



**ENTRÉ™**  
ACCESS & SECURITY MANAGEMENT

# **ENTRÉ HOW-TO GUIDE**

## *Swapping Panels*



LT-1635 17125

# SWAPPING PANELS IN ENTRÉ

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The process outlined in this document allows you to swap panels within Entré by adding a new panel and then disabling an old panel. This process is especially important if the panels will have an operational overlap.

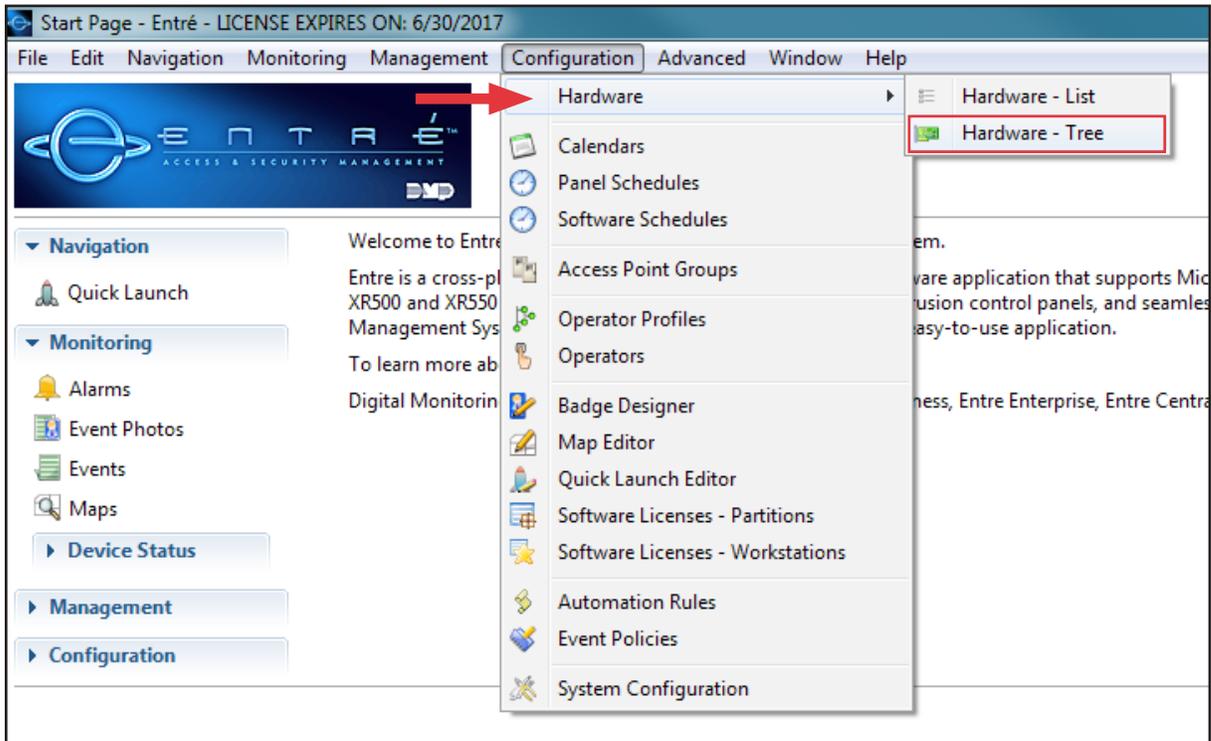
Because the panels are managed by a software system that requires unique identifiers and addresses for certain objects, having two operational panels with address and ID duplication creates conflicts. Therefore, it is necessary to have a procedure in place for these circumstances.

The following guide describes the steps necessary to transition security systems with an operational overlap.

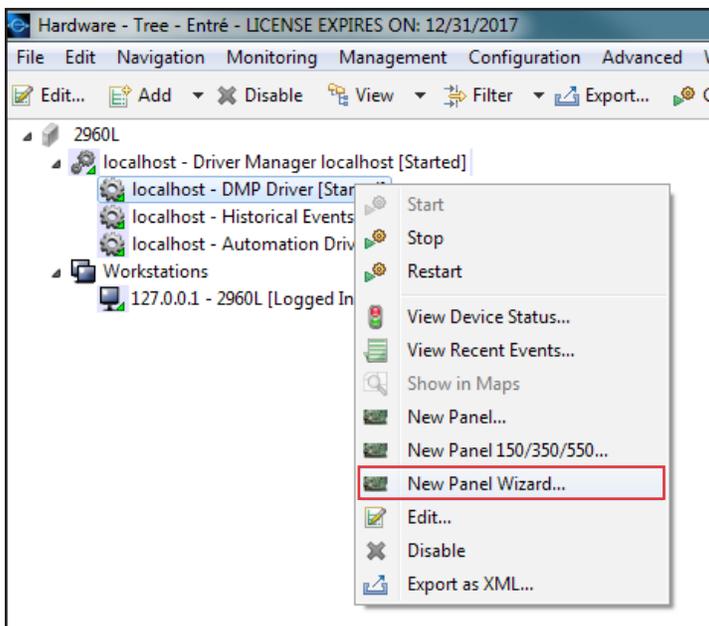
# ADD THE PANEL

Follow these steps to add a new panel to the hardware tree.

- 1 Open the **Configuration** menu, hover over **Hardware**, and select **Hardware - Tree**.



- 2 Right-click the **DMP Driver** and select **New Panel Wizard...**



- 3 Enter the panel's information in the **DMP Panel Wizard** window.
- The panel **Name** should be "Panel #### New" (where #### is the panel number).
  - Enter the IP address in the **Host** field. Ensure that it is a temporary IP address and that it is not being used anywhere else on the network.
  - Enter the **Account Number**. The account number should be an obvious temporary number that is not being used anywhere else in the **Hardware Tree**.

DMP Panel Wizard

**Connection Settings**

Please provide necessary settings for connecting to the DMP Panel.

Name: Panel 3637 New

Host: 192.168.60.61

Port: 2011

Account Number: 9999

Serial Number:

Entré Passphrase:

Back Next Finish Cancel

- 4 Click **Next**. Entré attempts to connect to the panel.

✓ If connection was successful, continue through the prompts and click the **Finish** button to complete the import process.

DMP Panel Wizard

**Discovery**

Entré will connect to the panel and discover its system properties.

Performing panel discovery...

