

Quick Start

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S E C U R I T Y S Y S T E M S

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Getting Started

NEware is the first ever on-site software for security system owners.

Designed with the end user in mind, NEware's point-and-click interface helps you manage your security system quickly and easily. With NEware you can create and program user codes, monitor the system, set access levels, schedules and much more.

For a more detailed description of NEware's features, please refer to NEware's online help.

System Requirements

In order for NEware to operate correctly, your system must meet these minimum requirements:

- Microsoft ® Windows ® 2000/XP operating system
- 256MB RAM (512MB RAM suggested)
- 150MB free disk space
- Pentium III 800 MHz or higher
- Super VGA Monitor (1024 x 768 resolution)

NEware Editions

NEware is available in three editions:

Demo Edition (DNEWARE-DM)

The demo edition can be downloaded for free from our Web site (paradox.com).

The Demo Version is the same as the Security and Access Control edition (NEW-ACC) except:

- Only the first 5 users can be programmed
- Comes with demonstration data (users, events...)
- Live and stored events from your control panel cannot be viewed on the Events display
- System Monitoring features (Areas, Zones, Doors and PGMs) can be viewed, but not controlled

Security Edition (NEW-SEC)

With the Security edition, users can:

- Create and delete user codes
- Assign security options to users
- View stored system events
- Monitor the system
- Set schedules and holidays
- Create and print custom reports
- Set auto-arm timers

Security and Access Control Edition (NEW-ACC)

This edition includes all Security edition features, plus the following:

- Assign access control options to users
- Store and assign access control cards
- Set access levels
- View live events
- Lock / unlock doors

Installing NEware

To Install NEware:

1. Insert the NEware CD in your computer's CD-ROM drive.
2. If the NEware software runs automatically, proceed to step 4. Otherwise, click **Start** ⇒ **Run**.
3. Type the appropriate drive indicator (x:\) followed by the path containing the **setup.exe** file, or click **Browse** to search the CD-ROM drive for the setup.exe file. Click **OK**.
4. Follow the on-screen instructions to copy the NEware program files. Once the program files have been successfully copied, the License Validation dialog box appears. If you are installing the Demo edition of NEware (DNEWARE-DM), the License Validation dialog box does not appear.
5. Follow the on-screen instructions to validate your NEware software (not required for DNEWARE-DM).

Installing Languages

NEware's default languages are English and French. Once NEware is installed, you can then install any of the language packs available on the NEware CD or on the Paradox Web site at paradox.com.

To install a new language pack from the NEware CD:

1. Insert the NEware CD in your computer's CD-ROM drive.
2. If NEware runs automatically, go to step 4. Otherwise, click **Start** ⇒ **Run**.
3. Type the appropriate drive indicator (x:\) followed by the path containing the **setup.exe** file, or click **Browse** to search the CD-ROM drive for the setup.exe file. Click **OK**.
4. Click **Language Pack**.
5. Click the desired language.
6. Follow the on-screen instructions to install the selected language.

Connecting to NEware

Serial Connection

Linking NEware to your security system requires using the 306USB or 307USB Direct Connect Interface. It is also possible to connect through a LAN (local area network) or the Internet using the IP100 Internet Module.



Connecting Your System Directly to your PC:

1. Connect the 306USB or 307USB from the computer's USB port to the SERIAL connector on the EVO control panel.
2. Start NEware and select the **Settings** button from the Login window.
3. Select the Serial button and select the appropriate COM Port from the drop-down list.
4. Click **OK** to exit settings and return to the login window.
5. Login using the same user code as you use to arm / disarm your system.

Connecting to Your System Locally (LAN)

Using the IP100 Internet Module, it is possible to connect to your system through a LAN (Local Area Network).

To connect to your system through a LAN:


1. From the NEware login window, click .
2. From the Settings page, select **TCP-IP** ⇒ **IP Address**.
3. Click the  button and select your IP100 from the IP Modules pop-up window (default = My Paradox System). ⇒ Click **OK**.
4. Click **OK** to exit settings and return to the login window.
5. Login using the same user code as you use to arm / disarm your system.

Connecting to Your System Remotely (Internet)

Using the IP100 Internet Module, it is possible to connect to your system through the Internet.

If you are connecting to your system via NEware from an outside Internet connection, it is highly recommended that you connect through the Paradox DNS server. Connecting through the Paradox DNS server requires password (default = paradox) and a Site Name which can be obtained through your installer.



To connect to your system through the Internet:

1. From the NEware login window, click .
2. From the Settings page, select **TCP-IP** ⇒ **Site Name**.
3. In the Site Name box, enter your **Site Name**.
4. In the Password box, enter your password. (default = paradox)
5. Click **OK** to exit settings and return to the login window.
6. Login using the same user code as you use to arm / disarm your system.

