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**.
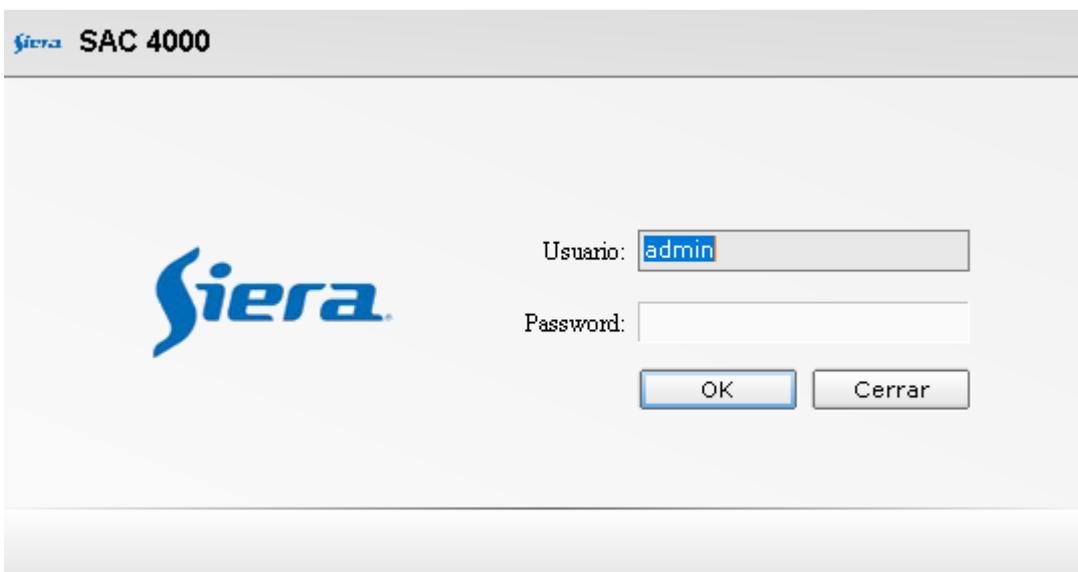
3) The program starts.
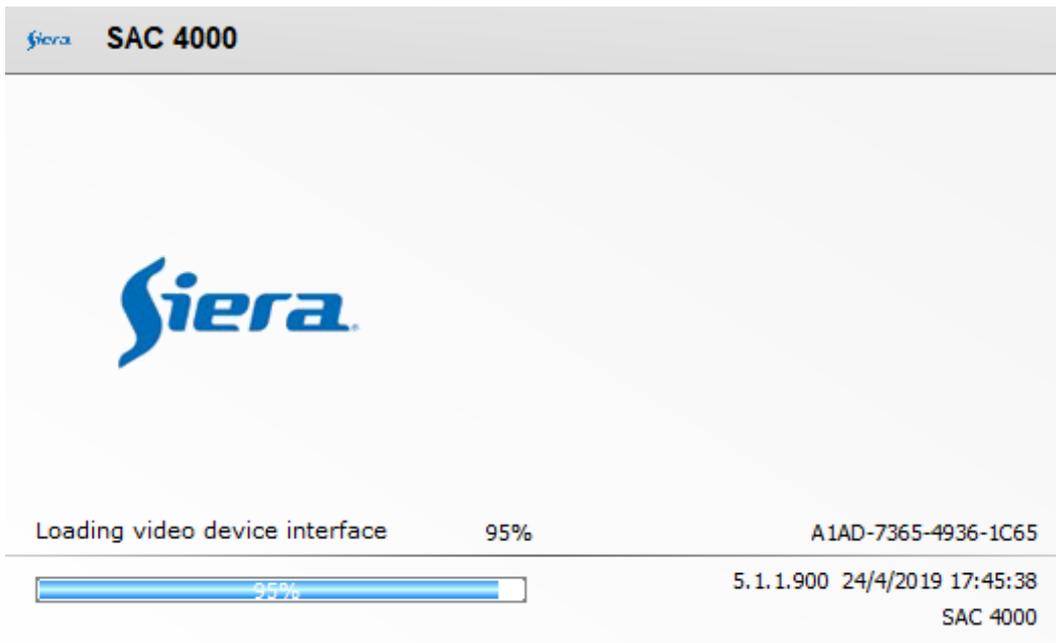
4) The main screen will be displayed:
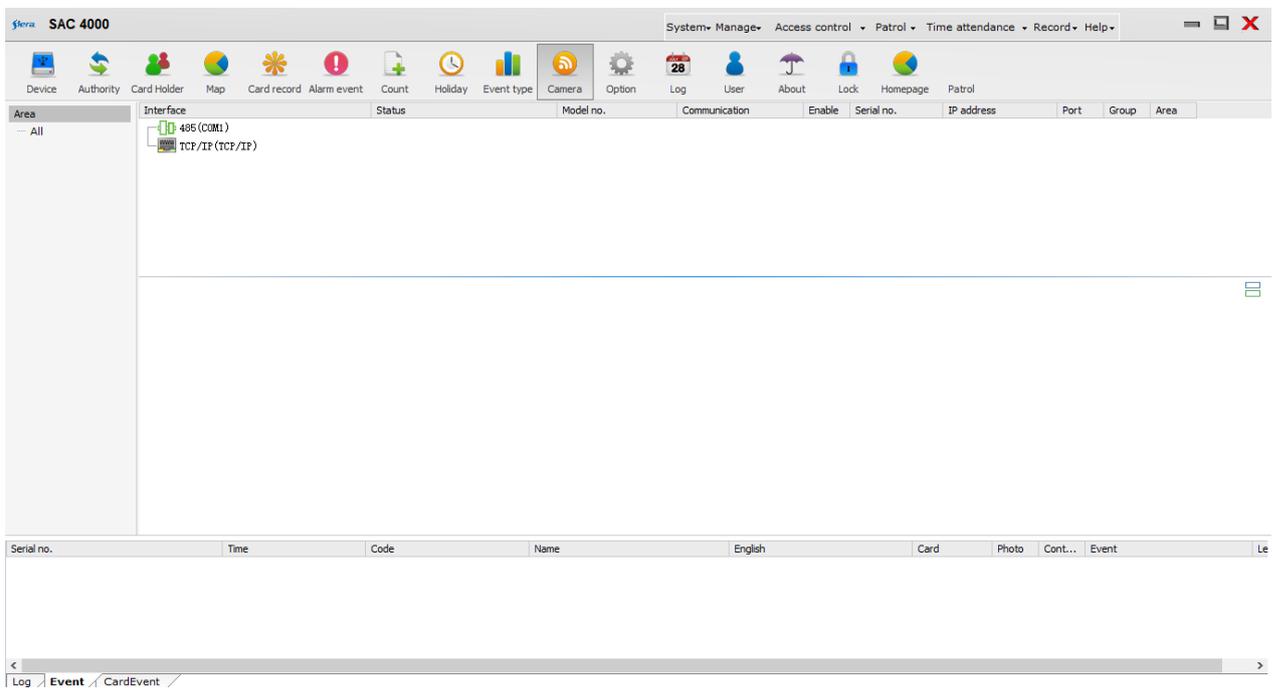
Step 1 - Enroll the controller to the SAC 4000 software