Model number: X150

Firmware version: X750 111 11/24/15

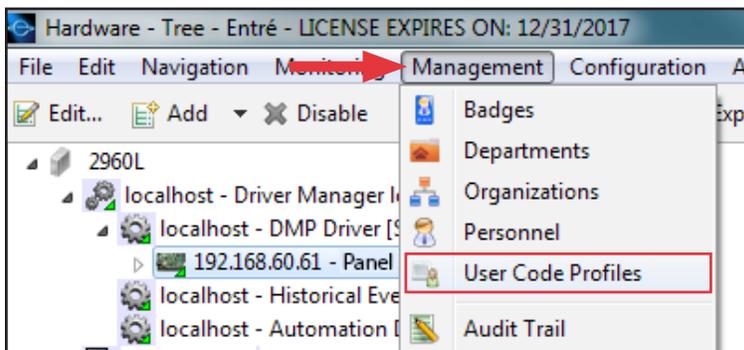
Discovery successfully completed

Back Next Finish Cancel

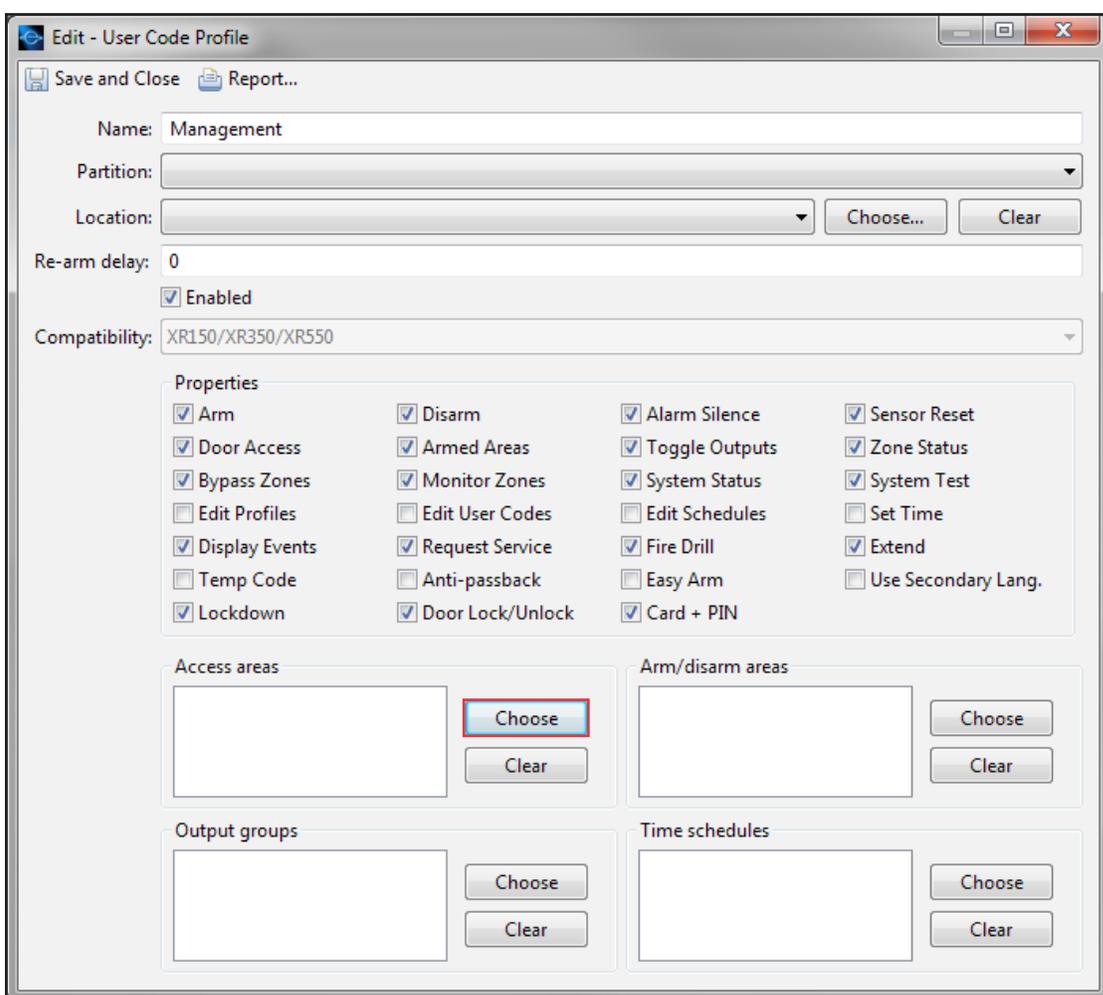
✗ If an **Unable to discover controller** prompt appears, there is an issue connecting. In Remote Link™, confirm the connection in **Remote Options**, the panel account number, and the IP address.

**5** Assign areas to the appropriate **User Code Profiles**.

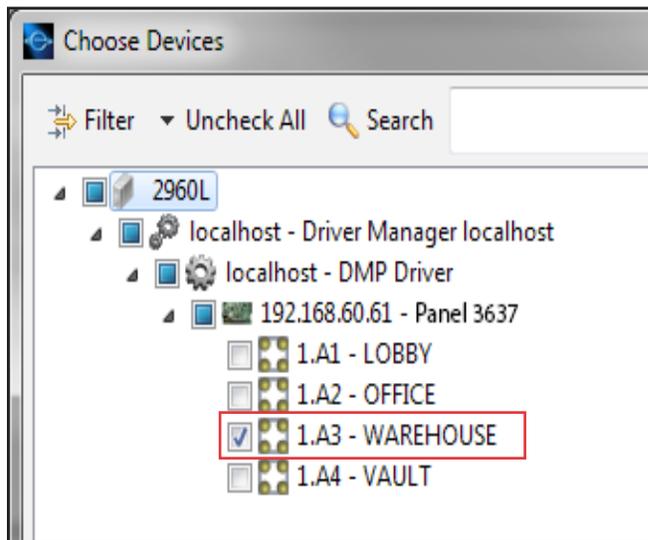
- a. Open the **Management** menu, then select **User Code Profiles**.



- b. Double-click the profile to open its settings, or right-click and select **Edit**.
- c. Click **Choose** next to the **Access Areas** field.



