



9292 Jeronimo Road
Irvine, CA 92618-1905



EntryProx™

QUICK START GUIDE

4045-906, Rev B.1

January 31, 2007

© 2007 HID GLOBAL CORPORATION. ALL RIGHTS RESERVED.



EntryProx™ Quick Start Guide

Part No. 4045-906, Rev B.1

Contents

BEFORE YOU START PROGRAMMING CARDS.....	3
PROGRAMMING BASICS	3
USER LOCATIONS	3
USER TYPES	3
PIN CODES, CARDS AND COMBINATIONS.....	4
ABOUT PIN CODES.....	4
ABOUT DUPLICATE CARDS/CODES.....	4
CARD/PIN PROGRAMMING COMMANDS.....	5
PROGRAMMING PIN + CARD	5
QUICK PROGRAMMING EITHER PINS OR CARDS	5
PROGRAMMING PIN CODE ONLY USE	5
PROGRAMMING CARD ONLY USE	5
PROGRAMMING CODE OR CARD.....	5
BATCH LOAD CARDS BY KEYPAD ENTRY	5
BATCH LOAD BY PRESENTATION.....	6
DELETING USERS	6
BLOCK DELETE USERS	6
CHANGING THE MASTER CODE.....	7
CHANGING THE MAIN RELAY TIME.....	7
PALM PDA	7
TRANSACTIONS.....	7
SELECT TRANSACTION LOG INFORMATION.....	7
DOWNLOAD A TRANSACTION LOG.....	8
INITIATE A TRANSACTION LOG REPORT DOWNLOAD.....	8
DOWNLOAD A TRANSACTION LOG MANUALLY	8
ERASE THE TRANSACTION LOG	10
HOW TO USE ENTRYPROX	11
USERS CHART	12



This guide provides information on adding or deleting cards, printing transactions, and changing the main relay timer.

For installation details or advanced programming, see the EntryProx User Guide, part number 4045-905.

IMPORTANT

- **YOU MUST KEEP A USER LIST** when programming cards into your EntryProx. **Use the blank form at the end of this guide to photocopy.** Write down the User Location, Card Number, PIN Code and the User Name. If you need to delete a card or PIN, you will need this information later.
- **YOU MUST CHANGE THE MASTER CODE** from the factory default (User Location 1, PIN Code: 1234) to a new code (1-6 digits). **Programming commands will not work until the default Master Code is changed. Write the new code down and keep it in a safe place.** (See the User Guide for details.)
- **PROGRAM THE NEW MASTER CODE INTO LOCATION 0.** Once this is done, the default Master Code in User Location 1 can now be reprogrammed for normal access control use. **The Rev C EntryProx no longer reserves User Location 1 for the Master Code.** (See the User Guide for details.)

BEFORE YOU START PROGRAMMING CARDS

Determine the following.

- **How many cards to enroll?** If you have more than 25 you may want to batch enroll them. If you have fewer, you may want to program one at a time.
- **What are the bit format, facility code and ID numbers for the cards?** If you have sequentially numbered cards with 26-bit format and the same facility code, you can batch-enroll them from the keypad. Otherwise you must program them individually or batch-enroll by sequentially placing the cards in front of the reader. Note that if you choose to add new cards by using the keypad, the facility code must be entered into the unit first, and only 26-bit cards may be used. (See the complete Users Guide for details.)
- **How many cards/codes are enrolled – and which User Locations are currently filled?** The User List is needed to determine the next available User Location numbers from 1-2000) into which additional cards/codes can be enrolled.

PROGRAMMING BASICS

When enrolling PIN codes or cards you must specify: **a user type, a location and the PIN and/or card.**

USER LOCATIONS

These are the “slots” in the unit’s memory where Card and/or PIN User data is stored (numbered 1 – 2000). User Location 0 is reserved for the Master Code – **Do not enter cards or PINs into User Location 0.**

USER TYPES

These determine what happens when a user presents their card/PIN to the reader. Program Users as one of four specific types:

- **Toggle/latch strike (Type 0)** When the Card/PIN is presented, the door opens for an indefinite period. The door can be relocked by presenting any Type 0 Card/PIN (this is useful for deliveries, for example).
- **Normal access (Type 1)** When the Card/PIN is presented, the door opens for the Main Relay time.



