



DeskLincTM System USB Flash Drive and Reports

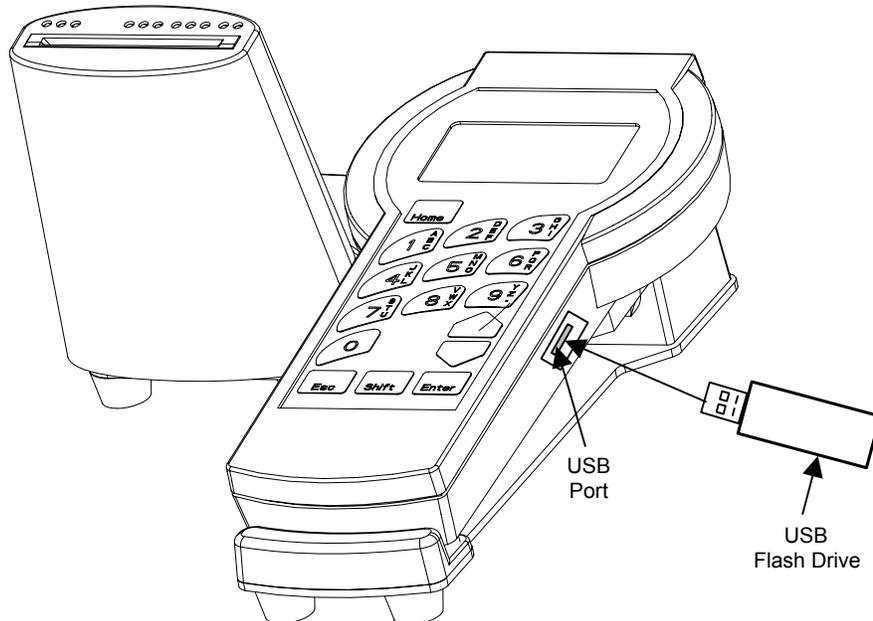
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Introduction

Reports from the DeskLinc™ system can be downloaded to a USB flash drive. The procedures in this manual will show you how to select the required report and save it to a USB flash drive to be viewed on a PC. The reports can be view by most text-editing software (e.g., MS Word, Notepad, WordPad, etc.).

The following reports can be printed to the USB flash drive:

1. User Report
2. Lock Interrogation Report
3. Transaction (TX) History Report
4. Key Design Report
5. Key Usage Report (this report requires memory or smart card media)



Downloading a User Report to the USB Flash Drive

1. At the Sign On screen, enter your password (3-10 characters, if needed) and press **ENTER**.
2. Press **ENTER** three times to move the cursor to the transaction menu item.
3. Press **6** or use the **ARROW DOWN (▼)** key to display the “6. ADDITIONAL MENU” item. Then press **ENTER**.

```
Room #_____
Checkout in 1 days
Make 1 keys -max 99
3.NEW SUITE KEY
4.DUPL SUITE KEY
5.LIMITED USE KEY
6.ADDITIONAL MENU
More Options
```

4. The following ADDITIONAL MENU screen will appear. Press **6** or use the **ARROW DOWN (▼)** key to display the “6. REPORTS” menu item. Press **ENTER**.

```
ADDITIONAL MENU:
1.NEW MASTER KEYS
2.DUPL MASTER KEYS
3.CHECK OUT A KEY
4.MISCELLANEOUS KEYS
6.REPORTS
7.AUTHORIZE USERS
More Options
```

5. The following menu will appear. Press **3** or use the **ARROW DOWN (▼)** key to display the “3. USER & AUTH” menu item. Press **ENTER**.

```
REPORT MENU:
1.TX HISTORY
2.KEY DESIGN
3.USERS & AUTH
```

6. The following message will appear. Press **1** to repeat the function, or press **0** to not repeat the function. Press **ENTER** to continue.

```
Do you wish to
repeat this function
when you are done?
Press 1=Yes or 0=No
```

7. At the USERS & AUTHS MENU screen, press **3** or use the **DOWN ARROW (▼)** key to display the “3. Print Users & Auth” menu item. Press **ENTER**.

```
USERS & AUTHS MENU:
1.View a User & Auth
2.View All Users
3.Print Users & Auth
```

Downloading a User Report to the USB Flash Drive (continued)

