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Management System



Installation & Administration Guide

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Contacting Technical Support

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For Additional Products and Product Accessories, contact:

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Digilock Management System

The Installation and Administration Guide

This guide is designed for the owner and/or person responsible for installing and administering the Digilock Management Software. For information on the operation and use of the Digilock Management Software see the Digilock Management System's User Guide.

Digilock Package Includes:

- **Digilock Management Software:** A CD ROM containing the Digilock Management Software that maintains and programs authorized users, user codes, user keys, and locks.
- **Programming Box:** Provides a communication link between the Digilock Matrix Series Locks and the Software Programming Key.
- **Software Programming Key:** Programs the Matrix Series Locks and receives audit trail information for the Matrix Series Locks.
- **User Guide:** Information for using the Digilock Management System.
- **Installation and Administration Guide:** Installing the Digilock Management Software and issuing Software User Rights.

About this Manual:

Follow each chapter in this manual to install and operate the Digilock Management Software and System Administration functions.

This manual includes:

- Introducing the Digilock Management System
- Installing the Digilock Management Software
- Managing the Digilock Matrix Series Products

Finding Additional Help

For information on using the Digilock Software see the *Digilock Management System User Guide*.

For problems using the software see the Troubleshooting section of the *Digilock Management Software User Guide*.

Additional help is also available by accessing the **Help** menu (or by pressing **F1**) in the Digilock Software

Installing the Digilock Software

Digilock Software Overview

Please read this entire chapter before installing the Digilock Software.

This chapter demonstrates:

- System Requirements
- Installing the Programming Box
- Installing the Digilock Software
- Uninstalling the Digilock Software

System Requirements:

Successful operation of the Digilock Software requires:

- Windows 95 or higher
- A 486 DX processor or higher
- 15 Megabytes of hard drive or more
- 8 Megabytes of RAM or more
- A CD-ROM drive
- 1 free serial port

You will need additional hard drive space to maintain the Management Software.

Installing the Programming Box:

Before installing the Digilock Management Software, you will need to attach the Programming Box to a 9-pin serial port on the back of your computer: To do this:

1. Power off your computer



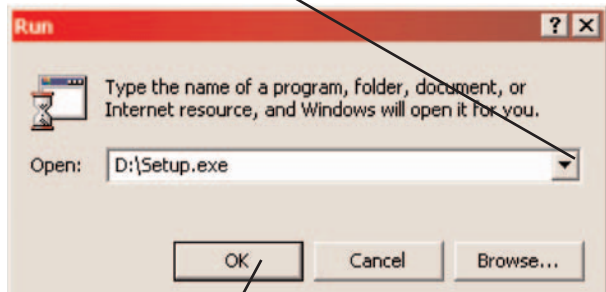
2. Insert the Programming Box **serial connector** to a 9-pin **serial port** on your computer.
3. Power on your computer.

Installing the Software:

Once you have installed the Programming Box, the Digilock Management Software can be installed from your Windows desktop.

1. Close any applications that are currently running.
2. Insert the **Digilock Management Software** CD into the CD-ROM
3. The CD should automatically load, if not, from your Windows desktop, select **Start-Run**

Click here to Browse to the CD-ROM drive (usually D:) and double-click **Setup**.



Click **OK** to install the software.

5. Follow the **Digilock Setup** wizard.

Uninstalling the Software:

To remove the Digilock Management Software:

1. From your Windows desktop, select *Start-Settings-Control Panel*.
2. Double-click on **Add/Remove Programs**.
3. From the **Add/Remove Programs** tab, select **KMX** from the program list.
4. Select **Change/Remove** to uninstall the Digilock Software.
5. Select **Yes** to completely remove KMX and all of its components.

Managing the Digilock Management Software

Digilock Management Software Administrator Overview

The System Administrator controls who has access and what level of access others have when entering the Digilock Management Software.

