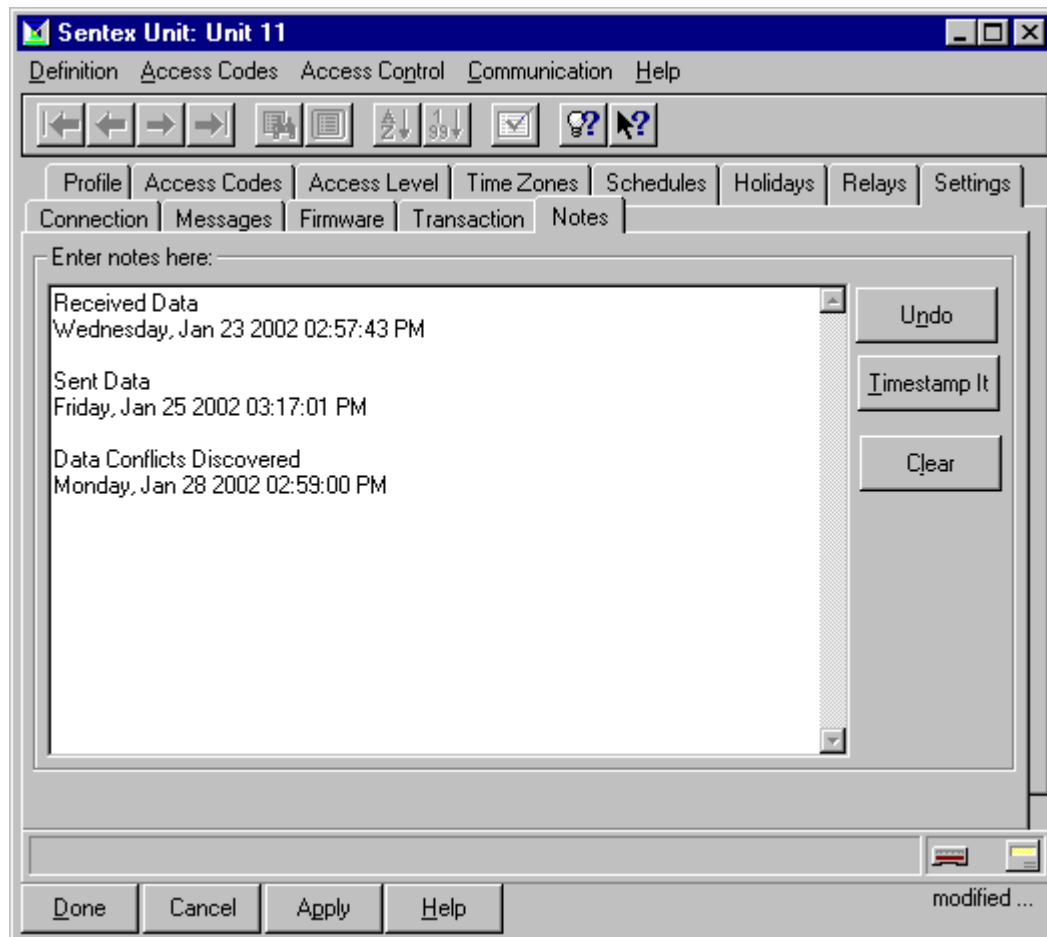


Figure 53: Unit Definition Window Notes Page

The notes page allows you to keep a log of notes on the unit you wish to retain for later reference.



NOTE: This data is not sent to the unit, and is retained only in the SPSWin database.

STAND-ALONE UNITS AND MULTI-LINK CHAINS

- 1 Click on the Enter Notes Here data field and key in any desired notes.
- 2 If you wish to timestamp the entry, click on the Timestamp It button.
- 3 If you wish to erase part of an entry, simply highlight it and press the DELETE key on your keyboard.
- 4 If you wish to erase everything since the last save, click on the Undo button.
- 5 If you wish to clear the entire log of notes, click on the Clear button.
- 6 When you are done entering and timestamping your notes, click the Apply button to save the entry, or select the Done button and the data will be saved and SPSWin will return you to the Main Window.

Chapter 8: Sending Data to a Unit

SPSWin gives you a choice of how much data you wish to send to the unit:

- **Send Changes:** Sends only the data that has changed since the last Receive or Send, and checks to see if any data has been changed directly at the unit. If SPSWin detects a possible change at the unit, it must Send All to prevent memory scrambling.
 - **Send All:** All data is uploaded whether or not it has changed since the last Receive or Send.
- 1 At the Connect to Unit screen (Figure 54), select either Send Changes or Send All, depending on how much data you wish to send. If you don't know how to connect to a unit, refer to page 20.

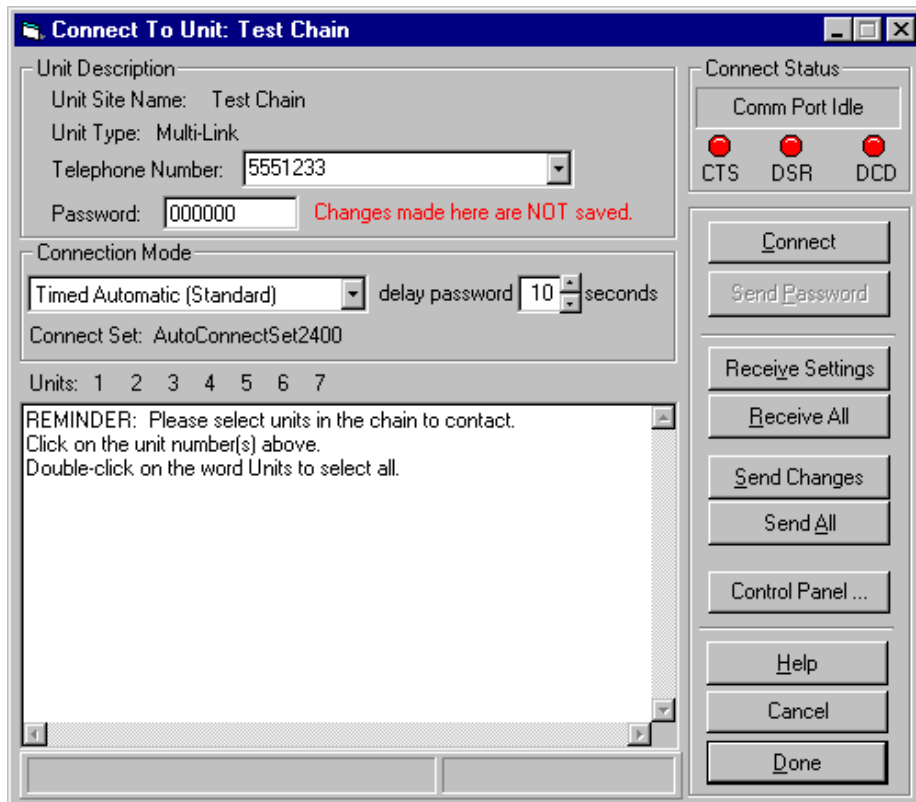



Figure 54: Connect to Unit Screen

Once selected, the unit data is uploaded directly into the SPSWin database and no further action is required of the operator.

 **NOTE:** If SPSWin detects a possible change at the unit, a message will notify you with the following choices for action:

CONTINUE: Continue with Send and SPSWin will Send All.

CANCEL: Stop Send and disconnect. If you want to keep the data that was changed at the unit, CANCEL the send and perform a Receive All command.

SPSWin automatically disconnects from the unit when uploading is completed.

- 2 When uploading is completed, click the Done button to return to the SPSWin main Window.

Chapter 9: Merging Unit Data

Merging of data happens whenever data is received from a unit. The Merge option allows you to specify how conflicts between unit data and SPSWin data are resolved.

This chapter will cover . . .

- ❖ [Accessing the Merge Feature](#) Page 69
- ❖ [Setting Merge Priority](#) Page 70
- ❖ [Viewing Update Results](#) Page 70

Accessing the Merge Feature

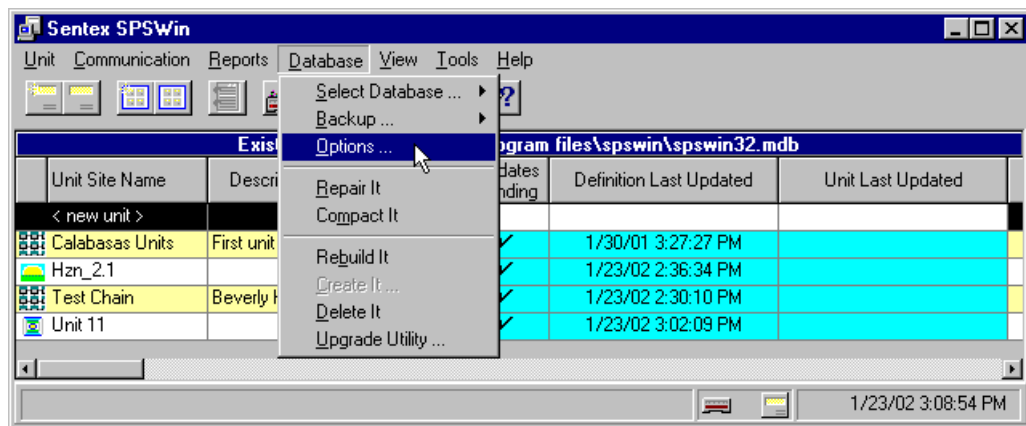


Figure 55: SPSWin Main Window Database Drop-Down Menu

- 1 From the SPSWin Main Window Toolbar, click on Database, then Options to display the Database Options window (Figure 56).
- 2 The Housekeeping tab is displayed first, so click on the Merge tab to display the merge page.

