

# AIR ID<sup>®</sup>

Software

*For Use with pcProx<sup>™</sup> Proximity Readers*

## User's Manual



**HID CORPORATION**

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*Limited Warranty*

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Congratulations on the purchase of your pcProx system. We at HID hope you enjoy using your new pcProx Proximity Activated Identification System as much as we enjoyed creating and developing it! Please share your comments and suggestions for our future "AIR ID AWARE" solutions!

If you are interested in our OEM or Independent Developer's Programs, please call!

Thank you,  
The Staff at HID

## **Need Assistance?**

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## **ID Base Unit FCC compliance statement**

### **FCC ID M9MBUPCPROX100**

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference that may cause undesired operation.

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## **Proximity Activated Products**

HID offers a variety of wireless products for hands-free or contactless identification and security. Please review the following to choose which product best fits your need. If you do not see a solution, please contact us. There are several software developers licensing our technology and the solution you are looking for may already be developed. We welcome your suggestions!

<b>Product</b>	<b>FEATURE - BENEFIT</b>
<b>AIR ID® LT</b> ( <i>Active Badge</i> )	<ul style="list-style-type: none"> <li>◆ Great for multiple users sharing a computer</li> <li>◆ Economical solution</li> <li>◆ Badge transmits, Base Unit receives</li> <li>◆ Audit Trail</li> <li>◆ TD2F™ Two-Factor Authentication</li> </ul>
<b>pcProx™</b> ( <i>Passive Badge</i> )	<ul style="list-style-type: none"> <li>◆ Great for multiple users sharing a computer</li> <li>◆ Passive badges, no batteries contactless range is 1- 2 inches.</li> <li>◆ Economical solution</li> <li>◆ Uses existing passive HID RFID proximity technology</li> <li>◆ Unique learn mode reads ID from HID or badges</li> <li>◆ Audit Trail</li> <li>◆ TD2F™ Two-Factor Authentication</li> </ul>
<b>Enterprise Management Software</b>	<ul style="list-style-type: none"> <li>◆ Centralized Management of all users</li> <li>◆ Lowers cost of ownership</li> </ul>
<b>AIR ID Developer's Kit</b>	<ul style="list-style-type: none"> <li>◆ Complete API Kit supporting AIR ID, AIR ID LT, and pcProx</li> <li>◆ Platform independent</li> <li>◆ Dynamic range adjustment</li> <li>◆ Read/write ability with AIR ID</li> <li>◆ Private label</li> <li>◆ AIR ID Aware Certification Program</li> </ul>
<b>3rd Party AIR ID Aware Products</b>	<ul style="list-style-type: none"> <li>◆ Sun Solaris Desktop Security</li> <li>◆ Apple Macintosh Desktop Security</li> <li>◆ Machine Control Active X controls</li> <li>◆ People Location System</li> <li>◆ Healthcare Security Products</li> </ul>

### What's New In Version 3

The AIR ID software together with the pcProx reader represents a system is greatly expanded with the release of Version 3.

#### *Windows 9X Security Layer*

The release of the Windows 95/98 security layer brings NT style security the Windows 95/98 environments. Previously users could simply press the ESC key and gain access to a desktop computer running under the Windows 95/98 operating system. Using the

AIR ID Windows 9x security layer, users are now required to logon using either a manual password, their proximity card, or both.

### ***Auto-Enrollment***

New software features include the ability to automatically enroll users already established in a Windows 9x/NT client or Windows NT server. Once the software is installed and the machine is rebooted, an authorized user correctly entering their credentials with their proximity card on the reader will be automatically enrolled. This greatly reduces costs associated with the deployment of the AIR ID system.

### ***Common Logon Account***

This feature greatly aids environments where several users share a desktop and these users all run the same applications throughout the day.

Users can now share a single logon account while maintaining their individual identity. This mode provides a single account used for logon, however the AIR ID audit log will keep track of the individual user at the desktop with a date/time stamp. The feature increases productivity since there is no need to re-logon and re-load applications each time a different user needs to access the desktop applications.

### ***Admin Badge Override***

The "admin" user may now be assigned a Badge ID to provide override capability for access to Locked Workstations. The security layers will now scan for users of the workstation as well as the "admin" user. The ADMIN user is not considered until there is at least one other user assigned to the machine. The ADMIN user is considered part of the Common Logon set of users when the Common Logon feature is enabled.

## **Understanding Wireless Identification**

### ***What is AIR ID<sup>®</sup> Proximity Activated Identification?***

AIR ID (software) together with a proximity reader makes up a proximity activated access control system that tells the PC when the authorized user is present. Unlike password systems, biometrics readers, and smart cards, this system uses the user's

proximity cards, giving the PC the ability to detect when the user has left the area with their card. Once removed, the PC is automatically locked. When the user returns, the authenticating information is exchanged between the pcProx Base Unit attached to the PC and the proximity ID card. The result is a complete lock and reactivation of access to the PC!

### ***Why is it necessary?***

With the proliferation of PC's, cash machines, security systems, and electronic locks, users are increasingly burdened with the requirement of entering passwords and PINs (person identification numbers) to gain access to these protected systems. The AIR ID system (pcProx reader and AIR ID software) eliminates the burden without compromising privacy or security.

### ***Who can benefit using the System?***

AIR ID is necessary for PC users who have access to sensitive files or those who simply want the convenience of automatic login and walk-away security. Employees using Win95/98/NT operating systems will benefit with AIR ID. It eliminates the problems of manual interaction-based security, increases efficiency, compliance, and may also prevent security breaches.

Below are some examples of environments that will find AIR ID useful:

**Medical** - Hospitals and medical centers where nurses, doctors, and administrative personnel need quick and secure access to patient records without the burden of constant login and logout functions.

**Financial** - Trading floors, banks, insurance companies and other financial institutions working with sensitive information, and performing financial transactions, that should not be viewed by unauthorized users. These users also benefit from AIR ID's audit log.

**Corporate** - HR, MIS, payroll, tax departments, company executives, secretaries, sales personnel, etc. Departments responsible for their own company sensitive data who are concerned of inadvertently releasing information to other company employees through unattended logged in systems. By using AIR ID the user can comply without extra effort.

**Government** - Employees and government contractors who have confidential information that should be secured at both their desktops as well as at the network level. These Government



contractors are usually required to enforce an unattended PC policy. This policy is easily achieved with AIR ID.

