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# **Syncro GUIDE**

## **Fire Alarm System Graphics Software**

### **Installation and Commissioning**

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## 1.0 Overview

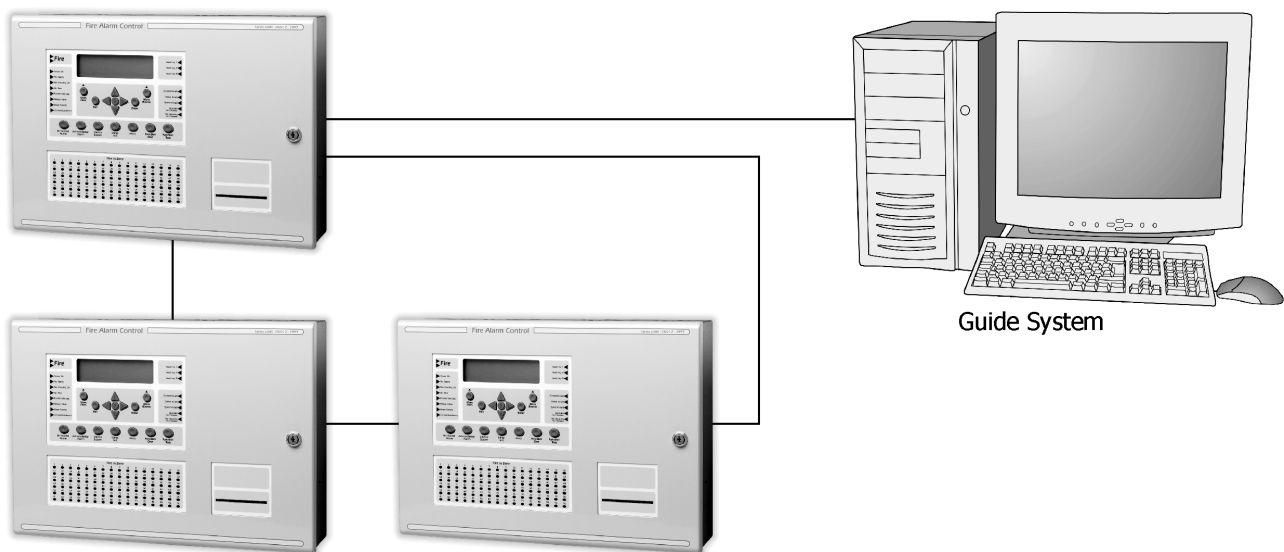
The Guide fire alarm system graphics software allows up to 64 Syncro fire alarm control panels to be connected to a PC that can display events in text and/or graphical form in response to events that occur on the fire alarm system. The Guide also allows a user to take control of the fire alarm system via a replica of a fire alarm control panel fascia presented on the PC display.

The Guide records all events on the fire alarm system and allows these events to be filtered and presented for analysis in a variety of ways

To connect a Syncro fire alarm system to a PC running Guide software, a dongle device must be installed in one of the control panels and connected to a serial port of the PC.

If the fire alarm system consists of more than one fire control panel, information from other fire control panels is transmitted over the fire alarm network to the panel that is connected to the PC.

Each dongle is protected by a security code which is allocated by Kentec Electronics Limited and once installed and enabled, will only work on the system on which it was originally installed.



The Guide system can be connected to a single fire alarm control panel or a network of control panels by up to 1200 metres of a suitable data cable.

### 1.1 Fitting the hardware

The hardware consists of two parts. The dongle PCB (part number S572) which mounts at the control panel and the RS232/RS485 converter (part number B2813) which mounts at the computer.

The dongle PCB provides an isolated interface to the fire control panel and allows the data from the Guide application to be sent and received. The Guide system can not communicate with the fire panel without a dongle which has had its security code enabled.

The dongle PCB is supplied with a ribbon cable (part number SR1012) and clips to connect it to the fire panel display board. Cables to connect to the fire panel Auxiliary 24V supply are fitted to the dongle PCB.

#### **The dongle PCB should be fitted with the power to the control panel turned off.**

First plug the dongle PCB onto the standoffs in the fire control panel then connect and route the 10 way ribbon cable to J5 on the front board of the fire panel. Once in place, the ribbon cable should be secured with the self adhesive clips provided.

