# GALAXY HOW TO GUIDE

## SG Reader Double Tap

**This guide covers NEW Reader Double-Tap Feature**
**( 10.4.8 or later )**
**(635-series Only)**

Toggle a door lock-state (lock vs. unlock) with the double-tap card feature

JAN 2021 | SG 11.7.0 to Current

# SYSTEM GALAXY | VERSION 11

## How to Use
### *Reader Double-Tap*

Information in this document is subject to change without notice.
Therefore, no claims are made as to the accuracy or completeness of this document.

The Reader Double-Tap feature is introduced in SG v10.4.8 (July 2015*)

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## *Table of History - Document and Feature*

| Date | Version & Editions | Descriptions |
|---|---|---|
| JUL 2015 | SG 10.4.8 1st Edition | **SG 10.4.8 adds the Double-Tap feature:**<br><br>Reader Double-Tap  – feature provides the ability to toggle a door's lock state with a double card read at the reader. |
| Jan 2018 | 10.5.6 | Updated cover, Title Page, TOC etc – for new release |
|  |  |  |

# 1. Introduction to Double-Tap Feature

System Galaxy v10.4.8 introduces the new Double-Tap feature, which is supported by **635 hardware**.
Double-Tap allows the user to change the lock state of the door with a ***double card read***.

**Table 1:  Scope of Function for Double-Tap feature:**

| Feature | Function | |
|---|---|---|
| **Double-Tap** (feature) | **Toggle the lock state of a designated reader with a double card read.**<br>» The option is controlled at the Card/Badge Settings tab in the Cardholder screen.<br>» Valid card access is required to control lock state<br>» 635 Hardware is required. | **NEW IN SG 10.4.8 or later**<br><br>**635 CPU/DRM**<br>**v10.4.8 flash** |

See all the requirements on the next page.

# *Requirements & Recommendations*

This section lists the requirements and recommendations for using the Double-Tap feature.  Step-by-Step instructions are included in the following chapter.

### HARDWARE REQUIREMENTS & READER ELIGIBILITY

1. Requires Flash v 10.4.8 or later and SG 10.4.8 software.

2. The *Double-tap card feature* is supported at 635-series controllers (635 CPU / Panel).

3. This feature works at readers that are hardwired to the DRM, including at the Remote 635-DRM in the Galaxy 485 Door Modules.

4. This feature does not work at IP Readers or Wireless Readers (including the AD300/AD400 models).

### REQUIREMENTS FOR SYSTEM REGISTRATION & SYSTEM SETTINGS

5. There are currently no System Registration or System Settings requirements for this feature.

### REQUIREMENTS & RECOMMENDATIONS FOR GCS SERVICES

6. The **core GCS Services must always be running** to support the system operation (Communication Service, Event Service, Gateway Service, DBWriter Service). However there are no extra services needed.

### SOFTWARE REQUIREMENTS

7. The *Toggle Lock State option* must be correctly configured in the Card/Badge Settings tab of the Cardholder screen on the card used to execute the toggle function.

8. The card must be loaded to the Loop (panels) that it is intended to work in.  Access to the specific reader is controlled by the assigned access group (time-schedule)

9. **The card will only work during valid access**. "Unlimited Access" allow card to ALWAYS work at *eligible reader\** on the assigned 635 loop. It is recommended to use a custom Access Group with a time schedule and that has the designated doors added to the access group.

   *\* See hardware requirements that apply to the reader eligibility.*

### CONSIDERATIONS

10. The *Lock State of a door* can be affected by auto-unlock schedules that are also assigned to the door. Be sure you consider the other methods of applying schedules to the designated door when implementing Double-Tap Card. The auto-unlock schedule issues a lock or unlock at the times the schedule takes effect or goes out of effect.

# 2. Configuring & Using the Double-Tap Feature

A Double-Tap Card (toggle lock-state card) works during **valid access** to a door/reader.

Therefore, the Galaxy Administrator must assign the appropriate *access schedule* to the Double-Tap Card. The Administrator can create a *Custom Access Group* or use the *Unlimited Access Group*.

