

# R A D I O N I C S

---

READYKEY® K6100 Readykey for Windows

---

Programming Record Sheets

---

## Notice

The material and instructions in this manual have been carefully checked for accuracy and are presumed to be reliable. However, Radionics, Inc. assumes no responsibility for inaccuracies and reserves the right to modify and revise this manual without notice.

It is our goal at Radionics to always supply accurate and reliable documentation. If a discrepancy is found in this documentation, please mail a photocopy of the corrected material to:

Radionics, Inc.  
Technical Writing Department  
1800 Abbott Street  
Salinas, California 93901

## UL Listings

UL 294 - Access Control System Units  
UL 1076 - Proprietary Burglar Alarm Systems

## Trademarks

Windows™ and Windows NT™ are trademarks of Microsoft Corporation  
Microsoft® and MS-DOS® are registered trademarks of Microsoft Corporation  
Novell™ and Netware™ are registered trademarks of Novell, Inc.

---

## Table of Contents

---

Introduction .....	1
1. Divisions .....	2
2. Workstations .....	3
3. Masters .....	4
4. Sites.....	5
5. Door Controllers .....	6
6. Areas .....	7
7. Doors.....	8
8. Time Periods .....	9
9. Time Profiles .....	9
10. Access Groups.....	11
11. Divisional Access Groups.....	12
12. Departments .....	13
13. Workgroups.....	14
14. Personnel.....	15



---

# Introduction

---

These programming sheets are intended to help you determine the information required to configure a basic Readykey for Windows system.

Once completed, the information can then be entered directly into the Readykey for Windows software.

The following aspects of programming a Readykey for Windows system are covered:

1. **Divisions**
2. **Workstations**
3. **Masters**
4. **Sites**
5. **Door Controllers**
6. **Areas**
7. **Doors**
8. **Time Periods**
9. **Time Profiles**
10. **Access Groups**
11. **Divisional Access Groups**
12. **Departments**
13. **Workgroups**
14. **Personnel**

Some of the programming sheets include space for many of the same items - e.g. up to five workstations may be entered onto a single page. Others, for example, divisions, require a separate sheet for each division being programmed.

If more of any item are being created in any one part of Readykey for Windows, then the appropriate sheet should be photocopied as required.

Before attempting to complete these programming sheets, you should be familiar with the following Readykey for Windows documents:

- *Readykey for Windows System Overview*
- *Readykey for Windows System Programming Manual*
- *Readykey for Windows Multi-PC Installation Manual*

Certain information boxes require a choice to be selected within Readykey for Windows - in these cases all the choices are shown in *italics* - delete the settings that are not applicable.

## Personnel Information

A large amount of information needs to be entered for each keyholder. To limit the amount of space required, a system of 'references' for Departments, Workgroups, Access Groups and Divisional Access Groups is suggested - these should be an abbreviation or mnemonic of the full name of the Department, Workgroup, Access Group or Divisional Access Group. A space for the 'reference' is included on the programming sheet, next to the full name of the relevant item.

In addition, no space is included on the programming sheet for each keyholder for the 'Extra Information' boxes (20 are available, each with up to 120 characters), or the Key code of the ID device being assigned.

# 1. Divisions

<b>Division Name</b>	
<b>Description</b>	
<b>Oldest Controller</b>	<i>K2100/K1100 with 18,000 Personnel / K2100/K1100 Version 3.0 or later / K2100/K1100 / K2000-N</i>
<b>Default ID Device</b>	
<b>Extra Info Title 1</b>	
<b>Extra Info Title 2</b>	
<b>Extra Info Title 3</b>	
<b>Extra Info Title 4</b>	
<b>Extra Info Title 5</b>	
<b>Extra Info Title 6</b>	
<b>Extra Info Title 7</b>	
<b>Extra Info Title 8</b>	
<b>Extra Info Title 9</b>	
<b>Extra Info Title 10</b>	
<b>Extra Info Title 11</b>	
<b>Extra Info Title 12</b>	
<b>Extra Info Title 13</b>	
<b>Extra Info Title 14</b>	
<b>Extra Info Title 15</b>	
<b>Extra Info Title 16</b>	
<b>Extra Info Title 17</b>	
<b>Extra Info Title 18</b>	
<b>Extra Info Title 19</b>	
<b>Extra Info Title 20</b>	

## 2. Workstations

---

<b>Workstation Name</b>		<b>Number</b>	
<b>Description</b>			
<b>Admin Port 1</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		
<b>Admin Port 2</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		

