



# PassPoint *Express*

Release 1.1

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## **QUICK START GUIDE**

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*For Access Control Kits*





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## Introduction

This document contains sections that provide the following:

- A description of PassPoint Kits
- The PassPoint system hierarchy
- A description of the PassPoint Access Starter Kit (ASK)
- Procedures for the installation of the PassPoint Starter Kit Hardware
- Procedures for installing PassPoint Software and initial system configuration
- Procedures for adding kits
- Procedures for creating reports
- Procedures for archiving data

## Understanding PassPoint Kits

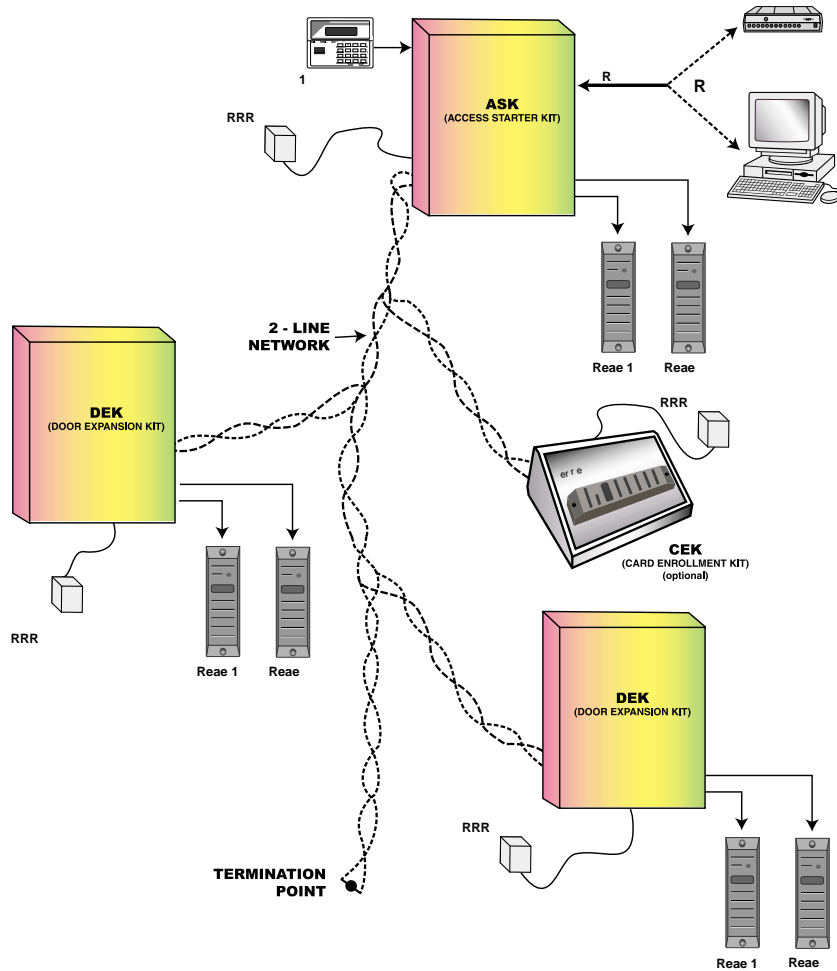
This guide is about PassPoint Kits, the basic pre-configured PassPoint packages you will use to quickly get your system up and running. All kits are self-contained. By combining kits (and separate PassPoint modules), you can expand and build on any existing PassPoint installation.

There are four types of PassPoint kits:

- **Access Starter Kit (ASK)** — The ASK contains everything you need to get a two-door installation up and running. It is the basic building block of most PassPoint systems. Most of this guide describes the ASK.
- **Basic Starter Kit (BSK)** — The BSK contains everything except card readers and cards that you need to get a two-door installation up and running. This kit is designed primarily for retrofit installations. Most of the material in this document, with the exception of cards and card readers that you are using, apply to the BSK. Note that the PassPoint program defaults to ADEMCO cards and proximity readers. If your cards and/or readers are different format or type, you will need to modify your system accordingly.
- **Door Expansion Kit (DEK)** — The DEK allows you to add two more doors to an already operational PassPoint system. The components of the DEK, as well as installation and configuration instructions, are provided in the “Adding Modules” section of this document.
- **Card Enrollment Kit (CEK)** — The CEK is a kit that allows you to quickly enroll system ID cards. It consists mainly of a stand-alone card enrollment reader that connects directly into your existing system. Installation and configuration instructions for the CEK are provided in the “Adding Modules” section of this document.

