## **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**.

Şiera SAC 4000	
<b>Siera</b>	Usuario: admin Password: OK Cerrar

#### 3) The program starts.

Gera	SAC 4000		
	<i>fiera</i>		
Load	ling video device interface	95%	A1AD-7365-4936-1C65
	95%		5.1.1.900 24/4/2019 17:45:38
Load	ling video device interface	95%	A1AD-7365-4936-1C65 5.1.1.900 24/4/2019 17:45:38 SAC 4000

4) The main screen will be displayed:

stera. SAC 4000										System	• Manage•	Access o	control 🖣	Patrol - Ti	me attenda	nce 🗸 F	Record + I	Help -	-	- 9	X
Device Authority C	And Holder	Map	Card record	Alarm event	Count	Loliday	Event type	Camera	Ontion	28	<b>a</b> User	1 About		Homepage	Patrol						
	Interface				Statue	,		Model r		Comm	unication	En	able Se	rial no	IP address		Port	Group	Area		
— All	C 485 (	(CORL)	(P)																		00
Serial no.		Time	e		Code		1	lame			English			Card	H I	Photo	Cont	Event			Le
<																					>

Log Event CardEvent

## 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**.

<del>stera</del> SAC	C 4000				
	\$		*	0	
Device	Authority	мар	Card record	Alarm event	Count
Area		(COM1)			Status
All		/IP (TCP)	/IP)		
		U	pdate parame	ters	
		D	ownload card	data	
		St	op operation		
		N	ew controller.	Ctrl+Alt+A	
		D	evice		•
		N	ew serial port		
		C	onfig Column		
		Pr	int		•

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

Sera Edit controller		
Name:		
Serial no.:		
Model no.: 1 door	~	•
TCP/IP	O 485	
IP Address: 1	192.168.0.100	Port: 8000
Disable		Moro
Domain:		V More
		OK Close

**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

Sera Edit con	troller			
Name:	SAC 3008IP			
Serial no.	227178			
Model no.:	4 doors		$\sim$	
	TCP/IP	O 485		
	IP Address:	192.168.1.178	Port:	8000
	Area:			
	Disable			
Domain:			~	More
			<u>о</u> к	Close

**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:

<del>≸era</del> SAC	: 4000										System	• Manage•	Access	control	• Patrol • T	ime attendance 👻 R	lecord+ He	lp •	-
Device	Sauthority	Card Holder	<b>M</b> ap	* Card record	Alarm event	Count	() Holiday	Event type	6 Camera	Option	28 Log	User	1 About	Loc	Homepage	Patrol			
Area		Interface				Status			Model	no.	Comm	nunication		Enable	Serial no.	IP address	Port	Group	Area
— All		485	5 (COM1 )																
		- 📖 TCF	/IP(TCP/	/IP)															
		-0	SAC 3008	SIP					4 door	rs	TCP/I	P			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.

sera SA	C 4000											System <del>+</del> Ma	anage <del>,</del> A	ccess cont	trol - Patro	I 🗸 Time attendar	ice - Recoi	rd - Help
Device	S Authority	Card Holder	Map	* Card record	Alarm event	Count	U Holiday	Event type	(a) Camera	Option	28 Log	<b>a</b> User	1 About	Lock	Homepage	Patrol		
Area	-	Interface				Status			Model	no.	Com	munication	E	nable Ser	rial no.	IP address	Port	Group
— All		- 10 485 - 10 TCI	5(COM1) P/IP(TCP/	(IP)														
			SAC 3008	BIP					4 door	rs	TCP/	/IP		223	178	192, 168, 1, 178	8000	1
			por1	Open door Close door Control Edit Time zone Show Test	•	Doo	r3	Door	4									

**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.

Door1														
Seria.	Enable	Name	Beginning tiime	End time	1	2	3	4	5	6	7	Holiday	Verification m	Expiry da
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	*	*	*	*	*	*	*	ж	Card	1/1/200
6	No	DoorTime6	00:00	23:59	ж	*	*	*	*	*	*	ж	Card	1/1/200
7	No	DoorTime7	00:00	23:59	*	*	*	*	*	*	*	ж	Card	1/1/200
8	No	DoorTime8	00:00	23:59	*	*	*	*	*	*	*	*	Card	1/1/200

