



www.AKCP.com

SP2+ Swing Handle Lock Manual



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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.

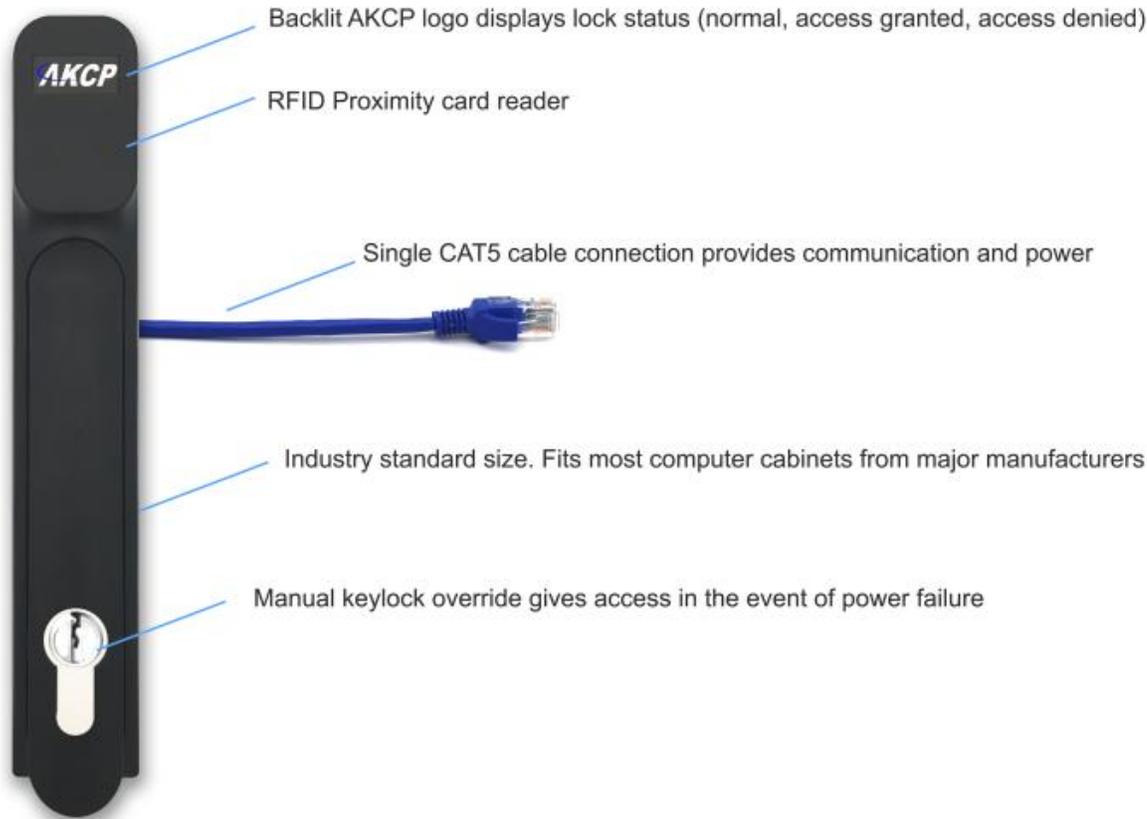
All units in the sensorProbe+ family support this sensor, including the upcoming PDU+. This sensor connects to a standard sensor port on the units and supports the same features as our existing securityProbe DCU/CCU products, such as door control and user access management. The access functionality is 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



Important Note: 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 **position** is detected by the locks internal sensors.

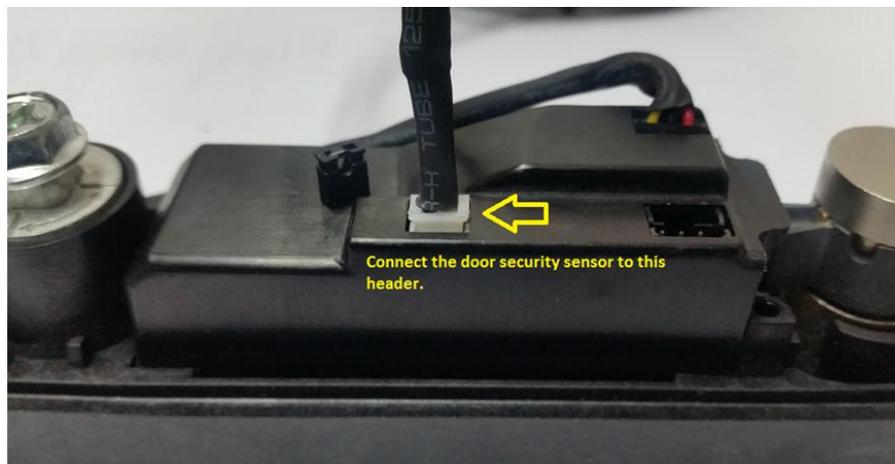
When testing without the swing handle lock and door sensor mounted in a cabinet you will need to either remove the door sensor, or make sure the two white magnetic parts of the door sensor are together (closed). When opening the lock you also need to open SS15.

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. In order to 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+ family 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 |
| | <ul style="list-style-type: none">– 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 receiving 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 permissions 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).

The screenshot shows the AKCP web interface. At the top, there's a navigation bar with 'Summary' selected, and tabs for 'Sensors', 'Events', 'Notifications', and 'System'. A 'Full Screen' button is on the right. Below the navigation, the page title is '[SP2+] Smart Sensor Demonstration 9th Floor, Server Rack'. The main content is divided into two panels:

- Sensors Information:** A table with columns: Unit, Name, Value, Status, and Graph. The 'Main board' unit contains several sensors:

| Unit | Name | Value | Status | Graph |
|------------|----------------------|---------|----------------|----------------|
| Main board | Door Port 4 | | Closed | |
| | Humidity Port 2 | 63.0 % | Normal | [On/Off/Graph] |
| | Reader Port 4 | | Awaiting Input | |
| | Temperature Port 2 | 26.1 °C | Normal | [On/Off/Graph] |
| | Temperature Port 2.1 | 25.9 °C | Normal | [On/Off] |
| | Temperature Port 2.2 | 25.9 °C | Normal | [On/Off] |
| | THMS Front High | 26.3 °C | Normal | [On/Off] |
| | THMS Front Hum | 63.0 % | Normal | [On/Off/Graph] |
| | THMS Front Low | 25.3 °C | Normal | [On/Off] |
| | THMS Front Middle | 26.2 °C | Normal | [On/Off/Graph] |
- Event Log (1772 messages):** A scrollable list of events with columns for ID, Date/Time, and Description.

| ID | Date/Time | Description |
|----|---------------------|------------------------------------------------------------------------|
| 1 | 16/09/2016 07:03:59 | Temperature Port 2.1 on Main board is 27.90 °C, status is Normal |
| 2 | 16/09/2016 06:50:04 | Temperature Port 2.1 on Main board is 30.00 °C, status is High Warning |
| 3 | 15/09/2016 07:07:04 | Temperature Port 2.1 on Main board is 27.90 °C, status is Normal |
| 4 | 15/09/2016 06:45:41 | Temperature Port 2.1 on Main board is 30.00 °C, status is High Warning |
| 5 | 14/09/2016 07:14:50 | THMS Front Middle on Main board is 27.90 °C, status is Normal |
| 6 | 14/09/2016 07:04:15 | Temperature Port 2.1 on Main board is 27.90 °C, status is Normal |
| 7 | 14/09/2016 06:46:02 | Temperature Port 2.1 on Main board is 30.00 °C, status is High Warning |
| 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 12:54:10 | Door \$[sensorPort] 4 on Main board status is Closed |
| 10 | 13/09/2016 | Door \$[sensorPort] 4 on Main board |

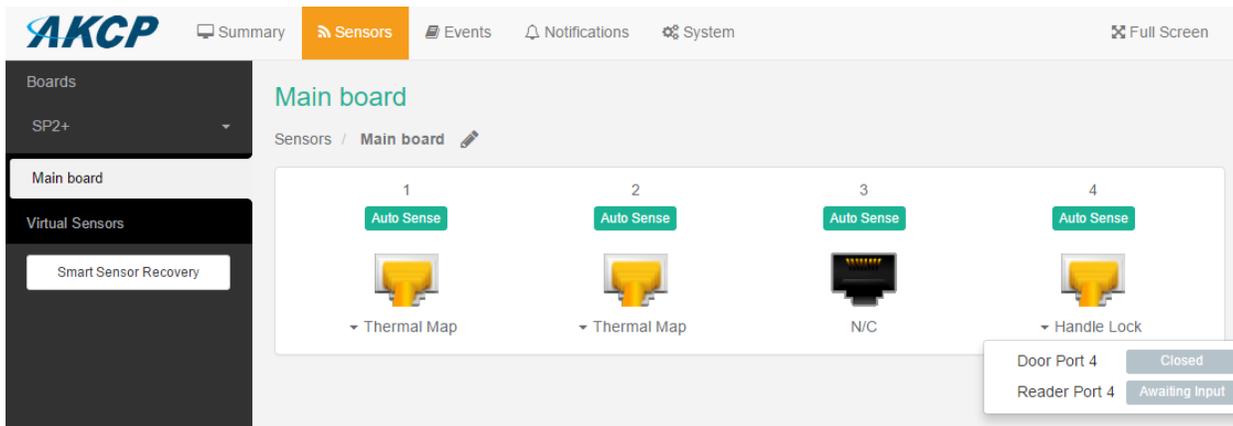
On the **Summary page** you can see the connected Swing Handle Lock as multiple sensors: a Reader and a Door.

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:

This close-up shows the 'Door Port 4' row from the Sensors Information table. The 'Status' column shows 'Closed' with a dropdown arrow. A context menu is open over this dropdown, listing the following actions:

- Door Control
- Cycle Unlock
- Unlock
- Lock
- Acknowledge



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 board

Sensors / Main board

| 1 | 2 | 3 | 4 |
|-------------|-------------|------------|---------------|
| Auto Sense | Auto Sense | Auto Sense | Auto Sense |
| | | | |
| Thermal Map | Thermal Map | N/C | Handle Reader |

Handle Reader

Sensor Name:

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 Thermal Map | 2 Auto Sense Thermal Map | 3 Auto Sense N/C | 4 Auto Sense Handle Lock |
|------------------------------------|------------------------------------|----------------------------|------------------------------------|

Handle Lock | **Advanced** | Status Text

Sensor Name:

Sensor Status: **Closed**

Sensor Currently: **Online**

Door Held Open Alert: 30s

Door Lock Time: 5s

Manual Control: **Unlock**

Save

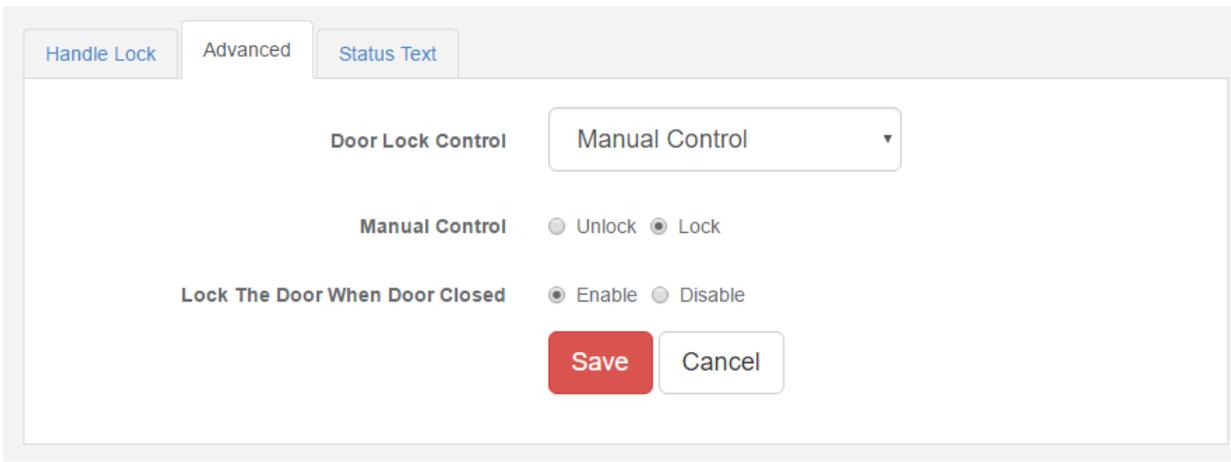
The **Door sensor** has more options which you can directly change from the Web UI.

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:



The screenshot shows the 'Advanced' tab of the SP2+ Web UI. It features three tabs: 'Handle Lock', 'Advanced', and 'Status Text'. The 'Advanced' tab is active. The main content area contains the following settings:

- Door Lock Control:** A dropdown menu set to 'Manual Control'.
- Manual Control:** Two radio buttons: 'Unlock' (unselected) and 'Lock' (selected).
- Lock The Door When Door Closed:** Two radio buttons: 'Enable' (selected) and 'Disable' (unselected).
- At the bottom, there are two buttons: a red 'Save' button and a white 'Cancel' button.