This chapter demonstrates:

- Launching the Digilock Software
- Initializing the Software Programming Key
- System Administration Menu Overview
- Granting Digilock Software User Rights
- Adding, editing and deleting Digilock Software Users

Launching the Digilock Management Software:

You will launch the Digilock Management Software from your Windows desktop. The first time you login to the Digilock Management Software you will use a standard User Identification (ID) and Password. For security purposes, you must change your User ID and Password immediately. This new User ID and Password becomes the System Administrator. Only one System Administrator is allowed.

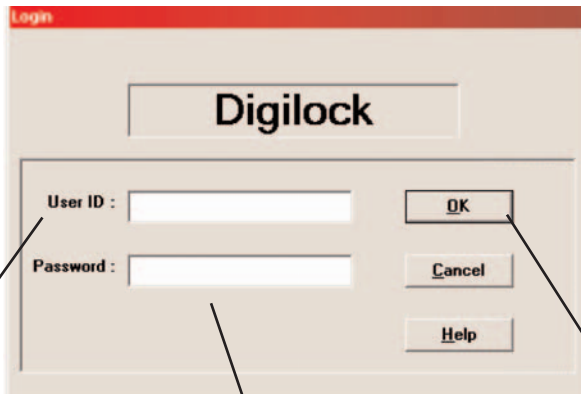
Launching the Digilock Management Software from Windows



KMx

To launch the Digilock Management Software:

1. Double click the **KMx icon** on your **Windows desktop**. This displays the **Login** window:

A screenshot of the Digilock Login window. The window has a red title bar with the word 'Login' in white. The main area is light beige. At the top, the word 'Digilock' is in a large, bold, black font. Below it, there are two input fields: 'User ID : ' followed by a white text box, and 'Password : ' followed by a white text box. To the right of the input fields are three buttons: 'OK', 'Cancel', and 'Help'. Arrows point from the numbered instructions below to the 'User ID' field, the 'Password' field, and the 'OK' button.

2. Enter your **User ID***.

3. Enter your **Password****.

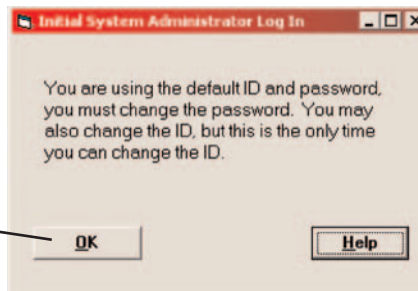
4. When you are done, click **OK**.

The first time you login to the Digilock Management Software, use these defaults: (You will be prompted to change these defaults immediately).

****User ID** - Enter **sa**

***Password** - Enter **sesame**

Click **OK** when prompted to change the default ID and password.



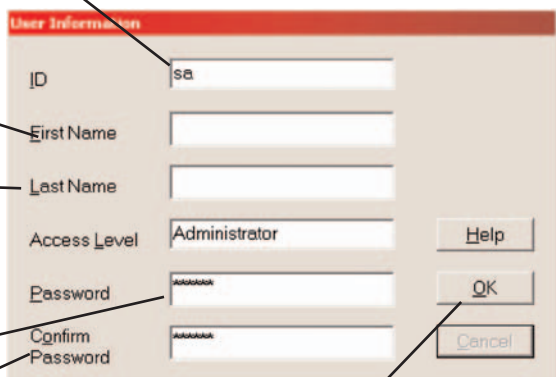
1. Enter your **User ID**
(up to 25 characters).

2. Enter your **First Name**
(up to 25 characters).

3. Enter your **Last Name**
(up to 25 characters).

4. Enter a **password**.

5. Confirm your **password**.

A form titled "User Information". It has several input fields: "ID" (containing "sa"), "First Name", "Last Name", "Access Level" (containing "Administrator"), "Password", and "Confirm Password". There are three buttons on the right: "Help", "OK", and "Cancel".

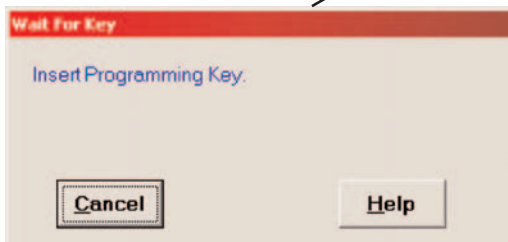
6. When you are done,
click **OK** to continue.

