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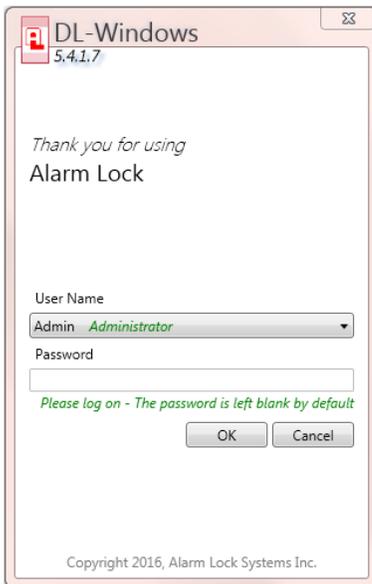
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DL-WINDOWS™

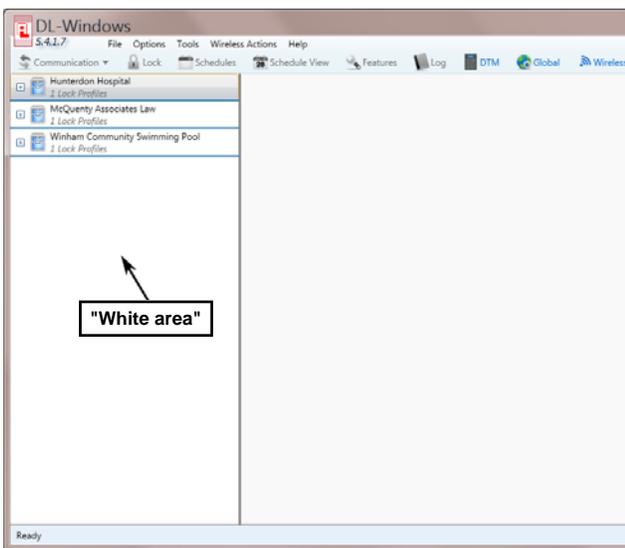
V5.4.x QUICK START GUIDE

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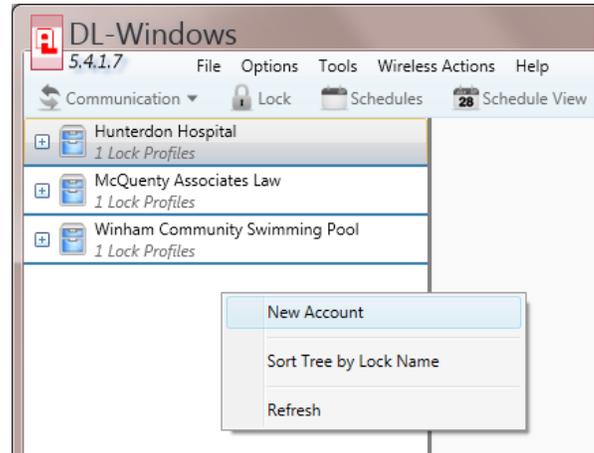
1. To open DL Windows, click the DL Windows icon on the desktop. The log on screen appears (below). The User Name is "Admin"; a password is not required, therefore click **OK** to begin.



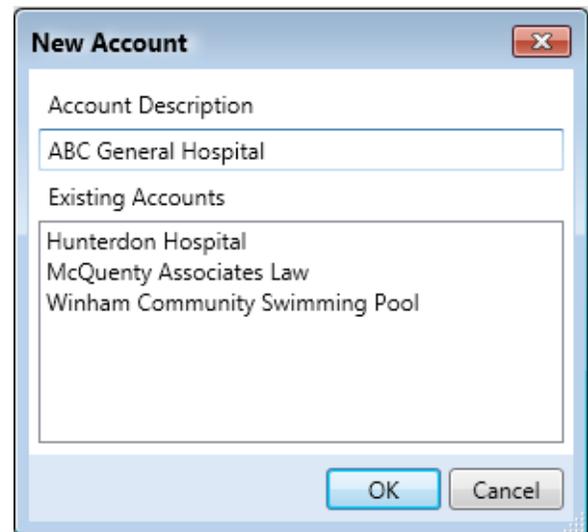
Existing accounts appear in the "white area" on the left side of the screen.



2. To create a new Account, right-click the white area. From the pop-up window, click **New Account**.



3. In the **New Account** dialog, type a description in the **Account Description** field, and click **OK**. In the following example we will use "ABC General Hospital".



