



Sielox®

Glossary of Access Control Terms



A

Access

Gain entry into a secured area, such as a parking lot, a building, an elevator, or a room.

Access Card

An electronic card, usually about the size of a credit card, with a unique embedded code



Access Control

A general term describing the control, management, and monitoring of the entrance and exit of people through secure areas.

Access Control Network

The network of devices external to the Device Server—controllers, wiring, readers, and so on—that control access and monitor the security of a facility.

Access Control System

An interconnected set of controllers, managing the entrance and exit of people through secure areas.

Access Point

The point of entry into a secure area. This point is typically managed by a controller using some combination of a card reader, an electric door lock, gate, turnstile, or similar device.

Access Level

A group of cardholders that is allowed to enter a controlled (secure) area during a specific time zones.

Access Level Input Control

Turning the shunt on or off for an input in response to a card read. The shunt may be set to momentary, toggle, or latch.



Access Level Output Control

Activating an output in response to a card read. The output is activated for the momentary activation time set in the output configuration. Activation occurs only during the time zone that the cardholder has access to the reader for that door and affects only those outputs on the same controller board as the reader. Often used for elevator control.

Acknowledge an Alarm

Marks an alarm event as having been noted by a user. Acknowledged alarms remain in the Pending Alarm list pending further action.

Activation

A change in state, usually from a normal (secure or off) state to an abnormal (active or on) state. Activating an output, for example, turns on the device controlled by the output.



Access Tags

Small access cards designed to be worn on key rings or key chains.

Activation Time

Amount of time an output is active in a Momentary On event. Used when an output is triggered by an input and the output is set to Momentary, when the output is activated by an ALOC or an EGO link, and when a user turns on an output using the Momentary On command in User Actions.

Administrator

Person who maintains ultimate control and responsibility for system. Possesses the highest authority and software log on level. Controls assignment of and rights of users.

Alarm Annunciation

The act of announcing that an alarm event has occurred. Annunciation can be done by an audible alarm, warning lamp or LED, or a pop-up window or message (in the case of alarm monitoring via computer software).

Alarm Comment

Information entered by a user about how an alarm event was handled. The comment is stored in the event archive and is available for reports.

Alarm Event

An event which has been designated as alarm so that users can track and respond to it. For instance, forcing an exterior door is commonly configured as an alarm event.

Alarm Response

A set of actions taken when an alarm occurs, such as acknowledging an alarm, investigating the cause of the alarm, and removing the alarm from the alarm list.



ALIC

Access Level Input Control

ALOC

Access Level Output Control

Anti-Passback (APB)

Prevents a card holder from passing an access card back to another person so they gain entry. When anti-passback is enabled, the card holder must leave the secured area through an exit reader before system will grant another entry. Useful for parking lot applications and time-in, time-out accountability checks.

**Anti-Passback Direction**

Direction (in or out) assigned to a reader in an Anti-Passback (APB) area or one door/two readers area. In a default reader configuration, the APB direction is none.

Anti-Passback Forgive

Forgive Anti-Passback

Anti-Passback Suspend

A time zone that suspends or interrupts anti-passback control. May apply to specific situations, such as public parking lots at night, where less restrictive access is desired. If the Anti-Passback Suspend time zone is set to Never, APB is never suspended; that is, it is always enforced.

Archive

An historical record of events in the database. Should be backed up periodically to removable media and stored for maintenance of historical records above and beyond the storage capacity of the live event archive database file.

Automatic Activation Time Zone

Time zone during which an output is automatically turned on. When this option is selected, the output remains on for the duration of the valid time zone interval.



B**Back Up**

To make a maximum of vital computerized data on removable media for safekeeping in case the working copy is destroyed or damaged. Sometimes also refers to the copy itself.

**C****Card-and-PIN**

Installation in which, after a card is presented to a card reader, a PIN must be entered in a keypad before access is granted

Card Code

Unique code assigned to an access card or tag. The card code is embedded in the internal electronic programming of the card and is received and interpreted by the card reader.

Cardholder

An individual to whom an access card is issued for the purpose of gaining access to secured areas.

