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SP2+ Swing Handle Lock Manual



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Table of Contents

Introduction	3
Hardware features	4
LED status description for the Handle Lock & Door Sensor	4
Specifications FAQ's & Troubleshooting	6
Web UI configuration	8
Events related to the Handle Lock	14
Actions and Notifications related to the Handle Lock	15
AKCess Pro Server configuration	16
Card and User management	25
Access Control Page Overview	25
Access Control – Groups Overview	26
Access Control – Users	27
Access Control – Schedules	34
Access Control – New Groups	36
Access Control – Group Permissions	39
Access Control - Synchronize	42
Access Control – Access Logs	43
Blocking a User	46
Re-Using or Re-Assigning Access Cards	46



Introduction

The Swing Handle Lock Sensor is a new type of sensor, called Smart Sensor. It's an RFID proximity card swing handle cabinet lock, which can secure the door of your cabinet. Designed with a universal fit, it can be attached to most industry standard cabinets.

All units in the sensorProbe+ family support this sensor, including the upcoming PDU+. This sensor connects to a standard sensor port on the units and supports the same features as our existing securityProbe DCU/CCU products, such as door control and user access management. The access functionality is performed locally via the swing handle. You can connect up to 2 handle locks to a sensorProbe+ unit.

In this manual we're going to show you how to configure the sensor, with Web UI options and with APS (AKCess Pro Server).

You'll need to set up the configuration from APS to manage the card/user access.

After the configuration is done on APS, you can also configure most settings from Web UI, and manually control the door.

You can also view a video on our YouTube channel, which covers how to install the sensor in your cabinet:

https://youtu.be/3Hq0u1eiEJ4



Hardware features



LED status description for the Handle Lock:

Green - access granted Red - access denied Red/White blink - sensor error or malfunction



<u>Important Note</u>: A separate sensor, our AKCP security/door (SS15) sensor is also shipped with the lock handle and is used for detecting if the cabinet door is open - otherwise only the Handle Lock's open/closed <u>position</u> is detected by the locks internal sensors.

When testing without the swing handle lock and door sensor mounted in a cabinet you will need to either remove the door sensor, or make sure the two white magnetic parts of the door sensor are together (closed). When opening the lock you also need to open SS15.

If the door sensor is not being sensed as closed, but the swing handle is closed it will show a door held open status (continued on next page).



This design is to alert the user that the cabinet hasn't been closed and locked properly. <u>In order to</u> show a closed status both the security sensor and swing handle must be in locked position



The closeup picture above shows how the jumper should be present if no door sensor is being used. The port on the right is where the cable is connected from the lock to the SP2+ sensor port as shown in the installation video (link provided above).



The closeup picture above shows where the door sensor connects to the back of the swing handle lock. If the door sensor is used the jumper must be removed from the port in order to connect it.

You can also add additional door sensors (SS15) security sensors for monitoring the side panels of your server cabinets, so you can be alerted if these are removed.

Keep in mind each extra SS15 does take up one sensor port if you want to know exactly which panel was removed, or you can daisy chain them where you would not know which panel was removed.



Specifications FAQ and Troubleshooting

Card Reader	
Supported Cards :	EM-Card, 125Khz Proximity cards, 26bits K4100/EM4100/EM4200/T5577
Proximity Reading Range :	0-3cm
Handle Lock	
Access Control :	Up to 500 users
Ambient Temperature :	-25°C to 75°C
Ambient Humidity :	10%-90%
Built-in :	RFID Antenna, Motor
Fail-Secure :	Integrated key lock for manual override
LED Indicator :	RGB Color LED : Lock status and Access Control status
Locking Control :	Remote lock and unlock from the sensorProbe+ unit via Web Interface, SNMP or AKCess Pro Server Calendar enabled locking and unlocking control Notification locking and unlocking control
Interface	
Communications cable :	RJ-45 jack to sensor using UTP CAT5e/6 cable
Power source :	Powered by the sensorProbe+ familiy units. No additional power needed.
Working Voltage :	DC 5V
Power Consumption :	Typical 0.35 mWatt, 70 mA Peak 1.75 mWatt, 350 mA
Communication	Run length is 16 feet (5 meters) with approved low capacitance shielded



Distance :	cable or UTP
Dimensions :	37.0mm x 210.6mm x 43.8mm
Weight :	Approx. 300grams
Important Notes:	sensorProbe+ units auto detects the presence of the RFID Swing Handle Lock sensor
	Up to 2 RFID Swing Handle Lock sensors per sensorProbe+ unit
	 The RFID Swing Handle Lock sensor is only compatible with the sensorProbe+ platform units. When plugging the first time or after upgrading a sensorProbe+ unit, the sensor's firmware might be upgraded by the unit and not be available right away.

Note: You can get more details from the Handle Lock's Datasheet, which can be found on our website.

FAQ & Troubleshooting

Q: I can't seem to add the SP2+ unit to my AKCess Pro Server software, what could be the problem? A: If you are recieving an error regarding "Incorrect SNMP password" etc. Check the following:-Navigate to the SP2+ System >> SNMP and reenter public into the SNMP write password field. Also check to ensure the "Server Integration is enabled and port 5000 is entered.

Q: Does it matter if I use Admin or Administrator in the username field when adding the unit? A: No it does not matter if you enter Admin or Administrator when adding the unit into the APS.

Q: My swing handle lock is not working properly, how can I fix this?

A: First try navigating to the port on the SP2+ that the lock is connected and manually taking the sensor port and reader offline. Then physically disconnect the swing handle lock from the sensor port and re-connect it. This will reset the database.

Q: Where is the data from the RFID cards kept and why am I getting a "access denied" status? A: The SP2+ keeps the data from the cards being scanned. If you scan the card and it shows access denied you need to add permission for the user into the lock and also make sure you synchronize the SP2+ with the APS (see exact steps for this later in this manual).

Q: If I add or replace my swing handle lock what do I need to do?

A: If you add or remove a lock you need to redefine the persmsiones again to the new lock in APS.



