



# CV-TAC400

# Telephone Access System

## Installation Guide



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# 1 Product Overview

The CV-TAC400 Entry Phone provides a simple, efficient and cost effective solution to condominium townhouse or gated community access control and suite monitoring. The base unit permits multiple devices for Door, Elevator and Garage control connected to its RS485 network.

The directory lists multiple suites and provides access codes with access levels. The access and elevator levels determine what areas are accessible to the resident.

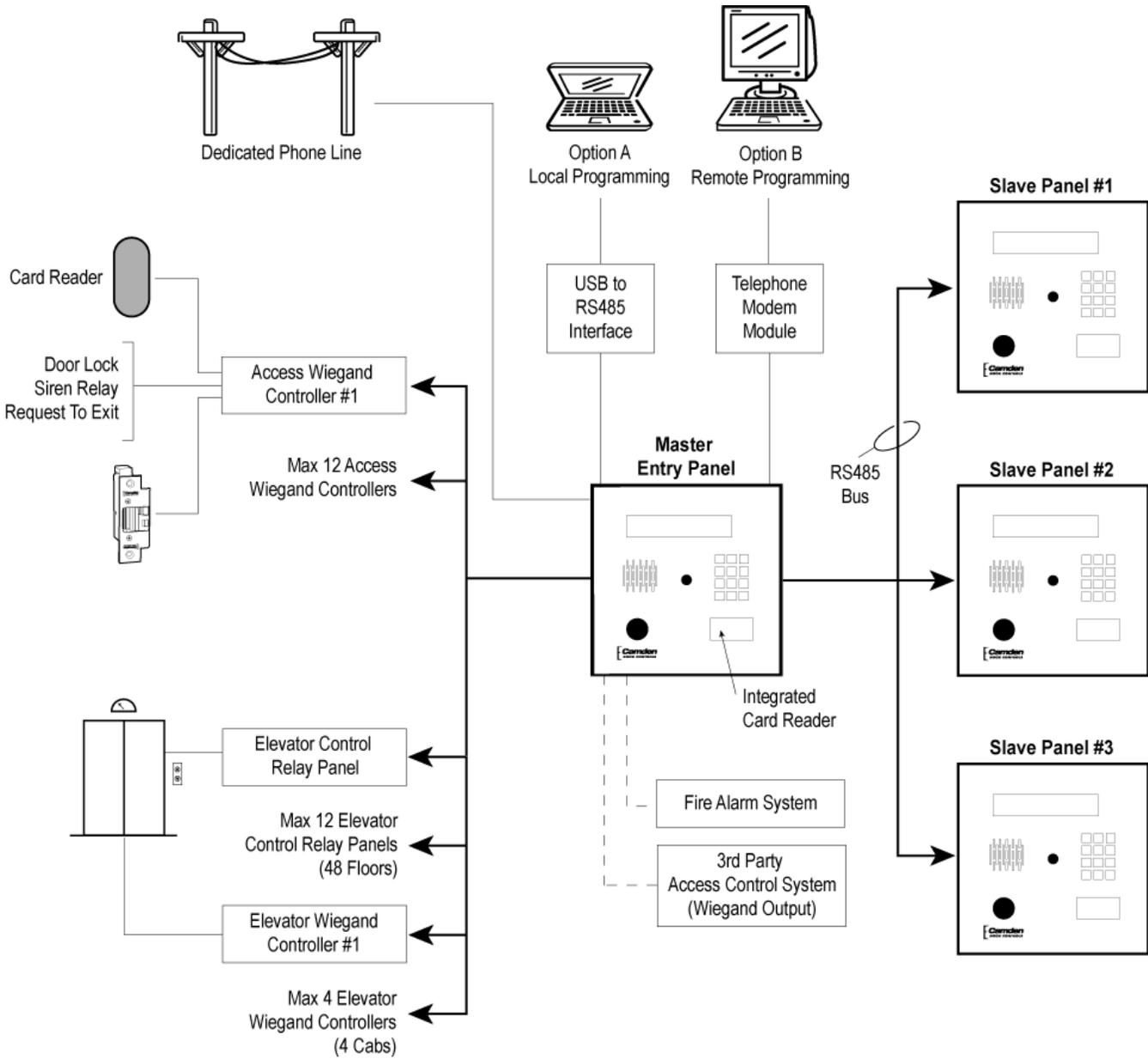
Access into and throughout a building is provided by means of Entry Phones, Card Readers, Radio Receivers, and Elevator Controllers. The CV-TAC400 greatly simplifies the installation and programming of these devices through a common set of programming algorithms and entry screens.

Elevator control for up to 4 cabs with 48 stories per building is provided. Elevator access may be controlled through any device, i.e. Entry Phones, Card Readers or Receivers, in a variety of practical applications. For example, a visitor may call the suite owner through the entry phone. Upon granting access to the visitor by depressing a key on the telephone or suite panel, the CV-TAC400 will release the lobby door, determine the floor of the suite owner and allow the visitor to have access only to that floor. In another scenario, the Camden CV-TAC400 may grant access to a floor through a proximity card or RF transmitter code presented by the user.

The CV-TAC400 is flexible enough to offer a myriad of possibilities including direct elevator access into suites, which is very common in loft apartments.

THE CV-TAC400 is programmed using the SFT5202 Windows Client software which runs on a Windows based PC. The CV-TAC400 may be connected to the Windows PC remotely using a dialup connection or connected locally using a USB to RS485 converter.

All of the program settings may be viewed from the CV-TAC400 LCD screen menu.



**Figure 1 - System Block Diagram**

# 2 | Installation

## Hardware

1. Cut a 10" x 10" square hole in the wall adjacent to wall stud.
2. Install back box using 3 - #10 screws. Wood screws for wood studs and metal screws for metal studs.
3. Punch through knockouts and run cables as required.
4. After all electrical connections are made, place front panel against back box and fasten with supplied security screws.

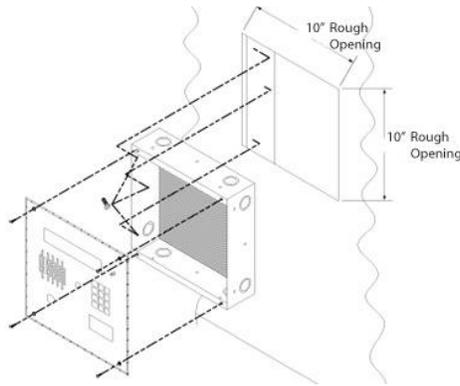
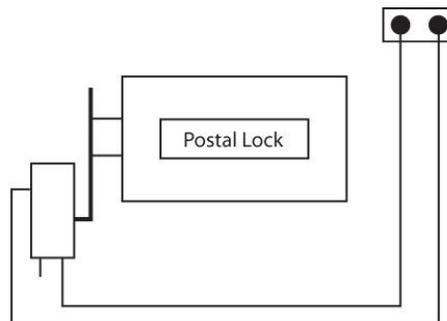


Figure 2 - Chassis Installation

## Connecting the Postal Lock Switch

The common connection (black wire) is connected to one terminal of the postal lock terminal connector. For a standard postal lock the NC connection (white wire) is connected to the other terminal of the postal lock terminal connector.

The standard postal lock is configured so that the bolt is retracted when the lock is engaged. (Key turned in lock). Ensure the postal lock is mounted so that the switch lever moves when the postal lock is engaged. Do not connect the postal lock switch until the postal lock is installed.



Postal Lock Switch



## Software

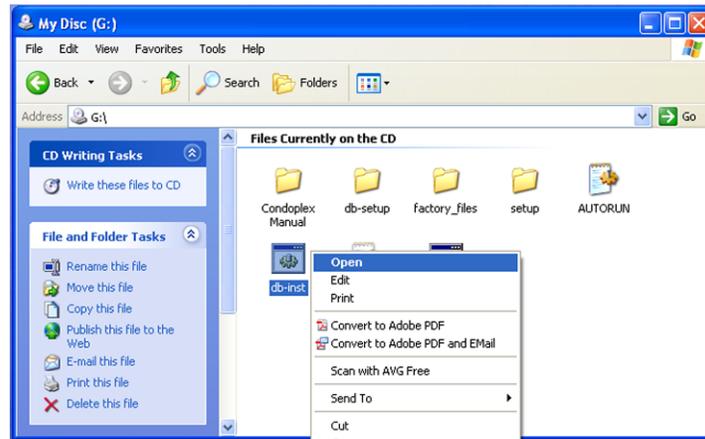
### Installing the SFT5202 Software

#### 1. On a Windows XP system, follow the steps below:

- a. Insert the CD into the computer.

The system will open a dialog box allowing you to choose what to do with the CD. Choose the “Open Folder to View Files...” option. (if a window doesn’t automatically open use the Windows Explorer to view the files on the CD).

- b. Select the “db-inst.bat” file with the right mouse button. A menu will open up next to the file.

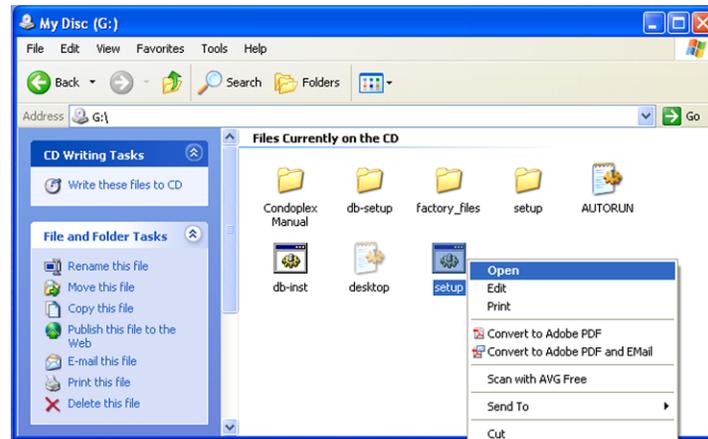


In that menu select the “Open” option. A command window will open, processes will run automatically and the command window will close. If a security screen appears allow the installation to proceed.

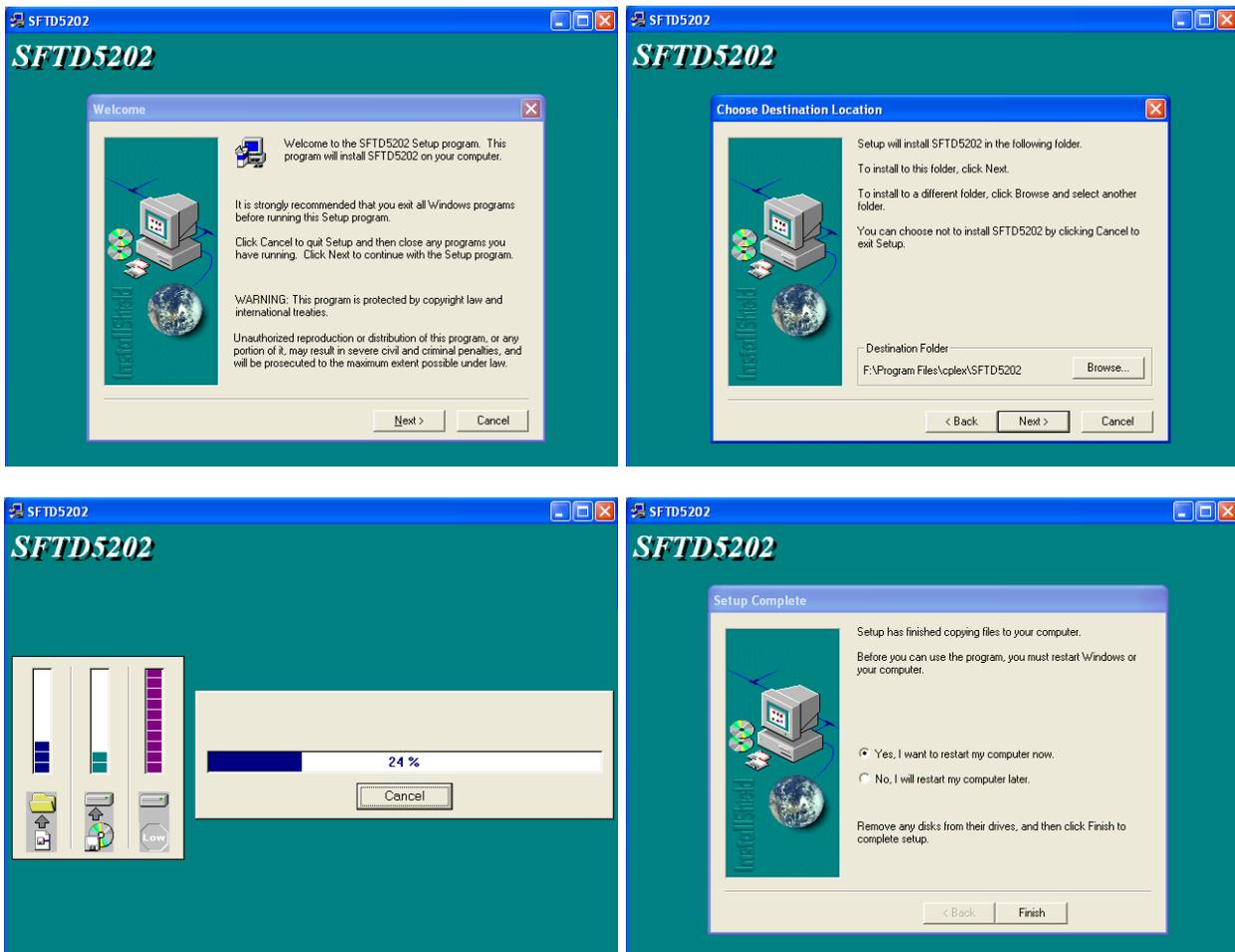
 A screenshot of a Windows command prompt window titled "F:\WINDOWS\system32\cmd.exe". The command prompt shows the following text:
 

```
G:\>for /F %i in (<"G:\db-inst.bat">) do set curpath=%~dpi
G:\>set curpath=G:\
G:\>msiexec /qn /i "G:\db-setup\mysql-essential-5.1.40-win32.msi" INSTALLDIR="C:\Program Files\MySQL"
```

- c. Select the “setup.bat” file with the right mouse button. A menu will open up next to the file.



In that menu select the “Open” option. A command window will open and an installation screen will appear. Follow the directions on the screen. If a security screen appears allow the installation to proceed.



d. When the installation is complete restart the system.

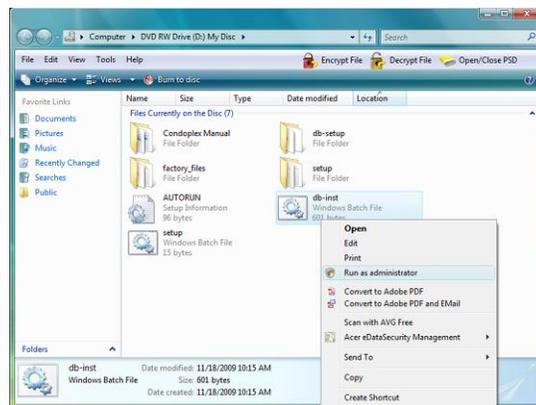
## 2. On a Windows Vista system, follow the steps below:

a. Insert the CD into the computer.

The system will open a dialog box allowing you to choose what to do with the CD. Choose the “Open Folder to View Files...” option. (if a window doesn’t automatically open use the Windows Explorer to view the files on the CD)



- b. Select the “db-inst.bat” file with the right mouse button. A menu will open up next to the file.



In that menu select the “Run as administrator” option. A command window will open, processes will run automatically and the command window will close. If a security screen appears allow the installation to proceed.

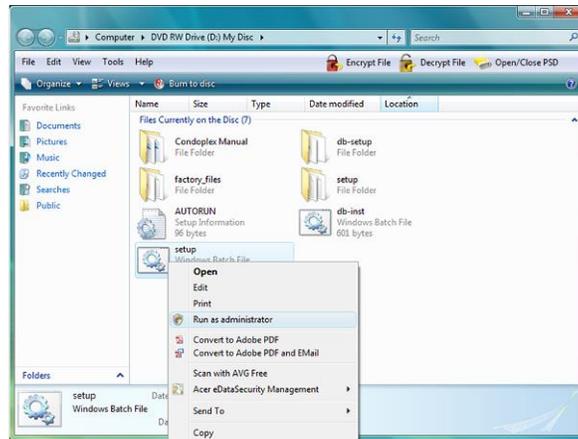
```

F:\WINDOWS\system32\cmd.exe

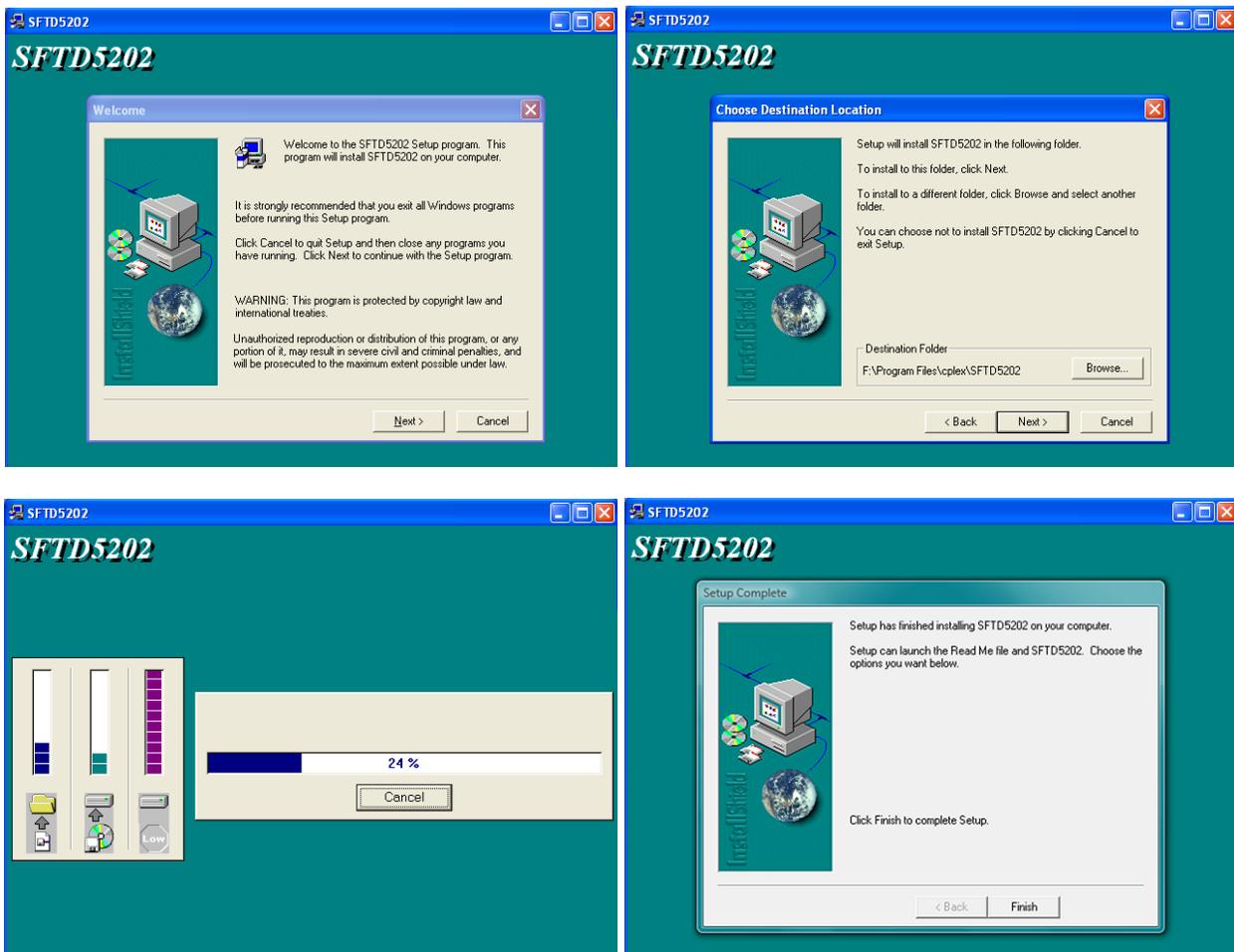
G:\>for /F %i in (""G:\db-inst.bat"") do set curpath=%~dpi
G:\>set curpath=G:\
G:\>msiexec /qn /i "G:\db-setup\mysql-essential-5.1.40-win32.msi" INSTALLDIR="C:\Program Files\MySQL"

```

- c. Select the “setup.bat” file with the right mouse button. A menu will open up next to the file.



In that menu select the “Open” option. A command window will open and an installation screen will appear. Follow the directions on the screen. If a security screen appears allow the installation to proceed.



d. When the installation is complete restart the system.

# 3 | Configurations

CV-TAC400 integrated telephone entry and access control system is ideal for multi-unit residential and commercial buildings, with up to 500 suites/names. As a stand-alone telephone entry system, CV-TAC400 provides maximum performance, durability and economy. In a multi-panel (up to 3 slave panels), integrated configuration (telephone entry and card access) or with multiple locations, CV-TAC400 provides unprecedented performance and value.

This application guide will cover the minimum steps required for you to install and program the CV-TAC400 in some of the most common configurations.

1. Basic Master Configuration
2. Master with Internal Access Control Reader
3. Basic Master with Slave
4. Basic Master with Slave Unit and Access Control

Each section contains complete and comprehensive instructions on the physical connections and the software programming required to get your CV-TAC400 system operational as efficiently as possible.

# 3.1 | Configurations

## Basic Master Configuration

These instructions are for a CV-TAC400 configured as a master device to call suites over the telephone and allow entry through a single door when the correct telephone key is pressed.

## Hardware Connections

All hardware connections are to be made before applying power to the unit.

## Using the Ferrite Cubes

To maintain compliance with emission standards the installer must install the supplied Ferrite Cubes on the Power and Telephone line connections. Each connection is passed through its own cube.

The power connections (GND, PWR) must be passed through the hole in the supplied ferrite cube

The telephone line must be passed through the hole in the other supplied ferrite cube.

### 1. Connect the Telephone Line

A dedicated telephone line is required. TIP and RING connections are provided to allow connection to a telephone line. Typically, TIP is green and RING is red.

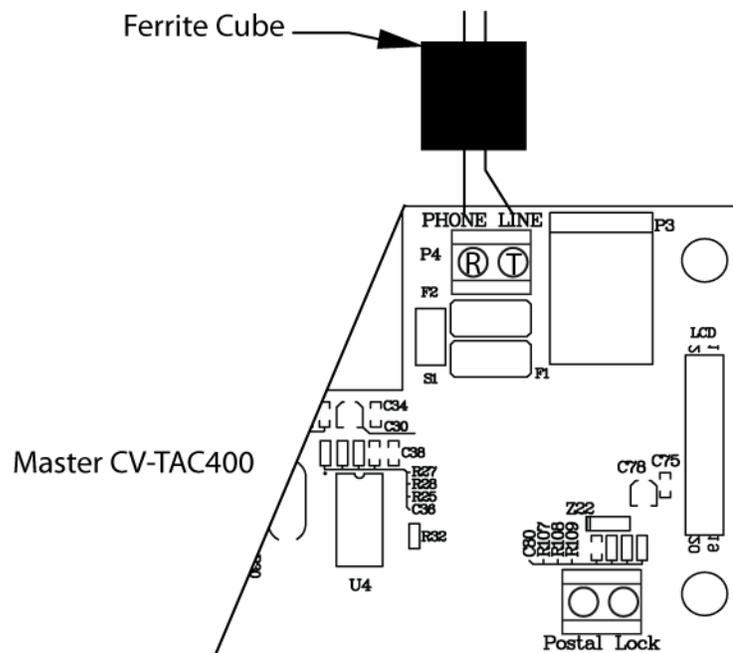


Figure 3 - Master CV-TAC400 Tip and Ring Connections

## 2. Connect the Modem Module (Optional)

An optional CV-TAC4M modem module is used to connect to a remote computer for programming the CV-TAC400. The remote computer must have a modem connection and calls the CV-TAC400. Details of programming the CV-TAC400 are contained in the section “Remote Connection Using a Modem”

When a modem connection is used the CV-TAC400 must be configured to use a shared phone line.

The telephone line connected to the modem module may be the same telephone line used by the CV-TAC400 to call the suites.

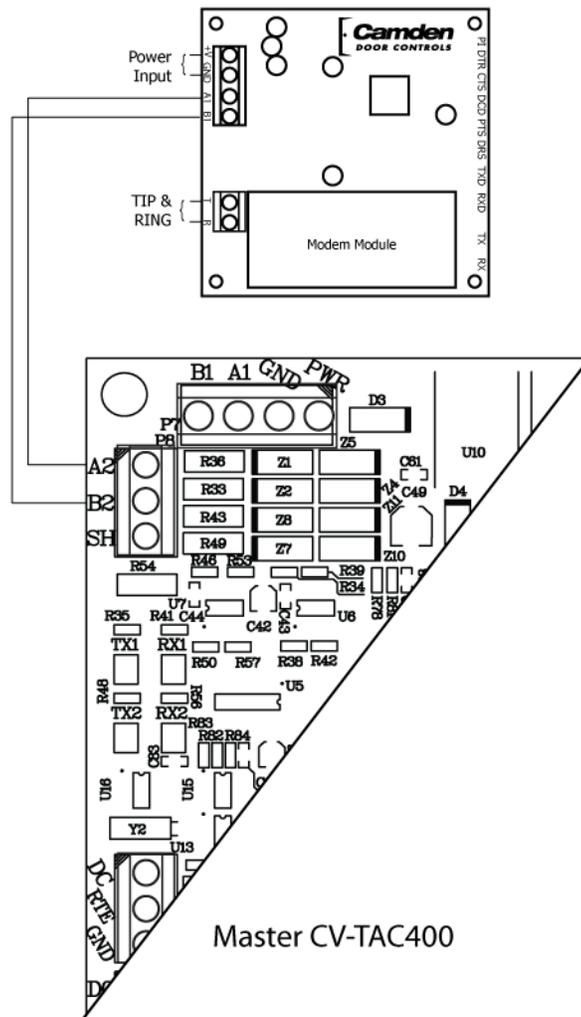


Figure 4 - Optional Modem Module Connection

### 3. Connect the Computer

If you are not using the modem module above, a direct connection to a computer is required for programming the CV-TAC400. An RS485 to USB converter is used. Connect the RS485 Converter as shown in Figure 5.

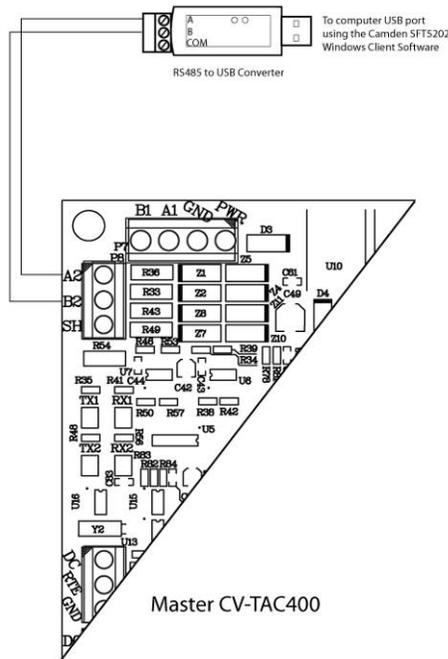


Figure 5 - RS-485 Connection to Computer

### 4. Connect the Door Lock

Connect the door lock to the door relay and door lock power. The exact nature of the connection depends on the specific lock used. (Figure6)

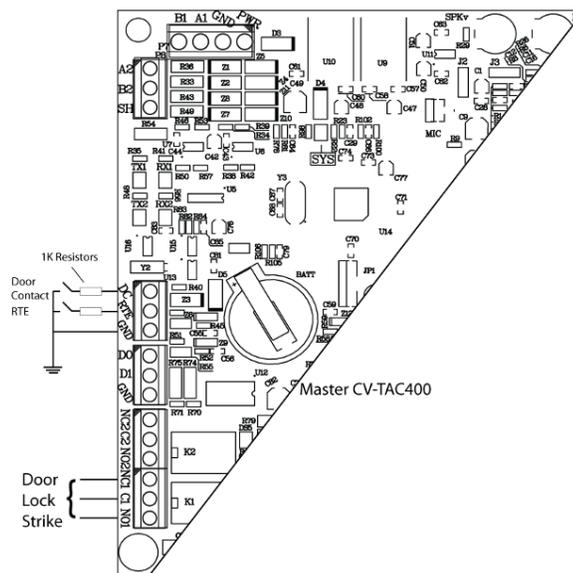


Figure 6 - Door Strike Connections

## 5. Connect the Power

Connect power (12 VDC) to the CV-TAC400 power connections on Port 1. (Figure 7)

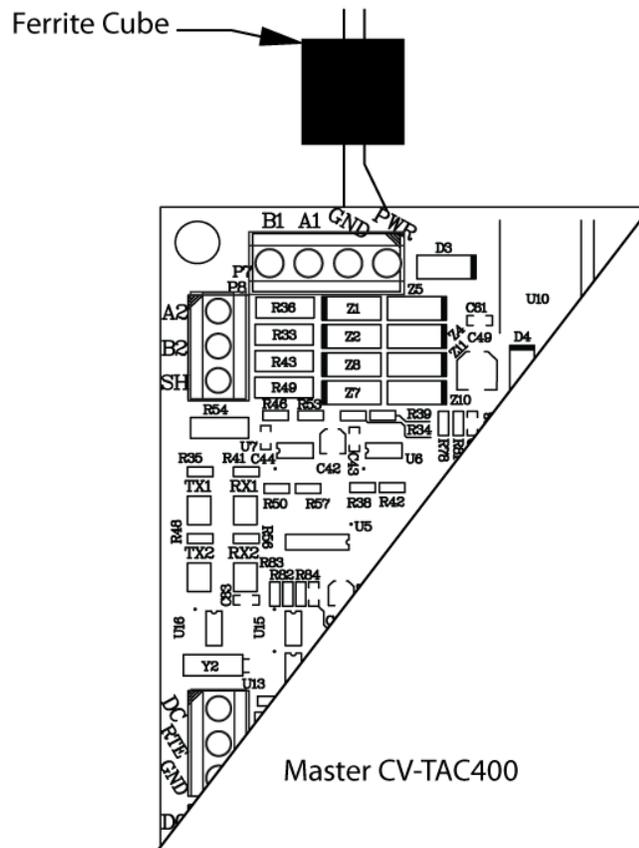


Figure 7 - Door and Power Connections

## 6. Set the Time and Date

Setting the time and date requires you to login to the CV-TAC400 locally via the front panel.

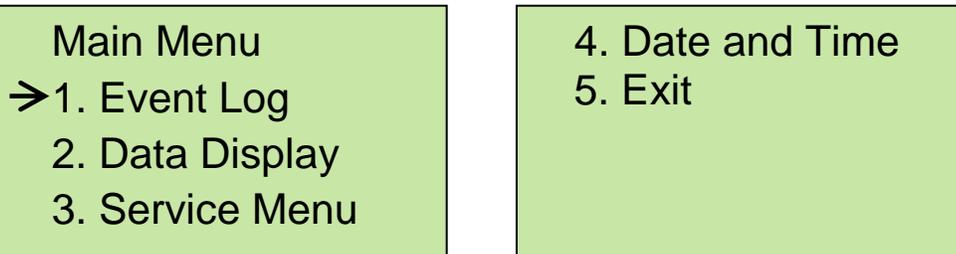
### A. Logging In

To access the service mode the user must login with a password. To do this, follow the steps below:

Press and hold the 1, 4 and 7 buttons until the display shows “Enter password [ \_ ]”.

Enter the CV-TAC400’s password. The default Password is “1234#”.

The Main Menu will be displayed.



**Note:** To access additional menu items press # to move down and \* to move up the menu.

⚠ If you enter the wrong password five times in a row, you will be locked out of the unit for 2Hrs. Even the help code will not be available.

If the wrong password is entered the display will show: "Password Incorrect". You may then repeat the process.

From the main menu select 4. Date & Time

The Date and Time menu allows changing the CV-TAC400's date and time. When the Date and Time menu is selected a display similar to the example figure below will be displayed.

ELP Time and Date:  
2009–Oct-19  
Monday  
16:14:16

To change the date or time you position the cursor under the item you want to change and then use the 1 and 3 keys to increment or decrement that item. The # key moves the cursor right and at the end of the line moves down to the next line. The \* key moves the cursor left and at the left end of the line the cursor moves up to the next line.

When you have finished changing the date and time the 0 key exits to the main menu.

The following table summarizes how the keys affect the display:

Key	Action
#	Moves cursor right and down
*	Moves cursor left and up
1	Increments the value above the cursor
3	Decrements the value above the cursor
0	Exits the date and time menu

## 7. Set the DIP Address of the CV-TAC400 to 1

From the front panel of the Master CV-TAC400, select 3 Service Menu from the Main Menu.

Select '2', Change ELP Address.

Service Menu

➔ 1. Change password  
2. Change ELP Address  
3. ELP Setup Menu  
4. ELP Status Menu

5. Dispatch / Request Data  
6. Restore ELP Default  
7. Exit

To change the CV-TAC400 DIP Address, enter the new address using the number keys. Select an

address from the table below. To save the address you have just entered, press the # key. To exit without changing the password enter the \* key.

There must be one and only one Master CV-TAC400. Each system may have up to 3 slave CV-TAC400's. The addresses must be unique within each system.

Address	CV-TAC400 Operation
1	CV-TAC400 Master
14	CV-TAC400 Slave 1
15	CV-TAC400 Slave 2
16	CV-TAC400 Slave 3

## 8. Starting the SFT5202 Windows Client Software

The following instructions apply only if the default file locations were used in the software installation. If any changes were made that location should be used.

To start the SFT5202 Windows Client Software open (double click) the SFT5202 icon on the desktop

If there is no SFT5202 icon on the desktop the following steps may be performed:

- a. select the Start Menu from the windows desktop
- b. select Programs from the start menu
- c. select the "remoteAdmin" folder
- d. select SFTD5202D from the list. The main SFT5202 Windows Client Software window will be displayed

## 9. Establishing a Connection with the CV-TAC400

The CV-TAC400 is programmed via a Windows PC, using an USB to RS485 converter for local access or an optional CV-TAC4M Modem Module for a remote dialup connection.

## Remote Connection Using a Modem

### Overview

The CV-TAC400 may be connected to a computer system over a telephone line. To do this the CV-TAC400 requires the modem module. The computer requires a modem connected to it and the SFTD5202 software.

Using the modem is identical to the RS485 connection after the connection has been made. Because a computer with a modem may be used to manage multiple CV-TAC400's, the "Open Session" initialization is not used. Downloading and uploading data using the modem is described below in sub-section 11 - 'Open a Session with the CV-TAC400 (Working Online with a Modem Connection)' and sub-section 16, Part B - 'Uploading Saved Information into the CV-TAC400 - Working Online Using the Modem Module'.

The telephone number and password for each building must be entered into the system. When you wish to update that particular building the dialing information can be selected from that list.

## Configuring the SFTD5202 Software for the Modem

### Overview

Each time the modem is used the modem must be initialized. Once the modem is initialized it may be used until the SFTD 5202 software is closed.

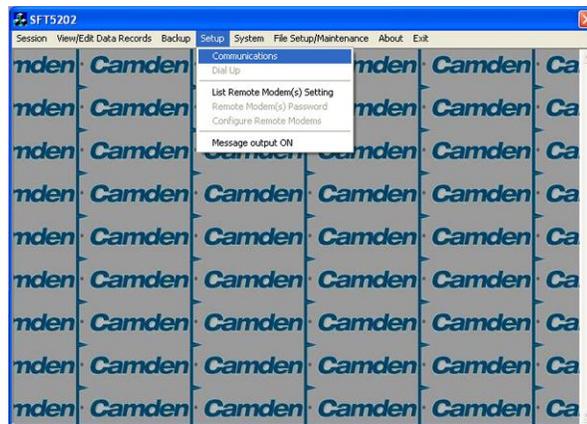
### Finding the COM Port

To identify the modem to the SFTD5202 software the computer system gives it a name, such as COM3. To use the modem you must know its COM port number. Determining the COM port varies depending on the computer's operating system.

