NORTECH

FeeMaster Smart Console

INSTALLATION & ADMINISTRATION MANUAL

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5. Contents

1. Introduction

1.1 Overview

The FeeMaster time-based access control system provides a simple and cost-effective way of managing access to facilities such as car parks and controlling access validity periods without the need for expensive cabling between components. It can record visitor arrival times using Entry Tickets and strictly control the final exit time using Mifare smart cards. Fees are automatically calculated from the time of entry, the validity period of the card and tariff tables.

Mifare cards are encoded with validity data at a reception point and then given to the visitors to allow them to enter and exit controlled areas during the validity period. When a card is presented to a card reader at an appropriate access point during its validity period, it will grant access and will be returned to the user. Once the card validity period has expired, access will not be granted. There is also an option for the card reader at the exit station to 'capture' the card, allowing it to be re-cycled.

The FeeMaster Smart console is a self-contained fee calculation system and card-encoding unit that would normally be situated in an easily accessible, manned location such as a reception desk. The console calculates fees to be charged based on the time of arrival, the required validity period and predetermined tariff details. It then encodes the required validity data onto a smart card for use by the visitor. It can also display the fee details to the visitor via a pole display and can print a receipt via a point-of-sale receipt printer.

The console can be operated as a standalone unit or it can be linked to a PC to provide additional features such as transaction logging.

1.2 Encoding Cards

Each card is encoded with a validity period (start date/time and end date/time) for a given installation. The encoding operation is simple and speedy so that the operator can provide a swift, efficient service to their customers.

The console has 4 encoding modes:

Exit Token – quickly encodes single exit cards for visitors

Short Stay – quickly encode Short Stay multiple-use cards for guests

Season Card - quickly encodes Season Cards for members, etc.

Pre-Issue – allows the operator to enter all card encoding values including the start date and time. This is used for special encoding actions such as advanced issue guests' passes with post-dated validity period.

Once the card details have been set up in the console, the card is encoded by simply placing the card on the encoding pad on the top of the console. The card is instantly encoded and verified, with a visual and audible indication of the success or failure of the process.

The console can also read the details of a previously encoded card. This is possible from any of the operating modes.

1.3 Fee Calculation

With the exception of Season Cards, fees are calculated according to the length of stay and the active tariff data (see below). It is important that you are aware of the tariff system in operation as there are some minor differences to the way that the operator deals with the tariffs.

For Season Cards, the fee corresponds to a preset validity period. These preset validity periods and corresponding fees are assigned to the function keys of the numeric keypad.

1.3.1. Fixed Rate

This is the standard factory setting of the FeeMaster Smart console. The fee calculation is based on predetermined tariff tables. The tariff calculation uses up to 3 tariff programmes, each having an hourly rate and a daily rate. When a card is being encoded, the operator selects the appropriate tariff for the customer being attended to. The tariff information, together with the entry time and selected validity period, is used to calculate the fee to be paid. This is then displayed to the operator and, where a customer fee display is fitted, to the customer.

1.3.2. Variable Rate

FeeMaster PC software can be used to load a variable rate tariff programme to the console. This allows the hourly rate to change from the first hour of stay to the second hour, from the second to the third, etc. (e.g. the first hour can be charged at £2.00 and subsequent hours charged at £1.00 per hour).

1.3.3. Matrix Tariff

FeeMaster PC software can be used to load a matrix tariff programme to the console. This enables the administration to set different rates for each hour of the day on each day of the week, thereby assigning different tariffs for peak and off-peak periods. Up to 4 rates can be set plus free parking. Any of these rates can be applied to any hour of the week.

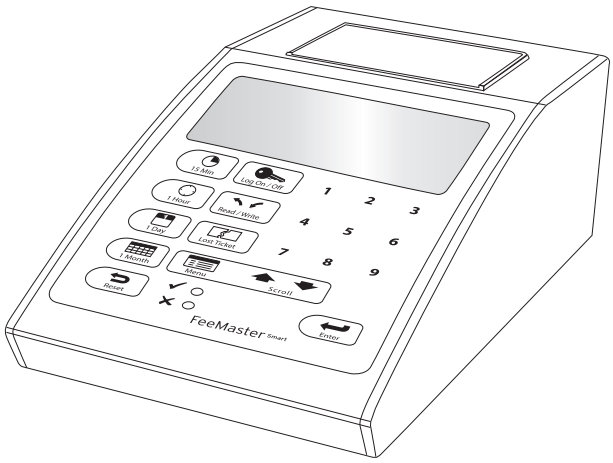
2. Installation

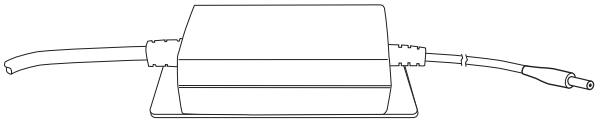
2.1 Identifying the Components

The delivered components will differ according to the required application. Check the order and delivery note to identify which components should be included.

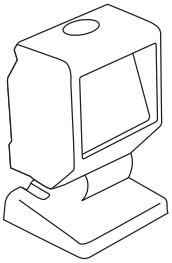
2.1.1. Feemaster Smart Console

The Feemaster Smart console is a freestanding unit that comes with an in-line 12Vdc power supply unit.





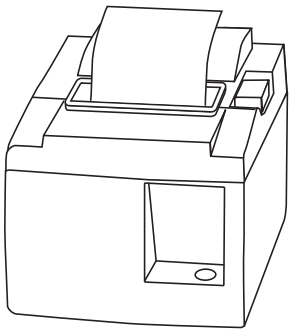
2.1.2. Barcode Scanner



This is provided for reading Entry Tickets issued by a ticket issuer at the entrance. The time and date of arrival contained within the barcode on the ticket can be used when calculating the fee.