4. **Create Locks.** Click **Yes** when asked to create new lock profiles.

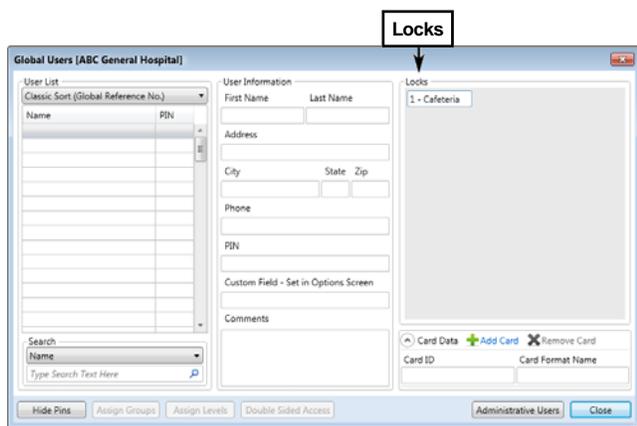


In the **New Lock Profile** dialog (shown below),

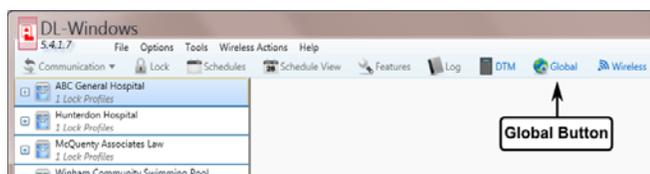
type a new lock profile description, choose your **Lock Type** (using the Alarm Lock model numbers) and the number of locks you want to create. For this example we will call our first lock "Cafeteria". When finished, click **OK**.



Please note that each created lock will appear in the **Locks** section of the **Global Users** screen (see image below). Up to 2000 locks may be created within each Account.

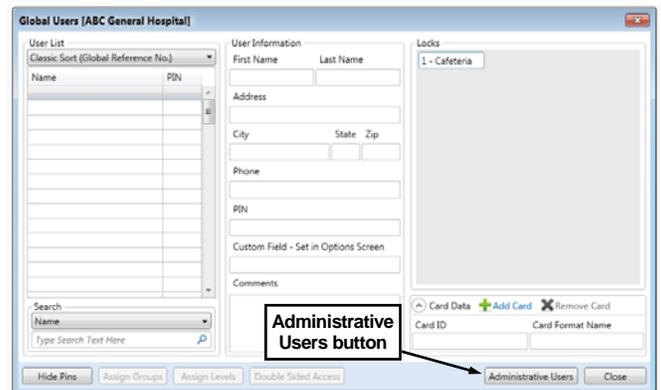


5. To open your newly created Account or an existing Account, click the Account name in the Account list (on the left side of the screen). The **Global** button illuminates.

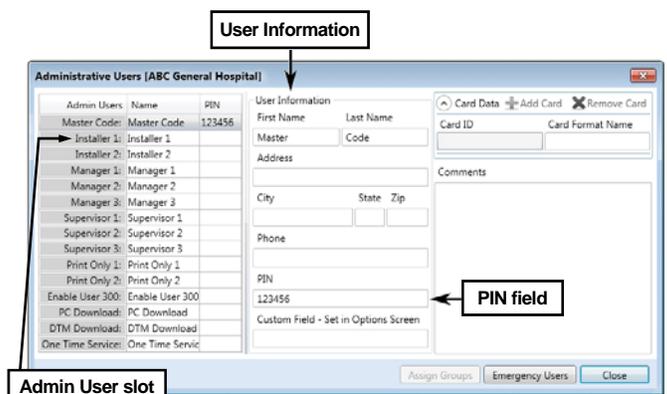


6. Click the **Global** button to open the **Global Users** screen, and click the **Administrative**

Users button to set the User Codes for the *Master, Installers, Managers, DTM, PC Download, etc.* (see image below).

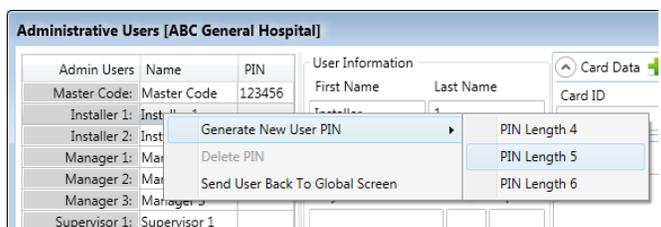


7. **Add administrative users.** Add all names first, then go back and add PIN codes and/or proximity cards. Click on an Admin User slot, then add user information in the **User Information** section.