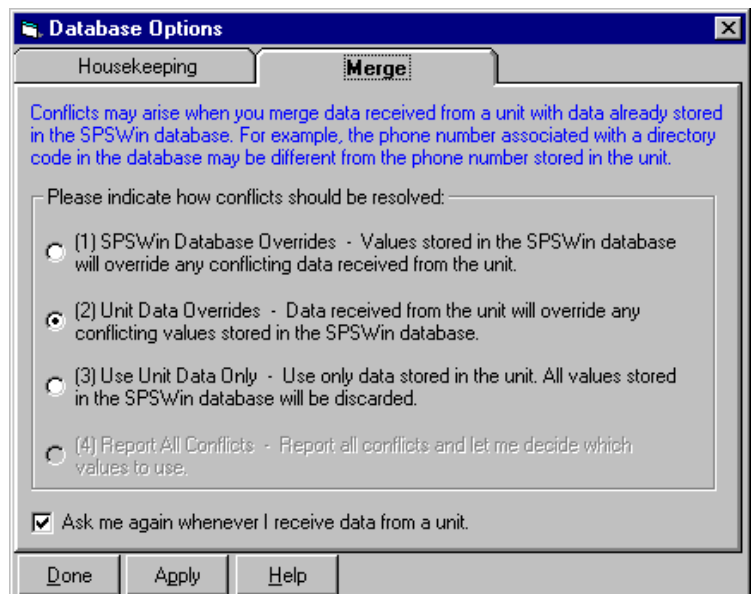



Figure 56: Merge Feature Window

Setting Merge Priority

The Merge Database Option allows you to select the desired merge priority for handling data conflicts.

Merge options are as follows:

- SPSWin database overrides conflicting unit data.
- Unit data overrides any conflicts in the SPSWin database.
- Unit data only — discard SPSWin data.
- Query Merge Priority whenever I receive data from a unit.
- Report data conflicts — I'll view the report and input the correct data. This is valuable in determining if a data upload (Send Settings or Send All) was successful.

 **NOTE:** Merge option 4 is not yet supported. Refer also to **Merge Options (Data Results Reference)** on page 94 for additional merge option information.

- 1 Select the desired merge option (see Figure 56).
- 2 If you wish to have Merge Feature Window automatically displayed whenever you receive data, make sure there is a check (“✓”) in the box next to **Ask me again whenever I receive data from a unit**.
- 3 Click the Apply button to save the data, or select the Done button and the data will be saved and SPSWin will return you to the Main Window.

Viewing Update Results

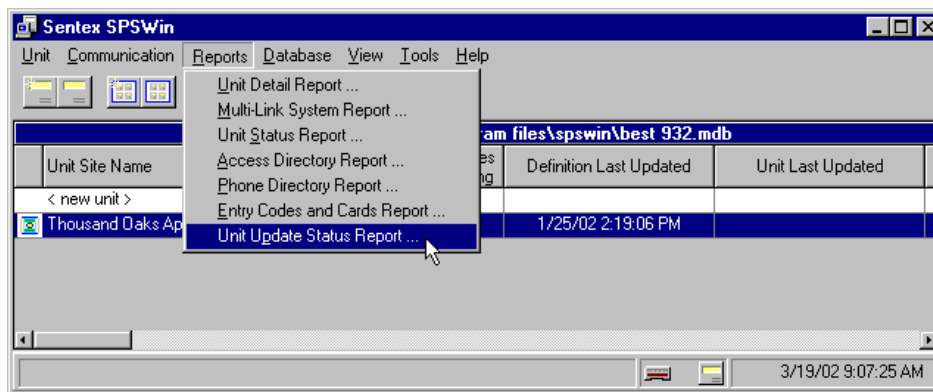



Figure 57: SPSWin Main Window With Reports Drop-Down Menu

- 1 From the SPSWin Main Window (see Figure 57), select Reports, and from the drop-down menu select Unit Update Status Report. The Selecting Unit Update Revisions window will be displayed.
- 2 On the Selecting Unit Update Revisions window (see Figure 58), click in the row selector box (where the “✓” is in the figure).

 **NOTE:** Each time you send or receive data, SPSWin gives the set of information a revision number. Revision numbers are sequential—the most recent revision has the highest number.

- If you wish to view the results before they are printed, make sure the View Before Printing box (at the bottom right of the window) is checked, then click on the OK button. The Unit Update Status Report (see Figure 59) will be displayed.

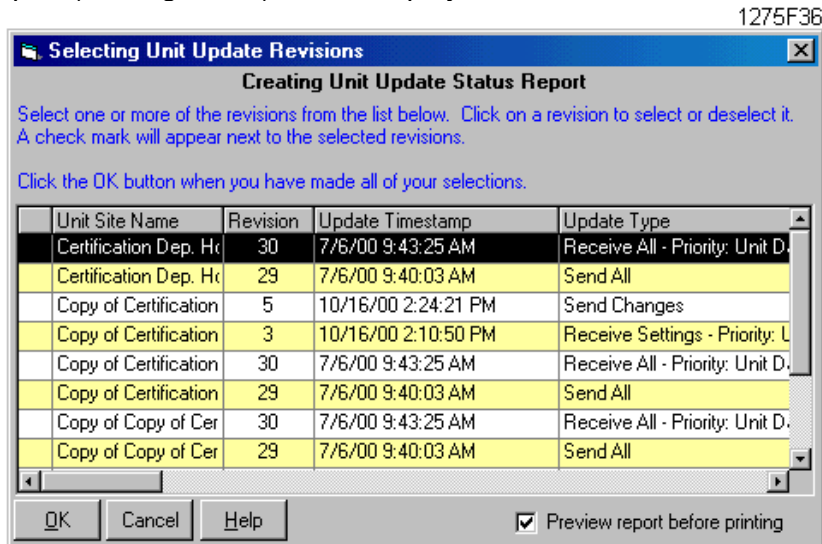


Figure 58: Selecting Unit Update Revisions Window

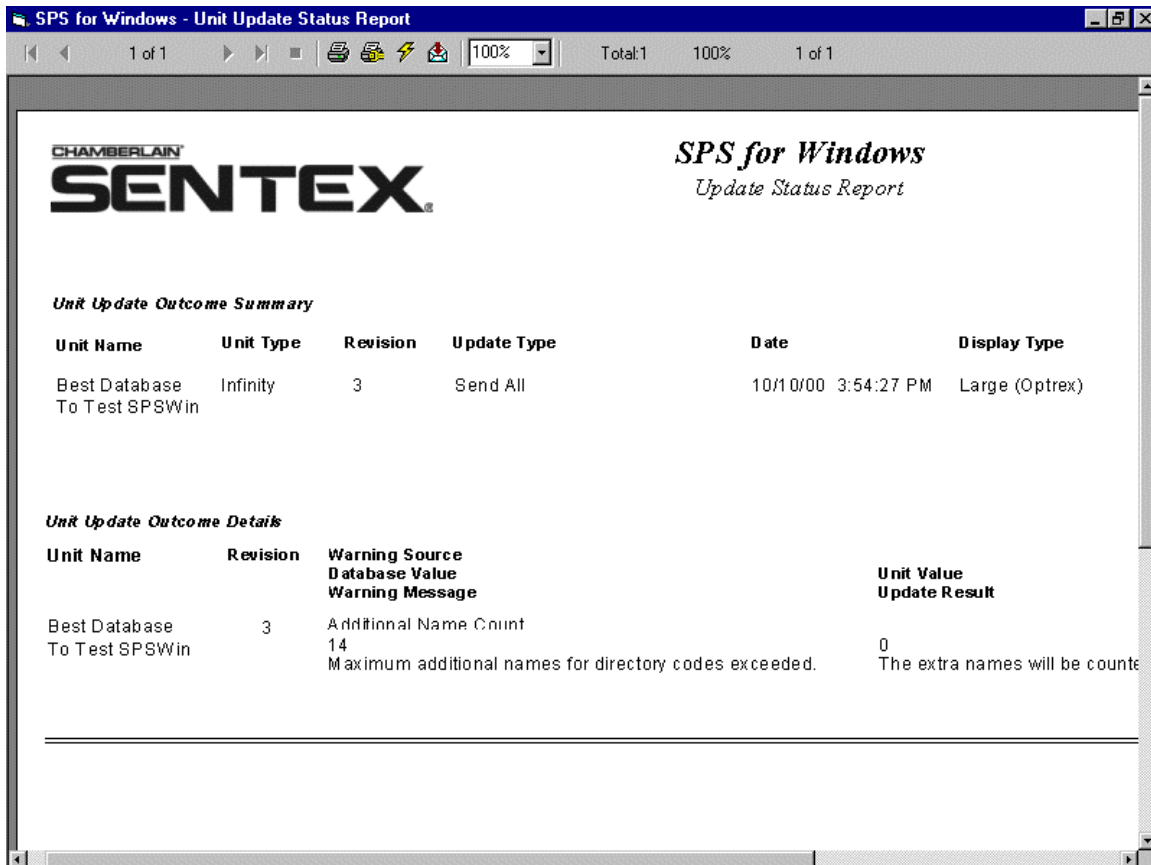


Figure 59: Unit Update Status Report Window

Chapter 10: Printing or Exporting Reports

This chapter will cover . . .

- ❖ [Accessing Reports](#) Page 72
- ❖ [Printing Reports](#) Page 73
- ❖ [Exporting Reports](#) Page 74
- ❖ [Reports Description](#) Page 75

Accessing Reports

STAND-ALONE UNITS

The reports may be accessed from the SPSWin Main Window.

