AIR ID®

AIR ID® LT

and

pcProx™

Proximity Activated Identification

User Manual

www.RFIDeas.com

RF IDeas Inc.

PN: MAN-USER2.5

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Congratulations on the purchase of your AIR ID system. We at RF IDeas hope you enjoy using your new AIR ID 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 RF IDeas

Need Assistance?

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ID Badge Unit FCC compliance statement

FCC ID M9MMU100
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.

ID Base Unit FCC compliance statement

FCC ID M9MBU100, M9MBUPCPROXH100, or M9MBUPCPROXM100
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 interface, and (2) This device must accept any interference that may cause undesired operation.

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Proximity Activated Products

RF IDeas 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!

Product	FEATURE - BENEFIT
AIR ID **(Active Badge)**	♦ Highest security ♦ Full two-way communication (transceiver in Badge and Base) ♦ Open read/write memory banks for expansion ♦ Badge securely holds NT/Novell password ♦ Audit Trail ♦ TD2F^{TM} Two-Factor Authentication
AIR ID LT *(Active Badge)*	♦ Great for multiple users sharing a computer ♦ Economical solution ♦ Badge transmits, Base Unit receives ♦ Audit Trail ♦ TD2F^{TM} Two-Factor Authentication
pcProx ^{TM} *(Passive Badge)*	♦ Great for multiple users sharing a computer ♦ Passive badges, no batteries contactless range is 1-3 inches. ♦ Economical solution ♦ Uses existing passive HID or Motorola RFID proximity technology ♦ Unique learn mode reads ID from HID or Motorola Indala badges ♦ Audit Trail ♦ TD2F^{TM} Two-Factor Authentication
Enterprise Management Software	♦ Centralized Management of all users ♦ Lowers cost of ownership
AIR ID Developer's Kit	♦ Complete API Kit supporting both AIR ID, AIR ID LT, and pcProx ♦ Platform independent ♦ Dynamic range adjustment ♦ Read/write ability with AIR ID ♦ Private label ♦ AIR ID Aware Certification Program
3rd Party AIR ID Aware Products	♦ Sun Solaris Desktop Security ♦ Apple Macintosh Desktop Security ♦ Machine Control Active X controls ♦ People Location System ♦ Healthcare Security Products

AIR ID

What's New In Version 2

The AIR ID system is greatly expanded with the release of Version 2. New features include the ability to centrally manage all AIR ID system users using the following new Enterprise Management Functions:

TD2F^{TM} Two-Factor Authentication – TD2F is our time definable two-factor authentication. This provides an additional level of security for the user and the organization. Two-factor authentication allows you to optionally, require the user to present two types of authentication:

1. Bring something (i.e. the badge)
2. Know something (i.e. their password).

The implementation of this powerful system is the key. You can specify that the second factor (i.e. entering a password) is required on some periodic basis such as x hours or days. Setting it to 24 hours will require the user to validate themselves every day. This provides additional security from the loss or theft of a badge. If you lose you badge, then effectively within 24 hours the badge will not function without a valid password for this user.

This feature also allows AIR ID to become a true two-factor system. TD2F can be configures to always require the user to type their password. Therefore without both the badge and password, the user cannot enter the protected system.

TD2F is flexible and can be configured uniquely for each user. Thus certain users such as the administrator might benefit from the true two-factor approach while other less sensitive users can benefit from the hands-free approach. The flexibility of TD2F is a true breakthrough in authentication technology.

Enterprise Support – This new feature allows the administrator to specify a server or central location for the AIR ID database and system information. This centralized approach greatly reduces the time spent associated with issuing badges, modifying user's access to machines in the organization, and generally reduces the total cost of ownership (TCO) of a system's maintenance. The administrator may add or re-assign individual's from any machine in the organization that has the AIR ID software installed.

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AddUser – Expanded to include the assigning of each individual to specific machines within the enterprise. New 'Learn Mode' for pcProx badges.

Enterprise Support through the Assignment Button – Allows the administrator to easily modify user access to machines with the use of check boxes

Enterprise Support through the Machine Button – Allows the administrator to view which machines in the enterprise are registered in the AIR ID system.

Enterprise Support through the Audit Log – Expanded to allow the administrator to view activity associated with AIR ID access by user or machine. Audit logs may now be exported in a comma-delimited file.

NT GINA Pass-Through Mode – AIR ID now by default passes through to the installed Microsoft GINA. This is important if your organization is already using a third party supplied GINA with an NT workstation or server. The 'pass-through mode' permits our AIR ID GINA (RFIDGINA.DLL) to thread through and use the other supplied GINA as the vehicle to the authentication authority on your LAN.

Understanding Wireless Identification

What is AIR ID$^®$ Proximity Activated Identification?
AIR ID (*Active Badge*) is a proximity activated access control system that tells the PC when the authorized user is present. Unlike password systems, biometrics readers, and smart cards, AIR ID uses RF (radio frequency) and therefore the user has no involvement, giving the PC the ability to detect when the user has left the area. Once the user has left the area, the PC is automatically locked. When the user returns, the authenticating information is exchanged between the AIR ID Base Unit attached to the PC and the AIR ID Badge worn by the user. The result is a complete lock and reactivation of access to the PC - all 100% hands-free!

Why is it necessary?
With the proliferation of PC's, cash machines, security systems, and electronic locks, users are increasingly burdened with the

AIR ID

requirement of entering passwords and PINs (person identification numbers) to gain access to these protected systems. AIR ID eliminates the burden without compromising privacy or security.

