Sebury Access Control System
Software Operation Guide

September 26, 2013

CONTENTS

Part 1 Installation and unload of Software

1.1 Basic Steps of Installation

1、If you system is Windows XP, it's required to install patch Windows XP SP3.
2、Install software Access Control.

1.2 Basic requirements for hardware of Installation

Memory：1GB.
Hard Disk：1GB above of free space.

1.3 Operating system supported by software

Windows XP SP3
Windows 7
Windows Server 2003 SP2
Windows Server 2008
Windows Server 2008 R2

1.4 Software setup

First puts in the CD to CD-ROM, then run the applications of "setup.exe".

Click "English"
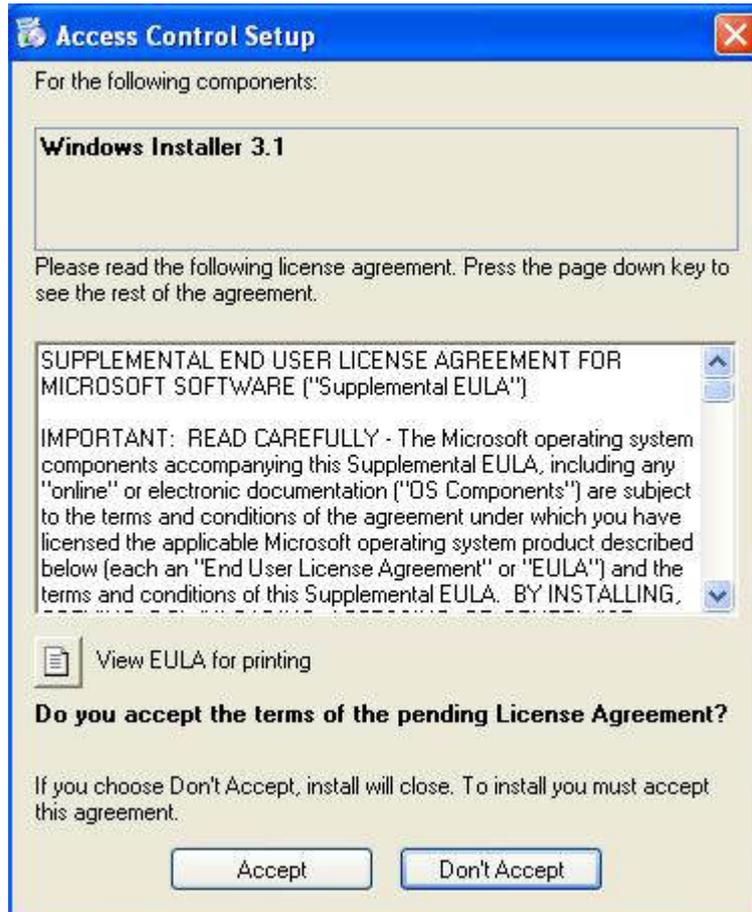
Click "Accept"
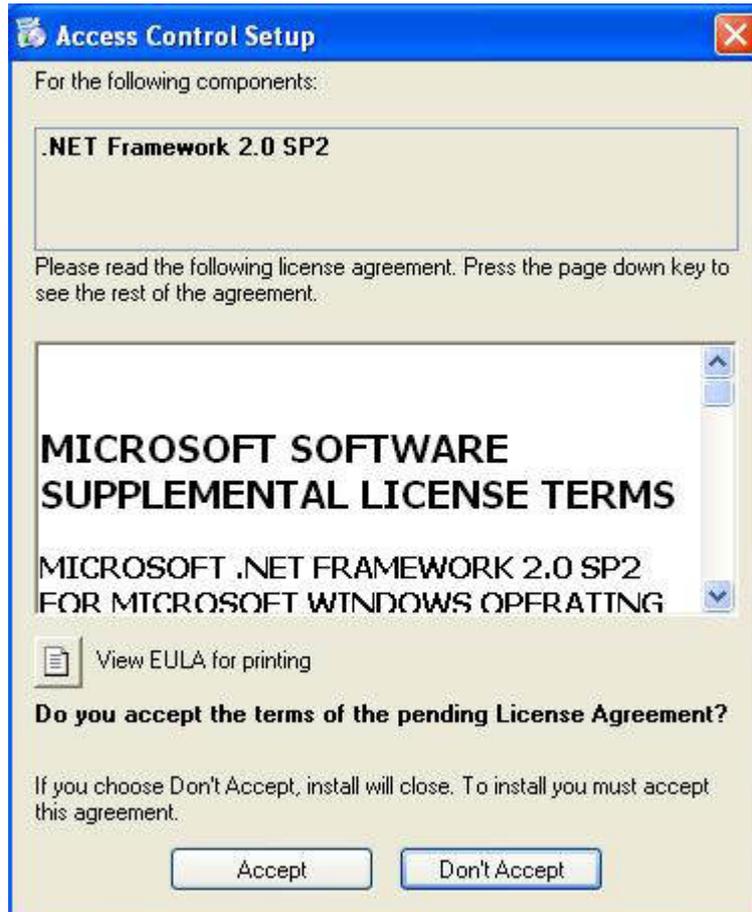
Click "Accept"

Click "Yes"

If the error occurs, need to install xp sp3. then install the software.

"Microsoft . NET Framework" is required to install, please do not skip. If you do not install "Microsoft . NET Framework", the program will not work correctly.

The system will enter into next step for you to install Access Control , if your computer has installed it.

Click "Next"

Click "Next"

Click "Next"

Click "Close"

After the installment completes, The will created automatically and display in computer screen.
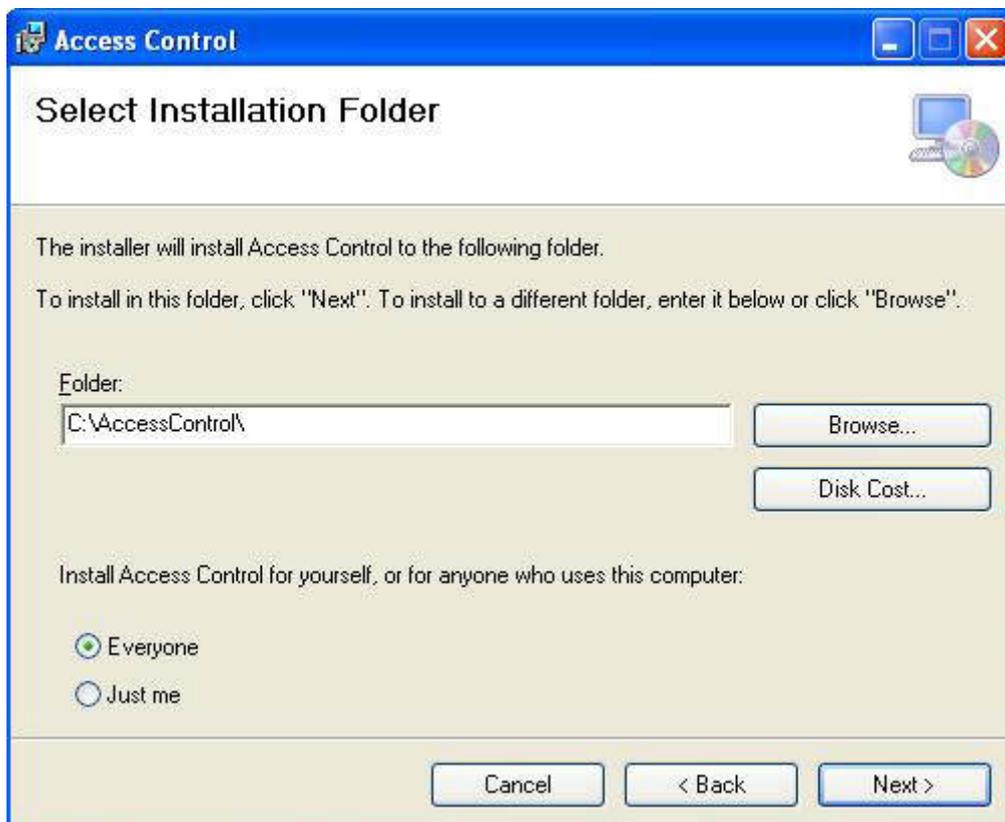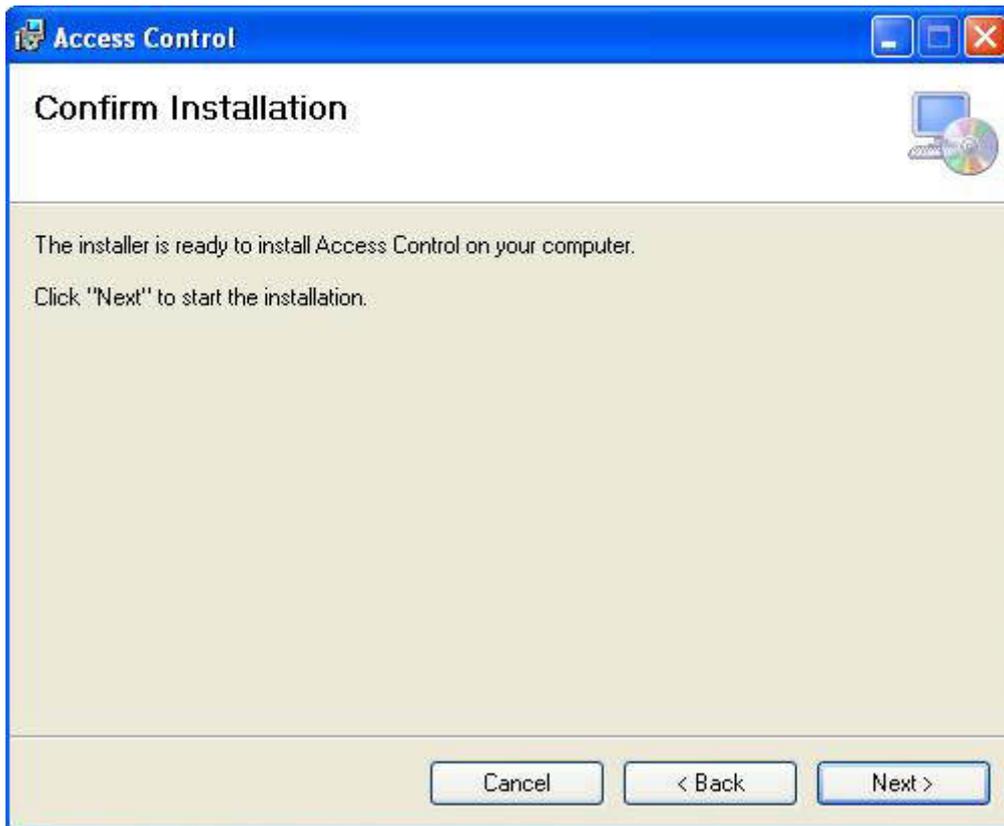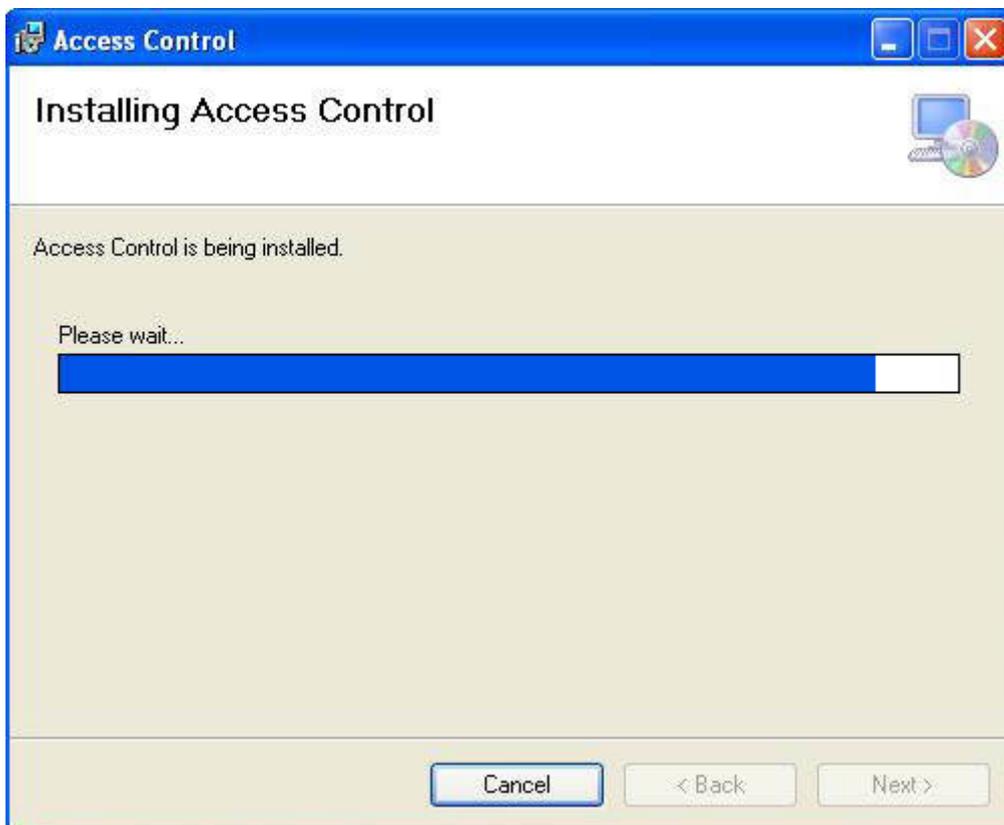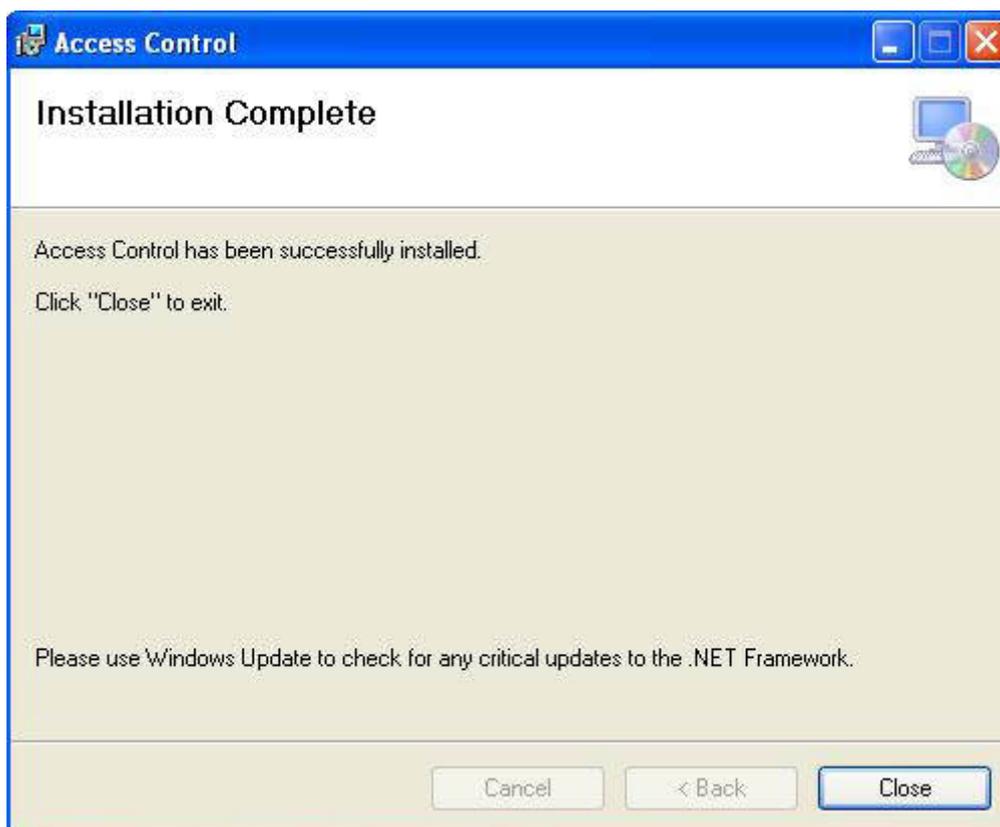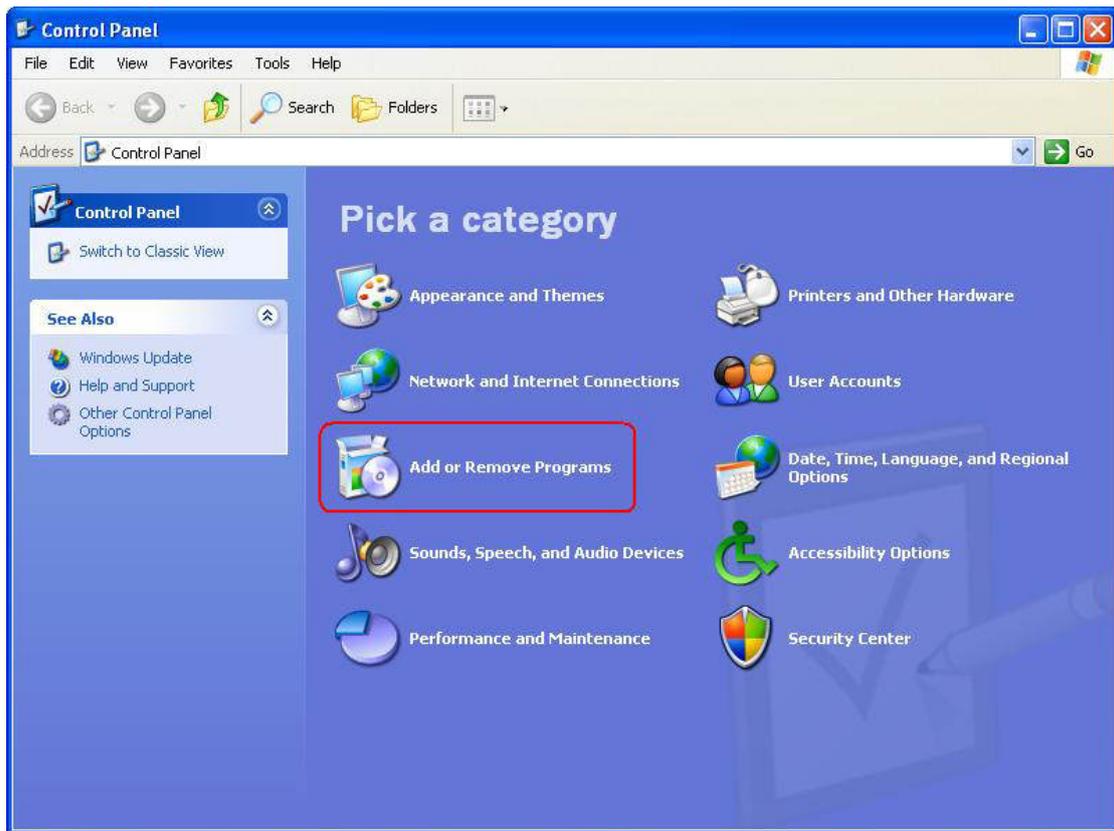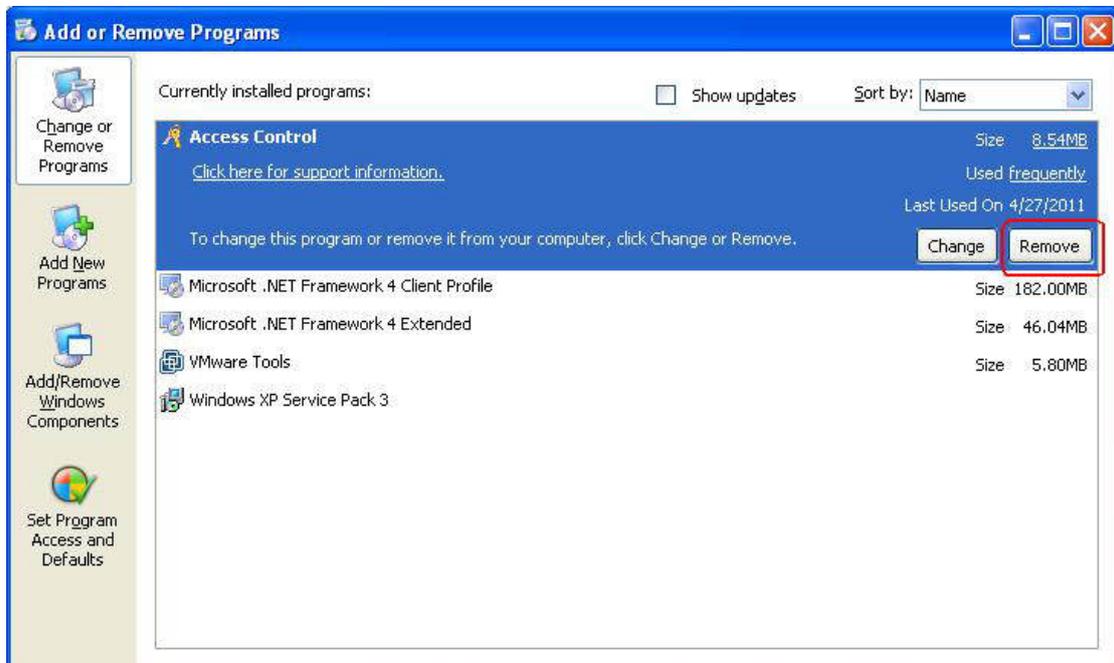
1.5 Software Remove

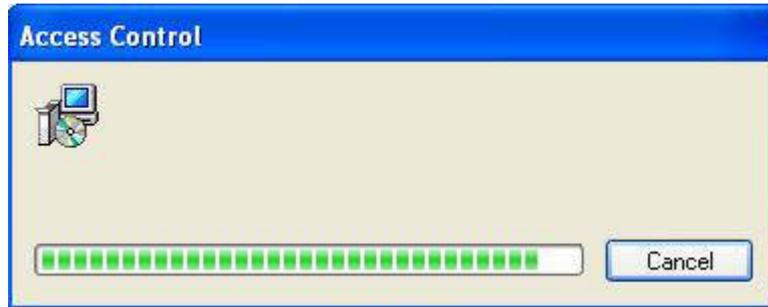Click【start】>【Settings】>【Control Panel】

Click "Add or Remove Programs"

Find software "Access Control" in "Currently installed programs", Click "Remove".

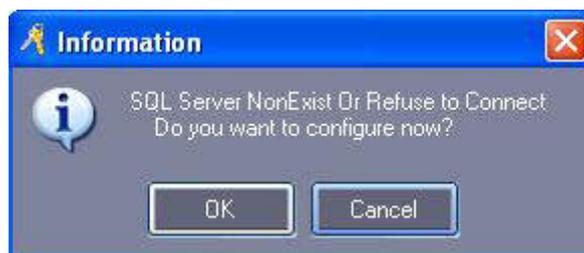Click "Yes"

Part 2 Basic Operation of Software

2.1 Login

Click the [icon] or run【start】>【Programs】>【Access Control】>【Access Control】,It will open up the Login windows as follows:
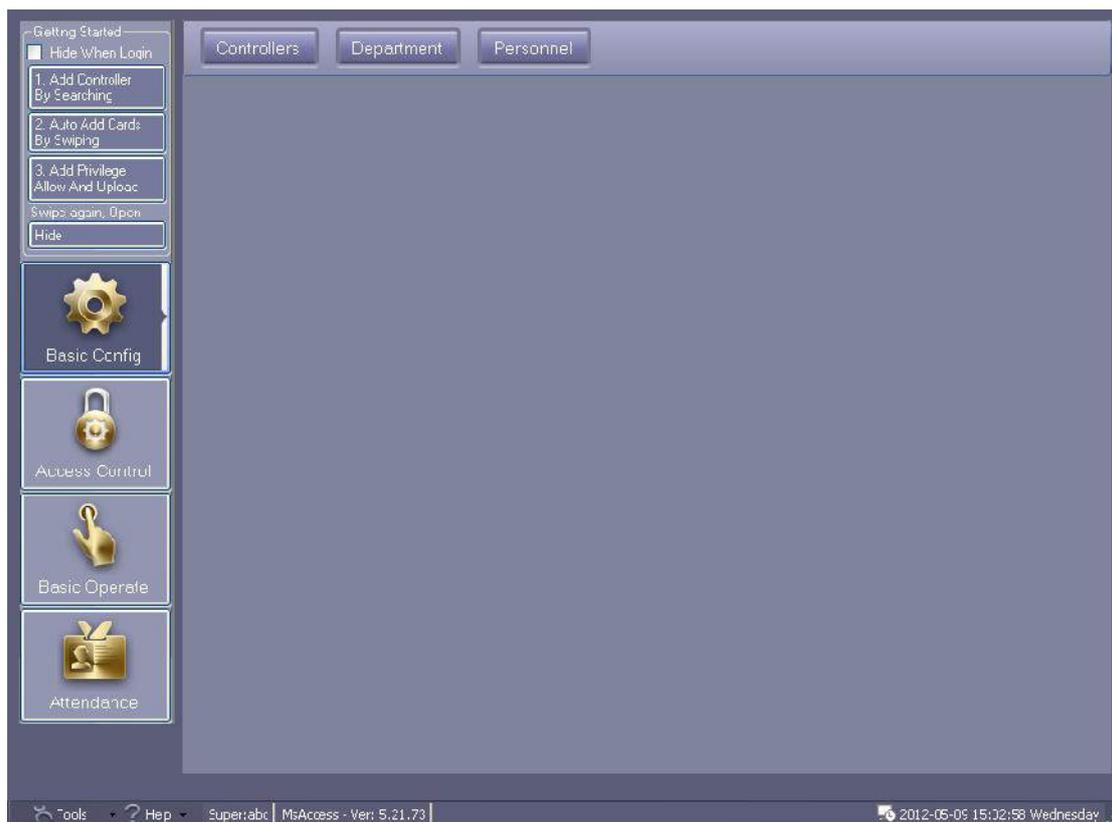

The default user name is " abc ", the password is "123".
It is recommend to change the user name and password at the first use.

If the SQL Server connection fail. There will appear a dialog box as follows:

Click "OK', Please consult the Excursus 5.2 SQL Server Configuration.
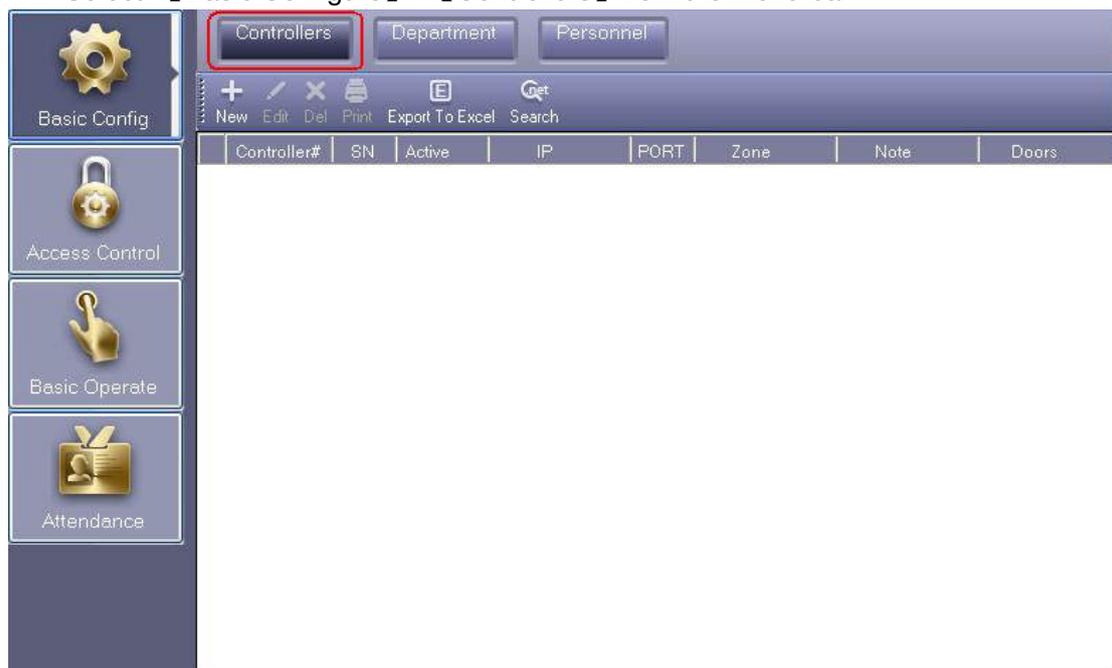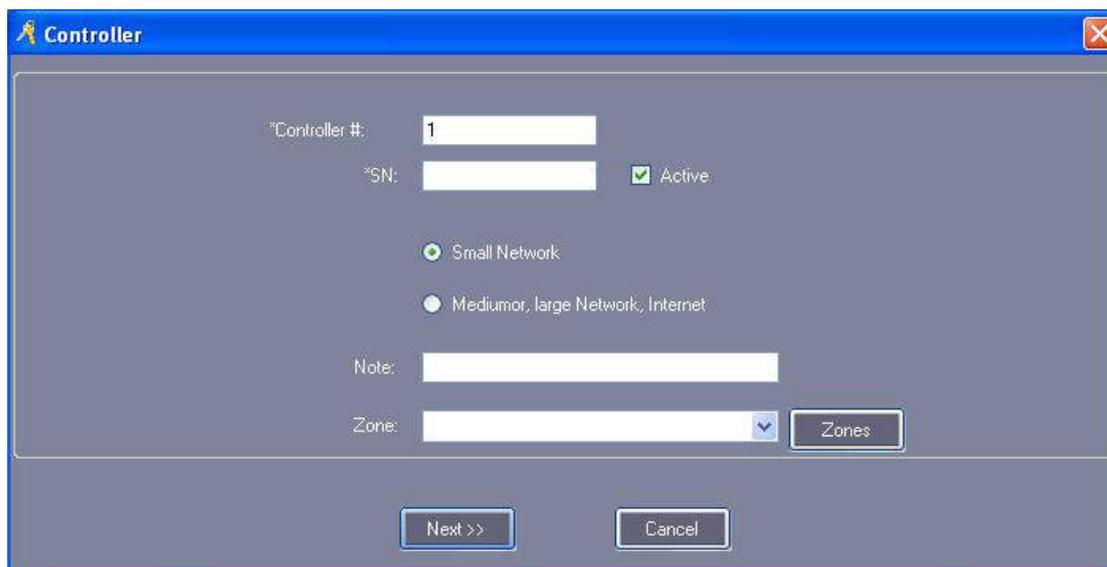
After login , It will show the main windows . as follows:

2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

Select 【Basic Configure】>【Controllers】from the menu bar

click the [New] to add the controllers into system.

The product S/N (namely each controller serial number) may check on the PCB's label S/N:********* of the controller . please fills that five numerals.

Attention: If the product S/N which you writed is not same as the PCB's label S/N:********* the software can't communicate with the controllers.

