ESLAudit
Access Control System
Operating Instructions

Contents

Introduction

The AMSEC ESLAudit lock is a flexible, multi-featured safe lock that is intended for one- and two-door safes. Key features of this lock system include:

- 2,000 secure audit records.
- 40 users with unique security privileges and authority levels.
- PC application for managing system configuration and users.
- USB interface for quick and cost-effective software upgrades, system configuration and Audits.
- Ability to control 1 or 2 doors. Safe doors can be configured in any inner/outer arrangement.
- Time Delay feature, which provides 1-99 minute delay and 1-99 minute Open Period with cancel feature on any door.
- Time Lock, which allows limited door opening periods, 1-6 windows per day.
- Authentication options: PIN code and/or Dallas Key access control.
- Wrong try count – penalty lockout.
- Armored car (courier) bypass for Time Delay and Time Lock.
- Holiday lockout schedule with up to 16 programmable events per year.
- Automatic daylight savings adjustment, selectable and configurable.
- Dual Control mode on any individual door.
- Audit utility, which allows PC-based audit storage management, data filter and sorting.
- High contrast 4 lines by 21 characters backlit graphics display.
- Optional burglary or duress alarm output with AC power and external control input.
- Supports English, Spanish and French.

Keyboard

The four softkeys located below the display perform the functions that are shown on the last line of the display above the applicable key.

The MENU button brings you back to the Main Menu.

The YES/NO key is used to toggle settings between YES/NO, ON/OFF or Enable/Disable in some setup menus.

The QUIT key takes you back to the previous menu.

The ENTER/SAVE key is used to save changes or enter data after data entry.

Login

Login with PIN/Key
1. Present key.
2. Enter PIN.
3. Press ENTER/SAVE key.

Login with PIN Only
1. Enter PIN.
2. Press ENTER/SAVE key.

Login with Key Only (this option is only available on non-listed versions)
1. Present key.

Open Lock

Without Time Delay
1. Login
2. Press the softkey located below the display on the left. Open1 for Door #1 or Open2 for Door #2.
3. After you hear a click, open door within 4 seconds.

With Time Delay
1. Login
2. Press the softkey located below the display on the left Open1 or Open2.
3. Wait for the Time Delay counter to reach the preset Time Delay.
4. Login again.
5. After you hear a click, open door within 4 seconds.

Batteries

Changing the Batteries
The battery compartment is locked on the bottom of the controller and holds two 9-volt batteries. Pinch the release catches toward the center on either side to release the tray.

Battery Life
The percentage of remaining battery life is displayed on the LOCKED screen. To reach the LOCKED screen, press any key when the lock is sleeping. If the controller is awake, press QUIT until the LOCKED screen appears.

Adjusting Display Brightness

The Display Brightness screen is accessed from the LOCKED screen.

1. Press the Menu key twice.
2. Press the More softkey 3 times.
3. Use the ↑ and ↓ softkeys until the backlight bar graph is blinking.
4. Use ← and → softkeys to adjust brightness.
5. Press the "OK" key.

Adjusting Beeper Volume

1. Press the Menu key twice.
2. Press the More softkey 3 times.
3. Use the ↑ and ↓ softkeys until the beeper volume bar graph is blinking.
4. Use ← and → softkeys to adjust volume.
5. Press the "OK" key.

Changing Language

1. Press the Menu key twice.
2. Press the More softkey 3 times.
3. Use the ↑ and ↓ softkeys until the language is blinking.
4. Use ← and → softkeys to adjust language.
5. Press the "OK" key.

Immediate Lock

Engaging Immediate Lock
This feature is used when Time Lock is enabled and the safe is in an open period. If Immediate Lock is selected, the safe is placed in a one-Time Lockout until the next open period.

1. Login.
2. Press the "1" (I-Lock) key from the Main Menu.
3. Select Open1 or Open2 using the softkeys below the left-hand side of the display.
4. Enter the number of hours that you want the system to remain locked out, up to 144 hours.
5. Press ENTER. The system will display the time and date when the lockout period will end. Write that down so you remember it.

