Sphinx Access Control System (TC3XY controller)

Version 3.0.1.7

User Operation Manual



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Introduction to Sphinx Access Control System

Sphinx Access Control System is new software from Keyking International Limited. Keyking International Limited is a leader in designing and manufacturing cost effective and highly reliable Access Control Systems, with over than 10 years experience in the cards and smart cards business, Keyking provide the most cost effective solution on Access Control System, Time & Attendance system, and Smart Card system.

The software enables you to define the specific time and entries for the personnel accessibility. The system has an online facility that enables you to control and verify with the employee's photo if the permitted cardholder is the one using it.

The Sphinx can work as an off-line system as well. The large variety of reports and the report generator gives you the facility and the tool to analyze your database as your needs require.

Sphinx Access Control System is a powerful tool which enables you to limit and control access to your work area; to see-in real time-exactly where any given employee is located; and to produce custom reports on employee location and movement, for the purposes of security or payroll calculations.

Each employee or visitor is issued with a card (e.g. proximity or smart card), which must be presented through the reader to gain entry or exit. Sphinx controller checks the Cardholder's status before granting access, as well as recording every valid or invalid transaction.

Sphinx lets you group doors and Cardholders in a variety of different ways to suit your specific Reporting and Security needs.

KEYKING

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The Supervisor sees a constantly updating, online summary of all events, and can follow the paths of specific Cardholders or see who is at a given location, at will. Sphinx can also alert the Supervisor to special-user-defined-situations, with an alarm and/or a color sequence.

The Offline facility enables you to print custom Reports of all transactions, or specific types of transactions, between any given dates and times.

The Sphinx works under Windows 98, 2000, XP, NT, Server Family 2000, Server Family 2003. The system requires at least one Controller and one Reader.

Computer Requirements

- IBM compatible with Pentium II Processor
- 64 MB RAM (128 MB recommended)
- 50 MB hard disk space
- CD-ROM
- Keyboard & Mouse
- VGA 1024x768 Monitor
- RS-232 serial port
- Windows 98, 2000, XP, NT, Server Family 2000 or Server Family 2003
- Sphinx Controller (TC3XY, firmware v3.50 or higher).

Installation Procedure

- Insert the installation CD or download setup file at our website http://www.key-king.com Please contact to support@key-king.com for user name and password to access the download site.
- 2. Run the Setup file



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3. License Agreement

🛃 Sphinx Access Control Software English (TC3XY) - InstallShield Wizard		
License Agreement Please read the following license agreement carefully.		
Sphinx Access Control Software	<u> </u>	
You may transfer the Software and documentation on a permanent basis provided you retain no copies and the recipient agrees to the terms of the License Agreement. Except as provided in the License Agreement, you may not transfer, rent, lease, lend, copy, modify, translate, sublicense, time-share or electronically transmit or receive		
the Software, media or documentation.	Select "I accept" and then	
 I accept the terms in the license agreement 	click on Next	
C I do not accept the terms in the license agreement		
InstallShield		
< Back	Next > Cancel	



4. Enter your name and your company

🙀 Sphinx Access Control Software I	English (TC3XY) - I	nstallShield Wiza	rd 🔀
Customer Information			A B M
Please enter your information.			-
User Name:			
Nicholas Nguyen			
Organization:			
Keyking International, L	td		
Install this application for:	s computer (all users)	'Anyone who en click on Ne	uses" xt
	< Back	Next >	Cancel
	- St		

5. Specify the Sphinx location

🚼 Sphinx	Access Control Software English (TC3XY) - InstallShield Wizard
Destina Click Ne	tion Folder ext to install to this folder, or click Change to install to a different folder.
	Install Sphinx Access Control Software English (TC3XY) to: C:\TC300\ Change
Clie	ck on Change if you want to install the
Spł	ninx in other folder rather than C:\TC300
	Click on Next to enter
	next step
InstallShield	< Back Next > Cancel



6. Follow the system instructions

Reporting

Use Sphinx's Report options to print Transactions you want on record.

Security and Safety Features

Define exactly how much access for each User is allowed. See, Online, a passport picture of any Cardholder passing a terminal.

Photo

The Photo Path specified in the area is to store the cardholder photo. When defining a new employee there will be an automatic search for a jpg or bmp file in that directory and the photo will popup. The best image size is 109 (w) x 129 (h) pixels. The dpi scale is better to be lower because large file require more time to load and this will affect the time delay during real time monitoring. Using Auto Generate employee info will create Photo Path automatically, using the card ID as file name; the extension (bmp, jpg...) would be defined in generating process.

Year 2000 - Date & Time Format

The date format dd/mm/yyyy, and time format HH:mm:ss should be setting in Windows. HH:mm:ss means 24 hours format. As a result of other date & time format were not transformed correctly a created the configuration file of the Access in a corrupted way.

Multi-Languages

Sphinx already supports not only English, Spanish, Herew, Russian, Chinese but also support others, User simplify fills up the String table which map from English into his local language and send it back to us. You can find out the String list table in Excel or CSV format at TC300\Documentations\Language Define.xls

Notice: The local version supports Win2K, XP or higher. Here are some instructions how to change the local input and Regional in order to allow local words to be showed correctly in WinK and XP.



Regional Options Win2K:



Ceneral Numbers Currency Time Da		
Settings for the current user Many programs support international settings for numbers, currencies, times, and dates. Set the locale in order to use the standard settings		
Your locale (location):	-	
Hsbrew		
Select your locale		
Language settings for the system Your system is configured to read and write languages.	Belect your language settings	
☐ Georgian ☐ Greek ☑ Hebrew ☐ Indic		
Click on Apply, the system will ask for Windows	Advanced	
ОК	Cancel Apply	



Regional Options Win XP:

🚰 Control Panel							×
File Edit View Favorite	s Tools	Help				_	7
🕞 Back 🔹 🕥 🔹 🏂	🔎 Sea	rch 😥 Folders	s 🛄 🕇				
Control Panel	*	Automatic Updates	BDE Administrator	CD/DVD Drive Acoustic Sil	Date and Time	Display	-
Switch to Category Vie	ew	N	a	igo	9	1	
See Also	\$	Folder Options	Fonts	Game Controllers	Internet Options	Keyboard	
Windows Update		<u></u>	٢	۲			
		Mail	Mouse	Regional and Language Options	Nero ImageDrive	Network Connections	
		٠	\		4	0	
_		Network Setup Wizard	Printers and Faxes	Phone and Modem	Power Options	QuickTime Configure	es Qu
	Double	Click on the	9	´ 🌒	Ø,	2	
	Regiona	al Options	ieduled asks	Security Center	Sounds and Audio Devices	Speech	
		@				<u>.</u>	-

Regional and Language Options	
Regional Options Languages Advanced	
Standards and formats	
This option affects how some programs format numbers, currencies, dates, and time.	
Select an item to match its preferences, or click Customize Select the standard an your own formats:	d
Russian for your languation of the second se	age
Samples	
Number: 123 456 789,00	
Currency: 123 456 789,00p.	
Time: 14:23:51	
Short date: 20.07.2005	
Long date: 20 июля 2005 г.	
Location Select your location	
Russia	
OK Cancel Apply	



Regional and Language Options	<u>? ×</u>		
Regional Options Languages Advanced	Select this if you cannot find your		
Text services and input languages To view or change the languages and metho text, click Details	language in the Advance tab		
	Details		
Supplemental language support Most languages are installed by default. To ins select the appropriate check box below. Install files for complex script and right-to- Thai)	stall additional languages, left languages (including		
Install files for East Asian languages			
ок	Cancel Apply		
Regional and Language Options Regional Options Languages Advanced	<u>?</u> ×		
Language for non-Unicode programs This system setting enables non-Unicode pro and dialogs in their native language. It d programs, but it does apply to all users o	grams to display menus elect your language		
Select a language to match the language ver programs you want to use:	ISION OF THE HON-ONICODE		
Russian			
Code page conversion tables	Funt and to the default		
	Cancer Apply		



A. System Setup

The setup module contains 6 folders for setting up your application. Use the pull down manual and/or speed buttons at the top of software to access each detail setup.

- Hardware Setup
- Access Right (Time Zone, Time Table, Security Group, Cards List, Holiday)
- Flow Setup
- Communication
- Alerts
- Alarm Email Notification

How to login the software

Password	
Name	
Password	
🗸 ок	X Cancel

You must enter a *Name* and *Password* if you want to use the software.

The default user: *Name – admin*

Password – admin

This user has full powers.

Notice: Due to security, The database of software has a password. So you can access it unless you have its password. You can have the password when you contact with us.

I. Hardware Setup

Sphinx software uses the ID to identify different doors connected to the same controller. The ID must be a unique number between 1 and 127 for TC3XY Controllers, between 1 and 4 for doors. The Name field is a label intended to help you identify the controllers and doors. Sphinx software uses only the ID and the name does not affect Sphinx operation. The Model and Firmware version will be filled up automatically by software using search function.



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Ĩ	Sphinx Access Control System Communication Software							<u> </u>		
S	etup R	eport Maintenance	Help							
69	8 C) 📰 🕀 🛷 🧰	💄 🙏 🍰	1 🔣 🛍 (🧊 🔝 🚺					
- 9	System S	etup								
F	Controlle	r List					Door List			
ŀ	ID	Name		Model	Notice	┢	Name	ID		
P		2 Controller 2		TC344 (4 doors)		┝	Door 2_1		1	
						┢	Door 2_2		2	
						ŀ	Door 2_3		3	
						ĽĽ	Door 2_4		4	
	•									-
L			·	,						
	🔎 Se	arch New	Edit	Delete			New Edit	Delete		
		Scanning			C	ору	right (C) 1992 - 2005 Sphi	inx Access Control System		

This folder defines how each door operates. The Controller List on the left side contains a list of controller connected to the Sphinx system. The door List on the Right side contains a list of doors connected to the currently selected controller.

<u>1. Controller Setup</u>

Sphinx software uses the ID to identify different controllers connected to the same communication port. The ID must be a number between 1 and 127, which is unique to the communication port to which it is connected. To set the IP of controller please refer Starter Guide for more information.

To edit a controller, select the desired controller and click on the Edit button, then make the desired changes. You can also double click on the controller definition line to open its edit menu directly.



Sphinx Access Control System Communicati Setup Report Maintenance Help	on Software			
🔊 🖂 🖓 🛅 💄 🦂 🏦 🚺				
System Setup		Door List		
ID Name Mod	lel Notice	Name	ID	
1 2 Controller 2 TC3	44 (4 doors)	Door 2_1	1	
		Door 2_2	2	
		Door 2_3	3	
	Accontroller configuration			
	Name Control	er 2		
	I.D. 2			
	Model TC344	(4 doors)		
	Firmware V35.01			
	🗖 Disa	ble		_
	Notice:			
	Connection			
	COM Port COM7	-		
	1 1 1			
	VIK	X Cancel		
	Þ			-
Search New Edit Delet	te	New Edit	Delete	
Scanning.		opyright (C) 1992 - 2005 Sph	inx Access Control System	

Name – Name of the Controller

ID – ID of Controller (the ID would be defined in controller by using switches)

Port – The COM port (RS232 port) which is controller (converter) is connected.

