

WinSen Property Sentinel Site Customization Guide

Introduction

This Site Customization Guide provided with your WinSen Property Sentinel software consists of a series of forms which will need to be filled out regarding your access control and alarm system. This is where you specify information about how you wish to control access to your facility. For example, your gate hours, whether to allow delinquent tenants on-site, how many keypads are in use, and many other options.

The Site Customization Guide will assist you in gathering this required information and making key decisions as to how you will control access to your facility with WinSen Sentinel. It is also a convenient place to store all of the necessary data.

Section 1 - Time Zones

Time zones are used to define what hours your facility may be accessed by your tenants. After defining the gate hours for your time zones, you then assign each tenant the appropriate time zone. This lets you assign certain tenants different gate hours than others.

In the following table, enter the gate hours for your time zones. Enter the times in 24 hour format with the start time separated from the stop time by a "-" (to convert to military time, add 12 to a PM time). For example, 0600-2100 would indicate gate hours from 6:00 AM to 9:00 PM.

Space has been provided for five time zones. Not all need be used, but you must have at least one.

Time Zones				
Zone #	Mon - Fri.	Saturday	Sunday	Holidays
0				
1				
2				
3				
4				

Section 2 - Setups

This section is used to designate various access options, e.g. whether to allow delinquent tenants on-site, anti-passback options, perimeter beam setups, etc.

Delinquent Control Options...this selection controls whether or not to allow delinquent tenants on-site. **Deny Access to delinquent tenants** denies them access. The **Allow access and log a message** option allows them entry, but logs a message.

- Deny Access to delinquent tenants**
- Allow access and log a message**

Access Options...three options are available as follows:

1. Lock In: This option will not allow tenants to leave if they stay on-site after their gate hours (the hours specified in their assigned time zone). For example, if a tenants assigned time zone hours are from 7 am to 11 pm, and they stay on-site until 11:30 p.m., the system would not allow them to key out. We do not recommend this option.

- Yes, lock tenants in after close**
- No**

2. Anti-Passback: This option will not allow a tenant to exit the facility if they did not key in, and vice versa. For example, if they have "tailgated" in, the system would not allow them to exit. Conversely, if they "tailgate" out, they would not be allowed to enter the next time they attempt access.

- Yes, use Anti-Passback feature**
- No**

3. Tamper Limit: This is the number of "bad passcode" attempts allowed before the alarm goes off. For example, if it is set to 3, and someone enters 3 bad passcodes in a row, the alarm will go off. Enter 0 if you do not want this feature.

Tamper Limit _____

Door Alarm Options...the following three options apply if your installation is an alarm system:

1. PDA/TDA Status Change Logging: the system has the capability of disabling the alarm on a specific unit if necessary. This option allows the operator to choose whether door status change logging occurs for alarm disabled units. If it is selected, "open" and "close" messages are written to disk for permanently disabled alarms (PDA's) or for time disabled alarms (TDA's). Otherwise, door status changes on units with PDA's are ignored by the system and no logging will occur. We recommend **Yes** for this option.

- Yes, log door status changes on PDA's**
- No**

2. Automatic Alarm Disable: Situations may occasionally arise which will set off the occurrence of repetitive, nuisance alarms for certain units. The larger the site, the higher the probability that these false alarms will occur. Wind,

temperature variations, loose wiring, loose door switch mountings, loose doors, vibration, age, poor installation, etc. can all contribute to upsetting the critical alignment and gapping of the switch/magnet combination.

The result of these false alarms will be constant annunciation at the computer and possibly in the yard, and many door status change loggings. The constant annunciation can be very irritating and the excessive status change logging can consume a large amount of hard disk space.

The usual solution for a constantly cycling false alarm would be to permanently disable the alarm and turn PDA/TDA status change logging off (see above) until the offending alarm point can be serviced. However, if the nuisance alarm should occur unexpectedly during off hours, this option provides an automatic alarm disable feature which accomplishes the same purpose.

With this option enabled, the system will detect and disable repetitive alarms. The recommended setting for this feature is "Yes".

- Yes, use automatic alarm disable feature**
- No**

3. PIO Address: Enter the decimal address for the PIO-12 card, if you are using a perimeter beam and/or individual door alarm system. The default address is **768** Decimal (300 Hex) and normally will not need to be changed. Contact SSC if you already have a device that uses this address and need help selecting an alternative address.

PIO-12 Address _____

Clear On-Site Tenants/Auto Re-Arm...If this option is enabled, all door alarms will be re-armed at the assigned time zone's stop time. For example, if this option is checked, and time zone 1 has been assigned to it, all tenant on-site statuses will be cleared, and alarms will be re-armed when the stop time for this time zone arrives.