Enabling Immediate Lock (this is an administrative)
1. Login.
2. Press "3" (Admin).
3. Press "3" (Access).
4. Press "1" (Door Access).
5. Press "3" (Im Lock).
6. Enable or disable the feature for Lock 1 with the "YES/NO" key.
7. Press the "OK" softkey to save the change.
8. If applicable, repeat steps 6 and 7 for the second lock.

Download an Audit

1. Login.
2. Press the "2" (Audit) key from the Main Menu.

3. Insert the USB flash drive into the USB connector on the bottom of the controller.
4. Press the "OK" softkey located beneath the display on the right-hand side.
5. After the download is complete, remove the USB flash drive.
6. Audits can be downloaded onto a PC with the use of "ESLDat" software.

Controller Settings

Backing Up Controller Settings

If you are an ESLAudit lock administrator, it is recommended that you back up the settings of each lock you are responsible for managing. Each time you change a setting on the lock, you will be asked to do a backup by inserting a USB Flashdrive into the USB connector. If you are managing multiple locations, each location should use a unique Flashdrive to avoid over-writing data from other systems.

1. Login.
2. Press "4" (USB).
3. Press "1" (Save System).
4. Insert USB flash drive.
5. Press the "OK" softkey.

Restoring Controller Settings from a Backup File

Caution: Restoring the system configuration from the USB Flashdrive will over-write all current system settings. If you have made any changes to the configuration or users at the Controller without saving them, then the backup you are loading will cause those changes to be lost. You should always back up the system after any change, and use that Backup as the base for alterations with ESLConfig and restoration.

1. Login
2. Press "4" (USB).
3. Press "2" (Load System).
4. Insert USB flash drive.
5. Press the "OK" softkey.
6. Press the "OK" softkey.

Change PIN

1. Login
2. Press "3" (Admin).
3. Press "1" (PIN chg).
4. Enter new PIN.
5. Press the "OK" softkey.
6. Enter new PIN again.
7. Press the "OK" softkey.

User Administration

Adding Users (restricted to managing user levels)
1. Login.
2. Press "3" (Admin).
3. Press "2" (Users).
4. Press "1" (Add).
5. Select User Profile with softkeys.
6. Press ENTER/SAVE key.
7. Select login type with softkeys (key/PIN, PIN only, key only).
8. Press ENTER/SAVE key.
9. If applicable, you will be asked to present the key to the key reader.
10. Enter username.
11. Press the ENTER/SAVE key.

If you enroll a new key/PIN user, the user will be enrolled with an initial PIN of 1,1,1,1,1,1. If you enroll a PIN-only user, the initial PIN will be their two digit user number followed by six 1's (X,X,1,1,1,1,1,1). The user will be required to enter a new PIN upon first login. PINs that are in use by another user or that are deemed too simple will not be allowed.

Users can also be enrolled with the use of a PC application called ESLConfig.

Editing a User's Profile (restricted to managing user levels)
1. Login.
2. Press "3" (Admin).
3. Press "2" (Users).
4. Press "2" (Edit).
5. Use ← and → softkeys to scroll to find the user you wish to edit.
6. Press the ENTER/SAVE Key to select the user.
7. Select a user profile using the ← and → softkeys.
8. Press the ENTER/SAVE Key.
9. Select a user login type.
10. Press the ENTER/SAVE key.
11. Present the user's Dallas key to the reader (if applicable).
12. Edit the username.
13. Press the ENTER/SAVE key

Deleting a User (restricted to managing user levels)
1. Login.
2. Press "3" (Admin).
3. Press "2" (Users).
4. Press "3" (Delete).
5. Use the ← and → softkeys to scroll to find the user you wish to edit.
6. Press the ENTER/SAVE key to select the user.

7. Confirm your wish to delete the user with the "OK" softkey.

Enabling/Disabling a User (restricted to managing user levels)
1. Login.
2. Press "3" (Admin).
3. Press "2" (Users).
4. Press "4" En/Disable.
5. Use the ← and → softkeys to scroll to find the user you want to enable/disable.
6. Press the ENTER/SAVE key to select the user.
7. Confirm your wish to change the status of the user with the "OK" softkey.