Small-scale LAN: Support TCP/IP communication, all controllers are in the same network segment

Medium, large scale LAN, or Internet: Support TCP/IP communication for different network segment controllers.
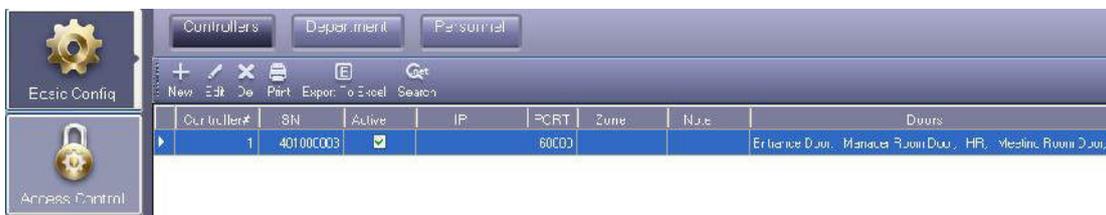
Click "Next"
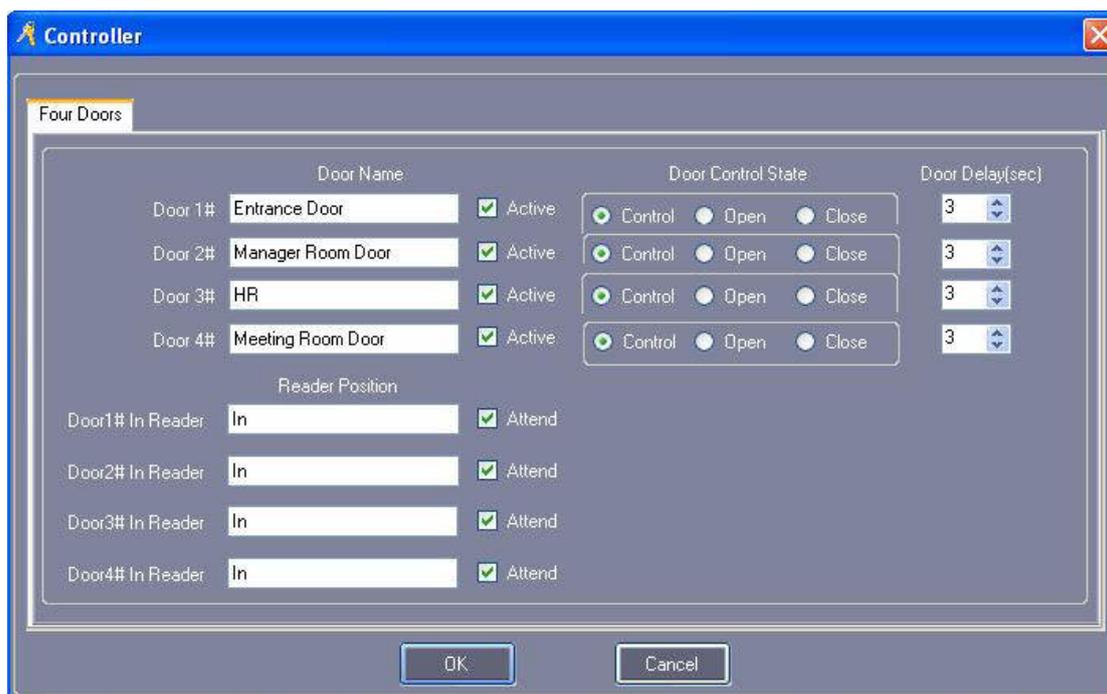
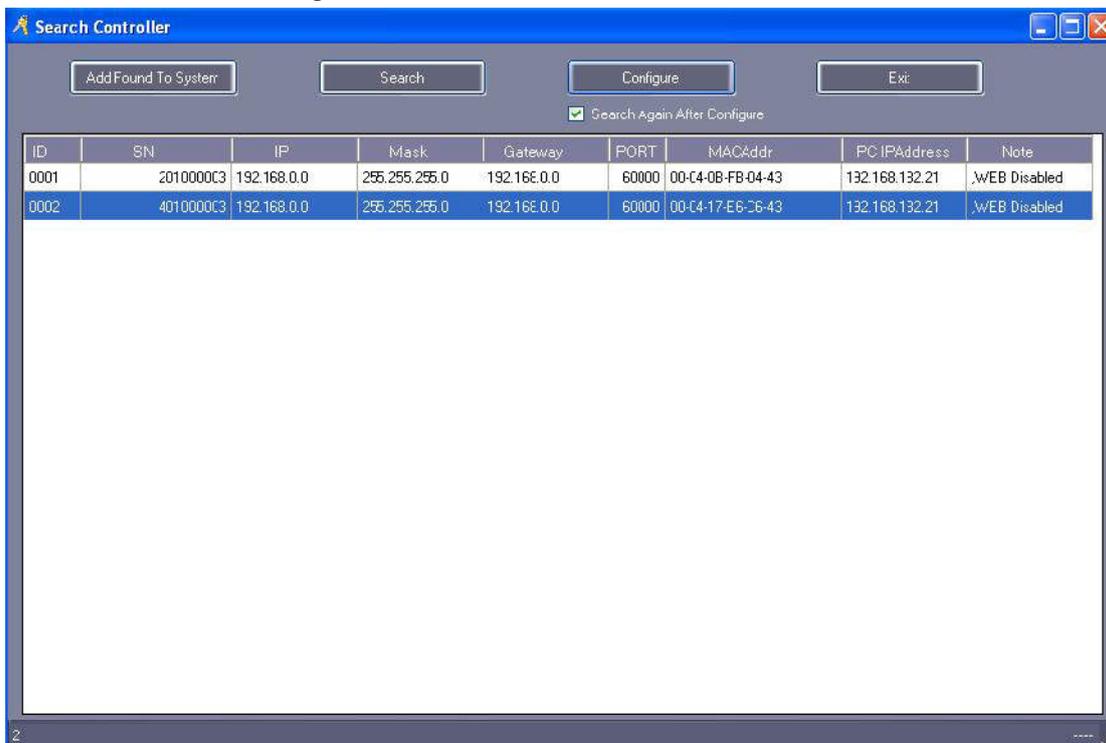"Door Name" and "Reader Position" can be modified

Mark "Active": by ✔, the control console will display each door; otherwise, it won't display.

Mark "Attend":by ✔, the records on card reader can be used as attendance records; otherwise, it cann't.
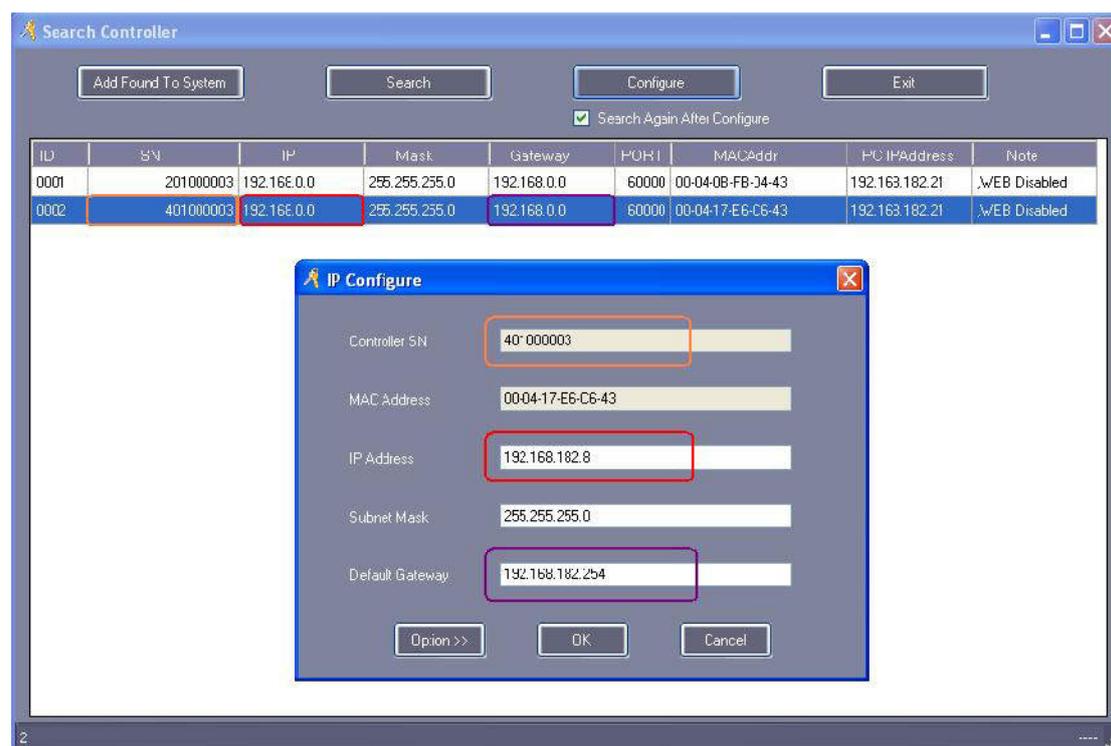
Click "OK"

2.2.2 IP setting of Controller
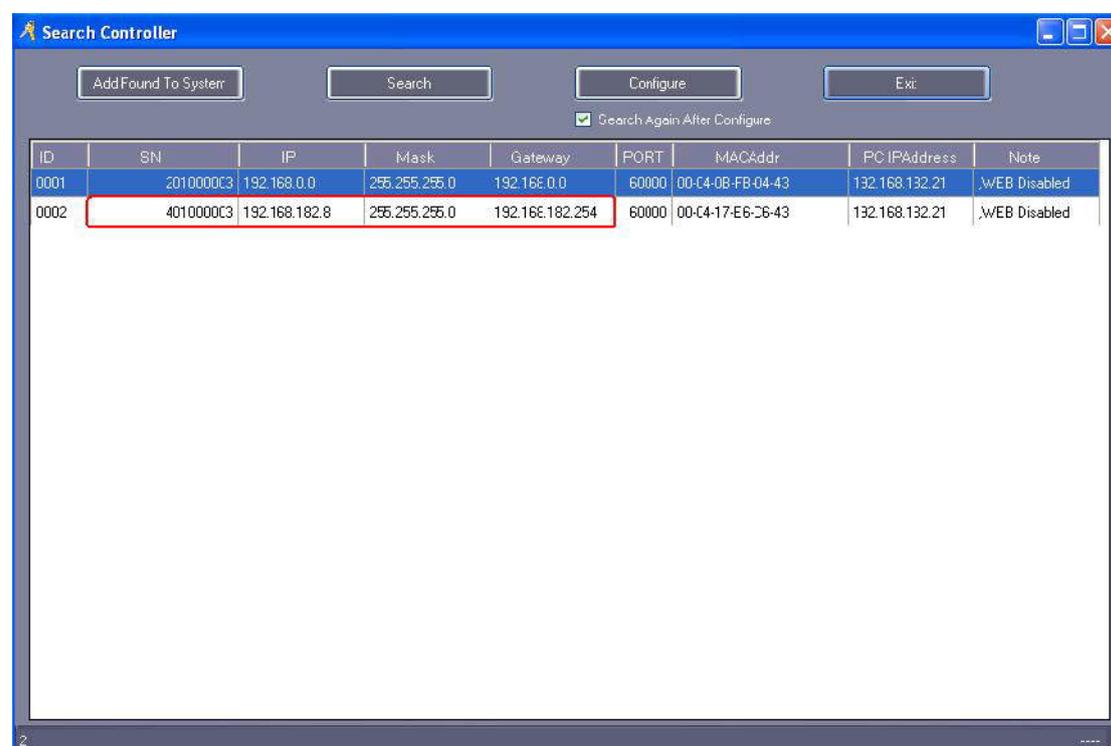
Select【Basic Config】>【Controllers】>【Search】
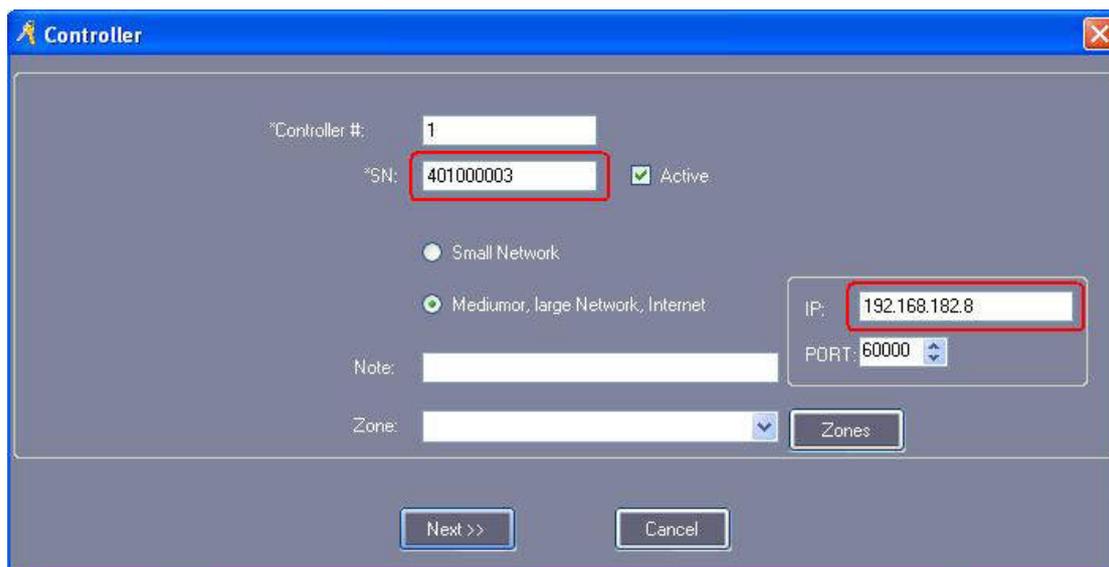

Search need take around 5 Seconds.

Click "Configure"

Click **"OK"**

After IP address setting, you can move to chapter 2.2.1 Add/Set up Controller to set the controller parameters, the IP address should be assigned to the corresponding Controller.
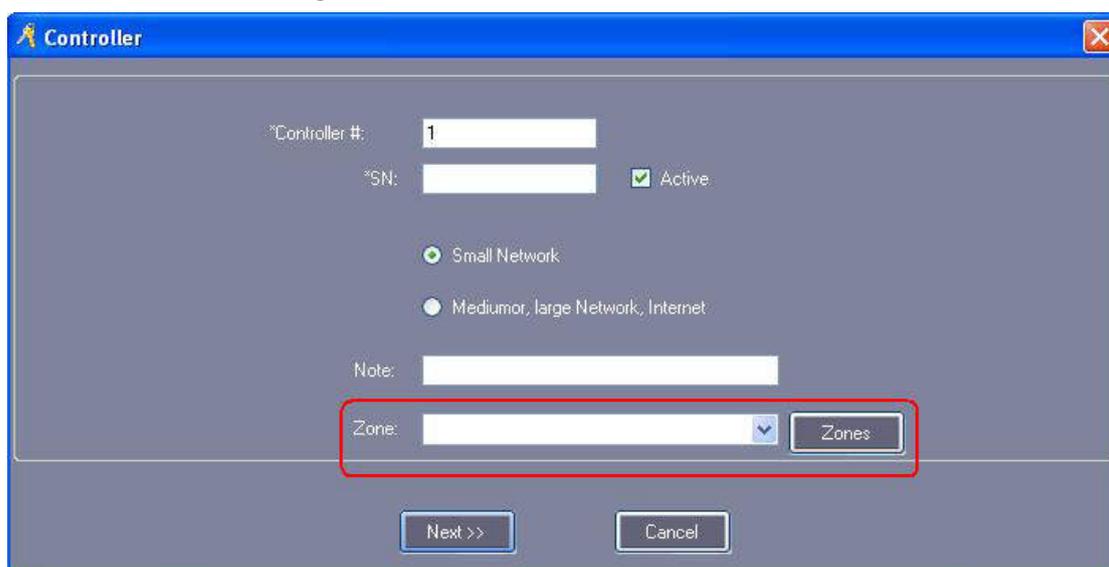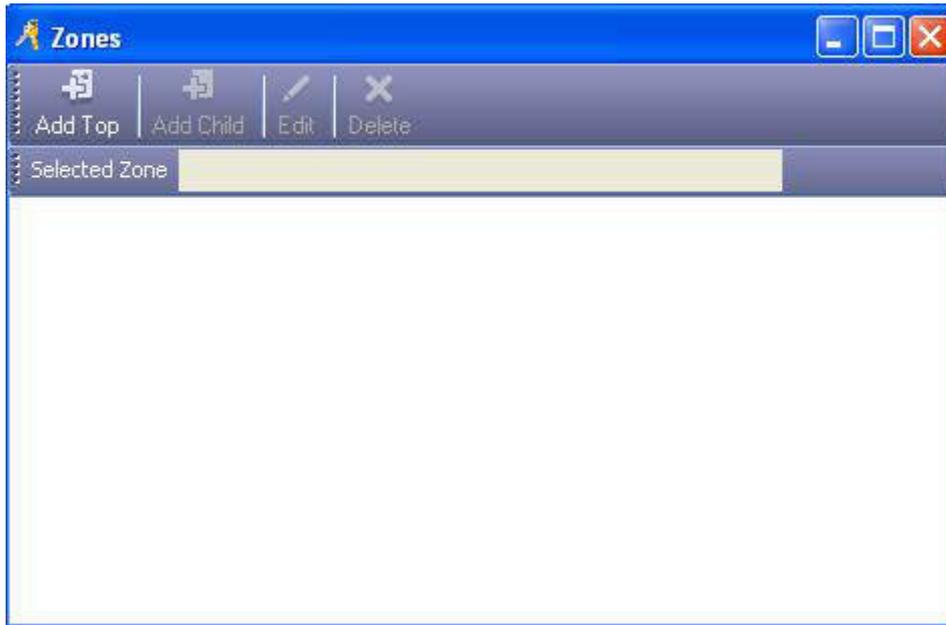
Result, You can see IP address.

The controllers are separated into different network . Each controller must be assigned a unique IP address .

2.2.3 Controller Zone

Select【Basic Config】>【Controllers】>【New】
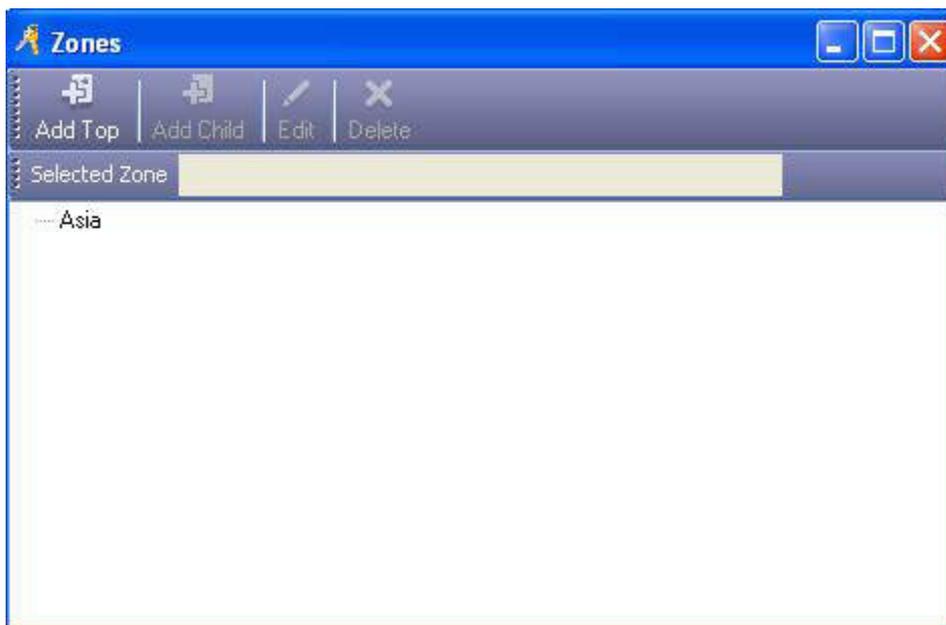

Click "Zones"

Click "Add Top"
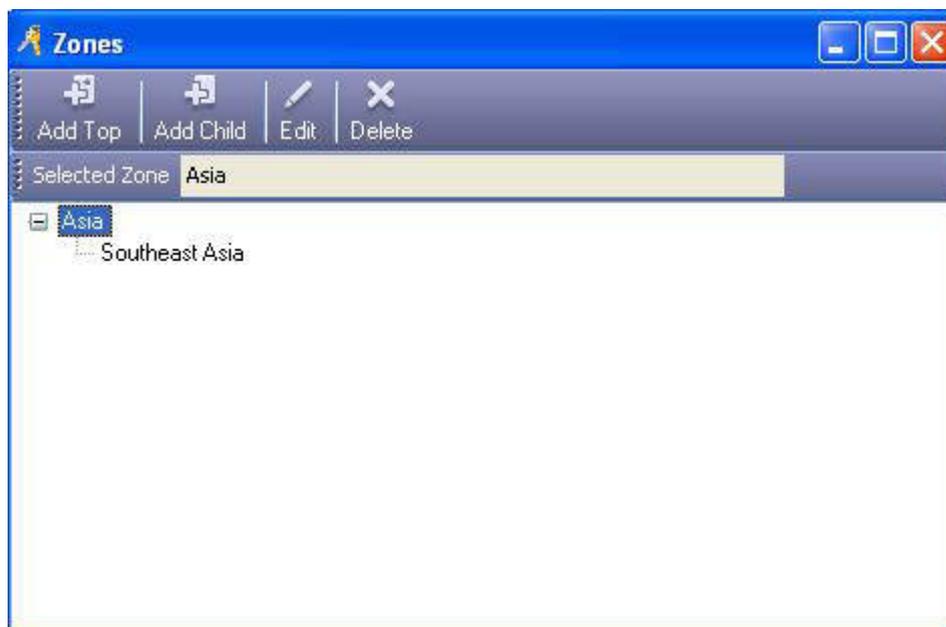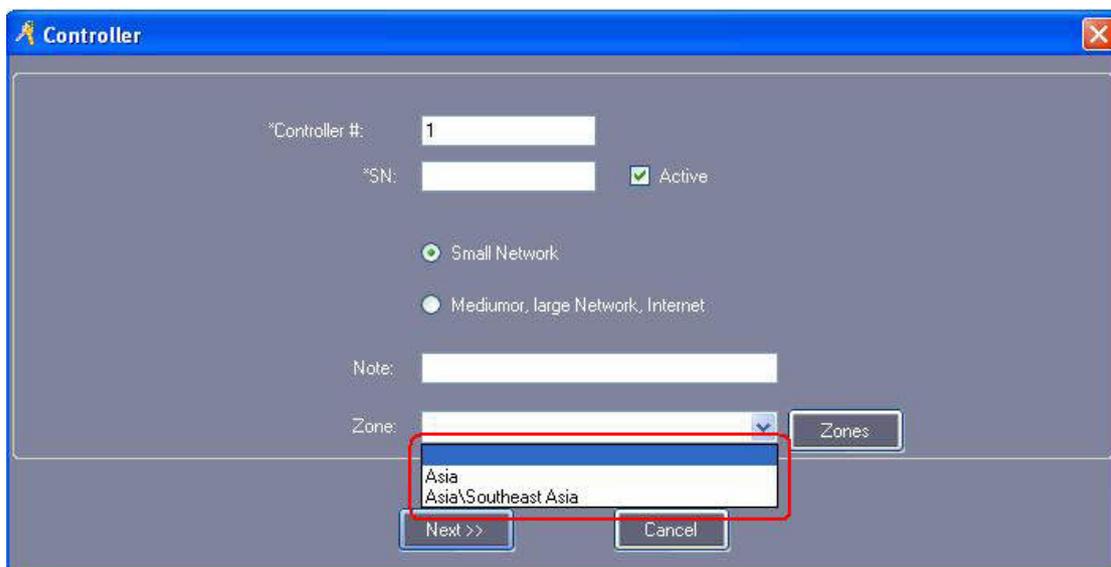

Click "OK"

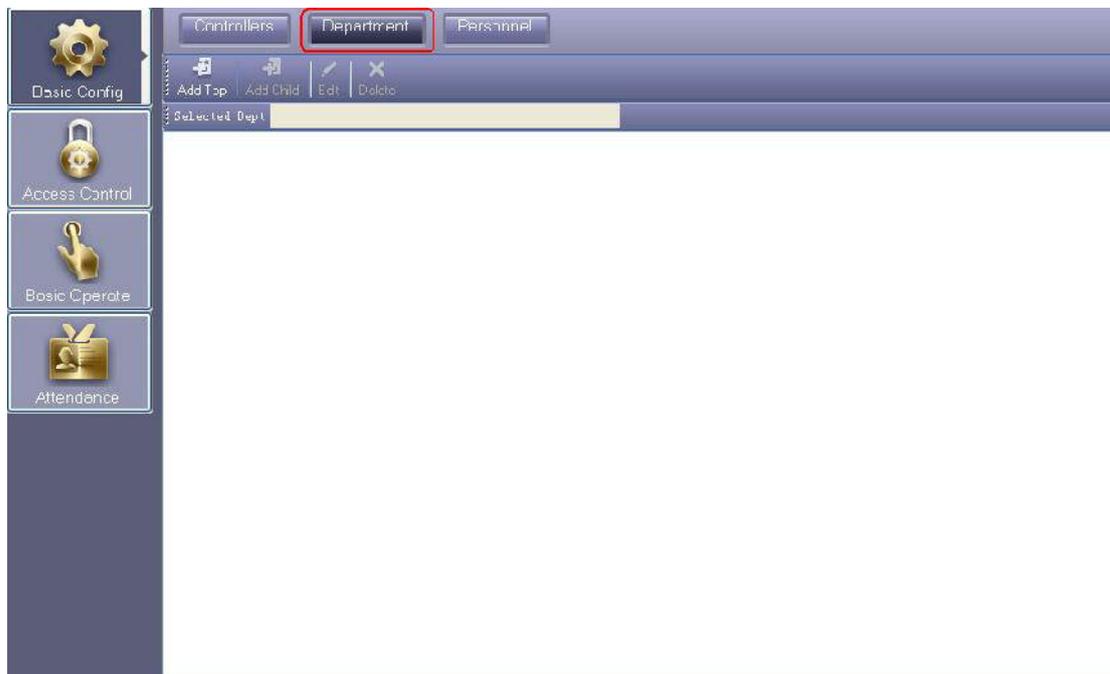Click the "Add Child" to add a new Child under the Top.

Click "OK"

Click

2.3 Operation of Department and Registered User

2.3.1 Add Department

Select【Basic Configure】>【Department】from the menu bar

click the [Add Top] to create a new department.

Click "OK"
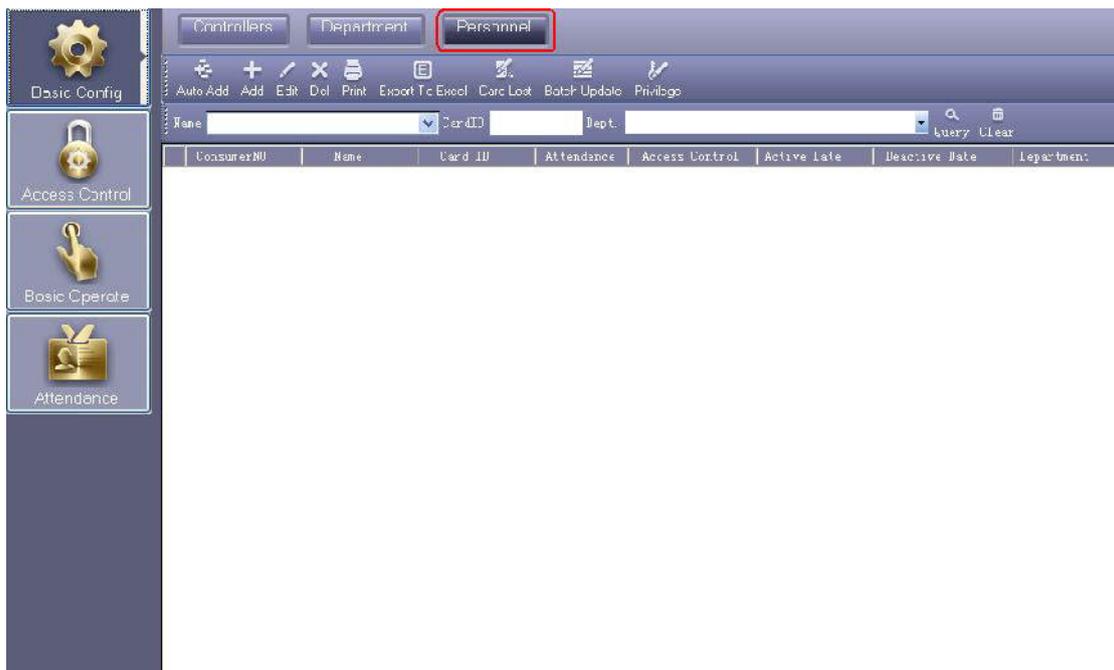
Click the [Add Child] to add a new Child under the Top.

Click "OK"

2.3.2 Add and Edit a User

Select 【Basic Configure】>【Personnel】from the menu bar

Click "Add" to add users.

Remark: "User No." and "Name" must input.

 After you input all information of the user, click this button, you complete adding a user to the system, Meanwhile it will remain show the user windows and wait for you input the next user's information.

Add photo, please consult the Excursus 5.1 How to display user's photo at Monitor.

Click "OK", This user has been added to the System.

User "Others" information

2.3.3 Auto Add the registration card

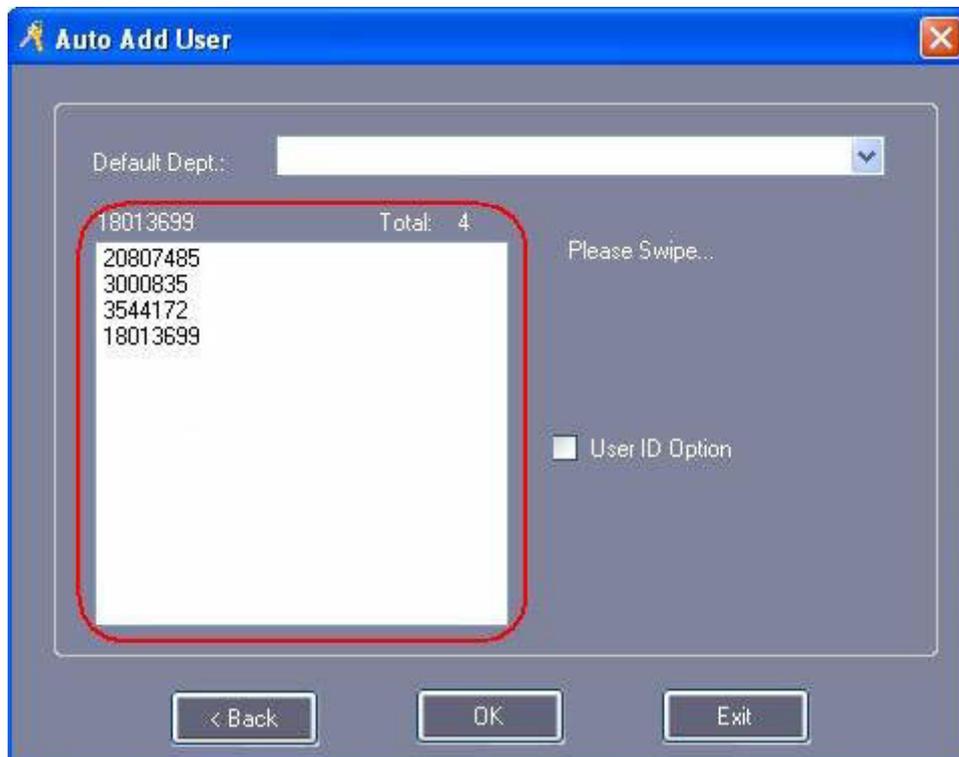Select【Basic Configure】>【Personnel】>【Auto Add】

If you selected "USBReader", must connect the assign card reader

(The model # for wiegand product is WG1028) with computer .