Changing Your IP100 Password

NOTE: *You will need your module's IP Address to change your password.*

To find your module's IP address:

1. From the NEware Login window, select click .
2. Click the  button on the NEware Settings window.

To change your password:

1. Open a web browser (e.g. Internet Explorer).
2. In the address bar, enter you module's IP Address.
3. Login using your panel user code and original module password.
4. The "Change Password" option is located in the upper left corner of the page.
5. Return to the NEware login window, click **Settings**.
6. In the Password box, enter your new password.

User Codes

A person must be assigned to a user code in order to have access to the security system. A user code defines the extent of a user's access to the system and consists of a code # (PIN), user options, and if necessary, an access card. Your security system supports up to 999 user codes that have user numbers between 001 and 999 (user number 001 is reserved for the System Master).

Master Feature

Certain security system and NEware features are limited to authorized users only. The Master Feature user option determines who can program user codes and who can access specific features within NEware. This feature is separate from the System Master.

Full Master (can program user codes and options)

The user has full programming rights. The user can create, delete, and modify user codes and can set and modify user options. NEware users with this setting have access to all NEware features. Full Master users can only assign areas and user options according to their own programming. For example, if a Full Master user has access to area 1 and has the Force Arm feature enabled only, the user can only assign area 1 and the Force Arm option to other users in the system.

Master (can program user codes only)

The user can create, delete and modify user codes (code #, name and user label), but cannot set or modify user options. NEware users with this setting have access to almost all NEware features.


Disabled (cannot program user codes)

The user cannot create or delete user codes nor set or modify user options. NEware users with this setting have limited access to NEware features.

Creating a New User

Only System Master, Full Master and Master users can create a new user.

To create a new user:

1. From the menu bar, click **Users** ⇒ **User Codes**. The User Codes screen appears.
2. Ensure that the **Show All Users** button  has been de-selected
3. Click the **Add New User** button. The **Create New User** dialog box appears.
4. The new user is assigned to the next available user number in the system. If you wish to assign the new user to a different user number, click the desired user number from the **User #** list.
5. Click in the **First Name** cell and type the user's first name. Press **ENTER**.
6. In the Last Name cell, type the user's last name. Press **ENTER**.
7. The user label is automatically generated. If you wish to change the user label style, click **User label options**, select the desired style or create your own and click **Apply**. Otherwise, press **ENTER** twice.

NOTE: LCD and Grafica keypads support only the characters listed in their respective Special Characters table. Please refer to the LCD Keypad manual or Grafica's online manual for more information. The Grafica online manual can be downloaded for free from our Web site (paradox.com).

8. Enter a **Code #** (PIN). Press **ENTER**.
9. If required, assign an access card to the user by entering the access card's serial number. You can also assign an access card to a user automatically. (see "Assigning Access Cards" on page 13)
10. If you wish to copy a set of user options from an existing user, click the existing user's user number from the **Use Same User Options As** drop-down list (System Master or Full Master users only).
11. Click **Create**.


In this example, Karen Donahue is assigned to user number 005 with the same user options as M. Sanders, with code # (PIN) 5555, and an access control card.

User #	First Name	Last Name	User Label	Code #	Access Card #
005	Karen	Donahue	Donahue K.	5555	154 : 65264

Deleting a User

A deleted user no longer has access to the security system. Only the System Master, Master users and Full Master users can delete a user.

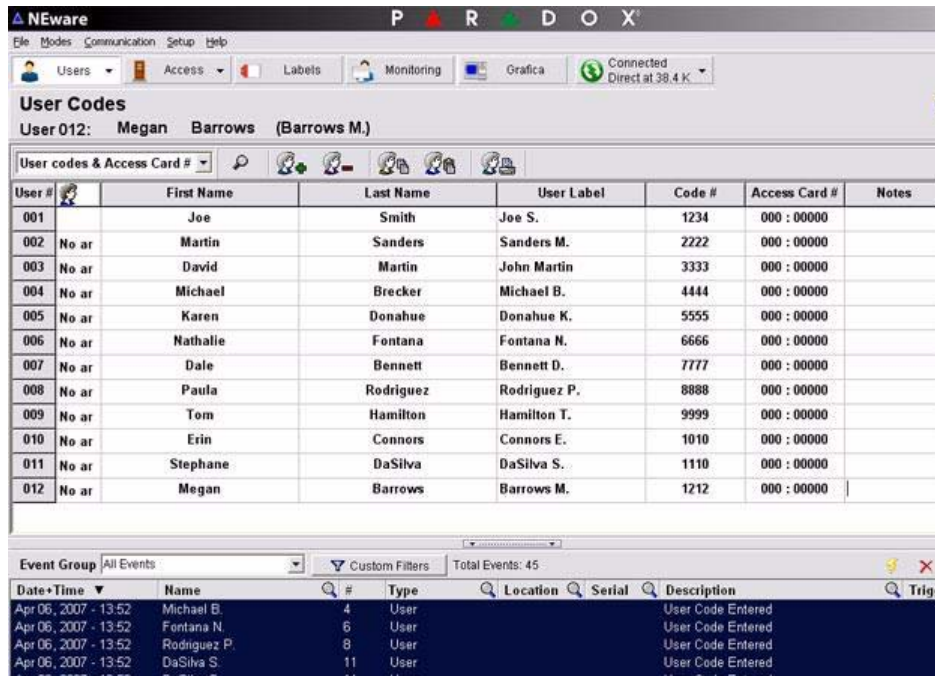
To delete a user:

1. From the menu bar, click **Users**. The User Codes screen appears.
2. Highlight the user to be deleted by clicking the appropriate **User #** (i.e. 002). To select multiple users, hold down the **Ctrl** key.
3. Click the **Delete User**  button.
4. Click **Yes**.