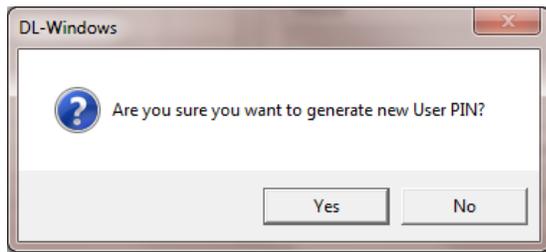


Add PIN codes one at a time by either:

- highlighting an individual name and typing a code individually into the **PIN** field (shown above), or
- highlight and right-click a name, then have the software generate a 4- to 6-digit random code from the pop-up window.



After selecting a PIN length, click **Yes** on the pop-up to confirm.

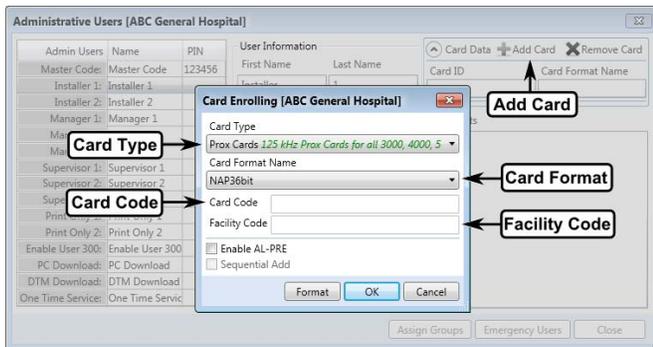


Note: The **Master Code** must be 6 digits long.

7b. Add proximity cards to users. Select a user, click **Add Card** and choose the correct **Card Type** and **Card Format**. Next, type the **Card Code** and **Facility Code**.

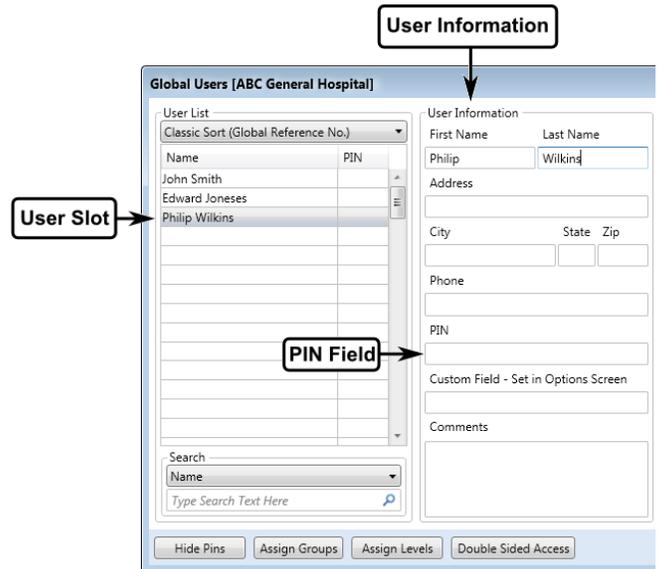
When using HID Prox cards from Alarm Lock, select as follows:

- **Card Type:** Select "**Prox Cards 125kHz Prox Cards for all...**"
- **Card Format:** Select "**NAP36bit**"
- **Facility Code:** Select "19"
- **Card Code:** (Type the number printed on the card itself)



When finished, click **OK**. The selected user name is highlighted when card data is successfully added, and a "card" icon is shown next to the user. **Note:** The **Master Code** cannot have a Prox card assigned.

8. Add "Basic Users" to the Global Users screen. Add all names first, then go back and add PIN codes and/or proximity cards. Click on a user in the **User List**, then add user information in the **User Information** section.