IP – The IP of TC3XYNT/C2000 the controller is connected.

Model (for reference only) – There are four models TC312 (1 door, 2 readers), TC322 (2 doors, 2

readers), TC344 (4doors, 4readers), TC340 (4 doors, 8 readers).

Firmware (for reference only) – Firmware version.

Disable – The Status of Controller. If it's checked, The controller is not ready.

Notice – Where the cotroller is located,

There are two ways to add a controller,

- Click on Search (recommended): This function would help you find all controllers which are connected to PC.
- Click on the New button, enter a unique ID and replace default definitions as necessary.

KEYKING

To delete a controller unit, select the desired controller and click on the Delete Controller button. To search controller, click on Search button.



To search for new controller please specify COM/IP and then click on Search button.

After finishing, select which controller you want to save and then click on Save button. If the controller already exists, it would be ignored.

TCP settings of TC3XYNT/C2000:

Notice: Please change the S1/DIP1 of TC3XYNT/C2000 to ON when you start configuring and change it to OFF once you finish configuring. The S2/DIP2 of TC3XYNT/ shoulC2000d be OFF for applying new IP.







ĸĸ	5phinx Access Co	ontrol System Com	munication S	oftware						<u> </u>
Set	up Report Maint	enance Help								
	Search Lontrolle	ers		No. of Decideurs	F irmer 1	Invelop				
	V RSearch NT Cont	model No	o. Of Doors	No. of Readers	Firmware	ersion	СОМЛР		Save	
		IP Address		Model					Evit	
							Search			
							Manual Configure			
							Auto Configure			
						l			🖃 🖸	
							Heset		201	
						l	Save & Exit		.30	
						[Cancel			
						DC	Network Carller - Kar			
							address: {0,0,0,0}	1		
						Su	bnet: {}			
						Ga	iteway:		esh	
				(v)						
S	earching finished!									
Ľ									v	
•										
	🔎 Search 🛛 🛛 🔊	lew Edit	Delete			New	Edit Dele	te		
	Sc	anning			Copyri	ght (C) 19	92 - 2005 Sphinx Acce	ss Control Sy	/stem	

Search – Search for all controller in network. If it cannot find out any controllers then you should check the network cable, Hub/Switch again.

Manual Configure – Configure the TCP settings of selected TC3XYNT/C2000, use this function when you understand your network configuration clearly.

Auto Configure – Sphinx configures the TCP settings of TC3XYNT/C2000 automatically (recommended).

Reset – Reset TCP settings of the selected TC3XYNT/C2000. All IN/OUT status, temporary cached will be erased after resetting but TCP parameters.

Save & Exit – Save the IP has been found into memory.



TCP Manual configures:

KK Sphi	nx Access Control System Communication Software	_ 🗆 🗙
Setup KKSter	Report Maintenance Help	-
ID	Model No. Of Doors No. of Readers Firmware Version COM/TP	
	MAC Address IP Address Model	-
	NT Controller/Converter settings	_
	TC3XYNT/TC066 TCP-IP settings Working Settings PC Network Configuration	
	IP assigned automatically (DHCP) Unchecking is recommended	
	Controller/Converter IP: 192.168.0.158 Make sure this IP doesn't conflict with other PCs or TCP devices. Contact your network administrator for more information.	
	Subnet Mask: 255.255.0 PC's SubNet Mask is recommended	
	Gateway: 192.168.0.11 PC's IP is recommended	
	when you finish	
Us re	se this button to get the	
		×
P		
	Copyright (C) 2003 - 2004 Sphinx Access Control System	/

After configuring the TCP settings of controller, please back to Search for Controller windows to search for all controllers related to that IP. If you use TC3XYNT the Sphinx will find only one controller related to an IP, if you use C2000connect to 2 or more TC3XYMT, Sphinx will find out 2 or more controllers.



2. Door Setup:

This contains a display of definitions specific to individual doors. The definitions are added and edited in the Door Definition screen.

To add a door, click on the New door button, enter an unique ID and replace default definitions as necessary.

To edit a door, select the desired door, click on the Edit door button and make the desired changes. You can also double click on the door definition line to open its edit menu directly.

To delete a door, select the desired slave and click on the Delete button.

Setup Report Maintenance He	em Lommunication Software		
S 0 m A 4 m #			
System Setup Controller List	Model Notice	Door List	
2 Controller 2	TC344 (4 doors)	Door 2_1 1	
	Door Setup Door ID 1 Door Type IN Reader Door Mode Single Card No of confirmative cards (2-8) Area Checking (APB) Area Enter Outside	1 Door Open Time 5 sec. ✓ Monitor Time 15 sec. ✓ Threatening PIN 0 (0-9999) 2 Super PIN 0 (0-9999) — First Card of Day 1000 sec. 1 PIN Required 1000 sec.	Reader Type Auto Reader Type Auto Reader LED Reader LED Reading Delay Keypad Delay Accessories Normal Deep Normal Deep Norma
	Area Exit Outside	Delete card if putting wrong PIN in 5 times Hour (0-23) Minute (0-59) O O O O O O O	Sensor Type Normal Open
	1 None 2 None 3 None	0 0 0 V Monda 0 0 0 V Tuesdo 0 0 0 C C C C C C C C C C C C C C C C C	y I Holiday2 w I Holiday3
	5 None 6 None 7 None	0 0 Vene 0 0 V Friday	ay I Holday5 (V Holday5
	8 None 9 None 10 None 11 None	0 0 0 0 0 0 0 0 0 0	ay (♥] Holiday7
	12 None		<u> </u>
Search New	Edit Delete	New Edit Delete	Convicts (C) 1002 2005 Sekiny Access Control System
puanning			Cobyright (C) 1992 - 2005 Sphilitx Access Control System

ID - ID of Door (between 1 and 4)

Name – Name of the Door e.g. Main Door.

Door Type – There are two types of Door.

- "IN only" which has only one reader for entrances.
- "IN/OUT" which has one reader for entrances and one reader for exits. Reader 1 and Reader 3 for entrance, Reader 2 and Reader 4 for exits.

Door Mode – There are two options

- "Single Card": user needs one card to open door.
- "Many a Card": user needs more than one card to open door. The number of cards should be defined in "No of Confirmative Cards", from 2 to 8.

KEYKING

Area Checking (APB) – Please refer the Area-Anti Pass Back (APB) chapter.

Door Open Time – Define the amount of time for which the door lock relay is active. This time is defined in units of second.

Door Monitor Time - defines the amount of time that the Door Monitor sensor allows the door to remain open after the Door Opening Time has been completed (0-255 seconds). If the door remains open after this time, an alert is transmitted to the Sphinx software.

Threatening PIN – Using this password when you are forced to open door. An alert will be sent to software this Password is available when the door is under PIN required mode only.

Super PIN – This is supervisor password, you can open door at anytime using this password.

First Card Of Day – Enable the "First Card of Day Open Door in long time". The door will be opened in long time 0-1000 seconds for the first card of the day.

PIN required – Cardholder has to flash card and then key in password (including supervisor card) **Delete Card if putting wrong PIN in 5 times** – the card's information will be erased if the card holder putting wrong PIN more than 5 times.

Reader Type – There are 3 options

- "Auto" (recommended), the controller will detect 26bits or 34bits reader. Using others option in case of the reader doesn't support auto detected.
- "Weigand 26", "Weigand 34".

Reader LED: Using this option to change the color of reader's LED.

Reading Delay – Time delay between two flashings card (0-255 seconds).

Keypad Delay – Time delay between two pressings keypad (0-255 seconds).

Exit Button Type, Sensor Type – There are 2 options

- Normal Open: "Shorted" meaning "Activate", "Released" meaning "Deactivate".
- Normal Close: "Shorted" meaning "Deactivate". "Released" meaning "Activate".

Door Status Configuration – Please refer the Door Status Configuration chapter.



<u>3. Door Status configuration:</u>

This function enables you change status of Door based on time of day, working day or day off, holiday.

Starting from 00:00 to 23:59 a day, each door can change its status 15 times.

	roor Status Configuration								
	Action ID	Action	Hour (0-23)	Minute (0-59)	-	^	✓ Sunday	✓ Holiday1	
Þ	0	Normal	0	0					
	1	Always Open	8	30			 Monday 	✓ Holiday2	
	2	Normal	16	15			T		
	3	None	0	0			✓ Litesday	Moliday3	
	4	None	0	0			✓ Wednesday	✓ Holiday4	
	5	None	0	0	L				
	6	None	0	0			🗸 Thursday	✓ Holiday5	
	7	None	0	0					
	8	None	0	0			Friday	► Ношауь	
	9	None	0	0			 Saturday 	✓ Holiday7	
	10	None	0	0			_ ,		
	11	None	0	0					
	12	None	0	0	•	¥			

Door starts Normal (using card to open door) at 00:00 on Sun to Sat, Holiday1 to Holiday7

	Joor Status Configuration								
	Action ID	Action	Hour (0-23)	Minute (0-59)	~	Sunday	Holiday1		
	0	Normal	0	0		-	·		
Þ	1	Always Open	8	30		🗹 Monday	Holiday2		
	2	Normal	16	15		T	L1-642		
	3	None	0	0		✓ Tuesday			
	4	None	0	0		✓ Wednesday	Holiday4		
	5	None	0	0					
L	6	None	0	0	_	Thursday	Holiday5		
	7	None	0	0			L HalidauC		
	8	None	0	0		 Fliday 			
	9	None	0	0		Saturday	Holiday7		
	10	None	0	0					
	11	None	0	0					
	12	None	0	0	*				

Door starts "Always Open" at 8:30 on Monday to Friday only. Meaning this status applies for Mon, Tue, Wed, Thu, Fri only.



)oor Status	Configuration					
	Action ID	Action	Hour (0-23)	Minute (0-59)	^	Sunday	✓ Holiday1
	0	Normal	0	0			
	1	Always Open	8	30		💌 Monday	✓ Holiday2
Þ	2	Normal	16	15		T	
	3	None	0	0		✓ Luesday	M Holiday3
	4	None	0	0		 Wednesday 	✓ Holiday4
	5	None	0	0			
	6	None	0	0	_	Thursday	✓ Holiday5
	7	None	0	0			
	8	None	0	0		 Friday 	м ношауь
	9	None	0	0		 Saturday 	✓ Holiday7
	10	None	0	0			_ ,
	11	None	0	0			
	12	None	0	0	~		

Door backs to Normal status at 16:15 on Sunday to Saturday, Holiday1 to Holiday7 and keep this status in the rest of day.



II. Access Right 1. Time Zone Setup

KK Sphinx Access Control System	Communication Software	
Setup Report Maintenance Help		
🔬 😔 📰 🔒 🖉	💑 🏤 💹 🎘 🖨 🕼 📔	
Time Zone Setup	⊂Time Zone Details	
Working Hours	▶ 09:00:00 12:00:00	
No Time	14:00:00 22:00:00	
Full Time	00:00:00 23:23:23	
Over Time	00:00:00 23:59:59	
•		•
New Edit Delete	New Edit Delete	
Scanning	Copyright (C) 1992 - 2005 Sphinx Access Control System	

• Time zone means system will restrict the entrance of card holders with entrance restriction in a day. System default sets no restriction period for entrance. If you need to set time zone control for a card holder, you need to set time zone, time table and holiday setting.