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.

Handle Lock
Advanced
Status Text

Door Lock Control

Calendar Control ▾

| All | AM | | | | | | | | | | | PM | | | | | | | | | | | |
|---------------|----|---|---|---|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|---|---|----|
| | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Sunday | | | | | | | | | | | | | | | | | | | | | | | |
| Monday | | | | | | | | | | | | | | | | | | | | | | | |
| Tuesday | | | | | | | | | | | | | | | | | | | | | | | |
| Wednesday | | | | | | | | | | | | | | | | | | | | | | | |
| Thursday | | | | | | | | | | | | | | | | | | | | | | | |
| Friday | | | | | | | | | | | | | | | | | | | | | | | |
| Saturday | | | | | | | | | | | | | | | | | | | | | | | |
| Major Holiday | | | | | | | | | | | | | | | | | | | | | | | |
| Minor Holiday | | | | | | | | | | | | | | | | | | | | | | | |

* To select a minute, right click at a cell. Working Hours / Inverse All

Lock The Door When Door Closed Enable Disable

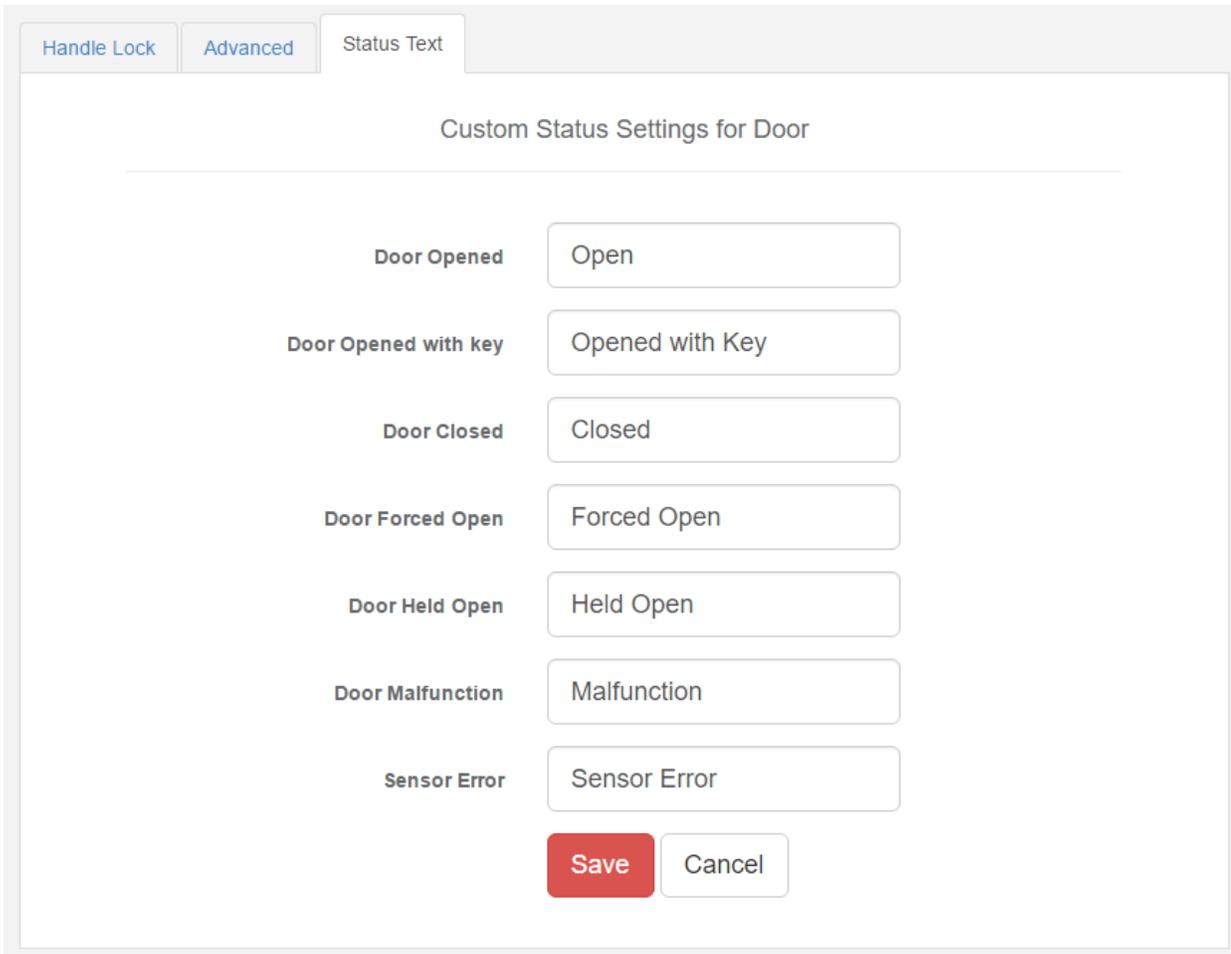
Save

Cancel

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:



The screenshot shows a software interface with three tabs: 'Handle Lock', 'Advanced', and 'Status Text'. The 'Status Text' tab is active and displays the title 'Custom Status Settings for Door'. Below the title, there are seven rows, each with a status label on the left and a text input field on the right. The status labels and their corresponding input values are: 'Door Opened' (Open), 'Door Opened with key' (Opened with Key), 'Door Closed' (Closed), 'Door Forced Open' (Forced Open), 'Door Held Open' (Held Open), 'Door Malfunction' (Malfunction), and 'Sensor Error' (Sensor Error). At the bottom of the form, there are two buttons: a red 'Save' button and a white 'Cancel' button.

| Status | Text |
|----------------------|-----------------|
| Door Opened | Open |
| Door Opened with key | Opened with Key |
| Door Closed | Closed |
| Door Forced Open | Forced Open |
| Door Held Open | Held Open |
| Door Malfunction | Malfunction |
| Sensor Error | Sensor Error |

Buttons: Save, Cancel

Events related to the Handle Lock

AKCP Summary Sensors **Events** Notifications System Full Screen

Events

- ✓ All Events
- System
- Sensors
- Access
- Notifications

All Events

Search

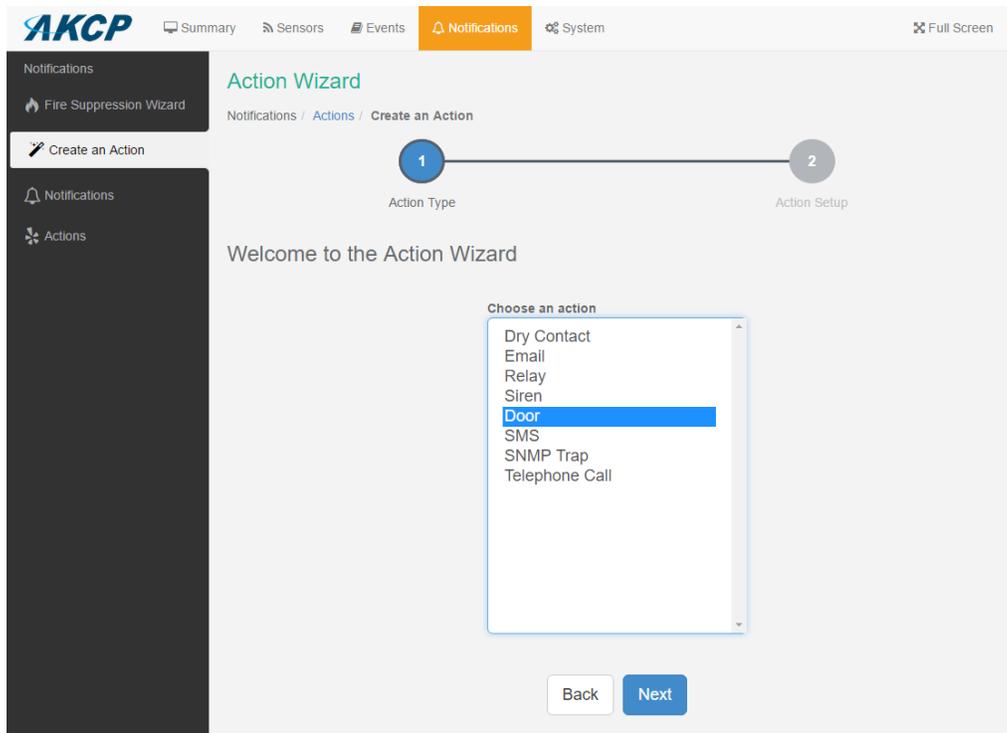
Date Start to Date End Refresh Export Options

| | Date/Time | Event |
|----|---------------------|-------------------------------------------------------------|
| 16 | 01/07/2016 16:37:55 | Cabinet Door Port 4 on Main board status is Closed |
| 17 | 01/07/2016 16:37:44 | Cabinet Door Port 4 on Main board status is Opened with Key |
| 18 | 01/07/2016 16:37:20 | Cabinet Door Port 4 on Main board status is Closed |
| 19 | 01/07/2016 16:37:16 | Cabinet Door Port 4 on Main board status is Opened with Key |
| 20 | 01/07/2016 16:37:11 | Cabinet Door Port 4 on Main board status is Closed |
| 21 | 01/07/2016 16:37:10 | Cabinet Door Port 4 on Main board status is Held Open |
| 22 | 01/07/2016 16:36:39 | Cabinet Door Port 4 on Main board status is Opened with Key |
| 23 | 01/07/2016 08:57:36 | Cabinet Door Port 4 on Main board status is Closed |
| 24 | 01/07/2016 08:57:24 | Cabinet Door Port 4 on Main board status is Opened with Key |
| 25 | 01/07/2016 08:46:04 | Cabinet Door Port 4 on Main board status is Closed |
| 26 | 01/07/2016 08:46:00 | Cabinet Door Port 4 on Main board status is Opened with Key |
| 27 | 01/07/2016 08:45:55 | Cabinet Door Port 4 on Main board status is Closed |
| 28 | 01/07/2016 08:45:52 | Cabinet Door Port 4 on Main board status is Opened with Key |
| 29 | 01/07/2016 08:45:41 | Cabinet Door Port 4 on Main board status is Closed |
| 30 | 01/07/2016 08:45:25 | Cabinet Door Port 4 on Main board status is Open |

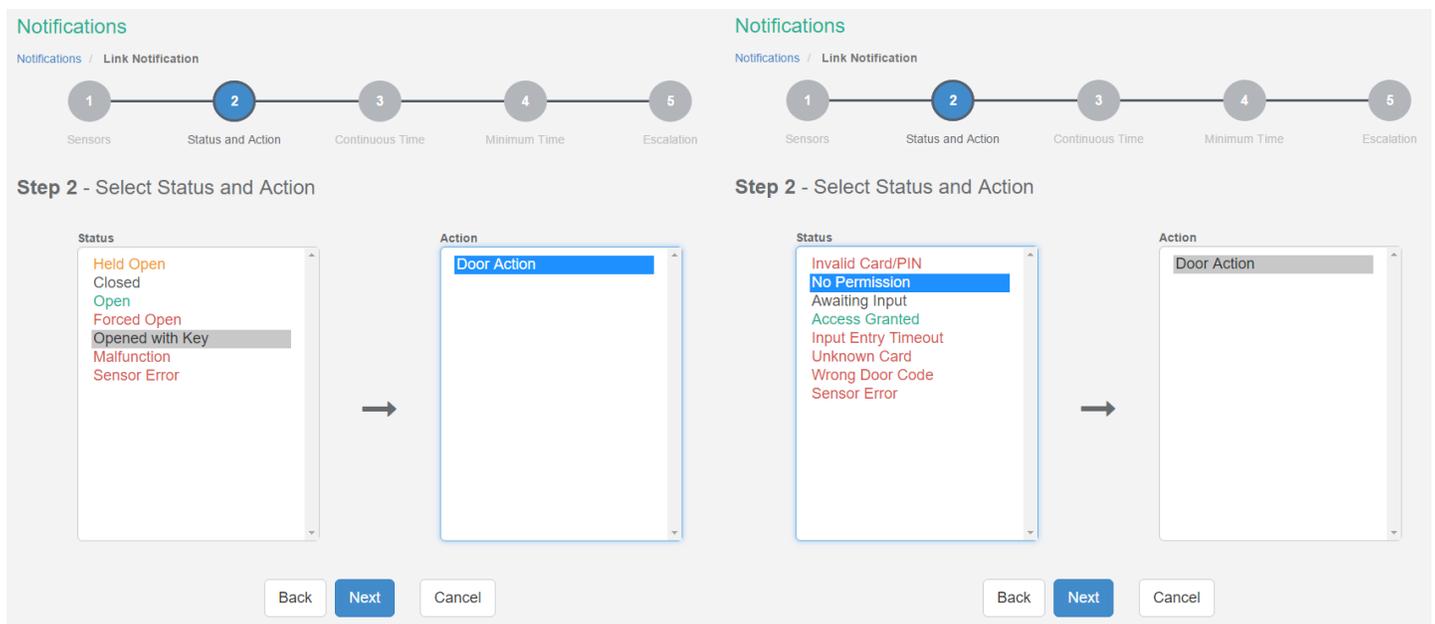
First < 1 2 3 4 5 6-25 > Last

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



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:



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

AKCess Pro Server configuration

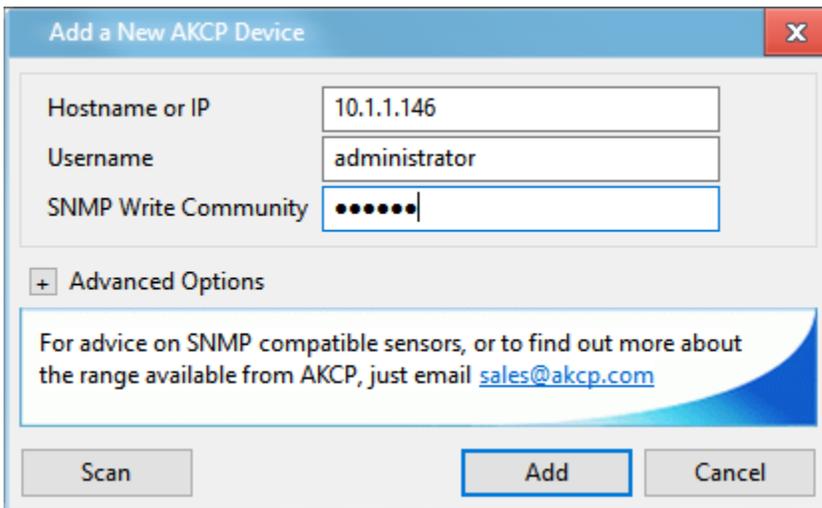
The screenshot shows the AKCess Pro Web UI. The top navigation bar includes 'Summary', 'Sensors', 'Events', 'Notifications', and 'System' (highlighted). The left sidebar lists configuration options: 'System', 'General', 'Date/Time', 'Network', 'Modem', 'VPN', 'SMTP', 'SNMP', 'Server Integration' (selected), and 'Password Checking'. The main content area is titled 'Server Integration' and shows the following settings:

- Server Integration:** On Off
- Server Address:** 192.168.0.1
- Server Integration Port:** 5000
- Send Keep Alive Every:** 1 Minute

At the bottom right, there are 'Save' and 'Cancel' buttons.

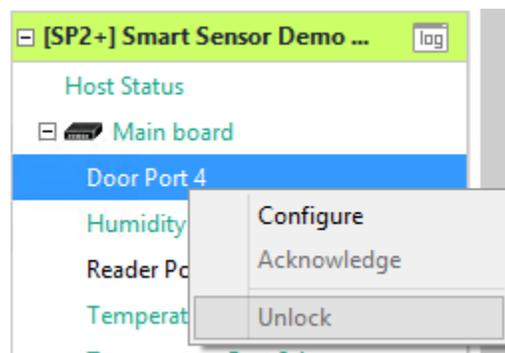
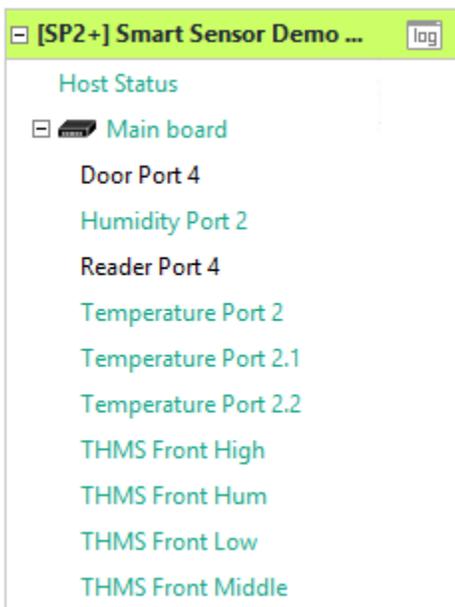
Before adding the unit to the APS console, ensure that the **Server Integration** option is **enabled** in the Web UI's **System** page.

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



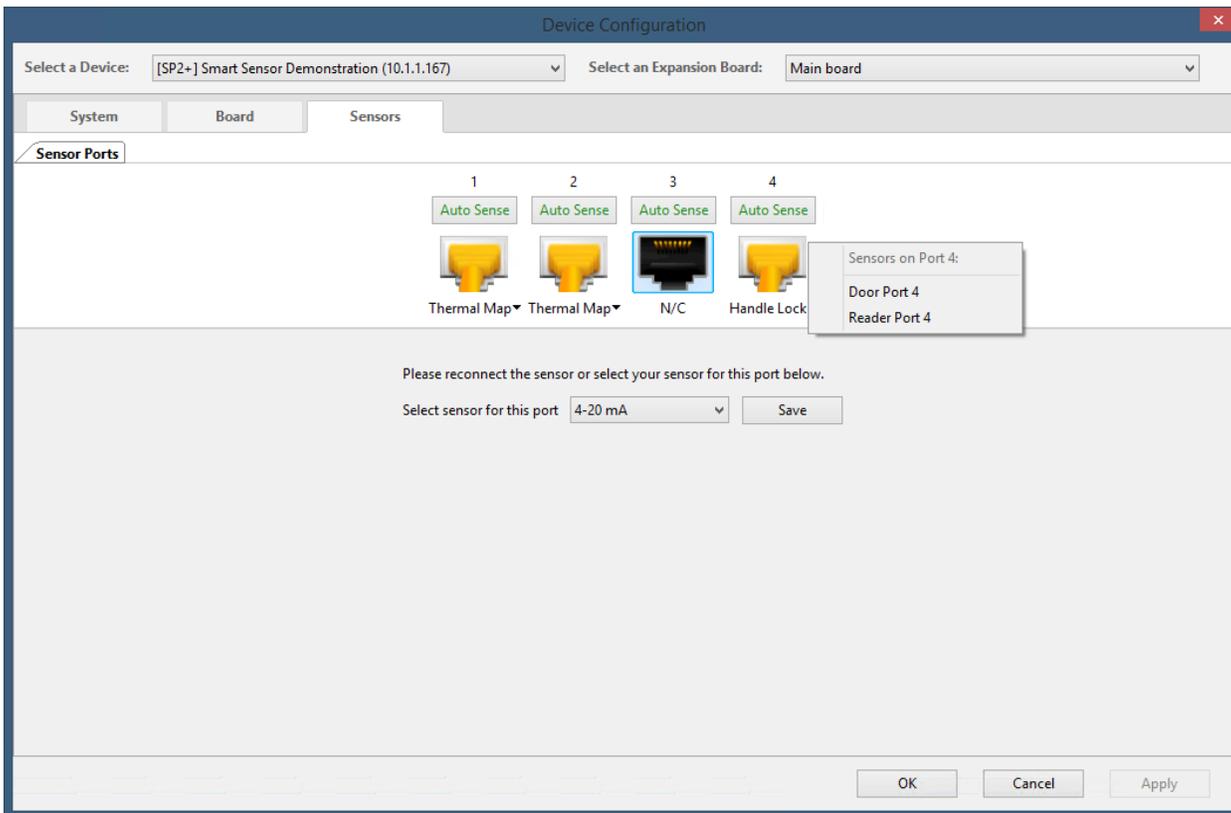
Add the unit to the APS console like any other AKCP unit:

- 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".



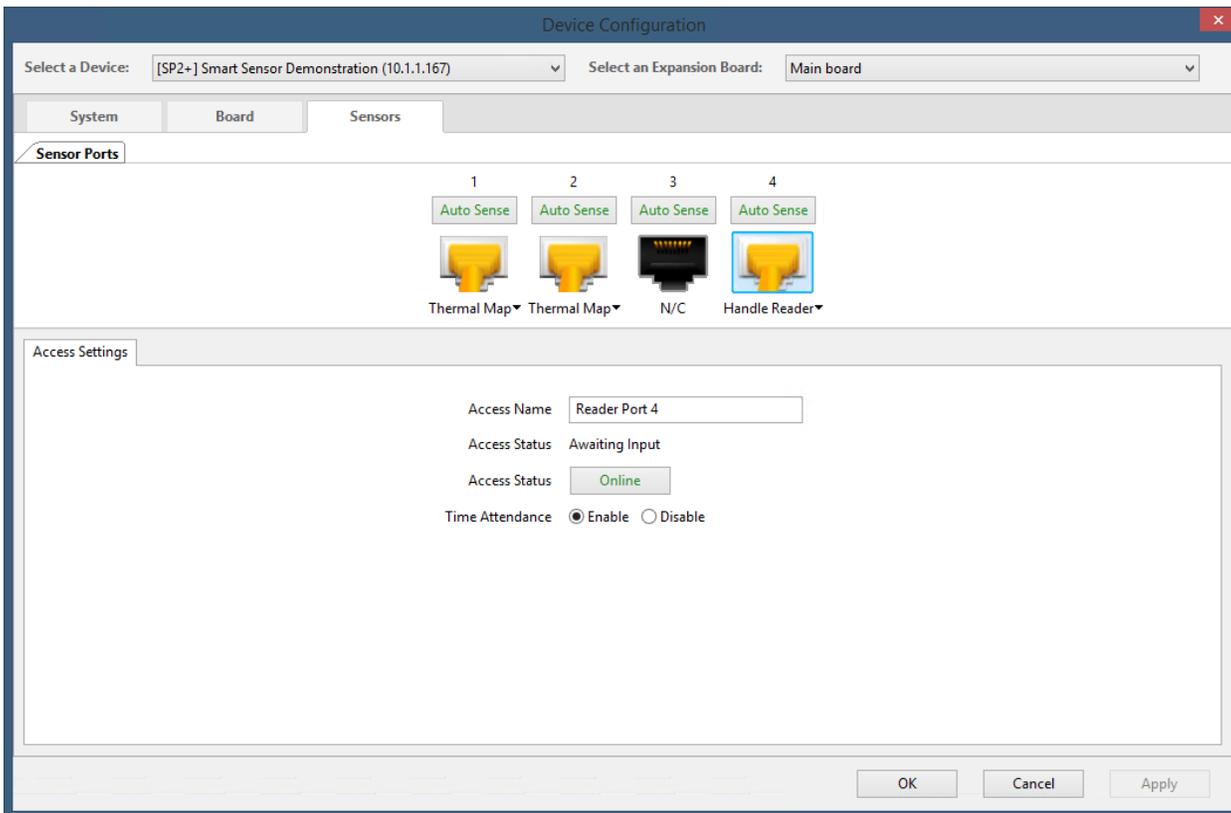
After the initialization has finished, you can see the connected **Handle Lock** as multiple sensors: a **Reader** and a **Door**, similar to the view of the unit's Summary page on the Web UI.

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



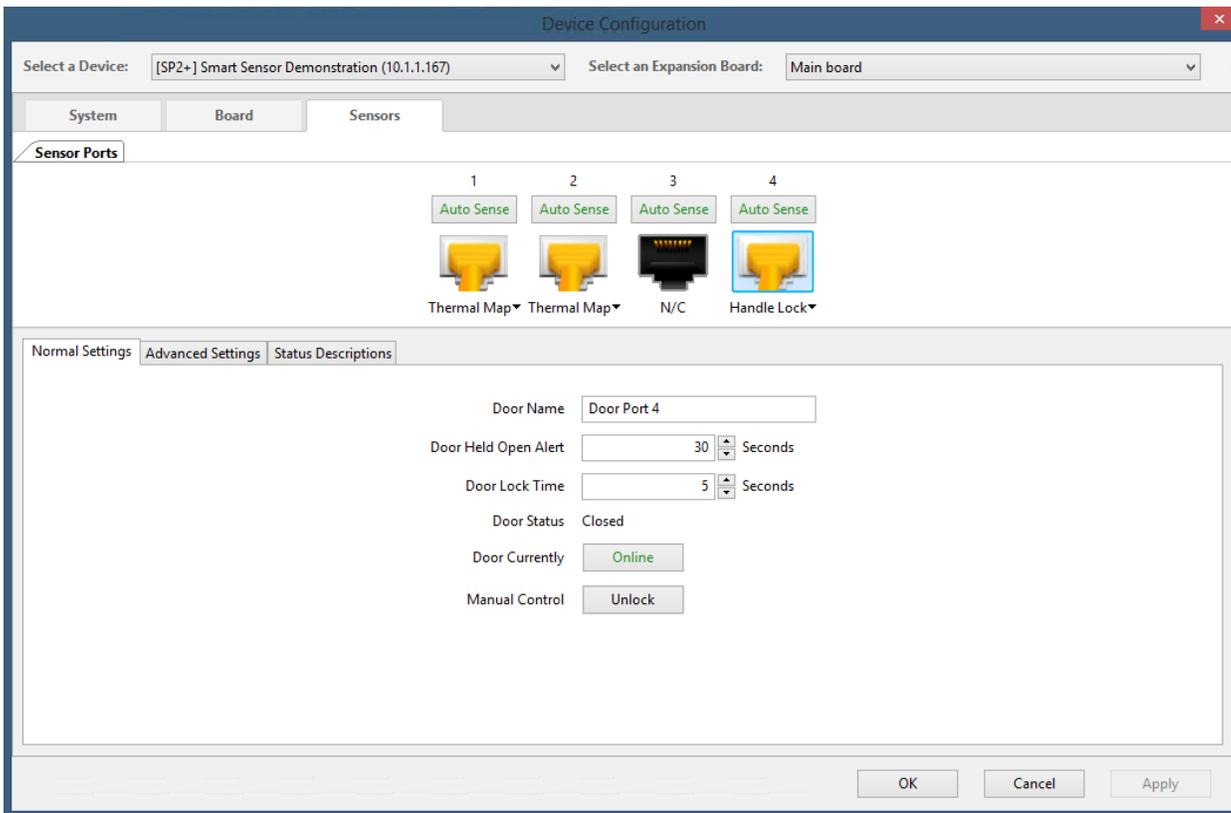
In the **Device Configuration** window, you'll see the **Handle Lock** as a single sensor.

