

PLAN200

Stand-alone/PC Networkable Access Control Panel

Operator Guide

PLAN200 2-READER ACCESS CONTROL SYSTEM

Operator Guide

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Introduction

Introduction to conventions used throughout this manual.

This manual assumes very little understanding of access control systems in general, however, some areas of the panel operation (such as networking and connection to a PC for printing purposes) will require a basic knowledge of Computers and the Microsoft Windows operating system. It is intended for guidance on the operation of **PLAN200** Access Control panels only. For specific information that you may need about your installed system which will include other peripheral equipment (such as Card Readers, Locks and exit devices), please refer to your system provider or other documentation supplied.

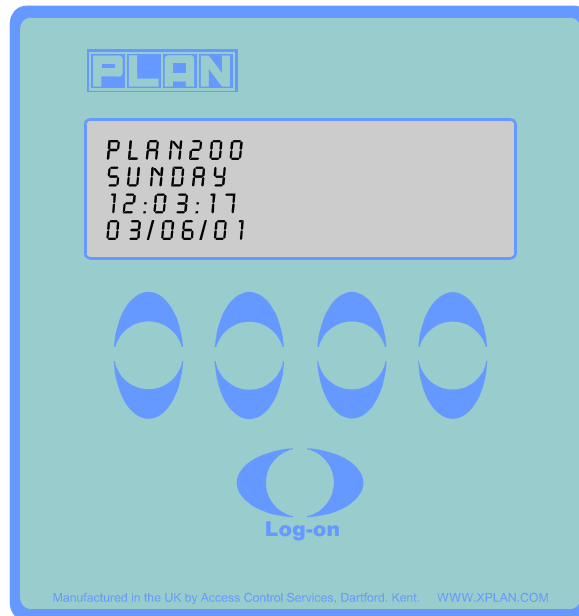
For speed and ease of understanding the PLAN200 will be referred to in this document as the 'System', and the personnel who administrate the system will be referred to as 'Operators' or 'Users'. The term 'Cardholder' will refer to a general card carrying member of staff.

Note:-, Tips, Notes, or Definitions are occasionally printed in the left-hand margin (like this). These are there to provide additional information which is related to the subject which is being discussed in the main text.

The PLAN200 uses a dynamic interface in which the function of the four 'control' keys will change throughout the programming process. In each case the function (if any) of these keys is indicated on the system display, immediately above the relevant key. Where an instruction includes a key name within angled brackets "<...>", this means that the operator must press the keys specified, however, if the system requires entry of a specific text string, this will be printed in upper-case within inverted commas.

Normal Operation

If no users are 'logged-on' and provided that the system is operational and power is applied, the main display will indicate the current day, time and date...