<b>Workstation Name</b>		<b>Number</b>	
<b>Description</b>			
<b>Admin Port 1</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		
<b>Admin Port 2</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		

<b>Workstation Name</b>		<b>Number</b>	
<b>Description</b>			
<b>Admin Port 1</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		
<b>Admin Port 2</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		

<b>Workstation Name</b>		<b>Number</b>	
<b>Description</b>			
<b>Admin Port 1</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		
<b>Admin Port 2</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		

<b>Workstation Name</b>		<b>Number</b>	
<b>Description</b>			
<b>Admin Port 1</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		
<b>Admin Port 2</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>		

### 3. Masters

---

<b>Master Name</b>	
<b>Description</b>	
<b>Type</b>	<i>K2100/K1100 / Single Site CNC / Multi-Site CNC</i>
<b>Workstation</b>	
<b>Workstation Port</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>

<b>Master Name</b>	
<b>Description</b>	
<b>Type</b>	<i>K2100/K1100 / Single Site CNC / Multi-Site CNC</i>
<b>Workstation</b>	
<b>Workstation Port</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>

<b>Master Name</b>	
<b>Description</b>	
<b>Type</b>	<i>K2100/K1100 / Single Site CNC / Multi-Site CNC</i>
<b>Workstation</b>	
<b>Workstation Port</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>

<b>Master Name</b>	
<b>Description</b>	
<b>Type</b>	<i>K2100/K1100 / Single Site CNC / Multi-Site CNC</i>
<b>Workstation</b>	
<b>Workstation Port</b>	<i>COM 1 / COM 2 / COM 3 / COM 4</i>



## 4. Sites

Division \_\_\_\_\_

<b>Site Name</b>			
<b>Master</b>			
<b>Port</b>	<i>Six Wire Bus / RS-232 Port 1 / RS-232 Port 2 / RS-232 Port 3</i>		
<b>Communications Type</b>	<i>Six Wire Bus / Direct RS-232 / Direct RS-232 &amp; Dataswitch / Direct RS-232 Cluster / Modem / Modem &amp; Dataswitch / Modem Cluster</i>		
<b>Telephone</b>			
<b>Baud Rate</b>		<b>Duration</b>	
<b>Dial Time 1</b>		<b>Dial Time 2</b>	

<b>Site Name</b>			
<b>Master</b>			
<b>Port</b>	<i>Six Wire Bus / RS-232 Port 1 / RS-232 Port 2 / RS-232 Port 3</i>		
<b>Communications Type</b>	<i>Six Wire Bus / Direct RS-232 / Direct RS-232 &amp; Dataswitch / Direct RS-232 Cluster / Modem / Modem &amp; Dataswitch / Modem Cluster</i>		
<b>Telephone</b>			
<b>Baud Rate</b>		<b>Duration</b>	
<b>Dial Time 1</b>		<b>Dial Time 2</b>	

<b>Site Name</b>			
<b>Master</b>			
<b>Port</b>	<i>Six Wire Bus / RS-232 Port 1 / RS-232 Port 2 / RS-232 Port 3</i>		
<b>Communications Type</b>	<i>Six Wire Bus / Direct RS-232 / Direct RS-232 &amp; Dataswitch / Direct RS-232 Cluster / Modem / Modem &amp; Dataswitch / Modem Cluster</i>		
<b>Telephone</b>			
<b>Baud Rate</b>		<b>Duration</b>	
<b>Dial Time 1</b>		<b>Dial Time 2</b>	

## 5. Door Controllers

Division \_\_\_\_\_ Site \_\_\_\_\_

<b>Controller Name</b>		<b>Address</b>	
<b>Description</b>		<b>Enabled?</b>	Yes / No
<b>Controller Type</b>	<i>K2100 with 18,000 Personnel / K1100 with 18,000 Personnel / K2100 Version 3.0 or later / K1100 Version 3.0 or later / K2100 / K1100 / K2000-N</i>		
<b>Lock Sharing Channels 1 &amp; 4 (1 &amp; 2 for K1100)</b>	Yes / No	<b>Lock Sharing Channels 2 &amp; 3 (not K1100)</b>	Yes / No
<b>Anti-Passback Channels 1 &amp; 4 (1 &amp; 2 for K1100)</b>	Yes / No	<b>Anti-Passback Channels 2 &amp; 3 (not K1100)</b>	Yes / No
<b>Manual Alarm Accept (K2100 &amp; K1100 Version 2.2 or later only)</b>	Yes / No	<b>Passback Timeout</b>	<i>0 / 10 / 15 / 20 / 25 / 30 minutes</i>

