



Feature Guide

Emergency & Lockdown

V2.17.01.2



Workforce Management Solutions

Securing your time and resources

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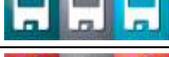
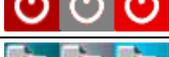
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1 REVIEW SEQUENCE

VERSION	DATE	REVIEWER	DETAILS
1 (V1.0)	August 2015	Cindy-Lee vd Walt	Initial version
2 (V2.0)	April 2016	Cindy-Lee vd Walt	Manual revamp
3 (V3.0)	July 2016	Cindy-Lee vd Walt	Min system requirements. Update on IPB 7 timeout

2 DEFINITION OF VARIOUS BUTTONS FOUND IN XTIME

There are three states of the new buttons: browse, inactive and hover

	Insert	Add a new item to a selected category
	Edit	Enter into edit mode to allow you to make changes to a selected entry.
	Delete	Delete the entry you currently have selected. You will receive a warning box before the deletion becomes final.
	Save	Save the information you have entered / edited.
	Exit or Cancel	Exit without saving changes.
	Run or Process	Processes selected function e.g. export.
	Print Preview	Displays on screen a preview of that pages that will be printed.
	Print	Sends the information to the default printer.
	Print to Excel	Prints the Report to an Excel Workbook
	Save to csv	From the print preview the report can be saved as a csv file
	Reload	Reload tables on controllers
	Reset	Reset controllers
	Copy	Copy data
	Unlock Clear	Clear a password
	Down Arrow	Move selected data down
	Left Arrow	Move selected data left go back
	Right Arrow	Move selected data right go forward
	Up Arrow	Move selected data up
	Mail	Mail icon
	Refresh data	Refreshes data when dates or other parameters are changed
	Browse	Enables you to search the directories on the computer for a file / picture.

3 MINIMUM SYSTEM REQUIREMENTS

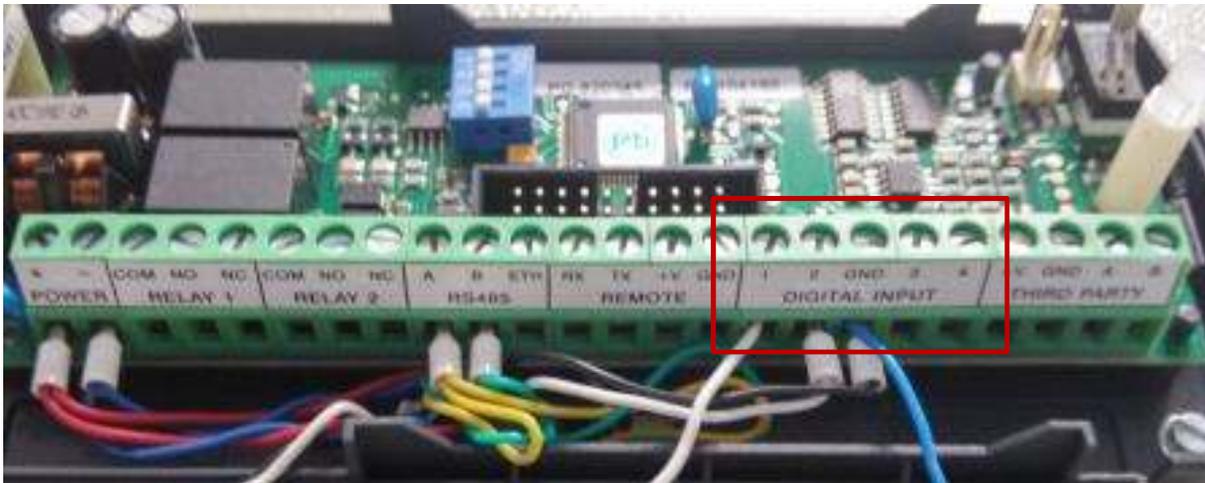
Please take note of the Minimum System Requirements:

- ✓ XTime 900 V2.16.01.2 or newer
- ✓ XTAlarm Helper Service V2.15.10.1
- ✓ XTime Controller Interface V2.16.01.0
- ✓ XTime Service Dashboard V2.16.01.0
- ✓ Multithread Controller V7.22, IPB Reader V2.19 and EABR V2.12
- ✓ Any Terminal with 2 inputs. One for the emergency and one for the lockdown. **The only exception is the IPB7. The input on the relay board has an automatic timeout that cannot be overridden.**

