



**SIMPLIFY
ACCESS &
CONTROL**

**Otis DDS
Panel Guide**

Otis DDS Panel Guide

Intelli-Site

Security Management Software

Otis DDS Panel Guide

Otis DDS Panel Guide

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When calling, please be at the computer prepared to provide the following information:





- Product version number, found by selecting the  **About** button from the Intelli-Site Application Menu.
- The type of computer being used including, operating system, processor type, speed, amount of memory, type of display, etc.
- Exact wording of any messages that appear on the screen.
- What was occurring when the problem was detected?
- What steps have been taken to reproduce the problem?
- It is highly recommended that the user generate a support package for transmission to Intelli-Site technical support staff. To generate the package, run the Intelli-Site Configuration Utility. *Create Support Package...* is the last option in the **Tools** menu.

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1 Introduction

1.1 Purpose

Intelli-Site supports the Otis Elevator Company's Destination Dispatching System (DDS). This integration was written using the D125_SRS_CSIGeneric Security System Integration Specification.

The DDS is comprised of many different components. This document treats the DDS as a single unit, the DDS panel. Whenever necessary, a specific component is called out, but in general every component is referred to collectively as the DDS panel or simply DDS.

Note: All references to DEC devices also apply to DET devices.

This guide explains managing and controlling the Otis DDS with Intelli-Site Security Management Software.

1.2 Definitions & Acronyms

There are many words, phrases, and acronyms used by Otis and throughout this document.

1.2.1 Definitions

Allowed Floors	Floors that are accessible to the general public not requiring authorization.
Authorized Floors	Floors that are accessible to an authenticated credential holder. Authorization occurs after the presentation of a credential and authentication by a computer system.

1.2.2 Acronyms

DDS	Destination Dispatching System
DEC	Destination Entry Computer (Touch screen or Keypad)
DED	Destination Entry Dispatcher
DEN	Destination Entry Network
DEAR	Destination Entry Application Redirector
DEAS	Destination Entry Application Server
DES	Destination Entry Server
DER	Destination Entry Redirector
DET	Destination Entry Terminal (Touch screen or Keypad)

2 Installation Guide

The Intelli-Site Otis driver must be installed for Intelli-Site to be able to communicate with the DDS. Once it is installed, Intelli-Site can be configured to manage and control the DDS as part of the whole Security System. If a firewall separates the DSS or its parts from the Intelli-Site Driver Service, ports in the firewall need to be opened up.

2.1 Installing the Otis Driver in Intelli-Site

The Otis driver in Intelli-Site must be installed. No external software is needed on the host computer.

If Intelli-Site has been installed without the Otis driver, run the Intelli-Site installer again and select **Modify**.

During the installation or modify installation process, you are presented with the **Select the drivers you want to install** window.

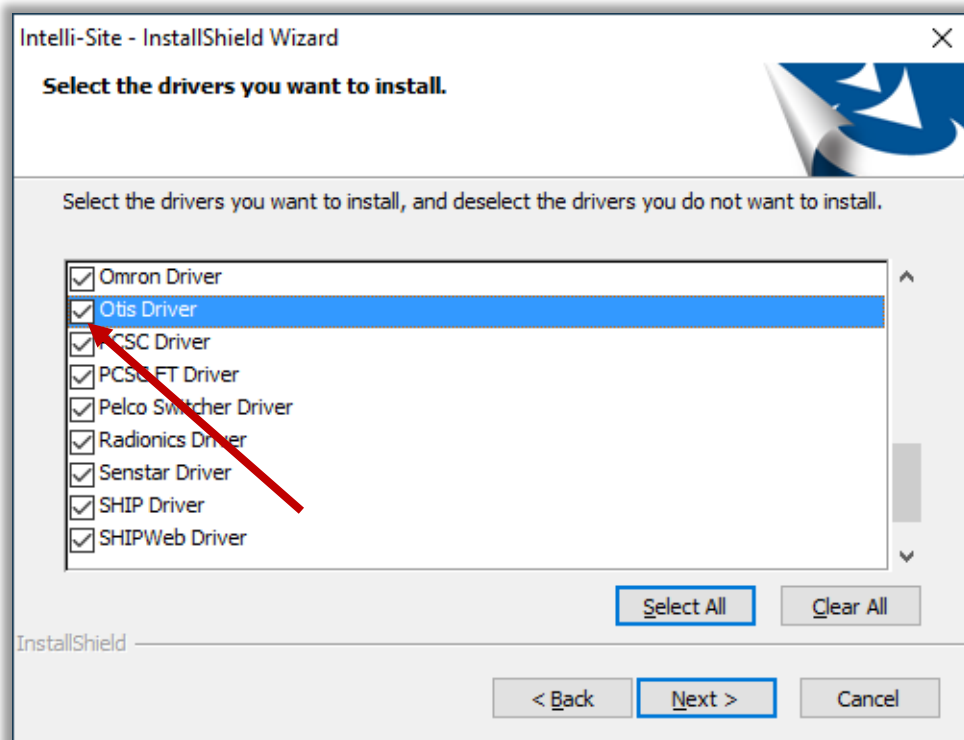


Figure 1 - Select the drivers you want to install

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Ensure the **Otis Driver** option is checked then continue with the installation or modification.

2.2 Firewall Concerns


If a firewall exists between the Intelli-Site Driver Service and the any part of the Otis DDS Intelli-Site manages, a few ports must be opened up.

Note: The Otis DDS uses UDP not TCP. The following ports are UDP ports.

Destination Port	Protocol
47307	Multicast
48307	Multicast
45303	Unicast
46303	Unicast
46308	Unicast
45308	Unicast

Figure 2 - UDP Ports required for Otis Security Integrations

3 Hardware Management View

The Otis Driver and Otis DDS panel are best configured in  **Hardware Management View**. Once configured, the panels can be easily monitored and controlled using their panel control screens.

3.1 Setup

Setting up the Otis Driver and Otis DDS panel is straightforward.

The process is:

1. Add an Otis driver
2. Add a Otis DDS panel
3. Configure the panel

3.1.1 Add an Otis Driver

Adding an Otis Driver is simple, but important. Without it, no communication with the Otis DDS panels can occur.

Hardware is managed in the  **Hardware Management View**. If you are not in  **Hardware Management View**, click on  and select .

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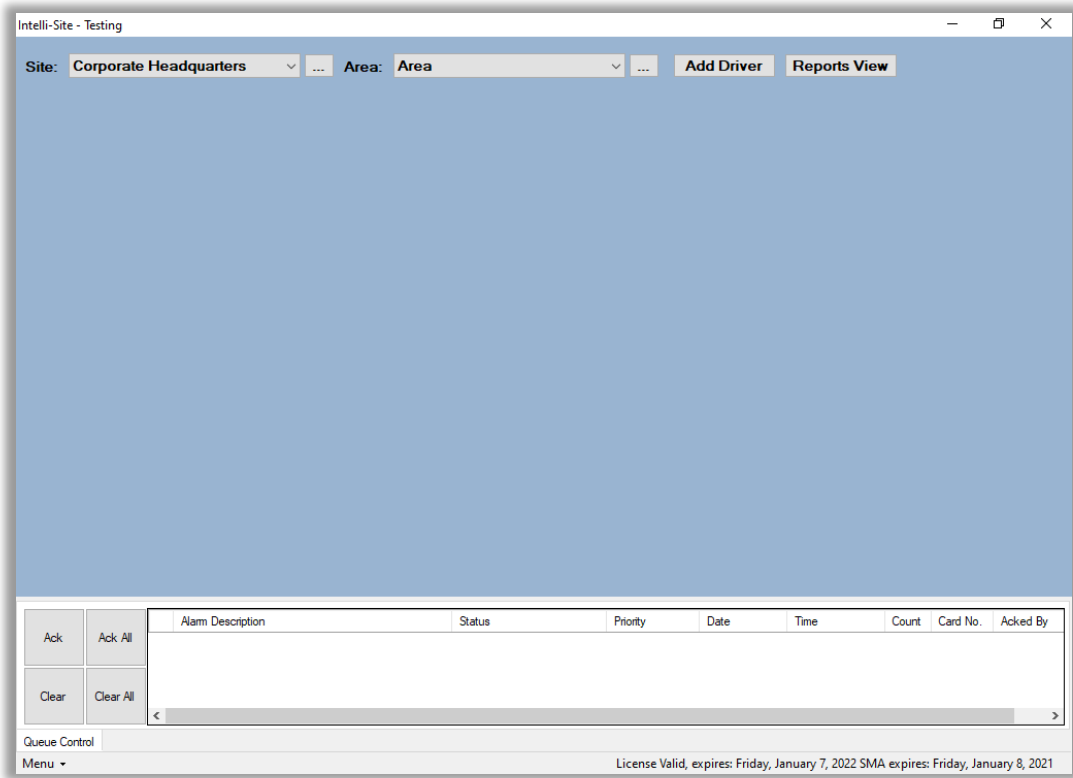


Figure 3 - Hardware Management View

To add the Otis driver, click the **Add Driver** button. The **Choose Driver Type** dialog displays.

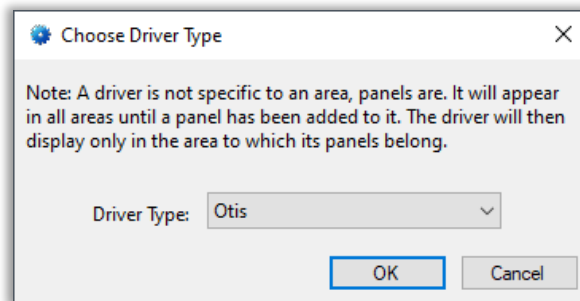


Figure 4 - Choose Driver Type Dialog

Select *Otis* from the **Driver Type** drop-down list in the **Choose Driver Type** dialog. Click **OK**. A new Otis driver icon is added to the screen and its properties dialog opens.

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The screenshot shows a dialog box titled "[1288] New OTIS Driver" with a close button (X) in the top right corner. The dialog has two tabs: "Properties" and "Card Config", with "Card Config" being the active tab. The "Properties" section includes a "Name" field with the text "New OTIS Driver", an "ID" field with the value "1288", a "User Level" dropdown menu set to "All Access", and a "Notes" text area. Below these are checkboxes for "Enabled" (unchecked) and "Default Retry Start Delay" (checked), followed by a "Retry Start Delay" field with the value "15". The "Setup" section contains a "Polling Rate" field with the value "1000". The "Send Queue" section includes "Retries" (3), "Timeout" (1000), and "Interval" (250) fields. At the bottom, there are two list boxes: "Panel List" (empty) and "Computer List" (containing "(4) LATWin10" which is highlighted in blue). "OK" and "Cancel" buttons are located at the bottom right of the dialog.

Figure 5 - Otis Driver Properties Dialog

Please change the **Name** of the driver to reflect the use and/or location of the panel that this driver will manage. The driver comes pre-loaded with seven (7) card configurations. If your facility uses a different card configuration not in the provided configurations, you will need to define it on the **Card Config** tab.

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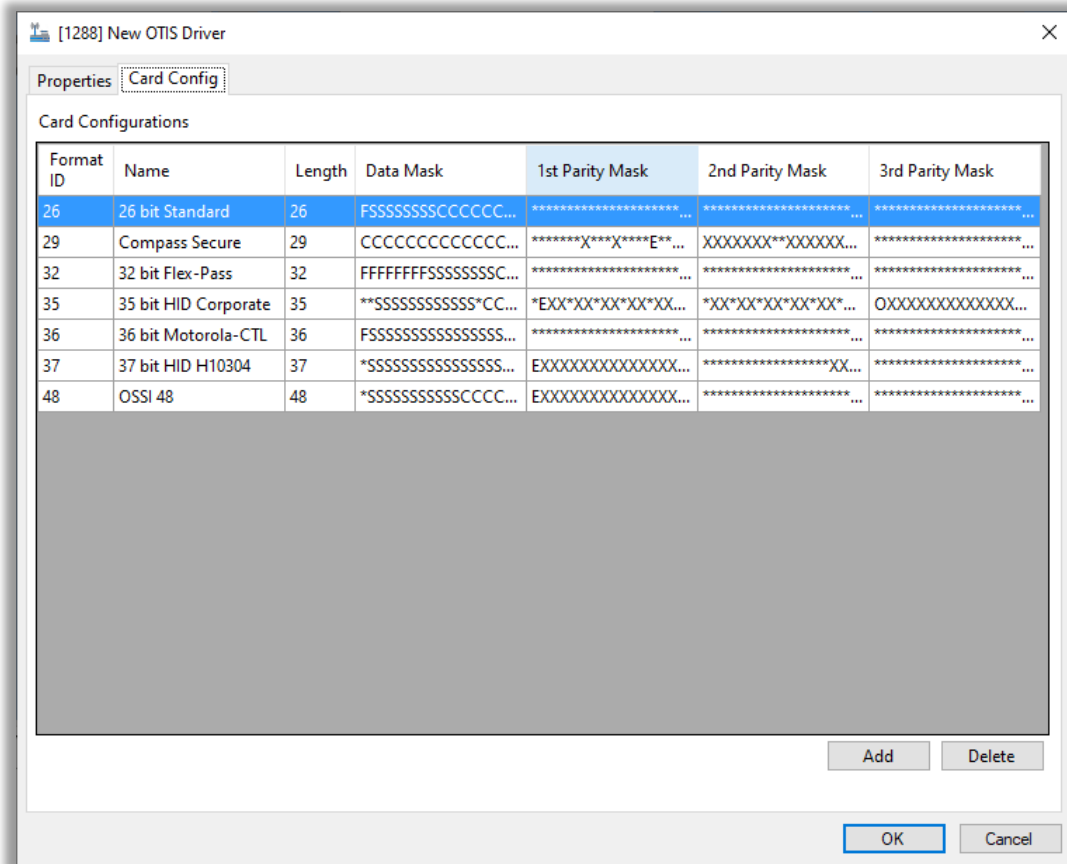


Figure 6 – Driver properties: *Card Config* tab showing Card Configurations

Note: For an explanation of all of the driver properties, see [Otis Driver Node](#).

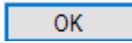
Click . The dialog closes, saving the changes.



Figure 7 - Otis Driver icon

3.1.2 Add an Otis DDS Panel

Once an Otis driver is added, it's time to add an Otis DDS panel to it.

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Right-click on the Otis driver icon and select *Add Panel*. The **Add Panel** dialog displays.

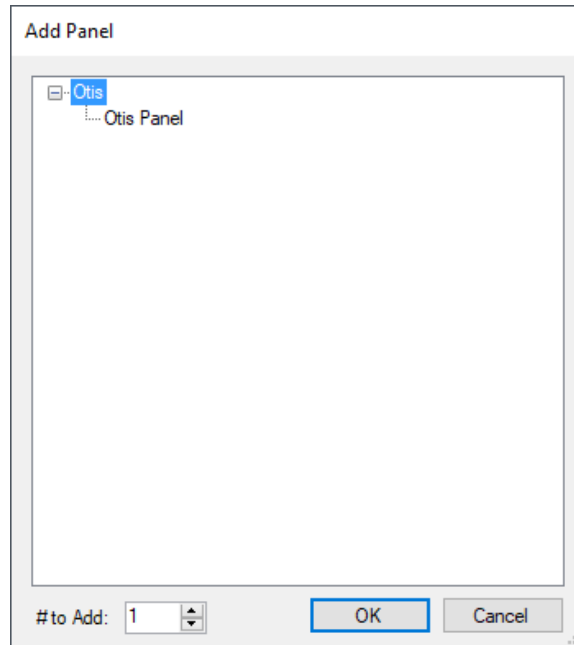



Figure 8 - Add Panel Dialog

Select *Otis Panel*. Leave **# to Add** at 1. Click . A **New Otis Panel** icon is added to the target Driver.



Figure 9 - A new panel

This icon, , is the settings download required icon. It indicates a download of the panel's settings is needed. Intelli-Site cannot query the Otis DDS system to retrieve its current settings. Therefore, to ensure that the DDS and Intelli-Site are in synch, the settings must be downloaded to it. Fortunately, when the panel is brought online, it will automatically download the settings as the DES, DECs, and DETs are online.

Next comes configuring the panel.

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3.1.3 Configure the Otis DDS Panel

The Otis DDS panel is configured using the **Quick Config** dialog. To open the **Quick Config** dialog, right-click on the Otis DDS panel icon and select *Quick Config*.

