SAC 3713

Biometric Reader + Proximity + Password

Siera

Thank you for purchasing our product. Please read this Manual carefully to ensure maximum benefit from using this equipment. Once used, keep it in a safe place for future reference. In the event of damage to any equipment or component, do not attempt to disassemble or repair yourself, please contact your local supplier for qualified technical personnel to solve the situation.

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

As a first step, it is advisable (to limit access to the configuration) to create the User **"Administrator"**, who will have full access to the System configuration.

Note: Factory settings allow up to 5 Administrator Users.
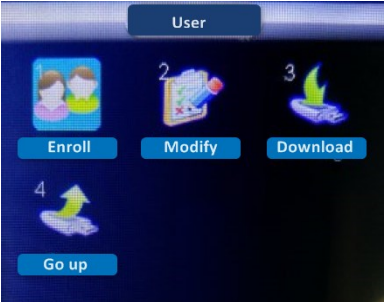
Creation of User "Admin" / Steps:

1.- Press **"MENU".** With the down arrow key ▼ go to **"User"** (see figure 01), press **"OK"**, a new icon menu will be presented.
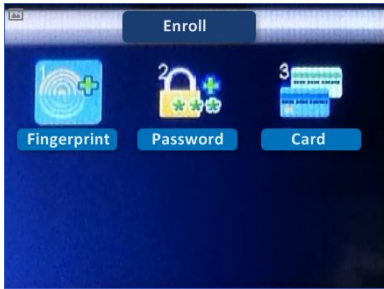
Figure 01

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

Figure 02

3.- A new menu of icons will be presented, showing the different Access Modes. Depending on the Access Mode you need to assign to this User, (Fingerprint, Card or
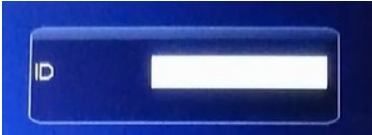
Figure 03

Password), follow the corresponding Access Mode.
See **"Access Mode"** later in this guide. (See figure 03).

4.- The **"User ID"** field will ask you to 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 04).

Figure 04

5.- Press **"OK"**, a window will open to enter the **"Name"** of the User, (see figure 05), use the reader's alphabetic keyboard. At the end press **"OK"**.

Figure 05
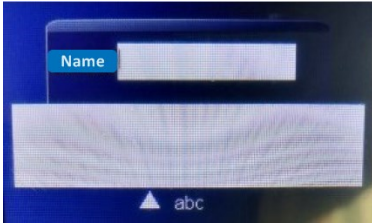
6.- A window will open to register the Fingerprint. Place your finger on the digital reader, 3 times the same fingerprint, at the end, **"Enrolled Successfully"** will be displayed. Press **"OK"**.

7.- Press the key [MENU] to return to **"Menu"** / **"User"**, with the up ▲ and down ▼ arrow keys, select **"Modify"**. Press **"OK"**.

8.- The **"User Info"** window will open, with the down ▼ arrow key go to **No. 9 -Enroll**, (see figure 06). Press **"OK"**. With the arrow down ▼ key change to **"Admin"**. Press **"OK"** to save.

Figure 06

Press several times [MENU] or wait 30 seconds to exit automatically.

Quick startup guide

Siera Electronics

Creation of Access User / Steps:

1.- Press **"MENU"** (if there is an **"Admin"** User created, the message **"Verify Admin"**, present Fingerprint, Card or Password of the User **"Admin"**).

A menu of icons will be presented, with the down ▼ arrow key go to **"User"**, (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"**.

3.- A new icon menu is presented, showing the **"Access Modes"**. Depending on the Access Mode that you need to assign to this User, (Fingerprint, Card or Password), follow the corresponding Access Mode. See **"Access Modes"** later in this guide. (See figure 03).

4.- The **"User ID"** field will ask you to 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 04).

5.- Press **"OK"**, a window will open to enter the **"Name"** of the User, (see figure 05), use the reader's alphabetic keyboard. At the end press **"OK"**.

Note: For the edition of either of the two types of Users, once the settings were exited, you just have to re-enter to load a new User and in the **"User ID"** field enter the number of the User you wish to modify, either to load more data or change existing ones.

Access Modes:

A). Fingerprint

1.- When entering the Enroll icon, by default **"Fingerprint"** is selected, press the **"OK"** key.