Web UI configuration

Please note, you will be only able to use the access control options in this section after you've configured the Handle Lock and RFID cards using APS (AKCess Pro Server).

nsors Information				2	Even	it Log (17 <u>72 r</u>	nessages)
nit 🔺	Name 🔺	Value 🖡	Status 🖡	Graph 🖡	Sea	arch	Filter Q
SP2+	Door Port 4		Closed -		1	16/09/2016 07:03:59	Temperature Port 2.1 on Main board is 27.90 °C, status is Normal
	Humidity Port 2	63.0 %	Normal -	ک 🖌	2	16/09/2016 06:50:04	Temperature Port 2.1 on Main board is 30.00 °C, status is High Warning
	Reader Port 4 Temperature Port 2	26.1 °C	Awaiting Input -	0	3	15/09/2016 07:07:04	Temperature Port 2.1 on Main board is 27.90 °C, status is Normal
	Temperature Port 2.1	25.9 °C	Normal -	Q	4	15/09/2016 06:45:41	Temperature Port 2.1 on Main board is 30.00 °C, status is High Warning
	Temperature Port 2.2	25.9 °C 26.3 °C	Normal -	0	5	14/09/2016 07:14:50	THMS Front Middle on Main board is 27.90 °C, status is Normal
	THMS Front Hum	63.0 %	Normal -	U	6	14/09/2016 07:04:15	Temperature Port 2.1 on Main board is 27.90 °C, status is Normal
	THMS Front Low	25.3 °C	Normal -	0	7	14/09/2016 06:46:02	Temperature Port 2.1 on Main board is 30.00 °C, status is High Warning
		20.2 C	Noma		8	14/09/2016 06:19:23	THMS Front Middle on Main board is 30.00 °C, status is High Warning
					9	13/09/2016	Door \$[sensorPort] 4 on Main board

On the **Summary page** you can see the connected Swing Handle Lock as multiple sensors: a Reader and a Door.

You can easily identify which port it is plugged in to on the unit by its name (you can also freely rename the sensors afterwards).

You can directly control the Door from the Summary page by choosing an action from the drop-down menu:

Door Port 4		Closed -				
Humidity Port 2	57.0 %	Door Control				
riamany rorez	07.0 /	Cycle Unlock				
Reader Port 4		Unlock				
Temperature Port 2	25.8 °C	Lock				
		Acknowledge				
Tomporatura Dart 2.4	25.2 00	Normal -				



AKCP	🖵 Summar	y 🔊 Sensors 🖉 Events			🔀 Full Screen
Boards SP2+	Ţ	Main board Sensors / Main board 🖋			
Main board Virtual Sensors		1 Auto Sense	2 Auto Sense	3 Auto Sense	4 Auto Sense
Smart Sensor Recov	reny	Thermal Map	Thermal Map	N/C	- Handle Lock
					Door Port 4 Closed Reader Port 4 Awaiting Input

On the **Sensors page**, you'll see the **Handle Lock** as a single sensor.

To manage the Door or the Reader sensor in the Handle Lock, click on the image for the list of all sensors and click on one that you wish to configure.



Main boar	d			
Sensors / Main	board 🖋			
	1	2 Auto Sanco	3 Auto Songo	4
▼ Ther	mal Map	▼ Thermal Map	N/C	Handle Reader
Handle Reader	•			
		Sensor Name	Reader Port 4	
		Sensor Status	Awaiting Input	
		Sensor Currently	Online	
			Save Cancel	

For the **Reader sensor**, you only have 2 options in the Web UI: rename and place it offline.

You'll need to use APS (AKCess Pro Server) for the RFID card and user management.



Main board Sensors / Main board				
1 Auto Sense	2 Auto Sense	3 Auto Sense		4 Auto Sense
Thermal Map	Thermal Map	D N/C		← Handle Lock
Handle Lock Advanced	Status Text			
	Sensor Name	Door Port 4		
	Sensor Status	Closed		
	Sensor Currently	Online		
D	oor Held Open Alert	30	30s	
	Door Lock Time	5	5s	
	Manual Control	Unlock		
		Save Cancel		

The **Door sensor** has more options which you can directly change from the Web UI.

On the first *Handle Lock tab*, you can change the sensor's name, view its Status (open/closed) and place it Offline.

You can also configure timeouts for the **Door Held Open Alert** - if the door stays open - as well as the **Door Lock Time**, which will automatically lock the door again after the specified time.

Also, here you have the option to manually **Unlock** the door using the button.



On the second *Advanced tab*, you can choose between two **Door Lock Control** modes:

Handle Lock Adv	anced Status Text	
	Door Lock Control	Manual Control
	Manual Control	Unlock Lock
Lock	The Door When Door Closed	Enable Disable
		Save Cancel

In the default **Manual Control** mode, the Door is controlled by the Reader sensor with RFID card access, or you can manually unlock the door from the SP2+ unit's Web UI.

Also, you can choose to automatically lock the door when the door is closed.





dle Lock	Advanced		Sta	tus '	Text																				
		D	Door Lock Control							Calendar Control															
							А	М											Ρ	М					
	All	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Su	inday																								
Mo	onday																								
Tu	esday																								
Wed	nesday																								
Thu	ursday																								
F	riday																								
Sat	turday																								
Major	r Holiday																								
Minor	r Holiday																								
* To select a minute, right click at a cell. Working Hours / Inverse All																									
Lock The Door When Door Closed																									

In **Calendar Control** mode, the door can be set to automatically open/close for the specified times. The calendar's configuration is similar to other actions management with calendar support.

Also, you can choose to automatically lock the door when the door is closed.