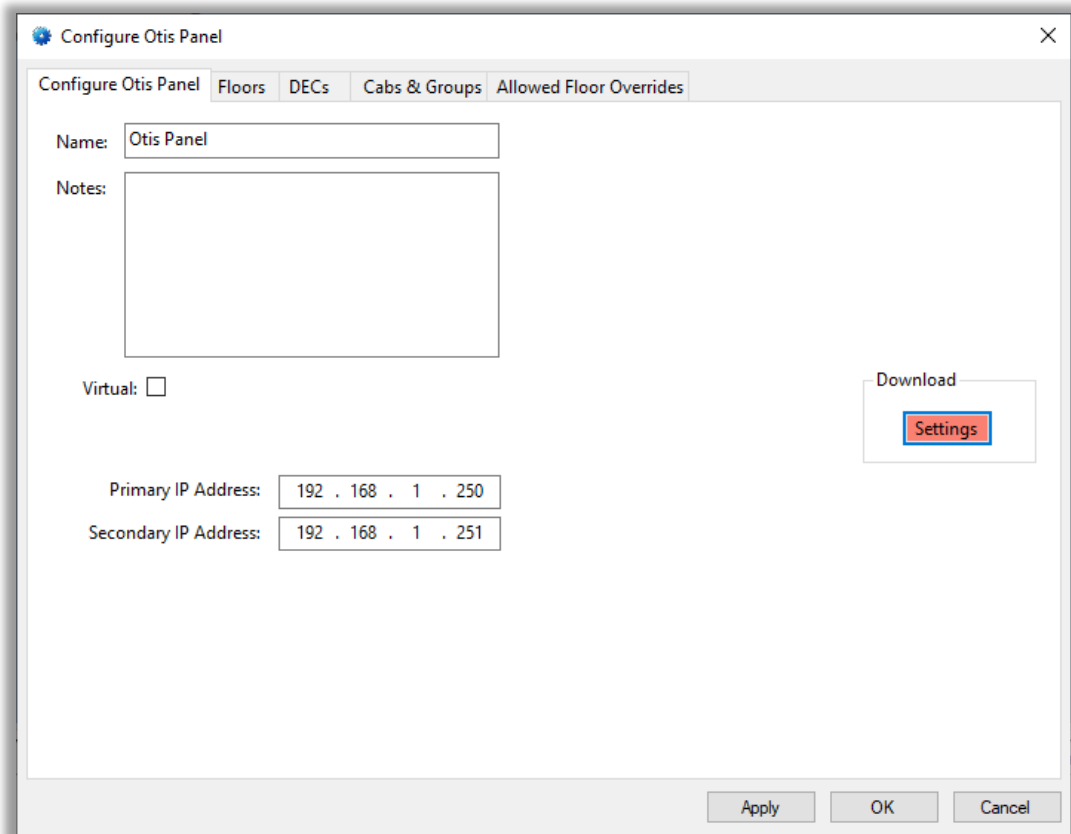
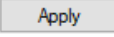


Figure 10 - Otis DDS Quick Config dialog

The configuration data is separated on five (5) tabs.

- **Configure Otis Panel** tab – designates the IP addresses of the Otis DES and download settings to it
- **Floors** tab – defines the mappings of floor names to floor numbers
- **DECs** tab – add/delete the DECs and their settings that are associated with the DDS
- **Cabs & Groups** tab – defines the mappings of cab names to cab addresses, and the mapping of group names to group IDs
- **Allowed Floor Overrides** tab – add/delete allowed floor overrides and their settings

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Note: Best practices suggest that as configuration of each tab is complete, click the  button. This saves all changes without closing the dialog.

3.1.3.1 The **Configure Otis Panel** tab

The **Configure Otis Panel** tab is where the IP addresses of the Destination Entry Server (DES) are designated. The settings are downloaded to the DES from this tab as well.

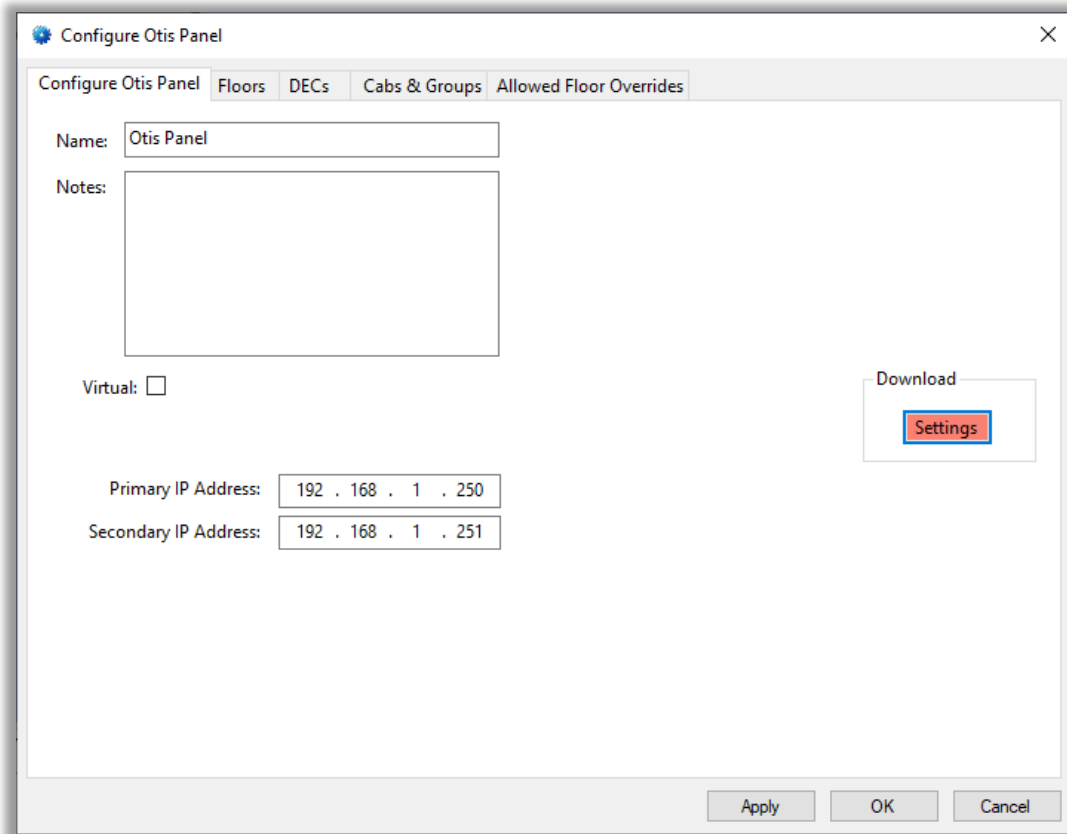




Figure 11 - The Configure OTIS Panel tab

Change the **Name** of the panel to describe its use or location. Fill in the **Primary IP Address** and the **Secondary IP Address**.

Notice the  button is salmon colored. This means a download of the settings is required. When this button is clicked, the settings are downloaded to the panel. When the download is complete, the button will become grey. Any time the settings are changed and saved or applied, the  button becomes salmon colored.

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Note: Whenever the Otis driver is enabled, it will automatically download the settings. Otis does not provide a means for Intelli-Site to query the current settings. Therefore, the settings must be downloaded to ensure the DDS and Intelli-Site are in synch.

On to the **Floors** tab.

3.1.3.2 The Floors Tab

On the **Floors** tab, define the floor number to name translations. The numbers are defined in and used by the DDS. Messages from the DES use the floor number. Intelli-Site uses this table to display the name.

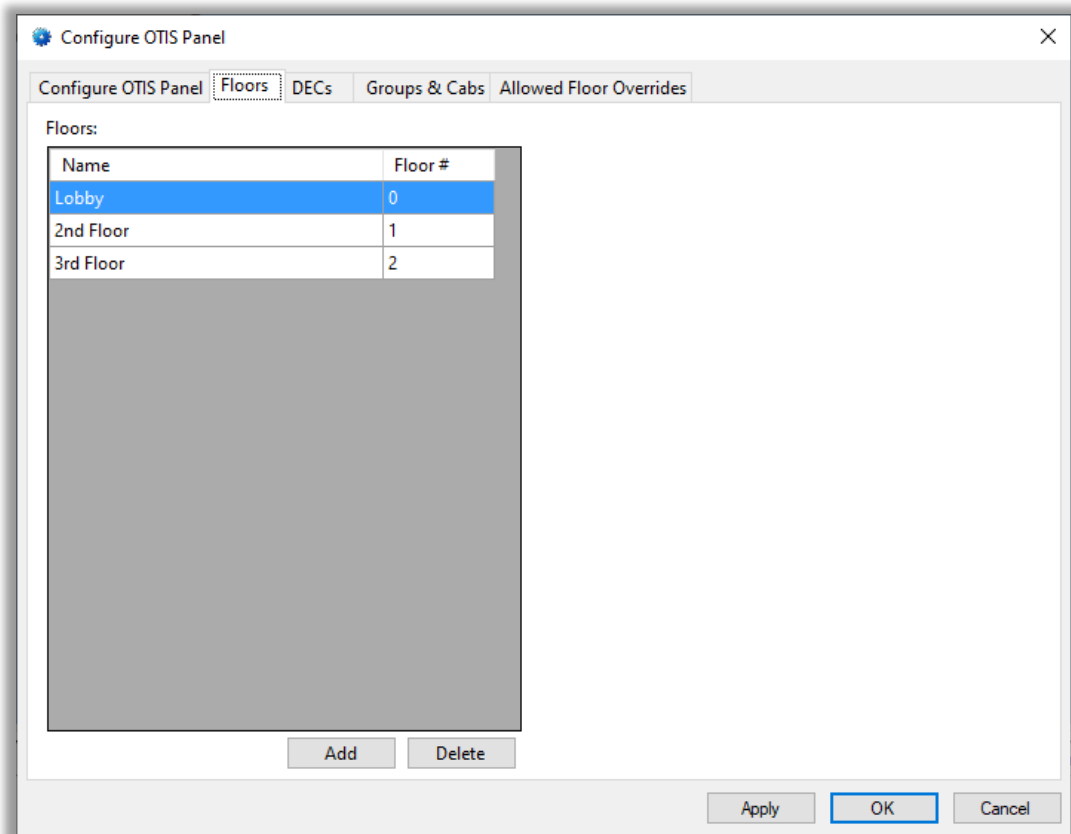


Figure 12 - The Floors tab

When the panel is added, three floor definitions are added as well. These are examples. The cells of the table are editable. Change the names and numbers as defined in the DDS. Delete a row by selecting it and clicking the **Delete** button. Add a row by clicking the **Add** button.

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The numbers are just identifiers. They do not need to be ordered or even consecutive. They do need to be whole numbers ranging from -127 to 128. An error message will popup if the floor number is invalid or if there are any duplicate numbers. These floor definitions are used on the **DECs** tab.

3.1.3.3 The **DECs** Tab

On the **DECs** tab, the Destination Entry Computers (DECs) and Destination Entry Terminals (DETs) are defined and configured.

Note: All references to DEC devices also apply to DET devices.

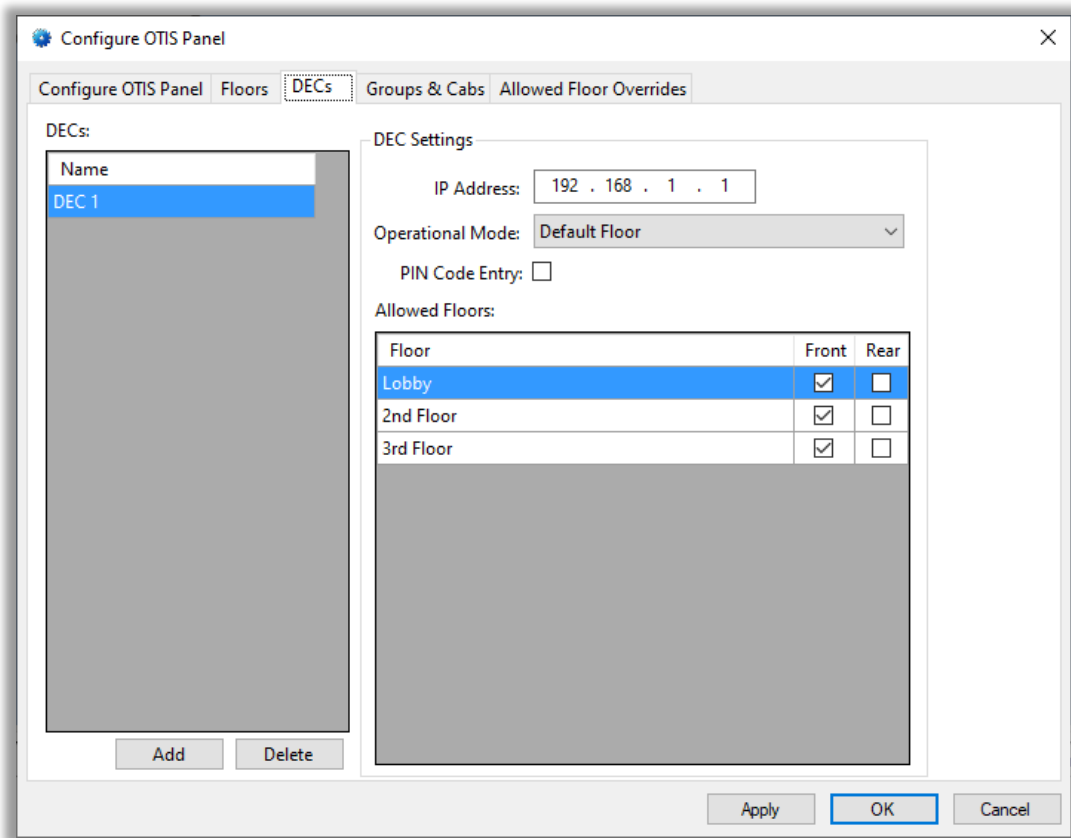

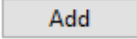


Figure 13 - The **DECs** tab

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A single DEC definition exists when the panel is added. At least one DEC definition is required. The cells of the **DECs** table are editable. Modify the name of this default DEC definition to match an existing DEC or delete it and start from scratch. Delete a DEC definition by selecting it in the **DECs** table then clicking the  button. Add a new DEC definition by clicking the  button.

On the right are the **DEC Settings** for the selected DEC in the **DECs** table. Fill in the **IP Address** of the DEC, select the proper **Operational Mode** from the drop-down list, check the **PIN Code Entry** check box if applicable, and designate the **Allowed Floors**. For each floor, check the cab doors that are part of the allowed floor definition. Even if there is only one door on the cab, check the correct door.

Next comes defining the cabs and if applicable, groups.

3.1.3.4 The *Cabs & Groups* Tab

On the ***Cabs & Groups*** tab, cabs and groups are defined. Groups are optional, cabs are not. These lists are used to translate the address or ID to a name. The DES uses the addresses and IDs in its messages. Intelli-Site displays the name.

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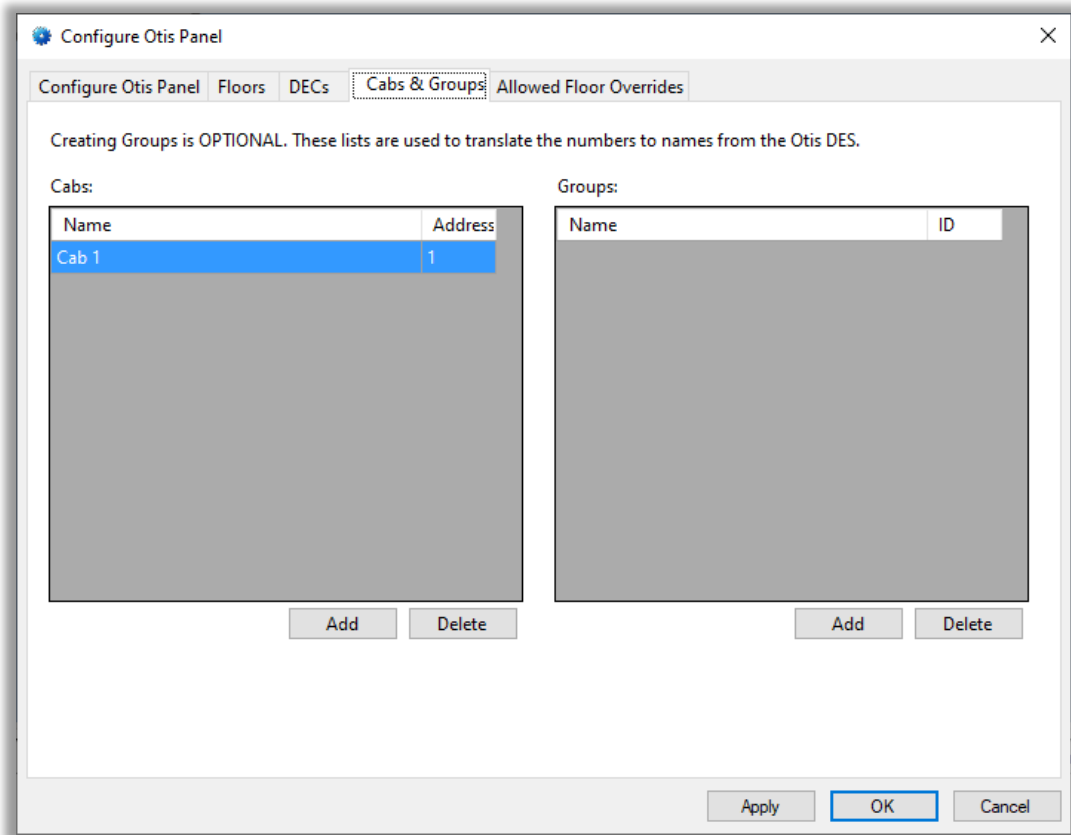


Figure 14 - The Cabs & Groups tab

When the panel is added, a cab is added as well. Modify this cab to match a real cab in the system or delete it and start from scratch. Use the and buttons under the table. Add a cab **Name** to **Address** translation for each cab in the DDS.

Do the same for groups if the DDS has groups.

Next is defining the allowed floor overrides.

