VP1000 & VP4000 Windows software

The Vprox Windows software is designed to allow the main features of the VproX1000 & VP4000 CPU to be carried out from a PC. The main features include:-

Main Page showing the last five users of the system, the open or closed state of the 20 main doors (Using either door monitoring or relay monitoring), an optional photograph of the last user, a number of buttons to access other screens within the system and a status/information bar to show information relevant at that time.

User Log :

- Facility to view all access information.
- Save the information into up to 20 different tables.
- Download the last 1000 users of the system from the CPU
- Search for a single key number.
- Search for a single user name.
- Search for a single door
- Search for accepted or denied keys
- Search for a single time frame
- Search for a single date or group of dates
- Search for a combination of the above
- Print a report of all users or of active search.
- Test a key
- Delete a tables contents or the complete table

Setup :

- Select which communication port is connected to the CPU
- Select how many doors are connected to the system
- Program the door open times for the four main doors
- Program the four access control time bands
- Add, edit, and delete users on the system
- Upload and download from the CPU
- Asign labels to the doors to allow the door to be identified.
- Test a key
- Clear all users from the system.
- Program the alarm relay time
- Program the on-board CPU clock time and date
- Setup user log download requirements
- Enable or disable the door monitoring facility

User list :

- View a list of the users programmed into the system. Information shown includes users name, key number, access level, access time band and unit number.
- Find out how many users are programmed into the system.
- Print a list of the users on the system.

Key Options (VP4000 ONLY) :

- Setup oneshot keys
- Setup/monitor key credit facilities
- Setup key expiry dates
- Setup an inform me when that key is used
- Use a quick key add, delete, enable or disable facility

Installation :

To install the program run SETUP.EXE from the root directory on the CD. After the setup is complete, the Vprox program will appear in the start menu on your computer.

The first time the program is run it will ask for the communication port the CPU is connected to and the number of doors on the system:-

Communication port setup

The communication port on the side of the Vprox CPU (Labelled RS232) should be connected to a spare communications port on the PC by means of a serial cable. When you run the program for the first time, it will prompt you to select the communications port. Simply click on the port number you have connected the Vprox CPU too (i.e. Com1, Com2, Com3 or Com4) and click OK.
The program will remember the communication port so this should not need to be done again unless the communication port is changed. To change the communication port :
- From the main screen select SETUP
- Select the port settings tab
- Select the new communications port and click OK

Number of doors

To setup the number of doors on the system :
- From the main screen select setup
- Select the No. of doors tab
- Select the number of doors and press OK

Welcome screen
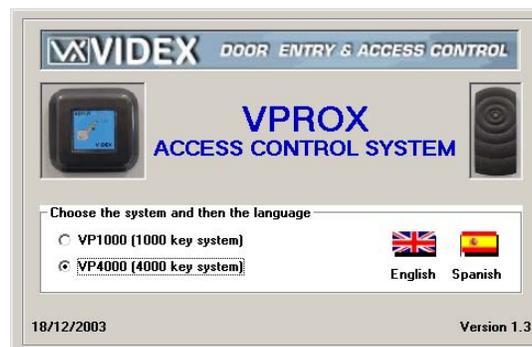
1. From the welcome screen it is possible to select which CPU you have. This will either be the VP1000 or the VP4000 (It is important to select the correct one otherwise the program may not function correctly).

2. Once the CPU type has been selected, select the language by clicking on the appropriate countries flag.

3. The welcome screen will then be replaced by the 'main screen' after a short delay.

Main screen

From the main screen it is possible to view the last five users of the system. It will show the door they used, whether they were excepted through the door or not, there key number and the time/date they used the system. The last users line will

be shown in green if they entered the building and red if they were denied access. A photo of the last user can also be shown.
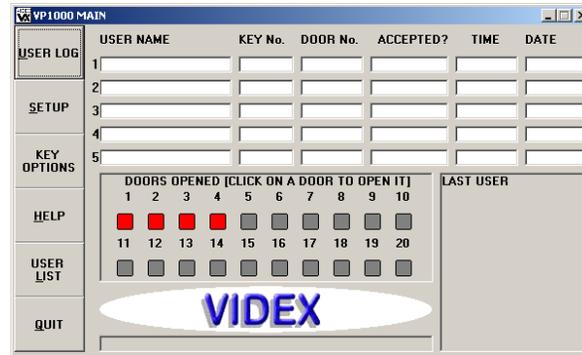
Depending on whether the door monitoring facility is enabled or disabled, the main screen can show the state of the door relays (disabled) or the state of the doors using a door monitoring interface (VP4000 only). (Either active/open [Green] or not active/closed [Red]).
Double clicking on the door number on the screen will also open the door for the pre-programmed time (VP4000 only).

