



HID CORPORATION

Operation Manual - 1050-904 Rev A

HID ProxProgrammer

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Disclaimer

HID Corporation has reviewed this manual thoroughly to make it an easy to use guide to your ProxProgrammer. All statements, technical information, and recommendations in this manual or related documents are believed reliable, but the accuracy and completeness thereof are not guaranteed or warranted, and they are not intended to be, nor should they be understood to be, representations or warranties concerning the products described.

If you have any questions regarding your ProxProgrammer contact Customer Service @ 1-800-237-PROX (7769)

HID ProxProgrammer System Description

The HID ProxProgramming system is a contactless card and key tag programmer.

The ICC (Intelligent Control Card) contains the security and customer formats. This card will activate the programmer and allow the system to be used. Without the ICC, the HID Field Programmer will not function.

By using the HID ProxProgrammer PC software, the user is able to program and verify programmable HID card and key tag products.

The software also allows HID proximity cards to be numbered (printed) using a Windows printer designed for PVC card printing. System Reports can be printed on any standard Windows printer.

System Equipment List

Hardware

- *HID ProxProgrammer (model # 1050AGN00) w/attached DB9 Serial Cable
- *Power Supply (12v 500mA)
- *ICC Intelligent Control Card

Software

- *HID ProxProgrammer PC software
- *Customer Specific disk

Operational Requirements

- * IBM¹ compatible Personal Computer with a Windows 95² or NT³ operating system.
- * The selected serial port must be available for exclusive use by the HID Field Programmer software.

¹ IBM is a registered trademark of International Business Machines

² Windows 95 is a registered trademark of Microsoft Corporation

³ Windows NT is a registered trademark of Microsoft Corporation

Setting up the HID ProxProgrammer System

Hardware Setup

1. After unpacking, check to make sure that you have all of the equipment listed in the System Equipment List on page 1. Make sure your PC is off.
2. Connect the HID ProxProgrammer DB9 cable to the selected Serial Port on the target PC. *(The HID Field Programmer software uses COM1 as a default setting.)* To change the COM port setting, refer to the section: **Selecting a COM Port**, pg. 5.
3. Connect the power supply to the HID ProxProgrammer. The power jack is located on the back of the HID ProxProgrammer.
4. When you plug the power supply into the wall, you will hear a single Beep that indicates the HID Field Programmer is on. The LED on the front of the unit will flash green once then turn red and remain on after the power is supplied to the unit.
5. Boot up your PC.

Software Setup

1. Insert the **HID ProxProgrammer Install CD** into the disk drive. From the CD directory copy the **NETSETUP** folder to your desktop.
2. Open the **NETSETUP** folder. Execute the **SETUP.EXE** program. This will begin the installation.
3. Setup will initialize, ask a few questions, and then complete the setup. A program group entitled **HID** will be created and accessible from the **START** menu.
4. After the programmer software is successfully installed, proceed to the **Customer Configuration**. Customer Configuration.

Customer Configuration

The HID Field Programmer software system is customized for each customer. The system file *sysdb.sys* contains validation keys for each specific customer and their HID Field Programmer hardware. Once Customer Specifics have been installed, the programmer and the software system should be ready to go.

1. Insert the **HID Field Programmer Customer Specific Floppy** into the disk drive. At the Start menu select RUN and type **A:\ Install.bat**.
2. The batch file assumes that the target system hard drive is C:. If the assumption is incorrect, edit the batch file, **Install.bat** and replace the C: with the appropriate designator before executing the batch file.
3. The DOS shell that executes the batch file will indicate that files have been copied.
4. Close the DOS shell. The software has been successfully installed.

IMPORTANT NOTE :

Be sure to make a backup of the following files:

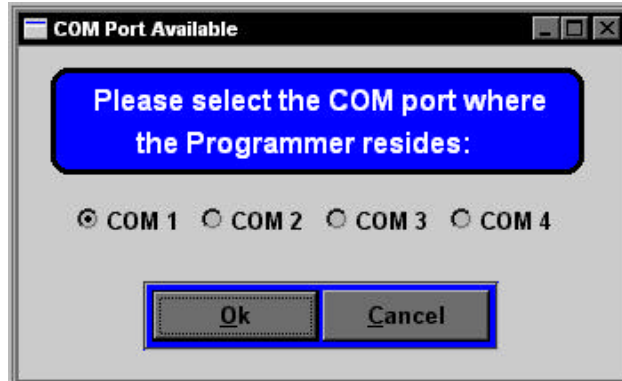
ICCDB.SYS

SYSDB.SYS

If your system crashes, you will need these files to restore your customer card format information.

