



ALARM LOCK

# DL-Windows 3.0 Quick Start Guide

You have installed the locks on the doors. Now you want use DL-Windows to program the locks. What are the main steps?

## 1. Install the DL-Windows software into your computer

**Note:** Uninstall any previous version of DL-Windows before Installing DL-Windows 3.0. Account data associated with previous installations will remain intact, with the exception of Prox devices. Use the **Update Database** utility on databases created using prior versions of DL-Windows. Please read the readme.txt file for the latest information about DL-Windows 3.0 and see the DL-Windows User Guide (OI237D) for DL-Windows v3.0 System Requirements.

- Place DL-Windows version 3.0 CD into the CD-ROM drive. The DL-Windows 3.0 InstallShield Wizard will automatically begin the installation process. If the Wizard installation process does not automatically begin, click **Start, Run and** type the following: D:\Program\English\setup.exe, where **D** is the Drive Letter associated with the CD-ROM.
- The installation program will prompt you regarding the ReadMe file, and the installation destination folder on your hard drive. When installation is complete, you will be asked to reboot your computer.

### Start DL-Windows

Click **Start**, select **Programs**, select the **DL-Windows** Program Group, then click on **DL-Windows 3.0**. After a few moments, the DL-Windows main screen will appear. When opening DL-Windows for the first time (without any Accounts), the popup will appear, directing you to right-click in the white box (the Account Tree area at the left) and select **New Account**. From this main screen you can create new Accounts, add locks to the Accounts, transfer data to and from locks, and perform all other needed tasks. Before proceeding, select a Com port through which (via a wire cable) your computer and the locks will be connected.

### Select The Com Port

The Com port refers to your computer's Serial port used to communicate with the lock. Connect an **AL-PCI** cable to an unused Com port at the back of your PC. Leave the other end of the cable unconnected. Select **Options, Comm Test**. This **Comm Test** utility allows DL-Windows to detect which Com Port is connected to the cable. When finished, click **Exit**. To manually select the Com port, select **Options, Comm Port**. In the **Com Port** dialog, make your selection and click **OK**.

### Connect the Computer to a Lock

With the **AL-PCI cable** connected to the Com port at the back of the computer, plug the double prong jack into the lock. Polarity **MUST** be observed when connecting to the lock--the negative tab (-) must plug into the left hole (black).

## 2. Create a new Account and add locks

- When the DL-Windows screen first opens, click the **Open** button located on the toolbar (upper left).
- For new installations, a popup appears with directions. First press **OK** to clear the popup, then (as directed by the popup) using your mouse, right-click anywhere in this white box (the Account Tree area at the left), and select **New Account**. The **New Account** dialog opens.
- Enter the **New Account Description**. The Account Description will typically be the name of the company or building where a lock(s) will be installed. Click **OK**. The **New Lock** dialog automatically appears.
- In the **New Lock** dialog, type the description of the new lock, which will typically be the name of the door or department in the building. Select the **Type of Lock** to be programmed from the drop-down list and click **OK**.
- Press the **Global** button. The **Global Users** screen will appear. You can now add Users.

## 3. Add Users (and other data) using Global Users screen

If the Global Users screen is already open, go to step "f", below. Otherwise, open DL-Windows and start at step "a" below.

- Press **Open** to view all existing Accounts.
- Click the "+" symbol next to the Account to display lock descriptions.
- Double-click the lock description of the lock you wish to change. The **Lock Data** screen appears.
- Press **Global** on the DL-Windows toolbar. The **Global Users** screen appears.
- Click on a blank **Global ID** number field and click in the **First Name** field. Enter new Users by first typing in all blank fields in the Personal Information Fields, such as **First Name, Last Name, etc.**, including the **Pin No.** (User Code) field.
- Double-click the lock description number in the **Add User to Locks** field, and the **Add User** dialog opens. Select from the drop-down list the User Number to which the new User will be added. Click **OK**.
- Notice the door lock number in the **Add User to Locks** field has turned green. This means the User is now a member of the lock with "active" status.
- Finally, all programming information will need to be transferred to the lock (see step 6 below).