NOTE:

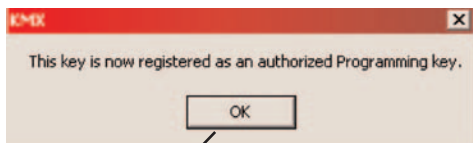
This User will automatically be the System Administrator. Once you enter a User ID, this ID becomes the System Administrator's ID and cannot be changed at a later date.

Initializing the Software Programming Key

After changing the default User ID and Password, you will be prompted to **Make the First Programming Key**. Click **OK** to continue.



When the **Insert Key** prompt is displayed, insert the **Software Programming Key** (red) into the **Programming Box** until you are notified that the key has been registered as an authorized Programming Key.

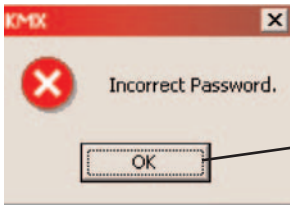


Click **OK** to continue. The software program will launch.



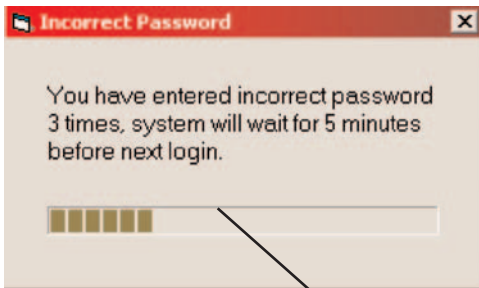
Login Safeguards

The Digilock Management Software displays the following message when the User ID or Password is incorrect:



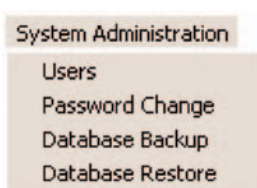
Click **OK** to continue.

After three consecutive incorrect logins, the Digilock Management Software shuts down for five minutes while the following message is displayed:



After this timed message clears, you can login to the Digilock Management Software again.

System Administration Menu Overview



From the System Administration menu, you can add, edit or delete Digilock Management Software Users, or change your password.

Defining User Access

Each User entered into this system will have a User ID, Password and a pre-defined user level of access. These access levels are designed as follows.

- * **User** - has access to all the Digilock Management Software features.
- * **Administrator** - has access to all Digilock Management Software features and in addition, can add, edit and delete Digilock Management Systems Users.

Granting Digilock Management Software User Rights

NOTE:

In order to maintain security, it is important that you give consideration to how others will access and use this software.

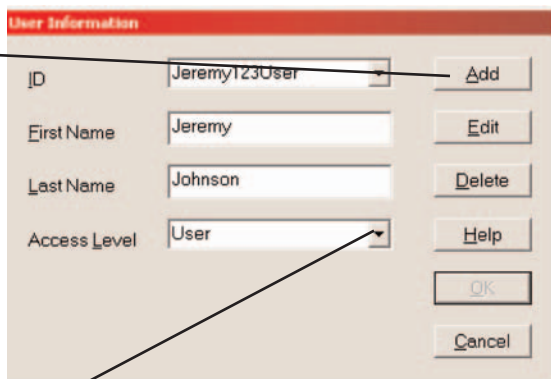
The first User you will add into the Digilock Management Software is yourself as the System Administrator. After adding a new System Administrator, all additional Software User's will have User rights. If you wish to give a User additional rights, you must edit their user information file. (See page 19 to edit a user information file).

Adding a User Information File

1. From the menu bar, select:
System Administration-Users.

2. Click **Add.**

This displays
the **User
Information**
window.