The status bar at the bottom of the screen will show useful information such as when a door has been opened, when automatic updates are taking place and when functions are being carried out in the back ground such as automatically removing an expired key.

To the right of the screen are a number of buttons which allow you to navigate through the system :
User log :   From here you can view a log of the users on the system. It is also possible to download the last 1000 users from the CPU.
Setup :   From here it is possible to setup the system as well as add, edit and delete users.
Key Options: Advanced user options only available on VP4000.
User List : This screen will give you a list of all the users currently programmed into the system.
Help :   This is what you are reading now.

User Log

The user log is a database containing records of all the users who have used the system.

For each user the following information is recorded :
• User name
• Key number
• Door number accessed
• Was access granted or denied?
• Time of access
• Date of access

From the user log page it is possible to download the last 1000 log entries from the Vprox CPU. To do this simply click on the download drop down menu and choose either to download to the existing table or a new table.

To the left of the screen there is a scroll bar to navigate the database.
The database has no limit to the number of records it can hold. So a DELETE facility is also available to remove all records or a complete table to prevent the database using valuable hard drive space. To prevent unauthorised deleting of records it is necessary to enter your master code before deleting can commence (This feature only works while connected to the CPU).

Using the search facility it is possible to show only the records that comply with your requirements. For example you may only want to view keys that were used on door 3 on a particular date or view the doors that were accessed by a particular person or key number. The search page is shown below:-

After completing a search, to show all records simply click on SEARCH – SHOW ALL.
If a hard copy is required click on FILE - PRINT. A standard print dialogue box will appear. Simply choose the printer and press print.

Tables

Tables are used to store all the user logs. Up to 20 tables can be created which can be accessed through the USER LOG page.
- o   To switch between tables, from the drop down menu select FILE – SWITCH TABLE.
- o   To delete a table, from the drop down menu select DELETE – TABLE (You wil be prompted for the master code. This function only works when connected to the CPU)
- o   To create a new table (max 20), from the drop down menu select FILE – NEW TABLE

Setup

The setup page is split into the following sections :
Port Settings [Choose the communications port which is to be connected to the Vprox CPU] as shown on page 1
No. of Doors [Choose how many doors are on the system] as shown on page 2
Door Open Times [Set the door open times for the four main doors and the alarm relay time]
Time Bands [Set the four optional time bands]
Users [Add, Edit or Delete users from the system]
Download [Download the programming information stored in the Vprox CPU]
Upload [Upload the information stored in the PC back to the Vprox CPU]
Clear all users [Completely removes all users from the system]
Test a key [Check to see if a key is programmed into the system].
Advanced Settings Only available on the VP4000 system

Door open times

The door open times for doors 1 to 4 can be programmed to anything from 1 second to 255 seconds. All other doors can not be programmed via the PC. To change the door open times :

- From the main screen select setup
- Select the Door open times tab
- Enter the door open times in the boxes shown (i.e. 5 seconds = 5)
Note : A full upload will be required before these new settings will become active.

Alarm relay time

The alarm relay time is the time the alarm relay on the CPU will stay active for. The alarm relay activates if a key that is not programmed or does not have access through a certain door is used consecutively five times or when door monitoring is active, when a door remains open longer than a pre-set time.
To change the alarm relay time :
- From the main screen select setup
- Select the Door open times tab
- Enter the time in the box provided(i.e. 10 seconds = 10)
Note : A full upload will be required before these new settings will become active.

Time bands

There are four time bands available on the Vprox system. These are labelled A, B, C & D. Each time band has a start time, a stop time and a day option. The day option means the time band can be set to work on all days, a single day, week days or weekends.
To change the time bands :
- From the main screen select setup
- Select the Time bands tab
- Use the drop down menus to select the times and days for each of the four time bands.
Note : A full upload will be required before these new settings will become active.