Starting HID ProxProgrammer Software

1. On the Start Menu, locate and highlight the Program group HID. Click on the HID ProxProgrammer icon. This will launch the program.
2. Once the program is launched a COM Port selection screen will appear. If your HID ProxProgrammer is attached to the default COM Port (1) and it is plugged in, press **OK** to continue.



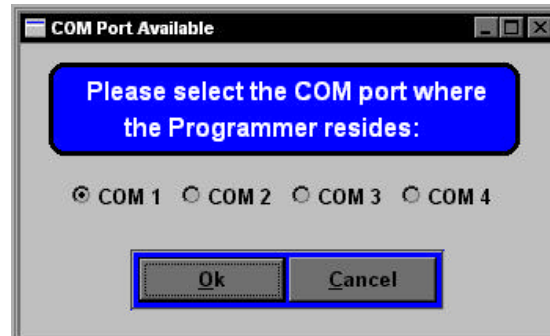
3. If the program does not detect the HID ProxProgrammer in the default COM port 1, you will receive an error message. Press **OK**.



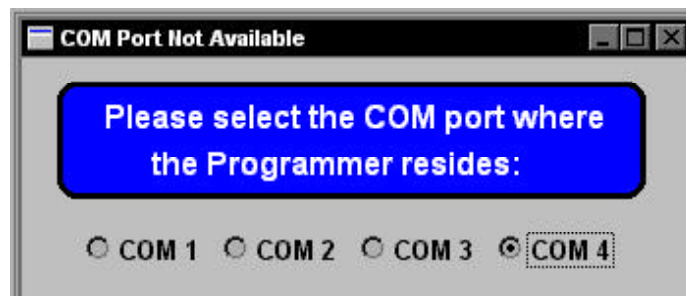
4. If you are not using the default settings, you must select a different COM Port.

Selecting a COM Port

1. When selecting a COM Port screen appears, click on the COM port where you have the HID Field Programmer attached.
2. Once you have selected the correct COM port, the bar at the top of the dialogue box will indicate that the COM port is available.



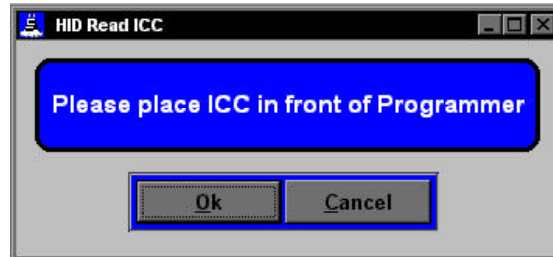
3. If the program indicates that no COM port is available, refer to **Troubleshooting COM port selection** on page 18. Click **OK**. The programmer will beep once if it is properly connected and communicating with the COM port .



4. After the HID ProxProgrammer is initialized, you will be prompted to present the ICC (Intelligent Control Card).

Using the ICC (Intelligent Control Card)

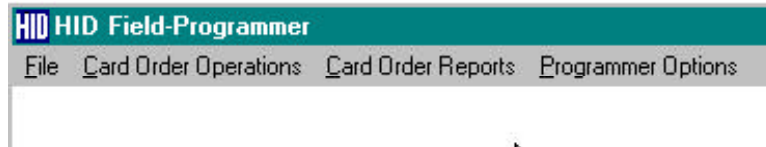
1. When the program prompts you to **present the ICC**, place the ICC directly on the programmer and press **OK**. This will unlock the card formats. If you do not present the ICC, the programmer and related software will not function.



2. If an error message appears indicating a problem with the ICC, refer to **Troubleshooting the ICC** on page 18. Click **OK**.
3. If the ICC is functioning correctly, the programmer will beep once and the **Main Menu** will appear at the top of the screen.

