Access+ – The Basic Getting Started Technician Guide

This guide will hopefully explain how Access+ works and what you need to do to get the system installed and configured for your client.

How it works?

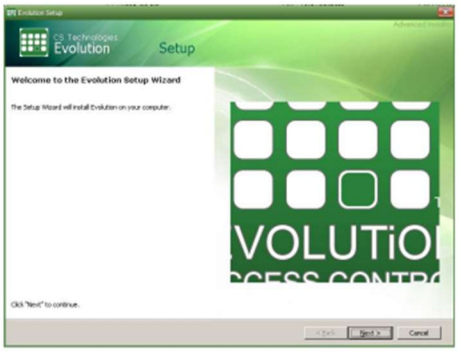
Evolution is a Windows based (Windows 10 supported) software package that is designed to help you easily manage all your doors, elevators, and alarms in your building controlled by the Stor-Guard controllers and keypads.

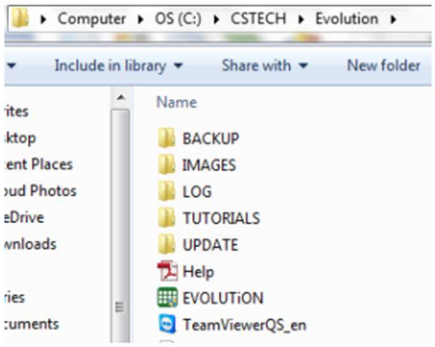
The software does not control the building and does not need to be running. The software is used to make changes and find out what has happened or is happening in the building.

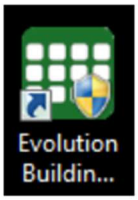
Install Access+ on your PC.

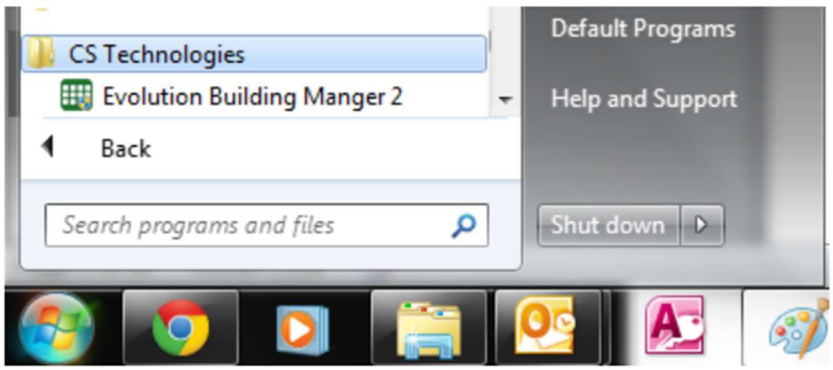
You will receive a copy of the software, loaded on a flash drive, with your equipment package.

Run the software full install and follow the prompts. The software will be installed by default to the c:\cstech\evolution folder and create short cuts to run the program on start up.



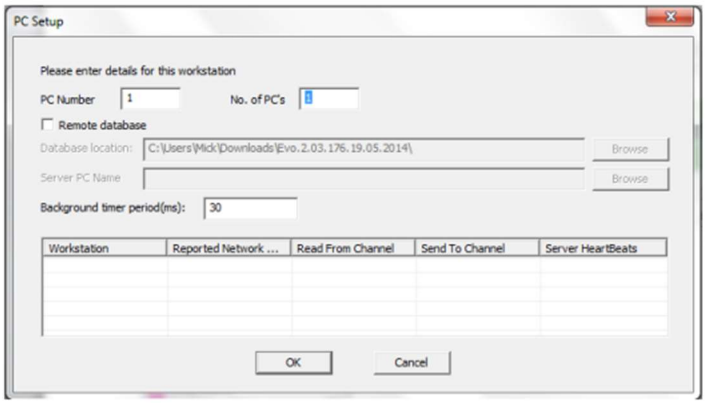




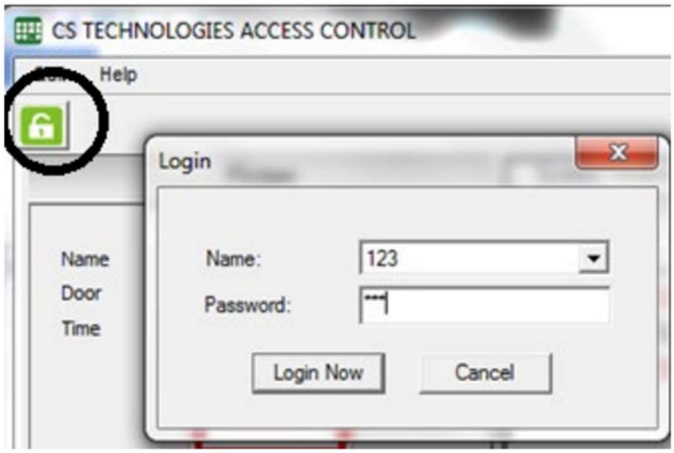


Starting Evolution for the First Time – Install Wizard

When you first run Access+ it will ask you how many pc's will be connecting to the database and which PC this is. The default settings should be ok for 98% of installs. The software will restart after pressing ok.



After restarting click on the 'LOCK' icon to login. The default username and password is **'123'**.



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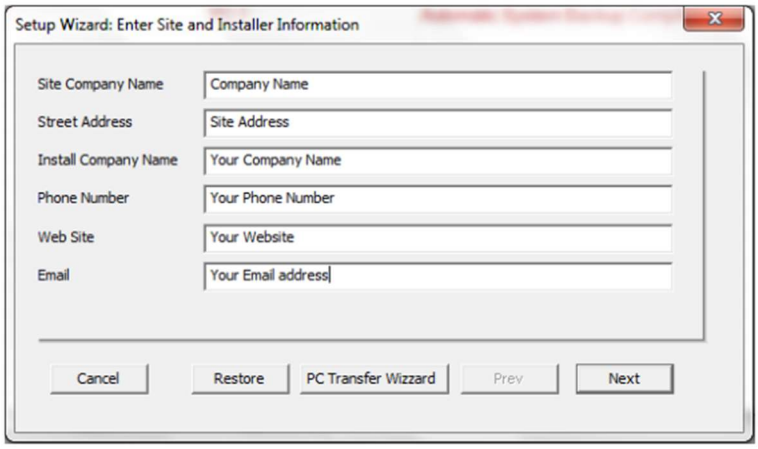
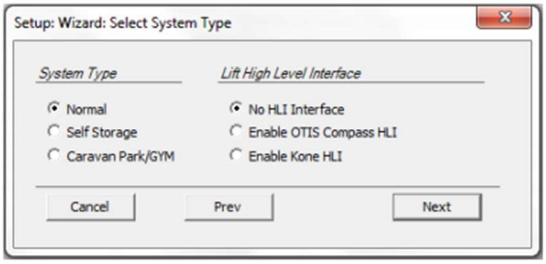
The software will now run on first startup an installation setup wizard. This wizard should guide you through the setup requirements and help you quickly configure the system.

