

Access Control Qscan T/Qscan Mini

09/04/2020



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Access Control Q-Scan T/Q-Scan Mini

License – Maintenance Agreement

The use of this software requires a Vermont Systems license and annual maintenance agreement. Prior to implementing any process outlined in this document, please contact the Vermont Systems Sales department at 877.883.8757 or by email (sales@vermontsystems.com) to verify that you are authorized to use this software or to obtain a quote and approval.

Pre-Installation Checklist

This checklist defines the Customer's and Vermont Systems' respective responsibilities when installing the Vermont Systems Access Control system. Because access control hardware can vary, you must consult with an electrician that specializes in circuit design and installation. You will also need to work with your Information Technology (IT) staff to discuss running CAT5e/6 cable to the access point(s). In addition, you must decide where the access control scanners will be located and how you will mount them.

Complete the fill-able form .pdf checklist that follows, and return it to Vermont Systems.

Since access control readers are custom made, we will not order the readers until the checklist is received. The Vermont Systems section lists Vermont Systems' responsibilities; after reading and understanding each item, check the box next to that item. The Customer's Responsibilities section lists your responsibilities; check the box next to each item to acknowledge assuming responsibility for that item.

If you have any concerns or questions, contact Vermont Systems Customer Service via phone at 877.883.8757 or open a case in the <u>Vermont Systems Support portal</u>.



Your Name:			
Your Organization:			
Tour Organization.			
Date:			
RecTrac Version:			

Access Control Checklist - Vermont Systems Responsibilities

Check the box next to each item to acknowledge having read and understood it.

- Vermont Systems provides the software that interprets a scan and allows access if the scan is valid.
- Vermont Systems will provide technical assistance to your chosen electric circuit and cabling installer.
- Vermont Systems will encode the Qscan T/7000 device with an IP address after discussing configuration options with your IT department.
- Vermont Systems will configure the QscanT/7000 (if using this option) to ensure that bar codes and magnetic stripes read correctly.
- Vermont Systems will configure the Qscan T/7000 (if using this option) to ensure that bar codes read correctly.
- Vermont Systems provides phone-assisted or on-site configuration of the RecTrac access control software as quoted.

Access Control Checklist - Customer Responsibilities

Check the box next to each item to acknowledge having read and understood it.

- The customer will install and mount all hardware for the access control system, including the following:
- Order Qscan T/7000 devices a minimum of 4 weeks in advance of installation.
- Install door strike/maglock or turnstile.
- Install Qscan T/7000 near the access control point, where your customers can reach it.
- Complete the connection between the Qscan T/7000 and the door strike or turnstile. An electrical contractor must design and physically complete this connection. If the door strike or turnstile does not have a built-in MOV (metal oxide varistor), the electrical contractor will need to build one into the circuit. If not using a Power Over Ethernet (PoE) Standard Smart JX, and the power to the contacts is greater than 30VDC and or greater than 500mA, the contractor will have to design the circuit with an additional relay between the Qscan T/7000 and the door strike or turnstile.



- Obtain an updated diagram that outlines the circuit between the Qscan T/7000 and the door strike
 or turnstile. Go to the International Bar Code (IBC) website (www.interbar.com) and click the
 support link. In the wiring category, download the PDF labeled SA/STA reader wiring (with RS232 or
 RS422 interface).
- Provide one 120VAC power outlets. The Qscan T/7000 must be plugged into a 120VAC power outlet. In addition, provide any power required by your turnstile or door strike.

Notes: If using a Power over Ethernet Hub/Switch and PoE Standard Qscan T/7000 a power outlet is not needed for the scan devices.

100 Meters MAX distance communication using Ethernet cabling.

If using an Intelligent POE Switch device, it could extend the distance up to 200 meters.

Connect CAT 5e/6 cable between a network hub/switch and the 7000 device.

As soon as all the connections have been made and power is supplied to the access point and the Qscan T/7000, the customer must notify Vermont Systems so a <u>Connectivity Test</u> can be performed approximately 4 weeks prior to your "live" date.

