Siera Electronics

SAC 3702

Biometric Reader + Proximity +Password

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www.sieraelectronics.com

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Biometric Reader + Proximity +Password

Siera

Thank you for purchasing our product. Please carefully read this Manual to ensure maximum benefit in the use of this equipment. Once used, keep it in a safe place for future queries. In case of damage of any equipment or component, do not try disarm or repair on your own, please contact your local supplier for qualified technical personnel to solve the situation.

This Guide will allow you to operate your new Siera equipment. Please follow the different programming and installation steps to the letter:

Note: SAC 3702 also supports the connection of another Biometric + Proximity Reader, model SAC 3712, which can be installed remotely for a better use of the System.

As a first step it is advisable (to limit access to the configuration) the creation of the **"Manager"** User, who will be the one who will have full access to the system configuration.

Note: Factory settings allow up to 5 Users Manager

User creation "Manager" Steps:

1.- Press **"MENU"**.
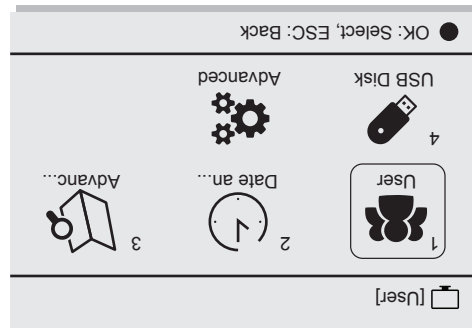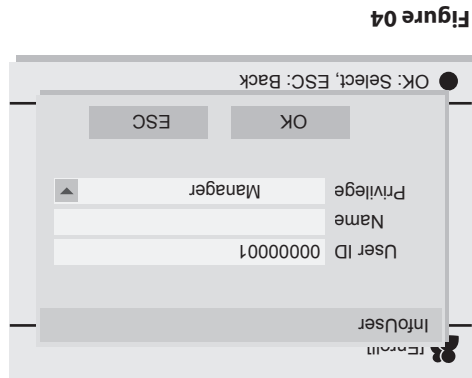An icon menu is displayed, by default the **"User"** icon is selected, (See Figure 01) Press **"OK"**, a new icon menu will be presented.

2.- By default the **"Enroll"** icon is selected, (see figure 02) press **"OK"**.

Figure 01

[User]

1 User
2 Date an...
3 Advanc...
4 USB Disk
Advanced

● OK: Select, ESC: Back

Figure 02

[Enroll]

1 Enroll
2 Delete

● OK: Select, ESC: Back

3.- The **"User ID"** field will request that you enter a number for this User (this number will be the one that identifies the User in the software, please take note of this number), you can enter the number you want or select the free number given by the reader. (See figure 03)
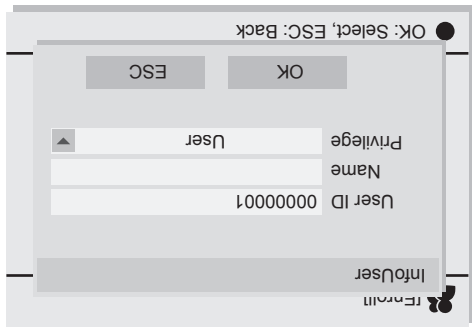
Figure 03

InfoUser
Enroll

User ID   00000001
Name
Privilege   User
OK   ESC

● OK: Select, ESC: Back

Now you must go to the "Privilege" field, with the key ▼ (down arrow), press the **"OK"** key. After selecting press the key ▼ to change to **"Manager"** (see figure 04).
Press **"OK"**, then go to OK on the screen and press the **"OK"** key again to go to the next step (see figure 05).

