Paxton Quick Start Guide

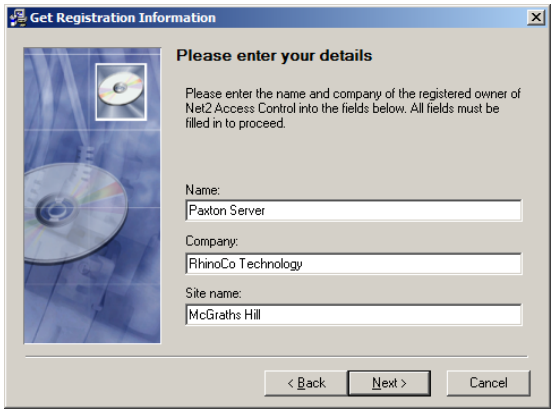
Net2 Access Control System Configuration

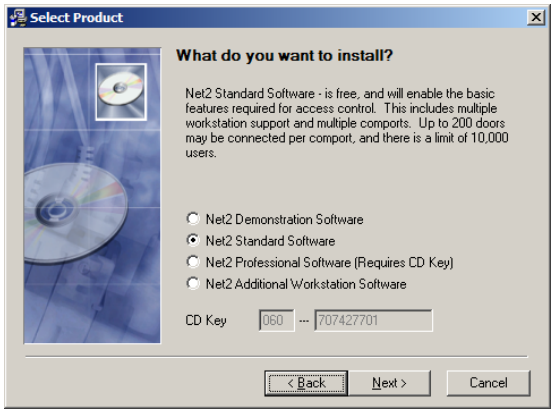
This quick start guide is for basic reference only and may not be applicable to all installation. Please use the Paxton help documentation for more detailed information.

Software Installation

Paxton Server

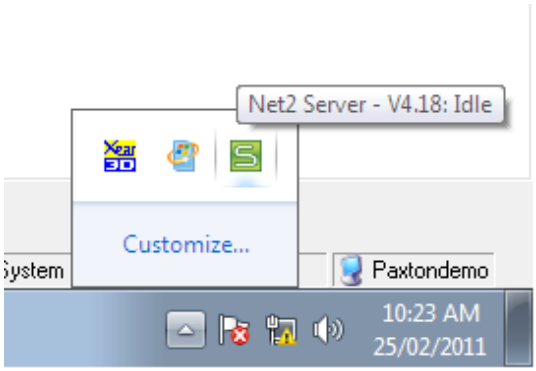
- Insert the CD and run the setup.
- Type the desire system names and then click next
- For most installation select Net2 Standard Software for the Paxton Server





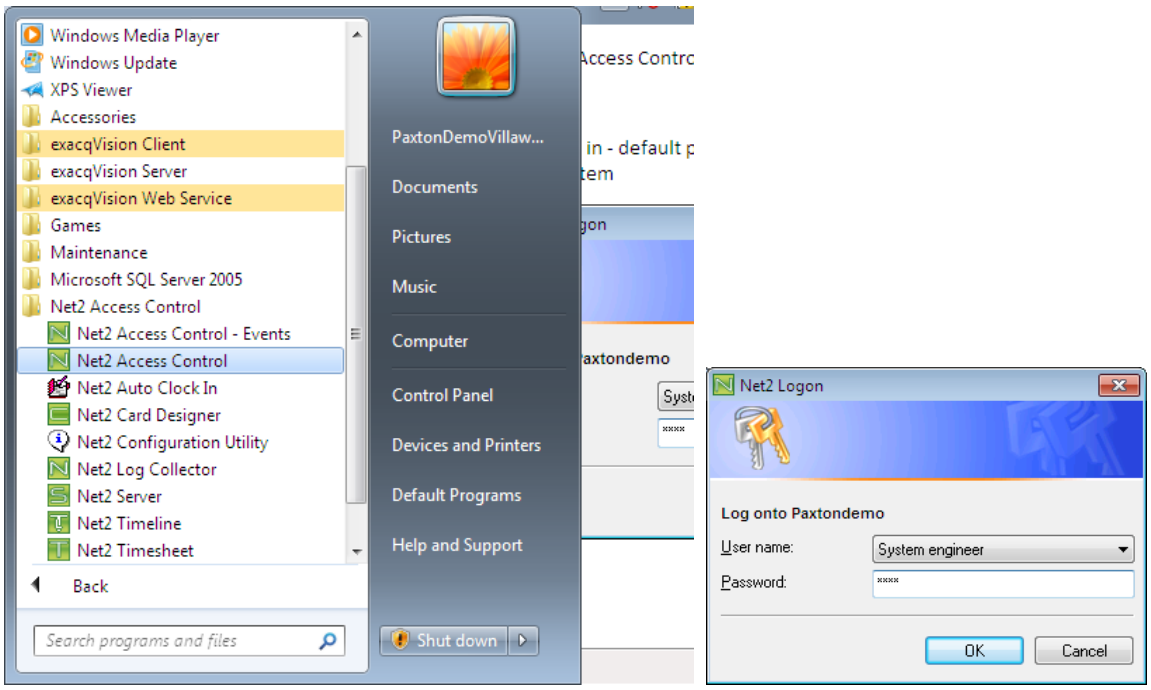
Not: If you are integrating to a Fire System you must use the Professional version at additional cost.

- Follow the prompts and complete the installation.
- After installation has completed it is advisable to check to ensure net2 Server is running.
- Depending on OS version you should see the Paxton Server icon in the system tray.

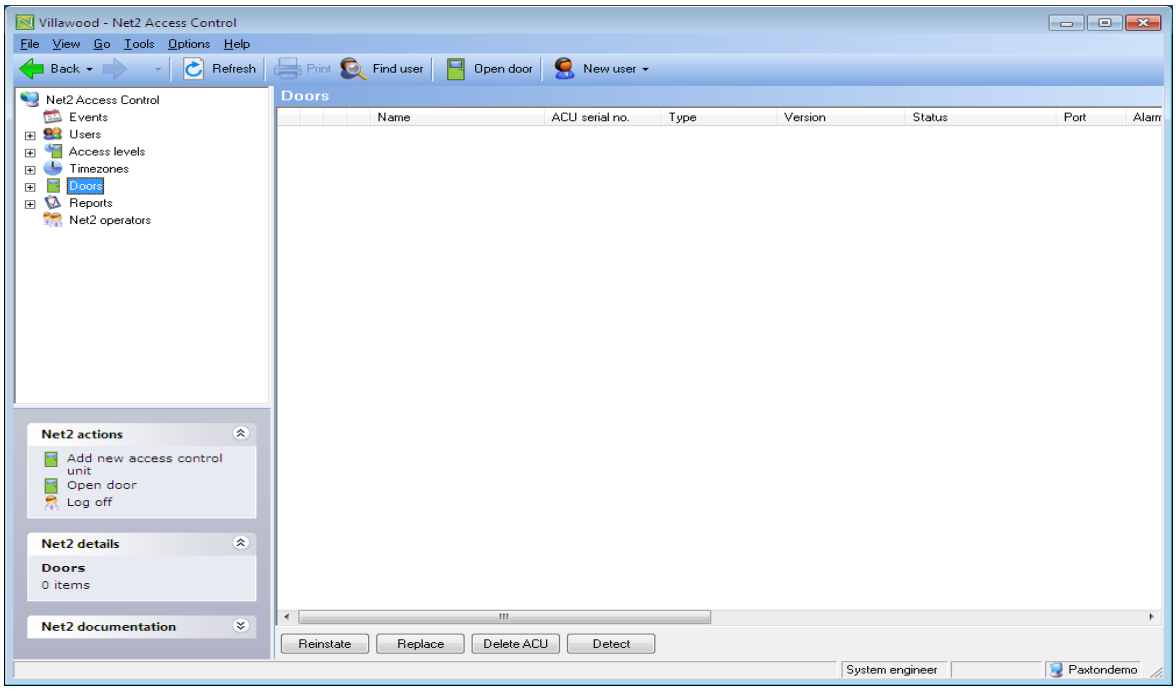


Start Net2 Access Control software Icon

- The Paxton Access Control application can be started from Start menu.



- Log in - default password is net2 - this should be change at time of commissioning system.
- The first time Net2 Access Control application is run the tree view will list only the basic components. Each component will need to be configured and the most common place to start is with the Doors. Each ACU will need to be connected – one at a time is recommended – as described below.



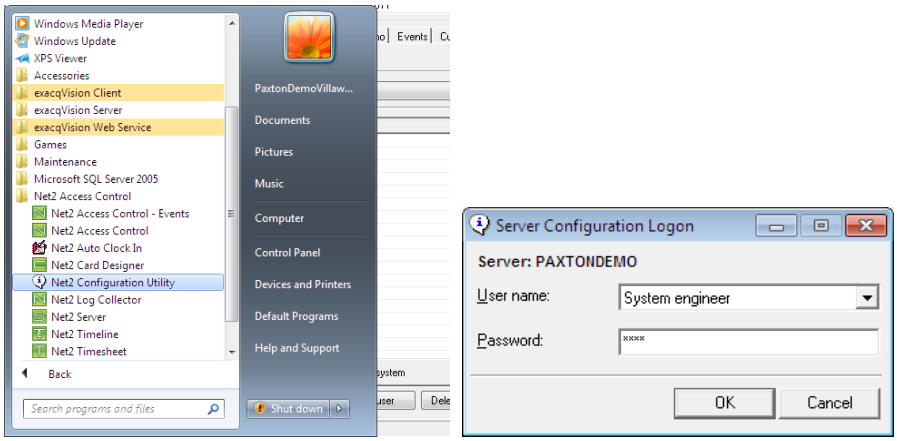
Adding a Door Controller or ACU.

It is highly recommended that if you do not have a good understanding of Networks, IP address and Firewall you should consult a network professional to assist with connecting devices to the network.