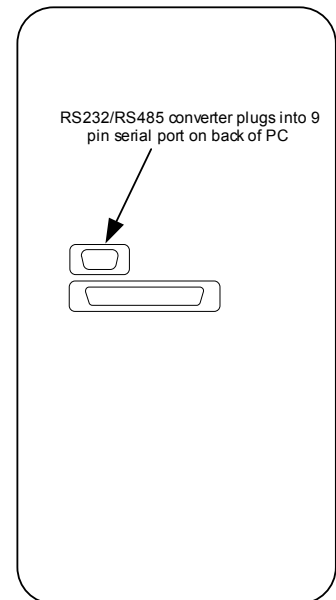
Connect the red wire from the dongle PCB to the Aux 24V + terminal in the fire panel.

Connect the black wire from the dongle PCB to the Aux 24V - terminal in the fire panel.

A 4-CORE data cable suitable for RS485 data communications should be installed from the fire panel to the PC. This data cable should be connected to the terminals marked T+, T-, R+ and R- on the dongle PCB.



The position of the connectors on the rear of PCs differ widely but there are normally two D type connectors and the RS232/RS485 interface module should be plugged into the 9 pin connector and secured with the fixing screws provided.



### 1.3 Software Installation

#### PC requirements (minimum)

Processor - Pentium®-class processor, 600 MHz or higher

Graphics card - 32Mb or better

Monitor - Set to 1024 x 768 resolution as minimum

Operating system - Windows® 2000/XP (Control panel, user accounts, Select User, properties, Group Membership, select Standard User).

CD Rom media - CD-ROM or DVD drive

Disk space - 25MB of free disk space for installation (20 GB recommended if many maps are to be used)

Memory - 256MB of RAM

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Insert the CD into the CD Rom drive of the PC and wait for the installation to start. Follow the setup instructions and click "next" to each prompt unless you wish to change any of the folders chosen by Guide as default (not normally necessary).

Click "Finish" once Guide has installed successfully.

There will now be a new program group (GUIDE) displayed when "All programs" is selected from the Windows® start menu.

Within this program group are four programs, an example project and an uninstaller which will remove Guide from the system should you wish to do so.

The four programs are as follows:

#### **BMP Grabber**

Utility for use with **Designer** which allows .dxf and .dwg formats to be converted to bitmap format for use with the Guide system.

#### **Designer**

The designer program to produce project files to be used with **GUIDE Run**.

Used for creating new projects, selecting and editing images, importing the export file from Loop Explorer, drawing zones, placing and setting up device icons and setting up event messages.

#### **GUIDE Run**

The main monitoring application. This is the application that runs on the PC that is connected to the control panel and displays events to the end user.

#### **Event Log**

Utility for filtering the event log for analysis by date, event type, user or address.

## 2.0 GUIDE Run

#### Running Guide

To become familiar with the Guide system, load the example project, run in simulation mode and generate some events.

From the Windows® start button select All Programs > GUIDE > GUIDE Run.

The GUIDE - Logon dialogue box will be displayed. Click on the User Name field and click Administrator. Enter **guide** (lower case) as the password then click Logon.

Click on the Guide button in the bottom left of the screen and select Guide Settings from the menu that pops up. Click the button marked *find* then click the file *Firex Kentec Unit 25 14\_05\_03*. Now click Open.

Click OK on the information box which is displayed then click Start Simulation.

The example project is now loaded. The Simulation Mode box can be moved from the centre of the screen by clicking on the bar at the top and dragging to the required position (the top left of the screen is a good place to put it for this demonstration).

The main part of the display shows the overall site with two factories shaded in blue where the simulated fire panels are installed.

Click Activate on the Event Simulator box. The display is now showing a floor plan of Unit 25 and a call point activation in the entrance hall.

On the left of the screen is a text description of the event with a list of events below (in this case just the fire event we have generated).

Deactivate the event in the Event Simulator box, add a suitably descriptive note in the user comments box in the bottom left of the screen which will be logged with all of the other details about this event and accept the event by clicking Accept FIRE Event at the bottom left of the screen.

We can now leave the floor plan displayed or return to the main map by clicking the Back button at the top left of the screen.

The above gives a brief overview on the fundamental operation of the Guide. To become more familiar with this, try selecting and activating other devices from the event simulator.

Now that we have seen the basics of what the system can do we can explore the setup in more detail using the example project.

## **2.1 GUIDE Settings**

Click on the Guide button in the bottom left of the screen and select the top menu item, GUIDE Settings.

