

SAC 3704

Facial Reader + FingerPrint + Proximity
+ Password with Built in Camera



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 start up your new Siera equipment. Please follow the different programming and installation steps to the letter:

As a first step it is advisable (to limit the access to the configuration) the creation of the User "Administrator", which will be the one that will have full access to the configuration of the System and the User "Manager"; that will have partial access to the System configuration.

Note: the factory settings allow up to "Administrator", "Users" and "S" Manager Users.

User Creation "Administrator" or "Manager" / Steps:

Figure 01



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

2.- The "Enroll" icon is selected by default (see figure 02) press "OK".

Figure 02



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 the number you want or select the free number given by the reader(see figure 03).

4.- with the selections buttons (arrow up or down) go to "Name" press "OK". Enter the name using the numeric keypad (see figure 04).

Figure 03

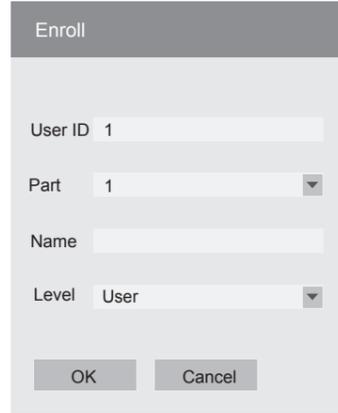
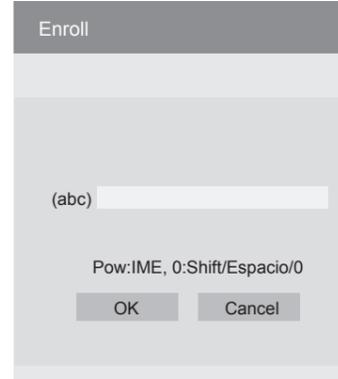


Figure 04



5.- With the selection buttons (arrow up or down) go to "Level" press "OK". Then press the T key to change to "Administrator" or "Manager". Press "OK" then go to [OK] on the screen and press the "OK" key again (see figure 5).

6.- The screen will be in the "Enroll" menu, indicating the number of the "Administrator" or "Manager" registered (see figure 06).

Figure 05

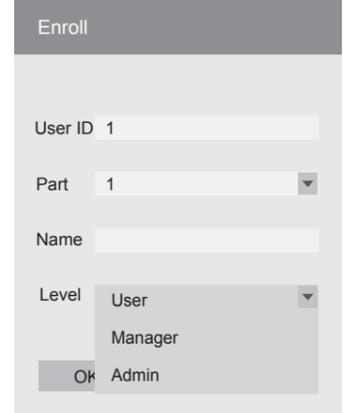
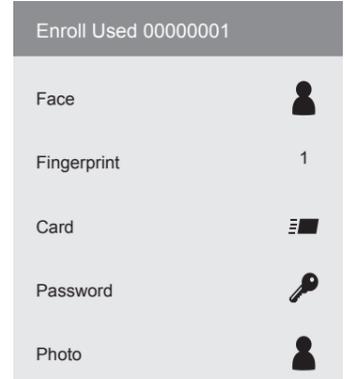


Figure 06



Depending on the access mode that you want to assign to this User (Facial, Finger print, Card, Password), follow the corresponding access mode. See "Access Modes", later in this guide.

Creation of Access User / Steps:

1.- Press "MENU" (if there is a User "Administrator" or "Manager" created is

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will present the message **"Verify Manager"**, present Facial, Footprint, Card or User Password **"Administrator"** or **"Manager"**.

2.- Press **"MENU"**. A menu of icons will be displayed, by default the **"User"** icon is selected (see Figure 01), press **"OK"**; a new menu of icons will be presented.

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

4.- 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).

5.- With the selection buttons (up or down arrow) go to **"Name"** press **"OK"**. Enter the name using the numeric keypad, press **"OK"** (see Figure 04).

6.- With the selection buttons go to [**OK**] in the screen and press again the **"OK"** key.

7.- The screen will be in the **"Enroll"** menu and indicating the registered User number (see Figure 06).

Depending on the **mode of access** that you want to assign to this User (Facial, Finger print, Card, Password), follow the corresponding access mode. See **"Access Modes"**, later in this guide.

Note: For editing any of the three types of users once you have left the configuration, just re-enter to load a new User and in the **"User ID"** field, enter the number of the User you want to modify, either load more data or change existing ones.