Cardholder Name

First name, middle initial, and last name of an individual. Entered in cardholder configuration.

Controller

A microprocessor based circuit board that manages access to a secure area. The controller receives information that it uses to determine through which doors and at what times cardholders are granted access to secure areas.

Based on that information, the controller can lock/unlock doors, sound alarms, and communicate status to a host computer.

Click

Using the mouse to highlight (point to) and then select (click) the highlighted item, usually by pressing the left mouse button.





Client Computer

In the access control system computer network, a computer which accesses the system database on the Device Server, allowing system users to operate the Access Control Network.

Configuration

The state of all the access control system options at any given time, including device names, normal switch states, cardholder names, access levels, and everything else except the event archive.

Configure

Enter data and instructions about a system device network, cardholder population, and so on, so that the system can perform as desired.

CSA

The CSA label on a product signifies that the product has met requirements set by CSA International, and that the product manufacturer is authorized to use the CSA symbol on their products.

Cursor

A cursor is a different color, different shape, single-width character. The cursor indicates the current position of the insertion point on the computer window or the data entry point for editing configuration information.

Custom Fields

User-configurable data fields associated with each cardholder record, which allow entry of data useful to the particular system installation.

D

DHCP

DHCP or Dynamic Host Configuration Protocol is a communications protocol, which allows for the central management and automation of the assignment of Internet Protocol (IP) addresses.

Device Server

The computer to which the Access Control Network is connected.

Door

A controlled entrance, such as an exterior or interior door, a turnstile, a gate, or an elevator door requiring a card read or keypad entry for access.

Door Forced Open Time Zone

Time zone during which the access control system will activate a Door Forced Open local alarm if this option is selected in door configuration.



Door Held Open Time Zone

Time zone during which the access control system will activate a Door Held Open alarm if this option is selected in door configuration.

Door Name

A unique, user-configurable name that identifies a door.

Door Number

A unique number (1 or 2) representing the door's address (the port which controls it) on a terminal controller.

Door Status

The state of a door as reported by access control system: door open or closed, door locked or unlocked, REX active or secure

Door Strike

The part of an electrically-operated door lock mechanism that, when activated, unlocks the door. Also the designation on a controller for the port that the wiring controlling the strike or magnetic lock should be connected to.

Door Switch

A device used to monitor whether a door is open or closed.

Door Switch State

The state of the electrical contacts (open or closed) in a door switch (sometimes called a door contact) when a door is in its normal (closed) condition.

Duress Alarm

A device that generates a silent alarm signal in the event a person is experiencing Duress. This device may be a stand alone signaling device or it may be incorporated into a reader.



Duress Code

A number containing from one to six characters that is entered in a keypad by a cardholder at a card-and-PIN door indicating that the cardholder is accessing the door under duress.

DVR

Part of a security camera system that allows the user to view recorded video across a network in MPEG formats.

E

Enhanced Shunt On

Allows overriding the Momentary Shunt On time configured in the input configuration for a particular User Action.

Enhanced Turn On

Allows overriding the Momentary On time configured in the output configuration for a particular User Action.

Enhanced Unlock

Allows overriding the Momentary Unlock time configured in the output configuration for a particular User Action.

Ethernet

Ethernet is a local area network (LAN) technology. The most commonly installed Ethernet systems are 10/100BASE and provide transmission speeds up to 100 Mbps.

Event

A change of state of a device or database object. Checking the status of a door or looking a cardholder record does not generate an event; unlocking a door or changing a cardholder's access level does generate an event, because something has changed.

Event Archive Reports

Reports containing events selected from archived events. Sometimes referred to as event history reports.



Event Generated Output (EGO)

Activating an output in response to an event, as opposed to activating it in response to an input activation or in response to a card read.

Event Line

Item displayed on the screen and stored in the archive when an event occurs.

Event Monitor

Window or page for viewing events as they occur in the access control system.

Export

Save a report in a format that can be used by another application.



F

Filter

Object for pairing events with devices and cardholders. Events in a filter are allowed to pass through (as to the event viewer or to a report or to a report); those not in the filter are blocked.

