

## **Special Installation Instruction**

# **VingCard Vision 6.5 or higher**

ASSA ABLOY Hospitality

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# 1. Requirement to upgrade all RFID locks and replace all employee cards

## Overview

After installing the Service Release, it is necessary to carry out the following steps

- Load new lock programs and data to your LockLink device.
- Use LockLink to upload all locks/MOCs/Remote Controllers with new lock programs and data.
- Then, when all locks/MOCs/Remote Controllers have been upgraded, replace all employee cards.

These steps are necessary as part of the overall security improvements.

## Detailed steps

The recommended full process is as follows

### 1) Before starting with the upgrade

- Make a backup of the existing installation.

### 2) Exit the following programs and services on the Vision server

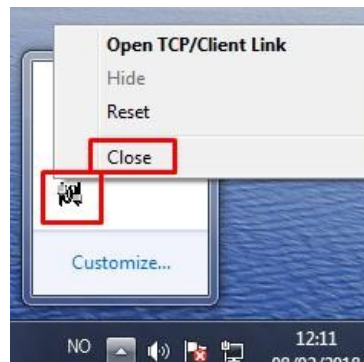
- the Vision program
- the Vision database server – if it is not running as a service

If the database server is not running as a service, you close it by right clicking on the icon in the system tray and choosing **Exit**



- VTCLink - if it is not running as a service

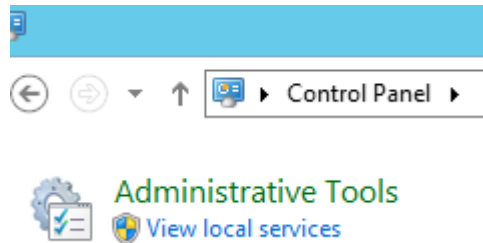
If VTCLink is not running as a service, you close it by right clicking on the icon in the system tray and choosing **Close**



3) Stop the following services if they are running on the Vision server:

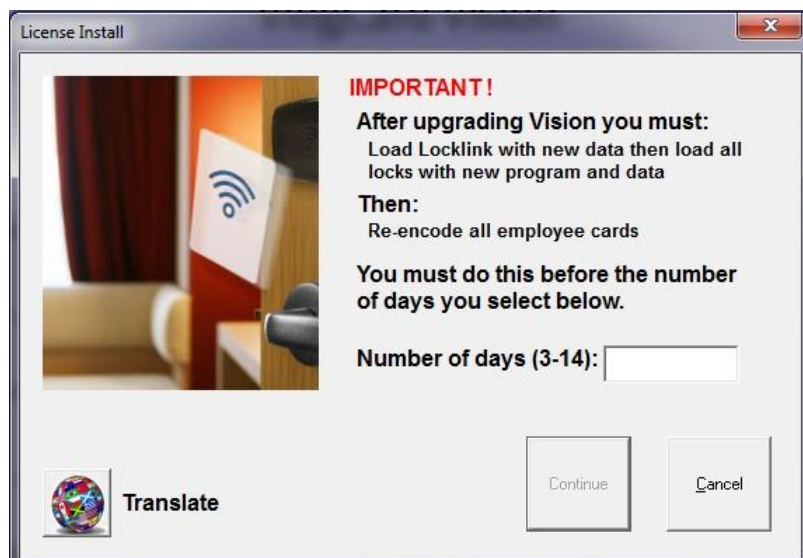
- Adaptive Server Anywhere - Vision
- VTCLink
- VC Network Service

You can stop the services via Control Panel > View local services.

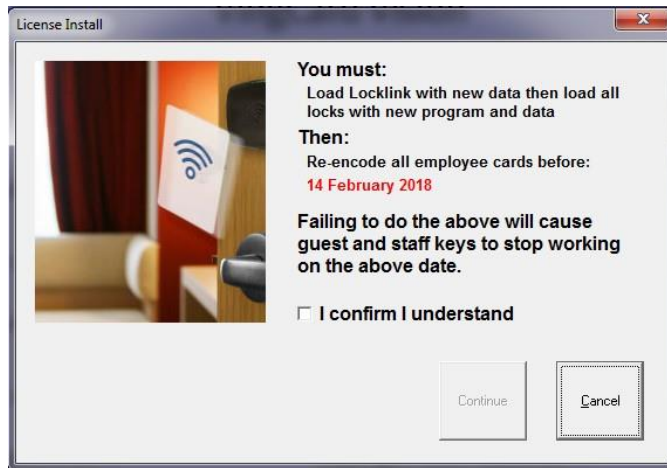


4) Run the installation program (V6xServiceReleaseFeb2018.exe) on the server.

- When prompted, confirm your installation uses RFID Locks.
- You will now be prompted to enter a number of days. This defines the amount of time within which you must reprogram all locks and replace all staff cards.



- When you choose the number of days, the relevant date will be shown and you will be asked to confirm your choice.
- Choose the date carefully to suit guest patterns at your location, for example choose an expected low occupancy day if possible.



- You can choose cancel and change the number of days if you want - but once you press continue, the date is binding. If you do not do the tasks within that time, guest and staff keys will stop working on the given date.
- Carry on and complete the installation on the server.
- Restart any services that you stopped at step 3.

5) On each Vision workstation

- Exit the Vision program if it is running.
- Run the installation program

6) When users now log into Vision before the given date, they will be reminded that all locks must be upgraded.