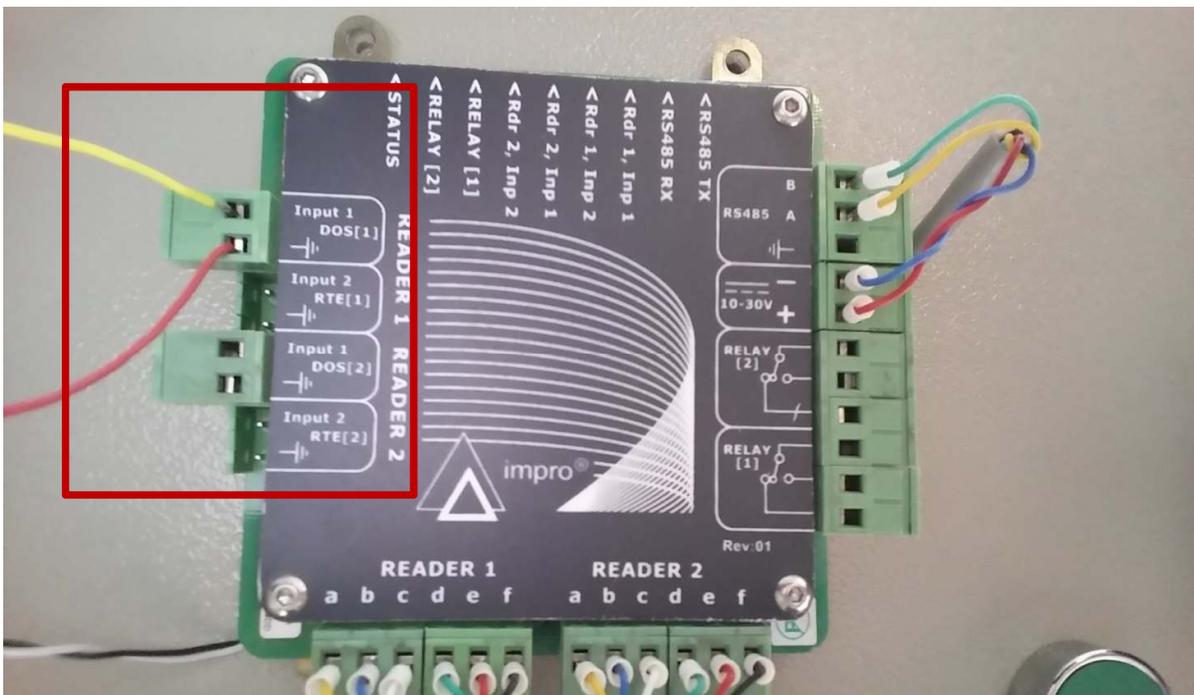
4 TERMINAL WIRING

The Inputs are used to receive the signal from the fire system. Input 1 (DOS and GND) for Emergency and Input 2 (RTE and GND) for Lockdown.

PTTA terminal:



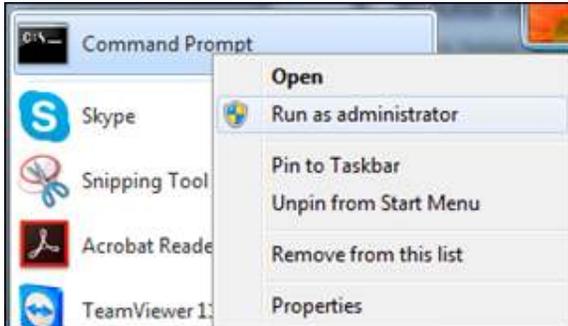
TRT terminal:



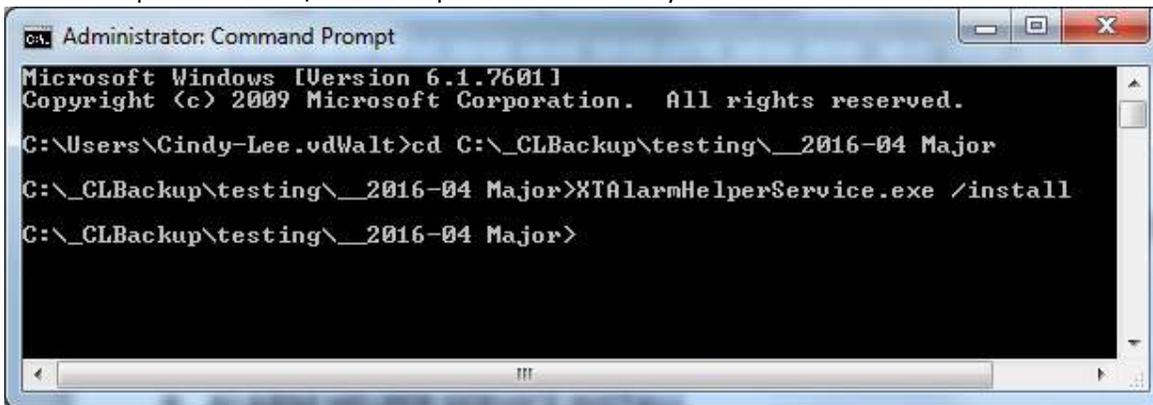
5 ALARM HELPER SERVICE INSTALL

The alarm helper sends the signal from the input to the controller interface to initiate or stop the Emergency or Lockdown.

Open the command prompt with administrator rights:



Enter the file path to where the XTAlarmHelperService.exe is located. Once in that folder type XTAlarmHelperService.exe /install and press the <Enter> key:



When the service is installed, the confirmation pop-up will display:



Go to the services and start the XTAlarmHelperService:

Name	Description	Status	Startup Type	Log
XTSagem Engine Service		Started	Automatic	Local
Xtime Register		Started	Automatic	Local
XTime Controller Interface ...		Started	Automatic	Local
XT900 Fatigue Service			Manual	Local
XT900 Batch Service		Started	Automatic	Local
XT Alarm Helper Service		Started	Automatic	Local

NOTE: If you do not have rights to install or run the service, please contact the IT administrator to install and run the service for you. If you get any other message other than the pop-up above, the service might not have installed correctly and the system might not operate as expected.

6 SETTINGS IN XTIME

6.1 Emergency & Lockdown Areas

If there were Evacuation Areas setup in XTime, these would have been copied to the Emergency and Lockdown Areas during the upgrade to V2.15.07.5 or later. They will not have any clockpoints linked to them though. New Areas can also be configured on the new screens under **CODES | ACCESS | EVACUATION AREA or LOCKDOWN AREA**:

Evacuation Area

Evacuation Area: <Unselected>

Name: <Unselected>, Evacuation, Not used for Evacuation

Emergency Area

Emergency Area: <Unselected>

Name: <Unselected>, _DevTest Emergency, _TestDev Emerg2, Evacuation

Clock points: Not used for Evacuation

Lockdown Area

Evacuation Area: <Unselected>

Name: <Unselected>, Blank -CODE-(5), _DevTest Lock2, _DevTest Lockdown, Lockdown Test

Clock points: Not used for Evacuation

Select a pre-existing area or create a new one and add clockpoints to it for the terminals that need to be linked:

Emergency Area

Emergency Area: _DevTest Emergency

Name: _DevTest Emergency

Clock points:

<input checked="" type="checkbox"/> _DevTest EABR	<input type="checkbox"/> B1 Booms	<input type="checkbox"/> Boksburg Test
<input checked="" type="checkbox"/> _DevTest EC2 Byron	<input type="checkbox"/> B1 Lifts	<input type="checkbox"/> Cash Entrance
<input checked="" type="checkbox"/> _DevTest EC3 CL	<input type="checkbox"/> B2 Booms	<input type="checkbox"/> Control Room A
<input checked="" type="checkbox"/> _DevTest MDRs	<input type="checkbox"/> B2 Lifts	<input type="checkbox"/> Control Room D
<input type="checkbox"/> _DevTest Sagem	<input type="checkbox"/> Between Cash & Africa	<input type="checkbox"/> Development
<input checked="" type="checkbox"/> _DevTestECii	<input type="checkbox"/> Boksburg Guarding	<input type="checkbox"/> First Floor G
<input checked="" type="checkbox"/> _DevTestECIII	<input type="checkbox"/> Boksburg guarding control room	<input type="checkbox"/> First Floor H
<input type="checkbox"/> _DevTestHHT	<input type="checkbox"/> Boksburg Safe	<input type="checkbox"/> First Floor J
<input checked="" type="checkbox"/> _DevTestIPB6	<input type="checkbox"/> Boksburg Server Room	<input type="checkbox"/> First Floor Payroll
<input checked="" type="checkbox"/> _DevTestIPB7	<input type="checkbox"/> Boksburg Tec Stores	<input type="checkbox"/> GF Corridor
<input checked="" type="checkbox"/> _DevTestTRIs	<input type="checkbox"/> Boksburg tech manangement	<input type="checkbox"/> GF Staircase
<input type="checkbox"/> Africa Entrance	<input type="checkbox"/> Boksburg Technology	<input type="checkbox"/> Ground Floor C