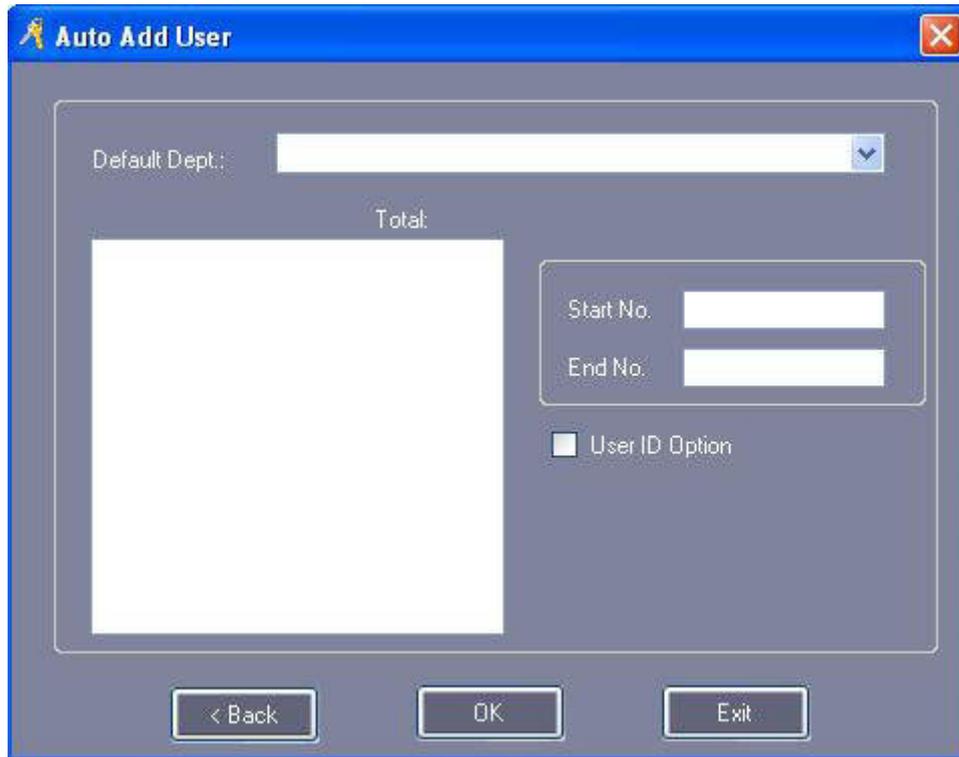Select "USB Reader" or "Controller", Click "Next"
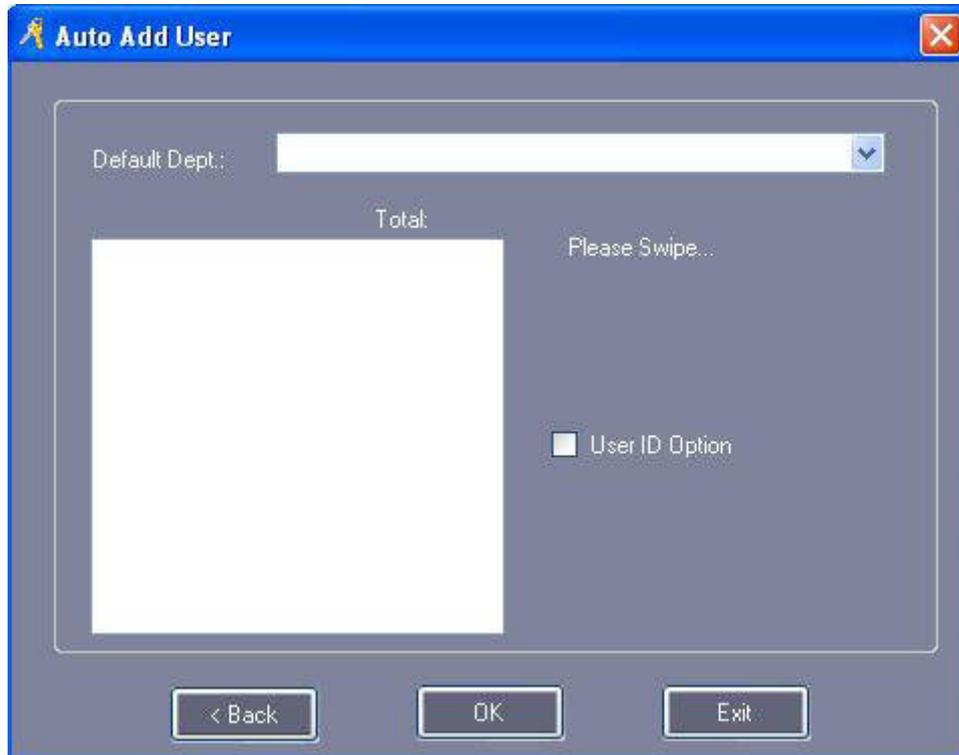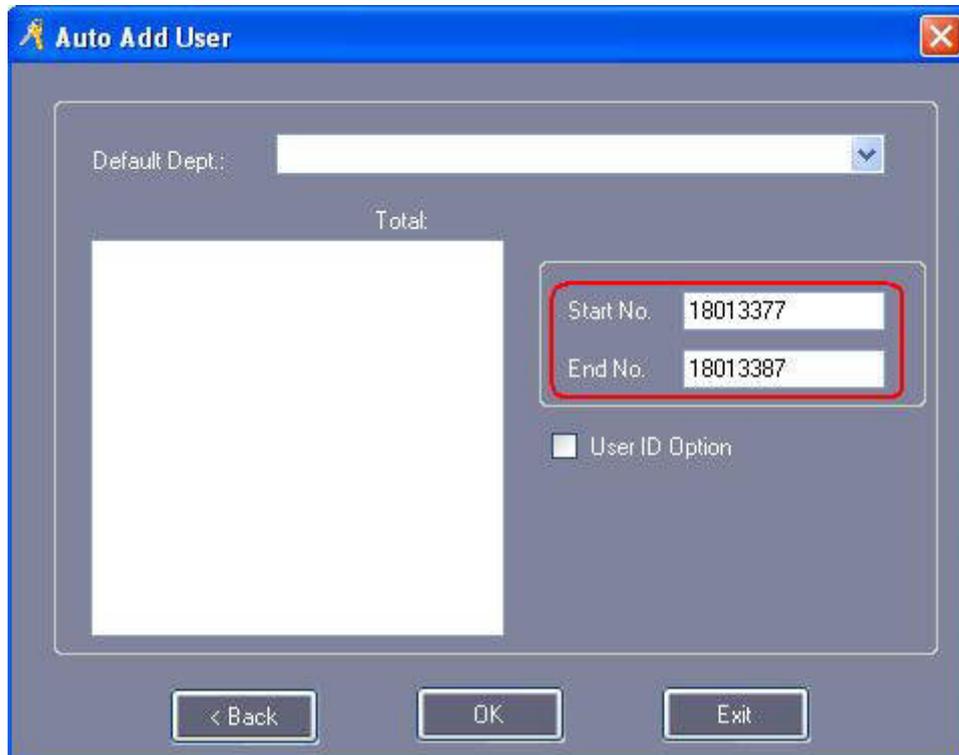

After the card swiping

Click "OK", Auto added to the Software.

Select "Manual Batch Input" ,Click "Next"

Manual Input "Start NO." and "End NO."

Click "OK", All users card auto added to the Software.

Attention: Auto add users, Name default is "N + Card Number"

2.3.4 Alter Single-user's Privilege

Please consult the chapter 2.4.1.2 Edit One User's Privilege.

2.3.5 Card Lost

If someone has lost his card, he must register the lost card, and then redistributes a new card to someone .The steps as follows:
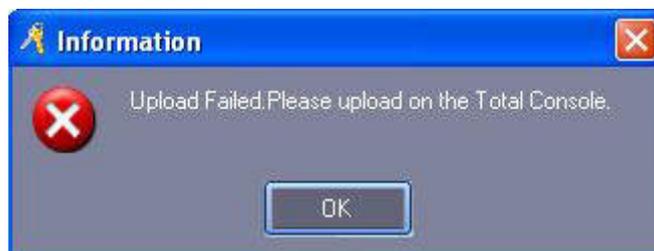
Select 【Basic Configure】>【Personnel】>【Card Lost】

Input "New Card ID" :18014987

Click "OK"

If the user card has privilege, after report the loss, Meanwhile upload to the control.

If the controller communication failure, display information "Upload Failed. Please upload on the Total Console, Show as follows:
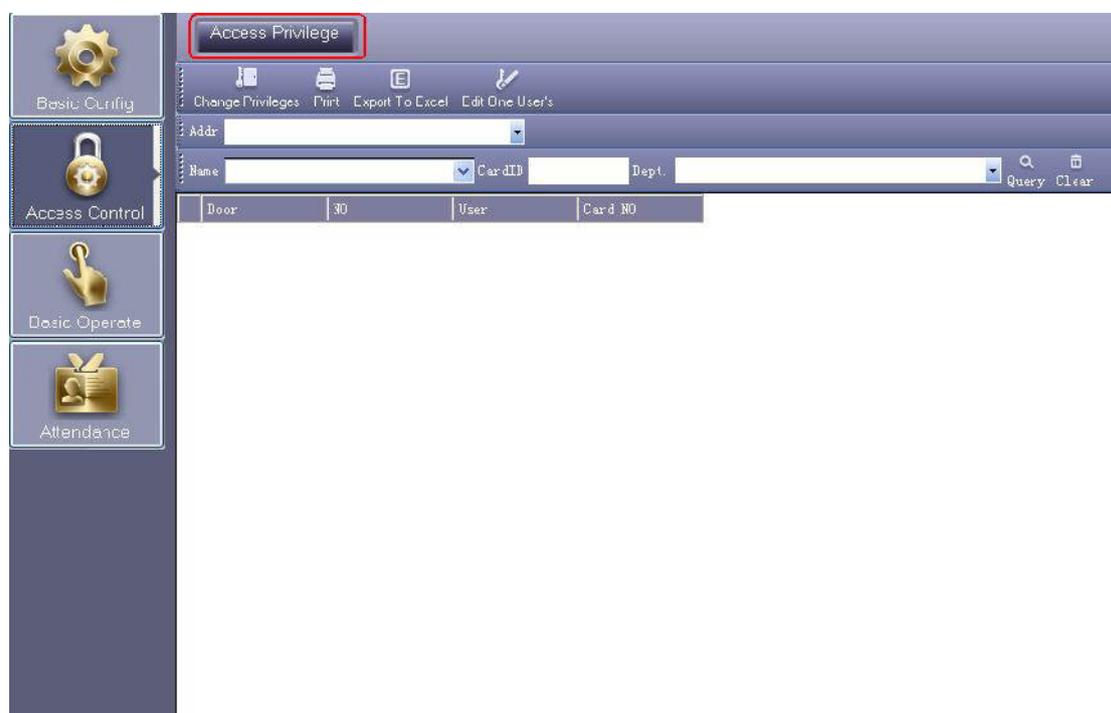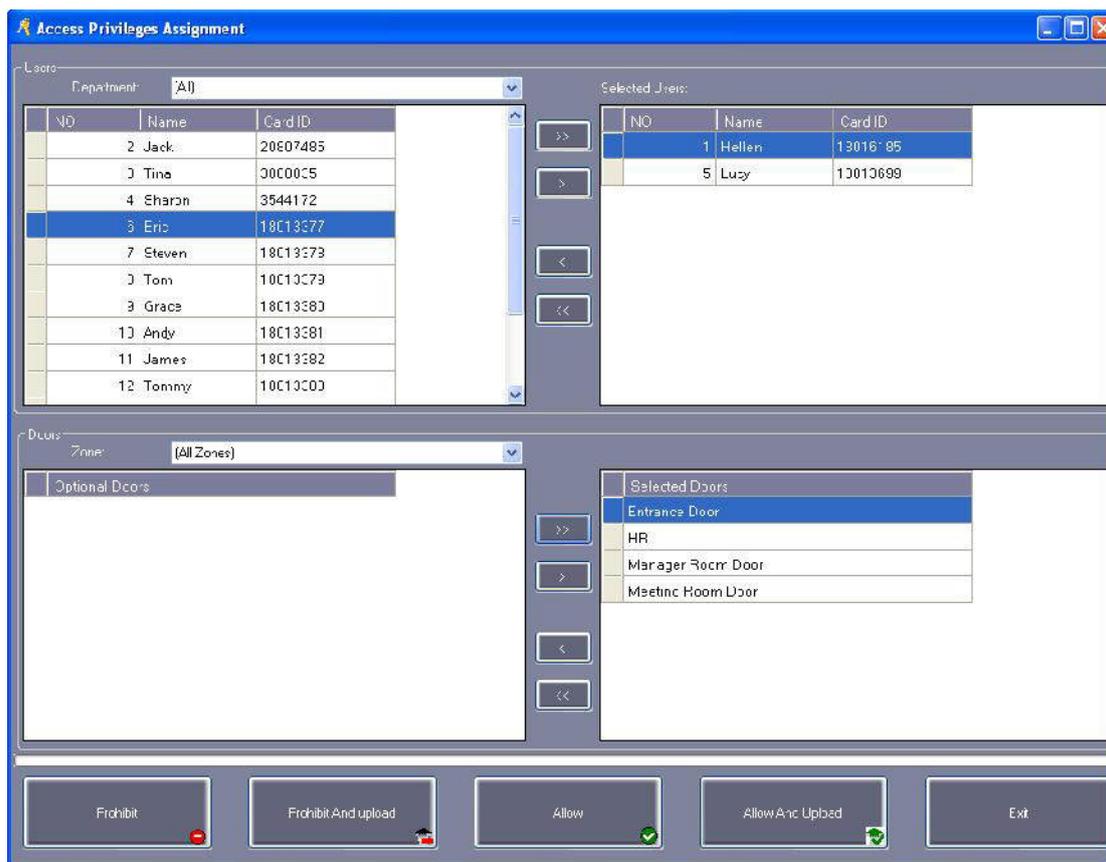

2.4 Basic Operate

2.4.1 Privilege Management

2.4.1.1 Access Privilege

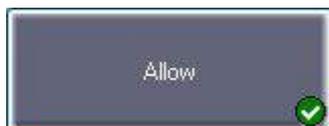Select【Access Control】>【Access Privilege】from the menu bar or shortcut.

Click
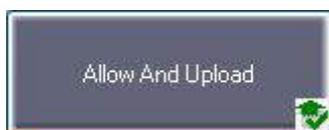
"≫":Select all "Users" or Select all "Optional Doors"

">":Select one "Users" or Select one "Optional Doors".

"<": Cancel one "Selected Users" or Cancel one "Selected Doors".

"≪":Cancel all "Selected Users" or Cancel all "Selected Doors".

 After clicking this button, and then **basic operation << upload**, the selected users can pass through selected doors.

 After clicking this button, the selected users can pass through selected doors.
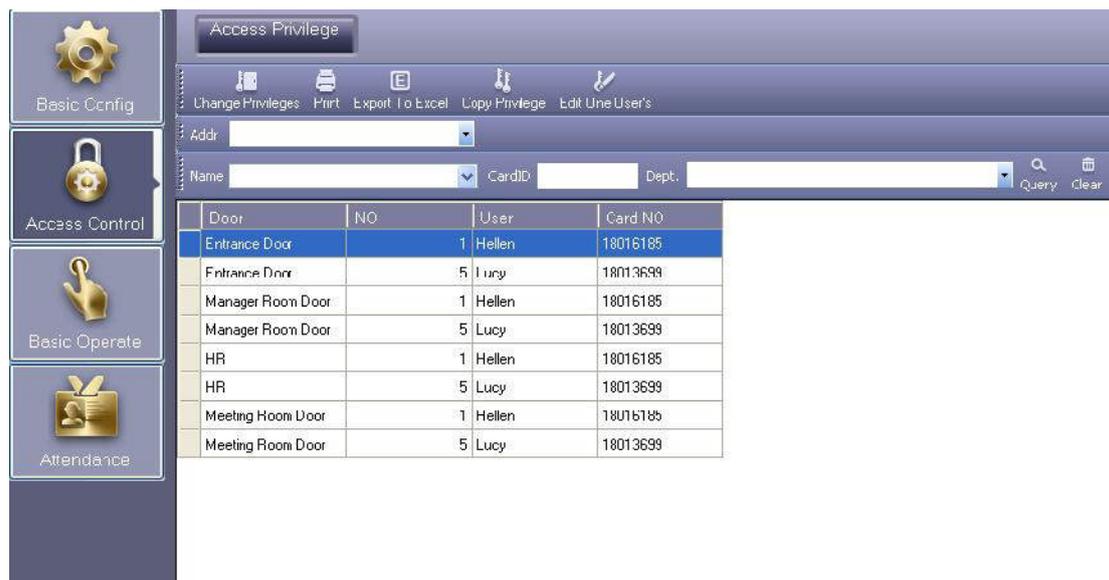
 After clicking this button, and then **basic operation << upload**, the selected users can't pass through selected doors.
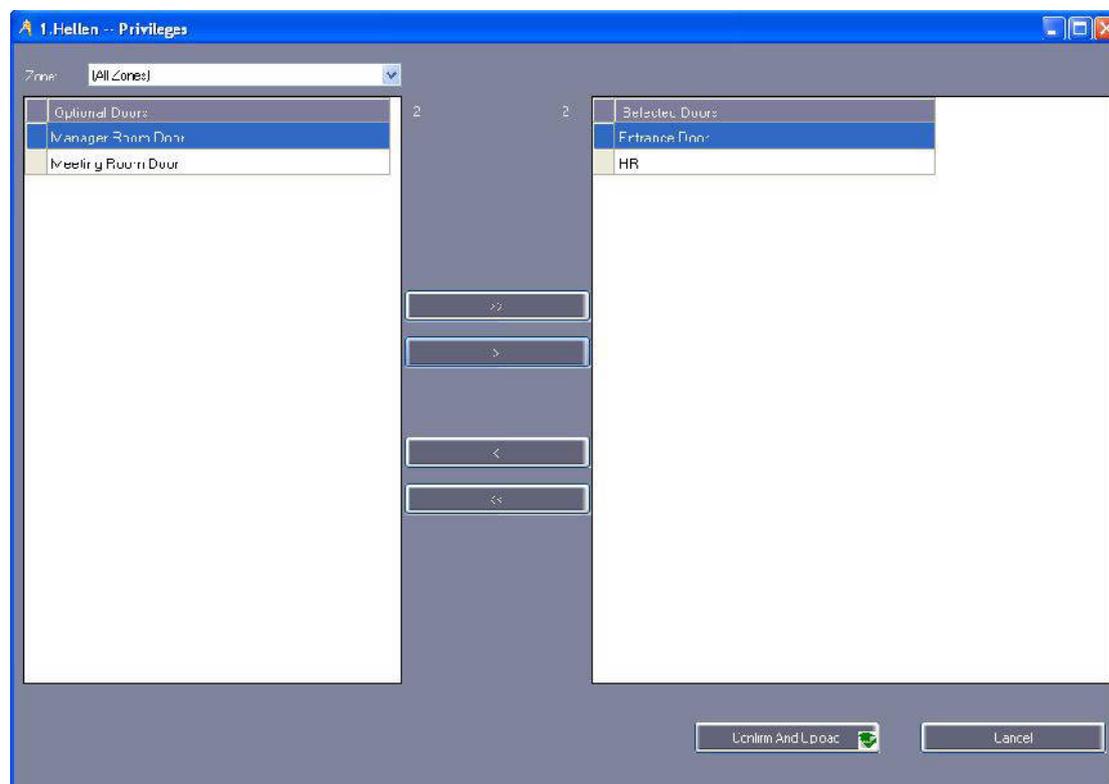
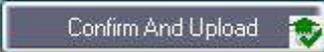 After clicking this button, the selected users can't pass through

selected doors.

    After adding all privilege into the system, you must go to the **basic operate <<**
upload the operation, please consult (Chapter 2.5.2 Upload Setting).

2.4.1.2 Edit One User's Privilege

">>": Select all "Optional Doors"

">": Select one "Optional Doors"

"<": Cancel one "Selected Doors"

"<<": Cancel all "Selected Doors"

[Confirm And Upload] If you add "Optional Doors" or cancel "Selected Doors", Click this button, and Upload to the control, you can pass through "Selected Doors".

2.5 Console

Select 【Basic Operate】>【Console】 from the menu bar .The console window contains many basic operations. For example, "Check", "Adjust Time", "Upload", "GetRec" and "Monitor".

2.5.1 Controller's Info Check

Select 【Basic Operate】>【Console】>【Check】from the menu bar
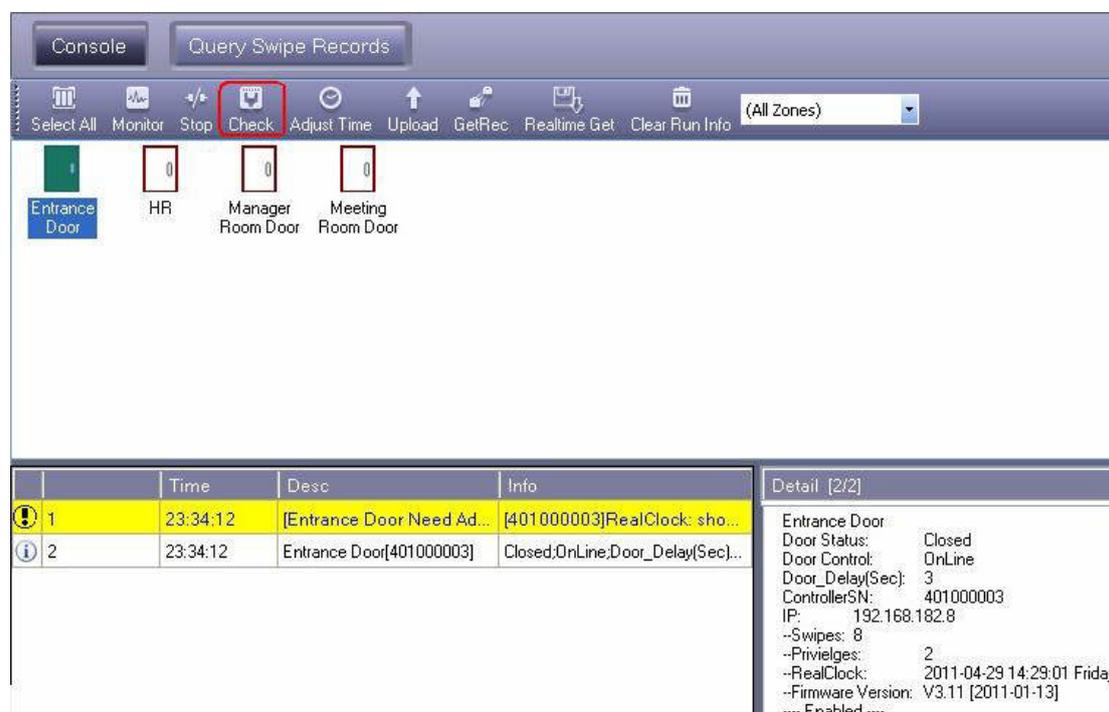
It will show the control's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , and otherwise the color is red.
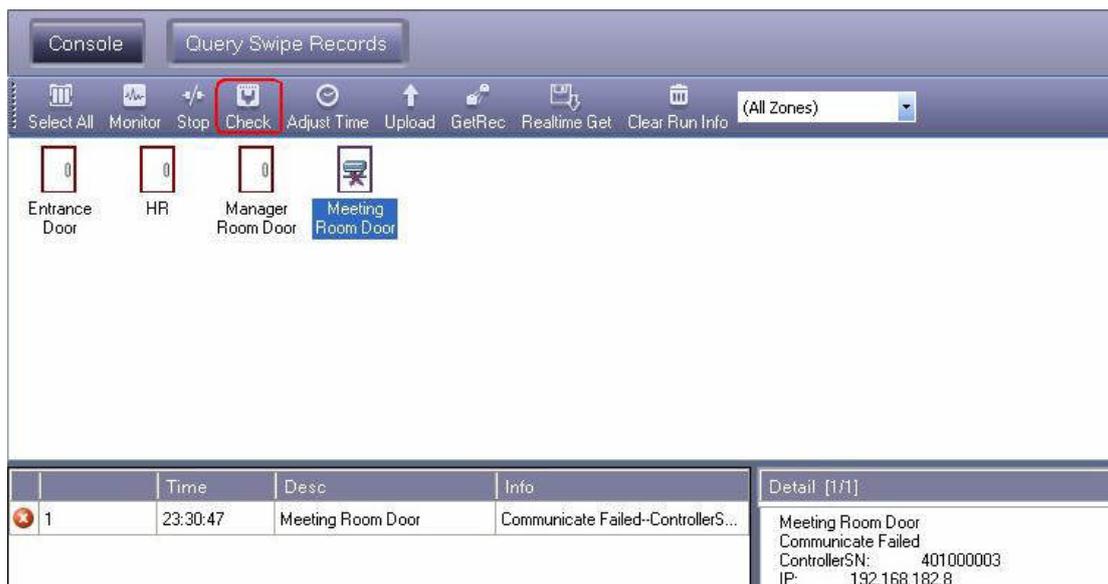
2.5.2 Upload Setting

Select 【Basic Operate】>【Console】>【Upload】from the menu bar
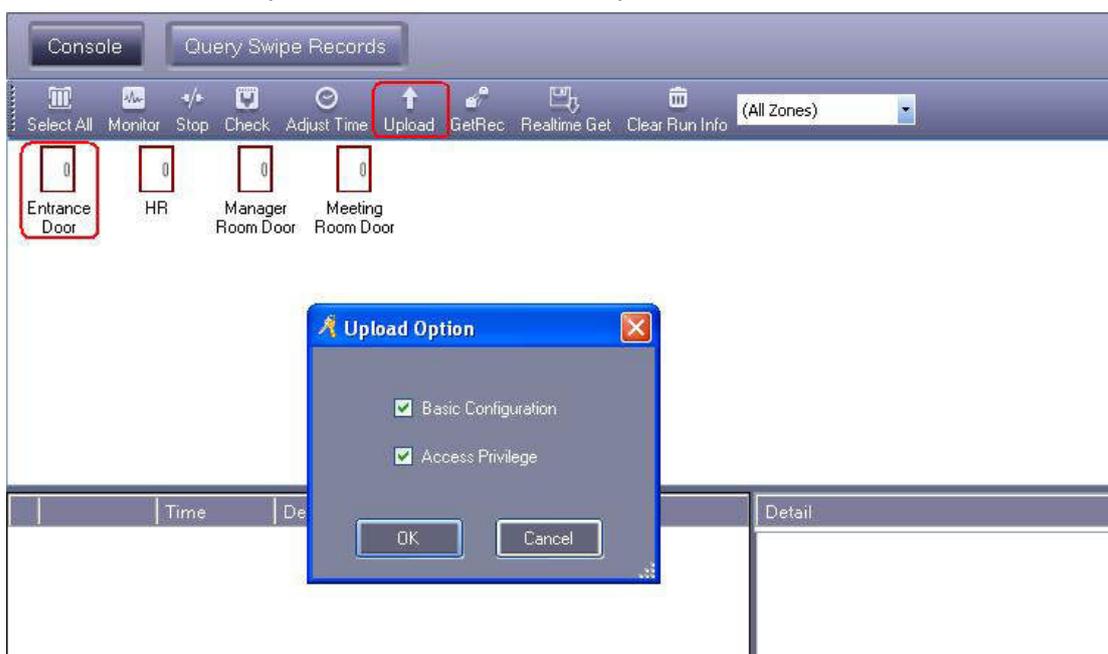
Click "OK"
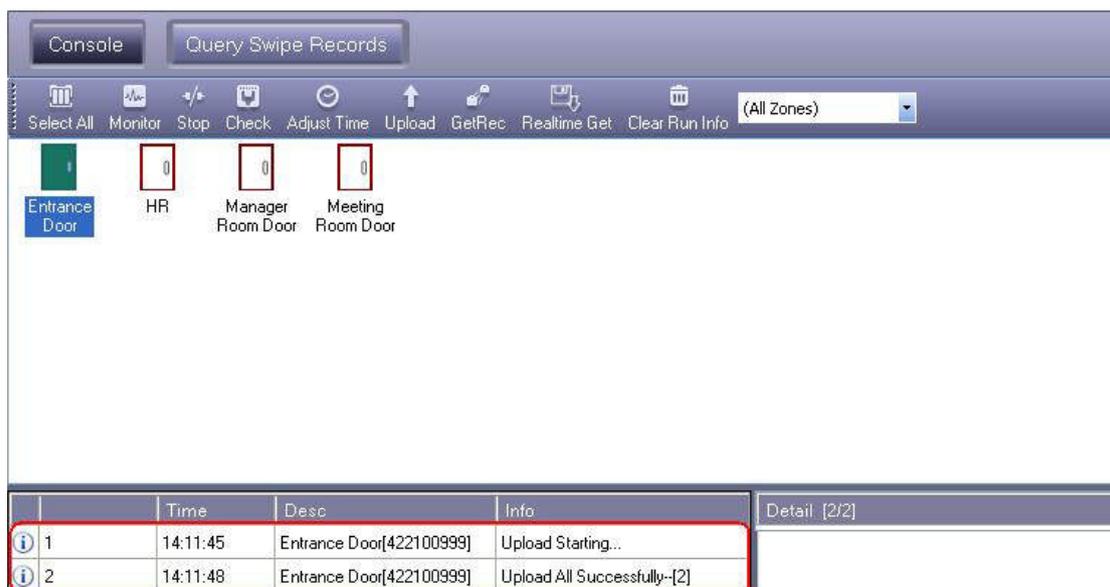
If there have setting any information, you must upload the database' configuration to access controllers in order to keep the software have same information with controllers.

2.5.3 Real-time Monitoring

Select【Basic Operate】>【Console】>【Monitor】from the menu bar
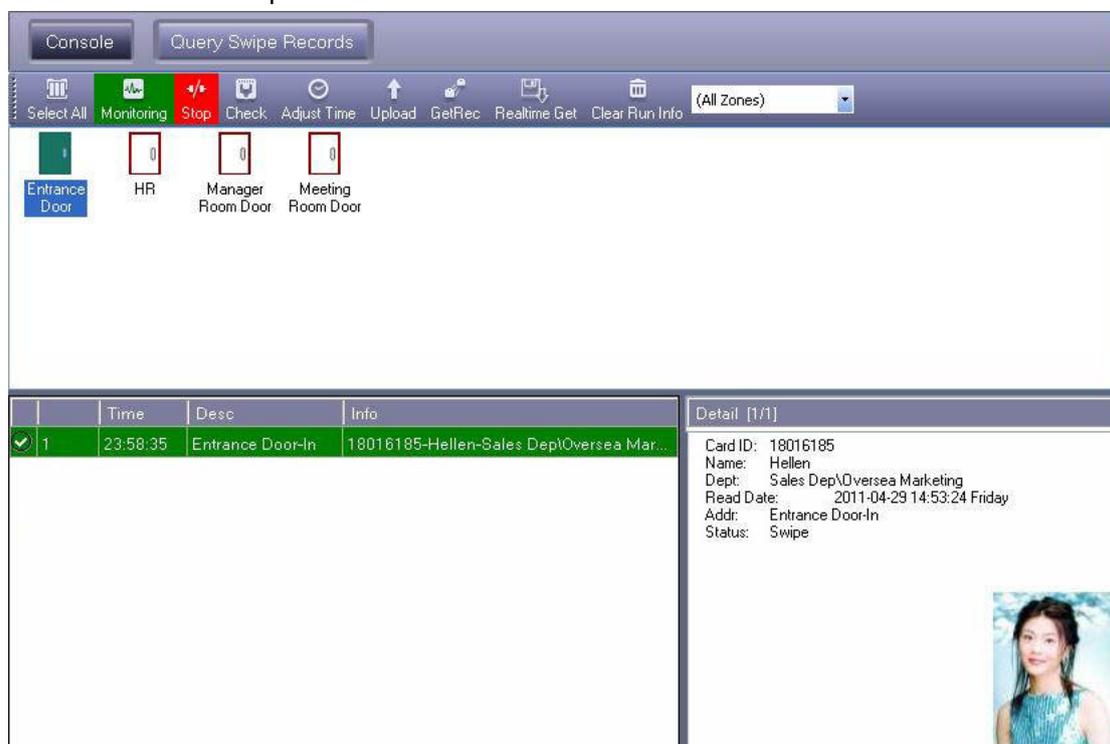
2.5.4 Display More Swipes

Only display swipe card records.
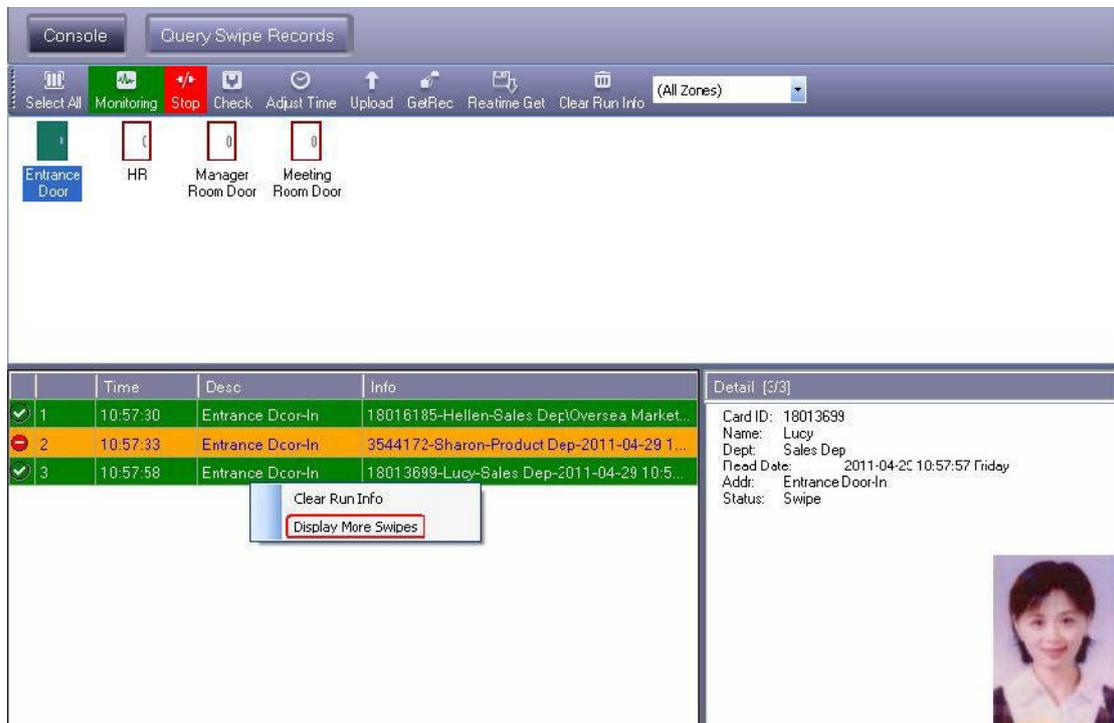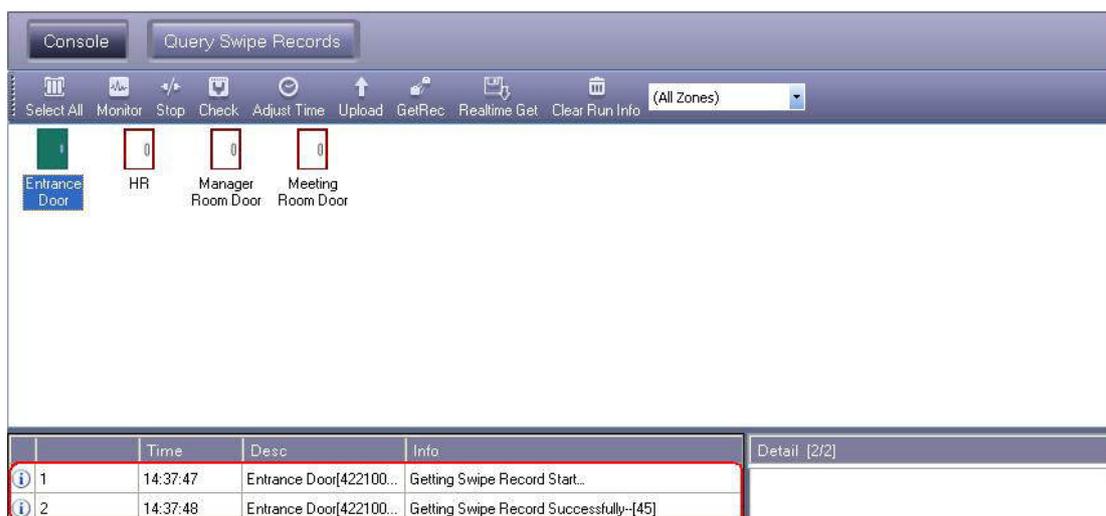

Right click card records, select "Display More Swipes".