It is necessary that all access points are tested and pass the test. If you decide not to configure the software using phone training and you are planning on having a Vermont Systems installer on site, travel will not be arranged until all access points pass this test. If a Vermont Systems installer is on site for the purpose of configuring your access device(s) software and wiring is incorrect and/or the test fails, the customer is responsible for all expenses incurred by that installer (e.g., time and travel).

IBC QscanT & 7000 RIB Installation Checklist

Information

1 The QscanT connects to the 7000-1 controller using a 4-wire Weigand interface cable as illustrated on the QscanT/7000 diagram on page 37 and below:

QscanT	7000
(-) Blue	Blue (GND)
(+) Red	Red (+2)
(0) Green	Green (D0)
(1) White	White (01)



- 2 IBC 7000-P1 Reader Interface Board can be mounted inside turnstile or an extended distance in a secure closet/computer room. It is connected to the network switch via a Cat5e/6 RJ45 Ethernet cable.
- 3 Weigand max cable length between the QscanT scanner and the 7000 is 500' if using 18 AWG shield good quality cable in noise-free environment; 250' if 22 AWG cable.

Note: 7000-P2 controller is the same as the 7000-P1 with one RS232 serial interface port, except that it provides two (2) Wiegand ports instead of one to interface to two Wiegand readers.

Checklist

Follow the access control checklist to verify, install, configure, and test the QscanT scanners and 7000 access control hardware and Vermont Systems software.

- 1 Unpack the hardware boxes and verify the hardware sales quote with the purchase order and the actual hardware received. If correct, proceed to step 2. If incorrect, contact Vermont Systems to discuss and correct discrepancies before proceeding.
- Place the 7000 RIB inside the remote computer room/closet (or turnstile or wall) and connect the 4-wire Weigand cable to the 7000. If ordered, also connect the four red/green light wires to the 7000 following the directions on the enclosed diagram.
- 3 Next connect the RJ45 Ethernet cable to the 7000.
- 4 Connect the 2-connector wire that was enclosed with the 7000 to the 7000 Relay slots and the other end to the turnstile or door strike using the diagrams and instructions in the IBC documentation.
- 5 Disable the firewall software on the workstation that will be used to configure the 7000 device. If Vermont Systems has configured the 7000 prior to delivery, by-pass this step.
- 6 Configure the 7000 devices using the ICBTCP44 program discussed in <u>the next section</u>. If Vermont Systems has configured the 7000 prior to delivery, by-pass this step.
- 7 Label each 7000 device with its appropriate IP address.
- **8** Prepare a list of the IP addresses that were assigned to the 7000 devices. This list of IP addresses must be maintained by the customer and both the customer and Vermont Systems must file it for reference.
- 9 If using bar code access control, configure the 7000 RIB and Qscan T by swiping the set % preamble barcodes <u>are here</u>. They are also found in the Qscan T Configuration Guide. VERY carefully scan each barcode in the series, so as not to scan the barcodes in the wrong order. If Vermont Systems has configured the 7000 prior to delivery, by-pass this step.
- 10 Install all hardware in the access panel according to the directions contained in Section 6 of this document.



- 11 If you are installing a 7000 RIB, connect the device wires to the door strike or turnstile using the detailed diagram shown later in this document.
- 12 Run the <u>Connectivity Test</u>. You must perform this test for each access point. If needed, contact Vermont Systems for assistance. This test is required to ensure connectivity has been established outside of the RecTrac 3.1 application prior to implementing Access Control from within it.
- 13 If Vermont Systems is providing on-site installation, configuration, and training services, then Vermont Systems will schedule the on-site visit only after you have confirmed that all of the devices were successfully tested using the Connectivity test.
- 14 If Vermont Systems is not providing on-site installation, configuration, and training services, perform these tasks using the Access Control Setup in RecTrac 3.1, Section 11 in this document.
- **15** Review the processing instructions contained in the Access Control Daily Processing Section in this document.
- 16 Communication to and from the device occurs using TCP port 57 by default. In certain installations where firewalls are running, it may not be possible to connect to the default port. Either make sure this port is open, or during the configuration of the device, change the Reader Data Port to a port that's open.
- 17 Test the RecTrac 3.1 configuration and verify that the complete system is working correctly.