The scanner is connected to the scanner port at the rear of the console. It is supplied with its own instructions. There is no need to use a power supply unit with this item as it is powered from the console via the RS232 connection.

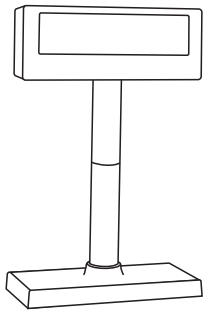
2.1.3. Printer



The POS printer must be connected to the printer port at the rear of the console. The printer comes with its own in-line power supply and instructions.

If required, a customer receipt can be printed whenever a fee transaction is carried out on the FeeMaster Smart console, The printer can also be used to print barcode Exit Tokens if the exit pedestal is fitted with a barcode scanner. This avoids the need to use smart cards as Exit Tokens (e.g. where cards are used for resident parking and other car park users need a simple Exit Tickets).

2.1.4. Customer Fee Display



If provided, the 2-line display is plugged into the external display port at the rear of the console. This is used to display the fee to the customer once it has been calculated.

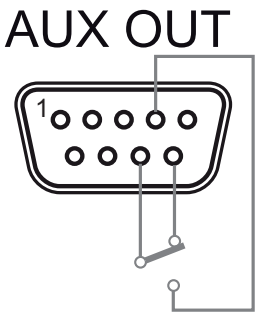
The display stand has variable height adjustment to allow for different counter heights.

The display comes with its own in-line power supply and instructions.

2.2 Relay Output to Third Party Equipment

The FeeMaster Smart console can provide a signal to a third party device such as a Till drawer or barrier control whenever a card has been encoded or an Exit Ticket printed. The connection is made using a female RS232 connector inserted into the port labelled 'Aux Out' on the rear panel of the console. The output can provide a 70ms pulse via change-over relay contacts rated at 2A at 30V DC. Wiring information is shown below:

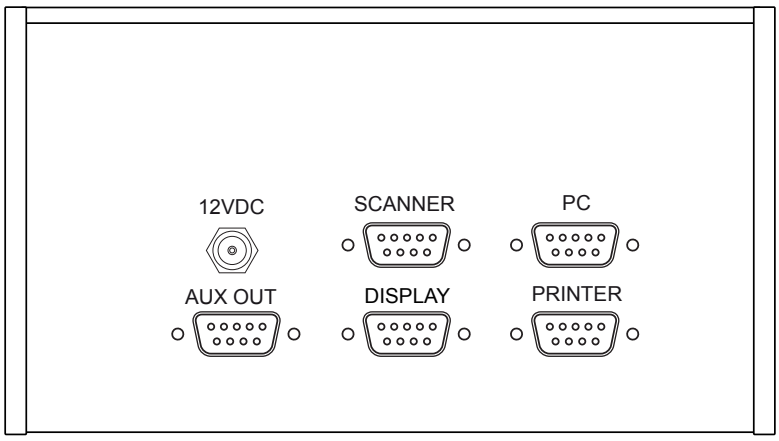
Pin	Function
4	Normally Open
8	Common
9	Normally Closed



2.3 Installing the Equipment

The FeeMaster Smart console can be easily and quickly set up on any counter top or desk surface. The surface needs to have a minimum depth of 300mm and there needs to be a mains power outlet within 1.5m of the console.

Before putting the console into its operating position, the connections need to be made to the rear panel (see below):



Rear Panel

Power Supply

Plug the low voltage connector of the power supply connector unit into the 12VDC power input socket and the mains plug into the mains socket (do not switch the power on at this stage)

Printer

Set up the printer according to the instructions provided with it and connect the RS232 plug to the 'Printer' socket on the rear of the console.

Scanner

Set the scanner up according to the instructions provided with it and connect the RS232 plug to the 'Scanner' socket on the rear of the console.

Customer Fee Display

Set the display up according to the instructions provided with it and connect the RS232 plug to the 'Display' socket on the rear of the console.

Ensure that all connectors are secured and put the console into its operating position.

Connect power to the fee display, if fitted (the display shows the initialisation followed by a welcome message)

Connect power to the printer and check that the power light illuminates.

Finally, connect power to the console and check the following:

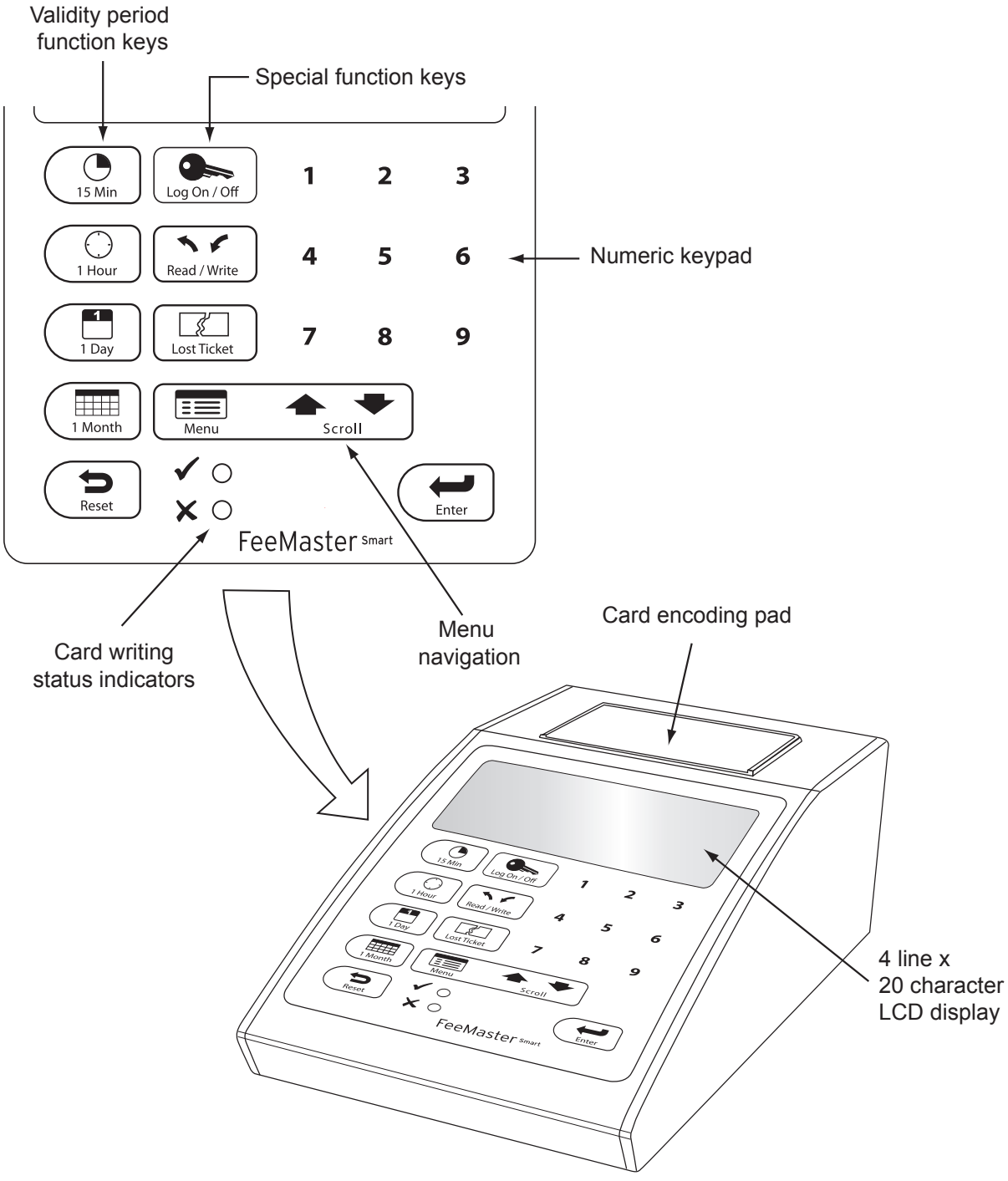
- The console display shows the following Power-Up screen:

```
20/02/13        08:40
   FeeMaster Smart
     Version x.xx
```

- The scanner initialises with a single beep, a single flash of the white LED and then continuous illumination of the blue LED and the red laser scan lines. If there is nothing within the reading range of the scanner, the laser and the blue LED will both extinguish after a few seconds. They will reactivate when an object is detected within range.
- The printer prints a short "Initialize Printer" ticket
- The customer display shows the preset welcome message from the console.

The equipment is now ready for configuration and testing.

2.4 Identifying Parts of the Console



2.4.1. Numeric Keypad

This is used for manually entering data such as passwords, card numbers, time information, etc. The keys also serve as programmable function keys for fast encoding of Season Cards.

2.4.2. Menu Navigation and Enter Keys

The Menu and Scroll keys are used in conjunction with the enter key to navigate through menu options such as operating modes, configuration, etc.

The menu key is used to enter and leave menus.

The up arrow and down arrow keys are used for scrolling through menu items (active item identified by a chevron '>' to its left)

the enter key is used to select the 'active' menu item.

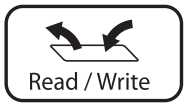
2.4.3. Validity Period Function Keys

These keys are used to quickly set the required validity period for Exit Tokens and Short Stay Cards.

2.4.4. Special Function Keys

These keys are used as follows:

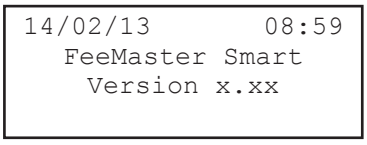
This key is used for manually logging on and off. Pressing this key in any operating mode logs the current user off and reverts to Power-Up mode. Pressing the key when in Power-Up mode activates the manual log-on screen.



This key toggles between card reading mode and the current card encoding mode.

This key can be pressed to set a default fixed charge or start time for the charge period associated with an Exit Token where the customer does not have a barcode Entry Ticket.

2.4.5. Built-in LCD Display



The built-in 4-row x 20-character display is used in conjunction with the keypad to allow operators to manage all configuration and operation of the console without the need for an external PC. The image shows a typical Power-Up screen.

The top row displays the current date and time and the third row shows the firmware version.

2.4.6. Card Encoding Pad

When the console is ready to write to or read from a smart card, the operator simply places the card on the encoding pad. The card will then be read or encoded as necessary and the console will give an audible and visual indications of the success or failure of the process.

2.5 Initial Confidence Check

Now that the equipment has been set up and you are familiar with the console, we recommend that you carry out a brief confidence check of the set-up. To do this, you will need an Entry Ticket from your Entry Station.

Log on to the console using the default User ID (9) and password (9999), and carry out the following:

ACTION	RESULTING SCREEN
Press 	20/02/13 08:40 FeeMaster Smart Enter User Num:_
Enter '9'	20/02/13 08:40 FeeMaster Smart Enter User Num:9 Enter Password:_
Enter '9999' and press  The console give two short beeps.	20/02/13 08:40 FeeMaster Smart User 9 Logged On Access Level 3
Wait for 1.5 seconds. The console will revert to its previous logged-in mode (regardless of previous operator). The mode doesn't matter at this stage.	20/02/13 08:40 **PREVIOUS MODE**

Now, present the Entry Ticket to the barcode reader. The scanner will beep and the white LED will flash once when the barcode is read. If this does not happen, try slowly moving the ticket towards the face of the scanner from approximately 500mm. If the scanner still can't read the barcode, refer to the scanner instruction booklets to ensure that you have the correct configuration.

