



**CA4K™**

## **Quick Start Programming Guide**

(For use with versions 1.0.x and later)

Revision: Rev G

Date: 1/13/2022



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## Table of Contents

<i>DISCLAIMER</i> .....	1
<i>Must Read before you begin installation</i> .....	3
<i>Overview</i> .....	4
<i>Related Documents</i> .....	4
<i>Prerequisites</i> .....	5
<i>Basic Programming for Easy System Setup</i> .....	6
<i>Launching the CA4K™</i> .....	8
<i>Log In to CA4K™</i> .....	8
<i>Configure Com Servers and Ports</i> .....	10
<i>Configure a Panel</i> .....	13
<i>Configure a Schedule</i> .....	16
<i>Configure a Reader</i> .....	18
<i>Configure an Access Group</i> .....	21
<i>Configure a Badge</i> .....	24
<i>Basic System Test</i> .....	27

# Must Read before you begin installation

- Prior to programming the CA4K™, verify the CA4K™ is installed, licensed and launches without any errors.
- The screenshots in this document might not reflect the latest version of the CA4K™.
- The Version 1.1.x of CA4K™ requires a Version 1.1.x software license. Software licenses for Version 1.0.x will not work with a Version 1.1.x.
- This document is intended to assist with programming a very basic system. Refer to the CA4K help file for complete detailed information.

# Overview

This document provides a step by step procedure of programming a basic CA4K™ system. During the installation, the CA4K™ pre-configures most of the settings required for a basic system. The following steps will guide you through programming the remaining items to get a basic system operating (Com Port/Channel, Panel, Schedule, Reader, Access Group and Personnel).

## Related Documents

**CA4K™ Complete Install Installation Guide** - A step by step guide on installing a “Complete Server” installation.

**CA4K™ Database Only Installation Guide** - A step by step guide on installing a “Database Server” installation.

**CA4K™ Hardware Communication Server (HCS) Installation Guide** - A step by step guide on installing an HCS Installation.

**CA4K™ Report Station Installation Guide** - A step by step guide on installing a “Report Station” installation.

**CA4K™ Server Only Installation Guide** - A step by step guide on installing a “Server Only” installation.

**CA4K™ Workstation Installation Guide** - A step by step guide on installing a “Workstation” installation.

**CA4K™ Data Migration Guide** - A step by step guide on migrating a CardAccess 3000 database to a CA4K™ database.

**CA4K™ TCP/IP Ports Reference Guide** – TCP/IP Ports Reference Guide.

**CA4K™ System Requirements** – Computer Specifications.

## Prerequisites

- A complete functional CA4K™ installation with 5 databases created.
- Connect the CA4K™ Server (host) to one Continental controller with only one reader connected. The goal here is to get a basic system functioning. If the hardware supports it, connect using a serial **polling cable** from the host computer to the polling connector on the panel. If a serial option is not available, configure and use a Network device. Refer to the appropriate documentation to configure the Network Device.

# Basic Programming for Easy System Setup

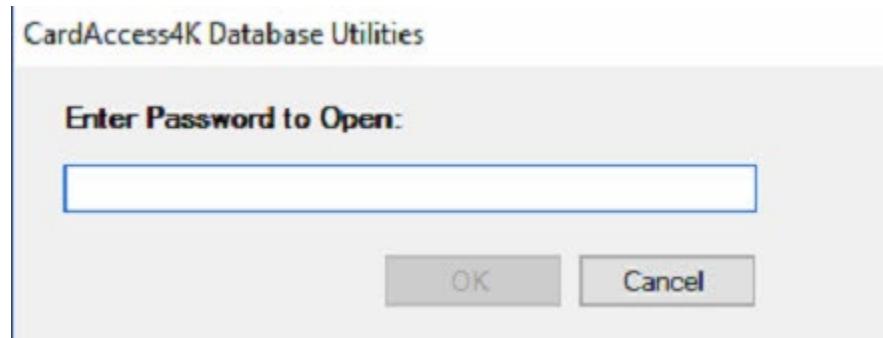
(You must configure the following basic items to get a basic system operational – Com Port (Channel), Panel, Reader, Schedule, Access Group and Badge)

**Note: Verify the Database Utility (DBUtility4K) is configured properly before launching the CA4K™ software**

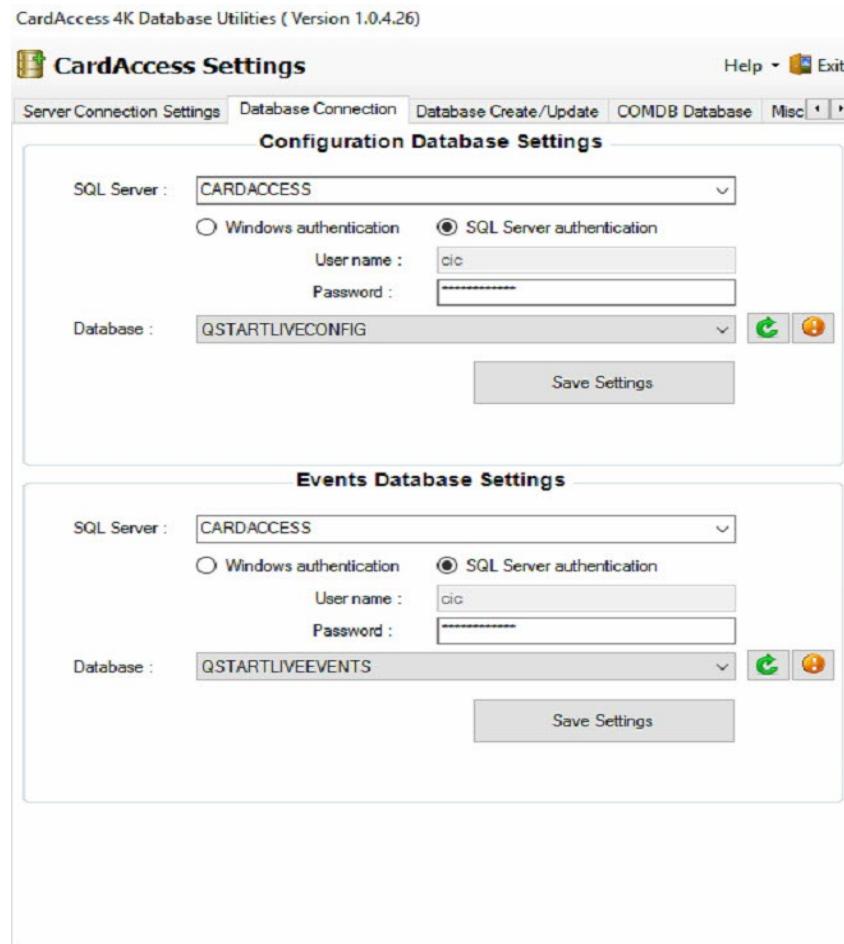
- 1) Prior to launching the CA4K™, launch the CA4K Database Utility to verify the connection information is correct. To Launch the CA4K DBUtility, **Click the DBUtility4K icon on the desktop.**



- 2) If you are prompted for the CardAccess4K Database Utilities password, type **pr1532** and then click OK.



- 3) Verify the **Database Connection** screen is pointing to the correct live databases. There is a live **Configuration** database and a live **Events database** in the CA4K™. If everything is correct, click **Save Settings and Exit**.



## Launching the CA4K™

- 4) To Launch the CA4K™ software, **Click** the **CardAccess 4K** icon on the desktop.



- 5) The CA4K™ **Log In** screen will display.

## Log In to CA4K™

- 6) Type the default **User name** (admin) and **password** (admin@4k). Click **Login**. The CA4K™ event grid will display.



The image shows the CA4K™ login interface. At the top right is the Continental Access logo with a globe icon. Below it is the CA4K logo. The login form contains fields for "User Name" (admin), "Password" (admin@4k), and a "Remember user" checkbox. Below the form are three buttons: "Change Password", "Login" (highlighted in blue), and "Shutdown". At the bottom left is the text "Please Log In" above a horizontal strip of five small thumbnail images showing various surveillance camera feeds.

