# DL-Windows™
## Version 3.0.4
# User's Guide

**ALARM LOCK**

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OI237F  5/04

DK3000

ETDL

PDK3000

PDL3500
DL4500--"Residency" Lock

Global Users Screen

# Downloading Software for the Trilogy® Line of Standalone Access Control Systems

PL3000

PDL3000
DL4100--"Privacy" Lock

DL3500
DL4500--"Residency" Lock

DL3000
DL4100--"Privacy" Lock

AL-DTM2
DATA TRANSFER
MODULE

AL-IR1
INFRARED PRINTER

AL-PRE PROX
CARD READER/ENROLLER

# DL-Windows Features

## Basic Functions

When installed on an IBM compatible desktop or notebook computer, DL-Windows can provide the following functions:

- Create a new Lock Program
- Edit an existing Lock Program
- Send a Lock Program to a lock
- Receive a Lock Program from a lock
- Retrieve an Audit Trail from a lock
- Configure an AL-DTM to transfer data to multiple locks
- Read ProxCards® using the ProxCard® Reader (AL-PRE)

## Features

- Fully Integrated Help File Systems and Online Manual
- Group Support
- Supports up to a 2000 User Database
- Allows Viewing of 40,000 Event Audit Logs
- Account and Database Utilities
  - Compact and Repair Database
  - Account Backup and Restore
  - Import / Export
  - Rename Accounts
  - Search Feature-Quickly and Easily Find Users

# Table of Contents

## Supported Products

**DL3000/DL2800**
300 User Codes, 150 Schedules, 1600 Audit Trail Events. Refer to OI224 for more information on **DL3000** features. DL-Windows also supports the similar **DL2800**, which supports 200 Users.

**PDL3000/PDL3500**
2000 User Codes/ProxCards® or ProxKey® keyfobs, 500 Schedules, 40,000 Audit Trail Events. Refer to WI1021 for more information on features. DL-Windows also supports the similar **PDL3500** mortise lock and **PDK3000** locking relay device.

**DL3500/ETDL**
**DL3500**: 300 User Codes, 500 Schedules, 40,000 Audit Trail events. Refer to WI1005 for more information on DL3500 features.
**ETDL**: 2000 User Codes, 500 Schedules, 40,000 Audit Trail Events.

**Data Transfer Module** (**AL-DTM2**)
The **AL-DTM2** allows the transfer of Lock Programs and other data between DL-Windows and up to 96 locks. See page 47 for detailed **AL-DTM2** specifications and Feature descriptions.

**DK3000/PDK3000**
2000 Users, 500 schedules, 40,000 Audit Trail events. (The **PDK3000** adds Prox capability). Similar **ETDL** and **ETPDL** Exit Trim locks are also supported.

**ProxCard® / ProxKey® Keyfob**
Compatible with most HID ProxCards® and ProxKey® keyfobs (37 bits or less).
**Note:** ProxCard® and ProxKey® are trademarks of the HID© Corporation.

**Prox Card Reader/Enroller** (AL-PRE)
An **AL-PRE** is used to quickly enroll multiple ProxCards® and ProxKey® keyfobs into DL-Windows without the need to manually type User Codes. Use the supplied 9-pin DB9 to DB9 serial cable to connect the AL-PRE to your computer's serial COM port. Compatible with most HID ProxCards® and ProxKey® keyfobs (37 bits or less). For PDL series locks only.

**DL/PDL4100 ("Privacy") & 4500 ("Residency")**
The "Residency" feature is specially designed to prevent unintentional lock-out, and the "Privacy" feature is designed to deny access to other users after an individual enters. Refer to WI1194 and WI1195 for more information.

**Infrared Printer (AL-IR1)**
An **AL-IR1** printer is used to print Audit Trails and User Code lists without the need for a PC. Its infrared reader means no cable connection to the lock is needed.

**All supported locks:**

| | | |
|---|---|---|
| • DL2800 | • DK3000 | • PDL4100 |
| • DL3000 | • ETDL | • PDL4500 |
| • DL3200 | • PL3000 | • PDK3000 |
| • DL3500 | • PDL3000 | • ETPDL |
| • DL4100 | • PDL3300 | |
| • DL4500 | • PDL3500 | |

**AL-PCI Cable**
An ALARM LOCK **AL-PCI** cable is required to communicate between your computer's RS-232 serial communications port (COM 1-4) and the **AL-DTM** or lock. One end of the **AL-PCI** cable is designed to be used on a 9-pin serial Com Port. If your computer has a 25-pin Com Port only, a 25-pin to 9-pin adapter must be used. The other end of the **AL-PCI** cable features a 2-pin banana plug connector which is polarity sensitive--the TAB (marked "GND") side must be plugged into the lock's **black** (left) terminal.

**Double-ended Mini Banana Plug Connector (supplied)**
After you create the program in DL-Windows and transfer the program from your computer to an **AL-DTM**, transfer the program from the **AL-DTM** to the lock(s) via a double-ended mini banana plug.
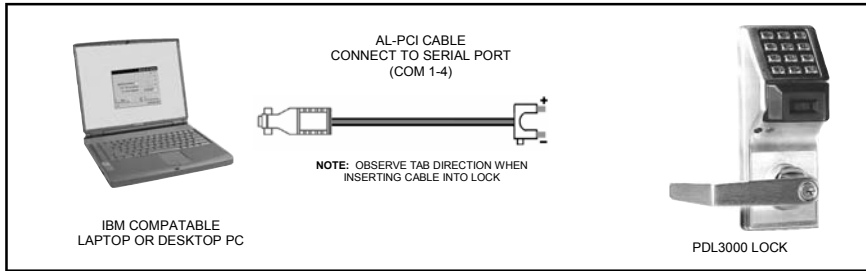
**DB9 to DB9 Serial Cable (supplied)**
Enroll ProxCards quickly into DL-Windows, then transfer this new ProxCard® data from the computer to the **AL-PRE** via this 9-pin DB9 to DB9 serial cable. Once the data is in the **AL-PRE**, you can transfer the data to the lock via the double-ended mini banana plug (see above), thus avoiding the need to use an **AL-PCI** cable for this process.
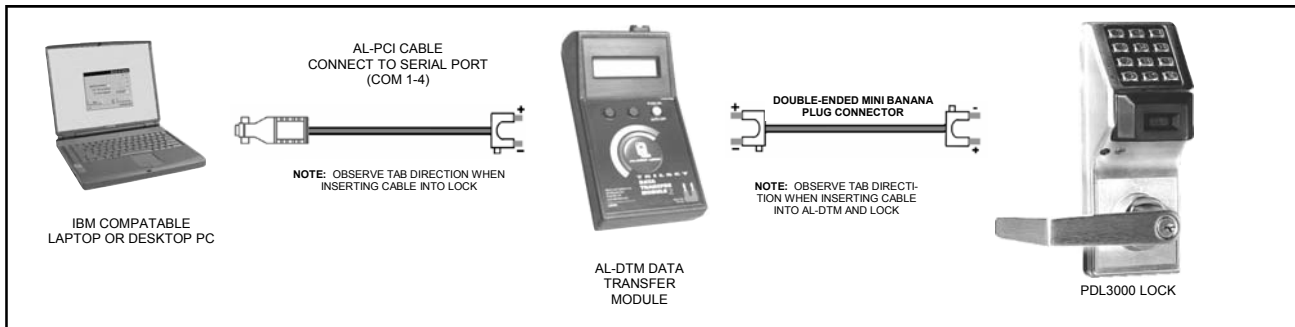
## Product Communication Examples

AL-PCI CABLE
CONNECT TO SERIAL PORT
(COM 1-4)

**NOTE:** OBSERVE TAB DIRECTION WHEN INSERTING CABLE INTO LOCK

IBM COMPATABLE
LAPTOP OR DESKTOP PC

PDL3000 LOCK

**Scenario 1**   Create the program in DL-Windows on your computer, then transfer the program from the computer directly to the lock via an AL-PCI cable. You must always enter the User 298 User Code to send or receive data Using DL-Windows.



AL-PCI CABLE
CONNECT TO SERIAL PORT
(COM 1-4)

**NOTE:** OBSERVE TAB DIRECTION WHEN INSERTING CABLE INTO LOCK

**DOUBLE-ENDED MINI BANANA PLUG CONNECTOR**

**NOTE:** OBSERVE TAB DIRECTION WHEN INSERTING CABLE INTO AL-DTM AND LOCK

IBM COMPATABLE
LAPTOP OR DESKTOP PC

AL-DTM DATA
TRANSFER
MODULE

PDL3000 LOCK

**Scenario 2**   Create the program in DL-Windows and transfer the program from your computer to an AL-DTM (via an AL-PCI cable)… then transfer the program from the AL-DTM to the lock(s) (via a double-ended mini banana plug). The hand-held AL-DTM is useful because you do not have to transport (or find electricity for) your computer. Data can also flow in reverse, from the lock, through the AL-DTM, back to the computer for examination.



CONNECT DB9 CABLE
TO COMPUTER SERIAL
PORT (COM 1-4)

DB9 to DB9 Serial
Cable (supplied)

**DOUBLE-ENDED MINI BANANA PLUG CONNECTOR**

**NOTE:** OBSERVE TAB DIRECTION WHEN INSERTING CABLE INTO AL-PRE AND LOCK

IBM COMPATABLE
LAPTOP OR DESKTOP PC

AL-PRE PROXCARD READER/
ENROLLER

PDL3000 LOCK
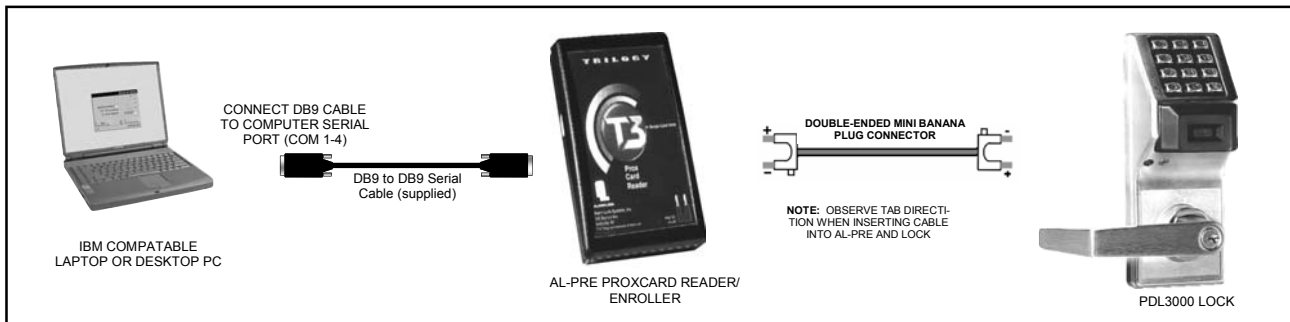
**Scenario 3**   Enroll ProxCards® quickly into DL-Windows, then transfer this new ProxCard® data from the computer through the AL-PRE to the lock (thus avoiding the need to use an AL-PCI cable). For PDL series locks only.



PDL3000 LOCK

AL-IR1
INFRARED PRINTER
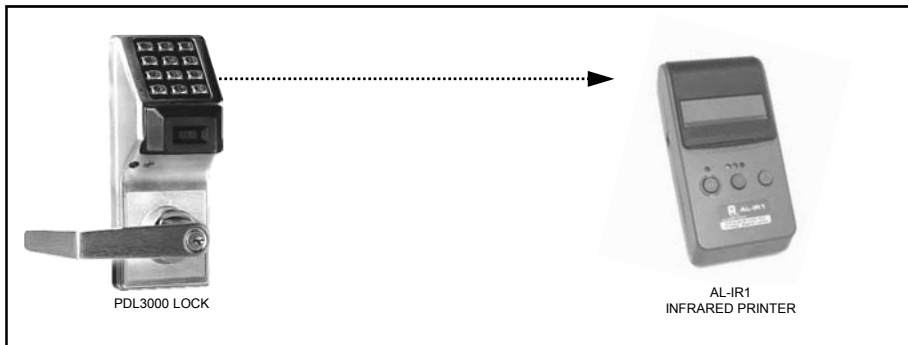
**Scenario 4**   Use the AL-IR1 Infrared printer to print your lock's audit trail (event log), User Code list, clock settings and software version. No cable required.

**NOTE:**

The AL-PCI cable is designed to be used on a 9 pin serial COM port. If your computer has a 25 pin COM port, a 25 pin to 9 pin adapter must be used. **Warning:** Polarity MUST be observed when connecting cables to the lock. The tab (-) must plug into the negative (black) hole.

# Overview

## Why Use Software Inside a Lock?

With ordinary door locks, the need to make physical copies of metal keys and distributing them can be a huge organizational and financial task -- and what will you do if someone causes a security breach by losing their key?

The answer lies in the advantage of SOFTWARE. Software is not "hard" or "fixed" like hardware is. Software is "soft" -- flexible and change-able to your needs. Software exists inside your Alarm Lock™ series lock, and can be programmed (and re-programmed again and again) to suit your changing requirements. No more metal keys to distribute...instead, distribute *User Codes* -- and delete them from the software when needed. (A *User Code* is the software equivalent of a metal key--it is a series of numbers the User enters into the door lock keypad to unlock the lock).

## Preparing to Program your Lock

At first glance, your new lock may look complicated, but it is in fact designed in a very straightforward way. The keypad contains 12 buttons, numbers 1 through 9 plus zero, a star button ( ✱ ) and a special "AL" button ( ). Although these 12 buttons are all you need to program your lock, using DL-Windows with your computer makes programming much faster and easier. (**Note:** The PL3000 does not have a keypad---see WI1280).

Programming your lock begins after you unpack it from the box -- there is a specific procedure outlined in "First Time Startup" (page 19) in which you "wake up" the lock to prepare it for programming. This procedure shows you all the steps required to get your lock to start working. To begin programming, you must enter something called "Program Mode".

## What is Program Mode?

Most technical people find working with "hardware" easy--they use tools in their hands to make changes or fixes. But with the s*oftware* inside the lock, you make changes (you "interface") by using the keypad and/or DL-Windows. The software inside the lock has only two "modes"-- "Normal Mode" and "Program Mode". When you want to make changes to the lock program, you enter "Program Mode". When you finish programming and wish to put the lock into use, you exit Program Mode to enter "Normal Mode". (The lock will spend most of its working life in "Normal Mode").

You enter Program Mode using the keypad--by pressing the *Master Code* of the lock that was set at the factory (see the *First Time Startup* procedure). The Master Code is like a secret password that allows you to enter Program Mode. But since all locks are identical and leave the factory with the same Master Code, the factory Master Code is not very secret and should be changed to your own personal Master Code. This way, only YOU can enter Program Mode and make changes to the lock programming. (With the DL3000 and DL2800, you MUST change the factory Master Code, or the lock cannot be programmed. The PL3000 does not have a Master Code--see WI1280).

If you wish, you can program the lock using the keypad only--but since you have DL-Windows, let's save time and use the computer to pro-gram the lock. **With the keypad**, all changes to the lock are organized by their Function Number. Want to change the date inside the lock? Use Function Number 38. Want to add a User Code? Use Function Number 2. There are 99 possible Function numbers in total, some that you will use often, and others that you may never need (for more information, see the *Programming Instructions* for your lock). **With DL-Windows**, you first use computer screens to make the programming selections, then later you send the programming se-lections from the computer into the lock's memory. You do this by clicking the **Comm** button in DL-Windows and selecting *Send to Lock* (see image at right). You can also *receive* programming from a lock. Because the lock can be programmed via the keypad (without DL-Windows) any discrepancies between what was in DL-Windows and what is received from the lock is listed in a screen named **Lock Changes**. See page 18 for more information.
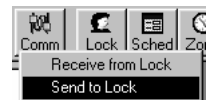
## Introducing the Global Users Screen

New for DL-Windows 3.0 is the **Global Users** screen and the concept of an "Account". An Account can be thought of as simply a building in which Alarm Lock locks are installed. If there are 55 locks in this building, and there is one person who needs access to all of those locked doors, it would be convenient to assign that person **one** code to remember, and to enter their name in the computer only **once**---rather than having to enter their name 55 times. The Global Users screen was developed for this very reason--to allow the need to enter a User Name only once, and then quickly and easily sit back and assign this User to all the locks in the Account with a few clicks of the mouse.

Turn the page and learn about the special terminology used with your lock. Once that is clear, use the Quick Start checklist on page 9 to help you get started.

## DL-Windows System Requirements

An IBM-compatible 300 MHz computer (or faster) running Microsoft Win-dows 98, 2000 or XP-Pro with a minimum of 32 MB of hard drive space and 64 MB of RAM. One unused RS-232 Serial Communications port (COM 1-4) is required. If a COM port is unavailable, we recommend using a Saelig USB Serial Adapter. For more information about the Saelig Adapter, please visit them on the web at www.saelig.com.

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**Global Users screen**

# Terminology

## What is *DL-Windows*?

DL-Windows is a computer program that allows you to program your ALARM LOCK T3 Security Lock. You do not need DL-Windows to program your lock, but it makes programming much faster and easier. With DL-Windows, you can quickly create Lock Programs (programs that make the lock perform its many functions) add multiple Users (who have access), add ProxCards® and ProxKey® keyfobs, retrieve event logs, and create Schedules. The benefit of DL-Windows is that it allows you to set up all lock programming in advance (on your computer), and then send the information to the locks at your convenience.

This Users Guide to DL-Windows will guide you through all aspects of the lock--from the software installation procedure through the creation of a Lock Program, from the transfer of lock programming to the viewing of lock event logs.

ALARM LOCK makes a variety of computer interfaced microprocessor-based programmable keypad-entry and ProxCard® security locks: DL3000, DL3500 and PDL Series Access Control Locks. DL Windows works with them all.

## What is a *User*?

A User is a person who is authorized to simply use or make certain programming changes to the lock. This User can be anyone--from a one-time visitor (who will almost certainly have no authority to make changes) to the owner of the building in which the lock is installed (who will probably wish to have total authority to make changes). The PDL Series locks can hold up to 2000 Users in its programming memory, and each User possesses a pre-defined level of authority--a **Programming Level**--as to their ability to use or make changes to the lock.

## What is a *Lock Program*?

A Lock Program contains the instructions that a lock uses to perform its various functions. You can use DL-Windows to create a Lock Program on your computer, and then transfer and store the Program in the circuitry contained inside the lock itself. The Lock Program is essentially a computer database file that maintains feature settings, schedules, audit trails, etc. Using DL Windows, Lock Programs can be created with default information, edited on your PC, and then sent to (and even received from) locks.

The **Lock Program** consists of 4 areas: **User Codes**, **Features**, **Time Zones**, and **Schedules**, all defined below:

## What are *User Codes*?

Also called *User Access Codes* or *PIN No. Codes*, User Codes are numbers the User enters into the lock keypad to unlock the lock. Using DL-Windows, Users are matched with their own individual User Codes. The User Codes are part of the Lock Program, and the Lock Program is stored in the lock circuitry awaiting the Users to key in their User Codes.

## What are *Features*?

Your lock is designed to support several options and functions. Using the **Programmable Features** window, you can select the features you wish to activate, such as if the lock will automatically adjust for Daylight Saving Time in the spring and autumn, or if the lock sounder should be disabled or enabled.

## What is a *TimeZone*?

Events (recorded lock activities) can be programmed to occur at certain times. It is these times (for example, "every Tuesday at 5PM") that are referred to as *TimeZones*. You use the **Schedule-TimeZone** screen to create these TimeZones, and once created, you can link events to these TimeZones.

## What is a *Schedule*?

Your lock can be programmed to maintain a schedule in which certain events can occur automatically. For example, you can program the lock to allow Groups of Users (with their User Codes) access ONLY during specific business hours. With another example, you can program another lock to UNLOCK at 9am, LOCK at noon for lunch, UNLOCK at 1pm, and LOCK again at 5pm--every weekday. As you can see, many different combinations of Schedules can be created to suit the needs of the Users. First you create *TimeZones* (see above) with the **Schedule-TimeZone** screen. Next you create events and link them to your TimeZones (also with the **Schedule-TimeZone** screen). When finished, you can view your schedule in the **Schedule View** screen.

## What is a *Programming Level*?

The Programming Level defines the range of programming tasks a User is allowed to perform. The higher the Level, the more programming tasks the User is allowed (with Master allowing ALL tasks).

**Note:** Since the Programming Level is closely associated with the type of User and their abilities, a User who holds a certain Programming Level is sometimes referred to by their "**User Type**".

For example, *PDL Series* locks can hold up to 2000 Users in its programming memory, and each User is associated with a User Number (see definition of "User Number" on the next page) and therefore a specific Programming Level, as follows:

**Master:** Always associated with User Number 1. Is always enabled and can program all functions. (Abbreviated as Programming Level = M).
**Installer:** Always associated with User Numbers 2 and 3. Can program all functions except changing the Master Code. (Abbreviated as Programming Level = 4).
**Manager:** Always associated with User Numbers 4, 5, and 6. Can program all functions except functions relating to lock configuration. (Abbreviated as Programming Level = 3).
**Supervisor:** Always associated with User Numbers 7, 8 and 9. Can only program functions relating to day to day operation. (Abbreviated as Programming Level = 2).
**Print Only Users:** Always associated with User Numbers 10 & 11. Restricted to print event logs only. No other programming ability allowed. (Abbreviated as Programming Level = 1).
**Basic Users:** Always associated with User Number 12 and higher (except 297-300). No programming ability allowed.

Programming Levels are hierarchical--higher levels are allowed to do anything the levels below them can do. For example, if you are a *Manager*, you are allowed to do anything that *Supervisors*, *Print-Only Users* and *Basic Users* can do in addition to those tasks allowed for Managers (Level 3). **Note: The above Programming Levels apply to the PDL series locks only. For the DL2800/DL3000 series locks, the Programming Levels are slightly different. See pages 35-36 for more information.**

## What is the *Minimum Required Program Level*?

This Programming Level abbreviation is the *minimum* programming level required to access the particular Function. (The higher the level number, the more programming

tasks the User is allowed, with Master allowing all tasks).

In this manual, Programming Levels for the DL3500, PDL3000 and PDL3500 are abbreviated as follows: **M** = Master, **4** = Installer, **3** = Manager, **2** = Supervisor, **1** = Print Only Users

For the DL3000, the Master is abbreviated with an "M", and all other Levels are hierarchical, with higher levels being allowed to do anything the levels below them can do. Therefore Level 4 is "higher" than level 3. See page 36 for more information.

## What is a *User Number*?

(*User Number = Location Number = User Location = Slot in Lock*) User Numbers are used and are significant within each individual lock only. The User Number determines the Programming Level for each User. For example, PDL Series locks can hold up to 2000 Users in its programming memory. This memory can be thought of as simply a numbered list from 1 through 2000. Each entry in the list is represented by a User Number. Therefore, *where* a User is located in this list--their *User Location*--is a commonly used description of their User Number. Because of their similarities, a *User Number*, *User Location* and *Location Number* can be used interchangeably. In some DL-Windows screens, the word "Slot" is also used.

Since User Numbers are fixed, knowing a User Number will specify the associated Programming Level, and will in turn indicate a User's programming abilities. For example, User Number 1 is always the Master, who can perform all programming tasks.

Programming Levels are hierarchical--higher levels are allowed to do anything the levels below them can do. For example, if you are User 2, you are allowed to do anything that Users 3 through 2000 can do. DL series locks can hold up to 300 Users in its memory, however, the definition of a User Number is the same for these locks as well.

## What is a *Group*?

With many lock applications, it is convenient for large numbers of similar Users to be grouped together. Placing Users into Groups (by assigning them specific User Numbers) allows large numbers of Users to be controlled all at once rather than individually--saving time and effort. Groups are controlled via schedules, and a typical example involves enabling or disabling a Group at a certain time. Default Group associations are specified in the tables on pages 35-36. For example, if you wish to add a User to Group 1, assign this User a User Number between 51 and 100. These default Group associations can be changed if needed to allow Groups larger than the default number of 50 (by using keypad Function 35). (See page 29 for some Group function examples).

## Who are *Users 297-300*?

Users assigned to User Numbers 297, 298, 299 and 300 have special abilities, as follows:

### User 297: *Quick Enable User 300*

User 297 possesses the unique ability to enable the User Code associated with User 300. User 297 does this by first entering their own *User 297 User Code* into the lock keypad. When User 300 subsequently enters their *User 300 User Code*, the lock allows access (for one time) and then the *User 300 User Code* becomes disabled.

For example, you wish to allow one-time access to a temporary worker. Simply enter the *User 297 User Code* into the lock keypad. Later, when the temporary worker enters the *User 300 User Code* into the lock keypad, the *User 300 User Code* allows access (for one time only) and then becomes disabled. Later, if you wish to grant the temporary worker re-access, simply re-enter the *User 297 User Code* and the *User 300 User Code* will be re-enabled (again

for one time only). **Note:** Not used with the DL2800/DL3000 locks.