Configuring the IBC 7000 Reader Interface Board

By default, all physical IBC 7000 Reader Interface Board (RIB) are shipped to Vermont Systems with the following default settings for the jumpers:

• Jumpers 1-6, 8, and 10 are IN.

Note for MS7625: If you are using the MS7625, you must remove Jumpers 6 and 8, and add Jumper 9. Jumpers 1-5 and 9-11 should be IN. This will put 12v on the db9 Connector of the RIB 7000 board, which is the reason for the custom cable.

• The "ABA" Jumper is IN. (This jumper is NOT labeled but is next to a label that reads "ABA.") The "ABA "jumper setting is crucial to Power Over Ethernet (PoE).

"ABA" Jumper Setting for Power Over Ethernet (PoE)

- IF you are using PoE, the "ABA" jumper MUST be IN.
- If you NOT using PoE, the "ABA" jumper MUST be OUT.

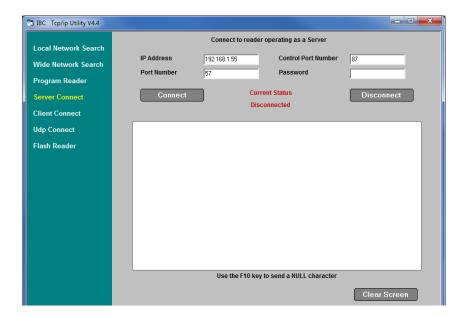
IBC 7000 RIB Configuration

- 1 Download the Icbtcp44 utility. If Vermont Systems configured the 7000 prior to delivery, you can skip this step. Otherwise, follow the steps below.
 - Browse to www.interbar.com. Click on the Software link.
 - Click on the **Tcp Utility V4.4** link and save it to a local folder.
 - When the download completes,, browse to the location where you saved the lcbtcp44.zip file and unzip it. The zip file will extract a setup.exe file.
 - Right-click on the setup.exe and Run as Administrator.
 - Follow the on-screen instructions during the installation process. This will install the Icbtcp44 software on your computer..
- 2 Connect the PoE Ethernet cable to the board, and then go to Start Programs IBC, to run the IBC TCP Utilit V4.4.

Note: If you are NOT using POE, connect the 9-volt 300ma output power supply to the board.

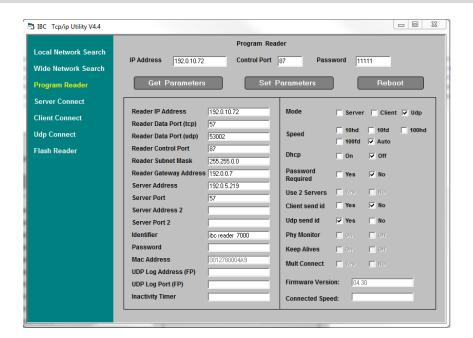
3 Click Local Network Search. Press F1 Start Search. You should see the default IP address of the 7000 RIB, the MAC address of the reader, the Reader Identification and the Ctrl Port. You will see the following screens:





- 4 Double click on the first device listed. This will display the Program Reader screen.
 - Click **Get Parameters** for the reader settings to populate

Note: If unable to connect to Oscan, go to Unable to Connect to Oscan During Setup.





- 5 Change the *Reader IP Address*, the *Reader Subnet Mask* and the *Reader Gateway Address* (if applicable) to values determined by your Network Administrator. Enter a unique name in the *Identifier* field to identify this specific 7000 RIB.
- 6 Set the Operating Mode to "UDP."
- **7** Set the *Speed* to "Auto."
- 8 Set the *Udp send ID* option to "Yes."
- **9** Ensure that the IP Address in the *Server Address* field is NOT the same as the IP Address in the *Reader IP Address* field.
 - This ip should point to the server that will be running access control, whether it is the local
 machine or whether it is hosted in another location. It should not be the same as the reader
 address.
- 10 Click Set Parameters. Once the new parameters are saved, you will receive the following message: "New Parameters have been set – You must Reboot (or repower) the reader for the new parameters to take effect."

Click OK.