Continental Access A Flapro Security Group Company

**CA4K**

User Name: admin

Password: admin@4k

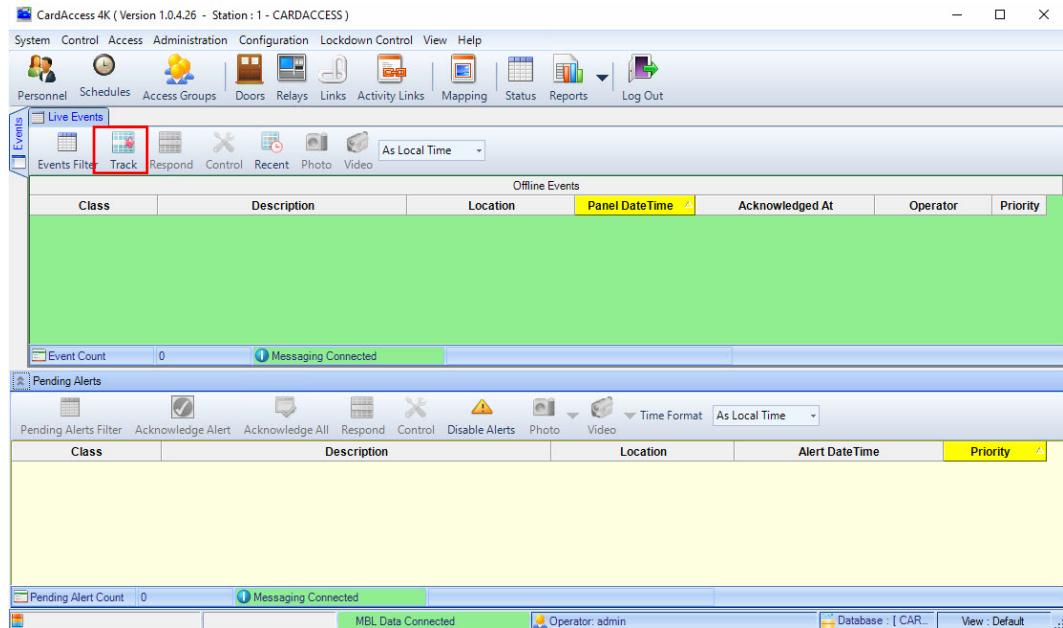
Remember user

Change Password    **Login**    Shutdown

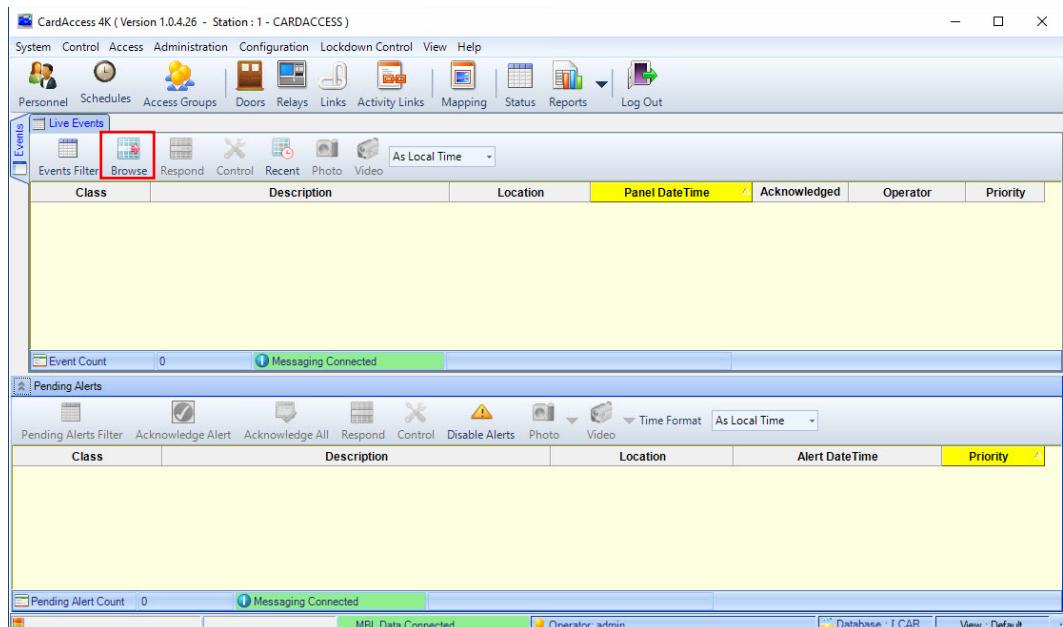
Please Log In



**Note:** If the event grid is green, the event grid is in the **Browse** mode. The **Browse** mode will not allow new events to scroll up. This mode allows you to analyze the events without them scrolling up. If the event grid is green, click the **Track** button.



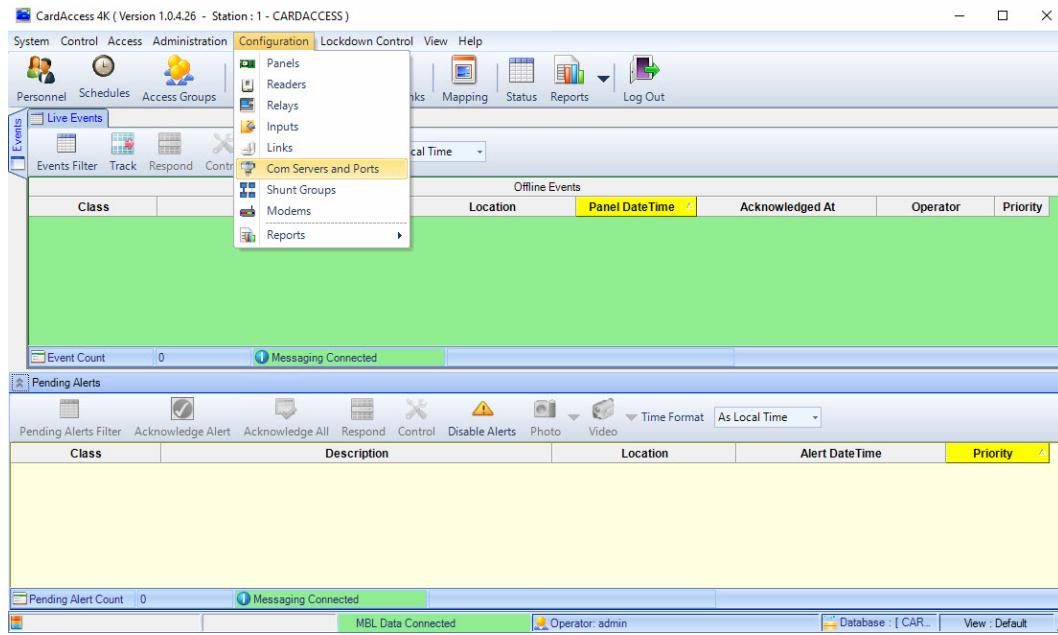
- 7) After clicking the **Track** button, the text on the button will change to **Browse**.



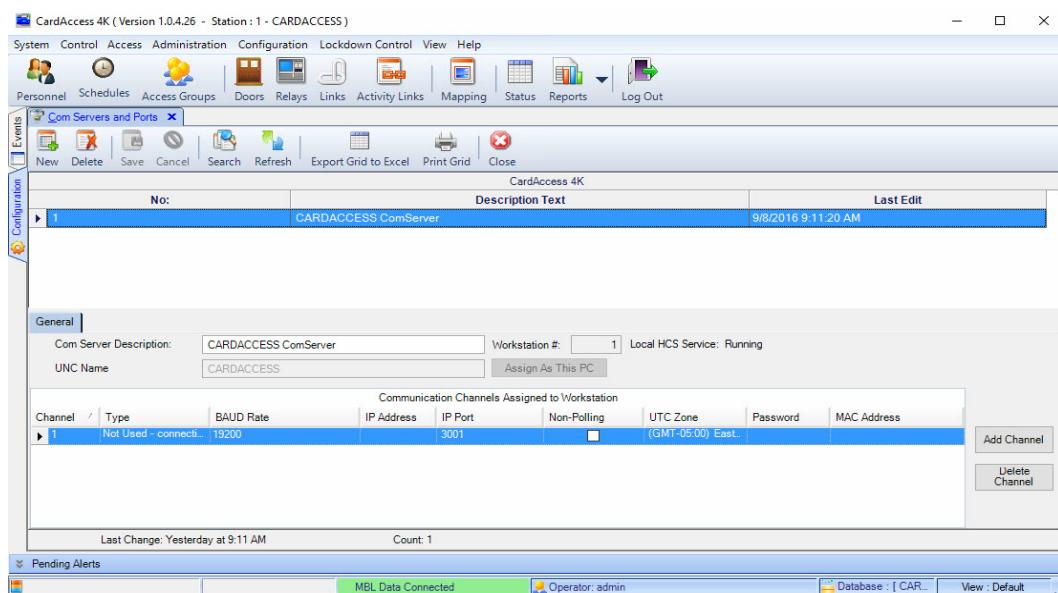
- 8) If the Event grid is not green, the event grid is in the **Track** mode. In the **Track** mode, new events will scroll up the screen.

# Configure Com Servers and Ports

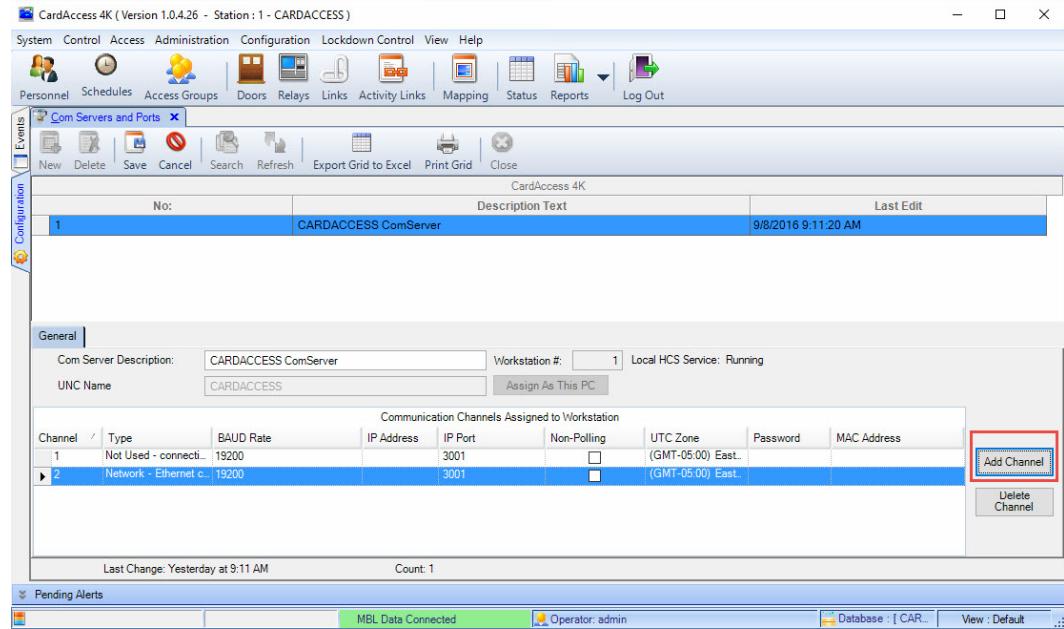
- 9) Click Configuration/Com Server and Ports from the main menu. The **Com Server and Ports** screen will display.



- 10) **Very Important: DO NOT CLICK NEW** on the **Com Server and Ports** screen. The only time you should click NEW is if you purchased a secondary com server for the CA4K™. (Note: Adding a secondary communication server is not covered in this document).

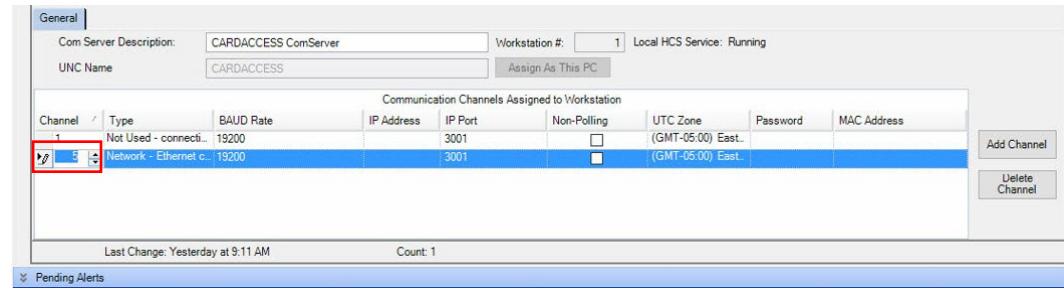


11) Click **Add Channel** to add a new comport. A new comport will display with the default settings.