Download from Vprox CPU

It is necessary to download from the CPU every time you run the program. This is to prevent accidental loss of keys due to the possibility that the CPU information has been changed since the last upload from the PC.
The following information is downloaded :
- Programmed keys and access levels
- Door open times
- Time bands

To download from the Vprox CPU :
- From the main screen select setup
- Press Download from CPU.
- A password box will appear. Enter the CPU master code (Factory default is 11111111). But this may have been changed at the time of installation. The master code can only be changed from the CPU.
- After entering the master code, press OK.
- If the master code is correct, the progress of the download will be shown across the bottom of the screen.
Once the download is complete, all information from the CPU will be saved to the PC.

Upload to Vprox CPU

It is necessary to upload to the CPU every time you add, edit or delete keys and when ever changes are made to door open times and time bands.
NOTE : On the VP4000, an upload is not required for single key add, edit or deleting.
To Upload to the Vprox.
From the main screen select setup
- Press Upload from CPU.
- A password box will appear. Enter the CPU master code (Factory default is 11111111). But this may have been changed at the time of installation. The master code can only be changed from the CPU.
- After entering the master code, press OK.
- If the master code is correct, the progress of the upload will be shown across the bottom of the screen.
Once the upload is complete, all information from the PC will be saved to the CPU.

Add a new user

Adding a user requires the use of a reader module to read the key that is to be programmed into the system. Before you can add users you must first download from the CPU if you have not already done so.

To add a user to the Vprox :
- From the main screen select setup
- Select the Users tab
- Select Add a new user.
- A new box will appear which will allow you to either press a button to show the next available key number or use a drop down menu to show all available key numbers from which to choose one.
- Once a key number has been selected, press the OK button.
- A red window will appear which will ask you to put the key on the reader.
- Once the key has been read the window will go green.
-
  - o At this point you will be asked to enter the users details which consist of :
    - The users name
    - The time band A, B, C, D or N for no time band
    - The unit number (Between 1 & 99 for apartment doors)
    - Path to users photo (Optional facility to add a users photo to the system) (*)note
    - Door access, (Select which door they may or may not use) The red and green buttons allow quick selection of all doors (green) or quick de-selection of all doors (red).
  - o After entering all the detail, press the Update database button to save the entry.

At this point you can either go back and add another key or upload (if required) the information to the CPU.

(*)note: The users photo should be stored on the computer as either a JPG or BMP image.

Edit a user

When editing a user you can change the users name, there time band, there photo ID, there access level and there unit number. Before you can edit users you must first download from the CPU if you have not already done so. To edit a user:
- From the main screen select setup
- Select the Users tab
- Select Edit a user.
- A new box will appear which will allow you to either search for the user you wish to edit by user name or by key number.
- Once a user has been selected, press the OK button.
- The users details will appear on the screen. It will now be possible to edit them.
- After entering all the detail, press the Update database button to save the entry.

At this point you can either go back and edit another user or upload the information to the CPU.
NOTE : On the VP4000, an upload is not required for single key add, edit or deleting.

Deleting a user

Deleting a user will completely remove them from the system. Before you can delete users you must first download from the CPU if you have not already done so. To delete a user :
- From the main screen select setup
- Select the Users tab
- Select Delete a user.
- A new box will appear which will allow you to either search for the user you wish to delete by user name or by key number.
- Once a user has been selected, press the OK button.
- The users details will appear on the screen. A message box will appear asking you if you are sure you want to delete the user.

At this point you can either go back and delete another user or upload the changes to the CPU.
NOTE : On the VP4000, an upload is not required for single key add, edit or deleting.

Test a key

If a key needs to be tested to ascertain if it has been programmed onto the system and if so what key number it is, click on the TEST A KEY button. In the new window click on the START TEST button and follow the on screen messages. This procedure can be repeated as many times as necessary by pressing the START TEST button. When finished simply press end to return to the previous page.
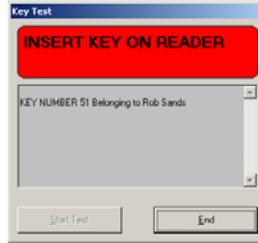
Clear all users

Using this facility it is possible to remove all keys from the CPU. Once this has been completed it will not be possible to recover the information. To carry out the procedure the correct master code must be entered after which the deleting of all keys will commence.

