Auditcon® 2 Series Software

Getting Started Guide

KABA MAS®

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Kaba Mas Welcome

Kaba Mas, part of the world-wide Kaba group, is the world's leading manufacturer and supplier of high security, electronic safe locks. Our complete line of self powered, battery, and mechanical locks meets virtually every safe lock requirement. Kaba Mas is dedicated to satisfying end-user needs for security, safety, and convenience. We welcome you to the world of Kaba Mas security and the Auditcon® 2 Series Software.

The Auditcon® 2 Series Software Program Package

The Auditcon 2 Series Software implementation package includes:

- The Auditcon 2 Series Software Install CD, Version 1.1.1
- USB Adapter
- Serial Key Reader
- 1 Supervisor Audit Key (Red SA Key)
- Auditcon 2 Series Software Getting Started Guide
- Auditcon 2 Series Software Reference Manual (Included on Install CD in electronic format)

Note: *If you purchased the Software Only package, you will only receive the Install CD (with Reference Manual included) and the Getting Started Guide.*

If you are missing any of the above items, contact Kaba Mas Customer Service at 1(800) 950-4744.

Note: *If you will be working with Model 552 locks and wish to update the lock date and time using the software, the teal colored B key (P/N 202023) is required. This item is ordered separately.*

System Requirements

To install and run the **Auditcon 2 Series Software** program, the following **minimum** hardware and software requirements on a workstation must be met:

- IBM compatible PC (Intel® Pentium® 4 or compatible processor) capable of running Windows with an available USB port for a key reader.
- 512 MB RAM (1GB preferred)
- CD-ROM or DVD-ROM Drive
- Hard Disk Drive with at least 10 megabytes disk space free
- Windows XP Professional 32-bit (Service Pack 2 or greater), or Windows Vista 32-bit or 64-bit (Business Edition).

Note: *The screens shown in the Auditcon 2 Series manuals were captured on a Microsoft Windows XP system. If your PC is running under a different operating system, your screens may look slightly different.*

To install and run the **Adobe® Reader** (in order to print software documentation), the following **minimum** hardware and software requirements on a workstation must be met:

- IBM compatible PC (Intel® or compatible processor, 1.3 GHz or faster) capable of running Windows
- 128 MB RAM (256 MB or more recommended)
- CD-ROM or DVD-ROM Drive
- Hard Disk Drive with at least 335 MB available hard-disk space for recommended installation
- Microsoft Internet Explorer 6.0 or later

Software Installation and Setup

You are ready to install the Auditcon 2 Series Software and begin system setup. To start the installation and to continue with testing the basic function and operation of the system, you will need the Auditcon 2 Series Software Install CD, the Key Reader, the Key Reader Adapter, and the red SA Smart Key.

Warning: ***Do not install the key reader and adapter at this time. You will be instructed to do so at a later time.***

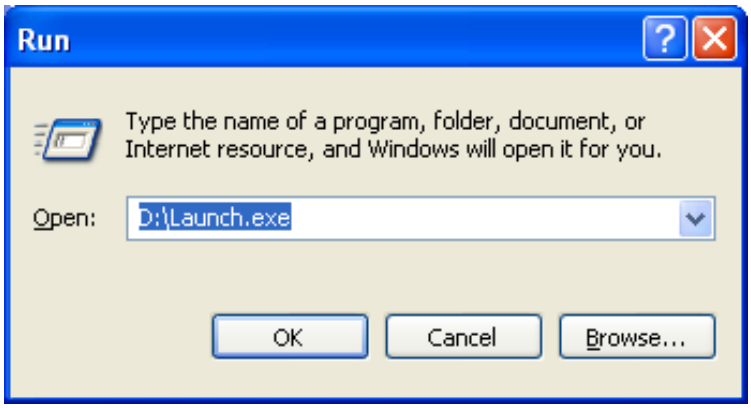
If you have a previous Windows based version of the Auditcon Audit Only or Auditcon 2 software installed, you **may** remove (uninstall) the old version of the software before installing the new version.

Complete the following steps to install the current version of the Auditcon 2 Series Software:

1. Check the PC date, time, and time zone to ensure accuracy. Adjust, if necessary, before proceeding.
2. Insert the Auditcon 2 Series Software Install CD into the appropriate drive of the PC.

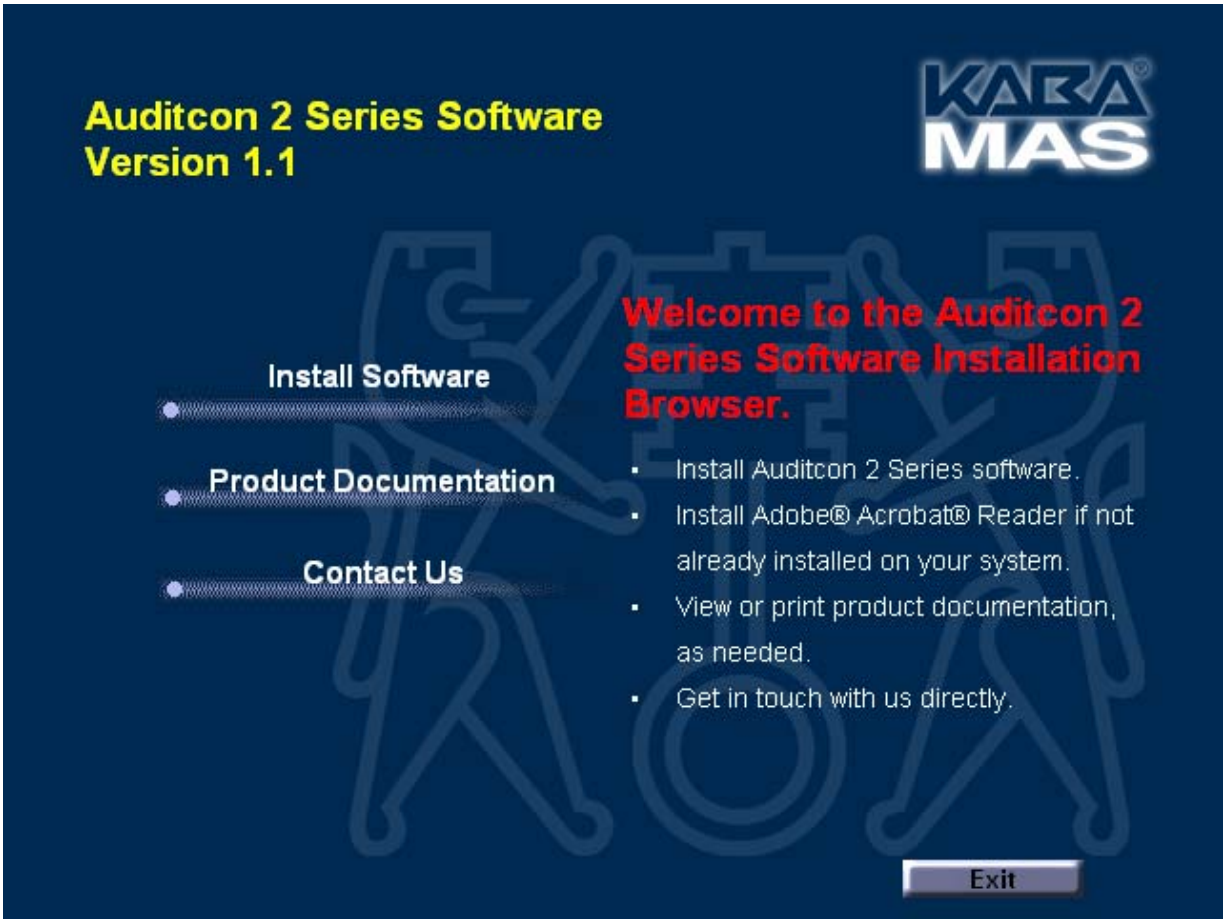
Note: *Do not remove the Installation CD until instructed to do so.*

3. Select the **Start** icon in the lower left of the Windows screen.
4. 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.



5. Click on the **OK** button.

The Auditcon 2 Series Software Installation Browser is loaded and the Main Menu of the Browser is displayed.