Right click "Photo". You can adjust the display of information.

2.5.5 Download Records

Select【Basic Operate】>【Console】>【GetRec】from the menu bar

 : Collect the access controller's records to database.

2.6 Records Query

Please "GetRec" Records and then query.
Select【Basic Operate】>【Query Card Records】from the menu bar

If you want to query by "Addr", Click "Query Option"

Query result as follows:

2.7 Tools

2.7.1 Change Password

Change operator's password.

Select【Tools】>【Edit Operator】

Modify the Name and password for abc operator.

Input "New Password" and "Confirm Password" must be the same, After the modify current password, Re-login to take effect.

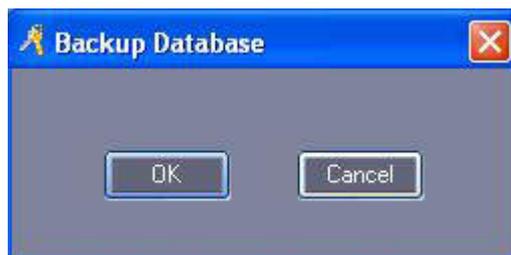**Remark:** Only one abc user disaply the interface above.

Active "Operator Management" in the "Extended Functions" enabled, if have more than one operator will display"change password".
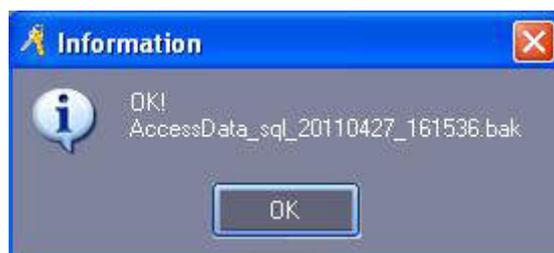

【Change Password】

2.7.2 DB Backup

Select【Tools】>【DB Backup】

Click "OK"

Click "OK", This backup file is saved in database under the default installation path. "C:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\Backup"

2.7.3 Language Option

Select【Tools】>【Option】

Select "English", Software interface language displays in English

Select "简体中文",Software interface language displays in Simplified Chinese.

Select "Auto Login", In "Login" windows, you don't need to input "User Name" and "Password".

Part 3   Extended Function

Select【Tools】>【Extended Functions】from the menu bar

If you want to Activate the Extended Function . please input the password .

Please ask provider for password.

The extended function list is as follows:
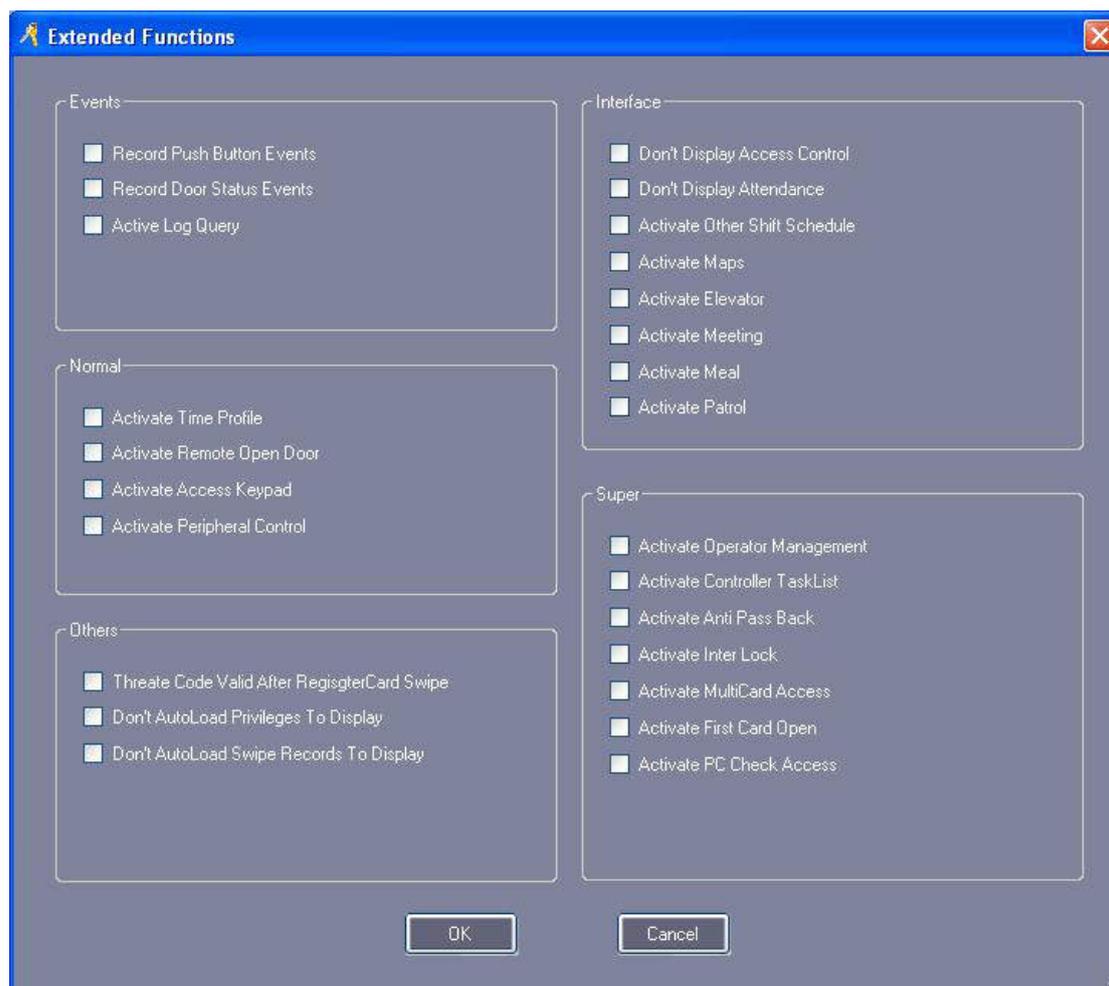
If you want to use "Events", "Interface", "Normal", "Super", "Others" in the function, must mark this ☐ with ✔ to active this function, Then, Re-Login the software.
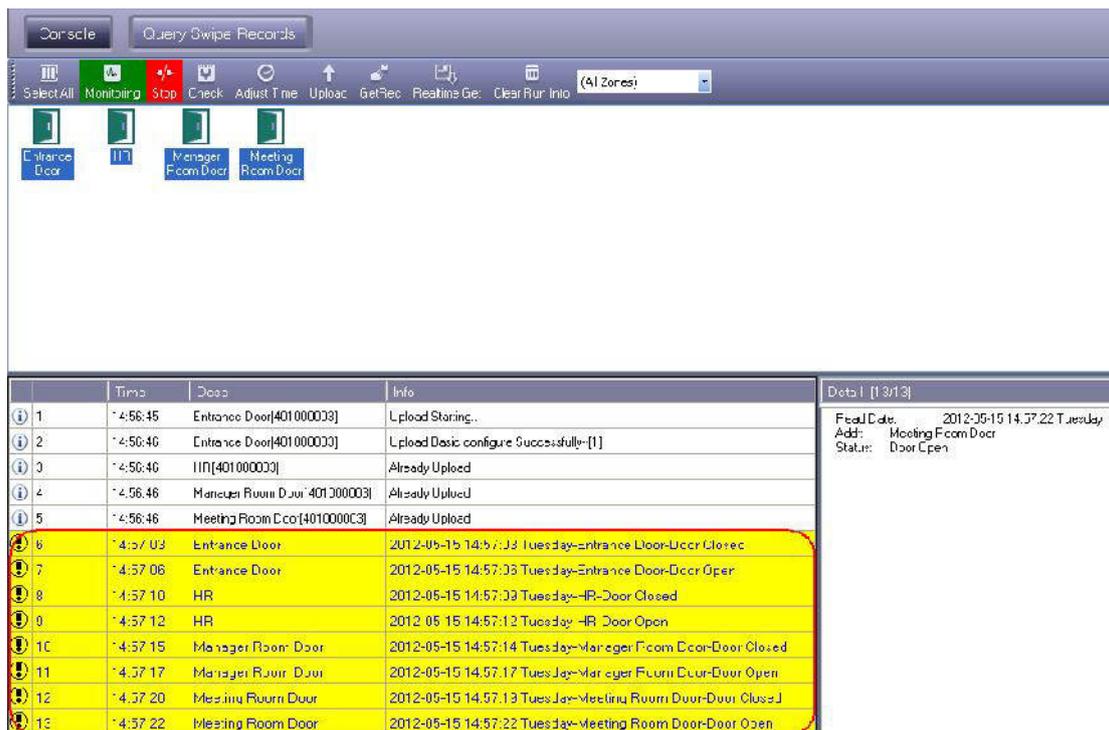
3.1 Events

3.1.1 Record Push Button Events

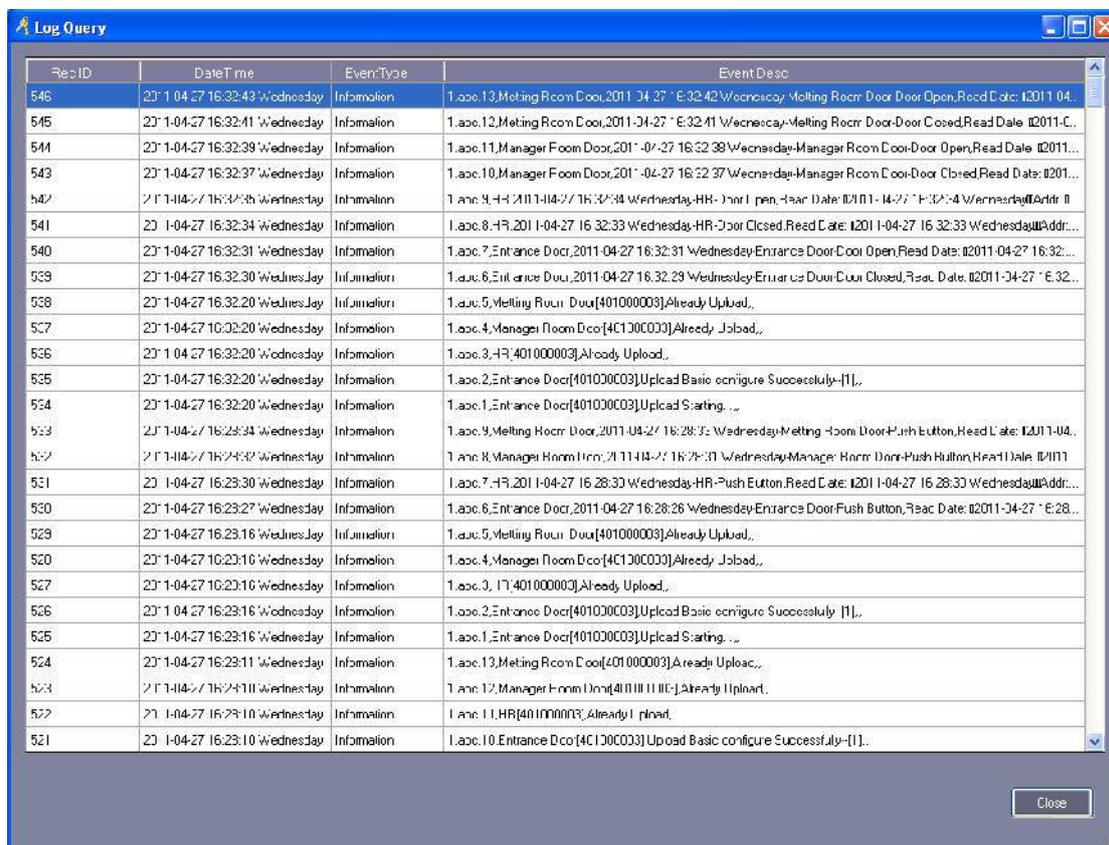Record each time the button operation, active this function, you must upload to console.

3.1.2 Record Door Status Events

Record "Door Open" and "Door Closed" time. Must connect MenCi.
Active this function, you must upload to console.

3.1.3 Active Log Query

Select【Tools】>【Log Query】

3.2 Interface

3.2.1 Activate Elevator

Into the "Extended Function", In front of "Activate Elevator" mark this ☐ with ✔ to active this function.

3.2.1.1 Add Elevator

Select【Basic Config】>【Controllers】,Click "New".

The details please reference chapter 2.2 Parameter Settings of Equipment.

Click "Next".
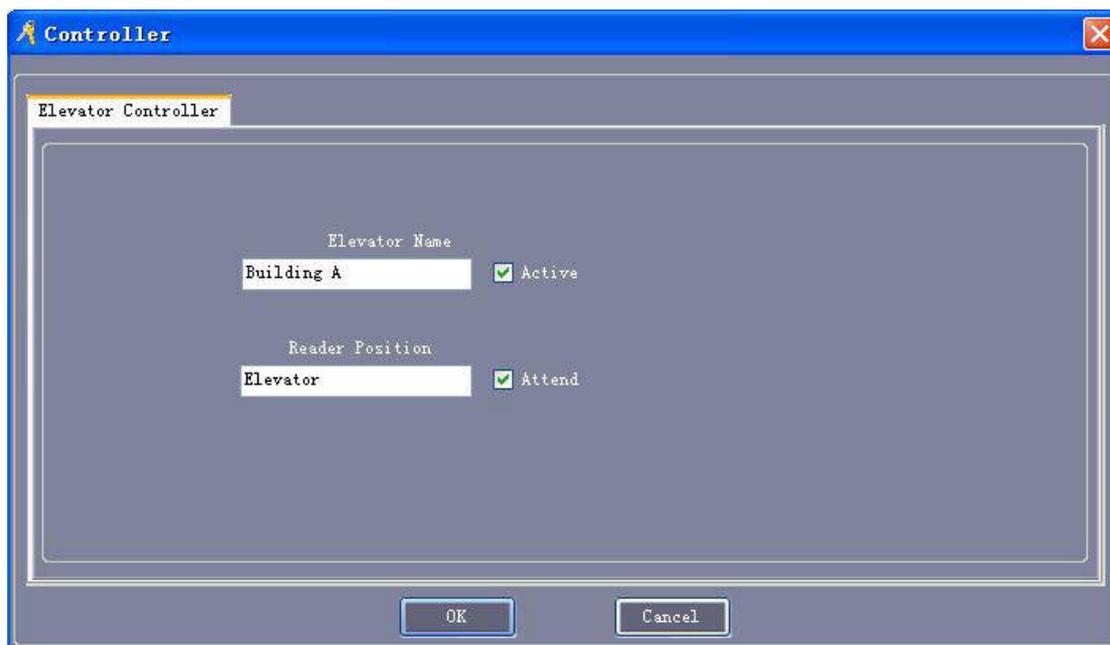
Click "OK".
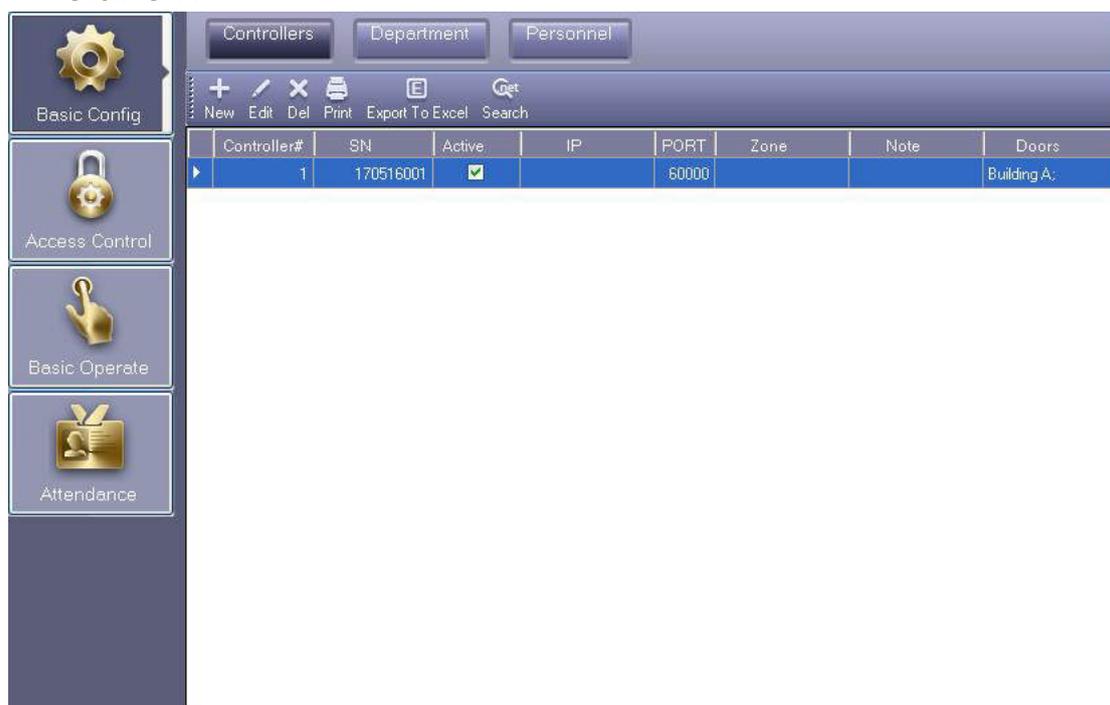
3.2.1.2 Elevator Management

Select【Tools】>【Elevator Management】.

3.2.1.2.1 Floor Management

Click "Floors", Enter into the floor management interface.

Floor Name: Click can be modified. Default value is "_1 Floor" and the corresponding Floor-Relay NO."1"
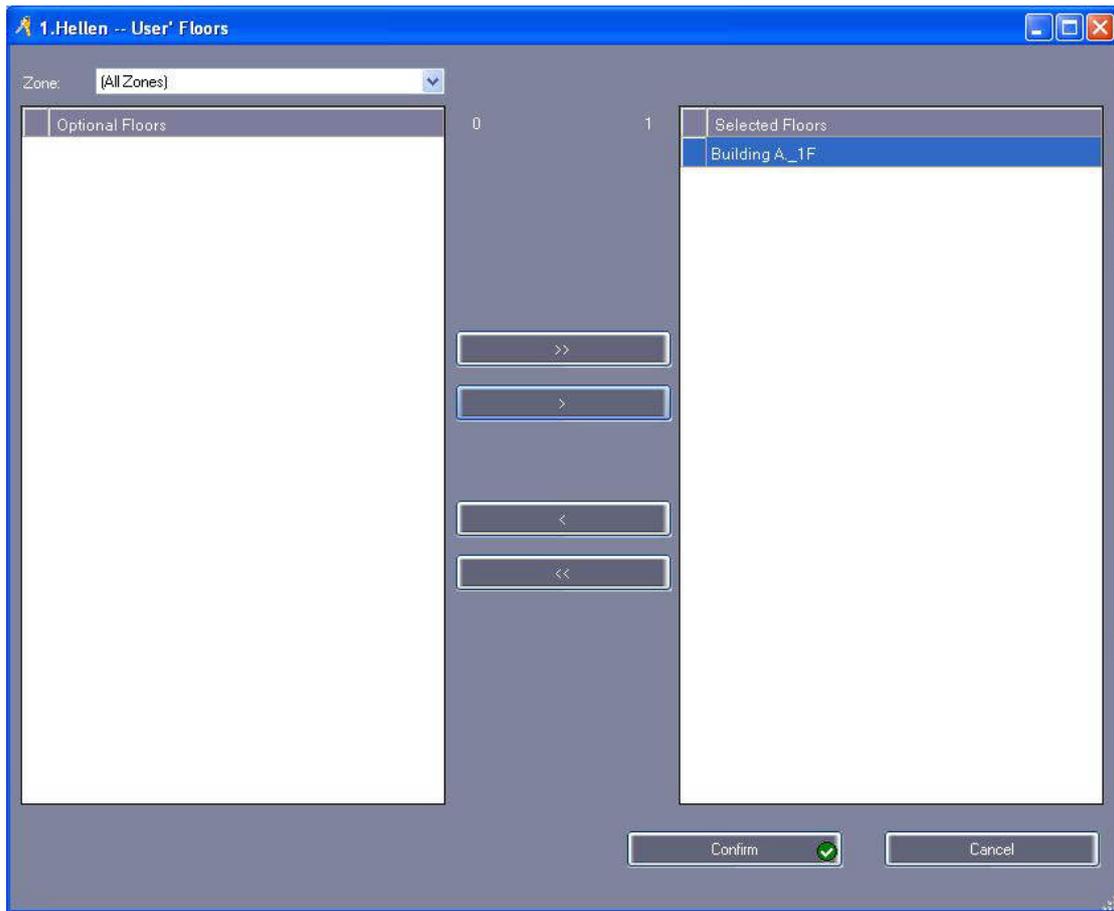
【Add Floor】

Fill in "Floor Name" , select "Elevator" and "Floor-Relay NO", Click "Add". If you do not need to re-fill, Click "Add".
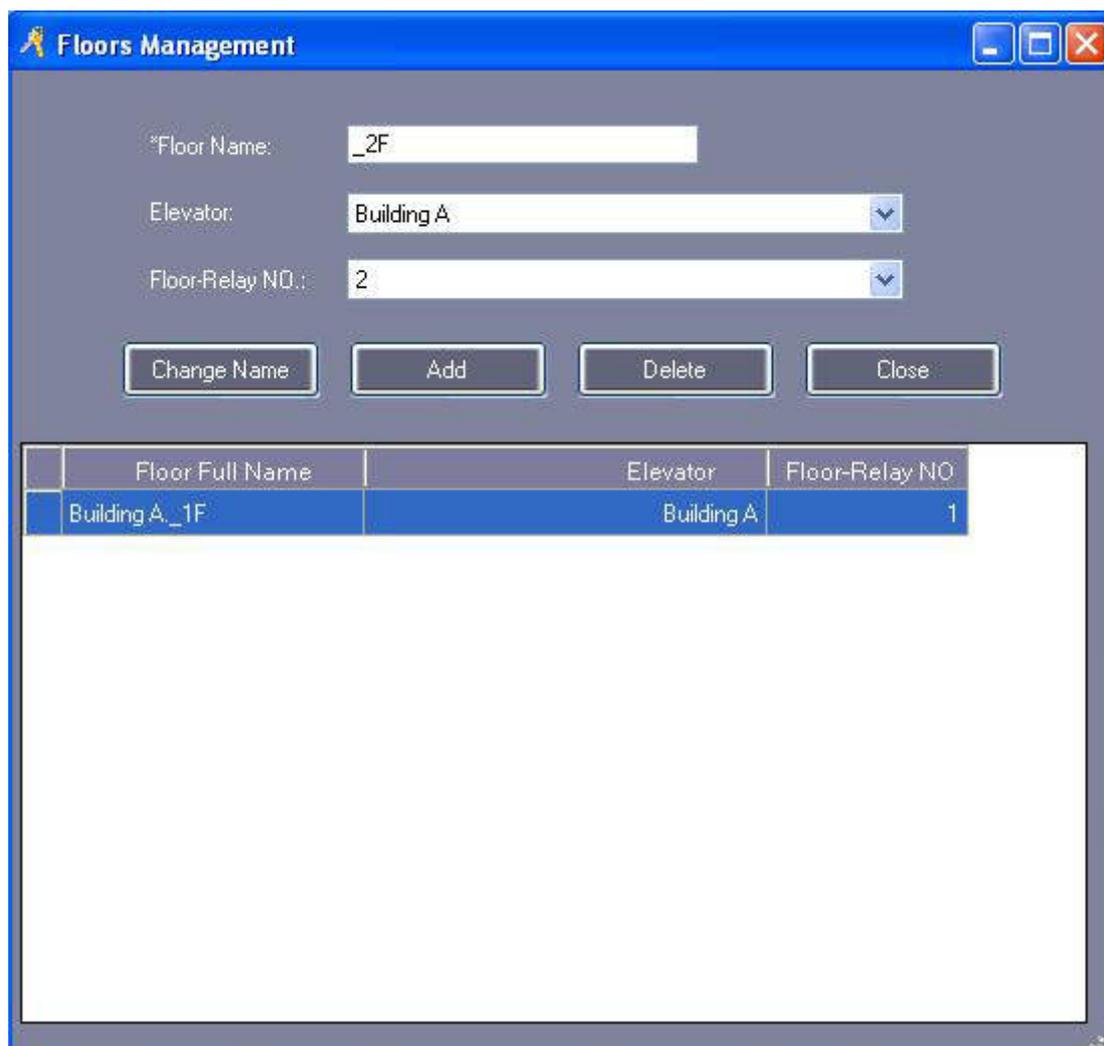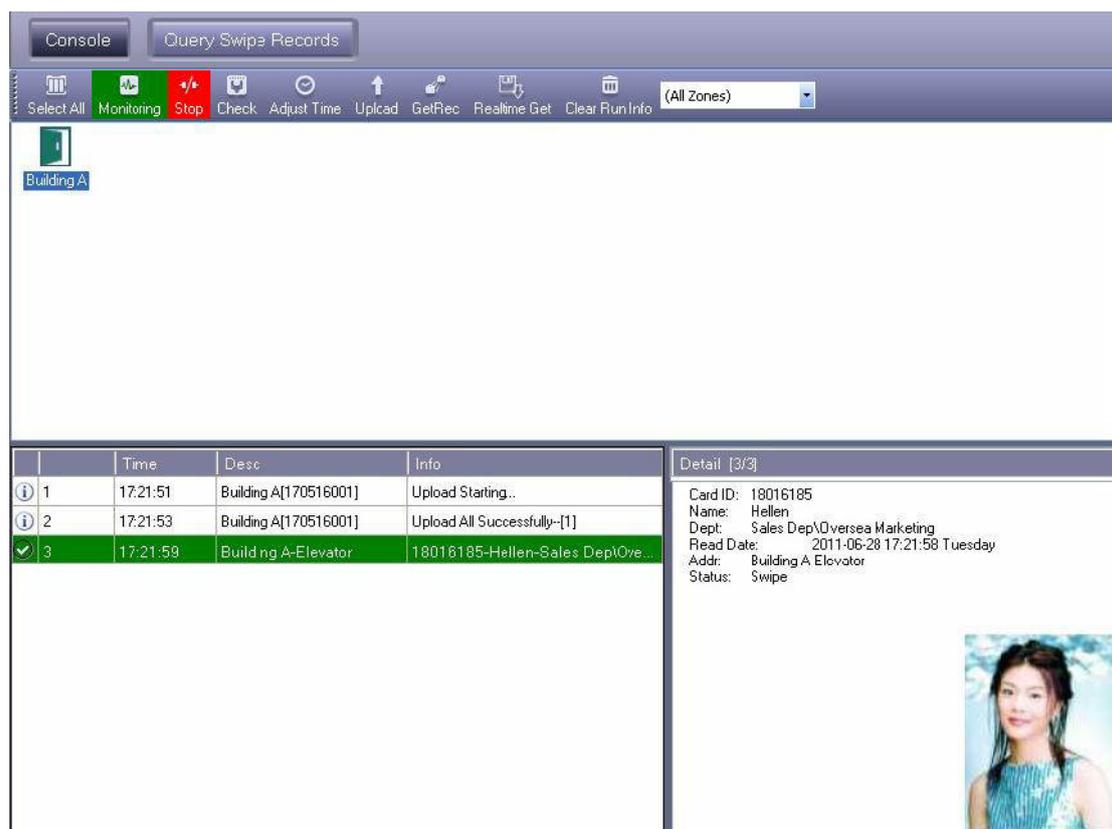
3.2.1.2.2 Set user up to floor

Fist selected user, Then click "User_Floor".

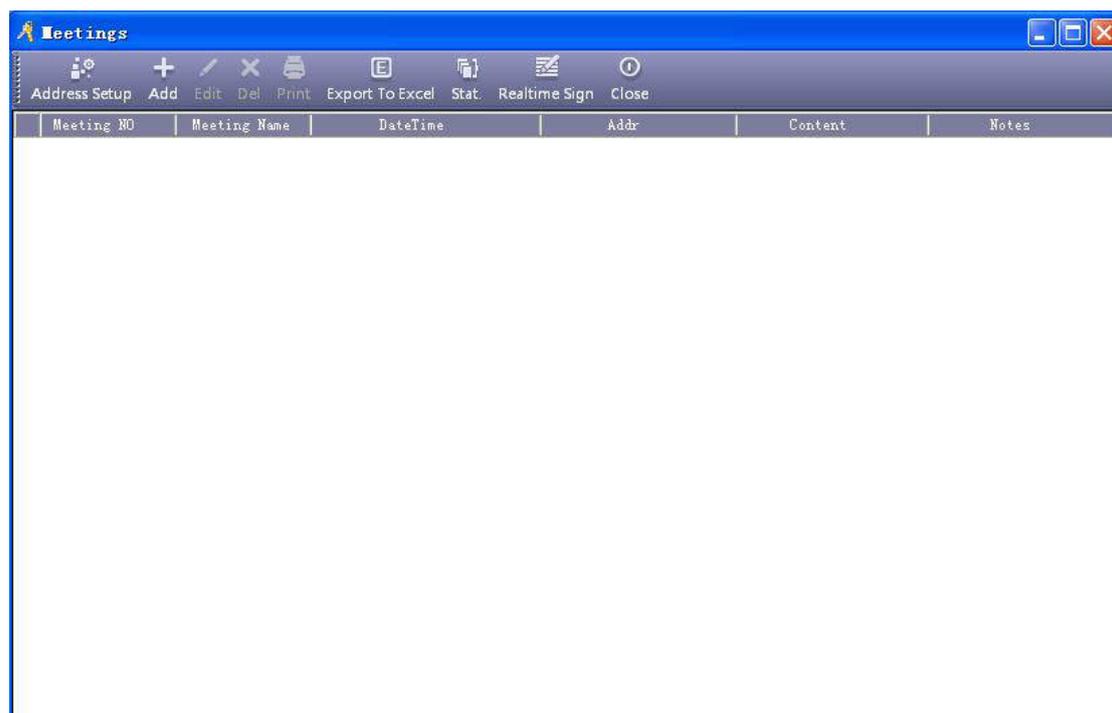Example: Set "Hellen" up to "1 Floor".