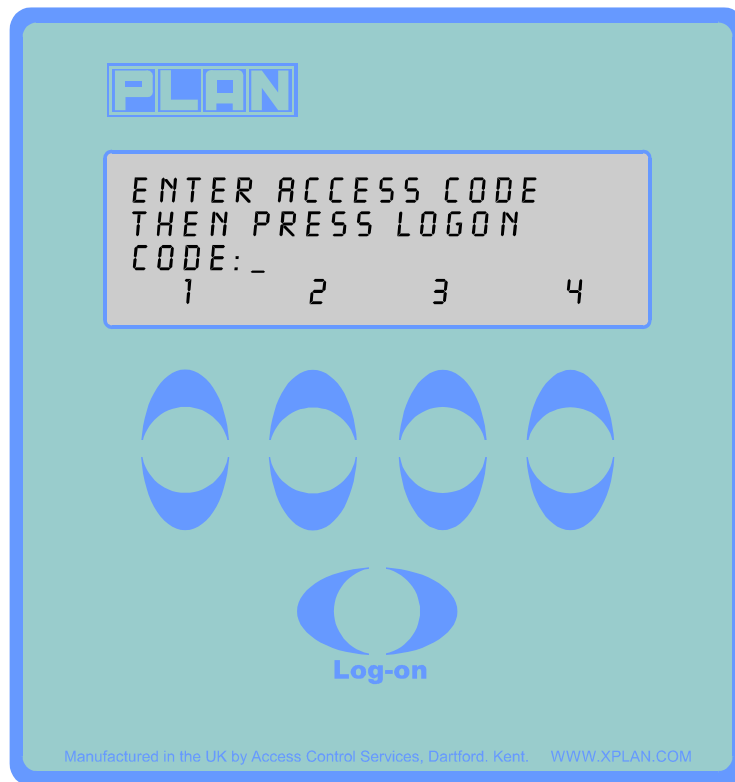


It can be seen above that, in this mode, none of the control keys have any specified function, however, pressing any key will cause the system to prompt for an Access Code. (See **Logging-on**).

Logging On

Before any of the system editors can be accessed, the operator must first "Log-on" to the system.

To Log-on to the system, simply press any of the front panel menu keys... this will cause the system to display the log-on prompt - shown below. If Logging-on to a new system for the first time, or if no password records have been set-up, type in the default code "1234", then, press <Log-on>. If the code is valid, the main system editor menu will be displayed.



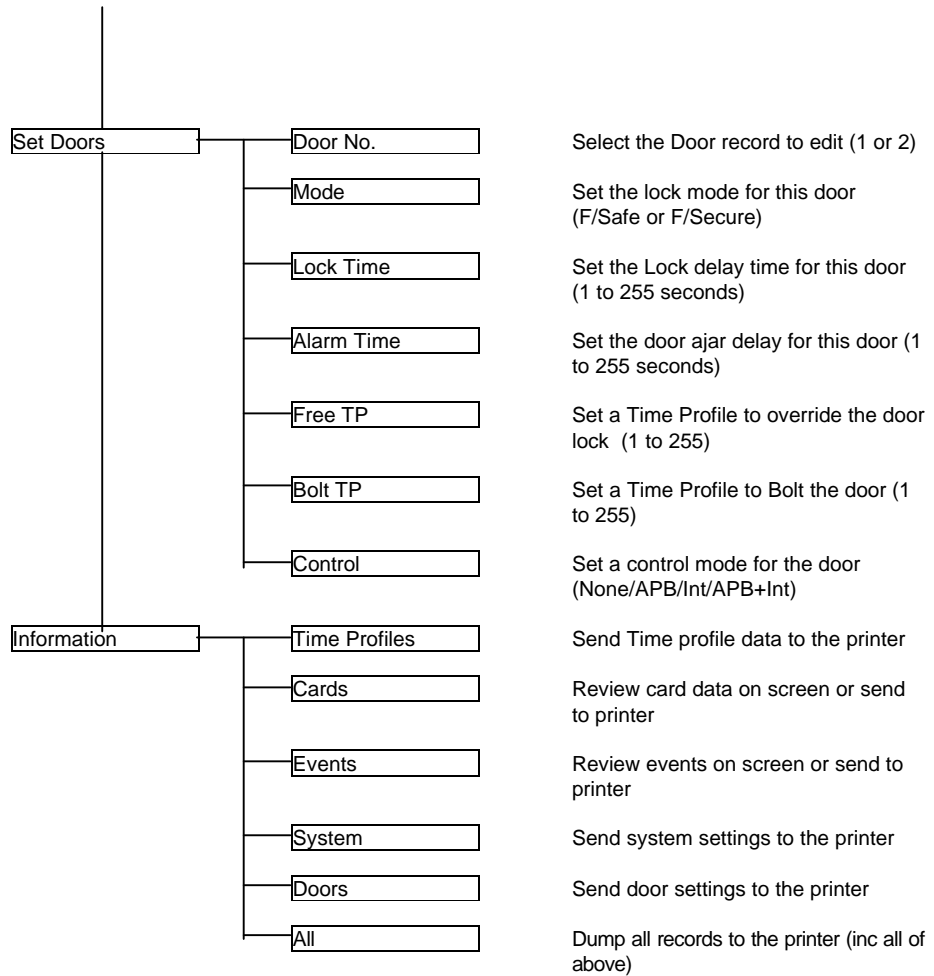
If the Password is typed incorrectly, then the system will display an error message "Access Denied" for a few seconds, and then return to the "Time and Date" screen, ready for another log-on attempt.

