Honeywell

CLSS Horizon Workstation

LAN-Connected Graphical User Interface

Installation and Operation Manual

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http://fire.honeywell.com

Fire Alarm & Emergency Communication System Limitations

While a life safety system may lower insurance rates, it is not a substitute for life and property insurance!

An automatic fire alarm system—typically made up of smoke detectors, heat detectors, manual pull stations, audible warning devices, and a fire alarm control panel (FACP) with remote notification capability—can provide early warning of a developing fire. Such a system, however, does not assure protection against property damage or loss of life resulting from a fire.

An emergency communication system—typically made up of an automatic fire alarm system (as described above) and a life safety communication system that may include an autonomous control unit (ACU), local operating console (LOC), voice communication, and other various interoperable communication methods—can broadcast a mass notification message. Such a system, however, does not assure protection against property damage or loss of life resulting from a fire or life safety event.

The Manufacturer recommends that smoke and/or heat detectors be located throughout a protected premises following the recommendations of the current edition of the National Fire Protection Association Standard 72 (NFPA 72), manufacturer's recommendations, State and local codes, and the recommendations contained in the Guide for Proper Use of System Smoke Detectors, which is made available at no charge to all installing dealers. This document can be found at http://www.systemsensor.com/appguides/. A study by the Federal Emergency Management Agency (an agency of the United States government) indicated that smoke detectors may not go off in as many as 35% of all fires. While fire alarm systems are designed to provide early warning against fire, they do not guarantee warning or protection against fire. A fire alarm system may not provide timely or adequate warning, or simply may not function, for a variety of reasons:

Smoke detectors may not sense fire where smoke cannot reach the detectors such as in chimneys, in or behind walls, on roofs, or on the other side of closed doors. Smoke detectors also may not sense a fire on another level or floor of a building. A second-floor detector, for example, may not sense a first-floor or basement fire.

Particles of combustion or "smoke" from a developing fire may not reach the sensing chambers of smoke detectors because:

- Barriers such as closed or partially closed doors, walls, chimneys, even wet or humid areas may inhibit particle or smoke flow.
- Smoke particles may become "cold," stratify, and not reach the ceiling or upper walls where detectors are located.
- Smoke particles may be blown away from detectors by air outlets, such as air conditioning vents.
- Smoke particles may be drawn into air returns before reaching the detector.

The amount of "smoke" present may be insufficient to alarm smoke detectors. Smoke detectors are designed to alarm at various levels of smoke density. If such density levels are not created by a developing fire at the location of detectors, the detectors will not go into alarm.

Smoke detectors, even when working properly, have sensing limitations. Detectors that have photoelectronic sensing chambers tend to detect smoldering fires better than flaming fires, which have little visible smoke. Detectors that have ionizing-type sensing chambers tend to detect fast-flaming fires better than smoldering fires. Because fires develop in different ways and are often unpredictable in their growth, neither type of detector is necessarily best and a given type of detector may not provide adequate warning of a fire.

Smoke detectors cannot be expected to provide adequate warning of fires caused by arson, children playing with matches (especially in bedrooms), smoking in bed, and violent explosions (caused by escaping gas, improper storage of flammable materials, etc.).

Heat detectors do not sense particles of combustion and alarm only when heat on their sensors increases at a predetermined rate or reaches a predetermined level. Rate-of-rise heat detectors may be subject to reduced sensitivity over time. For this reason, the rate-of-rise feature of each detector should be tested at least once per year by a qualified fire protection specialist. Heat detectors are designed to protect property, not life.

IMPORTANT! Smoke detectors must be installed in the same room as the control panel and in rooms used by the system for the connection of alarm transmission wiring, communications, signaling, and/or power. If detectors are not so located, a developing fire may damage the alarm system, compromising its ability to report a fire.

Audible warning devices such as bells, horns, strobes, speakers and displays may not alert people if these devices are located on the other side of closed or partly open doors or are located on another floor of a building. Any warning device may fail to alert people with a disability or those who have recently consumed drugs, alcohol, or medication. Please note that:

- An emergency communication system may take priority over a fire alarm system in the event of a life safety emergency.
- Voice messaging systems must be designed to meet intelligibility requirements as defined by NFPA, local codes, and Authorities Having Jurisdiction (AHJ).
- Language and instructional requirements must be clearly disseminated on any local displays.
- Strobes can, under certain circumstances, cause seizures in people with conditions such as epilepsy.
- Studies have shown that certain people, even when they hear a fire alarm signal, do not respond to or comprehend the meaning of the signal. Audible devices, such as horns and bells, can have different tonal patterns and frequencies. It is the property owner's responsibility to conduct fire drills and other training exercises to make people aware of fire alarm signals and instruct them on the proper reaction to alarm signals.
- In rare instances, the sounding of a warning device can cause temporary or permanent hearing loss.

A life safety system will not operate without any electrical power. If AC power fails, the system will operate from standby batteries only for a specified time and only if the batteries have been properly maintained and replaced regularly.

Equipment used in the system may not be technically compatible with the control panel. It is essential to use only equipment listed for service with your control panel.

Alarm Signaling Communications:

- **IP connections** rely on available bandwidth, which could be limited if the network is shared by multiple users or if ISP policies impose restrictions on the amount of data transmitted. Service packages must be carefully chosen to ensure that alarm signals will always have available bandwidth. Outages by the ISP for maintenance and upgrades may also inhibit alarm signals. For added protection, a backup cellular connection is recommended.
- **Cellular connections** rely on a strong signal. Signal strength can be adversely affected by the network coverage of the cellular carrier, objects and structural barriers at the installation location. Utilize a cellular carrier that has reliable network coverage where the alarm system is installed. For added protection, utilize an external antenna to boost the signal.
- **Telephone lines** needed to transmit alarm signals from a premise to a central monitoring station may be out of service or temporarily disabled. For added protection against telephone line failure, backup alarm signaling connections are recommended.

The most common cause of life safety system malfunction is inadequate maintenance. To keep the entire life safety system in excellent working order, ongoing maintenance is required per the manufacturer's recommendations, and UL and NFPA standards. At a minimum, the requirements of NFPA 72 shall be followed. Environments with large amounts of dust, dirt, or high air velocity require more frequent maintenance. A maintenance agreement should be arranged through the local manufacturer's representative. Maintenance should be scheduled as required by National and/or local fire codes and should be performed by authorized professional life safety system installers only. Adequate written records of all inspections should be kept.

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Installation Precautions

Adherence to the following will aid in problem-free installation with long-term reliability:

WARNING - Several different sources of power can be connected to the fire alarm control panel. Disconnect all sources of power before servicing. Control unit and associated equipment may be damaged by removing and/or inserting cards, modules, or interconnecting cables while the unit is energized. Do not attempt to install, service, or operate this unit until manuals are read and understood.

CAUTION - System Re-acceptance Test after Software Changes: To ensure proper system operation, this product must be tested in accordance with NFPA 72 after any programming operation or change in site-specific software. Re-acceptance testing is required after any change, addition or deletion of system components, or after any modification, repair or adjustment to system hardware or wiring. All components, circuits, system operations, or software functions known to be affected by a change must be 100% tested. In addition, to ensure that other operations are not inadvertently affected, at least 10% of initiating devices that are not directly affected by the change, up to a maximum of 50 devices, must also be tested and proper system operation verified.

This system meets NFPA requirements for operation at 0-49º C/32-120º F and at a relative humidity 93% ± 2% RH (non-condensing) at 32°C ± 2°C (90°F ± 3°F). However, the useful life of the system's standby batteries and the electronic components may be adversely affected by extreme temperature ranges and humidity. Therefore, it is recommended that this system and its peripherals be installed in an environment with a normal room temperature of 15-27º C/60-80º F.

Verify that wire sizes are adequate for all initiating and indicating device loops. Most devices cannot tolerate more than a 10% I.R. drop from the specified device voltage.

Like all solid state electronic devices, this system may operate erratically or can be damaged when subjected to lightning induced transients. Although no system is completely immune from lightning transients and interference, proper grounding will reduce susceptibility. Overhead or outside aerial wiring is not recommended, due to an increased susceptibility to nearby lightning strikes. Consult with the Technical Services Department if any problems are anticipated or encountered.

Disconnect AC power and batteries prior to removing or inserting circuit boards. Failure to do so can damage circuits.

Remove all electronic assemblies prior to any drilling, filing, reaming, or punching of the enclosure. When possible, make all cable entries from the sides or rear. Before making modifications, verify that they will not interfere with battery, transformer, or printed circuit board location.

Do not tighten screw terminals more than 9 in-lbs. Over-tightening may damage threads, resulting in reduced terminal contact pressure and difficulty with screw terminal removal.

This system contains static-sensitive components. Always ground yourself with a proper wrist strap before handling any circuits so that static charges are removed from the body. Use static suppressive packaging to protect electronic assemblies removed from the unit.

Units with a touchscreen display should be cleaned with a dry, clean, lint free/microfiber cloth. If additional cleaning is required, apply a small amount of Isopropyl alcohol to the cloth and wipe clean. Do not use detergents, solvents, or water for cleaning. Do not spray liquid directly onto the display.

Follow the instructions in the installation, operating, and programming manuals. These instructions must be followed to avoid damage to the control panel and associated equipment. FACP operation and reliability depend upon proper installation.

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FCC Warning

WARNING: This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual may cause interference to radio communications. It has been tested and found to comply with the limits for Class A computing devices pursuant to Subpart B of Part 15 of FCC Rules, which is designed to provide reasonable protection against such interference when devices are operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case the user will be required to correct the interference at his or her own expense.

Canadian Requirements

This digital apparatus does not exceed the Class A limits for radiation noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de la classe A prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.

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Software Downloads

In order to supply the latest features and functionality in fire alarm and life safety technology to our customers, we make frequent upgrades to the embedded software in our products. To ensure that you are installing and programming the latest features, we strongly recommend that you download the most current version of software for each product prior to commissioning any system. Contact Technical Support with any questions about software and the appropriate version for a specific application.

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Send email messages to:

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This symbol (shown left) on the product(s) and / or accompanying documents means that used electrical and electronic products should not be mixed with general household waste. For proper treatment, recovery and recycling, contact your local authorities or dealer and ask for the correct method of disposal.

Electrical and electronic equipment contains materials, parts and substances, which can be dangerous to the environment and harmful to human health if the waste of electrical and electronic equipment (WEEE) is not disposed of correctly.

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Section 1: Overview

1.1 Operation

The CLSS LAN-Connected Horizon workstation monitors life safety systems and annunciates events (status change signals) that it receives from the fire system via an Intranet connection. It is not UL approved. Multiple user accounts are supported with monitoring permissions configured individually for each of the user accounts.

The LAN-Connected Horizon operates over the Ethernet on a Local Area Network (LAN) using a PC.

The LAN-Connected Horizon has the following usage characteristics:

- Supports one or more CLSS Gateways. The use of multiple gateways allows for the ability to monitor multiple networks.
- One or more workstation may be installed on a network.
- Multiple workstations can be used to monitor a single network or a single workstations can monitor multiple networks.

The CLSS LAN-Connected Horizon is hereinafter referred to as “the workstation”.

1.2 Functionality

1.2.1 Functions

The workstation provides the following major functions:

- Displays events by priority. New events are displayed in the list based upon their event type priority.
- Displays acknowledged and new events in separate lists.
- Visual and audible annunciation of events.
- Maintains a history of life safety events.
- Monitors the communications path between workstation and gateway.
- Annunciates a trouble event when communications with gateway is lost.
- Displays device location information.
- Acts as a time server for gateways on the life safety network.

1.2.2 System Limitations

The workstation is designed to operate within the limits listed below:

Table 1.1 Limitations

Limit	Feature	Maximum Allowed
Physical Network Limit	Gateways	200 Total
	Workstations per System	50 Maximum
Logical Network & Screen	Screens	10,000
	Devices	250,000
	Devices Per Screen	1,000
	Navicons	1,000
	Monitoring Profiles	100
	Node Control Profiles	100
Workstation	Output Formats	25 per Workstation
	Email Recipients	10 per Workstation
User Manager	Users	500

1.3 Applicable Document

Refer to the *CLSS Gateway Installation and User’ Manual (*P/N LS10248-000HW-E). This document can be downloaded from the applicable Engineered Systems Distributor (ESD) website.

1.4 Recommended Antivirus Software

The workstation is tested against McAfee® EndPoint Security and Windows® Defender Antivirus.

1.5 Printer Overview

The print option appears in the File menu only if the workstation detects a Windows-compatible printer has been installed. When a printer is initially added in Windows, the workstation must be restarted so it can detect the printer.

The workstation software application supports graphics printing and event printing. Windows-compatible printers are required in order to print screens, floor plans, history reports, and annunciated workstation events.

1.5.1 Graphics Printer

A graphics printer is a Windows-compatible printer that prints what is currently displayed on the workstation's monitor.

1.5.2 Local Event Printer

The PRN-7 is an optional local event printer. It is a UL 864-listed, Windows-compatible, dot-matrix printer that prints workstation events.

A default output format and monitoring profile are preconfigured for a local event printer. It is necessary to enable the printer in Windows.

1.5.2.1 Configuring an RS-232 Connection

Configure the COM port used for an RS-232 connection as follows:

1. In Windows 10, click **Start > Control Panel > Device Manager**. Alternatively, you can use the search feature to search for and then open Device Manager.
2. Double-click on **Ports (COM & LPT)** and double-click on the port to which the printer will be connected. A properties window displays.
3. On the Port Settings tab, verify the following settings:
   - Baud Rate: 9600
   - Data Bits: 8
   - Parity: None
   - Stop Bits: 1
   - Flow control: None
4. Click **OK**.
5. Close the Device Manager.

1.5.2.2 Installing the Printer Driver

Install the event printer driver as follows:

1. In Windows, search for **Printers and Scanners**.
2. Click **Add a printer or scanner**. Windows performs a search and lists the available devices.
3. Click **The printer that I want isn't listed**.
4. Click **Add a local printer or network printer with manual settings** and click **Next**.
5. Select **Use an existing port** and select a COM port or, if listed, select USB (virtual Printer Port for USB) from the drop-down list.
6. Click **Next**.
7. Under Manufacturer, select **Generic**.
8. Under Printers, select **Generic/Text only** and click **Next**.
9. Enter **Local Event Printer** as the printer name and click **Next**.
10. Select **Do not share this printer** and click **Next**.

Print a test page to verify the installation.

1.6 IP Requirements

1.6.1 IP Port Settings

The following IP ports must be available to the workstation:

Table 1.2 IP Port Settings

Port	Type	Direction	Purpose
25	TCP	Out	SMTP
123	UDP	In and Out	SNTP
1884	TCP	In and Out	MQTT
2004	TCP	N/A	(Internal) Workstation Plug-in Access
2017	TCP	Out	Connection to the CLSS Gateway
4016	TCP	In	Database Import/Export

1.6.2 IP Restrictions

The following restrictions apply:

- Workstations cannot access gateways or other workstations through Network Address Translation (NAT) or IP Masquerading.
- Must have a static IP address. DHCP is not supported.
- The use of a NAT is not supported.
- Multiple IP Addresses are not supported, either due to multiple enabled network adapters or due to a multi-homed adapter.

1.7 Software User Profiles

The workstation software application's user profiles include the following:

- Administrator
- Read Only
- Point Control
- Client Control

The primary Administrator's password is configured upon initial installation of the CLSS Horizon software and cannot be deleted.

Any Administrator-level user can configure profiles/passwords for other administrators and for the non-administrator users via the workstation configuration tool.

Any Administrator-level user can delete the profile for any users except their own profile or that of the primary administrator.

1.8 User Security Options

User accounts can be created with differing levels of access to the workstation system. The user's security option choice determines which functions are visible or selectable.

Table 1.3 User Permissions and Settings

User Permissions	Accounts - Permissions Level		
	Read Only	Client Control	Administrator
Print Events and Floor Plans	NO	YES	YES
View History and Linked Media	YES	YES	YES
Backup History Data	NO	YES	YES
Acknowledge Events Locally	NO	YES	YES
Acknowledge Field Events	NO	NO	YES
Change/Configure Site Specific Data	NO	NO	YES
Change/Configure User Accounts	NO	NO	YES
Change/Configure Software Options	NO	NO	YES

1.9 Compatible Equipment

1.9.1 Current Compatible Equipment

The workstation is compatible with the following equipment.

Table 1.4 Compatible Equipment

Type	Equipment	Description
Fire Panels:	• N16 • NFS-320 • NFS-640 • NFS-3030 • NFS2-640 • NFS2-3030	
Network Cards:	• NCM-W • NCM-F • HS-NCM-MF • HS-NCM-SF • HS-NCM-W-2 • HS-NCM-WSF-2 • HS-NCM-WMF-2 • HS-NCM-MFSF	
Monitors:	• MON-22LCDW	22” Wide Screen LCD Monitor
	• MON-22LCDW-TS	Touchscreen 22” Wide Screen LCD Monitor
	• MON-42LCDW	42” Wide Screen LCD Monitor
	• MON-42LCDW-TS	Touchscreen 42” Wide Screen LCD Monitor
Network Gateways:	• HON-CGW-MBB	CLSS Gateway

1.9.2 Legacy Compatible Equipment

The following equipment is compatible, but is no longer available.

Table 1.5 Legacy Compatible Equipment

Type	Equipment	Description
Network Cards:	• HS-NCM-W • HS-NCM-WSF • HS-NCM-WMF	

1.10 System Topology

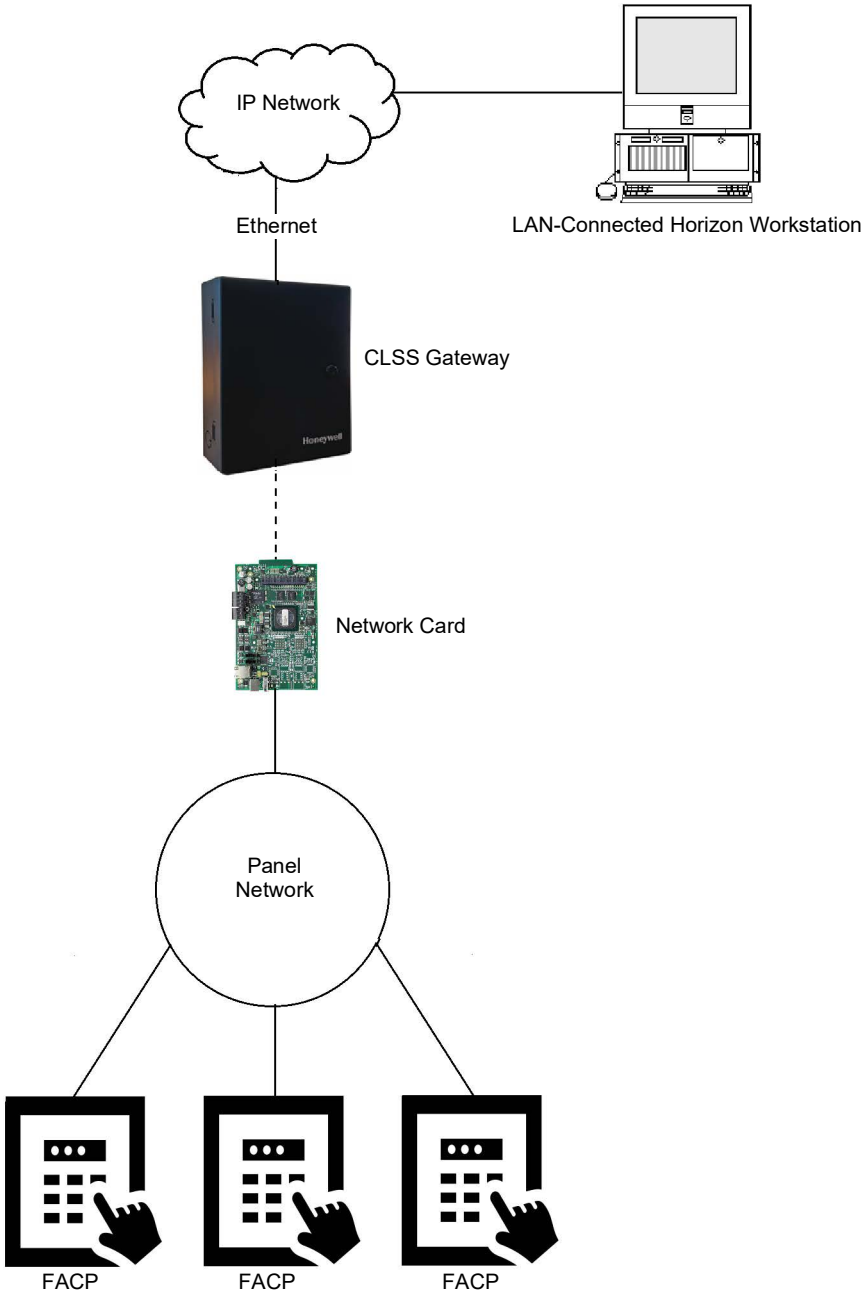


Figure 1.1 LAN-Based Workstation Topology

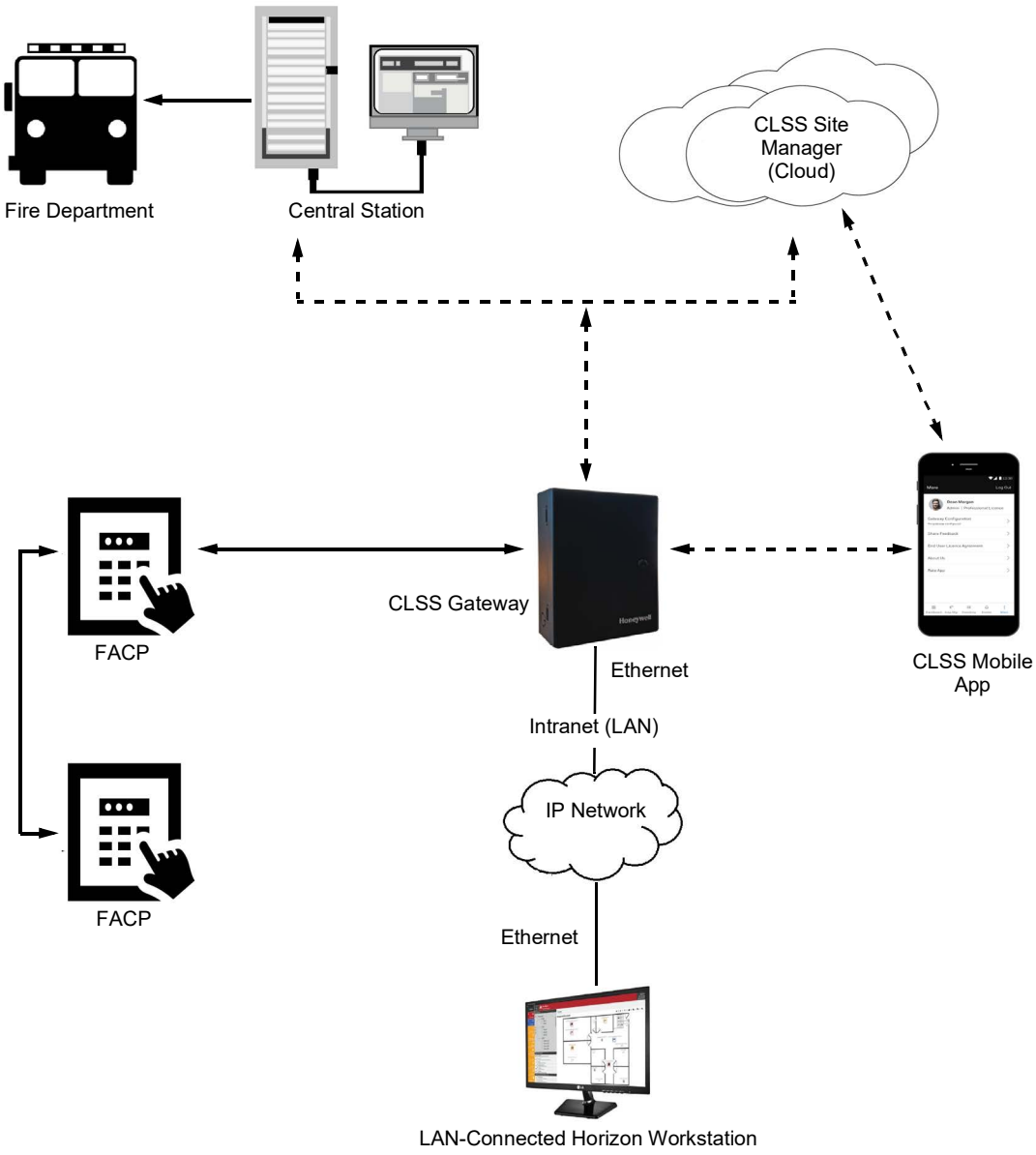


Figure 1.2 Hybrid Topology

Section 2: Installation and Start-up

2.1 Installation Overview

Installation of the workstation should be performed by a factory-trained fire alarm technician. The workstation software application is downloaded from the applicable ESD website.