Who can benefit with the AIR ID 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 included with the AIR ID Kit?

- Base Unit, Badge (credit card size)
- Badge clip
- AIR ID Screensaver software
- NT GINA software
- Novell Login module
- Installation and User Manual on CD

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What is pcProx ^{TM} 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 or Motorola Indala's line of facility access proximity badges since the same badge can now be used for PC logon and access control.

pcProx is different from the AIR ID line 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.

The pcProx reader functions using the same AIR ID software.

What is included with the pcProx Kit?
- HID compatible Base Unit reader
- AIR ID Screensaver software
- NT GINA software
- Novell Login module
- Installation and User Manual on CD

AIR ID

How does AIR ID Operate?

AIR ID - Badge Worn by the User

AIR ID - Base Unit Attached to PC

AIR ID Badge   AIR ID Base Unit
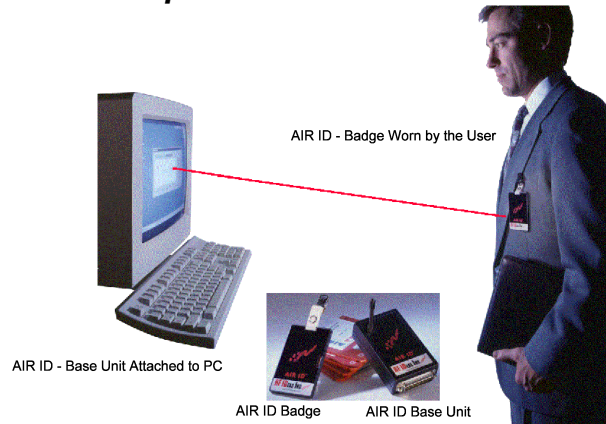
The main components of the AIR ID system are the Base Unit and Badge. The Base Unit is attached to the serial port using the cable and adapter. The badge may be clipped to the user's belt, jacket, collar, inside front pocket, or worn around the neck.

(*Active badge users only*) As a user approaches their PC, the system automatically detects the user, using radio frequency (RF) communications to exchange the user authentication information, granting immediate access. If the PC user walks away, the system detects this event and is automatically secured and enters into a screensaver mode. When an unauthorized person attempts to use the PC, access is denied.

What are the minimum system requirements?

- 486-DX33 with CD ROM drive
- 2 MB RAM (10 MB hard disk space available for AIR ID software).
- 1 available serial port (unused by other devices)
- Microsoft Windows 95, 98 or NT v 4.0 SP3/4
- For Windows NT, 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.

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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 Base Unit is self-powered by the serial port and therefore no other connections are required.

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

(*Active badge users only*) Adjustments may be needed (for the orientation and placement of the Base Unit) to create a practical proximity distance in the viewable range of your monitor. Keep in mind that metal objects will affect the Base Unit's RF communications with the AIR ID Badge.

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.

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AIR ID Badge & Battery

(*Active badge users only*) Your Badge comes complete with a coin cell lithium battery (CR2025). The battery may be replaced by placing the badge face down (logo side down) and pulling open the battery drawer located on the bottom of the badge. The (+) side of the battery faces up when placed in the battery holder. When the battery is seated properly into its holder, the battery drawer slips easily into the badge.

Battery Life (*Active badge users only*)

The battery is expected to last up to one year. Factors that may affect the battery life are:

- The length of time you are at your desk during the day.
- How often you are at your desk when there is no keyboard or mouse activity.
- If the Badge Sensing is set to Room Proximity to poll for the badge or checked for the next keyboard or mouse activity.
- The number of seconds or minutes of inactivity before the screen saver is launched by Windows operating system.
- Proximity of other AIR ID users.

pcProx Badge (*Passive badge users only*)

The pcProx badge is the same as your supplied HID badge for your facility access control system. 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**.

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Software Setup

In this section you will:
1. Configure Windows to enable the AIR ID screensaver application and set any graphical preferences.

> **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, active badge user will define the proximity zone, set the screensaver Wait time, and choose the type of Badge Sensing desired.
3. Add users, and perform the Base Unit orientation setup.

Enable the AIR ID Screensaver in Windows

To get started, follow these steps:
1. Click **Start**
2. Select **Settings**
3. Select **Control Panel**
4. Click **Display**
5. 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.
6. Click on the down arrow and Select **AIR ID**
7. The **Password Protected** box behaves slightly different in the operating systems Windows 95/98 and NT.
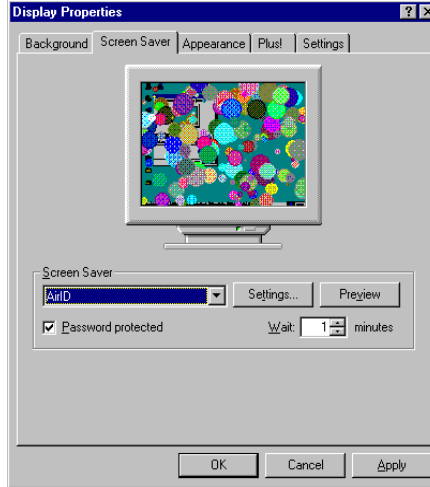
> **NT Note:** For NT, if the **Password Protected** box is not selected, user can gain access without a badge or password. This may be useful for users who wish to use the logon (GINA replacement) facilities of the AIR ID system, but not use the daytime walk-away features of the system achieved with the screen saver application.