Click "Confirm", Back to "Console" click "Upload". Then Swiping Card, "Hellen" will be enter into 3rd floor.
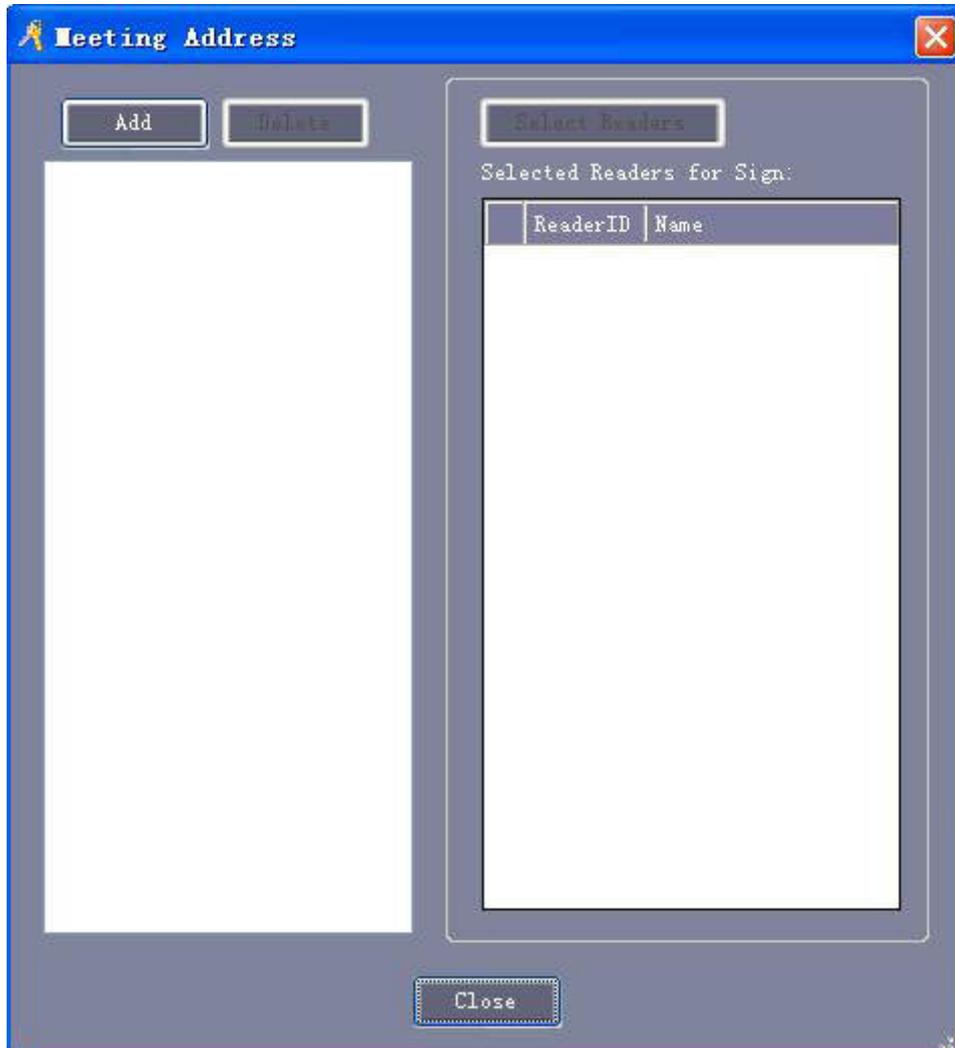
3.2.2 Activate Meeting

Enter "Extended Function", In front of "Activate Meeting" mark this ☐ with
✔ to active this function.
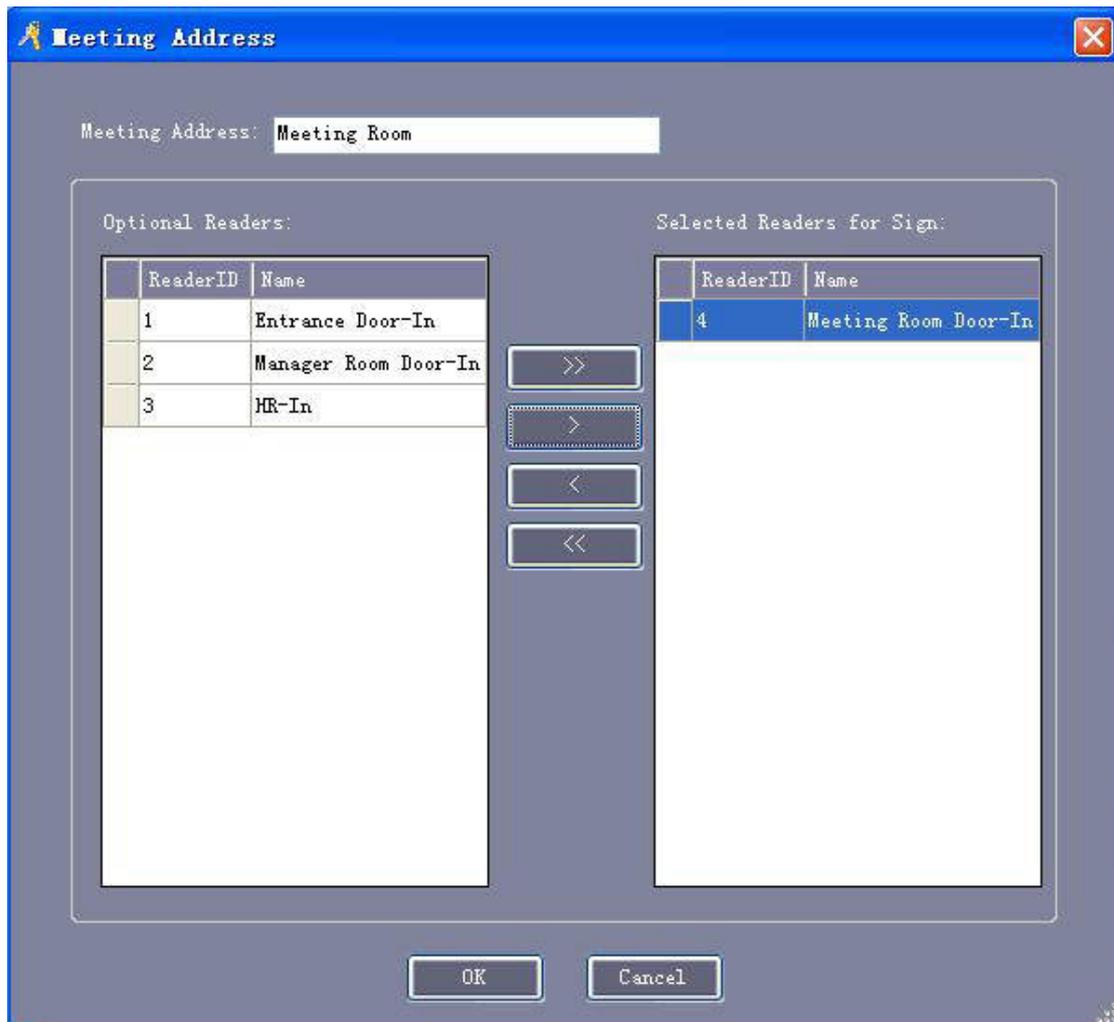After Active this function , Re-login software. Select【Tools】>【Meeting Sign】.

3.2.2.1 Address Setup

Click "Address Setup", Enter into the Address Setup interface.
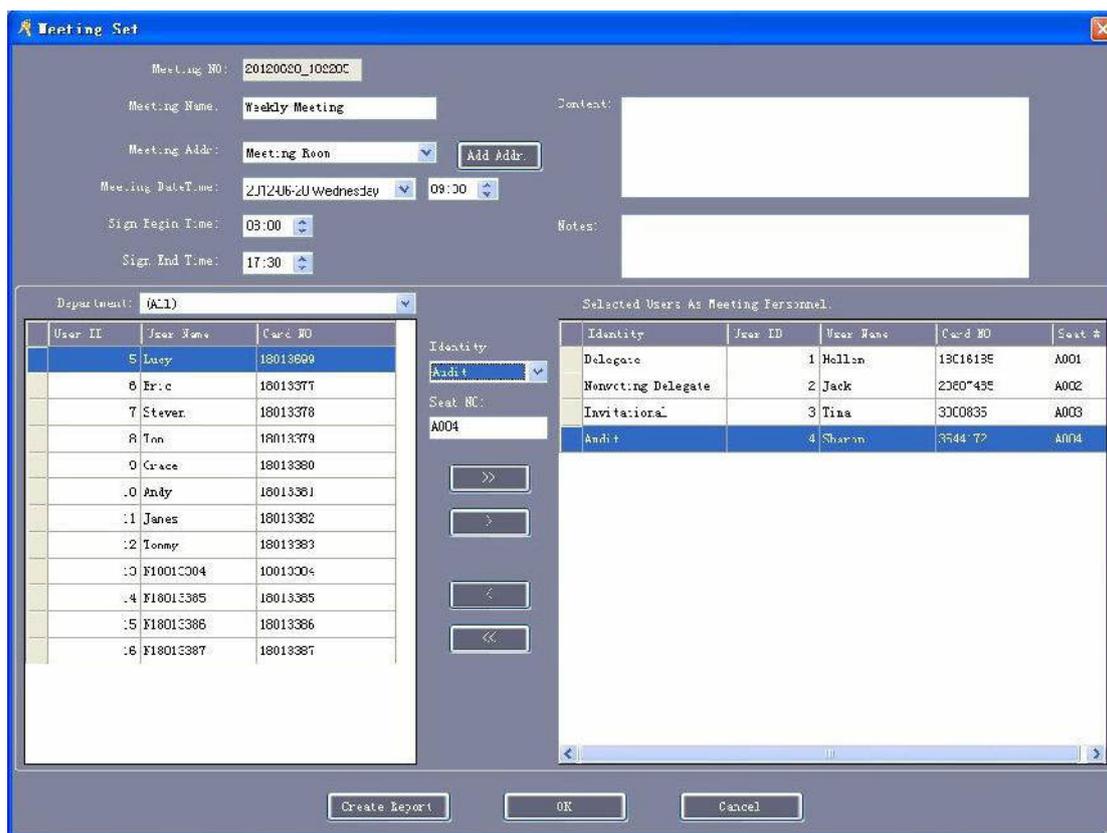

Click "Add" to add the Meeting Address.

You must input a "Name" at the "Meeting Address."

3.2.2.2 Add Meeting

Click "Add", At the meeting interface.
Eg: Add "Weekly Meeting".

【 Identity 】 : Have "Delegate"、"Nonvoting Delegate" 、"Invitational" 、 "Audit"、
"Employee" 、"Other"

Modify the meeting, Click "Edit", At the meeting interface.
Delete meeting, Click "Delete", At the meeting interface.

3.2.2.3 Meeting Stat

Click "Stat", Detailed statistical a single meeting attendance. Can statistical
"Should" 、"In Fact" 、"Leave" 、"Absent" 、"Late" 、"Total statistical" and "Calculate
participants rate".

3.2.2.4 **Realtime Sign**

Click "Real –time Sign", Real –time attendance of the meeting.

3.2.3 Active Meal

Enter the "Extended Function", In front of "Activate Meel" mark this ☐ with
✔ to active this function.
After Active this function , Re-login software. Select【Tools】>【Const Meal】.
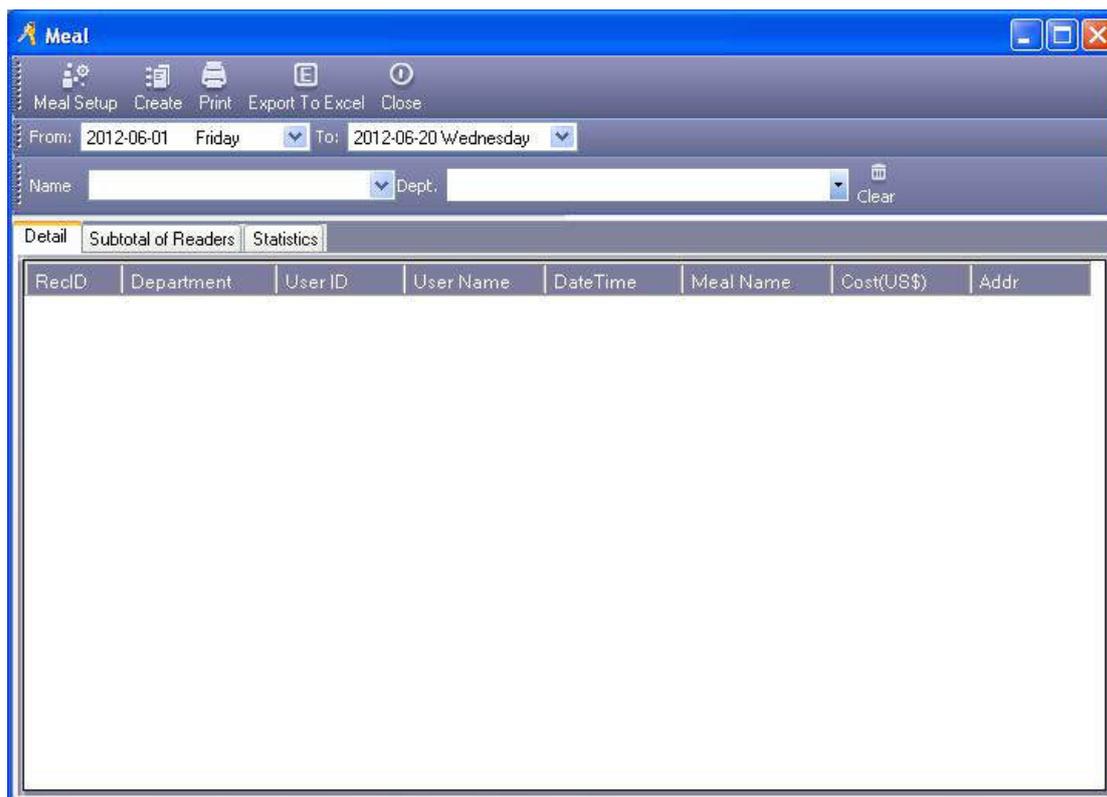
3.2.3.1 Meal Setup

3.2.3.1.1 Readers

Click "Meal Setup", At the meal interface, Select "Readers".
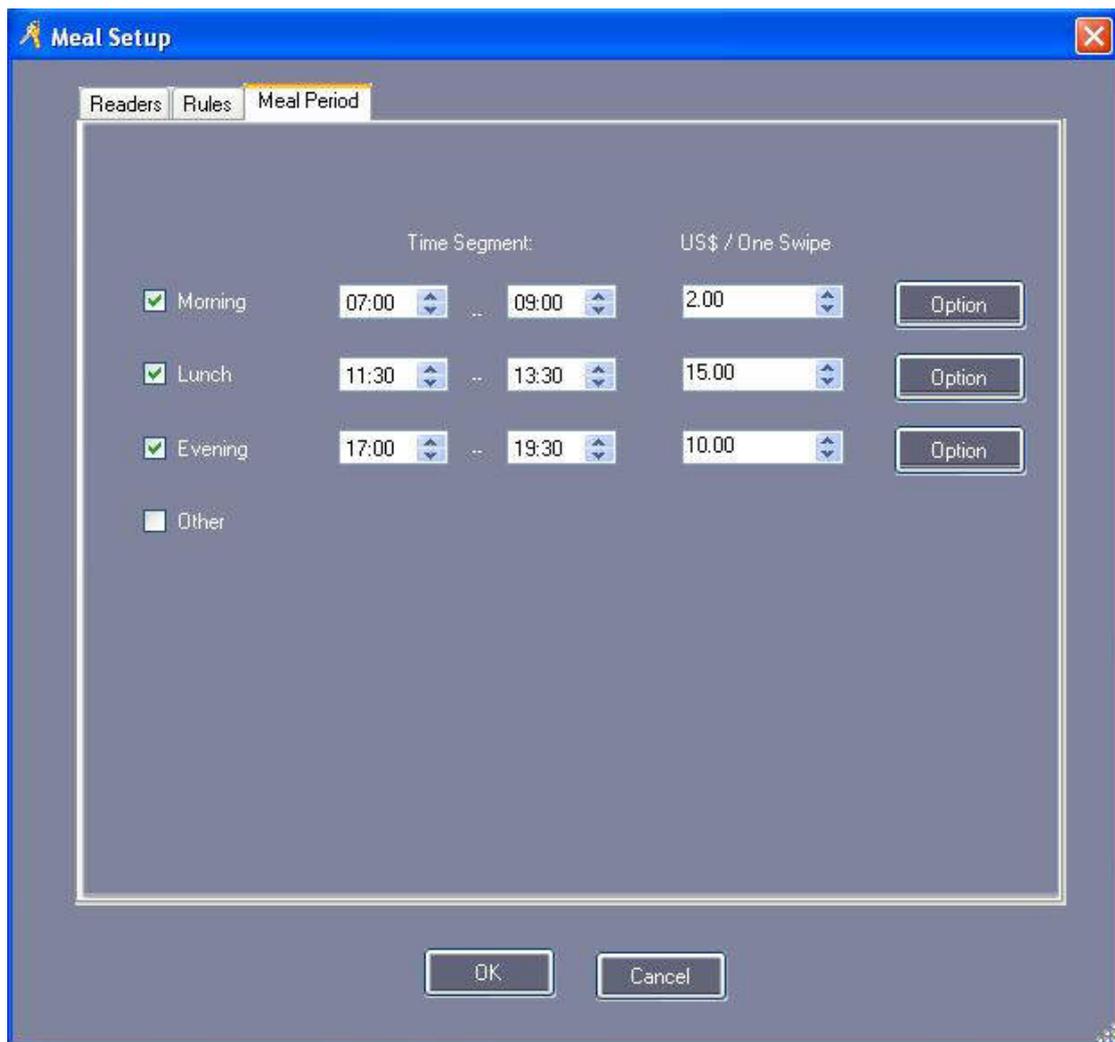Eg: Set "Dinging Room 1" and "Dining Room 2" is a dining point.
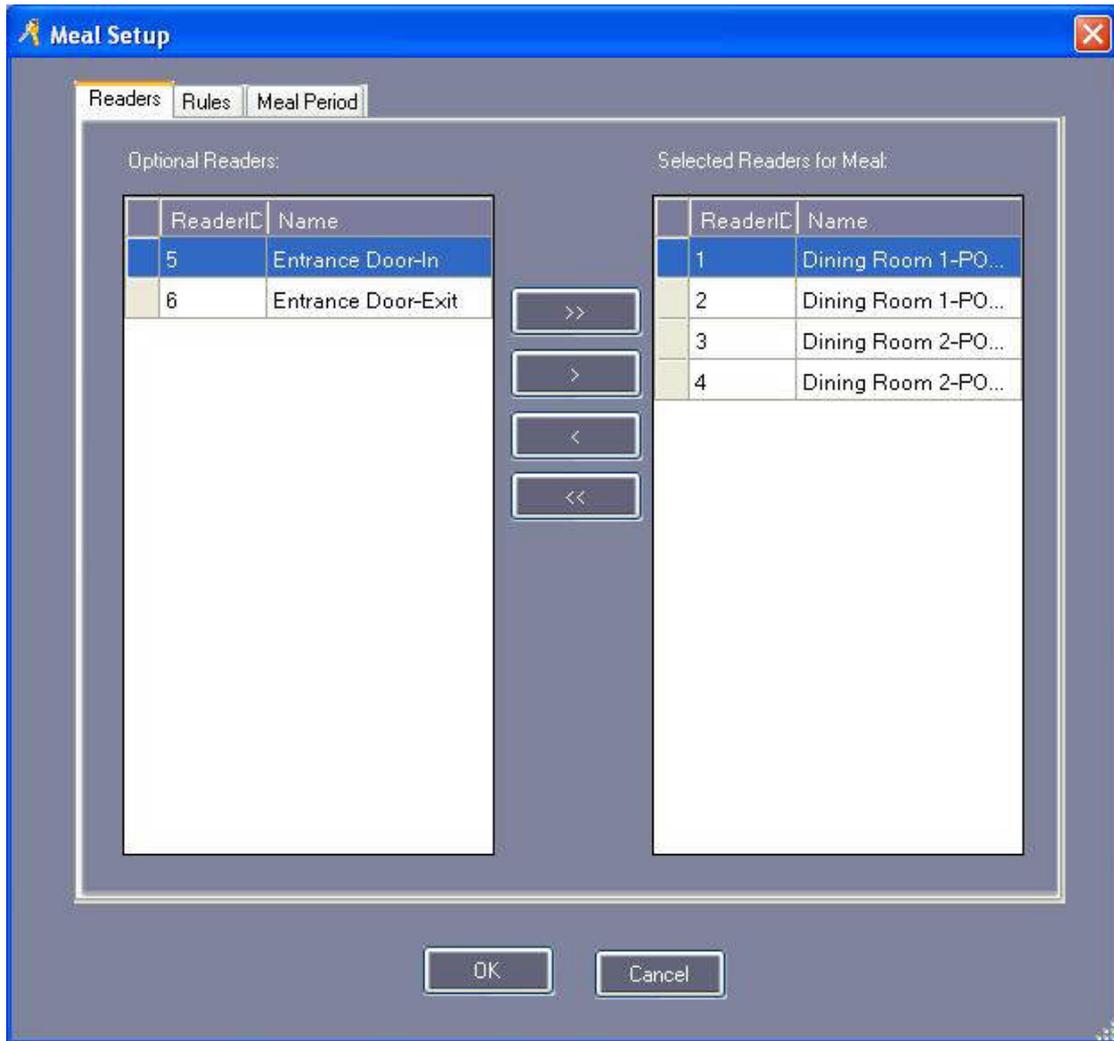
3.2.3.1.2 Rules

Click "Meal Setup", At the meal interface, Select "Rules".
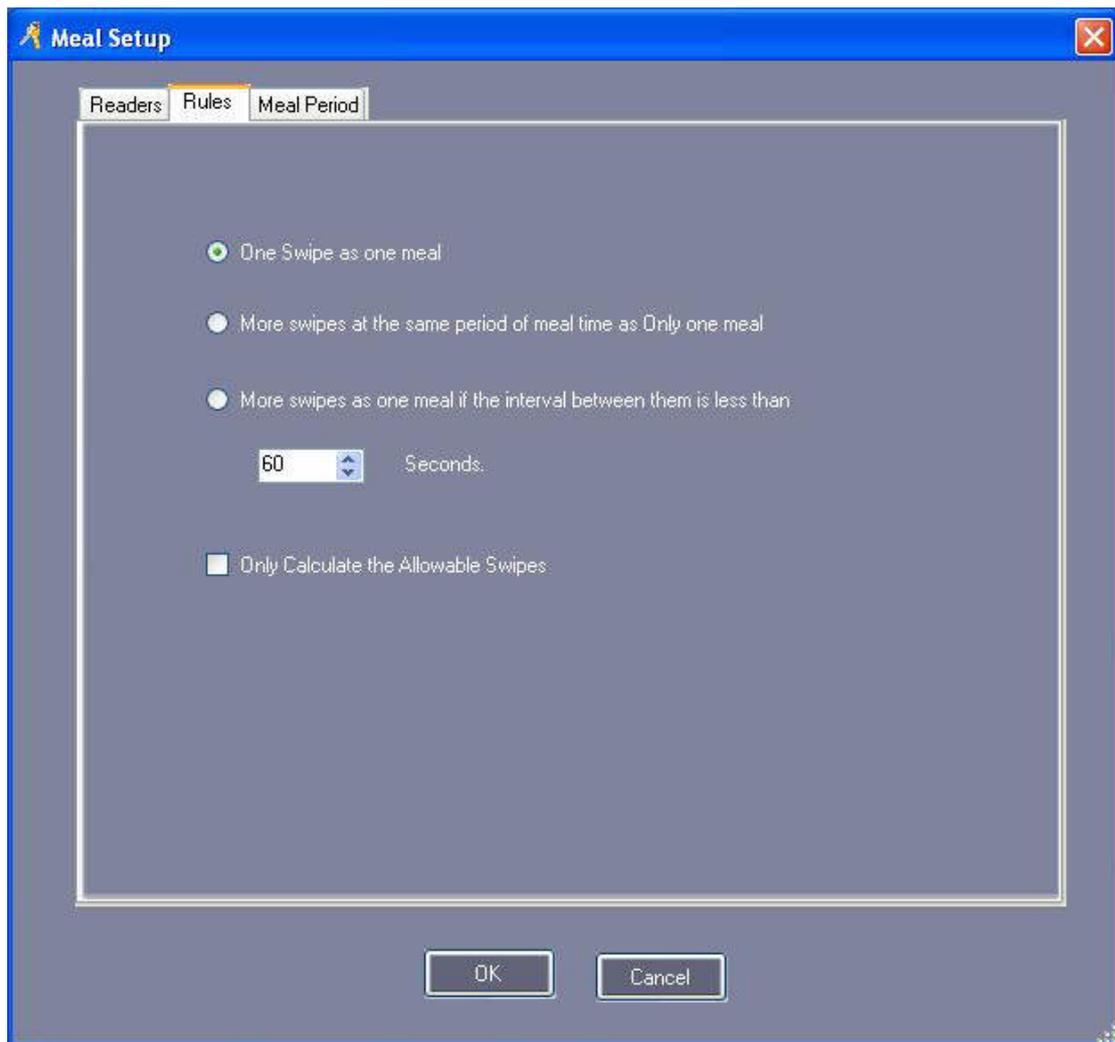
3.2.3.1.3 Meal Period

Click "Meal Setup", At the meal interface, Select "Meal Period".

Click "Option", Set a fixed amount of consumption.

If you want set a fixed amount of consumption, Click "Option" to finish the settings.
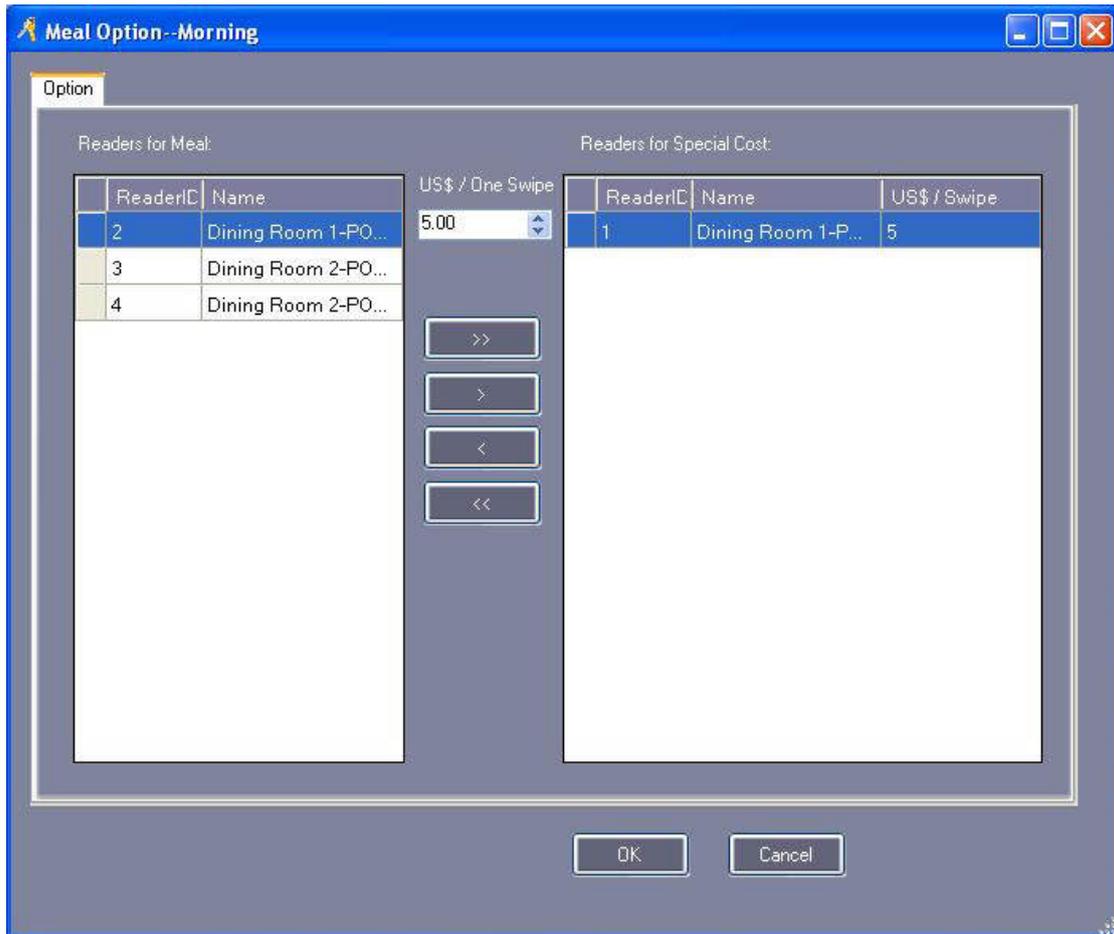
3.2.3.2 Meal Report

3.2.3.2.1 Meal Details Report

Click "Create", At the meal interface , Display the details of the staff dining at which POS machine.

3.2.3.2.2 Meal Stat. report of Readers for Meal

Click "Create", At the meal interface , Select "Subtotal of Readers", Display all dining times and total money at the each dining point.

3.2.3.2.3 Meal Stat. report of Users

Click "Create", At the meal interface , Select "Statistics", Statistics of each employee dining times and total money.

3.2.4 Active Patrol

Enter the "Extended Function", In front of "Activate Meel" mark this ☐ with
✔ to active this function.

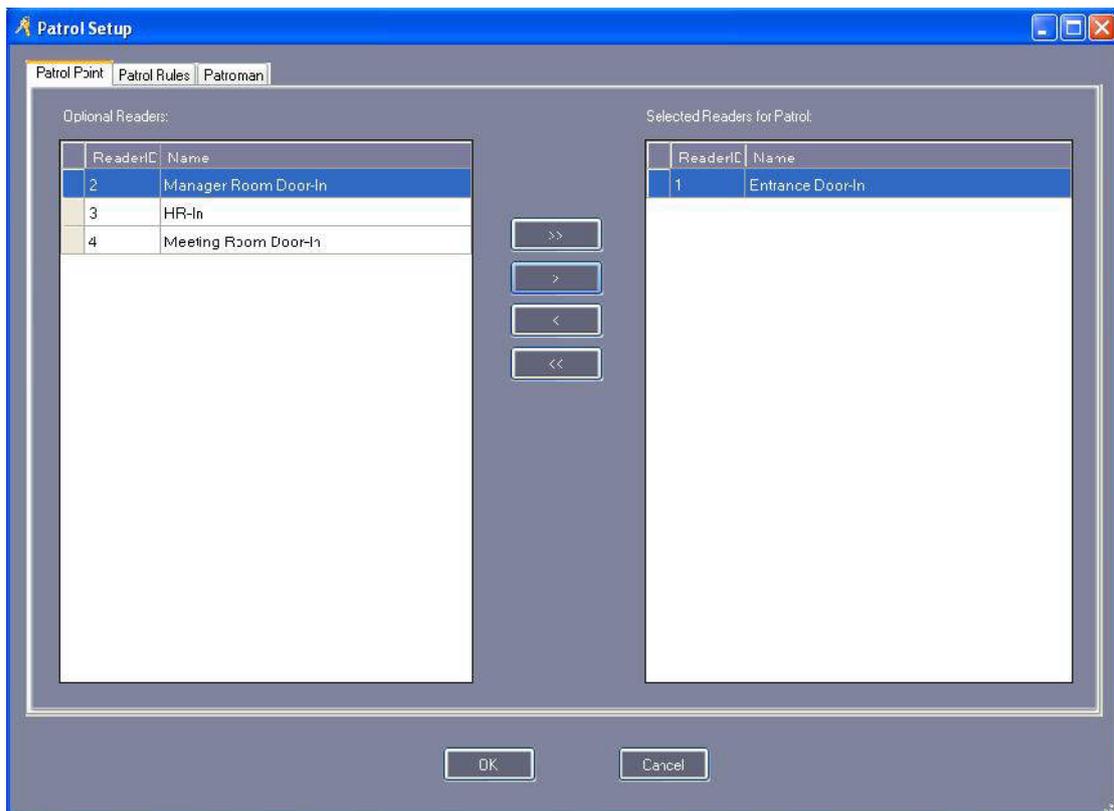After Active this function , Re-login software. Select 【Tools】 > 【Patrol】 .