1) In the upper window, select the connection mode of the controller, (485 o TCP/IP), right click on it and select **New Controller**.
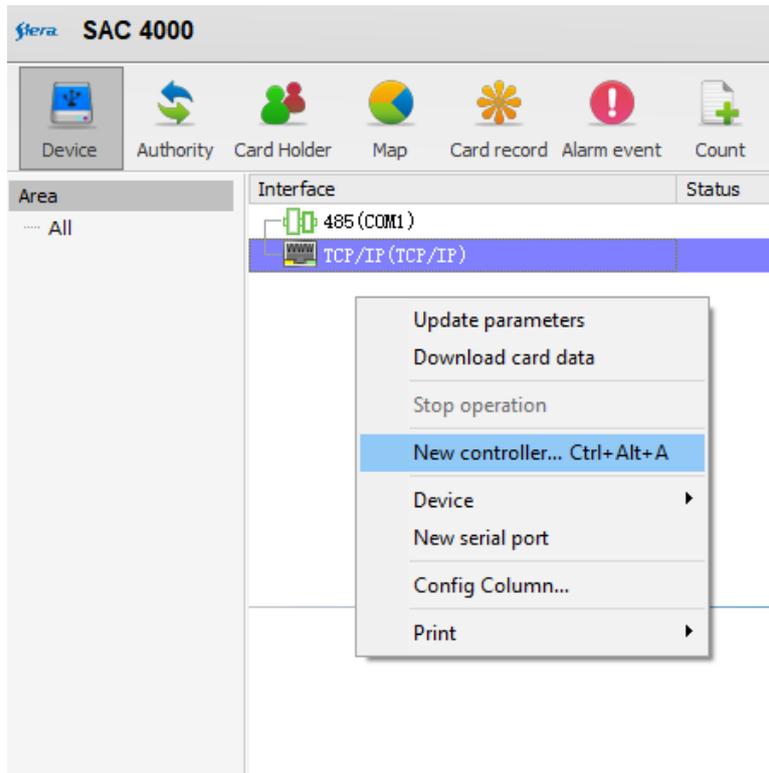
2) The following window opens, in which the controller configurations will be entered.
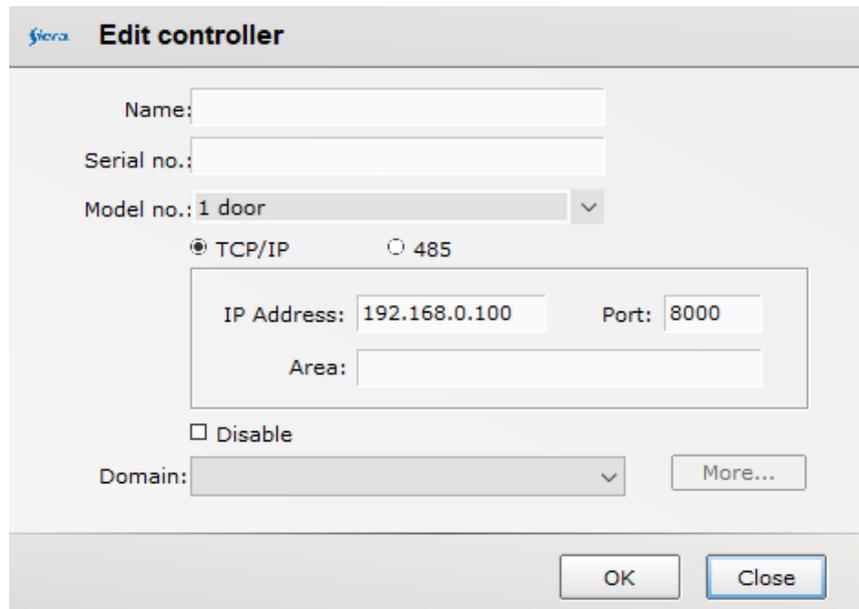
3) In this window, edit the following fields:

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**

IP Adress: 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:
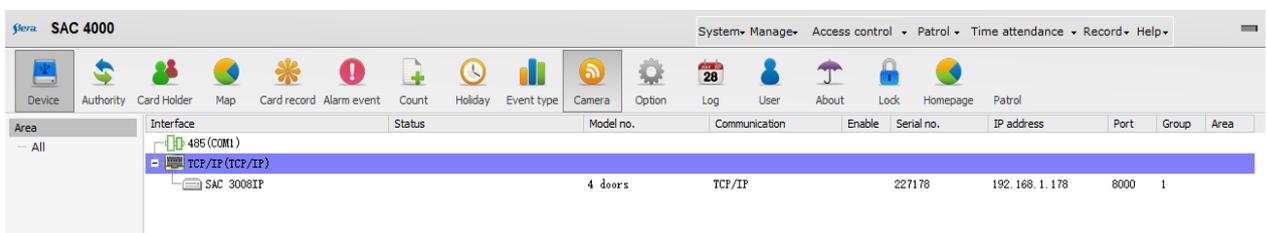
In this way the controller was enrolled in the software.

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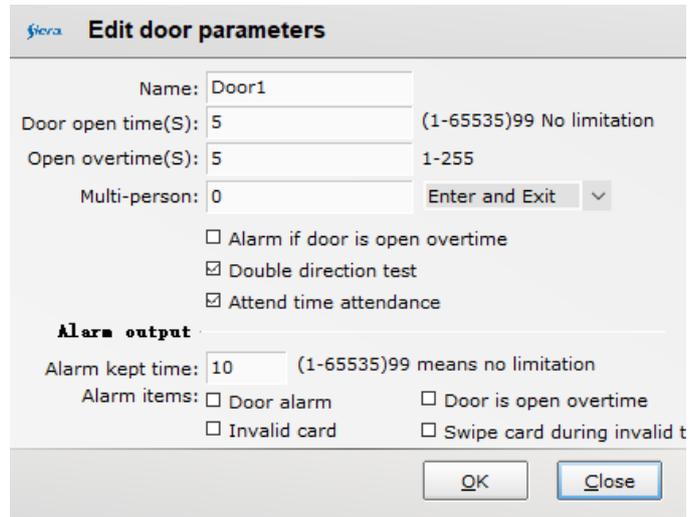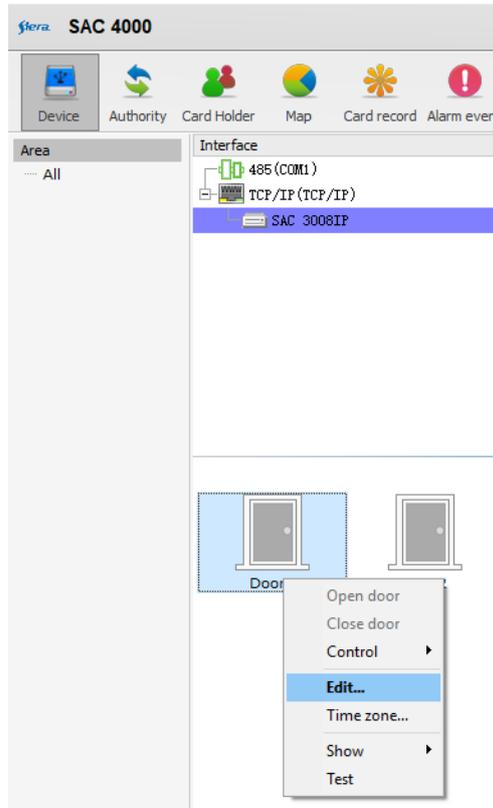
3) Once the **Name** has been edited, click **OK**.