8. **Password Protected -** Under Windows 95/98, this selection determines if we validate using your Windows password (checked). If checked, you must use your Windows password when entering the user into the AIR ID system. If left unchecked, any password may be entered in the AIR ID system for this user.

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.

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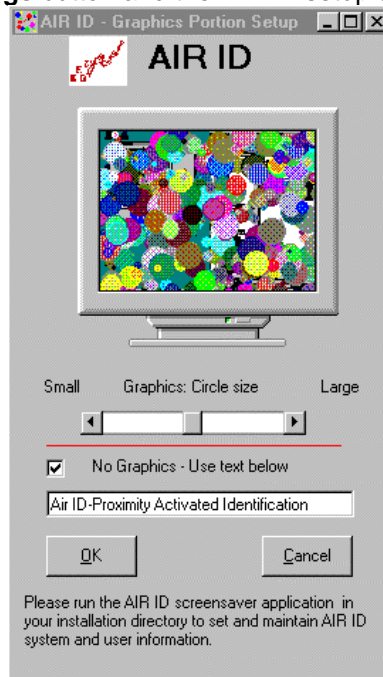
This screen will allow you to modify the settings related to the graphical aspects of the screensaver. Use the slide bar to modify the size of the circles.

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.
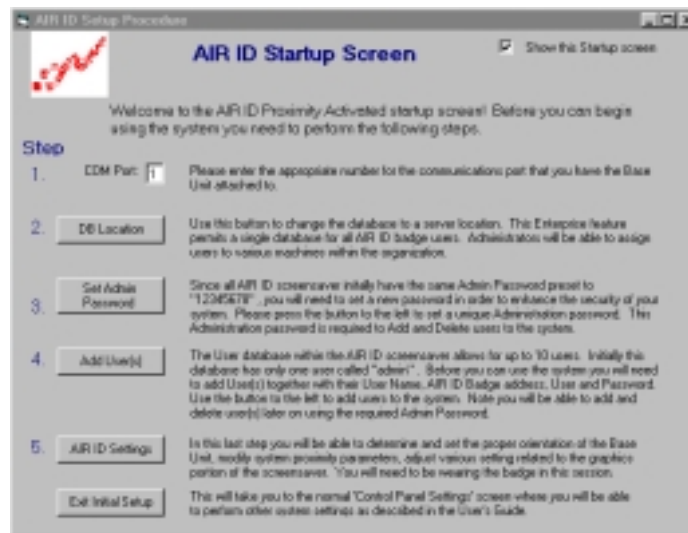
AIR ID Startup Screen (First Time Users)

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.

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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 system 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), password and two-factor options. If you have selected the enterprise installation, you must also select the appropriate machines that this user will be allowed to have hands free access.

(AIR ID users only) Be sure to leave the **Write to AIR ID Badge** checkbox selected so that the necessary information is written to the badge. Click the **Add User** button to write the information to the badge and database.

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 **Get Password** 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.

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You can select the **Continuos** button and then select the **Get Password** button to perform repeated reads. This allows you to see how well your badge is being read in your workspace. If you are getting a high percentage of bad reads or your range is too long, you can refer to the **Orientating the Base Unit** section of this manual for proper settings.

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.

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Base Unit Dialog Tab

The Base Unit tab allows all Base Unit options to be set. These options affect the proximity distance (*Active Badge users only*), Com Port setting, badge sensing mode, as well as how often the AIR ID system checks for the user. All options are 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 by typing the Com Port number which the AIR ID Base Unit is attached: 1 for COM1, 2 for COM2 etc.

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
4. Verifying the Base Unit is working properly

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Base Proximity Range

(Active badge users only)

Before we set the range, we need to discuss the scope of the product and its intended purpose.

Generally speaking, the range is variable from approximately 3 to 30ft. There are several factors that affect how the range of the Base Unit will communicate with the ID Badge.

Note: Badges Must be Worn on the Person

The Badge must be worn by the user. A Badge which is not worn by the person will have much greater ranges (often 10 or more extra feet of proximity detection) than one that not.   We do not recommend placing the Badge in a wallet or pocket where the user's weight may be placed on the Badge. The housing is not designed to accommodate this usage.

Radio Frequency Issues

Since the communication is using radio frequency (RF), metal objects in the proximity range will cause the signal to reflect. These reflection create dropout zones (areas where the reflected signal combines inversely with the main signal reducing apparent signal strength). This effect can prevent the Base unit from reading the Badge, thus unintended locking of the PC can occur. RF IDeas has designed the Base Unit to minimize this effect. If you are experiencing excessive dropouts, you should try moving or rotating the Base Unit and/or adjusting the **Base Proximity Range.**

Using a Practical Proximity Zone

In practice, the proximity zone should be set to function reliably within the viewable range of your monitor, or at arms reach of your keyboard (whichever is greater). For practical purposes, the PC is not usable beyond this range except for background processing. Windows permits programs in the background to continue to operate while in the screensaver mode.

If you are within a short distance of other AIR ID users, there is a possibility that their Base Unit signal will interfere with your Base to Badge communication.   For this reason, you may find times where a second reading of the Badge is required in order to gain a

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successful access. Setting your range to the shortest reliable setting may minimize any possible interference.

