System Galaxy Quick Guide CONFIGURATION AND OPERATION



Schindler Elevator System

JAN 2020 | SG 11.7.0 to Current

System Galaxy Schindler Elevator Interface	
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1 Introduction - Galaxy Integration to Schindler Elevator System

This chapter provides the overview, capabilities and requirements for integrating System Galaxy 10.5.1(or higher) with the Schindler Elevator System, using Galaxy Services & DB-Synchronization.

Overview of Schindler Integration

System Galaxy supports Schindler cardholder/card population with "elevator groups/profiles" via SG 'GCS Schindler Service'.

SYSTEM COMPATIBILITIES

- **System Galaxy 10.5.1 (or higher)** supports interfacing with the *Schindler Elevator System*.
- > Schindler elevator readers do not connect with Galaxy hardware panels (directly or indirectly).
- > Supports 26bit Wiegand and HID Corporate 1000 formats and may support other Wiegand formats.
- System Galaxy connects to the Schindler system via GCS Schindler Service and Database-Synchronization.
- Supports elevator "Groups" and "Profiles" through software programming.
- > Supports assigning *elevator groups and profiles* to the SG cardholder-level; not the card-level.

ABOUT SCHINDLER ELEVATOR PROGRAMMING

All *elevator floor-mapping* and *elevator access schedules* are exclusively created and maintained in the Schindler system, via *elevator groups* and *elevator profiles*. Galaxy has no input to/from Schindler programming. Schindler also exclusively controls the elevator readers. *Refer to the appropriate Schindler documentation for more information*.

ADDING ELEVATOR GROUPS & PROFILES INTO GALAXY

An SG Administrator must obtain the names of the Schindler elevator groups and profiles and add them to the 'SG Schindler Elevator' programming screen. The names & hierarchy of elevator groups & profiles must exactly match Schindler's programming – i.e. spelling and case-sensitive matters. See the Programming Chapter of this guide for instructions.

2 WAYS TO ASSIGN ELEVATOR PROFILES TO CARDHOLDERS

The SG Operator can assign an *elevator group* & *profile* directly to a Cardholder; or indirectly through an SG Access Profile. The *elevator profile* is applied at the Cardholder level; not the card level. All cards on one cardholder record get the same *elevator profile*, even if the profile was applied through SG's Access Profile. If a person needs two different *elevator profiles*, you must enroll the second card in a separate cardholder record. *See the Enrollment Chapter of this guide for instructions*

SENDING CARDHOLDERS/CARDS TO SCHINDLER

Using the *GCS Schindler Service*, SG sends cardholders, card data, and assigned Schindler elevator group & profile names to the Schindler system. Schindler populates their system with our cardholder names and card data and links the elevator privileges. The *GCS Schindler Service* gets the Schindler IP Settings from the *'SG Schindler Elevator' programming screen*. *See System Topology, or Programming Chapter of this guide for more*.

WHAT'S IN THIS GUIDE:

- Galaxy Requirements
- SG Configuration of GCS Schindler Service
- Enabling Schindler in SG

- Adding the Schindler System IP Connection Settings
- Adding the Schindler Groups and Profiles
- Assigning the Schindler Profiles to the user's access card

Galaxy Requirements for Schindler

The requirements are generally listed in order, but are not intended to serve as a substitute for following instructions.

IMPORTANT: Review requirements before beginning the installation and configuration process steps and keep these requirements in-hand during the process as reference. *You can also use these requirements as a troubleshooting tool.*

HARDWARE REQUIREMENTS

- 1. Schindler elevator readers are not wired to Galaxy panels, so there are no hardware requirements for Schindler.
- 2. Galaxy still maintains access rules for the Galaxy readers, doors, and hardware that are wired to Galaxy panels.
- 3. Your Galaxy controllers/CPUs flash should match the version of System Galaxy software that is installed at the site this is a general rule of operation for the Galaxy access control system.

SYSTEM INTEGRATION REQUIREMENTS

- 1. System Galaxy software v10.5.1 (or higher)
- 2. The pc running the System Galaxy communication and event services must have a static IP address.
- 3. The GCS Schindler Service relies on an XML config file for its *SG Login/password* and the Schindler-Badging-Format parameter ("true" = Normal, or "false" = Generic)
- 4. The GCS Schindler Service is installed during Part-3 of the SG Installer and must be configured to auto-start.
- 5. The GCS Schindler Service must be running to support Schindler cardholder updates.
- 6. The Schindler Server IP & Port settings must be added to SG in the 'Schindler Elevator' programming screen.