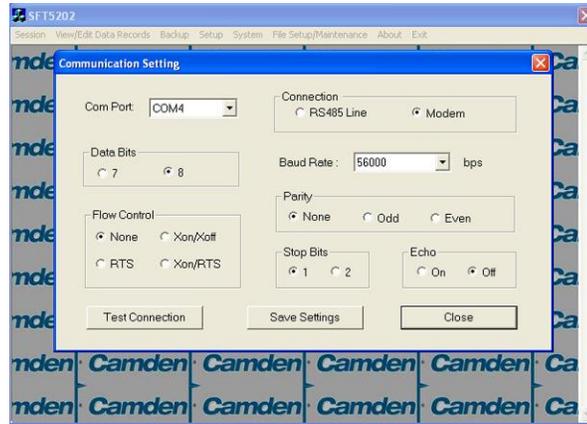
Different versions of the operating system will have different methods for determining the COM port. The following discussion may not exactly match your particular system. In general, for Windows Operating systems the "Control Panel" will have an icon for modem options. It may be under the "Hardware and Sound" Icon or directly visible. Selecting it will show which COM port the modem is connected to.

### Changing the Settings

- To change the communications settings follow the steps below:
- Start the SFT5202 Windows Client Software
- Select the "Setup" menu. A list of submenus will be displayed
- Select the "Communications" submenu. The "Communication Setting" form will be displayed



- In "Connection" box select Modem.



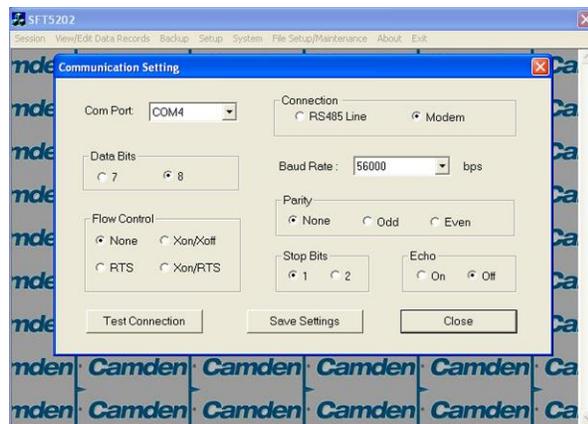
- f. In the “Com Port” drop down box, select the COM Port the Modem is connected to.
- g. In the “Data Bits” box select 8.
- h. In the “Flow Control” box select “none”.
- i. In the “Parity” box select “None”.
- j. In the “Stop Bits” box select “1”.
- k. In the “Echo” box select “Off”.
- l. When you are done Save the settings by selecting the “Save Settings” button

### ***Initializing the Modem***

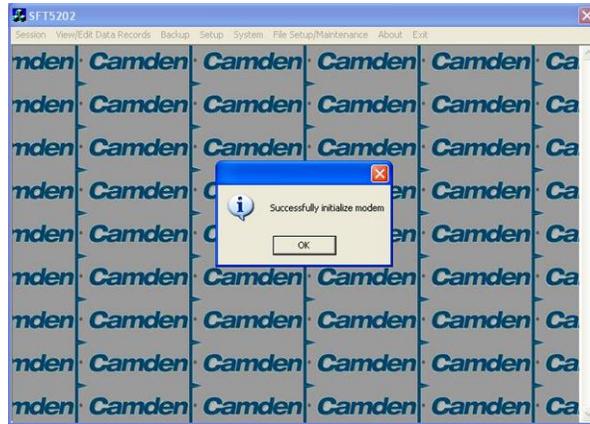
**NOTE:** The modem will remain initialized until the SFTD5202 software is shutdown. This initialization procedure must be performed each time the SFTD5202 software is restarted.

To initialize the modem follow the steps below:

- a. Ensure the “Communication Setting” form is displayed.



- b. Select the “Save” button.



- c. The modem is initialized.

## Setting the Remote Modem

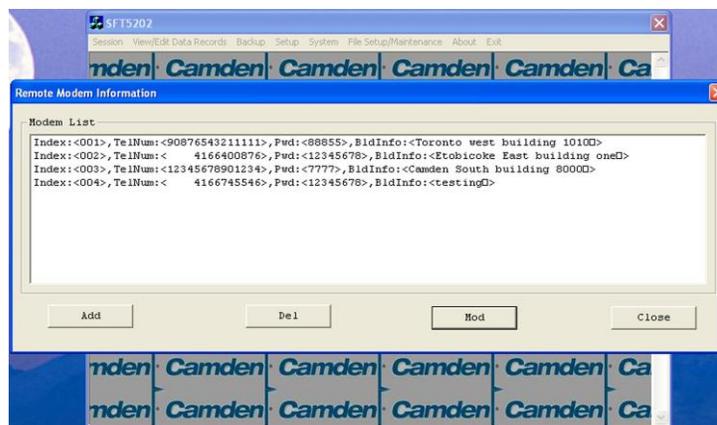
### Overview

Each remote site that this system connects to will have an associated password and phone number. These may be stored in a list so that they may be easily accessed.

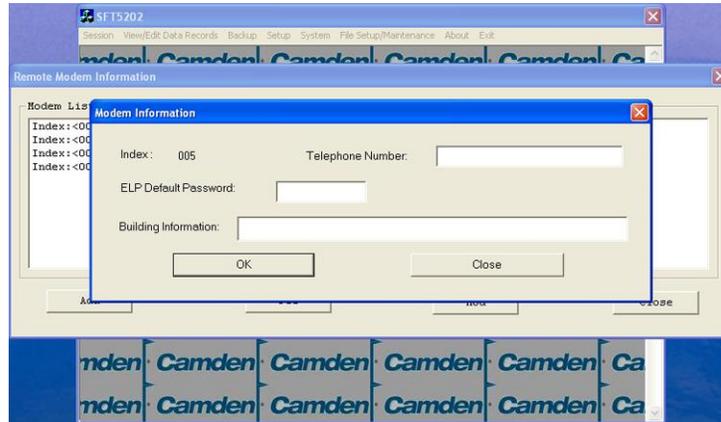
### Setting up a Remote Modem

To add a remote site and its phone number and password to the list of sites follow the steps below:

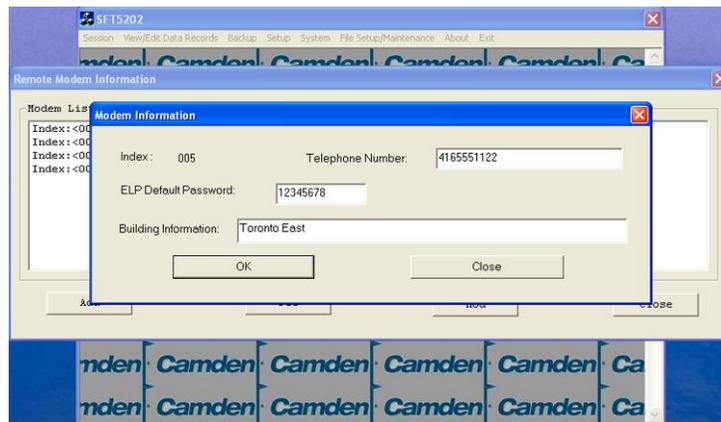
- a. Start the SFT5202 Windows Client Software.
- b. Select the “Setup” menu. A list of submenus will be displayed
- c. Select the “List Remote Modem(s) Setting” submenu. The “Remote Modem Information” form will be displayed.



- d. Select the “Add” button. The “Modem Information” form will be displayed



- e. Enter the Remote telephone number in the “Telephone Number” box.
- f. Enter the Remote modem Password in the “ELP Default Password” box.
- g. Enter the Building Identification in the “Building Information” box.



- h. Select “OK” to save the information or “Close” to exit without saving

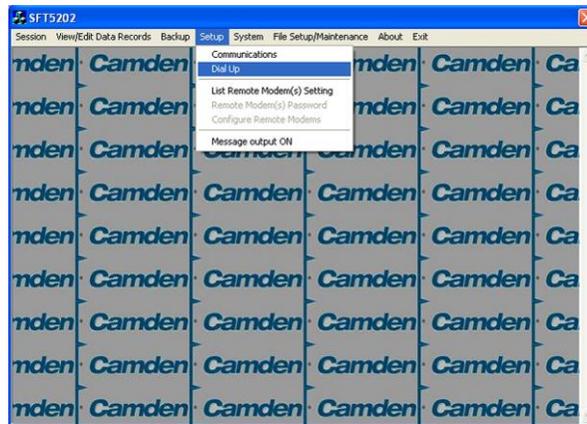
## Starting a Connection

### Overview

To communicate with a remote system via modem you must first start the connection. As the system does not know which system will be connected you do not use start session.

### Starting the Connection

- a. To start a connection to a remote system follow the steps below:
- b. Start the SFT5202 Windows Client Software.
- c. Select the “Setup” menu. A list of submenus will be displayed



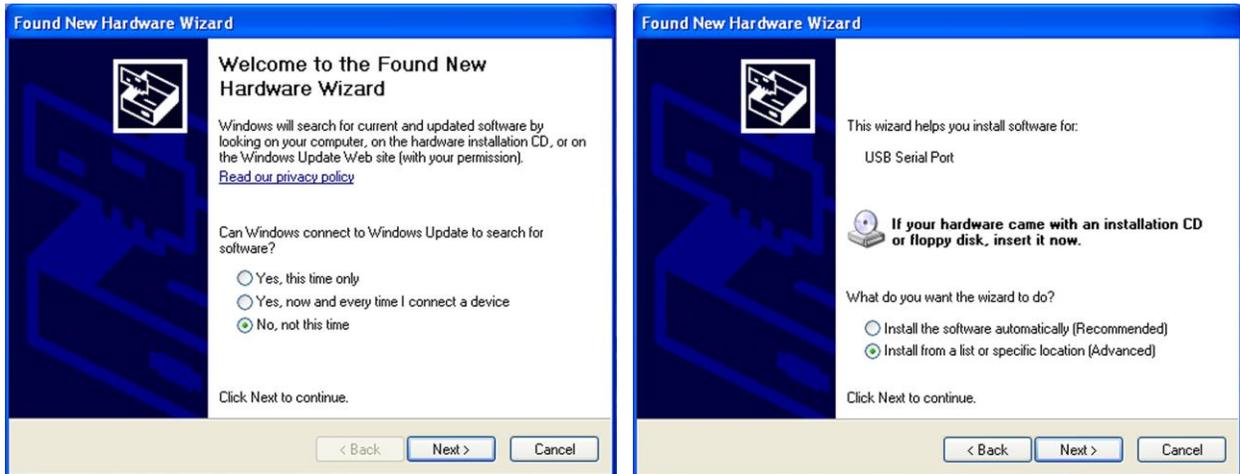
- d. Select the “Dial Up” submenu. The “Dial Up” form will be displayed.



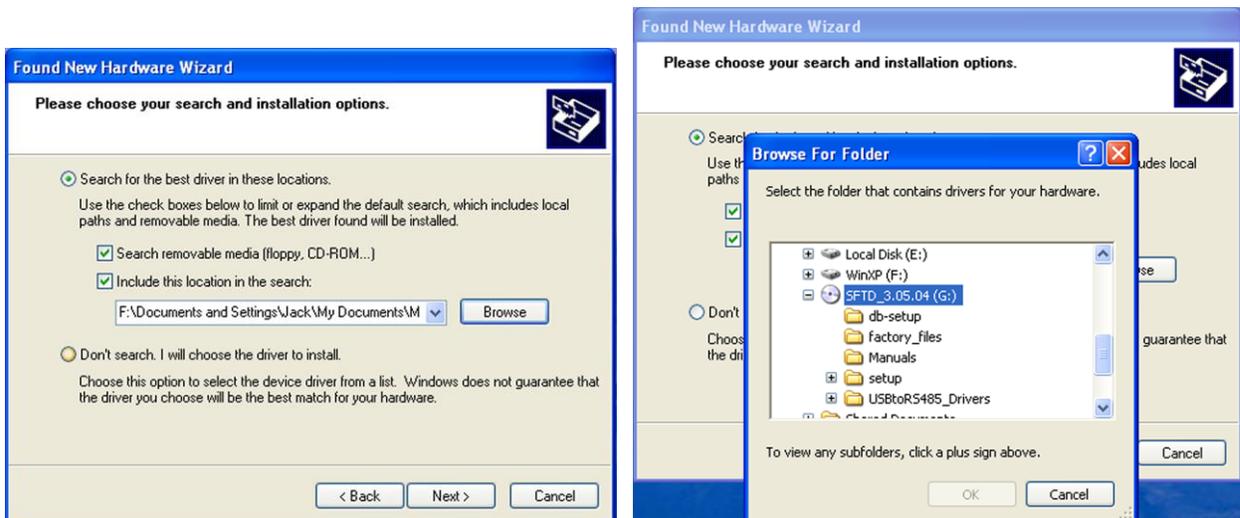
- e. Select the remote site from the list of remote sites in the “Building” drop down list. If the building is not in the list you may enter the information in the form.
- f. Select the “Dial up” button to start the connection or Close to exit with starting the connection.

## RS485 to USB Converter

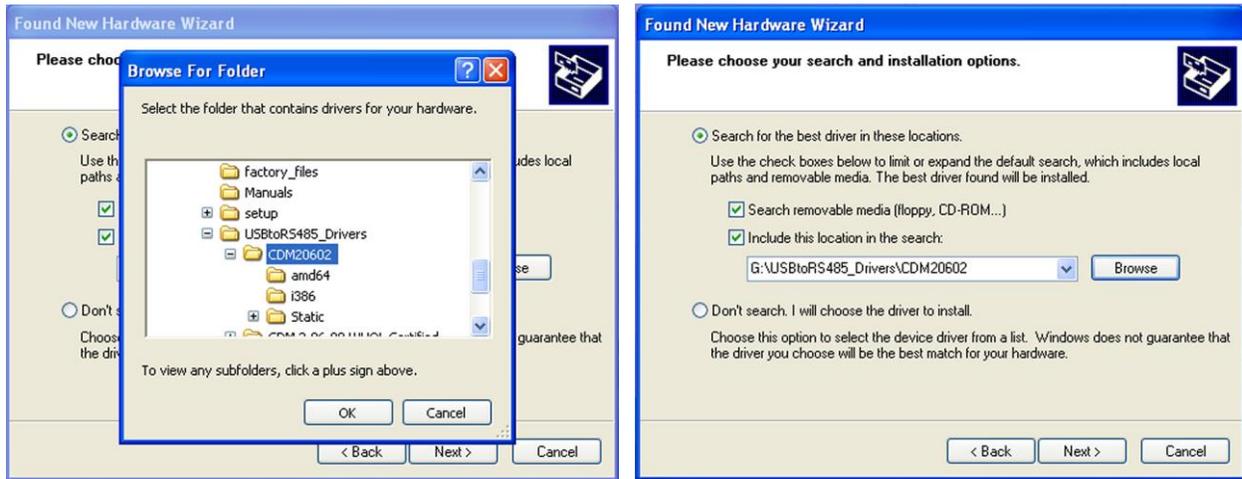
Plug the USB to RS485 converter into an empty USB port on your computer. A prompt to search the internet for a driver will pop up. Select 'No, not this time' Press Next. In the next window, select 'Install from a list or specific location [Advanced]'



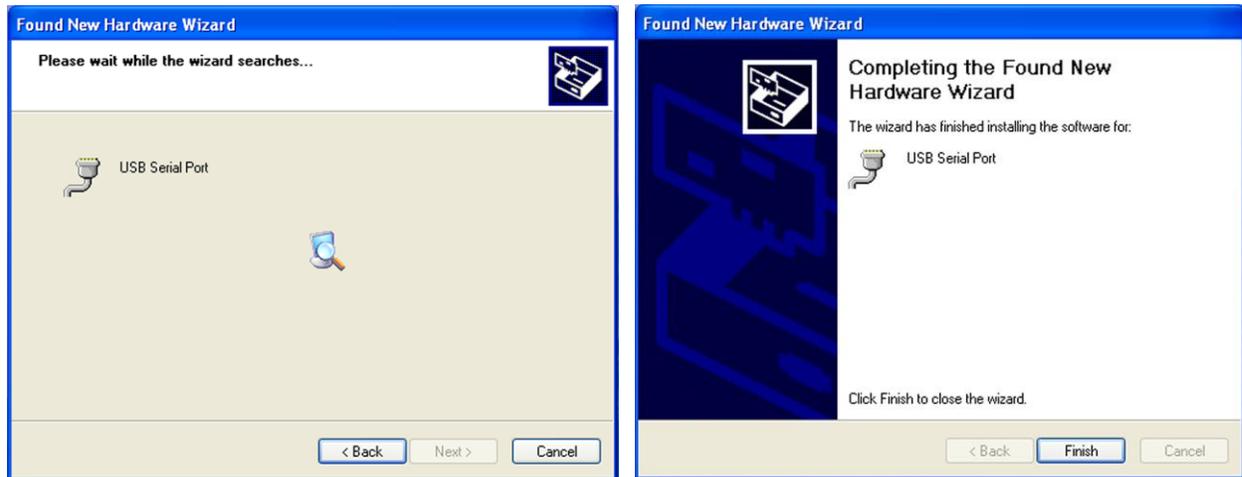
Select 'Include this location in the search' and press Browse. In the Browse For Folder window, select the software CD supplied with your system.



Open the USBtoRS485\_Drivers folder and select the CM20602 folder. Press OK. Select Next to start installing the driver.

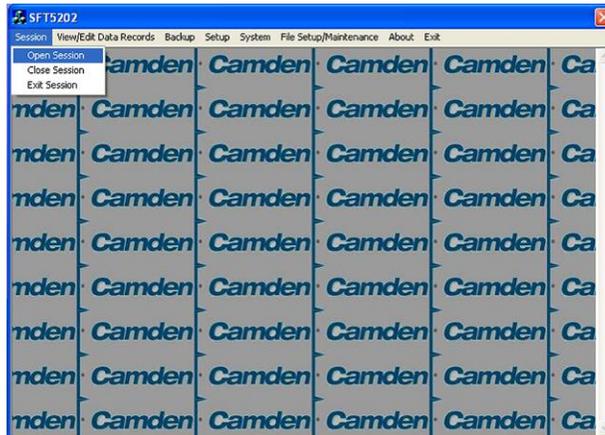


The driver will be installed. Select Finish when done.



## 10. Open a Session with the CV-TAC400 (Working Online with an RS485 Converter))

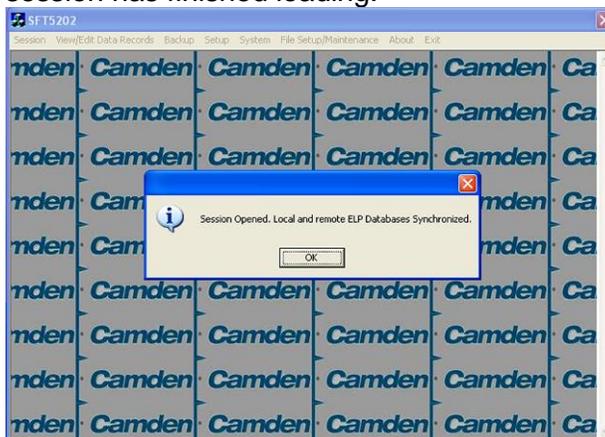
- a. Select the Session Menu.



- b. Select Open Session.

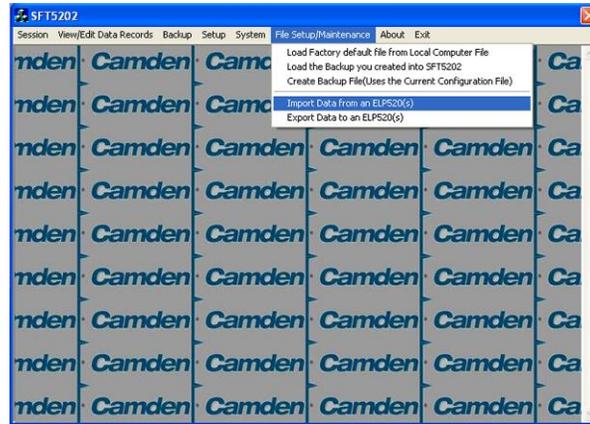


- c. Select OK when the session has finished loading.

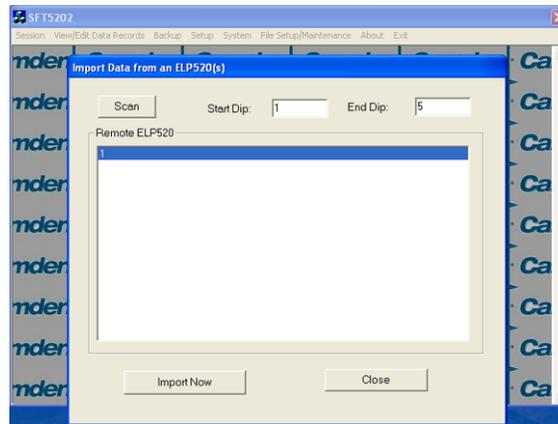


## 11. Open a Session with the CV-TAC400 (Working Online with a Modem Connection)

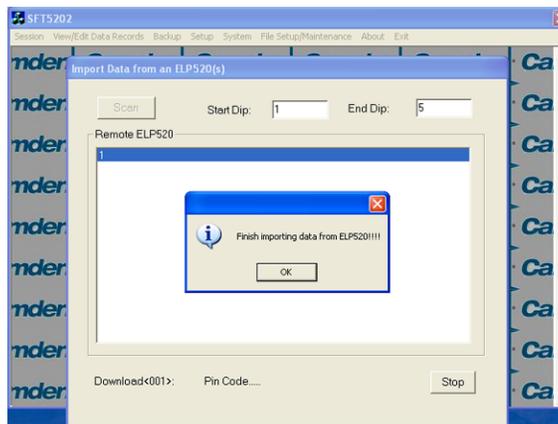
- a. Select the "File Setup/Maintenance" menu and select "Import Data from an CV-TAC400(s).



- b. Scan for Remote CV-TAC400s. Select the remote CV-TAC400 from the list you wish to communicate with.



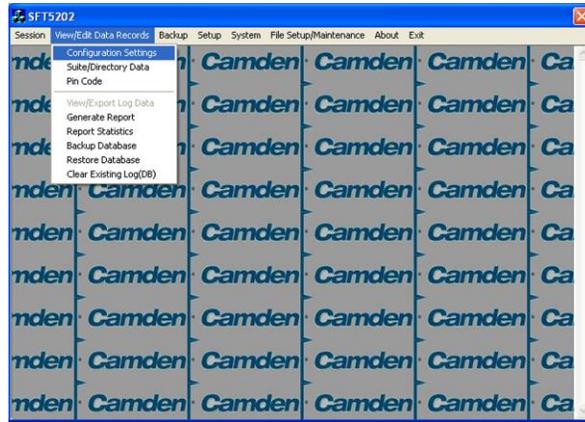
- c. The CV-TAC400's data will be imported. The download from the remote CV-TAC400 can take up to 5 minutes.



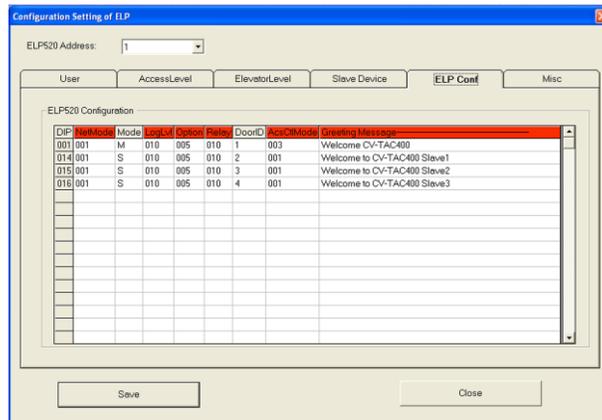
## 12. Changing the Greeting Message

To change the Greeting Message, perform the following steps:

- a) Select the “View/Edit Data Records” Menu. A list of submenus will be displayed.



- b) Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.
- c) Select the “ELP Conf” tab. The ELP Configuration table will be displayed
- d) Open (Double click on) the “Greeting Message” field of the CV-TAC400 you wish to change. The field will open for editing. You may change the text as required.



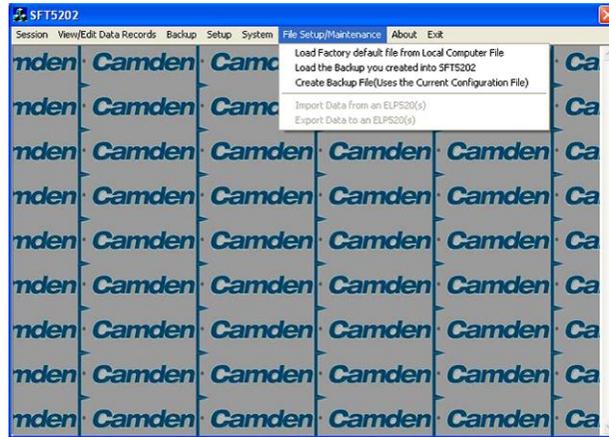
- e) When the editing is complete press the “enter” key or select anywhere else in the “ELP Conf” table.
- f) Save and Upload the changed information.

### 13. Load the Factory Default

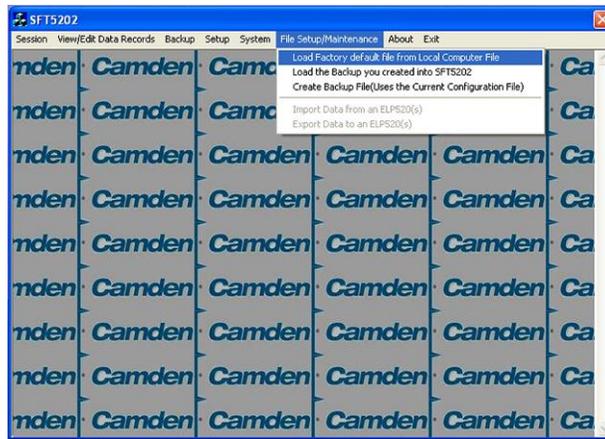
- ⚠ Using this file will erase all previously saved data.
- ⚠ The default factory file is located on the installation CD.

Start by selecting a file of current information. To do this, follow the steps below

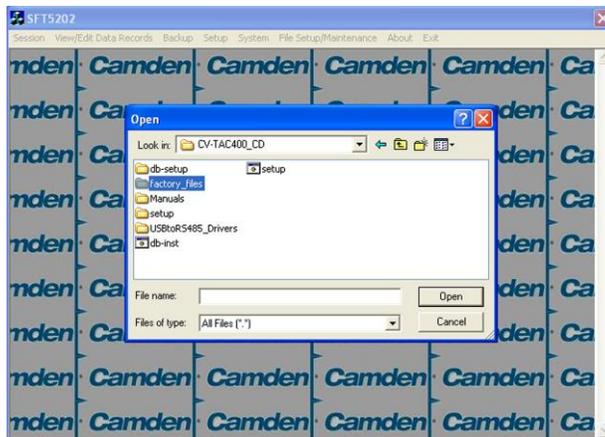
- a. Select the “File Setup/Maintenance” menu. A list of submenus will appear below.



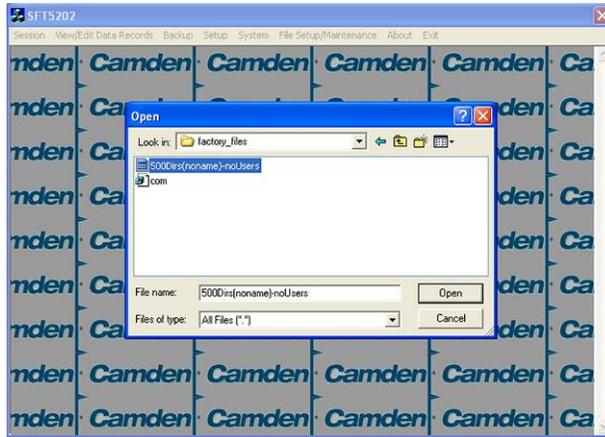
- b. Select the “Load the factory Default File into the computer” submenu. A file selection window will be displayed.



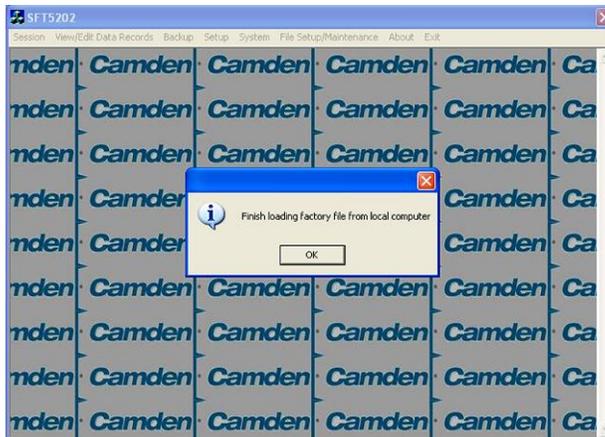
- c. Navigate the Explorer window to your CD Drive containing the installation CD.



- d. Select the ‘factory files’ folder.



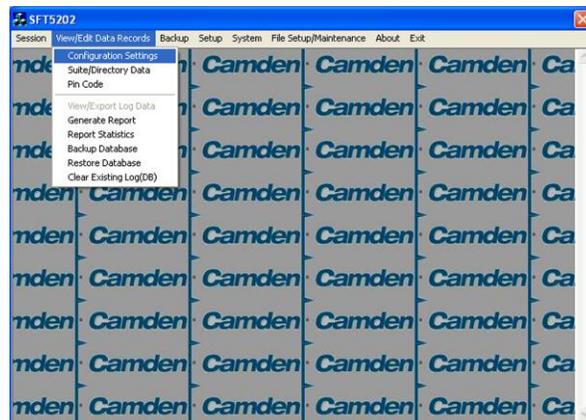
- e. Select the factory Default file -> 500Dirs(noname)-nouser and then select “Open”



## 14. Changing the Greeting Message

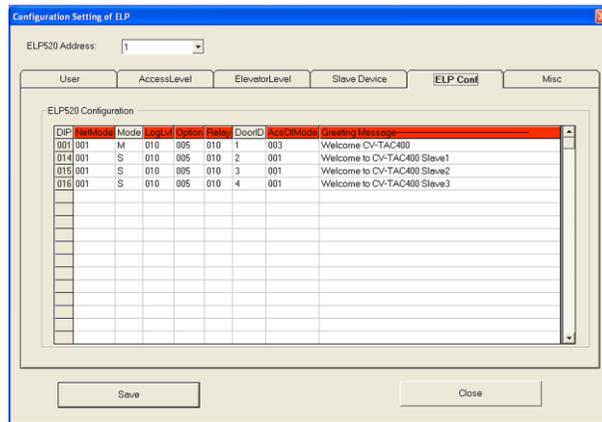
To change the Greeting Message, perform the following steps:

- g) Select the “View/Edit Data Records” Menu. A list of submenus will be displayed.



- h) Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.  
i) Select the “ELP Conf” tab. The ELP Configuration table will be displayed

- j) Open (Double click on) the “Greeting Message” field of the CV-TAC400 you wish to change. The field will open for editing. You may change the text as required.



- k) When the editing is complete press the “enter” key or select anywhere else in the “ELP Conf” table.  
l) Save and Upload the changed information.

## 15. Entering Suite Information

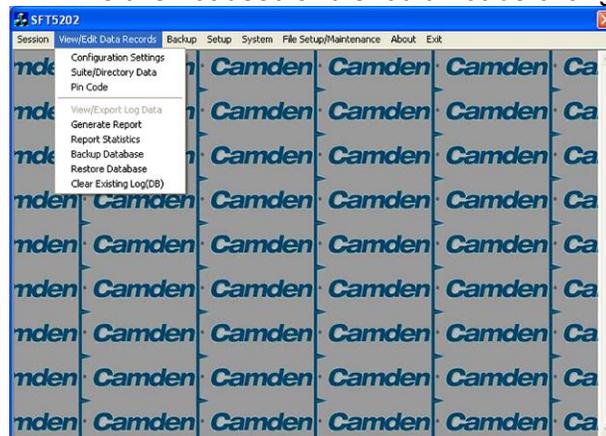
### Changing/Adding Suite Information

#### Floor, Express Code, Display Name, Telephone Number

**Note:** All the Suite records are already in the factory default file. The information has been set to blank. To add a suite merely select a blank record and enter the information.

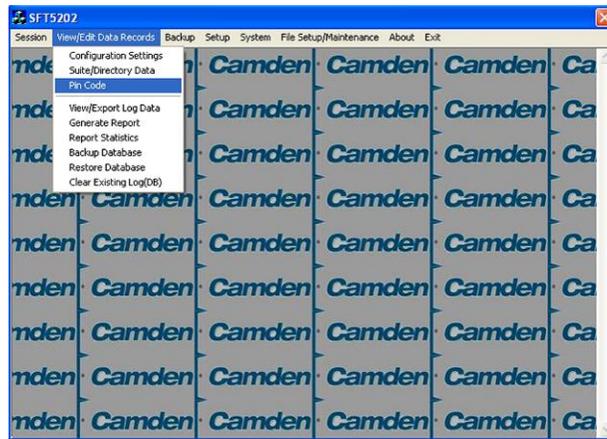
- Select the “View/Edit Data Records” Menu. A list of submenus will be displayed
- Select the “Suite/Directory Data” submenu. The Suite/Directory Data window will be displayed.

**Note:** The “Remote ELP DIP” field is not used and should not be changed.

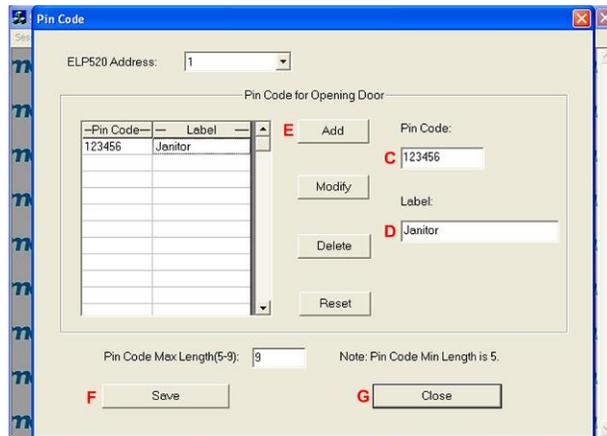


- Select the suite to be changed from the drop down list in the Suite ID-Display Name field  
**Note:** You may use the up or down arrows to scroll through the list of suites. You may also use the pg up (page up) and pg dn (page down) keys to scroll the list quickly.
- If required, Select the **Floor** from the list of Floors in the pulldown menu
- If required, Edit the **Express Code** in the “Express Code” field



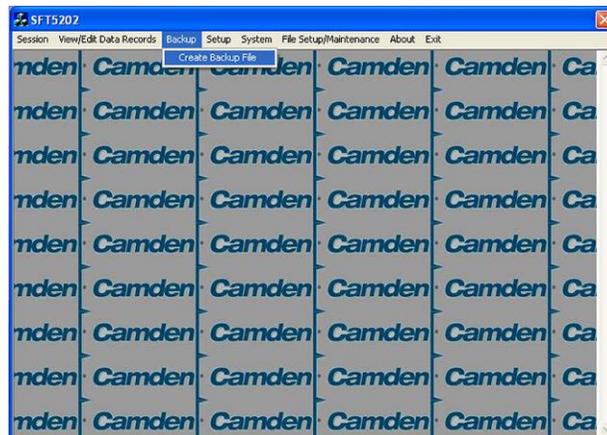


- c. In the PIN Code edit box enter the new PIN code.
- d. In the Label edit box enter the associated Label
- e. Select the “Add” button. The PIN Code list grid will be updated.
- f. When all the changes have been completed, select the “SAVE” button. The data will be saved.
- g. Close the form by selecting the CLOSE button.

