

NEW!

May, 2002

Includes operation for TEC T101 Models
With optional Modem.



Selcom 2002 Non-Network Version

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Version 5.0 Serial No. _____

For the TEC and CAT Systems

**TEC and CAT Series
Setup and Maintenance Software
for use in Windows 9X/ME/2K/XP
Operating Systems**

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Y2K Compliance Statement

Selcom 2002 is designed to be used prior to, during, and after the calendar year 2002 A.D., and Selcom 2002 will operate during each such time period without error relating to date data, specifically including any error relating to, or the product of, date data which represents or references different centuries or more than one century.

Selcom 2002 will not abnormally end or provide invalid or incorrect results as a result of date data, specifically including date data which represents or references different centuries or more than one century; Selcom 2002 has been designed to ensure year 2002 compatibility, including, but not limited to, date data century recognition, calculations which accommodate same century and multi-century formulas and date values, and date data interface values that reflect the century;

This statement should not be taken to mean that Selcom 2002 corrects any errors generated by your computer, it's BIOS (Basic In Out System), or your operating system or any other program you have or use.

Definitions

Four Digit Year Format

shall mean a format that allows entry or processing of a four digit year date: the first two digits will designate the century and the second two digits shall designate the year within the century. As an example, 1996 shall mean the 96th year of the 20th century.

Leap Year

shall mean the year during which an extra day is added in February (February 29th). Leap Year occurs in all years divisible by 400 or evenly divisible by 4 and not evenly divisible by 100. For example, 1996 is a Leap Year since it is divisible by 4 and not evenly divisible by 100. 2002 is a Leap Year since it is divisible by 400.

Year 2002 Compliant

shall mean that the data outside of the range 1990-1999 will be correctly processed by Selcom 2002 including application programs, files and databases.

Select Engineered Systems, Inc. Life Support Policy

Select Engineered Systems, Inc. products are not intended for use in life critical situations or as critical components in life support devices or systems.

Life Support devices or systems are defined as devices which are intended for surgical implant into the body, or for support or sustaining life, and whose failure to perform, when used in accordance with the instructions provided by the manufacturer, might result in injury to the user.

Select Engineered Systems, Inc. reserves the right to make improvements in the hardware, firmware, and software described in this manual at anytime and without notice.

Notice To Windows 95 Users

Selcom 2002 may not operate correctly, unless Windows 95 ver. 4.00.950a (Service Pack 1) or higher is installed !

Tip: If you don't know which version you're running, our manual (page 2) will walk you through finding out.

WARNING : If you are running any custom or non-compliant Windows software you should check with your software provider to insure adding this update will not effect your programs !

Instructions for updating Windows 95 with service Pack 1

1. Do not install unless your Version is 4.00.950 (no suffix)
2. Quit any applications that are currently running.
3. If you use Mircrosoft Plus! System Agent, right click the System Agent icon on the toolbar, and then click suspend System Agent.
4. Create a temporary folder on your hard drive.
5. Click the link "Windows 95 Service Update."
6. Save the file in the new folder.
7. In that folder, double click Setup.exe, then follow the instructions.

When the Setup.exe program finishes, your version of Windows 95 will be version 4.00.950a.

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Selcom 2002

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System Properties



Add-Remove Programs



Select Program



First Screen

Selcom 2002

System Requirements

Operating System:

Windows 95\98\ME Ver. 4.00.95a or higher

Windows 2000 (Service Pak 1 or higher)

Windows XP (Home or Professional)

Hardware:

Computer

Pentium Recommended

System RAM or

64 Mb. Recommended

Available Physical

20 Mb. Recommended

**Available Space or
Hard Disk Storage**

32000 KB or 32 Mb.
plus 2 - 15 Mb. per site

Installation Drive

CD-ROM installation of
Software

System Requirements to install this Software

This program requires 32.0 megabytes of hard disk and includes 12 megabytes of system files that may need to be installed. You therefore need a minimum 30 megabytes of space to install this program for one site. More sites require 2 to 20Mb. per site, depending on site size and the amount of backups used. **During operation, Selcom 2002 will require up to 20mb. of free ram to operate efficiently depending on the size and model of the unit . Note: 20Mb. is available in 32Mb. total memory ONLY when NO OTHER Programs are running. With less memory the program may operate, but with poor performance.** This program will only operate correctly in Windows 95™ with Service Pack 1 installed or higher or in Windows 98™ , ME, Windows 2000 and Windows XP. If you are unsure, select the “My Computer icon on your desktop and **RIGHT** click it. Once the panel is opened, select Properties and **LEFT** Click it. A “Systems Properties” screen will open and under System:, it must say

Microsoft Windows 95

**4.00.950a (includes service pak 1) or
4.00.950B (does not need service pak 1) or higher
Windows 98 \ ME**

**Windows 2000 (Service Pak 1 or higher)
Windows XP (Home or Professional)**

If **Microsoft Windows 95** does not have an “a”, contact Microsoft or your local computer dealer for Service Pak 1 and install this update in your computer prior to continuing. For your convenience, Service Pak 1 for Windows 95 has been included on the CD ROM version of this program and as a separate disk. Service pak 1 is to be installed in Version 4.00.950 only. It is already in place in 4.00.950a. The 4.00.950B version does not require and may be damaged by installing this update. Installation instructions for this Service Pak are included on the disk or in the Service Pak directory of the CDROM.

Selcom 2002 Installation Instructions

Setup will warn you to Shutdown any running programs. You **MUST** shutdown “Microsoft Office” as it will disrupt the installation.

If you are running the “Office Toolbar”, you **MUST** close the **Office Toolbar** and all it’s applications and you should close any other applications running to insure a proper installation.

Once you have checked that you have the proper revision, place the CD ROM disk into your disc reader.

Go to Start then select “Settings”, then “Control Panel”, then “Add-Remove Programs”.

Select “Install” **If your main files are out of date, setup will prompt you to restart your computer. After doing so, start setup again.**

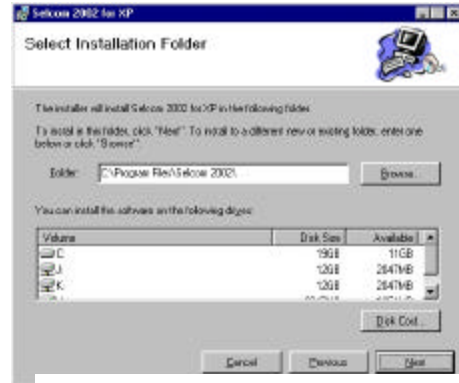
Add -Remove will locate the disk and confirm its name (Selcom 2002) and location.

Selcom 2002 setup has a standard location for its files, but will give you the chance to choose another location and name of the directory, then will install the program.

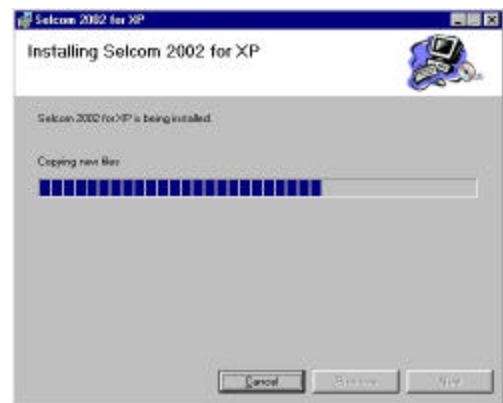
Selcom 2002 uses a “Completion Gauge” to indicate the percentage of the installation completed.

If files in your computer are damaged, setup will inform you of the fact, and abort the installation.

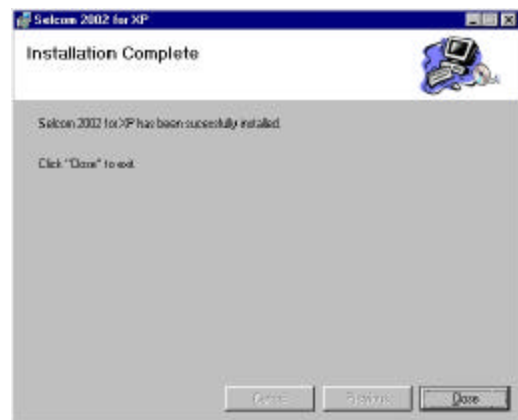
At the end of the installation, Setup will indicate a complete and proper Installation.



Choose Directory



Installing.....



Complete.....

Notice To Windows NT 4.0 Users

Selcom 2002 uses latest Microsoft Report Generator which is incompatible with Windows NT 4.0 network systems and workstations.

WARNING : Installing Selcom 2002 into a Windows NT 4.0 system or workstation, **WILL** damage your system.

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Main Screen at Login



Main Screen at Startup

Showing Pull-Down menu available without any Site Selection made



Main Screen w / CAT Multi Door with Expansion Module Selected



Main Screen w/standard Unit Selected

Showing Command Buttons and Menu's available after Site Selection is made.

Startup and Operation

Selcom 2002 with CAT Multi Door and 2/16 Reader support includes the ability to communicate with any CAT Multi Door or TEC Units capable of having a modem installed. The screens automatically configure to include the features present in version 3.0X and above. Older Units with firm-ware 2.1X can be upgraded to use this software. Contact the factory for specifics for your unit.

Startup

Selcom 2002 places a menu selection in your Startup Directory and on your Desktop. Select it and the Log-in will appear. Selcom 2002 is shipped from the factory with the Name "selcom" and the Password "selcom" (**Note lower case**) installed in the password database. Type this name and password in exactly and the main menu will appear.

Help

Help is provided for each item. To use, place the mouse pointer over the item you need assistance with and a description or instructions will appear on the screen automatically. This feature is provided on all screens.

Main Menu

The Main Screen appears blank with only several selections possible.

⇒ Select CAT / TEC Unit to Edit / Change [**Window**]

⇒ The Following **Menus**

⇒ **File**

⇒ Edit CAT / TEC Unit Data

⇒ Add CAT / TEC Unit (Wizard)

⇒ Register Selcom

⇒ Convert

⇒ Get Data from Selected Unit

⇒ Send Data to Selected Unit

⇒ Exit

⇒ **Help**

⇒ About Selcom 2002

⇒ Show Splash

⇒ Add Unit [**Button**] (Wizard) (if allowed by password level)

Selcom 2002 is shipped with a set of example Units for each generation of Telephone Access Units available to allow you to view and learn this program. You may wish to start by selecting one of these Units and using it to explore the features of Selcom 2002. These instructions are written using "Sample 49" and others as its example. If you wish to start by setting up your unit, go to the section of these

instructions for the “Add CAT / TEC Unit (Wizard)”. or continue by selecting “Sample 49” in the center selecting window. As you add your Unit(s) this selector will expand to show all units installed in the software in alphabetical order for your convenience. There is no limit to the number of CAT or TEC units allowed, except the physical capacity of your computer. Each unit installed uses about two to fifteen megabytes of storage space depending on the size of the unit and the number of backups used. After the selection is made, “Command Buttons” will appear and the menu system will expand to include the features ALLOWED by the authority level set to each Name/Password. Name/Password “selcom” is provided with FULL authority. You may delete this Name/Password AFTER assigning a new name with FULL authority.

Login Passwords

Select the **Login Passwords** in the “Edit “ Menu. The “Password File” Screen will appear showing all the Login Names/Passwords in the system with their authority levels. To add select “Add New User” command button or to Edit a User, Select that name and “double click” it with your mouse button. This will make the screen change to allow editing or deleting of the record. If you erase all names /passwords with the authority level of “1”, the system adds back “selcom” / “selcom” with the authority level of “1” as the only password to prevent you from locking yourself out of the system.

Authority Levels

Selcom 2002 has several levels of authority. This authority system allows the owner to decide what privileges each user will use to operate the system. The levels of privileges are as shown in the adjacent Table.

Selcom 2002 Organization

Selcom 2002 is organized into logical groups. These groups are distributed as follows:

- ⇒ Login Control & Maintenance
- ⇒ Unit Directory Control
- ⇒ Unit System Configuration
- ⇒ Unit Entrance Control
- ⇒ Unit Access Control
- ⇒ Unit Log Retrieval
- ⇒ Log View / Sort / Select
- ⇒ Unit Configuration

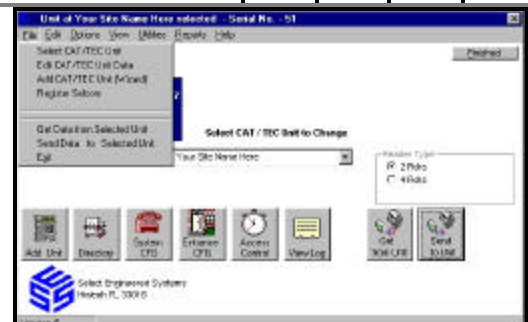
All operations are accessible from the Main Menu Screen. The most used functions are available using the Command Buttons. All operations are available with the Menu System.



View Login Passwords

Showing Password List in Name Order.

Authority Level Settings	Level 1	Level 2	Level 3	Level 4
Rename Files	X			
Use the Add Unit Wizard	X	X		
Edit / Change Passwords	X			
Edit the Unit Data	X			
Use the Entrance Configuration	X	X	X	
Change Data File Name in Unit Data	X			
Use the System Configuration	X	X	X	
Use the Access Control	X	X	X	
Use the Add/ Edit Directory	X	X	X	X
Get All Data	X	X	X	X
Get System Configurations	X	X	X	X
Get Directory	X	X	X	X
Get the Log information	X	X	X	X
View and print log Data	X	X		
Use Log Utility	X			
Terminal Mode	X			
Convert Utility	X			
Put all Data	X	X	X	
Put System Configuration	X	X	X	



Showing Menu’s available after a Site Selection is made with Level 1.

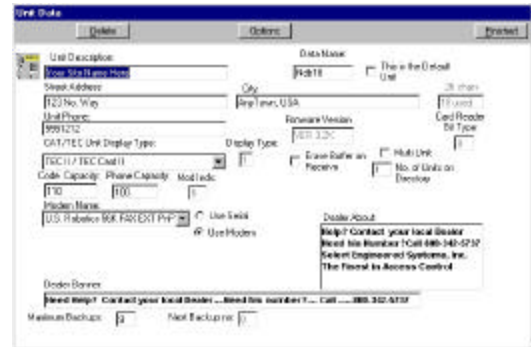
Setting a Default Unit

Selcom 2002 has the ability to return to the same unit, every time you start the program. You may turn on this feature by selecting “Default Unit” under the “Options Menu”.



To select the unit you wish to automatically load when the program starts, you must do the following:

1. Select the unit on the main screen
2. Select “File”
3. In the File sub menu select “Edit Cat/TEC Unit Data”
4. On the “Unit Data” screen locate and select “This is the Default Unit”
5. Select Finished
6. The selection will automatically load when you start the software or return from “Edit Cat/TEC Unit Data”.
7. You may select other units and work within them without unselecting “Default Unit”. It will only change back when you start the software or return from “Edit Cat/TEC Unit Data”.