2.- The **"ID"** box will be displayed, you can enter the number you want or select the free number given by the reader, (see figure 04). Press **"OK"**.

3.- The **"Name"** field will open, (see figure 05), use the reader's alphabetical keyboard. At the end press **"OK"**.

4.- You will see the prompt: **"Put your fingerprint!"**, (see figure 07), place your finger on the digital reader 3 times until you see: **"Enrolled with Success"**, indicating that the fingerprint was entered correctly. If you press the **"OK"** key, you can enter a new fingerprint.
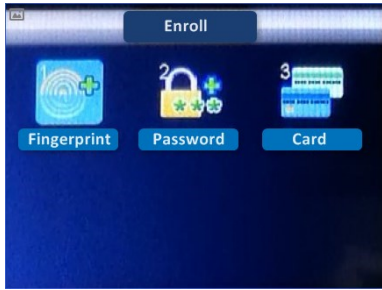
Figure 07
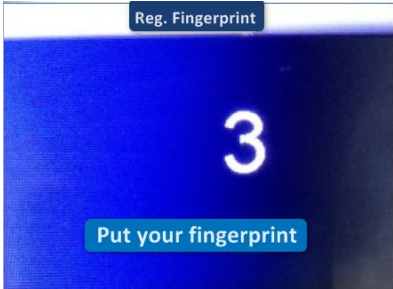
Press **"ESC"** to return to the previous screen. (See figure 08).

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

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

Figure 08

B). Password

1.- With the up arrow ▲ , down arrow ▼ keys, go to **"Password"** and press **"OK"**.

2.- The **"ID"** box will be displayed, you can enter the number you want or select the free number given by the reader, (see figure 04). Press **"OK"**.

3.- The **"Name"** field will open, (see figure 05), use the reader's alphabetical keyboard. At the end press **"OK"**.

4.- The box to enter the password will open, (up to 6 digits), press **"OK"** and re-enter the confirmation key. (see figure 09). To finish press **"OK"**.

Press **"ESC"** to return to the previous screen. (See figure 08).

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

Figura 09

Note: You can enter only one Password per User.

C). Card

1.- With the up arrow ▲ , down arrow ▼ keys, go to **"Card"** and press **"OK"**.

2.- The **"ID"** box will be displayed, you can enter the number you want or select the free number given by the reader, (see figure 04). Press **"OK"**.

3.- The **"Name"** field will open, (see figure 05), use the reader's alphabetical keyboard. At the end press **"OK"**.

4.- Present the card in front of the reader's keyboard, after doing so, the number is automatically loaded into the blank field, (see figure 10). To finish, press **"OK"**.

Press **"ESC"** to return to the previous screen. (See figure 08).

Figure 10

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

Deletion of Users / Steps:

1.- Presss **"MENU"**, (If there is an **"Admin"** User created, the message **"Verify Admin"**, present Fingerprint, Card or Password of the User **"Admin"**. A menu of icons will be presented, with the down ▼ arrow key go to **"User"**, (see figure 01), press **"OK"**, a new menu of icons will be presented.

2.- Select **"Modify"** with the up ▲ or down ▼ arrow keys. Press **"OK"**.

3.- The **"View user"** window opens, with the up ▲ or down ▼ arrow keys select the User you want to delete. Press **"OK"**.

4.- The **"User Info"** window opens, with the down ▼ arrow go to **"Delete User"**. Press **"OK"**. A confirmation window will ask you to press **"OK"** to delete. Press **"OK"** to delete.

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

Clock setting / Steps:

1.- Presss **"MENU"**, (If there is an **"Admin"** User created, the message **"Verify Admin"**, present Fingerprint, Card or Password of the User **"Admin"**). A menu of icons will be presented, with the down ▼ arrow key go to **"Settings"**, press **"OK"**, a new icon menu will be presented.

2.- With the up ▲ or down ▼ arrow keys select **"Time"**. Press **"OK"**.

3.- With the up ▲ arrow or down ▼ arrow keys 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.

Unlocking "Admin" access.

In the event of losing the data of the **"Admin"** User (Fingerprint, Card or Password), you will have to access through the administration software, to reassign the **"Admin"** access.

Records Capabilities:
Users: 3000
Administrators: 5
Fingerprints: 3000
Password: 3000
Cards: 3000

CONNECTION DIAGRAM