Advanced Settings

The advanced settings page is only available for the VP4000 system. It enables the following options:-

- Update the CPU time and date.
Simply press the **Update the CPU Time & Date to match the PC** button. The CPU's Time and Date will be sincronised to the PC's Time and Date.

- Use either the PC Time and Date or the CPU Time and Date
When a key is logged, the Time and Date logged with the key can be set to either the CPU's clock or the PC's clock Using the PC's clock will allow key times to be to the nearest second opposed to the nearest minute and will also allow the storing of the year.
NOTE: It is recommended to change to a new table when changing this setting because it will not be possible to search a table containing both date formats.

- **User log download options**
When downloading from the CPU it is possible to set the down load to only retrieve the information after the Date/Time of the last entry in the current table, the Date/Time of the last download or retrieve all information. This feature helps prevent duplicated data being downloaded from the CPU.

- **Door monitoring setup**
Door monitoring interface modules are required to use this facility (one required for every four doors). These modules will allow door contacts to send data back to the CPU which can then be passed back to the PC. The PC has the facility to display the status of a door (Open or Closed) on the main screen. Additionally a door open time can be set which when exceeded will activate the alarm relay on the CPU and flag a message up at the PC.

User List

The user list contains a list of all the users currently programmed into the system along with their key numbers. It also shows the number of users on the system.

Navigating through the users is by means of a NEXT and BACK button. Each page will show 15 users. Press the NEXT button to show the next 15 users, press the back button to show the previous 15 users. Press the PRINT button to obtain a hard copy.

Key Options (VP4000 ONLY)

To access the key options page you must first enter the master code (this page is only accessable when connected to the CPU). From this page it is possible to carryout the following:-

- **INFORM ME WHEN**

When keys on this page are added to the selected box, a reminder will be flagged up on the PC the next time that key is used. This is a useful feature for a porter or concierge when they need to be informed when a user enters the building. The reminder will inform the porter that the user has entered the building and by which door they arrived.
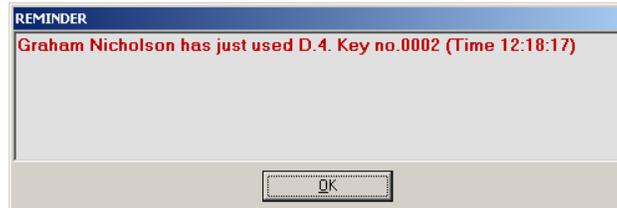
- **ONESHOT**

A one shot key can only be used once after which it is automatically deleted from the system.

- **QUICK KEY**

The Quick Key page will allow a key to be Added, Deleted, Enabled or Disabled quickly.
Note: Only the basic facilities can be programmed on this page, for more option use the main setup page.

- **ADD A KEY**

To add a key first enter the name of the person the key is for then select the doors they will have access through and then press add.
An Add key box will appear. Select the key number required then press OK. Present the key to the reader when asked.

- **DELETE OR DISABLE A KEY**

When a key is deleted it will be completely removed from the system and can not be re-enabled in the future. A disabled key will not be deleted from the system but will have no access to any doors.
To delete or disable a key first select it from the drop down box and then press either DELETE KEY or DISABLE KEY.

- **ENABLE A KEY**

If a key has previously been disabled it can be re-enabled by selecting the key from the drop down box, then selecting the doors the key will have access through and then pressing ENABLE.

- **KEY EXPIRY**

The key expiry page will allow a key to be setup for a limited time or a limited number of uses. By giving a key a number of credits and selecting how many credits should be used for each door a key will have a limited number of uses. When all the credits are used the key will automatically be disabled. It is possible to go back and top up the credits if needed. Alternatively an expiry date can be entered which when reached will disable that key (The key will expiry at 23.59 that day).
To edit a keys expiry information first select the key from the drop down box. To enable credits tick the credits enabled box and enter the number of credits required and then click UPDATE. Alternatively to enter an expiry date simply select the expiry date in the drop down boxes and then click update. (To remove an expiry date press clear and then update).

Minimum system required

The VP4000 software is designed to operate on a Windows based PC with the following minimum specification :
- Pentium processor 233MHz personal computer or higher.
- Windows 95 or later
- 16MB RAM Memory
- CD-ROM Drive
- SVGA, 16 bit colour
- Spare serial communications port