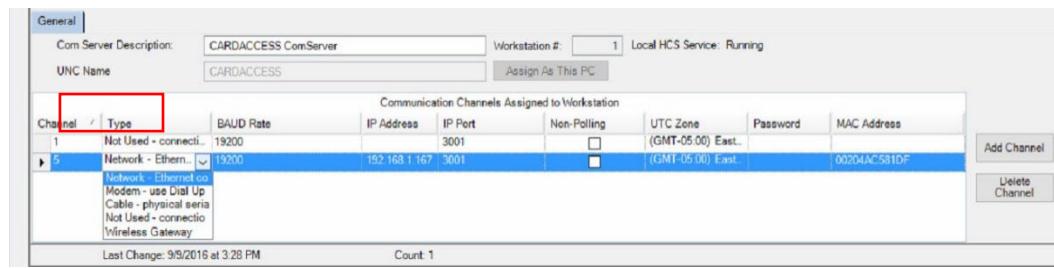


12) Select the **Channel number** (Com port #) for the comport.

**Note:** If you are configuring a com port for a Network device, it is **highly recommended** to select Channel 5 or higher.

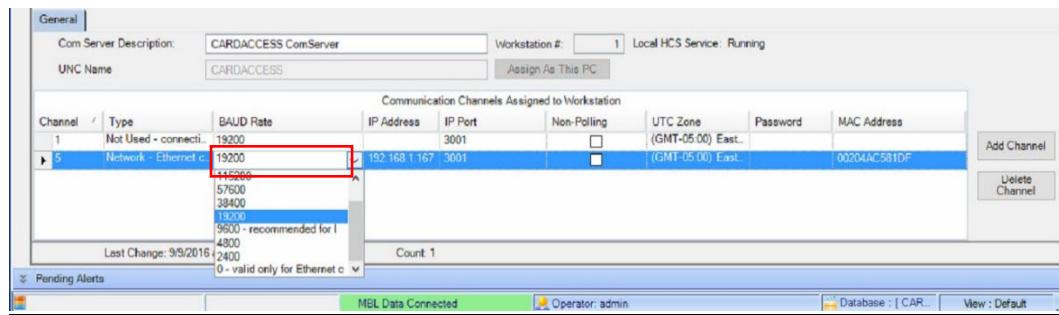


13) Click the **Type** drop down box to select the type of device you are using. **Note:** If you are using a network device, you **MUST** select **Network-Ethernet**.



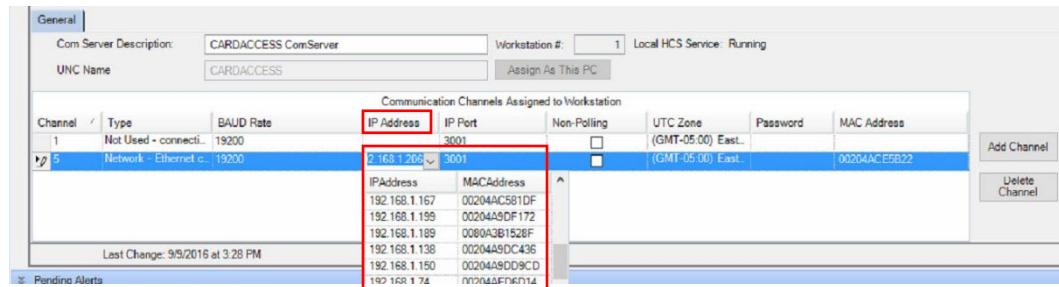
- 14) Click the **Baud** drop down box to select baud rate.

**Very important:** If you are using a network device, you MUST leave the baud rate at 0.

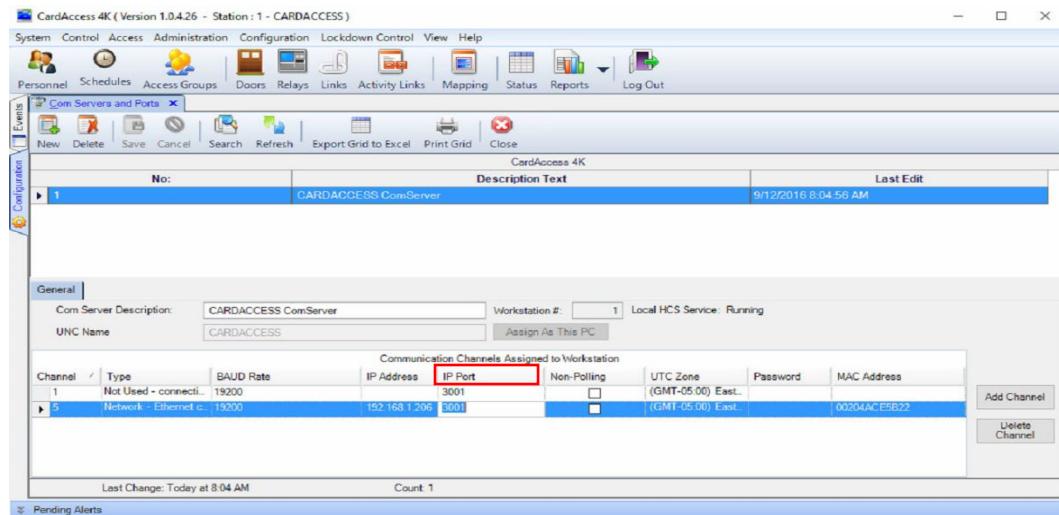


- 15) Click the **IP Address** drop down box. Select the correct IP address and MAC Address of the Network device being used.

**Note:** The CA4K has a new Auto-Discovery mode. If the hardware supports it, the IP address and MAC Address should display in this list.

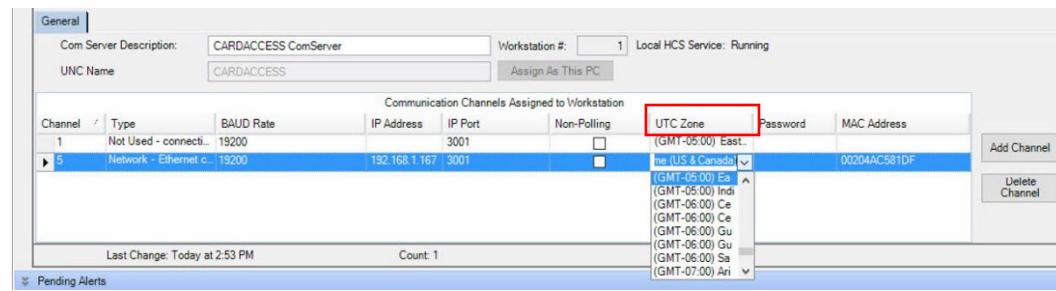


- 16) In most cases, port 3001 will be used for the **IP Port**. If a different IP Port is used, type it into the **IP Port** box and it must also be programmed into the Network device.



17) **Very Important:** Click the **UTC Zone** drop down box. Select the **time zone** the panel is in.

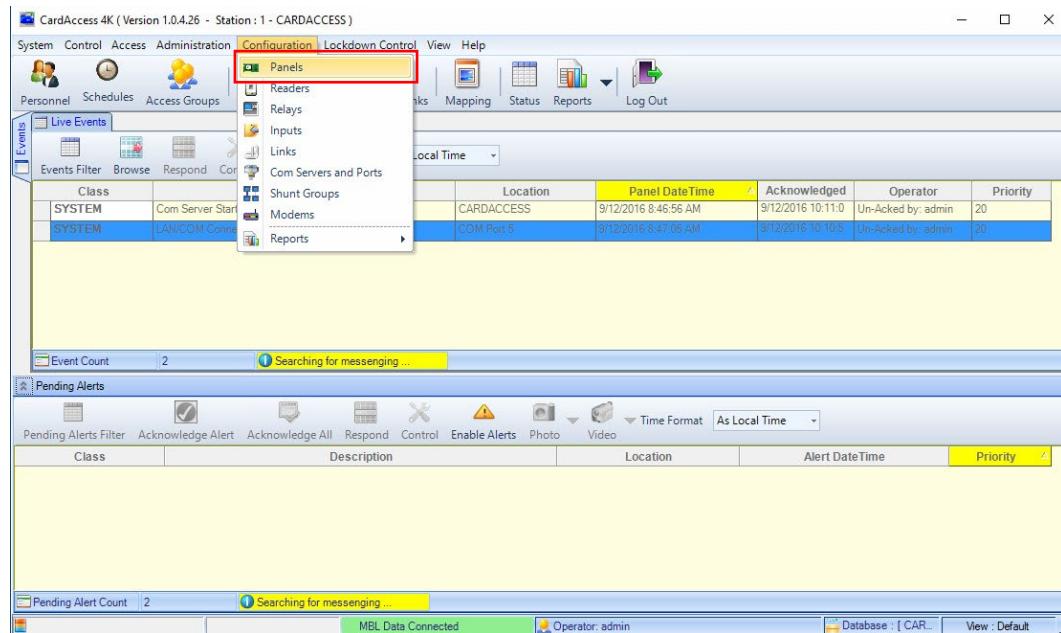
**Very Important:** In most cases, the panel will be in the same time zone as the host computer. If the panel is in a different time zone, you must set this for the correct time zone. If this setting is incorrect, the GUI will display the wrong time for the alerts being received.



