SK-NET™

Operating & Installation Guide
Version 4

SecuraKey
A Division of SOUNDCRAFT Inc.

Smart. Reliable. Secure.

SK-NET™
Operating & Installation Guide
Contents

1.   INTRODUCTION

1.1   What is SK-NET™?

SK-NET™ is a Windows® based software program designed to monitor and control networks of Secura Key 28SA-PLUS access control units or Secura Key SK-ACP 2-door control panels.

1.2 SK-NET™ Versions

SK-NET™ Download Version & SK-NET-DM (CD-ROM w/Manual)	Basic SK-NET™ for one location and a single workstation. **A single LAN Connection is now supported.**
SK-NET-MLD (CD-ROM w/Manual)	Upgrade version supports **multiple locations and multiple connection groups of readers**. Also enables connection(s) via dial-up **modem** and **TCP/IP** (LAN). This version is designed to run on a single workstation.
SK-NET-MLD-CS_ (CD-ROM with Manual)	All the features of SK-NET-MLD, plus **multiple workstations**. Licenses are available for 2, 5, 10 or 15 users. Client/Server software features five **password-protected levels** for program access.

1.3   Computer system requirements

Workstation (Client) Minimum Requirements:
Windows® XP, 32 bit   1 GHz, 1 GB RAM, 1 GB Disk Space*
Windows® Vista, 32 bit   1 GHz, 1 GB RAM, 1 GB Disk Space*

Recommended System:
Windows® XP or greater   2 GHz, 2 GB RAM, 10 GB Disk Space
      (Larger systems may not run properly at the minimum requirements. Softare can run on Windows® 98 & ME, but it is not recommended.)

Server Minimum Requirements (For Client/Server Versions):
Windows® 2000 or greater   2.0 GHz, 1 GB RAM, 1 GB Disk Space*
      (For SK-NET-MLD-C/S version a server is required)

* For larger systems more disk space may be required.

Required Peripherials: RS-232 COM Port or TCP/IP, 16 BIT Color Video Card, CD Drive (unless software is downloaded), a modem if you use dial-up and a printer for reports.

1.4   How is SK-NET™ organized?
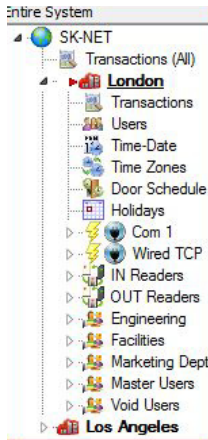
Transactions show all events that have occurred at the readers and in the system. **Users** includes a list of all the cards in the system, along with cardholder name, access group, in/out status and other information. This is also the place where you add new cards or change cardholder privileges. The tree view on the left shows the layout of the system, including readers, access groups, reader groups, holiday schedules, time zones, etc. Any changes to the system are started here.

To read a comprehensive description of SK-NET™ features, see **Appendix A.** SK-NET™ uses many common Windows functions. For tips on navigating in Windows®, see **Appendix B.**

2. GETTING STARTED

2.1   Site Plan

1. Make a site plan. List each opening where a reader is to be installed. Note the serial number of the SK-ACP panels and/or 28SA-PLUS units for each opening. (NOTE: A reader connected to the right side of an SK-ACP panel (J5) is serial number –1, the left side (J6) is serial number –2).
2. Install all readers and/or panels following the provided instructions. Be sure to use the type of wire specified. Do not apply power or connect the RS-485 bus until all components are installed.
3. Connect the RS-485 bus to one SK-ACP or 28SA-PLUS at a time. Hold the white reset button in for three seconds after applying power, then release it.
4. Once a panel or 28SA-PLUS is powered, the LED on the reader will begin flashing alternately RED and GREEN (for Secura Key readers). Present a sample card to the reader while it is flashing. This sets the correct facility code in the memory and the flashing will stop after 10 seconds.

> **NOTE:** A 28SA-PLUS can learn up to three facility codes. An SK-ACP can learn up to 16 facility codes. To add facility codes, push the reset button, then present a sample of each facility code to the reader while the LED is flashing RED/GREEN.

2.2 Connecting SK-ACP panels and/or 28SA Plus card readers to the computer

There are four ways to connect a gateway to your location on the computer(s) where SK-NET™ will be running:

1. **RS-232**. Connect the COM port of a PC to the RS-232 connection of one panel or 28SA-PLUS. This can be a terminal strip or an RJ-11 jack connection. **(RJ11 jack recommended for laptop or temporary conection only!)** RS-232 connections can be up to 100 feet and require six-conductor shielded cable (**not twisted pairs**). This panel or 28SA-PLUS will act as the "Gateway" to any other linked panels or 28SA-PLUS units.

2. **RS-485**. Install the NET-CONV-P into the COM port of your computer. Run a twisted pair (or CAT 5) cable to the nearest panel (or 28SA-PLUS with an SK-NM485 installed. (Newer 28SAs include an RS-485 cable). RS-485 can be run up to 4000 total feet.

> **NOTE:** When using the NET-CONV-P you must always connect the first panel to the next in line. You cannot use a stubbed, star fanout, or "T" configuration.

3. **MODEM**. Connect the pre-configured SK-MDM 56K modem to the RS-232 port on one of the panels or 28SA-PLUS units. Connect the modem to a **dedicated phone line**. The modem currently being used is a U.S. Robotics model 5686e. If you want to purchase and configure your own modem, the set-up instructions are located on our website under "Tech Support".

4. **TCP/IP.** Connect the SK-LAN device to the RS-232 port on one of the panels or 28SA-PLUS units. Connect the SK-LAN to an Ethernet jack. Follow the instructions for setting an IP address in the SK-LAN device. Newer SK-ACP panels will accept the SK-LAN-MOD plug-in network module. The SK-NET™ connection wizard will scan the system and automatically locate each module. Basic SK-NET™ will allow a single TCP/IP connection. Multiple TCP/IP connections require SK-NET-MLD.

> **NOTE:** TCP/IP is the best connection method when using SK-NET™ Client/Server versions because it enables all clients to connect to any location, one at a time.
> **NOTE:** The MLD and Client/Server versions allow for multiple connections simultaneously to a single location. This allows for virtually unlimited number of doors (readers) within a location.

2.3   Installing SK-NET™ on your computer or network

> **NOTE:** If you are upgrading from a version of SK-NET™ before 3.00, you should run the "migration tool" when prompted. This will import databases from your older version to the new version.
>
> **NOTE:** If you already have a Client Server installation (versions 3.05 or earlier) and you are upgrading to SK-NET™ version 4.00, you must also upgrade the ADS database. Contact technical support for details. SK-NET™ Version 4.00 requires ADS Version 8.1 or greater.

Multi Workstation Installation (Client/Server):

(See SK-NET™ Client/Server Installation Bulletin #24)

1. If you have purchased a multiple workstation client/server version, you should install Advantage Database Server on your network server first. Select **"Install ADS"** from the Main Menu. Follow the installation prompts.
2. When asked to provide **"Serial Number"** and **"Validation Code"**, you will find these on the inside cover of your SK-NET™ manual.
3. Create a folder on the same drive where you have installed the ADS software. Give it a name such as "SKNETDATA". This is the file where all SK-NET™ database files are saved.
4. The directory where the databases on the server are installed must be shared by the network.
5. After you have installed ADS on the network server, install SK-NET™ on the client workstations. Select **"Install SK-NET"** from the Main Menu. Follow the installation prompts.
6. When asked **"Install SK-NET to:"** we recommend that you accept the default location.
7. When asked **"Install SK-NET database to:"** browse to the mapped drive where you have installed ADS, and select the database folder you created.
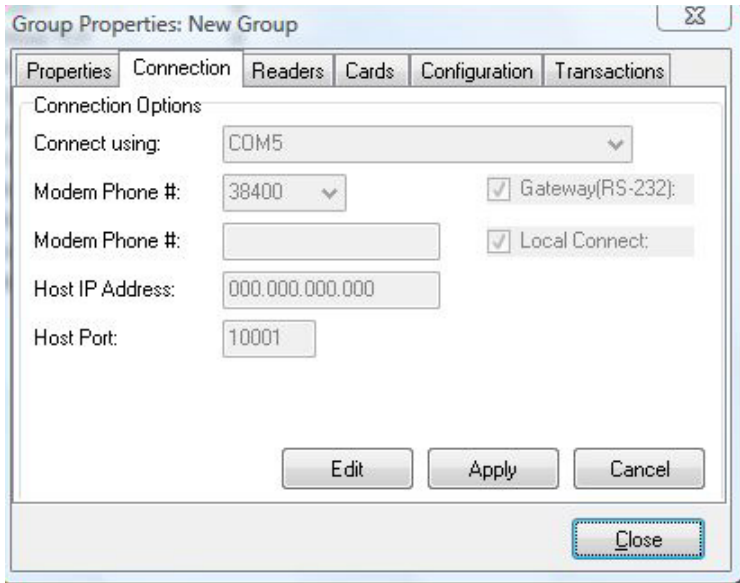
Single Workstation Installation

1. Install SK-NET™ on your hard drive by selecting **"Install SK-NET"** from the Main Menu. Follow the installation prompts.
2. When asked **"Install SK-NET to:"** we recommend that you accept the default location. **When using Windows® Vista, you must install directly to the C: drive. DO NOT install to C:/Program Files.**
3. When asked **"Install SK-NET database to:"** we recommend that you accept the default location.
4. If you have purchased SK-NET-MLD version, click on **Help**. Select **Upgrade System**. Click on **MLD Version**. Enter the SK-NET™ serial number (with no dash), located on the inside cover of your SK-NET™ manual.

3. QUICK START GUIDE

3.1 Starting SK-NET™

1. Launch SK-NET™. Enter Password (The default is 12345).
2. Right-click on **Connection 1.**
3. Select **Properties** from the drop-down menu.
4. Click on the **Connection** tab.

NOTE:: "**This Location"** is the default name of the first location in the software. You may rename Locations. In this manual we will refer to this icon as "Location".

NOTE:: The Readers, Cards, Configuration and Transaction tabs will appear as shown above, once you are connected.

3.2 Finding the readers

1. Click the **Edit** button.
2. For **RS-232** connections, use the **"Connection Wizard"**. Accept the baud rate and COM port that Connection Wizard finds.
3. For **RS-485** connections, uncheck the **"Gateway (RS-232)"** box and use the **"Connection Wizard"**.
4. For **Modems**, uncheck **Local Connect**. Select the COM Port where your modem is installed. Set the Baud rate to 38,400. Be sure the Gateway(RS-232) box is checked. Enter the modem phone number where indicated. (SK-NET-MLD version only.)
5. For **TCP/IP** connections, select **TCP/IP** from the drop down list. Use the **"Connection Wizard"** to find all available TCP/IP connections. If you find more than one TCP/IP connection, select one. (SK-NET-MLD or Client/Server version only.)
6. Click Apply, Close, and then Connect the Location.
7. After following the appropriate procedure from 1, 2, 3 or 4, close the **Connection Group Properties** box. Click on the location. Right click **Connection Group** and select **New,** then **Readers** and then **Quick Find. (Note: If you have more than 10 SK-ACP panels (20 readers), use the same procedure, but click on Search instead of Quick Find.)** Follow the prompts. SK-NET™ will find all of the readers and bring them into the software.
8. After the **Log-In** is complete, close the **Login** box.
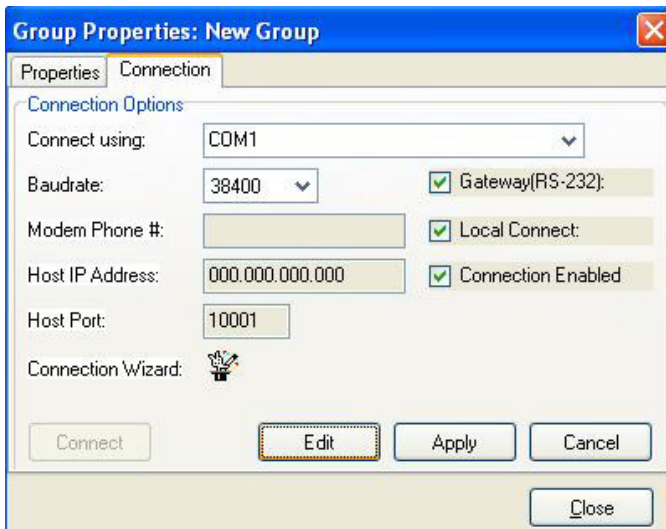
3.3 Naming the readers

1. Click on the **"+"** symbol (or in Vista the ▷ Symbol) next to the **Connection Group**. Every reader found by SK-NET™ will be listed, by serial number.
2. Right-click on a serial number. Select **Rename** from the drop-down menu.
3. Replace the serial number with the name you have selected, from your site plan. Click OK.
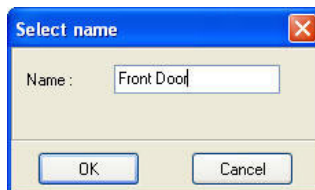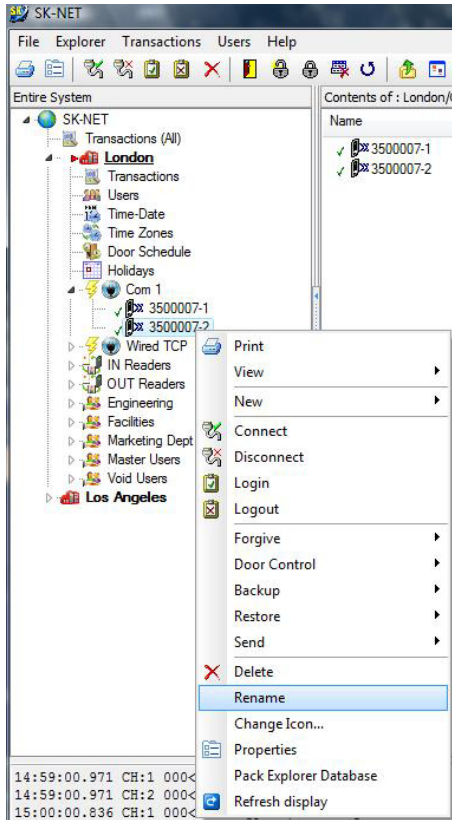
3.4 Setting a latch time for a Connection Group

Out of the box, 28SA-PLUS and SK-ACP latch timers are set to one second. While this is good for gate operators, it is usually too short for electrically locked doors.

1. Right click on a **Connection Group.**
2. Select **Properties** from the drop down menu.
3. Click on the **Configuration** tab.
4. Change the latch timer value to the number of seconds you desire (or leave the default door setting of three seconds).
5. Click on **Send**. Then Click on **Close**.

NOTE: This will cause every reader in the connection group to activate the latch relay for the same time. To set a different latch timer for a single reader, **See Section 5.21**.

3.5 Enrolling cards into your system

The quickest way to enroll a batch of cards is a "Block Load".