On the third tab, *Status Text*, you can change the text that will be displayed when the door is in a specified status:

Handle Lock	Advanced	Status Text	
		Cu	stom Status Settings for Door
		Door Ope	Open
	Do	or Opened with	Opened with Key
		Door Clo	Closed
		Door Forced O	Forced Open
		Door Held O	Held Open
		Door Malfunc	Malfunction
		Sensor E	ror Sensor Error
			Save Cancel



Events related to the Handle Lock

AKCP	🖵 Summa	ary 🤋	Sensors	🗐 Events	⊉ No	tifications	📽 Syster	m				🔀 Full Screen		
Events		All E	vents											
✓ All Events														
🖵 System		Searc	h			Q								
Sensors			Dat	e Start		to	Dat	te End		C Refree	sh 🗳 Export	Options		
			Date/Tir	ne 🗸		Event≁								
		16	01/07/20	016 16:37:55	(Cabinet Do	or Port 4 on	Main boa	ard status is	Closed				
Notifications		17	01/07/20	016 16:37:44		Cabinet Do	oor Port 4 o	n Main b	oard statu	s is Opened w	vith Key			
		18	01/07/20	016 16:37:20	(Cabinet Do	or Port 4 on	Main boa	ard status is	Closed				
		19	01/07/20	016 16:37:16	Cabinet Door Port 4 on Main board status is Opened with Key									
		20	20 01/07/2016 16:37:11			Cabinet Door Port 4 on Main board status is Closed								
		21	01/07/20	016 16:37:10		Cabinet Do	oor Port 4 o	n Main b	oard statu	s is Held Oper	n			
		22	01/07/20	016 16:36:39		Cabinet Do	oor Port 4 o	n Main b	oard statu	s is Opened w	vith Key			
		23	01/07/20	016 08:57:36		Cabinet Do	or Port 4 on	Main boa	ard status is	Closed				
		24	01/07/20	016 08:57:24		Cabinet Do	oor Port 4 o	n Main b	oard statu	s is Opened w	vith Key			
		25	01/07/20	016 08:46:04		Cabinet Do	or Port 4 on	Main boa	ard status is	Closed				
		26	01/07/20	016 08:46:00		Cabinet Do	oor Port 4 o	n Main b	oard statu	s is Opened w	vith Key			
		27	01/07/20	016 08:45:55		Cabinet Do	or Port 4 on	Main boa	ard status is	Closed				
		28	01/07/20	016 08:45:52		Cabinet Do	oor Port 4 o	n Main b	oard statu	s is Opened w	vith Key			
		29	01/07/20	016 08:45:41		Cabinet Do	or Port 4 on	Main boa	ard status is	Closed				
		30	01/07/20	016 08:45:25		Cabinet Do	oor Port 4 o	n Main b	oard statu	s is Open				
					Firs	st < 1	2 3	4 5	6-25	> Last				

On the Web UI you can also view the **Access Events**, which will show events related to the door status changes and user authentication.





Actions and Notifications related to the Handle Lock

	mary 🔊 Sensors 📓 Events 🗘 Notifications 📽 System	🔀 Full Screen
Notifications Fire Suppression Wizard Create an Action	Action Wizard Notifications / Actions / Create an Action	0
▲ Notifications ♣ Actions	Action Type	Action Setup
	Vvelcome to the Action Wizard Choose an action Dry Contact Email Relay Siren Door SMS SNMP Trap Telephone Call Back Nex	1

You can create custom actions and notifications through the Action Wizard interface, for example to send you email/SMS alert if the door was accessed by an unauthorized person, or was force opened:

Notifications					Notifications							
Notifications / Link Notifica	ation				Notifications / Link Notification							
1	2	3		5	1	2	3		5			
Sensors	Status and Action	Continuous Time	Minimum Time	Escalation	Sensors	Status and Action	Continuous Time	Minimum Time	Escalation			
Step 2 - Select St	tatus and Action				Step 2 - Select	Status and Action	n					
Status Held Open Closed Opened Witt Malfunction Sensor Erro	n h Key or	\rightarrow	ction Door Action		Status Invalid Ca No Permi Awaiting I Access G Input Entr Unknown Wrong Do Sensor En	ard/PIN ssion input ranted y Timeout Card card oor Code rror	→ ↓	Action Door Action				
	Back	Next C	ancel			Bac	k Next C	Cancel				

The steps for configuring the Door and Reader notifications are in the **SP2+ Notifications manual**.



AKCess Pro Server configuration

	Summary 🔊 Sensors 🖉 Events 🗘 Notifications 🔩 System
System	Server Integration
😋 General	System / Server Integration
∰ Date/Time	
A Network	Server Integration 💿 On 🔘 Off
∕≂€Modem	Server Address 192.168.0.1
🚱 VPN	Server Integration Port 5000
SMTP	Send Keep Alive Every 1 Minute
	Cancel
Server Integration	Save Cancel
Password Checking	

Before adding the unit to the APS console, ensure that the **Server Integration** option is **enabled** in the Web UI's **System page**.

If you don't enable this option, the unit cannot be added to APS.



Add a New AKCP Device		x
Hostname or IP	10.1.1.146	
Username	administrator	
SNMP Write Community	•••••	
+ Advanced Options		
For advice on SNMP comp the range available from Al	atible sensors, or to find out more abou KCP, just email <u>sales@akcp.com</u>	ıt
Scan	Add Car	ncel

Add the unit to the APS console like any other AKCP unit:

- Type in the unit's IP or host name
- User name: administrator
- SNMP Write Community: if you haven't changed it in the Web UI, the default is "public".



After the initialization has finished, you can see the connected **Handle Lock** as multiple sensors: a **Reader** and a **Door**, similar to the view of the unit's Summary page on the Web UI.

Right click on the unit and select **Configure** for the sensor options. You can also control the door from the right-click menu.



		Dev	vice Configuration		×
Select a Device:	[SP2+] Smart Sensor Demonstration (1	0.1.1.167) 🗸	Select an Expansion Board:	Main board	v
System	Board Senso	rs			
		1 Auto Sense Auto Thermal Map Therm	2 3 5 Sense Auto Sense Auto al Map V N/C Hand	4 o Sense Sensors on Port 4: Door Port 4 Reader Port 4	
		Please reconnect the senso Select sensor for this port	or or select your sensor for this pr	Save	
				ОК	Cancel Apply

In the **Device Configuration** window, you'll see the **Handle Lock** as a single sensor.

To manage the Door or Reader sensor in the Handle Lock, click on the image for the list of all sensors and click on one that you wish to configure.



			Device Configuration		×
Select a Device:	[SP2+] Smart Sensor Der	nonstration (10.1.1.1	✓ Select an Expansion Board:	Main board	~
System	Board	Sensors			
Sensor Ports					
		 T	1 2 3 to Sense Auto Sense Auto auto Sense Development auto Sense Developmen	4 Sense Reader▼	
Access Settings					
			Access Name Reader Port 4 Access Status Awaiting Input Access Status Online me Attendance		
				OK Cancel Apply	

For the **Reader sensor**, you only have 3 options in this window: rename, place it offline, and enable/disable the Time Attendance support.