• One controller contains 32 time zones at most, max. 287 time zone details for each time zone.

How to create a new Time Zone

- 1. Click on the new button and enter a name for the Time Zone.
- 2. Define the time range.

How to edit an existing Time Zone

1. Select the Time Zone from the Time Zone List on the left, and click on the Edit Time Zone



button.

2. Make the desired changes. Define the time range.

How to delete a Time Zone

- 1. Select the Time Zone.
- 2. Click on the Delete Time Zone button.

2. Time Table

Setup Report Maintenance Help							<u> </u>		
🔨 😕 📾 🕹 🔜	***	🏝 🗐 🍙 🛛	ù 🚺						
Time Table Setup	Time Table Setup								
• Week Day	Week Day O Holiday								
TimeTableName	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	_	
Full Time Tbl	Full Time	Full Time	Full Time	Full Time	Full Time	Full Time	Full Time		
No Time Tbl	No Time	No Time	No Time	No Time	No Time	No Time	No Time		
Working TimeTbl	No Time	Working Hours	Working Hours	Working Hours	Working Hours	Working Hours	Full Time		
OverTime	Full Time	Over Time	Over Time	Over Time	Over Time	Over Time	Full Time		
New Edit Delete	1								
Scanning			Co	pyright (C) 1992 - 2	2005 Sphinx Access	s Control System			

1. Time table setting is based on the foundation of time zone setting. The timetable includes time setting from Monday to Sunday, holiday setting.

2. Each controller can include max. 15 timetables.

To set timetable, just click the corresponding field form "Sunday" to "Saturday", "Holiday 1" to "Holiday 7". Then select the desired time zone's name.

3. Controller will execute the time zone control as set in the timetable for specified card holder(s). System will execute time zone restriction according to the timetables in corresponding day of week.



3. Personal Group

A Personal Group includes Security Group and Time Attendance Group.

A Security Group contains one or more doors where access is defined. Only ONE Time Table

must be defined for each door.



You may add the door access right to a specific group; select the timetable that belongs to this group and Time Attendance rule.

How to create a new Personal Group

- 1. Click on the New button and enter a name for the Personal Group.
- 2. Add and define new lines.

How to edit an existing Security Group

1. Select the Personal Group and click on the Edit button, or double-click on the Personal Group.

2. Add, delete or edit lines.



How to delete a Personal Group

- 1. Select the Personal Group.
- 2. Click on the Delete button.

How to add a new Security Group Detail

- 1. Click on the New button in the Security Group detail frame.
- 2. Select a door.
- 3. Select a Time Table.

How to edit a Security Group Detail

- 1. Select the line to be edited.
- 2. Change the door or Time Table selection.

How to delete a Security Group Detail

- 1. Select the line to be deleted
- 2. Click on the Delete button in the Security Group Detail.

Time Attendance Group – Please refer the Time Attendance chapter.



4. Cards List Setup

KK Sphinx Access Cont	ninx Access Control System Communication Software								
Setup Report Mainter	ance Help								
🔨 🕝 📰 🖶 🗳) 🕅 💄 🙏 🏤 💹	🏗 🗐 🥥 🚺 🚺							
Staff ID	Card No	Name	Department	SecurityGroupN	lame 🔺				
0001	0005600823	Rio Ferdinand	Technical	Full Group					
0002	0003882387	Frank Lampark	Technical	Working Group					
0003	0002623706	Steve Mamanaman	Technical	Working Group					
0004	0002619405	Arian Robben	Technical	Full Group					
Frank	0002623276		Human Resource	Full Group					
					Sort By Staff ID Card ID Name Group By None Department Security Group Look up Card ID Card ID Name				
Scan	ning		Copyright (C) 1992 - 2005 Sphir	nx Access Control System				

This is a database of employees, visitors and other personnel who may be issued cards. It contains a photograph.

Sort by – The following display fields on the left: Staff ID, Card ID or Name.

Group by – The following display fields by Department, Security Group or None

Look up – Choose the kind of field you want to search. Type parameter, Pointer search and seek to record in Card List.

Department Setup – Click this button to add, update or delete department in the list.

Buttons definitions

New – Create a new cardholder.

Edit – Edit the selected cardholder.

Delete – Delete the selected cardholder.

Send This – Send the selected record to controller(s).

Sent Permission All – Send all records to controller(s).

Import – Import the card list from CSV file.



Export – Export the card list to CSV file.

Report – Show the card list report.

Clear Cards List - Remove all cardholder from controller(s) and software.

Generate Cards No. - Generate Cards List automatically when card numbers are continuous.

How to create a new Personnel database record

- One by One:
 - 1. Click on the 'New' button.

Ĩ	Personnel Setup			×
	Personal Detail			
	Staff No.		🗸 ок	
	Name		D Dept. Setup	
	ID Number			
	DateOfBirth	Gender	🗶 Cancel	
	Department			
	Description1			
	Description2			
	Photo Path	· · · · · · · · · · · · · · · · · · ·		
	Personal Security Detail			
	Card No.	Sector 0 (0.65535)		
	Security Group			
	PIN	0 (0 - 9999)		
	Current Area	Outside		
	🔽 Area unlimited	Disable (Access denied in the whole system)		
	First Card Of Day,	Keep Opening Door Gupervisor Card (Can access every door at any time)		

2. Enter the name, Staff No.,IDNumber,DateOfBirth,Gender of the individual to whom the card is being issued.

3. Select the Department.

4. Enter Description of this card. It can be any type (number, date/time...). You can also change the caption Description1 & Description2 by Message Translation.

5. Click on the Browse button adjacent to the Photo File Name field and open a bitmap/jpeg file containing the individual's picture.

- 6. Enter a card number by regular or Weigand format.
- 7. Select the Security Group.



- 8. Enter PIN if necessary.
- 9. Select cardholder's current Area.
- 10. Check "Area unlimited" if cardholder doesn't follow ABP checking.
- 11. Check "First Card Of Day, keep opening door", if cardholder has that right.
- 12. Click on the OK button.
- Desktop Reader (HDS515/HDS525): it is the same as "One by One" but using desktop reader to input card number
 - Edit Sphinx.ini using Microsoft notepad.
 [Mifare_Desktop]
 COM_PORT=2 //COM port number which the HDS525 is connected
 Bytes=3 //Number of bytes, it should be 3 if you use are using TC3XY controller

ENABLED=0 // 0-Disable; 1 Enable

[EM_Desktop] COM_Port=2 //COM port number which the HDS515 is connected Bytes=3 //Number of bytes, it should be 3 if you use are using TC3XY controller ENABLED=0 // 0-Disable; 1 Enable

- 2. Enable EM desktop reader or Mifare desktop reader by setting the Enable=1
- 3. Make sure the desktop reader is being connected to PC properly.
- 4. Exit and restart Sphinx software if needed.
- 5. Place the cursor on Card No. field
- 6. Flash card in front of reader. The card no would be shown on that field.
- Using Online report:
 - 1. Flash card in front of the reader
 - 2. Using Online Report -->Start Scan to get the record from controller
 - 3. Double Click on the new record, a Personnel Setup will come out with the card number is filled automatically. Then you can enter the rest data for card holder.



Sphinx Access Control System Con Setup Report Maintenance Help	hinx Access Control System Communication Software							
ጿ 📀 📰 🖶 🖨 📰 💄 🧸	s 🏦 🏧 🛍 🕯	i 🧟 💼 🚺						
Online Scan								
Personal (Staff) Monitor Controller Operation Monitor Guest Monitor								
ControllerName Door	Reader	CardID	Staff ID	Name	Date 🔺			
Controller 2 Door 2 1	TN	0002623276	IFrank		×			
Personal Detail					- II			
Control Staff No.				✓ ок				
Control Name				Dept. Setup				
Control ID Number					- 11			
DateOfBirth	(Gender 💌		🗶 Cancel				
Department		•			_			
Description1								
Description2								
Photo Path								
Personal Security Detail					Ē			
Card No.	002615654		39 /0 (553)	E				
		▼ Sector	[(0-0555)	5)				
Controlle	0 (0 - 999	Offset	59750 (1-6553)	5)				
Location Connect Area	outside							
Event Current Area 10								
Date/Tim 🔽 Area unlimited		Disable (Access denia	ed in the whole system)					
Start First Card Of Day, Keep Opening Door Supervisor Card (Can access every door at any time)								

- Auto Generate
 - 1. Click on "Generate Card No."
 - 2. Enter card started card number, using regular or weigand format.
 - 3. Enter the number of card would be generated.
 - 4. Enter card parameter (please refer Personal Setup for more info).
 - Select "Photo Path by Card Number" if you want to generate the photo path. The photo path includes Photo Folder, Card No as file name, Extension. E.g.: C:\Sphinx\Photo; 0002038260; .JPG. The photo path will be C:\Sphinx\Photo\0002038260.JPG.
 - 6. Click on Generate button.



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Auto generate card infomation. Parameters Card Number Card ID. 0002623276 Total Weigand Format Sector 40 (0-65535) Offset 1836 (1-65535) Area Checking (Anti Pass Back) Area unlimited Current Area Photo Path by Card Number Photo Folder	 ✓ Overwrite if Card No. already exists Security Group ✓ Department ✓ Description1 ✓ Description2 ✓ Disable (Access denied in the whole system) ✓ First Card Of Day, Keep Opening Door ✓ Supervisor Card (Can access every door at any time) 	Karaka Ka
File Ext.		

How to edit an existing Personnel database record

1. Double-click on a field to open the Definition screen for the selected individual, or select a field and click on the Edit button.

- 2. Edit fields as necessary.
- 3. Click on the Save button.

How to delete a Personnel database record

Option 1: Select the line for the record to be deleted, and click on the Delete button. Option 2: Select the line for the record to be deleted, and press the Delete key on your PC keyboard.

How to update the configuration of controller(s)

Click on the Send All button to send all Personnel records to the Controller(s) or on the Send This button to send only the records that currently selected.

How to import data from external ASCII file

1. Prepare a text file contains the card list you want with the following format:



(StaffID, <u>CardID</u>, <u>Name</u>, <u>Department Name</u>, <u>SecurityGroupName</u>, <u>Photo file path</u>)

(The first 5 fields must be in the file)

You can also prepare this file in the Microsoft Excel software and save as CSV format:

2. Click on "Import" button and select the CSV you have prepared.

Personnel Definition screen

KK Personnel Setup		×
Personal Detail		
Staff No.	Frank	🗸 ок
Name		Dept. Setup
ID Number		
DateOfBirth	Gender Male	🗶 Cancel
Department	Human Resource	
Description1		
Description2		
Photo Path	D:\Muziz\Pictures\IMG_0672.jpg	
Personal Security Detail	a that are a former to	
Card No.	0002623276 vergand format	
Security Group	Full Group	
PIN	0 (0 - 9999)	
Current Area	Outside	
🔽 Area unlimited	Disable (Access denied in the whole system)	
First Card Of Day	Keep Opening Door Every door at any time)	

This screen contains the following definition fields:

Staff No. - Staff Number.

Card No. – Your proximity or smart card number. The card number can be filled up by regular or Weigand format.

Name – Cardholder name.

IDNumber – ID Number.

