SAC 3711

Clever Access Biometric Reader for Assistance Control

Thank you for purcharsing 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: The SAC 3711 is designed for personnel control, it has an intuitive menu for easy understanding.

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"**.
A menu of icons will be presented, by default the **"User"** icon is selected, (See Figure 01) Press **"OK"**, a new icon menu will be presented.

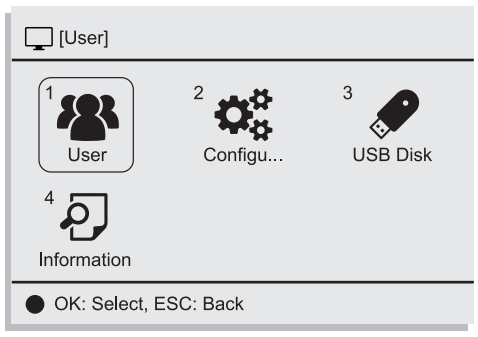

Figure 01

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

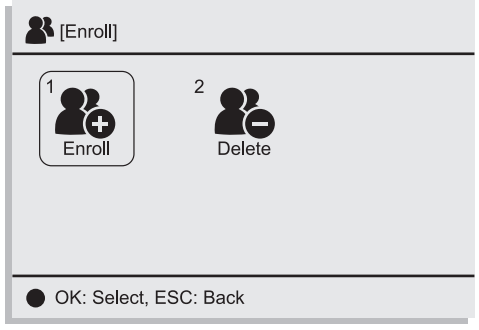

Figure 02

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

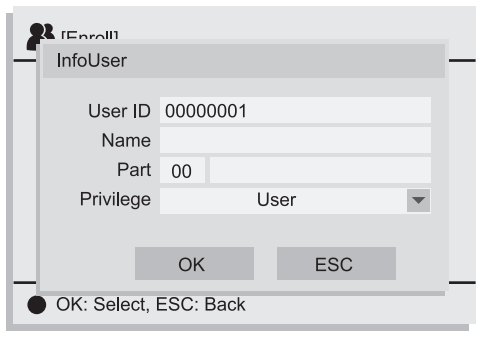

Figure 03

Now you must go to the **"Privileges"** field, with the **"V"** key (down arrow), press the **"OK"** key. After selecting press the **"V"** key to change to **"Manager"**. (See figure 4)

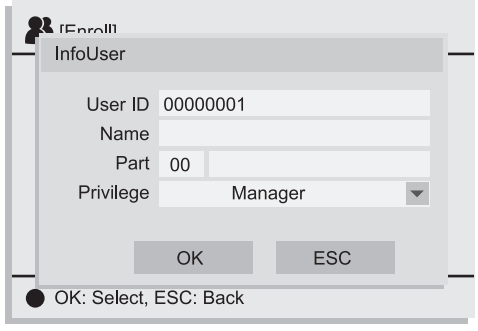

Figure 04

Press **"OK"** then go to (OK) on the screen and press the **"OK"** key again to go to the next step. (See figure 05)

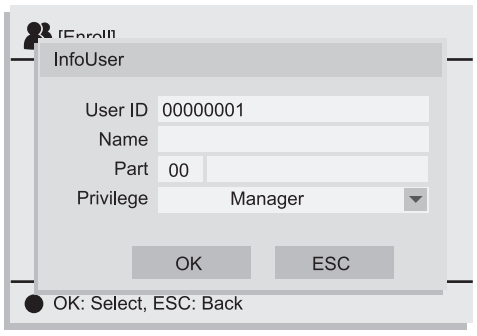

Figure 05

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

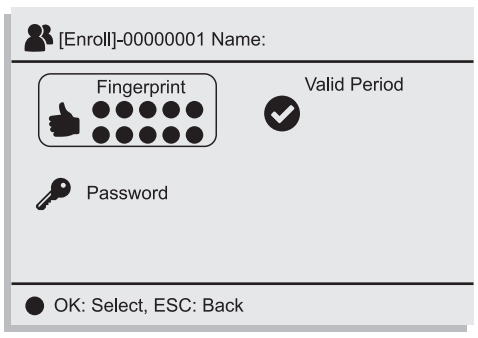

Figure 06

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.