Once the Areas are set up, you will see that the clockpoints are now linked to the area on the Emergency or Lockdown tabs. This shows all the areas that the clockpoint is linked to.

Clock Points: _DevTest EABR

Settings | Certificates | Params | Equipment | Restrict Clock Reasons | **Emergency Area** | Lockdown Area

_DevTest Emergency

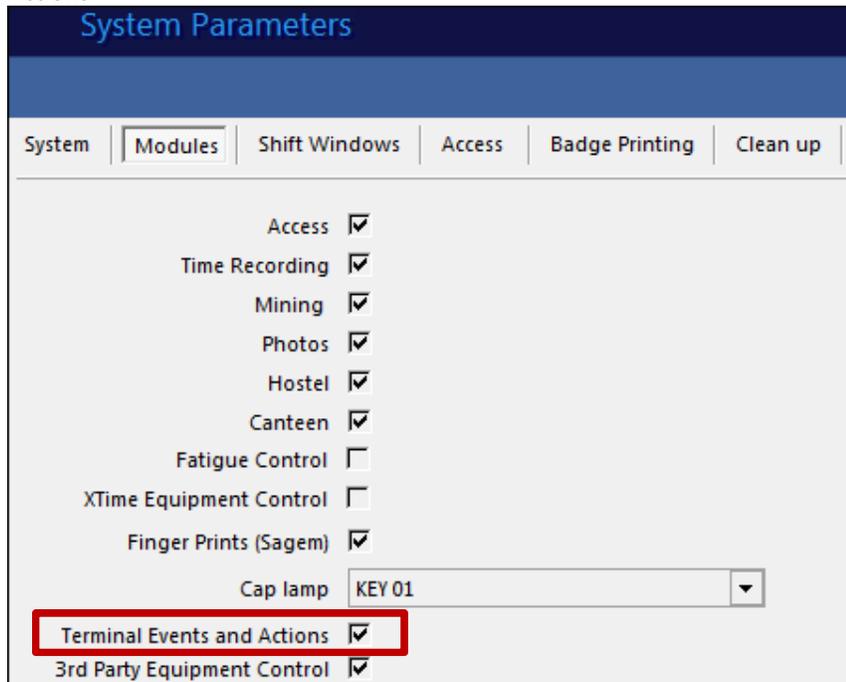
_TestDev Emerg2

Evacuation

Not used for Evacuation

6.2 Events & Actions

Navigate to **CODES | CONFIGURATION | SYSTEM PARAMETERS | MODULES** and activate the Terminal Events and Actions.