DateOfBirth – The birthday.

Gender - The gender.

Description1, Description2 – comment of the personal.

Department – Cardholder's department. The Department List is defined by clicking on Dept. Setup.

KEYKING

Photo File Path - photo of the card to be displayed when on-line

Security Group - System Access level for this card.

Area Unlimited – Select this option to cancel Area Checking (Anti Pass Back) of this card.

PIN - secret code (Password) of this card

First Card Of Day Keep Opening Door – At the beginning of day (from 00:00:00) this card will open the door in long time.

Disable – This card will be sent to controller but it cannot open any door.

Supervisor Card – Select this option to grant supervisor right to this card. A supervisor card can open any door at anytime.



5. <u>Temporary Cards Store Setup</u>

Kili GuestDlg					
Temporary card	1	Temporary card using			
V0001		V0002	TempCardID	V0002	
			CardID	0002621006	
			FromTime	09/03/2006 11:34:3	
			ToTime		
			Expire Date		
			GuestName		
			Photo Path		
			Organization		
			Address		
			Telephone		
TempCardID V0001			InvitedPerson		
CardID 0002608850			MeetingPerson		
Security Group			Purpose		
🔽 Enable			Notice		
ColorCode clMaroon ▼ + - × ×			Se	nd TempcardsList Cancel	

Logic Flow:

- 1. Create Temp cards store, the TC3XY supports up to 500 temp cards
- 2. Specify Security Group, Color... for each temp card
- 3. Send Temp Cards Store to all controllers.
- 4. When you give cards to guests, please follow the instructions according to function of each button below

Buttons definitions

- "+" Create a new tempcardholder.
- "-" Delete the selected tempcardholder.
- "J" Save the added tempcardholder.
- "x" Not save the added tempcardholder.
- ">>" To hand over a tempcardholder to guest.
- "<<" To take back a tempcardholder from guest.


"Send TempcardsList" – Send temporary cards store to the controller.

How to create a new Temporary card database record

- One by One:
 - 13. Click on the "+" button.
 - 14. Enter the TempcardID.
 - 15. Enter the CardID card number by regular or weigand format. User can chose a card number by clicking the "…" button (beside the CardID Editbox) if it has invalid cards.
 - 16. Enter the PIN if necessary.
 - 17. Select the Security Group of the Temporary Card.
 - 18. Check into the Enable checkbox if it is unchecked
 - 19. Select the Corlor of the temporay card.
 - 20. Click on the " \checkmark " button.

How to disable tempcard if it is taken back from a guets

- One by One:
 - 1. Select a tempcard from tempcards list.
 - 2. Click on the ">>" button.
 - 3. Enter the Expire Date.
 - 4. Enter the GuestName.
 - 5. Click on the Browse ("…") button adjacent to the Photo File Name field and open a bitmap/jpeg file containing the individual's picture.
 - 6. Enter the Guest information (Organization, Address, ...).
 - 7. Repeat from step 1. for each of guests.
 - 8. Click the "**Send TempcardsList**" button.

How to create a new guest database record

- One by One:
 - 1. Select a tempcard from tempcard using list.
 - 2. Click on the "<<" button.
 - 9. Click the "**Send TempcardsList**" button.



Guest Definition screen

KKGuestDlg				×
Temporary card		Temporary card using		
V0001		V0002	TempCardID	V0002
			CardID	0002621006
			FromTime	09/03/2006 11:34:3
			ToTime	
			Expire Date	01/02/2005
	>>		GuestName	Jack
			Photo Path	C:\Greek Version\Photo\Azriel.JPG
			Organization	
			Address	USA
			Telephone	9999999999
TempCardID V0001			InvitedPerson	John
CardID 0002608850] 		MeetingPerson	Mark
Security Group Working Group	_		Purpose	Meeting
I Enable			Notice	Business
ColorCode CIMaro	n •		Se	nd TempcardsList Cancel

This screen contains the following definition fields:

TempCardID – Temporary card number.

CardID – The proximity card number.

PIN – secret code (Password) of this card

Security Group – System Access level for this card.

Enable – The temporary card is enabled.

CorlorCode – The corlor of tempcardID in Tempcards list.

FromTime – Time of handing over a tempcardholder to guest.

ToTime – Time of taking back a tempcardholder from guest.

Expire Date – The deadline of tempcard which hand over a tempcardholder to guest.

GuestName – The name of guest.

Photo Phath – The File Name of the picture's guest.

Organization – Where the guest come from.

Address – The address of guest organization.

Telephone – The telephone number of guest organization.



InvitedPerson – Who invited the guest. MeetingPerson – Who the guest meets. Notice – The purpose of the meeting.



5<u>. Holiday Setup</u>

This folder contains all holidays in a year:



Sphinx Access Control System contains 7 groups of holiday that you can define. This feature gives the user more flexibility. User can define up to 365 days for each Holiday group, note that a day must not be duplicated in a Holiday group; a day must exist in one Holiday group only. The Holiday will be higher priority than Week day. E.g. the holiday is 02/09 it is Tuesday in 2005. Sphinx will use the Time Zone of Holiday1 instead of Time Zone of Tuesday on 02/09/2005.



III. Flow Setup

What is Flow Setup?

Event is a message for the door status, when an incident happens, it will react in one or more action. When system detects an incident, it will execute reaction in a sequence per user-defined setting. There are two kinds of Flow Control due to the source of incident. The first use Input (Ext. Input, Sensor, Exit Button) as source of incident, the second use Door Events(Illegal Open, Lock Open, Lock Close....) as source of incident.

How to setup a Flow Setup by Inputs?

Select [Setup] \rightarrow [Flow Setup], click on "By Inputs" you will see the following screen; it is a default setting for door release button. Please DO NOT change the flow setup if you are not an authorized engineer.

Nue Report Maiktance Met	Sphinx Access Control Syste	em Communication Software							_ 8 ×
A Const Description of the second descriptio	Setup Report Maintenance He	elp							
workerster in de la	ጿ 🕝 📩 🖶 🛥 🛄 🛔	🔒 🧸 🏤 💹 🛍 🕲	🔊 🗈 📔						
Torre Control Detail Torre Control Detail Sources <	Flow Control Setup								
Name Dy Tryce: By Sterets: By Sterets: Sourcest	Controller	Flow Control Detail							
Controller 2 Controller 2 Controller 2	Name	By Inputs By Events	By Soft Events						
Ext. Bady (Crow) keep Opening(Grow) 1 Server 1 (Shorted) None None None Ext. Bady (Crow) Badx to Normal 2 (Shorted) Input 2 (Shorted) None None None Door 1 (Open) Badx to Normal 0 Input 1 (Shorted) None None None None Door 2 (Open) Badx to Normal 0 Input 1 (Shorted) None None None None Door 2 (Open) Badx to Normal 0 Input 1 (Shorted) None None None None Door 2 (Open) Badx to Normal 0 Input 1 (Shorted) None None None None Door 4 (Open) Badx to Normal 0 Wore None None None None V Core 4 (Open) Badx to Normal 0 Wore None None None None	Controller 2	Target Relay	Mode	Delay (0-255 sec.)	Source1	Source2	Source3	Source4	Source5
Est. Reity 1 (Close) Back to Nummal 2 Smoot 2 (Sported) None None None None Door 1 (Open) Back to Nummal 0 Input 1 (Shorted) None N		Ext. Relay 1 (Open)	Keep Opening/Closing		1 Sensor 1 (Shorted)	None	None	None	None
Image: Control (Copen) Back to Normal 0 Iropit 2 (Shorted) None None None Door 2 (Open) Back to Normal 0 Sensor 1 (Shorted) None None None None Door 3 (Open) Back to Normal 0 Iropit 2 (Shorted) None None None None Door 3 (Open) Back to Normal 0 Iropit 2 (Shorted) None None None None Door 4 (Open) Back to Normal 0 Wara None None None None Door 4 (Open) Back to Normal 0 Wara None None None None Door 4 (Open) Back to Normal 0 Wara None None None None More None None None None None None None		Ext. Relay 1 (Close)	Back to Normal		2 Sensor 2 (Shorted)	None	None	None	None
Copen Back to Normal O Sensor 1 (Shorted) None No		Door 1 (Open)	Back to Normal		0 Input 1 (Shorted)	Input 2 (Shorted)	Input 3 (Shorted)	None	None
Deor 3 (Open) Back to Normal D Joor 4 (Ope		Door 2 (Open)	Back to Normal		0 Sensor 1 (Shorted)	None	None	None	None
Door 4 (Open) Back to Normal Decr 4 (Open) Back to Normal None None None None None None None None		Door 3 (Open)	Back to Normal		0 Input 1 (Shorted)	None	None	None	None
		Door 4 (Open)	Back to Normal		0 None	None	None	None	None
		New Dele	te						×
	-								

You will see that the logic is

1. IF Sensor 1 is shorted

THEN wait for 1 second, and then Ext. Relay 1 opens (keep opening until other events or commands from user let it closes)

2. IF Sensor 2 is shorted



THEN wait for 2 seconds, and then Ext. Relay 2 Open (back to close when Sensor2 is released).

- IF Input 1 and Input 2 and Input 3 is shorted THEN Door Lock 1 opens (when one of Input 1, Input 2, and Input 3 released, Door Lock 1 will back to Normal)
- IF Sensor 1 shorted THEN Door Lock 2 opens
- IF Input 1 shorted THEN Door Lock 3 opens
- IF Input 1 shorted THEN Door Lock 4 opens

How to setup a Flow control by Events?

Select [Setup] \rightarrow [Flow Setup], click on "By Events" you will see the following screen; it is a default setting for door release button. Please DO NOT change the flow setup if you are not an authorized engineer.

Sphinx Access Control System Communication Software	_ 🗆 🗵
Setup Report Maintenance Help	
🔊 📀 📰 🖶 🦂 🗱 🛔 🏦 📓 🔊 💷 🐘	
Flow Control Setup	
Name By Inputs By Soft Events	
Controller 2	
Input Location	
Door 2_1 Illegal Open Door	
Door 2_3	
I Door 2_4	
Event3 Invalid PIN	
Event4 Invalid Door/Time	
Ourput Location Ext. Relay 2 (Open)	
Output Time 5 0-255 sec.	
Scanning Copyright (C) 1992 - 2005 Sphinx Access Control System	1.



The logic of those Flows control above is:

IF Illegal Open Door **OR** Invalid Card **OR** Invalid PIN **OR** Invalid Door/Time at Door 2_1 **THEN** Ext. Relay 2 Open in 5 seconds.

How to setup Flow control by Soft Event?

KK Sphinx A	ccess Control	System (Communica	tion Softwar	e				
Setup Repo	ort Maintenance	e Help							
% Ø (🔲 🤀 🖨 🖩		💑 🍰	💹 🏗 🗐	🧟 🔒 📔				
Flow Control	Setup		- Flaw Cash	- Datail					
Controller			Flow Contr	OI Detail	Du Caft Functo				
	2		by inputs	Dy Lvents	Dy SUIL EVENUS				
Concroller	2		Event		Input Location	Monitor (0-255 sec.)	OutController ID		OutPorl 🔺
			Duplicat	ed Event	Door 1	30		1	COM1
			First Eve	ent of Day	Door 1	30		1	COM1
									_
			New	v De	lete				
	Scanning					Copyright (C) 1992 - 200	5 Sphinx Access Control System		

Soft Event is generated by software, the software in progress of scanning transaction from controllers, meaning all Soft Events are raised when scanning transaction from controller only.