EntryProx™ Quick Start Guide

Part No. 4045-906, Rev B.1

- **log Dump (Type 2)** When the Card/PIN is presented, the door remains locked and the Transaction Log is output (“dumped”) to an optional Palm PDA via the IR LED.
- **Lockout (Type 3)** When the Card/PIN is presented, all subsequent Card/PIN access is disabled, and the door remains in its current state (either locked or unlocked). The door is released from Lockout mode by presenting any Type 3 card/PIN. **Reserve this user-type for a supervisor or override function.**

PIN CODES, CARDS AND COMBINATIONS

A User Location can be programmed with one of four PIN code/card combinations:

- (1) PIN Code ONLY
- (2) PIN Code AND Card (both required)
- (3) Card ONLY
- (4) PIN Code OR Card (either may be used)

ABOUT PIN CODES

PIN codes can be from one to six digits long. A leading “0” is considered a PIN digit: the 5-digit code 12345 is different from the six-digit code 012345. . Repeating digits in the same code is acceptable (ex: 121122).

ABOUT DUPLICATE CARDS/CODES

Attempting to enter a card or PIN code into memory that is already stored in a different user location causes the yellow LED to stop blinking and remain steadily lighted. If this occurs, try entering a different user card/PIN code.

TO PLACE THE UNIT IN PROGRAMMING MODE: press 99 # Master Code *

LED INDICATION: A slow blinking yellow LED

TO EXIT PROGRAMMING MODE: press *

LED INDICATION: yellow LED is OFF (stops flashing)

PROGRAMMING ERROR

LED INDICATION: a steady yellow LED

ERROR CAUSES:

Press * to clear the error condition

The following are examples of error causes.

- You are trying to enter a card or PIN which is already stored in another User Location
- You have pressed the wrong key in a command sequence



CARD/PIN PROGRAMMING COMMANDS

PROGRAM PIN + CARD

1. Press: **99 # Master Code *** to enter program mode.
2. Press: **50 # user-type # user location # keypad PIN * keypad PIN * <present card>**
3. Press * to exit program mode.

QUICKLY PROGRAM EITHER PINS OR CARDS

1. Press: **99 # Master Code *** to enter program mode.
2. Press: **user location # PIN * PIN * OR user location # ** <present card>**
3. Press * to exit program mode.

PROGRAM PIN CODE ONLY USE

1. Press: **99 # Master Code *** to enter program mode.
2. Press: **50 # user-type # user location # keypad PIN * keypad PIN ***
3. Press * to exit program mode.

PROGRAM CARD ONLY USE

1. Press: **99 # Master Code *** to enter program mode.
2. Press: **50 # user-type # user location # ** <present card>**
3. Press * to exit program mode.

PROGRAM CODE OR CARD

1. Press: **99 # Master Code *** to enter program mode.
2. Press: **52 # user-type # user location # keypad PIN * keypad PIN * <present card>**
3. Press * to exit program mode.

BATCH LOAD CARDS BY KEYPAD ENTRY

Up to 2000 sequential 26-bit HID cards can be added at one time.

The following define requirements for batch loading cards by keypad entry.

- Cards must all have the same facility code.
- Cards must be sequentially numbered
- The facility code must be programmed into the unit before batch loading. See Complete User's Guide.
- The facility code cannot be changed at a later time
- **Never enter zero (0) as the starting user location since it is reserved for the master code**



EntryProx™ Quick Start Guide

Part No. 4045-906, Rev B.1

For cards with multiple facility codes or many numbering gaps, see Batch Load by Presentation, below.

1. Press: **99 # Master Code *** to enter program mode.
2. Press: **56 # (total number of cards to be added) # (starting user location) # card number * repeat card number ***
3. Press * to exit program mode.

BATCH LOAD BY PRESENTATION

Up to 2000 cards, with any format up to 37 bits, can be enrolled into consecutive User Locations.

The following defines batch loading by presentation.

- All users are “card only.”
- Card enrollment stops once the current user location exceeds 2000.
- Press any key to abort.
- Keep a written record as you program cards.
- Existing Cards/PINs are overwritten, unless you present a card that is already programmed into the EntryProx, in which case an error is generated.
- To clear an error, press the * key; then continue presenting cards
 1. Press: **99 # Master Code *** to enter program mode.
 2. Press: **53 # user type # starting user location # ** <present card> <present card> <present card>...**
 3. Press * to exit program mode.

DELETE USERS

To delete a Card/PIN, you must know the User Location in which it is stored. (See your User List).

1. Press: **99 # Master Code *** to enter program mode
2. Press: **user location #****
3. Press * to exit program mode.

BLOCK DELETED USERS

Note: Up to 2000 sequential cards/PINs can be deleted at one time. The yellow LED will blink rapidly during the deletion process. It can take several seconds to delete large blocks of users.