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.



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.



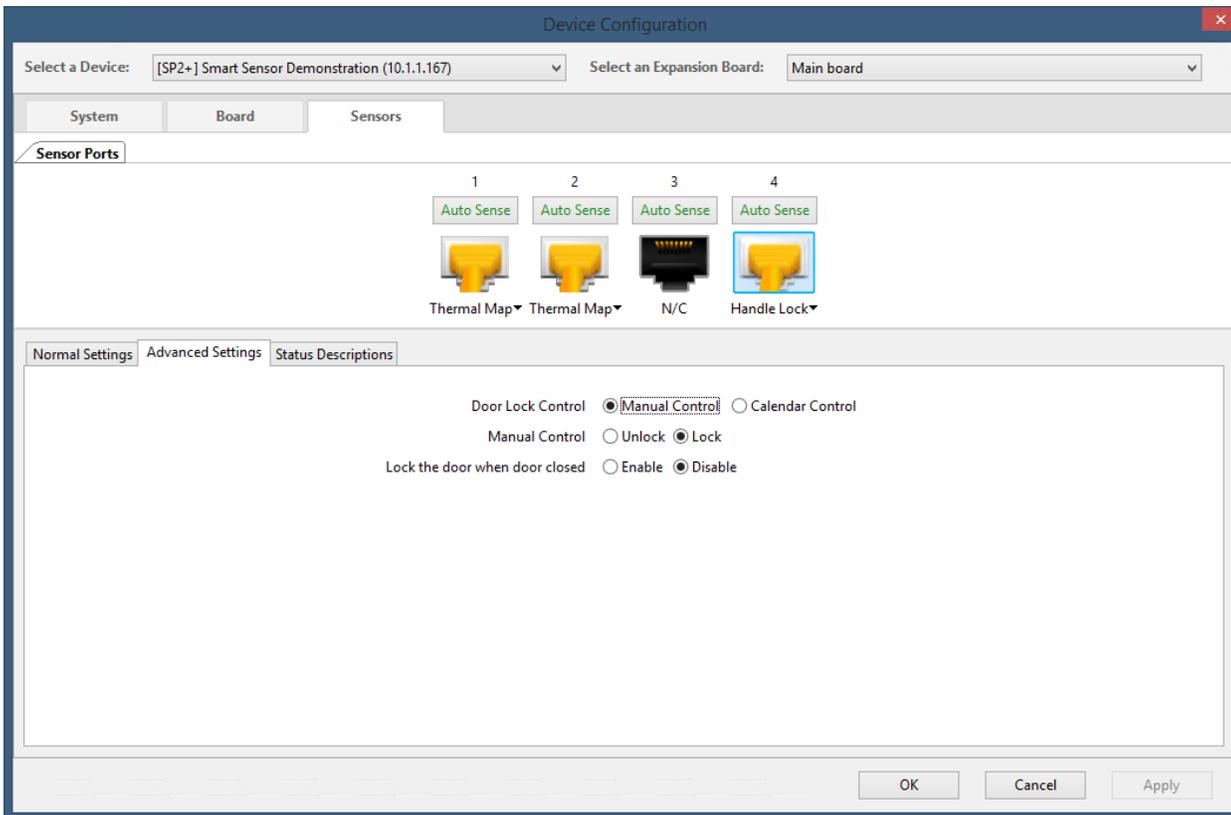
The **Door sensor** has more options to configure.

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.

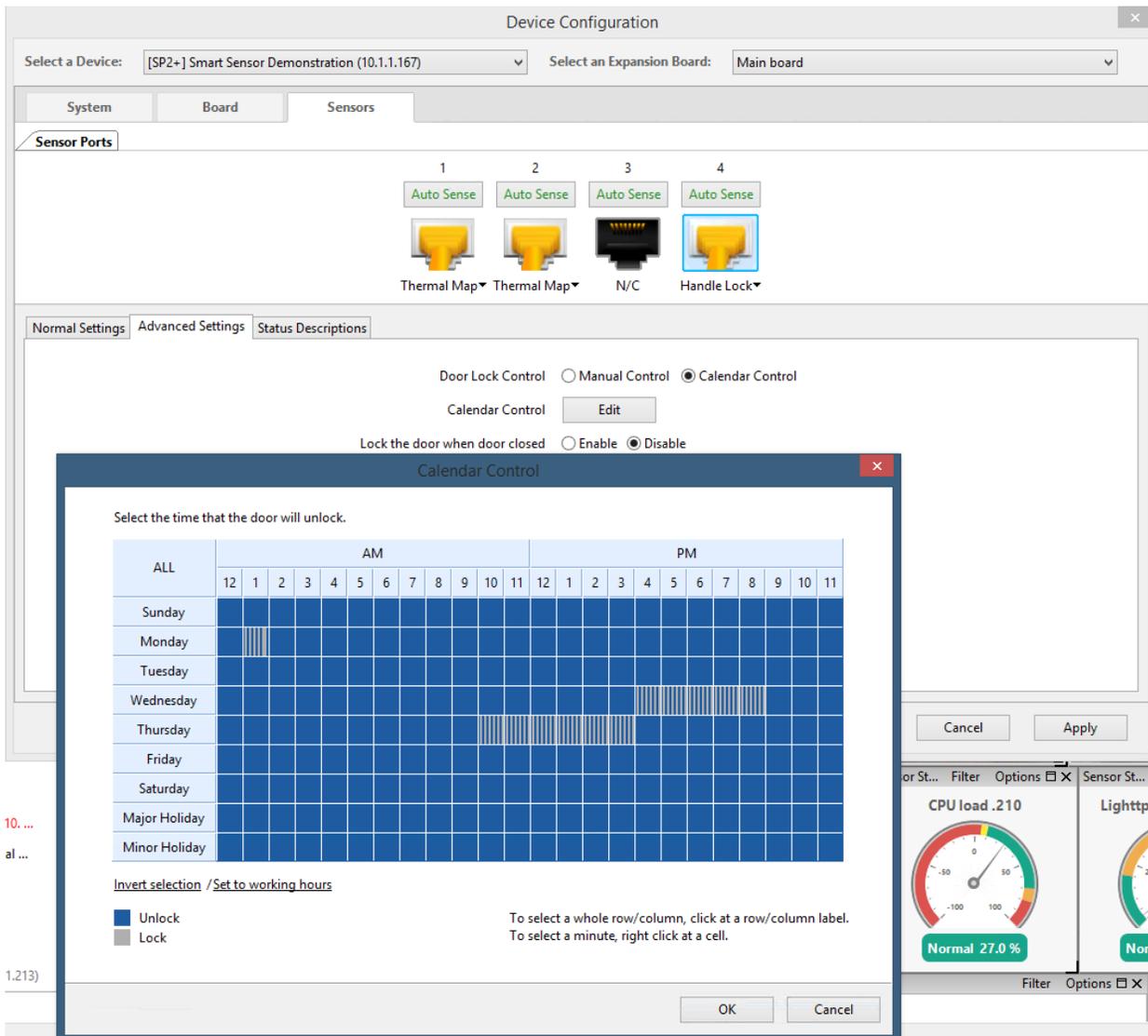
Also, here you have the option to manually **Unlock** the door using the button.

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



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.

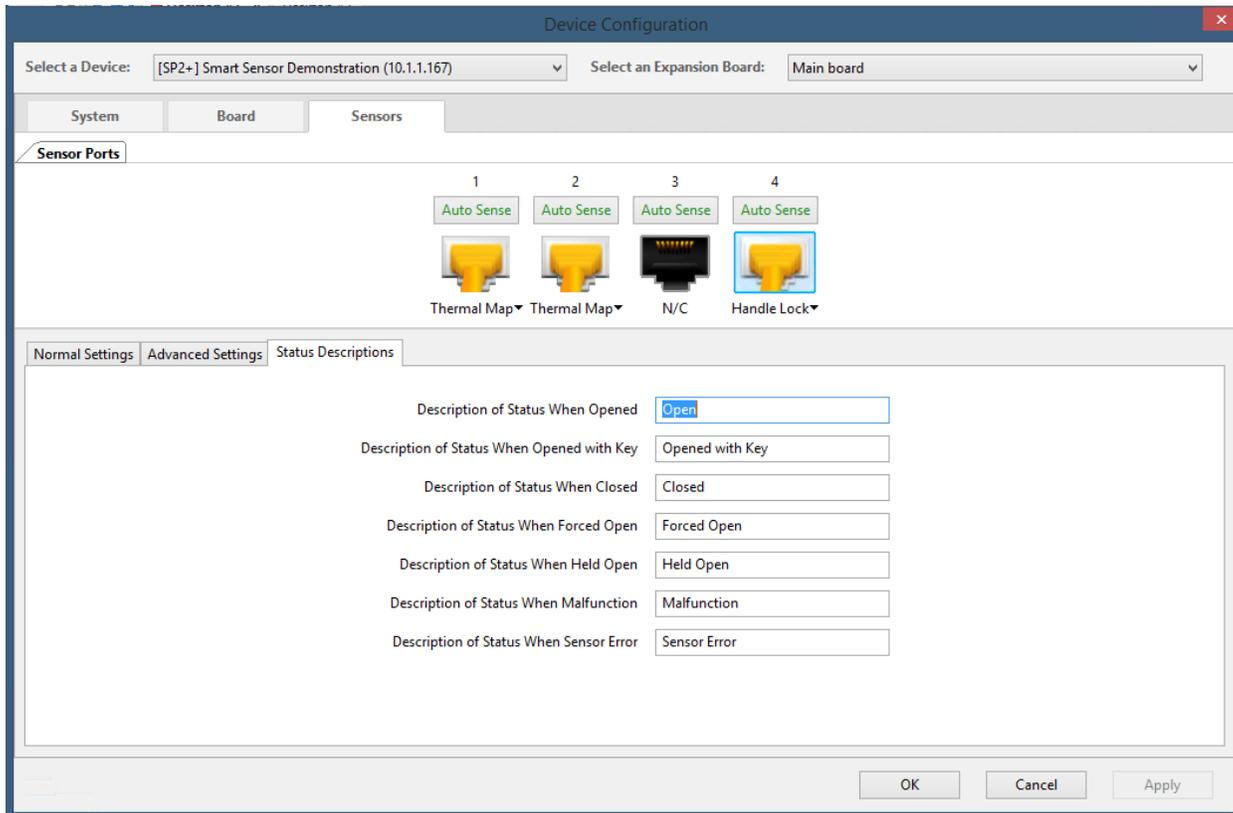


In **Calendar Control** mode, the door can be set to automatically open/close for the specified times. To manage it, click on the **Edit** button to bring up the calendar view.

