

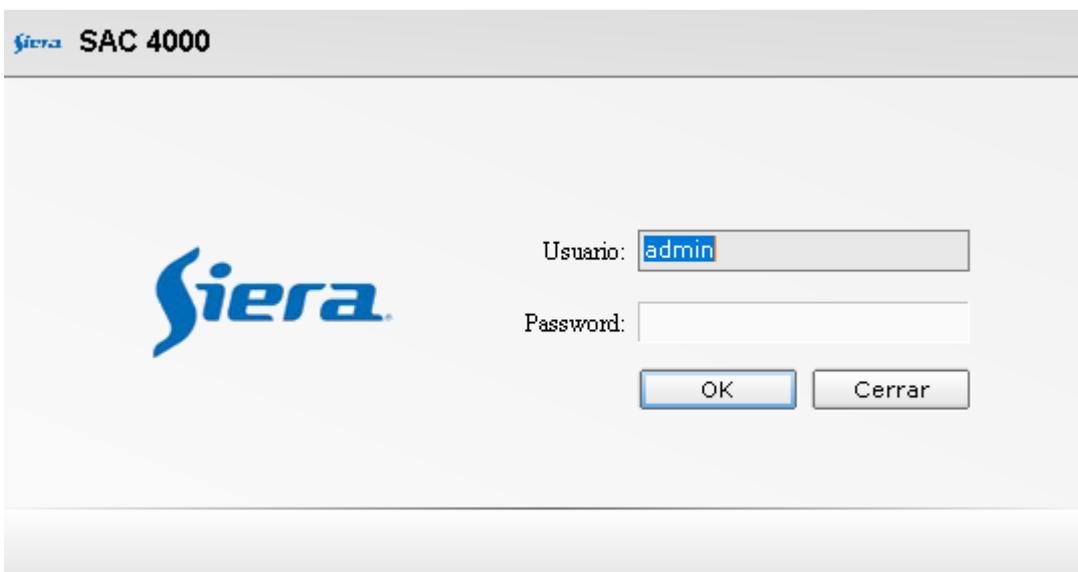
BASIC CONFIGURATION GUIDE SAC 4000

In this guide, we will indicate the basic configurations, using the SAC 4000 software to configure the controller, assign names to the doors, create time zones, create authorities, create users, assign cards and authorities to users and download all the configurations to the controller.

1) Run the **SAC 4000** software icon on the desktop.



2) The following window appears, the factory user is **admin**, password should be blank, click **OK**.

A screenshot of the SAC 4000 software login window. The window title bar shows "Siera SAC 4000". On the left side, there is the Siera logo. On the right side, there are two input fields: "Usuario:" with the text "admin" entered, and "Password:" which is empty. Below the input fields are two buttons: "OK" and "Cerrar".

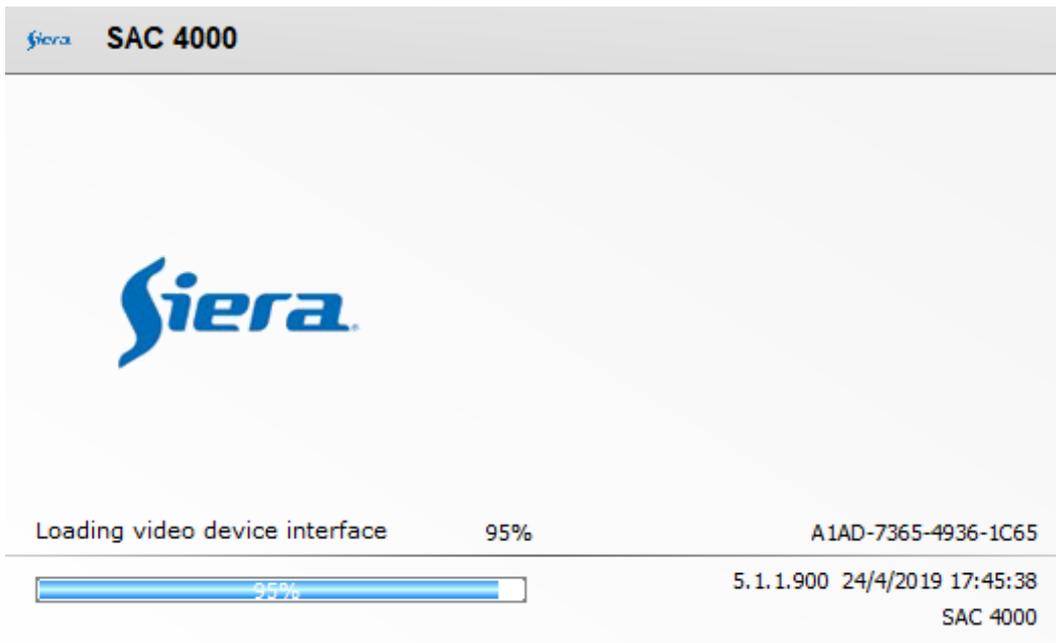
Siera SAC 4000

Siera

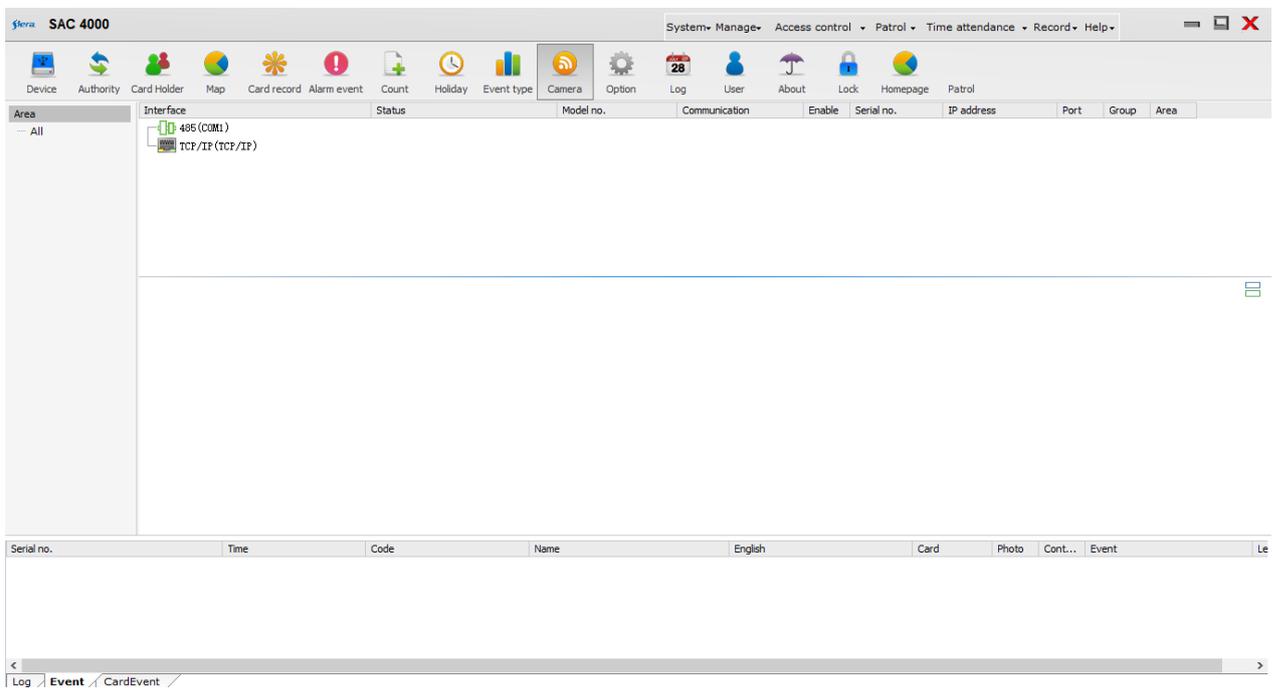
Usuario:

Password:

3) The program starts.