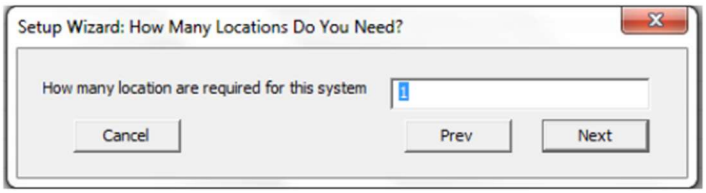
Fill in the information below.



Next, if you are using any external interfaces select them below.



Next is how many locations you have. Locations are the number of sites (not the number of controllers). Typically, a standard install will have 1 location. Please note that each TCP/IP adapter connection is counted as a separate Location. How many locations do you have at this site?

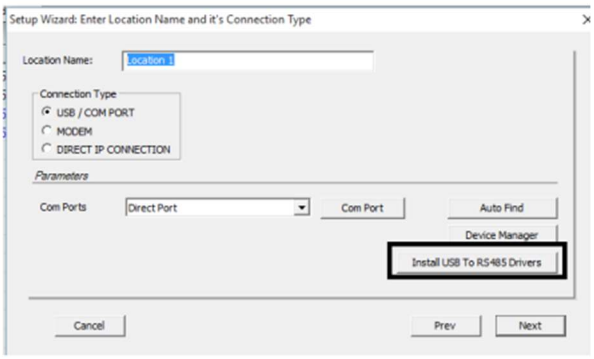


Location Connection Type:

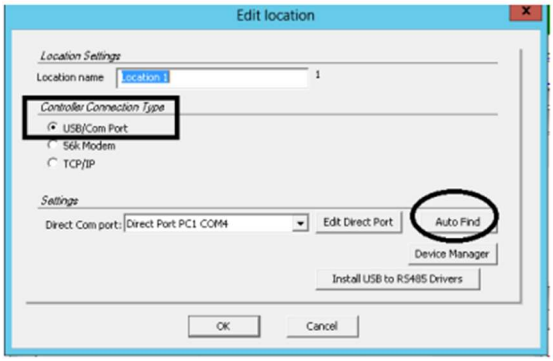
USB to RS485 comms converter Connection: If you are connecting the controllers via a USB

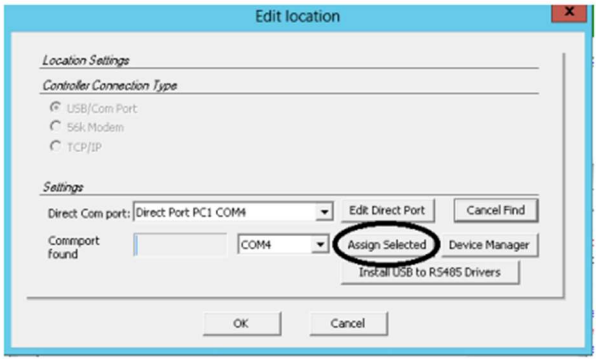
to RS485 comms converter select as shown below.

- Connect the USB to RS485 comms converter to your PC. Windows will automatically install the drivers for this device. If it does not (fails or you are using older versions of Windows) then click on the 'Install Drivers' button at the bottom of this screen.

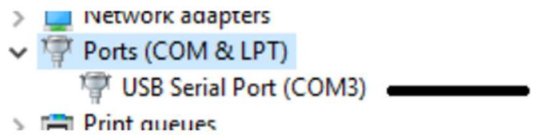


- You should already have the comms converter and controller(s) connected to the PC and powered up. Once ready and connected press the **Auto Find** button to detect the correct COM port. The com port will be found if there is a 'Controller #1' connected. Then press the **Assign Selected** button when it finds the controller.



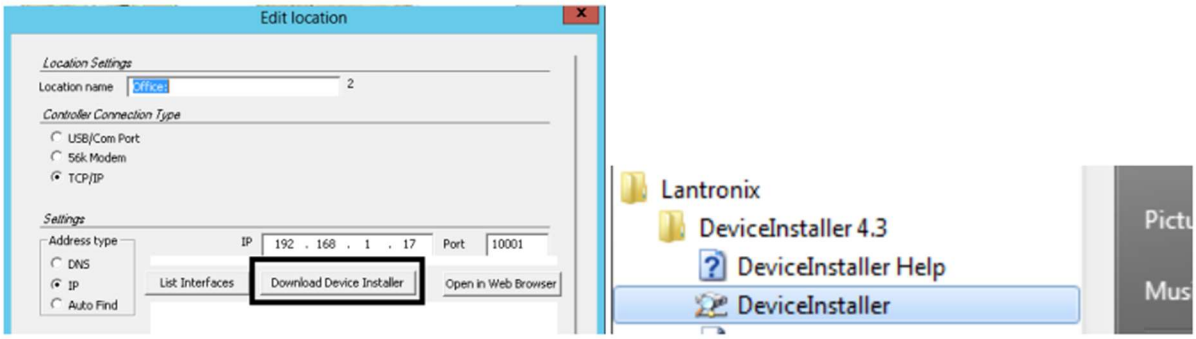


Alternatively, you can also click on the **Device Manager** button and find the correct COM port manually.

