



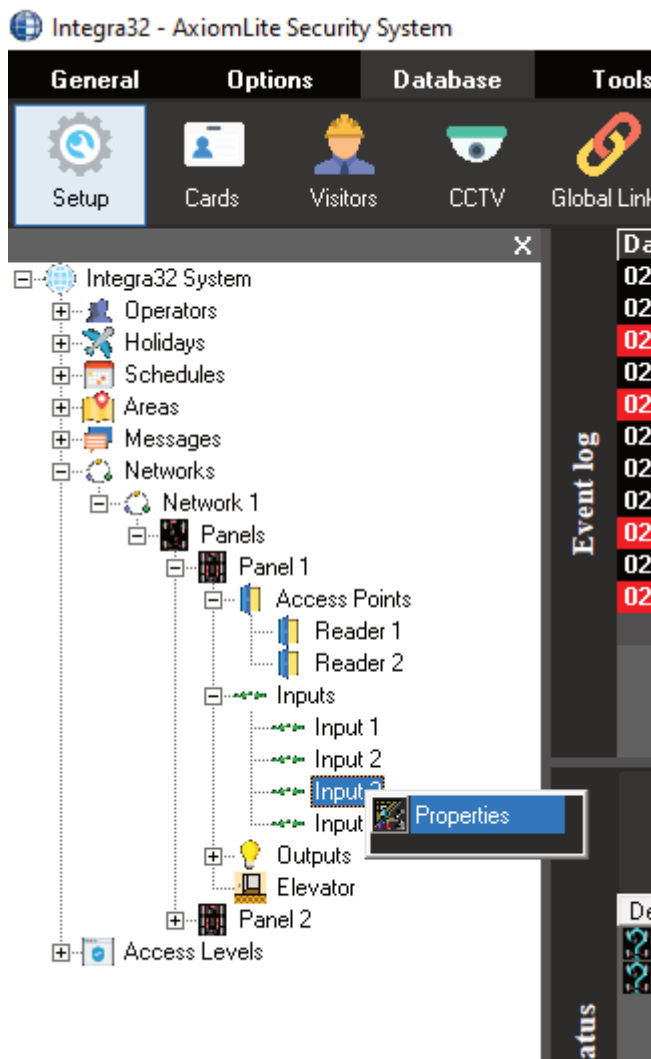
**Technical Guide**

**Muster Report Setup**

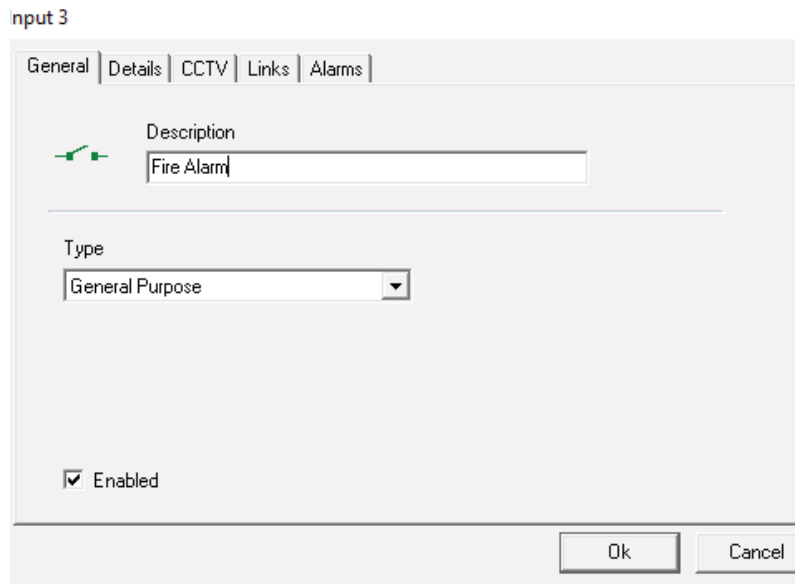
**Note:**

When setting up a fire alarm, ensure the input is set to **General Purpose** E.g. Input 3 (an input that is not already programmed to do a job).