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:



AKCess Pro : gabor@10.1.1.48 - Workspace

Server Add View Settings Tools Help

Users Groups Time Schedules Access Logs Update Devices

Start Date: 9/18/2016 From: 12:00:00 AM Select a Period: Yesterday Apply Export Filter

End Date: 9/18/2016 To: 11:59:59 PM

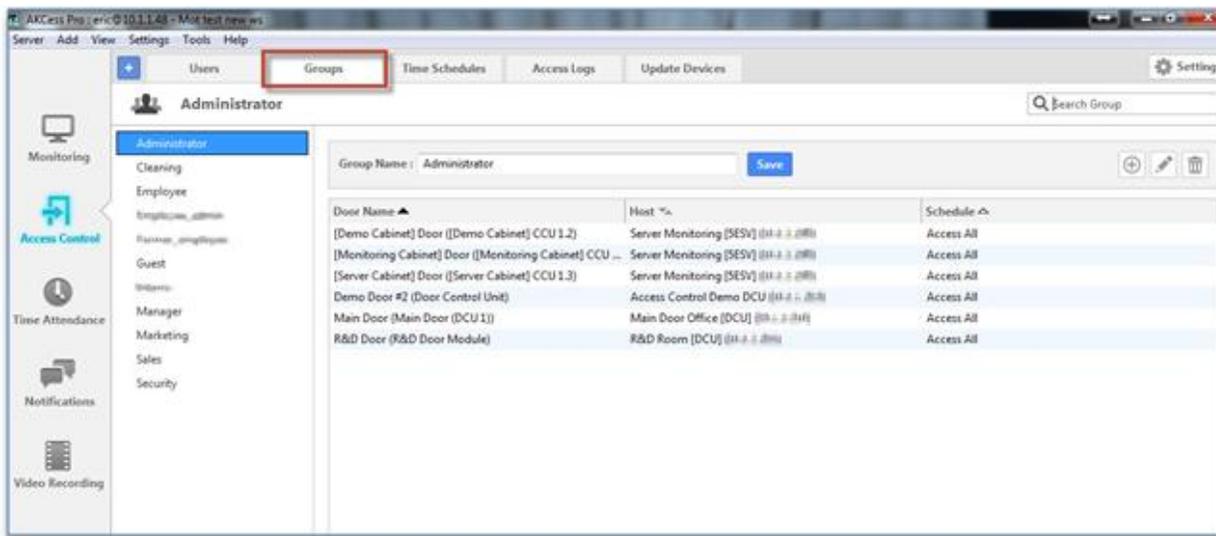
| Date / Time | User | Door Name | Host | Event |
|--------------------|------|-----------------|------------------------|-----------------------|
| 9/19/2016 12:30:41 | | Main Door | [DCU] Main Door Office | Closed |
| 9/19/2016 12:30:33 | | Main Door | [DCU] Main Door Office | Opened |
| 9/19/2016 12:30:33 | | Main Door (IN) | [DCU] Main Door Office | Access Granted |
| 9/19/2016 12:27:15 | | Main Door | [DCU] Main Door Office | Closed |
| 9/19/2016 12:27:14 | | Main Door | [DCU] Main Door Office | Force Opened |
| 9/19/2016 12:27:14 | | Main Door | [DCU] Main Door Office | Closed |
| 9/19/2016 12:27:05 | | Main Door | [DCU] Main Door Office | Opened |
| 9/19/2016 12:27:05 | | Main Door (IN) | [DCU] Main Door Office | Access Granted |
| 9/19/2016 12:20:03 | | Main Door | [DCU] Main Door Office | Closed |
| 9/19/2016 12:19:55 | | Main Door | [DCU] Main Door Office | Opened by Exit Button |
| 9/19/2016 12:19:26 | | Main Door | [DCU] Main Door Office | Closed |
| 9/19/2016 12:19:16 | | Main Door | [DCU] Main Door Office | Opened |
| 9/19/2016 12:19:16 | | Main Door (OUT) | [DCU] Main Door Office | Access Granted |
| 9/19/2016 11:54:44 | | Main Door | [DCU] Main Door Office | Closed |
| 9/19/2016 11:54:36 | | 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 | | Main Door | [DCU] Main Door Office | Opened |
| 9/19/2016 11:54:26 | | Main Door (IN) | [DCU] Main Door Office | Access Granted |
| 9/19/2016 11:46:08 | | Main Door | [DCU] Main Door Office | Closed |
| 9/19/2016 11:46:07 | | Main Door | [DCU] Main Door Office | Force Opened |
| 9/19/2016 11:46:07 | | Main Door | [DCU] Main Door Office | Closed |
| 9/19/2016 11:45:57 | | Main Door | [DCU] Main Door Office | Opened |
| 9/19/2016 11:45:57 | | 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.

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.



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.

New User Wizard

User General Information

Step: 1 of 2: You must specify the information required to create a new user.

Upload Photo

First Name

Last Name

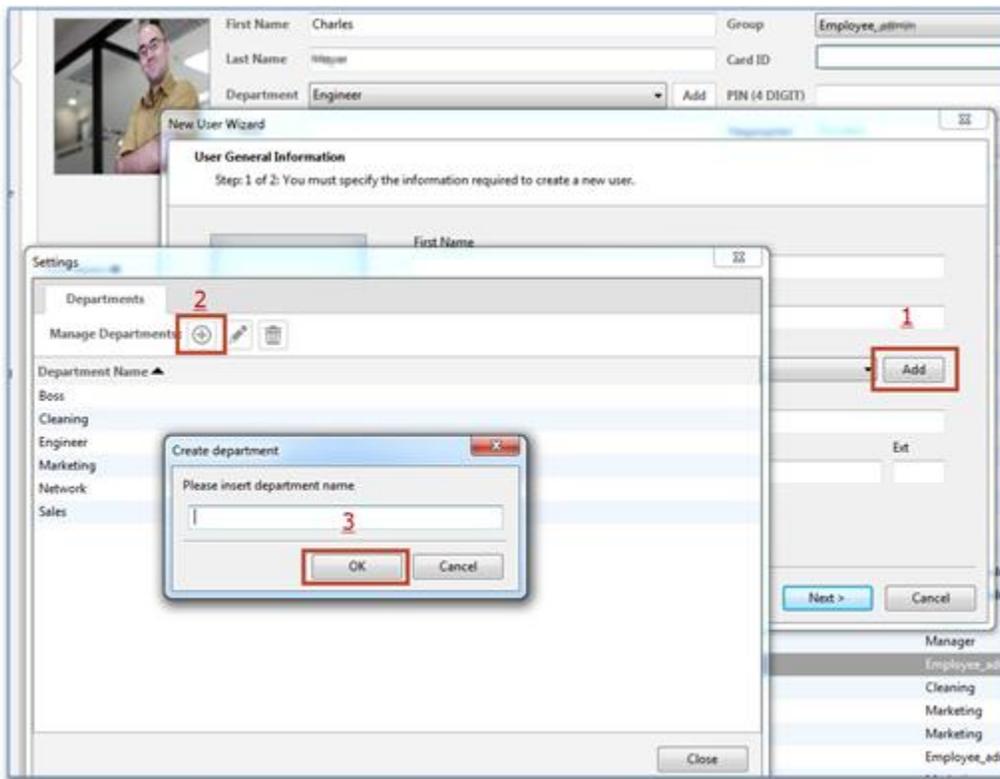
Department
(None) Add

E-Mail

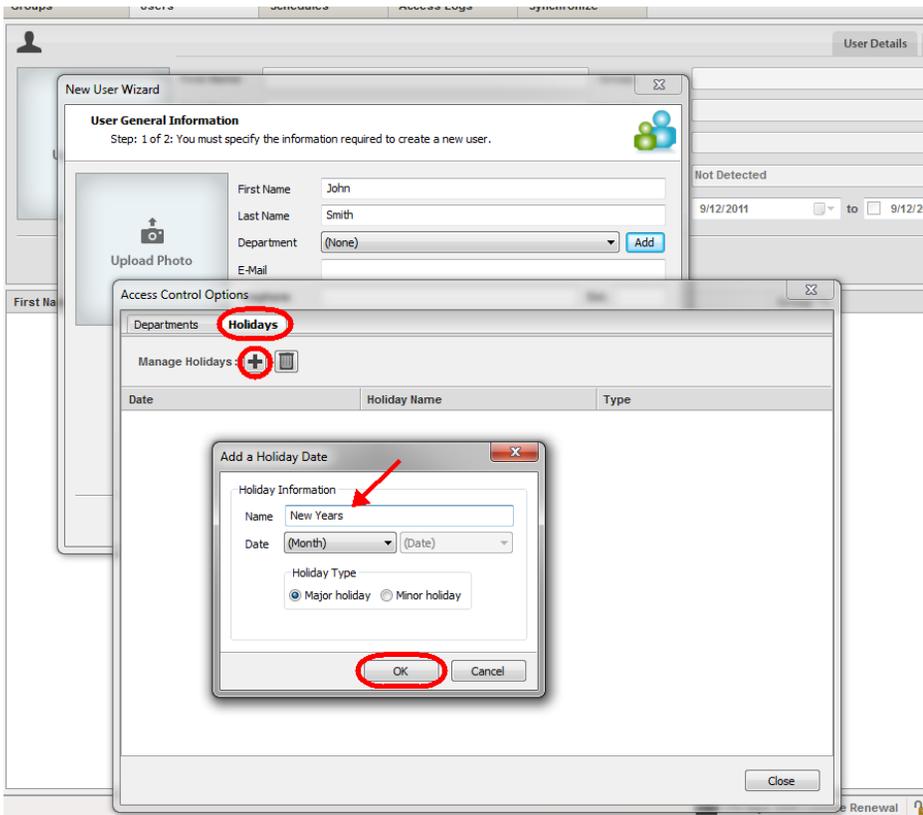
Telephone Ext

< 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.



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 the “Add” button, then the “Manage Departments” and add your own here as shown in the screen shot above.



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

New User Wizard

User General Information

Step: 1 of 2: You must specify the information required to create a new user.

Upload Photo

First Name
Bob

Last Name
Hope

Department
Network Add

E-Mail
bobhope@company.com

Telephone
123-456-7890

Ext
911

< Back Next > Cancel

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

New User Wizard

Access Information

Step: 2 of 2: Select a group and assign a Card, Fingerprint and PIN to the user.

Group
(None)
(None)
Administrator
Cleaning
Employee
Employee_admin
Former_employees
Guest
Systems
Manager
Marketing
Sales
Security

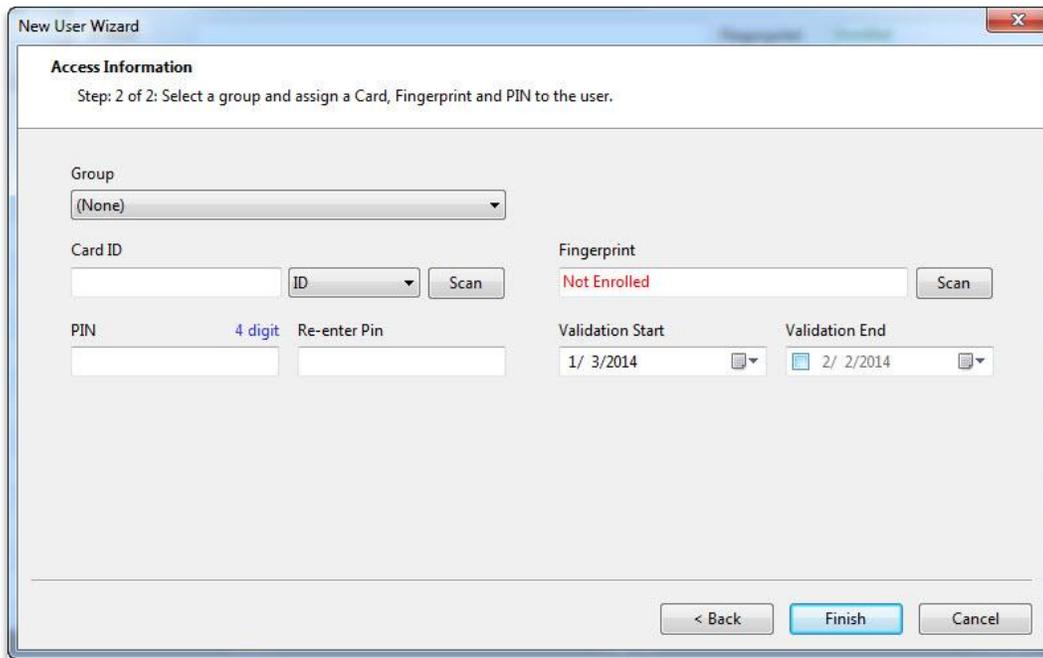
Fingerprint
Not Enrolled Scan

Validation Start
1/ 3/2014

Validation End
2/ 2/2014

< Back Finish Cancel

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.



The image shows a 'New User Wizard' dialog box with the following fields and controls:

- Group:** A dropdown menu currently set to '(None)'.
Card ID: A text input field with a dropdown menu set to 'ID' and a 'Scan' button to its right.
- Fingerprint:** A text input field containing the text 'Not Enrolled' and a 'Scan' button to its right.
- PIN:** A text input field with a '4 digit' label and a 'Re-enter Pin' label above it, followed by a second empty text input field.
- Validation Start:** A date picker set to '1/ 3/2014'.
- Validation End:** A date picker set to '2/ 2/2014'.