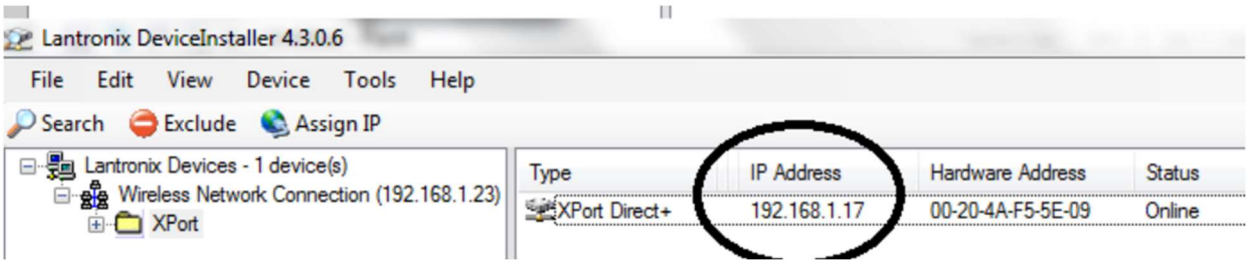


TCP/IP Connection: If you are connecting the controllers via a XPort TCP/IP LAN adapter, select as shown below.

XPort LAN module is set by default to auto DHCP. You can click on the **Auto Find** option but if for any reason the location does not come online, please use the **Lantronics Device Installer** program to find and set the IP address of the device if you are unsure of the IP address it has been given.



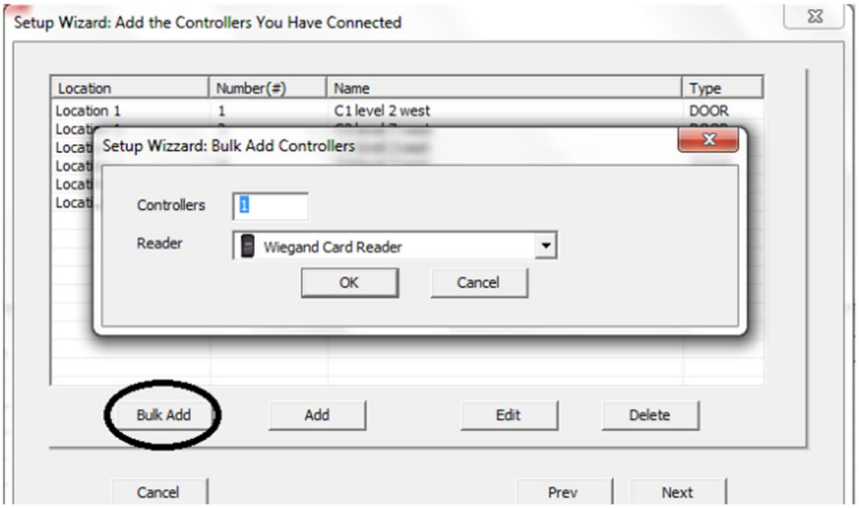
Once on installer, run the device installer and it will find the XPort LAN device on your network. The device should have an IP address and this is the IP address that needs to be added into the software.



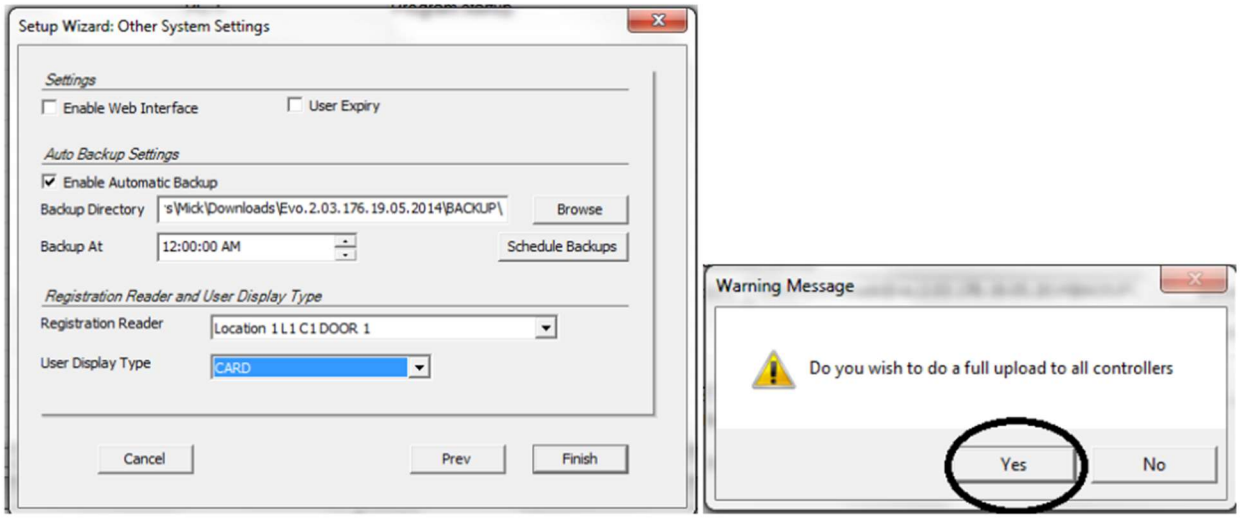
Note: It is recommended that the device is given a **static IP address** to ensure the IP address never changes. The Device Installer software can be used to set the devices IP. (See **Assign IP button**)

The next step is to tell the software how many controllers and what type of readers you are using at the site. (Each 4-Door controller can have up to 4 readers connected to it)

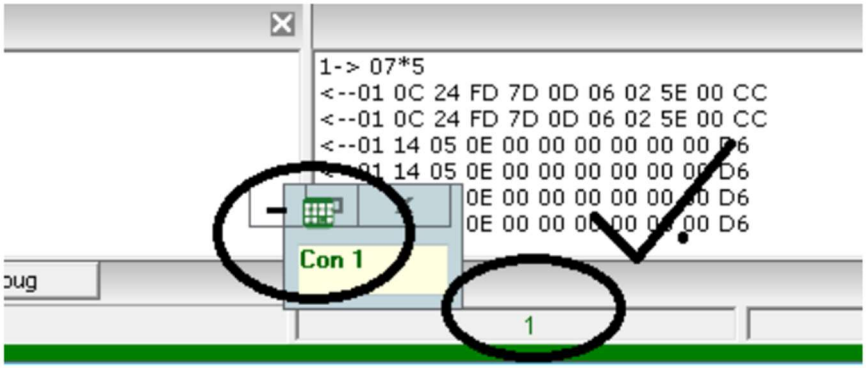
The quickest way is to press the **'Bulk Add'** button, enter how many controllers and the reader type (see example below).