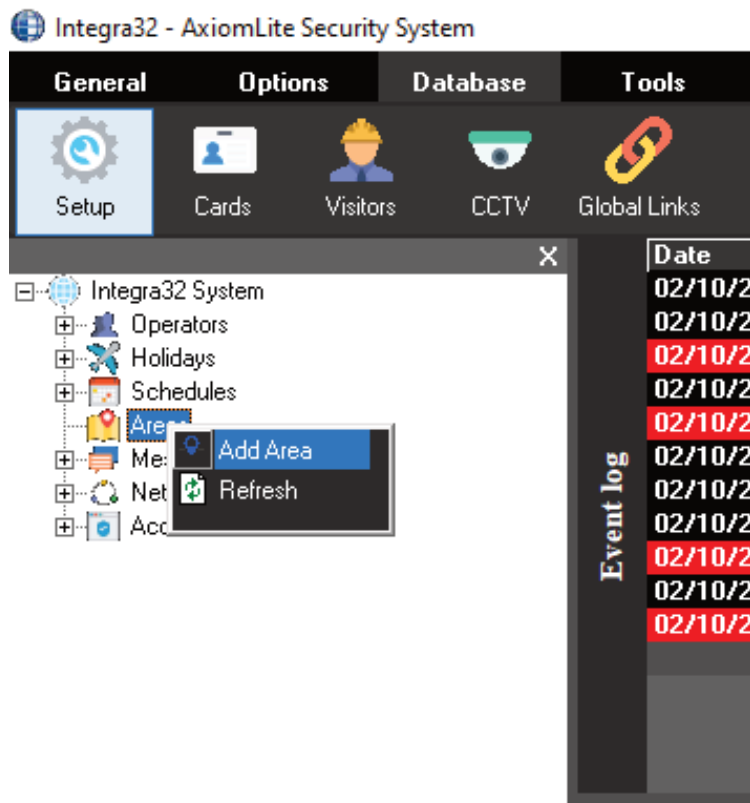
In the software, scroll down to **Input 3** and select **Properties**.



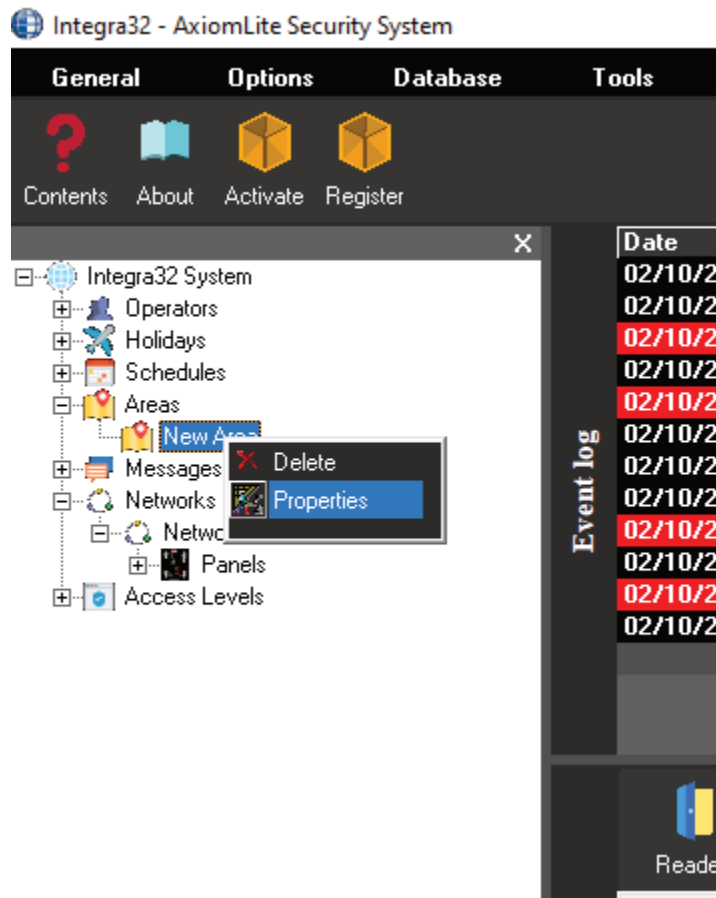
To change the name of the Input to **Fire Alarm** for example, go to the **General** tab and under **Description**, type the name you require for the Input. Click **Ok** when finished.