2.2 Safety

Remove all power sources to equipment before connecting electrical components. The LAN-Connected Horizon Workstation's main power switch must be in the OFF position until installation of the entire workstation system is complete.

2.3 Prerequisites

The following prerequisites are required before performing the workstation installation procedure:

- Internet Connection
- Workstation PC
- CLSS Gateway (P/N HON-CGW-MBB) installed with CLSS Horizon feature activated
- iOS or Android or Mobile Device with CLSS App installed
- Active CLSS Cloud Account
- Site/Building information configured in the applicable ESD website

2.4 Workstation Computer Requirements

The minimum requirements for the workstation computer are as follows:

- Windows 10, 64-bit Professional
- Intel i5 Processor, or better(16 GB RAM
- 240 GB Hard Drive
- Chrome™ Browser Installed
- Monitor, Minimum resolution of 1280 x1024 Landscape Mode
- Microsoft® Compatible Mouse
- 104-key Keyboard
- USB Connector
- TCP/IP Ethernet Network Adapter Card
- Speakers
- Uninterruptible Power Supply (UPS) highly recommended

2.5 CLSS Gateway Installation

Install and set up the CLSS Gateway (HON-CGW-MBB) as specified in the *CLSS Gateway Installation and User Manual* (LS100248-000HW-E).

2.6 Software Download and Installation Procedure

1. Go to the applicable ESD website and download the workstation software application.
2. Proceed as follows:
   - If software download is being performed on the workstation PC, navigate to the Downloads folder and double click the workstation software file. Then go to step 3.
   - If software download is being performed on a non-workstation PC, navigate to the Downloads folder and copy the workstation application and documentation EXE file to a USB drive for transport to the workstation PC. Copy the downloaded files from the USB drive onto the workstation PC and double-click the workstation software file. Then go to step 3.

   An allow changes to computer message displays. Click **Yes**.
3. Follow the on-screen prompts to allow the software installation to proceed. Accept all software licensing agreements. Additional installation wizards may appear during the installation that may include:
   - Microsoft Access Database Engine Installation Wizard - Click **OK** to proceed.
   - Facilities Monitoring - InstallShield Wizard - Click **Finish** to proceed. A computer restart message displays.
4. Click **Yes**. The computer restarts.

2.7 Starting the Workstation

Open the workstation application from Windows 10 as follows:

1. Click **Start**.
2. Type **CLSS-Horizon** in the search field.
3. Click the workstation application link in the search results window. The workstation application opens.
4. Log into the workstation.

NOTE: The first time the workstation application is started, a dialog box displays where the primary administrator is required to change the temporary password provided by CLSS. The new password must be at least 8 characters in length.

2.8 Verify Display Scaling

The scaling of text and other items on the display must be set at 100%. Verify the scaling is 100% as follows:

1. Right-click on the PC desktop and select **Display Settings**. The *Customize your display* window displays.
2. Ensure that the slide under **Change the size of text, apps, and other items** is positioned all the way to the left (100%). If the slide is moved, the following message displays: "Some Apps won't respond to scaling changes until you sign out."
3. Perform one of the following as applicable:
   - If the message above displays and you wish to sign out, click **Sign Out Now**. You will have to log back into Windows.
   - If the message displays and you do not wish to sign out, close the window. Some changes will not take effect until you sign out at a later time. You must sign out or restart prior to using the workstation or configuration tool.
   - If the scaling was already at 100% (slide at far left), close the window.

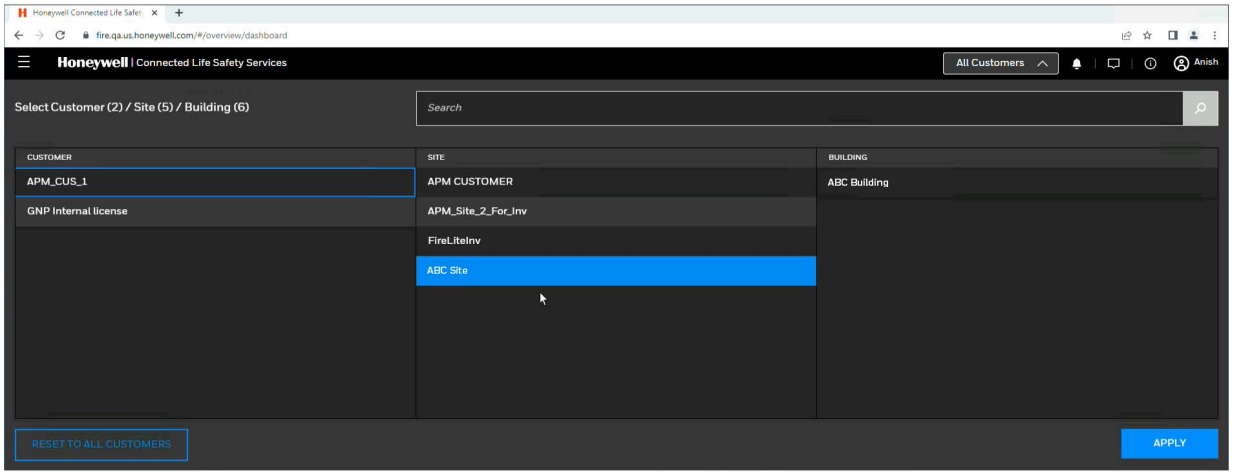
If an additional display is added to this PC, the scaling setting may automatically change. If an additional display is added, repeat this step to ensure the setting for both displays remains at 100%.

2.9 Fetching the Site Inventory

NOTE: The Customer, Site, and Building information must be configured in CLSS Site Manager before proceeding with these steps.

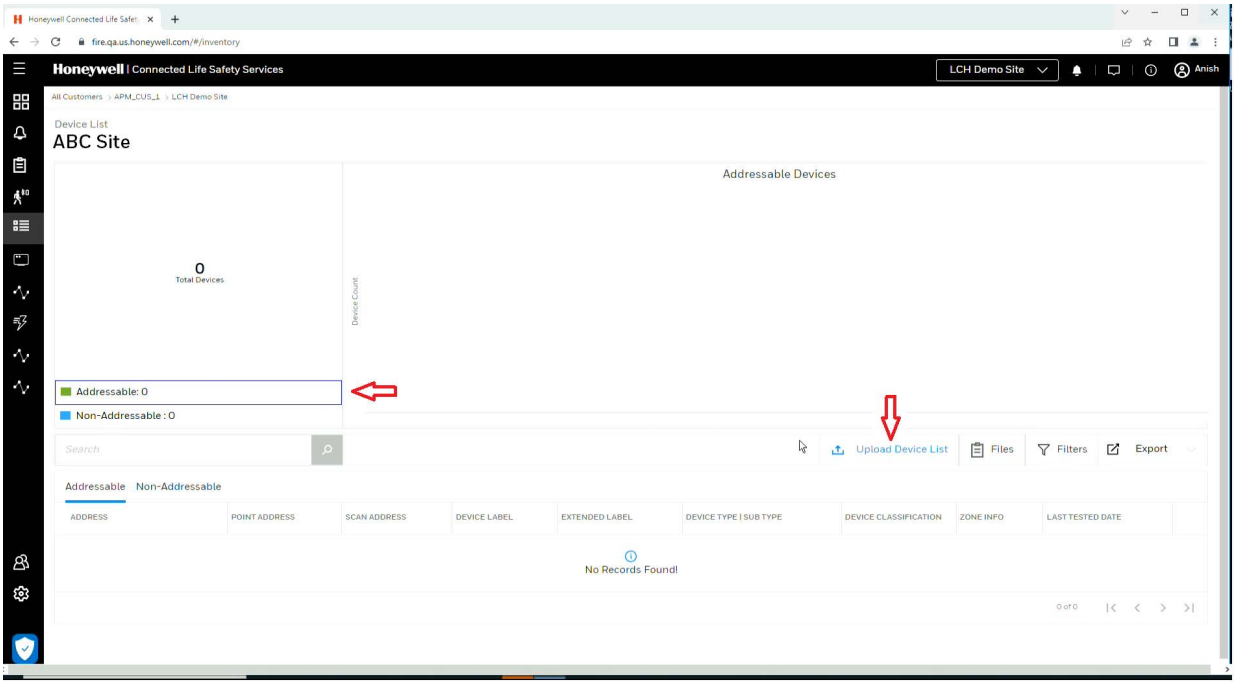
Fetch the site inventory as follows:

1. In CLSS Site Manager, navigate to the customer and site whose information is to be fetched and click **Apply**.

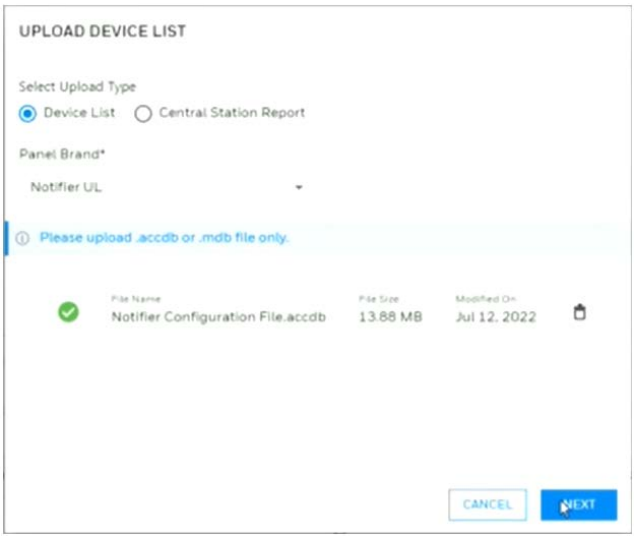


2. In the *Site Dashboard* window, click the device list icon .

3. In the *Device List* page, select the **Addressable** option and click the **Upload Device List** button.

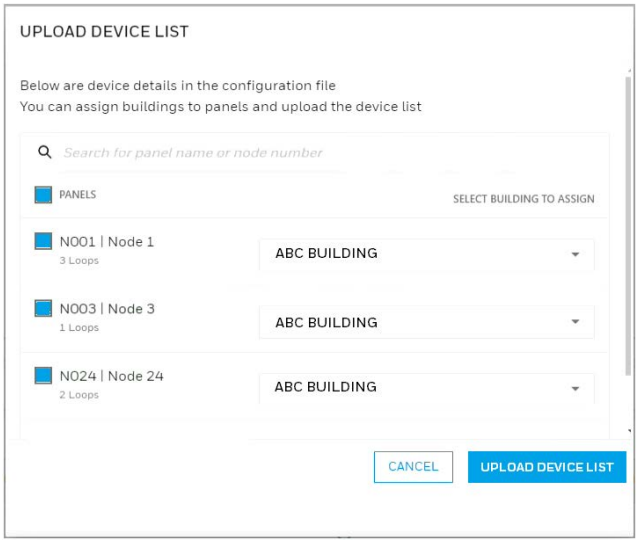


4. In the *Upload Device List* window, perform the following:
   a. Select the brand from the drop-down list and click **SELECT A FILE**
   b. Navigate to the location of the configuration file (.accdb) on the PC select the file and click **Open**. The file name displays on the *Upload Device List* page.

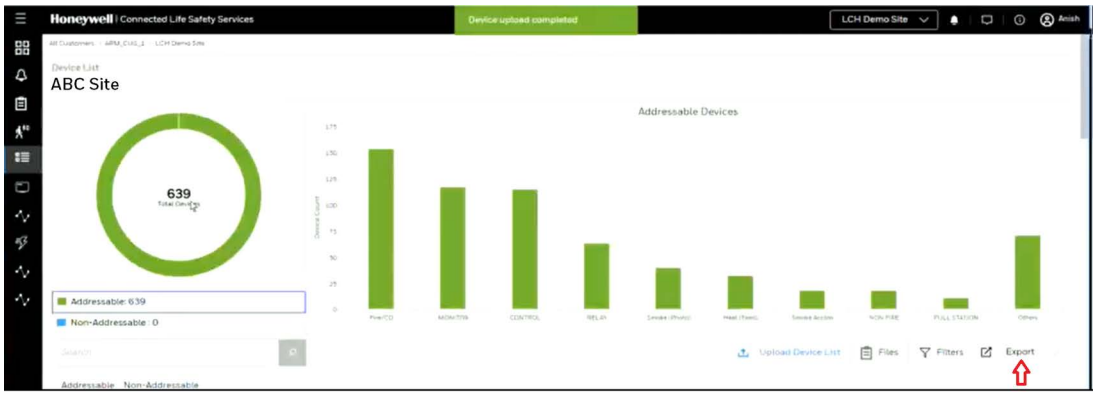


   c. In the *Upload Device List* window, click **NEXT**.

5. In the configuration file device details window, click **PANELS**, select the building from the drop-down list, and click **UPLOAD DEVICE LIST**. Progress and success messages display. Close the messages.



6. In the CLSS Site Manager window, click **Export > IFOM Inventory** and save the file to the workstation PC.

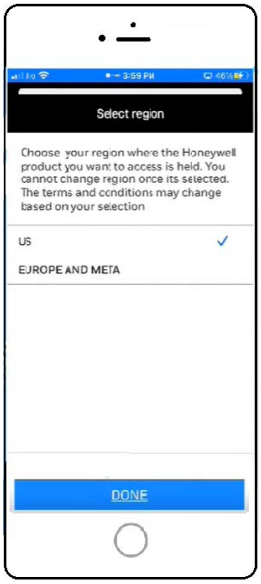


2.10 Configuring the CLSS Gateway

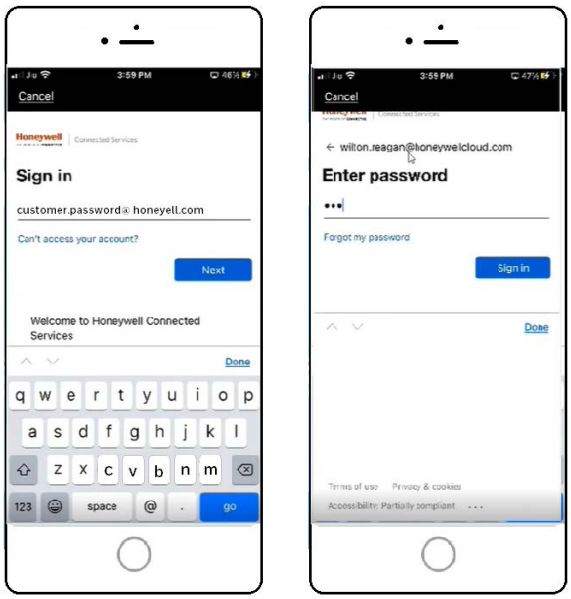
NOTES:

- The CLSS application must be installed on the mobile device.
- A site and building must be configured in Site Manager.
- You will need the CLSS Gateway ID.
- A LAN-Connected Horizon software license must be purchased in Site Manager.

1. Tap the CLSS application icon on the mobile device. Select the applicable region and tap **DONE**.

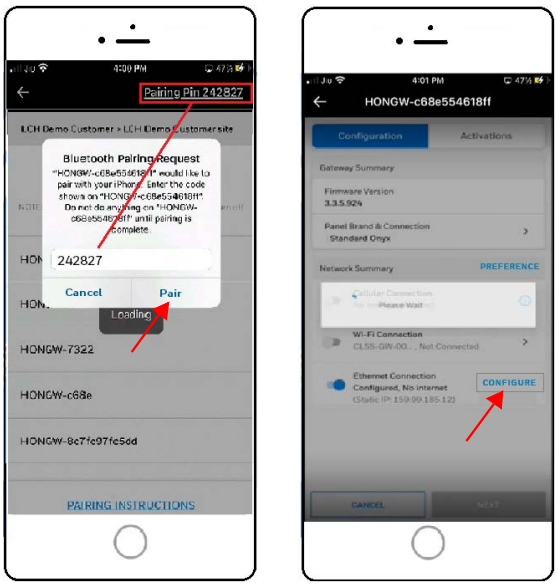


2. Tap **LOGIN**, enter your user ID and password and tap **Sign In**.



3. Click **OK** to allow CLSS to use Bluetooth® and **OK, GOT IT** on the Auto refresh message. CLSS Site Manager opens.
4. On the CLSS Site Manager welcome page, select **Install Fixed Gateway**.
5. Tap the customer site where the gateway is to be installed. Use the search function if necessary.
6. Tap the CLSS gateway to be configured.

7. If a Bluetooth® pairing request displays, enter the pairing PIN number shown at the top-right of the screen in the field provided and tap **Pair**. A gateway summary screen displays.

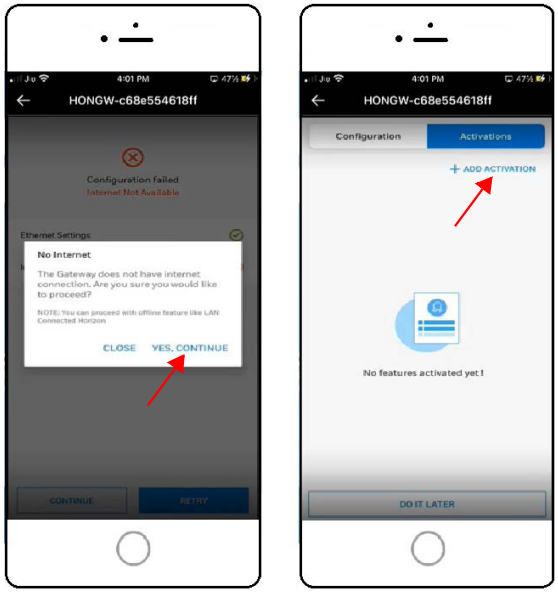


8. Tap **CONFIGURE**, enter the static IP address, and then tap **APPLY**.

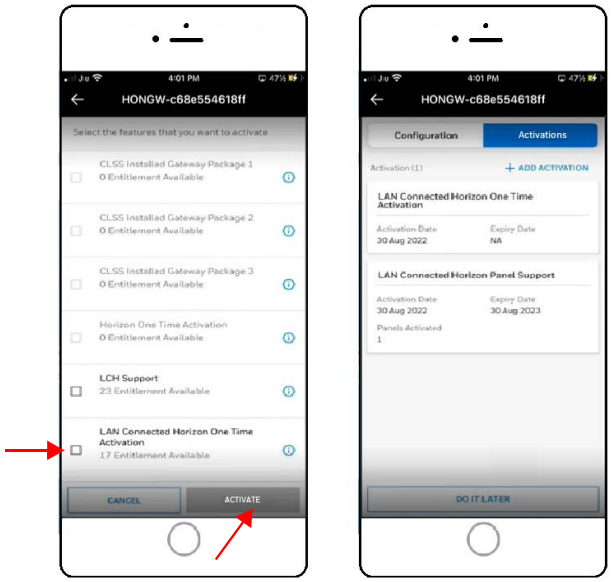


2.11 Activating the Gateway with LAN-Connected Horizon License

1. If not connected to the Internet, select **YES, CONTINUE**. Then select **ADD Activation**.



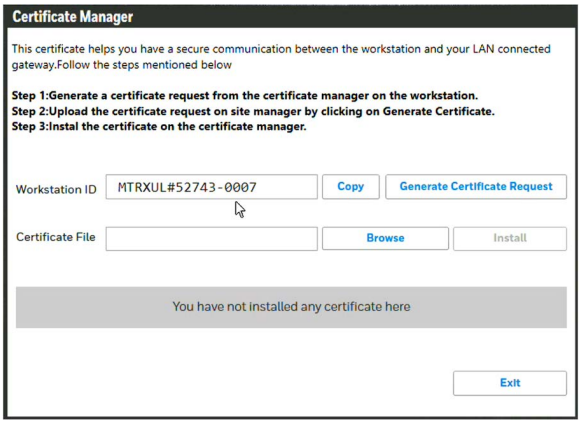
2. Select **LAN Connected Horizon Panel Support** and **LAN Connected Horizon One Time Activation** check boxes and tap **ACTIVATE**. A confirmation screen displays showing that the gateway is activated.