# System Hierarchy

The PassPoint system is composed of kits. Shown below is an example of a PassPoint installation:



## About Your PassPoint Access Starter Kit

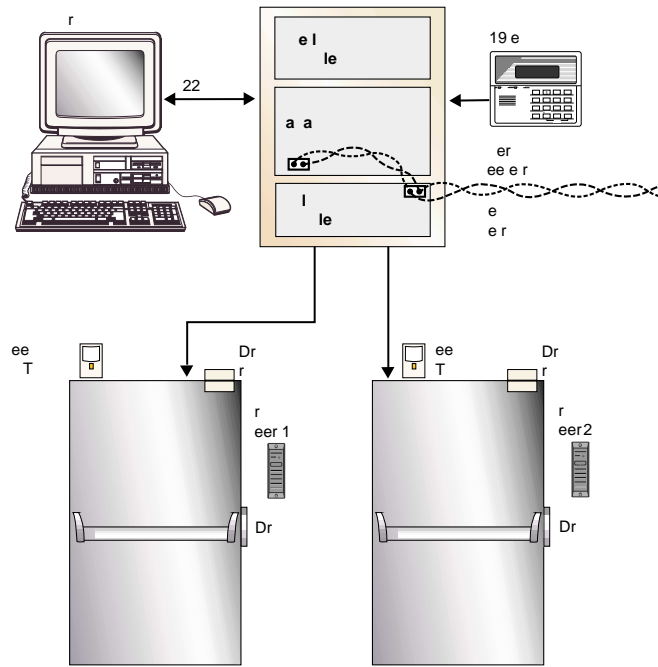
The PassPoint Access Starter Kit (ASK) has been designed to be the easiest access control system to install and configure. Where possible, default configuration options have been provided. If you follow the procedures in this guide, you should have no trouble getting your system operational, even if you have very little experience with access control.

### What's in your kit?

Your Access Starter Kit consists of the following hardware components:

- **1 pre-configured access panel, consisting of the following:**
  - 1 metal enclosure
  - 1 Main Logic Board
  - 1 Door Control Module
  - 1 Distributed Power Supply Unit
- **1 plug-in transformer**
- **2 million-mount proximity readers (ASK only)**
- **1 6139 keypad**
- **ID cards (ASK only)** (for use with card readers)
- **PassPoint Express software**
- **1 RS-232 cable (null-modem cable)** (used for connecting your PassPoint panel to your user computer serial port)

## Major components



**Access Starter Kit in typical system configuration**

There are four main components to your PassPoint system. They are:

### ***Main Logic Board (MLB)***

The MLB is the central controller of the PassPoint system. It contains the card database, the event log, and system configuration information. It also keeps track of the system status. The MLB receives its power from the PassPoint power supply, and communicates with the Door Control Module (described below) to determine if access should be granted at a particular Access Point.

### ***Door Control Module (DCM)***

The DCM provides all the inputs and outputs required to manage two Access Points (i.e., doors). The DCM can connect to two card readers and simultaneously accept card data from two card readers. It provides two Form C, supervised-output (i.e., voltage-monitored) relays that are used to operate electromagnetic door locks or door jamb-mounted lock strikes. It also provides two trigger outputs that can be used to operate sounders or LEDs.

### ***Distributed Power Supply Unit (DPSU)***

The DPSU provides all the power needed by the MLB and DCM. It is connected to the AC line voltage via an 18VAC, 50VA plug-in power transformer (supplied with your kit). The DPSU provides a battery backup/charger connection and supports a 7AmpHour battery (not supplied).

### ***The PassPoint Express system interface***

PassPoint *Express* is a software program that allows the computer to communicate with the Main Logic Board of the system. It is compatible with Windows 95, Windows 98, and Windows NT 4.0. You will be using PassPoint *Express* to configure the system. After the system is up and running, the system operators will be using PassPoint *Express* to operate PassPoint.

# Installing PassPoint Hardware

This installation procedure is designed to be used for the installation of both Access Starter Kits (ASK and BSK) and Door Expansion Kits (DEK), but not individual modules. For information on installing individual system modules, please refer to the *PassPoint Express Installation and Setup Guide*.