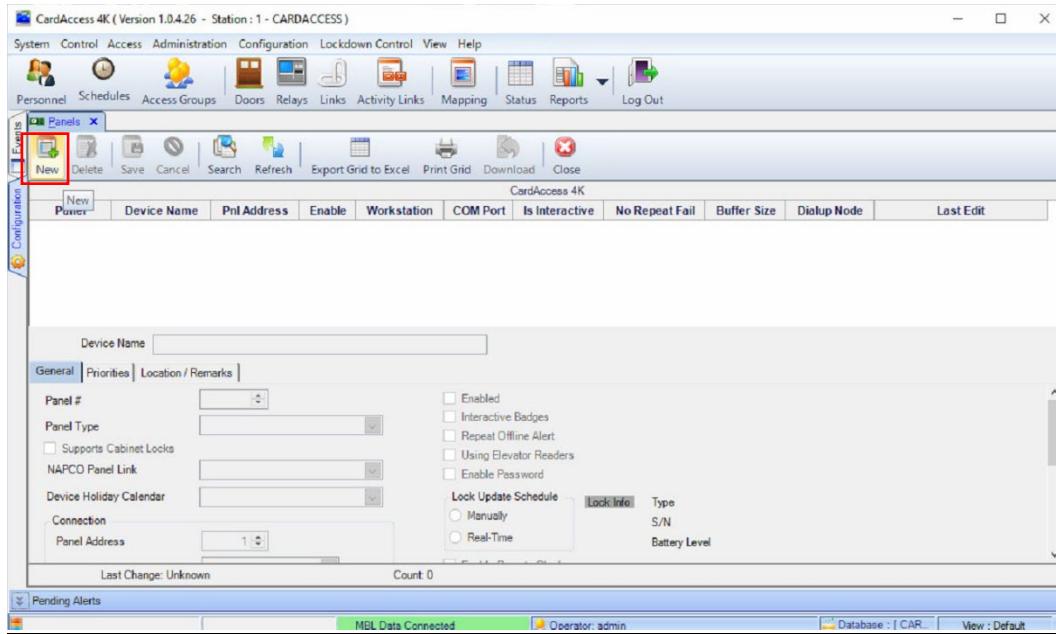
18) Click **Save** to save the **Com Server and Ports** settings.

## Configure a Panel

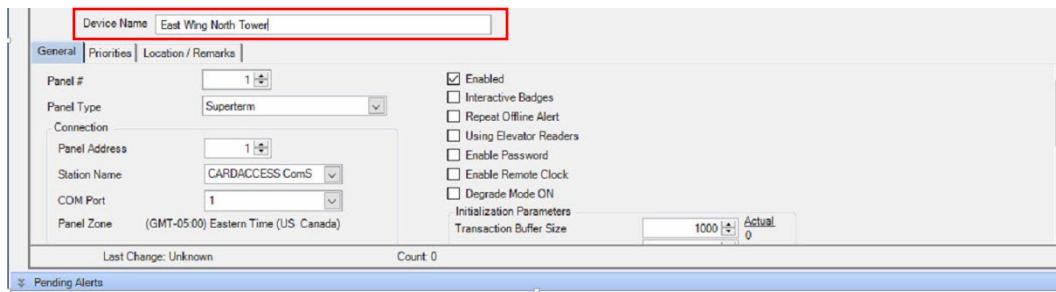
19) Click **Configuration/Panels** from the main menu. The **Panels** screen will display.



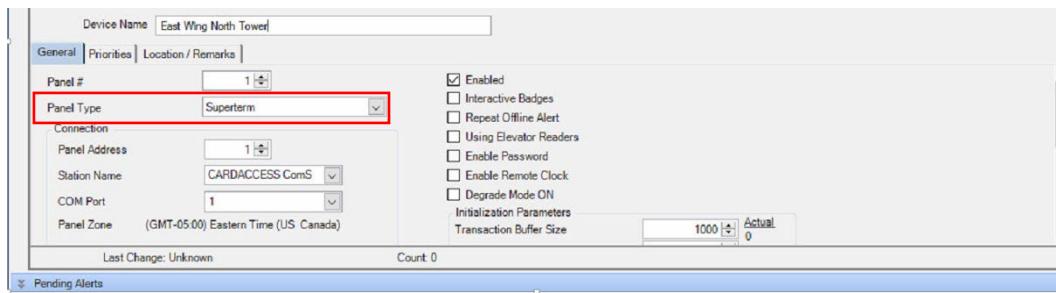
20) Click **New**.



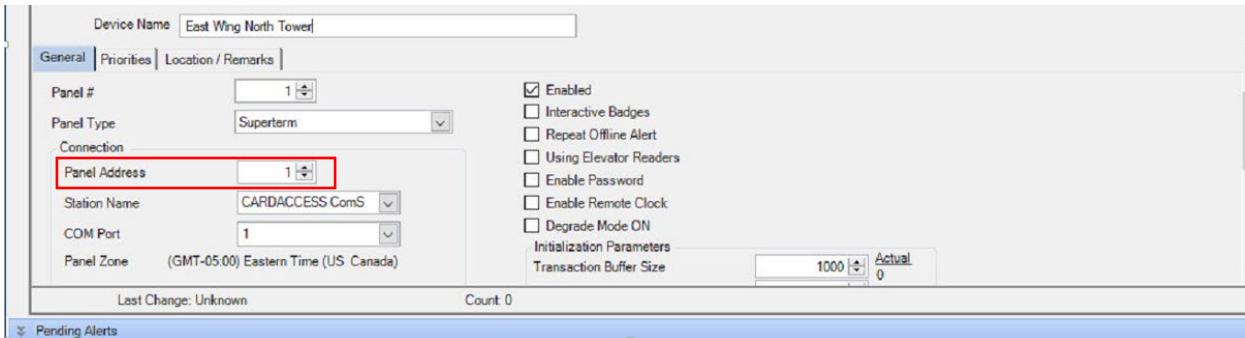
21) Enter the **Device Name** for the Panel (ex. East Wing North Tower).



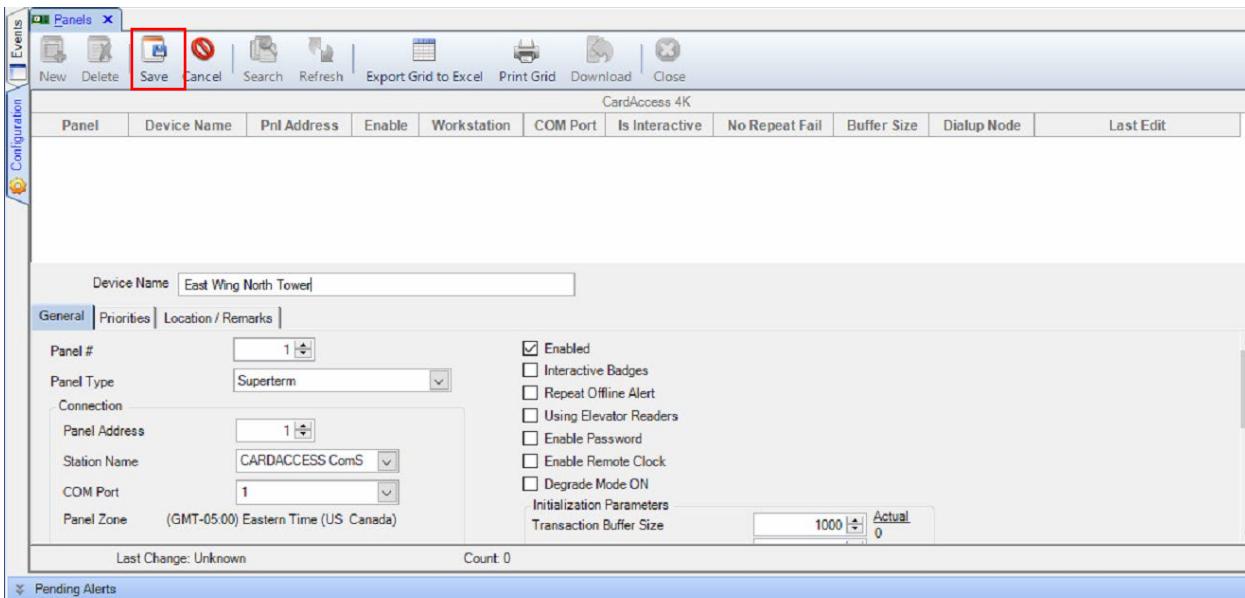
22) Click the drop down box **Panel Type** to select the correct panel type.



23) Set the **Panel Address** to match the address set on the physical panel (Address 1 is the default).



24) Set the **Com Port** to the Channel (Com Port) that you previously configured. Click **Save**.



#### NOTES:

- **Station Name** will default to the Com Server name. **Do not change**.
- Set the **COM Port** for the port the panel is connected to. For a serial connection, the port should be between COM Port 1 and 4. For a Network Ethernet connection, the port should be set to COM Port 5 or higher.
- Verify **Enabled** is selected (this is the default). All other settings, leave at the default.

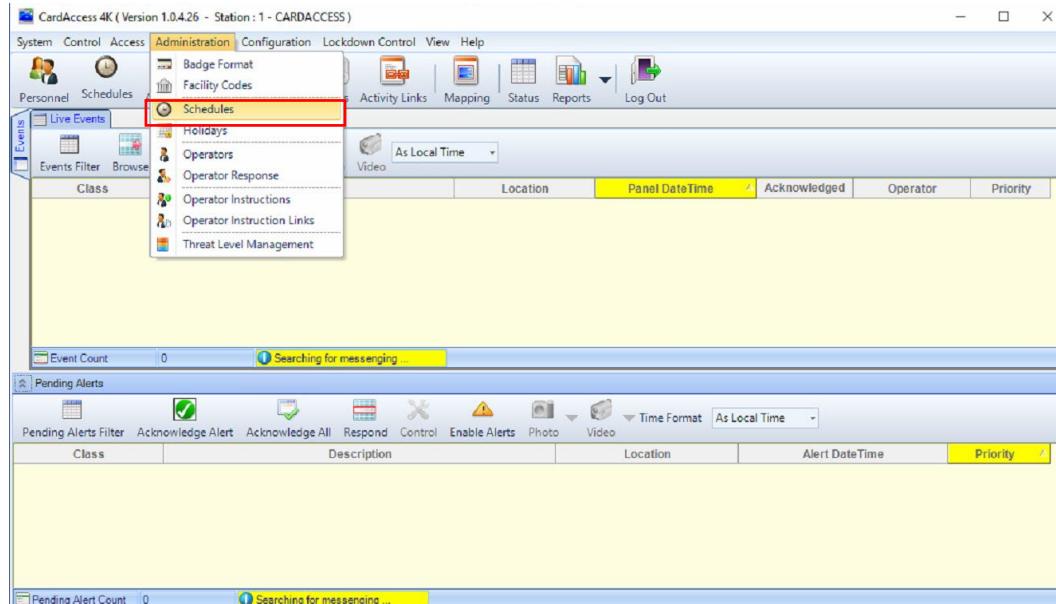
**Note:** After a com port/Channel and a panel are configured, the panel should start communicating to the Server (host). If a serial cable is used, verify the polling cable is connected. If a Network device is used, verify the Network device has been configured with the correct IP address.