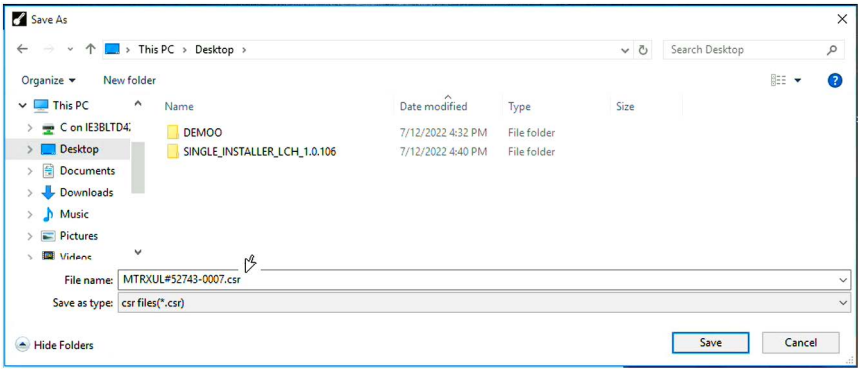
2.12 Generating the Security Certificate

NOTE: The workstation software must be installed on the PC before performing this procedure. See 2.6, "Software Download and Installation Procedure" for details.

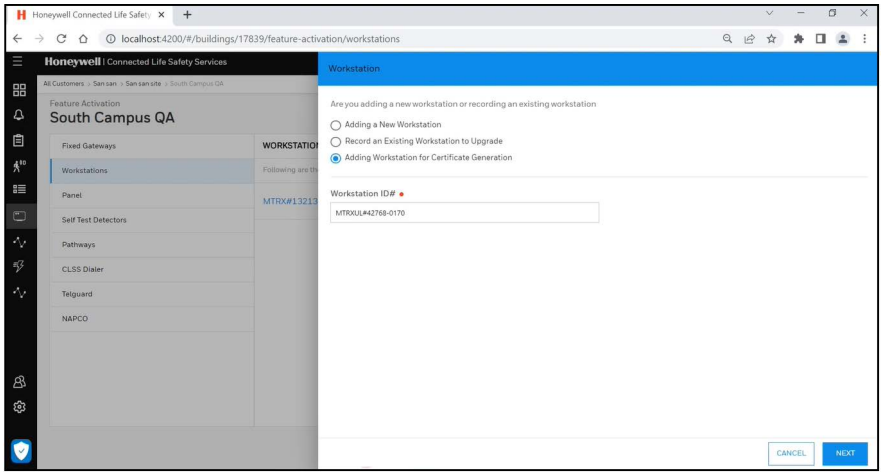
1. In the Windows Start menu, go to **Facilities Manager > Certificate Manager**. The Certificate Manager window opens displaying the workstation ID. Click **Copy** to copy the ID for later use.



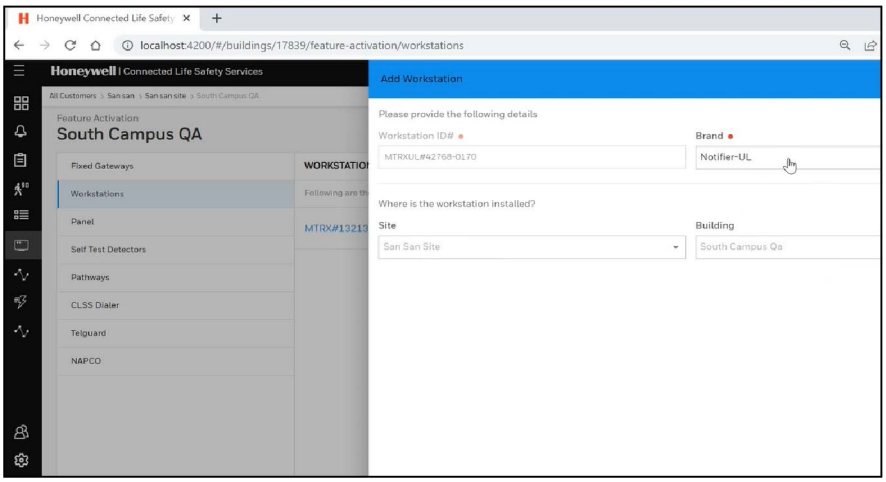
2. Click the **Generate Certificate Request** button. A *Save As* window displays with the auto-generated CSR filename in the File name field.



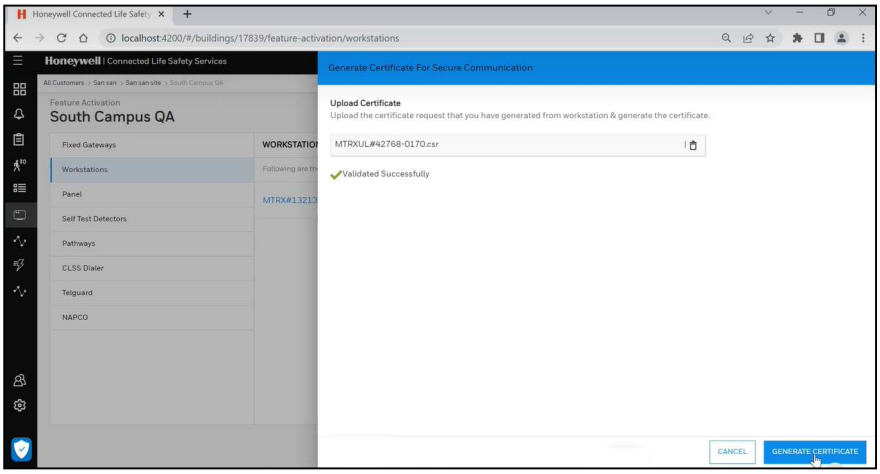
3. Select the location to where the file is to be saved on your local PC and click **Save**.
4. Click **OK** to the certificate request success message that displays. Windows Explorer automatically opens to the location where the file is saved.
5. Copy the CSR file.
6. Using the browser, go to the CLSS Site Manager and navigate to the site where the certificate is to be used.
7. Select the feature activation icon and click **Workstations**.
8. Click the **+ ADD WORKSTATION** button. The *Workstation* page displays.



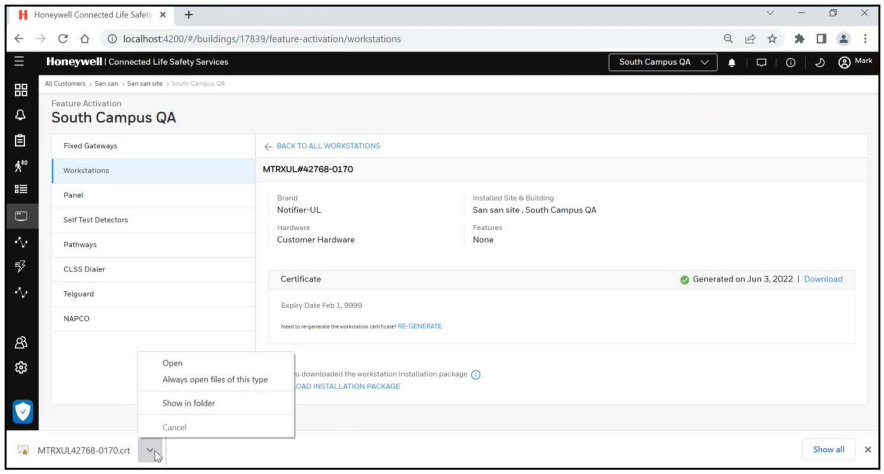
9. Select the **Adding Workstation for Certificate Generation** radio button, paste the workstation ID copied in step 1 into the *Workstation ID* field, and click **NEXT.** The ID is validated and the *Add Workstation* page displays.



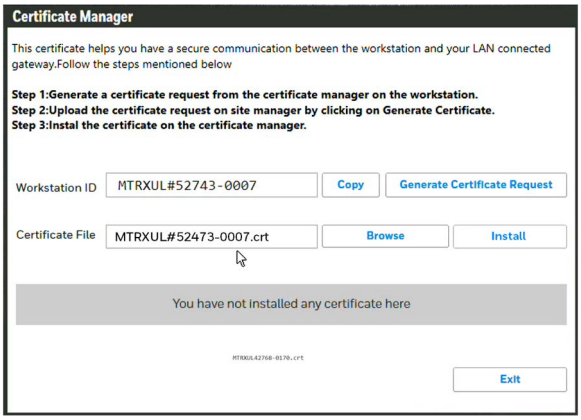
10. Select the brand from the drop-down list and click **NEXT**. A success message and the *Upload Certificate* page displays.
11. Click **SELECT CSR FILE**, navigate to the file location on the workstation PC, and double click the filename. A validation success message displays.
12. Click **GENERATE CERTIFICATE**. A certificate generation success message displays.



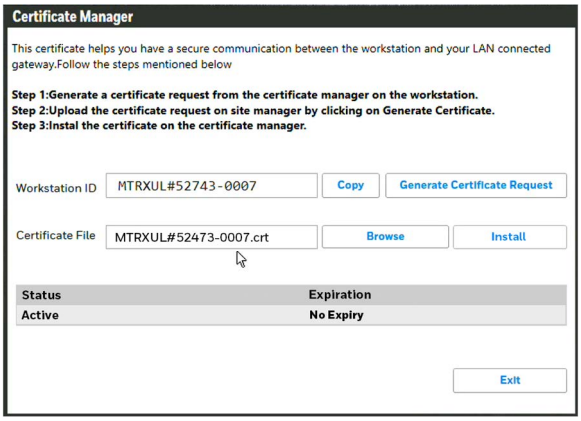
13. Click **OK GOT IT**. The following occurs:
    - The Site Manager *Workstations* page displays the certificate number.
    - The certificate file is automatically downloaded to the workstation PC *Downloads* folder.
14. Click the down-arrow next to the download indicator on the lower left side of screen and select **Show in folder**.



15. Copy the certificate file (CRT) and paste it in the same location where the CSR file is stored.
16. Return to the *Certificate Manager* window (see Step 1) and proceed as follows:
    a. Click **Browse** and navigate to the location of the CRT file.
    b. Select the CRT file name and click **Open**. The filename displays in Certificate Manager.



17. Click **Install**. A software certificate success message displays. Click **OK**. Certificate status information displays.



18. Click **Exit**.
19. Log into the LAN-Connected Horizon application on the workstation PC and launch the configuration tool (**Menu > Configure > Launch Configuration Tool**).
20. Go to **System > Networks**.
21. In the *Networks* window, enter an Alias for the network, select the Type of network, enter the gateway IP address, and click **Import Inventory**. A progress bar displays and then a success message. Click **OK**.
22. Click **OK** again to close the *Networks* window. The inventory displays in the configuration tool system tree. Refer to Section 3, "Configuration" for details about using the configuration tool.
23. Click **File > Exit** to close the configuration tool. Click **Yes** to save and synchronize the system settings. The workstation main screen displays. Active events from fire system devices are able to be received.

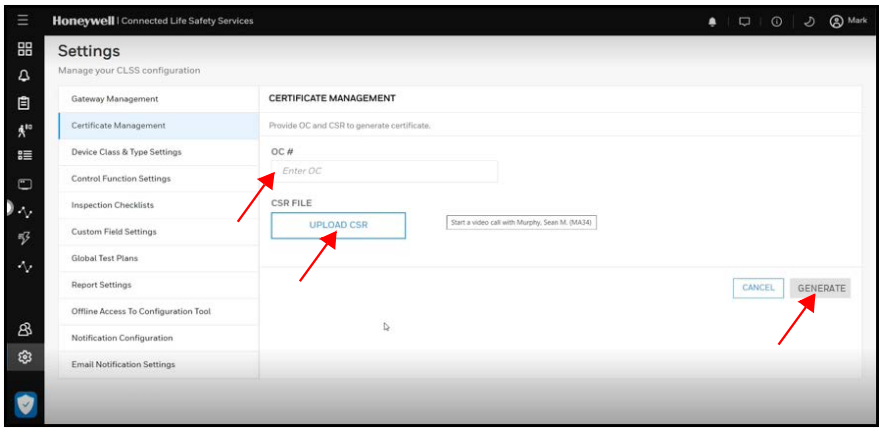
2.13 Acquiring a Security Certificate for Pre-May 2021 CLSS Gateways

For CLSS gateways manufactured before May 2021, perform the following procedure to obtain and add the security certificate to the gateway.

1. Login to CLSS Gateway Configuration web page and generate CSR file.
2. Login into CLSS Site Manager and select **Settings > Certificate Management**.
3. On the *Settings* page, enter the Gateway OC #.
4. Upload CSR file.

NOTE: The CSR file is generated from the CLSS Gateway web page. Refer to the *CLSS Gateway Installation and Users' Manual* (LS10248-000HW-E) for details.

5. Click **GENERATE**.
6. After certificate is generated, login to CLSS Gateway Configuration web page and add certificate to the gateway.



Section 3: Configuration

3.1 Overview

The configuration tool is used to configure the system that is to be monitored by the workstation. The configuration tool is installed as part of the workstation software.Configuration primarily includes the following:

- Identifying the network(s) to be monitored
- Laying out the graphical floor plans representing the monitored facility
- Setting the parameters for system operation
- Configuring profiles for selective monitoring

In the tool's floor plan screen, icons that represent fire system devices, display information, and navigate the system may be placed.

Once the system is configured, a first responder may use the configured system in the workstation to identify the location of, and respond to, an annunciated event.

After modifying a workstation graphics design in the configuration tool, verify it is correctly displayed on the workstation.

3.2 Launching and Exiting the Configuration Tool

3.2.1 Launch

Launch the configuration tool on the workstation using one of the following methods:

1. From within the workstation application, go to **Menu> Configure > Launch Configuration Tool**.
2. From Windows 10:
   a. Right-click the Windows **Start** icon.
   b. Type "Configuration Tool" in the search field.
   c. Click the configuration tool application link in the search results window. The configuration tool opens.
   d. Select the applicable option in the table below and then click **OK**.

Table 3.1 Configuration Tool Start Options

Option	Description
Live System	Opens the configuration tool which uses the system database currently on the workstation PC. Displays only if the PC has the workstation software application installed.
New System	Creates a new, blank system database. After editing and saving the new system, it may be imported by a live workstation at a later time.
Browse	Allows selection and editing of an existing system's database. After saving, the edited system may be imported by a live workstation at a later time. Use one of the following methods: • Select for editing an existing remote system by entering the IP address of the remote PC. • Select for editing an existing system on the current PC by browsing for, and opening, the desired "Matrix.mdb" file. **Note:** If the selected system was created using an older version of the workstation software, it will be upgraded before allowing the user to perform editing.

3.2.2 Exit

To exit the configuration tool, go to **File > Exit** or click the "X" at the top right-hand corner of the floor plan screen. Respond to the prompts that display.

3.3 Creating Database Backgrounds

It is highly recommended that graphic background drawings (i.e. floor plans displayed as a background for a system screen) be created before starting to create the system design with the configuration tool. A graphic software application is required for creating and/or resizing the graphics backgrounds.

Use the configuration tool to add the backgrounds that are created or modified as specified in 3.14.2, "Adding a Screen". The better the resolution of the background imported to the configuration tool, the better the resolution on the workstation.

3.3.1 Supported Graphic Formats

The supported graphic formats that can be added as a background are listed in the following table. The graphic file that is imported cannot have a read only attribute.

Table 3.2 Supported Graphic Formats

File Type	Supported Formats	Comment
AutoCAD®	Drawing Exchange Format (.DXF)	Recommended format. Points in the DXF can be automatically placed on the background (refer to 3.14.3, "Adding Points Using the Auto-place Feature").
Vector	Windows® Meta Files (.WMF)	Recommended format. These file types typically degrade less in visual display quality than a raster file. EMF files can only be used as backgrounds.
Raster	• Graphic Interchange Format (.GIF) • Portable Network Graphics (.PNG) • Joint Photographic Experts (.JPG)	These files types degrade more in visual display quality than a vector file, especially when using the workstation's zoom functionality.

3.3.2 DXF File Import Limitations/Recommendations

The following limitations and recommendations apply to AutoCAD DXF format drawings imported for workstation backgrounds.

Table 3.3 DXF File Limitations/Recommendations

Item	Limitation
AutoCAD Version	• Version 2013 or earlier.
Font Type	• Use Arial only. Any other fonts used will be converted to Arial.
Workstation PC	• 16 GB Ram, 6 GB free disk space recommended.
Max. DXF File Size	• 25 MB recommended.
3-D Drawings	• Not supported.
Supported CAD Elements	• ARC • ATTRIBUTE • CIRCLE • ELLIPSE • INSERT • LINE • LWPOLYLINE • MTEXT (rotated/not rotated) • POINT • POLYLINE without bulge • TEXT (rotated/not rotated) • VERTEX
Non-Supported CAD Elements	• DIMENSION • FACE3D • HATCH • HELIX • LEADER • LIGHT • MESH • MLEADER • MLEADER_STYLE" • MLINE • OLE2FRAME • OLEFRAME • RAY • REGION • SEQ_END • SHAPE • SOLID • SOLID3D • SPLINE • SUN • SURFACE • TABLE • TOLERANCE • TRACE • UNDERLAY • VIEW_PORT • WIPE_OUT
Text	• "TEXT or MTEXT written should contain only one point/device address per line without any special characters (i.e. "\n, \t, \r, *, $, %, & "). • Edit text with supported AutoCAD entity types before importing.
Layers	• Turn off any unneeded layers before importing for better visibility in the floor plan.

3.4 Data Locations on the Directory

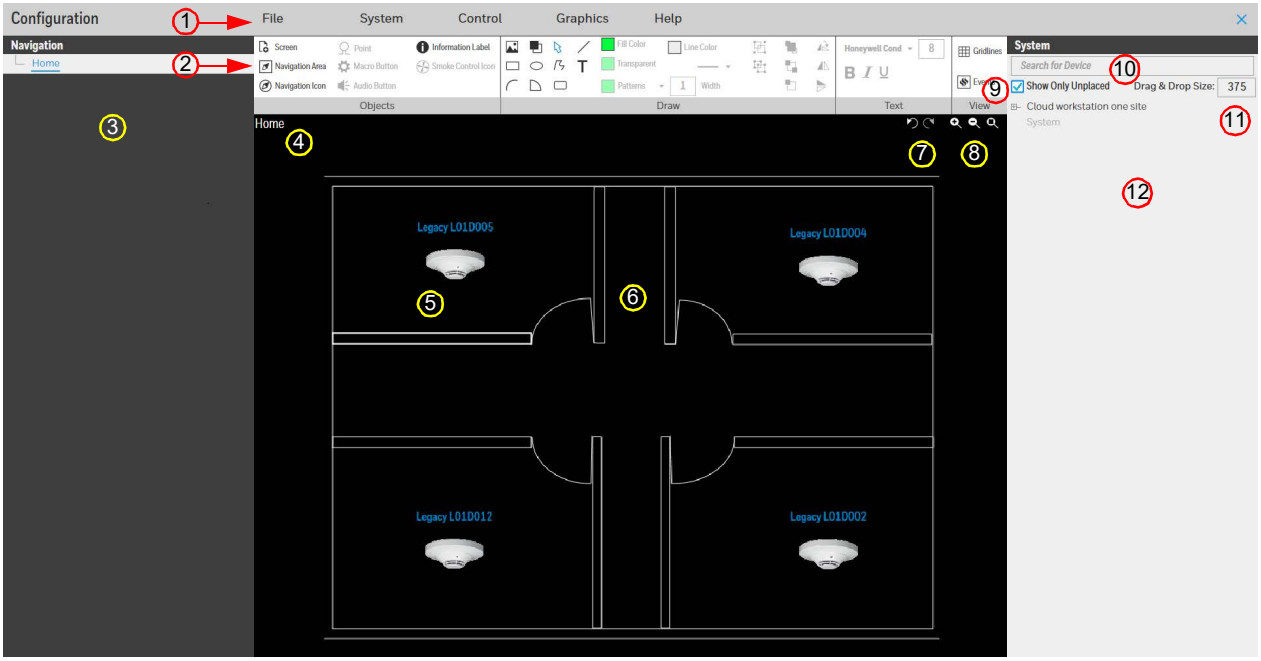
Data used by the configuration tool is stored on the PC in the locations described in the following table.

Table 3.4 Data Directory Locations

Editing Type	Description	Data Location
Live System Editing	Live system editing refers to editing in the configuration tool on the same PC that is running the workstation software.	**C:\Facilities Monitoring\Data\System**
Off-line Editing	Off-line system editing refers to editing the data on a PC that is not running the workstation software.	**C:\Facilities Monitoring\Data\System-**[system description as defined by user]

3.5 Configuration Tool Layout

The configuration tool opens by default to the Configuration Tool Main Screen as shown in Figure 3.1. This screen allows the user to create and place informational objects on a floor plan. Other configuration screens can be accessed by clicking the menus at the top of the screen**.** The menu options are described in Table 3.5.



Item	Feature	Description
1	Main Menu Bar	Click to access configuration tool sub-menus. Refer to Table 3.5.
2	Floor Plan Tool Bar	Click items to access floor plan screen tools. Refer to Table 3.5.
3	Navigation Tree	Click labels to navigate to screens for system buildings, floors, etc.
4	Screen Title	Displays the label/address of the currently displayed screen.
5	Device Icon	Represents a fire system device. Click the icon for additional information.
6	Floor Plan Screen	Graphic area depicting the features of the selected area in the fire system.
7	Undo/Redo Buttons	Click to undo or redo the last action performed on the floor plan.
8	Zoom Tools	Click to zoom in, zoom out, or zoom to full size.
9	Device Search Tool	Search the system component list for a specific device.
10	Show Only Unplaced	Select to show only unplaced devices in the system tree.
11	Drag & Drop Size	Specify the size of device icons dragged onto floor plan from the system tree. The larger the number, the larger the icon will be on the floor plan.
12	System Tree	List of fire system devices, etc. Drag device label to place icon on the floor plan.

Figure 3.1 Configuration Tool Floor Plan Editor Screen Features

3.5.1 Configuration Tool Menus and Toolbars

The following table describes the menus associated with the workstation configuration tool. Grayed-out menu options are not available. Grayed-out items in the floor plan toolbar may not be available or in the case of drawing tools, may not be active until another tool is selected.

