LiftMaster®

ELITE SERIES®

Versa XS™ 3.0

Advanced Programming Guide™

Versatile Access Control Programming Software
for EL Models

TABLE OF CONTENTS

VERSA XS SET UP & OVERVIEW

ABOUT VERSA XS

Versa XS is a Windows®-based software application that allows you to use your personal computer to conveniently manage tenant and unit data for one or more units. Versa XS uses a Microsoft Access® database (.MDB file) to store information associated with the unit(s). With Versa XS's Send Data features, this information can then be easily transmitted (i.e., uploaded) to the unit(s) via modem or direct connection.

Versa XS also allows you to receive (i.e., download) data from the unit. This is a necessary feature because each unit has its own database, and data added to the unit via the unit's keypad or your touch-tone phone will not be added to Versa XS's database until it is received from the unit. It is important to keep both databases updated so there is no mismatched data.

To Connect Directly to the Units Using a PC:

1. Locate pin connector J301 on the main board of the unit.
2. Plug 3 pin connector of the Direct Connect cable (part number 2B731) into J301.
3. Plug 9 pin connector into 9 pin port located on your PC.

Direct
Connect Cable

EL2000

J301
Direct Connect
Connector

EL25

OR
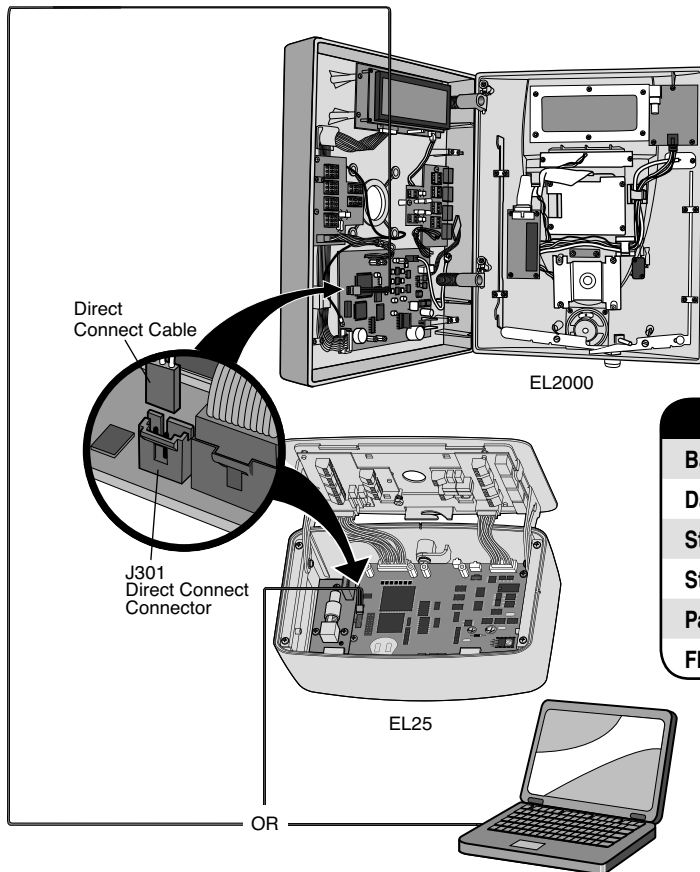
Connection Specifications	
Baud Rate:	19200 bpm
Data Bits:	1
Start Bits:	1
Stop Bits:	2
Parity:	None
Flow Control:	None

ABOUT THE VERSA XS CD

The Versa XS CD includes the installation program for the Versa XS software and other supporting files. For a complete description of these files, please refer to the "CD File List.txt" file, located on the Versa XS CD.

To open the file, load the CD into your computer's CD ROM drive, open Windows Explorer®, select the CD ROM drive, and double-click on the file after locating it.

System Requirements

Your system must have one of the following:

- Windows 2000
- Windows XP Home - 32 bit
- Windows XP Professional SP3 - 32 bit
- Windows Vista Home Premium - 32 bit
- Windows Vista Business - 32 bit
- Windows Vista Ultimate - 32 bit
- Windows Vista Enterprise - 32 bit

NOTE: For databases having a large number of access codes (e.g., a combination of 1000 or more directory codes, entry codes, cards, etc.), LiftMaster strongly suggests using the recommended hardware.

Minimum	Recommended
Pentium 333-megahertz (MHz)	**Pentium III 450-megahertz (MHz)**
IBM PC-Compatible Computer	IBM PC-Compatible Computer
128 MB of RAM	256 MB of RAM
240 MB hard disk free	3 00 MB hard disk free
Internet Explorer 5.0 or later and/or Shockwave Flash Player (version 5.0 or later)	
CD ROM	
800 x 600 Display Setting	1024 x 768 Display Setting

Windows 2000 Users: If you receive an error message stating that you need Windows Installer 2.0, make sure the CD is in your computer's drive, open Windows Explorer®, go to the CD's "\Support\Windows Installer 2.0\Win2000" directory and double-click on the "instmsiw.exe" setup file. When the setup is complete, double-click the "setup.exe" file on the CD's root directory to start the installation again.

INSTALLATION

In order for Versa XS to operate properly, it must be installed onto the computer workstation's hard disk drive from where the application will be launched. Versa XS cannot be executed directly from the CD.

IMPORTANT NOTE: Users cannot run Versa XS on a central server from remote workstations. All users must have Versa XS installed on their local computer.

Notes for Windows® 2000 or XP Users

If you plan to run Versa XS on Windows® 2000 or XP and you are the system administrator, please note the following:

Before the Installation

You must have administrator privileges to install Versa XS.

Windows® XP Users:

If there are multiple Versa XS users, there are two ways to configure your system.

- In Windows Explorer®, go to **Tools >> Folder Options >> View** and disable the "Use simple file sharing (Recommended)" option.
- Then provide shared privileges and grant "Full Control" permission after installing Versa XS (see below).

  OR

- When installing Versa XS, change the install path to the "Shared Documents" directory. The default path for this directory is "C:\Documents and Settings\All Users\Documents".

NOTE: Installing Versa XS with this method will provide access to all users.

Immediately After the Installation

If there are multiple Versa XS users:

- Provide shared privileges for the entire Versa XS subdirectory (and any other directory that will store the databases).

  AND

- Grant "Full Control" permission for each Versa XS user to each subdirectory storing the Versa XS databases.

To Install Versa XS, Perform the Following Steps:

1. Start Windows®.
2. Place the Versa XS CD in the CD ROM drive. Versa XS will automatically start the installation process; follow the on-screen prompts. If the installation process does not automatically start, continue with the instructions below.
3. From the taskbar, click **Start >> Settings >> Control Panel**.
4. From the Control Panel window, double-click on Add/Remove Programs.
5. From the Add/Remove Programs screen, click the Install/Uninstall tab or Add New Programs button (depending on your operating system). Click Install or the CD or Floppy button.
6. Follow the on-screen prompts.

NOTE: The Versa XS installer may prompt you to reboot your computer one or more times during the installation process. This is required by Microsoft operating system. If after each reboot Versa XS does not automatically continue with the installation, double-click on the setup.exe file in the Versa XS subdirectory.

You have completed the installation.

Installation Notes

MDAC Installation

During initial setup if your system detects that MDAC (Microsoft Data Access Components) version 2.6 must be installed or reinstalled, click **NEXT**. The operating system will add it and may require you to restart.

Internet Explorer

The Versa XS CD provides Internet Explorer Service Pack 2 for IE 4.01 (installing with Browser Only will suffice). The installation includes the following: Browser Only, Online, Standard and Full Installation. To install Service Pack 2, run the "ie4setup.exe" file. If your version of Internet Explorer is earlier than 4.01, you will need to obtain Internet Explorer from Microsoft.

Windows® Registry

Versa XS stores information in the Windows Registry. You can access this information through the following location in the registry: HKey_Current_User\Software\VB and VBA Program Settings\Versa XS.

Versa XS Database

If you want to look at the databases through a program other than Versa XS, LiftMaster recommends that you make a copy of the databases for that purpose. You can view the databases using Microsoft Access® 7.0 or you can export the data for use in other programs such as Microsoft Excel®.

Although the system will not overwrite the database, LiftMaster still recommends that you make backup copies (see also Backing Up a Database page 59).

Changing Versa XS Files (Multiple Users)

Since each user has an individual registry, it is advised not to change the location of the Versa XS database. Database information changed by one user will not be reflected in all users.

Record "Locking" (Multiple Users)

Versa XS does not currently support record "locking" (i.e., the process whereby only one user may work with the same database record at a time). Multiple users may simultaneously work with the same database record; however, doing so may result in data loss or corruption. Please manage multiple users accordingly.

STARTING VERSA XS

From the Desktop (if a Shortcut Exists)

Double-click the **Versa XS** icon,

OR

From the Start Menu:

1. Click the **Start** button.

2. From the **Start** menu, select **Programs >> Versa XS >> Versa XS.**

If the **Versa XS Password** screen appears, enter the *password* if required *(see Passwords on page 9 for more information).*

For information on disabling the password, *see Passwords on page 9.*

NOTES:

- **Versa XS** 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 Versa XS, drag the **Versa XS .exe** file icon onto the desktop (see your Windows User Guide for details).

- At startup, Versa XS will display the **Main Screen** (see Main Screen on next page for more information).

- If Versa XS detects a database from previous version, the database will be automatically upgraded and a backup copy will be placed in the backup folder (e-g. Program Files / Versa XS / Database / Backup).

- Versa XS will detect whether Versa XS 1.0 exists or not. If Versa XS 1.0 is installed, Versa XS will automatically remove the previous version prior to installing Versa XS.

MAIN SCREEN

Each time you activate the Versa XS program the Main Screen will be displayed. The Main Screen is divided into different areas: *Title Bar, Main Menu, Tool Bar, Unit List, Parent Window and Status Bar.*

- **Title Bar:** Displays the name of the application Versa XS, followed by the currently used database path.
- **Main Menu:** Displays the names of the menus. Clicking a menu name displays a list of commands for accessing Versa XS functions.
- **Tool Bar:** Displays icons that allow you to perform various Versa XS functions.
- **Unit List:** Displays the units stored in the current database.
- **Parent Window:** Displays windows currently in use (i.e. Tenant Information windows, New Unit windows, etc..)
- **Status Bar:** Displays helpful information for the window currently selected.
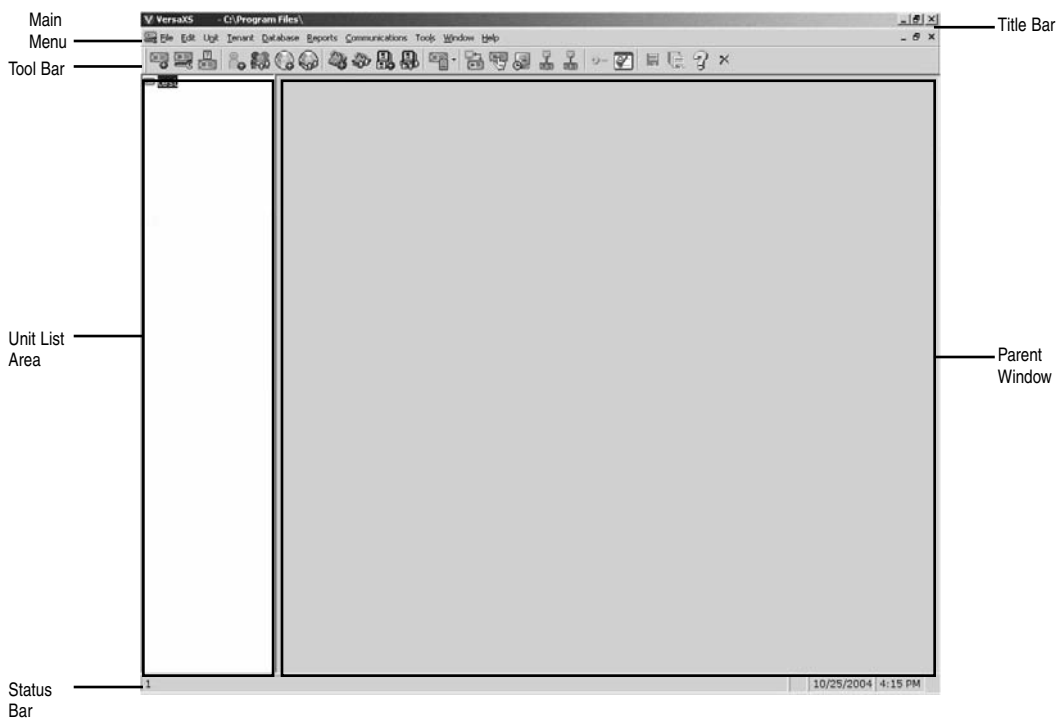
ICONS

In Versa XS 3.0, units are color coded based on firmware version. The unit icons will change after Versa connects with the unit and receives a different firmware or unit type than what the Versa database has.

Green: Units with Firmware version 3.xxx level

Yellow: Units with Firmware version 2.xxx level

Red: Units with Firmware version 1.005 (No longer supported in Versa XS 3.0)

Gray: Unknown Firmware version

Unit Management

New Unit: Used to create a new unit.

Duplicate Unit: Used to create a copy of an existing unit.

Unit Configuration: Used to access various unit setting windows.

Firmware Update: Used to update firmware between your PC and the unit.

Unit Status: Used to display selected unit's status.

Tenant Management

New Tenant: Used to create a new tenant.

New Tenant Group: Used to create a new tenant group.

Bulk Load Credentials: Used to enter credentials (tags) into a selected unit.

View Tenants: Used to display tenant information.

New Directory Code: Used to create a new directory code.

View Credentials: Used to display credential (tag) information.

View Tenant Groups: Used to display tenant group information.

View Directory Codes: Used to display all directory codes for a selected unit.

Delete Credentials: Used to delete credentials.

Sending/Receiving Data Communications

Direct Control: Used to give commands to the unit via your PC.

Custom Configurations: Used to define connection details.

Real Time Monitoring: Used to monitor the unit.

Transfer Data: Used to exchange information between your PC and the unit.

Auto-Configuration: Used to define connection details automatically.

Reports

Reports: Used to access various report windows.

Transaction Report: Used to create spread sheets that display credential activity.

Directory Code Report: Used to create spread sheets for directory code comparisons.

Unit Report: Lists unit settings in report format.

Tenant Report: Used to create spread sheets for tenant comparisons.

Directory Code Insert Report: Used to create a printable directory code insert.

Credential Report: Used to create spread sheets for credential comparisons.

Export: Used to convert spread sheets created in Versa XS 3.0 to .xls or .txt formats.

Versa XS 3.0 Commands

Password: Used to enable/disable password settings.

Save All: Saves information in all open windows.

Exit: Closes Versa XS 3.0.

Save: Saves information in currently selected window.

Help Contents: Opens On-Line Help.

Preferences: Used to define Versa XS 3.0 settings.

Screen Tip: Opens an information box that displays the purpose of the currently selected screen.

PASSWORDS

Versa XS passwords can range in length from 1 to 10 characters and/or numbers (alphanumeric).

When Versa XS prompts you for a password you must enter it to start the application. If you don't know your password or it doesn't work, check with your system administrator (or the person who assigned it).

NOTE: The Versa XS password should not be confused with the unit password. The Versa XS password is used to grant or deny access to the software. The unit password is used to access the unit for programming. For more information on setting the unit password, see Unit Configuration on next page.

To Set a Versa XS Password:

1. From the menu bar, select **Tools >> Password** OR from the tool bar click the **Password** icon.

2. The **Set Password** screen will appear. At the **Set Password** screen, enable the "**Required**" check box.

3. Enter the password into the "Password" and "Verify Password" text boxes.

4. Click **OK** to save changes**.**

To Remove the Versa XS Password:

1. At the **Set Password** screen, disable the "Required" check box.

2. Click **OK** to save changes**.**

NOTES:

• *For security, entries are displayed as asterisks (*) instead of letters.*

• *ONLY alpha characters and numbers may be used.*

• *The password is case sensitive.*

• *After three unsuccessful password attempts, Versa XS will quit.*

UNIT CONFIGURATION PASSWORD

As an added security feature Versa XS requires that a password be entered when editing any unit information. This feature cannot be bypassed and the password must be entered for each unit separately. When "Edit" is selected from the "Unit Configuration" screen, a pop up window informing you that a password must be entered in order to edit any unit information. The "Unit Configuration Password" is "manager" and is not case sensitive.

EXITING VERSA XS

To exit Versa XS select **File >> Exit** from the main menu or click the **EXIT** icon from the tool bar. Versa XS will prompt you to ensure you wish to exit Versa XS. Click **YES** to exit.

UNIT CONFIGURATION

The Unit Settings windows allow you to modify a unit definition. It can be accessed by selecting **Unit >> Configure >> Settings** from the main menu or from the tool bar click the **Unit Configuration** icon **>> Settings.**

Unit Settings Reference

- **Unit Name:** Name that you will assign to a single unit.
- **Unit Type:** EL25, EL2000C (no display), EL2000L (LCD display).
- **Country:** Select which country that the unit is located in from the drop-down menu or enter name. This is a **REQUIRED FIELD** when creating a new unit.
- **State/Prov.:** Enter the state that the unit is located or select it from the drop-down menu.
- **City:** Enter the city that the unit is located in.
- **Unit Password:** Displays the unit's current password. The unit will not allow you to program the system unless you know the unit password. The password must have six digits (000000-999999).
- **Description:** Use this box to enter optional information about the unit.
- **Unit No.:** Up to seven (7) units can be installed on a single telephone line. Each unit must have a unique number from 1 to 7. The unit number identifies each unit within a chain. Adding or removing units will require the unit's ID to be re-entered. Versa XS CANNOT change the unit number during programming. The unit can ONLY be changed at the unit's keypad.
- **Linked Unit Group**: Select an existing group name or enter a new one.
- **Connect Set:** Allows you to select a pre-defined set of instructions that tells Versa XS how to connect with the unit. A connect set can include instructions for direct connection (RS232 and COM port) or modem connection (modem type, baud rate and COM port). Connect sets are created when configuring your communications settings.
- **PBX Digit:** If a unit is connected to a PBX telephone system, it can be directed to dial a specified digit, pause briefly (so the PBX can give the system an outside line) and then dial any 7-digit (or longer) telephone number that has been programmed into the system.
- **Rings Before Answer:** Sets the number of rings before the system answers a remote call to program the unit. Number can be between 0-15 (default: 5 rings). A value of 0 will NOT allow the unit to be programmed remotely.
- **Modem Speed:** Select the modem speed the unit will connect at. The new changes must be programmed first before the new speed takes effect.
- **Phone No.:** Enter the telephone number of the phone line currently connected to the unit.
- **Override Answering Service:** When enabled, Versa XS will override the answering service by dialing the line attached to your unit (letting the phone ring the specified "Number of Rings") and then hanging up. After a few seconds Versa XS will dial the same number again. The unit will immediately answer the second call.
- **Number of Rings:** Determines the number of rings allowed to connect to the unit when "Override Answering Service" is enabled. Max. 9 rings.
- **Retry Delay:** Sets the length of time (in seconds) before Versa XS will retry to connect. When "Override Answering Service" is enabled.
- **Alternate Prefixes:** When the homeowner or manager presses ## or *** on the resident phone, the unit will disconnect from the telephone line and allow the person to send a Direct Command (##) or program the system (***), to wait for commands. Some telephone companies offer special features that require the person to press a preceding "#" or "*".
- **Restore Defaults:** Resets the unit settings to their default values.

NOTE: The Versa XS "Unit Configuration Password" is "manager" and is not case sensitive. Refer to page 9.

Control Settings Reference

- **Record Deactivation:** Allows you to preset how long the record will be active.

  1. **None:** Records never expire.
  2. **Fixed:** Allows you to set a date when records will become inactive.
  3. **System Generated:** Allows you to set the number of days (from the date the record was created) before it becomes inactive (1-1000 days, default: 30).

- **Talk Time:** Sets the number of seconds the visitor is allowed to talk with the tenant (15-250 seconds, default: 60 seconds).

- **Max Visitor Call Rings:** Sets the number of rings (1-9) the unit will allow before it cancels a visitor call to the residence (default 5 rings).

- **Directory Code:** Sets the directory code length to 1 or 4 digits. Decreasing the number of digits may make longer directory codes invalid. You will need to change the longer directory codes to fit the shorter directory code length (default = 3).

- **Entry Code:** Sets the entry code length between 3 and 9 digits. Decreasing the number of digits may make longer entry codes invalid. You will need to change the longer entry codes to fit the shorter entry code length (default = 4). The entry code length must always be one digit higher than the directory code length so that the system can distinguish between the two codes.

- **Strikes and Out:** Sets the maximum number of allowable keypad errors. The Strikes and Out feature prohibits unauthorized persons from guessing an entry code or unit password. Anyone entering an entry code or unit password will have a set number of times to correctly enter his/her code. Each time the code is entered erroneously, it is a "strike". After x number of "strikes", the system will not allow code or password entry at the unit for 3 minutes (default: 3 attempts). *NOTE: The system will still allow program entry from other sources (i.e. remote location).*

- **Call Level:** The speaker enables the visitor to hear the resident at the unit. If the speaker's volume is too low or too high, you may adjust it accordingly. (1 is low; 10 is high; Mute = 0: Default = 5).

- **Microphone Level:** The microphone receives and transmits the sounds/speech from the unit to the resident. If the sounds are indistinguishable, or the residents are having difficulty hearing the visitor's speech, you may adjust the microphone volume. (1 is low; 10 is high; Mute = 0: Default = 5).

- **Beep Level: All Beeps of the Unit**

  Mute=0, Low=1, Medium=2, High=3

- **System Voice Level: Voice Level of Recorded Messages**

  Mute=0, Low=1, Medium=2, High=3

- **Audio Confirmation Access Granted:** When enabled, the system will respond to the user when the unit grants a resident entry at door one. However, you can disable the sound if the beeping will be disruptive to others such as a resident living or working nearby (default: Enabled).

- **Door 2-4 Audio Confirmation:** When enabled, the system will respond to the user when the unit grants access at door 2, 3 or 4 (default: Disabled).

- **Daylight Savings:** When enabled, the system will automatically adjust the clock for daylight savings time (default: Enabled).
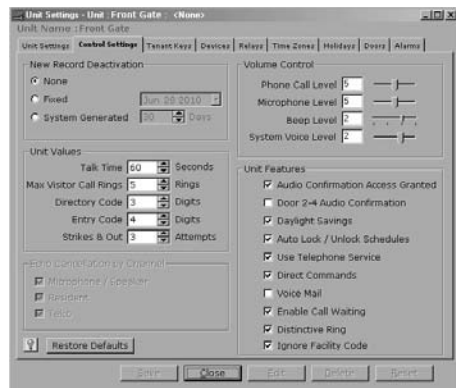
(Control Settings Reference Continued)

- **Auto Lock / Unlock Schedules:** Enables Auto Lock/Unlock Schedules (a.k.a. Time Zones) for the unit. These schedules allow you to create time periods to grant or deny access to a building or complex. Assign an Auto Lock/Unlock Schedule to a door if you want the door to automatically unlock and lock on specific days and times. For example, you can assign a schedule to a door so that it unlocks at 8AM and locks at 5PM (default: Enabled). For more information about Time Zones (or other scheduling features) *see Times Zones on page 22 of this manual.*

- **Use Telephone Service:** Enable this check box if the unit will use the telephone line. If this feature is disabled, the unit will ignore its telephone line if it has one and all Telco features (e.g., call forwarding and call waiting) will be disabled (default: Enabled).

- **Direct Commands:** With the Direct Command feature enabled you can perform various functions (e.g., unlock a door) from your phone. This feature is only available for a single family residence or a manager's phone sharing a phone line with the unit (default: Enabled).

- **Voice Mail:** If there is a voice mail system connected to a resident's telephone line the system, allows the visitor to dial an extension during a resident call. To use this feature, the visitor places a resident call, the voice mail system answers the call, and then the visitor can dial an extension on the unit keypad. If disabled, the visitor will be prohibited from dialing extensions during a resident call (default: Disabled).

- **Enable Call Waiting:** If your telephone is in use when the visitor attempts to contact you from the unit, you will hear 2 short tones to signal that a visitor is attempting to call. You can press "2" on your phone to toggle between the telephone call and the visitor. This feature is only available for a single-family residence or a manager's phone sharing a phone line with the unit (default: Enabled).

- **Distinctive Ring:** Changes how the resident phone rings when a visitor calls. This feature is ONLY available for a single family residence. (default: Enabled)

- **Ignore Facility Code:** When enabled, Versa XS will ignore the facility code of cards and transmitters (default: Enabled).

- **Restore Defaults:** Resets the unit settings to their default values.

- **Echo Cancellation by Channel:** This controls whether the Acoustic Echo Canceller will be enabled by Channel, during visitor calls. There are three channels: Microphone/Speaker, Resident Phone, and Remote Telco Phone.

NOTE: The Versa XS "Unit Configuration Password" is "manager" and is not case sensitive. Refer to page 9.

Tenant Response Keys Reference

The Tenant Response Keys window allows you to define what functions the unit's keys will perform from the tenant/resident telephone.

- **Open Door 1:** Activates the relay group for Door 1.
- **Open Door 2:** Activates the relay group for Door 2.
- **Open Door 3:** Activates the relay group for Door 3.
- **Open Door 4:** Activates the relay group for Door 4.
- **Toggle Call Waiting:** Toggles between another telephone call and the visitor.
- **Extend Talk Time:** Extends the amount of time you may talk with a visitor.
- **Hang Up:** Hang up and deny access to the visitor.

Devices

This window allows you to set up the devices attached to the unit.

- **Device Configuration Wizard:** Will open the Device Configuration Wizard which allows you to define what devices are attached to the unit.
- **Unit Timed Anti-Passback:** Used to enable/disable and define the keypad strike out time for the Timed Anti-Passback feature.
- **Unit True Anti-Passback:** Used to enable/disable True Anti-Passback and the Reset Credentials @ Midnight features.
- **Device Name:** This field is used to give the device a descriptive name. The Main Keypad may not be renamed.
- **Device Type:** This field is used to define the type of device that is attached to the unit.
- **Anti-Passback:** This field is used to define Anti-Passback settings for the selected device.
- **Enable Anti-Passback:** The Anti-Passback feature deters someone from "passing back" his/her access code/card to unauthorized individuals so they can gain entry into a restricted area.
  1. **Timed:** Requires residents to wait a defined period of time before using the same access code (card, entry code, etc) again on the same entry device (reader, keypad, etc.). Time can be set between 1-60 minutes (default: 3 minutes).
  2. **True:** Requires residents to exit before entering again (and vice versa).
- **Reset Credentials @ Midnight:** If True anti-passback is enabled, this setting will "reset" all access codes (cards) at midnight.

NOTE: The Versa XS "Unit Configuration Password" is "manager" and is not case sensitive. Refer to page 9.

Relays

The unit must have all external access control device options configured into it. You must tell the unit what is wired to it and how you want the devices to behave. This screen allows you to configure each input and output for each relay.

- **Relays:** This area allows you to name and define relay settings.
- **Relay Groups:** This area is used to define relay groups.
- **Automatic Sensors:** This field is used to define any automatic sensors you may have attached to the unit.

Time Zones

Time Zones (a.k.a. Schedules) allow you to create time periods to grant or deny access to a building or complex. Time Zones may be assigned to access codes (e.g., entry codes, cards, etc.) or doors. Time Zones are created and edited using the Time Zone Screen.

- **Number:** Organizes the time zones into a numerical format.
- **Name:** Used to define the Time Zone with a descriptive name.
- **Description:** Allows you to enter a brief explanation of the time zone.
- **Segment Details:** This area allows you to define the settings of the selected time zone.

Holidays

This feature enables you to program the unit with up to 16 holiday dates that replace existing schedules (e.g., auto-lock/unlock and card/code entry schedules) during the defined date. Click here for a screen shot. For information on defining holidays click here.

- **Number:** Organizes the time zones into a numerical format.
- **Holiday:** Used to define the Holiday with a descriptive name.
- **Date:** Used to define the date that the holiday is to take place (i.e., January 1, 2005).
- **Description:** Used to enter a brief description of the holiday.

Doors

This window is used to define doors/entry ways that the unit will operate.

- **Door Name:** Used to define door/entry way name. (i.e., front gate, pedestrian door, etc.).

- **Main Keypad:** This field defines what doors/entry ways the Main Keypad will operate.

- **Device 1:** This field defines what doors/entry ways Device 1 will operate.

- **Device 2:** This field defines what doors/entry ways Device 2 will operate.

- **Device 3:** This field defines what doors/entry ways Device 3 will operate.

- **Device 4:** This field defines what doors/entry ways Device 4 will operate.

- **Postal Lock:** This field defines what doors/entry ways the Postal Lock will operate.

- **Activate Relay Group:** Displays relay groups that are currently active for the selected door.

- **Active Time Zones:** Displays any schedules that are active for the selected door.

- **Auto Unlock Time Zones:** Displays any unlock schedules that are active for the selected door.

- **Exit Device:** Used define if an exit device is active for the selected door.

- **Door Contact Sensor:** Used to define any door contact sensors that are active for the selected door.

UNIT MANAGEMENT

NOTE: The Versa XS "Unit Configuration Password" is "manager" and is not case sensitive. Refer to page 9.

Alarms

This window is used to define alarms for the unit.

- **Door Held Open Alarm:** Used to enable/disable door held open alarm.
- **Door Forced Open Alarm:** Used to enable/disable the door forced open alarm.
- **Strikes and Out Alarm:** Used to enable/disable the strikes and out alarm.
- **Door Contact Sensor:** Used to define any door contact sensors that are active for the selected door.
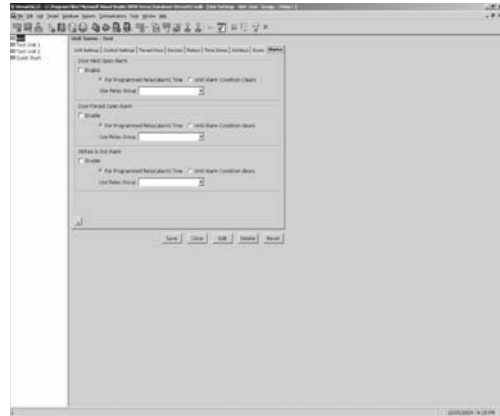
Icons and Buttons

- **Screen Tip Icon:** The Screen Tip Icon provides you with a description of the current open screen.
- **Save Button:** Saves changes on the currently open screen.
- **Close Button:** Closes the screen.
- **Edit Button:** Used to modify locked screen.
- **Delete Button:** Allows you to delete information from selected fields.
- **Reset Button:** Reverts information in the open screen to default values.

ADDING OR MODIFYING A UNIT

You may create a new unit at any time with Versa XS. Versa XS does not require that an actual unit be installed before allowing you to add a new unit to the Versa XS database. This enables you to configure the unit's settings and add tenant data before the unit is installed.

If the unit is already installed, it may already have pre-loaded tenant and unit data. In that case, LiftMaster recommends that you create a new unit and perform a "Receive All" command before you begin to enter or edit unit and tenant data *(see Mismatch on page 56 for more information).*

NOTE: *Versa XS contains default unit settings that allow you to quickly create a unit without entering data for each unit property. You must, however, enter a unit name. When creating a new unit, review the default settings on the "Unit Settings" windows to review them to see if they need to be modified.*

To Create a New Unit:

1. From the main menu select **Unit >> New Unit** or from the tool bar, click the **New Unit** icon. This will open the "New Unit" window.

2. Enter the Unit Name. This is a required field.

3. Select the appropriate unit type. Select country.

4. Click OK to save changes to save the entry.

5. If necessary, modify any default settings data for the unit on both "Unit Settings" windows. For more information, *see Unit Settings Reference, page 10.*
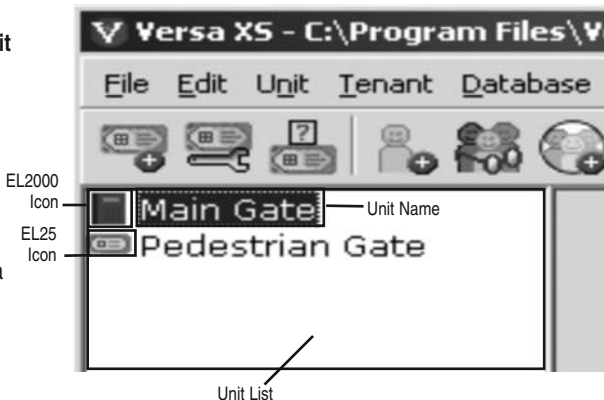
The unit's icon will appear in the **Unit List** (left sidebar). You may start adding tenant records to the unit *(see Adding a Tenant, page 28).*

To Modify a Unit:

Follow the instructions below to select and edit (change unit name, change unit settings, etc.) an existing unit.

1. From the **Unit List** (left sidebar) select the unit you wish to edit.

2. From the main menu, select **Unit >> Configuration** and select the desired configuration option. (You can also double-click the desired unit from the Unit List to open the "Unit Configuration" window.)

3. After editing the selected unit, click the **SAVE** icon.

UNIT MANAGEMENT

Duplicating a Unit

Versa XS provides a unit duplication feature so that you can create a copy of an existing unit. You may duplicate the unit's settings, tenant data or both.

Example 1: *As an installer, you create a unit with settings that are different than the default settings. You will use this unit "template" for all new units. When you need to create a new unit, you simply create a duplicate of the unit "template" and copy over the configuration data.*

Example 2: *As a manager, you have two units in the same complex. Both of these units will have the same tenant data. You create one unit and add all of the unit settings and tenant data to it. Then you make a duplicate and copy over the configuration and tenant data to the duplicated unit.*

To Duplicate a Unit:

1. Select the unit to be duplicated from the Unit List.

2. From the menu bar, select **Unit >> Duplicate Unit.** The "Duplicate Data from . . ." window will appear.

3. Enter the new **Unit Name**. Select the unit you wish to duplicate from the drop-down menu.

4. If applicable, from the **Group** drop-down box, select a unit group or enter a new group. The new unit will be added to this group.

5. Enter the **City** where the new unit is located (Optional).

6. Enter the **Unit No.** Up to seven (7) units can be installed on a single telephone line. Each unit must have a unique number from 1 to 7. The unit number identifies each unit within a chain. A single unit is assigned unit No.1.

7. Enter the **Phone No.** of the phone line currently connected to the unit (Optional).

8. Enter a **Description** of the unit (Optional).

9. From the **Data to Duplicate** area, select one of the following options:

   • **Configuration:** Copies only the unit's configuration data *(see Unit Settings Reference, page 10).*

   • **Tenant Info:** Copies only the unit's tenant data *(see Tenant Information Window, pages 30-31).*

   • **Both:** Copies both the unit's configuration and tenant data.

10. Click **OK** to save changes.
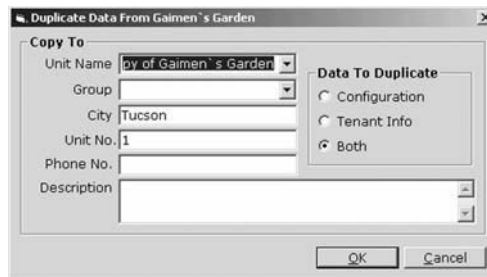
To Delete a Unit:

Deleting a unit file will delete all the unit's data from Versa XS.

CAUTION: *Delete only if you are absolutely sure you do not need the unit file or its data in Versa XS.*

1. Select which unit you want to delete from the **Unit List** area of the Versa XS Screen. Ensure that the parent window is empty.

2. At the Main Menu select **Edit >> Delete**. A pop-up window will ask you if you want to delete the unit. Click **YES** to delete.

3. Another pop-up window will ask if you are sure you want to delete the unit, Click **YES** to delete.

4. Another window will pop up stating that the unit has been deleted. Click **OK**.

To View the Unit's Status:

1. From the main menu select **Unit >> Unit Status** or from the tool bar click the **UNIT STATUS** icon.

2. The unit status window displays the following information:

   • **Unit Name:** Displays the name of the unit selected.

   • **Group:** Displays the group the unit is associated with.

   • **FID:** Displays the FID number of the unit.
   NOTE: A value of "Unknown" indicates Versa XS has never communicated with the selected unit.

   • **Capacity Used:** Displays the number of codes/access credentials saved in the unit's memory.

      1. **Total Unit Capacity:** Displays the number or credentials that can be added to the product.

      2. **No. of Directory Codes:** Number of directory codes saved to the unit's database.

      3. **No. of Tenant Entry Codes Assigned:** Number of entry codes assigned to tenants.

      4. **No. of Access Credentials Assigned:** Number of access codes assigned to tenants.

      5. **Total Number of Codes Available:** Number of remaining codes available.

      6. **Graphical Overview of Unit Capacity:** Quick overview of units capacity.

      7. **Definition Last Modified:** Displays when Versa XS last received data from the unit.

      8. **Unit Last Updated:** Displays when the unit was last uploaded with new information.

      9. **Firmware Updated Date:** Displays when the firmware of the unit was updated.

      10. **Firmware Version:** Displays the current firmware version at the unit.

      11. **Updates Pending:** Displays whether updates in Versa XS have been uploaded to the unit.

3. Click **CLOSE** when finished.
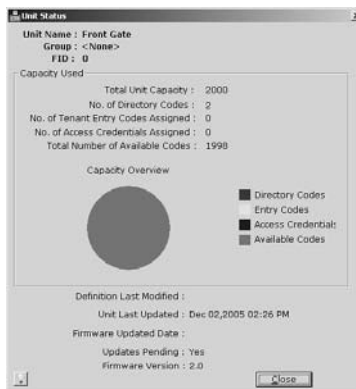
To Create a Unit Group:

The unit group option allows you to group up to 7 units in a multi-link chain for a residence, complex, etc.

1. Open the "Unit Settings" window. Enter the name of the unit group into the "Linked Unit Group" data field.

2. Click the **SAVE** icon.

DEVICES

The units can be equipped with a Wiegand module(s) or an RF module. These devices will allow your system to accommodate external access control devices such as a Wiegand compatible card reader (keypad) and RF receiver. In order for the devices to function properly you must assign a device number and type of device.

To Configure Devices:

1. From the main menu select **Unit >> Configuration >> Devices** the Devices Window will appear.

2. In the Device window click the **DEVICE CONFIGURATION BUTTON**. This will open the Device Configuration Wizard.

3. In the Device Configuration Wizard window define each "J" port "J400" and "J407" by selecting the type of device.

   NOTE: "J400" can ONLY be configured for devices #1 and #2. "J407" can ONLY be configured for devices #3 and #4.

   a. **None:** No device connected to "J" port.

   b. **RF Receiver:** RF Module connected.

   NOTE: If an RF Module is installed to port "J400" it can ONLY be configured as "Device 1". If an RF Module is installed to port "J407" it can ONLY be configured as "Device 3".

   c. **Wiegand Device:** Wiegand module connected.

4. Enable Anti-Passback:
   a. **Timed:**
      1. Select the check box to Enable/Disable.
      2. Select or Enter the number of minutes you want the keypad to time out for (Default: 3 minutes).
   b. **True:**
      1. Select the check box to Enable/Disable.
      2. Select the check box next to "Reset Credentials @ Midnight" if you want the credentials to reset at midnight.

5. Select the device you would like to configure from the Device Name list.

6. The Device Type field will populate based on your selection in the Device Configuration Wizard.

7. Select the type of Anti-Passback to be assigned to the selected device from the Anti-Passback drop-down menu.

8. Click the **SAVE** button.
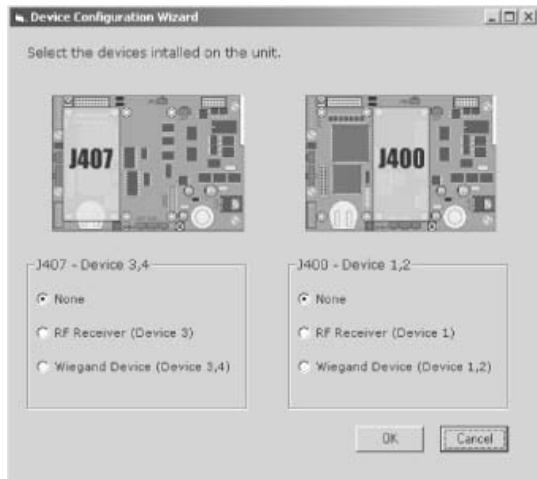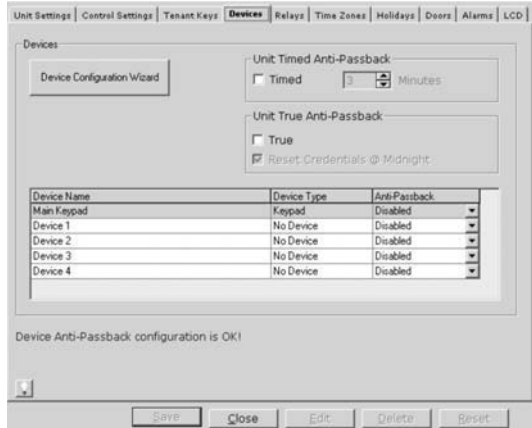
RELAYS

The unit must have all external access control device options configured into it. You must tell the unit what is wired to it and how you want the devices to behave. This screen allows you to configure each input and output for each relay.

To set up your relays using the Relays Window:

1. From the main menu select **Unit >> Configuration >> Relays** and the Relays window will appear.

2. The Relays section is used to define the type of relay. Enter a name for the Relay in the Relay Name field

3. Select the type of relay from the Relay Type drop-down fields:
   a. **Strike:** Controls a door or gate by unlocking or opening it. It does not control any other component associated with the system (i.e. alarms, CCTV, etc.)
   b. **Shunt:** Normally wired to an alarm and works with the strike relays to shunt the alarm when the door is opened using a valid access code.
   c. **CCTV:** Activates an external optional camera. The camera is wired to a closed circuit television.
   NOTE: This is not the system's optional camera.
   d. **Alarm:** Activates an external device such as an alarm or light.
   e. **Control:** Activates another device such as an outdoor or indoor light near the unit.

4. Set the Activation Time for the selected Relay (1-300 Seconds).

5. The Relay Groups section is used to define which relays will be grouped together. Enter a name for the Relay Group into the Relay Group Name field.

   NOTE: Units activate relay groups not individual relays directly.

6. Use the check boxes under the fields Relay 1, Relay 2, Relay 3 and Relay 4 to assign the desired relays into the appropriate relay group.

7. Select an Automatic Sensor from the drop-down menu (if applicable).

TIME ZONES

Time Zones (a.k.a. Schedules) allow you to create time periods to grant or deny access to a building or complex. Time Zones may be assigned to access codes (e.g., entry codes, cards, etc.) or doors. Time Zones are created and edited using the Time Zone Screen (Example).

When you assign a Time Zone to an access code, the code may only be used during time periods you specify. For example, you may assign a schedule to a card so that it is valid only on weekends, this does not apply to directory codes. Directory codes have a Do Not Disturb (DND) Time Zone that disallow use during specific times. For example, you may create a DND schedule so that a visitor can't contact a resident after 10PM.

You may assign a "Use" and/or "Auto Unlock/Lock" Schedule to a door. Assign a Use Schedule when you want a door accessible only during specific days and times. Assign an Auto unlock/Lock Schedule to a door if you want the door to automatically unlock and lock on specific days and times. For example, you can assign a schedule to a door so that it unlocks at 8 AM and locks at 5PM.

You are allowed up to 62 different Time Zones, each one having up to 3 Segments.

NOTE: Time Zones can be added to Access Codes: Transmitters, Cards and Entry Code. They can also be applied to Tenant Groups and Directory Codes.

To Create Time Zones:

1. From the Menu Bar select **Unit >> Configuration >> Time Zones**, or from the Tool Bar select **UNIT CONFIGURATION ICON >> Time Zones**. The Time Zone Window will open.

2. Select a number to associate with the Time Zone (2-63)
   NOTE: Time Zone schedules 0 (no access) and 1 (full access) are set at default values and cannot be changed.

3. Enter a name, description, times the time zones will be active, enter segment information, and select the days of the week each segment will control.

4. Click the **SAVE** button.

NOTES:

- *When creating time zones , you may "Include" or "Exclude" residents during Holidays (see Holidays on next page for more information).*

- *Use the Clear Segment button to clear the current segment of the selected Time Zone.*

To Delete a Time Zone:

1. Open the Time Zones window, from the Main Menu select **Unit >> Configuration >> Time Zones**, or from the Tool Bar, click the **UNIT CONFIGURATION** icon **>> Time Zones.**

2. Select a schedule you wish to delete from the **Time Zones** window.

3. From the Main Menu select **Edit >> Delete.**

4. A pop-up window will verify that you want to delete the time zone selected. Click **YES** to verify.

Do Not Disturb Schedules

The units have the ability to block visitor calls during specific times by using Do Not Disturb Schedules (DND Schedules). A directory code using a DND schedule handles this feature automatically.

HOLIDAYS

This feature enables you to program the units with up to 16 holiday dates that replace existing schedules (e.g., auto-lock/unlock and card/code entry schedules) during the defined date.

To Add a Holiday:

1. Open the Time Zones window, using the Menu select **Unit >> Configuration >> Holidays**, or by using the Tool Bar click the **UNIT CONFIGURATION ICON >> Holidays**. The Holidays window will open.

2. Enter Holiday name, select date and enter in a brief description (Description not required).

3. Click the **SAVE** button.

4. This adds the date entered as a holiday to the database.

To Delete a Holiday:

1. Open the Time Zones window, from the Main Menu select **Unit >> Configuration >> Time Zones**, or from the Tool Bar click the **UNIT CONFIGURATION** icon **>> Time Zones.**

2. Select the Holiday you wish to delete from the Holidays window.

3. From the Main Menu select **Edit >> Delete.**

4. A pop-up window will appear to verify that you want to delete the Holiday selected. Click **YES** to verify.

DOORS

The units use door numbers to handle incoming external access control events and to perform appropriate behavior. The unit supports up to 4 doors.

NOTE: The internal keypad (device 0) is ALWAYS assigned to door number 1.

To Configure Door Settings:

1. From the main menu select **Unit >> Configuration >> Doors** the Door Settings window will appear.

2. Choose the door you wish to configure by selecting it from the Door Name List.

3. Choose which device is to operate that particular door by selecting the check box beneath the appropriate fields (Device 1, Device 2, Device 3, Device 4 or Postal Lock). Main keypad is defaulted to Door 1.

4. Select an Active Relay Group from the Activate Relay Group drop-down (Optional).

5. Assign a Schedule using the Active Time Zone drop-down (Optional).

6. Assign an Auto Unlock Time Zone by selecting a Schedule from the Auto Unlock Time Zone drop-down (Optional).

7. If an Exit Device is to be assigned to the door select the desired setting from the Exit Device area (Optional).

8. If a Door Contact Sensor is to be assigned to the door select the desired setting from the Door Contact Sensor (Optional).

9. Click the **SAVE** button.

ALARMS

Configuring Alarm Features

A few actions may trigger an alarm in the units:

- A door forced or held open.
- A "strikes and out" security violation.

When an alarm is triggered, the system can activate (energize) one or more relays. A relay can sound a siren, turn on a flashing red light, turn on a closed circuit television (CCTV) or trigger any other mechanism that a relay can control.

Door Held Open Alarm Feature

- When enabled, doors that are held open too long will trigger an alarm. The alarm will activate the relays you specify with this programming step. The relays can remain active until the relay time expires or until the alarm condition clears. This feature is disabled from the factory.

Door Forced Open Alarm Feature

- When enabled, doors that are forced open will trigger an alarm. The alarm will activate the relays you specify with this programming step. The relays can remain active until the relay time expires or until the alarm condition clears. This feature is disabled from the factory.

Strikes and Out Alarm Feature

- When enabled, an alarm will trigger if someone enters an incorrect entry code (or unit password) on the unit keypad more than the maximum number of attempts allowed. The alarm will activate the relays you specify with this programming step. The relays can remain active until the relay time expires or until the alarm condition clears.

- The strikes and out feature prohibits unauthorized persons from guessing an entry code (or unit password). Anyone entering an entry code (or password) will have a set number of times to correctly enter their code. Each time the code is entered incorrectly, it is a "strike". After X number of "strikes", the system will disallow code entry (or keypad programming) at the unit for 3 minutes. The unit is set for 3 "strikes" then time out.

NOTE: The system ONLY disallows code entry at the main keypad.

When an alarm is triggered, the system can activate (energize) one or more relays. A relay can sound a siren, turn on a flashing red light, turn on a closed circuit television, or trigger other mechanisms.

To Enable Alarm Features:

1. From the main menu select **Unit >> Configuration >> Alarms** and the Alarm Window will appear (Example).

2. Specify which alarm conditions are to be active.
   a. **Door Held Open Alarm**
   b. **Door Forced Open Alarm**
   c. **Strikes and Out Alarm**

3. Specify how long the alarm is to be active, either "For a Programmed Relay (alarm) Time" or "Until the Alarm Condition Clears".

4. Select an active relay group from the Activate Relay Group drop-down menu.

5. Click the **SAVE** button.

NOTE: For the door alarms, the door contact input MUST be in use for the door(s) that may trigger the alarm.

ANTI-PASSBACK

The Anti-Passback feature deters someone from "passing back" his/her access code/card to unauthorized individuals so they can gain entry into a restricted area. There are 2 types of anti-passback features:

True Anti-Passback requires residents to exit before entering again (and vice versa). For example, if you have a door with Card Reader 1 (to enter) and Card Reader 2 (to exit), a resident entering with Card Reader 1 will have to swipe his/her card in Card Reader 2 to exit before swiping on Card Reader 1 again (and vice versa).

Timed Anti-Passback requires residents to wait a defined period of time before using the same access code (card, entry code, etc.) again on the same entry device (reader, keypad, etc). For example, if you set the Timed Anti-Passback to 60 minutes, the system will not grant access for 60 minutes to anyone who tries to re-enter the same code into the same reader.

To Set Anti-Passback:

1. Select unit. Using the Menu go to **Unit >> Configuration >> Devices**, or using the **Tool Bar >> DEVICES ICON**. The Devices window will open.

2. Select "Timed" or "True" from the Anti-Passback area.

3. If you select "Timed", select the number of minutes you want the Anti-Passback to be active (1-60 minutes).

4. Assigned the required Anti-Passback to the individual device. Unit and Anti-Passback settings must be enabled accordingly to apply to the individual device.

   OR

   If you select "True", select whether you want the unit to Reset the Credentials @ Midnight.

5. Click the **SAVE** button.

NOTE: The system allows both "Timed" and "True" Anti-Passback to be enabled at the same time. Each device will behave according to "Timed" or "True" Anti-Passback. See page 20 for more information about Devices.
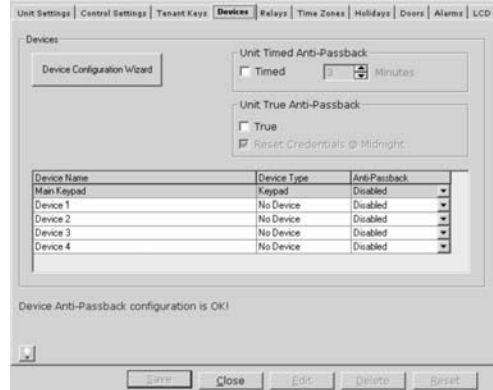
LCD-EL2000 ONLY

User-Defined Messages:

- **Select Message Drop Down Menu:** Allows you to select either the Welcome Message or the Instruction Message depending on which message you wish to edit.

- **Edit Messages Content:** Allows you to enter in a unique message to display on EL2000 LCD screen.

- **Display Options:** Allows you to select which message is displayed on the unit: Welcome Only, Instructions Only or Display Both.

- **Play Message:** Allows you to preview the message that will be displayed.

- **Use Defaults Check Box:** Enables Factory Settings when checked.

FIRMWARE UPDATE

This feature allows you to send firmware updates to the unit. Versa XS needs to have the new firmware update file in the Firmware folder. The Firmware folder is in the Versa XS installation folder. Versa XS installation folder is usually under Program Files.

To Get New Firmware:

1. From the main menu select **Unit >> Firmware Update**.

2. Click **EDIT** button.

3. Click **GET NEW FIRMWARE** to save the new firmware version in the firmware folder under the application folder.

4. Browse and select the firmware update file to copy to the Versa XS Firmware folder.

5. Select and check which units you want to update.

6. Click **SAVE**.

To Update the Firmware on the Unit:

1. From the main menu select **Unit >> Firmware Update.**

2. Click **EDIT** button.

3. Check the check boxes next to the units you want to update under the "Send Update" column.

4. Select the firmware version to update with in the "Apply Version" column.

5. Click the **SAVE** icon.

6. Click **CLOSE**.

7. From the main menu select **Communications >> Transfer Data**.

8. The Firmware Update should be checked.

9. Review page 49 for Sending/Receiving Data.

NOTE: During communication with a unit Versa XS will detect if the unit has the minimum required firmware. A notice to upgrade will be displayed if the unit does not have the minimum required firmware (see page 49 for Sending/Receiving Data).

ADDING OR MODIFYING TENANT RECORDS

To Add a Tenant Record:

From the Unit List area, select the unit and/or unit group to which the new tenant will be added.

1. From the main menu, select **Tenant >> New Tenant,** or from the tool bar click the **NEW TENANT** icon. The New Tenant screen will appear.

2. Enter all the necessary tenant data.

3. For reference information about the fields on the Tenant Information screen *(see Tenant Information pages 30-31 in this manual).*

4. Click **OK** to save changes when finished.

The tenant record will be added to all of the selected unit or unit group.

To View/Edit Tenant Information:

While viewing tenant information you may also edit the tenant's information.

1. From the main menu select **Tenant >> View Tenants** or from the tool bar click the **VIEW TENANTS** icon. This will bring up the Tenant Information window.

2. From the drop-down menu next to the "Last Name" field, select the tenant who's information you wish to view.

3. Once you have reviewed/edited the tenant's information click the **SAVE** icon on the tool bar.

To Delete a Tenant Record:

1. From the main menu select **Tenant >> Tenant View** or from the tool bar click the **VIEW TENANTS** icon. This will open the "Tenant View" window.

2. Select the tenant that is to be deleted from the drop-down menu next to the "Last Name" Field.

3. From the main menu select **Edit >> Delete**. This will open a pop-up window asking if you are sure you wish to delete the tenant record.

4. Click **YES**. Another pop-up window will inform you the tenant's record has been successfully deleted.

5. Click **OK** to save changes.

NOTES:

• If the tenant record being deleted contains a directory code then it will be deleted as well for the following condition: No other tenant records are assigned to the same directory code.

• Any credentials (cards or transmitters) assigned to the tenant will be marked as unassigned and kept in the Versa XS database.

For information on deleting multiple tenants see Deleting a Tenant Group on page 40.

To Modify Multiple Tenant Records:

Versa XS gives you the ability to change/modify a tenant's information without having to re-enter tenant information.

1. Select the unit (from the Unit List area) that the tenant record resides in.

2. Locate the tenant's record by selecting **Tenant >> Bulk Modify Tenants** from the main menu.

3. The Tenant Search Criteria window will appear. Set up any variables that you would like Versa XS to search for (i.e. Last Name, First Name, etc.).

   NOTE: If no search criteria is entered Versa XS will display all tenants associated with the selected unit.

4. Change any necessary information in the Tenant Information Grid.

5. Click the **SAVE** icon.

Add New Tenant

This can be achieved using New Tenant or View Tenants window. To add new tenant from View Tenants window, click on Last Name drop down box and scroll to the top of the list and select <Add New>.

TENANT INFORMATION WINDOW (View Tenants)

Tenant overview grid at the top can be used for locating a tenant using the drop down and typing in the search in the Quick Search Text box.

The Tenant information Window is divided into tabs:

Tenant Info: Basic Information about the tenant (i.e. First and Last name, Car information etc.)

Access Details: Information about access control devices (transmitters, cards etc.) associated with the tenant.

Telephone Entry Details: Information about tenant's directory code and time zone restrictions.

Tenant Info:

- **Last Name:** Enter tenant's last name.
- **First Name:** Enter tenant's first name.
- **Middle Initial:** Enter tenant's middle initial.
- **Display Info:** Shows how tenants name will appear in transactions created by the unit.
- **Address:** Enter tenant's address.
- **City:** Enter tenant's city.
- **State/Prov.:** Enter tenant's state or province.
- **"Active" Check Box:** Check box if tenant's record is active, leave unchecked if tenant record is inactive.
- **Start Date:** Enter date the tenant record will become active.
- **End Date:** Enter date tenant record will no longer be active.
- **Car Type (User Defined field):** Enter tenant's vehicle type.
- **Car Make (user defined field):** Enter tenant's vehicle make.
- **License Plate (user defined field):** Enter license plate number.
- **Key Deposit (user defined field):** Enter key deposit information.
- **Photograph:** Select image of tenant (JPG, .bmp, and .gif format).

Access Details:

- **Tenant Group:** Select tenant group information, if applicable.
- **Time Zones:** Select the time zone restrictions (if any) for the tenant on each door.
- **Entry Code:** Enter or modify tenant's entry code.
- **Number of Uses:** The number of uses that the entry code is valid can be set using the "Number of Uses" drop down menu.
- **Reset:** Reset frequency for entry code with limited number of uses. (can be daily, weekly or never).
- **Access Credentials #1 and #2:** Select tenant's access control devices using the select button.
- **Activate:** Which door will this code activate? By default, all codes can activate any door. If set to a specific door, then the code will always activate that door.

Telephone Entry Details:

- **Directory Code:** Select tenant's directory code.
- **Phone No.:** Enter phone number associated with the directory code.
- **Extn:** Enter any extension that needs to be entered to access the tenant's telephone.
- **Time Delay Seconds:** Enter any time delay required for the extension (0-30 seconds).
- **"Call Forwarding" Check Box:** Check box if Call Forwarding is enabled, leave unchecked if Call Forwarding is disabled.
- **Time Zone:** Select a Time Zone associated with the Call Forwarding feature.
- **Phone No.:** Enter telephone number the unit is to call in a Call Forwarding situation.
- **Extn:** Enter any extension associated with the Call Forwarding telephone number extension.
- **Time Delay Seconds:** Enter any time delay required to access the Call Forwarding telephone number.
- **"Do Not Disturb" Check Box:** Check the Do Not Disturb check box if DND will be enabled. Leave it unchecked if it is disabled.
- **Time Zone:** Enter any time zone restriction associated with the Do Not Disturb function.
- **"Active" Check Box:** Check box if the telephone entry details are enabled, leave unchecked if they are disabled.
- **Start Date:** Enter start date that the telephone entry details become active.
- **End Date:** Enter end date when the telephone entry details will become inactive.
- **Display Name:** Select name to be displayed in transactions associated with the telephone entry details.
- **Show Display Name:** Shows tenant name at unit with LCD.
- **Show Directory Code:** Shows Directory Code of tenant at unit with LCD.
- **Select:** Select the Display Info of the tenants assigned to this directory code.

NOTE: Up to 15 tenants can be assigned to the same directory code.

TENANT MANAGEMENT

CREDENTIALS

What Are Access Codes?

Access codes are assigned to tenants to grant them access into a secured area controlled by a unit. An access code may include a directory code, entry code (both entered at the unit's keypad), card code (encoded on a card and read by a card reader), or radio frequency (RF) code (encoded on a transmitter and received via an RF antenna).

Directory Codes

Directory codes are unique 1-4 digits (0-9999) that dial a corresponding telephone number in the building. When a visitor wishes to contact a tenant, the visitor enters the directory code on the unit's keypad followed by the call button. The unit will dial the telephone number assigned to the code. The tenant can then talk to the visitor by telephone and grant them entry into the building.

NOTE: Versa XS allows you to enter a maximum of combined 2000 codes.

Entry Codes

Entry Codes are unique 3-9 digit codes (000-999999999) that can be assigned to authorized personnel in order for the system to grant them access. When someone with an entry code wishes to enter a building or complex, they enter the code on the unit's keypad. The unit will verify the code and grant the person access if the code is valid.

NOTE: Versa XS allows you to enter a maximum combination of 2000 codes.

Cards

Purchased entry cards allow entry or exit through a gate/door. This feature allows tenants to swipe a card into a card reader (other card types and card readers may apply) to prompt the system to grant access.

NOTE: In order to use card/prox readers and card/prox access devices you MUST install the optional Wiegand Module.

You may also choose to ignore facility codes. If the "Ignore Facility Code" check box is enabled on the Unit Configuration screen - Control Settings tab, you may add a card without adding a facility code.

NOTE: Versa XS allows you to enter a maximum 2000 codes.

Directory Codes

Visitor uses Directory Code to contact Resident → Resident can grant access to Visitor → Visitor gains entry

Entry Codes

Resident key in personal Entry Code → Unit grants entry

Access Cards

Resident places card near Card Reader → Unit grants entry
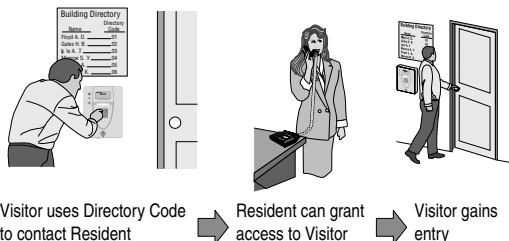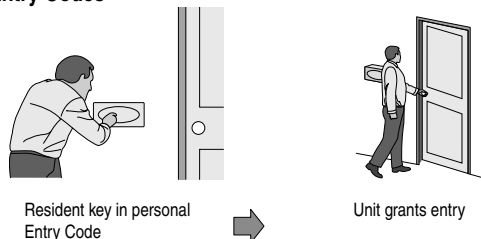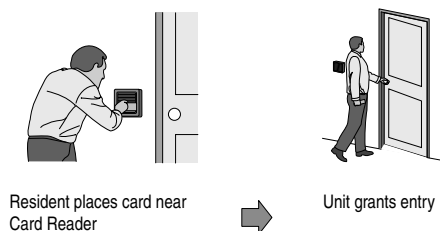
Passport Transmitters

A resident may use a passport radio frequency transmitter to enter a controlled area. When clicked (activated), the transmitter sends a signal that is carried to the unit via an antenna. The unit reads this data and determines the validity of the code. If the code is valid, the unit may prompt a gate operator, for example, to open a gate and allow the resident to enter a parking lot or other controlled vehicle entry way.

NOTE: In order to use transmitters you MUST install the optional RF Module.

Before adding or modifying transmitters, prepare by answering the following questions:

- **Do you know the transmitter's code?** Each transmitter will have a credential number (transmitter PIN code), facility code, sequence code, and ID code. These codes can be found on the label located on the back of the transmitter.

- **Which transmitter button(s) will you activate?** Transmitter types will vary. A transmitter has up to 4 buttons, any of which you may assign to one or more doors (gates).

- **Will the transmitter have a use schedule (a.k.a. Time Zone)?** You may assign a time zone to a transmitter so that it is valid only during specified time frames.

- **Will you activate or deactivate the transmitter at a certain day and time?** You may assign a transmitter to a resident and delay its use until a day and time you specify. Or if you know the day the resident is moving out, you can set the deactivation date for the transmitter so that it won't be valid after the specified date and time.
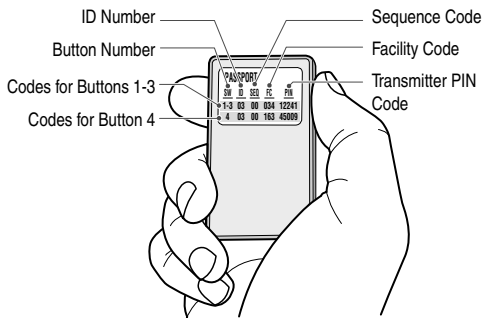
NOTE: When enabled Versa XS will ignore the facility codes of any transmitter entered.

Transmitters
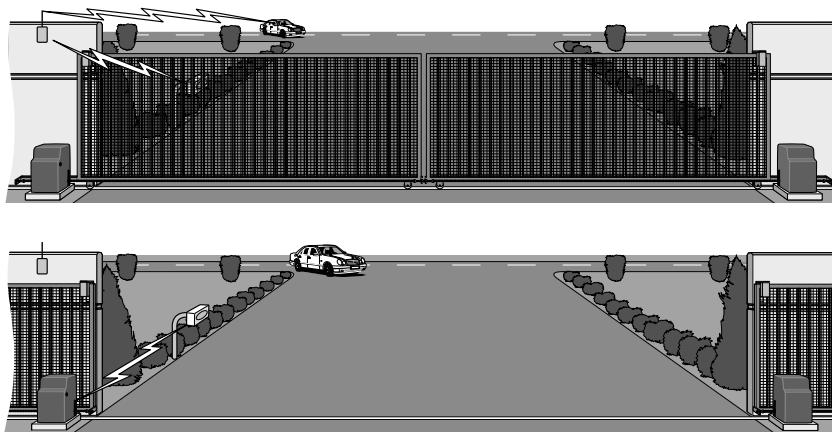
Resident uses transmitter and sends signal to the unit. → Unit sends signal to gate operator → Resident gains entry

ADD OR MODIFY DIRECTORY CODES

Directory codes are unique 1-4 digit codes that dial a corresponding telephone number in a complex, building or residence. The unit will dial a phone number that is associated with the directory code to contact a resident.

NOTE: Each Directory code can be assigned to a maximum of 15 tenants.

To Add a New Directory Code:

1. From the main menu select **Database >> New Directory Code** or from the tool bar click the **NEW DIRECTORY CODE** icon. This will open the New Directory Code window.

2. Enter directory code (1-4 digits).

3. Enter the phone number that the unit will call when directory code is entered.

4. Enter an extension number (if required) the unit will have to dial in order to contact the tenant.

5. Enter any time delay required for the extension (0-30 seconds).

6. Enable or disable do not disturb time zone *(see Time Zones).*

7. Enable or disable call forwarding *(see Call Forwarding for more information).*

8. Make directory code active or inactive.

9. Enter Start and End date (if required).

10. Change display name if necessary.

11. Change show display name/show directory code (if necessary) for unit with LCD.

12. Click **OK** to save changes.

To Modify or View Directory Codes:

1. From the main menu select **Database >> View Directory Codes** or from the tool bar click the **VIEW DIRECTORY CODES** icon. This will open the View Directory Codes window.

2. From the drop-down menu select the directory code you wish to view or edit. If you need to edit the directory code, click **RENAME** next to the directory code box. This will open the Change Directory Code window.

3. Change the directory code and Click **OK** to save changes.

4. Edit the phone number by selecting the Phone No. box and typing over the existing phone number.

5. Enable or disable do not disturb schedule *(see Time Zones).*

6. Enable or disable call forwarding *(see Call Forwarding).*

7. Make directory code active or inactive.

8. Enter Start and End date (if required).

9. The "Assign To" field displays names that are associated with the selected directory code. To select which name is displayed. Click the **SELECT** button, this will open the "Assign To" window, highlight the tenant name you want to assign to the "Display Name" filed and click **OK**.

10. Click the **SAVE** icon.

Assign a Directory Code to a Tenant:

In order for a directory code to contact a tenant when it is entered, the directory code must be assigned in the tenant's record.

To assign a directory code to a tenant:

1. Select the desired unit from the Unit List area.

2. From the main menu select **Tenant >> View Tenants** or click the **VIEW TENANTS** icon from the tool bar. This will open the View Tenants window.

3. Select the desired tenant from the drop-down menu. This will open the tenant's record.

4. Select the "Telephone Entry Details" tab. This will display the "Telephone Entry Details" window.

5. From the "Directory Code" drop-down menu select the directory code to be assigned to the selected tenant. If the number needs to be changed you may edit the number on this window.

6. Click the **SAVE** icon from the tool bar.

ADDING OR MODIFYING CREDENTIALS (TRANSMITTERS, CARDS AND ENTRY CODES)

If This is a New Tenant:

1. From the main menu select **Tenant >> New Tenant** or from the tool bar click the **NEW TENANT ICON**. This will open the New Tenant window.

2. Enter tenant information into the "Tenant Info" window, *see Tenant Information Window pages 30-31 for information.*

3. Select the "Access Details" tab. The "Access Details" window will open.

4. Select Tenant Group from the drop down menu (if applicable). Select door access from the Time Zones area.

5. To add a new entry code, enter the numerical code (3-9 digits) into the box labeled "Entry Code".

6. There are two sections at the bottom of the "Access Details" window labeled "Access Credentials" #1 and #2. To add a new Card or Transmitter click the **SELECT** button next to one of the "Access Credentials" either #1 or #2. This will open the "Select Credentials" window.

7. Select *"<Add New>"*. The "New Credential" window will open.
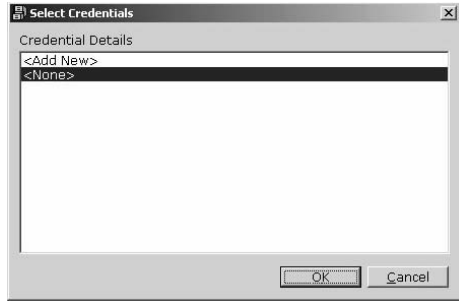
8. From the "Credential Type" drop-down menu select the type of credential to be entered. Enter credential information:
   Number: Number predefined for a HID card or Transmitter.
   Facility Code: Code that allows access cards/transmitters to be associated with a facility or complex.
   ID Code (Transmitters ONLY): One part of the number sequence of a transmitter.
   Sequence Code (Transmitter ONLY): One part of the number sequence of a transmitter.
   Button Number (Transmitter ONLY): Refers to the number assigned to each button on a multi-button transmitter.

9. Click **OK** to save changes when finished. The new credential will appear in the "Select Credential" window.

10. Select the credential that will be assigned to this tenant and Click **OK**. The credential selected will appear in the "Access Credential #1 or #2" box depending on which one was selected in step 6.

11. Click **OK** to save changes.
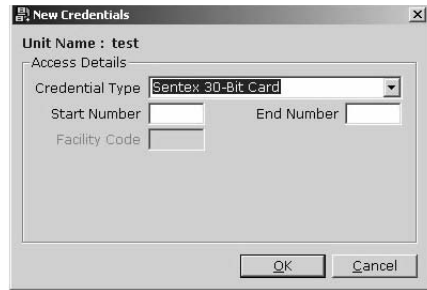
If This is an Existing Tenant:

1. From the main menu select **Tenant >> View Tenants** or from the tool bar click the **VIEW TENANTS** icon. This will open the "Edit Tenant" window.

2. Select a tenant that you would like to add credentials to from the drop-down menu next to the "Last Name" field.

3. Select the Access Details tab. This will open the "Access Details" window.

4. Select Tenant Group from the drop-down menu (if applicable). Select door access from the Time Zones area.

5. To add a new entry code, enter a numerical code (3-9 digits) into the box labeled "Entry Code".

6. There are two sections at the bottom of the "Access Details" window labeled "Access Credentials #1 and #2". To add a new Card/Transmitter click the **SELECT** button next to one of the "Access Credentials" either "#1 or #2". This will open the Select Credentials window.

7. Select *"<Add New>"*. This will open the New Credential window.

8. From the "Credential Type" drop-down menu select the type of credential to be entered. Enter credential information.

9. Click **OK** to save changes when finished. The new credential will appear in the "Select Credential" window.

10. Select the credential that will be assigned to this tenant and Click **OK**. The new credential will appear in the "Access Credential #1 or #2" box depending on which one was selected in step 6.

11. Click **OK** to save changes.

TENANT MANAGEMENT

To Modify Existing Credentials for a Tenant:

1. From the main menu select **Tenant >> View Tenants** or from the tool bar click the **VIEW TENANTS ICON**. This will open the Edit Tenant window.

2. Select the tenant that you want to change credentials for from the drop-down menu next to the "Last Name" field.

3. Select the Access Details tab. This will open the "Access Details" window.

4. Enter information into top section of "Access Details" window.

5. To change the entry code, write over the old entry code and enter the new numerical code (3-9 digits) into the box labeled "Entry Code".

6. There are two sections at the bottom of the Access Details window labeled "Access Credentials" #1 and #2". To edit a Card or Transmitter click the **SELECT** button next to the "Access Credentials" that you want to edit.

7. Select *"<Add New>"*. This will open the "New Credential" window.

8. From the Credential Type drop-down menu select the type of credential to be entered (Sentex 30-bit, Standard 26-bit or Transmitter).

9. Enter credential information *(see page 32 for information about Credentials).*

10. Click **OK** to save changes. The new credential loaded will appear in the Select Credential window.

11. Select the credential that will be assigned to this tenant and Click **OK**. The credential selected will appear in the "Access Credential #1 or #2" box depending on which one was selected in step 6.

12. Click OK to save changes.

OR

1. From the main menu select **Database >> View Credentials** or click the **VIEW CREDENTIALS ICON** from the tool bar. This will open the View Credential window.

2. Select the credential you wish to edit from the drop-down menu, or if you want to create a new credential, select *"<Add New>"* from the drop-down menu.

3. Select the tenant that is to be associated with the credential from the drop down menu.

4. Click the **SAVE** icon.

NOTE: Versa XS will attempt to assign the new credential as Credential #1 or #2. If both are full Versa XS will overwrite Credential #1.

CREDENTIAL BULK LOADING

This feature allows you to load a range of Transmitters or Cards to the unit's record. The Transmitters or Cards should be in numerical sequence without any gaps.

To Load a Group of Cards or Transmitters:

1. From the Main Menu select **Database >> Credential Bulk Loading** or from the tool bar select **BULK LOAD CREDENTIALS ICON** this will open the Credential Bulk Loading window.

2. Select the type of access device from the drop-down menu (i.e. transmitter, Sentex 30-bit card, Standard 26-bit card) from the Credential Bulk Loading window.

3. Starting number and ending number for the access device.

4. Click the **SAVE** icon.
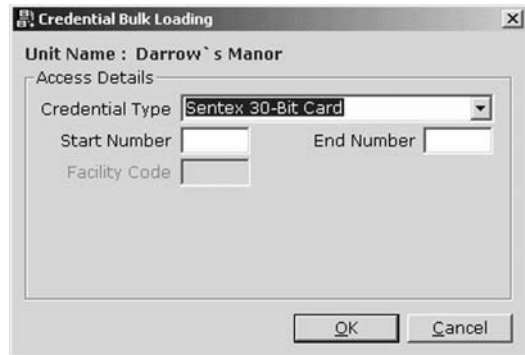
DELETE CREDENTIAL

To Delete a Credential Report:

1. From the main menu select **Reports >> Credential** Report or from the tool bar click the **REPORTS** icon and select "Credential Search Criteria" window.

2. From the drop-down menu under "Field Name" select which fields you would like Versa XS to filter for. *NOTE: If left black ALL credentials will be available in the "Credential Report" window.*

3. Click **OK**.

4. This will open the "Credential Report" window. This spread sheet can then be exported to .txt. or .exl format.

5. To delete a single credential first select the row and then click the "Delete Credential" button.

NOTES:

• *To delete multiple credentials first select a starting row, then hold the <Shift> key and select an ending row. The multiple rows are highlighted, then from the main menu select **Edit >> Delete.***

• *You may ONLY delete unassigned credentials.*

ADDING OR MODIFYING TENANT GROUPS

About Tenant Groups

Setting up tenants in a group allows you to make changes to a group of tenants without having to edit their individual records. ***NOTE:*** *When a new tenant is added to the database, the tenant is automatically added to the "Everyone group".*

To Create a Tenant Group:

1. From the main menu select **Tenant >> New Tenant Group** or from the tool bar click the **NEW TENANT GROUP** icon. This will open the "New Tenant Group" window.

2. Enter a group name and description in the "Group Details" area.

3. In the "Group Members" area select the tenants to be added to the group and click the **RIGHT-FACING ARROW (>)** button. This will move the group members from the "Everyone Members" area to the "Group Members" area.
   If you want to add all of the tenants, click the **RIGHT-FACING DOUBLE ARROW (>>)** button. To remove one tenant from the Group, select the tenant and click the **UNDO** button. To remove all tenants from the group, click **UNDO ALL** button.

4. In the "Group Time Zones" area, select time zones (schedules) for the tenants in this group. For information about setting up Time Zones *see page 22 in this manual.*

5. Click **OK** to save changes.
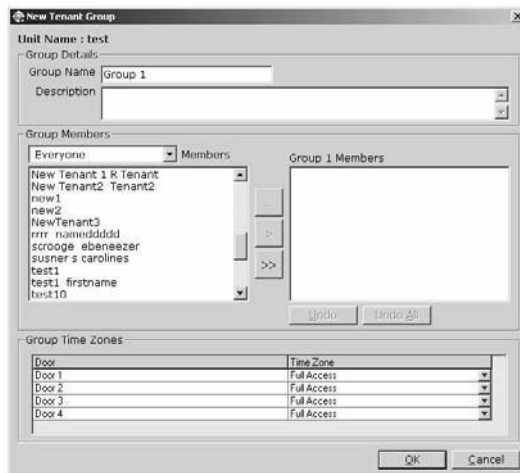
To Add a Tenant to a Tenant Group:

If a new tenant is going to have the same access rights as an existing tenant group, you can add the tenant to the tenant group.

1. From the main menu select **Tenant >> View Tenant Groups** or from the tool bar click **VIEW TENANT GROUPS** icon. This will bring up the "Edit Tenant Group" window.

2. Select the Group you wish to add a new tenant to from the "Group Name" drop-down menu.

3. Click the **NEW TENANT** button. This will open the Tenant Information window.

4. Enter tenant information into the Tenant Info window.

5. Click **OK**. This will add the tenant to the tenant group.

6. Click the **SAVE** icon.

<div style="writing-mode: vertical">TENANT MANAGEMENT</div>

To Edit a Tenant Group's Door Access:

1. From the main menu select **Tenant >> View Tenant Groups** or from the tool bar click the **VIEW TENANT GROUPS** icon This will bring up the "Edit Tenant Group" window.

2. Select the group you wish to edit from the "Group Name" drop-down menu.

3. In the "Group Time Zones" area, select the appropriate time zone from the drop-down menu next to the corresponding door number.

4. Click the **SAVE** icon. This will change the "Door" access for all the tenants in the tenant group.

To Delete a Tenant Group:

1. From the main menu select **Tenant >> View Tenant Groups** or from the tool bar click the **VIEW TENANTS ICON.** The "Edit Tenant Group" window will open.

2. Select the group you wish to delete from the "Group Name" drop-down menu.

3. From the main menu select **Edit >> Delete.** A warning message will appear asking if you are sure you want to delete the selected group. Click **YES** to verify.

4. If any of the tenants have assigned credentials (cards or transmitters), a warning message may appear informing you that the unassigned credentials will also be deleted.

5. Click **YES** to delete the unassigned credentials. Click **NO** to leave the credentials in Versa XS.

6. The Tenant Group is deleted from Versa XS. Any tenants assigned to the Tenant Group are deleted also.

NOTE: See Deleting a Tenant Record on page 28 for more information on assigned Directory Codes and Credentials.

CALL FORWARDING

About Call Forwarding

The Call Forwarding feature allows you to program your unit to call an outside telephone number when a visitor calls the main residence. This feature allows tenants to grant access to visitors from remote locations.

To Enable Call Forwarding for the Residence:

1. Select the unit where the tenant information to be edited resides. To open the tenant information window, on the main menu select **Tenant >> View Tenants** or click the **VIEW TENANTS** icon on the tool bar.

2. The Tenant Information window will appear. The first tenant in the list is the residence, select this tenant record.

3. Click on the Telephone Entry Details tab at the top of the window, this will open the Telephone Entry Details window.

4. Click the check box next to the words "Call Forwarding".

5. Enter the Time Zone (Schedule) for the call forwarding feature.

6. Enter the phone number that the unit will call during a "Call Forwarding" situation.

7. Enter any extension number the unit will have to dial in order to contact the tenant.

8. Enter any time delay required for the extension (0-30 seconds).

9. Click the **SAVE** icon.

To Set Up a Call Forwarding Schedule Using the View Directory Codes Window:

The Call Forwarding schedule operates using the same schedules set up for the unit. In the tenant record screen, the drop-down menu will display all the schedules saved for that unit. Time Zones (a.k.a. Schedules) can be enabled using the Time Zone window *(see Time Zones on page 22 for more information).*

1. Select the unit from the Unit List, and open the "View Directory Codes" window by selecting **Database >>View Directory Codes** from the main menu or click the **VIEW DIRECTORY CODES ICON** from the tool bar.

2. Select the directory code you want from the drop-down menu next to the Directory Code number.

3. Click the check box next to the following words:

   • Call Forwarding
   • Time Zone
   • Phone Number
   • Extension
   • Time Delay

4. Click the **SAVE** icon.

NOTE: A directory code MUST be selected in the "Directory Code" drop-down menu.

"MODEM CONFIGURATION" SCREEN REFERENCE

Before Versa XS can communicate with a unit, the communication settings must be configured. You may choose to have Versa XS automatically configure the settings or you may manually configure the settings with the Custom Configuration feature.

- **Connection Set Name:** Allows you to give a name to a current Connection Set.
- **Connection Mode:** Used to select Direct Connection or Modem Connection.
- **Connection Type:** Used to define the type of connection used: Local, Remote Auto or Remote Manual.
- **Communication Port:** Used to select which port the Modem or Direct Connect uses on your PC.
- **Initialization String:** Configures your modem (if needed).
- **Post Initialization Command:** Configures your modem (if needed).
- **Use This Connect Set for Unit:** Sets this connect set as the default for the selected unit.
- **Modem Speaker Volume:** Used to adjust how audible the modem communication is.
- **Screen Tip Icon:** Opens a dialog box that gives information about the currently open window.
- **Restore Defaults Icon:** Resets ALL data fields to factory defaults.
- **Test It Icon:** Tests the current modem settings.

COMMUNICATIONS - AUTO CONFIGURE

If you are using Versa XS for the first time, select the "Auto Configure" option.

To Auto Configure Your Communications:

1. From the menu bar, select **Communications >> Connect Sets >> Auto Configure** or from the tool bar click the **Auto Configure** icon.

2. The "Auto Configuration" screen will appear.

Versa XS will Perform the Following Tasks:

1. Search for each COM port and identify any modems.

2. Create a **connect set** for Direct Connection (RS232) on each COM port. If you are unsure whether your system is set up for a direct connection, contact your installing dealer.

3. Create a connect set for each modem (default will be 14.4 baud).

You may review the specifics of each connect set by scrolling down the top pane of connect set data. For an explanation of the Connect Set specifics *see page 45.*

Connect Type: Modem or Direct

Example: Auto Connect Set Direct-1; Auto Connect Set Modem-1
The first line of the connect set will inform you of the connection type, direct or modem. Multiple Connect Sets of the same type (e.g., Direct Connection or Modem Connection) will be numbered sequentially, starting at "1".

Modem Type (Modem Connections Only)

Example: Standard Hayes Compatible. Displays the type of modem found on your computer. **COM Port**

Example: COM1; COM2 Displays the COM port selected for the connect set.
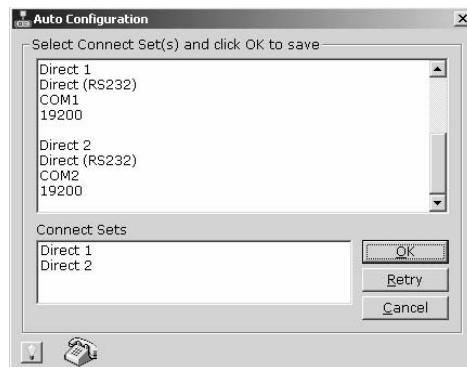
COMMUNICATIONS - CUSTOM CONFIGURE

If you are using Versa XS for the first time, select the "Auto Configure" option.

Opening the "Modem Configuration" Screen:

1. From the menu bar select **Communications >> Connect Sets >> Custom Configure,** or from the tool bar click the **Custom Configure** icon.

2. The Modem Configuration Screen will appear.

3. In the Modem Configuration Screen you can Create a New Connect Set or Edit an Existing Connect Set.

ADDING OR MODIFYING A CONNECT SET

To Create a New Connect Set:

1. Open the Modem Configuration Screen.

2. Enter a name for the **Connect Set.**

3. Choose the Connection Mode being used, Direct Connection or Modem Connection. If you are connected to the unit using a Direct Connection select which COM port the unit will be connected to. If you are connected to the unit using a Modem Connection proceed to step 4.

4. Select a Connection Type from the drop-down menu, your modem connection will either be Local, Remote Auto, or Remote Manual:

   • **Local:** When you are programming the unit from your telephone line.

   • **Remote Auto:** When programming the unit through a telephone line other than the line connected to the unit. Your modem will detect a ring back and ignore the rings before answer setting before sending prefix and password.

   • **Remote Manual:** The modem will send the prefix and password after the rings before answer value.

5. Select the COM port that your modem is connected to.

6. The Initialization String is defaulted to "&F".
   NOTE: Contact your modem manufacturer if additional initialization strings are required.

7. Select the Modem Speaker Volume.

8. Click **TEST IT**. This will test the modem with all the information given.

9. Click the **SAVE** icon.

To Edit an Existing Connect Set:

1. Open the Modem Configuration screen.

2. Select the Connect Set to be edited from the drop-down menu.

3. Make any necessary changes.

4. Click **TEST IT.**

5. Click the **SAVE** icon.

To Delete a Connect Set:

1. Select which Connect Set you want to delete from the Connect Set drop down menu.

2. At the main menu select **Edit >> Delete**.

3. A pop-up window will ask if you are sure you want to delete the Connect Set. Click **YES**

4. Another window will pop up stating that the Connect Set has been deleted. Click **OK** to save changes.

NOTE: Versa XS will NOT allow you to delete a connect set if it is in use by a unit or units.

PREFERENCES

Use the Preferences screen to edit various configuration options. Some of the options include editing the number of retries when Versa XS fails to connect to a unit, 12 or 24-hour format, database merge option and default file location when backing up or restoring the database. Refer to one of the subtopics below for more information on the screen's tabs. To access the Preferences window select **Tools >> Preferences** from the main menu or click the **Preferences** icon from the tool bar.

General

- **Scheduler:** Specify the number of connections Versa XS will attempt during the scheduled data transfer. The Scheduler allows you to program Versa XS to communicate with the unit at a later time. You can specify the number of attempts that should be tried before the Scheduler quits.

- Before the Scheduler tries another attempt, it waits a certain amount of time. You can specify the number of minutes the Scheduler will wait between attempts. The Scheduler will not wait for the first attempt.

- **Backup/Restore:** This area allows you to assign the default location where your Versa XS database will reside after you back up or restore it.

- **To assign the default location:** Enter the directory path into the "Default File Location" box. *Example: C:\Versa XS Backups)* **OR** click the **BROWSE** button to select the path.

Click **OK** to save changes.
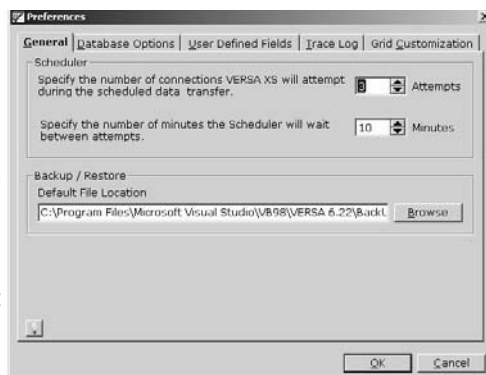
Database Options

- When Versa XS receives data from a unit, the data from both databases will merge. Sometimes conflicts will occur with the merging of the data. The Database Options feature (also referred to as "Merge Options") allows you to specify how conflicts between unit data and Versa XS data are resolved during a merge.

- Conflicts may arise when you consolidate data received from the unit with the data already stored in the Versa XS database.

  Example: A phone number associated with a directory code in the database may be different than a phone number stored in the unit.
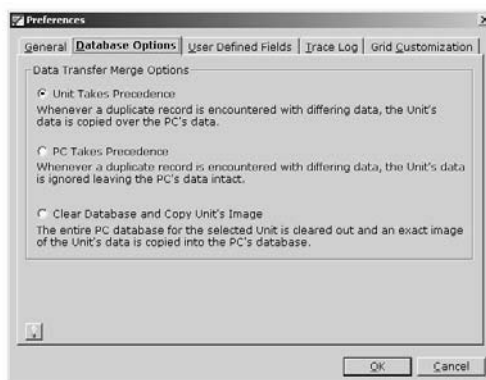
In the Database Options screen you can select how the database will handle such conflicts:

- **Unit takes precedence:** If this box is checked, whenever a conflict arises the Unit's data is copied and saved over the PC's data.

- **PC takes precedence:** If this box is checked, whenever a conflict is encountered the Unit's data is ignored leaving the PC's data intact.

- **Clear database and copy Unit's image:** If this box is checked, when a conflict is encountered the entire PC database for the selected unit is cleared out and an exact copy of the Unit's data is saved over to the PC database.

Click **OK** to save changes.

User Defined Fields

User-defined fields allow you to track additional information about each tenant on the Tenant Information screen for a unit or linked unit group. Versa XS provides four user-defined fields. You can specify the field captions as they will appear on the Tenant Information screen.

Example: You create the field caption "Car Type". You can then enter the current tenant's car in the field's box (e.g., Blue Mercedes) on the Tenant Information screen. You create another field caption "Elderly". You can then enter "Yes" or "No" in the field's box on the Tenant Information screen. You create another field caption "Years as Tenant". You can then enter the number of the years the current tenant has occupied the building in the field's box on the Tenant Information screen.

NOTE: If you change the captions for a Linked Unit Group, all units within the group will be affected.

To Edit the User-Defined Field Captions for a Unit or Unit Group:

1. Select the **Unit** or **Linked Unit Group** radio button.
2. From the **Unit/Linked Group Name** drop-down box, select the unit or unit group that will be affected.
3. Enter the new caption(s) into the **Field** boxes.
4. Click **OK** to save changes.

Trace Log

Allows the Trace Log information to be saved.

To Save Trace Log Information:

1. Click the box next to **ON.**
2. Select Overwrite Existing File, to Save over Existing File, Append to Existing File or to Add to Existing File.
3. Enter the default file path or click **BROWSE** to select a path.
4. Click **OK** to save changes.

NOTE: The Trace Log file name is "VersaXS.log". Use caution if "Append to Existing File" is selected.

Grid Customization

• Allows you to select which fields are present in the Tenant Search Results or the Tenant Bulk Changes window.

To Edit the Tenant Search Results or Tenant Bulk Update Windows:

1. Select **Tenant Search** or **Tenant Bulk Update** from **Select Grid** drop-down menu.
2. If you do not want an Item to display on the grid, highlight the item in the **Visible Columns** window, and click **LEFT** facing arrow. To add an item to the grid, highlight the item in the **Hidden Columns** window, and click **RIGHT** facing arrow. To remove all of the items to display click the **DOUBLE-LEFT** facing arrows. To add all of the **Hidden Columns** click the **DOUBLE-RIGHT** facing arrows. To change an items position on the Grid, highlight the item and click the **UP** or **DOWN** arrows next to the **Visible Columns** box.
3. Click **OK** to save changes.
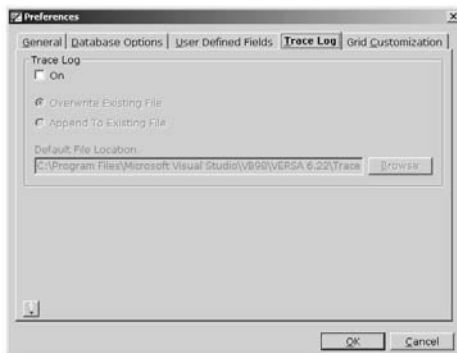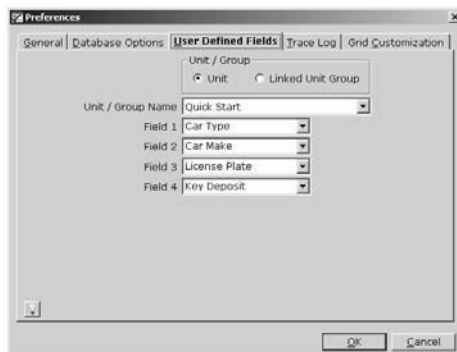
MERGE DATA

Conflicts may arise when you consolidate data received from the unit with the data already stored in the Versa XS database.

Example: *A phone number associated with a directory code in the database may be different then a phone number stored in the unit.*

In the Database options screen you can select how the database will handle such conflicts:

UNIT TAKES PRECEDENCE: If this box is checked, whenever a conflict arises the unit's data is copied and saved over the PC's data.

PC TAKES PRECEDENCE: If this box is checked, whenever a conflict is encountered the unit's data is ignored leaving the PC's data intact.

CLEAR DATABASE AND COPY UNIT'S IMAGE: If this box is checked, when a conflict is encountered the entire PC database for the selected unit is cleared out and an exact copy of the unit's data is saved over the PC database.

NOTE: *Conflict resolutions occur with Time Zones, Tenant Records, Directory Codes, Credentials and Tenant Groups.*

WARNING: *When using "CLEAR DATABASE AND COPY UNIT'S IMAGE", ALL of the Tenant Names, Time Zone Names, Holiday descriptions and other user entered text may be ERASED.*

TRANSFER DATA

Versa XS software allows you to transfer data to and from the unit and your computer.

The Transfer Data window can be accessed by selecting **Communications >> Transfer Data** from the main menu or click the **TRANSFER DATA** icon on the tool bar. The Transfer Data window will open.

The Transfer Data Screen

- **Start Button:** Opens the port, awakens the modem, initializes the modem and gets your computer connected to the unit.
- **Stop Button:** Stops the transmission of information between the unit and your computer.
- **Launch Scheduler:** Allows you to schedule tasks to execute the "Transfer Data" operation for the current unit at a later, specified time.
- **Edit Scheduler:** Allows you to edit and view Versa XS related scheduled tasks.
- **Configuration:** If this box is checked, the Unit Configuration data (i.e., time zones, devices, doors, credentials, etc.) is included during Send/Receive. Configuration data entails unit settings, time zones, inputs/outputs, devices, doors and alarms.
- **Tenant Info:** If this box is checked, the data related to tenants, directory codes and credentials will be included during Send/Receive.
- **Historical Transactions:** If this check box is checked historical transactions will be transmitted back to Versa XS. Transaction data can be filtered by "Since Last Retrieval", "All" or "Since Custom Date and Time".
- **Firmware Update:** This checkbox is controlled by the firmware update screen. Please see page 27 for more information.

SCHEDULED TASKS

Allows you to schedule tasks to execute the Transfer Data option for the current unit.

To Schedule a Task:

1. Click the **SCHEDULER** button. You MUST have at least one option checked.

2. From the Transfer Data window select the task to be preformed (transfer configuration to unit, receive configuration from unit, etc.).

2. The Scheduler window will appear. Enter a name to describe the task.

3. Click **OK** to save changes.

The Schedule Information screen will appear, this screen consists of 3 windows:

- **Task Tab:** Allows you to set up where the task information will be stored on your computer's hard drive.

- **Schedule Tab:** Allows you to set the date and time the task will be enabled.

- **Settings Tab:** Allows you to give the schedules specific settings; such as what to do upon completion, length of idle time and power management.

Enter in the Task, Schedule and Setting information, Click **OK** or **APPLY**.

*NOTE: You may have to supply your **Windows** user password when prompted.*

WARNING: Telephone number, Connect Set, Alternate Prefix, Password and Ring Setting values are copied from the current selected in the Unit List. Any temporary values changed in the Connection Details will NOT be used when the schedule runs.

To Edit or View a Scheduled Task:

This function allows you to edit or view Versa XS related tasks.

1. From the Transfer Data window click the **EDIT SCHEDULER.**

2. Select the task you want to edit from the Edit Scheduled Tasks window.

3. Edit any or all information for the scheduled task selected.

4. Click **DONE** to save changes.

NOTE: You CANNOT edit the options when the Scheduled Task was created. You may ONLY re-schedule the Scheduled Task.
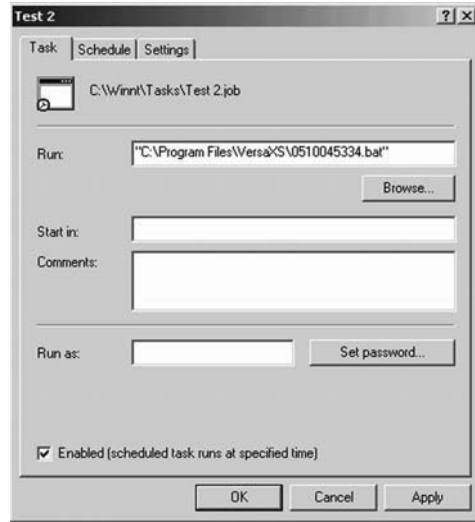
USING DIRECT CONTROL

Direct Control allows you to send commands from Versa XS to the unit.

To Use Direct Control:

1. From the Main Menu select **Communications >> Direct Control** or from the tool bar click the **DIRECT CONTROL** icon. This will open the Direct Control window.

2. Select which action you want the unit to do from the Unit Actions window.

   - **Cycle Door:** Used to momentarily open the door/gate for a visitor without having the visitor initiate a call.
   - **Toggle Door Latch:** Activates relay associated with door. Door remains open until given a command to close. Deactivates relay associated with door. Door remains closed until given a command to open.
   - **Release Door:** If you release a door from a "Latch Door Open Until" command, the door's relay will deactivate (i.e., the door will close).
   - **Toggle Door Latch Until:** Activates the door's relays until a specified time of day, until manually prompted to deactivate with a Release Door command, or until a time zone (schedule) overrides to relock the door. Deactivates the door's relays until a specified time of day, until manually prompted to deactivate with a Release Door command or until a time zone (schedule) overrides to unlock the door.
   - **Set System Clock:** Allows you to change the unit's clock.

3. Select which door the action will effect.

   - **Door 1:** Factory set to Relay Group 1 (Relay 1).
   - **Door 2:** Factory set to Relay Group 2 (Relay 2).
   - **Door 3:** Factory set to Relay Group 3 (Relay 3).
   - **Door 4:** Factory set to Relay Group 4 (Relay 4).

4. Click **START** button to connect to the unit.

5. Click **SEND CHANGES** button to enable the command.

6. Click **STOP** button to disconnect from the unit.

SENDING/RECEIVING DATA

SENDING/RECEIVING DATA

REAL TIME MONITORING AND TRANSACTIONS

Real Time Monitoring allows you to view the transactions in real time.

1. To open the Real Time Monitoring (RTM) screen, from the main menu select **Communications >> Real Time Monitoring** or from the tool bar click the **REAL TIME MONITORING** icon. This will open the Real Time Monitoring window.

2. To begin monitoring transactions click **START** from the RTM Menu. Each time a transaction is received from the unit the RTM will filter the information and display it on the RTM Grid.

3. To stop the information being updated to the RTM Grid and disconnect click **STOP**.

4. To stop the information from being updated to the RTM grid and remain connected click **PAUSE**.

5. To reset/clear the RTM Grid click **CLEAR RTM**.

6. The Real Time Monitoring window will display a grid that shows the following items:

   • **Date:** Displays the date of the action. Range 01/01/01-12/31/99.

   • **Time:** Displays the time of the action. Range 00:00 - 23:59 (B, C, D, E ...) Example 17:35B, means the second transaction occurred at 5:35PM.

   • **Source:** Displays where the command came from. *See next page for descriptions of Source codes.*

   • **Device:** Displays which device was used Range 0-4.

   • **Door:** Displays which door was affected. Range 1-4.

   • **Code:** Displays which code was used to activate the door.

   • **Name:** Displays any name associated with the code.

   • **Result:** Displays what action happened (i.e., entry was granted, entry was denied, etc.). *See pages 53-54 for descriptions of Result codes.*

Source Codes

UNKN	=	Unknown	**DSC**	=	Door contact sensor
CARD	=	Card reader module	**PSTP**	=	Program step
RCVR	=	RF module	**REX**	=	Request to exit input
CODE	=	Entry code	**SCHD**	=	Auto unlock/lock schedule
DIR	=	Directory code	**DOOR**	=	Postal input or door latch release
AUTO	=	Automatic sensor	**PSWD**	=	Enter/exit program mode at unit
RES	=	Residence call or Resident activity	**REM**	=	Remote or telco side programming
DCMD	=	Direct command	**DRCT**	=	Direct connect programming
KEY	=	Keypad			

Result Codes

ALARM AJAR	=	Set ajar alarm.	**DENIED INVCDE**	=	Denied unknown entry code presented to unit.
ALARM FORCED	=	Door forced alarm.	**DENIED INVCRD**	=	Denied unknown card presented to unit.
ALARM PWR HI	=	Alarm power over voltage.			
ALARM PWR LO	=	Alarm power under voltage.	**DENIED INVRF**	=	Denied unknown transmitter presented at unit.
ALARM STK&OUT	=	Strikes & out alarm.			
BER ERRORS	**=**	The number of bit errors detected during a BER diagnostic test.	**DENIED PASSWD**	=	Invalid password to enter programming mode.
			DENIED TALKTM	=	Talk time expired for call.
BER TOTAL	=	The total number of bits tested during a BER diagnostic test. **CLEAR AJAR** = Clear ajar alarm.	**DIAG TEST**	**=**	Diagnostic Test**.**
			DNI TIMEZONE	=	Denied code due to time zone.
CLEAR FORCED	=	Clear door forced alarm.	**DNI UTILITY**	=	Denied entry code due to expired utility options.
CLEAR PWR HI	=	Clear power over voltage.	**DENID VIS HNG**	=	Visitor canceled call.
CLEAR PWR LO	=	Clear power under voltage.	**DB BACKUP**	=	Records on the progress of saving database to storage. Uses the door value to indicate if backup was successful (1) or not (0). The facility and card number are used depending on backup progress. Usually the facility is the page of failure or location of new storage. The card number reflects the number of codes written before failure or total number of codes saved.
CLEAR STK&OUT	=	Clear strikes & out alarm.			
CLEAR PWR HI	=	Clear power over voltage.			
DENI AUTO ANS	=	Dir/Call denied due to another unit in multi-unit auto-answers line.			
DENI INC RING	=	Dir/Call denied due to unit receiving incoming ring.			
DENI MU PROGRAM	=	Denied code due to another unit in multi-chain is in program mode.			
DNI RING EXP	=	Visitor call rings exceeded.	**DNI INVCRDTPE**	=	Denied invalid card type presented to unit.
DENIED APBACK	=	Denied code due to anti-passback violation.	**DNI RES OFFHK**	=	Denied visitor, residence off-hook and in RTM mode
DENIED DND	=	Denied code due to DND.			
DENIED DR INA	=	Denied code due to door being inactive.			
DENIED INACTV	=	Denied access code inactive.			

Result Codes

DNI ROFHK NCW	=	Denied visitor due to residence phone off-hook and call waiting is disabled.
DNI TENANT HNG	=	Tenant cancelled call on visitor. Hang-up or press hang-up response key.
DOOR RELAY GRP	=	Using the code field shows which relays are activating for a particular door relay group. The value is in hexadecimal and displays the relay as a mask value.
ENTER PROGM MODE	=	Enter program mode. Value shows type of password used: (1) backdoor; (2) user.
EXIT PROGMING	=	Exiting programming mode.
GRANTED	=	Granted code access.
GRANTED POSTL	=	Granted access via postal lock input.
GRANTED REX	=	Granted access via REX input.
INCOMING RING	=	Counts number of incoming rings detected. Facility is the current count, and the code field shows the auto answer ring count. The system auto answers when count and total match.
INPUT HIGH	=	An input into the system (REX, DSC, Call, etc) was detected as a high logic value. The code represents the input type.
INPUT LOW	=	An input into the system (REX, DSC, Call, etc) was detected as a low logic value. The code represents the input type.
INPUT PWR RST	=	Activity with the power reset button. A value is shown in the code field: 1 is a release: 0 is a press.
INVLD UNKNOWN	=	Unknown/Miscellaneous.
LATCH CLOSED	=	Latch held closed.
LATCH OPEN	=	Latch held open.
LATCH RELEASE	=	Latch released.
LINE BUSY PGM	=	Denied visitor because line is in use for program mode.
LINE BUSY RTM	=	Denied visitor because line is in use for RTM mode.
MDM CONNECT	=	Modem connection has been established. Facility code is the system value describing connection. The code field is the speed of connection.
MDM DROP	=	Modem connection has dropped/terminated. The code is system modem value.
MDM INFO	=	Generic modem status value. Values are modem status codes.
MDM PKT ERROR	=	Modem status of quality of line. Zero percent (0%) is ideal. Facility contains the number of packet error detected above 75%. The code field shows recent change in packet error as a percentage.
MDM RTD	=	Modem status of round trip delay (in milliseconds) between a host computer and unit.
PS CYCLE RELY	=	Cycled relay through program step.
RAM TEST	=	Diagnostic test that checks for memory errors.
SCHED LOCK	=	Auto schedule has locked.
SCHED UNLOCK	=	Auto schedule has unlocked.
UNIT RESTART	=	Unit restarted.
VISITOR SPOOF	=	Detects a spoof of the system is occurring at the unit.