Access modes:

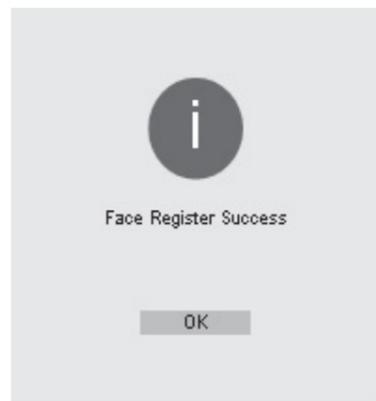
A). Facial recognition (Face)

1.- When entering default Access Modes, **"Face"** is selected, press **"OK"** (see Figure 06).

2.- Place yourself in front of the reader centering the Face between the marks of the screen, to proceed to the recognition which is carried out in 5 steps. At the end of the recognition the reader indicates

"Face Registration Success!", indicating that you registered correctly (see Figure 07), press **"OK"** to return to the previous screen.

Figure 07



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

B). Finger Print

1.- with the selection buttons (arrow up or down) go to **"Fingerprint"** (you will have the load up to 10 fingerprints per User, each time you load a fingerprint one of the available places will be marked) and press **"OK"** (see Figure 08).

Figure 08



2.- Place the same fingerprint 3 times (at the end of loading the reader indicates:

"FP Registration Success!"; indicating that the footprint was entered correctly). Once the footprint is loaded if you select **(Continue)** you can enter another fingerprint of the same User, up to 10 fingerprints. Press **"OK"** to finish and return to the previous screen.

For exit press **"ESC"** several times, or wait 30 seconds for automatic output.

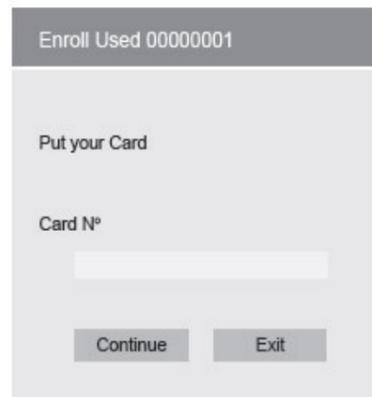
Note: It is advisable to use at least two fingerprints per user, for example the index fingers of each hand, since if the same one suffers an accident in one of them it will be able to accede with the other.

C). CARD

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

2.- Present the card at the bottom of the fingerprint reader, after doing so, the number is automatically loaded into the blank field (see Figure 09).

Figure 09



Press **"OK"** (at the end of the loading the reader indicates **"Card Registration Success!"**, indicating that the card was correctly registered).

Press **"OK"** to return for the previous screen. For exit press **"ESC"** several times, or wait 30 seconds for the automatic output.

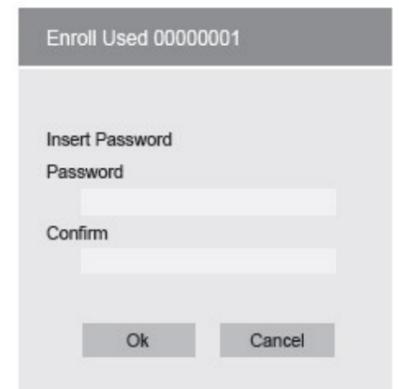
Note: You can enter only one card per user.

D). Password

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

2.- Enter the password, up to 6 digits (see figure 10).

Figure 10



3.- With the selection button (arrow down) go to **"Confirm"**.

4.- Enter the key again, and press **"OK"** (at the end of the loading the reader indicates **"Password Registration Success!"**), indicating that the password was entered correctly, press **"OK"** and return to the previous screen, to exit pressing **"ESC"** several times, or wait 30 seconds for the output automatic.

Note: You can enter only one password for user.

E). Photo

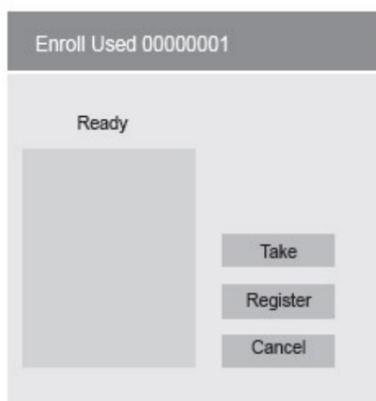
When loading a user it will be possible to take an image of it at the moment with the built-in camera that the reader has. This photo is only a way to complete the User's registration with more data. This photo can then be downloaded into the readers' management software.

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

2.- Once the person is ready (see figure 11), press the **"OK"** key.

In the screen shows the photo, press **"OK"**. At the end of the photographic registration the reader indicates **"Photo Registration Success!"**, indicating that the photo was correctly registered. Press **"OK"** to return to the previous screen.

Figure 11



For exit press **"ESC"** several times, or wait 30 seconds for the automatic output.

F). Timezone

It allows to define the user access schedules, they must be set in **"Menu / Setting / Access / Define Timezone"**.