11 Click Reboot. Click OK.

Note: In the event this does not work, you can power-cycle the IBC 7000 physically by unplugging the Ethernet cable, waiting a few seconds and plugging it back in.

12 Repeat steps 5 - 11 for each device.



Q-Scan Mini Setup

The Qscan Mini needs to be wired to the IBC 7000 board. This is straight-forward with four (4) wires, 12 volts, ground, Data 0 and Data 1. Once this is done, perform the following:

- 1 Scan the Reset barcode, the Alphanumeric Wiegand barcode, and the No Alpha Delete barcode in that order. Barcodes are on the following page.
- 2 Open the IBC TCP/IP Utility.
- 3 Using one of the search options (local or wide network), find the IBC 7000 board and double click on it.
- 4 Click **Get Parameters**.
- 5 Ensure it is in "Server Mode." Make note of the following:
 - Reader IP Address.
 - The Reader Data Port (TCP) value.
 - The Control Port value.
- 6 Click Set Parameters.
- 7 Click Reboot.
- 8 Click Server Connect.
- 9 Enter the following:
 - Reader Address in the IP Address field.
 - The Reader Data Port (TCP) value in the Port Number field.
 - The Control Port value in the Control Port Number field.
- 10 Click Connect.
- 11 One the status says "Connected," click in the white box below and type, "X005501000."
- 12 Click Enter. You should see a red OK appear.
- 13 Click Disconnect.
- 14 Go back to either Local or Wide Network search and double click on the board again.
- 15 Click Get Parameters and set it to "UDP mode."
- 16 Click Set Parameters, and then click Reboot.



Q-Scan Mini Barcodes

Reset Barcode



Alphanumeric Weigand Barcode



No Alpha Delete Barcode

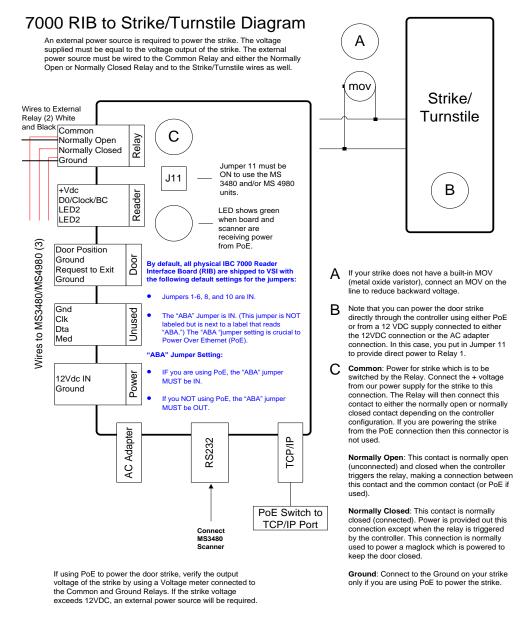


%UX0130000



Access Control Diagrams

7000 RIB to Strike Diagram

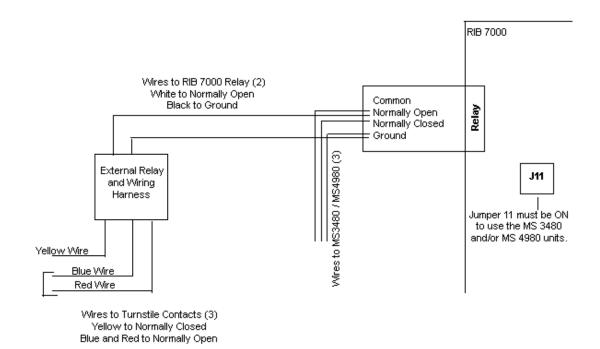


This is a diagram for the 7000 RIB as of 05/06/2008. Please refer to www.interbar.com to verify wiring diagram

Note: in diagram above, there is no J11 Jumper.