- 8. At the Print Name Screen, enter a **report name** (1-8 characters in length). Press the **DOWN ARROW (▼)** key.

```
Print Name Screen:
Enter USB File name:

ABCD1234.TXT
Press Enter and then
insert the flash
drive or press ESC
```

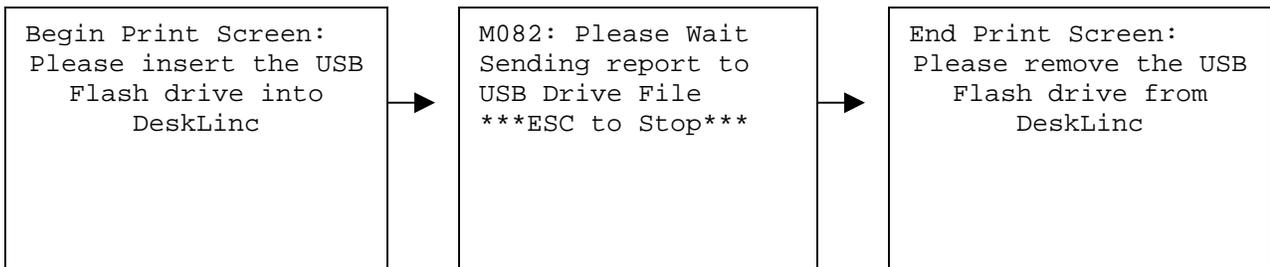
- 9. The cursor will move to the next input field. Enter a **three-digit file extension** type (supported file extension types are .TXT, .WPD, and .DOC). Press **ENTER** and then insert the flash drive as prompted on the screen.

```
Print Name Screen:
Enter USB File name:

ABCD1234.TXT

Press Enter and then
insert the flash
drive or press ESC
```

The following screens will appear:



- 10. The report has successfully been transferred from the DeskLinc device to the USB flash drive. Remove the USB Flash Drive. Press **ESC** three times to return to the password screen, or the system will automatically return to the lock selection screen after one minute.

The file can be viewed on a computer at this point.

Downloading a Lock Interrogation Report to a USB Flash Drive

Please refer to Section 8 of the DeskLinc™ manual for lock interrogation procedures.

- At the INTERROGATION MENU 2, press **2** or use the **DOWN ARROW (▼)** key to display the “2. Print Lock Reports” menu item. Press **ENTER**.

```
S004:INTERROG MENU 2
1.Exit Transaction
2.Print Lock Reports
3.Interrogate MORE
5.Read Inter. Card
```

- At the Print Name Screen, enter a **report name** (1-8 characters in length). Press the **DOWN ARROW (▼)** key.

```
Print Name Screen:
Enter USB File name:

1234ABCD.DOC
Press Enter and then
insert the flash
drive or press ESC
```

- The cursor will move to the next input field. Enter a **three-digit file extension** type (supported file extension types are .TXT, .WPD, and .DOC). Press **ENTER** and then insert the flash drive as prompted on the screen.

```
Print Name Screen:
Enter USB File name:

ABCD1234.DOC

Press Enter and then
insert the flash
drive or press ESC
```

Note: If multiple locks are interrogated all records will be combined into one report.

- The Print Lock Screen will appear. Press the **number** associated to the required lock. Press **ENTER**.

Note: To view additional interrogated locks, press **0** and **ENTER** to display more locks.

```
Begin Print Screen:
Please insert the USB
Flash drive into
DeskLinc
```

```
S006: Print Lock:
1)104 2)105
3) 4)
Enter 1-4, 0=more 1
```

- At the S007 screen, enter the **number of days back** that should be reported. The default is **0**, which means all the entries will be reported.

```
S007: For Lock 104
Enter # of days back
to Print 0 (0=all)
** ESC to Abort **
```

Downloading a Lock Interrogation Report to a USB Flash Drive (continued)

6. At the S009 screen, press **0**, then press **ENTER**.

```
S009: For Lock 104
Adjust Entries to
Terminal Date/Time?
Press 1=Yes or 0=No
```

7. The following screens will appear, ending at the Print Lock screen. If additional interrogation reports are required, repeat Steps 2-6. Otherwise, press **ESC**.

```
M082: Please Wait
Sending report to
USB Drive File
***ESC to Stop***
```

```
S006: Print Lock:
1)104 2)105
3) 4)
Enter 1-4, 0=more 1
```

8. The following screens will appear, ending at the INTERROGATION MENU 2 screen. Press **1** or use the **DOWN ARROW (▼)** key to display the "1. Exit Transaction" menu item. Press **ENTER**.

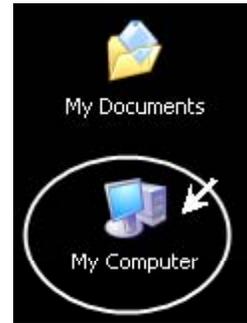
```
End Print Screen:
Please remove the USB
Flash drive from
DeskLinc
```

```
S004:INTERROG MENU 2
1.Exit Transaction
2.Print Lock Reports
3.Interrogate MORE
5.Read Inter. Card
```

9. The report(s) has successfully been transferred from the DeskLinc™ device to the USB flash drive. Continue to the next sections to view and/or print the interrogation report.

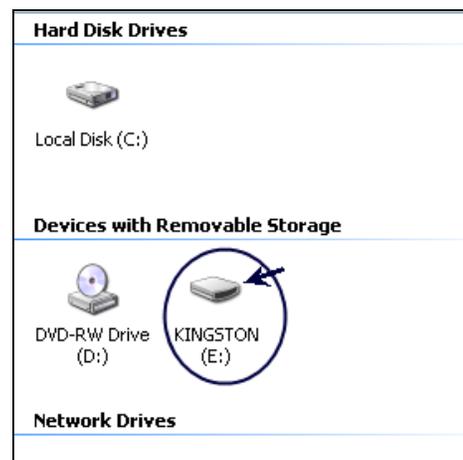
Viewing the Report

1. Insert the USB flash drive into a computer's USB port.
2. Click the **My Computer** icon.



3. The following screen appears. Click the **USB flash drive**.

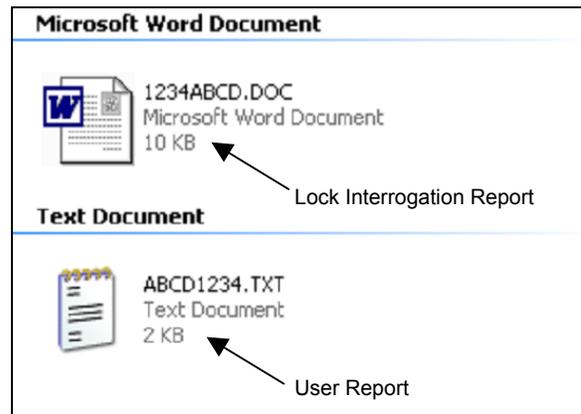
Note: In this example the USB flash drive is named Kingston on E-drive (E:). The name and drive letter can be different depending on the brand name of the USB flash drive and the available drive letter assigned by the computer.



4. The following screen appears. To view the report, click the **file name** that was entered on the DeskLinc device's Print Name screen.

5. After the report displays, save or print the document.

Note: Reports can be read in either .TXT or .DOC formats.



Example 1: DeskLinc™ User Report

```

ABCD1234.TXT - Notepad
File Edit Format View Help
PAGE 1      02-29-2008  01:40PM      DESKLINC TRAINING FILES      TERMINAL #1
USER & GROUP TX AUTHORIZATION REPORTS:  REPORT # 1 (MM-DD-YY)
-----
GRPAUTH.ACT Vers: 11-15-1990
USER ASSIGNMENTS & AUTHORIZATIONS:
Currently 2  of 33  User #s Assigned

USER#  -----USER NAME-----  -AUTHORIZATIONS-  ---1ST ADDED----  --LAST CHANGED--
 254  DEMO                          11-16-70 12:00AM  11-16-70 12:00AM
 250  SAFLOK REP                      1              11-16-70 12:00AM  07-12-06 09:34AM
□
PAGE 2      02-29-2008  01:40PM      DESKLINC TRAINING FILES      TERMINAL #1
USER & GROUP TX AUTHORIZATION REPORTS:  REPORT # 2 (MM-DD-YY)
-----
GRPAUTH.ACT Vers: 11-15-1990
GROUP AUTHORIZATIONS

GRP# 1: ALL AUTHORIZATIONS
  All functions listed in all groups

GRP# 2: FRONT DESK
  New & Dupl Room & Suite Keys

GRP# 3: ADDITIONAL FRONT DESK
  Override Error Capability for New & Dupl Room & Suite Keys
  Checkout Room & Suite Keys
  Tx History Report
  Key Design Report

GRP# 4: FAILSAFE KEYS
  New & Dupl Failsafe Keys

GRP# 5: MASTER KEYS
  New & Dupl Master Keys
  PPK & SPK Keys
  Status & Display Keys
  Tx History Report
  Key Design Report

GRP# 6: INTERROGATE LOCKS
  Interrogate Locks
  Program Lock Clock Date & Time

GRP# 7: PROGRAM LOCK
  Program Locks

GRP# 8: USER/KEY DESIGN
  Change System Hardware
  Change System Defaults
  Authorize Users
  Set System Date & Time
  Set System DST Settings
  Tx History Report
  Key Design Report
  User & Auth Display & Report

GROUPS 1,2,4,5 & 8 ALSO INCLUDES THE FOLLOWING:
  Set Terminal Settings
  Tests & Clear Printer
  Communications Changes
  Display Station Info
  Exit Program
  _