The following items will generate a programming error:

- Entering a starting User Location equal to or greater than 2000
- Entering a total number of locations which exceeds 2000
- Entering a starting user location and number of locations which exceeds 2000
 1. Press: **99 # Master Code *** to enter program mode.
 2. Press: **58 # starting user location # starting user location # number of locations * number of locations***
 3. Press * to exit program mode



CHANGE THE MASTER CODE

The EntryProx cannot be programmed before you change the master code. This feature prevents users from leaving the default code in the unit, thereby preventing unauthorized programming and tampering. The steps are:

1. Enter programming mode using the default master code in User Location 1.
Press: **99 # 1234 ***
2. Enter a new master code into User Location 0.
Press: **50 # 1 # 0000 # new master code * new master code *** (Code can be 1 – 6 digits. This PIN is mirrored into User Location 1)
3. Press * to exit program mode.
You can now program any user type into User Location 1, or you can simply delete it. User Location 0 is not an access code – it is only used to enter programming mode.

CHANGE THE MAIN RELAY TIME

1. Press: **99 # Master Code *** to enter program mode.
2. Enter the new main relay time, in seconds (from 1 to 99). For example, to enter 10 seconds, press: **11 # 10 # 0 # ****
3. Press * to exit program mode.

PALM PDA

By using the optional Palm PDA, the EntryProx unit can download a Transaction Log and a Programmed User List. Locate the three LED lights on the top of the unit. When entering download commands or downloading, hold the PDA's IR window ½ inch (12mm) from the IR LED (the one on the right.)

TRANSACTIONS

Each transaction record includes the time, the date, the User Location and the event. Up to 1000 transactions can be stored in the EntryProx memory. When the memory is full, the oldest transactions are overwritten.

SELECT TRANSACTION LOG INFORMATION

You can select which types of transaction events are saved in memory, which determines the event types that will appear in the log. (The default is for all transaction events to be saved in memory.) See the following table for a list of transaction events and corresponding event codes.

1. Press: **99 # Master Code *** to enter program mode.
2. To turn OFF an event (keep it from being stored/logged), enter: **73 # Event Code # 0 # ****
3. To turn an event ON, enter: **73 # Event Code # 1 # ****



EntryProx™ Quick Start Guide

Part No. 4045-906, Rev B.1

4. Press * to exit program mode.

EVENT CODE	TRANSACTION EVENT
01	Access Denied
02	Program Denied
04	REX (Request to Exit)
05	Door Ajar
06	Door Closed
07	Forced Door
10	Error Lockout Activated
12	Facility Code Access
16	Download (to PDA)
17	Access
20	TGL ON (Toggle ON)
21	TGL OFF (Toggle OFF)
24	Lo ON (Lockout ON)
25	Lo OFF (Lockout OFF)
27	MSMTCH (Mismatch on Card and Code entry)

DOWNLOAD A TRANSACTION LOG

Transaction Logs can be downloaded by programming a card or code to output (“dump”) the transaction log to the PDA or by entering the Download Transaction Log command from the keypad.

INITIATE A TRANSACTION LOG REPORT DOWNLOAD

Program a card or code to initiate a transaction log report download through the following steps.

1. Press: **99 # Master Code *** to enter program mode
2. To program a PIN code to initiate a download press:
50 # 2 # user location # code * code *
3. To program a **CARD** to initiate a download, press:
50 # 2 # user location # ** <present card> and then present the card at the proximity reader.
4. Press * to exit program mode.
5. Present the Card/PIN to the reader while holding the PDA ½” (12mm) away from the IR LED

DOWNLOAD A TRANSACTION LOG MANUALLY

1. Place the EntryProx unit in program mode. Press: **99 # Master Code ***
2. Touch **Retrieve** on the PDA screen
3. Place the Palm IR receiver within 1/2” of the EntryProx IR LED (to the right of the yellow LED)

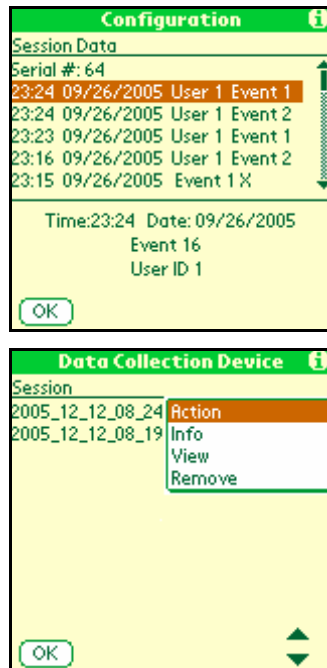
- Then, on the EntryProx, press **70 # 0 # 0 # ****

The PDA will display a progress bar while collecting the data, and when done will display **End of Dump** (download). You can touch **Close/Stop** on the PDA or wait for the unit to time out.