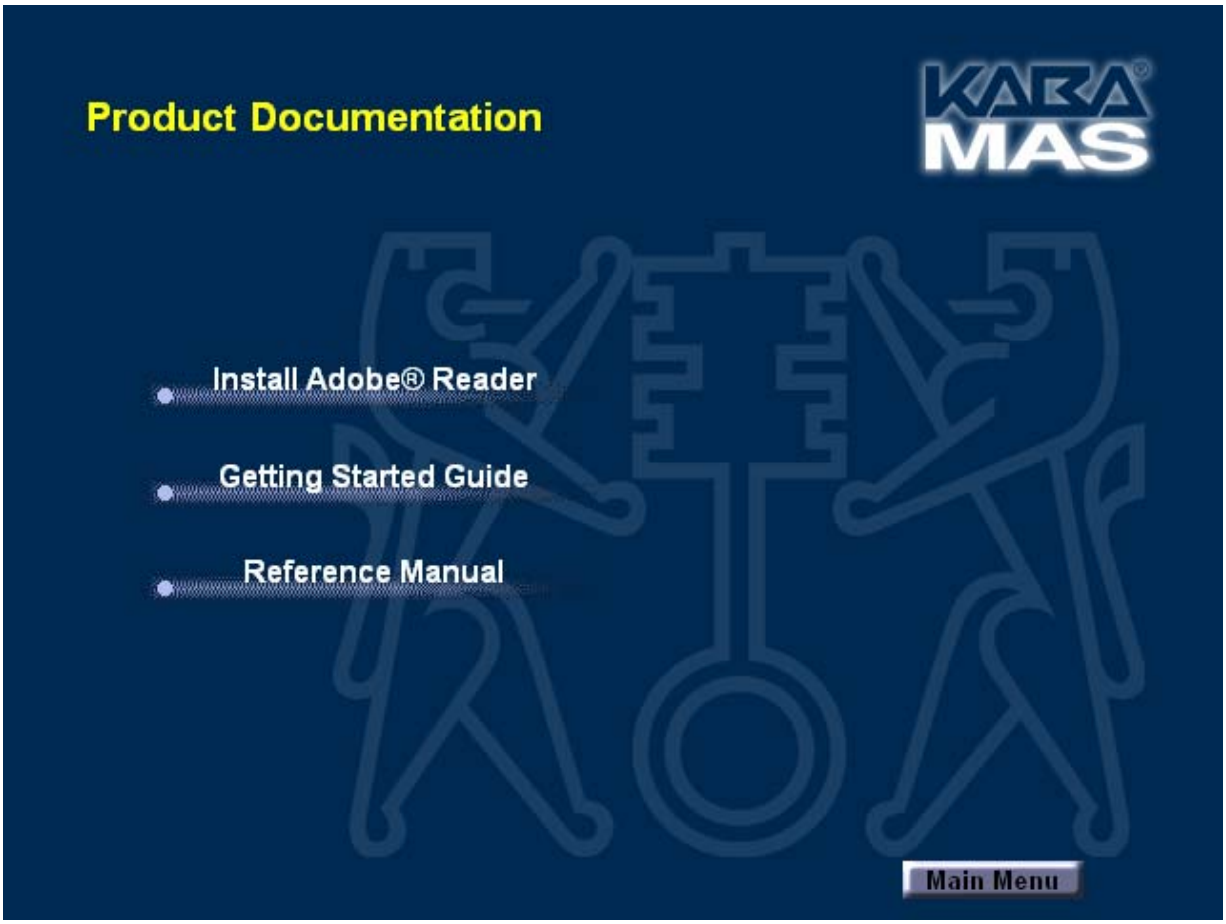


Note: *It is strongly recommended that you close all other applications before installing the Auditcon 2 Series Software. It is also recommended that you review the Auditcon 2 Series Software Reference Manual before installing the software.*

To Print the Auditcon 2 Series Software Reference Manual:

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

The Product Documentation browser menu is displayed.



2. If you do not already have Adobe® Acrobat® or Adobe® Reader® installed on your system, select the **Install Adobe® Reader** menu item to install the Adobe software.
3. Select the **Reference Manual** menu item to load the Auditcon 2 Series Software Reference Manual in PDF format using the Adobe software.
4. 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.*

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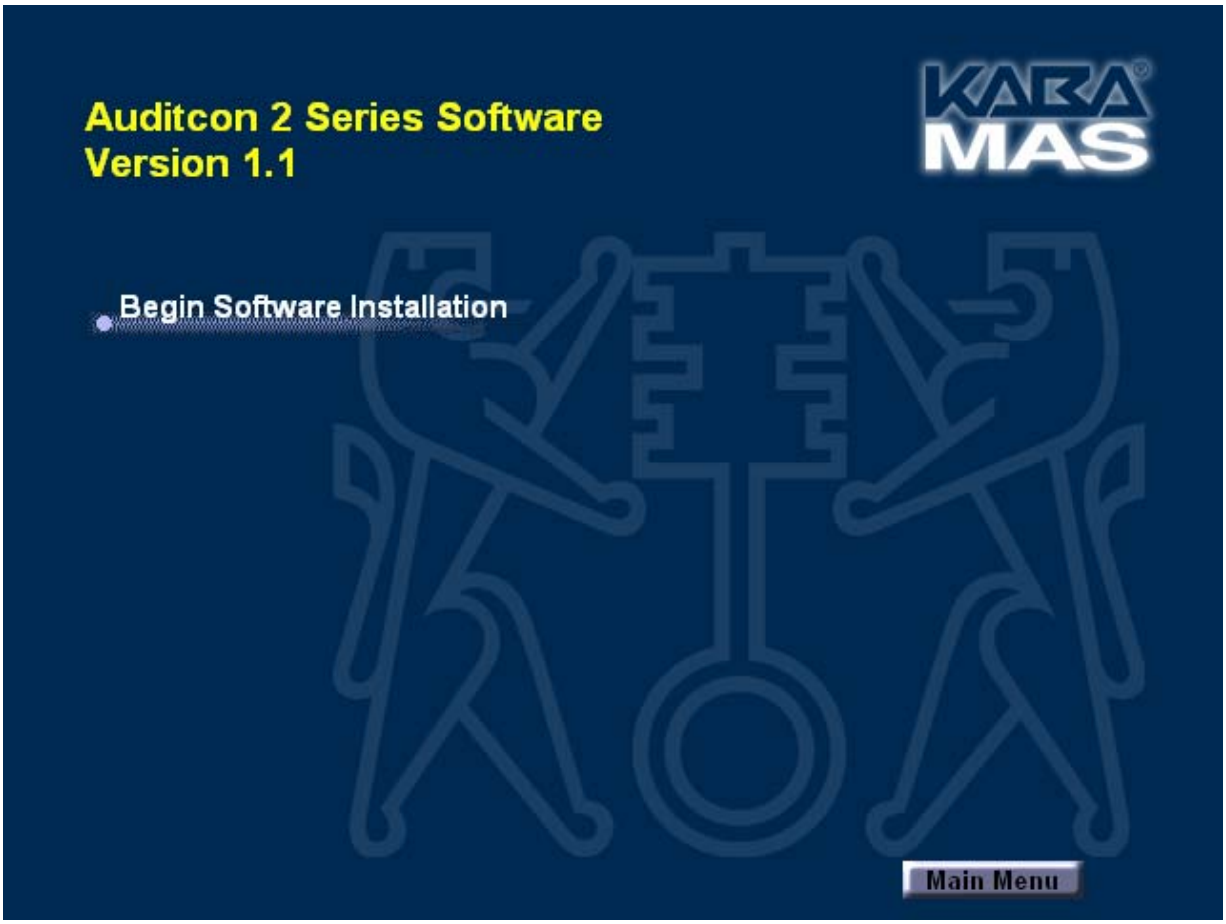
5. Click on the Main Menu button to return to the Main Menu.

Install the Software Program

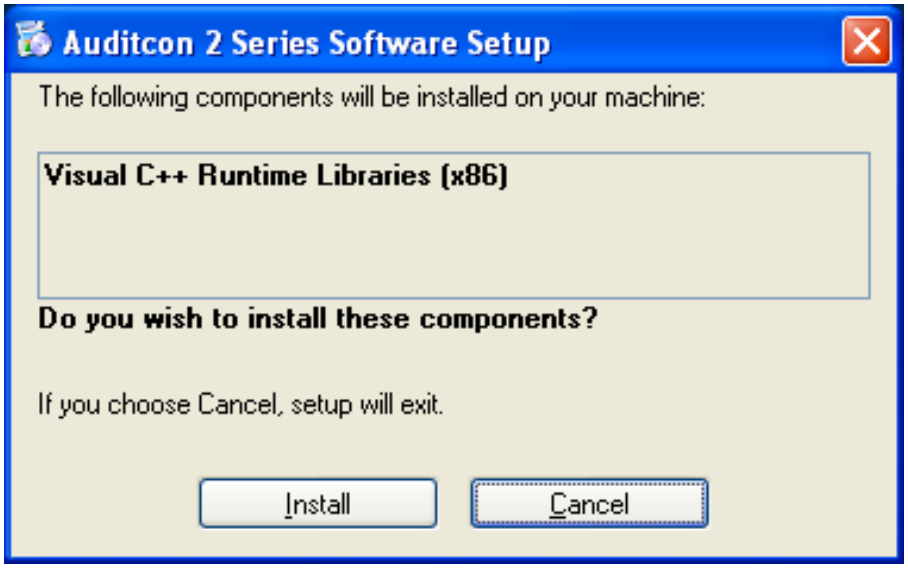
1. Select the **Install Software** menu item.