User Codes Grid

The user codes used in NEware are the same as those used when arming/disarming from a keypad. For example, if a user is assigned to user code 2222 in the security system, that user will be assigned to user code 2222 in NEware as well.

The **User Codes Grid** lists the system's user codes and can be customized, searched, printed and saved. You can also set user options and show all users from the grid.




To view the User Codes Grid, click **Users** ⇒ **User Codes** from the menu bar. The User Codes screen appears.

Show All Users

This feature displays all user codes in the User Codes Grid even if they have not yet been assigned to users. The Show All Users feature is available to the System Master and Full Master users.

From the menu bar, click **Users** ⇒ **User Codes**. The User Codes screen appears.

Click the **Show All Users** button . All user codes will be displayed in the User Codes Grid.

When creating a new user

If the Show All Users feature is enabled, the **Create New User** dialog box does not appear when attempting to create a new user. Instead, the software searches for the next available user number and show it as the first line in the User Codes Grid. To create a new user when the Show All Users feature is enabled, enter the required information directly on the grid. You may have to customize the User Code Grid in order to display all the available options.

Setting User Options

Every user is assigned a set of user options which defines the extent of that user's access to the security system. The Access Control options are available in DNEWARE-DM and NEW-ACC editions only.

Full Master users can only assign options according to their own programming. For example, if a Full Master user has access to area 1 and has the Force Arm feature enabled only, the user can only assign area 1 and the Force Arm option to other users in the system.


To set user options:

1. From the menu bar, click **Users** ⇒ **User Codes and Options**. The User Options window appears.
2. Highlight a user by clicking the appropriate **User #** (i.e. 002).
3. From the user options window, set the options for the user as required.

Copying User Options

User options can be copied from one user to as many users as you wish in a single action. This feature copies all user options (Security and Access Control) except the code # (PIN), access card serial number and user label.

To copy user options:

1. From the menu bar, click **Users** ⇒ **User Codes**. The User Codes screen appears.
2. Highlight the user that you wish to copy **from** by clicking the appropriate **User #** (i.e. 002).
3. Click the **Copy User Options**  button. The copy icon appears to the right of the user # selected in step 2.
4. Highlight the user that you wish to copy **To** by clicking the appropriate **User #**. Hold down the **Ctrl** key to select multiple users.
5. Click the **Paste User Options** button.

Access Control

Access Control is the management, control and monitoring of people passing through secured areas. Unlike traditional keys and locks, access control features provide you with the ability to define the days and times specific people are allowed access. Once the access control features are set, they are assigned to users in their user options.

You can:

- Set Access Levels
- Set Schedules
- Set Holidays
- Store Access Cards
- Set Safe Mode Access Cards
- Assign Access Cards to Users

Setting Access Levels

An access level consists of one or more access control doors and determines which doors a user can access. Access levels are assigned to users in their user options. You can set up to 15 access levels by assigning access control doors to the levels. Only the System Master and Full Master users can set access levels.

1. From the menu bar, click **Access** ⇒ **Access Levels**. The Access Levels screen appears.
2. Select the appropriate check box to assign a door to an access level.

In this example, door 1 is assigned to all access levels, doors 2 and 3 are assigned to access levels 4 and up, and doors 4 and 5 are assigned to access level 8 only.

Door	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
01 - DOOR 01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 - DOOR 02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 - DOOR 03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 - DOOR 04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 - DOOR 05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 - DOOR 06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 - DOOR 07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 - DOOR 08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Setting Schedules

A schedule determines the hours, days, and holidays that a user's code # (PIN) and/or access card is valid. You can set up to 32 schedules, which are assigned to users in their user options. Only schedules 1 to 15 (primary schedules) can be assigned to users. Schedules 16 to 32 are