Close

2 No 3 No 4 No 5 No 6 No 7 No 8 No	DoorTime2 DoorTime3 DoorTime4 DoorTime5 DoorTime6 DoorTime7	Name: Time scope: Date scope:	☑ Enable DoorTime1 0:00:00 💽 -	23:59:59 🔹		Card Card Card	1/1/200 1/1/200 1/1/200 1/1/200
	Doorlimeö		☑ Monday ☑	Tuesday ☑ Wed Saturday ☑ Sun	dnesd쿄 Thursday Iday 덴 Holiday	Card Card Card Card	1/1/200 1/1/200 1/1/200 1/1/200
(		eification mode: Expiry dat Cards Group:	Card 1/ 1/2000 0	~ 	Enable anti pass back 2000-01-01 means no limite OK Close	tion	

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**.

<b>f</b> iera	Time	e zone		×
Do	or1			
Seria	Enable	Name	(	Verification m Expiry dat
1	Yes	DoorTime1		Card 1/1/200
2	No	DoorTime2		Card 1/1/200
3	No	DoorTime3		Card 1/1/200
4	No	DoorTime4	Name: Administration	Card 1/1/200
5	No	DoorTime5	Time scope: 9:00:00 🖨 - 18:00:00 🖨	Card 1/1/200
6	No	DoorTime6		Card 1/1/200
7	No	DoorTime7	Date scope:	Card 1/1/200
8	No	DoorTime8	a Monuay a ruesday a weatesdab mursday	Card 1/1/200
			🗹 Friday 🛛 Saturday 🗆 Sunday 🗖 Holiday	
			eification mode: Card+Password 🗸 🗆 Enable anti pa	ss back
			Expiry dat 1/ 1/2000 🗐 🔻 2000-01-01 means	no limitation
			Cards Group: 0	
			<u>O</u> K	
<				>
				Close

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

DO	OLT													
Seria	. Enable	Name	Beginning tiime	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,

stera SA	C 4000								
<b>*</b>	\$	25		*	0		<u>()</u>		<b></b>
Device	Authority	Card Holder	Мар	Card record	Alarm event	Count	Holiday	Event type	Camera
Area	Authority	Interface				Status			Model no.
All			(COM1) /IP(TCP/ SAC 3008	IP) IP					4 doors
		Do	or1	Do	por2	Doo	r3	Door4	4

2) The following screen will be displayed.

stera SAC	C 4000														5	System <del>+</del> Man	age <del>,</del> Ac	cess contr	rol 🗸 Patro	I ← Time attendance ← Record ← Help ←
	\$			*	0		<u>()</u>	5.			<b>(</b> )		0		28		Ţ			Patral
Device	Authority	Card Holder	мар	Card record	Alarm event	Count	Holiday	EV	ent ty	pe	Camer	а	Option	n	Log	User	About	LOCK	нотераде	Patrol
Authority				Tin	ne zone			1	2	3	4	5	6	7	Holiday	Verification	Expir	Anti	Group	
-All Door																				

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

stera SAC	C 4000														S	ystem <del>↓</del> Mana	ge <del>√</del> Acce	ess contro	ol 🗸 Pati
<u>.</u>	\$	25		*	0		<u>(</u> )				6		Ô		28	8	Ť		
Device	Authority	Card Holder	Мар	Card reco	ord Alarm event	Count	Holiday	E	ent ty	pe	Camer	а	Option	ı	Log	User	About	Lock	Homepage
Authority					Time zone			1	2	3	4	5	6	7	Holiday	Verification	Expir	Anti	Group
- All Door																			
		New Ctr Edit Delete Config Co Print Inquiry Refresh	l+Alt+A lumn Ctrl+Q Ctrl+R																