The PLAN200 Editor Menu

This Menu allows the user to access the various editors within the system.

The Editor menu is displayed automatically as soon as a valid log-on is performed. See **Logging On** for more information. The menu is a list of seven options, each of which allow the user to carry out specific functions and programming operations. A brief overview of the function of each is described below...

Menu	Sub-menu	Description
Set System	Password	Set the Log-on password here
	Station ID	Sets the station ID for networked systems. (1-8).
	Initialise	Wipes the entire system memory and returns all system settings to factory defaults.
Add Card	Keypad	Add cards individually by keypad
	Reader	"Learn" cards into memory using a selected reader.
	'Card+'	Add sequential batches of cards using 'card+' mode.
Void Card keypad	00000000	Void cards individually using the
	All Cards	Delete all cards from memory
	See List	Void cards selected from a list displayed on the LCD.
Set Clock	Day	Set the Day (Monday to Sunday)
	Time	Set the system time (HH:MM:SS 00:00:00 to 23:59:59)
	Date	Set the system date (DD/MM/YY)
Time Profiles 255)	Rec No.	Select the Time profile to edit (1 to
	Status	Status of currently displayed Time profile (On or Off)
	Zone 1	Set the active days of the week and times for this zone.
	Zone 2,3 & 4	"-----"-----"



Navigation and use of the main system menu is achieved using the <Yes> <No> <↑> and <↓> controls. For example to enter the clock editor use <↓> to scroll down to “Set-Clock” menu entry and then press <Yes>.

The following pages contain programming and operation information for each menu item.

System Setup

The Set System editor allows an authorised operator to change the log-on access code, set up the network station ID and, if necessary, to initialise the system memory – returning all settings to factory defaults. This Editor will not be accessed on a daily basis and is used mainly during the final commissioning phase of the installation.

Note: User codes can be up to 10 characters long. Take care to remember your new password and note that the old code will cease to operate immediately that a new one is entered.

Changing the Password

To do this, use the arrow keys to highlight “**PassWord**” from the Set-system sub-menu. Next, press <Edit> to enter the password configuration screen. Finally, using the number keys (1-4) key in a new access code & then press <Log-on> to return to the Set-system sub-menu.

Setting the station ID

If the PLAN200 is connected in a network to other PLAN200's, then each unit must be given a unique Station-ID in the range 01-08. To Set the Station ID for this panel simply use the arrow keys to move to “**Station ID**” then press <Edit>. Use the <+> key to increment the station ID value until the desired setting is reached. Press <Apply> to store the new value and return to the Set System sub-menu.

Warning: An initialise procedure will cause the entire system set-up to be erased and all settings returned to the factory defaults.

Initialising the system

Should the need arise, the set-system menu will allow the user to carry out an initialise procedure. Circumstances such as a change of card technology, lost records or even re-location of the PLAN200 might require an initialisation of the system.

To initialise the system, use the arrow keys to highlight “**No**” from the set-system sub-menu. Press <Edit> and then use <+> to toggle the setting to “**Yes**” then press <Apply>. At this point the System will display the query... “**Are you Sure?**”. Press <No> if you are in any way un-sure as to whether you need to perform an initialisation of the system, or <Yes> if you wish to proceed with the process. A final warning will be displayed with another option to abandon the initialisation (by pressing <No>). If you are absolutely sure that you wish to erase all settings and card memory, then press <Yes>.