Purging All Users (restricted to higher managing user levels)
1. Login.
2. Press "3" (Admin).
3. Press "2" (Users).
4. Press "5" (Purge).
5. Confirm your wish to purge all users except yourself with the "OK" softkey.

Dual Control (restricted to Administrative user levels)

This feature requires two users working together to open a specified door.

1. Login.
2. Press "3" (Admin).
3. Press "3" (Access).
4. Press "1" (Door Access).
5. Press "2" (DualCnt).
6. Enable or disable the feature for Lock 1 with the "YES/NO" key.
7. Press the "OK" softkey to save the change.
8. If applicable, repeat steps 6 and 7 for the second lock.

Time & Date Controls

Setting Time Delay (restricted to administrative user levels)
This feature delays the opening of a specified lock for a specified amount of time.
1. Login.
2. Press "3" (Admin).
3. Press "3" (Access).
4. Press "1" (Door Access).
5. Press "1" (T Delay).
6. Each lock has its own screen.
7. Turn feature on/off with the YES/NO key.
8. Scroll to other fields using the soft arrow keys.
9. "Delay" is the number of minutes that opening will be delayed.

10. "Open" is the number of minutes for the open window. Users can only open the safe for that amount of time. If they wait longer than the specified amount of time, they will have to start the process over.
11. Press the "OK" softkey to get to the screen for the second lock, if applicable.
12. Press the ENTER/SAVE key to save your changes.

Time Lock (restricted to administrative user levels)

This feature establishes windows of time when the safe can be opened. The open windows can only be programmed with the use of the PC application ESLConfig. This feature can be turned on/off by a user with the appropriate authority at the controller.

1. Login.
2. Press "3" (Admin).
3. Press "3" (Access).
4. Press "1" (Door Access).
5. Press "2" (Tm Lock).
6. Enable or disable the feature for Lock 1 with the "YES/NO" key.
7. Press the "OK" softkey to save the change.
8. If applicable, repeat steps 6 and 7 for the second lock.

Daylight Savings Time (restricted to administrative user levels)

1. Login.
2. Press "3" (Admin).
3. Press "3" (Access).
4. Press "2" (Daylight Savings).
5. Enable or disable this feature with the YES/NO key.
6. Press the "OK" key.
7. Set the beginning time.
8. Use the ↑ and ↓ softkeys to change field values.
9. Use the ← and → softkeys to move between fields.
10. Press the "OK" key.
11. Set the end time.
12. Use the ↑ and ↓ softkeys to change field values.
13. Use the ← and → softkeys to move between fields.
14. Press the "OK" key.

Changing Date and Time (restricted to managing user levels)

1. Login.
2. Press "3" (Admin).
3. Press "3" (Access).
4. Press "4" (Date/Time).
5. Use the number keys to enter data.
6. Use the soft arrow keys to move between fields.
7. Press the ENTER/SAVE key to save your changes.

Holiday Lockout (restricted to managing user levels)
This feature allows users with certain authorities to establish a holiday schedule. On these established days, the safe cannot be opened. There are a maximum of eight stored holidays.

1. Login.
2. Press "3" (Admin).
3. Press "3" (Access).
4. Press "3" (Holiday Lockouts).
5. Use the number keys to enter data.
6. Use the soft arrow keys to move between fields.
7. Press the ENTER/SAVE key to move to screen 2.
8. Use the number keys to enter data on screen 2.
9. User the soft arrow keys to move between fields.
10. Press the ENTER/SAVE key to save your changes.

Update Software

1. Login.
2. Press "4" (USB).
3. Press "3" (Firmware Update)
4. Insert the USB Flashdrive into the USB connector located on the bottom of the controller.
5. Press the "OK" softkey.
6. Press the "OK" softkey.
7. The system will now reboot.
8. Remove the USB Flashdrive when complete.

Note: User settings and system configuration are not changed with this process.