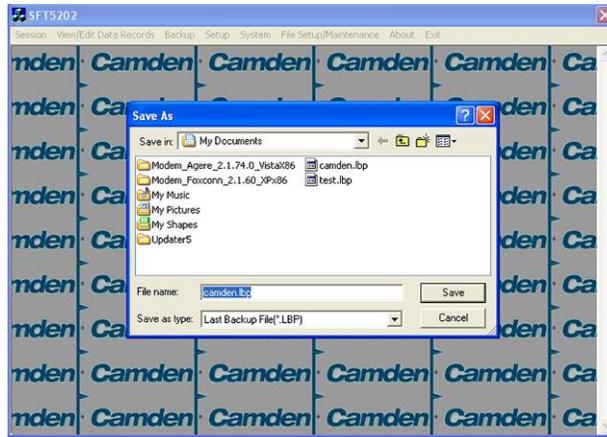


## 17. Backup the Data

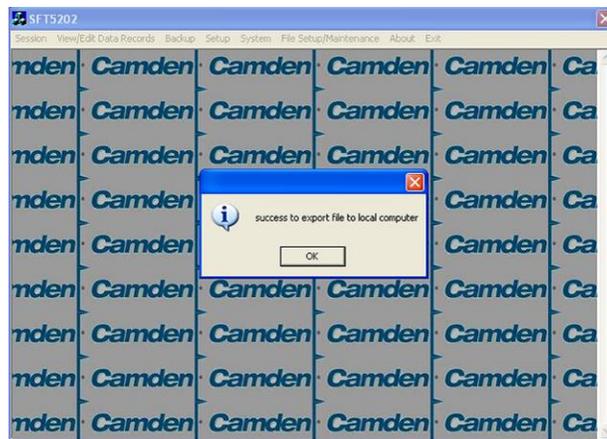
- a. Select the Backup Menu



- b. Select Create Backup



- c. Selection a location and create filename

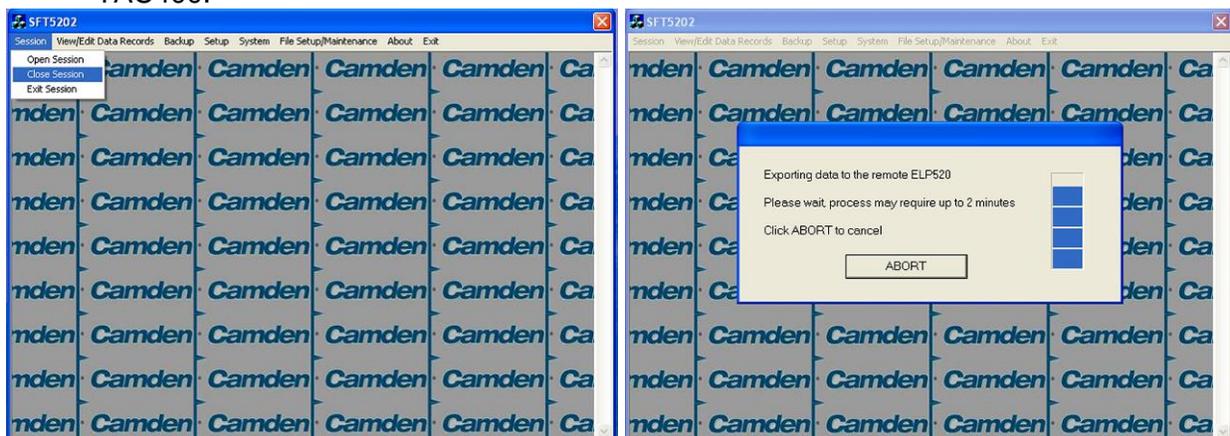


## 18. Uploading Saved Information into the CV-TAC400

### A. Working Online Using the RS485 Converter

If you have been working online throughout this guide, all you need to do is close the session.

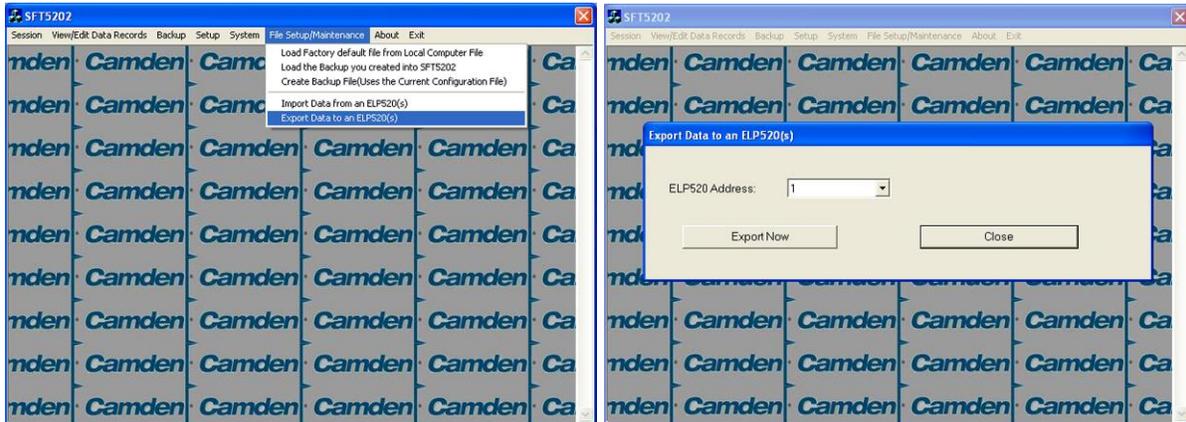
- Select the Session Menu
- Select Close Session. The new configuration data is automatically uploaded to the CV-TAC400.



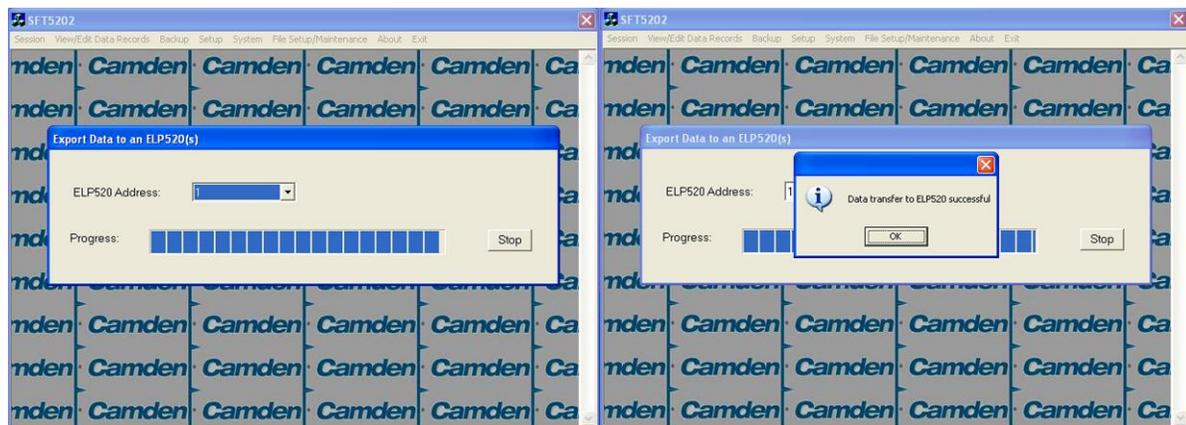
## B. Working Online Using the Modem Module

If you have been working online using the Modem Module, you cannot simply close the session. The new data must be exported to the CV-TAC400.

- a. Select the “Export Data to an ELP520(s)” from the “File Setup/Maintenance” menu. Select the ELP520 Address from the pull down menu and hit Export Now.

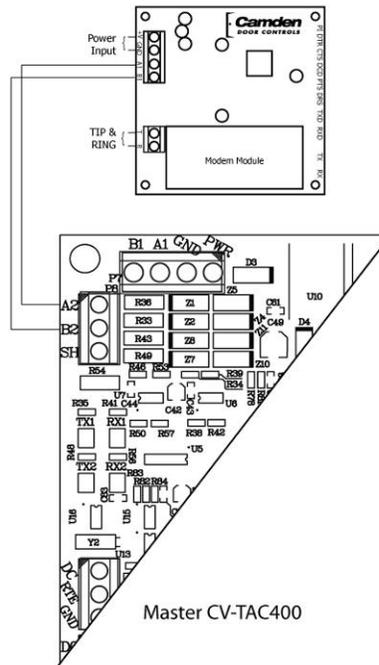


- b. The new configuration data is exported to the remote panel.





The telephone line connected to the modem module may be the same telephone line used by the CV-TAC400 to call the suites.



**Figure 9 - Optional Modem Module Connection**

### 3. Connect the Computer

If you are not using the modem module above, a direct connection to a computer is required for programming the CV-TAC400. An RS-485 to USB converter is used. Connect the Rs-485 Converter as shown in Figure 10.

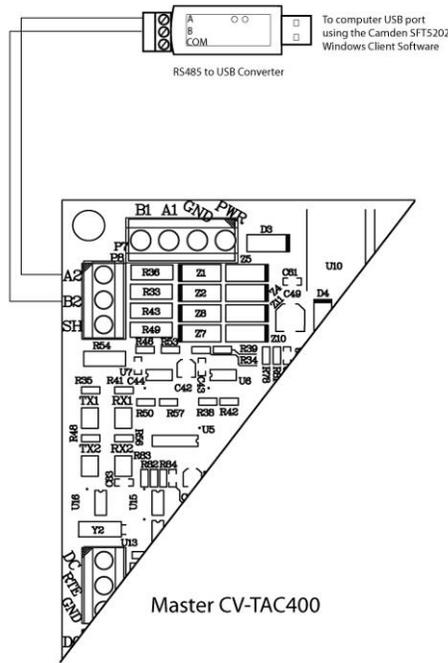


Figure 10 - RS-485 Connection to Computer

**4. Connect the Reader Installed in the CV-TAC400**

Connect the reader installed in the CV-TAC400 to the connections in the CV-TAC400. The minimum connections are power, ground, D0 and D1.

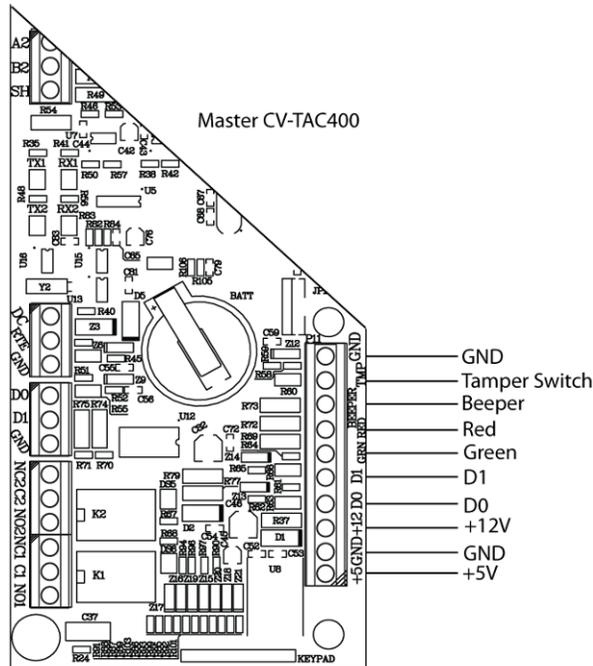


Figure 11 - Access Control Reader Connections

**5. Connect the Door Lock**

Connect the door lock to the door relay and door lock power. The exact nature of the connection depends on the specific lock used. (Figure12)

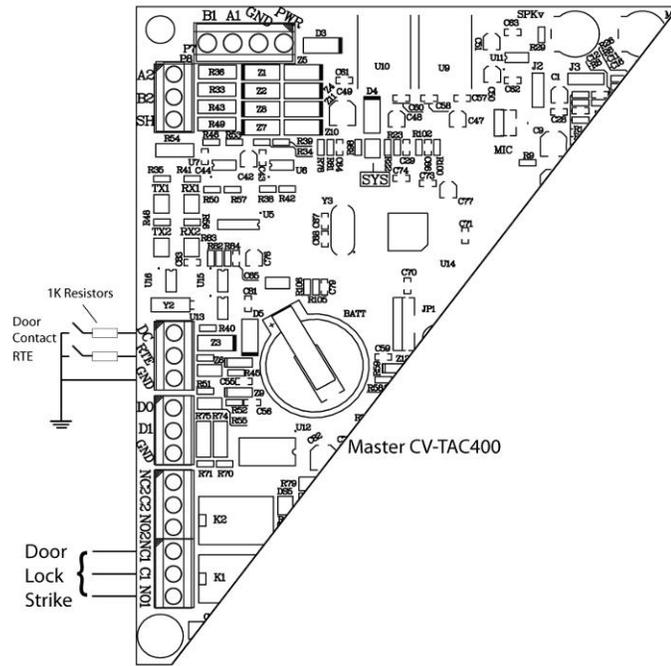


Figure 12 - Door Strike Connection

**6. Connect the Power**

Connect power (12 VDC) to the CV-TAC400 power connections on Port 1. (Figure 13)

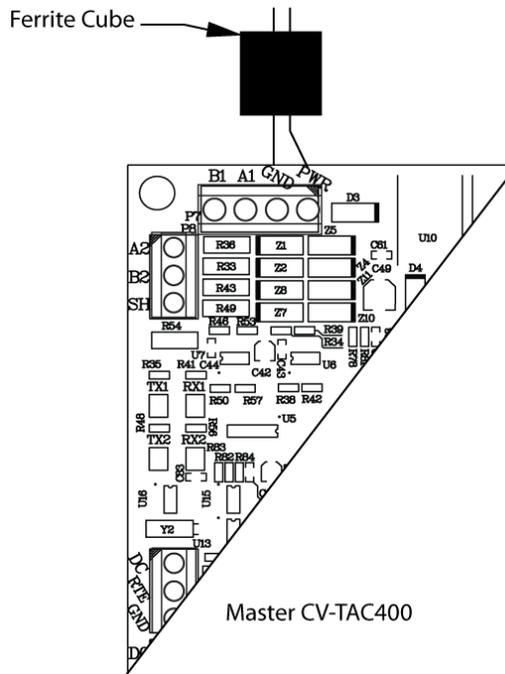


Figure 13 - Door and Power Connections

**7. Set the Time and Date**

Setting the time and date requires you to login to the CV-TAC400 locally via the front panel.

## A. Logging In

To access the service mode for configuration the user must login with a password. To do this, follow the steps below:

Press and hold the 1, 4 and 7 buttons until the display shows "Enter password [ \_ ]".

Enter the CV-TAC400's password. The default Password is "1234#".

The Main Menu will be displayed.



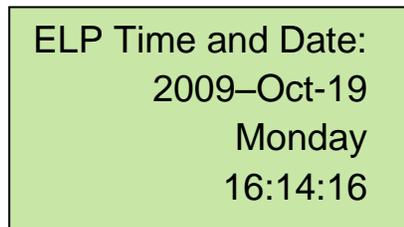
**Note:** To access additional menu items press # to move down and \* to move up the menu.

**!** If you enter the wrong password five times in a row, you will be locked out of the unit for 2 Hrs. Even the help code will not be available.

If the wrong password is entered, the display will show: "Password Incorrect". You may then repeat the process.

From the main menu select 4.: Date & Time

The Date and Time menu allows changing the CV-TAC400's date and time. When the Date and Time menu is selected, a display similar to the example figure below will be displayed.



To change the date or time, you position the cursor under the item you want to change and then use the 1 and 3 keys to increment or decrement that item. The # key moves the cursor right, and at the end of the line moves down to the next line. The \* key moves the cursor left, and at the left end of the line the cursor moves up to the next line.

When you have finished changing the date and time, the 0 key exits to the main menu.

The following table summarizes how the keys affect the display:

Key	Action
#	Moves cursor right and down
*	Moves cursor left and up
1	Increments the value above the cursor
3	Decrements the value above the cursor
0	Exits the date and time menu

## 8. Set the DIP Address of the CV-TAC400 to 1

From the front panel of the Master CV-TAC400, select 3 Service Menu from the Main Menu.

Select 2 Change ELP Address.



To change the CV-TAC400 DIP Address, enter the new address using the number keys. Select an address from the table below. To save the address you have just entered, press the # key. To exit without changing the password enter the \* key.

There must be one and only one Master CV-TAC400. Each system may have up to 3 slave CV-TAC400's. The addresses must be unique within each system.

Address	CV-TAC400 Operation
1	CV-TAC400 Master
14	CV-TAC400 Slave 1
15	CV-TAC400 Slave 2
16	CV-TAC400 Slave 3

## 9. Starting the SFT5202 Windows Client Software

The following instructions apply only if the default file locations were used in the software installation. If any changes were made that location should be used.

To start the SFT5202 Windows Client Software open (double click) the SFT5202 icon on the desktop

If there is no SFT5202 icon on the desktop the following steps may be performed:

- e. select the Start Menu from the windows desktop
- f. select Programs from the start menu
- g. select the "remoteAdmin" folder
- h. select SFTD5202D from the list. The main SFT5202 Windows Client Software window will be displayed

## 10. Establishing a Connection with the CV-TAC400

The CV-TAC400 is programmed via a Windows PC, using an USB to RS485 converter for local access or an optional CV-TAC4M Modem Module for a remote dialup connection.

## Remote Connection Using a Modem

### Overview

The CV-TAC400 may be connected to a computer system over a telephone line. To do this the CV-TAC400 requires the modem module. The computer requires a modem connected to it and the SFTD5202 software.

Using the modem is identical to the RS485 connection after the connection has been made. Because a computer with a modem may be used to manage multiple CV-TAC400's, the "Open Session" initialization is not used. Downloading and uploading data using the modem is described below in sub-section 11 - 'Open a Session with the CV-TAC400 (Working Online with a Modem Connection)' and sub-section 16, Part B – 'Uploading Saved Information into the CV-TAC400 – Working Online Using the Modem Module'.

The telephone number and password for each building must be entered into the system. When you wish to update that particular building the dialing information can be selected from that list.

## Configuring the SFTD5202 Software for the Modem

### Overview

**Each time the modem is used the modem must be initialized.** Once the modem is initialized it may be used until the SFTD 5202 software is closed.

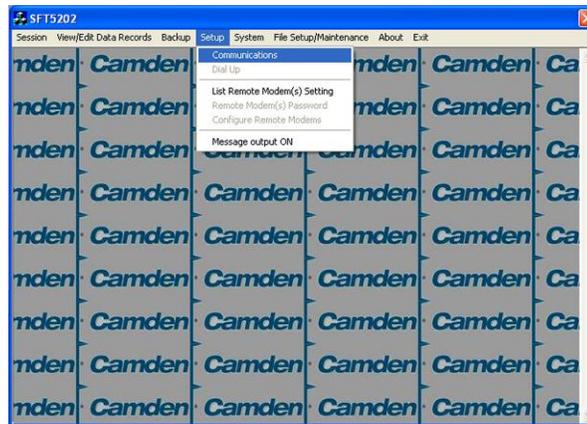
### Finding the COM Port

To identify the modem to the SFTD5202 software the computer system gives it a name, such as COM3. To use the modem you must know its COM port number. Determining the COM port varies depending on the computer's operating system.

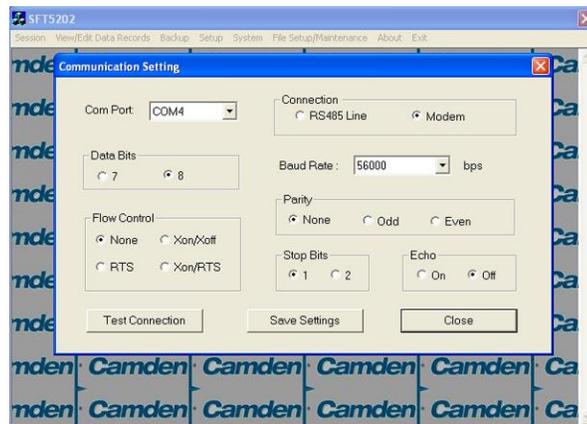
Different versions of the operating system will have different methods for determining the COM port. The following discussion may not exactly match your particular system. In general, for Windows Operating systems the "Control Panel" will have an icon for modem options. It may be under the "Hardware and Sound" Icon or directly visible. Selecting it will show which COM port the modem is connected to.

### Changing the Settings

- a. To change the communications settings follow the steps below:
- b. Start the SFT5202 Windows Client Software
- c. Select the "Setup" menu. A list of submenus will be displayed
- d. Select the "Communications" submenu. The "Communication Setting" form will be displayed



- e. In “Connection” box select Modem.



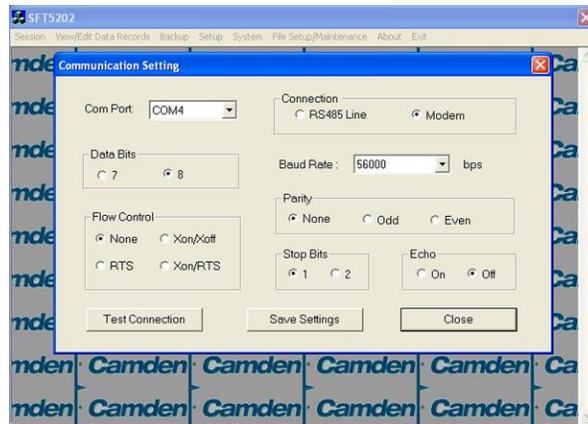
- f. In the “Com Port” drop down box, select the COM Port the Modem is connected to.  
 g. In the “Data Bits” box select 8.  
 h. In the “Flow Control” box select “none”.  
 i. In the “Parity” box select “None”.  
 j. In the “Stop Bits” box select “1”.  
 k. In the “Echo” box select “Off”.  
 l. When you are done Save the settings by selecting the “Save Settings” button

### ***Initializing the Modem***

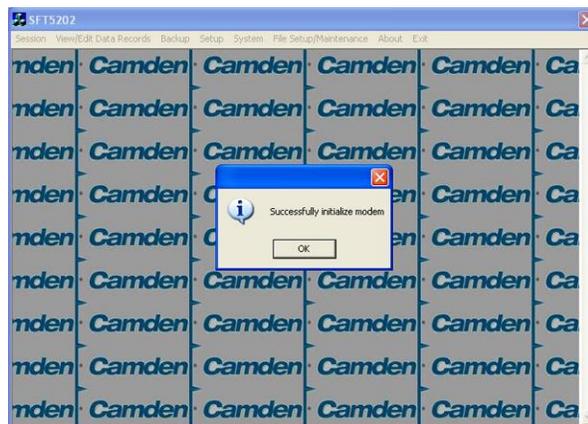
**NOTE:** The modem will remain initialized until the SFTD5202 software is shutdown. This initialization procedure must be performed each time the SFTD5202 software is restarted.

To initialize the modem follow the steps below:

- a. Ensure the “Communication Setting” form is displayed.



- b. Select the “Save” button.



- c. The modem is initialized.

## Setting the Remote Modem

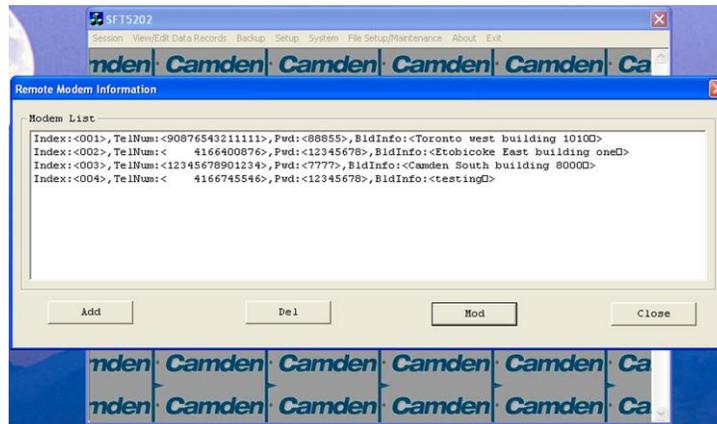
### Overview

Each remote site that this system connects to will have an associated password and phone number. These may be stored in a list so that they may be easily accessed.

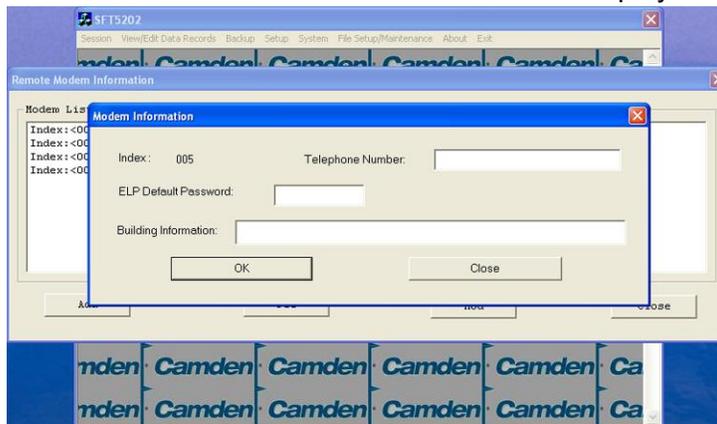
### Setting up a Remote Modem

To add a remote site and its phone number and password to the list of sites follow the steps below:

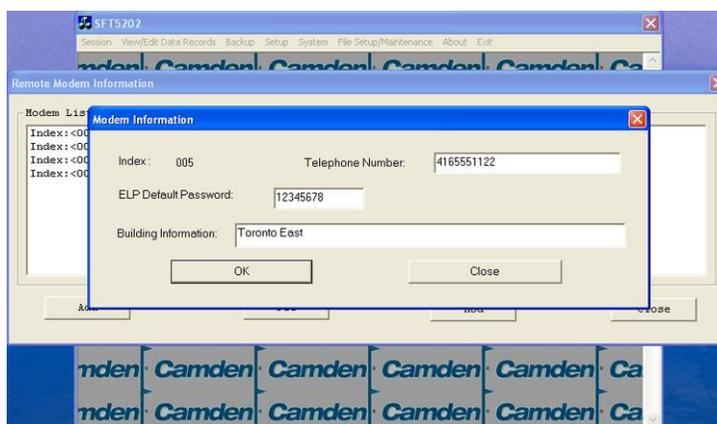
- a. Start the SFT5202 Windows Client Software.
- b. Select the “Setup” menu. A list of submenus will be displayed
- c. Select the “List Remote Modem(s) Setting” submenu. The “Remote Modem Information” form will be displayed.



- d. Select the “Add” button. The “Modem Information” form will be displayed



- e. Enter the Remote telephone number in the “Telephone Number” box.  
 f. Enter the Remote modem Password in the “ELP Default Password” box.  
 g. Enter the Building Identification in the “Building Information” box.



- h. Select “OK” to save the information or “Close” to exit without saving

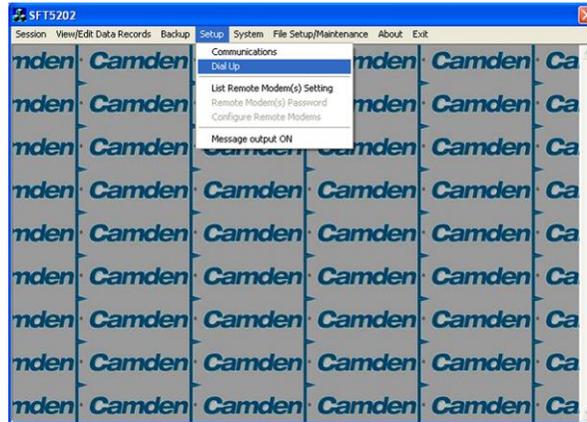
## Starting a Connection

### Overview

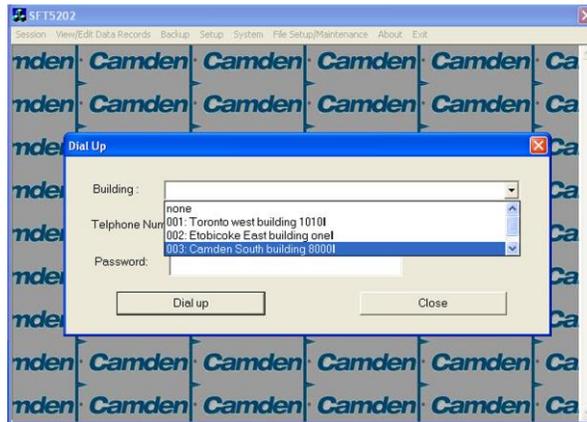
To communicate with a remote system via modem you must first start the connection. As the system does not know which system will be connected you do not use start session.

## Starting the Connection

- a. To start a connection to a remote system follow the steps below:
- b. Start the SFT5202 Windows Client Software.
- c. Select the “Setup” menu. A list of submenus will be displayed



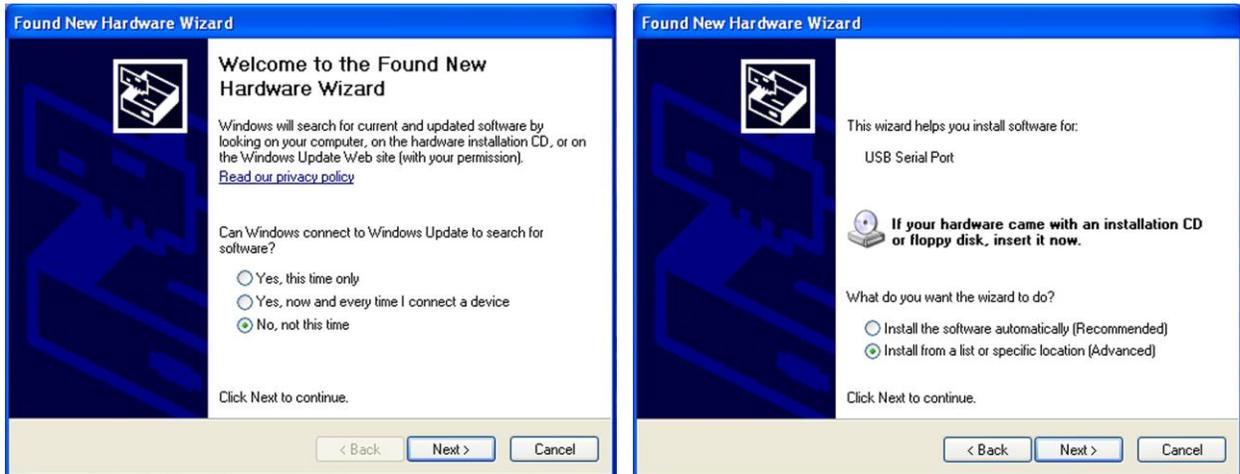
- d. Select the “Dial Up” submenu. The “Dial Up” form will be displayed.



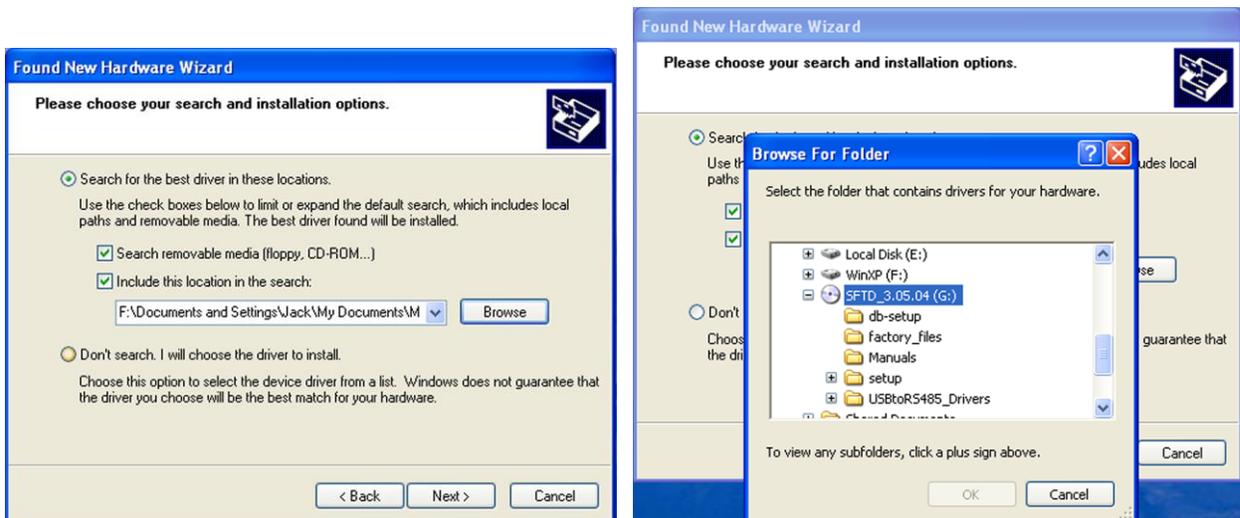
- e. Select the remote site from the list of remote sites in the “Building” drop down list. If the building is not in the list you may enter the information in the form.
- f. Select the “Dial up” button to start the connection or Close to exit with starting the connection.

## RS485 to USB Converter

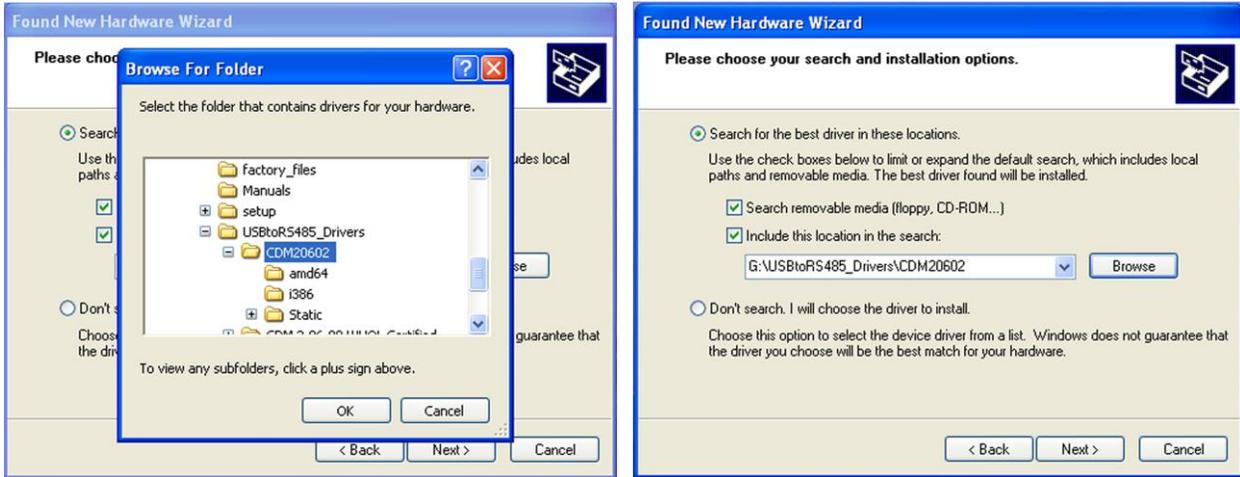
Plug the USB to RS485 converter into an empty USB port on your computer. A prompt to search the internet for a driver will pop up. Select 'No, not this time' Press Next. In the next window, select 'Install from a list or specific location [Advanced]'



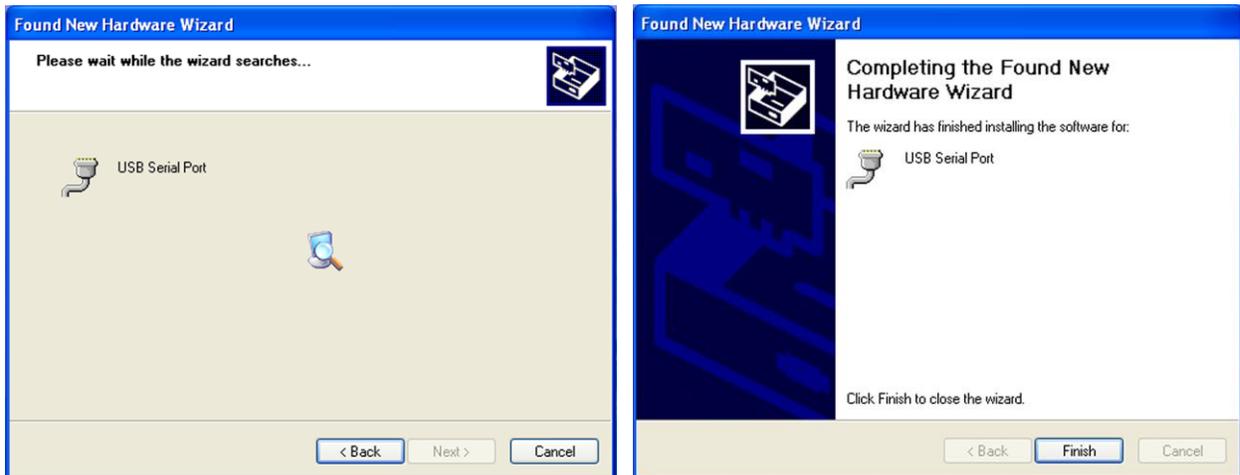
Select 'Include this location in the search' and press Browse. In the Browse For Folder window, select the software CD supplied with your system.