The Install Auditcon 2 Series Software browser menu is displayed.



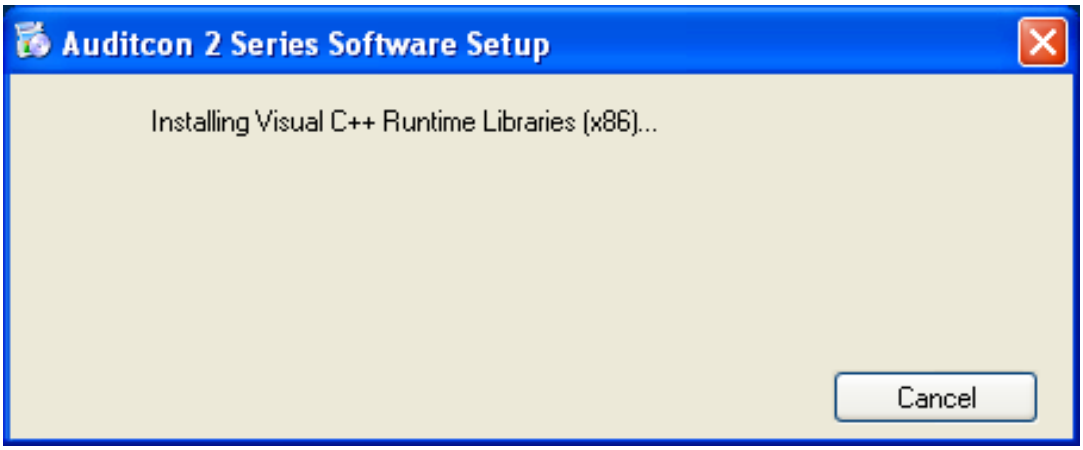
2. Select the **Begin Software Installation** menu item.

3. If the **Visual C++ Runtime Libraries (x86)** are not already installed on your PC, the following Software Setup window is displayed, prompting to install these components.

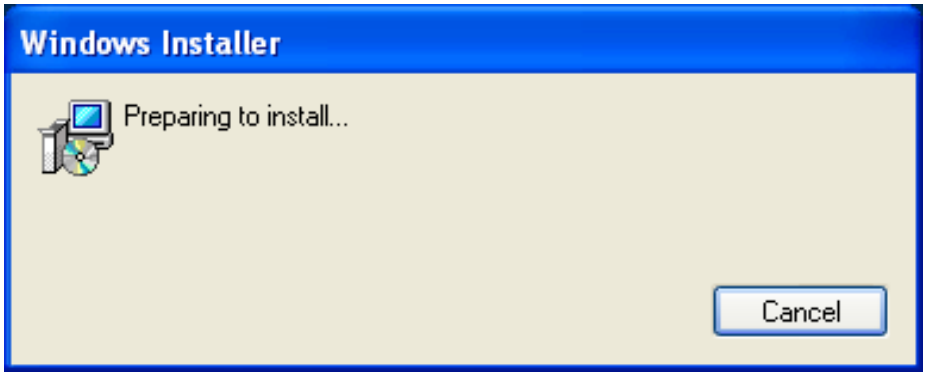


Click on **Install** to install the Visual C++ Runtime Libraries.

The Setup Wizard “Installing Visual C++ Runtime Libraries (x86) ...” window is displayed.



The Windows Installer “Preparing to install ... ” window is displayed.

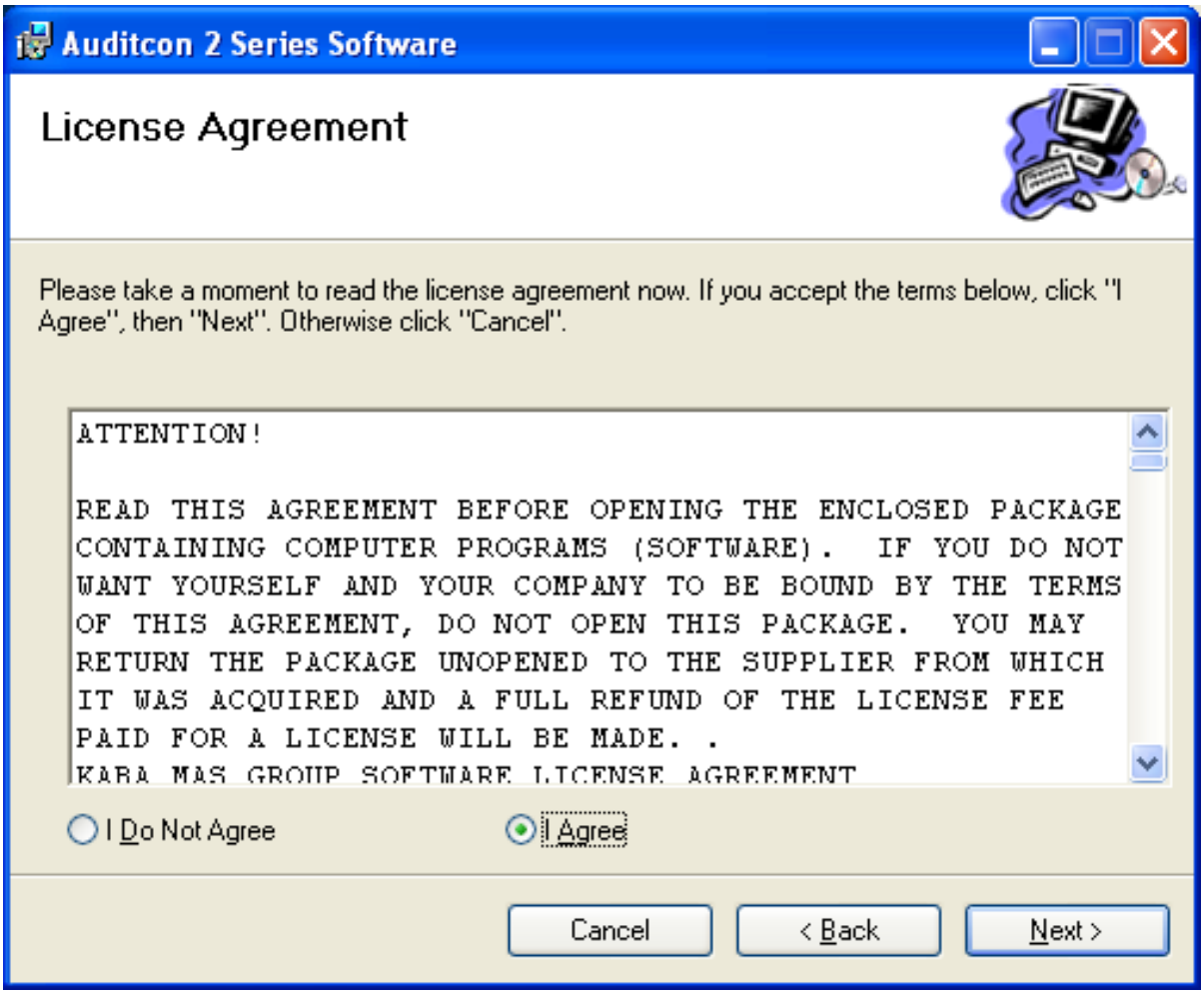


Once the preparation is completed, the **Auditcon 2 Series Software Setup** screen will be displayed. The Setup Wizard is a Windows program that will take you through the rest of the setup process.