ESLConfig

ESLConfig is a PC application that allows users to modify the settings of an ESLAudit system. To use this utility, you must first download the system settings from the applicable controller (see page 6). After the ESLConfig program is installed on a PC and the program is running, insert the flash drive into the PC's USB port. From the File menu on the top left of the screen, select Open, and then choose the appropriate file on the flash drive. The name of the file saved by the controller will be ESLAUDIT.EAS.

Backup copies of system configurations can be saved. To save a backup copy of the configuration, select File at the top left-hand corner of the window and choose Save. This will save a backup copy with the file name of the controller serial number followed by the date and time the file was saved by the controller (EAxxxxxxx.yy.mm.dd.hh.mm). The file type is ESL Setup (.EAS).

To move a copy of a system configuration from ESLConfig to a controller, select File at the top left-hand corner of the window, choose Output to Flash Drive, and then choose All. This will save the configuration file with the name ESLAUDIT.EAS. To load the configuration file into the controller, see page 6.

Settings are modified on the screens that are shown below:
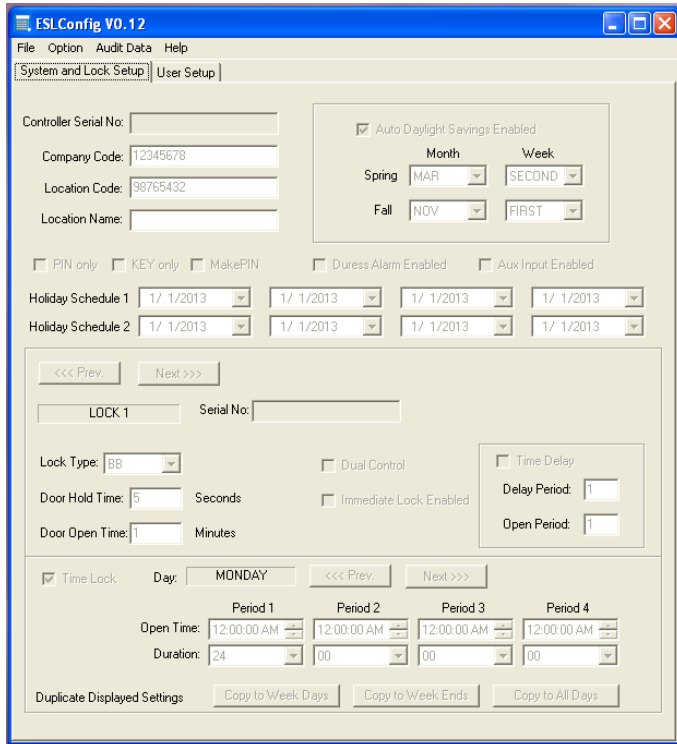
System & Lock Setup

Daylight Savings
Auto Daylight Savings Enable will cause the system clock to change appropriately on the Sunday morning of the indicated week.

Duress
Duress Alarm Enable will activate duress codes. Duress codes are both one number higher and one number lower than any PIN value. For example, if your PIN is 515151, if you log into the system with either PIN 515152 or 515150, a duress signal will be sent to the monitoring station through the store's alarm system. For this feature to function, the optional AC expansion module must be installed and connected to the store's alarm system.

Aux Input
Aux Input is a feature that allows an optional switch to be installed into the optional AC expansion module. If this feature is installed and enabled and Time Lock is enabled,

when the switch is pressed, the safe is put into immediate lockout the Aux Input is opened and there is an appropriate Time Lock Open Period.

Holidays
Scheduled holidays are days that the safe cannot be opened. The lockout runs from midnight to midnight.

Lock Setup
The bottom half of the screen is used for lock settings. You can move between the settings for Lock 1 and Lock 2 by using the Prev. and Next buttons on the bottom of the screen.

Lock Type
This setting is currently unused at this time.

Door Hold Time
This setting controls the number of seconds that a user has to open the door after the appropriate open door softkey is pressed.

Door Open Time
This setting controls the number of minutes the door can be left open before the alarm goes off.

Dual Control
This requires two users to open the specified door.

Immediate Lock
If Immediate Lock is enabled and Time Lock is enabled, when a user with the appropriate permissions presses I-lock (1) from the Main Menu and selects a door, the selected door is put into a one-Time Lockout until the end of the I-Lock period.