Adding Cards

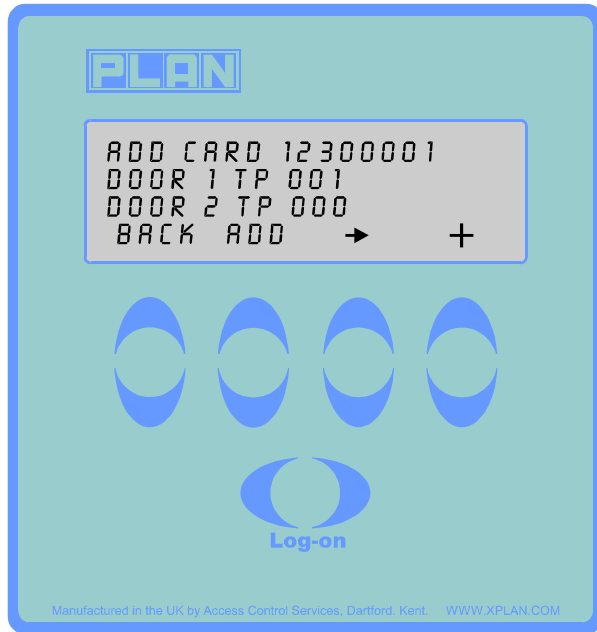
The Add Card menu allows the operator to Add new cards or Edit existing card holder information.

Cards are added into the system by creating a individual record in the system memory for each member of staff. This "Cardholder Record" contains information which will determine the freedom of access around the building for that person. Accessing the Add card submenu offers the operator three different methods of adding new cards into the system. These are described below:-...

- **Keypad:** Using the PLAN200 dynamic keypad, individual card records can be created one at a time. The card number and access authority for each record is edited and 'saved' for each new card to be added. This method of card entry is useful when small quantities of cards are to be enrolled on the system.
- **Reader:** Larger numbers of cards can be quickly and simply added by 'teaching' the system the card numbers to be added. This is done by presenting them at one of the readers connected to the system.
- **Card+:** In *Card+* mode the system allows the operator to configure a single template record, and then, add the desired number of repeat copies of the original card at a single key-stroke. At any stage the template can be altered and further cards added using the new properties.

Before the process of adding cards into the system can begin it is first necessary to collate all of the information to be entered into a single listing. This will speed up data entry and reduce the likelihood of mistakes. A sample list template is included in the appendix of this manual and should be completed before any cards are added. The cardholder list should be retained and kept updated for administration purposes and will be useful in the event of a lost card.

A card record will contain an 8-digit card number and two time profiles (one for each door). For example, the card record shown below would allow card number "12300001" through Door 1 whenever Time profile 1 is active, however, because the time profile for Door 2 is set to 000, this card will not be allowed through the second door. By configuring cards with different Time Profiles for each door, a precise degree of control over who can go where, and when, can be achieved.



To add Cards by Keypad

- 1) Highlight **“Add Card”** from the main system menu. Press <Yes> to access the Add Card sub-menu.
- 2) Use <↑> and <↓> to highlight **“Keypad”** then press <Yes>.
- 3) Highlight **“0000000”** and press <Edit>
- 4) Use <→> and <+> to key in the 8-digit card number then press <Back>. (See Tip if Time profile info is already correct)
- 5) Highlight Door 1 Time Profile then Press <Edit>.
- 6) Use <→> and <+> to key in the desired Time profile for this card at Door 1. then Press <Back>.
- 7) Highlight Door 2 Time Profile and press <Edit>.
- 8) Finally, using <→> and <+> select the desired Time profile for this cardholder at Door 2. Press <Add> to save the card to memory.

Tip:- When adding cards by Keypad, pressing <Add> at any stage will insert the record 'as is' into memory. This can save time when the Time Profile info is already displayed correctly from a previous edit.

Note: The Add by Keypad menu can also be used to review or edit an existing card stored in the system.

To add Cards using a Reader

- 1) Highlight **“Add Card”** from the main system menu. Press <Yes> to access the Add Card sub-menu.
- 2) Use <↑> and <↓> to highlight “Reader” and press <Yes>
- 3) At this point, take a note of the selected reader which will be used for the card enrolment. This is indicated at the top of the display.
- 4) Use the method described in 5) through 8) above to select the appropriate time profiles for Doors 1 and 2.
- 5) Pressing <Add> at any time during will cause the system to display the prompt... **“Swipe card”**. At this point proceed to the location of the nominated card reader and present each card in turn to the reader. For every card presented the system will respond with a Double Beep, or a Double Flash (depending on the facilities of the card reading technology used).
- 6) When all of the cards have been successfully added into the system, return to the controller and press <Exit> to return to the Add by Reader screen.