Firewall

A computer or device that sits between devices on a network which protects a computer or internal network from unauthorized access through one or more rules. The rules determine which communication ports are accessible, the communication direction, which IP addresses have access rights and more.

Formula

An database query created for narrowing the contents of a report.

Forced Door

A door that has been opened without a valid card read or REX activation preceding the opening.



Forgive Anti-Passback

Allow a card holder to go in or out once, the next time the card is presented to the system, regardless of card holder's current in or out status. APB may be forgiven for individual cardholders in the Cardholder window or at doors in the User Actions window. Resets Anti-Passback status. This can be done for one cardholder (in Cardholder Configuration/Forgive APB) or for all cardholders at a selected door or doors (in User Actions/doors/Forgive APB). Forgiving APB for a cardholder resets their current APB status to Unknown, allowing the next card presentation to be accepted at either an In or an Out reader. Forgiving APB for a door resets all cardholders to unknown at the selected door(s). Cards then presented to the readers for those doors are processed without regard to APB direction. Once a card is read for a cardholder, standard APB enforcement will apply.



G

Global Anti-Passback

Enforces anti-passback communication between controllers that are connected to the same server.

Global Input/Output Link

A link from an input on a terminal controller under one main controller to an output on a terminal controller under another main controller. Global relationships are managed by the Device Server.

Group

An arbitrary collection of doors, reader, inputs, outputs, terminal controllers, access levels, or other database objects that are grouped together to simplify and speed operations.

GUI (Graphical User Interface)

What appears on the computer window to allow a computer user to control and operate computer programs. Characterized by the use of icons, dialog boxes, tabs, and the mouse, in addition to keyboard entry.

H**Hard Anti-Passback**

Denies access to an area when a cardholder improperly exited the area last time they left.

Holiday

Date designated as a non-working day for most people in an organization. Time zone intervals may be designated to be valid on holidays.

Hot Stamp

An identification number imprinted on the outside of an access control card and used to identify the card without revealing the card code.

**I****IO**

Input/Output.

Input/Output Link

Allow selected inputs to activate selected outputs when the input changes to an active state.

Input

Auxiliary sensing devices whose state can be monitored by access control system. Commonly, inputs are used for security devices, such as motion detectors and panic buttons.

Input Number

A unique number representing an input's address (the port which controls it) on a terminal controller.

INPUT OUTPUT

Input State

The state of the contacts in the input device. If the state is normal (as defined by the normally open/normally closed setting in input configuration), the input is reported as secure; if it's abnormal, the input is reported as active.

Insertion Reader

A card reader in which a magnetic stripe card is inserted and then withdrawn to be read.

Intelligent Device

Any type of microprocessor-based input, output, or sensor device that has free-standing logic capability. These devices can be programmed with instructions that allow them to make their own decisions regarding granting access and sounding alarms. They also can communicate with a host computer to receive new instructions or to send event message logs.

Intelligent Refresh

A refresh in which all Device Setup, access level, and time zone information is downloaded to controllers and cardholder information is downloaded only if it has changed.

Interval

An element of a time zone. Time zones may contain up to eight intervals. By using intervals within time zones, the system can be configured to produce the same behavior at different times of day. For example, a public door can unlock automatically from 8:30.

Invalid Card Read

Access control system does not recognize the card code of a card presented to a reader.

IP

The Internet Protocol (IP) is the protocol by which data is sent from one computer to another on the Internet. IP is a connectionless protocol, which means that there is no continuing connection between the end points that are communicating.

IP Address

An IP address is a 32-bit number that identifies each sender or receiver of information that is sent in packets across the Internet. An IP address has two parts: the identifier of a particular network on the Internet and an identifier of the particular device (which can be a server or a workstation) within that network.





IPSec

IPsec (Internet Protocol Security) is a framework for a set of protocols for security at the network or packet processing layer of network communication. IPsec is especially useful for implementing virtual private networks and for remote user access through dial-up connection to private networks. A big advantage of IPsec is that security arrangements can be handled without requiring changes to individual user computers.