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3.1.3.5 The *Allowed Floor Overrides* Tab

The ***Allowed Floor Overrides*** tab is where the temporary override definitions are added. This is the DDS's super power. The allowed floor override definitions allow a security person to temporarily modify the allowed floors for a DEC. Why? Consider a high-rise building. Someone on the 25th floor, a floor with authorized access only, ordered pizza for a meeting. When the pizza delivery arrives, the security person only needs to click a button in Intelli-Site to override the default allowed floors so that the pizza deliverer can take the pizza up to the 25th floor even though it would usually require authorization to do so. When the delivery is complete, the security person removes the override with a click of the button again. Or a timer can be set to turn off the floor override when it expires.

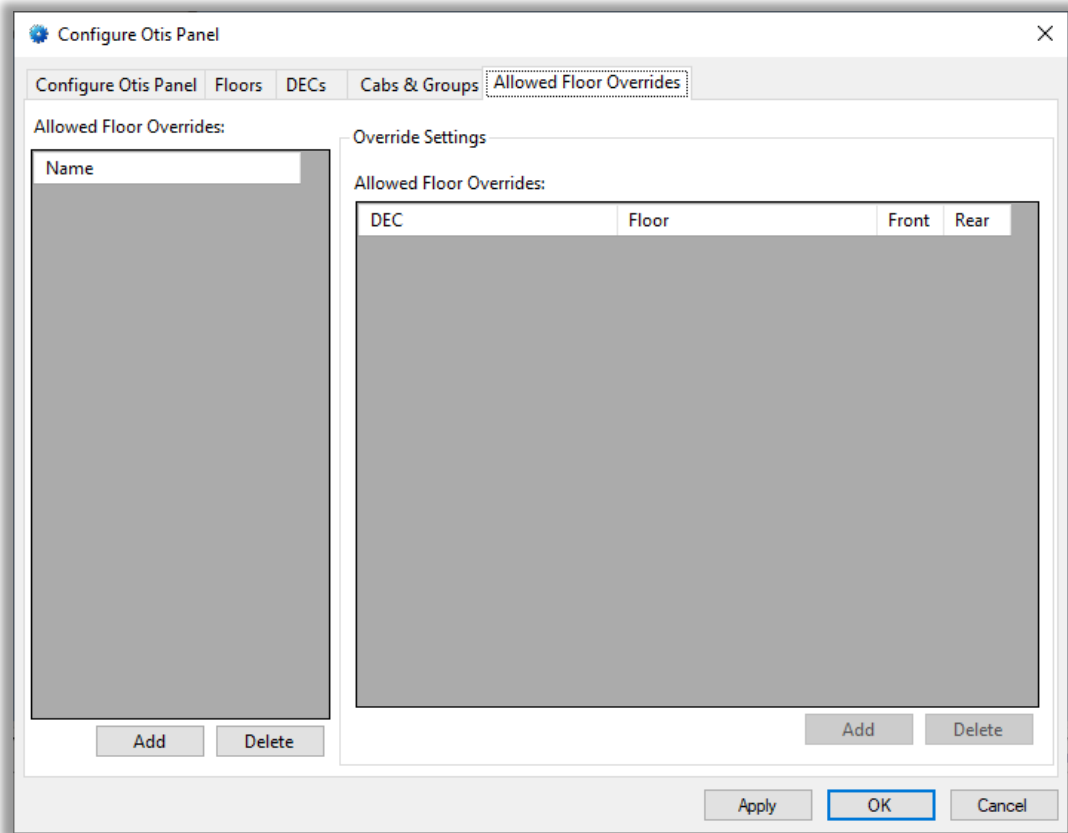


Figure 15 – The *Allowed Floor Overrides* tab

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An allowed floor override is an I/O Point. When the I/O Point changes state from low to high or high to low, a download is triggered for the DEC(s) found in the **Allowed Floor Overrides** table associated with the I/O Point. The default floors for each DEC and all of the active overrides for the target DEC(s) are downloaded. When the I/O Point changes to the high state, it is active, and the overrides are downloaded along with default floors. When the I/O Point changes to the low state, it is no longer active. The overrides associated with this I/O Point are not downloaded but all of the default floors and any other active overrides are downloaded.

To add an allowed floor override, click the button under the **Allowed Floor Overrides** list. A new override is added to the list. At this point the **Allowed Floor Overrides** table is empty and so is the **Name** field.

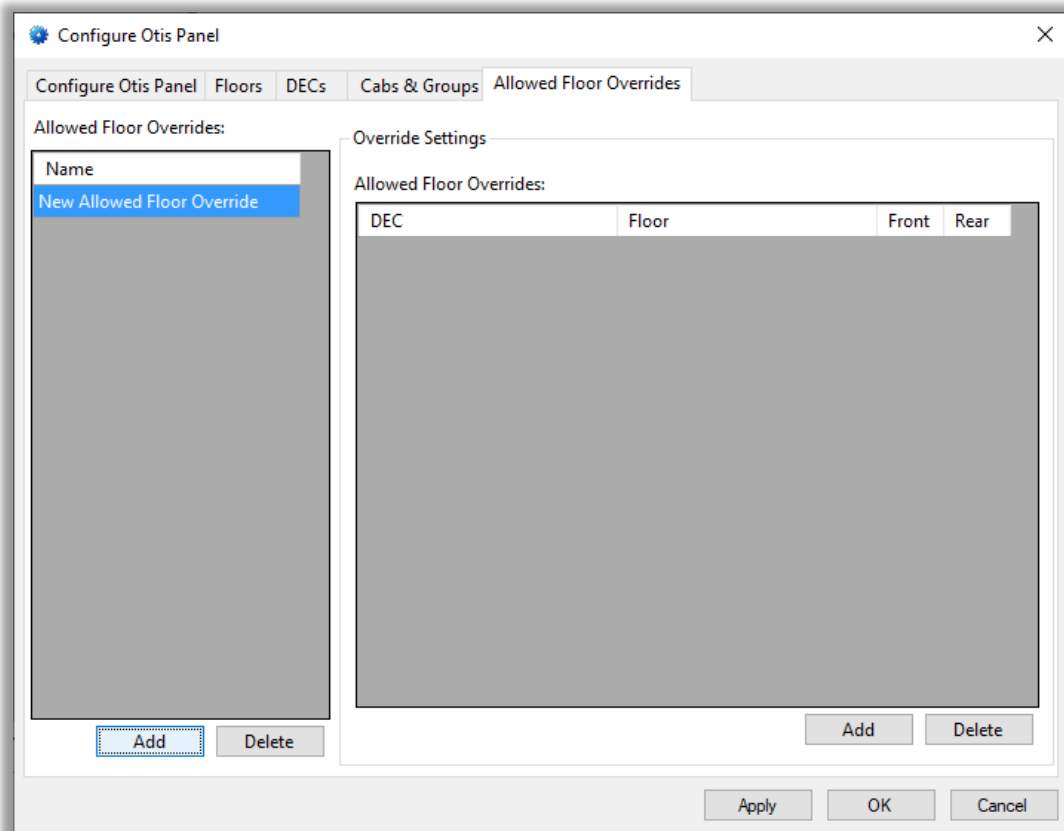


Figure 16 - A newly added Allowed Floor Override

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Change the **Name** in the **Allowed Floor Overrides** table so it describes the override. In the **Override Settings** group box, click the button directly beneath the **Allowed Floor Overrides** table. A new row is added to the table. Select the desired **DEC** and **Floor**. Check the correct doors: **Front** and/or **Back**. If needed, add additional overrides for this override definition.

Add all of the different allowed floor overrides needed for the facility. Then click to save the configuration.


The panel is now configured. Now it is time to enable the driver.

3.1.4 Enable the Otis Driver

At this point, the Otis DDS panel and the Otis driver are configured, but the driver is not online. A quick way to know this is that the communication indicator is grey.



Figure 17 – Disabled Otis Driver

Note: The warning icon, , indicates a download of settings is needed. When the driver is enabled, it will download the settings automatically. If changes are made while the driver is enabled, the new settings must be downloaded by clicking the button in the Quick Config.

Right-click on the driver to open the context menu; select *Enable Driver*. The communications indicator will change color to green when it's online.

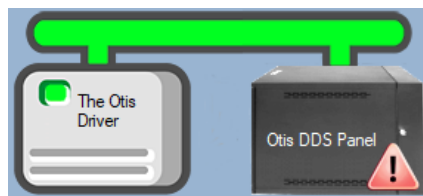



Figure 18 - Enabled Otis Driver requiring a Settings download

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If the download required warning icon, , is present when the driver is enabled, the settings will be downloaded as each of the components of the Otis DDS.

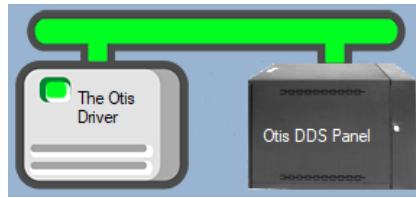


Figure 19 - Enabled Otis Driver after downloading Settings



If for some reason the Engine cannot connect to the Driver Service or the Driver cannot connect to the Otis DDS, the communication indicator will be red.



Figure 20 - Enabled Otis Driver that is not communicating with the Driver Service



Figure 21 - Enabled Otis Driver that is communicating with the Driver Service but NOT the panels

Congratulations! The Otis DDS is integrated and ready to use in screen design for  **Live View**. Screens are designed in  **Design View**.

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3.2 Panel Control Screen

Every Otis DDS panel has a **Panel Control Screen**. From this screen, the user can monitor the current state of the DDS. When the panel is added a panel control screen is added matching the default programming of the panel. After programming the panel, the **Panel Control Screen** must be recreated to reflect the new programming. Right-click on the Otis DDS panel and select *Recreate Panel Control Screen*. Intelli-Site deletes the existing screen and creates a new one based on the configuration of the panel.

Clicking on the panel icon opens the **Panel Control Screen** of the target panel.

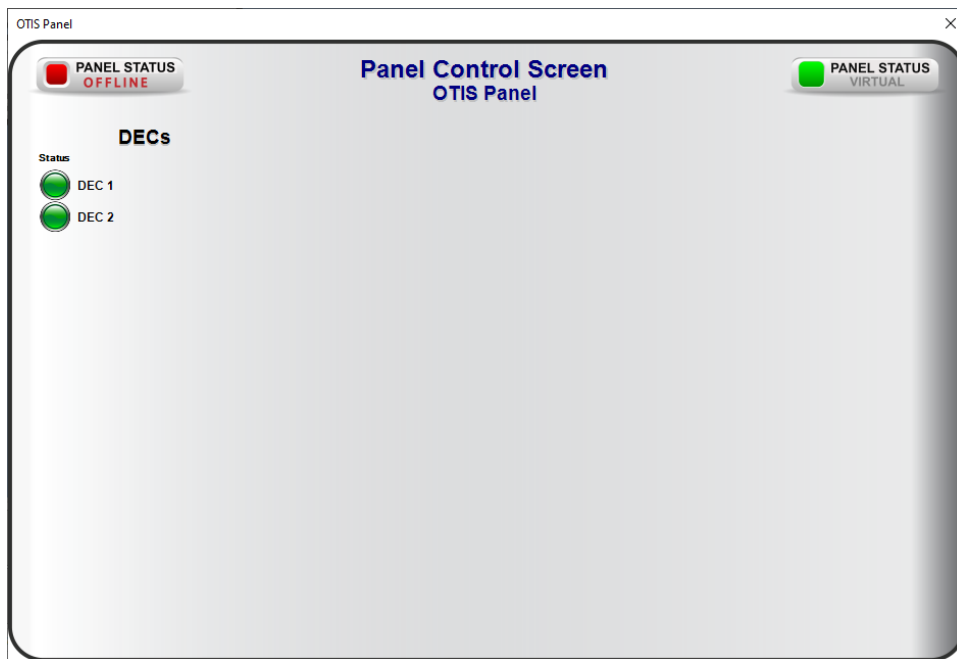



Figure 22 – The Panel Control Screen

The color of the light indicates the state of the point. Green is normal, and red is alarm.

4 Design View

 **Design View** is the home of the Project Node Tree and the place where screens and screen objects are programmed. The following sections explain the Otis driver node properties, the Otis DDS node properties, and screen object programming especially the automatically created screen objects.

4.1 *Otis Driver Node*

The Otis driver node is found by expanding **Setup->Computer Setup->Drivers**.

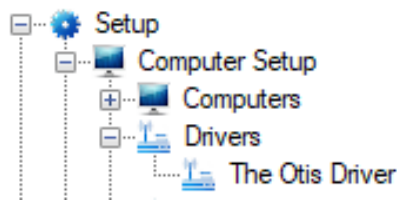


Figure 23 - Otis Driver node in the Project Node Tree

Right-click on the driver node and select *Properties* to open the properties dialog.

There are two (2) tabs on the Otis Driver properties dialog.

- The ***Properties*** tab
- The ***Card Config*** tab

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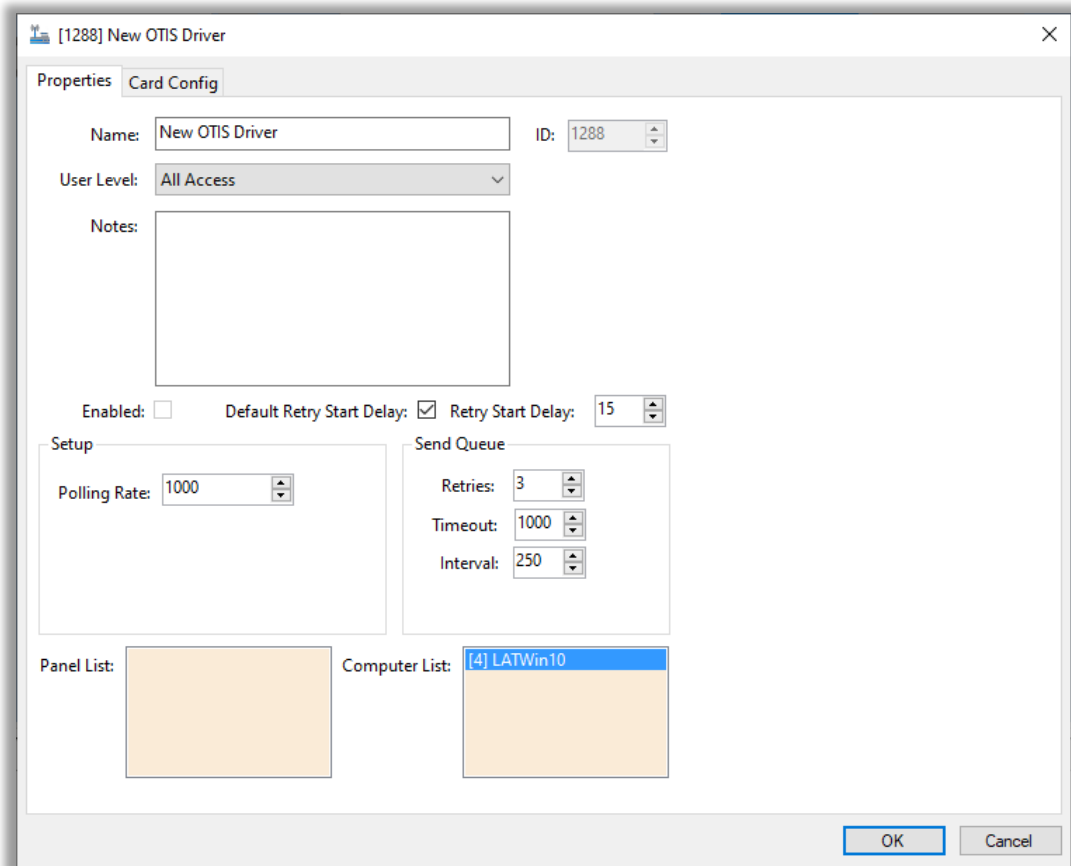


Figure 24 - Otis Driver properties dialog

4.1.1 The *Properties* Tab

The ***Properties*** tab of the driver properties dialog contains the standard driver properties that govern the basic operation of the driver.

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The screenshot shows a window titled "[1288] New OTIS Driver" with a "Properties" tab. The "Card Config" sub-tab is active. The "Name" field contains "New OTIS Driver" and the "ID" field contains "1288". The "User Level" dropdown is set to "All Access". The "Notes" field is empty. The "Enabled" checkbox is unchecked, "Default Retry Start Delay" is checked, and "Retry Start Delay" is set to "15". The "Setup" section has "Polling Rate" set to "1000". The "Send Queue" section has "Retries" set to "3", "Timeout" set to "1000", and "Interval" set to "250". The "Panel List" is empty, and the "Computer List" contains "(4) LATWin10". "OK" and "Cancel" buttons are at the bottom right.

Figure 25 - The driver *Properties* tab

The fields **Name**, **ID**, **User Level**, and **Notes** are standard on all I/O Point nodes. The fields specific to this node are defined as follows.

Enabled – checkbox; when checked the driver is enabled

Default Retry Start Delay – checkbox (default: checked); if the driver did not connect, pause before attempting to connect again

Retry Start Delay – numeric (default: 15); number of seconds to wait between retries on connection attempts

Polling Rate – numeric (default: 3000); number of milliseconds to wait for a response before assuming the packet was not received

Retries – numeric (default: 3); number of times the driver will attempt to send a packet

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Timeout – numeric (default: 1000); number of milliseconds for a packet timeout

Interval – numeric (default: 250); number of milliseconds between retries

Panel List- drop box; the Otis DDS nodes attached to this driver

Computer List – drop box (default: the computer on which the Engine is running); the computer node on which this driver is running; in a redundant system, there may be multiple computers

4.1.2 The *Card Config* Tab

The different card configurations used to interpret a card read are defined on the **Card Config** tab. The figure below shows the pre-loaded card configurations.