1. Click on **Users** at the top tool bar.
2. Select **Add,** then select **Range.**
3. Enter the lowest card number you have.
4. Enter the highest card number you have.
5. Select an Access Group for all the cards.
6. Click **OK**. (All of these card numbers are now listed.)
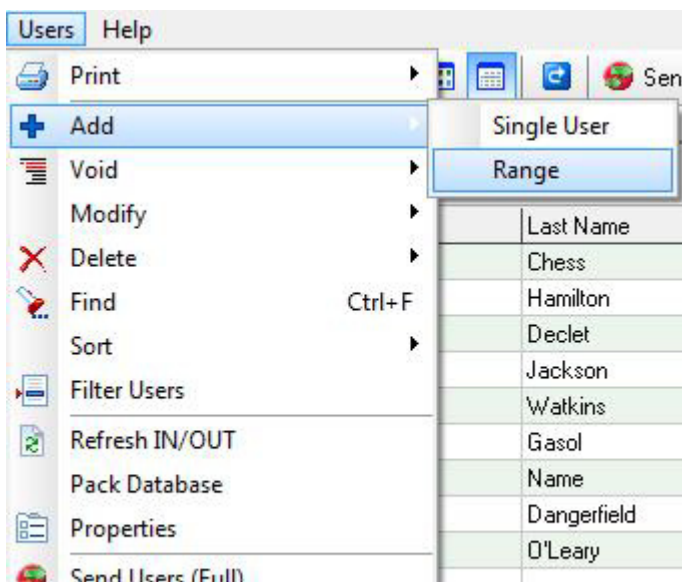
NOTE: It is usually best to add a range of users/cards in the **Void User** group. The Access Group for each card can be changed when it is issued to a specific cardholder **(See Section 6.1)**.

NOTE: If you anticipate adding additional Locations where cardholders from the first Location may need access, you should create those Locations in SK-NET™ before loading any cards in the first Location. For instructions in creating additional Locations **See Section 4.1**. (Multiple Locations requires SK-NET-MLD version.)

3.6 Testing the system

1. From the **User** View, double-click on one of the card numbers you have block loaded.
2. In the **User Properties** box, enter a name.
3. In the **Access Group** field, select **Master User.**
4. Click **OK**.
5. Click the **Send User Full** arrow.

You now have one card that should unlock every door and open every gate in the system. Try it out.

6. View **Transactions.**

Make sure that every reader you visited appears in the **Transaction** list.

4. MULTIPLE LOCATIONS

With **SK-NET-MLD** version you can create as many different Locations as you need. A Location is one or more SK-ACP panels or 28SA-PLUS readers connected together via RS-485 and operating as a unified system.

4.1 Adding MLD to your basic SK-NET™ Software

1. Click on **Help** in the top tool bar.
2. Select **Upgrade System.**
3. Select **MLD.**
4. Enter the 12-digit serial number (without the dash) where indicated. (The serial number is located inside the cover of this manual).
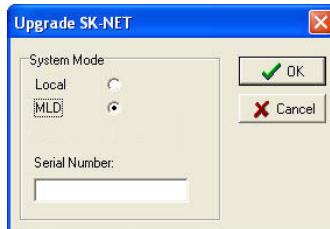
4.2 Creating additional Locations

1. Click on the Explorer menu.
2. Select **New**.
3. Select **Location**.
4. Name the New Location. Click **OK**.
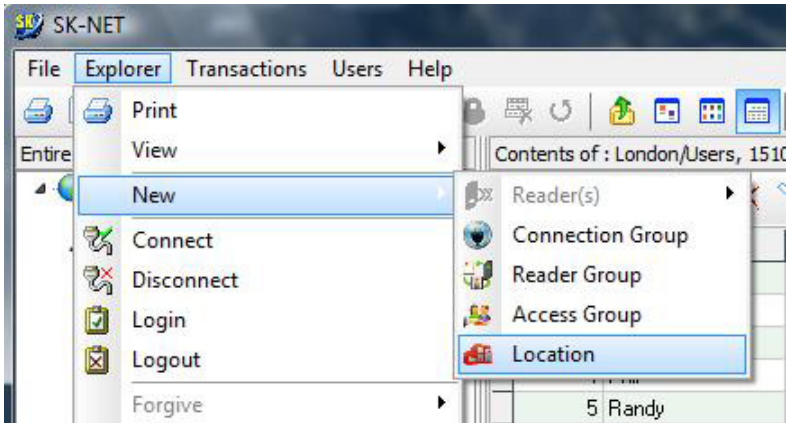
5. CUSTOMIZE YOUR SYSTEM

5.1 Common ways of customizing an SK-NET™ system

Most installations require that you customize one or more Time Zones and then create one or more new Access Groups before issuing cards to users. This allows you to grant access to users for specific doors at specific times and days.

5.2 Time Zones

A **Time Zone** is a schedule that governs when a card is valid (allowed access) and when it is invalid (denied access).

Each Time Zone has a 24-hour schedule for each day of the week, as well as a 24-hour schedule for "holidays". Any date designated as a holiday will follow the holiday schedule, regardless of what day of the week it falls on.

SK-NET™ has sixteen Time Zones. **Time Zone 0** is "Always Void". (Void Users access group). **Time Zone 1** is "Always Valid" (Masters Users access group). They cannot be edited. **Time Zones 2 through 15** can be edited any way you choose.

Location Time Zones can be edited for all readers from the **Explorer/Tree View**. You can also edit a time zone for a specific reader **(See Section 5.12).**

5.3 Editing a Location Time Zone

1. Starting from the **Tree View**. Double-Click on **Time Zones.**
2. Select the Time Zone you want to edit from the drop down list.
3. Every square that is RED is a ½ hour increment when access will be denied. Every square that is GREEN is a ½ hour increment when access will be permitted. Click on squares to change them from RED to GREEN (or GREEN to RED).
4. After editing a Time Zone, click **Save**.
5. After saving, click **Send** to send the time zone to all of the readers.

NOTE: To change a block of squares from RED to GREEN, hold down the CONTROL key, *click* on the first square, then *click* on the last square. The square(s) in between will also change.

NOTE: To change an entire day from RED to GREEN, *click* on the big Green button to the left. To change an entire day from GREEN to RED, *click* on the big red button to the right.

NOTE: You can change the name of a Time Zone to something that reminds you of it's function (i.e. "Day Shift" or "Cleaning Crew".

5.4   Delaying the start or end time for the half hour blocks

You may delay the start of a Time Zone, by entering a value (1-29) in the Delay Start field. This value equals how many minutes after the first GREEN increment begins when the card will become valid.

You may extend the end of a Time Zone by entering a value (1-29) in the Delay End field. This value equals how long after the last GREEN increment the card will continue to be valid.
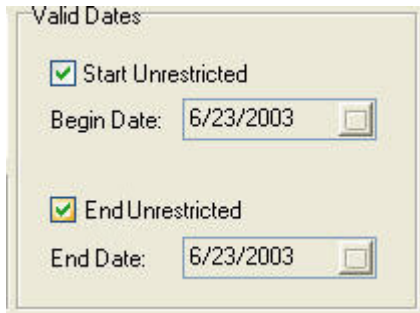
Start/End Delay
Delay Start   15   (Minutes)
Delay End   5   (Minutes)

5.5 Limiting the dates a Time Zone is active

Uncheck the Start Unrestricted box and use the calendar to select the first date the cards in this Time Zone should become active.

Uncheck the End Unrestricted box and use the calendar to select the last date that cards in this Time Zone should be valid.

Valid Dates
☑ Start Unrestricted
Begin Date: 6/23/2003

☑ End Unrestricted
End Date: 6/23/2003

NOTE: This feature is handy for clubs, gyms and other membership organizations.

NOTE: This feature does not apply to Time Zones 0 or 1.

5.6 Antipassback

Antipassback is a feature designed to prevent card sharing and/or to enforce use of IN and OUT readers.

Timed Antipassback does not require IN and OUT readers. After a card is used at a reader with Timed Antipassback, that card will not be valid at that reader for a predetermined amount of time (up to 30 minutes).

Real Antipassback requires readers for coming IN and going OUT. If a card was last used at an IN reader, it must be used at an OUT reader before it will be valid at an IN reader again.

NOTE: These features do not apply to Time Zones 0 or 1.

5.7 Selecting Antipassback for a Time Zone

Select the type of Antipassback you want from the list.

Hard Antipassback means the card will not be valid and an "antipassback violation" message will appear in Transactions.

Soft Antipassback means that the card will be valid, but an "antipassback violation" will appear in Transactions.

Antipassback Configuration
- ○ None   ○ Real Hard
- ● Timed Hard   ○ Real Soft
- ○ Timed Soft

NOTE: Time Zones 0 and 1 cannot have antipassback.

5.8   Timed Antipassback

To set the timed antipassback time for all readers:

1. Right click on a **Connection Group.**
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Enter the number of TAPB minutes (up to 30).
5. Make sure the **Latch Time** is correct. Click on **Send**.

To set the timed antipassback time for a single reader:

1. Right click on the reader name.
2. Select **Properties**.
3. Click on the **Edit** button.
4. Enter the number of TAPB minutes up to 30 minutes).
   Click on **Send**.

NOTE: Time Zones 0 and 1 cannot have any type of antipassback.

NOTE: To complete Timed Antipassback programming, you must create an Access Group using a Time Zones in the range 2 through 15 **(See Section 5.14)**.

5.9   Real Antipassback (RAPB)

To program **Real Antipassback** into your system, you must complete the following steps:

1. Select the proper antipassback configuration using a Time Zone in the range 2 through 15 **(See Section 5.7)**.
2. Create an **Access Group** using a Time Zone in the range 2 through 15 **(See Section 5.14)**.
3. You must define your readers as IN or OUT by dragging all of the **IN readers** into the IN Reader group and all of the OUT readers into the **OUT Reader** group.
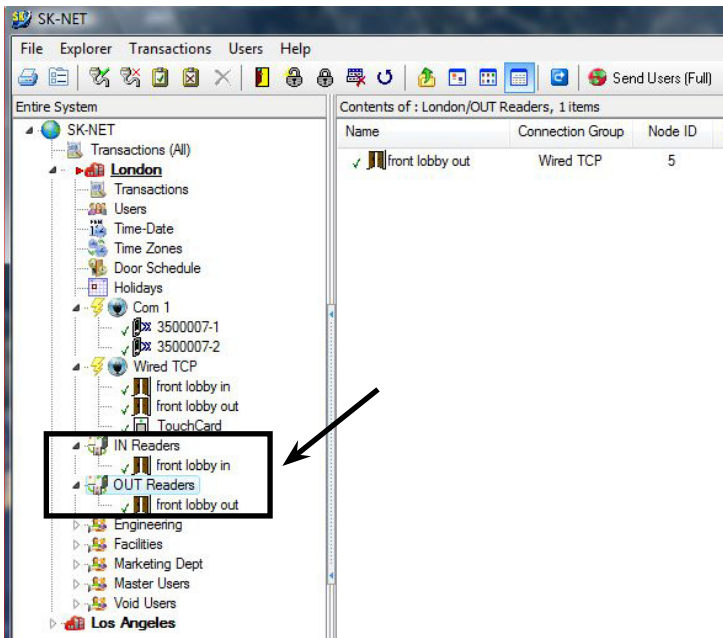
4. If your system has more than one Connection Group, in order for RAPB to work properly, all of your Connection Groups must be connected to the system, and the SK-NET software must be running on your PC (it can be minimized).

NOTE: A Global RAPB Forgive All Command takes about ½ second per reader to process. On a 100-door system it will take approximately 50 seconds to reset Anti-Passback at all doors.

5.10   Real Antipassback Forgive

Real Antipassback Forgive resets all cards or a single card to a neutral IN/OUT status, allowing access the next time the card is used at either an IN or OUT reader. The default setting for all readers is RAPB off. You can change that to automatic RAPB forgive which happens once a day. You can also initiate RAPB forgive at any time using SK-NET™.

To turn on/off RAPB Forgive, or to change the time setting, for all readers in a **Connection Group**:

1. Right Click on **a Connection Group.**
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Check **"ON"** or **"OFF"** for RAPB Forgive.
5. Enter the hour, in military time, when RAPB Forgive should activate.
6. Click the upper **Send** button.

To change RAPB parameters for a single reader:

1. Right click on the reader name.
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Click on the **Edit** button
5. Check RAPB Forgive **"ON"** or **"OFF"**.
6. Enter the hour, in military time, when RAPB Forgive should activate.
7. Click **Send**.
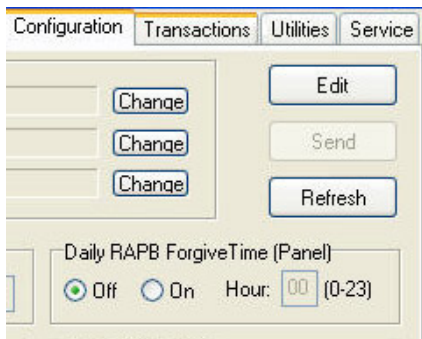
5.11 Unscheduled RAPB Forgive

1. From the **Tree View**, right-click on **Connection1 (or a connection group).**
2. Select **Forgive**.
3. Choose **All** to reset all users, **Range** to enter a range of cards to forgive or **User** to forgive a single cardholder.
4. Click **OK**.
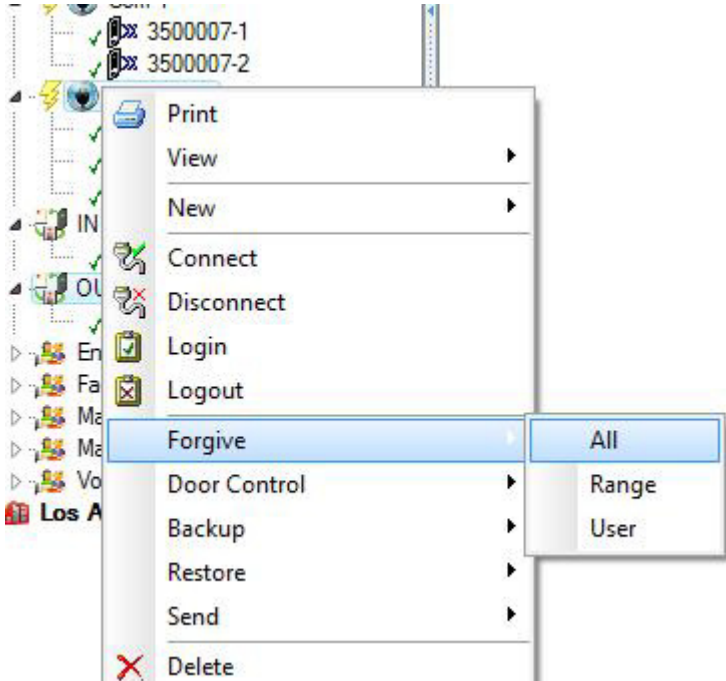
5.12 Editing a Time Zone for a single reader

1. From the **Tree View**, right-click on the selected reader.
2. Select **Properties**.
3. Click on the **Zones** button.
4. Select the Time Zone to be edited.
5. Follow the procedures described in section 5.3.
6. Click on **Send**. Close these boxes.
7. Save settings when prompted.
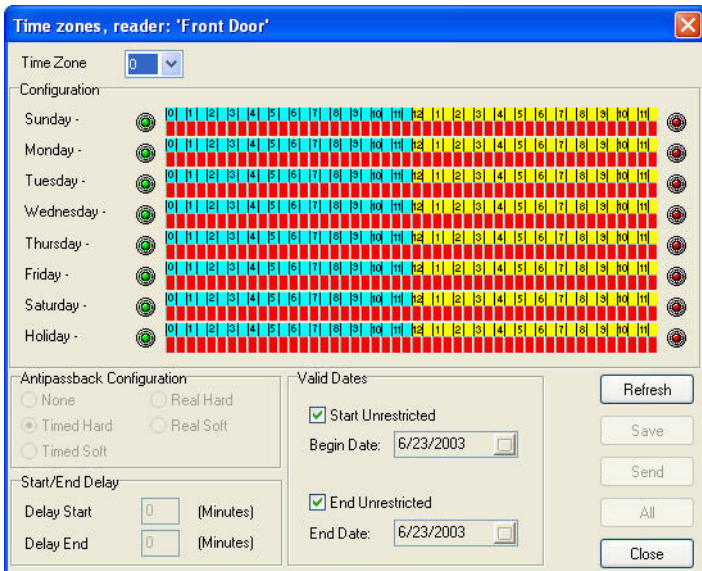
5.13 Access Groups

An Access Group is assigned to each user defining which readers they have access to, and what times the readers can be used.

SK-NET automatically creates two default Access Groups:

The **Master User** group always includes all the readers in the location and is assigned Time Zone 1 (always valid). **Master Users** can use any reader at any time.

The **Void User** group also includes all the readers. It is tied to **Time Zone 0** (Never valid). Placing a cardholder in the Void User group means he can never go anywhere, but his attempts to use the card will appear in Transactions.

5.14 Creating an Access Group

1. In the **Tree View**, right-click on **This Location** (or the new location name).
2. Select **New**.
3. Select **Access Group**.
4. Enter a group name. Enter a Time Zone for the group. Click **OK.**
5. The name of the new Access Group now appears on the left side of the screen. At this point there are no readers assigned to this group.
6. Left click on the + next to **Connection Group** in the **Tree View**. A list of all the readers for that location will appear below.
7. Drag and drop the desired readers from the **Connection Group** into the new access group. Click on the + next to the new group and verify all the proper readers appear.
8. After changing all your users to the new Access Group be sure to click on **"Send Users Full"**.

5.15 Changing a reader's Time Zone in an Access Group

Each reader in an **Access Group** could be assigned to a different **Time Zone**. To edit an Access Group:

1. Right Click on the Access Group name.
2. Select **Properties**.
3. Click on the **Readers** tab.
4. Click on the **"edit"** icon (It looks like a little triangle).
5. Change the Time Zones next to each reader name.
6. Click on the **"Send"** button.
7. Click on **Close.**
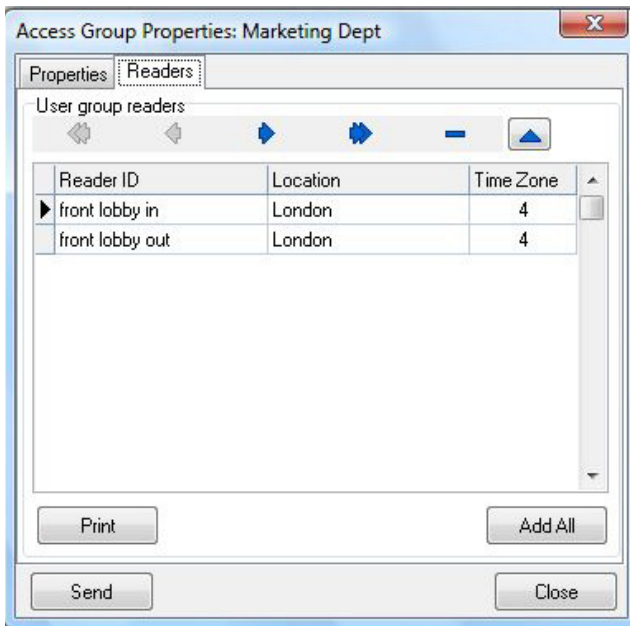
5.16 Changing the reader icons

1. From the **Tree View**, right click on the reader name. Select **Change Icon**.
2. Select a suitable icon from the displayed menu. Click **OK**.
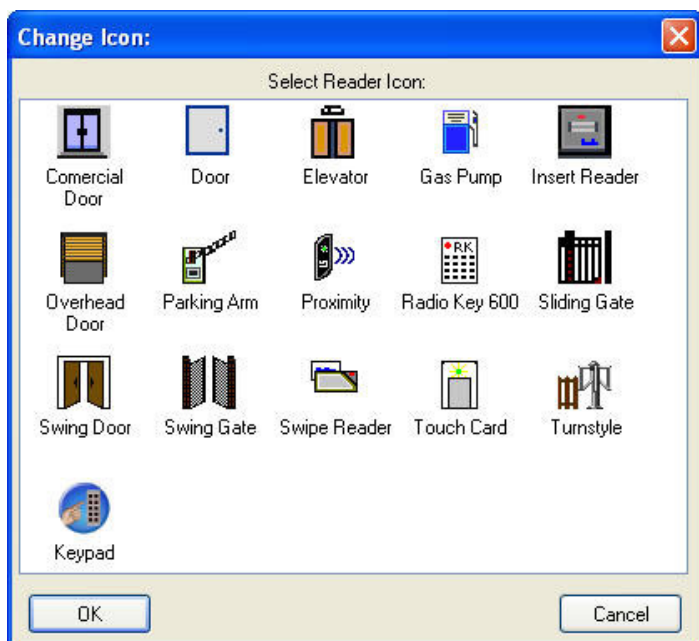
5.17   Door schedules

A **Door Schedule** is used to automatically lock and unlock a door according to a regular weekly time schedule. Each Door Schedule has a 24-hour schedule for each day of the week, as well as a 24-hour schedule for "holidays". Any date designated as a holiday will follow the holiday schedule, regardless of what day of the week it falls on.

You may set a Location Door Schedule for all the readers in the location, or you can set a Door Schedule for an individual reader.

5.18 Programming a Door Schedule

Location Door Schedule (All readers):

1. In the **Tree View**, double-click on **Door Schedule**.
2. Every GREEN square represents a ½ hour increment when the door will be unlocked. Every RED square is a ½ hour increment when it will be locked. Change the color of any square by clicking on it.
3. Select **Automatic** or **Card Activate.** Automatic means the door will unlock at the predetermined time. Card Activate means that the door will remain locked after the GREEN period begins until the next valid card is presented. This ensures that someone is in the building before the door unlocks.
4. For Door Schedules that do not conform to exact half-hours, use the **Delay Start** and **Delay End** feature. **(See Section 5.4)**
5. Click Send when finished.

NOTE: If you have a Door Schedule, you probably need to define Holidays.

NOTE: To temporarily override a door schedule, **See Section 5.30d**.

Single Door Schedule
1. In the **Tree View**, right click on the reader name.
2. Select **Properties**
3. Click on the **Door Controls** tab.
4. Click on **Schedule**.
5. Every GREEN square represents a ½ hour increment when the door will be unlocked. Every RED square is a ½ hour increment when it will be locked. Change the color of any square by clicking on it.
7. Select **Automatic** or **Card Activate**. Automatic means the door will unlock at the predetermined time. Card Activate means that the door will remain locked after the GREEN period begins until the next valid card is presented. This ensures that someone is in the building before the door unlocks.
8. For Door Schedules that do not conform to exact half-hours, use the **Delay Start** and **Delay End** feature. **(See Section 5.4)**
9. Click on **Send**. Click **OK**. Click on **Close**.

Entracomp SK-ACP : Front Door

| Cards | Door Controls | Settings | Configuration | Transactions | Utilities | Service |

Door Controls

Current Door State: Active (Normal)

[Open] [Unlock] [Inactive] [Normal]

[Refresh]

Door Schedule

☐ Disabled   [Edit]

                              [Send]

[Schedule]   [Refresh]

                              [Close]
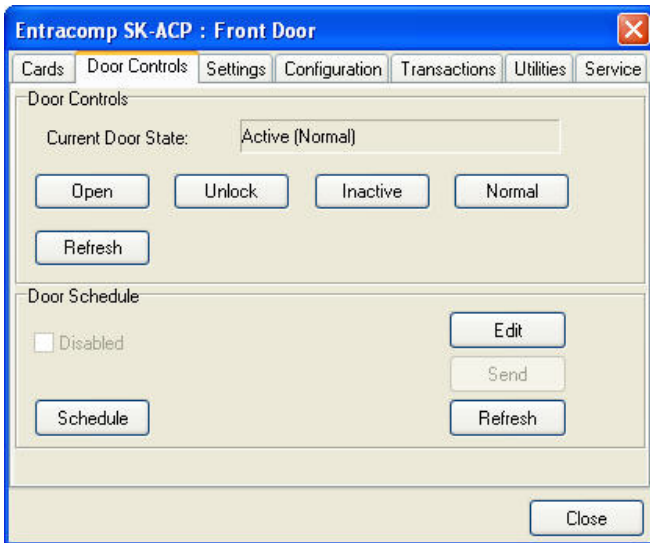
NOTE: If you have a Door Schedule, you probably need to define Holidays.

5.19 Holidays

Any date that is designated as a holiday will follow the **Holiday** schedule in **Time Zones 2-15** and in any **Door Schedules** you have created. You may designate up to 32 dates as Holidays.

While it is usually best to create Holidays per Location (for all readers) you may also create a Holiday for a single reader.

5.20 Programming a Holiday

Location Holidays:
1. In the **Tree View**, click on **Holidays**.
2. Click on the **"+"** plus sign icon to add a Holiday.
3. Enter the date of the Holiday. Type in a name for the Holiday. If the Holiday always falls on this date, check **Yearly**. Click **OK**.
4. To remove a Holiday, highlight the Holiday number and click on the **"−"** minus sign.
5. To edit a Holiday, highlight the Holiday number and click on the **edit icon** (up arrow). Make changes to date or name and click **OK**.
6. After all Holiday additions or changes are made, click **Send**, then **OK**, then **Close**.
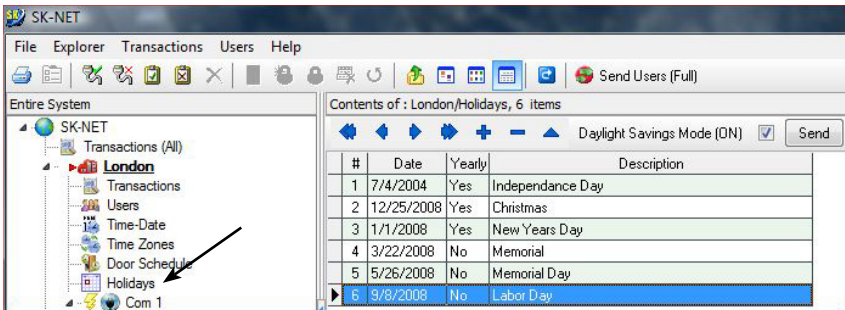
> **NOTE:** At the beginning of each new year, you need to review the Holiday schedule. Any Holiday which does not have a "X" located in the yearly box needs to be changed.

5.21 Changing the latch timer for a single reader

1. Right-click on the name of the reader you want to change.
2. Select **Properties**.
3. Click on the **Edit** button.
4. Enter a new **Latch Timer** value (in seconds).
5. Click on the **Send** button.
6. Click on **Close**.
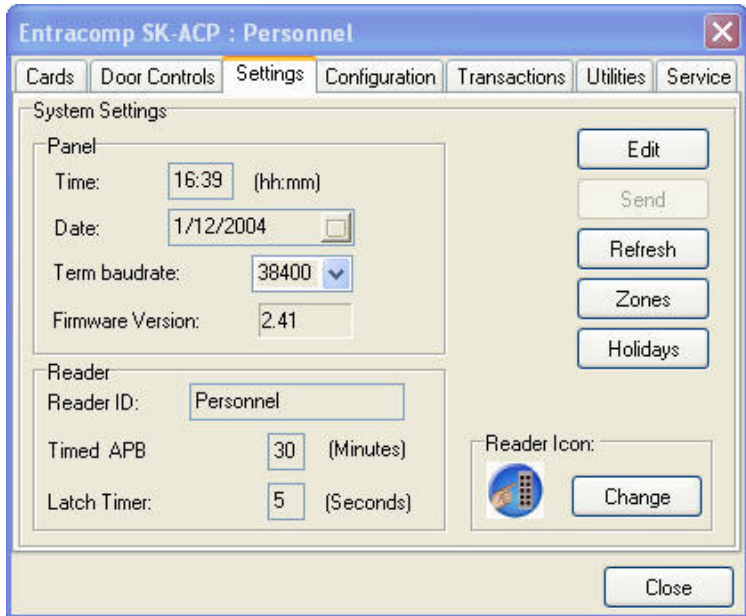
5.22 Date and time

By default, every time you log into a location with your computer, the time and date in that computer can be transmitted to the system. If you prefer, you may manually set the system time using SK-NET™. (For example, if the computer is in a different time zone, you will want to set the time manually.)

Automatic Daylight Savings Time adjustments are handled by the system, unless you override this feature.

5.23 Setting the time and date

1. In the **Tree View**, right-click on **This Location.**
2. Select **Properties**.
3. Click on the **Properties** tab.
4. Uncheck the **Auto Time Synch** box. **Close**.
5. In the **Tree View**, click on **Time/Date** once to display current time and date settings.
6. Double-click on **Time/Date** to make changes.
7. Click on **Edit**.
8. Enter new time and date settings. Click **Send**. Click **Close**.
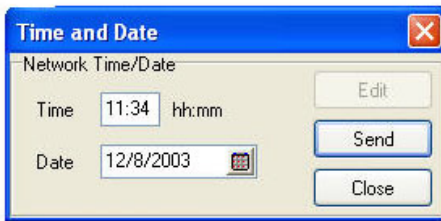
5.24 Overriding U.S. Daylight Savings Time feature

1. From the **Tree View**, click on **Holidays**.
2. Uncheck the box next to **Daylight Savings Mode (ON).**
3. Click **Send**.
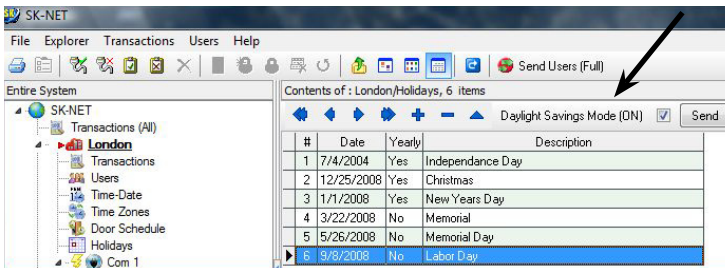
5.25 IN and OUT readers

SK-NET™ automatically creates a reader group for **"IN"** readers and a group for **"OUT"** readers. If your system has readers on both sides of an opening to control both access (entry) and egress (exit), you should place these readers in the IN and OUT groups.

When a reader is neither an IN or an OUT reader, valid card uses appear as "Valid Access" in **Transactions**. When a reader has been designated as an IN reader, the message will say "Valid Entry". When a reader is designated as an OUT reader, the message will say "Valid Exit":

Designating readers as IN and OUT is required in order to have **Real Antipassback. (See Section 5.9, #3)**

5.26   Programming an "IN" or an "OUT" reader

1. In the **Tree View**, click once on **Connection Group**. This will cause all of the reader icons to appear on the right side of the screen.
2. Drag-and-Drop the appropriate readers onto the **IN Reader** group and the **OUT Reader** group on the left side of the screen.
3. Click on the "+" plus sign next to IN Readers and OUT Readers to verify the readers fore each group.
4. Repeat steps for each Connection Group.
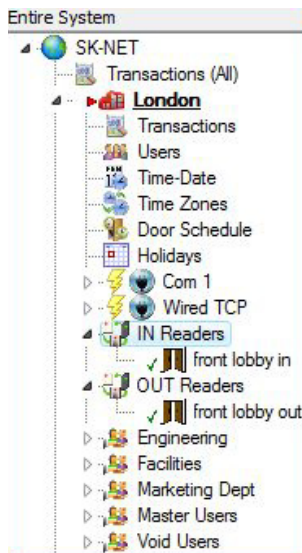
5.27 Reader Groups

A Reader Group is used to set common properties for two or more readers. SK-NET™ automatically creates two Reader Groups: **IN Readers** and **OUT Readers**. You may create up to 25 additional Reader Groups as you wish.

5.28 Creating a Reader Group

1. From the **Tree View**, right-click on **This Location** (or the new location name).
2. Select **New**. Select **Reader Group.**
3. Enter a name for the new Reader Group. Click **OK.**
4. Click on **the Group Name** once. This causes all of the reader icons to appear on the right side of the screen.
5. Drag-and-Drop the desired readers from the right side of the screen onto the name of the new Reader Group.

> **NOTE:**: **Reader Groups** are often used with **Door Controls.**

An "All Readers" group is useful to send parameters and configuration settings to systems with more than one Connection group. Without an All Readers group, you would have to send these parameters once for each Connection Group. SK-NET 4.0 does not automatically create an All Readers group, but you can easily create your own:

1. Right-Click on **Location**
2. Select **New**, **Reader Group**, and name it "All Readers"
3. Click **OK**.
4. Then drag and drop all the readers from all of your Connection Groups into your new All Readers group.

If you add any new readers to the system later, always be sure to add them to this group.

5.29 Door Controls

Door Controls are functions that you can initiate from SK-NET™ that affect the door or gate at a connected location. Door Control icons appear at the top of the Tree View screen. You can send a Door Control command to a single reader, or to a Reader Group.

5.30 Using Door Controls

1. From the **Tree View**, click once on the name of a single reader or a **Reader Group** (or a Connection Group).
2. Click on the **Door Control** icon for the function you want to initiate:
   a. **Open The Door Now** will activate the latch relay(s) for the same time as presenting a valid card
   b. **Unlock The Door** activates the relay and keeps it activated until you restore it. During this time the GREEN LED on the reader will flash slowly.
   c. **Make Inactive (Locked)** prevents even valid cards from gaining access through the door until you restore it. During this time the RED LED will flash slowly.
   d. **Disable Door Schedule** is an override that relocks a door, or group of doors, that have been unlocked by a Door Schedule.
   e. **Make Active (Normal)** restores a reader to normal operation after it has been placed in the Unlock or Inactive state by a Door Control command.
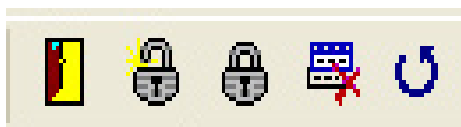
> **NOTE: Disable Door Schedule** is useful when conditions require that a normally unlocked door be locked early. An example would be a school that has early dismissal due to bad weather.
> **NOTE: A Global Door-Open Command** takes about ½ second per reader to process. On a 100-door system it will take approximately 50 seconds to open all doors.
> **NOTE: A Global Reader Inactive** (lock-down) Command takes about ½ second per reader to process. On a 100-door system it will take approximately 50 seconds to inactivate all doors.

5.31 Inputs

Inputs are circuits that connect external sensors or switches to an SK-ACP or 28SA-PLUS. This requires a momentary Normally Open contact switch. They are used to initiate special functions or to generate messages in Transactions. There are eight different Input definitions you can choose in SK-NET™.

a. **Disabled** – The Input is not used.

b. **Tamper** – A switch or sensor that has been installed to detect interference with a component of the access control system. If this circuit is closed, the reader will be disabled and a Tamper message will appear in Transactions.

c. **Arming Circuit** – The reader is disabled until this input is closed. Cards presented while the Arming Circuit is open will be logged in Transactions but access will be denied. This input is often used for gates where a loop detector must sense that a vehicle is present before a card can be valid.

d. **Door Monitor** – Connected to a door position switch, this input activates anti-tailgate feature. It is also used to detect a door forced open or held open too long.

e . **Door Bell** – Sends an ASCII Bell Character to a PC or printer, causing an audible tone.

f. **Remote Inactive** – Closing this input makes the reader inactive (lockout).

g. **Remote Open** – This input activates the latch relay for the same amount of time as a valid card use. A "Door Opened Via Sensor" message appears in Transactions. Also called Request-To-Exit or REX.

h. **User Defined** – This input allows you to write a custom message that will appear in Transactions. The Input can be a variation of Remote Open or it can simulate Door Bell. It can also be used as an alarm reset for certain auxiliary relay output functions.

5.32 Defining an Input

1. From the **Tree View**, right click on a reader name.
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Click on **Edit**.
5. Select the **Input** you want to change.
6. Select the Input definition. Click **OK**.
7. Click on the **Send** button. **Close**.

Configure Input

Select Input Type:

○ Disabled   ○ Door Bell

○ Tamper   ○ Remote Inactive

○ Arming Curcuit   ○ Remote Open

⦿ Door Monitor   ○ User Defined

OK

Cancel

User Defined Selections:

☐ Remote Open

☐ Bell

Message: [   ]

5.33 Outputs

The SK-ACP has a main (latch) relay and an auxiliary relay for each reader. **(28SA-PLUS does not have an auxiliary output.)** This extra relay can be activated by a variety of means to accomplish various functions.

a. **Disabled** – The output is not used.

b. **Input 1 Follow / Latch** – Whenever Input 1 is closed the aux. relay will activate until either 1) a valid card is presented to the reader, 2) a User Defined Input 2 is activated, 3) a pre-selected amount of time elapses or 4) Input 1 is opened.

c. **Input 2 Follow / Latch** – Whenever Input 2 is closed the aux. relay will activate until either 1) a valid card is presented to the reader, 2) a User Defined Input 1 is activated, 3) a pre-selected amount of time elapses or 4) Input 2 is opened.

d. **Door Monitor Alarm** – If one of the Inputs is configured as Door Monitor, this output will activate if the door is forced open or if it is left open too long. This output is typically connected to a local alarm signal or to a remote monitoring station. Once the auxiliary relay is activated it will remain activated until 1) a valid card is presented to the reader, 2) a User Defined Input is activated, 3) a pre-selected amount of time elapses.

e. **Door Forced Alarm** - If one of the Inputs is configured as Door Monitor, this output will activate if the door is forced open. This output is typically connected to a local alarm signal or to a remote monitoring station. Once the auxiliary relay is activated it will remain activated until 1) a valid card is presented to the reader, 2) a User Defined Input is activated, 3) a pre-selected amount of time elapses.

f. **Door Held Open** - If one of the Inputs is configured as Door Monitor, this output will activate if the door is left open too long. This output is typically connected to a local alarm signal or to a remote monitoring station. Once the auxiliary relay is activated it will remain activated until 1) a valid card is presented to the reader, 2) a User Defined Input is activated, 3) a pre-selected amount of time elapses.

g. **Emergency Exit Alarm –** Used when one of the Inputs is designated as Remote Open, the auxiliary relay will activate whenever the main relay is triggered via the Remote Open Input. This is typically used to sound a local alarm when the door has been used for egress.

h. **Card Range** – Cards in a selected range will activate the auxiliary relay only or both the auxiliary and main relays. Typically this is used so specific cards can cause something special or extra to happen. The relay can be set to Toggle, (activate until another card in the selected range is presented) or to activate for a preset amount of time.

i. **Error Alarm** – When any one of selected "Error" conditions occur, the auxiliary relay will activate and stay activated until a valid card is presented to the reader. Error Conditions you may select from are "Door Forced", Door Held", Tamper Input", "Void User", "Invalid Facility Code", "Antipassback Violation", "Arming", "Tamper Card", "Inactive", "Invalid ID", "Time Zone Error", "Time Zone Date", "Limited Use Violation".

j. **Serious Alarm** – When any one of the following "Error" conditions occur, the auxiliary relay will be activated and remain activated until a valid card is presented: "Void Card", "Invalid Facility Code", "Tamper", "Door Forced", "Door Held".

k. **Time Zone** – The auxiliary relay will be activated during the GREEN increments of the selected Time Zone.

l. **Tamper Alarm** – If a Tamper Input is closed, the auxiliary relay will be activated and will remain activated until until 1) a valid card is presented to the reader, 2) a User Defined Input is activated, 3) a pre-selected amount of time elapses.

m. **Door Bell** – If a Door Bell Input is closed the auxiliary relay will be activated and remain activated until 1) The input is opened or 2) a pre-selected amount of time elapses.

n. **Alarm Shunt** – Whenever the main relay is activated by a valid card or a Remote Open input, the auxiliary relay will be activated and will remain activated until 1) the main relay returns to normal or 2) a pre-selected amount of time elapses.

5.34 Defining an Output

1. From the **Tree View**, right click on a reader name.
2. Select **Properties**.
3. Click on the **Configuration** tab.
4. Click on **Edit**.
5. Select the Output.
6. Select the Output definition.
7. Set any applicable Output Parameters - Click **OK**.
8. Click on the **Send** button. **Close**.
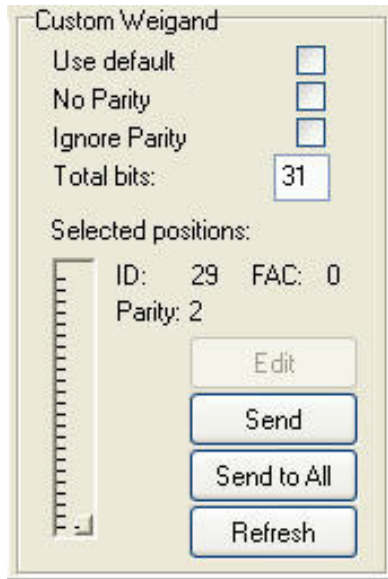
5.35 Programming custom Wiegand data formats

1. From the **Tree View**, right-click on the reader name.
2. Select **Properties**.
3. Click on the **Service** tab.
4. Click on **Edit**.
5. Uncheck **Use Defaults**.
6. Enter the total number of bits in your card format.
7. Use the slide scale to set the number of card I.D. bits to 16.
8. If normal parity bits are not used check **No Parity** and verify whether the card number is correct. If not, select **Ignore Parity.**
9. Click **Send** to change settings for that reader only. Click **Send to All** if all the readers require these settings.

```
Custom Weigand
  Use default        ☐
  No Parity          ☐
  Ignore Parity      ☐
  Total bits:       31

Selected positions:

      ID:   29   FAC:  0
      Parity: 2
                      Edit

                      Send

                   Send to All

                     Refresh
```

NOTE: This feature is not supported with the 28SA Plus.

5.36 Adding new readers to the system

After the new hardware has been installed and wired into the system, hold in the reset button while turning on the power. Hold for 3 seconds and release. SK-NET™ will now be able to find the new reader(s).

1. From the **Tree View**, right-click on **Connection Group**.
2. Select **New.**
3. Select **Reader(s).**
4. Select **Quick Find** (unless you have more than 20 readers, then use **Search**).
5. SK-NET™ will find the new reader(s) and bring them into the system. Follow the prompts until the new readers have been logged in.
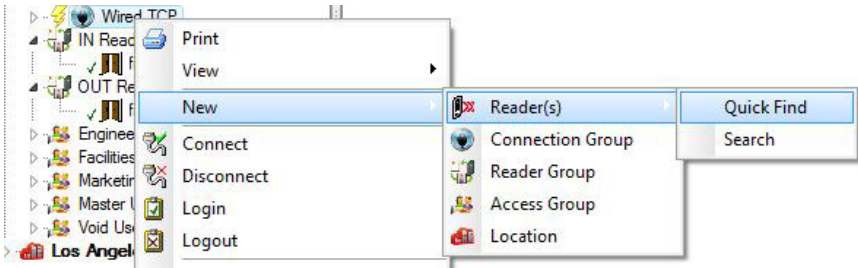
NOTE: The newly found readers will automatically be added to the **Connection Group, Master Users** and **Void User** groups. Be sure to drag-and-drop the new readers into any other appropriate Access Groups before you do a **Card Send**.

NOTE: This procedure must be followed anytime you perform a Power Reset on a panel or reader. **(See Section 11.8)**

5.37 Adding a Facility Code

SK-ACP can learn up to 16 **Facility Codes** and 28SA-PLUS can learn up to three. While it is best to have a single Facility Code in each system, this is not always convenient. You can set Facility Codes in a panel or reader by pressing the reset button and then presenting a sample of ALL the Facility Codes to a reader while the LED is flashing alternately RED and GREEN.

If there are multiple panels you can repeat this procedure at each, or you can send the codes from one unit to all the others through SK-NET™.

1. From the **Tree View**, right click on the name of a reader that has all of the required Facility Codes.
2. Select **Properties**.
3. Click on the **Service** tab.
4. In the **Facility Code** section, click on **Edit**.
5. Click on **Close**. Click on Send To All.
6. Click **Close**.
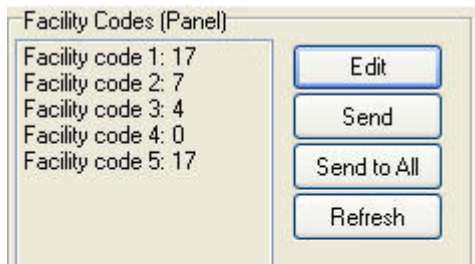
Now that all the readers have been updated with new facility codes, you need to update the database files in SK-NET™.

1. From the **Tree View**, right click on **Location**.
2. Select **Backup**.
3. Select **All Readers**

NOTE: Sending Facility Codes via SK-NET™ is not supported by the 28SA-PLUS.

6. MANAGING USERS

The User screen displays all cards and associated cardholders. This is where you can add a card, edit card details, monitor in and out status and generate user reports.

6.1 Entering Cardholder Information

1. In the **User View**, double click on the card number you want to issue. A **User Detail** box will appear.
2. Enter the cardholder name. Select an **Access Group** from the dropdown list.
3. Other fields are optional. They are provided for your convenience.
4. To attach a photograph to a user record, click on **Load**. Use the browser to locate the jpeg (.jpg) file with the desired picture.
5. Click **OK**.
6. After all card additions or changes, click the **Send User**s arrow.

NOTE: Follow the same procedure to edit cardholder information or change Access Group.

NOTE: Attached photos should be small files (480x640). High resolution pictures may slow the program and they will not look any better on a computer screen. Attached photos can be viewed in Transaction Detail **(See Section 7.3)** and are available for use by SK-EZ/ID badge-making software.

6.2 Adding a new card number

1. In the **User View**, click on the "+" sign (Add).
2. In the **User Detail** box, enter the cardholder name.
3. Enter the **Card Number**.
4. Select an **Access Group** from the drop down list.
5. Enter additional data and/or attach photos if desired.
6. Click **OK**.
7. After all card additions or changes, click the **Send Users** arrow.

6.3 Deleting a user

> **NOTE:** You can remove a card completely from the system. It is usually better, though, to edit the card and make it a Void User. This ensures that the card will not open anything, but each attempted use will be recorded in Transactions.

To remove a single card:

1. In the **User View**, click on the card number to be removed. This will position the pointer next to that number.
2. Click on the "X" (Delete). The record will be removed.
3. After any card additions or changes, click the **Send Users** arrow.

> **NOTE:** Be sure to backup your system when you exit SK-NET™.

6.4 Changing the names of User data fields

1. Click on the word **File** in the top menu bar.
2. Select **Preferences**.
3. Click on the **User Field Labels** tab.
4. Change the text to be displayed for any of the field labels shown. Click **OK**.
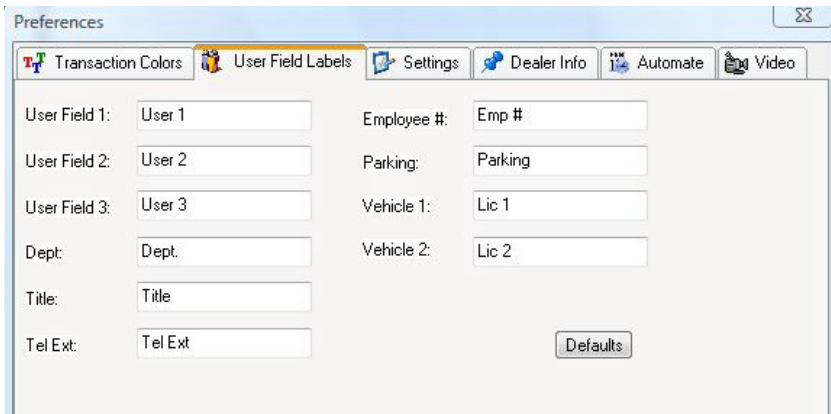
6.5 Sorting cardholders in the User List

When the User list is displayed, you can sort the User List by clicking on many of the column headings. For example, clicking on **Last Name** will sort the list alphabetically by last name. Clicking on **Card Number** will sort the list from lowest to highest card number.

You may also find a specific card or user by clicking on **Users** on the top menu bar, then select **Find**. Select the search field (Last Name, Card Number, Title, etc.) and enter the corresponding value. A pointer on the left side of the list will move to the desired record.

6.6 Filtering Users

Filters allow you to temporarily remove unwanted records from the list. This allows a limited user report to be generated, for example, users in a single department or users who are out of the building.

6.7 User Reports

1. From the **User** View, click on the **Filter Users** icon.
2. In the **Filter Users** detail box, select**, IN/OUT** or **Department**.
3. Enter the desired filter value. Click **OK**.
4. To remove any applied filters, repeat the process and select **ALL** for each filter type.
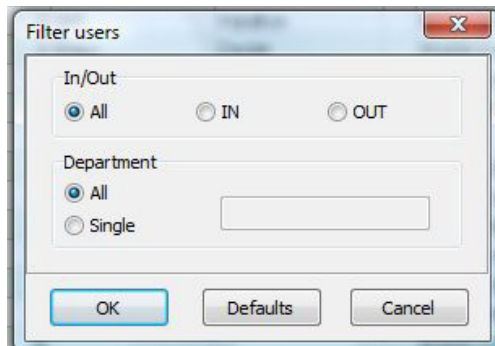
NOTE: Users in a particular Access Group can be filtered by simply clicking on the User icon under a particular Access Group icon.

6.8 Limited Use Cards

Limited Use Cards are valid for a specific number of uses, days or weeks. After the preset limit is reached, the cards become Void. Limited Use Cards can also be set to "Count". This feature keeps track of card uses, but does not automatically void the card.

Limited Card usage is shared between all of the readers in a location, but it is not transmitted from one location to another. It is usually best to set up Limited Use Cards globally, but they may also be created in a single reader or a Reader Group.

A maximum of 4000 cards can be used as **Limited Use Cards**. By default the Limited Use Card range is set from 1 to 4000. This can be changed if the cards being used in your system are in a different card number range.

6.9   Programming Limited Use Cards

1. In the **Tree View** screen, right-click on a **Connection Group**.
2. Select **Properties**.
3. Click on the **Configuration** tab.

Group Properties: All Readers

Properties | Readers | Cards | Configuration | Transactions

Configuration

Limited Use Card Range:

Start: 00001   End: 04000

Daily RAPB ForgiveTime

⦿ Off   ◯ On   Hour: 00   (0-23)

Remote Reader Type - 28SA+

◯ In   ◯ Out   ⦿ None

General Settings

Latch Timer: 3   (Seconds)

Timed Antipassback: 30   (Minutes)

Baudrate: (Terminal) 38400

Send

Door Schedule

☐ Door Schedule Disabled   Send

Close
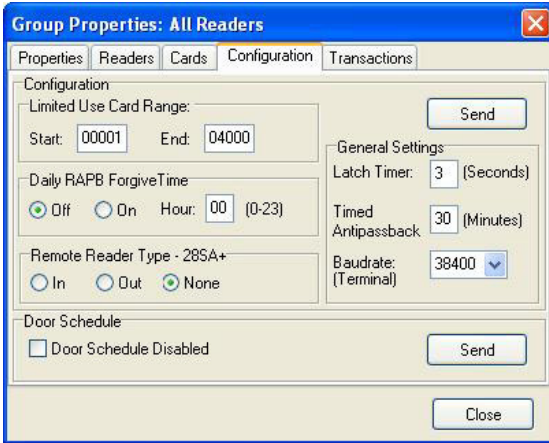
4. Enter the lowest and highest **Limited Use Card** numbers from among the cards enrolled in your system. (No more than 4000 cards may be Limited Use.)
5. Click **Send**.
6. Click on the **Cards** tab.

Group Properties: All Readers

Properties | Readers | Cards | Configuration | Transactions

Program Cards into a Time Zone

Time Zone: 01   Start: 00001   End: 65503   Send

Program Limited Use Cards

◯ Days   ⦿ Days After Use   ◯ Weeks

◯ Uses   ◯ Counter   ◯ None

Start: 00001   End: 04000   Value: 7   Send

Close
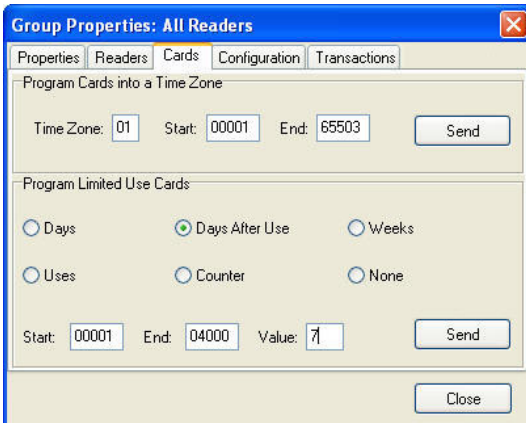
7. Select the appropriate Limited Use parameter. Enter a count value, where required.
8. Enter the lowest and highest cards within the previously defined limited use card range, that applies to this parameter. (You can define multiple groups of Limited Cards with various limitation parameters.)
9. Click **Send**. Click **Close**.

NOTE: A similar process can be used in the properties of a Reader Group or of a single reader. It is usually better to make Limited Use Cards Location-wide.

NOTE: Limited Use cards cannot be programmed into **Time Zone 1** or Master Users.

NOTE: When the **Uses** parameter is selected, the system does not count uses involving an **OUT** reader.

NOTE: To reprogram a void Limited Use card, follow the programming steps above for the desired card or card range.

NOTE: If your system has more than one Connection Group, in order for the Limited Use "Uses" or "Counter" function (number of uses) to work properly, all of your Connection Groups must be connected to the system, and the SK-NET™ software must be running on your PC (it can be minimized). Once programmed, the Limited Use "Days", "Days after Use", and "Weeks" functions will continue to work, even if the SK-NET™ software is not continuously connected or running.

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7. MANAGING TRANSACTIONS

The Transaction view displays system activity. Card events that are valid and invalid are displayed, along with system events such as a door unlocked by a Door Schedule or automatic RAPB Forgive.

Transactions can be displayed in a list, with the most recent event at the bottom of the screen. You can also display a single transaction in detail, including any attached photograph for the cardholder.

7.1 Changing Transaction View
1. From the **Transaction** screen, click on the **Change Colors** icon.
2. Click the **Change** box next to the event type you want to alter.
3. Select a color from the chart. Click **Apply** to preview how the color will look. (Some colors are very hard to read.) Click **OK** to use the selected color.
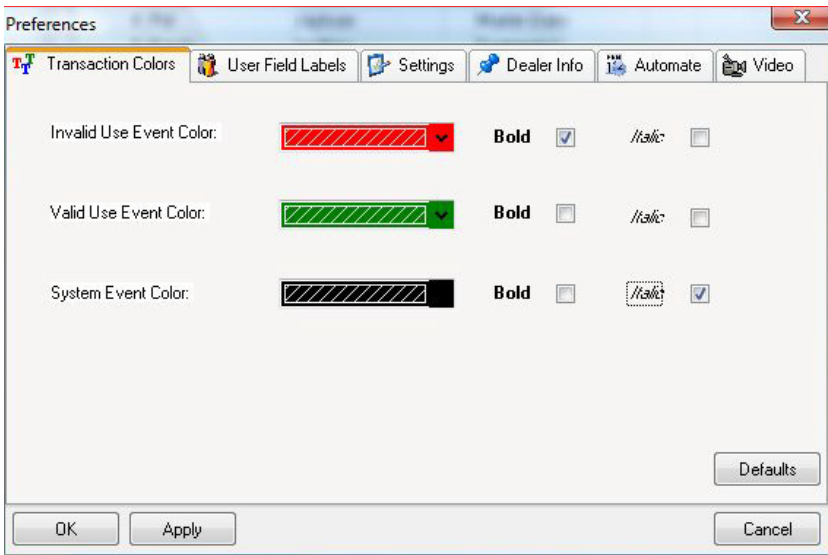
4. To change whether a transaction class appears Bold or Italic, click the appropriate check box.

7.2 Filtering Transactions

1. From the **Transactions** screen, click on the **Filter** icon.
2. In the **Transaction Filter** box, select one or more filter criteria types. Each filter criteria requires a value to be entered.
3. Click **OK**.
4. To remove any filters, repeat the process and select **ALL** for each filter criteria (or click on **Defaults** to reset all filters.)

NOTE: To View Transactions of Users from a particular Access Group or location, simply click on the Transactions icon under a particular Access Group or location.

7.3   Viewing cardholder photos

1. From the **Transaction** View, click on the **Zoom In** icon (magnifying glass icon).
2. The selected transaction will be displayed with user details and photo (if loaded), To view previous transactions, use the navigation buttons.
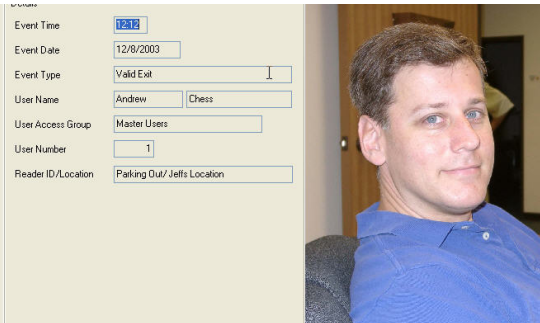
7.4   Archiving older transactions
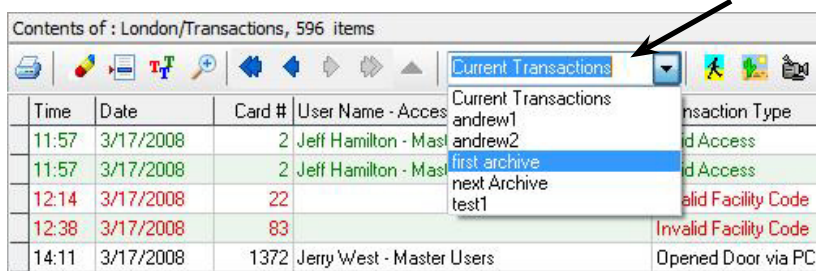
1. From the **Transaction** View, click on the word **"Transactions"** in the menu bar.
2. Select **Archive,** then **New/Append**.
3. Enter the a name for the archive file destination.
4. If you do not want to archive all the transaction records, enter a starting and/or ending date.
5. Click **OK**.
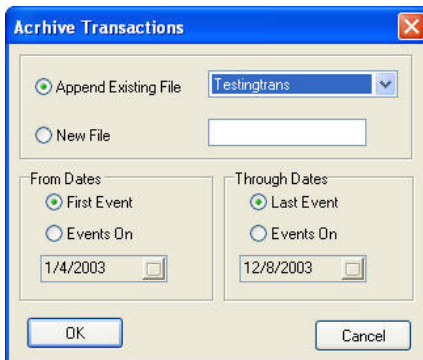
NOTE: In the same menu you may choose to delete an archive file that you no longer wish to retain.

7.5 Viewing archived transactions

1. From the **Transaction** View, click on the selector arrow for **Select Transactions to View**.
2. Select the archive file you want to see.
3. You may navigate through archived transactions the same way you navigate through current transactions.

7.6 Excluding Transaction Types

You may exclude specific transaction types from the system audit trail. Transaction types to exclude can be selected from the connection group or for individual readers. Excluding some transaction types reduces the number of event records in **Transactions** and also conserves space in the event buffer of the SK-ACP and/or 28SA-PLUS.

> **NOTE:** If you have more than one connection group and you want to exclude one or more transactions from all of the readers, we recommend that you create an **"All Readers Group"**. This will allow you to send this command one time and apply the change to all readers in the system. **See Section 5.28.**

7.7 Excluding Transaction Types

1. From the **Tree View**, right-click on a **Connection Group**.
2. Select **Properties**.
3. Click on the **Transaction** tab.
4. Place a check mark next to each transaction type you want to exclude. Click **Send**.
5. This procedure must be completed for every connection group in the location.

Group Properties: Wired TCP

Properties | Connection | Readers | Cards | Configuration | Transactions

Events: Exclude Types

Type 0: Valid Entry
Type 1: Antipassback Violation
Type 2: Void Card
Type 3: Arming Circuit
Type 4: Tamper
Type 5: Reader Inactive
Type 6: Invalid Facility Code
Type 7: Invalid ID
Type 8: Time Zone Error
Type 9: Time Zone Date
Type 10: Limited Use Violation
Type 11: Antipassback - Soft
Type 12: Valid Exit
Type 13: Valid Access
Type 14: RAPB forgive card via PC

Send

Close

7.8 Excluding Transaction Types for One Reader

1. From the **Tree View**, right-click on the name of a reader.
2. Select **Properties**.
3. Click on the **Transactions** tab.
4. Click on the **Edit** button.
5. Place a check mark next to each transaction type you want to exclude. Click **Send**.
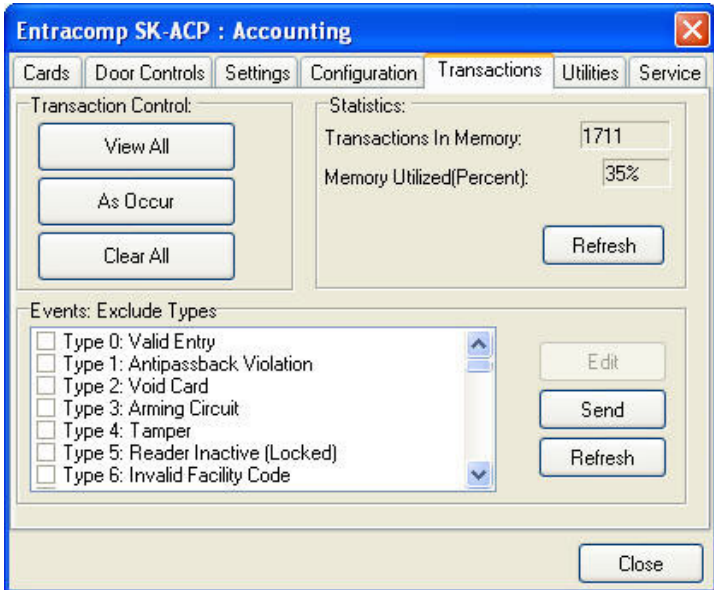
8. REPORTS

8.1 Transaction Report

1. From the **Transaction** View, apply the appropriate **Filters** required to isolate the events of interest.
2. Click on the **Print** icon.
3. Choose Preview to preview the report. Choose **Printer** for a paper report.
4. Enter the **Page** numbers required, or select **All** for a complete report.
5. Click **Print**.
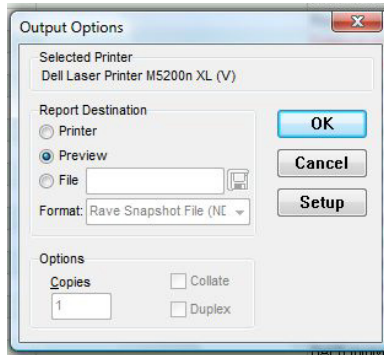
To save the Transaction Report as a .pdf or .txt or HTML file.

1. After filtering the report and displaying it to the screen, click on the Print icon again, then, Select **File.**
2. Click on **Save**.
3. Click on the down arrow for **Save As Type.**
4. Select the **File Type** desired.
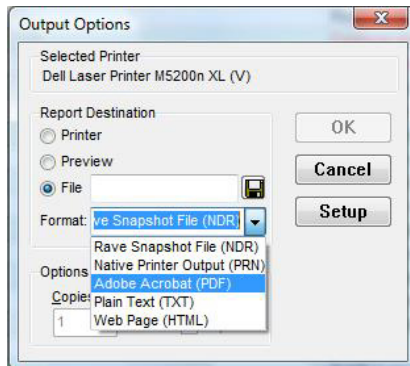
8.2 Printing a User Report

1. From the **User** View, sort and filter the list the way you want it to appear on the report.
2. Click on the selector arrow next to the printer icon.
3. Choose **User Report** for a compact list of displayed users. Select **User Detail Report** for a complete profile of each user.
4. Choose **Printer** for a paper report or **Preview** to see a preview of the report.
5. After reviewing the report on the screen, select the printer icon and indicate the **Pages** desired, or **All** for a complete report.
6. Click **Print**.
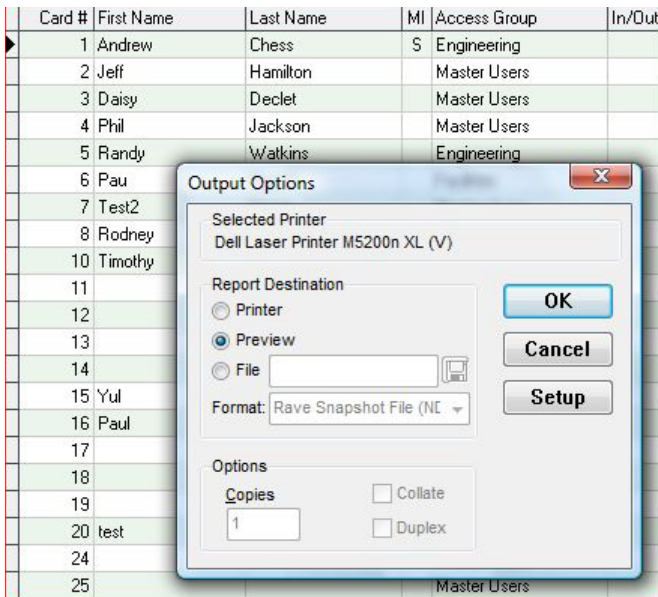
8.3 Printing a User Information Report

1. From the **User** screen, double-click on a user name.
2. In the **User Properties** box, click **Print**.
3. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
4. Click **Print**.

8.4 Printing a list of readers in a Location Report

1. From the **Tree View**, click the Print icon on the toolbar.
2. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
3. Click **Print**.
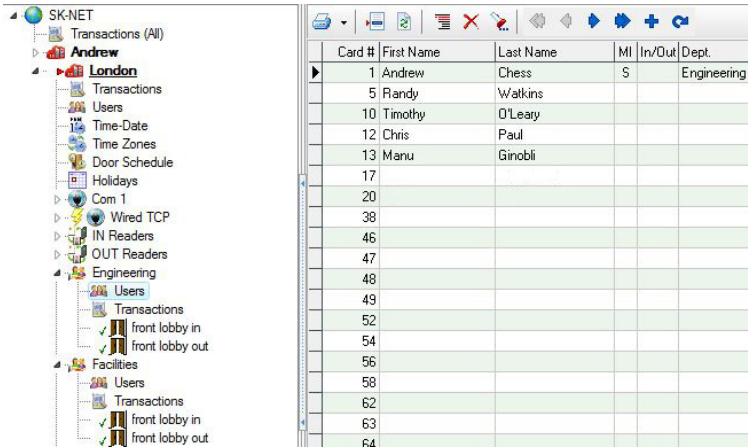
8.5 Printing a list of readers in an Access Group Report

1. From the **Tree View**, right-click on the name of the Access Group.
2. Select **Properties**.
3. Click on the **Readers** tab.
4. Click the **Print** button.
5. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
6. Click **Print**.
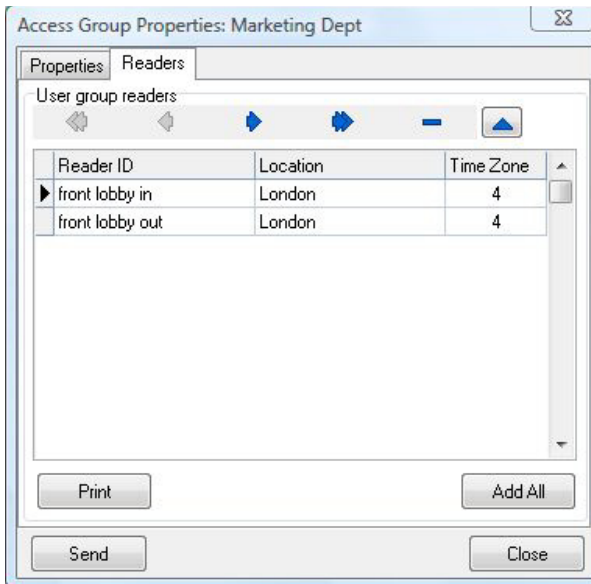
8.6 Printing a list of Users in an Access Group Report

1. From the **Tree View**, click on the desired Access Group name and double-click on the Users icon.
2. Click the **Print** button, select User Report or User Detail Report.
3. Choose **Printer** for a paper report or **Screen** to see a preview of the report.
4. Click **Print**.

9. SECURITY

9.1 Changing an SK-NET™ Operator Password

1. Click on **File** in the top menu bar.
2. Select **Operator**.
3. Select **Change Password.**
4. Enter the new password twice. Click **OK**.
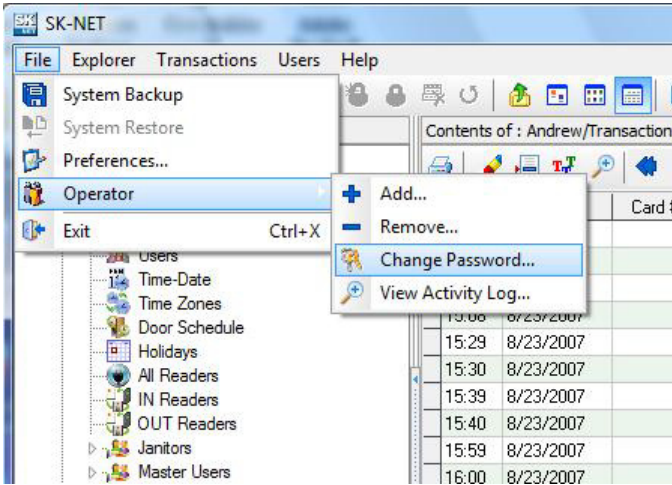
9.2 Assigning Operator Levels

Client/Server versions of SK-NET-MLD allow you to enroll numerous operators, each with a unique password. **Operators** can be assigned to one of five different privilege levels:

  a.   Guards – Able to view Transactions.
  b.   Receptionists – Able to view User IN/OUT status.
  c.   Card Issuer – Able to perform functions in the User screen.
  d.   Supervisors – Able to perform functions in all screens, but not able to change system parameters or Location properties.
  e.   Administrators – Full software privileges.

1. Click on **File** in the top menu bar.
2. Select **Operator**.
3. Select **Add (+).**
4. Enter the operator name, password twice and select the privilege level. Click **OK**.

9.3   System Activity Log

The **System Activity Log** records what the operators of SK-NET™ have been doing in the software. It records the Operator, Date, Time, and what action was performed.

1. Click on **File** in the top menu bar.
2. Select **Operator**.
3. Select **View Activity Log.**
4. Scroll up or down to see operator activity.

OPERATOR	DATE	TIME	ACTION
Jeff	12/8/2003	2:13:40 PM	Reader logout completed: Lan100
Jeff	12/8/2003	2:13:43 PM	Disconnected to location:Lan100
Jeff	12/8/2003	2:13:52 PM	Connected to location: Lan100
Jeff	12/8/2003	2:18:15 PM	Completed search new readers: Lan100
Jeff	12/8/2003	2:26:06 PM	Reader logout completed:Lan100
Jeff	12/8/2003	2:26:16 PM	Reader logout completed: Lan100
Jeff	12/8/2003	2:26:16 PM	Disconnected to location:Lan100
Jeff	12/8/2003	2:26:20 PM	Connected to location: Lan100
Jeff	12/8/2003	2:35:24 PM	Reader logout completed: Lan100
Jeff	12/8/2003	2:35:24 PM	Disconnected to location:Lan100

Erase All   Close

9.4 Password Protection

SK-NET™ has a second set of passwords that are exchanged behind the scenes whenever a computer running SK-NET™ attempts to connect to a Location. This invisible password can, and should, be changed from the default (12345).

1. From the **Tree View**, make sure that you are **Connected** to the **Location** where you want to set a new Password (see bottom of screen).
2. Right-click on the **Location**.
3. Select **Properties**.
4. Click on the **Key icon** (to the right of the word "Password".
5. Enter the new password twice. Click **Save**.

NOTE: If you have multiple Locations, it is best to set a different password for each Location.

10. DIAGNOSTICS

10.1 Communicating with a Location

In the **Tree View**, a red triangle next to the **Location** icon (the little red building) indicates that you are connected to that **Location**. A lightning bolt next to a **Connection Group** means that the connection is active.

A green check mark next to a reader icon indicates that you are logged in to the reader. Being "logged in" means that complete, real-time communication is occurring, and that all the stored transactions have been downloaded to SK-NET™.

Reader icons with red "X's" through them are readers that have failed to log in.

10.2 Network Messasges

If you place the software in the **Debug** mode, you will see network messages displayed at the bottom of the screen.

1. Click on the word **File** in the top menu bar.
2. Select **Preferences**.
3. Click on the **Settings** tab.
4. Place a check mark next to **Turn on Network Message View.**
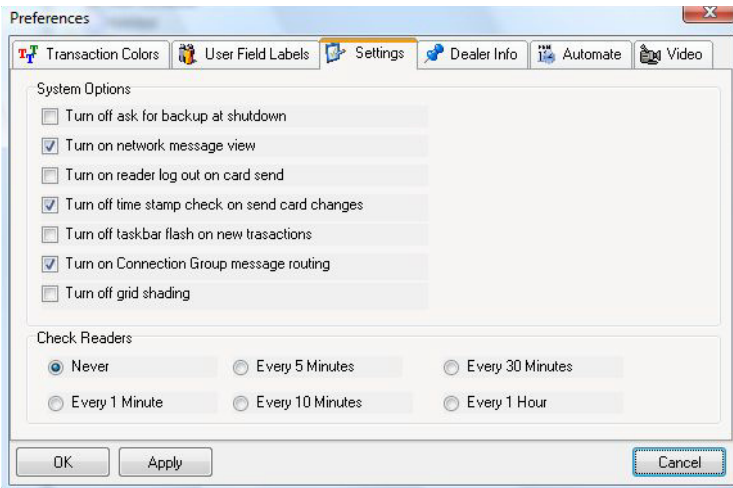
10.3 Self Testing from SK-NET™

You may initiate a self-test using SK-NET™.

1. From the **Tree View**, right-click on the name of the reader you want to test.
2. Select **Properties**.
3. Click on the **Utilities** tab.
4. Click the **Refresh** button under Self-Test. Each item will display a Pass/Fail result.
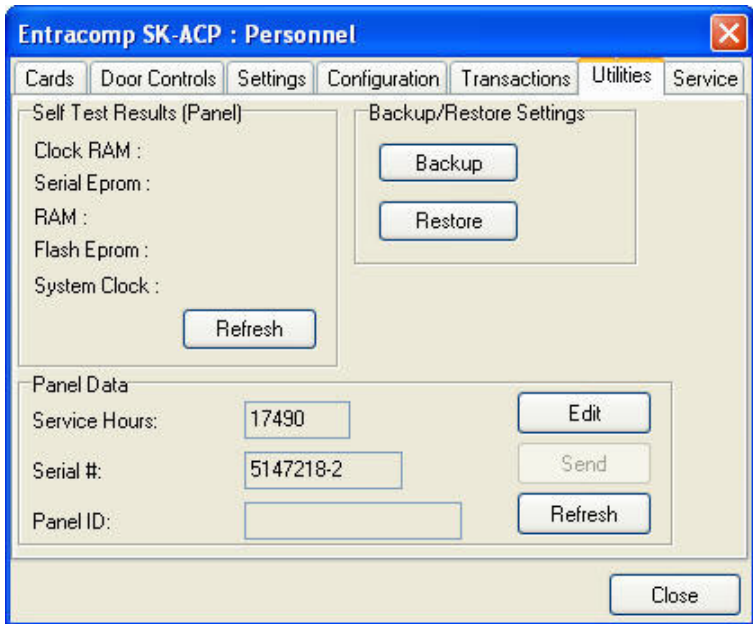
11. TROUBLESHOOTING

11.1 Cards do not work when creating a new Access Group

1. **Did you drag-and-drop readers into the new Access Group?**
   a. From the **Tree View**, click on a **Connection Group.**
   b. Drag-and-drop readers from the right side of the screen into the new Access Group.
   c Click on the "+" sign next to the new **Access Group** to view the readers in the new group.
   d. Perform a **Card Send**, as described below.

2. **Did you send the cards to the Location?**
   a. Click on **"Send Users Full"**.

11.2 New Transactions are not appearing in the Transaction Screen

1. **Are transactions being filtered?**
   a. From the **Transaction** View, click on the **Filter** icon.
   b. Click on **Defaults**. Click **OK**.

2. **Are you logged in to the Location?**
   a. From the **Tree View**, open the **Connection Group** folder to display reader icon(s). Are there Green check marks by each reader icon?
   b. If readers do not have Green check marks (or have red lines through them), is there a Red arrow next to the Location icon?
   c. If there is a Red arrow, but readers are not logged in, click on the **Log-In** icon on the toolbar.
   d. If there is not a Red arrow or a Green check mark, click on the location name, click on the **Connect** icon on the toolbar.

3. **Have you excluded any transactions?**
   a. Right click on a **Connection Group.**
   b. Click on the **Transactions** tab.
   c. **View Transaction Types**. If there is a check mark in the box located next to a Transaction Type, it will not be sent to your Transaction database in SK-NET™.

11.3 "Invalid Facility Code" message when using newly-added cards

1. **Do the new cards have a different Facility Code than the previous ones?**
   a. Go to one of the SK-ACP panels or 28SA-Plus readers. Take a sample card with each different facility code. Press the reset button.
   b. Present a sample card with each Facility Code to one of the readers attached to the SK-ACP (or to the 28SA-PLUS) while the LED is flashing Red and Green.
   c. Repeat this process for each SK-ACP or 28SA-PLUS. For the SK-ACP, you can also send Facility codes to all panels through SK-NET™, like this:
   d. From the **Tree View**, right click on the name of the reader that has the new Facility Code.
   e. Select **Properties**.
   f. Click on the **Service** tab. You should see the quantity of Facility Codes active in that panel.
   g. Under **Facility Codes (Panel**) click **Edit**.
   h. Click **Close**.
   i. Click **Send To All.**
   j. Click **Close**.
   k. After all cards are working, right click on **All Readers**.
   l. Select **Backup**. Select **All Readers**.

11.4 Reader does not read-LED is Flashing Red or Green

A slowly flashing Red LED indicates that the reader is in the **Inactive** mode. A slowly flashing Green LED indicates that the reader is in the **Unlocked** mode. These conditions exist when someone has activated a **Door Control**, from SK-NET,™ or when an input is shorted and programmed **Remote Inactive or Remote Open**. A flashing green LED also indicates the door has been unlocked by the **Door Schedule**. To check the door status:

1. From the **Tree View**, right-click on the name of the reader.
2. Select **Properties**.
3. Click on the **Door Controls** tab.
4. What is the Current Door State? This will help identify why the reader is in the Inactive or Unlocked mode.
5. Click on **Normal** if the reader shows **Inactive Lock or Inactive Unlocked**. This will change the **Current Door** State to **Active Normal**.
6. **Unlock via Door Schedule** indicates the door is unlocked by the schedule. To disable the schedule click on **Edit**, click in the Disabled box and **Send**.

11.5 Lost Communications between PC and Readers

When using more than one Connection Group, if you lose communications to a Connection Group, or fail to login to any readers in a Group, you can save time troubleshooting by first disconnecting from all the other Groups. This is accomplished by right clicking on each group and selecting Disconnect. Once you have completed the required steps to restore communicatons (see below), just highlight the location name and select Connect. This will reconnect all your groups.

1. **Check Com Settings**
   a. From the **Tree View**, right click on the **Connection Group**.
   b. Select **Properties**.
   c. Click on the **Connection Tab.**
   d. Run the **Connection Wizard.**
   e. If the **Wizard** finds the connection, click **OK** and then **Connect**. If not, select your connection below.

      1. RS-232 direct connect, computer COM port to the SK-ACP or 28SA Plus COM port. **(See Section 11.6.)**
      2. RS-232 to RS485 converter, computer to converter to the SK-ACP or 28SA Plus reader. **(See Section 11.7.)**
      3. TCP/IP connection via LAN, WAN. Contact the IT department.
      4. Modem connection, must have **Local Connect** unchecked and modem phone number provided. Try to repower the modem and SK-ACP or 28SA Plus.

2. **Login Failure**
   a. In the **Tree View**, look for a red arrow next to the **Location** icon. This indicates you are connected to the **Location**.
   b. Click on the "+" next to **Connection Group**. If the reader shows a green check mark indicates the reader is logged in. An icon with a red "X" indicates lost communications with that reader. If this occurs, perform a Power Reset. **(See Section 11.8)**

11.6 Using RS-232 Voltage Measurements to Check Communication Problems

If you cannot connect, it will be necessary to take voltage measurements to identify whether the problem is with the SK-ACP or with the computer.

RS-232 Direct Connection
1. From the **Tree View**, right-click on a **Connection Group.**
2. Select **Properties**.
3. Click on the **Connection** tab.
4. Uncheck the box next to **"Gateway (RS-232)"**
5. Click on the **Connect** button.

The system will fail to connect, but in the process it will open the computer COM port, making a voltage test possible.

1. Voltages: Measure voltages at the gateway reader's terminal block, communications pins 1 to 5. Connect the ground lead to pin 1 (logic ground) for all measurements.
   a) Pin 2 (Receive Data, RXD). The voltage should read between -5 VDC to -12 VDC. This voltage comes from the PC. If the voltage is wrong or missing, disconnect the reader from the PC, and measure the voltages at the reader (should be 0.0 VDC) and at the PC (should be between -5 VDC to -12 VDC).
   b) Pin 3 (Clear to Send, CTS). The voltage should read between +5 VDC to +12 VDC. This voltage comes from the PC. If the voltage is wrong or missing, disconnect the reader from the PC, and measure the voltages at the reader (should be 0.0 VDC) and at the PC (should be between +5 VDC to +12 VDC).
   c) Pin 4 (Request to Send, RTS). The voltage should read between -5 VDC to -12 VDC. This voltage comes from the Card Reader. If the voltage is wrong or missing, disconnect the reader from the PC, and measure the voltages at the reader (should be -9.5 VDC) and at the PC (should be 0.0 VDC).
   d) Pin 5 (Transmit Data, TXD). The voltage should read between -5 VDC to -12 VDC. This voltage comes from the Card Reader. If the voltage is wrong or missing, disconnect the reader from the PC, and measure the voltages at the reader (should be -9.5 VDC) and at the PC (should be 0.0 VDC).

After testing voltages, return to the **Connection Group/Properties/Connection** box and re-check the box next to **"Gateway (RS-232)"**.

11.7 NET-CONV Converter Connection

If you cannot connect and you are connected using the NET-CONV converter, test voltages as follows:

1. Measure input voltage from the converter power supply. It should be between 9VDC and 16VDC.
2. Measure voltage between Ground (minus side of power supply) and TD (A). It should be 0VDC.
3. Measure voltage between Ground (minus side of power supply) and TD (B). It should be between 2.5 VDC and 5 VDC.

If these voltages are incorrect, contact Secura Key Technical Support.

11.8 Power Reset

Occasionally it may become necessary to perform a power reset on a 28SA-PLUS or SK-ACP panel. (For example, after a power surge.) This procedure will reset the node address, requiring a recovery procedure in SK-NET™.

To perform a Power Reset:

1. Disconnect power from the reader or panel (including any backup battery)
2. Hold down the reset button.
3. While holding the reset button, restore power. Continue holding the button for two seconds.

To clone the readers:

1. From the **Tree View**, right click on a **Connection Group**.
2. Select **New**.
3. Select **Readers**.
4. Select **Quick Find** (with less than 20 readers), or **Search** if (with more than 20 readers).
5. SK-NET™ will find the original reader(s) as new ones.
6. Click **OK** to bring them into the system. Do not log in at this time.
7. Look under the **Connection Group** and you will notice that you now have duplicate reader(s) names. The old one will still have the red X through the icon, and the new one will not.
8. Drag and drop the **New** reader(s) on to the old reader(s) with the same name. You will be asked to **Replace the reader**, click **Yes**. This will clone the original reader settings in to the **New** reader.
9. Right click on Location and select **Login**. Now all the readers should have a green check next to each reader.

11.9 Replacing an SK-ACP or 28SA Plus

NOTE: There are no changes required in SK-NET™ when **replacing a card reader** connected to the SK-ACP or when replacing the SK-029W connected to the 28SA Plus.

While replacing the SK-ACP or 28SA Plus it is recommended that you note the serial number of the board/reader being replaced along with the new board/reader being used for the replacement. This will simplify the following steps used in this procedure.

NOTE: **DO NOT** delete any readers from the Explorer/Tree View screen!

After completing the replacement of the board/reader you need to start SK-NET™, connect and login. Click on the + next to **Connection Group** and you will notice a red X through the reader(s) icon(s) which have been replaced.

1.   Left click on **Connection Group**, now it will be highlighted.
2.   At the top of the Explorer/Tree View screen click on **Explorer**.
3.   Select **View**.
4.   Select **Details**. Notice that on the right hand side of the Explorer/Tree View screen all of the readers are listed along with the **Node ID, Logged In, Serial Number, Version,** and **Type.**
5.   Right click on **Connection Group**.
6.   Select **New, Readers, Quick Find** (for less than 20 readers) or Search (for more than 20 readers).
7.   After SK-NET™ finds the new readers, click **OK** to add them to the system (note that under **Connection Group** the new readers found show the serial number as the name of the reader). **Do not login.**
8.   Look at the serial number or name of the new reader(s) and drag and drop the new one over the old one with the red X through the icon (if replacing the SK-ACP, be sure to include the "–1" or "–2" as part of the serial number).
9.   When asked 'Do you wish to replace the reader?' answer **YES**. SK-NET™ now will use the data files from the old reader and program them in to the new reader including sending cards. You may be required to do a **Send Users Full** after replacing both readers.
10. Repeat steps 8 and 9 for all readers being replaced.
11. Test a card or two, the replacement is now complete.

12. REMOTE EYES VIDEO INTEGRATION

12.1 The Remote Eyes® DVR

The Remote Eyes® DVR, manufactured by Odyssey Technologies Inc., integrates directly with SK-NET™ version 3.05 or higher. SK-NET™ captures all real time transactions and downloads them into the transaction database. In Remote Eyes®, the same transaction data is actually burned into the Video Clip allowing the user to match the card information with a video clip showing the person using the card. This Video Clip and live video can be viewed directly from SK-NET™ along with general searches of the video archive for events such as parking lot activity.

12.2 SK-NET™ Set-up for Remote Eyes®

1. Left click on **File** on the menu bar.
2. Select **Preferences**, select the **Video** tab, click on the **+**.
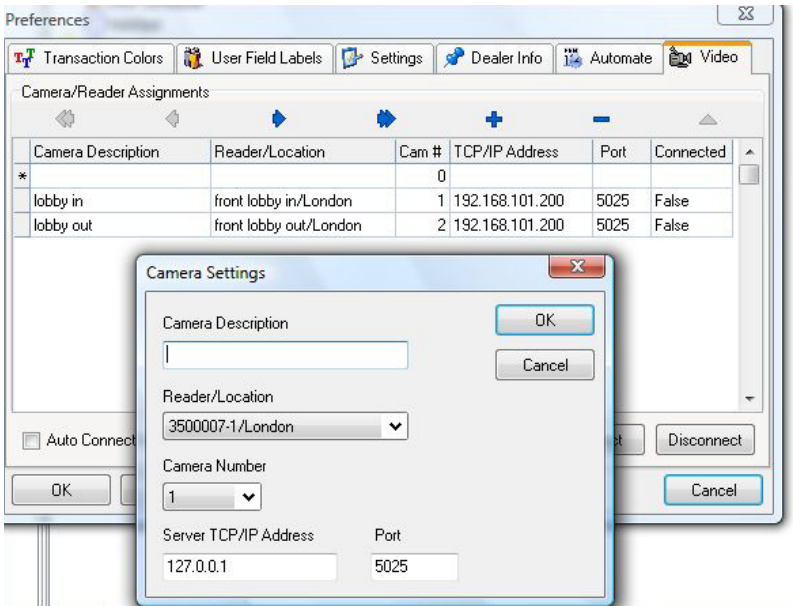
3. Enter Host IP Address. This is the IP address of the DVR. Port is always equal to 5025.
4. User ID enter 'admin'. Password enter 'admin' (default).
5. Connect on Location Connect, place a check mark in the box if you want to connect to Remote Eyes whenever you connect to a location.
6. To create Camera/Reader Assignments, click on the + to add a camera and name it to describe the reader it is viewing.

12.3 Reviewing a Video Clip

There are three icons on the Transaction screen that control the Remote Eyes® system. To launch a view of the video clip for the transaction selected, click on the first icon. The second icon launches the Remote Eyes® application, and the third icon will display live video from the Remote Eyes® system.

Warning: SK-NET™ software must be open and connected to the panels for the text insertion to take place in the video system.

Technical Support staff at Odyssey will assist new dealers in setting up the integration, including the SK-NET™ portion.

Odyssey Technologies, Inc.
Technical Support
888-291-6379
Monday – Friday
9:00 to 5:00 ET

Appendix A - SK-NET™ FEATURES

SK-NET™ is a Windows® (XP or greater) compatible software application program designed to monitor and control a network of up to 220 Secura Key ENTRACOMP® 28SA-Plus Smart Access Control Units, or 110 SK-ACP Two Door Advanced Access Control Panels.

The three main views that SK-NET™ uses are:
>   SK-NET™ Explorer/Tree View
>   Transactions
>   Users

SK-NET™ Explorer allows the user to configure the reader network and create or modify access groups and reader groups.

Transactions shows reader and system activity for the all Locations.

Users shows where card user data is displayed and access privileges can be entered into the system.

SK-NET™ Explorer/**Tree View** shows the current configuration of all Locations, Connection Groups, Reader Groups and Access Groups in the system. It allows you to add, delete, configure, or change Locations, groups or readers. When the Explorer/Tree View screen is displayed, you may use various toolbar buttons to print a reader report, show properties of selected items, delete items, connect to or disconnect from Locations, log in to or logout from readers, control doors for a selected reader group or a reader, or change the configuration display format.

The SK-NET™ Explorer screen is divided into two sections: The left side shows the system configuration in an indented multi-level format (similar to Windows® Explorer).   Each location, group, or reader is represented by an icon on screen. The right side of the screen shows individual icons for the currently highlighted location or group.

The highest level in the Explorer Tree View configuration window is SK-NET™ (the entire system) which includes all locations, groups, and readers controlled from the PC being used.

The second highest level is Location. A location includes all readers on a single network connected to the PC via a single COM port, TCP/IP address or a single modem location. Each Location can contain up to 128 28SA-PLUS units or 100 SK-ACP two-door panels.

A red triangle adjacent to the Location icon indicates that you are connected to that Location. Green check marks next to individual reader icons indicate that you are "logged in" to those readers. Being logged in means that transactions stored in the reader have been copied into the software and that you may view transactions as they occur in the Transaction screen.

The third level in the system is Groups. Each Location contains four default Groups: IN and OUT Readers, Master Users and Void Users.

Connection Groups define a means to access a reader gateway. They contain all readers that are visible through the reader gateway via RS-232, LAN connection or by modem. In the Multiple Location and Client/Server systems, more than one Connection Group can be created and connected simultaneously by connecting the Locations.

Because readers can belong to multiple groups, you will see the same icon appearing several times in the system configuration display.

To expand SK-NET™, a Location, or a Group to the detail level, click on the "+" icon just to the left of the item you want to expand. The "+" icon changes to "-" when it is expanded. If there is no "+" or "-" icon next to a Location or Group that indicates that nothing has been assigned to that Location or Group.

The Transaction View shows the latest system events as they occur, for the Location which is currently connected to SK-NET™.

System events include card usage, input point status changes, reader status changes, and system messages.

Each event is displayed on a single line, and includes the time and date of the event, card number (for card transactions), User Name (if the name is stored in the database), Transaction Type (what happened), and Reader ID/Location (name of the reader and the Location to which the reader is connected).

The Transaction Window allows you to view the entire Transaction Database, by using the navigation buttons or the scroll bar to browse through the transaction records.

Transaction Database options include Print Transaction Reports, Erase, Change Colors, and Zoom In.

The Transaction Window normally shows data for all Locations (when filtering is not applied). Whenever SK-NET™ connects to a Location, all new transactions stored at the readers are automatically uploaded.

The User View allows you to display or change the Card User Database. You can add new card users or edit current user records. You may use the scroll bar or navigation buttons to view the entire Card User Database. You can also print user reports, search for an individual user, or optionally, select user databases for multiple locations.

The User View defaults to a List format, one line per record. If you click on Zoom, the User Detail Screen is displayed for the currently selected user. You can also select a user from the list and double-click to display the record in User Detail format. Editing or adding cards is done by displaying the User Detail screen. The Navigation buttons work in either List or User Detail format.

Appendix B - WORKING IN WINDOWS

SK-NET™ uses many common functions available in Windows®. For users who are new to Windows® software these are the functions you will need to know to use SK-NET™.

ICONS and TOOL BARS:
Icons are little pictures that represent functions or files in the software. Most of the operations you will perform in SK-NET™ begin by pointing at and clicking on an icon. Most icons in SK-NET™ will display a "prompt", a word description of the icon, when you point the cursor at it.

Toolbars appear at the top and on the left side of each screen in SK-NET™. Toolbars contain icons that allow you to perform functions or open files in the program. The topmost toolbar will be comprised of words. Clicking on these words brings "drop-down menus" listing functions that you may select.

MOUSE BUTTONS:
When we direct you to **"CLICK"** on something, we mean that you move your cursor with the mouse to point at that item and then you tap the left button on the mouse once. This is usually done to select or highlight an item. When we tell you to **"DOUBLE CLICK"**, the only difference is that you tap on the left button twice in rapid succession. This is usually done to launch a program or to start a function.

When we tell you to **"RIGHT CLICK"**, tap on the right mouse button once. This is used to bring up a menu box that pertains to the item you are pointing at.

When we tell you to **"DRAG-AND-DROP"** you first point the cursor at the item, then hold down the left mouse button and, while holding that button down, move the cursor to the location where you want to "drop" the item you are "dragging". When the item is in the new location, release the left mouse button to "drop" it. We use drag-and-drop in the Explorer screen to make it easy for you to add individual readers to access groups and hardware groups.

EXPLORER:
One of the principal screens in SK-NET™ is SK-NET EXPLORER. This view is modeled after the well-known Windows® Explorer. On the left-hand side of the screen you will see all of the elements of your system in a

"tree" format. If an item in the tree has a plus (+) or minus (-) symbol next to it, it represents a folder. Clicking on the + symbol "opens" that folder and displays what is inside. For example, the folder called **"New Connection1"** may contain an icon for every reader in the system. Clicking on the + symbol next to the **New Connection1** icon will display icons for each reader, underneath the **New Connection1** heading.

On the right-hand side of the screen you will see icons representing whichever part of the Explorer tree you have highlighted. For, example, if you CLICK on **New Connection1,** the right-hand side of the screen will display one icon for every reader in that **Connection Group.**

<u>HELP:</u>
SK-NET™ has extensive help, which you can access by clicking on Help on the top menu bar, or by pressing F1. Much of the information in this manual is also included in the on-line Help System.

To learn more about the functions of various icons or "buttons", click on Help or press F1, select Contents, Getting Started, then SK-NET™ Desktop. Pressing F1 in the main windows (Explorer, Transactions or User Manager) also offers context-specific help for those screens.

SK-NET™ - GLOSSARY

Access Group – A set of cardholders who are valid at the same readers and have the same time zone restrictions. Groups are ideal for multi-departmental facilities with different time schedules. **Section 5.14**

Block Of Cards – A contiguous group of cards in sequential card-number order. **Section 3.5**

Connection Group – Connection Groups define a means to access a reader gateway. It contains all readers that are visible through the reader gateway via RS-232, LAN connection or by modem. See Appendix A.

Connection Wizard – A special function where SK-NET software automatically goes through the various COM ports and baud rates on your system to make a connection. This function can be found by right-clicking a Location, selecting Properties, choosing the Connection tab, then clicking on the Connection Wizard icon. NOTE: The conncetion wizard can now search for LAN connections. **Section 3.2**

Door Controls – A group of commands that affect the door or gate at a connected location. Door controls can be initiated in real time, using the SK-NET software. The system operator has the capability of controlling whether is a door is unlocked or locked, and whether the reader is inactive or active. **Section 5.30**

Door Schedule – A time zone that is specifically assigned to a door, which causes the door to automatically lock and unlock according to a regular weekly time schedule. **Section 5.18**

Hardware Password – The default password for your SK-ACP or 28SA Plus reader is "12345". **Section 9.4**

Holidays – The system operator can enter up to 32 holidays that will use the Holiday Schedule in the system time zones, instead of the normal schedule for the day of the week. This allows access to be restricted or different than normal on Holidays. **Section 5.20**

"IN" / "OUT" Readers – When a room or area has readers on both sides of each door to control both entry and exit, the readers controlling entry can be assigned to an IN group, and readers controlling exit can be assigned to an OUT group. This allows the access control system to track the status of each cardholder to determine if the cardholder is IN or OUT of the area. It also allows the system to control the cardholder's direction of movement and to prevent card passback by invoking the Anti-Passback feature, which prevents an IN or OUT reader from being used twice in succession by the same cardholder. **Section 5.25**

Inputs – These are circuits that connect external sensors or switches to an SK-ACP or 28SA-Plus. Status changes on these circuits can initiate special functions or generate messages in the transactions screen. Various input types can be defined, including Tamper, Arming (loop detector), door monitor, request-to-exit (remote open), Bell, Remote Inactive (disable reader), and User Defined. **Section 5.31**

Limited Use Cards – A contiguous range of 4000 cards can be defined to have this feature. These cards are valid for a specific number of uses, days or weeks. After the preset limit is reached, the cards become void. Limited use cards can be defined for a single location or a single reader. **Section 6.8**

Location – A location is a group SK-ACP panels (and connected readers) or 28SA-Plus readers networked together via RS-485 and operating as a unified system. **Section 4**

Output (relay) – Relays are electromagnetically controlled switches located on the SK-ACP control panel. When actuated, they complete power circuits connecting external devices and their external power supplies, operating door strikes, gate actuators, and annunciators (horns, bells, or flashers). The SK-ACP has a latch relay and an auxiliary relay. The latch or access relay is actuated when a card access request is granted. The auxiliary relay can be configured to activate for various conditions such as emulating the status of an input, or for an alarm condition such as door-held, door-forced, emergency exit, error alarm, tamper alarm, or a card transaction in a specified range, etc. **Section 5.33**

Reader Group - A set of readers created for the purpose of defining common properties for those readers. **Section 5.28**

Real Antipassback (RAPB) – This feature can be assigned to a Time Zone, and it controls cardholder movement using designated IN or OUT readers. If a card was last used at an IN reader, it must be used at an OUT reader before it will be valid at an IN reader again. This feature was originally developed for parking garages to prevent an authorized cardholder from passing his card back to an unauthorized user after entering the lot. **Section 5.9**

Real Antipassback Forgive – This command resets all cards to a neutral in/out status, allowing the next card use at either an IN or OUT reader. It can be invoked for all readers or for a specific reader. It can be scheduled to occur daily at a specified time (usually early in the morning) or it can be manually invoked for all cardholders, a specific cardholder number range, or for a single cardholder. **Section 5.10**

Renaming Readers – After SK-NET™ initially locates readers, it assigns the default name for the readers, which is usually the serial number with a dash one or dash two indicating connection to the right or left hand reader input. It is recommended that the system operator "rename" their readers with a meaningful name (such as their physical location) to better identify them when doing maintenance. **Section 3.3**

SK-NET-DM – This version of SK-NET™ is primarily used for a "direct connect" from the access control system to the COM port on a single computer. **Section 1.2**

SK-NET-MLD – This version of SK-NET™ is needed when there are multiple locations, and some locations are connected to the computer using a modem or a LAN adapter. **Section 1.2**

SK-NET-MLD- CSXX – This is the Client/Server version of SK-NET™, which is used when there are multiple locations, and more than one user needs to access the database simultaneously. The SK-NET™ database is loaded on a Server computer, and multiple Client Workstations can access the Server on the same network. Client/Server licenses can be purchased for 2, 5, 10, or 15 workstations. **Section 1.2**

Software Password – Upon opening the SK-NET™ software, you will be prompted to enter a username and password. The default username when first opening the software is "admin", and the password is "12345". **Section 3.1**

Timed Antipassback (TAPB) – This feature must be assigned to a Time Zone 2 to 15. After a card is used at a reader with Timed Antipassback, that card will not be valid at that reader for a predetermined amount of time. **Section 5.8**

Time Zone – A schedule that determines which days of the week and hours of the day that a cardholder can obtain access at an associated door. Each weekday is divided into 48 half-hour segments that can be defined as Void or Valid for access by the system operator. A Holiday time schedule can also be defined for each Time Zone (see Holiday). **Section 5.2**

Transactions – These are various system events, such as cardholder access granted/denied, alarm status changes, power failures, door lock/unlock commands, etc., which are stored in transaction history with the time and date that they occurred. Reports can be printed and saved in either .pdf or .xls format. **Section 7**

SYSTEM COMPONENTS

PANELS
SK-ACP-LE   Large enclosure
SK-ACP-SE   Small enclosure
SK-ACP-NE   No enclosure (board only)

SOFTWARE
SK-NET-DM   Basic SK-NET™ with Disk & Manual
SK-NET-MLD   Multiple Locations via Dial-Up Modem and TCP/IP Communications
SK-NET-MLD-C/S   Multiple User Workstations, Multiple Locations via Dial-Up Modem and TCP/IP Communications
(2, 5, 10, 15 user licenses available)

ACCESSORIES
NET-CONV-P: RS232 to RS485 converter with power supply
SK-MDM: External 56K modem
SK-LAN-MOD: Network Adapter, plug-in
SK-WLS-MOD: Wireless LAN Adapter, plug-in
CBLSA: Cable kit for use with laptop computers
SK-QUICKCONN: DB9 to RJ11 6' cable - Laptop to SK-ACP
SK-PLUG9:   DB9 female computer connector
SK-USB: USB to RS-232 converter for computers without COM ports
SK-LOCK: Optional lock and keys for SK-ACP enclosure
SK-ACP-PS: Power supply kit including transformer and battery
SK-24VDC: 24VDC, 500 mA plug-in power supply
SK-XFRMR: 16.5 VAC, 40VA plug-in transformer w/ground
(Must be used with SK-DCPWR)
SK-DCPWR: Filtered DC power supply board
(Must be used with SK-XFRMR)
DTK-XR: Surge protection for power, data and phone lines
DTK-CR: Surge protection for card readers and keypads
SK-BAT: 1.9 AH – 12VDC battery only
SK-EZ/IDKIT1:   Badge creation software, camera, cables, ribbon with 4-color badge printer, 100-card capacity
SK-EZ/IDKIT2:   Same as above, with dual-sided printing
SK-EZ/IDKIT3:   Same as above, with low-volume printer – single card, hand feed.

NOTES:

NOTES:

SK-NET™

Operating & Installation Guide
Version 4

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