As a rule of thumb the range selections are as follows:

Shortest	3-8 feet
Short	4-12 feet
Medium	6-15 feet
Long	10-30+ feet.

As discussed earlier, the range depends on many factors associated with your work environment and may vary beyond these distances.

For now, set the range to **Long**. Select the **Long** radio control button under the **Base Proximity Range** grouping.

Positioning the Base Unit

Position the Base Unit relatively close (2 to 5 feet) to where you sit at your keyboard. The signal will reach the badge easier if the Base Unit is positioned in front of you. A good location might be tucked under the front corner of your monitor on the side you generally wear your badge, with the Base Unit's antenna toward you and the cable following behind the monitor.

To perform final orientation adjustments, you will need to first add a user and then follow **Get Password** (continuous) procedure. This will be more fully described in the "**Reading a Badge – Orientating the Base Unit**" section of this manual.

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 effect 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.

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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.

Note: The Windows **Wait** time is entered in minutes while the AIR ID **Wait** 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 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).

Badge Sensing

Once the system is locked, there are two methods on how AIR ID will detect the returning user.

If **Keyboard/Mouse** mode is selected, your badge will be checked once a key on the keyboard is pressed or the mouse is moved. This mode of operation is recommended to prolong the battery life

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and to minimize interference with other AIR ID users in the near proximity. It is also a more practical method in that you normally want an event to occur before the screensaver is released. If you walked back to your workspace accompanied by another individual you may not necessarily want the screensaver to unlock and possibly show confidential information on your screen.

If **Room Proximity** is selected, the PC will detect your presence as you approach your computer. This mode forces the screensaver software and the Base Unit to continuously poll the proximity area for the presence of the allowed active or passive badges.

(*Active badge users only*) In general, this mode is not recommended; it causes continuous signals, can interfere with other user's badge detection in the area or adjacent rooms, and may reduce the life of the coin cell battery in your Badge.

Caution: (*Active badge users only*) Selecting room proximity may cause additional RF activity within your area or adjacent rooms. This mode will cause the other units to be less responsive since they will need to wait for clear air time. Setting the Badge Sensing to Keyboard/Mouse can minimize this effect

In either case, 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.

NT Users: If you are using a 3rd party supplied screensaver, Keyboard/Mouse is the only Badge Sensing Mode available.

Note: If you have the **More than 10 users for this PC** checkbox selected, the **Room Polling** is automatically deactivated.

Multiple Users on This PC
*This section does not apply to pcProx or AIR ID LT users.
However, both pcProx and LT support multiple users per PC.*

The AIR ID system has the ability to auto-detect more than one
badge per PC. Since each badge has its own address and they all
operate on the same frequency, there are choices you can make
to optimize the performance of AIR ID on your system. Typically
the Base Unit will detect a badge in less than 1/2 second. When
you have up to 10 individuals authorized on your PC, this can
cause a delay of up to 4-5 seconds. Choosing one of the
alternative badge search methods can reduce this delay.

Under 10 Users (auto-scan)
> **Windows 95/98:** The last authorized user's badge is
> checked first. If this user is not present, the software will
> cause the Base Unit to look for all authorized users on this
> PC, until a valid user is found. If no valid badge is found, the
> user attempting to gain access will then see a password
> dialog box. Once a valid password is entered manually,
> access is granted.

> **Windows NT:** For hands-free logon the Windows 95/98
> procedure above is used. For screensaver operation, only
> the user who is logged into the NT session is checked.

More Than 10 (auto-scan)
> **Windows 95/98:** The last authorized user's badge is checked
> first. If this user is not present, the software will cause the
> base unit to look for any badges within the proximity zone set
> for this station. This is done by requesting all badges to
> respond with their addresses. Statistically, it is possible that
> more than one badge may respond at the same time causing
> RF interference. The result is the base unit doesn't receive
> accurate data and cannot grant access.

> **Windows NT:** For hands-free logon the Windows 95/98
> procedure above is used. For screensaver operation, only the
> user who is logged in is checked.


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More Than 10 (keyboard)

> **Windows 95/98:** The last authorized user's badge is checked first. If this user is not present, the software will display a password dialog box permitting the user to gain access by:
>
> 1. Presenting a valid password, or
>
> 2. Entering the first 1 to 5 characters of the *Username*. By entering the first 1 to 5 characters of the *Username*, the badge search is limited to only the users on this machine who match this condition. For example, assume your Username is 'Sam', entering 'SA' in the dialog box would cause the AIR ID system to search for badges whose users have name like 'Sam', 'Sally', or 'Sarah'. If you happen to know that there are no users on this system with usernames that begin with the letter 'S', there is no need to enter more than 'S'.
>
> **Windows NT:** For hands-free logon the Windows 95/98 procedure above is used. For screensaver operation, only the user who is logged in is checked.
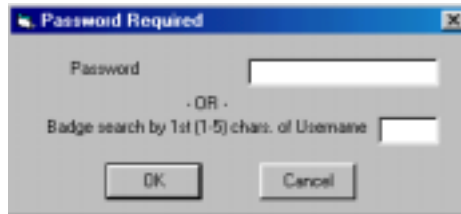
Badges Dialog Tab
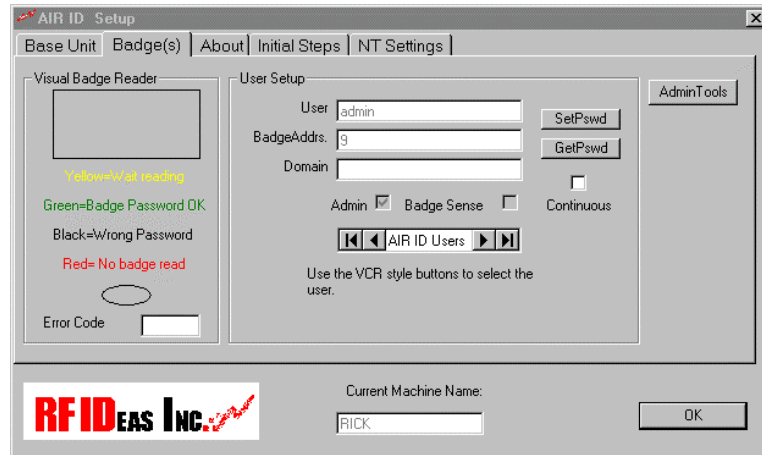
The **Badge(s)** Tab allows the adding, deleting and editing of users. This function also allows the badges to be tested for proper operation. Functions within this tab help the user adjust the orientation of the base. All functions are described in this section.