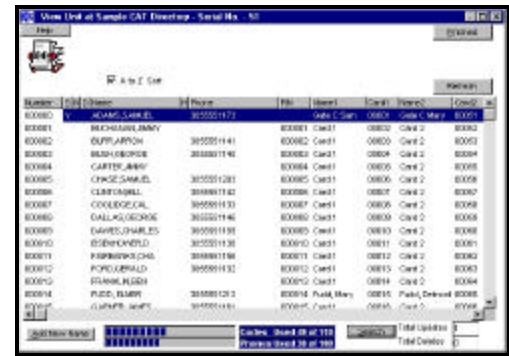
Unit Directory Control

May, 2002

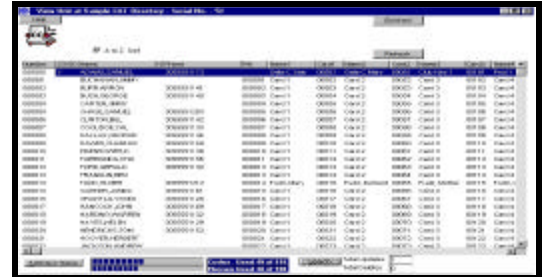
Selcom 2002 incorporates a new style Directory view and editing system. Note that the Unit Site name is featured at the top of the screen. This feature is present on each screen to assist the user. The Directory display is in a Columns and Rows format showing ALL codes in the directory. The opening display is sorted in alphabetical order. Additional help is provided by selecting the “Help” Command button. The Elevator bars appear when needed and allow the user to move through the list of names and to view the additional data for each name. The user may use the mouse arrow to single click on any code number or name to highlight that row. This provides a row marker on the row record chosen to use as the display is moved to the right in order to display the additional data. **Note: The display will change according to the options chosen. See Pg. 29**

The user may use the mouse pointer to single click on the TOP of any column to SORT the display by that column. If a reverse (Z to A or 9 to 0) order is desired, a check box is provided above the listing. The user should select the direction of sort desired, then select the column to sort by. The user may use the mouse pointer to single click the sort option and it will toggle from normal to reverse and back to normal. Gauges are provided near the bottom of the screen to inform the user of the number of Unit Codes and the number of Phone Numbers in the Directory. This may be used to determine the percentage of the Unit capacity used. In Displays larger than 640 x 480, the user may enlarge the view by dragging the edges of the directory. The number of updates to be sent and the number of deletes (if applicable) are also shown.

- ◆ **NUMBER:** This is the **Code Number** used by the Unit User to dial the Name shown in the Directory. It can be configured to show 1 to 6 digits. Internally it is always stored and used as 6 digits. If set to display three digits, then the number is dialed using the three displayed digits. (123456 is displayed as 456), but 000456 would be dialed. This allows it to appear to allow more than one name to use the same code. Example: Codes 000234, 001234, 011234 and 101234, all would display 234 showing different names with the 234 code number. The 000234 phone number would be dialed. Directory Code Length is set using the “System CFG” command button or “System Configuration” under the “Edit “ Menu Selection.



Unit Directory Spreadsheet View



Showing Directory Display in Enlarged View



Unit Directory Edit / Add mode

Directory Limits	
Code Number	1 to 6 Digits
Name	up to 14 Characters
Phone	up to 14 Digits
PIN	1 to 6 Digits
Card No.	5 Digits 1 to 65,534
Group (CAT)	1 to 7(15) , 0 = unlimited

Directory Limits

- ◆ **S: (SEND)** The 'Send' field indicates if this name would be updated on a 'Send Updates' command. Only the names marked would be sent. When a name is selected to edit, the send box is automatically checked.
- ◆ **N: (NEW REC)** The "New Record" field shows a "Y" when a Code was received from the unit that did not exist in the database. This will occur when a code is input directly into the unit.
- ◆ **D: (DELETE)** The "Delete" field is marked "Y" when this record will be deleted on the next update. **Note: In TEC Units with 3.0x and 3.1x firmware, the everything but code number is erased in update mode. You may reuse the the code number at any time, however. See Send Updates on page 34.**
- ◆ **NAME:** This is the Name shown on the directory display of the CAT / TEC Unit. The user may use up to 14 characters for each name. **Note: After the initial entry, if you change the name, the Phone Number, PIN, Card(s) and Group are cleared.**
- ◆ **H: (HIDE)** Hide inserts a colon in front of the phone number to hide the name. **Only** Version 3.1x and above firmware will not display names (Hide) that have a colon as the first digit of a phone number.
- ◆ **PHONE:** This is the phone number the CAT / TEC Unit will use to dial the Name shown. The User may use up to 14 digits including commas ',' for pauses if required, to dial the Name. The real telephone number will not show on the unit display
- ◆ **G: (GROUP)** If access control is installed and access cards or PIN codes are used, this field is used to assign the Named to an access group. Groups are numbered 0 through 7, with Group 0 allowing unlimited access. For more information on access control, see page 19 of this manual.
- ◆ **SR1 to SR4:** CAT Multi Door only. Displays the optional "Special Relay Output Codes" (1 to 255, 0 = off) . If the "Relay Enable" checkbox is not checked in the **System Configuration** screen, SR1 to SR4 will not be displayed in the directory and the relays will not operate, but the data will not be erased. Re-selecting the "Relay Enable" checkbox would cause the data to re-appear.
- ◆ **PIN:** The "Personal Identification Number" can be configured to use 1 to 6 digits. The "PIN" is used by the Named to open the designated entrance. If set to use four digits, then the number is limited to using the four digits. (001234 is entered and used as 1234). A 5 digit PIN (11234) should not be entered and would not operate. **Note: To re-enter a PIN, You must update the record first.**

*Optional Field Capacities	
PARK 1	9 Characters
PARK 2	9 Characters
PARK 3	9 Characters
EMR PHONE	14 Characters
LIC NO 1	10 Characters
LIC NO 2	10 Characters
Optional Fields with User	defined names
Optional 1 to 6	15 Characters

Optional Fields Directory Limits

- ◆ **CARD NO.:** If access cards or devices are used, the individual card or device number assigned to this name is placed here. Card / Device numbers are limited to the numbers 00001 through 65,534 inclusive. CAT units are allowed up to six Cards or Devices per code. Each Card or Device may be labeled or named in the Directory. This information is not stored in the Unit. The display automatically expands to display all the cards in CAT Version Units. **Note: To re-enter a Card, You must update the record first.**

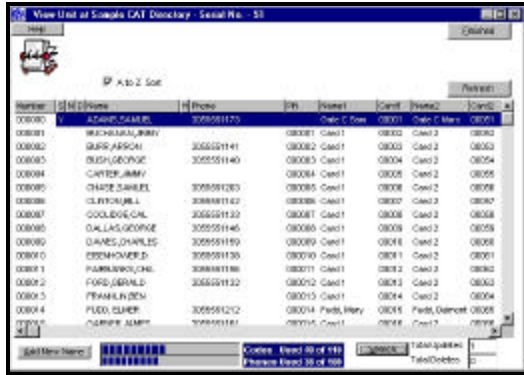
Optional fields:

- ◆ **PARK 1, PARK 2**
- ◆ **PARK 3**
- ◆ **EMR PHONE**
- ◆ **LIC NO 1, LIC NO 2**
- ◆ **Optional 1 to 6 (Can be named by the user)**

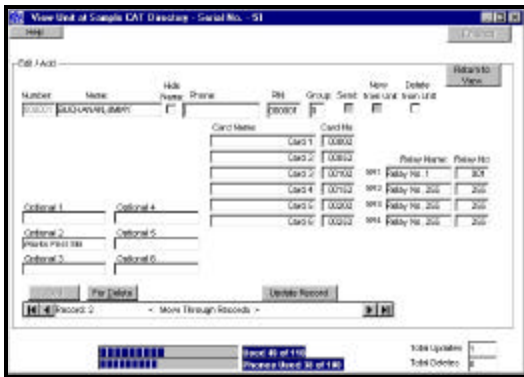
None of the optional fields are sent to the unit. They are for the User's optional use. The text limits are shown in the above Table. **Note: If the "Don't use Fields" option button is checked in the "Edit CAT / TEC Unit Data - Options" screen, for the "Park" or to "Spare", the fields selected do not show in the directory, but the data is not erased. The names of the individual cards are also hidden, in order to show a concise view. Checking "Use Spare Fields"**

Entering New Items into the Directory

Step by step Instructions to enter new items



CAT Multi Door Directory in spreadsheet view



CAT Multi Door Directory in edit record view

Selcom 2002 provides a simple screen to enter new data into the directory. **(See Pages 42 to 48 for handy work sheets to assist the user in entering the directory.)**

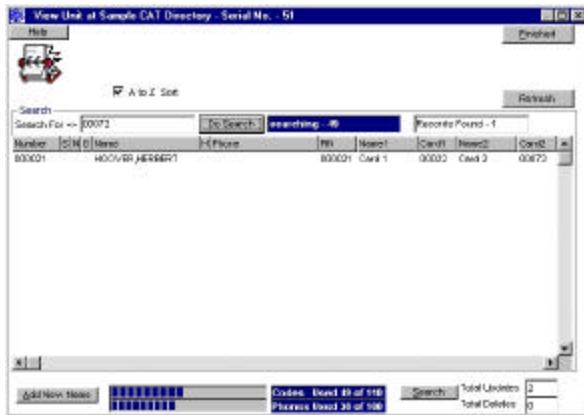
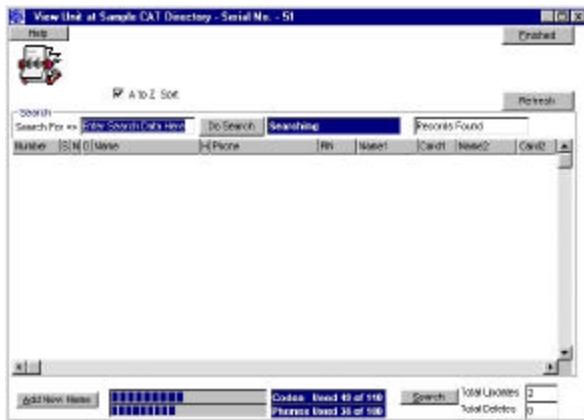
- 1 On the Main Screen, Select or "Click" the **PROPER UNIT** to enter the new items.
- 2 On the Main Screen, Select or "Click" the **Directory** command button. The directory view screen will appear.
- 3 On the Directory screen, Select or "Click" the **Add New Name** command button. The screen will change to the **Edit / Add** view. All of the entries will be blank.
- 4 **Start** the entry by entering the **Code Number**. If you are using three digit code numbers (for example), you only need to enter the three digits and press the [Tab] key or press [Enter].
- 5 **If the code has been already used**, the screen automatically displays the record and changes to edit mode. You may change any and all items in this record, **except** the code number and the name. When you send updates, this record would be changed, **except** the code number.
- 6 **If the code has not been used**, the screen automatically steps or moves to the name field for entry. You may use the [Tab] or [Enter] key to move through the windows and enter the information you require. Only the code number is required in any record. All other fields are optional. When you send updates, this record will be added.
- 7 **When all necessary fields** are filled, Select or "Click" the **Update Record** (save it) command button. The record is saved.
- 8 Select or "Click" the **Add** command button to continue entering more data.
- 9 The information bars update to indicate the amounts of **Unit** memory used.
- 10 **To enter more items Go to step 4.**

Directory Limits	
Code Number	1 to 6 Digits
Name	up to 14 Char's
Phone	up to 14 Digits
PIN	1 to 6 Digits
Card No.	5 Digits 1 to 65,534
Group	1 to 15 , 0 = unlimited

Directory Limits

Search Directory

Selcom 2002 has the ability to search the Directory for any data. You enter the search window by selecting the search button at the bottom of the main directory screen. To search, you enter the search characters in the “Search for” window. The example shows that “00072” was entered. After entering your search characters, begin the search by pressing the <Enter> key or Clicking the “Do Search” Button. The screen will return with the number of records searched and the number of records found. The results will be shown on the screen and you may scroll thru them if more than one screen full are present. The search includes all fields. If the information you are searching for is present in ANY field, the entire directory entry is displayed. If more than one entry contains the search data, all such entry’s are displayed. To edit any of the entry displayed, double click on the number or the name and you will be transferred to the edit screen.

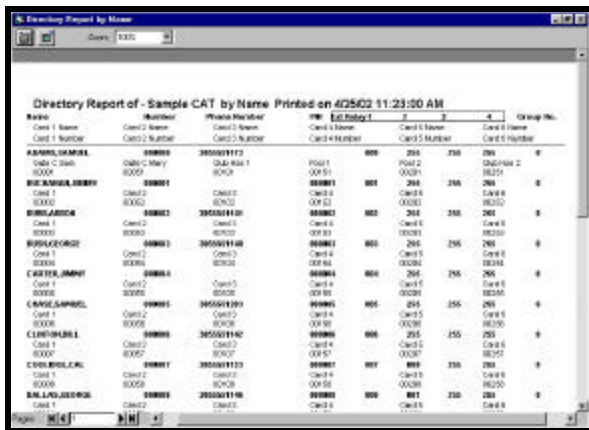


Printing the Directory

To print the directory select “Reports” from the menu bar at the top of the Main Screen.

Standard Reports

Selcom 2002 contains four (4) standard reports for the directory. These selections are located in the “Reports” menu. Two reports contain codes, names, phones, PIN’s and cards. The reports are sorted by code or by name order. The data is shown, if the fields are used and blank if not. Two reports contain codes, names, phones, PIN’s and cards with the parking and spare fields shown. The reports are sorted by code or by name order. The data is shown, if the fields are used and blank if not. The Reports module allows any and all pages to be viewed and or printed. You may also export the Data for use in your own printing program.