3.2.4.1 **Patrol Setup**
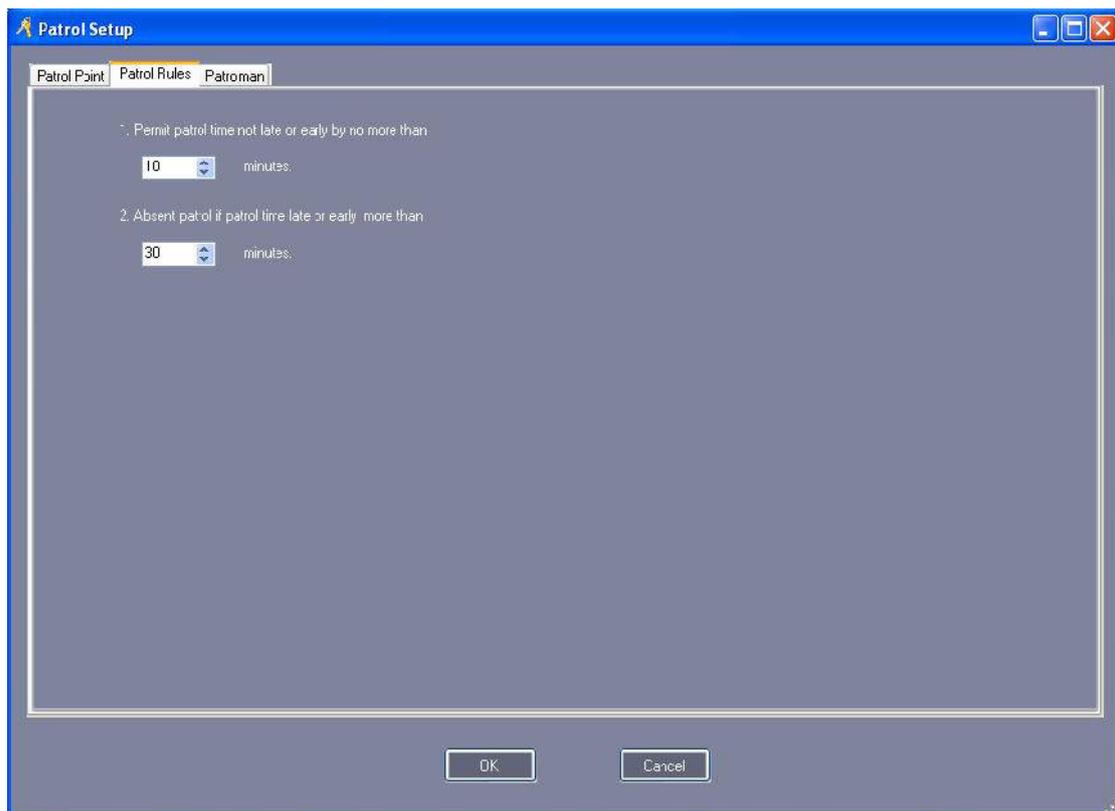
3.2.4.1.1 Patrol Point

Click "Patrol Setup", At the patrol interface.
Eg: Set "Entrance Door" is a Patrol Point.
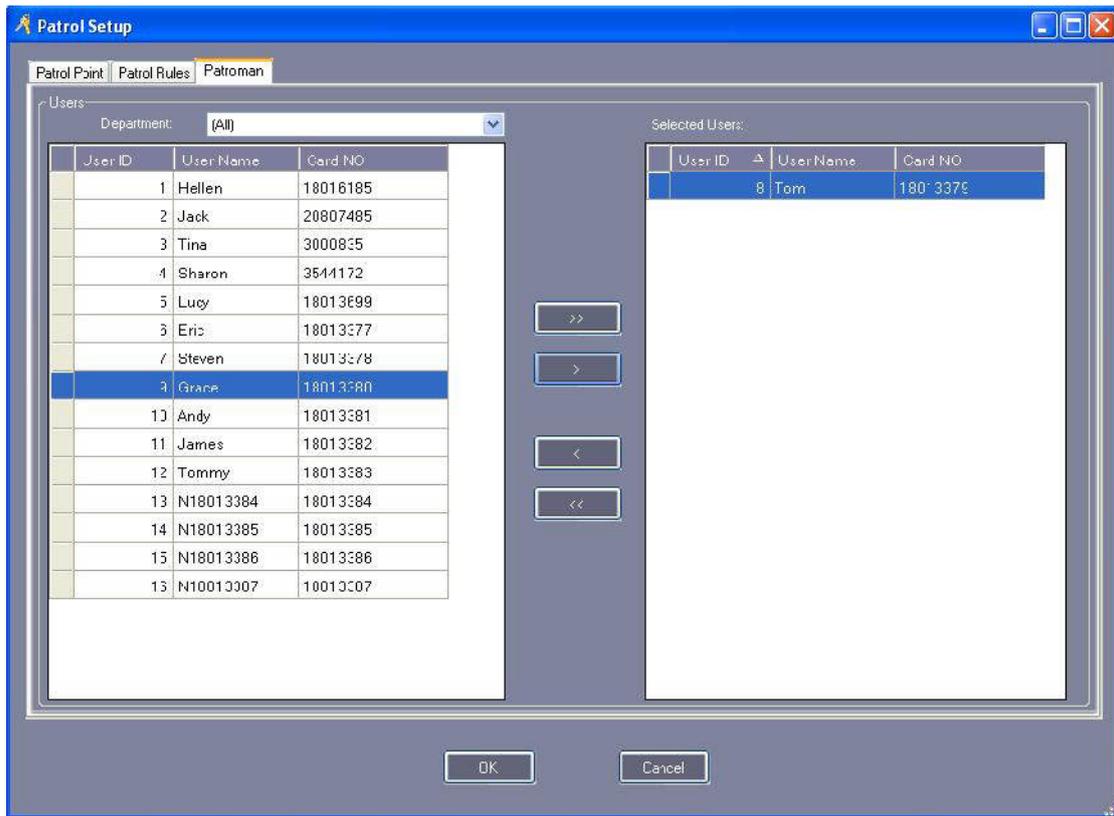

3.2.4.1.2 Patrol Rules

Click "Patrol Setup", At the patrol interface, Select "Patrol Rules" and set recording to your actually rules.
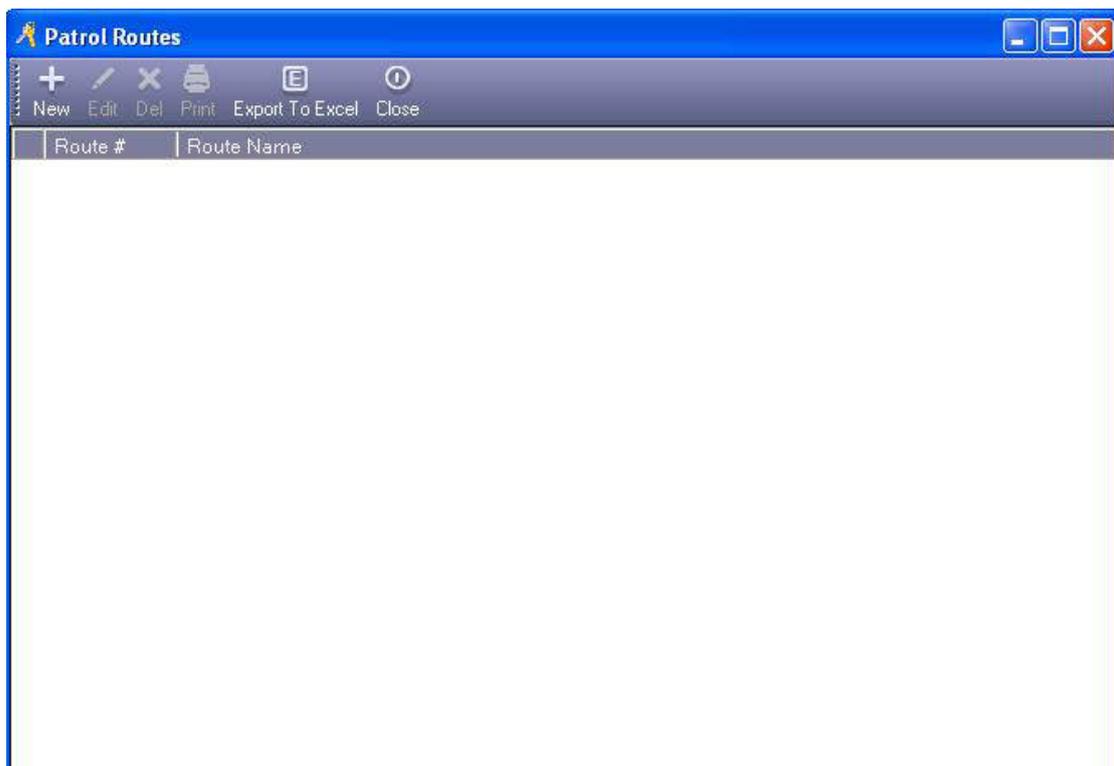
3.2.4.1.3 Patrolman

Click "Patrol Setup", At the patrol interface, Select "Patrolman".
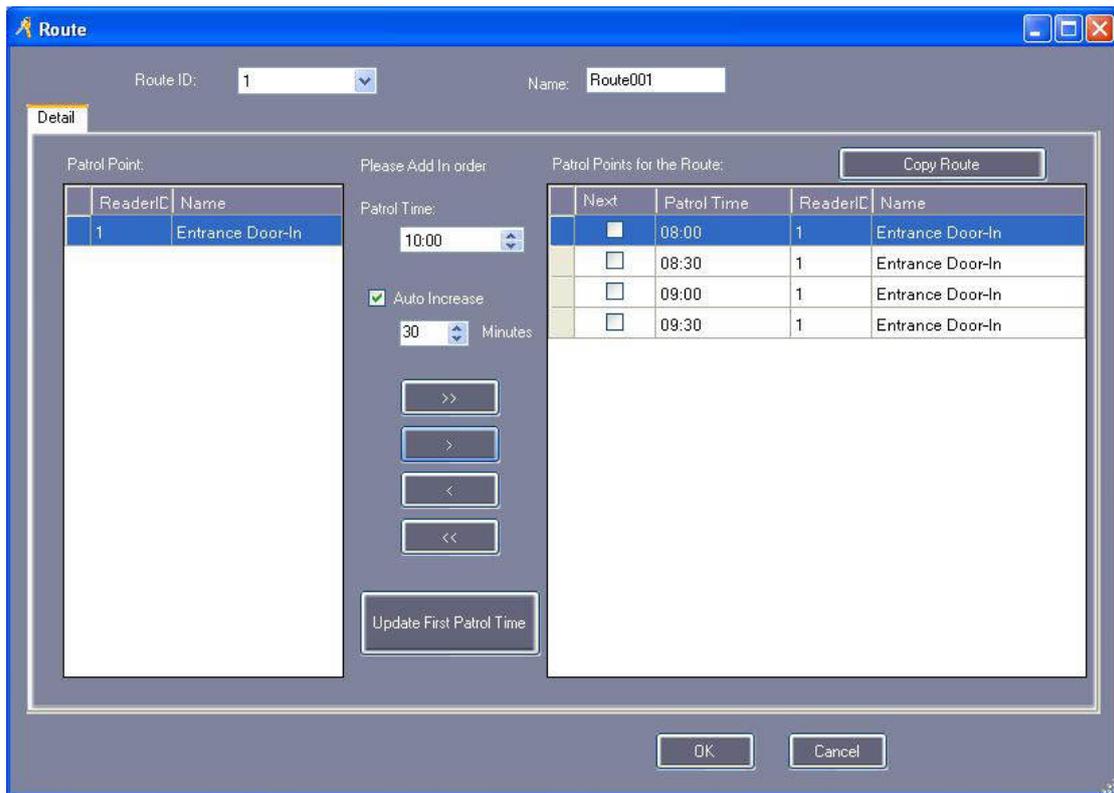Eg : Set "Tom" is a Patrolman.

3.2.4.2 Patrol Route
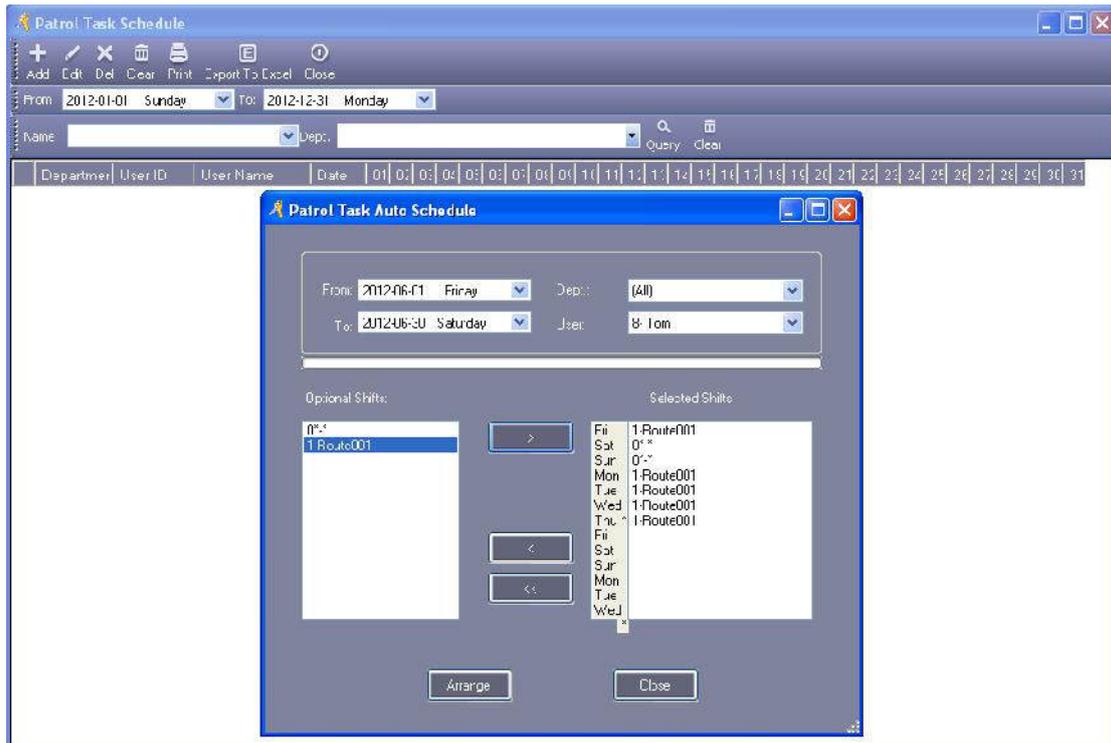
Click "Route",   At the patrol interface.
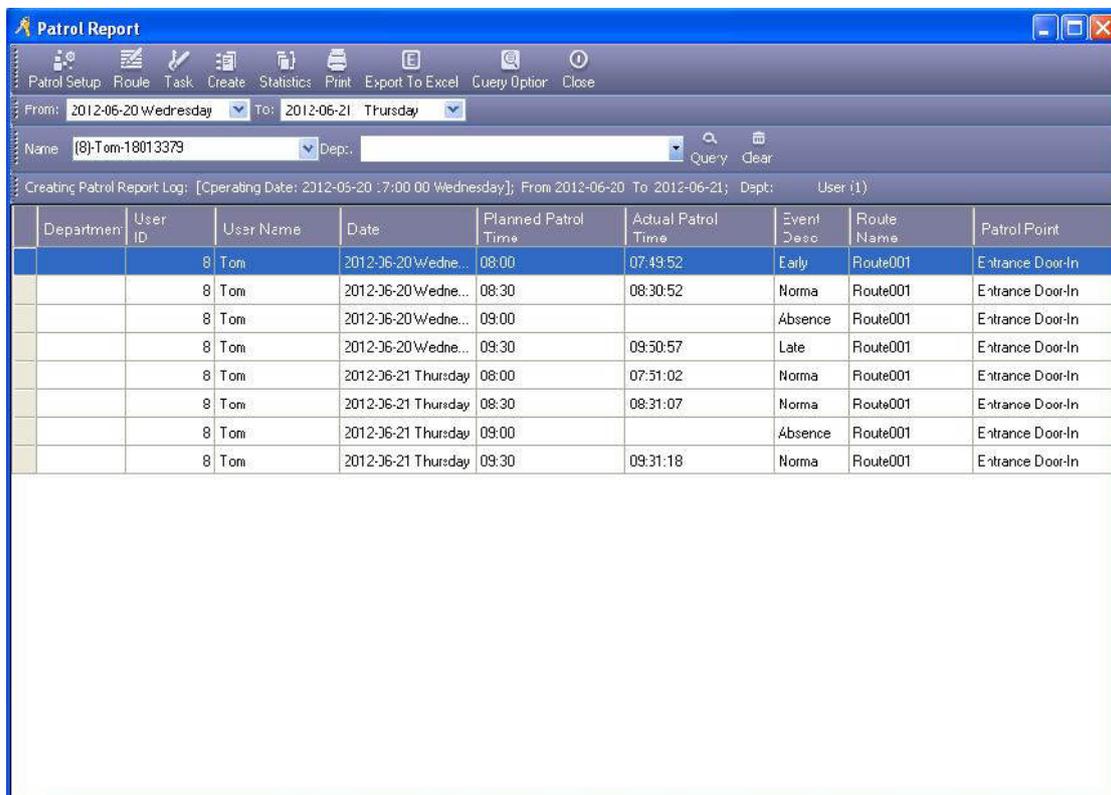
Click "New", Add the Patrol Route.

3.2.4.3 Patrol Task

Click "Task", At the patrol interface.
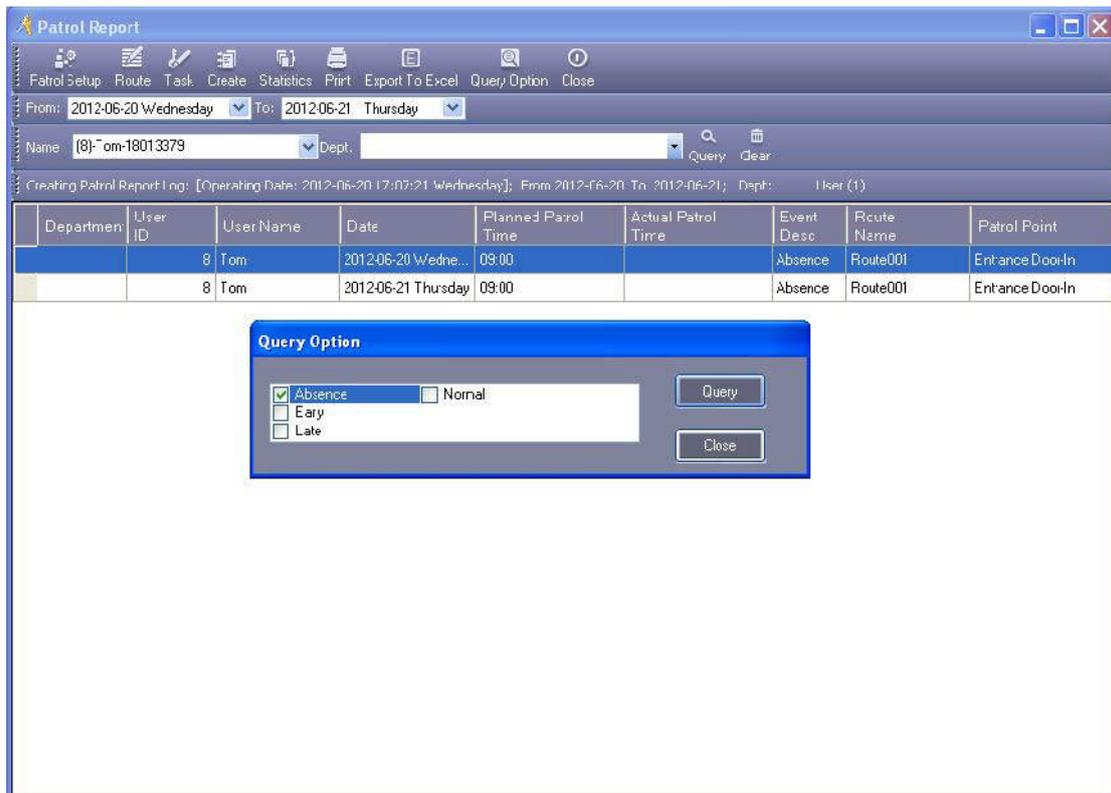Eg: Set Tom's patrol route

3.2.4.4 **Patrol Report**

Please Get Records Before Creating Report.
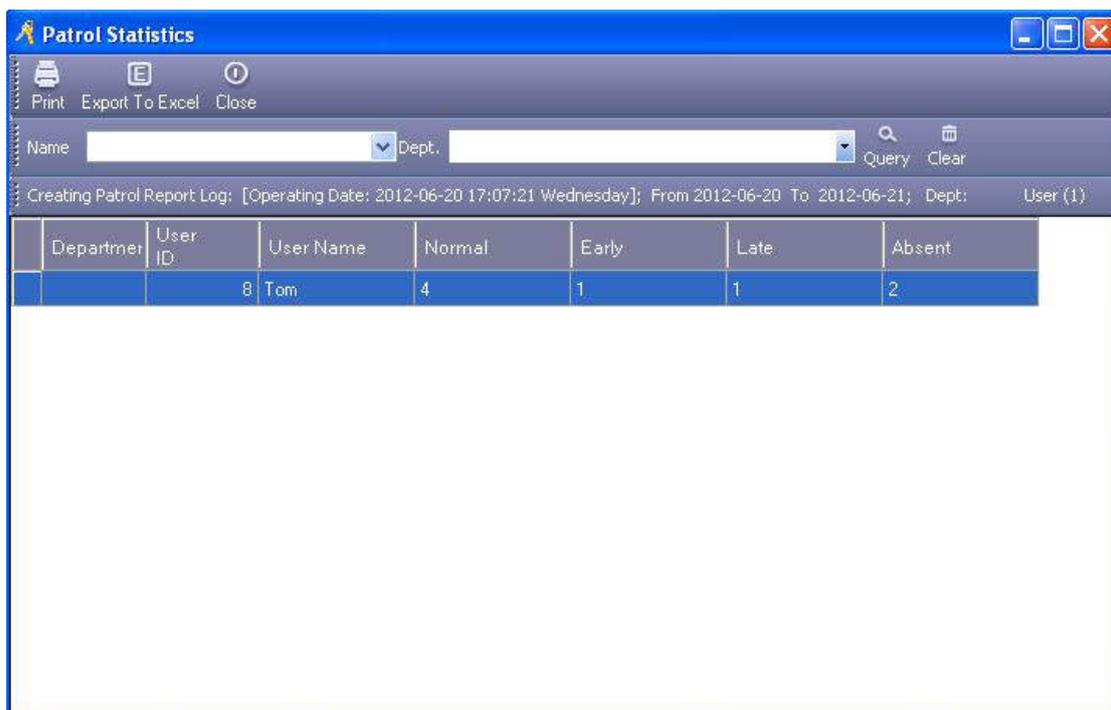
Click "Create", At the Patrol interface ,

Click "Query Option", Query "Event Desc".
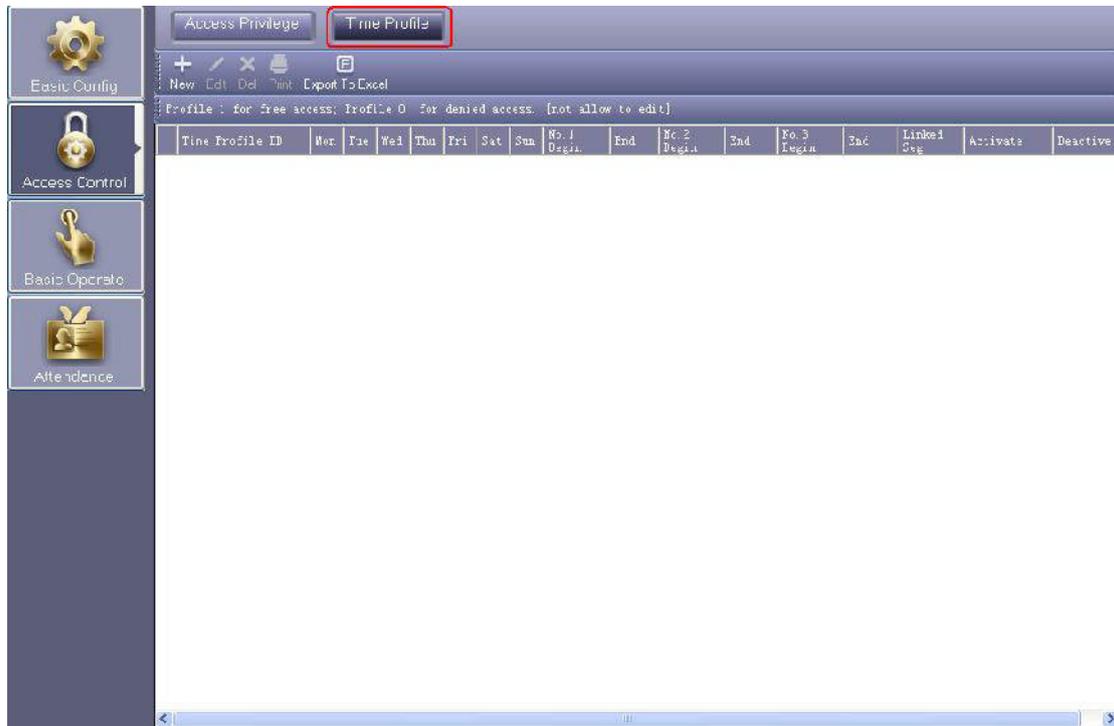
3.2.4.5 Patrol Statistics

Click "Statistics", At the Patrol interface .
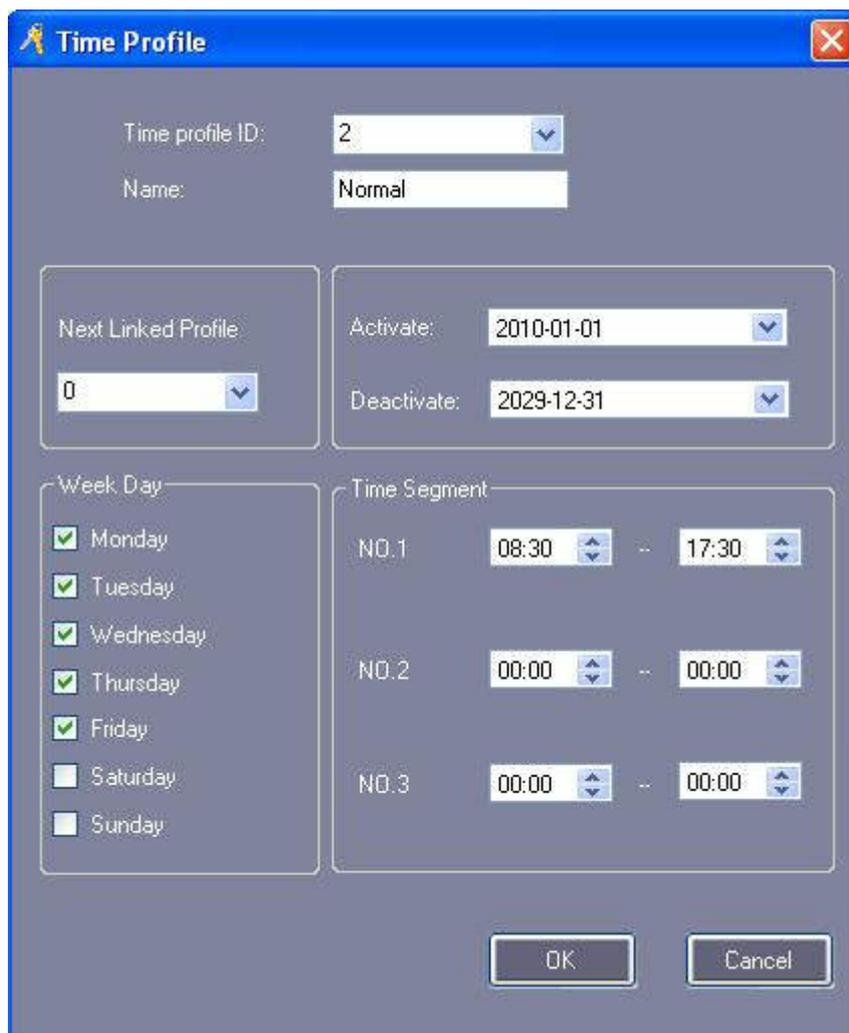
Statistics Patrolman of the Event Desc.

3.3 Normal

3.3.1 Activate Time profile

Select 【Access Control】>【Time Profile】

Click "New" to add new Time Profile and setting.

Click "OK"

If you assign the user card "Normal", authority that work from Monday to Friday at 08:30-17:30, it has permissions to get in or out during this time range.