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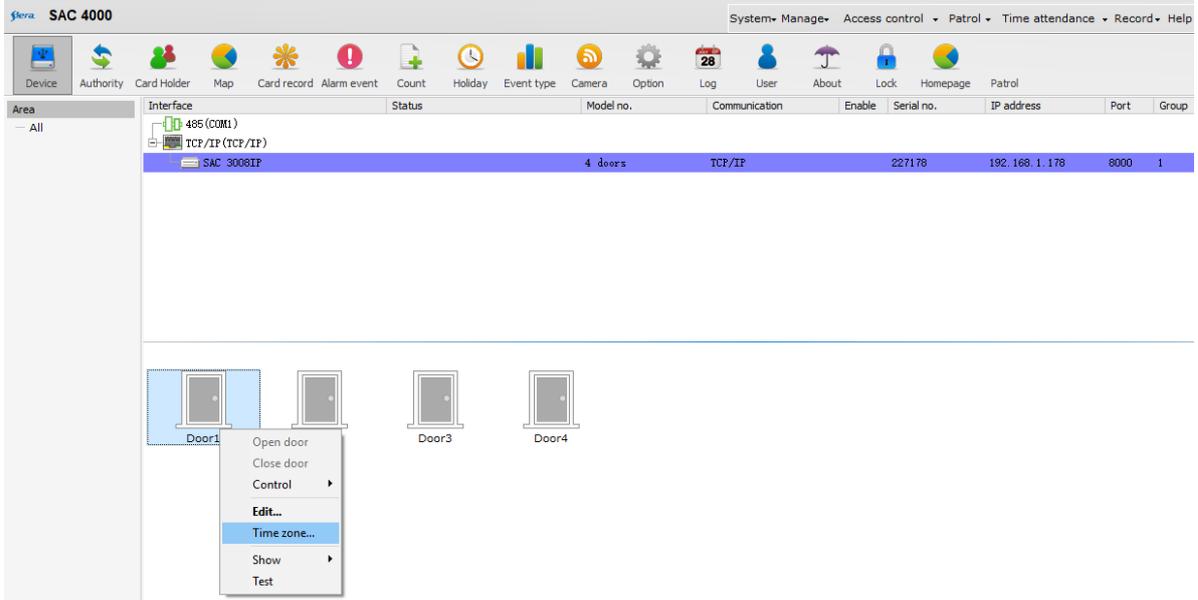
2) Each **Time Zone** is assigned to a certain group of people, for example: Management, Administration, Maintenance, Serene, etc. and each one will have its own schedule.

3) To enable and edit a **Time Zone**, you must double click on it and check the **Enable** box.
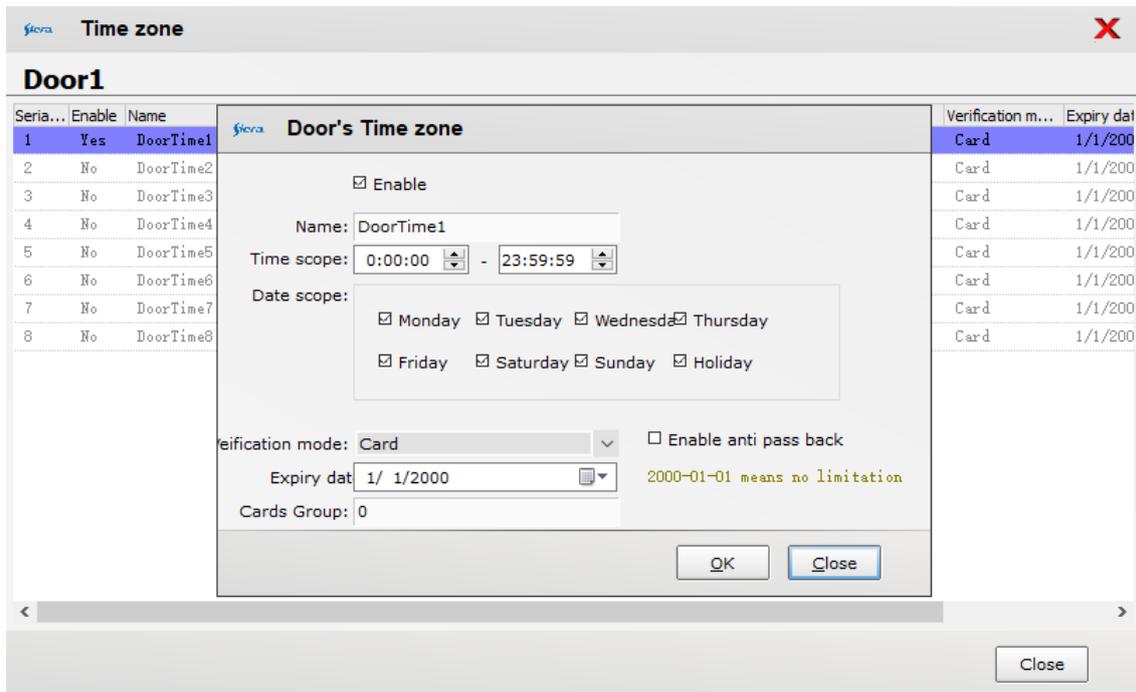
4) In this example, it is called **Administration**, the access time from 09:00 to 18:00 and the days from Monday to Friday, once edited, click **OK**.
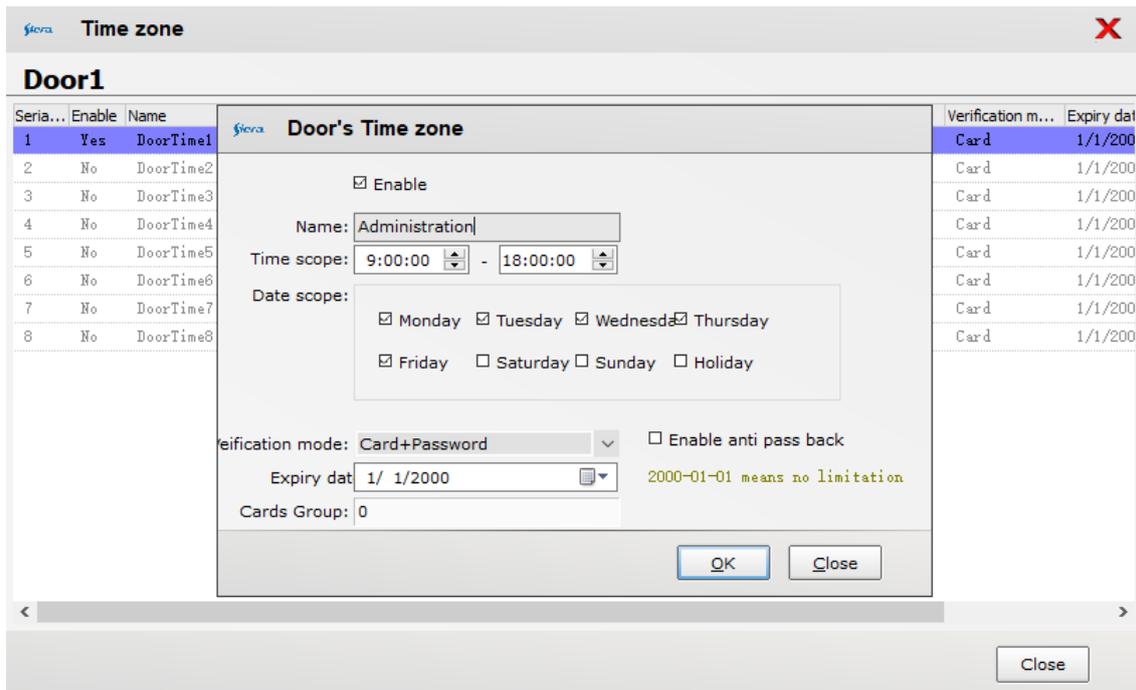
5) In this way, the **Time Zone** is configured.