## Step 1: Mount the Enclosure

All of the Kit enclosures contain pre-mounted modules. When mounting an enclosure, be careful not to damage the modules.

Enclosures, which house the system's modules, must be mounted:

1. Inside a secure area in a clean, dry, and vibration free place that is convenient for technician access.
2. On a sturdy wall with appropriate anchors.
3. Near a suitable AC power outlet.

In addition, if you will be operating *PassPoint Express* in the on-line mode, where the system module (MLB) is connected to the system PC all the time, the enclosure containing the MLB must be within:

- a. 6 feet of the system's PC if you plan on using the 6' RS232 null-modem cable included in the kit.
- b. 50 feet of the system's PC, and you must provide your own RS232 null-modem cable. Note that the enclosure requires a 9-pin "D" connector.
- c. The distance requirements of the short-haul modems connected between the enclosure containing the MLB and the system PC.

### To mount the enclosure:

1. Unlock and remove the door.
2. Position the enclosure on the wall. Mark four mounting holes using the holes in the back of the enclosure as a template.
3. Drill the holes and, using four anchors or fasteners, mount the enclosure to the wall.
3. Reinstall the door.

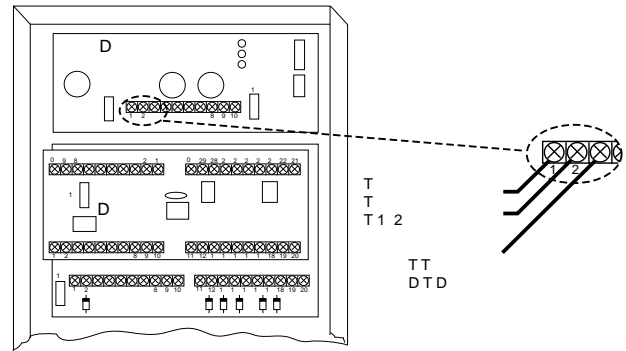
## Step 2: Connect Modules

**Warning:** Do NOT apply power until all wiring connections have been made.

The pre-mounted Power Supply (DPSU), MLB, and Door Control (DCM) Modules must be wired together for proper operation.

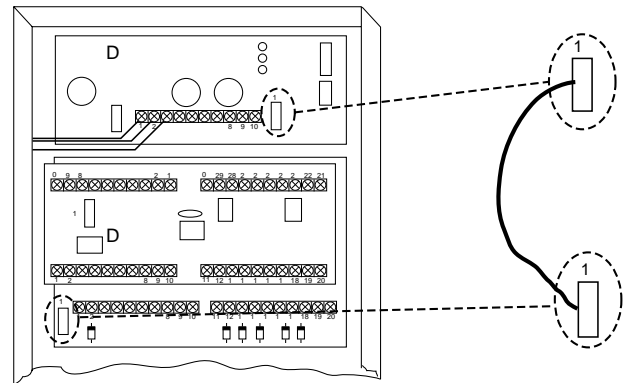
### Connecting Power and Ground to the DPSU

1. Connect the leads of the power transformer to terminals 1 and 2 of the DPSU. **Do not** apply power until all wiring connections have been made.
2. Connect the DPSU Earth Ground, terminal 3 to the metal enclosure and to a reliable earth ground.



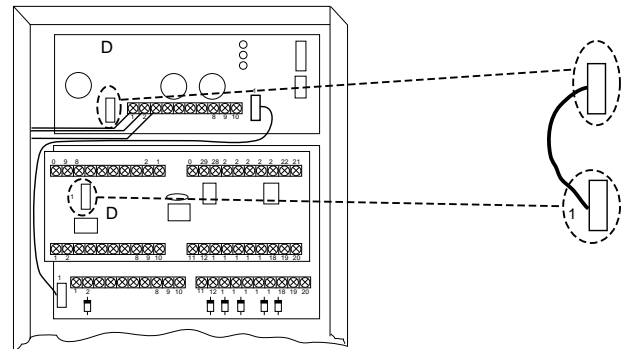
### Connecting the MLB to the DPSU

Connect the supplied local power wire harness between DPSU connector J1 and MLB connector J1.