#### 4) The following window opens:

Authority name:													
Access control authority Elevator													
Lievelor additioney (Elevelor													
Authority(Door)	Timezone	1	2	3	4 5	6	7	Holiday	Verification	Expiry date	Anti pass	Group	
🕂 🗌 All Door													
🗄 📃 Door1													
🕂 🗌 Door2													
🗄 📃 Door3													
🗄 📃 Door4													
Search:	Only valid Show	All	Fully	unf	old	F	Fully	fold					

**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**.

Seva Access control authority													
Authority name:													
Access control authority Elevator													
Authority(Door)	Timezone	1	2	3	4 5	6	7	Holiday	Verification	Expiry date	Anti pass	Group	
H All Door													
😑 🔽 Door1													
🛨 🗹 1. Administration	9:00:00-18:00:00	*	* :	* *	* *				Card+Pas	1/1/2000	No		
1 Door2													
Door3													
🕀 🗌 Door4													
Search: Only v													
	alid Show All		Fully	unf	old		Fully	y fold					

# Step 5 - Creating Headlines (Users)

1) Click on the icon: Card Holder



stera SAC	C 4000									
<u>.</u>	\$	*			≯	ę	0			
Device	Authority	Card Holder	Мар	þ	Card re	ecord	Alarm even	nt Coun	t Holiday	Event typ
Department			User	Nar	me	Pic.		Pic.	Gender	Card
····· All										
					New				Ctrl+	Alt+A
					Edit					
					lssue o	card			Ctrl+	Alt+C
					Expiry	date.				
					Batch	card i	ssue			
					Autho	rity			Ctrl+/	Alt+W
					Down	load o	ard data to	o controlle	er	
					Down	load o	ard data to	port		
				$\checkmark$	Time a	attend	lence poin	t		
				~	Disabl	e			Ctrl+	Alt+D
					Dimiss	sion				
					Dept					
					Positio	on				
					Delete	2				
ID All					Config	g Colu	ımn			
					Print					>
					Expiry	date				>
					Refres	h				Ctrl+R

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

**3)** The following window is displayed.

User:			Photo1 Photo2
Name:			File
Inglish name:			Basta
Gender:	Male ~		
Birthday:	18/12/2000		Video
Activation:	18/12/2020		Snapshot
Expiry date:	18/12/2030		Capture2
	16:03:22		
		Telephone:	
Department:	~	Address:	
Position:	~	Certificate:	
		Mailbox:	
		Car:	
Note1:		Note3:	
Note2:		Note4:	

**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**.

User:	1		Photo1 Photo2	
Name:	Name	]		File
English name:				
Gender:	Male ~			
Birthday:	18/12/2000	]		Video
Activation:	18/12/2020			Snapshot
Expiry date:	18/12/2030			Capture2
	16:03:22 🜩			
		Telephone:		
Department:	~	Address:		
Position:	~	Certificate:		
		Mailbox:		
		Car:		
Note1:		Note3:		
Note2:		Note4:		

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

sera SAC	C 4000											Syst	em <del>v</del> Manage	e+ Access c	control 🗸 Pa	itrol + Tin	ne attendance 👻 Re	cord∙ Help∙	-	□ X
Device	San Authority	Card Hold	er M	ap	Sard r	record Alarm even	nt Cour	t Holiday	Event type	Camera	Öption	<b>28</b> Log	LUser	1 About	Lock H	<b>o</b> mepage	Search: Patrol			
Department			User	. Ni	ame	Pic.	Pic.	Gender	Card	Disable			Authority	Expiry d	Department	Discharge	e Related card	Certificate		Telphone
All			1	Ne	ane			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

sera SA	C 4000										
Device	San Authority	Card Holde	er M	lap C	*	d Alarm eve	nt Cour	nt Holiday	Event type	(a) Camera	S Op
Department			User .	Name	e Pic.		Pic.	Gender	Card	Disable	
····· All			1	Name		ew.		Male	Ctrl+ Alt+ /		
					E	dit			CUITAILTE		
					ls	sue card			Ctrl+Alt+C	2	
					E	xpiry date atch card iss	sue				
					A	uthority			Ctrl+Alt+W	/	
					C	ownload ca	rd data to	controller			
					0	ownload ca	rd data to	port			
						ime attende isable imission	nce point		Ctrl+Alt+E	>	
						ept					
ID					0	elete					
All					C	onfig Colun	nn				
					P	rint				>	
					E	xpiry date				>	
					R	efresh			Ctrl+F	2	
			<								
Serial no.				Time			Code			Name	