Table 3.5 Configuration Tool Menus and Floor Plan Toolbar

Location	Description
Main Menu Bar	Located along the top of the configuration tool main screen.
	File Menu: **Save** - Saves the configuration tool settings without closing the configuration tool. **Exit** - Closes the configuration tool. User can choose to save changes or not before exit.
	System Menu: **Networks** - Allows the user to add, delete, and modify networks and nodes. Refer to 3.6, "Networks". **System Options** - Allows the user to select options as to how the workstation interface will operate. Refer to 3.7, "System Options" for additional information. **Monitoring Profiles** - Allows the user to configure the monitoring profiles which can be selected by the users in the workstation software. Refer to 3.8, "Monitoring Profiles". **Users** - Allows the user to set workstation user passwords and privileges. Refer to 3.9, "User Configuration". **Chemicals** - Opens the Chemicals screen where information about hazardous chemicals is stored. The user can add or remove chemicals from the list. Chemical information can be associated with a hazardous material icon on the floor plan. **Database Editor** - Allows the user to edit the workstation database in a spreadsheet format.
	Graphics Menu: **Default Icons** - Allows the user to view, search, and customize the icons in the currently selected icon set. Refer to 3.10, "Graphics Menu Functions". **Status Classes** - Allows the user to configure custom colors and sounds for each event status class. **Floorplan Options** - Allows the user to configure the text displayed above the icons, the floor plan foreground and background colors, and the icon set to be used.
	Help Menu: About - Displays version and other information pertaining to the configuration tool.
Floor Plan Tool Bar	Allows the user to configure and place/draw a variety of informational objects on the floor plan screen. **Objects:** **Screen** - Allows the user to add screen backgrounds, titles, and specify parent screens. **Navigation Area** - Allows the user to create and select the destination for a navigational area. Refer to 3.11, "Adding a Navigation Area". **Navigation Icon** - Allows the user to create and select the destination for a navigation icon. Refer to 3.12, "Adding a Navigation Icon". **Point** - Allows the user to create and configure points. For each event status class, a point can be assigned an icon and linked media for text, image, audio, and video; each of which can be auto-activated. Refer to 3.14.4.3, "Adding an Individual Point". **Information Label** - Allows the user to configure and place information labels that provide important user information. Refer to 3.13, "Adding an Information Label".
	Draw - Provides drawing tools for use on the floor plan screen. Hover to display the meaning of symbols.
	Text - Provides text settings for use on the floor plan screen. Active when text tool "**T**" is clicked.
	View: **Gridlines Button** - When clicked, grid lines are displayed on the floor plan to aid in placement of information. Does not appear on the workstation screen.
	Events Button - When this button is clicked, all device icons on the floor plan display in an alarm state. This includes tinting of each icon, placing a box around it, and displaying event text below each icon. The purpose of this option is to assist users when laying out floor plan icons. For instance, they can use it to ensure that the event text is easily readable and does not overlap lines on the floor plan background.

3.6 Networks

3.6.1 Adding a Network and Importing Inventory

Network names and gateway connections are created using the configuration tool as follows:

1. In the configuration tool, go to **System > Networks**. The *Networks* window opens (see Figure 3.2).
2. Click the **Add** button.
3. Type a unique network name into the *Alias* field (default is "New").
4. Select the network type from the **Type** drop-down list.
5. Click the first *IP Address* field and enter the gateway IP address. Gateway and node labels are displayed in the navigation tree. Once the connection is made, clicking the arrow (❯) next to the IP address opens the configuration tool for the gateway. If it does not open, it could be for one of the following reasons:
   - The PC cannot connect to the gateway IP address.
   - The gateway is not running.
   - The gateway is a PC gateway running on another workstation PC.
6. If there is to be another gateway monitoring the system, enter its IP address in the second *IP Address* field. Gateway and node labels are displayed in the navigation tree.
7. Click **Import Inventory** and browse to the location of the downloaded inventory (.json file).
8. Double-click the inventory file name. A success message displays. Click **OK**.
9. Click **OK** in the Networks window. The inventory displays in the configuration tool system tree.

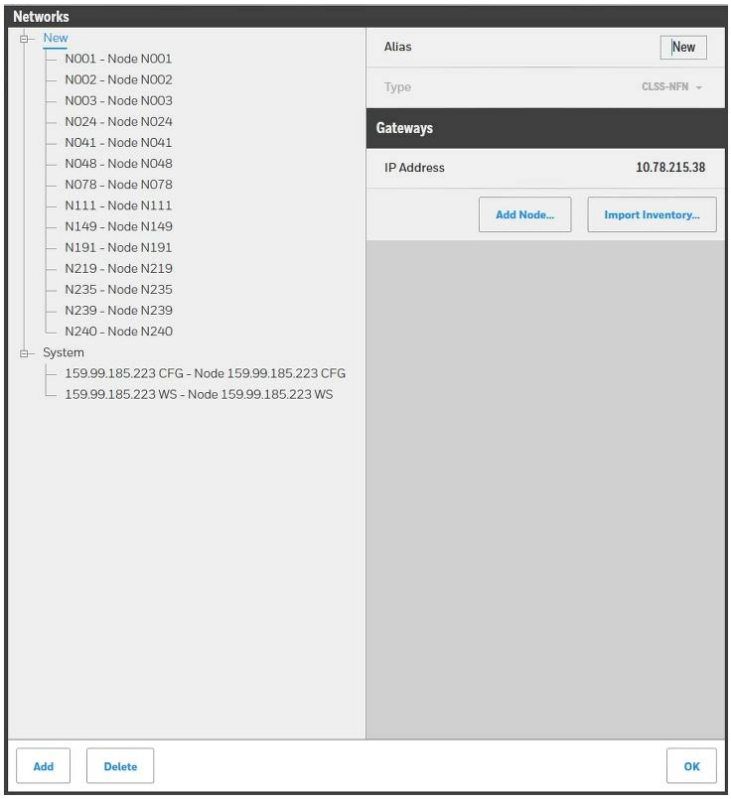


Figure 3.2 Networks Window

3.6.2 Deleting Networks and Nodes

Delete a network or node as follows:

1. In the *Networks* window (**System > Networks)**, click on the network or node label in the navigation tree.
2. Click **Delete**. Click **Yes** in response to the confirmation message.

3.7 System Options

In the configuration tool, go to **System > System Options**. Settings are described in the following table.

Table 3.6 System Options Configuration

Setting	Possible Settings	Comments
Operating Mode		The workstation must be set to the same operating mode as the NFN Gateway(s).
	Canada - Proprietary Receiving Unit	Canada - Proprietary Receiving Unit (PRU) mode meets ULC S527 requirements and otherwise runs exactly as the PRU Mode. NFN networks configured for Mass Notification operations are not supported in Canada - Proprietary Receiving Unit mode.
	Proprietary Receiving Unit	PRU mode supports multiple gateways and workstations. NFN networks configured for mass notification operations are not supported in PRU mode.
Logged-Out Monitoring Profile	• All Nodes, All Events (Default) • Custom Profiles	Select the desired monitoring profile from the drop-down list. If no one is logged in to the workstation, the selected monitoring profile is activated.
Extract Description from Panel	• Yes	Default. Use point descriptions as received from the FACP.
	• No	Use point descriptions as defined by the configuration tool and discard point descriptions received from the FACP.
Time Server Settings	IP Address	This field is used to enter the IP address of the server that is used to synchronize the system time. If the IP address for the time server is the same IP address as this workstation PC, then this workstation will function as the time server. Otherwise, the workstation PC will use the time server at the specified IP address.
Audio Multicast IP	N/A	Not applicable to this product.
System Description	Enter a unique system description.	This description is an alias by which the system can be easily identified. This aids the user during off-line configuration where multiple systems may be configured.
System Password	Enter a unique password.	20 characters maximum, case sensitive. In order for the workstation to connect to an NFN gateway, the system password must match the system password configured on the NFN gateway. The system password must be manually entered individually on each workstation PC by entering this setting in the configuration tool residing on that PC. On workstation PCs, this setting is only available when editing the live system.
Require Confirmation	• Field Acknowledge • Silence • Reset • Manual Evacuation • Enable/Disable • Activate/Deactivate	Selecting ‘Yes’ causes a confirmation message to display before the action is performed. (Default is “No”).

3.8 Monitoring Profiles

Monitoring profiles are created by the Administrator. Monitoring profiles allow the user to select which nodes are monitored by a workstation. These profiles are event annunciation filters that are set up to monitor or not monitor an event location and its event status class at the workstation. Each profile is defined for a specific network and/or node on a network and determines which events are displayed by the workstation.

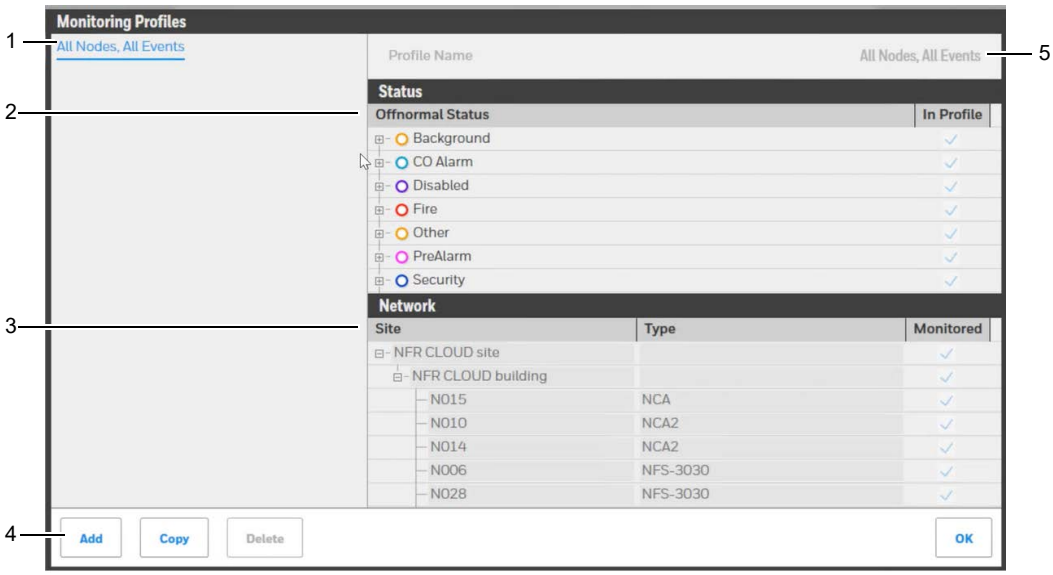
The monitoring profile 'Default' is set to monitor all networks and nodes. Therefore, to hide any desired networks or nodes and the respective event status classes, the user must create a new monitoring profile.

To activate the monitoring profile, refer to 5.9, "Activating Monitoring Profiles".

NOTE: Monitoring Profiles must be configured before selecting settings on the Event Printer tab or Email tab and before configuring a custom-configured, logged-out monitoring profile.

3.8.1 Adding a Monitoring Profile

1. Go to **System > Monitoring Profiles**. The *Monitoring Profiles* window (Figure 3.3) displays.
2. Click **Add**.
3. Click within the profile name field and enter the name for the new profile.
4. Select (✓) the off-normal event status class type(s) to be monitored.
5. Select (✓) the node(s) to be monitored.
6. Click **Add** to add another profile or **OK** to save the profile(s) and close the window. The profile name is added to the profile list.



Item	Feature	Description
1	Profile List	List of available monitoring profiles for the network.
2	Status Columns	**Offnormal Status** - List of Off-normal events that are available for monitoring. **In Profile** - Select (✓) the statuses to be included in the monitoring profile.
3	Network Columns	**Site** - List of sites, buildings nodes that can be monitored. **Type** - Panel type for each node. **Monitored** - Select (✓) the nodes to be monitored.
4	Buttons	**Add** - Click to add a new monitoring profile. **Copy** - Copies the profile selected in the in the profile list. It can then be edited. **Delete** - Deletes the monitoring profile selected in the profile list. **OK** - Saves the changes and closes the Monitoring Profiles window.
5	Profile Name Field	Displays the current field name. Click to enter new/change profile name.

Figure 3.3 Monitoring Profiles Window Features

3.8.2 Copying a Monitoring Profile

1. In the *Monitoring Profiles* window (see Figure 3.3), select the profile to be copied in the profile list.
2. Click **Copy**.
3. Click within the profile name field and change the profile name.
4. Select (✓) the off-normal event status class type(s) to be monitored.
5. Select (✓) the node(s) to be monitored.
6. Click **OK** to save the profile and close the window. The copied profile name is added to the profile list.

3.9 User Configuration

3.9.1 User Definitions

The Administrator manages users and their passwords by creating a profile for a user which includes a name, a password, and a security level. A security level selected in the Users window determines what operations are available to a user. For example, some users may have permission to respond to point events on the workstation (Point Control).

3.9.2 User Permissions Defined

User permissions are defined as follows:

- **Read Only**: The default setting with minimum permissions granted.
- **Client Control**: Granted to persons having a general responsibility for safety supervision, who might be expected to investigate and initially respond to a fire alarm or trouble indication;
- **Point Control**: Granted to persons who have a specific responsibility for safety and who are trained to operate the fire signal receiving center and systems.
- **Administrator**: Granted to persons who are trained and authorized to:
  a. Reconfigure the site specific data held within the fire signal receiving center and systems or controlled by it; and
  b. Maintain the fire signal receiving center and systems in accordance with the manufacturer's published instructions and data.

3.9.3 User Permissions

The tables below describes the permissions granted for each permission level selected in the Users window.

Table 3.7 Basic PC Functionality

Basic PC Functionality	Windows User Account Privileges	
	Limited User Account	Administrator Privileges Account
Run Workstation	YES	YES
Reset Operating System	NO	YES
Change PC Settings	NO	YES
Change/Install Software Programs	NO	YES
Change/Create Local PC User Accounts	NO	YES
Set Time and Date	NO	YES

Table 3.8 User Permissions and Settings

User Permissions	Accounts - Permission Level		
	Read Only	Client Control	Administrator
Print Events and Floor Plans	NO	YES	YES
View History and Linked Media	YES	YES	YES
Backup History Data	NO	YES	YES
Acknowledge Events Locally	NO	YES	YES
Change/Configure Site Specific Data	NO	NO	YES
Change/Configure User Accounts	NO	NO	YES
Change/Configure Software Options	NO	NO	YES

3.9.4 Point Controls

The following choices are only displayed and selectable when a workstation user has been given point control privileges. All are preselected if a user has been designated an administrator on the Users window.

- Field Acknowledge
- Silence
- Reset
- Manual Evacuation
- Enable/Disable
- Activate/Deactivate

3.9.5 User Security Options

The Users window's security level selection determines which operations are available to a workstation user. The security options are defined in the terms of the action that the user is allowed to perform on menu selections and events. The following table describes the available options.

Table 3.9 Security Option Descriptions - Available Workstation Menu Options

Menu Item	Option	Proprietary Receiving Unit		
		Read Only	Client Control	Admin
File	**Login**	YES	YES	YES
	Add History Entry	YES	YES	YES
	Print Events	NO	YES	YES
	Launch Applications	NO	YES	YES
	Back Up System Data	NO	NO	YES
	Restore System Data	NO	NO	YES
	Compact and Repair System Data	NO	NO	YES
	Import System Data	NO	NO	YES
	Export System Data To All Workstations	NO	NO	YES
	Exit	NO	NO	YES
View	**History**	YES	YES	YES
	System Explorer	NO	YES	YES
	Overview	NO	NO	YES
	Navigation Tree	NO	NO	YES
	New Events	NO	NO	YES
	Acknowledged Events	NO	NO	YES
	Floorplan	NO	NO	YES
	Macros	N/A	N/A	N/A
	Smoke Control(1)	NO	NO	YES
	Smoke Control Operations(1)	NO	NO	YES
	Smoke Control Device(1)	NO	NO	YES
	Restore Default Layout	NO	NO	YES
Configure	**Launch Configuration Tool**	NO	NO	YES
	Monitoring Profiles	(1)	(1)	YES
	Options	NO	NO	YES
Help	**About**	YES	YES	YES
	Secure Windows	NO	NO	YES
	Generate Local Machine Report	YES	YES	YES
	Advanced Diagnostics	YES	YES	YES

Note:
(1) Permission is determined by an option in the Users window (**System > Users**).

3.9.6 User Additions and Modifications

3.9.6.1 Adding a User

The following procedure describes the method used by the Administrator to add an individual's name to the user name listing and set their password and security option.

1. Go to **Configure > Users**. The Users window displays.
2. Click the **Add** button. The word 'New' displays in the *First Name* field and in the users list.
3. Enter the user's first, middle, and last name in the fields provided.
4. Enter a password into the *New Password* field.
   - Passwords are case-sensitive.
   - Alpha and numeric characters are supported.
   - 8 characters minimum; 15 characters maximum.
5. Re-enter the password in the *Confirm Password* field.
6. Select the appropriate security level for the user in the *Security Levels* field. Use the definitions in 3.9.3, "User Permissions" to determine which level to assign.
7. Select **Yes** or **No** to assign other permissions as necessary. Available permission fields depend on the security level assigned.
8. Click **OK**.

3.9.6.2 Modifying a User Profile

The Administrator can modify a user profile, proceed as follows:

1. Open the Users window and select the user name in the *Users* list.
2. Make the necessary changes.
3. Click **OK**.

3.9.6.3 Changing a User Password

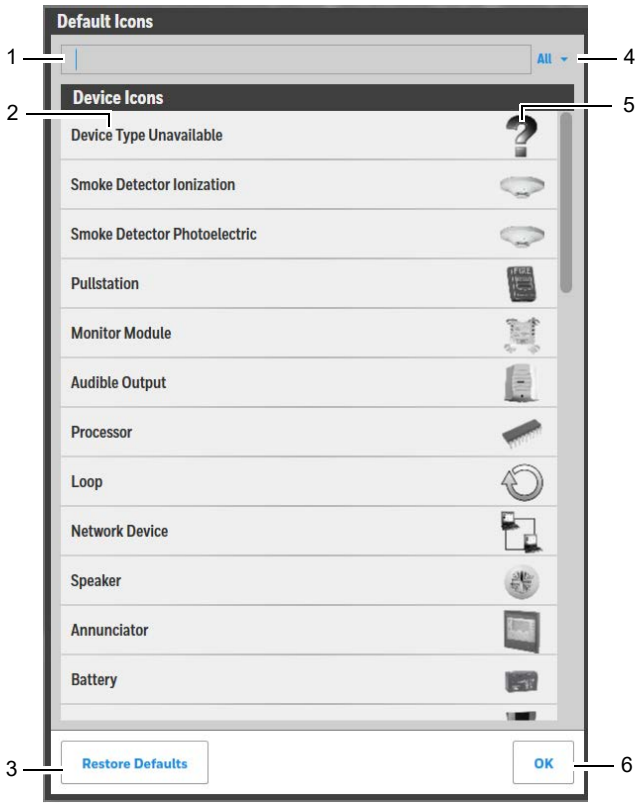
The Administrator may change any user's workstation password as follows:

1. Launch the configuration tool as specified in 3.2, "Launching and Exiting the Configuration Tool".
2. Go to **System > Users**.
3. Click the *New Password* field and enter the new password. Note the new password for future reference.
   - Passwords are case-sensitive.
   - Alpha and numeric characters are supported.
   - 8 character minimum;15 characters maximum.
4. Click the *Confirm Password* field and re-enter the new password.
5. Click **OK**.

3.10 Graphics Menu Functions

3.10.1 Default Icons Window

The Default Icons window (see Figure 3.4) displays all icons in the current default icon set. It is accessed via **Graphics >Default Icons**. This window allows the user to search for, and configure device icons for use on the system.



Item	Feature	Description
1	Search Field	Enter device name and click Enter to find icon for a specific device type.
2	Device Type Labels	Labels are arranged alphabetically. Click to open a window where other icon graphics can be selected.
3	Restore Defaults Button	Click to restore the default icon set.
4	Device Category List	Click to display only certain categories of devices in the grid (Fire Detectors, Network Components, etc.).
5	Icon Graphics	Displays the icon used for the device type in the row. Click to open a window where other icon graphics can be selected.
6	OK	Click to save settings and close the window.

Figure 3.4 Default Icons Window Features

3.10.1.1 Creating and Saving a Custom Icon Set

1. Create the custom icons with a graphic software application. At least 256 x 256 pixel PNG file formats are highly recommended. Give each a unique filename.
2. Create a new file folder for the new icon set.
3. Save the custom icon files into the appropriate **C:\Facilities Monitoring\Data** folder on the workstation or configuration PC (refer to Table 3.4, "Data Directory Locations"). The folders include the following:
   - **Buttons** - Contains the graphic files (icons) used for floorplan buttons.
   - **Devices** - Contains graphic files used for device icons.
   - **Documents** - Contains text files used for icon and device-linked text.
   - **Images** - Contains graphic files used for icon and device linked images.
   - **Labels** - Contains graphic files used for floorplan labels.

3.10.1.2 Selecting an Icon Set

This setting is primarily for upgraded systems. To select an icon set other than the default, proceed as follows:

1. Go to **Graphics > Floorplan Options** (see Figure 3.6).
2. In the *Icon Set* field, select the desired icon set from the drop-down list.
3. Click **OK**.

3.10.1.3 Custom Icon Recommendations

When creating custom icons, the following recommendations should be followed for optimal appearance:

- 32 bit PNG File – Works best for the color tinting used in alarm reporting. Refer to Table 3.10.
- Icon size is recommended to be 256 x 256 pixels, square – Image files larger than the recommended size require more memory and may degrade system operation.
- Gray scale – Light colored, gray scale images work best, since colored images interfere with the color tinting used in alarm reporting. Refer to Table 3.11.

Table 3.10 Effect of Non-PNG Icon File on Background

PNG File	Non-PNG File
 Visible Background	 Background Blocked by Square

Table 3.11 Affects of Icon Color on Alarm Reporting

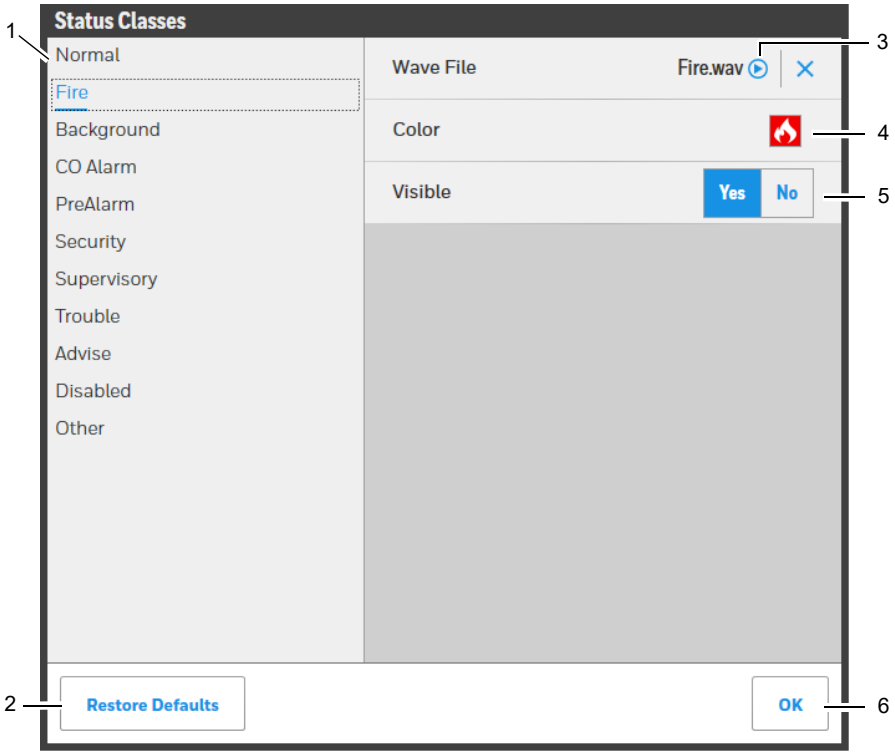
Icon Type	If Normal Icon Has This Color...	Alarm and Trouble Icons Appear As These Colors	
Recommended Icon	Normal Status 	Alarm 	Trouble 
Normal Icon Too Dark	Normal Status 	Alarm 	Trouble 
Normal Icon with Color	Normal Status 	Alarm 	Trouble 
Normal Icon Same Color as Alarm Icon	Normal Status 	Alarm 	Trouble 

3.10.2 Status Classes Window

NOTE: Colors different from the default values may not be compliant with UL/ULC standards.