Print Directory Report

Examples of Directory Reports

Directory Report

Zoom 100%

Directory Report of - Sample CAT by Name Printed on 4/25/02 11:44:39 AM

Name	Number	Phone Number	PIN	Ext Relay 1	2	3	4	Group No.
Card 1 Name	Card 2 Name	Card 3 Name	Card 4 Name	Card 5 Name	Card 6 Name			
Card 1 Number	Card 2 Number	Card 3 Number	Card 4 Number	Card 5 Number	Card 6 Number			
Park-1	Park-2	Park-3	Emr-Phone	Lic No-1	Lic No-2			
Optional 1	Optional 2	Optional 3	Optional 4	Optional 5	Optional 6			
ADAMS,SAMUEL	000000	3055551173		000	255	255	255	0
Gate C Sam	Gate C Mary	Club Hse 1	Pool 1	Pool 2	Club Hse 2			
00001	00051	00101	00151	00201	00251			
G 001	G 002	G 003	2125550003	PRQ 151	DNK 003			
	Works Second Shift							
BUCHANAN,JIMMY	000001		000001	001	255	255	255	0
Card 1	Card 2	Card 3	Card 4	Card 5	Card 6			
00002	00052	00102	00152	00202	00252			
G 004	G 005	G 006	2125550006	PRQ 152	DNK 006			
	Works First Shift							
BURR,ARRON	000002	3055551141	000002	002	255	255	255	0
Card 1	Card 2	Card 3	Card 4	Card 5	Card 6			
00003	00053	00103	00153	00203	00253			
G 007	G 008	G 009	2125550009	PRQ 153	DNK 009			
	Works First Shift							
BUSH,GEORGE	000003	3055551140	000003	003	255	255	255	0
Card 1	Card 2	Card 3	Card 4	Card 5	Card 6			
00004	00054	00104	00154	00204	00254			
G 010	G 011	G 012	2125550012	PRQ 154	DNK 012			
	Works Second Shift							
CARTER,JIMMY	000004		000004	004	255	255	255	0
Card 1	Card 2	Card 3	Card 4	Card 5	Card 6			

Pages: 1

Print Directory All By Alpha

Directory Report All by Code

Zoom 100%

Directory Report of - Sample CAT by Code Number Printed on 4/25/02 11:46:09 AM

Code Number	Name	Phone Number	PIN	Ext Relay 1	2	3	4	Group No.
Card 1 Name	Card 2 Name	Card 3 Name	Card 4 Name	Card 5 Name	Card 6 Name			
Card 1 Number	Card 2 Number	Card 3 Number	Card 4 Number	Card 5 Number	Card 6 Number			
Park-1	Park-2	Park-3	Emr-Phone	Lic No-1	Lic No-2			
Optional 1	Optional 2	Optional 3	Optional 4	Optional 5	Optional 6			
000000	ADAMS,SAMUEL	3055551173		000	255	255	255	0
Gate C Sam	Gate C Mary	Club Hse 1	Pool 1	Pool 2	Club Hse 2			
00001	00051	00101	00151	00201	00251			
G 001	G 002	G 003	2125550003	PRQ 151	DNK 003			
	Works Second Shift							
000001	BUCHANAN,JIMMY		000001	001	255	255	255	0
Card 1	Card 2	Card 3	Card 4	Card 5	Card 6			
00002	00052	00102	00152	00202	00252			
G 004	G 005	G 006	2125550006	PRQ 152	DNK 006			
	Works First Shift							
000002	BURR,ARRON	3055551141	000002	002	255	255	255	0
Card 1	Card 2	Card 3	Card 4	Card 5	Card 6			
00003	00053	00103	00153	00203	00253			
G 007	G 008	G 009	2125550009	PRQ 153	DNK 009			
	Works First Shift							
000003	BUSH,GEORGE	3055551140	000003	003	255	255	255	0
Card 1	Card 2	Card 3	Card 4	Card 5	Card 6			
00004	00054	00104	00154	00204	00254			
G 010	G 011	G 012	2125550012	PRQ 154	DNK 012			
	Works Second Shift							
000004	CARTER,JIMMY		000004	004	255	255	255	0
Card 1	Card 2	Card 3	Card 4	Card 5	Card 6			
00005	00055	00105	00155	00205	00255			
G 012	G 013	G 014	2125550015	PRQ 155	DNK 015			

Pages: 1

Print Directory All By Code

Directory Report by Name

Zoom 100%

Directory Report of - Sample CAT by Name Printed on 4/25/02 11:46:59 AM

Name	Number	Phone Number	PIN	Ext Relay 1	2	3	4	Group No.
Card 1 Name	Card 2 Name	Card 3 Name	Card 4 Name	Card 5 Name	Card 6 Name			
Card 1 Number	Card 2 Number	Card 3 Number	Card 4 Number	Card 5 Number	Card 6 Number			
ADAMS,SAMUEL	000000	3055551173		000	255	255	255	0
Gate C Sam 00001	Gate C Mary 00051	Club Hse 1 00101	Pool 1 00151	Pool 2 00201	Club Hse 2 00251			
BUCHANAN,JIMMY	000001		000001	001	255	255	255	0
Card 1 00002	Card 2 00052	Card 3 00102	Card 4 00152	Card 5 00202	Card 6 00252			
BURR,ARRON	000002	3055551141	000002	002	255	255	255	0
Card 1 00003	Card 2 00053	Card 3 00103	Card 4 00153	Card 5 00203	Card 6 00253			
BUSH,GEORGE	000003	3055551140	000003	003	255	255	255	0
Card 1 00004	Card 2 00054	Card 3 00104	Card 4 00154	Card 5 00204	Card 6 00254			
CARTER,JIMMY	000004		000004	004	255	255	255	0
Card 1 00005	Card 2 00055	Card 3 00105	Card 4 00155	Card 5 00205	Card 6 00255			
CHASE,SAMUEL	000005	3055551203	000005	005	255	255	255	0
Card 1 00006	Card 2 00056	Card 3 00106	Card 4 00156	Card 5 00206	Card 6 00256			
CLINTON,BILL	000006	3055551142	000006	006	255	255	255	0
Card 1 00007	Card 2 00057	Card 3 00107	Card 4 00157	Card 5 00207	Card 6 00257			
COOLIDGE,CAL	000007	3055551133	000007	007	000	255	255	0
Card 1 00008	Card 2 00058	Card 3 00108	Card 4 00158	Card 5 00208	Card 6 00258			
DALLAS,GEORGE	000008	3055551146	000008	000	001	255	255	0
Card 1 -----	Card 2 -----	Card 3 -----	Card 4 -----	Card 5 -----	Card 6 -----			

Pages: 1

Thursday, April 25, 2002

Print Directory Short By Alpha

Directory Report by Code

Zoom 100%

Directory Report of - Sample CAT by Code Number Printed on 4/25/02 11:47:44 AM

Code Number	Name	Phone Number	PIN	Ext Relay 1	2	3	4	Group No.
Card 1 Name	Card 2 Name	Card 3 Name	Card 4 Name	Card 5 Name	Card 6 Name			
Card 1 Number	Card 2 Number	Card 3 Number	Card 4 Number	Card 5 Number	Card 6 Number			
000000	ADAMS,SAMUEL	3055551173		000	255	255	255	0
Gate C Sam 00001	Gate C Mary 00051	Club Hse 1 00101	Pool 1 00151	Pool 2 00201	Club Hse 2 00251			
000001	BUCHANAN,JIMMY		000001	001	255	255	255	0
Card 1 00002	Card 2 00052	Card 3 00102	Card 4 00152	Card 5 00202	Card 6 00252			
000002	BURR,ARRON	3055551141	000002	002	255	255	255	0
Card 1 00003	Card 2 00053	Card 3 00103	Card 4 00153	Card 5 00203	Card 6 00253			
000003	BUSH,GEORGE	3055551140	000003	003	255	255	255	0
Card 1 00004	Card 2 00054	Card 3 00104	Card 4 00154	Card 5 00204	Card 6 00254			
000004	CARTER,JIMMY		000004	004	255	255	255	0
Card 1 00005	Card 2 00055	Card 3 00105	Card 4 00155	Card 5 00205	Card 6 00255			
000005	CHASE,SAMUEL	3055551203	000005	005	255	255	255	0
Card 1 00006	Card 2 00056	Card 3 00106	Card 4 00156	Card 5 00206	Card 6 00256			
000006	CLINTON,BILL	3055551142	000006	006	255	255	255	0
Card 1 00007	Card 2 00057	Card 3 00107	Card 4 00157	Card 5 00207	Card 6 00257			
000007	COOLIDGE,CAL	3055551133	000007	007	000	255	255	0
Card 1 00008	Card 2 00058	Card 3 00108	Card 4 00158	Card 5 00208	Card 6 00258			
000008	DALLAS,GEORGE	3055551146	000008	000	001	255	255	0

Pages: 1

Print Directory Short By Code

Unit System Parameters

Selcom 2002 places all System Configuration Parameters on one screen. Complete descriptions of each item is available by placing the mouse pointer over each item. The standard factory defaults are provided as a reference. The defaults will be satisfactory in most applications. You may change them to provide for new password or directory description for example.



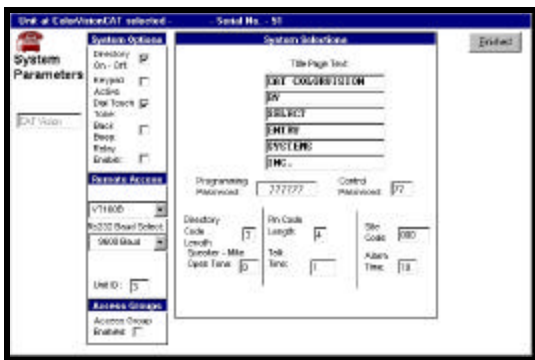
Unit System Configuration Standard

Showing Factory Defaults for the System Data



Unit System Configuration CAT/TEC VIII

Showing the sample TEC VIII & Avantec text



Unit System Configuration CAT/TEC Vision

Showing the sample vision text

Title Page Message Table	
CAT / TEC II	2 lines of 16 characters
CAT / TEC IV	2 lines of 16 characters
CAT / TEC VIII BLACKCAT / AVANTEC	1 line of 32 characters
TEC-VISION CATVISION	6 lines of 16 characters

- ◆ **Directory On - Off** - Turns the display of the Directory On or Off. This does not prevent calling the numbers.
- ◆ **Keypad active** - Allows the keypad to be used after calling allowing for voice mail, etc. Only the numbers 0 to 9 are active, The * and # are not active.
- ◆ **Dial Touch Tone** - Changes CAT / TEC Unit dialing from touch tone to rotary or pulse dialing.
- ◆ **Back Beep** - Sends a 'Beep' tone every ten seconds to the called party. This allows confirmation that the call originates from the CAT / TEC Unit.
- ◆ *** Relay Enable** - CAT Version Units only - Allows the auxiliary relays to operate. When this is not checked, the relay control numbers will not show in the directory. The data is not erased.
- ◆ *** Terminal Type** - The CAT / TEC Unit normally sends data to VT 100 terminal types, however it can be changed to output plain ASCII if desired.
- ◆ **RS232 Baud Select** - The serial port baud rate can be configured from 300 to 9600 (19,200 for Ver 3.1X and Ver 4.X) baud. If connected to a printer, the baud rate should match the setting on the printer. Range is 300 - 19,200 Default is 9600.
- ◆ **Unit ID (Answer Ring Count)** - This is the number of rings received before the CAT / TEC Unit answers. Range is 0 - 9. 0 means the CAT / TEC Unit will not answer. 3 is the default. The software uses this ID as a confirmation that it has connected to the proper unit, If the software ID and the Unit ID are not the same, the software will indicate an error and will not get or send data.
- ◆ ***Access Groups Enabled - On - Off** If you set this to Off, All cards and PIN's are ENABLED at ALL times.
- ◆ **Title Page Text** - See Title Page Table
PRESS # TO VIEW
DIRECTORY is the factory default.

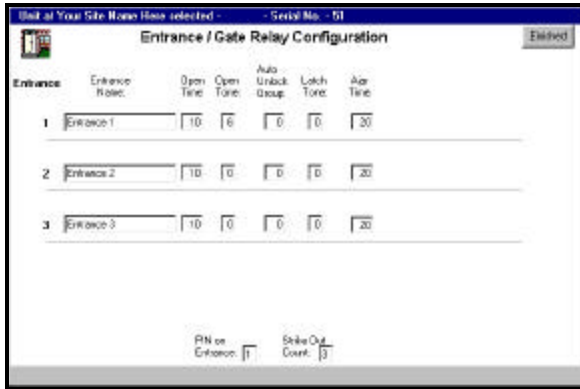
- ◆ **Programming Password** - This is the password used to access and program the CAT / TEC Unit. Any combination of up to six numbers and letters are allowed. 777777 is the default. **Caution:** Passwords with letters cannot be accessed from the keypad or remote touch-tone control.
- ◆ **Control Password** -The control password is used to dial the CAT / TEC Unit from a touch-tone phone and open or latch an entrance. Range is 00 to 99. The default is 00 in 3.0X Firmware. The 1st two digits of the control password is the control password in the CAT Multi Door and Ver. 3.1x or higher firmware. **See caution above.**
- ◆ **Directory Code Length** - Sets the displayed code length from 1 to 6 characters. Set this parameter to the number of digits you wish to be displayed and entered to dial.
- ◆ **PIN Code Length** - This sets the number of characters used when you use 'Personal Identification Codes' to allow entry. 0 (Off) or 1 to 6 numbers. 4 is the default. **Note: If PIN code length is set to less than the PIN codes, they may not operate.**
- ◆ *** Site Code** - Site codes are used with cards. Set to 000 when not using cards to disable cards or to the number provided by SES when using cards. The range is 000 to 254.
- ◆ **Speaker - Mike Open tone** - This tone allows you to turn the CAT / TEC Unit microphone on from a touch tone phone and listen to the activity. Range is 0 to 9. Default is 0 (Off).
- ◆ **Talk Time** - Talk time controls the amount of time the CAT / TEC Unit stays connected to the called number before automatically hanging up. Range is 1 to 99 Min. Default is 1 min. The CAT / TEC Unit beeps @ 10 seconds remaining as a warning.
- ◆ *** Alarm Time** - Alarm time controls the amount of time the alarm relay remains active for an alarm condition. Range is 1 to 99 sec. (0) reconfigures the option board to become a third entrance control unless the 4 reader option board is installed.

System Configuration Table		
Item	Range	Default
Directory On-Off	On - Off	On
Keypad Active	On - Off	Off
Dial touch-tone	On - Off	On
Back Beep	On - Off	Off
Relay Enabled	On - Off	Off
Terminal Type VT100 On Off	On - Off	On - VT100
RS232 Baud Select	300 - 9600	1200
Answer Ring Count	0 (Off) - 9	3
Access Groups Enabled	On - Off	
Title Page Text	See Title Page Table	PRESS # TO VIEW DIRECTORY
Programming Password	000000 to 999999 Letters are allowed	777777
Control Password	00 to 99	00 or 1st two digits of password
Directory Code Length	1 to 6	3
PIN Code	0 (Off) to 6	4
Site Code	000 to 254	000 = Off
Speaker - Mike	0 to 9	0
Talk Time	1 to 99	1
Alarm Time	0 to 99 seconds	00

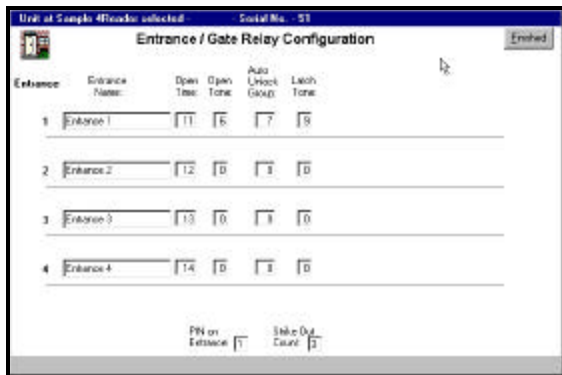
- ◆ **Note: The CAT units allow the optional third relay to become Entrance 1 & 2 shunt, and the inputs to become Entrance 1 & 2 sense, when the alarm time is set to zero.**

Unit Entrance Configuration

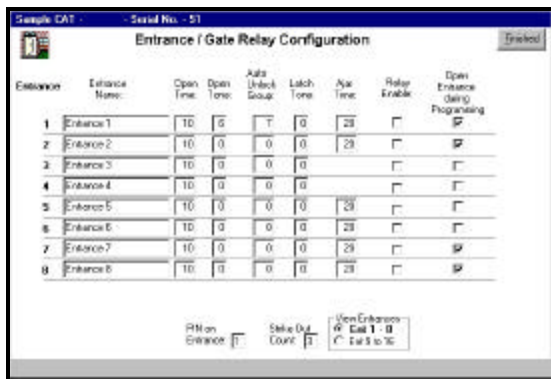
Unit Entrance Control



Showing CAT 2 Reader with settings optional third Entrance



Showing TEC Four reader with available settings



Showing CAT Sixteen reader with available settings

Selcom 2002 places all entrance configuration data on one screen. Selector buttons allow selecting the additional entrances when installed. Complete descriptions of each item is available by placing the mouse pointer over each item. The standard factory defaults are provided as a reference. The defaults will be satisfactory in most applications. You may change them to provide for a slow opening gate or entrance. A Telephone code is installed to open the first entrance. You may need to change this and the Open and Latch tone for each of the first four entrances. When installed, the additional entrances may be programmed by selection of the Dr 9 - X radio button in the View Entrances area of the display. You may use the radio buttons to view all the entrances as required. Selcom 2002 will display the amount of entrances installed.