The 'User Information' window has a red title bar. It contains four text input fields: 'ID' (with 'Jeremy123User'), 'First Name' (with 'Jeremy'), 'Last Name' (with 'Johnson'), and 'Access Level' (a dropdown menu with 'User' selected). To the right of these fields are five buttons: 'Add', 'Edit', 'Delete', 'Help', and 'OK'. At the bottom are 'OK' and 'Cancel' buttons. Arrows point from the 'Add' button in the previous step to the 'Add' button here, and from the 'Access Level' dropdown to the 'User' option.

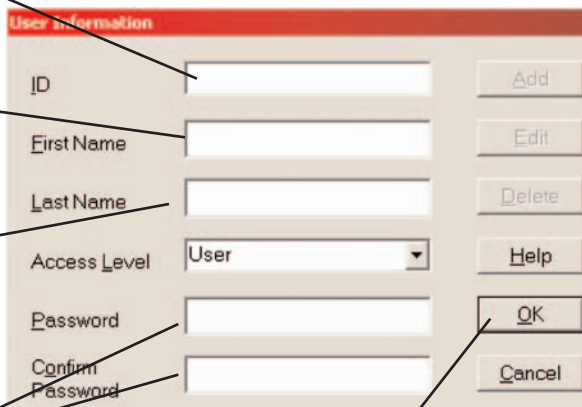
3. User is the default **Access Level** for new Users. To make this user an Administrator, you must first create the new user and then edit their file.

4. Enter the **ID** for this User.

5. Enter the User's **First Name.**

6. Enter the User's **Last Name.**

7. Enter and Confirm a **Password** for this User.



The 'User Information' window is shown with the 'ID', 'First Name', 'Last Name', 'Password', and 'Confirm Password' fields empty. The 'Access Level' dropdown still shows 'User'. The 'Add', 'Edit', 'Delete', 'Help', 'OK', and 'Cancel' buttons are visible. Arrows point from the instructions in steps 4 through 7 to their respective input fields.

8. When you are done, click **OK.**

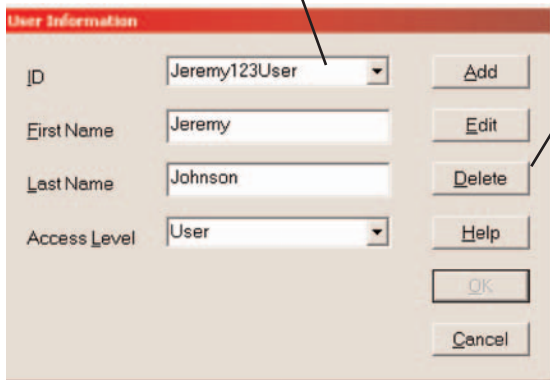
Deleting a User Information File

To delete a User Information file:

1. From the menu bar, select:
System Administration-Users.

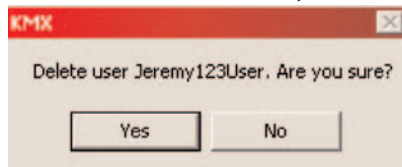
2. Select the User file
you want to delete.

3. Click **Delete.**



The 'User Information' dialog box has a red title bar. It contains four input fields on the left: 'ID' with a dropdown menu showing 'Jeremy123User', 'First Name' with a text box containing 'Jeremy', 'Last Name' with a text box containing 'Johnson', and 'Access Level' with a dropdown menu showing 'User'. To the right of these fields are five buttons: 'Add', 'Edit', 'Delete', 'Help', and 'OK'. At the bottom are 'OK' and 'Cancel' buttons. An arrow from step 2 points to the 'ID' dropdown, and an arrow from step 3 points to the 'Delete' button.

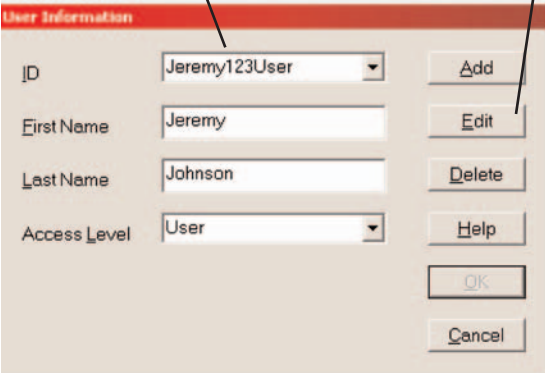
4. This displays the **Delete Confirm** prompt. Click **Yes** to delete this User.