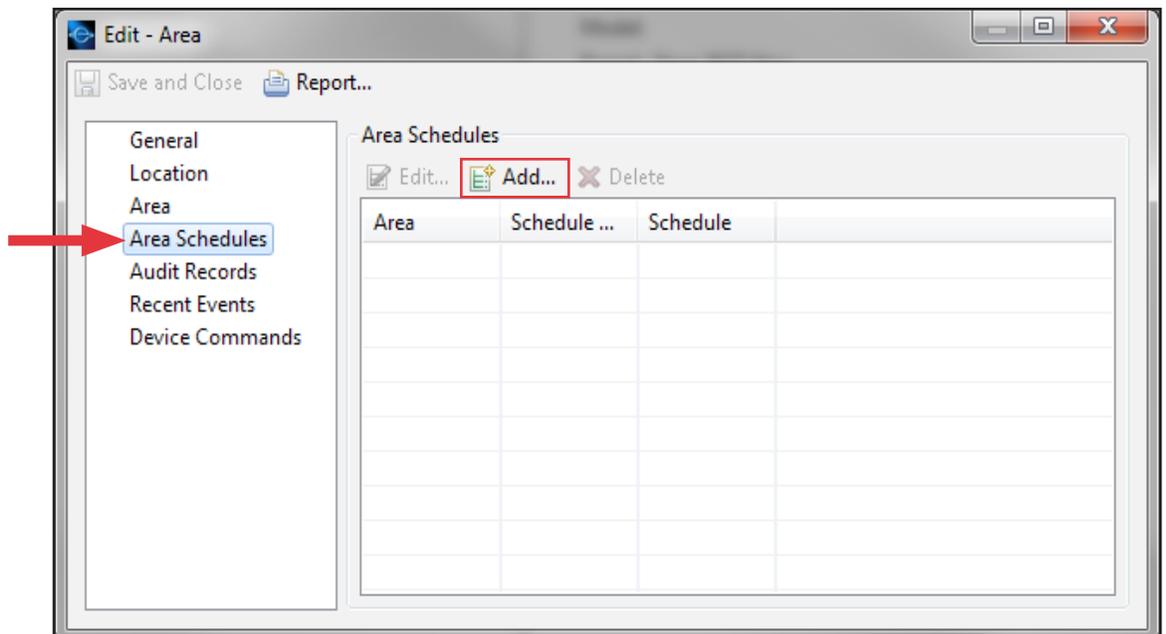
- d. Select the areas this profile will have access to, then click **OK** to confirm.



- e. Repeat this process for any **Arm/disarm areas**, **Output groups**, or **Schedules** that apply to this profile.  
f. Click **Save and Close**.

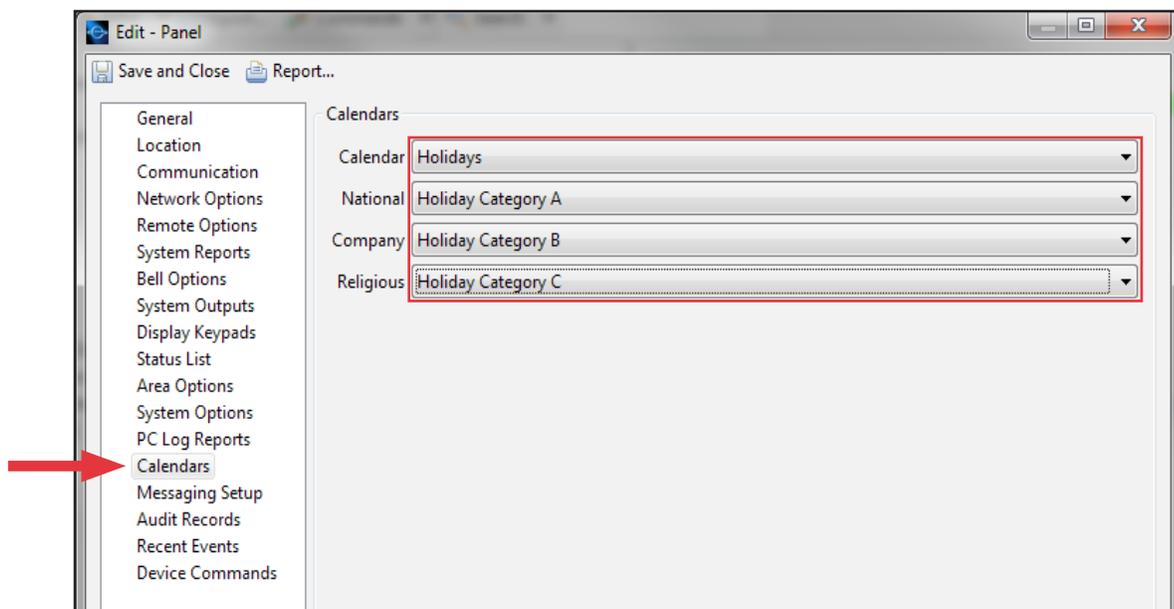
**6** Assign **Schedules** to **Areas**, **Outputs**, and **Doors**.

- a. Right-click the **Area**, **Output**, or **Door** and select **Edit**.  
b. Select the relevant schedule section.  
**Note: Area Schedules** is shown below as an example. **Output Schedules** and **Door Schedules** can be added by following the same process.



- c. Click **Add**.  
d. Select a schedule number from the drop-down menu.  
e. Select the schedule name from the **Schedule** drop-down menu.  
f. Click **Save and Close** on both windows.

- 7** Assign a calendar to the panel.
- Right-click the panel and select **Edit**.
  - Select **Calendars**.
  - Use the drop-down menus to assign calendar and holiday categories to the panel.

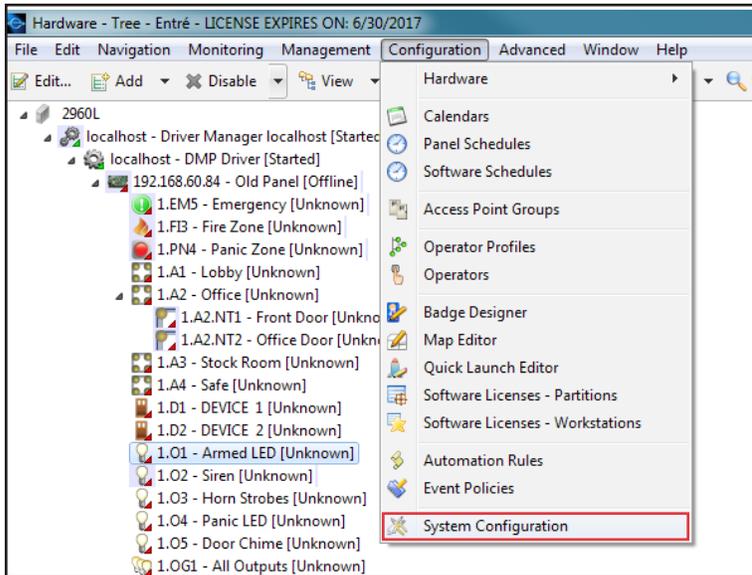


- Click **Save and Close**.