J

K

Keypad

A code recognition device that has numbered keys. When the keys are pressed, a code is transmitted to the terminal controller, which reacts accordingly.

Key Tag

An access control identification device assigned to an individual to give that individual access rights to an access control system. Typically, the tag is attached to a key ring or similar device to provide quick, convenient access to the tag. Each tag has a unique identification code. That identification code is used by a controller to determine through which doors and at what times of day cardholders are granted access to a secure area.

Keyswitch

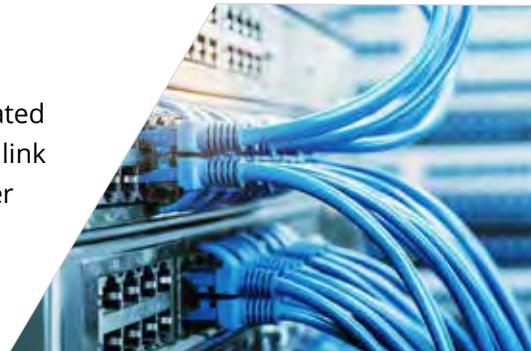
A lockable switch operated by a key.



L

LAN (Local Area Network)

A local area network (LAN) is a group of computers and associated devices that share a common communications line or wireless link and typically share the resources of a single processor or server within a small geographic area (for example, within an office building). Usually, the server has applications and data storage that are shared in common by multiple computer users.



Line Supervision

Placement of two additional resistors at the device end of the wiring to an input device (an input, a door contact, or a REX device). With these resistors installed, terminal controllers can sense two additional states from the device. In addition to the basic states of on/off (or active/secure or closed/open), they can also sense cut and shorted.

Local Alarm

A device, usually a sounder or a light, placed near a door to alert persons in the vicinity of the door when the door has been either forced open or held open beyond the configured held open. Also used to refer to the configuration settings for this feature. For a full explanation see

Local Input/Output Link

A link from one input on a terminal controller to an output on the same terminal controller. Local relationships are managed by the terminal controller.



Log out

Log On

Enter a user name and password to gain access to a computer operating system or a computer program.

Log Out

Exit a computer program or operation system so that the next user must first log on before using it.

M

Mac Address

In a local area network (LAN) or other network, the MAC (Media Access Control) address is your computer's unique hardware number.

Magnetic Lock (Mag Lock)

Locking device that secures a door by energizing an electro-magnet.

Magnetic Stripe Card (Mag Swipe Card)

Access or other card on which information encoded in a magnetic strip designed to be passed through (swiped) or inserted in a card reader.

Main Controller

Top level distributed controller device. Stores, routes, and processes information going back and forth between the computer and the terminal controllers.

Menu Bar

Provides access to functions in a computer program through menus, as opposed to icons or text commands. Generally located at the top of the program window or page, but may be located at sides or bottom of the window.

Message

A configurable notification that can be configured to appear at specific intervals.

Momentary On

Turn on an output for the amount of time configured as the momentary activation time. After the time has elapsed, the access control system turns the output off.

Momentary Unlock

Unlock a door for the unlock time set in door configuration (the same amount of time as a card read). After that time elapses or after someone opens the door (whichever comes first), the access control system locks the door.



Monitor Point

A location (point) whose state is reported to a terminal controller through an input device, such as a motion detector.

Motion Detector

A device that senses motion, such as passive infrared and microwave motion detectors, and is often used as REX devices or space detection alarms.



N

Network

1) A series of controllers, all connected via a communications cable. 2) A group of computers, all connected via a communications cable.

Normal Switch State

Setting that indicates the normal state (opened or closed) of the contacts in the door switch.

O

Orientation

How a badge, text or shape is displayed or laid out. Can be either portrait (vertical) or landscape (horizontal).

Output

A set of auxiliary (that is, not related to door control) terminal controller contacts that will open or close depending on pre-defined parameters, turning remote devices off or on.

Output Momentarily On

A User Action that turns on an output for the momentary activation time established in output configuration. When that time elapses, the output is turned off again.

Output Number

A unique number representing the output's address (the port which controls it) on a terminal controller.