### Connecting the DCM to the DPSU

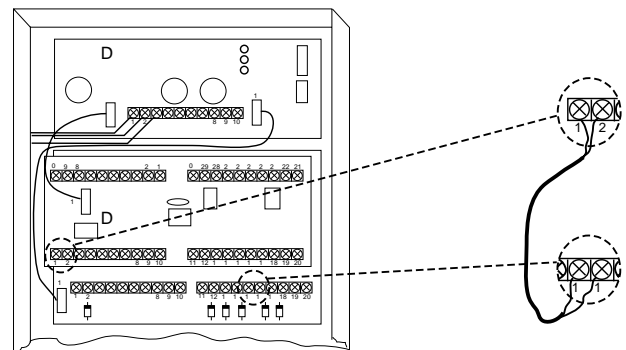
Connect the supplied local power wire harness between DPSU connector J5 and DCM connector J1.



### Connecting the DCM to the MLB

**Note:** Connect the communication network wire between the MLB and DCM using twisted-pair wire.

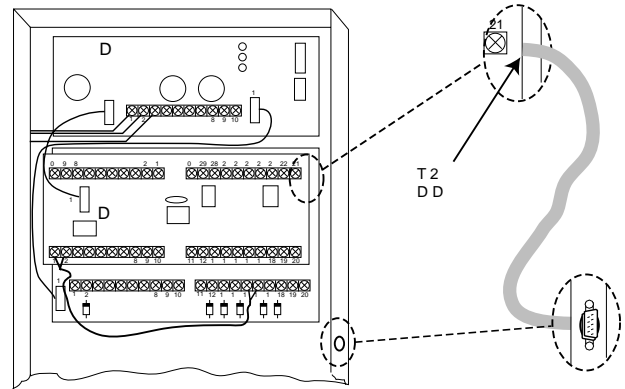
1. Connect one lead between terminal 1 of the DCM and terminal 16 of the MLB.
2. Connect the other lead between terminal 2 of the DCM and terminal 15 of the MLB.



### Connecting the MLB Communication Connector

The system comes with a 9-pin RS-232 ribbon cable used to connect the MLB to the communication connector located on the side of the enclosure.

1. Connect the header on the RS-232 ribbon cable to MLB connector J2, located on the right side of the module.
2. Connect the 9-pin “D” connector on the RS-232 ribbon cable to the right side of the enclosure using the hardware supplied.

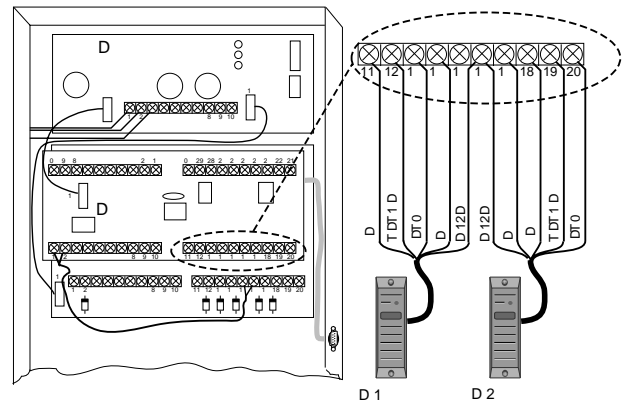


### Connecting the Card Readers

**Note 1:** Readers included with the Kit have nine leads, but only five leads must be wired. The remaining four leads (blue, brown, yellow, purple) are not used and do not have to be connected.

**Note 2:** When installing a BSK, check the voltage requirement of your readers. If your readers use +5VDC instead of +12VDC, connect the DC leads to terminal 15 instead of terminal 16.

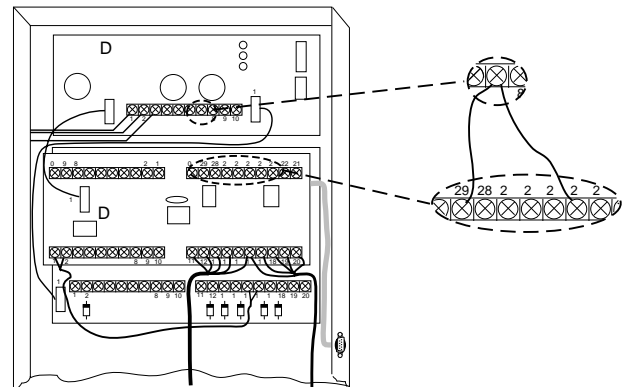
1. Wire the leads from Reader 1 to the terminals of the DCM as shown.
2. Wire the leads from Reader 2 to the terminals of the DCM as shown.