- 1 Select Reports from the toolbar, then select the desired report from the drop-down menu (see Figure 60). The Report Selection window will be displayed.
- 2 From the Report Selection window (see Figure 61), select one or more units from which you wish to view or print a report, then click on the right-pointing arrow button. The desired units will move from the left field to the right field.
- 3 To view the report before printing, make sure the Preview Report Before Printing box is checked.
- 4 Click the **OK** button to create the report. The report will then be displayed.

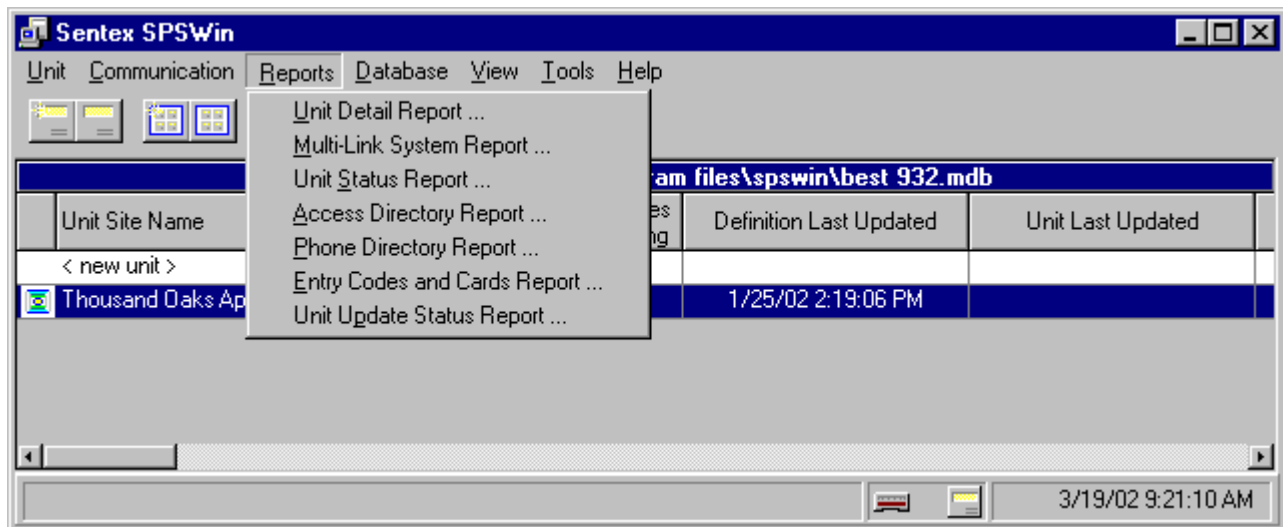


Figure 60: SPSWin Main Window Reports Drop-Down Menu

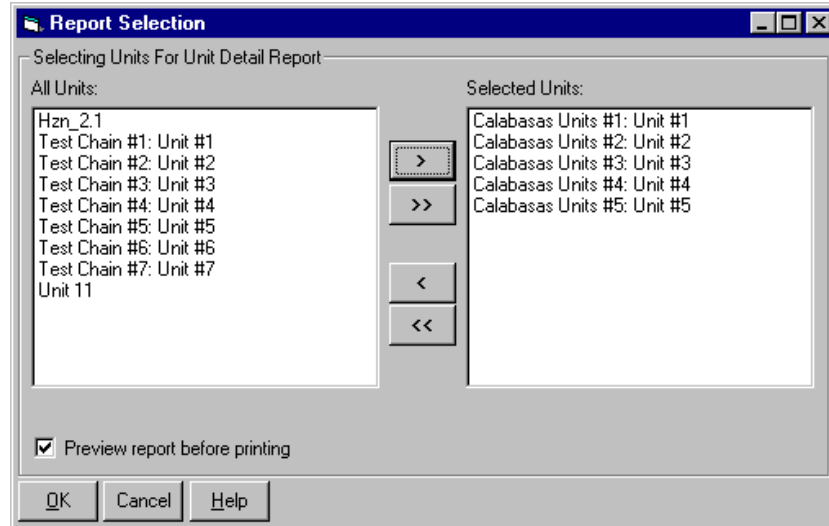


Figure 61: SPSWin Main Window Report Selection Menu

REPORT FOR MULTI-LINK CHAINS

- You may use the **Unit Detail Report ...** to report on stand-alone units in a chain.
- To report on a single chain in its entirety, use **Multi-Link System Report ...**

Printing Reports

You may print a report from one of two screens: the Report Selection screen or the report's preview screen. **NOTE:** All reports have a default print layout (e.g., portrait or landscape). Please note that changing report layouts from **landscape to portrait** (when landscape is the default setting of a particular report) may truncate areas of the report.

PRINTING FROM THE REPORT SELECTION SCREEN

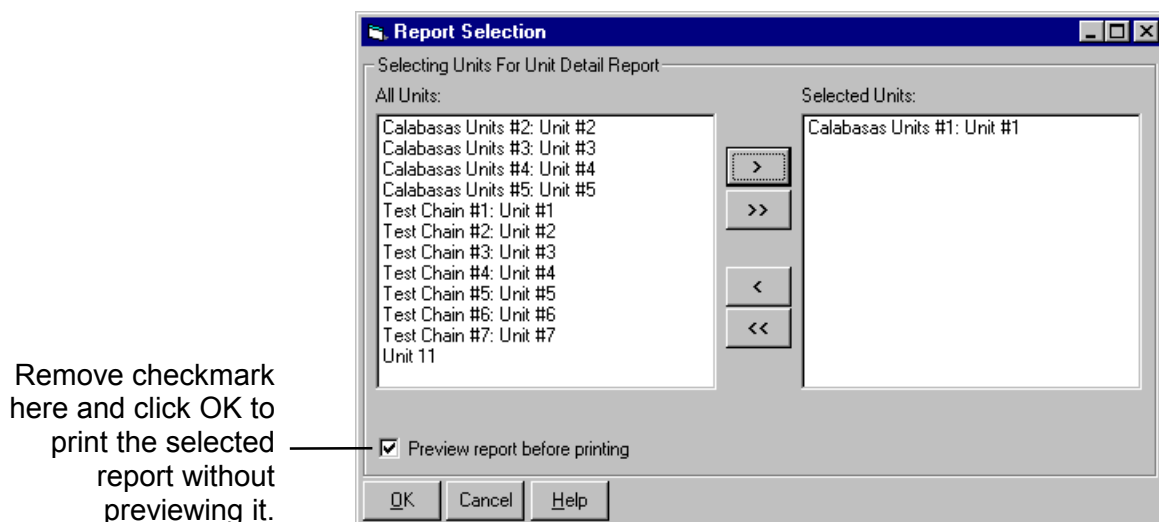


Figure 62: Printing from the Report Selection Screen

PRINTING FROM THE REPORT'S PREVIEW SCREEN

Click the printer icon to print the report without changing printer settings.

Click this icon to change printer settings (e.g., paper orientation) before you print.

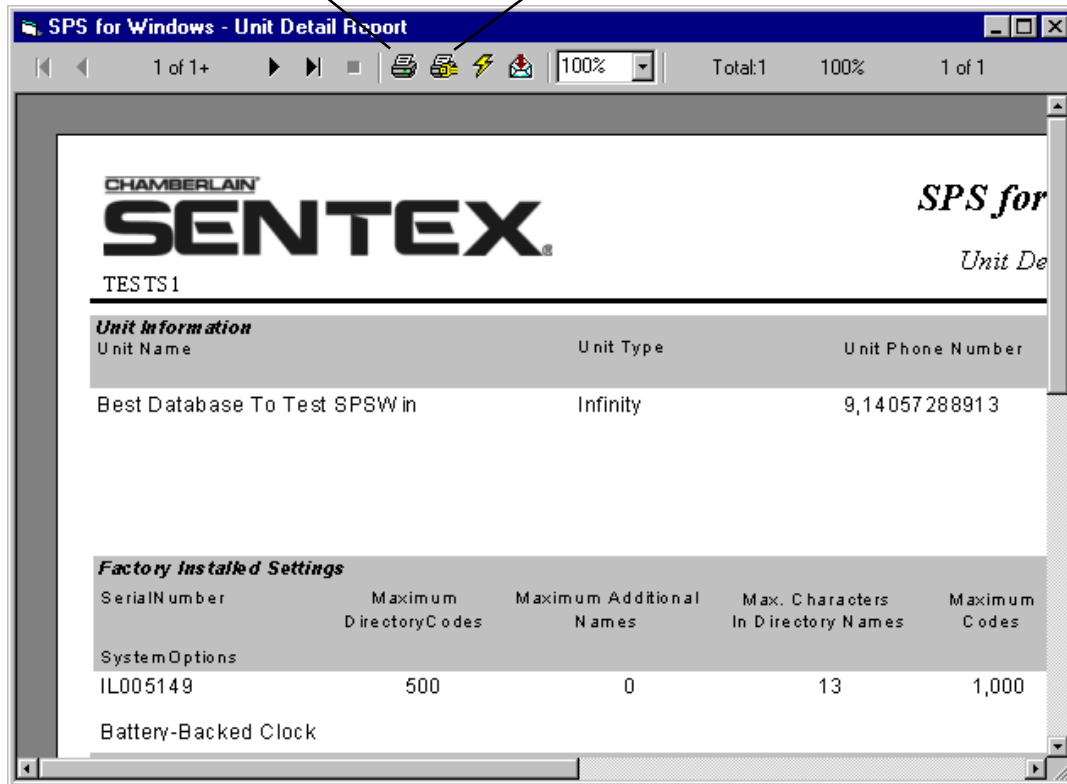



Figure 63: Printing from the Report's Preview Screen

Exporting Reports

To export a report:

- 1 Select the envelope icon  on the toolbar at the top of the report's preview screen.
- 2 Select the desired data **Format** and **Destination** of the file from the Export screen.