Output On

A user action to activate an output. If a user turns an output on, it will remain on until a user turns it off.

Output Status

The condition of the contacts in the output relay: on or off.

P

Partition

A partition is comprised of the following objects: cardholders (including custom fields), devices (Main Controllers, Terminal Controllers, doors, readers, inputs and outputs), access levels, time zones/ holidays, and filters. In general, partitions determine which objects a user can view, while user permissions determine what the user can do with those objects.

Partition Administrator

The partition administrator for each partition is responsible for the setup and maintenance of that specific partition. They control who can log onto the partition and are responsible for creating partition users.

Partition User

Partition users can add devices, cardholders, access levels, etc. for that partition. The contents of the partition are viewable only by users assigned to that partition, as well as, by any user logged into the system partition.

Pass-Through Reader

A device for reading magnetic stripe cards in which the card is passed through the reader in one direction to be read.

Password

A sequence of characters that, in conjunction with the log on name, allow an access control system user to log on to the system.



Pending Alarm

An alarm that has been received by the access control system and not yet removed from the Alarm List. It may or may have been acknowledged.

PIN

Personal Identification Number for entry in a keypad.

Point to Point Tunneling

Point-to-Point Tunneling Protocol (PPTP) is a protocol that allows corporations to extend their networks through private “tunnels” over the public Internet. Effectively, a corporation uses a wide-area network as a single large local area network.



Privilege Code

Card codes entered in a reader configuration.

Privilege code cardholders have always access at the readers where they are entered in the privilege code fields.

ALOC and ALIC functions do not work for cardholders entered as Privilege codes at the reader.

Proximity

A method of reading a card or key tag without requiring any physical contact between the card/tag and the reading device.

Proximity Reader

Access card reader that does not require physical contact with an access card to read it. Proximity readers radiate an RF field; when a compatible proximity card comes close enough to the reader, it returns a signal (commonly referred to as the card code) to the reader, which in turn transmits the signal to the controller.



Pulldown List

A menu which is activated, commonly by clicking a symbol or icon, which provides a list of choices.

Q

R

RAM

Random Access Memory (RAM) – Randomly addressable, readable and writable memory (either volatile or nonvolatile) whose contents may be read or be altered at will.

Reader

A device for receiving and interpreting card codes from proximity and magnetic stripe cards.

Reader Number

A unique number (1 or 2) representing a reader address (the port into which it is plugged) on a terminal controller.

Refresh

Download updated configuration information to a controller.

Regional Input/Output Link

A link from an input on one terminal controller under a main controller to an output on a different terminal controller under the same main controller. Regional relationships are managed by the main controller.

**Reminder**

A notification from the access control system to an access control system user that an action, which can be reversed only by the access control system user, has been taken on a device or that a controller is being refreshed.

Remove an Alarm

To clear an alarm from the Pending Alarm list.

Repeat Interval

How often a scheduled option will repeat: only once, daily, weekly, monthly, and annually.

Report (in Device Setup)

To deliver an event to the Device Server; each device has its own set of Report settings, depending on the specific events which originate from that device. The Report settings default to Always report. Other time zones may be selected. Typically recommended reporting all events all the time unless there are compelling reasons otherwise. If events are not reported, there is no record in the event archive of their having taken place.

Reports

Compilations of configuration or historical information generated using the access control system report function.

Request to Exit (REX)

A device for authorizing egress without a card presentation through a card-access door. The REX may or may not unlock the door, as needed.

Request to Exit Switch State

The normal (REX secure) state of the contacts inside a REX device: open or closed.

Router

A router is a device that moves data between networks.

Routers use subnet masks to determine if a message being sent belong in this network.

S

Secure Area

A designated area in which access into and out of is controlled and can be monitored.

Secure Door

A door in which access through is controlled and can be monitored.

Scheduled Refresh

A refresh or update of the information stored in the controllers that occurs at regular, configurable intervals. Users can configure scheduled refreshes in the access control system Scheduler.



Scheduler

Allows for the configuration of certain functions to happen on a recurring basis.

