



Spectrum Software for Windows Software Rev. 2.0 and Up

Spectrum



Spectrum DI



User's Guide

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Introduction: SVWin Software Basics

Spectrum software for Windows (SVWin) offers the ability to program and maintain Spectrum units with a -101 or -301 board. SVWin has the following features:

- EASY INSTALLATION** The SVWin software guides you quickly and easily through the installation procedure.
- FAST STARTUP** Enter data without first connecting with the unit, so as soon as the unit is installed, you're ready to download the unit information, send new data, and go.
- CONVENIENCE** Program unit configurations, entry codes, directory codes and telephone numbers from a remote location.
- DATA CONTROL** Control data precedence when receiving data.
- SCHEDULING** Maintain and edit all data offline, and then schedule uploading or downloading at a convenient time.
- RELAY CONTROL** Control unit functions directly. Connect to the unit, select the control panel, and you can cycle, latch or release relays.

Chapter 1: Installing SVWin

This chapter will cover . . .

- | | |
|---|--------|
| ❖ Information about this Manual | Page 5 |
| ❖ System Requirements | Page 5 |
| ❖ Installing SVWin | Page 6 |
| ❖ SVWin "Help" Aids | Page 7 |

About this Manual

The procedures in this manual assume that you have already read the manuals for your telephone entry system (Spectrum).

System Requirements

Windows-based software offers many advantages in terms of usability and versatility, but requires a computer configuration powerful enough for it to work effectively. While you may be able to run SVWin on older, less powerful computers, it will run very slowly and with greater chance of failure. For this reason we strongly recommend using at least the minimum computer configuration. To use SVWin software, the following items are required:

- A Sentex Spectrum with -101 or -301 Board connected to a telephone line.
- An IBM PC-Compatible computer running Windows 95 (full version) or higher.
- Internet Explorer version 4.01 (service pack 2) or later (5.0 or later recommended). Internet Explorer is provided on the CD for your convenience.

MINIMUM	RECOMMENDED	REQUIRED
Pentium 166 Processor 32 MB of RAM 200 MB hard disk free	Pentium II Processor 128 MB of RAM 300 MB hard disk free	Hayes-compatible modem connected via a COM port CD ROM Mouse

SVWin System Requirements

IMPORTANT NOTE

SVWin stores information about its settings in the Windows Registry. If you need to change this information, Sentex dealers should call Sentex Systems Technical Support for assistance.

Installing SVWin

In order for SVWIN to operate properly, it must be installed onto the computer hard disk drive. SVWIN cannot be executed directly from the CD.

SVWin is compatible with the following operating systems: Windows 95 (full version), 98, ME, NT, and 2000.

- **Windows 95 Users:** You must have Y2K Update installed on your machine.
- **Windows 98 (before Second Edition) Users:** You must have Y2K Update 2 installed on your machine – does not apply to Windows 98, Second Edition.
- **Windows NT 4 Users:** You must have Service Pack 5 (or greater) installed on your machine.
- **Windows NT/2000 Users:** You must have administrator privileges to install SVWin.

NOTE: SVWin will not run in Windows 3.1 or 3.11. You must be running Windows 95 (full version) or above to run the application.

To install SVWIN Software, perform the following steps:

- 1 Start Windows.
- 2 Place the SVWin CD in the CD ROM drive. SVWin will automatically start the installation process; follow the on-screen prompts. If the installation process does not automatically start, continue with step 3.
- 3 From the taskbar, select the **Start** Button, point to **Settings**, then click on **Control Panel**.
- 4 From the Control Panel window, double-click on **Add/Remove Programs**.
- 5 From the Add/Remove Programs screen, under the Install/Uninstall tab, click **Install**.
- 6 Follow the on-screen prompts.

NOTES:

- SVWin may prompt you to reboot your machine a few times during the installation process. This is required by Microsoft. If after each reboot SVWin does not automatically continue with the installation process, double-click on the **Setup.exe** file in the SVWin software installation CD.
- Once SVWin is installed, you may enter unit data to the SVWin database (e.g., adding unit definitions) without being connected to a unit. If you do this, you should perform a **Receive Merge** after the first time you connect (refer to page 17) so the data from the Spectrum Memory merges with the data in the SVWin database.

WINDOWS NT/2000 USERS ONLY

If there are multiple SVWin users, you must perform these last two steps after SVWin has completed its installation:

- Provide shared privileges for the entire SVWin subdirectory (and any other directory that will store the databases) **AND**
- Grant “Full Control” permission for each SVWin user to each subdirectory storing the SVWin databases.

SVWin “Help” Aids

HTML help - Press F1 on your keyboard to open the SVWin Help file. Use the help to answer questions about SVWin or to learn more about it.

Balloon help - Balloon help is available on most screens, providing a brief identifying statement describing most buttons and many screen features. The “balloon” is a small yellow box that appears near the item it describes.

Status bar - The status bar is located at the bottom of most screens and provides screen information or helpful suggestions.

Chapter 2: Starting SVWin

This chapter will cover . . .

- ❖ [Starting SVWin](#) Page 8
- ❖ [Passwords](#) Page 9
- ❖ [SVWin Unit Setup Overview](#) Page 11
- ❖ [The Menu Bar](#) Page 12
- ❖ [The Main Menu](#) Page 13

Starting SVWin

- 1 Click on **START**.
- 2 From the fly-up START menu, select **PROGRAMS**.
- 3 From the fly-out PROGRAMS menu, select **Sentex Applications**.
- 4 From the Sentex Applications menu, select **SVWin**.
- 5 If the Enter SVWin Password screen appears, enter the password and click OK. If you do not know your password, check with the system administrator or the person who assigned it.

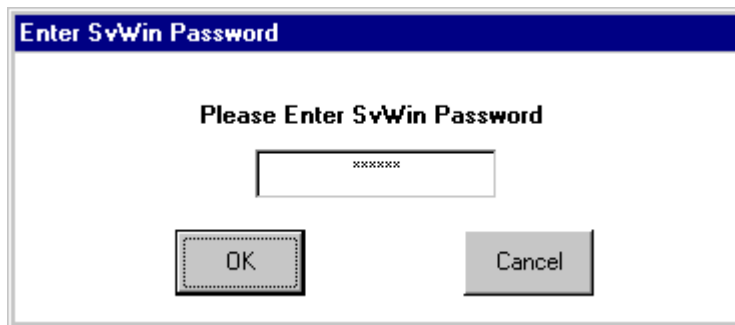


Figure 1: Enter SVWin Password Screen

NOTES:

- Sentex Applications is the default name of the program group and will appear unless you change the program group name at installation.
- To create a shortcut to SVWin, drag the SVWin EXE file icon onto the desktop (see *Windows User Guide* for details).

Passwords

ABOUT UNIT AND SVWIN PASSWORDS

There are two types of passwords used in SVWin:

- Unit Passwords
- SVWin Passwords

Unit Passwords are required when connecting to a unit and must be 6 numeric digits in length. Unit passwords also add an extra level of security by allowing you to assign selected units to other SVWin users.

SVWin Passwords are not required and, if used, must be 6 numeric digits in length. SVWin passwords force SVWin users to enter a password when opening the application.

EDITING A UNIT PASSWORD

Unit passwords are created automatically (default = 000000) when you create a new unit definition. **IMPORTANT:** If the unit password in SVWin is different than the unit password at the unit, then you **will not** be able to connect to the unit.

To edit the password, follow these steps:

- 1 From the main menu (see Figure 2), click Work on an Existing Unit Definition.
- 2 At the Existing Units window (see Figure 3), select the desired unit from the Panel Information table.

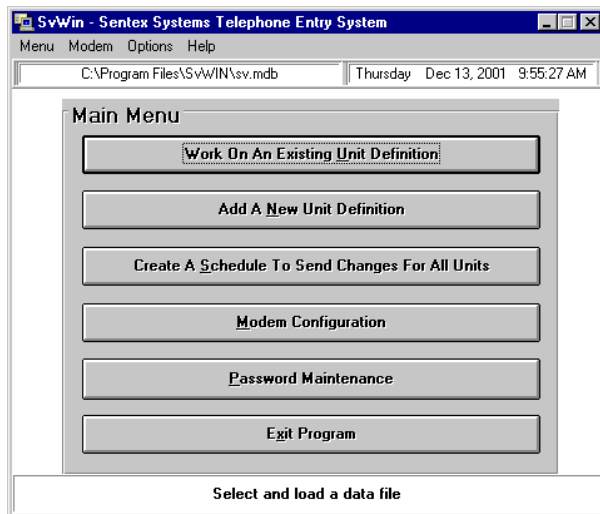


Figure 2: SVWin Main Menu

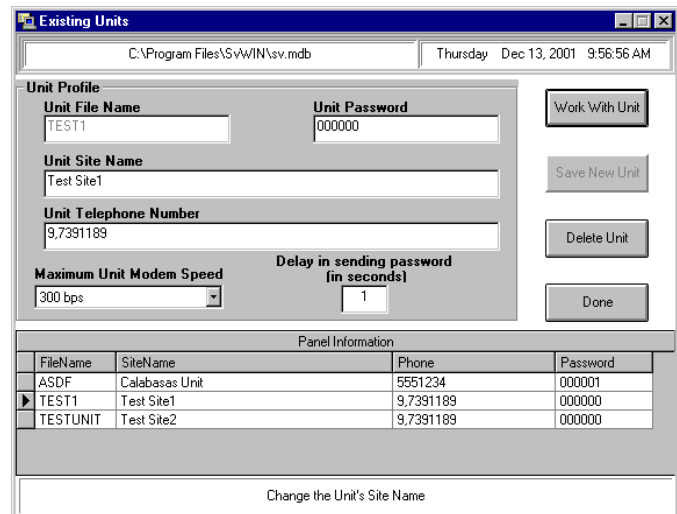


Figure 3: Existing Units Screen

- 3 In the Unit Password field, enter the new password. *Unit passwords must be six numeric digits in length.*
- 4 Click **Work with Unit**.

CREATING AN SVWIN PASSWORD

- 1 From the main menu, click **Password Maintenance**.
- 2 From the SVWin Password screen (see Figure 4), disable the **Password will not be required when starting SVWin** checkbox.