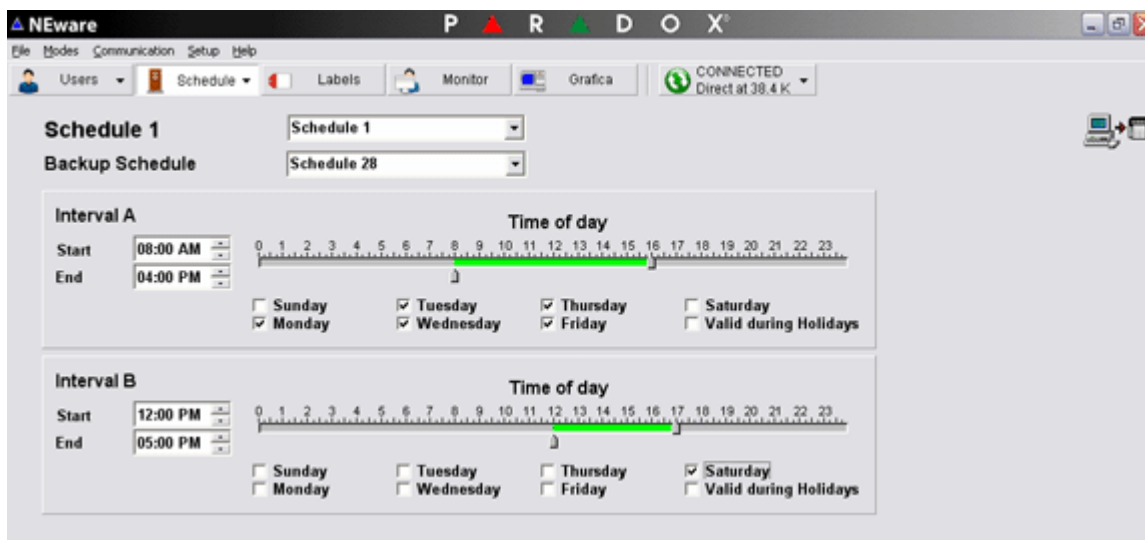
secondary schedules and are only used as backup schedules. Only the System Master and Full Master users can set schedules.

To set a schedule:

1. From the menu bar, click the **Door** button ⇒ **Schedules**. The Schedules screen appears.
2. From the schedule drop-down list, click the **schedule** you wish to set or modify.
3. If needed, link the schedule selected in step 2 to any other schedule by clicking a schedule from the **Backup Schedule** drop-down list.
4. Set the start and end times for Interval A by either moving the sliders or by selecting the time in the text boxes.
5. Select the days that Interval A will be valid by selecting the appropriate check boxes.
6. If needed, set the start and end times for Interval B by either moving the sliders or by selecting the time in the text boxes.
7. If needed, select the days that Interval B will be valid by selecting the appropriate check boxes.
8. Click the **Update Control Panel** button. This button only appears if you have made changes to a schedule.

You cannot crossover within one interval. For example, if you wish to set a schedule from 10:00 p.m. to 9:00 a.m., you will need to set Interval A from 10:00 p.m. to 11:59 p.m. and Interval B from 12:00 a.m. to 9:00 a.m..

In the following example, Schedule 1 is valid Monday to Friday and on Holidays from 8:00 a.m. to 4:00 p.m.. Schedule 1 also has a second valid interval on Saturdays from 12:00 p.m. to 5:00 p.m. and it has Schedule 28 as a backup schedule.



Setting Holidays

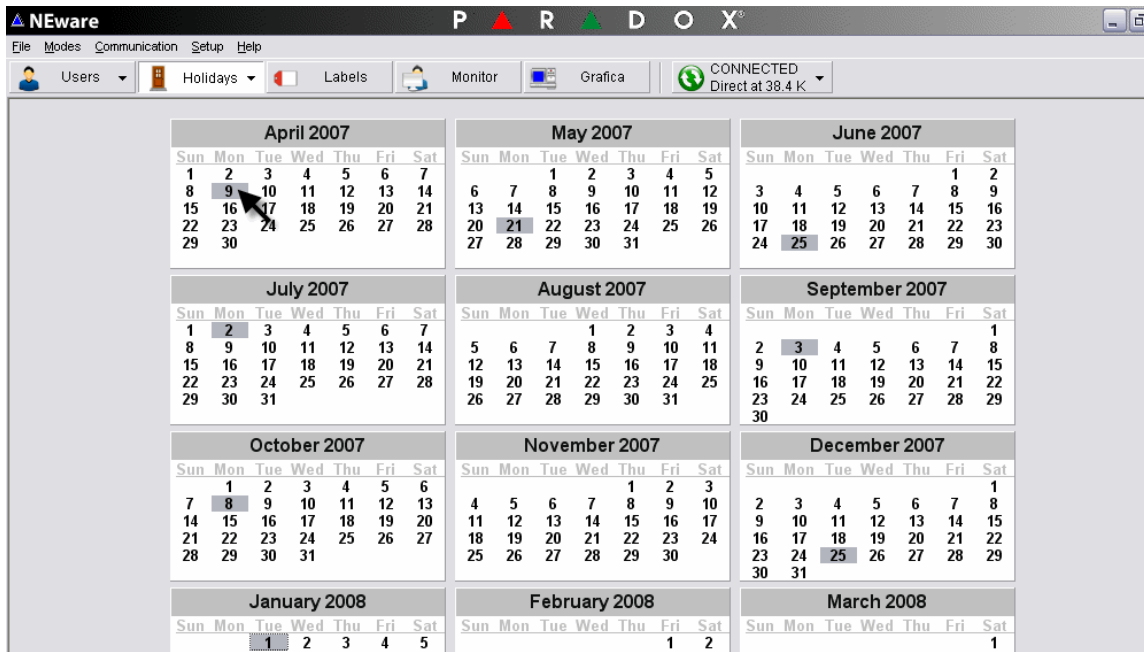
When setting a schedule, you have the choice of including holidays. Setting holidays identifies the dates that are considered holidays within a schedule. Only the System Master and Full Master users can set holidays.