The final step in the wizard is to set the backup location and turn on any common features (see screen shot). When you press ok the software will ask if you would like to do a 'full upload', we recommend you select YES to ensure the controllers receive your new configurations.



If all was successful, at the bottom of the screen, you should see the controller numbers polling in green.



Now the wizard is complete.

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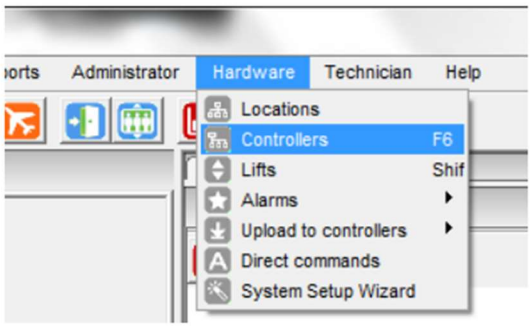
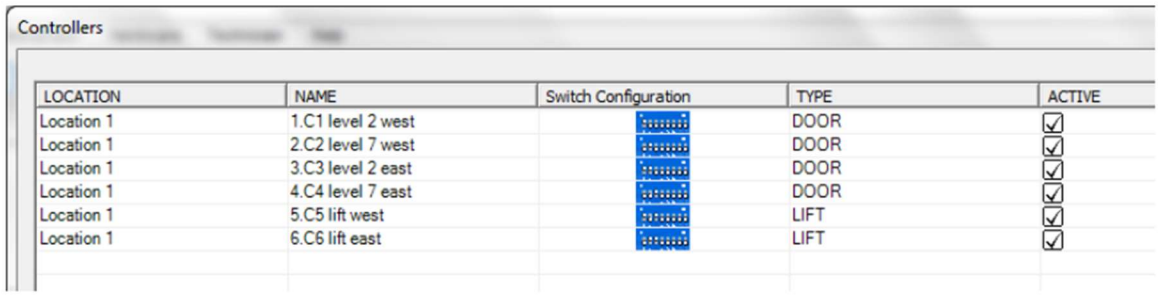
To make custom setup changes to the controllers and set more advanced features:

You can do this through the **Hardware** menu as shown below.



Edit the controller to bring up the controller configuration screen.



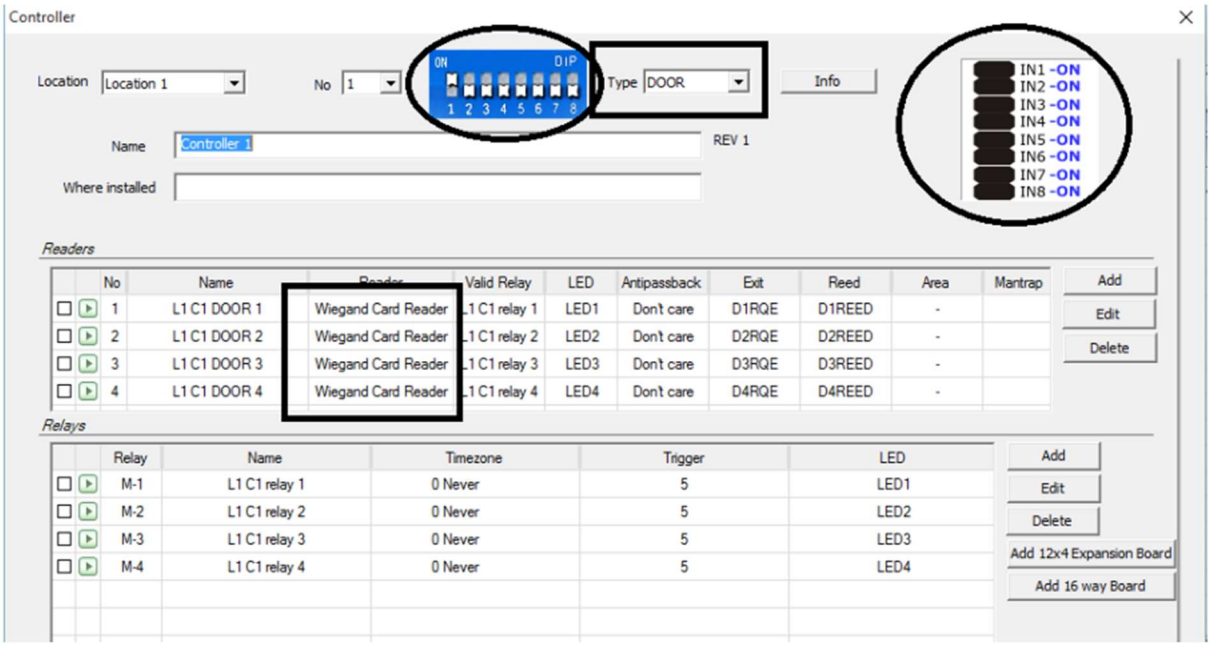
The controller will look like below (see next page).

In the controller screen (see below). There are two handy little images.

The **DIP switch address** and the board **Link configuration**. Depending on your setup these images show a visual indication of how the controller should be setup physically. Double check you have the same settings on the controller.