### **Application tab**

#### **Find**

This can be used to browse for and load other projects as they are created.

#### **PC port**

This defaults to COM 1 and can be changed to a port between 1 and 4 depending on how the PC hardware is set up.

#### **START GUIDE**

This buttons starts the Guide when it is connected to a control panel. The Guide will not start unless a panel connection is present.

#### **Start Simulation**

This button starts the currently loaded project in simulation mode and can be used without a panel connection for testing and demonstration purposes.

#### **STOP GUIDE**

This button stops the Guide from running and is only available after successfully starting Guide.

#### **Synchronise time**

The time set on the PC can be sent to the panel to which the PC is connected (and all other fire panels if on a network).

### **Behaviour tab**

The main area of this tab is used to select how the Guide responds to each of the available event types.

#### **Processes**

If this box is not checked these event types will not be displayed but can be logged, printed and emailed.

#### **Logged to File**

If this box is not checked these events will not be logged to the event log file.

#### **Needs Acknowledgement**

If this box is not checked an event that is cleared (by resetting the fire panel for example) will automatically clear from the text display on the left of the screen and will not need to be accepted.

#### **Prints**

If this box is checked events of this type will be printed to the default printer connected to the PC.

## **Emails**

If this box is checked events will generate an email to be sent to selected recipients (see Graphics/Events tab for details).

## **Graphics/Events tab**

### **Background colour**

Allows the background colour of the main display area to be selected.

### **Map Auto Scroll Time**

If more than one event is present and the events are on different maps Guide can be configured to scroll between all active maps. This setting allows the scroll time to be set between 5 seconds and 1 minute or turned off completely.

### **Layout**

This allows the text pane at the side of the map to be position to the left or right of the screen.

### **Find Device**

This option allows an active device to be identified quickly by displaying crosshairs whose intersection is located at the centre of the activated device.

### **Event graphics**

For each event type various graphics effects can be assigned using the following settings:

#### Standard schemes

Schemes are selectable which change the colours and animations of each event type globally.

#### Global event colour

The colour of the animation surrounding an activated device can be changed.

#### Event animation

The animation effect surrounding an activated device can be changed.

#### Fill Style

The animation colour can be inverted so that it will show up (red animation on red background for example would be invisible).

#### Event actions

This allows one or more email addresses and message body text to be added so that events that are checked to send emails in the Behaviour tab are emailed to the desired recipients.

## **Audio tab**

This allows different sounds to be added to each event type. The sound can be selected to play once or repeat until the event is accepted. A useful source of sounds can be found within Windows® at C:\WINDOWS\Media.

Other sounds can of course be used including voice. Voice messages of up to 60 seconds long can be recorded using the Windows® sound recorder

## **Quiet message tab**

A message can be added and displayed at the top of the side pane. This will only appear when the Guide is connected to a control panel and running.

## **About tab**

Version of GUIDE Run software and PC system information.

## **2.2 User Setup**

Once the system is configured and installed it may be desirable to restrict some functions so that end users can not change settings which could prevent the system from presenting the desired information.

Click the Guide button in the bottom left hand corner of the screen and select User Setup, the second item from the top of the menu that pops up.

The only user on a fresh installation is the Administrator and the Administrator can access all areas of the system. The administrator should add at least one new user and restrict administrative privileges by unchecking the Grant Permissions box.

Access to standard controls can then be set for the user according to requirements.

Several users with their own passwords can be added with differing access to standard controls if needed.

## **2.3 Security Code**

Click the Guide button in the bottom left hand corner of the screen and select Security code.

When the Security Dongle Code wizard appears click Read Dongle Code.

If the dongle is new (i.e. it has not been read before a Get New Dongle Code button will appear. Click this button. A code number will be displayed. This number needs to be sent to Kentec Electronics Limited. The number can be copied to the clipboard so that it can be printed using a text editor or emailed directly to Kentec Electronics Limited. The sales department at Kentec will use the security code to generate an unlock code which can be given over a telephone or emailed back.

Restart the Wizard to Authorise. Click the Next button and then type or paste the code number received from Kentec into the window labelled Enter New Code. Press Authorise and the dongle is now authorised for use with this installation only.

## 2.4 GUIDE Service

Click the Guide button in the bottom left hand corner of the screen and select User Setup, the fourth item from the top of the menu that pops up. Three additional options are presented.