### ***What is pcProx™ Proximity Activated Identification?***

pcProx (*Passive Badge*) is the newest addition to our line of proximity activated access control systems. pcProx significantly lowers deployment and implementation costs for users of HID's (pcProx) line of facility access proximity badges since the same badge can now be used for PC logon and facility access control.

pcProx is different from the AIR ID active card/reader in that there is no battery in the badge. While this passive approach to proximity reduces the range, it is perfect for companies that want to increase security and compliance while leveraging a single ID badge solution for computers and buildings. The user simply waves their existing HID badge over the pcProx reader and access is granted. A standard time-out can then be utilized to auto-lock the system after inactivity.

Many companies can now avoid issuing user-name and passwords to employees for their computer access needs. This greatly improves compliance since users can't write down or otherwise share their passwords with others.

Other companies will find benefit in using their ID proximity card as a two-factor authentication for computer access.

The pcProx reader functions using the same AIR ID software.

### ***What is included with the pcProx Kit?***

- HID compatible Base Unit reader
- AIR ID system administration software
- Windows 9x and NT/2000 GINA software
- Installation and User Manual on CD

***What are the minimum system requirements?***

- Pentium class PC with CD ROM drive
- 32 MB RAM (40 MB hard disk space available for installation overhead and AIR ID software).
- 1 available serial port (unused by other devices)
- Microsoft Windows 95, 98, NT v 4.0 SP3+ or Windows 2000
- For Windows NT/2000, the installer as well as the user must have administrative rights to access and modify AIR ID files.

***Caution: Turn off your system prior to attaching any peripherals.***

***Note which communications port number you are using to attach the Base Unit.***

## Hardware Installation

Locate an open serial port on the system. If there is a 9 pin serial port connector present, attach the Base Unit's 9 pin connector to the PC serial port. The pcProx Base Unit is powered by either the keyboard or mouse port using the small round in-line connector. Plug this connector into the PC's keyboard or mouse port, and then plug the corresponding keyboard or mouse cable into this adapter.

You may place the Base Unit next to your monitor, beside your PC, or where you feel it is appropriate.

### Windows 95/98 Users

To verify which serial port is available, follow these steps:

1. Click **Start**
2. Select **Settings**
3. Click **Control panel**
4. Select **System**
5. Select **Device Manager**
6. Listed under the category, **Ports**, locate an available serial port (i.e. COM1 or COM2). Verify this port agrees with the connector attached to the Base Unit.

### Windows NT Users

To verify which serial port is available, follow these steps:

1. Click **Start**
2. Select **Settings**
3. Click **Control panel**
4. Select **Ports**
5. Listed under the category, **Ports**, locate an available port( i.e. COM1 or COM2)
6. Verify this port agrees with the connector attached to the Base Unit.

**pcProx Badge (*Passive badge users only*)**

The pcProx badge is the same as your supplied passive proximity badge for your facility access control system. Since the pcProx reader is independent of bit length, it is capable of reading any existing proximity badge format. This is a passive badge and therefore requires no battery. Energy required for the badge is supplied by the pcProx Base Unit once the badge comes within range (approximately 1-4 inches)

**Software Installation**

Please refer to the Installation Guide supplied with this User Guide.

If there is a problem with the installation, allow the setup program to uninstall. Should you need to reinstall or remove the AIR ID software, always use the Control Panel's Add/Remove Programs icon so the system is successfully removed, and **reboot**.

## Software Setup

### In this section you will:

1. Configure Windows to enable the AIR ID or other screen saver as well as set any graphical preferences.

*Under the Windows 9x operating system this setting is made automatically.*

**NT NOTE:** NT users may use other 3rd party screen savers provided they use the Keyboard/Mouse activation mode. Screen savers from other companies do not support the use of the Room Proximity mode unless they are "AIR ID Aware" (these activation modes are discussed later).

2. Set the Base Unit COM port, set the screensaver Wait time.
3. Add users to the system.

### ***Enable the AIR ID screen saver in Windows NT/2K***

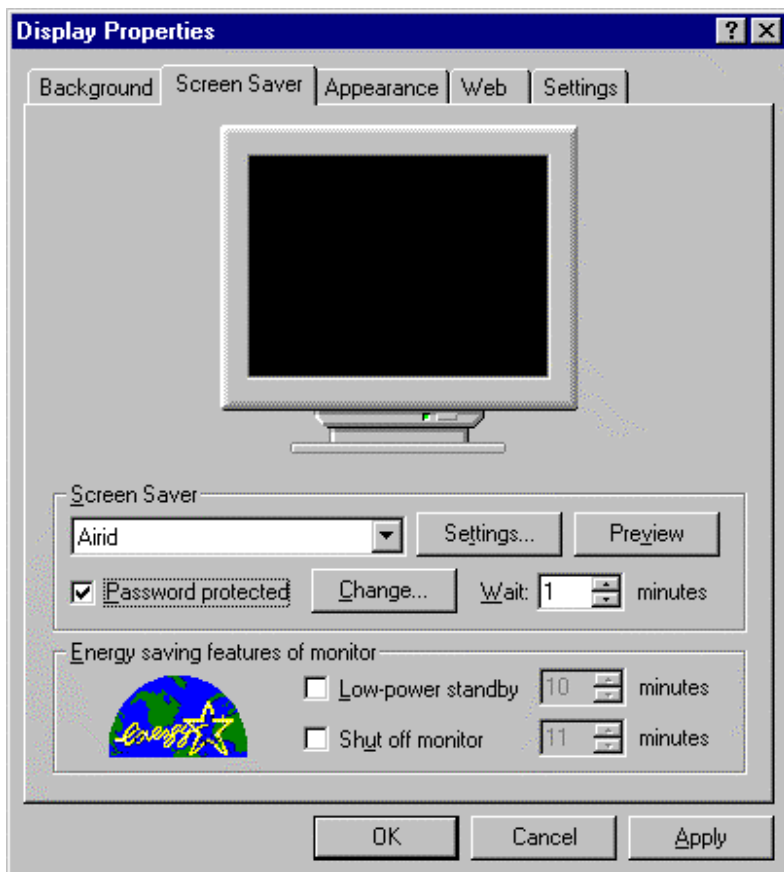
To get started, follow these steps:

1. Since AIR ID automatically hides the Control Panel's screensaver tab, you will need to unlock this tab first. This is done in the AIR ID application, under the Badges Tab, using the **Admin Tools** button. Deselect the 'Lock Screensaver Tab' checkbox.
2. Click **Start**
3. Select **Settings**
4. Select **Control Panel**
5. Click **Display**
6. Select the **Screen saver** tab. If this tab is not shown you will need to use the AIR ID software to unlock this tab. See the 'Administrative Functions' section of this manual.
7. Click on the down arrow and Select **AIR ID**
8. The **Password Protected** box needs to be selected.