The **Unlimited Access Group** is a *system-defined access group* that uses the *system-defined schedule* of "ALWAYS" with no holidays applied.  Using this group means the Card will always work (24/7 - 365) at every door/reader that is a member of the Loop/Cluster chosen as an "authorized loop" for the card (as long as it is wired to a 635-Controller).

The **Custom Access Group** is a *user-defined access group* that uses a *user-defined schedule* that the user created.  Using this group will mean the Card ONLY WORK during the valid time of the schedule(active/green) AND ONLY at the door/reader(s) that is a member of the Loop/Cluster chosen as an "authorized loop" for the card (as long as it is wired to a 635-Controller).

NOTE: You can still assign the "Always" schedule to a selected reader in a Custom Access Group if you only want to limit which reader/door is available for the Double-Tap Card, but don't want to create a custom time schedule.

**To set up a Double-Tap Card, the Administrator must do the following:**
   » create a custom Time Schedule *in the Time Schedules programming screen*
   » assign it to a custom Access Group *in the Access Group programming screen*.
   » assign the custom Access Group to the Double-Tap Card in the Card/Badge Settings screen.

## How To Create a Time Schedule - Quick Steps

❖ **Open the *Time Schedules* window:** (from SG Menu Bar → **Configure > Schedules > Time Schedules**)

1. Pick a loop from the [Loop] droplist (one the door(s) belong where you want a Double-Tap Card to work).
2. Click [Add New] button and type a *descriptive name* in the [Name] field.
3. Change the *Red (inactive) Time Segments* to Green (active); using the click & drag method
   **(i.e. click & hold the left-mouse-button while simultaneous dragging the cursor over the *red segments to change them to green*).**

   TIP: User can use the copy feature to copy the time schedule from one day to the rest of the days if other days will use the same time format (e.g. 8am to 5pm Monday thru Friday – program Monday and copy it to Tuesday thru Friday.

4. If this schedule is affected by holidays, Click (check) the **[Schedule is affected by Holidays] checkbox**.
5. Use mouse (as in step 3) to set the red/green segments to the desired behavior for each type of holiday.
6. Click [Apply] button to save.

   👁 **See Chapter 7 in the Main SG User Guide for detailed information about Time Schedules/Holidays.**

## How To Create an Access Group - Quick Steps

❖ Open the *Access Groups window*: (from SG Menu Bar → **Configure > Cards > Access Groups**)

    »   Dependencies:  Schedules must be created first.

1. Pick a loop from the [Loop] droplist.
2. Click [Add New] button.
3. Type in a descriptive name for the group.
4. Pick (highlight) the desired readers and Click on the [>>] button to move the readers.

   Note: The [>>] button moves all the ports over to authorized.  Also, you can hold the <Ctrl> key on the keyboard while you select/highlight the reader ports you want.  Then user can click the [ >> ] button on the screen to move all the selected readers at once.

5. Select a schedule for as prompted:  Pick a schedule name from the droplist.

   Note: If the [Use this schedule for all readers] option is "CHECKED", then this schedule will apply to all chosen readers in this Access Group.  User can apply schedules individually by "unchecking" this option.  Then the software will prompt user through picking each reader's schedule individually.

6. Click [Apply] button to save.

👁 **See Chapter 7 in the Main SG User Guide for detailed information about Access Groups.**

# HOW TO CREATE A DOUBLE-TAP CARD…

The Double-Tap (double read) feature will only work at any reader.  This is done by enabling the *Toggle Lock State checkbox option* in the Cardholder screen of the designated access card. .

❖ Open the **Card Holder screen** from the menu { **Configure > Cards > Cardholders** }

1. Click the [Add New] button to create a new record.

2. (required) Enter a *descriptive name* in the [Last Name] field.

3. (optional) In the [First Name] field, enter any part of the card name (as desired). The Card Name will appear in the Event Screen when the Card is used.