## 4. Enroll ProxCards (for PDL locks only)

- Plug one end of the **DB9 to DB9 Serial Cable** into the rear of the AL-PRE and plug the other end into the selected serial COM port in the back of your computer.
- Insert a 9 Volt battery into the back of the AL-PRE, or plug a 9V DC transformer plug into the side of the AL-PRE. See the DL-Windows User Guide (OI237D) for transformer specifications.
- Open DL-Windows, press **Open**, select the Account and double-click the lock you wish to update with Prox information. The **Lock Data** screen appears.
- Press the **Global** button and the **Global Users** screen opens. Highlight the User by pressing the **Global ID** column of the User you wish to associate with the ProxCards<sup>®</sup> or ProxKey<sup>®</sup> keyfob.
- On the AL-PRE, press the **Push On** button.
- In the **Global Users** screen, click the **Add Cards** button. When the **ProxCards Enrolling** dialog opens, choose the **Card Type** from the drop-down list. The AL-PRE is now ready to accept Prox entries.
- In the **ProxCards Enrolling** dialog, check **Enable AL-PRE**.
- Place a ProxCards<sup>®</sup> or ProxKey<sup>®</sup> keyfob in front of the area of the AL-PRE labeled "Badge Target" until you hear two quick beeps. The **ProxCards Enrolling** dialog closes and the ProxCards<sup>®</sup> Data fields in the **Global Users** screen become populated, indicating the Prox device has been enrolled for that User.

**Note:** Only one ProxCards<sup>®</sup> or ProxKey<sup>®</sup> keyfob can be enrolled per lock.

## 5. Add Schedules, TimeZones and Features

Follow the steps below to program a schedule to a lock. Creating Schedules is a 3-step process:

**Step 1:** Set the time the event will occur in the **TimeZones** area (top) of the **Schedule-TimeZone** screen.

**Step 2:** Select the scheduled events in the **Schedule Entry** area of the **Schedule-TimeZone** screen.

**Step 3:** Click **Switch to Sched. View** to view the results (optional).

- In the **Schedule-TimeZone** screen, enter the Time the scheduled event will occur in the **TimeZone** area, and press Enter. In the row

containing the selected day, enter the **Start** time and the **Stop** time, pressing Enter after each selection. Click the **Month** from the drop-down list, click the **Day** of the month from the drop-down list, and click in the **Enable** column until a check mark (✓) appears (no check = *Disable*).

If you wish to add another TimeZone (to create another schedule) click **Add**. To delete a TimeZone, click **Delete**.

- b. In the **Schedule Entry** area of the **Schedule-TimeZone** screen, enter a text **Description**, a **User or Group ID** from the drop-down list, and an **Event** (from the drop-down list selection). Finally, select a **TimeZone** from the drop-down list which corresponds to the TimeZone you created in step a above.  
To clear an entry, press **Clear Entry**. To clear all entries, press **Clear All**. To print a TimeZone or Schedule, press the **Print TimeZones** or **Print Schedules** buttons, respectively.
- c. Click **Switch to Sched. View**. When the warning popup appears, press **Yes** and the **Schedule View** screen appears. The **Schedule View** screen lists all events entered, and displays the data as it will appear in the lock.

Because simple events can become complex when fully translated into the individual steps the lock will perform, it is always recommended to view your schedules in the **Schedule View** screen, to be sure that what you programmed is actually what you want to occur. Although not required for operation, viewing your schedule in the **Schedule View** screen is highly recommended.

#### Add Features

Using the **Programmable Features, Options** tab screen, you can select various features used with the lock. **Note:** To ensure that each lock is matched to the correct lock data in DL-Windows, the number entered in the **Door Number** field will be assigned to the lock you wish to program. To learn more about Door Numbers and other Programmable features listed in the **Options** tab screen, see the DL-Windows User Guide (OI237D).