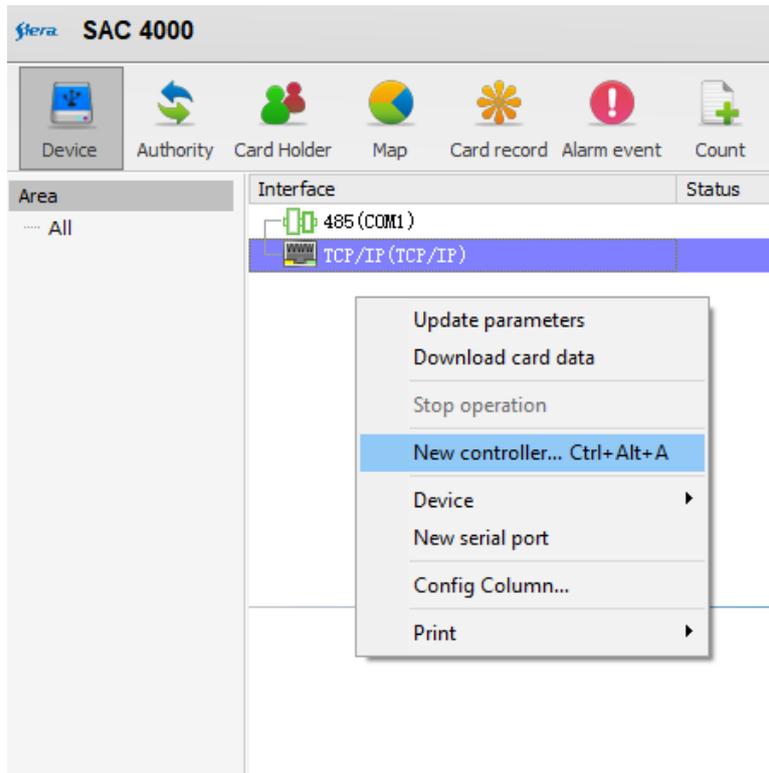


4) The main screen will be displayed:

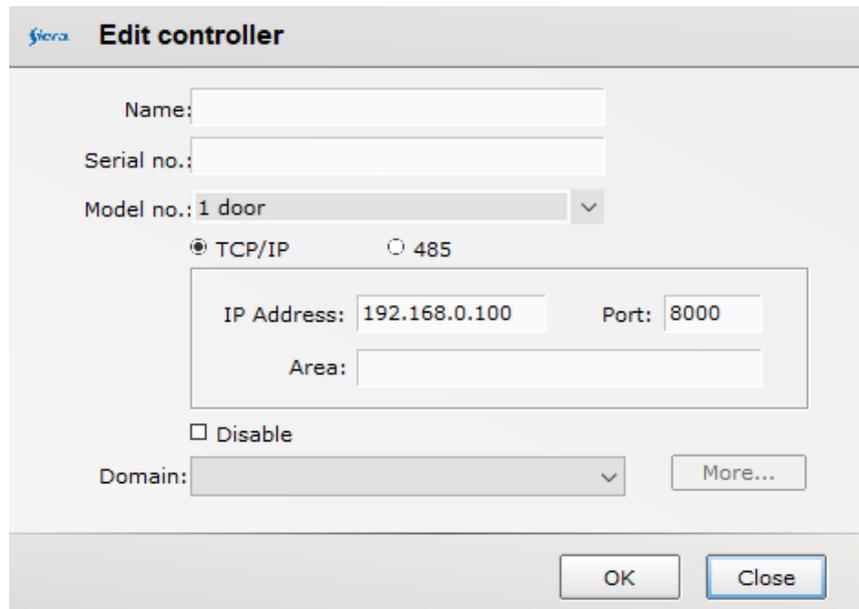


Step 1 - Enroll the controller to the SAC 4000 software

1) In the upper window, select the connection mode of the controller, (485 o TCP/IP), right click on it and select **New Controller**.



2) The following window opens, in which the controller configurations will be entered.

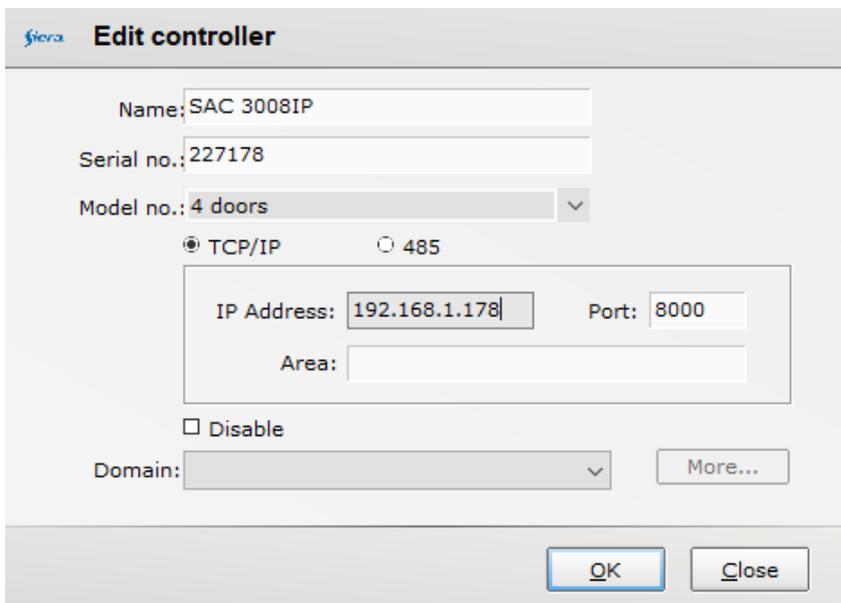


3) In this window, edit the following fields:

Name: Indicate a reference name for this controller, in this case **SAC 3008IP**

Serial No: The serial number is indicated on the controller label (last 6 digits)

Model: SAC 3001 - **1 Door**; SAC 3004/3008 - **4 Doors**



Edit controller

Name: SAC 3008IP

Serial no.: 227178

Model no.: 4 doors

TCP/IP 485

IP Address: 192.168.1.178 Port: 8000

Area:

Disable

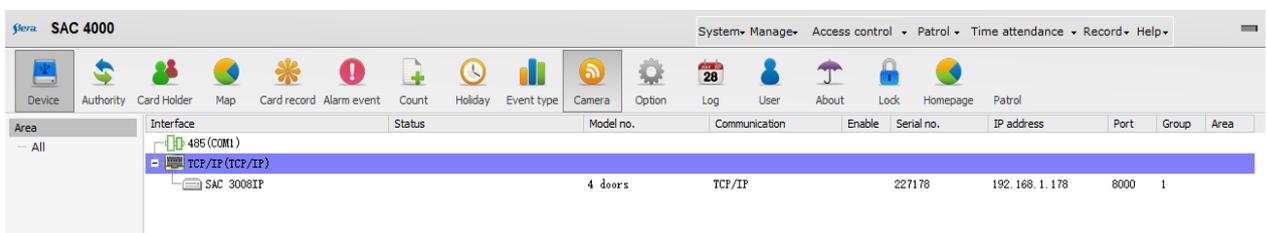
Domain:

More...

OK Close

IP Address: The IP address is indicated on the controller label, unless it has been changed. (See guide to change the IP address of the controller)

4) After configuring these data, click on **OK**, it will be seen as follows:



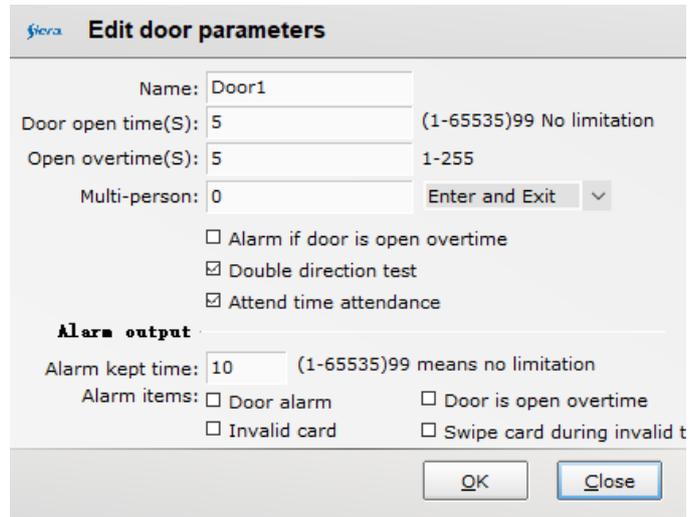
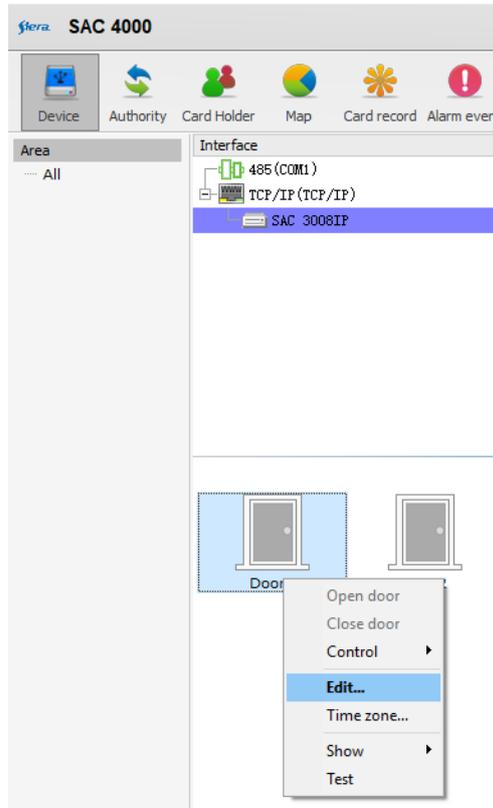
Area	Interface	Status	Model no.	Communication	Enable	Serial no.	IP address	Port	Group	Area
All	485 (COM1)									
	TCP/IP (TCP/IP)									
	SAC 3008IP		4 doors	TCP/IP		227178	192.168.1.178	8000	1	

In this way the controller was enrolled in the software.