Secure State

The normal state of the contacts in an input device when that device is not activated. The state may be open or closed.



Shielding

Providing electrical isolation for a circuit, component, or wire by enclosing or isolating the circuit, component, or wire with a metal enclosure, plate, or foil that blocks any interfering electrical field.

Shunt

To disable an input's reporting capability temporarily. When the shunt is turned on, any I/O links involving that input will not work.

Soft Anti-Passback

Soft APB has two different possibilities: 1) Even though a cardholder improperly exited an area, the system grants access, but logs the event for reporting or 2) Even though a cardholder improperly entered an area, the system allows the cardholder to exit, but logs the event for reporting.

Subnet

A subnet (short for "subnetwork") is an identifiably separate part of an organization's network. Typically, a subnet may represent all the machines at one geographic location, in one building, or on the same local area network (LAN). Having an organization's network divided into subnets allows it to be connected to the Internet with a single shared network address.

Subnet Mask

Once a packet has arrived at an organization's gateway or connection point with its unique network number, it can be routed within the organization's internal gateways using the subnet number as well.

System Event

An event which originates within the computer (system) and refers to data or objects stored within the computer, rather than to events from or about field devices (controllers, doors, readers, inputs, outputs).



System Partition

The system partition contains all other partitions and is under the control of the system administrator. The system administrator has full access to all partitions, including modifications and deletions of all other partitions.

T

Tailgating

- 1) More than one individual entering a secure area using one access card.
- 2) Following an authorized person into a secure area.

TCP/IP

TCP/IP (Transmission Control Protocol/Internet Protocol) is the basic communication language or protocol of the Internet. It can also be used as a communications protocol in a private network (either an intranet or an extranet).

Target Operator

The person who will receive a scheduled message.

Target Workstation

The computer where a scheduled message will pop-up.

Terminal Controller

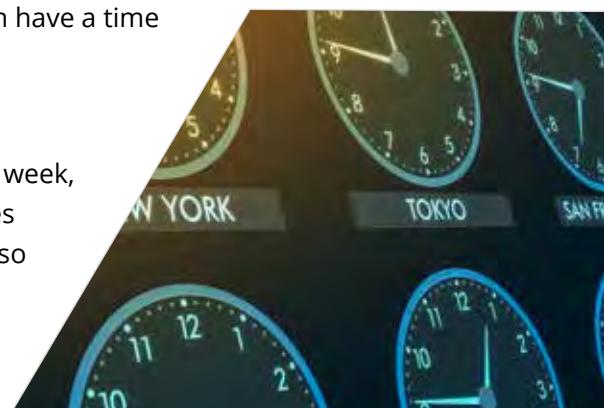
A distributed device which controls access for two doors and for outputs and inputs.

Timed Unlock

A time zone that is set to automatically unlock a reader-controlled door. For example, the locking mechanism for a lobby door can have a time unlock time zone that corresponds to business hours.

Time Zone

Specified in units of time (these units may be days of the week, hours of the day or minutes) or time intervals. Time zones control when a cardholder has access. Time zones can also control event reporting or the automatic activation of events. Two time zones are typically included with the access control system product: Never and Always.



Toggle

To change state from one position or condition to another. For example, from off to on.

U

UDP

User Datagram Protocol or UDP is a connectionless protocol for transmitting data between computers that is faster than TCP, but less reliable. UDP is used for multicast, updates, etc.

UL

The UL label on a product signifies that the product has met the Underwriters Laboratories requirements and that the product manufacturer is authorized to use the UL symbol on their products.

Unlock

A user action that unlocks all selected doors. If this command is issued, the doors will not be locked again until a user issues a Lock command.

Unlock Time

The time that a door remains unlocked after a valid card read, a valid REX, or a momentary unlock command.



User

A person authorized to login to the access control system and operate the access control system software.

User Instructions

In alarm configuration, special instructions for the access control system users about how to respond if the configured device enters an alarm state.

Universal Anti-Passback

Enforces anti-passback communication between controllers connected to different access control system hardware servers.