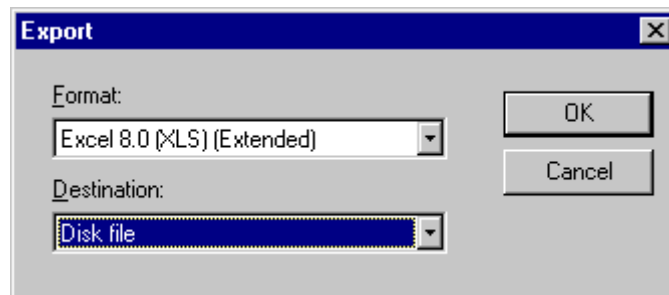


Figure 64: Export Screen

- 3 Click **OK**.

Reports Description

UNIT DETAIL REPORT

The Unit Detail Report (see Figure 65) contains a summary of unit information, including:

- Basic Unit Information (unit name, type, and description)
- User Adjustable Settings
- Auto-Unlock Schedule
- Access Levels
- Holiday Schedule
- Access Codes Summary (number used/number available)
- Time Zone Schedule
- Access Codes List
- Factory Installed Settings

CHAMBERLAIN SENTEX

SPS for Windows
Unit Detail Report

August 16, 2008

TESTS 1

Unit Information			
Unit Name	Unit Type	Unit Phone Number	Description
Best Database To Test SPSW in	Infinity	9,14057288913	P500 N1 000

Factory Installed Settings									
Serial Number	Maximum Directory Codes	Maximum Additional Names	Max. Characters In Directory Names	Maximum Codes	Codes Enabled	Cards Enabled	Full Function Codes	Names For Codes	Max. Characters In Code Names
System Options									
IL005149	500	0	13	1,000	Yes	Yes	Yes	Yes	13

Battery-Backed Clock

User Adjustable Settings									
Dir Code Size	Code Size	Cards = Codes	Max Keypad	# of Rings	Talk Time	PBX Digit	Anti-Passback	Dialing Type	Facility Code
Answer Method									
Transaction Options									
3	4	No	3	2	60	Disabled	Disabled	Tone	2
Standard (Old)		Large (Optrex)							
Wrong Doors Invalid Codes Invalid Cards Exit Requests									

Holidays		
Sequence Number	Name	Date

Auto-Lock / Unlock Schedules								
Relay	Schedule Name	Segment	StartTime	EndTime	Days	Holidays	Description	
1	** Unit Defined Auto Lock Schedule #1	1	6:00AM	5:30PM	SuMTuWThFSa	Yes	Received from the unit	

Figure 65: Unit Detail Report

MULTI-LINK SYSTEM REPORT

The Multi-Link System Report (see Figure 66) contains a summary of Multi-Link chain information, including:

- Basic Unit Information (unit name, type, and description)
- Access Codes Summary (number used/number available)
- Factory Installed Settings
- Time Zone Schedule
- User Adjustable Settings
- Directory Sets
- Holiday Schedule
- Access Codes List
- Auto-Unlock Schedule
- Access Levels
- Displays this information for the entire chain

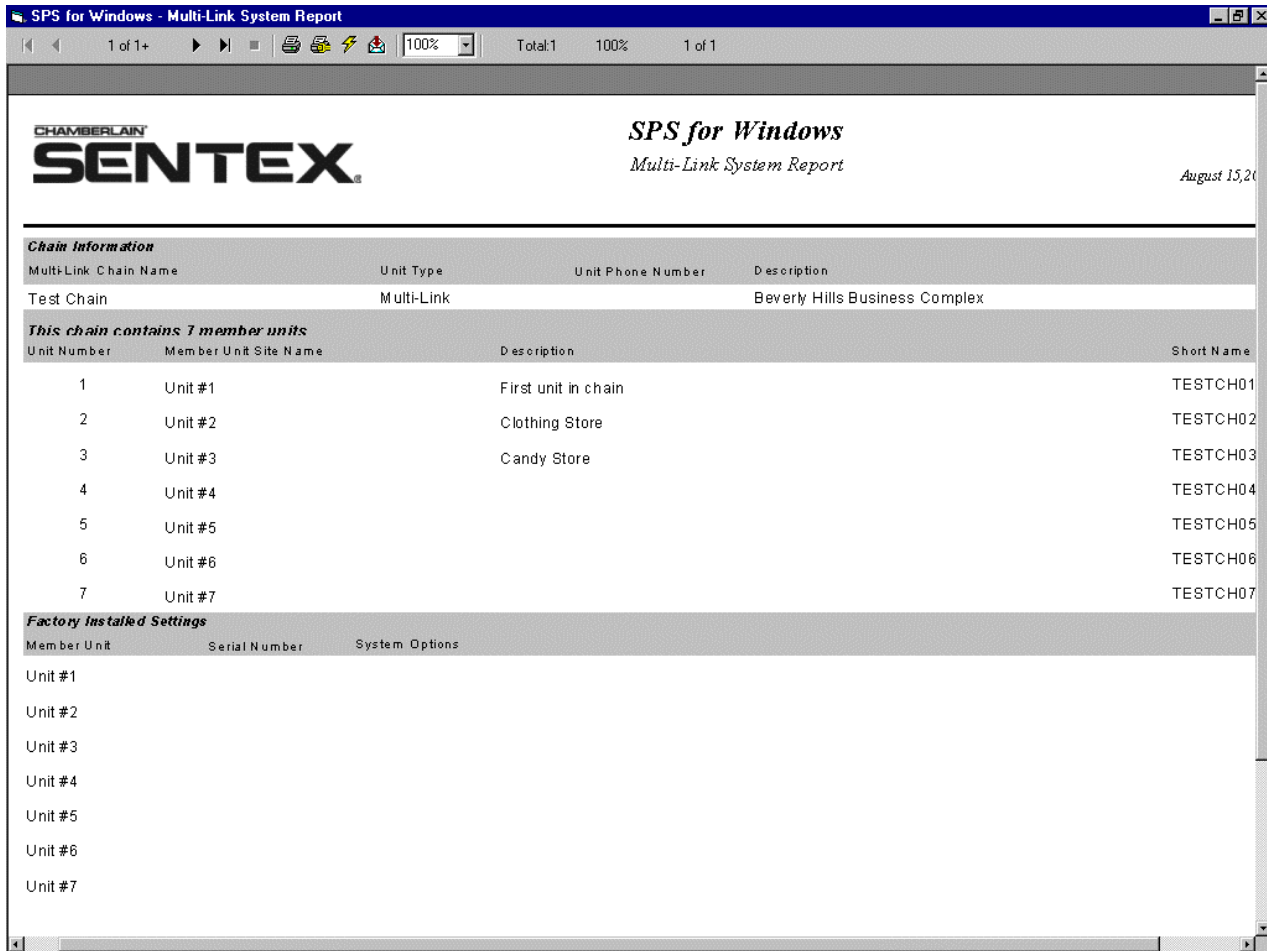


Figure 66: Multi-Link System Report

UNIT STATUS REPORT

This report provides the following information:

- **Unit Updates Pending:** Displays when the unit's data has been edited in SPSWin and has not been sent to the unit.
- **Unit Last Updated:** Displays the date the unit was last updated (e.g., a "Send Changes" or "Send All" command was issued).
- **Data Last Received From Unit:** Displays the date SPSWin last received data from the unit.

SPS for Windows - Unit Status Report

1 of 1 95% Total:2 100% 2 of 2

CHAMBERLAIN
SENTEX

SPS for Windows
Unit Status Report

March 19, 2002

Unit Information

Unit Name	Unit Type	Unit Set	Description
Test Unit	Infinity		

Update Status Summary

Updates Pending	Unit Last Updated	Data Last Received From Unit
No	3/19/02	3/19/02

Unit Information

Unit Name	Unit Type	Unit Set	Description
Thousand Oaks Apts.	Infinity		

Update Status Summary

Updates Pending	Unit Last Updated	Data Last Received From Unit
Yes		1/25/02

Figure 67: Unit Status Report

ACCESS DIRECTORY

Accessing the unit directory (see Figure 68) allows you to view and print the directory. The right and left-facing arrows allow you to page through multiple page directories.

CHAMBERLAIN
SENTEX®

Directory
Best Database To Test SPSWin

August 15, 2001

Name	Code	Name	Code
A.S.SHEDRICK	170	COX,JERRY	188
ABDULAHU,M.	101	CRAIG,GARY	147
ADAMS,D.	263	CUNNINGHAM,G	015
ADCOX,M.	016	DABNEY,MARY	209
ALEANDER,A.	251	DAVIS,TOMESA	218
ALLEN,RAMEY	302	DIXSON,SANDR	037
AMMON,ROBIN	125	DOBILAS,W.	305
ANDERSON,MIC	048	DOWDY	081
ANDERSON,REN	155	DRONNE,DENNI	071
ANKAR,D.	006	DUGGER,D.	089
A-OFFICE	278	DUNLAP,M.	112
ATKINS,KAYLE	215	DUNN,J.	002
AUSTI,B.	191	EAGAN,J.	304
BABUS,PARKER	181	EATMON,N.	277
BAKER,C.	301	EBERHART,F.	162
BALLEW,	239	ELLIS,V.	120
BARGER,R.	158	ERVIN,SHEILA	160
BARNES,TOM	042	ERVIS,J.	036
BENDER,MARGA	216	FAIR,C.	023
BENFORD,KEDD	088	FAIRLEY,JESS	033
BENNETT,S.	187	FINCH,R.	172
BERRY,C.	082	FISHER,SCOTT	321
BIGGS,NICHOL	114	FLANAGAN,K.	083
BONNER,A.	173	FLETCHER,K.	253

Figure 68: Access Directory

PHONE DIRECTORY

The phone directory (see Figure 69) is the same as the access directory, but also contains phone numbers for each tenant, and so can be used to view and print the phone directory.