Step 4 - Authority Creation

1) Click on the Authority icon,

2) The following screen will be displayed.

3) In the main window, right-click and select **New**.
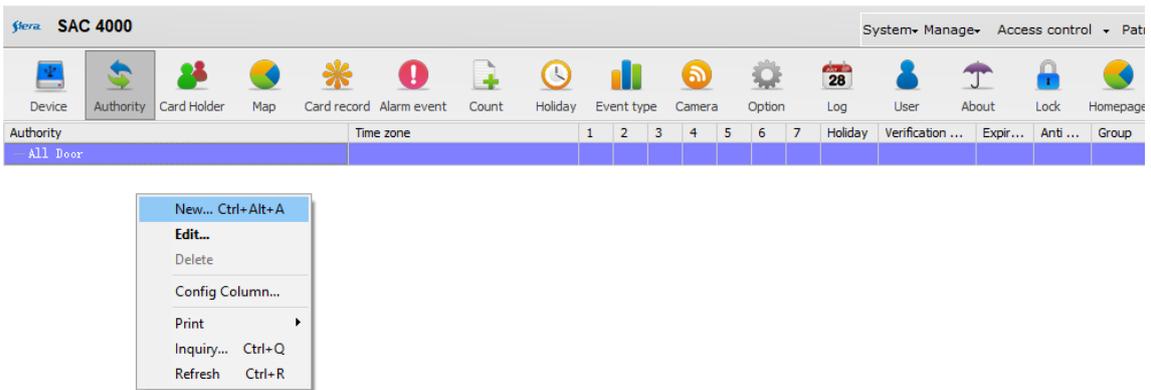
4) The following window opens:
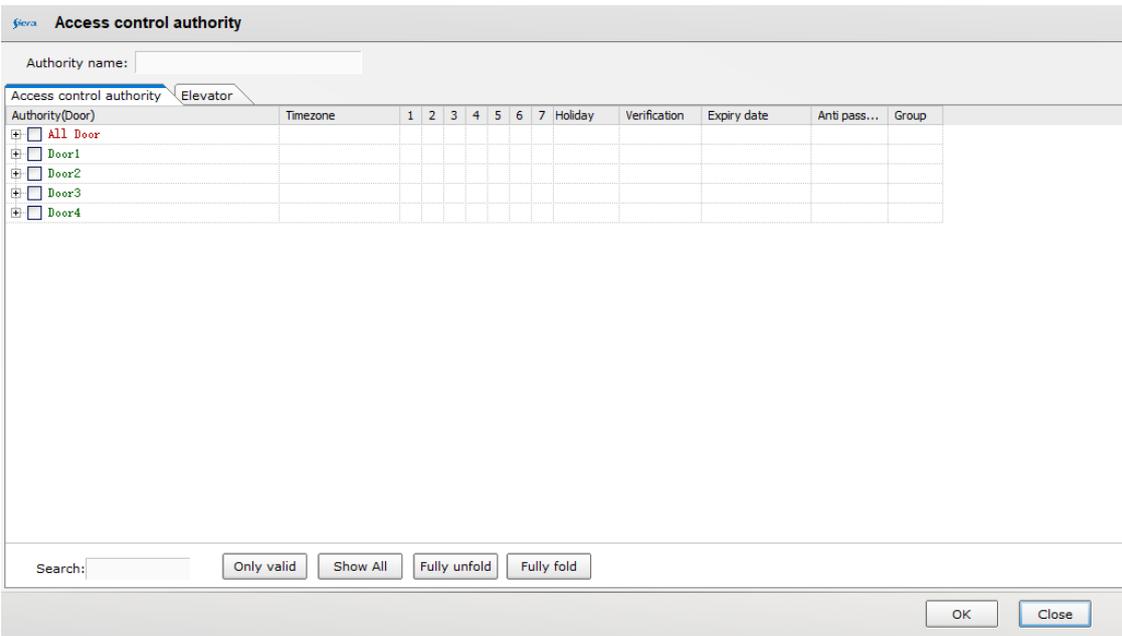
5) In this example it is configured with **Authority Name**: Administration, which will have the Time Zone called Administration and it will be applied to **Gate 1**, once configured click **OK**.
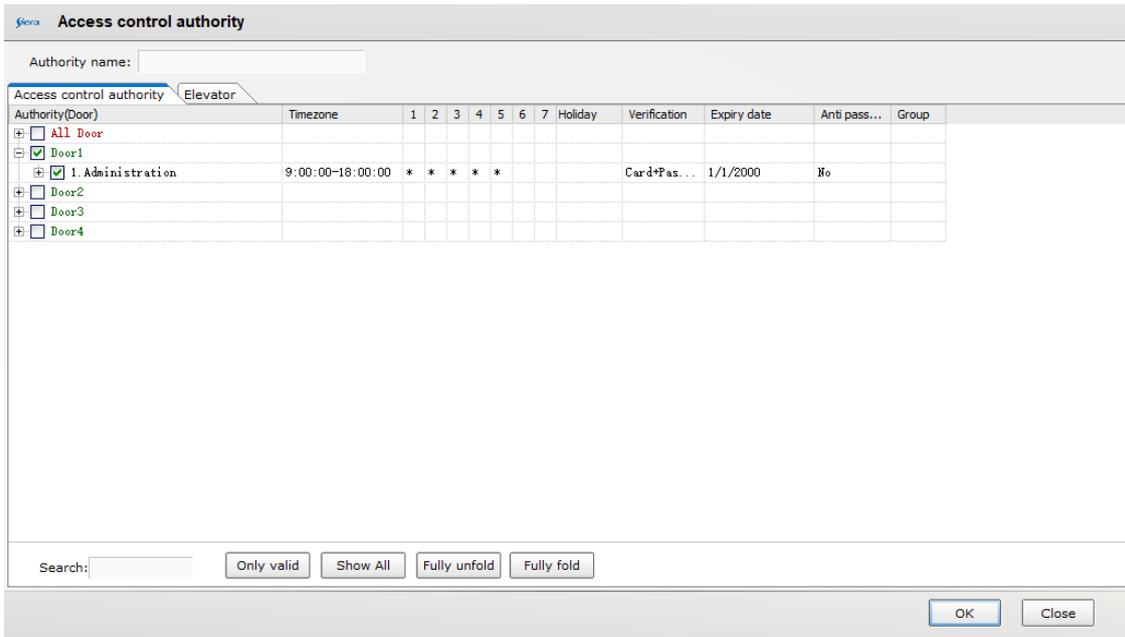
Step 5 - Creating Headlines (Users)