- Users with sufficient privilege (access to one of the following modules: Employee Cards; Special Cards; System Setup) will also have a chance to confirm if the task has been carried out.



7) Before the date, all locks must be loaded with new program and data. Do this in the normal way:

- Connect LockLink to Vision
- Go to Vision > LockLink module; press **Program Locks** button; go to **By Group** tab and use the **Add** button to move locks from ALL lock groups to the **Selected Locks** list on the left of the screen; press **Send** button

- On LockLink, at each door: Press **Upload**; select the correct room from the list; press **Prog**

8) During this period, all existing cards, and any new cards made will work in both upgraded and non-upgraded locks.

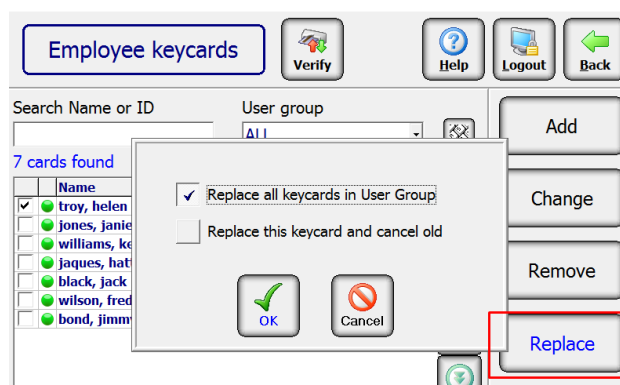
9) When all locks have been upgraded, log into Vision and answer "YES" to "Have all the locks been loaded yet?"

10) Now when users now log into Vision (before the given date), they will be reminded that all employee cards must be re-encoded



11) You can now use the Employee keycards module to Replace all employee keycards.

- Use the "Replace All keycards in User Group" option" and replace all keycards.
- You can either re-encode the existing cards, or use new cards.



12) The new employee cards will work in the upgraded locks.

13) If you have any guest cards that were made before Step 9 above (acknowledgement that all locks have been updated), they will stop working at 13:00 (1 PM) local time on the designated day (14th February in the example). These guest cards will need to be re-issued.

14) All other guest cards (issued after step 9, or after the designated day) will work as normal.

15) The process is complete.

## 2. Use of permitted clients list

We strongly recommend that when an installation is upgraded, that the 'Permitted Clients List' feature of Vision is activated and used. The permitted clients list was introduced as a security feature in Vision 5.7. The explanation from V5.7 release notes is reproduced below.

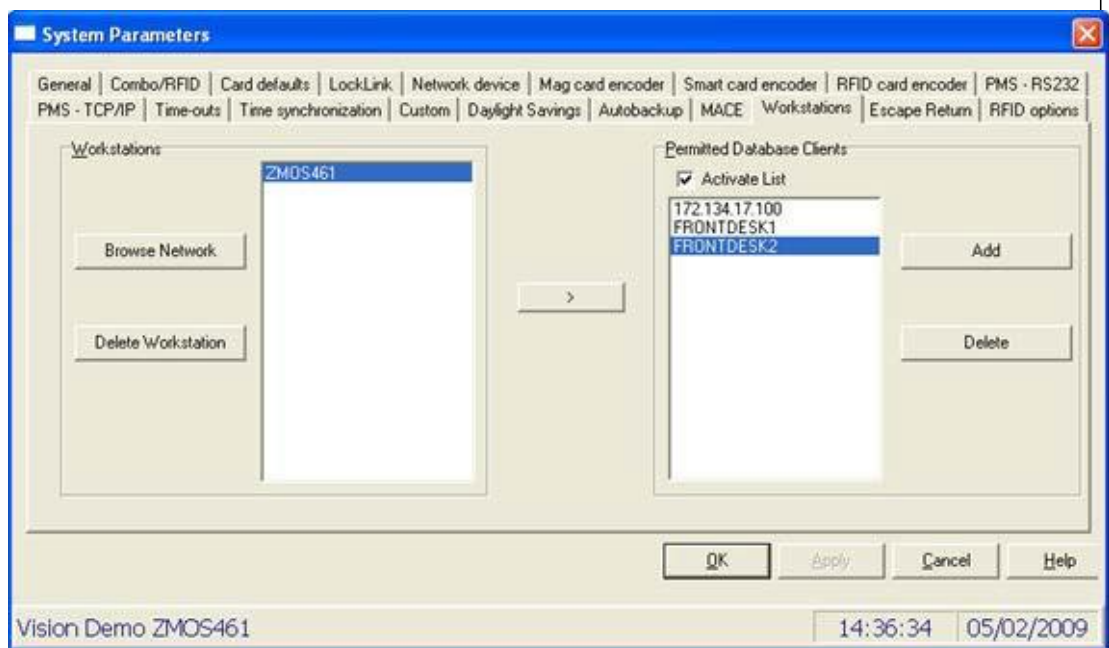
### Permitted Client List

Vision now implements a method of restricting which 'database clients' are permitted to connect to the Vision database. A database client can be a Vision workstation or a thin client, or any other networked PC.

You can set up and activate a list of permitted clients on the Workstations tab of setup > system parameters. See Vision Help from the Workstations tab for full details of use.

The list is empty and deactivated by default – i.e. no restrictions on access. After the list is populated and activated, only the listed workstations / clients / PCs will be able to run Vision, or connect to the database using any other application. The list can contain Computer Names or IP addresses or a mixture of both.

Access is always available from the Vision server. The status and contents of the list have been added to the Setup, System Parameters report.



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