1.- With the selection buttons arrow up or down) go to **"User Timezone"** and press **"OK"**.

2.- With the selection buttons go to each of the **"Timezone"** and press **"OK"** to enable field editing.

3.- Enter the number of **"Timezone"** wanted and press **"OK"** to save. For exit press **"ESC"** several times, or wait 30 seconds for the automatic output.

G). Finger Print Alarm

This function allows adding a fingerprint that will allow access but will activate an alarm so that it is connected to a warning means (panic, alarm input, etc.).

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

2.- Place the print 3 times (at the end loading the reader will show **"FP Registration Success"**, indicating that the fingerprint was added correctly), press **"OK"** to return to the previous screen. To exit press **"ESC"** several times, or wait 30 seconds for automatic output.

Users deletion / Steps:

1.- Press **"MENU"**. If there is an **"Administrator"** or **"Manager"** User created, the message **"Verify Manager"** will be presented, presenting the Facial, Footprint, Card or Password of the **"Administrator"** or **"Manager"** User. A menu of icons will be presented, by default the **"User"** icon is selected, press **"OK"**; a new menu of icons will be presented.

2.- Press **"2"** or with the select buttons go to **"Delete"**; and press **"OK"**.

3.- The field **"User ID"** will request that you 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 **"Access Mode"** that want delet the user, to erase that access mode and press **"OK"**. A confirmation window will ask you to press **"OK"** to erase the data. Press **"OK"** to remove.

If you wish to delete the User completely go to **"Delete All"** and press **"OK"**, a confirmation window will ask you to press **"OK"** to erase all the data (at the end of the deletion of this access mode, the reader indicates **"Deleted Successfully!"**; indicating that it was deleted correctly), press **"OK"**.

Note: If other access options are enabled for this user, return to the **"Access Mode"** list to be able to delete them, otherwise return to the **"User"** window.

Clock Setting/ Steps:

1.- Press **"MENU"** If a User **"Administrator"** or **"Manager"** is created, the message **"Verify Manager"** will be displayed; present Facial, Footprint, Card or Password of the User **"Manager"**.

2.- Press **"2"** or wit the selection buttons Go to **"Setting"**; press **"OK"**.

3.- Press **"2"** or with selection buttons go to **"Advanced"**; press **"OK"**.

4.- Wit selection buttons move up **"Date and Time"**; press **"OK"**.

5.- With selection buttons move to the desired field (Time, Date and Format) and press **"OK"** to edit them. Press **"OK"** to save the changes. To exit press **"ESC"** several times, or wait 30 seconds for automatic output.

Unlocking acces "Administrator" or "Manager".

In the case of losing the data of the **"Administrator"** or **"Manager"** (Facial, Fingerprint, Card or Password), the following procedure must be followed:

1.- Disconnect the power.

2.- Press and hold the **"K1"** button on the back of SAC 3704.

3.- Connect the power.

4.- The equipment requests confirmation to remove all privileges, release the button.

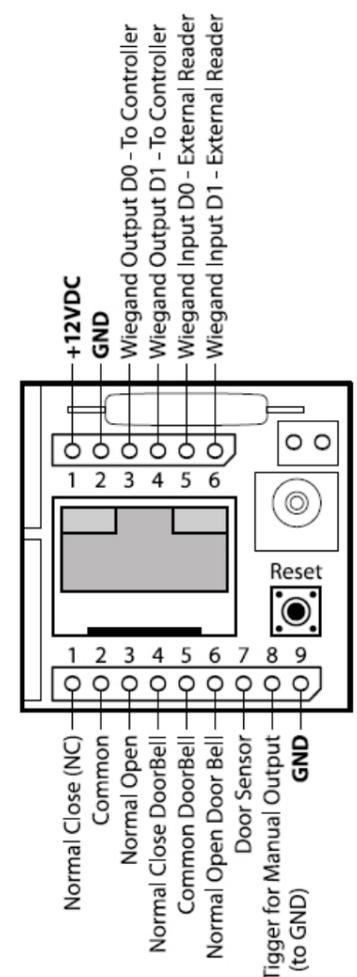
5.- Press **"OK"** two times.

From this moment you can enter to configuration only by pressing the **"MENU"** key without needing the **"Administrator"** or **"Manager"** password This process DOES NOT erase the **"Administrator"** or **"Manager"** User; only your password.

System Restart

Reset button: for reset the indoor device press the outdoor switch, which is accessed through the hole in the bottom, to the left of the USB connector.

SCHEMATIC DIAGRAM OF CONNECTION



Record Capacity:

User: 5000
Administrator: 5
Manager: 5
Face: 500
Fingerprint: 5000
Card: 5000
Password: 5000
Timezone: 50