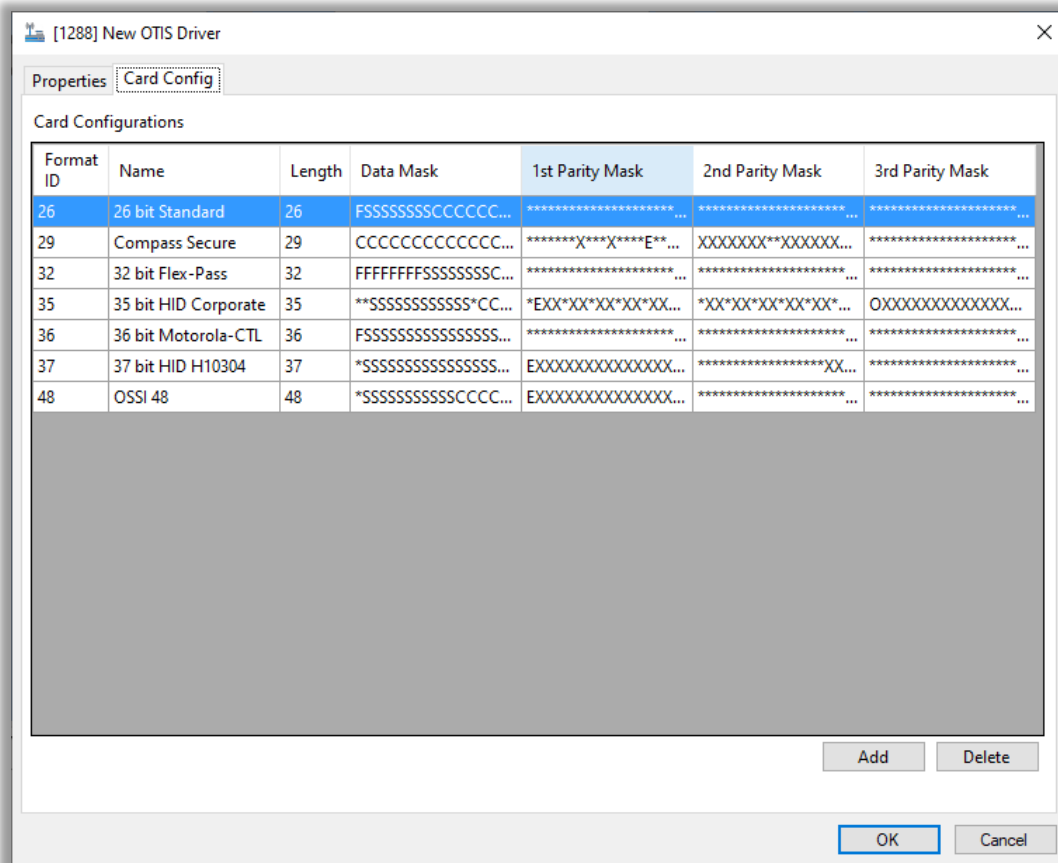


Figure 26 - The *Card Config* tab

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If the facility uses a configuration not provided, the integrator will need to add it to this table and modify the **Card Data** screen to include it in the card format options.

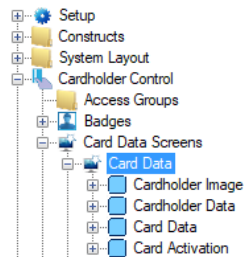
4.1.2.1 Add a New Card Configuration to the Driver

To add a new card configuration, click . A new row is added to the bottom of the table. Give the new configuration a unique **Format ID** and a **Name**. The rest of the columns define the card configuration. It is assumed the integrator adding a card configuration understands each column and each symbol. Click to save the changes.

Note: *The Format ID must be unique for the whole Intelli-Site project. No other card configuration may have the same ID regardless of the driver or the driver type.*

4.1.2.2 Add the New Card Configuration to the Card Data Screen

The **Card Data** screen is found by expanding **Cardholder Control** then **Card Data Screens**.



Double-clicking on **Card Data** opens the screen in the editor. Right-click on the drop-down box next to the label "Card Format". The properties for the **Control – Card Format** screen object opens.

Otis DDS Panel Guide

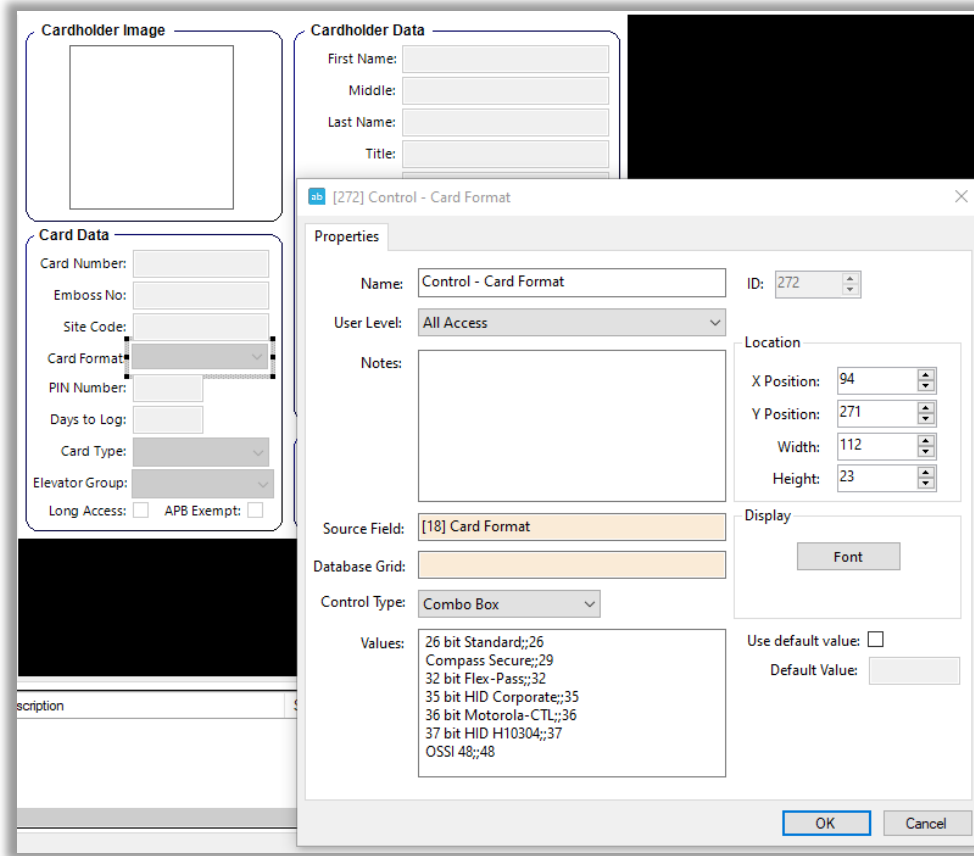



Figure 27 - Control - Card Format properties dialog

In the **Values** list box, add the new card configuration using the format `<Name>;;<Format ID>`. The `Format ID` must match the **Format ID** of the new card configuration. Click to save the changes.

4.2 Otis DDS Panel Node

The Otis DDS panel node is found by expanding **System Layout** then the Site and Area to which the Otis DDS panel was added in  **Hardware Management View**. In the example below, the panel was added to the site named **Corporate Headquarters** and the area named **Area**.

Otis DDS Panel Guide

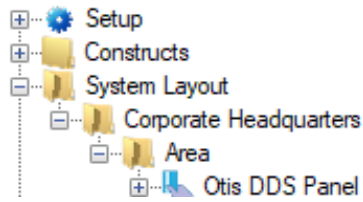


Figure 28 - The Otis DDS panel node in the Project Node Tree

The Otis DDS panel node is the root node for the panel. The following sections will explain:

- The properties of the Otis DDS panel node
- The configuration of the Otis DDS panel (a.k.a. **Quick Config**)
- The child nodes of the Otis DDS panel

4.2.1 Otis DDS Panel Node Properties dialog

Right-click on the Otis DDS panel node and select *Properties* to open the properties dialog. There are very few fields. These fields are not used in the regular configuration of the panel. One usually only opens the properties dialog at the request of tech support.

There are three (3) tabs on the properties dialog.

- The **Properties** tab
- The **Floors** tab
- The **Groups** tab

4.2.1.1 The **Properties** Tab

The first tab of the properties dialog is the **Properties** tab.

Otis DDS Panel Guide

The screenshot shows a software dialog box titled "[1289] OTIS Panel". It has three tabs: "Properties", "Floors", and "Groups". The "Properties" tab is selected. The dialog contains the following fields and controls:

- Name:** A text box containing "OTIS Panel".
- ID:** A dropdown menu showing "1289".
- User Level:** A dropdown menu showing "All Access".
- Notes:** A large empty text area.
- Panel Setup:** A group box containing:
 - Event buffer delta (min):** A spinner control set to "0".
 - Virtual Point:** A checkbox that is unchecked, followed by an empty text box.
- Primary IP Address:** A text box containing "192 . 168 . 1 . 250".
- Secondary IP Address:** A text box containing "192 . 168 . 1 . 251".
- Download:** A button with a sub-button labeled "Settings".
- Apply, OK, Cancel:** Standard buttons at the bottom of the dialog.

Figure 29 - Otis DDS panel Properties dialog

The fields **Name**, **ID**, **User Level**, and **Notes** are standard on all I/O Point nodes. The fields specific to this node are defined as follows.

Panel Setup – group box; those fields associated with how the software handles the panel

Event buffer delta (min) – numeric (default: 0); only applies to panels that buffer data; the Engine compares the time an event occurs versus the current time, if the difference is greater than the **Event buffer delta**, the event is logged but not acted upon

Virtual – check box; when checked the panel is virtualized, allowing the driver to be brought online without having the physical panel available

Virtual Point – drop box; this I/O Point will be set when the panel is virtualized, clear when it is not

Primary IP Address – IP Address format; the primary IP address of the DES

Otis DDS Panel Guide

Secondary IP Address – IP Address format; the secondary IP address of the DES

Settings - button; when clicked the last saved settings are downloaded to the DDS; when changes to the settings are saved, the color of the button is salmon; when the download is complete the color of the button is grey

4.2.1.2 The Floors Tab

The **Floors** tab shows the floor name to number translation definitions for the Otis DDS panel. While the definitions can be added and deleted here, the **Quick Config** dialog is the preferred method for managing this table.

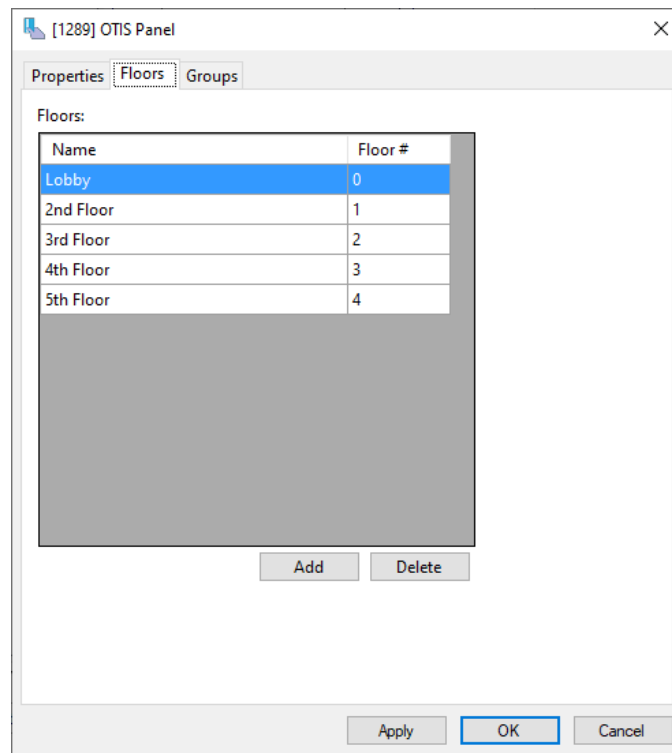


Figure 30 - The Floors tab

4.2.1.3 The Groups Tab

The **Groups** tab shows the group name to ID translations defined for the Otis DDS panel. Groups can be added and deleted here, but the **Quick Config** dialog is the preferred method for managing the groups.

Otis DDS Panel Guide

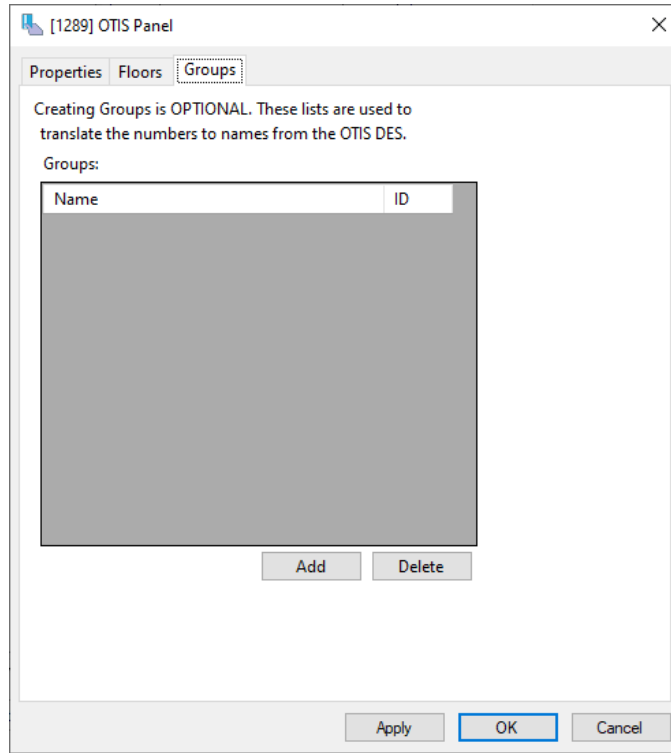


Figure 31 - The *Groups* tab

Otis DDS Panel Guide

4.2.2 Otis DDS Panel Quick Config

The **Quick Config** dialog is accessible either in  **Hardware Management View** or in  **Design View**. To open the **Quick Config** dialog, right-click on the Otis DDS panel node and select *Quick Config*.

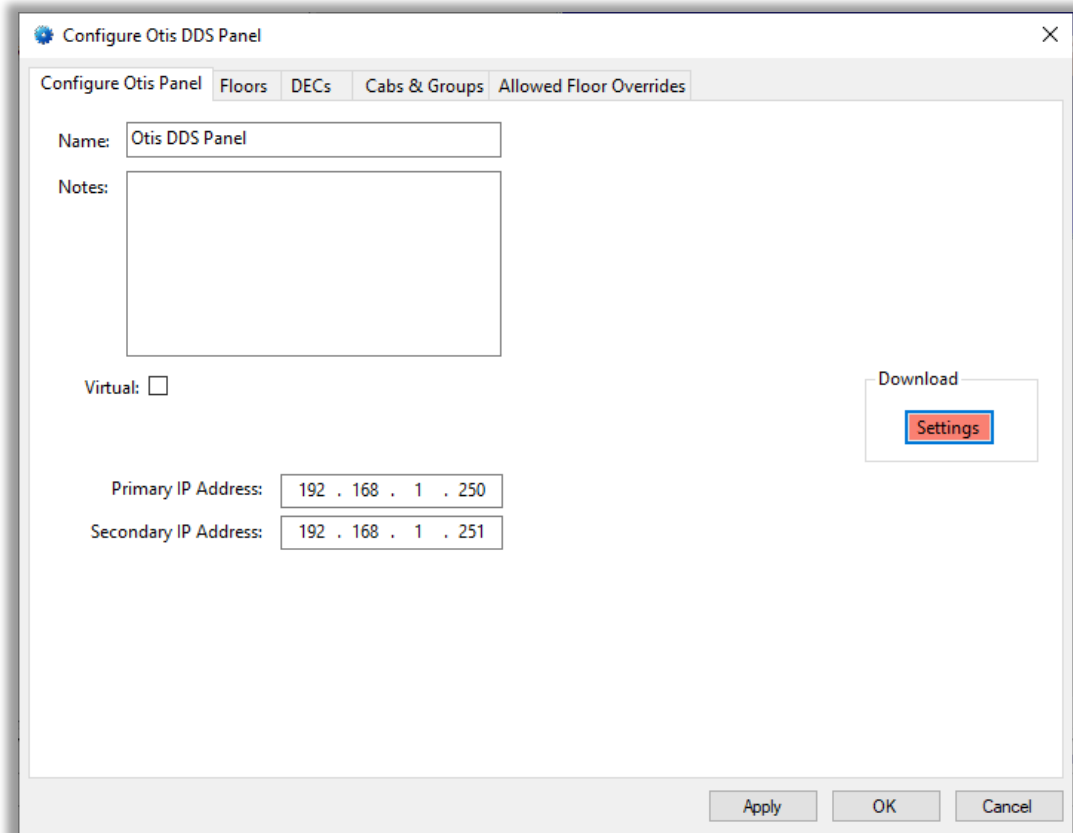


Figure 32 - Otis DDS Quick Config dialog

The **Quick Config** dialog has five (5) tabs.