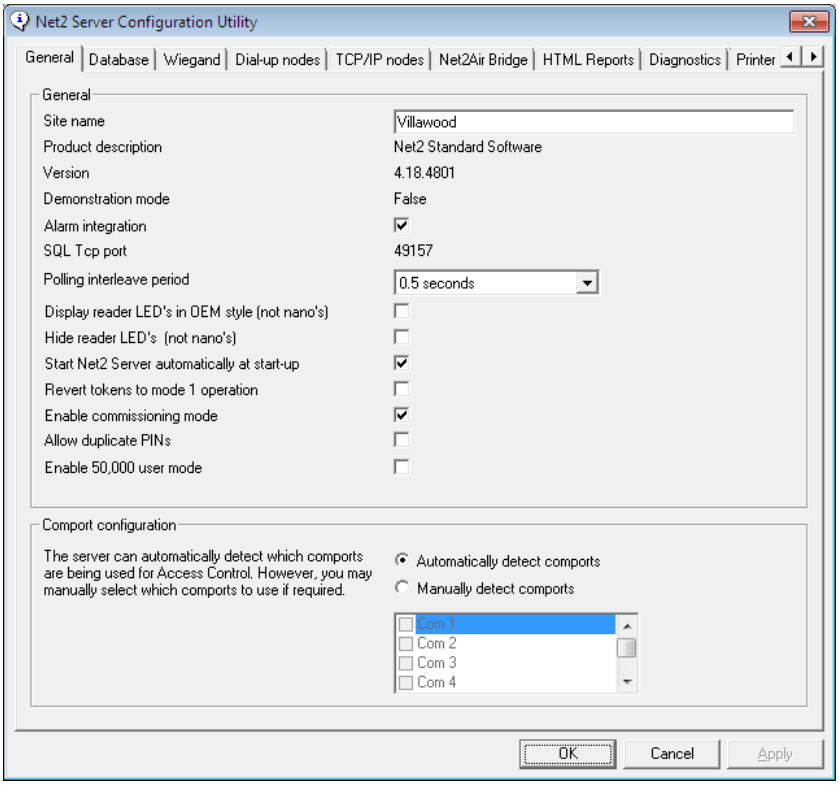
Best Practice - Although Paxton control units can obtain IP address from a DHCP server it is preferable to use static IP address or at least they should be given a DHCP reservation. It is preferable to request a range of Static IP for all devices to be connected to the network for the system including Paxton Server, ACUs, I/O board, DVR Server and Cameras. Those device IPs should then be excluded from the DHCP range.

Net Configuration Utility

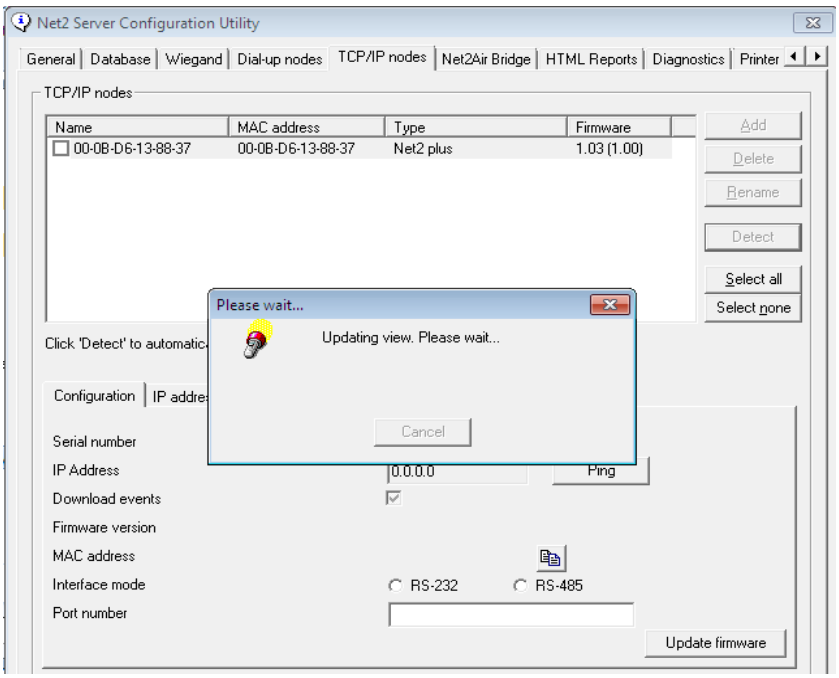
The Net2 Configuration Utility can be found in the Net2 Access Control group in the start menu.



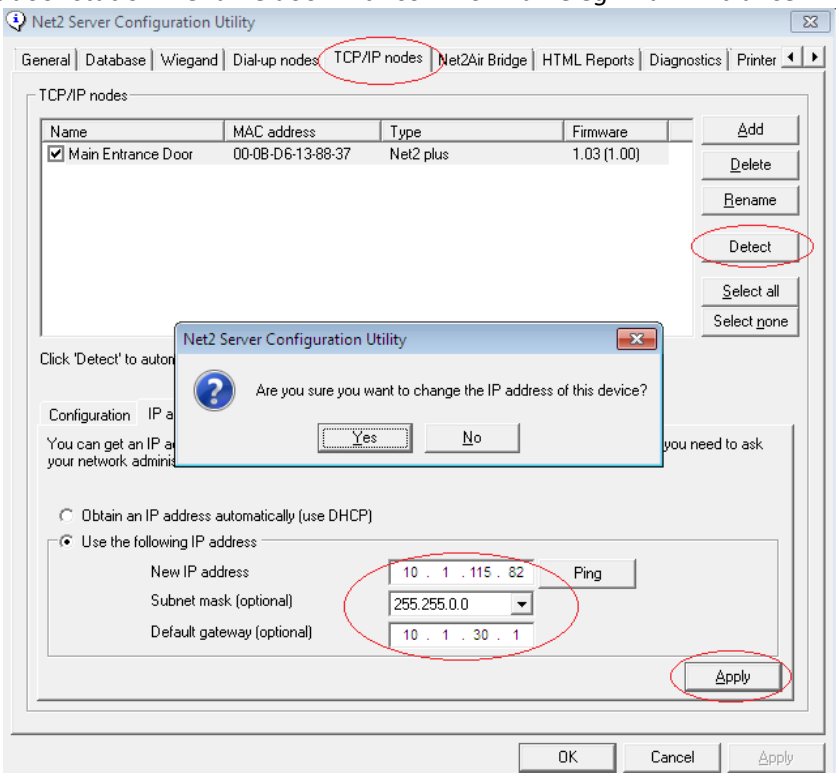
- Log in - default password is **net2** - this should be change at time of commissioning system.
- The **General Tab** shows the standard configuration – in most cases this tab does not require any changes other than after commissioning "**Enable commissioning mode**" should be unchecked. This prevents additional units being detected and added to the system; especially important with wireless integrated systems.



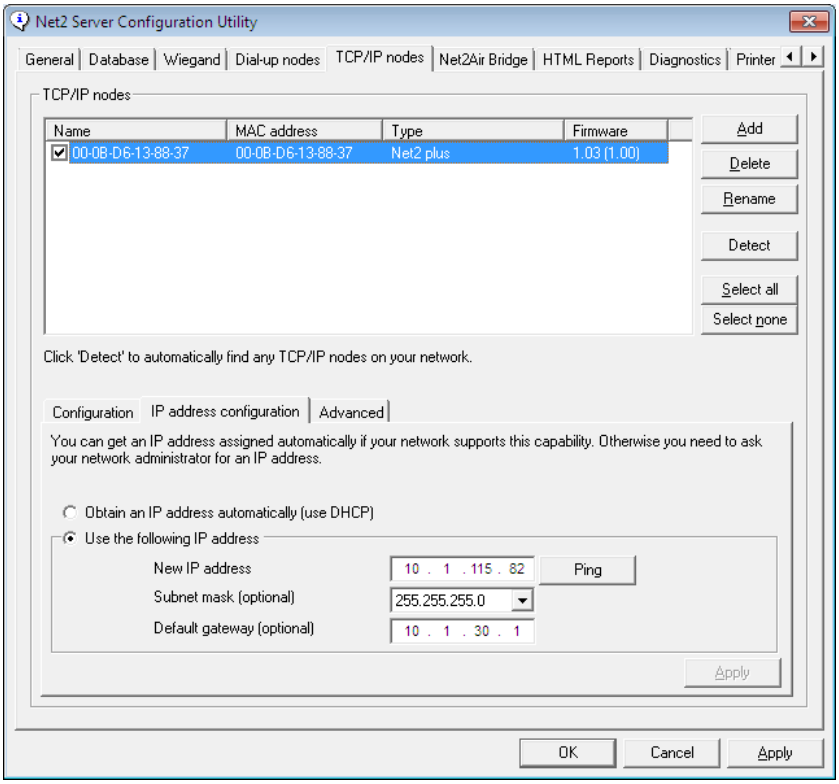
- Select **TCP/IP nodes** tab
- Click on **Detect** to locate connected devices



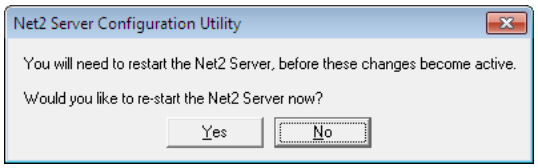
- The default IP address will be shown in the IP settings
- - **Best Practice** - manually configure IP address - Have the address range excluded from the network DHCP server.
- Select an IP, Mask and Gateway address to suite network
- Click on Apply to update unit with new IP.
- *TIP - Only connect 1 door station at a time to the network - It makes it much easier to identify the unit door station. Rename door with common name eg. Main Entrance.*



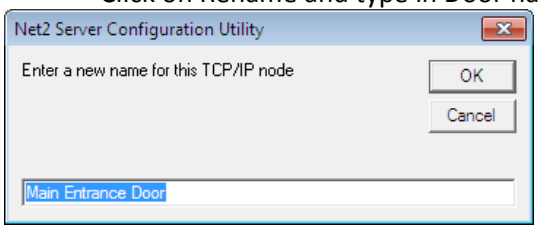
- Select device and click on –**Apply**- to update



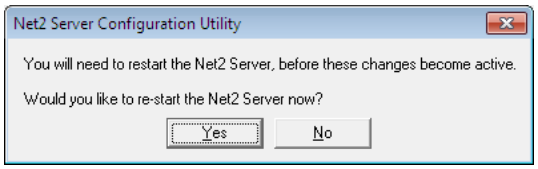
- Do not restart server at this point. select **No**



- It is better to rename the door before proceeding.
- Click on Rename and type in Door name then - OK.