Event – Duplicated Event: this event is raised when a card flashing in the second time of a day. if the number seconds between first time and second time of flashing is less than Monitor (0-255) then the second time is ignore, meaning the event is not raised.

First Event of Day: this event is raised when card holder flash his card in the first time



of a day.

Out Controller ID – The ID of controller you want to open relay of it. Out Port – The COM port which Out Controller is being connected Out Relay – The relay of Out Controller you want to open when the events rose Out Time (0-255) – Open time of the Out Relay. Log – Write to log file (Sphinx.log) when the event rose.

There is another option of Flow Control by Soft Event in Sphinx.ini

[SoftEvent]

ExpiredTime=60 (2-65535 seconds, Time to ignore a transaction)

When the time of event is expired then it is ignored in Flow Control by Soft Event

E.g.: Time of event is 23/07/2005 01:00:00, time of PC when the event is downloaded by software is 24/07/2005 10:00:00 this event will not be applied in Flow Control system.

Event	Description			
System Reset	This event will be raised when you press and hold the reset			
	button (in the PCB) in 5 seconds.			
	- Lock, Ext. Relay, Sensor, will be back to normal			
	- When the ID of controller changed, you have to reset the			
	controller.			
	- Cards Holder, Door Events, Transactions, Door			
	configuration, System Clock are not effected by this			
	reset.			
Data Reset	This event will be raised when the switch 8 is ON, press and			
	hold the reset button in 5 seconds. Remember turn switch 8 to			
	OFF when you finish otherwise all data will not be stored.			
	- Cards Holder, Door Events, Transactions, Door			
	configuration will be destroyed.			
	- System Clock will be reset to 01/01/2004 00:00:00			
Power Off				
Power On				
Data Destroyed				
Door Configuration Destroyed				
Transactions Detroyed				
System Clock Initialize				

Events List:



System Time Error	
Door Opened	
Door Closed	
Illegal Open Door	Door Open while the lock is locked
Illegal Close Door	This event raised when the door is opened illegal.
Left Door Open	Door open too long.
Lock Opened	Lock released
Lock Closed	Lock locked
Force Door Open	Door change to "Always Open status"
Force Door Close	Door change to "Always Close staus"
Supper PIN	Supper PIN was entered
Wrong Supper PIN	Wrong Super PIN was entered
Card + PIN	
Threatening PIN	someone put Threatening PIN
Invalid PIN	
Invalid Card	
User Area Changed	card holder enter to other area
Invalid Area	card holder try to enter wrong area
First Card of Day	the first card of day (from 00:00:00)
Supervisor Card	
Invalid Area	
Permitted Card	
Card on PIN	Card holder is putting PIN
User Area Changed	
Invalid PIN (with Card)	



IV. Communication

This folder defines what data to send to Sphinx controller(s). The left side of this folder defines data to send and to which controller(s) to send this data.

Setup Report Maintenance Help	
N 🗢 🖩 🗘 🕮 📕 🗛 雛 🕍 🛍 📾 🗐 🚱 📔	
Communication	
All Controllers	
Send	
✓ Date & Time 09/03/2006 15:46:50	
Configuration V Flow Setting V Security Group V Holiday V Cards List	
Send Date/Time - Controller 2 Sending Security Information - Controller 2 - Preparing Security data	*
Z Copyright (C) 1992 - 2005 Sphinx Access Control System	

How to send data to a controller

1. Select the type of data to send. (Date and Time, Configuration, Security group, Card List, Holiday)

- 2. Select All Controllers or a specific controller.
- 3. Click on the Send button.

Send To Controller fields

FieldDescriptionTime and DateResets the date and time at the terminals with the date and time that
you enter here.



Configuration	Sends the settings defined in the Door List folder.
Card List	Sends the settings defined in the Card List folder.
Security Group	Sends all of the settings defined in the following folders:
	Security Groups
	Time Table
	Time Zones
Holiday	Sends the settings defined in the Holiday folder.

Real Time Monitoring

Remark: You must connect to a running Controller in order to have on-line scanning.

Setup Report Main	Sphinx Access Control System Communication Software							
🚯 🕝 🔳 🕀	a 📰 💄 🙏 🏦	a 🔣 🏦	🖻 al 💼 📔					
Online Scan								
Personal (Staff) Moni	itor Controller Operatio	n Monitor	Suest Monitor					
ControllerName	Door	Reader	CardID	Staff ID	Name	Date 🔺		
Controller 2	Door 2_1	IN	0002623276	Frank		09/03/2006		
Controller 2	Door 2_1	IN	0002619405	0004	Arjan Robben	09/03/2006		
Controller 1	Door 1_2	IN	0003882387	0002	Frank Lampark	09/03/2006		
Controller 1	Door 1_2	IN	0002615654			09/03/2006		
Controller Operation	Monitor	Personal Monito	70	Controller 2		~		
	ontroller 1	Controller	iontroller 1	Controller 1				
		Door D	oor 1_2		Fail			
Location Co	ontroller		-	_	Port f.			
Event Po	ower On	Card ID	0002615654		🔳 Disabl			
		Name						
Date/Time US	9/03/2006 14:55:21	Event Ir	nvalid Card	_				
Start Scan	Stop Scan	Date 0	16:02: Time	21				
S	canning			Copyright (C) 1992 - 2005 Sp	ohinx Access Control System	1.		



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Setup Report Mainten	ol System Communic	ation Software				<u> </u>
🕺 🕝 🔳 🕀 🛷	🔟 💄 🙏 🏦	🌆 🗽 🖨 🧟 🚺	i 🗾			
Online Scan Personal (Staff) Monitor	Controller Operation f	Monitor Guest Monitor				
Controller	Location	Events	Date			
Controller 1	Controller	Power Off	09/12/2005 1	8:48:52		
Controller 1	Controller	Power On	19/12/2005 1	1:00:58		
Controller 1	Controller	Power Off	19/12/2005 1	3:52:33		
Controller 2	Controller	Power Off	08/03/2006 1	8:12:22		
Controller 2	Controller	Power On	09/03/2006 0	9:10:22		
Controller 2	Controller	Power Off	09/03/2006 1	2:18:15		
Controller 2	Controller	Power On	09/03/2006 1	2:51:01		
Controller 2	Controller	Power Off	09/03/2006 1	4:19:37		
Controller 1	Controller	Power On	09/03/2006 1	4:41:42		
Controller 1	Controller	Power Off	09/03/2006 1	4:47:12		
Controller 1	Controller	Power On	09/03/2006 1	4:53:05		
Controller 1	Controller	Power Off	09/03/2006 1	4:53:42		
Controller 1	Controller	Power On	09/03/2006 1	4:55:21		
Controller 2	Controller	Power On	09/03/2006 1	5:02:17		
Controller 2	Lock 1	Lock Opened	09/03/2006 1	5:28:20		
Controller 2	Lock 1	Lock Closed	09/03/2006 1	5:28:25		
						_
-Controller Operation Moni	itor Per	sonal Monitor		Controller 2	Connect 🛞	
Controller Contro	oller 1 Co	ontroller Controller 1		Controller 1	ОК	
Location Contro	oller Do	oor Door 1_2			Fail	
Event Power	On Ca	ard ID	002615654		Disable	
Evene point	Na	ime				
Date/Time 09/03/	2006 14:55:21 Ev	ent Invalid Card				
Start Scan	Stop Scan Da	ate 09/03/2006 Ti	me 16:02:21			
Scann	ing			Copyright (C) 1992	- 2005 Sphinx Access Control Syste	m //

How to start Online

Select the desire controller and click the Start Scan button to start online scanning.

This module displays data as it is collected from the controller(s). The display consists of the following:

- 1. An online table of the personal data collected.
- 2. The photo on file for the card used in the last transaction collected.3.
- 3. An online table of the Door Event collected

Notice: The online is started at the begin if a user has Polling (OnlineRpt/Location) authority. With Polling (OnlineRpt/Location) authority, you can stop and restart online. You can see the setting authority in the Administrator section.



Statistics displayed

Statistic	Description
Controller	The name of the controller that is defined in the Controller List.
Name	
Door	The name of the door that is defined in the Door List.
Reader	Entrance/Exit reader
Card ID	Card Number of cardholder.
Staff ID	Staff ID of cardholder
Name	Name of cardholder.
Date	Date
Time	Time
Event Type	This field indicates the status of transaction.
Statistic	Description
Controller	The name of the controller that is defined in the Controller List.
Name	
Location	Door/Lock/Ext. Input/Sensor/Exit Button/Controller/Ex.Relay
Events	This field indicates the status of transaction.
Date	Date/Time of events



How to zoom in the photo?

Click on Zoom In icon. A mini Personal transaction viewer will be displayed like below



It is resizable; you can adjust high and weigh of the photo for the best view.



How to modify the Personal data using Personal Monitor?

Double click on the record contains the card number which you want to modify. If the card was already registered, Personnel Setup would be shown like below.

KKSphinx Access Contro	ol Syster	n Communication Software			_ # ×
Setup Report Maintenar	nce Help				
N 🕑 🕅 🕀 🗳					
Online Scan					
Personal (Staff) Monitor	Control	er Operation Monitor Guest Monitor			
ControllerName	Door	Reader CardID Staff ID Name Date Time		EventType	_
Controller 2	Door 2	Auto generate card infomation.	×	Valid Card	
Controller 2	Door 2	Parameters		Valid Card	
Controller 2	Door 2	Gene Gene	rate	Valid Card	
Controller 2	Door 2	✓ Overwrite if Card No. already exists		Valid Card	
Controller 2	Door 2	Card ID. 0002623276 Total 1 Security Group Sto	p	Valid Card	
Controller 2	Door 2	Jecondy Gloup 1		Valid Card	
Controller 2	Door 2	Department Ex	it I	Valid Card	
Controller 2	Door 2	Sector40 (0-65535) Description1		Valid Card	
Controller 2	Door 2			Valid Card	
Controller 2	Door 2	Offset [_1030 (1-65535) Description?		Valid Card	
Controller 2	Door 2			Valid Card	
Controller 2	Door 2	Area Checking (Anti Pass Back)		Valid Card	
Controller 2	Door 2	Area unlimited Disable (Access denied in the whole system)		Valid Card	
Controller 2	Door 2	First Card Of Day, Keep Opening Door		Valid Card	
Controller 2	Door 2	Current Area Supervisor Card (Can access every door at		Valid Card	
Controller 2	Door 2	any time)		Valid Card	
Controller 2	Door 2	Photo Path by Card Number		Valid Card	
Controller 2	Door 2	Photo Folder		Valid Card	
Controller 2	Door 2			Valid Card	
Controller 2	Door 2	File Ext.		Valid Card	
Controller 2	Door 2			Valid Card	
Controller 2	Door 2			Valid Card	
Controller 2	Door 2			Valid Card	
P					
J					<u> </u>
-Controller Operation Monit	or	Personal Monitor			(+)
Controller 2		Controller Controller 2			
Controller Joshirollor 2		Eail			
Location Sensor 1		Potr fail			
Event Left Door Oper	1	Card ID 0003882387			
	•	Name Frank Lampark			
Date/Time 07/03/2006 1	6:14:57				
		Event Ivaliu Caru			
Start Scan	Stop Sca	n Date 07/03/2006 Time 16:10:39			
Scannii	ng			Copyright (C) 1992 - 2005 Sphinx Access Co	ntrol System

After modifying personal data, click OK or Cancel to back to Online Scan.