If you need to work on Saturday, First write 3 in "Time Profile ID", Then the "Time Profile ID" 2 linked "Time Profile ID"3.
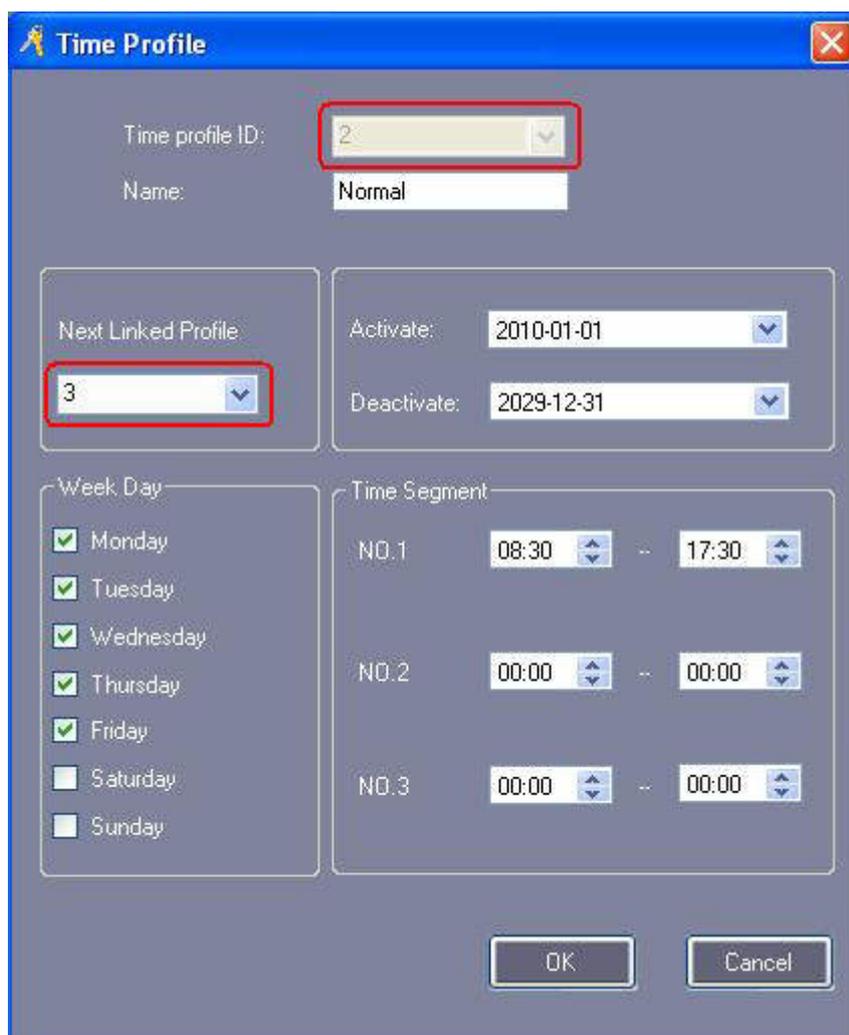
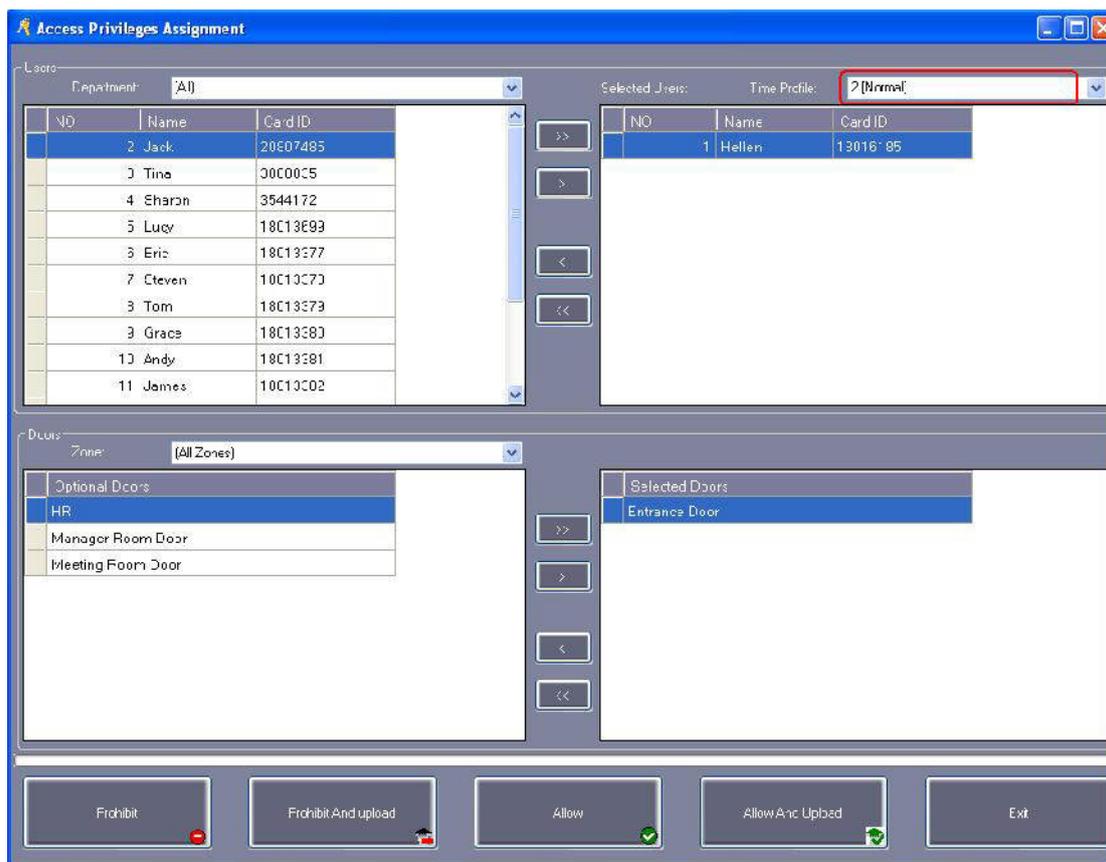Add new "Time Profile 3"

Click "OK"

"Time Profile 2" link "Time Profile 3"

After setting "Time Profile", you need to assign permissions to the corresponding user in the Access Privilege, and then the users can pass in and out at the specified "Time Profile".
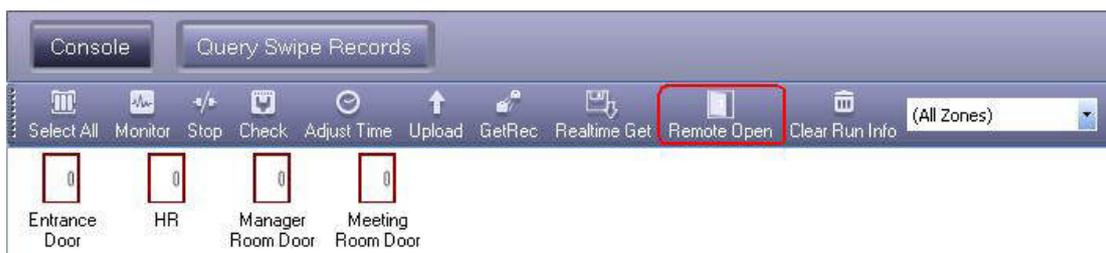
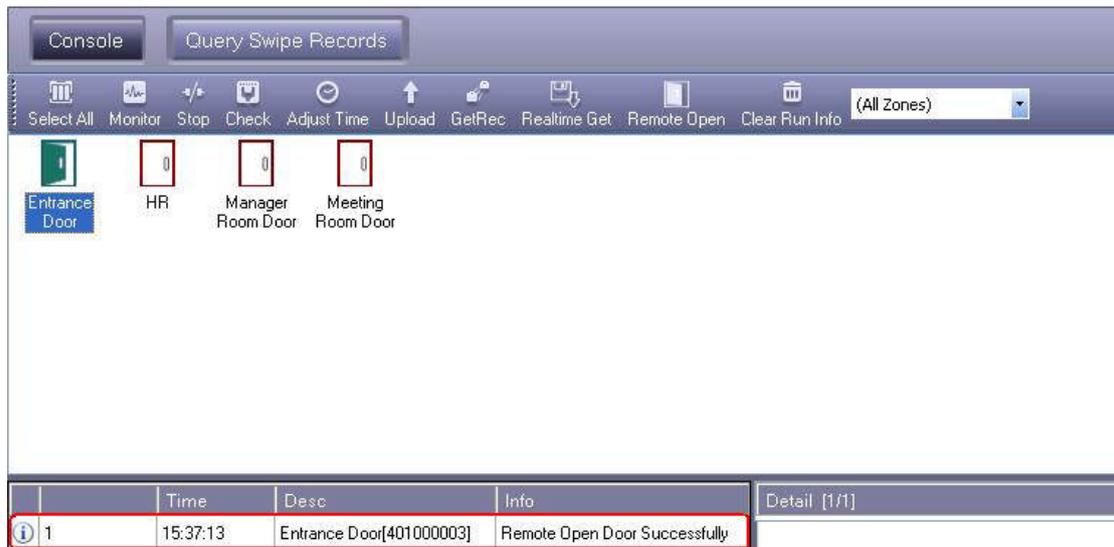Select【Access Control】>【Access Privilege】>【Change Privilege】

After setting privilege, please select【Basic Operate】>【Console】>【Upload】

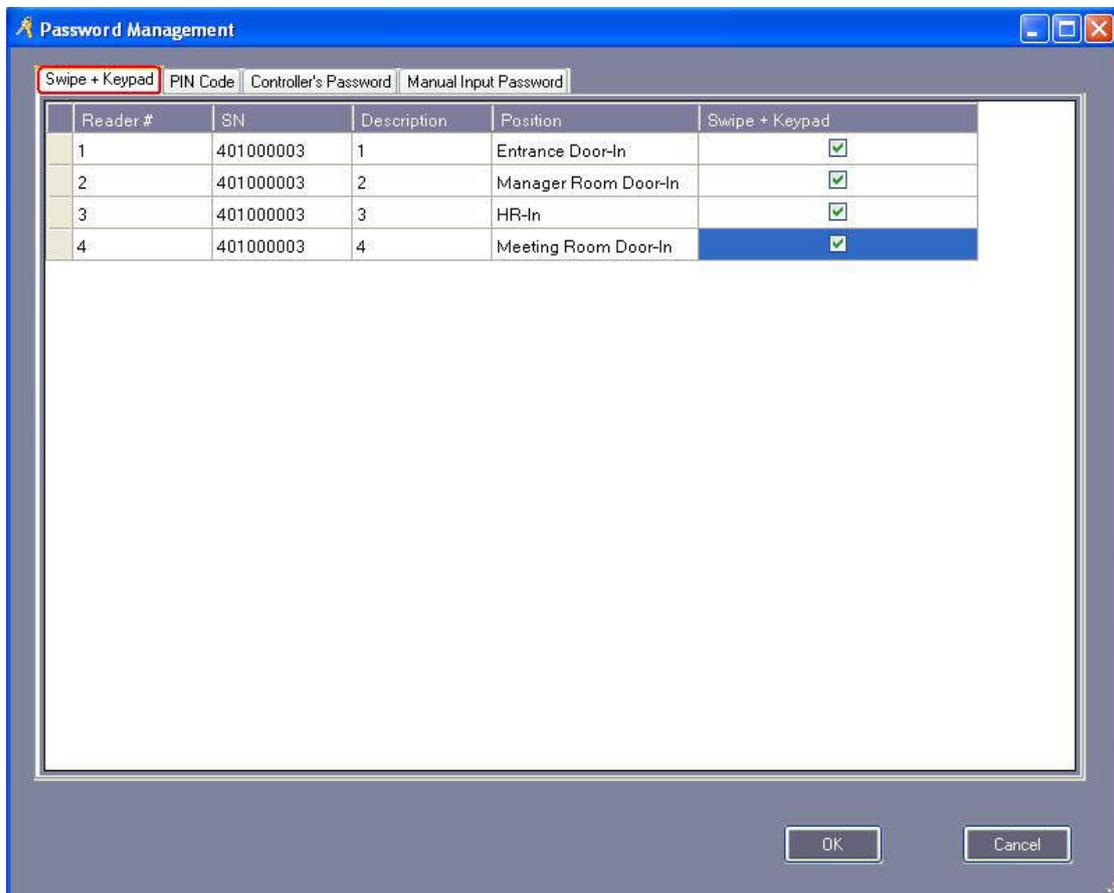## 3.3.2 Activate Remote Open Door

Select【Basic Operate】>【Console】

First selected "Front Door", Then click "Remote Open".

3.3.3 Activate Access Keypad

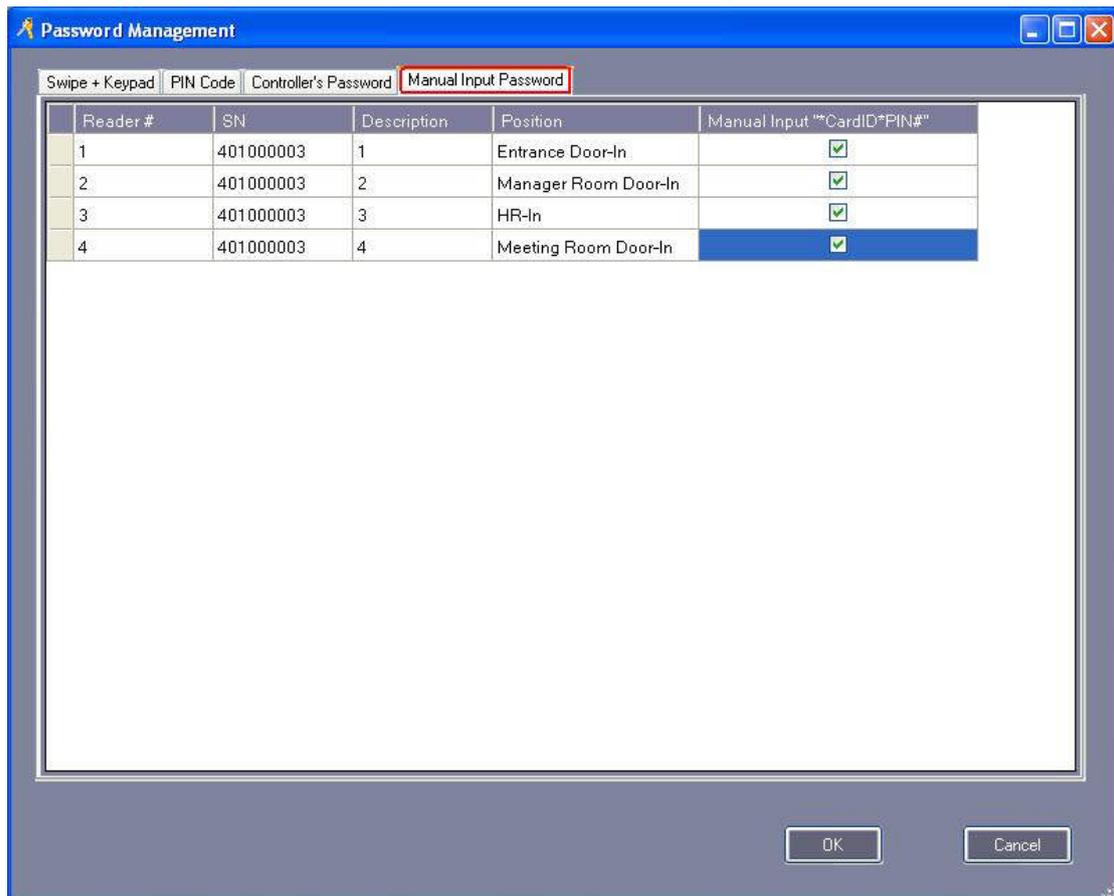Select【Access Control】>【Password Management】

【Active Keypad】

【PIN Code】
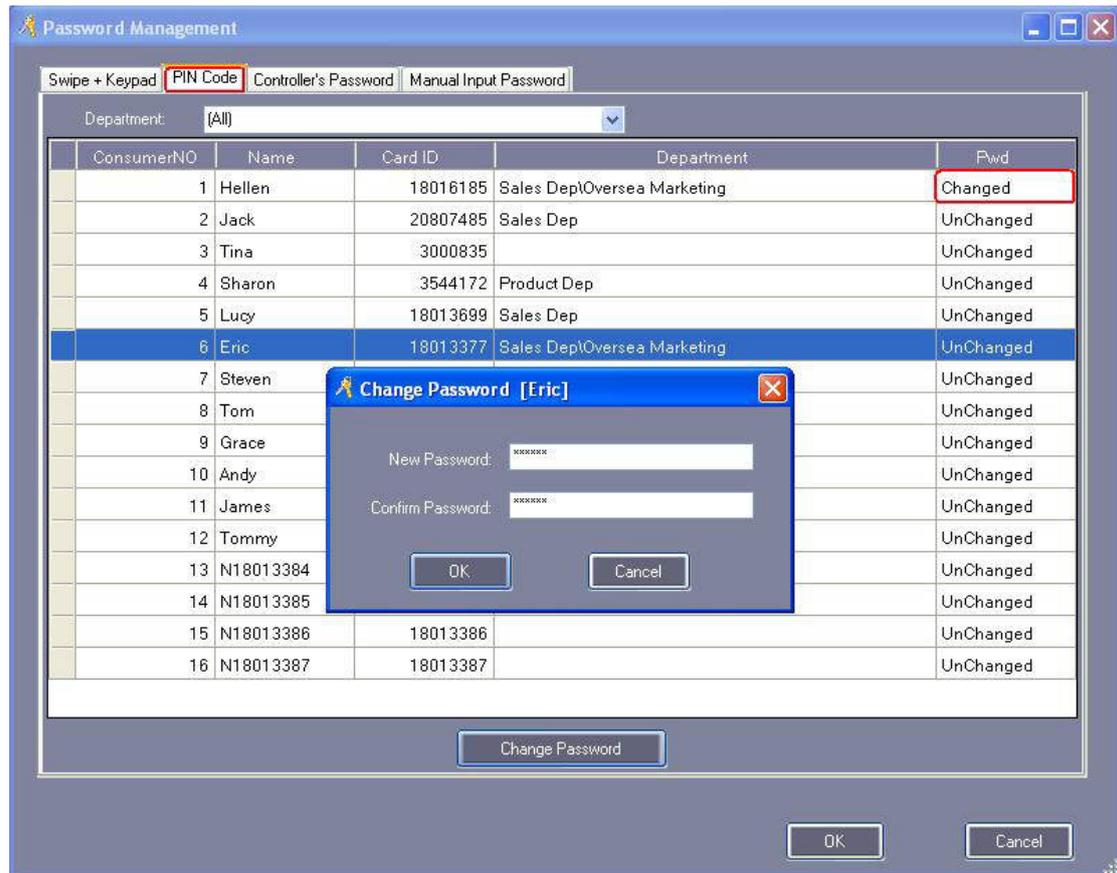
User's password is default 345678.

【Controller's Password】
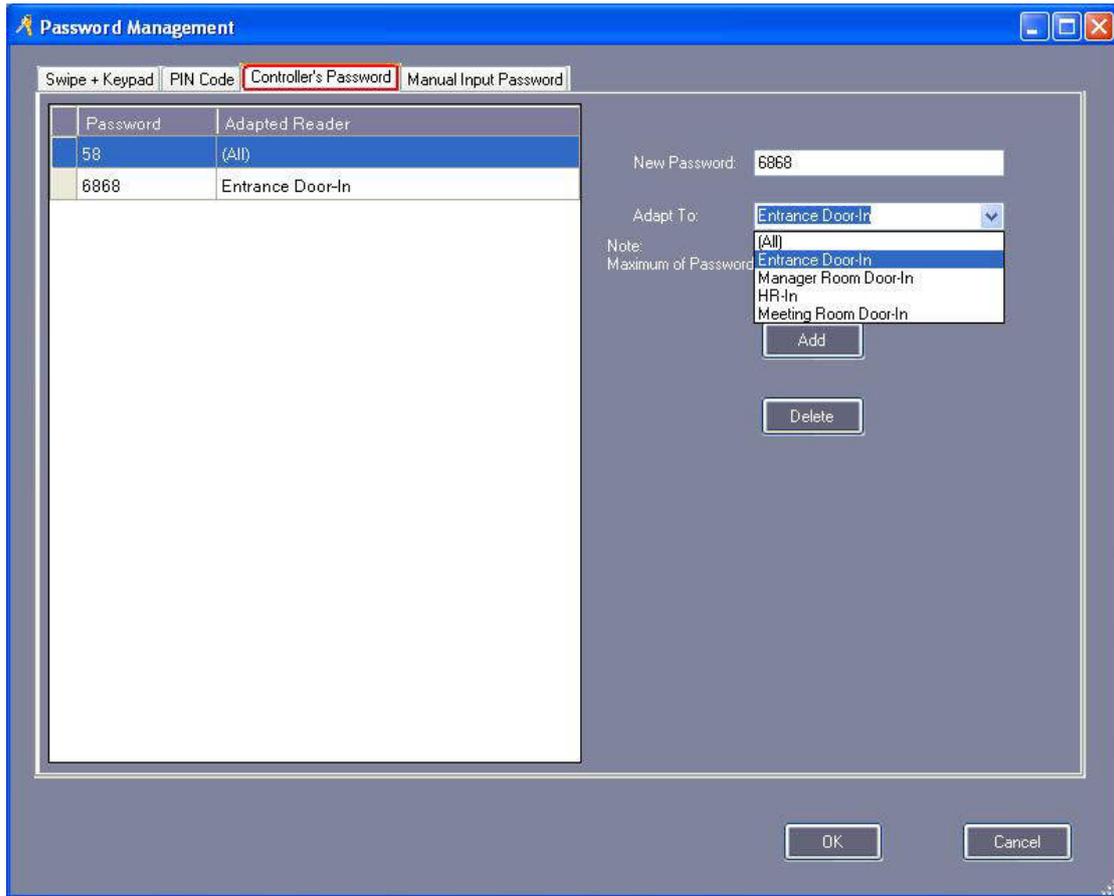
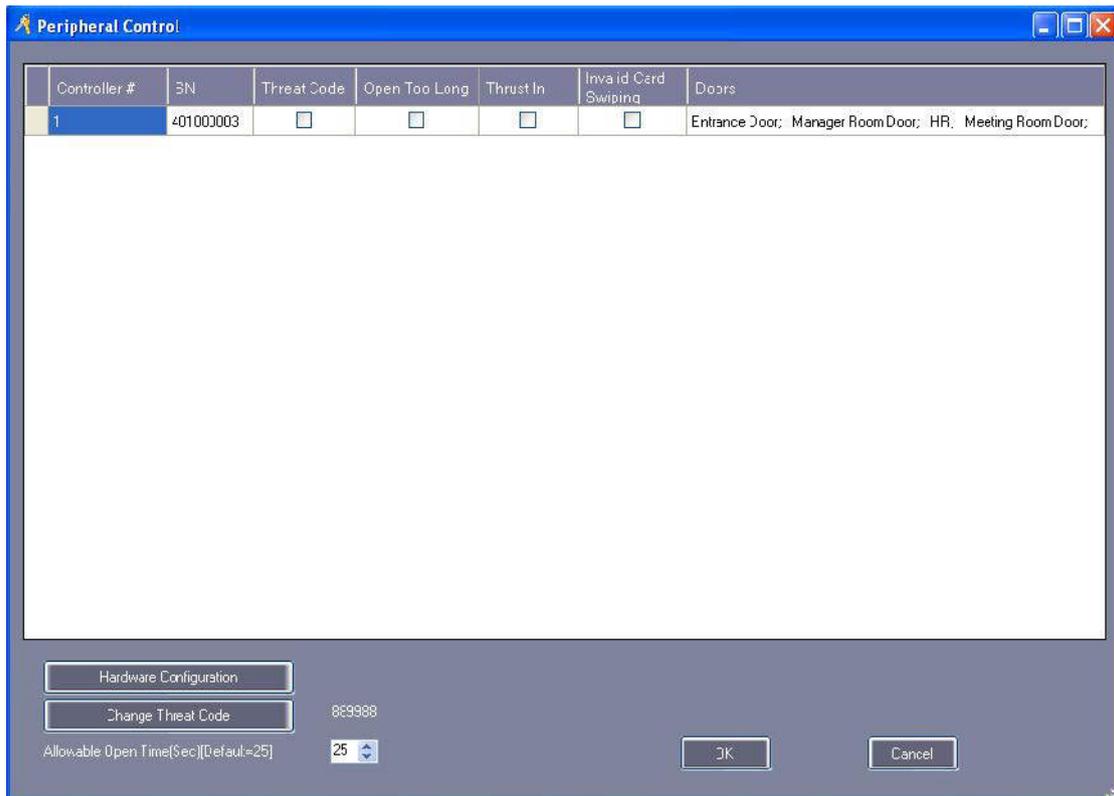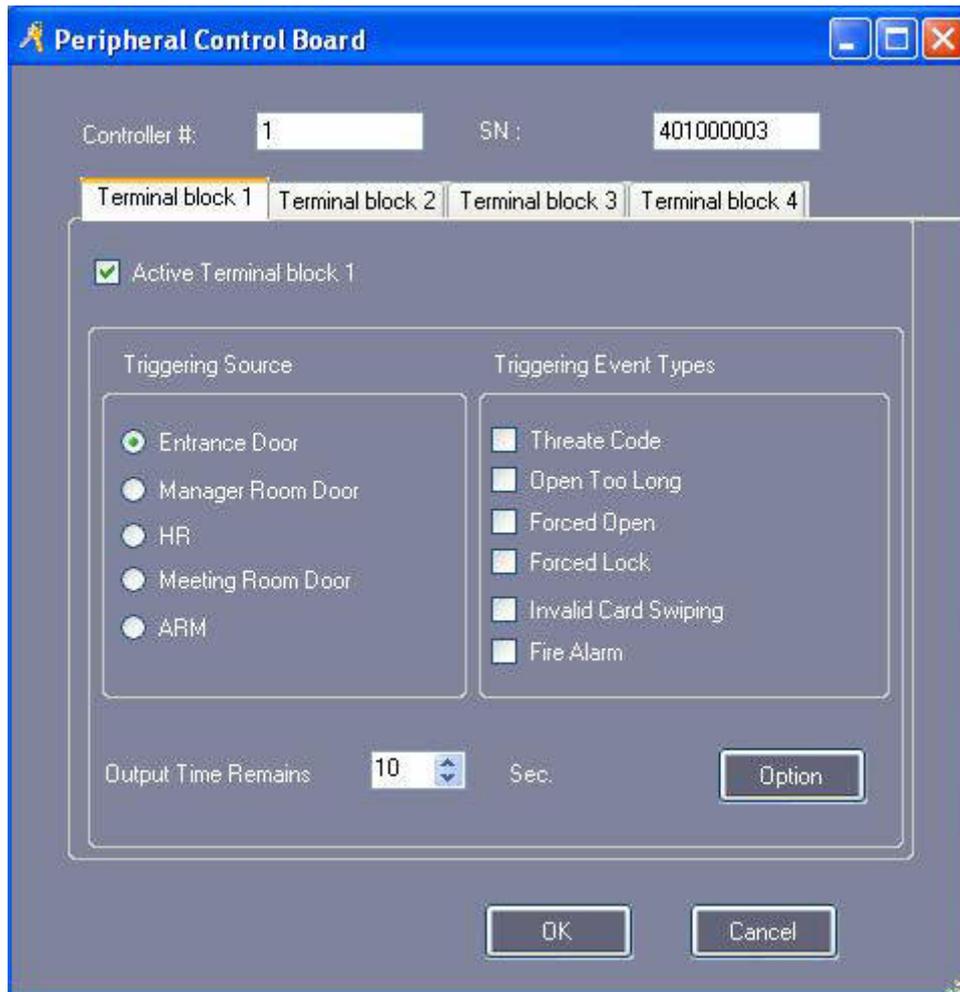【Manual Input Password】

3.3.4 Activate Peripheral control

Select【Access Control】>【Peripheral control】

"Threat Code": Must be used with the PIN keyboard Card Reader.

"Thrust In": Must be connect with MenCi.

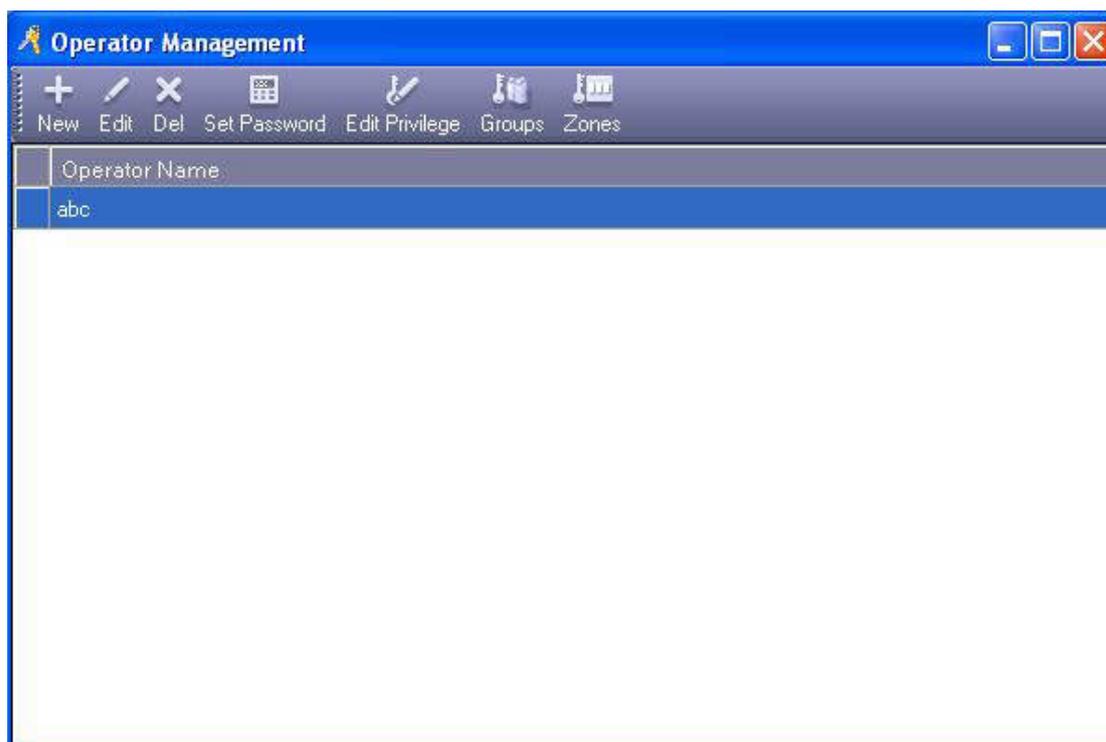【Hardware Configuration】

3.4 Super

3.4.1 Activate Operator Management

Select【Tools】>【Operator Management】

You can use the "New", "Edit", "Del" , "Edit Privilege" , "Groups" and "Zones" for the operator.

: assign the executive operation and function privilege to operators.

Attention: "abc" is the default hign-level Administrators, can not "Del" and "Edit Privilege".