**Note:** If the **Password Protected** box is not selected, user can gain access without a badge or password.

9. The **Preview** buttons is not supported at this time.

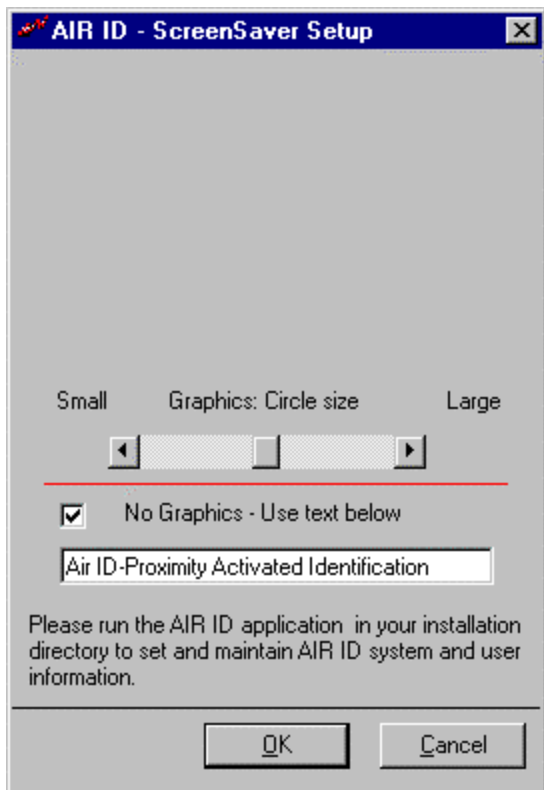
10. The **Wait** field sets the number of minutes the mouse/keyboard will be inactive before launching the screensaver. This Windows parameter value will determine how soon the system will become secure once you leave your PC. Windows defaults to a minimum of one (1) minute delay.



**NOTE:** The AIR ID software provides a function to set this delay in seconds and allows settings as low as 10 seconds. This is very useful for providing a timely proximity activated system. There are two important things to be aware of when choosing to use the AIR ID delay:

1. Every time you click OK in the Control Panel's screensaver dialog box, the Windows delay (in minutes) is sent to the operating system thus resetting the AIR ID setting. Therefore you will need to use the AIR ID software in order to reset this parameter in seconds or to a value less than one minute.
2. The lower you set this value, the shorter the period of time the PC is exposed when you step away and this increases the security of the desktop. Lowering this value does require the badge to respond more often and this will affect the life of your AIR ID battery.

Click the **Settings** button and the AIR ID setup screen will appear.



This screen will allow you to modify the settings related to the graphical aspects of the screensaver. Use the slide bar to modify the size of the circles.

If you prefer to have a scrolling text message displayed, click the Checkbox labeled "**No Graphics - Use Text Below**". Enter the appropriate message in the field beneath the checkbox. This message is then scrolled during screensaver operation.

All other settings related to the user(s), passwords, and proximity settings are described in the next section.

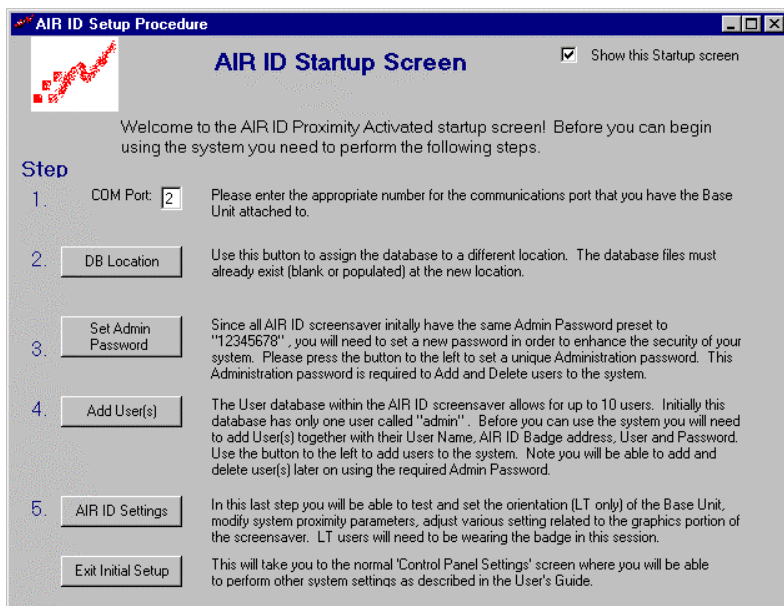


### ***Setting AIR ID System Parameters***

The AIR ID Setup software is found by using the Windows **START** button located on your desktop. From there select **Programs** and locate the **AIR ID** folder. In the **AIR ID** folder, you will find the **Readme** file together with the AIR ID application and other related files. Select the AIR ID application to begin setting the various AIR ID parameters.

## AIR ID Startup Screen (First Time Users)

If this is your first time running the application, or you have chosen not to disable the Startup Screen, you will see the **AIR ID Startup Screen**. This screen is intended for first time users.



**Step 1 - Enter the COM Port** on which the AIR ID base unit is attached. This function will test the communication with the base unit. If the AIR ID software cannot communicate with the base unit, an error message will be displayed. If an error occurs, check that the Base Unit is properly attached to the system and the correct port number is being used.

**Step 2 – DB Location** – This location specifies where the AIR ID software will retrieve the required database information. If you are using the enterprise option and have centrally located the database, use the file dialog box to select the centrally located file, else the system will default to the database located on the client machine.

**Step 3 – Set Admin Password** – All AIR ID systems ship with the Admin password set to '12345678'. For security reasons, change this password to a new value. Be sure to remember this value or store in a secure location.

**Step 4 – Add User** – Add the username, domain (if no domain leave blank), badge address (located on back of the AIR ID badge for non-pcProx products), password and two-factor options. pcProx product users must use the "Learn" button with their card on the reader to enter the badge address. If you have selected the enterprise installation, you must also select the appropriate machines to which this user will be allowed hands free access. NT users **must** use the same NT username, domain, and password as currently used in the NT User Manager or Domain Manager.

**Step 5 – AIR ID Settings** – This step allows you to test your badge. Use the controls to select your user name. You can then use the **Check** button to test the communication to the badge. A **green** visual badge indicator shows that the badge was read. A **red** indicator shows that the badge was improperly read. You can select the **Continuous** button and then select the **Check** button to perform repeated reads. This allows you to see how well your badge is being read in your workspace.