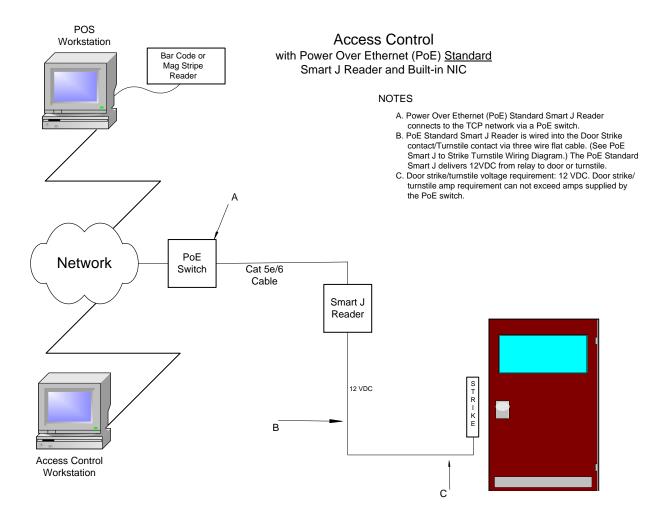


7000 RIB to External Power Source Diagram



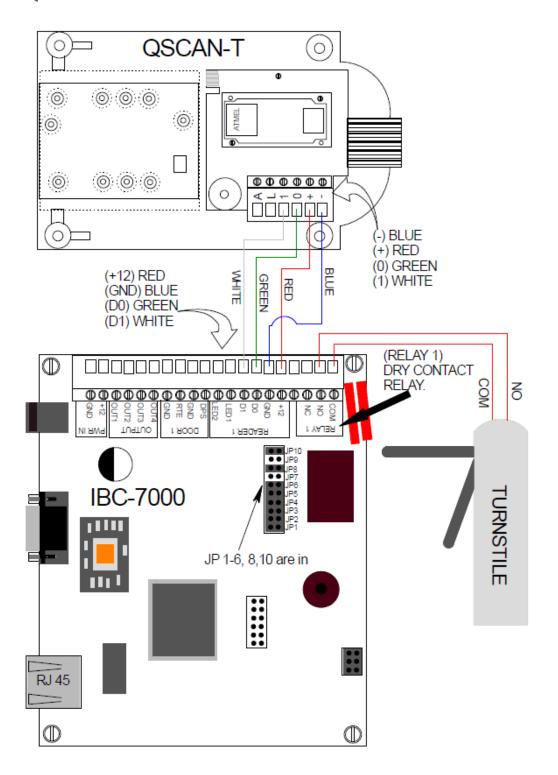


PoE 7000 RIB with Built in NIC Diagram





QScanT





Connectivity Test

This test is required to ensure connectivity has been established outside of the RecTrac application prior to implementing Access Control from within it

IBC TCP Utility V4.4

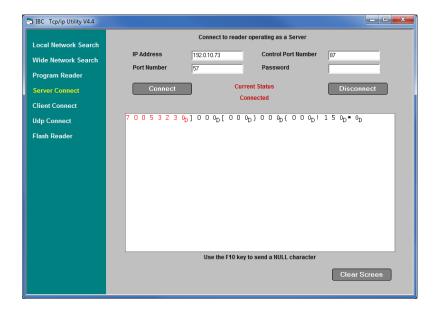
Run the test using the IBC TCP Utility.

- 1 In Windows, go to Start Programs IBC, to run the IBC TCP Utilit V4.4. It will open to the UDP Connect page.
- 2 Change the IP Address to match the Qscan-T device you are testing.
- 3 Ensure the Receive Port Number is "57" and Data Port Number is "53002" at the defaults, unless you changed them during initial set up. Click **Listen**. The Current Status should change to "Connected."
- 4 You should be able to swipe or scan your access card at the device location. The card number will display in the white box below in red, followed a carriage return (hex 0d).
- 5 Send commands directly to the device by typing the commands on the left into the white screen. The results on the right should occur.

Command	Result
]00 <carriage return=""></carriage>	Green Light On
[00 <carriage return=""></carriage>	Green Light Off
}00 <carriage return=""></carriage>	Red Light On
{00 <carriage return=""></carriage>	Red Light Off
!15 <carriage return=""></carriage>	Relay On
* <carriage return=""></carriage>	Relay Off

6 The commands will show in black as you type. You can enter them one after the other or use the Clear Screen button at the bottom to start fresh before each one.







Access Control Setup for IBC 7000 in RecTrac

Perform all steps in this section on the workstation from which you will be processing Access Control.