If the panel being used supports downloadable firmware, the panel should request a firmware download and the firmware download should automatically start. If the panel is an Accelaterm or Universe (CICP2100), it is required to manually start the firmware download. Refer to the event grid and the communication driver screen to determine if you have established communications.

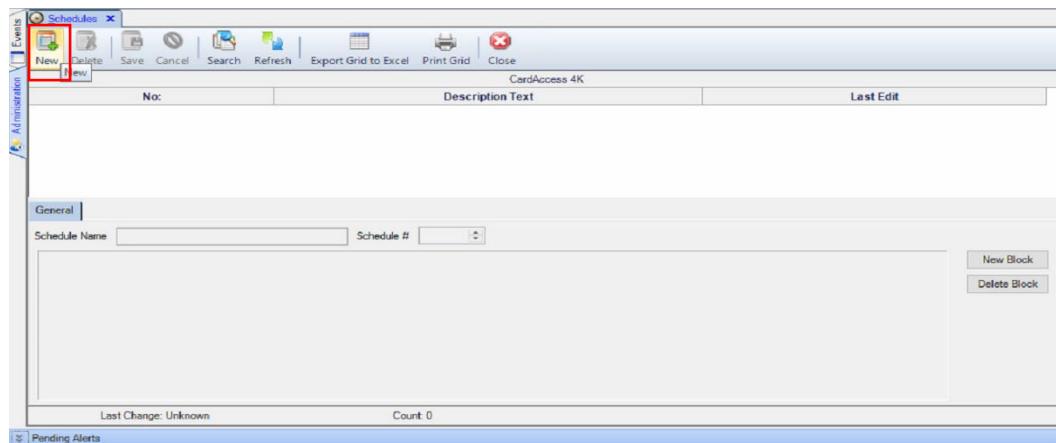
## Configure a Schedule

25) Click **Administration/Schedules** from the main menu. The **Schedules** screen will display.

**Note:** A second method of opening the **Schedules** screen is to click the **Schedules** icon.



26) Click **New**.



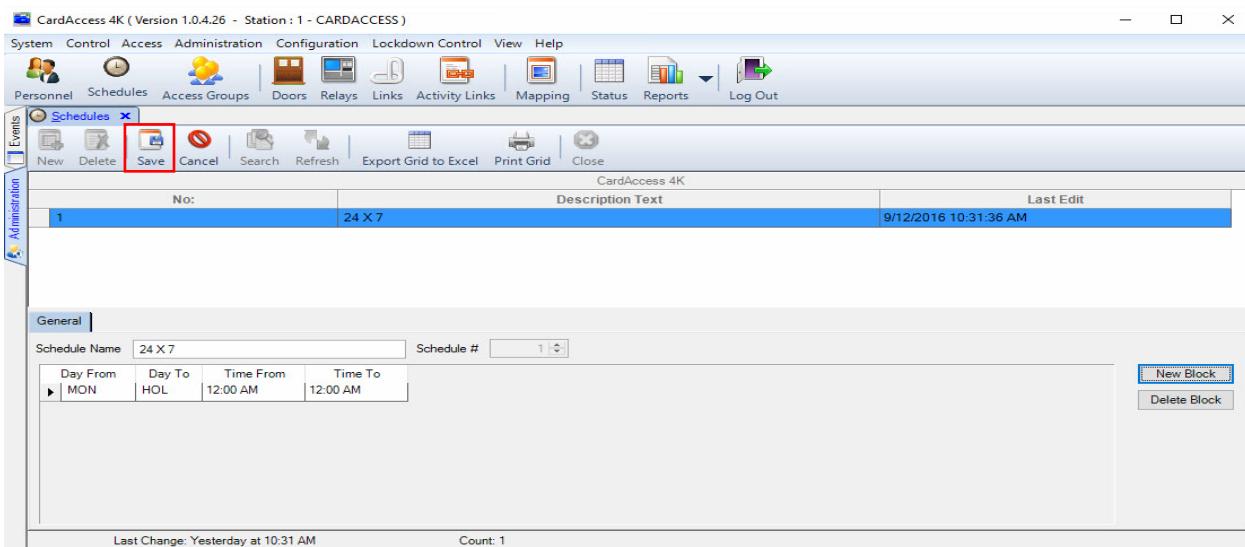
27) Type in a **24 X 7** for the **Schedule Name**. After the schedule name is entered, click **New Block**.



28) After clicking **New Block** on the previous step, a default 24 x 7 schedule populates automatically. The fields populate with MON - HOL 12:00AM to 12:00AM.

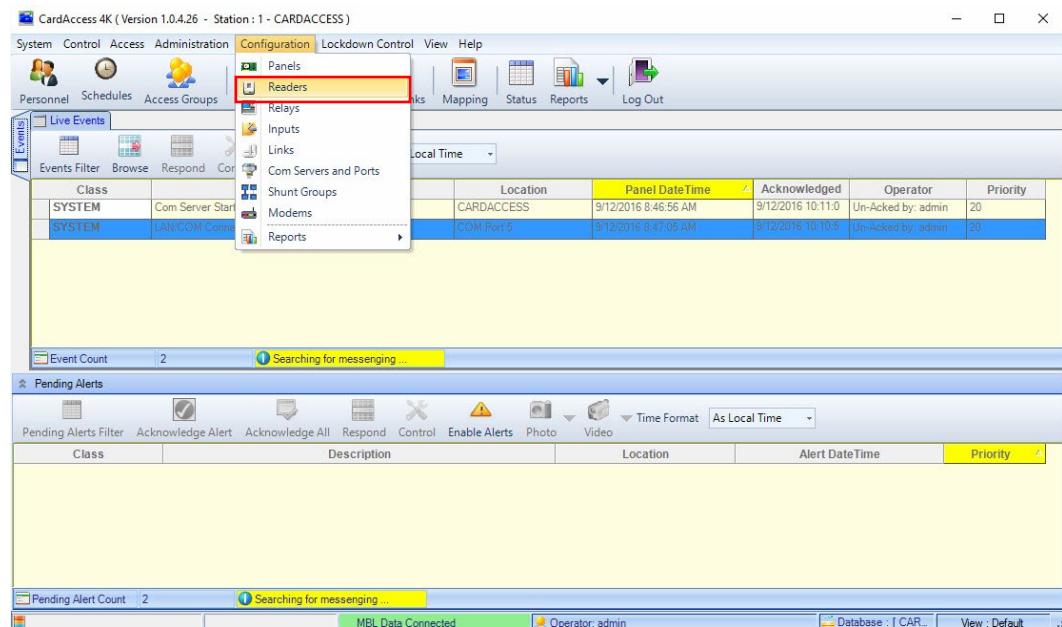


29) Click **Save**. A schedule that is active all the time (24 X 7 - MON thru HOL) has been created.

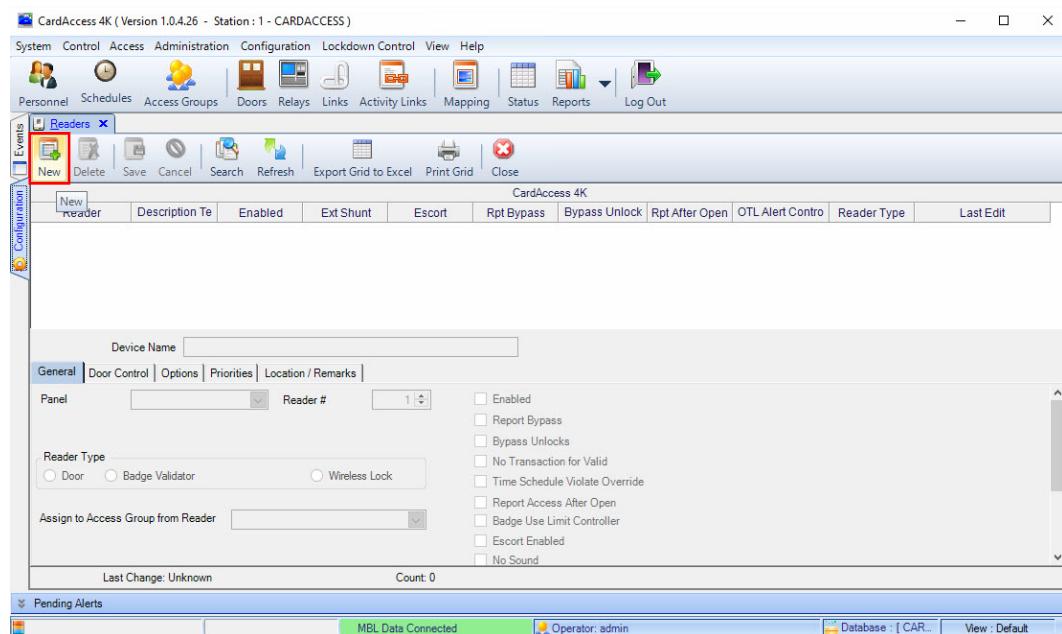


# Configure a Reader

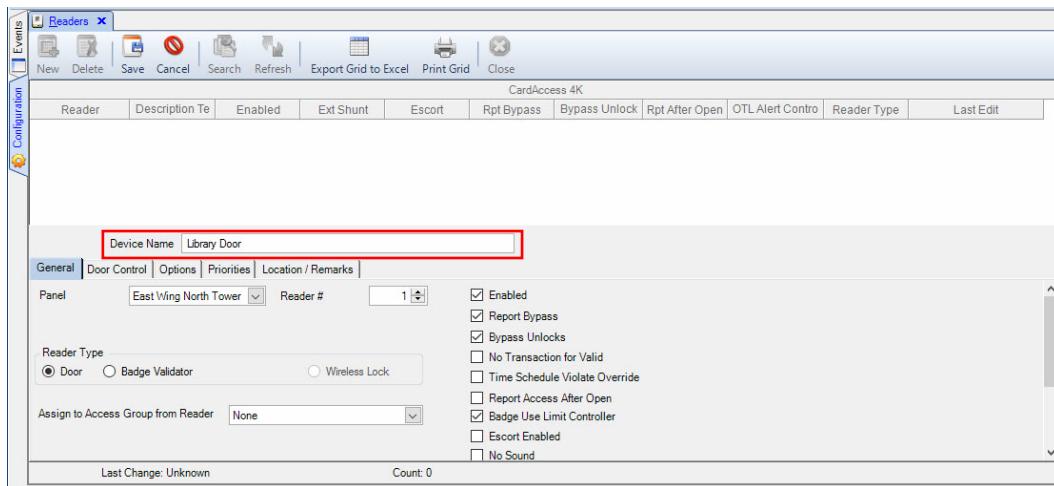
30) Click **Configuration/Readers** from the main menu. The **Readers** screen will display.