Step 2 - Naming the Doors

1) Marking the controller, in the lower window, the doors corresponding to the same appear, right click on each of them and select **Edit**.

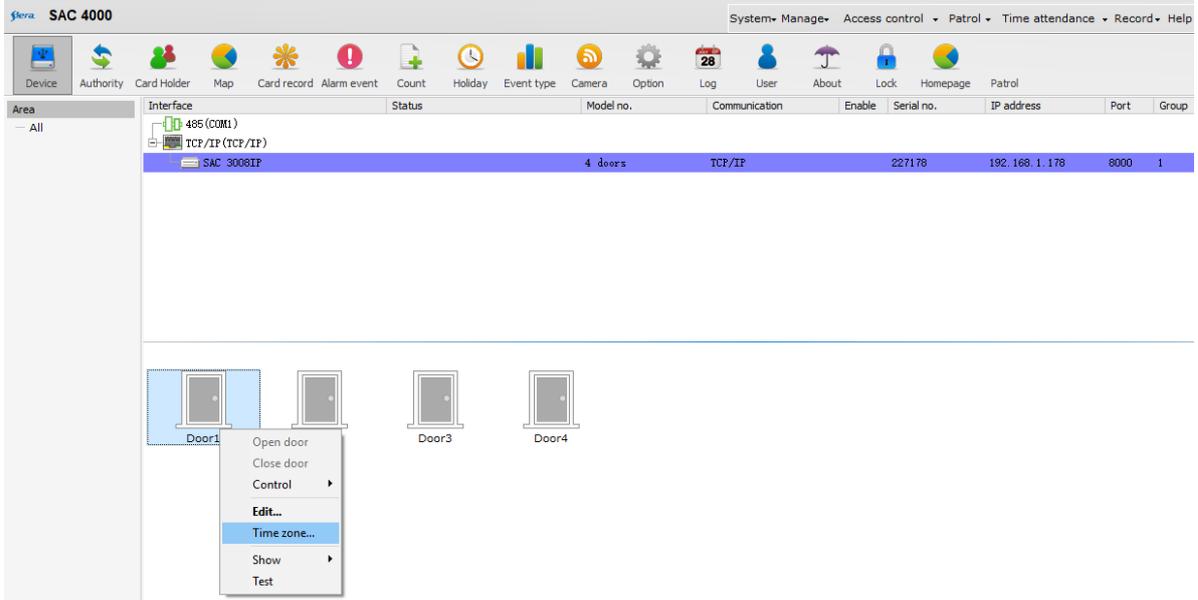
2) You can edit the name of each of the doors, to have a better geographic location within the project. In this way, you will have a better location of the accesses in the software.



3) Once the **Name** has been edited, click **OK**.

Step 3 - Create Time Zone for Doors

1) By marking the controller, the lower window will show its doors. By right clicking on each of the doors, the **Time Zone** for each of these doors can be determined.



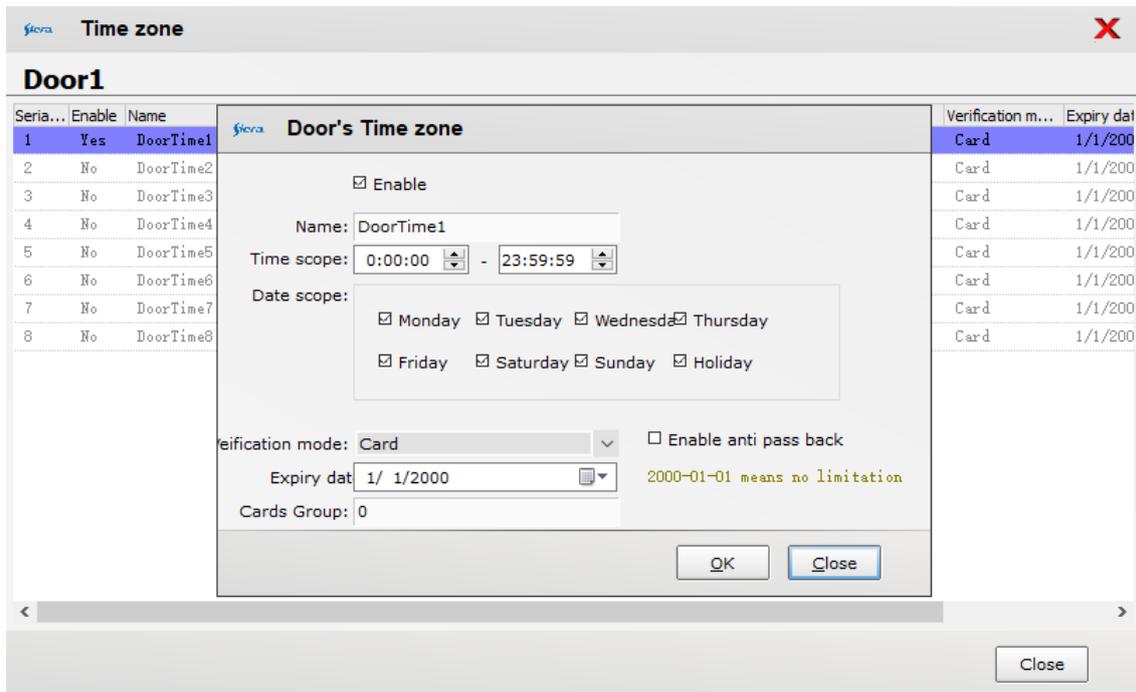
2) Each **Time Zone** is assigned to a certain group of people, for example: Management, Administration, Maintenance, Serene, etc. and each one will have its own schedule.

The screenshot shows the Siera Time zone configuration window for Door1. The window title is 'Time zone' and it has a red 'X' icon in the top right corner. Below the title bar, the text 'Door1' is displayed. The main area contains a table with the following columns: Serial number, Enable, Name, Beginning time, End time, and seven days of the week (1-7), Holiday, Verification method, and Expiry date. The table contains 8 rows of data, each representing a different time zone configuration for Door1.