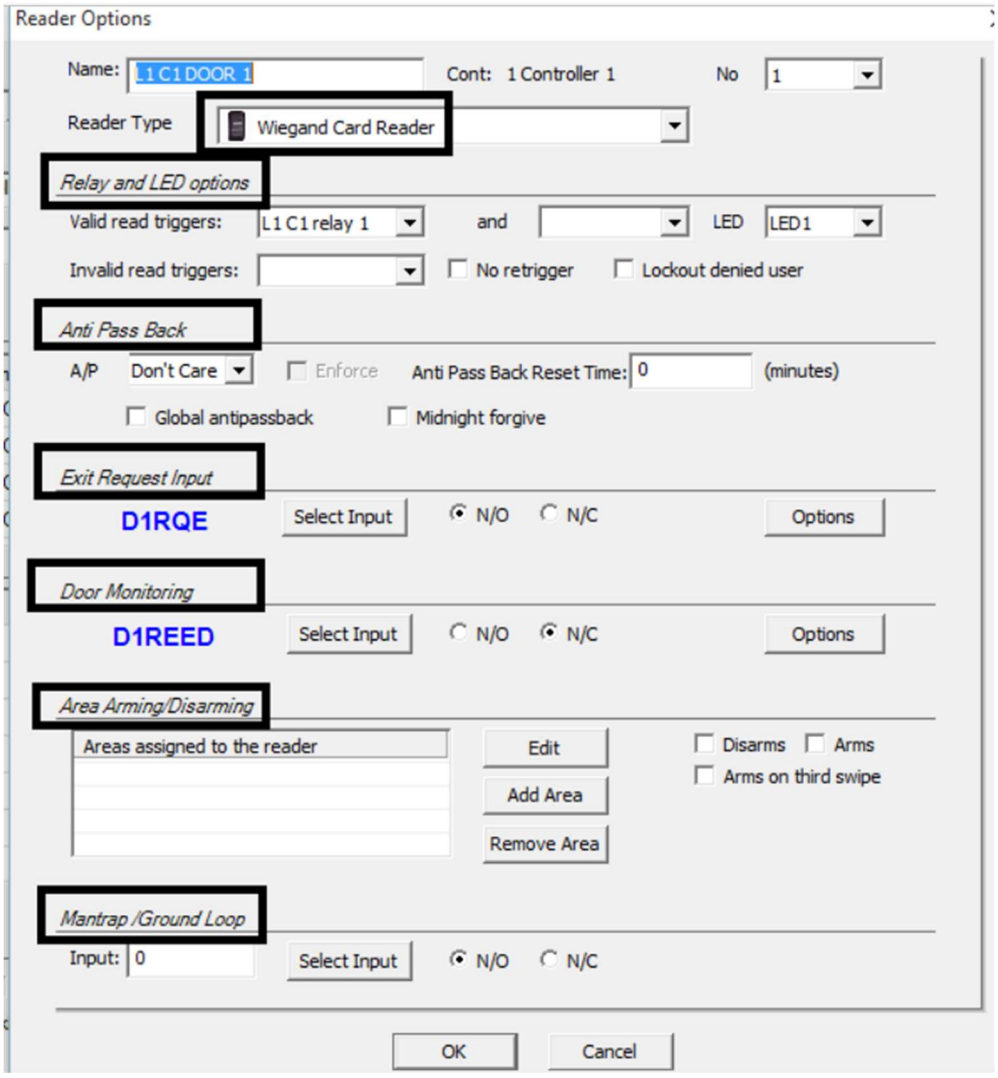
This screen also shows the **controller type** (Door / Elevator or Firedoor). The correct type should be selected.

And finally, this screen is where the **Readers** and **Relays** can be configured



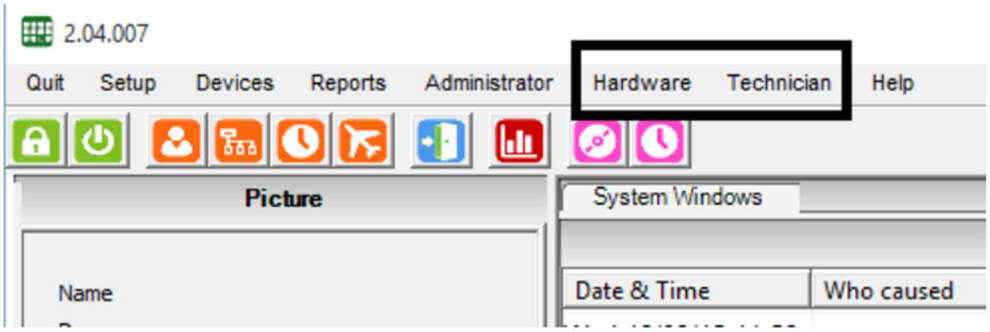
If you edit the reader, you will see sections to configure the following reader configurations:

- Reader Type
- Granted Relay Options
- Anti Pass Back Options
- Exit Request Options
- Door Monitoring Options (if the door is open or closed)
- Area assigned to the reader
- Mantrap / Ground Loop Options

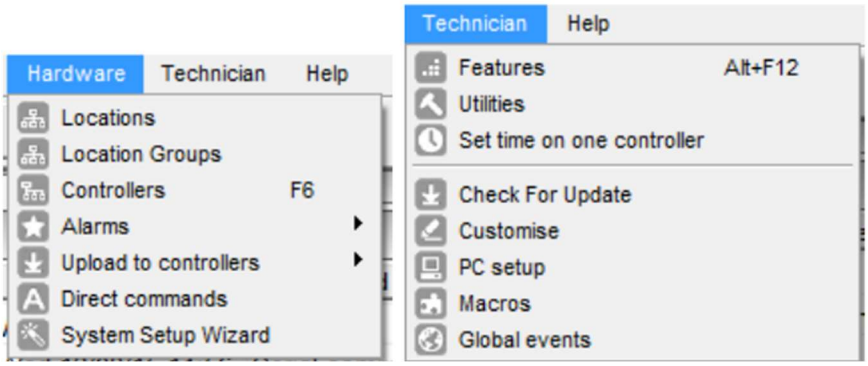


Hardware and Technician Menus

All advanced hardware configuration options are found in the Hardware and Technician menus in the software.



This guide does not go into detail but feel free to have a look through these menus for additional options that an installer may require. Please note we highly recommend that you do not allow the end user to have access to these two menus (see further below in this guide for Operator options).