- The **Configure Otis Panel** tab
- The **Floors** tab
- The **DECs** tab
- The **Cabs & Groups** tab
- The **Allowed Floor Overrides** tab

4.2.2.1 The **Configure Otis Panel** tab

The **Configure OTIS Panel** tab contains the general properties.

Otis DDS Panel Guide

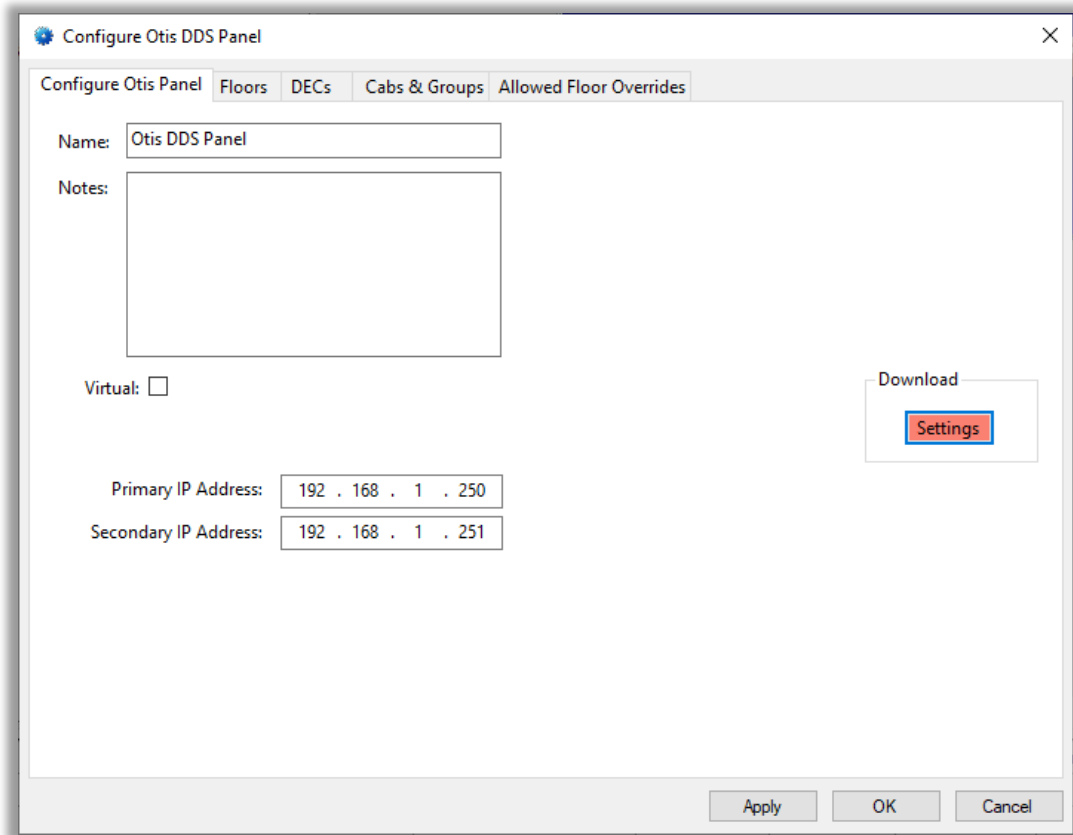


Figure 33 - The Configure OTIS Panel tab

Name – edit text; the name for the node; the name doesn't have to be unique

Notes – multiline edit text; any notes for the node

Virtual – check box; when checked the panel is virtualized, allowing the driver to be brought online without having the physical panel available

Primary IP Address – IP address box; the primary IP address of the DES

Secondary IP Address – IP address box; the secondary IP address of the DES

Settings - button; when clicked the last saved settings are downloaded to the DES; when changes to the settings are saved, the color of the button is salmon; when the download is complete the color of the button is grey

Otis DDS Panel Guide

4.2.2.2 The Floors Tab

The **Floors** tab defines the relationship between floor name and floor #.

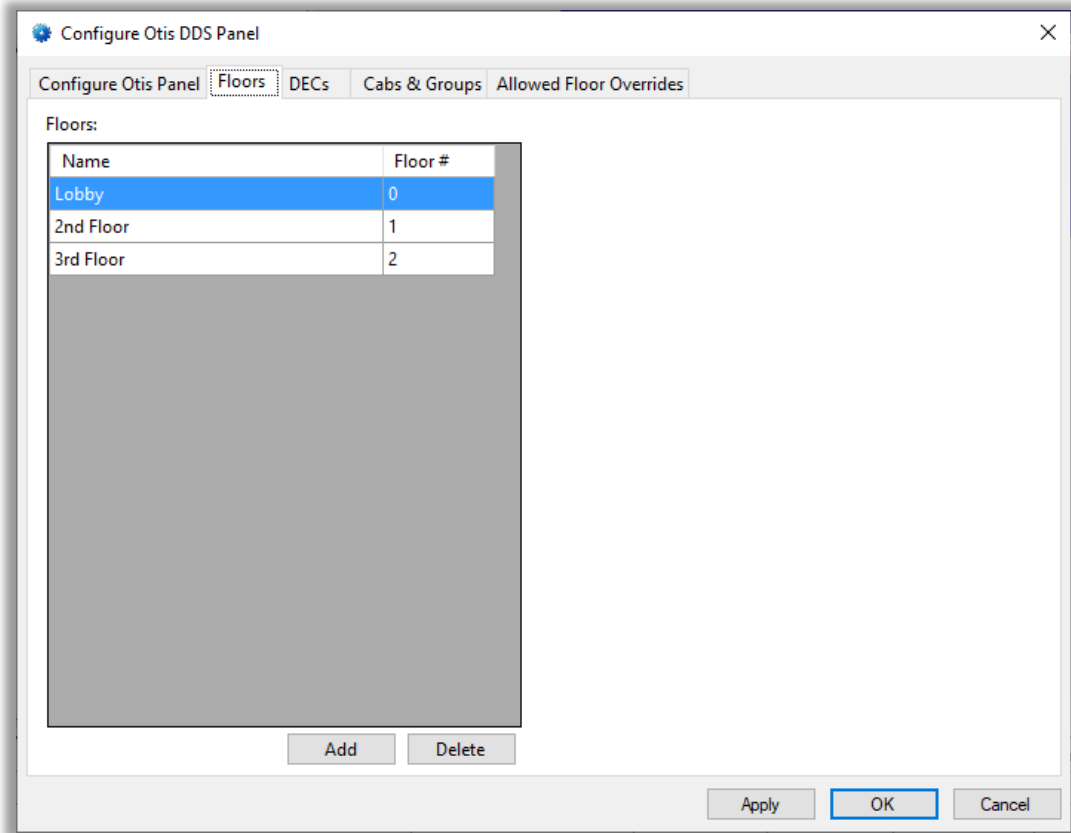


Figure 34 - The Floors tab

Floors – table; table containing the floor name to number translation definitions, the columns are **Name** and **Floor #**; the floor numbers correspond to the ones defined in the DDS, they do not have to be ordered or consecutive

Add - button; clicking this button adds a row to the **Floors** table

Delete - button; clicking this button deletes the selected row from the **Floors** table

Otis DDS Panel Guide

4.2.2.3 The *DECs* Tab

On the **DECs** tab, the Destination Entry Computers (DECs) and Destination Entry Terminals (DETs) are defined and configured.

Note: All references to *DEC* devices also apply to *DET* devices.

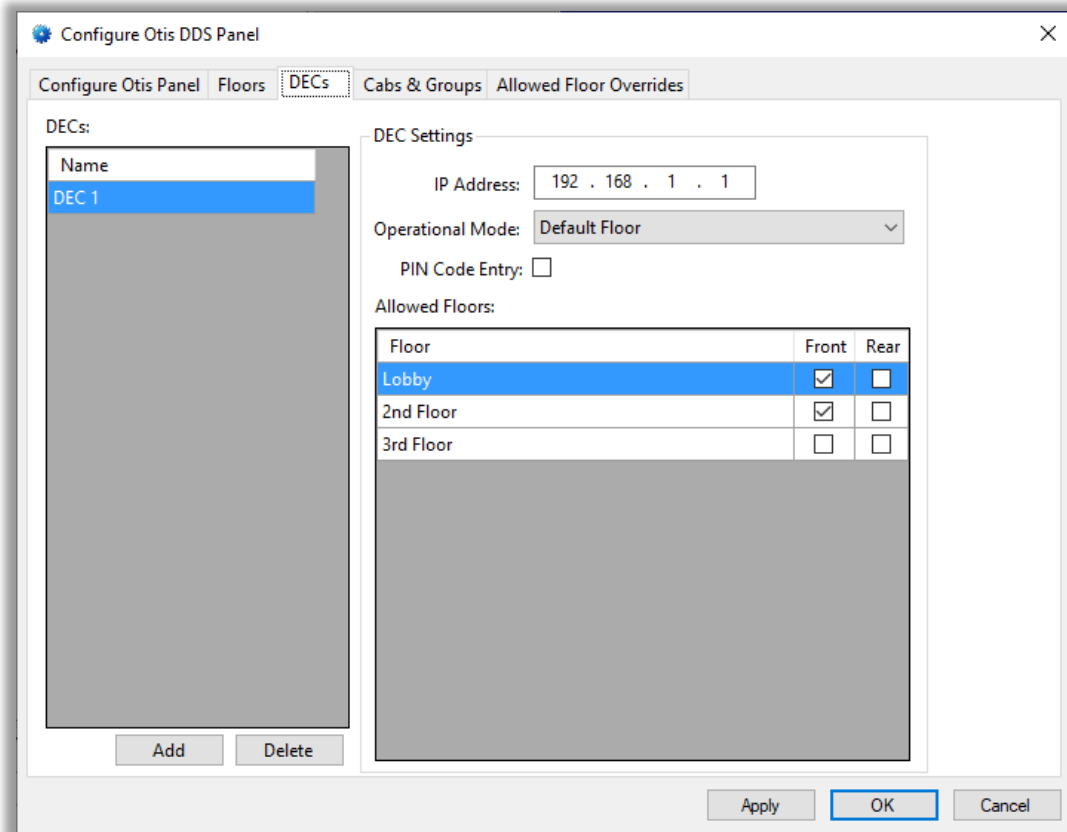


Figure 35 - The *DECs* tab

DECs – table; table containing the DEC definitions, the name of the definition is set in this table

Add - button; clicking this button adds a row to the **DECs** table; each row is DEC definition whose properties are defined in the **DEC Settings** group box

Delete - button; clicking this button deletes the selected row from the **DECs** table

DEC Settings – group box; the settings for the selected row in the **DECs** table

Otis DDS Panel Guide

IP Address – IP address box; the IP address of the DEC

Operational Mode – drop-down list (values: *Default Floor*, *Access To Authorized Floors*, *User Entry of Destination Floor*, *Default Floor* or *User Entry of Default Floor* default: *Default Floor*) the mode of the DEC

PIN Code Entry – checkbox; (default: unchecked) when checked PIN code entry is enabled

Allowed Floors – table; the floors and doors that are expressly allowed by this DEC; for each floor at least one door (**Front** or **Rear**) must be checked even if the floor only has one door

4.2.2.4 The **Cabs & Groups** Tab

On the **Cabs & Groups** tab, cabs and groups are defined. Groups are optional, cabs are not. These lists are used to translate the address or ID to a name. The DES uses the addresses and IDs. Intelli-Site displays the name.

Otis DDS Panel Guide

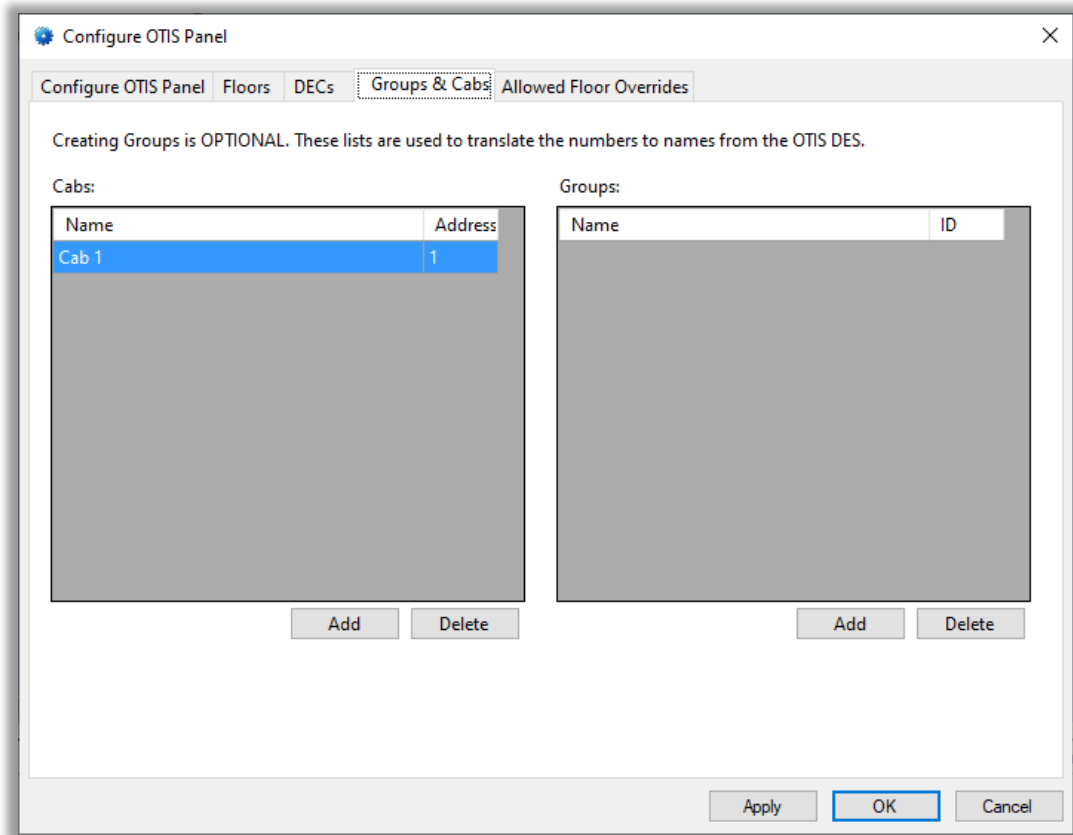


Figure 36 - The *Cabs & Groups* tab

Cabs – table; table containing the cab name to address translations

Add - button; clicking this button adds a row to the **Cabs** table

Delete - button; clicking this button deletes the selected row from the **Cabs** table

Groups – table; table containing the group name to ID translations

Add - button; clicking this button adds a row to the **Groups** table

Delete - button; clicking this button deletes the selected row from the **Groups** table

Otis DDS Panel Guide

4.2.2.5 The *Allowed Floor Overrides* Tab

The **Allowed Floor Overrides** tab is where the temporary override definitions are defined. This is Intelli-Site's super power for this integration. The allowed floor override definitions allow a security person to temporarily modify the allowed floors for a cab. Why? Consider a high-rise building. Someone on the 25th floor, a floor with authorized access only, ordered pizza for a meeting. When the pizza delivery arrives, the security person clicks on a button in Intelli-Site to override the default allowed floors so that the pizza deliverer can take the pizza up to the 25th floor even though it would usually require authorization to do so. When the delivery is complete, the security person removes the override with a click of the button again.

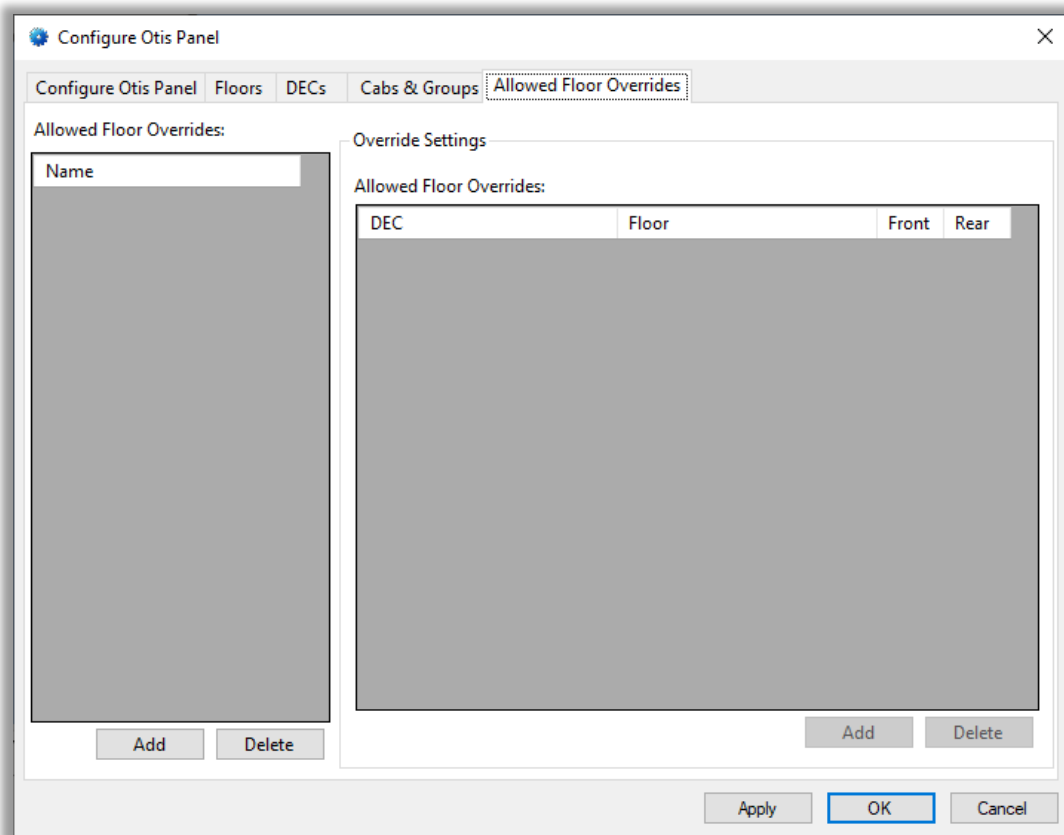


Figure 37 – The *Allowed Floor Overrides* tab

Allowed Floor Overrides – table; the list of the defined allowed floor overrides; the settings for the selected row are displayed in the **Override Settings** group box

Otis DDS Panel Guide

Add - button; clicking this button adds a row to the **Allowed Floor Overrides** table

Delete - button; clicking this button deletes the selected row from the **Allowed Floor Overrides** table

Override Settings – group box; the settings for the selected allowed floor override

Allowed Floor Overrides – table; the all of the floor override settings for the selected allowed floor override

Add - button; clicking this button adds a row to the **Allowed Floor Overrides** table

Delete - button; clicking this button deletes the selected row from the **Allowed Floor Overrides** table

4.2.3 Otis DDS Panel Child Nodes

The Otis DDS panel has five (5) child nodes.