We suggest that this option be enabled in order to account for tenants who "tailgate" out on exit. Otherwise, such a tenant's alarm would not be re-armed.

- Yes, use automatic re-arm feature**
- No**

If **Yes**, enter the time zone that controls the automatic re-arm feature: _____

Perimeter Beams...this designates whether you are using a Perimeter Beam System (PBS) at your facility. If so, you will need to designate which of your time zones will control the PBS. The PBS will be turned on during the time period between the assigned time zone's stop and start times and off at all other times.

For more details on Perimeter Beams, refer to the **WinSen Sentinel** manual.

- Yes, Perimeter Beams are in use**
- No**

If **Yes**, enter the time zone that controls the Perimeter Beam System : _____

Time Disabled Alarms...If your installation is not a door alarm system, you can skip this section.

This option controls whether or not **time disabled alarms** (TDA's) will be disabled at the assigned time zone's stop time, and the time zone that controls the TDA's. Normally, unit alarms are enabled or disabled by keypad or cardreader access or by operator intervention. In some instances, though, it may be desirable for certain alarms to be automatically enabled or disabled on the basis of time of day. For example, building access doors are best alarmed on a timed basis. The system provides a feature for designating certain units as **time disabled alarms**.

Timing is done on the basis of an assigned time zone. If a unit is designated as a time disabled alarm (TDA), that unit's alarm will be disabled during the time zone's open hours. During the time zone's closed hours it will be enabled as long as no one is on-site. If a tenant enters the site during this time period, all TDA's will be disabled. All TDA's will be re-armed one minute after the last tenant has exited the site.

It is highly recommended that the **auto re-arm** feature be enabled when implementing time disabled alarms (see "Clear On-Site Tenants/Auto Re-Arm" above).

- Yes, enable TDA's**
- No**

If **Yes**, enter the time zone that controls the Time Disabled Alarms: _____

Section 3 - Holidays

This section is where you define which days of the year are holidays. This is necessary if your facility has different gate hours (or no gate hours) during holidays than other days. If this doesn't apply to your facility, you can skip this section.

In the following table, enter the dates and descriptions of your designated holidays:

Holidays	
Date	Description

Section 4 - Keypads

It is necessary to tell WinSen Sentinel how many keypads you are using and their types. Please enter the following information for each keypad as appropriate in the provided table.

Description...enter a description for this keypad, e.g., “Main entry keypad”, “RV storage area”, etc.

Keypad Style...there are two choices available:

0. **Unit number/passcode**: the tenant has to enter their unit number, followed by the “#” key, then their passcode followed by the “*” key to gain entry.
1. **Passcode only**: the tenant will enter only their passcode, which could be up to 9 characters.

Keypad type...there are five choices as follows:

0. **Inactive**: the keypad is not in use.
1. **Enter**: the keypad is used to enter the facility.
2. **Exit**: the keypad is used to exit the facility.
3. **Toggling**: the keypad is used for both entry and exit.
4. **Auto re-arm**: this option is used when you have one keypad, used for entering the facility, and a door alarm system installed. When the tenant keys in, the alarm on their unit door is disarmed. It will be re-armed when they close the door on their unit rather than when they key out as with a multiple keypad system.

Following is a sample entry in the Keypad table:

Address	Description	Style	Type
0	RV Storage Area	1	3

This entry indicates that the keypad addressed as #0 is used for access to the “RV Storage Area”, it is a “Passcode only” style, and it is used for entry and exit.

Keypad Definitions...to begin, enter the number of keypads in use at your facility. Then fill in the Keypad table as appropriate.

Number of Keypads _____

Keypads			
Address	Description	Style	Type
0			
1			
2			
3			
4			

Section 5 - Keypad Access Levels

Access levels allow you to designate certain keypads to be accessible only to certain tenants. For example, if your facility has a separate controlled access RV storage area, you can specify that only tenants with RV’s parked there are allowed to enter that area.

In this section, you will designate which keypads are accessible to which access levels. Space has been provided for five access levels. Not all need be used, but you must have at least one. For each access level, enter the following information:

Description...enter a description for this access level, e.g., “RV storage area”, “High security area”, etc.

Valid Keypads...enter the address of each keypad (from the keypad table above) that tenants with this access level are allowed to use.

Keypad Access Levels		
Access Level	Description	Valid Keypads
0		
1		
2		
3		
4		

Section 6 - Cardreaders

This section applies if you are using cardreaders for access to the facility. Cardreaders are connected to the system through **Cardreader Interface boards (CRI’s)**, each of which can support up to four cardreaders.