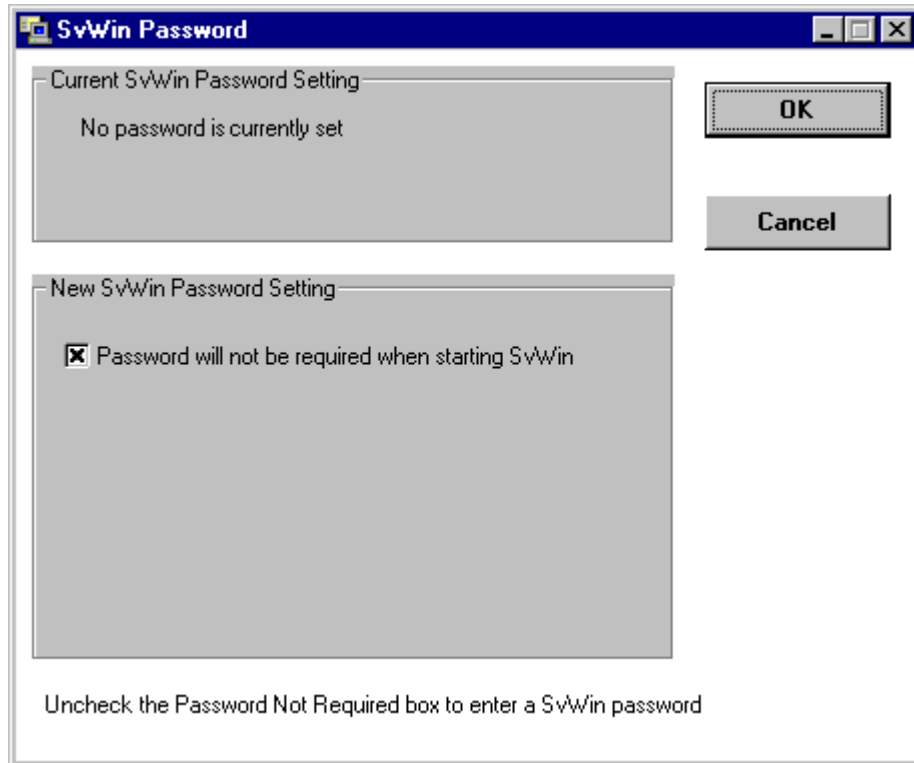


Figure 4: SVWin Password Screen

- 3 Enter the new SVWin password. The SVWin password may only be 6 numeric digits in length.
- 4 Re-enter the password in the **Verify New SVWin Password** box.
- 5 Click **OK**.

EDITING AN SVWIN PASSWORD

- 1 From the main menu, click **Password Maintenance**.
- 2 From the **SVWin Password** screen, enter the current SVWin password.
- 3 To disable the password requirement, click to enable the **Password will not be required when starting SVWin** checkbox.
- 4 Enter the new SVWin password. *The SVWin password may only be 6 numeric digits in length.*
- 5 Re-enter the password in the **Verify New SVWin Password** box.
- 6 Click **OK**.

SVWin Unit Setup Overview

Because SVWin is capable of so much, units can require extensive setup if all SVWin functions will be used. When setting up new units, Sentex recommends that you follow the setup sequence provided below.

1. **SET UP THE MODEM AND PORT:**
Enter your modem and port settings (telephone number, etc.) to communicate with your unit.
2. **SET UP THE NEW UNIT:**
Create a file for the new unit. Unit files require a unique file name and the unit's telephone number. If the unit has not been installed yet, you may edit the factory settings and enter directory codes, telephone numbers, and entry codes. However, Sentex recommends that you receive the unit data first (see step 3).
3. **RECEIVE UNIT DATA:**
Connect to the unit and receive the data entered at the unit during installation.
4. **EDIT THE UNIT'S CONFIGURATION:**
Edit the factory settings, if required.
5. **SEND DATA TO THE UNIT:**
If you changed the unit's configuration, you need to send all the new data to the unit.
6. **SET UP THE DIRECTORY CODES:**
Enter the directory codes. Directory codes are unique codes with a programmed number of digits that dial a corresponding telephone number in the building or complex.
7. **SET UP THE ENTRY CODES:**
Entry codes are unique 4-digit codes that authorized personnel can use to gain access.
8. **SEND CHANGES TO THE UNIT:**
Send all programming changes made in SVWin to the unit.
9. **PRINT THE UNIT REPORTS:**
Print reports detailing the unit configuration, directory codes, and entry codes on your computer's printer.
10. **PRINT THE DIRECTORY:**
Print the directory listing of tenants and their directory codes.

The Menu Bar

The Menu Bar contains four drop-down menus for frequently-used SVWin features.



Figure 5: The SVWin Menu Bar

MENU

Displays a drop-down menu of unit and database features:

- **Select SVWin Main Database:** Click to select a different SVWin Main database. See **Selecting an SVWin Main Database** on page 22 for more information.
- **New Unit Database:** Click to add a new unit to the SVWin database. See **Adding a New Unit Definition** on page 16 for more information.
- **Open Unit Database:** Click to view or edit SVWin Unit data. See **Editing a Unit Configuration** on page 24 for more information.
- **Schedule Changes:** Click to schedule a time for SVWin to automatically send changes to all units. See **Scheduling to Send Changes to All Units** on page 38 for more information.
- **Password:** Opens the SVWin password screen. Allows you to create or edit an SVWin password. See **Passwords** on page 9 for more information.
- **Exit:** Shuts down SVWin and returns to Windows.

MODEM

Configure: Allows you to configure your modem settings. See **Configuring Your Modem** on page 14 for more information.

OPTIONS

Displays a drop-down menu of optional SVWin features:

- **Set Foreground Color:** Allows you to change SVWin's foreground color.
- **Set Background Color:** Allows you to change SVWin's background color.
- **Set Progress Bar Color:** Allows you to change the color of SVWin's progress bar.

HELP

- **Help Topics:** Opens the SVWin HTML Help file.
- **About SVWin:** Displays information about your version of SVWin.
- **Technical Support:** Offers technical support information and database repair functions.
 - Obtaining Technical Support: Information about whom to contact for technical support.
 - Repair SVWin Databases*: Analyzes, compacts, and repairs an SVWin database.
 - Unlock SVWin Databases*: Unlocks an SVWin database.

* Use only under the guidance of dealer qualified technical support.

The Main Menu

The Main Menu has various buttons that link to SVWin's primary screens.

- **Work On An Existing Unit Definition:** Displays the Existing Units screen, allowing you to edit an existing unit definition.
- **Add a New Unit Definition:** Displays the Add New Unit screen, allowing you to create a new unit definition.
- **Create a Schedule To Send Changes For All Units:** Displays the Schedule When To Send Changes To All Units screen, allowing you to set up a schedule to automatically send changes to all units.
- **Modem Configuration:** Displays the Modem Setup screen, allowing you to configure your modem settings.
- **Password Maintenance:** Opens the SVWin Password screen, allowing you to create or edit an SVWin password.
- **Exit Program:** Exits SVWin.

Chapter 3: Modem Configuration

This chapter will cover . . .

- ❖ [Configuring Your Modem](#) Page 14
- ❖ [Modem Connection Trouble](#) Page 15

Configuring Your Modem

In order to communicate with your Spectrum unit, you must enter your port and modem settings in SVWin.

To set the modem, click the **Modem Configuration** button on the main menu. The Modem Setup screen will appear (see Figure 6).

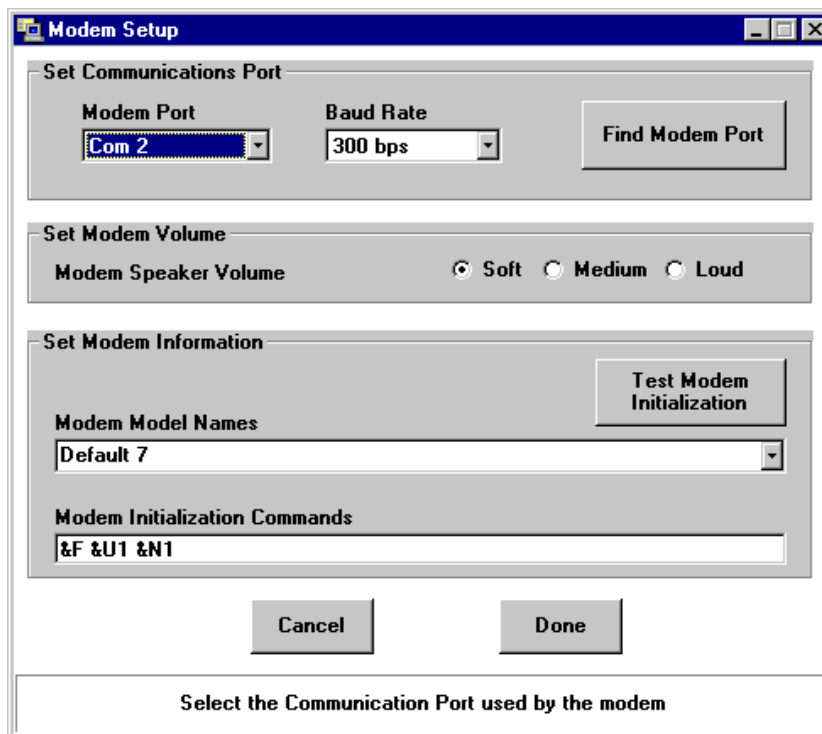


Figure 6: Modem Setup Screen

- 1 **Find Modem Port:** Click the Find Modem Port button. SVWin searches the computer's configuration and locates the port to which the modem is connected. When detected, SVWin displays the port identification in the Modem Port box.
- 2 **Baud Rate:** Select your modem's baud rate (300 or 2400). **NOTE:** 2400 baud modems are ONLY supported by Spectrum units with the -301 board.
- 3 **Set Modem Volume:** Select the desired Modem Speaker Volume.

- 4 Set Modem Information:** Select your computer's modem from the Modem Model Names drop-down field.

Don't know your modem type? Check your modem settings in your computer's control panel: Click the windows **Start** button (bottom-left corner), go to **Settings, Control Panel**, and double-click **Modems**.

- If your modem type is not a selection in the drop-down field, you may manually enter the model type and initialization string.
- As another option, select a **Default** value from the drop-down field. If the first default setting doesn't work, try other default settings.
- As another option, select **Auto-Negotiate**; this will work for most modern modems.

- 5 Test Modem Initialization:** Select the Test Modem Initialization button. If the modem initialization string is acceptable, SVWin responds with the message, "Modem Response OK" in the status bar. If the modem initialization string is not acceptable, "ERROR" displays. In the case of an "ERROR", edit the commands according your modem instructions and test again.

- 6** Select the **Done** button to save your settings and return to the main menu.

PLEASE NOTE: SVWin may not be able to identify the modem. It may be necessary to modify the initialization commands to make the modem work correctly. To modify the modem initialization string, it must have the following features:

- DTE speed 300 bits per second (with BELL103 protocol) **OR**
DTE speed 2400 bits per second
- No data compression
- No error correction
- No protocol negotiation
- No automatic speed changing

NOTE: If you need assistance with your modem, including help with editing the modem initialization string, contact your computer retailer or modem manufacturer.

Modem Connection Trouble

The vast majority of connection problems are associated with incorrect modem initialization strings.

If your modem **Connection Type** is "Timed" (Communicate with Unit screen) and you suspect that SVWin is sending the unit password too soon, try changing the **Delay in sending password** (Existing Units screen).