How to issue new card using Personal Monitor?

Double click on the record contains the card number which you want to modify. If the card doesn't exist in Cards List Setup, an "Auto Generate Cards" would be shown like below.

KK Sphinx Access Contr	ol System	Communication Sc	oftware							_ 8 ×
Setup Report Maintena	ance Help									
S 🛛 🗖 A 🖉	.	人 条 现 8	- 🖨 🙈 🗈 🔳							
Online Scan		KK Personnel Setu)				X			
Personal (Staff) Monitor	Controll	Personal Detail								
	Deer									
Controllerivame	Door 2 1	Staff No.	1			↓ OK				-
Controller 2	Door 2_1	Name	US1				1			
Controller 2	Door 2 1	- Como				Dept. Setup				
Controller 2	Door 2 1	ID Number					_			
Controller 2	Door 2_1	DateOfBirth	<u> </u>	Gender Others 💌		X Cancel				
Controller 2	Door 2_1	Department	Human Resource	-						
Controller 2	Door 2_1	Department								
Controller 2	Door 2_1	Description1	J							
Controller 2	Door 2_1	Description2								
Controller 2	Door 2_1									
Controller 2	Door 2_1	Photo Path	1							
Controller 2	Door 2_1	Personal Security [Detail							
Controller 2	Door 2_1	Caudata	0002615654	- Weigand format	_					
Controller 2	Door 2_1	Card No.		Sector 3	³⁹ (0-65535)					
Controller 2	Door 2 1	Security Group	Full Group	S975	0 (1_65535)					
Controller 2	Door 2_1	DTN	0 (0 - 9999)	onsoc j	(1 00000)					
Controller 2	Door 2_1	F 114	lo tritte	-						
Controller 2	Door 2_1	Current Area	Joutside	<u> </u>						
Controller 2	Door 2_1	🔽 Area unlimit	ed	Dicable (Access denier	d in the whole system)					
Controller 2	Door 2_1	je ned drame		I Disable (Access defile)	a in the whole systemy					
Controller 2	Door 2_1	First Card C	of Day,	Supervisor Card (Can	access					
Controller 2	Door 2_1	 Keep Openi 	ng Door	 every door at any tim 	ie)					
										_
Controller Operation Moni	tor	Personal Mo	nitor	Controller 2	Coppert				<u>ه</u> [
Controller 2		Controller	Controller 2		OK					
Controller Jeonarollor 2		- Door	Door 2 1		Fail					
Location Sensor 1		,			Port fail					
Event Left Door Ope	n	Card ID	0003882387		Disable					
-		Name	Frank Lampark							
Date/Time 07/03/20061	16:14:57	Event	Valid Card							
		1 0.11	103/2006 Time 16:10:39							
Start Scan	Stop Scar	Date 07	0012000 IIIIIB [10110:09							
Scanni	ing						Copyright (C) 1992 - 2005 Sp	hinx Access Control System	



V. Alerts

Sphinx enable user to show different color of record on the online report with specific time range and date range:

KSphinx Access Control S	ystem Communicatio	on Software	2						_ 🗆 ×
Setup Report Maintenance	Help								
🕺 🕝 🔳 🖶 🚄 🛅	💄 🙏 🏤 💹	i 🗟	a 🗈 🚺]					
Alerts Setup									
Alert Name	Event Name	From Card	To Card	From Date	ToDate	From Time	To Time	Colour	Wav File 🔺
Invalid	Invalid Card	0	4294967295	01/01/2001	01/01/2020	00:00:00	23:59:59		C:\TC300_NT 3017
Valid	Valid Card	0	4294967295	01/01/2001	01/01/2020	00:00:00	23:59:59		
Supervisor	Supervisor Card	0	4294967295	01/01/2002	01/01/2022	00:00:00	23:59:59		C:\TC300_NT 3017
Lock Open	Lock Opened	0	0	01/01/2002	01/01/2022	00:00:00	23:59:59		
Invalid Door/Time	Invalid Door/Time	0	4294967295	01/01/2002	01/01/2022	00:00:00	23:59:59		
No Alert	Unkown	0	0						
New Edit De	lete								▼ ▼
Scanning					Copyright (C) 1992 - 2	005 Sphinx Acces	s Control Sy	stem	

How to add a new event alert

- Click New button.
- Enter a name for this alert.

Select an event type that you would be interest in the online report. You could refer Flow Setup to understand more about event type.

Enter the range of card number for this alert that you would be interested in the online report (enter 0 for each event which doesn't have card number).

- Enter the date range for this alert that you would be interested in the online report.
- Enter the time range for this alert that you would be interested in the online report.
- Select a color for this alert that would be show in the online report.
- Select a wav file (sound file) you would like to alert when event happened.
- Select popup or none (True or False). The popup window will be showed if it's True.
- Select KeepArming or none (True or False). When event happened, the correlative alert will



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repeat until you select DisArm on popup menu. You will see how select DisArm in below section. After adding the event feature, you may try to run online scanning to see the difference of the color for each type of event happens.

Setup Report	ss Control System Comr Maintenance Help	munication Sof	tware							
🐒 🕝 🕅	🗞 📀 🖩 🖶 🚑 🧱 💹 🛍 🛱 🥥 💼 📙									
Online Scan			· · · · · ·							
Personal (Staff)	Monitor Controller Oper	ation Monitor	Guest Monitor							
ControllerNam	e Door	Reader	CardID	Sta	ff ID	Name	Date			
Controller 2	Door 2_1	IN	0002623276	Fra	nk		09/03/2006			
Controller 2	Door 2_1	IN	0002619405	000	4	Arjan Robben	09/03/2006			
Controller 1	Door 1_2	IN	0003882387	000	2	Frank Lampark	09/03/2006			
Controller 1	Door 1_2	IN	0002615654				09/03/2006			
	tion Monitor		itor		W Controller 2			× •		
Controller Opera		Cashallan	Controller 2		Controller 2	Connect	•	and the second se		
Controller	Controller 2	Concroller						1		
Location	Controller	Door	Door 2_1			Fail Port fail				
Event	Power Off	Card ID	00	02619405		Disable		11		
	00/00/0006 10:10:00	Name	Arjan Robben							
Date/Time	08/03/2006 18:12:22	Event	Valid Card							
Start Scan	Stop Scan	Date	09/03/2006 Tin	ne 15:47:43						
	Scanning				Copyright (C) 1992	2 - 2005 Sphinx Access Control	System			



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KK Sphinx Acces	s Control System Comm	unication Sof	ftware						<u>- 🗆 ×</u>
Setup Report N	1aintenance Help								
🐒 🕝 🔳 (9 🗢 🛅 💄 🧸 :	£ 11 🕅	🗟 🍙 👫 📔						
Online Scan			I						
Personal (Staff) M	1onitor Controller Opera	tion Monitor	Guest Monitor						
ControllerName	Door	Reader	CardID	Staff I	D	Name		Date	
Controller 2	Door 2_1	IN	0002623276	Frank				09/03/2006	
Controller 2	Door 2_1	IN	0002619405	0004		Arjan Robben		09/03/2006	
Controller 1	Door 1_2	IN	0003882387	0002		Frank Lampark		09/03/2006	
Controller 1	Door 1_2	IN	0002615654					09/03/2006	
•									→ Ě
Controller Operati	ion Monitor	Personal Mon	itor		Controller 2		Connect @	CONTRA	C. T.
Cashuallan	Controller 2	Controller	Controller 2		Controller 1	-			1
Controller		Door	, Door 2, 1				Fail		
Location	Controller	Duur					Port fail		
Event	Power Off	Card ID	0002619405	5			Disable		1
2. one		Name	Arjan Robben						1
Date/Time	08/03/2006 18:12:22	Event	Valid Card						
		Lvent							-
Start Scan	Stop Scan	Date	09/03/2006 Time 15:4	17:43					
	Scopping				Copuriable (C) 1993	2005 Sobiev: Ac-	occ Control Surface		
	peaning				Copyright (C) 1992	- 2005 Sprintx Acc	ess condition bysten	·	//



If popup is True, when card is swept over the reader, the popup window will be showed, as below:

Setup Report	<mark>s Control System Com</mark> r Maintenance Heln	nunication Sol	îtware				
% © m (9 🗢 🛅 💄 🙏	å 💹 🕅	🗟 🎑 😫				
Online Scan	• • •		Current Mana Share				
Personal (Staff) N	Ionitor Controller Oper	ation Monitor					
ControllerName	e Door	Reader	CardID	Staff ID)	Name	Date 🔺
Controller 2	Door 2_1	IN	0002623276	Frank			09/03/
Controller 2	Door 2_1	IN	0002619405	0004		Arjan Robben	09/03/
Controller 1	Door 1_2	IN	0003882387	0002		Frank Lampark	09/03/
Controller 1	Door 1_2	IN	0002615654				09/03/
Controller 2	Door 2_1	IN	0002623276	Frank			09/03/
Controller 2	Door 2_1	IN	0002623276	Frank			09/03/
Controller 2	Door 2_1	IN	0002623276	Frank			09/03/
Controller 2	Door 2_1	IN	0003882387	0002		Frank Lampark	09/03/
Controller 2	Door 2_1	IN	0002615654				09/03/
Controller Operat	ion Monitor	Personal Mon	itor		Controller 2		
Controller	Controller 2	Controller	Controller 2		Controller 1		
Location	Lock 1	Door Card ID	1000r 2_1	23276		Controlle	r 2,Door 2_1
Event	Lock Closed	Name			1900	09/03/2006 16:1	9:41 Invalid Card
Date/Time	09/03/2006 15:28:25	Event	Valid Card		JE.	0002621006 Look	
Start Scan	Stop Scan	Date	09/03/2006 Time	16:15:02			
	Scanning			Copyright (C)	1992		

If KeepArming is True, you will see the blink picture when the correlative event happens.

📄 Controller 3	Controller 3
🚨 Door 3_1	
🗌 🔤 🔂 Door 3_1 - Lock	Door 3_1 - Lock

How do you select DisArm?

In the Location Report, you click on the right button of the mouse, and chose DisArm submenu on popup menu.



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VI. Alarm Email Notification

Alarm Email Notification Setting

Nowadays, email is a very important communication tool for any business division. Therefore Sphinx

Access Control System also utilizes this advantage in order to provide a user-friendly environment for Sphinx user.

In [Setup] \rightarrow [Alarm Email Notification], you will see the following screen.

Please DO NOT change the setup if you are not an authorized engineer.