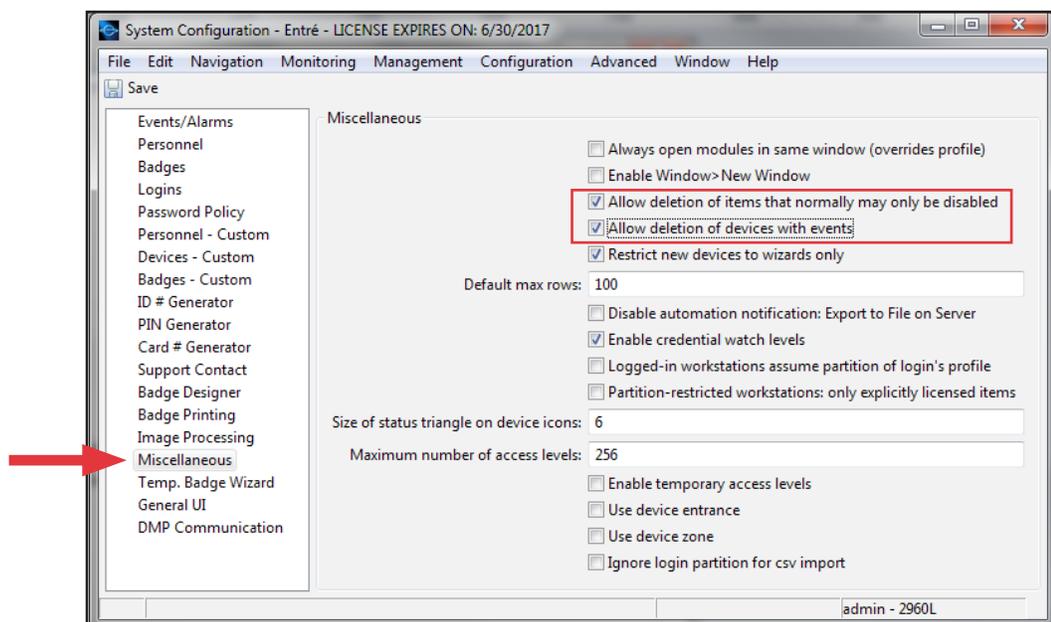
# CONFIGURE ENTRÉ

Before you can disable a panel in the hardware tree, you must configure Entré to allow panels to be disabled.

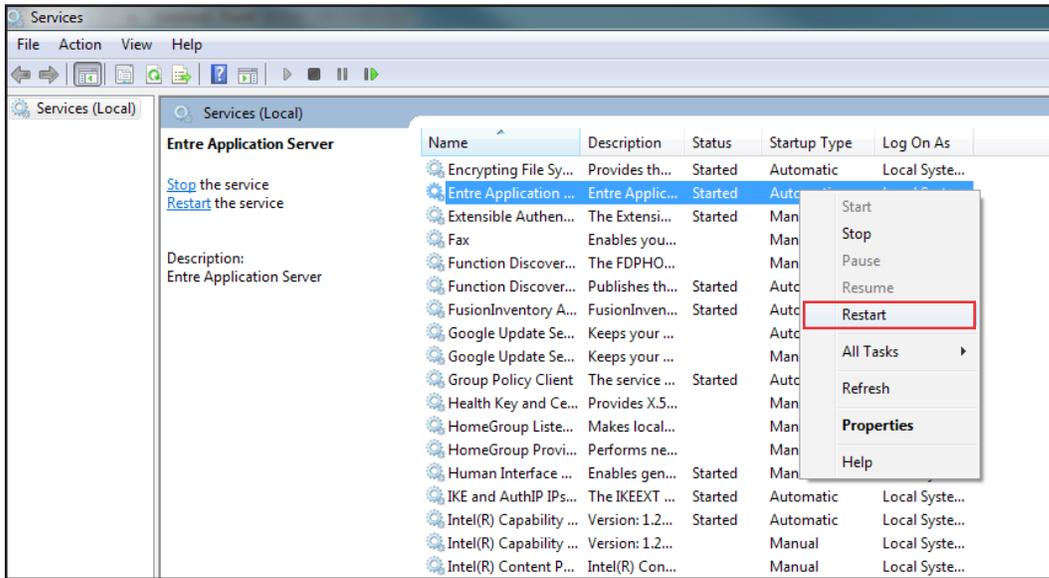
- 1 Open the **Configuration** menu and select **System Configuration**.



- 2 In the **System Configuration** window, select **Miscellaneous**.
  - a. Check the box next to **Allow deletion of items that normally may only be disabled**.
  - b. Check the box next to **Allow deletion of devices with events**.
  - c. Click **Save**, then **OK** to confirm.



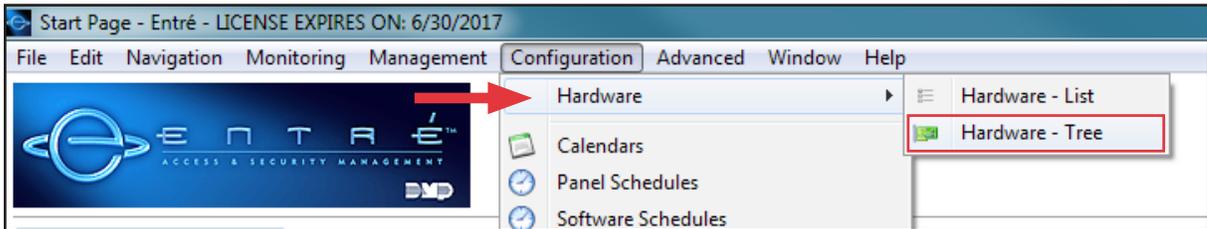
### 3 Restart the Entré service.



# DISABLE THE PANEL

To disable a panel in the hardware tree, you must disable all of the programming associated with the panel in Entré. This breaks all of the panel's ties to other devices and allows it to be cleanly disabled in the Entré database.

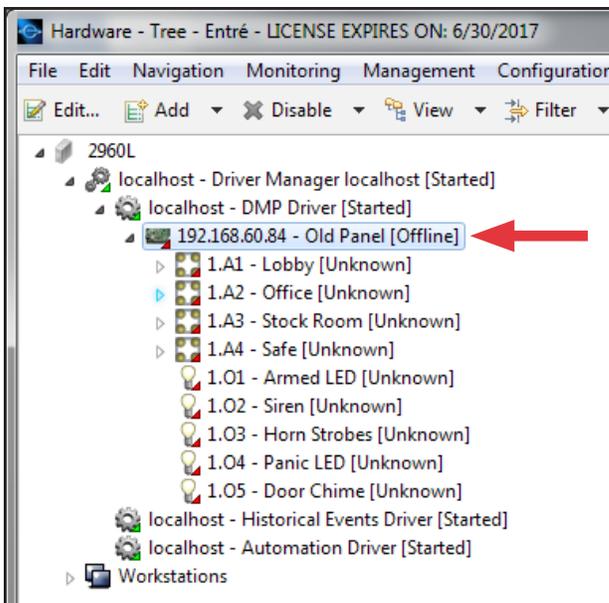
- 1 Open the **Configuration** menu and select **Hardware - Tree**.



- 2 Click **Filter** and select **All Devices** from the menu.