### Start GUIDE Service

This will start the Guide in normal running mode but only when correctly connected to a control panel and with the dongle code enabled. Starting the GUIDE Service when not connected to a control panel or with an incorrect dongle code will result in an error message.

### Start Simulation Mode

This will start the Guide in simulation mode as described in the earlier section [Running GUIDE.](#)

### Stop Active Service Mode

This will stop a running Guide service.

## 2.5 View Maps

Click the Guide button in the bottom left hand corner of the screen and select View Maps, the fifth item from the top of the menu that pops up.

This will show the list of maps in the currently loaded project. Clicking on a map will display it in the main display area of the screen.

Clicking on any zones that have links to other maps will display any linked maps. This can be useful for checking that map links are working as required.

## 2.6 View Loop Devices

**(also available via Zones&Devices button at top of main screen)**

Click the Guide button in the bottom left hand corner of the screen and select View Loop Devices, the sixth item from the top of the menu that pops up.

All devices in the current project can be viewed in a resizable window in a table format as follows:

Device icon  
Device type  
Address  
Node (panel to which the device is connected)  
Loop  
Zone  
Location text  
State (normal/activated)  
Disabled (with check box to disable if Guide is running)  
Base sounder fitted  
Analogue value of device (if Guide is running)  
Maps on which the device is located

There is also a button in this window to view the states of each zone showing the number of active events of each type and options to disable zones or put them into test mode.

A further button is provided to refresh the analogue value information.

## 2.7 View Zones

Click the Guide button in the bottom left hand corner of the screen and select View Loop Devices, the seventh item from the top of the menu that pops up.

The status of each zone is displayed in a table format. All zones except zone 0 can be disabled.



## 2.8 Print Current Event

Click the Guide button in the bottom left hand corner of the screen and select Print Current Event, the eighth item from the top of the menu that pops up.

By selecting Print Current Event an active event can be printed to the default printer. To print other active events select them and select Print Current Event again.

## 2.9 Event Log

**(also available via Event log button at top of main screen)**

Click the Guide button in the bottom left hand corner of the screen and select Event Log, the fifth item from the bottom of the menu that pops up.

The event log is displayed in HTML format in a resizable window. The event log can be changed to a text list view, saved to disk, printed or email via the buttons at the top of this window.

By selecting the New Search button the event log can be filtered By event type, user, date, node, loop, zone, address or device type or any combination of these. This powerful filter helps produce data which can be analyzed to track down repeated activations and is a valuable tool in the fight against false alarms.

## 2.10 Map Windows

Click the Guide button in the bottom left hand corner of the screen and select Map Windows, the fourth item from the bottom of the menu that pops up. Three additional options are presented.

### **Tile Horizontally**

Displays all active maps on the screen horizontally.

### **Tile Vertically**

Displays all active maps on the screen vertically.

### **Cascade**

Displays all active maps on the screen laid one on top of the other.

## 2.11 Use Microsoft Windows

Click the Guide button in the bottom left hand corner of the screen and select Use Microsoft Windows, the third item from the bottom of the menu that pops up.

This minimises the Guide application to a small grey bar in the bottom left of the screen so that other Windows® applications can be used while still running Guide.

To re-instate Guide as the main viewable application, double click on this grey bar.

## 2.12 Log off Administrator

**(also available via Log off button at top of main screen)**

Click the Guide button in the bottom left hand corner of the screen and select Log off Administrator, the second to bottom item of the menu that pops up.

Logs off the administrator and presents the GUIDE – Logon box to allow other users to log on.

## 2.13 Shutdown GUIDE

Click the Guide button in the bottom left hand corner of the screen and select Shutdown GUIDE from the bottom of the menu that pops up.

Shuts down the Guide application.

## 2.14 Main toolbar

When the Guide application is running there are six tool buttons along the top of the screen.

### **Log Off**

Displays the Log On dialogue box to allow the user to be changed.

### **Site Map**

Displays the main site map.

### **Zones and devices**

Displays the Zones and Devices window. This presents a table of all zones and displays the status of each. The view devices button displays a table showing the status of individual devices.

### **Event log**

Displays the event log in HTML format. When in simulation mode the simulation log (filed separately) is shown.

### **Fire Panel**

Displays a representation of the fire panel fascia that the Guide system is connected to and allows control of the fire panel directly from the computer.(not available in simulation mode).