## 6. Send Information to the lock

At this point, you have added Users, Schedules, TimeZones and Features to the locks created in DL-Windows. Now you must send this programmed information to the locks themselves and put your programming into use.

#### New DL3000/DL2800 locks:

The Master Code MUST be changed through the keypad for all new DL3000/DL2800 locks before any other programming (either through the keypad or DL-Windows) may begin.

#### New PDL Series Locks:

The Master Code does not need to be changed before programming, but SHOULD be changed to ensure highest security. Therefore, it is recommended that the Master Code be changed for ALL locks.

Before sending information to the locks, you must:

1. Possess the existing Master Code of each lock
2. Possess the Model of the lock (DL3000, PDL3500, etc.)
3. Determine if the lock is a new lock ("out of the box") or a lock already in use.  
For existing locks already in use, refer to the procedure "Send to the Lock" below. For new locks "out of the box", or for locks where you wish to clear all existing programming, proceed with the procedure "First Time Startup" directly below.

#### First Time Startup

Locks started for the first time have a special start-up procedure:

1. Unpack the lock and with the batteries disconnected, hold down the  key for 10 seconds and release.
2. Connect the batteries and listen for 3 beeps. Within 5 seconds of hearing the 3 beeps, press and hold  until beeping starts.  
This will clear the lock of all programmed data. Important: If you do not hear these 3 beeps, you must start over at step 1.
3. Listen for another series of beeps and LED flashes *followed by 10 seconds of silence*. The lock will give 3 more beeps indicating a proper start up. The lock is now ready to program. Failure to follow this exact procedure can result in erratic lock behavior.  
**Important Note:** When entering any key sequence below, *do not pause more than 25 seconds between any key presses*—otherwise you must start again.

At this point, you can proceed directly to the "Send to the Lock" procedure (below) unless you wish to change the Factory Master Code. As a reminder, the Master Code MUST be changed through the keypad for all new DL3000/DL2800 locks before any other programming (either through the keypad or DL-Windows) may begin.

#### Enter Program Mode and Change Factory Master Code (Required for DL3000/DL2800 Models)

1. Press the default Master Code:      .
2. Wait for the green light and press  until multiple beeps are heard. You are now in Program Mode. (**Note:** The lock will beep every 6 seconds as a reminder that you are in Program Mode).
3. Enter a new personal 6-digit Master Code number by pressing the following keys:  
   [new Master Code]  [new Master Code]  [\*] (The second set of digits must be exactly the same).

For example, if you want your new Master Code to be "664433". Press:

                 [\*]

Once the Master Code has been changed via the keypad, you can now use DL-Windows to program the lock.

#### Send to the Lock

Connect the AL-PCI cable to the COM Port at the rear of your PC to the lock, observing tab direction (tab to black socket).

1. In DL-Windows, press the **Lock** button to open the **Lock Data** screen.
2. Click **Send/Receive**, and select "Send to Lock".
3. In the **Send to Lock** dialog, deselect **All**, and select **Users** and **Time/Date**.
4. Click **Start**. DL-Windows is now waiting for the Lock Keypad command (Function 58) to start data transfer.  
At the lock keypad, enter Program Mode by pressing the Master Code. Wait for the green light and press the  key until multiple beeps are heard. You are now in Program Mode. (**Note:** The lock will beep every 6 seconds as a reminder that you are in Program Mode). For PDL locks, the default Master Code is:       . If the default Master Code was not changed, enter this default Master Code to enter Program Mode.
5. At the keypad, enter Function 58 (the Send/Receive PC Data Command) by pressing     [\*]. Data will now be sent to the lock. The Status Window in the lower left hand corner of the **Send to Lock** screen will indicate the data transfer.  
After the User Code transfer is complete, "**Send To Lock Successful**" will be displayed in the Status Window of the **Send to Lock** screen.
6. **Exit Keypad Program Mode.** At the lock, press and hold the  key for 5 seconds until a series of beeps is heard.
7. **Test New User Codes.** Verify that each new User Code allows access when entered at the keypad. Test each lock that has been programmed.

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