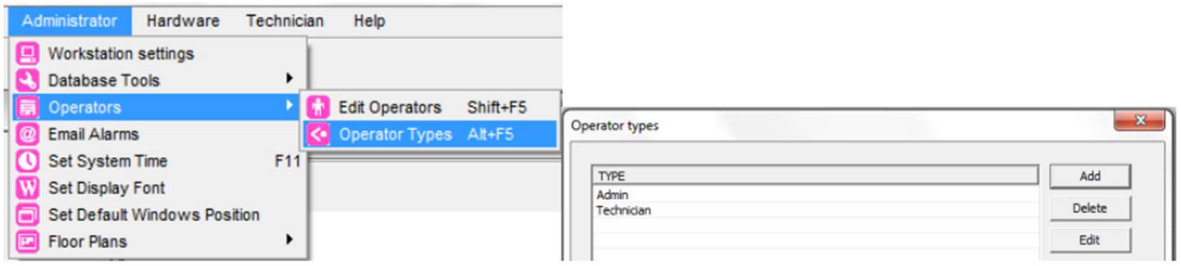


Software Operators

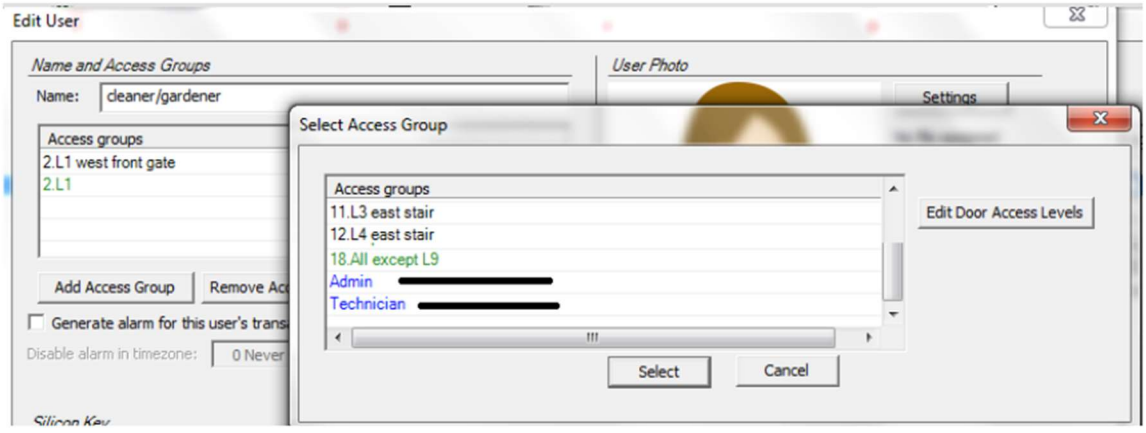
One of the next things you need to do is give the system Administrator software login details. The software can be customized so people can login to the software and only have access to the appropriate menus in the software.

By default, there are two operator types:

- Technician – Suitable for the technician who set up the system and has full access to all menus.
- Admin – Suitable for admins and has access to all menus except the Hardware and Technician menus. (These two menus are only for hardware setup and should not be given to admin users)
- Custom operator types can be added here



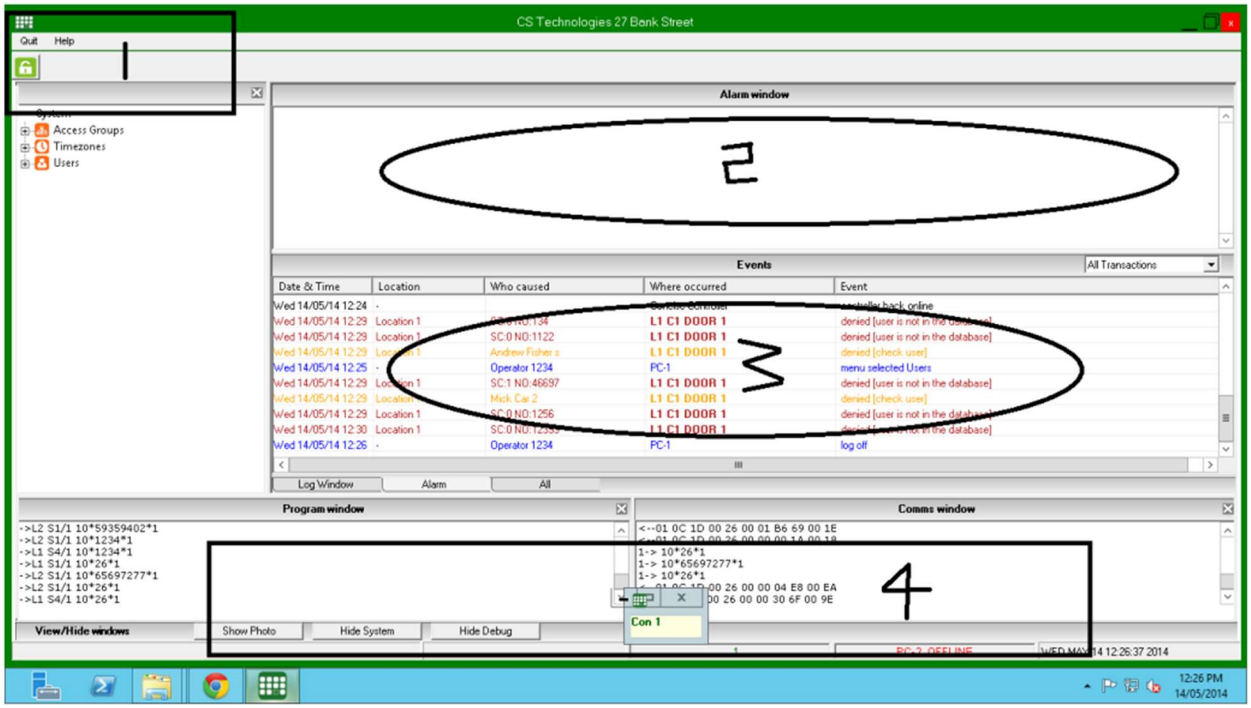
To assign a user as a software operator edit the user (Setup Users) and assign the operator group to the user (see image example below).



The following is just basic software layout and other handy options to help you get more familiar with the software.

The Screen Layout

When you start the software, it will look similar to the screen shot shown below.