The right and left-facing arrows allow you to page through multiple page directories.

SPS for Windows - Phone Directory

1 of 16 Total:284 100% 284 of 1741

CHAMBERLAIN
SENTEX
Phone Directory August 16, 2001
Best Database To Test SPSWin

Directory Name Full Name (if different)	Code	Phone Number
A.S.SHEDRICK	170	490-0601
ABDULAHU,M.	101	894-3170
ADAMS,D.	263	553-0073
ADCOX,M.	016	899-5300
ALEANDER,A.	251	893-8950
ALLEN, RAMEY	302	510-9911
AMMON, ROBIN	125	855-8177
ANDERSON, MIC	048	485-9290

Figure 69: Phone Directory

ENTRY CARDS AND CODES REPORT

The Entry Cards and Codes Report (see Figure 70) contains information about entry cards and codes, including:

- Name at unit/directory name, full name (if different), code, code type (card or entry code), and access level.
- If Time Zones have been used to restrict access, a summary of the Time Zones is included at the end of the report

When you select this report, a dialogue box will pop up, asking whether you wish the report to be sorted by name or code. Click Yes to sort by Name; or, No to sort by code.

Name (in UR)	Code	Code Type	Access Level	Time Zone
Test Chain: Unit #1				
ABRAMSON, MIC <i>ABRAMSON, MICHELLE</i>	48164	Card	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
ABRAMSON, MIC <i>ABRAMSON, MICHELLE</i>	65535	Entry Code	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
ADAMS, JOHN	8870	Entry Code	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
ADAMS, JOHN	43233	Card	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
ADEL, MADISON	32245	Entry Code	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
ALLEN, THOMAS	43233	Card	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
ALLEN, THOMAS	65535	Entry Code	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
BAUER, MARK	0123	Entry Code	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
BECK, FRED	0808	Entry Code	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions
BISHOP, DAVID	35634	Entry Code	No Restrictions Doors: 1 and 2	Time Zone: No Restrictions

Figure 70: Entry Cards and Codes Report

UNIT UPDATE STATUS REPORT

Each time you send or receive data, SPSWin gives the set of information a revision number. Revision numbers are sequential—the most recent revision has the highest number.

The Unit Update Status Report (see Figure 71) contains the status of the selected unit update, including:

- Unit Update Outcome Summary (unit name, unit type, update revision, update type) and update outcome).
- Unit Update Outcome Details (unit name, update revision, any hardware or data warnings).

If the data transferred between SPSWin and the unit conflict (e.g., the Firmware ID number differs), this information will appear in the Outcome Details area of the report. See page 96 for more information.

CHAMBERLAIN
SENTEX

SPS for Windows
Update Status Report

Unit Update Outcome Summary

Unit Name	Unit Type	Revision	Update Type	Date	Display Type
Best Database To Test SPSWin	Infinity	3	Send All	10/10/00 3:54:27 PM	Large (Optrex)

Unit Update Outcome Details

Unit Name	Revision	Warning Source Database Value Warning Message	Unit Value Update Result
Best Database To Test SPSWin	3	Additional Name Count 14 Maximum additional names for directory codes exceeded.	0 The extra names will be counted

Figure 71: Unit Update Status Report

Chapter 11: Viewing and Printing Transactions

This chapter will cover . . .

- ❖ [Downloading Transactions](#) Page 82
- ❖ [Viewing and Printing Transactions](#) Page 83

Downloading Transactions

You must be connected to a unit before downloading transactions. For more information on connecting to a unit, refer to page 20.

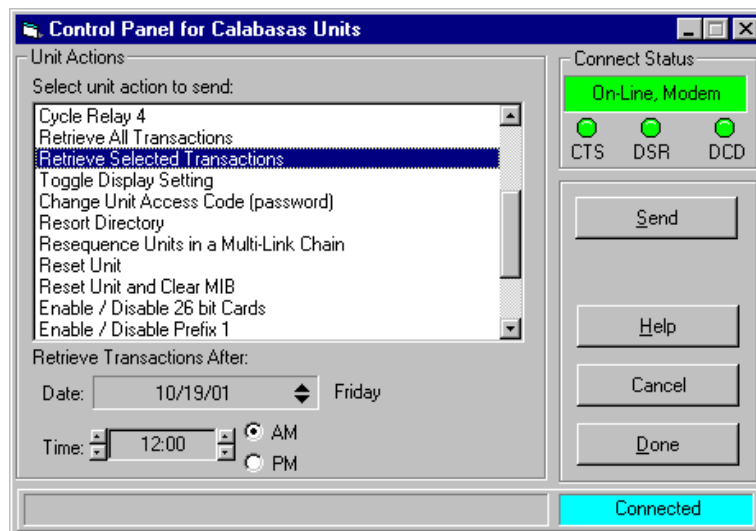


Figure 72: Control Panel Window

- 1 Select the Control Panel button. The control panel will be displayed.
- 2 On the Control Panel window, you may select from the Unit Actions field:
 - **Retrieve All Transactions**
 - **Retrieve Selected Transactions:** you will then be asked to specify the date and time for transactions.

Click on the Send button.
- 3 When you are connected to the unit, the Connect Status box will turn green. Click on any part of the Connect to Unit window to watch the progress of the transaction download.
- 4 When the download is finished, click on the Done button to return to the Connect to Unit window.
- 5 Click on the Disconnect button to disconnect from the unit.

The transactions will be retrieved and stored in separate database. To view and print the transactions, see **Viewing and Printing Transactions** on page 83.

Viewing and Printing Transactions

Retrieved transactions are automatically copied into a Microsoft ACCESS database type file (default name trxwin32.mdb - this name may be changed) for use with the Sentex Windows-based database program called ERMAWin (Event Record Monitoring and Analysis software for Windows).

ERMAWin supports several different types of reports for retrieved transactions. See your ERMAWin manual or help file for details.

To start ERMAWin:

- From your keyboard - press CTRL-E. **OR**
- From the Toolbar, select Tools, then ERMA for Windows. **OR**
- From Windows START button, click Programs – Sentex Applications – ERMAWin.

Chapter 12: Control Panel

The Control Panel replaces the SPS Online feature, and allows you to directly control many unit functions.

This chapter will cover . . .

- ❖ [Using the Control Panel](#) Page 84
- ❖ [Changing the Unit Password](#) Page 86

Using the Control Panel

You must be connected to a unit before using the control panel. For more information on connecting to a unit, refer to page 20.

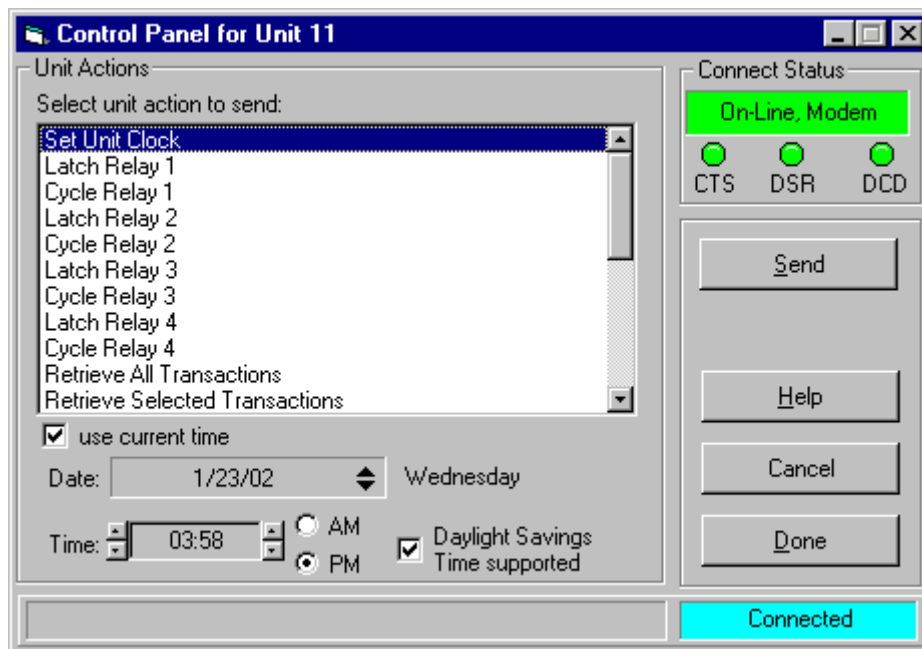


Figure 73: Control Panel Window

- 1 In the Unit Actions field, select the action you wish the unit to perform. Use the scroll bar or the up and down arrows to view all your choices. For a brief description of the Control Panel actions, refer to **Control Panel Actions Reference** on page 93.
- 2 When an action is selected, the Send button becomes active. Click on the Send button to send the command to the unit.
- 3 Repeat steps 1 and 2 until all desired unit actions have been accomplished.
- 4 Click on the Done button to return to the Connect To Unit window.

**NOTES:**

- Sending the Reset Unit command will restart the unit(s) and automatically end the connection.
- **Multi-Link Chains only** – commands are sent only to those units selected in the Connection window.
- Once you are connected, Send commands as quickly as possible. Otherwise, the unit will time out and disconnect.

