Gallagher Access Technician Course - C892310

Introduction

Gallagher Access Technician Certification provides an introduction to the Gallagher Command Centre. The primary focus of training is Access and Alarm management. Other necessary system information including backups and technical utilities are incorporated. It is important to note that attendees who at the point of attaining Gallagher Access Technician Certification are recognized as neither being advanced nor experienced and without immediate hands-on practice, their skills and confidence will dissipate over time. It is recommended that initially, newly certified technicians should be accompanied on-site by an experienced technician.

Note: Certification is valid for a period of 2 years after which time Recertification is required to maintain certified status.

Goals

Gallagher Access Technician training based on this outline will introduce the procedures necessary to configure:

- Access Control
- Alarm Management
- Reports
- Command Centre
- Utilities

At the completion of training attendees will have the ability and confidence to configure and support a Gallagher system. They will understand system relationships and be able to manipulate systems in support of client requirements.

Prerequisites

Prerequisite:

- PC Skills
- Basic understand networks and TCP/IP
- Networks knowledge
- Networks, hubs and switches

- Cabling CAT5, CAT6, Fibre

Modules

- **Command Centre Access Control**
  - Access Time Requirements
  - Access Mode Requirements
- **Card Types**
  - Additional Card Type Information
  - Card Type Scenario
- **Access Zones**
  - Creating the Foyer Access Zone
  - Access Zone Scenario
  - Access Zone States
- **Creating Doors**
  - Creating the Foyer Door
  - Door Scenario
- **Operator Groups**
  - Operator Group Scenario
- **Day Categories**
  - Renaming the Default Day Category
  - Adding New Day Categories
  - Day Category Scenario
- **Calendars**
  - Opening the Calendar Window
- **Schedules**
  - Creating the Cardholder Access Schedule
  - Creating the Access Zone Schedule
  - Schedule Scenario for Training
  - Cardholder Access Schedules used for Access Groups
  - Access Zone Schedules used for Access Zones
- **Personal Data Fields**
  - Creating Personal Data Fields
  - PDF Scenario

- **Access Groups**
  - Setting up Foyer Access
  - Access Group Scenario
- **Cardholders**
  - Adding Cardholders
  - Cardholder Scenario
  - Membership Defaults
  - How Cardholders are allocated to Controllers
- **Assign Foyer Access Zone Schedule**
  - Assign Foyer Access Zone Schedule Scenario
- **Backup**
- **Review**
- **Action Plans**
  - Creating a new Action Plan
- **Alarm Zones**
  - Setting up an Alarm Zone
  - Alarm Zones shared across multiple Gallagher Controllers
  - Setting up the Foyer PIR Sensor
  - Setting up T20 Terminal for Alarms
  - Displaying an Image on the Idle Screen
  - Setting up Cardholder Permissions
  - Setting up User Code
  - T20 Alarms
  - Cardholder Arming and Disarming of Alarm Zones
- **Backup**
- **Review**
- **The Alarm Panel**
  - Quick Tips for using the Alarm Viewer
  - Alarm Viewer shortcut keys
  - Determining Alarm Priorities
  - Acknowledging Alarms
  - Acknowledging Multiple Alarms
  - Processing Alarms
  - Entering an Alarm Note
  - Door Open to Long Alarms
- **Creating a New Alarm Viewer**

- **Reports – Command Centre**
  - ◦ Creating a New Cardholder Report
  - ◦ Filters
  - ◦ Creating a New Activity Report
  - ◦ Summary Activity Reports
  - ◦ Access Report
  - ◦ Evacuation Report
  - ◦ Time Report
  - ◦ Time Overview Report
  - ◦ Voltage Report
- **Help Files**
  - ◦ Using the Help File
- **CFT Service Manager**
- **Database Template Utility**
  - ◦ Creating a Database Template
  - ◦ Restoring a Database Template
  - ◦ Detaching Databases
  - ◦ Attaching Databases
  - ◦ Services
- **Alarm Zone Test Mode**
  - ◦ Configuring Periodic Testing for Inputs
  - ◦ Configure the Alarm Zones
  - ◦ Access Group Configuration
  - ◦ Input Testing
- **New Features**
  - ◦ Card States
  - ◦ Bulk Changes
  - ◦ Event Viewer
- **Additional Information**
  - ◦ Gallagher Starter Kit
  - ◦ Gallagher 2 Door Kits
  - ◦ Pinging
  - ◦ Problem Solving
  - ◦ Registering with Gallagher Technical Support
  - ◦ Dealer Support Site
  - ◦ Gallagher Courses

- **Training Evaluation Process**