

IP Series™ 100 LMP Software

Operating Instructions

The Sargent & Greenleaf IP Series 100 Keypad is designed to work with the LMP Software to provide additional administrative capabilities. The LMP Software can enable the administrator to work with multiple locks simultaneously.

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1. Login

- Type in the User Name and Password. The default login User Name is "Admin". This is case sensitive. The default password is "123456". Click on "OK". After entering these default logins, the password should be changed.
- A "nag" screen will remind the Administrator to change the password until the password is changed.

Change Default Password

- To change the default password, select the Administrator tab from the menu at the top of the screen. Then click on "Password" from the menu at the left.
- Select the User/Name to change the password. Enter your new password and then confirm it. Then, click on the 'Change' button on the left hand menu.

2. Programming with Dual Control

The following programming functions will not work using LMP for dual control locks and can only be accomplished by using the HTML interface:

- User management (adding, deleting, changing codes)
- Time delay management

Trying to program any of these features with LMP and a dual control lock will return the error "6124-Wrong Lock Model"

All other options such as timings, date and time, and holidays can be programmed, however, if you use a form, make sure and deselect the time delay option before sending the form to the keypad.

3. LMP Main Screen

After logging in, you will see the Main Screen. From this screen you can see the User Name, as well as the time and options available. To begin working in LMP, click on "Map" tab at the top left of the page.

MAP

- Global: The map is a big part of how locks are organized. Locks are first organized by selecting the Territory and then the country. The arrow at the bottom of the screen is used to zoom back out to the territorial and world map.

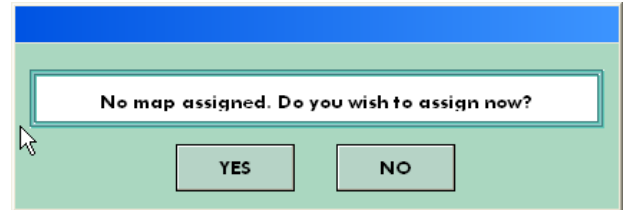
Click on the area you wish to view and use.

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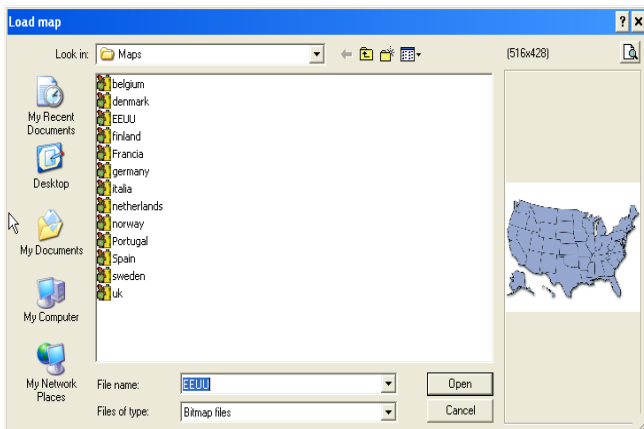
3. Map Administration

Once you have opened the Map, you have the option to Change Graphic, Delete Map and Edit Map. When you open the Map Administration menu, you will be asked to assign a map. Click on 'Yes' to assign a map.



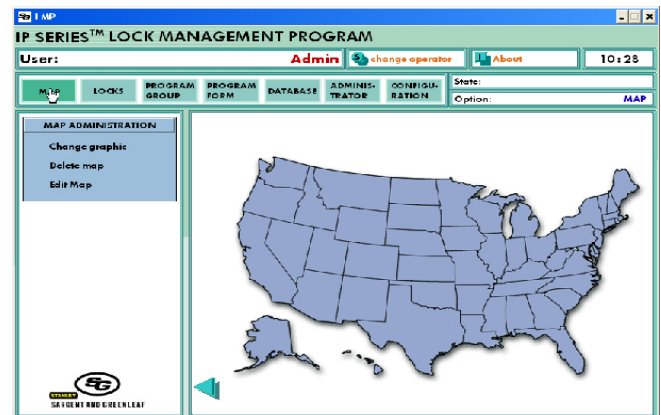
• **Select Map:** Next, select a country. Belgium, Denmark, Finland, France, Germany, Italy, Netherlands, Norway, Portugal, Spain, Sweden, United Kingdom and the United States are available for use. Highlight the country of your choice and click Open. In this example, we have selected the United States. Before you can continue with your selection, you will be asked to verify your choice.

If your country is not listed or you would like to create a custom map, you can add a map in bitmap format and 480 pixels wide and 315 pixels high.



• Once you have chosen your country, the map of that country will appear as shown here. On the left side of the map, there are a series of functions for Map Administration.

• **Change Graphic:** This feature allows you to change maps. By clicking on 'Change Graphic', you can select a new map by clicking on the country of your preference. That map will then be loaded.