To set a holiday:

1. From the menu bar, click the **Door** button ⇒ **Holidays**. The Holidays screen appears.

- Click the **date(s)** you wish to designate as a holiday. A date is considered a holiday when the date is highlighted in blue. Click the highlighted date to remove it as a holiday.

In this example, the dates highlighted in grey are considered holidays in the schedules.

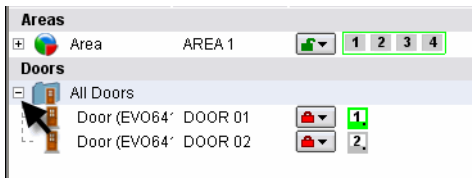


Setting Door Unlocked Schedules

This feature is available in DNEWARE-DM and NEW-ACC editions only. The door unlocked schedule determines the hours, days, and holidays that the door remains unlocked. When a door is unlocked, a user is not required to enter a code # (PIN) nor present an access card to the reader in order to gain access to that door. Only the System Master and Full Master users can set door unlocked schedules.

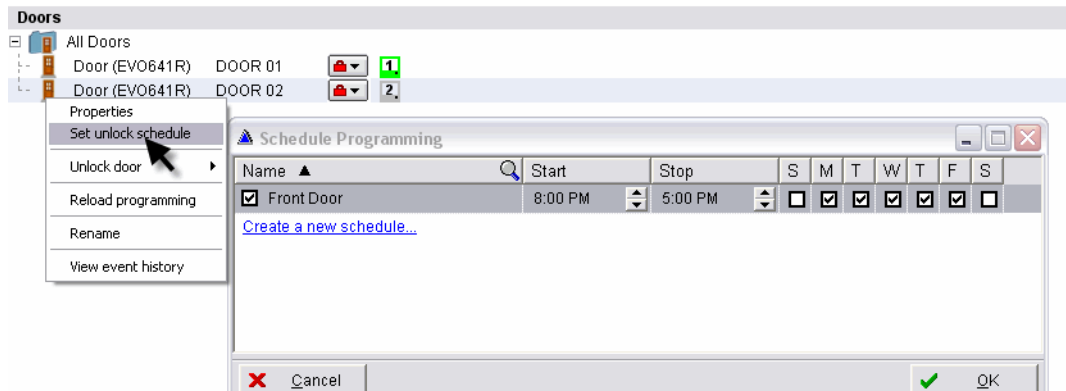
To set a door unlocked schedule:

- To view the System Monitoring Display, click **Monitor** from the menu bar.
- Expand the **All Doors list**, click the door you wish to set or modify.



- Right-click a door and select **Set Unlock Schedule**.
- Select a name for the schedule and set the start/stop time as well as the days on which the schedule will be valid. ⇨ click **OK** to save.

In the following example, Door 1 is unlocked Monday to Friday and on Holidays from 8:00 a.m. to 4:00 p.m..

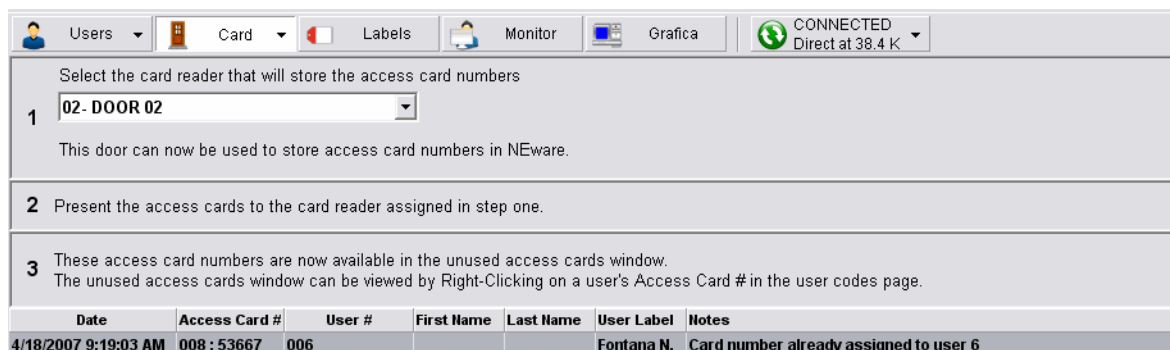


Storing Access Cards

Storing access cards allows you to assign access cards, or Safe Mode Access Cards, to a user automatically. Once stored, you can refer to the access card list to view information about both assigned and unassigned cards. Only the System Master, Master users and Full Master users can store access cards.