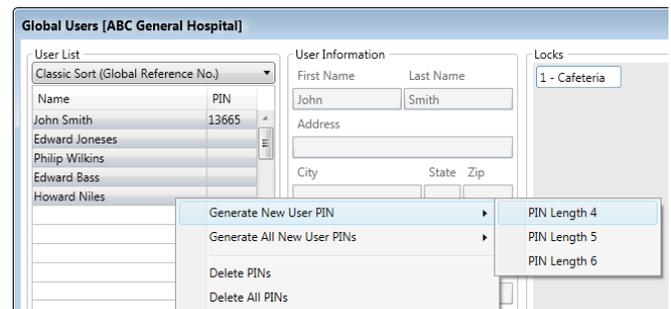


8a. Add PIN codes one at a time by either:

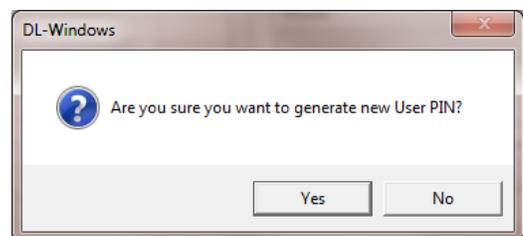
- highlighting individual names and typing each code individually into the **PIN** field shown in the previous image, or
- highlight and right-click a name, then have the software generate a 4- to 6-digit random code from the pop-up window (shown in step 7).

The software can "auto-generate" 4- to 6-digit random codes for multiple users at one time:

- Click to highlight the first User Name;
- Press and hold the keyboard **Shift** key;
- Click to highlight the last User Name;
- Right-click the highlighted area;
- Highlight **Generate New User PIN**;
- Select the desired PIN length.

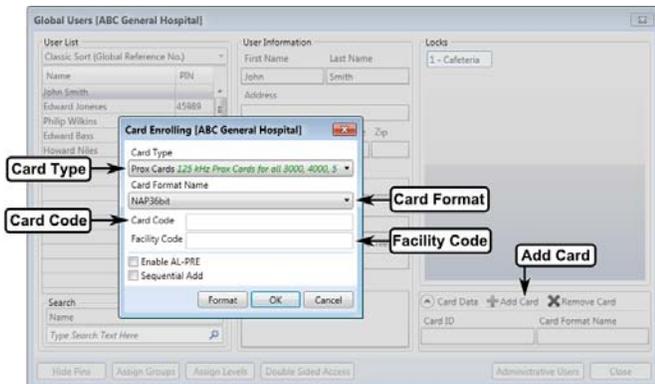


After selecting a PIN length, click **Yes** on the pop-up to confirm.



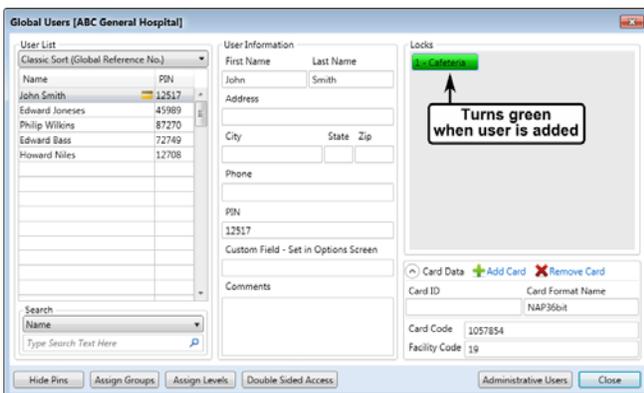
8b. Add proximity cards to users. Select a user, click **Add Card** and choose the correct **Card Type** and **Card Format**. Next, type the **Card Code** and **Facility Code**. When using HID Prox cards from Alarm Lock, select as follows:

- **Card Type:** Select "**Prox Cards 125kHz Prox Cards for all...**"
- **Card Format:** Select "**NAP36bit**"
- **Facility Code:** Select "19"
- **Card Code:** (Type the number printed on the card itself)



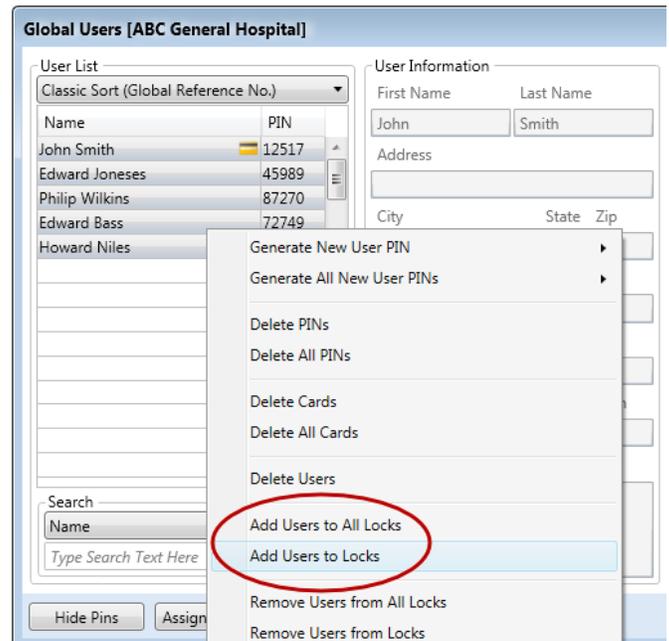
When finished, click **OK**. The selected user name is highlighted when card data is successfully added, and a "card" icon is shown next to the user.