Upon a successful read, the console display will appear similar to the following:

```
20/02/13        08:40
EXIT TOKEN: £000.00
00m 00d 00hr 00min
 >Tariff 1
```

Now, place a Mifare smart card on the card encoding pad. The card will be encoded and checked . The console will emit two short beeps, the green 'Encoded' LED will light momentarily, and the confirmation screen similar to that shown below will be displayed for 2.5 seconds:

```
20/02/13        08:40
      EXIT TOKEN
    CARD ENCODED
EXP: 20/02/13 09:00
```

if enabled, a receipt will be sent to the printer.

At this stage it is not necessary to check any of the details on the card or the receipt as the current configuration of the console is not yet in a known state.

INVALID SITE?

If you see the message 'Invalid Site', this means that the 'site' setting on your console is different to that on the entry station. Check which is the correct site code and correct the wrong setting. Go to section 4.4 to change it in the console. If the Entry Station setting is incorrect, refer to the Ticket Issuer User Guide.

3. Initial Configuration

3.1 Preparation

The FeeMaster Smart console must now be configured with all of the operating parameters specific to the installation. You need to have the configuration details available before you proceed. There is a record sheet in Appendix A of this manual, where you can record the settings for future reference.

If you have a receipt printer attached, you can print out the settings once they have been set, so that they can be checked against the requirement.

Here is the information you need to have available:

Site Code:

A site code between 0001 and 2000 is allocated to each installation to prevent the unauthorised use of cards to access restricted areas at this or neighbouring installations. The encoder is shipped with a unique pre-assigned site code, but you may modify this during installation, if necessary.

Node ID:

Where there is more than one encoding station for barcode tickets, it is necessary to assign a number (between 0 and 99) to each station so that the entrance and exit stations can identify the source of a ticket. This increases the security of the facility and ensures that each ticket issued is unique for the purpose of ticket anti-passback control.

Operators (Users):

All staff that are to be authorised to use the console need to be added to the system with a password. They can be given one of 3 access levels:

Level 1 - (basic level) can work in one card mode only plus limited ‘Exit Token’ capability.

Level 2 - (standard user) can work in any card issuing mode

Level 3 - (administrator) full access to all functions and settings.

Season Card Function Keys:

Where there is a range of regularly used validity periods for Season Cards (e.g. for 3 month, 6 month and 1 year memberships to a fitness club) you can configure up to 9 numeric keys (1 to 9) as function keys to set these values (stored as a number of days) plus the corresponding fee. It is advisable to have decided on these before you start the configuration process.

Season Card Start hour: The hour at which a Season Card will become active on the first day.

Season Card Expiry hour: The hour at which a Season Card will expire on the last day.

Tariff Information (Up to 3 Tariffs May be Configured):

Hourly Rate: This is the normal hourly charge for Short Stay visitors.

Hourly Rate cutoff: This is the maximum length of stay before the rate changes to daily rate.

Daily Rate: This is the rate applied once the hourly rate cutoff is exceeded.

Daily Rate cutoff: This is the maximum charge period regardless of the length of stay

No Charge Days:

Any days of the week during which charges are not applicable. Visits on these days will not be charged. No charge days will not be included in the fee calculation for multiple day validity periods.

Lost Ticket Defaults:

Depending upon the way that lost tickets will be treated, one of the following values must be known.

Default Start Time: This is the default arrival time used with the current date to set a fixed start to the charging period when the Entry Ticket has been lost.

Default Price: This is the default fixed price value used to cover the period from the entry time to the time of arrival at reception when the Entry Ticket has been lost.

3.2 Initial Configuration Steps

The configuration of the FeeMaster Smart console involves entering the following menus:

- Settings
- Admin
- Tariffs
- Lost Ticket

The detailed procedures are described in section 4. The following paragraphs explain which items to configure, the logical order for configuring the parameters and reference to the appropriate sub-section (shown within square brackets).

1. Set the Date and Time [sub-section 4.3.1]. This is factory set but may have been lost if the console has been in storage for some time. It is essential that the dates and times are set correctly in all components of FeeMaster for the system to function correctly.
2. Set/Confirm the Site Code and Node Number [sub-section 4.4].
3. Set the Season Card function keys (Season Card Days & Rates) [sub-section 4.5]
4. Set the validity start time on first day and validity expiry time on last day for Season Cards [sub-section 4.5].
5. Set the layout of the receipt/barcode ticket [sub-section 4.6]
6. Set Tariff parameters [sub-section 4.81].
7. Set No Charge Days [sub-section 4.8.2].
8. Set Lost Ticket defaults [sub-sections 4.5.1 and 4.5.2].
9. Assign passwords to users [sub-section 4.7.1].
10. Print out the settings and confirm that they are correct [sub-section 4.7.6]

4. Configuration Procedures

4.1 Introduction

This is a reference section that provides step-by-step guidance for the configuration of the FeeMaster Smart console operating parameters. The order of the procedures is based on the menu structure and is not necessarily the correct order for the initial configuration of the console. Please refer to section 3 for an explanation of the initial configuration process.

Appendix C contains a map of the menu system for quick reference.

4.2 Settings

The Settings menu is used for system settings such as the date and time and display, and to configure the console to operate in accordance with the system application. These procedures should only be carried out by a trained operator.

To enter the configuration menu from any of the operating modes, press 

. The following screen is displayed:

```
>Select Mode
 Settings
 Admin
 Tariffs
```

Use the 

keys to select ‘Settings’ and press 

. The following screen is displayed:

```
>System Settings
 Configuration
 Season Cards
 Printer Settings
```

4.3 System Settings

To set the date and time and display settings, Go to ‘System Settings’. To do this, press 

. The following screen is displayed:

```
SYSTEM SETTINGS
>Date & Time
 Contrast
 Dim Screen
```

4.3.1. Date & Time

Use this menu item to set the real-time clock within the FeeMaster Smart console. All stations must be synchronised to the correct time for the system to function correctly.

The current date and time settings are shown on the top line of the display when in normal operating modes.