<b>Controller Name</b>		<b>Address</b>	
<b>Description</b>		<b>Enabled?</b>	Yes / No
<b>Controller Type</b>	<i>K2100 with 18,000 Personnel / K1100 with 18,000 Personnel / K2100 Version 3.0 or later / K1100 Version 3.0 or later / K2100 / K1100 / K2000-N</i>		
<b>Lock Sharing Channels 1 &amp; 4 (1 &amp; 2 for K1100)</b>	Yes / No	<b>Lock Sharing Channels 2 &amp; 3 (not K1100)</b>	Yes / No
<b>Anti-Passback Channels 1 &amp; 4 (1 &amp; 2 for K1100)</b>	Yes / No	<b>Anti-Passback Channels 2 &amp; 3 (not K1100)</b>	Yes / No
<b>Manual Alarm Accept (K2100 &amp; K1100 Version 2.2 or later only)</b>	Yes / No	<b>Passback Timeout</b>	<i>0 / 10 / 15 / 20 / 25 / 30 minutes</i>

## 6. Areas

Division \_\_\_\_\_ Site \_\_\_\_\_

Name	
Description	
<b>Entry Doors</b>	
<b>Alarm Inputs</b>	

Name	
Description	
<b>Entry Doors</b>	
<b>Alarm Inputs</b>	

# 7. Doors

Division \_\_\_\_\_ Site \_\_\_\_\_

Controller Name \_\_\_\_\_

<b>Channel 1 Name</b>				<b>Channel 2 Name</b>			
<b>Description</b>				<b>Description</b>			
<b>Entry Area</b>				<b>Entry Area</b>			
<b>Time Profile</b>				<b>Time Profile</b>			
<b>LRT</b>		<b>DOT</b>		<b>LRT</b>		<b>DOT</b>	
<b>Reader Type</b>				<b>Reader Type</b>			
<b>PIN Reader Time Profile</b>				<b>PIN Reader Time Profile</b>			
<b>Lock Type</b> <i>Fail Safe / Fail Secure</i>				<b>Lock Type</b> <i>Fail Safe / Fail Secure</i>			
<b>RTE</b> <i>Request to Exit / Request for Entry</i>				<b>RTE</b> <i>Request to Exit / Request for Entry</i>			
<b>Exit Out of Hours</b> <i>Yes / No</i>				<b>Exit Out of Hours</b> <i>Yes / No</i>			
<b>Emergency</b> <i>Yes / No</i>		<b>Free</b> <i>Yes /</i>		<b>Emergency</b> <i>Yes / No</i>		<b>Free</b> <i>Yes /</i>	
<b>Override</b>		<b>Exit</b> <i>No</i>		<b>Override</b>		<b>Exit</b> <i>No</i>	
<b>Elevator Reader</b> <i>Yes / No</i>				<b>Elevator Reader</b> <i>Yes / No</i>			
<b>Visual Verification</b> <i>Yes / No</i>				<b>Visual Verification</b> <i>Yes / No</i>			
<b>Channel 3 Name</b>				<b>Channel 4 Name</b>			
<b>Description</b>				<b>Description</b>			
<b>Entry Area</b>				<b>Entry Area</b>			
<b>Time Profile</b>				<b>Time Profile</b>			
<b>LRT</b>		<b>DOT</b>		<b>LRT</b>		<b>DOT</b>	
<b>Reader Type</b> _____				<b>Reader Type</b> _____			
<b>PIN Reader Time Profile</b>				<b>PIN Reader Time Profile</b>			
<b>Lock Type</b> <i>Fail Safe / Fail Secure</i>				<b>Lock Type</b> <i>Fail Safe / Fail Secure</i>			
<b>RTE</b> <i>Request to Exit / Request for Entry</i>				<b>RTE</b> <i>Request to Exit / Request for Entry</i>			
<b>Exit Out of Hours</b> <i>Yes / No</i>				<b>Exit Out of Hours</b> <i>Yes / No</i>			
<b>Emergency</b> <i>Yes / No</i>		<b>Free</b> <i>Yes /</i>		<b>Emergency</b> <i>Yes / No</i>		<b>Free</b> <i>Yes /</i>	
<b>Override</b>		<b>Exit</b> <i>No</i>		<b>Override</b>		<b>Exit</b> <i>No</i>	
<b>Elevator Reader</b> <i>Yes / No</i>				<b>Elevator Reader</b> <i>Yes / No</i>			
<b>Visual Verification</b> <i>Yes/No</i>				<b>Visual Verification</b> <i>Yes/No</i>			