4. Click on **Next** to continue with the installation.

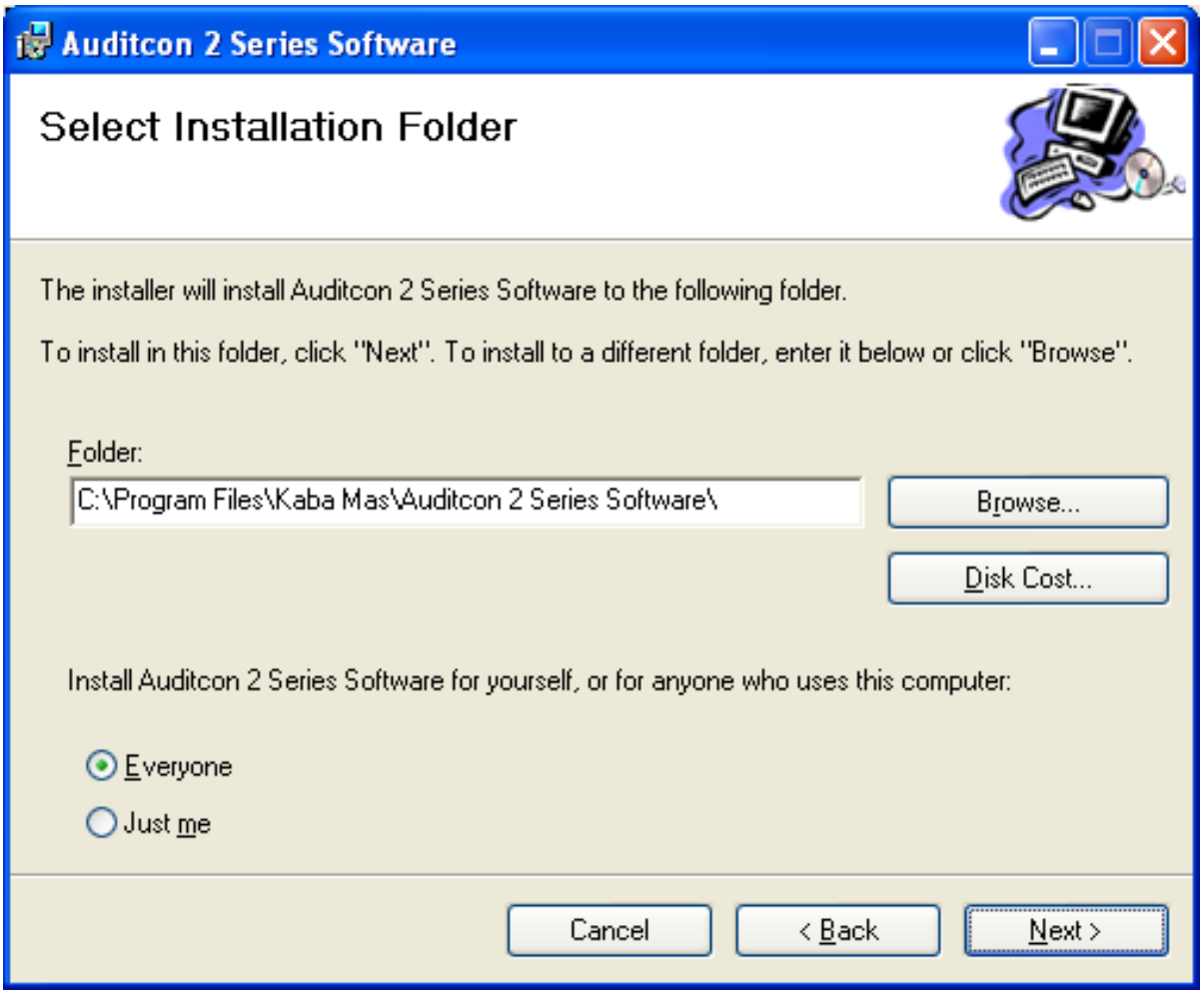
The Software License Agreement acceptance screen is displayed.

5. Read the Software License Agreement and then click on the “I Agree” button to accept the terms of the agreement.



6. Click on the **Next>** button to continue.

The Select Installation Folder window will be displayed to allow you to select the program folder to which the Auditcon 2 Series Software program will be added.



Note: *The default installation directory is shown. If you want the Auditcon 2 Series Software installed in another directory, click on the **Browse** button and select the new path. Also, the default value for who can use the software is "Everyone". If you need to have the software restricted to use by only yourself, select "Just Me".*

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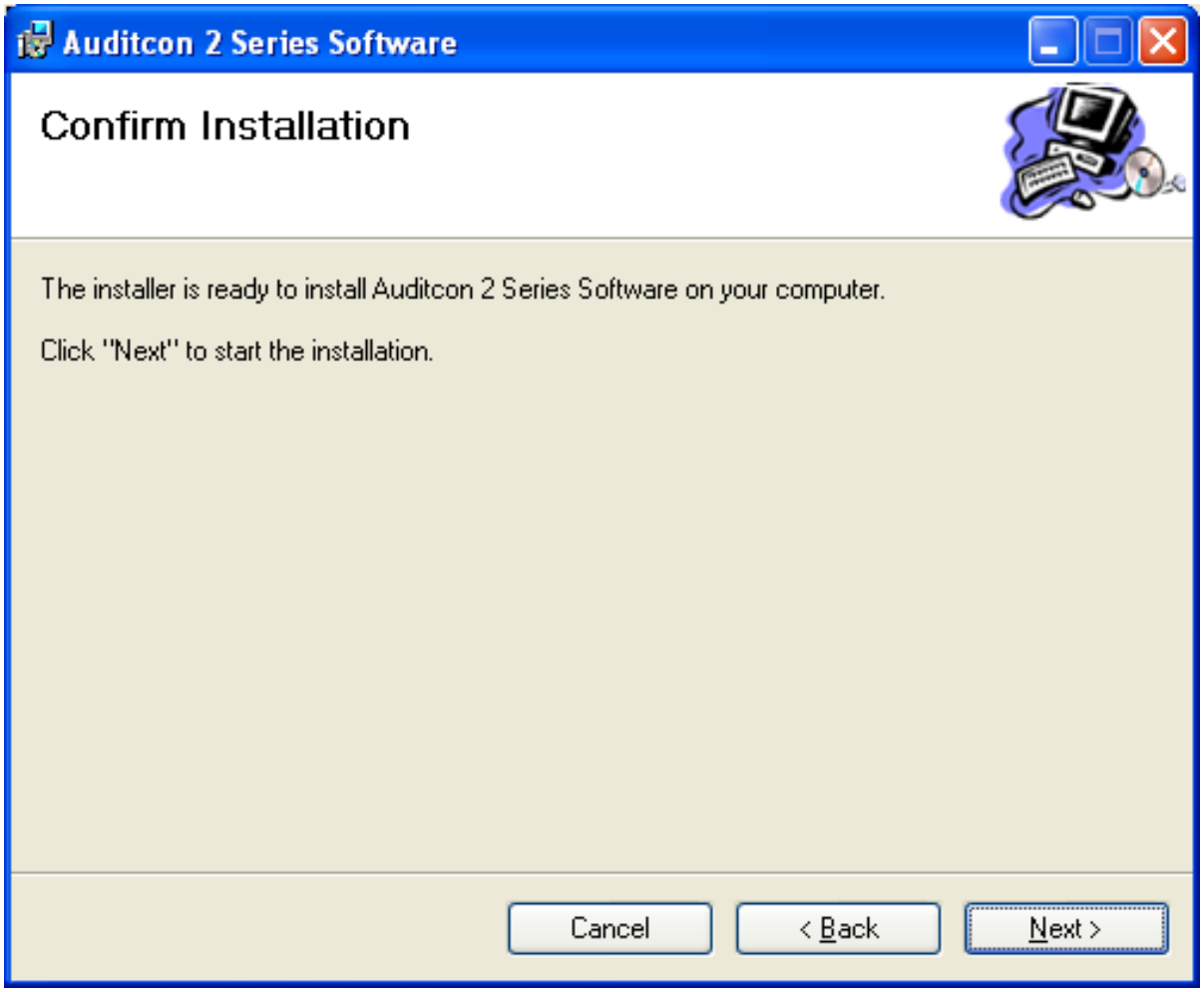
7. Click on the **Next>** button to add the programs to the designated folder.