- 1** Increase the Delay setting by one second and try connecting to the unit again. The factory default is zero (0) seconds.
- 2** Continue increasing the Delay setting by one second, and testing again, until you have reached 30 seconds.
- 3** If no Delay settings between 1 and 30 seconds work, contact your dealer for technical support.

Chapter 4: New Unit Setup

This chapter will cover . . .

- ❖ [Adding a New Unit Definition](#) Page 16
- ❖ [Connecting to a Unit](#) Page 17
- ❖ [Receiving Data from a New Unit](#) Page 20
- ❖ [Directory Code Size Mismatch](#) Page 21

Adding a New Unit Definition

You may add a new unit definition even if your unit has not yet been installed. Follow the procedures below and then begin adding directory codes (see page 26 for more information).

To add a new unit definition, click the Add a New Unit Definition button on the Main Menu. The Add New Unit screen will appear (see Figure 7).

FileName	SiteName	Phone	Password
ASDF	Calabasas Unit	5551234	000001
TEST1	Test Site1	9,7391189	000000
TESTUNIT	Test Site2	9,7391189	000000

Figure 7: Add New Unit Screen

- 1 **Unit File Name:** Enter a file name for the new unit in the Unit File Name box. The name can be up to 8 characters long and can include letters, numbers, and punctuation, but not spaces.

If the file name already exists, you have two options:

- Enter a new file name, **OR**
- Use the existing file.

- 2 **Unit Site Name** (Optional): Enter the unit site name in the Unit Site Name box. The site name can have up to 64 characters, including spaces.
- 3 **Unit Telephone Number**: Enter the unit telephone number in the Unit Telephone Number box.
- 4 **Unit Password**: In order for SVWin to connect to the unit, SVWin's unit password must match the unit password currently at the unit. If you don't know the current unit password, leave the default value at 000000.
- 5 **Maximum Unit Modem Speed**: Select the modem's baud rate (300 or 2400 baud). If you don't know, refer to your modem's documentation.
- 6 **Delay in sending password (in seconds)**: When SVWin connects to the unit, it will wait the number of seconds displayed in this field before it sends the password.
- 7 **Save New Unit**: Click this button to save your data. To return to the Main Menu without saving the data, select the **Done** button.
 - If your unit has been installed, we recommend you receive data next. Refer to page 20.
 - If your unit has not been installed yet, and you want to begin entering data, begin adding directory codes (see page 26).

Connecting to a Unit

In order to receive or send data to a unit, you must connect to that unit. Access the **Communicate with Unit** screen and follow the instructions below. To access the Communicate with Unit screen (Figure 8), click the **Connect to Unit** button in the Communication Panel on the Work On Unit screen.

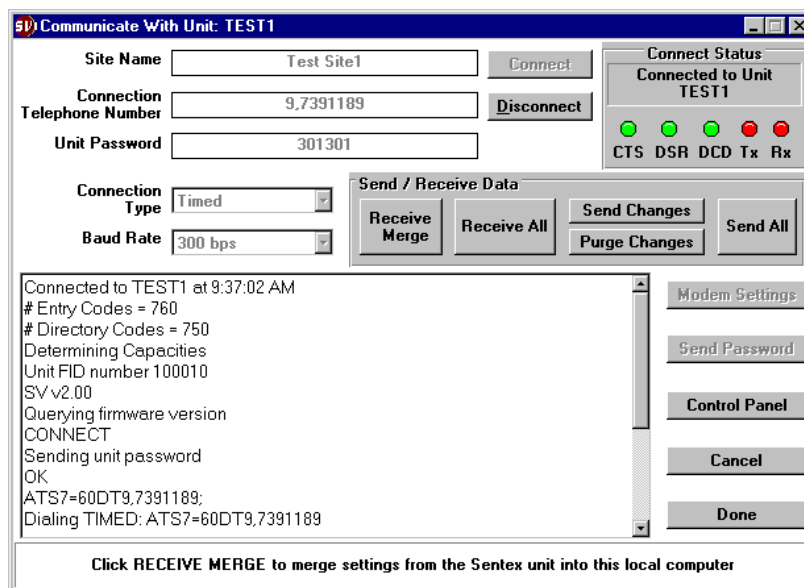


Figure 8: Communicate with Unit Screen

- 1 Review and edit, if necessary, the connection settings. Refer to the reference information below.
- 2 Click the **Connect** button.

COMMUNICATE WITH UNIT SCREEN REFERENCE

BOX	DESCRIPTION
Site Name	Site name displays if it was entered on the Add New Unit screen.
Connection Telephone Number	The unit's telephone number displays.
Unit Password	Unit password displays.
Connection Type	<p>Automatic (Recommended): After a certain number of rings (predetermined) and 5 seconds of silence, SVWin will automatically send the unit password.</p> <p>Timed: After a certain number of rings (predetermined) and the number of seconds defined in the Delay in Sending Password box (Existing Units screen), SVWin will automatically send the unit password.</p> <p>Manual: After the modem dials the phone number, you must manually send the unit password during initial communication.</p>
Baud Rate	Allows you to select the modem's baud rate (300 or 2400).

BUTTONS – SEND/RECEIVE/PURGE DATA	
Receive All	Click to receive all data from the Spectrum Memory to your local SVWin Unit database. SVWin will Purge Changes before receiving all data from the Spectrum Memory. Any changes you made to the SVWin Unit database since the last time you performed a Receive All or Send All will be replaced by the information from the Spectrum Memory.
Receive Merge	Click to merge data from the Spectrum Memory with the SVWin Unit database. If a matching code is detected, the data at the SVWin Unit database will have priority.
Send Changes	All changes entered into the SVWin Unit database since the last send command will be sent to the Spectrum Memory. Once your Spectrum Memory and SVWin Unit databases are current, to save time, Send Changes after all subsequent edits to the SVWin Unit database.
Purge Changes	<p>After purging changes, you must perform one of the following commands:</p> <p>Receive All (Recommended): If you purge changes and Receive All:</p> <ul style="list-style-type: none"> ■ Any changes you made to the SVWin Unit database since the last time you performed a Receive All or Send All will be deleted. ■ Your SVWin Unit database will receive all data from the Spectrum Memory. <p>Send All: If you purge changes and Send All . . .</p> <ul style="list-style-type: none"> ■ Any changes you made to the SVWin Unit database since the last time you performed a Receive All or Send All will NOT be deleted. ■ All the Spectrum Memory data will be deleted and replaced with the data from the SVWin Unit database.
Send All	All the Spectrum Memory data will be deleted and replaced with the data from the SVWin Unit database. Use if a Spectrum unit is replaced, you want to reconfigure the unit, or if the unit and SVWin have mismatched data and the data from the SVWin Unit database is correct.

BUTTONS	
Connect	Click to connect SVWin to the unit.
Disconnect	Click to disconnect from the unit.
Modem Settings	Click to edit your modem settings; allows you to access the Modem Setup screen.
Send Password	If Manual in the Connection Type box is chosen, click to send unit password.
Control Panel	Click to display the Control Panel for Unit screen.
Cancel	Click to cancel "Send All", "Receive All", or "Send Changes". Clicking Cancel also exits the screen without saving unit data.
Done	Click to save unit data, exit the screen, and return to Work On Unit screen. Clicking Done also cancels "Send All", "Receive All", or "Send Changes".

STATUS INDICATORS	
Connect Status Box	Reports connection status and displays modem activity lights.
Status Report Box	Reports communication activity.
Status Bar	Helpful description of various functions (bottom of screen). Activated by mouse movement.
Tx/Rx	Lights that activate when SVWin transmits (Tx) and receives (Rx) data to/from the unit.

DATA TRANSFER ERROR

A data transfer error may occur while sending or receiving data to/from the unit (e.g., from phone line disconnection), thereby causing the data to scramble.

If this type of error occurs, you must Send All (if you were sending data) or Receive All (if you were receiving data).

Receiving Data from a New Unit

Before doing any other work on a new or upgraded unit, we recommend that you Receive All data from the unit. This procedure may take anywhere from a few minutes to an hour. No other functions are available during this procedure.

IMPORTANT NOTE: If you have entered data to the SVWin database prior to connecting to the new unit, you should perform a **Receive Merge** (substitute for step 7 below). The Receive Merge function will merge the data from the Spectrum Memory with the SVWin database. If you **Receive All**, all the data in your SVWin database will be deleted and replaced with the data from the Spectrum Memory.

- 1 From the Main Menu, select **Work On An Existing Unit Definition**. The Existing Units screen will be displayed.
- 2 The Panel Information grid (bottom of screen) contains a list of existing units. Select the row of your new unit.
- 3 Click **Work With Unit**. The Work On Unit screen will be displayed.
- 4 From the Work On Unit screen in the Communication panel, select **Connect to Unit**. The Communicate with Unit screen is displayed.

The **unit's telephone number** is automatically displayed in the Connection Telephone Number box. If the **site name** was entered on the Add New Unit screen, the site name appears in the Site Name box.

- 5 Select the Connection Type:
 - **Automatic/Timed:** The unit password **is** automatically sent during initial communication.
 - **Manual:** The unit password **is not** automatically sent during initial communication.
- 6 Select **Connect**. SVWin will connect to the unit. When you are connected, the message "Connected to Unit" appears in the Connect Status box.
- 7 In the Send/Receive Data box, select the **Receive All** button. SVWin will receive all the data entered into the Spectrum Memory during installation. This process may take anywhere from a few minutes to over an hour. **Do not attempt to use other SVWin functions while SVWin is receiving data from the unit.**

IMPORTANT NOTE: If the directory code length received from the unit is different than the directory code length specified in SVWin, SVWin will display a message stating that there is a mismatch in the directory code size. See **Directory Code Size Mismatch** on page 21 for more information.

- 8 When SVWin is finished receiving data, you will see a message in the lower box. Select the **Disconnect** button. The message "Not Connected" will be displayed in the Connect Status box.
- 9 Select **Done**. You will be returned to the Work On Unit Screen. You are now ready to make changes to the unit.

Directory Code Size Mismatch

If a directory code size conflict occurs:

- SVWin will display a message stating that there is a mismatch in the directory code size after receiving data from the unit (see Figure 9).

- The SVWin Unit database will use the larger of the two lengths.

Example: If the SVWin Unit database or Spectrum Memory receive directory codes with three digits, but the current code length is set to “2”, the code length setting will be automatically changed to “3”.

- If a directory code with less digits is received into a database with a larger code size setting, the smaller code will change to accommodate the larger code length setting. A leading zero “0” will be added for each missing digit.

Example: If the SVWin Unit database or Spectrum Memory directory code length is set to “3” and it receives directory code “12”, the code will change to “012”.