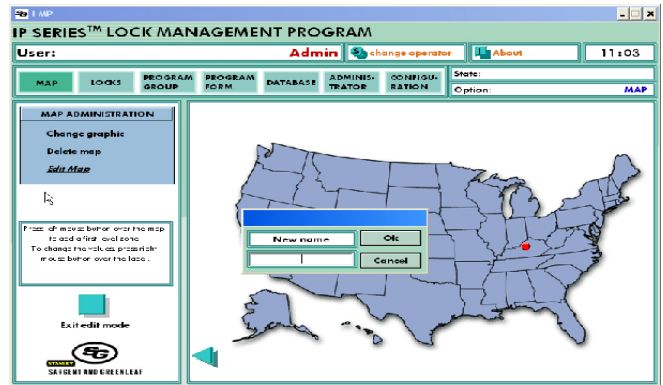
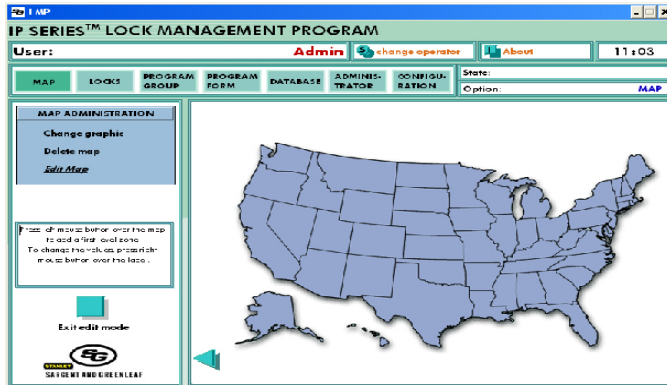
• **Delete Map:** You can choose to delete the map you have chosen. Click on 'Delete Map'. You will be asked to confirm this choice. If you want to proceed, click on 'Yes'. If you decide not to delete the map, simply click on 'No' and it will return you to the Map Administration Menu.



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- **Edit Map:** Push pins are placed on the states to supply a simple interface for navigating through multiple state installations. Click on the state you wish to add. You will be prompted to enter a name. Then, a red push pin will appear on the area you selected. To change the Font properties, you can right click on the state text while in Edit Map mode.



Once you have finished choosing a map, editing or deleting, you are ready to proceed to managing the locks.

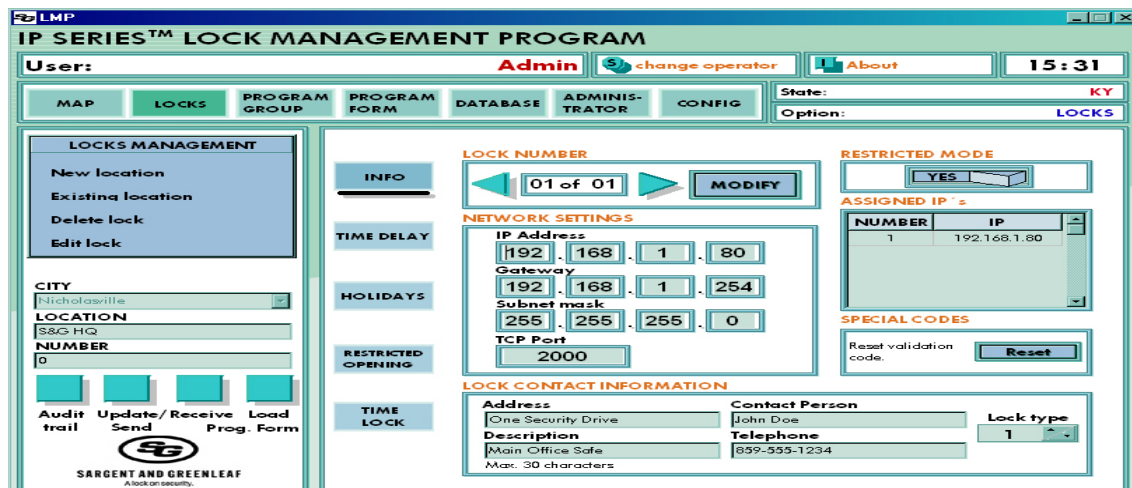
4. Locks

The LMP software provides a wide variety of lock and location functions. From the Locks Management Menu, you can add a new lock and/or location, as well as edit existing locks and locations.

• New Location: Information

To add a new lock to the system, the following items must be entered:

- City
- Location
- Location Number
- IP Address
- Subnet Mask
- Gateway
- TCP Port (2000)
- Address
- Description
- Contact Person/Telephone



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- Once you have entered the information, you can either click the 'New' button to save the lock settings or you can go to one of the other menus to finish configuring the lock. Regardless of how you choose to proceed, you MUST click the New Button or your settings will be lost.

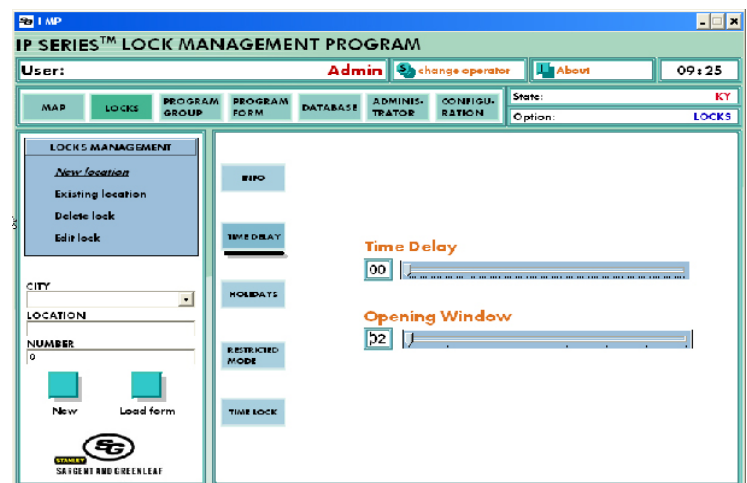


After you have entered all of the "INFO" section of the New Location button, you can proceed to each tab under the New Location Menu, including Time Delay, Holidays, Restricted Opening and Time Lock.