## STEP-2 Adding the Card Code & Type (Card/Badge Settings)

4. Click on the *Card Badge Settings tab*.

5. Set the **Card Technology** droplist to the appropriate setting for the Double-Tap Card.

> NOTE: The chosen Card Type (Technology) must be valid for the Reader at the target Door(s).

3. Enter the **Card Code** (including Facility Code or Site Code, depending on card type).

4. Set **Card Role field** to "Access Card".

5. You can set an **Active Date** and **Expiration Date** as desired.

## STEP-3 Adding the Loop/Cluster (Loop Privileges Settings)

✓ **You MUST add the Loops that the target Doors(s) belong to!** This allows the Double-Tap Card to be loaded to the 635 Controller (panel) that the designated reader(s) belongs to.

6. Click the **Edit Loops button** … and add desired loops.

7. From the **List of Loops**, double-click any *Loop Name* you want to add and **click OK**.
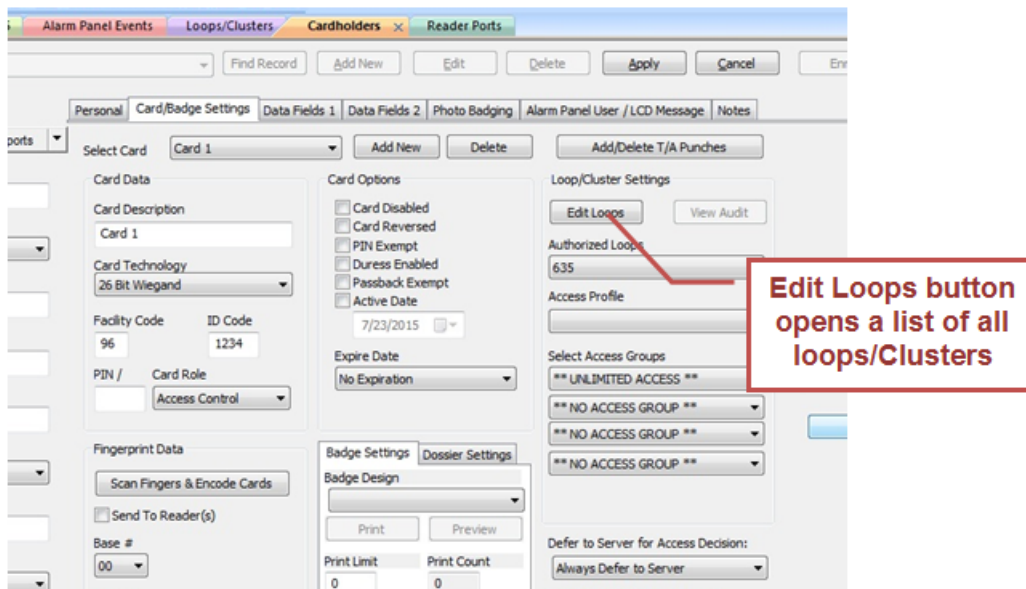
## STEP-4 Adding the Access Groups at the Double-Tap Card

- ✓ **You MUST add a valid access to the card** … either "Unlimited Access" or a Custom Access Group.

- ✓ You must have already created your custom Time Schedule.

- ✓ You must have already created your Custom Access Group and added the desired door(s) and Time Schedules to the access group.

8. In the **Authorized Loops field**, select a loop that you added in the last step (configure one at a time).

9. In the **Access Groups field(s),** set the access privileges you wish the card to have (use table to assist).



10. **Repeat Steps 7 thru 8 for each Loop that was added.**

## STEP-5 Enable the Toggle Lock State Double-Tap Card

✓ **You MUST add a valid access to the card … either "Unlimited Access" or a Custom Access Group.**
Unlimited Access means the Double-Tap Card will always work at every reader on the loop.  With a Custom Access Group, the Double-Tap Card will only work during the hours it has valid access and only at the readers that are assigned to the Access Group.

✓ **You must have already created your custom Time Schedule**

✓ **You must have already created your Custom Access Group and added the desired door(s) and Time Schedules to the Access Group.**

11. In the **Authorized Loops field**, select a loop that you added in the last step (configure one at a time).