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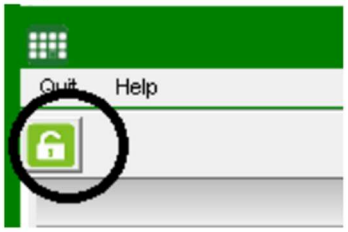
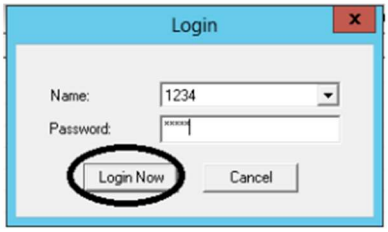
1. Login

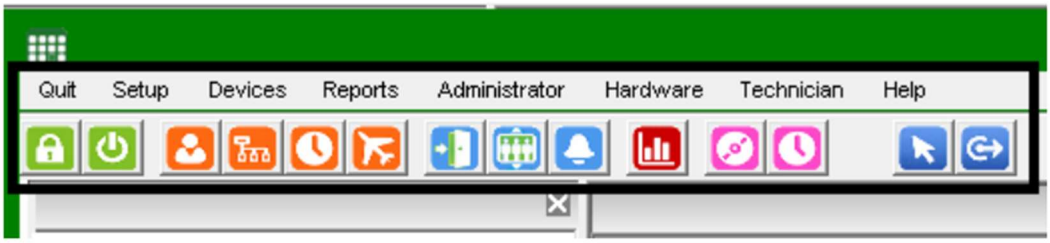
To make any changes or do reports you first must login to the software. Click on the ‘key’ icon,

select your username and enter your password. The default username and password is ‘123’.





Once you have successfully logged in, you will have access to the software (as shown below).



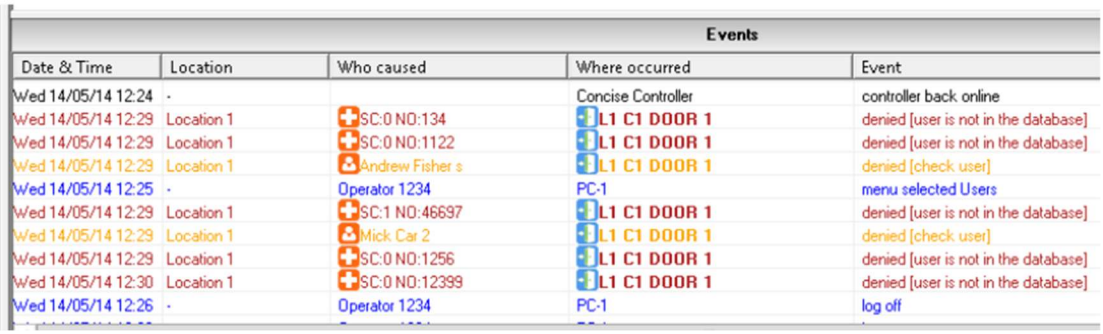
2. Alarm Window

The alarm window is there to highlight if there have been any issues with the system such as area alarms, controllers going offline, etc. The operator should check that these issues have been resolved.

The control buttons (highlighted below) allow you to acknowledge these alarms.

3. Transaction Window

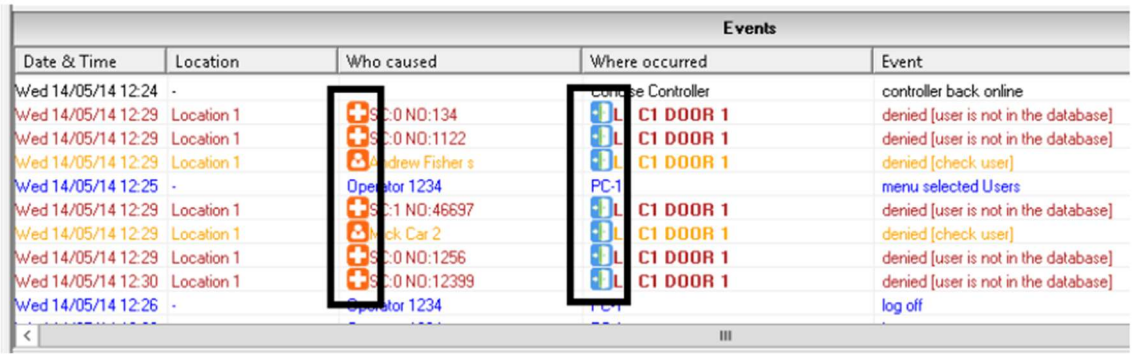
The transaction window shows all the events that have happened in the system.



Events

Date & Time	Location	Who caused	Where occurred	Event
Wed 14/05/14 12:24	-		Concise Controller	controller back online
Wed 14/05/14 12:29	Location 1	SC:0 NO:134	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	SC:0 NO:1122	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	Andrew Fisher s	L1 C1 DOOR 1	denied [check user]
Wed 14/05/14 12:25	-	Operator 1234	PC-1	menu selected Users
Wed 14/05/14 12:29	Location 1	SC:1 NO:46697	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	Mick Car 2	L1 C1 DOOR 1	denied [check user]
Wed 14/05/14 12:29	Location 1	SC:0 NO:1256	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:30	Location 1	SC:0 NO:12399	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:26	-	Operator 1234	PC-1	log off

The transaction window also allows you to view/edit and add users by clicking on the icon next to the users' name. You can also view door details by clicking on the door icons (as highlighted below).