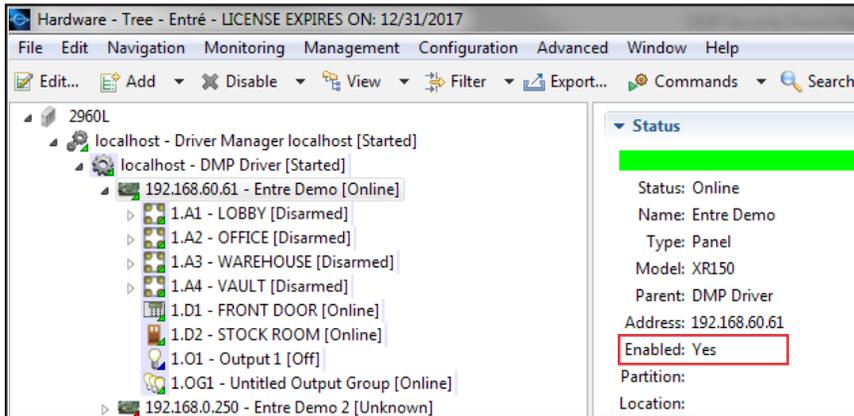


- 3 Locate the panel you are disabling.

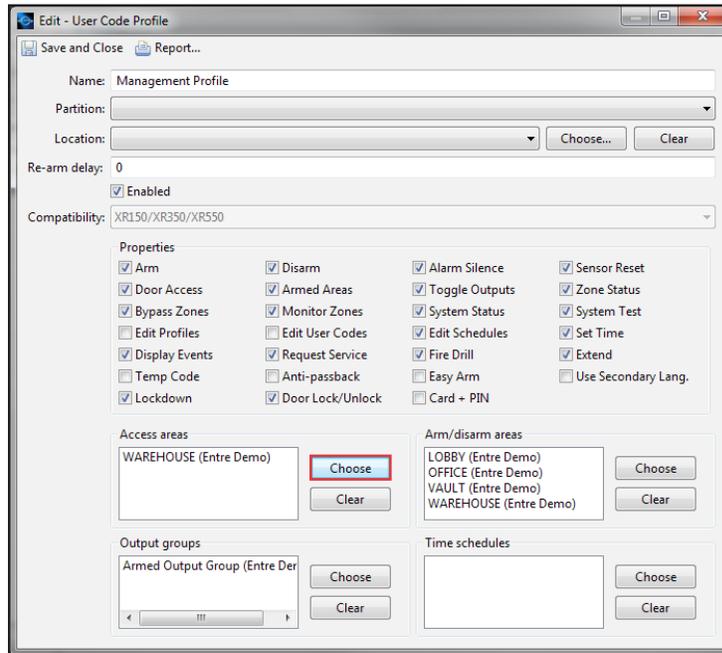


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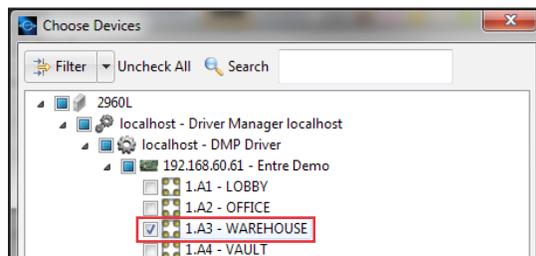
All area and output group assignments must be removed from the user code profiles. Follow the steps below to delete them before continuing to step 5.



- Open the **Management** menu, then select **User Code Profiles**.
- Locate the profile that has the areas and/or output groups assigned.
- Click **Choose** to the right of the **Access areas** field.



- Uncheck any areas that are under the panel that is being disabled.

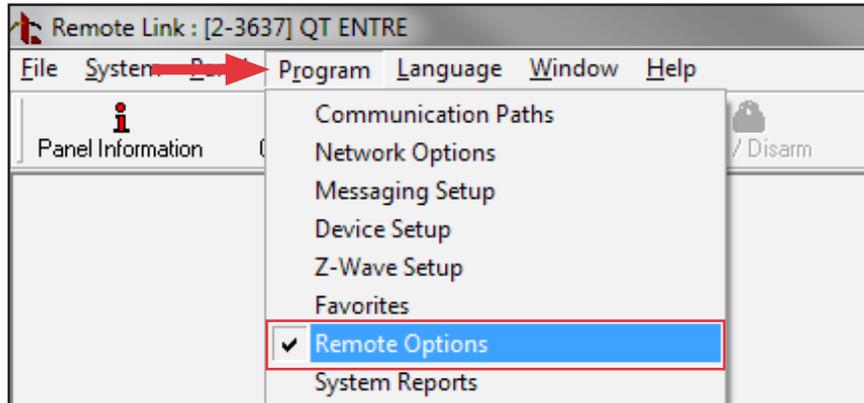


- Click **OK** to confirm.
- Repeat this process for the **Arm/disarm areas** and **Output groups** sections of the profile, if needed.
- Click **Save and Close**.

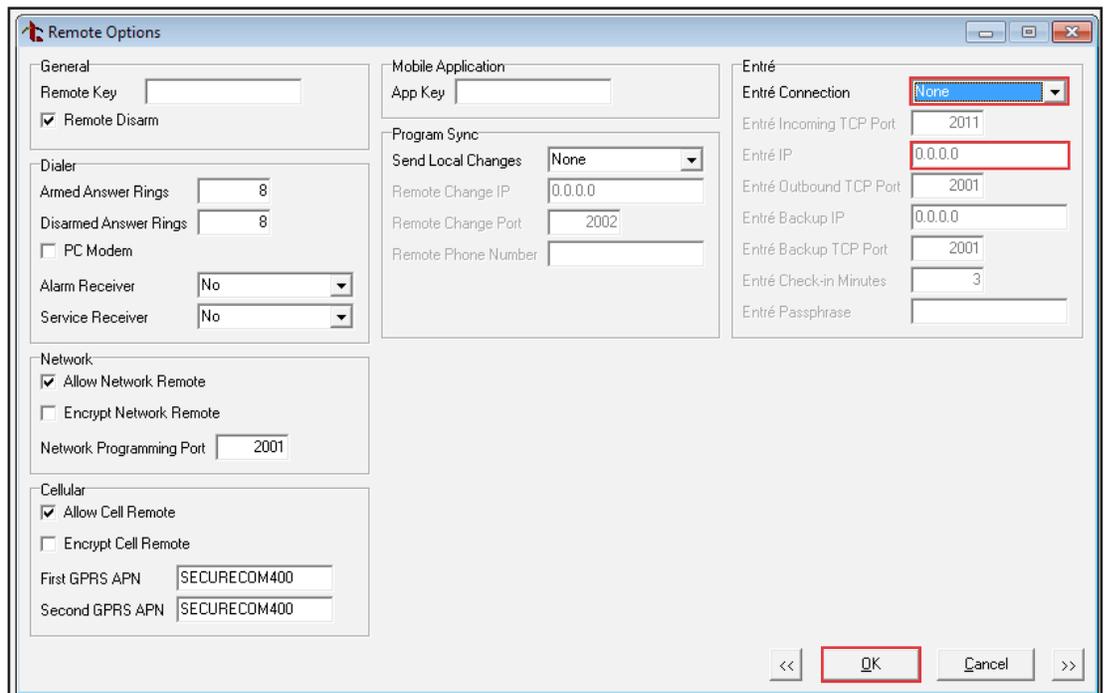
- 5 If the panel is currently online in Entré, physically remove the panel's local network connection. You can also use Remote Link™ to remove the panel's connection. If the panel is currently offline, right-click the panel, and then select **Disable**.