Figure 04

InfoUser
Enroll

User ID   00000001
Name
Privilege   Manager
OK   ESC

● OK: Select, ESC: Back

4.- The screen will remain in the **"Enroll"** menu indicating the registered **"Manager"** User number. (Figure 06)

Figure 05

InfoUser
Enroll

User ID   00000001
Name
Privilege   Manager
OK   ESC

● OK: Select, ESC: Back

Figure 06

[Enroll]-00000001 Name:

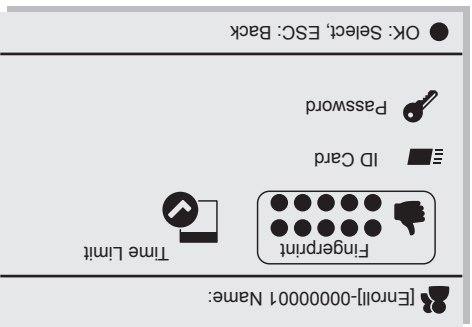Fingerprint   Time Limit
ID Card   Password

● OK: Select, ESC: Back

Depending on the access mode you need to assign to this User (Fingerprint, Card, Password), follow the corresponding access mode. See **"Access Modes"** later in this guide.
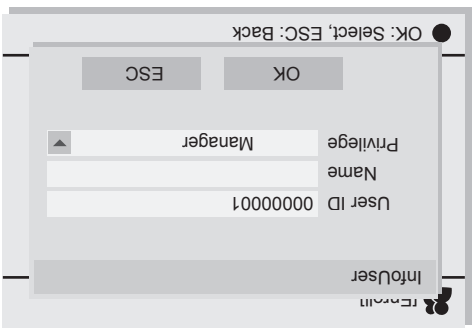
Creation of User Access:

Steps

1.- Press **"MENU"** (if there is a **"Manager"** User created, the message "Verify Manager" will be presented, present Fingerprint, Card or Password of the "Manager" User).

A menu of icons will be presented, by default the "User" icon is selected (see figure 01), press "OK", a new menu of icons will be presented.

2.- By default the "Enroll" icon is selected (see figure 02), press **"OK"**.

3.- The **"User ID"** field will request that you enter a number for this User (this number will be the one that identifies the User in the software, please take note of this number), you can enter the number you want or select the number Free given by the reader. Press **"OK"** (see figure 03).

4.- The screen will remain in the **"Enroll"** menu indicating the registered User number (see figure 06).

Depending on the access mode you need to assign to this User (Fingerprint, Card, Password), follow the corresponding access mode. See "Access Modes" later in this guide.

Note: for the edition of any of the two types of Users, once the configuration has been exited, it is only enough to reload a new User, and in the "User ID" field enter the User number that You want to modify either to load more data or change existing ones.

Access Modes

A). Fingerprint

1.- With the selection buttons (up or down arrow) go to "Fingerprint" (you will have the load of up to 3 tracks per User), each time you load a fingerprint one of the available places will be marked, press **"OK"**. (see figure 07)
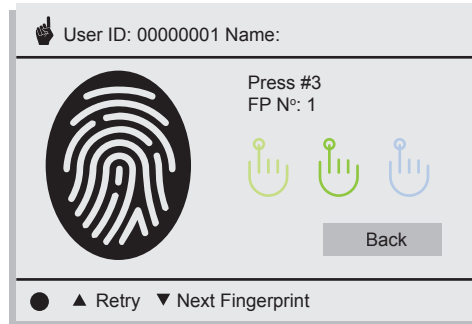
User ID: 00000001 Name:

Press #3
FP Nº: 1

Back

● ▲ Retry ▼ Next Fingerprint

Figure 07

2.- Place the same fingerprint 3 times, (at the end of the load the reader will show "Enroll Success", indicating that the fingerprint was entered correctly).

Once the fingerprint is loaded, if you press the down arrow selection button you can enter another fingerprint of the same User, up to a maximum of 3 fingerprints.

Press **"OK"** to finish and return to the previous screen (see figure 08). To exit press **"ESC"** several times, or wait 30 seconds for automatic exit.

[Enroll]-00000001 Name:

Fingerprint   Time Limit

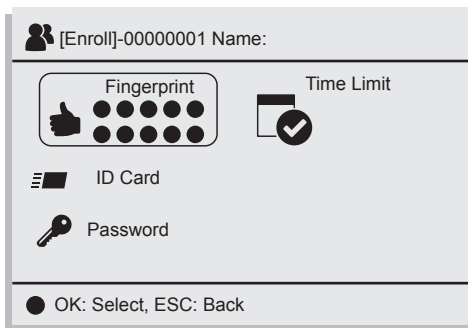ID Card

Password

● OK: Select, ESC: Back

Figure 08

Note: it is advisable to use at least two fingerprints per User, for example the index fingers of each hand, since if he or she suffers an accident in one of them, he or she can access with the other.