When prompted for a **Session Name**, you can place your stylus on the line containing the date information and add to it or replace it with descriptive text.

- Press * to exit program mode.

The 70 command is logged in the transaction buffer (in memory), providing a reference as to when the log was downloaded.



The Palm PDA will store reports after they are downloaded. To view a stored report, touch Files, select a report from the list and click on Action. The drop-down menu selections are Info, View and Remove.

Info gives the time and date the report was recorded. Remove allows you to delete the report. View displays the report. The top line of the screen shows the current line and total number of lines as you scroll or page up and down through the report.

Report layout description

- Top line – Current Line/Total Lines
- Second line – Session Data
- Transaction lines: Time, Date, User Location, Action
- TIME - 24-hour format
- Date: mm/dd/yyyy
- User Location (0-2000)
- ACTION describes each event

EntryProx™ Quick Start Guide

Part No. 4045-906, Rev B.1

ERASE THE TRANSACTION LOG

The Transaction Log should be erased from memory after being downloaded to prevent conflicting logs.

1. Press: **99 # Master Code *** to enter program mode.
2. Press: **76 # 00000 # 00000 # ****
3. Press ***** to exit program mode.

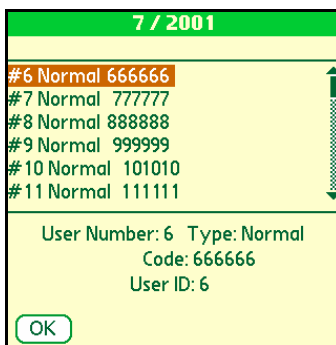
DOWNLOAD A PROGRAMMED USERS LIST

The Programmed Users List can be downloaded to the optional Palm PDA via the unit's IR LED. The list identifies the user location for each user's data. It also displays user locations that are not programmed, so to avoid an unnecessarily long file, the download can be stopped when a sufficient percentage of records have been processed. The percentage of records downloaded is continually updated during the download process.

1. Place the EntryProx unit in program mode.
Press: **99 # Master Code ***
2. Touch **Retrieve** on the PDA
3. Hold the optional PDA up to the EntryProx
IR port steadily (about 1/2 inch away; the IR port is located to the right of the yellow LED)
4. Then, on the EntryProx, press **25 # 0 # 0 # ****

The PDA will display a progress bar while collecting the data (Retrieving users %) and when done will display **End of Dump** (download). You can touch **Close/Stop** on the PDA or wait for the unit to time out. When prompted for a **Session Name**, you can place your stylus on the line containing the date information and add to it or replace it with descriptive text.

5. When the list is complete, press ***** to exit program mode.



Report Layout Description

- Top line – Title
- Second line – Session Data
- Column 1 – User location
- Column 2 – User type (see table)
- Column 3 – PIN code
- Column 4 – Site code / Card number.



HOW TO USE ENTRYPROX

The EntryProx unit is a combination PIN keypad and proximity card reader. Proximity cards or keytags receive their power from radio frequency (RF) waves transmitted by a low power antenna inside the reader, in the rectangular shaped area just below the keypad. Proximity cards don't wear out, and never need batteries. You do not need to touch the card or keytag to the reader – you can hold the card or tag 2-3" (25-37mm) away from the reader. The card or keytag contains a small antenna and a tiny integrated circuit or "chip." If you take good care of it, it should last indefinitely.

Here is how to obtain access to a controlled door:

PIN code

- Press all of the PIN code digits on the keypad, then press the * key.
- The green LED lights and the door will unlock.

Card

- Hold your card or keytag 2" (50mm) away from the Reader (the rectangular area located below the keypad)
- The green LED lights and the door will unlock

PIN code + Card

- Press all of the PIN code digits on the keypad, then press the *key
- The red and green LEDs on the unit will blink alternately - this tells you that the unit is waiting for you to present your CARD
- Hold your card or keytag 2" (50mm) away from the Reader (the rectangular area located below the keypad)
- The green LED lights and the door will unlock