9. Add Users to Locks. In the **Global Users** screen, simply highlight a user name in the **User List**, then double-click the desired lock(s) in the "**Locks**" section (see below image). When the Lock ID rectangle turns green, the highlighted user (the user's associated PIN) is added to the Lock Profile.

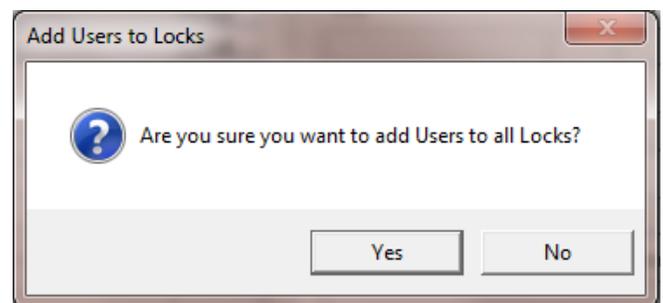


You may also add multiple users to specific lock(s) --or-- to ALL locks in your Account:

- Click to highlight the first user name;
- Press and hold the **Shift** key;
- Click to highlight the last user name;
- Right-click the highlighted area;

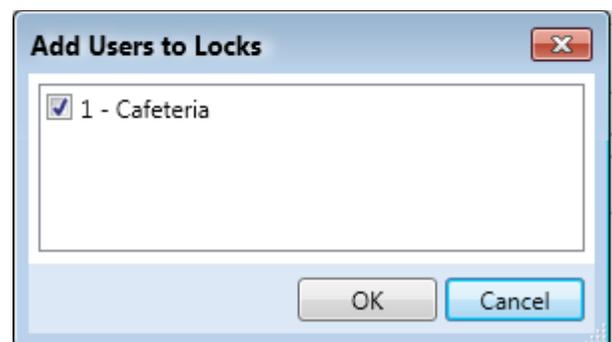


- Click **Add Users to All Locks** then click **Yes** on the confirmation popup:



--or--

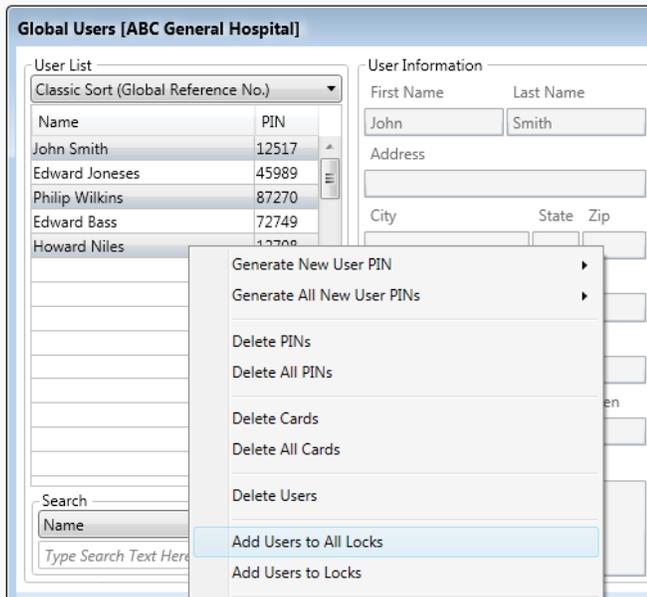
To add users to specific lock(s), place a check next to the appropriate lock(s):



Again, when the Lock ID rectangle turns green, the user is added to the lock.

To add specific users to specific lock(s):

- Click the individual user name while pressing and holding the **Ctrl** keyboard key; this will highlight only those individual users you wish to be added.
- Right-click one of the highlighted users. Click **Add Users to All Locks** then click **Yes** on the confirmation popup --or-- click **Add Users to Locks** to add the selected users to specific lock(s) by checking the appropriate lock(s) as shown below.