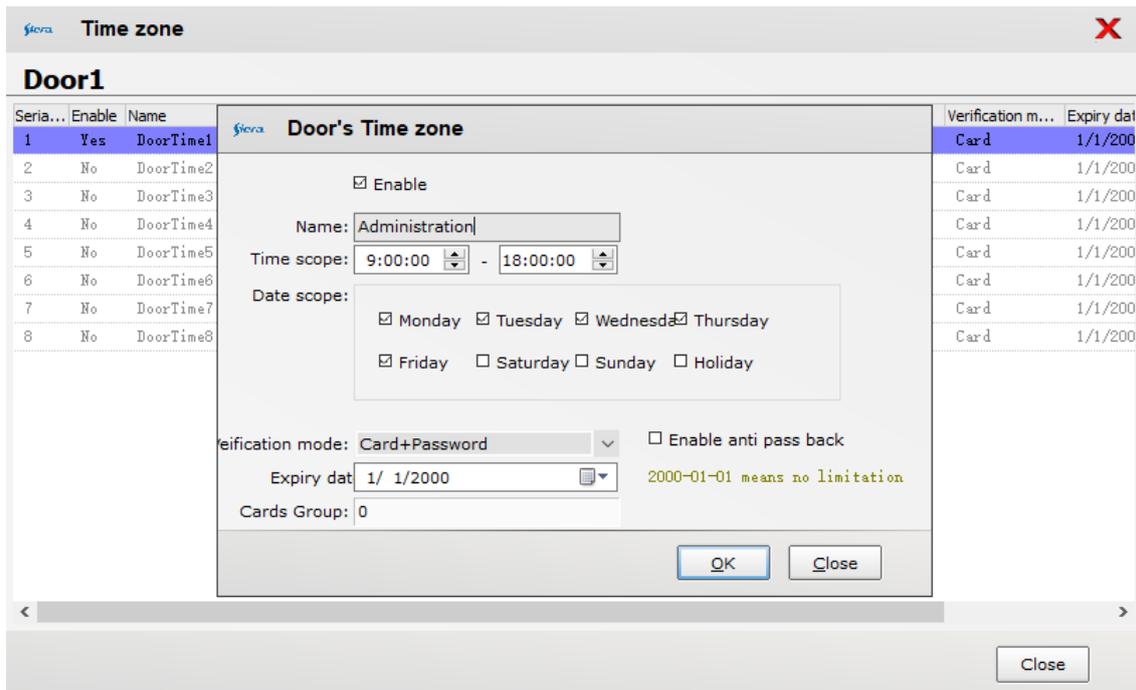
Serial...	Enable	Name	Beginning time	End time	1	2	3	4	5	6	7	Holiday	Verification m...	Expiry dat
1	Yes	DoorTime1	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200
2	No	DoorTime2	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200
3	No	DoorTime3	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200
4	No	DoorTime4	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200
5	No	DoorTime5	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200
6	No	DoorTime6	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200
7	No	DoorTime7	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200
8	No	DoorTime8	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200

At the bottom right of the window, there is a 'Close' button.

3) To enable and edit a **Time Zone**, you must double click on it and check the **Enable** box.



4) In this example, it is called **Administration**, the access time from 09:00 to 18:00 and the days from Monday to Friday, once edited, click **OK**.



5) In this way, the **Time Zone** is configured.

Serial...	Enable	Name	Beginning time	End time	1	2	3	4	5	6	7	Holiday	Verification m...	Expiry dat
1	Yes	Administration	09:00	18:00	*	*	*	*	*				Card+Pass...	1/1/200
2	No	DoorTime2	00:00	23:59	*	*	*	*	*	*	*		Card	1/1/200
3	No	DoorTime3	00:00	23:59	*	*	*	*	*	*	*		Card	1/1/200
4	No	DoorTime4	00:00	23:59	*	*	*	*	*	*	*		Card	1/1/200
5	No	DoorTime5	00:00	23:59	*	*	*	*	*	*	*		Card	1/1/200
6	No	DoorTime6	00:00	23:59	*	*	*	*	*	*	*		Card	1/1/200
7	No	DoorTime7	00:00	23:59	*	*	*	*	*	*	*		Card	1/1/200
8	No	DoorTime8	00:00	23:59	*	*	*	*	*	*	*		Card	1/1/200

Step 4 - Authority Creation

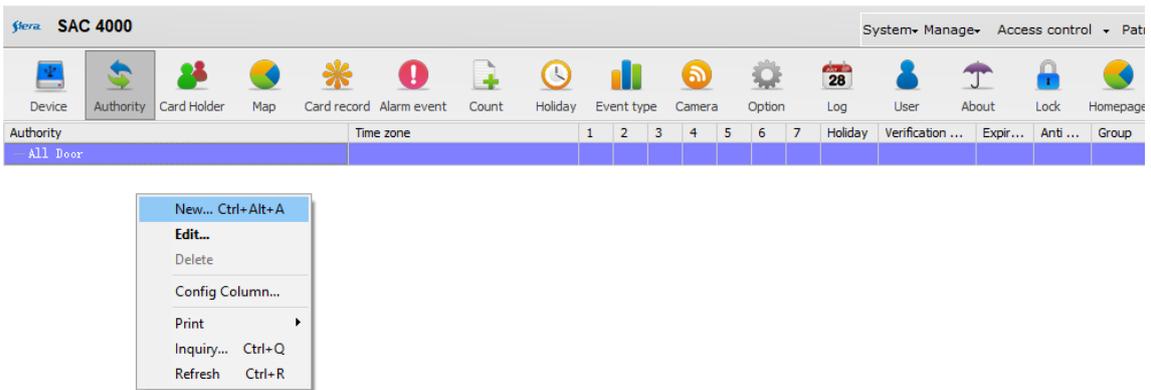
1) Click on the Authority icon,

The screenshot shows the Siera SAC 4000 software interface. The top toolbar includes icons for Device, Authority, Card Holder, Map, Card record, Alarm event, Count, Holiday, Event type, and Camera. The 'Authority' icon is selected. Below the toolbar, the 'Area' dropdown is set to 'All'. The main content area shows a tree view under 'Interface' with the following items: 485 (COM1), TCP/IP (TCP/IP), and SAC 3008IP. To the right of the tree, it says '4 doors'. At the bottom of the interface, there are four door icons labeled Door1, Door2, Door3, and Door4.

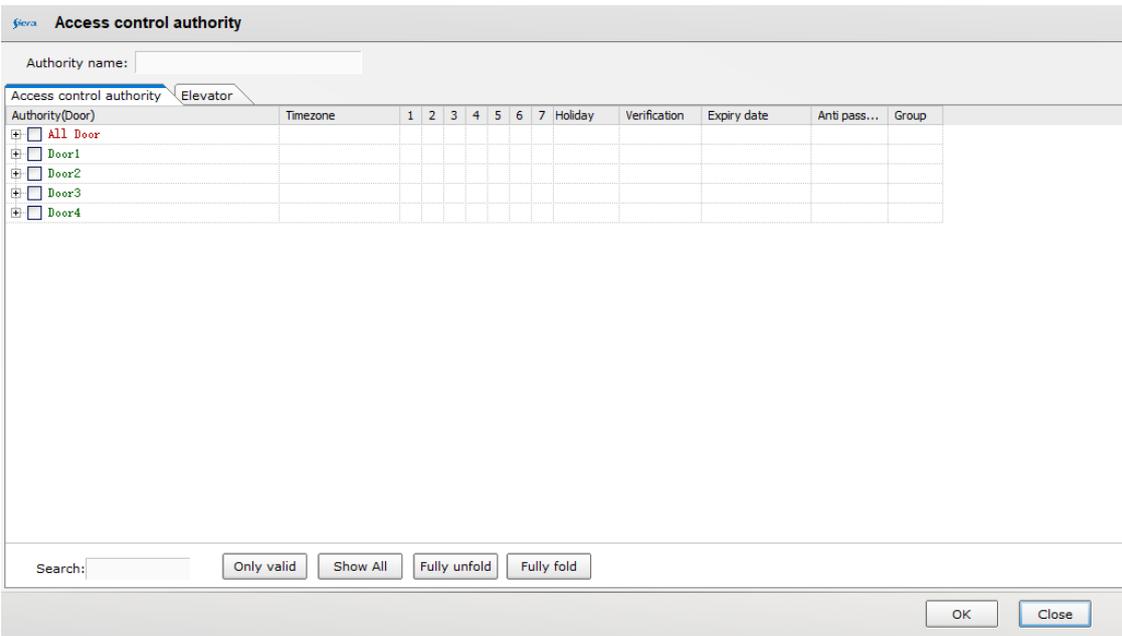
2) The following screen will be displayed.