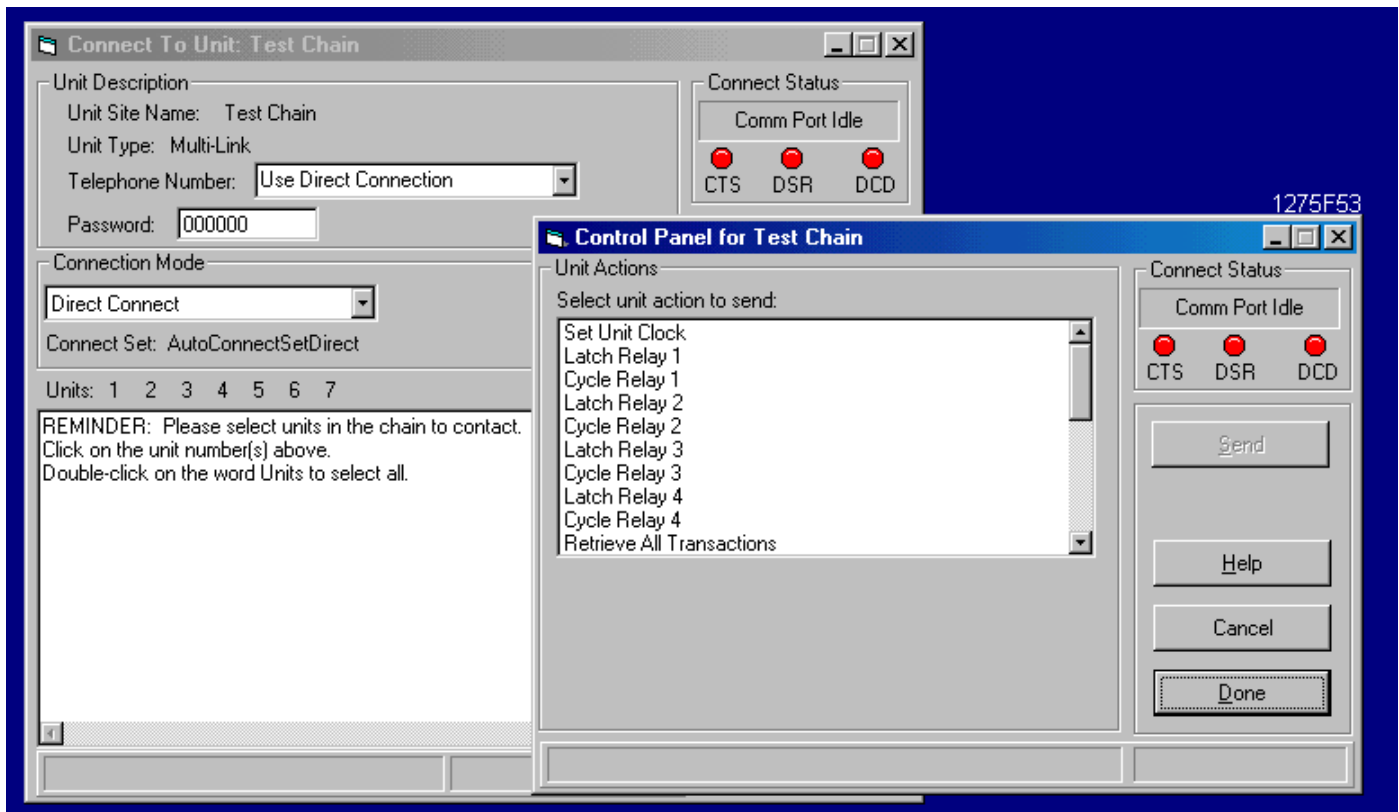


Figure 74: Using the Connect and Control Panel Windows simultaneously



MORE NOTES: To save time while using the Control Panel with a Multi-Link chain, have both the Connection and Control Panel Windows open simultaneously:

- Use the Connect window to select the UNIT where you will send the command.
- Use the Control Panel window to select the command to send.

Changing the Unit Password

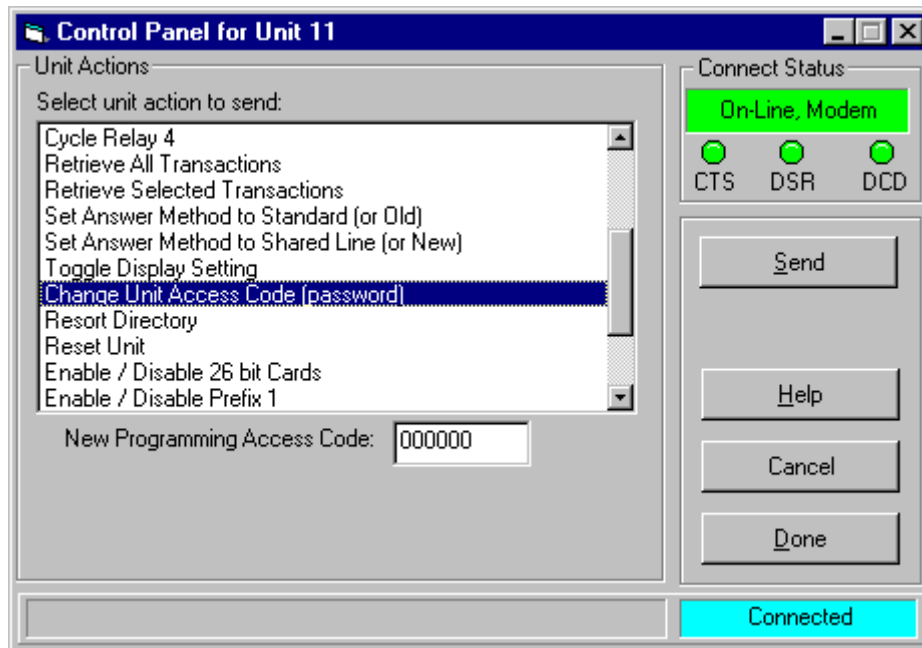


Figure 75: Changing Unit Password (Unit Access Code)

STAND-ALONE UNITS

- 1 In the Unit Actions field, use the scroll bar or the up and down arrows to display the action: "Change Unit Access Code (password)". Select this action.
- 2 In the "New Programming Access Code:" box, enter the password.
- 3 When the action is selected, the Send button becomes active. Click on the Send button to send the command to the unit.
- 4 Click on the Done button to return to the Connect To Unit window.

MULTI-LINK CHAINS

- Commands are sent only to those units selected in the Connection window.
- Only the first unit's password is used to connect to any or all of the units in the chain.

Appendix

This chapter will provide brief explanations of the SPSWin Windows-style menu bars, the Control Panel Actions, and the Merge Conflict Messages.

- To save space, any functions covered elsewhere will be referenced out.
- Those functions not covered elsewhere will be detailed here.

This chapter will cover . . .

- ❖ [SPSWin Main Window Menu Bar](#) *Page 87*
 - ❖ [Unit Definition Window Menu Bar](#) *Page 91*
 - ❖ [Control Panel Actions Reference](#) *Page 93*
 - ❖ [Conflict Definitions \(Unit Update Status Report\)](#) *Page 96*
-

SPSWin Main Window Menu Bar

UNIT	
FUNCTION	DESCRIPTION
N ew	Opens up a unit definition window for a new unit.
O pen	Opens up a unit definition window for an existing unit.
C opy	Copies an existing unit definition.
R ename	Renames an existing unit definition.
S tatus	This command provides unit status information on the selected unit.
D elete	Deletes an existing unit definition.
E xit	Exits SPSWin.


Table 2: Unit Menu Reference

COMMUNICATION	
FUNCTION	DESCRIPTION
C onnect Sets	Displays the Connect Sets and Modem Configuration window (refer to Setting Your Modem Configuration and Connect Set on page 17).
A uto Configure	Displays the Communications Auto Configuration window (refer to Setting Your Modem Configuration and Connect Set on page 17).
C ustom Configure	Displays the Connect Sets and Modem Configuration window (refer to Setting Your Modem Configuration and Connect Set on page 17).
O ptions	Opens the Communications Options screen. Refer to page 22.

Table 3: Communication Menu Reference

REPORTS	
FUNCTION	DESCRIPTION
Unit Detail Report	This report contains a summary of unit information, including Basic Unit Information (unit name, type, and description), Factory Installed Settings, User Adjustable Settings, Holiday Schedule, Auto-Unlock Schedule, Time Zone Schedule, Access Codes Summary (number used/number available), and the Access Codes List. Refer to Unit Detail Report on page 75.
Multi-Link System Report	This report is a unit detail report for a Multi-Link chain, but also contains directory set data, and displays information for the whole chain. Refer to Multi-Link System Report on page 76.
Unit Status Report	This report informs you of the date data was last received from a unit, last sent to a unit, and if data changes to be sent are pending.
Access Directory	Accessing the unit directory allows you to view and print the directory. Refer to Access Directory on page 78.
Phone Directory	The phone directory is the same as the access directory, but also contains tenant phone numbers and directory codes, allowing you to view and print a phone directory. Refer to Phone Directory on page 79.
Entry Cards and Codes Report	This report contains information about entry cards and codes, including name at unit/ directory name, full name (if different), code, code type (card or entry code), and access level. If Time Zones have been assigned to any cards or codes, a summary of the Time Zones is included at the end of the report. Refer to Entry Cards and Codes Report on page 80.
Unit Update Status Report	This report contains the status of the most recent unit update, including Unit Update Outcome Summary (unit name, unit type, update revision and update type), and the Unit Update Outcome Details (unit name, update revision, any hardware or data warnings). Refer to Unit Update Status Report on page 81.