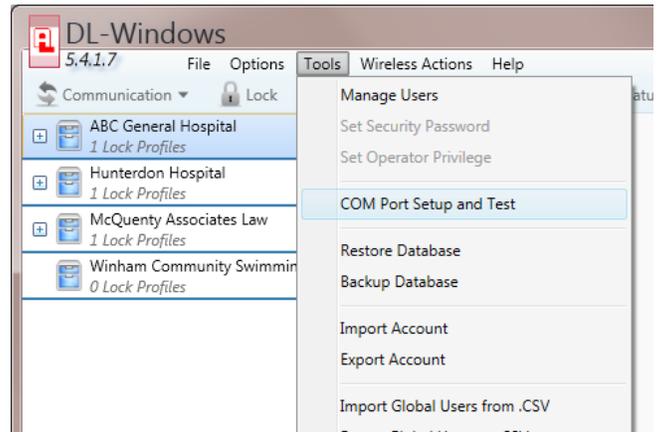


10. Sending your program to the locks can be performed in several ways depending on the model of your lock:

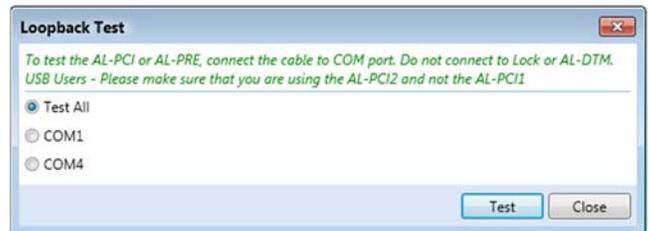
- For older, non-**Networx** locks, you must send the program directly from your PC to the lock with an **AL-PCI** interface cable (plugged into your computer's serial COM port). If your PC is located too far from your lock to use an **AL-PCI** cable, use an **AL-DTM3** handheld *Data Transfer Module*. Alternatively, the **ALPCI2-U** interface cable is designed to work through your PC's USB port if your computer is not equipped with a serial COM port. **Go to step 10a.**
- For **Networx** locks, you must use either a Networx Gateway (or an **AL-IME-USB** portable USB Gateway) to wirelessly send your program to the locks. **Go to step 10b.**

10a. Send program to the lock (non-Networx).

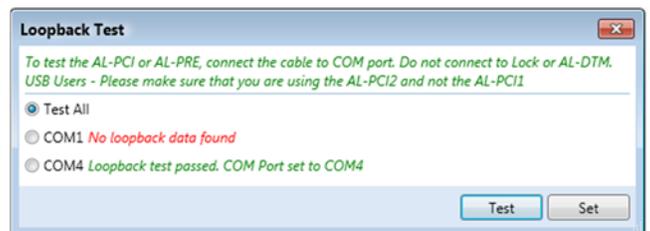
Begin by following the instructions included with your **AL-PCI** or **ALPCI2-U** cable. Before using the **ALPCI2-U**, you must install the provided drivers into your PC. To use your cable, click **Tools > COM Port Setup and Test**. A loopback test of the COM port will automatically start.



The **Loopback Test** window opens. Select the **Test All** radio button, then click **Test**. If only one COM port exists, then the **Test All** selection will not be available, simply click the **Test** button.

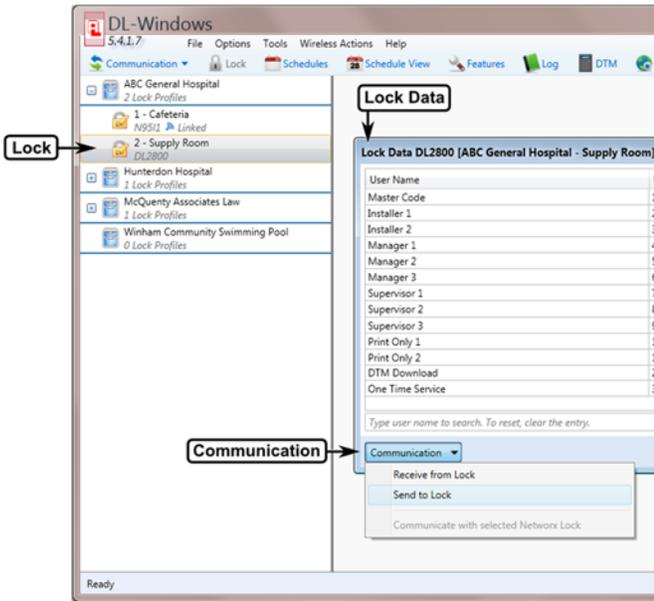


The **Loopback Test** will automatically test the COM ports and set the correct COM port connected to your **AL-PCI** or **ALPCI2-U** cable. When the test completes, click the **Set** button:

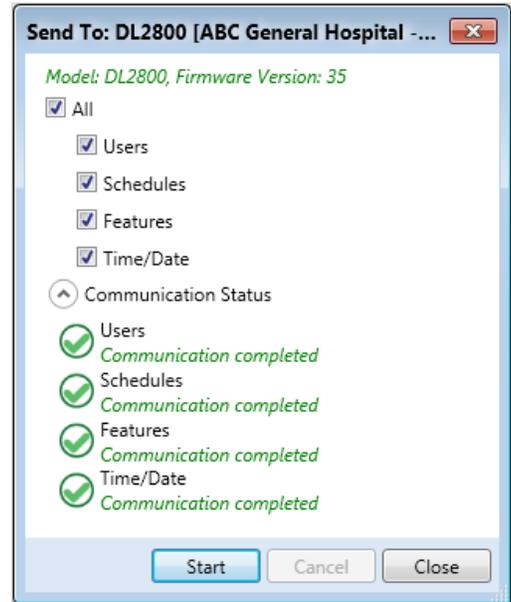


Send the program to your lock: Double-click the lock from your account. In the following example, we will send programming to a lock named "Supply Room". The **Lock**

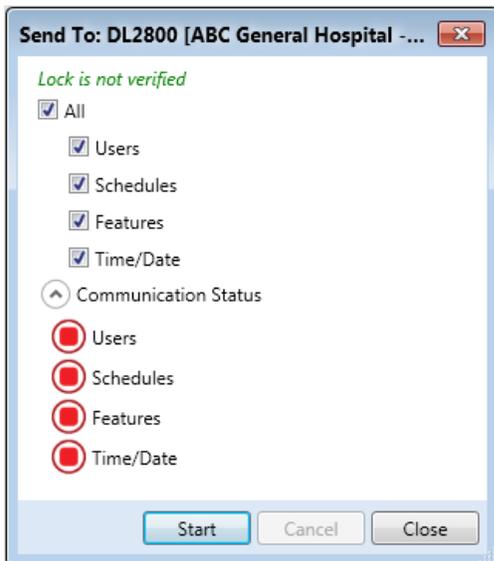
Data window opens. Use the **Communications** pull-down menu (located at the lower left) shown below. Click **Send to Lock**.



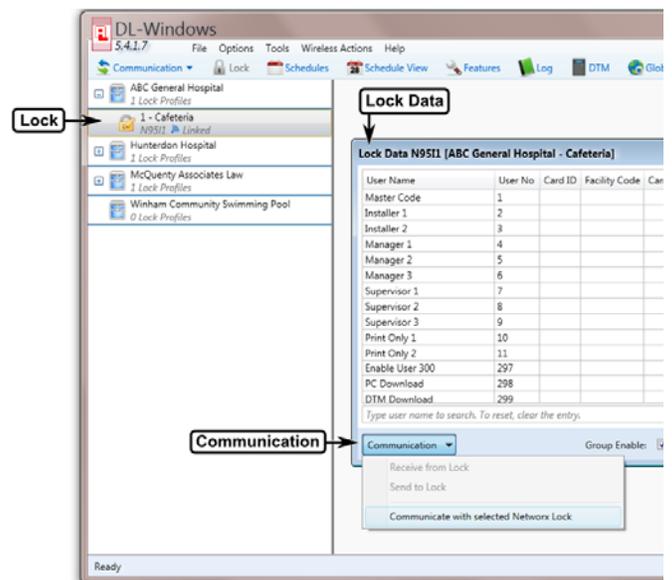
Check **ALL** then click **Start**. At the physical lock, enter **Program Mode** and activate **Function 58** to accept the download (if the lock model does not include a numeric keypad, refer to the programming instructions included with your lock).