Open the USBtoRS485\_Drivers folder and select the CM20602 folder. Press OK. Select Next to start installing the driver.

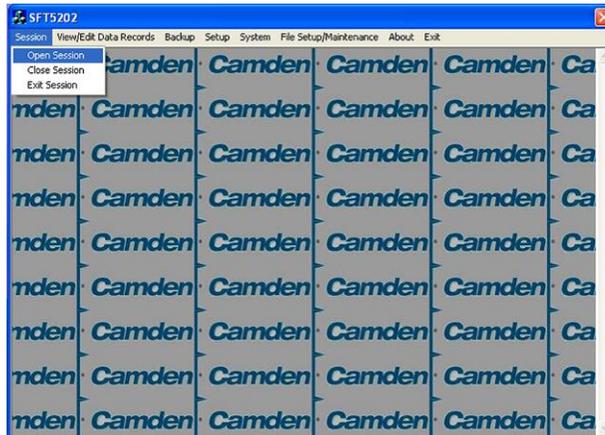


The driver will be installed. Select Finish when done.



## 11. Open a Session with the CV-TAC400 (Working Online with an RS485 Converter))

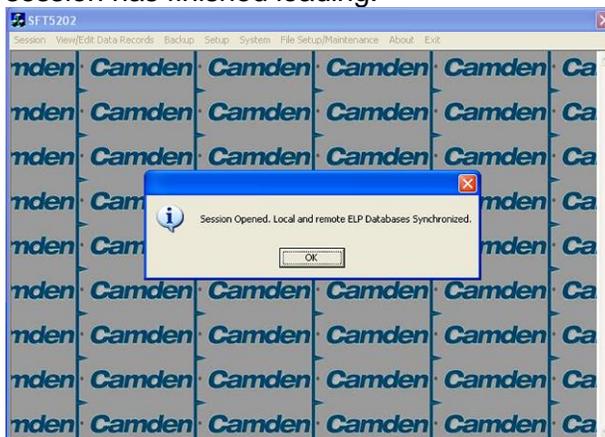
- a. Select the Session Menu.



- b. Select Open Session.

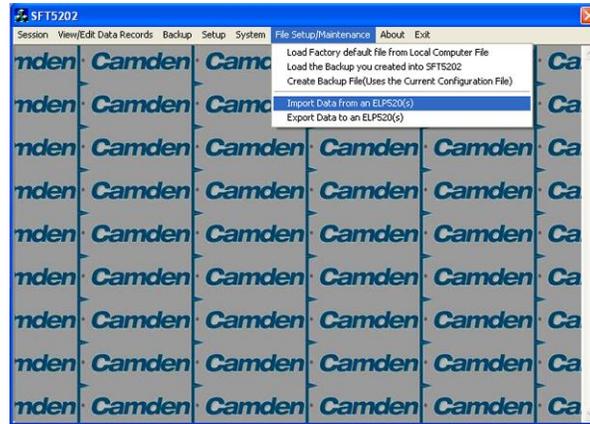


- c. Select OK when the session has finished loading.

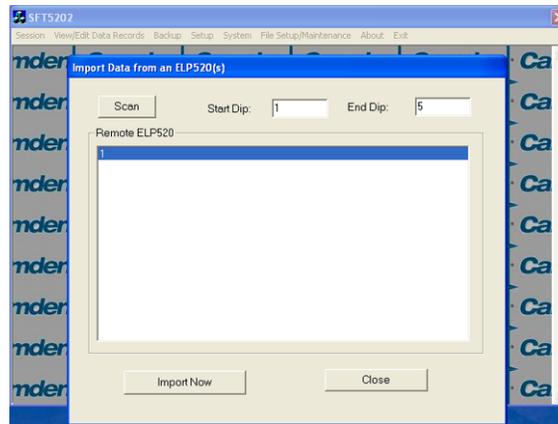


## 12. Open a Session with the CV-TAC400 (Working Online with a Modem Connection)

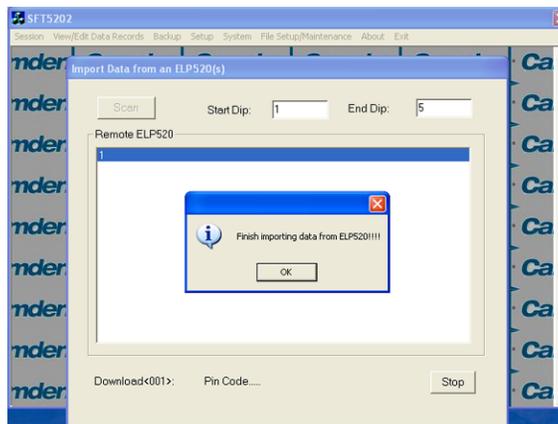
- a. Select the "File Setup/Maintenance" menu and select "Import Data from an CV-TAC400(s).



- b. Scan for Remote CV-TAC400s. Select the remote CV-TAC400 from the list you wish to communicate with.



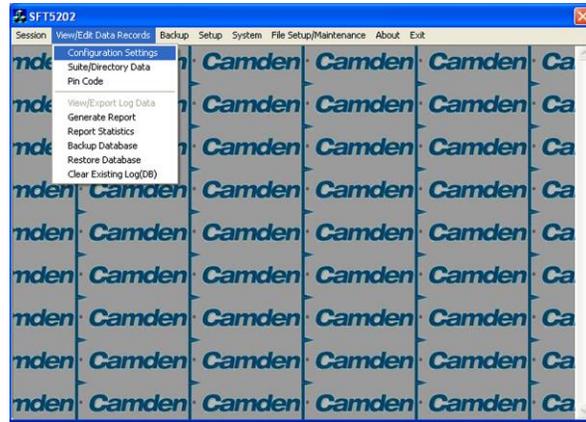
- c. The CV-TAC400's data will be imported. The download from the remote CV-TAC400 can take up to 5 minutes.



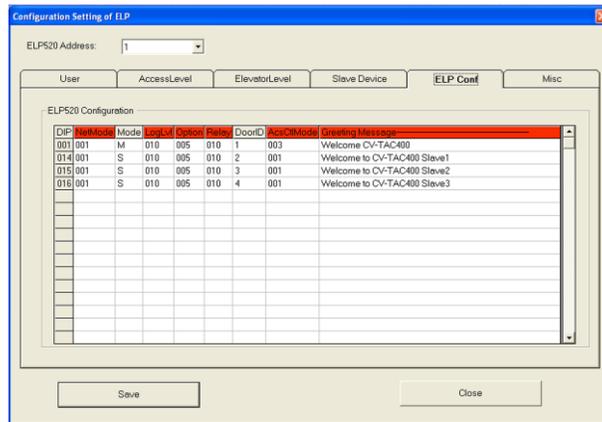
### 13. Changing the Greeting Message

To change the Greeting Message, perform the following steps:

- a) Select the “View/Edit Data Records” Menu. A list of submenus will be displayed.



- b) Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.
- c) Select the “ELP Conf” tab. The ELP Configuration table will be displayed
- d) Open (Double click on) the “Greeting Message” field of the CV-TAC400 you wish to change. The field will open for editing. You may change the text as required.



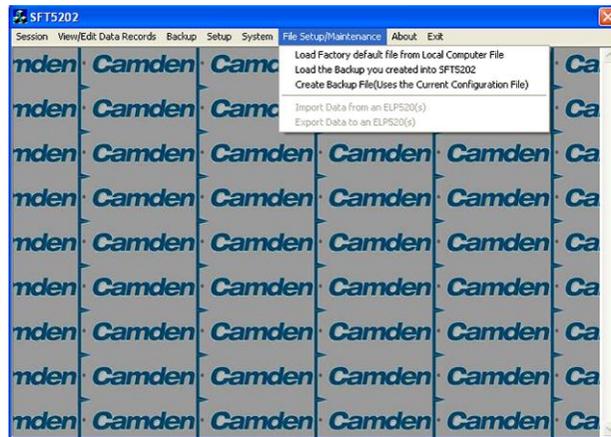
- e) When the editing is complete press the “enter” key or select anywhere else in the “ELP Conf” table.
- f) Save and Upload the changed information.

## 14. Load the Factory Default

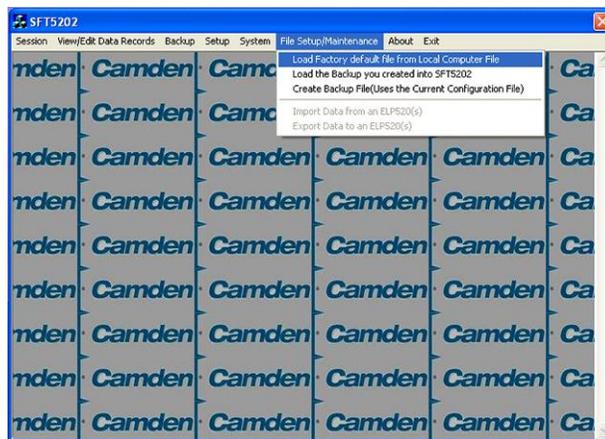
- ⚠ Using this file will erase all previously saved data.
- ⚠ The default factory file is located on the installation CD.

Start by selecting a file of current information. To do this, follow the steps below

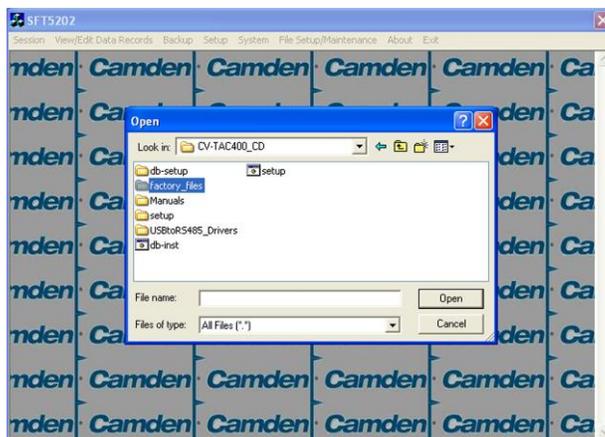
- a. Select the “File Setup/Maintenance” menu. A list of submenus will appear below.



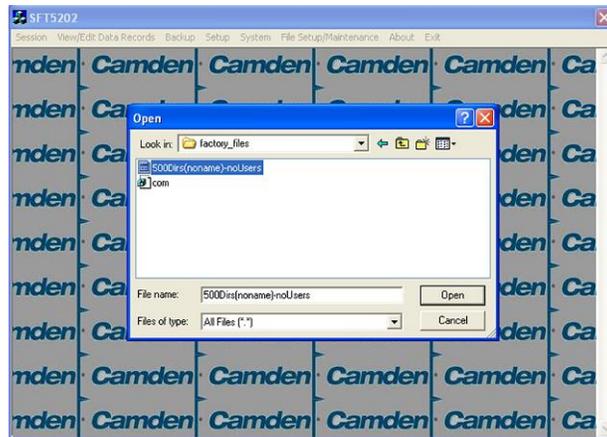
- b. Select the “Load the factory Default File into the computer” submenu. A file selection window will be displayed.



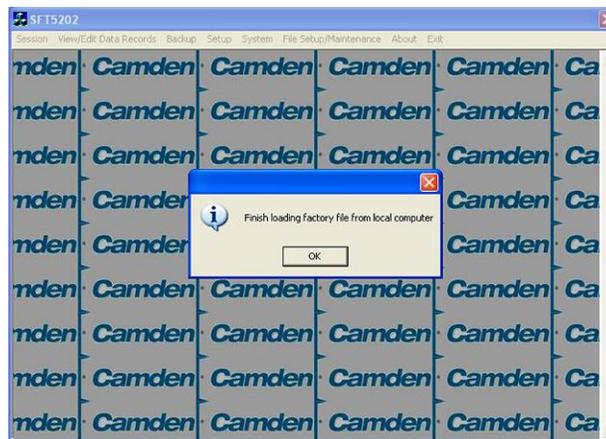
- c. Navigate the Explorer window to your CD Drive containing the installation CD.



- d. Select the ‘factory files’ folder.



- e. Select the factory Default file -> 500Dirs(noname)-nouser and then select “Open”

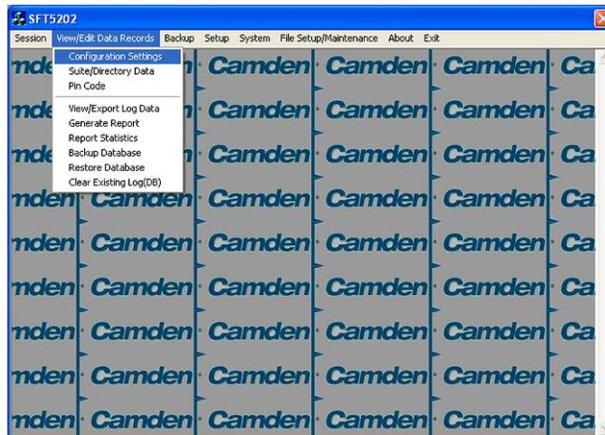


## 15. Set the Facility Code

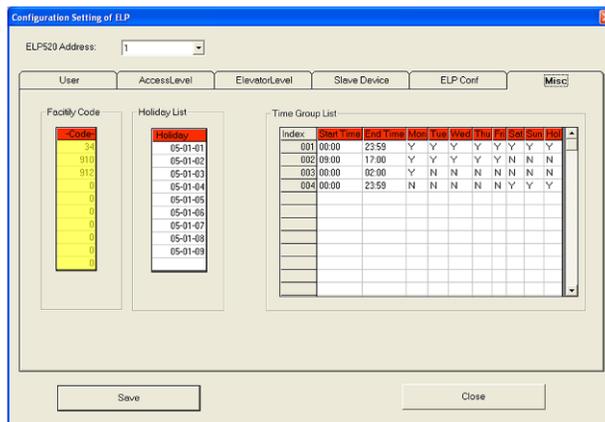
The CV-TAC400 is pre-programmed with Camden facility codes. The facility code does not need to be set if Camden proximity cards are used.

To add or change a facility code, follow the steps below:

- Select the “View/Edit Data Records” Menu. A list of submenus will be displayed
- Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.



- Select the Misc tab. The miscellaneous tables will be displayed.



- In the Facility Code table select (double click) the Facility Code entry you wish to edit.
- Enter the Facility Code and then press “Enter”

Note: Adding a Facility code is done by replacing one of the “0” entries with the Facility Code you wish to add. Zero is not a valid facility code

- When all the entries have been completed, select the Save button.
- To close the Form select the Close button
- Save and Upload the changed information.

## 16. Setup the Access Control Information

### A. Default Settings

To assist you in configuring the CV-TAC400 the factory default file is set up with some useful default settings.

Time Group 1 is set to allow access 24 hours per day 7 days per week holidays included.

Access Group 1 is doors number 1 through 8.

Access Level 1 is the combination of Time Group 1 and Access Group 1.

What this means is that to allow a user to always pass through door 1, 2, 3, 4, 5, 6, 7, or 8, that user should be set to Access Level 1.

The facility codes 34, 910 and 912 are already entered as factory default settings.

Note: Access level 1 allows 24 hour access through doors 1 through 8 (unless modified by the installer).

### B. Configuring Access Groups

Configuring an Access Group means adding a particular door to the group. The doors are identified by a Door ID number. For doors, the Door ID number is the same as the CV-TAC4WC DIP address. See the Hardware Configuration section for instructions on the electrical connection of the door.

Each Access Group has multiple entries in the Access Group table. This is because an Access Group may have more than 1 door. Each row in the Access Group table has a space for a door and an Access Group.

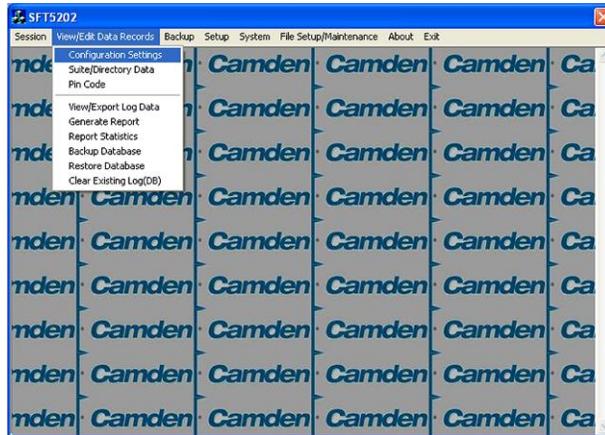
Door ID 1 is the door connected to the CV-TAC400 itself.

Which Door ID is connected to which CV-TAC4WC (DIP Address of CV-TAC4WC) is shown in the Door Information table under the Access Level tab.

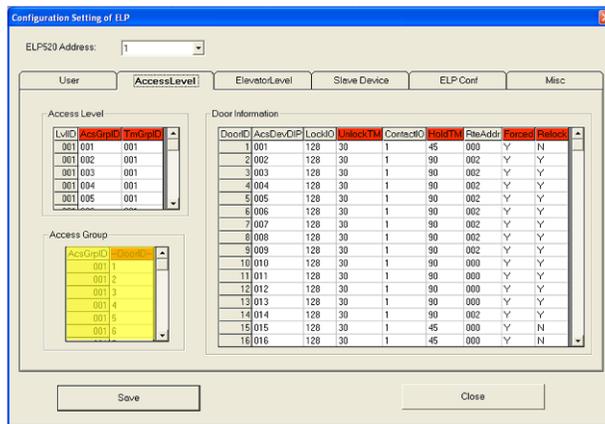
There are 8 Access Groups numbered 1 through 8. Each Access group can have up to 8 doors assigned to it. By default Access Group 1 has doors 1 through 8 assigned to it. There are a maximum of 16 doors.

To assign a door to an Access Group follow the steps below:

- a. Select the "View/Edit Data Records" Menu. A list of submenus will be displayed
- b. Select the "Configuration Settings" submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.



- c. Select the Access Level tab. The Access tables will be displayed.
- d. In the Access Group table select (double click) the Door ID entry you wish to edit.



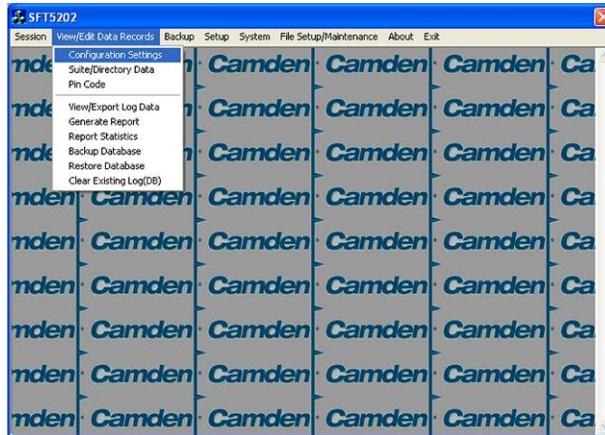
- e. Enter the Door Id information and then press “Enter”
- f. When the editing for the selected Access Group is complete, select the “Save” button (on the bottom left-hand side of the form).

### C. Configuring Time Groups

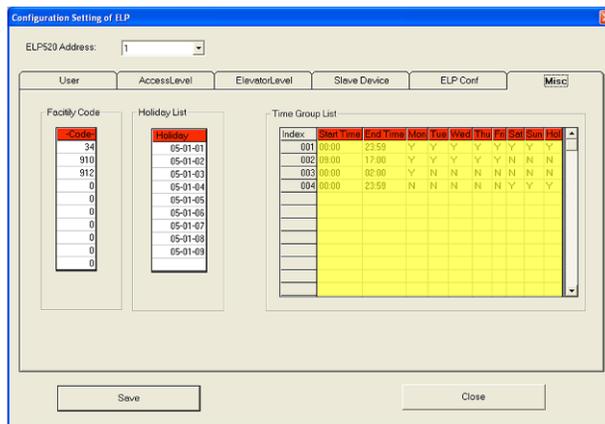
Configuring a Time Group means setting a start time, an end time and list of days of the week the time group is active. This is done in the Time Group List table.

To Configure a Time Group follow the steps below:

- a. Select the “View/Edit Data Records” Menu. A list of submenus will be displayed
- b. Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.



- c. Select the Misc tab. The miscellaneous tables will be displayed.
- d. In the Time Group table select (double click) the Start Time entry you wish to edit.



- e. Enter the Start Time and then press “Enter”
- f. In the Time Group table select (double click) the End Time entry you wish to edit.

Note: The End Time is inclusive, that is, the End Time itself is included in the time group

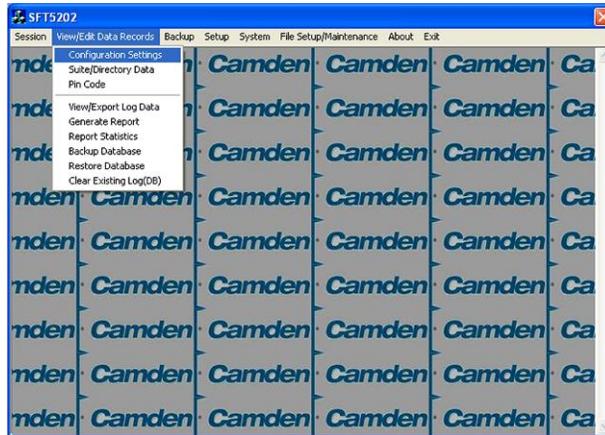
- g. Enter the End Time and then press “Enter”
- h. Select “Y” in column for a day to include it, “N” to exclude it. All Holidays may be included or excluded by setting the HOL column.
- i. When the editing for the selected Time Group is complete, select the “Save” button.

#### D. Configuring Access Levels

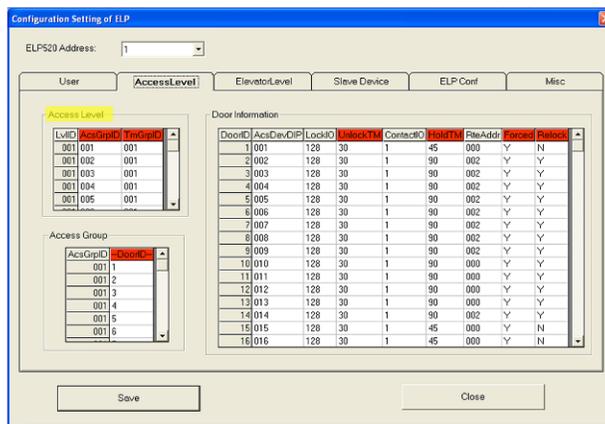
Configuring an Access Level means adding an Access Group – Time Group pair to the Access Level. An Access Level may contain up to eight Access Group – Time Group pairs.

To assign an Access Group – Time Group pair to an Access Level follow the steps below:

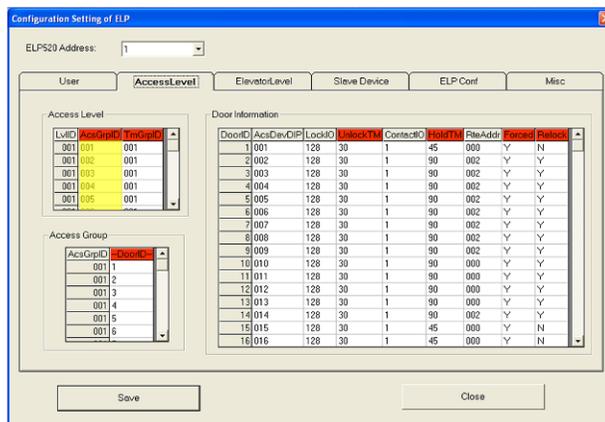
- a. Select the “View/Edit Data Records” Menu. A list of submenus will be displayed
- b. Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.



- c. Select the Access Level tab. The Access tables will be displayed.



- d. In the Access Level table select (double click) the Access Group ID entry you wish to edit.  
e. Enter the Access Group ID information and then press “Enter”



- f. In the Access Level table select (double click) the Time Group ID entry you wish to edit.  
g. Enter the Time Group Id information and then press “Enter”

Configuration Setting of ELP

ELP520 Address: 1

User AccessLevel ElevatorLevel Slave Device ELP Conf Misc

Access Level

LvlID	AcsGrpID	TrnGrpID
001	001	001
001	002	001
001	003	001
001	004	001
001	005	001

Access Group

AcsGrpID	FloorID
001	1
001	2
001	3
001	4
001	5
001	6

Door Information

DoorID	AcsDev	DIP	LockID	Block	TM	Contact#	Hold	Time	FileAddr	Enroll	Bypass
1	001	128	30	1	1	45	000	Y	N		
2	002	128	30	1	1	90	002	Y	Y		
3	003	128	30	1	1	90	002	Y	Y		
4	004	128	30	1	1	90	002	Y	Y		
5	005	128	30	1	1	90	002	Y	Y		
6	006	128	30	1	1	90	002	Y	Y		
7	007	128	30	1	1	90	002	Y	Y		
8	008	128	30	1	1	90	002	Y	Y		
9	009	128	30	1	1	90	002	Y	Y		
10	010	128	30	1	1	90	000	Y	Y		
11	011	128	30	1	1	90	000	Y	Y		
12	012	128	30	1	1	90	000	Y	Y		
13	013	128	30	1	1	90	000	Y	Y		
14	014	128	30	1	1	90	002	Y	Y		
15	015	128	30	1	1	45	000	Y	N		
16	016	128	30	1	1	45	000	Y	N		

Save Close

- h. When the editing for the selected Access Level is complete, select the “Save” button (on the bottom left-hand side of the form).

## 17. Entering Suite Information

### Changing/Adding Suite Information

#### Floor, Express Code, Display Name, Telephone Number

**Note:** All the Suite records are already in the factory default file. The information has been set to blank. To add a suite merely select a blank record and enter the information.

- j. Select the “View/Edit Data Records” Menu. A list of submenus will be displayed
- k. Select the “Suite/Directory Data” submenu. The Suite/Directory Data window will be displayed.
- Note:** The “Remote ELP DIP” field is not used and should not be changed.

SFT5202

Session View/Edit Data Records Backup Setup System File Setup/Maintenance About Exit

- Configuration Settings
- Suite/Directory Data
- Pin Code
- View/Export Log Data
- Generate Report
- Report Statistics
- Backup Database
- Restore Database
- Clear Existing Log(DB)

Camden Camden Camden Ca

Camden Camden Camden Camden Ca

- l. Select the suite to be changed from the drop down list, in the Suite ID-Display Name field
- Note:** You may use the up or down arrows to scroll through the list of suites. You may also use the pg up (page up) and pg dn (page down) keys to scroll the list quickly.
- m. If required, Select the **Floor** from the list of Floors in the pulldown menu
- n. If required, Edit the **Express Code** in the “Express Code” field
- o. If required, Edit the **Display Name** in the “Display Name” field
- p. If required, Edit the **Telephone Number** in the “Telephone Num” field.
- q. When the editing for the selected suite is complete, select the “Save” button (on the bottom left-hand side of the form).
- r. When the editing for all the suites is complete, select the Close button (on the bottom right-hand side of the form)



Note: If the user does not reside in a suite, for example a cleaner, select a Suite ID that is not used for an actual suite. If this unused suite has a blank “Display Name” it will not show up in the directory.

- d. Select the “Add User” button. The “Add New User” form will be displayed.

- e. Enter the user information as required.

Note: A User Name must always be entered so that the user may be listed in the reporting system.

- f. Click the “Save” button when completed. The “Suite/Directory Data” form is displayed.

Note: The close button closes the form and discards any changes.

- g. Click the “Save” button.  
h. When you have completed all the User Access changes click the “Close” button.

## 19. PIN Entry Information

The CV-TAC400 has a PIN entry function. When a user enters their assigned PIN (personal identification number) the CV-TAC400 grants access in the same way as if the number 6 was entered on a call to the suite. The CV-TAC400 maintains a list of PIN numbers and the associated Labels for the PIN. Each PIN number must be between 5 and 9 digits long.

The PIN Code Label is a readable description of the PIN Code

You may enter up to a total of 20 PIN codes.

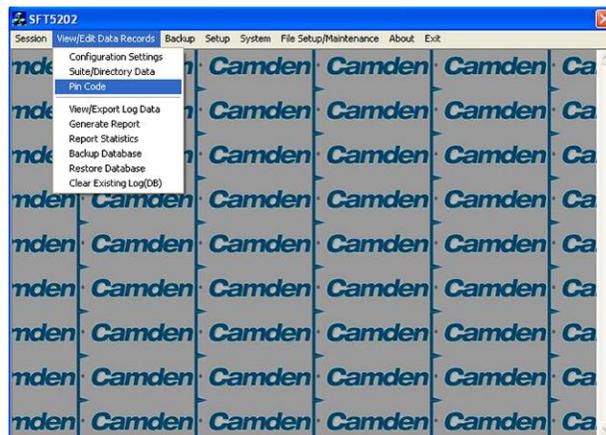
The maximum length of the PIN Code may be set to be between 5 and 9 digits. If the maximum length is reduced after some PIN Codes have been entered the PIN codes already in the system will be truncated. If this would result in duplicate codes an error message is generated and the operation is not allowed.

### B. Configuring PIN Codes

To configure the PIN codes follow the steps below:

#### i. Adding a New PIN Code

- a. Select the “View/Edit Data Records” Menu. A drop down menu box will be displayed.
- b. In the drop down menu select the “PIN Code” Submenu. The PIN Code form will be displayed.

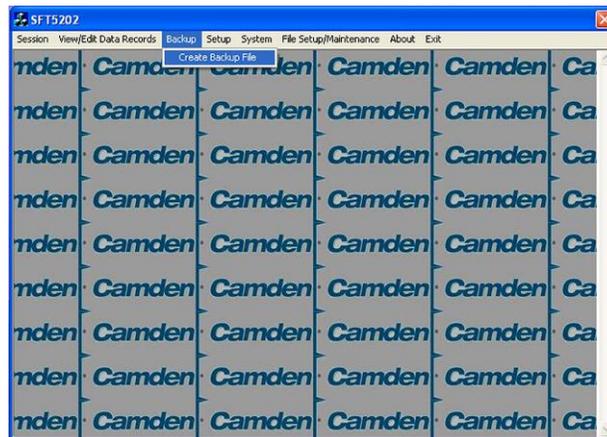


- c. In the PIN Code edit box enter the new PIN code.
- d. In the Label edit box enter the associated Label
- e. Select the “Add” button. The PIN Code list grid will be updated.
- f. When all the changes have been completed, Select the “SAVE” button. The data will be saved.
- g. Close the form by selecting the CLOSE button.

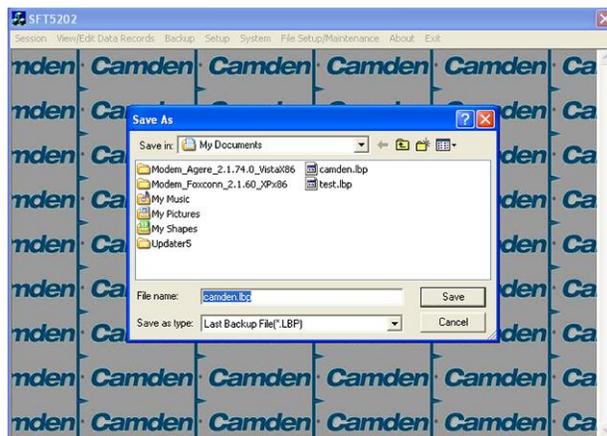


## 20. Backup the Data

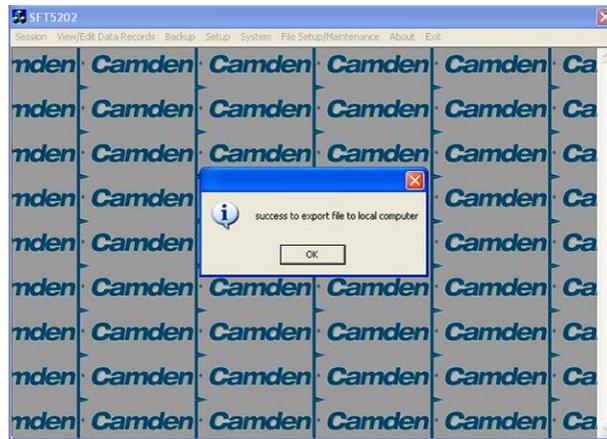
- a. Select the Backup Menu



- b. Select Create Backup



- c. Selection a location and create filename

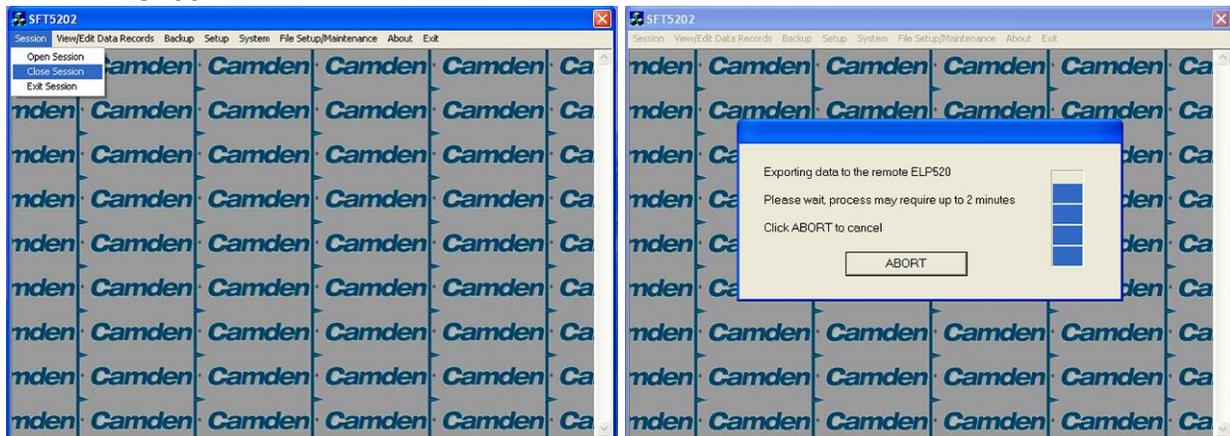


## 21. Uploading Saved Information into the CV-TAC400

### A. Working Online Using the Rs485 Converter

If you have been working online throughout this guide, all you need to do is close the session.