**Show this Startup Screen (Check Box)** – This check box is located in the upper right hand corner of the **Startup Screen**. If you would like to disable the **Startup Screen** for future launches, clear the checkbox labeled **Show this Startup Screen**. If you would like to reactivate this screen in the future, use the similar checkbox found under the **About** tab located in the standard AIR ID application. Press the **Exit Initial Setup** button located at the bottom, and proceed to the next section

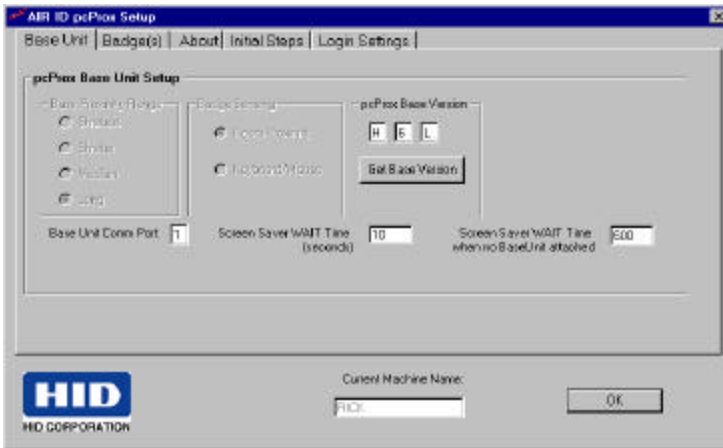
**Exit Initial Settings** - This button will exit you from the **AIR ID Startup Screen** and launch the normal AIR ID application front end.

## **AIR ID Application (Standard Launch)**

Once the **Show Startup Screen** check box has been disabled or the **Exit Initial Settings** button has been selected, the AIR ID application will use its standard launch. This mode allows direct

entry of program options and more detailed options for the application. These options are described in the next section.

## Base Unit Dialog Tab



The Base Unit tab allows all Base Unit options to be set. The Range and sensing options are greyed out since these apply to only the active card/reader solutions. The COM Port setting, WAIT times, and version described in detail in this section.

### Base Unit Com Port

Before adding user(s) and badge(s) to the system, set the Base Unit parameters (if not already set) by typing the Com Port number which the AIR ID Base Unit is attached: 1 for COM1, 2 for COM2 etc.

If you experience problems with the COM port setting you may need to check:

1. The port is not overtaken by software such as Palm Pilot's Hot Sync, or
2. The Base Unit is powered up (mouse/keyboard connection) and attached to correct the COM Port connection.

You may verify this communication is correct by reading the version of the Base Unit. Press the button labeled **Get Base Version**. The three boxes to the right of the button will display the version of firmware located within the Base Unit. If you receive an error message, you will need to verify the connection between the PC and Base Unit and make sure you are selecting the proper COM port.

### ***Get Base Version***

Pressing this button will cause the software to read the Base Unit directly. This is useful for:

1. Technical support issues
2. Verifying the Com Port is attached correctly
3. Verifying the Com Port is open for communication and not being used by another application
4. Verifying the Base Unit is working properly

### ***Screensaver Wait Time (seconds)***

Like any screensaver under Windows 95/98/NT, the screensaver is launched when there is no keyboard or mouse activity for the period of the specified **WAIT** time. As mentioned earlier, the **WAIT** time can be set both using Windows **Display Settings** and using the AIR ID application and thus cause some confusion. Both methods affect the value the screensaver uses to determine its launch countdown. Any modifications to the Windows **Display Properties** will reset the value to the time set in **Display Properties/Screensaver/Wait** setting. Therefore, always use the AIR ID program to reset the wait settings after modifying any **Display Properties** items.

The **Wait** time can be set to a minimum of 10 seconds. Remember that the lower the **Wait** setting, the more Badge will respond and thus the shorter the battery life. We recommend using a 15-30 second setting as a good starting point. If this time is too long in your environment, set this Wait time to its minimum value of 10 seconds.

<b>Note:</b> The Windows <b>Wait</b> time is entered in minutes while the AIR ID <b>Wait</b> time is entered in seconds.
--

Once this WAIT period has elapsed, the AIR ID screensaver is launched by the operating system. Before the screen is blanked,  
*AIR ID*

AIR ID checks the defined proximity area for a valid authorized Badge. If one is found, the screensaver execution is terminated immediately and control is returned to the user. In Windows 95/98 you will notice the cursor turns to an hourglass briefly during this checking procedure. If no valid badge is detected, the display, keyboard and mouse are secured while the Ctrl-Alt-Del (and on the newer keyboards, the special Windows key) are disabled until a valid user Badge is found, or valid password is entered.

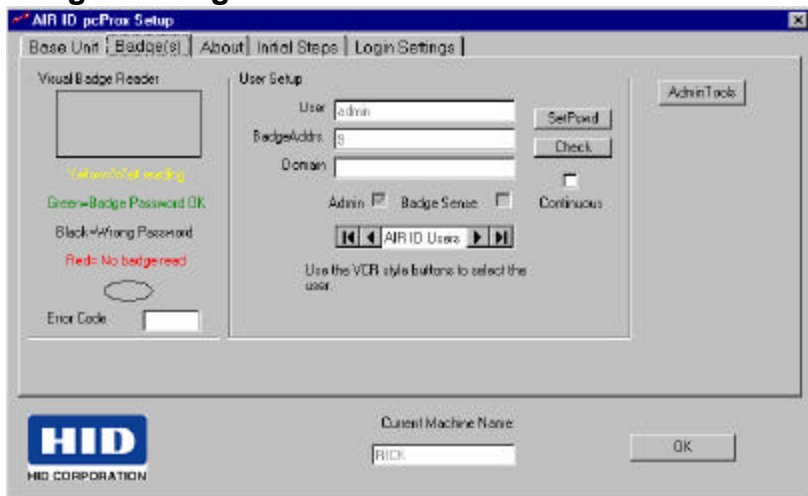
### ***Screen Saver Wait Time when no Base Unit Attached***

This option allows a second wait time to be used when AIR ID detects the Base Unit has not been attached. This setting is convenient for docking station users who bring their notebook computers home or on the road and do not require the security of AIR ID. AIR ID will use this alternate wait time so that the screensaver is not activated so aggressively when manual entry is required due to no Base Unit being attached.

The option is entered in seconds. For a setting of 10 minutes before the screensaver is launched enter 600 (seconds).