Description...enter a description for this cardreader, e.g., “Main entry cardreader”, “RV storage area”, etc.

Cardreader type...there are five choices as follows:

0. **Inactive:** the cardreader is not in use.
1. **Enter:** the cardreader is used to enter the facility.
2. **Exit:** the cardreader is used to exit the facility.
3. **Toggling:** the cardreader is used for both entry and exit.
4. **Auto re-arm:** this option is used when you have one cardreader, used for entering the facility, and a door alarm system installed. When the tenant keys in, the alarm on their unit door is disarmed. It will be re-armed when they close the door on their unit rather than when they key out as with a multiple keypad system.

Cardreader Definitions...to begin, enter the number of CRI's in use at your facility. Remember, each CRI supports up to 4 cardreaders. Then fill in the cardreader table(s) as appropriate. The first table is for the CRI addressed as 64 (CRI addresses always start at 64) and the second table is for CRI 65, if applicable.

Number of CRI's _____

CRI at address 64		
Reader Number	Description	Type
0		
1		
2		
3		

The next table needs to be filled in if you have more than four cardreaders.

CRI at address 65		
Reader Number	Description	Type
0		
1		
2		
3		

Section 7 - Cardreader Access Levels

Cardreader access levels are exactly the same as "Keypad Access Levels", except they apply to cardreaders instead of keypads. Please refer to "Section 5 - Keypad Access Levels" on page 3, then fill in the following table as appropriate:

Cardreader Access Levels		
Access Level	Description	Valid Cardreaders
0		
1		
2		
3		
4		

Section 8 - Door Status Boards

If your installation is not a door alarm system, you can skip this section and go on to Section 9.

The door table defines which unit is wired to which door status switch in the alarm system. Thus, if an alarm is triggered, WinSen Sentinel uses the information in the door table to display which unit is involved.

If you know which units are wired to which inputs on the DSB's, fill out the following door table charts. If you don't know this information yet, it can be entered later, and you may go on to Section 9.

DSB Quantity...indicate the number of DSB's you have at your facility.

DSB Quantity _____

For each DSB, fill in the following information on the provided DSB worksheet. If you need additional tables, copy the following page.

Address...enter the address of this DSB. DSB's should be addressed so that they are numbered in sequential order from DSB 128 up to the highest DSB address, with no gaps. For example, if you have two DSB's, they would be addressed as DSB 128 and DSB 129. It would be incorrect to address them as 128 and 130.

Description...enter a description for this DSB.

Capacity...DSB's can be low or high capacity. Low capacity DSB's can support up to 24 doors, while high capacity DSB's can support up to 48 doors. Check the appropriate box.

DSB inputs...enter the unit door that is wired to the appropriate input on this DSB. Any door may be wired to any valid input as long as the information in the door table correctly shows which unit doors are wired to which DSB input.

If the DSB is a high capacity type, you can enter up to 48 doors. Otherwise, enter up to 24 doors.

Door Status Board Worksheet

DSB Address _____

Description _____

Capacity

- Low (24 doors maximum)
- High (48 doors maximum)

DSB Input	Unit Number
0	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	

DSB Input	Unit Number
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	

Door Status Board Worksheet

DSB Address _____

Description _____

Capacity

- Low (24 doors maximum)
- High (48 doors maximum)

DSB Input	Unit Number
0	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	

DSB Input	Unit Number
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	

Door Status Board Worksheet

DSB Address _____

Description _____

Capacity

- Low (24 doors maximum)
- High (48 doors maximum)

DSB Input	Unit Number
0	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	

DSB Input	Unit Number
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	

Door Status Board Worksheet

DSB Address _____

Description _____

Capacity

- Low (24 doors maximum)
- High (48 doors maximum)

DSB Input	Unit Number
0	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	

DSB Input	Unit Number
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	

Section 9 - Event Display Settings

This section relates to what information you want displayed in the event window and the alarm window when events occur, e.g. alarms, gate entry & exits, etc. The fields available for display are as follows:

1. **Customer name:** The customer name.
2. **Unit/Device:** The unit and the device associated with the event.
3. **Event:** A brief description of the event that has occurred.
4. **Date:** The date of the event.
5. **Time:** The time of the event.
6. **Device:** The device associated with the event.

Enter the events you want displayed below in the order you want them to be displayed. For example, if you want the Date of an event to be displayed first, then the Time, enter "Date" on line #1 below, and "Time" on line #2.