### Connecting Door Strike or Mag Lock Power to the DCM

Wire the door strike or mag lock output on the DPSU terminal #7 to DCM output relay common terminal #29 for door A and terminal #24 for door B.

**Warning:** The door strikes or mag locks used must have a working voltage of 12VDC and must not draw more than 450mA each.





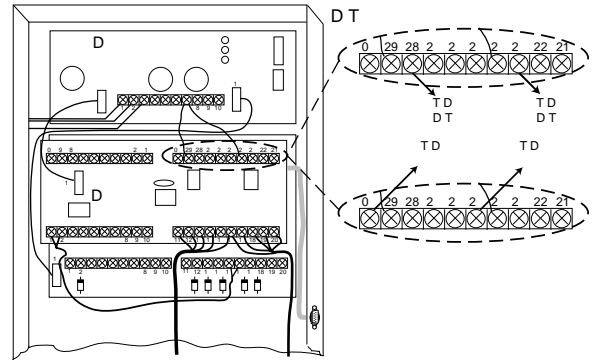
### Connecting Door Strikes or Mag Locks to the DCM

Wire the corresponding door strike to the Normally Open (N.O.) relay, terminal #28 for door A and terminal #23 for door B.

- OR -

Wire the corresponding mag lock to the Normally Closed (N.C.) relay, terminal #30 for door A and terminal #25 for door B.

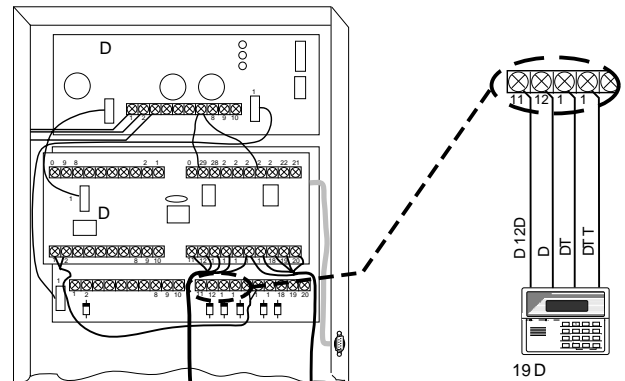
**Caution:** It is absolutely necessary to use an electric suppressor such as a Northern S-4 to provide transient protection for magnetic locks/door strikes and relay contacts. Install the suppressor across the leads connected to the lock as close as possible to the lock.



### Connecting the Display Keypad

PassPoint uses a standard ADEMCO 6139 keypad, supplied with the Kit, to display system status and annunciate trouble conditions. Mount the keypad in an area where it can be seen and heard. Only one keypad can be used with the PassPoint system.

1. Remove the case back from the keypad by pushing down on the two snaps at the top of the case.
2. Route the wiring from the PassPoint system panel (MLB) through the opening in the case back.
3. Mount the case back to a wall or cabinet face.
4. Splice the wiring from the MLB to the supplied flying lead connector and plug the connector into the keypad PC board.
5. Connect the wires from the keypad to the terminals of the MLB as shown.
6. Re-attach the keypad to its case back.



### **Connecting the MLB to System PC**

The system PC can be connected directly to the PassPoint MLB, through an RS-232 cable or via short-haul modems; or remotely, using dial-up modems.

To direct-connect the MLB to the system PC:

1. Connect the 9-pin “D” connector on the supplied RS-232 cable to the 9-pin “D” connector on the side of the PassPoint enclosure.
2. Connect either the 9-pin or 25-pin “D” connector on the other end of the supplied RS-232 cable to an available COM port on the back of the system PC. Record the COM port for later use when programming the software.