To store an access card:

1. From the menu bar, click **Access** ⇒ **Store Access Card Serial Numbers**. The Store Access Card Serial Numbers screen appears.
2. Click the access control door (card reader) that will be used to read the access card serial numbers by clicking the appropriate door in the drop-down list.
3. Present the access cards you wish to store in NEware to the card reader designated in step 2. The access card serial numbers appears in the stored access card list.



Door 00 (Programming Door-Reader)

Naming a reader Door 00 reserves that reader exclusively for storing access card serial numbers in NEware. Contact your installer for more information.

Deleting Access Cards

To delete an access card:

1. From the menu bar, click **Access Control** ⇒ **Store Access Card Serial Numbers**. The Store Access Card Serial Numbers screen appears.

2. Click the access card you wish to delete from the list. Hold down the **Ctrl** key to select multiple access cards.
3. Click the **Delete** on your keyboard.

Assigning Access Cards

Access cards can be assigned to users either manually or automatically. Manual card assignment requires you to type the access card's serial number. Automatic card assignment lets you assign access cards by clicking the desired card from the access card list. However, in order to assign access cards to a user automatically, you must have access cards already stored in NEware (see "Storing Access Cards" on page 12). You can also assign access cards when creating a new user. Only the System Master, Master users and Full Master users can assign access cards to users.

Assigning Access Cards Manually

1. From the menu bar, click **Users** ⇒ **User Codes**. The User Codes screen appears.
2. If the Access Card # column is visible in the User Codes Grid, go to step 3. Otherwise, from the Grid Content drop-down list, click **User Codes and Access Card #**.
3. Click the desired user's **Access Card #** cell. The cell turns blue.
4. Type the access card's serial number.
5. Press **ENTER**.

Assigning Access Cards Automatically

1. From the menu bar, click **Users** ⇒ **User Codes**. The User Codes screen appears.
2. If the Access Card # column is visible in the User Codes Grid, go to step 3. Otherwise, from the Grid Content drop-down list, click **User Codes and Access Card #**.
3. Right-click the desired user's **Access Card #** cell. The Unused Access Cards window appears.
4. Double-click the **access card serial number** you wish to assign to the user.

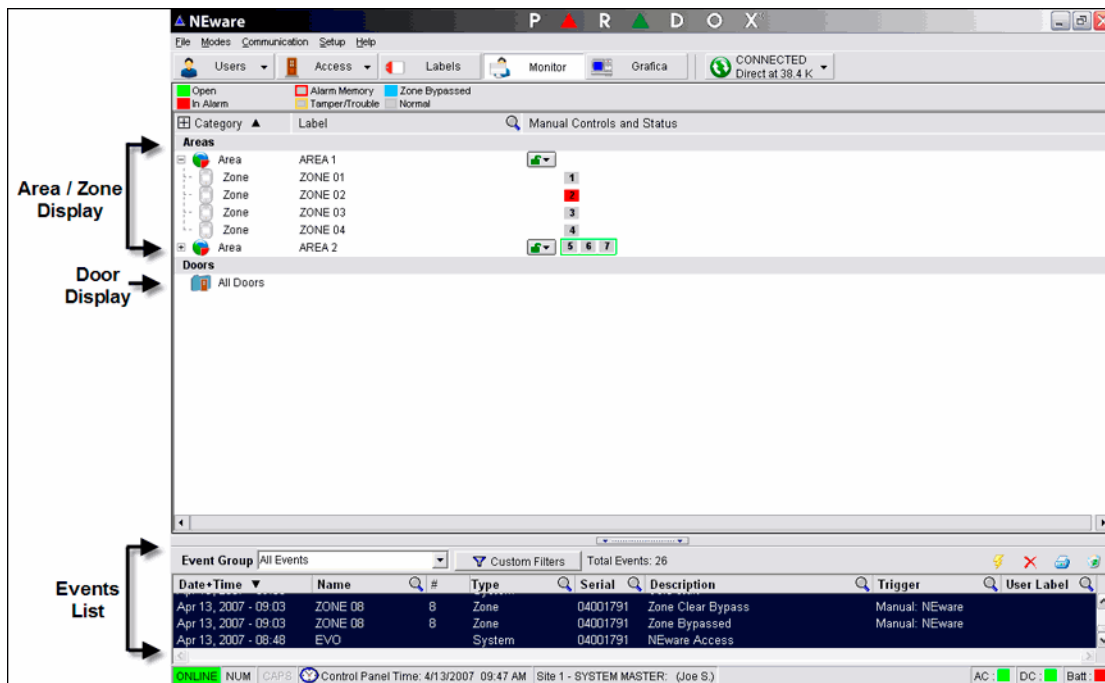
System Monitoring

NEware's System Monitoring lets you have access to the following monitoring and system control features:

- View Troubles
- Arm and Disarm
- Live Alarm Notification
- Bypass Zones
- View Alarm Memory
- Unlock Doors
- View Door Locations and States
- Identify Zones in an Area
- View Area Status
- Verify Power Supply
- Monitoring Zones

In the Demo Edition (DNEWARE-DM), System Monitoring features (Areas, Zones, and Doors) can be viewed, but not controlled.