V**Verification**

Identifying an individual based on some type of provided information. Verification may be done using methods such as access cards, biometric information, PIN, etc.

Valid Card Read

The access control system recognizes the access card code of a card presented to a reader, indicating that the card code is associated with a cardholder in the access control system database. Access may be granted or denied.

**Visitor Management System**

Visitor activity (Admitted, Access Denied, etc.) will be recorded within the access control system in a manner consistent with other Cardholders; i.e. reader events will be recorded in the Event Archive including the name of the Cardholder currently in possession of the card and his Cardholder ID.

Other visitor management capabilities including employees visited, number of visits, date of last visit, etc. will be provided by a third party vendor, if available.

VPN

A virtual private network (VPN) is a way to use a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to.

**W****Wiegand Card**

An access control card based on the Wiegand effect. Small bits of specially processed wire are embedded in the card in a pattern that uniquely identifies the card. This identification information can then be decoded by a Wiegand reader.

Wiegand Standard

A standard for packaging data for transmission from a card reader to a controller.

Wiegand Reader

A reader capable of reading the information encoded on a Wiegand card.

X

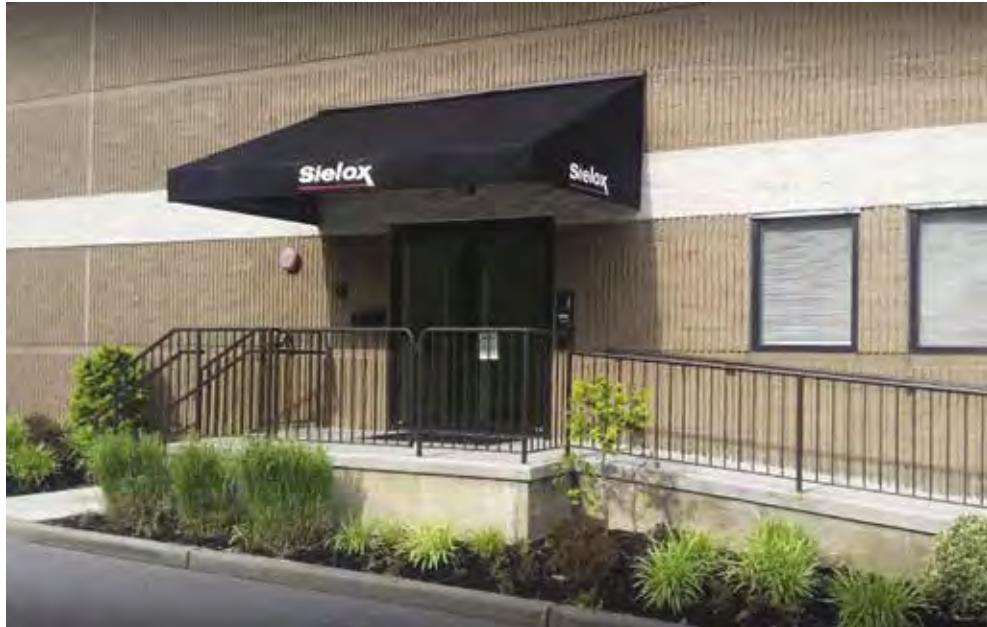
Y

Z

Zone

A grouping of terminal controllers that participate together to enforce anti-passback. Only terminal controllers that appear under a controller on the Device Setup Screen can be members of a zone.





About Sielox

Sielox Layered Security Systems, including access control systems, crisis notification, response systems, and intelligent access controllers, provide a smart way to protect people, property, and assets with the highest levels of performance, reliability, and cost-efficiency.

Since 1979, Sielox has built its expertise working with integration partners and end-users in all types of facilities. Our "Made in USA" lockdown solutions include the AnyWare™ Browser-Based Access Control Solution, CLASS™ Crisis Lockdown Alert Status System, 1700 Intelligent Controller, and Pinnacle™ Advanced Access Control Software integrated with leading manufacturer wireless locks.

Sielox is a listed vendor with the U.S. General Services Administration (GSA) and PEPPM which can be used for State, County, and Municipal Government purchasing.

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