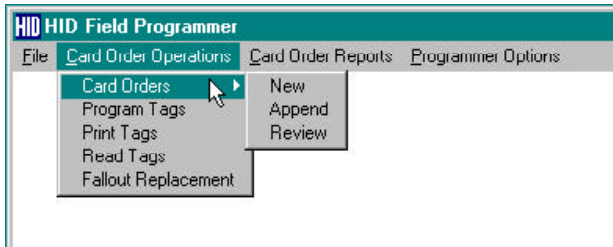
Main Menu - ProxProgrammer Software

There are four menus on the Main screen of HID ProxProgrammer. All program functions can be accessed through these menus.

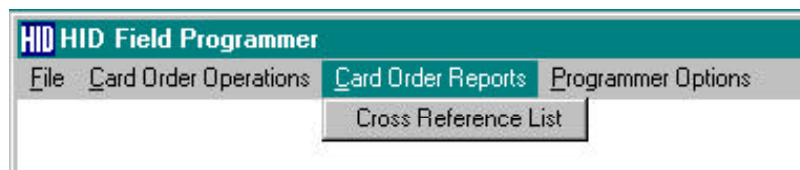


File Menu - The only option under this menu is Exit. To quit the HID ProxProgrammer software select exit under this menu.

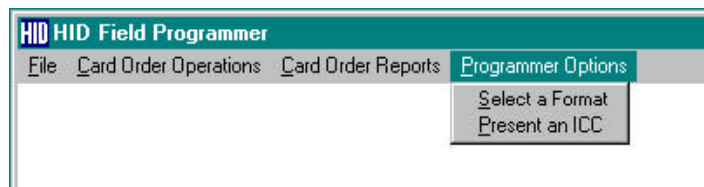
Card Order Operation Menu - This menu provides access to all the main functions of the Prox Programmer software.



Card Order Report Menu - This menu has one selection. Use this menu to create a Cross Reference List for an order.

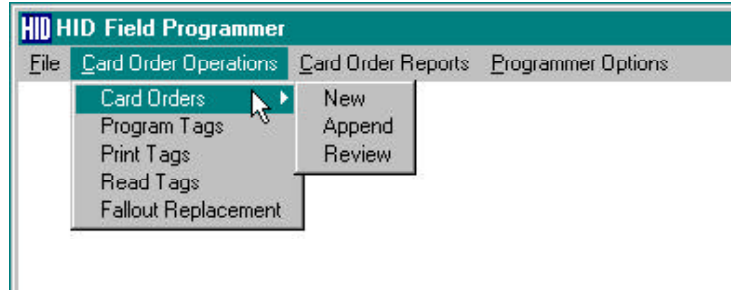


Programmer Options Menu - This menu has two options. Access this menu to select a Card Format or to present an ICC.

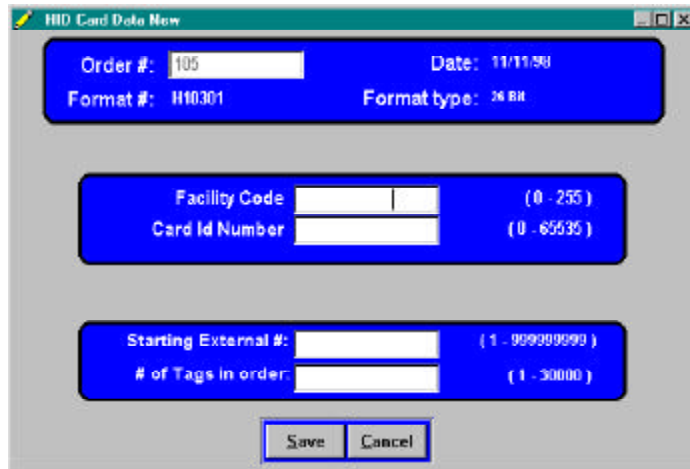


Creating a New Order

1. Under the **Card Order Operations Menu**, highlight **Card Order** and **New** on the submenu.



2. A card data form appears. After you enter a valid order number additional boxes will appear. Fill in the boxes with the appropriate information. Click **SAVE** when the form is complete.