### User 298: *Quick PC Access Code*

Entering the User Code for User 298 enables that User to send data to or from the lock. Therefore, User 298 can activate what is the equivalent of Function 58 in Program Mode (see pages 20 and 21), without the need to enter Program Mode nor the need to know the Master Code of the lock. An AL-PCI cable with a PC is required. **NOTE:** The User Code for User 298 is not an Access Code and is not used with the DL2800/DL3000 locks.

### User 299: *AL-DTM Code*

This is the only User Code that will initiate data transfer with the AL-DTM--and without allowing the User to pass through the door (the User Code for User 299 is not an Access Code). An AL-PCI cable and an AL-DTM (first programmed by the computer via the *DTM or DTM2* screen in DL-Windows) is required.

### User 300: *Temporary Access*

Temporary access User Code enabled by User 297. For example, User Code 300 is sometimes used for guard tour duties. See *User 297: Quick Enable User 300* above. Not used with the DL2800/DL3000 locks.

## What is an *Account*?

Technically, an Account is a DL-Windows computer database file that allows you to organize and maintain multiple lock installations. But in practical terms, an Account is often named after the building or company location in which a lock or multiple locks have been installed. For example, the *Account Name* might be "Overbrook Hospital" and listed in that Account are the 4 locks you just installed on the 7th floor. In DL-Windows, Accounts can be created, edited and deleted. The benefit of an Account is that it allows you to add the name of a User ONCE and then assign that User to multiple locks within a building--rather than having to enter and re-enter the same User information again and again for each lock in your building. Enter the name of the User once in the Global Users screen, then sit back and assign that User to the locks you wish -- with just a click of the mouse.

## What is a *Global ID*?

A Global ID is used within the DL-Windows v3.0 **Global Users** screen and is Account specific--it remains constant within Accounts only. A Global ID is not related to User Numbers nor Programming Levels. The Global Users screen simply lists all potential Users within an Account (which can contain up to 96 locks).

DL-Windows keeps track of each "Global User" listed in the Global Users screen by use of the Global ID number, but its significance ends there--it acts as an internal designation only.

# DL-Windows Screens--Overview

The DL-Windows toolbar (above) allows you to open the screens and dialogs you will need to program your lock. It may be helpful to open each screen on your computer as you read. From left to right, they are as follows:

**Open** - View the Account Tree column, revealing a hierarchical listing of Accounts and locks within Accounts.

**Close** - Close the Account Tree column allowing more room for other DL-Windows screens.

**Comm** - Opens the **Receive from Lock** dialog or the **Send to Lock** dialog. Allows for communication between DL-Windows and the locks.

**Lock** - Opens the **Lock Data** screen, which allows you to "view the programming" inside the lock, such as the names of the Users, their User Numbers (and their associated Programming Levels) and their User Codes.

**Sched** - Opens the **Schedule-TimeZone** screen, allowing you to create automatic lock programs by choosing certain points in time (TimeZones) to which events are linked (Schedules). See Zone button, below.

**Zone** - Opens the **Schedule-TimeZone** screen (same as the **Sched** button, above). With DL-Windows version 3.0, the **TimeZone** screen and the **Schedule Entry** screen are combined.

**SchV** - Opens the **Schedule View** screen, revealing a compiled view of all TimeZones and Schedules that were created using the **Schedule-TimeZone** screen .

**Feat** - Opens the **Programmable Features** dialog, which allows you to choose various Options within the DL-Windows software.

**Log** - Open the **Event Log Viewer** screen to examine a listing of all lock events --from a User entering their User Code to a change in a schedule.

**DTM** - **DTM Support** screen allows you to configure and communicate with your Data Transfer Module.

**Global** - New for DL-Windows 3.0, the **Global Users** screen lists all potential Users in an Account. You can assign Users to locks, specify their User Location and add/remove ProxCards® (along with any other User information).

**Opt** - Opens the **Options** dialog, allowing you to determine various program alternatives within DL-Windows, specify StartUp screens and select the DL-Windows user interface language.

**DB** - Opens the **DataBase Maintenance** dialog, allowing you to maintain, backup, restore, export and import your DL-Windows database.

**Help** - Opens the DL-Windows **On-line Help** file.

# Quick Start Checklist

You have installed the locks in the doors.  Now you want use DL-Windows to program the locks.  What are the main steps?

**OPENING STEPS**

☐1.    **Install the DL-Windows software** into your computer (see page 10)

☐2.    **Create a new Account and add locks** (see page 11)

☐3.    **Add Users** (and other data) using Global Users screen (see page 12)

☐4.    **Enroll ProxCards** (for "PDL" locks only) (see page 13)

☐5.    **Add Schedules, TimeZones and Features** (see page 17)

☐6.    **Send Information to the lock** (see page 19)

**ADVANCED PROCEDURES**

☐7.    **Receive Information from the lock** (see page 21)

☐8.    **Using the AL-DTM** (see pages 24-26)

☐9.    **Database Maintenance** (see page 27)

☐10.  **Advanced Programming** Concepts (see pages 28-29)

☐11.  **Foreign Language Support** (see page 30)

# DL-Windows Software Installation

## Installing DL-Windows Software

**Note:** Uninstall any previous version of DL-Windows before Installing DL-Windows 3.0.2. Account data associated with previous installations will remain intact, with the exception of Prox devices (see warning below). Use the **Update Database** utility on databases created using prior versions of DL-Windows. Please read the readme.txt file for the latest information about DL-Windows 3.0.2. See page 5 for DL-Windows v3.0.2 System Requirements.

1. Place DL-Windows version 3.0 CD into the CD-ROM drive. The DL-Windows 3.0.2 InstallShield Wizard will automatically begin the installation process.
2. If the Wizard installation process does not automatically begin, click **Start, Run and** type the following: D:\Program\English\setup.exe, where **D** is the Drive Letter associated with the CD-ROM. For installations other than **English,** please read the Setup.txt file located on the installation CD.
3. The Installation program will prompt you regarding the ReadMe file, and the installation destination folder on your hard drive. When installation is complete, you will be asked to reboot your computer.



## Starting DL-Windows

Click **Start**, select **Programs**, select the **DL-Windows** Program Group, then click on **DL-Windows 3.0.2**. After a few moments, the following screen will appear:



**Open** button

Right mouse-click here
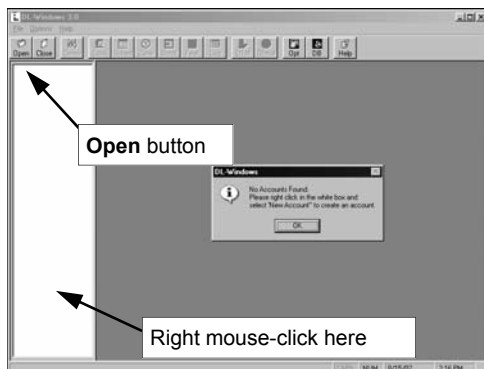
When opening DL-Windows for the first time (without any Accounts), the popup will appear, directing you to right-click in the white box (the Account Tree area at the left) and select *New Account*. From this main screen you can create new Accounts, add locks to the Accounts, transfer data to and from locks, and perform all other needed tasks. Before starting, you will first need to select a Com port through which (via a wire cable) your computer and the locks will be connected.

## Com Port Selection

The Com port refers to the Serial port located at the back of the computer that is used to communicate with the lock. Connect an **AL-PCI** cable (or the supplied 9-pin DB9 to DB9 serial cable) to an unused Com port at the back of your computer. Leave the other end of either cable unconnected.

Select **Options**, **Comm Test**. This **Comm Test** utility allows the DL-Windows software to detect which Com Port is connected to the cable. The first Com Port that passes the DL-Windows automatic detection test will be selected. When finished, click **Exit**.
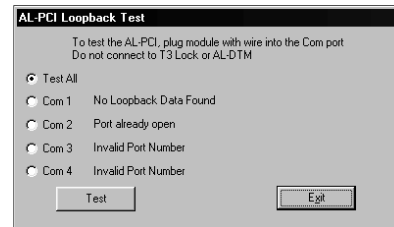


If you prefer to manually select the Com port, you can do so by selecting **Options**, **Comm Port**. The **Com Port** selection window will appear. Select the proper Com port, and click **OK**.
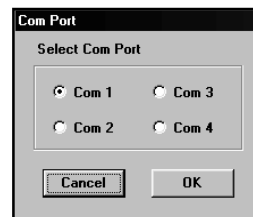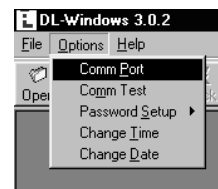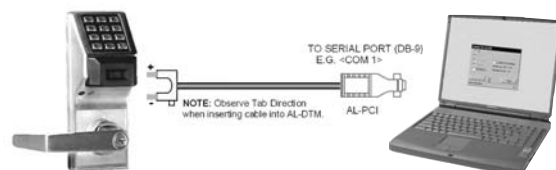




## Connect the Computer to a Lock

With the **AL-PCI or 9-pin DB9 to DB9 serial cable** connected to the Com port at the back of the computer, plug the double prong jack into the lock or AL-DTM.
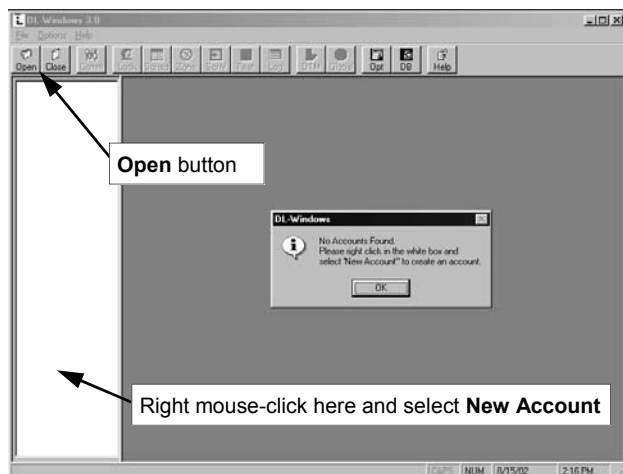
**WARNING**

Polarity MUST be observed when connecting to the lock. The negative tab (-) must plug into the left hole (black).

# Create a New Account and Add Locks

When the DL-Windows screen first opens (below) click the **Open** button located on the toolbar (upper left).



**Open** button

Right mouse-click here and select **New Account**

(For new installations, a popup appears with directions). First press **OK** to clear the popup, then (as directed by the popup) using your mouse, right-click anywhere in this white box (the Account Tree area at the left), and select **New Account**. The **New Account** dialog opens.

## New Account Description

Enter the **New Account Description** in the field shown below. The Account Description will typically be the name of the company, organization or facility where a lock(s) will be installed. Existing Accounts from previous installations are also displayed. Click **OK**.



## Delete an Account

If you wish to delete an Account, press the **DB** button, and the **DataBase Maintenance** dialog appears. Check those Accounts you wish to delete, and select **Delete Selected Accounts** from the **File** menu. To close, select **Exit** from the **File** menu.

## New Lock Description

After entering the new Account description, the **New Lock** dialog automatically appears (shown below). Type the description of the new lock, which will typically be the name of the door or department in the facility. Select the **Type of Lock** to be programmed from the drop-down list. When finished, click **OK**. **Note:** To add a new lock to an existing Account, first open any existing lock in the Account, then right-click in the white column and select *New Lock*. **Note:** If you select a 4000 Series lock, a special **Mode of Operation Wizard** dialog appears (shown below) which allows you to select the type of lock programming for that lock's application. See page 42 for more information about the Privacy and Residency Features in the PDL4100/DL4100 and PDL4500/DL4500 series locks.

Displayed below is a **New Lock** dialog used for adding new locks, and a **4500 Series Mode of Operation Wizard** dialog:





Press the **Global** button. The **Global Users** screen will appear (below). Programming of User Codes, Programmable Features and Schedules can now begin. **Note:** The screens that display on StartUp can be selected under **Options** (press the **Opt** button).
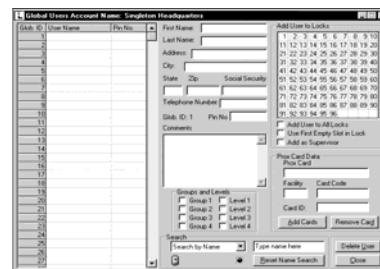


For **Global Users** screen field and button definitions, see page 31. To assist in understanding the **Global Users** screen, see numerous examples and exercises on pages 32-34. For more information about Programming Levels and the lock default tables, see pages 35 to 36.

Select an Account and a lock and right-click in the Account Tree area. The following menu appears:



**New Account** and **New Lock** are described above. **Clone Lock** allows you to save time when creating a new lock. Cloning duplicates in the new lock all schedules and Users programmed from an existing lock. All models can be cloned into all other models, with the following exceptions: DL2800 and DL3000 locks can only clone each other, and the DL3500 can only clone itself.
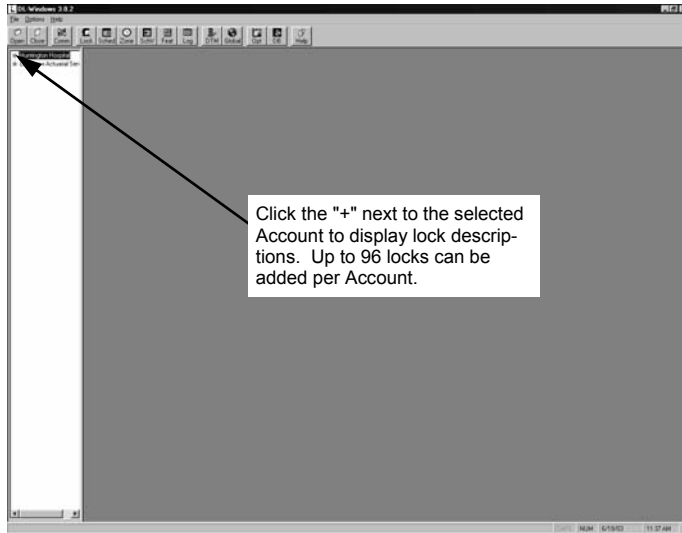
Select **Rename** when you wish to rename the lock description of the selected lock.

Select **Delete Lock** when you wish to remove the lock from the Account permanently. Press **Yes** in the warning dialog only after you verify the lock to be deleted. **Note:** You cannot delete the last lock of an Account.

# Add Users & Other Information

## Add Users and User Codes

1. Open DL-Windows. Press **Open** to view all existing Accounts.



Click the "+" next to the selected Account to display lock descriptions. Up to 96 locks can be added per Account.

2. Click the "+" symbol next to the Account to display lock descriptions.
3. Double-click the lock description of the lock you wish to change. The **Lock Data** screen appears.
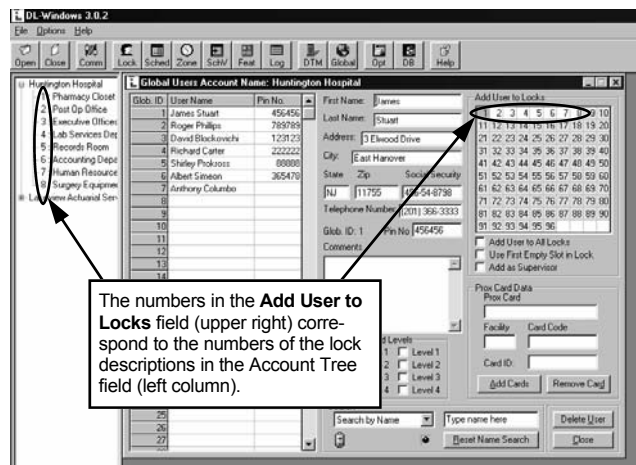4. Press **Global** on the DL-Windows toolbar.



5. The **Global Users** screen appears (below).



Click here to highlight a blank field
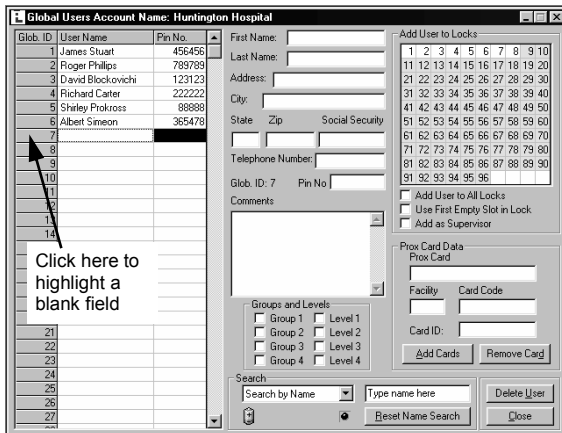
6. Click on a blank **Global ID** number field and click in the **First Name** field. Enter new Users by first typing in all blank fields in the Personal Information Fields, such as **First Name**, **Last Name**, etc., including the **Pin No.** (User Code) field.



Personal Information Fields

**Note:** The numbers in the **Add User to Locks** field (upper right) correspond to the number of the lock description that was selected in step 3 above (see below image).



The numbers in the **Add User to Locks** field (upper right) correspond to the numbers of the lock descriptions in the Account Tree field (left column).
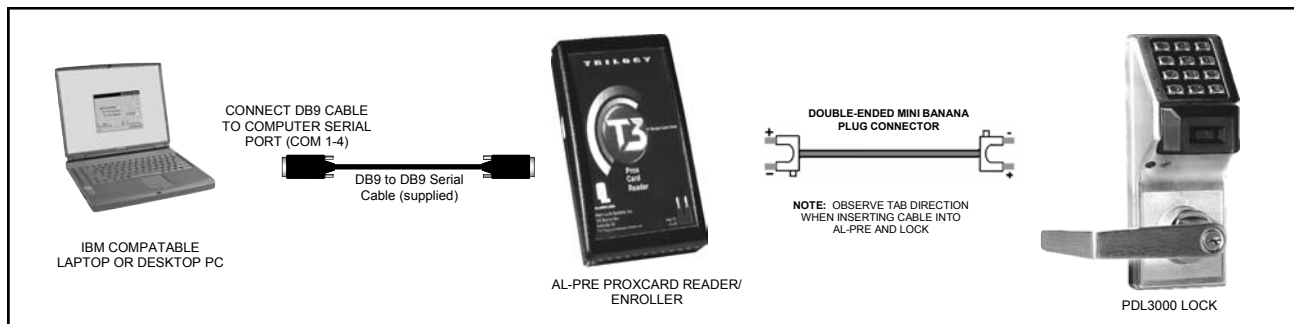
7. Double-click the lock description number in the **Add User to Locks** field, and the **Add User** dialog opens. Select from the drop-down list the User Number to which the new User will be added. Click **OK**.
8. Notice the door lock number in the **Add User to Locks** field has turned green. This means the User is now a member of the lock with "active" status.
9. Finally, as with all programming within DL-Windows, all programming information will need to be transferred to the lock (see page 19).

## Random User Code Generation

DL-Windows can generate random User Codes for one or many Users. Select a single User by highlighting the entire row for the User, right-click in the **Pin No.** column and select "**Generate Selected New Codes**". To select a range of Users, click in the "**Global ID**" column, hold the **SHIFT** key and click the last User in the range. Random User Codes will be generated for the highlighted range of Pin Numbers by right clicking in the "**Pin No.**" column.
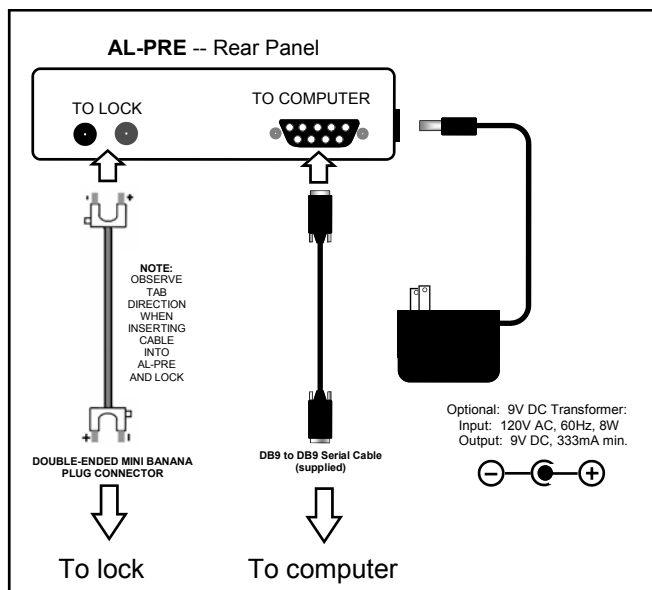
# Enroll ProxCards® with the AL-PRE



CONNECT DB9 CABLE TO COMPUTER SERIAL PORT (COM 1-4)

DB9 to DB9 Serial Cable (supplied)

IBM COMPATABLE LAPTOP OR DESKTOP PC

DOUBLE-ENDED MINI BANANA PLUG CONNECTOR

NOTE: OBSERVE TAB DIRECTION WHEN INSERTING CABLE INTO AL-PRE AND LOCK

AL-PRE PROXCARD READER/ ENROLLER

PDL3000 LOCK

Enroll ProxCards® and ProxKey® keyfobs quickly into DL-Windows, then transfer this new ProxCard® data from the computer through the AL-PRE to the lock. **For PDL series locks only.**

## AL-PRE Specifications

| Power Requirements: | (1) 9 Volt Alkaline Battery (Duracell MN1604 or equivalent)<br><br>Optional: 9V DC Transformer:<br>Input: 120V AC, 60Hz, 8W<br>Output: 9V DC, 333mA min.<br>⊖—●—⊕ |
|---|---|
| Operating Temperature: | 0 - 49ºC (32-122ºF) |
| Dimensions: | 5.5" x 3.5" x 1.25" (H x W x D) |

## AL-PRE Connections

Connect the AL-PRE, lock and computer as shown in the figure below:



**AL-PRE** -- Rear Panel

TO LOCK          TO COMPUTER

NOTE: OBSERVE TAB DIRECTION WHEN INSERTING CABLE INTO AL-PRE AND LOCK

DOUBLE-ENDED MINI BANANA PLUG CONNECTOR

DB9 to DB9 Serial Cable (supplied)

Optional: 9V DC Transformer: Input: 120V AC, 60Hz, 8W Output: 9V DC, 333mA min. ⊖—●—⊕

To lock          To computer

## Add ProxCards® and ProxKey® Keyfobs

1. Plug one end of the *DB9 to DB9 Serial Cable* into the rear of the AL-PRE and plug the other end into the selected serial COM port in the back of your computer.
2. Insert a 9 Volt battery into the back of the AL-PRE, or plug a

9V DC transformer plug into the side of the AL-PRE. See specifications (on this page) for transformer details.

3. Open DL-Windows, press **Open**, select the Account and double-click the lock you wish to update with Prox information. The **Lock Data** screen appears.
4. Press the **Global** button and the **Global Users** screen opens. Highlight the User by pressing the *Global ID* column of the User you wish to associate with the ProxCard® or ProxKey® keyfob.



Click here to highlight the User.
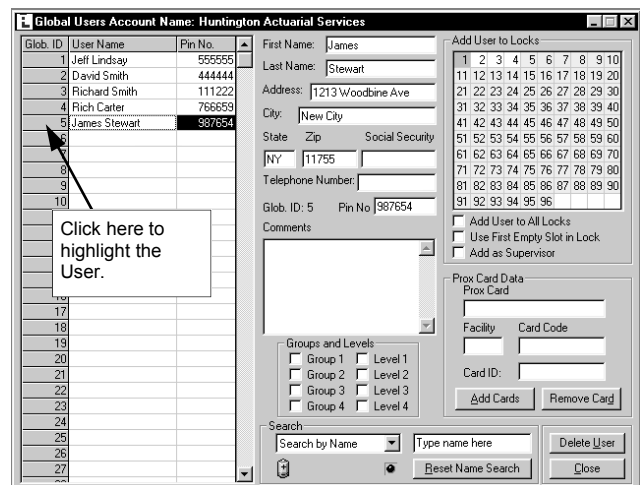
5. On the AL-PRE, press the **Push On** button.
6. In the **Global Users** screen, click the **Add Cards** button. The **ProxCard Enrolling** dialog opens. The AL-PRE is now ready to accept Prox entries.
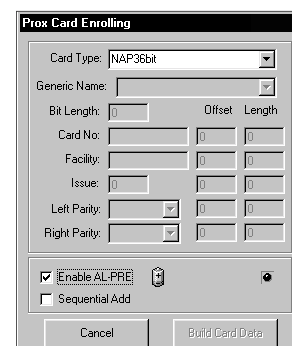


(*continued*)

7. In the **ProxCard Enrolling** dialog (above), check **Enable AL-PRE**.
8. Place a ProxCard® or ProxKey® keyfob in front of the area of the AL-PRE labeled "Badge Target" until you hear two quick beeps. The **ProxCard Enrolling** dialog closes and the ProxCard® Data fields in the **Global Users** screen become populated, indicating the Prox device has been enrolled for that User (see below image).