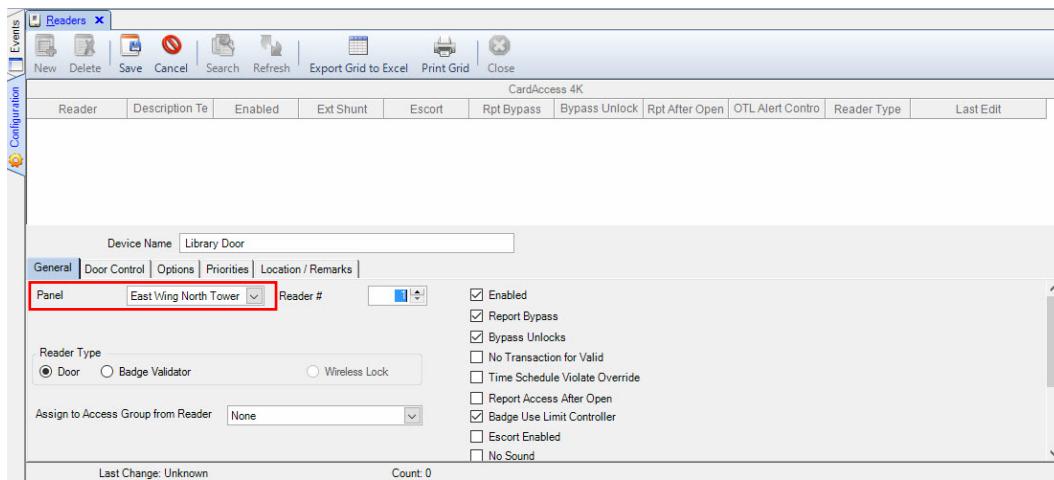
31) Click **New**.



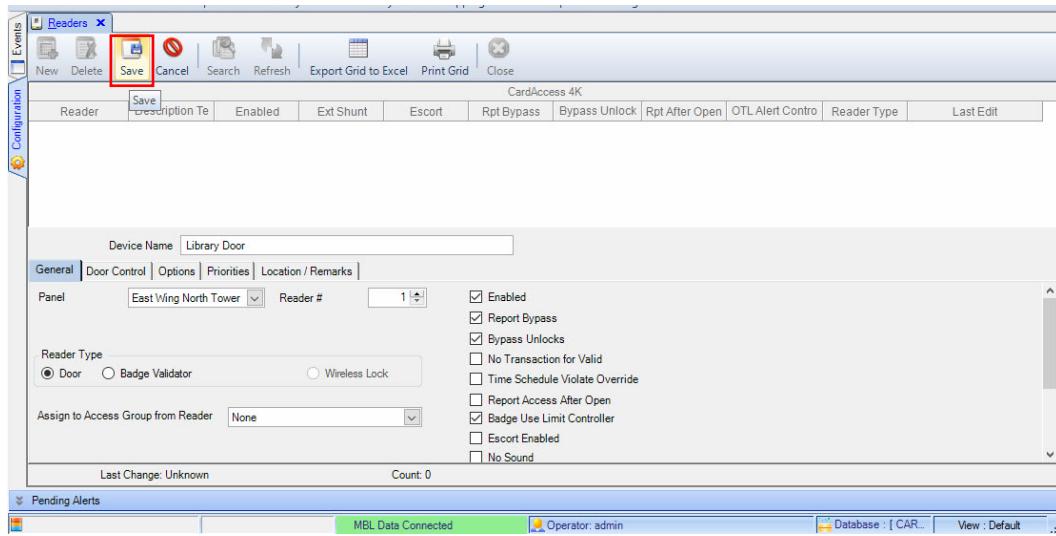
32) Enter the **Device Name** for the Reader (ex. Library Door).



33) Click the drop down box **Panel** to select the panel the reader is connected to.



34) Click **Save**.



#### Notes:

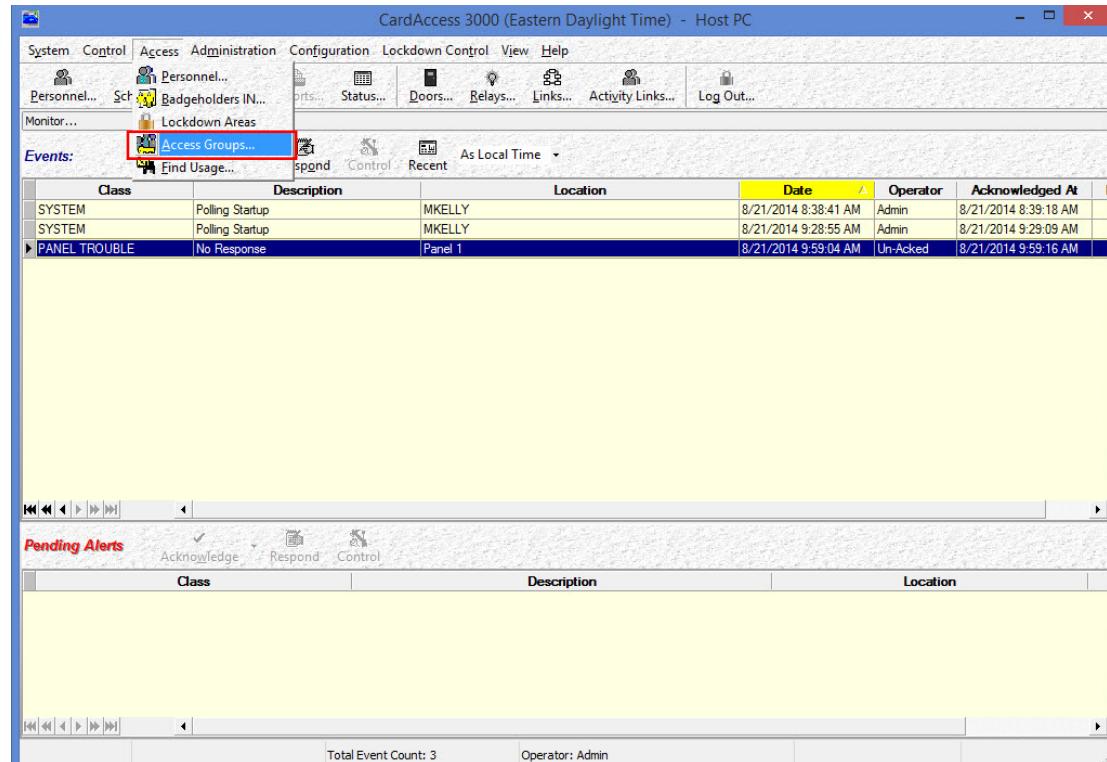
- The Reader screens have many settings. You should leave most of these settings at the default settings to get a basic system operating.
- Click the **Door Control** tab. On the **Door Control** screen, review the associated door sensor input, bypass input and strike relay associated with the Reader you are configuring. **Refer to the explanations below.**
- **Door Sensor Input** - The door sensor input is where you wire the physical door contact (door position switch). If you are not using a door contact, change this value to a 0. After changing value to 0, click **Save**. The door sensor input is a normally closed input by default.
- **Bypass Input** - The Bypass Input is where you wire the **Request To Exit** Button or your PIR (Motion detector). The bypass input is a normally open input by default.
- **Strike Relay** - The Strike Relay is where you wire up your strike or magnetic lock.

35) Verify all the settings are correct.

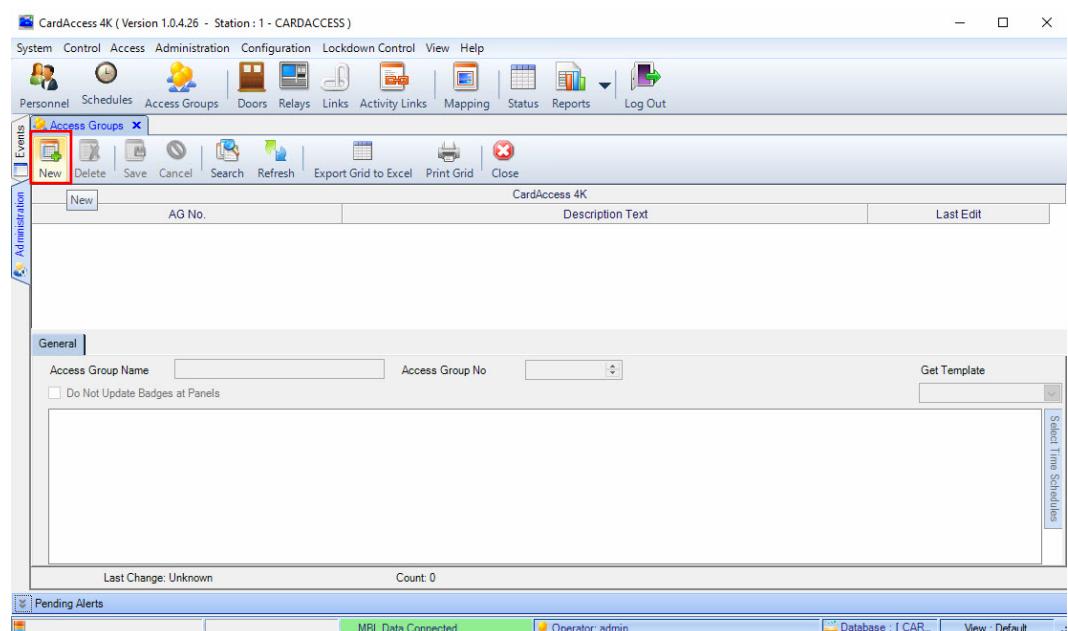
# Configure an Access Group

36) Click **Access/Access Groups** from the main menu. The **Access Groups** screen will display.

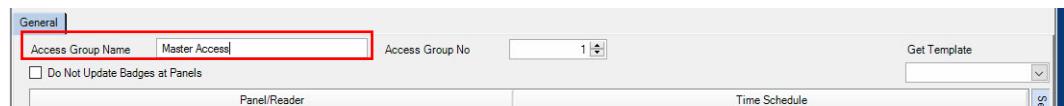
**Note:** A second method of opening the **Access Groups** screen is to click the **Access Groups** icon.