The color configuration function allows the point icons, alarm summary icons, and alarm indicators on the workstation screen to display custom colors on all workstations in the system; not just the workstation where the color change was defined. Each event status class may have a custom color assigned to it.

The sound associated with each event status class may be configured to play a different sound. For example a fire alarm sound may be configured so that it is distinctly different from the sound of a trouble event.

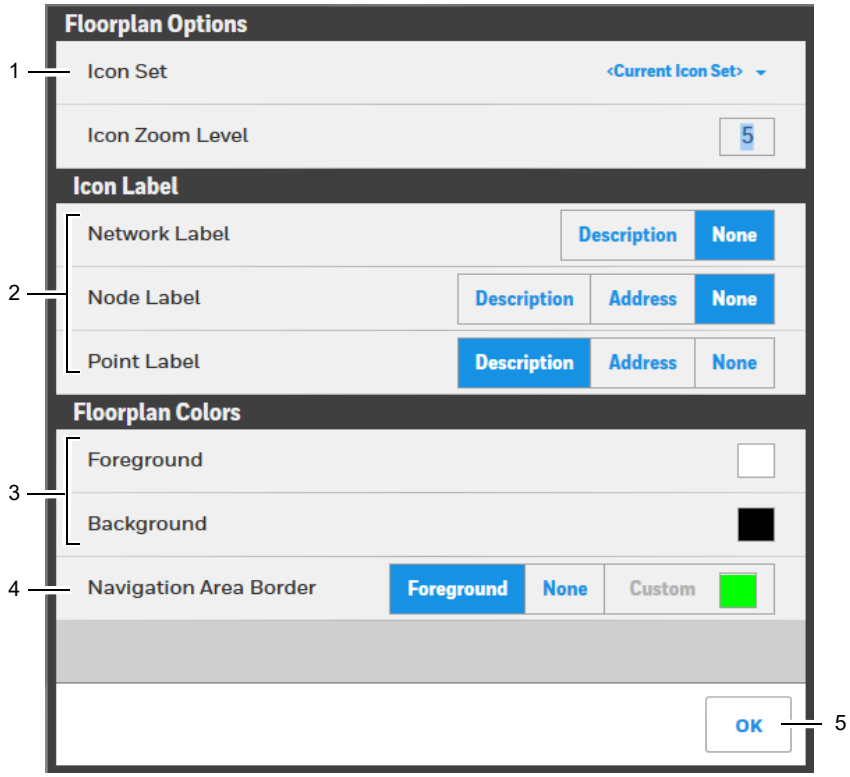


Item	Feature	Description
1	Event Status Class List	Click the label to configure the color and sound for the selected event status class.
2	Restore Defaults Button	Click to restore the default colors and sounds.
3	Wave File Field	Click to select a WAV file for the selected event status class. Clicking the 'X' clears the selected WAV file so no sound will play for the selected event status class.
4	Color Field	Click to select the color for the selected event status class. The event icon displays in the selected color.
5	Visible	**Note:** Normal, Advise, and Other event status classes cannot be hidden. **Yes** - Events in the selected event status class display with their label (Fire, Trouble, etc.) in the workstation events list and its icon appears in the Event Status Class column on the workstation screen. **No** - Events in the selected event class are received, but will be displayed in the workstation events list as the 'Other' event status class. The status class icon does not appear in the Event Status Class column on the workstation screen.
6	OK	Click to save settings and close the window.

Figure 3.5 Status Classes Window Features

3.10.3 Floorplan Options Window

The Floorplan Options window allows the user to select a particular icon set to use, configure how device icons are displayed on the floorplan, and set the color of the floorplan background. Window features are described in Figure 3.6.



Item	Feature	Description
1	Icon Set Field	Select the icon set to be used from the drop-down list.
2	Icon Zoom Level	Workstation only. When an event occurs on a device and the "Automatically Navigate On Event" option is set in the workstation, the workstation will show the icon for that event on the floorplan. This setting allows the user to configure how much the icon will be zoomed to when the auto-navigation occurs. 100 = icon will fill 100% of the floorplan area. 1 = icon will not be zoomed to at all, so the full floorplan will be shown. (Default is 5)
3	Icon Labels	Workstation only. Allows the user to configure display of network labels and node/point icon labels on the floorplan. • **Description** - Displays the description (alias). • **Address** - Displays the system-assigned node /point address. • **None** - No label is displayed.
4	Floorplan Colors	To change the default foreground and background colors, click in the color field and select the new color.
5	Navigation Area Border	• **Foreground** -The navigation area border will be the same as the foreground color. • **None** -The navigation area border will be transparent. **Note:** When set to this option, the configuration tool still shows the navigation area border with the foreground color for configuration purposes. It appears transparent in the workstation. • **Custom:** The rectangular border of the navigation area is set to the color selected.
6	OK	Click to save settings and close the window.

Figure 3.6 Floorplan Options Window Features

3.11 Adding a Navigation Area

NOTE: A Navigation Area can also be configured from the Navigation Icon window (Appearance).

1. In the configuration tool navigation tree, click the label for the floor on which the navigation area is to be added. The floor plan for the selected floor displays.
2. Click **Navigation Area** in the toolbar. The Navigation Area window displays.
3. Using the navigation tree, navigate to and select the location to which the navigation area will go and click **OK**.
4. Drag the navigation area to the desired position on the floor plan.

3.12 Adding a Navigation Icon

NOTE: A Navigation Icon can also be configured from the Navigation Area window (Appearance).

1. In the configuration tool navigation tree, click the label for the floor on which the navigation icon is to be added. The floor plan for the selected floor displays.
2. Click **Navigation Icon** in the toolbar. The Navigation Icon window displays. Use Table 3.12 to configure the navigation icon.

Table 3.12 Navigation Icon Properties Settings

Property	Description
Appearance	Allows the user to switch between navigation icon and navigation area (regions).
Icon Field	Click on the displayed icon and double-click the desired icon. The selected icon displays in the icon field.
Caption	Enter a unique caption for the icon.
Screen	In the navigation tree, select the screen to which the navigation icon will navigate.

3. Click **OK**. The navigation icon displays in the floor plan area.
4. Drag the icon to the desired position on the floor plan.

3.13 Adding an Information Label

Add and configure an information label as follows:

1. In the configuration tool navigation tree, double-click the label for the floor on which the information label is to be added. The floor plan for the selected floor displays.
2. Click **Information Label** in the toolbar. The Information Label Properties window displays. Use Table 3.13 to configure the label.

Table 3.13 Information Label Properties Settings

Property	Description
Icon Field	Click on the displayed icon and double-click the desired icon.
Caption	Enter a unique caption for the information label.
Linked Media List	Click in the field adjacent to the desired media type (i.e. text, image, audio, video) and navigate to and double-click the desired media file (refer to 3.13.1, "Supported Linked Media Formats"). The filename of the selected file displays in the field.
Screen Placement	Screen placement allows the user to place the same information label (e.g. elevators and stairs) on multiple screens. Check the checkbox for the screen(s) on which the label will display.

3. Click **OK**. The label displays in the floor plan area(s).
4. Drag the label(s) to the desired position on the floor plan(s).

3.13.1 Supported Linked Media Formats

When any of the following file types are linked to a point, the workstation can display or activate them from a point's right-click options menu. Points with linked files are identified with a paper clip symbol ( ) next to the point's icon on the workstation floor plan.

- **Text** - .txt or .rtf
- **Image** - .bmp, .jpg, .gif, .png, and .wmf
- **Audio** - .wav
- **Video** - .avi

3.14 Creating Database Objects

3.14.1 Saving the Settings

New or edited database object settings are saved in accordance with the following table:

Table 3.14 Saving Settings in the Configuration Tool

Type of Save	Configuration PC Location	Result
File >Save	Live System [1]	Saves and imports the changes into the workstation. The configuration tool remains open.
	Off-line System [2]	The changes are exported to a save directory created when initially selecting the database to edit. The user is provided the location where the database has been saved. The user must import the database into the workstation. The configuration tool remains open.
File >Exit	Live System	Exits the configuration tool. A prompt displays with the following options: • **Yes** -Exits the configuration tool and imports the changes into the workstation. • **No** - Exits the configuration tool, discarding any changes made. • **Cancel** - Returns to the configuration tool without saving.
	Off-line System	Exits the configuration tool. A prompt displays with the following options: • **Yes** - Saves the changes to a save directory created when initially selecting the database to edit. The user is provided the location where the database has been saved. Exits the configuration tool. • **No** - Exits the configuration tool, discarding any changes made. • **Cancel** - Returns to the configuration tool without saving.
Notes: 1. **Live System** - The configuration tool is running on an active workstation PC and editing the active workstation database. 2. **Off-line System** - The configuration tool is editing a database that is not the active workstation database. The database must be manually imported into the workstation in order to function.		

3.14.2 Adding a Screen

Add a screen as follows:

1. In the configuration tool navigation tree:
   - Right-click the label for the screen below which the new screen will be added and select **Add Screen**, or
   - Navigate to the parent screen below which the new screen (child) is to be added and click **Screen** in the floor plan toolbar. The Screen Properties dialog box displays.
2. In the Screen Properties dialog box, use Table 3.15 to configure the screen.
3. Click **OK**. The following occurs depending on the background file type:
   - If a DXF file, the configuration tool searches the file for devices and if it finds them, they are automatically placed in their correct locations on the background. Refer to 3.14.3, "Adding Points Using the Auto-place Feature" for more information. If the DXF does not contain points, only the background is imported and points must be manually positioned.
   - For other file types, only the background is imported. Points must be manually positioned on the floor plan as described in 3.14.4, "Manually Adding Points to a Screen".

   The screen title displays in the navigation tree and the background displays in the floor plan area.

Table 3.15 Screen Properties Dialog Box Features

Property	Description
Name	Enter a unique name for the screen.
Background	• **Select Button** - Click and select the floor plan background file for the screen. A preview of the selected background displays in the *Background* field. • **Clear** - Click to remove the currently displayed background file for the screen.
Parent Screen	Read only. Automatically populates with the name of the parent screen under which the current screen will be placed.
Create another	Click to create another screen under the same parent screen without closing the Screen Properties dialog box. Deselect the checkbox before clicking OK on the last screen to be configured so the dialog box closes.
OK	Saves the settings and adds the selected screen.
Cancel	Closes the dialog box without saving settings or adding a screen.

3.14.3 Adding Points Using the Auto-place Feature

NOTE: The auto-place feature is only applicable to NOTIFIER-UL and GW-FCI systems.

The auto-place feature allows the user to automatically place points at their actual locations on the floor plan using an AutoCAD® DXF graphic file. This feature compares the points found in the DXF file with existing points in the system database. The points in the database have been previously created using one of the following methods:

- Fetching the inventory from CLSS
- Manually creating individual points as specified in 3.14.4.3, "Adding an Individual Point"
- Annunciating events from a fire system

3.14.3.1 Configuring Points in the DXF File

When running the auto-place feature, the configuration tool searches various fields in the DXF file for point addresses. These fields include the following:

- text
- mtext
- attributes

The format for the point addresses must be as described in the following table:

Table 3.16 Point Address Format Definition

Format (no spaces)	Where:	Examples
L # X*	**L** = Loop **#** = up to 2 digits (1-10 or 01-10) **X** = D (for detector) or M (for module) * = up to 3 digits (1-159 or 001-159)	L05D040 L01M004
N # L*X◈	**N** = Node **#** = up to 3 digits (1-240 or 001 - 240). **L** = Loop * = up to 2 digits (1-10 or 01-10) **X** = D (for detector) or M (for module) ◈ = up to 3 digits (1-159 or 001 - 159)	N002L05D039 N005L01M051

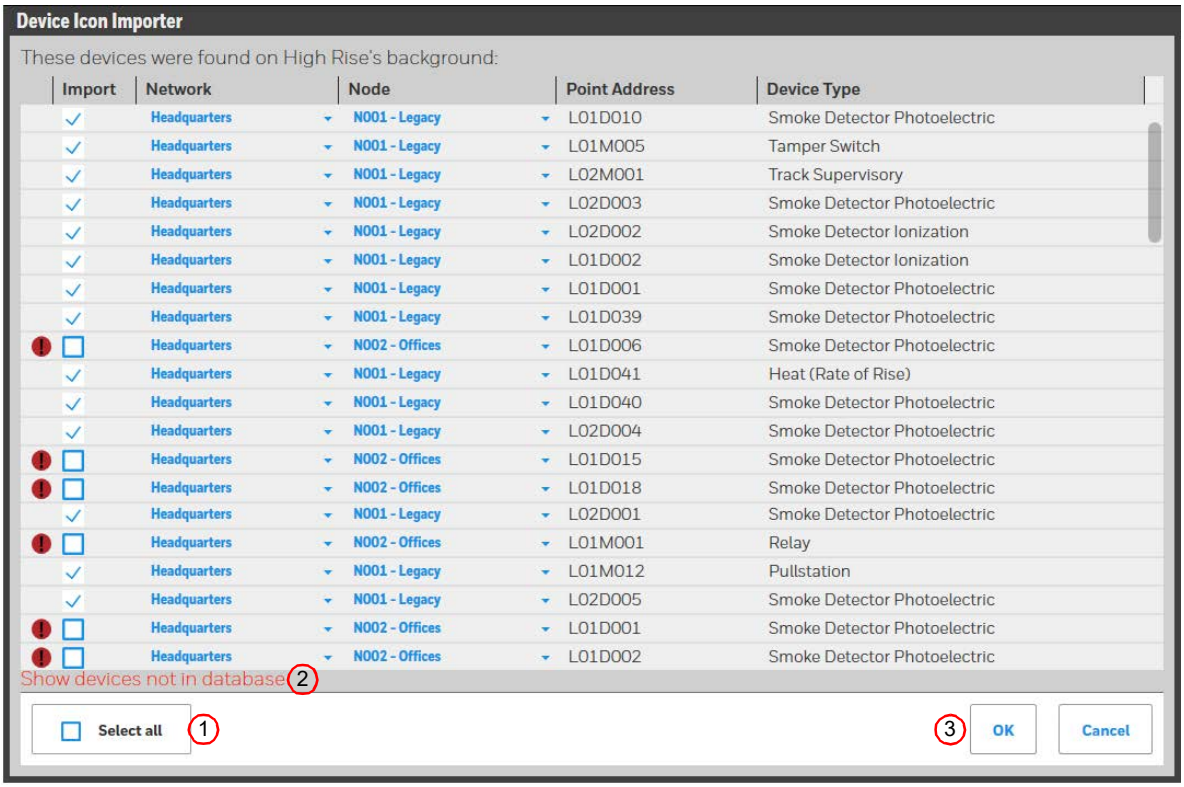
3.14.3.2 Auto-placing the Points

As described in 3.14.2, "Adding a Screen", the configuration tool searches the DXF file for point addresses. If point addresses are found in the DXF file, the configuration tool then searches the system database. The points from the DXF file may:

- Exist in the system database and not be located on another screen
- Exist in the system database and be located on another screen
- Not exist in the system database. These points may be placed at a later time. For now, complete the procedure that adds the current screen. Add the new points to the database as specified in 3.14.3, "Adding Points Using the Auto-place Feature". Once the points have been added to the database, add the points to the screen as specified in 3.14.3.3.

If any valid point addresses are found in the DXF file, the configuration tool displays the Device Icon Importer dialog (Figure 3.7) which provides point information and options for placing the points on the screen.

If duplicate point addresses are found in the file, a message displays listing the duplicated points. The user must correct the DXF file to delete or rename the duplicate points and then re-import the screen as specified in 3.14.2, "Adding a Screen".



Item	Description
✓	Indicates that the point was found and will be auto-placed on the screen. The point is not found on any other floor plan. Deselect to prevent the point from being auto-placed.
!	Indicates that the point was found, but the point is already placed on another screen. Selecting the checkbox causes the point to be relocated to the current screen when the OK button is clicked.
⌄	Click to modify the point location (Network/Node) of the point on that row.
1	**Select all** - Click the button to select all rows (the box will be checked). Click again to deselect.
2	**Show devices not in database** - Click to open the Extracted Device Exporter containing a list of devices found in the DXF file, but not in the database. Click the Export button to export a CSV file of the list that can be opened using a spreadsheet application such as Excel.
3	**OK** - Click the button to import the selected points and auto-place their icons on the screen.

Figure 3.7 Device Icon Importer Screen

3.14.3.3 Auto-placing Points on Existing Screens

Existing screens in DXF format that contain points may also use the auto-place technology feature as follows:

1. Open the Screen Properties dialog box using one of the following methods:
   - Right-click on the label for the screen in the navigation tree and select **Properties**.
   - Right-click on the floor plan background and select **Edit Screen**.
2. Click **OK** in the Screen Properties dialog box. The configuration tool searches the DXF for points and opens the Device Icon Importer. Refer to 3.14.3.2, "Auto-placing the Points" for additional information.

3.14.4 Manually Adding Points to a Screen

3.14.4.1 Adding a Point Using the System Tree

If using a floor plan graphic other than a DXF file or if the DXF file does not contain point information, the points can be manually placed on the floor plan as follows:

1. Find the point(s) to be added to the floor plan in the system tree (see Figure 3.1. Use the device search tool if necessary.
2. Select the point(s) to be placed on the floor plan using one of the following methods:
   - Individually - Click on the device label.
   - Group:
     - Consecutive - Click on the label of the first device to be placed, hold down the **Shift** key, and click on the last consecutive device. All devices between the two are selected.
     - Non-consecutive - Click on the label of the first device to be placed, hold down the **Ctrl** key, and select the other devices in the list. Each clicked device is selected.
3. Drag and drop the device(s) onto the floor plan and reposition as necessary.

3.14.4.2 Copying or Moving Points From Another Screen

1. Using the navigation tree (see Figure 3.1), navigate to the source floor plan containing the points to be copied.
2. Select the devices on the source floor plan using one of the following methods:
   - Individually - Click on the device icon.
   - Group - Click on the icon of the first device to be moved, hold down the **Ctrl** key, and click on the other device icons. Alternatively, use the cursor to drag a box around all the device icons. Graphic handles appear on all selected icons.
3. Cut (Ctrl+X) or copy (Ctrl+C) the points.
4. Navigate to the destination floor plan and paste (Ctrl+V).
5. Reposition as necessary.

3.14.4.3 Adding an Individual Point

Follow the steps below to manually add a point icon.

1. In the configuration tool navigation tree, right-click the label for the screen where the new point will be added and click **Point** in the toolbar. Use Table 3.17 to configure the point.
2. Click **OK**. The device icon displays in the floor plan area.
3. Drag the icon to the desired position on the floor plan.

Table 3.17 Point Properties Settings

Section	Property	Description
Point Properties	**Icon**	Click on the displayed icon and double-click the desired icon.
	Network	Select the network on which the point is located from the drop-down list.
	Node	Select the node on which the point is located from the drop-down list.
	Point Address	Enter the exact point ID from the panel.
	Point Description	Enter a unique description for the point.
	Point Alias	Enter an alias for the point if desired.
	Autonavigate	• **Yes** - Default. If an off-normal event occurs, the screen autonavigates to the point location. • **No** - The screen will not autonavigate to the point location.
	Category	Select the point type category from the drop-down list.
	Type	Select the device type from the drop-down list.
Event Properties		The event properties settings allow a different icon to be displayed for each event status class of the point (i.e. normal, fire, security, supervisory, trouble, disable, or other). When a condition is reported, the icon selected for the corresponding status class is displayed (different icon, defined event status class color). In addition, each point's event status class can also be linked to a media file (text, image, audio, or video) that plays when the workstation auto-navigates to that point during an event.
	Event Status Class List	Select the event status class from the list that is to be configured. The Icon and Linked Media fields show the current configuration for the status class selected.
	Icon Field	Allows the user to select a different icon to be used for a point during an event that is different from the icon indicating a normal condition. Click the icon to select the icon to be displayed.
	Linked Media	Provides the user an option to associate media files with the point for a specific status class. Click in the field adjacent to the desired media type (i.e. text, image, audio, video) and double-click the desired media file to associate with the point (refer to 3.13.1, "Supported Linked Media Formats"). The filename of the selected file displays in the field. Click the 'X' next to the field to delete the association.
	AutoActivate	Only displays when linked media is configured for the point. Select from the drop-down list, the media files to be autoactivated (or none) when there is an off-normal event at the point.
	Apply to All Button	Applies the selected status icon and linked media to all event statuses for the current device.

Section 4: Workstation Settings

4.1 Overview

4.2 Microsoft Windows Settings

The following table contains Microsoft Windows settings that the user must make to ensure the software operates properly on their system.

Table 4.1 Windows Settings

Setting Type	Setting	Required Value
Default Settings:	Default settings must not be changed without the approval of a Technical Services representative.	
	Power Options	Screen: Turn off the display after: **Never** Sleep: PC goes to sleep after: **Never**
	Display Scale	100%
User Configured Settings:	The user configures these settings as necessary to be compatible with their system.	
	Administrator Password	Change the default Admin password to a unique password (8 characters minimum, case sensitive).
	IP Address	Enter a valid IP Address if connecting to a LAN.
	Time Zone	Set the local time zone.
	Daylight Savings Time	Set as appropriate for the local area.