### **Silence computer**

Silences the event alarm sound at the computer. The alarm will re-sound for each fresh event.

## **2.15 Status bar**

The bottom of the Guide screen has the Guide button (to access further menus and options) and row of status indications which show the total number of active events that are being received from the fire panel. These event indicators will not be reset when they are accepted from the Guide application and will only clear when the events have been reset at the fire panel or from the Guide virtual panel facility (see Fire Panel above). The right hand side of the status bar shows the current date and time.

## **2.16 Side bar**

To supplement information displayed by way of maps, diagrams or photographs, a side bar appears whenever an event is activated.

The top of the side bar shows the event type and the following information as it has been formatted in the Designer programme.

Node number (or if the panel has been programmed with a panel name the panel name will be shown).

Zone number and zone text if this has been added in the Designer programme.

Address number and loop number

Device type

Specific user text that has been added in the Designer programme.

Below the main event text window is a status window where a list all active events is displayed. These can be accepted individually by selecting the event and clicking Accept.

## **4.0 Designer**

Before a Guide design project can be created you should have a Loop Explorer .lex file and some maps in Bitmap format in a convenient location so that they can be imported.

Loop Explorer is the fire control panel configuration utility used for configuring Syncro fire panels.

A .lex file can be created from within Loop Explorer by selecting Export Loop Explorer config. from the file menu and saving it to a convenient location.

For training purposes, the files from the example project at **c:\program files\guide\example project** can be used. Here you will find a .lex file called Unit 25 and seven map images.

To start the Designer program click the Windows start button, click programs, click GUIDE and select Designer.

Click Start New GUIDE Project, OK, then enter a project name and save the project to a location where it can easily be found later.

When the Map Wizard appears after saving the project, select Next then select the maps you wish to import into the project (the maps at **c:\program files\guide\example project** can be used for training purposes) then click next again.

Here you can give each map a name that is different to its original name if required and select one of the maps to be the main site map.

The main site map will be displayed on the screen all the time the Guide is running with no events that call other maps.

Click next then select the Loop Explorer .lex file you wish to use for this project. (the .lex file in the sample project can be used for training if required).

Click next and the main design screen will displayed showing the main site map with Project navigator and Network Navigator on the left.

Each of the maps can now be viewed by selecting them from the Project Navigator window on the left of the screen and the fire alarm devices that were imported from the .lex file can be viewed by expanding the control panel icon in the Network Navigator window below the Project Navigator window.

The vertical toolbar is for re-sizing zones (the first 8 tools) and nudging the position of placed icons (the last 4 tools).

## 4.1 Allocating zones and map links

Before any devices can be placed, zones need to be added to the maps.

Select a map from Project Navigator that is the most detailed. (The one that will show activated detectors and calls points etc.)

When the map is displayed, right clicking it will display a menu from which Background map options can be selected.

From the Map Details tab, the name of the map can be changed, a different map can be selected; the map can be shown in Negative Image or in grey scale or the map can be edited by selecting Edit Picture. This will load Guide Draw, depending on file type – a simple picture-editing tool, otherwise it will load Windows Paint. (Select File> Exit to exit the picture editor).

The Map Size tab allows the map to be re-sized for the best fit on the screen. Selecting the Lock check box when re-sizing will keep the proportions of the map consistent.

The Grid Size/Nudge tab allows a grid to be displayed from 4 to 80 pixel spacing by adjusting the Grid Spacing slider. The Snap to Grid check box gives the option to have the zone areas that are drawn to snap to this grid.

The Icon Nudge Distance can also be set between 1 and 50 pixels using the slider.

Icon Nudge distance, is the distance an icon will move when nudged using the icon tools on the toolbar that runs vertically up the screen.

Once the Map Options have been set, click New Link/Zone from the menu bar at the top of the screen. The cursor will change to a multi-directional arrow with a 'Z' by it if it is a Zone, otherwise it will be 'Link'.

Click on an area of the map where the zone area is to be drawn. This will show the Clickable Area Options editor.

## 4.2 Drawing and linking zones

### Map Links

Map links are used to allow zooming in or out to show more or less detail. For instance, the Guide may be monitoring a number of buildings on a large, widely spread out site as is found in some hospital complexes.

In this instance the main site map would ideally be a map showing the whole site including individual buildings being monitored.

