

# Digilock®

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Installation & Administration Guide



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## **Contacting Technical Support:**

For Technical Support or Warranty Service, contact:

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**Makers of Digilock**

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For Additional Products and Product Accessories, contact:

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# The Digilock Management System:

## The Installation and Administration Guide

This guide is designed for the owner and/or the person responsible for installing and administering the Digilock Management Software. For information on the operation and use of the Digilock Management Software see the Digilock Management System's User Guide.

## Finding Additional Help

For information on using the Digilock Software see the Digilock Management System User Guide.

For problems using the software see the Troubleshooting section of the Digilock Management Software User Guide.

Additional help is also available by accessing the **Help** menu (or by pressing **F1**) in the Digilock Software.

## **Digilock Audit Trail Kit Includes:**

**Digilock Management Software:** A CD ROM containing the Digilock Management Software for maintaining and programming authorized management bypass keys to the lock groups.

**Programming Box:** Provides a communication link between the Digilock H Series Locks and the Software Programming Key.

**Software Programming Key:** Programs the H Series Locks and receives audit trail information from the H Series Locks.

**User Guide:** Information for using the Digilock Management System.

**Installation and Administration Guide:** Installing the Digilock Management Software and issuing Software User Rights.

# Installing the Digilock Software:

## Digilock Software Overview

Please read this entire chapter before installing the Digilock Software.

This chapter demonstrates:

- System Requirements
- Installing the Digilock Software
- Installing the Programming Box
- Uninstalling the Digilock Software

## **System Requirements:**

Successful operation of the Digilock Software requires:

- Windows 95 or higher
- A 486 DX processor or higher
- 15 Megabytes of hard drive or more
- 8 Megabytes of RAM or more
- A CD-ROM drive
- 1 free USB

You will need additional hard drive space to maintain the Management Software.



## **Installing the Software:**

**WARNING: DO NOT INSTALL THE PROGRAMMING BOX BEFORE INSTALLING THE SOFTWARE.**

To install the software:

1. Close any applications that are currently running.
2. Insert the Digilock Management Software CD into the CD-ROM. The CD should automatically load.

If the CD does not automatically load, double click the SETUP.EXE file on the CD-ROM.

4. Click OK to install the software.
5. At the Welcome Screen, follow The Digilock Setup Wizard and click Finish to complete the setup.

**NOTE:** Once the software is installed, the Programming Box must be installed before launching the software.

# Installing the Programming Box:

Before installing the Programming Box, be sure you have installed the software.

To install the programming box:



1. Close out of any open applications.
2. Insert the Programming Box USB connector to an available USB Port on your computer.
3. The Welcome to the Found New Hardware Window will appear. Select No, Not at this Time and click Next.



4. At the next prompt, select Install the Software Automatically (recommended) and click next.



5. Click Finish to close the wizard



## **Uninstalling the Software:**

To remove the Digilock Management Software:

1. From your Windows desktop, select Start-Settings-Control Panel.
2. Double-click on Add/Remove Programs.
3. From the Add/Remove Programs tab, select KMH from the program list.
4. Select Change/Remove to uninstall the Digilock Software.
5. Select Yes to completely remove KMH and all of its components.

## **Managing the Digilock Management Software:**

The System Administrator controls who has access to the software and what level of access others have when entering the Digilock Management Software.

This chapter demonstrates:

- Launching the Digilock Software
- Initializing the Software Programming Key
- System Administration Menu Overview
- Granting Digilock Software User Rights
- Adding, editing and deleting Digilock Software Users.

# Launching the Digilock Management Software:

The first time you login to the Digilock Management Software you will use a default User Identification (ID) and Password

You will be required to change the defaults immediately. This new User ID and Password becomes the System Administrator. Please be sure to write down your new User ID and Password



KMH

To launch the Digilock Management Software:

1. Double click the KMH icon on your Windows desktop. This displays the Login Window:

The first time you login to the Digilock Management Software, use these defaults: (You will be prompted to change these defaults immediately).

Default User ID: **sa** Default Password: **sesame**

A screenshot of the Digilock Login window. The window has a blue title bar with the word "Login" in white. The main area has a light beige background. At the top center, the word "Digilock" is displayed in a bold, black, sans-serif font. Below this, there are two input fields: "User ID:" followed by a white text box, and "Password:" followed by a white text box. To the right of the "User ID" field is a button labeled "OK". To the right of the "Password" field is a button labeled "Cancel". Below the "Cancel" button is a button labeled "Help".

2. Change the default fields with your information and click OK.

3. Be sure to write down your new User ID and Password.

## Initializing the Software Programming Key:

After changing the default User ID and Password, you will be prompted to Make the First Programming Key. Click OK to continue.



When the Insert Key prompt is displayed, insert the Software Programming Key (red) into the Programming Box until you are notified that the key has been registered as an authorized Programming Key.



Click OK to continue.  
The software program will launch.

Note: Once the programming key is registered, you must always use the software to maintain your locks.

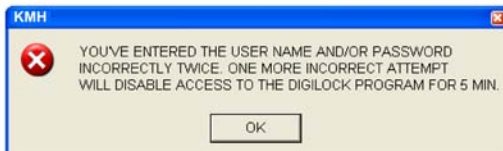
## Login Safeguards:

The Digilock Management Software displays the following message when the User ID or Password is incorrect:

Click OK to continue.



The Digilock Management Software Displays this when the password is incorrect for the second time.



After three consecutive incorrect log ins, the Digilock Management Software shuts down for five minutes while the following message is displayed:



After this timed message clears, you can login to the Digilock Management Software again.



## System Administration Menu:

From the System Administration menu, you can add, edit or delete Digilock Management Software Users, or change your password.