Note:- To change the enrolment reader, use the arrow keys to Highlight “Reader 1” and then press <Edit>. Use <+> to toggle between the two readers. Press <Back> to return to the previous editor.

Note: When enrolling cards by reader, all of the cards will inherit the same access authority. Take care to break different groups into batches when adding cards in this way.

To add Cards Using “Card+”

Card+ is used where larger groups of sequentially numbered cards are to be added with a common level of access.

- 1) Highlight **“Add Card”** from the main system menu. Press <Yes> to access the Add Card sub-menu.
- 2) Use <↑> and <↓> to highlight **“Card+”** and press <Yes>.
- 3) Highlight **“00000000”** and press <Edit>
- 4) Use <→> and <+> to key in the 8-digit card number of the lowest card to be added then press <Back>.
- 5) Highlight Door 1 Time Profile then Press <Edit>.
- 6) Use <→> and <+> to key in the desired Time profile for this group of card holders at Door 1. then Press <Back>.
- 7) Highlight Door 2 Time Profile and press <Edit>.

- 8) Using <→> and <+> select the desired Time profile for this group of cardholders at Door 2. Press <Add> to save the card to memory.
- 9) At this point, the Card+ feature will automatically display the next sequentially numbered card configured with the same access authority as the previous card. Press <Add> for every card in the series to be added.

Voiding Cards

The Void Card menu allows the operator to permanently delete cards from the system memory.

In order to prevent a breach of security, it is important that cards which are lost or stolen are disabled and removed from the system as soon as possible. The same applies to cards that have not been returned by staff when they have left the employment of the company. To ease the burden of this administrative task, and to encourage users to keep their card database up to date, the PLAN200 provides two methods of deleting cards one at a time, and an option to wipe the card memory completely. These are described in more detail below:-...

- **Keypad:** Using the PLAN200 dynamic keypad, individual card records can be deleted one at a time. This method of deletion is useful when it is necessary to delete a single card with a known number.
- **All Cards:** For membership based systems or where a 'fresh start' is necessary (possibly due to a change of administrator or a lost cardholder list) this option provides a quick method of deleting all cards in the memory. This feature differs from a complete initialisation, because other settings such as door information and time profiles are not affected.
- **Void from List:** This option presents the user with a scrolling list of all cards which are present in the system memory. Any card number in the list can be easily highlighted and deleted. This method of administration would normally be used when a larger group of cards are due for deletion.

To Void cards using the Keypad

- 1) Highlight **"Void Card"** from the main system menu. Press <Yes> to access the Void Card sub-menu.
- 2) Use <↑> and <↓> to highlight **"00000000"** and press <Edit>.
- 3) Use <→> and <+> to key in the 8-digit card number of the card to be deleted then press <Void>.
- 4) At this point the system will prompt **"Are You Sure?"** Press <No> to abort or press <Yes> to permanently delete the card from memory.

To Void ALL cards from memory

- 1) Highlight **“Void Card”** from the main system menu. Press <Yes> to access the Void Card sub-menu.
- 2) Use <↑> and <↓> to highlight **“All Cards”** and press <Edit>.
- 3) At this point the system will prompt **“Are You Sure?”** Press <No> to abort or press <Yes> to permanently delete the entire card memory.
- 4) If <Yes> was selected, the system will warn the operator with the prompt **“This will Delete all Cards... Continue?”**. Press <Yes> only if the intention is to delete all cards permanently from the system memory.

To Void cards from a scrolling list

- 1) Highlight **“Void Card”** from the main system menu. Press <Yes> to access the Void Card sub-menu.
- 2) Use <↑> and <↓> to highlight **“See list”** and press <Edit>.
- 3) At this point the system will display a scrolling list of all cards currently loaded into the system memory. Use <↑> and <↓> to highlight the card record which is to be deleted and press <Void> to permanently delete the entire card memory.
- 4) Confirm your intention to delete this card by pressing <Sure> and the record will be deleted.

Setting the system clock

The Set Clock menu allows the operator to set and adjust the system time and date.

The PLAN200 features a built-in Real Time Clock which allows the system to control accurately when staff will be allowed through doors, and to log the exact time at which events occur (such as free profiles). The clock must initially be setup to 'local' time and adjusted when necessary to allow for regional daylight saving variations.