Overview

All AIR ID screensaver systems have a database that holds various 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 identifying where signal cancellations may exist and adjust the Base Unit location in order optimize performance.

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 does not have proximity badge capability. This protects the system from being compromised when the AIR ID ADMIN user is near, but not using a system protected with AIR ID.

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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 are required in order to gain entry.

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**.

(*Active badge users only*) Select the **Write to AIR ID Badge** check box to write the password to the badge. When checked, it will be written to both the badge and the database. If the box is not checked, the change is reflected in the database only and any badge for this user **will not be recognized**.

The **Write to AIR ID Badge** check box is disabled for AIR ID LT and pcProx users.

NOTE: To synchronize a badge later, simply perform this procedure again using the same password for the Old and New Password fields. Make sure the 'Write to AIR ID Badge' check box is selected.

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

NOTE: (Does not apply to LT and pcProx) If you feel an authorized badge is lost or stolen you can use this procedure to disable a lost or stolen badge by changing the password in the AIR ID system. Since the badge is missing it will not reflect the new password and it is essentially disabled.

Get Password

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

- Verify the Badge & Base Unit are working

- Make sure the password is set correctly

- Determine a practical placement for the Base Unit

- (*Active badge users only*) Set the Base Unit's orientation for proximity range adjustments to achieve maximum reliability in the monitor's viewable and usable range

Reading a Badge - Orienting the Base Unit

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 **GetPswd** button.   This will cause the Base Unit to request the password from the selected user's Badge.

Once you select the **Continuous** checkbox, the AIR ID Badge will read at approximately once per second. The AIR ID LT Badge will be read once every two seconds.

(*Active badge users only*) This is useful for determining the setting of the proximity range and in orienting the Base Unit for a reliable operation. To cancel the continuous reading of the Badge, de-select the **Continuous** checkbox.

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

If the Badge is read but the password from the badge does not agree with the database, the Visual Badge Reader will be displayed as a **BLACK** box. Typically the database and the badge are not synchronized with the same password. If this is the case, perform a **SetPswd** operation to synchronize the badge with the database for this user.

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, a low battery in the badge, the badge is located out of the range of the Base Unit, the orientation of the Base Unit needs to

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be modified, or there were errors indicating the connection with the Base Unit is incorrect.

With this screen you can also verify the Badge Address and check whether the Badge Sense checkbox is checked. If this box is not checked, the Badge will not be polled and this user can gain access only by manual entry of a valid password.

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

> **NOTE:** You will not be able to learn the contents of the password by performing a **GetPswd** command.

By default, the ADMIN user is a non-badge user and does not have Badge Sense capability.

Orienting the Base Unit

(*Active badge users only*)

To optimize the wireless connection between the Base Unit and the AIR ID Badge, you may need to slightly rotate the orientation of the Base Unit to reduce drop out zones (see RF Issues) and enhance the communication between the Badge and Base Unit. The best way to optimize the orientation is to…

1. Sit at your desk as you normally would with the keyboard and monitor facing you.

2. Place the Base Unit at a convenient location either on the side of you or facing you. Try placing it within 4 feet or so of your chair. A good location might be tucked under the front corner of your monitor with the Base Unit's antenna showing.

3. Set the **Continuous** checkbox under the **GetPswd** button, and press the **GetPswd** button so that the Base is constantly requesting the badge's password.

4. While maintaining your reading ability of the PC's screen contents, rotate your chair and move it back and forth slightly noting the color of the **Visual Badge Reader**. If you notice the **RED** indicator stays **RED** while you are able to read the monitor, you probably need to rotate the Base Unit slightly (try increments of 10-15 degrees), or change the range. Keep in mind that a quick flash of **RED** is acceptable provided that the **GREEN** indicator is maintained most of the time.
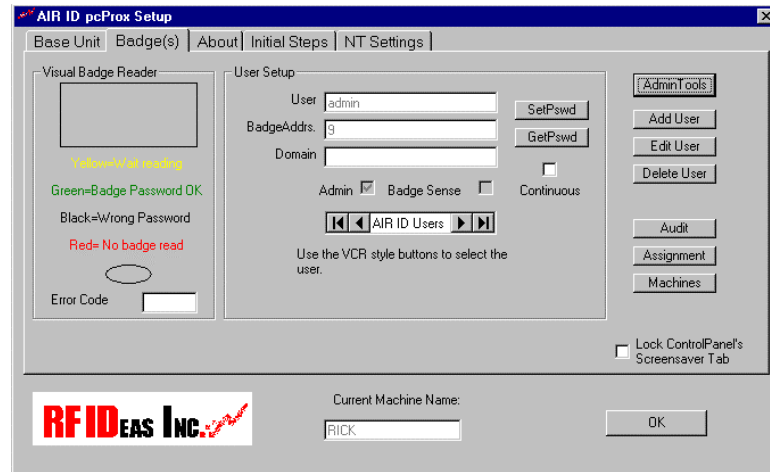
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The goal is to set the range for the shortest distance possible while permitting a reliable response within the viewable range of your monitor.

