IXP120

IXP120 Software
QUICK START GUIDE

Before You Begin

Have the following available:

- The IXP120 Software CD
- Serial number and fixed address of each IXP121 Controller

Computer Requirements

Make sure your computer meets the following minimum hardware requirements:

Component	Minimum requirement
Processor	Pentium II, 600MHz
RAM	256Mb
Hard Disk	2Gb available space
Graphics	1024 x 768
Modem	USB or Serial
Ports	USB and RS232
Removable Storage	CDROM Drive
Operating System	Microsoft Windows NT, 2000, or XP Pro

Where to Find Information

Additional information is available in the following resources:

- **IXP120 Software Help**—part of the IXP120 Software. Help provides detailed information on all aspects of the IXP120 System.
- **IXP120 Product Specification Catalogue**—available at www.impro.net
- **How to Set Up the IXP120 Database on a Dedicated Server** document—for advanced Users only

Document Conventions

The following conventions are used in this document:

Note – indicates additional information

Tip – indicates alternative methods to perform a task

Important – indicates important information

Warning – indicates potential danger to you or the product
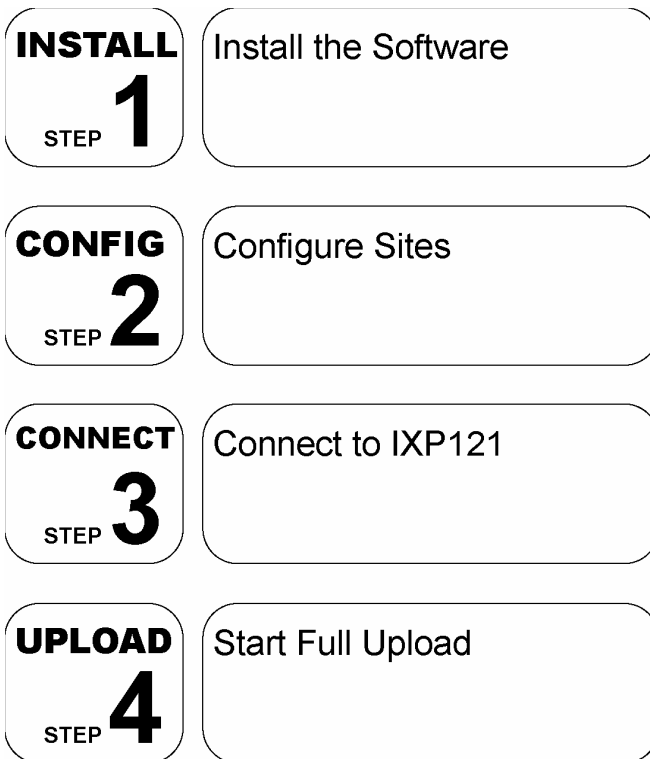
Sequence of Operations

Setup Flowchart

Follow this sequence of steps to setup and configure the IXP120 Software:

INSTALL STEP **1**	Install the Software
CONFIG STEP **2**	Configure Sites
CONNECT STEP **3**	Connect to IXP121
UPLOAD STEP **4**	Start Full Upload

Once the Software is installed, repeat steps 2 to 4 only, to configure a Site.

Install the Software

Install the IXP120 Software as follows:

1. Insert the IXP120 CD into your PC's CD-ROM drive.
2. Open **My Computer**.
3. Right-click the **CD-ROM** drive icon.
4. Select **Install** from the menu.
5. Follow the onscreen instructions.

Initialize the Software

Before starting the IXP120 Software, ensure that the Registration Reader or the IXP121 Controller is connected to the Host PC.

1. In your Windows operating system, choose **Start** > **Programs** > **IXP120** > **IXP120**.
2. Enter your Username and Password.
3. The Application window displays.

The default Username is: SYSDBA
The default Password is: masterkey

Configure COM Ports

If a Registration Reader is present, proceed as follows:

1. On the menu, select **File** > **System**.
2. Select the **Enable Registration Reader** check box.
3. Select the COM port used for the Registration Reader.