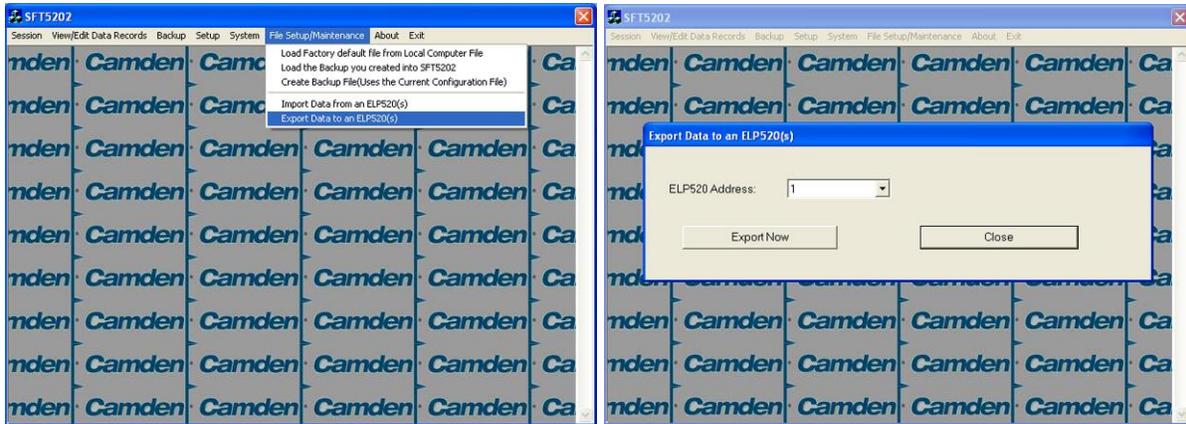
- a. Select the Session Menu
- b. Select Close Session. The new configuration data is automatically uploaded to the CV-TAC400.



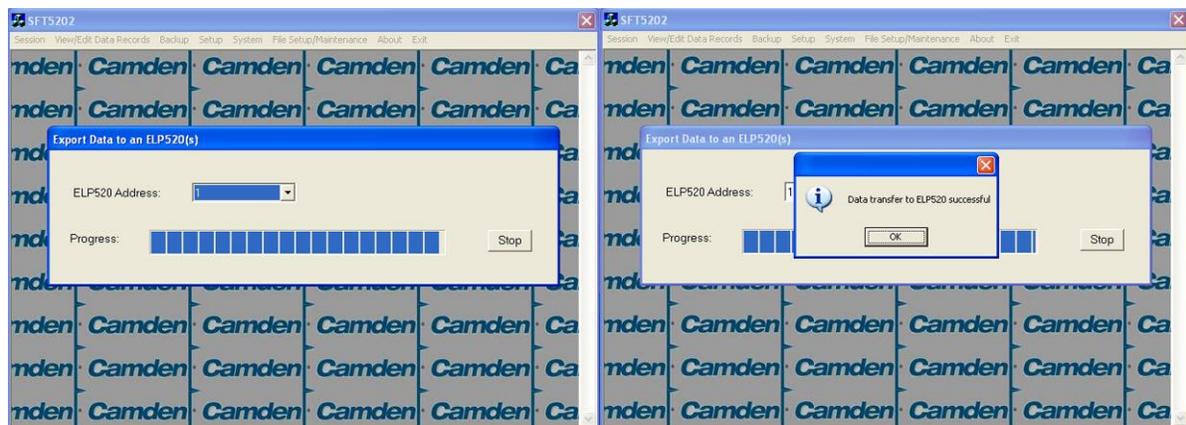
### B. Working Online Using the Modem Module

If you have been working online using the Modem Module, you cannot simply close the session. The new data must be exported to the CV-TAC400.

- a. Select the "Export Data to an ELP520(s)" from the "File Setup/Maintenance" menu. Select the ELP520 Address from the pull down menu and hit Export Now.



b. The new configuration data is exported to the remote panel.



# 3.4 | Configurations

## Basic Master with Slave Unit

These instructions are for a CV-TAC400 configured as a master device to call suites over the telephone and allow entry through a single door when the correct telephone key is pressed.

## Hardware Connections

All hardware connections are to be made before applying power to the unit.

### 1. Connect the Telephone Line

A dedicated telephone line is required. TIP and RING connections are provided to allow connection to a telephone line. Typically, TIP is green and RING is red.

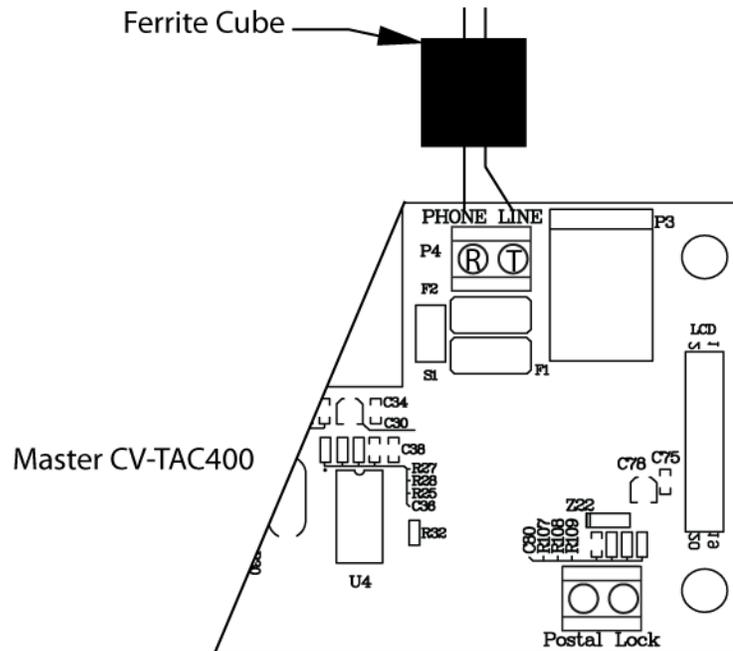


Figure 14 - Master CV-TAC400 Tip and Ring Connections

### 2. Connect the Modem Module (Optional)

A modem module is used to connect to a remote computer for programming the CV-TAC400. The remote computer must have a modem connection and calls the CV-TAC400. Details of programming the CV-TAC400 are contained in the section “Using the SFTD5205 Software”

When a modem connection is used the CV-TAC400 must be configured to use a shared phone line.

The telephone line connected to the modem module may be the same telephone line used by the CV-TAC400 to call the suites.

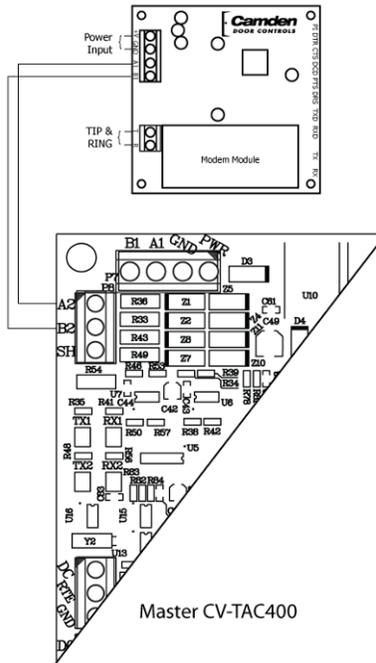


Figure 15 - Optional Modem Module Connection

### 3. Connect the Computer

If you are not using the modem module above, a direct connection to a computer is required for programming the CV-TAC400. An RS-485 to USB converter is used. Connect the Rs-485 Converter as shown in Figure 16.

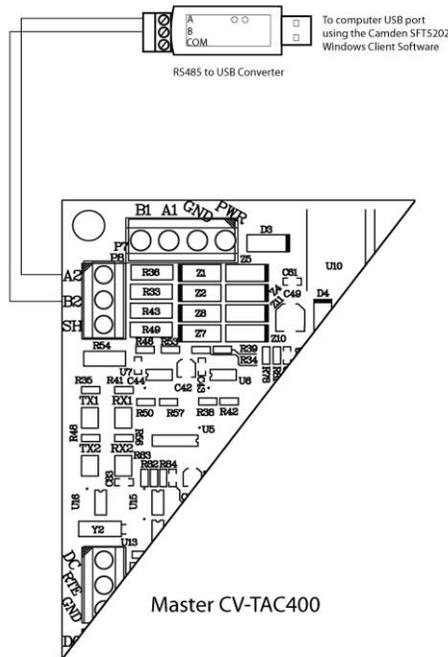


Figure 16 - RS-485 Connection to Computer

#### 4. Connect the Door Lock

Connect the door lock to the door relay and door lock power. The exact nature of the connection depends on the specific lock used. (Figure17)

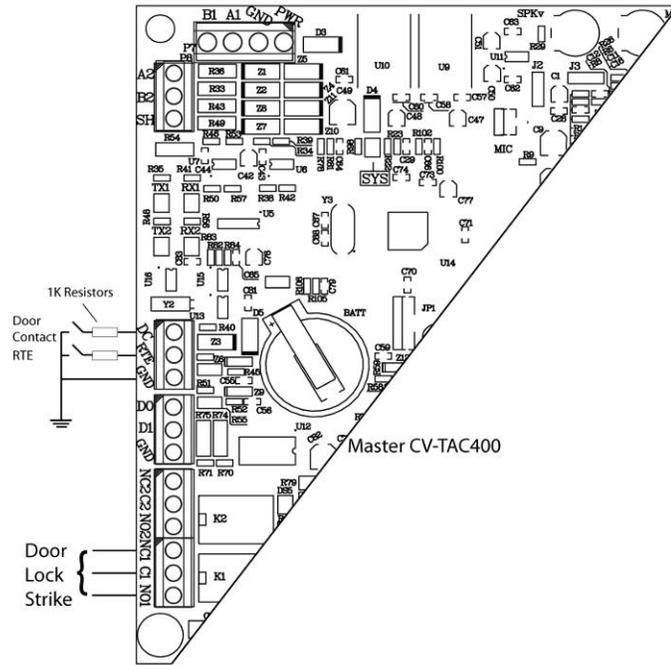


Figure 17 - Door Strike Connection

#### 5. Connect the Slave

Connect the Slaves RS485 bus (A1B1) to the Masters RS485 bus (A1B1).

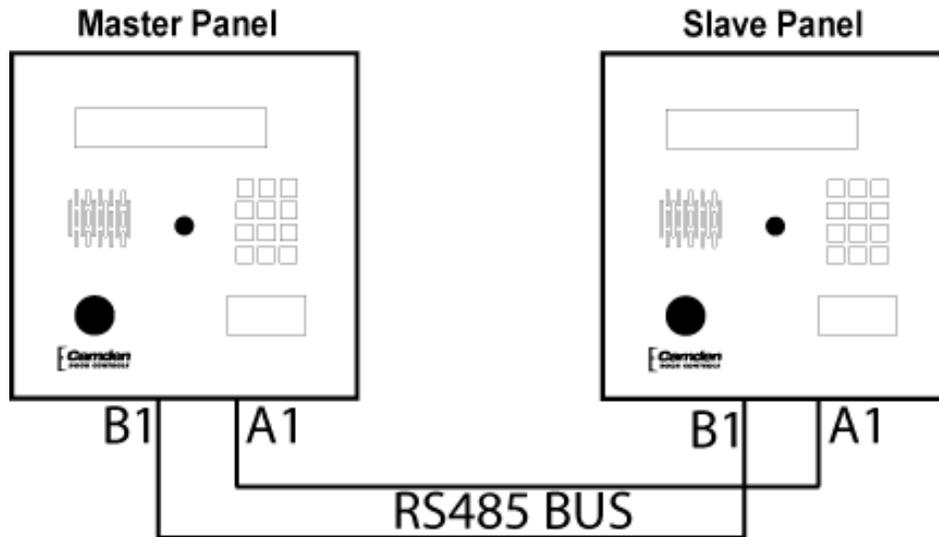


Figure 18 - Slave to Master Connections

## 6. Connect the Power

Connect power (12 VDC) to the CV-TAC400 power connections on Port 1. (Figure 19)

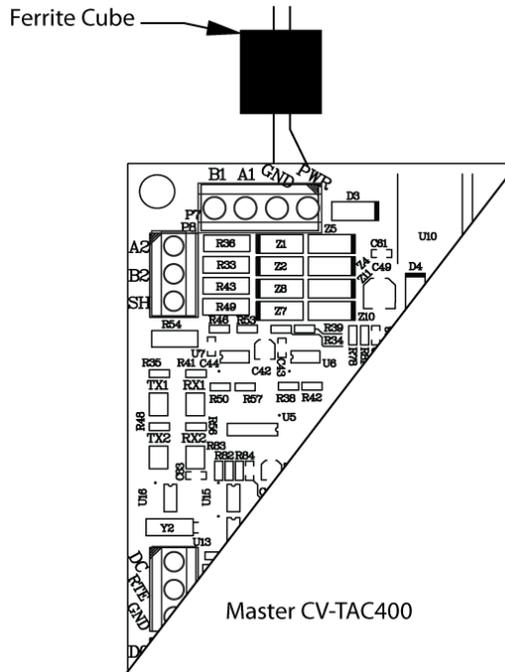


Figure 19 - Door and Power Connections

## 7. Set the Time and Date

Setting the time and date requires you to login to the CV-TAC400 locally via the front panel.

### A. Logging In

To access the service mode for configuration the user must login with a password. To do this, follow the steps below:

Press and hold the 1, 4 and 7 buttons until the display shows “Enter password [ \_ ]”.

Enter the CV-TAC400’s password. The default Password is “1234#”.

The Main Menu will be displayed.

**Main Menu**

➔ 1. Event Log

2. Data Display

3. Service Menu

4. Date and Time

5. Exit

**Note:** To access additional menu items press # to move down and \* to move up the menu.

**⚠** If you enter the wrong password five times in a row, you will be locked out of the unit for 2 Hrs. Even the help code will not be available.

If the wrong password is entered, the display will show: “Password Incorrect”. You may then repeat the process.

From the main menu select 4.: Date & Time

The Date and Time menu allows changing the CV-TAC400's date and time. When the Date and Time menu is selected, a display similar to the example figure below will be displayed.

<p>ELP Time and Date:  2009–Oct-19  Monday  16:14:16</p>
--

To change the date or time, you position the cursor under the item you want to change and then use the 1 and 3 keys to increment or decrement that item. The # key moves the cursor right, and at the end of the line moves down to the next line. The \* key moves the cursor left, and at the left end of the line the cursor moves up to the next line.

When you have finished changing the date and time, the 0 key exits to the main menu.

The following table summarizes how the keys affect the display:

Key	Action
#	Moves cursor right and down
*	Moves cursor left and up
1	Increments the value above the cursor
3	Decrements the value above the cursor
0	Exits the date and time menu

## 8. Set the DIP Address of the Master CV-TAC400 to 1

From the front panel of the Master CV-TAC400, select 3 Service Menu from the Main Menu.

Select 2 Change ELP Address.

<p>Service Menu  ➔ 1. Change password  2. Change ELP Address  3. ELP Setup Menu  4. ELP Status Menu</p>	<p>5. Dispatch / Request Data  6. Restore ELP Default  7. Exit</p>
---	--

To change the CV-TAC400 DIP Address, enter the new address using the number keys. Select an address from the table below. To save the address you have just entered press the # key. To exit without changing the password enter the \* key.

There must be one and only one Master CV-TAC400. Each system may only have up to 3 slave CV-TAC400's. The addresses must be unique within each system.

Address	CV-TAC400 Operation
1	CV-TAC400 Master
14	CV-TAC400 Slave 1
15	CV-TAC400 Slave 2
16	CV-TAC400 Slave 3

## 9. Set the DIP Address of the Slave CV-TAC400

From the front panel of the Slave CV-TAC400, select 3: Service Menu from the Main Menu.

Select 2: Change ELP Address.

<p>Service Menu</p> <p>➔ 1. Change password</p> <p>2. Change ELP Address</p> <p>3. ELP Setup Menu</p> <p>4. ELP Status Menu</p>	<p>5. Dispatch / Request Data</p> <p>6. Restore ELP Default</p> <p>7. Exit</p>
---	--

To change the CV-TAC400 DIP Address, enter the new address using the number keys. Select an address from the table below. To save the address you have just entered, press the # key. To exit without changing the password, enter the \* key.

There must be one and only one Master CV-TAC400. Each system may have up to 3 slave CV-TAC400's. The addresses must be unique within each system.

Address	CV-TAC400 Operation
1	CV-TAC400 Master
14	CV-TAC400 Slave 1
15	CV-TAC400 Slave 2
16	CV-TAC400 Slave 3

## 10. Starting the SFT5202 Windows Client Software

The following instructions apply only if the default file locations were used in the software installation. If any changes were made, that location should be used.

To start the SFT5202 Windows Client Software open (double click) the SFT5202 icon on the desktop.

If there is no SFT5202 icon on the desktop the following steps may be performed:

- a. select the Start Menu from the windows desktop
- b. select Programs from the start menu
- c. select the "remoteAdmin" folder
- d. select SFTD5202D from the list. The main SFT5202 Windows Client Software window will be displayed

## 11. Establishing a Connection with the CV-TAC400

The CV-TAC400 is programmed via a Windows PC, using an USB to RS485 converter for local access or an optional CV-TAC4M Modem Module for a remote dialup connection.

### Remote Connection Using a Modem

#### Overview

The CV-TAC400 may be connected to a computer system over a telephone line. To do this the CV-TAC400 requires the modem module. The computer requires a modem connected to it and the SFTD5202 software.

Using the modem is identical to the RS485 connection after the connection has been made. Because a computer with a modem may be used to manage multiple CV-TAC400's, the "Open Session" initialization is not used. Downloading and uploading data using the modem is described below in sub-section 11 - 'Open a Session with the CV-TAC400 (Working Online with a Modem Connection)' and sub-section 16, Part B – 'Uploading Saved Information into the CV-TAC400 – Working Online Using the Modem Module'.

The telephone number and password for each building must be entered into the system. When you wish to update that particular building the dialing information can be selected from that list.

### Configuring the SFTD5202 Software for the Modem

#### Overview

**Each time the modem is used the modem must be initialized.** Once the modem is initialized it may be used until the SFTD 5202 software is closed.

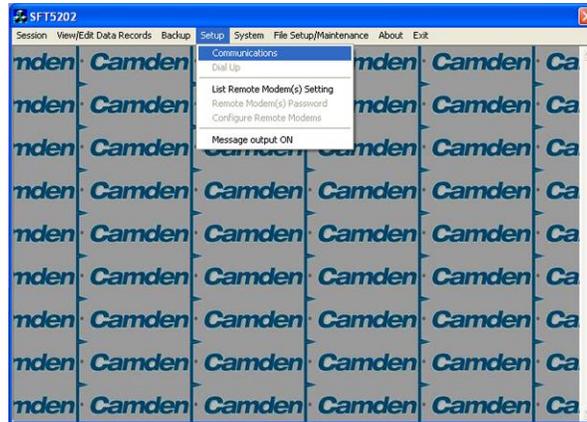
#### Finding the COM Port

To identify the modem to the SFTD5202 software the computer system gives it a name, such as COM3. To use the modem you must know its COM port number. Determining the COM port varies depending on the computer's operating system.

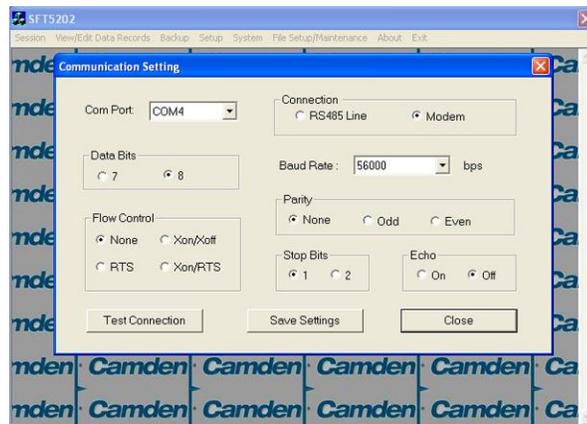
Different versions of the operating system will have different methods for determining the COM port. The following discussion may not exactly match your particular system. In general, for Windows Operating systems the "Control Panel" will have an icon for modem options. It may be under the "Hardware and Sound" Icon or directly visible. Selecting it will show which COM port the modem is connected to.

#### Changing the Settings

- a. To change the communications settings follow the steps below:
- b. Start the SFT5202 Windows Client Software
- c. Select the "Setup" menu. A list of submenus will be displayed
- d. Select the "Communications" submenu. The "Communication Setting" form will be displayed



- e. In “Connection” box select Modem.



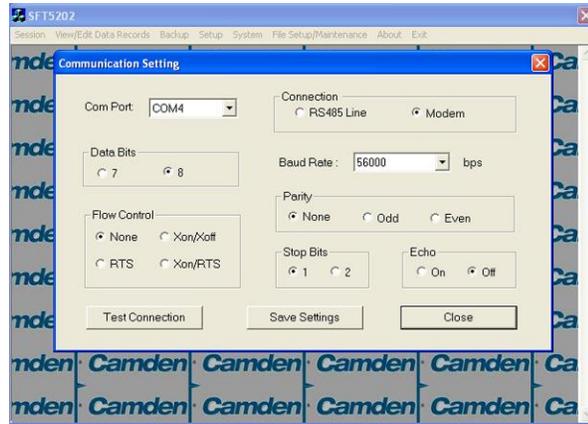
- f. In the “Com Port” drop down box, select the COM Port the Modem is connected to.  
 g. In the “Data Bits” box select 8.  
 h. In the “Flow Control” box select “none”.  
 i. In the “Parity” box select “None”.  
 j. In the “Stop Bits” box select “1”.  
 k. In the “Echo” box select “Off”.  
 l. When you are done Save the settings by selecting the “Save Settings” button

### ***Initializing the Modem***

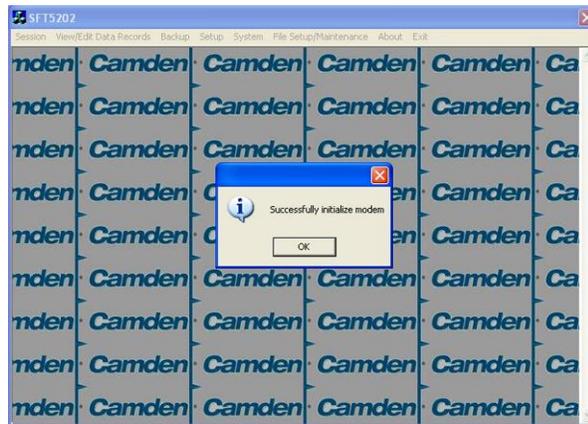
**NOTE:** The modem will remain initialized until the SFTD5202 software is shutdown. This initialization procedure must be performed each time the SFTD5202 software is restarted.

To initialize the modem follow the steps below:

- a. Ensure the “Communication Setting” form is displayed.



- b. Select the “Save” button.



- c. The modem is initialized.

## Setting the Remote Modem

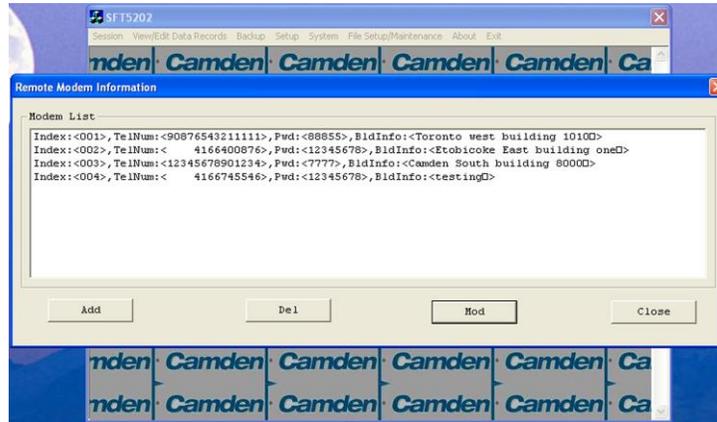
### Overview

Each remote site that this system connects to will have an associated password and phone number. These may be stored in a list so that they may be easily accessed.

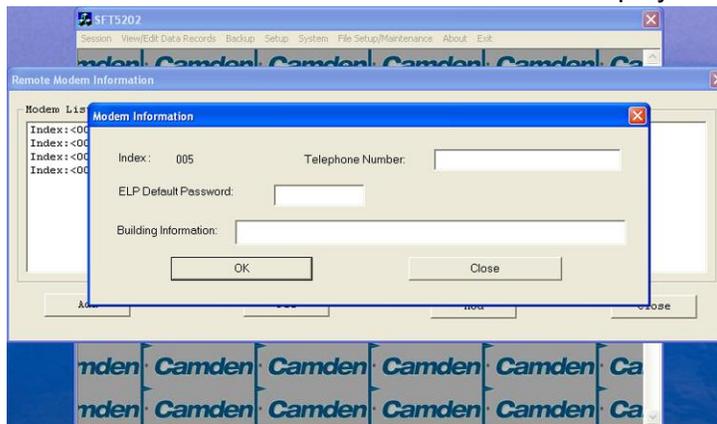
### Setting up a Remote Modem

To add a remote site and its phone number and password to the list of sites follow the steps below:

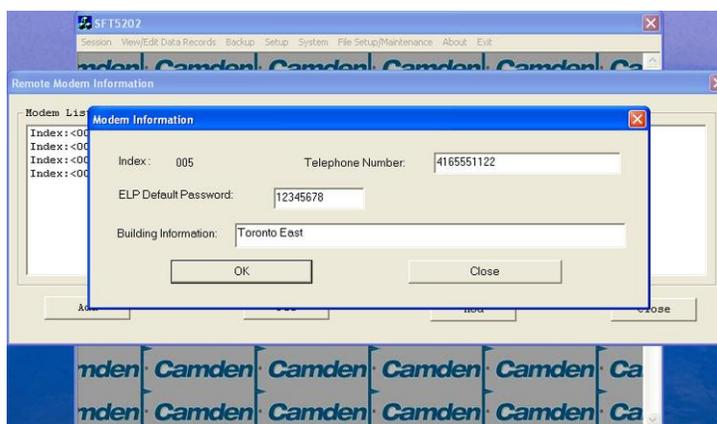
- a. Start the SFT5202 Windows Client Software.
- b. Select the “Setup” menu. A list of submenus will be displayed
- c. Select the “List Remote Modem(s) Setting” submenu. The “Remote Modem Information” form will be displayed.



- d. Select the “Add” button. The “Modem Information” form will be displayed



- e. Enter the Remote telephone number in the “Telephone Number” box.  
 f. Enter the Remote modem Password in the “ELP Default Password” box.  
 g. Enter the Building Identification in the “Building Information” box.



- h. Select “OK” to save the information or “Close” to exit without saving

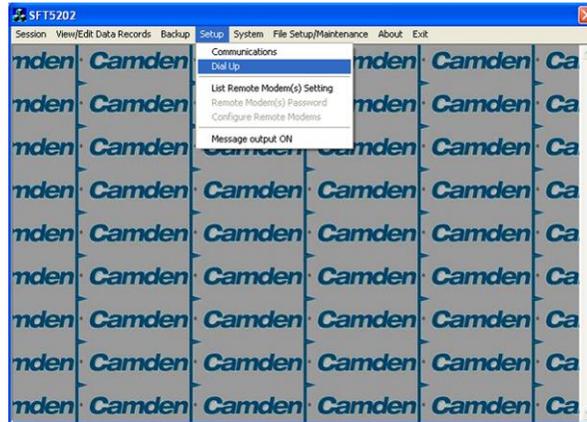
## Starting a Connection

### Overview

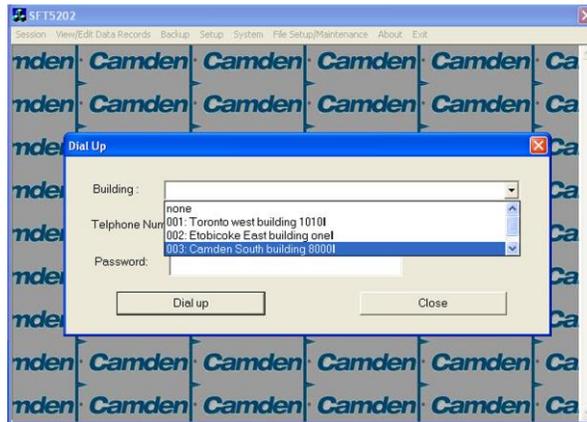
To communicate with a remote system via modem you must first start the connection. As the system does not know which system will be connected you do not use start session.

### Starting the Connection

- a. To start a connection to a remote system follow the steps below:
- b. Start the SFT5202 Windows Client Software.
- c. Select the “Setup” menu. A list of submenus will be displayed



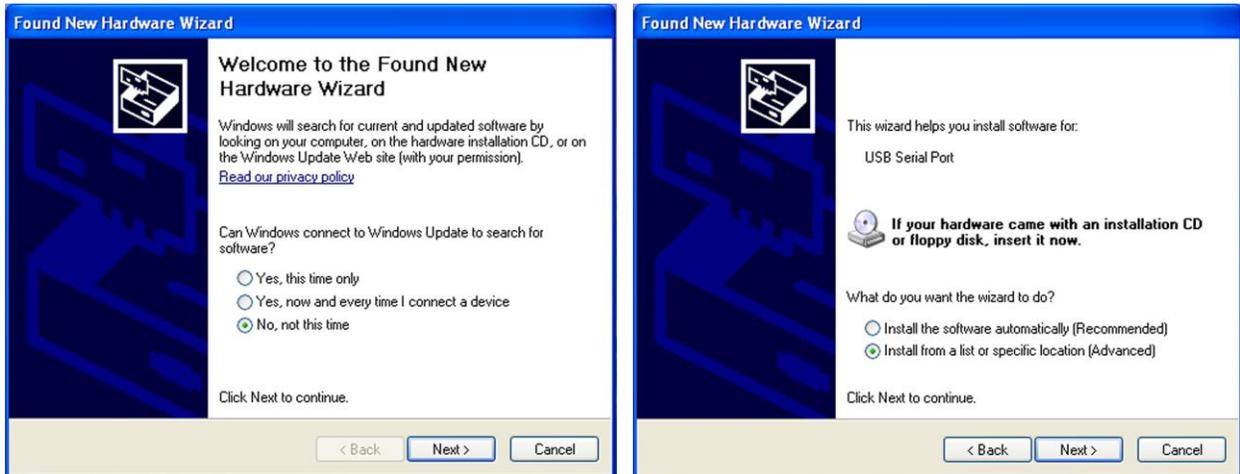
- d. Select the “Dial Up” submenu. The “Dial Up” form will be displayed.



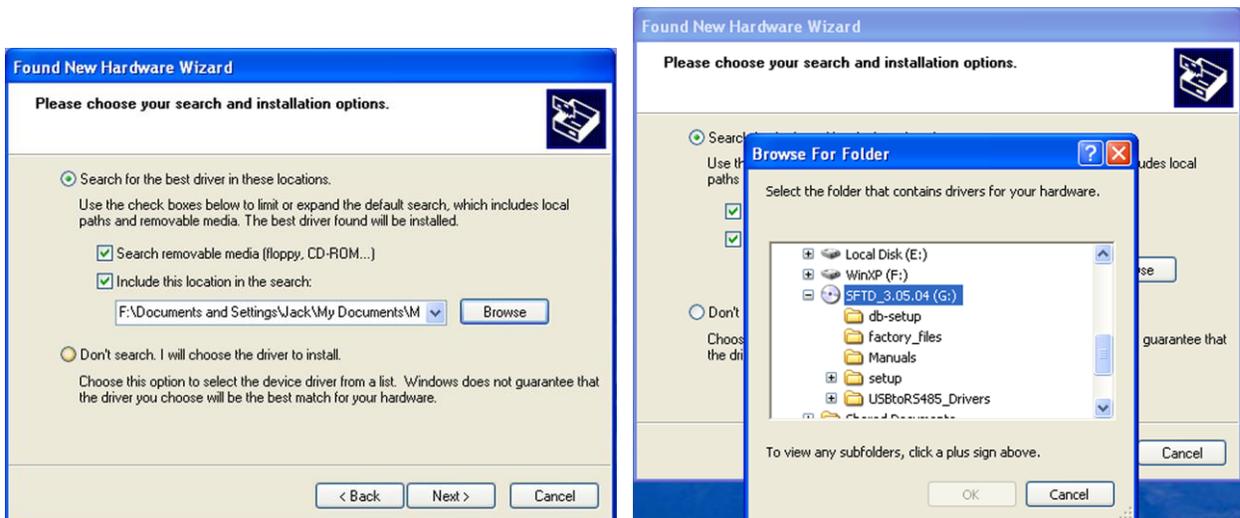
- e. Select the remote site from the list of remote sites in the “Building” drop down list. If the building is not in the list you may enter the information in the form.
- a. Select the “Dial up” button to start the connection or Close to exit with starting the connection.

## RS485 to USB Converter

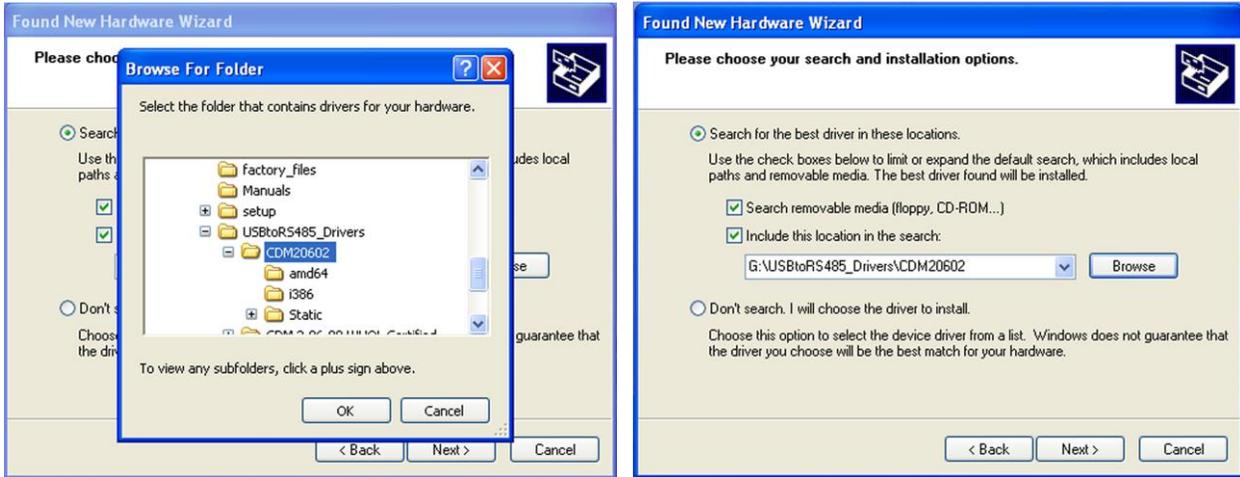
Plug the USB to RS485 converter into an empty USB port on your computer. A prompt to search the internet for a driver will pop up. Select 'No, not this time' Press Next. In the next window, select 'Install from a list or specific location [Advanced]'



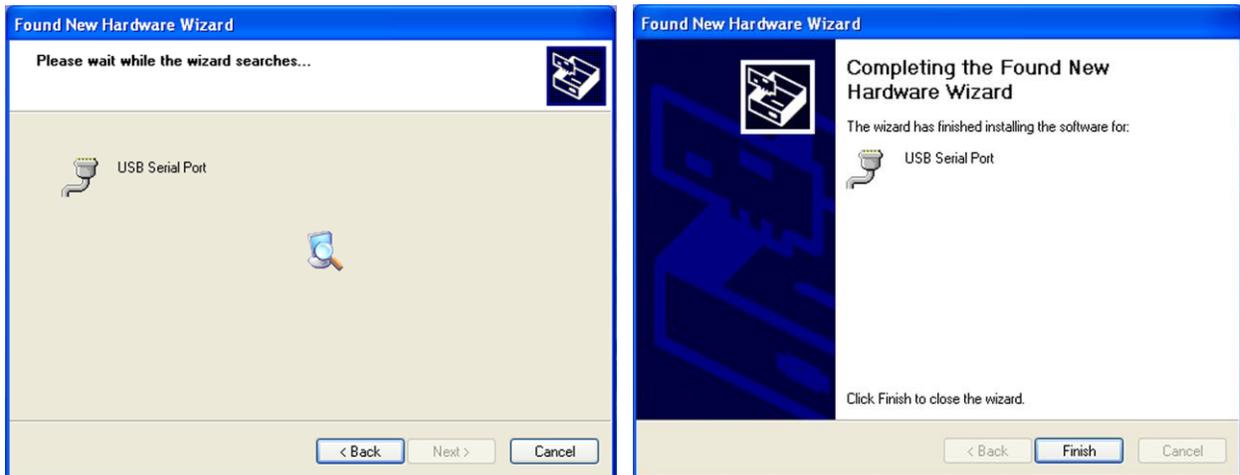
Select 'Include this location in the search' and press Browse. In the Browse For Folder window, select the software CD supplied with your system.