Note: Any file paths and screen/tab locations in this document refer to file paths and screen/tab locations as they appear in the standard, default Vermont Systems Design. Your setup and Design may vary.

Ensure VIC is Installed

To operate Access Control, Vermont Integration Client (VIC) must be installed on the workstation from which you will run Access Control.

By default, a VIC profile should be linked at the Default Level of Hierarchy in RecTrac. To utilize this profile, you would install VIC as a Service on the Access Control Workstation.

Optionally, you can use the VIC.exe installation and link a separate VIC profile at the Workstation Level of Hierarchy on the workstation running Access Control. Running Access Control as both an executable and a service. The IBC 7000 is configured to send data to the Workstation that has the server address that was entered in parameters using the TCP/IP Utility.

Refer to <u>VIC Installation with Windows Installer</u> for step-by-step installation instructions for VIC, if necessary.

Create an Access Control Workstation

- 1 In RecTrac, search for and go to Workstation Management. Click **Add** to add a new workstation. You will continue to the Workstation Update Core Settings screen.
- 2 In the Workstation Name field, enter the workstation name exactly as it is identified in the Ttcp/ip Utility. Vermont Systems suggests copying the identifier field into the workstation name in RecTrac.
- **3** Enter a *Description*.
- 4 Click Save. Exit back to the main RecTrac menu.



Create and Link an Access Profile

1 Search for and go to Profile Assignments. Click **Add** to add a new profile.



- **2** Enter a *Profile Code* to describe the profile that is being configured with Access Control.
- 3 Expand Profile Type and select "Access."
- 4 Select the Default Subtype.
- **5** Enter a *Description*.
- 6 Click Create. You will continue to the Profile Update screen.



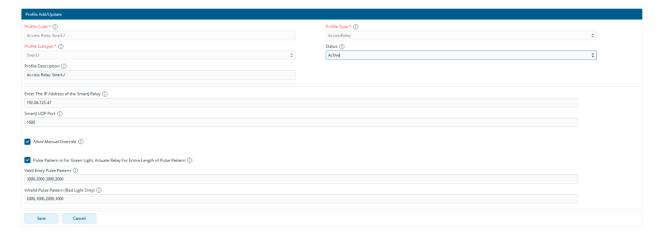
- 7 Enable the Start UDP Listening option.
- **8** Accept the default entry for *Listen on UPD Port* (57) or overwrite as needed. This is the server port on the TCP/IP Utility.
- 9 On the Access Control Monitoring group, select the workstations that will be viewed in the Access Control Monitor program. Traffic from workstations not in this list will not appear in the Visits DataGrid in the Access Control Monitor.
- 10 Click Save. You will be returned to Profile Assignments.



- 11 In Profile Assignments, link this Access profile at the Workstation Level of Profile Hierarchy, to the workstation from which Access Control will be run. This should be the workstation on which you just performed these steps.
- While logged into RecTrac on the machine designated to run Access Control, and while successfully connected to VIC, select the Access profile and click **Update**.
- 13 Click the "Configure" button at the bottom of the screen that matches your VIC installation (Configure Service for Access Control or Configure EXE for Access Control). The process will run automatically.
- 14 Click Continue when prompted.
- **15** Exit completely out of RecTrac. Do NOT save the session.
- 16 Close your web browser.
- 17 Exit the VIC and restart it.
- 18 Log back into RecTrac on the workstation.

Create and Link an AccessRelay Profile

- 1 In RecTrac, search for and go to Profile Assignments. Click **Add** to add a new profile.
- 2 Enter a *Profile Code* for your Access Relay profile.
- 3 Expand Profile Type and select "AccessRelay."
- 4 Expand SubType and select "SmartJ."
- **5** Enter a *Description*.
- 6 Click Create. You will continue to the Profile Update screen.