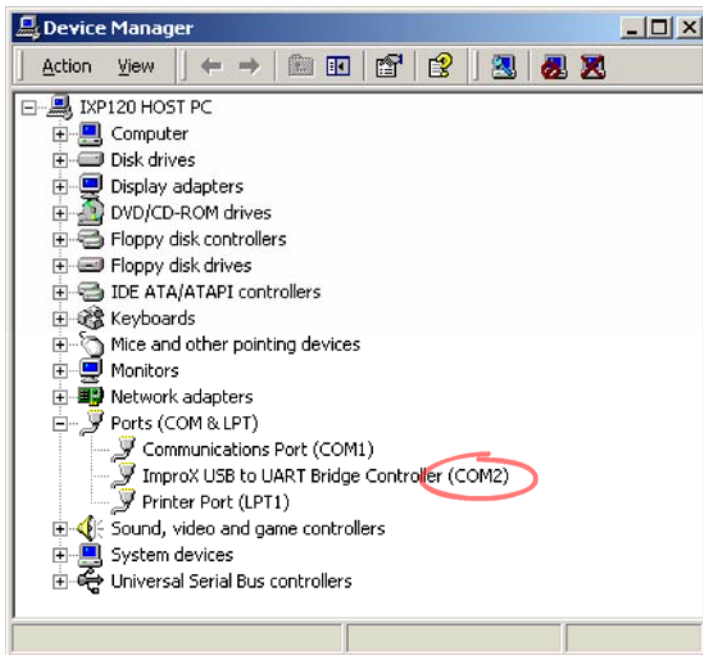If no Registration Reader is present, proceed as follows:

1. On the menu, select **File** > **System**.
2. Select the COM port used for the IXP121 Controller.

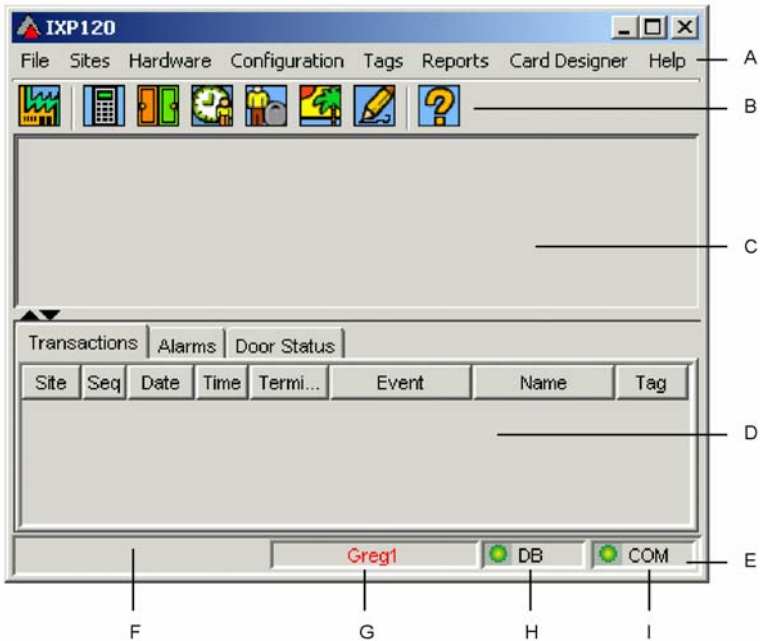If your IXP121 uses a modem, proceed as follows:

1. On the menu, select **File** > **System**.
2. Select the COM port used for Modem.

Use Windows' Device Manager to find out the COM port used by the IXP121 Controller or Registration Reader. The following figure illustrates an ImproX hardware device connected to the Host PC.

Understand the Interface

A - Menu bar
Includes drop-down menus

B - Toolbar
Includes icon shortcuts

C - Task pane
Displays the selected task

D - Monitor pane
Provides real-time monitoring for:
- Transactions
- Alarms
- Door Statuses

E - Status bar

F – Message Display

G - Name of Active Site

H - Active connection to database
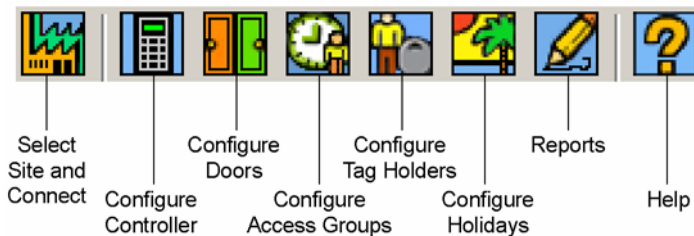- Green light is active
- Red light is inactive

I - Active connection to communications bus
- Green light is active
- Red light is inactive

Toolbar Shortcuts

In addition to the Menu, use the Toolbar to access important tasks.