From the 'System Settings' menu, use the Scroll keys to select 'Date & Time' and press Enter
The following screen is displayed:

```
SET DATE & TIME
>Date: 15/07/08
 Time: 13:08:05
 Day : 02
```

The cursor is positioned under the 'day' field of the Date. Press Enter to move the cursor through the fields without changing the values.

To change any of the values, move the cursor to that value and type the new parameter value using the numeric keys and then press Enter .The chevron moves to the line currently being modified.

The 'Day' parameter is the day of the week where 1 = Monday, 2 =Tuesday, etc.

When the last parameter has been set you are returned to the previous operating mode - the task is complete.

4.3.2. Contrast

This screen allows you to adjust the screen contrast to provide optimum viability in the ambient lighting conditions.

From the 'System Settings' menu, use the Scroll keys to select 'Contrast' and press Enter
The following screen is displayed:

```
CONTRAST SETTINGS
Contrast: 40
```

Use the Scroll keys to change the value. The contrast of the screen will change as you do this.
When you find the best contrast, press Enter to save it.

4.3.3. Dim Screen Settings

As a means of saving energy, the FeeMaster Light console provides the option to dim the backlighting of the screen after a period of inactivity. The delay before the screen is dimmed can be set here.

From the 'System Settings' menu, use the Scroll keys to select 'Dim Screen and press Enter
The following screen is displayed:

```
DIM SCREEN SETTINGS
Delay: 1 min
```

Use the Scroll keys to scroll through the available values. If you don't want the screen to dim at all, select 'Never'. press Enter to save the selected value

4.4 Configuration

Before starting this procedure, ensure that you have checked the installation plan.

IMPORTANT
These parameters are set during initial installation only. Any subsequent alteration may cause the system to malfunction.

From the 'Settings' menu, use the Scroll keys to select 'Configuration' and press Enter.

The following screen is displayed:

```
CONFIGURATION
>Site Code   : 000
 Node Number: 0
 Logoff Time: 0
```

The Scroll keys do not function in this menu. You must press Enter to move to the next parameter.

Site Code - See section 3.1

This can be any value up to 2000. To keep the Site Code value, simply press Enter. To change it, enter the new value and press Enter. The cursor moves to the next item.

Node ID - See section 3.1

To keep the Node ID value, simply press Enter. To change it, enter the new value and press Enter. The cursor moves to the next item.

Logoff Time - This is an inactivity time-out that logs a user off if a key is not pressed within this period. The time is set in seconds where '0' is indefinite (i,e. no automatic logoff).

To keep the Logoff Time, simply press Enter. To change it, enter the new value and press Enter. The following screen is displayed:

```
CONFIGURATION
Print Receipt?
         >Yes
          No
```

Print Receipt - This allows you to enable or disable the printing of a receipt when a card is encoded.

To keep the current setting, simply press Enter.

To change the setting, use the Scroll keys to toggle the value and press Enter.

The following screen is displayed:

```
CONFIGURATION
Print Exit Token?
         >Yes
          No
```

Print Exit Token - This allows you to enable or disable the printing of an barcode Exit Token. If enabled, an Exit ticket can be issued instead of a smart card when in Exit Token mode. To keep the current setting, simply press Enter. To change the setting, use the Scroll keys to toggle the value and press Enter

The following screen is displayed:

```
CONFIGURATION
Relay Enabled?
          Yes
         >No
```

Relay Enabled- This allows you to switch the enable or disable the activation of the output relay when a card is encoded or Exit Ticket is printed. To keep the current setting, simply press Enter.To change the setting, use the Scroll keys to toggle the value and press Enter.

The following screen is displayed:

```
CONFIGURATION
Auto-increment?
          Yes
         >No
```

Auto-increment - This allows you to switch the Auto-increment of Season Ticket numbers on or off. To keep the current setting, simply press Enter.To change the setting, use the Scroll keys to toggle the value and press Enter.

You are returned to the previous operating mode - the task is complete.

4.5 Season Cards

Use this menu item to assign values to the function keys that are used for setting Season Card validity periods and fees, and for changing the validity start hour on the first day of validity and the expiry hour on the last day of validity (for Season Cards only).

From the 'Settings' menu, use the ▲ ▼ Scroll keys to select 'Season Card Days' and press Enter.

The following screen is displayed:

```
SEASON CARDS
Set Key 1
 >Days : 10
  Fee  : 0000.00
```

Each of the numeric keys 1 to 9 can be assigned a number of valid days and the total fee payable. The current settings are displayed. To keep the displayed 'Days' value, simply press Enter. To change it, type the new number of days (up to 999) and press Enter.

The chevron moves to 'Fee'. To keep the displayed 'Fee' value, simply press Enter. To change it, type the new fee and press Enter.

Once the values for a key have been assigned, the settings for the next key are displayed. Continue assigning all keys as shown above. Once keys 1 to 9 have had values assigned to them, the screen displays:

```
SEASON CARDS
Set Times
 >Start Hour :8 _
```

You can now change the validity start hour, if necessary. If you don't wish to change it, simply press Enter. To change the hour, type the new value using 24 hour clock format and press Enter.

Remember that this is the time at which a Season Card becomes valid on the first day of the encoded validity period.

The following screen is displayed:

```
SEASON CARDS
Set Times
  Start Hour :8
 >Expiry Hour:14_
```

You can now change the validity expiry hour, if necessary. If you don't wish to change it, simply press Enter To change the hour, type the new value using 24 hour clock format and press Enter.

You are returned to the previous operating mode - the task is complete.

4.6 Printer Settings

Use this menu item to change the way that the barcode Exit Token and receipts are formatted.

A variety of data can be included in the barcode according to the requirements of the application.