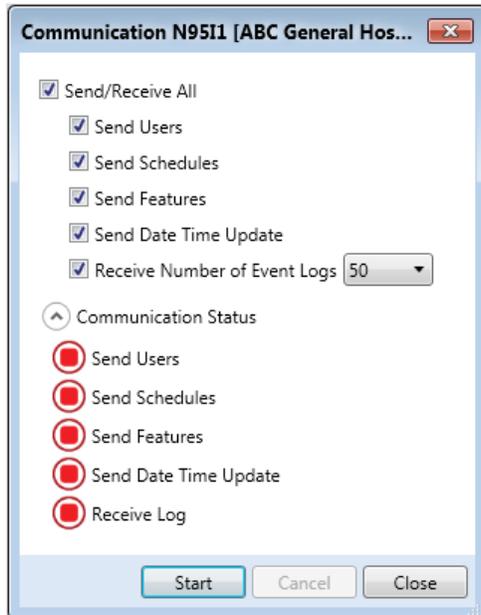
10b. Send program to the lock (Networx). Input a **Security Password** using the **Tools** menu. **Discover Gateways and Auto Add** using the **Gateway Config** button. Add and link your locks using the **Discover Locks** button (see the *DL-Windows for Networx V5 User's Guide* (OI383) for full details). From your DL-Windows account, double-click the Networx lock and the **Lock Data** screen appears (shown below). Click the **Communications** pull-down (located at the lower left) and select "**Communicate with selected Networx Lock**".



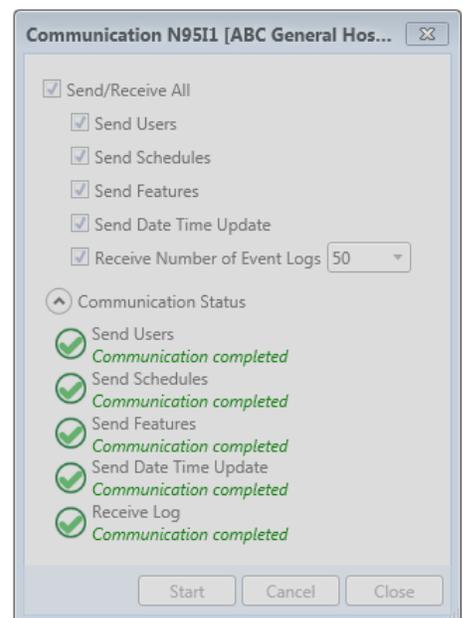
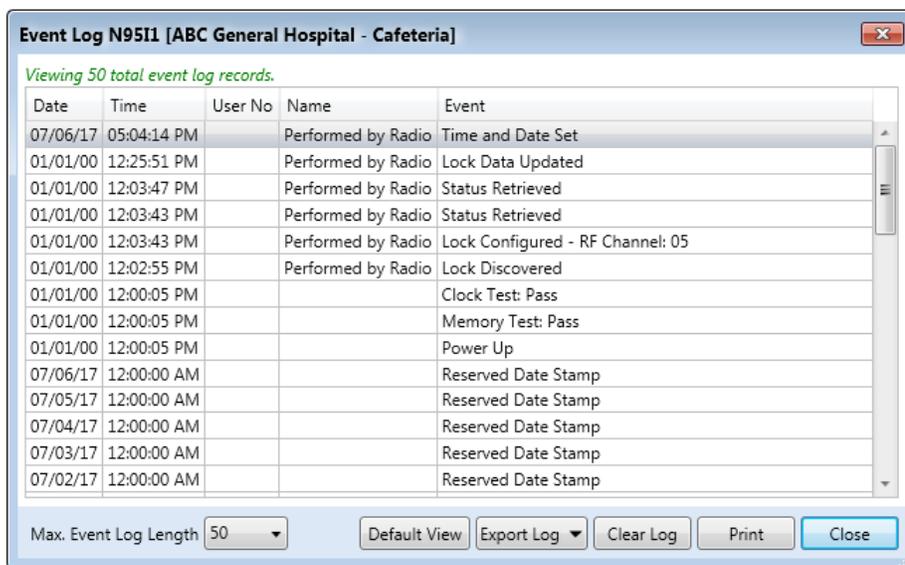
If the program was successfully sent to the lock, your window should look similar to the next image:



The **Communication** window opens (shown below). Check **Send/Receive All**, then click **Start**.



If the program data was successfully sent to the lock, your window should look similar to this:





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