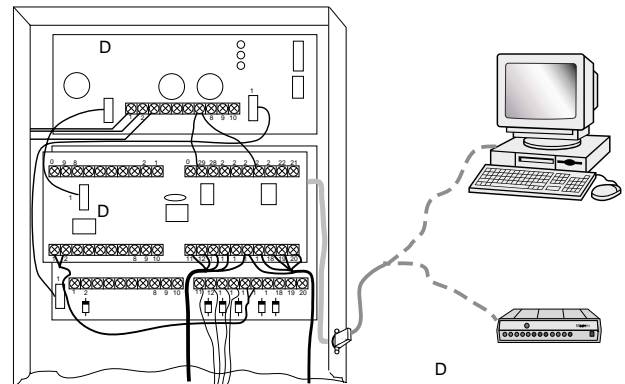
COM Port = \_\_\_\_\_

**-OR-**

To connect the MLB to the system PC via modems:

1. Connect the 9-pin “D” connector on your modem cable to the 9-pin “D” connector on the side of the PassPoint enclosure and connect the opposite end of the cable to your modem.
2. If your computer is not already connected, connect one end of your modem cable to your modem and the remaining end of the modem cable to an available COM port on the back of the system PC. Record the COM port for later use when programming the software.

COM Port = \_\_\_\_\_



### **Step 3: Power Up the PassPoint Panels**

**Warning:** Do not power up the system until all previous steps have been completed.

1. Plug in the power transformer for the system panel containing the MLB.
2. Within 60 seconds of power-up, press and hold down the [1] and [3] keys simultaneously on the 6139 keypad.

Pressing these keys puts the keypad into address mode. The current, default keypad address of “31” appears on the display.

3. Press the [0] key twice to enter the address of “00” and then press the [\*] key to save the new address. Once the proper address of “00” has been entered, the keypad displays the system name, and date and time.

Do not plug in the power transformer for any remaining panels until you are ready to complete the module enrollment process.

# Installing PassPoint Software

**Note:** It is strongly recommended that you exit all Windows programs before running Setup.

## To install PassPoint Express:

1. Insert the PassPoint *Express* software CD-ROM into your CD-ROM drive.
2. If the PassPoint CD Launch utility does not automatically start, click the **Start** button, then click on **Run**. In the dialog box that appears, type: d:\CDLaunch (where “d” is the drive letter for your CD-ROM drive) and click the **OK** button, or press the [Enter] key.
3. From the CD Launch utility window, click the **Install PassPoint** button to begin the PassPoint software installation.

The PassPoint installation program will guide you through the installation process, prompting you for the necessary information. Each time you complete a step, click **Next** to advance to the next step.

Once the software installation process is complete, the PassPoint *Express* icon will automatically appear on your desktop and in the Start menu.



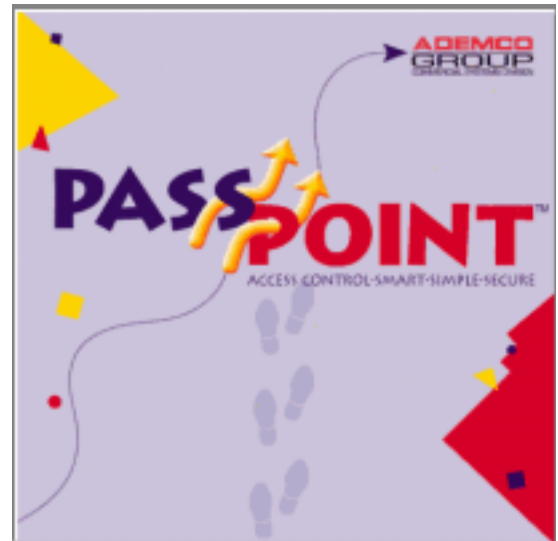
# Configuring PassPoint Software

## Step 1: Start PassPoint Express

There are two ways to start PassPoint *Express* software:

1. Double-click on the **PassPoint Express Shortcut**.
- OR
2. From the Start Menu, click on the **Start** button, click on **Programs**, highlight **PassPoint Express**, click on **PassPoint Express**.

PassPoint *Express* now starts.



The Login screen will be displayed, prompting you for a Username and Password.

Enter the default Username (installer) and default Password (installer) and click **OK** to continue.



## Step 2: Create a New Account

The first time you start PassPoint *Express*, the system displays the new account screen. In order to continue configuring the system, a new account must be created. Accounts allow the managing of multiple MLB's. PassPoint assigns one MLB to each account. If you manage multiple sites, each with its own MLB, then each site must be a unique account.