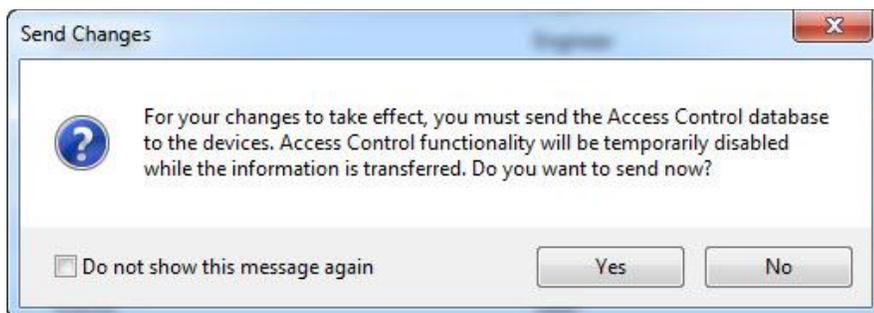
At the bottom of the dialog are three buttons: '< Back', 'Finish', and 'Cancel'.

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.



The image shows a 'Send Changes' dialog box with the following content:

- A question mark icon in a blue circle.
- Text: "For your changes to take effect, you must send the Access Control database to the devices. Access Control functionality will be temporarily disabled while the information is transferred. Do you want to send now?"
- A checkbox labeled "Do not show this message again".
- Two buttons: "Yes" and "No".

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.

AKCess Pro : eric@10.11.148 - Mot test new.ws

Server Add View Settings Tools Help

Users Groups Time Schedules Access Logs Update Devices Settings

Access All

Search Schedule

Schedule Name : Access All Save

Select the time schedule then press 'Save'.

| ALL | AM | | | | | | | | | | | PM | | | | | | | | | | | | |
|---------------|----|---|---|---|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|---|---|----|----|
| | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Sunday | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday | | | | | | | | | | | | | | | | | | | | | | | | |
| Tuesday | | | | | | | | | | | | | | | | | | | | | | | | |
| Wednesday | | | | | | | | | | | | | | | | | | | | | | | | |
| Thursday | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday | | | | | | | | | | | | | | | | | | | | | | | | |
| Saturday | | | | | | | | | | | | | | | | | | | | | | | | |
| Major Holiday | | | | | | | | | | | | | | | | | | | | | | | | |
| Minor Holiday | | | | | | | | | | | | | | | | | | | | | | | | |

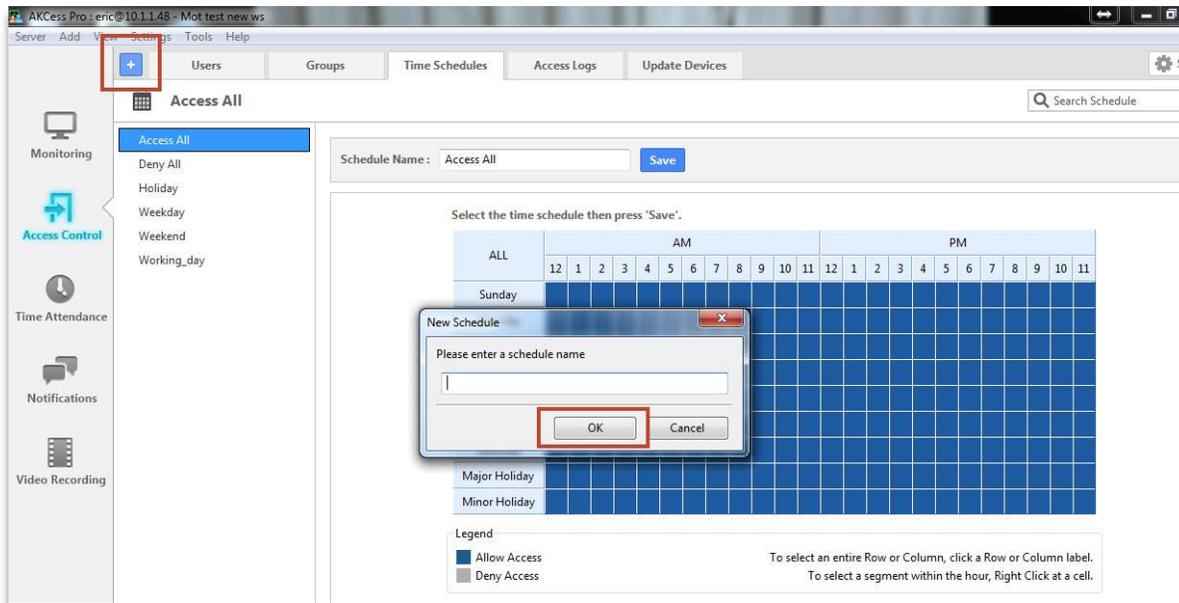
Legend

- Allow Access
- Deny Access

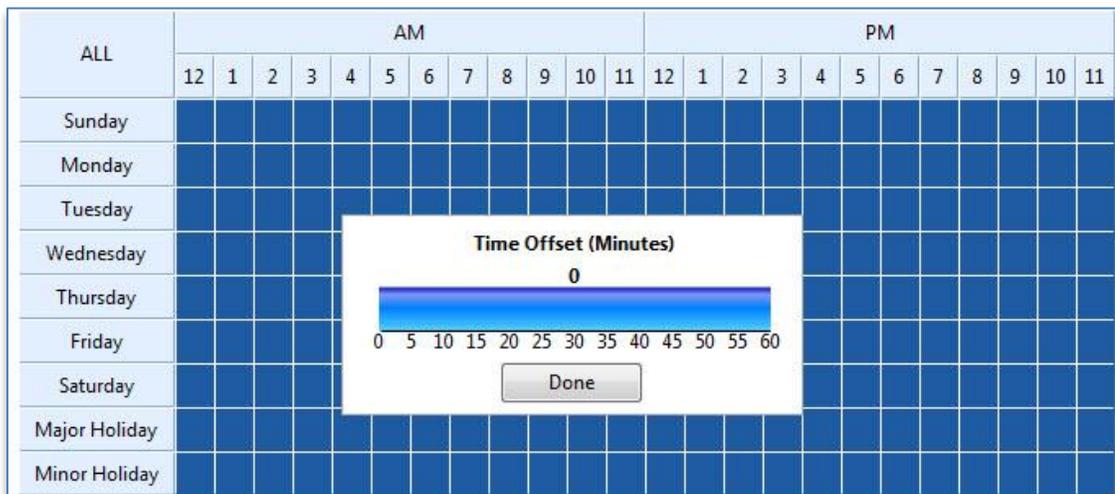
To select an entire Row or Column, click a Row or Column label.
To select a segment within the hour, Right Click at a cell.

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.

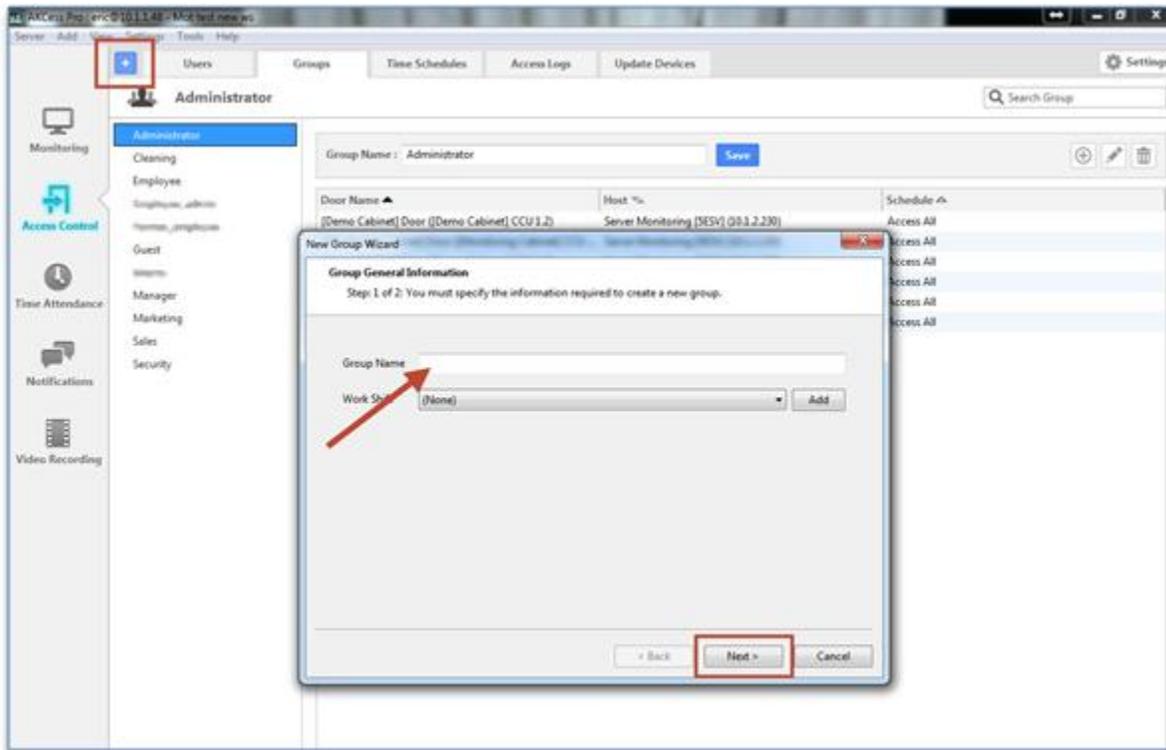


You can allow or deny access just by clicking on each of the individual time zone squares or click on the times or days to all or deny access to that entire row.

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

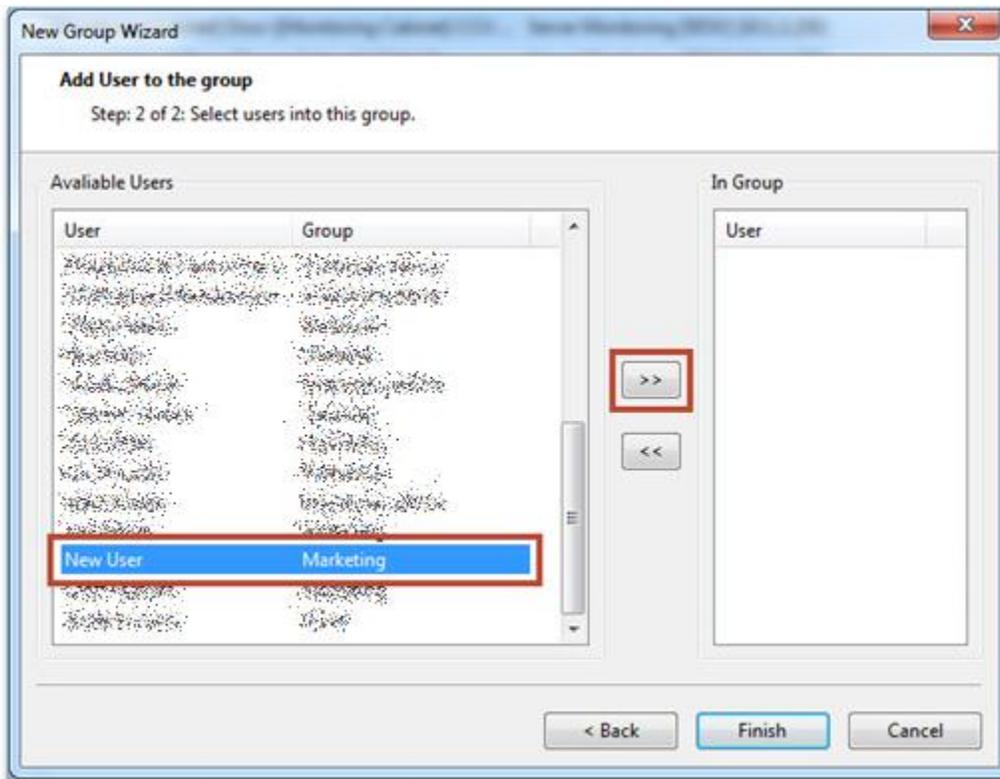
The New Group function of the Access Control section allows you to assign groups of users access permissions to each of the doors that are controlled by the sensorProbe+ Handle Locks that you have added to the system.