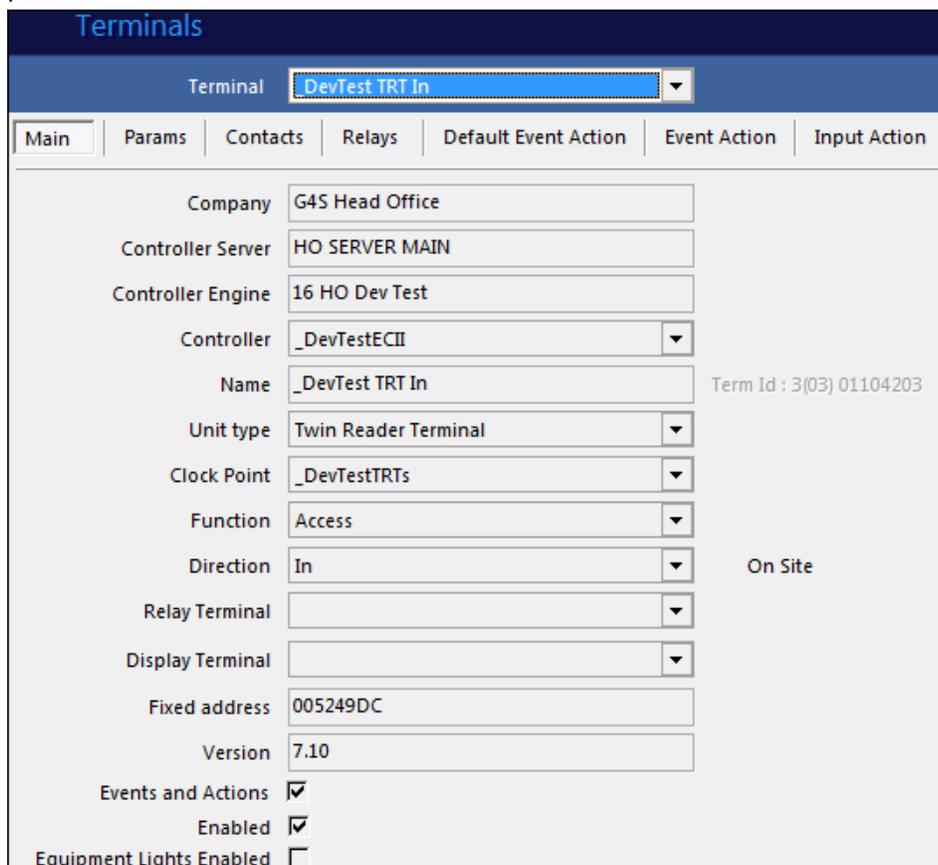
System Parameters

System | **Modules** | Shift Windows | Access | Badge Printing | Clean up

- Access
- Time Recording
- Mining
- Photos
- Hostel
- Canteen
- Fatigue Control
- XTime Equipment Control
- Finger Prints (Sagem)
- Cap lamp
- Terminal Events and Actions**
- 3rd Party Equipment Control

6.3 Terminal Events & Actions

Once the System Settings parameter has been set, navigate to **CODES | CONFIGURATION | TERMINALS** and select the terminal that will be linked up to the fire system. Click on the edit button and tick the Events and actions parameter and save.



Terminals

Terminal:

Main | Params | Contacts | Relays | Default Event Action | Event Action | Input Action

Company: G4S Head Office

Controller Server: HO SERVER MAIN

Controller Engine: 16 HO Dev Test

Controller:

Name: Term Id : 3(03) 01104203

Unit type:

Clock Point:

Function:

Direction: On Site

Relay Terminal:

Display Terminal:

Fixed address:

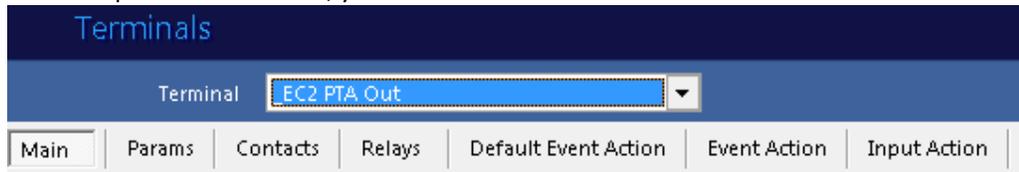
Version:

Events and Actions

Enabled

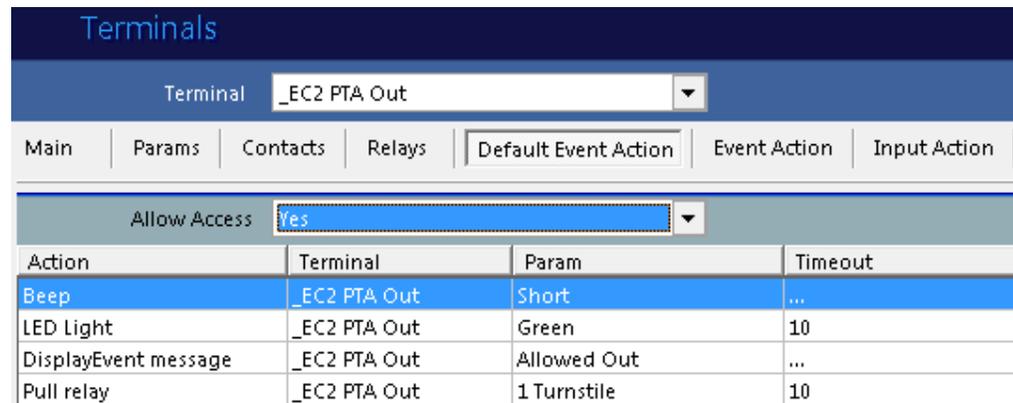
Equipment Lights Enabled

Once the parameter is saved, you will see that there are new tabs:

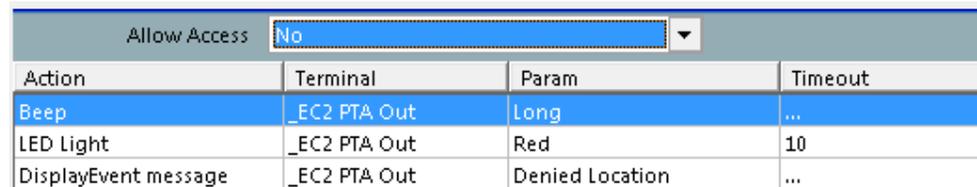


6.4 Default Event Actions

Click on the Default Event Action tab ensure that the following items have been populated on the Allow Access – Yes. If not, edit and click on the restore defaults button. This will remove whatever is there and add the defaults as shown below:



Click the save button and then change the Allow Access to NO. Do the same for the Allow access – No:

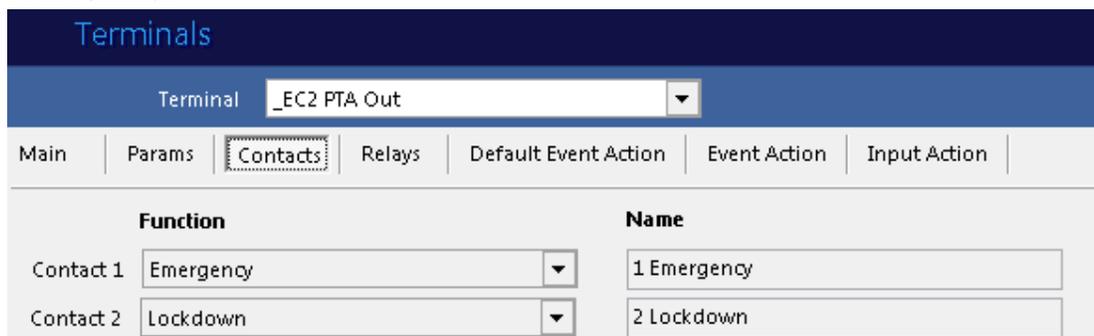


NOTE: If the above defaults are not set, the reader will not respond when a person clocks on it. The system will then appear to be “broken” so it is very important to set the defaults when events and actions are used. When the events and actions checkbox is selected and saved for the first time on a terminal, the defaults are automatically populated.

6.5 Contacts

Click on the contacts tab and name the contacts available. Depending on the hardware, there will be 1 or more available to set up.

PTTA Terminal:



TRT Terminal:

6.6 Input Actions

Click on the Input Action tab and select the Contact you just created (Input 1) and State: Closed; In this state, the Emergency will start, so click on the blue + button and add the action of “Start Emergency” and select the Emergency Area that must be triggered. Then click on the green tick save button:

Change the State to “open” and click the blue + button to add the action of “End Emergency” and select the same Emergency area as before. Click the green tick save button to complete the setup.

NOTE: If you select 2 different Emergency areas for the start and end of the emergency, the clockpoints missing from the Emergency area on end that are in the start will remain in an emergency state. They will have to be manually ended from the main menu “Emergency”.

Follow the steps above to setup the lockdown in the same manner if lockdown is required. Where you selected Start Emergency and End Emergency you will now select “Start Lockdown” and “End Lockdown”

Main	Params	Contacts	Relays	Default Event Action	Event Action	Input Action
Contact	2 Lockdown		State	Open		
Action	Terminal	Param	Timeout	Formula		
End lockdown			

When an emergency is triggered, there are numerous places to see that this is active.