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QUICK START-UP GUIDE

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902 92106
Information and specifications are subject to change without notice
Product may vary from description
Designed by Siera / Assembled in PRC.
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Access User Creation

Steps

1.- Press **"MENU"**. (If there is a User **"Manager"** created will present the message "Confirm Manager", present Fingerprint or Password of the User **"Manager"**).

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

Depending on the access mode you need to assign to this User (Fingerprint, 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 re-load a new User, and in the **"User ID"** field enter the number of the User you want 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 10 fingerprints per User), each time you load a fingerprint one of the available places will be marked, press **"OK "** (see figure 07)

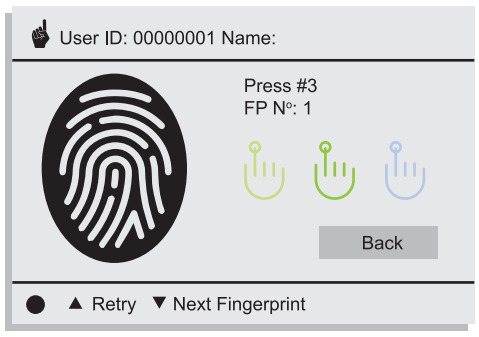

Figure 07

2.- Place the same fingerprint 3 times (at the end of the load the reader will show **"Enrollment 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 10 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.

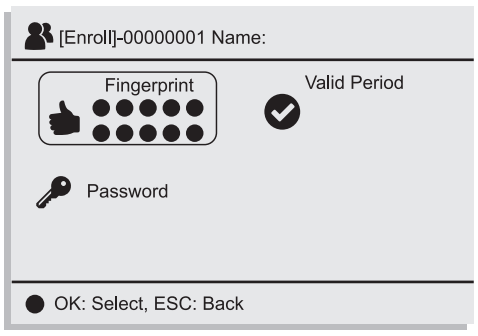

Figure 08

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 can access with the other

B). Password

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

2.- Enter the password (up to 6 digits), press **"OK"** and enter the password again, to end press **"OK"** again, (see figure 09), to return to the previous screen (see figure 08)

To exit by pressing **"ESC"** several times, or wait 30 seconds for automatic exit.

Note: Only one password can be entered per User

C). Valid Period Allows you to define the period of validity of the User's access.

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

2.- With the selection buttons go to **"Use / Not Use"** and press **"OK"** with the selection arrows go to "On" and press "OK" to enable the "From" and "To" period fields, edit the dates entering each field with **"OK",** after editing press **"OK",** with selection arrows go to (OK) on the 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 **"Confirm Manager",** present Fingerprint or Password of the **"Manager"** User) will be presented.

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

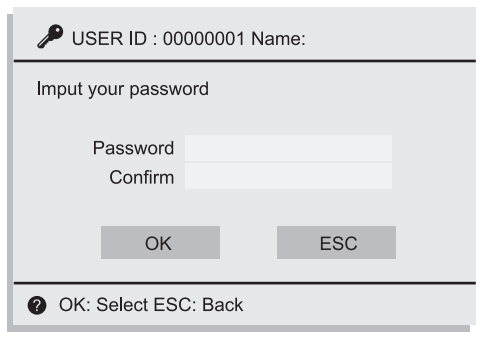

Figure 09

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 to press **"OK"** to erase the data. Press **"OK"** to delete.

If you wish to completely eliminate 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, the ID of the next User.

To exit by pressing **"ESC"** several times, or wait 30 seconds for automatic exit.

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Clock setting

Steps

1.- Press "MENU". (If there is a User "Manager" created will present the message "Confirm Manager", present Fingerprint or Password of the User "Manager")

2.- Press **"2" "Settings"**

3.- Press **"1" "Basic"**

4.- Go to **"Date and Time"**, press **"OK"**.

5.- With the selection buttons (up arrow or down) move to the desired field (Time, Time Format, Date, Date Format) 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.

Para salir presionar **"ESC"** varias veces, o esperar 30 segundos para la salida automática.

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

Record Capacity

User: 1000
Manager: 5
Fingerprint / Pasword: 1000