- ◆ **Entrance 1-16 Name** - Sets the name you will use to describe this door.
- ◆ **Ent. 1-16 Open Tone.** - Sets the touch-tone used to open Ent. 1 from the called phone. Range is 0 to 9. Zero is off. Default is 6. Valid for the first four entrances only.
- ◆ **Ent. 1-16 Auto Unlock Group** - Sets the Access Group used to automatically unlock and re-lock these entrances.
- ◆ **Ent. 1-16 Latch Tone** - Sets the touch-tone used to 'Latch' Ent. 1 Open. Range is 0 to 9. Zero is off. Default is 0. Valid for the first four entrances only.
- ◆ **Ent. 1-16 Ajar Time** - Controls the time the alarm shunt relay remains energized after the entrance 1 relay de-energizes. Range is 0 to 99 sec's. Default is 20 seconds. **Not applicable in the first four entrances with 4 Reader Option installed in main unit. Note: Setting Alarm Time to 0 (Disabling Alarms) will allow you to use an optional ajar time relay with the first two Entrances with a four reader option.**

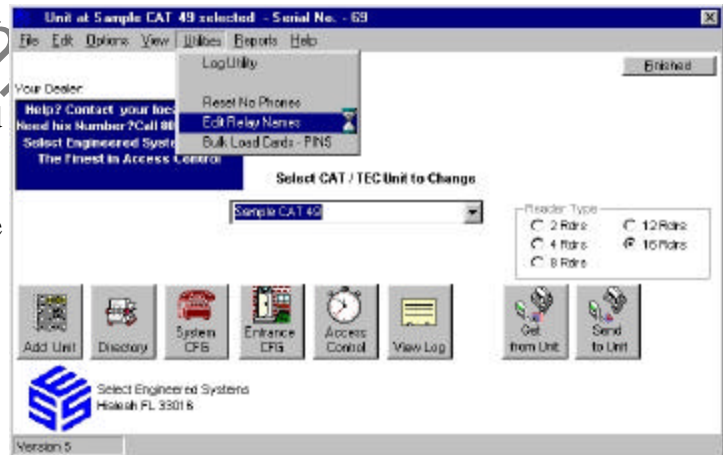
- ◆ **Ent. 1-16 Relay Enable** - CAT Version only - Enable optional relay outputs with these Entrances. You may select any and all of the entrances to activate the optional relays.
- ◆ **Ent. 1 - 16 Open Entrance during programming** - CAT Version only - OPENS entrances while unit is in programming mode. (While using Selcom 2002 or a terminal program or using keypad programming.)
- ◆ **Strike Out Count** - Sets the number of invalid PIN entries before the system locks out.
- ◆ **Ent. 1-4 Pin on Entrance** - Sets the Entrance to be opened using the PIN numbers. Valid for the first four entrances only.

Entrance Configuration Table		
Item	Range	Default
Entrance 1-16 Name	21 Characters	Entrance X
Ent.1-16 Open Time	1 to 99 sec's	10 sec's
Ent. 1-16 Open Tone	0 to 9, 0 is off	6 on Ent 1
Ent.1-16 Latch Tone	0 to 9, 0 is off	0
Auto Unlock Group	0 to 7, 0 is off	0
Ent. 1-16 Ajar Time	0 to 99 sec's N/A	20 sec's
Ent.1-16 Relay Enable	On - Off	Off
Ent 1-16 Open during	On - Off	Off
Strike out Count	0 to 9, 0 is off	3
PIN on Entrance	1 to 4	1

Optional Relay Names

Selcom 2002 includes the option of displaying custom names in the directory, when the relays are activated. By default , the relays are named “Relay No, X “ with x as the relay number. The relays are numbered Relay 0 through Relay 255. Naming screens are accessed from the utility menu. To rename a Relay name from the default, follow these steps:

1. Access the Edit Relay Name option from the Utility Menu.
2. Using the left and right pointers at the bottom of the screen, move to the relay name to change.
3. Using your mouse, point and click in the Relay Name window.
4. Change the name as you desire. The characters are limited to 15 as that can be displayed on the screen.
5. Select “Update” if you have more to change or “Finished” if you are done entering names.
6. Select the “X” in the corner, when you are finished.



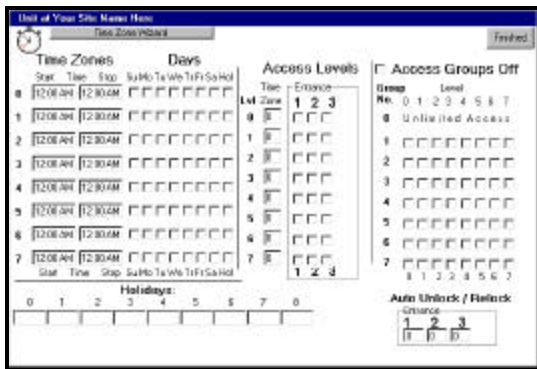
Selecting Edit Relay Names on Main Screen



Unit Access Control

Selcom 2002 places all Access Control data on one screen. Complete descriptions of each item is available by placing the mouse pointer over each item. The Sample 49 settings supplied are provided as a reference in the illustrations and will be used to explain the uses.

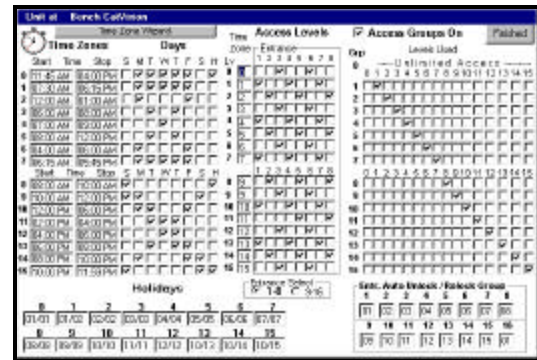
Note the second screen showing similar settings on a four reader system. The descriptions include Entrance four where applicable.



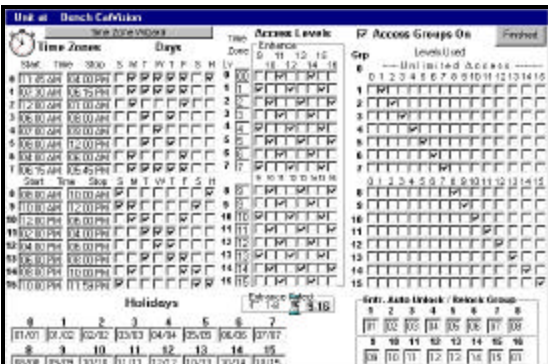
TEC Series Access Screen

Time Zones

Times Zones allow the User to set up 16 different time slots in a CAT and 8 time slots in a TEC unit. Each Time Zone is a separate continuous time slot. The sample zones are configured as shown on the Time Zone table. Zone 0 shows a time zone starting at 7 am to 6 pm Monday through Friday. This would be typical of a factory building open times. Time Slots must end at midnight. To set up a Group that has access through midnight, you must use two Time Zones as shown in the example as Time Zone 3 and Time Zone 4. The days of the week may be chosen for each Time Zone by 'Checking' each day you wish to use. 'Check the box again removes the selection. The Holidays box will allow access on the nine dates (16 Date in a CAT Unit) entered on the form. In the examples, Time Zone One allows access from 6 am through 6 pm, Monday through Friday. Time Zone Two allows access from 6 am through 6 pm, Saturday, Sunday and Holidays. Time Zone Six allows access from 7:45 am through 8:15 am, Monday through Friday. and Time Zone Seven allows access from 4:45 pm through 5:15 pm, Monday through Friday. This could be typical of busy times at a Gate entrance and exit.



CAT Multi Door Access Screen w/ Ent 1-8



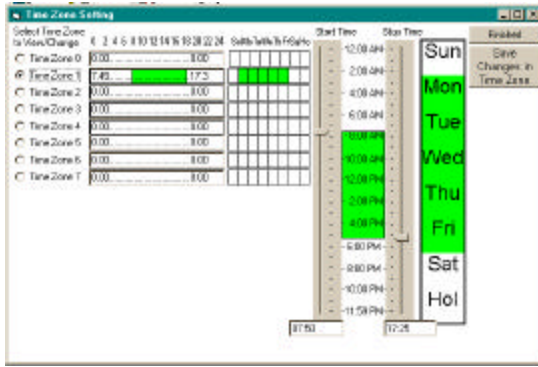
CAT Multi Door Access Screen w/ Ent 9-16

Access Levels

Access Levels are used to attach Time Zones to specific Entrances. In the examples, the Access Levels Zero is assigned to One, Two, Three and Five. Access Level Five is assigned to Entrance Two and Six, uses Time Zone Five (8:40 am through 5:20 pm). Access Level Six is assigned to Entrance One and Seven, uses Time Zone Six (7:45 am through 8:15 am). Access Level Seven is assigned to Entrance One and Eight, uses Time Zone Seven (4:45 pm through 5:15 pm).

Sample 49 Time Zone Configuration as Shown

Zone	Start Time	Stop Time	Days Allowed
0	7:00 AM	6:00 PM	Monday to Friday
1	6:00 AM	6:00 PM	Monday to Friday
2	6:00 AM	6:00 PM	Saturday, Sunday, Holidays
3	10:40 PM	11:59 PM	Monday to Friday
4	12:00 AM	7:20 AM	Monday to Friday
5	8:40 AM	5:20 PM	Monday to Friday
6	7:45 AM	8:15 AM	Monday to Friday
7	4:45 PM	5:15 PM	Monday to Friday



Time Zone Wizard

Time Zone Wizard

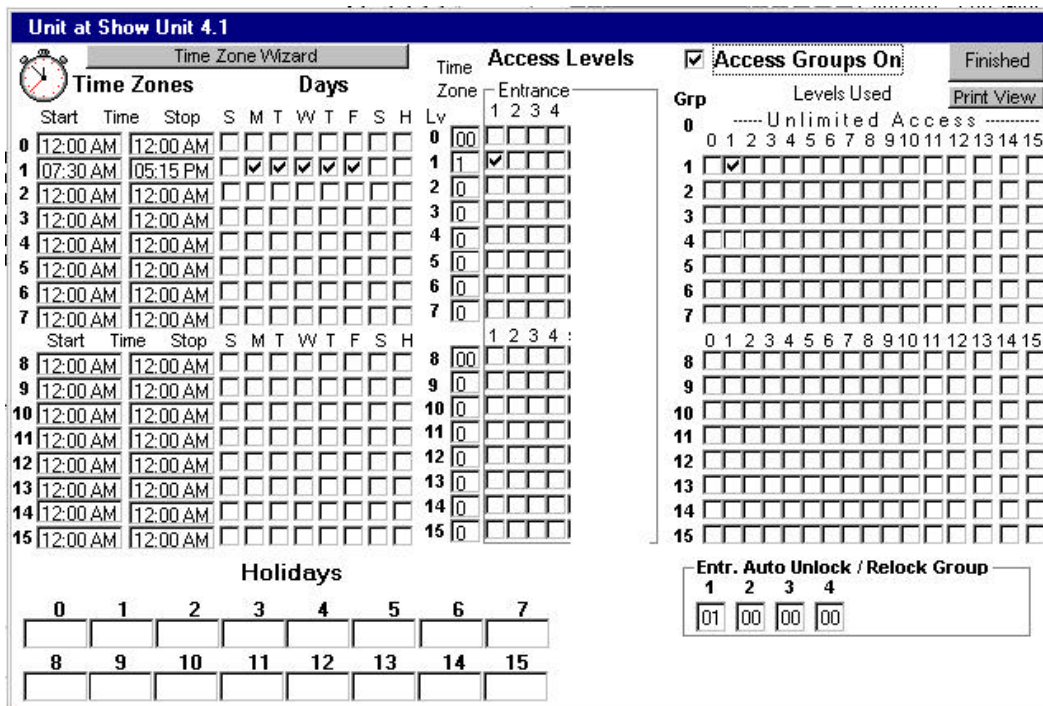
Selcom 2002 includes a “Time Zone Wizard” to assist you in setting up your time zones. The left hand side shows the current settings for the time zones and the right hand side has the modification tools. In the following example, the user wanted to setup a time zone to include 8:00 am to 5:00 pm, to automatically open or unlock the front door. In order to allow the employees time to get to work and leave after work, the user set the times in Time Zone 1 to 7:45 am to start and 5:15 pm to stop. The user decided to use Time Zone 1, Access Level 1 and Access Group 1, just to keep things as simple as possible. The user selected the Time Zone Wizard. When the screen appeared, the user

selected the Time Zone 1 button. The left graph’s moved to the current settings. Using their mouse, the user moved the Start and Stop pointers to the desired times and then clicked on the days they wanted the entrance opened. Next the user saved changes in Time Zone. The left hand graph update to show the **current saved** configuration.



The user clicked on the “Finished button and returned to the access screen. The user then selected Time Zone 1 to be used in Access Level 1 with Entrance one. Then the user set Access Level one to be active in Access Group one. Finally, the user set the “Auto Un-lock—Re-Lock for Entrance 1 to Access Group 01. This has the effect of selecting the time zone to unlock the entrance during 7:45 am to 5:15 pm.

Access Control Screen



Access Groups

Access Groups are used to allow groups of individuals card or PIN access by assigning a level or combination of levels to their group. Access Group Zero is **predefined** as an unlimited group. Group Zero allows access 24 hours a day, ALL days of the year. Access Groups are assigned to the individuals in the Directory. *If you do not assign a Group to an individual during the directory entry, Zero (0) is assigned by default.*

The examples provided show only a few ways to combine levels into a group to allow specific access to certain individuals. For example in Group Six, Access Levels Zero (0) and One (1) *could* be selected to allow a group to have access seven days a week, 7:00 am to 6:00 pm Mon. - Fri. and 6:00 am to 6:00 pm Sat, Sun and Holidays and using all entrances as selected.