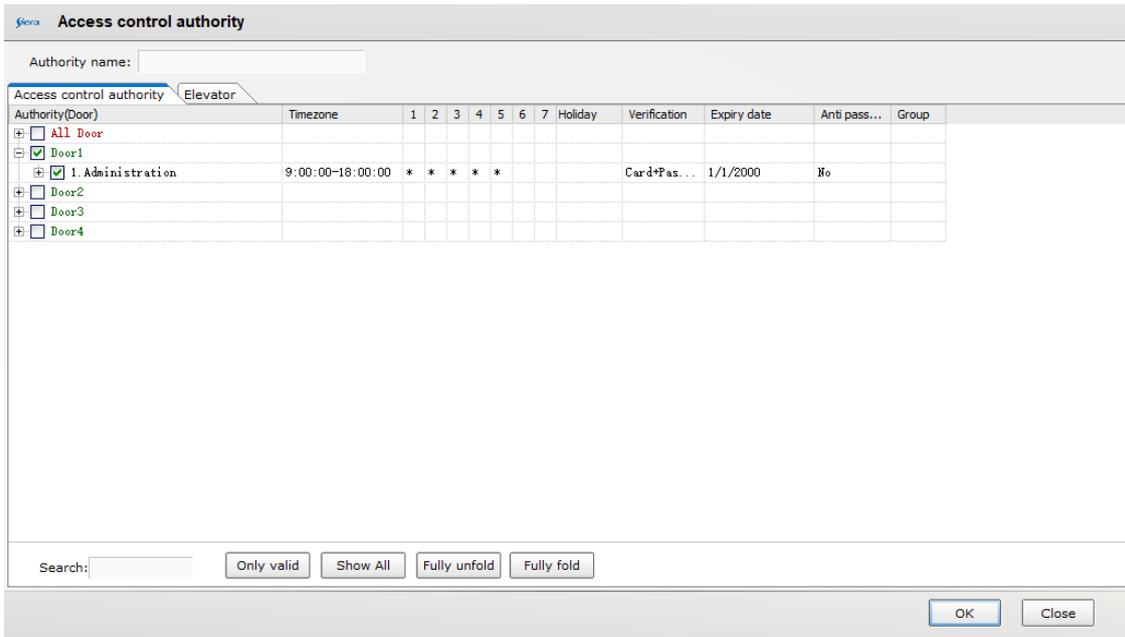
3) In the main window, right-click and select **New**.



4) The following window opens:

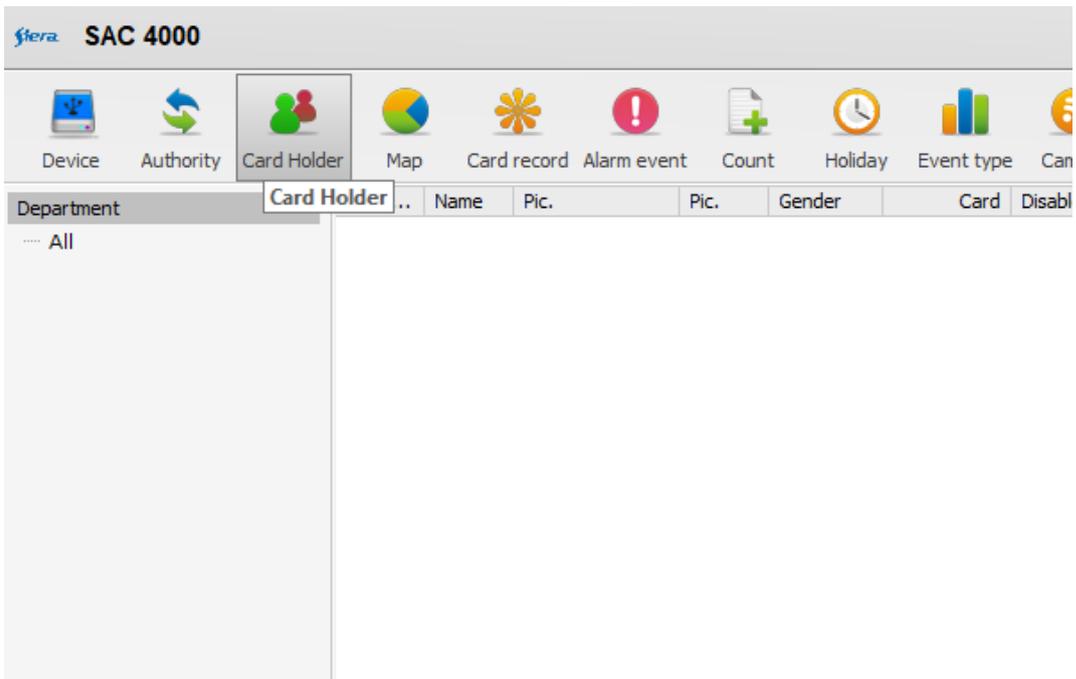


5) In this example it is configured with **Authority Name:** Administration, which will have the Time Zone called Administration and it will be applied to **Gate 1**, once configured click **OK**.

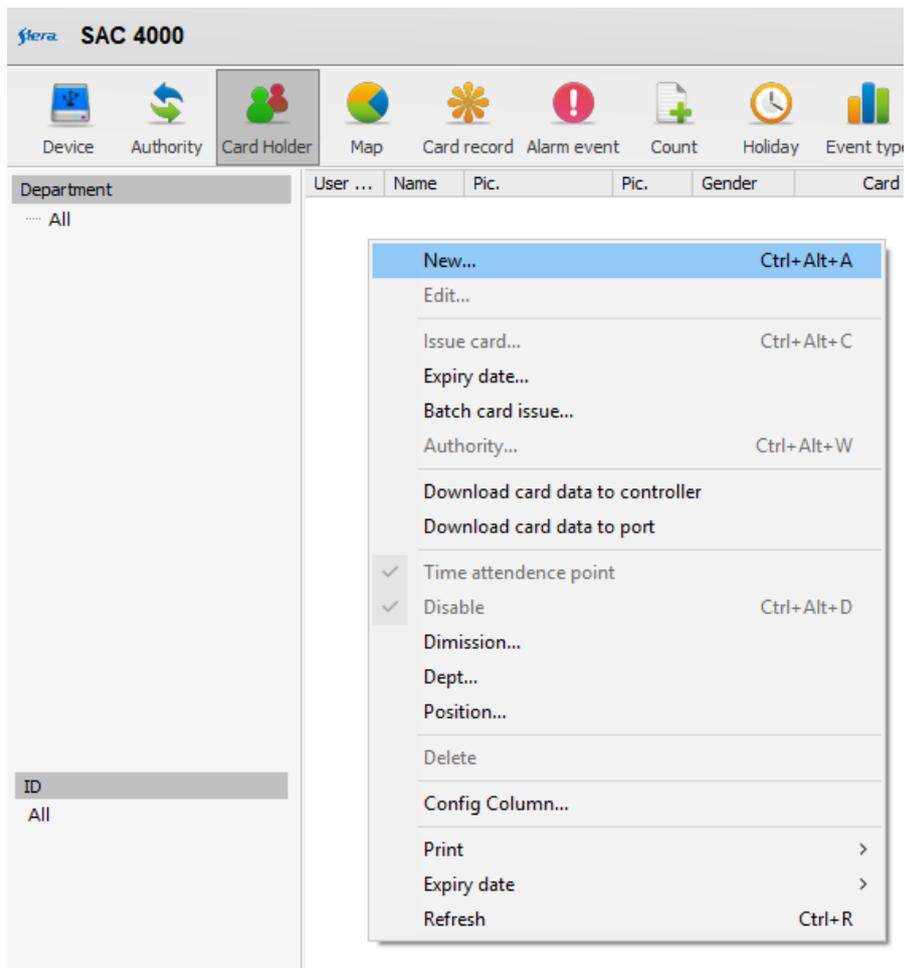


Step 5 - Creating Headlines (Users)

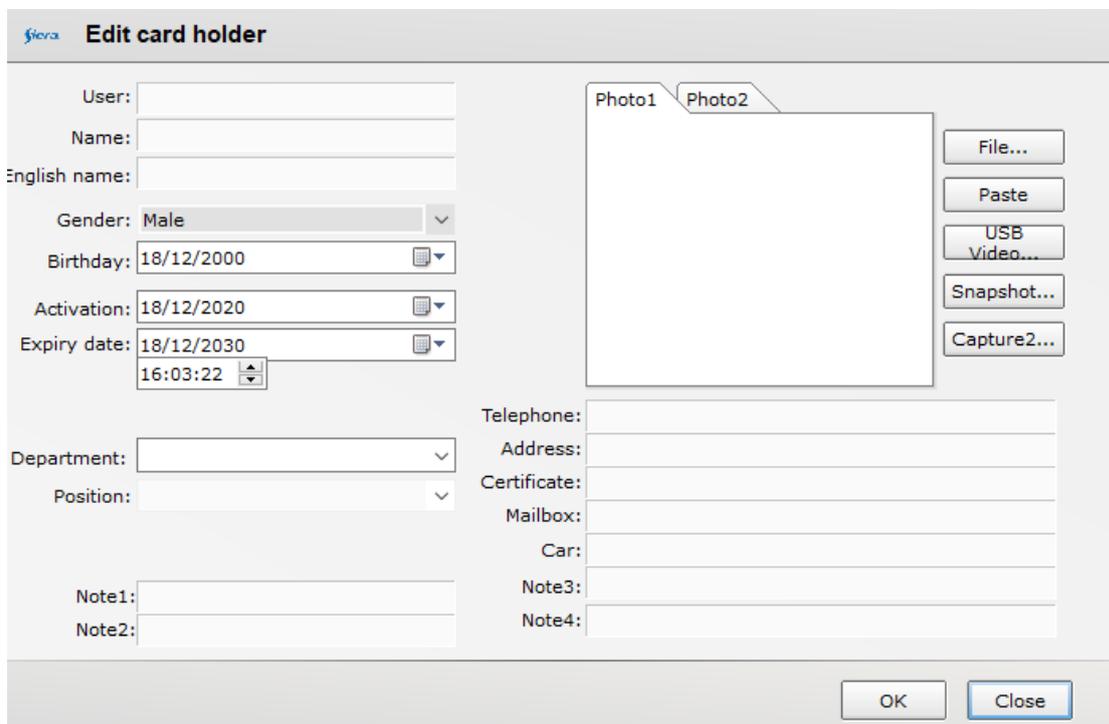
1) Click on the icon: **Card Holder**



2) In the main window, right-click and select **New**.