If you prefer, enter the number from the list above instead of the description, e.g., "5" represents the time, "6" represents the device, etc.

Event Display Settings

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Section 10 - Workstation Settings

This section is where you designate various options within WinSen Sentinel such as the COM port where the key-pads/DSB's are connected to your computer, the message levels, logging printer, sound effects, and visual effects.

COM port...the COM port where the access control/alarm system is connected to your computer. For most systems, this will be COM2.

COM port # _____

Message Level...this setting controls the level of messages that are displayed on your computer screen as site activity occurs, e.g. tenants entering and exiting, alarms going off, etc. Regardless of this setting, WinSen Sentinel writes all events to the hard disk for later review if need be. This setting only affects the messages shown on your screen as these events occur.

Select your choice:

- All Messages** - All activity that occurs will be displayed in a window on your screen.
- Alarm Messages Only** - Only alarm messages will be displayed.

- No Messages** - No activity or alarm messages will be displayed.

Logging Printer...this option controls whether activities are logged to a printer as they occur. As in "message level" above, the system will write all activities to disk regardless of this setting. If you want to log all activity to a printer, you will need to designate which printer from your Windows installation you wish to use for this (since each installation varies, they cannot be listed here). This is done in the "Workstation Settings" option under the Options menu. It should be done AFTER you have installed the Preprogramming Disk that we will send you which contains the information from this Site Customization Guide.

The drop down list will show all printers that are available within your Windows installation. Choose your logging printer from the drop down list. If you don't want to log activities to your printer, choose "Not Active".

Open Gate Hot Key...when enabled, this option allows you to open the gate by pressing a "hotkey". The hotkey can be one key (for example, the F12 key), or it could be a combination of keys, such as "Ctrl+G". You can assign any combination of keys that you desire, but you should not assign key combinations that are used by other programs or by Windows. For example, "Alt+F4" is used by Windows to close the active application, so you should not assign this combination to the "Open gate" hotkey. We recommend the F12 key.

- Yes, use hotkey to open the gate**
- No**

If Yes, which key or key combination would you like to use? If you want a combination, you must use Ctrl or Ctrl+Shift as the first key(s), for example, "Ctrl+G", or "Ctrl+Shift+G".

Hotkey _____

Sound Effects...You can specify that certain sound effects will occur when designated events occur, e.g., an alarm is triggered, communications problems, etc. You can select none, one or more of the following options:

Standard alarm tone: When an event occurs, the computer speaker will emit a tone for a specified number of seconds.

Voice announcement: When an event occurs, a voice will announce it. Your computer must have a "sound blaster" card and speech synthesizer software to use this option.

Wave file playback: When an event occurs, the computer will play back a "wave file". If you wish to use this option, you will need to go into Workstation Settings under the Options menu and set it up AFTER you have installed the Preprogramming Disk that we will send you which contains the information from this Site Customization Guide. This is because the sound files available will depend on your Windows installation.

Select your sound effect option(s):

Please return this guide with the WinSen Property Manager Site Customization Guide to:

Sentinel Systems Corporation

1620 Kipling Street

Lakewood, CO 80215

(800) 456-9955 (303) 242-2000

Fax (303) 242-2011

<http://www.SentinelSystems.com>

Standard Alarm Tone
Number of seconds _____

Voice Announcement

Visual Effects... You can have visual effects occur when events occur, e.g., an alarm is triggered, a tenant enters the facility, etc. You can select none, one or more of the following options:

Alarm window, duration & number of lines: This will cause an "alarm window" to be displayed when there is an alarm. After checking the box, enter the duration (the amount of time in seconds the alarm window is to be displayed). Then enter the number of activity message lines to be displayed in the alarm window. For example, if the number of lines is set to 5, the last 5 activities that occurred will be displayed in the alarm window.

Activity message on icon: When checked, this will cause activity messages to be displayed on the WinSen Sentinel icon when it is "minimized". The last activity message will stay on the icon until a new activity message is recorded.

Flashing icon for alarms: When checked, this will cause the "Sentinel" on the minimized WinSen Sentinel icon to flash when there is an alarm.

Number of messages in event window... This setting controls how many messages will be displayed in the event window. This allows you to see the most recent activity that has occurred on-site without having to generate an activity report. The maximum number is 999.

Select your visual effects:

Alarm Window
Duration in seconds _____
Number of lines _____

Activity message on icon

Flashing icon for alarms

Number of messages in event window _____

Section 11 - Site Name & Address

For reference purposes, please fill in the following information about your facility.

Site Name _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Managers Name _____