To view the System Monitoring screen, click **Monitor** from the menu bar.



System Monitoring Display

Only those zones and access control doors that belong to your assigned area(s) will be highlighted in the System Monitoring screen.

To view the System Monitoring Display, click **Monitor** from the menu bar.

The System Monitoring screen displays the following information:

- Area Status
- Door Status
- Zone Status

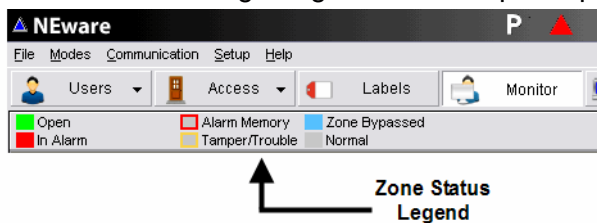
You can choose to view detailed or summarized Area and Door information by clicking the “+” or “-” symbols next to the Area and Door icons.

It may be necessary to scroll down to view all information.

Monitoring Zones

The status of each zone is displayed beside the area to which they are assigned. To monitor the zones in your system, click **Monitor** from the menu bar.

The Zone Status Legend gives an example of possible zone statuses.



Zone Status

- Solid Green: the zone is open
- Solid Red: the zone is in alarm
- Solid Blue: the zone has been bypassed
- Solid Grey: the zone is closed and is in normal state
- Red Box: a previous alarm is in the zone memory
- Yellow Box: the zone has had a tamper/trouble

About Areas (partitions)

Your installer can divide your security system into multiple areas (partitions) . Each area is a separate "mini system" containing a series of zones and benefiting from all available security system features. This feature can be useful when shared security systems are more practical, such as in apartment blocks, buildings housing several companies, and houses with home offices. Users are permitted access to their assigned area(s) only.

Area Status Display

Your installer can set your security system to recognize up to eight areas (EVO96/192) or four areas (EVO48). Only those areas that have been assigned to your user code will be visible in the Area Status Display within the System Monitoring screen.

To view the Area Status Display, click **Monitor** from the menu bar.

From the Area Status Display you can:

- Identify the zones in an area
- View area status
- Arm/Disarm the system

Area State	Meaning
Ready	All zones in the area are closed.
Not Ready	One or more zones in the area are open.
Armed	The area is armed in Regular mode.
Force Armed	The area is armed in Force mode.
Stay Armed	The area is armed in Stay mode.
Instant Armed	The area is armed in Instant mode.
24HR Buzzer	A 24Hr Buzzer zone is open.
Silent Alarm	A zone opened while the area was armed. The bell output (siren) is not activated.
Audible Alarm	A zone opened while the area was armed. The bell output (siren) is activated.
Fire Alarm	A Fire zone opened or a Fire panic was triggered.
Exiting	When arming, one or more zones are in exit delay mode.
Entry Delay	An armed zone has been opened and is in entry delay mode.
Intellizone Delay	An Intellizone opened and is in Intellizone Delay mode.
Panic Alarm	An Emergency or Auxiliary panic was triggered.
Fire Delay	A Delayed Fire zone opened and is in Fire Delay mode.

Event Lists

Events refer to reportable occurrences within your security system such as Access Granted, User Code Entered and Access Card Rejected. The Events List shows live and stored events and is located at bottom of every screen in NEware. Only the System Master, Master users and Full Master users have access to system events.

The Events List lets you view the real-time events as they occur in your security system. Up to 2048 events will be stored in the buffer before your security system begins to overwrite the oldest events. The Events List is available in NEware editions DNEWARE-DM and NEW-ACC only.

From the Events List, you can:

- View the events list
- Filter the events list
- Delete events from the list
- Generate an events report
- Print the events list

You will not be able to view the Live events if you are working offline. For example, if you are working offline and five events occur within the system, these five events will not appear in the Live Events list when you connect to the system. To obtain these five events, you must load them from control panel's memory (see "Loading Stored System Events" on page 18).

Printing the Events List

To print the Events List:

1. If you wish to include the entire Event List in the printed report, go to step 2.
To select the events to print, click on the first event you wish to print, hold down the **SHIFT** key and use the arrow keys or your mouse to select the remaining events. The selected events will be highlighted.
Right click on the Events List and choose **Select All Events**.
2. Click the **Print** button.
3. If required, click **Yes**. The Live Events report appears in the Print Preview screen.
4. In the Print Preview screen, click the **Print** button. The Print dialog box appears.
5. In the Print dialog box, select the desired parameters.
6. Click **OK**.