To manage the RFID card and users, see the section **Card and User management** below.



			Dev	ice Configuration		
Select a Device:	[SP2+] Smart Sensor De	monstration (10.1.1.1	67) 🗸	Select an Expansion Board:	Main board	¥
System	Board	Sensors				
Sensor Ports						
			1 2 Auto Sense Auto	2 3 4 Sense Auto Sense Auto	sense	
N. IC.						
Normal Settings	Advanced Settings Statu	is Descriptions				
			Door Name	Door Port 4		
		I	Door Held Open Alert	30 🔺 Seco	nds	
			Door Lock Time	5 Seco	nds	
			Door Status	Closed		
			Door Currently	Online		
			Manual Control	Unlock		
					ОК	Cancel Apply

The **Door sensor** has more options to configure.

On the first *Normal Settings tab*, you can change the sensor's name, view its Status (open/closed) and place it Offline.

You can also configure timeouts for the **Door Held Open Alert** - if the door stays open - as well as the **Door Lock Time**, which will automatically lock the door again after the specified time.

Also, here you have the option to manually **Unlock** the door using the button.



On the second Advanced Settings tab, you can choose between two Door Lock Control modes:

		Device Configuration	×
Select a Device:	[SP2+] Smart Sensor Demonstration (10.1.1.167)	Select an Expansion Board: Main board	
System	Board Sensors		
Sensor Ports			_
	Au	1 2 3 4 uto Sense Auto Sense Auto Sense Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Image: Auto Sense Ima	
Normal Settings	Advanced Settings Status Descriptions		
Device Configuration Select a Device: [592+] Smart Sensor Demonstration (10.1.1.167) v Select an Expansion Board: Main board v System Board Sensors Sensor Ports I 2 3 4 Auto Sense Auto Sense Auto Sense Auto Sense Auto Sense Image: Thermal Map* N/C Handle Lock* Normal Settings: Advanced Settings: Status Descriptions Door Lock Control @Manual Control Olachdar Control Manual Control Olnick © Lock Lock the door when door closed Enable © Disable OK Cancel Apply			
		OK Cancel Apply	

In the default **Manual Control** mode, the Door is controlled by the Reader sensor with RFID card access, or you can manually unlock the door from the Device Configuration options.

Also, you can choose to automatically lock the door when the door is closed.



							Devic	e Conf	igurat	ion							×
Select a Dev	rice: [SP2+] Sma	art Sensor De	monstration	(10.1.1.	167)		~	Select a	an Expa	nsion B	oard:	Ma	in boar	d			~
Syste	m B	oard	Sens	sors													
Sensor Por	ts																
					1 Auto S	iense P Map▼ TI	2 Auto Se Lermal I	ense Map▼	3 Auto Si N/C	ense Maria	Auto	4 Sense					
Normal Sett	tings Advanced Se	ttings Statu	is Descriptio	ns													
					D	oor Lock	Control	⊖ Ma	anual C	ontrol	● Ca	lendar (Contro	I			
						Calendar	Control		Edit								
				Lock tł	ne door v	vhen dooi	closed	OEn	able 🦲) Disabl	e						
					Cale	ndar Co	ntrol								×		
	Select the time th	nat the door v	vill unlock.														
				AM						F	м						
	ALL	12 1 2	3 4	5 6	7 8	9 10	11 12	2 1 2	2 3	4 5	6	7 8	9	10 11			
	Sunday																
	Monday																
	Tuesday																
	Wednesday																
	Thursday															Cancel A	pply
	Friday															or St Filter Ontions 🗖 🗙	Sensor St
	Saturday															CPU load 210	Lighttpd
0	Major Holiday																Lightepu
al	Minor Holiday																
	Invert selection / Unlock Lock	<u>Set to worki</u>	ng hours				To sele To sele	ect a who ect a min	ole row/ oute, rig	′columr ht click	n, click at a ce	at a ro Ell.	w/colu	mn labe	el.	-50 50 - -100 100 - Normal 27.0 %	Norm
1.213)										1		ОК		Cano	cel	Filter	Options 🗆 🗙

In **Calendar Control** mode, the door can be set to automatically open/close for the specified times. To manage it, click on the **Edit** button to bring up the calendar view.

The calendar's configuration is similar to other actions management with calendar support.

Also, you can choose to automatically lock the door when the door is closed.



On the third tab, *Status Descriptions*, you can change the text that will be displayed when the door is in a specified status:

				Device Conf					
Select a Device:	[SP2+] Smart Sensor Dem	nonstration (10.1.1	.167)	✓ Select a	n Expansion	Board: Main bo	ard		¥
System	Board	Sensors							
Sensor Ports									
			1 Auto Sense	2 Auto Sense	3 Auto Sense	4 Auto Sense			
			Thermal Map▼	Thermal Map▼	N/C	Handle Lock -			
Normal Settings	Advanced Settings Status	Descriptions							
Device Configuration Select a Device: [\$P2+] Smart Sensor Demonstration (10.11.167) Select an Expansion Board: Main board System Board Sensors Sensor Ports 1 2 3 4 Auto Sense Thermal Map* N/C Handle Lock* Normal Settings: Advanced Settings Status Description of Status When Opened Status Description of Status When Opened with Key Description of Status When Opened Forced Description of Status When Closed Description of Status When Forced Open Description of Status When Held Open Description of Status When Sensor Error Sensor Error Sensor Error									
		Descriptio	n of Status Wher	n Opened with Key	Opened	vith Key			
			Description of St	tatus When Closed	Closed				
		Descr	iption of Status V	When Forced Open	Forced O	pen			
		Des	cription of Statu	s When Held Open	Held Ope	n			
		Desci	iption of Status	When Malfunction	Malfunct	ion			
		Desc	ription of Status	When Sensor Error	Sensor Er	ror			
							OK	Cancel	Apply