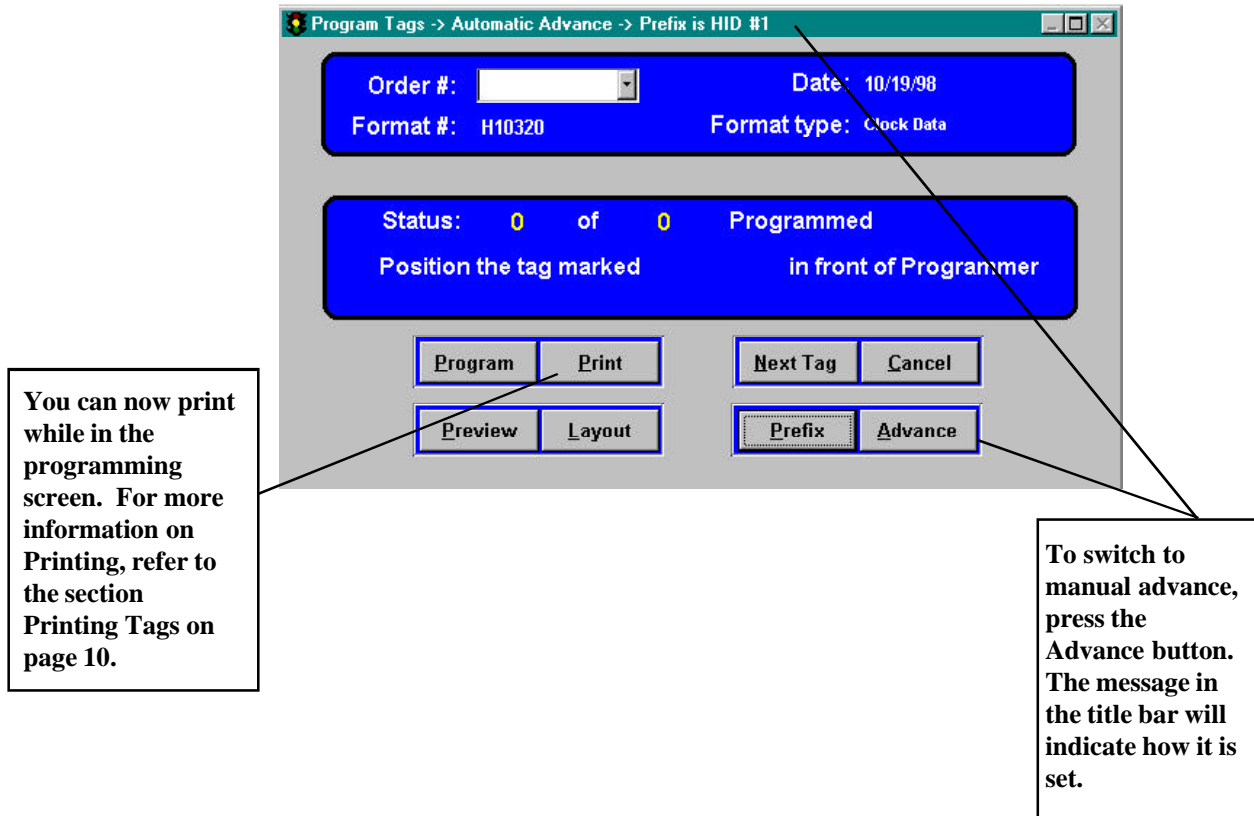
NOTE :

If you will be using a card printer, you may find it more convenient to print numbers on your cards before programming. For Printing Instructions, see page 10.

Programming a Card Order

1. Once the parameters of an order have been specified, you can begin programming tags for that order.
2. Under the **Card Order Operations Menu**, highlight **Program Tags**.
3. You must select the Order # that you want to program from the drop down menu of order #'s. (Click on the down arrow)
4. The current format type is displayed below the Card Order #. If a format error message is returned after the order number is selected, you will need to select a different format.
5. Select the **Programmer Options** menu and highlight **Select a Format**.

6. Choose the desired format from the list of formats available.
7. After the desired format is selected, return to the programming screen and select the Order # to program.



8. Once you select the Order #, position a tag on the programmer. Use the tag with the # specified in the dialogue box. Click the **PROGRAM** button. The programmer will beep once, if it is successful. The counter on the screen will advance and prompt you to place the next tag in the sequence on the programmer.
9. The Programmer is set to automatically advance to the next tag in the programming sequence. If you want to manually advance to the next tag, first change to *Manual Advance* mode by clicking on the **ADVANCE** button. (The message in the header of the screen will now read: *Manual Advance*.) Then press the **NEXT TAG** button to advance to the next tag in the sequence.