1) Click on the icon: **Card Holder**
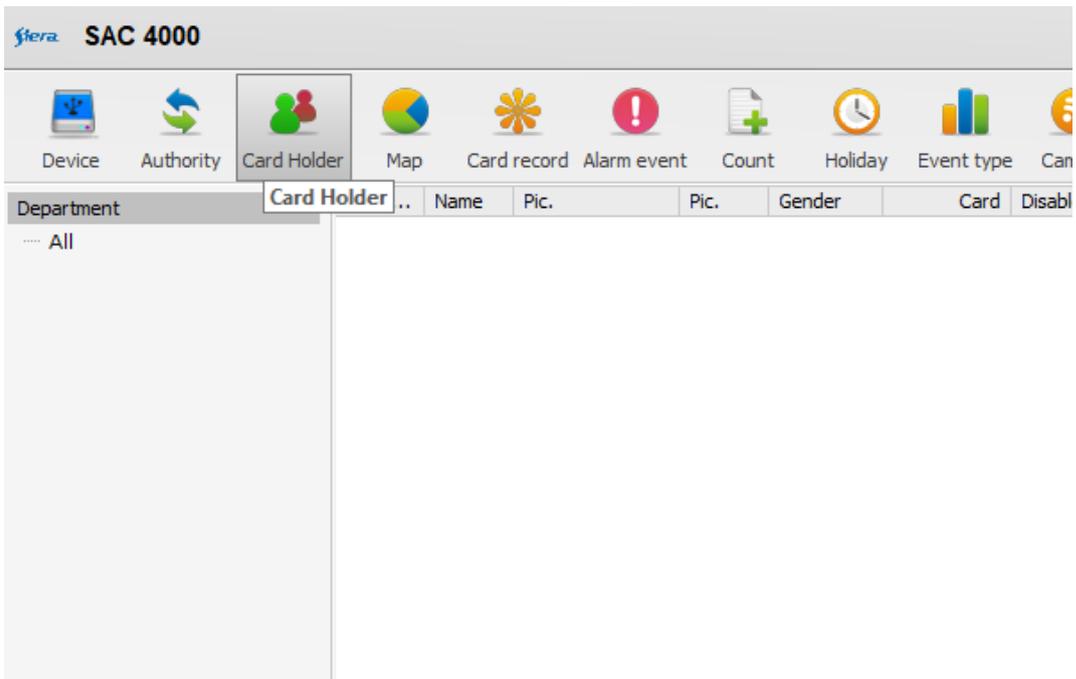
2) In the main window, right-click and select **New**.
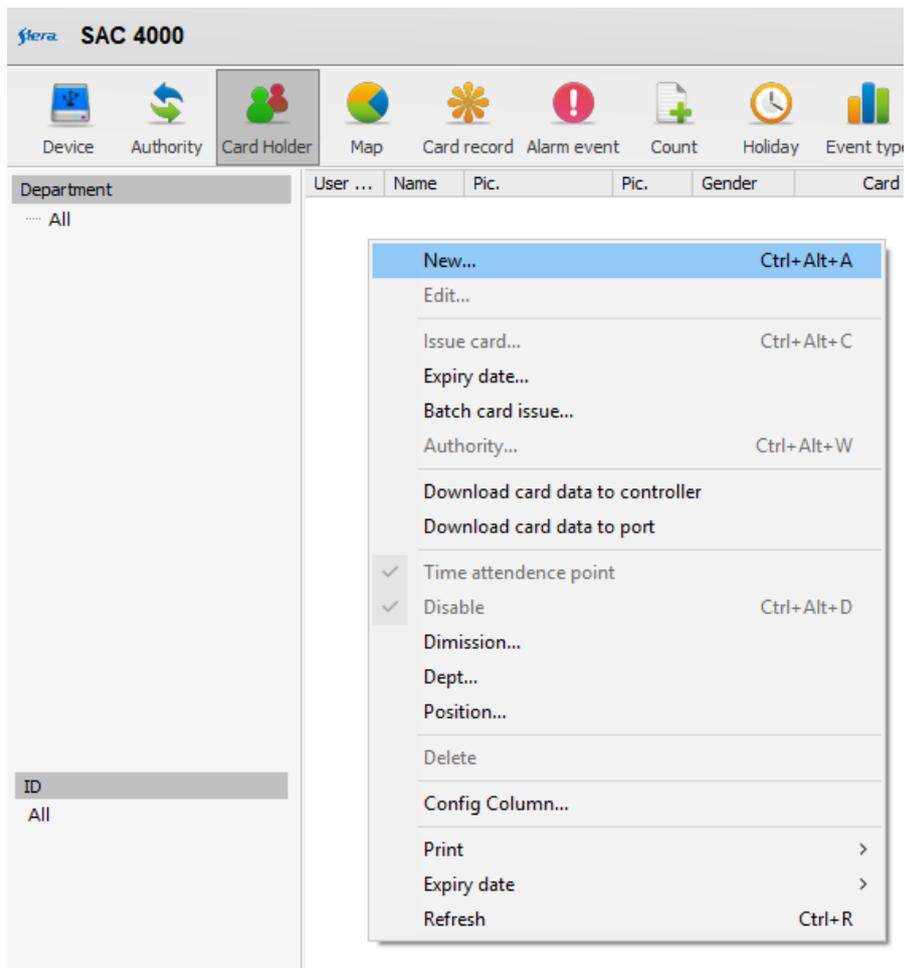
3) The following window is displayed.
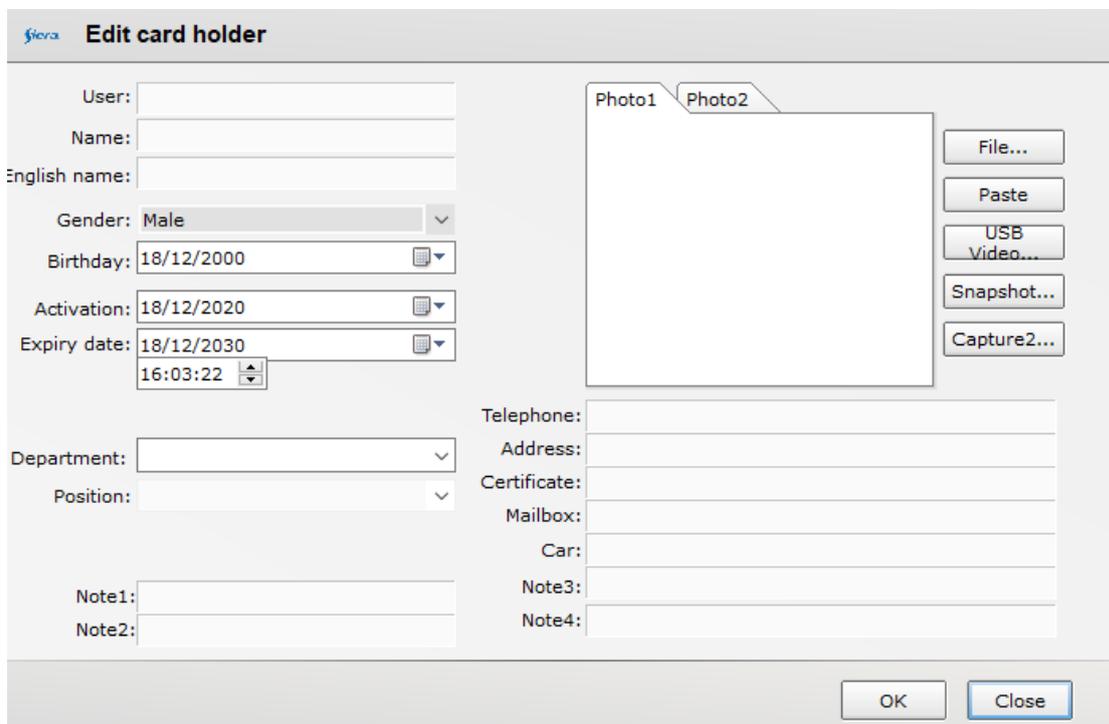
4) In the **User** field, enter the **Holder's Number,** (It is recommended that the numbering of the Holders be in ordinal form), in the **Name** field enter the **Name of the Holder**. You can complete the rest of the Holder's data and then click **OK**.