4.2.1 Disabling Automatic Updates - Windows 10 Professional

The user must disable automatic Windows updates as follows:

1. With Windows running, press **Windows key** + **R**. The Run dialog box displays.
2. Enter **gpedit.msc** and click **OK**. The Local Group Policy Editor dialog displays.
3. Navigate to **Computer Configuration > Administrative Templates > Windows Components > Windows Update**.
4. In the Windows Update folder, double-click **Configure Automatic Updates**. The Configure Automatic Updates dialog displays.
5. Select the **Enabled** radio button.
6. In the Options pane, under "Configure automatic updating", select **2 - Notify for download and notify for install** from the drop-down list.
7. Click **OK**.

4.2.2 Manual Windows Updates

While it is necessary to disable automatic Windows updates, it is recommended that Windows updates be manually downloaded at regular intervals to ensure proper workstation operation.

4.3 Workstation Mouse Click vs. Screen Touch Equivalents

The workstation user interface is operated using either a mouse or by touching the screen on a touchscreen monitor. The following table describes the equivalent user actions for these two methods.

Table 4.2 Click vs. Touch Equivalents

Click Type	Touchscreen Equivalent
Right-click	Tap
Double-click	Double-Tap
Left-click	Touch and Hold

4.4 System Options Settings

The workstation settings described in this section are available from **Menu > Configure > Options**. These settings apply only to the local workstation. Click **Apply** to save the settings.

4.4.1 General Tab

The General tab allows the user to configure overall settings for workstation operations as described in the following table.

Table 4.3 General Tab Settings

Setting	Possible Settings	Description
Event Label: The event label is displayed in event lists throughout the workstation. The event label options are described below.		
Network Label	Description	Display the network description (alias).
	None	Default. No label is displayed.
Node Label	Description	Display the node description (alias).
	Address	Display the system-assigned node address.
	None	Default. No label is displayed.
Point Label	Description	Default. Display the point description (alias).
	Address	Display the system-assigned point address.
	None	No label is displayed.
History Backup: The external backup file is named with the date: YYYMMDD.HIS. History backup options are described below.		
Automatically Backup History	Scheduled	Activates the Backup Frequency field. Schedule history backup interval by number of days (1-62) or months (1-12).
	When Full	Default. History is backed up when the history database is full (2.5 million entries).
General: Options are described below.		
Show Only Off-normal Devices	Yes	Display only icons of points that are off normal. If there are no current events on the system, no points are visible in the graphics display.
	No	Default. Show all points regardless of state.
Auto-activate Next Event After Acknowledge	N/A	Not applicable to this product.
Automatically Navigate On Event	Yes	Default. Once an event reaches the top of the New Events list, the workstation navigates to the screen containing the device icon associated with the event.
	No	Do not automatically navigate to the screen with the off- normal event.
Show Navigation Icon Labels	Yes	Default. Display the user-defined text below the navigation icons.
	No	Hide the user-defined text located below the navigation icons.
Show Background Events on Navigation Icons	Yes	Navigation icons “illuminate” to indicate a status change of points that are in the floorplan or nested floorplans for mapped background events.
	No	Default. Navigation icons do not illuminate.
Save Toner When Printing	Yes	Causes the optional graphics printer to invert dark colors (i.e. black to white) when printing the floorplan. For optimum print quality, the floorplan background should be set to black or white.
	No	The graphics printer will print screen as it appears on the workstation.
Fire Alarm Reminder	Disabled	The fire alarm reminder feature is not enabled.
	4 hrs or 24 hrs	After the selected number of hours has passed, an on-screen reminder alerts the user that a system trouble has not been acknowledged. (Default is 24 hours.)
CO Alarm Reminder	Disabled	The CO alarm reminder feature is not enabled.
	4 hrs or 24 hrs	After the selected number of hours has passed, an on-screen reminder alerts the user that a system trouble has not been acknowledged. (Default is 24 hours.)

Table 4.3 General Tab Settings *(Continued)*

Setting	Possible Settings	Description
Supervisory Reminder	Disabled	The supervisory alarm reminder feature is not enabled.
	4 hrs or 24 hrs	After the selected number of hours has passed, an on-screen reminder alerts the user that a system trouble has not been acknowledged. (Default is 24 hours.)
Trouble Reminder	Disabled	The trouble reminder feature is not enabled.
	4 hrs or 24 hrs	After the selected number of hours has passed, an on-screen reminder alerts the user that a system trouble has not been acknowledged. (Default is 24 hours.)
Enable Emails	Yes	Default. The workstation sends emails as configured on the Email tab. Refer to 4.4.4, "Email Tab"
	No	Email function is disabled.
Block Acknowledge	Yes	Local and Block acknowledgment of events enabled.
	No	Default. Local and Block acknowledgment is not enabled.
Monitor Fan	N/A	Not applicable to this product.
Omit Control Point On, Point Active, and Zone On From History	Yes	Control Point Activations, Point Activations, and Zone Activations are not written to history.
	No	Default. Store these events in history.

4.4.2 User Features Tab

Table 4.4 User Features Tab Settings

Setting	Possible Settings	Description
Security:		
Inactivity Timeout	1-20 minutes	Amount of time with no activity after which a user is automatically logged out.
	0	Default. Do not automatically log out a user.
User Responses:	8 User-defined Responses	Enter text to be stored in history as responses to events. These are displayed when a user right-clicks on a floorplan icon.

4.4.3 Event Printer Tab

The Event Printer tab allows the user to enable or disable the optional printer. A default output format and monitoring profile are preconfigured for a local event printer. It is only necessary to enable the printer in Windows. The local event printer must be named “Local Event Printer” through Windows. Consult Windows information for details about naming the printer. To modify the printer configuration, a user-definable monitoring profile must be selected along with a user-definable output format. A sample event is displayed using the selected output format. Settings are described in the following table.

Table 4.5 Event Printer Tab Settings

Setting	Possible Settings	Description
Event Printer: The event printer settings are available only if a Windows printer is connected to the workstation. Click the fields below the headings to display the options.		
Enabled	Yes	Enable the connected event printer.
	No	Do not enable the connected event printer.
Monitoring Profile	Default	Use the system default monitoring profile.
	User-defined Monitoring Profiles	Select a user-defined profile from the drop-down list. Refer to 3.8, "Monitoring Profiles" for additional information.
Output Format	Default (Fire)	Use the system default output format.
	User-defined Output Format	Select an output format from the drop-down list. Refer to 4.4.5, "Output Tab" for additional information.
Sample Output: Displays a sample of the output that will be printed using the settings selected above.		

4.4.4 Email Tab

The Email tab allows the user to configure the optional email capabilities of the workstation.

Email notifications are only intended to be transmitted to a limited number of staff for maintenance and system status purposes. The Email tab provides the capability to send system information via the local email server to an email account. This configuration uses monitoring profiles and output formats to determine the information that is sent. The email server should be configured before an email account is added.

The following parameters govern the workstation email functions:

- The email server may be either on-site or provided by an Internet Service Provider (ISP).
- The email functions support SMTP format only.

Email settings are described in the following table.

Table 4.6 Email Tab Settings

Setting	Possible Settings	Description
Buttons:		
Add		Click to add and name an Email. Enter email configuration information in the fields listed below.
Delete		Click to delete the email selected in the event email list.
Event Email:		
Email List		Displays the names of configured emails. Select the email name to view/modify its settings.
Name	Text Field	Displays the email recipient's name. Click the field to rename.
Address	Text Field	Enter the email address of the recipient.
Enabled	Yes	Event email is sent to the selected recipient.
	No	Event email is not sent to the selected recipient.
All Day	Yes	Send the event email whenever it occurs.
	No	Send the event email at the configured start and stop times.
Start Time	12 AM to 11 PM in Hourly Increments	Activates only when "**All Day > No**" setting is selected. Select the times from the drop-down lists.
Stop Time		
Monitoring Profile	Default	Use the system default monitoring profile.
	User-defined Monitoring Profiles	Select a user-defined monitoring profile from the drop-down list. Refer to 3.8, "Monitoring Profiles".
Output Format	Default (Fire)	Use the system default output format.
	User-defined Output Format	Select a user-defined output format from the drop-down list. Refer to 4.4.5, "Output Tab".
Linked Media	Yes	Attaches the informational document associated with the point in alarm.
	No	Does not attach the point information document.
SMS	Yes	Send email as a text message to a cell phone.
	No	Does not send email as a text message.
Screen Shot	Yes	Attaches a screen shot of the floor plan area where the event has occurred. **Notes:** • Not available for text messages. • The floor plan need not be open on the workstation for this to function.
	No	Does not attach a screen shot to the email.
Sample Output:		Displays a sample of the email message that will be sent to the recipient using the output format configured above.
Email Configuration:		
Email Only Off-normal Events	Yes	Sends emails for off-normal events only.
	No	Sends emails for all events.
Subject	Text Field	The subject that is to appear in the email subject line.
Return Address	Text Field	Return email address of the email sender.

Table 4.6 Email Tab Settings *(Continued)*

Setting	Possible Settings	Description
SMTP Server:		
Server Address	Text Field	The IP address of the SMTP server.
Port	1 to 65535	The port the workstation uses to communicate with the SMTP server. It is dependent upon the SMTP server configuration. The most common ports are 25, 465, and 587. Use the up/down arrows or click the field and enter the port number.
Use Secure Sockets Layer (SSL)	Yes	Enables encrypted server communication. Enable only if the SMTP server supports SSL.
	No	SMTP server does not use SSL encryption.
Use Authentication	Yes	Allows the workstation to connect to an SMTP server that requires a user name and password. Activates user name and password fields.
	No	A user name and password is not required by the SMTP server.
User Name	Text Field	Limited to 255 characters.
Password	Text Field	Limited to 255 characters. Case sensitive.
Test Email		Click **Send** to send a test email.

4.4.5 Output Tab

An output is the format of data that is sent to a local event printer. Once output formats are created and named, they appear on a list of choices on the Event Printer tab. Output tab settings are described in the following table.

Table 4.7 Output Tab Settings

Setting	Possible Settings	Description
Buttons:		
Add Format		Click to display an output format name dialog box. Enter a unique output format name and click **OK**. The name is displayed in the Output Formats list.
Delete Format		Click to delete the output format selected in the Output Formats list. Click **Yes** in response to the output format delete confirmation prompt. • If the output format is NOT used in a printer setup, the selected output format is deleted. • If the output format IS used in a printer setup, a message displays indicating that the output format cannot be deleted. In order to delete the format, the set-ups using the format must be configured to use another output format or be deleted.
Output Formats:		
Output Formats List		Displays the names of configured outputs. Select the output name to view/modify its settings.
Available Fields	• Action • Actual Time • Card Facility Code • Card Number • Card Time • Description • Network Alias • Node Alias • Point Alias • Point Type • Status • User Defined	Lists the types of information that can be included in the selected output. Add fields using any of the following methods: • Select one at a time - Double click on the field name or single-click on a field name and then click on the single down-arrow button. • Select several (consecutive) - Click the first field name desired, press and hold the **Shift** key, and click the last field name. Then click the single down-arrow button. • Select several (not consecutive) - Click the first field name, press and hold the **Ctrl** key, and select the other desired fields. Then click the single down-arrow button. • Select all - Click the double down-arrow button. Selecting “User Defined” activates the *User Defined Messages* field (see below).
Format Fields	Selected Fields	Displays the format fields configured for the output format highlighted in the *Output Formats* field. To remove fields from the output, double-click the field name or select the field name and use the single-up arrow.
User Defined Messages:	• Fire • CO Alarm • Security • Supervisory • Trouble • Disabled • PreAlarm • Other • Advise • Background	Active only when the “User Defined” output format is in the *Available Fields* list. Click the field to the right of the event status class label to enter/modify the message associated with each type of event. The “Other” message is used for Mass Notification events and other events not included in the list.

Section 5: Operation

5.1 Overview

This section describes the basic operation of the workstation as it is used to monitor the life safety system.

5.2 Starting and Exiting the Workstation Application

5.2.1 Start

Open the workstation application from Windows 10 as follows:

1. Click the Windows **Start** icon.
2. Perform one of the following:
   - Type **CLSS-Horizon** in the search field and click the workstation app in the search results window, or
   - Right-click **Start**, under **Facilities Monitoring**, click on **CLSS-Horizon**.

   An account sign-in window displays.
3. Enter your account username and click **Next**
4. Enter your password and click **Sign in**.

5.2.2 Exit

Only an administrator can exit the workstation application by selecting **Menu > File > Exit**. Click **Yes** at the prompt to save and synchronize the system.

5.3 User Login and Log Out

The administrator grants users workstation login and use privileges. When a user logs in, the user's information is recorded in the workstation history database and the user can perform workstation operations as allowed by the privileges. If another user logs in, the software automatically logs out the previous user.

5.3.1 Login

Log in as follows:

1. In the workstation software application, open the login window in one of the following ways:
   a. Go to **Menu > File >Login**.
   b. Click **Logged Out** in the top-right corner of the screen.
2. Select the desired user name in *Available Users* field.
3. Enter the password in the *Password* field.
4. Click **OK**. The name of the current user displays at the top-right corner of the screen.

5.3.2 Switching Users

Switch users as follows:

1. In the workstation software application, open the login window in one of the following ways:
   a. Go to **Menu > File >Login**.
   b. Click the current user's name in the top-right corner of the screen.
2. Select the new user's name in the *Available Users* field.
3. Type the password in the *Password* field.
4. Click **OK**. The name of the new user displays at the top-right corner of the screen.

5.3.3 Logout

Log out as follows:

1. In the workstation software application, log out of the workstation in one of the following ways:
   a. Go to **Menu > File >Logout and Exit**. Click
   b. Click the current user's name in the top-right corner of the screen.
2. Click **Logout**. The user is logged out, but the system continues to be monitored according to the Logged-Out Monitoring Profile setting established in the configuration tool (refer to Table 3.6, "System Options Configuration".
   a. Go to **Menu > File >Logout** or click **Logged Out** in the top-right corner of the screen.
   b. Select the desired user name in Available Users field.

5.4 Workstation Screen Layout

The workstation main screen displays the fire system as floor plans, point icons, informational labels, and real-time event information in tabular/list form. The Administrator designs the floor plan using the configuration tool. The user selects the particular area of the fire system to view.

The informational windowpanes displayed within the workstation screen can be customized by the Administrator. These panes can be positioned anywhere on the screen, allowing the user to customize the display. Workstations configured to use dual monitors provide additional space for display of these informational panes.

A default workstation display screen is shown in Figure 5.1. Each feature is described in Table 5.1.

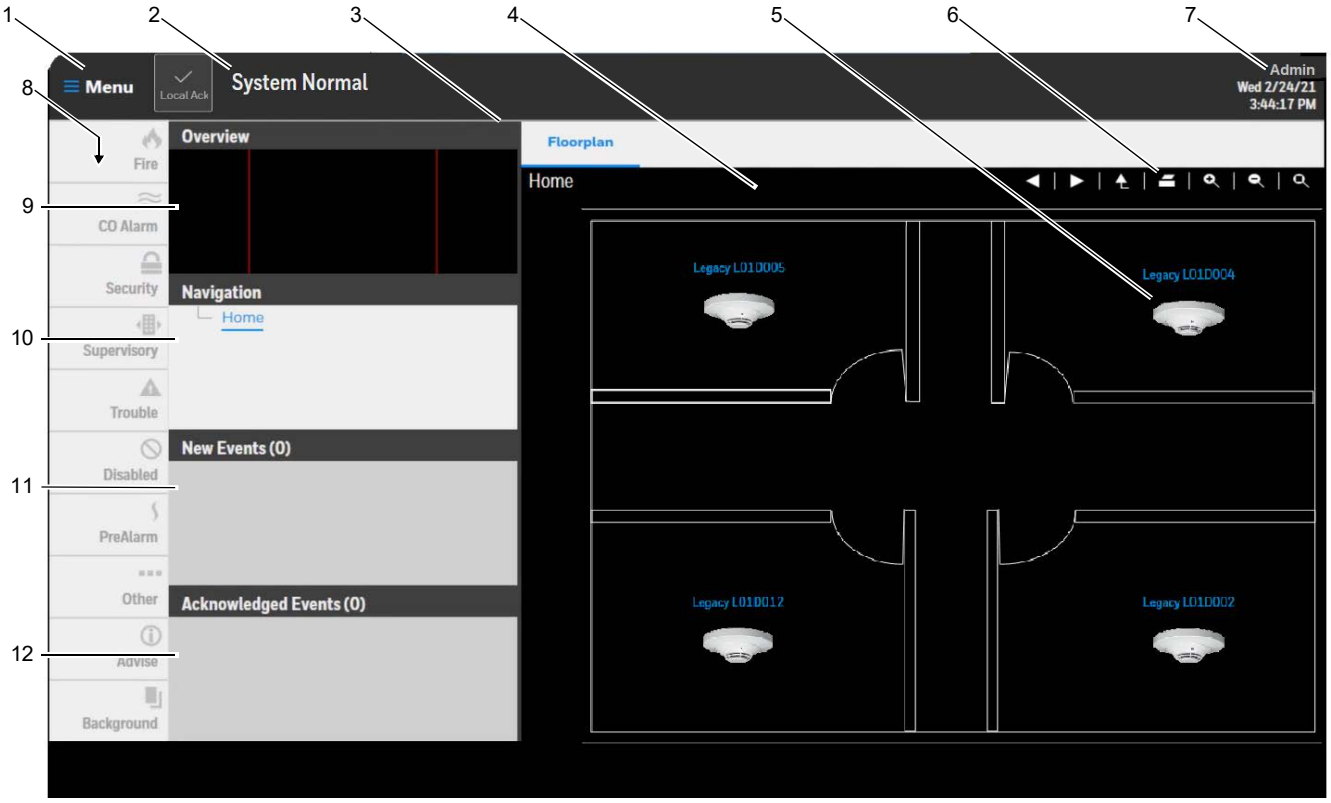


Figure 5.1 CLSS LAN-based Workstation Screen Layout

Table 5.1 Workstation Screen Features

Item	Feature	Description
1	**Menu**	Click to display available workstation sub-menus. Refer to 5.4.1, "Workstation Menus" for additional information.
2	**System Status Bar**	Displays the current status of the system. During events, the event status class indicator, event status class color, and event command buttons/indicators are displayed. Refer to 5.11, "When a New Event Occurs".
3	**Open Windows Bar**	Displays a tab for each open workstation application window. Click tabs to display the application windows. Hover over the tab and click the "X" to close the application.
4	**Floor Plan Window**	The floor plan window displays a building floor plan as background with graphic elements showing where devices and other features are located. It serves as the primary source for visual feedback for the location of an off-normal event in the system. The floor plan window's title identifies which area of an system that is currently being displayed.
5	**Graphic Element**	Includes device icons (shown), navicons, and labels that provide the user with important system information. Refer to 5.5, "Graphic Elements" for additional information.
6	**Tool Bar**	**Previous Screen** – Displays, in order, the floorplan screens that were viewed before the currently displayed floor plan screen. **Example:** The user views screens 1, 3, 6, and 8. From floorplan 8, with each click of this button, the user goes back, in order, one previously viewed floorplan screen (e. g. screens 6 to 3 to 1). **Next Screen** – Displays, in order, the next floorplan in a sequence of viewed floorplans. **Example:** The user uses the previous screen button to go back from floorplan 8 to 6 to 3 to 1. From floorplan 1, with each click of this button, the user advances, in order, one previously viewed floorplan screen (e.g. screens 3 to 6 to 8). **Up One Level** – Displays the next floor plan above the current floor plan in the navigation tree hierarchy. **Print Current Screen** – Prints the floor plan display to the currently selected printer. **Zoom In One Level** – Increases the zoom of the floor plan display by 50% (ranges from 100% to 3700%). **Zoom Out One Level** – Decreases the zoom of the floor plan display by 50% (ranges from 100% to 3700%). **Zoom Full Image** – Display current displayed floor plan at 100%.
7	**Current User**	Displays the name of the current user. Left-click the user name to log out or change users.
8	**Event Status Class Column**	Icons represent each event status class except those that have been configured to be hidden via the configuration tool. The icons are normally gray, but when there is an event, the icon displays in its configured event status class color along with the number of active events of that class. Click the icon to display a tabular list of all the points currently in that status. Click the **Print** button to print the displayed event list at the local printer (if installed). Refer to 5.8, "Event Status Class Icons".
9	**Overview Pane**	Displays the user's location on the currently displayed workstation floor plan. A red rectangle indicates the area currently being viewed. The red rectangle can be clicked and dragged for repositioning the viewing area. This pane is helpful when a zoom-in scale is selected for the workstation floor plan. The overview pane does not display graphic elements.
10	**Navigation Tree Pane**	Displays the fire system in a structured hierarchy form similar to Microsoft's Windows Explorer. Refer to 5.6, "Navigation Pane".
11	**New Events Pane**	Displays a list of newly reported events on the network. Events remain on the list until they have been acknowledged at the fire panel. Refer to 5.7, "Events Panes".
12	**Acknowledged Events Pane**	Displays a list of events acknowledged at the panel on the workstation. Events remain on this list until the event is cleared.

5.4.1 Workstation Menus

The following table describes the menu options associated with the workstation application. To view the menus, click **Menu** located at the top-left of the screen (see Figure 5.1).