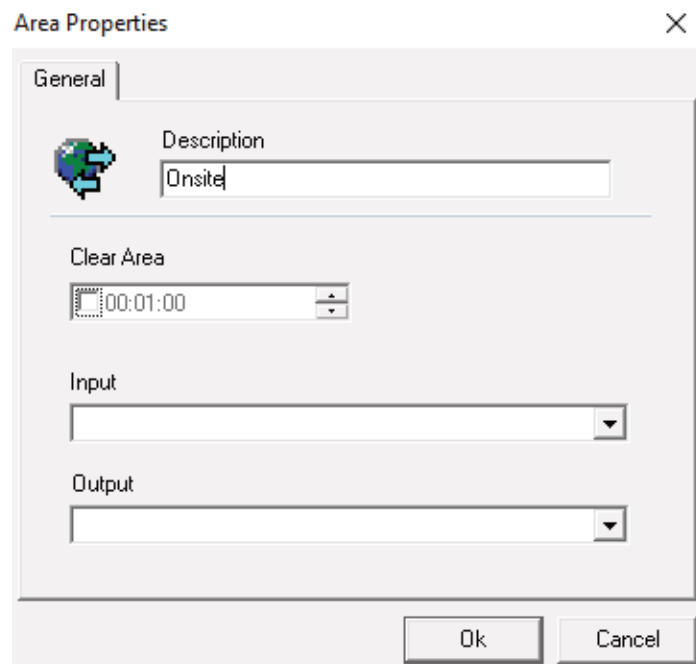
To assign the Fire Alarm Input to an area, right click **Area** and select **Add Area**.



To rename the area, right click **New Area** and select **Properties**.

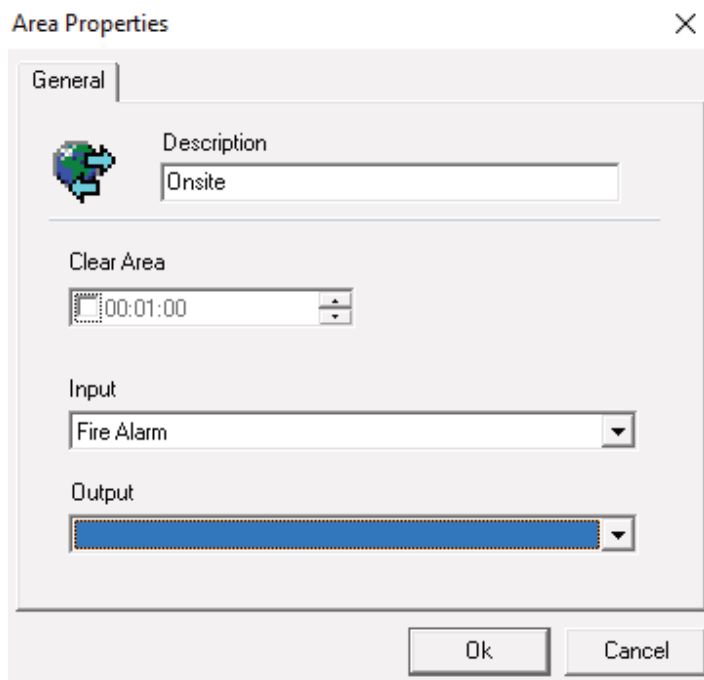


Next, go to **Description** and type in a name for the area, **Onsite** for example.