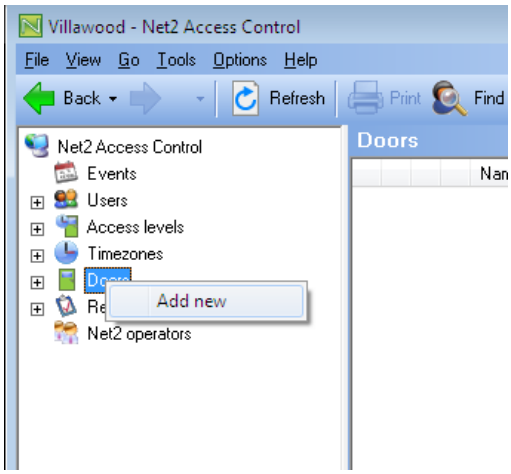
- Click on Apply to load changes and restart server or if there are more devices to be added click detect and repeat above.
- Once all devices have been added click on Apply and restart server.
- The Net2 Server will need to be restarted to connect to the Device Net2 Plus.



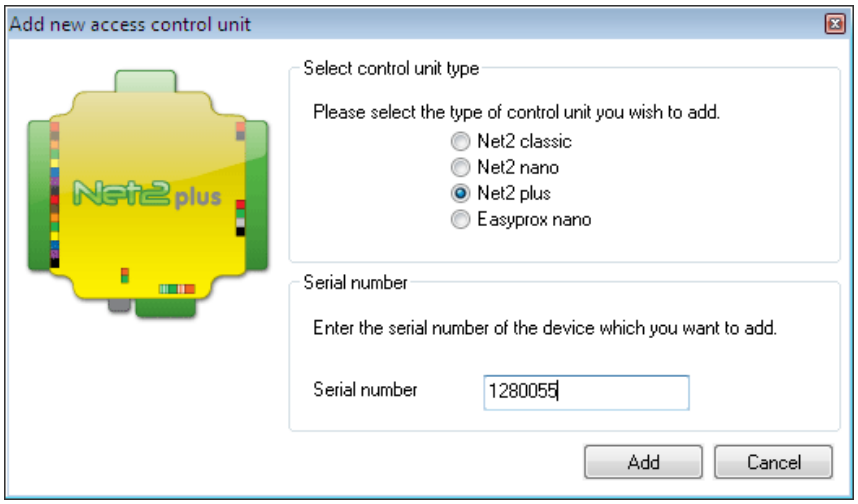
- Once the server has been restarted the Doors/devices will:
  - Show Server Connected
  - Update with any configuration setting
  - reboot

Start Net2 Access Control application

- Click on Doors – generally the ACU added above will automatically be detected, if not then,
- Select **Add New**.

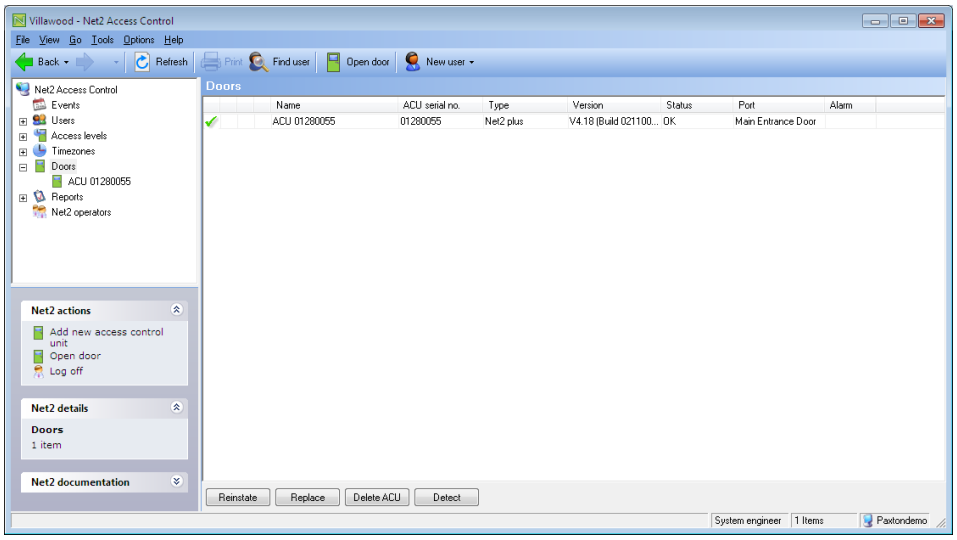


- Select the Type of ACU to be connected. This document refers to the Net2 Plus – for set up Net2 Nano wireless please refer to the Paxton Net2 Nano Control unit document.
- Enter the Serial Number located on the front of the ACU

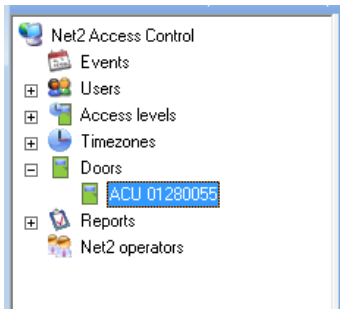


Changing the Door Name

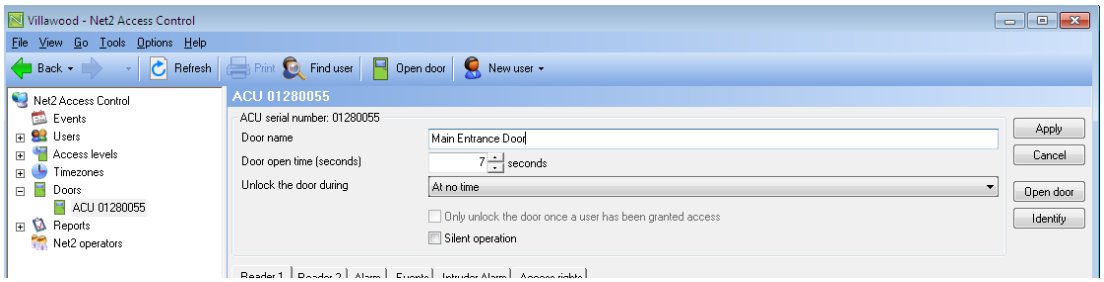
You can change the Door name by simply selecting the appropriated door from the tree view



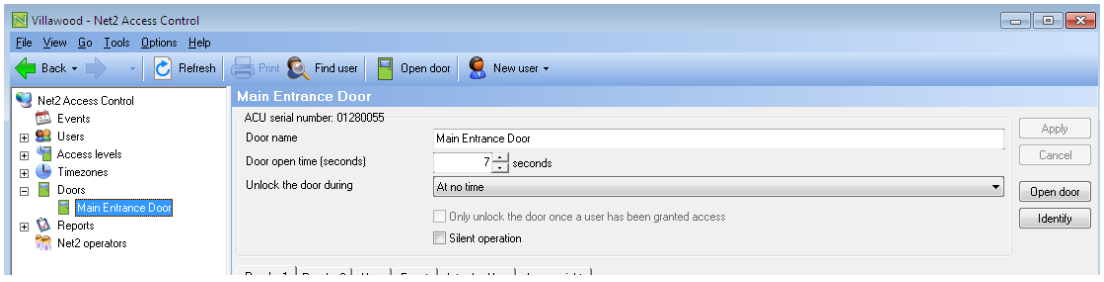
- Select and expand the Door to be renamed.



- Change the Door name to the desired name.

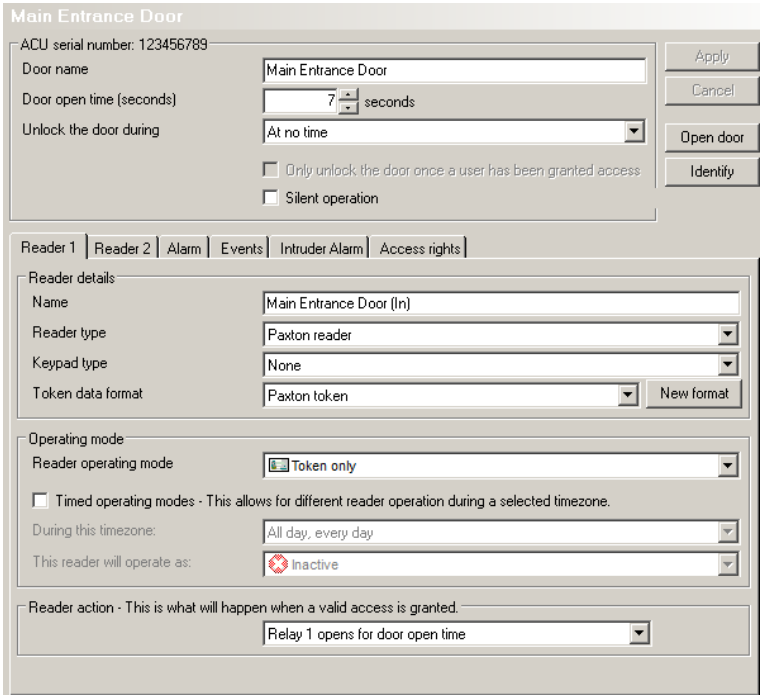


- Click **Apply** to accept changes.

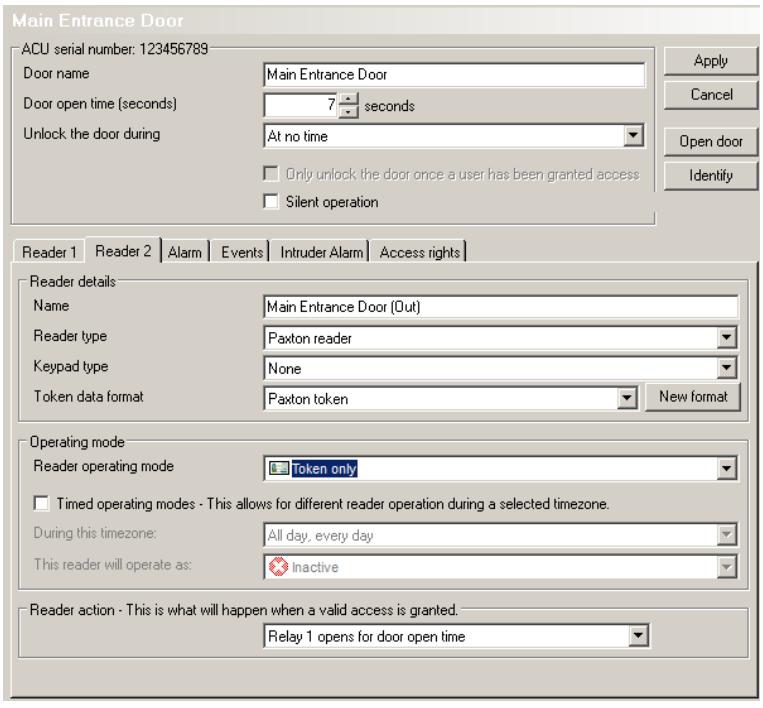


Configuration for a standard Paxton door.