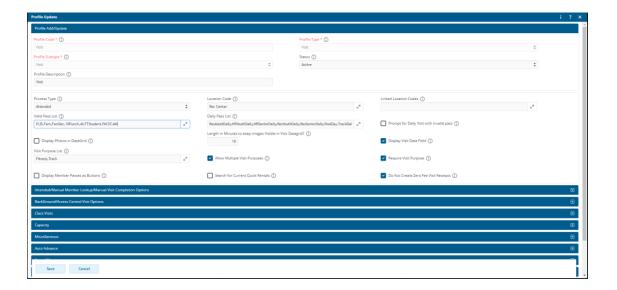
- 7 Enter the *IP Address* of the IBC 7000 relay. This is the IP address that you assigned to the Reader using the TCP/IP Utility.
- 8 Enter the UDP Port that you assigned to the Reader in the 7000 Reader Data Port (UDP) Port field.
- 9 Select the *Allow Manuel Override* option if users will be allowed to manually open the Access Point via the Access Control Monitor program.
- 10 Select the Pulse Pattern is for Green Light, Actuate Relay for Entire Length of Pulse Pattern option.
- 11 Enter your Valid Entry Pulse Pattern and Invalid Pulse Pattern values.
 - This is the time value in milliseconds for which you wish the Relay to toggle "on." For example, a flashing pattern 1000, 2000,1000,2000,1000; would equate to 1 second on, 2 seconds off, 1 second on, 2 seconds off, 1 second on
- **12** Click **Save**. You will return to Profile Assignments.
- 13 Link the AccessRelay profile at the Workstation Level of Hierarchy to the Access Control Workstation you created above. Repeat this step for each Access Point being setup

Create and Link a Visit Profile

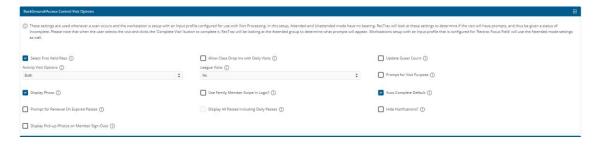
Starting at Step 7, these steps need to be updated to reflect the new Visit Profile with the Access Control group. We'll need two (2) screen shots: One for the Core group (like the old one below) and one for the Access Control group. Please be sure to use the Next Gen UI.

- 1 In RecTrac, search for and go to Profile Assignments. Click Add to add a new profile.
- 2 Enter a *Profile Code* for your Visit profile.
- 3 Expand Profile Type and select "Visit."
- 4 Expand SubType and select "Visit."
- **5** Enter a *Description*.
- 6 Click Create. You will continue to the Profile Update screen.





- 7 Open the Visit Pass List and select the Pass Codes that will be valid for this location.
- 8 Open the Daily Pass List and select the Daily Pass Code(s) that will be valid for this location:
- **9** Open the *Location Code* and select the Facility Location at which you will be processing Access Control.
- **10** Expand the **BackGround/Access Control Visit Options** group and enable the *Select First Valid Pass* option.



- 11 Expand the Miscellaneous Group, and open Access Ticket Daily Pass List. Select the Pass Codes that will be valid for this location. Likely this will be the same list of passes as you entered in the Daily Pass List above.
- 12 Open Access Control Monitor Manual Override Pass List and select the Pass Code that will be used when you click the manual override buttons in the Access Control Monitor. If you do not have a generic Daily Pass for this function, you can create one.





13 Fill in the remaining fields as necessary. Generally speaking, options for Prompts should be disabled. Use the Help icon for field level definitions, if needed.

14Click **Save** when ready. You will be returned to Profile Assignments.

15 Link the Visit profile at the Workstation Level of Hierarchy to the Access Control Workstation you created above.

Assigning Profiles

- 1 Access Relay and Visit profiles should be linked to the Access Control Workstation you created above.
- 2 Access and VIC profiles should be linked to the workstation on which you are processing.



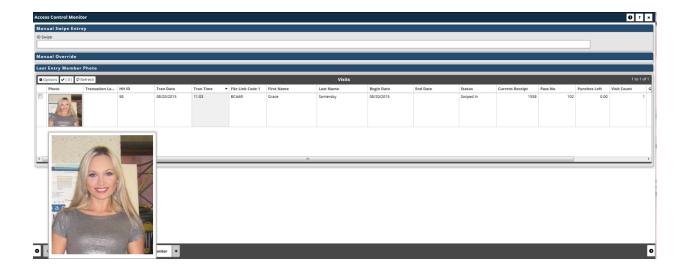
Access Control Daily Processing in RecTrac 3.1

Note: Access Control does not require a login to function. So long as VIC is running on the designated machine, Access Control will function.