Other setting relate to ticket/receipt layout. The next few options are specific to the barcode Exit Token. If the barcode Exit Token has not been enabled, go straight to the 'End feedlines' screen on the next page (marked with an asterisk '*')

From the 'Settings' menu, use the Scroll keys to select 'Printer Settings' and press Enter.

The following screen is displayed:

```
PRINTER SETTINGS
Ticket Number
    Current: 25
    New    : _
```

Ticket Number - To prevent fraudulent use of Exit Tickets, each is given a new number from a rolling number count of 1 to 65,535. The Exit Station will not allow the same Exit Token to be used more than once in the same day (where 'Ticket Anti-passback' is enabled). The Ticket number increments automatically but can be set here as necessary (if you prefer to start at number 1 each day, for example).

Type the new value and then press Enter.

The following screen is displayed:

```
PRINTER SETTINGS
Print Expiry Time?
         >Yes
          No
```

Print Expiry Time - This option makes it possible to show the exact expiry time of the ticket so that customers are aware of how long they have before they must leave. The expiry time of the Exit Token is calculated as follows:

Time of issue + operator added time + 15 minutes grace period

The expiry time is then rounded up to the end of the 15-minute segment (i.e. on the hour, on the half-hour, 15 minutes to the hour or 15 minutes past the hour)

Example:

A ticket issued at 13.05 for a validity of 2 hours would have an expiry time of 15.30

(13.05 + 2.00 + 0.15 = 15.20 rounded to 15.30)

If you wish the expiry time to be printed on the ticket, use the Scroll keys to select 'Yes' and press Enter.

Otherwise use the Scroll keys to select 'No' and press Enter..

The following screen is displayed:

```
PRINTER SETTINGS
Print Logo: 0
    Current: 0
    New    :
```

Print Logo - The ticket printer can be pre-loaded with up to 9 logos. This option allows you to select which of the logos is to be printed on the ticket.

The current logo number is displayed (0 = no logo). To keep the current logo, simply press Enter.. To change the logo, type a new value and press Enter.

The following screen is displayed:

```
PRINTER SETTINGS
Print Barcode Text?
         >Yes
          No
```

Print Barcode Text - You have the option to include the details of the barcode in readable (ascii) form.

If readable barcode data is required, use the Scroll keys to select 'Yes' and press Enter.

Otherwise use the Scroll keys to select 'No' and press Enter.

The following screen is displayed:

```
RECEIPT SETTINGS
Checksum?
         >Yes
          No
```

Checksum - It is possible to add a checksum to the barcode data to help prevent fraudulent production of Exit Tickets. For this to function, the Checksum feature must be enabled at both the FeeMaster Smart console and the Exit Station.

If a Checksum is required, use the Scroll keys to select 'Yes' and press Enter. Otherwise use the Scroll keys to select 'No' and press Enter.

The following screen is displayed:

*
```
PRINTER SETTINGS
End feedlines
    Current: 5
    New    : _
```

End Feedlines - The number of blank lines at the bottom of the receipt is adjustable to balance the layout. The current value is displayed. To keep the current number of lines, simply press Enter.

To change the number of lines, type a new value and press Enter.

The following screen is displayed:

```
PRINTER SETTINGS
Left margin
    Current: 5
    New    : _
```

It is possible to adjust the position of the left hand print margin with reference to the edge of the ticket. The current value is displayed. To keep the current margin width (mm), simply press Enter.

To change the width, type a new value and press Enter.

You are returned to the previous operating mode - the task is complete.

4.7 User Administration

The User Administration menu is used to add, delete and modify the authorised users as well as for viewing and deleting user events.

To enter the administration menu from any of the operating modes, press Menu. The following screen is displayed:

```
>Select Mode
 Settings
 Admin
 Tariffs
```

Use the Scroll keys to select 'Admin' and press Enter. The following screen is displayed:

```
>Modify User
 Delete User
 Events
 Print Settings
```

4.7.1. Modify User

Use this menu item to add new users or modify the password or access level for an existing user. If a new card is to be assigned to a user, ensure that you have that card at hand before starting the procedure.

From the 'Admin' menu, use the Scroll keys to select 'Modify User' and press Enter. The following screen is displayed:

```
MODIFY USER ACCOUNT
    Enter User:_
```

Enter the single-digit user number (between 1 and 9) and press Enter (6 in this example). The following screen is displayed:

```
MODIFY USER ACCOUNT
    Enter User:6
  Access Level:_
```

Enter the required user level between 1 and 3 where 1 is basic level, 2 is standard operator and 3 is administrator (standard operator in this example). Press Enter. The following screen is displayed:

```
MODIFY USER ACCOUNT
    Enter User:6
  Access Level:2
Enter Password:_
```

Now enter an appropriate 4 digit numerical password and press Enter.

You are returned to the previous operating mode - the task is complete.

4.7.2. Delete User

From the 'Admin' menu, use the Scroll keys to select 'Delete User' and press Enter. The following screen is displayed:

```
DELETE USER ACCOUNT

  Enter User:_
```

Enter the single-digit user number (between 1 and 9) and press Enter (4 in this example).

The message 'USER 4 DELETED' is displayed briefly.

You are then returned to the previous operating mode - the task is complete.

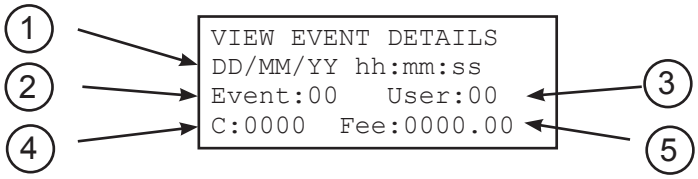
4.7.3. View Events

Choose this option to view recent transactions carried out on the console.

From the 'Admin' menu, use the Scroll keys to select 'Events' and press Enter.

From the 'Events' menu, use the Scroll keys to select 'View Events' and press Enter.