• New Location: Time Delay

Time Delay may be set accordingly for the type of lock that is being programmed. The 6124 and 6125 have a Time Delay of 1 to 99 minutes with an opening window of 1 to 15 minutes. The 6120 has a Time Delay of 1 to 9 minutes with a fixed opening window of 2 minutes. The 6123 has a Time Delay of 1 to 99 minutes, with an opening window of 2 to 9 minutes.

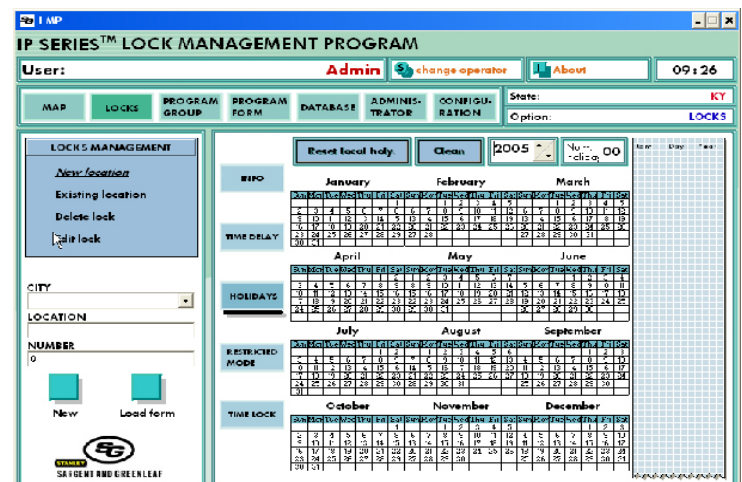
Select your Time Delay and Opening Window by entering a number in the box or by sliding the bar across the scale.



• New Location: Holidays

Up to 15 LMP holidays may be configured. The lock will be blocked for the complete 24 hour period selected.

To enter the Holidays, simply click on the date on the calendar that you wish to be blocked. If you make a mistake, simply press the 'Clean' button located above the calendars. You are not limited to only entering the current year. Change the year of the calendar by pressing the up or down arrow.

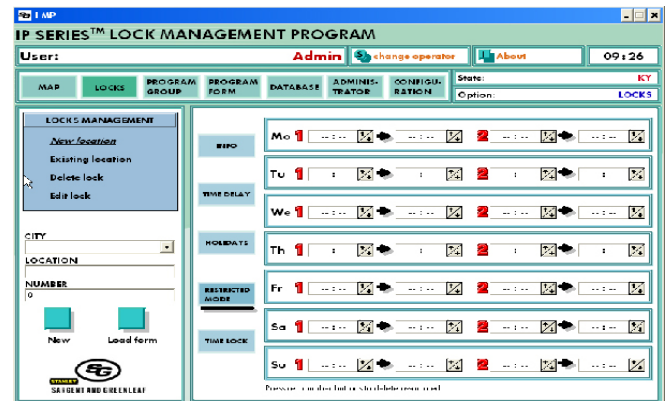


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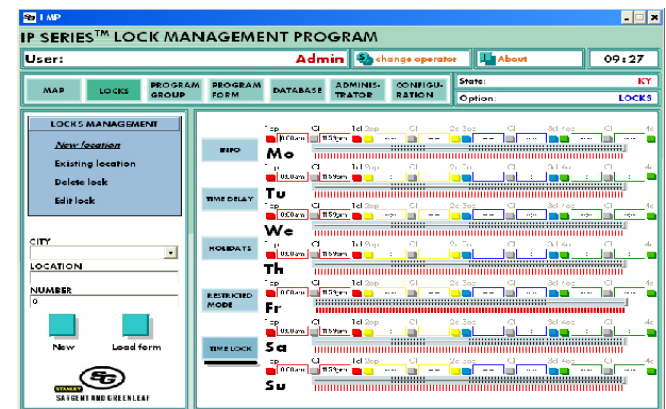
• New Location: Restricted Opening

There are two active windows that may be set for restricted opening. While these windows are active, the safe that contains a keypad with restricted opening enabled may NOT be open at the same time another safe on the same site is open. Once the other safe is secured, the safe with restricted opening may be opened. This can be set up for all locks at a site to prevent multiple safe doors from being opened simultaneously.