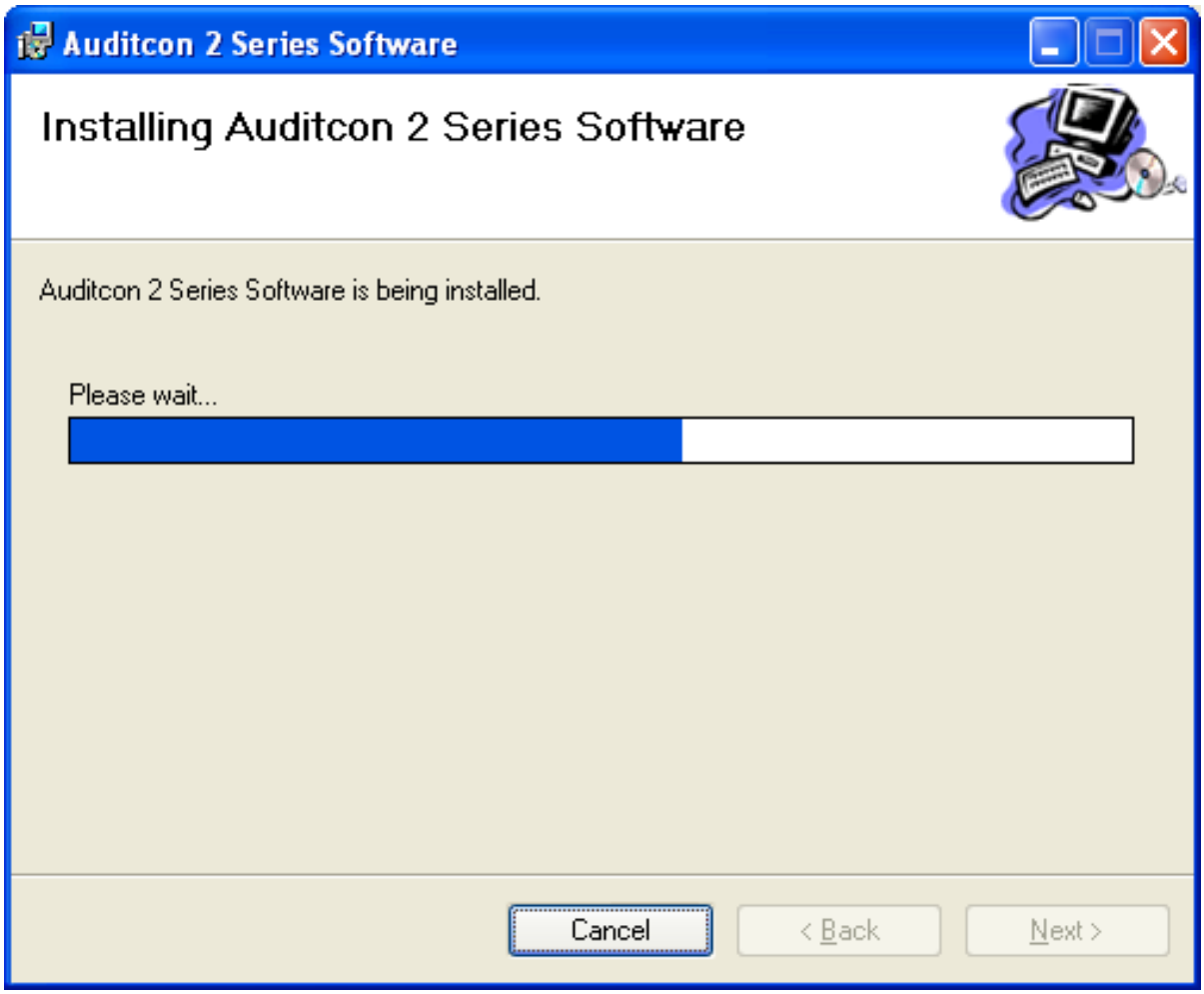
The Confirm Installation screen is displayed.



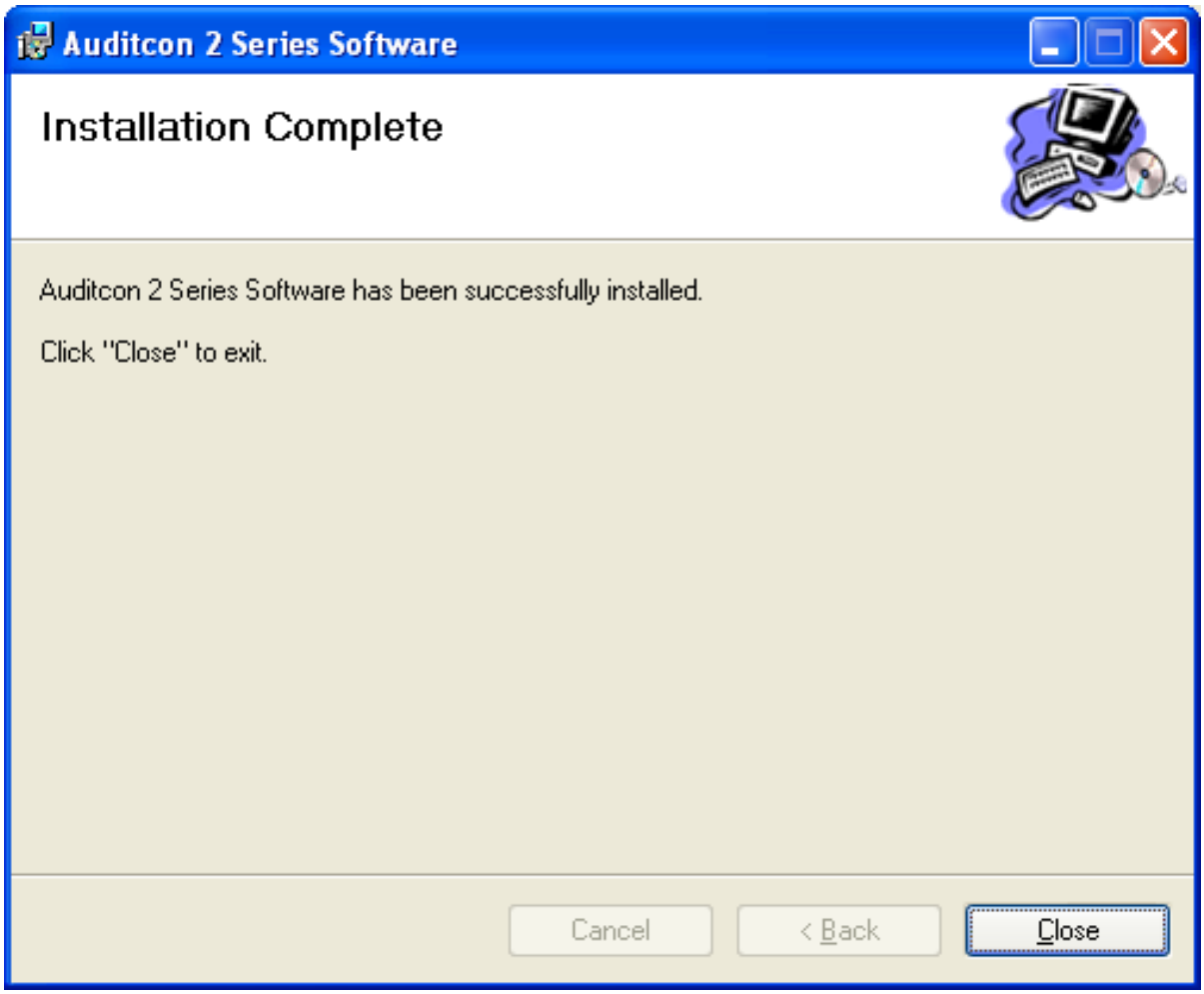
8. If you wish to change any of your installation settings, click on the **Back>** button. Otherwise, click on the **Next>** button to install the program with the designated settings.

The Setup Status screen is displayed and will show several different status messages as the installation progresses.

The Auditcon 2 Series Software programs will be added to the Windows Program Menu Folder. A desktop icon in addition to a menu item will be created for **Auditcon 2 Series Software.** Within the menu item, there will be two available system options. The first is **Auditcon 2 Series Software** and will be used to start the Auditcon 2 Series program. The second available item is **Auditcon 2 Series Software Help,** which can be selected to display the Help file.



The **Installation Complete** screen is then displayed indicating that the Auditcon 2 Series Software program has been successfully installed.