3.4.2 Activate Controller TaskList
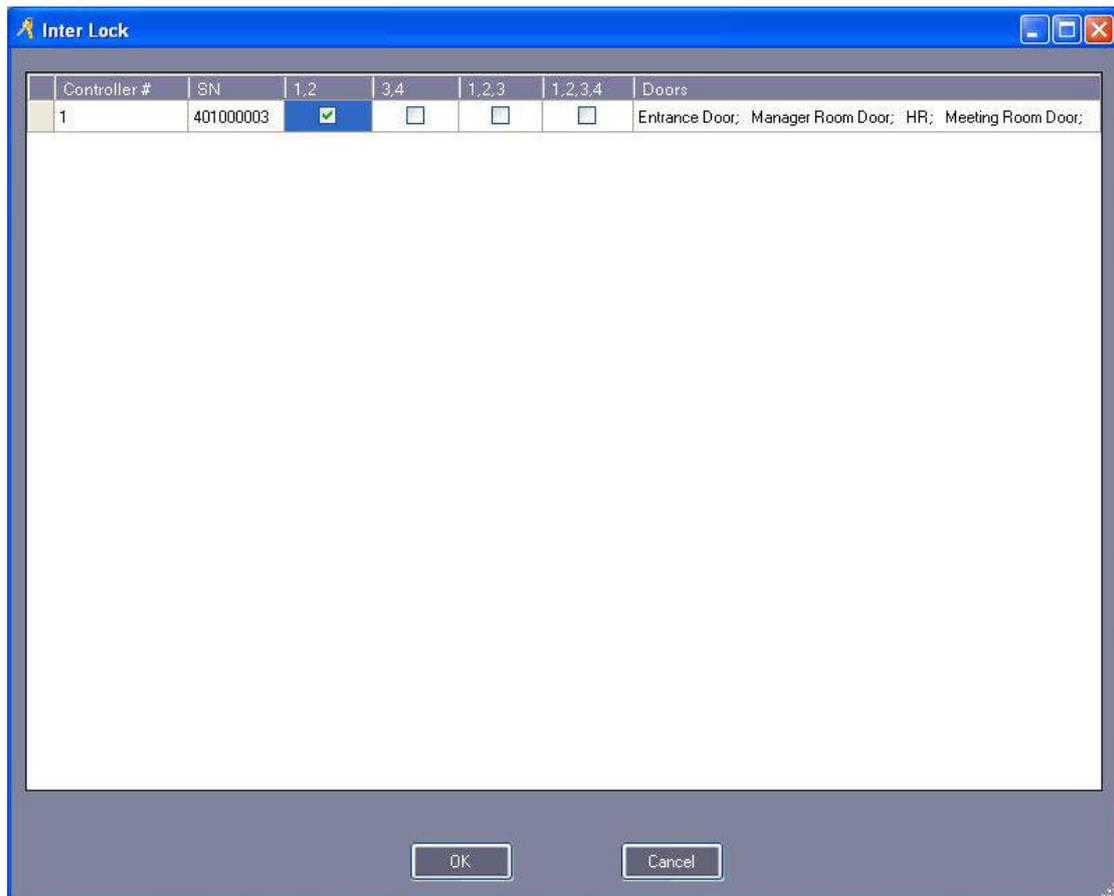
Select【Access Control】>【Periodically update access method】

3.4.3 Activate Anti Pass Back

Select【Access Control】>【Anti-passback】
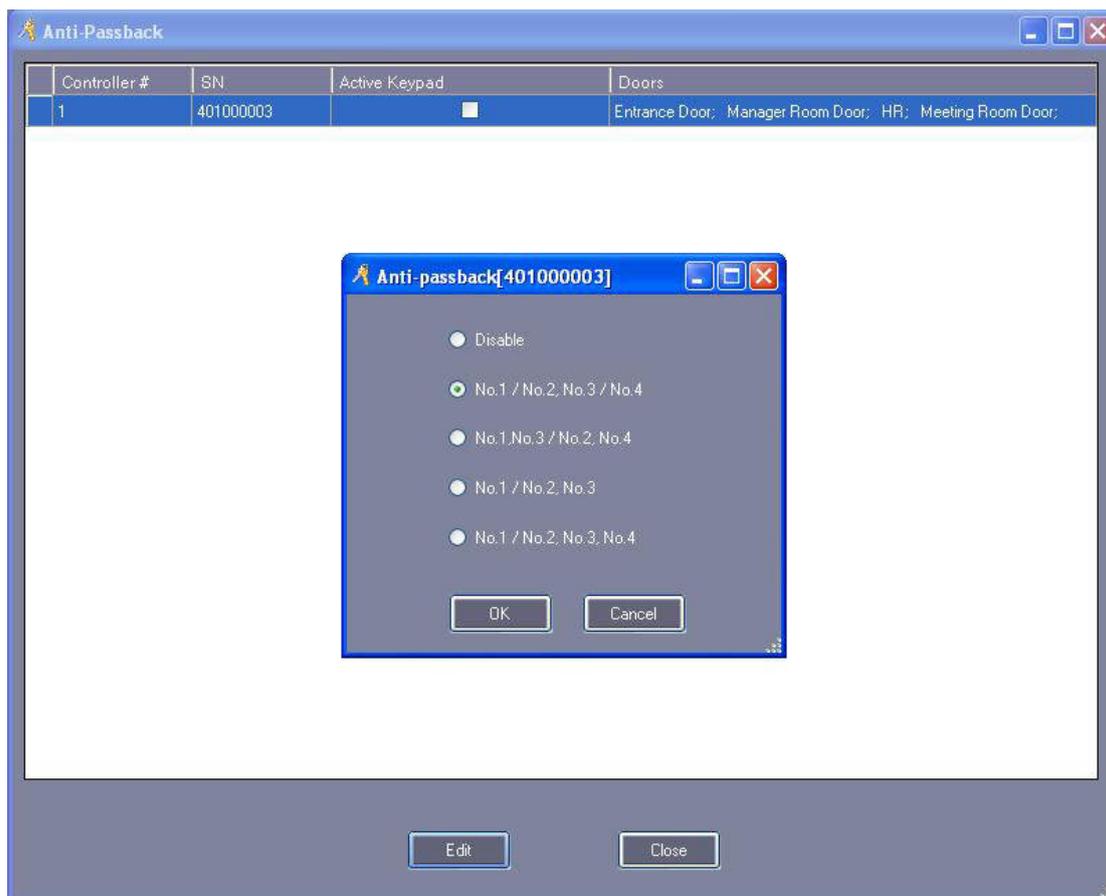
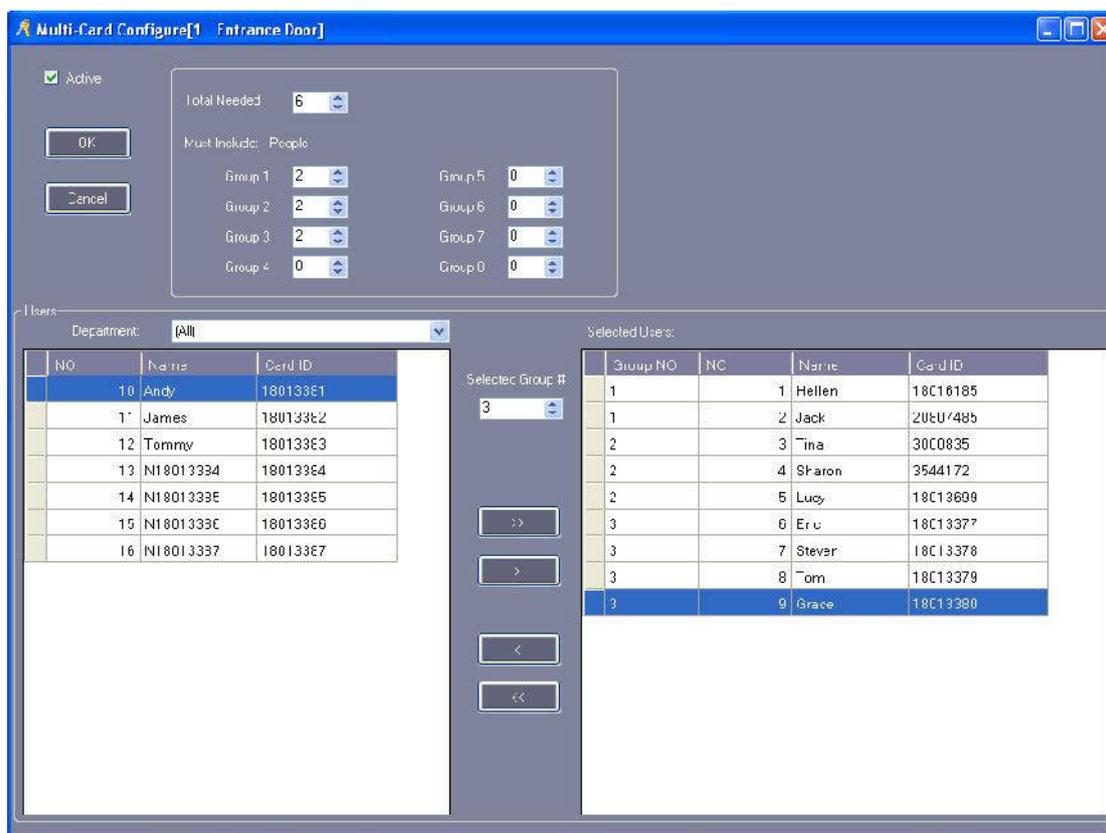## 3.4.4 Activate Inter Lock

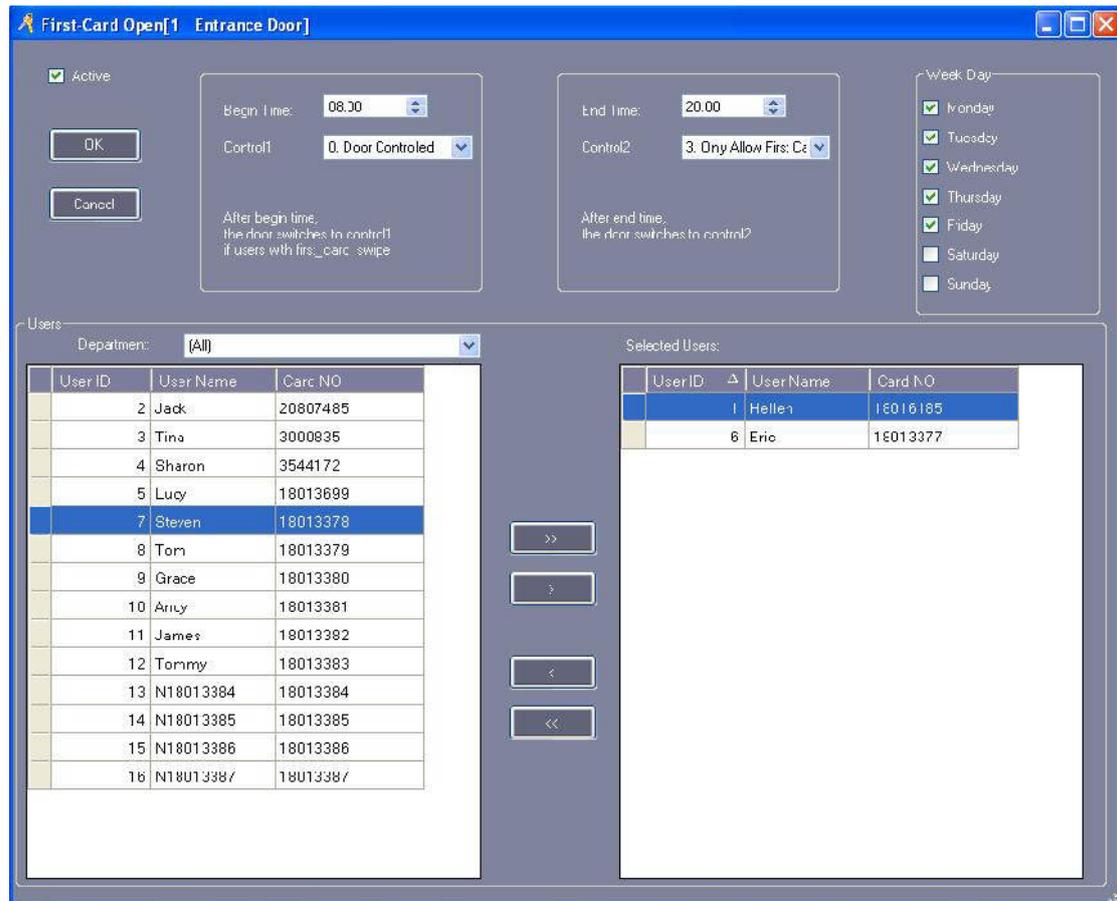Select【Access Control】>【Inter Lock】

3.4.5 Activate Multicard Access

Select【Access Control】>【Multi-card access】

The first group has two persons, the second group has two persons, and the third group has two persons. Each group comes two persons read the card together then allowed to open the door.
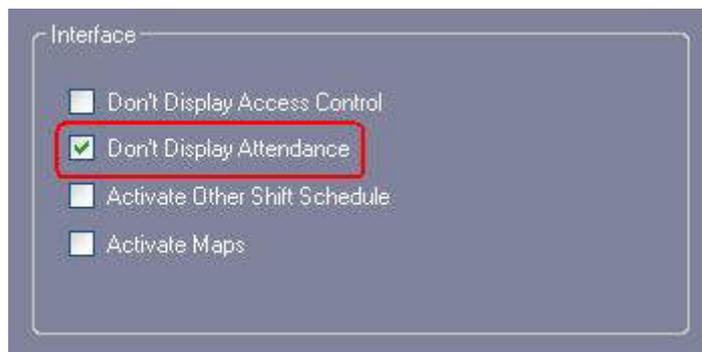
3.4.6 Activate First Card Open
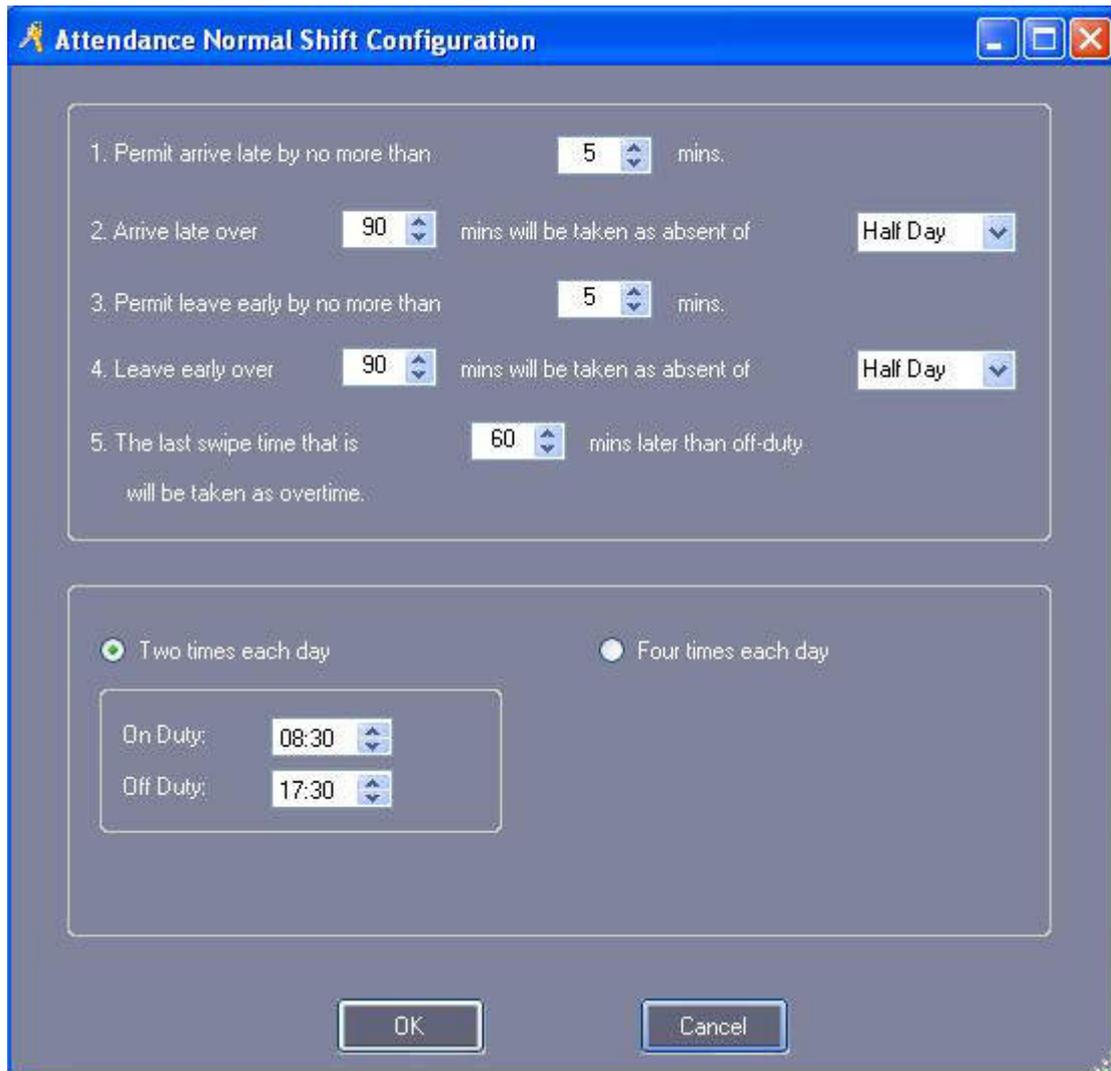
Select【Access Control】>【First Card Open】

Part 4 Attendance

The Access Control System has activated the Attendance by default. If you want cancel this function ,please select【Extended Functions】>【Interface】>【Don't Display Attendance】

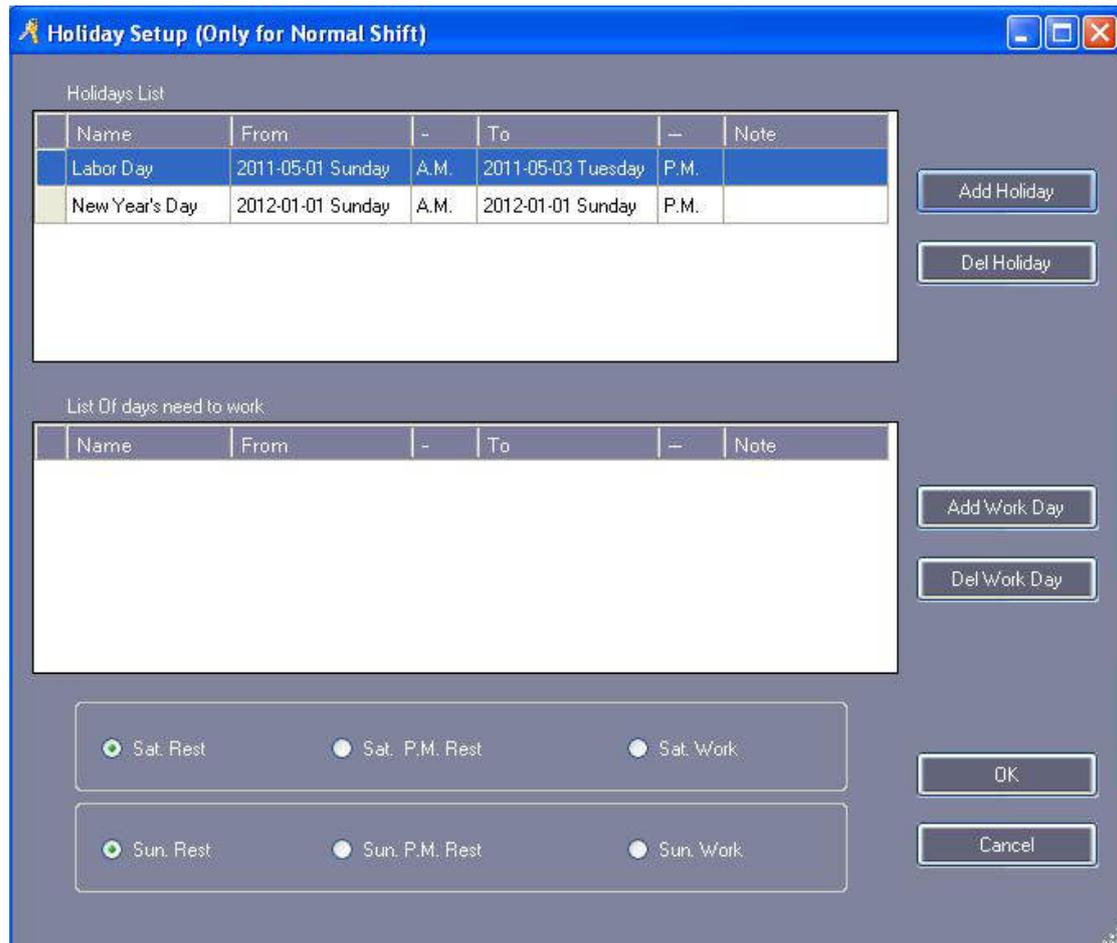## 4.1 Normal Shift Configuration
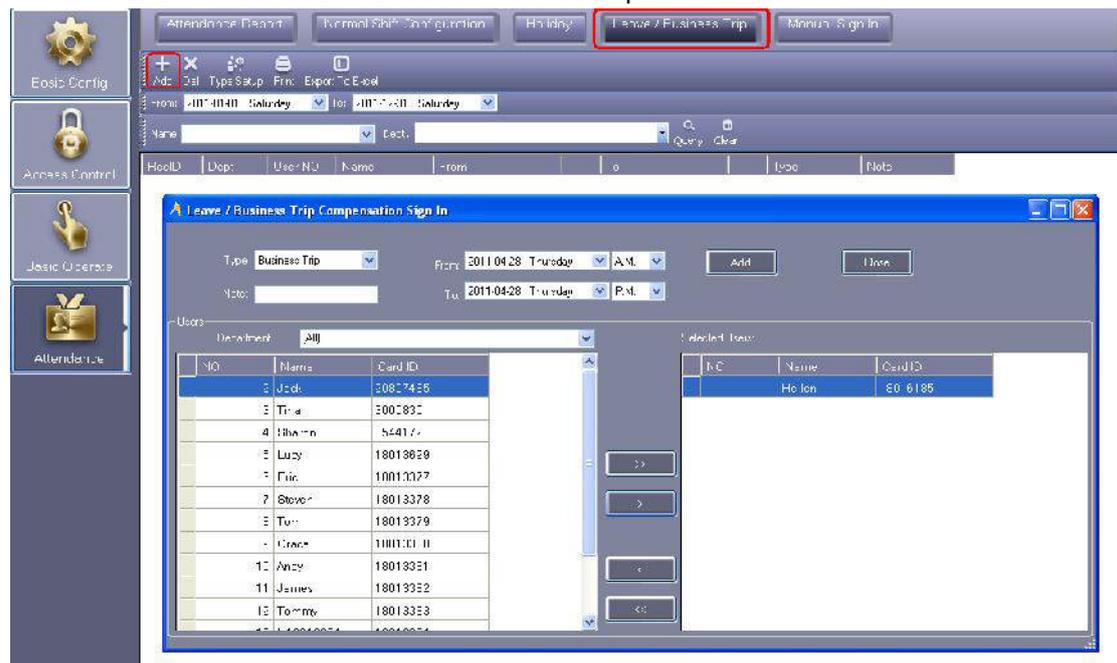
Select【Attendance】>【Normal Shift Configuration】

4.2 Holiday

Select【Attendance】>【Holiday】

4.3 Leave/Business Trip

Select【Attendance】>【Leave/Business Trip】

4.4 Manual Sign In

Select【Attendance】>【Manual Sign In】

4.5 Attendance Report

Select【Attendance】>【Attendance Report】
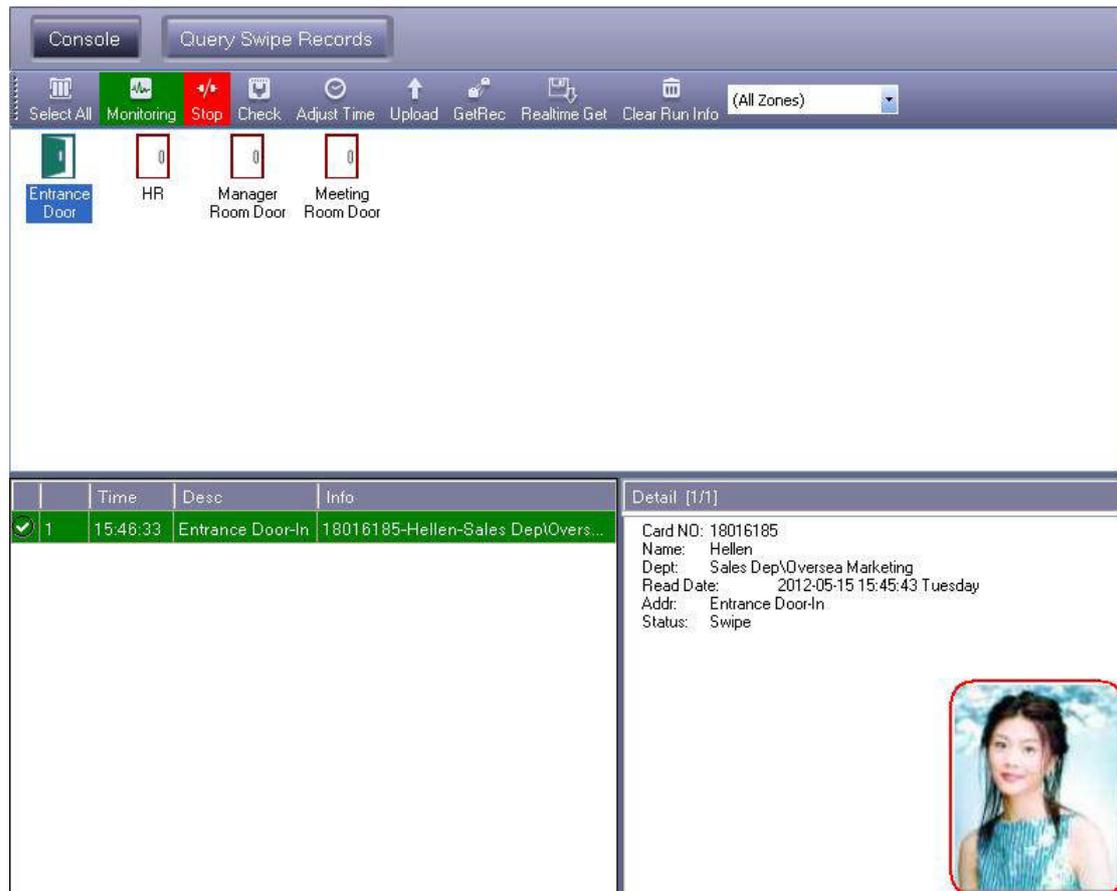
Click "Create"

Click "Statistics"

Part 5 Excursus

5.1 How to display user's photo at Monitor

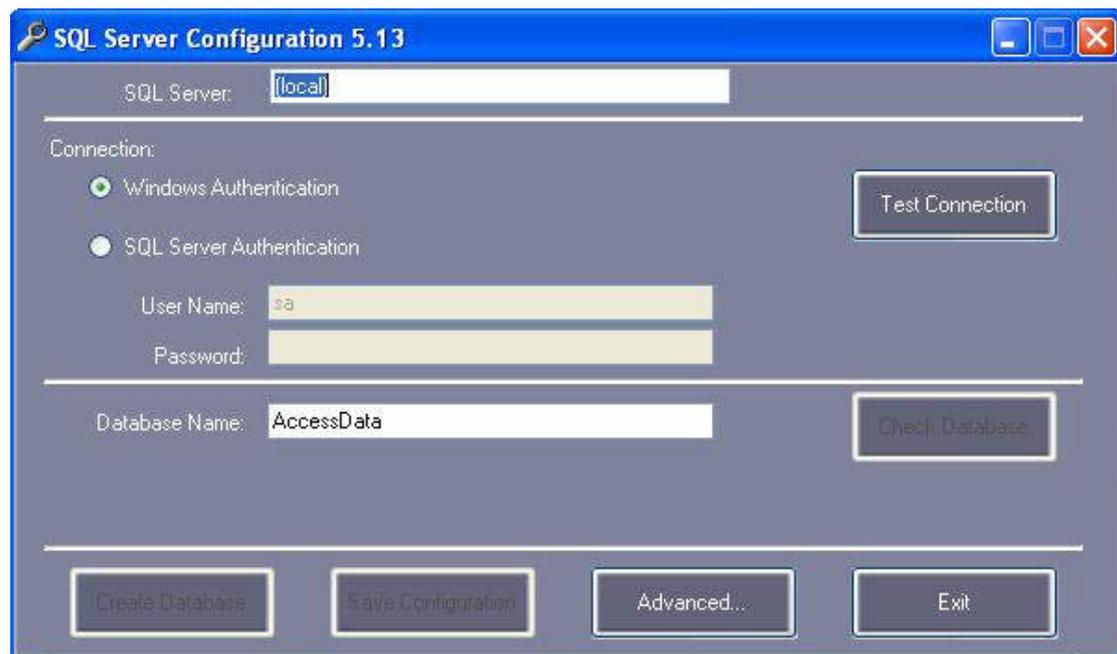If you want to add user's photo when adding the user, click "Photo" button, and add it.

At the monitor window, it can show the user's photo when the user swiping card.
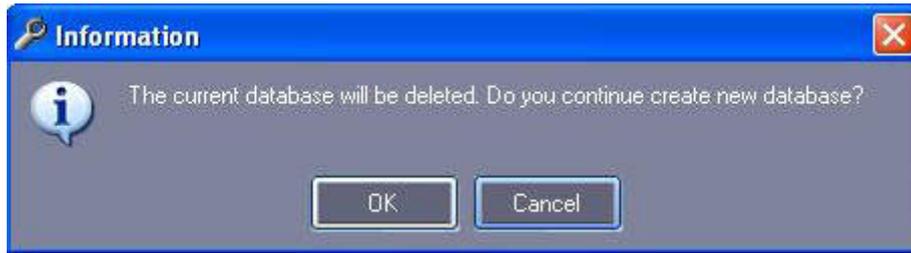
5.2 SQL Server Configuration

Install the SQL Server, and then configure Access Control SQL Server.

Select 【Start】>【Programs】>【AccessControl】>【SqlSet】
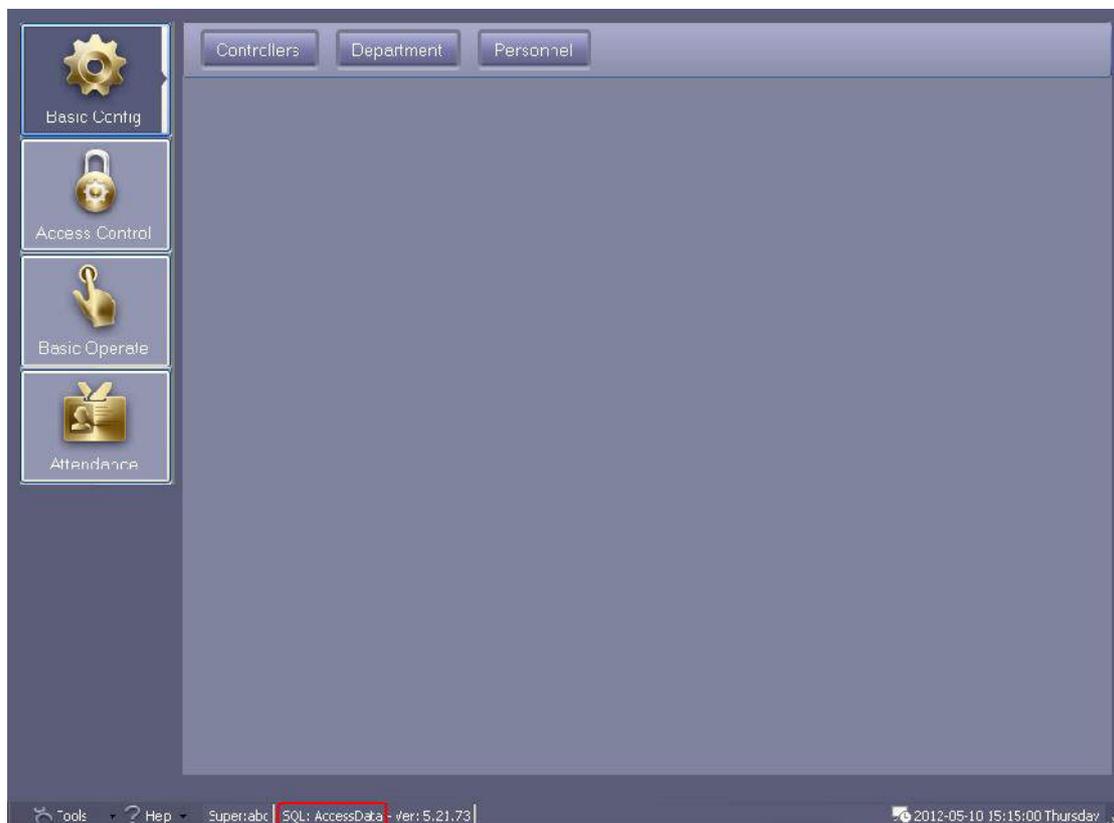

Click "Create Database"

Click "OK"

Click "OK", Then Click "Confirm"

Click "OK", Run Software "Access Control", You can see the created database icon as "SQL:AccessData".
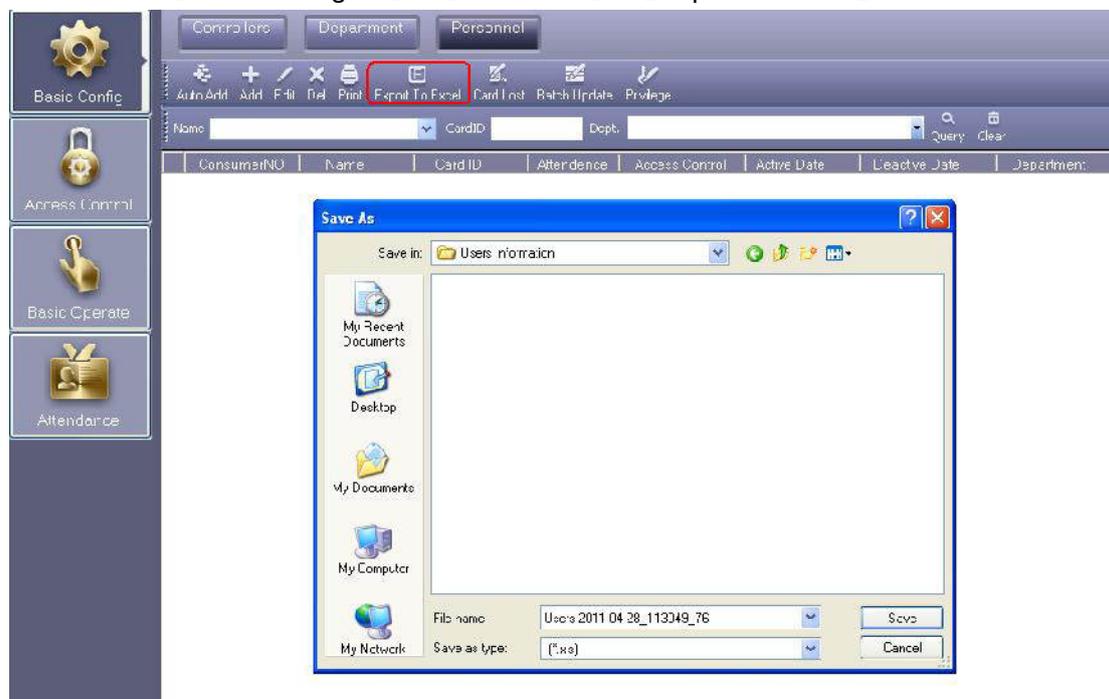
5.3 Import consumer's information from Excel

Attention: It can only import valid "ConsumerNO", "Name", "CardID" and "Department".

First "Export To Excel", Open the document, then export the new users information to Excel table.

Select【Basic Configure】>【Personnel】>【Export To Excel】

Click "Save"

Open the exported Excel document "Users-2011-04-28_113049_76.xls.xls".

If the document has already users' information, delete, and then create new users data table.

You just create users "ConsumerNO", "Name", "Card ID" and "Department" of the data. For example:

Remark: department can only use "\" as separator. For example: Sales Dep\Oversea Marketing.

After create users' data, Login software "Access Control", Click【Basic Configure】>【Personnel】Mouse Right Click,Select【Import From Excel】and Click. Select edited Excel document "Users-2011-04-28_113049_76.xls"

Import customer's information from Excel successfully, there will be information prompt

Import Result as: