

## Getting Started Guide

**POWERLEVER® PROX**

**9000  
Series**



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## Introduction

The PowerLever PROX 9000 Series of door locks are designed to limit and control entry to an area or premises through the use of a numeric combination (PIN) entered via the keypad and the presentation of a proximity token (PROX Card). The locks are designed to work in conjunction with the PowerLever PX PC Software with the intent to use a handheld PDA (Personal Digital Assistant) to transfer information between the two entities.

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**Note:** *For our application, the “handheld PDA” will be referred to as the M-Unit since its primary function is to perform Maintenance at the lock.*

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## System Components

- I. Locks
- II. PROX Cards & PROX Card Reader/Enroller\*  
\* PROX Card Reader/Enroller recommended but not required.
- III. PC & PowerLever PX Software
- IV. M-Unit & LockCom PX Software

### I. Locks

The PowerLever PROX 9000 Series of door locks are standalone locks whose primary function is to grant access when users enter a valid PIN via the keypad and present a valid PROX Card to the PROX Reader on the lock. The PowerLever PROX 9000 Series is an advanced design electronic lock that operates using internally-generated power, “PowerStar™ technology”, and includes a microprocessor. A PROX Reader is imbedded in the face of the lock.

## Lock Modes

A lock can operate in one of 3 different modes:

### 1. Default Factory Mode

The lock is shipped from the factory in Default Factory Mode and is operational after being installed. The lock can only be opened with the Default Factory Master User PIN of “12345678”.

### 2. Construction (Temporary Activated) Mode

The lock can be switched from Factory Mode to Construction Mode manually at the lock and can operate without interfacing with the PowerLever PX Software via the M-Unit. When in Construction Mode, PROX Cards can be enrolled for access to the lock for a maximum of 50 users. The lock can only be opened via the presentation of the PROX Card, although the Master User PIN is also authorized to open the lock in this mode.

### 3. Activated Mode

When lock and lock user data is defined at the PC using the PowerLever PX Software and then uploaded to the lock via the M-Unit, the lock is considered to be in Activated Mode. When in Activated Mode, the default method of lock access is PIN and PROX Card, but access can also be set to require only a PIN or only a PROX Card.

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**Note:** *If you would like to operate a lock in Construction Mode before putting it in Activated Mode via the PC software, refer to the **Construction Mode Operations** sheet that was shipped with the lock.*

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## Lock Access Methods

A lock can be accessed using one of three different access methods. The lock can be set up to require different access methods for different users or for the same user operating the lock on different access schedules.

### PIN & PROX Card

The entry of a valid PIN and the presentation of a valid associated PROX Card are required to access the lock. This is identified as “dual credential” access.

### PROX Card Only

Only the presentation of a valid PROX Card is required to access the lock.

### PIN Only

The entry of a valid PIN via the lock keypad will grant access to the lock.

## Lock Operation

The PowerLever lock is designed to operate using internally-generated power. The self-contained PowerStar generator is triggered by depressing the outside lever. Each 67-degree open and 67-degree restore rotation of the lever constitutes a charging cycle. A door open operation will require only one charging cycle if the period of door lever inactivity does not exceed a weekend (approximately 65 hours) when operating at normal room temperature. Periods of non-use beyond a weekend will require two charging cycles for a door open operation. One simultaneous flash of the green and red LEDs accompanied by a low volume beep indicates that the lock is powered. Each additional depression of the lever will result in this same response.

A monitor will provide audio and visual cues to the user when lock power drops below a sufficient level for operation. The lock will continually beep and flash the red LED, prompting the user to depress the outside lever to provide additional power. If the lever is not depressed within 5 seconds, the lock will power down.

### To Open Lock in Default Factory Mode

The lock is shipped from the factory in Default Factory Mode and is operational after being installed. The lock can be opened with the Default Factory Master User PIN of “12345678”.

### To Open Lock in Construction (Temporary) Mode

In this mode, the lock can be opened using the Master User PIN or it can be opened by Access Users who have had a PROX Card enrolled at the lock.

### To Open Lock in Activated Mode

In this mode, the lock can be opened by personnel as defined in the PC system software.

The following conventions apply to the operation of the lock:

- Once the lock is powered, you must enter a valid PIN (combination) or present a valid PROX Card within 10 seconds.
- If a lock and user are set up for PIN and PROX access, the user has a maximum of 5 seconds after entering a valid PIN to present the PROX Card.
- The PROX Reader is located on the front of the lock just below the keypad. When presenting a PROX Card, place a flat side of the card on or near the PROX Reader.
- To clear any uncompleted keypad entry, press the **C** (Clear) key. This will clear any input that was entered since the last accepted input (as indicated by 2 flashes of the green LED along with 2 beeps).

- To initiate a lock operation other than opening the lock, you must:
  - Power the lock.
  - If PIN is required, enter a valid PIN.
  - If PROX Card is required, present a valid PROX Card.
  - Before re-lock, press  (**Enter**) followed by the 3-digit command code for the lock operation. For example to change the Default Factory Master User PIN, you would press  and then **000**.
- When performing multiple passes within an operation for multiple access users, the  key is used as a terminator for the operation.

## Lock Responses

The tables below summarize how the red and green LEDs are flashed individually, simultaneously, or in combination to indicate various conditions. Each LED flash is accompanied by a beep for audio reinforcement.

Flashes	Green LED	Red LED
Continuous	Present PROX Card	Low Power
1	Keystroke Entry	
2	Input Accepted/DST Activated	General Error
3	Lock Ready to Open/PROX Added Manually	Bad Attempt to Open
4	Standard Time Activated	

Flashes	Green / Red Sequence	Simultaneous Green-Red
Continuous	Download in Progress	
1	“C” Key Depression	Lock Powered
2	Device Error **	Procedure End; Re-lock or Tamper Shutdown Time Expired

\*\* Contact PowerLever Technical Support for assistance.

- One simultaneous flash of the green and red LEDs accompanied by a beep indicates that the lock is powered.
- When power drops below a sufficient level for operation, the lock will continually beep and flash the red LED. At this point, the operator has 5 seconds in which to regenerate power to a sufficient level before the lock will systematically shutdown. To regenerate power, depress the outside lever fully and then release it.

- After each accepted step of an operation, two flashes of the green LED display and two beeps sound, prompting you to enter additional information for the next step of the operation. **The User must wait for these prompts before proceeding.**
- After you have completed all the steps of an operation, two simultaneous flashes of the green and red LED display and two beeps sound if the operation is successful. Two red flashes display and two beeps sound if the operation is unsuccessful, and you will need to re-key the operation which caused the error.

## II. PROX Cards & PROX Card Reader/Enroller\*

\* PROX Card Reader/Enroller recommended but not required.

The PowerLever 9000 Series of door locks supports HID PROX Card access as a method of lock entry for users. PROX Cards can be enrolled for users via the PROX Reader on the lock when operating in Construction Mode. When preparing for operation of the locks in Activated Mode, PROX Cards can be enrolled for users at the PC via the pcProx™ RFIDEas Card Reader/Enroller or through manual batch entry.

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**Note:** *The PowerLever PROX 9000 Series door lock supports HID formats from 26 bits up to 84 bits.*

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## III. PC & PowerLever PX Software

The PowerLever PX Software is installed on the PC and allows you to manage your door locks and the associated user data from the PC, while also offering audit and reporting capabilities.

## IV. M-Unit & LockCom PX Software

The LockCom PX Software is installed on the M-Unit (handheld PDA) and allows for upload and download of data to and from the lock. It also allows for download of User Table and lock Audit data from the lock to use for reporting purposes at the PC.

## System Definitions

### PC System Personnel Classifications

There is only one type of personnel who uses and operates the PC software.

- **Operator** - An Operator must be added to the PowerLever PX PC System in order to operate the software. When an Operator is added to the system, a Logon Password must also be established. A maximum of 10 operators can be added to the System. All operators have access to all functions of the PowerLever PX Software.

### PINs

**A Variable Length PIN** (combination) is a feature of the PowerLever PX System. The PIN can be 4-8 digits in length. Regardless of the PIN length, a PIN will always be unique to a given user. **The length of a PIN defaults to 4 digits except for the Master User PIN and the Manager User PIN which are always 8 digits in length.** The default length of the PIN can be changed during the system setup at the PC.

### Sites

A site represents a physical location. In the PowerLever PX System, it is the top level of the hierarchy to manage doors/locks. Multiple doors can be assigned to a single site. A maximum of 999 sites can be defined in the system.

### Access Schedules

An access schedule is a defined time period during the span of a week in which users can be granted access to a door. The access schedules are defined by managerial personnel using the PowerLever PX Software at the PC. Schedules are defined by selecting the days of the week that the schedule is active and specifying the start time and end time of the schedule for the days specified. A descriptive schedule name can be assigned to each schedule. Once defined, access schedules can be assigned to a door in the Maintain Doors area of the software. An access schedule can be assigned to multiple doors. A maximum of 16 access schedules can be assigned to a single door.

When defining your access schedules, you will select the days of the week that apply for your access schedule and the time period within each of those days for which access to the door is needed. When assigning an access schedule to a door, you will also define the access method required for that door (i.e., PIN & PROX, PIN only, or PROX only) during the time defined by the access schedule. Keep in mind that the time frames in the access schedules assigned to a single door cannot overlap due to this factor. One access schedule may be defined to only require a PROX Card for a certain time frame. Another access schedule may require a PIN & PROX for part of the same time frame. If you tried to assign both of the schedules to the door, the system would not be able to determine which type of access method is required during the time that the 2 access schedules overlap.

If you have a need for periods of time where access for certain groups of users overlaps partially, you will need to break those time periods into separate access schedules. An access schedule also cannot bridge a time period over 2 days. If you have an access schedule that needs to start before midnight and end after midnight, you must set this up as 2 separate access schedules.

**Example:**

During the week I have 3 shifts at my company:

1st Shift - 7:00 a.m. to 3:00 p.m.

2nd Shift - 3:00 p.m.-11:00 p.m.

3rd Shift - 11:00 p.m.-7:00 a.m.

I want the 1st shift people to be able to come in as early as 6:30 a.m. even though their shift does not actually start until 7:00 a.m. 2nd shift starts at 3:00 p.m., but I want to allow the 2nd shift people access as early as 2:30 p.m. 3rd shift runs from 11:00 p.m. to 7:00 a.m. and I want to allow those employees access as early as 10:30 p.m. Therefore, the 3 main work shifts need to be defined in 7 different access schedules as shown below. The access schedules must be defined over the course of a 24 hour day as follows:

12:00 a.m.-6:30 a.m. - 2nd Part of 3rd shift

6:30 a.m.-7:00 a.m. - 3rd & 1st shift overlap

7:00 a.m.-2:30 p.m. - 1st shift

2:30 p.m.-3:00 p.m. - 1st & 2nd shift overlap

3:00 p.m.-10:30 p.m. - 2nd shift

10:30 p.m.-11:00 p.m.- 2nd & 3rd shift overlap

11:00 p.m-12:00 p.m. - 1st Part of 3rd shift

By default, Access Users and M-Unit Users are not granted any access to the lock. An access schedule must be assigned to these types of users during the process of defining a door under the Maintain Doors area of the software. Access schedules can also be assigned to Manager Users, although by default they have 24/7 access. When in the Maintain Doors screen, select the Users option to assign users to the door. Once a user is assigned to the door, access schedule(s) for that user and door must also be assigned. Users can be assigned multiple access schedules for a door. You can choose from the access schedules that have been previously defined for the door, which means that the maximum number of access schedules that can be assigned to a user for a particular door is the number of access schedules defined for the door.

## Holidays/Vacations

A Holiday/Vacation Template is a defined time period during which users will NOT be granted access to a door. By default there will be no access allowed to a door/lock during a defined holiday/vacation period except for Service Users, Manager Users, and the Master User. A maximum of 32 holiday/vacation periods can be defined in the system.

## Service Window

A Service Window is a time period (from 1 to 45 days) during which a Service User is granted access to a door/lock. By default a Service User is not granted any access to a door/lock. A Service Window must be assigned to a Service User during the process of defining a door under the Maintain Doors area of the software.

## Lock User Personnel Classifications

Up to five different types of users can perform various operations at the lock:

- **Master User** - The Master User is the top-level manager who performs the initial lock setup activities and can program all lock functions. The Master User PIN is always 8 digits long and will open the lock. A default Master User PIN must be set for all doors in the system at the time of the initial logon to the PowerLever PX Software. There is a maximum of one Master User per lock. Alternate Master User PINs can be assigned to individual sites via the Change System Settings option under System Setup. At that time you also have the option to assign a PROX Card to a Master User.
- **Manager User** - A Manager User is a second-tier administrator who can program all lock functions specified in the table on the following page. A Manager User PIN will always be 8 digits long and will open the lock. Manager Users are added at the PC and then uploaded into the lock by the M-Unit. The number of Manager Users is limited to 10. By default a Manager User assigned to a door will have 24/7 access and will be required to enter a PIN and present a PROX Card for access to the door. The default access method for a particular door may be changed to PIN only or Card only when access schedules are assigned to the door. Access schedules can be assigned to Manager Users and these access schedules will override the Manager Users's default access. Manager User access however is not affected by defined Holiday/Vacation periods or by Lockout Mode.
- **Access User** - A user who has the ability to open locks. Users are added at the PC and then uploaded into the lock via the M-Unit. The number of Access Users is limited only by available user table space. Access users can NOT take audits. Access schedules and defined Holiday/Vacation periods control an Access User's access to a door.
- **M-Unit User** - An M-Unit User will not have access to open any of the locks. The M-Unit User simply serves the purpose of performing maintenance on the locks and performing lock programming and/or lock auditing via the M-Unit. M-Unit Users are added at the PC as a PIN and PROX Card User, and then are uploaded into the lock by the M-Unit. Access schedules and defined Holiday/Vacation periods control an M-Unit User's access to program or audit the door.
- **Service User** - A Service User has authorization to access a lock for a specified period of time (from 1 hour to 45 days) using only a PIN. The number of Service Users per lock is limited to 10. Each Service User PIN is automatically deleted after its end time. The Service User's access can be programmed to start at a future date and be active for a defined period prior to the Service User PIN being disabled. Service Users are added at the PC and then uploaded into the lock by the M-Unit. Service Users are not affected by Access schedules or by defined Holiday/Vacation periods.

Activity	Master User	Manager User	Access User	Service User	M-Unit User	Operator at PC
Change Master User PIN	✓					
Add PROX Only Access Users in Construction Mode	✓					
Select User PIN Length						✓
Set Relock Time/Wrong Try Limit	✓	✓				✓
Open Lock	✓	✓	✓	✓		
Set Lock Date & Time	✓	✓			✓	
DST Toggle	✓	✓				
Enable Passage Mode	✓	✓				
Disable Passage Mode	✓	✓				
Enable/Disable Manager User	✓					
Enable/Disable Access User	✓	✓				
Retrieve Audit Records	✓	✓			✓	
User Table Download from Lock	✓	✓			✓	
User Table Upload from PC	✓	✓			✓	
Load Configuration Defaults	✓	✓				
Delete All Users	✓	✓				
Factory Default Reset	✓	✓				

## The PowerLever PX System Program Package

The PowerLever PX System implementation package includes:

- PowerLever PX System Installation CD
- Universal Communication Module (Includes HotSync Cable)
- PROX Card
- PowerLever PX System Getting Started Guide
- PowerLever PX System Quick Reference Guide
- PowerLever PX System Reference Manual (Included on Install CD in electronic format)
- Quick Reference Cards (Included on Install CD in electronic format)

If you are missing any of the above items, contact Customer Service.

## System Requirements

To use the PowerLever PX System program, the following hardware and software minimum requirements are recommended:

- IBM compatible PC (Pentium II or greater) capable of running Windows with an available USB or serial port for a Palm cradle or a HotSync cable.

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**Note:** *An RFIdeas pcProx Reader can be ordered with your system. This addition to the system makes it convenient to enroll/assign PROX Cards to users. It can also be used to read and verify a user's "lost & found" card. However, it is not required if all of your PROX Cards are standard 26 bit wiegand format. A USB port is required at the PC if using the PROX Reader.*

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- Screen area resolution capability of 1024 x 768 pixels
- CD-ROM Drive, CDRW drive for backing up data base
- Hard Disk Drive with at least 20 megabytes of disk free space
- Minimum system memory is 128MB or as recommended by operating system
- Windows '98 Second Edition, Windows 2000 Professional (Service Pack 4 or greater), or Windows XP Professional (Service Pack 1 or 1a)

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**Note:** *The screens shown in the PowerLever PX manuals were captured on a Windows '98 system. If your PC is running under a different operating system, your screens may look slightly different.*

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- Palm PDA running OS 4.0 or higher with a 16 pin universal connector. See the latest list of compatible PDAs on the PowerLever PROX web site: [www.powerleverprox.com](http://www.powerleverprox.com)
- A Palm Cradle or a HotSync Cable is required to connect the Palm to the PC.

## Palm PDA (M-Unit) Setup

Prior to installing the PowerLever PX System, you should review the "Getting Started" information in the *Basic Handbook for the Palm™ Organizer*, become acquainted with basic Palm PDA operation, and set up your Palm Desktop software.

At this time you should also physically install the Palm Cradle (or HotSync Cable) for the Palm by attaching it to your PC. You will also need to install the associated driver for the devices. You will be prompted by the system to install the device driver.

1. Locate the Palm Cradle (or HotSync Cable) that was included with your Palm Unit and plug it into a USB port (or serial port) on your PC.
2. Install the device driver for the Palm Cradle supplied by the Palm vendor.

## PROX Card Reader Installation

If you are using a PROX Card Reader with the system, you should at this time attach it to the PC. You will also need to install the associated driver for the device. You will be prompted by the system to install the device driver.

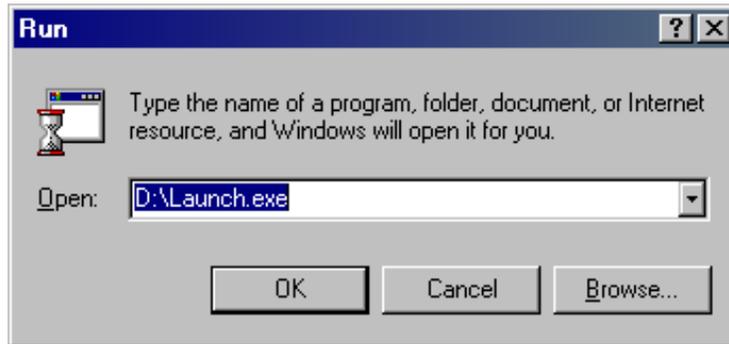
1. Plug the pcProx RFIDeas PROX Card Reader it into a USB port on your PC.
2. Install the device driver for the Card Reader.

After installing the Palm Cradle (or HotSync Cable) and the PROX Reader, you are ready to install the Palm Desktop Software, the PowerLever PX Software, the LockCom PX Software, and begin system setup.

# PowerLever PX Software Installation

Complete the following steps to install the PowerLever PX Software:

1. Check the PC date and time to ensure accuracy. Adjust, if necessary, before proceeding.
2. Check your System Display Settings under the Display option on the Control Panel. If the Screen Area is not already set to 1024 x 768 pixels, change the setting and save it.
3. Insert the **PowerLever PX Install CD** into the appropriate drive of the PC.
4. If you have AutoRun activated on your PC system, go to Step 7. Otherwise continue by selecting the **Start** icon in the lower left of the Windows screen.
5. Next select the **Run** icon from the Windows menu. The Run Window will be displayed. If necessary, change the path to point to the drive being used to install the software.



6. Click on the **OK** button.

The PowerLever PX Software Installation Browser is loaded and the Main Menu of the Browser is displayed.

**PowerLever® PX**  
Version 1.0



• **Install PowerLever® PX Software**

• **Product Documentation**

• **Contact Us**

**Welcome to the  
PowerLever® PX Software  
Installation CD.**

- Learn about the PowerLever® PX lock.
- Install Adobe Reader if not already installed on your system.
- View or print product documentation, as needed.
- Install PowerLever® PX Software.
- Get in touch with us directly.

exit

7. Select the **Install PowerLever® PX Software** menu item.

The Install PowerLever® PX Software browser menu is displayed.

## Install PowerLever® PX Software



### Install PowerLever® PX

Before installing this software, we suggest that you review the *Software Reference Manual*, if this has not already been done. Go to **Product Documentation** and click on the appropriate button.

main menu

8. Select the **Install PowerLever® PX** menu item.

A message window will display indicating that the InstallShield Wizard is being started. The InstallShield Wizard will guide you through the software set up and installation.

The PowerLever PX Program will be added to the Windows Program Menu Folder and a menu item will be generated for **PowerLever® PX**. Within the **PowerLever PX** menu, there will be several available system options as follows:

**Install LockCom PX on Palm Organizer**

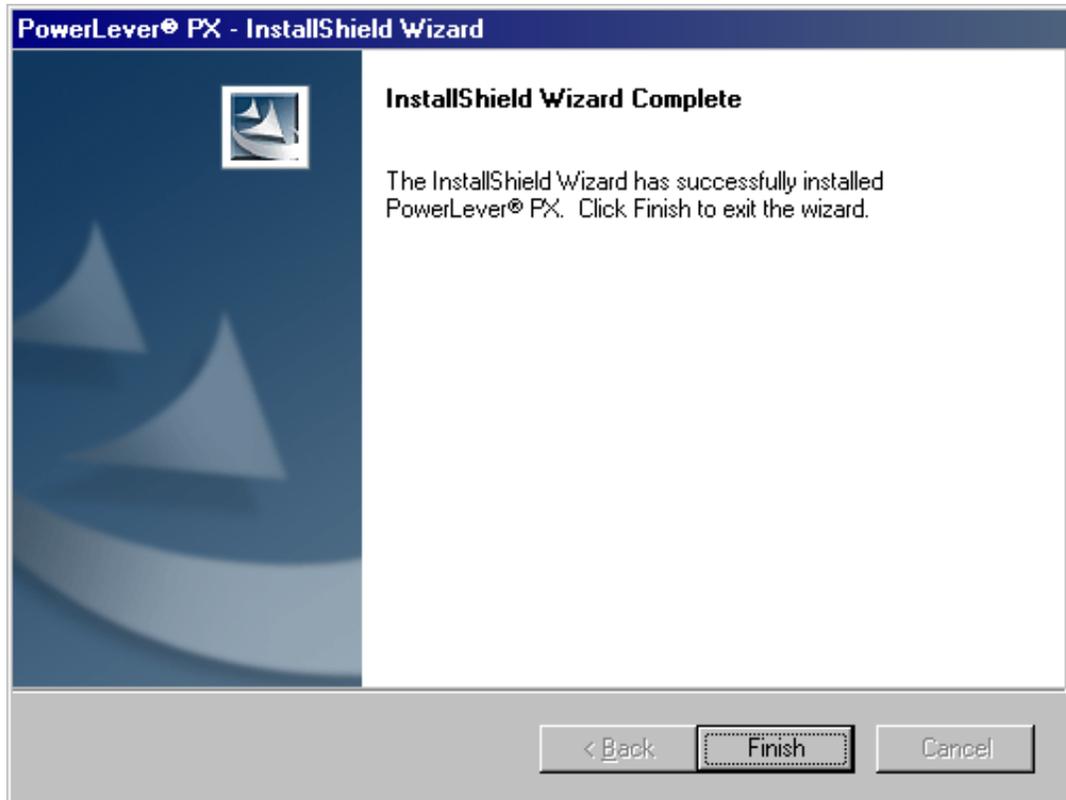
**PowerLever PX Help**

**PowerLever PX**

**Install Palm HotSync PROX Conduit**

**Uninstall Palm HotSync PROX Conduit**

The InstallShield Wizard Complete screen is displayed. This indicates that the program installation is complete.



12. Click on the **Finish** button to exit the InstallShield Wizard.

### If Program Did Not Install Successfully

If for some reason the program did not install successfully, you must remove (uninstall) any portion of the program that did install, before trying to install the software again. Go to the system Control Panel to Add/Remove Programs. During the Uninstall process, an InstallShield window will appear indicating that the HotSync Manager should be closed if it is currently active on the system.

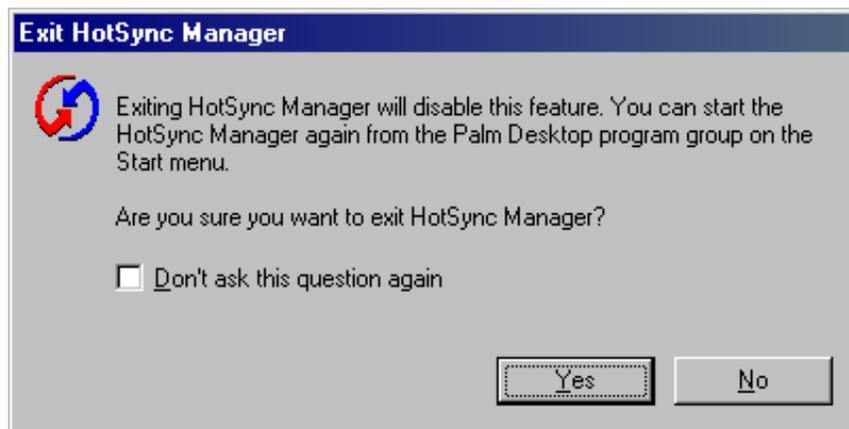


You can determine if the HotSync Manager is active by looking to see if the HotSync icon  is visible in the system tray at the bottom right hand corner of your PC display.



1. If HotSync is active, right click on the HotSync icon and then select Exit from the menu.

The Exit HotSync Manager window will appear.



2. Click on **Yes**.

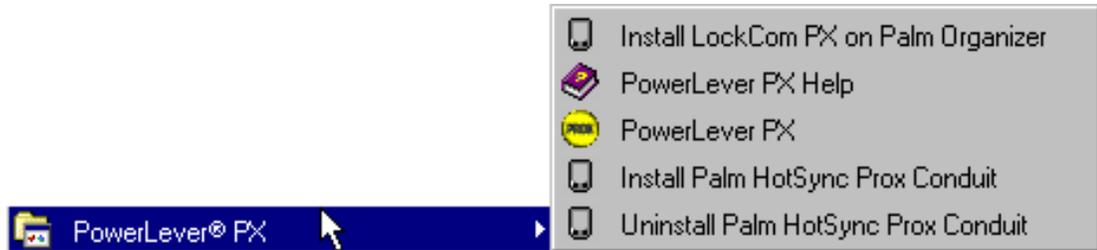
The icon should disappear from the system tray.

## Install LockCom PX

The PowerLever PX Software has now been installed and the required files for the LockCom PX Software have been copied to the PC. We must now install the LockCom PX Software on the M-Unit (Palm PDA).

Complete the following steps to install LockCom PX:

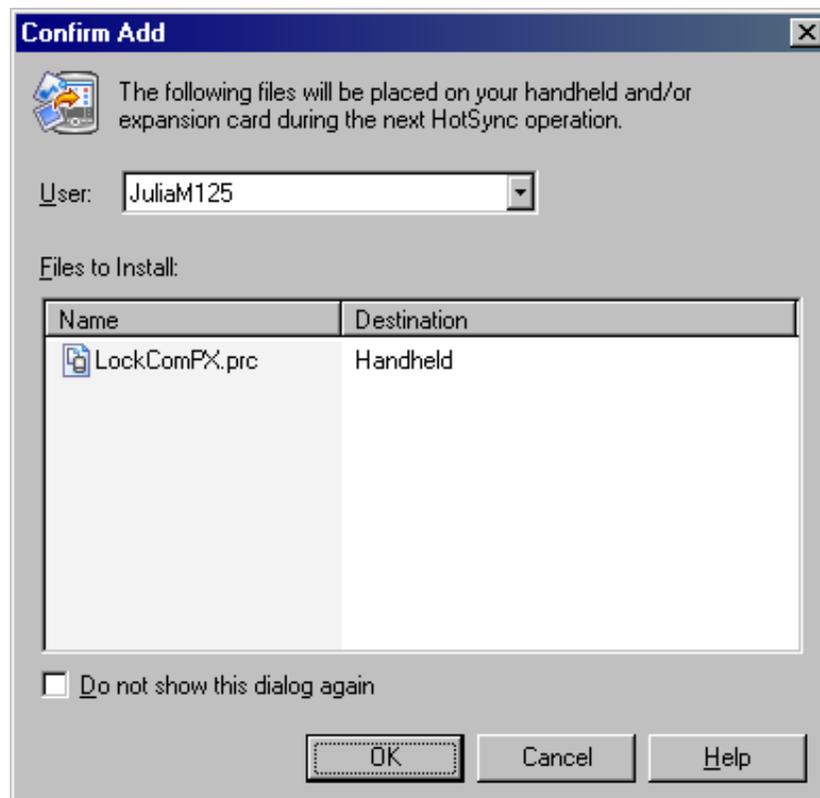
1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** menu item.
3. Select the **PowerLever® PX** menu item.



- From the PowerLever PX Menu, select the **Install LockCom PX on Palm Organizer** icon.

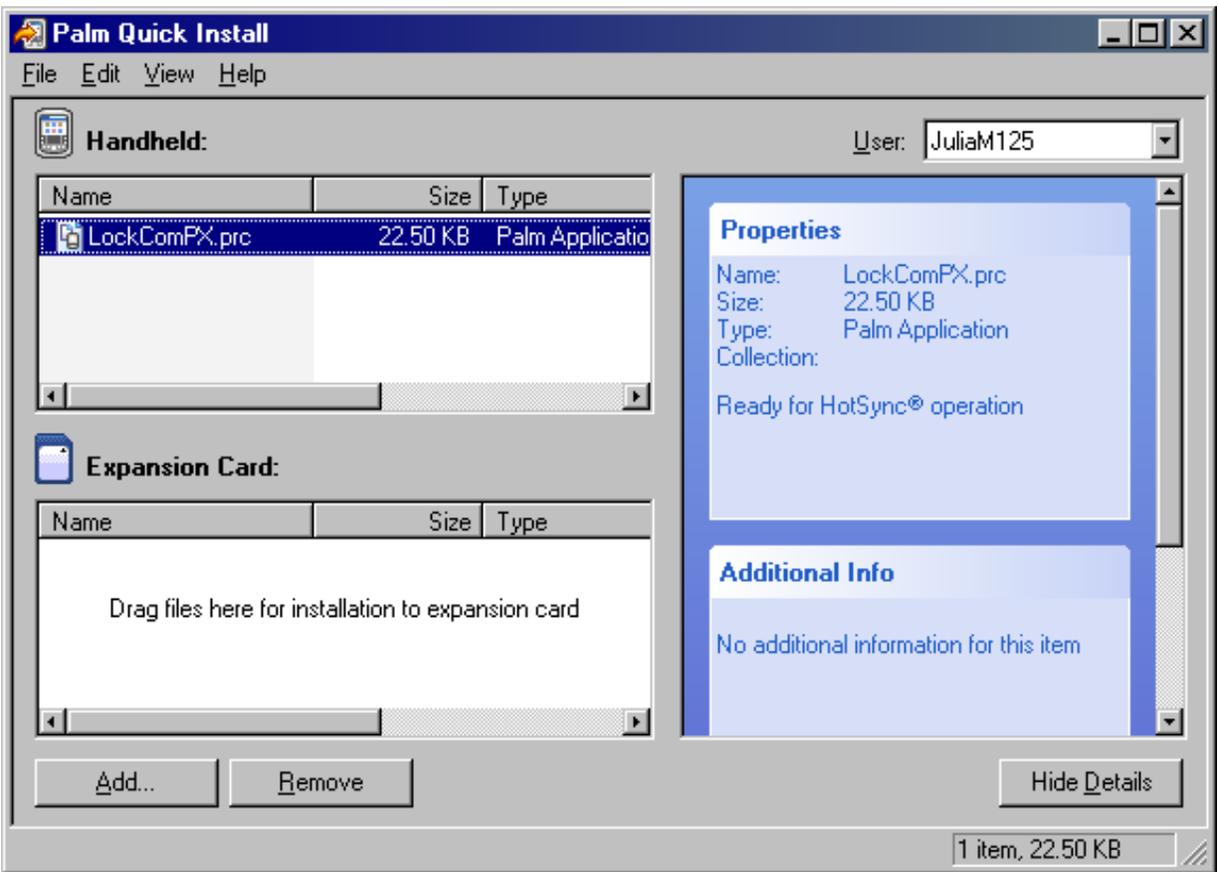


The Palm Quick Install screen is displayed followed by the Confirm Add window.

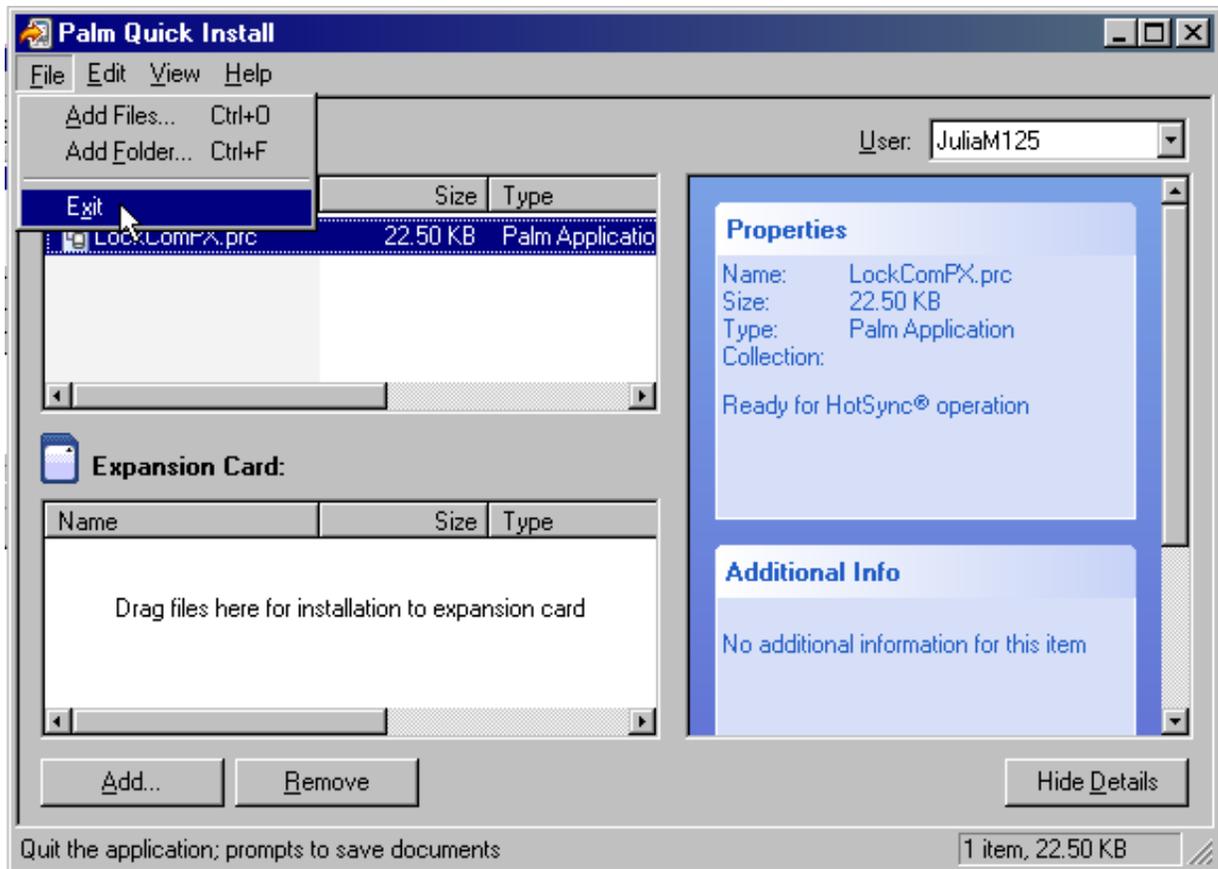


- Click on **OK**.

The Palm Quick Install screen is redisplayed indicating that the LockCom PX Software is ready to be transferred to the M-Unit.



6. Select the **Exit** option from the **File** Menu.



An information window is displayed to indicate that the listed files will be installed during your next HotSync operation.



The program files that are required for the M-Unit to program and audit a PowerLever PROX 9000 Series lock have now been prepared for transfer to the M-Unit. After you connect the M-Unit to your PC and perform a “HotSync” operation, the LockCom PX program files will be transferred from the PC to the M-Unit and the LockCom PX Software will automatically be installed there.

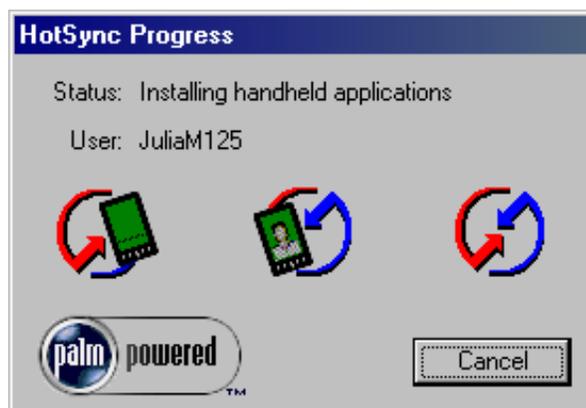
9. Ensure that the M-Unit is placed correctly into the cradle or is connected via the HotSync cable and turn on the M-Unit.

10. Ensure that the HotSync Manager is active by checking to see if the HotSync icon is visible in the system tray. If not active, load the HotSync Manager per the Palm Desktop instructions.
11. Tap on the **HotSync** icon from the Palm Main Menu or press the HotSync button on the cradle.

If you tapped on the HotSync icon from the Palm Main Menu, the HotSync screen will appear. Select the appropriate parameters for your type of connection to the PC and tap on the **HotSync** icon to start the HotSync process.



The HotSync Progress window will be displayed while the PC and M-Unit are communicating and transferring files .



12. Once the HotSync operation has completed, tap on the **Home** icon to return to the Palm Main Menu. The LockCom PX icon should now be visible on the Palm Main Menu.



You will now be able to program and/or audit the PowerLever PROX 9000 Series locks using the M-Unit in conjunction with the LockCom PX Software that was just installed.

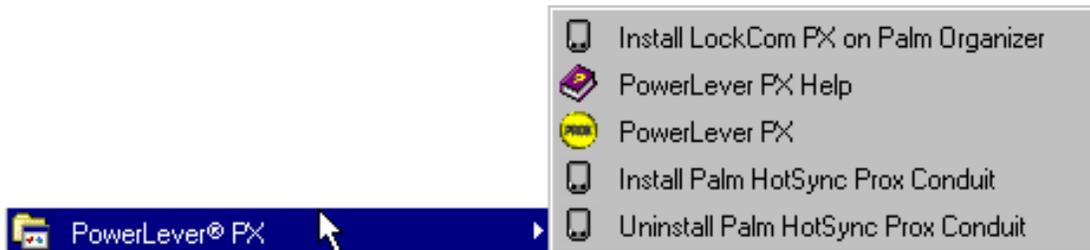
## Start the PowerLever PX Program

You can start the PowerLever PX Program from the desktop by clicking on the PowerLever PX icon.



If you prefer, you can complete the following steps to start the PowerLever PX Program from the Programs Menu:

1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** menu item.
4. Select the **PowerLever® PX** menu item.



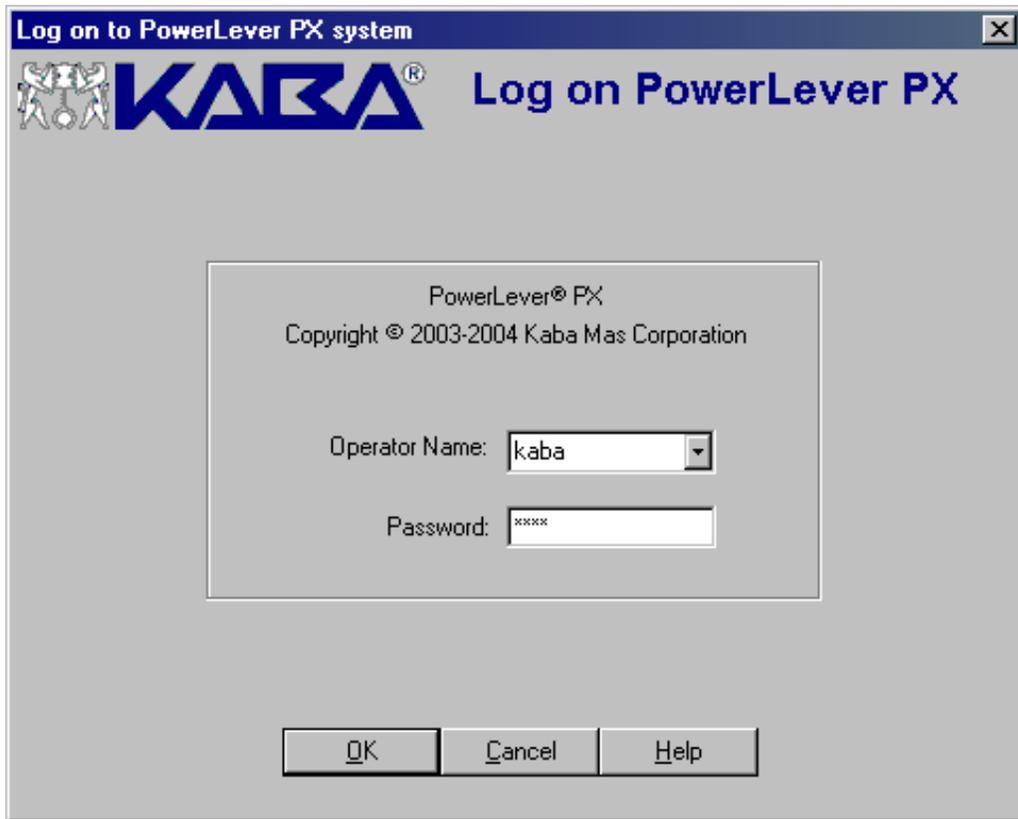
5. Select the **PowerLever PX** icon.



## Initial Logon to the PowerLever PX System

The PowerLever PX Software has now been loaded and is ready for logon to the system. The Log on to PowerLever PX system screen will be displayed.

1. Select the default Operator Name of **“kaba”** from the drop down list or enter it on the first line.
2. Tab to the second line and enter the default Password of **“kaba”**. Note that the Password will not be displayed as it is typed.



---

**Note:** *The default Operator Name (“kaba”) and Password (“kaba”) will only be used for the initial logon to the PowerLever PX Software.*

---

3. Click on **OK** to proceed.

A message window is displayed indicating that a new Logon ID must be created for the PowerLever PX System.



4. Click on **OK** to proceed.

The **Make New Operator** screen is displayed. A new operator must be created at this time.

5. Enter a new Operator Name in the first line. An Operator Name can be a maximum of 20 characters in length. Operator Name is case-sensitive.

6. Tab to the second line and enter the Password for the new Operator Name. The Password must be at least six but no more than ten characters. Password is case-sensitive.
7. Tab to the third line and re-enter the same Password to verify it.

The screenshot shows a Windows-style dialog box titled "Make New Operator". At the top left is the KABA logo. The dialog contains three text input fields. The first is labeled "Operator Name for New Operator" and contains the text "KabaOper1". The second is labeled "Password for New Operator" and contains "xxxxxxx". The third is labeled "Verify Password for New Operator" and also contains "xxxxxxx". Below the fields is a message: "The logon password must be at least six but no more than ten characters long." At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

---

**Note:** *Be sure to make a note of the Logon Password that was specified. If it is lost, you will have to reinstall your PowerLever PX Software and all lock data will be lost. It is recommended that you create another operator for the system so that you have more than one entry path into the system.*

---

8. Click on **OK**.

The **Enter Default Master** window is displayed. At this time, you must choose a default Master User PIN that will be applied to all locks in the system.

9. To choose a default Master User PIN for all locks, enter the PIN in the first line. It must be 8 digits long.
10. Tab to the next line and verify the default Master User PIN by entering the PIN again.



---

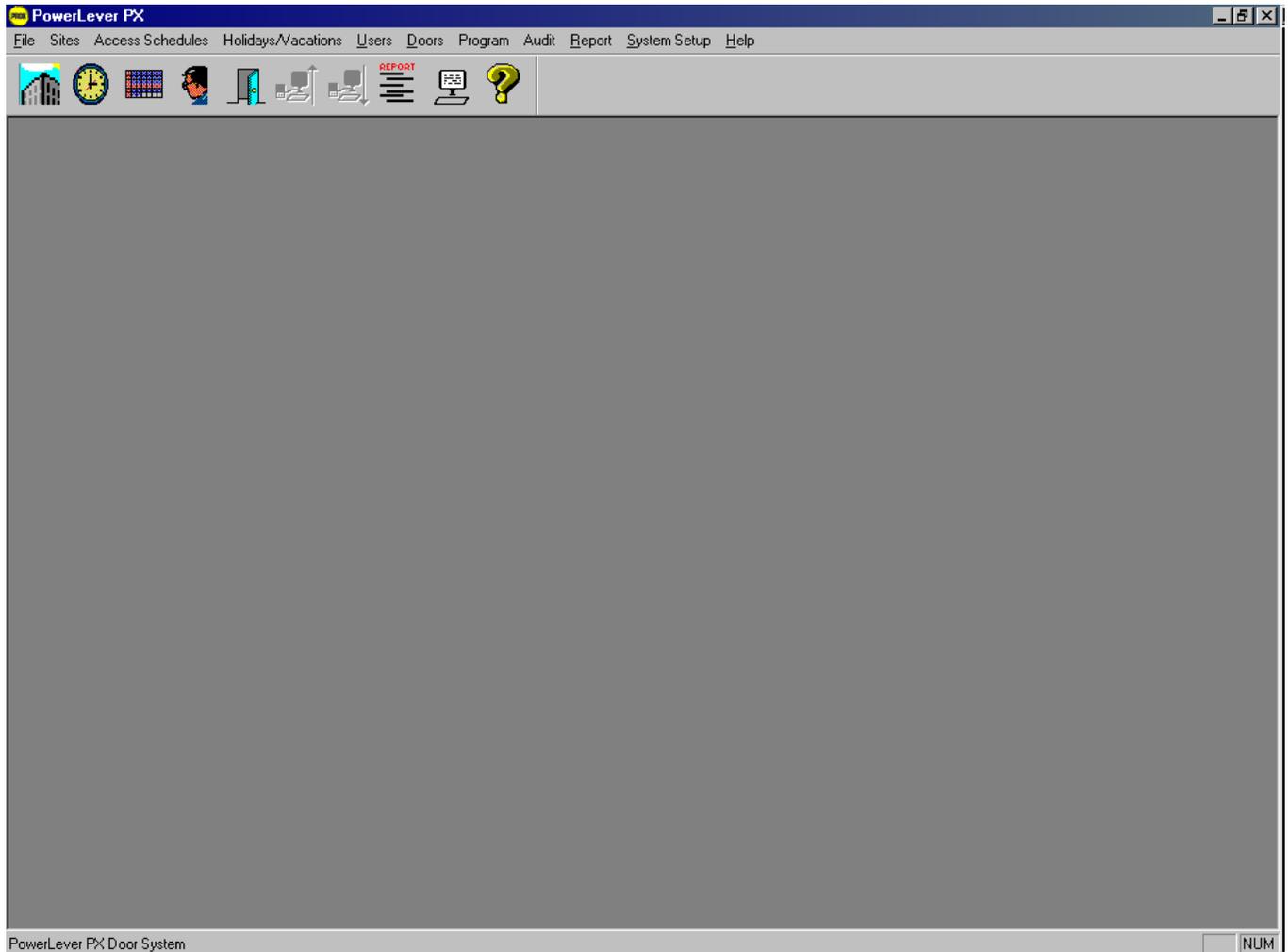
**Note:** *Be sure to record the default Master User PIN that was specified.*

---

11. Click on **OK**.

## Main Menu

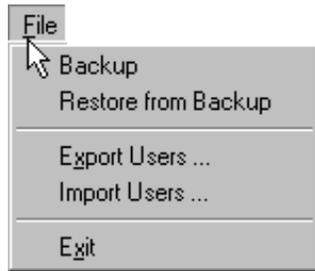
The Main Menu is displayed. This is the beginning menu for the PowerLever PX Program and it provides access to all functions.



## Menu Bar & Toolbar

The Menu Bar displays the available menu options. These options are also available from the Toolbar. The Toolbar is located directly below the Menu Bar and displays the icons for the Menu Bar options. You can select an icon on the toolbar by positioning the mouse pointer on the icon and clicking the left mouse button one time. The menus available from the PowerLever PX menu bar are listed as follows, and the corresponding Toolbar icon (if applicable) is located to the left of each menu description:

## File



Backup/Restore Files, Import/Export Users or Exit Software

From this area of the software, you can backup data files and restore them if necessary, import and export lists of users, and exit the software program.

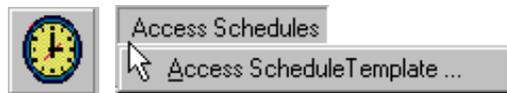
## Sites



Add or Maintain Sites

This menu option allows the operator to add new sites or to change or delete existing sites.

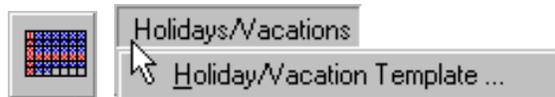
## Access Schedules



Add or Maintain Access Schedules

This menu option allows the Operator to define new access schedules or change or delete existing access schedules. An access schedule is a defined time period during the span of a week in which users can be granted access to the door.

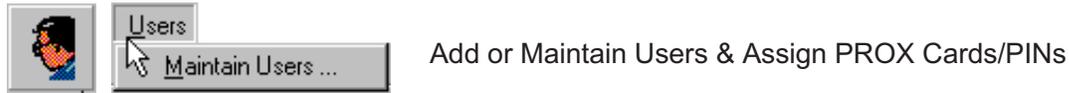
## Holidays/Vacations



Add or Maintain Holiday/Vacation Schedules

This menu option allows the Operator to set up holidays and vacation schedules or change or delete existing holiday and vacation schedules. When a Holiday/Vacation period (one day or a consecutive block of days) is assigned to a door, the door will NOT grant access to Access Users or M-Unit Users during that period.

## Users



This menu option is available for adding and maintaining users and their associated PROX Cards/PINs. You can Enroll new users, assign a PROX Card to each user, change user information/assigned PROX Card, or you can delete existing users and the PROX Cards/PINs that had been assigned to them.

## Doors



This menu option allows the Operator to define new doors, maintain doors and delete existing doors. Once the doors are defined, the Operator can also assign the users who have access to the doors along with the access type, access schedules, and holiday/vacation periods for each user assigned to a door. During this process, the setup data is also prepared to be uploaded to a door/lock.

## Program



This area of the software is only available when system data that affects door(s)/lock(s) has been changed. A list of locks affected by system data changes is displayed. From that list, you can prepare files for upload to the lock(s). Once data has been prepared for upload, the data needs to be transferred (HotSync'd) to the M-Unit so that it can then be used to program the lock(s).

## Audit



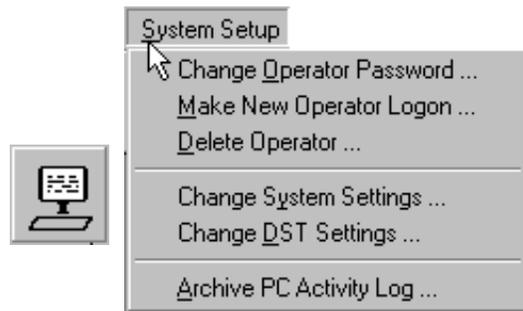
This area of the software is only available when new data has been received from a door/lock via the M-Unit for reporting purposes. The data will then be available for viewing or printing as a report.

## Reports



This menu option allows the operator to generate reports from the PowerLever PX System data. If data has also been received from a door/lock, the Operator can also select an option to generate a report from that data.

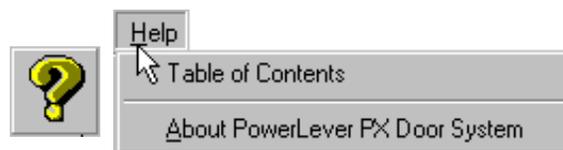
## System Setup



Define or Maintain System Settings & Data

From this area of the software, an Operator can set up and maintain all system information (i.e., Wiegand bit format for PROX Cards, User PIN length, etc. ) New Operators can be added to the system, or the passwords for existing Operators can be changed. System Settings are maintained from here and should be addressed at System startup. PC System activity data can also be archived from this menu.

## Help



System Help

From this menu option, an Operator can: 1) Access the online system help information, or 2) Display the PowerLever PX basic program information, version number and copyright.

## Prepare System for Operation

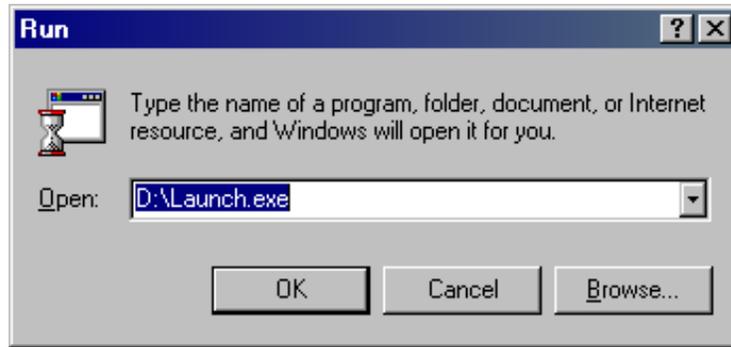
The following activities must be performed to prepare the PowerLever PX System for normal operation and to report on lock activities.

- I. **Make New Operators**
- II. **Define System Settings**
- III. **Add Sites**
- IV. **Define Access Schedules**
- V. **Define Holidays/Vacations**
- VI. **Define Users & Assign PROX Cards/PINs**
- VII. **Define Doors & Access**
- VIII. **Program Lock Via Upload of Data from PC**
- IX. **Open Door**
- X. **Download Data from Lock to View/Print**
- XI. **View/Print Reports**

The following sections of the manual will assist you in performing these activities. Once you have completed the actions outlined in the Getting Started Guide, please refer to the **PowerLever PROX 9000 Series Reference Manual** (Document # 485.093), found on the PowerLever PX Software Installation CD, for more information on each of these and other system functions.

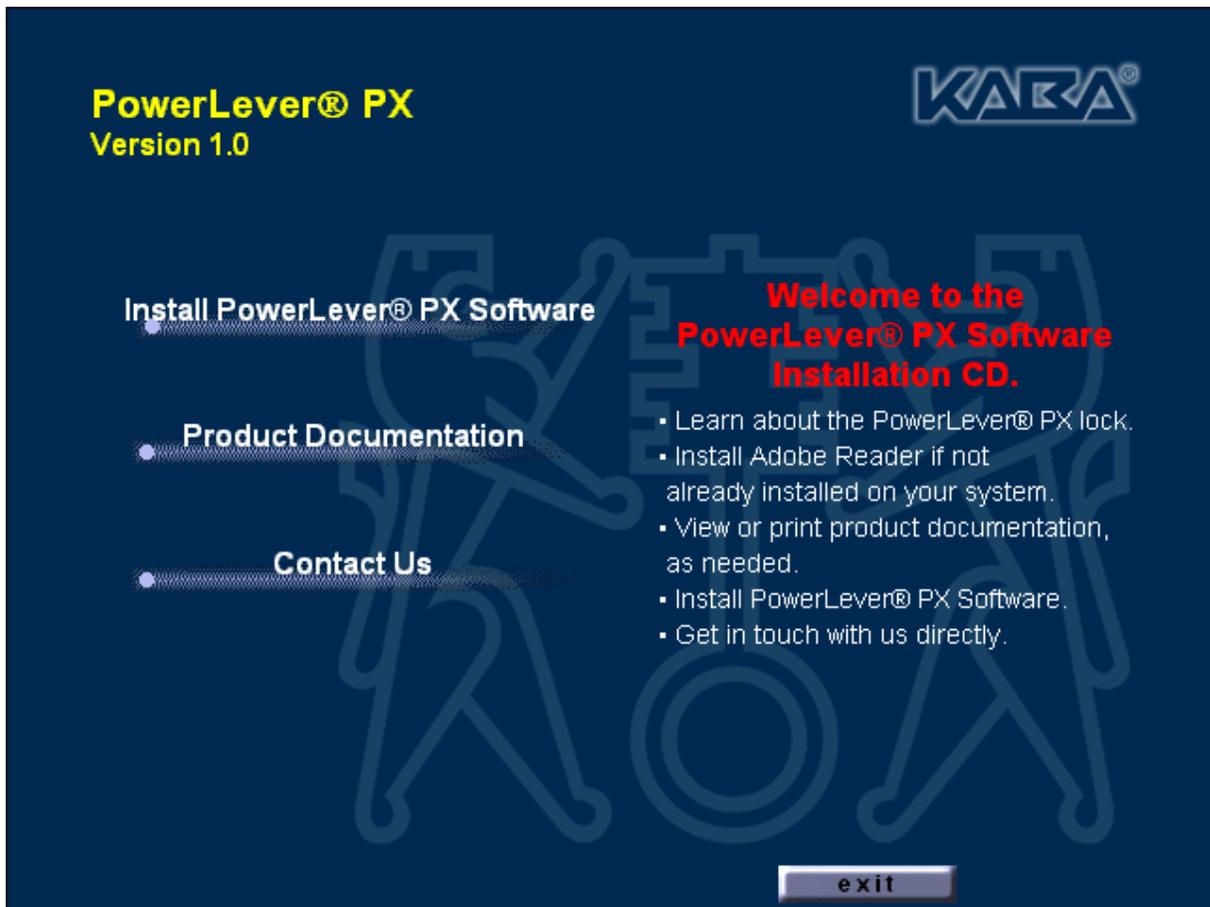
### **To Print the PowerLever PROX 9000 Series Reference Manual:**

1. Insert the PowerLever PX Install CD into the appropriate drive of the PC.
2. If you have AutoRun activated on your PC system, go to Step 5. Otherwise continue by selecting the **Start** icon in the lower left of the Windows screen.
3. Next select the **Run** icon from the Windows menu. The Run Window will be displayed. If necessary, change the path to point to the drive being used to install the software.



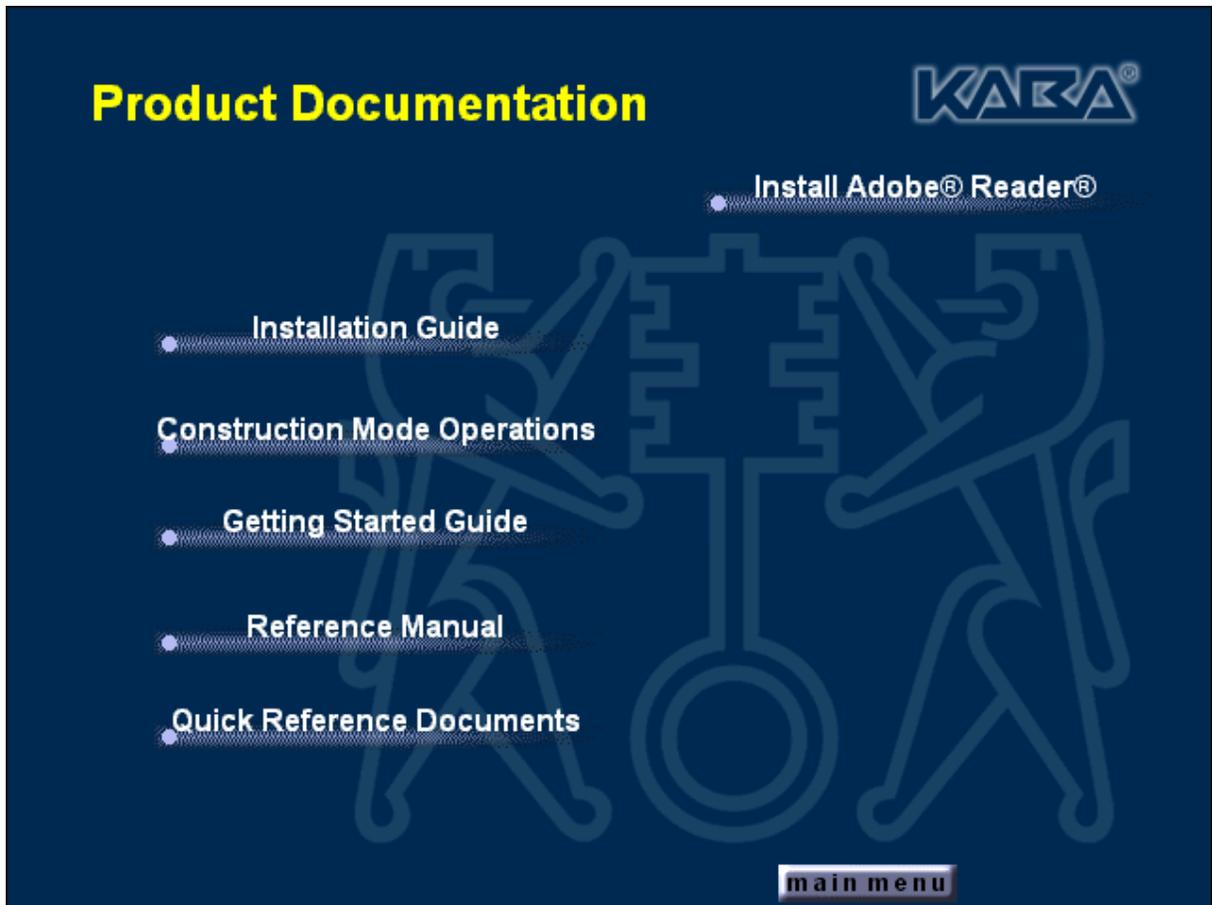
4. Click on the **OK** button.

The PowerLever PX Software Installation Browser is loaded and the Main Menu of the Browser is displayed.



5. Select the **Product Documentation** menu item.

The PowerLever PX Software browser menu is displayed.



6. If you do not already have the latest version of Adobe® Reader® installed on your system, select the **Install Adobe® Reader®** menu item to install the Adobe software.
7. Select the **PowerLever PROX 9000 Series Reference Manual** menu item to load the PowerLever PROX 9000 Series Reference Manual in PDF format using the Adobe Reader.
8. Select **Print** from the File Menu to Print the document.

---

**Note:** *If your printer has duplexing capability, you may want to select that as a Print option for the Reference Manual.*

---

**Quick Reference Cards** for Access Users, Service Users, and M-Unit Users are also found in PDF format on the PowerLever PX Software Installation CD. These cards serve as “Quick Reference” for lock operations. On the Service User Quick Reference Cards, a place is also made available to write down the Service User’s combination when it is issued. The Quick Reference cards can be printed on Avery® perforated card stock for Template 5390™.

## I. Make New Operators

Before proceeding with system operation, you should create a minimum of one other operator.

1. From the System Setup Menu, select Make New Operator.

The Make New Operator screen is displayed.

2. Enter a new Operator Name in the first line. An Operator Name can be a maximum of 20 characters in length. Operator Name is case-sensitive.
3. Tab to the second line and enter the Password for the new Operator Name. The Password must be at least six but no more than ten characters. Password is case-sensitive.
4. Tab to the third line and re-enter the same Password to verify it.

The screenshot shows a Windows-style dialog box titled "Make New Operator". The dialog has a blue header bar with the KABA logo and the text "Make New Operator". Inside the dialog, there are three text input fields. The first field is labeled "Operator Name for New Operator" and contains the text "KabaOper2". The second field is labeled "Password for New Operator" and contains "xxxxxxx". The third field is labeled "Verify Password for New Operator" and also contains "xxxxxxx". Below the input fields, there is a note: "The logon password must be at least six but no more than ten characters long." At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

5. Click on OK to add the new operator.

## II. Define System Settings

Before proceeding with system operation, you must define the System Settings.

1. From the System Setup Menu, select Change System Settings.

The Change System Settings screen is displayed.

**Change System Settings**

**KABA®**

**System Setup Menu**

Custom Field Titles

Door Name Field Title:

Door Location Field Title:

Wiegand Bit Format for Prox Cards

Standard Format (26-Bit)

Other Format (27 to 84-Bit)

Enter Master PIN

Master PIN:  Verify PIN:

Site Association:

Date Formatting

European Date Format (DD/MM/CCYY)

Default Sort Method for Listing Doors

Default Sort Method:  Sort by Lock Serial Number  Sort by Door Name

User PIN Length for Lock

4  5  6  7  8

Default Path for Backup

Default Path for Reports

2. On the top right hand side of the screen, select the appropriate **Wiegand Bit Format for PROX Cards** that you will be using in your system. The default selected value is **Standard Format (26 Bits)**.
3. Toward the bottom right hand side of the screen, select the appropriate **User PIN Length for Lock** that you will be using in your system. The default selected value is a PIN length of **4**.

4. If you wish to update the default Master User PIN for the system, select Change Master Default from the Site Association dropdown menu and then entering a new Master User PIN and a verification of the new PIN.

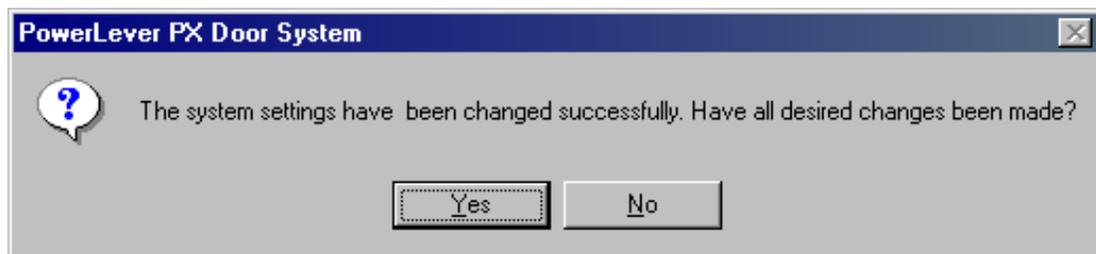
---

**Note:** *Once sites have been added to the system, you can assign a specific Master User PIN and PROX Card (optional) to a specific site.*

---

5. If you wish to change the Default Path for Backup, enter the new path in the field. The default path is C:\Program Files\Kaba\PowerLeverPX\Backup. Do not leave this field blank.
6. If you wish to change the Default Path for Reports, enter the new path in the field. The default path is C:\Program Files\Kaba\PowerLeverPX\Reports. Do not leave this field blank.
7. Change any other System Settings required for your system. For more detailed explanation of the available fields, see the ***PowerLever PROX 9000 Series Reference Manual***.
8. Click on **Accept**.

A prompt window will appear asking if all desired changes have been made.



9. If no further changes are required, click on **Yes** to return to the Main Menu.

### III. Add Sites

Before proceeding with system operation, you need to add the sites to your PC system. A minimum of one site must be defined.

1. From the Sites Menu, select **Add Sites**.

The **Enter Site Information** screen is displayed.

2. Enter a new Site ID in the first line. A Site ID is a 3 digit identifier for a site.

---

**Note:** *If less than 3 digits are entered for the Site ID, it will be padded with 0's to the left.*

---

3. Enter a Site Name to coordinate with the Site ID. A Site Name can be a maximum of 20 characters and may include special characters and spaces.



**Enter Site Information** Sites Menu

Please enter appropriate information to add a site to the system. Site ID must be 3 digits and Site Name can be no more than 20 characters. To delete a site from the database, select the site name from the dropdown list and select "Delete".

Site ID: 001 Site Name: Main Complex

Add Change Delete Clear Done

4. Click on **Add** to add the site to the PC system.

---

**Note:** *Once added, a site can be seen in the Site ID dropdown list.*

---

A message window is displayed indicating that the Site was added.



5. Click on **OK** to continue.
6. Continue to repeat Steps 2 through 4 until you have finished adding sites. Once finished, click on **Done** to return to the Main Menu.

---

**Note:** *Additional sites can be added at a later time.*

---

## IV. Define Access Schedules

Before proceeding with system operation, you need to define the access schedules that will authorize lock access.

---

**Caution:** *Keep in mind when defining your access schedules that the access schedules assigned to a single door cannot overlap.*

---

1. From the Access Schedules Menu, select **Access Schedules Template**.

The **Enter Access Schedule Information** screen is displayed.

2. Enter a new Access Schedule Name in the first line. An Access Schedule Name can be a maximum of 20 characters and may include special characters and spaces.
3. Select the days of the week to be included in this access schedule.
4. Select the Start Time for the access schedule.
5. Select the End Time for the access schedule.

**Enter Access Schedule Information**

**KABA** Access Schedules Menu

Enter desired Access Schedule and select "Add" to enter it into the system. When all Access Schedules have been entered, select "Done". If an existing schedule is to be deleted, select the schedule and select "Delete".

Access Schedule Name: Weekdays

Sun Mon Tues Weds Thurs Fri Sat

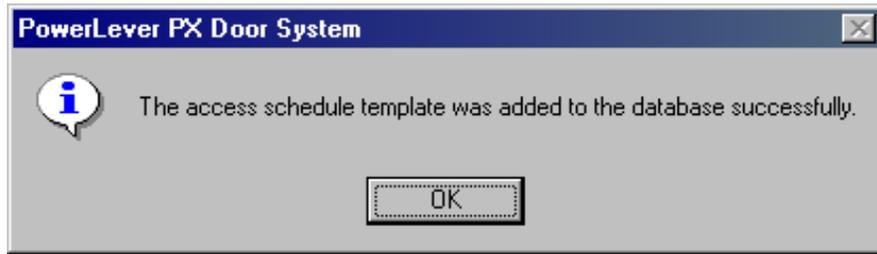
Start Time End Time

7:00 AM 6:00 PM

Add Change Delete Clear Done

6. Click on **Add** to add the Access Schedule to the PC system.

A message window is displayed indicating that the Access Schedule was added.



7. Click on **OK** to continue.
8. Continue to repeat Steps 2 through 7 until you have finished adding access schedules. Once finished, click on **Done** to return to the Main Menu.

---

**Note:** *Additional access schedules can be defined at a later time.*

---

## V. Define Holidays/Vacation Schedules

Before proceeding with system operation, you must define the holidays and vacation periods during which you will restrict lock access.

1. From the Holiday/Vacations Menu, select **Holiday/Vacation Template**.

The **Enter Holiday/Vacation Information** screen is displayed.

2. Enter a new Holiday/Vacation Name in the first line. A Holiday/Vacation Name can be a maximum of 16 characters and may include special characters and spaces.
3. Select the Start Date and Time for the Holiday or Vacation.

---

**Note:** 12:00:00 AM indicates midnight or the start of the calendar day.

---

4. Select the End Date and Time for the Holiday or Vacation.

**Enter Holiday/Vacation Information**

**KABA® Holidays/Vacations Menu**

Please enter desired holiday/vacation and select "Add" to enter it into the system. Once all holidays/vacations have been entered, select "Done". To delete a holiday/vacation, select it from dropdown list and select "Delete".

**NOTE:** 12:00:00 AM indicates midnight or start of the calendar day.

Holiday/Vacation Name:

Start Date and Time:

End Date and Time:

5. Click on **Add** to add the Holiday/Vacation period to the PC system.

A message window is displayed indicating that the Access Schedule was added.



6. Click on **OK** to continue.
7. Continue to repeat Steps 2 through 6 until you have finished adding holidays or vacation periods. Once finished, click on **Done** to return to the Main Menu.

---

**Note:** *Additional Holiday/Vacation periods can be defined at a later time.*

---



The **New PROX User Information** screen is displayed.

---

**Note;** *The User Type defaults to Access User and a predesignated PIN will be shown for the user.*

---

**New Prox User Information**

**KABA® New User Information**

NOTE: This window allows the user to scan Prox cards through the Prox Reader and enter them into the system. If manual entry is desired, please choose the Batch Enroll option.

Last name:

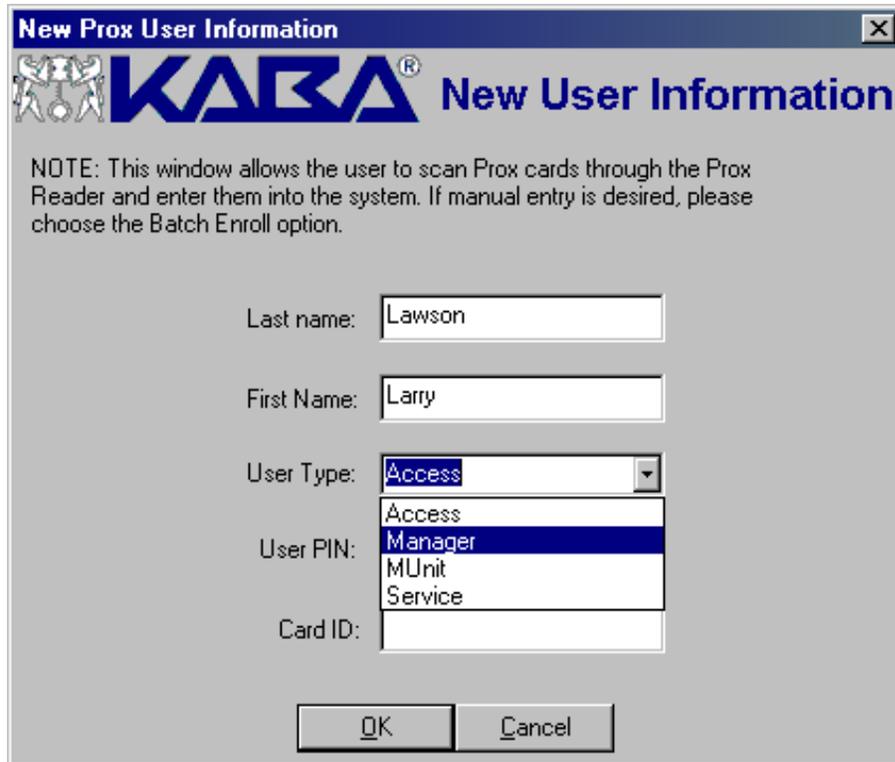
First Name:

User Type:

User PIN:

Card ID:

3. Enter the Last Name of the user in the first line.
4. Enter the First Name of the user in the second line.
5. If you would like to add a User Type other than an Access User, click on the dropdown list for User Type and select the User Type for the user being added to the system.



6. If you wish to change the User PIN at this time, enter a new User PIN.
7. Click on the Card ID input field to place the cursor there so that the PROX Reader is ready to read the PROX Card ID for the user's card.

**New Prox User Information**

**KABA** New User Information

NOTE: This window allows the user to scan Prox cards through the Prox Reader and enter them into the system. If manual entry is desired, please choose the Batch Enroll option.

Last name:

First Name:

User Type:

User PIN:

Card ID:

---

**Caution:** *This input field should not be entered manually. It must be read from the PROX Card via the PROX Reader attached to the PC.*

---

8. Place a flat side of the PROX Card on or near the PROX Reader.

The Card ID field will show x's and the PROX Reader will display a green light once the card has been read successfully.

---

**Caution:** *Be careful to present the PROX Card quickly so that it is read only once.*

---

**New Prox User Information**

**KABA® New User Information**

NOTE: This window allows the user to scan Prox cards through the Prox Reader and enter them into the system. If manual entry is desired, please choose the Batch Enroll option.

Last name:

First Name:

User Type:

User PIN:

Card ID:

9. Click on **OK** to add the user and return to the **Maintain Users on System** screen. The new user will be listed on the screen.



## VII. Define Doors & Access

Before you can define the doors (locks) in the PC system, you must have already added the site(s), defined any necessary access schedules/holidays/vacations, and added the users to the system.

---

**Caution:** *Do not click on Cancel in this area of the software unless you wish to exit a screen without saving the data.*

---

1. From the Doors Menu, select **Maintain Doors**.

The **Maintain Doors on System** screen is displayed.

The screenshot shows the 'Maintain Doors on System' window. The title bar reads 'Maintain Doors on System'. The KABA logo is in the top left, and 'Doors Menu' is in the top right. The main area contains the following elements:

- Site Number: 001 (dropdown)
- Site Name: Main Complex (dropdown)
- Door Name: (empty dropdown)
- Lock Serial Number: (empty text field)
- Door Location: (empty text area)
- Press Ctrl-Enter to start a new line (text)
- Lock Setup Information section:
  - Wrong Try Limit: 6 (input field)
  - Tamper Shutdown Time: (Minutes): 1 (input field)
  - Relock Time: (Seconds): 2 (input field)
- Copy Door section:
  - Select Door from which data will be copied (text)
  - Door of Origin: (empty dropdown)
- Buttons on the right: Access Schedules, Holidays/Vacations, Users, Help, Cancel, Delete Door, Add.

---

**Note:** *The first Site Number (numerically sorted) and its associated Site Name will be displayed.*

---

2. From the dropdown list for Site Number or Site Name, select the appropriate site for this door (lock). Once the Site Number or Name is selected, the corresponding information (Number or Name) will also be displayed.
3. Enter a Door Name for the door/lock. Door name can be a maximum of 20 alphanumeric characters.

---

**Note:** *If other doors are already defined in the system, you may select another Door Name in the Door of Origin field under the Copy Door section of the screen, from which you want to copy all other door variables.*

---

4. Enter a 6 digit Lock Serial Number for the door/lock. The 6 digit number can be found on the underside of the front lock housing. It will serve as a unique identifier for the door within the system .
5. If you like, you may enter additional text in the Door Location field that will give some direction as to the actual location of the door within the site.
6. Enter a valid Wrong Try Limit for the door/lock. The Wrong Try Limit defines the number of times concurrently that an invalid PIN or Card may be entered/presented before the door/lock goes into a lockout mode. It must be a minimum of 4 and cannot exceed a value of 9.
7. Enter the Tamper Shutdown Time (0-15 minutes) for a lockout mode after the Wrong Try Limit has been exceeded. A value of 0 means that the lock will never shut down as a result of illegal wrong try attempts.
8. Enter a valid Relock Time (2-10 seconds) for a door/lock to relock after it has been opened.

**Maintain Doors on System** ✕

**KABA®** **Doors Menu**

Site Number: 001 Access Schedules

Site Name: Main Complex Holidays/Vacations

Door Name: Main Office Door Users

Lock Serial Number: 007056 Help

Door Location: 1st Floor 1st Building Cancel

Press Ctrl-Enter to start a new line

**Lock Setup Information**

Wrong Try Limit:	Tamper Shutdown Time: (Minutes)	Relock Time: (Seconds)
5	2	4

**Copy Door**

Select Door from which data will be copied

Door of Origin Delete Door

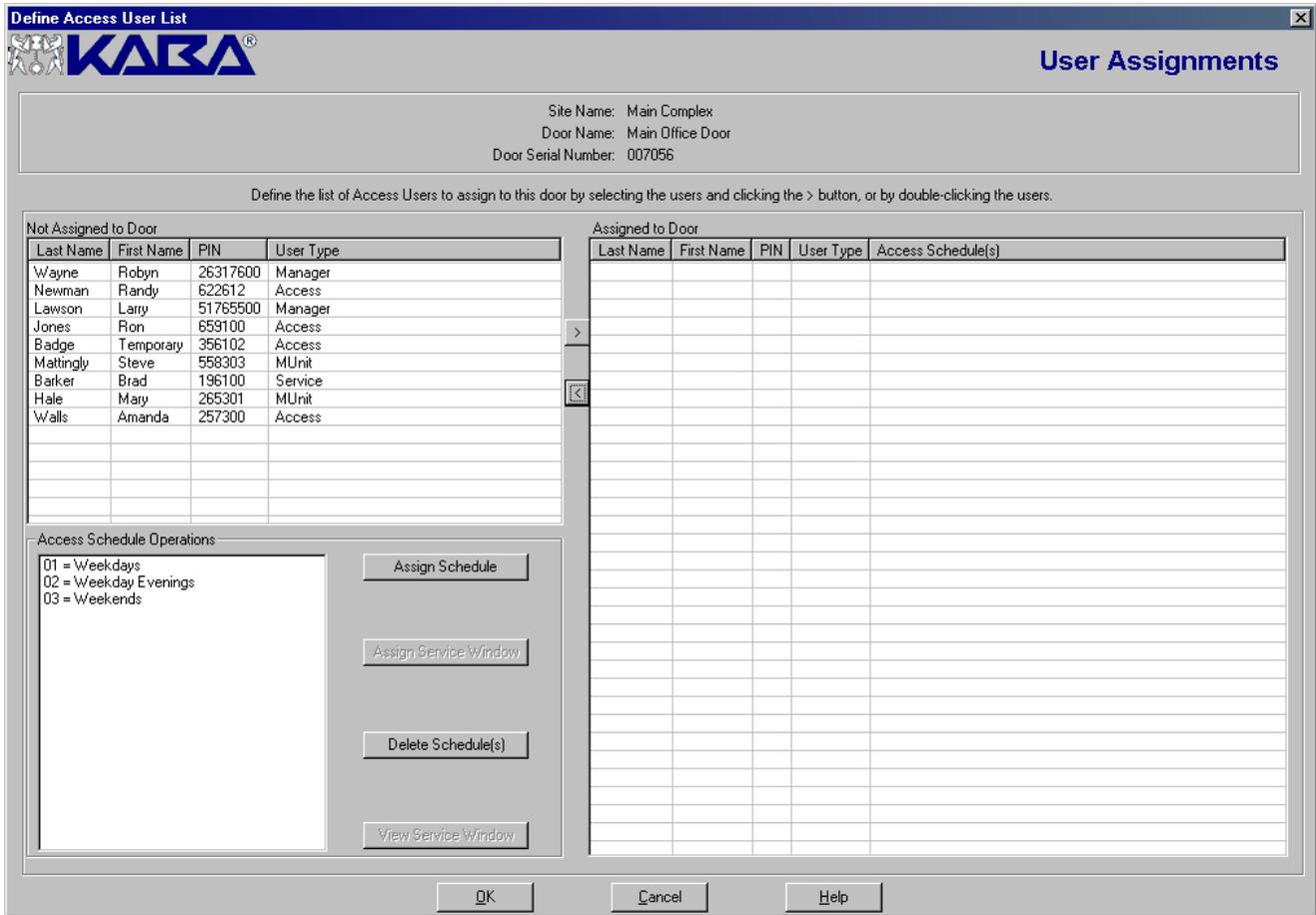
Add





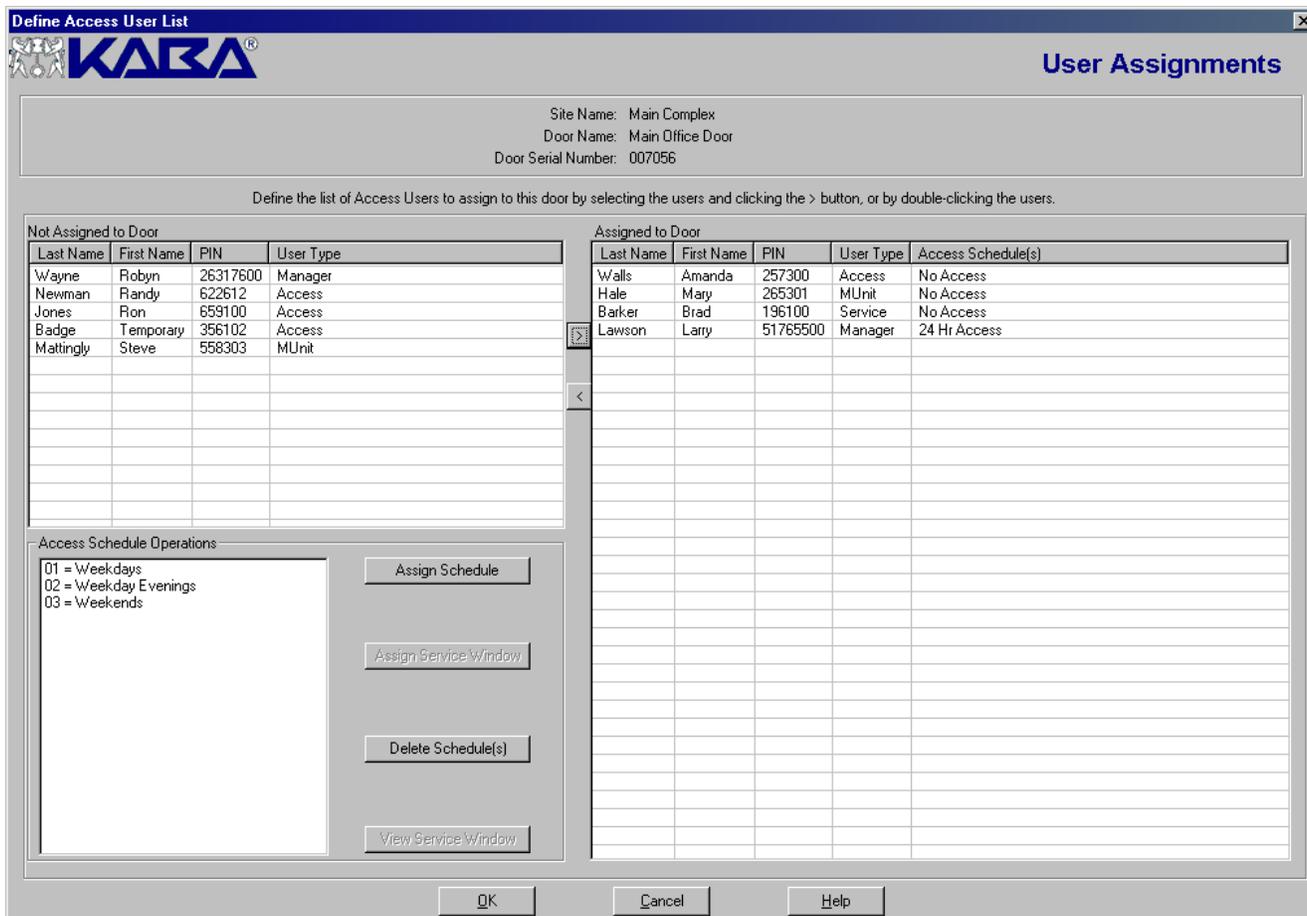






The users defined to the PC system that are available to assign to the door will be displayed on the left hand side of the screen.

- To add Users to the door/lock**, move the appropriate users to the Assigned to Door list by selecting the users and clicking on the > button, or by double clicking on the users.



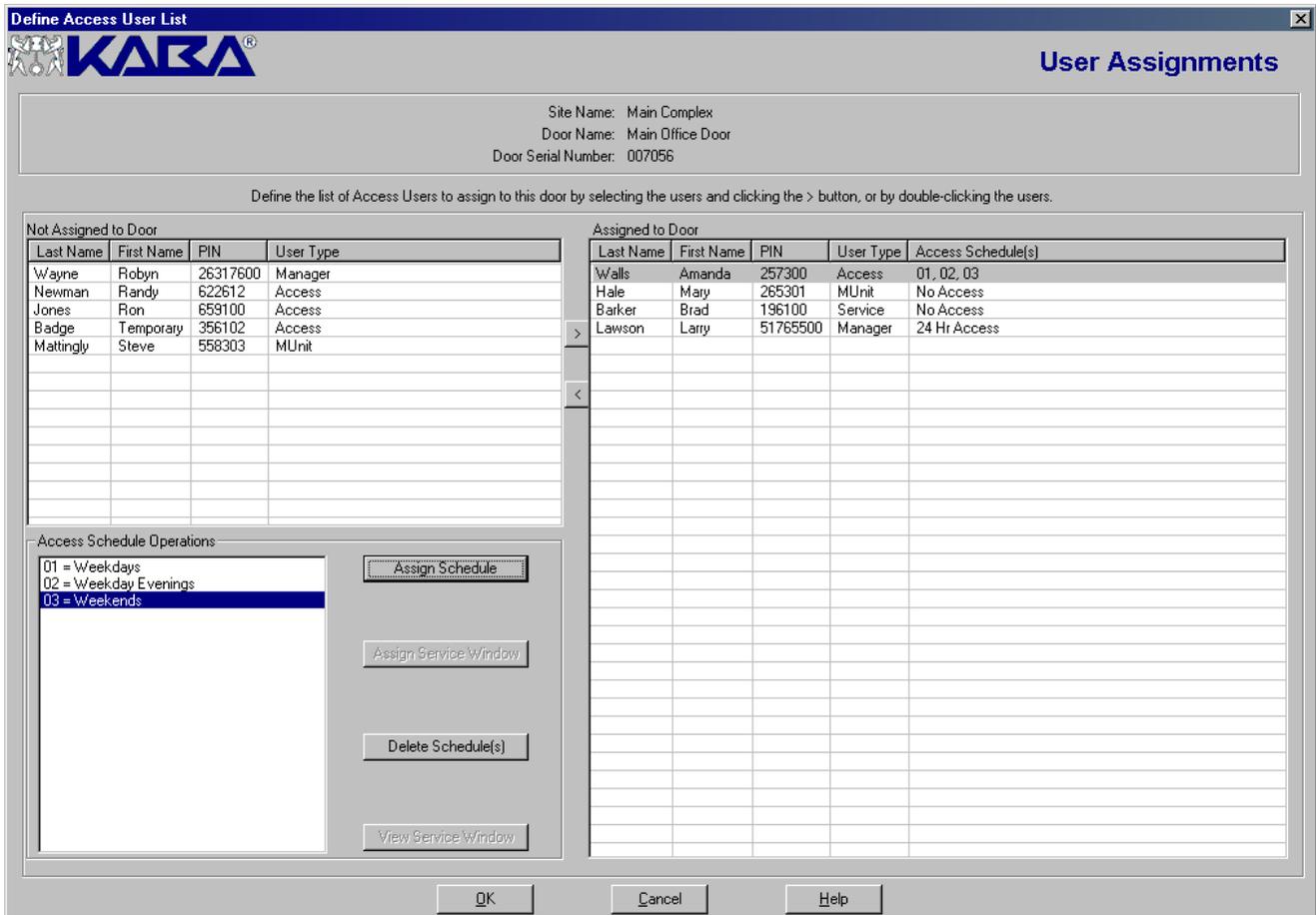
Once users have been assigned to the door, you must assign a schedule or in the case of a Service User, you must assign a service window.

---

**Note:** "No Access" is the default for all users except Manager Users (and the Master User) who will have 24/7 access as a default. This means that Access Users, M-Unit Users and Service Users will not be able to access the door/lock if no access schedules (or a Service Window in the case of a Service User) are assigned.

---

21. If you wish to add an access schedule for a Manager User, Access User or M-Unit User, select the user, select an access schedule from the dropdown list, and then click on **Assign Schedule** to assign the schedule to this user for this door.



The assigned Access Schedules will be displayed to the right of the user information.

21. If the user is a Service User, select the user and then click on **Assign Service Window** to define the period in which the Service User may access the door/lock. (1 hr.-45 days)
22. Once the appropriate users and schedules have been assigned, click the **OK** button to process the user data for the door/lock and return to the **Maintain Doors on System** screen.
23. **When you have finished defining the data for the door/lock, click on Add to save the data and prepare it for upload to the lock.**

A message window is displayed indicating that the setup of lock data was successful and the data will be uploaded to the M-Unit the next time that you perform a Hotsync operation.



24. Click on **OK** to return to the Main Menu.
25. If you would like to prepare information for multiple doors, continue to perform Steps 2-24 for each door. When you have finished defining the data for all doors, you may continue to the next section to upload the data to the locks.

## VIII. Program Lock Via Upload of Data from PC

Lock data has been prepared at the PC and is now ready to be uploaded to the lock(s).

1. Ensure that the M-Unit is connected to the PC in preparation for performing a HotSync operation to transfer all lock data from the PC to the M-Unit.
2. Perform HotSync operation at the M-Unit.

---

**Note:** *If it appears that the lock data did not get transferred successfully to the M-Unit, you should check to make sure that the Palm HotSync Prox Conduit has been installed on the PC. To do so, right click on the HotSync icon in the system tray at the PC. Select **Custom** from the menu options to display the list of installed conduits and their actions. If "Prox Lock Data" is not found in the list, go to the PowerLever PX Menu and select the menu option to **Install Palm HotSync Prox Conduit**. Then repeat the process to upload data from the PC to the M-Unit.*

---

3. Disconnect the M-Unit from the PC and take the M-Unit to the lock. Connect the M-Unit to the lock via the communications module; i.e., the RJ12 connector end of the communications module cable must be connected to the underside of the front lock housing and the opposite end of the cable must be connected to the M-Unit.
4. From the Palm Main Menu, tap on the icon for **LockCom PX**.