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

Step 6 - Assignment of cards to Holders (Users)

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

2) The **Issue Card** window appears, in which a **Door** must be chosen as the reader of the card to be assigned.
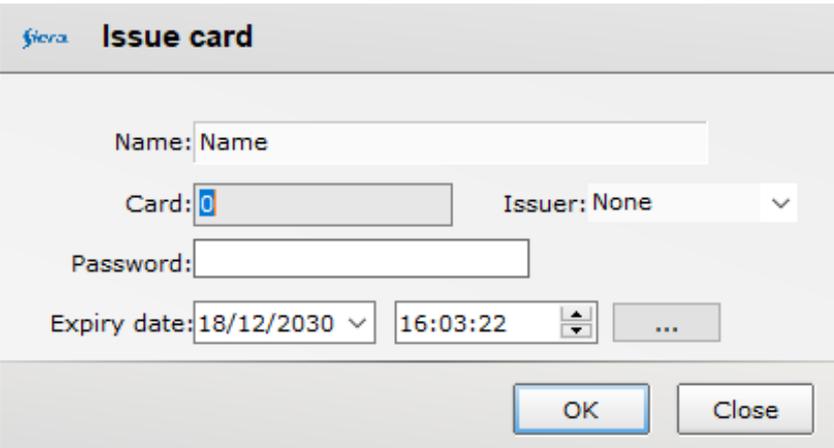
3) Once the door has been chosen, click **OK**.
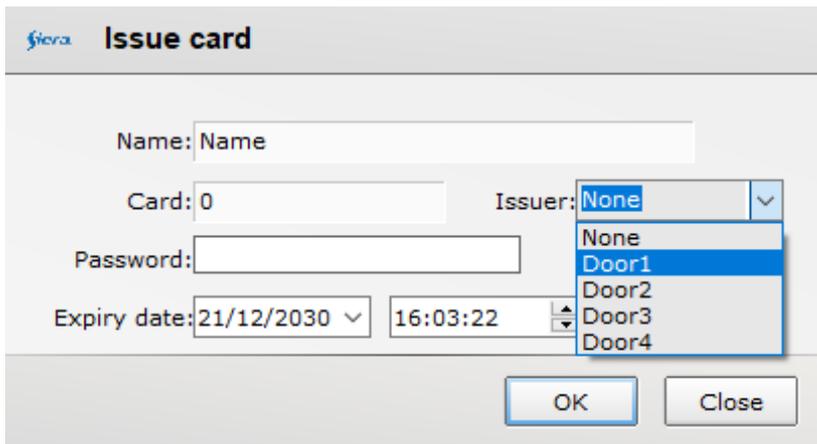
Issue card

Name: Name

Card: 0   Issuer: None
                                    None
Password: Door1
                                    Door2
Expiry date: 21/12/2030 ˅ 16:03:22 Door3
                                    Door4

OK   Close

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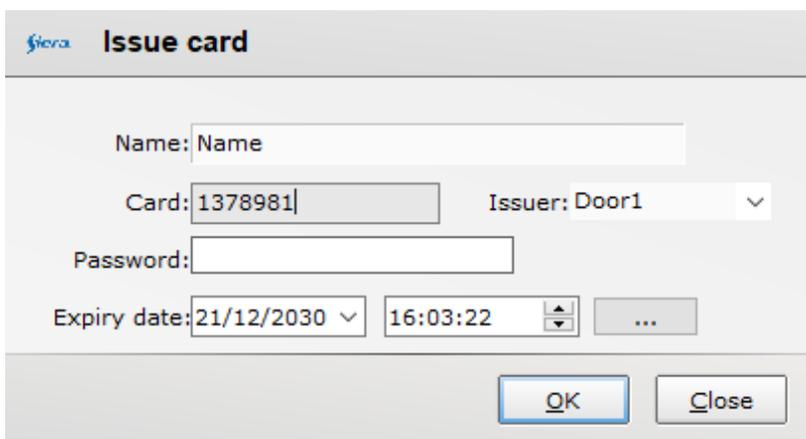
Issue card

Name: Name

Card: 1378981   Issuer: Door1

Password:

Expiry date: 21/12/2030 ˅ 16:03:22   ...