To create a new account, enter the following:

1. Account Name – The name of the account for this MLB. Use a descriptive name for this site or End User.
2. Account Number – The account number associated with the MLB. Use any number between 0001 and FFFF.
3. MLB # – The number of the MLB in this account. Use the default value of '1'.
4. Host ID # – The number of the Host ID for this account. The default value equates to ignoring the Host ID, which can be used as is or changed if desired.
5. Port # – The PC's COM Port number that is connected to the MLB. Usually between 1 and 4.
6. Modem? – Select **Yes** if you are using a modem and then enter a phone number for the remote MLB site. Use the default value "No" if you are not using a modem.
7. Click **OK** to enter the information and create the new account.

## Step 3: Default/Enroll/Download Modules

The Setup Wizard – New Account Creation screen is displayed after clicking **OK** on the New Account screen.

1. Setup Wizard, Step 1: Click **Next**.
2. Setup Wizard, Step 2: Click the radio button to select the appropriate setup option. The first, fullest option is recommended. Click **Next** to continue.
3. Setup Wizard, Step 3: Click on the arrow of the drop-down list and click on the appropriate configuration template. Click **Next** to continue.
4. Setup Wizard, Step 4: Click **Finish**.

After configuring the system, PassPoint needs to establish communications with the MLB.

**Notes:** If power was removed from the MLB, power up the MLB panel and wait for the keypad to display the message "LOCAL ONLINE."

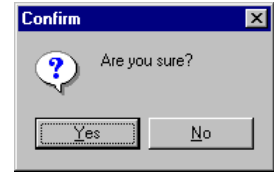
If you are using a modem at the panel, press and release [\*] and [#] keys on the keypad attached to the panel and then wait for the keypad to display the message "REMOTE OFFLINE."

The Connect to MLB dialog box appears immediately after running the Setup Wizard (by default).

5. Click **Connect**. After a short time, the connected field changes from FALSE to TRUE, indicating the PC has established a connection to the system's MLB, and the Setting MLB Defaults dialog box appears.
6. Select the default values desired in the dialog box and click **Set Defaults**.

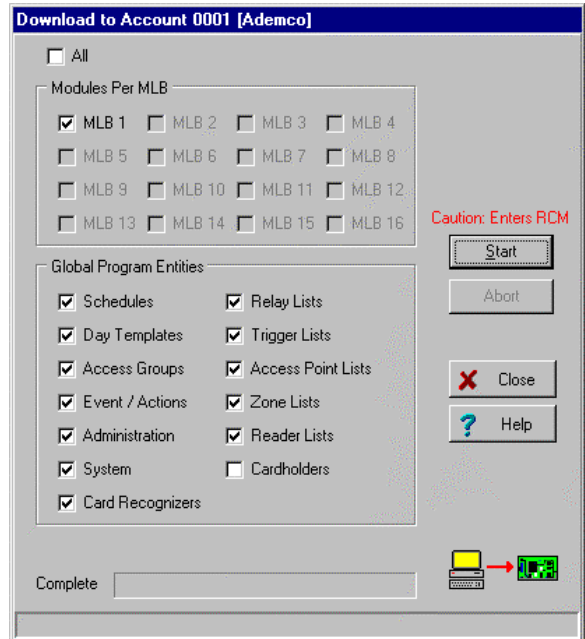


7. The Confirm dialog box appears. Click **Yes**.  
The system defaults are downloaded to the MLB.



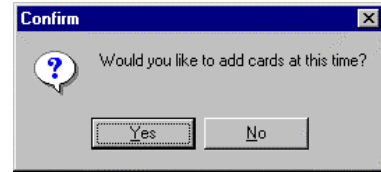
The system prompts you to enroll the modules. The Auto Enroll dialog box now appears on the screen.

8. If you have a printer, click **Print Log** to create a “walk list” of all modules to be enrolled.
9. Click **Start Scan**. The system searches for connected modules. In order for the system to properly enroll each module, you must power up the modules in the order listed on the printout after clicking the Start Scan button. After all modules have been enrolled, the Download to Account dialog box appears.
10. Click **Start** to download the MLB. When the download is complete, the Add Cards dialog box appears.