• New Location: Time Lock

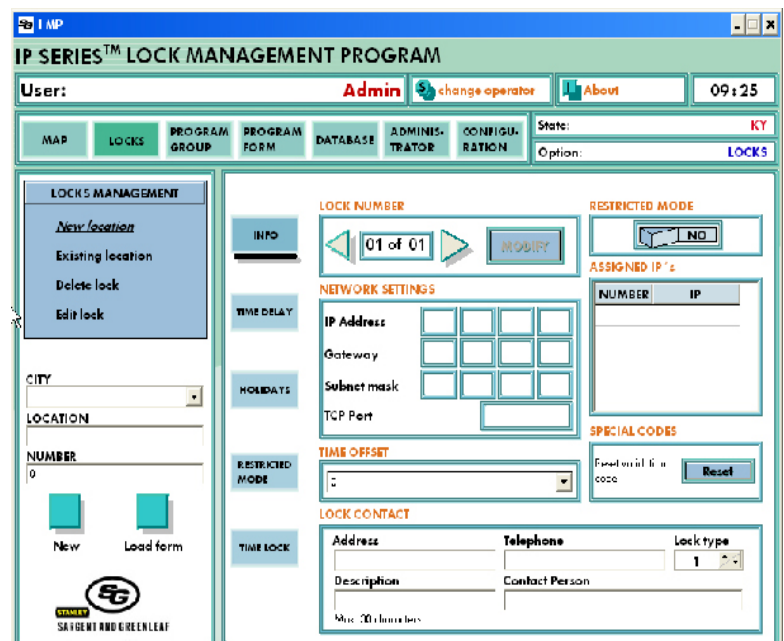
You may configure up to 4 opening windows per day by selecting 1op using the track bar to set the open time and then click the 1cl button to set the close time. Repeat for each of the additional Open and Close buttons as needed. To disable the Time Lock and allow opening all day, 1op should be set to 00:00 and 1cl should be set to 23:59.



• Existing Location: Information

To add a lock in the system, the following items must be entered:

- IP Address
- TCP Port
- Address
- Description
- Contact Person/Telephone Number



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•Delete Lock

Locks may be deleted from the system. Click on the lock you wish to delete. Click the 'Delete' button to remove the lock from the system. You will be asked if you are sure before the lock will be deleted.

• Existing Location: Edit Lock

As the name states, you can make changes to the lock from this point.

• Edit Lock: Audit Trail

By clicking the 'Audit Trail' button, the last 500 events may be downloaded and reviewed. The events are broken up into 100 event clusters. If you need to view the last 100 events, you would select '1' when prompted from the group of events to download. Selecting '2' would download the 100 previous to those, etc.

From here, you can choose to print the audit trail or save it. Click on Print/Save for this option.

• Edit Lock: Receive Program

This downloads the current settings from the keypad. By clicking the 'Update' button, the current keypad settings will be applied to the LMP Software for the selected keypad. This will allow re-synchronization if the keypad was programmed from the HTML Interface.

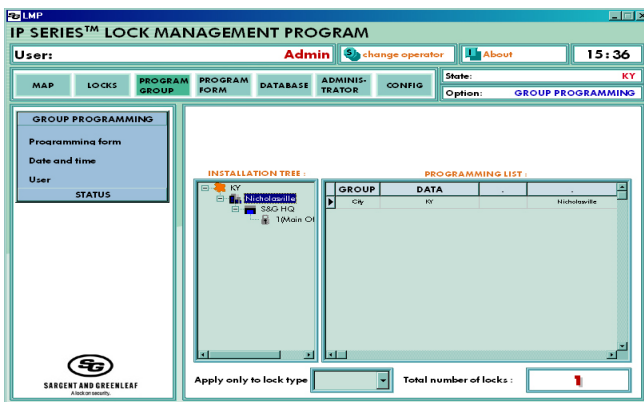
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5. Group Programming

- Programming Form:

By dragging locks from the 'Programming Tree' to the 'Programming List', groups of locks may be programmed simultaneously by applying a programming form to them. A Programming Form may be applied by clicking the 'Load' button and selecting the desired form. Time Delay and Restricted Opening settings may be applied as needed by using the buttons in the top right corner before clicking 'Program' in the bottom left. The programming status bar will pop up after the 'Program' button is pressed to show the programming status.

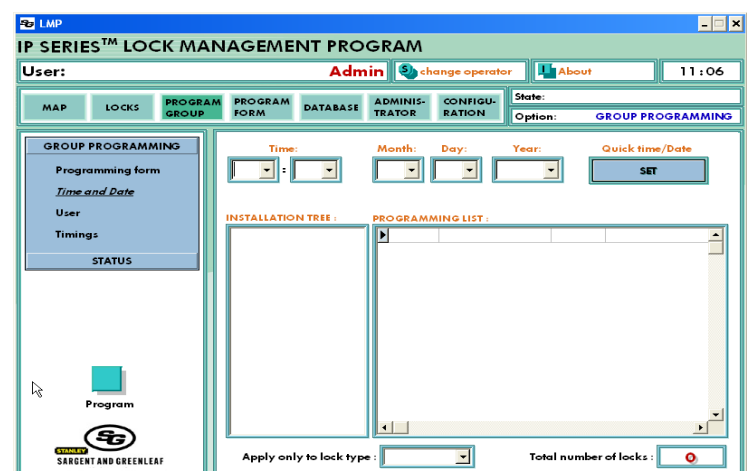
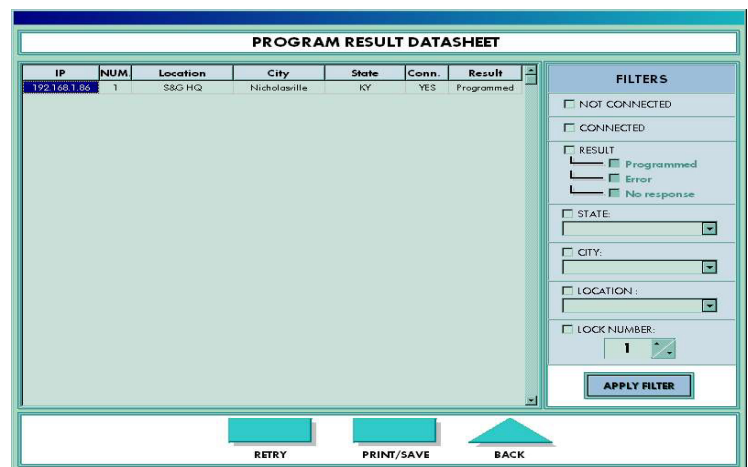