- 1 To monitor swipes at the Access Points, log into RecTrac on the workstation that Access Control is using to process requests. This is the workstation to which you linked the Access and VIC profiles.
- 2 To view Access Visits, search for and go to Access Control Monitor.
- 3 Manual override for the profiles linked in the Access Profile should be displayed, as well as a DataGrid that displays recent Visits.

Verify that 3.1 Displays the Photo

If selected, the *Display Photos* option on the Access device will display an individual's photo (if a photo has been captured) for the person swiping into the access control point.





Troubleshooting

No Success with Connectivity Test

If you are unable to connect to your Qscan T/7000 device via the ICB TCP Utility V4.4, check the following setup configurations. You should not be connected to your turnstile or door strike while performing the following steps.

- From a DOS command prompt, attempt PINGing the device. If you are successful, unplug the CAT5e/6 cable from the Qscan T/7000 device and PING again. If you are still able to PING the IP, that specific IP is in use elsewhere on your network. You must configure the device with a different IP address.
- 2 Via the lcbtcp44 configuration software, verify that the correct IP addresses are assigned to each device.
- 3 Ensure the IP of the device and the IP of your machine are in the same Subnet mask.
- 4 If you are using a firewall client software, it must be disabled when attempting to connect to the device.
- 5 You cannot have an open connection to the Qscan T/7000 device within RecTrac. Make certain all other connections to this device are closed.
- 6 Once you can connect to the device, verify the connection with the test text files as explained in the Connectivity Test section. Also, make sure the card is read when swiping. If these tests do not work, there is a problem with the physical setup.

Other Problems

If you still cannot connect to the /Qscan T/7000 device, below are more items to check.

- 1 Test the power to the QscanT/7000.
- 2 Test CAT5e/6 cable to ensure it is working and functional. To test this, bypass the installed CAT5e/6 cable and run a temporary CAT5e/6 cable from the switch/hub to the /Qscan T/7000 device. Test again. If this works, your installed cable is bad. If it does not work, the problem lies elsewhere.

Unable to Connect to Qscan During Setup

- 1 Highlight the Qscan you are trying to configure and click the Resolve Dupe button.
- 2 Enter the Qscan's new IP address and click Next.



- 3 Enter the Qscan's new subnet mask and click **Next**.
- 4 Enter the Qscan's password: 11111 and click **Next**.
- **5** The Qscan will reboot.



Return to IBC 7000 RIB Configuration



Electric Strikes vs. Magnetic Locks

Magnetic Locks

All magnetic locks (aka: mag locks) will work with DC current only, usually 12 to 24 volts, so never connect a magnetic lock to AC current at any voltage.

All magnetic locks are fail-safe, which means that they need a constant source of power to remain locked. If power is removed, the lock will open.

All mag locks are silent even when powered and locked. Electricians recommend at least 1200 pound pull magnetic locks for normal sized doors.

Caution is recommended regarding use of magnetic locks with respect to fire and smoke safety. Always check Local Authority Having Jurisdiction (LAHJ) during installation planning.

Electric Strikes

Electric strikes are often used for "buzz in" type systems. They can be 12, 24, or even higher voltage and they can take AC or DC current or some both.

They may be fail-safe or fail-secure. A fail-safe electric strike needs power to keep it locked, whereas, a fail-secure strike remains locked even without power.

Fail-secure is the most common type used. A fail-secure strike remains locked from the outside even if no power. For egress or getting out, a door knob or lever on the lock allows for safe exit.

If you need the "buzzer" sound, select an AC strike and AC power source or transformer. If you do not want the "buzzer" sound, select a DC power source or transformer. The DC strike is almost silent when it releases, except for a slight "click" sound.

If you want to use a DC strike or magnetic lock, but still want the "buzzer" sound, you can connect a tiny buzzer in parallel between the power supply and the electric strike or magnetic lock to make buzzer sound when the lock releases.

Source: The Keyless Lock Store.