Open the USBtoRS485\_Drivers folder and select the CM20602 folder. Press OK. Select Next to start installing the driver.

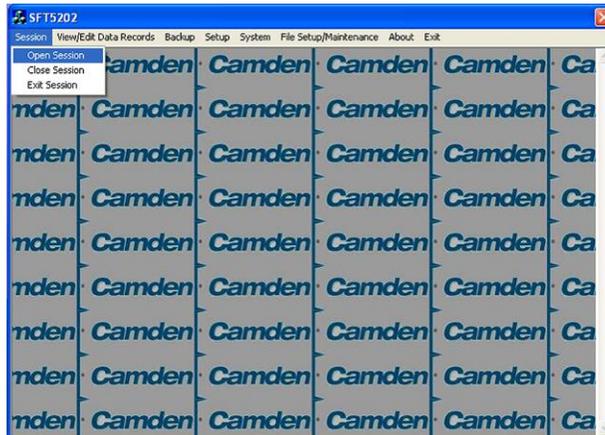


The driver will be installed. Select Finish when done.



## 12. Open a Session with the CV-TAC400 (Working Online with an RS485 Converter))

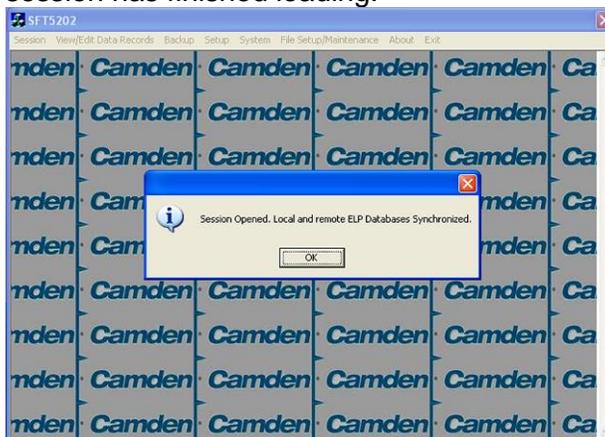
- a. Select the Session Menu.



- b. Select Open Session.

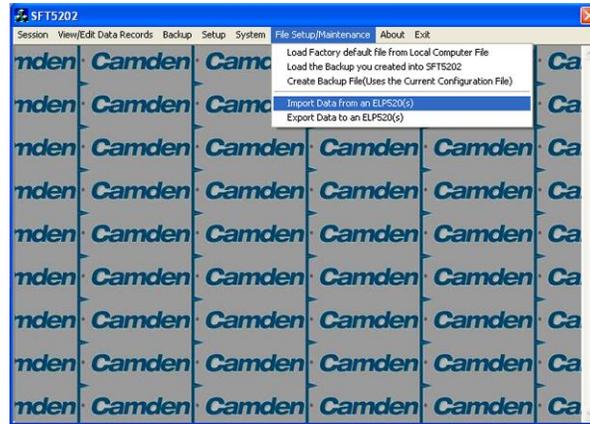


- c. Select OK when the session has finished loading.

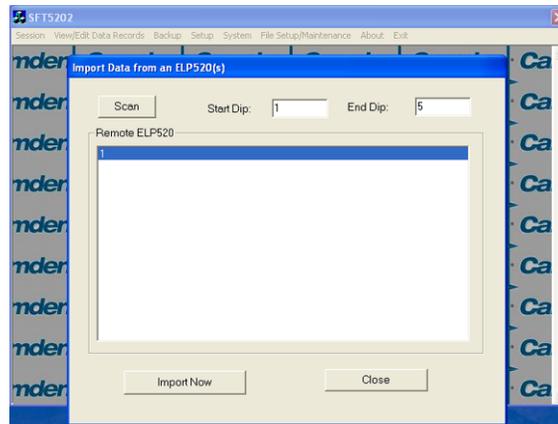


## 13. Open a Session with the CV-TAC400 (Working Online with a Modem Connection)

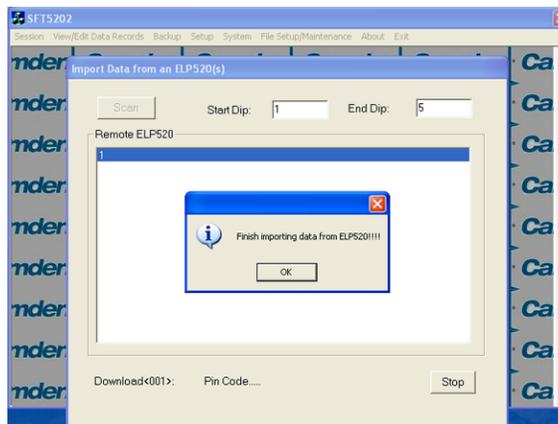
- a. Select the "File Setup/Maintenance" menu and select "Import Data from an CV-TAC400(s).



- b. Scan for Remote CV-TAC400s. Select the remote CV-TAC400 from the list you wish to communicate with.



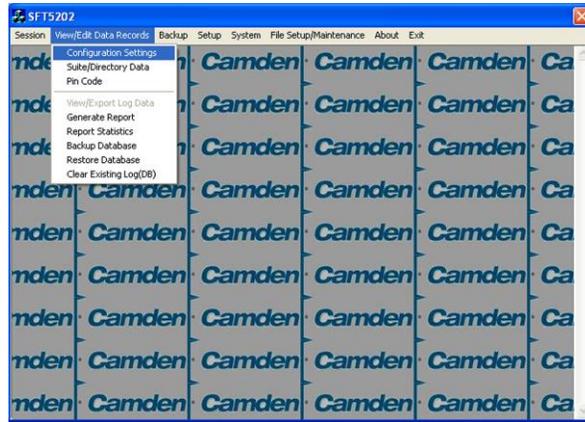
- c. The CV-TAC400's data will be imported. The download from the remote CV-TAC400 can take up to 5 minutes.



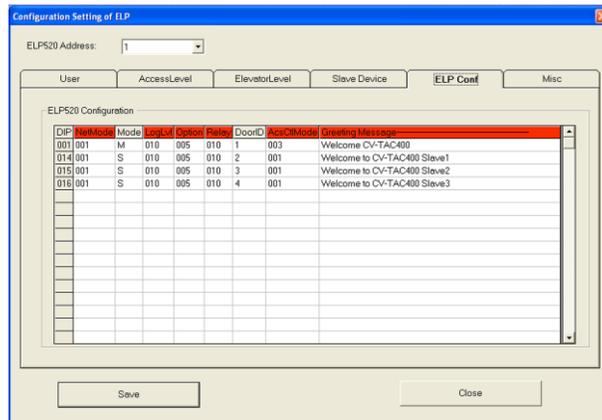
## 14. Changing the Greeting Message

To change the Greeting Message, perform the following steps:

- a) Select the “View/Edit Data Records” Menu. A list of submenus will be displayed.



- b) Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.
- c) Select the “ELP Conf” tab. The ELP Configuration table will be displayed
- d) Open (Double click on) the “Greeting Message” field of the CV-TAC400 you wish to change. The field will open for editing. You may change the text as required.



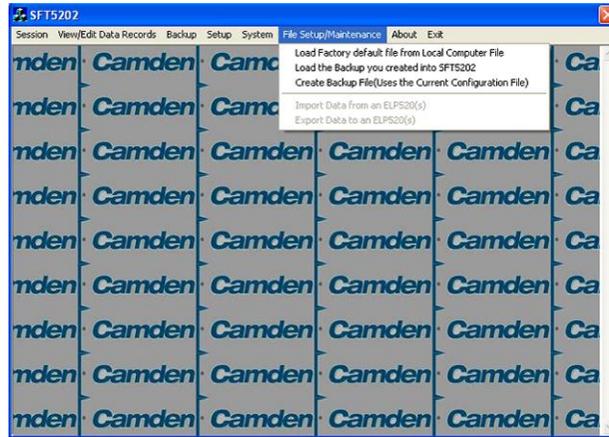
- e) When the editing is complete press the “enter” key or select anywhere else in the “ELP Conf” table.
- f) Save and Upload the changed information.

## 15. Load the Factory Default

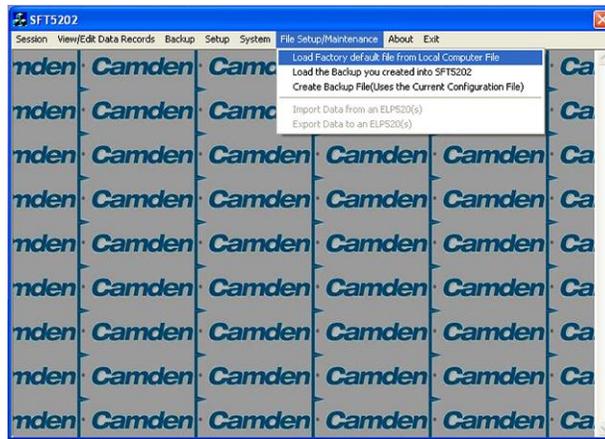
- ⚠ Using this file will erase all previously saved data.
- ⚠ The default factory file is located on the installation CD.

Start by selecting a file of current information. To do this, follow the steps below

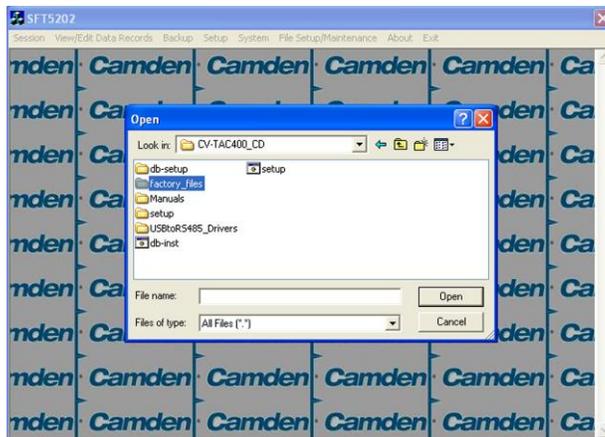
- a. Select the “File Setup/Maintenance” menu. A list of submenus will appear below.



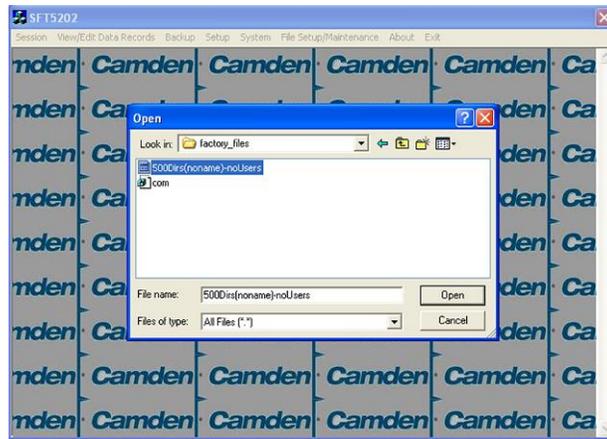
- b. Select the “Load the factory Default File into the computer” submenu. A file selection window will be displayed.



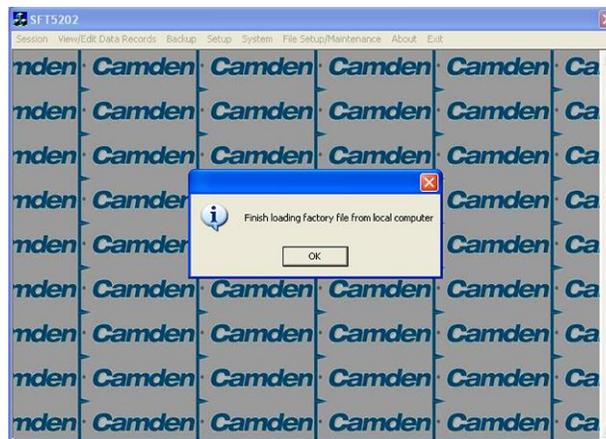
- c. Navigate the Explorer window to your CD Drive containing the installation CD.



- d. Select the ‘factory files’ folder.



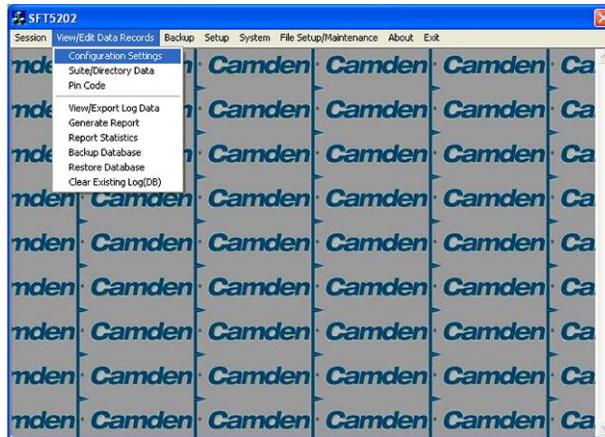
- e. Select the factory Default file -> 500Dirs(noname)-nouser and then select “Open”



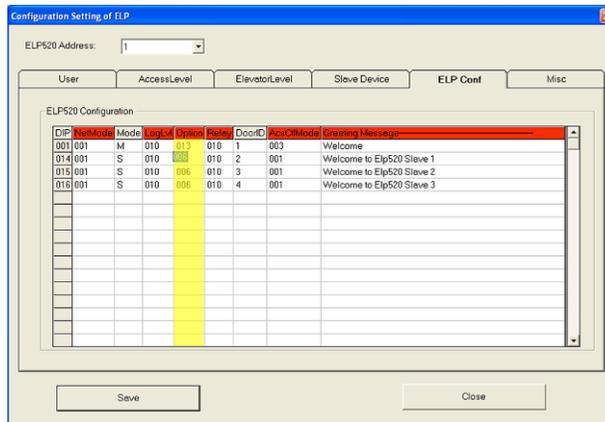
## 16. Setup the CV-TAC400's Configuration to Allow Slaves

If the Master and Slave unit are to share a telephone line, telephone line sharing must be enabled. To turn on telephone line sharing, follow the steps below:

- a. Select the "View/Edit Data Records" Menu. A drop down menu box will be displayed.
- b. In the drop down menu select the "Configuration Settings" Submenu. The Configuration setting window will be displayed. Do not change the CV-400 Address field at the top of the window.



- c. Select the "ELP Conf" tab. The CV-TAC400 Configuration tables will be displayed.
- d. For the first CV-TAC400, select the Option entry by double clicking



- e. In the Option entry enter "013" to add or "006" to delete Telephone line sharing followed by enter.

Note: Turning on telephone line sharing is done by adding 7 to the value in the Option entry. As the default value is 6, adding 7 gives 13. More detailed information is below.

- f. Repeat steps 6 and 7 for each CV-TAC400 sharing the telephone line.
- g. When all the changes have been completed, Select the "SAVE" button. The data will be saved.
- h. Close the form by selecting the CLOSE button.

## 17. Entering Suite Information

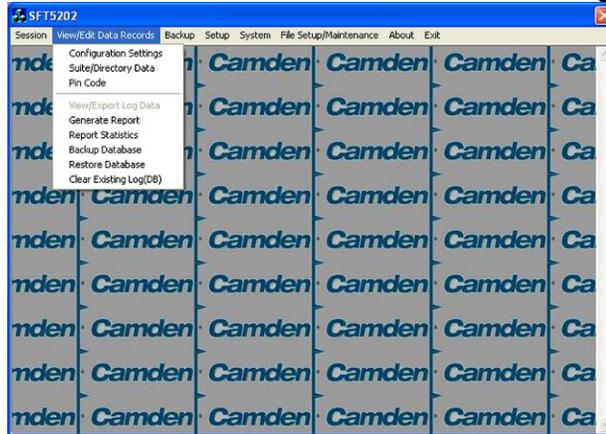
### Changing/Adding Suite Information

#### Floor, Express Code, Display Name, Telephone Number

**Note:** All the Suite records are already in the factory default file. The information has been set to blank. To add a suite merely select a blank record and enter the information.

- a. Select the “View/Edit Data Records” Menu. A list of submenus will be displayed
- b. Select the “Suite/Directory Data” submenu. The Suite/Directory Data window will be displayed.

**Note:** The “Remote ELP DIP” field is not used and should not be changed.



- c. Select the suite to be changed from the drop down list in the Suite ID-Display Name field  
**Note:** You may use the up or down arrows to scroll through the list of suites. You may also use the pg up (page up) and pg dn (page down) keys to scroll the list quickly.
- d. If required, Select the **Floor** from the list of Floors in the pulldown menu
- e. If required, Edit the **Express Code** in the “Express Code” field
- f. If required, Edit the **Display Name** in the “Display Name” field
- g. If required, Edit the **Telephone Number** in the “Telephone Num” field.
- h. When the editing for the selected suite is complete, select the “Save” button (on the bottom left-hand side of the form).
- i. When the editing for all the suites is complete, select the Close button (on the bottom right-hand side of the form)

Remote ELP DIP: 1 Suite ID-Display Name: ID1 - John Doe

Suite Information

F Display Name: John Doe E Express Code: 1101

G Telephone Num: 416559595 D Floor: 1

User Information

Add User Modify User Delete User

RecNo	User Name	Ac	Elev	Su	-Code 1-	TY	-Code 2-	TY	-Code 3-	TY	-Code 4-	TY	-Code 5-	TY

Use "Page Up/Down" or "Up/Down Arrow" to select next Suite. Click to select User Record to Edit/Del or directly Add User

H Save I Close

## 18. PIN Entry Information

The CV-TAC400 has a PIN entry function. When a user enters their assigned PIN (personal identification number) the CV-TAC400 grants access in the same way as if the number 6 was entered on a call to the suite. The CV-TAC400 maintains a list of PIN numbers and the associated Labels for the PIN. Each PIN number must be between 5 and 9 digits long.

The PIN Code Label is a readable description of the PIN Code

You may enter up to a total of 20 PIN codes.

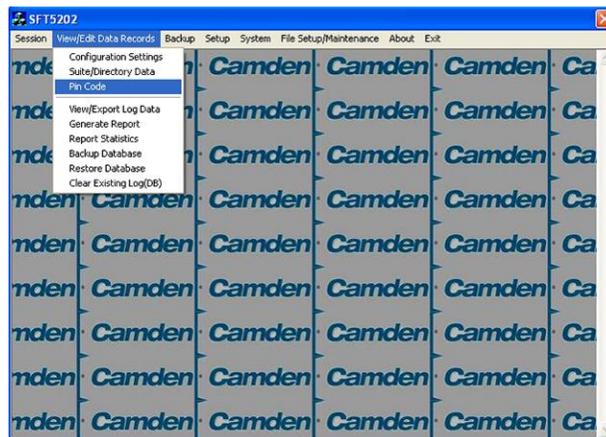
The maximum length of the PIN Code may be set to be between 5 and 9 digits. If the maximum length is reduced after some PIN Codes have been entered the PIN codes already in the system will be truncated. If this would result in duplicate codes an error message is generated and the operation is not allowed.

### A. Configuring PIN Codes

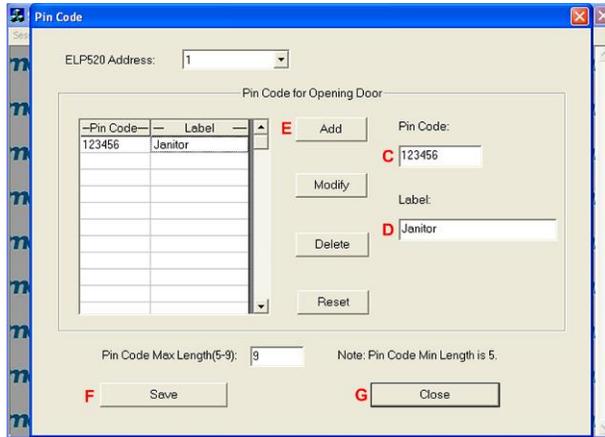
To configure the PIN codes follow the steps below:

#### i. Adding a New PIN Code

- Select the “View/Edit Data Records” Menu. A drop down menu box will be displayed.
- In the drop down menu select the “PIN Code” Submenu. The PIN Code form will be displayed.

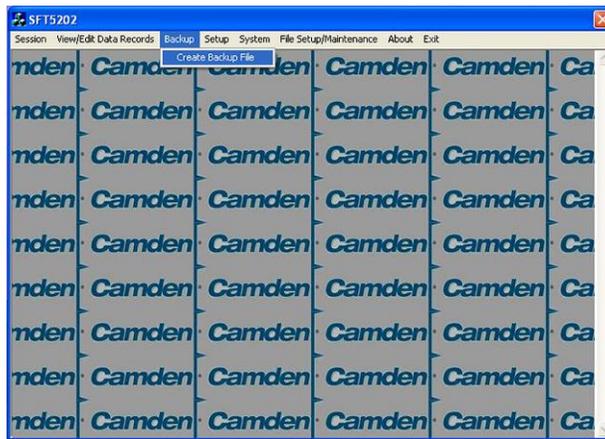


- In the PIN Code edit box enter the new PIN code.
- In the Label edit box enter the associated Label
- Select the “Add” button. The PIN Code list grid will be updated.
- When all the changes have been completed, Select the “SAVE” button. The data will be saved.
- Close the form by selecting the CLOSE button.

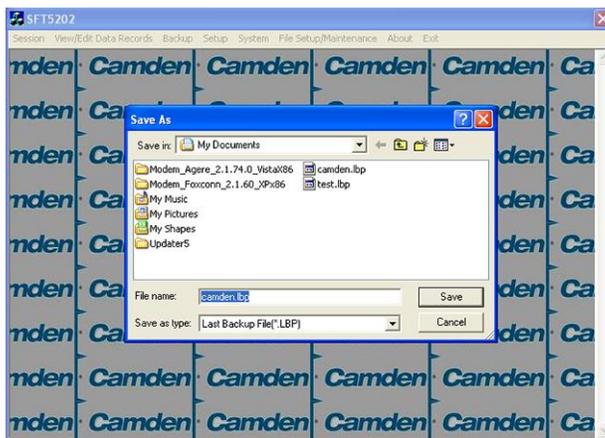


## 19. Backup the Data

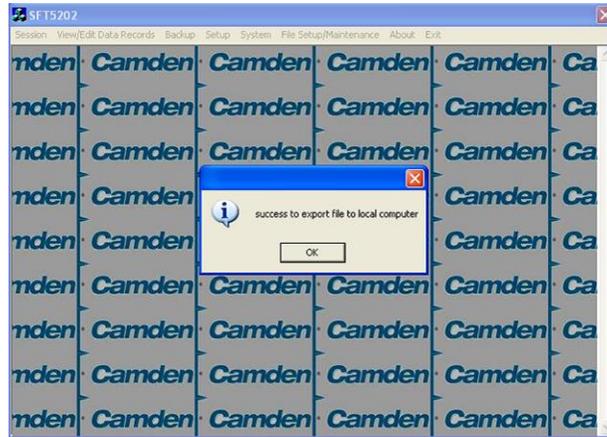
- a. Select the Backup Menu



- b. Select Create Backup



- c. Selection a location and create filename

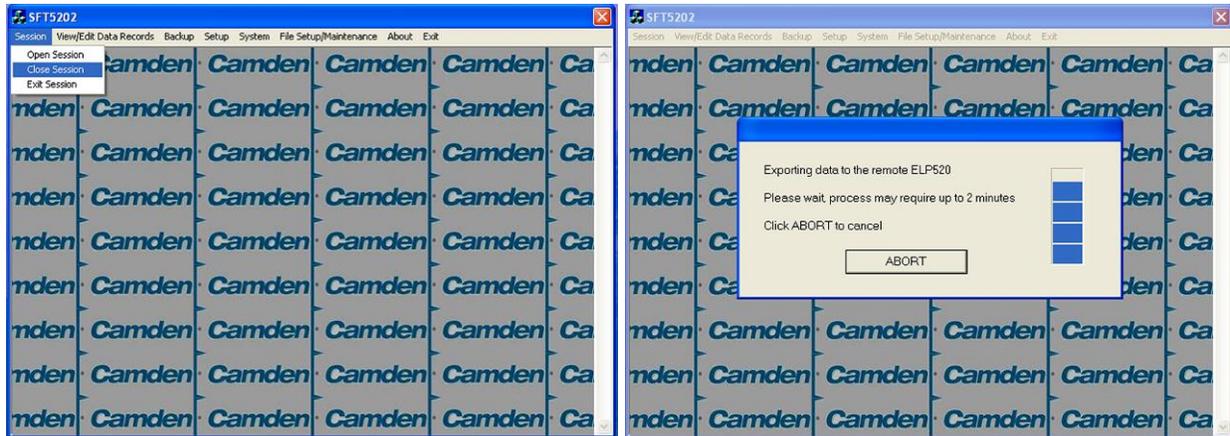


## 20. Uploading Saved Information into the CV-TAC400

### A. Working Online Using the RS485 Converter

If you have been working online throughout this guide, all you need to do is close the session.

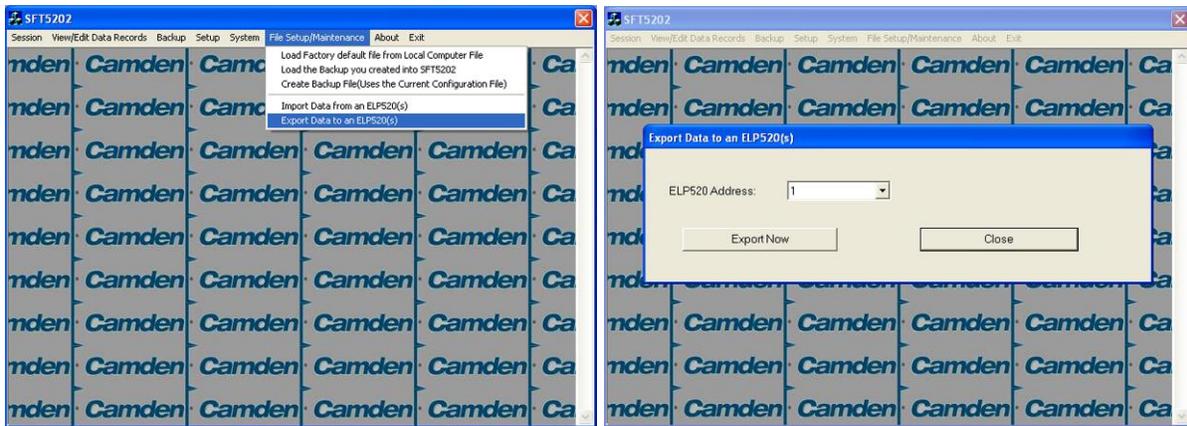
- a. Select the Session Menu
- b. Select Close Session. The new configuration data is automatically uploaded to the CV-TAC400.



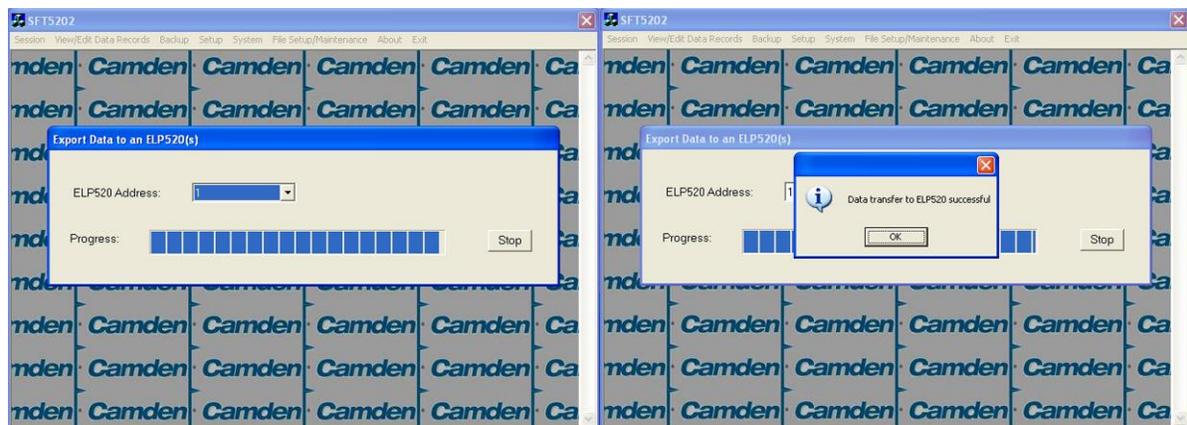
### B. Working Online Using the Modem Module

If you have been working online using the Modem Module, you cannot simply close the session. The new data must be exported to the CV-TAC400.

- a. Select the "Export Data to an ELP520(s)" from the "File Setup/Maintenance" menu. Select the ELP520 Address from the pull down menu and hit Export Now.



b. The new configuration data is exported to the remote panel.



# 3.4 | Configurations

## Basic Master with Slave Unit and Access Control

These instructions are for a CV-TAC400 configured as a master device to call suites over the telephone and allow entry through a single door when the correct telephone key is pressed. A slave CV-TAC400 allows users entry through the door associated with the slave. Card readers in the CV-TAC400's allow users to use cards or keyfobs to control entry through doors.

### Hardware Connections

All hardware connections are to be made before applying power to the unit.

#### 1. Connect the Telephone Line

A dedicated telephone line is required. TIP and RING connections are provided to allow connection to a telephone line. Typically, TIP is green and RING is red.

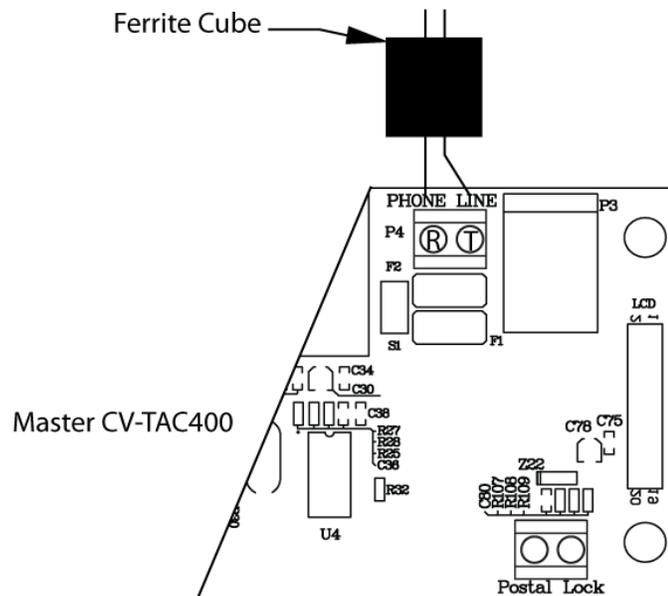


Figure 20 - Master CV-TAC400 Tip and Ring Connections

#### 2. Connect the Modem Module (Optional)

A modem module is used to connect to a remote computer for programming the CV-TAC400. The remote computer must have a modem connection, and calls the CV-TAC400.

When a modem connection is used, the CV-TAC400 must be configured to use a shared phone line.

The telephone line connected to the modem module may be the same telephone line used by the CV-TAC400 to call the suites.

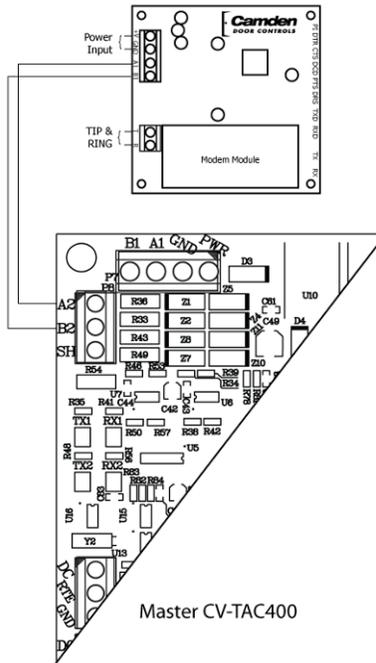


Figure 21 - Optional Modem Module Connection

### 3. Connect the Computer

If you are not using the modem module above, a direct connection to a computer is required for programming the CV-TAC400. An RS-485 to USB converter is used. Connect the Rs-485 Converter as shown in Figure 22

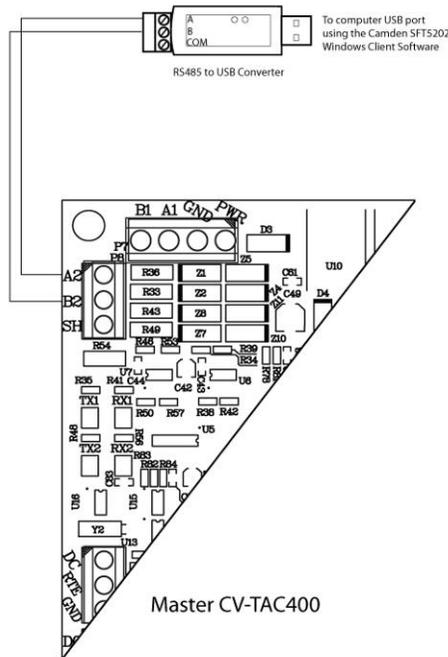


Figure 22 - RS-485 Connection to Computer

#### 4. Connect the Reader Installed in the CV-TAC400

Connect the reader installed in the CV-TAC400 to the connections in the CV-TAC400. The minimum connections are power, ground, D0 and D1.

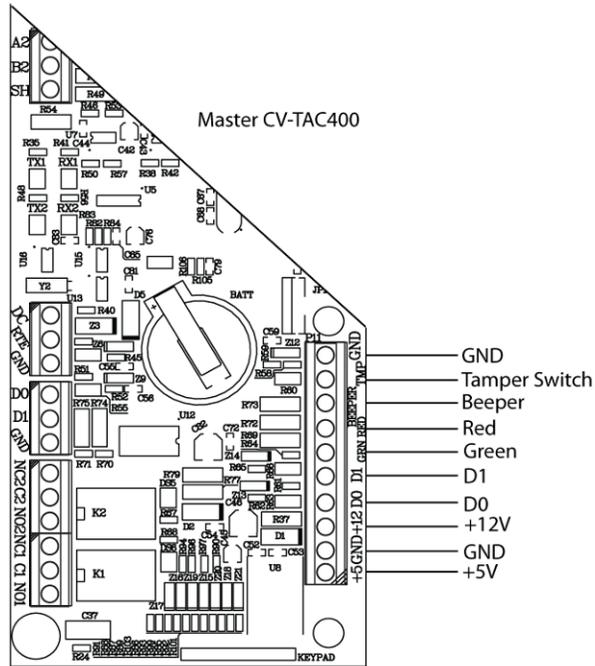


Figure 23 - Access Control Reader Connections

#### 5. Connect the Slave

Connect the Slaves RS485 bus (A1B1) to the Masters RS485 bus (A1B1).