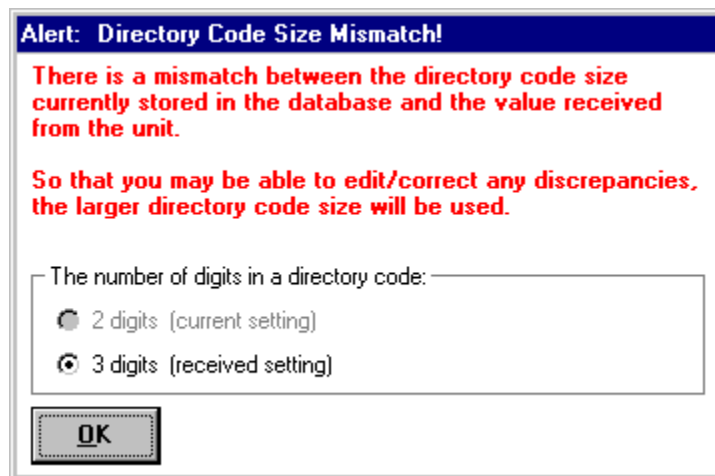


Figure 9: Directory Code Size Mismatch Alert

Chapter 5: Editing a Unit

This chapter will cover . . .

- ❖ [Selecting an SVWin Main Database](#) Page 22
- ❖ [Selecting a Unit to Edit](#) Page 23
- ❖ [Editing a Unit Configuration](#) Page 24
- ❖ [Work On Unit \(Reference\)](#) Page 25

Selecting an SVWin Main Database

SVWin allows you to work with any SVWin database to which your computer can access. This feature provides the following benefits:

- Allows you to place the main database (*database name.mdb*) on a network so multiple users can write to it.
- Allows you to revert to a backup copy in case the current, active database becomes corrupt.

To select a new main database, perform the following steps:

- 1 At the Main Menu, select Menu --> **Select SVWin Main Database**.
- 2 At the Spectrum Main Database File Name screen (Figure 10), locate the desired database and click **O**pen.

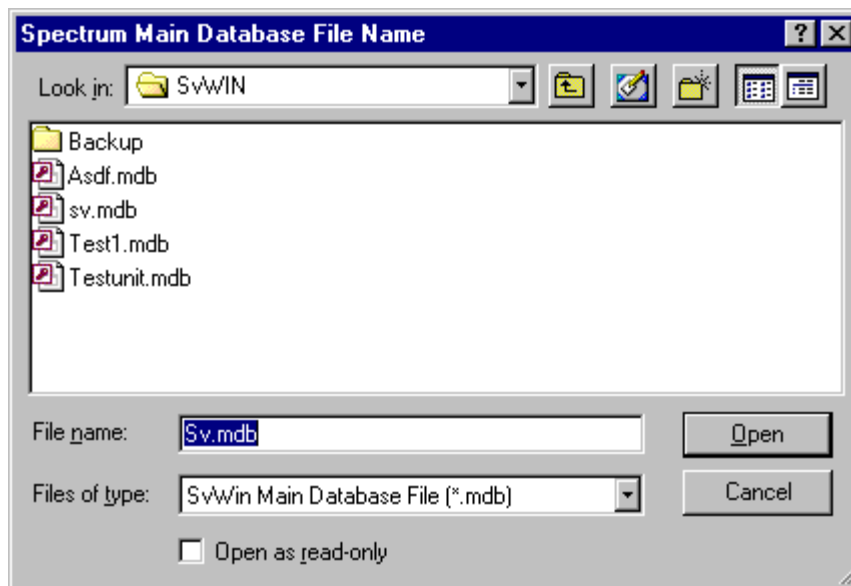


Figure 10: Spectrum Vista Data File Name Screen

Selecting a Unit to Edit

NOTE: Before doing any other work on a new or upgraded unit, we recommend that you **Receive All** settings from the unit. Refer to **Receiving Data from a New Unit** on page 20.

From the Main Menu, select the **Work On An Existing Unit Definition** button. The Existing Units screen will appear (Figure 11).

The screenshot shows a window titled "Existing Units" with a status bar at the top displaying the file path "C:\Program Files\SvWIN\sv.mdb" and the date/time "Thursday Dec 13, 2001 9:56:56 AM".

The main area is divided into two sections:

- Unit Profile:** Contains input fields for:
 - Unit File Name: TEST1
 - Unit Password: 000000
 - Unit Site Name: Test Site1
 - Unit Telephone Number: 9,7391189
 - Maximum Unit Modem Speed: 300 bps (dropdown menu)
 - Delay in sending password (in seconds): 1
- Buttons:** Work With Unit, Save New Unit, Delete Unit, and Done.

Below the Unit Profile is a **Panel Information** table:

FileName	SiteName	Phone	Password
ASDF	Calabasas Unit	5551234	000001
▶ TEST1	Test Site1	9,7391189	000000
TESTUNIT	Test Site2	9,7391189	000000

At the bottom of the window is a button labeled "Change the Unit's Site Name".

Figure 11: Existing Units Screen

- **Unit Profile:** Information for the unit you select appears at the upper section of the screen.
 - **Panel Information:** Information for all existing unit files is listed in this grid.
- 1 **Select Site:** In the Panel Information grid, click on the row of the site that you wish to edit. The file data displays in the Unit Profile box.
 - 2 Edit the fields in the Unit Profile box, if necessary.
 - 3 Click the **Work with Unit** button to edit more unit data.

Editing a Unit Configuration

In the Add/Edit panel, click the **Configuration** button. The Edit System Configuration screen will appear (Figure 12).

Figure 12: Edit System Configuration Screen

OPTION	DESCRIPTION	INPUT	FACTORY SETTING
Talk Time (In Seconds)	Maximum number of seconds for visitor call	15 - 250	60 seconds
Relay 1 Activation Time	Number of seconds relay 1 remains active	1 - 99	10 seconds
Relay 2 Activation Time	Number of seconds relay 2 remains active	1 - 99	10 seconds
Rings Before Answer	Number of rings before the system answers	0 - 9 rings 0 = disable	2 rings
Maximum Number Of Keypad Errors	Number of wrong entries before unit stops accepting codes for 3 minutes.	0 - 9 errors 0 = disables this feature	2 keypad errors
Number of Directory Code Digits		1 - 4 digits.	Factory Set = 3
Dialing Type	Tone or Pulse		Factory Set = Tone
PBX Digit	PBX digit to dial for outside line		Factory Set = Disabled
Firmware Information (For your information)	Firmware Version	Supplied upon connection to the unit	
	FID	Supplied upon connection to the unit	

Work On Unit (Reference)

NOTE: Before doing any other work on a new or upgraded unit, we recommend that you Receive All settings from the unit. Refer to **Receiving Data from a New Unit** on page 20.

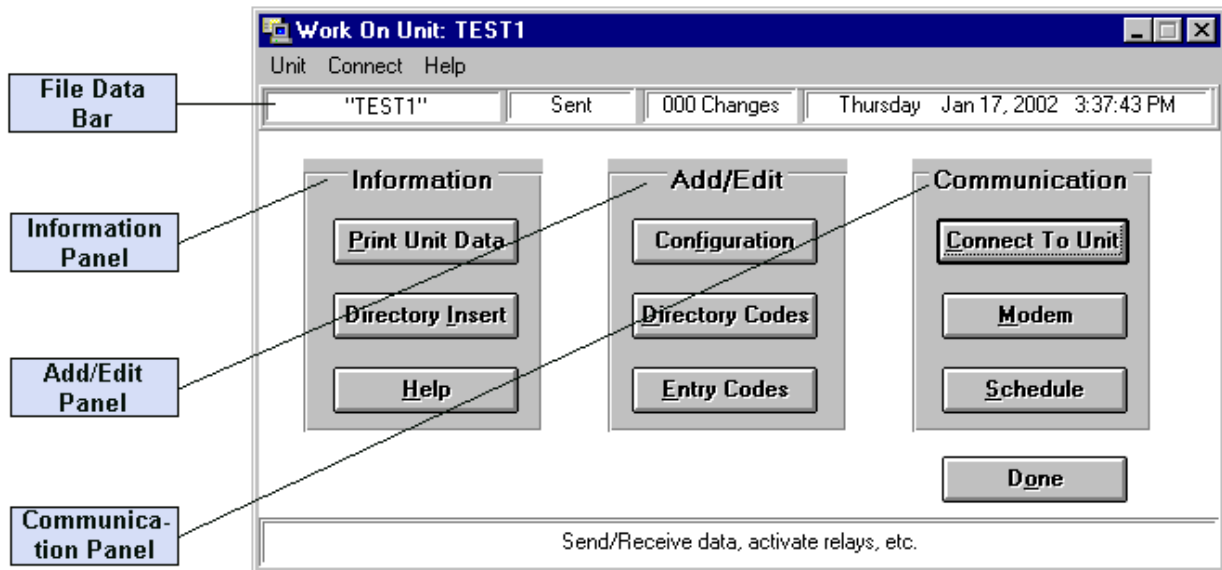


Figure 13: Work On Unit Reference

FILE DATA BAR

Displays the site name; alerts you to whether changes have been sent to the unit; shows the number of changes made since the last updates were sent to the unit; and shows the computer's date and time.

INFORMATION PANEL

- **Print Unit Data:** Provides the ability to print the following reports: Configuration, Directory Codes, and Entry Codes.
- **Directory Insert:** Provides the ability to export the directory codes into a text file (.txt) for printing the directory insert.
- **Help:** Provides on-line help.

ADD/EDIT PANEL

- **Configuration:** Provides the ability to edit the system configuration.
- **Directory Codes:** Provides the ability to add, edit, or erase directory codes.
- **Entry Codes:** Provides the ability to add, edit, or erase entry codes.

COMMUNICATION PANEL

- **Connect To Unit:** Provides the ability to connect to the unit.
- **Modem:** Click to view or edit the modem settings.
- **Schedule:** Provides the ability to schedule the time to send and/or receive unit data.

Chapter 6: Managing Directory Codes

Directory codes are unique codes that dial a corresponding telephone number in the building. When a visitor wishes to contact a resident, the visitor types in the directory code. The resident is able to talk to the visitor by telephone and determine whether or not to permit the visitor entry.

The directory code can be 1 to 4 digits long.

This chapter will cover . . .

- ❖ [Adding Directory Codes](#) Page 26
- ❖ [Resolving Differences in Directory Code Length](#) Page 27
- ❖ [Editing Directory Codes](#) Page 28
- ❖ [Deleting a Directory Code](#) Page 28
- ❖ [Sorting or Deleting Groups of Directory Codes](#) Page 29

Adding Directory Codes

From the Work On Unit screen – Add/Edit Panel - select **Directory Codes**. The Add/Edit Directory Codes and Telephone Numbers screen will appear.