Table 4: Reports Menu Reference

DATABASE	
FUNCTION	DESCRIPTION
Select Database	This feature allows you to select an existing database or create a new database by selecting a name that doesn't exist.
Backup	SPSWin creates a backup file of your SPSWin or ERMAWin database. You may specify the backup database name and directory. NOTE: If your backup fails, your directory may not have enough disk space to hold a copy of the database. Delete the failed copy and back up your database again.
Options	This feature displays the Database Options window, which contains two functions: Housekeeping and Merge. The Housekeeping function allows you to tell SPSWin how many revisions of the unit memory to keep, which is a handy tool for keeping the database size to a minimum. The Merge function is used with the Receive function, and allows you to tell SPSWin which data overrides if conflicting data is received. See Sending Data to a Unit on page 68.
 NOTE: The following functions should be used only under the qualified guidance of your local Sentex Systems dealer.	
Repair It	This and the following function (Compact It) are used to clean up a sluggish or hard-to-open database. This feature should only be used after trying Compact.

Compact It	This function allows you to compact an existing database in order to minimize memory usage and speed up data access. A faulty database must be compacted before it can be repaired.
Rebuild It	Deletes the current database and recreates it, but all data is lost in the process.
Create It	This function allows you to create a new database.
Delete It	This function allows you to delete the current database.
Upgrade Utility	Launches the database upgrade utility. Once the utility has completed its task, you must either re-"Select" the database (from the database menu) or close SPSWin and re-launch it.

Table 5: Database Menu Reference

VIEW

FUNCTION	DESCRIPTION
Toolbar	Selecting this feature displays or hides the SPSWin icon-based toolbar.
Unit Listing	Selecting this feature displays or hides the Existing Sentex Units grid in the SPSWin Main Window.
Getting Started Help	Selecting this feature enables or disables the display of the initial SPSWin help screen, which is seen the first time SPSWin is started. Refer to Chapter 2: Starting SPSWin on page 14. This screen can be removed by un-checking the Show Next Time box, and replaced by checking this feature in the drop-down menu.

Table 6: View Menu Reference

TOOLS

FUNCTION	DESCRIPTION
Security	This feature displays the SPSWin Password screen, which allows you to require, select or change a password. Refer to Chapter 2: Starting SPSWin on page 14.
ERMA for Windows	This starts Event Record and Monitoring and Analysis software for Windows.
Database Upgrade Utility	Launches the database upgrade utility. Once the utility has completed its task, you must either re-"Select" the database (from the database menu) or close SPSWin and re-launch it.

Table 7: Tools Menu Reference


HELP	
FUNCTION	DESCRIPTION
Contents	Displays a list of Help topics.
Search for Help On	Displays a find window to search help topics.
What Next	Provides help on your next step.
Keep Help on Top	When enabled, SPSWin Help will remain in front of all other SPSWin windows.
Technical Support	<p>Selecting this help feature displays a drop-down menu as follows:</p> <ul style="list-style-type: none"> ■ How to Contact: Advises contacting local dealer for technical support. ■ Trace: * Displays the Trace Options window, a list of program functions that can be selected to create a log of SPSWin program activity, and creates a file named "spswin32.dbg". NOTE: The factory default for Trace functions is None. ■ Dump Unit Revision: * Displays the Select Unit Update Revision screen, used by tech support to select the unit update revision to be dumped to file "shortname.dbg". ■ Dump Transition Image: * Displays a list of transactions received from a unit or Multi-Link chain. This feature can be used for troubleshooting. <p> * NOTE: These features should only be used under the guidance of qualified technical support personnel.</p>
About SPSWin	Displays the software's revision, release date, and full path of the EXE files and databases.

Table 8: Help Menu Reference

Unit Definition Window Menu Bar

DEFINITION

FUNCTION	DESCRIPTION
S ave	This command saves Unit Definition data entered in the window.
D elete	This command deletes the current Unit Definition.
A dd Unit to Set (Multi-Link Only)	Adds unit into multi-link chain.
D elete Unit from Set (Multi-Link Only)	Removes unit from multi-link chain.
S ave A s	This command saves an existing Unit Definition data as another unit name. This is a valuable tool when several similar units must be entered in the SPSWin database.
C lear A ll	This command deletes all unit data from an existing Unit Definition.
C lose	This command closes the Unit Definition window and returns you to the SPSWin Main Window.

Table 9: Definition Menu Reference

ACCESS CODES

FUNCTION	DESCRIPTION
N ew	This command allows you to create a new entry code or code group. Refer to Access Codes on page 47.
C lear A ll U nsaved C odes	This command deletes all directory, entry and card codes that were entered but not yet saved. Refer to Access Codes on page 47.
D elete	This command displays the Delete Access Codes screen. Refer to Access Codes on page 47. The Delete Access Codes screen gives you a choice of: <ul style="list-style-type: none"> <input type="checkbox"/> Delete the Current Access Code Record <input type="checkbox"/> Delete All Access Code Records <input type="checkbox"/> Delete All of the Following Checked Items: <ul style="list-style-type: none"> ✓ Directory Codes ✓ Entry Codes ✓ Card Codes
U ser-Defined F ields	This feature allows you to specify up to 5 User Defined notation fields on the Access Codes page, and is useful for keeping track of and recording information on high-profile clients. Refer to Access Codes on page 47.
S earch	This is an access code search function that allows you to specify both the data field and the condition (is equal, begins with, ends with, greater than, or less than). Refer to Access Codes on page 47.
S ort	This function allows you to sort access codes by name, directory name, directory code, entry code and/or card code. Refer to Access Codes on page 47.
E ntries to L oad	Enables you to set the number of viewable entries on the Access Codes page.
C ommercial D isplay E nabled	Enables you to enter "long" directory names that have more than 13 characters. Use only if the unit's firmware supports commercial display capability.

Table 10: Access Codes Menu Reference

ACCESS CONTROL

FUNCTION	DESCRIPTION
<u>A</u>ccess Levels	Selecting this function displays the Access Levels page of the Unit Definition Window. Refer to Access Levels on page 45.
<u>T</u>ime Zones	Selecting this function displays the Time Zones page of the Unit Definition Window. Refer to Time Zones on page 36.
<u>S</u>chedules	Selecting this function displays the Schedules page of the Unit Definition Window. Refer to Schedules on page 39.
<u>H</u>olidays	Selecting this function displays the Holidays page of the Unit Definition Window. Refer to Holidays on page 43.

Table 11: Access Control Menu Reference**COMMUNICATION**

FUNCTION	DESCRIPTION
<u>C</u>onnect	Selecting this feature displays the Connection page of the Unit Definition Window. Refer to Chapter 6: Receiving Data from Unit (page 29), Connecting to a Unit (page 20), Chapter 11: Viewing and Printing Transactions (page 82), and Chapter 12: Control Panel (page 84).

Table 12: Communication Menu Reference**HELP**


FUNCTION	DESCRIPTION
<u>C</u>ontents	Displays a list of Help topics.
<u>S</u>earch for Help On	Displays a find window to search help topics.
<u>T</u>race *	Displays the Trace Options window, containing a list of program functions which can be selected to create a log of SPSWin program activity. NOTE: The factory default for Trace functions is None.
<u>D</u>ump Unit Revision *	Displays the Select Unit Update Revision screen, which allows you to select the desired unit update revision, which will then be dumped to a file at <spswin path><shortname.dbg>.
 * NOTE:	These features should only be used under the guidance of qualified technical support personnel.
<u>S</u>how Hints	Displays a window with tips on how to use the function of the relevant page.
<u>W</u>hat Next	Provides help on your next step.

Table 13: Help Menu Reference

Control Panel Actions Reference

ACTION ITEM	ACTION DESCRIPTION
Set Unit Clock	Allows you to set the clock at the unit. An accurate clock is critical to the proper use of Time Zones and Schedules.
Latch Relay 1/2/3/4	Relay 1/2/3/4 will activate until you send a Cycle Relay command.
Cycle Relay 1/2/3/4	Relay 1/2/3/4 will activate (turn on) and then de-activate (turn off).
Retrieve All Transactions	Downloads all the transactions to the SPSWin database. For more information, refer to Downloading Transactions on page 82.
Retrieve Selected Transactions	Allows you to specify which transactions to receive. For more information, refer to Downloading Transactions on page 82.
Set Answer Method to Standard (or Old)	One of two answer modes. Enable with a stand-alone unit, Multi-Link system, or stand-alone units not sharing the same telephone line. For more information, refer to Connecting to a Unit on page 20.
Set Answer Method to Shared Line (or New)	One of two answer modes. Not supported in Multi-Link systems. Use when more than one stand-alone unit shares one telephone line. For more information, refer to Connecting to a Unit on page 20.
Toggle Display Setting	For units with large displays: Toggles between Sharp and Optrex. For units with small displays: Toggles between 2x20 and 2x14. Use this command if the text on your display is illegible.
Change Unit Access Code (password)	Allows you to change the unit's password. For more information, refer to Changing the Unit Password on page 86.
Resort Directory	Use this command if the directory names are not displaying in alphabetical order.
Reset Unit	Sending the Reset Unit command will restart the unit(s) and automatically end the connection.
Enable / Disable 26 bit Cards	Enables or disables the use of 26 bit cards. This feature will not affect 30 bit cards if used.
Enable / Disable Prefix 1	Enables or disables the Prefix 1 feature. When enabled, the Infinity system will automatically dial a leading "1" when dialing a telephone number that is exactly 10 digits in length.
Enable / Disable Speech	This optional feature enables you to remotely program a unit with voice feedback via a touch-tone phone. This feature is not an option for newer telephone interface boards (e.g., 329 board).
Enable / Disable Multi-Entry	This command must be enabled for units linked to the same telephone line.
Enable / Disable Large Transaction Memory	If your system's transaction memory capacity has been upgraded, this command must be enabled.
Enable / Disable Battery-Backed Clock	Enables or disables the battery-backed clock. When enabled, the battery-backed clock will continue to function when power is disrupted.
Enable / Disable Alarm Calling	Enables or disables the alarm call feature. An alarm call causes a unit to call a pre-programmed number and indicate that an alarm condition exists. This feature is not available in Canada.