B). Card

1.- With the selection buttons (up or down arrow) go to "Card" and press "OK".

2.- Present the card in front of the reader's keyboard, after doing so it automatically loads the number in the blank field (see figure 09). Press "OK" to return to the previous screen.

To exit press "ESC" several times, or wait 30 seconds for automatic exit.

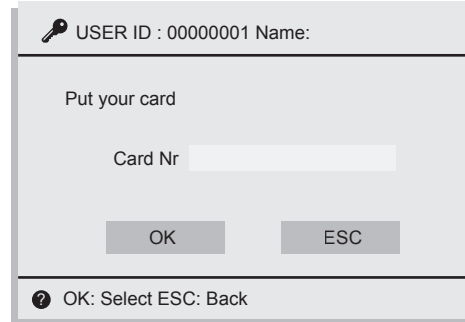**Note:** Only one card can be entered per User

USER ID : 00000001 Name:

Put your card

Card Nr

OK   ESC

❷ OK: Select ESC: Back

Figure 09

C). Password

1.- With the selection buttons (up or down arrow) go to "Password" and press "OK".

2.- Enter the password (up to 6 digits) press **"OK"** and re- enter the password, to finish press **"OK"** again (see figure 10) to return to previous screen (see figure 08)

To exit press **"ESC"** several times, or wait 30 seconds for automatic exit.
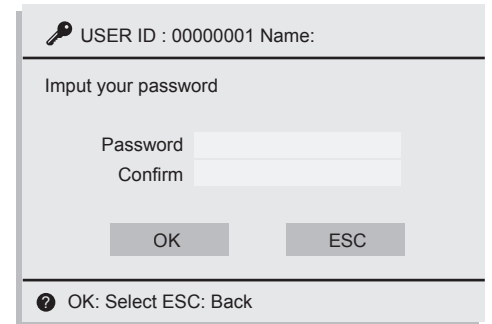
USER ID : 00000001 Name:

Input your password

Password
Confirm

OK   ESC

❷ OK: Select ESC: Back

Figure 10

Note: Only one password can be entered per User.

D). Validity Period (Time Limit).

It allows defining the period of validity of the access of the User.

1.- With the selection buttons (up or down arrow) go to "Time Limit" and press **"OK"**.

2.- With the selection buttons go to "Use / Not Use" and go to "Use" to enable the "From" (from), "To" (until) period fields, edit the dates and press **"OK"** , then go to OK on screen and press the **"OK"** key again, to return to the previous screen.

Elimination of Users / Steps:

1.- Press **"MENU"** (if there is a "Manager" User created, the message "Verify Manager" will be presented, present Fingerprint, Card or Password of the "Manager" User) (see figure 01).

A menu of icons will be presented, by default the "User" icon is selected (see figure 02), press "OK", a new menu of icons will be presented.

2.- Press "2" or with the selection buttons go to "Delete", press "OK".

3.- The "User ID" field will ask you to enter a number to identify the User you want to delete. Enter the User number and press "OK".

4.- With the selection buttons go to the access mode you want to delete from the User to delete that access and press "OK".

A confirmation window will ask you press "OK" to erase the data. Press "OK" to delete.

If you want to completely delete the User go to "Delete All" and press "OK".

A confirmation window will ask you to press "OK" to delete the data, after doing so it will show the ID of the next User.

To exit press "ESC" several times, or wait 30 seconds for automatic exit.

Clock setting / Steps:

1.- Press "MENU" (if there is a "Manager" User created, the message "Verify Manager" will be presented, present Fingerprint, Card or Password of the "Manager" User).

2.- Press "2" or with the selection buttons go to "Date and Time", press "OK".

3.- With the selection buttons move to the desired field (time, date, etc.) and press **"OK"** to edit them. Press **"OK"** to save the change. To exit press "ESC" several times, or wait 30 seconds for automatic exit.

Unlock access "Manager".

In the case of losing the **"Manager"** data (Fingerprint, Card or Password), it must be accessed by the administration software to reassign the "Manager" access.

Record Capabilities:

User: 1000
Manager: 5
Fingerprint: 1000
Password: 1000
Card: 1000

CONNECTION DIAGRAM