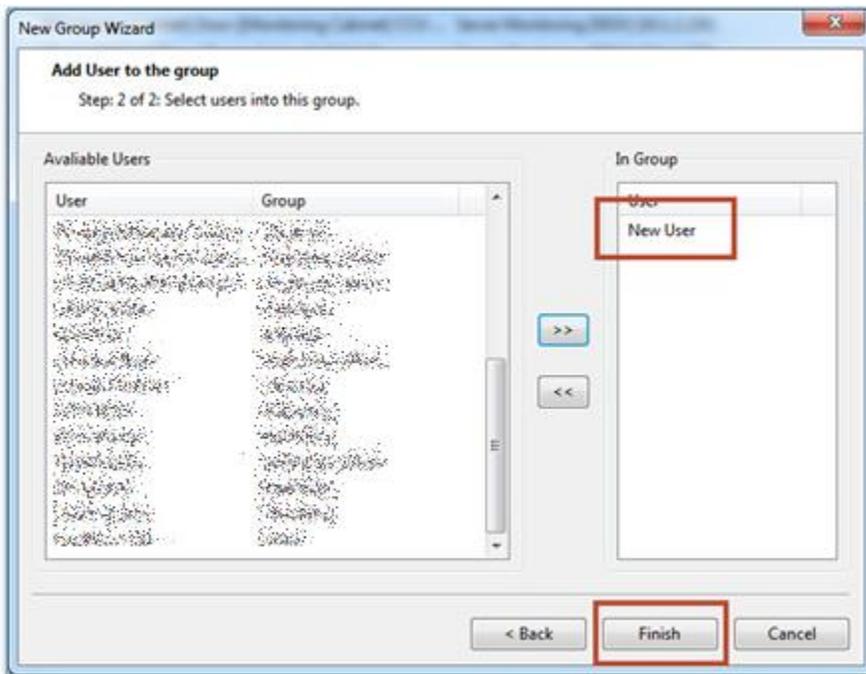
Now that you have completed adding your user and a new schedule, you can now create a new Group and also assign a user and a schedule to an existing group.

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.

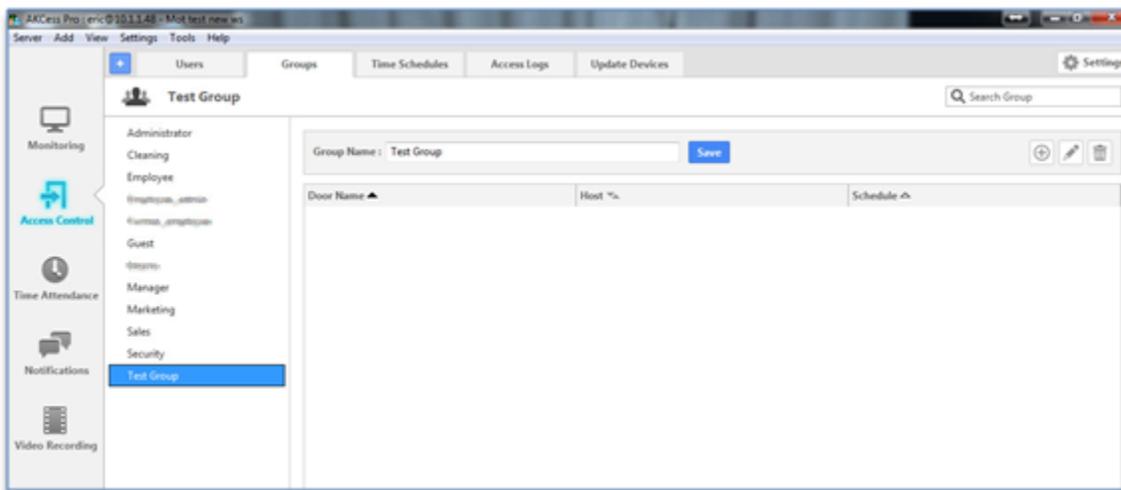
You first enter your new group name in the Group Name field then click on the Next button to continue.



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.



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.

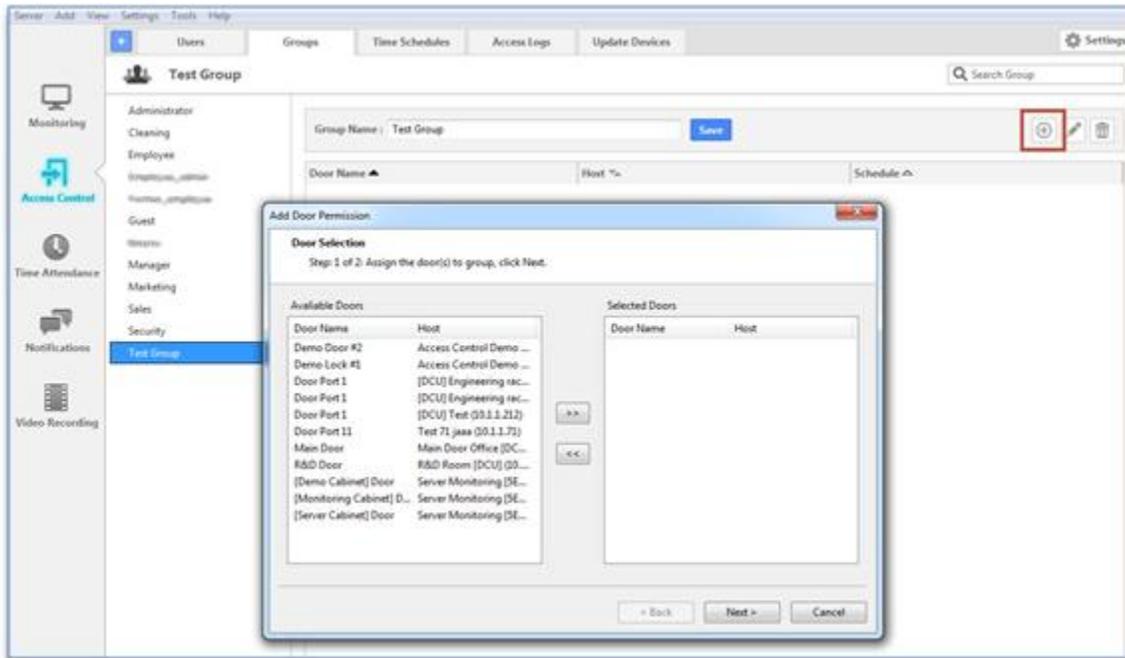


Now as you can see in the screen shot above that our new group has been added.

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

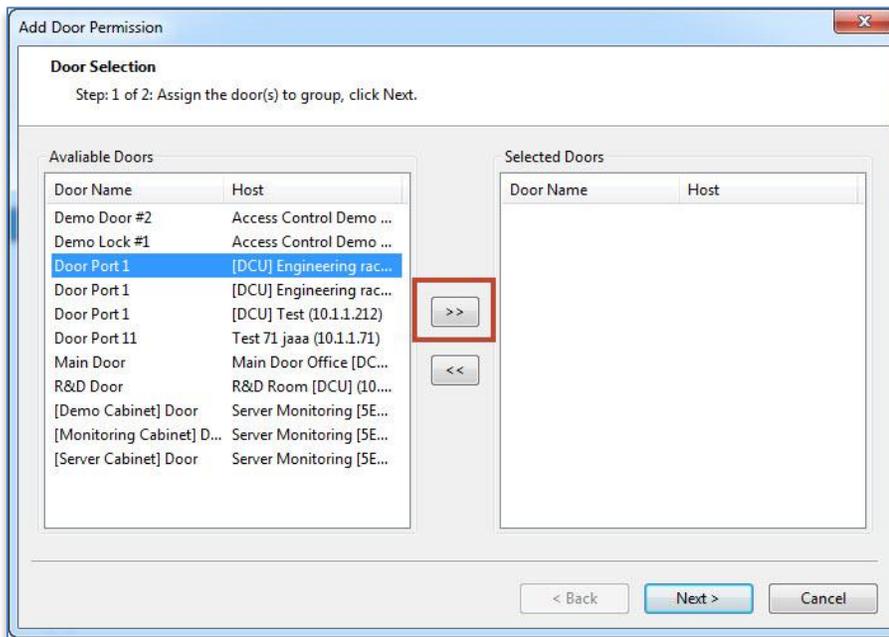
Access Control – Group Permissions

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.

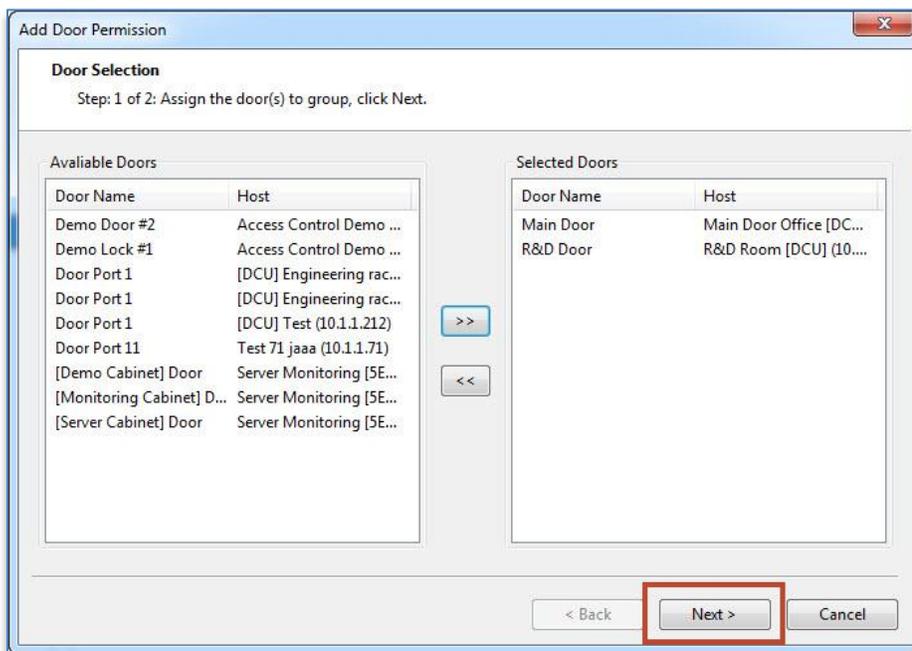


As the screen shot shows, you need to add permissions to your groups before each of our users in the system will be able to open each of the doors using the card reader.

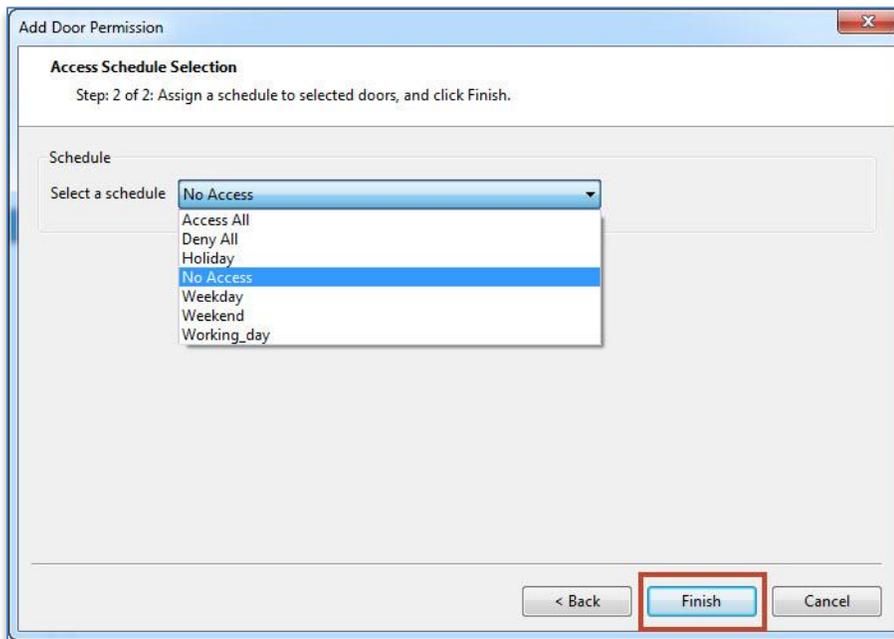
First you need to highlight the Group for which we will add our permissions to. Then you will click on the Manage Permissions + icon as shown in the screen shot above.



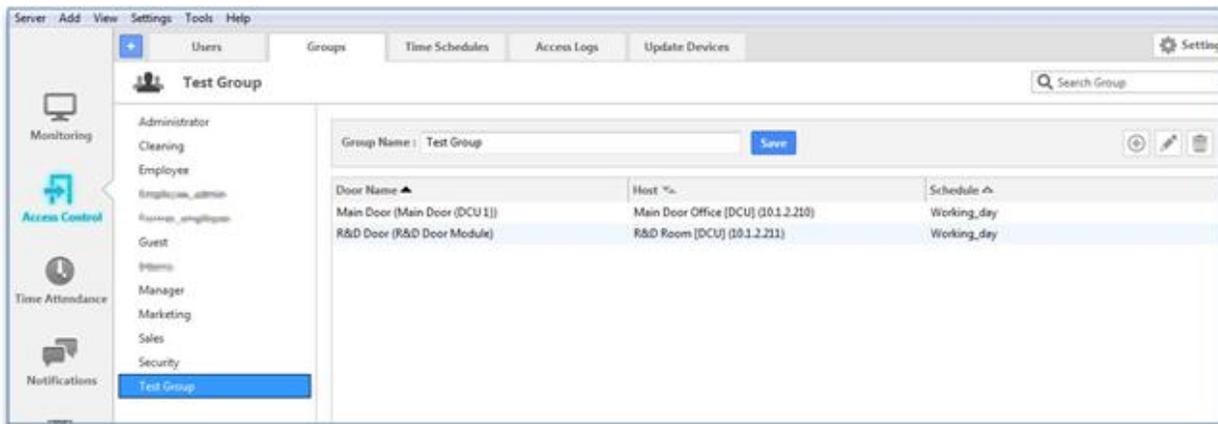
This will launch the Manage Permissions wizard which will guide you through adding permissions to the group. As the screen shot shows above we will first select the doors from the Available Doors column and click the >> button to move the to the Selected Doors column.