MAIN MENU | EMERGENCY

Clock Point Emergency

Emergency

Clock points in emergency state:

<input checked="" type="checkbox"/> _DevTest EABR	<input type="checkbox"/> B1 Lifts	<input type="checkbox"/> Control Room A
<input checked="" type="checkbox"/> _DevTest EC2 Byron	<input type="checkbox"/> B2 Booms	<input type="checkbox"/> Control Room D
<input checked="" type="checkbox"/> _DevTest EC3 CL	<input type="checkbox"/> B2 Lifts	<input type="checkbox"/> Development
<input checked="" type="checkbox"/> _DevTest MDRs	<input type="checkbox"/> Between Cash & Africa	<input type="checkbox"/> First Floor G
<input type="checkbox"/> _DevTest Sagem	<input type="checkbox"/> Boksburg Guarding	<input type="checkbox"/> First Floor H
<input checked="" type="checkbox"/> _DevTestECii	<input type="checkbox"/> Boksburg guarding control room	<input type="checkbox"/> First Floor J
<input checked="" type="checkbox"/> _DevTestECIII	<input type="checkbox"/> Boksburg Safe	<input type="checkbox"/> First Floor Payroll
<input type="checkbox"/> _DevTestHHT	<input type="checkbox"/> Boksburg Server Room	<input type="checkbox"/> GF Corridor
<input checked="" type="checkbox"/> _DevTestIPB6	<input type="checkbox"/> Boksburg Tec Stores	<input type="checkbox"/> GF Staircase
<input checked="" type="checkbox"/> _DevTestIPB7	<input type="checkbox"/> Boksburg tech manangement	<input type="checkbox"/> Ground Floor C
<input checked="" type="checkbox"/> _DevTestTRTs	<input type="checkbox"/> Boksburg Technology	<input type="checkbox"/> Ground Floor D
<input type="checkbox"/> Africa Entrance	<input type="checkbox"/> Boksburg Test	<input type="checkbox"/> Gun Safe
<input type="checkbox"/> B1 Booms	<input type="checkbox"/> Cash Entrance	<input type="checkbox"/> Main Entrance

Show Areas

Here you can see all the clockpoints in an emergency state. By clicking the blue + button, you can add or remove clockpoints from being in an emergency state.

NOTE: If you add clockpoints to an emergency that are not in the Emergency area, these clockpoints will remain in an emergency state when the input is sent to stop the emergency as they are not in the linked Emergency Area. They will have to be manually turned off on the Emergency feature from the main menu or on the clockpoints params tab.

CODES | CONFIGURATION | CLOCKPOINT | CLOCKPOINT:

Clock Points

Clock Points DevTest EABR

*** Emergency ***

Settings | Certificates | **Params** | Equipment | Restrict Clock Reasons | Emergency Area | Lockdown Area

Vistor retrieve card on expire only

Access when Lamp control offline

Multi Badge Sequencing No Sequencing

Emergency 26-04-2016 10:45:53

Lockdown

On the params tab of the clockpoint, there is a checkbox which will be ticked if the clockpoint is in an emergency state. There will also be a date and time of the last emergency state for information purposes. You can also take the

clockpoint out of an emergency state by editing the clockpoint and removing the tick and then clicking the save button.

7 MANUAL ACTIVATION:

To put areas into an emergency state manually through the software, go to the menu item Emergency and select the emergency option. Click on the blue + button and tick the “Show areas” checkbox. Select the emergency areas that have been configured and this will automatically set the clockpoints linked to that area. If you want all clockpoints to go into emergency mode, click the select all button and save. Individual and areas can be selected at the same time.

MAIN MENU | EMERGENCY

CODES | CONFIGURATION | CLOCKPOINT | CLOCKPOINT:

If the Emergency checkbox is ticked and saved, only this clockpoint will go into an emergency. Likewise if it is unchecked it will be taken out of the emergency state.

All the above explanations apply to the lockdown function as well. The only difference between the 2 functions is that the doors are released for an emergency and the doors are locked for a lockdown.

******* END OF DOCUMENT *******