To print a more detailed report, see Filtering the Events List in NEware's online help.

Saving a Report

A generated report can be saved for the purposes of referral or archiving. The file can be saved as a TXT, CSV, RTF, XLS, HTM or PDF file. The report can also be saved as a QRP file which can be loaded and viewed only in NEware.

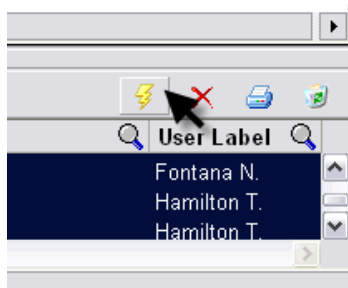
To save a report:

1. Generate a report.
2. In the Print Preview screen, click the **Save** button. The Save As dialog box appears.
3. In the **Save As** dialog box, select the location and file name and file type.
4. Click **Save**.

Loading Stored System Events

If NEware is offline, you will not be able to view new events. Events are stored in your security control panel's buffer (memory). In order to view the Stored System Events, you must load the events from the control panel's buffer. Once loaded, the events appear in the Events list and remain there until you delete or backup the events.

To load stored system events, click the **Get Stored Events** button located above the Events list. The events are uploaded and stored in the Events list.



Generating a Custom Report

Generated reports can be customized, printed and saved.

1. To select specific events, click on the first event you wish to include, hold down the **SHIFT** key and use the arrow keys or your mouse to select the remaining events. The selected events will be highlighted. If you wish to include the entire Event List in the report, go to step 2.
2. Click the **Print** button located on the right side of the events list.
3. If required, click **Yes**. The Events report appears in the Print Preview screen. From this point, you can print or save the report.

Grafica Keypad Options

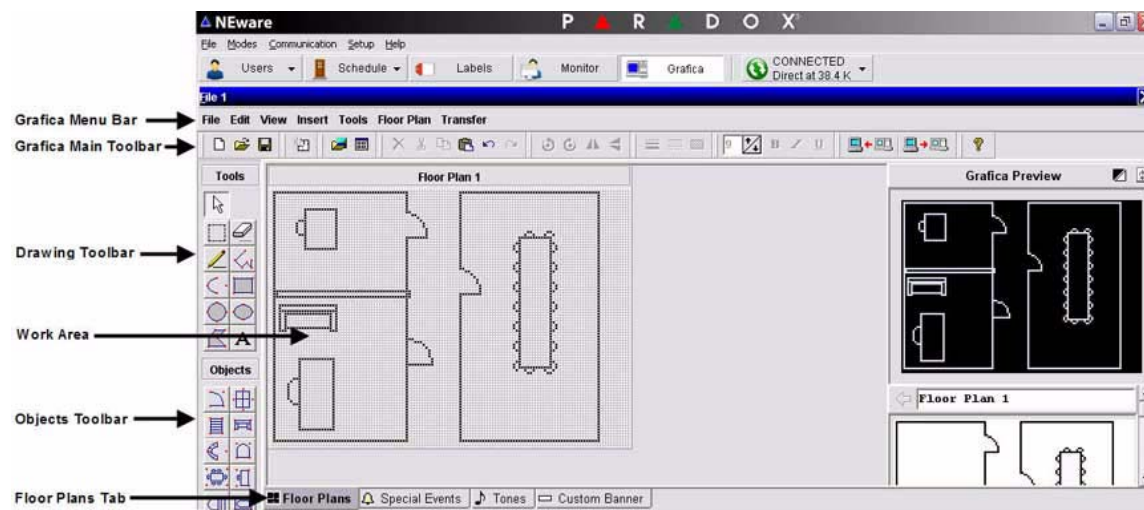
NEware's Grafica section is where you manage the images, tones and settings pertaining to the Grafica features listed below. The information is stored in Grafica files that can be created, modified and transferred to a Grafica keypad on your system. Only the System Master has access to NEware's Grafica section.

From the Grafica section you can:

- Create Floor Plans
- Create Special Events
- Select Tones
- Create Custom Banners
- Transfer Data to the Grafica Keypad
- Transfer Data to NEware

To view the Grafica section, click the **Grafica** button from the menu bar.

Grafica Overview



Floor Plans

Create and modify up to 32 floor plans. The floor plans appear on the Grafica keypad and give a graphical representation of the protected site as well as the location of all the zones in the security system.

Special Events

Create and modify up to 8 special event messages (i.e. birthday wishes) complete with images and tones that will appear on the Grafica keypad's screen on designated dates.

Tones

Import up to 15 tones and then transfer the tones to the Grafica keypad. Once in Grafica, they can be assigned to any of four events: Exit Delay, Entry Delay, Alarm and Fire Alarm. This means that whenever one of these events occur, the keypad will emit the tone that has been assigned to it.

Custom Banner

Create, modify or import a custom banner, such as a company logo or personal name, that will appear across the top of Grafica System Status Screen.

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