Dir. Code	Telephone Number	Name
013	5559942	Stone, Harvey

Directory Codes		
Directory	Telephone Number	Name
012	5553343	Adams, Acie
013	5559942	Stone, Harvey
014	5554999	Bauer, Mark
015	5557889	Pitts, Vikki
016	5554993	Luck, Dustin
017	5559976	Keever, Doug
018	5556648	Vu, Skip
019	5554213	Lau, Jimmy

Figure 14: Add/Edit Directory Codes and Telephone Numbers

If the Directory Code Conflict dialogue box appears, see **Directory or Entry Code Conflict** on page 40.

- 1 **Dir. Code:** Enter the new directory code in this box.
- 2 **Telephone Number:** Enter the telephone number that the unit will call when a visitor enters the directory code.
- 3 **Name (optional):** Select the Name box and enter a name. This entry can be up to 31 characters in length and can include letters, numbers, and punctuation marks.
- 4 **Save:** Select the Save button to save the directory code.
- 5 To enter more directory codes, repeat steps 1 through 5.
- 6 **Done:** Select the Done button when all directory codes are entered. You will be returned to the Work On Unit screen.

IMPORTANT NOTE: The **Capacity Used** box shows the number of codes already assigned. The **Remaining** box shows the number of codes available. If the number of directory codes entered exceeds the capacity, the Remaining number will turn red. You will not be allowed to send data to the units until the extra codes have been deleted.

Resolving Differences in Directory Code Length

If you manually change a directory code length (refer to **Editing a Unit Configuration** on page 24) to a shorter length than existing directory codes in the database, each directory code with too many digits will be flagged "!!!" as invalid (see Figure 15). To resolve this problem, change the directory code length on the Edit System Configuration screen.

5) Add/Edit Directory Codes And Telephone Numbers

Dir. Code Telephone Number Name

Clear Fields

Enter a 2-digit directory code Capacity used 3 17 Remaining Save

!!! = Invalid Directory Code - too many digits. Delete

Directory Codes			
	Directory	Telephone Number	Name
▶	!!! 103	5551225	
	!!! 104	5551432	
	!!! 105	5559877	

Other

Done

Enter a 2-digit directory code, TAB to next column

Figure 15: Invalid Directory Codes

Editing Directory Codes

Watch for invalid directory codes (too long) - they will be flagged in the column second to the left on the **Add/Edit Directory Codes and Telephone Numbers** screen.

To edit a directory code:

- 1 Open the **Add/Edit Directory Codes and Telephone Numbers** screen.
- 2 In the **Directory Codes** list, click the record you want to edit.
The data displays in the corresponding boxes at the top of the screen.
- 3 Click in the appropriate box(es) and edit the data.
NOTE: To edit a directory code itself (i.e., the number), you must delete the record (see page 28) and add a new record (see page 26) with the new code to replace it.
- 4 Click the **Modify** button after editing the data. The data is saved and a blank code box displays.
- 5 To edit more directory codes, repeat steps 2 through 4.
- 6 Click the **Done** button when editing is completed. You will be returned to the Work On Unit screen.

Deleting a Directory Code

- 1 Open the **Add/Edit Directory Codes and Telephone Numbers** screen.
- 2 In the **Directory Codes** list, click on the directory code record you want to delete.
The data displays in the corresponding boxes at the top of the screen.
- 3 Click the **Delete** button. The directory code is deleted from the Directory Code list.
- 4 To delete more directory codes, repeat steps 2 through 3.
- 5 Click the **Done** button after deleting the desired directory codes. You will be returned to the Work On Unit screen.
NOTE: To delete a group of sequential directory codes, refer to **Sorting or Deleting Groups of Directory Codes**.

Sorting or Deleting Groups of Directory Codes

The Advanced Selections screen (Figure 16) allows you to sort directory codes by either number or name. In addition, you may delete groups of directory codes.

To access the Advanced Selections screen, click the **Other** button on the Add/Edit Directory Codes and Telephone Numbers screen. The Advanced Selections screen will appear.

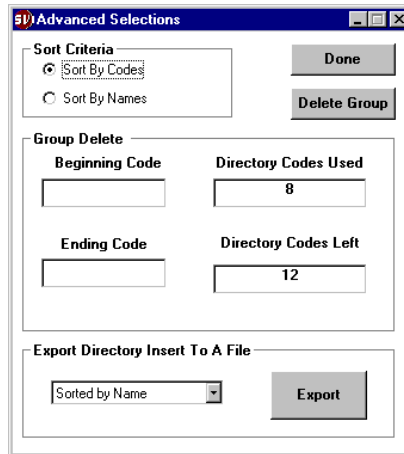


Figure 16: Advanced Selections Screen

SORT BY CODE

- 1 Click in the circle next to **Sort By Codes**; a black dot appears in the circle.
- 2 Click on the **Done** button. When the Add/Edit Directory Codes screen is displayed, the codes in the Directory Codes list will be in numerical order.

SORT BY NAME

- 1 Click in the circle next to **Sort By Names**; a black dot appears in the circle.
- 2 Click on the **Done** button. When the Add/Edit Directory Codes screen is displayed, the names in the Directory Codes list will be in alphabetical order.

DELETE GROUP

Use this function to delete a large number of sequential codes.

- 1 In the **Delete Group** box, click in the **Beginning Code** text box. Enter the first code number to be deleted.
- 2 Click in the **Ending Code** box. Enter the last code number to be deleted.
- 3 Click the **Delete Group** button. A message displays stating the number of codes that were deleted.
- 4 Click the **Done** button. You will be returned to the Add/Edit Directory Codes screen. The group of codes has been deleted.

NOTE: Directory Codes Used / Directory Codes Left displays the status of directory code availability.

Chapter 7: Managing Entry Codes

Entry Codes are unique 4-digit codes that can be assigned to authorized personnel in order for the system to grant them access.

This chapter will cover . . .

- ❖ [Adding Entry Codes](#) Page 30
- ❖ [Editing an Entry Code](#) Page 31
- ❖ [Deleting an Entry Code](#) Page 32
- ❖ [Sorting or Deleting Groups of Entry Codes](#) Page 32

Adding Entry Codes

From the Work On Unit screen – Add/Edit Panel - select Entry Codes. The Add/Edit Entry Codes screen will be displayed (see Figure 17). If the Entry Code Conflict dialogue box appears, see **Directory or Entry Code Conflict** on page 40.

The screenshot shows the 'Add/Edit Entry Codes' window. At the top, there are three input fields: 'Code' containing '1015', 'Action' with a dropdown menu showing 'Cycle Relay 1', and 'Name' containing 'Stone, Harvey'. To the right of these fields is a 'Clear Fields' button. Below the form, there is a section for 'Capacity used' (29) and 'Remaining' (1), with a 'Select Action Code' label. To the right of this section is a 'Modify' button. Below the capacity section is a table titled 'Entry Codes' with the following data:

Code	Relay Action	Name
0001	Cycle Relay 1	Bauer, Mark
0002	Cycle Relay 1	Diaz, William
1000	Cycle Relay 1	Wisner, Dee Dee
1012	Cycle Relay 1	Dow, Wayne
1013	Cycle Relay 1	Westlake, Mary
1014	Cycle Relay 1	Pitts, Vikki
1015	Cycle Relay 1	Stone, Harvey
1016	Cycle Relay 1	Luck, Dustin
1017	Cycle Relay 1	Tomassetti, Steve
1018	Cycle Relay 1	Vu, Skip
1019	Cycle Relay 1	Keever, Douglas
1021	Cycle Relay 1	Lau, Jimmy

To the right of the table are buttons for 'Delete', 'Other', and 'Close'. At the bottom of the window, it says 'Select the Relay Action From the List'.

Figure 17: Add/Edit Entry Codes Screen

- 1 Select the **Code** box and enter a four-digit code between 0000 and 9999.
If the code already exists, enter a different code.
- 2 **Relay Action:** Click the down arrow in the **Action** box. A list drops down, displaying the available selection. Highlight the desired selection. The list closes and the selection displays in the box.

The selections are as follows:

- **Cycle Relay 1:** When a valid code is entered, the unit will activate relay 1.
 - **Cycle Relay 2:** When a valid code is entered, the unit will activate relay 2.
 - **Latch Relay 1:** When a valid code is entered, the unit will activate relay 1 until it is released by an entry code that is programmed either to "Release Relay 1" or to "Release Both".
 - **Latch Relay 2:** When a valid code is entered, the unit will activate relay 2 until it is released by a code that is programmed either to "Release Relay 2" or to "Release Both".
 - **Release Relay 1:** When a valid code has been entered, the unit will deactivate relay 1. For example, if relay 1 were previously latched open, this code would cause it to close.
 - **Release Relay 2:** When a valid code has been entered, the unit will deactivate relay 2. For example, if relay 2 were previously latched open, this code would cause it to close.
 - **Cycle Both:** When a valid code is entered, the unit will activate both relays.
 - **Release Both:** When a valid code has been entered, the unit will deactivate relays 1 and 2. For example, if relays 1 and 2 were previously latched open, this code would cause them to close.
- 3 **Name** (optional): Click in the Name box and enter a name. This entry can be up to 31 characters in length and can include letters, numbers, and punctuation marks.
 - 4 Click the **Save** button to save the entry code.
 - 5 To enter more codes, repeat steps 1 through 4.
 - 6 Click the **Done** button when all entry codes are entered. You will be returned to the Work On Unit screen.

NOTE: Capacity Used/Remaining tracks the number of codes assigned and indicates how many available codes remain. If the number of access codes used exceeds the capacity, the **Capacity Used** number will turn red. You will not be allowed to send data to the unit until the excess codes are deleted.

Editing an Entry Code

- 1 Open the **Add/Edit Entry Codes** screen (see Figure 17).
- 2 In the **Entry Codes** list, click the record you want to edit.
The data displays in the corresponding boxes at the top of the screen.
- 3 Click in the appropriate box(es) and edit the data. **NOTE:** To edit an entry code itself (i.e., the number), you must delete the record that you want to change and add a new record to replace it.
- 4 Click the **Modify** button after editing the entry code data.
- 5 To edit more entry codes, repeat steps 2 through 4.
- 6 Click the **Done** button when editing is completed. You will be returned to the Work On Unit screen.

Deleting an Entry Code

If the Entry Code Conflict screen appears, see **Directory or Entry Code Conflict** on page 40.

- 1 Open the **Add/Edit Entry Codes** screen (see Figure 17).
- 2 In the **Entry Codes** list, click the record you want to delete.
The data displays in the corresponding boxes at the top of the screen.
- 3 Click the **Delete** button.
The entry code is deleted from the Entry Codes list.
- 4 To delete more entry codes, repeat steps 2 to 3.
- 5 Click the **Done** button after deleting the desired entry codes. You will be returned to the Work On Unit screen.

Sorting or Deleting Groups of Entry Codes

The Advanced Selections screen (Figure 18) allows you to sort entry codes by either number or name. In addition, you may delete groups of entry codes.