The 'Delete Confirm' dialog box has a red title bar with 'KMX' on the left and a close button on the right. The text inside says 'Delete user Jeremy123User. Are you sure?'. At the bottom are two buttons: 'Yes' and 'No'. An arrow from step 4 points to the 'Yes' button.

To Edit a User Information file:

1. From the menu bar, select:
System Administration-Users.
2. Click here to select a **User ID** from the drop-down list.
3. Click **Edit** to modify the selected User Information file.



The image shows a 'User Information' dialog box with a red title bar. It contains four input fields on the left and a column of buttons on the right. The 'ID' field is a drop-down menu showing 'Jeremy123User'. The 'First Name' field contains 'Jeremy'. The 'Last Name' field contains 'Johnson'. The 'Access Level' field is a drop-down menu showing 'User'. The buttons on the right are 'Add', 'Edit', 'Delete', 'Help', 'OK', and 'Cancel'. Two arrows point from the instructions above to the 'ID' drop-down menu and the 'Edit' button.

Field	Value	Action
ID	Jeremy123User	Add
First Name	Jeremy	Edit
Last Name	Johnson	Delete
Access Level	User	Help
		OK
		Cancel

This displays the **User Information** window.

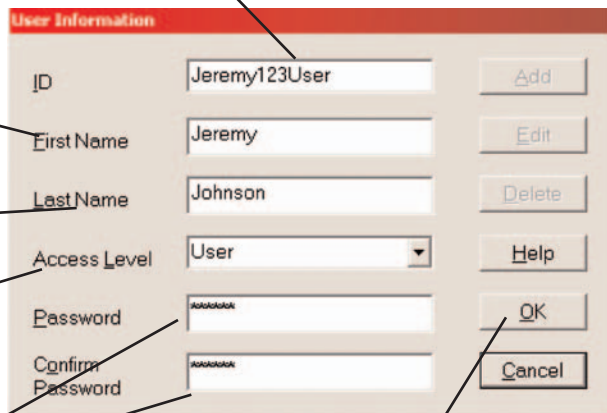
The **User ID** field cannot be edited.

4. Edit the User's **First Name**.

5. Edit the User's **Last Name**.

6. Change the **Access Level** for this User.

7. Change the **Password** and **Confirm Password** information for this user.

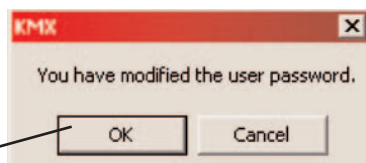


The 'User Information' window is a dialog box with a red title bar. It contains several input fields and buttons. The 'ID' field is disabled and contains 'Jeremy123User'. The 'First Name' field contains 'Jeremy'. The 'Last Name' field contains 'Johnson'. The 'Access Level' is a dropdown menu set to 'User'. The 'Password' and 'Confirm Password' fields contain masked text (asterisks). Buttons on the right include 'Add', 'Edit', 'Delete', 'Help', 'OK', and 'Cancel'. Arrows from the numbered instructions point to the 'First Name', 'Last Name', 'Access Level', 'Password', and 'Confirm Password' fields.

Field	Value	Action
ID	Jeremy123User	Add
First Name	Jeremy	Edit
Last Name	Johnson	Delete
Access Level	User	Help
Password	*****	OK
Confirm Password	*****	Cancel

8. When you are done, click **OK**.

If you have modified the **Password** and **Confirm Password** fields, this box displays, click **OK** to continue.



A small dialog box titled 'KMX' with a red title bar. It contains the text 'You have modified the user password.' and two buttons: 'OK' and 'Cancel'.

Text	Buttons
You have modified the user password.	OK, Cancel

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