### Defining User Access:

Each User entered into this system will have a User ID, Password and a pre-defined user level of access. These access levels are designed as follows.

- User - has access to all the Digilock Management Software features.

- Administrator - has access to all Digilock Management Software features and in addition, can add, edit and delete Digilock Management Systems Users.

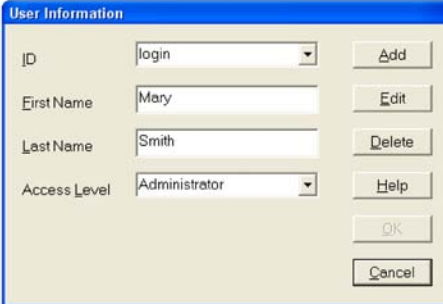
### Granting Digilock Management Software User Rights:

NOTE: In order to maintain security, it is important that you give consideration to how others will access and use this software.

The first User you will add into the Digilock Management Software is yourself as the System Administrator. After adding a new System Administrator, all additional Software User's will have User rights. If you wish to give a User additional rights, you must edit their user information file. (See page 17 to edit a user information file).

## Adding a User Information File:

1. From the menu bar, select: System Administration-Users.



The image shows a 'User Information' dialog box with a blue title bar. It contains four rows of input fields and buttons. The first row has an 'ID' dropdown menu with 'login' selected and an 'Add' button. The second row has a 'First Name' text box with 'Mary' and an 'Edit' button. The third row has a 'Last Name' text box with 'Smith' and a 'Delete' button. The fourth row has an 'Access Level' dropdown menu with 'Administrator' selected and a 'Help' button. At the bottom right, there are 'OK' and 'Cancel' buttons.

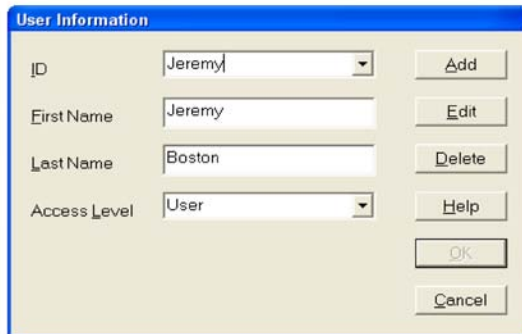
2. Click Add to display the User Information Window:
  - User is the default Access Level for new Users. To make this user an Administrator, you must first create the new user and then edit their file.
3. Enter the ID for this User.
5. Enter the User's First Name.
5. Enter the User's Last Name.
6. Enter and Confirm a Password for this User.
7. When you are done, click OK.



The image shows a 'User Information' dialog box with a blue title bar. It contains six rows of input fields and buttons. The first row has an 'ID' text box and an 'Add' button. The second row has a 'First Name' text box and an 'Edit' button. The third row has a 'Last Name' text box and a 'Delete' button. The fourth row has an 'Access Level' dropdown menu with 'User' selected and a 'Help' button. The fifth row has a 'Password' text box and an 'OK' button. The sixth row has a 'Confirm Password' text box and a 'Cancel' button.

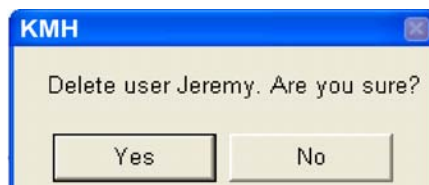
## Deleting a User Information File:

1. From the menu bar, select: System Administration-Users.
2. Select the User file.
3. Click Delete.



The image shows a dialog box titled "User Information" with a blue title bar. It contains four input fields on the left and a column of buttons on the right. The fields are: ID (dropdown menu with "Jeremy" selected), First Name (text box with "Jeremy"), Last Name (text box with "Boston"), and Access Level (dropdown menu with "User" selected). The buttons are: Add, Edit, Delete, Help, OK, and Cancel.

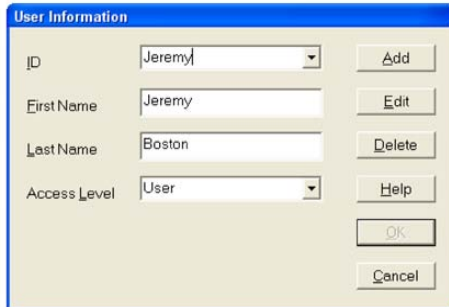
4. This displays the Delete Confirm prompt. Click Yes to delete this User.



The image shows a dialog box titled "KMH" with a blue title bar. It contains a text prompt: "Delete user Jeremy. Are you sure?". Below the prompt are two buttons: "Yes" and "No".

## To Edit a User:

1. From the menu bar, select: System Administration-Users.
2. Click here to select a User ID from the drop-down list
3. Click Edit to modify the selected User Information file.  
NOTE: The User ID field cannot be edited.



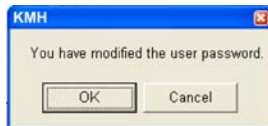
The image shows a dialog box titled "User Information" with a blue title bar. It contains four rows of input fields, each with a corresponding button to its right. The first row has a dropdown menu for "ID" with "Jeremy" selected and an "Add" button. The second row has a text box for "First Name" with "Jeremy" and an "Edit" button. The third row has a text box for "Last Name" with "Boston" and a "Delete" button. The fourth row has a dropdown menu for "Access Level" with "User" selected and a "Help" button. At the bottom of the dialog are "OK" and "Cancel" buttons.

In the User Information Window you can edit:

- User's First Name.
- User's Last Name.
- User's Access Level
- User's Password

When you are done, click OK.

NOTE: If you have modified the Password and Confirm Password fields, this box displays, click OK to continue.



**Notes:**

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Digilock is a registered trademark of Security People, Inc. and is protected under one or more of the following U.S. Patents: US 5,866,644 US 5,894,277. Other patents pending.