Table 14: Control Panel Actions Reference

Merge Options (Data Results Reference)

This section will aid you in understanding how the merge options differ from one another. SPSWin's merge feature enables you to resolve data conflicts that occur when you merge data received from a unit with data already stored in the SPSWin database.

Table 15 (next page) provides data results for three download scenarios (one for each merge option). Refer to the table to better understand what will happen to downloaded data with a particular merge option enabled.

READING THE TABLE

The top half of the table contains data types (under Settings and Access Codes) and sample data (under Data in SPSWin and Data in Unit).

- **Settings:** This column reflects the type of data that will be downloaded when you perform a *Receive Settings* or *Receive All* command. When you Receive Settings, SPSWin will download only the type of data listed in this column. When you Receive All, SPSWin will download the type of data listed in the Settings and Access Codes columns.
- **Access Codes:** This column reflects the type of data that will be downloaded when you perform a Receive All command. When you Receive Settings, SPSWin will not download the type of data listed in this column. When you Receive All, SPSWin will download the type of data listed in the Settings and Access Codes columns.
- **Data in SPSWin:** This is sample data that exists in an SPSWin database before data is received. When this data merges with the Data in Unit column, the resulting data appears in the bottom half of the table (depending the selected Merge Option and Receive Method).
- **Data in Unit:** This is sample data that exists at a unit. When this data merges with the Data in SPSWin column, the resulting data appears in the bottom half of the table (depending the selected Merge Option and Receive Method).

The bottom half of the table contains the results of the sample merged data (from the Data in SPSWin and Data in Unit columns). The results differ based on the selected Merge Option and the Receive Method (Receive Settings or Receive All).

- **SPSWin Database Overrides:** Values stored in the SPSWin database will override any conflicting data received from the unit.

Example: Directory Code Length is "3" in SPSWin database, but "4" at unit. SPSWin will override; the length will be set to "3".
- **Unit Data Overrides:** Data received from the unit will override any conflicting values stored in the SPSWin database.

Example: Directory Code Length is "3" in SPSWin database, but "4" at unit. Unit will override; the length will be set to "4".
- **Use Unit Data Only:** Use only the data stored in the unit. All values stored in the SPSWin database will be discarded.

Example: Directory Code Length is "3" in SPSWin database, but "4" at unit. The value in SPSWin will be deleted before the merge; the length will be set to "4".

SETTINGS	ACCESS CODES		DATA IN SPSWIN		DATA IN UNIT	
Directory Code Length			3		4	
Number of Keypad Errors			4		5	
Rings Before Answer			6		3	
Talk Time (in seconds)			No Data (Blank)		250	
PBX Digit			7		9	
Dialing Type			Tone Dial		Pulse Dial	
Relay Activation Time			Relay1 10 Relay2 08		Relay1 05 Relay2 05	
Messages			Default		Non Default	
	Directory Code (1)		Dir. Code 4332, P# 555-1234		Dir. Code 4332, P# 555-0090	
	Directory Code (2)		Dir. Code 8990, P# 555-4545		Dir. Code 8990, P# 555-4545	
	Directory Code (3)		Dir. Code 1010, P# 555-1111		---	
	Directory Code (4)		---		Dir. Code 2222, P# 555-4321	
	Entry Code (1)		Entry Code 332, Time Zone 1		Entry Code 332, Time Zone 2	
	Entry Code (2)		Entry Code 500, Time Zone 0		---	
	Entry Code (3)		---		Entry Code 600, Time Zone 1	
MERGE OPTION* →	SPSWIN		UNIT		UNIT ONLY	
Receive Method →	Receive Settings	Receive All	Receive Settings	Receive All	Receive Settings	Receive All
Directory Code Length	3	3	4	4	4	4
Number of Keypad Errors	4	4	5	5	5	5
Rings Before Answer	6	6	3	3	3	3
Talk Time (in seconds)	250	250	250	250	250	250
PBX Digit	None	None	9	9	9	9
Dialing Type	Tone	Tone	Pulse Dial	Pulse Dial	Pulse Dial	Pulse Dial
Relay Activation Time	Relay1 10 Relay2 08	Relay1 10 Relay2 08	Relay1 05 Relay2 05	Relay1 05 Relay2 05	Relay1 05 Relay2 05	Relay1 05 Relay2 05
Messages	Default	Default	Non Default	Non Default	Non Default	Non Default
Directory Code (1)	No Codes Received	Dir. Code 4332 P# 555-1234	No Codes Received	Dir. Code 4332 P# 555-0090	No Codes Received	Dir. Code 4332 P# 555-0090
Directory Code (2)	No Codes Received	Dir. Code 8990 P# 555-4545	No Codes Received	Dir. Code 8990 P# 555-4545	No Codes Received	Dir. Code 8990 P# 555-4545
Directory Code (3)	No Codes Received	Dir. Code 1010 P# 555-1111	No Codes Received	Dir. Code 1010 P# 555-1111	No Codes Received	---
Directory Code (4)	No Codes Received	Dir. Code 2222 P# 555-4321	No Codes Received	Dir. Code 2222 P# 555-4321	No Codes Received	Dir. Code 2222 P# 555-4321
Entry Code (1)	No Codes Received	Entry Cde 332 Time Zone 1	No Codes Received	Entry Cde 332 Time Zone 2	No Codes Received	Entry Cde 332 Time Zone 2
Entry Code (2)	No Codes Received	Entry Cde 500 Time Zone 0	No Codes Received	Entry Cde 500 Time Zone 0	No Codes Received	---
Entry Code (3)	No Codes Received	Entry Cde 600 Time Zone 1	No Codes Received	Entry Cde 600 Time Zone 0	No Codes Received	Entry Cde 600 Time Zone 1

Table 15: Merge Data Results for Different Download Scenarios



NOTE: * Merge Option four (4) is not yet supported.

Conflict Definitions (Unit Update Status Report)

If the data transferred between SPSWin and the unit conflict (e.g., the Firmware ID number differs), this information will appear in the Outcome Details area of the report. The conflicting data type may appear as a vague combination of characters and numbers (e.g., DirDial0, MaxNameCharsDC, etc.). To understand the meanings of these data types, use the table below as a reference.

FIRMWARE SETTINGS

CONFLICT DESCRIPTION	DATA TYPE
FIDNumber	Firmware Identification Number
MaxDirectoryCodes	Maximum Directory Code Capacity
MaxPrimaryPhones	Maximum Number of Unique Directory Codes
MaxCodes	Maximum Entry and Card Code Capacity
CardsEnabled	Card Feature Enabled
CodesEnabled	Entry Code Feature Enabled
FullFunctionCodes	Full Function Codes support cards, codes, and time zones.
NamesEnabled	Names Stored in Entry Code/Card Records
MaxAdditionalNames	Maximum Number of Additional Names with Directory Codes
MaxNameCharsDC	Maximum Number of Characters in Name of Directory Code
MaxNameCharsEC	Maximum Number of Characters in Name of Entry Code
NumDir	Number of Directory Codes Used
NumCodes	Number of Entry Codes Used
BegCod	Memory Integrity Issue
LstRec	Memory Integrity Issue
NumPrimaryPhones	Number of Unique Directory Codes Used
NumPhones	Number of Directory Codes Used
NumCardsCodes	Number of Card Codes Used

USER SETTINGS

CONFLICT DESCRIPTION	DATA TYPE
CardsEqualCodes	Feature that enables cardholders to enter card number at keypad as an entry code.
TalkTime	Length of time visitor can talk to tenant.
MaxKeypadErrors	Number of keypad errors before unit stops accepting codes for 3 minutes and, if enabled, closes a relay or places an alarm call.
PBXDigit	The digit to dial for PBX system.
FacilityCode	Facility Code associated with a group of cards.
SystemOptions	Options such as enabling 26-bit cards, extended transaction buffer, prefix 1, etc.
PasswordBuffer	Unit Password
AlarmCallEnabled	If enabled, alarm condition that produces an alarm call to a specified number.
AlarmCall	Number to call when alarm condition occurs.
Rings	Rings Before Answer - Number of rings before unit answers the phone/modem.
AntiPassback	Anti-Passback - Enabled or Disabled

CONFLICT DESCRIPTION	DATA TYPE
DialingType	Pulse or Tone
MaxDirectoryDigits	Maximum Number of Digits in Directory Code
MaxCodeDigits	Maximum Number of Digits in Entry Code
TransactionOptions	Controls types of transactions stored at the unit.
ExecutiveOptions	Only applies if system uses Executive Codes
DirDial0	Horizon Systems Only: 0 dials displayed directory code.
LongPhoneNumbers	Phone Numbers with 10 Digits
RelayConfig	Relay Settings
DisplayTypeSetting	Sharp or Optrex, Medium or Small
EmergencyPhone	Horizon Systems Only: Alarm Call Number
JumpMiddleDisplay	Horizon Systems Only: Navigation Feature for Directory Codes
AnswerMethod	Old or New, Standard or Shared Line

CHAMBERLAIN

SENTEX[®]

COPYRIGHT © 2002, ALL RIGHTS RESERVED

www.sentexsystems.com

This document is protected by copyright and may not be copied or adapted without the prior written consent of Sentex Systems. This documentation contains information proprietary to Sentex and such information may not be distributed without the prior written consent of Sentex. The software and firmware included in the Sentex product as they relate to this documentation are also protected by copyright and contain information proprietary to Sentex.

FOR TECHNICAL SUPPORT, PLEASE CONTACT YOUR LOCAL SENTEX SYSTEMS DEALER.