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.



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.

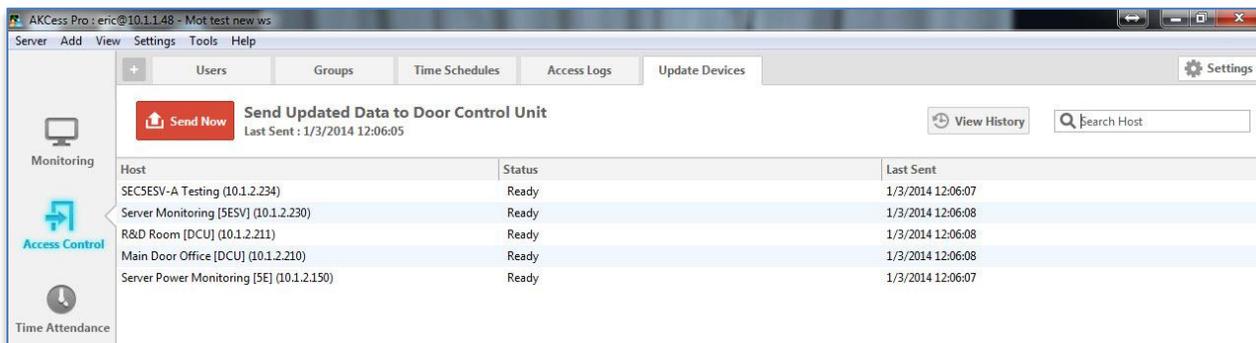
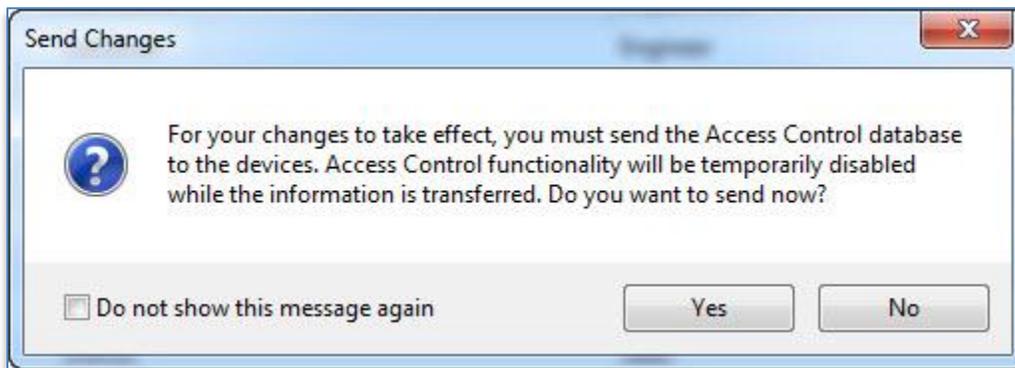


Now as you can see in the screen shot above that the door access and schedule have been added to our Test Group.

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:

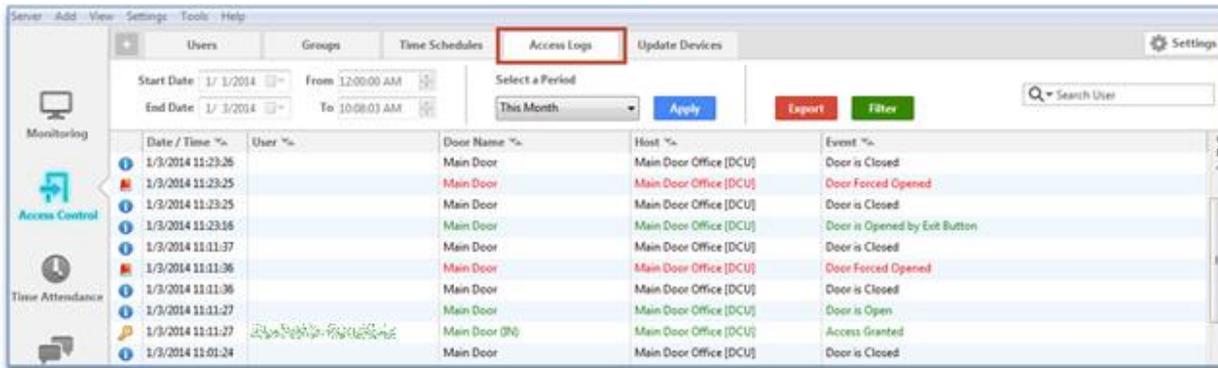


Having Trouble Opening the Doors?

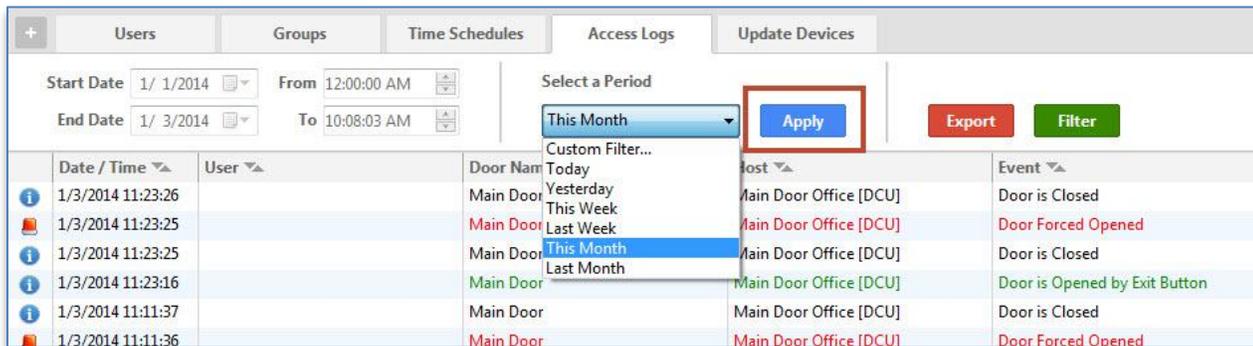
If all the door locks and readers are wired up, you should be able to scan and open the doors. If you're having trouble or you receive two beeps when scanning your card, proceed to the Users tab and check the Group to which the user you're having problems with is assigned in the correct group that you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

Access Control – Access Logs

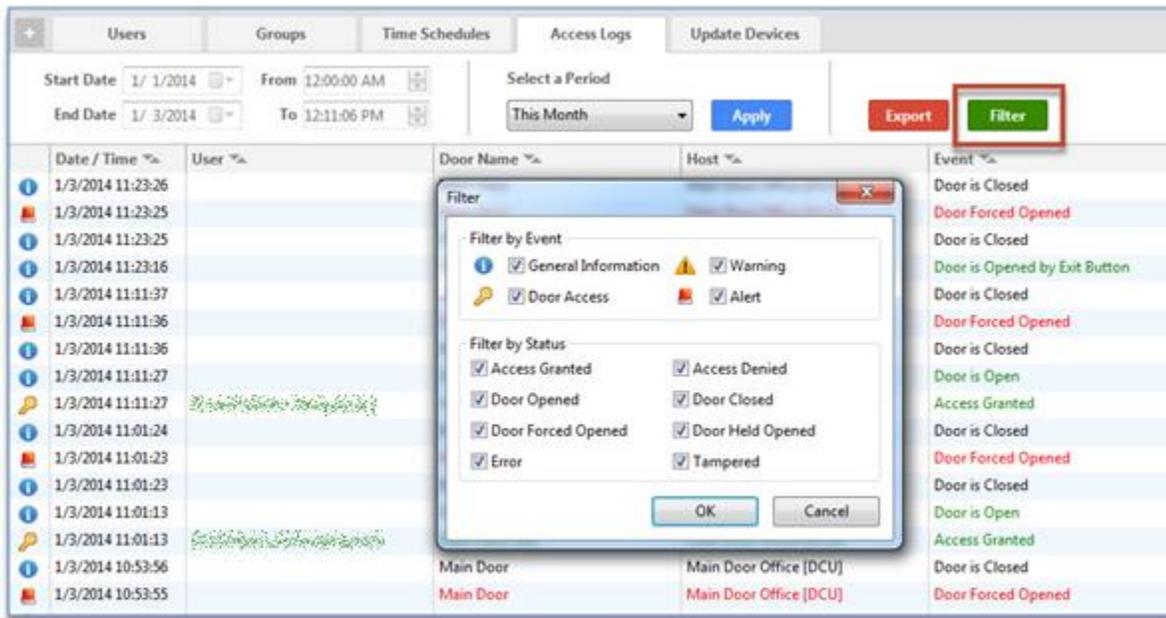
The AKCess Control access logs hold all of the information the users who accessed the system which includes the date and time, the user, the door name, the host or unit name, and the event which occurred. The access logs can be accessed by clicking on the **Access Logs** tab as shown in the screen shot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



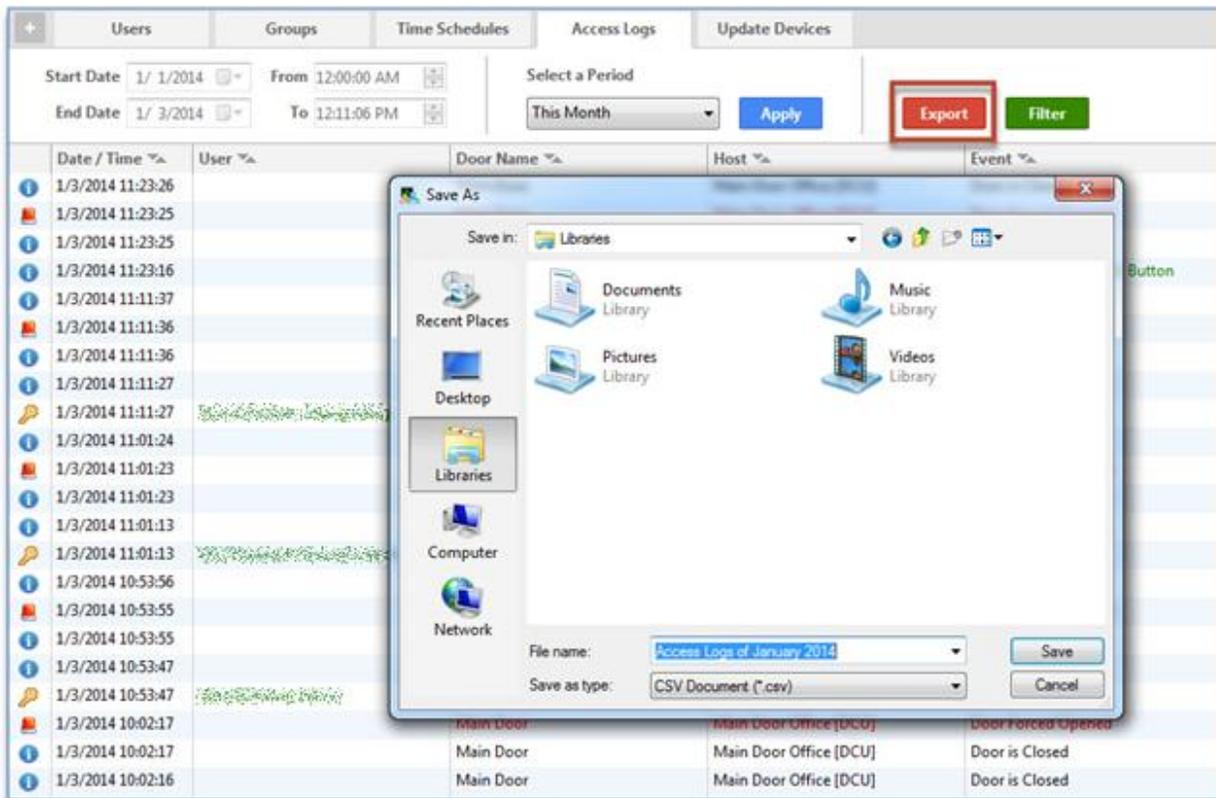
There are several filters that can be applied to the logs for viewing specific information such as the Custom Filter, sorting by Today, Yesterday, This week or This Month by choosing any one of these from the drop down list as shown it the screen shot below.



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



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



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 support@akcp.com if you have any further technical questions or problems.

Thanks for Choosing AKCP!