Using Help

The IXP120 Software has an integrated context-sensitive **Help** system. Information not covered in the guide is covered in Help. Do one of the following to activate Help:

- On the Toolbar, click the 🔲 button.
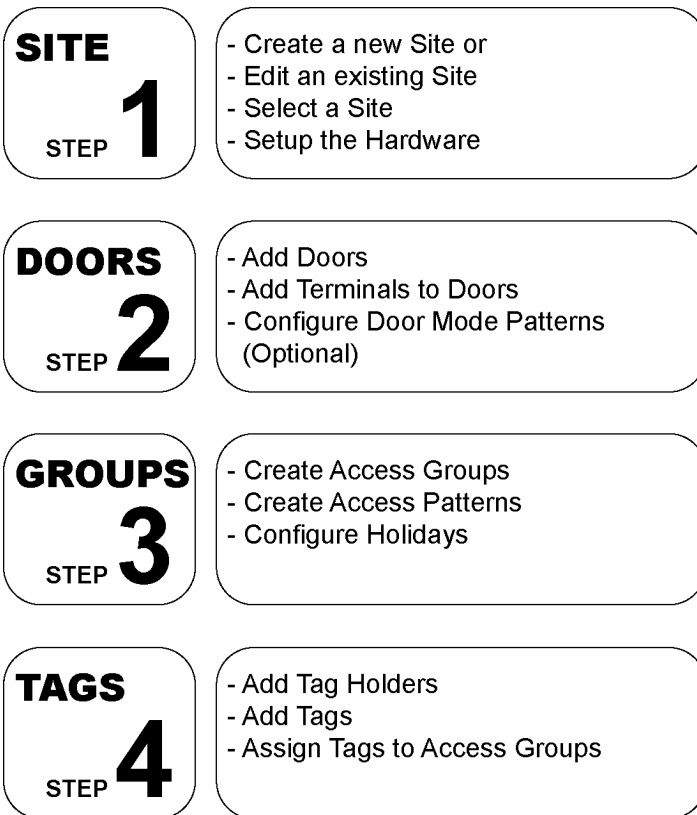- On the Menu, select **Help** > **Help Topics**.

Configure Sites

Configuration Flowchart

Do the following to configure a Site:

SITE STEP **1**	- Create a new Site or - Edit an existing Site - Select a Site - Setup the Hardware
DOORS STEP **2**	- Add Doors - Add Terminals to Doors - Configure Door Mode Patterns (Optional)
GROUPS STEP **3**	- Create Access Groups - Create Access Patterns - Configure Holidays
TAGS STEP **4**	- Add Tag Holders - Add Tags - Assign Tags to Access Groups

Create a New Site

1 You must create a new Site by creating a new Site Directory Entry before you can configure your System. To create a new Site, proceed as follows:

1. On the menu, select **Sites** > **Site Directory**.
2. Leave the **Select Site Group** option as **Default Group**.
3. Click the ➕ button.
4. Enter a name for the Site.
5. Select a **Communication Port**.
6. If the Site uses a Modem, enter a **Telephone** number for the modem.
7. Click the 💾 button to save.

*The Controller's fixed address is required for the **Local Controller Port** option.*

*The **Local Controller Port** option is suitable for RS232 and USB.*

*For the **Ethernet** option, press **F1** on your keyboard to launch Help. Refer to the **Create a New Site** topic by browsing **Quick Start** > **Configuration** in the Help navigation pane.*

Edit an Existing Site

To edit an existing Site's setup, proceed as follows:

1. On the menu, select **Sites** > **Site Directory**.
2. Select a Site from the **Site Directory** panel.
3. Edit the Site's setup options.
4. Click the 💾 button to save.

Select a Site

To configure a Site, proceed as follows:

1. On the menu, select **Sites** > **Select Site**.
2. Select a **Site Group** from the drop-down menu.
3. Select a Site from the **Select Site** window.
4. Click the ☑ button to accept the selected Site, or click the ☒ button to cancel the operation.

Set-up the IXP121 Controller

To initiate communication with the Controller for the first time, proceed as follows:

1. On the menu select **Sites** > **Connect Site**.
2. When prompted, select **Yes** to perform AutoID.

Alternatively, after connecting, proceed as follows:

1. On the menu, select **Hardware** > **Auto ID Units**.
2. When prompted, select **Yes** to perform AutoID.

To configure the Controller, proceed as follows:

1. On the menu, select **Configuration** > **Controller**.
2. Select a **Mode**.
3. Select the **Daylight Savings** checkbox if applicable.