3) The following window is displayed.



4) In the **User** field, enter the **Holder's Number**, (It is recommended that the numbering of the Holders be in ordinal form), in the **Name** field enter the **Name of the Holder**. You can complete the rest of the Holder's data and then click **OK**.

Siera Edit card holder

User: 1

Name: Name

English name:

Gender: Male

Birthday: 18/12/2000

Activation: 18/12/2020

Expiry date: 18/12/2030

16:03:22

Department:

Position:

Note1:

Note2:

Photo1 Photo2

File...

Paste

USB Video...

Snapshot...

Capture2...

Telephone:

Address:

Certificate:

Mailbox:

Car:

Note3:

Note4:

OK Close

5) After enrolling, the Holder is displayed in the list of Holders this way:

Siera SAC 4000

System Manage Access control Patrol Time attendance Record Help

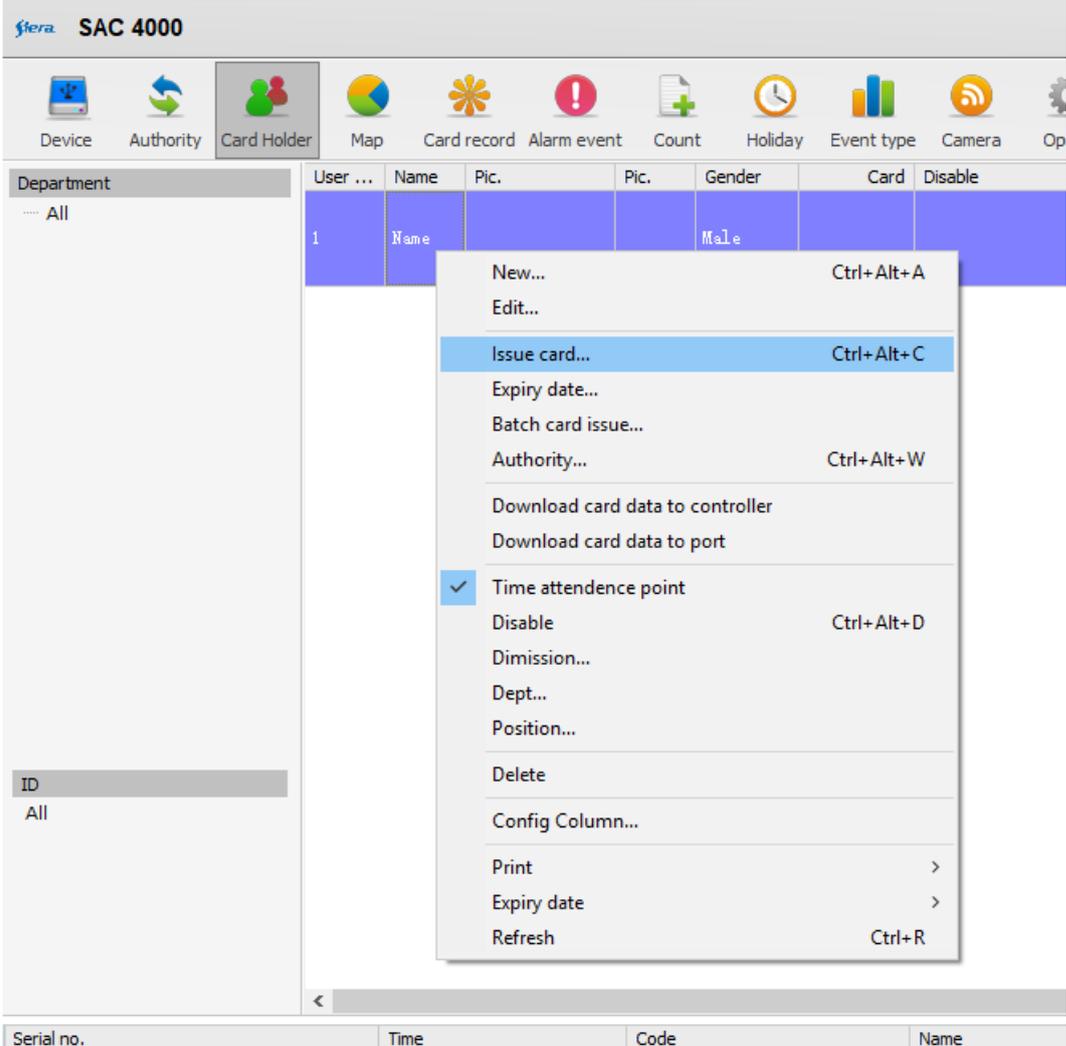
Device Authority Card Holder Map Card record Alarm event Count Holiday Event type Camera Option Log User About Lock Homepage Patrol

Search:

Department	User ...	Name	Pic.	Pic.	Gender	Card	Disable	Authority	Expiry d...	Department	Discharge	Related card	Certificate	Telephone
All	1	Name			Male			All Door	18/12/...		1/1/2000	1701784		

Step 6 - Assignment of cards to Holders (Users)

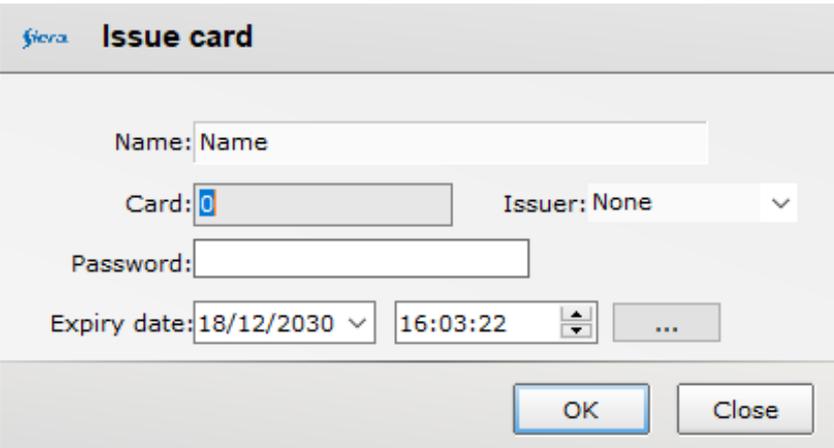
1) On the Holder, right click and select **Issue Card**



The screenshot shows the Siera SAC 4000 software interface. The top menu bar includes options like Device, Authority, Card Holder, Map, Card record, Alarm event, Count, Holiday, Event type, Camera, and Op. The main window displays a table with columns for User, Name, Pic., Gender, Card, and Disable. A context menu is open over the first row, with 'Issue card...' highlighted. Other menu items include New..., Edit..., Expiry date..., Batch card issue..., Authority..., Download card data to controller, Download card data to port, Time attendance point (checked), Disable, Dimission..., Dept..., Position..., Delete, Config Column..., Print, Expiry date, and Refresh.

