SYMETRIX
DATA & SECURITY

Xecure Security System

Quick Reference Guide

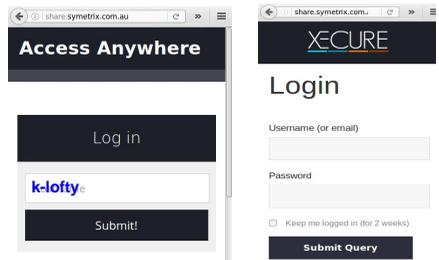# SYMETRIX DATA & SECURITY

Quick Reference Guide

How do I Connect to my Xecure Security System?

To connect, simply open a web browser, and visit **share.symetrix.com.au**
You will be prompted to log in using your panel's *hostname*.
This is your panels unique *Hostname / Host id*, and can be found on the back page of this manual.
Click on the **[Submit]** Button to continue.
The web browser will then display the Xecure panel login screen, prompting you for your user name and password. Enter your log in **username** and **password**, and click **[Submit Query]** to continue.

Access Anywhere

Log in

k-lofty

Submit!

XECURE

Login

Username (or email)

Password

Keep me logged in (for 2 weeks)

Submit Query

How do I Arm and Disarm Areas ?

Click on the **[Areas]** menu option located on the left hand side of the page to view the alarm areas configured.

ID	Area	Arm/Disarm	Status			
1	Office	Disarmed	3 Open Inputs	Arm	Disarmed	Edit
2	Upstairs	Disarmed	2 Open Inputs	Arm	Disarmed	Edit
3	Garage	Disarmed	Ready	Arm	Disarmed	Edit
4	Warehouse	Disarmed	1 Open Input	Arm	Disarmed	Edit

* To Arm an area, simply click on the **[Arm]** button.
The area will begin counting down the number of seconds left until the area is armed. (Exit Delay)
When the area is Armed, the Status will change to Full Arm, and the Armed button will change to a solid red colour.
* To Disarm an area, simply click on the **[Disarm]** button.
When the area is Disarmed, the Arm/Disarm setting will change to Disarmed, and the Disarmed button will change to a solid green colour.

How do I Open / Unlock and Close Doors ?

If your Xecure system has access control functionality, you can remotely open / close and unlock doors using the web interface.
Click on the **[Doors]** menu option to view configured door options and statuses.

ID	Door	Location	Status				
+	Door	Location	Status	Add			
1	Entry Door	Main Enterance	Closed	Open	Close	Unlock	Edit
2	Garage Door	Front of Building	Closed	Open	Close	Unlock	Edit

[Open] : Will temporarily allow the door to be opened for a period of time (typically 5 seconds).
[Unlock] : Will unlock the door, allowing the door to be opened multiple times.
[Close] : Used in conjunction with the Unlock function, will revert the door back in to its closed state.

How do I View Input Statuses ?

Inputs are the various sensors connected to your Xecure panel to detect events such as movement, door openings / closings, temperature, fire and potential security problems.
Click on the **[Inputs]** menu option to view configured inputs and their respective statuses.

ID	Input Name	Status	Module	
	Input name	Status	Module	
1	Input 1	Open (156)	1:1 (Main Module)	Edit
2	Front Door Status	Open CCT (255)	1:2 (Main Module)	Edit
3	Garage Door Status	Closed (100)	1:3 (Main Module)	Edit
4	Input 4	Disabled (255)	1:4 (Main Module)	Edit

Status **Closed** : The input is currently in its default resting / closed state.

Status **Open** : The input is currently triggered and in an open state.
This indicates that a motion detector has detected motion, a door / window is currently in an open state, or the sensor has detected a possible security threat.

Status **Disabled** : The input is disabled and is not being monitored.

Status **Open CCT** : The system has detected a wiring problem between the sensor and panel.
This indicates that a wiring problem exists with the system, and that it requires service.

Status **Short CCT** : The system has detected a wiring problem between the sensor and panel.
This indicates that a wiring problem exists with the system, and that it requires service.

How do I View System Logs / Reports ?

The Xecure panel provides provides two levels of system reports and logging.
The System **Logs** function displays events which can be transmitted back to a monitoring station.
The System **Reports** function displays a much more comprehensive events and diagnostic information regarding the operation of the system.

The following is an example of the system **Log** function.

ID	Event	Area	Date / Time
28	Remote Alarm Access (User 1 - Symetrix Security)	Area 0 - System Area	14:06:27 :: Fri, 25/9/2015
27	Remote Alarm Access (User 1 - Symetrix Security)	Area 0 - System Area	12:57:51 :: Fri, 25/9/2015

And the following is an example of the system **Report** function,

ID	Event	Triggered By	Response	Area	Date / Time	
193	User Tag Access Denied (Through Handover Door)	User 18 : Emmett Brown	Door 23 : 31-32. Bundy 2	Area 11 - Bundy 2	17:32:32 :: Thu, 17/9/2015	View
192	User Tag Access Denied (No Profile Permissions)	User 18 : Emmett Brown	Reader 4	Area 11 - Bundy 2	17:32:32 :: Thu, 17/9/2015	View
191	User Tag Egress Granted Through Door	User 5 : Marty McFly	Door 23 : 31-32. Bundy 2	Area 11 - Bundy 2	17:32:13 :: Thu, 17/9/2015	View
190	User Tag Egress Granted Through Door	User 3 : Biff Tannen	Door 9 : Bundy 1	Area 10 - Bundy 1	17:32:11 :: Thu, 17/9/2015	View
189	User Tag Egress Granted Through Door	User 3 : Biff Tannen	Door 22 : 29-30. Bundy 1	Area 10 - Bundy 1	17:32:11 :: Thu, 17/9/2015	View
162	User Tag Ingress Granted Through Door	User 5 : Marty McFly	Door 23 : 31-32. Bundy 2	Area 11 - Bundy 2	10:37:57 :: Thu, 17/9/2015	View

How do I Search the System Logs / Reports ?

To search or filter the system logs and events, click on the **[Advanced]** button located next to the Log Out button at the top of the page.

Advanced Search Options

	Advanced Search Form		
Start Date	25-09-2015	End Date	25-09-2015
Start Time	00 : 00	End Time	23 : 59
Show Events	Show All Events	Show Areas	Show All Areas
			Search Clear Export

The advanced Search options allows specifying a date and time range for returned results, as well as limiting the report to specific events (Such as Users, or Inputs), and specific areas.

Once you have selected a date range, or an event / area, click on the **[Search]** button to view the search results.

Clicking on the **[Clear]** button will reset the search options back to showing all events.
Clicking on the **[Export]** button will allow you to save the report as a *.csv* file for importing in to an Office application such as Microsoft Excel or Open Office.

How do I Add a new User to the system ?

Note: You will require Master or Owner Permissions to add / edit / remove users from the system.

To add a new user to the Xecure system, first click on the **[Users]** menu option,
In the yellow fields above the users list, enter the following information,

ID	User Name	Person			Company	Department	
+	user name	Mr.	Given Name	Surname	Company	Department	Add
1	installer		Symetrix	Security	Symetrix	Support	Edit
2	master		Master	User			Edit
4	Warehouse	Mr.	Bob	Brown	My Company	Warehouse	Edit
5	Office	Mr.	Martin	McFly	My Company	Office Staff	Edit
							Export

User name : Enter a *unique* username for the new user.
Title : Select the title for the new user from the drop down list (Eg, Mr. Mrs. Ms. Dr. etc)
Given Name : Enter the first or given name for the new user
Surname : Enter the Surname or last name for the new user
Company : Enter a company name (If applicable) for the new user
Department : Enter a department name (if applicable) for the new user

Once completed, click on the **[Add]** button to continue

NOTE : The new user will be added to the system, however the new user will not be active until they have been given *permissions* to access the system.
*(See **Granting / Removing User Permissions** for more information)*

Granting / Removing User Permissions to access the system

NOTE: When adding a new user to the system, the user by default will not have any permissions or setting to access the system.

In order to add settings, or grant or remove permissions to a user, Click on the **[Edit]** button next to the required user in the Users menu.

Assigning a Profile to a User

A profile gives a user quick access to one or more areas, during a defined schedule.

Click on the profile number to add or remove a profile to a user.

NOTE : The **Full Access** profile will allow access to all areas, 24 Hours a Day, 7 Days a week.

	Associated Profiles	
Enable	Profile Name	
	Profile Name	
1	Full Access	Edit
2	Warehouse	Edit
3	Office	Edit
4	Cleaners	Edit

Assigning a Keypad PIN number to a User

If your system has a touch screen LCD keypad, you can assign a 4~6 digit PIN number to the user, allowing them to Arm and Disarm areas associated with their profile, using the LCD Keypad.

Keypad PIN [ ] Update

Enter a 4~6 digit PIN number in the Keypd PIN field, and click the **[Update]** button to save.

Allowing Remote Web and iXecure Access

If the user requires remote access to the system (via the web interface, or via the iXecure app), you will need to provide the user with a password.

Enter a password in the Password field, and click the **[Update]** button to save.
The user will be able to remotely connect to the panel using the Username and Password provided.

User Access Information

User #	4	
Username	Warehouse	Update
Password	Change Password	Update

Assigning a RFID Tag / Card to a User

If your system uses RFID Tags / Cards for access control, you can assign an RFID Tag / Card to the user, allowing them to open doors using the Tag / Card.

Tag # [ ] Read Add

Simply swipe a new (or deleted) Tag / Card at an RFID reader, and Click the **[READ]** button to obtain the Tag / Card number
Finally, click the **[Update]** button to add the read card to the current user.

How do I Install the iXecure Application ?

The iXecure application is available for Android, as well as iOS devices. For Android devices, iXecure can be installed using the Google Play store. For iPhones and iPads, iXecure can be installed using Apple's App store. Simply search for the "iXecure" application, and choose install.

Setting up the iXecure Application

Once installed, you will need to add some basic connection information to the iXecure application in order to connect to your Xecure security system.

This includes,

Username : This is your login username you use to connect to the panel via the web interface.
Password : This is your login password you use to connect to the panel via the web interface.
Connect Using Xecure Host ID : Should be **enabled**, unless otherwise specified by the installer.
Xecure Host ID : This is your panel's unique hostname / Host id, and can be found on the back page of this manual.
Remember Me : When **enabled**, the iXecure application will remember the above settings once you have successfully logged in.

Once the above information has been entered, tap on the **[LOGIN]** button to connect.

Using the iXecure Application

The iXecure application has a number of menu functions, allowing you to perform tasks and monitor the systems operation including,

Areas : Shows the current live status of the areas on your system, as well as allows Arming and Disarming of areas remotely.

Doors : Shows the current live status of any doors configured on your system. This function also allows remotely opening / unlocking and closing doors.

Inputs : Shows the current status of various Sensors and detectors connected to your system.

About : Shows iXecure application information such as version number, and panel connection information.

Notes Regarding the iXecure Application

The iXecure application requires an active / unrestricted Internet connection on your Phone or Tablet device in order to connect to your Xecure Panel.

User PIN Numbers and Remote Login Information

The following is a list of users that have been been allocated access codes to access your Xecure security system. Please ensure this list is updated whenever you add, change or delete a system user.

01:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

02:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

03:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

04:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

05:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

06:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

07:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

08:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

09:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

10:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

11:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

12:_____ Keypad PIN: [PIN] [PERMISSIONS]
Username:_____ Password:_____

Support and Service Contact Information

Your Xecure Security System was Installed by : Symetrix Data and Security Pty. Ltd.
Security System Sales and Support   : (Ph) **1300 097 727**
(Em): **support@symetrix.com.au**   : (Web): **www.symetrix.com.au**

Your Login Username is : _____   Your Login Password is : _____

Your Panel Hostname / Host ID is : k-lofty _____

Xecure Panel Model : Xecure Model E ____   Local IP Address : _____ *[b827eb4dde6a]*

Remote Panel Port : 22948 _____

Further Notes Regarding Your System :

Your Xecure system was installed on the 08/Mar/16 _____