Holidays

Sixteen Holidays may be entered in a CAT Multi Door. Up to Nine Holidays may be entered in a TEC Series with a clock and access control. They are entered as two digits for the month, a slash, and two digits for the day (XX/XX). *If a Holiday is entered and falls on a Mon -Fri, any group set with a time zone of Mon - Fri without Holidays will not have access on the holiday. Further, any group using access levels with time zones without Holiday access will not have access on the Holiday.*

Automatic Unlock and Re-lock

You may choose to automatically unlock (or open) and re-lock (or close) any entrance (or gate) using access groups. The example provided shows Access Group Seven used to open the Number One entrance once at 7:45 am to 8:15 am and again at 4:45 pm to 5:15 pm. This example might be an employee gate that automatically opens during the peak traffic flow. Another example would be to use Group Five using Level Five and Time Zone Five to keep open the Second Entrance during normal business hours.

Sample 49 Access Level Table		
Level	Time Zone Used	Entrances Affected
0	0	Entrance One, Two, Three and Four
1	1	Entrance One, Two, Three and Four
2	2	Entrance One, Two, Three and Four
3	3	Entrance One, Two, Three and Four
4	4	Entrance One, Two, Three and Four
5	5	Entrance Two and Four
6	6	Entrance One and Three
7	7	Entrance One and Three

Sample 49 Access Groups Table	
Access Group	Access levels and Zones Used
Zero (0)	None - predefined as unlimited access
One (1)	Level Zero using time zone zero with all entrances 7:00 am through 6:00 PM Mon. - Fri.
Two (2)	Level One using time zone one with all entrances 6:00 am through 6:00 PM
Three (3)	Level Two using time zone two with all entrances 6:00 am through 6:00 PM, Sat, Sun and Holidays.
Four (4)	Levels Three and Four using time zones three and four combined to allow access through all entrances 10:40 PM through 7:20 am, Mon. - Fri.
Five (5)	Level Five using time zone five with entrance two 8:40 PM through 5:20 PM
Six (6)	None, not set to any
Seven (7)	Levels Six and Seven with entrance one during 7:45 am through 8:15 am and then 4:45 PM through 5:15 PM Mon. - Fri.

Sample 49 Auto Unlock / Re-lock Table			
Entrance	Access Group	Access Level	Time Zone
One	Seven	Six and Seven	7:45 am to 8:15 am and 4:45 PM to 5:15 PM
Two	None	None	None
Three	Seven	Six and	7:45 am to 8:15 am and
Four	None	None	None

Bulk Loading Information in the Directory

Selcom 2002 includes a bulk data loader. The bulk loader can load the following:

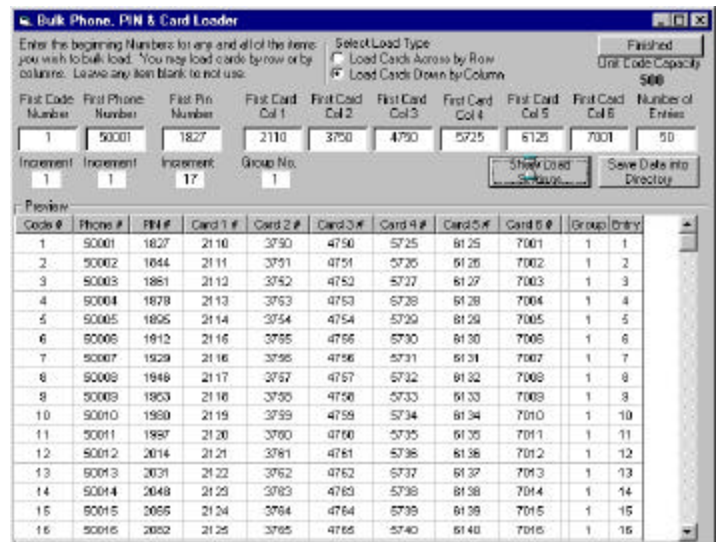
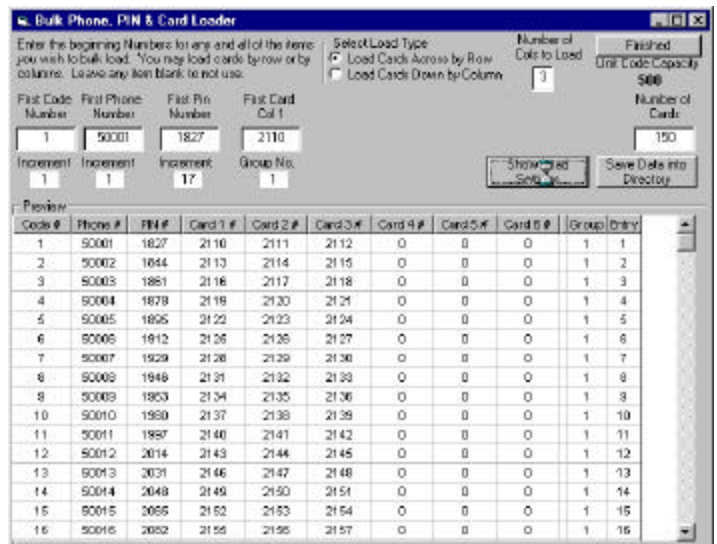
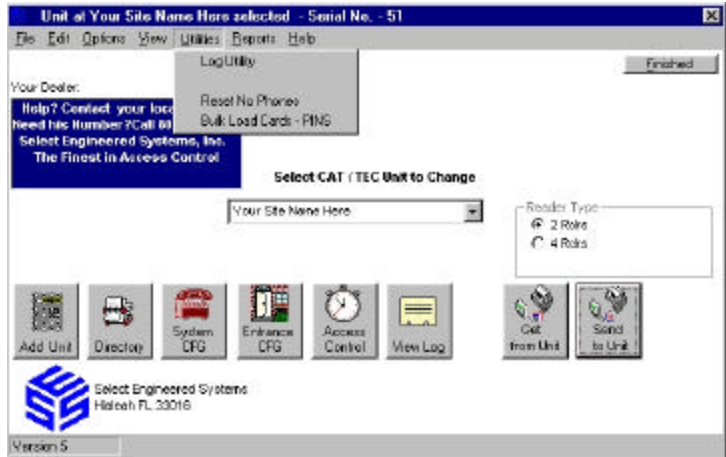
1. Phone numbers (Normally used in “No Phone Bill Systems”)
2. PIN Numbers for Resident/Employee Access
3. Card Numbers to preload a series of cards prior to issue.

Selcom 2002 Bulk Loader will allow you to control the increment (sequence step) of the Code Number, Phone number and PIN numbers. The illustrations show examples of bulk loadings prepared for a CAT Unit. The first shows an example of bulk loading by column with a separate card sequence for each column. Note the example is showing the following:

1. Code Numbers are incrementing by one.
2. Phone numbers are incrementing by one.
3. PIN Numbers are incrementing by seven-teen.
4. Six separate sequences of card numbers are shown.
5. Fifty records are to be modified.
6. Show Load Settings is showing a preview of what will be entered.

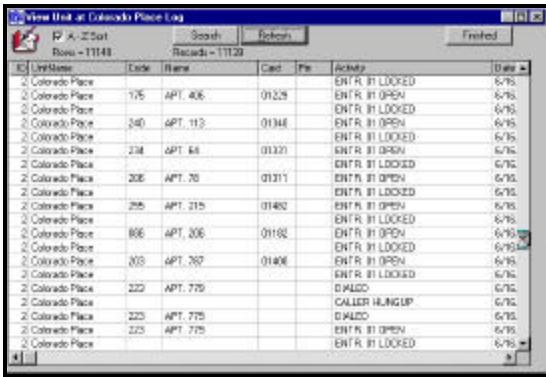
You should examine the entries carefully before you select “Enter Data into Directory”. Once the “Enter Data into Directory” is selected, the changes are made with no undo.

The bulk loader will also work with TEC Units. However, with TEC units, the loader will only load the first row of cards as that is the limit of TEC units.



Unit Event Log Control

Selcom 2002 presents a new simplified view of the transaction log. All information is present and is shown in a new combined format. Selcom 2002 provides for formatting and viewing of the Event Log Buffer information and maintaining a single, separate log file for each unit or MUI Site. Each site MUI description is placed in the log to identify which unit the information is from. Sorting and filtering of the Log Events are available and do not alter the data in the log. You may use the Sorts & Filters to selectively display and print groups of records in the log. If your computer has a screen resolution higher than 640 x 480, you may resize the Window up to the full size of your screen to display more data.



Log View with columns adjusted, Date & Time Sort and Row Highlight selected.

Log Information Provided	
ID	ID number of unit called
Unit Name	Site or MUI count name of Unit
Code	Directory Code No. of Event, if applicable
Name	Directory Name of Event, if applicable
Card	Directory Card No. of Event, if applicable
PIN	Directory PIN No. of Event, if applicable
Activity	Description of event
Date	Date & Time event occurred
Other 1 -2	Partial messages, normally empty.

- ◆ File size limited by the size of your computer storage capacity, not by the software.
- ◆ **The Log Display is limited to 23,325 records.** Larger files require you to print out the Log to view all the records. More memory may be to improve performance.
- ◆ Default Sort is by date and time.
- ◆ Sorting is allowed on any column.
- ◆ Temporary sizing of any column is allowed.
- ◆ Selections and sorting do not change the real data.
- ◆ The words "CODE", "CARD" and "PIN" are removed from the messages for clarity.
- ◆ Log columns separated into logical types to enhance sorting and selecting.
- ◆ Partial messages that result from data wrap in the buffer are deleted.
- ◆ Automatic update mode prevents most data repetition. In order to insure all messages are entered, the last messages with the same date and time are repeated.

Erase to date allows maintaining your log at the size and dates you desire. Larger Log files operate slower. Open File add function allows you to add old logs to the file if required.



Log Utility with record showing

Log Utility Function Table	
Open File	Opens old file for conversion
Get Data	Loads file chosen with Open file
Erase Log	COMPLETELY Erases Log
Erase to Date	Erases Log UPTO a selected Date
Get NewData	Loads data with dates after existing data with file chosen with Open file
<< >> Data Control Bar	Allows movement through Log and view individual records.

Log Search Utility

Selcom 2002 comes with a Log search utility. Any data to search for may be typed in and ANY occurrence of the data in ANY field will cause the record to show. The Search function is started by selecting the “Search” button on the Log Screen. The grid display will clear and the Search window will appear. The example shows a search for “Apt. 115” and the results found. The search function searches ALL fields. If the [Search for] text is located in ANY field, that event is included in the found list.

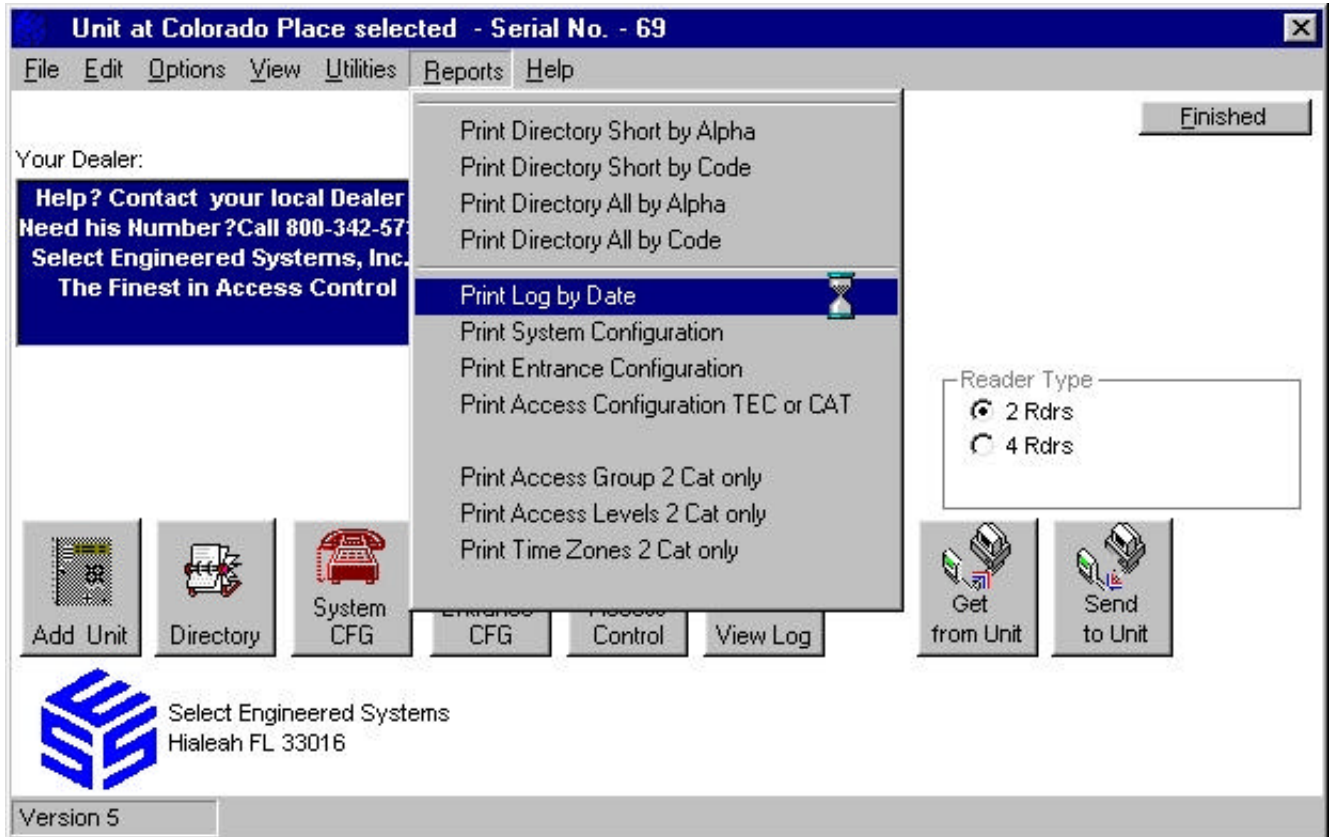
Preliminary

The screenshot shows a software window titled "View Unit at Colorado Place Log". At the top, there are buttons for "Search", "Refresh", and "Finished". Below these, it indicates "Rows = 11140" and "Records = 11139". A search bar contains the text "APT. 115" and a "Do Search" button. To the right of the search bar, it says "searching - 11139" and "Records Found - 43". Below the search bar is a table with the following data:

ID	UnitName	Code	Name	Card	Pin	Activity	Date
2	Colorado Place	143	APT. 115			DIALED	
2	Colorado Place	143	APT. 115			ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01201		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01201		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01296		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01201		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01296		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01296		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01201		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01201		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01201		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115			DIALED	
2	Colorado Place	143	APT. 115			DIALED	
2	Colorado Place	143	APT. 115			ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01201		ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115			DIALED	
2	Colorado Place	143	APT. 115			ENTR. 01 OPEN	
2	Colorado Place	143	APT. 115	01201		ENTR. 01 OPEN	

Printing the Transaction Log

The “Print Log by Date” in the Pull Down Menu, allows you to print the entire Log, or any portion of the log you desire.