Once a key on the keyboard is pressed, or the mouse is moved and no valid Badge is detected, you will receive a **Password Dialog Box**. This permits you to manually enter a valid password and gain access to the system If the two-factor option has not been selected.

## Badges Dialog Tab



The **Badge(s)** Tab allows the adding, deleting and editing of users. This function also allows the badges to be tested for proper operation. Functions within this tab help the user adjust the orientation of the base. All functions are described in this section.

### Overview

All AIR ID screensaver systems have a database that holds user information. The **Badge(s) Dialog Tab** is a convenient screen to view user information and test the badge's RF characteristics in your environment. A Visual Badge Indicator is shown to assist the user in testing the badge to base unit communications.

### Types of Users

There are three types of users in the AIR ID system:

#### Administrative Users

There is one administrative user (Username is "admin"), permitted in the AIR ID system. This user has the ability to **add**, **delete** and **edit** users on the system as well as modify other system settings.

The “admin” user may also have proximity badge capability if initialized with the [Admin Tools]-[Admin Badge] facility.

### **Non-Badge Users**

You are permitted to **add** other users to the system who are not yet using AIR ID badges.

### **AIR ID Badge Users**

These users may gain access to the system using either their badge or manual password entry. If the two-factor option is selected then the badge **and** password, or password-only is required in order to gain entry. Note there is a feature that permits the user to required both the password and badge (Forced Two-Factor mode). To enable this feature you must contact HID directly or email Techsupp@RFIDeas.com.

**TIP:** If you are the only user on your system, you should set your “admin” password to the same as your user password to avoid confusion.

### ***Set (Changing) Password***

To change password, click on the **SetPswd** button. A change password dialog box will appear. Enter your **Old Password**, type your **New Password**, and **Confirm Password**. On NT/2000, this will change your password in AIR ID as well as change the password at the NT server. Win9x users must synchronize the system user password with the AIR ID password through the User Manager application.

To register the changes click the **Set** button.

### ***Check***

This button allows you to read a user’s badge to:

- Verify the Base Unit is working
- Verify the Badge at the reader is assigned to the user shown in the field.



**Reading a Badge**

1. Select a user from the database using the record selectors, on both sides of the field **AIR ID Users** (the record selectors look similar to those found on your VCR).
2. Once you have the user's name shown in the User field, click on the **Check** button. This will cause the Base Unit to request the ID from the selected user's Badge.

Once you select the **Continuous** checkbox, the Base will read at approximately once every two seconds.

If the Badge is read successfully, the **Visual Badge Reader** will be displayed as a **GREEN** box.

If the Badge is not detected, the Visual Badge Reader will be displayed as a **RED** box. If this occurs, you may have an incorrect badge, the badge is located out of the range of the Base Unit, the proximity badge is defective, or there were errors indicating the connection with the Base Unit is incorrect.

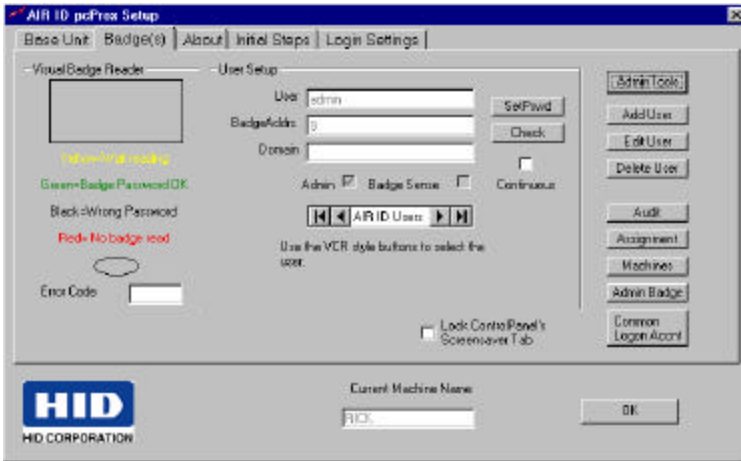
<p><b>NOTE:</b> You can cause the Base Unit to continuously read the Badge by first selecting the checkbox labeled Continuous, and then pressing the <b>Check</b> button. To stop the continuous reading mode, de-select the Continuous checkbox.</p>
---

By default, the ADMIN user is a non-badge user and does not have Badge Sense capability. The ADMIN user may be assigned a badge ID through the 'Admin Badge' facility under 'Admin Tools'.

## Administrative Functions

To gain access to the administrative buttons you need to enter the AIR ID admin password. Press the [Admin Tools] button and enter the admin Password.

A valid admin password yields the following screen:



**NOTE:** Since all AIR ID system ship with the same 'ADMIN' user's password (12345678), make sure you change this password in order to maintain the security of the system.

## Add User

**New User Setup**

User / Machine Setup

User Name:

Badge Address:

Domain:

New Password:

Confirm:

Machine Assignment

Available Machines

BITBAG

GWHIZ

Write to AIR ID Badge

**Two Factor Authentication**

In addition to the badge, you can require users to enter their password according to the requirements below.

This is useful to add security or automatically disable lost or stolen badges.

Duration

Pwd Entry Required

Never

Always

Hours

Days

There are two methods available for adding users to the system. The user may auto-enroll themselves provided they know their username, password, and optionally domain. This is done automatically at boot-up provided they have their proximity card on the reader, and use a valid logon credential. Once the user enters this information, they will see a dialog box which asks if they would like to be added to the AIR ID database.

Alternately, the admin use may enroll the use using this 'Add User' feature.

Using the supplied field, enter the user's logon Username, Password, and Domain into the corresponding fields.

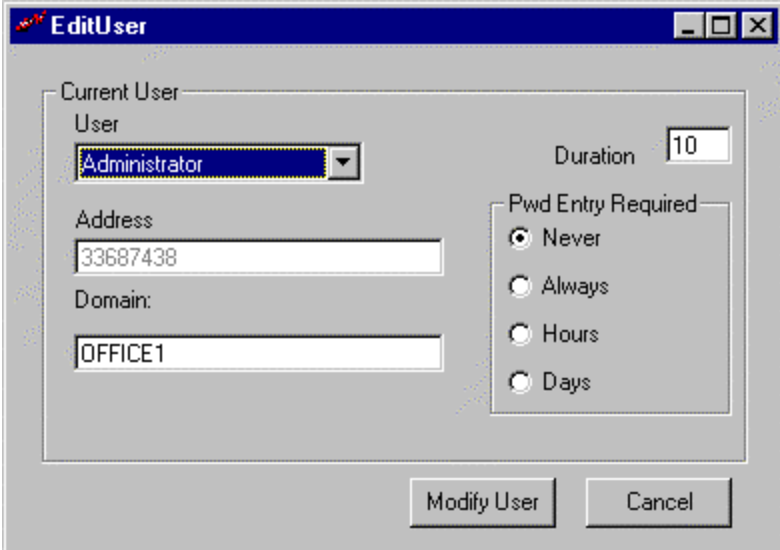
The 'Learn' button is located next to the Badge Address field. This will read the Badge Address of your compatible proximity badge. The badge ID that is read into the field will not correspond to the ID printed on the card. This is normal – don't try to change the 'Learned' ID.