<u>F</u> _			AKCess Pro : ga	abor@10.1.1.48 - Workspace	
<u>Server</u> <u>A</u> dd <u>V</u> iew	v S <u>e</u> ttings Tools <u>H</u> e	lp			
	+ Users	Groups Time Schedules	Access Logs Update Devices		
Ţ	Start Date 9/18/2 End Date 9/18/2	Prom 12:00:00 AM 2016 To 11:59:59 PM	Select a Period Yesterday v Apply	Export Filter	
Monitoring	Date / Time 🛰	User 🛰	Door Name 🛰	Host 🛰	Event 🍬
	(1) 9/19/2016 12:30:4 ⁻	1	Main Door	[DCU] Main Door Office	Closed
	9/19/2016 12:30:33	3	Main Door	[DCU] Main Door Office	Opened
TI	9/19/2016 12:30:33	3 Charlen and Char	Main Door (IN)	[DCU] Main Door Office	Access Granted
Access Control	9/19/2016 12:27:15	5	Main Door	[DCU] Main Door Office	Closed
	9/19/2016 12:27:14	4	Main Door	[DCU] Main Door Office	Force Opened
	9/19/2016 12:27:14	4	Main Door	[DCU] Main Door Office	Closed
Time Attendance	9/19/2016 12:27:05	5	Main Door	[DCU] Main Door Office	Opened
inne /ittendunce	9/19/2016 12:27:05	5 Million Constraints	Main Door (IN)	[DCU] Main Door Office	Access Granted
_	9/19/2016 12:20:03	3	Main Door	[DCU] Main Door Office	Closed
	9/19/2016 12:19:55	5	Main Door	[DCU] Main Door Office	Opened by Exit Button
Notifications	9/19/2016 12:19:26	5	Main Door	[DCU] Main Door Office	Closed
	9/19/2016 12:19:16	5	Main Door	[DCU] Main Door Office	Opened
	9/19/2016 12:19:16	5 Statestant Surgeria a	Main Door (OUT)	[DCU] Main Door Office	Access Granted
	9/19/2016 11:54:44	4	Main Door	[DCU] Main Door Office	Closed
Video Recording	9/19/2016 11:54:36	5 California Constantia California	Main Door (IN)	[DCU] Main Door Office	Access Granted
	9/19/2016 11:54:33		Main Door (IN)	[DCU] Main Door Office	Access Granted
	9/19/2016 11:54:30		Main Door (IN)	[DCU] Main Door Office	Access Granted
	9/19/2016 11:54:26	5	Main Door	[DCU] Main Door Office	Opened
	<i>P</i> 9/19/2016 11:54:26	5 March Market and Market Street	Main Door (IN)	[DCU] Main Door Office	Access Granted
	9/19/2016 11:46:08	3	Main Door	[DCU] Main Door Office	Closed
	9/19/2016 11:46:07	7	Main Door	[DCU] Main Door Office	Force Opened
	9/19/2016 11:46:07	7	Main Door	[DCU] Main Door Office	Closed
	9/19/2016 11:45:57	7	Main Door	[DCU] Main Door Office	Opened
	9/19/2016 11:45:57	7 Sugar State on State of the g	Main Door (IN)	[DCU] Main Door Office	Access Granted

Under **Access Control**, you can also view the **Access Logs** which will show events related to the door status changes and user authentication.

You can find more information about this feature in the section Card and User management below.



Video Recording

Card and User management

Access Control Page Overview

This page is where the new Groups, Users, Schedules and Reports are entered and stored into the database of the AKCess Pro Server software.

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To add a new Group click on the New Group button and complete the wizard. To add a new User click on the New User button and complete the wizard and finally to add a new Schedule click on the New Schedule button and complete that wizard.

We will go through each of these in detail in the following sections, make sure that the sensorProbe+ unit has been added to the APS console already.



Access Control – Groups Overview

The AKCess Pro Server software allows you to setup Groups of users. This feature is used for allowing or denying access to specific doors, specific times and also to set security and access levels for our groups of users. Creating new groups will be covered in another section.

We will cover the Users and Schedules before covering the "Manage Permissions" for each of our groups as we need to add our users and schedules before adding our permissions to each group.

	Users	Groups	Time Schedules Access Logs	Update Devices		🛟 Settie
-	Administrato	r .			٥	L Bearch Group
itoring	Administrator Cleaning	Geoop	Name : Administrator	Save		۰ / ۵
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s Control	Factors, anglepes	[Demo i	abinet] Door ([Demo Cabinet] CCU 12)	Server Monitoring (SESV) (0.1.4.1.1.000)	Access All	
	Guest	[Server 6	abinet) Door ([Server Cabinet] CCU 1.3)	Server Monitoring (SESV) (111.8.5.2000)	Access All	
3	University of the second secon	Demo D	oor #2 (Door Control Unit)	Access Control Demo DCU ((41-4 - 2014)	Access All	
tendance	Manager	Main Do	or (Main Door (DCU 1))	Main Door Office (DCU) (88+ 2-84)	Access All	
	Marketing	R&D Do	or (R&D Door Module)	R&D Room [DCU] (III.4.8.8888	Access All	
-	Sales					
87 - L	Security					
fications						

Our first tab in the Access Control section is Groups. If we click on the Groups tab we can see in the screen shot above we have a list of the existing groups that by default are already setup in the system. We can use these pre-set groups or we can create our own groups using the New Group wizard.

As mentioned above the new group wizard will be covered in another section of this manual after we have added our users and schedules to the system.

After our groups have been created or chosen, then the Users, Schedules and Permissions can be assigned to each of the groups.



Access Control – Users

The AKCess Pro Server software allows you to setup individual system users. You can enter your users name and details, assign each user to departments, holidays for each department and other personal information such as the users picture, email, telephone number etc.

The users database will also hold each users' system log in and out times and from which door they used.

	and the second se										
	Users	Groups	Time Schedules	Accesslogs	Update Devices					Q 54	rtting
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To add a new user to the AKCess Pro Server software you will first click on the Users tab as shown above, then click on the New User button which will launch the new user wizard.

Important Note: In order for each user that has been added to the software to clock in or out using their EM cards or to open doors in the system, the Users must be first added to a Group and that Group must be given permission to open that door and also have that access time schedule added. This is all covered in the Groups and Permissions in the following sections of this manual.