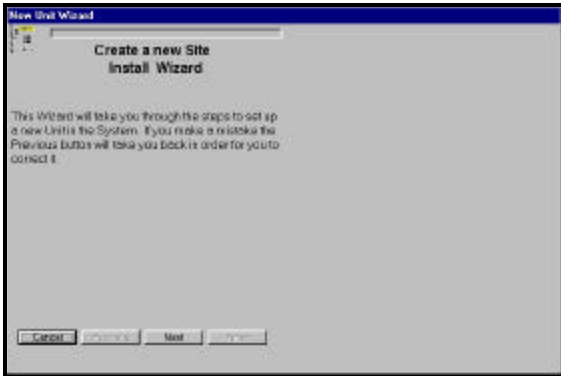
Selecting a Report

Standard Report

Selcom 2002 comes with a standard Log Report. This report prints in Date/Time order and contains all the data in the records. The report is found in the “Reports” menu selection. It is titled “Print Log by Date”. This report has a “Preview on screen” as well as a print any and or all pages and an export utility. With the export feature , you may export to use the data to view the log in another program, Microsoft Excel for example.

Log Report of - Colorado Place by Date Printed on 4/23/02 1:08:41 PM

Date	Unit ID	Unit Name	Code #	Name	Card #	Pin #	Activity
6/3/00 7:12 AM	2	Colorado Place	159	APT. 105	01283		ENTR. 01 OPEN
6/3/00 7:12 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 7:31 AM	2	Colorado Place	032	APT. 770	01079		ENTR. 01 OPEN
6/3/00 7:31 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 7:37 AM	2	Colorado Place	201	APT. 772	01260		ENTR. 01 OPEN
6/3/00 7:37 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 7:59 AM	2	Colorado Place	113	APT. 208	01141		ENTR. 01 OPEN
6/3/00 7:59 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 8:12 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 8:12 AM	2	Colorado Place	236	APT. 77	01335		ENTR. 01 OPEN
6/3/00 8:21 AM	2	Colorado Place	260	APT. 737	01471		ENTR. 01 OPEN
6/3/00 8:21 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 8:36 AM	2	Colorado Place	115	APT. 795	01258		ENTR. 01 OPEN
6/3/00 8:36 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 8:39 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 8:39 AM	2	Colorado Place	082	APT. 769			DIALED
6/3/00 8:39 AM	2	Colorado Place	082	APT. 769			ENTR. 01 OPEN
6/3/00 8:44 AM	2	Colorado Place	241	APT. 712			DIALED
6/3/00 8:44 AM	2	Colorado Place	241	APT. 712			ENTR. 01 OPEN
6/3/00 8:44 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 8:47 AM	2	Colorado Place	105	APT. 725			DIALED
6/3/00 8:47 AM	2	Colorado Place	054	APT. 114	01058		ENTR. 01 OPEN
6/3/00 8:47 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 8:52 AM	2	Colorado Place	165	APT. 209	01271		ENTR. 01 OPEN
6/3/00 8:52 AM	2	Colorado Place					ENTR. 01 LOCKED
6/3/00 8:56 AM	2	Colorado Place	088	APT. 730			DIALED



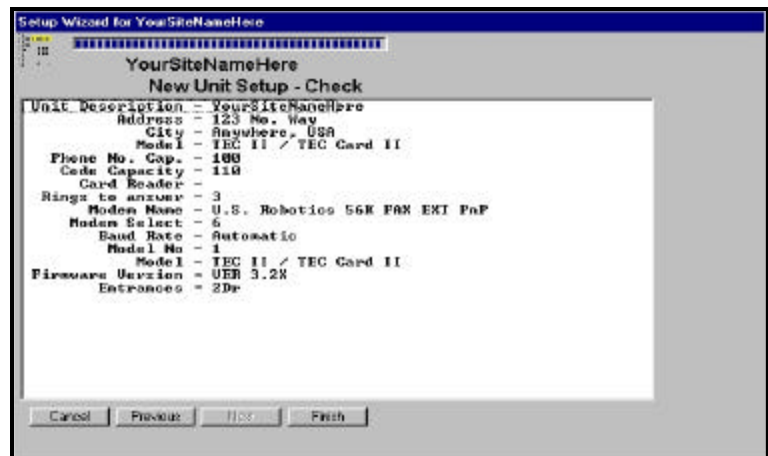
Add CAT / TEC Unit Wizard

Selcom 2002 provides a 'Wizard' to help with the installation of a new Unit. It provides a step by step method of providing the information required and desired. You will need the following information at hand to 'setup' a new unit in the software (See page 32 for a handy work sheet for arranging this information)

- ◆ Your Name for the Unit.
- ◆ Unit Address (optional).
- ◆ Unit City (optional).
- ◆ Unit Type and Model.
- ◆ Unit Phone Capacity.
- ◆ Unit Code Capacity (If Used).
- ◆ Unit Phone Number.
- ◆ Method of Dialing - Use a 1 prefix or not
- ◆ You must have a modem installed into Windows 95 if you will be using that to communicate to the Unit. If a modem is properly installed, you will be able to merely **SELECT** it in a pull down selector box. If not, you may select it later using the Edit Unit Data selection from the File menu.

Using the Wizard

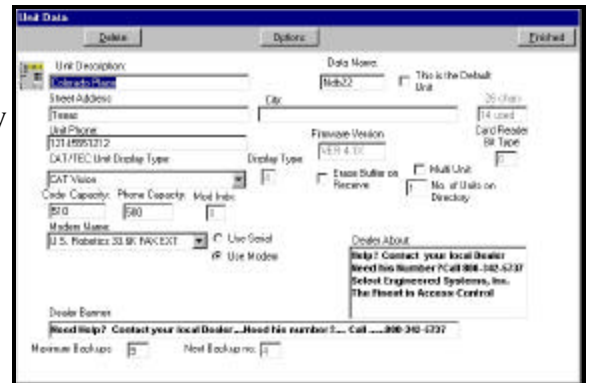
The Wizard takes you step by step through the information required, providing default answers when applicable. You may go back to correct any item without reentering the remaining data you previously entered. A review is provided at the finish, allowing you to view all the entries at one time. If something needs to be changed, use the 'Previous' button to go back and correct the entry. When you have completed the entries, the 'Finish' button will enable and when pressed, sets up the new unit for you.



Edit Unit Data

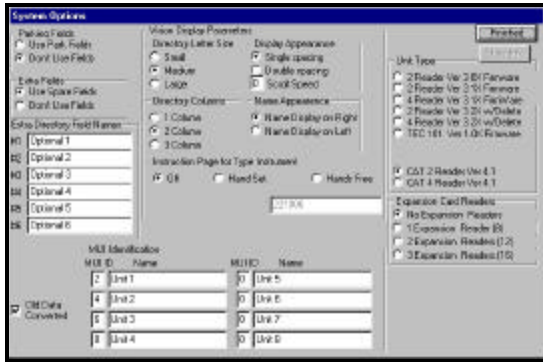
Selcom 2002 places Unit Data configuration data on one screen. Complete descriptions of each item is available by placing the mouse pointer over each item. The Wizard is the standard method used to complete this form. The Wizard also generates the data files needed to store the information for each new site. This screen is provided to allow changes to be entered when required after a site is created with the wizard..

- ◆ **Unit Name** - contains the file name for the unit.
- ◆ **Site Description** - contains the Unit's name you refer to
- ◆ **Street Address** - for your reference.
- ◆ **City** - for your reference.
- ◆ **Unit Phone** - insert the number to be called including any prefixes required. (Example - 9,1028812125551212). Up to 32 digits may be used to dial the number used by Selcom 95 to connect to the unit. Note: Selcom 2002 is compatible with 10 digit local dialing
- ◆ **CAT / TEC Unit Model No.** - select from list.
- ◆ **Code Capacity** - Code capacity you purchased.
- ◆ **Phone Capacity** - Phone Capacity you purchased.
- ◆ **Use Modem / Use Direct Connect** - how will you connect to the unit to Put data and Get data.
- ◆ **Modem Name** - Pull down select for finding the modem in your computer.
- ◆ **Comm. Port** - Select the Comm. Port used in **Direct Connect**.
- ◆ **Baud Rate** - Current CAT and TEC units from SES can have an optional serial interface. You may use this interface to directly connect to the unit for programming. The default baud rate is 9600 baud and is settable from 300 to 19,200(CAT) or 9600 (TEC). Baud rates with modems are automatic.
- ◆ **Maximum Backups** - This sets the number of previous sessions the software stores. Once this number is reached, the backups are automatically rotated, replacing the oldest first. Default is nine and is recommended.
- ◆ **Next Backup No** - shows the position of the current backup.
- ◆ **Data Name** - Name of the data file for this Unit - You may set this information to configure or reconfigure software for multiple units on one directory. (See Page 38)
- ◆ **This is the Default Unit** - Select this box on the unit you wish to appear automatically when you start the program. (See page 8)
- ◆ **Erase Buffer on Receive** - Sets program to erase buffer when data has been received. Feature is only available in CAT Multi Door Units.
- ◆ **Multi Unit** - Sets software to allow for multiple units on a single phone line and sets sleep mode active for multiple units on single phone lines.
- ◆ **No. of Units on Directory** - Sets software to the number of units connected on **ONE** phone line **with the same Directory**.
- ◆ **Firmware version** - You may set this information in the options screen to configure or reconfigure software for any unit. (See Options, Page 29) Each site may be configured differently and the software will then show each site's features correctly.
- ◆ **Options** - This selector allows you to go to the options screen.

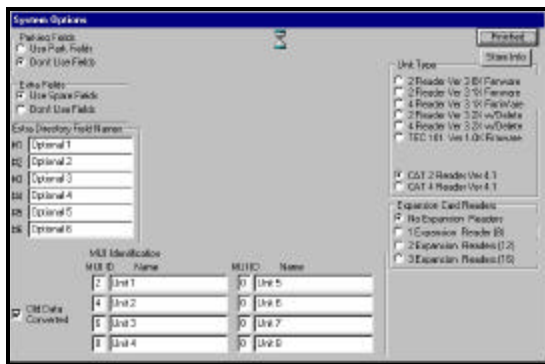


Options -Screen

- ◆ **This screen is only available from the edit Unit Data Screen**
- ◆ **Cards Readers** - set the software screens to the proper firmware version and number of readers in the unit. This must match the unit or the software will not allow the user to connect to the unit. This prevents sending information to the incorrect unit. **Note: CAT Multi Door Units all have Version 4.X firmware. Only select these options when setting up a CAT Multi Door site.**
- ◆ **Expansion Card Readers** - Configures software screens to include external card reader modules.
- ◆ **Vision Display Parameters** - allows setting of the CAT / TEC Vision display in Ver 4.X (CAT) and Ver 3.1X units. This includes the size of the characters, number of displayed columns, name or calling code first, display an instruction page and automatically scroll the names on the display. This programming feature requires firmware Version 3.1X or higher to function.
- ◆ **Parking Fields** - Sets the software to display the Parking in the directory display. This feature maybe selected, turned off and re-selected without loss of data.
- ◆ **Extra Fields** - Sets the software to display the extra fields in the directory display. This feature maybe selected, turned off and re-selected without loss of data.
- ◆ **Note:** When both optional fields types are not selected, the card names are also not displayed, giving the most concise display.



Options screen showing a CatVision Unit



Options screen showing a CAT Multi Door Unit

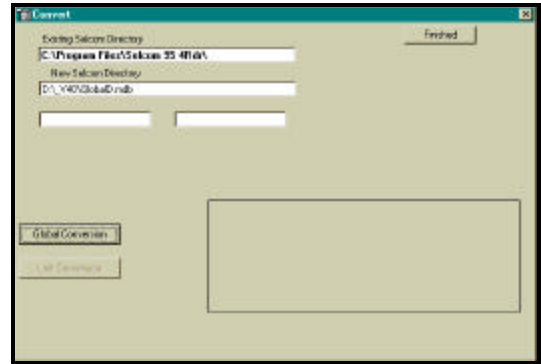
- ◆ **Extra Directory Field Names** - Allows the User to program the name of the fields shown in the directory display.
- ◆ **Expansion Card Readers Connected** - Allows the installer to select the number of Expansion Card Reader Modules (not individual readers) connected to the CAT Unit.
- ◆ **MUI Identification** - When using MUI cards, these fields allow the user to enter the ID and their logical name for each unit. This allows sending the same directory and getting the log from more than a single unit with the individual logs identified.
- ◆ **Old Data Converted** - When Selcom 2002 is installed, a converter is provided for the user to transfer the information from the old Selcom 95 system to the new one. For accident prevention, this converter will run once and not appear in the menu again. If it is required to operate the converter again, this box should be **unchecked**. If the converter is operated again, the data **WILL** revert to the Selcom 95 data. If this was a new install, with no data to transfer, this box may be checked to remove the converter from the menu.

Convert -Screen

This converter will transfer the data from Selcom 95 Ver 1.1 through Ver 1.3X. Verify your version prior to operating this converter.

Controls and Selectors

- ◆ **Existing Selcom Directory** - Enter the directory where your **present** data is located.
- ◆ **New Selcom Directory** - This directory is determined by the software and is shown for the user to verify that it is correct.
- ◆ **Global Conversion** - After selecting the proper directory this button is “Clicked” to perform the first part of the conversion.



To Use this function:

- 1 Select File - Convert from the main menu.
- 2 This screen will appear.
- 3 Select the Directory where your old data exists. If you did a standard install, the Directory is “C:\Program Files\Selcom 95 4Rdr” and will show in the window.
- 4 Click the “Global Conversion” button.
- 5 After it is complete, Click the “Unit Conversion” button.
- 6 During the conversion, progress information will be displayed.
- 7 Upon completion, Click “Finished” on the convert screen.
- 8 The files are transferred into the new system, but the old files are not removed.
- 9 If you desire to remove the old files, you may do so manually. Check the new files to insure they were properly transferred prior to deleting the old files.

Moving from Selcom 2000

The data in Selcom 2000 can be used in Selcom 2002. To use your old data in Selcom 2002 follow these steps:

1. Install Selcom 2002 (do not install into the Selcom 2000 directory, as it may erase your files.
2. Open Windows explorer.
3. Go to the Selcom 2000 directory. **The default directory is “C:\Program Files\Selcom 2000”** You may have selected another directory. If so go to that directory.
4. Holding down the control key, select all of your Ndb**.*.mdb files AND select GlobalD.mdb.
5. Leaving your mouse pointer over one of the selected files, Right click the mouse and select “copy” from the menu.
6. Go to the Selcom 2002 directory. **The default directory is “C:\Program Files\Selcom 2002”** You may have selected another directory. If so go to that directory.
7. Right click the mouse and select “Paste” from the menu. Select “OK” to replace files.
8. Selcom 2002 will then operate with a copy of your Selcom 2000 files.