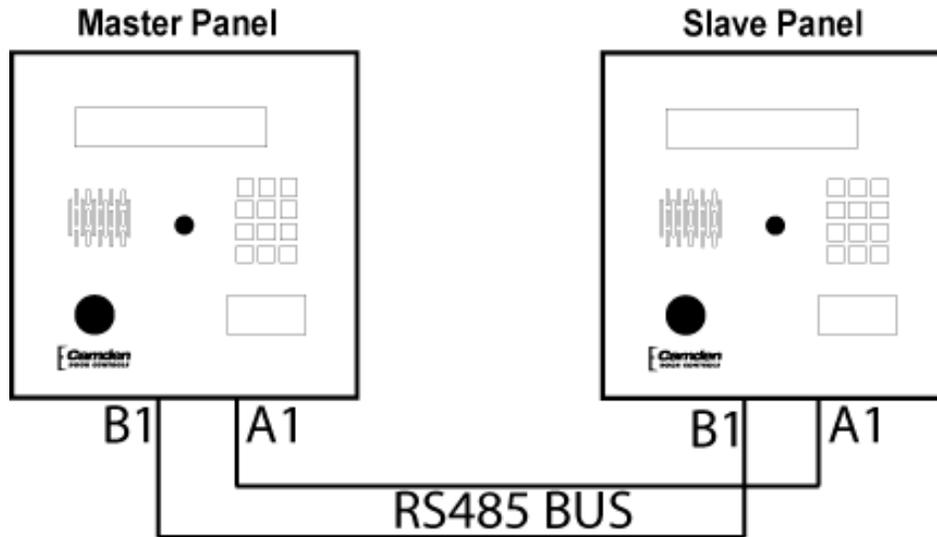


Figure 24 - Slave to Master Connections

## 6. Connect the Door Lock

Connect the door lock to the door relay and door lock power. The exact nature of the connection depends on the specific lock used.

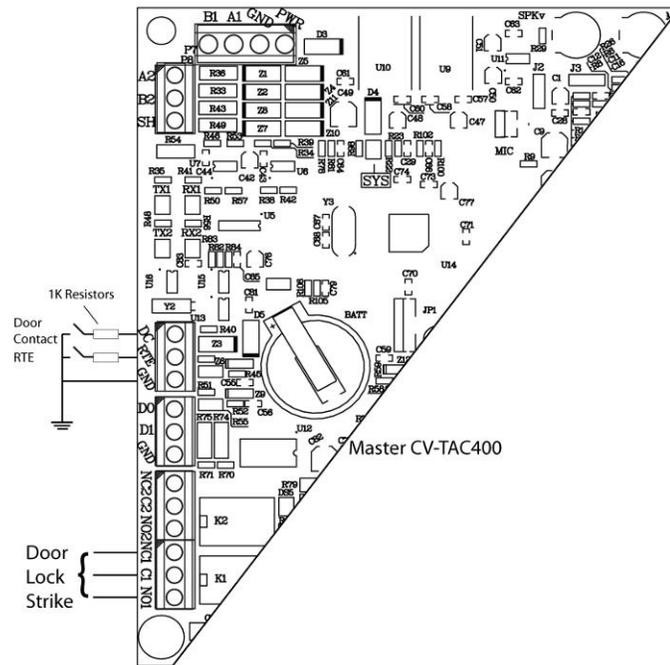


Figure 25 - Door Strike Connection

## 7. Connect the Power

Connect power (12 VDC) to the CV-TAC400 power connections on Port 1. (Figure 26)



The Date and Time menu allows changing the CV-TAC400's date and time. When the Date and Time menu is selected a display similar to the example figure below will be displayed.

<p>ELP Time and Date:  2009–Oct-19  Monday  16:14:16</p>
--

To change the date or time you position the cursor under the item you want to change and then use the 1 and 3 keys to increment or decrement that item. The # key moves the cursor right, and at the end of the line moves down to the next line. The \* key moves the cursor left and at the left, end of the line the cursor moves up to the next line.

When you have finished changing the date and time, the 0 key exits to the main menu.

The following table summarizes how the keys affect the display:

Key	Action
#	Moves cursor right and down
*	Moves cursor left and up
1	Increments the value above the cursor
3	Decrements the value above the cursor
0	Exits the date and time menu

## 9. Set the DIP Address of the Master CV-TAC400 to 1

From the front panel of the Master CV-TAC400, select 3: Service Menu from the Main Menu.

Select 2: Change ELP Address.

<p>Service Menu  ➔ 1. Change password  2. Change ELP Address  3. ELP Setup Menu  4. ELP Status Menu</p>	<p>5. Dispatch / Request Data  6. Restore ELP Default  7. Exit</p>
---	--

To change the CV-TAC400 DIP Address, enter the new address using the number keys. Select an address from the table below. To save the address you have just entered, press the # key. To exit without changing the password, enter the \* key.

There must be one and only one Master CV-TAC400. Each system may only have up to 3 slave CV-TAC400's. The addresses must be unique within each system.

Address	CV-TAC400 Operation
1	CV-TAC400 Master
14	CV-TAC400 Slave 1

Address	CV-TAC400 Operation
15	CV-TAC400 Slave 2
16	CV-TAC400 Slave 3

## 10. Set the DIP Address of the Slave CV-TAC400

From the front panel of the Slave CV-TAC400, select 3 Service Menu from the Main Menu.

Select 2 Change ELP Address.

<p>Service Menu</p> <p>➔ 1. Change password</p> <p>2. Change ELP Address</p> <p>3. ELP Setup Menu</p> <p>4. ELP Status Menu</p>	<p>5. Dispatch / Request Data</p> <p>6. Restore ELP Default</p> <p>7. Exit</p>
---	--

To change the CV-TAC400 DIP Address, enter the new address using the number keys. Select an address from the table below. To save the address you have just entered press the # key. To exit without changing the password enter the \* key.

There must be one and only one Master CV-TAC400. Each system may only have up to 3 slave CV-TAC400's. The addresses must be unique within each system.

Address	CV-TAC400 Operation
1	CV-TAC400 Master
14	CV-TAC400 Slave 1
15	CV-TAC400 Slave 2
16	CV-TAC400 Slave 3

## 11. Starting the SFT5202 Windows Client Software

The following instructions apply only if the default file locations were used in the software installation. If any changes were made, that location should be used.

To start the SFT5202 Windows Client Software open (double click) the SFT5202 icon on the desktop

If there is no SFT5202 icon on the desktop, the following steps may be performed:

- a. select the Start Menu from the windows desktop
- b. select Programs from the start menu
- c. select the "remoteAdmin" folder
- d. select SFTD5202D from the list. The main SFT5202 Windows Client Software window will be displayed

## 12. Establishing a Connection with the CV-TAC400

The CV-TAC400 is programmed via a Windows PC, using an USB to RS485 converter for local access or an optional CV-TAC4M Modem Module for a remote dialup connection.

### Remote Connection Using a Modem

#### Overview

The CV-TAC400 may be connected to a computer system over a telephone line. To do this the CV-TAC400 requires the modem module. The computer requires a modem connected to it and the SFTD5202 software.

Using the modem is identical to the RS485 connection after the connection has been made. Because a computer with a modem may be used to manage multiple CV-TAC400's, the "Open Session" initialization is not used. Downloading and uploading data using the modem is described below in sub-section 11 - 'Open a Session with the CV-TAC400 (Working Online with a Modem Connection)' and sub-section 16, Part B – 'Uploading Saved Information into the CV-TAC400 – Working Online Using the Modem Module'.

The telephone number and password for each building must be entered into the system. When you wish to update that particular building the dialing information can be selected from that list.

### Configuring the SFTD5202 Software for the Modem

#### Overview

**Each time the modem is used the modem must be initialized.** Once the modem is initialized it may be used until the SFTD 5202 software is closed.

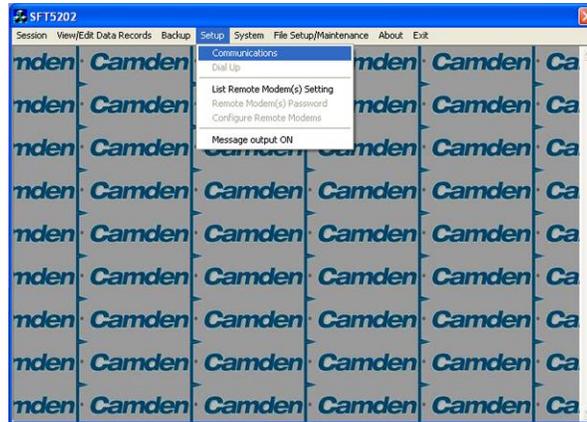
#### Finding the COM Port

To identify the modem to the SFTD5202 software the computer system gives it a name, such as COM3. To use the modem you must know its COM port number. Determining the COM port varies depending on the computer's operating system.

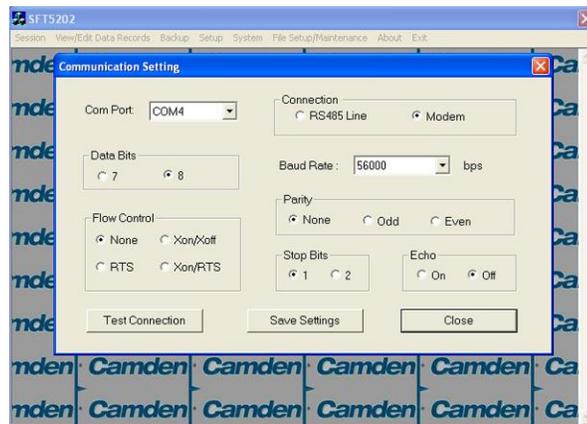
Different versions of the operating system will have different methods for determining the COM port. The following discussion may not exactly match your particular system. In general, for Windows Operating systems the "Control Panel" will have an icon for modem options. It may be under the "Hardware and Sound" Icon or directly visible. Selecting it will show which COM port the modem is connected to.

#### Changing the Settings

- a. To change the communications settings follow the steps below:
- b. Start the SFT5202 Windows Client Software
- c. Select the "Setup" menu. A list of submenus will be displayed
- d. Select the "Communications" submenu. The "Communication Setting" form will be displayed



- e. In “Connection” box select Modem.



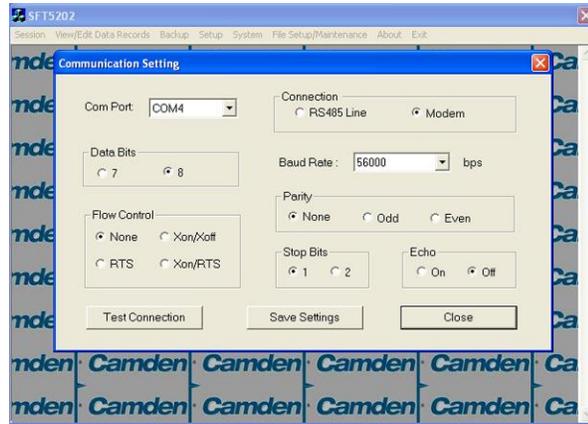
- f. In the “Com Port” drop down box, select the COM Port the Modem is connected to.  
 g. In the “Data Bits” box select 8.  
 h. In the “Flow Control” box select “none”.  
 i. In the “Parity” box select “None”.  
 j. In the “Stop Bits” box select “1”.  
 k. In the “Echo” box select “Off”.  
 l. When you are done Save the settings by selecting the “Save Settings” button

### ***Initializing the Modem***

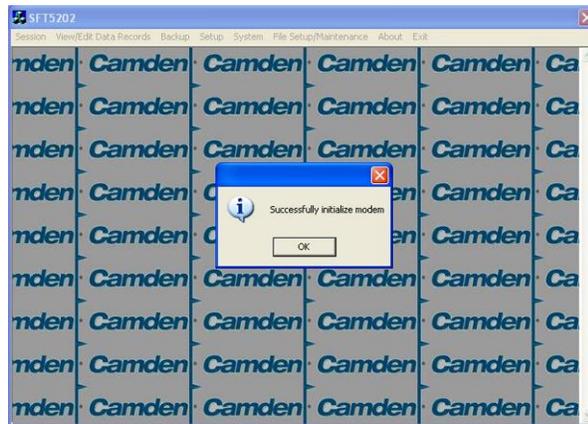
**NOTE:** The modem will remain initialized until the SFTD5202 software is shutdown. This initialization procedure must be performed each time the SFTD5202 software is restarted.

To initialize the modem follow the steps below:

- a. Ensure the “Communication Setting” form is displayed.



- b. Select the “Save” button.



- c. The modem is initialized.

## Setting the Remote Modem

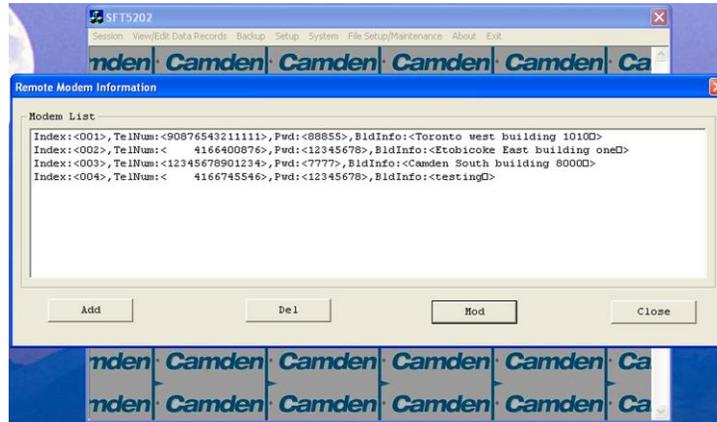
### Overview

Each remote site that this system connects to will have an associated password and phone number. These may be stored in a list so that they may be easily accessed.

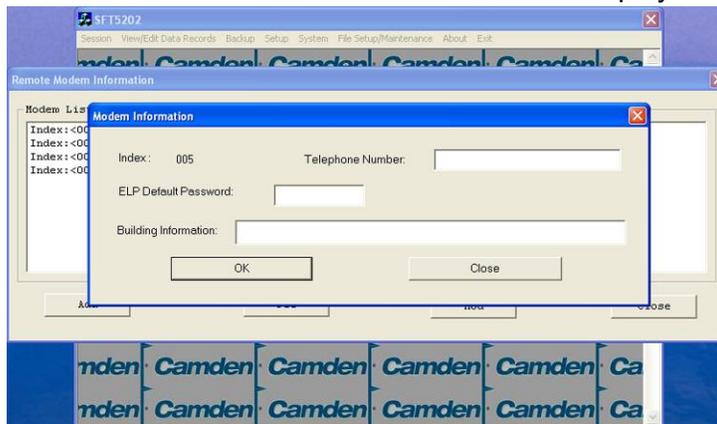
### Setting up a Remote Modem

To add a remote site and its phone number and password to the list of sites follow the steps below:

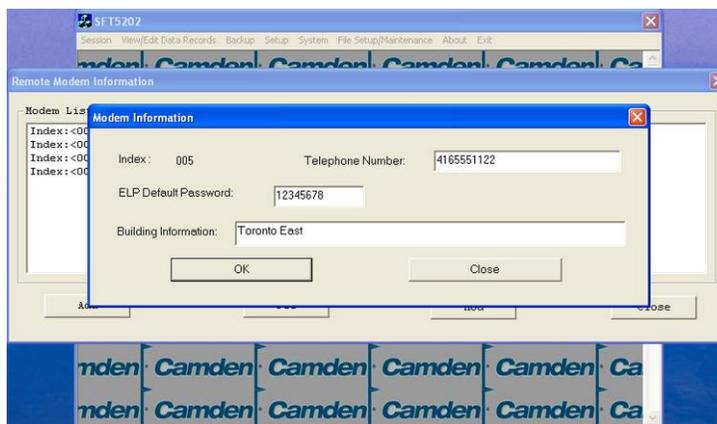
- a. Start the SFT5202 Windows Client Software.
- b. Select the “Setup” menu. A list of submenus will be displayed
- c. Select the “List Remote Modem(s) Setting” submenu. The “Remote Modem Information” form will be displayed.



- d. Select the “Add” button. The “Modem Information” form will be displayed



- e. Enter the Remote telephone number in the “Telephone Number” box.  
 f. Enter the Remote modem Password in the “ELP Default Password” box.  
 g. Enter the Building Identification in the “Building Information” box.



- h. Select “OK” to save the information or “Close” to exit without saving

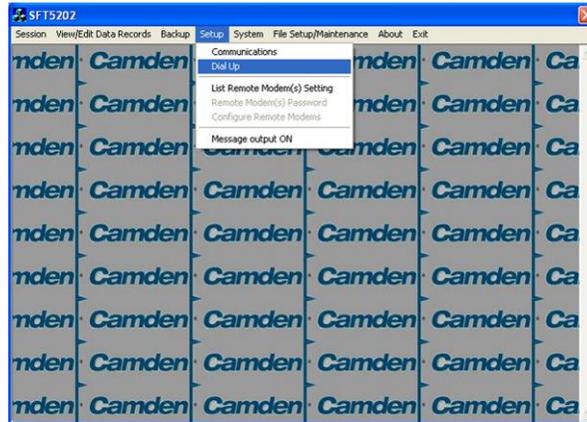
## Starting a Connection

### Overview

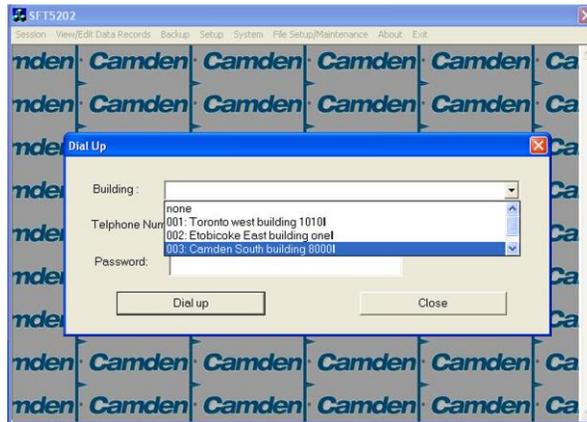
To communicate with a remote system via modem you must first start the connection. As the system does not know which system will be connected you do not use start session.

### Starting the Connection

- a. To start a connection to a remote system follow the steps below:
- b. Start the SFT5202 Windows Client Software.
- c. Select the “Setup” menu. A list of submenus will be displayed



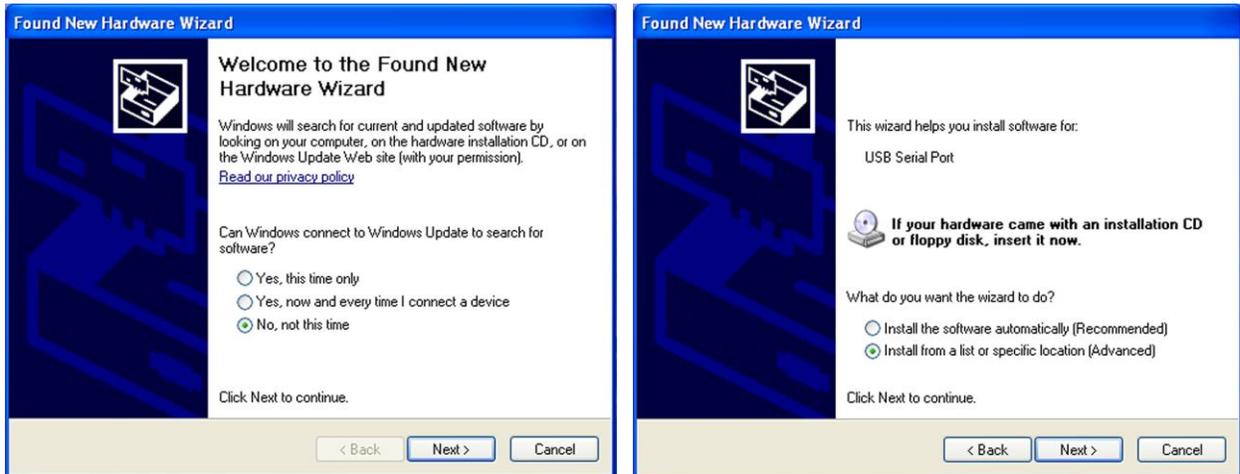
- d. Select the “Dial Up” submenu. The “Dial Up” form will be displayed.



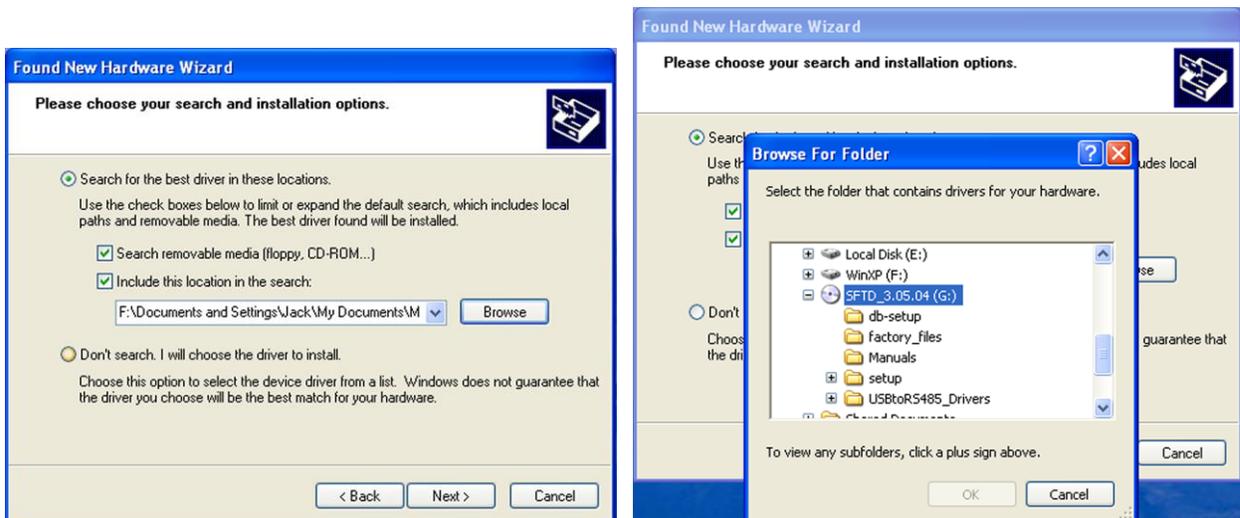
- e. Select the remote site from the list of remote sites in the “Building” drop down list. If the building is not in the list you may enter the information in the form.
- Select the “Dial up” button to start the connection or Close to exit with starting the connection.

## A. RS485 to USB Converter

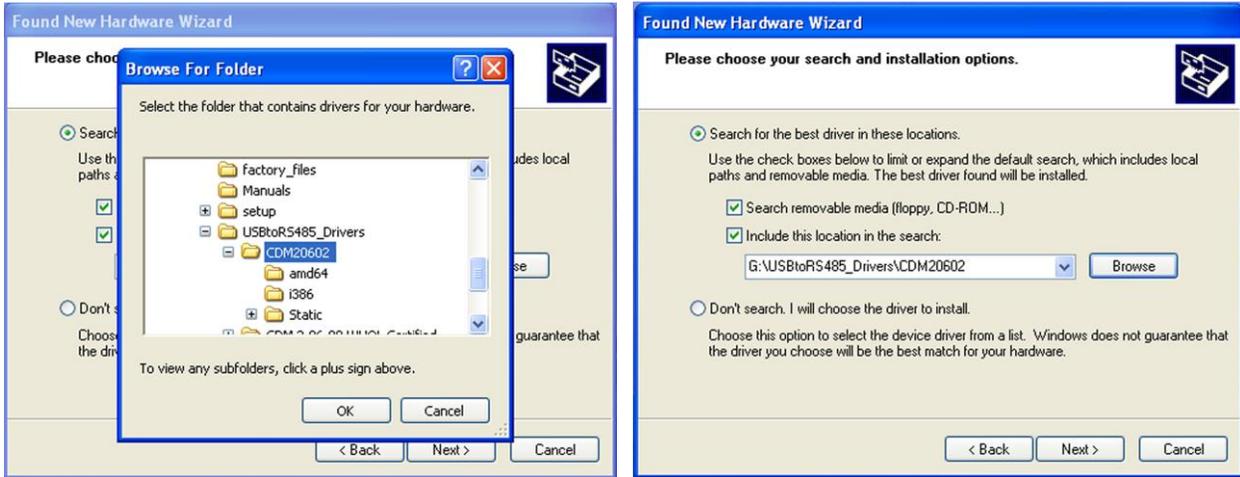
Plug the USB to RS485 converter into an empty USB port on your computer. A prompt to search the internet for a driver will pop up. Select 'No, not this time' Press Next. In the next window, select 'Install from a list or specific location [Advanced]'



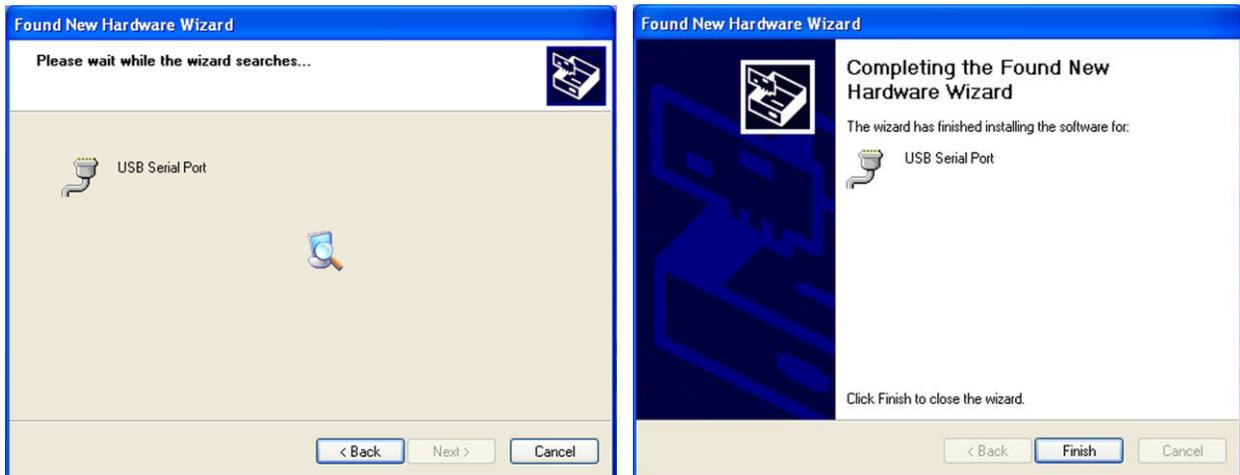
Select 'Include this location in the search' and press Browse. In the Browse For Folder window, select the software CD supplied with your system.



Open the USBtoRS485\_Drivers folder and select the CM20602 folder. Press OK. Select Next to start installing the driver.

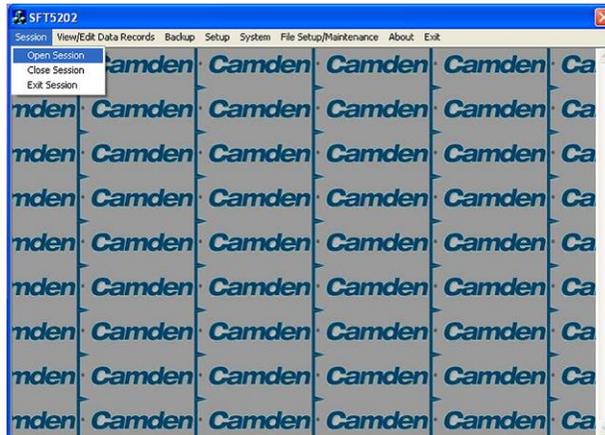


The driver will be installed. Select Finish when done.



### 13. Open a Session with the CV-TAC400 (Working Online with an RS485 Converter))

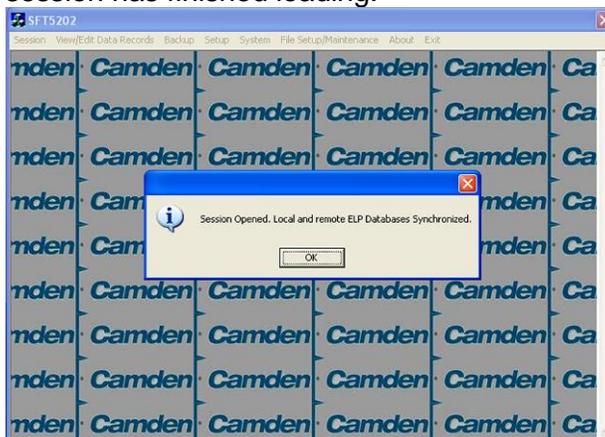
- a. Select the Session Menu.



- b. Select Open Session.

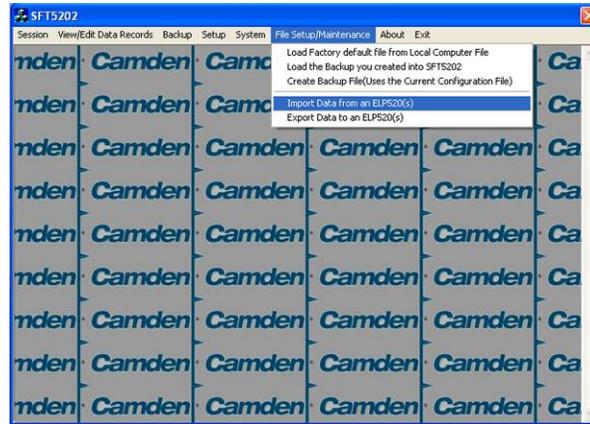


- c. Select OK when the session has finished loading.

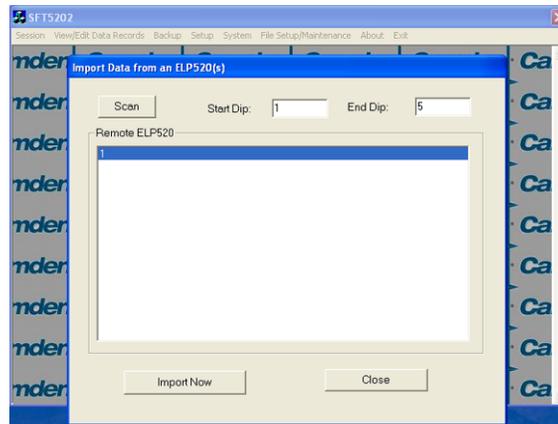


### 14. Open a Session with the CV-TAC400 (Working Online with a Modem Connection)

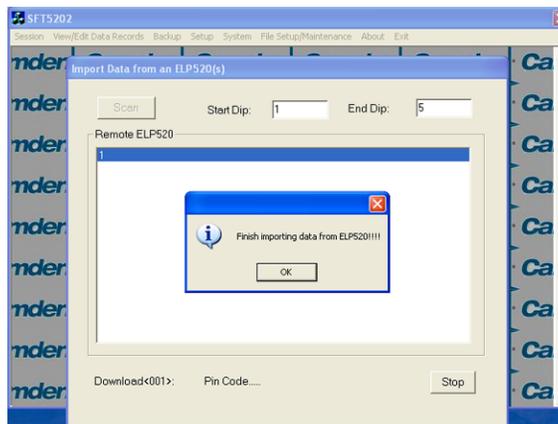
- a. Select the "File Setup/Maintenance" menu and select "Import Data from an CV-TAC400(s).



- b. Scan for Remote CV-TAC400s. Select the remote CV-TAC400 from the list you wish to communicate with.



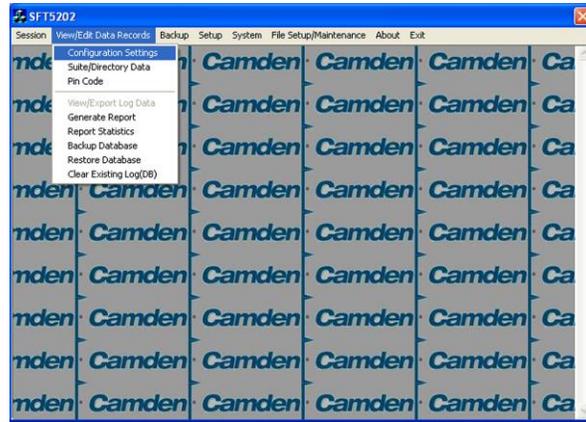
- c. The CV-TAC400's data will be imported. The download from the remote CV-TAC400 can take up to 5 minutes.



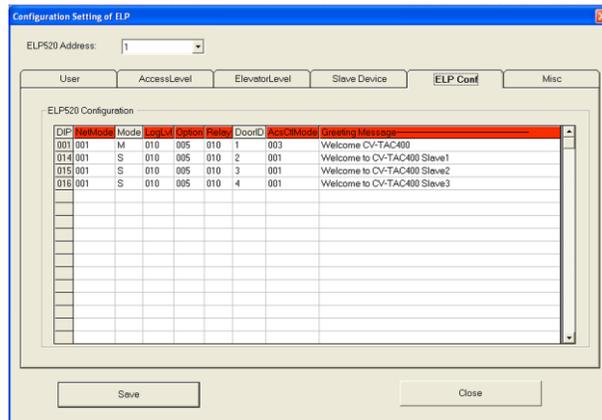
## 15. Changing the Greeting Message

To change the Greeting Message, perform the following steps:

- a) Select the “View/Edit Data Records” Menu. A list of submenus will be displayed.



- b) Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.
- c) Select the “ELP Conf” tab. The ELP Configuration table will be displayed
- d) Open (Double click on) the “Greeting Message” field of the CV-TAC400 you wish to change. The field will open for editing. You may change the text as required.



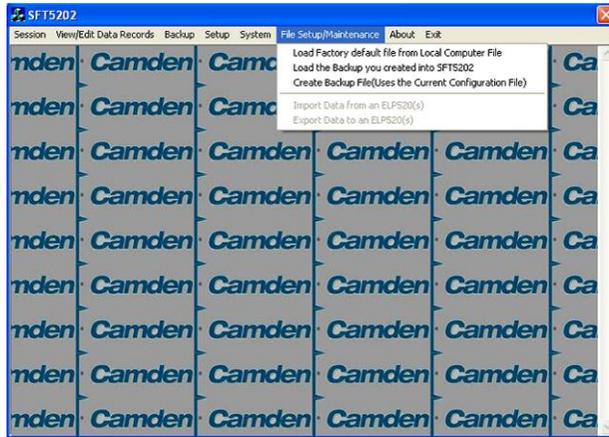
- e) When the editing is complete press the “enter” key or select anywhere else in the “ELP Conf” table.
- f) Save and Upload the changed information.

## 16. Load the Factory Default

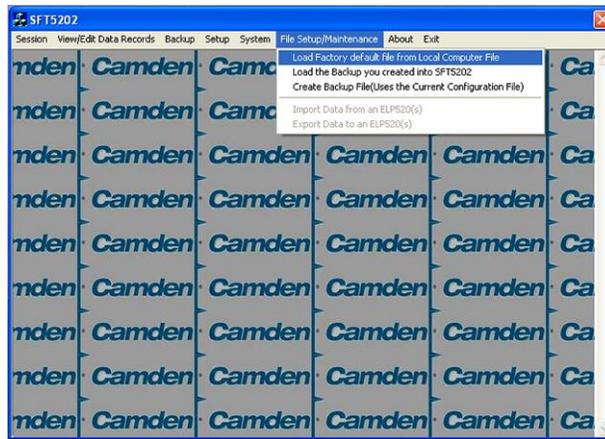
- ⚠ Using this file will erase all previously saved data.
- ⚠ The default factory file is located on the installation CD.