Once programming is complete, you may review the Program Result Data sheet to ensure that all units selected were successfully programmed. A successfully programmed unit shows 'Programmed' in the Result Field. Clicking the 'Retry' button will retry programming any unsuccessfully programmed units.

- On this data sheet, you have the ability to select 'Filters'. These filters allow you to include or exclude certain criteria, such as location, city, lock number and others. To choose the filter, click in the square next to the criteria you wish to filter. Then, click 'Apply Filter'.

- Time and Date:

By clicking the 'Set' button in the top right, the keypads in the programming list will be programmed with the PC's current date and time once the 'Program' button is clicked. You can also set a different time for locks in use in other time zones.



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- User:

Users may be added, edited and deleted from the lock and keypad by selecting the user to administer and selecting the appropriate button in the top left. For adding a new user, the appropriate user position should be selected and a new, unassigned User Code should be entered in the top right. The user will be added to all of the locks in the programming list after the 'Program' button has been clicked.

- Status: From the Status Menu, you can perform a Network Check and check the 'Real Time' status of your system.

- Status: Real Time Status

By selecting 'Real Time Status', you may view the current status of the locks in your Programming List in "real time".

- Status: Network Check

You can verify proper network operation by performing a 'Network Check'. The results returned are similar to Ping and can be interpreted the same way.

IP SERIES™ LOCK MANAGEMENT PROGRAM

User: Admin change operator About 11:06

MAP LOCKS PROGRAM GROUP PROGRAM FORM DATABASE ADMINIS- TRATOR CONFIGU- RATION State: Option: GROUP PROGRAMMING

GROUP PROGRAMMING

Programming form
Time and Date
User
Timings
STATUS

Program

INSTALLATION TREE: PROGRAMMING LIST:

Apply only to lock type: Total number of locks: 0

IP SERIES™ LOCK MANAGEMENT PROGRAM

User: Admin change operator About 12:21

MAP LOCKS PROGRAM GROUP PROGRAM FORM DATABASE ADMINIS- TRATOR CONFIGU- RATION State: Option: GROUP PROGRAMMING

GROUP PROGRAMMING

Status
Network check

Real time

INSTALLATION TREE: PROGRAMMING LIST:

Apply only to lock type: Total number of locks: 2

REAL TIME

IP	LOCATION	CITY	STATE	N	DOOR	MAGNE	BOLT	STATUS
192.168.1.254	S&G HQ	Nicholasville	KY	1	Closed	Closed	Normal	Normal

PREVIOUS 1 of 1 NEXT BACK

NETWORK CHECKING RESULTS

IP	Location	City	State	Device	Result (ms)
192.168.1.254	S&G HQ	Nicholasville	KY	Gateway	0
192.168.1.66	S&G HQ	Nicholasville	KY	Lock	0

FILTERS

☐ NOT CONNECTED
☐ CONNECTED
 25 msec
☐ from ☐ to ☐ exact
☐ STATE
☐ CITY
☐ LOCATION
 APPLY FILTER

PRINT/SAVE BACK

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6. Programming Form

• New Form: Time Delay

Time Delay may be set accordingly for the type of lock that is being programmed. The 6124 and 6125 have a Time Delay of 1 to 99 minutes, with an opening window of 2 to 10 minutes. The 6120 and 6123 have a Time Delay of 1 to 9 minutes with a fixed opening window of 2 minutes. See Lock Programming for the latest time delay setting.

• New Form: Holidays

Up to 15 manager holidays may be configured. The lock will be blocked for the complete 24 hour period selected.

• New Form: Restricted Opening

There are two active windows for the restricted opening that may be set. While these windows are active, the safe that contains a keypad with restricted opening enabled may not be open at the same time another safe on the same site is open. Once the other safe is secure, the safe with restricted opening may be opened. This can be set-up for all locks as a site to prevent multiple locks from being opened simultaneously.

• New Form: Time Lock

You may configure up to 4 opening windows per day by selecting 1op using the track bar to set the open time and then click the 1cl button to set the close time. Repeat for each of the additional Open and Close buttons as needed. To disable the Time Lock so the safe will be able to be opened all day, 1op should be set to 00:00 and 1cl should be 23:59.