Administrative Functions
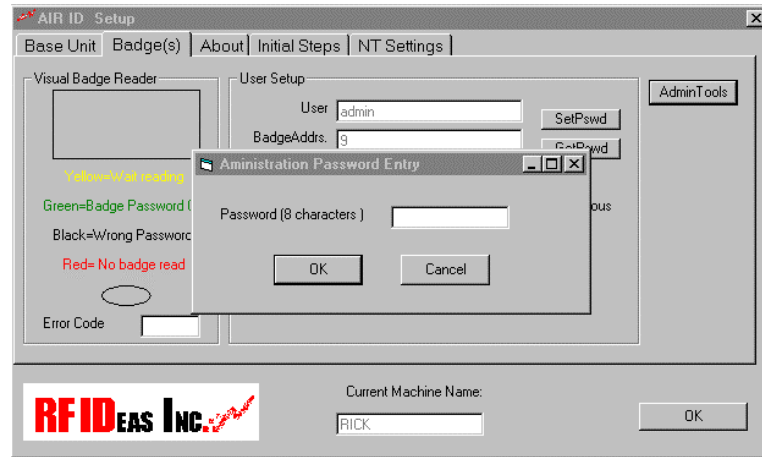
To gain access to the administrative buttons you need to enter the AIR ID admin password.

A valid admin password yields the following screen:

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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

Using the supplied fields, enter the User's Username and their Badge Address (found on the Badge label) into their corresponding fields.

(*For pcProx users*) For pcProx users, use the 'Learn' button located next to the Badge Address field. This will read the Badge Address of your HID compatible badge.

NOTE: For NT Users, make sure that the Username and Password entries are identical to those used for NT. NT Users added to the AIR ID system will not be detected (logon or screensaver) until the PC is rebooted. This is due to the way the GINA provides its security.

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**

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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.

Note that when the **Write to AIR ID Badge Check Box** is checked, the password will be written to the badge and the database (Badge writing does not apply to AIR ID LT or pcProx users). If you leave the box unchecked, only the database will reflect the new user and this user will be allowed access only via a keyboard entry. This is useful when you want to issue a temporary password to co-workers or allow for supervisor access.

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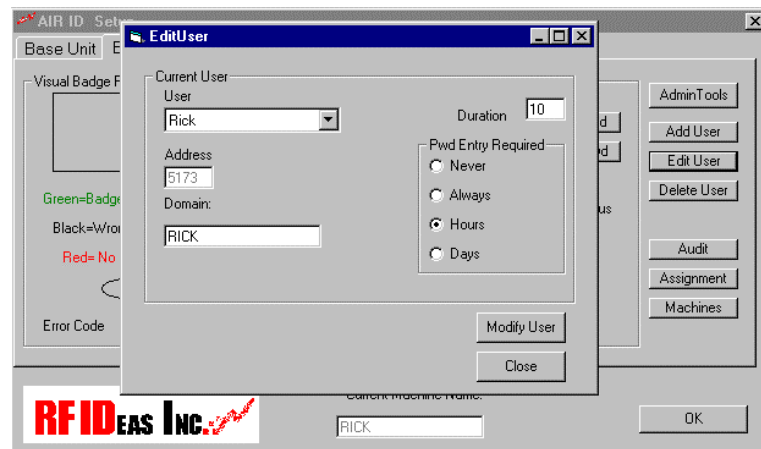
The **Edit User** screen allows the administrator to modify Two-Factor Authentication parameters or the default Domain used by NT users. Once the parameters are modified, use the **Modify User button** to register the changes.

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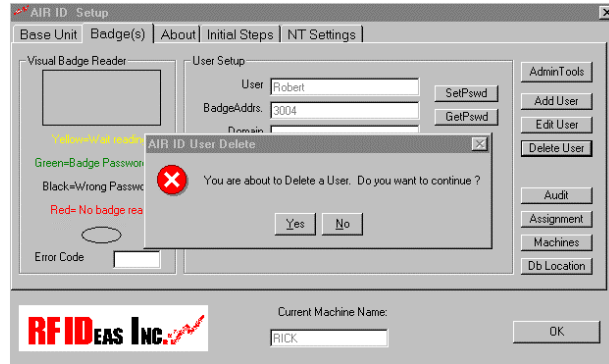
Select the User using the VCR style buttons and then click on
Delete User. Another dialog box will appear stating "You are
about to Delete a user, do you want to continue?" Make your
selection.

> **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. Another method that will
> disable a lost or stolen badge is to simply use the **SetPswd** button
> to change the password in the AIR ID system.