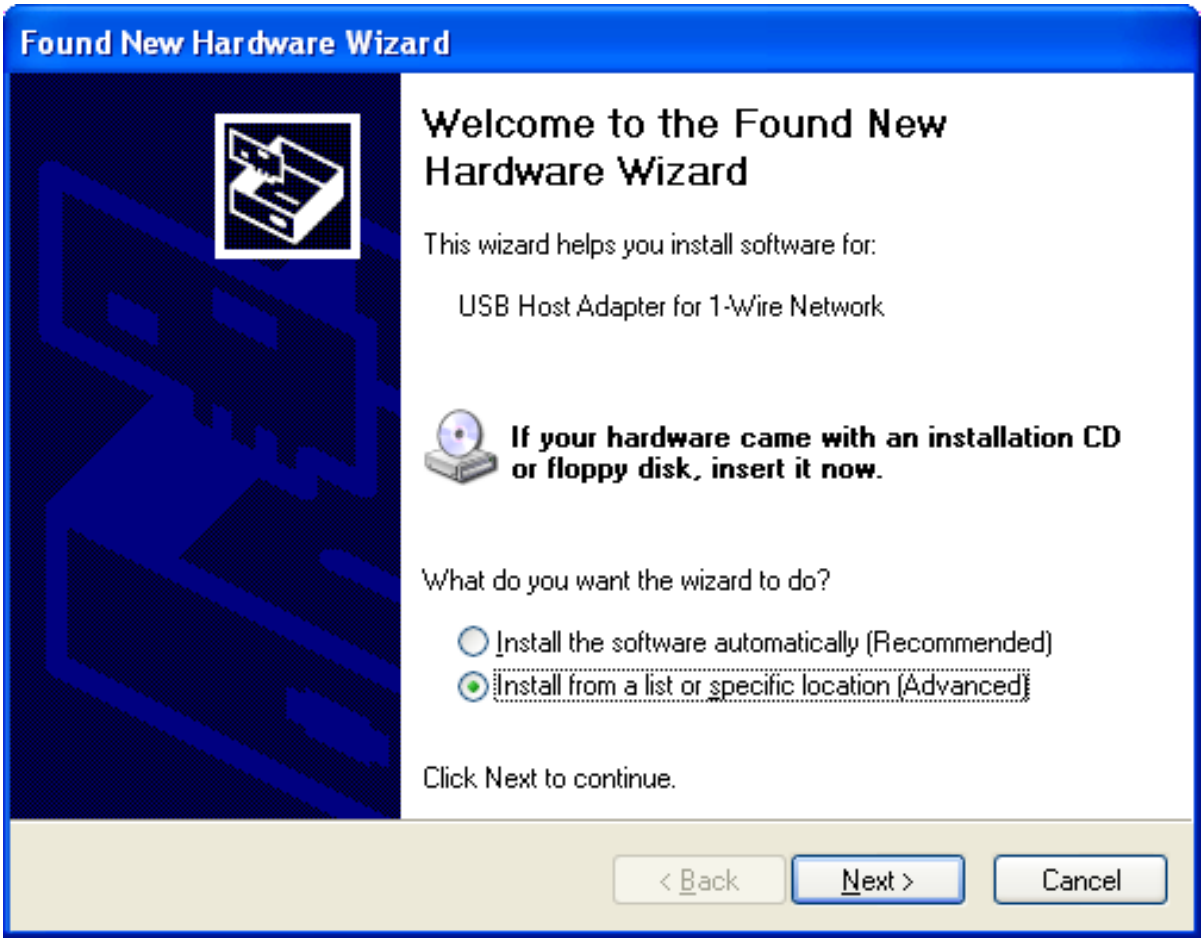
9. Click on **Close**. The software installation is now complete.

PC Hardware Installation

Note: *A USB Adapter has been included with your implementation kit.*

Complete the following steps to install the Auditcon 2 Series Key Reader:

1. Locate the USB Adapter that came with the Auditcon 2 Series Software package and plug it into a USB port on your PC.
2. Connect the key reader to the USB adapter. The key reader should be positioned near your keyboard for easy access.
3. You will be prompted to install the device driver.



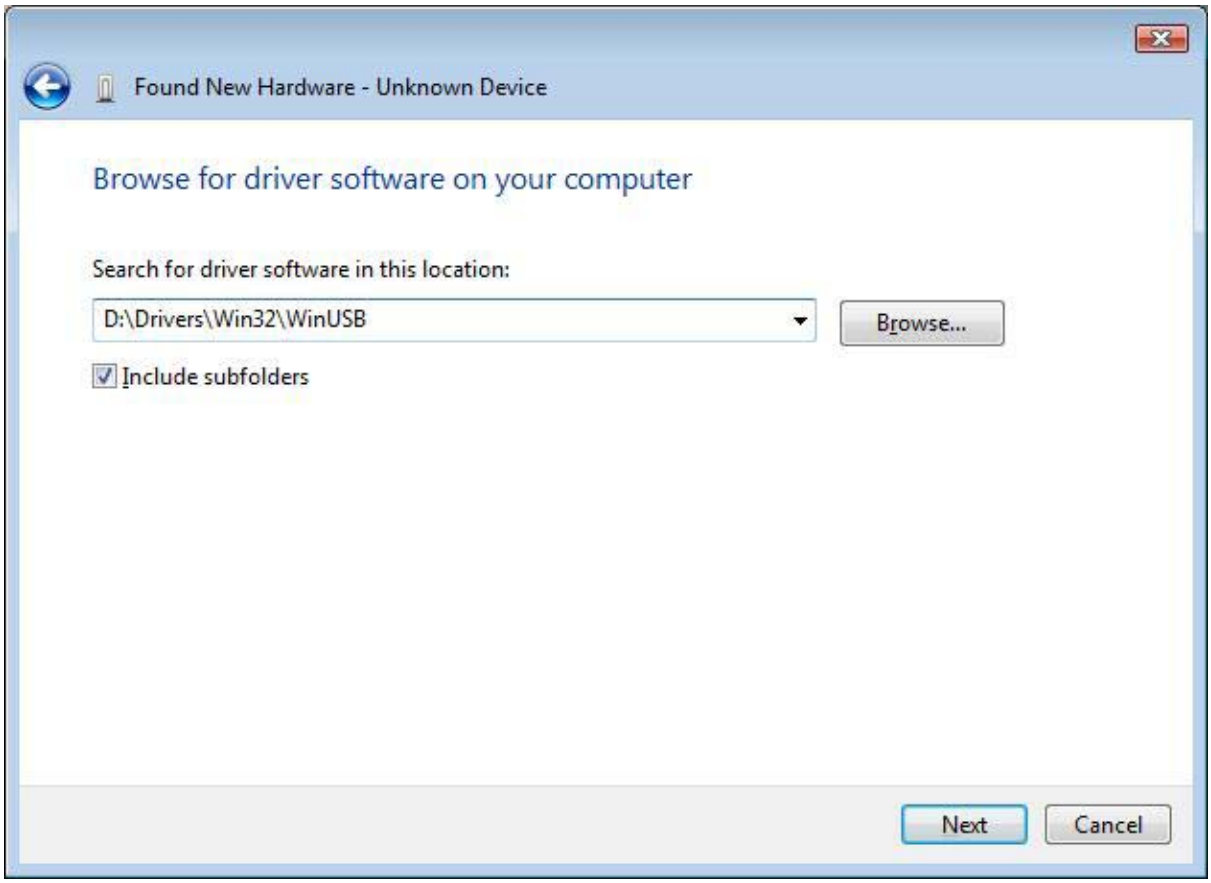
Follow the instructions of the Wizard to install the new hardware device. You should have the Wizard point to the Install CD in order to install the correct drivers for the USB device.

Note: *The screen shown above was captured on a Microsoft Windows XP system. If your PC is running under a different operating system, your screens may look slightly different and the Wizard may follow a slightly different process to install the hardware device.*

Use the following paths (where X: is the CD drive) to install the drivers for the appropriate operating system:

- Windows XP 32-bit -> X:\Drivers\Win32\WinUSB
- Windows Vista 32-bit -> X:\Drivers\Win32\WinUSB
- Windows Vista 64-bit -> X:\Drivers\Win64\WinUSB

For example the path shown in the following screen would be specified to install the drivers for a 32-bit Windows Vista system where drive D: is the CD drive.