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Load Form:

Programming Forms may be loaded for modification or used as a starting point for a new form and saved under a new name.

7. Database

• Look Up: Location

You may look up groups of locks by selecting the appropriate check box and filling in the appropriate query information. By clicking 'Search', the query will run and return the results. To Print or Save the results from this query, click on 'Print/Save'.

• Look Up: Lock

You may look up individual or smaller groups of locks by using this look-up tool. Select the appropriate check box and fill in the appropriate query information. By clicking 'Search', the query will run and return the results. To Print or Save the results from this query, click on 'Print/Save'.

• Database Management: Restore DB

A previously backed-up database may be restored by selecting the backed-up database and clicking 'Restore'.

This should only be used under extreme circumstances, as it will overwrite the database that is currently in use.

• Database Management: Delete DB

If there is a previous database or one that is no longer used, you can delete it here.

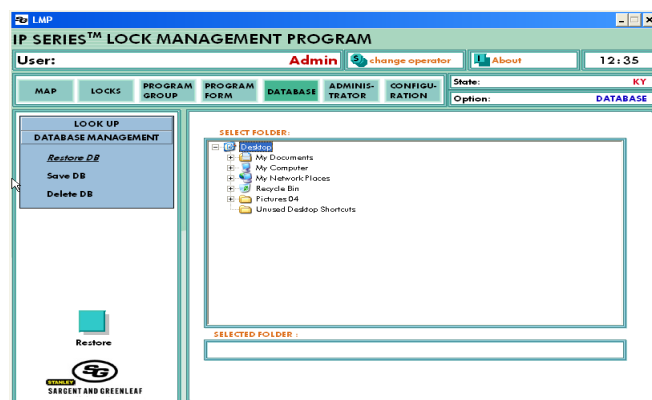
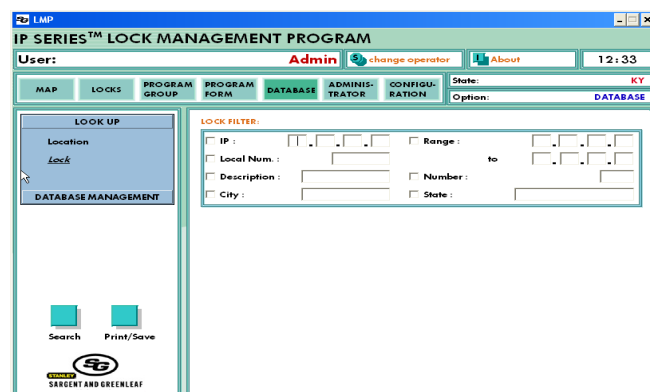
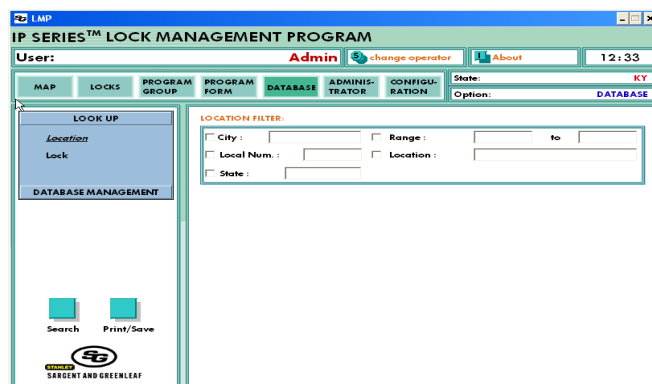
• Database Management: Save DB

To save a new database, click on the Save DB button here. You can then select where the database should be filed. You can also enter a new file name.

Operating Instructions

Delete Form:

To minimize clutter, unused programming forms may be deleted.



Operating Instructions

- Operators: New

To add operators, enter the new name. Then enter a new password. Confirm the password. You will then be asked to enter your User Name and your Password. If the operation is successful, you will receive an “operation successful” message.

- Operators: Delete

Unused operators may be deleted for additional security.

- Operators: Permissions

Permissions may be assigned to each operator to restrict access and authority to perform certain functions. From this screen, you can allow or deny access to files, forms, configuration, database functions, and authorization. To select a function, click in the box to the left of the description. To deselect, simply click on the checked box.

- Actions Log:

The actions log is essentially an audit trail for LMP. This log contains all events that affect lock programming, as well as critical events within LMP.

- Filter actions may also be performed by checking the appropriate box and entering or selecting specific query information. To select any of the filters, click on the box to the left of the description. Then select the filter from the drop down menu. To turn off a filter, simply uncheck the box.

- Actions Log: Print/Save

The Actions Log may be printed or saved by clicking the 'Print/Save' button at the bottom of the Actions Log page.