To access the Advanced Selections screen, click the **Other** button on the Add/Edit Entry Codes screen. The Advanced Selections screen will appear.

The screenshot shows a window titled "Advanced Selections" with a blue header bar. Inside the window, there are two main sections. The first section, "Sort Criteria", contains two radio buttons: "Sort By Codes" (which is selected) and "Sort By Names". To the right of this section are two buttons: "Done" and "Delete Group". The second section, "Delete Group", contains four input fields arranged in a 2x2 grid. The top-left field is labeled "Beginning Code" and is empty. The top-right field is labeled "Entry Codes Used" and contains the number "29". The bottom-left field is labeled "Ending Code" and is empty. The bottom-right field is labeled "Entry Codes Left" and contains the number "1".

Figure 18: Advanced Selections Screen (Entry Codes)

NOTE: For further instructions, follow the similar sorting/deleting instructions for directory codes on page 29.

Chapter 8: Sending Data to a Unit

This chapter will cover . . .

- ❖ [About Sending Changes](#) Page 33
- ❖ [Sending All to a Unit](#) Page 34
- ❖ [Sending Changes to a Unit](#) Page 34

About Sending Changes

In order to apply all programming changes made through SVWin, they must be sent to the Spectrum Memory. The changes can be sent to the Spectrum Memory through the Communicate with Unit screen (see Figure 19) or through the **Schedule When to Send Changes To All Units** screen (see Figure 21 on page 38).

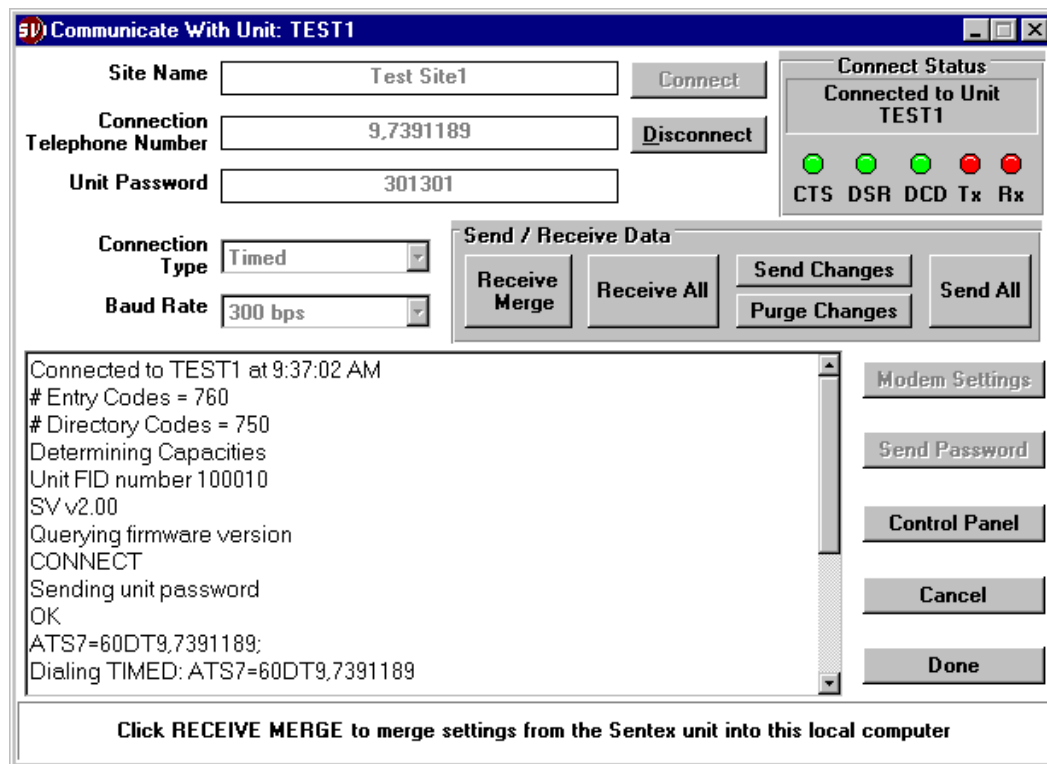


Figure 19: Communicate Screen

IMPORTANT NOTES:

- No SVWin programming or Spectrum unit activity can take place during a send/receive process. In addition, tenants and visitors cannot gain entry during that time.
- If the directory or entry code capacities are exceeded, you will not be allowed to send changes to units.

DIFFERENCES BETWEEN SEND CHANGES & SEND ALL

- The **Send Changes** command sends ONLY the changes entered into the SVWin Unit database since the last send command to the Spectrum Memory. Once your Spectrum Memory and SVWin Unit databases are current, to save time, Send Changes after all subsequent edits to the SVWin Unit database.
- The **Send All** command deletes all the Spectrum Memory data and replaces it with the data from the SVWin Unit database. Use if a Spectrum unit is replaced, you want to reconfigure the unit, or if the unit and SVWin have mismatched data and the data from the SVWin Unit database is correct.

Sending All to a Unit

Use this procedure when a Spectrum unit is replaced, you want to reconfigure the unit, or if the unit and SVWin have mismatched data and the data from the SVWin Unit database is correct.

- 1 Open the **Communicate with Unit** screen (see Figure 19).
- 2 **Connect:** Click the Connect button to establish communication with the unit. When communication is established, the message "Connected to Unit" displays in the Connect Status box.
- 3 **Send All:** Click the Send All button to send the data in the SVWin Unit database to the Spectrum Memory.
- 4 **Disconnect:** Click the Disconnect button after the changes have been sent.
- 5 **Done:** Click the Done button. The Work On Unit screen will appear.

Sending Changes to a Unit

Use this procedure for normal maintenance and changes.

- 1 Open the **Communicate with Unit** screen (see Figure 19).
- 2 **Connect:** Click the Connect button to establish communication with the unit.
When communication is established, the message "Connected to Unit" displays in the Connect Status box.
- 3 **Send Changes:** Click the Send Changes button to send the new data to the unit.
- 4 **Disconnect:** Click the Disconnect button after the changes have been sent.
- 5 **Done:** Click the Done button. The Work On Unit screen displays.

Chapter 9: Relay Control

This chapter will cover . . .

- ❖ [Control Panel for Unit Reference](#) Page 35
- ❖ [Relay Control Options](#) Page 36

Control Panel for Unit Reference

The Control Panel for Unit screen provides the ability to temporarily override the relay settings, change the system's unit password, and reset the unit. In order to access the Control Panel for Unit screen, you must be directly connected to the unit (refer to page 17).

To access the **Control Panel for Unit** screen (Figure 20), at the **Communicate with Unit** screen, click the **Control Panel** button.

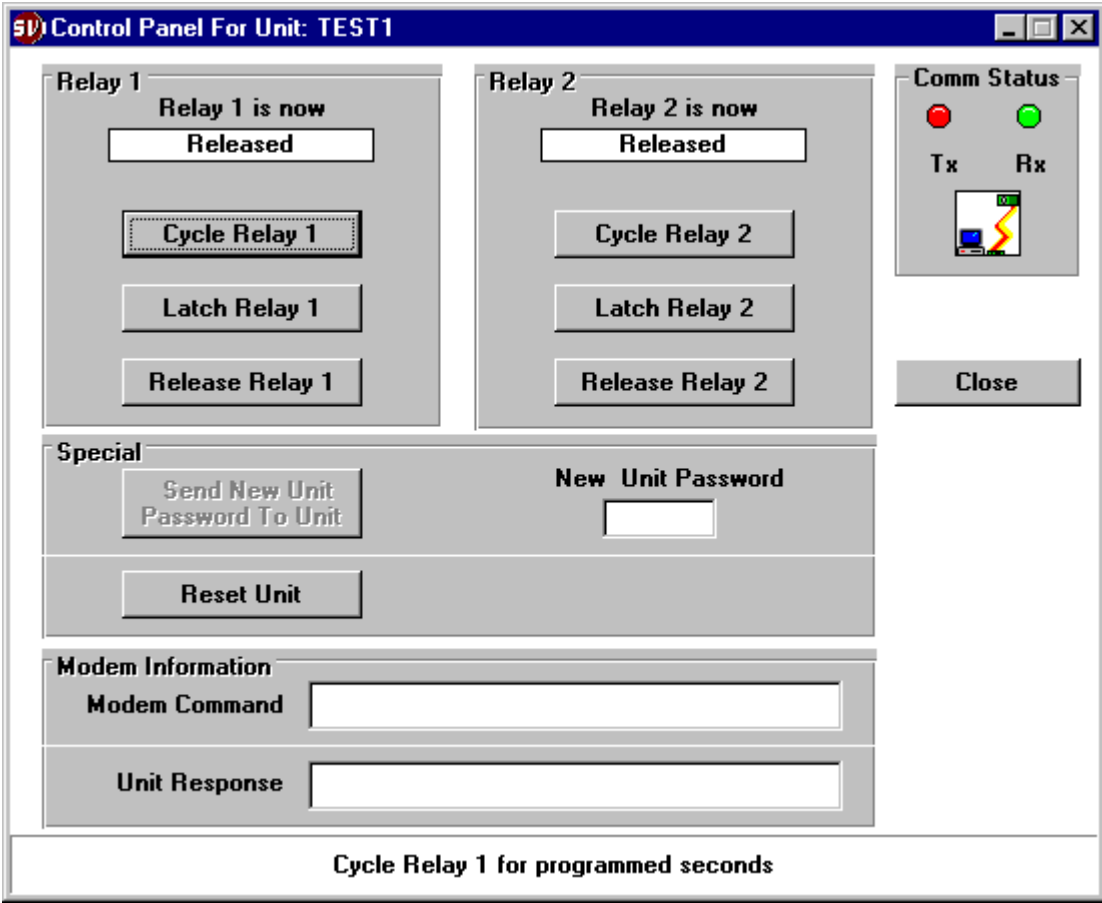


Figure 20: Control Panel for Unit Screen

RELAY 1 OR RELAY 2

AREA	DESCRIPTION
Relay 1 (or Relay 2) is now (Current Activity Panel)	Displays current relay activity.
Cycle Relay 1 (or 2)	Momentarily opens and closes the relay.
Latch Relay 1 (or 2)	Relay opens and remains open.
Release Relay 1 (or 2)	Relay closes and remains closed.

SPECIAL

AREA	DESCRIPTION
Send New Unit Password to Unit	Changes the unit password.
Reset Unit	Resets the unit (This will terminate the modem connection).

MODEM INFORMATION

AREA	DESCRIPTION
Modem Command	These fields display status messages (for 3 seconds) when a relay command occurs. For example, when you click to cycle a relay, the Modem Command and Unit Response boxes will let you know if the action (i.e., cycling the relay) was successful.
Unit Response	

Relay Control Options**CONTROLLING RELAY 1 AND RELAY 2**

To control Relay 1 or Relay 2 from the Control Panel for Unit screen (see Figure 20), click the button that corresponds with the desired relay activity. The relay status is displayed in the current activity panel.