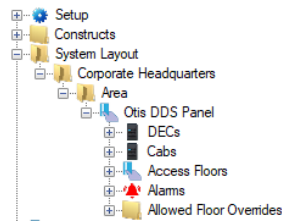


Figure 38 – The Otis DDS panel child nodes

4.2.3.1 DECs Nodes

Expanding the **DECs** node reveals the DEC nodes. Right-click on one of the nodes and select *Properties*.

Otis DDS Panel Guide

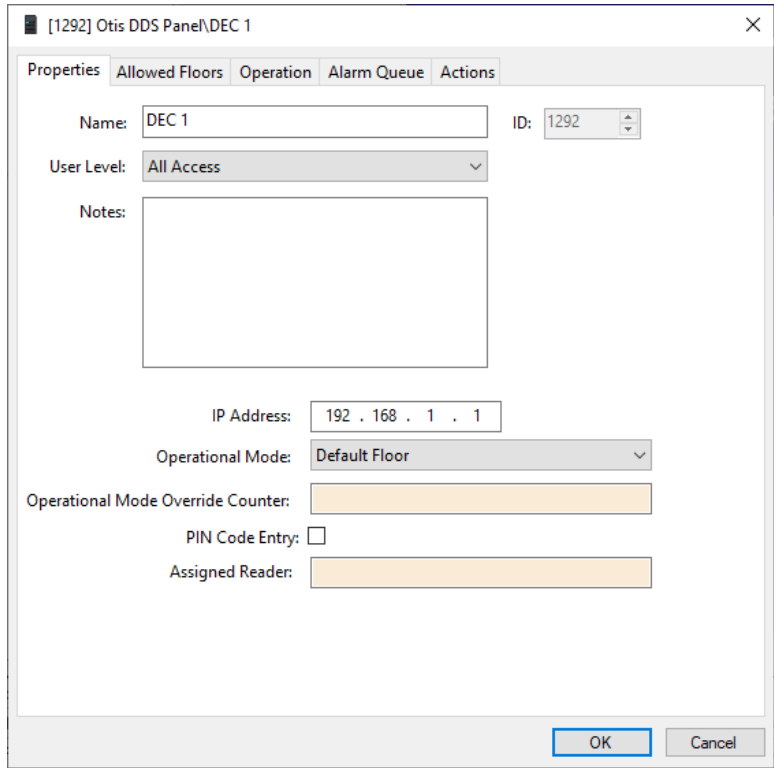


Figure 39 - DEC node properties dialog

Each DEC is an I/O Point with additional fields and events. Here we will discuss the **Properties** tab and the **Allowed Floors** tab. See the User's Guide for an explanation of the other tabs.

4.2.3.1.1 Properties Tab

This is the **Properties** tab.

Otis DDS Panel Guide

The screenshot shows a software dialog box titled "[1292] Otis DDS Panel\DEC 1". It has a tabbed interface with the "Properties" tab selected. The dialog contains the following fields and controls:

- Name:** Text box containing "DEC 1".
- ID:** Spin box containing "1292".
- User Level:** Drop-down menu showing "All Access".
- Notes:** Large empty text area.
- IP Address:** Text box containing "192 . 168 . 1 . 1".
- Operational Mode:** Drop-down menu showing "Default Floor".
- Operational Mode Override Counter:** Empty text box.
- PIN Code Entry:** Check box, currently unchecked.
- Assigned Reader:** Empty text box.

At the bottom right, there are "OK" and "Cancel" buttons.

Figure 40 - DEC properties dialog: Properties tab

The fields **Name**, **ID**, **User Level**, and **Notes** are standard on all I/O Point nodes. The fields specific to this node are defined as follows.

IP Address – IP address box; the IP address of the DEC

Operational Mode – drop-down list (values: *Default Floor*, *Access To Authorized Floors*, *User Entry of Destination Floor*, *Default Floor* or *User Entry of Default Floor* default: *Default Floor*) the mode of the DEC

Operational Mode Override Counter – drop box; accepts counters; when this counter changes value, the operational mode of the DEC is updated to the counter's new value and downloaded; acceptable values are 0-4 where:

- 0 => return to the mode designated in **Operational Mode**
- 1 => *Default Floor*
- 2 => *Access To Authorized Floors*
- 3 => *User Entry of Destination Floor*
- 4 => *Default Floor or User Entry of Default Floor*

Otis DDS Panel Guide

PIN Code Entry – checkbox; (default: unchecked) when checked PIN code entry is enabled

Assigned Reader – drop box; the access control reader assigned to the DEC

4.2.3.1.2 Allowed Floors Tab

The Allowed **Floors** tab shows the allowed floor definitions for this DEC. While the definitions can be added and deleted here, the **Quick Config** dialog is the preferred method for managing this table.

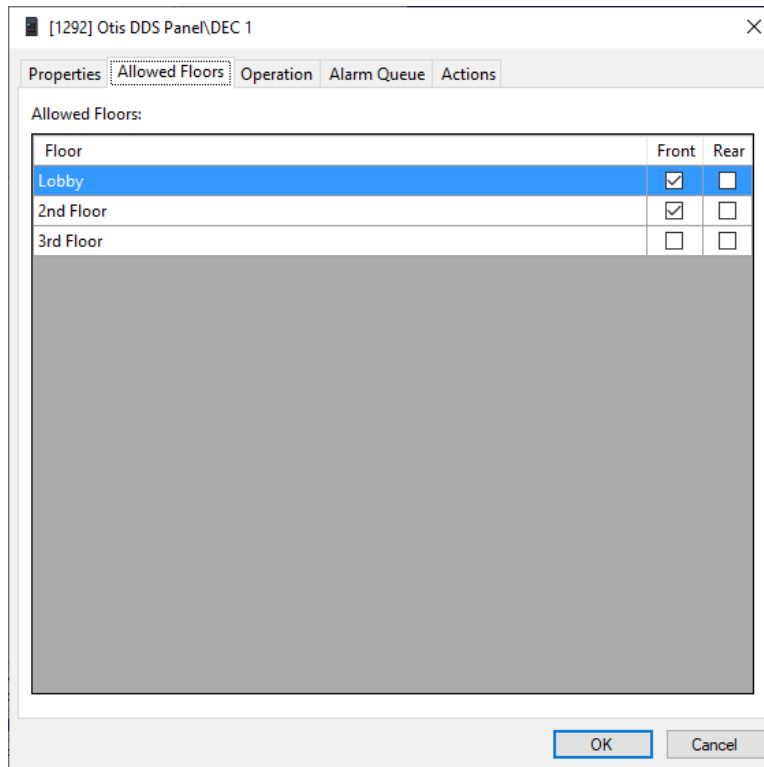


Figure 41 - DEC properties dialog: Allowed Floors tab

Otis DDS Panel Guide

4.2.3.2 Cab Nodes

Expanding the **Cabs** node reveals the Cab nodes.

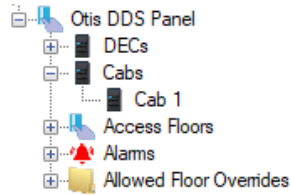


Figure 42 - Cabs child nodes

Right-click on one of the cab nodes and select *Properties*.

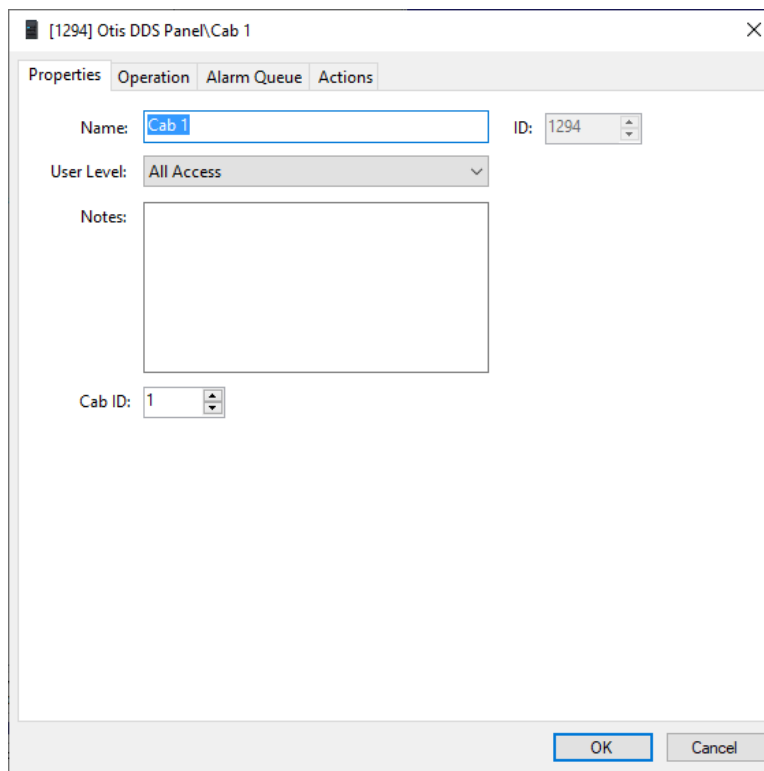


Figure 43 - Cab node properties dialog

The fields **Name**, **ID**, **User Level**, and **Notes** are standard on all I/O Point nodes. The field specific to this node is defined as follows.

Cab ID – numeric; the cab identification number

Otis DDS Panel Guide

4.2.3.3 Access Floors Nodes

Expanding the **Access Floors** node reveals the access floors nodes.

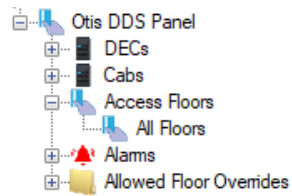



Figure 44 - Access Floors

These are the access entry definitions used in  **Access Management View** to grant access to floors during specified times for a card holder. For full understanding of access management and Otis DDS, see [Access Management View](#).

Right-click on one of these nodes and select *Properties*.

Otis DDS Panel Guide

[1348] All Floors

Properties

Name: All Floors ID: 1348

User Level: All Access

Notes:

Allowed Floors:

Floor	Front	Rear
Lobby	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2nd Floor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3rd Floor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel

Figure 45 - Access Floors dialog

The fields **Name**, **ID**, **User Level**, and **Notes** are standard on all I/O Point nodes. The field specific to this node is defined as follows.

Allowed Floors – table; the floors and corresponding door(s) that make up this access floor; if neither **Front** nor **Rear** for a **Floor** is checked, no access to that floor is allowed

Otis DDS Panel Guide

4.2.3.4 Alarms

Expanding the **Alarms** node reveals **Panel Status** node, the only alarm for this panel.

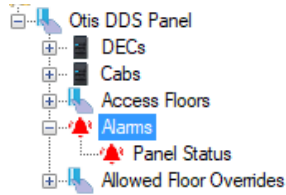


Figure 46 - The Otis DDS panel Alarms child nodes

Right-click on this node and select *Properties* to open the properties dialog. This node is a standard I/O Point with no extra fields.

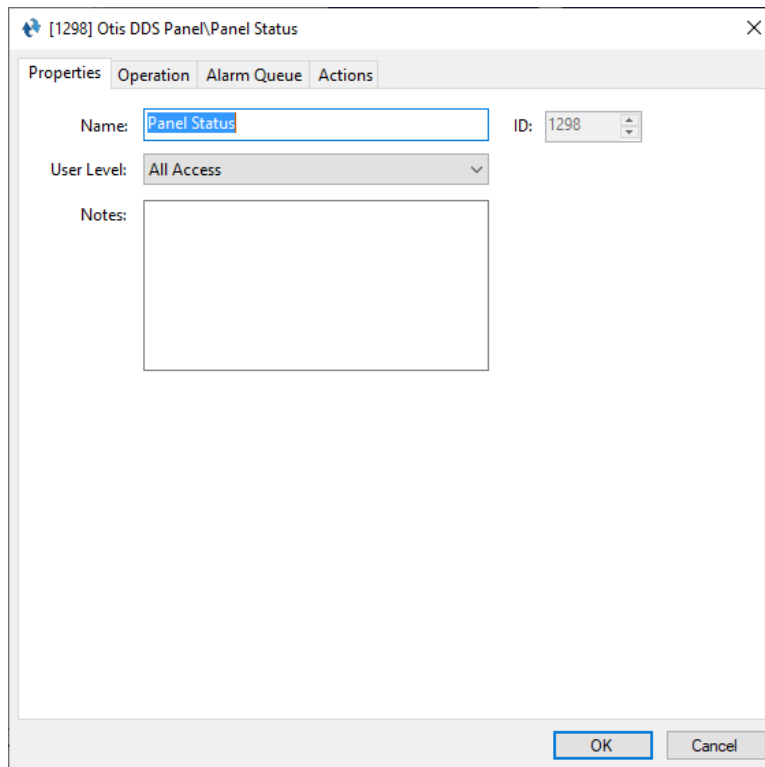


Figure 47 - Alarm node properties dialog

Otis DDS Panel Guide

4.2.3.5 Allowed Floor Overrides

Expanding the **Allowed Floor Overrides** node reveals the allowed floor override nodes.

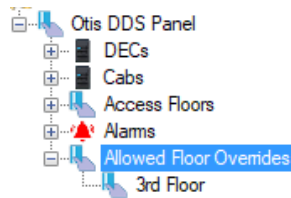


Figure 48 – Allowed Floor Overrides child nodes

An allowed floor override is an I/O Point. When the I/O Point changes state from low to high or high to low, a download is triggered for the DEC(s) found in the **Allowed Floor Overrides** table associated with the I/O Point. The default floors for each DEC and all of the active overrides for the target DEC(s) are downloaded. When the I/O Point changes to the high state, it is active, and the overrides are downloaded along with default floors. When the I/O Point changes to the low state, it is no longer active. The overrides associated with this I/O Point are not downloaded but all of the default floors and any other active overrides are downloaded.

Right-click on one of these nodes and select *Properties* to open the properties dialog.

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[1321] Otis DDS Panel\New Allowed Floor Override

Properties | Operation | Alarm Queue | Actions

Name: ID:

User Level:

Notes:

Allowed Floor Overrides:


DEC	Floor	Front	Rear
-----	-------	-------	------

Figure 49 - Allowed Floor Override properties dialog

The fields **Name**, **ID**, **User Level**, and **Notes** are standard on all I/O Point nodes. The field specific to this node is defined as follows.


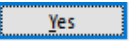
Allowed Floor Overrides – table; contains the overrides that are downloaded to the panel when a download is triggered while this point is high; a download is triggered by any Allowed Floor Override I/O Point changing state or when the **Settings** button is clicked

5 Access Management View

Otis DDS can be configured to allow or deny access to floors for an individual cardholder. Intelli-Site treats the Otis DDS much the same way as any other access control panel. After configuring the panel but before going to  **Access Management View**, the Otis Data screen must be added to **Cardholder Control**.

5.1 Add the Otis Data Screen

The Otis Data screen is added by dragging and dropping an Otis DDS panel node onto the **Card Data Screens** node. Once the screen is created, it needs to be added to each existing user that needs it. It should also be added to the user templates, or an Otis user template should be created.

In  **Design View**, expand the Project Node Tree to reveal an Otis DDS panel node. Expand **Cardholder Control**. Drag the panel node on to the **Card Data Screens** node. A “Continue with auto-create” dialog displays. Click . A new card data screen node is added. Double-clicking on the new node opens it for editing.