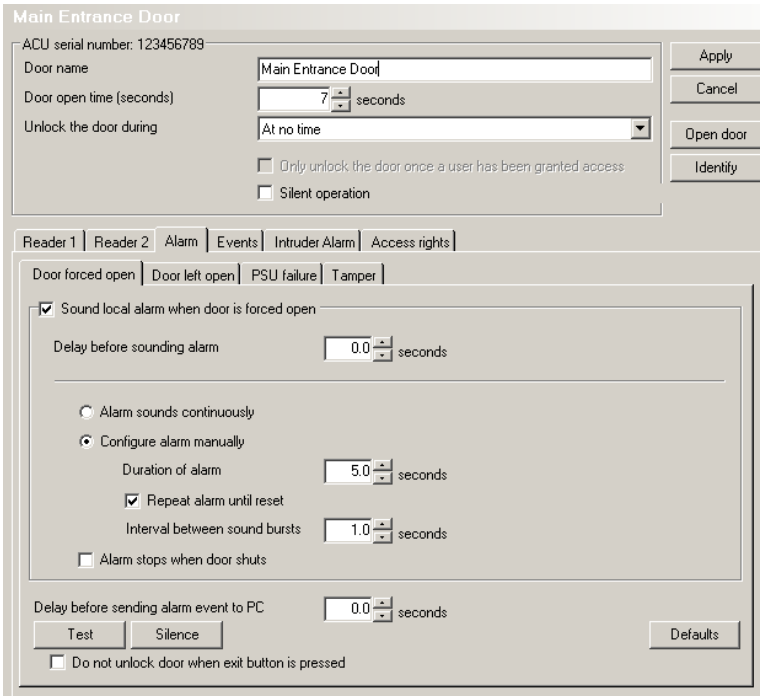
- **Reader 1 Tab** (In)External reader



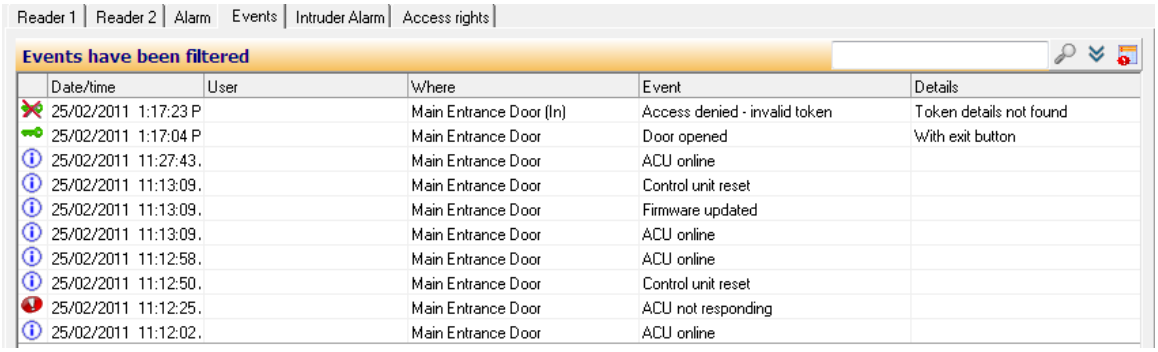
- **Reader 2 Tab** (Out) Internal Reader



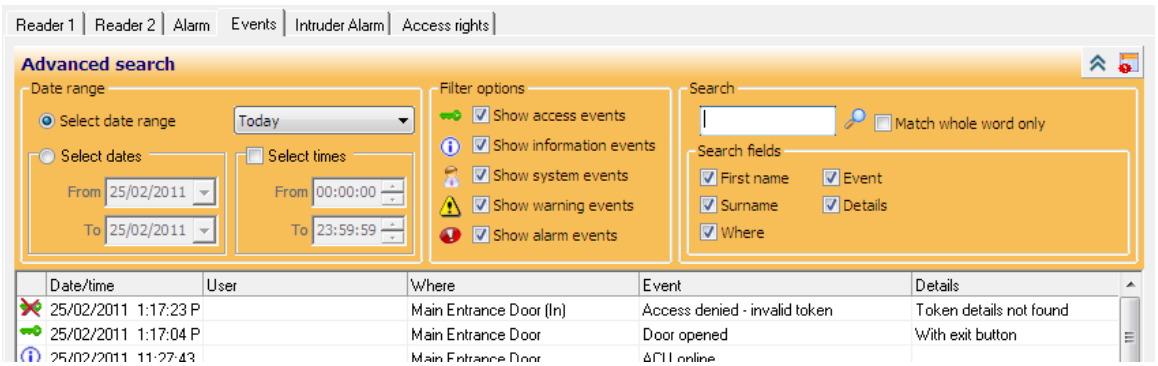
- **Alarm Tab** - These settings control how the device will respond to various actions: - Door Forced Open, Door Left Open, PSU Failure and Tamper. These settings can be adjusted to suite the environment they are operating in. There is also the facility to test and silence alarms.



Events tab - list all events for device

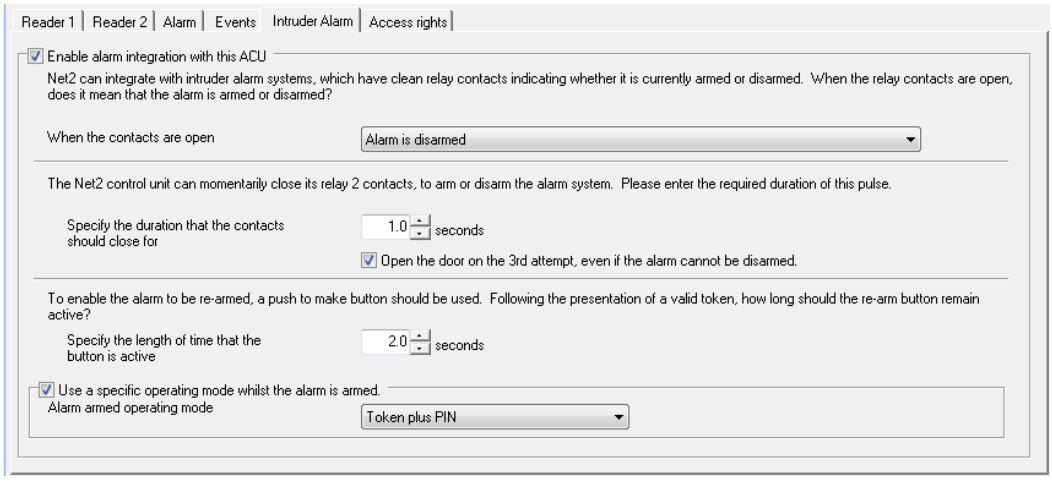


- The double chevron  expands the Advance Search where you can apply various filters to located specific events.



Intruder Alarm Tab

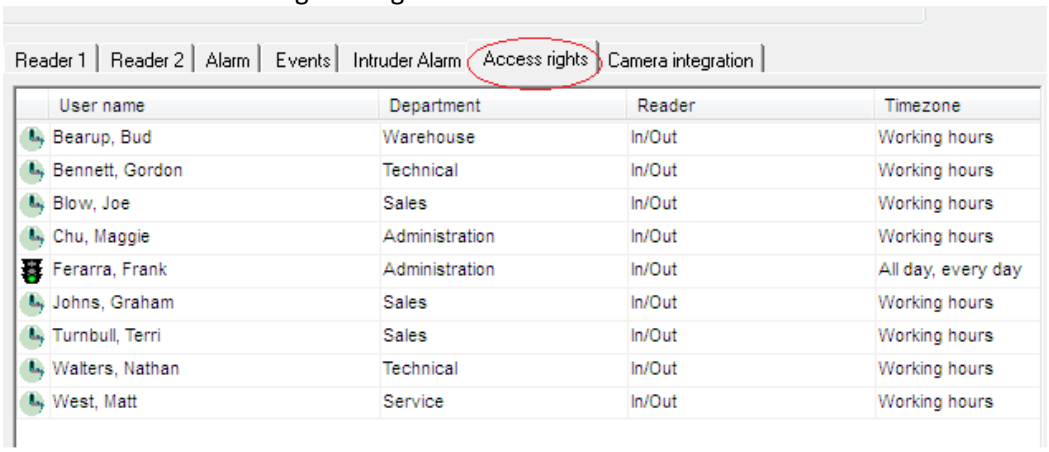
- Below is a basic configuration that will work with Rhino IDS alarms panels.



- Note: The check tick on "Use a specific operating mode whilst the alarm is armed" is for demonstration purposes only it is optional depending on configuration of system.
- Note: The Intruder Alarm tab is only available with wired system. The tab is not visible with Net2 Nano ACUs

Access Rights Tab

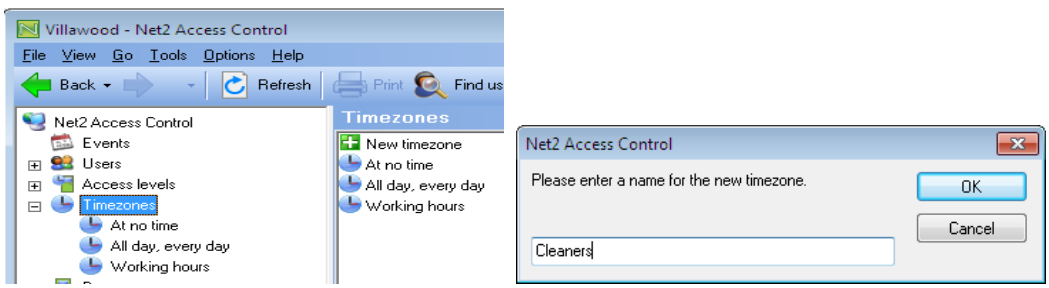
- List current user access rights – rights are added from Users Tab.



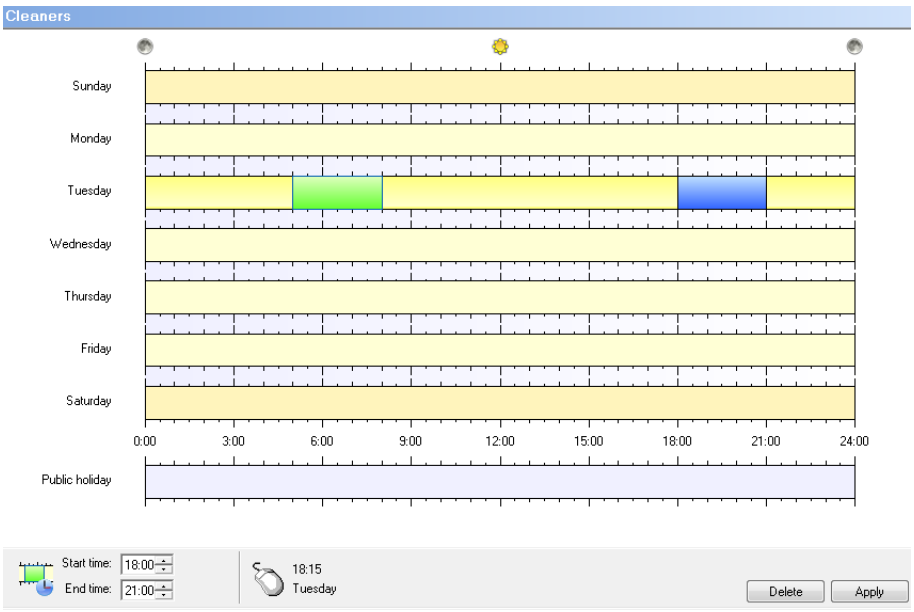
Configuring Timezones

The default timezones may be all that are required for a basic system or you may wish to create additional zone to suite your particular installation. For example, you may have shift workers or cleaners that have access to specific areas (doors) at specific time of the day - timezone make the process of managing access simple.

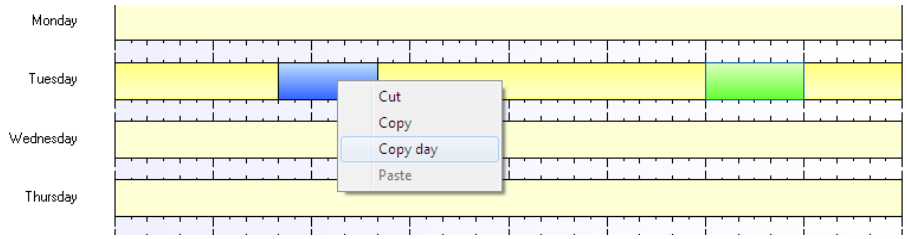
- Add new Timezone – Cleaners – click on Timezone to open the dialog box.



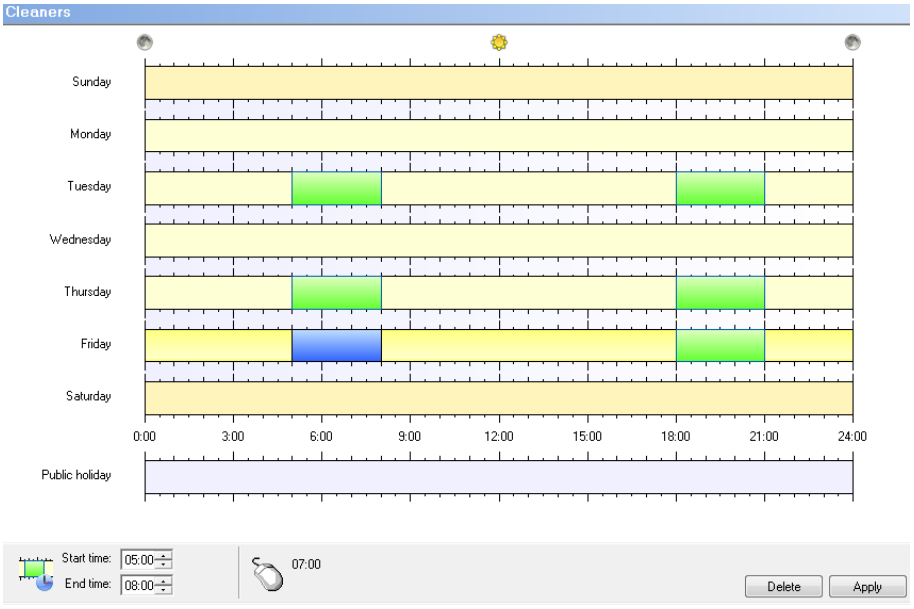
- Select the time – click and hold left mouse button on the day and start time then drag mouse to the finish time.
- You can select multi times per day



- For simplicity you can right mouse click on a day and copy that day to any other day.

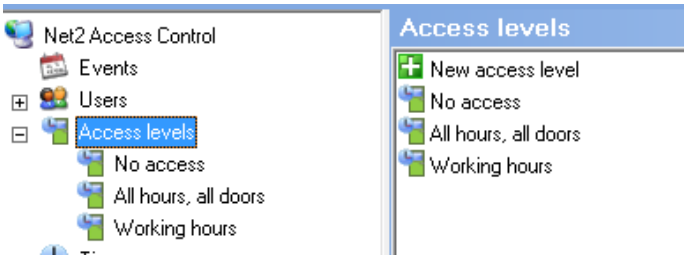


- The Timezone “Cleaners” has access only on Tuesdays , Thursday and Fridays for the time periods of 5:00AM to 8:00AM and 6:00PM to 9:00PM

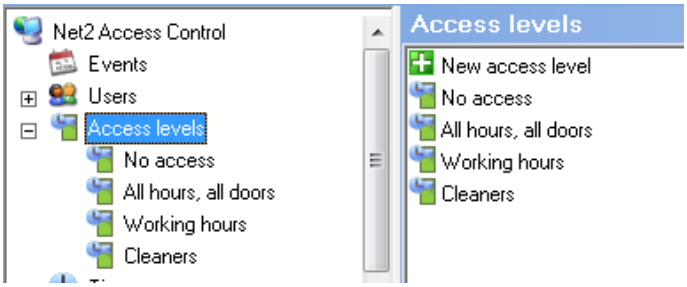


Configuring Access Levels

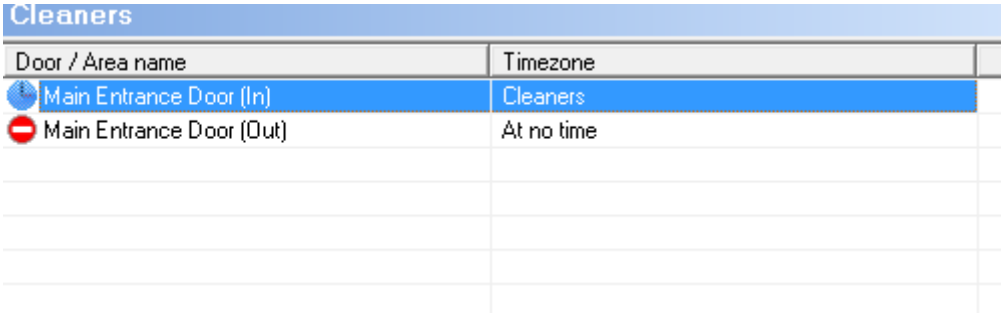
The default Access Levels shown below maybe adequate for basic systems but if the installation is making use of additional timezones then additional access levels should be considered. Using our Cleaners example, we can expand Access Level to include specific access to areas that are within the timezones.



- Add **New Access Level** - Cleaners



- Assign which doors Cleaners have access

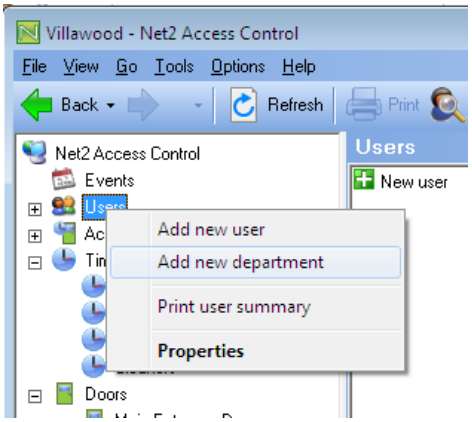


Adding Users and Departments

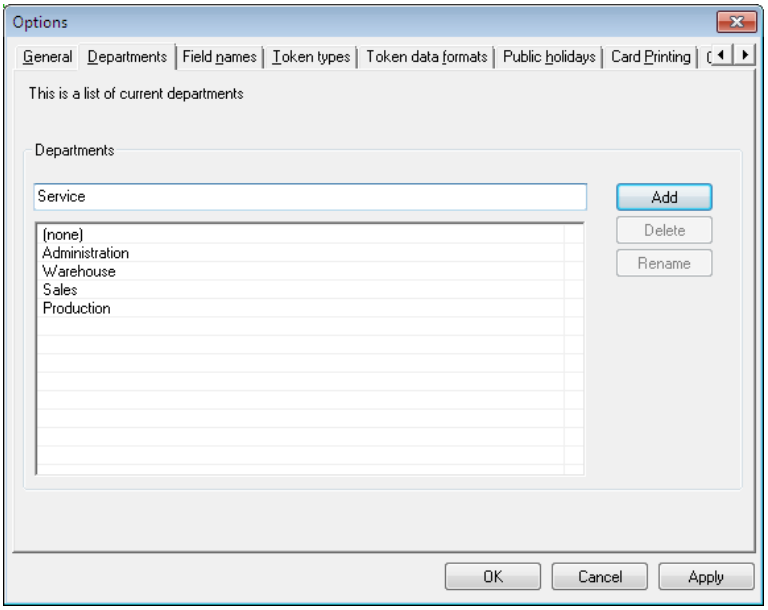
Before creating users it would be an advantage to consider how the system will be managed for the size of the system. There is little point in creating department groups for only a couple of users. Adversely, if the system is large with many users, creating departments and assigning users to those departments will greatly simplify managing access rights.

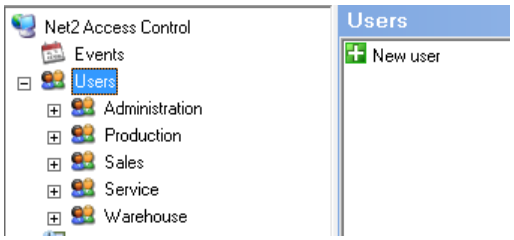
Start by creating some **Departments**.

- Right mouse click on **User**s and select **Add new Department**

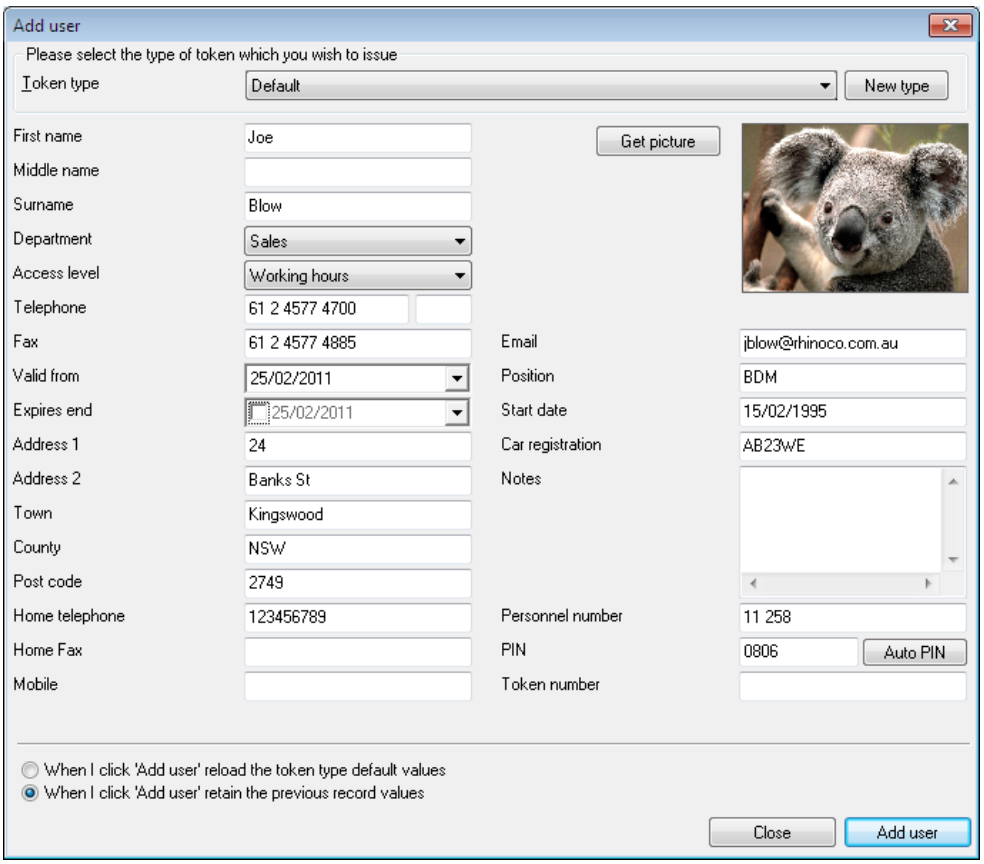


- Add the names of the departments and apply





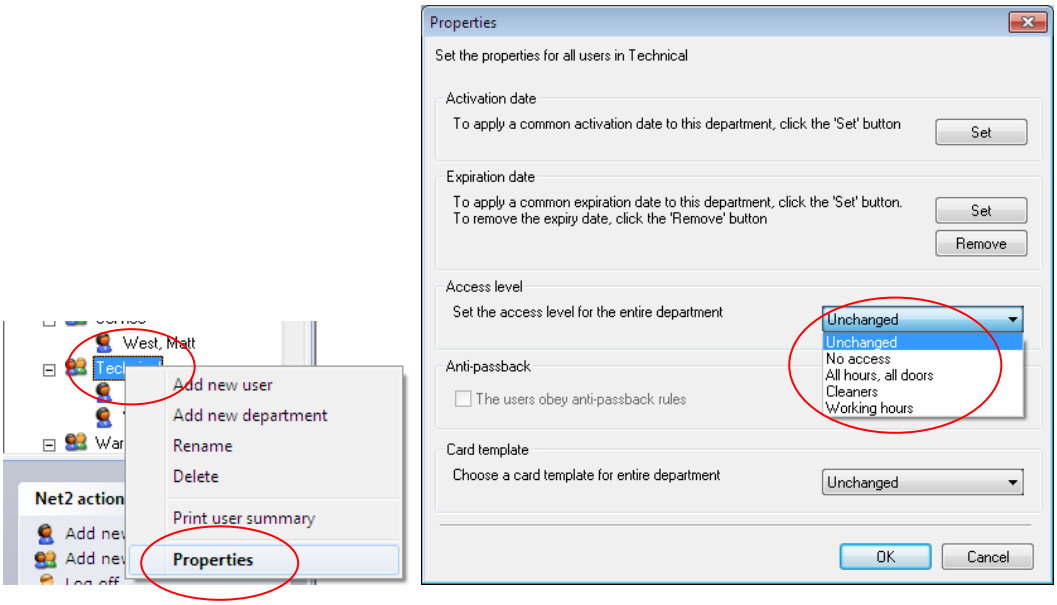
- Next create the **Users** and assign to the department.
- Add as much detail as required for system installation



Configuring Access Rights per Department and Individual Users

Access Rights - Department

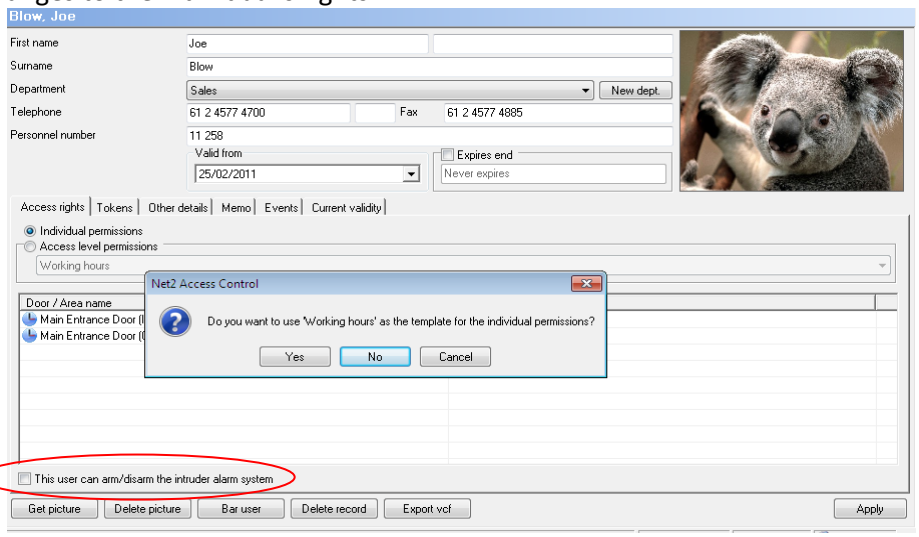
- Right mouse click on the department and select properties
- Select the **Access Level** then **OK** to apply
- Note: you can set group Activation and Expiration dates – Activation date could be used for the day staff commence using the system.



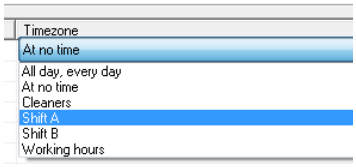
Access Rights – Individual User

- Click on **Individual permission** for the User

- You will be prompted to use the default template. You can choose to keep or discard the template depending on the complexity of the Department Access Permission and the changes to the individual's rights.



- Click on the Door/ Area Timezone to be configured.
- Select Timezone from list of available timezones.

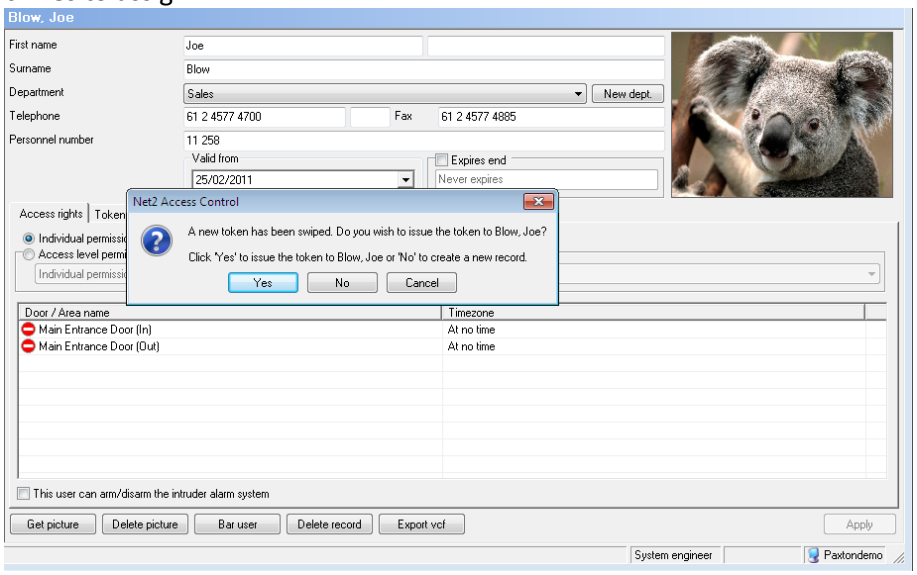


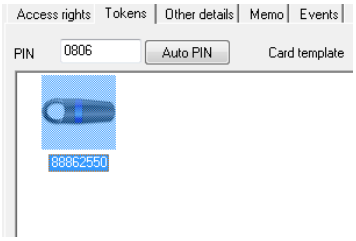
- Note: If the user has permission to Arm/Disarm alarm check the box at the bottom of the user rights tab

Adding a Token or Card to a user

The quickest way to assign a token or Card is to open the user and present a new token to the Desktop Reader.

- Open user
- Hold Token or Card on Desktop Reader until you see popup
- Click Yes to assign

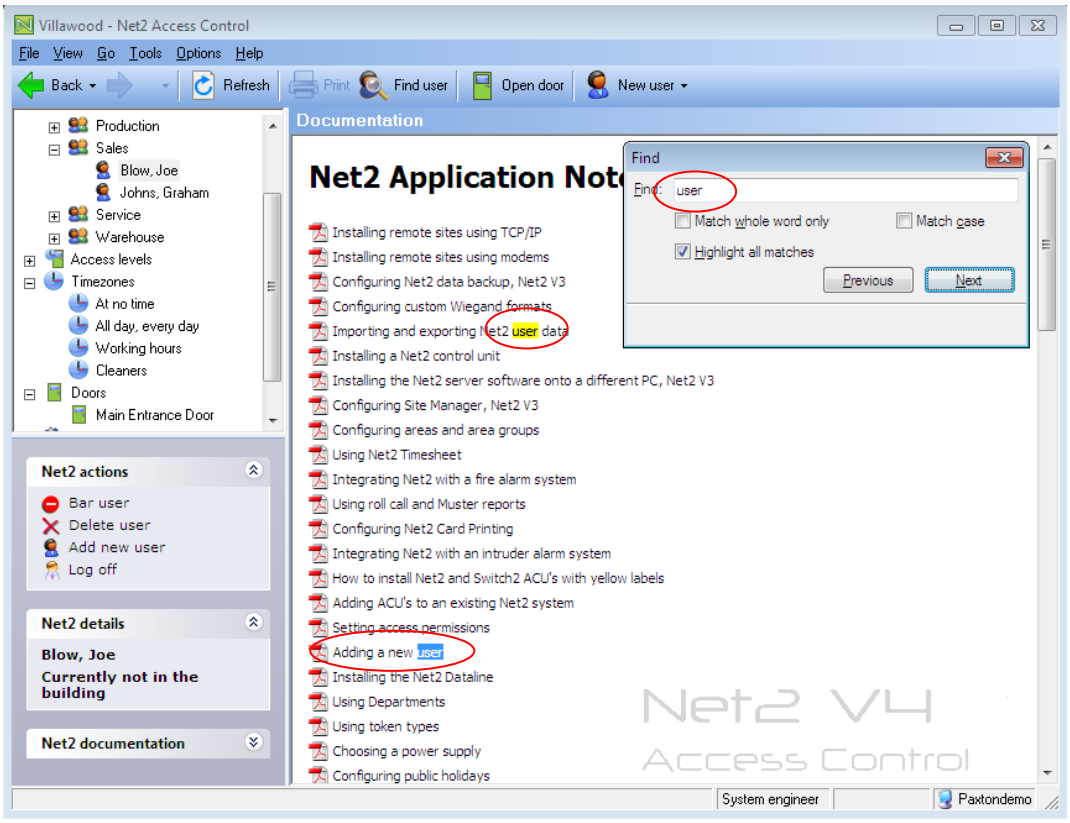




For detailed information regarding any stage of system implementation please use the documentation installed with the system or go to the Paxton web site.

Using Help Documentation

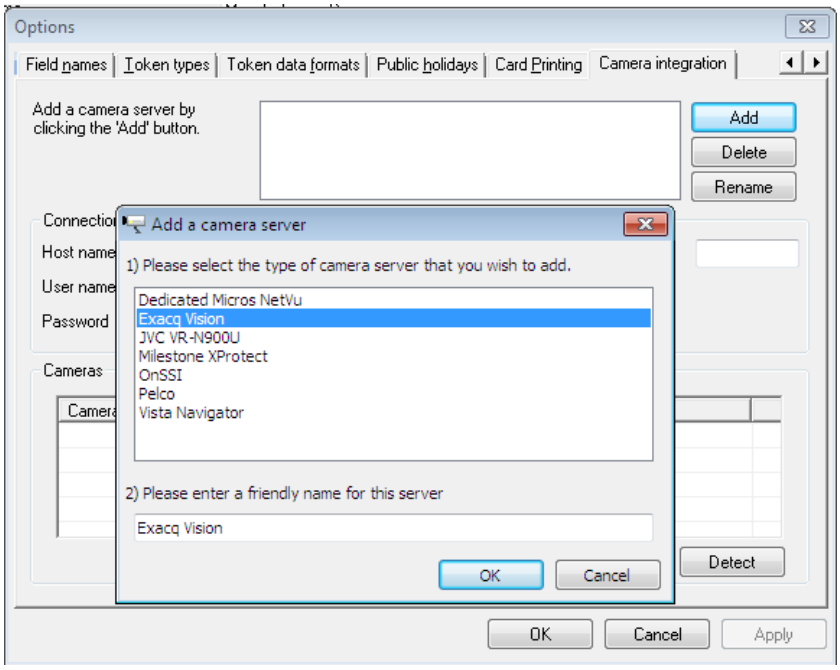
- Ctrl + f to bring up search window and type in search data.
- You must have PDF reader client installed.
- Click on the document to view.



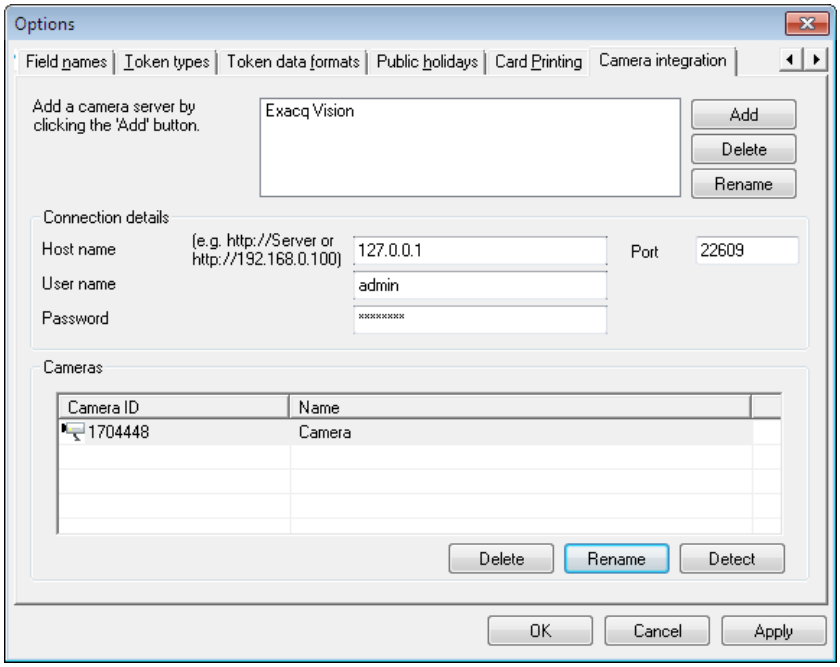
Advanced Features

Camera Integration

- Firstly you need to integrate the camera with Net2 system.
- Go to Options menu and select **Camera Integration**.
- Click on **Add** to select a camera server from the list of compatible servers.
- Note: We use ExacqVision
-

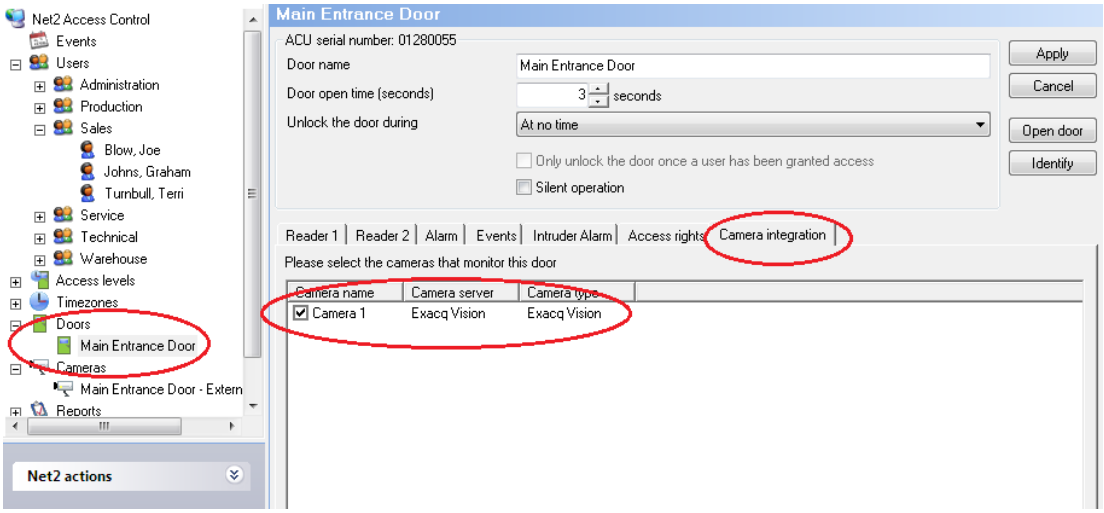


- Use the loopback IP if the Exacq Vision server is on the same machine as the camera server.
- Exacq Vision default password admin256
-

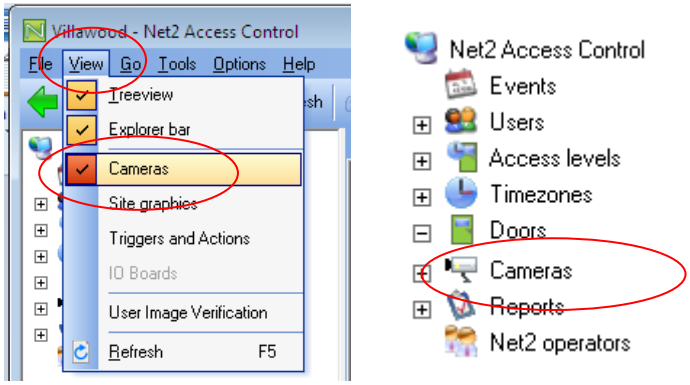


- Apply settings

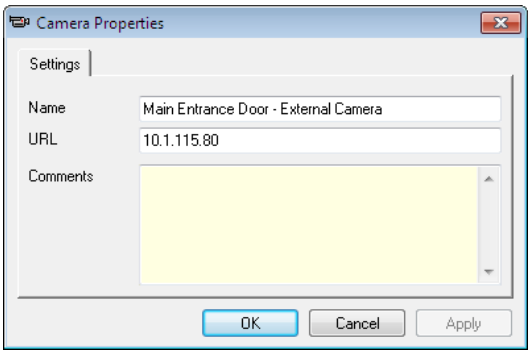
- On the tree view click on the **Door** and select **Camera Integration** tab



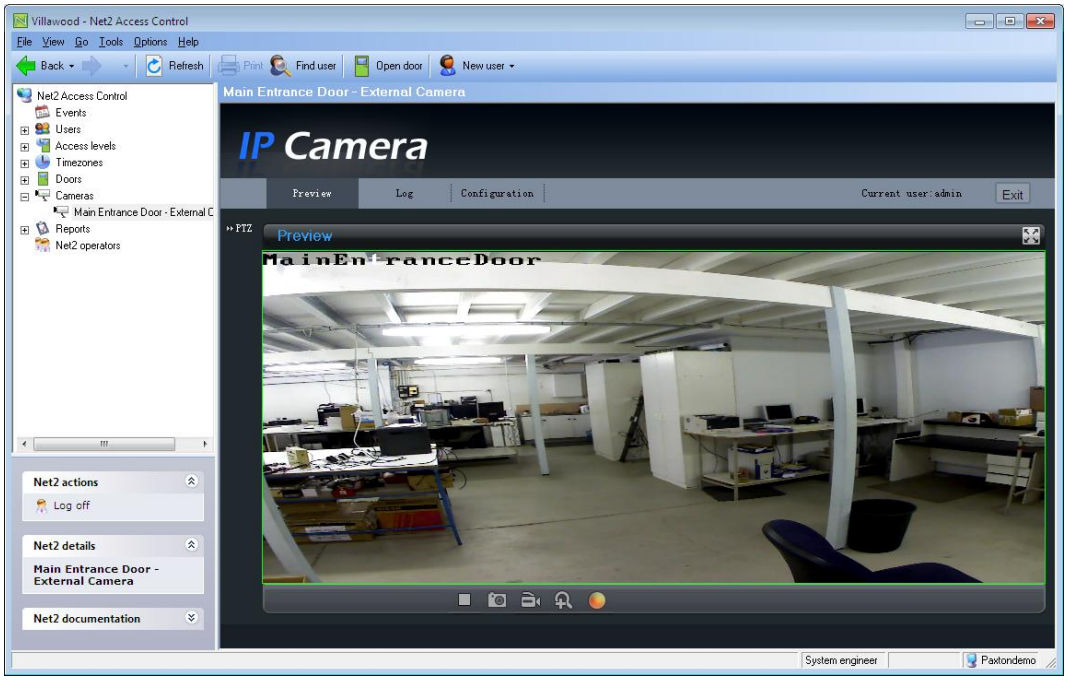
- Check the box to bind the Door to the Camera
- Next expand **View** and check **Cameras** – this will include the Camera group in the tree view.



- Click on **Cameras** in the tree view to expand on the right pain.
- Click on **Add new Camera**
- Enter the camera name and URL of the camera not the Camera Server as above.



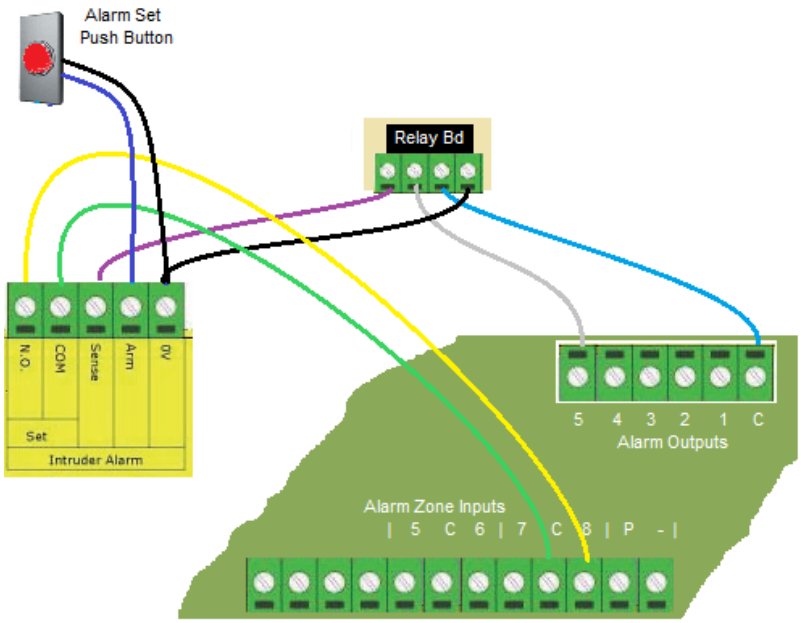
- Camera video can be accessed by clicking on desired camera and logging in with the user name password and port of the camera.



Intruder Alarm Integration

Intruder Alarm integration is limited to the ACU sensing the state of the alarm – armed or disarmed - and toggling that state via the output2 on the Net2 Plus ACU along with an external Arm button switch.

Note: Nano cannot integrate to intruder alarm panel.



Alarm Program settings

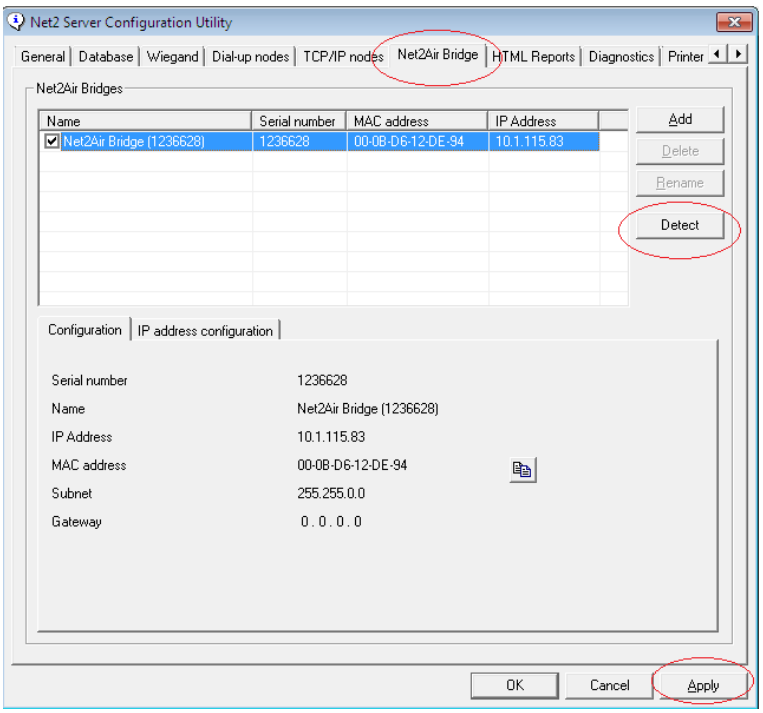
- Enter Alarm programming mode
- Location 8 – Sub location 1 – Value 5 --- Zone 8 set to Arm/Disarm zone
- Location 128 - Sub Loc 21 – Value 50 --- Output 5 High on Arm
- Location 128 – Sub Loc 23 – Value 51--- Output 5 Low on Disarm

Appendix A

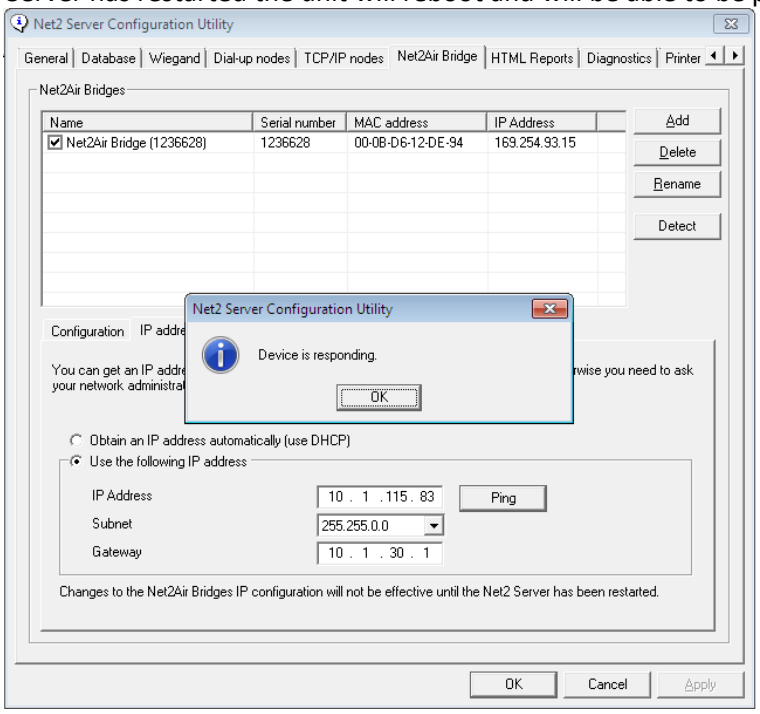
Connect Net2Air Bridge

Connecting wireless devices such as Net2Air Bridge in similar way as TCP/IP Nodes

- Select **Net2Air Bridge** tab in the Net2 Server Configuration Utility
- Click **Detect**



- Set IP address and Apply
- Restart Server (server will need to be restarted before the unit will be recognised)
- After Net2 Server has restarted the unit will reboot and will be able to be pinged.

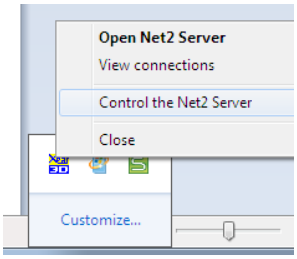


Appendix B

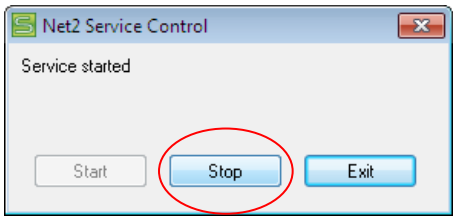
How to manually restart the Net2 Server.

At time you may need to manually restart the Net2 server.

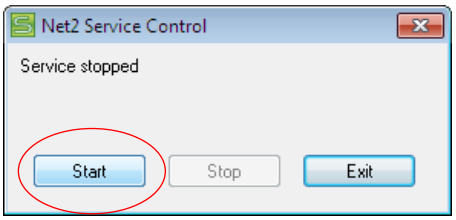
- Click on Control the Net2 Server



- Click **Stop**



* Click **Start**



- Select Start

Restart Net2 Access Control to continue configuring system

Note: on restart the door still shows the name of the device as the ACO ######## but the Port does show the name as configured in the previous step.