Siera Electronics

SAC 3722

Biometric Reader + Proximity + Password

Siera Electronics

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SAC 3722
Biometric Reader + Proximity +Password

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 access to the configuration) the creation of the "Manager" User, 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 displayed, by default the "U ser" icon is selected (see figure 01), press **"OK"**; a new menu ofIcons will be presented.

Figure 01

[User]
1 User
2 Config....
3 USB Disk
4 Information
● OK: Select, ESC: Back

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

Figure 02

1 Enroll
2 Delete
[Enroll]
● 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 the number you want or select the free number given by the reader(see figure 03).

Figure 03

Enroll
InfoUser
User ID   00000001
Name
Part   00
Privilege   User
OK   ESC
● OK: Select, ESC: Back

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You must now 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 04)

Figure 04

InfoUser
User ID   00000001
Name
Part   00
Privilege   Manager
OK   ESC
● OK: Select, ESC: Back

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

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

Figure 05

Enroll
InfoUser
User ID   00000001
Name
Part   00
Privilege   Manager
OK   ESC
● OK: Select, ESC: Back

Figure 06

[Enroll]-[0000001 Name:
Fingerprint
Valid Period
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 Access User

Steps:

1.- Press "MENU". (If there is a "Manager" User created, the message "Confirm Manager" will be presented, present the 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, just 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 fingerprint for User), every time you load a fingerprint one of the available places will be marked, press **"OK"** (see figure 07)

User ID : 00000001 Name:

Press #3
F P N°: 1

Back

● ▲ Retry ▼ Next
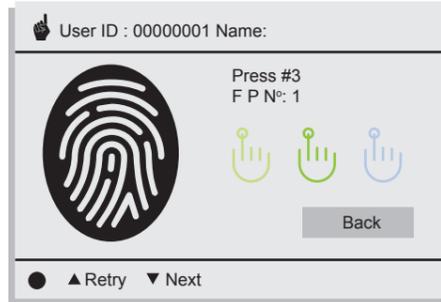
Figure 07

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 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.

[Enroll]-00000001 Name:

Fingerprint   Period

ID Card

Password

● OK: Select, ESC: Back
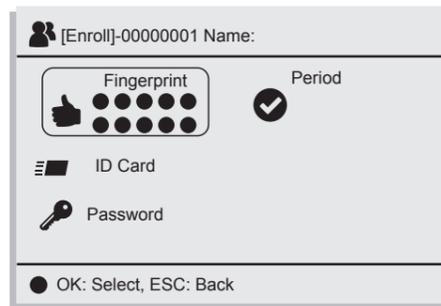
Figure 08

Note: It is advisable to use at least two fingerprints for 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). Card (ID Card)
1.- With the selection buttons (up arrow or below) go to **"ID 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)

▤ User ID : 00000001 Name:

Put your Card

Card N°

OK   ESC

❓ OK: Select, ESC: Back
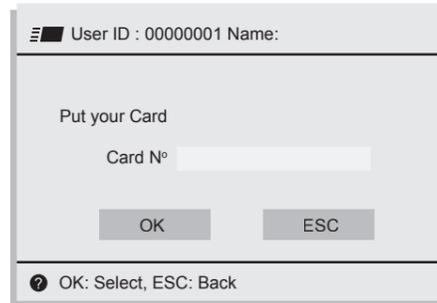
Figure 09
Press **"OK"** to return to the previous screen. To exit press **"ESC"** several times, or wait 30 seconds for automatic exit.

Note: Only one card can be entered for User

C). 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 re-enter the password, to finish press **"OK"** again (see figure 1O) , to return to the previous screen. (see figure 08)

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

🔑 User ID : 00000001 Name:

Imput your Password

Password
Confirm

OK   ESC

❓ OK: Select ESC: Back
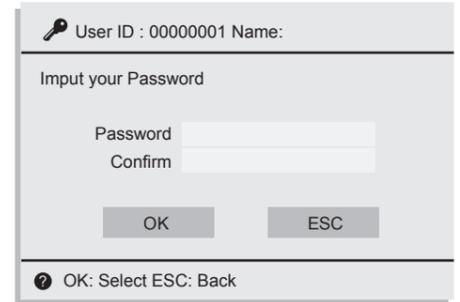
Figure 10

Note: Only one password can be entered per User

D). D). Validity Period (Period)
Define the period of validity of the User 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 by 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"** will be presented; present Fingerprint, Card o Password of the User "Manager") (see figure 01)

An icon menu is displayed, by default the "User" icon is selected; (see figure 02), press **"OK"**; a new icon menu will be presented

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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 delete the data. Press **"OK"** to remove.

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

A confirmation window will ask you to confirm "Are you sure to delete?" press **"OK"** to confirm and delete the data, after doing so it will show us 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 "Confirm Manager" will be presented, present Fingerprint, Card or Password of the **"Manager"** User).

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.

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

CONNECTION DIAGRAM

- 1- Door Sensor
- 2- Exit
- 3- WGout-0   Output D0 (to connect to controller)
- 4- WGout-1   Output D1 (to connect to controller)
- 5- Lock-NO
- 6- Lock-NC
- 7- Lock-COM
- 8- Bell-NO
- 9-Bell-Com
- 10- GND
- 11- POW   +12 V

USB   RED   12V

Door Sensor
Exit button
Electric lock
Electromagnet
Bell

- +
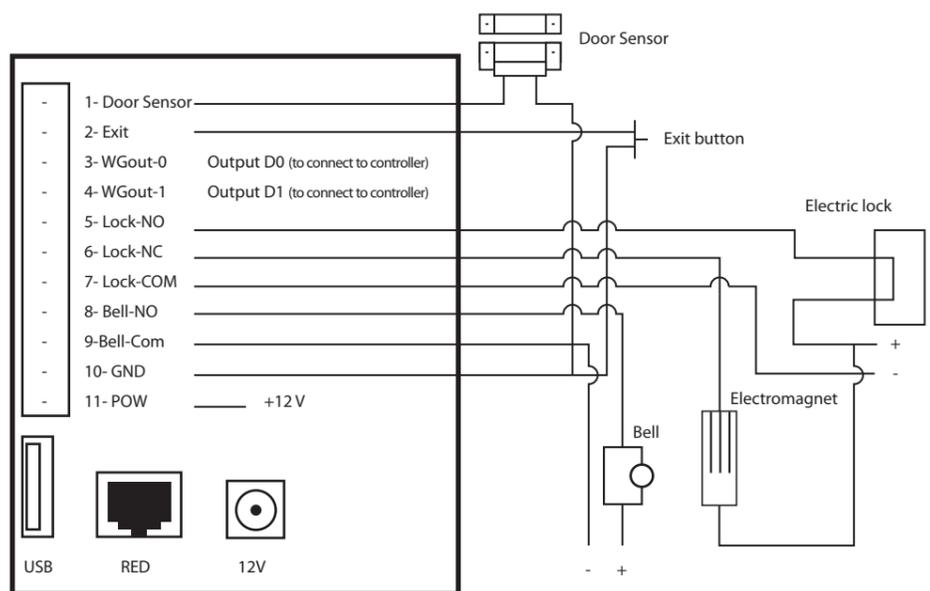
Record Capacity:

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