User ...	Name	Pic.	Pic.	Gender	Card	Disable
1	Name			Male		

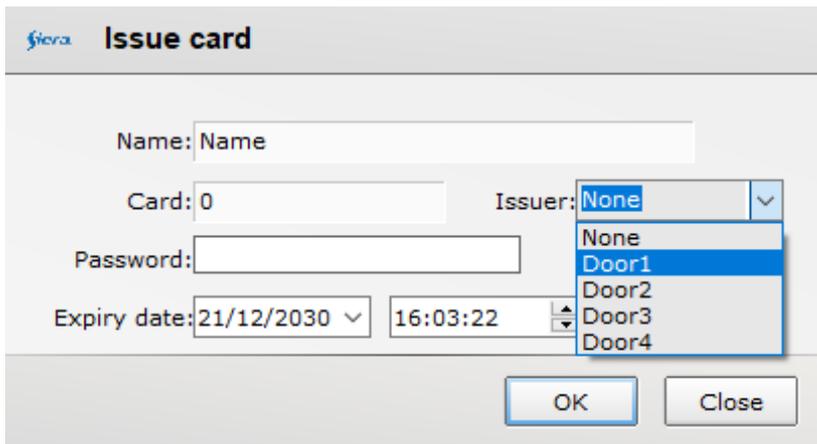
2) The **Issue Card** window appears, in which a **Door** must be chosen as the reader of the card to be assigned.



The 'Issue card' dialog box is shown with the following fields and controls:

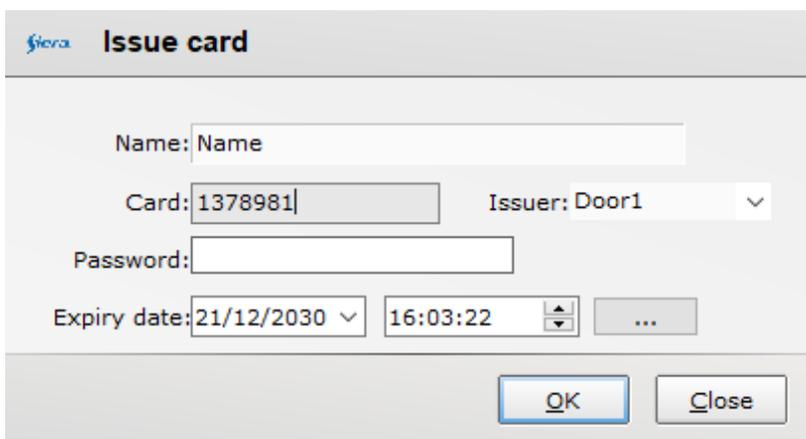
- Name: Name
- Card: 0
- Issuer: None
- Password: (empty)
- Expiry date: 18/12/2030
- Time: 16:03:22
- Buttons: OK, Close

3) Once the door has been chosen, click **OK**.



The screenshot shows a dialog box titled "Issue card" with the Siera logo. It contains the following fields: "Name" (text input with "Name" inside), "Card" (text input with "0" inside), "Password" (text input), "Expiry date" (dropdown menu with "21/12/2030" selected), and a time field with "16:03:22". The "Issuer" dropdown menu is open, showing options: "None", "Door1", "Door2", "Door3", and "Door4". "Door1" is currently selected. At the bottom are "OK" and "Close" buttons.

4) Pass the card through the reader, the corresponding number will be indicated in the **Card** field.

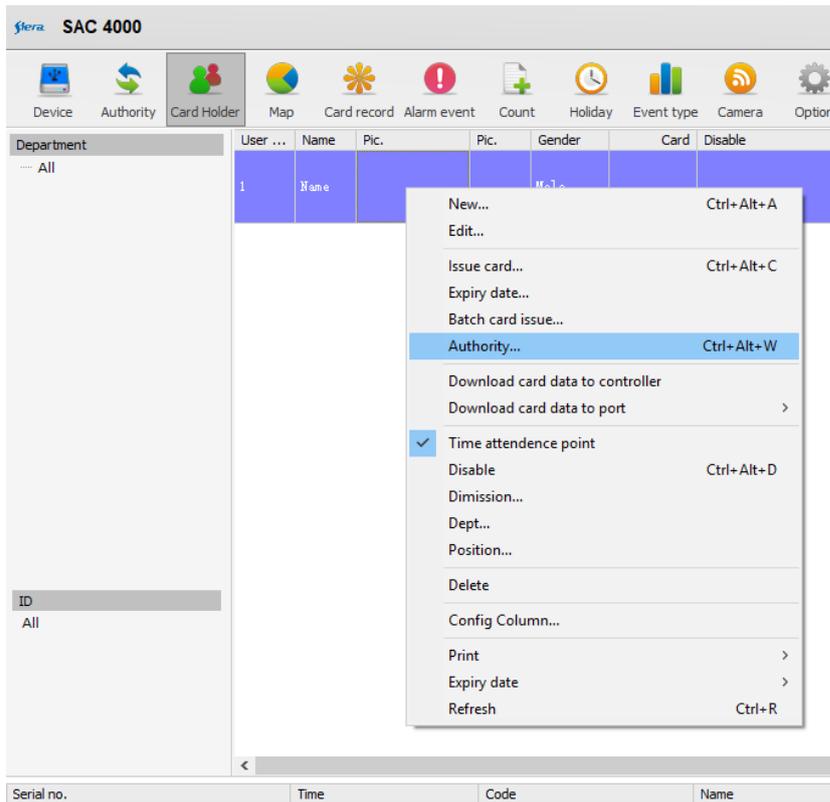


The screenshot shows the same "Issue card" dialog box. The "Card" field now contains the number "1378981". The "Issuer" dropdown menu is now set to "Door1". The "Expiry date" dropdown menu is still "21/12/2030", but the time field now has a "..." button next to it. The "OK" and "Close" buttons are still present at the bottom.

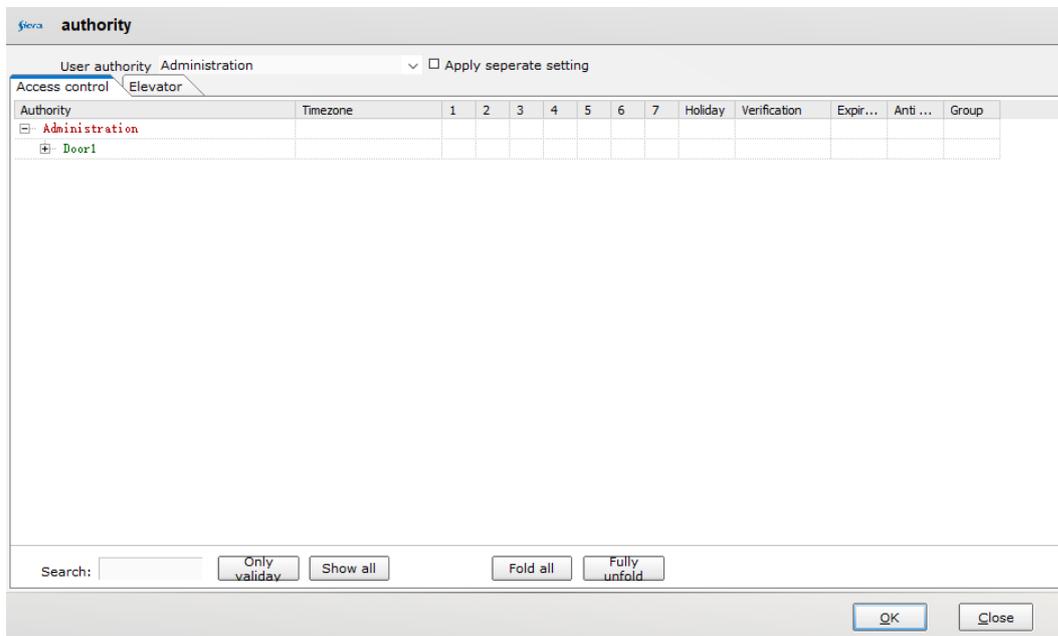
5) After reading the card, click **OK**.

Step 7 - Assignment of Authority to Holders (Users)

1) On the Holder, right-click and select **Authority**.