CONNECTION DETAILS WINDOW

This window displays the status of your current connection. This window is displayed at the bottom of the screen when the following functions are being preformed: Transfer Data, Direct Control or Real Time Monitoring.

Connect Status: Shows the connection status.

Connection Information

- **Unit Name:** Displays the name of the unit.
- **Telephone Number:** The telephone number to be dialed in order to make contact with the unit (20 Characters max).
- **Alternate Prefix:** Displays alternate prefix required to access the unit.
- **Connect Set:** Drop-down menu that displays the current Connect Set used.
- **Password:** Holds the password required to gain access to the unit.
- **Ring Setting:** Displays number of rings Versa XS will wait before it disconnects from the unit.
- **Progress Area:** Multi-line text box that displays the status of every action.

NOTE: Alternate Prefix, Passwords, Override Answering Service and Ring Setting default values are taken from current selected units in the unit list. If you are changing any of these values at Versa XS the connection details will use your old values until a successful transfer has been made with configuration checked. For example, you change the default unit password from "000000" to "123456". Connection Details window will display "000000" until a successful transfer has taken place.

MISMATCH

Versa XS and the units share a special number. When this value is equal, then Versa XS and the units have their databases in sync. If the value is not equal (Mismatch) then Versa XS and the units may have their databases out of sync. The mismatch may occur for a couple of reasons: first time installation and communication with the unit, disruption while Versa XS is connected to the unit, unauthorized non-Versa XS programming at the unit, and authorized non-Versa XS programming at the unit. For each scenario there are multiple ways to get the databases back into sync. The scenarios and instructions are shown below:

First Time Installation

Installer Initially Programs Unit:

• In this case the installer or dealer sets up different default values for the unit. You may want to keep these values as they might affect how the unit operates. First choose options to allow Versa XS to connect to the unit, then select "Clear database and copy Unit's Image". This will allow you to connect and communicate with your unit, then copy all of the installer default values for your unit and leave both Versa XS and unit in sync.

Default Installation and with Programming at Versa XS:

• Here the installation left the unit with default values. Versa XS matches the unit's default values so you may begin adding users and customizing through Versa XS. When done customizing bring up the Transfer Data window and send Configuration and Tenant Info to the unit.

Installer Programs Unit with Programming at Versa XS:

• Upon installing Versa XS the user is encouraged to start adding tenants and configuring time zones, holidays, tenant groups etc. Although the installer or dealer may change the unit's factory defaults depending on the installation, Versa XS is still able to merge both databases easily. First, select "PC takes precedence" then receive both Configuration and Tenant Information form the Transfer Data window. By selecting "PC take precedence" you are able to retrieve new tenant record, time zones, holidays, etc.. without altering your tenant records, time zones, etc.. *NOTE: The Unit Settings, Inputs/Outputs, Doors, Devices and Alarms will take values from the units. At this point all data has been consolidated at Versa XS, now select Configuration and Tenant Info at the Transfer Data window and choose OK when the mismatch warning is displayed.*

Disruption

• If Versa XS has its connection disrupted by a bad connection or by other means a Mismatch may occur. Even though Versa XS may have been programming the unit, both databases have been in sync. Simply try connecting to the unit again and choose **OK** if the mismatch warning is displayed.

Unauthorized Access at Unit

• If you are solely using Versa XS for all communications to the unit and the mismatch warning appears, this may be due to another user entering programming mode at the unit without your authorization. You may want new unauthorized tenant records or altered time zones copied to your Versa XS database. When the mismatch warning message appears click **OK** and override the unit's database, this ensures ONLY data from Versa XS is copied and any new changes at the unit are erased. If you want to see if there was any tampering with the unit you may create a new unit in Versa XS and, for example,. label it "Tampered Unit". For the new unit select "Clear database and copy Unit's Image" a new choose Configuration and Tenant Info at the Transfer Data window. After the communication investigate the unit's database for peculiar records.

Authorized Access at Unit

- Sometimes you may program the unit via your DTMF phone or at the keypad when you don't have Versa XS available. In these cases a Mismatch occurs. Since you know the options you have programmed you can select "Unit Take Precedence" and copy the new or altered records. Then select Configuration and Tenant Info at the Transfer Data window. ***NOTE:*** *Your descriptive names for time zones, holidays, tenant, etc.. may be erased.*

Scheduler

- If a Mismatch occurs for any of the above reasons the Scheduler Versa XS will display the mismatch warning and wait approximately 30 seconds for user interaction. If you are present when this occurs you may select **OK** or **Cancel** depending on your situation. If you are not present Versa XS will assume a response of **OK** and proceed to overwrite the database in the units.

To Check if Versa XS and the Units Are Out of Sync:

1. Make sure there are no pending changes. Check the label "Updates Pending" in the Unit Status window.
2. Open the Transfer Data window.
3. Select Configuration in the send frame.
4. Click **START**.
5. The connection will close when complete other wise the mismatch warning message will appear.

CREATING A NEW DATABASE

Versa XS allows you to create a new database if you want to start with an empty one for a particular unit. The file and database type is .MDB (Microsoft Access® database). All edits to the database should be performed with Versa XS. However, you may also view the database in Microsoft Access® *(see Notes below)*.

To Create a New Database:

1. From the main menu, select **Database >>Database Utilities >> New.** This will open the " New Database" window. A warning message may appear to notify you that the system is going to close any open screens in Versa XS.

2. Assign a name to the database by entering it into the File Name box.

3. Click **SAVE**.

If successful, you will see the ***Database Created Successfully*** dialog box. The database created will now be the current working Versa XS database.

NOTES:

- *If you're creating the new database for a unit that already contains data, perform a Receive All command so that the unit's database and Versa XS's database match. All subsequent additions or changes to the Versa XS database should be sent to the unit. For more information on Sending and Receiving see pages 49-57.*

- *If you want to look at the databases through a program other than Versa XS, LiftMaster recommends that you make a copy of the databases for that purpose. You can view the databases using Microsoft Access® 7.0 or you can export the data for use in other programs such as Microsoft Excel®.*

OPENING A DATABASE

When Versa XS is started it will automatically open the most recently used database. However, if the database opened is not the database you wish to edit, this feature allows you to select a different Versa XS database.

To Open a Database:

1. From the main menu, select **Database >> Database Utilities >> Open**. This will open the "Open Database" screen. A warning message may appear to notify you that the system is going to close any open screens in Versa XS.

2. Select the desired database.

3. Click **OPEN**.

If successful, the ***Database Opened Successfully*** dialog box will appear.

The data base file name you are working in will be displayed at the top of the main screen in the title bar.

NOTES:

- *LiftMaster strongly recommends that you regularly make backup copies of the Versa XS database.*

- *LiftMaster recommends having only one database with all the preferred settings stored in it.*

- *If you want to look at the databases through a program other than Versa XS, LiftMaster recommends that you make a copy of the databases for that purpose. You can view the databases using Microsoft Access® 7.0 or you can export the data for use in other programs such as Microsoft Excel®.*

RENAMING A DATABASE

Versa XS allows you to rename any database that is currently open.

To Rename the Current Database:

1. From the main menu, select **Database >>Database Utilities >> Rename.** This will open the "Rename Database" window. Rename the database to the desired name. A warning message may appear to notify you that the system is going to close any open screens in Versa XS.

2. Click **OK** to save changes.

If successful, the ***Database Renamed Successfully*** dialog box will appear.

NOTE: *You may NOT rename a database with an existing file name.*

BACKING UP A DATABASE

This feature allows you to back up your Versa XS database to a desired directory. When you back up a database, you are essentially making a copy of the current database and saving it under a different file name.

Back Up Your Versa XS Database:

1. To protect your Versa XS data. In the event your current Versa XS database becomes unusable, you can use this copy to resume operations.

2. In case you ever need to revert to an older Versa XS database.

To Back Up a Versa XS Database:

1. From the main menu, select **Database >> Database Utilities >> Backup.** This will open the "Backup Database" window.

2. Select the directory where the copied database will reside. The default folder is defined in Preferences, General tab.

3 Change the File Name, if desired. Ensure that the file extension does not change (e.g., Versa XS_database.bak).

4. Click **SAVE**. A warning message may appear to notify you that the system is going to close any open screens in Versa XS.

If successful, the ***Database Backup Successfully*** dialog box will appear.

To use a back up copy of the database, use the restore database feature.

DELETING A DATABASE

If you delete a Versa XS database you will lose all data associated with that file. Please exercise caution when using this feature. After deleting a database you cannot retrieve it with Versa XS.

To Delete a Database:

1. From the main menu, select **Database >> Database Utilities >> Delete.** This will open the "Delete Database" window. Select the database you wish to delete.

2. Click **DELETE**.

3. At the confirmation dialog box, click **YES**.

If successful, the ***Database Successfully Deleted*** dialog box will appear.

NOTE: *If deleting currently open database any open windows will be closed.*

RESTORE/COMPACT/REPAIR DATABASE

Versa XS allows you to use a back up database at any point of time, the Restore Database feature opens a back up copy of your database and makes the back up the working copy. This feature is also helpful when some changes have been made to the data which cannot be reset, however, the user wishes to do so.

To Restore Database:

1. From the main menu select **Database >> Database Utilities >> Restore.** This opens the "Restore Database From" window.
2. Select the appropriate back up file (*.bak) and click **OPEN**. The default folder is defined in Preferences, General tab.
3. The Restore To Database window will then open, allowing you to save the restored database as a different name and location. This will help to preserve the data in the working database.

NOTE: If restoring a back up to the current database ALL screens will be closed.

In order to minimize memory usage, you may want to condense/compact the database. This also speeds up data access.

To Compact a Database:

1. From the main menu select **Database >> Database Utilities >> Repair**. This opens the "Compact/Repair Database" window.
2. Click **COMPACT.**
3. A Versa XS window may appear letting you know Versa XS is going to close all windows Click **YES**.
4. A window will appear informing you that the database was compacted successfully.
5. Click **OK** to save changes.

In order to repair a database, it must be compacted first. This Repair option is used to clean up a sluggish or hard to open database.

To Repair Database:

1. From the main menu select **Database >> Database Utilities >> Repair.** This opens the "Compact/Repair Database" window.
2. Click **REPAIR.**
3. A Versa XS window may appear letting you know Versa XS is going to close all windows. Click **YES**.
4. A window will appear informing you that the database was repaired successfully.
5. Click **OK** to save changes.

TRANSACTION REPORT

Transaction reports are used to view all or some of the transactions downloaded from a unit.

To Create a Transaction Report:

1. From the main menu select **Reports >> Transaction Reports** or from the tool bar click the **REPORTS** icon and select Transaction Reports from the drop-down menu. This will open the "Transaction Search Criteria" window.

2. From the drop-down menu under "Field Name", select which fields you would like Versa XS to filter for.

   NOTE: If left blank ALL transactions will be available in the Transaction Report window.

3. Click **OK** to save changes**.**

This will open the "Transaction Reports" window. This spread sheet can be exported to various formats for more information, see *Exporting Reports*.

NOTES:

- *To delete a single transaction first select a row and select **Edit >> Delete** from the main menu.*
- *To delete multiple transactions select a starting row, then hold the <Shift> key and select the ending row. The multiple rows are highlighted, then select **Edit >> Delete** from the main menu.*

UNIT REPORTS

Unit reports are used to view all or some of the Unit Information.

To Create a Unit Report:

1. From the main menu select **Reports >> Unit Report** or from the tool bar click the **REPORTS ICON.** The "Unit Report" window will open.

2. The text file created will be saved to the Versa XS folder on your hard drive.
   UNIT NAME: Name of unit in report.
   UNIT REPORT FILE NAME: Shows file name and location of Unit Report.
   VERSA XS UNIT REPORT FORMAT:
   Unit Details: Data from "Unit Details" area of "Unit Settings" window
   Communication Details: Data from "Communication Details" area of "Unit Settings" window
   Record Deactivation: Data from "Record Deactivation" area of "Unit Settings" window
   Enable Anti-Passback: Data from "Enable Anti-Passback" area of "Unit Settings" window
   Unit Values: Data from "Unit Values" area of "Unit Settings" window
   Unit Features: Data from "Unit Features" area of "Unit Settings" window
   Volume Control: Data from "Volume Control" area of "Unit Settings" window
   Tenant Response Keys: Data from "Tenant Response Keys" area of "Unit Settings" window
   Time Zones: Data from "Time Zones" window
   Holidays: Data from "Holiday" window
   Outputs: Data from "Inputs/Outputs" window
   Relay Groups: Data from "Inputs/Outputs" window
   Inputs: Data from "Inputs/Outputs" window
   Devices: Data from "Devices" window
   Doors: Data from "Doors" window
   Alarms: Data from "Alarms" window
   Resident Details: Data from first tenant record of "Tenant Information"

TENANT REPORT

Tenant reports are used to view tenant information that may have been removed or updated.

To Create a Tenant Report:

1. From the main menu select **Reports >> Tenant Report** or from the tool bar click the **REPORTS** icon and select Tenant Report from the drop-down menu. This will open the "Tenant Search Criteria" window.

2. From the drop-down menu under "Field Name" select which fields you would like Versa XS to filter for.
   NOTE: If left blank ALL tenants will be available in the "Tenant Report" window.

3. Click **OK** to save changes**.**

This will open the "Tenant Report" window. This spread sheet can be exported to various formats (see *Exporting Reports*).

NOTE: See Preferences, Grid Customization on page 47 for more information over Tenant Reports.

DIRECTORY CODE REPORT

Used to create spreadsheets for directory code comparisons.

DIRECTORY CODE INSERT REPORT

Used to create a printable directory code insert. A text file will also be saved to Versa XS folder.

EXPORTING REPORTS

Versa XS allows you to export Transaction, Credential and Tenant Reports to two formats. Microsoft Excel (.xls) and Delimited Text File (.txt). You must generate the report before it can be exported.

To Export a Report:

1. From the main menu select **Reports >> Export** or from the tool bar click the **REPORTS ICON** and select Export from the drop-down menu. This will open the "Export Report" window.

2. Name the file and select a location to save the spreadsheet.

3. Click **SAVE**.

PRINTING REPORTS

When a report is in the parent window Versa XS allows you to print it.

To Print a Tenant/Transaction Report:

1. Open either tenant or transaction report.

2. From the main menu select **File >> Print**. The file will immediately be sent to your default printer.

3. If it is necessary to change any information when printing such as page layout, printer or paper size, select **File >> Page Setup** from the main menu.

4. When changes have been made to the Page Setup, Click **OK** to save changes.

APPENDIX

APPENDIX

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ELITE SERIES®

CONTACT AND COPYRIGHT INFORMATION

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