Table 5.2 Workstation Menu Option s

Menu	Sub-Menu	Description
File	**Add History Entry**	Allows the user to manually add an entry into the system history database.
	Print Events	Appears only if the workstation detects an installed Windows printer. Allows the user to print a tabular list of local events.
	Back Up System Data	When the destination of the backup is located on a drive that is accessed across the Ethernet network, the drive must be mapped to the workstation PC using the Windows drive mapping function. Upon initiating this procedure, the user must select or create a folder (C:\Facilities Monitoring\Backup is the default) and a ".dat" file that is used to identify the backup. In most situations, it is most practical to back up the fire system database to the default folder, using the same ".dat" file, after each editing session and then archive to external media. **CAUTION:** If a second backup file is saved to an existing backup folder, both ".dat" files remain, but the newer backup overwrites the data for the existing one. Do not save backup system data to a folder which contains existing backup data that needs to be saved.
	Restore System Data	This procedure is only available when all fire system applications are shut down. This workstation command provides the Administrator with the option to restore a database created with the Backup System Data command. The operation prompts the user to select the location and folder in which the system data is to be stored.
	Compact and Repair System Data	This operation recovers dead space in the database and reconstructs the index file. **CAUTION:** To avoid data loss, do not perform this operation unless instructed to do so by Technical Services.
	Exit	Allows the Administrator to exit the workstation application.
View	**History**	Opens the History window where the user can view, back up, and clear system history. Automatic backup settings are made on the Options window's General tab.
	System Explorer	Opens the System Explorer window displaying a Windows-type navigation tree showing local system layout. Clicking on a navigation tree label displays additional details. Provides a system search function.
	Security Log	Displays only if an Administrator is logged in. Displays a chronological log of certain workstation events considered important for cybersecurity purposes.Refer to 6.4, "Security Log" for additional information.
	Overview	Displays the Overview pane on the workstation screen.
	Navigation Tree	Displays the Navigation Tree pane on the workstation screen.
	New Events	Displays the New Events pane on the workstation screen.
	Acknowledged Events	Displays the Acknowledged Events pane on the workstation screen.
	Floorplan	Displays system floorplan view on the workstation screen. The floorplan is configured using the configuration tool.
	Restore Default Layout	Restores the workstation screen to its default layout. An alternate method is to right-click the workstation icon in the Windows task bar and select "Restore Default Layout."
Configure	**Launch Configuration Tool**	Launches the configuration tool application.
	Monitoring Profiles	Opens the Monitoring Profile window where authorized users can activate/deactivate monitoring profiles configured in the configuration tool. Refer to 5.9, "Activating Monitoring Profiles".
	Options	Opens the Options window that allows the user to configure local workstation settings. Refer to 4.4, "System Options Settings"

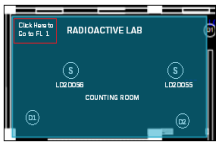
Table 5.2 Workstation Menu Option *(Continued)*s

Menu	Sub-Menu	Description
Help	**About**	Opens a splash screen that displays information about the workstation application (version, language, legal information, etc.).
	Secure Windows	Opens a document describing how to disable and enable the ability of the user to access the Windows taskbar and use keyboard shortcuts (e.g. Ctrl + Alt + Delete).
	Generate Local Machine Report	Generates a report about the computer and installed software. It includes PC hardware and operating system information, key information and software versions.

5.5 Graphic Elements

Graphic elements provide information to the user about different features displayed on the workstation screen and allows the user navigate between different areas of the fire system. They are added to the floor plan and configured using the workstation configuration tool (refer to Section 3, "Configuration"). If configured to do so, a descriptive point label displays above the icon. Typical graphic elements are described in the following table.

Table 5.3 Graphic Element Descriptions

Type	Example	Description
Point Icons		Point icons represent a physical, addressable device on the system. Examples of point icons are fire panels and fire detection devices. If the point's status becomes off-normal, its icon flashes in the color of the event status class. A paper clip symbol ( ) indicates that there is linked media associated with the device that can be accessed by right-clicking the icon. Left-clicking on a point icon displays additional point information. Right-clicking on a point icon displays command options. Refer to 5.5.2, "Point Right-Click Options".
Navigation Area		The navigation area is represented by a colored and/or patterned shape (box, circle, etc.) on the floor plan that when clicked, takes the viewer to another location in the monitored building's floor plan. Refer to 3.11, "Adding a Navigation Area".
Navigation Icons		Navigation icons (navicons) represent a method to navigate between workstation floor plan areas to find points or an event. Navicons change color to match the off-normal event that is reported to the workstation. Click on the colored navicon to navigate to the location of the event. Refer to 3.12, "Adding a Navigation Icon".
Information Labels		Clicking an information label displays information about a feature on the workstation floor plan. A paper clip symbol ( ) indicates that there is linked media associated with the label that can be accessed by right-clicking the icon. Refer to 3.13, "Adding an Information Label".

5.5.1 Linked Media

Linked media provides important information during monitoring such as a photograph, text document, video, or a sound clip. Linked media can be associated with point icons and information labels using the configuration tool. It is identified with a paper clip symbol ( ) next to a graphic element. An example would be to provide firefighters with a list of hazardous materials stored on-site.

Several types of media files may be linked to the node/point. One of each type media can be used. Linked media may include the following:

- A text file to give specific information or instructions to the user (.TXT, .RTF).
- A graphic image (.GIF, .JPG, .PNG).
- A sound file providing audible information or instructions (.WAV).
- A video file (.AVI).

5.5.2 Point Right-Click Options

Addressable devices have menus that provide the user with a list of available device-specific options. These options are accessed by right-clicking on the icon or its navigation tree label.The choices that display depend on the type of device, the situation, and the user's security permissions.

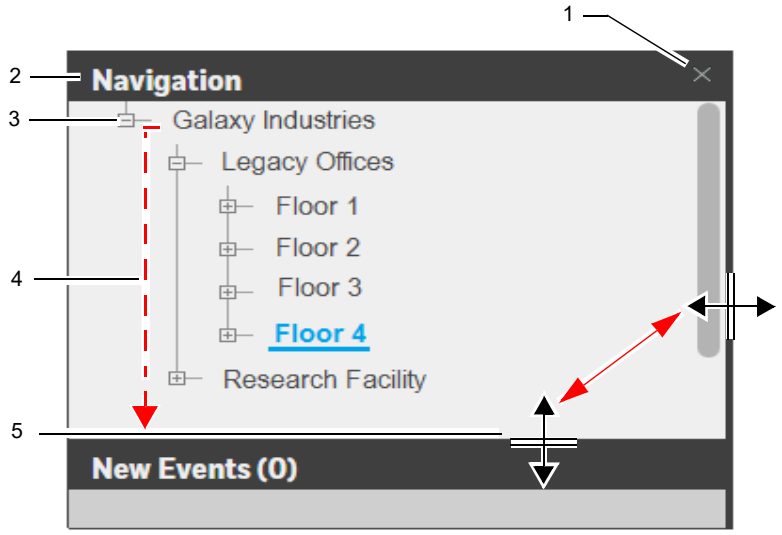
The following table describes default right-click features and options:

Table 5.4 Default Point Right-Click Options

Option/Feature	Description
Point Description	The top line of the menus displays the device description designated by the Administrator or read from a panel on the system.
Enter User Response	Allows the user to select from a drop-down list of default or user-created responses. These options provide the user the means to report various conditions and operations related to a node/point. Default responses are as follows: • Dispatched Personnel To Investigate • Response Personnel on Scene • Device Undergoing Test • Device Testing Completed • Contacted System Contractor • Faulty Device • Replaced Device • Preventative Maintenance • Custom - User can create a customized response.
History of Device	Opens the History window that displays the history information relating to the selected device.
View Documentation	If the device icon has a paper clip symbol ( ) displayed next to it, a choice to view or display the media displays in the list of choices.

5.6 Navigation Pane

The navigation pane displays the system in a structured, hierarchical format. Figure 5.2 describes navigation pane features.



Item	Feature	Description
1	Pane Operator Buttons	= Close Pane (hover cursor over a title bar to view) = Maximize Pane (displays when pane is floating) = Restore Pane (displays when pane is maximized)
2	Title Bar	Name of the pane. Use as a handle for moving the pane.
3	Level Indicator Box	Click "+" to expand the level. Click "–" to collapse the level. Right-click the box to expand all or collapse all levels.
4	Navigation Tree	Hierarchical structure of the fire system (buildings, floors, etc.). The currently displayed location is in blue, underlined text.
5	Pane Boundaries	Click, hold, and drag (up-down, left-right) to change the pane size.

Figure 5.2 Navigation Pane Overview

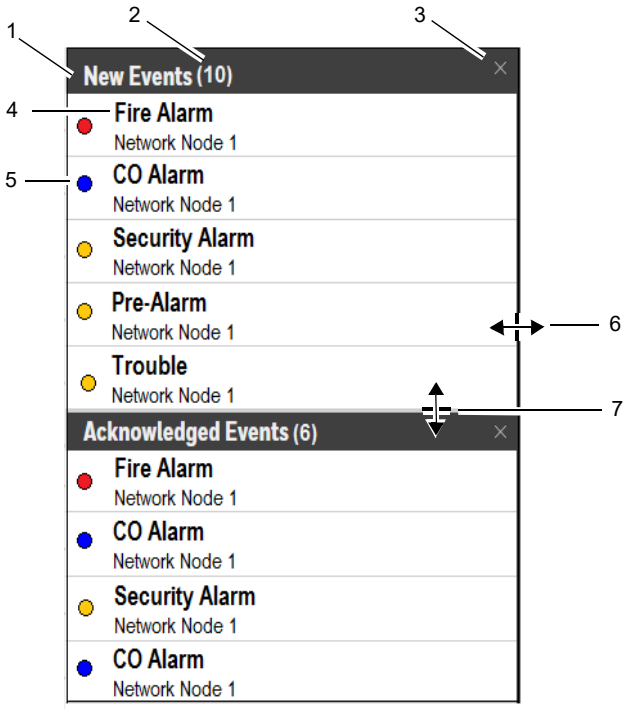
5.7 Events Panes

The New Events and Acknowledged Events panes provide event information to the workstation user. They display by default when the workstation application is opened.

When an event is reported to the workstation, its label displays in the New Events pane with a corresponding event status class colored indicator. An audible alarm also sounds at the workstation. The following may occur when new events are received:

- If the event is acknowledged at the panel, “Acked” will be displayed prefixing the event in the New Events list.
- If the event is unreliable (meaning it was reported while a gateway or node was in fault), an asterisk (*) is displayed prefixing the event.
- If there is linked media configured for the point, a small paper clip symbol appears to the left of the event label.

Once an event is acknowledged at the panel, the event either moves to the Acknowledged Events pane or is removed from the workstation. The event is cleared from the Acknowledged Events pane when the alarm or trouble condition is no longer present.



Item	Feature	Description
1	Title Bar	Pane title. Use as a handle for moving the pane.
2	Event Count	Number of events that are currently active.
3	Pane Operator Buttons	= Close Pane (hover cursor over a pane title bar to view) = Maximize Pane (displays when pane is floating) = Restore Pane (displays when pane is maximized)
4	Event Label	Label with event status class and point information as configured in the configuration tool.
5	Event Status Class Indicator	Displays the configured event status class color if the workstation has node control of the point.
6	Column Boundary	Click, hold, and drag to the right to widen the entire column of docked panes. Drag all the way to the right to view tabular information about new and acknowledged events.
7	Pane Boundary	Click, hold, and drag up or down to change the vertical pane size.

Figure 5.3 Event Pane Features

5.7.1 New Events Buttons and Indicators

Buttons and indicators display in the system status bar the top of the workstation screen to allow the user to respond to, and obtain information about, new events reported to the workstation. These buttons and indicators are described in the following table.

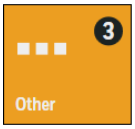
Table 5.5 New Events Buttons and Indicator Definition

Button	Description
	Available to all users with client control. Acknowledges the most recent event.
	Available to users with client control. Available in PPCU mode and in PRU mode when enabled (Menu > Configure > Options), acknowledges all new events at one time.

5.8 Event Status Class Icons

The event status class icons (grayed out when there are no events) display in the configured status class color when an event is reported to the workstation. Certain icons may be hidden if so configured by the administrator in the configuration tool (**Graphics > Colors and Sounds**). If an event status class is hidden, it comes in as Other. The numbers in the circles indicate how many events of that status have been reported. The affected icon remains highlighted until all off-normal conditions have been resolved.

Table 5.6 Event Status Class Icon Definition

Type	Example	Can Be Hidden?	Definition
Fire		Yes	Events issued by fire protection related devices such as pull-stations, smoke detectors, and sprinkler systems.
CO Alarm		Yes	Events issued by carbon monoxide detection devices on the system.
Security		Yes	Events issued by security related devices such as motion detectors, glass break detectors, and door contacts.
Supervisory		Yes	Alarms that are special alarms to indicate action that has functionally disabled a key device (for either fire protection or security). An example of this is the event generated if the water valve is shut off for a sprinkler system.
Trouble		Yes	Events that indicate a functional problem with a device on the network. Examples of trouble events include a device or workstation going off-line, a battery low or no power event, a dirty head on a smoke detector, etc.
Disabled		Yes	Events that indicate disabled points on the system.
Other		No	Other events such as mass notification alarms.
Advise		No	A condition that is an administrative event. This is not a life-safety or security event, but an internal warning of a condition that may need attention, such as the history database reaching the maximum number of entries.
Background		Yes	The backgrounds status class contains events which do not appear in the New or Acked event lists. These events are panel dependent, but may include output device activations.

5.9 Activating Monitoring Profiles

Monitoring profiles are activated through the workstation application by Administrators and users with permission application as follows:

1. Select **Menu > Configure > Monitoring Profiles**. The Monitoring Profiles window displays.
2. Select a profile listed in the *Monitoring Profiles* column on the left-hand side of the window. The 'Default' profile (All Nodes/All events) may be the only one listed.
3. Click the **Activate Profile** button.The workstation displays information only for the locations and event status classes specified in the selected monitoring profile.

5.10 Repositioning Windows

5.10.1 Overview

Administrators can customize the location of workstation windows by relocating them from their default positions as follows:

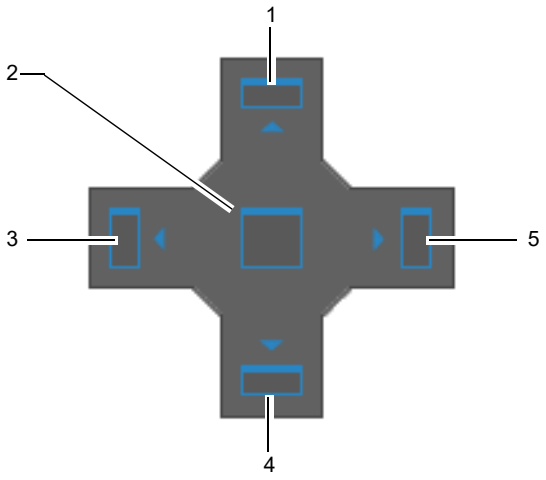
- Click and drag the window title bar to its new location and drop it into position. The window floats over the screen.
- Use the docking guide to dock the window in relation to another window on the screen.

To reset the workstation screen to show its default layout, go to **Menu > View > Restore Default Layout**.

5.10.2 Using the Docking Guide

The docking guide allows the Administrator to relocate a workstation window in relation to another window. Operate the docking guide as follows:

1. Click and drag the window's title bar out of position. The docking guide displays.
2. Continue dragging the window over the window to which it will be docked (destination window).
3. Hover the cursor over the docking guide in one of the positions described in Figure 5.4. A blue outline displays where the window will be docked in relation to the destination window.
4. Release the mouse button. The moved window is docked into its new position.

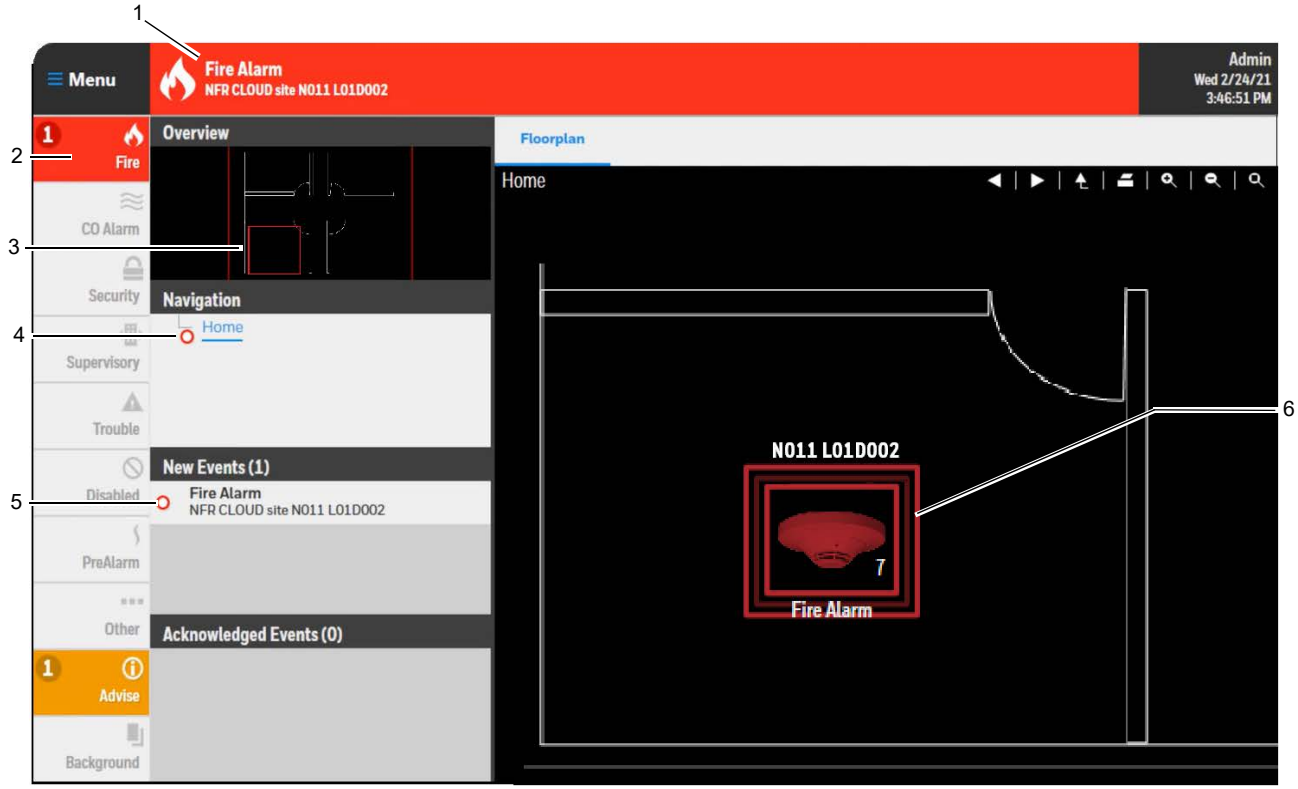


Item	Description
1	Docks the window above the destination window.
2	Docks the window on top of the destination window. Creates a tab group with the destination window.
3	Docks the window to the left of the destination window.
4	Docks the window below the destination window.
5	Docks the window to the right of the destination window.

Figure 5.4 Window Docking Guide

5.11 When a New Event Occurs

When an event is reported to the workstation, the actions described in Figure 5.5 simultaneously occur. In addition, a sound is emitted annunciating the event.



Item	Description
1	System Status Bar displays the event icon of the highest priority event. Event command buttons/indicators are displayed.
2	Event Status Class Column displays event icon(s) of new events. Number of devices in alarm for each event status class is shown. If the event icon has been configured to be hidden via the configuration tool, the Other event icon will activate. Refer to 5.8, "Event Status Class Icons"
3	Red box in Overview Pane indicates the location of event on the floorplan.
4	Navigation Pane displays the location of the event in a navigation tree with its event status class color indicator next to the label. Refer to 5.6, "Navigation Pane".
5	New Events Pane displays the device's event label with its event status class color indicator. Refer to 5.7, "Events Panes".
6	Floor plan screen zooms to the event location. The icon for the device in alarm displays event status class color. Animation indicates the highest priority alarm.

Figure 5.5 Example - Fire Event in Progress

Section 6: Data Management

6.1 Workstation Database Backup and Restore

6.1.1 Backing Up the Database

Backing up the workstation database is recommended before making any modifications to prevent inadvertent data loss. Back up the database as follows:

1. In the workstation application, go to **Menu > File > Back Up System Data**.
2. Browse to the location where the backup files are to be stored (such as a USB flash drive).
3. Create a new folder to hold the backup files and folders.
4. Enter a file name for the backup database in the *File name* field and then click **Save**.

6.1.2 Restoring a Backed-Up Database

Restore backed-up database files on the workstation as follows:

1. Shut down all fire system applications including gateways.
2. In the workstation application, go to **Menu > File > Restore System Data**. The Restore System Data dialog box opens.
3. Click **Yes** to verify all other applications have been closed. The Open dialog box opens.
4. Browse to the backed-up database folder (created in 6.1.1, "Backing Up the Database") and click the data file (*.dat) to select it.
5. Click **Open**. The backed up fire system database is restored.
6. Verify the database was correctly restored.

6.2 History Window

6.2.1 Overview

The History window allows the user to view all of the events that are currently stored in the workstation history database. The user can view this information in either an Event Grid or a System View screen format. A set of filters can be applied to the list of events shown to allow the user to view specific event status classes, points, and events for specific dates.

The events list can be the current history database or a history database that was previously backed-up and stored in an archive on the workstation PC.

To access the History window in the ONYXWorks application, go to **Menu >View > History**. By default the Event Grid screen is displayed.

6.2.2 Back-up History Database

The history database is backed up at an interval set by the Administrator using the **Menu > Configure > Options** menu in the workstation application (refer to 4.4.1, "General Tab"). Open a back-up history database as follows:

1. Open the History window.
2. Go to **File > Open Database**. The Select Database dialog box displays.
3. Double-click on the desired history database (.HIS). The back-up history database opens.

To return to the current most recent database, close and then reopen the History window.

6.2.3 Viewing the History Window

The History window may open within the screen area allowed for the floorplan and be too small in size to clearly view the information. To maximize the view of the History window do the following:

- Reduce the size of, or close, windows on the screen, or
- Undock the window from its default position and click the full screen button () at the top-right corner of the window, or
- For dual monitor configured workstations, drag the window to another monitor and maximize.

Use the scroll bars to view any data columns not visible in the window.

6.2.4 Event Grid Screen

A typical Event Grid screen is shown below and is described in Table 6.1.