WARNING: When in Manual Advance, if you forget to press NEXT TAG, you will program the same card number again.

10. If you receive an error message, it may indicate that the tag you are attempting to program has already been programmed or there is no tag present to program. If the tag has not been previously programmed, it may mean the tag is damaged and therefore unusable.



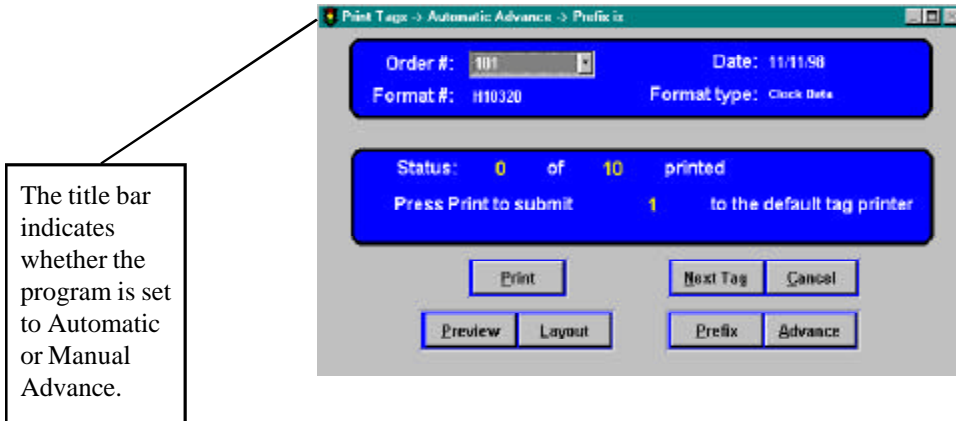
11. You can present a different tag and click the **RETRY** button or you can choose to **SKIP** the tag. If you skip the tag, you can program it later by choosing the Card Order Operations Menu/ Program Tags. The program will locate the tags that were skipped and prompt you to program only those tags.
12. You can also print in the programming screen.

Printing tags

Tag Orders can now be printed to your system's default printer. Be sure to change your card printer so it is designated as the system default printer.

1. Select the **Card Order Operations** menu and highlight **PRINT TAG**.
2. Select the Order # by pressing the down arrow and highlighting the desired order. If a format error message is returned after the order # is selected, you will need to select a different format.
3. Select the **Programmer Options** menu and highlight **Select a Format**.
4. Choose the desired format from the list of formats available.

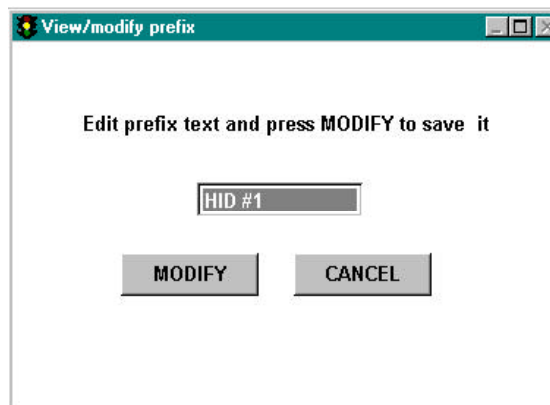
5. After the desired format is selected, return to the programming screen and select the Order # to print.



6. The **Status** box will indicate which tag to submit to the printer. If the message in the title bar indicates that the program is set the *Automatic Advance*, the status dialog will automatically move to the next tag in the sequence. If you want the program to advance manually, first change to *Manual Advance* by clicking the **ADVANCE** button. (Be sure the title bar indicates *Manual Advance*.) Then press the **NEXT TAG** button to move to the next tag in the sequence.

WARNING: When in Manual Advance, if you forget to press NEXT TAG, you will program the same card number again.