Sphinx Access Control System Communication Softw	are	<u>_ </u>
🔉 🚿 🔛 🛔 🖉 🔜 🌑 🖉 🗑 🔜 🚱		
- Alarm Email Notification	- and all the result	
LventName	Mail Type Addresses	
New Edit Delete	New Edit Delete	
Scanning	Copyright (C) 1992 - 2005 Sphinx Access Control System	

Press New for create an alert, Press Edit to edit, Press Delete to remove the setting



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KK Alarm Mail Setup						×
Name		From Date	01/01/2005	▼ To Date	31/12/2010	•
Event	•	From Time	00:00:00	🗘 To Time	23:59:59	-
SMTP Server User ID Port From Address From Name	25	Passwo	ord			
Message						
	📘 ОК		< Cancel			



VII. Area Setup – Anti Pass Back Function:

<u>1. Area Setup</u>

[Setup] \rightarrow [Area Setup] you will see the following screen:

Are	a Setup			×
	Area Setup			
	Area No.	Area Name	Description	🗸 ок
	0	Outside		
	1	Inside		🗖 Chur
	2	Chief Room		
	3	Area3		
	4	Area4		
	5	Area5		
	6	Area6		
	7	Area7		
	8	Area8		
	9	Area9		
	10	Area10		
	11	Area11		
	12	Area12		
	13	Area13		
	14	Area14		
	15	Area15		
	16	Area16		
	17	Area17		
	18	Area18		
	19	Area19		
ſ				
	M		► ►	

This folder used to define each area in your company or building. There are maximum 32 area would be defined. You may define this function for Anti Pass Back or Answer "Where is she/he?" question.



2. How to make an Anti Pass Back system?

- Open Door Setup dialog. Specify the Area Enter and Area Exit of each door. Select "Area Checking" option

- Specify the current Area of Card holder. Uncheck "Area unlimited" option.

- Using Communication to send Door Configuration and Card List again.

E.g.:



- Card Holder entrances Area2 by flashing card at Reader 1 and exits Area2 by flashing card at Reader2 only. He/She cannot exits Area 2 by flashing card at Reader2 without entrancing Area2 by flashing card at Reader1.

Door1 and Door2 configuration:

Enable "Area Checking" at Door1, Door2 Door1 [Area Enter] = Area2



Door1 [Area Exit] = Area1 Door2 [Area Enter] = Area1 Door2 [Area Exit] = Area2

- Card Holder entrances and exits Area3 by flashing card at Reader3 and Reader4. He/She cannot exit Area 3 by flashing card at Reader4 without entrancing by flashing card at Reader3.

Door3 and Door4 configuration:

Enable "Area Checking" at Door3 and Door4 Door3 [Door Type] = IN/OUT Reader Door4 [Door Type] = IN/OUT Reader Door3 [Area Enter] = Area3 Door3 [Area Exit] = Area2 Door4 [Area Enter] = Area2 Door4 [Area Exit] = Area3

Note:

- If your system has more than one controller (Global ABP). The software should be always online scanning transactions to keep updating current Area of all cards holder to all controllers.
- The Current Area of card holder is considered changed when they flash card and open door (door sensor is activated) otherwise there is no change.



VIII. Time & Attendance: 1. Configuration:

Solution Panate Maintenance Help	
Security Report Production of the production Production	
Personal Group Name Security Details Time Attendance Details Full Group Monday 09:00:00 18:00:00 Day Off Monday 09:00:00 18:00:00 Day Off Tuesday 09:00:00 18:00:00 Day Off Working Group Wednesday 09:00:00 18:00:00 Day Off Tuesday 09:00:00 18:00:00 Day Off Friday 09:00:00 18:00:00 Day Off Saturday 09:00:00 18:00:00 Day Off Sunday 09:00:00 18:00:00 Day Off Wether Update Vether Vether	Policies 15 minutes I First In and Last Out will be rounded 30 minutes Apply Over time for over 30 minutes Cut-off point/Lunch Break 60 minutes OverTime I Late Out C Late Out I Late Out C Late Out + Early In Total WorkHours - Regular WorkHours Total Work hours I Last Out - First In - Lunch Break C (Out1-In1) + (Out2-In2) + Lunch Break (Out1-In1) + (Out2-In2) + Lunch Break Variable defined Late Out Late Out = Last Out - Work Out Late In = First In - Work In Early Out = Work Out - Last Out Early In = Work In - First In OverTime = Last Out - First In (in day off) OverTime = Late Out or Late Out + Early In (in workday)
Scanning,	Copyright (C) 1992 - 2005 Sphinx Access Control System

Personal group - User can define up to 16 Groups, each group has its own Security Setting (Door-Time) and T&A setting. e.g.: HC group starts working at 09:00 while the other starts working at 08:00.

Regular working time - including IN (or Work IN), OUT (or Work OUT), Day Off.

- Based on IN Time and the time staff coming to office (getting from transactions list) software will calculate Late time (if he come late) or Over Time (if he come to office early).
- Out Time is the same as IN Time.
- Day Off. Sphinx will use Day off to calculate Over Time or Absence

Late In/Early Out Allowance - The number of minutes coming late or going out early is allowed. Sphinx will not report the staff comes lately in a day if he comes to office at 08:05 while the Work IN time is 08:00 and Late IN/ Early Out Allowance is 15 minutes. He will be considered coming late if he comes to office after 08:15

First In/Last Out will be rounded - Check this option if you want to round the IN time and Out



time if the minutes between IN/OUT time and Work IN/Work OUT is less than Late IN/Early Out Allowance: if he comes to office from 07:45 to 08:15, his IN time of that day will be reported as 08:00 if the Allowance is 15 minutes.

Apply Over time for Over - Sphinx will report he works over time of a day if his Over Time of that day is bigger than X, otherwise his Over Time will not reported. The method to calculate over time is configured in Overtime section.

Cut-off point/Lunch break - This is used to calculate working time, pls refer calculating Working Time method.

Variable Defined:

- Last Out: the last time the staff flashes his card on every readers in system of a day, this time will be considered as the time he leaves office.
- First IN: the first time the staff flashes his card on every readers in system of a day, this time will be considered as the time he comes to office.
- Work IN: the IN time is defined in Regular Working Time.
- Work OUT: the Out time is defined in Regular Working Time.

2. Making T&A Report:

Image: Second System Communication Software Betty Report Maintenance Help Image: Second System Communication Software Image: Second System Communication Software			
Date Filter Report Type	Sorting Order	Data Source	Reader
C Weekly	Card No. C Staff Name	C Transact only	C Reader IN/OUT
1/ 3 /2006 ▼ To 9/ 3 /2006 ▼ G Monthly	C Staff No. C Department	C Archive only	On't care
Staff Filter	Doors List Filter	Reports fields visible	
☑ All Staffs	All Doors Door 2_1	All	🔽 Card No.
© Card No. 0005600823 ▼ To 0005600823	Door 2_2 Door 2_3		☑ Date
	Door 2_4 Door 1_1	Report Title	Staff Name
	Door 1_2	E Dist Date	Staff No.
C Staff Name Rio Ferdinand To Rio Ferdinand		IV Princ Date	✓ Deparment
Security Groups Departments	_	✓ Page No.	Time In
All Security Groups All Departments Full Group Accounting			Time Out
Working Group		Column Name	🔽 Late In
			Early Out
		Daily/Weekly/Monthly Caption	Total Time
			Over Time
		Daily/Weekly/Monthly Summary	Week Day
		Total Summary	
		rocar Sammary	I NORMAN
Show Report			
Scanning		Copyright (C) 1992 - 2005 Sph	inx Access Control System

This folder is mainly separated by many categories filter – Date Filter, Report Type, Sorting Order, Data Source, Reader, Staff Filter, Door List Filter, Report field visible.



Date Filter

You can check from the calendar or use arrow button to increase/decrease up to, day, week or month.

Report Type

Choose the periods you want to print.

Sorting Order

There are 4 kinds of options to sort. Sort by Card No, Start No, Name or Department

Staffs Filter

Card No. - Card No. range should be in the report.

Staff No. – Staff No. range should be in the report.

Staff Name - Name of Staff should be in Report following Alphabet order.

Departments – Select the department(s) that you want shows in the report.

Security Groups – Select the security group(s) that you want shows in the report.

Doors Filter

Making T&A report based on the transactions from the Doors List

Report Field Visible

Select/Deselect the fields' user want to show in Report

Report Type

There are Daily, Weekly, Monthly reports, select the report type you want to make.

Data Source

Transaction + Archive: the Time & Attendance report is made by transactions in Transactions List and Archive.

Transaction Only: the Time & Attendance report is made by transaction in Transactions List only Archive Only: the Time & Attendance report is made by transactions in Archive only.

Reader

Reader IN/OUT - Using this option when your system has IN reader and OUT reader for each door. The IN time of each staff will be calculated based on transaction made by IN reader, the OUT time is the same but using OUT reader.

Don't Care – Sphinx will use the First time of flashing card of a day as IN time and Last time of flashing card of a day as OUT time.



B. Report

Transaction Report

This folder used to filter the transactions Report. User can filter the transaction record by Date,

Time, Card number, Staff number, Department, Security Group and Door.

KR Sphinx Access Control System Communication Software				
Setup Report Maintenance Help				
ጿ 📀 🖿 🖨 🛎 📕 🧶 🗮 🛍 🚳 🍙 🛽				
Transactions Report				
Filter	Door List			
🗲 Day 🗲 🦋 Week 🗲 🗲 Month 🗲	All Doors	V Door 2_1 V Door 2_2 V Door 2_3		
Date 1/ 3 /2006 💌 To 9/ 3 /2006 💌		✓ Door 1_1 ✓ Door 1_1		
Time 12:00:00 nμ τ Το 11:59:59 μμ τ				
Card No. All Cards To All Cards				
Staff No. All Staffs To All Staffs T				
Security Group				
Event Type Vall Events Supper PIN Vald Card (+PIN) Threatening PIN				
Report Type	Sorting Order			
All C First In	Date/Time		C Departments	
C First Told act Out				
	C Card No.		C Security Groups	
	0.000		C 2000	
	U Staff No.		U Doors	
Show				
Scanning			Copyright (C) 1992 - 2005 Sphinx Access Control System	

This folder is mainly separated by 4 categories – Filter, Doors, Report Type and Sorting Order.

Filter Group

Date – Input the Transaction report's date range.

Time – Input the Transaction report's Time range.

Card No. – Card No. range should be in the report.

Staff No. – Staff No. range should be in the report.

Department – Select the department(s) that you want shows in the report.

Security Group – Select the security group(s) that you want shows in the report.

Event Type – Select the event type(s) that you want shows in the report.

Doors List

Select the door(s) that you want shows in the report.