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

العند ال
Name: Name
Card: 0 Issuer: None 🗸
Password:
Expiry date: 18/12/2030 > 16:03:22
OK Close

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

sera Issue card	
Name: Name	
Card: 0 Is	ssuer: None
Password:	Door1
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.

gera Issue card	
Name	
Card: 1378981 Issuer: Door1	~
Password:	
Expiry date: 21/12/2030 V 16:03:22 🔄	
<u>o</u> k	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.

stera SAC 4000										
Device Authority Card Holds	er Map	Card	* I record	Alarm	event	Count	t Holiday	Event type	) Camera	Öptior
Department	User	Name	Pic.		Pi	с.	Gender	Card	Disable	
····· All	4	Weels					w.1.			
	1	name			New				Ctrl+Alt+A	
					Issue o Expiry Batch	card date card is:	sue		Ctrl+Alt+C	
					Autho	rity			Ctrl+Alt+W	
				Down Down	load ca load ca	ird data to co ird data to po	ontroller ort		>	
				~	Time a Disabl Dimise Dept Positio	attende e sion on	ence point		Ctrl+Alt+D	
					Delete					
ID All					Config	g Colur	nn			
					Print					>
					Expiry Refres	date h			Ctrl+R	>
				_						_
Serial po	<	Time				Code			Name	

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

Access control Elevator	ation			ny sep	berate s	uting							
Authority		Timezone	1	2	3	5	6	7	Holiday	Verification	Expir	Anti	Group
- Administration													
🕀 Door1													

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.

stera. SAC	C 4000								
<b>.</b>	\$	25		*	0		<u>()</u>		6
Device	Authority	Card Holder	Мар	Card record	Alarm event	Count	Holiday	Event type	Cam
Area		Interface	, .			Status			P
····· All		485	(COM1)						
		E- E TCP,	/IP(TCF	//IP)					
			SAC 300	RTP Undate naram	eters				4
				Develored and	d data				
				Download car					
				Stop operation	n				
				Edit					
				Delete					
				Device	•				
				Config Colum	n				
				Print	•				
		Doc	ori	Do	or2	Doo	• r3	Door	4

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

stera SAC	C 4000									
<u>.</u>	\$	28		*	0		<u>(</u> )		6	Ö
Device	Authority	Card Holder	Мар	Card record	Alarm event	Count	Holiday	Event type	Camera	Optio
Area ····· All	Area Interface All 485 (COM1) 								Model	no.
			SAC 300	8IP		100%			🔜 4 door	s

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

ștera SA	C 4000								
₽.	\$	25		*	0		<u>(</u> )		6
Device	Authority	Card Holder	Мар	Card record	Alarm event	Count	Holiday	Event type	Camera
Area		Interface				Status			Mod
···· All		- <b>10</b> 48 ⊟- <b>20</b> TC	5(COM1) P/IP(TCP/I	P)					
			SAC 30081	P					4 de
			Update pa	rameters					
			Download	l card data					
			Stop oper	ation					
			Edit						
			Delete						
			Device		•				
			Config Co	lumn					
			Print		•				
			•					Door	

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

<del>stera</del> SAC	C 4000									
Device	S Authority	Card Holder	Map	* Card record	Alarm event	Count	() Holiday	Event type	(Camera	Öptio
Area ····· All	1	Interface	5(COM1)			Status			Model	no.
			SAC 300	/IP) 8IP		100%			<u> </u>	rs

**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.