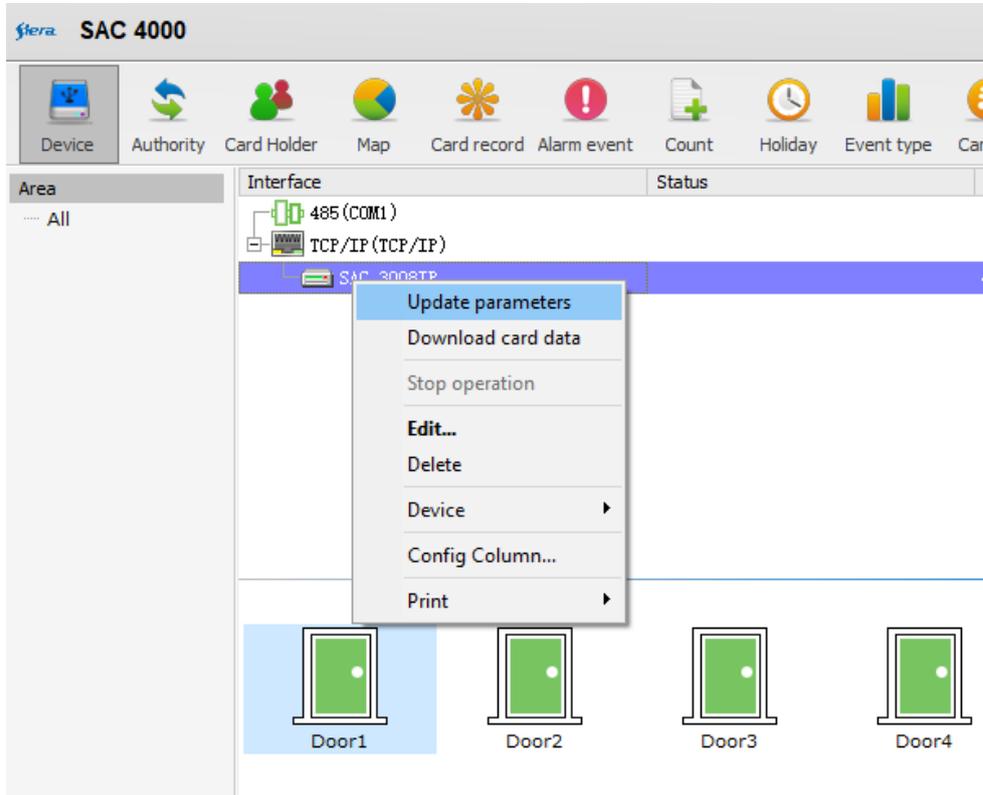
2) In the upper field indicated **Authority**, the previously created Authority must be selected to assign it to the Holder.



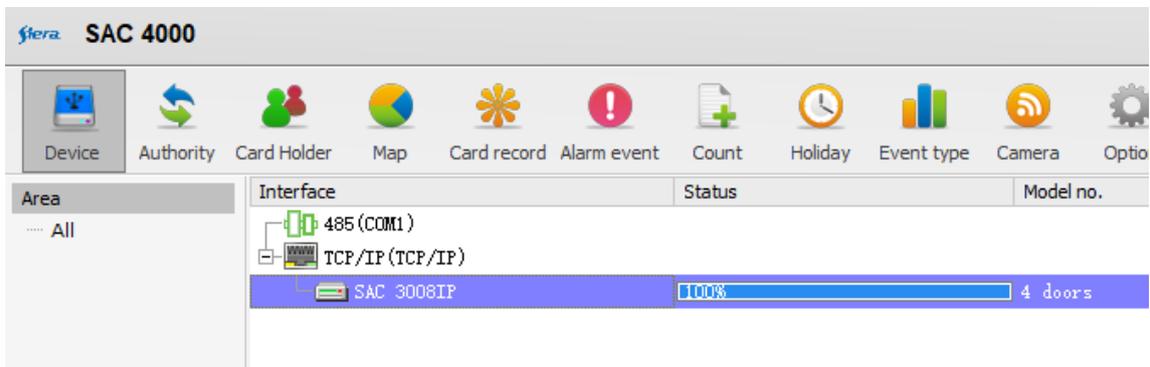
3) After selecting, click **OK**.

Step 8 - Download Parameters and Headlines (Users) to the Controller

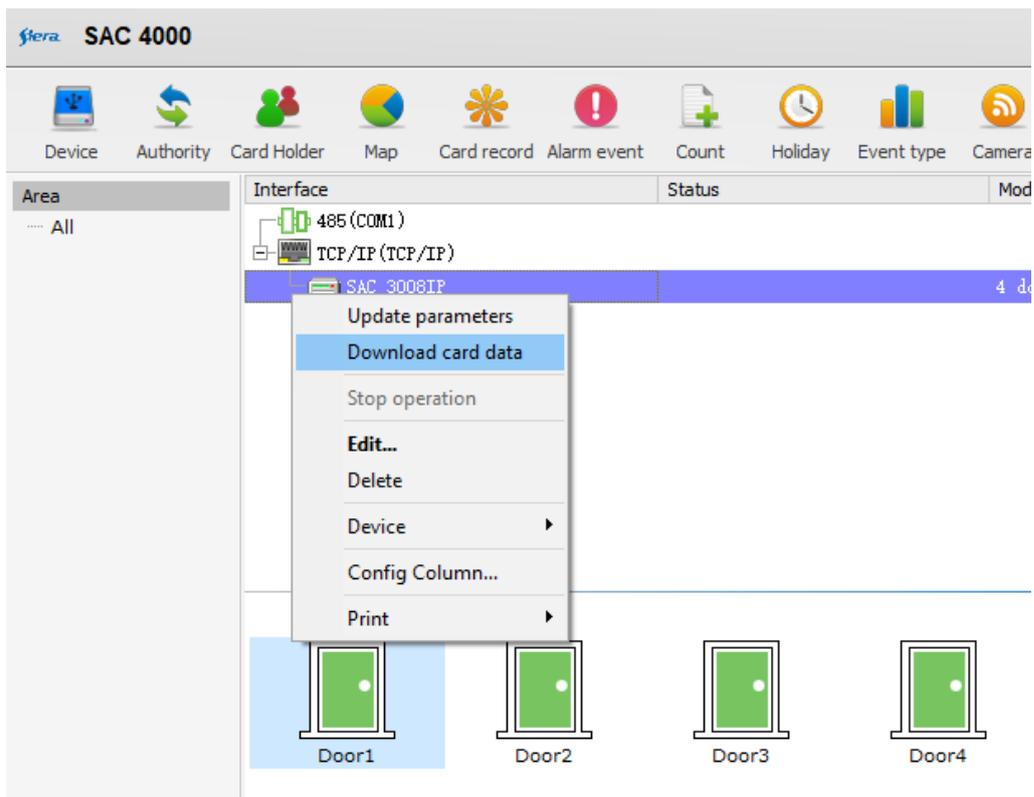
1) On the top window on the driver icon, right click and click **Update Parameters**.



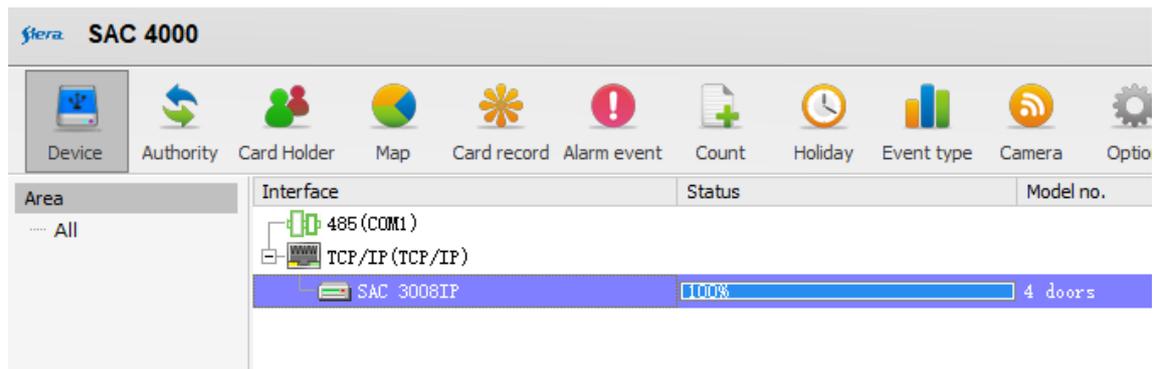
2) The status of sending the data to the controller is indicated on the right.



3) Then click on **Update Headlines**.



4) The status of sending the data to the controller is indicated on the right.



5) In this way, all the Parameters and Headlines configured in the SAC 4000 software are updated on the controller.

Important recommendation:

In case of using the default database "**Access**", it is recommended to make a backup of the **Database** folder, which is located in the installation directory of the **SAC 4000** software. This backup should be located outside the PC, for greater security. It is recommended to make backup copies every time the user or controller settings are changed in the software.