CHANGING THE UNIT PASSWORD

The unit password can be changed on the Control Panel for Unit screen. To change the unit password, do the following:

- 1 Move the mouse I-beam into the text editing box and enter the new unit password. It can be any combination of 6 digits.
- 2 Click the **Done** button. The new password is saved both in the SVWin Unit database and in the Spectrum Memory.

RESETTING THE UNIT

The **Reset Unit** button on the Control Panel for Unit screen resets the unit without disconnecting the power to the unit.

Chapter 10: Scheduling Communication with Units

This chapter will cover . . .

- ❖ [About Scheduling Communication with Units](#) *Page 37*
 - ❖ [Scheduling to Send Changes to All Units](#) *Page 38*
 - ❖ [Scheduling to Receive All Data from a Unit](#) *Page 39*
 - ❖ [Directory or Entry Code Conflict](#) *Page 40*
 - ❖ [Scheduling to Send All Data to a Unit](#) *Page 40*
 - ❖ [Scheduling to Send Changes to a Unit](#) *Page 41*
-

About Scheduling Communication with Units

Each time you make changes to the SVWin database, you will want to send the changes to Spectrum Memory. Since no one can access the unit while data is being sent or received, SVWin gives you the ability to schedule the time to communicate with the unit. You will likely want to schedule communication in the early morning hours.

You will need to perform routine maintenance. For example, when people move out, you will erase their directory and entry codes. Later, others may move in and you will be adding directory and entry codes. Every time you make changes, you will want to send them to each unit's Memory respectively. For more information, see **Scheduling to Send Changes to All Units** on page 38.

If you make changes to only one unit, you will want to send the changes to that unit's memory. See **Scheduling to Send Changes to a Unit** on page 41.

Once in a while you may need to receive all data from a unit or send all data to a unit. This may occur if you add or upgrade a unit - you will be receiving the unit's data first; then sending its new configuration. For more information, see **Scheduling to Receive All Data from a Unit** on page 39.

IMPORTANT NOTE: If the number of directory or entry codes entered exceeds the capacity, or if there are any directory codes which are too long, you will not be allowed to send data to the units until the extra codes are deleted, or you have changed the directory codes which are too long.

Scheduling to Send Changes to All Units

When you have made changes to more than one unit, you can use this feature to send the new information to all units. From the Main Menu, select the **Create A Schedule To Send Changes For All Units** button.

You will arrive at the **Schedule When to Send Changes to All Units** screen (Figure 21).

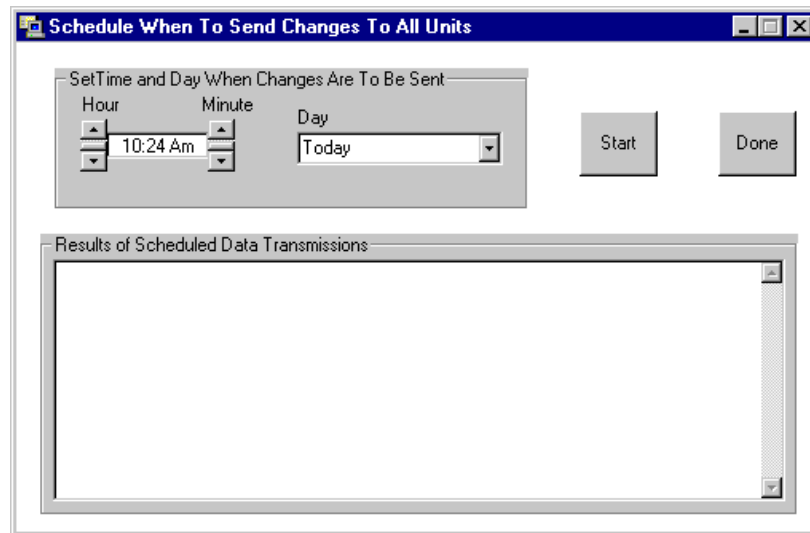


Figure 21: Schedule When to Send Changes to All Units Screen

- 1 **Set Time and Day When Changes Are To Be Sent.**

Hour And Minute: Set the hour and minute by clicking on the corresponding arrow. The desired time displays.

Day: Click on the down arrow. A drop down menu with a list of days is displayed. Click the desired day. The menu closes and the selected day is displayed.
- 2 **Start:** Click the Start button.
 - A progress message states, "The schedule is enabled." If you want to cancel the schedule, select **Done**.
 - If no changes have been made, a progress message states, "There are no changes to schedule at this time."

Select **OK**. You will see the results of the upload in the progress window (Results of Scheduled Data Transmission) after the data are sent.

Be sure to leave the computer on or the changes will not be sent.
- 3 **Done:** Select Done to close the schedule. SVWin returns you to the Main Menu.

Data Transfer Failure: If a scheduled transfer fails for one or multiple units, reconnect to each failed unit and perform a Send All.

Scheduling to Receive All Data from a Unit

If you have just added or upgraded a unit, you will want to receive all its current data. Then you can check its configuration and make whatever changes are appropriate.

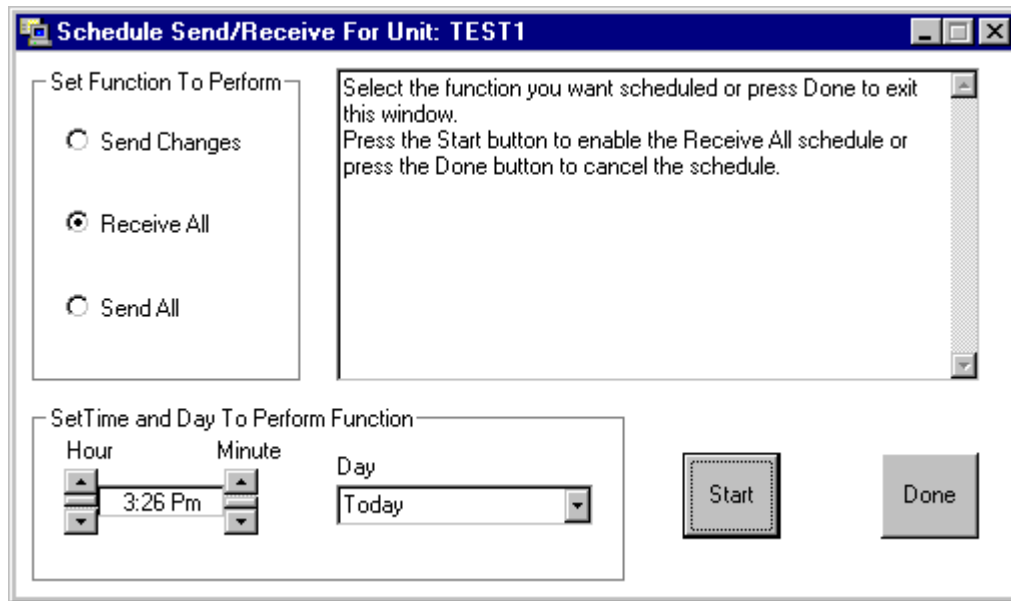


Figure 22: Schedule Send/Receive for Unit Screen

- 1 In the Existing Units screen, select the unit. Click the **Work with Unit** button.
- 2 From the Work On Unit screen in the Communication panel, select the **Schedule** button. The **Schedule Send/Receive For Unit** screen is displayed (Figure 22).
- 3 Click in the circle next to **Receive All**. A black dot will appear.
- 4 Set the **time** by clicking on the corresponding arrows. The desired time displays.
- 5 Click on the down arrow next to the **Day** text box. A drop-down menu with a list of days is displayed. Click the desired day.
- 6 Click the **Start** button. The results of the receive operation will be displayed in the progress window (large box on upper right). **Be sure to leave the computer ON or no data will be received.**
- 7 After SVWin is finished receiving, or if you change your mind, select the **Done** button.

Directory or Entry Code Conflict

If you erase a directory code or an entry code and then receive data from the unit before you send changes, the next time you edit Directory or Entry codes, SVWin will notify you that a conflict exists. The Directory or Entry Code Conflict Dialogue Box will be displayed (see Figure 23).

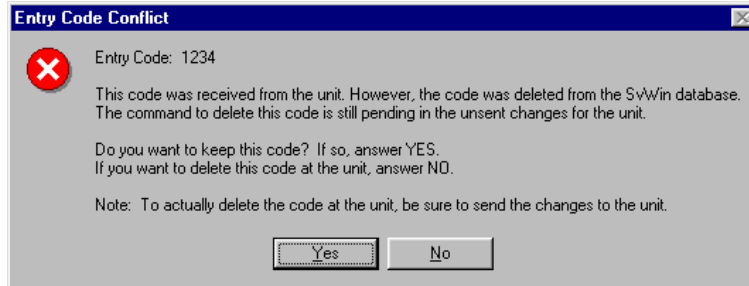


Figure 23: Entry Code Conflict Screen

- If you are sure you want to delete the directory or entry code, select **No**.
- If you do not want to delete the directory or entry code, select **Yes**.
- The directory or entry code will be deleted the next time you send changes to the unit. See **Scheduling to Send All Data to a Unit** (below) or Scheduling to Send Changes to a Unit (page 41) for more information.

NOTE: In order to delete the directory or entry code from the Spectrum Memory, you must send changes.

Scheduling to Send All Data to a Unit

Once you have entered the configuration for a new or upgraded unit, you will want to send it all the new information.

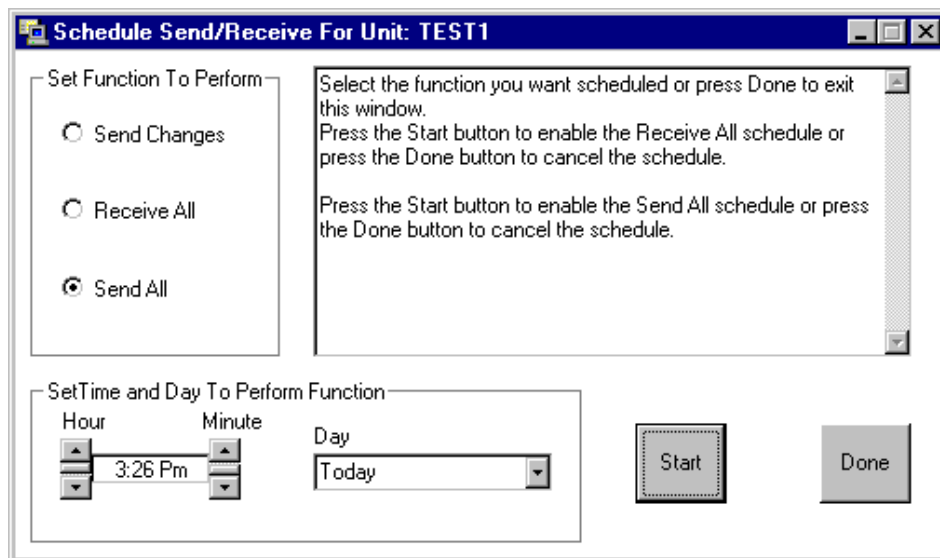


Figure 24: Scheduling to Send All Data to a Unit

- 1 In the Existing Units screen, select the unit. Click the **Work with Unit** button.
- 2 From the Work On Unit screen in the Communication panel, select the **Schedule** button. The Schedule Send/Receive For Unit screen is displayed (see Figure 24).
- 3 Click in the circle next to **Send All**. A black dot will appear.
- 4 Set the **time** by clicking on the corresponding arrows. The desired time displays.
- 5 Click on the down arrow next to the **Day** text box. A drop-down menu with a list of days is displayed. Click the desired day. The menu closes and the selected day is displayed.
- 6 Click on the **Start** button. **Be sure to leave the computer ON or no data will be sent.**
- 7 After SVWin is finished sending, or if you change your mind, select the **Done** button.