The most recent event is displayed. The information provided is described below:



1. The date and time of the event
2. The event type (see panel to the right)
3. The logged on user at the time of the event
4. The card number to which the event relates (where applicable)
5. The fee charged (where applicable)

You can scroll through earlier events by using the Scroll keys.

EVENT CODES

1 - user logged on
2 - user logged out
3 - user login failed
4 - card encoded
5 - card encode attempt failed
6 - Barcode token free issued
7 - Barcode token issued
10 - Events cleared
16
17 } System
18 } events
19 }

Press Menu to return to the Events menu.

4.7.4. Print Events

Choose this option when you wish to print all events to the receipt printer. Ensure that the printer is connected and powered up before starting.

From the 'Admin' menu, use the Scroll keys to select 'Events' and press Enter.

From the 'Events' menu, use the Scroll keys to select 'Print Events' and press Enter.

The following screen is displayed:

```
PRINTING EVENT LOG

     SENDING
```

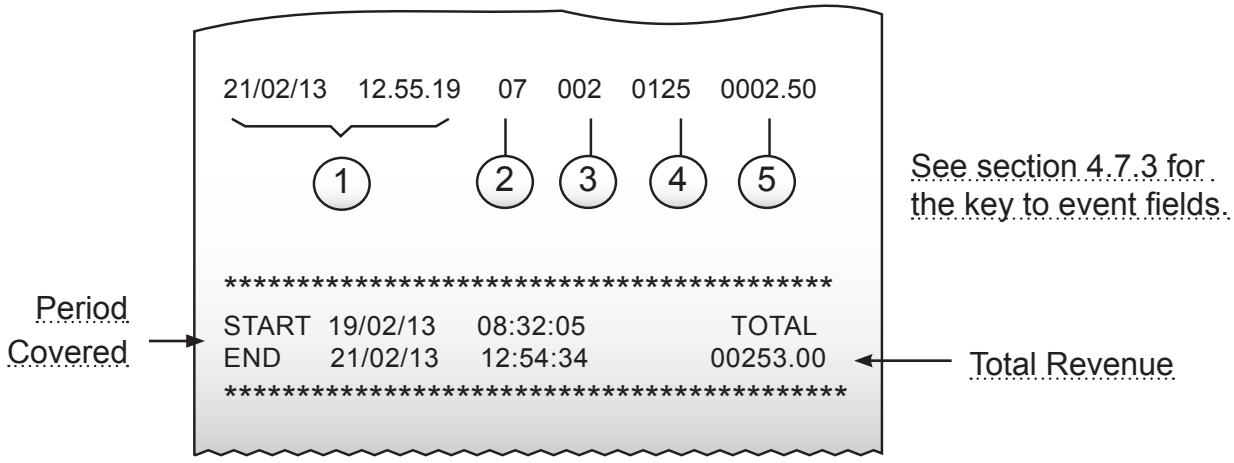
The log is printed. When complete, the following screen is displayed for 10 seconds:

```
PRINTING EVENT LOG
Delete Events?
          Yes
         >No
```

If you want to delete the events, use the Scroll keys to select 'yes' and press Enter..

The message 'Events Cleared' is displayed briefly and you are returned to the previous operating mode.

Interpreting the Printed Events Log



4.7.5. Clear Events

Choose this option when you wish to clear all events from the memory. Once cleared, these records are not recoverable.

From the 'Admin' menu, use the Scroll keys to select 'Events' and press Enter.

From the 'Events' menu, use the Scroll keys to select 'Clear Events' and press Enter.

The message 'Events Cleared' is displayed briefly and you are returned to the previous operating mode - the task is complete.

4.7.6. Print Settings

Choose this option to print out a list of all settings on the receipt printer. Ensure that the printer is connected and powered up before starting.

From the 'Admin' menu, use the Scroll keys to select 'Print Settings' and press Enter..

The following screen is displayed:

```
PRINTING SETTINGS

     SENDING
```

You are returned to the previous operating mode - the task is complete.

4.8 Tariffs

The Tariff menu is used to change tariff rates and set no charge days. To enter the Tariff menu from any of the operating modes, press Menu. The following screen is displayed:

```
>Select Mode
 Settings
 Admin
 Tariffs
```

Use the Scroll keys to select 'Tariffs' and press Enter. The following screen is displayed:

```
TARIFF SETTINGS
>Hourly/Daily Rates
 No Charge Days
 Charge for grace?
```

4.8.1. Hourly/Daily Rates

There are 3 tariff programmes available, each with an hourly rate; an hourly rate cut-off value (number of hours) beyond which the daily rate applies; a daily rate and a daily rate cut-off value (number of days) beyond which the rate remains at that value (cut-off value x daily rate).

From the 'Tariffs' menu, use the Scroll keys to select 'Hourly/Daily Rate's and press Enter.

The following screen is displayed:

```
HOURLY/DAILY RATES
Tariff 1
>Hour Rate: 01.00
 H. Cutoff: 23
```

This shows the current settings for Tariff 1 Hourly Rate and Hourly Rate Cutoff.

To keep the displayed Hourly Rate , simply press Enter To change the Hourly Rate, type the new value in pounds and pence and press Enter.

The chevron moves to 'H. Cutoff'. The cut-off for hourly rate is the threshold (in hours) at which the rate changes to daily rate. This may be a value between 1 and 23. If the value is set to zero, the rate will change at 24 hours.

To keep the displayed Cutoff value, simply press Enter. To change it, type the new value in hours and press Enter.

The following screen is displayed:

```
HOURLY/DAILY RATES
Tariff 1
>Day Rate : 20.00
 D. Cutoff: 10
```

This shows the current settings for Tariff 1 Daily Rate and Daily Rate Cutoff.

To keep the displayed Daily Rate , simply press Enter To change the Daily Rate, type the new value in pounds and pence and press Enter.