Report Type

Print Preview											
	***	➡ ■	1 🍯 🇁	🔲 🖨	<u>C</u> lose						
Thumbnails Sean	ch result										
			Key Tra	^{king}	ctions	Repo	rt - All	Pri	ntDate:	09/03/2006 17:44:39	
			Doo	r	Card No.	StaffID	Name	Date	Time	Event	
				IN	0003882387	0002	Frank Lampark	01/03/2006	14:04:27	Invalid Door/Time	
				IN	0002619405	0004	Arjan Robben	01/03/2006	14:04:36	Invalid Door/Time	
				IN	0002623276	Frank		01/03/2006	14:04:40	Invalid Card	
				IN	0002615654	1	US1	01/03/2006	14:05:04	Valid Card	
				IN	0002619405	0004	Arjan Robben	01/03/2006	14:06:51	Valid Card	
				IN	0002619405	0004	Arjan Robben	01/03/2006	14:06:58	Valid Card	
				IN	0002615654	1	US1	01/03/2006	14:07:04	Valid Card	
				IN	0002623276	Frank		01/03/2006	14:07:42	Invalid Card	
				IN	0002619405	0004	Arjan Robben	01/03/2006	14:07:54	Valid Card	
				IN	0003882387	0002	Frank Lampark	01/03/2006	14:17:26	Invalid Door/Time	
				IN	0002619405	0004	Arjan Robben	01/03/2006	14:17:35	Invalid Door/Time	
				IN	0002619405	0004	Arjan Robben	01/03/2006	14:19:27	Invalid Door/Time	
				IN	0002619405	0004	Arjan Robben	01/03/2006	14:19:44	Valid Card	
		-1		IN	0002615654	1	US1	01/03/2006	14:20:03	Valid Card	
				16.7	0000000070	Energia de la companya de		01/00/0000	14.00.11	has setted Cound	

All – Show all transactions in the report.

First In / Last Out – Only show the earliest record and the latest record of each cardholder according to each day.

First In - Only show the earliest record of each cardholder according to each day.

Last Out – Only show the latest record of each cardholder according to each day.

Sorting Order

Sphinx allow the transactions report with sorting order in Date/Time, Card No, Staff No, Departments, Security Groups and Door.

Reporting in ASCII format

🗾 FILO.txt - 記事本					_ 🗆 🗵
檔案(E) 編輯(E)	搜尋(S)	説明(<u>H</u>)			
Controller			Door	CardID	
Controller1			Door1	3381177	
Controller1			Door1	3381177	
Controller1			Door1	3381177	
Controller1			Door1	3381177	
Controller1			Door1	3381177	
Controller1			Door1	3381177	
Controller1			Door1	3381177	
Controller1			Door1	3381177	_

When you try to show the transactions report with Sphinx. At the same time, an ASCII format transactions report will be generate in the Sphinx directory name as FILO.txt.



GuestTransaction Report

KK Guest Report					<u>_ ×</u>
Guest Report					
Date	01/03/2006	▼ To	09/03/2006	•	Show
Card No.	All Cards	▼ To	All Cards	•	Close
All Doors	Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Door 2_1 Door 2_2 Door 2_3 Door 2_4 Door 1_1 Door 1_2			

Date Filter

Select date to date that you want to shows in th report

Card No. Filter

Select Card to card that you want to shows in th report

Doors List Filter

Select the door(s) that you want to shows in the report.

Click **Show** button to show the GuestTransaactionReport.





First In Report Last Out Report First In/Last Out Report

Location Map

This report will show all controllers and doors in floor plan and tree-view format on screen. You may first select that door by left click the mouse then right click to open the door/close the door manually.

You may select the floor plan by clicking on the Load Floor Image button.

Each door in the floor plan can be moved around by left click and hold down to door then drag. You may click the Save Position button to save the position of all doors.



Open Door – Open the Door manually as flash card entrance.

Force Door Open – Force the door remains open until another further command.

Force Door Close - Force the door remains close until another further command, and controller will not accept any cards.

Back to Normal – Return to the automatic access control.



System Report Time Attendance Report

KK Sphinx Access C	Control System Commu	nication Software	e					_ 🗆 ×	
Sond Christ Tarrenary Teh									
Transactions Report				oor List					
				oor List	☑ Door 2 1				
<	Day 🗲 🗲 Week	right the second	nth 🗲	All Doors	Door 2_2 Door 2_3				
Date	1/ 3 /2006 💌 1	fo 9/ 3 /2006	-		Door 1_1				
Time	12:00:00 nµ 🕂 1	Γο 11:59:59 μμ	÷						
Card No.	All Cards 💌 1	io All Cards	-						
Staff No.	All Staffs 💽 1	To All Staffs	•						
Department	All Deparments Accounting Human Resource Technical								
Security Group	All Security Groups Full Group Working Group								
Event Type	All Events Supper PIN Wrong Supper PIN Valid Card (+PIN) Threatening PIN		•						
Report Type			=Sc	orting Order					
	C First	In		Date/Time			C Departments		
C First In/Last Ou	ut 🔿 Last	Out							
				Card No.			C Security Groups		
			C	Staff No.			C Doors		
Show									
5	Scanning						Copyright (C) 1992 - 2005 Sphinx Access Control System		

This folder is mainly separated by many categories filter – Date Filter, Report Type, Sorting Order, Data Source, Reader, Staff Filter, Door List Filter, Report field visible.

Date Filter

You can check from the calendar or use arrow button to increase/decrease up to, day, week or month.

Report Type

Choose the periods you want to print.

Sort Order

There are 4 kinds of options to sort. Sort by Card No, Start No, Name or Department

Date – Input the Transaction report's date range.

Time – Input the Transaction report's Time range.

Card No. – Card No. range should be in the report.

Staff No. – Staff No. range should be in the report.

Department – Select the department(s) that you want shows in the report.

Security Group – Select the security group(s) that you want shows in the report.

Event Type – Select the event type(s) that you want shows in the report.



Doors List Filter

Select the door(s) that you want shows in the report. Holiday Report

RKPrint Preview						
│ <u>।</u> <u>।</u>	→ ₩	56 4 6	<u>C</u> lose			
Thumbnails Search result						^
Hand and free and the second		Keyking		Print Date:	00/03/2006 16-32-41	
			_	Thin Date.	03/03/2000 10.32.41	
		Holida	y Report			
		Holiday Name	e: Holiday Group1			
			02/09/2004			
			15/09/2004			
		Holiday Name	Holiday Group2			
			01/05/2004			
			30/04/2005			
		Holiday Name	e: Holiday Group3			_
		Holiday Name	e: Holiday Group4			
		Holiday Name	•: Holiday Group5			
		Holiday Name	e: Holiday Group6			
		Holiday Name	e: Holiday Group7	 		
						•
Page 1 of 1						



Cards List Report

	「「「」」) Close					
Thumbnails Search result						
	Keyking				Print Date:	09/03/2006 16:33:47
	Cards List Report					
	Staff No.: 0001	Name: Rio Ferdinand		Dept.:	Technical	
	Card No.:	0005600823	Description1:			
	Security Group:	Full Group				
	PIN	0				
	Supervisor:	False	Description2:			
	Disabled:	False				
	First Card:	True				
	Photo Path:	0005600823.JPG				
	Staff No.: 0002	Name: Frank Lampark		Dept.:	Technical	
	Card No.:	0003882387	Description1:			
	Security Group:	Working Group				
	PIN	0				
	Supervisor:	False	Description2:			
	Disabled:	False				
	First Card:	False				
	Photo Path:	C:\TC300_NT\Photo\Gavriel	.jpg			
	Staff No.: 0003	Name: Steve Mamanama	n	Dept.:	Technical	
	Card No.:	0002623706	Description1:			
	Security Group:	Working Group				
	PIN	0				


C. MAINTENANCE

<u>1. Clean Up Transactions</u>

This function use to clean up the old transactions, Door Events.

Click on Maintenance \rightarrow Clean Up Transactions.

Clean Up Transactions	×
Source All Personal Transactions Door Operation Events Guest Transactions Action Permently Deleted Move to Archive Range All Before 9/ 3 /2006	Close

2. Clean Up Archive

Click on Maintenance \rightarrow Clean Up Archive

Clean Up Archive Transactions	×
Source All Personal Archive Transactions Door Archive Operation Events Guest Archive Transactions	✓ OK
Range All Before 9/ 3 /2006	

3. Administration

This option enables you to define system operators and restrict their access to Sphinx software according to the functions that they are to use. Each system operator must be given a user name, password, and access to specific modules. Access to a module is assigned by placing a check in the check box for that module.



Invoke Sphinx and define the Supervisor who is in charge of entering data. Assign the Supervisor a password for security. The next time you invoke Sphinx you will have to type in the password to get access. Each regular User has a separate password; the extent of each user's authority may be determined by the system Supervisor.

Click on New button to create new user, click on Delete button to remove a specific user, click on Reset Password to re-enter password for a specific user.

Notice: The default user: - Name: admin

- Password: admin

Name	Setup	Reporting
 ▲ Admin ✓ Hardware Configure Access Right ✓ Time Zone Setup ✓ Time Table Setup ✓ Security Setup ✓ Holiday Setup ✓ Card List Setup ✓ Visitor ✓ Flow Setup ✓ Communication ✓ Alert Setup ✓ Area Setup ✓ Summer/Winter Setup ✓ SetIni Maintenance ✓ Clean Up Transactions/Area ✓ About ✓ Auto Archive ✓ Begister 	 Hardware Configure Access Right Time Zone Setup Time Table Setup Security Setup Holiday Setup Card List Setup Visitor Flow Setup Communication Alert Setup Summer/Winter Setup Summer/Winter Setup 	 Online Report Transactions Report First IN / Last OUT Report Location Map System Report Time Attendance Report Time Attendance Report Hardware Configure Report Time Zone Report Time Table Reoprt Security Report Holiday Report
	 Alarm Email Notification SetIni Maintenance Clean Up Transactions/Archives About Auto Archive Resident 	 ✓ Lard List Report ✓ Guest Report ✓ Administration ✓ Database Backup/Restore ✓ Polling (OnlineRpt/Location) ✓ Database Connect/Resti
New	Delete Reset Password Close	

4. Database Backup

Database Backup function allows you to create a copy of a database. This copy is stored in a location protected from the potential failures. If the database is somehow damaged, the backup copy can be used to re-create, or restore, the database.

5. Database Restore



when restoring a database, the copy will overwrite current database in the old program.

6. Auto Archive

To keep your transaction manageable, you need another place to store — archive — the old transactions that are important but not frequently used. You also need a way to automatically move those old transactions. Auto Archive takes care of these processes for you.

7. Database Compact/Repair

Database Compact/Repair allows you to compact and repair the database. This helps to reduce the size of database.



D. Licensing

The standard version supports up to 5 cards holder which is used for testing and introducing system. When you want to use it with full functions, you need to register the software with us, please refer the Register section for more information. A registered version supports up to 30,000 cards holder and no limit of T&A function.

A license is grant for only one PC. You will need a new license if replacing one of Hard Disk, Main Board, CPU. Or else upgrading from win 9x to NT/2K/XP

1. About



Please contact to support@key-king.com for licensed file (Sphinx.lic). Copy Sphinx.lic into Sphinx folder, restart Sphinx. After registration the Sphinx About looks like below:





2. Register

KK Register	×	
Company :	Keyking	
Number of D	oors : Unlimited number of doors	
Vendor		
Company	Keyking International Ltd.	
Address	Suite 3, 12/B Wissotzky St., Tel Aviv, 62338, Israel	
Email	info@key-king.com	
Generate registered file		

1. Type your company name, the number of doors you want to register, company address and email

- 2. Click Generate registered file button to browse where you save the registration file.
- 3. Click OK to finish.

Send us the registration file, with your payment. We would provide a licensed file (Sphinx.lic), Copy this file into Sphinx folder.

Note: Each Sphinx.lic works with only one PC according to the PC which registration file created. Please backup the licensed file in order to reinstall Windows.



F. Hardware Connection Diagram