Add ProxKey® keyfobs in the same manner as ProxCards®.

If the AL-PRE is inactive (no ProxCards® are being read) for 5 minutes, it will turn off automatically. Press the **Push On** button on the top of the AL-PRE to "wake up" the AL-PRE.

**Note:** Only one ProxCard® or ProxKey® keyfob can be enrolled per lock. If a previously enrolled ProxCard® or ProxKey® keyfob is presented a second time for enrollment, the following popup warning appears similar to the following image:



### Remove Cards

In the **Global Users** screen, highlight the Global ID of the User you wish to edit, press **Remove Card** to remove ProxCard® or ProxKey® keyfob data.

**Note:** All Prox information for the selected User will be removed *from all locks in the Account*. When the warning dialog appears, press **Yes** to delete.
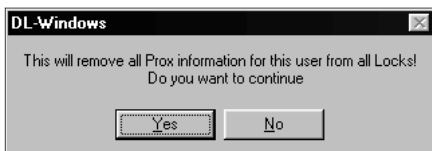


### Add Prox Information--Without the AL-PRE

You can add ProxCard® or ProxKey® keyfob information manually--without the use of the AL-PRE ProxCard Enroller. If you choose to add the Prox data manually, you will need to know the structure of the various Prox formats, outlined below.

In the **Global Users** screen, in the **ProxCard Data** area, press the **Add Cards** button. The **ProxCard Enrolling** dialog opens (below).

To manually add Prox information, first uncheck **Enable AL-PRE**. The **Card No**. and **Facility** fields become active, as shown in the following image:



There are 5 pre-existing Card Types, defined below. If you wish to define your own ProxCard® configuration, select **User Defined**, and all fields in the **ProxCard Enrolling** dialog become active.

**Note:** The purpose of this document is to provide an explanation of the DL-Windows user interface only. When defining your own ProxCard® type, you must be completely familiar with all aspects of its design, such as bit length, facility code, card numbers, parity, etc. For further information regarding ProxCard® designs and format definitions, please contact the HID Corporation.

The fields in the **ProxCard Enrolling** dialog are as follows:

**Card Type**
The "Card Type" drop-down list provides 7 selections from which you may choose your ProxCard® type:
   **CNT36bit**
     A 36 bit proprietary card from Continental Instruments, a Napco Security Group Company.
   **DSX33bit**
     A 33 bit proprietary card from DSX Software (Excalibur).
   **HID26bit**
     Standard 26 Bit Format Structure:
     The 26-bit Wiegand format (H10301) is the industry standard format, and is an open format. It is binary encoded data. The format consists of 2 parity bits, 8 bit facility code and 16 bit card number fields. The range of card numbers available in this format is limited and therefore there is a potential for card numbers to be duplicated. The format is shown below.
```
PAAAAAAAABBBBBBBBBBBBBBBBP
EXXXXXXXXXXXX-------------
-------------XXXXXXXXXXXXO
```
     P = Parity
     O = Odd Parity
     E = Even Parity
     X = Parity mask

(*continued*)

A = Facility code, range 0 to 255
B = Card Number, range = 0 to 65,535

**HID35 bit**

**HID37 bit**

An 37 bit open format from HID, intended to provide an open format to the industry while also ensuring unique card numbers. HID controls the issuing of card numbers which are not duplicated. Produced in two formats: H10302 (no Facility Code) and H10304 (with Facility Code).

**HD2 37 bit**

**NAP36 bit**

A 36 bit proprietary card from Napco Security Group, Inc.

**Unknown**

The card types listed above are supported by DL-Windows. Since there are many different proprietary card types in general use, use **Unknown** when you wish to enroll a card of an unknown proprietary type. Without knowing the internal structure of a card, you must use the AL-PRE to read the raw hex data and send the information to DL-Windows.

**User Defined**

When User Defined is selected, the remaining fields in the **ProxCard Enrolling** dialog become active, allowing you to define your own card type. Use this field with the card grid on following page.

## Generic Name

A free form text field used to describe your ProxCard® name when "building" (creating) your own card type.

## Bit Length

This field is only active when a **Card Type** of **User Defined** is selected. Use this field with the card grid on following page. Enter the total number of bits in the card type, including parity bits.

## Card No.

This field is only active when a **Card Type** of **User Defined** is selected. Use this field with the card grid on following page. **Offset** defines where in the card format the **Card Number** begins. **Length** defines the length, in bits, of the **Card Number**.

## Facility

This field is only active when a **Card Type** of **User Defined** is selected. Use this field with the card grid on following page. **Offset** defines where in the card format the **Facility** code begins and **Length** defines the length, in bits, of the **Facility** code.

## Issue

This field is only active when a **Card Type** of **User Defined** is selected. Use this field with the card grid on following page.

## Left Parity

This field is only active when a **Card Type** of **User Defined** is selected. Use this field with the card grid on following page.

## Right Parity

This field is only active when a **Card Type** of **User Defined** is selected. Use this field with the card grid on following page.
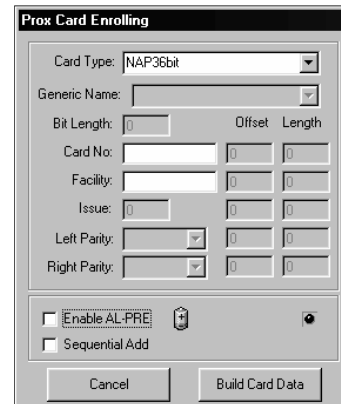
## Enable AL-PRE

If you wish to use the AL-PRE to enroll ProxCards®, select this option. For procedures, see page 13.
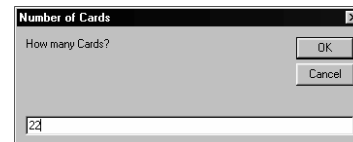
## Sequential Add

If you have many cards and wish to add ProxCards® or ProxKey® keyfobs with known Card Numbers in a sequence, select **Sequential Add**.

In the **Global Users** screen, select a Global ID to which you wish to add the first card, and click **Add Cards**. The **ProxCard Enrolling** dialog appears:



Select the **Card Type** from the drop-down list, enter the **Card Number** and **Facility**, and check **Sequential Add**. Click **Build Card Data** and the **Number of Cards** popup dialog will appear.



In the **Number of Cards** dialog, enter the number of cards you will to add sequentially, and click **OK**. The cards will be added to the **Global Users** screen, the first card added to the Global ID you selected. The first card added will specify the **Card Type**, **Card Number** and **Facility** specified, and the subsequent cards will each contain the same data except the **Card Number** will be incremented by 1.

Notice that in the **Global Users** screen, those Users listed in the **User Name** and **Pin No.** columns with Prox information are tinted yellow.

## *User Defined* ProxCard® Grid--HID 26 Bit Format Example

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | |
| | F | F | F | F | F | F | F | F | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | | | | | | | | | | | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | | | | | | | | | | | | |
| | | | 0 | | | | 2 | | | | 0 | | | | 6 | | | | 1 | | | | 5 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

When **User Defined** ProxCards® are used, the above card grid is used to design the format of the card. The information in this grid is added to DL-Windows through the **ProxCard Enrolling** dialog (below). To assist in translating your own Prox design into DL-Windows, the data in the above grid and the data in the following **ProxCard Enrolling** dialog image are equivalent. Both display 26 bit HID format card data.



Fieldname A:_____
Fieldname B:_____
Fieldname C:_____
Fieldname D:_____
Fieldname E:_____
Fieldname F:_____
Fieldname G:_____
Fieldname H:_____

Customer Name:_____
Customer Number:_____

Format Number:_____

Date:_____

**Note:** Both left and right bits must be dropped (parity is ignored) on 26 bit cards.

## HID 26 Bit Format Wiegand H10301

**Format Description:** 2 parity bits at either end--first 13 bits are even, second 13 bits are odd. 8 facility bits MS8 bits plus P. 16 card number bits LS16 bits plus P. Parity is configured odd or even with regard to the number of set bits. **Note:** Both left and right bits must be dropped (parity is ignored) on 26 bit cards.

F = Facility Code Range 0-255
D = Card Number Range 0-65,535
P = Parity

```
            EX|XXXX|XXXX|XXX
                         X|XXXX|XXXX|XXXO
            PF|FFFF|FFFD|DDDD|DDDD|DDDD|DDDP Format
0000|0000|0000|0010|0000|0010|0000|0110|0001|0101 Converted Filtered Read
 0    0    0    2    0    2    0    6    1    5   Hex Filtered Read
```

Filtered Read
0002020615     Hex

Card Data
F = 1 D = 00778

# Add Schedules, TimeZones and Features

## Creating a Simple Schedule

Follow the steps below to program a schedule to a lock. Creating Schedules is a 3-step process.

**Step 1:** Set the time the event will occur in the **TimeZones** area (top) of the Schedule-TimeZone screen.
**Step 2:** Select the scheduled events in the **Schedule Entry** area of the Schedule-TimeZone screen.
**Step 3:** Click **Switch to Sched. View** to view the results (optional).

**1.** In the **Schedule-TimeZone** screen, enter the Time the scheduled event will occur in the **TimeZone** area. In the row containing the selected day, enter the **Start** time, the **Stop** time, click the **Month** from the drop-down list, click the **Day** of the month from the drop-down list, and click in the **Enable** column until a check mark (✓ appears (no check = *Disable*).

If you wish to add another TimeZone (to create another schedule) click **Add**. To delete a TimeZone, click **Delete**.

**Note:** For DL-Windows version 3.0, the **Schedule-TimeZone** screen is a blend of two previously separate screens--the **TimeZone** and **Schedule Entry** screens--which appeared in previous versions of DL-Windows. The screens were combined in version 3.0 to ease schedule programming.



**2.** In the **Schedule Entry** area of the **Schedule-TimeZone** screen, enter a text **Description**, a **User or Group ID** from the drop-down list, and an **Event** (from the drop-down list selection). Finally, select a **TimeZone** from the drop-down list which corresponds to the TimeZone you created in step 1 above.

To clear an entry, press **Clear Entry**. To clear all entries, press **Clear All**. To print a TimeZone or Schedule, press the **Print TimeZones** or **Print Schedules** buttons, respectively.

**3.** Click **Switch to Sched. View**.
(**Note:** Since the **Schedule View** screen is not required for operational use, pressing the **Switch to Sched. View** is optional). A warning popup appears:
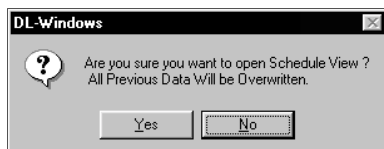


Press **Yes** and the **Schedule View** screen appears. The **Schedule View** screen lists all events entered, and displays the data as it will appear in the lock.



In the previous example, the **TimeZone** area of the **Schedule-TimeZone** screen indicates the event will occur every weekday from 8:30am to 5:00pm. The **Schedule Entry** area defines the event (in this example to "unlock" the device). However the **Schedule View** screen displays the event as *two* separate events--an *Unlock* event and a *Lock* event.

Because simple events can become complex when fully translated into the individual steps the lock will perform, it is always recommended to view your schedules in the **Schedule View** screen, to be sure that what you programmed is actually what you want to occur. Although not required for operation, viewing your schedule in the **Schedule View** screen is highly recommended.

### Duplicating Schedule Information

In addition, the **Schedule View** screen is highly versatile, allowing you to receive scheduling data from a lock directly into this screen. Although you can edit scheduling information in the **Schedule View** screen directly, it is recommended that you input data in the **Schedule-TimeZone** screen only and view the information in the **Schedule View** screen when finished. To duplicate a lock's scheduling information, it is recommended that you *Clone* the lock via the Account Tree right-click menu, as shown in the image below:

**Programmable Features**

Your lock is designed to support several options and functions. Using the **Programmable Features, Options tab** window (above), you can select various features used with the lock. In particular, the **Door Number** field can have a major impact on your lock program, therefore it is described in detail below. For more information regarding the other Programmable features listed in the **Options** tab screen, see Appendix A, page 39.

**Door Number:**
Each Account in DL-Windows can contain a maximum of 96 locks, also referred to as *Door Numbers*. Each Door Number must be unique to each lock--there can be no duplicate Door Numbers to ensure the validity of data and that each lock is matched to the correct data when programmed. If duplicate door numbers exist, information may not be valid when used with the **Global Users** screen.

The Door Number specified in this field will be assigned to the programmed lock. If the Door Number in DL-Windows does not match the Door Number inside the lock, the following screen appears:
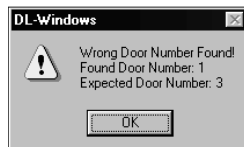


You can change the Door Number by pressing the drop-down list and selecting a new number (see diagram below). The first number listed is the current DL-Windows door number, and the next number listed is the next available door number within DL-Windows. DL-Windows is unable to assign duplicate Door Numbers.



If used with the AL-DTM, this is the Door Number the AL-DTM will use to identify itself to the lock, ensuring that the proper data inside the AL-DTM2 will be matched to the correct lock.

In the Door Number field, numbers selected must be between 1–96. **Note:** When data is received from the AL-DTM Data Transfer Module, only those available numbers (the first 48 locks) will be listed.

**Additional Notes--Door Number**

When receiving information from locks (see page 21), the following **Lock Changes** screen will appear (below). This screen details the disparity between what exists in the lock program received and the data that exists in the corresponding software within DL-Windows. For example, Users can be added and deleted via the lock keypad without the use of DL-Windows. It is possible that someone, in possession of the Master Code, added or deleted a User from the lock via the lock keypad. The **Lock Changes** screen details these changes, if they exist. **Important:** When viewing the **Lock Changes** screen, the DL-Windows software programming is NOT changed. If you wish to make these differences permanent within the locks, you must first do so within the **Global Users** screen, and then send this edited information back to the lock as described throughout this manual (see pages 31-36).

**Note:** The data inside the **Lock Changes** screen cannot be saved in a "soft" format ("Save As…"). Once the **Lock Changes** screen is closed, it may not be re-opened. This is to emphasize that the information inside the **Lock Changes** screen does not "Update" the lock software inside DL-Windows. If you wish, you can print the information on your default printer by right mouse-clicking the grid, and selecting **Print List**. Therefore, you can use the printout as a guide to effect changes to DL-Windows via the **Global Users** screen, if you so wish.



For example, in the **Lock Changes** screen shown above, User Number 12 had their User Code changed via the keypad (Function 2) from 111111 to 222222. User Number 13 was deleted (via Function 2), and User Number 14 had their User Code disabled (via Function 3).

# Send Information to the Lock

At this point, you have added Users, Schedules, TimeZones and Features to the locks created in DL-Windows (see pp. 12-18). Now you wish to send this programmed information to the locks themselves and put your programming into use.

At this time, it may be helpful to review the various scenarios for transferring data to locks shown on page 4, as well as the Program Mode definition on page 5.

**New DL3000/DL2800 locks:**
The Master Code MUST be changed through the keypad for all new DL3000/DL2800 locks before any other programming (either through the keypad or DL-Windows) may begin.

**New PDL Series Locks:**
The Master Code does not need to be changed before programming, but SHOULD be changed to ensure highest security. Therefore, it is recommended that the Master Code be changed for ALL locks.

Before sending information to the locks, you must:
1. Possess the existing Master Code of each lock
2. Possess the Model of the lock (DL3000, PDL3500, etc.)
3. Determine if the lock is a new lock ("out of the box") or a lock already in use.
   For existing locks already in use, refer to the procedure "Send to the Lock" below. For new locks "out of the box", or for locks where you wish to clear all existing programming, proceed with the procedure "First Time Startup" directly below.

## First Time Startup

Locks started for the first time have a special start-up procedure, outlined below. Locks already in use can have their existing memory cleared via this "First Time Startup" procedure if so desired.

1. Unpack the lock and with the batteries disconnected, hold down the [🔒] key for 10 seconds and release.

2. Connect the batteries and listen for 3 beeps. Within 5 seconds of hearing the 3 beeps, press and hold [🔒] until beeping starts. This will clear the lock of all programmed data. Important: If you do not hear these 3 beeps, you must start over at step 1.

3. Listen for another series of beeps and LED flashes *followed by 10 seconds of silence*. The lock will give 3 more beeps indicating a proper start up. The lock is now ready to program. Failure to follow this exact procedure can result in erratic lock behavior. **Important Note:** When entering any key sequence below, *do not pause more than 25 seconds between any key presses*-- otherwise you must start again.

At this point, you can proceed directly to the "Send to the Lock" procedure (below) unless you wish to change the Factory Master Code. As a reminder, the Master Code MUST be changed through the keypad for all new DL3000/DL2800 locks before any other programming (either through the keypad or DL-Windows) may begin.
Although the Master Code does not need to be changed

before programming PDL series locks, the Master Code SHOULD be changed to ensure highest security.

### Enter Program Mode and Change Factory Master Code (Required for DL3000/DL2800 Models)

1. Press the default Master Code: [1] [2] [3] [4] [5] [6].

2. Wait for the green light and press [🔒] until multiple beeps are heard. You are now in Program Mode. **(Note:** The lock will beep every 6 seconds as a reminder that you are in Program Mode).

3. Enter a new personal 6-digit Master Code number by pressing the following keys:
   [🔒] [1] [🔒] [new Master Code]
   [🔒] [new Master Code] [*]
   (The second set of digits must be exactly the same).

   (For example, if you want your new Master Code to be "664433". Press:
   [🔒] [1] [🔒] [6] [6] [4] [4] [3] [3]
   [🔒] [6] [6] [4] [4] [3] [3] [*] ).

Once the Master Code has been changed via the keypad, you can now use DL-Windows to program the lock.

## Send to the Lock

Connect the AL-PCI cable to the COM Port at the rear of your PC to the lock, observing tab direction (tab to black socket).

1. In DL-Windows, press the **Lock** button to open the **Lock Data** screen.
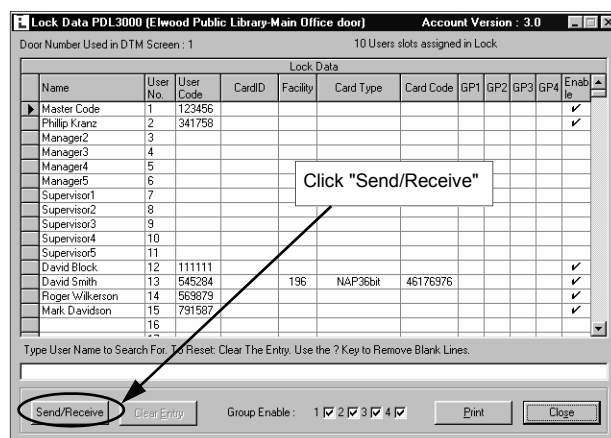


2. Click **Send/Receive**, and select "*Send to Lock*".

3. In the **Send to Lock** dialog, deselect **All**, and select **Users** and **Time/Date**.
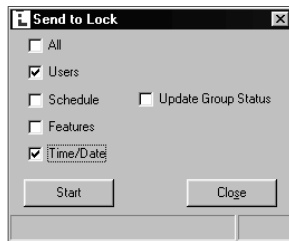


4. Click **Start**. DL-Windows is now waiting for the Lock Keypad command (Function 58) to start data transfer.

   At the lock keypad, enter Program Mode by pressing the Master Code. Wait for the green light and press the [🔒] key until multiple beeps are heard. You are now in Program Mode. **(Note:** The lock will beep every 6 seconds as a reminder that you are in Program Mode).

   For PDL locks, the default Master Code is: [1] [2] [3] [4] [5] [6] [🔒]. If the default Master Code was not changed, enter this default Master Code.

5. At the keypad, enter Function 58 (the Send/Receive PC Data Command) by pressing the following:

   Press [🔒] [5] [8] [✱]

Data will now be sent to the lock. The Status Window in the lower left hand corner of the **Send to Lock** screen will indicate the data transfer. The *Model Type* and *Firmware Version* will be displayed on the *Send to Lock* screen (as illustrated in the following image).



**Note:**

If **"Communicating"** is not displayed in the status window after keypad Function 58 has been pressed (step 5 above), then communication with the lock has failed. Check the following:

- Com Port Selection
- Cable connection (Computer to Lock cable)

After the User Code transfer is complete, "*Send To Lock Successful*" will be displayed in the Status Window (lower left hand corner) of the **Send to Lock** screen (see following image).
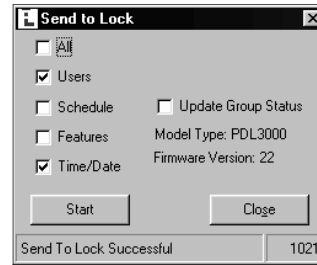


6. **Exit Keypad Program Mode.** At the lock, press and hold the [🔒] key for 5 seconds until a series of beeps is heard.

7. **Test New User Codes.** Verify that each new User Code allows access when entered at the keypad. Test each lock that has been programmed.

## Change an existing Master Code via DL-Windows

1. Open DL-Windows and press the **Open** button located on the toolbar to view all existing Accounts.

2. In the Account Tree column (left side of screen), click on the "+" symbol next to the Account name to display the lock descriptions.

3. Double-click the lock description of the lock you wish to change. The **Lock Data** screen appears. *The User listed in the **Lock Data** screen under "User ID #1" possesses the Master Code of the lock* (this Code is displayed in the **User Code** column). Make note of the name of this User.

4. To change the Master Code, press **Global** to open the **Global Users** screen.
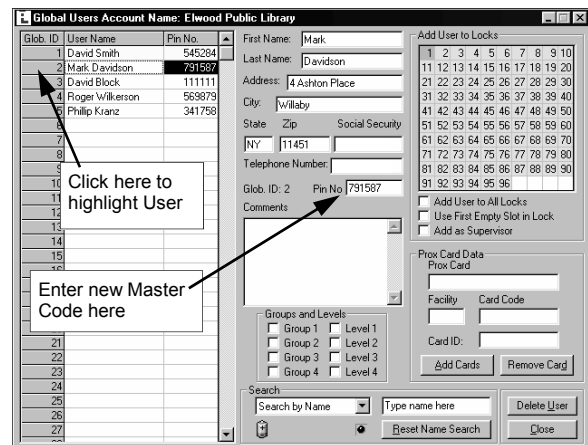


5. Highlight the name of the "Master" User noted earlier by clicking on their **Global ID** number on the left side of the screen. Highlight the existing numbers in the **Pin No**. field and change the Master Code by typing directly in this field. When finished, click the **Lock** button and verify that the new Master Code has been changed for the "User ID #1".

6. Finally, send this new data to the lock as outlined previously.

# Receive Information from the Lock

## Receive From Lock Dialog

You can receive User information, Schedules, Event Logs and Feature information from locks by use of the **Receive from Lock** dialog (shown below). This lock information can be received from your locks and stored either in an existing lock or a newly created lock. The Receive From Lock dialog is opened by pressing **Comm** (located on the DL-Windows toolbar) and selecting *Receive from Lock*.
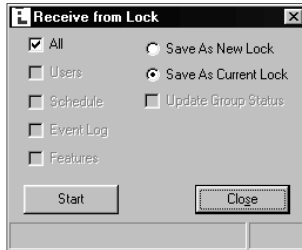


## Receive User Information

Follow the steps below to receive User information from the lock.

1. Open DL-Windows and open the Account and lock from which you would like to receive data.

2. Press **Lock** to open the **Lock Data** screen.

3. Click **Send/Receive**. Select **Receive from Lock**.

4. In the **Receive from Lock** dialog, deselect **All** and select **Users** and **Save As Current Lock** (default).
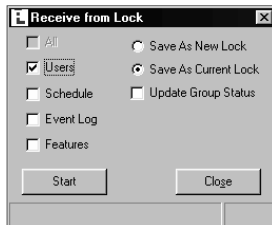


5. Connect AL-PCI cable to computer COM port and to the lock, observing tab direction (see page 4).

6. In the **Receive from Lock** dialog, click **Start**. DL-Windows is now waiting for the lock keypad command (Function 58) to start the data transfer.

7. At the lock keypad, enter Program Mode by pressing the Master Code followed by [🔒]. Enable the transfer by pressing [🔒] [5] [8] [*].

   The Event Log will now be received from the lock to your computer. The **Receive from Lock** screen will display the Model Type and Firmware Version.

   **Note:**
   If **"Communicating"** is not displayed in the status window after the keypad Function 58 command has been issued, then communications have failed. Check the following:
   1. COM port selection
   2. Cable connection (AL-PCI computer to lock cable)

8. When transfer is complete, exit Program Mode by holding down [🔒] for 5 seconds until a series of beeps is heard.

9. If new Users were added or deleted, a warning popup will appear, similar to the following image:



Press **OK** and the following **Lock Changes** screen will appear (similar to the below image). This screen details the disparity between what was seen in the lock program received and the corresponding software within DL-Windows. If you wish to make these differences permanent within the locks, you must first do so within the **Global Users** screen, and then send this edited information back to the lock as described in this manual (see pages 31-36).



Once the **Lock Changes** screen is closed, it may not be re-opened. To print the information on your default printer, right mouse-click the grid, and select Print List.

## Receive Schedules

Follow the steps below to receive Schedules from the lock.

1. Open DL-Windows and open the Account and lock from which you would like to receive data.

2. On the DL-Windows toolbar, press **Comm** and select **Receive from Lock**.

3. In the **Receive from Lock** dialog, deselect **All** and select **Schedule** and **Save As Current Lock** (default).

4. Connect AL-PCI cable to computer COM port and to the lock, observing tab direction (see page 4).

5. In the **Receive from Lock** dialog, click **Start**. DL-Windows is now waiting for the lock keypad command (Function **58**) to start the data transfer.

6. At the lock keypad, enter Program Mode by pressing the Master Code followed by [🔒]. Enable the transfer by pressing [🔒] [5] [8] [*].

When the schedule information transfer is complete, the following warning popup appears:



DL-Windows
⚠ Caution! New Schedule information has been Received from the Lock
Schedules are Updated on the SCHEDULE VIEW screen Only.
The SCHEDULE ENTRY and TIME ZONE screens may no longer match the SCHEDULE VIEW screen.For Further Information See Help

[ OK ]

All schedule information must be viewed in the Schedule View screen ONLY. In some cases, information that exists in the **Schedule-TimeZone** screen may not match the data that exists in the **Schedule View** screen. This disparity is due to the operational differences between the **Schedule View** and the **Schedule-TimeZone** screens. The **Schedule View** screen is simply a viewer. Schedules can be sent to the **Schedule View** screen from either (1) **a lock** or from (2) the **Schedule-TimeZone** screen . The data in these two locations are separate and therefore possibly different. In addition, the act of receiving schedule data from a lock does not alter the **Schedule-TimeZone** screen . Therefore, the new information in the **Schedule View** screen (containing the newly received lock information) does not have to match the information in the **Schedule-TimeZone** screen (containing pre-existing--and unchanged--schedule information).

7. When transfer is complete, exit Program Mode by holding down 🔲 for 5 seconds until you hear a series of beeps.

### Receiving the Event Log

Follow the steps below to receive the Event Log from the lock and view it with the **Event Log Viewer** screen.

1. Open DL-Windows and open the Account and lock you wish to view.

2. Press **Log** to open the **Event Log Viewer** screen.

3. Click **Send/Receive**. Select **Receive from Lock**.



4. In the **Receive from Lock** dialog, deselect **All** and select **Event Log** and **Save As Current Lock** (default).
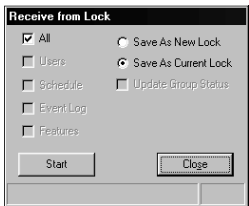


5. Connect AL-PCI cable to computer COM port and to the lock, observing tab direction (see page 4).

6. At your computer, click **Start**. DL-Windows is now waiting for the lock keypad command (Function **58**) to start the data transfer.

7. At the lock keypad, enter Program Mode by pressing the

Master Code followed by 🔲 . Enable the transfer by pressing 🔲 ⑤ ⑧ ✳.

The Event Log will now be received from the lock to your computer. The **Receive from Lock** screen will display the Model Type and Firmware Version.



Receive from Lock
☐ All          ○ Save As New Lock
☐ Users        ● Save As Current Lock
☐ Schedule     ☐ Update Group Status
☑ Event Log    Model Type: PDL3000
☐ Features     Firmware Version: 22

[ Start ]      [ Abort ]
Processing Log                    1035

8. When transfer is complete, exit Program Mode by holding down 🔲 for 5 seconds until a series of beeps is heard.

After the Event Log transfer is complete, "**Receive From Lock Successful**" will be displayed in the status window (lower left hand corner) of the **Receive from Lock** screen.

**Note:**
If **"Communicating"** is not displayed in the status window after the keypad Function 58 command has been issued, then communications have failed. Check the following:
    1. COM port selection
    2. Cable connection (AL-PCI computer to lock cable)

9. Close the **Receive from Lock** window. The Event Log for the Lock can now be viewed in the *Event Log Viewer* Window.



Event Log Viewer PDL3000 (Singleton Headquarters-Main Conference Room)
Viewing 50 total event log records.                    Event Log Viewer

| Date | Time | User No. | Name | Event |
|------|------|------|------|-------|
| 08/15/02 | 16:24:21 | 001 | Master Code | Entry |
| 08/15/02 | 16:05:28 | 001 | Master Code | Program 58 Send/Receive PC Data |
| 08/15/02 | 16:05:01 | 001 | Master Code | Entry |
| 08/14/02 | Mid-Night | | Performed by lock | Reserved Time Stamp |
| 08/13/02 | Mid-Night | | Performed by lock | Reserved Time Stamp |
| 08/12/02 | Mid-Night | | Performed by lock | Reserved Time Stamp |
| 08/12/02 | 14:21:49 | 001 | Master Code | Program 58 Send/Receive PC Data |
| 08/12/02 | 14:21:11 | 001 | Master Code | Entry |
| 08/12/02 | 13:20:21 | 001 | Master Code | Program 58 Send/Receive PC Data |
| 08/12/02 | 13:19:54 | 001 | Master Code | Entry |
| 08/12/02 | 13:19:28 | 001 | Master Code | Program 3 Disable User |
| 08/12/02 | 13:18:49 | 001 | Master Code | Program 2 Add/Delete/Change User Code |
| 08/12/02 | 13:17:52 | 001 | Master Code | Program 58 Send/Receive PC Data |
| 08/12/02 | 13:17:52 | 001 | Master Code | Features Updated by PC |
| 08/12/02 | 13:17:25 | 001 | Master Code | Entry |
| 08/12/02 | 13:07:35 | 001 | Master Code | Program 58 Send/Receive PC Data |

Max. Event Log Length
[ Default View ]   [ Send/Receive ] [50 ▼]   [ Print ]   [ Close ]

### Other Event Log Options

All events are displayed. You can sort Events by Date, Time, User ID, Name and Event by clicking the header column, as shown:

| Date | Time | User ID | Name | Event |
|------|------|------|------|-------|

For example, click the **Event** header column, and all events in the Event column are sorted alphabetically:

The Event Log can be saved by Selecting **Save Log** from the **File** menu. Previously saved logs can be viewed by selecting **Load Log** from the **File** Menu. Select **Print** to send Log data to your default printer.
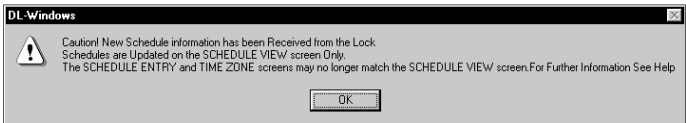
### Receiving Features

Follow the steps below to receive Features from a lock.

1. Open DL-Windows and open the Account and lock from which you would like to receive data.

2. On the DL-Windows toolbar, press **Comm** and select **Receive from Lock**.

3. In the **Receive from Lock** dialog, deselect **All** and select **Features** and **Save As Current Lock** (default).
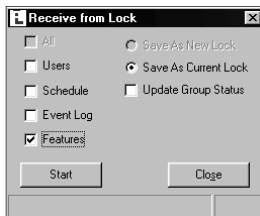


4. Connect AL-PCI cable to computer COM port and to the lock, observing tab direction (see page 4).

5. In the **Receive from Lock** dialog, click **Start**. DL-Windows is now waiting for the lock keypad command (Function **58**) to start the data transfer.

6. At the lock keypad, enter Program Mode by pressing the Master Code followed by 🔲 . Enable the transfer by pressing 🔲 5️⃣ 8️⃣ ✳️ .

   The lock Features will now be received from the lock to your computer. The **Receive from Lock** screen will display the Model Type and Firmware Version.

7. When transfer is complete, exit Program Mode by holding down 🔲 for 5 seconds until a series of beeps is heard.
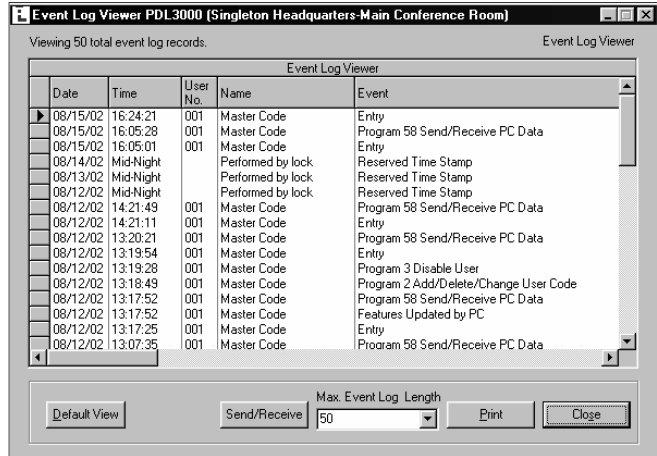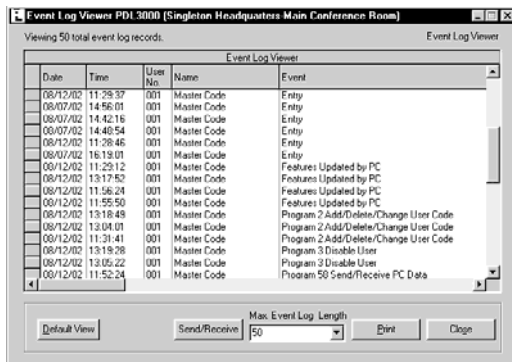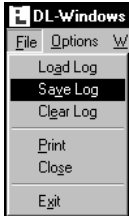
**Note:**

If **"Communicating"** is not displayed in the status window after the keypad Function 58 command has been issued, then communications have failed. Check the following:
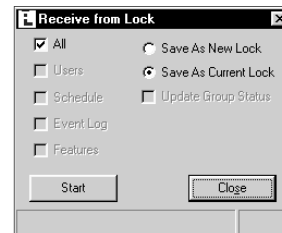  1. COM port selection
  2. Cable connection (AL-PCI computer to lock cable)

### Receive All

If you wish to receive all information from the lock, use the default selection of "All".

# Send Data from DL-Windows to the AL-DTM2

## Introduction

An **AL-DTM2** can be used to transfer Lock Programs (and other data) between DL-Windows and up to 96 locks. When computers cannot be transported or when electrical power is not available, the hand-held **AL-DTM** device acts as a go-between--it allows the transfer of lock data from the computer (through the **AL-DTM)** and to the lock, or in reverse (from the lock through the **AL-DTM** back to the computer). Requires an **AL-PCI** cable when transferring from your PC to the AL-DTM2. A double-ended mini banana plug connector is used when transferring data from the AL-DTM to the lock(s).

**Note:** Be sure to make note of the EXISTING User 299 User Codes for each lock. You will need these code(s) later when transferring data from the AL-DTM2 to the lock(s).

## Transfer Procedure

1.  Plug the AL-PCI cable into the correct COM port in the back of your PC and into the AL-DTM2, observing correct tab direction.

2.  In DL Windows, click the **Opt** button and be sure **Using DTM2** is selected in the **Options** screen.

3.  Open an Account in DL-Windows, and double-click on any lock inside the selected Account. For each physical lock to be programmed, there must also be a corresponding lock in DL-Windows.

**Note:** Plan for the future--in the **Global Users** screen, be sure to enter a User 299 User Code to enable future data transfers. (See page 7 for a definition of User 299). To keep things simple, the User 299 User Code could be kept the same for all locks in the Account.

4.  Press **DTM**, and the **DTM2 Support** screen opens. In this screen, desired tasks must first be pre-programmed in the DTM Function column before transferring the data into the DTM2. Therefore, for each lock that is to receive program data, select the appropriate *DTM Function* in the **DTM2 Support** screen (in this example, the *DTM function* would be "**Send Program to Lock**").

**Note:** To select ALL locks available, select the first lock by clicking on the row associated with the lock, hold the [SHIFT]

key, then click the row of the last lock. Right-click in the *DTM Function* column and select a function for all selected locks.

**Note:** Each line of the **DTM2 Support** screen is associated with a *Door Number*; to be sure that the correct programming is sent to the correct lock, each lock must have a Door Number encoded in its internal programming (with Function 59--shown on the next page). This way, the programming inside the AL-DTM is always matched to the appropriate door lock.

5.  **Transfer the Data Configuration to the AL-DTM2.** With the AL-PCI cable correctly connected to the AL-DTM2, click **Send All Locks to DTM** (in the **DTM2 Support** screen). The following screen will display:
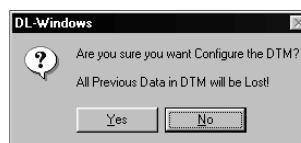


then



Click **Yes** and press the green button on the AL-DTM2 to enter PC Comm. mode. During data transfer to the AL-DTM2, the following will display in the AL-DTM2 readout screen:

```
PC COMMUNICATION
   IN  PROGRESS
```

In most cases the PC is able to automatically toggle the AL-DTM2 into "PC Comm. mode". However, if the DL-Windows status screen continues to display "no lock detected" simply press the green button on the AL-DTM to toggle the unit into PC Comm. mode.

Following a successful data transfer to the AL-DTM2, the AL-DTM2 will emit several beeps (dependent on configuration Data) and display a "**comm. complete.**" message followed by a display of current memory block status.

**Beep Beep Beep     Beep**

```
COMM. COMPLETE,
07/24/01   08:08PM
```

```
0993          FREE
MEMORY     BLOCKS
```

The AL-DTM2 is now ready to transfer data to the locks that have been configured. The following messages will scroll back and forth on the AL-DTM2.

```
NO LOCK DETECTED
07/24/01  8:19 PM
```

```
PLUG IN THEN
ENTER YOUR CODE
```

**Note:**
If "*Set Lock Clock*" is disabled, the time will not display on the AL-DTM2 . To enable, check the box marked "*Set Lock Clock*" on the **DTM 2 Support** Screen under **DTM Options**.
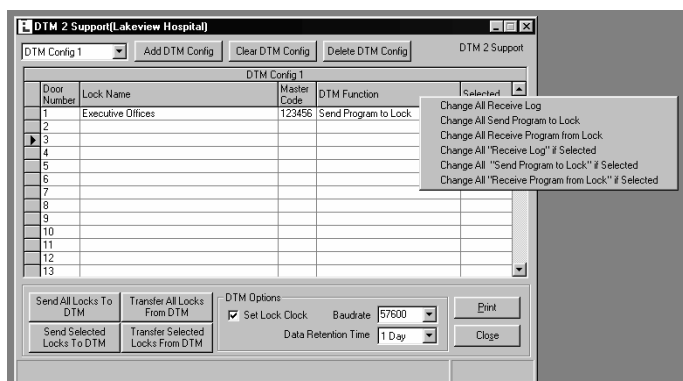


DTM Function - Right-click in the *DTM Function* column.

# Send Data from the AL-DTM2 to the Lock

## Transferring Data from AL-DTM2 to Locks

**Before Transferring Data to the Lock,** be sure that a unique *Door Number* and a *User 299 User Code* already exist for each lock. If not (or if you are not sure), steps 6-7 below describe how to program these functions using the lock keypad. (In the current example, we will use Door Number "1" and User Code "0299" for User 299). **In addition, you MUST always know the *existing* Master Code of the lock before proceeding.**

**(continued from previous page)**

**6.** At the lock keypad, enter Program Mode by pressing the existing lock Master Code followed by [🔑].

At the lock, the status LED will flash green every 6 seconds and the sounder will beep. **Note:** There is a 3 minute Program Mode timeout; if after 2 minutes and 45 seconds you have not touched the keypad, a steady tone will sound indicating there are 15 seconds remaining to press any key on the keypad or Program Mode will timeout.

---
**Note: DL3000 and DL2800 Locks Only**

If you have a new DL3000/DL2800 lock (out of the box) or used Function 99 (Clear All Programming--which configures lock back to factory specifications), you MUST change the factory Master Code to a new Master Code or the lock will not accept new programming. Therefore, program a new Master Code now:

[🔑] [1] [🔑] [ _ _ _ _ _ _ ]    [🔑] [ _ _ _ _ _ _ ] [✳]
       New Master Code    Confirm New Master Code

---

**7. Program User 299 Code.** At the lock, program a User Code of "0299" for User 299 using Function 2**.**

**Enter:**
[🔑] [2]
[🔑] [2] [9] [9]
[🔑] [0] [2] [9] [9] [✳]

At the keypad, "0299" is the User Code to be entered when you want the data to be transferred between the lock and AL-DTM2.

**8. Program a Door Number.** Program a Door Number of "1" (as shown in **DTM2 Support** screen on previous page). At the lock, enter Keypad **Function 59**.

**Enter:**
[🔑] [5] [9]      [🔑] [1] [✳]

This is the Door Number the lock will use to identify itself to the AL-DTM2, insuring that the proper data inside the AL-DTM2 will be matched to the correct lock.

**9. Exit Keypad Program Mode.** At the lock, press and hold [🔑] until the Keypad beeps and Program Mode exits.

**10. Connect the AL-DTM2 to the Lock.** Connect the double-ended banana plug into the AL-DTM2 and into the lock that is to be programmed (observing proper tab direction).

**11. Press the Green Button on the AL-DTM2.** The AL-DTM2 will display the following:

```
PLUG IN THEN
ENTER YOUR CODE
```

**12. Enter the User 299 User Code.** In this example, (as per step 7 above) enter [0] [2] [9] [9] at the keypad. The AL-DTM2 will display the following:

```
DOOR 01.   SENDING
PGM PACKET      001
```

Packet Numbers will go up until all packets have been transferred to the lock PDL3000 locks will take longer due a larger number of packets--PDL3000 locks will typically take 5 times longer than DL3000 or DL3500 locks.

The Lock will continue to beep while in communication with the AL-DTM2.

**13. Re - Enter User 299 User Code (PDL3000 only).** For some PDL3000 lock versions, you may be prompted to re-enter the USER 299 User Code. The AL-DTM2 will display the following:

```
FOR THIS              PLEASE RE-ENTER
SOFTWARE TYPE --      LOCK'S 299 CODE.
```

...and the AL-DTM2 will continue to flash the following message:

```
PLEASE STANDBY !      PLEASE STANDBY !
```

After programming is complete, the following will display:

```
LOCK'S TIME AND
DATE UPDATED.
```
```
COMM. COMPLETE,
07/24/01   02:08PM
```
Current date and Time
```
0993          FREE
MEMORY   BLOCKS
```
Current Memory Status

If the Master Code from step 6 and the Master Code on the **DTM2 Support** screen from step 4 (on previous page) do not match, then the following AL-DTM2 screen may be displayed (this depends on the lock):

```
DOOR 03.   SENDING
PGM PACKET      000
```
```
MASTER CODE
MISMATCH!
```

In this case, Keypad program the Master Code or re-configure the AL-DTM II so that both Master Codes match.

**14. Program Additional Locks.** Repeat Steps 6 through 14 for each Lock that is to be programmed.

# Receiving Event Logs with the AL-DTM2

After all lock programming has been completed, the AL-DTM2 can be easily re-configured to retrieve event logs.

1. In DL-Windows, change the DTM Function. In the **DTM2 Support** screen, right-click on the **DTM Function** column and select "**Change All Receive Log**."
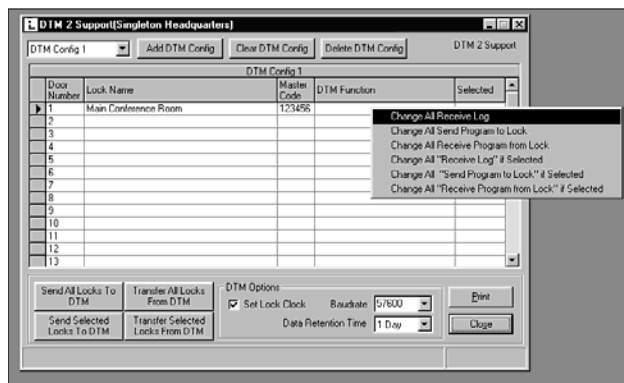


2. Transfer the Configuration to the AL-DTM2. Click **Send All Locks To DTM** to transfer the new configuration to the AL-DTM2.



The following dialogs will display:

 then 

3. **Enter PC Com mode.** On the AL-DTM2, press the green button and the following will display on the AL-DTM2:

```
PC COMMUNICATION
   IN  PROGRESS
```

```
COMM. COMPLETE,
07/24/01  08:08PM
```

```
0993          FREE
MEMORY    BLOCKS
```

The AL-DTM2 is now ready to retrieve event logs from the locks.

4. **Connect the configured AL-DTM2 to the Lock** using the double-ended banana plug cable, observing tab direction.

5. **Enter the User 299 User Code**. The following will be displayed on the AL-DTM2:

```
DOOR 03,    RECEIVE
LOG PACKET      001
```

```
LOCK'S TIME AND
DATE UPDATED.
```

```
COMM. COMPLETE,
07/24/01  02:08PM
```

```
0993          FREE
MEMORY    BLOCKS
```

6. **Retrieve Additional Lock Logs.** Repeat Steps 4 through 5 for each lock Log that is to be retrieved.

7. **Reconnect the AL-DTM2 to the DL-Windows PC (using the AL-PCI cable) to Retrieve the Event Logs from the AL-DTM2.** On the **DTM2 Support** screen, click "*Transfer All Locks From DTM*" to receive Event Logs from the AL-DTM2.



The Status window will indicate successful communications:

8. **View Logs Received From the AL-DTM2.** Open the **Event Log Viewer** screen for each lock Log.
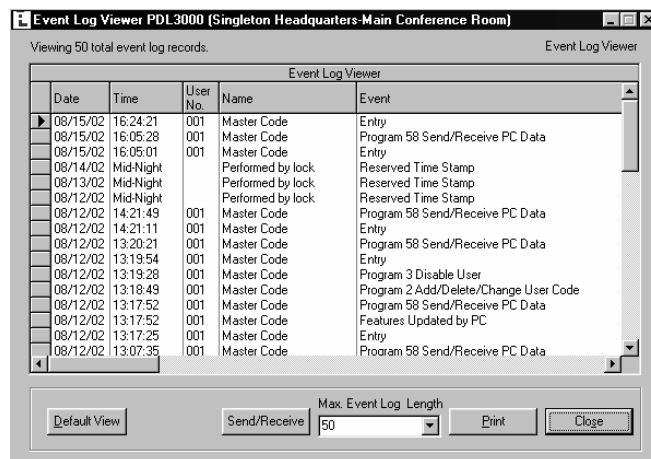


Executive Offices Door Log

# Database Maintenance

## Compact and Repair DataBase

The DL-Windows **DataBase Maintenance** utility provides the ability to backup, restore, export and import Account information.



Click **DB** from the Toolbar and the **DataBase Maintenance** dialog will appear.
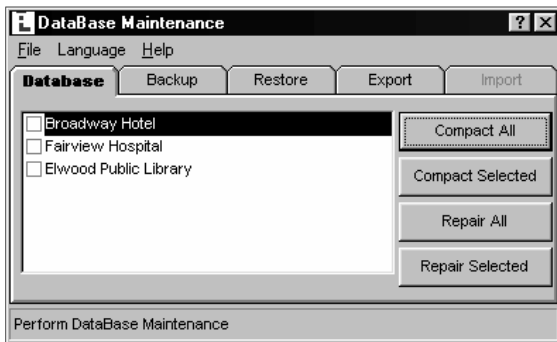


### Compacting and Repairing the Database

Select the **Database** tab. Click **Compact All** to compact the entire accounts database. To compact individual Accounts, select the Account or Accounts and click **Compact Selected**. Compacting the database on a regular basis will reduce the size of the database and improve the reliability of communications between the lock and DL-Windows.

If database errors occur within Accounts, click **Repair All** or select the Account or Accounts and click **Repair Selected**. After performing a repair on the database, be sure to click **Compact All** when the repair is completed.

## Backing Up Accounts

Select the **Backup** tab. Click **Full Backup** when using this feature for the first time. To backup individual Accounts, select the Account or Accounts and click **Backup Selected**. The Backup functionality will display the Account name with the date placed at the end of the name, when viewed from the **Restore** tab.



---

**Note:**
**Full Backup** - Backup all Accounts
**Backup Selected** - Backup only selected Accounts

## Restoring Accounts

**Full Restore** will overwrite all current Accounts, and **Restore Selected** will append selected Accounts. In addition, **Restore Selected** will add the selected Accounts to the existing Accounts, but with the word "restored" appended to its name.
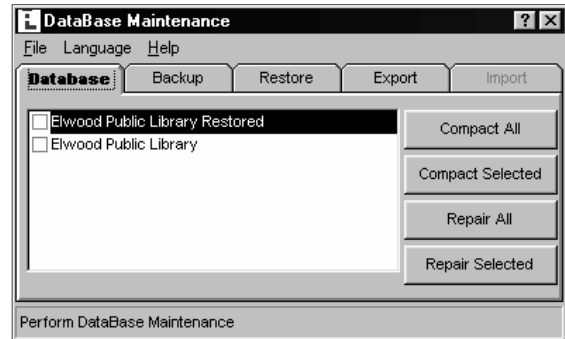


## Exporting and Importing Accounts

You can Export files in order to transfer DL-Windows Accounts to other computers.

Select the **Export** Tab. Click **Export to a Text File** to export data for a single lock to a .txt text file (User Codes and Prox data). Exported .txt files will be placed in the C:\DL-Windows\Export directory.

To Export all Accounts, click "**Export Accounts**". Exported .mdb database files will be placed in the C:\DL-Windows\Export directory.

**Note:** Two Files will be placed in the Export directory:
- **AL3000.mdb -** The index that holds the Account names.
- **Accx.mdb -** The Account file that holds all of the lock data for that Account ("x" is between 1 and 256).

Transfer both files to the computer where the Accounts are to be restored and place the files in the DL-Windows Import directory (typically C:\DL-Windows\Import). Select "**Import ACCTx.MDB**" from the **DataBase Maintenance** Import tab. Enter an account description into the **Name Account** field that appears, Click **OK**. Account information is now available on the new computer.

**Note:**
The file size of these Accounts will typically be larger than what a 1.44 MB floppy disc will hold. A ZIP Drive or network drive would be advised for transferring exported files. It may be possible to WINZIP each file and place it on a floppy disc one file at a time, but that will depend on the size of the Account.

## Delete an Account

From the **DataBase Maintenance** dialog, select the Database tab. Place a check (✓) in the box preceding those Accounts you wish to delete. Select File, Delete Selected Accounts, and when the Delete Accounts warning popup appears, click **OK** to delete. When a confirmation popup appears, click **OK**.

# Advanced Programming

## Programming Schedules with Suppression

Follow the steps below to download a schedule with *suppression* (an exception that "suppresses" the general rule).

**1.** Enter the time for which the event is to be scheduled in the top (the **TimeZones** area) of the **Schedule-TimeZone** screen. In the example shown below, the lock will unlock every Monday - Friday from 8:30 AM to 10:00 AM.

**Schedule - Timezone   PDL3000 (Huntington Actuarial Services-Executive Offices)   ...**

Time Zones
Select TimeZone  Time Zone 1  |  Add  |  Delete  |  Print TimeZones  |  Switch to Sched. View

Time Zone 1  04:52:26 PM

| Day | Start | Stop | Month | Day of Month | Enable |
|---|---|---|---|---|---|
| Sun | 08:00 AM | 05:00 PM | All | All | |
| Mon | 08:30 AM | 10:00 AM | All | All | ✔ |
| Tues | 08:30 AM | 10:00 AM | All | All | ✔ |
| Wed | 08:30 AM | 10:00 AM | All | All | ✔ |
| Thurs | 08:30 AM | 10:00 AM | All | All | ✔ |
| Fri | 08:30 AM | 10:00 AM | All | All | ✔ |
| Sat | 08:00 AM | 05:00 PM | All | All | |
| All | 08:00 AM | 05:00 PM | All | All | |

Schedule Entry
Clear Entry | Clear All | Print Schedules | Switch to Sched. View

Schedule Entry

| Event Number | Description | User or Group ID | Event | Time Zone |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |

**2.** Now add an additional **TimeZone**. Add the days when the lock should remain locked. Click your mouse within the field, and select from the drop-down box the **Month** and the **Day of Month** you wish to change. In the example shown below, the lock will remain locked on the 4th of July.

**Schedule - Timezone   PDL3000 (Huntington Actuarial Services-Executive Offices)   ...**

Time Zones
Select TimeZone  Time Zone 1  |  Add  |  Delete  |  Print TimeZones  |  Switch to Sched. View

Time Zone 1  04:56:39 PM

| Day | Start | Stop | Month | Day of Month | Enable |
|---|---|---|---|---|---|
| Sun | 08:00 AM | 05:00 PM | All | All | |
| Mon | 08:30 AM | 10:00 AM | All | All | ✔ |
| Tues | 08:30 AM | 10:00 AM | All | All | ✔ |
| Wed | 08:30 AM | 10:00 AM | All | All | ✔ |
| Thurs | 08:30 AM | 10:00 AM | All | All | ✔ |
| Fri | 08:30 AM | 10:00 AM | All | All | ✔ |
| Sat | 08:00 AM | 05:00 PM | All | All | |
| All | 08:00 AM | | July | 4 | ✔ |

Schedule Entry
Clear Entry | Clear All | Print Schedules | Switch to Sched. View

Schedule Entry

| Event Number | Description | User or Group ID | Event | Time Zone |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |

| AM | All | A |
| PM | All | A |
| | July ▼ | A |

All
Jan
Feb
Mar
April
May
June
**July**
Aug
Sept
Oct
Nov
Dec

Select the Month from the drop-down list

**3.** In the lower part of the **Schedule-TimeZone** screen (the **Schedule Entry** area) add the daily unlock event in **Time Zone 1** by clicking in the first row and the TimeZone column. Select TimeZone number 1 from the drop-down list. Finally, add the *suppression* for July 4th in **Time Zone 2**.

**Schedule Entry**

Clear Entry | Clear All | Print Schedules | Switch to Sched. View

Schedule Entry

| Event Number | Description | User or Group ID | Event | Time Zone |
|---|---|---|---|---|
| 1 | Daily Unlock | | UnLock | 1 |
| 2 | July 4th exception | | Lock | 2 ▼ |
| 3 | | | | |
| 4 | | | | 1 |
| 5 | | | | 2 |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |

Click your mouse in the field and select from the drop-down list

**4.** (Optional) Click **Switch to Schedule View** to view the schedule.

**Schedule View PDL3000 (Huntington Actuarial Services-Executive Offices) Edit Mode Off**

Schedule View

| Event Number | Day of Month | Month | Day of Week | Time | Event | User or Group |
|---|---|---|---|---|---|---|
| 1 | All | All | Mon-Fri | 08:30 AM | UnLock | |
| 2 | All | All | Mon-Fri | 10:00 AM | Lock | |
| 3 | All | All | Tues | 10:00 AM | Lock | |
| 4 | All | All | Wed | 10:00 AM | Lock | |
| 5 | All | All | Thurs | 10:00 AM | Lock | |
| 6 | All | All | Fri | 10:00 AM | Lock | |
| 7 | 04 | Jul | All | 08:00 AM | UnLock | |
| 8 | 04 | Jul | All | 08:00 AM | Lock | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |

Clear Entry | Clear All | Print | Close

# Advanced Programming--Group 1 Activated Events

It is convenient for large numbers of similar Users to be grouped together. Placing Users into Groups (by assigning them specific User Numbers) allows large numbers of Users to be controlled all at once rather than individually--saving time. In the following examples, Users who are members of Group 1 are allowed to activate special lock features or other Groups of Users.

## Group 1 Member Activates a Relay

This feature allows for a "window of time" to be created where if any Group 1 User Code is entered within the programmed "window", a *relay* will be activated for 2 seconds. This relay can be used with a burglar alarm control panel that has a key switch disarm option. If a Group 1 User does not enter their User Code during the specified "window", this feature remains inactive. This feature corresponds to keypad programming Functions 90 and 91.

**Note:** The alarm panel will have to be armed at night by the User or by an automatic schedule function of the alarm panel.

1. Connect terminals 5 & 6 (blue/yellow wires) to a burglar control panel with switch input for disarming.
2. Program a User that is a member of Group 1.
3. Program the Relay (Group 1 Activated) as a Relay Function in the **Programmable Features** window. Click **Feat** on the DL-Windows toolbar an select the **Relay Functions** tab. Check the box marked **Scheduled (Group 1 Activated)**.
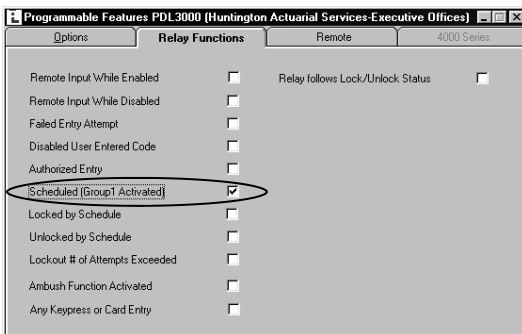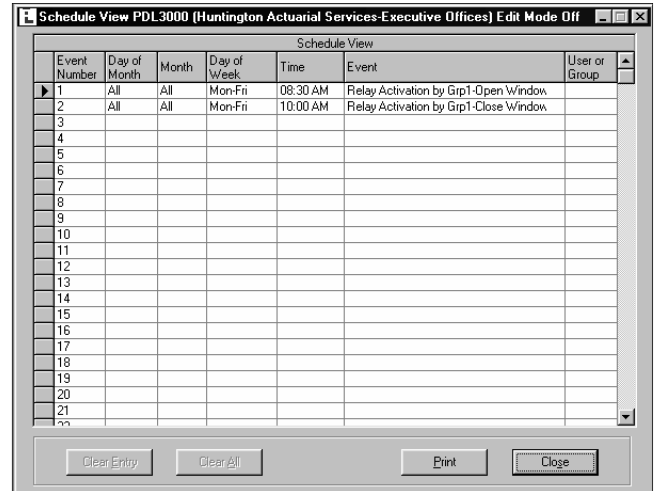


4. Using the **Schedule-TimeZone** screen (below), in the Schedule Entry area, select **Relay Activation by Grp1-Open Window** in the **Event** column. If any Group 1 User Code is entered during the programmed "window", the relay will close for 2 seconds. **Note:** Only 1 relay closure will occur--even if a second Group 1 User Code is entered.
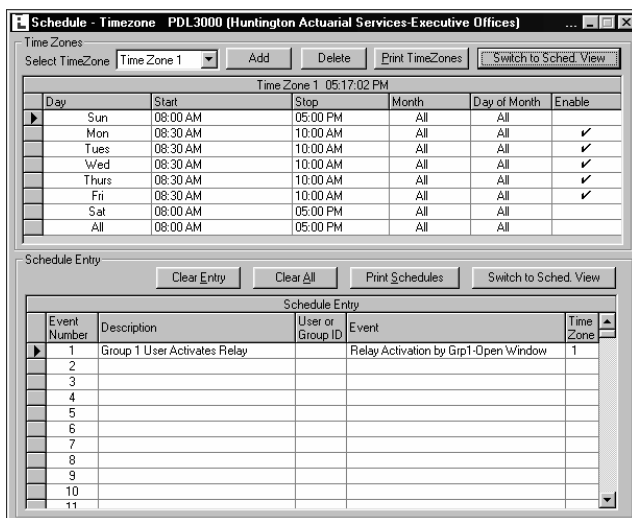


5. Create the "Relay Activation window" in the **TimeZones** area of the **Schedule-TimeZone** screen (above). In this example, program a "window" at 8:30AM to 10:00AM, Monday to Friday. The relay will close, one time only, when a member of group 1 enters their User Code between 8:30AM and 10:00AM.

6. Click **Switch to Sched. View**



## Other Group 1 Activated Events

Like the previous example, other Group events can be programmed in a similar manner. Here are two examples:

**Group 1 User Enables Group 4 Users**
> **Note:** This feature corresponds to keypad programming Functions 92 and 93.

1. Using the **Schedule-TimeZone** screen, in the Schedule Entry area, select **Enable Group 4 by Grp1-Open Window** in the **Event** column. Next, create the "Enable Group 4 window" in the **TimeZones** area of the **Schedule-TimeZone** screen. This will allow any Group 1 User to enable Group 4 Users, if a Group 1 User Code is entered within this programmed "window".
2. Program a Group 1 User and a Group 4 User.

> **"Window" Example:** Open window at 7:00AM and 8:30AM. Group 4 will be enabled when a User in Group 1 enters their User Code between 7:00AM and 8:30AM. Group 4 Users will have to wait outside the lock until a Group 1 User arrives to enable their User Codes. If a Group 1 User does not arrive between 7:00AM and 8:30AM, Group 4 will not be enabled.

**Group 1 User puts lock in Passage Mode**
> **Note:** This feature corresponds to keypad programming Functions 88 and 89.

1. Using the **Schedule-TimeZone** screen, in the Schedule Entry area, select **Passage Mode by Grp1-Open Window** in the **Event** column. Next, create the "window" in the **TimeZones** area of the **Schedule-TimeZone** screen. The lock will unlock (enter *Passage Mode*) when any Group 1 User enters their User Code during the programmed "window".
2. Program a Group 1 User and a Group 4 User.

> **Note:** *Passage Mode* will be maintained indefinitely unless disabled each night by using keypad Function 46 or by scheduling a lock closing.

> **"Window" Example:** Program a "window" at 7:00AM and 8:30AM. The lock will unlock when a User in Group 1 enters their User Code between 7:00AM and 8:30AM. If no Group 1 member arrives between 7:00AM and 8:30AM to enter their User Code, the lock will stay locked all day.

# Foreign Language Support

## Changing the Default Language

On the toolbar, click **Opt** and the **Options** dialog opens (see below). Additional languages are available in the **Select Language** drop-down menu. Select the desired language.
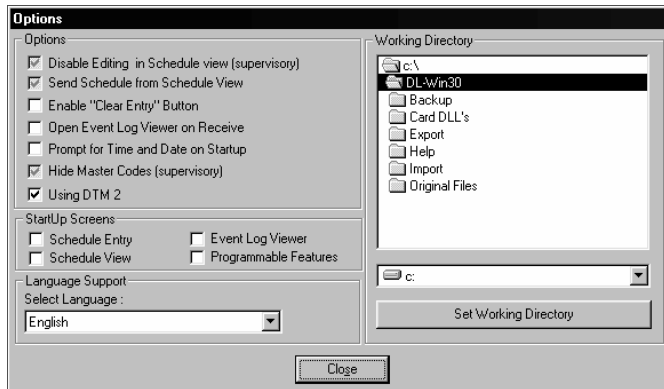


You must close and restart DL-Windows for the language changes to take effect (press OK to close the popup, shown below).
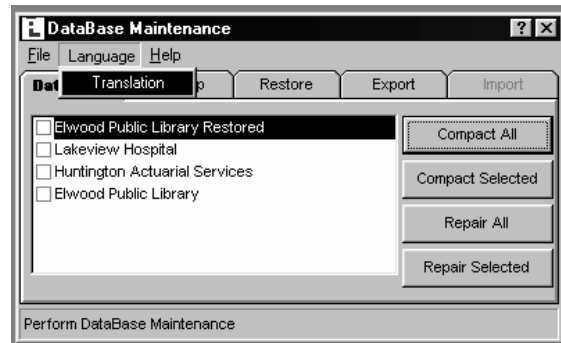


DL-Windows will now display in the new language (Italian in the below example).



## Editing an Existing Language

Close any open lock Account windows. From the toolbar click "**DB**". From the **DataBase Maintenance** dialog, **DataBase** tab, select **Language**, **Translation** (see below image).



The **Language Translation** screen will appear.



**Note:**
English cannot be Edited.

Edit an existing language by selecting the language from the drop-down menu. Click **Edit Mode** and the text field will change from RED to GREEN and read "ON". The languages available in the example shown above are English and Italian. The phrases to be translated are numbered starting at 1000.

To find and edit a specific phrase, type the phrase number into the **Find phrase No:** field and press [ENTER] on your keyboard.

## Adding Support for a New Language

In the **Language Translation** dialog (below), **Edit Mode** must be set to ON in order to add a new language. Enter the name of the new language into the **Type in Language Below** field and click **Add Language**.

**New for Version 3.0**

One building may contain many locks. To add the same User to each lock again and again quickly becomes tedious. The solution is the **Global Users** screen. The **Global Users** screen allows you to enter a User's name and information ONCE, then quickly and easily add this User to any lock (up to 96) in the Account, as well as designate the User's specific Location Number (within each lock) and User Code (Pin Number). In short, the **Global Users** screen allows you to control the status of all Users inside an Account (usually a single building) as well as their individual Programming Levels for each lock located in the Account.

Press the **Global** button to Access the **Global Users** screen.

**Add User to Locks**
These boxes labeled 1-96 each represent individual locks in the Account. User status is presented in one of 4 colors:
**Gray**--Not assigned (no lock exists).
**White**--User not yet added to lock programming.
**Green**--User added to lock programming.
**Red**--User exists inside lock programming, but is disabled.

**User Name**
Names appear in this column when **First Name** and **Last Name** fields in this screen are populated. This field turns yellow when both a User Code and Prox information is required. See page 15 for details.

**Pin Number**
Same as a User Code. Each User can have the same User Code for all locks in an Account (building). It is listed here for ease of viewing.

**Personal Information**
This basic data helps to customize and ensure correct identity.

**Global ID**
A Global ID is Account specific--it remains constant within Accounts only. A Global ID is **not** related to User Numbers nor Programming Levels. This number acts as an internal designation within the DL-Windows program only.

**Add User to All Locks**
Saves time by allowing User to be added to all currently existing locks in the Account at one time.

**Use First Empty Slot in Lock**
Allows orderly filling of User Locations in locks, avoiding empty locations.

**Add as Supervisor**
Allows manual assignment of Users to User Numbers 1 through 11, allowing the designation of a specific Programming Level within a lock.

**Click here** to highlight User and view personal and Account information. In this example, Richard Smith is highlighted, displaying his User information in the window.

**Global ID No.**
Indicates Global ID number of the listed highlighted User.

**Comments**
Allows text up to 256 characters.

**Pin No.**
Same as a *User Code*. Enter changes in this field.

**ProxCard Data**
Use the AL-PRE to enroll ProxCards® and ProxKey® keyfobs, and these fields will automatically populate. Press **Add Card** to open the ProxCard Enrolling dialog. See page 13 for procedures.

Press **Remove Card** to remove all Prox information from all locks.

**Groups and Levels**
**(For DL2800 and DL3000 locks only).**

*Groups*: Allows assignment of the User to a specific Group within the lock.

*Level*: Allows assignment of User to a certain Programming Level within the lock. The range of programming tasks allowed by these 4 Programming *Levels* are outlined in the table on page 36. Remember, these Levels only apply to the DL2800 and DL3000 locks.

**Battery Icon**
The battery icon indicates the charge status of the battery inside the AL-PRE.

**Prox Enroll Status**
This light indicates the status of the AL-PRE after enrolling a ProxCard®.
(Green = OK, Red = Fail)

**Search Utility**
As User Names start to fill up, this utility saves time.
**Search by Name** allows a search by either first or last name;
**Search by ProxCard®** for Prox Number search.

**Type name here**
Enter search criteria (either first or last name)
**Reset Name Search**
Press to start a new search. Press this button and you lose the results of your previous search.

**Delete User**
Press to delete User from all locks in the Account, removing all information from the system. (not just disabling)

**Close**
Press to close window.

Global Users Account Name: Huntington Hospital

| Glob. ID | User Name | Pin No. |
|---|---|---|
| 1 | James Stuart | 456456 |
| 2 | Roger Phillips | 789789 |
| 3 | David Blockovichi | 123123 |
| 4 | Richard Carter | 222222 |
| 5 | Shirley Prokross | 88888 |
| 6 | Albert Simeon | 365478 |

First Name: James
Last Name: Stuart
Address: 3 Elwood Drive
City: East Hanover
State: NJ  Zip: 11755  Social Security: 456-54-8798
Telephone Number: (201) 366-3333
Glob. ID: 1  Pin No: 456456
Comments

Add User to Locks
1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20
21 22 23 24 25 26 27 28 29 30
31 32 33 34 35 36 37 38 39 40
41 42 43 44 45 46 47 48 49 50
51 52 53 54 55 56 57 58 59 60
61 62 63 64 65 66 67 68 69 70
71 72 73 74 75 76 77 78 79 80
81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96

Add User to All Locks
Use First Empty Slot in Lock
Add as Supervisor

Prox Card Data
Prox Card
Facility  Card Code
Card ID:
Add Cards  Remove Card

Groups and Levels
Group 1  Level 1
Group 2  Level 2
Group 3  Level 3
Group 4  Level 4

Search
Search by Name  Type name here
Reset Name Search
Delete User
Close

## IMPORTANT:

*User Number = User Location = Location Number = Slot in Lock*.
User Numbers are used within each individual lock only and determine the Programming Level for each User inside each lock.

The **Global Users** screen lists all *potential* Users within an Account. The Global ID simply keeps track of those potential Users listed. The Global ID is **not** a User Number, nor does it determine Programming Levels within locks. Use the **Global Users** screen to assign a User to a specific location inside one of the locks in the Account ("assign them a User Number") thereby determining their Programming Level in the lock.

## How Does the Global Users Screen Work?

The **Global Users** screen is basically a depository for Users and their related personal information. All Users--past, present and future--can be listed (in any order) inside the **Global Users** screen. The **Global Users** screen permits you to enter a User's name and related information only once, and then by using your mouse, add the listed Users to any lock (up to 96) in an Account. You can also specify each User's *Programming Level* by selecting WHERE in each lock (User Location/User Number) to place the User--as well as specifying their User Codes. In short, the **Global Users** screen allows you to control the status of all Users, as well as their individual Programming Levels and individual User Codes for each lock in an Account--all with one screen.

## Exercises

To assist in understanding how to use the **Global Users** screen, below are exercises detailing step-by-step procedures. Refer back to the **Global Users** screen image on the previous page for reference, or try the exercises in a "test" Account in DL-Windows.

### Add Users to a DL3000 lock

**Create a New Account and Enter Basic Information**
Click **Open**, right-click in the white Account Tree column (on the left side of the screen) and select **New Account**.
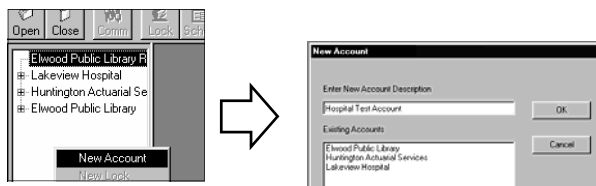


In the **New Account** dialog (above), type a new Account description, and press **OK**. In the **New Lock** dialog (below), type a new lock description, select DL3000 from the **Lock Type** drop-down list, and press **OK**. The lock Data screen will appear.



Press the **Global** button. When the **Global Users** screen appears, the cursor automatically appears in the First Name field.



Personal Information Fields
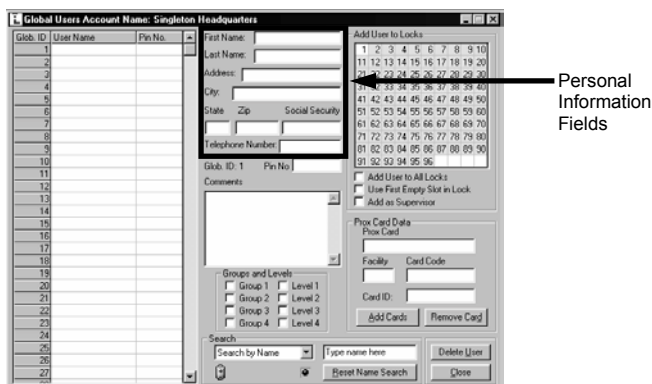
Type the first and last name of a User (this User will be granted access later). Type in the remaining Personal Information fields (see page 12).
**Note:** The location of the User within the Global Users screen (their "Global ID number") is unrelated to Programming Levels. The Global ID is only an internal designation. Therefore, feel free to add Users to the Global Users screen in ANY order you wish.

Enter a Pin Number (User Code) in the **Pin No** field for this User. Type any comments you wish in the **Comments** field. To add a new name, click the next number in the **Global ID** column (left side of screen).

### Add a Basic User to a DL3000 Lock

After adding several Users to the **Global Users** screen (up to 300 for the DL3000), now you can start adding these Users to all the various locks inside the Account. First, you need to decide where in the lock to place the User.

| USER TYPE | USER NUMBER | GROUP DEFAULT ASSOCIATION | MINIMUM PROGRAM LEVEL |
|---|---|---|---|
| Master Code | 1 | - | M |
| Basic User Codes | 2 - 50 | none | none |
| Basic User Codes defaulted to Group 1 | 51 - 100 | 1 | none |
| Basic User Codes defaulted to Group 2 | 101 - 150 | 2 | none |
| Basic User Codes defaulted to Group 3 | 151 - 200 | 3 | none |
| Basic User Codes defaulted to Group 4 | 201 - 250 | 4 | none |
| Basic User Codes | 251 - 298 | none | none |
| AL-DTM Code | 299 | none | none |
| Service Code | 300 | none | none |

The table above details the Programming Levels and Group Associations within the DL3000 lock (see page 36). If you wish to designate a User to be a "Basic User" (without programming abilities/Group Associations), you can select any User Number between 2 and 50. If you wish to designate the User as a "Basic User" but with a Group 4 Association, pick a number between 201 and 250. In this example, we will designate the first User as simply a Basic User (User Numbers 2-50).

In the **Global Users** screen, select the User by clicking on their **Global ID** number on the left side of the screen.
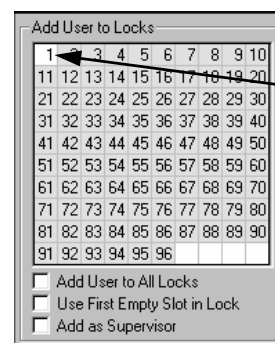


**Add the User to the lock:** Double-click the door number of the lock (up to 96 allowed in each Account).

Numbered locks in a white background are active; locks in gray have not yet been added to the Account.

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In the **Add User to Locks** field (above), double-click the door number of the selected lock (door numbers precede the lock names listed in the white Account Tree column on the left side of the DL-Windows screen) and the **Add User** dialog appears:



Press to select User Number

The **Add User** dialog (above) allows you to assign the User to a specific location (User Number) within the selected lock. In this example, we want to designate this User as User Number 15, therefore select "15:" from the drop-down list and press **OK**.
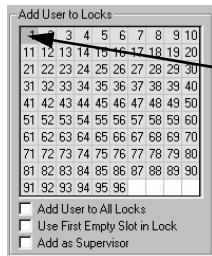


Turns green when User is added to the lock and given "enabled" status

Notice that for this User, the door lock number in the **Add User to Locks** field turns green--this means the User is a member of the lock and possesses "active" status. To change this User status within the lock, double-click on the number to change the background color, as detailed in the following table:

| Color | Description |
|---|---|
| Green | User added to selected lock and enabled |
| Red | User added to selected lock but disabled |
| White | User not added to selected existing lock |
| Gray | Lock not yet added to the selected Account. Up to 96 locks per Account are allowed. |

Finally, as with all programming within DL-Windows, all programming information will need to be transferred to the lock (see page 19).

**Add a User to a PDL3000 lock--with Group 4 Association**
Select the second User by clicking on their **Global ID** number on the left side of the **Global Users** screen.



Press number in Global ID column to select User

**Add User to Locks** field
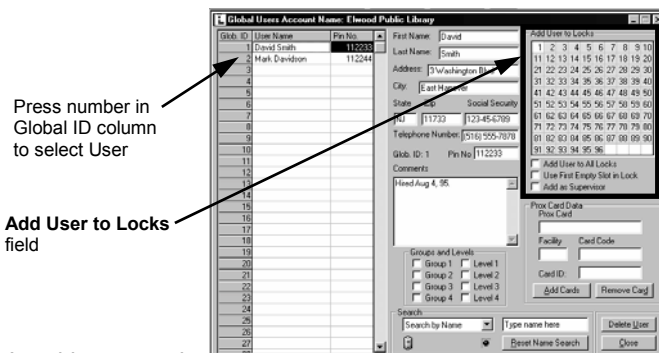
In this example, you will add the User to an existing PDL3000 lock. In the **Add User to Locks** field, double-click the door number of the selected PDL3000 lock (listed in the white column on the left side of the DL-Windows screen) and the **Add User** dialog appears:
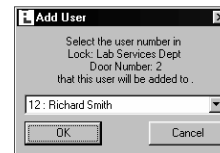


In this example, we want to associate this User with Group #4--therefore. In the table that details the Programming Levels for the PDL3000 (below), you can select any User Number between 201 and 250.
Designate this second User as User Number 201 by selecting "201:" from the drop-down list in the **Add User** dialog. Click **OK**.

| USER TYPE | USER NUMBER | GROUP DEFAULT ASSOCIATION | MINIMUM PROGRA-GRAM LEVEL (See page 6) |
|---|---|---|---|
| Master Code | 1 | - | M |
| Installer Codes | 2 & 3 | none | 4 |
| Manager Codes | 4 - 6 | none | 3 |
| Supervisor Codes | 7 - 9 | none | 2 |
| Print Only Codes | 10 - 11 | none | 1 |
| Basic User Codes | 12 - 50 | none | none |
| Basic User Codes Group 1 | 51 - 100 | 1 | none |
| Basic User Codes Group 2 | 101 - 150 | 2 | none |
| Basic User Codes Group 3 | 151 - 200 | 3 | none |
| Basic User Codes Group 4 | 201 - 250 | 4 | none |
| Basic User Codes | 251 - 296 | none | none |
| Quick Enable User 300 Code | 297 | none | none |
| Quick PC Access Code | 298 | none | none |
| AL-DTM Code | 299 | none | none |
| Service Code | 300 | none | none |
| Basic User Codes* | 301-2000 | none | none |

As in the previous example, the door lock number in the **Add User to Locks** field turns green (User is a member of the lock with "active" status).

Finally, as with all programming within DL-Windows, all programming information will need to be transferred to the lock (see page 19).
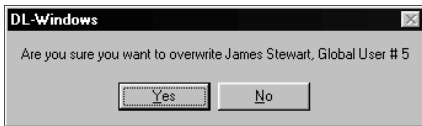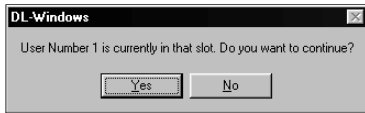
**Add a User as a "Master"**
Select the next User by clicking on their **Global ID** number on the left side of the **Global Users** screen. Check **Add as Supervisor**. In the **Add User to Locks** field, double-click the door number of the selected lock (listed in the white column on the left side of the DL-Windows screen) and the **Add User** dialog appears.
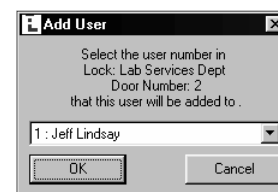


By selecting **Add as Supervisor**, the **Add User** dialog will include User Numbers 1-11, allowing you make changes to these special Users (see page 6, "*What is a Programming Level?*"). In this example, we wish to designate the User as a Master, therefore select User Number 1. If there already exists a User Number 1 in the lock, you can simply overwrite the

existing User, and two warning popup dialogs will appear:



**DL-Windows**

User Number 1 is currently in that slot. Do you want to continue?

[ Yes ]    [ No ]



**DL-Windows**

Are you sure you want to overwrite James Stewart, Global User # 5

[ Yes ]    [ No ]

Press **Yes** in each popup, and your selected User will be placed into the User Number 1 position (Master) within the selected lock.

As in the previous example, the door lock number in the **Add User to Locks** field turns green (User is a member of the lock with "active" status). And finally, as with all programming within DL-Windows, all programming information will need to be transferred to the lock (see page 19). Even though in this example you are changing the Master Code, the procedure in which information is sent to the lock is the same as with any other kind of lock information.

## Re-designate a User Location
**Problem**:
A User has already been added to a lock as User Number 89, but now you want to re-designate the User as User Number 2.

**Solution**:
In the **Global Users** screen, highlight the User by clicking the **Global ID** number of the User you wish to re-designate. In the **Add User to Locks** field, select the lock number (which is green indicating he is an existing User). Click the green number until it turns white (removing him).
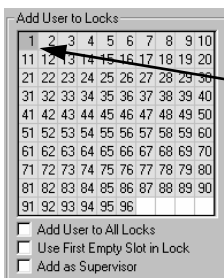


Double-Click the existing green lock number until color is white.
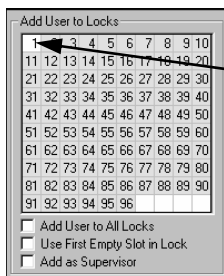


When color is white, User is removed from lock.

*Re-highlight the User* by clicking the **Global ID** number again. Check **Add as Supervisor**, and double-click the selected lock number on the **Add User to Lock** field. In the **Add User** dialog, select the new User Number from the drop-down list (in this example we want to designate the User as User #2, therefore

select "2:") and click **OK**.

The door lock number in the **Add User to Locks** field turns green (User is a member of the lock with "active" status).

Finally, as with all programming within DL-Windows, all programming information will need to be transferred to the lock (see page 19).

## Changing Your DL-Windows Password

To add security and password protect the DL-Windows program, you can add a password. Note: Accounts can be opened, created and used without a password.

To add a password, select **Password Setup** under the **Options** menu (on the DL-Windows toolbar).
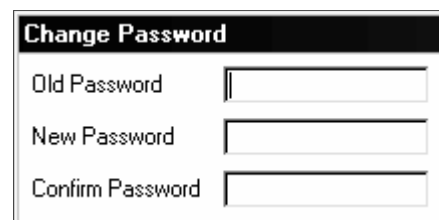


Options  Window  Help
Comm Port
Password Setup  ▶    DL-Windows Password
Options                Supervisor Password

**If entering a password for the first time:**
Leaving the **Old Password** field blank, enter a new password in the **New Password** field. Re-enter the same new password in the **Confirm Password** field and press ⏎ on your keyboard to add.

**If updating an existing password:**
Enter your existing password in the **Old Password** field. Enter a new password in the **New Password** field and re-enter the same new password in the **Confirm Password** field, Press ⏎ on your keyboard to add.



**Change Password**

Old Password     [          ]

New Password     [          ]

Confirm Password [          ]

The Programming Level defines the range of programming tasks a User is allowed to perform.  The higher the Level, the more programming tasks the User is allowed (with Master allowing ALL tasks).

**Note:**  Since the Programming Level is closely associated with the type of User and their abilities, a User who holds a certain Programming Level is sometimes referred to by their "**User Type**".

For example, PDL Series locks can hold up to 2000 Users in its programming memory, and each User is associated with a User Number (see definition of "User Number" on the next page) and therefore a specific Programming Level, as follows:

**Master:**  Always associated with User number 1.  Is always en-abled and can program all functions.  (Abbreviated as Programming Level = M).

**Installer:**  Always associated with Users 2 and 3.  Can program all functions except changing the Master Code.  (Abbreviated as Programming Level = 4).

**Manager:**  Always associated with Users 4, 5, and 6.  Can pro-gram all functions except functions relating to lock configuration.  (Abbreviated as Programming Level = 3).

**Supervisor:**  Always associated with Users 7, 8 and 9.  Can only program functions relating to day to day operation.  (Abbreviated as Programming Level = 2).

**Print Only Users:**  Always associated with Users 10 & 11.  Restricted to print audit trails only.  No other programming ability allowed.  (Abbreviated as Programming Level = 1).

**Basic Users:**  Always associated with User number 12 and higher (except 297-300).  No programming ability allowed.

Programming Levels are hierarchical--higher levels are allowed to do anything the levels below them can do.  For example, if you are a *Manager*, you are allowed to do anything that *Supervisors*, *Print-Only Users* and *Basic Users* can do in addition to those tasks allowed for Managers (Level 3).  **Note:  For the DL2800/ DL3000 series locks, the Programming Levels are slightly different.  See page 36 for more information.**

## Lock Defaults for **PDL3000/3500, ETDL/ETPDL, DK/PDK3000 and DL3500**

Users added will default to a Group Association and a Program Level Ability as follows:

| USER TYPE | USER NUMBER | GROUP DEFAULT ASSOCIATION | MINIMUM PROGRAM LEVEL (See page 6) |
|---|---|---|---|
| Master Code | 1 | - | M |
| Installer Codes | 2 & 3 | none | 4 |
| Manager Codes | 4 - 6 | none | 3 |
| Supervisor Codes | 7 - 9 | none | 2 |
| Print Only Codes | 10 - 11 | none | 1 |
| Basic User Codes | 12 - 50 | none | none |
| Basic User Codes Group 1 | 51 - 100 | 1 | none |
| Basic User Codes Group 2 | 101 - 150 | 2 | none |
| Basic User Codes Group 3 | 151 - 200 | 3 | none |
| Basic User Codes Group 4 | 201 - 250 | 4 | none |
| Basic User Codes | 251 - 296 | none | none |
| Quick Enable User 300 Code | 297 | none | none |
| Quick PC Access Code | 298 | none | none |
| AL-DTM Code | 299 | none | none |
| Service Code | 300 | none | none |
| Basic User Codes* | 301-2000 | none | none |

**NOTES:**

User 299 is a Non-Pass Code.  This is the only code that will initiate data transfer with the AL-DTM.

*DL3500 Lock is limited to 300 users.

### Simplified Programming Levels

The Programming Level defines the range of programming tasks a User is allowed to perform. The higher the Level, the more programming tasks the User is allowed (with Master allowing ALL tasks). In addition, Programming Levels are hierarchical; selecting a Program Level of 3 will automatically select levels 2 and 1.

The programming levels in the DL2800 and DL3000 locks are greatly simplified compared to other Alarm Lock locks.

Each time a new DL2800 or DL3000 lock is created, DL-Windows will automatically load into the **Lock Data** screen a set of typical system defaults with regard to User Level and Group assignments. The defaults created for a new DL-Windows Lock are the same that are created when a new User is programmed in Keypad Program Mode. See the Lock Data screen image (at right) to view the default layout.

To select a Group Association or Program Level for a User, open the **Global Users** screen and in the **Groups and Levels** area (circled below), add a check to those Groups and Levels you wish to assign to the User. Double-click the number of the lock in the **Add User to Locks** area. Open the Lock Data screen to verify the addition.

| Program Authority Level | Specific Programming Tasks Allowed |
|---|---|
| **Master** | Change Master Code, Total User Lockout Mode, Erase All Users, Erase All Programming |
| **Level 4** | Installation Related Functions: Door Number, Lockout, Pass Time, Daylight Savings Time, Relay Functions, Enter Key and Print Users. |
| **Level 3** | Upload/Download PC Data, Add/Delete User Codes, Add/Delete User Group Associations , Change User Program Set Ability, Set Date/Time/Day of Week, Add/ Erase Schedules |
| **Level 2** | Enable/Disable Users, Enable/Disable Passage Mode Enable/Disable Groups, Enable/Disable Remote Inputs |
| **Level 1** | Print Audit Trail, Print Clock Settings |





The above screen image displays the default Level and Group settings for a newly added DL3000 lock. (Defaults are the same for a DL2800 lock).

### Lock Defaults for **DL2800 and DL3000**

Users added will default to a Group Association and a Program Level Ability as follows:

| USER TYPE | USER NUMBER | GROUP DEFAULT ASSOCIATION | MINIMUM PROGRAM LEVEL (See page 6) |
|---|---|---|---|
| Master Code | 1 | - | M |
| Basic User Codes | 2 - 50 | none | none |
| Basic User Codes defaulted to Group 1 | 51 - 100 | 1 | none |
| Basic User Codes defaulted to Group 2 | 101 - 150 | 2 | none |
| Basic User Codes defaulted to Group 3 | 151 - 200 | 3 | none |
| Basic User Codes defaulted to Group 4 | 201 - 250 | 4 | none |
| Basic User Codes | 251 - 298 | none | none |
| AL-DTM Code | 299 | none | none |
| Service Code** | 300 | none | none |

**NOTES:**

User 299 is a Non-Pass Code. This is the only code that will initiate data transfer with the AL-DTM.

**Service Code in DL2800/DL3000 (User Number 300) is enabled only through keypad Function 9. See keypad programming documentation.

## "Lock Data" Screen (PDL Series) - Field Definitions

The **Lock Data** screen is used to view User Codes, Group Associations and Program Levels inside individual locks.

✓**Quick Tip:**
After entering Users and assigning Users to Location Numbers ("Slots") by using the **Global Users** screen (see page 12), use the **Lock Data** screen (shown at right) to view and confirm the User Location assignments made inside each individual lock. User Locations determine Programming Levels for each lock.

**Remember, Inside each lock:**
**User Number = User Location = Location Number = Slot**



**Name**

In this field, the **First** and **Last Name** entered in the **Global Users** screen is displayed. The **Name** will appear on any activity reports generated, such as in the **Event Log Viewer** screen. The default labels (such as "Supervisor 1") that appear in the **Name** column when a new lock is created are for reference only. As Users are assigned to each User Number "slots", the **Name** will appear in place of the default values shown.

**User No.**

This is the User Number inside the lock that determines the Programming Level of each User (see "Terminology" on page 7). **Note:** The PDL series locks can contain up to 2000 Users, and 300 Users for the DL3000/DL3500.

**User Code**

Also called *User Access Codes* or *PIN No. Codes*, User Codes are numbers the User enters into the lock keypad to unlock the lock or device. User Codes are entered via the Global Users screen.

**Card ID**

This field is used to physically identify a ProxCard that has been assigned to a User. The number printed on the ProxCard (up to 9 digits) may be typed into this column. This is for reference only.

**Facility**

The Facility Code is a site code on all ProxCards® and ProxKey® keyfobs, and is usually the same for all ProxCards® (but not printed on the card or fob). Usually, the site administrator can provide Facility Code information.

**Card Type**

The Card Type specifies the format of the card being used (ie. HID 37 bit format, etc. See pages 14-15). The Card Type is not printed on the card or fob itself, and usually the site administrator can provide this information.

**Card Code**

The Card Code is usually laser-printed on the card or fob itself. If not printed on the card, see the site administrator for this information.

**GP1 GP2 GP3 GP4**

(User Group Association)
Each User can be associated with up to 4 Groups. A double click of the mouse, or pressing the spacebar on the line of a particular User will place a ✓ in the column and assign the User to that Group. Groups of Users can be enabled or disabled simultaneously. This User/Group association is typically based on the User's department, or the shift to which the User is assigned. If any User attempts to access the lock outside of the Group's scheduled hours, the lock will deny entry.

**Enable**

Indicates the current status of the User. If the User is currently enabled, a ✓ will appear under the Enable column. When entering new User Codes, the new User will be automatically enabled unless manually disabled (by double-clicking in the **Enable** column).

**Type User Name to Search**

Type in User name to be searched.
For example, enter "Bob". All names with "Bob" in the User Name will display.

**Send/Receive**

If clicked, the **Send/Receive** button will provide a shortcut to the **Receive from Lock** or the **Send to Lock** communication dialogs.

**Clear Entry**

To clear 1 item entered on any line of the User Data screen, position the cursor to the line to be cleared, and then click on the **Clear Entry** button with the mouse. Must be enabled on the **Options** screen, and *should never be used to remove a User listed in the Global Users screen*. This button will disable after each use.

**Group Enable: 1 ☐ 2 ☑ 3 ☑ 4 ☑**

For DL3500 and PDL Series Locks only. Users that have been assigned a Group number can be enabled/disabled by checking or un-checking the associated box. **NOTE:** Group Enable data is not transferred by the AL-DTM or AL-DTM2.
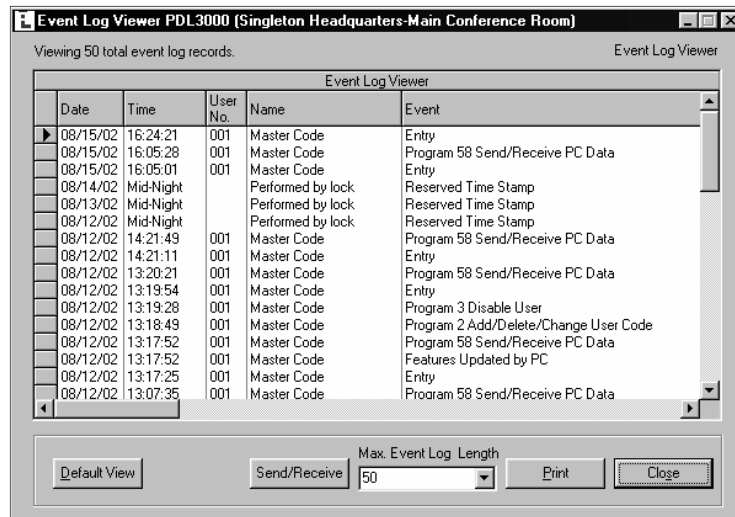
**Print**

Click to send to your default printer all data inside all columns and rows listed in the **Lock Data** screen.

**Close**

Click to close **Lock Data** screen.

The Event Viewer screen is used to view events (Audit Trail).



**Date**

The date the event occurred (MM/DD/YY).

**Time**

The time the event occurred in 24-hour military time. Logs retrieved from the DL3000 with the AL-DTM have an accuracy of one minute, for all other locks accuracy is one second. Logs retrieved with a computer have an accuracy of one second.

**User No.**

This is the User Number inside the lock that determines the Programming Level of each User (see "Terminology" on page 6). **Note:** The PDL series locks can contain up to 2000 Users, and 300 Users for the DL3000/DL3500.

**Name**

Most often, this is the name that is entered in the **Name** field on the **Global User** screen. If a name has been entered for the User that is associated with the event, the name of the User will be displayed. If no name has been entered, then a "**?**" mark will be displayed.

**Event**

This is a description of the logged event that occurred.

**Default View**

Clears the Event Log Filter and displays all Event Log Events.

**Send/Receive**

If clicked, the **Send/Receive** button will provide a shortcut to the **Receive from Lock** or the **Send to Lock** communication dialogs.

**Max. Event Log Length**
**1000**

Enter the Maximum length of the Event Log list.

**Print**

Click to send to your default printer the displayed data inside columns and rows listed in the **Event Log Viewer** screen. Only those records displayed (specified in the **Maximum Event Log Length)** will be printed.

**Close**

Click to close the **Event Log Viewer** screen.

The **Features** screen is used to program lock options and programmable Features.



**Screen shown is from** a PL3000 lock.  Screen for DL/PDL series is similar (though some selections may be grayed-out and therefore not available).

---

| Daylight Saving Time | ☑ |

DL3000 Lock Only.  The lock will adjust for USA Daylight Saving Time in the spring and the autumn.

| Star Key as Enter Key | ☐ |

If checked, all codes entered must be followed by the ⬜＊ key.

| Lockout # of Attempts 1-9 | 6 ▼ |

The maximum number of invalid entry attempts (with wrong User Code) the lock will allow before it goes into lockout mode (where it will refuse to recognize ANY User Code entry).  The lock will shut down for the period programmed in the **Lockout Time in Seconds** field which follows.  Valid Attempt entries are 1-9.

| Pass Time | 3 ▼ |

The duration in seconds that the lock will remain unlocked after a valid code has been entered (valid entries are 3, 10 & 15 seconds).

| Lockout Time In Seconds | 18 ▼ |

The duration of time the lock refuses to recognize ANY User Codes after the maximum number of invalid entry attempts (with wrong User Code) has been reached (valid entries are 1-60 seconds).

| Door Number | 3 ▼ |

Door Number must be between 1– 96*.

If the lock is a new lock without a designated door number, the door number specified in this field will be assigned to the programmed lock. If used with the AL-DTM Data Transfer Module, this is the Door Number the AL-DTM will use to identify itself to the lock, insuring that the proper data inside the AL-DTM2 will be matched to the correct lock.

*Only available numbers are listed.  AL-DTM only supports first 48 locks.  See page 18 and 21 for more information.

| Ambush Code (2 Digits) | 99 |

A 2 digit code which will activate the auxiliary relay if entered before a valid User Code.  You must also select **Ambush** from the Relay Function List.

---

| Entry Delay | 0 ▼ |

Delays door entry after valid User code is entered.  **Note:**  For DL3500 and PDL3000, valid entries are 0, 5, 15 & 45 seconds.

| Disable Sounder | ☐ |

Disable Lock Sounder to enable silent operation.

| Group 2 Toggles Passage Mode | ☐ |

A Group 2 User will toggle passage mode (lock is unlocked).  **Caution! The consequences of accidentally selecting this option can cause a security breach!**

| Groups 2 Enables and 3 Disables Passage Mode | ☐ |

A Group 2 User will put door into passage mode (lock is unlocked).  A Group 3 User will take door out of passage.  **Caution!  The consequences of accidentally selecting this option can cause a security breach!**

| One Time Only for Group3 Users | ☐ |

If checked, allows Group 3 Users to unlock the door one time only, then their User Code or proximity card becomes disabled.
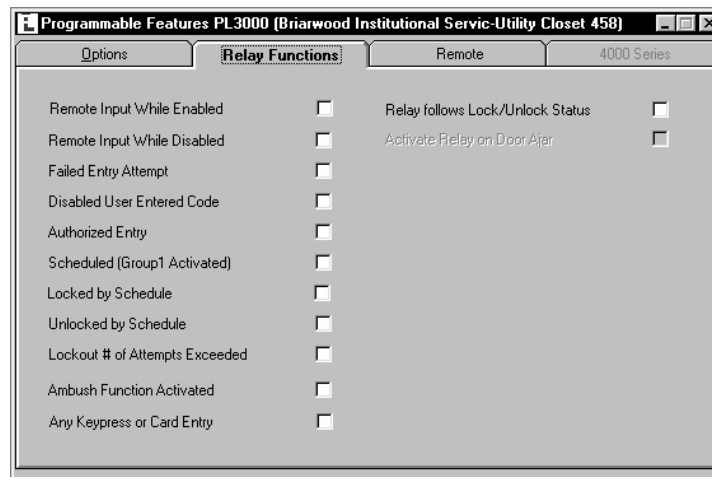
| Daylight Saving |
| 12 - 1st Sun Apr-Last Sun Oct ▼ |

Daylight Saving Time configuration settings for DL3500 and PDL Series Locks.

**Door Ajar**
| Enable Door Ajar Monitoring | ☐ |
| Door Ajar Trip Time | 20 ▼ |
| Use Sounder on Door Ajar | ☐ |

For use with the DL/PDL3300 lock.  Check **Enable Door Ajar Monitoring** to enable this feature.  Select the door ajar delay time (in seconds) from the drop-down list, and check **Use Sounder on Door Ajar** to enable an audible warning upon a valid door ajar trip.

The **Features** screen is used to program Relay Functions and other programmable Features.  If programmed, **one or more** of the following relay Functions will activate an external Relay for an interval of 3 seconds, if the condition is met.  If **Relay follows Lock/Unlock Status** is selected, the relay will remain activated as long as the door is unlocked.

```
Programmable Features PL3000 (Briarwood Institutional Servic-Utility Closet 458)    _ □ ✕

      Options          Relay Functions          Remote          4000 Series

    Remote Input While Enabled        □        Relay follows Lock/Unlock Status    □
    Remote Input While Disabled       □        Activate Relay on Door Ajar          □
    Failed Entry Attempt              □
    Disabled User Entered Code        □
    Authorized Entry                  □
    Scheduled (Group1 Activated)      □
    Locked by Schedule                □
    Unlocked by Schedule              □
    Lockout # of Attempts Exceeded    □
    Ambush Function Activated         □
    Any Keypress or Card Entry        □
```

Select any of the Functions below to Activate the Relay Output.

| Remote Input While Enabled □ |

Will activate relay when the Remote Release is activated.   This will provide an alert that access has been granted via the Remote Release.

| Remote Input While Disabled □ |

Will activate relay when the Remote Release is attempted to be activated but is disabled.   This will provide an alert that an unsuccessful access has been attempted via the Remote Release.

| Failed Entry Attempt □ |

Will activate relay if any unsuccessful Use Code entry occurs.  This will provide an alert that an unauthorized Use Code entry has been detected.

| Disabled User Entered Code □ |

Will activate relay if a User enters their User Code while that User Code is disabled.  Provides an alert that a disabled Use Code entry has been detected.

| Authorized Entry □ |

Will activate relay anytime a User enters a valid User Code and is granted access.

| Scheduled (Group1 Activated) □ |

Will activate relay if the lock has been programmed for Scheduled Relay Activation (Group 1 Initiated) and a member of Group 1 has entered their User Code within the required window.

| Locked by Schedule □ |

Will activate relay if the lock has be locked by a programmed schedule.

| Unlocked by Schedule □ |

Will activate relay if the lock has been unlocked by a programmed schedule.

| Lockout # of Attempts Exceeded □ |

Will activate relay if the number of User Code entry attempts has been exceeded and the keypad is locked out.

| Ambush Function Activated □ |

Will activate relay if the Ambush Code is entered followed by a valid User Code.

| Any Keypress or Card Entry □ |

Will activate relay any time a key is pressed.

| Relay follows Lock/Unlock Status □ |

Relay will activate when lock is unlocked.  Relay power must be provided from an external power supply.  If **Relay follows Lock/ Unlock Status** is selected, the relay will remain activated as long as the door is unlocked.

| Activate Relay on Door Ajar □ |

For use with the DL/PDL3300 lock.  Relay will activate when Door is found to be ajar, that is, left open after a specified period of time (see the Options tab on previous page).  If **Activate Relay On Door Ajar** is selected, the relay will remain activated for as long as a valid door ajar trip is in effect.

This screen is used to program Remote Input Functions.  **Note:  Remote Disabled Lock**, **Forced Lock Follows Remote** or **Forced Unlock Follows Remote** should only be used with external power to the lock.
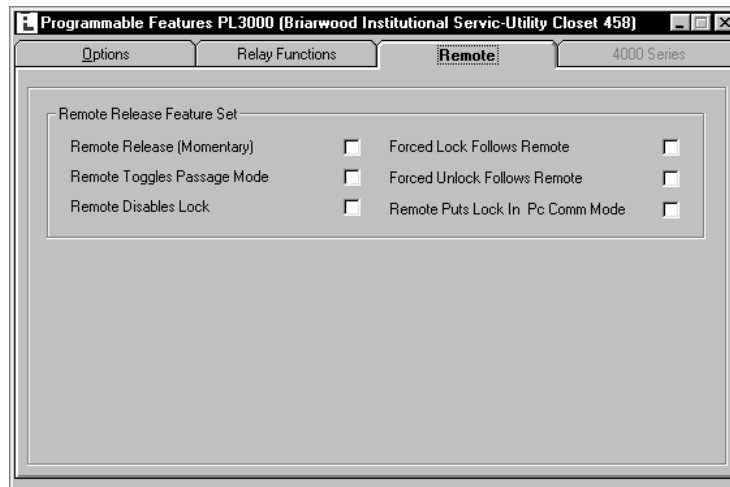


Select one of the Remote Input Functions below.

**Remote Release (Momentary)** ☐

Remote input is enabled and will cause the door to momentarily unlock.

**Remote Toggles Passage Mode** ☐

If enabled, the remote input will toggle Passage Mode.  Passage Mode allows passage through the door without the need for a User Code.

**Remote Disables Lock** ☐

Remote input disables the lock while a short is maintained across remote input.  Therefore, if a switch is used for the remote input, as long as the switch is closed the lock will be disabled and its state cannot be changed.  As long as the switch is open, the lock will be enabled.

**Forced Lock Follows Remote** ☐

Checking this box will cause the lock to lock when a short is maintained across the remote input.  The lock will remain locked until the next User Code entry, at which time the lock will return to Passage Mode.

**Forced Unlock Follows Remote** ☐

Checking this box will cause the lock to unlock when a short is maintained across the remote input.  The lock will remain unlocked until the next User Code entry, at which time the lock will lock.

**Remote Puts Lock In  Pc Comm Mode** ☐

For use with DL-WINDOWS software.  The remote input will act as User 298 or keypad Function 58.  See pages 20 and 21 for details regarding keypad Function 58.

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These screens are used to program the Residency/Privacy options and features for the 4000 Series locks. The screens below display the DL-Windows screen defaults (which also reflect the "out of box" factory default programming). Shown below (left) a PDL4100 ("Privacy") lock and (right) a PDL4500 ("Residency") lock. **Note:** DL locks do not provide PROX access, therefore the DL lock screens do not reference PROX options.
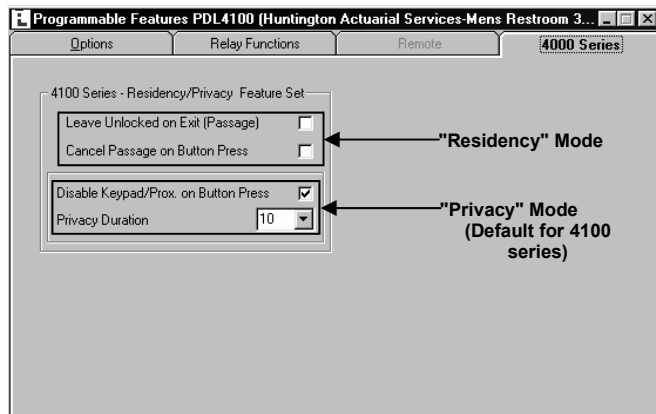
**4100 Series Locks**
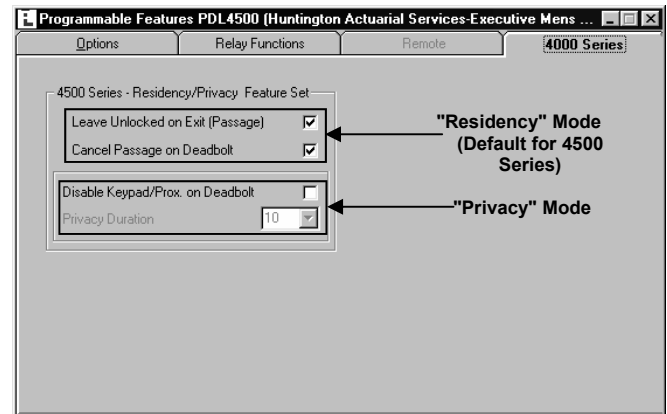
**4500 Series Locks**

# PDL4100/DL4100 & PDL4500/DL4500
## Privacy and Residency Features

The **4100** series locks leave the factory as "Privacy" locks, with the below "Privacy Mode" as the default program. If you wish, 4100 series locks can be re-programmed as "Residency" locks (see below, "Residency Mode"). The following provides basic descriptions of the two modes. For more information, see WI1194 and/or WI1195.

The **4500** series locks leave the factory as "Residency" locks, with the below "Residency Mode" as the default program. If you wish, 4500 series locks can be re-programmed as "Privacy" locks (see below, "Privacy Mode"). The following provides basic descriptions of the two modes. For more information, see WI1194 and/or WI1195.

**Note:** Only PDL series locks provide PROX access. Although the below descriptions apply to PDL series locks, these descriptions can also apply to DL series locks, however all references to PROX features should be ignored. In addition, the 4100 series locks have a *button* on the exterior/outside of the locks, and the 4500 series locks have a *deadbolt knob*.

**Privacy Mode (Factory Default for 4100 Series Locks):**
    "Privacy Mode" is designed to allow access to individuals with access codes (or PROX cards) and is typically used for rooms needing privacy from others such as bathrooms, dorms and meeting rooms.

    "Privacy Mode" initially provides a normally locked state. To enter, the user must use a User Code, key, or present a PROX card. Once inside, the user presses the button (on 4100 series) or throws a deadbolt (on 4500 series) that disables the keypad (and PROX card reader), disallowing others to enter for a fixed amount of time ("Privacy Duration"). The red LED on the exterior/outside of the lock will blink--indicating the room is occupied. When the initial user exits, the 4100 series lock reverts back to its originally locked mode, again allowing access to any authorized users.

    The Privacy Duration for the 4100 series lock can be programmed to disable User Code and PROX card access for up to 250 minutes. When active, all User Numbers 12 and higher are disabled, and User Numbers 1 - 11 (or a key) can always override this lockout feature by entering their User Codes and/or PROX cards. **Programming:** As shown in the images above, check "**Disable Keypad/Prox on Button Press** (or **Deadbolt**)" and select a **Privacy Duration** (default is 10 minutes, valid entries 001-250).

**Residency Mode (Factory Default for 4500 Series Locks):**
    The "Residency Feature" is provided to prevent a person from unintentionally having the door lock behind them when stepping outside briefly. Typically used in retirement homes and college dormitories.

    "Residency Mode" initially provides a normally locked state. To enter, the user must use a User Code, key, or present a PROX card. The 4100 series lock will then re-lock when door is closed. However, *turning the handle and exiting from the inside* will unlock the 4100 series lock and set it to an unlocked state.

    Any of the following will restore the lock to its normally locked state: (1) the user returns, enters, and presses the button (or throws the deadbolt) from the inside; (2) someone already inside the premises presses the button (or throws the deadbolt); (3) pre-programmed scheduling; (4) entering a valid User Code, presenting a valid PROX card, or locking with a key. **Programming:** As shown in the images above, check "**Cancel Passage on Button Press** (or **Deadbolt**)", and "**Leave Unlocked on Exit (Passage)**".

This screen consists of two parts--the **TimeZones** area (top) and the **Schedule Entry** area (bottom). The TimeZones area is used to program the time the event(s) will occur, and the Schedule Entry area is used to create events that can be linked to the times created in the TimeZones area. This page will focus on the TimeZones area. See next page for the Schedule Entry area.



✓**Quick Tip:**
Days of the Week
RIGHT click on the Enable Column, select which day(s) to enable

| Enable All Week |
| Enable Sat-Sun |
| Enable M→F |
| Enable M-W-F |
| Enable T-TH |
| Disable All |

from the following:
LEFT click to select desired day(s).

**Note:**

Open-ended TimeZones can be entered by creating (or modifying) a TimeZone and leaving the stop time blank. This would also suppress any other events for that TimeZone. For example, your regular schedule is Mon-Fri 8-5 but one of those days is a holiday. Another TimeZone could be created with the end time removed for the holiday. That TimeZone would be used in conjunction with a LOCK event and that door would stay locked for that TimeZone duration. See page 17 for a programming example.

---

**Time Zone 2** ▼

**Select TimeZone**: Use the Selector to select the desired Time Zone.

**Add**

**Add TimeZone**. Click the Add Button, the Select Time Zone drop-down (described above) will show the additional Time Zone selection option. If the only Time Zone available was TimeZone 1, you will now see an option for TimeZone 2.

**Delete**

**Delete TimeZone**: If it becomes necessary to remove a TimeZone, first select the TimeZone by clicking on it in the Select Time Zone window. When selected, remove the TimeZone by clicking Delete.

**Day**

The **Day** column cannot be altered. Select the day by clicking the day desired under the **Enable** column.

**Start**

This is the time that the TimeZone will begin for the day selected. To select a Start time, click the mouse cursor in the Start cell for the desired day. Highlight the entire cell to completely re-type start time, or just highlight the section to be altered and then type in the new value.

**Stop**

This is the time that the Time Zone will stop for the day selected. To select a Stop Time, click the mouse in the Start cell for the desired Day of the week. Highlight the entire cell to completely re-enter start time, or just highlight the section to be altered and then type in the new value.

✓**Quick Tip:** Copy Start Times
Highlight the Start Time that is to be copied to all other Start Times, then click the RIGHT mouse button, the following will appear:

**Set All As Current Start**

LEFT click to select. All Start times will now be set to the copied Start Time.

✓**Quick Tip:** Copy Stop Times
Highlight the Stop Time that is to be copied to all other Stop Times, then click the RIGHT mouse button, the following will appear:

**Set All As Current Stop**

LEFT click to select.
All Stop Times should now be set to the copied Stop Time.

**Month**    **All, January - December**

TimeZones can be set for all 12 months of the year (Default=All), or for specific months. To select, click mouse in **Month** cell, from the drop-down menu select the desired month.

**Day of Month**    **All, 1-31**

TimeZones can be set for specific days of the month (Default=All). To select, click mouse in **Day of Month** cell, and from the drop-down list select the desired day.

- If a specific month AND day is selected, then the TimeZone will be set to occur on *only this specific day* in the month chosen.
- If the **Month** field is set to All, and a **Day of Month** is selected, then the TimeZone will be set to occur *only on this specific day every month of the year*.

**Enable**

Double-click on the day(s) desired. If the day is enabled, a ✓ will appear under the Enable column.

**Print Schedules**

At any time, all programmed TimeZones can be printed by clicking on the Print Schedules button.

**Switch to Sched. View**

Combines the times programmed in the **TimeZone** area with the events programmed in the **Schedule Entry** area of the **Schedule-TimeZone** screen. Results are displayed in the **Schedule View** screen.

This screen consists of two parts--the **TimeZones** area (top) and the **Schedule Entry** area (bottom). TimeZones area is used to program the time the event(s) will occur, and the Schedule Entry area is used to create events that can be linked to the times created in the TimeZones area. This page will focus on the Schedule Entry area. See previous page for the TimeZones area.

Schedule Entry Area

---

### Event Number

An Event Number is assigned to each scheduled event. Up to 500 events can be scheduled for the DL3500 and PDL3000 locks, and 150 events for the DL3000. This number is displayed for reference only.

### Description

Any text description of each scheduled event can be entered. Up to 30 characters are allowed. Displayed for reference only.

### User or Group ID

This is the Group or User Number associated with the scheduled event. If the event is associated with a Group, valid entries are 1 to 4. If the event is associated with a User Number, valid entries are 2 to 2000 (for the PDL3000).
**Note:** When adding data to the "**User or Group ID**", "**Event**" and "**TimeZone**" columns, all three columns must be completed at one time. For example, if data is selected in only two columns for one event, and the third column is left blank, all information for the event will be automatically deleted.

### Event

These are the events which will affect the associated Groups or Users at the time and the duration specified in the **Schedule-TimeZone** screen.
The events are:

   **(Blank)**
   **Unlock**
   **Lock**
   **Disable Group**
   **Enable Group**
   **Disable User**
   **Enable User**
   **Passage Mode by Grp1-Open Window**
   **Relay Activation by Grp1-Open Window**
   **Enable Group 4 by Grp1-Open Window**

**Note:** When adding data to the "**User or Group ID**", "**Event**" and "**TimeZone**" columns, all three columns must be completed at one time. For example, if data is selected in only two columns for one event, and the third column is left blank, all information for the event will be automatically deleted.

### Time Zone

Click in the cell and use the drop-down menu to select the TimeZone number you wish linked to the schedule entered.

**Note:** When adding data to the "**User or Group ID**", "**Event**" and "**TimeZone**" columns, all three columns must be completed at one time. For example, if data is selected in only two columns for one event, and the third column is left blank, all information for the event will be automatically deleted.

### Clear Entry

To clear all items programmed, highlight the line to be cleared (click on the column to the left of the **Event Number** column), and then click **Clear Entry**.

### Clear All

Clears all scheduled entries.

### Print Schedules

At any time, all programmed schedules can be printed by clicking on **Print Schedules**.

### Switch to Sched. View

Combines the times programmed in the **TimeZone** area with the events programmed in the **Schedule Entry** area of the **Schedule-TimeZone** screen. Results are displayed in the **Schedule View** screen.

The **Schedule View** screen combines the times created in the **Schedule-TimeZone** screen.  The **Schedule View** screen displays schedules (with their event time information) listed in separate rows.  In addition, schedules received from locks are viewed only in the Schedule View screen.



**Notes on the Schedule View screen**
The **Schedule View** screen is defaulted as a read-only screen.  Editing events from this screen is not recommended.

**Note:**  If a lock with a program created through keypad programming is uploaded, it can only be viewed or altered through the **Schedule View** screen, not the **Schedule-TimeZone** screen.  Before any downloading can be performed from the **Schedule View** screen, select **Send Schedule from Schedule View** option in the **Options** dialog.

**Event Number**

An Event Number is assigned to each scheduled event.  This number is displayed for reference only.

**Day of Month**

This is the Day of the Month enabled in the **TimeZone** area of the **Schedule-TimeZone** screen.

**Month**

This is the Month entered in the **TimeZone** area of the **Schedule-TimeZone** screen.

**Day of Week**

This is the Day of the Week entered in the **TimeZone** area of the **Schedule-TimeZone** screen.

**Time**

This is the time entered in the **TimeZone** area of the **Schedule-TimeZone** screen.

**Event**

This is the Event entered in the **Schedule Entry** area of the **Schedule-TimeZone** screen.

**User or Group**

This is the User or Group that was entered in the **Schedule Entry** area of the **Schedule-TimeZone** screen.

An **Unlock** Schedule Entry using a **Start** & **Stop** Time Zone will create a START Unlock and STOP Lock time in the Schedule View.

Creating Schedules is a 2 step process:

**Step 1:**  First set the time the event will occur in the TimeZones section of the **Schedule-TimeZone** screen.
**Step 2:**  Select the scheduled events in the Schedule Entry area of the **Schedule-TimeZone** screen.

TimeZones are typically based on shifts, regular business hours or other similar requirements.  These TimeZones will be used to enable/disable Users by individual User or Groups of Users in the Schedule Time screen.  By default, DL-Windows creates a default TimeZone which selects all 7 days of the week, from 8:00 AM to 5:00 PM.

**Clear Entry**     **Available only if *Read Only in Schedule View* is disabled**

To clear all items programmed, highlight the line to be cleared (click on the column to the left of the **Event Number** column), and then click **Clear Entry**.

**Clear All**     **Available only if *Read Only in Schedule View* is disabled**

Clears all scheduled entries.

**Print**

At any time, all programmed Schedules can be printed by clicking **Print**.

**Close**

Click to close the **Schedule View** screen.

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The **Options** screen allows you to select Account and DL-Windows preferences.

**Options**

**Options**
- ☑ Disable Editing  in Schedule view (supervisory)
- ☑ Send Schedule from Schedule View (supervisory)
- ☐ Enable "Clear Entry" Button
- ☐ Open Event Log Viewer on Receive
- ☐ Prompt for Time and Date on Startup
- ☑ Hide Master Codes (supervisory)
- ☑ Using DTM 2

**StartUp Screens**
- ☐ Schedule Entry          ☐ Event Log Viewer
- ☐ Schedule View           ☐ Programmable Features

**Language Support**
Select Language :
English

**Working Directory**
- 📁 c:\
- 📁 DL-Win30
- 📁 Backup
- 📁 Card DLL's
- 📁 Export
- 📁 Help
- 📁 Import
- 📁 Original Files

💾 c:

Set Working Directory

Close

---

☑ **Disable Editing  in Schedule view (supervisory)**

It is not recommended, but you can edit data via the Schedule View screen. To prevent unauthorized use of the **Schedule View** screen for editing purposes, check this box to disable the editing feature.  To enable password, select Options, Password Setup, Supervisor Password.

☑ **Send Schedule from Schedule View  (supervisory)**

When schedules are received from locks into DL-Windows, they can only be viewed in the **Schedule View** screen.  Because edits can be made directly in the **Schedule View** screen (see above, "Disable Editing in Schedule View (supervisory)", it is convenient to send Schedule information directly from the **Schedule View** screen back to the lock directly.  To allow the ability to update the lock from the **Schedule View** screen, check this box.  To enable password, select Options, Password Setup, Supervisor Password.

☐ **Enable "Clear Entry" Button**

To enable the **Clear Entry** button in the **Lock Data** screen, check this box.  Should only be used for erroneous data and not to delete a User from the Global Users screen--or your data can become mismatched.

☐ **Open Event Log Viewer on Receive**

When checked, allows the Event Log Viewer screen to open automatically after receiving data from a lock

☐ **Prompt for Time and Date on Startup**

When checked, DL-Windows will request date and Time information from the DL-Windows operator upon starting DL-Windows.

☑ **Hide Master Codes (supervisory)**

When checked, all User Codes for Users 1-11 are hidden in the Lock Data screen to ensure higher security.  Password needed to enable this feature.  To enable password, select Options, Password Setup, Supervisor Password.

☑ **Using DTM 2**

Check when using the enhanced AL-DTM2 Data Transfer Module. When checked, the **DTM2 Support** screen opens when the DTM button is pressed.

**StartUp Screens**

Selected screens will automatically open upon double-clicking a selected lock in the Account Tree field.

**Language Support**
Select Language :
English
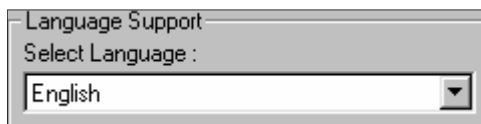
Select the language that will populate all DL-Windows screens from the drop-down list.

**Set Working Directory**

Select the directory in which all DL-Windows files will reside.
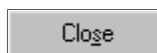
**Close**

Click to close the **Options** screen.

The **DTM Support** screen (or the **DTM2 Support** screen when "Using DTM2" is checked in the **Options** screen) is used to configure an AL-DTM to transfer data to or from multiple locks.

**✓Quick Tips:**
RIGHT click on the **DTM Function** column, and select desired action:

Change All Recieve Log
Change All Send Program to Lock
Change All Recieve Program from Lock
Change All "Recieve Log" if Selected
Change All "Send Program to Lock" if Selected
Change All "Recieve Program from Lock" if Selected

RIGHT click on the **Selected** column, select desired action.

Select All
UnSelect All
Invert Selection

**DTM 2 Support(Singleton Headquarters)**                           DTM 2 Support

| DTM Config 1 ▼ | Add DTM Config | Clear DTM Config | Delete DTM Config |

DTM Config 1

| Door Number | Lock Name | Master Code | DTM Function | Selected |
|---|---|---|---|---|
| ▶ 1 | Main Conference Room | 123456 | | |
| 2 | Pantry | 123456 | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |

| Send All Locks To DTM | Transfer All Locks From DTM |
| Send Selected Locks To DTM | Transfer Selected Locks From DTM |

DTM Options
☑ Set Lock Clock    Baudrate  57600 ▼
Data Retention Time  1 Day ▼

Print
Close

**Note:**
For every new lock that is added, the DTM screen will automatically use the next available Door Number in the selected DTM Configuration.  For example, in the screen image at left, the next lock that will be added (for "DTM Config 1") will be Door Number 2.

In addition, if you select **Clear DTM Config** while in "DTM Config 1", all locks will automatically be reloaded to their default door number. If you have existing DTM configurations and locks assigned to these locations, the system WILL NOT OVERWRITE them, unless you select "DTM Clear All". All other configurations are left alone and not handled in this manner.

**DTM Config 1 ▼**

Press drop-down menu to select and display DTM Configuration.

**Add DTM Config**

Click to add additional DTM configurations.

**Clear DTM Config**

Click to clear the selected DTM configurations.

**Delete DTM Config**

Click to delete the selected DTM configurations.

**Door Number**

This is the number that is programmed inside each lock (by using Function 59).  The Door Number is used to identify the lock to the DTM, ensuring that the correct programming is matched to the correct lock.  In Program Mode, enter: [⌂] [5] [9]      [⌂] [ _ _ ] [*]
Door Number

**Lock Name**

Displays the name used when the lock was first entered in the DL-Windows Account.

**Master Code**          Display only

Displays the Master User Code of the lock that was initially programmed in the **Global Users** screen.  This Master Code must match the Master Code programmed in the lock.  **Note:**  This field is for display only.

**DTM Function**

Select which of the following functions the DTM will perform when communicating with the lock:

> **Receive Program from Lock**
> **Send Program to Lock**
> **Receive Log**

**Selected**

If checked, DL-Windows will configure the DTM for the operation programmed or transfer data for the locks selected. To enable, double-click in the **Select** column for the Door Number desired, and a ✓ will appear.

**Send All Locks To DTM**

Click to send all lock configurations to the DTM.

**Send Selected Locks To DTM**

Click to send only those selected lock configurations to the DTM. (A check (✓) appears in the **Selected** column for all selected lock configurations).

**Transfer All Locks From DTM**

Use this button after the AL-DTM had valid data loaded from the lock. Data will be received from all locks that have been selected in the **DTM Support** screen.

**Transfer Selected Locks From DTM**

The DTM Support screen will receive data from only those locks that have been selected (A check (✓) appears in the **Selected** column).

**☑ Set Lock Clock**

If selected, the software will reset the lock's clock each time data is transferred.

**Data Retention Time  Forever ▼**

The AL-DTM goes into a **Power Saving Mode** after 10 minutes of no activity. The AL-DTM will remove all power after the time specified in this field. Although all AL-DTM data will be lost after a power down, this will only affect *Send Program to Lock*, **not** *Receive Log* or *Receive Program* configurations. Possible selections are: **Forever**, **1 Day**, **7 Days** or **40 Days**.

**Baudrate  57600 ▼**

The Baudrate specifies the rate at which bits are transmitted from (or to) the AL-DTM2. Selections are in bits per second. DL-Windows can be configured to communicate at baudrates between 9600 and 57600 bits per second. The Baudrate selection field is only used with the AL-DTM2 and can be lowered in case of communication trouble. The AL-DTM can only communicate at 9600. The default for the AL-DTM2 is 57600. **Note:** Some USB Adapters do not support all baud rates.

### AL-DTM2 - Data Transfer Module

The enhanced AL-DTM2 provides the same functions as the AL-DTM but the AL-DTM2 may be used to transfer program data between a PC running DL-Windows software and up to 96 locks. A complete list of new features is presented below. See pages 24-26 for more information. **Note:** The AL-DTM cannot be used with the PL3000 lock (the AL-DTM2 must be used).

### AL-DTM2 New Features

The AL-DTM2 now adds the following features to the AL-DTM:

- **Expanded Memory Capabilities** - The AL-DTM2 provides 10 times more memory than the AL-DTM.
  - The AL-DTM2 allows programming for up to 96 locks.
  - Receive Event Logs of up to 5000 lock events.
  - Full programming support--Send/Receive all 2000 Users for PDL series locks.

- **Foreign Language Support\***

- **Door Select Feature\*** - The need to program a door number into the lock before AL-DTM2/Lock communication is no longer required. Simply select the door number on the AL-DTM2 and proceed with the transfer. (The AL-DTM cannot change door numbers).

- **"Cold Start" Capability\*** - Clear all data from memory without removing the battery.

**\*** See page 48 for AL-DTM2 configuration options.

### AL-DTM2 Basic Modes of Operation

**1.  PC-COMM Mode**
   (DL-Windows/AL-DTM2 Communications)

   - Transfer multiple lock programs from DL-Windows to AL-DTM2
   - Receive multiple lock logs or lock programs stored in the AL-DTM2 back to DL-Windows

**2.  LOCK Mode**
   (AL-DTM2/Lock Communications)

   - Transfer lock program from the AL-DTM2 to a specific lock
   - Receive specific lock log or program from the lock back to the AL-DTM2

**Note:** Transferring Event Logs (from the AL-DTM or DL-Windows to the lock) is not possible. Event Log data is *read only*.

**Note:** To enable AL-DTM2 support, in DL-Windows press **Opt** (to open the **Options** dialog) and check **Using DTM2** in the *Options* section.

(See page 45 for illustrations).

### AL-DTM 2 Specifications

| | |
|---|---|
| **Power Requirements:** | (1) 9 Volt Alkaline Battery--Duracell MN1604 or equivalent |
| **Battery Life:** | **Standby Mode:** 60 Hours |
| | **Sleep Mode:** 1 Year |
| **Operating Temperature:** | 0 - 49ºC (32-122ºF) |
| **Dimensions:** | 7.5" x 4" x 1.5" (H x W x D) |

The AL-DTM2 may be configured for Foreign Language support (see page 30) and the Door Select feature (see below). **Warning:** In order to enter Configuration Mode, a forced cold start must be performed, which will clear all data (lock information) from memory.

**Cold Start:** Remove the battery from the AL-DTM, press the green button for 10 seconds and re-install the battery.

1. **Place AL-DTM2 into PC COMM MODE**
   If not already in PC COMM MODE, press green button to enter mode.

2. **Simultaneously hold down the left function button and green button.**

   In approximately 5 seconds the AL-DTM2 will beep 5 times and the following displays will appear:

   ```
   ALARM LOCK VER 1.06
   AL-DTM2
   ```
   **Continue Holding**

   Hold the green button until the screen changes:

   ```
   ENTERING CONFIG
   / TEST MODE
   ```

   ```
   CONFIG . LANGUAGE
   ```
   **Hold Down to select**
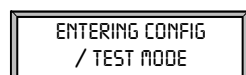
   To enter Language Configuration, press and hold green button

   ```
   LANGUAGE = ENGLISH
   <BACK NEXT> EXIT
   ```

   Set language and press green button to continue

   ```
   CONFIG . DOOR
   SELECT MODE
   ```
   **Hold Down to select**

   To enter Door Configuration mode, press green button

   ```
   DOOR SELECT = OFF
   ON    OFF    EXIT
   ```
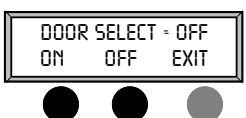
   Enable Door Select mode (if desired) and press green button to continue.

   Several factory configuration and diagnostic options will now display. Press the green button to step through until *Sleep Then Power Down* appears.

   ```
   ASCII COMM TEST
   ```

   ```
   BEEPER TEST.
   ```

   ```
   CLOCK TEST.
   ```

   ```
   LCD DIS. TEST.
   ```

   ```
   LOW BAT. TEST.
   ```

   ```
   FLASH MEM. TEST.
   ```

   ```
   SLEEP THEN
   POWER DOWN
   ```
   **Hold Down to Shutdown AL-DTM2**

   ```
   EXIT TO STANDBY
   ```

   ```
   UNCONDITIONAL
   FLASH ERASE
   ```
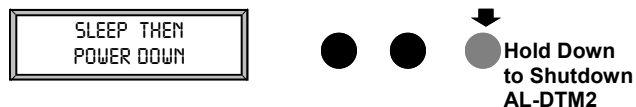
3. **The unit may now be powered up with the new feature(s) enabled.**

---

**Using AL-DTM2 Door Selection Features**

**Door Selection**

Door selection allows the selection of a door number for the AL-DTM2 to transfer data for up to 96 different door locks. This feature is intended to support the PL3000 (no keypad) Prox Lock. (It is not necessary to use this feature when communicating with a standard Trilogy lock, which allows the programming of the door number through the keypad).

1. Put the AL-DTM2 in the Door Select Mode. (When prompted on power up, press "Select".)
2. Press the green button until "Door Select Mode" appears. Press "Yes".
3. Use the black buttons to scroll NEXT and BACK to select the door number. Once the desired door number is displayed on the AL-DTM2, use the green button to set the door number.

**Note:** The AL-DTM2 will only allow the selection of a door number for which it has valid data currently programmed.

**Warning:** The door number selected will override the door number (if any) programmed in the lock. Care must be taken to ensure that the correct data is being transferred to the correct lock.

### ImportApp.exe

DL-Windows provides a database import utility which allows you to use pre-existing database files (used with previous versions of DL-Windows) within DL-Windows 3.0.2.

When opening a database that has been created with a version of DL-Windows prior to version 3.0.2, the following popup will display:
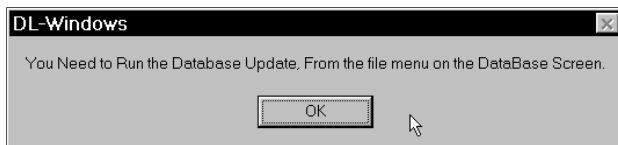


Before installing DL-Windows 3.0.2, run the Import Utility to ensure that existing databases are converted to the new database formats. The utility will populate the **Global Users** screen with Users. The utility will also make copies of existing database files and preserve them untouched in a special directory for safekeeping.

### Starting the Import Utility

1. Double-click the file named **ImportApp.exe** located in the DL-Windows 3.0.2 Installation directory, defaulted to the following location: C:\DL-Win302\Import. (See page 10 for information on the default installation directory).

   The following popup appears:



2. Press **OK** and the following **DL-Windows Upgrade Utility** screen appears:
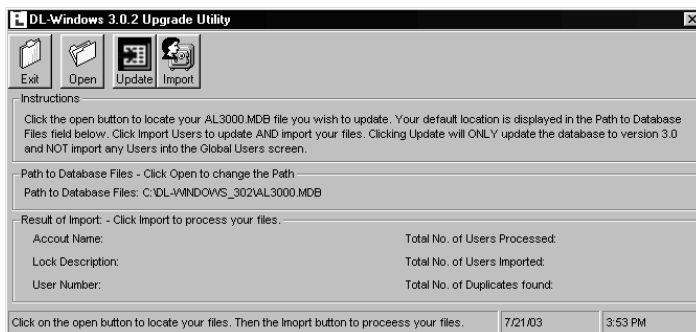


3. Press **Open** to locate the database file you wish to update.

4. In the **Locate** dialog, select to highlight the file and press **Open**.
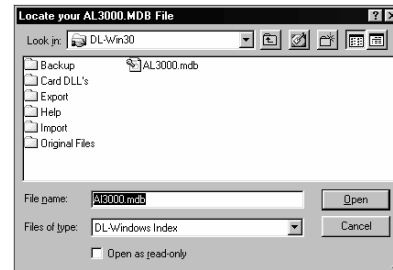


   The path selected will appear in the **Path to Database files** area of the **DL-Windows Upgrade Utility** screen.

The following steps detail the remaining three buttons on the **DL-Windows Upgrade Utility** screen, shown below:



5. Press **Import** to create a backup of all database files, update the database files and populate the **Global Users** screen with Users listed in the database.

   When the backup and updating of the files completes, the following popup appears (below). To import Users to the **Global Users** screen, press **OK**.
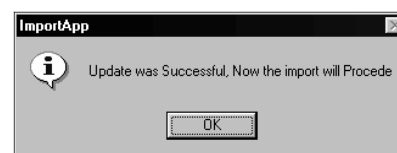


The Results of import area of the **DL-Windows Upgrade Utility** screen details the Account name and lock description, the total number of Users processed and imported, and the total number of duplicate Users found when updating the **Global Users** screen.

6. Press **Update** to update the database only. No Users will be added to the **Global Users** screen.

7. Press **Exit** to close the utility screen.

### Database files on a Network

Most companies back up their networks every night. In order to take advantage of these nightly network backups, you might want your DL-Windows DB files to reside on a network. If so, be sure that when you map a network drive, you check **Reconnect at Login** to ensure the drive letter remains constant.

Be sure to consult with your Network Administrator to ensure full compliance with system policies and to ensure the stability of drive selections.

# Glossary

**ACCESS** = Entry into a restricted area.

**AMBUSH** = A special Code entered at the keypad when the User is forced to unlock a device. The device unlocks but sends a silent alarm with no indication at the keypad. Can be used to trip a relay, to alert security, or trip a silent alarm on a Burglary Control Panel.

**AUDIT TRAIL** = A date/time stamped log of previous lock events.

**BURGLARY CONTROL PANEL** = Provides local alarm and remote communication to request security for burglary/break-in. A PDL3000 relay output used for Ambush can provide a silent alarm and call-for-help.

## CLOCK

- **REAL TIME CLOCK** = An accurate built-in clock that allows date/time stamping of events. The clock can be slowed or speeded up to fine tune long term accuracy to within three minutes per year.
- **CLOCK SETTINGS** = Printout includes date, time, weekday, and clock speed.
- **CLOCK SPEED** = The clock can be adjusted to allow faster/slower speeds and therefore increasing clock accuracy.

**CODE** = Numeric sequence of numbers (such as: 1234) entered at the keypad. If Star-Enter-Key is required, must be followed by a [ ✳ ] key.

- **AMBUSH CODE** = See Ambush.
- **BASIC USER CODE** = User Codes assigned to User Numbers 12+ (except Users 297-300). (Does not allow programming)
- **INSTALLER CODE** = User Codes assigned to User Numbers 2 and 3. (Allows all programming except Master functions).
- **INVALID CODE** = A User Code that has not been programmed in the lock.
- **MANAGER CODE** = User Codes assigned to User Numbers 4 through 6. (Allows most of the programming functions).
- **MASTER CODE** = User Code assigned to User Number 1. Default (factory) Master Code is 123456. The User with the Master Code has complete control of the lock.
- **PRINT ONLY USER CODE** = User Code assigned to Users 10 and 11. (Allows no programming except print functions).
- **QUICK ENABLE USER 300 CODE** = Refers to the User Code entered by User 297 which (when entered at the keypad) enables the User Code assigned to User 300 for one time only.
- **QUICK PC ACCESS CODE** = Permits upload/download to DL-Windows Software on IBM/compatible computer running Microsoft Windows 95, 98, or NT 4.0. Refers to the User Code for User 298.
- **SERVICE CODE** = User 300 User Code. Allows only one entry, then needs to be re-enabled by the User 297 User Code to regain access.
- **SUPERVISOR CODE** = User Codes assigned to Users 7, 8 and 9. Can only program day-to-day operation.
- **USER CODE** = Code used by Users. Code is 3 to 6 numeric digits long, allowing controlled entry.
- **VALID CODE** = An entered User Code that has been programmed in the device.

**COM PORT** = A computer serial communications port used to communicate with the Lock and/or Data Transfer Module.

**DATA TRANSFER MODULE** = A device that permits transfer of program/data between a computer and the lock.

**DATE** = Month, Day and Year entered as MMDDYY.

**DAY OF WEEK** = Sunday through Saturday (where 1 = Sunday and 7 = Saturday).

**DEFAULT** = Default settings are the original settings that were set at the factory; in other words, it is the lock's original factory condition when the lock was first taken out of its box. The default settings are permanently encoded within the lock's fixed memory, and when the lock is first started, or when power is removed and re-applied, the original factory default settings are re-loaded and take effect.

**DISABLE** = Turn off.

**DOOR AJAR** = (Used with the PDL3300 lock only). If access is granted with the PDL3300 lock, and the door is held open beyond the pre-programmed amount of time (default is 20 seconds), the lock will trip a 'Door Ajar' event. If programmed, the lock will provide audible annunciation and/or an auxiliary relay closure.

**DOOR NUMBER** = Identification of each door with a specific number (1-96). (Used with AL-DTM2 Transfer Module)

**DOWNLOAD** = Send data to lock or AL-DTM.

**ENABLE** = Turn on.

**EVENTS** = Recorded lock activity.

**FUNCTION** (also called **Programming Functions**) = are the numbers used to program lock features (enabling/disabling Users, User Groups, Passage Mode, Schedules, etc.).

**FUNCTION CARDS** (Used with the PL3000 lock only) = Nine standard proximity cards labeled one through nine, enrolled into the PL3000 lock. Each card can perform a specific function, such as initiating PC communications or enrolling proximity cards. See WI1280 for more information.

## GROUP

- **USER GROUP** = Defining a User to specific Groups, allows User entry when the Group is allowed entry.
- **GROUP 1 DISARMS BURGLAR CONTROL** = A Group 1 USER CODE entry can disarm an alarm panel during a predefined schedule. Should the Group 1 enter the lock outside of the scheduled time, the alarm will not disarm. The alarm panel must be armed through other means (such as an Alarm Panel Keypad). The Burglary Alarm Panel must be programmed to disarm from an Armed State Only and the zone input must be programmed for input disarming.
- **GROUP 1 ENABLES GROUP 4 USERS** = A Group 1 USER CODE entry during a predefined schedule will allow access to Group 4 Users.
- **GROUP 1 PUTS UNIT IN PASSAGE** = A Group 1 USER CODE entry during a pre-defined schedule will unlock unit.

**INSTALLER** = See.... CODE, INSTALLER CODE.

**KEYPAD** = 10-numeric keys, ✳ and special 🔳 key.

- **KEYPAD LOCKOUT** = Keypad is programmed to lockout Users, for a specified period of time, when a specified number of invalid User Codes are entered.
- **KEYPAD PROGRAMMING** = Ability to program the lock through the keypad.

# Glossary (cont'd)

**KEYPRESS =**
Pressing a button on the Lock's Keypad.

**LEVEL ABILITY =** Predefined User Types (such as Master, Installer, Manager, Supervisor, and Print Only User) have specific abilities to program and/or control the lock.

**LOCKOUT ATTEMPTS =** A specified number of invalid User Code entries (1-9), that will disable the keypad for a predefined period of time (1-60 seconds).

**LOCKOUT TIME =** A predefined time (1-60) seconds that the lock will stop accepting User Codes, after a specified number of invalid User Code entries (1-9).

**LOG =** See... AUDIT TRAIL.

**MANAGER =** See... CODE, MANAGER CODE.

**MASTER =** See... CODE, MASTER CODE.

**PASSAGE =** Allow anyone to pass through the door without USER CODES (door is unlocked).

**PRINTER =** A printout device such as an infrared printer or computer printer.

**PRIVACY MODE (Factory Default for 4100 Series Locks):**
"Privacy Mode" is designed to allow access to individuals with access codes (or PROX cards) and is typically used for rooms needing privacy from others such as bathrooms, dorms and meeting rooms.

**PROGRAM MODE =** A mode allowing program/data to be entered through the keypad. Only specific Users can program a lock manually, by entering their USER CODE, followed by the [🔒] key. To exit program mode, hold any key until repeated beeps are heard.

**PROGRAMMABLE RELAY FUNCTIONS =** The relay can be programmed for one or more functions.

**PROXIMITY CARDS =** HID ProxCards® and ProxKey® keyfobs are access control cards manufactured in a variety of bit formats.

 **Note:** ProxCard® and ProxKey® are trademarks of the HID© Corporation.

**RELAY =** Switched output allowing remote control of other devices. External power source is required.
- **Relay, Ambush Activated** - Ambush Code entered prior to a User Code will trip a relay. This can alert Security or trip a zone on an Alarm Panel.
- **Relay, Any Keypress** - First keypress of any sequence.
- **Relay, Authorized Entry** - Valid User Code entered.
- **Relay, Disabled User Entered Code** - Valid User Code entered

but the User is disabled.
- **Relay, Failed Entry Attempt** - Invalid User Code entered.
- **Relay, Keypad Lockout** - Should several Invalid User Codes be entered that exceed the number of lockout attempts (1-9), then the lock will stop accepting keypad entries for the Lockout Time (1-60 seconds). The Relay output can be used to indicate tampering of the keypad.
- **Relay, Group 1 Activation** - A Group 1 User can enter a User Code and can disarm a Burglary Alarm Panel using the Relay Output.

**REMOTE INPUT =** Entry into a restricted area, by pressing a button connected to the REMOTE INPUT WIRES (White and White) by someone on the other side of the door.

**RESIDENCY MODE (Factory Default for 4500 Series Locks):**
The "Residency Feature" is provided to prevent a person from unintentionally having the door lock behind them when stepping outside briefly. Typically used in retirement homes and college dormitories.

**SCHEDULE =** A programmed operation (enable/disable, lock/unlock, etc.) on a specific day (Sunday through Saturday) and time.

**SCHEDULES, QUICK =** Any one of four most common types of schedules can be programmed.

**TIME =** Hours and Minutes in the HHMM format.

**TIME/DATE STAMP =** A recorded date and time that an event occurred.

**TIMEOUT =** Immediate operation for a specified number of hours.

**UPLOAD =** Receive data from the lock or AL-DTM.

**USER =** A person who has been provided with a USER CODE for access through the door.

**USER LOCKOUT, TOTAL =** All Users (except for Master Code) have been locked out.

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# ALARM LOCK LIMITED WARRANTY

ALARM LOCK SYSTEMS, INC. (ALARM LOCK) warrants its products to be free from manufacturing defects in materials and workmanship for 24 months following the date of manufacture. ALARM LOCK will, within said period, at its option, repair or replace any product failing to operate correctly without charge to the original purchaser or user.

This warranty shall not apply to any equipment, or any part thereof, which has been repaired by others, improperly installed, improperly used, abused, altered, damaged, subjected to acts of God, or on which any serial numbers have been altered, defaced or removed. Seller will not be responsible for any dismantling or reinstallation charges.

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR A WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. ADDITIONALLY, THIS WARRANTY IS IN LIEU OF ALL OTHER OBLIGATIONS OR LIABILITIES ON THE PART OF ALARM LOCK.

Any action for breach of warranty, including but not limited to any implied warranty of merchantability, must be brought within the six months following the end of the warranty period. IN NO CASE SHALL ALARM LOCK BE LIABLE TO ANYONE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES FOR BREACH OF THIS OR ANY OTHER WARRANTY, EXPRESS OR IMPLIED, EVEN IF THE LOSS OR DAMAGE IS CAUSED BY THE SELLER'S OWN NEGLIGENCE OR FAULT.

In case of defect, contact the security professional who installed and maintains your security system. In order to exercise the warranty, the product must be returned by the security professional, shipping costs prepaid and insured to ALARM LOCK. After repair or replacement, ALARM LOCK assumes the cost of returning products under warranty. ALARM LOCK shall have no obligation under this warranty, or otherwise, if the product has been repaired by others, improperly installed, improperly used, abused, altered, damaged, subjected to accident, nuisance, flood, fire or acts of God, or on which any serial numbers have been altered, defaced or removed. ALARM LOCK will not be responsible for any dismantling, reassembly or reinstallation charges.

This warranty contains the entire warranty. It is the sole warranty and any prior agreements or representations, whether oral or written, are either merged herein or are expressly cancelled. ALARM LOCK neither assumes, nor authorizes any other person purporting to act on its behalf to modify, to change, or to assume for it, any other warranty or liability concerning its products.

In no event shall ALARM LOCK be liable for an amount in excess of ALARM LOCK's original selling price of the product, for any loss or damage, whether direct, indirect, incidental, consequential, or otherwise arising out of any failure of the product. Seller's warranty, as hereinabove set forth, shall not be enlarged, diminished or affected by and no obligation or liability shall arise or grow out of Seller's rendering of technical advice or service in connection with Buyer's order of the goods furnished hereunder.

ALARM LOCK RECOMMENDS THAT THE ENTIRE SYSTEM BE COMPLETELY TESTED WEEKLY.

Warning: Despite frequent testing, and due to, but not limited to, any or all of the following; criminal tampering, electrical or communications disruption, it is possible for the system to fail to perform as expected. ALARM LOCK does not represent that the product/system may not be compromised or circumvented; or that the product or system will prevent any personal injury or property loss by burglary, robbery, fire or otherwise; nor that the product or system will in all cases provide adequate warning or protection. A properly installed and maintained alarm may only reduce risk of burglary, robbery, fire or otherwise but it is not insurance or a guarantee that these events will not occur. CONSEQUENTLY, SELLER SHALL HAVE NO LIABILITY FOR ANY PERSONAL INJURY, PROPERTY DAMAGE, OR OTHER LOSS BASED ON A CLAIM THE PRODUCT FAILED TO GIVE WARNING. Therefore, the installer should in turn advise the consumer to take any and all precautions for his or her safety including, but not limited to, fleeing the premises and calling police or fire department, in order to mitigate the possibilities of harm and/or damage.

ALARM LOCK is not an insurer of either the property or safety of the user's family or employees, and limits its liability for any loss or damage including incidental or consequential damages to ALARM LOCK's original selling price of the product regardless of the cause of such loss or damage.

Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, or differentiate in their treatment of limitations of liability for ordinary or gross negligence, so the above limitations or exclusions may not apply to you. This Warranty gives you specific legal rights and you may also have other rights which vary from state to state.