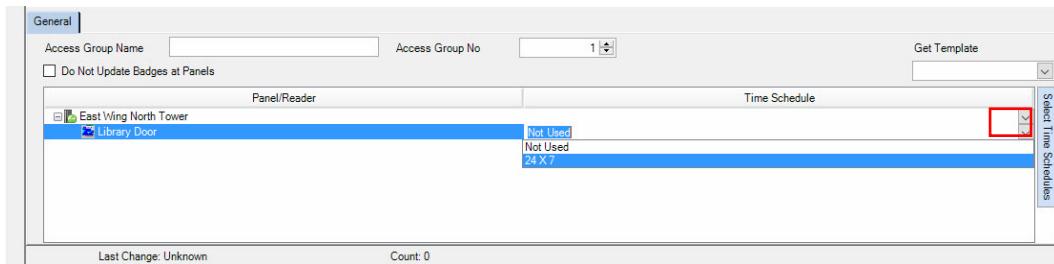
37) Click **New**.



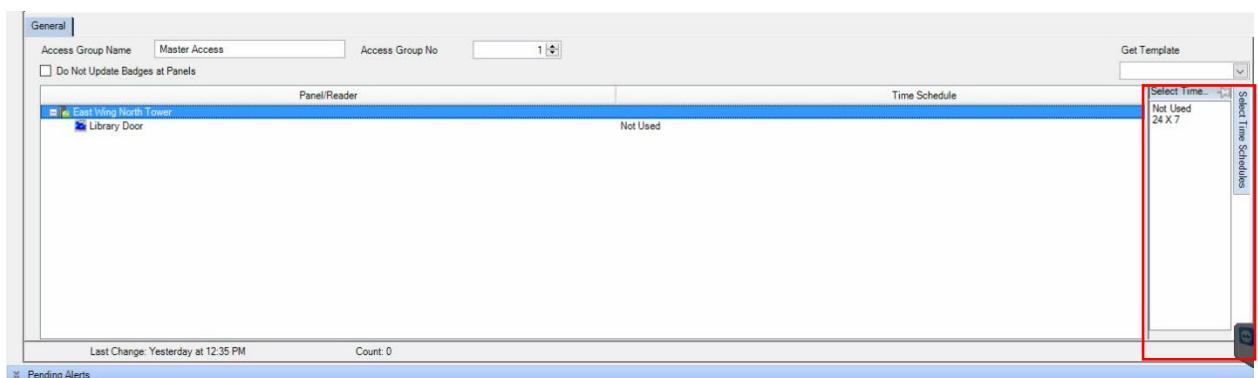
38) Enter the **Access Group Name**. Type in **Master Access** for our demonstration.



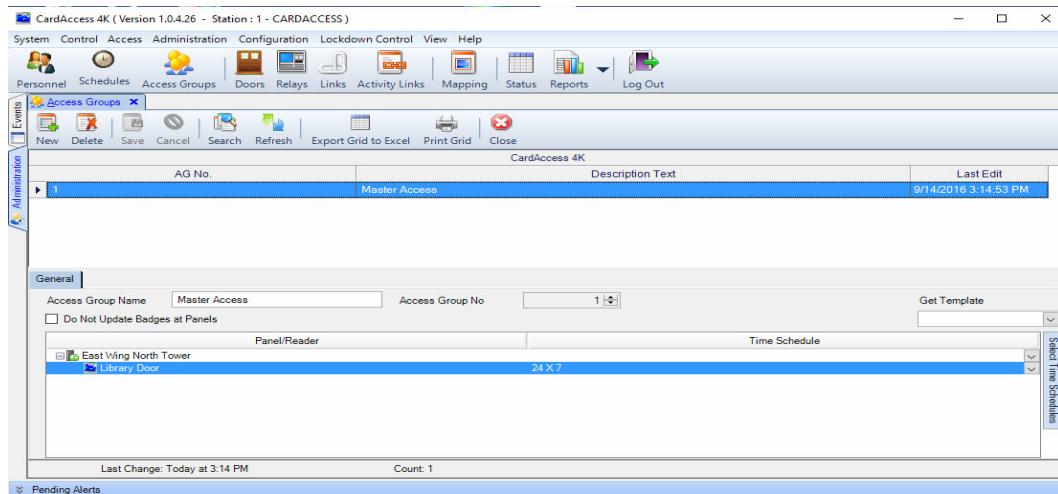
39) Click the drop-down box and select **24x7** from the time schedules.



40) The second option is to drag it from the **Select Time** box.



41) Verify all the settings are correct. Click **Save**.



### Important Notes:

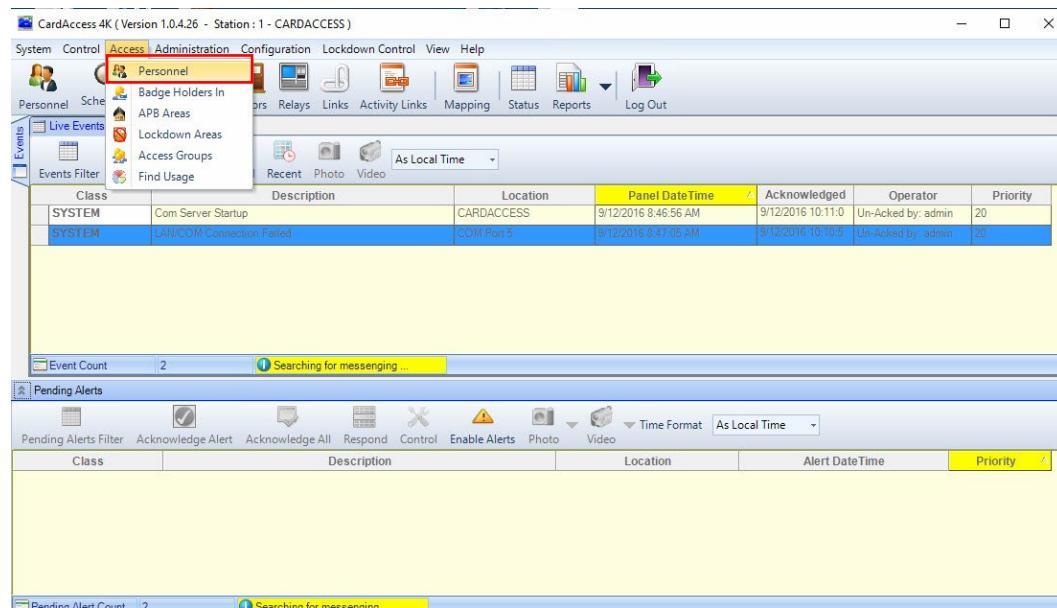
- The first access group created should have access to all readers, all the time (24 x 7). This access group is usually assigned to high level management and maintenance personnel.
- This document is for a basic setup with only one reader configured. If you add additional panels and readers to the system, you **MUST** update the "Master Access" access group and apply a 24 x 7 schedule to ALL additional readers.
- As you enter additional badges to the system, you will be creating additional access groups with specific access to certain doors.

# Configure a Badge

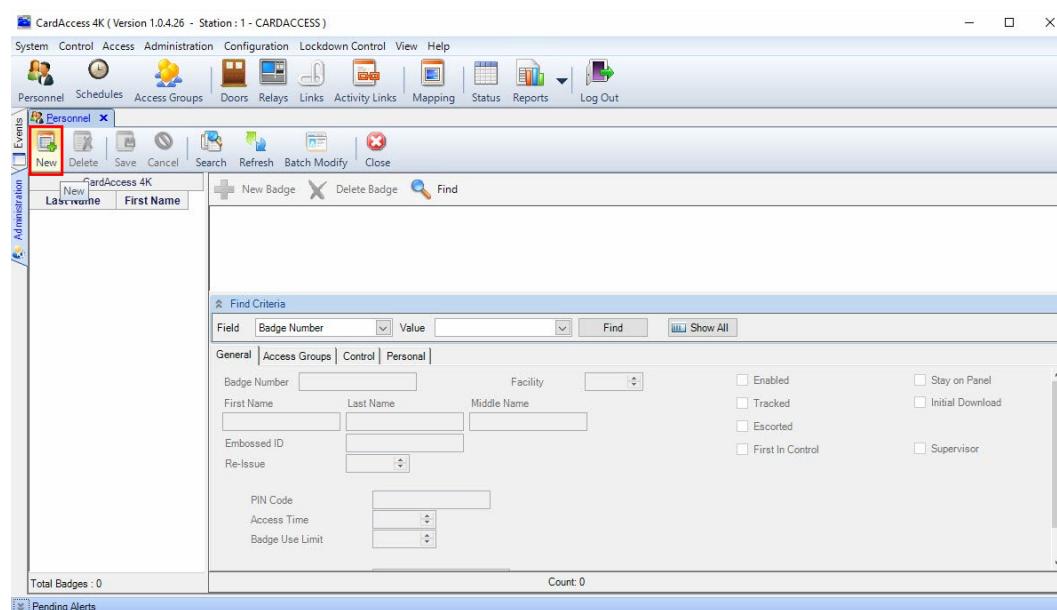
**VERY IMPORTANT-** Unlike previous versions of CardAccess, the CA4K™ provides the ability to assign multiple badges to one user.

42) Click **Access/Personnel** from the main menu. The **Personnel** screen will display.

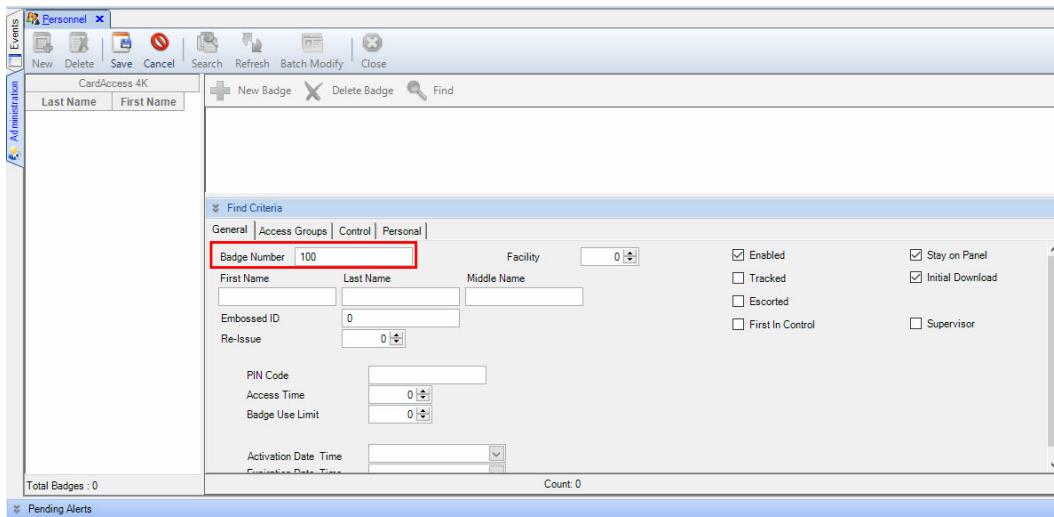
**Note:** A second method of opening the **Personnel** screen is to click the **Personnel icon**.