Setting your Microsoft Windows Telephone Application Programming Interface (TAPI)

Long Distance Control

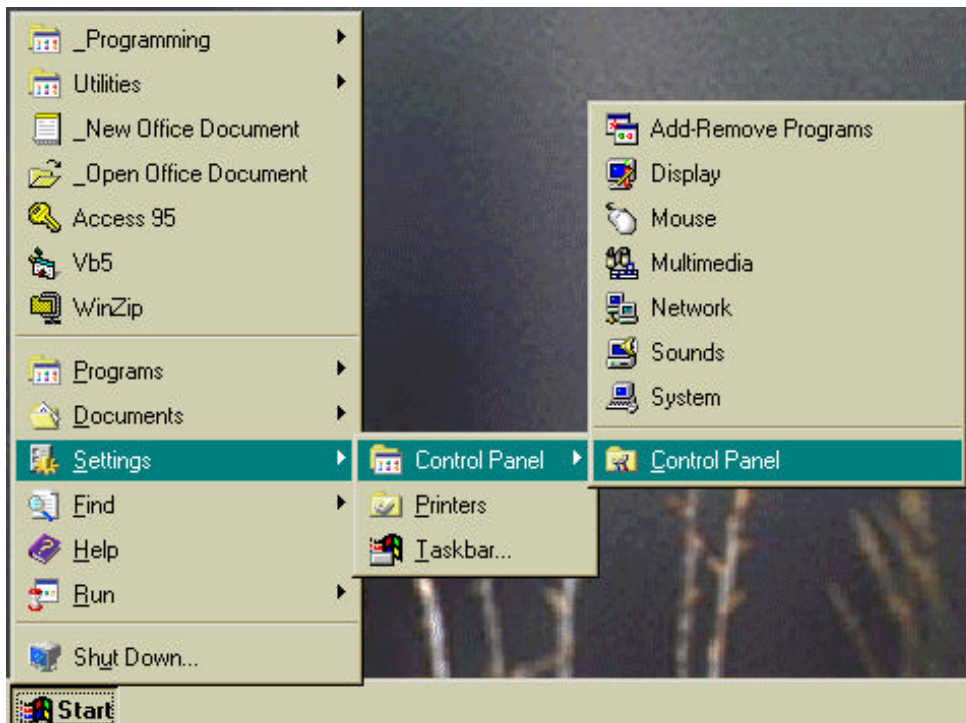
Under some versions of windows, Windows 95 TAPI controls do not handle ten digit dialing and or long distance correctly. For your convenience, the local area code awareness of Windows 95 is not used in Selcom 2002 **even if your other programs use it.**

This means you will directly control the long distance area codes. In Selcom 2002, enter (area prefix suffix) in the Wizard or in 'Edit CAT / TEC Unit Data Screen. Place the correct number in the Unit Phone: window. Example for 10 digit local calling: '3055551212'. Place any special prefix and all the numbers necessary and Selcom 2002 TAPI will dial it exactly for you. This feature allows for 10 digit local calling, same area code long distance calling as well as special carrier long distance calling as in (1010321,13975551212). Selcom 2002 allows for 32 digits to be placed into the called number. Spaces, Parentheses and Dashes are not required and not allowed.

Error Control

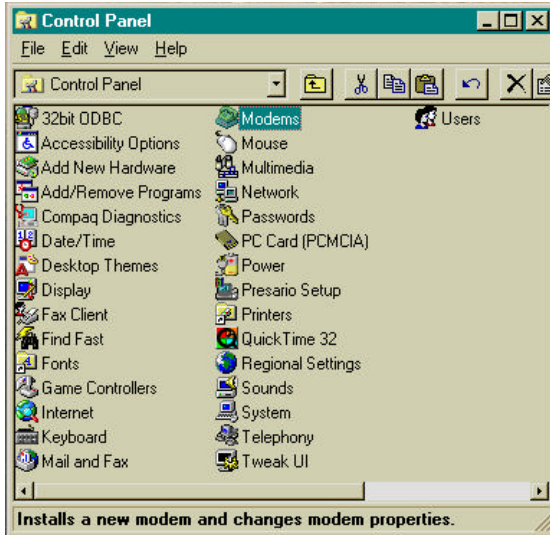
Selcom 2002 uses the standard TAPI interface within **Windows 95/98/ME/NT/2K/XP** This allows for a modem to be installed into Windows System and Selcom 2002 will use it.

Selcom 2002 may requires that error control be turned off. We are providing the following instructions to turn off error control. In order to assist you we have provided the following setup.

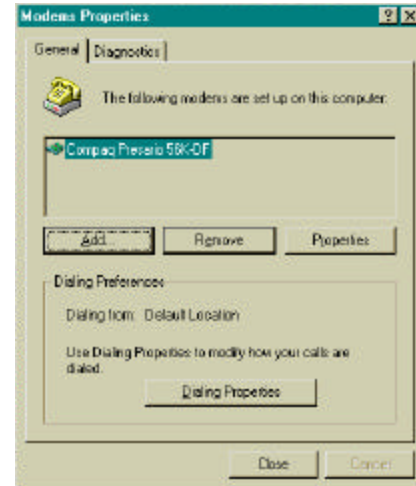
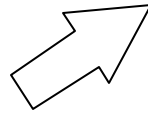


Using Start - select 'Settings' then 'Control Panel' then,if required ,

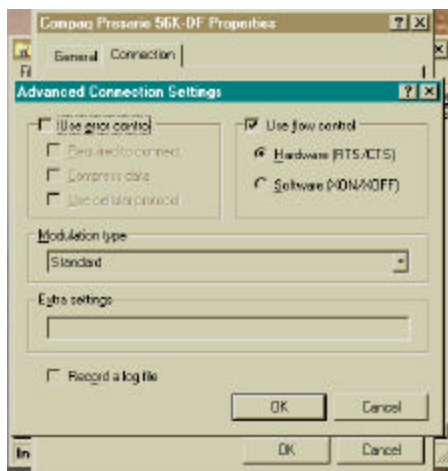
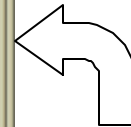
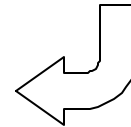
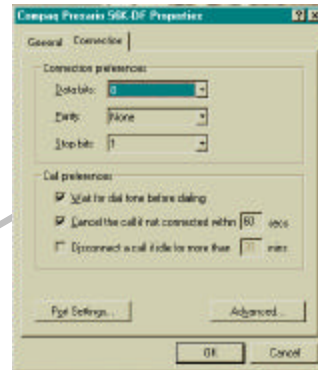
**Setting your Microsoft Windows Telephone Application
Programming Interface
(TAPI)
continued...**



Using Control Panel - select 'Modems'.

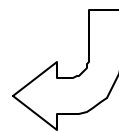


Then select the modem you will use with Selcom 95. Next select the 'Properties' menu.



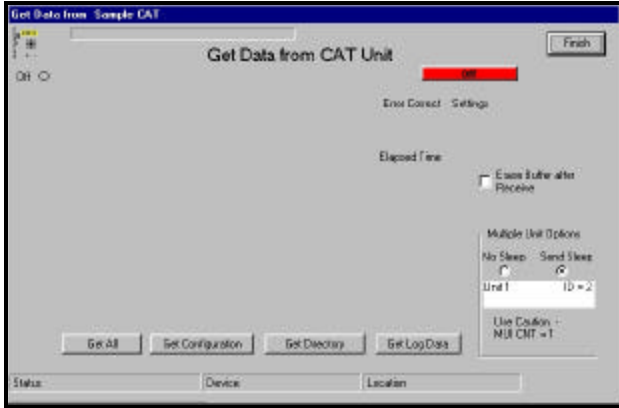
You may need to set "Cancel call if not connected within" to **120 - 180** seconds if you are using long ring counts or Unit ID's then

Using 'Properties, select Advanced and then 'Connections'.

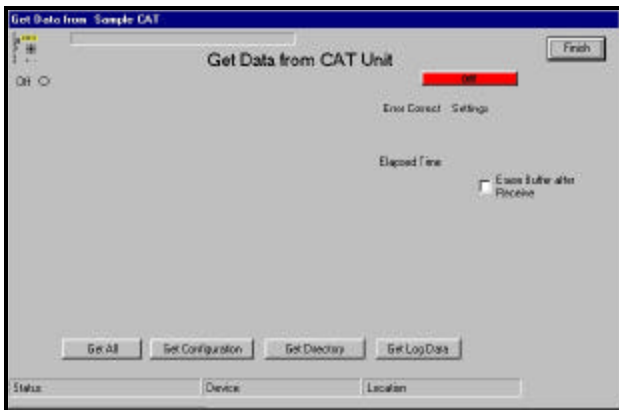


Using 'Advanced Connection Settings, make sure 'Use error control' is NOT checked. Then click 'OK' and then 'OK' again.

Get Data from TEC Unit



Selcom 2002 provides a choice selection screen to choose the information you GET from the CAT / TEC Unit. During transmission the screen reports Connection Progress, error correction, record numbers, elapsed time and other information. The ID and Firmware version of the unit is checked to insure the proper unit answered. Choosing 'Get All' will get the configuration, directory and the log from the unit. You may choose to get each item individually. Getting the Log will cause the system to disconnect from the unit after getting the log, to enable the file sorting system to function automatically. The MUI Sleep box allows you to disable the unit sleep function when required and will only appear if selected during setup.



If erase buffer check box is selected, the log in the unit will be erased. There will still be a copy of the log in the computer that may be accessed using Selcom 2002.

The Four Entrance screen shows the additional information provided. The system re-configures its settings to match the unit during the GET DATA process. This includes Unit capacities, number of reader capacity (even if none are installed), and number of names to get from or send to the unit.

Caution:

When "Get Directory" or "Get All" is used, the items in the Selcom 2002 directory are updated. The directory in Selcom 2002 is NOT erased. Any codes in Selcom 2002 and NOT in the Unit remain. A warning message would occur prior to getting the data telling the user that updates exist and may be lost. If these were codes to ADD in an update, the update flag on the code or codes to update would NOT be cleared. If these were codes to CHANGE in an update, the update flag on the name or names to update WOULD be cleared and the data would RETURN to what was in the unit.

Get Features are inactive in
Demo Version of software

Send Data to TEC Unit

Selcom 2002 provides a choice selection screen to choose the information you SEND to the CAT / TEC Unit. During transmission the screen reports Connection Progress, error correction, record numbers, elapsed time and other information. The system re-configures its settings to match the unit during the SEND DATA process. The ID and Firmware version of the unit is checked to insure the proper unit answered.

Choosing 'Send All' will send the Unit configuration and ALL of the directory data to the unit. You may choose to send each item individually. When you send All or send Directory, the items marked for Delete will be **completely** deleted.

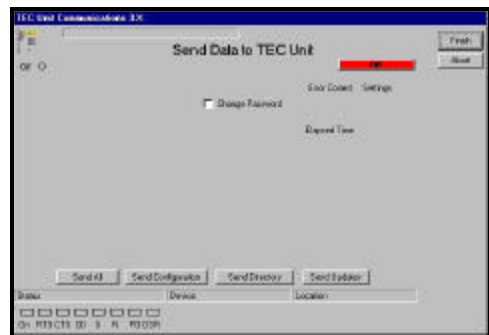
Sending Updates will cause the system to send new and changed directory items only, then automatically disconnect, providing for a shorter connection time. Selcom 2002 allows you to mark names for deletion and they will be deleted during an update. However, older units, as in TEC Units with 3.0x and 3.1x firmware, the code number cannot be erased in update mode but can be reused at anytime.

You also have the option of changing the Unit password as you send the configuration to the Unit. After completing the change, the system enters the new password into the file automatically. Do not change passwords while using the MUI functions as the password will change before connecting to the next unit.

The Multiple Unit Function area allows the operator to disable the unit clear updates, disable the sleep function when required and will only appear if MUI functions are selected during setup. See Page 27 for more detail.

Caution:

When 'Send Directory' or "Send All" is used, the directory items in the unit are replaced. Any codes in Unit and not in Selcom 2002 are removed. "Send Updates" send



Send Features are inactive in
Demo Version of software

only the codes marked for update. The directory in the unit is not erased. Any codes marked for update are changed or added.

Using Multiple Unit Features

Indicate the number of units to send the same directory or updates to (2,3 or 4).

In each unit, set the separate ring counts. Consult the technical manual for instructions on using a terminal to make these adjustments.

Example

For a site with three units, we suggest setting one unit to two rings, the second unit to four rings and the last unit to six rings (TEC units refer to this as Ring Count, CAT units refer to this as Unit ID). Consult the technical manual for instructions on using a terminal to make these adjustments.

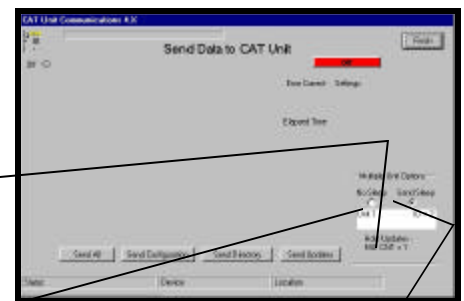
Once the ring counts are set, in the Selcom software, **Select** the unit to be used for the Send. Go to **File - Edit CAT / TEC Unit Data**. Check **Multi-unit**. Enter the number of units (In our example this is three) in the **No. of Units on MUI** window. This sets the software to call three units and reset the directory updates on the third call. Go to the options screen and set the MUI Unit ID's to match your unit settings. Set the top selection to match your first unit (the unit with the lowest ring count or unit id.) and your second unit next with your third unit next. You may rename each unit, if you wish and your chosen name will appear in the log data. It is not necessary to change any additional unit's settings in the option screen that you are not using. **The software will not allow you to send or get data from the unit if the Unit ID is incorrect.**

When the site is called, system will call the first of the units indicated in the Edit CAT / TEC Unit Data Screen one at a time. If you are sending All or the directory or directory updates, a special sequence is followed:

- 1 The first (the one with the lowest ring count) unit is called first. The ID of the unit is checked to insure the proper unit answered.
- 2 This unit (and each following) will be put to sleep at the end of each transmittal to allow the next unit to answer. The update flag is not cleared for directory updates until the last unit is sent or if the clear updates box is checked.
- 3 A Count-Down window is visible on the Main Screen showing the units remaining to be called.
- 4 **Repeat** the Send command for each unit. Only the first button selected is allowed on subsequent calls. After the last unit is finished, the software will return to the main screen To obtain the Log information from units, create separate MUI Identification names in the option screen (See page 20) using different names for each unit . This MUI Identification will be placed in the log. When getting the logs from MUI sites, the auto skip date feature is blocked. If the log is not deleted in the software before the Get,



Options screen showing MUI Identifications



or in the units after the Get, data will be repeated. If you desire to check the contents of the individual directories, it is recommended to use variation 2 to check the contents as a single directory will not show you any differences.

Do's and Do not's

- 1 Do** keep ring counts separated by two (2,4,6,8). CAT Multi Door Systems may be set one count apart depending on conditions.
- 2 Do not** use a ring count of one (1) on any unit except a CAT Unit.
- 3 Do** keep a list of the order of units to call.
- 4 Do not** wait more than 1½ minutes between calls as the sleep function in the units will end. Selcom 2002 will stop and give you a message if the Unit Id does not match the expected number.