**NOTE:** For 95/98NT Users, make sure that the Username and Password entries are identical to those used for the respective operating system. The new user added to the AIR ID system will not be detected (logon or screensaver) until the PC is rebooted.

If you want to add a temporary user or user without a Badge, leave the Badge Address field empty.

AIR ID includes a provision for Two-Factor Authentication. When enabled, this feature requires the user to provide a password (manual) entry as specified by the **Duration** and **Pwd Entry Required** selections. This feature is useful for those concerned about lost or stolen badges. It is also a great setting for administrator users who want to benefit from the stronger two-factor security. The value in the **Duration** field applies when either the **Hours** or **Days** radio button are selected.

## **Edit User**

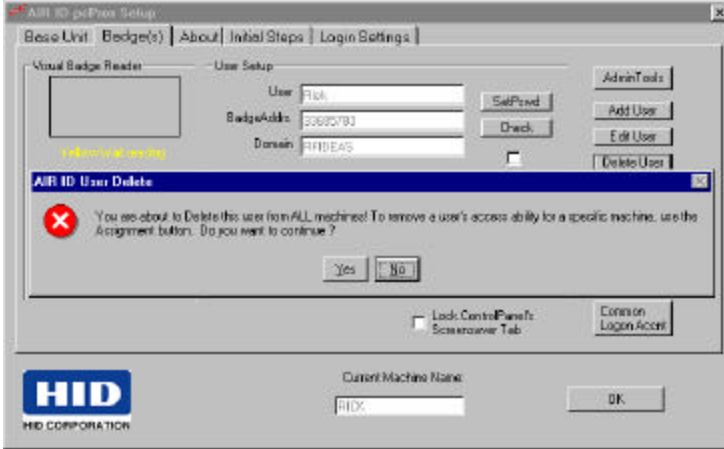


The screenshot shows a dialog box titled "EditUser". It contains the following fields and controls:

- Current User:** A dropdown menu with "Administrator" selected.
- Address:** A text input field containing "33687438".
- Domain:** A text input field containing "OFFICE1".
- Duration:** A spinner box set to "10".
- Pwd Entry Required:** A group box containing four radio buttons: "Never" (selected), "Always", "Hours", and "Days".
- Buttons:** "Modify User" and "Cancel" buttons at the bottom right.

The **Edit User** screen is used to modify Two-Factor Authentication parameters or the default Domain used by NT users. Once the parameters are modified, use the **Modify User** button to register the changes.

## Delete User

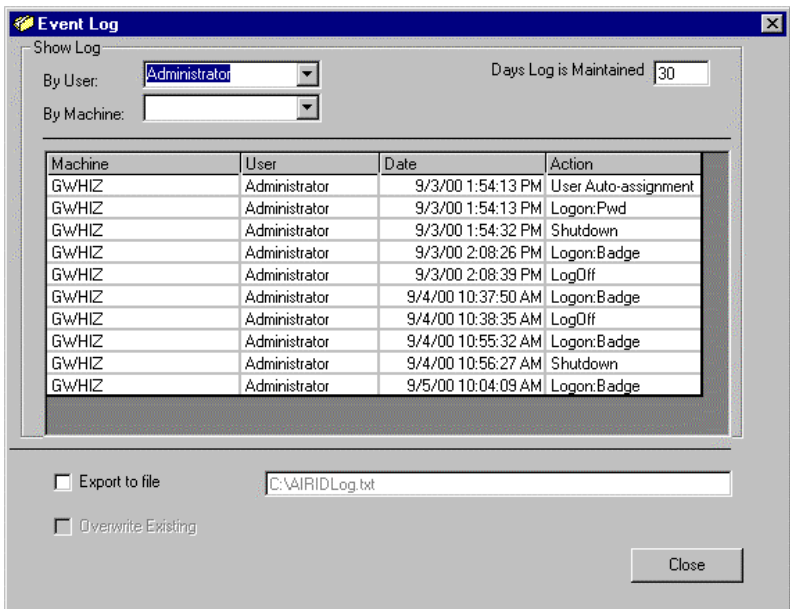


Select the User you want to delete by using the VCR style buttons and then click on **Delete User**. Another dialog box will appear stating, "You are about to Delete a user, do you want to continue?" Make your selection.

**NOTE:** If you feel an authorized badge is lost or stolen, simply have the administrative user remove the lost badge user from the system by using the **Delete** button.

## Audit Log

The Audit Log button provides the administrator with the ability to track user activity on the system, including the auditor's activity. Pressing this button brings up the Audit Log screen as shown below.



The audit information may be listed by Machine or by User. Choosing the appropriate pull down button makes the selection.

You may export the log information by first typing in the path and file name, and then selecting the "Export to file" check box. Once you select this option, you may choose the By User or By Machine name selection and the output file will be created and / or appended to. If the "Overwrite Existing" box is checked, previous data in the specified file will be overwritten, otherwise the new data set will be appended to the existing data. The data is exported in a CSV (Comma Separated Variable) format.

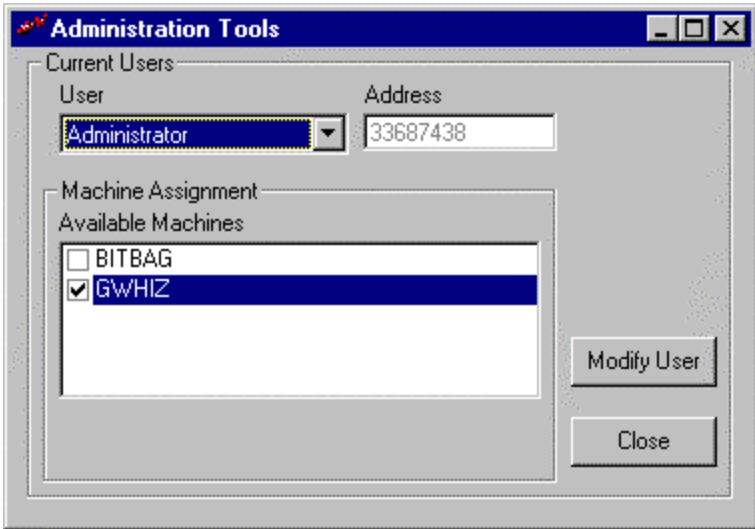
**Audit**

The AIR ID system currently logs the following events:

1. Change Password
2. Change Password: Failed
3. Logon Badge
4. Logon Badge Fail
5. Logon Pwd
6. Logon Pwd Failed
7. Logoff
8. Shutdown
9. User Auto-assignment
10. Manual Lock
11. Manual Unlock
12. Manual Unlock Failed
13. Badge Unlock
14. Badge Unlock Failed
15. Assignment [of a user to a machine]
16. Admin Badge Override
17. Admin Manual Override



## Assignment

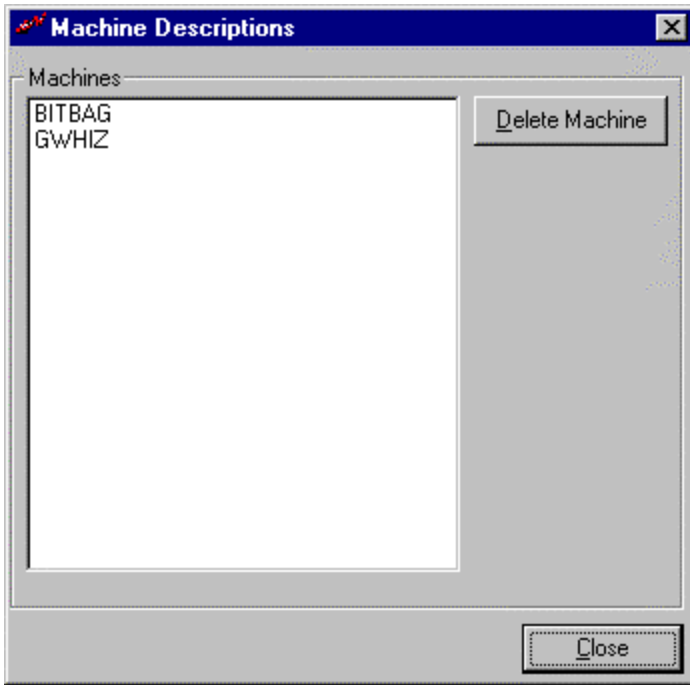


This screen allows you to assign user access rights to various PCs throughout the organization. Select and highlight the username using the drop down select box. Shown in the Machine Assignment box are the available machines (standard PC naming convention used) to which this user can be assigned access.

A check indicates this user has access to this particular PC. Once you have all the selections made, press the Modify User button to register the changes. If there are additional machines not listed in the Machine Assignment box you need to add, install the AIR ID system on those machines and they will automatically be registered (assuming the DBLocation is identical).

The user 'admin' is assigned to all machines and cannot be altered with this dialog.

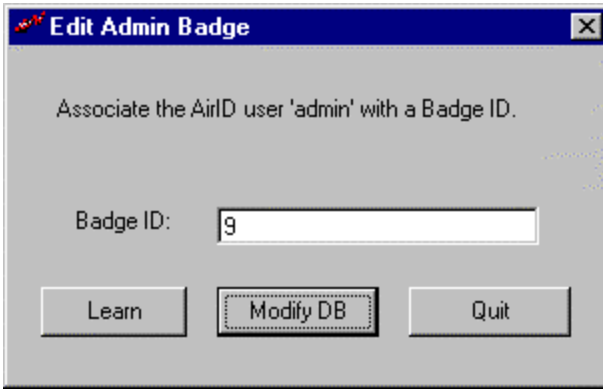
## Machines



This button allows the administrator to delete PC machines in the organization to the AIR ID system. The AIR ID system will automatically add your machine name to the list when the AIR ID software is installed.

Each PC will show its Machine Name in the box labeled: **Current Machine Name**.

## ***Admin Badge***



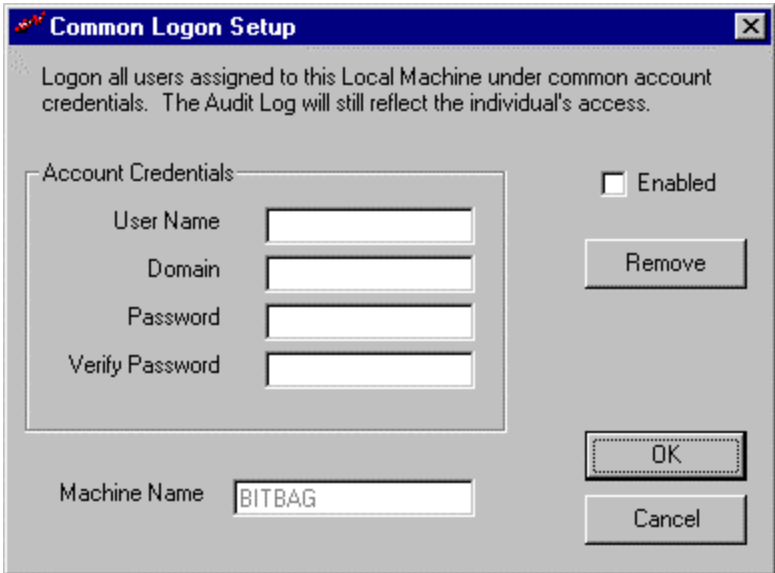
Use this dialog to associate a Badge ID with the ADMIN user. Once the ADMIN is associated with an AIR ID badge, this badge may be used to override locked workstations. Be aware, this allows access to the locked desktop without actually logging off the user. The access is logged as a AdminOverride event in the Audit Log.

Passive badge users should use the 'Learn' button to enter the Badge ID.

**Screensaver Lock**

AIR ID permits the administrator to lock the Control Panel's access to the screensaver tab. This prevents the user from deselecting screensaver operation or modifying the WAIT time.

## *Common Logon*



The Common Logon feature allows several users to share applications using a single logon account. This is efficient since there is no need to close applications and re-logon each time a different user needs access to the machine.

The admin enters established W9x/NT user account credentials into the fields shown above. All users who logon to this machine will actually logon using this shared account. The Audit Log will however show that individual actually using the machine along with a date/time stamp.