NOTE: The GCS Schindler Service sends the cardholder name, card ID/FAC, and assigned elevator privileges. Schindler uses this data transmission to populate the Schindler system with the cardholder names, card ID and the names of the elevator group/profile that are assigned.

7. The Schindler system can support **26-bit Wiegand** and **HID Corp 1000**, as well as other formats. The card format chosen must be supported in both systems. See Cardholder Technology Type for the list of formats Galaxy supports.

SYSTEM PROGRAMMING AND ENROLLMENT REQUIREMENTS

- 1. There are no SG Registration settings for Schindler elevator interface.
- 2. The SG System Settings must be configured to use Schindler System.
- 3. There is also **no elevator floor-mapping in Galaxy** since this is all handled by Schindler.
- You must add every *Schindler <u>Group name</u> and <u>Profile name</u> to the SG programming. IMPORTANT: the names must exactly match the Schindler spelling (case sensitive). Also, you must be sure the Profiles are added under the correct Group.*
- 5. You must assign a Schindler System, Group, & Profile to a cardholder in order to assign elevator privileges.

NOTE: Schindler *Groups and Profiles* can be assigned directly to the *Cardholder* or through the *Galaxy Access Profile*. Either way, the <u>elevator privileges are applied at the cardholder level</u>; not card level. This means that all cards in the same cardholder record will receive the same elevator privileges. If a person needs a different/additional elevator privilege (profile), then you must enroll the new access card into a new/separate cardholder record.

IMPORTANT: The *elevator floor access rules are configured in the Schindler system*.

2 Galaxy Quick Steps: Schindler Configuration

This chapter covers the configuration of System Galaxy components.

QUICK STEPS: SET UP THE SCHINDLER INTERFACE

- 1. Install the System Galaxy 10.5.1 (or higher) software on the main Communication Server & Database Server as appropriate. [CLICK FOR DETAILS]
 - a) Register the software and clients as appropriate for the options purchased.
 - b) There are no elevator-related registration settings for Schindler.
- 2. Add an Elevator Operator and enable the Elevator feature in System Galaxy software.
 - a) Create a dedicated Elevator Operator Login & Password with no expiration & no filters enabled. [CLICK HERE]
 - b) Enable the Schindler feature on the General tab in System Settings screen. [CLICK FOR DETAILS]
 - c) Restart System Galaxy.
- 3. Configure GCS Service to use the SG Login & Schindler Badging-Format, and to auto-start. [CLICK FOR DETAILS]
 - a) Add the Elevator Operator login & password to the <appSettings> in *GCSSchindlerPortService.exe* file.
 - b) Also, in <appSettings>, set the Schindler Badging Format attribute to appropriate value (true or false).
 - c) Configure the service to start = "Automatic" and restart the service(s). You may need to refresh GCS Client GW and other core services.

4. Program the Schindler System, IP Settings, and Master Groups and Profiles into SG. [CLICK FOR DETAILS]

- a) Add the Schindler System Name to SG Schindler Elevator programming screen.
- b) Add the Schindler Server Port & IP Address in the Elevator programming screen.
- c) Add the and Schindler names for the Groups & Profiles in the Elevator Programming screen group names must match exactly (spelling/case-sensitive). Profiles must be under the correct group.

5. The Schindler Groups & Profiles must be assigned to the cardholder by one of two methods. [CLICK FOR DETAILS]

- a) Assign Schindler Privileges via the *Schindler Tab* in the *Cardholder enrollment screen*. You can then add whatever Galaxy access groups you desire in the Badging tab.
- b) Assign a Schindler Privileges via the *Schindler Tab* in the <u>Access Profile screen</u>. Then assign the appropriate Loop and SG Access Profile to the access card in the Cardholder Screen.

NOTE: the elevator privileges apply to the cardholder level. If you need separate elevator privileges you must add the new card to a separate cardholder record.

NOTE: When a cardholder is enrolled in SG, it is sent to Schindler System **only if a Schindler Group & Profile are assigned**. The cardholder name, card data, and the assigned elevator privileges are sent to Schindler by the GCS Schindler Service.

IMPORTANT: Be aware that Galaxy does not control the following aspects of elevator privileges:

- > Galaxy panels do **not** control or connect to Schindler Elevator readers.
- > Galaxy does not control or maintain the floor-mapping or access to the floors.

3 Installing System Galaxy Software & Services

This chapter covers installing System Galaxy software components and configuring the GCS Schindler Service.

About Installing the System Galaxy Software

Instructions covering installing the System Galaxy 10.x software are also found on the Install DVD (disk-1). Also, there is a Software Install Procedure in the Online SG-Help.



- 1. When the install DVD is inserted the Installation splash screen opens.
 - a) Select the View Galaxy Installation Help link at the top of the list t.
 - b) You must install Part 1 on every Galaxy computer
 - » You should read the Part 1 Read-Me file.
 - » Part- must be installed on all servers and clients even if you are upgrading an existing system from a prior version.
 - c) You will install Part 2 on every Galaxy computer
 - » You should read the Part 2 Read-Me file.
 - » For new installs, the full database install must be done on the computer that will host the database server. This can be the same or different PC than communication server.
 - » For upgrades, you must upgrade the database (instructions are in the Install Help)
 - » For all other Galaxy clients/servers you must install the ODBC Client components.
 - d) You will install part 3 on the Communication Server / Client choosing the appropriate option (i.e. Comm. Server, workstation, etc.). For upgrades, you must back up all files, reports, photos, badging templates and assets, and then uninstall the software before running Part-3. If you are using Card Exchange, consult the SG-10 CEX Badging Guide for details.

2. Once the software is properly installed, it must be registered within 14 days.

- a) You must contact Galaxy Dealer Support to get your registration code.
- b) Your product level, features, and product code must match the customer purchase agreement.
- c) You can configure all the loops, controllers, readers, schedules, and elevator DECs, operation modes, and Floor Groups before registering since the Otis options are not associated with registration options.
- d) Refer to Chapter 5 of the <u>System Galaxy Software User Guide</u> for registering the system. Register the software & clients for the options purchased within the 14-day grace period.

4 Programming System Galaxy to Support Schindler

This chapter covers programming the System Galaxy software to support Schindler and use GCS Schindler Service.

- Enabling Schindler system in SG System Settings
- > Adding the Elevator Operator Login (for GCS Schindler Service)
- Configuring appSettings for GCS Schindler Service (Login and Badge-Format Mode)
- Configure GCS Schindler Service to auto-start
- > Adding Schindler system to SG Elevator Programming
- See Chapter 5 for Assigning Elevator Privileges to an SG Access Profile and Cardholder

Enabling the Schindler System in SG System Settings

You must enable System Galaxy's System-wide Settings to use the Schindler System.

- 1. Start up the System Galaxy software and sign in with a master-level login
- 2. Browse to the Configure > Options > System Settings to open the System Settings General Tab.
- 3. On the General tab, select the Schindler Elevator option.
- 4. Click **APPLY** and **SAVE buttons** ~ then click **YES to Restart** SG Software.
- 5. When you log back in, the Schindler Elevator programming screens will be available.

Badging Options	CCTV Opti	ons Time	& Attendance Options	Guard Tour Opt	tions Card Data	a Replication Options
ieneral Options	Alarm Options	Report Options	Multi-Media Options	Audit Options	Database Options	Cardholder Option
-	s its own event wir e a single event wi	ndow Biome	etric Settings: etric System: ⊪hoManager BioBridge ∼	,		
Show Events o	ication Control on s n startup on Enabled Access Events	tartup 🖾	inable Loop Group Mech- inable Schindler Elevator ice Status Timer Value: milli-seconds			
Enable Event V Confirm Exit/Clo DVR Enabled		Jaming Message				

Adding the SG Elevator Operator Login (for GCS Schindler Service)

You must add an SG Operator Login to be used by the GCS Schindler service.

- 1. Start up the System Galaxy software. If this is the first time, you must create a new master login. The system programming and registration requires a master-level login.
- 2. Perform the System and Workstation Registrations according to the customer purchase order, as you would normally do.
- 3. In the *SG Operator programming screen*, you should *add a new login* for the Schindler service. Do not use your general operator logins or your master logins for this purpose.
 - a) Enter a unique, reserved login name ~ preferably one that indicates the "Schindler" login so you can distinguish it from other SG logins. Make it unique so it is not easy to guess. Avoid using it for other reasons. Creating a reserved login that you only use for Schindler service prevents you from mistakenly altering it for other reasons.
 - b) Enter a strong password ~ and remember this because you will need it later.
 - c) The [No Filters] checkbox option should be "checked".
 - d) The [Never Expires] checkbox option should be "checked".
 - e) The [Master Login] option should be "UN-Checked".
 - f) Click APPLY to save the login.

Operators	×			
Operator Name:	Schindler	Password:	*****	Add New
Operator ID:	2	Password:	××××××	Edit
Master Operat	or Account Disabled	No Filters	Password Never Expires	Delete
		Funite Date:		Apply

Configuring appSettings for GCS Schindler Service (Login & Badge-Format Mode)

You must configure GCS Schindler Service to log-in to SG database & use the correct Schindler Badge Format Mode.

PREREQUISITE

• You must have already created your SG Elevator Operator login and password. (click for details)

Configuring "appSettings" in the GCS-Schindler XML file

During Part-3 of GalSuite install (from DVD-1), the XML config file is installed on the Main SG Communication Server in the C:\\GCS\System Galaxy\OptionalServices\Schindler folder.

- 1. From the main SG Comm Server, open the *XML Config file* in NotePad.
 - a) Browse to the Galaxy C:\\GCS\System Galaxy\OptionalServices\Schindler folder.
 - b) Find the XML config file named the "GCSSchindlerPortService.exe" and right-click on the file.
 - c) From the shortcut menu, click Open With and select 'NotePad' application.
- 2. Scroll down to <appSettings> tag and change the following values ...
 - a) Change *SystemGalaxyOperatorName* value from "master" to the *SG Operator login name* you just created for the Schindler service (case-sensitive).
 - b) Change the *SystemGalaxyPassword* value from "master12" to the password you just made for the Schindler login (case-sensitive).
 - c) Also Change the *SchindlerBadgeFormatNormalMode* to the appropriate value that matches what the Schindler Elevator System is actually using...
 - "true" = use Normal format mode
 - "false" = use Generic format mode
- 3. Save the file changes with the same name and location \sim and close NotePad.

File	Edit	Format	View	Help
		<appse< td=""><td>tting</td><td>5></td></appse<>	tting	5>
			<ad< td=""><td>d key="LogFilename" value="C:\GCS\System Galaxy\OptionalServices\</td></ad<>	d key="LogFilename" value="C:\GCS\System Galaxy\OptionalServices\
			<ad< td=""><td>d key="SystemGalaxyOperatorName" value="Schindler"/></td></ad<>	d key="SystemGalaxyOperatorName" value="Schindler"/>
			<ad< td=""><td>d key="SystemGalaxyOperatorPassword" value="Elevator!1"/></td></ad<>	d key="SystemGalaxyOperatorPassword" value="Elevator!1"/>
			<ad< td=""><td>d key="TimerInterval" value="1000"/></td></ad<>	d key="TimerInterval" value="1000"/>
			<ad< td=""><td>d key="RefreshSystemsFromDatabaseIntervalSeconds" value="60"/></td></ad<>	d key="RefreshSystemsFromDatabaseIntervalSeconds" value="60"/>
			<ad< td=""><td>d key="ReadCardDataFromDatabaseIntervalSeconds" value="1"/></td></ad<>	d key="ReadCardDataFromDatabaseIntervalSeconds" value="1"/>
			<ad< td=""><td>d key="ReadConfigurationDataIntervalSeconds" value="60"/></td></ad<>	d key="ReadConfigurationDataIntervalSeconds" value="60"/>
			<ad< td=""><td>d key="MaxLogFileSize" value="1"/></td></ad<>	d key="MaxLogFileSize" value="1"/>
			<ad< td=""><td>d key="SchindlerBadgeFormatNormalMode" value="true"/></td></ad<>	d key="SchindlerBadgeFormatNormalMode" value="true"/>
		<td></td> <td></td>		

Configure the 'GCS-Schindler Service' to Auto-start

- 1. Browse to the Services window in the Control Panel.
- 2. Find the GCSSchindlerPortService and right-click on it to open 'Properties'
- 3. Set the start type to "Automatic"
- 4. Click APPLY/OK to save changes and close window.
- 5. Now start/restart the service \sim or PC to refresh all services.

GCSSchindlerPortService	Provider co	Manual
Geolocation Service	Start	ning Manual (Tri
GraphicsPerfSvc	Stop	Manual (Tri
Group Policy Client	Pause	ning Automatic (
A HomeGroup Listener	Resume	GCSSchindlerPortService Properties (Local Computer)
HomeGroup Provider	Restart	General Log On Recovery Dependencies
A HV Host Service	All Tasks	> Service name: GCSSchindlerPortService
Hyper-V Data Exchange Hyper-V Guest Service I	Refresh	Display name: GCSSchindlerPortService
Hyper-V Guest Shutdow	Properties	Description: Provides communication with Schindler Elevator PORT systems
		"C:\GCS\System Galaxy\OptionalServices\SchindlerElevatorPORTInterface Startup type: Automatic
		Service status: Stopped
		Start Stop Pause Resume
		You can specify the start parameters that apply when you start the service from here. Start parameters:
		OK Cancel <u>Apply</u>

Adding Schindler System to SG Elevator Programming

You must add the Schindler system name and IP settings to the SG elevator programming screen.

Add the Schindler System and IP Settings

- **Open the Schindler Elevator screen from the Configure menu (Configure > Hardware > Schindler Elevator)**
 - 1. Click ADD NEW button and set the "Is Active" option to "checked".
 - 2. Enter the IP Address and Port Number of the Schindler server (default port = 4040)
 - 3. Click **APPLY** to add the *Elevator System* to the Groups & Profile listview.
 - 4. Click **EDIT** to resume configuring the *Master Groups and Profiles* \sim go to next section for details.

chindler System Name:			Add New
chindler System			Eidit
			Delete
otes: levator System		Is Active	
levalor system	PORT System Network Addres		Cancel
	IP Address or DNS Name:	Remote Port:	
	1021000122		
	192.168.0.123	4040	
Master Groups & Profiles	Add New Group	4040	
		4040	
	Add New Group Edit Group	4040	
	Add New Group Edit Group Delete Group	4040	

Add the Schindler Master Group Names

Continued from the previous section. You must take care to add the Group name to the correct System if you have more than one system created.

- 1. In the Elevator programming screen, chose the Schindler System and click EDIT to put the system in edit mode.
- 2. In the *Group Listview*, select (highlight) the *Schindler System Name*, and click the **ADD NEW GROUP** button.
 - a. A dialog window opens that allows you to configure a Master Group Name.
 - b. Type a *Master Group name* that matches a real group name in the Schindler system. The Master Group name must really exist in the Schindler System and **use the exact same name/spelling** ~ **case sensitive**.
 - c. Click **OK** to close the window \sim the Master Group will be added to the Group Listview.
- 3. You can add another Master Group by selecting the Elevator System and returning to step-1 (above)
- 4. OR you can add *Schindler Profile names* \sim go to the next section for details.

chindler System Name: Schindler System		
otes:	🗹 Is Active	
levator System	PORT System Network Ac	ddress:
	IP Address or DNS Name	e Remote Port
	192.168.0.123	4040
Master Group Properties	Delete Group	
Master Group Properties	dd New Profile	
Select Schindler System	Edit Profile	
Schindler System	✓ Delete Profile	
Master Group Name		
Central Lobby		

CONTINUE TO NEXT STEP \rightarrow

Add the Schindler Profile Names

Continued from the previous section. You must take care to add the Profile name to the correct Master Group.

- 1. In the Elevator programming screen, chose the Schindler System and click EDIT to put the system in edit mode.
- 2. In the Group Listview, select (highlight) the Master Group Name, and click the ADD NEW PROFILE button.
 - a. A dialog window opens that allows you to add the Profile Name.
 - b. Type a *Profile name* that matches a real profile name in the Schindler system. The Profile name must really exist in the Schindler System under the same Master Group, and <u>must use the exact same</u> <u>name/spelling ~ case-sensitive</u>.
 - c. Click **OK** to close the window \sim the Profile will be added to the Group Listview.
- 3. You can add another Profile by selecting the desired Master Group name and returning to step-1 (above)
- 4. To add *Schindler Profile names* ~ go to the next section for details on *Access Profiles*.

🗧 Schindler System	Add New Grou	
Central Lobby	<u>E</u> dit Group	
	Delete Group	
	Add New Profil	
Access Profile / User Template Properties	× Edit Profile	
Select Schindler System	2elete Profile	
Schindler System	\sim	
Select Master Group	54	
Central Lobby	~	
Access Profile / User Template Name	_	
General		

5 Enrolling Cardholders and Assigning Elevator Privileges

This chapter covers assigning the Elevator Privileges to Cardholders in SG.

There are two ways to assign elevator privileges to a Cardholder ...

- 1. Assign elevator privileges in the Cardholder screen (Cardholder Schindler tab).
- 2. Assign elevator privileges through an SG Access Profile (Access Profile Schindler tab).

PREREQUISITES & NOTICES

- The elevator privileges are applied to the Cardholder level; not the card level.
- If you need more than one elevator privilege, then you must enroll the new card in a separate cardholder record.
- You must have created the Schindler system, group, and profile in the previous Chapter.

Adding Schindler Elevator Privileges via Galaxy Access Profile

You can add the Schindler elevator privileges to the Galaxy Access Profile.

- Open the Galaxy Access Profile screen from the menu Configure > Cards > Access Profiles
 - 1. Click ADD NEW (or Edit as appropriate) and Enter an appropriate Access Profile name.
 - 2. Add the desired Loop/Cluster and assign Access Groups as you normally would for Galaxy system.
 - 3. Select the <u>Schindler Elevator tab</u> and MOVE (\rightarrow) the desired Schindler System to the right column; click OK.
 - 4. Select the Schindler Master Group and Profile from the droplists below the gridview.
 - 5. Click APPLY to save changes. Now go to the section for Adding Elevator Privileges to the Cardholder.

chindler System	Master Group			Access Profile	
Select/Deselect Schin	dler Systems				
Unauthorized for Loop Schindler Service Ele		•••> <•••	Authorize Schindler	d for Loops System	
				ОК	Cancel

CONTINUE TO NEXT STEP \rightarrow

Adding Elevator Privileges to the Cardholder

This section covers adding the Elevator Privileges to the Cardholder.

There are two ways to assign elevator privileges to a Cardholder ...

- 1. Assign *elevator privileges* in the Cardholder screen (linked in the Cardholder Schindler tab).
- 2. Assign *elevator privileges* through an SG Access Profile (linked in the Access Profile Schindler tab).

Assigning Elevator Privileges directly to the Cardholder screen

PREREQUISITES

- The elevator privileges are applied to the Cardholder level; not the card level.
- If you need more than one elevator privilege, then you must enroll the new card in a separate cardholder record.

Open the Cardholder screen from the menu Configure > Cards > Cardholders

- 1. Click ADD NEW (or Select a cardholder name and click Edit as appropriate)
- 2. Enter the cardholder's First and Last name (this is sent to Schindler to enroll the user in Schindler's system)
- 3. Enter any Personnel Settings or Data fields as needed based on your company protocols.
- 4. Select the Card Badge/Settings tab and perform the card enrollment as needed.
 - a. You can select an existing card (if already enrolled) and advance to the next step.
 - b. Otherwise you must enroll a new card as follows:
 - 1) select a supported Card Technology (format) such as 26b Wiegand or Corp 1000.
 - 2) Placing your cursor into the Card ID code field will allow you to auto populate the full card code and FAC if you are using an enrollment reader otherwise hand-type the Card ID and FAC.
 - 3) Set Card Role to "Access Card" and set up any card parameters, expiration/activation for Galaxy access. This does not affect Schindler elevator privileges.
- 5. Select the Schindler tab, choose the Schindler System, Group, and Profile (then gridview will be populated)
- 6. Click APPLY to save your Cardholder. The card should now work in both systems.

		ing Alarm Panel User / LCD Message Notes	
Edit Schindler Systems			
Schindler System Schindler Service Elevators	Master Group	Access Profile	
Schindler System	Central Lobby	General	
Select Master Group			
and the second	~		

Assigning Elevator Privileges through an Access Profile

PREREQUISITES

- The elevator privileges are applied to the Cardholder level; not the card level.
- If you need more than one elevator privilege, then you must enroll the new card in a separate cardholder record.
- You must have created the SG Access Profile in the previous step with the appropriate elevator privilege.

Open the Cardholder screen from the menu Configure > Cards > Cardholders

- 1. Click ADD NEW (or Select a cardholder name and click Edit as appropriate)
- 2. Enter the cardholder's First and Last name (this is sent to Schindler to enroll the user in Schindler's system)
- 3. Enter any Personnel Settings or Data fields as needed based on your company protocols.
- 4. Select the Card Badge/Settings tab and perform the card enrollment as needed.
 - a. You can select an existing card (if already enrolled) and advance to the next step.
 - b. Otherwise you must enroll a new card as follows:
 - 1) select a supported Card Technology (format) such as 26b Wiegand or Corp 1000.
 - 2) Placing your cursor into the Card ID code field will allow you to auto populate the full card code and FAC if you are using an enrollment reader otherwise hand-type the Card ID and FAC.
 - 3) Set Card Role to "Access Card" and set up any card parameters, expiration/activation for Galaxy access. This does not affect Schindler elevator privileges.
- 5. Choose the desired Loop/Cluster that the Access Profile belongs to.
- 6. Select the Access Profile name that is linked to Schindler elevator privileges.
- 7. Click APPLY to save your Cardholder. The card should now work in both systems.

508i Alarm, Card	 Find Record 	d Add New Edit	Delete Apply Cancel
Record ID	Personal Card/Badge Settings Data	Fields 1 Data Fields 2 Photo Badging	Alarm Panel User / LCD Message Notes S
Repo	Select Card Card 1	✓ Add New Delete	Add/Delete T/A Punches
Common ID	Card Data	Card Options	Loop/Cluster Settings ASSA DSR Author
	Card Description	Card Disabled	Edit Loops View Audit
Record Type	Card 1	Card Reversed	Authorized Loops
N 1920 14	Card Technology	Duress Enabled	600 CPU Cluster 3 V
Last Name Smith	26 Bit Wiegand V	Passback Exempt Active Date	Access Profile
Smith	Facility Code ID Code	4/11/2018	~
First Name	96 1234		Select Access Groups
Jennifer	PIN / Card Role	Expire Date	600 Access Groups
Middle Name	Access Control V	No Expiration V	SOO Access Group

Title	Scope of Information
Galaxy 635 Hardware Manual	Installation and configuration of Galaxy 600-635 Hardware
Galaxy 635 Configuration Tool	How to install and use the browser-based configuration tool to configure hardware boards in the 635 panel.
System Galaxy v10 Software User Guide	Configuration of System Galaxy software
System Galaxy v10 System Specification	System, OS, PC, Network requirements, etc.

Glossary (terms & acronyms)

Access Profile (SG)	A group of access groups that are assigned to one profile. Schindler Elevator privileges (groups and profiles) can be assigned here – but they still apply at the cardholder level; not the card level.
Elevator Privileges	This term refers to the <i>Schindler elevator access privileges</i> that are applied to a cardholder by assigning a <i>Schindler Master Group</i> and <i>Schindler Profile</i> ; either through an Access Profile or directly to the Cardholder screen.
Floor-mapping (Schindler)	The floor-mapping is handled by Schindler.
GCS (Galaxy)	(acronym) Galaxy Control Systems; of or belonging to Galaxy Control Systems or the System Galaxy access control system.
GCS Schindler Service (SG)	This is the Galaxy service that handles transferring the cardholder data and assigned elevator privileges to the Schindler server.
Schindler Elevator screen (SG)	The programming screen in System Galaxy where you configure the IP Settings of the Schindler server and add the Schindler Master Group Names and Profile Names.
Schindler Master Group	A programming entity in the Schindler system whose name must be added to a <i>Schindler System</i> in the Galaxy 'Schindler Elevator' Programming screen.
Schindler Profile	A programming entity in the Schindler system whose name must be added to a <i>Master Group</i> in the Galaxy 'Schindler Elevator' Programming screen.
Schindler System	A programming entity in the Schindler system whose name must be added to the Galaxy 'Schindler Elevator' Programming screen.
Schindler Tab	A screen tab that must be selected when assigning elevator privileges. The Schindler tab appears in the Cardholder screen and the Access Profile programming screen.
SG (Galaxy)	(acronym) System Galaxy; of or belonging to the System Galaxy software, hardware, or system interface.