(Variation 3)

Units connected together on one phone line with the **different** directories (using **different** unit names for each unit). Recommended limit is four(4).

Create separate sites for each of the units. Label each unit clearly (perhaps by location?)

Select Multi Unit on each of the units.

Indicate the number of units to send as one (1) on all of the units.

Use a different Unit ID (or Ring Count) for each of the units.

Example

When the site is called, system will set to call the number of units indicated in the Edit CAT / TEC Unit Data Screen. that is why it is important to set each site to one. This will tell the software to clear updates, but put the unit to sleep. If you are sending All or the directory or directory updates, a special sequence is followed:

- 1** The first (the one with the lowest ID) unit is called first. The ID of the unit is checked to insure the proper unit answered.
- 2** This unit (and each following) will be put to sleep at the end of each transmittal to allow the next unit to answer. The update flag is cleared for directory updates when the number of units on MUI is set to one. This is automatically set when the current unit becomes the last to send to.
- 3** Select each unit in turn and repeat the Send command for each unit.
- 4** Getting all information from the units is allowed as the files used are separate. To obtain the information from units, select each unit in turn and perform the upload or download function desired.
- 5** The system will automatically put each unit to sleep unless the No Sleep selection is made.

Do's and Do not's

- 1 Do** keep ring counts separated by two (2,4,6,8). CAT Multi Door Systems may be set one count apart depending on conditions.
- 2 Do not** use a ring count of one (1) on any unit except a CAT Unit.
- 3 Do** keep a list of the order of units to call.
- 4 Do not** wait more than 1½ minutes between calls as the sleep function in the units will end. Selcom 2002 will stop and give you a message if the Unit ID does not match the expected number.

(Variation 4)

Units connected on different phone lines with the same directory. There is no recommended limit, but care must be taken to insure all units are updated with new data.

In each unit, select Multi Unit. Indicate the number of units to send the same directory or updates to (2).

In each unit, set each unit's ring count or Unit ID to the same setting.

Example

For a site like this, we suggest setting to two rings, (TEC units refer to this as Ring Count, CAT units refer to this as Unit ID). Consult the technical manual for instructions on using a terminal to make these adjustments.

Once the ring counts or Unit ID's are set, in the Selcom software, **Select** the unit to be used for the Send. Go to **File - Edit CAT / TEC Unit Data**. Check **Multi-unit**. Enter the number of units (In our example as well as any site of this type, this is two) in the **No. of Units on MUI** window. **Note the file name in Data Name Window**. This sets the software to call two units and reset the directory updates on the second call. Go to the options screen and set the MUI Unit ID's to match your unit settings (in this case all units to 2). Set the top selection to match all units (the unit with the lowest ring count or unit id.). Using the Add Unit Wizard, set up each of the additional units including the proper phone number. Set each unit to a MUI site and number of units to 2. **Enter the file name in the Data Name Window from the first Unit**. This will make this unit use the first units directory.

When each site is called, system will call the indicated unit in the Edit CAT / TEC Unit Data Screen one at a time using the Directory file entered in the Edit CAT/TEC Unit data screen. If you are sending All or the directory or directory updates, a special sequence is followed:

- 1 On the **Main Screen** select the first unit. The first (the primary) unit is called first. The ID of the unit is checked to insure the proper unit answered. **Note: All units Must have the same ID.**
- 2 This unit (and each following) will be sent the same directory. The update flag is not cleared for directory updates until the clear updates box is checked. This Flag allows you to send just the updates to the units to save time. You may send Directory when you wish to make sure ALL data is in the unit.
- 3 After the call is completed, abort the second call, and go to the **Main Screen** and Select the second unit. Each time you Select another unit to give the same directory to, repeat the Send command for each unit. **When you send to the final unit you may select No Sleep as this will clear the update flags in the directory file on the last call.** To obtain the configuration and log information from units, create more separate units (See page 27) using different names for each unit . These names will be placed in each individual log. If you desire to check the contents of the individual directories, it is recommended to used these separate files to check the contents as a single directory may not show you any differences. If you are concerned that the individual units do not have the same information, sending the complete directory erases the units contents and replaces it with the computer file you send.

Do's and Do not's

- 1 **Do** use the same ring count
- 2 **Do not** use a ring count of one (1).
- 3 **Do** keep a list of the order and names of units to call.
- 4 **Do check** MUI and set number of units on directory to 2.

Helpful Hints

Selcom 2002 is designed to use the SMALL(Normal Size) font selection in the Control Panel - Display - Settings - Font Size. Choosing Large fonts will cause some wording not to be displayed correctly.

General

The [TAB] key [forward] and [Shift Tab] key [backwards] also moves from text window to text window. The [Enter] key behaves like the [TAB] key as well.

The minimum computer specified will operate correctly when Selcom 2002 is the only program running. Other programs should be exited first. Computers with more memory will operate faster .

Data Files

Data files and the backups are compatible with Microsoft Access Version 7.0 or higher and may be used to generate reports from the data if desired. **Do not convert your data or add, subtract or rename any fields with the Access Data Manager** as it will cause Selcom 2002 to stop working with those files.

Remote Data Storage

If you wish to archive your data and/or backup data, copy the files in your Selcom directory to another location, . If you did a standard install, the files are in

C:\Program Files\Selcom 2002\with the extension of *.mdb .

The backup files are in

C:\Program Files\Selcom 2002\Backup\with the extension of *.md*.

The name of a unit's exact data name is located in menu "File—Edit Cat/TEC unit Data", AFTER you have selected that unit to view. The file name is located in the field window labeled "Data Name" This file contains all the data for the named unit. It is the file you use for remote data storage.

Make a copy of this or all of the files with the "mdb" extension to a location of your choice.

Version Number

When talking to tech support, your serial number and the version number(shown on the Help - About menu selection) are very important. The Unit Firmware version is displayed in the "Edit CAT / TEC Unit Data" screen. The Software serial number is located on the main screen after you select a Unit to view. Check them before you call. You must have the serial number to obtain support. You should contact your dealer first, as they may be able to solve your problem faster, as he knows the particulars of your installation that the factory does not.

Directory

Refresh retrieves a new copy from the disk and resets the records to the name order.

Selecting a name to edit automatically sets the record to be sent to the unit on the next update.

To print a partial Directory, select the directory reports, in the reports menu, and print the page or pages desired

Edit Directory

Return to view button updates the record.

Update Record Button is present to allow user to continue to enter new records as in **Add New** Button - complete the record - **Update Record** Button(save it) - **Add New** Button - etc...

In the Directory EDIT screen the triangles located on the lower record bar allow you to move through the directory. The Left Bar-triangle moves to the first record, the triangle moves one record towards record one. The right triangle moves one record towards the last record and the Right Bar-triangle moves to the last record in the directory.

Directory Reports

Selcom 2002 has new reports that includes a printer setup and page selector to allow you to print any page or range of pages. The standard reports have been removed due to the difficulties with Printer Control Language drivers for some Printers. The new reports include the configuration Data for the units.

Access Control	19-21	Main Screen	6-7
Access Groups	21	Memory Requirements	2
Add New Names	11	Modem Setup	31-32
Add New CAT-TEC Unit	27	MUI Features	35-38
Authority Levels	7	Name, Entrance	17-18
Automatic unlocking entrances	21	Name, in directory	9-10,11
Backup	39	Optional Fields	10,29
Cards—See edit Directory	10	Passwords, Levels	7
Bulk Loading	22	PIN —See edit directory	9-11
Clock Setting	49	Phone, in directory	18
Code Numbers	9	Print Directory	12-14
Converting Data	30	Print Transaction Log	25-26
Dialing Setup	31-32	Program Organization	7
Directory Caption Change	28	Program Setup	3
Edit Directory	9-11	Relay Names	18,47-48
Edit CAT-TEC Unit Parameters	28	Ring Count (Unit ID)	15
Entrance Names	17-18	Sending Unit Data	34
Entrance Setup	17-18	Setting a Default Unit	8
Erase Buffer	33	Setup Software	2
Error Control	31	Setup Wizard for New Unit	27
Extra Fields in Directory	10,29	Short Cuts	40
Getting Unit Data	33	Site Code	16
Hard Disk Space	2	Sleep MUI	29,35-38
Help, Built in	6	Time Zones (Wizard)	19-20
Hints for Users	39-40	CAT-Tec Vision Settings	15,50
Hide, Names in directory	10	Terminal Mode	49
Holidays	21	Unit ID (Ring Count)	15
ID, Unit (Ring Count)	15	Unit System Parameters	15
Install Software	3	Unlimited Access	19-20
Log Utility	23-25	Worksheets, Directory	42-48
Login Passwords	7	Worksheets, Unit Setup	42
Long Distance Dialing	10,27,31	Wizard, Unit Setup	27

WORK SHEET - COPY BEFORE USING
 NEW UNIT SETUP
 PREPARE INFORMATION BEFORE HAND

Unit Description (name) -	
File name -	
Address -	
City -	
TEC Model -	
Phone Number Capacity -	
Card Capacity -	
Unit Phone Number -	
Unit ID (Rings to Answer) -	
Modem String -	
Modem Select -	
Baud Rate -	
12/98	

PART FIVE

May, 2002

BEFORE WRITING - COPY THIS FORM**USE THIS WORK SHEET TO ASSEMBLE YOUR RELAY INFORMATION THEN TRANSFER TO SELCOM
2002 Optional Relay Fields with custom titles are available in CAT Multi Door Units only!**

Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions
0	16	32	48	64	80	96	112
1	17	33	49	65	81	97	113
2	18	34	50	66	82	98	114
3	19	35	51	67	83	99	115
4	20	36	52	68	84	100	116
5	21	37	53	69	85	101	117
6	22	38	54	70	86	102	118
7	23	39	55	71	87	103	119
8	24	40	56	72	88	104	120
9	25	41	57	73	89	105	121
10	26	42	58	74	90	106	122
11	27	43	59	75	91	107	123
12	28	44	60	76	92	108	124
13	29	45	61	77	93	109	125
14	30	46	62	78	94	110	126
15	31	47	63	79	95	111	127

BEFORE WRITING - COPY THIS FORM

USE THIS WORK SHEET TO ASSEMBLE YOUR RELAY INFORMATION THEN TRANSFER TO SELCOM 2002 Optional Relay Fields with custom titles are available in CAT Multi Door Units only!

Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions	Named Relay Functions
128	144	160	176	192	208	224	240
129	145	161	177	193	209	225	241
130	146	162	178	194	210	226	242
131	147	163	179	195	211	227	243
132	148	164	180	196	212	228	244
133	149	165	181	197	213	229	245
134	150	166	182	198	214	230	246
135	151	167	183	199	215	231	247
136	152	168	184	200	216	232	248
137	153	169	185	201	217	233	249
138	154	170	186	202	218	234	250
139	155	171	187	203	219	235	251
140	156	172	188	204	220	236	252
141	157	173	189	205	221	237	253
142	158	174	190	206	222	238	254
143	159	175	191	207	223	239	255

How to get into Terminal Mode

It is occasionally necessary to directly manipulate the contents of the CAT / Tec units' memory. Using the Terminal selection from the Selcom 2002 Options menu you can do this.

- 1) Select the desired site.
- 2) Click on Options.
- 3) Click on Terminal.
- 4) Click on File, then Place Call or click on the telephone icon.

If connecting with a serial connection, you must press the [ESC] key for the unit to prompt you for the password. If you do not press [ESC], the unit will send transaction data to the terminal as it occurs.

If connecting with a modem, Selcom 2002 will call the Tec or CAT unit and prompt you for the password by changing the screen from white to black and prompting with the word PASSWORD: This is the programming password found in your System CFG menu. Key in the 6 digit password and press "Enter" You should get a selection that says Main Menu and has 9 selections available. These selections correspond to the sections in the Tec Manual that came with your Tec product. In the examples that follow, the section heading is referring to the manual section that describes the function. For example setting the clock time is something that would be required twice a year to go on (or off) daylight savings time.

EXCERPTS FROM TEC MANUALS FOR YOUR CONVENIENCE

4.2.5.1 SETTING TIME / DATE

NOTE: ONCE TIME/DATE PROGRAMMING HAS BEGUN, ALL SELECTIONS MUST BE COMPLETED FOR CHANGES TO TAKE EFFECT.

**00:00 00/00/00
MIN.:**

Select "1" to set the time & date.

You will be prompted to enter the current time in minutes as a one or two digit number. If you make a mistake, press "←" to backspace one character. After the minutes are entered, press the "Enter" key.

**00:00 00/00/00
HOUR:**

Enter a 1 or 2 digit number to set the hour. If a mistake is made, press "←" to backspace one character. After the hour is entered, press the "Enter" key.

**00:00 00/00/00
DAY, 1..7:**

This is NOT the day of the month. This is a number which corresponds to the day of the week. Enter a number corresponding to the day of the week. Sunday is "1", Saturday is "7" and so forth. If you make a mistake, press "←" to backspace one character. After the day of the week is entered, press the "Enter" key.

**00:00 00/00/00
DATE:**

Enter a 1 or 2 digit number to set the day of the month. If a mistake is made, press "←" to backspace one character. After the day is entered, press the "Enter" key.

**00:00 00/00/00
MONTH:**

Enter a 1 or 2 digit number to set the month. If you make a mistake, press " ←" to backspace one character. After the month is entered, press the "Enter" key.

**00:00 00/00/00
YEAR:**

Enter a 2 digit number to set the year. If you make a mistake, press " ←" to backspace one character. After the year is entered, press the "Enter" key. You will be returned to the Clock Setup menu.

4.2.3.9 TEC VISION TITLE PAGE

LINE 1

The Tec Vision Title Page has six lines of up to sixteen characters per line, including punctuation, when programmed from terminal mode.

To program the Title Page, press "9" from the System Parameters menu to get this sub-menu. Key in the desired characters. Press " ←" to backspace one character. When the first line is complete, press "Enter" to advance to the second line.

LINES 2 - 6

Continue the 2nd through 6th lines as required. If you require any modifications of any line, then line 1 must be re-entered, along with any of the other lines preceding the line you want to change. After completion, press "Enter". This will return you to the System Parameters menu.

4.2.4.6 TEC VISION LCD CONFIGURATION

**NUM OF COL <1 - 3>
CHARSIZE <1, 2, 4>
S/D SPACE <1 - 2>
AUTO SCROLL <0 - 9>
CODE POS. <0 - 1>
INST. TYPE <0 - 2>**

This selection controls:

- A) How many columns are displayed.
- B) Which of three character sizes are displayed.
- C) Whether line spacing is single or double.
- D) Whether names scroll, and how fast.
- E) Whether code position is to the left or right of the name.
- F) Whether instructions are for handset or handsfree models, or ignored.

Character size 1 is the smallest character size TecVision supports. Character size 2 is twice as big as character size 1, and character size 4 is four times as big. 1, 2, and 4 are the only choices.

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05/02



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