OK   Close

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

Step 7 - Assignment of Authority to Holders (Users)

1) On the Holder, right-click and select **Authority**.
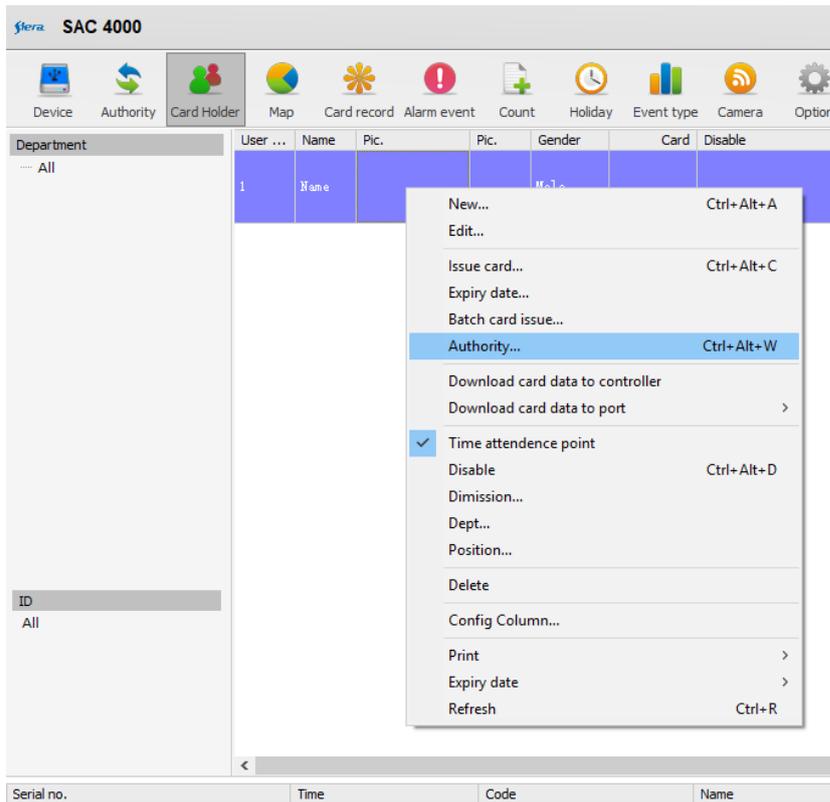
2) In the upper field indicated **Authority**, the previously created Authority must be selected to assign it to the Holder.
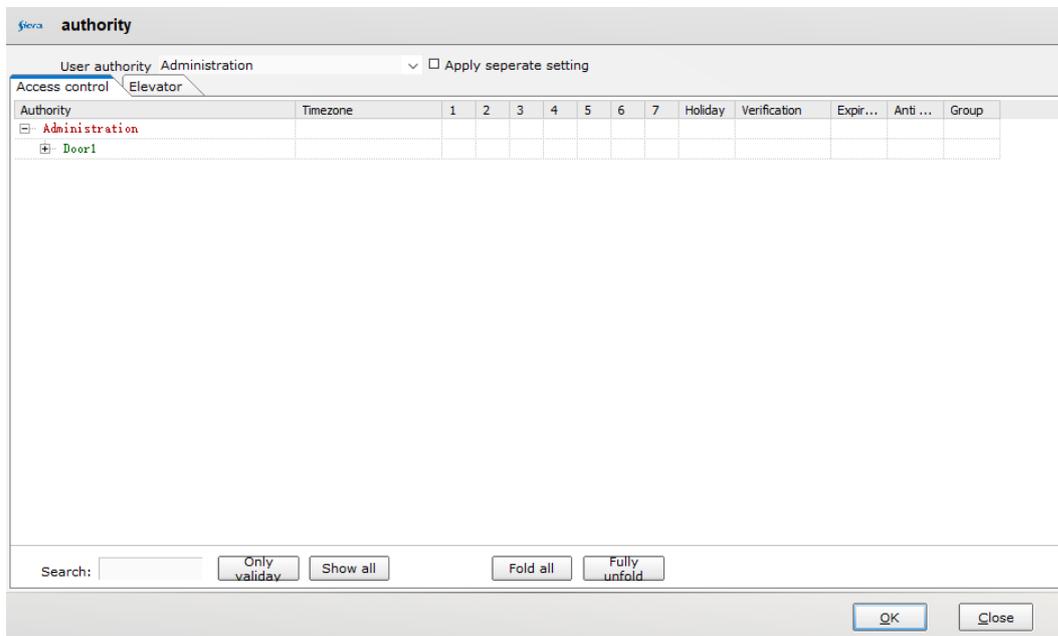
3) After selecting, click **OK**.