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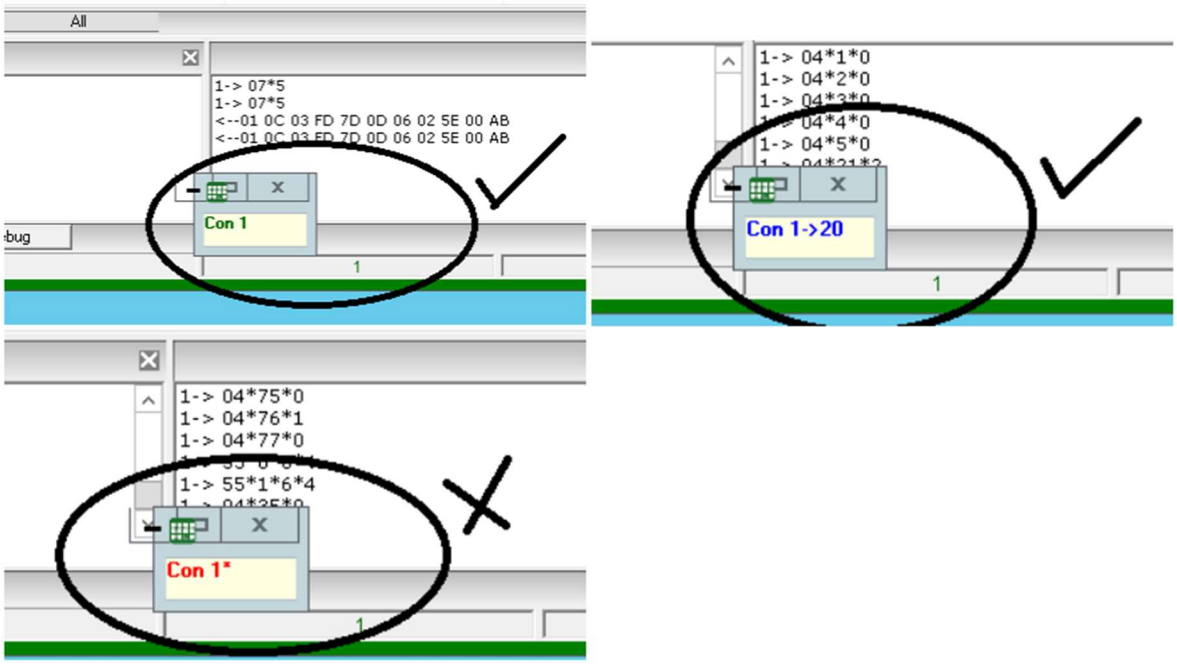
Wed 14/05/14 12:29	Location 1	SC:0 NO:1122	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	Andrew Fisher s	L1 C1 DOOR 1	denied [check user]
Wed 14/05/14 12:25	-	Operator 1234	PC-1	menu selected Users
Wed 14/05/14 12:29	Location 1	SC:1 NO:46697	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:29	Location 1	Mick Car 2	L1 C1 DOOR 1	denied [check user]
Wed 14/05/14 12:29	Location 1	SC:0 NO:1256	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:30	Location 1	SC:0 NO:12399	L1 C1 DOOR 1	denied [user is not in the database]
Wed 14/05/14 12:26	-	Operator 1234	PC-1	log off

4. Communication

At the bottom of the screen is the communication polling screen.

This indicates if the software is communicating to the Stor-Guard controller system (each controller can control up to 4 doors). Each controller number should be shown polling in a certain color.

- GREEN when it is online.
- BLUE with an arrow if the software is currently online and sending or receiving commands to the controller.
- RED* if there is a problem and is unable to communicate to the EVO controller(s).



If it is RED (and with a star) there is a problem. Check to confirm that the PC is connected to the Network or the USB comms converter is connected correctly at the back of the PC. Try restarting the PC to see if it fixes the issue.

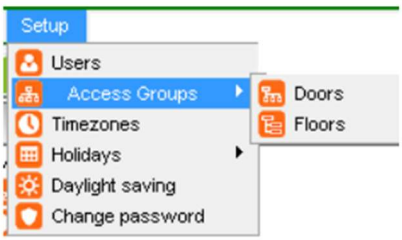
If it is still RED then you will need to contact your Security installer to identify the issue.

What you can do…

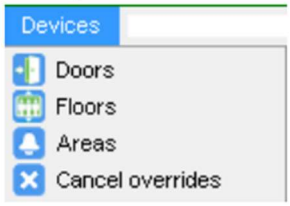
After login, operators have the following menus (see below) that they can use.

Note: The 'Hardware' and 'Technician' menus should not be used by the system Administrator. These should only be used by your Security Installer for system setup.

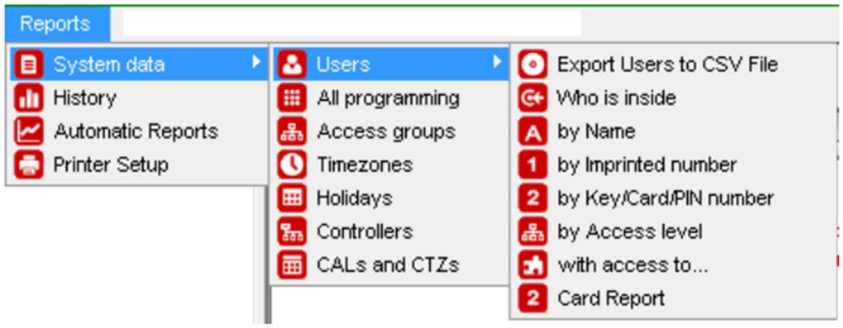
Setup Menu - This menu allows you to add users and decide when and where things can happen.



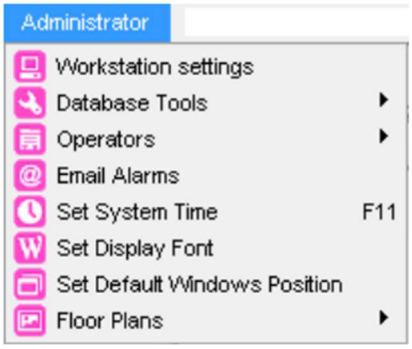
Devices Menu – Allows you to easily control Doors, Floors and Areas (lock, unlock, change timezone).



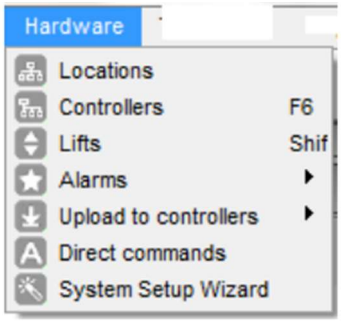
Reports Menu – Allows you to generate reports on system information as well as transaction history reports.



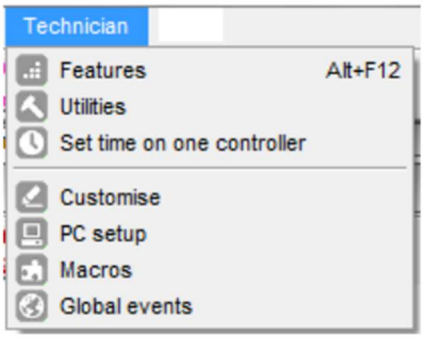
Administrator Menu – Allows you to configure some general software setups.



Hardware Menu – Allows you to configure the door and lift controllers (Technician Only).



Technician Menu – Allows you to setup special software options (Technician Only).



This is the end of this guide. For more details on editing controllers, adding users etc. please refer to other guides.