	- Theory Pro-	
Step: 1 of 2: You must specif	v the information required to create a new user.	
	First Name	
.	Last Name	
Upload Photo		
	Department	
	(None)	▼ Add
	E-Mail	
	Telephone	Ext
	< Back	Next > Cancel

As you can see on the first screen of the new user wizard above is where you will begin to enter the new user details such as the users first and last name.



	B	st Name	Charles					Group	Employee, attmin
	Contra La	st Name	Waper					Card ID	
1	The De	partment	Engineer			•	Add	PIN (4 DIGIT)	
1200	New User W	zard	-				-		22
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You can either choose a department from the drop down list or if you do not have any department created already you can click on he "Add" button, then the "Manage Departments" and add your own here as shown in the screen shot above.



New	User Wizard			X	η	
	User General Informa Step: 1 of 2: You mu	First Name Last Name Department	aation required to create a new user. John Smith (None)	Add	Not Detected	r to 9/12/2
	Opload Photo	E-Mail			X	D
	Date	Add a Holiday D Holiday Inform Name New Date (Mor Holi @ N	Holiday Name	Туре		
			OK Cancel			-

You can also add your Holidays to our departments as shown in the screen shot above.



	First Name	
	Bob	
1	Last Name	
Upload Photo	Норе	
	Department	
	Network	▼ Add
	E-Mail	
	bobhope@company.com	
	Telephone	Ext
	123-456-7890	911

We added our department and have chosen this from the drop down menu. You can now enter the remaining user information and click next.

(None) (None)	•		
Administrator Cleaning	Fingerprint Not Enrolled		Scan
Emgloyee Emgloyee_admin Farmer_employee	Validation Start	Validation End	
Guest Puterns Manager Marketing Sales Security	1/ 3/2014	▶ 2/ 2/2014	

In the next screen of your new user wizard you will choose your group that this new user will belong to from the "Group" drop down list as shown above.



Group						
(None)			•			
Card ID				Fingerprint		
		[ID •	Scan	Not Enrolled		Scan
PIN	4 digit	Re-enter Pin		Validation Start	Validation End	
				1/ 3/2014	2/ 2/2014	

On the next screen shown above you can scan in your EM card with the card reader that is on the Handle Lock. Simply click in the Scan button and scan your card in the reader.

For the Handle Lock don't specify a PIN code as there's no keypad to type it in, but this feature is supported by other card readers.

Also you can specify the validity dates per card. After this information is entered you can press the finish button to complete the wizard.

You will need to sync you devices in order for your changes to take effect.

\bigcirc	For your changes to take effect, you r	nust send the Access C	ontrol database
	to the devices. Access Control function	onality will be temporar	ily disabled
	while the information is transferred. D	o you want to send no	w?



	Users	Groups	Time Schobiles	Accesslogs	Update Devices				Q >
1	New User							Q.+ Teach Uta	
1.1		First Name	New			Group	Marketing		
		LastName	ther			Gerd 10		10	• 50
	101	Department	Network.		 A44 	PIN (A DEGIT)			
	Optood Photo	1.944	newser@company.com			Passespilat	that favolied		1.00
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After clicking on the Finish button we can now see our new user has been added to our access control.

In the next section beginning on the following page, we will cover the AKCess Pro Server Access Control Schedules.



Access Control – Schedules

The AKCess Pro Server software allows you to add scheduling to either allow access or deny access to specific users, groups and doors during these custom pre-set time zones.



When you first click on the Schedules tab as shown above you can either edit any of the existing schedules that are in your schedules list, or you can create a new schedule.



Click on the New Schedule button which will launch the new schedule wizard:



Then after completing the new schedule wizard you would click on the Ok button as shown in the screen shot above.



You can allow or deny access just by clicking on each of the individual time zone squares or click on the times or days to all or deny access to that entire row.

If you right mouse click on an individual time zone square you can adjust the Time Offset in minutes for each of the zones as shown in the screen shot above.



Access Control – New Groups

The New Group function of the Access Control section allows you to assign groups of users access permissions to each of the doors that are controlled by the sensorProbe+ Handle Locks that you have added to the system.

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ever Add	Users	Groups Take Schedules Access Logs	Update Devices		Setting
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0	(viet)	General Information		Access All	
0	Manager	Step: 1 of 2: You must specify the information	required to create a new group.	Access All	
sie Attendance	Marketing			ACCESS AN	
Notifications		Work 20 (Hone)	- Let		

Now that you have completed adding your user and a new schedule, you can now create a new Group and also assign a user and a schedule to an existing group.

After clicking on the Groups tab, then clicking on the New Group button this will launch your New Group Wizard as shown in the screen shot above.

You first enter your new group name in the Group Name field then click on the Next button to continue.



valiable Users			In Group	
User	Group		User	
 Marting Carl Markets Martin Markets Markets 	egyen a aanarararaataa ta' Sabahaa Sabahaa Sabahaa Sabahaa Sabahaa Sabahaa Sabahaa Sabahaa Sabahaa Sabahaa Sabahaa		>>	
New User	Marketing			
	1000000	_		

The next screen in your New Group Wizard is the list of users, so you can highlight each of the users you want to add then click on the >> button to move the users to the new group.



valiable Users			In Group
User	Group	*	0.0
			~

Now as you can see in the screen shot above the user has been added to the list of users in this new group. You just have to click on the Finish button to complete the wizard.

🐔 AKCess Pro : eric	0101148 - Mot test new ws			1000	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Server Add View	v Settings Tools Help					
	Users	Groups Time Sche	ules Access Logs Update De	evices		🛟 Settings
	11 Test Group				Q, Sea	ich Group
Monitoring	Administrator Cleaning Employee	Group Name : Test Gr	νφ	Save		⊕ ≠ ≣
뒤 <	Employee, admin	Door Name 📥	Host wa		Schedule A	
Access Control	forme, employee					
	Guest					
0	desare-					
Time Attendance	Manager					
	Marketing					
- 1	Sales					
Notifications	Test Genue					
		-				
Video Recording						

Now as you can see in the screen shot above that our new group has been added.

You will need to sync you devices in order for your changes to take effect.