IP SERIES™ LOCK MANAGEMENT SERIES

User: **Admin** [change operator](#) [About](#) 11:11

MAP LOCKS PROGRAM GROUP PROGRAM FORM DATABASE ADMINIS- TRATOR CONFIGU- RATION

State: ADMINISTRATOR

Operator selection

USER

Operator 1

ENTER NEW NAME

User 1

ENTER NEW PASSWORD

CONFIRM NEW PASSWORD

New

SARGENT AND GREENLEAF

IP Series™

IP Series™ Lock Management Program

User: Admin change operator About 11:12

MAP LOCKS PROGRAM GROUP PROGRAM FORM DATABASE ADMINISTRATOR CONFIGURATION

State: ADMINISTRATOR

Option: ADMINISTRATOR

OPERATORS

New

Delete

Permissions

ACTIONS LOG

PASSWORD

Operator selection

NAME USER

User 1 Operator 1

Delete

SARGENT AND GREENLEAF

IP SERIES™ LOCK MANAGEMENT PROGRAM

User: Admin Change operator About 11:12

MAP LOCKS PROGRAM GROUP PROGRAM FORM DATABASE ADMINISTRATOR CONFIGURATION

Status: ADMINISTRATOR
Option:

Operator selection

OPERATORS

New

Delete

Permissions

ACTION LOG

PASSWORD

NAME USER

User1 Operator1

FILES PROGRAM FORM PROGRAMMING

NEW

☐ Universal group

DELETE

☐ DELETE

☐ LOAD

AUTHORIZED WITH:

GROUP

Administrator
Operator
Operator 2

☒ SINGLE MODE

STATUS

☐ Real time

☐ Hardware clock

☐ Pin display

CONFIGURATION

LEVELS

LOG

DATABASE

DATABASE

☐ Restore DB

☐ Delete DB

GENT AND GENTLE

ACTIONS LOG SEARCH

FILTERS

<input type="checkbox"/> ACTION :	<input type="text"/>	<input type="checkbox"/> TIME:	<input type="text"/> from <input type="text"/> to <input type="text"/> AM PM	<input type="checkbox"/> DATE:	<input type="text"/> Month: <input type="text"/> Day: <input type="text"/> Year: <input type="text"/>	<input type="checkbox"/> NUMBER:	<input type="text"/>
<input type="checkbox"/> OBJECT:	<input type="text"/>	<input type="checkbox"/> FROM:	<input type="text"/> from <input type="text"/> to <input type="text"/> exact	<input type="checkbox"/> C from	<input type="text"/> C to <input type="text"/> exact	<input type="checkbox"/> I NUMBER:	<input type="text"/>
<input type="checkbox"/> AREA:	<input type="text"/>	<input type="checkbox"/> AUTHOR:	<input type="text"/>	<input type="checkbox"/> C from	<input type="text"/> C to <input type="text"/> exact	<input type="button" value="APPLY FILTER"/>	

Action	Target	Number	Area	Time	Date	Operator
Programmed	Fire			3:12:13 PM	12/6/2004	Administrator
Programmed	Real time			3:11:42 PM	12/6/2004	Administrator
Programmed	User			3:10:27 PM	12/6/2004	Administrator
Programmed	Date and time			3:09:33 PM	12/6/2004	Administrator
Programmed	Programming form			3:03:31 PM	12/6/2004	Administrator
Programmed	Programming form		Demo	3:02:38 PM	12/6/2004	Administrator
Saved	Programming form		Demo	3:02:28 PM	12/6/2004	Administrator
Saved	Programming form		Demo	3:00:50 PM	12/6/2004	Administrator
Edited	Lock	1	S&G HQ	3:00:27 PM	12/6/2004	Administrator
Edited	Lock	1	S&G HQ	3:00:27 PM	12/6/2004	Administrator
Programmed	Lock	1	S&G HQ	3:00:21 PM	12/6/2004	Administrator
Edited	Lock	1	S&G HQ	3:00:07 PM	12/6/2004	Administrator
Edited	Lock	1	S&G HQ	3:00:02 PM	12/6/2004	Administrator
Edited	Lock	1	S&G HQ	2:59:51 PM	12/6/2004	Administrator
Edited	Lock	1	S&G HQ	2:59:49 PM	12/6/2004	Administrator
Received	Configuration	1	S&G HQ	2:59:34 PM	12/6/2004	Administrator

PRINT/SAVE
BACK

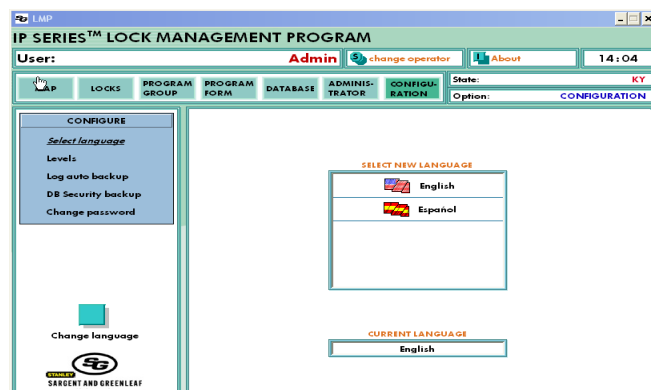
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9. Configuration

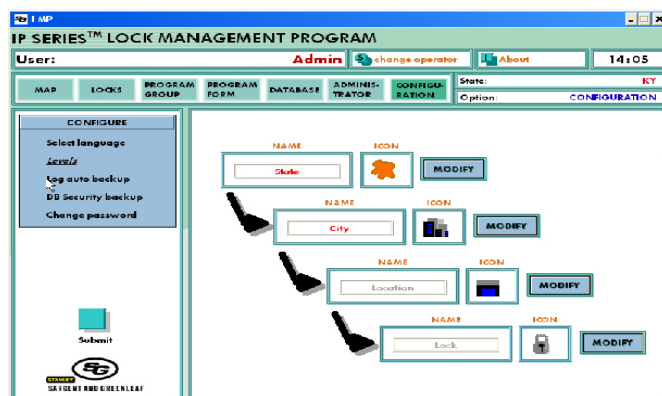
- Select Language:

Select the appropriate language for the LMP software from this screen.