The chevron moves to 'D. Cutoff'. The cut-off for Daily rate is the maximum number of days charged. For periods less than this value and above the hourly rate cutoff, the fee will be charge at Daily Rate x number of days. Once the length of the stay reaches this value, the fee will be charged at Daily Rate x Cutoff Value regardless of the actual length of stay.

To keep the displayed Cutoff value, simply press Enter.To change it, type the new value in days and press Enter.

The following screen is displayed:

```
HOURLY/DAILY RATES
Tariff 2
>Hour Rate : 02.00
 H. Cutoff: 23
```

This shows the current settings for Tariff 2 Hourly Rate and Hourly Rate Cutoff. Follow the same process as that described for setting Tariff 1 parameters. The process needs to be repeated again for Tariff 3.

Once the parameters for all 3 Tariffs have been set, you are returned to the previous operating mode - the task is complete.

4.8.2. No Charge Days

The days of the week on which charges don't apply can be set here. From the 'Tariffs' menu, use the Scroll keys to select 'No Charge Days' and press Enter. The following screen is displayed:

```
>Mon:PAY    Fri:PAY
 Tue:PAY    Sat:PAY
 Wed:PAY    Sun:PAY
 Thu:PAY
```

You can toggle between 'PAY' and 'FREE' using the Scroll keys . Press Enter to move to the next day.

Once the last day has been set, pressing Enter will return you to the previous operating mode - the task is complete.

4.8.3. Charge for Grace

The days of the week on which charges don't apply can be set here. From the 'Tariffs' menu, use the Scroll keys to select 'No Charge Days' and press Enter. The following screen is displayed:

```
TARIFF SETTINGS
Charge for grace?
        >Yes
         No
```

If you wish the expiry time to be printed on the ticket, use the Scroll keys to select 'Yes' and press Enter.

Otherwise use the Scroll keys to select 'No' and press Enter.

4.9 Lost Ticket Defaults

When customers loose their entry tickets, the 'Lost Ticket' feature allows the FeeMaster Smart operator to charge either a fixed price to cover the period from entry to arrival at reception or a fixed arrival date and time. These values can be set by the operator while processing the Exit Token or Short Stay Card. To save time while dealing with the customer, both of these parameters can be given default values that can be applied in all but exceptional cases.

To set the default values, you need to enter the 'Lost Ticket' menu by pressing Lost Ticket. The following screen is displayed:

```
>Lost Ticket(Price)
 Lost Ticket(Price)
 Set Default Price
 Set Default Time
```

4.9.1. Set Default Lost Ticket Charge

This allows you to change the default value for the fixed price. From the 'Lost Ticket' menu, use the Scroll keys to select 'Set Default Price' and press Enter. The following screen is displayed:

```
DEFAULT LOST CHARGE

   Fee: 0005.00
```

The current default price is displayed. To change the 'Pounds' value, type a new value and press Enter.

The following screen is displayed:

```
DEFAULT LOST CHARGE

   Fee: 0005.00
```

To keep the current 'Pence' value, simply press Enter. To change the 'Pence' value, type a new value and press Enter.

You are returned to the previous operating mode - the task is complete.

4.9.2. Set Default Time

This allows you to change the default value for the fixed arrival time (the default date is always the current date).

From the 'Lost Ticket' menu, use the Scroll keys to select 'Set Default Time' and press Enter.
The following screen is displayed:

```
DEFAULT TIME

Arrival Time: 00:00
```

The current default time is displayed. To keep the current 'Hour' value, simply press Enter. To change the 'Hour' value, type a new value and press Enter.

The following screen is displayed:

```
DEFAULT TIME

Arrival Time: 00:00
```

To keep the current 'Min' value, simply press Enter. To change the 'Min' value, type a new value and press Enter.

You are returned to the previous operating mode - the task is complete.

Appendix A - Configuration Record

Site Code: [ ] Node ID: [ ]

Operators (Users)

ID	Name	Level
1		
2		
3		
4		
5		
6		
7		
8		
9		

Season Cards

Start hour: [ ] Expiry hour: [ ]

Function Keys									
Key	1	2	3	4	5	6	7	8	9
Days									
Rate									

Tariff Information

Tariff 1 Hourly Rate: [ ] Hourly Rate cutoff: [ ]
Daily Rate: [ ] Daily Rate cutoff: [ ]

Tariff 2 Hourly Rate: [ ] Hourly Rate cutoff: [ ]
Daily Rate: [ ] Daily Rate cutoff: [ ]

Tariff 3 Hourly Rate: [ ] Hourly Rate cutoff: [ ]
Daily Rate: [ ] Daily Rate cutoff: [ ]

No Charge Days:

Mon	Tue	Wed	Thur	Fri	Sat	Sun

.

Lost Ticket

Default Start Time: [ ] Default Price: [ ]

Appendix B - Connection to PC

If the FeeMaster PC software has been supplied, plug the 9-PIn D-type connector of the USB/RS485 adaptor supplied with the Software into the socket marked ‘PC’ on the rear of the console.

Install the software onto the PC as described in the software user information and insert the USB plug into a USB port on the PC. Run the FeeMaster software and follow the software user information to set the system up. Once the software is running and communicating with the console, the General Configuration settings (Site Code, print barcode, print receipt, etc,) , User Management and Printer Settings can be controlled from the PC (the Node ID must be set at the Console).

Also the following additional configuration options are available to the Administrator:

- Select Tariff Mode (Standard, Varying or Matrix)
- Set the tariff parameters for Standard, Varying or Matrix tariff modes (only Standard can be set at console)
- Configure Customer Display information
- Additional printer formatting

The software can also be used to view events on screen, to generate event reports and export them to other applications for review and analysis.

The software can is used to update settings and/or download events for multiple consoles. Each console must be assigned a unique node number. The node setting in the software must be set to the node number of the console to which it is connected before communication can take place.

Appendix C - Menu System Map