Add Doors

2 A Door is a single physical point of entry or exit. A Door supports one or two Reader Terminals. To add a Door, proceed as follows:

1. On the menu, select **Configuration** > **Doors**.
2. Click the ➕ button.
3. Enter a name for the Door in the **Name** textbox. For example: *FrontDoor*.
4. Select the **Entry Terminal**.
5. Select the **Exit Terminal** if required.
6. Click the 💾 button to save.
7. Repeat steps 2 to 6 for additional Doors.

📄 *Default Tag Mode is automatically assigned as the daily **Day Mode** for the Door.*

Create Access Groups

3 Access Groups use Access Patterns to define times of access for one or more Doors. Tag Holders with similar access requirements are assigned to a common Access Group. To configure Access Groups, proceed as follows:

1. On the menu, select **Tags** > **Access Groups**.
2. Click the ➕ button in the upper pane.
3. Enter a name for the Access Group in the **Name** textbox.
4. Click the 💾 button to save the Access Group.

📄 *You assign Tag Holders to their Access Groups in **Step 4 - Add Tag Holders**.*

Create Access Patterns

Access Groups use Access Patterns to determine times of access for each day of the week. To add an Access Pattern to an existing Access Group, proceed as follows:

1. Click the ⊞ button in the lower pane.
2. Select the relevant days and times.
3. Click the **Doors** tab.
4. Select the relevant **Doors** from the right-hand panel.
5. Click the ◩ button to make the selected Door accessible.
6. Click the 🖫 button to Save the Access Pattern.

Configure Holidays

Holidays are periods when access to Sites is restricted or customized. To configure Holidays, proceed as follows:

1. On the menu, select **Configuration** > **Holidays**.
2. Enter a name for the Holiday in the **Name** textbox.
3. Define the **Start Date**.
4. Define the **End Date**.
5. Click the 🖫 button to save.

Add Tag Holders

4

To Add Tag Holders individually, proceed as follows:

1. On the menu, select **Tags** > **Tagholders**.
2. Click the ➕ button.
3. Enter a Tag Holder's general information.
4. Click the **Tag** tab.
   - Click the ➕ button.
   - Present a Tag to the Registration Reader.
   - Click the **Read Tag** button.
   - Select a tag **Level**.
   - Select an **Access Group**.
5. If the Tag Holder is an Operator, Click the **Operator** tab.
   - Select the **This tagholder is an operator** option.
   - Enter the Operator **UserID**.
6. Click the 💾 button to Save.

*The Tag Holder's **Last Name** field is the only required field.*

Double-click an existing Tag Holder's row to edit them.

Connect to Site

When you save configuration changes, they are saved to the Site database only – unless there is an active connection with the IXP121 Controller.

*The **COM indicator** on the status bar shows a green light if the Controller is connected. Otherwise, the light is red.*

To connect to the Site Controller, proceed as follows:

- On the menu, Select **Sites** > **Connect Site**.

To disconnect from the Site Controller *and* database, proceed as follows:

- On the menu, Select **Sites** > **Disconnect Site**.

Start Full Upload

A Full Upload writes data from the Site database to the IXP121 Controller. When you have completed configuring the Site, start a Full Upload as follows:

- On the menu, select **Configuration** > **Start Full Upload**.

The IXP121 Controller is temporarily off-line during a Full Upload and all data in the Controller buffer is erased. Therefore, the Controller canno process transactions.

Always perform a Full Upload after the IXP121 Controller has had a Firmware upgrade.

Advanced Features

Door Mode Patterns

Door Mode Patterns define operational times and parameters for a door. They are configurable for each day of the week. To define a new Door Mode Pattern, proceed as follows:

1. On the menu, select **Configuration** > **Doors**.
2. Click the **Door Mode Patterns** tab.
3. Click the ⊞ button.
4. Enter a name in the **Pattern Name** textbox.