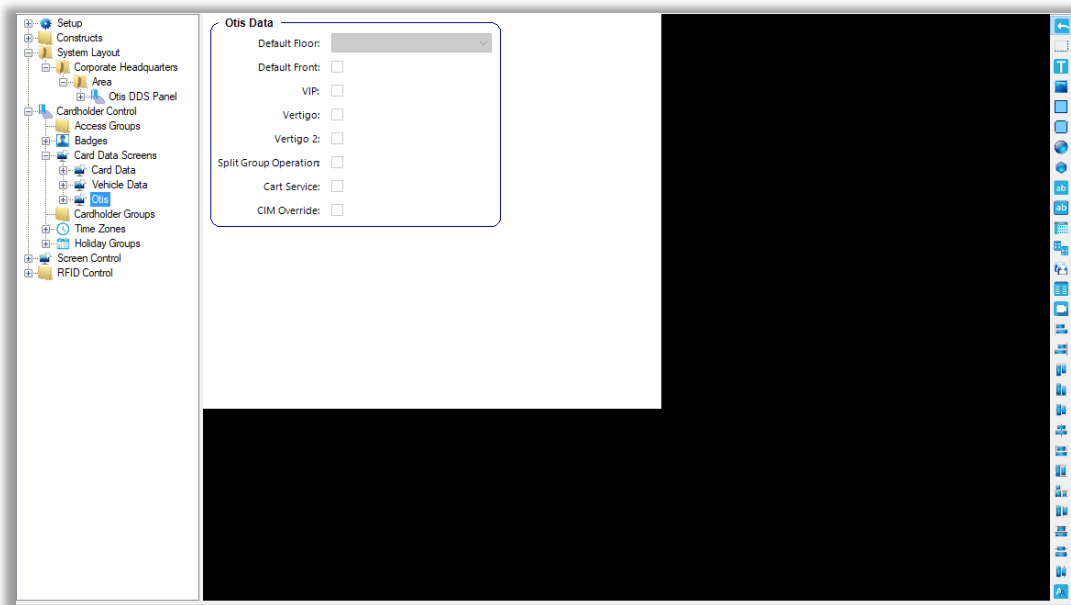


Figure 50 - Otis data screen

Otis DDS Panel Guide

5.2 Add the Otis Data Screen to a User or User Template

The Otis Data screen has to be included in the list of data screens available for each individual user. The user nodes are found under **Setup->User Setup->Users**. Open the properties of a user that needs Otis. Locate the **Card Data Pages** drop box.

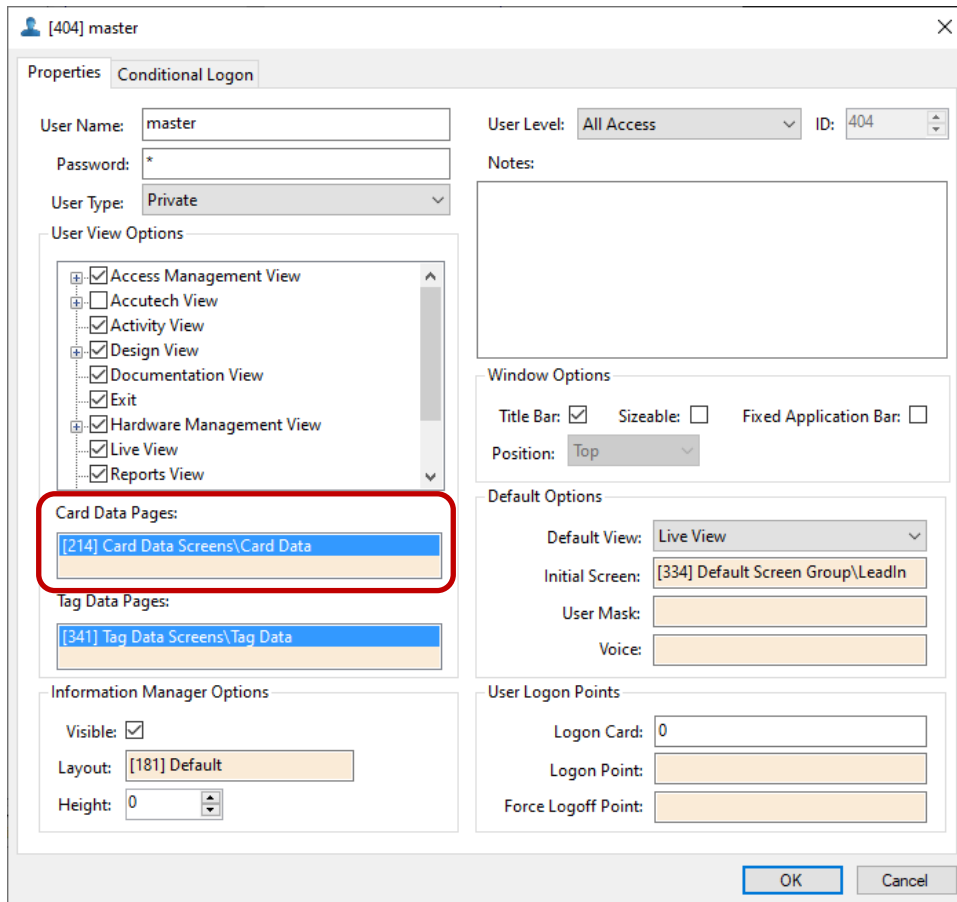


Figure 51 - User properties dialog with Card Data Pages callout

Click in the drop list. A **Select Tree Item** dialog displays. Locate the Otis data screen, select it, then click **OK**. The selected node is added to the drop list. Click **OK** on the user properties dialog to save it.

Do this for every user that needs this Otis data screen. Remember to logout and log back in if one of the users is the currently logged in user.

Otis DDS Panel Guide

For future users, adding the Otis data screen to the **Card Data Pages** of the templates might be helpful. The steps are the same; the nodes to modify are under **User Templates** instead of **Users**.

5.3 Access Management

Access Management is handled in  **Access Management View**. To switch to  **Access Management View**, click on **Menu** and select .

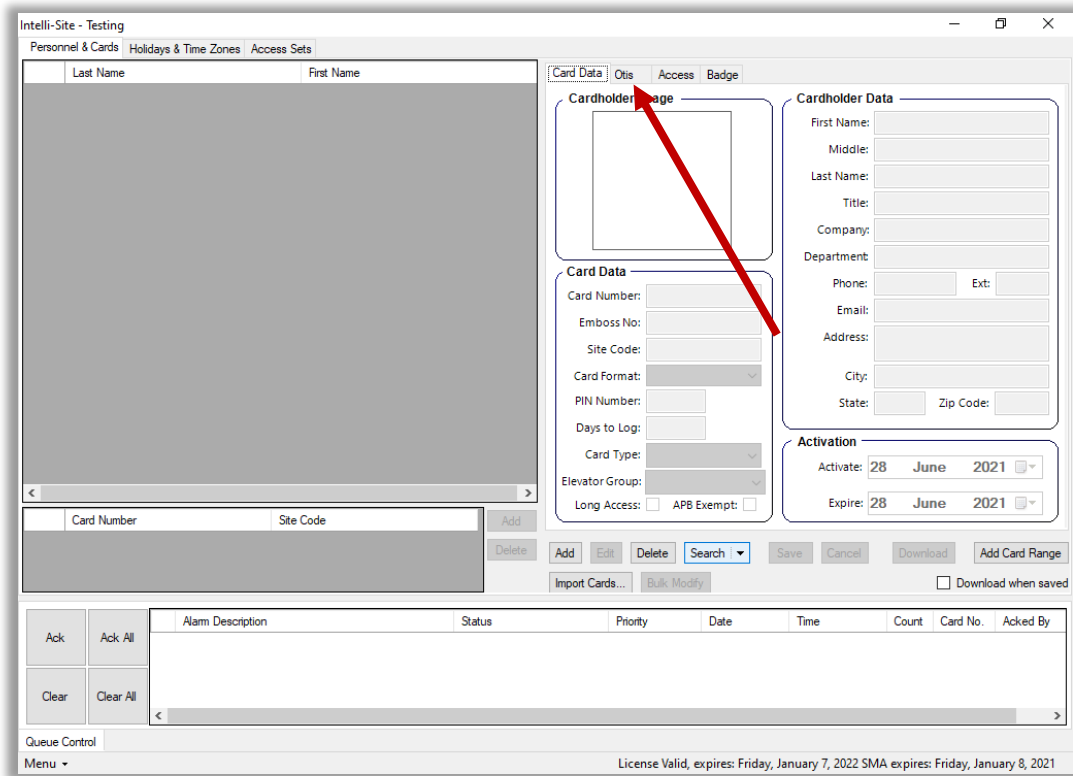


Figure 52 - Access Management View

Notice the **Otis** tab. This is the Otis data screen added by dragging and dropping the panel.

Normal day-to-day activity for this View is card and cardholder management. That is why the **Personnel & Cards** tab is the default tab. But before a card can be added and assigned floor access, allowed floors must be defined.

Otis DDS Panel Guide

Note: This guide will only present information specific to the Otis DDS panel. To understand Access Management View as a whole, see the User's Guide section 7.2 Access Management View

5.3.1 Access Sets Tab

All Floor Access nodes are defined on the **Access Sets** tab.

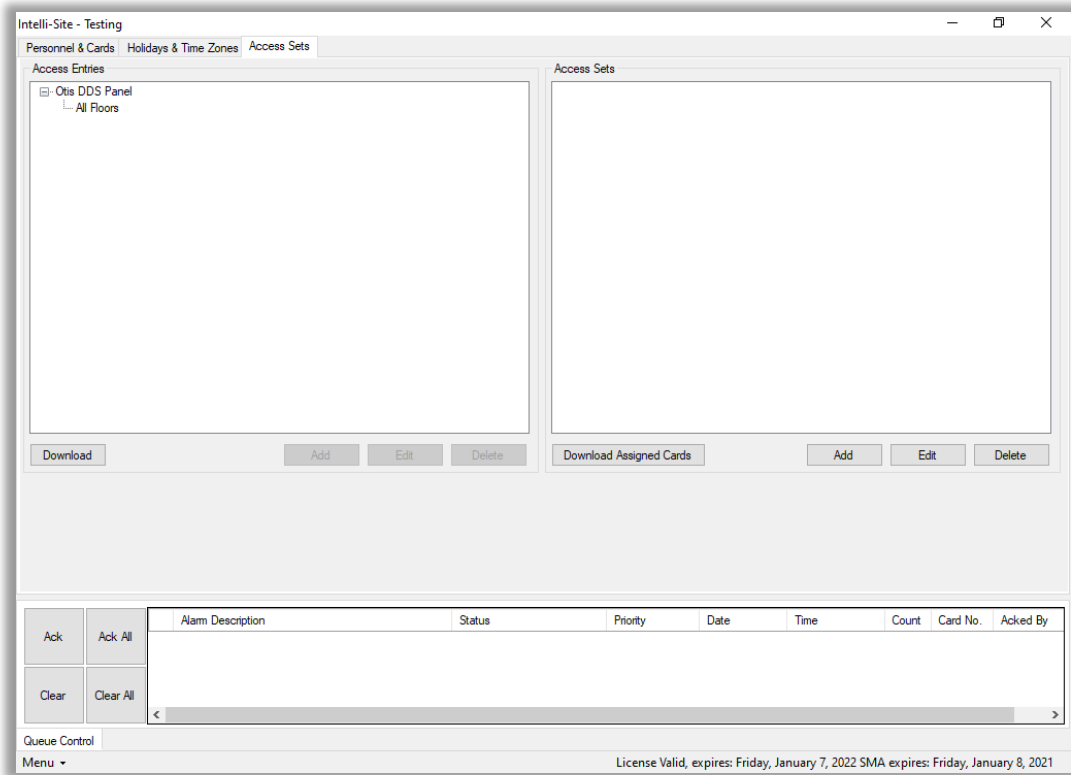


Figure 53 - Access Management View: Access Sets tab

In the **Access Entries** tree view on the left is a tree view of all the access control panels in the project. In the example, there is only one, the Otis DDS. If it's not expanded, expand it. Each Otis DDS panel comes with the **All Floors** node. As the name suggests, it is an access entry that includes every floor and every door. Add additional access entries by clicking on the panel node then clicking . The properties dialog for the new **Access Floor** node opens.

Otis DDS Panel Guide

At this point it is important to consider the different ways the facility managed by the Otis DDS panel is used. Multiple access entries can and should be combined to create Access Sets that are assigned to cardholders. Access entries (access floors) are never directly assigned to cardholders, only access sets. Create access entries and access sets that are meaningful and useful for the facility. For this example, let's pretend there are two (2) companies sharing office space in this building. The floors that are authorized for a cardholder depends on the cardholder's employer.

Now, back to **Personnel & Cards**.

5.3.2 Personnel & Cards Tab

The **Personnel & Cards** tab is where cardholders and cards are added and managed. With the Otis data screen and the access sets defined, the only difference in adding a card to a cardholder is setting the data on the Otis data screen.

Click the **Add** button to add a new cardholder and card. Fill in the fields on the **Card Data** tab.

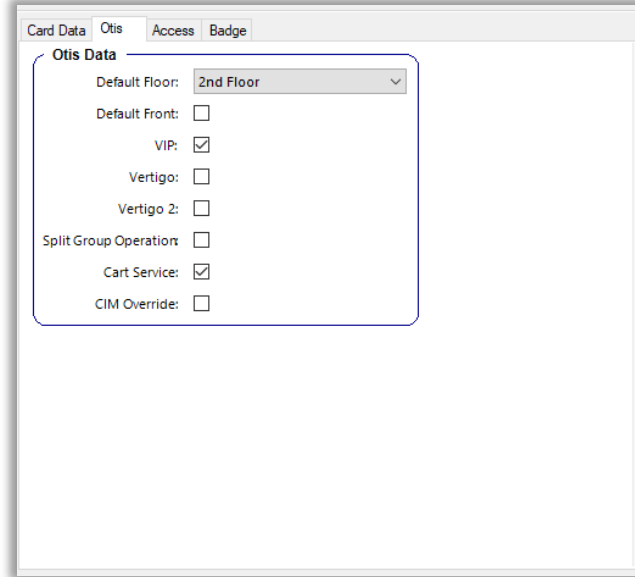
The screenshot shows the 'Card Data' tab selected in the top navigation bar. The main content area is divided into four sections:

- Cardholder Image:** A large empty rectangular box for uploading a photo.
- Card Data:** A form with the following fields:
 - Card Number: 7688865
 - Emboss No.: (empty)
 - Site Code: 0
 - Card Format: 26 bit Standard (dropdown)
 - PIN Number: (empty)
 - Days to Log: 0
 - Card Type: Normal (dropdown)
 - Elevator Group: None (dropdown)
 - Long Access:
 - APB Exempt:
- Cardholder Data:** A form with the following fields:
 - First Name: Joe
 - Middle: (empty)
 - Last Name: Camper
 - Title: COO
 - Company: Software Giants, LLC
 - Department: (empty)
 - Phone: (empty) Ext: (empty)
 - Email: (empty)
 - Address: (empty)
 - City: (empty)
 - State: (empty) Zip Code: (empty)
- Activation:** A form with the following fields:
 - Activate: 28 June 2021 (calendar icon)
 - Expire: 28 June 2041 (calendar icon)

Figure 54 - Card Data screen

Otis DDS Panel Guide

Switch to the **Otis** tab and set the data on this tab.

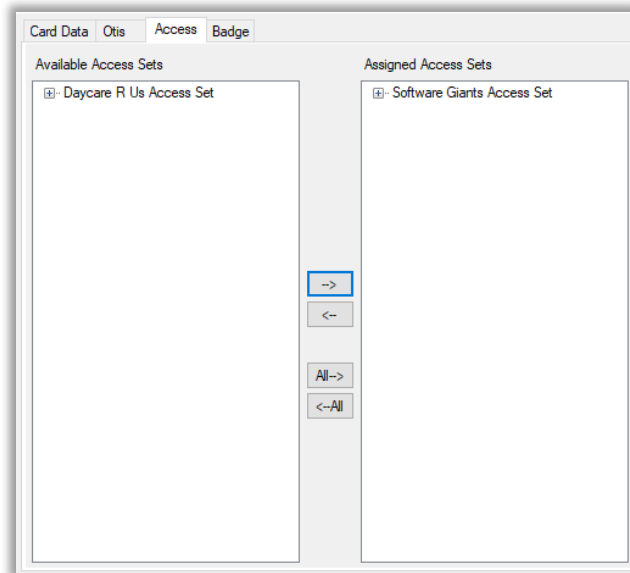


The screenshot shows a software window with four tabs: "Card Data", "Otis", "Access", and "Badge". The "Otis" tab is selected. The "Otis Data" section contains the following settings:

- Default Floor: 2nd Floor (dropdown menu)
- Default Front:
- VIP:
- Vertigo:
- Vertigo 2:
- Split Group Operation:
- Cart Service:
- CIM Override:

Figure 55 - Otis data screen

Then switch to the **Access** tab and set the correct access sets for this cardholder.




The screenshot shows the same software window with the "Access" tab selected. It features two columns of access sets and a central control panel:

- Available Access Sets:** Contains one item: "Daycare R Us Access Set".
- Assigned Access Sets:** Contains one item: "Software Giants Access Set".
- Control Panel:** Includes buttons for "-->", "<--", "All-->", and "<--All".

Figure 56 - Access tab

Click **Save**. Congratulations! The first card and cardholder for Otis has been added. Do this with every card and cardholder.

6 Project Programming

The various points of the Otis DDS driver and panel can be used in programming the Project. All programming takes place in  **Design View**.

6.1 Using the Otis DDS Nodes in Evaluation Grids

The Otis driver and Otis DDS nodes can be used in evaluation grids. Each has slightly different selection possibilities.