- 1) To set the system time Highlight **"SetClock"** on the main menu, then Press <Yes> to enter the clock setup screen.
- 2) If the Day is not correct, use the arrow keys to move to this field and press <Edit>. Select the appropriate Day using <+> and then press <Set> to return to the Clock setup screen.
- 3) Use the arrow keys to highlight the time and press <Edit>. Use <-> and <+> to key in the correct time and then Press <Set>.
- 4) Finally, highlight the date and press <Edit>. Again, use <-> and <+> to key in the correct date and finish by pressing <Set> followed by <Exit> to return to the main menu.

Note: The PLAN200 system time must be set in 24Hrs format.

Editing - Time Profiles

Time Profiles allow the operator to introduce the time of the day (and day of week) as a controlling factor over various functions within the system. The Time Profile Editor allows the operator to View, Edit and Configure Time Profile Records.

Time Profiles, once set up, can perform a variety of tasks within the Access Control System, their main use, however, is to define the times when a person is allowed access through doors. This is done by preparing a number of different Time Profiles and then applying them to the relevant doors in a card record. The secondary application for time profiles is to use them to lock or unlock specific doors at pre-set times. This is achieved by associating a particular Time Profile to either a Bolt Profile or Free Profile in a given door record.

For more information on the application & use of the Time Profiles once they have been created, see the relevant sections. E.g. **Adding Cards**, & **Editing – Door Records**.

A Time Profile consists of a "Status Field", & 4 "Time Zones". For a Time Profile to have any effect, the Status must be set to 'On' and at least one Time Zone must be set up.

For example.... to set up a new Time Profile 005 which will operate from 09:00 until 17:00 Monday through Friday...

- 1) Highlight "**TimeProfiles**" from the System editor menu, then press <Yes>.
- 2) Select a time profile to be edited by highlighting the time profile number (e.g. 001) and using the edit feature change the record between 001 and 255 according to the record which is to be edited.
- 3) When the chosen record is displayed on the screen, highlight the Status field for this record and press <Edit>. Use <+> to toggle the status field to "On", then press <Set>.
- 4) Next move down to "**Zone 1**" and press <Edit>. The information for Zone 1 will now be displayed on the screen as shown below....

Note:-
Start & End times must be entered in 24 Hour format (HH:MM).



Use the <→> and <+> keys to enter the desired start and finish times for this zone (in this case 09:00 to 17:00). Select the Days of the week by pressing <+> for each day ('x' means not active). In line with our example, the display should now look like this...



- 5) Review the settings for Zone 1 and press <Save> to return to the Time Profile editor screen.
- 6) Finally, Press <Exit> to quit the Time profile editor and return to the Main system editor menu.

The Active period of the example record above would be 09:00 - 17:30 Monday to Friday.

A useful feature of Time Profile control, is the option to disable a record, by setting the Status to "Off". Any member of staff with a Time Profile which has been set to 'Off' in this way, will not be allowed access at any door until such time as the record has been reinstated - set to Active. This facility will allow the operator to bar large groups of personnel with a single operation in the event of a security alert. It should be noted that any other function under the control of the disabled Time Profile (such as a Free or Bolt Profile) will also be suspended.

Editing - Door Records

The Door record Editor allows the user to View, Edit and Configure the settings for each of the two doors connected to the system.

Amongst other things, door records are used to control the mode of operation for each door connected to the system. Some of this information is related to the particular type of locking device installed, and, as such, is essential to its correct operation. Door Records also control some optional features such as; Anti-Passback, Free/Bolt Profiles & Alarm settings. Generally, once set up, the Door Record Editor is not used on a day to day basis and may even be fully configured by the installer as part of the commissioning process.