Each of those buildings could have a link to it on the main map which when clicked would display an overall plan of the building. It may well be that the building is too large to show the detail that may be needed in a fire situation and further links to more detailed areas of the building may be added.

A button at the top of the screen labelled Site Map allows navigation back to the overall picture and zooming into other areas.

To set up a map link select New Link/Zone from the top toolbar and click on an area of the map. From here the zone can be configured to zoom in or out when it is clicked. Select zoom out and choose the map you wish to zoom out to.

### Zone options

Choose a zone number from the lower half of the window.

Under Caption Details enter any text and choose the font and justification that you wish to be displayed within the boundaries of the zone.

The Shading box allows the fill style of the zone area to be solid or striped with coloured lines with an option to display the caption on a solid background.

Boarders can be shown around the zone and the colour and width of them can be chosen.

The Fill Colouring of the zone can be chosen to suit the background on which the zone is displayed. For instance a red zone on a red background would not be seen.

The default colour of the zone area can be chosen and customised using the colour swatch.

Fill Colouring allows the zone to be displayed in a variety of ways to suit the background on which the zone is drawn.

Having set the properties of the zone, click OK to draw the zone area on the map.

The zone area will be shown as a square with four handles, which can be dragged in any direction to make larger regular or trapezoid shapes.

For creating areas with more than four sides additional nodes can be added using the Add Nodes button. Nodes must be added between the two green handles. They can then be dragged into position as required.

Click the Add Nodes button to turn it off when the required nodes have been added.

Adding nodes allows any polygon to be drawn with a reasonable degree of accuracy.

The eight icon tools in the vertical toolbar can be used to adjust the area of the zone in any direction for fine tuning the drawing.

The zone that we have just drawn will now be shown in the Project Navigator on the left under the map on which it is drawn.

The properties of the zone (colour, fill style etc) can be changed by right clicking an area within the zone and choosing Zone Options.

### **Test Map Link**

The map link can be tested by right clicking the map and selecting Test Map Link. To revert back to the map you were working on select it from Project Navigator on the left of the screen.

### **Transformations**

Zone areas that have been drawn can be modified by right clicking within the zone area and selecting Transformations from the menu. This allows the zone area to be placed in front of or behind other zone areas or flipped horizontally or vertically.

### **Lock**

Zones that are complete and require no further modification can be locked against further editing by selecting Lock from the right click menu. They can also be unlocked by selecting Unlock from this menu.

### **Duplicate**

Zone areas that are the same size and shape can be produced very quickly by drawing one and duplicating it by right clicking the zone and selecting duplicate. Duplicates can be modified if required by right clicking them and selecting zone options.

### **Delete**

Zones can be deleted by selecting them, right clicking and selecting Delete.

### **Zone text**

Zone text can be added to all zones once they have been created by selecting the Zone Text button from the top tool bar.

Zone text is displayed next to the zone number in the text pane when an event is activated.

## **4.3 Adding devices to maps**

The Network Navigator on the left of the screen shows all of the control panels on the fire alarm panel network. Click on the + sign next to the panel to expand the view then click on the + signs next to the Loops, Panel I/O or I/O boards to see individual devices and inputs or outputs.

The Zone Placement tab at the bottom of the network Navigator window will show all of the devices sorted into zones. Select this view to add devices to zones.

To add a device to a map, select Zone Placement view and click the + sign next to the zone number to be configured. This will show all devices that have been put into that zone by the .lex file.

To place a device, click on it and with the mouse button held down; drag it into the zone on the map to a position, which is representative of where the device is installed.

To place many devices, hold the CTRL or Shift key on the keyboard and click multiple devices and then drag and drop onto the map.

Using the four icons at the bottom of the vertical toolbar a selected device or devices (shown by a blue box & selected by drawing an area around them or clicking whilst holding CTRL) can be nudged in any direction to position it more accurately. Right clicking the zone, selecting Background map options and adjusting Icon Nudge Distance from the Grid size/Nudge tab slider, can change the sizes of the nudges.

Once placed, the icon can be changed or edited by highlighting it and right clicking it.

Selecting Icon Options from the sub menu allows the icon to be changed to another type or resized under the Device Details tab. It can also be allocated a specific message, which will appear after the message suffix as described below. This allows specific messages to be added for individual devices in addition to the standard event messages.