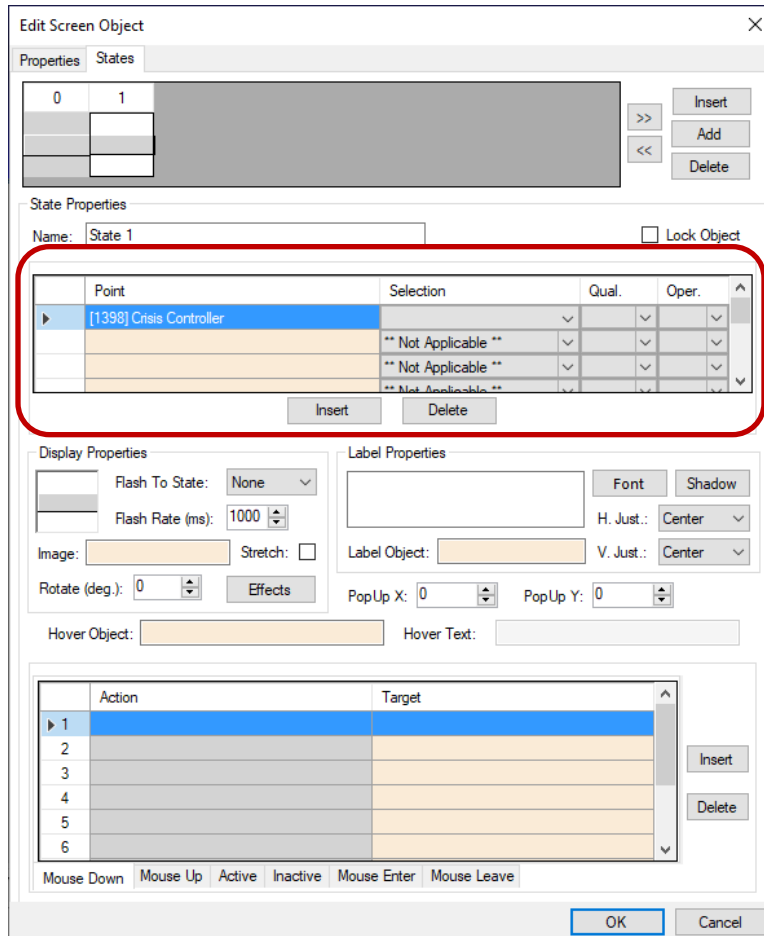


Figure 57 - Screen Object: Evaluation Grid

6.1.1 The Otis Driver Node

When an Otis driver node is used in an evaluation grid, the **Selection** values are:

- *Enabled*

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- *Disabled*

6.1.2 The Otis DDS Nodes

When an Otis DDS node is used in an evaluation grid, the **Selection** values are:

- *Virtual*
- *Driver Offline*

6.2 Allowed Floor Overrides

The **Allowed Floor Override** nodes are I/O Points. When they change state, the allowed floors including the overrides are downloaded to the panel. The simplest way to allow a security personnel to temporarily override the allowed floors is to have a bank of buttons for each Allowed Floor Override. The security guard clicks on the button and tells the individual where to go to find the DEC needed to get to the desired floor. These I/O Points can be dragged and dropped onto the screen to create buttons that will change the point's state. If the point is off, clicking the button will set the point. If the point is set, then clicking the button will turn the point off.

This is very basic programming. Imagination and experience can create better programming. This is just to give the integrator a basic understanding of the implementation.

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6.3 Operational Mode Override

The screenshot shows a dialog box titled "[1292] Otis DDS Panel\DEC 1" with a close button (X) in the top right corner. The dialog has five tabs: "Properties", "Allowed Floors", "Operation", "Alarm Queue", and "Actions". The "Properties" tab is active. It contains the following fields:

- Name: DEC 1
- ID: 1292
- User Level: All Access (dropdown menu)
- Notes: (empty text area)
- IP Address: 192 . 168 . 1 . 1
- Operational Mode: Default Floor (dropdown menu)
- Operational Mode Override Counter: (empty text field)
- PIN Code Entry:
- Assigned Reader: (empty text field)

At the bottom right, there are "OK" and "Cancel" buttons.

Figure 58 - DEC properties dialog: Properties tab

When the **Operational Mode Override Counter** changes value, the operational mode of the DEC is updated to the counter's new value and downloaded. The counter's values map to the operational modes thusly:


- 0 => return to the mode designated in **Operational Mode**
- 1 => *Default Floor*
- 2 => *Access To Authorized Floors*
- 3 => *User Entry of Destination Floor*
- 4 => *Default Floor or User Entry of Default Floor*

The process is basically:

1. Add and configure the counter
2. Add and configure counter values for the counter
3. Set the DEC's **Operational Mode Override Counter** to this counter
4. Create screen objects to set the operational mode

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6.3.1 Add and Configure the Counter

In  **Design View**, add a counter by right-clicking on the area and selecting *Add Node*.

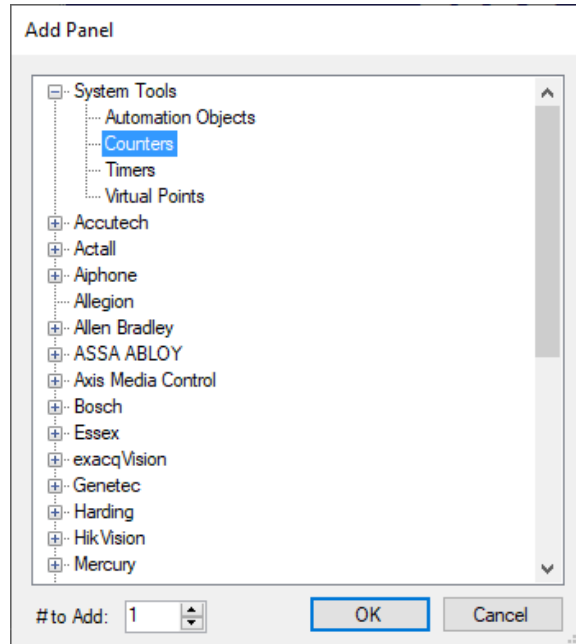
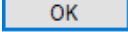


Figure 59 - Add Panel dialog

Under *System Tools* is *Counters*. Select it then click . A new **Counters** panel node is added to the area.

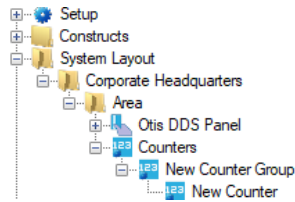


Figure 60 - Counters panel node in the Project Node Tree

Fully expanding the **Counters** node reveals a **New Counter Group** node and the **New Counter** node. Please change the name of the **New Counter Group** node to one that describes its use. Then open the properties dialog for **New Counter**.

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The screenshot shows a dialog box titled "[1353] Counters\New Counter". It has four tabs: Properties, Operation, Alarm Queue, and Actions. The Properties tab is selected. The dialog contains the following fields and options:

- Name: New Counter
- ID: 1353
- User Level: All Access
- Notes: (empty text area)
- Settings:
 - Threshold Value: 4294967295
 - Threshold Counter: (empty)
 - Change Amount: 1
 - Maximum Value: 4294967295
 - Minimum Value: 0
 - Current Value: 0
- Options:
 - Use Node Name for Label:
 - Use Value Node Name for Label:
 - Is High Above Threshold:
 - Ignore Overflow:
 - Fixed Threshold:
 - Client Based:

Buttons for OK and Cancel are located at the bottom right of the dialog.

Figure 61 - Counter node properties dialog

The important fields are **Threshold Value**, **Maximum Value**, **Minimum Value**, and **Use Value Node Name for Label**. Of course, change **Name** to one that is informative.

Referring to the value mappings listed above, set the following property fields as follows:

- Set **Threshold Value** to 1
- Set **Maximum Value** to 4.
- Set **Minimum Value** to 0.
- Check **Use Value Node Name for Label**.
- Clear **Ignore Overflow**.
- Clear **Fixed Threshold**.

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The screenshot shows a software dialog box titled "[1353] Counters\DEC 1 Mode Override Counter". It features four tabs: "Properties", "Operation", "Alarm Queue", and "Actions". The "Properties" tab is selected and contains the following fields:

- Name:** DEC 1 Mode Override Counter
- ID:** 1353
- User Level:** All Access
- Notes:** (Empty text area)

Below the main fields are two sub-sections:

- Settings:**
 - Threshold Value: 1
 - Threshold Counter: (highlighted)
 - Change Amount: 1
 - Maximum Value: 4
 - Minimum Value: 0
 - Current Value: 1
- Options:**
 - Use Node Name for Label:
 - Use Value Node Name for Label:
 - Is High Above Threshold:
 - Ignore Overflow:
 - Fixed Threshold:
 - Client Based:

At the bottom right, there are "OK" and "Cancel" buttons.

Figure 62 - DEC Counter properties dialog after configuration

Click to save these settings.

6.3.2 Add and Configure Counter Value Nodes for the Counter

We want to be able to set the value of this counter at the click of a button. To do that we need to add counter value nodes for the values we want to jump to. Right-click on the counter and select *Add Node and Edit*.

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[1354] DEC 1 Mode Override Counter\1

Properties Operation Alarm Queue Actions

Name: 1 ID: 1354

User Level: All Access

Notes:

Counter Value: 1

Use Node Name for Label:

OK Cancel

Figure 63 - Counter Value node properties dialog

Let's make this counter value node the **Designated Mode** with **Counter Value** equal to 0. Also check **Use Node Name for Label**. Click to save these settings.

Add four more counter values setting the **Name**, **Counter Value**, and checking **Use Node Name for Label** according to the above value mapping.

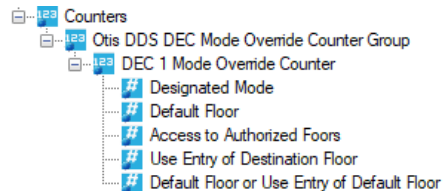


Figure 64 - Mode Override Counter with all counter value nodes

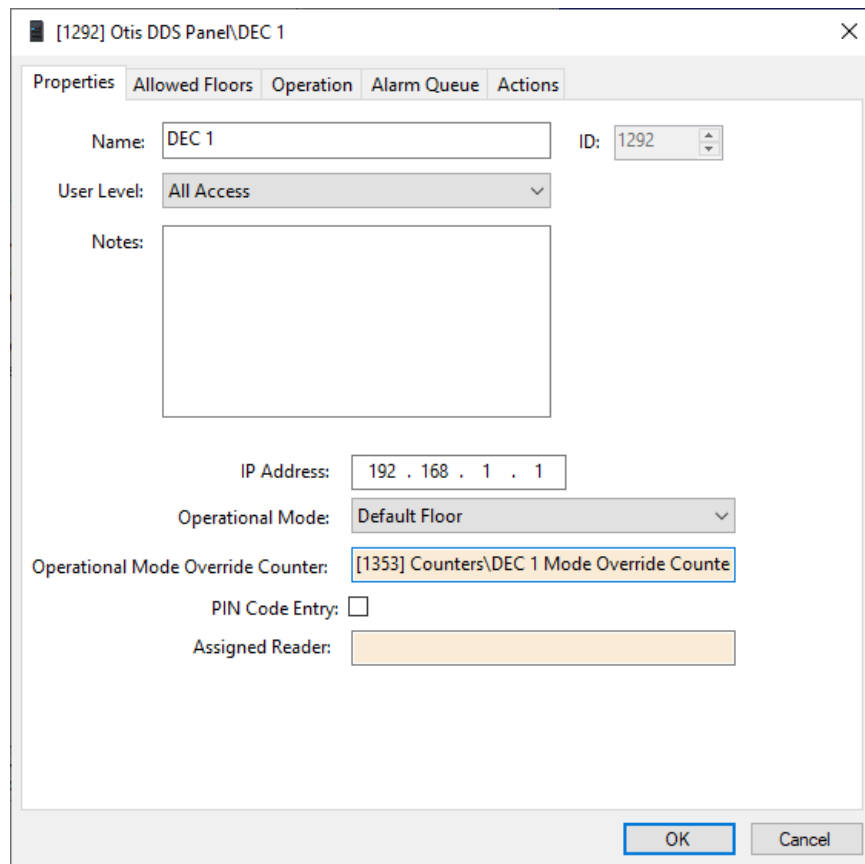
Add a counter and the counter values for each DEC that will need the ability to override the operation mode.

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Note: Hold down the Ctrl key then drag and drop the counter node onto the counter group node to make a copy of the counter node and the counter value nodes. All that is needed is to change the name of the counter node.

6.3.3 Set the DEC's Operational Mode Override Counter to This Counter

Open the DEC's properties dialog. Click in the drop box of **Operational Mode Override Counter**. A **Select Tree Item** dialog displays. It lists all the counter nodes in the Project. Locate the correct counter node and click .



The screenshot shows a dialog box titled "[1292] Otis DDS Panel\DEC 1". It has several tabs: Properties, Allowed Floors, Operation, Alarm Queue, and Actions. The Properties tab is active. The dialog contains the following fields:

- Name: DEC 1
- ID: 1292
- User Level: All Access
- Notes: (empty text area)
- IP Address: 192 . 168 . 1 . 1
- Operational Mode: Default Floor
- Operational Mode Override Counter: [1353] Counters\DEC 1 Mode Override Counte
- PIN Code Entry:
- Assigned Reader: (empty text box)

At the bottom right, there are two buttons: and .

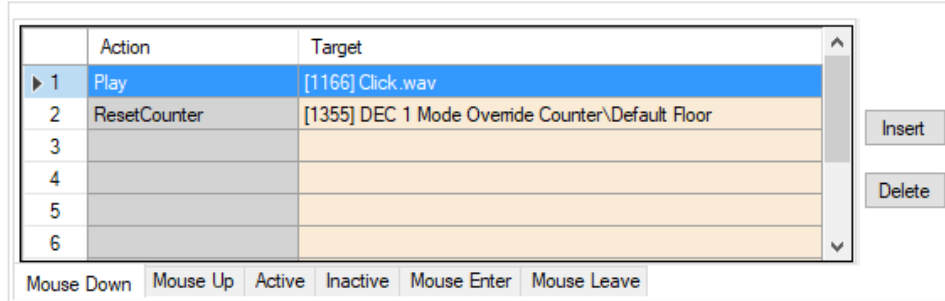
Figure 65 - DEC properties dialog with Operational Mode Override Counter

Click to save the changes.

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6.3.4 Create Screen Objects to Override the Operational Mode of the DEC

When a counter value node is dragged and dropped from the Tree onto the screen, a button is created. When the button is clicked, it will set the counter to the counter value.



	Action	Target
▶ 1	Play	[1166] Click.wav
2	ResetCounter	[1355] DEC 1 Mode Override Counter\Default Floor
3		
4		
5		
6		

Buttons: Insert, Delete, Mouse Down, Mouse Up, Active, Inactive, Mouse Enter, Mouse Leave

Figure 66 - State 0: Action Grid

When the counter equals this counter value, State 1 of the button will be active.

All of the counter value nodes under each of the DEC Mode Override counters have the same labels, so just dragging and dropping the counter values isn't enough. It would be rather confusing if there is more than one DEC. How would the user know which values correspond to each DEC? The answer is different at each facility and each integrator will have different ideas and styles. One method is to display the counter and its values in a simple frame.

Note: Replicate and Reprogram will make this process easier.

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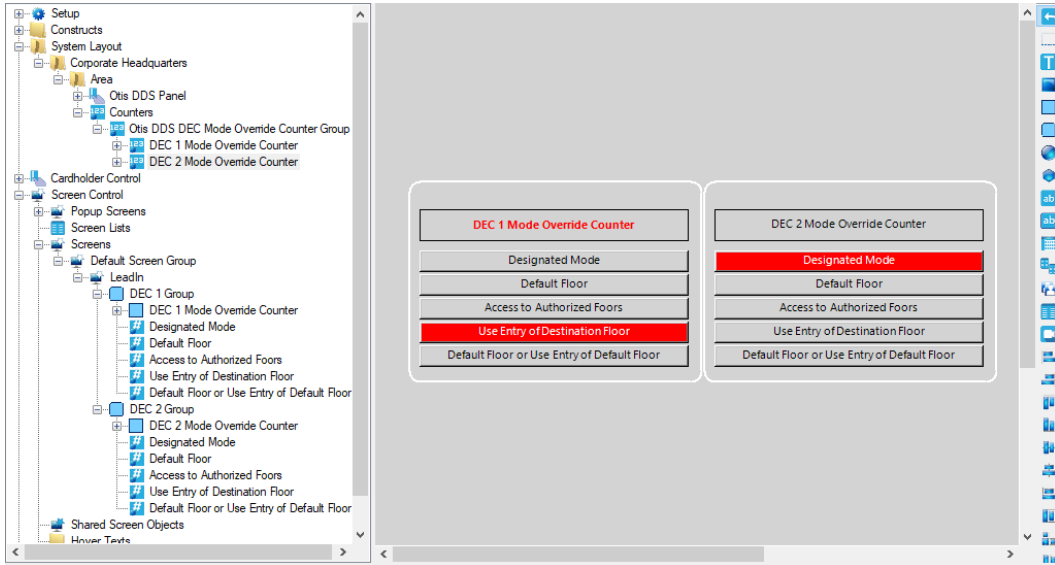


Figure 67 - Design View with the counter and counter values on the screen

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Revision History

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