When Door Record Editing is selected from the main system menu, the system will automatically display the last used record. As with other editors in the system, when editing, the current record number is displayed on the left hand side of the LCD. In this case D1 or D2 indicates which door is being edited. The function & explanation of each of the control fields in the door record are listed below:-

1. Lock Mode: The operation of the lock output can be changed between 'Fail Safe' and 'Fail Secure'. Fail Safe is usually used for Controlled Fire Exit doors.
2. Lock Time: The Release Time, or strike delay, is set in seconds and can be anything between 1 & 255. If the Lock Time is set to 0 then the system assumes that the strike delay will be 1 second.
3. Alarm Time: As with the Lock Time, the Alarm Delay Time is also in seconds and can be set for anything up to 255. However, if the Alarm Delay is set to 0, then alarms are disabled for that door. A door left open for longer than the Alarm Delay Time will cause a Door Left Ajar warning. Similarly, a door opened without a valid card entry (or exit request) will cause a Door Forced Alarm.
4. Free TP: A Time Profile set here will cause the door to allow free access by permanently releasing the strike for the duration of the active period. At all other times the door will be accessible to valid card holders only. For further information see **Editing - Time Profiles**.
5. Bolt TP: A Time Profile set here will cause the door to become permanently locked or "Bolted" whenever the selected Time Profile becomes Active. Bolted mode is so called because it has the same effect as a mechanical bolt applied to the door, e.g. no

cards will be accepted at that door during the active period. When no Profile is selected, the system will not Bolt the door at any time. For further information see **Editing - Time Profiles**.

Note:- Because APB and Interlock modes require both door records to be set up identically, the system will automatically apply changes to Door 1 and Door 2 when either record is altered.

6. Control: Set this field to cause the door to operate in the desired mode as follows...

None... When the control mode is set to 'None', this means that access through the door is normal and no Interlocking or Pass-back check is performed. The door will operate independently.

APB... With Anti-PassBack enabled, the reader will operate such that if a card holder passes through door No 1 then they will not be able to pass through this door again until they have entered their card at door No 2. The same restriction applies in reverse to reader 2.

INT... With Interlocking enabled, the system will inhibit the opening of each door, depending on the state of the other door in the interlock pair. Effectively, the system ensures that both doors are not open at the same time.

INT/APB... This setting has the combined effect of Anti-passback and Interlocking.

Note... The Anti-Passback and Interlock function are, to a significant degree, dependant on the physical configuration of the system. End users are advised to consult their installer for advice before implementing any changes.

When configuring Door Records for the first time in a new system, or when adding doors to an existing system, the operator will require certain information from the installation company. E.g. a door chart will be needed to allocate a name and location for each door. A list of door numbers, and the relevant types of locking devices used, will also be required to set up the Lock Mode. To assist both the system provider and the end user, a Door Schedule has been included with the system documentation which should be completed by the installer and left on site for future reference.

Door Schedule

Date:-

By:-

Site:-
.....

Outstation No. ____	
Door 1/Name.....	<input type="text"/>
Mode <input type="text"/>	Fail Safe/Fail Secure
Lock Time <input type="text"/> Secs	Alarm Time <input type="text"/> Secs
Free Time Prof <input type="text"/>	Bolt Time Prof <input type="text"/>
Control Mode <input type="text"/>	None/APB/INT/APB+INT
Door 2/Name.....	<input type="text"/>
Mode <input type="text"/>	Fail Safe/Fail Secure
Lock Time <input type="text"/> Secs	Alarm Time <input type="text"/> Secs
Free Time Prof <input type="text"/>	Bolt Time Prof <input type="text"/>
Control Mode <input type="text"/>	None/APB/INT/APB+INT

Outstation No. ____	
Door 1/Name.....	<input type="text"/>
Mode <input type="text"/>	Fail Safe/Fail Secure
Lock Time <input type="text"/> Secs	Alarm Time <input type="text"/> Secs
Free Time Prof <input type="text"/>	Bolt Time Prof <input type="text"/>
Control Mode <input type="text"/>	None/APB/INT/APB+INT
Door 2/Name.....	<input type="text"/>
Mode <input type="text"/>	Fail Safe/Fail Secure
Lock Time <input type="text"/> Secs	Alarm Time <input type="text"/> Secs
Free Time Prof <input type="text"/>	Bolt Time Prof <input type="text"/>
Control Mode <input type="text"/>	None/APB/INT/APB+INT