```

Example 2: Lock Interrogation Report

1234ABCD.DOC - Microsoft Word

File Edit View Insert Format Tools Table Doc Mgr Window Help

Window [Auto scroll]

PAGE 1 03-04-2008 10:39AM DESKLINC TRAINING FILES TERMINAL #1

LOCK STATUS REPORT: REPORT # 2

INTERROGATION FOR LOCK #: 105 PROPERTY#: 1 EPROM V: 6 08-02-2007.2

Report Date Format Used: MM-DD-YYYY (Note: * is used if data is unavailable)
Terminal software version: DCA5 V101807

LOCK STATUS AT TIME OF INTERROGATION:

- Pattern: G Checksum: G Write: G Mode: 2 - Property Prog'd
- E2 is Enabled
- Invalid Key Shutdown is not in effect
- Lock Batteries are Good
- Locked/Unlocked Switch - OK
- Key Switch - OK
- Intended to be Locked
- DST Change Info is set
DST is Standard Local
DST Starts 03-09 02:00 Ends 11-02 02:00 Year 2008
- Lock's Clock should be Reset within 11 Months
- Lock uses Locked Switches? Y Opening(Knob) Switch? Y
- Serial Port Communication: Sends? N Recvs? N

Lock's Clock Date & Time: 03-04-2008 09:38AM STD
Terminal's Date & Time: 03-04-2008 09:37AM STD
Lock Date & Time & DST Info was updated after 1st interrogation.

KEY USE & ENTRY RECORDS:

Key names are derived from:
NAMEINDX.ACT Vers: 09-20-2006
KEYPROG.ACT Vers: 09-20-2006

1) LVL 11 TYPE 0: HOUSKEEPING SECTION	KEY ID#: 2	REC #: 1
From: Key Used On: 02-08-2008 01:56PM STD		
2) LVL 11 TYPE 0: HOUSKEEPING SECTION	KEY ID#: 2	REC #: 1
From: Key Used On: 02-08-2008 01:55PM STD		
3) LVL 11 TYPE 0: HOUSKEEPING SECTION	KEY ID#: 2	REC #: 1
From: Key Used On: 02-08-2008 01:55PM STD		
4) LVL 11 TYPE 0: HOUSKEEPING SECTION	KEY ID#: 2	REC #: 1
From: Key Used On: 02-08-2008 01:49PM STD		
5) LVL 11 TYPE 0: HOUSKEEPING SECTION	KEY ID#: 2	REC #: 1
From: Key Used On: 02-08-2008 11:34AM STD , Allowed to Open		
6) LVL 11 TYPE 0: HOUSKEEPING SECTION	KEY ID#: 2	REC #: 1
From: Key Used On: 02-08-2008 11:32AM STD , Allowed to Open		
7) LVL 11 TYPE 0: HOUSKEEPING SECTION	KEY ID#: 1	REC #: 1
From: Key Used On: 02-08-2008 11:28AM STD , Allowed to Open		



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Manufactured under one or more of the following patents:

U.S.: 4,177,657; 4,411,144; 4,534,194; 4,890,870; 5,198,643;
5,477,041; 5,820,177; 5,986,564; 7,051,561; D494,841; D501,131
D512,899; D519,021; D531,629; D533,009; D533,047; D533,762;
D533,763; D535,629 CANADA: 1,252,854; 1,298,902
U.K. 2,010,375

Other U.S. and foreign patents pending

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