The LockCom PX data transaction screen will appear indicating the lock(s) for which data has been either uploaded to the M-Unit from the PC or downloaded from the lock to the M-Unit. An “Upload” entry should be shown in the list for the appropriate Lock Serial Number.



7. Select the appropriate lock “upload” entry and tap on **Connect to Lock**.



8. Power the lock.  
The lock responds with simultaneous red and green flashes accompanied by a low volume beep to indicate it is powered.
9. Enter the PIN and/or present PROX Card (depending on the current access schedule requirements) at the lock (Master, Manager, or M-Unit).  
The lock responds with three beeps/flashes of the green LED to indicate a correct combination was entered. If the combination is not valid, the lock responds with three beeps/flashes of the red LED.
10. Enter the Palm to Lock Communications Command at the lock by pressing  (Enter key) followed by **900**.  
The lock responds with two flashes of the green LED display accompanied by two beeps.
11. From the M-Unit, tap on **Upload to Lock**.  
The lock configuration data for this lock is automatically selected from the M-Unit memory and is uploaded to the lock.



Once the Upload has completed, a message will be displayed.



12. Click on **OK**.



13. Tap on **Disconnect** to end communication between the M-Unit and the lock.

The lock has now been set up for daily operation. You should be able to open the lock with a valid PIN and/or card depending on how lock access requirements have been defined.

## IX. Open Door

The lock has now been set up for daily operation. You should be able to open the lock with a valid PIN, with only a PROX Card, or with a valid PIN and PROX Card, depending on how lock access requirements have been defined.

---

**Caution:** *When opening the lock, do not depress the outside lever until the lock responds with three beeps/flashes of the green LED to indicate available entry.*

---

### Open Door with PIN & PROX Card

1. Power lock.

The lock responds with simultaneous red and green flashes accompanied by a low volume beep to indicate it is powered.

2. Enter PIN.  
The lock responds with two flashes of the green LED display accompanied by two beeps,
3. Present PROX Card.  
The lock responds with three beeps/flashes of the green LED to indicate available entry. If the PROX Card is not valid or does not have access for the current access schedule, the lock responds with three beeps/flashes of the red LED.
4. Depress outside lever to open lock.

### **Open Door with PROX Card Only**

1. Power lock.  
The lock responds with simultaneous red and green flashes accompanied by a low volume beep to indicate it is powered.
2. Present PROX Card.  
The lock responds with three beeps/flashes of the green LED to indicate available entry. If the PROX Card is not valid or does not have access for the current access schedule, the lock responds with three beeps/flashes of the red LED.
3. Depress outside lever to open lock.

### **Open Door with PIN Only**

1. Power lock.  
The lock responds with simultaneous red and green flashes accompanied by a low volume beep to indicate it is powered.
2. Enter PIN.  
The lock responds with three beeps/flashes of the green LED to indicate available entry. If the PIN is not valid or does not have access for the current access schedule, the lock responds with three beeps/flashes of the red LED.
3. Depress outside lever to open lock.

## X. Download Data from Lock to View/Print

Once a lock is in Activated Mode, you can download the data (Audits and the User Table) from the lock to the PC (via the M-Unit) for reporting purposes.

1. Ensure that the M-Unit is connected to the lock via the communications module.
2. From the Palm Main Menu, tap on the icon for **LockCom PX**.



The LockCom PX data transaction screen will appear indicating the lock(s) for which data has been either uploaded to the M-Unit from the PC or downloaded from the lock to the M-Unit.



3. Tap on **Connect to Lock**.



4. Power the lock.
5. Enter the PIN and/or present PROX Card (depending on the current access schedule requirements) at the lock (Master, Manager, or M-Unit).
6. Enter the Palm to Lock Communications Command at the lock by pressing  (Enter key) followed by **900**.
7. From the M-Unit, tap on **Download from Lock**.

A prompt window will appear asking which type of download operation you would like to perform.



7. If you want to download all data (User & Audit), tap on **Full**. For Audit Data only, tap on **Audit Only**. For all data except Audit Data, tap on **Admin**.

---

**Caution:** *Response to the prompt must occur before the lock window times out.*

---



Once the Download has completed, a message will be displayed indicating that the download is complete. The lock data has been received at the M-Unit and is ready to be transferred to the PC.



8. Tap on **OK**.



9. Tap on **Disconnect** to end communication between the M-Unit and the lock.
10. Disconnect the M-Unit from the lock, take it to the PC and connect it to the PC.
11. Ensure that the M-Unit is connected to the PC in preparation for performing a HotSync operation to transfer data from the M-Unit to the PC.
12. Perform HotSync operation at the M-Unit.

The lock data has now been transferred to the PC for reporting purposes. To ensure that the data was transferred successfully to the PC, complete the following steps.

1. From the Audit Menu, select **Receive Door Data from the Lock**.

---

**Note:** *This menu option is only available if data has successfully been downloaded from the lock to the PC. If this menu option is not available, your data did not transfer successfully. Try to perform the HotSync operation again.*

---

An informational message window is displayed informing the Operator that new door data has been received from the lock and can be viewed via the Reports area of the software.



2. Click on **OK**.

You can proceed to the Reports Menu to view the downloaded data.

---

**Note:** *Once the new downloaded files have been accessed from the List Audits & User Tables from Downloaded Doors report option, the option for Receive Door Data from the Lock will become inactive until new downloaded door data is once again received via the M-Unit.*

---

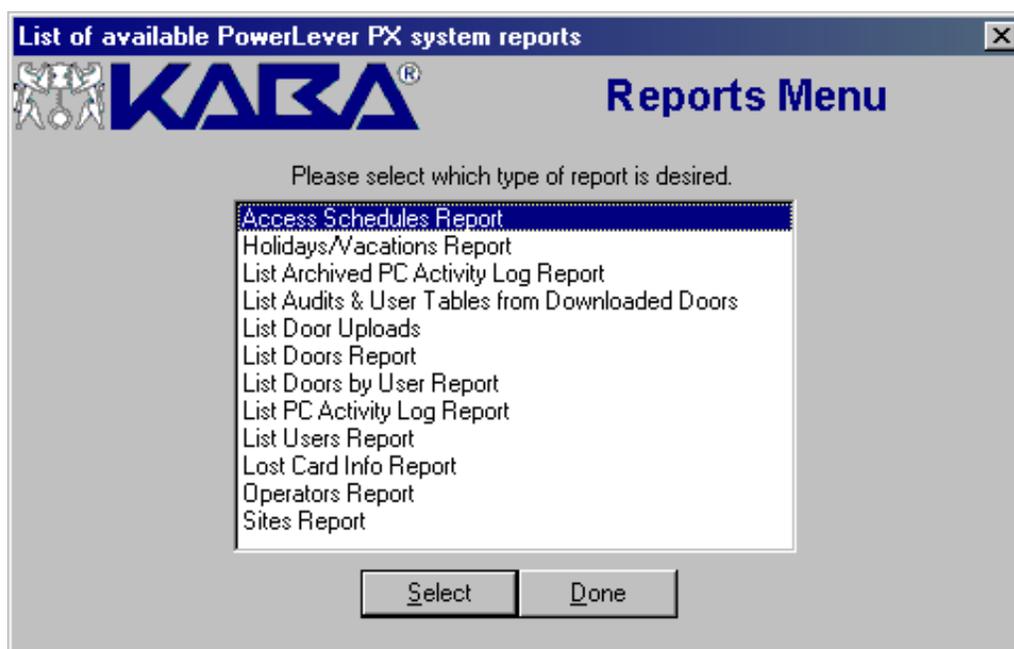
## XI. View/Print Reports

The Reports option can be used to view and report on the data that you have defined in the PowerLever PX System. It can also report on the data that you have uploaded to locks defined in the system. Then once data has been transferred (HotSync'd) from the lock to the PC, you can view and report on data from the lock.

To access Reports:

1. From the Reports Menu, select **Reports**.

The **List of available PowerLever PX system reports** screen is displayed.



2. Select the report you would like to view and click on **Select**.

## Access Schedules Report

The Access Schedules Report will display all Access Schedules that have been defined in the PowerLever PX System.

Schedule Name	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Start	End
Weekday Evenings		✓	✓	✓	✓	✓		6:00 PM	12:00 AM
Weekdays		✓	✓	✓	✓	✓		7:00 AM	6:00 PM
Weekends	✓						✓	12:00 AM	12:00 AM



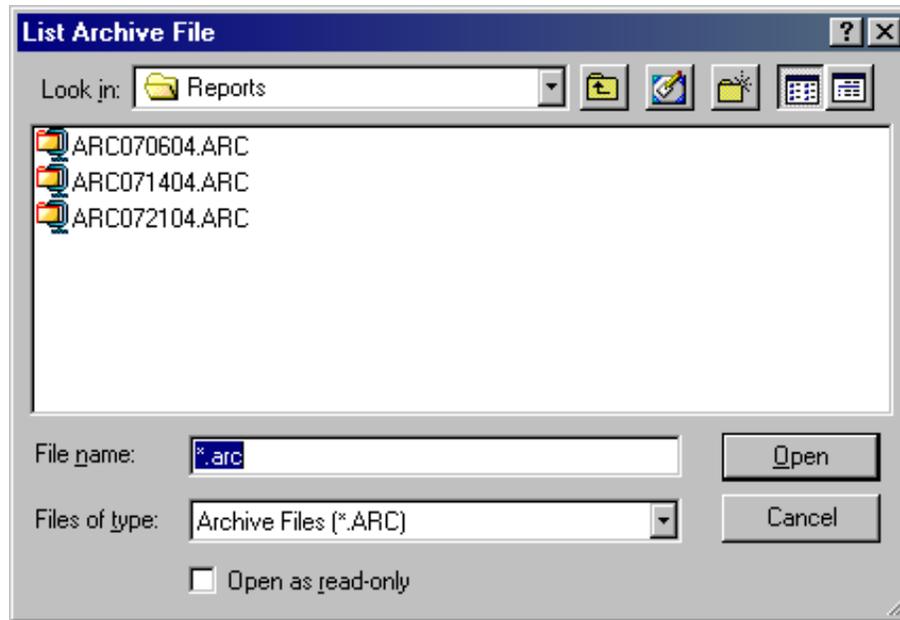
## List Archived PC Activity Log Report

If you have previously archived the PC Activity data to an archive file, you may view the file data via this report option. You will be prompted to select the archived file.

---

**Note:** *The default location shown is the Default Path for Reports as defined in System Setup. This path is shown as the default since it is also the default path for archiving activity files. The archived file names usually include the date on which they were archived.*

---



Either double click on the file name or select the file name and click on **Open**. The archived activity data will be displayed.

**List Archived PC Activity Log Report** [X]



## Archived PC Activity Log Report

**NOTE:** The Site / (Lock Serial Number or Lock Name) column of this report will display either Site number, Lock Serial Number, or the Lock Name depending on the transaction.

Archived PC Activity Log

Date	Time	Event	Name	Site / (Lock Serial Number or Lock Name)
04/26/2004	4:26 PM	Logged off system	KabaOper1	
04/26/2004	9:55 AM	Logged on to system	KabaOper1	
04/26/2004	9:32 AM	Logged off system	KabaOper1	
04/26/2004	9:09 AM	Lock report listed		
04/26/2004	9:03 AM	Door deleted	Main Office Door	001
04/26/2004	9:00 AM	Palm file generated	007056	
04/26/2004	8:53 AM	Prox card user deleted	Randy Newman	
04/26/2004	8:50 AM	Prox card user changed	Alex Green	
04/26/2004	8:47 AM	Prox card user added	14229	
04/26/2004	8:47 AM	Prox card user added	14228	
04/26/2004	8:47 AM	Prox card user added	14227	
04/26/2004	8:47 AM	Prox card user added	14226	
04/26/2004	8:47 AM	Prox card user added	14225	
04/26/2004	8:34 AM	Holiday template added	Good Friday	
04/26/2004	8:31 AM	Schedule template deleted	Maintenance Shift	
04/26/2004	8:29 AM	Schedule template added	Maintenance Shift	
04/26/2004	8:18 AM	Site added to database	Administrative Bldgs	002
04/26/2004	8:18 AM	Logged on to system	KabaOper1	

Total Records Listed: 20

Done Print Save Help

## List Audits & User Tables from Downloaded Doors

This option will allow you to view data that has been downloaded from a door/lock to the PC via the M-Unit.

Upload and Download files defining doors

**KABA** M-Unit Downloads

Select the door to view or delete and click the appropriate button.  
Double-click a door to view the door data.

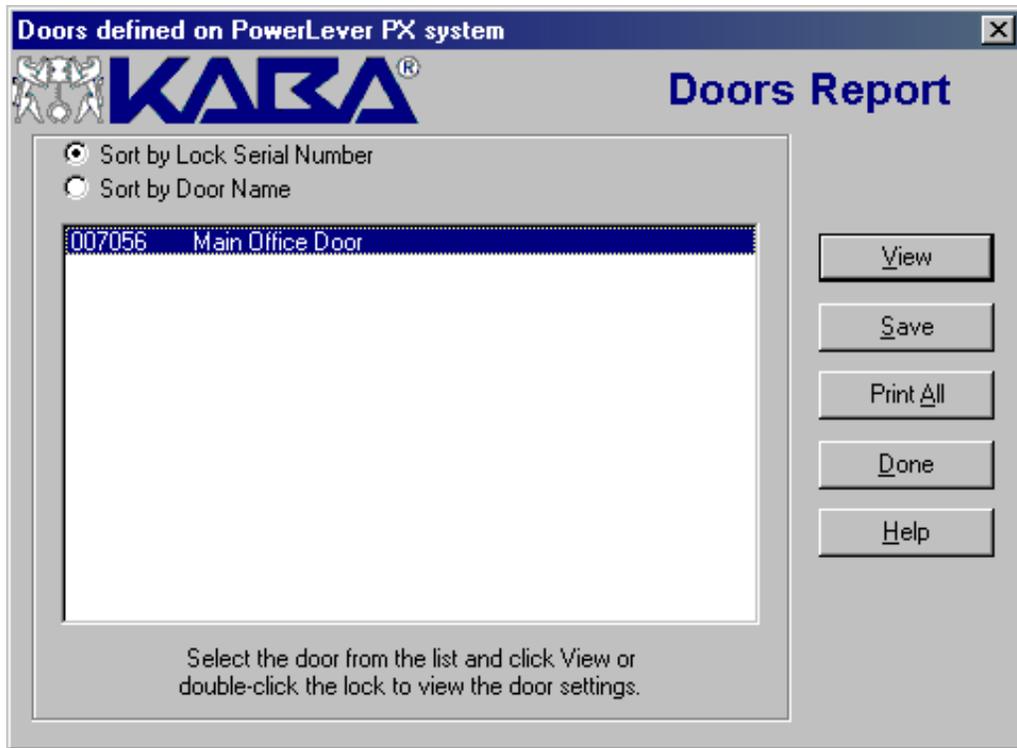
Lock Serial Number	File Description	File Type	Date	Time
999997	Audit	Download	07/15/2004	12:48 PM
999997	Audit	Download	07/15/2004	3:44 PM
999997	Audit	Download	07/15/2004	6:03 PM
204657	Audit	Download	07/15/2004	1:18 PM
999997	Audit	Download	07/15/2004	3:05 PM
123456	Audit	Download	06/25/2004	2:49 PM
999997	Audit	Download	07/19/2004	6:24 PM

View Upload View Audits User Table Delete Done Help



## List Doors Report

The List Doors Report will display all Doors that have been defined in the PowerLever PX System.