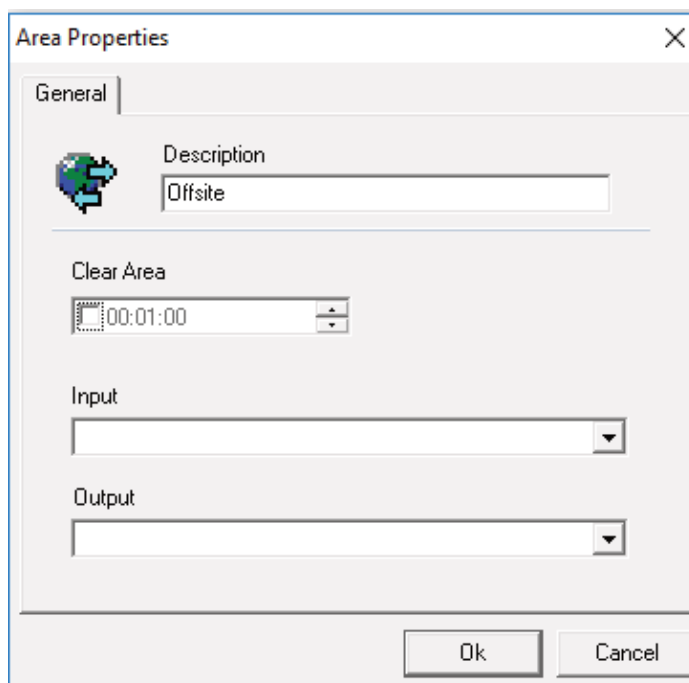
## TGAL12 – Muster Report Setup

Next, you will need to assign the Fire Alarm Input onto the area. Select **Input** and scroll down to **Fire Alarm**. Click **Ok** when finished.



The screenshot shows the 'Area Properties' dialog box with the 'General' tab selected. The 'Description' field contains 'Onsite'. The 'Clear Area' field shows a timer set to '00:01:00'. The 'Input' dropdown menu is set to 'Fire Alarm'. The 'Output' dropdown menu is currently empty. At the bottom, there are 'Ok' and 'Cancel' buttons.

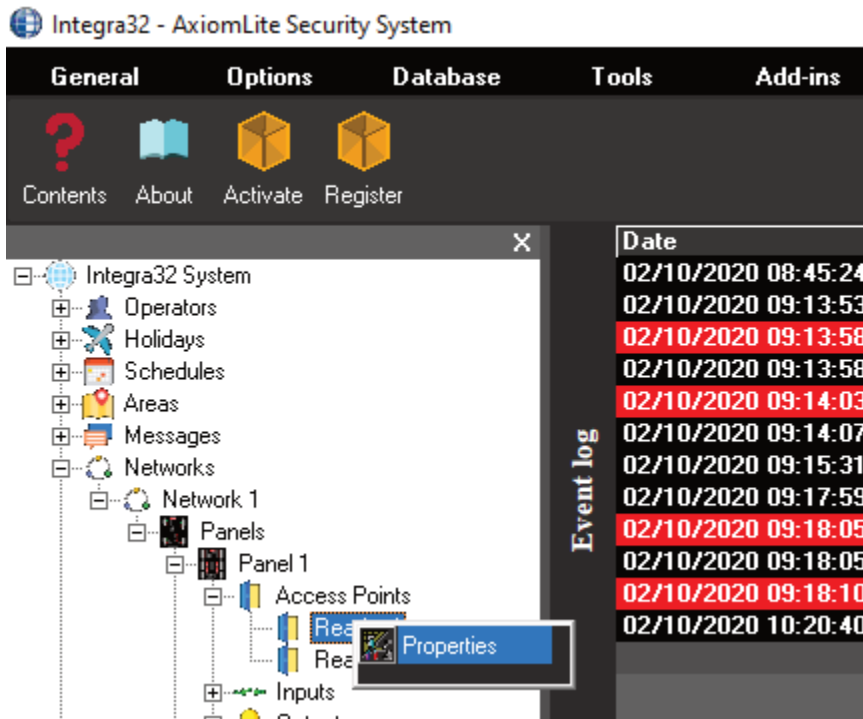
Next, you will need to add another area, such as **Offsite**. Repeat the above steps to add this.