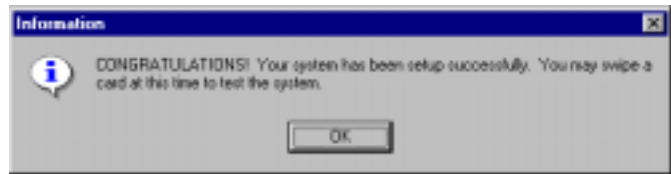


## Step 4: Add Access Cards

1. After downloading the MLB, the Add Cards dialog box appears. Click **Yes**. The Add Card Wizard starts.



2. Follow the screen instructions for adding at least one card to the system. While adding the card, assign the card to Access Group 1 when the question is asked. This provides the cardholder with access, through the doors controlled by PassPoint, on workdays (Monday through Friday) from 8:00 AM to 5:00 PM. When you finish with the Add Card Wizard, the following dialog box is displayed.
3. Click **OK**.



4. Swipe an enrolled card past each card reader. The event log should show that access has been granted. This provides a test that the system is working properly.

The preceding Wizards facilitate configuring the PassPoint system to have two access points without RTE's or DSM's. Additionally, enrolled cards use the default work-week schedule. To modify the access point configuration refer to "Adding a Door Expansion Kit" in your *PassPoint Installation and Setup Guide*. To create and assign additional templates and schedules, refer to "Time Scheduling" in your *PassPoint User Guide*.

## Adding Kits

The capabilities of the PassPoint system that are provided by the Access Starter Kit may be expanded using kits. The most common kit is the Door Expansion Kit (DEK). This kit increases the number of access points the system can control.

Additional kits are available for such purposes as card enrollment, increasing relay or trigger outputs, and increasing burglary zone control. For information on these additional kits, refer to your *Installation and Setup Guide*.

When adding additional kits, note that PassPoint allows a free-topology network. When kits are added, terminate the network as described below:

- a. When using a Star, Loop or Redundant Loop topology, terminate the network at the MLB with a 52.3 Ohm resistor.
- b. When using a Bus topology, terminate the bus at the two modules farthest from each other with a 105 Ohm resistor on each of the two modules.


### Adding a DCM

You may Add door access points to the PassPoint system by installing additional DCM(s). To add a DCM, proceed as follows:

1. Wire the DCM before configuring the module in PassPoint *Express*. Wire the DCM in accordance with the DCM summary of connections diagram. However, remember to leave the DCM in an unpowered state after wiring it.

2. Log in to PassPoint *Express* as the Installer user.
3. If you are operating remotely and controlling more than one account, load the account into PassPoint *Express* by selecting **File** → **Select Account** from the Main Menu and then selecting the correct account and clicking the **OK** button.
4. Establish communications with the MLB by selecting **Comm** → **Connect** from the Main Menu and clicking the **Connect** button.
5. Once communications has been established, select **Config** → **Hardware** from the Main Menu to bring up the Installer Configuration window.
6. Select **Add** → **DCM** from the Installer Configuration menu. This will launch the DCM Wizard.
7. The Wizard summarizes the options you have chosen. Review these settings to make sure that they are the settings you wish to configure, then click the **Finish** button to add the DCM to the system configuration.



8. From the Installer Configuration window, click the **AutoEnroll Modules** button to launch the Auto Enrollment of Modules dialog, which will allow the system to enroll the serial numbers of the new module. Click the **Start Scan** button to begin scanning for the module. Power-up the added module. As the module is enrolled, the service LED blinks once as a confirmation that it has been identified. When you see the service LED lit, the module has been enrolled. 
9. Once the module is enrolled, click the **Close** button from the Auto Enrollment of Modules dialog and then select **File** → **Close** from the Installer Configuration window.
10. Upon returning to the PassPoint *Express* Main Window, you will be prompted to download changes if the prompt to download changes (default) is set. If you are prompted, select **Yes**. If not, select **Config** → **Download** from the Main Menu to bring up the Download dialog.
11. The MLB should be checked. Click the **Start** button to begin downloading the new DCM configuration to the MLB.

Once the download is completed, the DCM has been added to the system and should be functional.

# Customizing Your System

The PassPoint system can be easily customized to user requirements. This customization could include such items as adding templates, schedules, access groups, and cardholders. Refer to the following procedures in your *User Guide* to add or modify these items.

<b><u>Add or Modify</u></b>	<b><u>Refer To</u></b>
Templates	<i>Time Scheduling</i>
Schedules	<i>Time Scheduling</i>
Access Groups	<i>Access Groups</i>
Cardholders	<i>Managing Cards and the Cardholder Database</i>



***Notes:***

***Notes:***





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