**User Access Door List** x



## Door by User Report

**NOTE:** To view which door(s) a specific user has access to, select the user. To view which access schedule(s) a specific user is assigned to, select a door from the door list that appears after the user is selected.

User Name

Last Name	First Name
Wayne	Robyn
Newman	Randy
Lawson	Larry
Walls	Amanda
Jones	Ron
Hale	Mary
Barker	Brad
Badge	Temporary
Mattingly	Steve

Doors in which user has access

Door Name
Main Office Door

Access Schedules user is restricted to

Weekday Evenings	Start: 06:00 PM End: 12:00 AM Days: Mon, Tue, Wed, Thu, Fri	Prox Card and PIN Required
Weekdays	Start: 07:00 AM End: 06:00 PM Days: Mon, Tue, Wed, Thu, Fri	Prox Card Only
Weekends	Start: 12:00 AM End: 12:00 AM Days: Sun, Sat	Prox Card and PIN Required

Done Print Save

## List PC Activity Log Report

This report option allows you to view the current data in the PC Activity Log for the PowerLever PX Program.

**NOTE:** The Site / (Lock Serial Number or Lock Name) column of this report will display either Site number, Lock Serial Number, or the Lock Name depending on the transaction.

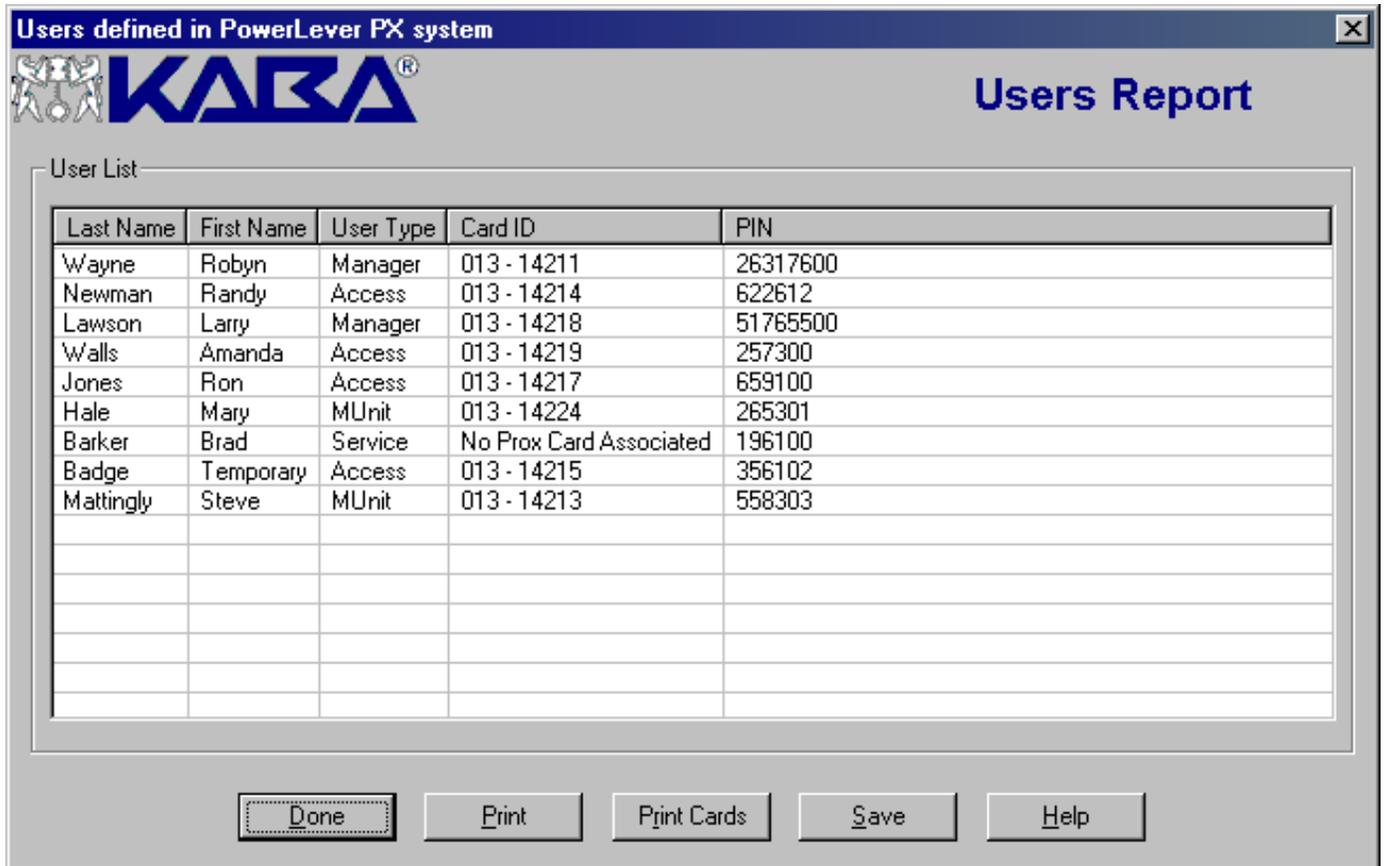
Date	Time	Event	Name	Site / (Lock Serial Number or Lock Name)
06/28/2004	6:46 PM	Activity report listed		
06/28/2004	6:42 PM	Palm lock data listed		
06/28/2004	6:41 PM	Lock report listed		
06/28/2004	6:38 PM	Palm lock data listed		
06/28/2004	6:33 PM	Palm file generated	007056	
06/28/2004	6:33 PM	User added to door	Amanda Walls	Main Office Door
06/28/2004	6:33 PM	User added to door	Mary Hale	Main Office Door
06/28/2004	6:33 PM	User added to door	Brad Barker	Main Office Door
06/28/2004	6:33 PM	User added to door	Larry Lawson	Main Office Door
06/28/2004	6:29 PM	Door deleted	Main Office Door	001
06/28/2004	6:29 PM	Palm file generated	007056	
06/28/2004	6:29 PM	Door added	KabaOper1	
06/28/2004	6:12 PM	Door deleted	Main Office Door	001
06/28/2004	6:09 PM	Palm file generated	007056	
06/28/2004	6:09 PM	User added to door	Larry Lawson	Main Office Door
06/28/2004	6:09 PM	User added to door	Brad Barker	Main Office Door
06/28/2004	6:09 PM	User added to door	Mary Hale	Main Office Door
06/28/2004	6:09 PM	User added to door	Amanda Walls	Main Office Door

Total Records Listed: 75

Buttons: Done, Print, Save, Help

## List Users Report

The List Users Report will display all Userss that have been defined in the PowerLever PX System.



Users defined in PowerLever PX system

**KABA** Users Report

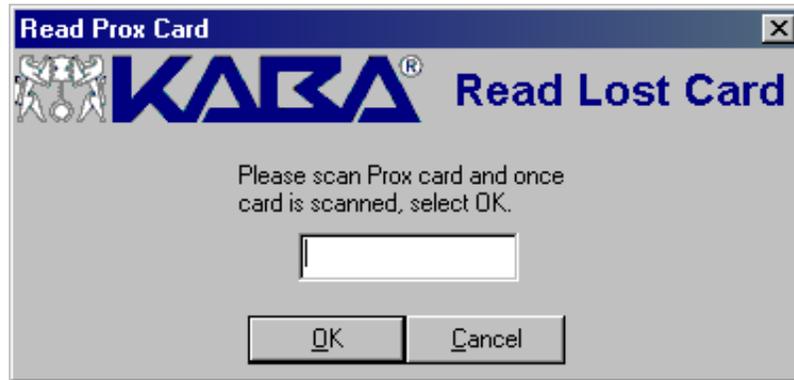
User List

Last Name	First Name	User Type	Card ID	PIN
Wayne	Robyn	Manager	013 - 14211	26317600
Newman	Randy	Access	013 - 14214	622612
Lawson	Larry	Manager	013 - 14218	51765500
Walls	Amanda	Access	013 - 14219	257300
Jones	Ron	Access	013 - 14217	659100
Hale	Mary	MUnit	013 - 14224	265301
Barker	Brad	Service	No Prox Card Associated	196100
Badge	Temporary	Access	013 - 14215	356102
Mattingly	Steve	MUnit	013 - 14213	558303

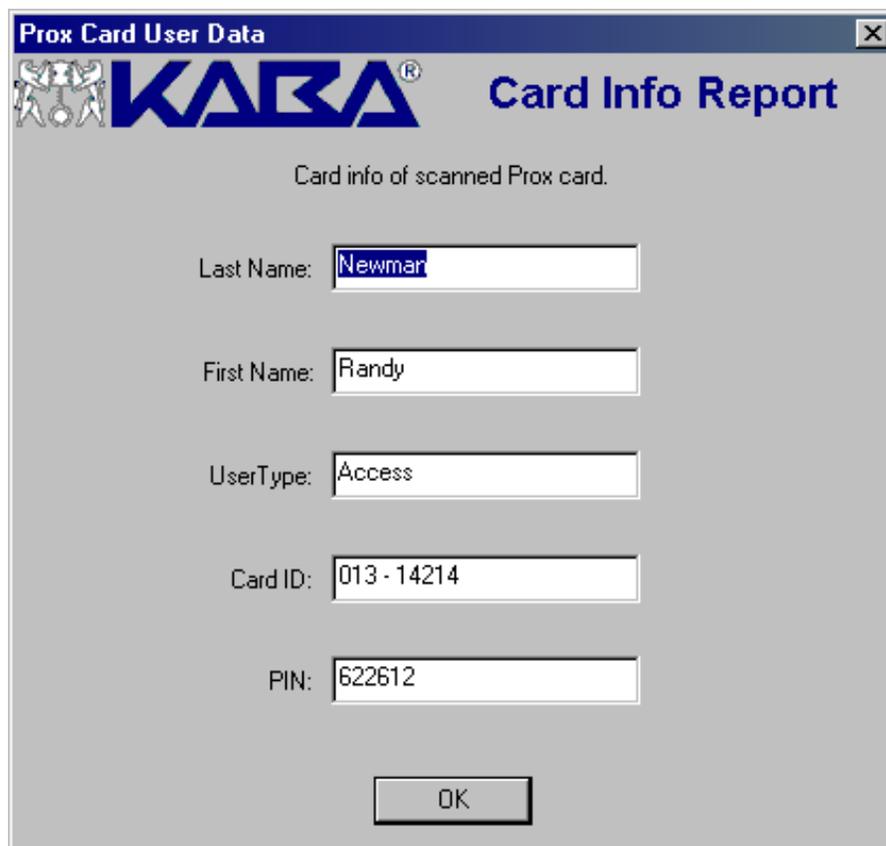
Done Print Print Cards Save Help

## List Card Info Report

This report option allows you to scan a PROX Card to display the card's assigned information. This can be used in the case of a "lost & found" card that needs to be identified. It can also be used to obtain the Facility ID for a group of cards that you wish to batch enroll.

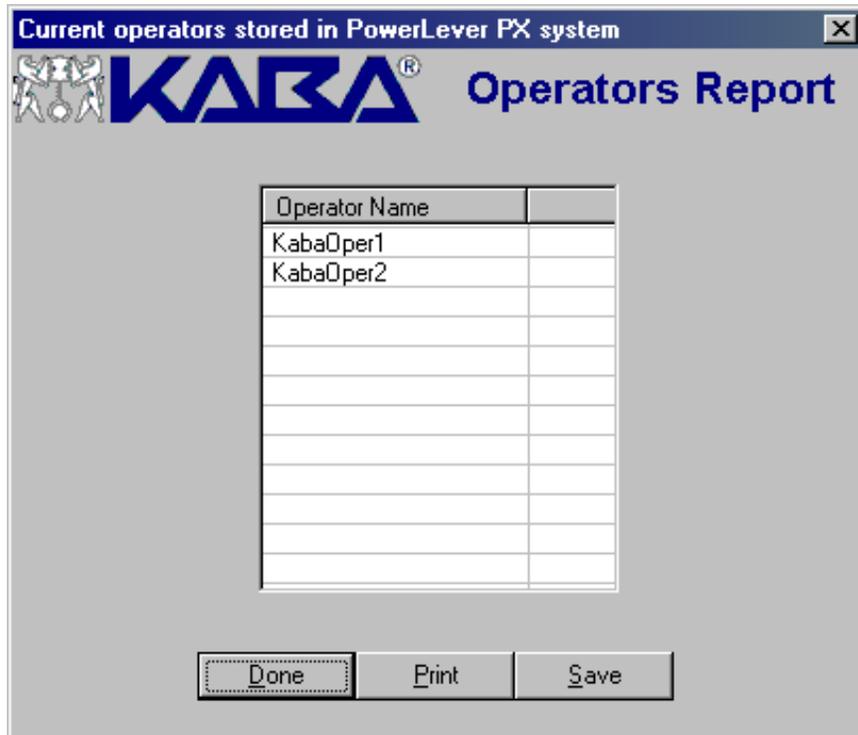


Present the PROX Card to the Reader and a screen will be displayed with all of the information about the card.



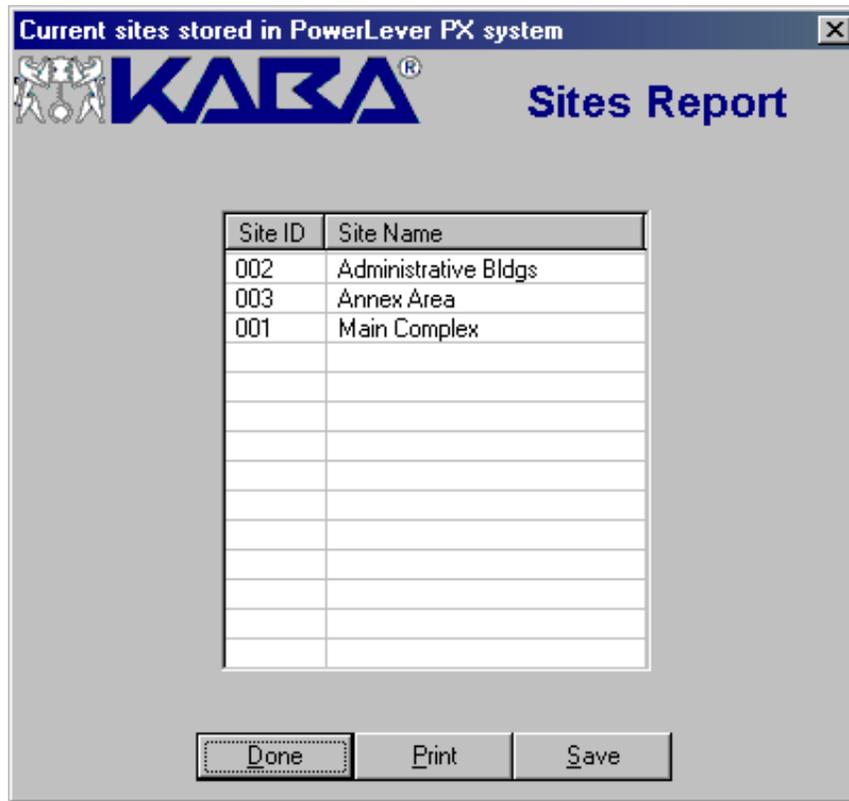
## Operators Report

The Operators Report will display all Operators who have been defined in the PowerLever PX System.



## Sites Report

The Sites Report will display all Sites that have been defined in the PowerLever PX System.





# Notes

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