**Remove the Connection with Remote Link**

- a. Once connected, open the **Program** menu, then select **Remote Options**.

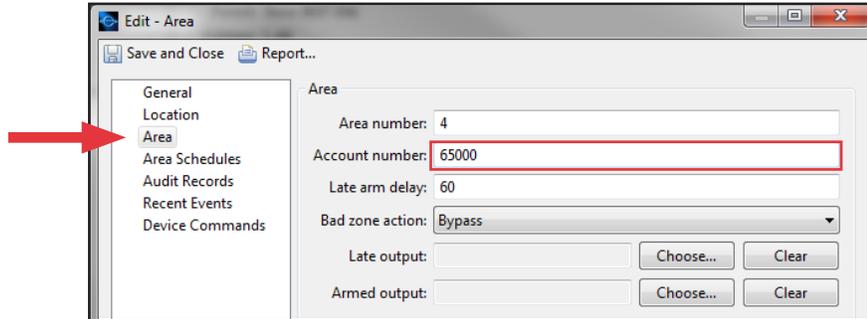


- b. Set the **Entré IP** to "0.0.0.0" and change the **Entré Connection** drop-down selection to **None**.  
c. Click **OK** to confirm.

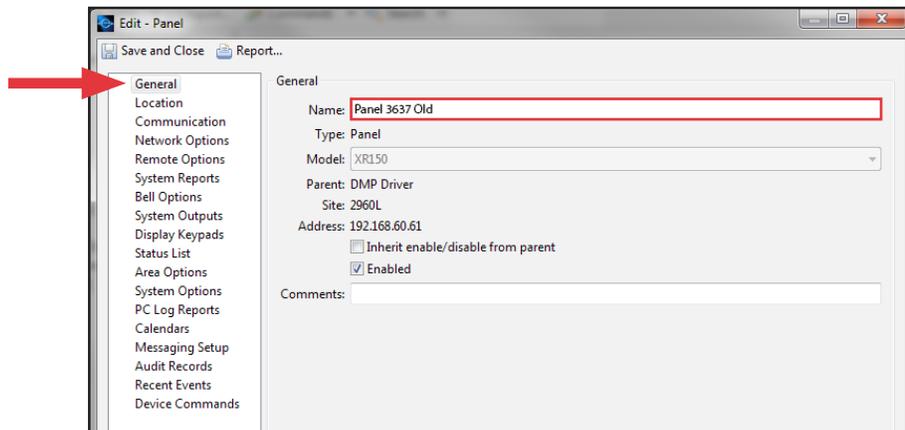


- d. Disconnect from the panel in Remote Link.  
e. If the panel shows as online in Entré, right-click the panel, select **Panel Control**, and then select **Restart**.

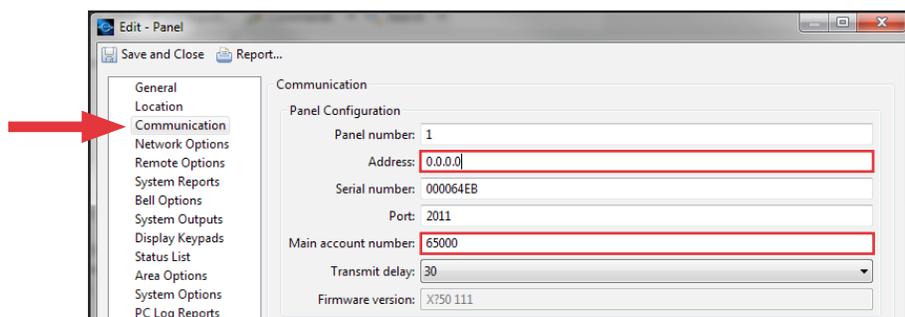
- 6 Select each area and change the account number. Then disable all areas.
  - a. Right-click on an area and select **Edit**.
  - b. Select **Area** and change the account number. Begin at 65000 and go down a number for each new panel.
  - c. Click **Save and Close**.
  - d. Right-click the area and click **Disable**.



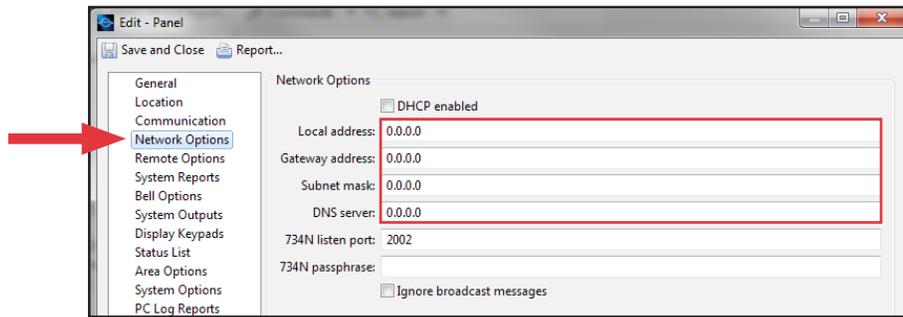
- 7 Change the panel name, IP address, and account number.
  - a. Right-click the panel and select **Edit**.
  - b. In the **General** section, change the **Name** to “Panel #### Old” (where #### is the panel number).



- c. Select **Communication** and change the **Address** to “0.0.0.0”. Change the **Main account number** to match the account number that was assigned to areas in step 6.

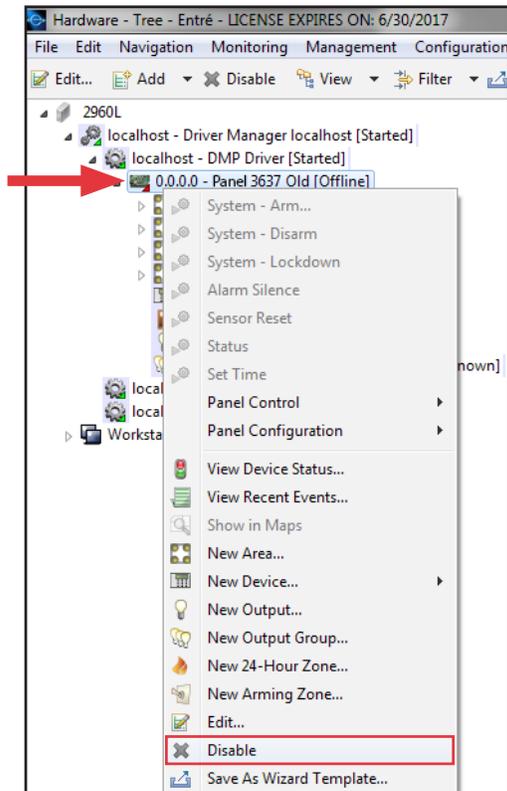


- a. Select **Network Options** and change all IP addresses to “0.0.0.0”.