Start the Auditcon® 2 Series Program

To start the Auditcon 2 Series Software program, you can select the Auditcon 2 Series Software icon from the desktop or you can complete the following steps:

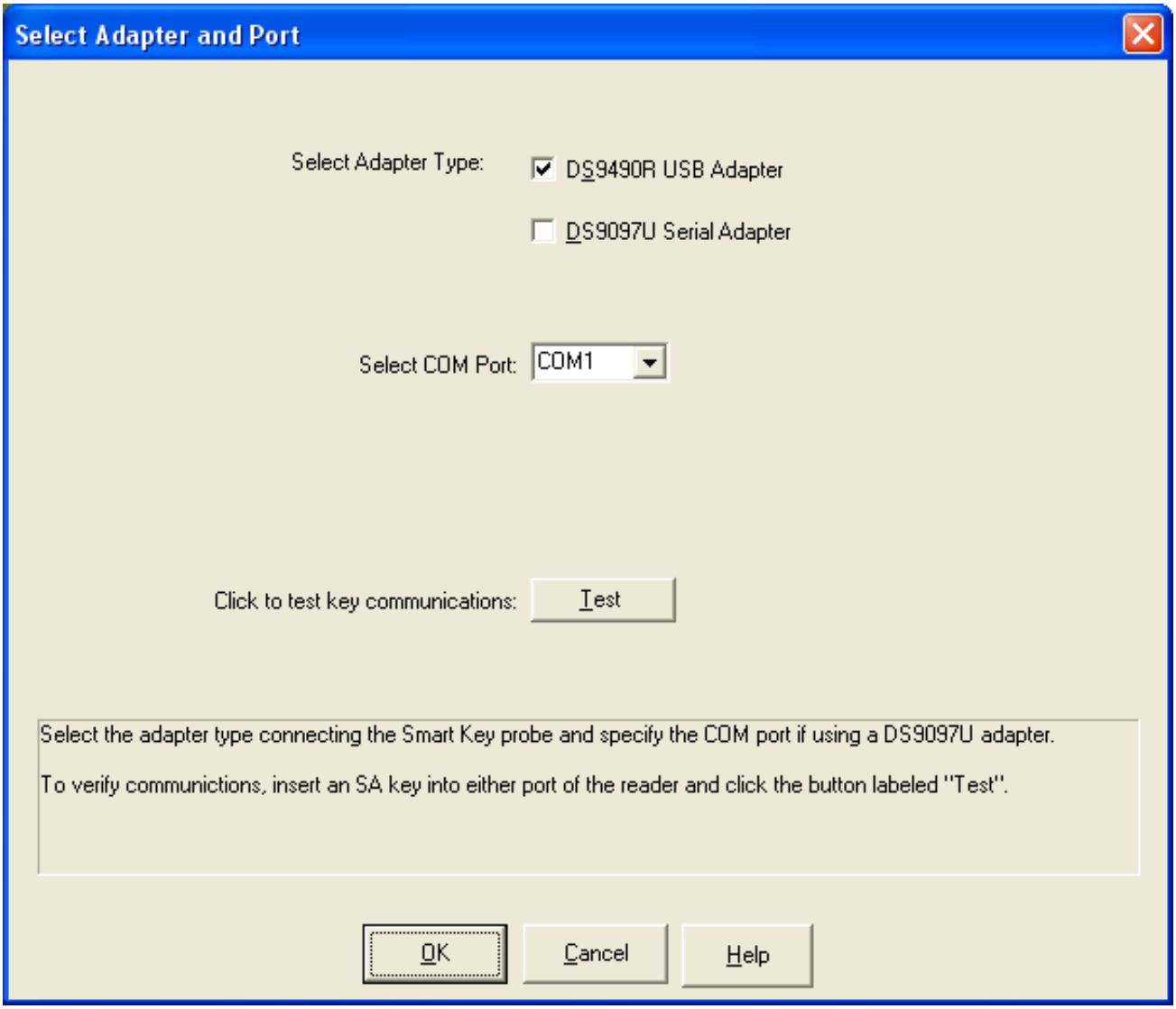
1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** menu item.
3. Select the **Auditcon 2 Series Software** menu item.
4. Select the **Auditcon 2 Series Software** icon.

Configure System Hardware and Software Settings

On the initial load of the Auditcon 2 Series Software, you will be expected to configure the hardware and software settings.

The default configuration for the adapter and port settings is a DS9490R USB Adapter. If this is your current hardware configuration, the Auditcon 2 Series Main Menu will be displayed and you should skip to Step 5.

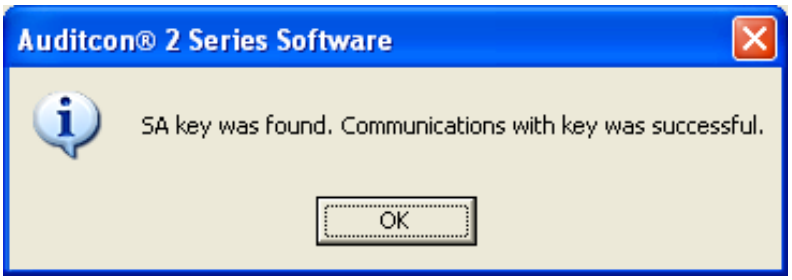
If the USB adapter is not found, the **Select Adapter and Port** screen is displayed. This screen prompts you to select what type of key reader you have and where it is installed.



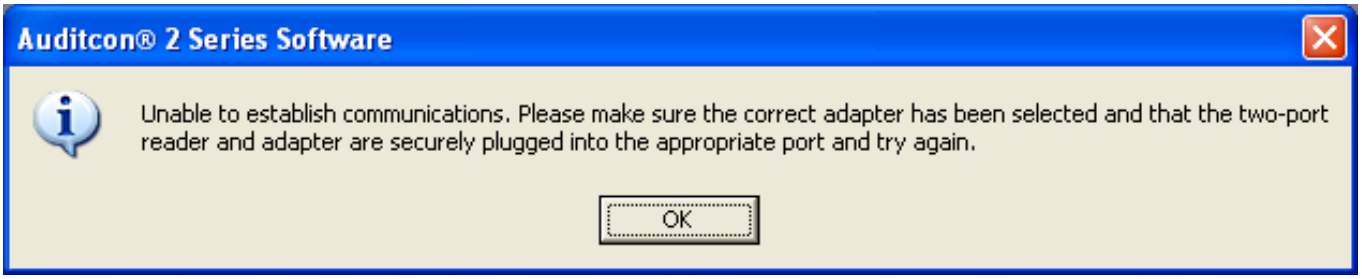
1. Select the **Adapter Type** that you have installed with your system. The **default value** for the Adapter Type is the **DS9490R USB Adapter.**

2. To ensure that your selection(s) are correct, we recommend that you “Test” your selection(s) to verify communications. Insert an SA Key into either port of the reader and click on the **Test** button.

If the Test is successful, a message window is displayed indicating the key was found and communication was successful.



If the key reader was not installed or the proper adapter type/port is not selected, the following error message will be displayed and you will not be able to proceed until the problem is corrected.