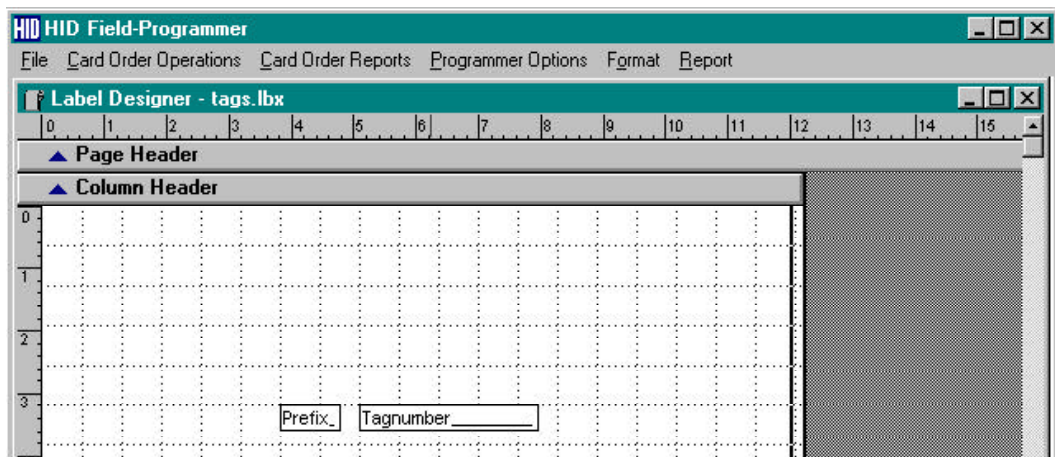
4. The **PREVIEW** button will display the printer output without printing it.
5. By pressing the **PREFIX** button, you can modify the text that appears before the number on the tag.



Layout

In the Print Tag screen, press the **LAYOUT** button. Selecting this option will allow you to change the printer output. In the layout screen you can:

1. Manipulate placement of the tag number and prefix.
2. Change the font size of the tag number and prefix.
3. Change the printer settings.



Manipulate placement of the tag number and prefix

1. Using the mouse, click once to select "Tagnumber" or "Prefix".
2. Drag it to a new position on the layout grid.

Change the font size of the tag number and prefix

1. Select the "Tagnumber" or "Prefix" by clicking on it once.
2. From the **FORMAT** menu, select **FONT**.
3. Choose the desired font type and size. Press **OK**.

Change the printer settings

1. In the Layout screen, right-click the mouse button.
2. Select the **PRINT** option. Now select the **PRINT SETUP** option. This will allow you to change the orientation of the tag number from portrait to landscape or to select another printer. Press **OK**.

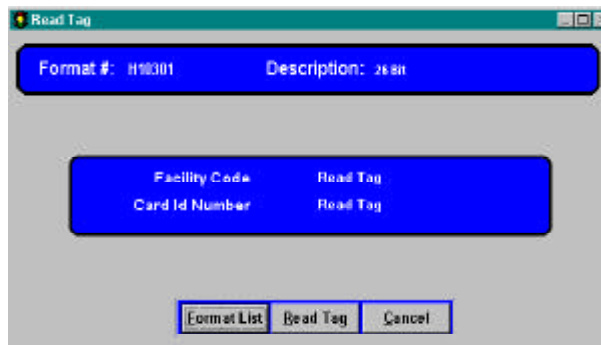
To exit the Layout screen, click the X box in the upper right corner of the layout window. The program will prompt you to confirm the saved changes. Answer **YES** if you want to save the changes and **NO** if you do not want to save the changes.

IMPORTANT NOTE: If any errors are made while using the layout designer or any undesirable changes have been made, simply say NO to the Save Changes prompt when exiting the Layout screen.

The Report Menu is not utilized by HID ProxProgrammer Software.

Read Tags

1. After you have programmed the tags in an order, you can verify the tag information by selecting **Read Tags** from the **Card Order Operations** menu.



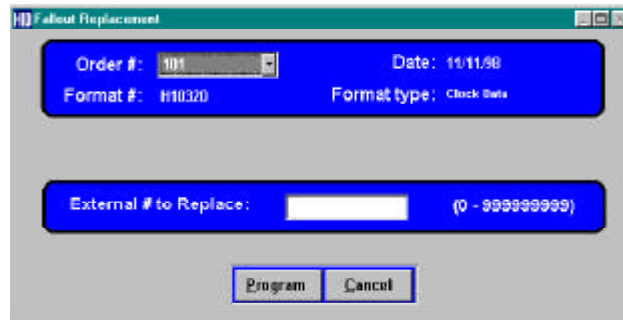
2. The current Format type is displayed in the top part of the screen. To change the format type, press the **FORMAT LIST** button. The Format selection screen will open. Select the desired format from the list and click **OK**.