- b. Click **Save and Close**.

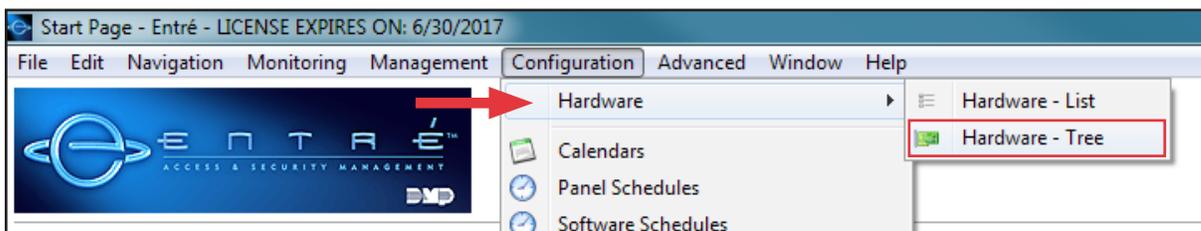
- 8 Right-click the panel and select **Disable**, then click **Yes** to confirm.



# FINALIZE THE NEW PANEL

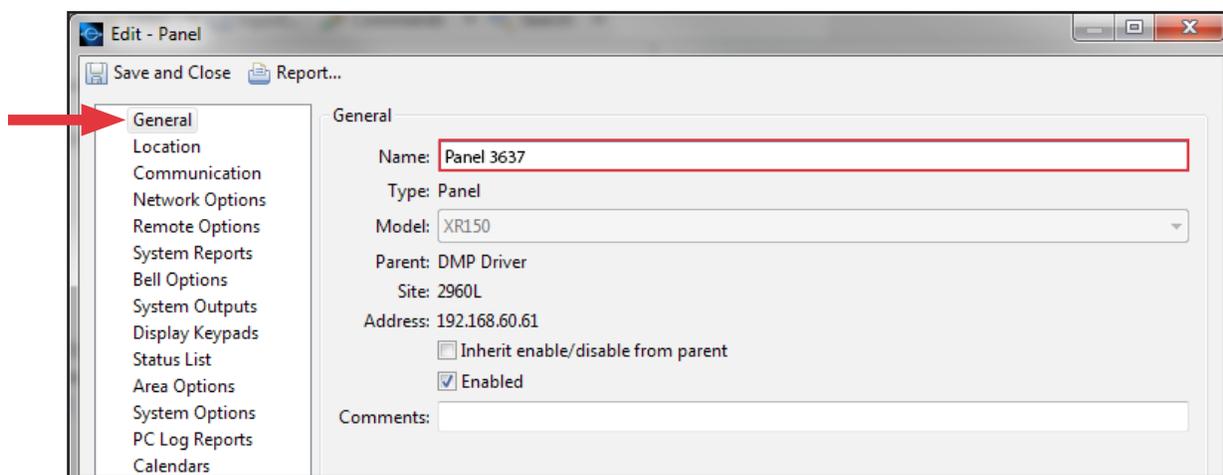
Use the following steps to update the new panel's information.

- 1 Open the **Configuration** menu and select **Hardware**.

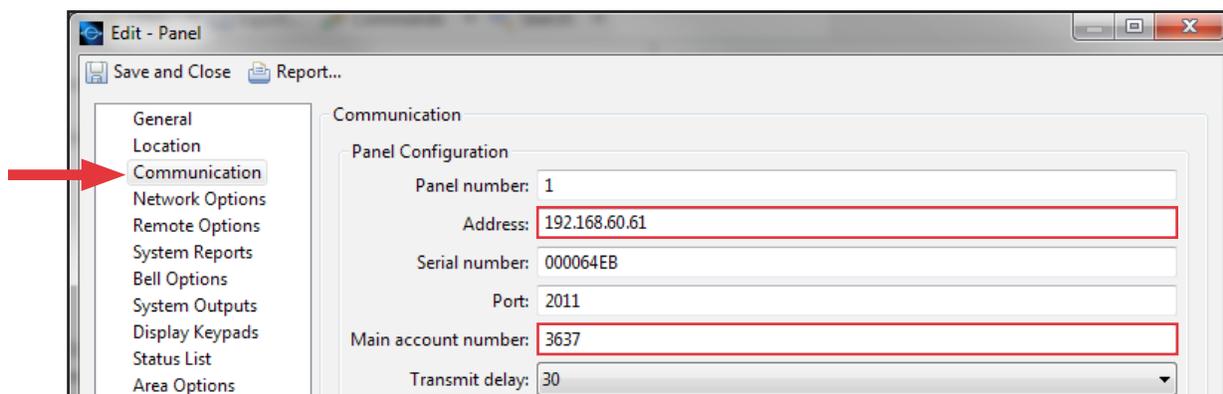


- 2 Locate the new panel, right-click on the panel, and then select **Edit**.

- 3 In the **General** section, change the name from "Panel #### New" to "Panel ####" (where #### represents the panel number).