Scheduling to Send Changes to a Unit

After you make changes to a SVWin Unit database, you will want to send the information to the respective unit's memory.

- 1 In the Existing Units screen, select the unit. Click the **Work with Unit** button.
- 2 From the Work On Unit screen, in the Communication panel, select the **Schedule** button. The Schedule Send/Receive For Unit screen is displayed.
- 3 Click in the circle next to **Send Changes**. A black dot will appear.
- 4 Set the **time** by clicking on the corresponding arrows. The desired time displays.
- 5 Click on the down arrow next to the **Day** text box. A drop-down menu with a list of days is displayed. Click the desired day. The menu closes and the selected day is displayed.
- 6 Click on the **Start** button. **Be sure to leave the computer ON or no data will be sent.**
- 7 After SVWin is finished sending, or if you change your mind, select the **Done** button.

Chapter 11: Printing

This chapter will cover . . .

- ❖ Printing the Unit Information Report *Page 42*
- ❖ Printing the Directory Insert *Page 43*

Printing the Unit Information Report

Information reports concerning the unit configuration, directory codes, and entry codes can be printed. To print the information reports, access the Work On Unit screen and do the following:

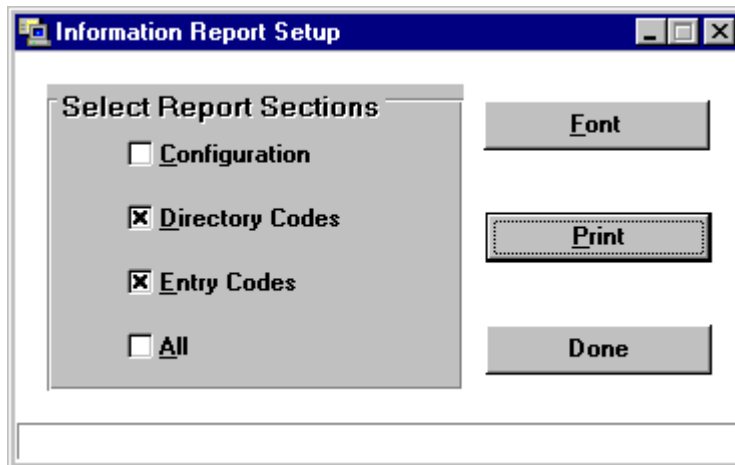


Figure 25: Information Report Setup Screen

- 1 Print Unit Data:** On the Information panel, click the Print Unit Data button. The Information Report Setup screen displays (Figure 25).
- 2 Configuration, Directory Codes, Entry Codes, All:** Click the desired selection. An "X" displays in front of the selection.
- 3 Font:** Click the Font button to select the type of font that will be used in the report. The Font selection screen will appear. This window is identical to the font selection screen in Windows.
- 4 Print:** Click the Print button. The unit's information will print.
- 5 Done:** Click the Done button. The Work On Unit screen will appear.

Printing the Directory Insert

The directory insert allows visitors to locate the tenant/resident name and corresponding directory code. Printing the directory insert will require you to copy data from a TXT file into a word processor (e.g., Word, WordPerfect, etc.).

Microsoft Word 97 or 2000 Users

If you have Microsoft Word 97 or 2000 (on Windows 98 or 2000 operating systems), Sentex has provided three (3) Word templates that will ease the process of importing and printing the directory insert.

Using the Word templates, the directory insert may be printed in one of three ways:

- On 7"x11" Pre-printed, Sentex-provided, 2-column Insert Cards
- On 8"x11" 2-column Sheets of Paper
- On 8"x11" 1-column Sheets of Paper

All Other Users

For all other word processors, you must create a document and manually format it.

TO PRINT THE DIRECTORY INSERT

- 1 From the **Work on Unit** screen, click **Directory Insert**.
- 2 At the **Advanced Selections** screen, select to sort the listing by Name or Code in the **Export Directory Insert to a File** area.
 - If sorted by **Name**, SVWin will list the directory by names starting with "A" and ending with "Z".
 - If sorted by **Code**, SVWin will list the directory by code number starting with lowest number and ending with the highest.
- 3 Click **Export**.
- 4 At the **Export Directory Insert** screen (Figure 26), select the directory where the text file (.txt) will reside. Change the file name, if necessary.

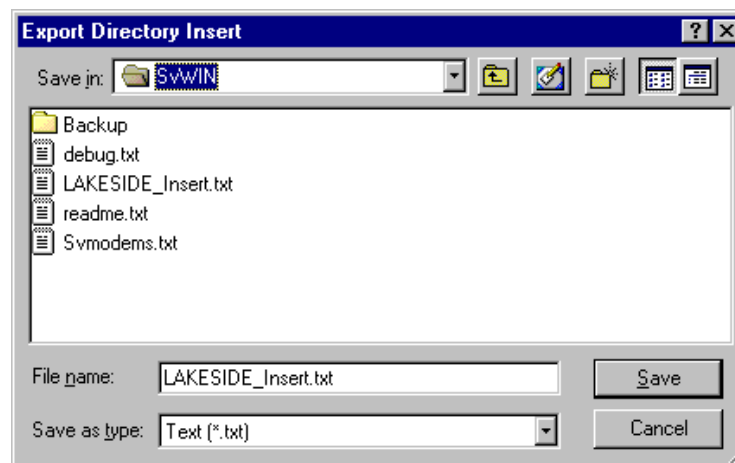


Figure 26: Export Directory Insert Screen

- 5 Click **Save**. The text file will open up in Notepad, displaying the directory names and codes.
- 6 Click **OK** at the Directory Insert File Created screen.
- 7 In Notepad, select **Edit >> Select All**. Then select **Edit >> Copy**.
- 8 Continue with the instructions below.

Microsoft Word 97 or 2000 Users

- 9 Open Windows Explorer®. Locate your SVWin directory. Open the **DirInserts Templates** directory.
- 10 Double-click one of the following files:
 - **SvWin 1-Column DirInsert.dot** - Use this template to print a single column insert on plain paper.
 - **SvWin 2-Column DirInsert.dot** - Use this template to print a double column insert on plain paper.
 - **SvWin Preprinted DirInsert.dot** - Use this template to print to Sentex's pre printed insert.
- 11 Click mouse cursor in the **Click HERE** field.
- 12 Select **Edit >> Paste**.

Note: Before printing, you may change the font, size, or color as desired.
- 13 Select **File >> Print**.

Note: When printing to the Sentex-provided Insert Card, left-align (do not center or right-align) the paper on the printer.

All Other Users

For all other word processors, create a document with at least one column for directory NAMES and one for CODES. After copying and pasting the directory, format the text to fit on a 7 1/8" x 11 sheet of paper.

Chapter 12: Upgrading Spectrum Unit Memory

This chapter will cover . . .

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 - ❖ [Preparing SVWin for Spectrum Memory Upgrade](#) Page 45
 - ❖ [After Installation of the New Microchip](#) Page 46
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About Upgrading Spectrum Unit Memory

Upgrading a Spectrum Unit board involves two parts.

- **Before** the new microchip has been installed, you must prepare SVWin for the upgrade by creating a new unit definition.
- **After** the new microchip has been installed, you must send the new configuration and data to the Spectrum Memory.

Preparing SVWin for Spectrum Memory Upgrade

You will need to program SVWin for the upgrade by defining a new unit configuration so that you can use the new directory and entry code capacities. Then you will need to download the current directory codes, telephone numbers, and entry codes into SVWin. This is done in three steps:

1. **Create a new definition for the upgraded unit:** This will allow you to change the configuration to fit your upgraded unit; pay special attention to the directory code length.
2. **Receive all data from the old unit:** Perform this step so you will not have to re-enter directory codes, telephone number, and entry codes.
3. **Resolve any directory code length discrepancies:** As soon as your upgrade is complete, you can send the new information to the unit.

Follow the procedures below:

CREATE A NEW DEFINITION FOR THE UNIT

- 1 Start SVWin. Refer to page 8.
- 2 Create a new definition for the unit (refer to page 16). Use the same telephone number you used for the old unit definition.
- 3 When you edit the unit configuration, make sure the directory code length is correct for the upgraded unit capacity. If you are increasing the number of directory codes, you must make sure the directory code length is correct.

Example One: The unit currently has the capacity for 80 directory codes. Its directory code length is 2 (for directory codes 01 to 80). The upgrade will give the unit the capacity for 115 directory codes (001 to 115). You must change the directory code length from 2 digits to 3 digits.

Example Two: The unit currently has the capacity for 150 directory codes. Its directory code length is set at 3 (for directory codes 001 to 150). The upgrade will give the unit the capacity for 250 directory codes (001 to 250). You do not need to change the directory code length - it is still 3 digits.

RECEIVE ALL DATA FROM THE OLD UNIT

- 1 Access the new unit definition through Work on Unit screen.
- 2 Connect to the unit. Refer to page 17.
- 3 Download the old data by selecting **Receive All**. If you increased the directory code length (e.g., from 2 to 3 digits), SVWin will notify you.
- 4 Disconnect from the unit.

RESOLVE DIRECTORY CODE DISCREPANCIES

- 1 Bring up the Directory Codes for the new unit definition. SVWin will give you a message that the directory code length has changed. See **Resolving Differences in Directory Code Length** on page 27.

After Installation of the New Microchip

After the new microchip has been installed, two more steps are required to program the unit:

1. **Send all data to the new unit:** In preparing SVWin for memory upgrade (see page 45), you created a new unit definition and copied the directory codes, telephone numbers, and entry codes you had already entered; you must now send this data to the unit.

Connect to the unit and send all data. Refer to pages 17 and 34.

2. **Delete the old unit definition:** The old definition is now incorrect for the unit; delete it so that you don't accidentally send the wrong information to the upgraded unit.

Bring up the old unit definition through Work On Unit and delete it.

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