3. Once the desired format is selected, place the tag on the HID Field Programmer and press the **READ TAG** button. If the tag is supported by the selected format, information about the tag will be displayed in the dialogue box. If the tag is not supported by the selected format, a **Read Error** message will be returned. This can indicate that the tag is damaged or the incorrect format has been selected.
4. To read additional tags place a new tag on the programmer and press the **READ TAG** button.

Fallout Replacement

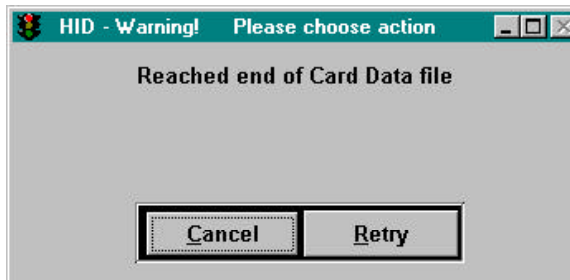
Fallout is described as any tags in an order that fail to meet any customer standard for any reason. Example: Tags that fail to read at proper distance or those that have cosmetic defects and need to be replaced in the order. This option is generally used after an order has been programmed.

1. To replace a lost or damaged card in an order select the **Card Order Operations** menu and highlight **Fallout Replacement**.



2. Select the Order # from the drop down menu. If a format error message is returned after the order number is selected, you will need to select a different format.
3. Select the **Programmer Options** menu and highlight **Select a Format**.
4. Choose the desired format from the list of formats available.
5. After the desired format is selected, return to the Fallout Replacement screen and select the Order #.
6. Enter in the appropriate box the externally marked tag number to be replaced.

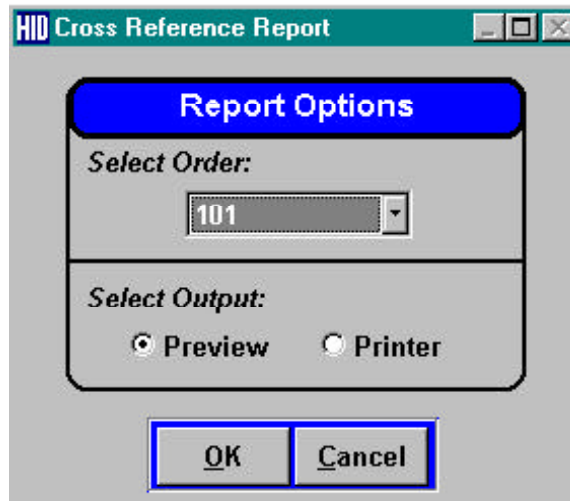
7. Place a new tag on the HID Field Programmer. Click the **PROGRAM** button. A message will indicate that the tag was successfully programmed.
8. If you input an external number that is not in the order, a **Card Order Data Error** will be returned. Be sure to select a valid external number before programming the fallout replacement.



Card Order Reports

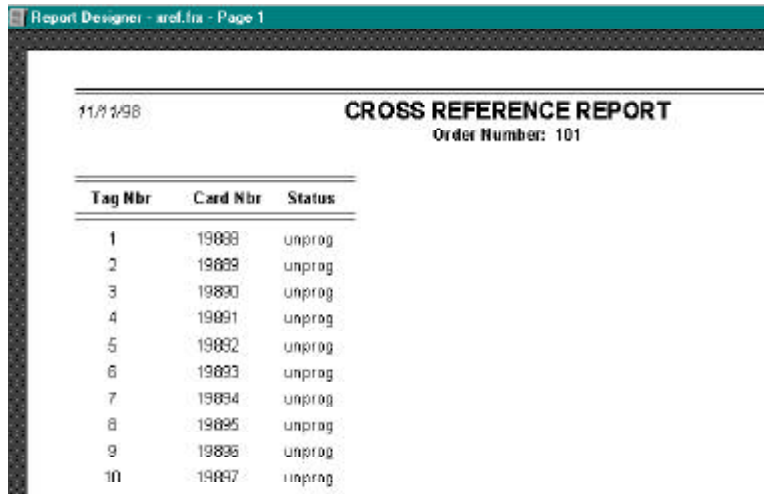
Cross Reference List

1. Select the **Card Order Reports** menu and highlight **Cross Reference List**.
2. You will be prompted to select an Order #. Click the down arrow to activate the pull down menu. Select the desired Order #. You will have the option of previewing or printing this report.