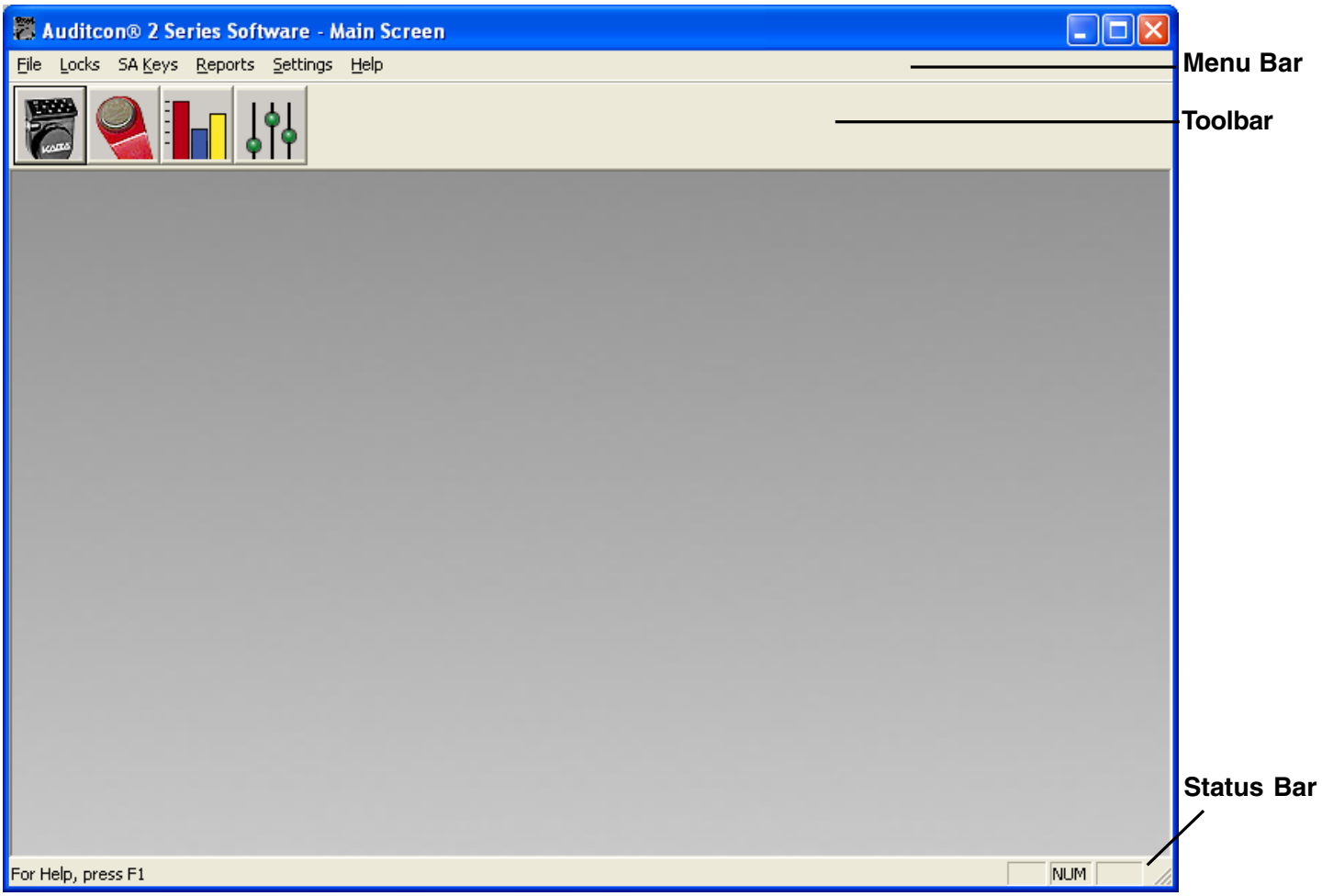


If the SA key is not in the reader, the following error message will be displayed and you will not be able to proceed until the problem is corrected.

4. Click on **OK**. If the test was not successful, attempt to correct the problem and “test” again. If the test was successful, all selection boxes will be grayed out.

5. If you have succesfully finished “Testing” and wish to accept the adapter and port settings, click on the **OK** button to proceed.

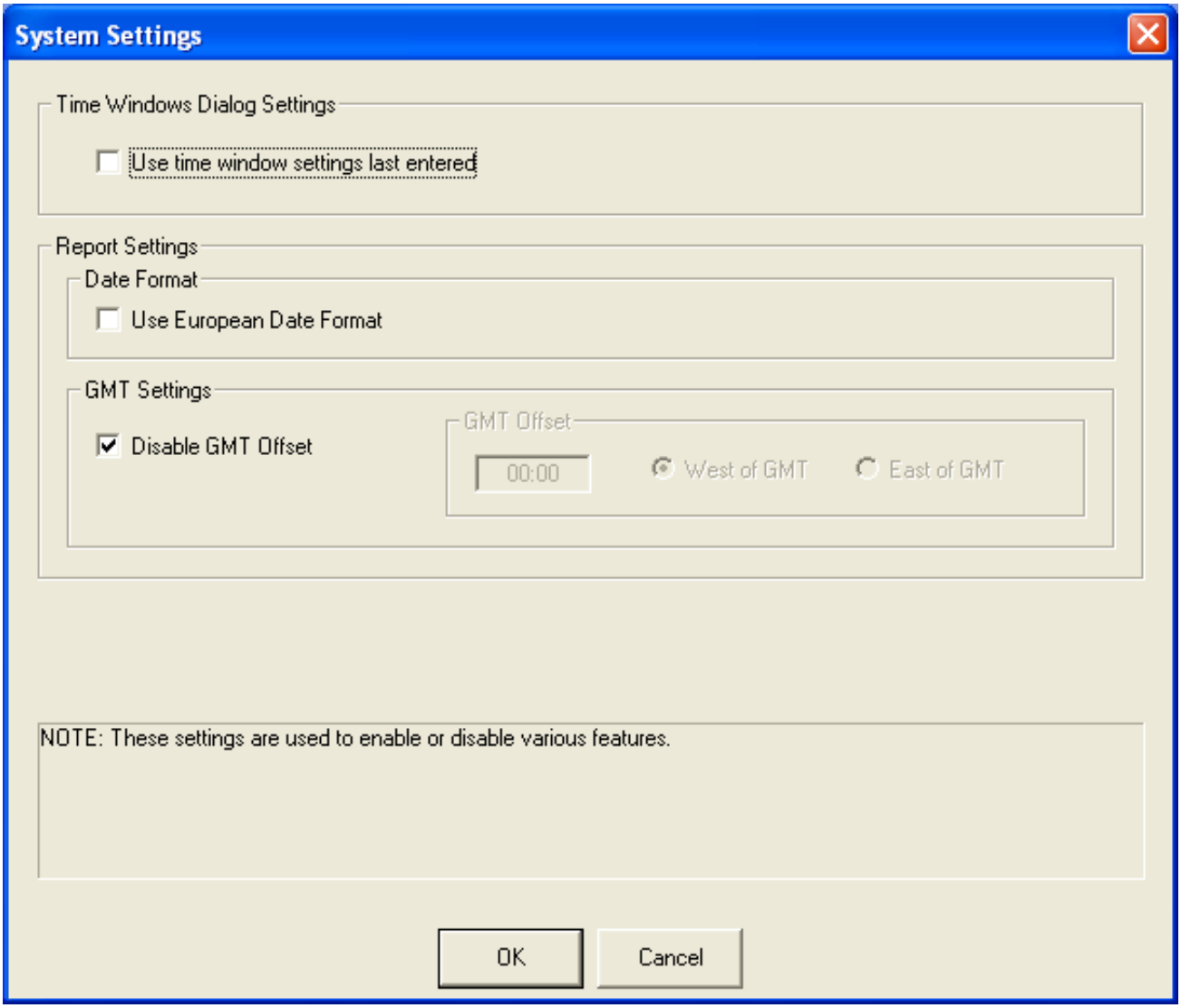
The Auditcon 2 Series Software Main Menu will be displayed.



Before proceeding with system operation, you must define the system software settings.

6. From the **Settings** menu, select the **System Settings** option.

The System Settings screen will be displayed.



7. If you wish to use the time window settings last entered when defining time windows for a lock under the Time Window Upload option of the Locks menu, click on the check box to select. When not selected, the time windows dialog is displayed with all fields blank.
8. If you wish to have the European Date format (DD/MM/CCYY) used for reporting options, click on the check box to select this option. The default is to display dates as MM/DD/CCYY.
9. If the locks in your system are set to local time, the GMT Offset should be disabled. Audit Reports will show the actual lock time for each audit record.

   If the locks in your system are set to Greenwich Mean Time, the GMT Offset should be enabled. When the GMT Offset is enabled, the software adjusts the time of each record in the Audit Download report to the local time using the GMT offset values specified in this screen.

   Use the following chart to determine the appropriate GMT Offset to use for your time zone. You should ensure that this value, along with the internal date and time on your PC, is correct at installation time. Select West if you are located to the west of Greenwich, England, between Greenwich and the international date line. Select East if you are located to the east. For example: The United States is West, Germany is East.

United States Time Zone Offsets

Time Zone	Standard Time Offset	Daylight Savings Time Offset
Eastern	5 hours	4 hours
Central	6 hours	5 hours
Mountain	7 hours	6 hours
Pacific	8 hours	7 hours
Alaska	10 hours	9 hours
Hawaii	10 hours	10 hours

10. After all fields have been completed, click on the **OK** button to process the system settings.

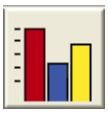
Menu Bar

The Menu Bar displays the available menu options.Some of these options are also available from the toolbar. The menus available from the Auditcon 2 Series Software menu bar are listed below and the corresponding toolbar icon (if applicable) is located to the left of each menu description:

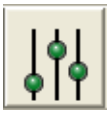
File - Perform Print Setup or Exit Auditcon 2 Software

Locks - Program Lock, Add/Delete Users or Upload Time Windows

SA Keys - Initialize or Delete SA Keys



Reports - View or Print Reports



Settings - Define or Maintain System Settings & Data

Help - 1) Display the Auditcon 2 Series Software basic program information, version number and copyright or 2) access the online system help information.

You can select an option on the menu bar by 1) positioning the mouse pointer on the option name and clicking the left mouse button one time 2) using the shortcut keys underlined on the option's label. For example, for the option label Locks, you can select the option by pressing the **Alt** and **L** keys at the same time (Alt + L).

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 available toolbar icons are pictured and described in the previous Menu Bar section.

Status Bar

The Status Bar is located at the bottom of the Auditcon 2 Series Software window. This bar displays system information (e.g., a brief description of the Toolbar button on which the mouse pointer is positioned).

Notes

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