Time Delay
To enable this feature, check the Time Delay box for the applicable lock.

Delay Period
This is the number of minutes that must elapse before the applicable door can be opened. Once the Delay Period has passed, the user(s) will have the number of minutes in the Open Period to log in and open the applicable door.

Open Period
This is the amount of time a user has to log in and open a door after the Delay Period has passed. If the Open Period passes, users will have to log in and wait for a new Delay Period to expire before they will be given the opportunity to open the door.

Time Lock

The Time Lock box must be checked to enable this feature. When enabled, a lock can only be opened during an open period. Up to four open periods can be defined for each day of the week. For each open period, the starting time is established Open Time and the duration of each open period is specified in hours. Settings are established for each day of the week.

By clicking on any of the three duplicate display setting boxes, you can copy the settings for the day that is displayed to other days.

User Setup

The second tab in the ESLConfig program is the User Setup tab.
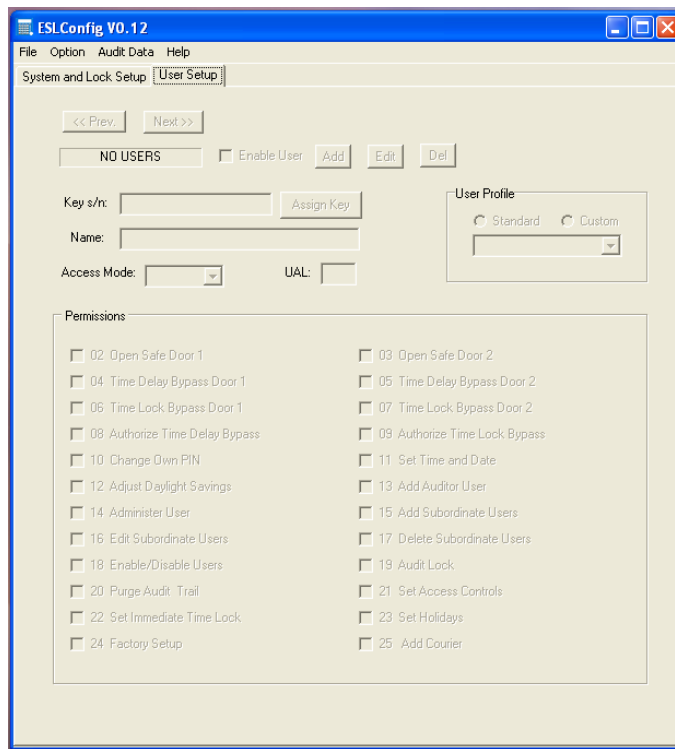
Edit Users

To edit users, scroll through the user numbers with the Prev. and Next buttons located on the upper right of the User Setup screen. The Add and Del buttons are used to add or delete a user.

Types of Users

There are eight standard user profiles with predetermined permissions:

> Door 1 User
> Door 2 User
> Door 1-2 User

Manager
Auditor
Regional Manager
Courier
Super User

You can review the specific permissions of each user profile by looking at which permission boxes are checked after a particular profile is selected. You can give a user any set of permissions by checking the custom profile box.

You should assign each user a Username so it shows up in the Audit Trail.

Access modes are used to define key only, PIN only and key/PIN users.

You can save the file for later use with ESLConfig by clicking the File tab and then selecting Save. You cannot safe a file to be uploaded to a controller with this method.

On the File tab, select Output to Flashdrive and then All to save a file that can be uploaded into a controller. The name of this file will be ESLAUDIT.EAS.

View an Audit

1. Install the program ESLDat onto your PC.
2. Open the program ESLDat.
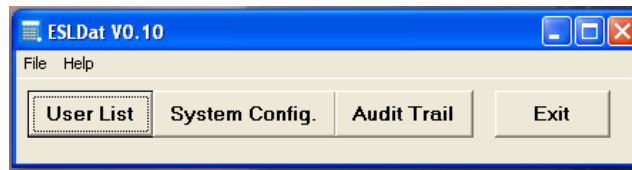
3. Select Audit Trail.
4. Select the File ESLAUDIT.EAA.