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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.
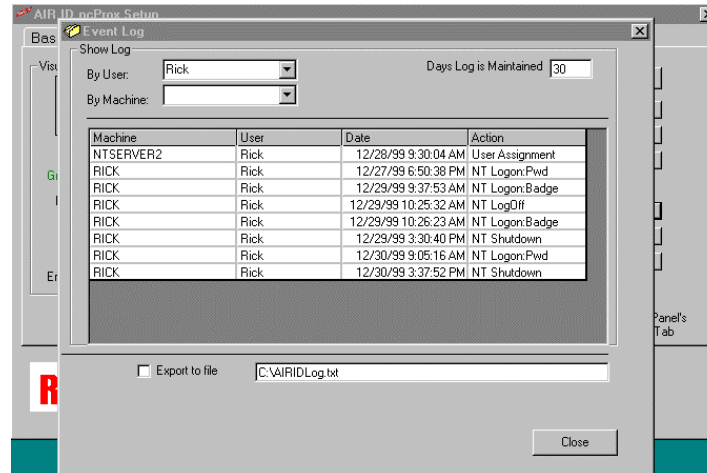
The "admin" user may select to list the audit information by Machine or User.   Choosing the appropriate pull down button makes the selection.

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.

Audit: Windows 95 Specific

The following are the items which the system provides tracking for Windows 95/98 users:

1. Access with a badge
2. Access via manual password entry
3. Add user, no badge
4. Add user with badge
5. Add user but badge programming failed
6. Delete user

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7.   Set password

This information together with the Username the date and time of access is maintained for a specific number of days. The administrator may set the number of days the log file is maintained using the field provided.

Audit: Windows NT Specific

When using the Windows NT GINA (Graphical Interface and Authentication) routine provided, the NT operating system can be set to provide its own audit trail system. Therefore the access is recorded through the operating system. The AIR ID system does however keep track of the following: (in addition to the items above)

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
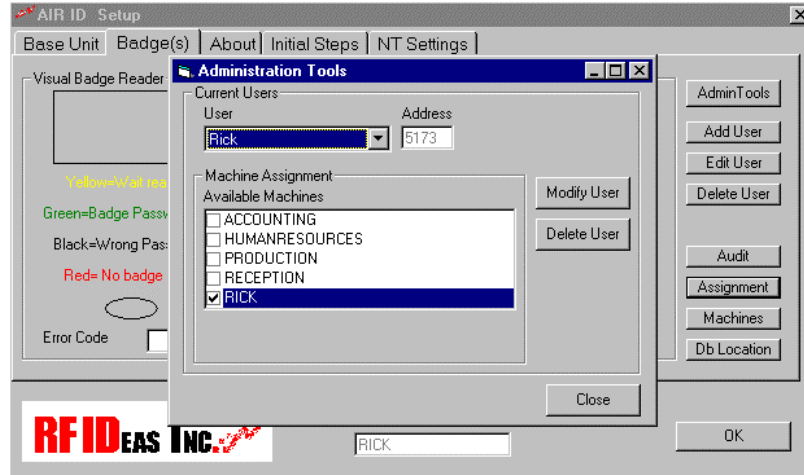
Assignment

This screen allows the administrator 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) this user can be assigned access to.

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).
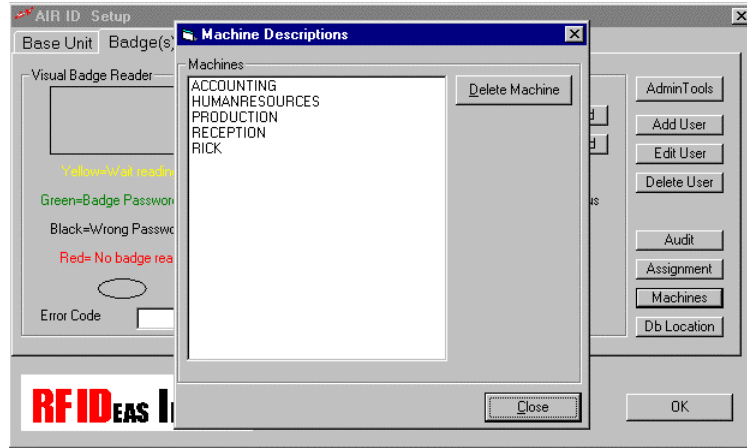
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Machines

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**.

DB Location
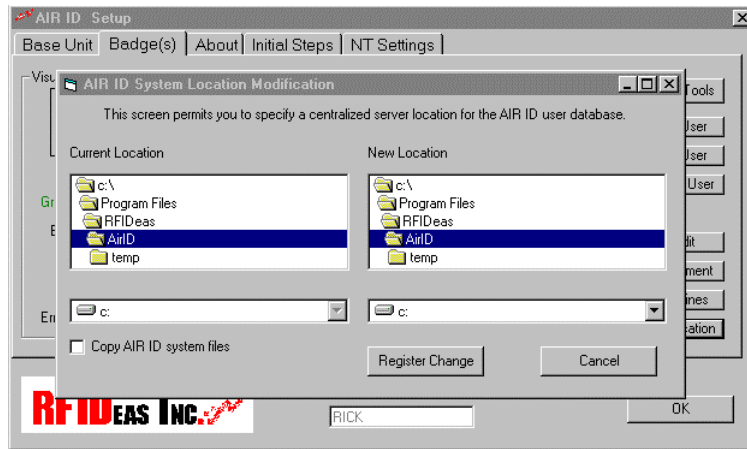
This feature allows the 'admin' to select the location for the centralized database of AIR ID users. The 'Current Location' shows the path where the AIR ID user database is located.