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**.
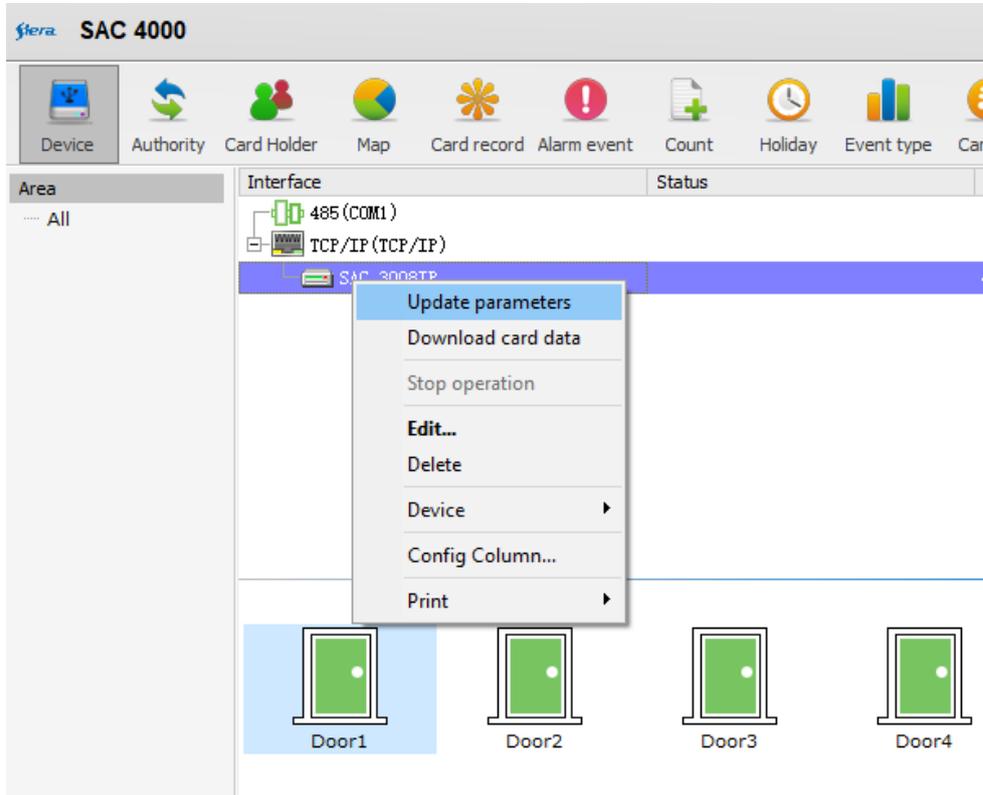
2) The status of sending the data to the controller is indicated on the right.
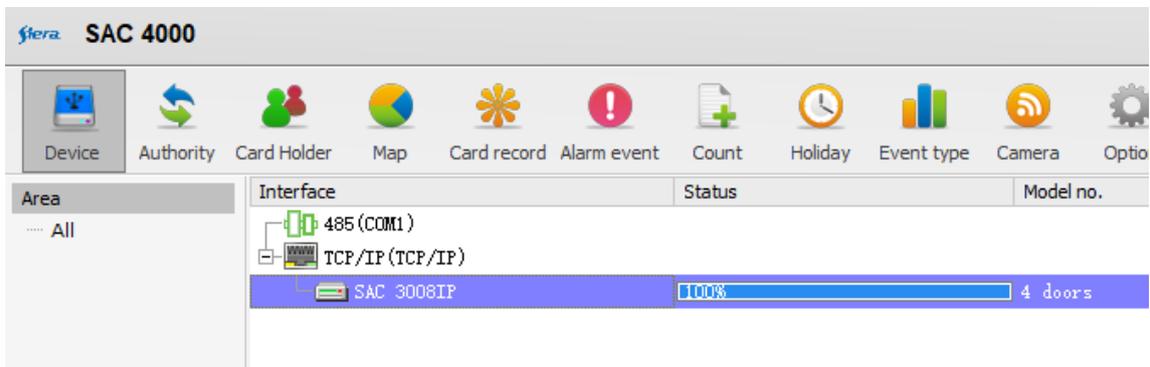
3) Then click on **Update Headlines**.
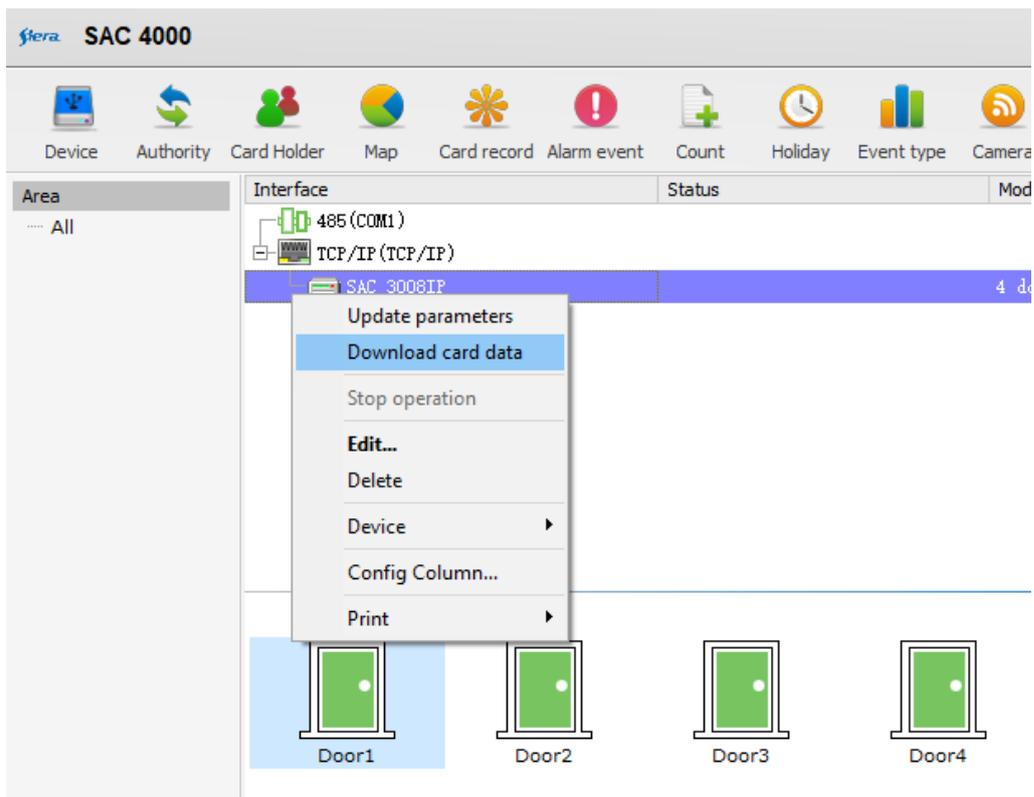
4) The status of sending the data to the controller is indicated on the right.
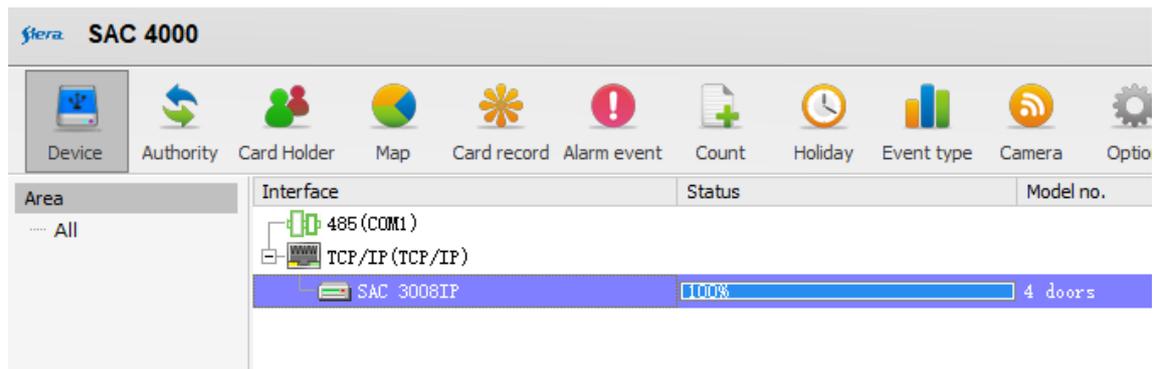
5) In this way, all the Parameters and Headlines configured in the SAC 4000 software are updated on the controller.

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.