Start by selecting a file of current information. To do this, follow the steps below

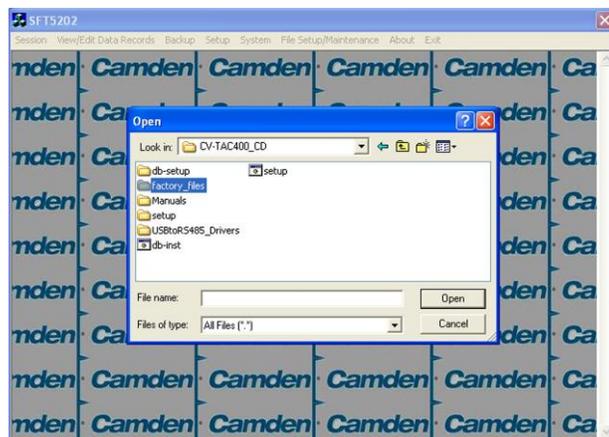
- a. Select the “File Setup/Maintenance” menu. A list of submenus will appear below.



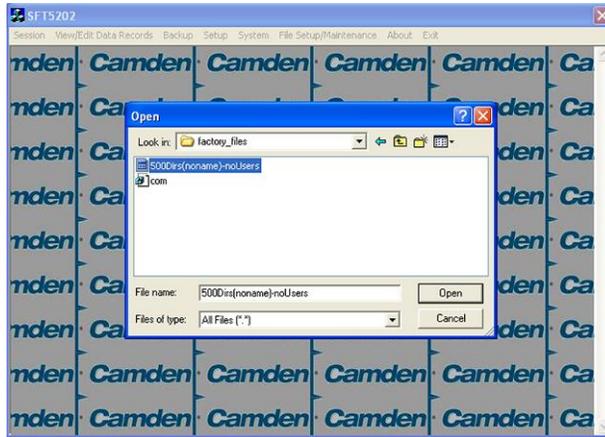
- b. Select the “Load the factory Default File into the computer” submenu. A file selection window will be displayed.



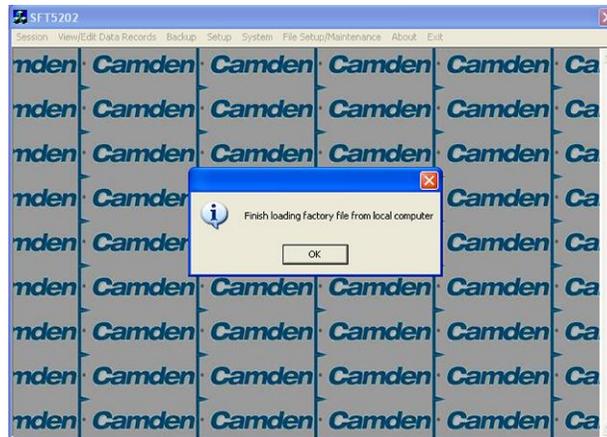
- c. Navigate the Explorer window to your CD Drive containing the installation CD.



- d. Select the ‘factory files’ folder.



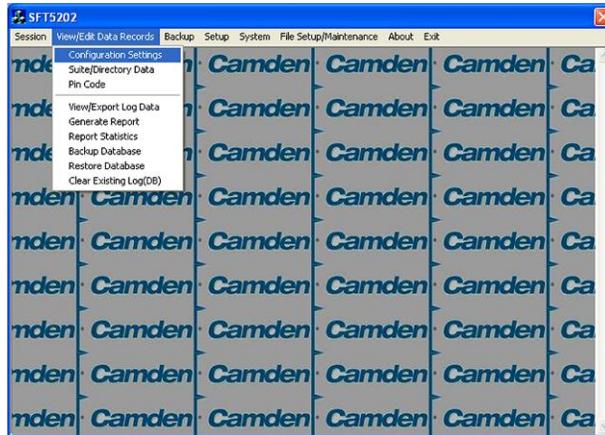
- e. Select the factory Default file -> 500Dir\$(noname)-nouser and then select “Open”



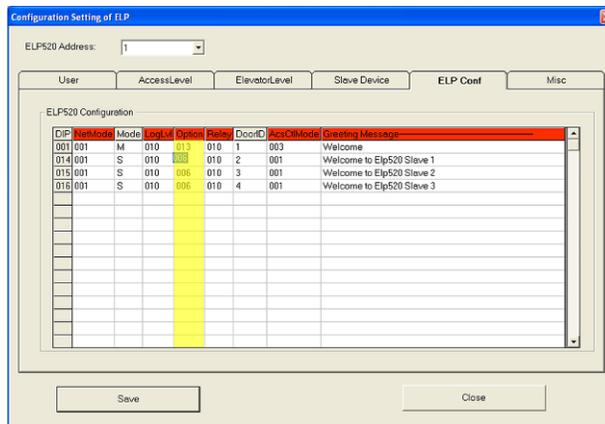
## 17. Setup the CV-TAC400's Configuration to Allow Slaves

If the Master and Slave unit are to share a telephone line, telephone line sharing must be enabled. To turn on telephone line sharing, follow the steps below:

- Select the “View/Edit Data Records” Menu. A drop down menu box will be displayed.
- In the drop down menu select the “Configuration Settings” Submenu. The Configuration setting window will be displayed. Do not change the CV-400 Address field at the top of the window.



- c. Select the "ELP Conf" tab. The CV-TAC400 Configuration tables will be displayed.
- d. For the first CV-TAC400 select the Option entry by double clicking



- e. In the Option entry enter "013" to add or "006" to delete Telephone line sharing followed by enter.

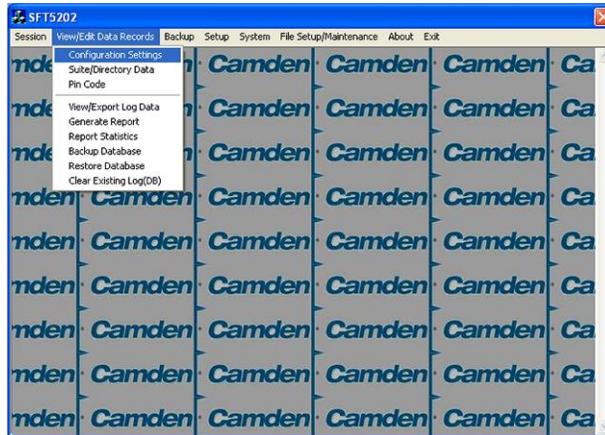
Note Turning on telephone line sharing is done by adding 7 to the value in the Option entry. As the default value is 6, adding 7 gives 13. More detailed information is below.

- f. Repeat steps 6 and 7 for each CV-TAC400 sharing the telephone line.
- g. When all the changes have been completed Select the "SAVE" button. The data will be saved.
- h. Close the form by selecting the CLOSE button.

## 18. Set the Facility Code

To add or change a facility code, follow the steps below:

- a. Select the "View/Edit Data Records" Menu. A list of submenus will be displayed
- b. Select the "Configuration Settings" submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.



- c. Select the Misc tab. The miscellaneous tables will be displayed.

Index	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hol
001	00:00	23:59	Y	Y	Y	Y	Y	Y	Y	Y
002	08:00	17:00	Y	Y	Y	Y	N	N	N	N
003	00:00	02:00	Y	N	N	N	N	N	N	N
004	00:00	23:59	N	N	N	N	N	Y	Y	Y

- d. In the Facility Code table select (double click) the Facility Code entry you wish to edit.  
e. Enter the Facility Code and then press “Enter”

Note: Adding a Facility code is done by replacing one of the “0” entries with the Facility Code you wish to add. Zero is not a valid facility code

- f. When all the entries have been completed, select the Save button.  
g. To close the Form select the Close button.  
h. Save and Upload the changed information.

## 19. Setup the Access Control Information

### A. Default Settings

To assist you in configuring the CV-TAC400, the factory default file is set up with some useful default settings.

Time Group 1 is set to allow access 24 hours per day 7 days per week holidays included.

Access Group 1 is doors number 1 though 8.

Access Level 1 is the combination of Time Group 1 and Access Group 1.

What this means is that to allow a user to always pass through door 1, 2, 3, 4, 5, 6, 7, or 8, that user should be set to Access Level 1.

The facility codes 34, 910 and 912 are already entered as factory default settings.

Note: Access level 1 allows 24 hour access through doors 1 through 8 (unless modified by the installer).

## B. Configuring Access Groups

Configuring an Access Group means adding a particular door to the group. The doors are identified by a Door ID number. For doors the Door ID number is the same as the CV-TAC4WC DIP address. See the Hardware Configuration section for instructions on the electrical connection of the door.

Each Access Group has multiple entries in the Access Group table. This is because an Access Group may have more than 1 door. Each row in the Access Group table has a space for a door and an Access Group.

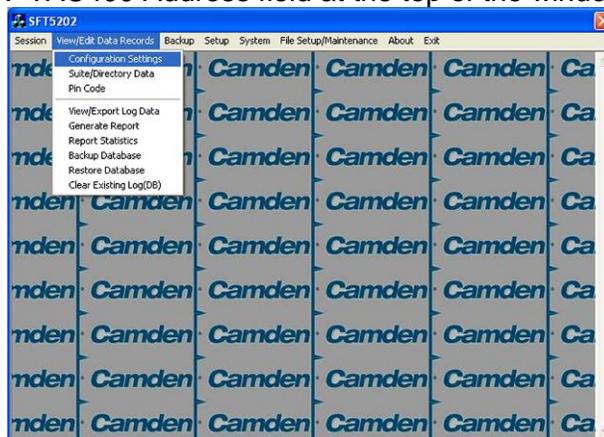
Door ID 1 is the door connected to the CV-TAC400 itself.

Which Door ID is connected to which CV-TAC4WC (DIP Address of CV-TAC4WC) is shown in the Door Information table under the Access Level tab.

There are 8 Access Groups numbered 1 through 8. Each Access group can have up to 8 doors assigned to it. By default, Access Group 1 has doors 1 through 8 assigned to it. There are a maximum of 16 doors.

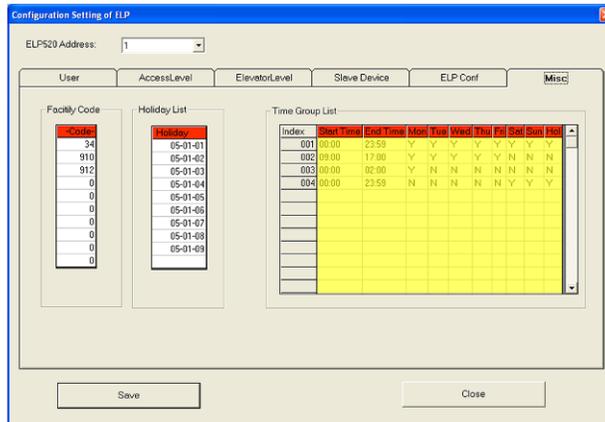
To assign a door to an Access Group follow the steps below:

- a. Select the “View/Edit Data Records” Menu. A list of submenus will be displayed
- b. Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.



- c. Select the Access Level tab. The Access tables will be displayed.
- d. In the Access Group table select (double click) the Door ID entry you wish to edit.





- e. Enter the Start Time and then press “Enter”
- f. In the Time Group table select (double click) the End Time entry you wish to edit.

Note: The End Time is inclusive, that is, the End Time itself is included in the time group

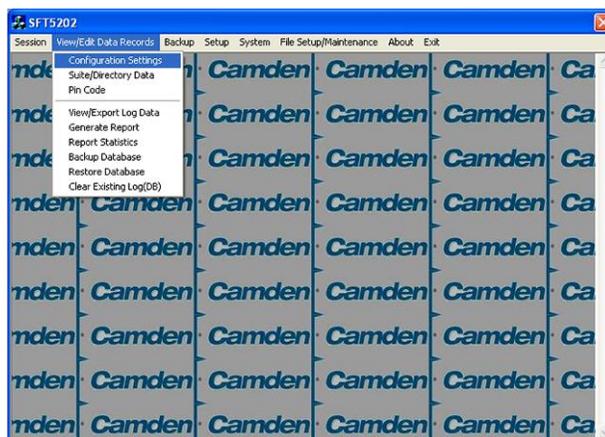
- g. Enter the End Time and then press “Enter”
- h. Select “Y” in column for a day to include it “N” to exclude it. All Holidays may be included or excluded by setting the HOL column.
- i. When the editing for the selected Time Group is complete, select the “Save” button.

#### D. Configuring Access Levels

Configuring an Access Level means adding an Access Group – Time Group pair to the Access Level. An Access Level may contain up to eight Access Group – Time Group pairs.

To assign an Access Group – Time Group pair to an Access Level follow the steps below:

- a. Select the “View/Edit Data Records” Menu. A list of submenus will be displayed
- b. Select the “Configuration Settings” submenu. The Configuration setting window will be displayed. Do not change the CV-TAC400 Address field at the top of the window.



- c. Select the Access Level tab. The Access tables will be displayed.

Configuration Setting of ELP

ELPS20 Address: 1

User AccessLevel ElevatorLevel Slave Device ELP Conf Misc

Access Level

LvlID	AcsGrpID	TrnGrpID
001	001	001
001	002	001
001	003	001
001	004	001
001	005	001
001	006	001

Access Group

AcsGrpID	TrnGrpID
001	1
001	2
001	3
001	4
001	5
001	6

Door Information

DoorID	AcsDev	OIP	LockIO	InLock	Contact#	Hs4MTR	FileAddr	Enroll	Backup
1	001	128	30	1	45	000	Y	N	
2	002	128	30	1	90	002	Y	Y	
3	003	128	30	1	90	002	Y	Y	
4	004	128	30	1	90	002	Y	Y	
5	005	128	30	1	90	002	Y	Y	
6	006	128	30	1	90	002	Y	Y	
7	007	128	30	1	90	002	Y	Y	
8	008	128	30	1	90	002	Y	Y	
9	009	128	30	1	90	002	Y	Y	
10	010	128	30	1	90	000	Y	Y	
11	011	128	30	1	90	000	Y	Y	
12	012	128	30	1	90	000	Y	Y	
13	013	128	30	1	90	000	Y	Y	
14	014	128	30	1	90	002	Y	Y	
15	015	128	30	1	45	000	Y	N	
16	016	128	30	1	45	000	Y	N	

Save Close

- d. In the Access Level table select (double click) the Access Group ID entry you wish to edit.  
 e. Enter the Access Group ID information and then press “Enter”

Configuration Setting of ELP

ELPS20 Address: 1

User AccessLevel ElevatorLevel Slave Device ELP Conf Misc

Access Level

LvlID	AcsGrpID	TrnGrpID
001	001	001
001	002	001
001	003	001
001	004	001
001	005	001
001	006	001

Access Group

AcsGrpID	TrnGrpID
001	1
001	2
001	3
001	4
001	5
001	6

Door Information

DoorID	AcsDev	OIP	LockIO	InLock	Contact#	Hs4MTR	FileAddr	Enroll	Backup
1	001	128	30	1	45	000	Y	N	
2	002	128	30	1	90	002	Y	Y	
3	003	128	30	1	90	002	Y	Y	
4	004	128	30	1	90	002	Y	Y	
5	005	128	30	1	90	002	Y	Y	
6	006	128	30	1	90	002	Y	Y	
7	007	128	30	1	90	002	Y	Y	
8	008	128	30	1	90	002	Y	Y	
9	009	128	30	1	90	002	Y	Y	
10	010	128	30	1	90	000	Y	Y	
11	011	128	30	1	90	000	Y	Y	
12	012	128	30	1	90	000	Y	Y	
13	013	128	30	1	90	000	Y	Y	
14	014	128	30	1	90	002	Y	Y	
15	015	128	30	1	45	000	Y	N	
16	016	128	30	1	45	000	Y	N	

Save Close

- f. In the Access Level table select (double click) the Time Group ID entry you wish to edit.  
 g. Enter the Time Group Id information and then press “Enter”

Configuration Setting of ELP

ELPS20 Address: 1

User AccessLevel ElevatorLevel Slave Device ELP Conf Misc

Access Level

LvlID	AcsGrpID	TrnGrpID
001	001	001
001	002	001
001	003	001
001	004	001
001	005	001
001	006	001

Access Group

AcsGrpID	TrnGrpID
001	1
001	2
001	3
001	4
001	5
001	6

Door Information

DoorID	AcsDev	OIP	LockIO	InLock	Contact#	Hs4MTR	FileAddr	Enroll	Backup
1	001	128	30	1	45	000	Y	N	
2	002	128	30	1	90	002	Y	Y	
3	003	128	30	1	90	002	Y	Y	
4	004	128	30	1	90	002	Y	Y	
5	005	128	30	1	90	002	Y	Y	
6	006	128	30	1	90	002	Y	Y	
7	007	128	30	1	90	002	Y	Y	
8	008	128	30	1	90	002	Y	Y	
9	009	128	30	1	90	002	Y	Y	
10	010	128	30	1	90	000	Y	Y	
11	011	128	30	1	90	000	Y	Y	
12	012	128	30	1	90	000	Y	Y	
13	013	128	30	1	90	000	Y	Y	
14	014	128	30	1	90	002	Y	Y	
15	015	128	30	1	45	000	Y	N	
16	016	128	30	1	45	000	Y	N	

Save Close

- h. When the editing for the selected Access Level is complete, select the “Save” button (on the bottom left-hand side of the form).

## 20. Entering Suite Information

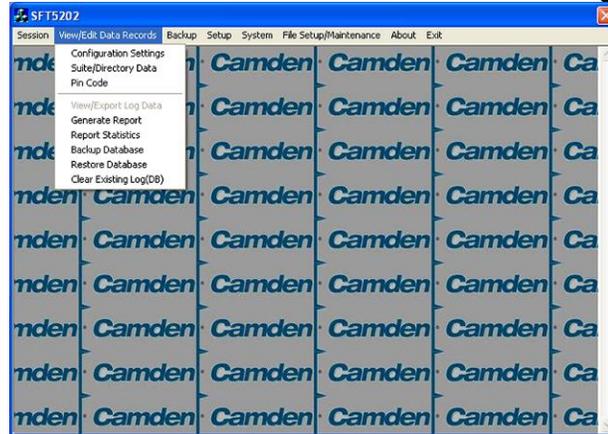
### Changing/Adding Suite Information

#### Floor, Express Code, Display Name, Telephone Number

**Note:** All the Suite records are already in the factory default file. The information has been set to blank. To add a suite merely select a blank record and enter the information.

- a. Select the “View/Edit Data Records” Menu. A list of submenus will be displayed.
- b. Select the “Suite/Directory Data” submenu. The Suite/Directory Data window will be displayed.

**Note:** The “Remote ELP DIP” field is not used and should not be changed.



- c. Select the suite to be changed from the drop down list in the Suite ID-Display Name field.  
**Note:** You may use the up or down arrows to scroll through the list of suites. You may also use the pg up (page up) and pg dn (page down) keys to scroll the list quickly.
- d. If required, Select the **Floor** from the list of Floors in the pulldown menu.
- e. If required, Edit the **Express Code** in the “Express Code” field.
- f. If required, Edit the **Display Name** in the “Display Name” field.
- g. If required, Edit the **Telephone Number** in the “Telephone Num” field.
- h. When the editing for the selected suite is complete, select the “Save” button (on the bottom left-hand side of the form).
- i. When the editing for all the suites is complete, select the Close button (on the bottom right-hand side of the form).

 A screenshot of the 'Suite/Directory Data' window. At the top, there are two dropdown menus: 'Remote ELP DIP' (set to 1) and 'Suite ID-Display Name' (set to ID1 - John Doe). Below these is the 'Suite Information' section with four fields: 'Display Name' (John Doe), 'Express Code' (1101), 'Telephone Num' (4165559595), and 'Floor' (1). The 'User Information' section contains three buttons: 'Add User', 'Modify User', and 'Delete User'. Below the buttons is a table with columns: 'RecdNo', 'User Name', 'Acs', 'Elev', 'Su', '-Code 1-', 'TY', '-Code 2-', 'TY', '-Code 3-', 'TY', '-Code 4-', 'TY', and '-Code 5-', 'TY'. The table is currently empty. At the bottom, there are two buttons: 'Save' and 'Close'.

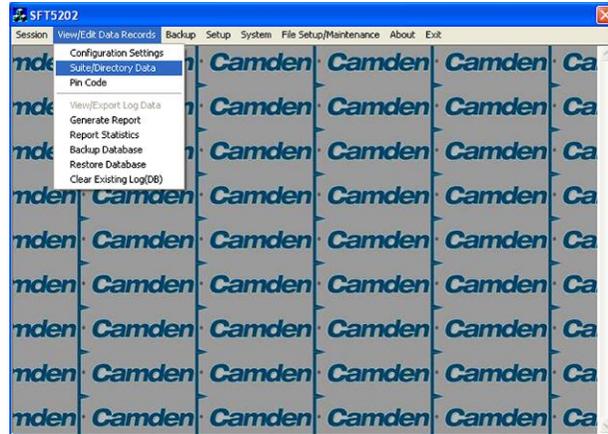
## 15, Configuring Users for Access Control

Configuring a user means entering the numeric codes of the user's keyfob/card and/or transmitter and assigning the user an Access Level.

### A. Adding a New User

To add a new user follow the steps below:

- a. Select the "View/Edit Data Records" Menu. A list of submenus will be displayed
- b. Select the "Suite/Directory" submenu. The Suite/Directory Data window will be displayed.



- c. Select the suite the user resides in, from the "Suite ID – Display Name" field. All the users from that suite will be displayed in the "User Information" table.

Note: If the user does not reside in a suite, for example a cleaner, select a Suite ID that is not used for an actual suite. If this unused suite has a blank "Display Name" it will not show up in the directory.

- d. Select the "Add User" button. The "Add New User" form will be displayed.

The screenshot shows a dialog box titled "Add one new user". At the top, it displays "User ID: 2", "Suite ID: 2", and a checkbox for "SUPER". Below this is a text input field for "UserName:". There are two dropdown menus: "Access Level:" set to "N/A" and "Elevator Level:" set to "N/A". The dialog contains five sections for cards, labeled "Card 1" through "Card 5". Each section has a "Code:" text input field and a "Type:" dropdown menu. At the bottom of the dialog are two buttons: "Save" and "Close".

e. Enter the user information as required.

Note: A User Name must always be entered so that the user may be listed in the reporting system.

f. Click the "Save" button when completed. The "Suite/Directory Data" form is displayed.

Note: The close button closes the form and discards any changes.

g. Click the "Save" button.

h. When you have completed all the User Access changes click the "Close" button.

## 21. PIN Entry Information

The CV-TAC400 has a PIN entry function. When a user enters their assigned PIN (personal identification unumber) the CV-TAC400 grants access in the same way as if the number 6 was entered on a call to the suite. The CV-TAC400 maintains a list of PIN numbers and the associated Labels for the PIN. Each PIN number must be between 5 and 9 digits long.

The PIN Code Label is a readable description of the PIN Code

You may enter up to a total of 20 PIN codes.

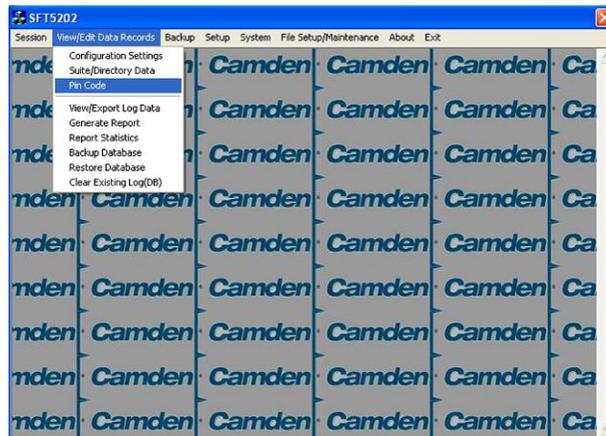
The maximum length of the PIN Code may be set to be between 5 and 9 digits. If the maximum length is reduced after some PIN Codes have been entered the PIN codes already in the system will be truncated. If this would result in duplicate codes an error message is generated and the operation is not allowed.

## A. Configuring PIN Codes

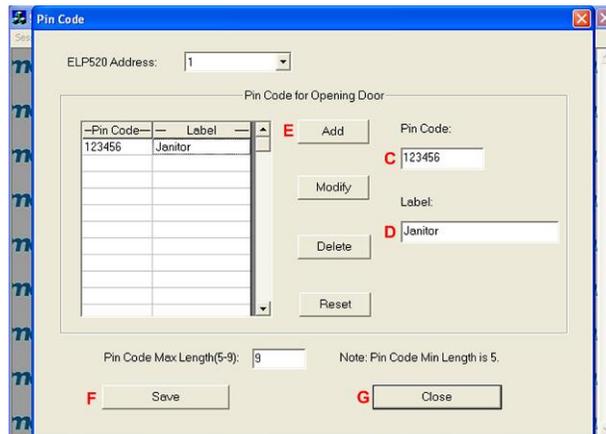
To configure the PIN codes follow the steps below:

### i. Adding a New PIN Code

- a. Select the “View/Edit Data Records” Menu. A drop down menu box will be displayed.
- b. In the drop down menu select the “PIN Code” Submenu. The PIN Code form will be displayed.

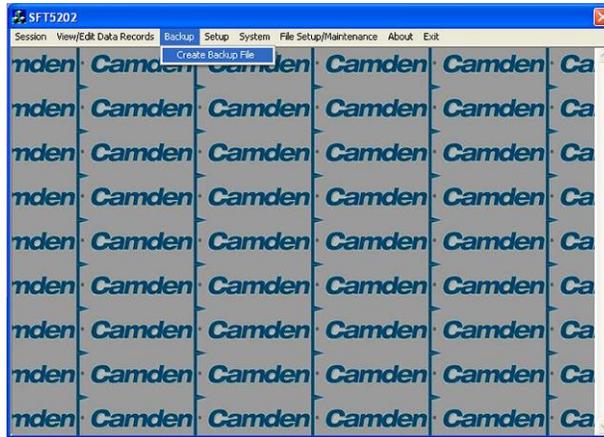


- c. In the PIN Code edit box, enter the new PIN code.
- d. In the Label edit box, enter the associated Label
- e. Select the “Add” button. The PIN Code list grid will be updated.
- f. When all the changes have been completed, Select the “SAVE” button. The data will be saved.
- g. Close the form by selecting the CLOSE button.

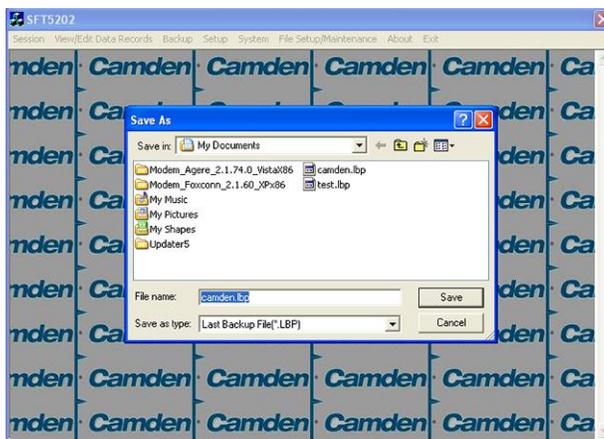


## 22. Backup the Data

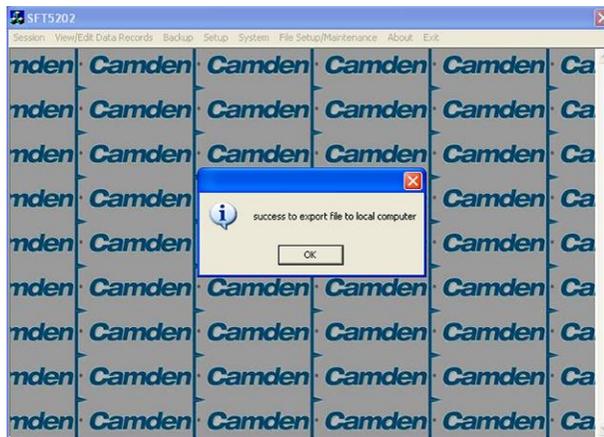
- a. Select the Backup Menu



b. Select Create Backup



c. Selection a location and create filename



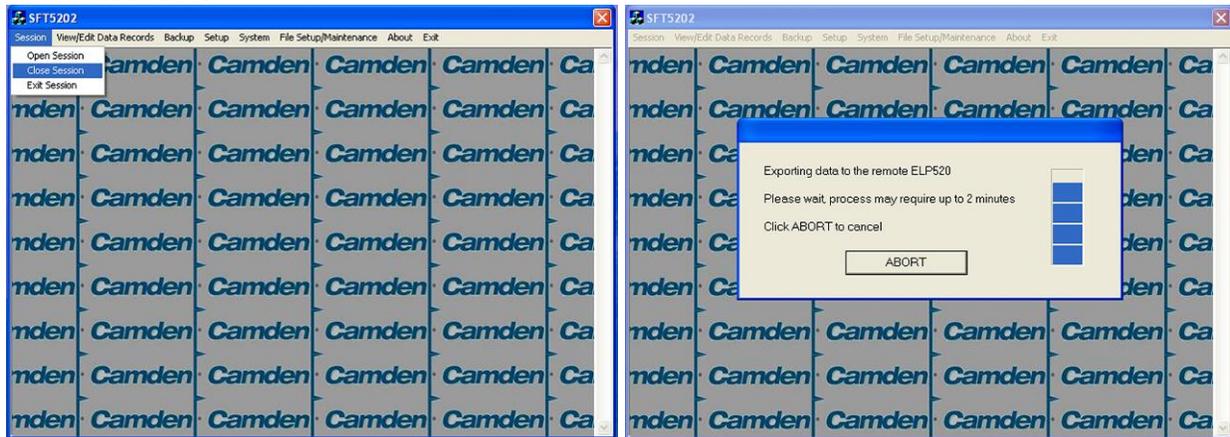
## 23. Uploading Saved Information into the CV-TAC400

### A. Working Online

If you have been working online throughout this guide, all you need to do is close the session.

a. Select the Session Menu

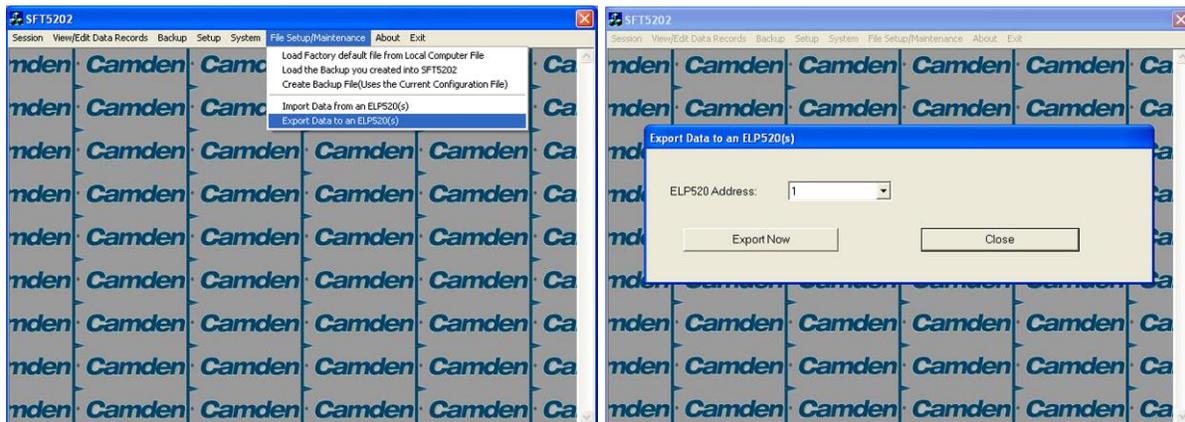
- b. Select Close Session. The new configuration data is automatically uploaded to the CV-TAC400.



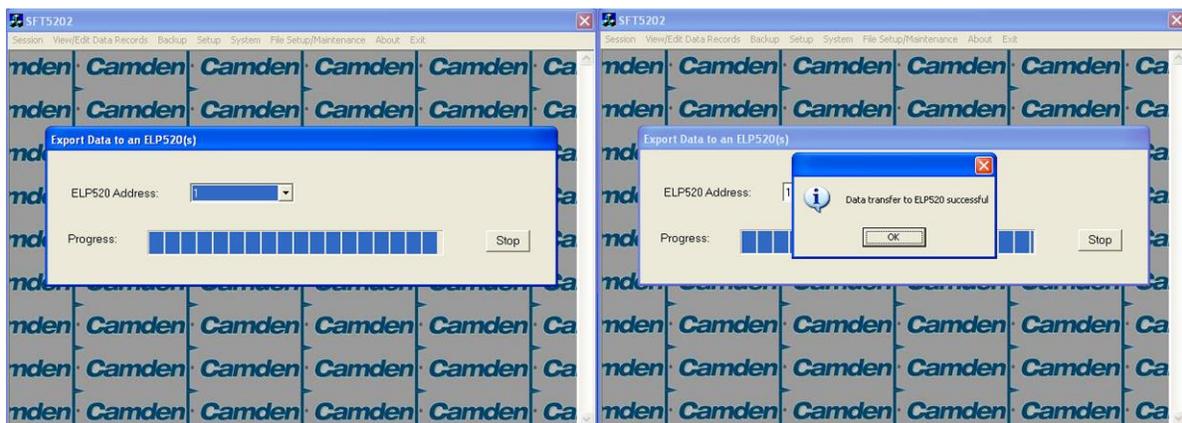
## B. Working Online Using the Modem Module

If you have been working online using the Modem Module, you cannot simply close the session. The new data must be exported to the CV-TAC400.

- a. Select the “Export Data to an ELP520(s)” from the “File Setup/Maintenance” menu. Select the ELP520 Address from the pull down menu and hit Export Now.



- b. The new configuration data is exported to the remote panel.



# Regulatory Information

## FCC Part 15 Notice

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) This device must accept any interference received, including interference that may cause undesired operation.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help

## FCC part 68 Notice

- 1) UPON REQUEST ONLY, you must provide the following data to your telephone utility company (telco):
  - a) Notice of intention to install or permanently remove an FCC Part 68 registered device or system, and the FCC Registration Number.
  - b) The Ringer Equivalence Number (REN) (see device label). Note that if several devices are connected to the same line, the RENs must not add up to more than 5.0 (A or B). This REN figure is important to your telco.
  - c) The (USOC) jack type to be provided by telco. Typically this will be RJ-11C/W for single lines.
- 2) This device may not be used on telco-operated coin phone lines. Party lines and privately owned coin-phones are subject to local State regulatory policies, and possible additional State special requirements.
- 3) The telco has the right to make changes to their network which may affect the operation of your equipment, provided you are given adequate advance written notice to permit correct operation.
- 4) In cases of operational problems, disconnect your unit by removing the modular plug from the telco jack. If your regular phone (or other device or system) still works properly, your CV-TAC400 has a problem and must remain disconnected and (officially) serviced or returned for repairs. If upon the above disconnection your regular service still has problems, notify your telco that they may have a problem. If a problem is found in premises wiring not telco installed, you are subject to a service charge. If a fault is in telco installed wiring, you may be subject to a service call charge.
- 5) Unless otherwise noted in the User's Manual (eg: fuses, etc.), user may not under any circumstances (in or out of warranty) attempt any service, adjustments or repairs on this unit. It must be returned to the factory or authorized U.S. service agency for all such work. Locations (or phone numbers) of factory or authorized U.S. service points are listed in this user's manual.



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**Key Pads**



**Strikes**



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