Add Pattern Time Slots

Each Door Mode Pattern has up to eight Pattern Time Slots. The first Pattern Time Slot has a default access period of 24 hours. To add a Pattern Time Slot, proceed as follows:

1. Change the **End Time** value of the first Pattern Time Slot and press [Enter] on your keyboard.
2. A new Pattern Time Slot is created. It has a **Start Time** value equal to the **End Time** value of the first Pattern Time Slot.
3. Click on the other options of the Pattern Time Slot, and select values from a drop down menu.
4. Click the 🖫 button to Save.

> *The **Default Tag Mode** pattern is not configurable.
> Therefore, you cannot create Pattern Time Slots for it. It is automatically assigned to new Doors.*

Assign Door Mode Patterns to Doors

To assign a Door Mode Pattern to a Door, proceed as follows:

1. On the menu, select **Configuration** > **Doors**.
2. Click the **Door** tab.
3. Select a Door.
4. Click the **Day Mode** button.
5. Select an appropriate **Door Mode Pattern** from the drop-down menu.

Add Tag Holders in Bulk

To Add Tag Holders in bulk, proceed as follows:

1. On the menu, Select **Tags** > **Batch Add Tags**.
2. Select an **Access Group**.
3. Select a **Tag Level**.
4. Enter a **Starting Tag Reference Number**.
5. Ensure the **Batch Mode Auto Read** option is selected.
6. Click **Start**.
7. Present your Tags to the Reader.
8. Click **Stop**.
9. Click the 🖫 button to Save.

> *The **Starting Tag Reference Number** is a number you write on a Tag to identify it.*

Reports

Use the IXP120 Reports to view the following types of data:

- Tag Holders' location and access patterns
- Zone occupancy and zone access patterns
- In and out times, and duration of occupancy

To view the IXP120 Reports, do one of the following:
1. On the Toolbar, click the ![icon] button.
2. On the Menu, select **Reports** > **Web Reports**.

Reports are web-based. Therefore, they are accessible from any workstation connected to the IXP120 Host PC's network. To access Reports in this manner, type the following URL into your Internet browser software:

- http://localhost/webreports/servlet/net.impro.ipx1.web.webreports.SiteSelReport

*Replace **localhost** with the name of the Host PC.*

Web Reports Password

Use a password to restrict access to Web Reports. To do so, proceed as follows:

1. On the menu, select File > Web Reports Password.
2. Enter a password in the **New Password** textbox.
3. Enter the same password in the **Confirm Password** textbox.
4. Select the **Enable Passwords For Web Reports** checkbox.
5. Click the ![icon] button to accept, or click the ![icon] button to cancel the operation.

Anti Passback (APB)

An APB access control system does not accept a tag more than once in the same direction until that tag is processed in the opposite direction, and vice-versa. This ensures the tag is not passed back to another person to gain entry. To enable APB, proceed as follows:

1. On the menu, select **Configuration** > **Doors**.
2. Select a Door.
3. Select one of the following **APB Mode** options:
   − **Strict**
   − **Relax**

*In **Strict** mode, Tag Holders **must** tag-in before they can tag-out, and vice-versa. In **Relax** mode, Tag Holders can tag-out more than once, but can only tag-in if they have tagged out.*

APB Lockout Delay
To set the amount of time that a Tag Holder is locked out after exiting an APB zone, proceed as follows:

1. On the menu, select **Configuration** > **Controller**.
2. Enter the **APB Lockout Delay** in minutes.

Reset Anti-Passback
Activating this function resets Anti-Passback for all Tags in all zones, to neutral. The IXP121 system accepts any tag in any direction, but only for one transaction per tag. To reset Anti-Passback for the connected Site, proceed as follows:

- On the menu, select **Hardware** > **Reset Anti-Passback**.

Replace Units

Replacing Controllers and Terminals is a complex process. Details are provided in the IXP120 Help. To access these details, open Help from the IXP120 Software and navigate to **Advanced Features** > **Replace Units**.

Database Backup

The IXP120 Software does **not** have an automated backup feature. Therefore, the IXP120 databases must be manually backed-up at regular intervals.

We recommend backing up the IXP120 database on a monthly basis, or each time that there are changes made to the system.

Ensure that the IXP120 Software is closed and inactive when you perform the backup procedure.

To manually perform a backup, proceed as follows:

1. In Windows, browse to the **C:\IXP120** folder.
2. Select and copy the **Database** folder.
3. Paste the **Database** folder to a secure location on your network, or archive it to CD, DVD, or tape, as per your company's backup policy.

This manual is applicable to the IXP120 Software Version 4.0.			
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