

## Software Installation Instructions

# IP Series 101 Exception Reporter Software

## Electronic Safe Lock Management Tool



The Sargent & Greenleaf IP Series Keypad is designed to work with the Exception Reporter Software to provide additional monitoring capabilities. The Exception can enable supervisors to monitor multiple locks simultaneously with a minimum of effort.

### Minimum System Requirements

#### Hardware Requirements:

Processor speed of 700 MHz or higher  
512 MB of memory  
Up to 5000 MB of free disk space  
Network adapter (TCP/IP)

#### Software Requirements:

Microsoft® Windows® 7 or  
XP PRO operating system

### Step 1: Installing the Software

Insert the Exception Reporter Software CD. The installation routine should start automatically. If it does not start automatically, go to *My Computer* and double-click on the CD-ROM symbol. Run *Setup*.

### Step 2: Welcome

The first screen that appears is the Welcome Screen for the Installation Wizard. Click *Next* to proceed with the installation.



### Step 3: License Agreement

The next screen will be the License Agreement. Read the license agreement. If you agree, select *I accept the terms in the license agreement* by clicking on the circle next to the statement. Then, click *Next* to continue the installation. If you do not agree, you cannot continue with the installation.

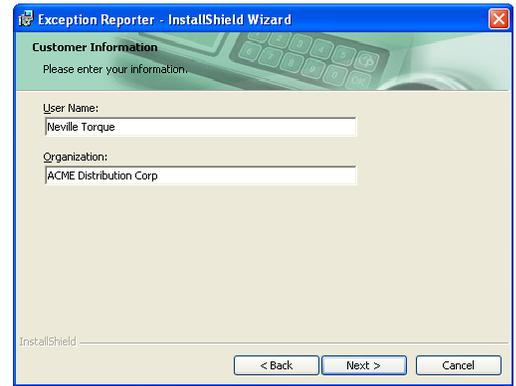


Sargent & Greenleaf, Inc.  
PO Box 930  
Nicholasville, KY 40340-0930  
Phone: (800)-826-7652 Fax: (800)-634-4843  
Phone: (859)-885-9411 Fax: (859)-887-2057

Sargent & Greenleaf S.A.  
9, Chemin du Croset  
1024 Ecublens, Switzerland  
Phone: +41-21 694 34 00  
Fax: +41-21 694 34 09

## Step 4: Customer Information

Enter the Customer Information by entering a *User Name* and the *Organization Name*. Click *Next* to continue.



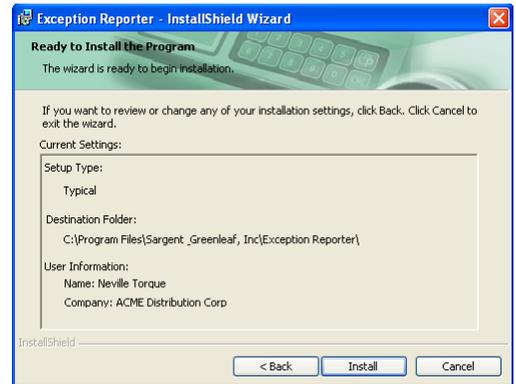
## Step 5: Install Type

Select the type of installation that is best for your application. *Typical* is recommended for all first time installations.



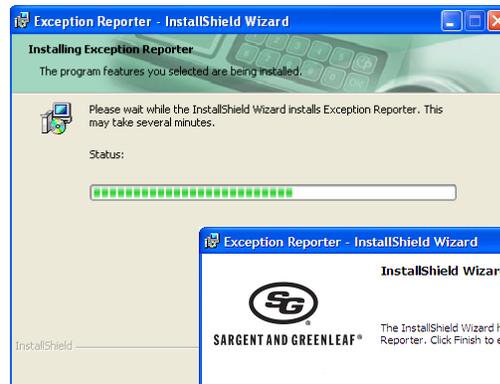
## Step 6: Install Location

Select a destination folder for the software. Installing in the default location is recommended. Click *Next* to continue.



## Step 7: Review Settings

Review the information you have entered. If everything listed is correct, click *Install* to continue with the installation. If not, click *Back* to go back and correct any information.



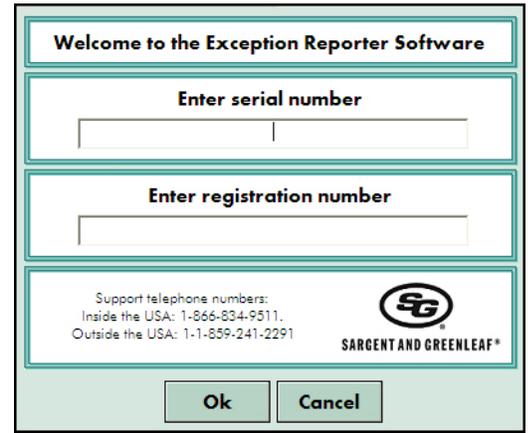
## Step 8: Finish

Upon completion, the software will indicate that the LMP Software was successfully installed. Click *Finish* to complete the installation.

## Step 9: Serial Number and Registration Number

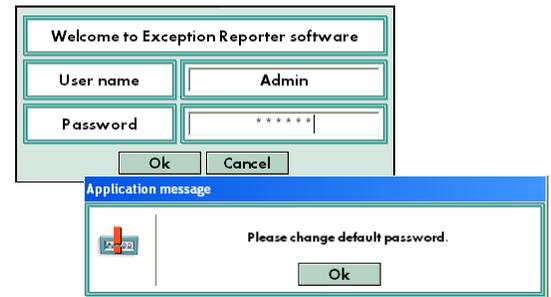
After the Install Wizard has finished, start the Exception Reporter application just installed, and you will receive a prompt to enter the *Software Serial Number* and *Registration Number*. These should be located on the software package. These numbers are also located in the *Setup* software file.

Enter the numbers and then click *OK*.



## Step 10: User Name and Password

Once you have entered the registration numbers, this screen will appear. Enter the default *User Name* as *Admin* and the *Password* as *123456*. Click *OK*. You will then be reminded to change your password for security purposes.



## Step 11: Password Change

The first time the Lock Management Program is run, be sure to log on as the Administrator (by following the steps above) to allow the software to initialize properly, and to allow you to set up other operators. Change the Administrator's password immediately to maintain the security of the system. This function is accessed by clicking on *Password* in the *Settings* menu.