Access Control – Group Permissions

The Groups Permissions section of the Access Control section allows you to assign groups of users access permissions to each of the doors that are controlled by the sensorProbe+ Handle Locks that you have added to the system. These permissions include the doors the groups can access and the schedules too.



As the screen shot shows, you need to add permissions to your groups before each of our users in the system will be able to open each of the doors using the card reader.

First you need to highlight the Group for which we will add our permissions to. Then you will click on the Manage Permissions + icon as shown in the screen shot above.



valiable Doors			Selected Doors	
Door <mark>N</mark> ame	Host		Door Name	Host
Demo Door #2 Demo Lock #1	Access Control Demo Access Control Demo			
Door Port 1	[DCU] Engineering rac			
Door Port 1 Door Port 1 Main Door R&D Door [Demo Cabinet] Door [Monitoring Cabinet] D [Server Cabinet] Door	[DCU] Engineering rac [DCU] Test (10.1.1.212) Test 71 jaaa (10.1.1.71) Main Door Office [DC R&D Room [DCU] (10 Server Monitoring [SE Server Monitoring [SE	**		

This will launch the Manage Permissions wizard which will guide you through adding permissions to the group. As the screen shot shows above we will first select the doors from the Available Doors column and click the >> button to move the to the Selected Doors column.

Avaliable Doors			Selected Doors	
Door Name	Host		Door Name	Host
Demo Lock #1 Door Port 1 Door Port 1 Door Port 1 Door Port 11 [Demo Cabinet] Door [Monitoring Cabinet] D [Server Cabinet] Door	Access Control Demo [DCU] Engineering rac [DCU] Engineering rac [DCU] Test (10.1.1.212) Test 71 jaaa (10.1.1.71) Server Monitoring [5E Server Monitoring [5E	~	R&D Door	R&D Room [DCU] (10

Now you can see that your doors we selected have been moved across so we can click on the Next button to continue on with the permissions wizard.



Access Schedule	Selection	
Step: 2 of 2: As	sign a schedule to selected doors, and click Finish.	
Schedule		
Select a schedule	No Access	-
	Access All	
	Deny All	
	Holiday	
	No Access Weekday	
	Weekend	
	Working_day	

You will now choose the Schedule for the access from the drop down menu as shown in the screen shot above. And to finish the permissions wizard you click on the Finish button.

	• Users	Groups	Time Schedules	Access Logs	Update Devices		Setting
	11 Test Group					Q	Search Group
Monitoring	Administrator Cleaning	Group	Name : Test Group		See		•
Access Control	Employee Employee, admin Assure, employee Guest Homo	Door N Main D R&D Do	etter ♣ cor (Main Door (DCU 1)) cor (R&D Door Module)		Hest %. Main Door Office (DCU) (0.1.2.210) R&D Room (DCU) (0.1.2.211)	Schedule & Working,day Working,day	
Time Attendance	Manager Marketing Sales Security						
Notifications	Test Group						

Now as you can see in the screen shot above that the door access and schedule have been added to our Test Group.



Access Control - Synchronize

Extremely Important Note: In order to activate the new access in the system YOU MUST RUN THE SYNCRONISE from the Update Devices tab as shown in the screen shot below. You will need to sync you devices in order for your changes to take effect:



	Users	Groups	Time Schedules	Access Logs	Update Devices	🔅 Setti			
Ţ	Send Now Last	d Updated Data t Sent : 1/3/2014 12:06:0	o Door Control U	Init		D View History	Q , þearch Host		
Monitoring	Host		Sta	tus		Last Sent	Last Sent		
	SEC5ESV-A Testing (10.1.2.23	4)	Re	ady		1/3/2014 12:06:07	1/3/2014 12:06:07		
- -	Server Monitoring [5ESV] (10.	1.2.230)	Rei	ady		1/3/2014 12:06:08			
1 I	R&D Room [DCU] (10.1.2.211)	Rei	ady		1/3/2014 12:06:08			
Access Control	Main Door Office [DCU] (10.1	.2.210)	Rei	ady		1/3/2014 12:06:08			
Q Time Attendance	Server Power Monitoring [5E]	(10.1.2.150)	Rei	ady		1/3/2014 12:06:07			

Having Trouble Opening the Doors?

If all the door locks and readers are wired up, you should be able to scan and open the doors. If you're having trouble or you receive two beeps when scanning your card, proceed to the Users tab and check the Group to which the user you're having problems with is assigned in the correct group that you have added permissions for.





Access Control – Access Logs

The AKCess Control access logs hold all of the information the users who accessed the system which includes the date and time, the user, the door name, the host or unit name, and the event which occurred. The access logs can be accessed by clicking on the **Access Logs** tab as shown in the screen shot below.

		Users		Groups	Time Schedule	Access Logs	Update Devices		🔅 Settings
1000		Start Date 1/ 1/2	-[] 40	From 12:00:00 A	M	Select a Period			0
P		End Date 1/ 3/20	g# <u></u> =-	To 10.08.03 A	м (5)	This Month	Apply	Export Effer	CC* Search User
Monitoring		Date / Time 🐪	User 🛸		Door N	lame 🐃	Host **	Event **	
	0	1/3/2014 11:23:26			Main D	oor	Main Door Office (DCU)	Door is Closed	
5		1/3/2014 11:23:25			Main D	por .	Main Door Office (DCU)	Door Forced Opened	
11	0	1/3/2014 11:23:25			Main D	oor	Main Door Office [DCU]	Door is Closed	1
Access Control	0	1/3/2014 11:23:16			Main D	oor.	Main Door Office (DCU)	Door is Opened by Exit Button	
	0	1/3/2014 11:11:37			Main D	oor	Main Door Office (DCU)	Deor is Clesed	
Q		1/3/2014 11:11:36			Main D	oor .	Main Door Office [DCU]	Door Forced Opened	
Time Attendance	0	1/3/2014 11:11:36			Main D	oor	Main Door Office (DCU)	Door is Closed	
Come contraction	0	1/3/2014 11:11:27			Main D	001	Main Door Office (DCU)	Door is Open	
-	P	1/3/2014 11:11:27	El alla	Alle Protections	Main D	oor (IN)	Main Door Office (DCU)	Access Granted	
	0	1/3/2014 11:01:24			Main D	oor	Main Door Office (DCU)	Door is Closed	

There are several filters that can be applied to the logs for viewing specific information such as the Custom Filter, sorting by Today, Yesterday, This week or This Month by choosing any one of these from the drop down list as shown it the screen shot below.

	Users Groups Time S		e Schedules	Access Logs	Update Devices			
Sec. 1	Start Date 1/ 1/20	14 🔍 🗸	From	12:00:00 AM		Select a Period		
	End Date 1/ 3/20	14 🔍 🗸	То	10:08:03 AM		This Month	Apply	Export Filter
	Date / Time 🍬	User 🐃			Door Nan	Custom Filter Today	ost 🛰	Event 🛰
Ð	1/3/2014 11:23:26				Main Doo	Yesterday	Aain Door Office [DCU]	Door is Closed
8	1/3/2014 11:23:25				Main Doo	Last Week	Aain Door Office [DCU]	Door Forced Opened
Ð	1/3/2014 11:23:25				Main Doo	This Month	Aain Door Office [DCU]	Door is Closed
Ð	1/3/2014 11:23:16				Main Doo	Last Month	Main Door Office [DCU]	Door is Opened by Exit Button
Ð	1/3/2014 11:11:37				Main Doo	r	Main Door Office [DCU]	Door is Closed
	1/3/2014 11:11:36				Main Doo	r:	Main Door Office IDCU1	Door Forced Opened



If you choose the Custom Filter you can enter any custom date and time for your report.

	Users	Groups	me Schedules	Access Logs	Update Devices	
1	Start Date 1/ 1/20	14 🗐 - 🛛 From 12:00:00 AM	-	Select a Period		
	End Date 1/ 3/20	14 🗐 - To 12:11:06 PM		This Month	Apply	Export
	Date / Time 🍬	User 🖏	Door Na	me 🍬	Host *a	Event **
0	1/3/2014 11:23:26		Elber	-	×	Door is Closed
	1/3/2014 11:23:25		Fields		These Property and the other	Door Forced Opened
0	1/3/2014 11:23:25		Filte	r by Event		Door is Closed
0	1/3/2014 11:23:16		0	General Informatio	n 🛕 🗹 Warning	Door is Opened by Exit Button
0	1/3/2014 11:11:37		2	Door Access	📕 📝 Alert	Door is Closed
	1/3/2014 11:11:36					Door Forced Opened
0	1/3/2014 11:11:36		Filte	er by Status		Door is Closed
0	1/3/2014 11:11:27		1	Access Granted	Access Denied	Door is Open
P	1/3/2014 11:11:27	Description to a fair for the	1	Door Opened	Oppor Closed	Access Granted
0	1/3/2014 11:01:24		1	Door Forced Opened	V Door Held Opened	Door is Closed
	1/3/2014 11:01:23			ror	Tampered	Door Forced Opened
0	1/3/2014 11:01:23				A STATE OF A STATE OF A	Door is Closed
0	1/3/2014 11:01:13				OK Cancel	Door is Open
2	1/3/2014 11:01:13	Station Stateman and	-			Access Granted
0	1/3/2014 10:53:56		Main Do	or	Main Door Office [DCU]	Door is Closed
	1/3/2014 10:53:55		Main Do	or	Main Door Office (DCU)	Door Forced Opened

You can also chose the Filter as shown above which will give you many more options for generating reports based on Events or Status.



	Users		Groups	Time Schedules	Access L	ogs Upd	ate Devices		
	Start Date 1/ 1/20	14 🗐 -	From 12:00:00 /	AM 📳	Select a Period	1			
	End Date 1/ 3/20	14 💷-	To 12:11:06 F	PM 🖗	This Month	•	Apply	Export Filte	
	Date / Time 🐾	User 🐄	(Door Na	me 🌤	Host	12	Event 🐾	
0	1/3/2014 11:23:26			Save As		-	the March 19	These or long	×
	1/3/2014 11:23:25						and the second second		
0	1/3/2014 11:23:25			Save in:	Charles 💭		- 0) 🗊 🖻 🛄 -	
0	1/3/2014 11:23:16			(Re)	5		Ν.		Button
0	1/3/2014 11:11:37			23	Libri	uments	-	Music .ibrary	
	1/3/2014 11:11:36			Recent Places	~	3f			
0	1/3/2014 11:11:36				Pict	ures		lideos	
0	1/3/2014 11:11:27			Deskton	Libr	ary		library	
P	1/3/2014 11:11:27	139445	instant desired with the	i centop					
0	1/3/2014 11:01:24								
	1/3/2014 11:01:23			Libraries					
0	1/3/2014 11:01:23								
0	1/3/2014 11:01:13			1					
2	1/3/2014 11:01:13	1933333		Computer					
0	1/3/2014 10:53:56			6					
	1/3/2014 10:53:55								
0	1/3/2014 10:53:55			Network	File name:	Property Locate	January 2014	• Sa	
0	1/3/2014 10:53:47				Courses to a				
2	1/3/2014 10:53:47	(And Sa)	Same Story		Save as type:	CSV Document	t (".csv)	• Can	08
	1/3/2014 10:02:17			Main Do	Ser.	Main	inger owice incol	Docusorcea	openeo
0	1/3/2014 10:02:17			Main Do	or	Main	Door Office [DCU]	Door is Close	d
0	1/3/2014 10:02:16			Main Do	pr .	Main	Door Office [DCU]	Door is Close	d

After generating your report, you can Export this data into a CSV type file which can then be imported into an Excel file or other types of file. To export your report just click on the Export button as shown in the screen shot above.



Blocking a User

To block a user, move them to the No Access Group and Synchronize with the unit(s).

Re-Using or Re-Assigning Access Cards

You can also delete the card number from one person and make a new UserProfile with that Card. The past Access Details for the first card owner is retained in the system.

If you update the User Profile of the First person with the Second Persons name for example changing Mary to Matt. Then all of the system log's would show Matt and Mary would cease to exist. So the best thing to do, for an example is if an employee works for you temporarily is to keep that user profile and remove their card number, save and synchronize. Then make a new employee with that card that way you can still search for Mary.



Please contact <u>support@akcp.com</u> if you have any further technical questions or problems.

Thanks for Choosing AKCP!