## 8. Time Periods

Division \_\_\_\_\_

<b>Name</b>			
<b>Start Time</b>	:	<b>End Time</b>	:
<b>Monday</b>	Yes / No	<b>Friday</b>	Yes / No
<b>Tuesday</b>	Yes / No	<b>Saturday</b>	Yes / No
<b>Wednesday</b>	Yes / No	<b>Sunday</b>	Yes / No
<b>Thursday</b>	Yes / No	<b>Not System Holiday</b>	Yes / No

<b>Name</b>			
<b>Start Time</b>	:	<b>End Time</b>	:
<b>Monday</b>	Yes / No	<b>Friday</b>	Yes / No
<b>Tuesday</b>	Yes / No	<b>Saturday</b>	Yes / No
<b>Wednesday</b>	Yes / No	<b>Sunday</b>	Yes / No
<b>Thursday</b>	Yes / No	<b>Not System Holiday</b>	Yes / No

<b>Name</b>			
<b>Start Time</b>	:	<b>End Time</b>	:
<b>Monday</b>	Yes / No	<b>Friday</b>	Yes / No
<b>Tuesday</b>	Yes / No	<b>Saturday</b>	Yes / No
<b>Wednesday</b>	Yes / No	<b>Sunday</b>	Yes / No
<b>Thursday</b>	Yes / No	<b>Not System Holiday</b>	Yes / No

<b>Name</b>			
<b>Start Time</b>	:	<b>End Time</b>	:
<b>Monday</b>	Yes / No	<b>Friday</b>	Yes / No
<b>Tuesday</b>	Yes / No	<b>Saturday</b>	Yes / No
<b>Wednesday</b>	Yes / No	<b>Sunday</b>	Yes / No
<b>Thursday</b>	Yes / No	<b>Not System Holiday</b>	Yes / No

**Note:** The **Not System Holiday** option appears in the Time Profile screen or the Time Period screen depending on the oldest door controller in the system.

## 9. Time Profiles

Division \_\_\_\_\_

Name		
Description		
*Not System Holiday	Yes / No	
Time Profile Enabled	Yes / No	
Time Period 1		
Time Period 2		
Time Period 3		
Not System Holiday		

Name		
Description		
Not System Holiday	Yes / No	
Time Profile Enabled	Yes / No	
Time Period 1		
Time Period 2		
Time Period 3		

Name		
Description		
Not System Holiday	Yes / No	
Time Profile Enabled	Yes / No	
Time Period 1		
Time Period 2		
Time Period 3		

Name		
Description		
Not System Holiday	Yes / No	
Time Profile Enabled	Yes / No	
Time Period 1		
Time Period 2		
Time Period 3		

**Note:** The **Not System Holiday** option appears in the Time Profile screen or the Time Period screen depending on the oldest door controller in the system.

# 10. Access Groups

Division \_\_\_\_\_ Site \_\_\_\_\_

Name		Reference	
Description			
Time Profile 1		Time Profile 2	
Areas List 1		Areas List 2	

Name		Reference	
Description			
Time Profile 1		Time Profile 2	
Areas List 1		Areas List 2	

# 11. Divisional Access Groups

Division \_\_\_\_\_

Name		Reference	
Description			
Site	Access Group for Site		

Name		Reference	
Description			
Site	Access Group for Site		



# 12. Departments

Division \_\_\_\_\_

<b>Name</b>		<b>Reference</b>	
<b>Description</b>			
<b>Manager</b>			
<b>Access Groups</b>			

<b>Name</b>		<b>Reference</b>	
<b>Description</b>			
<b>Manager</b>			
<b>Access Groups</b>			

<b>Name</b>		<b>Reference</b>	
<b>Description</b>			
<b>Manager</b>			
<b>Access Groups</b>			

# 13. Workgroups

Division \_\_\_\_\_

<b>Name</b>		<b>Reference</b>	
<b>Description</b>			
<b>Department</b>			
<b>Access Groups</b>			

<b>Name</b>		<b>Reference</b>	
<b>Description</b>			
<b>Department</b>			
<b>Access Groups</b>			

# 14. Personnel

Division \_\_\_\_\_

Last Name	First Names	Department Reference	Workgroup Reference	Access Group or DAG Ref.	Type	Start/End Dates	Extra Access Ref.
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		
					<i>Pers./ Visitor</i>		

**Division** \_\_\_\_\_

Last Name	First Names	Department Reference	Workgroup Reference	Access Group or DAG Ref.	Type	Start/End Date	Extra Access Ref,
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		
					Pers./ Visitor		