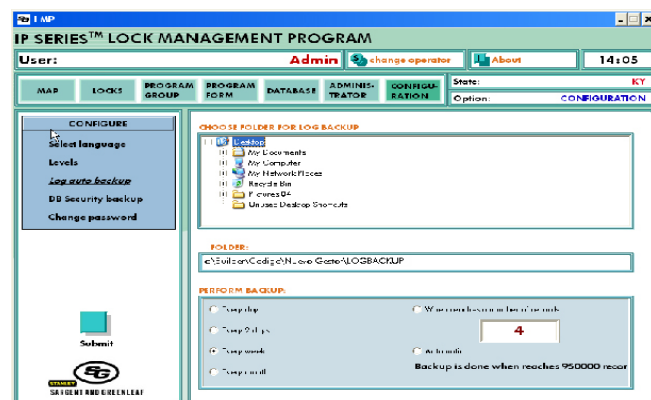
- Levels:

If your levels are different than State, City Location, etc., you can customize the top two to more closely reflect your configuration. Example: Region, City may be more appropriate for some installations.



- Log: Auto Backup

Select the destination and frequency that the Actions Log should be backed-up. This will maintain a complete history of the LMP software audit trail.

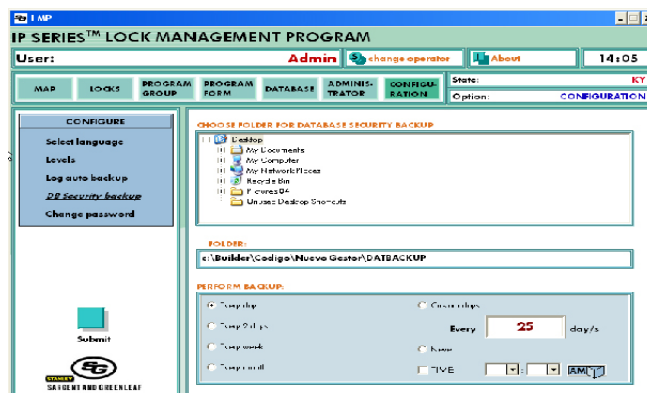


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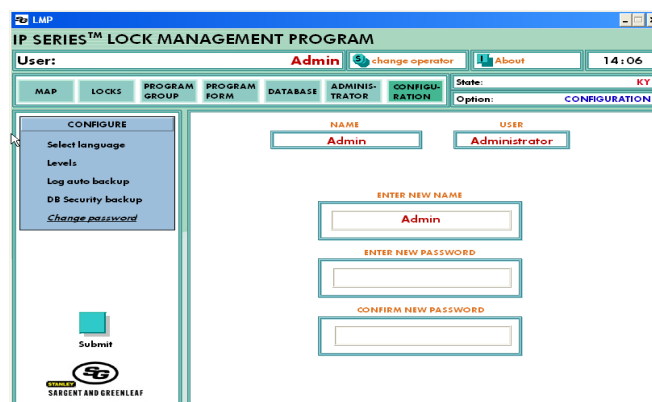
- DB Security Backup:

Select the destination and frequency that the Locks Database should be backed-up. This should be set-up and configured during software set-up to ensure that back-ups occur at regular intervals.



- Change Password:

The LMP operator that is currently logged in may change their own password.



10. About

- Information:

This provides important diagnostic information such as Operating System and Service Pack.

IP Series™ 100 LMP Software

Operating Instructions

Warranty LMP Software

Limited Warranty

Seller warrants that for two (2) years from the date of shipment from Seller's point of manufacture, the goods will be free from defects in material and workmanship, provided the goods are normally and properly used according to the Seller's written instructions.

THIS WARRANTY IS EXPRESSLY MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. S&G DOES NOT WARRANT THAT THE GOODS ARE MERCHANTABLE OR FIT FOR ANY PARTICULAR PURPOSE EXCEPT AS EXPRESSLY PROVIDED HEREIN.

Seller's entire liability and Buyer's exclusive remedy in the event that the goods do not conform to the foregoing warranty shall be Seller's repair or replacement of the goods (including payment of freight costs to and from point of manufacture). This warranty does not apply to batteries or damage from battery leakage.

SELLER SHALL HAVE NO LIABILITY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES. SELLER DOES NOT WARRANT ITS LOCK PRODUCTS TO BE IMPERVIOUS TO FORCIBLE OR SUR-REPTITIOUS ENTRY, AND SELLER SHALL HAVE NO LIABILITY FOR DAMAGE TO OR LOSS OF PROPERTY SOUGHT TO BE PROTECTED BY ANY SUCH LOCK.

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