After placement, the device will be shown as bold in the list indicating that it has been placed. Repeat this procedure for all devices in all zones on all maps until all of the items in Network Navigator are shown in bold.

When the design is finished, map links should be tested to ensure that these are working correctly and the file saved.

## **Messages**

### **Standard event messages**

The Guide does not of course have to display maps or floor plans. Each event activation also has a message window, which contains the event type, node, zone, loop, address and location text as standard. Additional text can be added for each event type. This may include instructions on what to do when an event of a particular type occurs, contact telephone numbers or anything else that may be deemed suitable for the particular installation.

To access the message window click the Messages button on the top toolbar.

The left hand side of the screen allows the event type to be selected. The default header for the message is the event type but this may be changed if required. The font and colour of the message header can also be modified using the standard text formatting tools in the toolbar.

The message body is the information received from the control panel. The content of this can not be changed but the font, style and colour can be changed by selecting the Set Font button within the message body window.

The message suffix is for additional information that may be required such as instructions on emergency procedure. The font, style and colour can be changed using the standard text formatting tools in the toolbar at the top of the screen.

### **Specific user messages**

These allow device specific additional text to be added which will appear after the message suffix. When adding a Specific user message it helps to make the message name the same as the address of the device e.g. Node 1 Loop 2, address 12.

When allocating Specific user messages (right click device icon>Icon Options>Event Message text) the message can then be searched for by its address.

## **4.4 Main toolbar**

### **Arrow**

The Arrow tool at the top left hand side of the main toolbar switches off the New Link/Zone button and sets the map window cursor to a cross hair (unless over a corner node).

This enables device selection, movement and editing.

### **New Link/Zone**

Toggle button which, when on, allows new zones and links to be drawn and created on the map.

### **Add Nodes**

Allows additional handles to be added to zone shapes for creating polygons. Additional nodes must be added between the two green nodes show on a selected zone shape.

### **Lock Objects**

Toggle button, which prevents devices that have been placed from being moved accidentally.

### **New Map**

Allows new map to be imported and added to the project navigator.

### **Messages**

Allows message header text to be changed from default event type. Font can be changed.

Allows font to be changed on event text that is transmitted from the fire control panel.

Allows a message suffix to be added in any font.

Specific User messages can be set up here so that selected devices can display specific information (rather than by event type) when they are activated.

### **Zone Text**

A text message can be added to each zone. This will be displayed at the top of the message side bar when an event is activated.

### **User Icons**

The icons available have been designed to suit the needs of most fire systems and the standard icon for any given device type can be changed by selecting the device, right clicking it and selecting Icon Option from the menu.

This allows the default icon to be changed to any of the Standard Icons on the list or re-sized.

Icons can also be changed to user-defined icons, which have been previously created and saved.

Specific User messages can also be added by selecting the Event Message Text tab. These are messages previously created as described in **Messages**, above.

### **Save**

Saves the currently loaded project to the specified location.

## **5.0 BMPGrabber**

This simple utility allows CAD drawings in .dxf or .dwg format to be imported and sections of the drawing to be zoomed into (or out of) and saved in .bmp format for use within Guide Designer.

To use this utility, select Programs>Guide>BMPGrabber.

Select File>Open.DXF/.DWG Drawing, or use the file and directory list.

Locate the .dxf or .dwg file to be imported and click open.

Using the buttons at the bottom right of the image window the whole image can be zoomed into or out of using the + and – buttons or sections of the image can be zoomed into using the other tool buttons.

Select the arrow tool (zoom last) and draw around the section of the drawing to be enlarged while holding the mouse button down. This area will now appear enlarged. To restore the image press the button with the grey filled square (zoom reset).

In this way, sections of a CAD drawing (one building of a site plan for example) can be enlarged and created as a map image.

Once the desired section of the drawing has been selected, the size of the bitmap can be enlarged by clicking Edit>Set Window Size.

The background colour of the bitmap can be changed by clicking Edit>Background Colour.

The lines thickness of the drawing can be changed by clicking Edit>Thickness 1, Thickness 2 or Thickness 3.

When the image appears as required in the Guide designer program, select File>Save Current View As .BMP Image.

Give the file an appropriate name and save it to a location where it can be easily found later.

When the image is opened in the Guide Designer programme, it will appear at the same size and proportions as it did when saved in BMP grabber.

The size and proportions of the image can be modified from within the designer programme by right clicking the map and choosing Background Map Options.