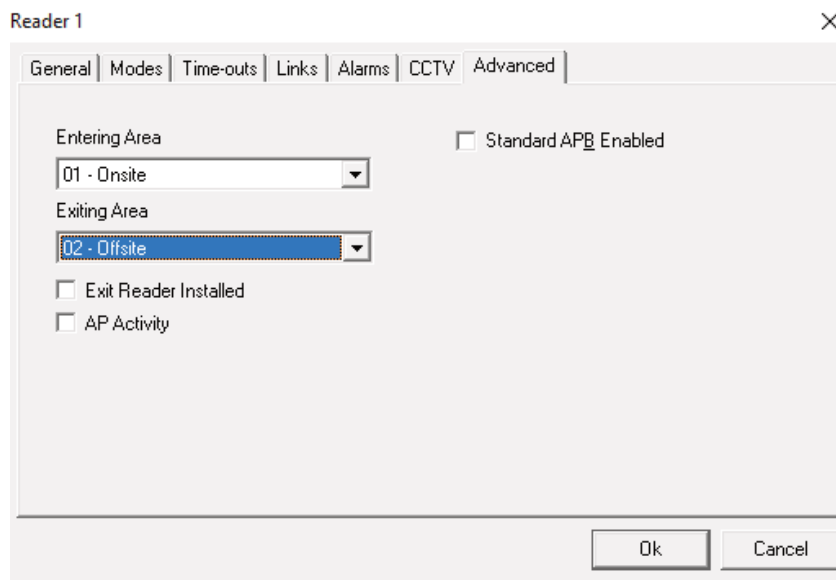
The screenshot shows the 'Area Properties' dialog box with the 'General' tab selected. The 'Description' field contains 'Offsite'. The 'Clear Area' field shows a timer set to '00:01:00'. The 'Input' and 'Output' dropdown menus are currently empty. At the bottom, there are 'Ok' and 'Cancel' buttons.

## TGAL12 – Muster Report Setup

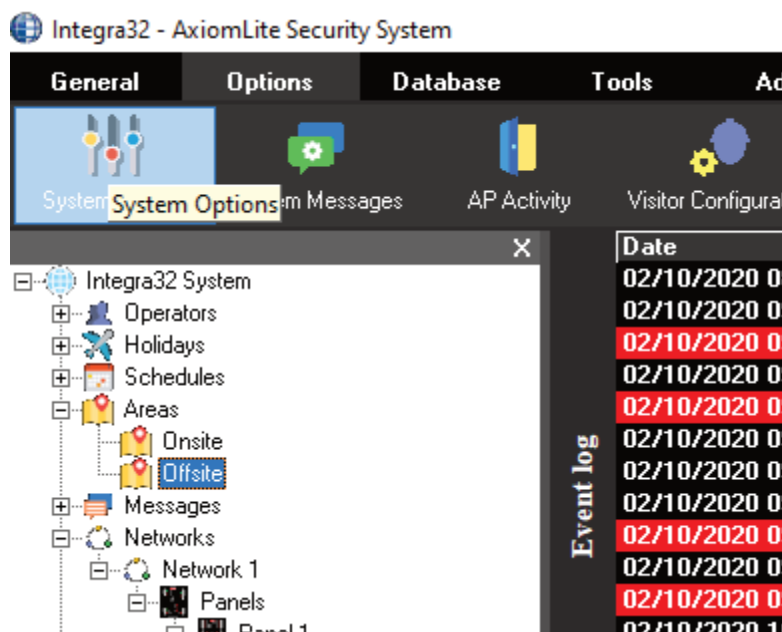
Scroll down to **Access Points** and select the reader you want to apply the two areas to. Right click the reader (**Reader 1** is show in this example) and select **Properties**.



Select the **Advanced** tab on the far right and set **Entering Area** to **Onsite** and **Exiting Area** to **Offsite**. Once finished, click **Ok**.



You will next need to set up a printer or printers that the alarm reports will get sent to. Select **Options** at the top of the screen and click **System Options**.



Go to the **Badge** tab and scroll down to **Printer Name** and select the printer you want. Click **Ok** when finished.