3. The **Cross Reference Report** will display the tag #, card # and status (programmed or unprogrammed) of each tag in the order.

4. To print the report, close the preview, select **PRINTER** and press **OK**. This will send the report to your system's default printer. To close the report, press the X box in the upper right corner of the report screen.

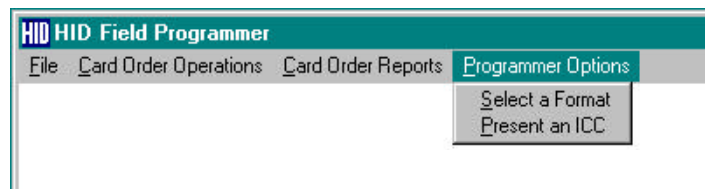


Tag Nbr	Card Nbr	Status
1	19888	unprog
2	19889	unprog
3	19890	unprog
4	19891	unprog
5	19892	unprog
6	19893	unprog
7	19894	unprog
8	19895	unprog
9	19896	unprog
10	19897	unprog

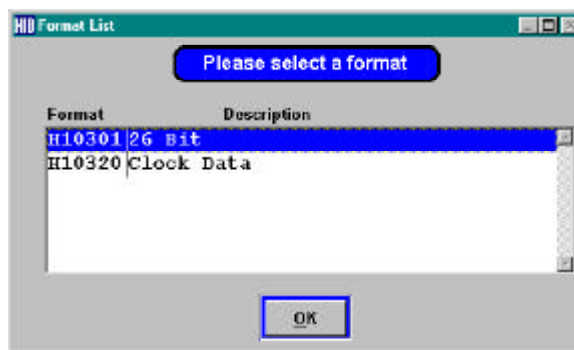
ProxProgrammer Options

Select a Format

1. When using more than one tag format with the HID ProxProgrammer, switch to another format by selecting the **Programmer Options** menu and highlighting **Select a format**.



2. The **Format List** screen will display all the available formats that are installed with your programmer.

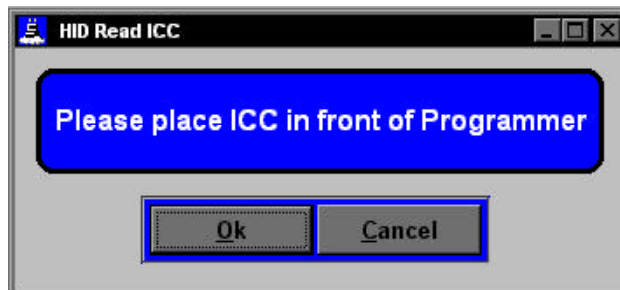


- Using the mouse, highlight the desired format from the list and press **OK**.

Present an ICC

To add additional formats to the HID Field Programmer system, a new ICC must be presented.

- Select the Programmer Options menu and highlight **Present an ICC**.
- When the program prompts you to **present the ICC**, place the ICC directly on the programmer and press **OK**. This will unlock the new format. The new format will now be available on the Format List.



Troubleshooting

Troubleshooting COM port selection

If the program indicates there are no COM ports available, contact your network administrator.

Troubleshooting the ICC

If an error message appears after you present the ICC:

1. Be sure the **HID ProxProgrammer Customer Specific** disk has been installed. Refer to page 2 for installation directions.
2. If the Customer Specific disk has been installed, the ICC may be damaged. Contact Technical Support for information on a replacement ICC. 1-800-237-PROX.

NOTE: Remember to make a backup copy of the ICCDB.SYS file. If your computer crashes, you will need this file to replace the customer specific information after reinstalling the HID Field Programmer Software.

CD to floppy

If you would like to create a set of floppy disks from the CD:

1. From the CD directory DISTRIB\DISK144, copy the contents of each directory (DISK1 through DISK6) to an appropriately labeled 3-1/2 inch 1.44 megabyte floppy.
2. You can now use this set of floppies to install the HID ProxProgrammer Software.