The Enable checkbox allows the admin to quickly enable or disable this feature without having to re-enter the account credentials to re-enable the feature. This setting will take place after the

'reboot' or,

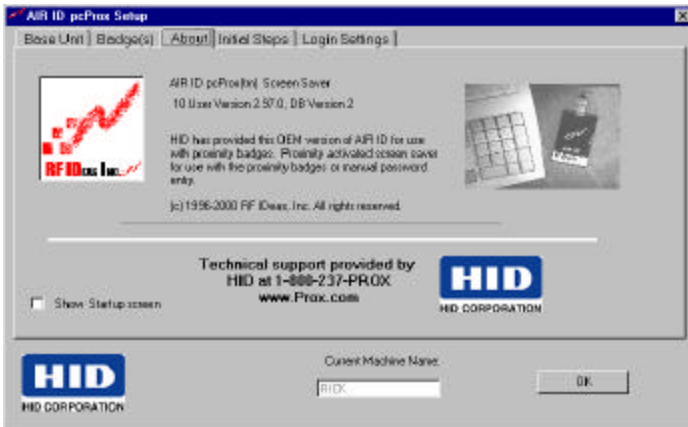
'close all programs and login as a new user'

function is performed from the 'Shut Down' Windows button.

Use the Remove button to completely remove the account credentials from the AIR ID system.

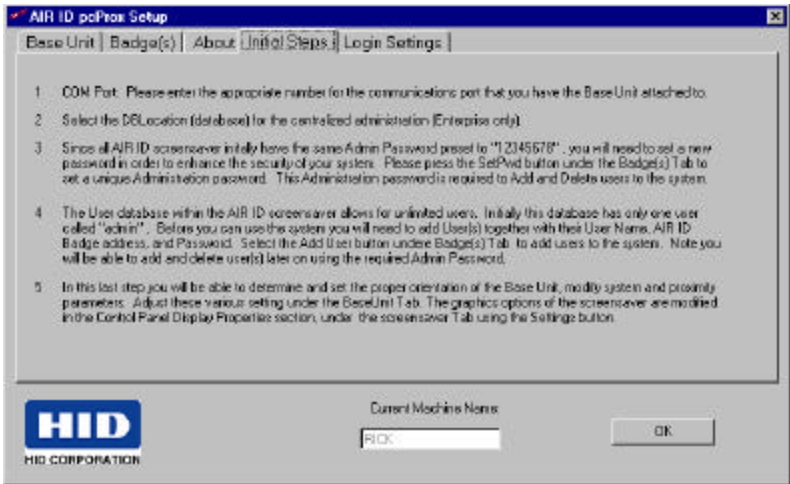
*AIR ID*

## Initial Steps Dialog Tab About Dialog Tab



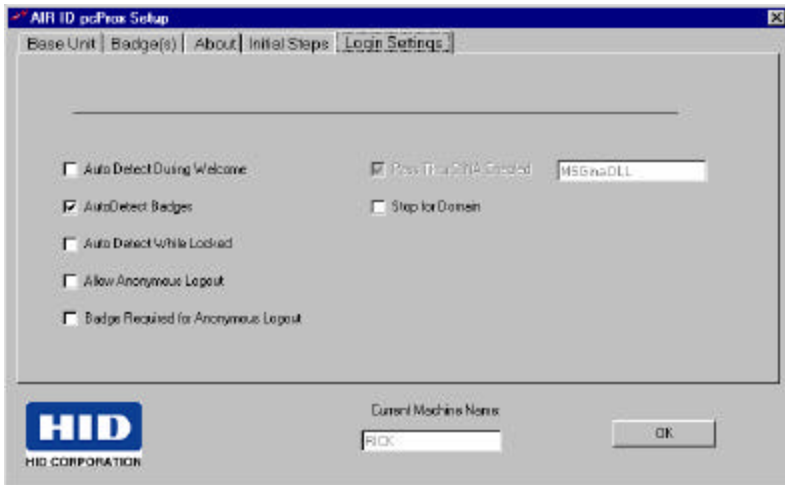
This screen allows you to re-enable the initial Start-up screen and perform a User License Upgrade. It also displays valuable version information that is required for technical support.

## Initial Steps Dialog Tab



This screen displays a summary of the initial Start-up steps that appeared when the AIR ID application was first launched.

## Login Settings Dialog Tab



**AutoDetect During Welcome** - This permits hands-free badge detection at the initial login session by not stopping at the 'Welcome' screen if a badge is present.

**AutoDetect Badges** - Allows polling of the badge for complete hands-free (contact-less for pcProx users) operation at the first logon screen (after the Welcome screen). Disabling this feature will force a manual credential entry at Logon.

**Allow Anonymous Logout** – Permits anyone to logout the currently logged in user. If this is not selected, only the current 'logged in' user can perform the logout function

**Badge Required for Anonymous logout** – An AIR ID Badge, authorized on this PC, is required for this operation.

**Stop For Domain** – Select this feature to stop the automatic logon process at boot-up, providing you with an opportunity to enter a different Domain than that stored in the AIR ID database. The username and password will be automatically entered by the GINA. Note that in order for this function properly to work, the username and password must be the same for all Domains.



***NT GINA***

Under NT, HID does not replace the system GINA. Rather the HID GINA uses a threading GINA which works with the GINA specified to the operating system. This threading preserves the functionality intended by the originating GINA. Some vendors supply a replacement GINA and this removes the functionality of an existing GINA. Should you install an application that removes the AIR ID GINA you will need to uninstall AIR ID and reinstall it again. This will not hard the other application since the AIR ID GINA will thread to this new GINA.

## TROUBLESHOOTING

If your system is not working it could be for one of the following reasons:

### ***No Base Unit Attached***

1. Check to be sure the base unit is plugged in.
2. Verify the COM Port selected agrees with the connector on the PC. Refer to the section labeled **Get Base Version** and review this step.
3. Verify no application has taken control over the COM Port. Applications such as Palm Pilot's Hot Sync program will take over the COM Port and not release it until you terminate them. Most applications like this allow you to specify their operation on a manual installation basis.

### ***Cannot Locate the Badge***

1. It could be the wrong badge
2. The badge is not in the database
3. Badge is out of the proximity range

### ***Your Password doesn't work***

Your NT password, username, or Domain is different than the one used in the AIR ID system.

If you are still experiencing problems, contact HID Technical support dept: 800-237-PROX (7769)

## **TECHNICAL SPECIFICATIONS**

The AIR ID System was developed with an open architecture designed to allow for further integration. The API Software will be provided to system integrators via the AIR ID Developer Kit.

### **The pcProx Base Unit**

Proximity reader compatible with HID badges.

Microprocessor

DB9 Connector

Approximately 3.75"x2.5"x1"

FCC ID M9MBUPCPROX100

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