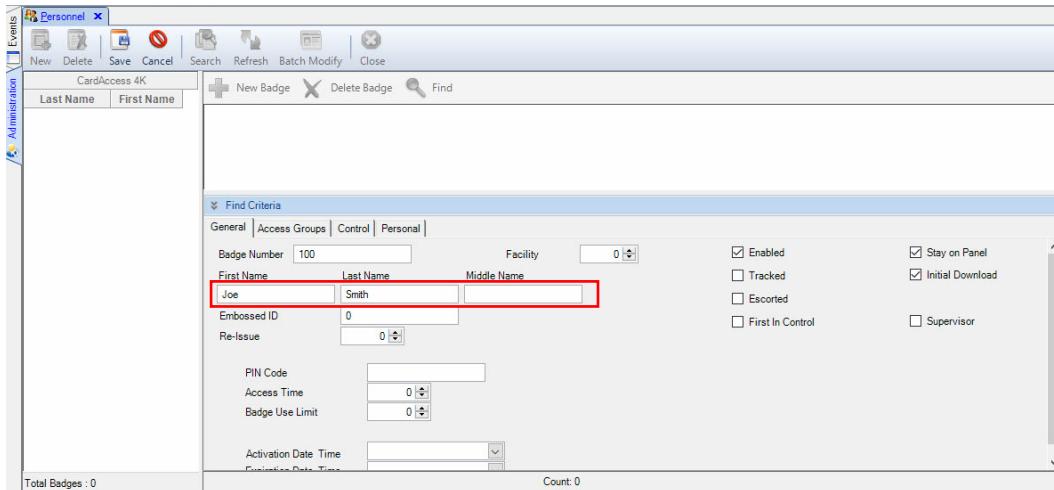
43) Click **New**.



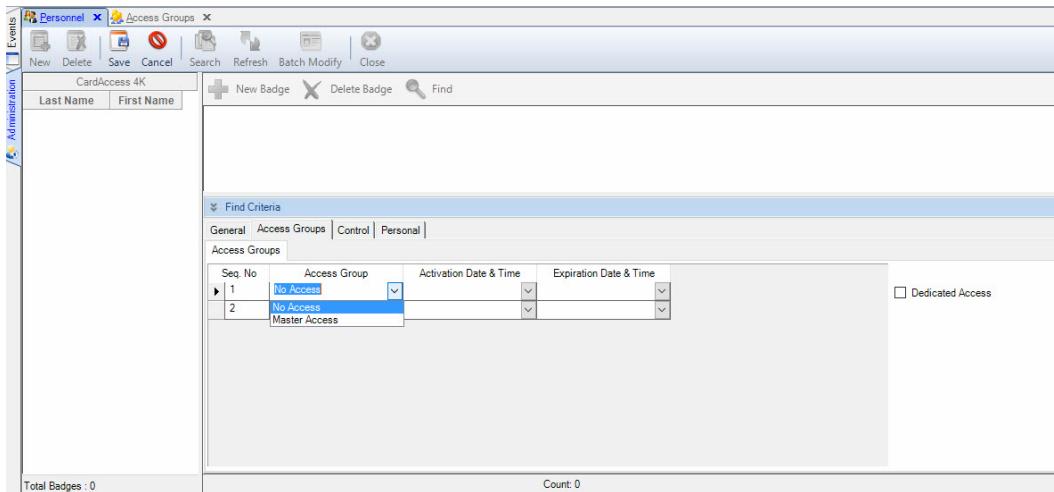
44) Enter a **Badge Number**. For our demonstration, type in badge number 100.



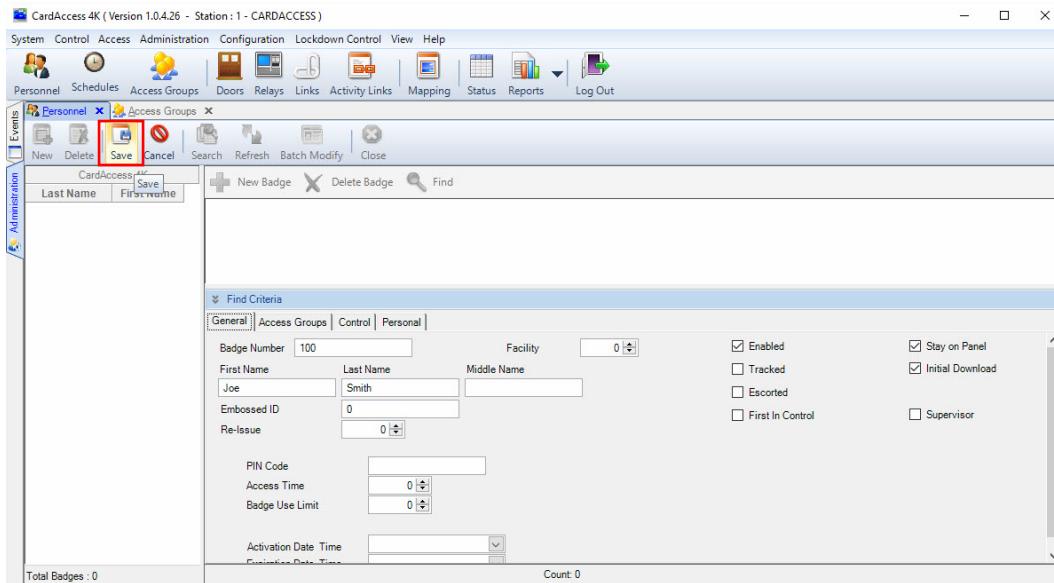
45) Enter in a **First Name** and **Last Name**. For our demonstration, type in **Joe Smith**.



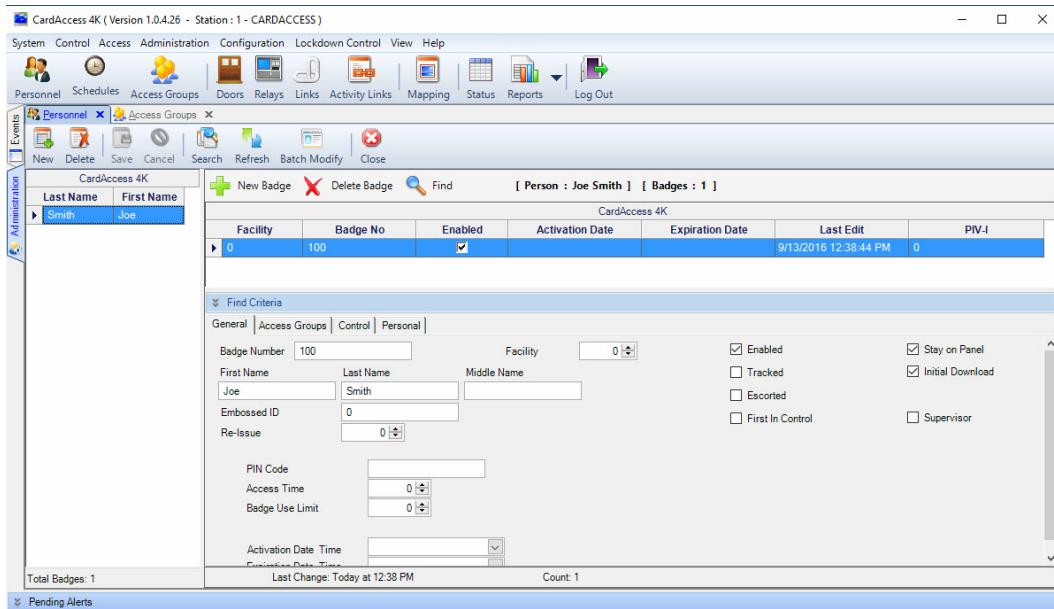
46) Click the **Access Groups** tab. Select **Master Access** from the drop-down box.



47) Leave all other settings at the default settings. Click **Save**.



48) Verify all the settings are correct.



#### Notes:

- If a user has multiple badges, the badges will display on the right side of the screen when you have the user name selected on the left side of the screen.
- Using Facility codes are optional. Leave **Facility** at the default (0) until you get a basic system operational with at least one **Valid Badge** swipe.

## Basic Programming Is Complete

## Basic System Test

#### Verify proper communications to the panel

**Note:** The Accelaterm, Universe and Accelerator controllers do not request a firmware download automatically. **You must perform a firmware download manually.** Failure to do so will result in the panel not functioning properly.

As previously mentioned, a panel will start communicating with the host computer once a Com port is configured in the software. Review the alerts in the event grid to determine if a firmware and data download occurred (automatic firmware downloads will only occur on some panel types). Most panels also have LED indicators for Transmit (TXD) and Receive (RXD). Verify the TXD and the RXD lights are flashing on the panel. This is a good indication the host is communicating with the panel.

Note: If a **No Response** alert displays, verify the polling cable is connected and or the Network device is programmed correctly.

#### **Verify reader is working properly and a valid badge is being recognized**

After verifying good communications, verify your badge is working at the reader. Present your badge to the reader. A **Badge Valid** alert will display in the event grid. If a valid badge is presented, the door should unlock. If you get a **Badge Valid** alert but the door fails to unlock, you must check the wiring to your lock.

Note: If a **Badge Violate Void** alert displays when you present the badge, verify your badge is entered correctly into **Personnel** and you are communicating with the panel. Verify the **Facility** setting in Personnel is (0). If you entered 1 or greater for **Facility**, you MUST verify the facility codes screen is configured properly (Administration/facility codes). This is not covered in this document.

**THE END**