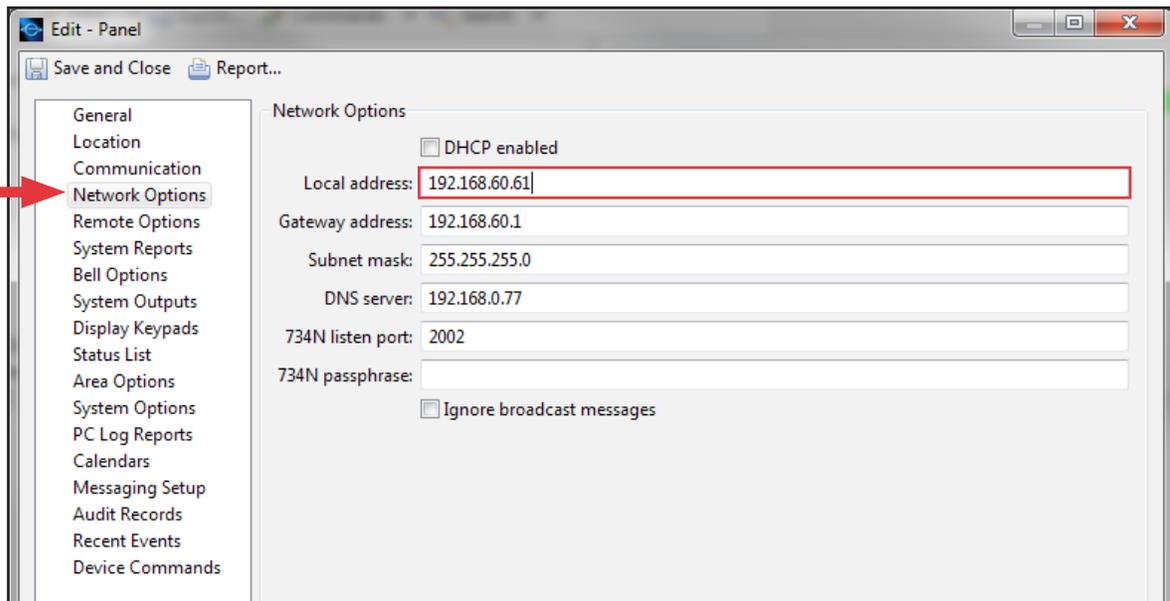


- 4 Select **Communication** and change the temporary account number to the permanent account number in the **Main account number** field. Update the **Address** to the permanent IP address.



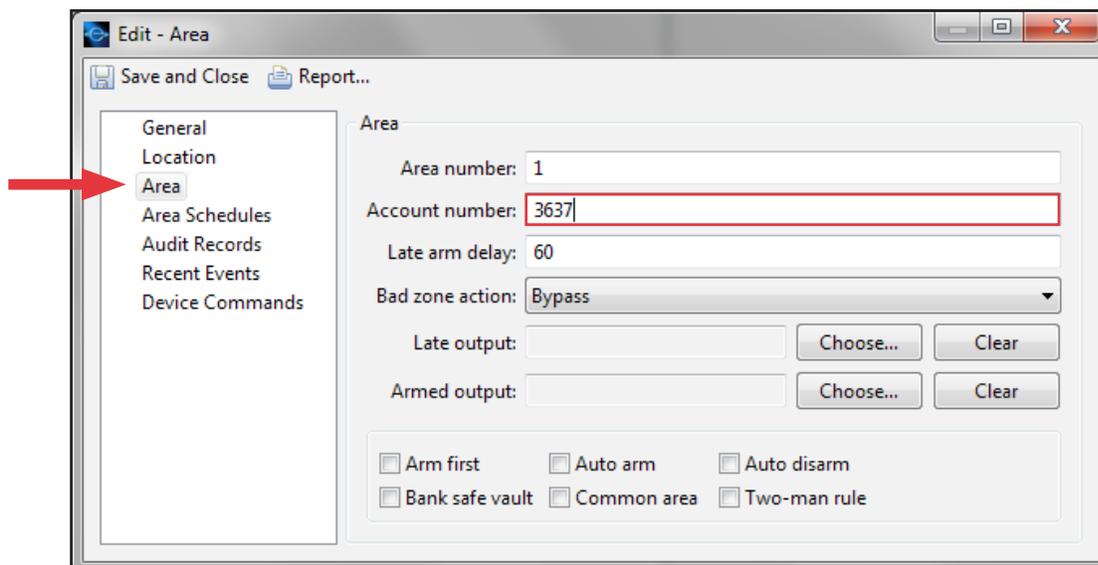
- 5 Select **Network Options** and change the temporary panel IP address to the permanent IP address in the **Local Address** field.

**Note:** Update any other relevant network information as well.



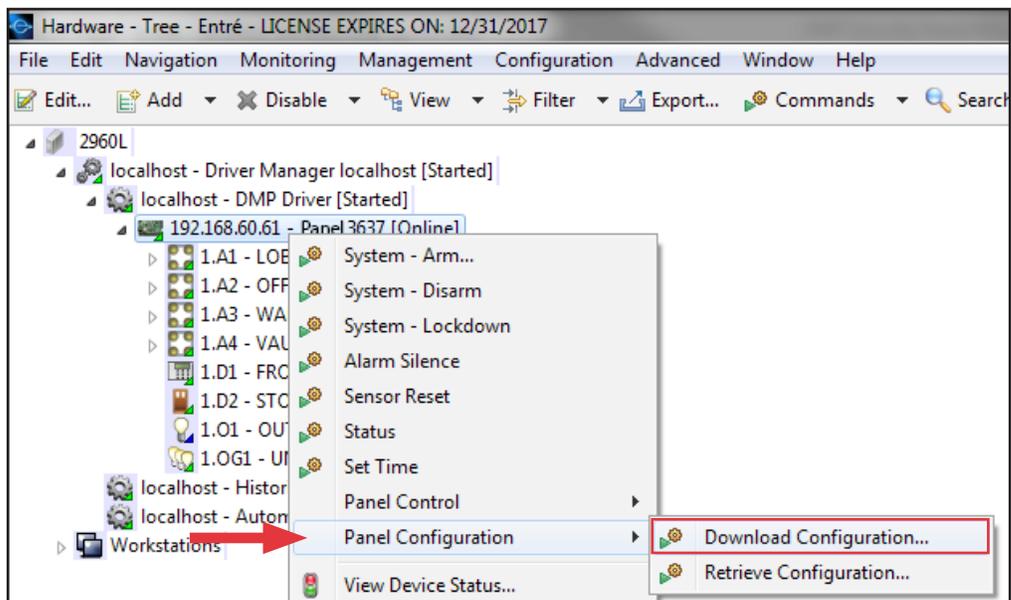
- 6 Click **Save and Close**.

- 7 Change the account number of each area.
- Right-click on an area and select **Edit**.
  - In the **Area** section, change the **Account number** to match the **Main account number**.
  - Click **Save and Close**.
  - Repeat for each area.



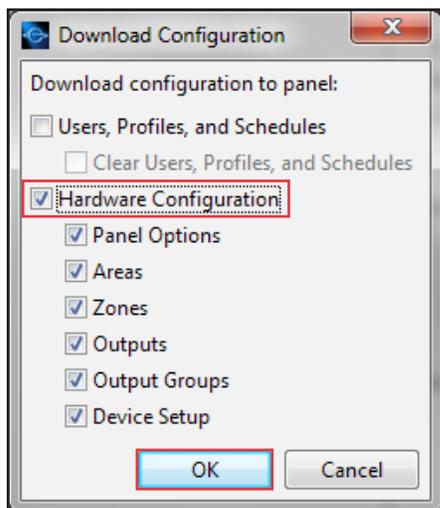
8

Right-click the panel and select **Panel Configuration**, then **Download Configuration...**



9

Check **Hardware Configuration**, then click **OK** to confirm.



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