Use the **New Location** path to relocate where you want to have the AIR ID user database reside. Selecting the **Copy AIR ID System** files will cause the database files to be copied to the new location.

NOTE: If you decide to move these system files after the original installation you must make sure that each client is modified to point to the same location.

You may only use the **Copy AIR ID System files** for the first client as AIR ID will detect a copy of the database already resides at the target location..

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.

NT Setting Dialog Tab

This section applies to PCs running Windows NT version 4.0 SP 3.
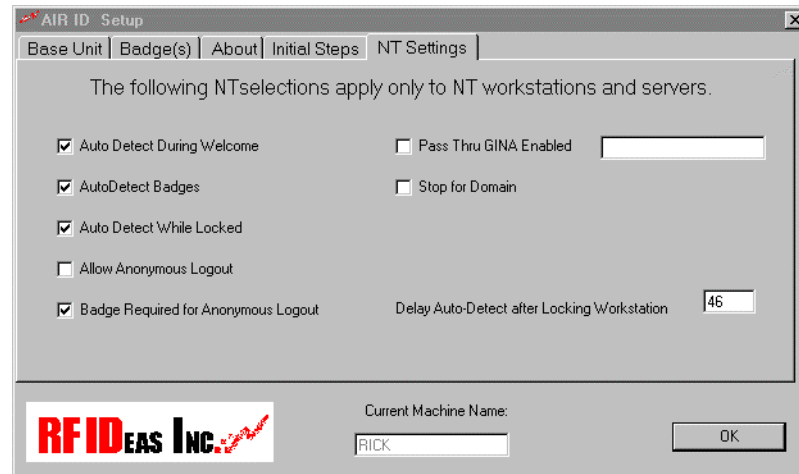
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AutoDetect during Welcome - This permits hands-free badge detection at the initial login session. (Non-PassThrough mode)

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).

AutoDetect while Locked - This permits hands-free (contact-less for pcProx users) badge detection from either a Locked state or returning from screensaver operation.

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

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

Pass Through-GINA Enabled - Since other companies provide GINA replacements for NT, there may be a need to have the RF IDeas supplied GINA work together with other 3rd party GINAs. RF IDeas' GINA can operate in a **Pass Through Mode** when this election is enabled.

> **WARNING:** Please make sure you have an alternate boot-up method as other GINAs may not be compliant with the RF IDeas **Pass Through Mode**.

In the **Pass Through Mode**, the RF IDeas' GINA first gathers the credentials from the AIR ID Badge and system, and then submits to the Pass Through GINA. The Pass Through GINA is the GINA that was already installed on your PC before AIR ID was installed. Therefore, this mode is only valid if this NT machine was using another 3rd party GINA before installation of AIR ID.

Stop For Domain – Select this feature to stop the automatic logon process at boot-up, providing you with an opportunity to select the Domain using a pull down combo box. 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.

DelayAutoDetect after locking Workstation - Once you chose to Lock you workstation, and you have set the AutoDetect while Locked option above, your badge could detect you before you leave the room and cause the workstation to be immediately unlocked. This delay gives you time to leave the area before auto detection begins.

NT GINA

As mentioned earlier, under NT RF IDeas replaces the supplied GINA with an AIR ID Aware GINA (RFIDGINA.DLL). The GINA provides the user with the logon and logout dialog screens.

> **Note:** NT users, be aware that your GINA file is going to be replaced. The GINA DLL contains your LOGON procedures and routine for Windows NT. If you are using 3rd party GINA replacements this may cause these other products to function improperly.

The following choices are available when you press 'Ctrl-Alt-Del' key sequence:

Logout

The selections under this button are as follows:

- Shut down the computer
- Shutdown and power off the computer
- Restart the computer
- Close all programs and log in as a different user

Lock

Selecting this button will lock the workstation or server, allowing it to be opened only by the current user shown.

Change Password

This selection will allow you to change your user password. The password changes will be reflected in the Badge (if available) and the operating system.

Task Manager

Selecting this button launches the NT Task Manager.

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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.

Cannot Locate the Badge

1. It could be the wrong badge
2. The badge is not in the database
3. Proximity range is too short
4. Battery too low, replace battery

Your Password doesn't work

1. Your Badge password does not agree with the database. Refer to change password section and review procedure to set new password (SetPswd).

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

If you are still experiencing problems, contact RF IDeas Technical support dept:

 (888) 542-4743 (8:30 - 5:30 Central Time).

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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 AIR ID Base Unit

> 916 MHz transceiver
> Microprocessor
> DB9 Connector
> Approximately 3.75"x2.5"x1"
> FCC ID M9MBU100

The AIR ID Badge

> 916 MHz transceiver
> Microprocessor
> Coin Cell Lithium Battery (CR2025)
> Credit Card Size
> Approximately 3"x2"x1/5"
> FCC ID M9MMU100

The pcProx Base Unit

> Proximity reader compatible with HID or Motorola Indala
> badges.
> Microprocessor
> DB9 Connector
> Approximately 3.75"x2.5"x1"
> FCC ID M9MBUPCPROXH100 or M9MPCPROXM100

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