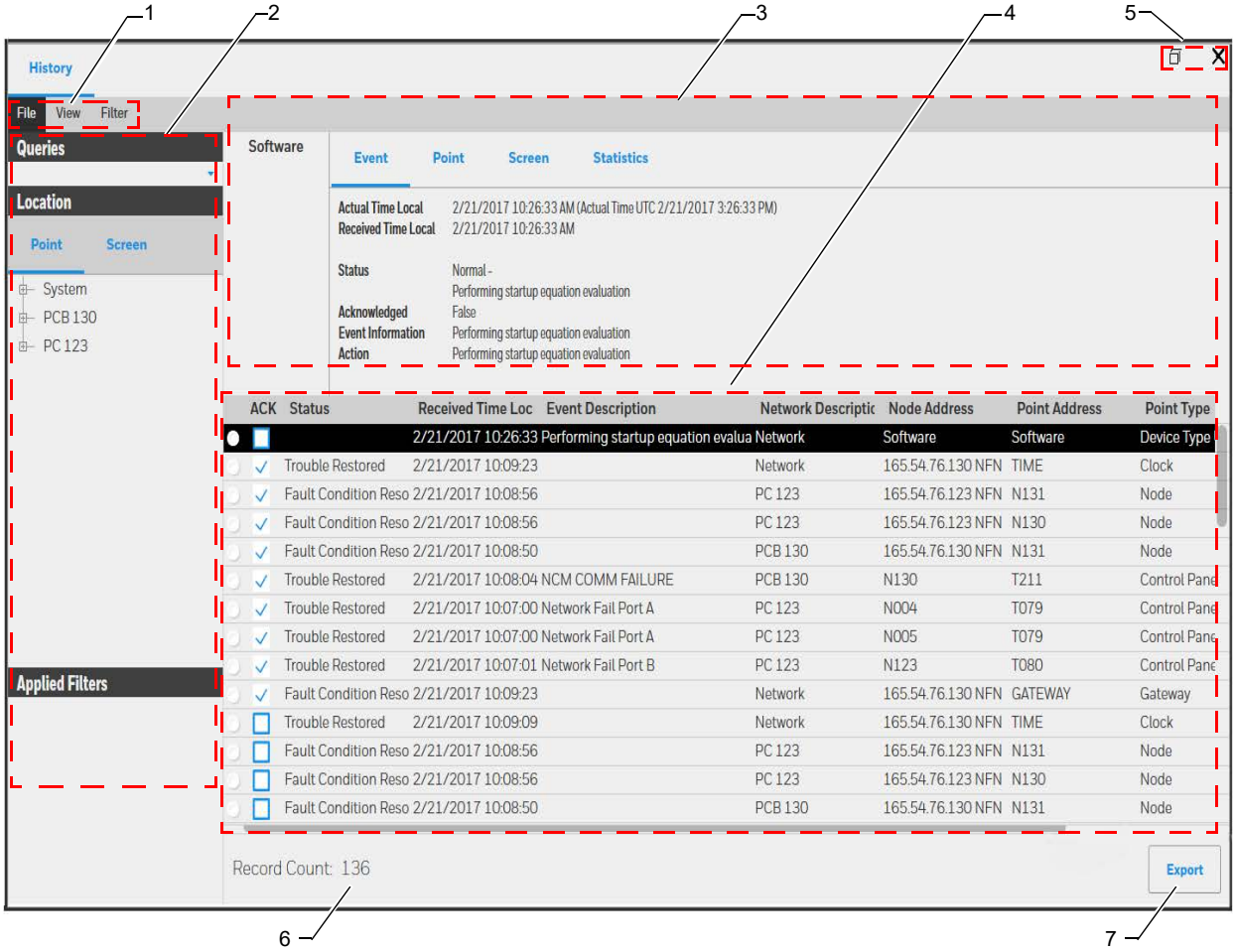


Figure 6.1 Event Grid Screen

Table 6.1 Event Grid Screen Features

Item	Feature	Description
1	**Menu Bar**	Refer to Table 6.2 for descriptions.
2	**Filters Pane**	Toggle this pane on/off via the View menu. **Queries** - Click the down arrow to view a list of available saved queries. Refer to 6.2.5, "Creating, Renaming, and Deleting Queries" for additional information. **Location:** • **Point Tab** - Navigation tree is displayed as nodes and points on the network. • **Screen Tab** - Navigation tree is displayed as screens on the network. **Applied Filters** - Displays the currently applied data filters or queries.
3	**Record Viewer**	Toggle this pane on/off via the View menu. Displays the icon for the device type with its unique device label and the color of its event status class. Includes these tabs: **Event Tab** - Displays event information for the device selected in the grid. **Point Tab** - Displays network, node, and point information for the device selected in the grid. **Screen Tab** - Displays a hierarchical map of the selected device's location on the network using workstation screen name. Includes the option to view child screens. **Statistics Tab:** • **SeqNo** - The numerical order of the event on the event grid. • **Event Count of Point** - Number of events logged for the selected point. • **Last Event on Point** - The date and time the last event occurred for the selected point.
4	**Event Grid**	Displays an event list using filters applied by the user. Columns available to display may include the following. Information displayed varies on the event and point type. • Event Status Class Indicator (in configured color) • Status Label • ACK - A check mark indicates that the event was acknowledged. • Received Time Local - When event message was received (Local Time) • Actual Time Local - When event occurred (Local Time) • Actual Time UTC - When event occurred (Universal Coordinated Time) • Action Description - The action taken by the user. • Analog Information • Card Information • Seq No - Event sequence number in the workstation history database. • Event Description • Network Description • Node Type • Network Number • Node Address • Node Alias • Point Address • Point Alias • Point Type • Point Description • Status Class - (Normal, Advise, Fire, Trouble, Other, etc.) • Screen (device's workstation screen location) - Change the order of a column by dragging the heading to its desired location. - Resize a column by hovering between column headings until a horizontal arrow (⇔) displays and then dragging to the desired width. For additional column and row display options, refer to Table 6.3.
5	**Window Buttons**	**- Minimize** - Click to minimize the window. Only visible when the window is not docked with another window. **- Full Screen** - Click to maximize the size of the window. Only visible when the window is not docked with another window. **- Close -** Closes the window.
6	**Information Bar**	Displays the number of records currently displayed.
7	**Export Button**	Allows the user to export the historical data as a comma delimited (.csv) file.

Table 6.2 Event Grid Screen Menus

Menu	Description
File	• **Open Database** - Allows the user to open a previously saved event history database. • **Print Displayed Records** - Opens a print dialog box which provides options for printing of the event grid. • **Export to Delimited Text** - Allows the user to export the historical data as a comma delimited (.csv) file. • **Back Up And Clear History Database** - Backs up the current history file and clears the Event and System view grids.
View	• **Refresh** - Refreshes the event list to include the most recent events received. • **System** - Opens the System View screen (6.2.6, "System View Screen") that shows how the events displayed by the History window are distributed over the fire system. This view option is only available when the Event Grid view is displayed. • **Select Columns To Show** - Opens a dialog box from which the user can select which informational columns appear in the event grid. • **Show All Columns** - Displays all columns. (Clicking this option also automatically checks all the boxes in the Select Columns To Show dialog box.) • **Resize All Columns** - Automatically resizes all displayed columns to the width of either the column heading or the longest entry of any cell in the column; whichever is wider. • **Record Viewer** - Toggles display of the Record Viewer. With the Record Viewer displayed, click an item from the event list to select it, and then click a record viewer tab (Event, Point, Screen, or Statistics) to view that type of information about the selected event. • **Filters** - Toggles display of the Filters pane on the left side of the event list. **Note:** Hiding the filter pane does not hide any events.

Filter	• **Time/Date** - Allows the user to filter the events by time or date as follows:
	  • **Time** - Select whether the times displayed are Actual Time Local, Actual Time UTC (Coordinated Universal Time), or Received Time Local. The events displayed fall within the specified time range as calculated by the selected time scheme.
	  • **Filter By**- Options include Today, Yesterday, This Month, Number of Previous Days, and Date Range.
	• **Event Status** - Allows the user to filter the events by event status class.
	• **Save Current Query** - Allows the user to name and save the current query for later use. The name of the saved query is added to the Queries drop-down list in the Filters pane.
	Note: To use an already-saved query, select the query name from the drop down list under the Queries heading in the pane to the left of the event grid.
	• **Clear All Filters** - Removes all filters and shows all recorded events in the event grid.
	• **Rename Selected Query** - Displays only if a query is displayed in the *Queries* field. Allows renaming of the query displayed in the *Queries* field.
	• **Delete Selected Quer**y - Displays only if a query is displayed in the *Queries* field. Deletes the query appearing in the *Queries* field.

Table 6.3 Event Grid Column and Row Options

Option Type	Description
Column	**Right-click** on a column heading to display the following options: • **Hide Column** - Temporarily hides the selected data column. The column itself is not deleted, only hidden. • **Select Columns to Show** - Opens a dialog box that allows the user to select the columns that are displayed. • **Show All Columns** - Removes all previously applied column data filters so that all columns display. • **Resize Column** - Resizes the width of the selected column such that any hidden text is displayed. • **Resize All Columns** - Resizes the width of all displayed columns such that any hidden text is displayed. **Left-click** on a column heading and click the up/down arrows (⇳) to sort the column in ascending/descending order.
Row	**Right-click** on any row to display the following options: • **Filter By Selection** - Allows the Administrator to display all records according to the event and column that was right-clicked on. • **Filter Excluding Selection** - Allows the Administrator to exclude displaying all records according to the event and the column that was right-clicked on. • **Filter For** - Displays a dialog box which allows the Administrator to filter for a specific word or phrase using keywords and/or the wild card character (%). • **Clear All Filters** - Allows the Administrator to return the History window to the factory default filters. Once this option has been chosen, all filters are lost unless they were saved using the "Save Current Query" command. • **Show If Greater Than Or Equal To** - Only displays when time-related data in a row is selected. Allows event filtering by the data in the Received Time Local column. Only events occurring at the same time and *after* the selected event are displayed. • **Show If Less Than Or Equal To** - Only displays when time-related data in a row is selected. Allows event filtering by the data in the Received Time Local column. Only events occurring at the same time and *before* the selected event are displayed. • **History of Device** - Displays the history for the device on the selected row.

6.2.5 Creating, Renaming, and Deleting Queries

Create a query in the Event Grid screen as follows:

1. Set the desired filters using the Filter menu. The applied filters display in a hierarchical format in the Filters pane.
2. Go to **Filter > Save Current Query**. The Save Query dialog box displays.
3. Enter a unique name for the query and click **OK**. The query name appears in the Queries drop-down list.

Rename a query as follows:

1. Select the query to be renamed from the Queries drop-down list in the Filters pane.
2. Go to **Filter > Rename Selected Query**. The Rename Query dialog box displays.
3. Change the name of the query in the field provided and click **OK**.

Delete a query as follows:

1. Select the query to be deleted from the Queries drop-down list in the Filters pane.
2. Go to **Filter > Delete Selected Query**. The query is removed from the list of available queries.

6.2.6 System View Screen

The System View screen (Figure 6.2) allows the user to view the system status and history at a glance in a tabular format. Features are described in Table 6.4. If not already displayed, go to **View > System** in the Event Grid screen menu bar.

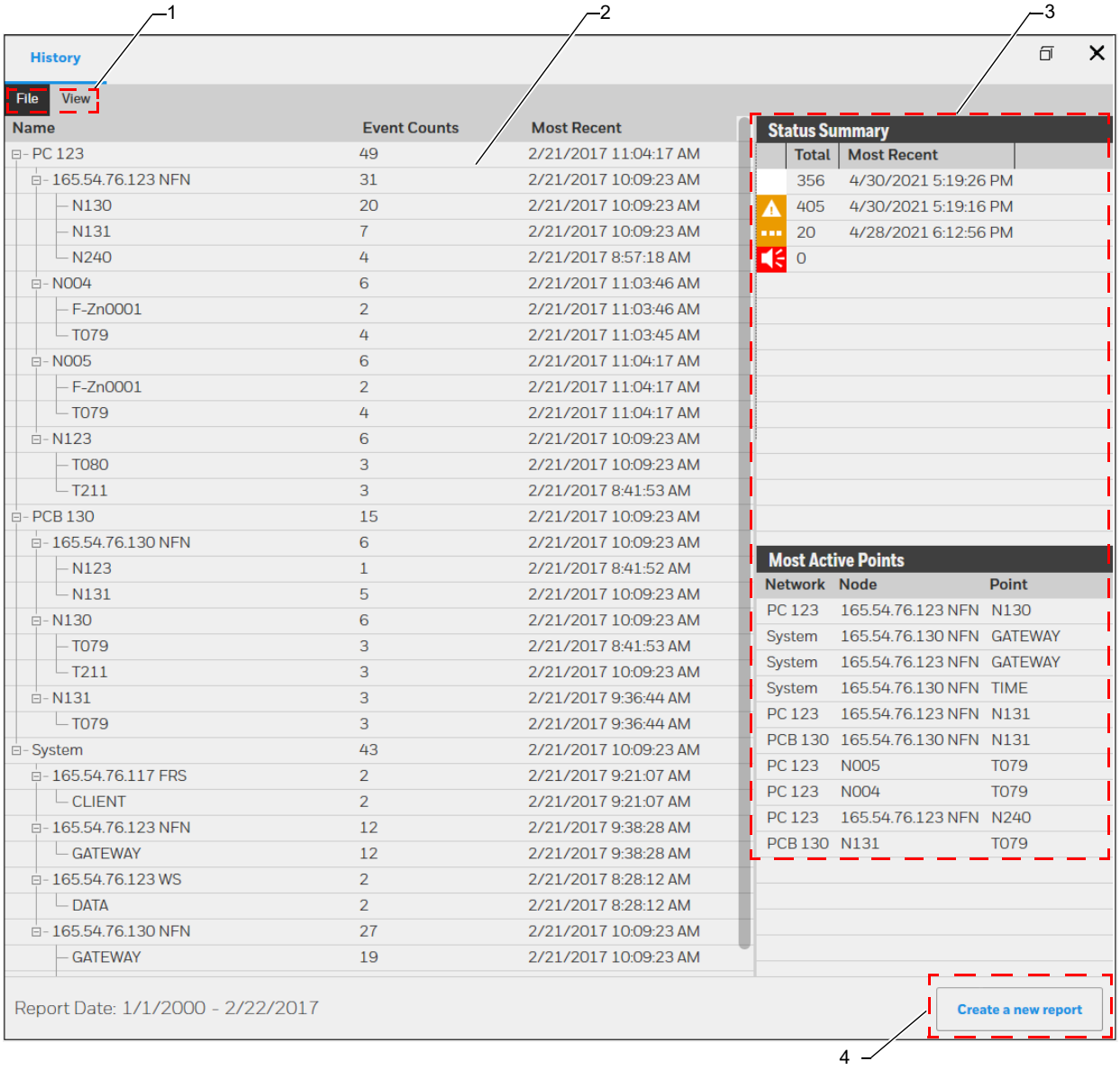


Figure 6.2 System View Screen

Table 6.4 System View Screen Features

Item	Feature	Component	Description
1	**Menu Bar**	File	• **Open Database** - Open a previously saved event history database. • **Back Up And Clear History Database** - Backs up the current history file and clears the System View and Event View grids.
		View	• **Refresh** - Refreshes the screen to include the most recent information. • **Event Grid** - Displays the Event Grid screen.
2	**Event List**		Displays system event history as filtered by the settings in the Device Report dialog box. Columns include a system navigation tree, event count, and the date and time of the most recent event. Double-clicking a row brings up the Event Grid view for that node or point.
3	**Statistics Pane**		The statistics pane provides summaries of events on the network as filtered by the setting in the Device Report dialog box.
		Status Summary	Displays the total number of events of each event status class (by icon) and the date and time of the most recent occurrence.
		Most Active Points	Displays the location (network, node, point) of the ten most active points in the current history database.
4	**Create a New Report Button**		Displays the Device Report dialog box where the user can set filters.
		Start Time	Click the calendar icon to select the start date of the report.
		End Time	Click the calendar icon to select the end date of the report.
		Tree View	Allows the user to select how the navigation tree is shown on the screen. • **Points** - Displays the event list in navigation tree format as points and nodes on the network. Nodes and points are alphanumerically listed. • **Screen** - Displays the event list in navigation tree format by location on workstation screens.
		Show points with no events	• **Yes** - Points with no events are displayed. • **No** - Points with no events are not displayed (default).
		Event Filter Settings	Check the checkboxes for the types of events to display in the event list.

6.3 System Explorer Searches

The System Explorer allows the user to search for and locate system devices as follows:

1. In the workstation application, go to **Menu > View > System Explorer**. The System Explorer window opens.
2. Click inside the **Search** field and type the search text. As the search term is entered, results matching the term are displayed in tabular format under Point, Point Type, and Description headings.
3. If the device is associated with an icon on the system floor plan, double-clicking the desired search result causes the workstation to auto-navigate to, and center, the icon in the floor plan window.
4. Click the '**X**' in the upper-right corner of the window to close the System Explorer.

6.4 Security Log

Administrators are able to access the security log by going to **Menu > View > Security Log**. The log records the chronological history of such events as the following:

- User login and logout
- User added and deleted
- New networks
- Deleted networks
- Changes to Monitoring Profiles

Clicking on the column headings changes the order of the information. The TimeStamp column sorts by date and time and the columns containing text sort alphabetically.

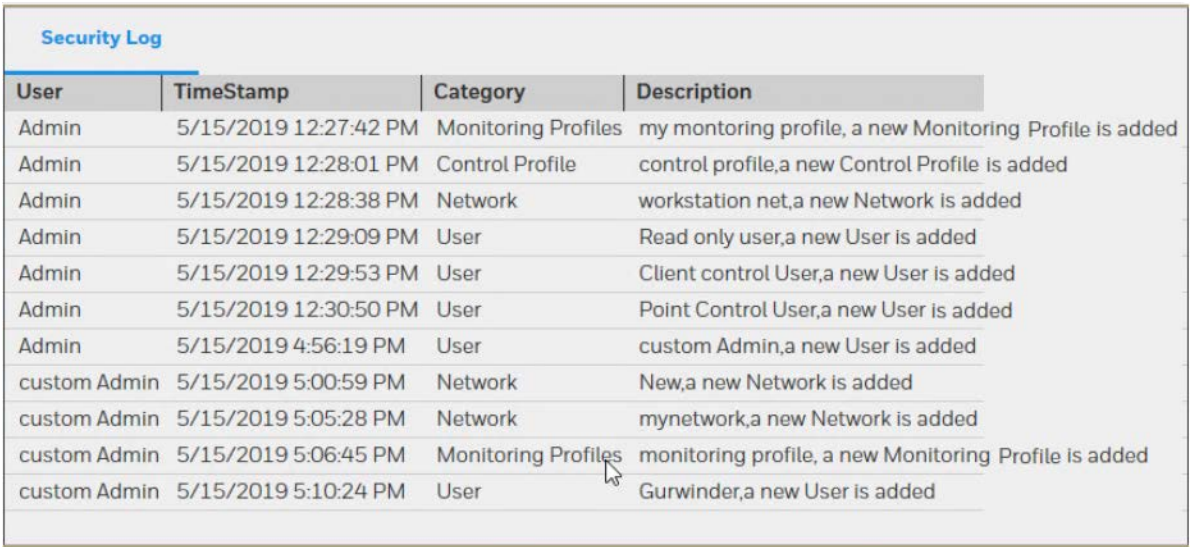


Figure 6.3 Workstation Security Log

Appendix 1: Upgrades

1.1 Prerequisites

1. Install latest LCH software on a separate workstation.
2. Activate the Horizon certificate.
3. Configure and connect the CLSS Gateway to the network.

1.2 Upgrading Workstation Software from a Legacy Honeywell Workstation to LAN-Connected Horizon

1. Back up the legacy workstation database as specified in 6.1.1, "Backing Up the Database".
2. Exit the legacy workstation application.
3. On the legacy workstation PC, go to **C:\ Facilities Monitoring** and copy the data folder.
4. Go to the PC with the LAN-Connected Horizon application installed and go to **C:\Facilities Monitoring** folder.
5. Rename the existing data folder as "OLD" and paste the data folder.
6. Open the workstation. The workstation upgrades.

NOTE: RECOMMENDED UPGRADE METHOD FOR LEGACY WORKSTATION TO LAN-CONNECTED HORIZON: Maintain legacy and LAN-Connected Horizon workstations side by side with legacy workstation connected to NFN-GW-EM-3's and LAN-Connected Horizon workstation connected to CLSS Gateways. As NFN-GW-EM-3's are replaced with CLSS gateways, connect the CLSS gateways to LAN-Connected Horizon workstation until entire site upgrade is completed.

For sites which cannot use recommended upgrade method noted above, legacy NFN gateways (NFN-GW-EM-3's) can be connected to LAN-Connected Horizon workstation to maintain basic monitoring functionality (basic viewing, no control functionality) during the upgrade process.

1.3 Migrating a Legacy Gateway to a CLSS Gateway

1. Log in to the workstation and open the configuration tool (**Menu > Configure > Launch Configuration Tool**).
2. Go to **System > Network**. The *Networks* window displays (see Figure 1.1).
3. Select the legacy NFN gateway in the network tree.
4. Update the CLSS Gateway IP address.
5. Click the **Migrate to CLSS** button and confirm.
6. Click **OK** on the success message.
7. Click **OK** to exit the *Networks* window.
8. Exit the configuration tool (**File > Exit**) and save/synchronize the settings. The workstation main screen displays. Events will display.

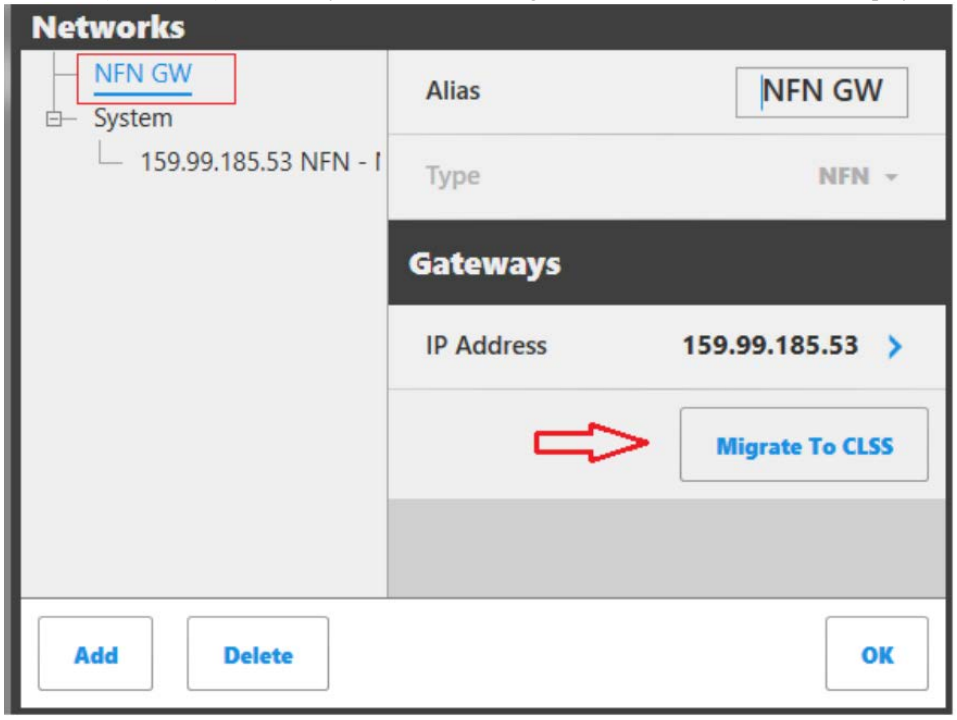


Figure 1.1 Networks Window - Migrate to CLSS

Honeywell Building Technologies
715 Peachtree Street NE
Atlanta, GA 30308
800.345.6770
buildings.honeywell.com

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