QUICK START GUIDE FOR SC 403

Items included when your package arrives;

- RFID Card for SC 403
- Screwdriver Tool
- Quick start Guide

Important Notes

- Do not place the SC 403outdoors without adequate protection from weather.
- Do not place the SC 403under strong light.
- Use regulated 12V DC 1.5A power source (supplied from door control panel or separately purchased power supply).
- Do not place the SC 403in a vulnerable location where it might be subjected to weather, vandalism, etc.

Mounting the SC 403

- Locate the appropriate area for the SC 403.

- Place the SC 403 approximately 4-5 feet above the ground (and level) so that the users are comfortable when interacting with it.

    If the terminal is placed too high or too low, it will require users to reach up or down, most likely causing them to place his/her finger in awkward varying angles in relation to the fingerprint sensor.

    By placing the terminal at a comfortable height users will experience fewer RFID card read-errors.

- Create conduits for the power cable and network cable so that the enclosed wiring running from the terminal to the wall is properly shielded.

- Remove the screw at the bottom of the SC 403 when held vertically.

- Removing this screw allows you to separate the SC 403 from its back plate.

- Attach the back plate of the SC 403 on to the wall. Then connect the power and network cables from behind the back plate.

- Reconnect the SC 403 to the back plate by re-fastening the previously removed screw.

Hardware Setup

Power on the SC 403 by supplying 12V DC to the PWR and GND pins on the back of the terminal (see pin-layout below)

Power is supplied by either the door control panel or a separately purchased 12V DC 1.5A power supply. Make sure that the power requirements are strictly adhered to. Incorrect power may cause permanent damage to the SC 403.
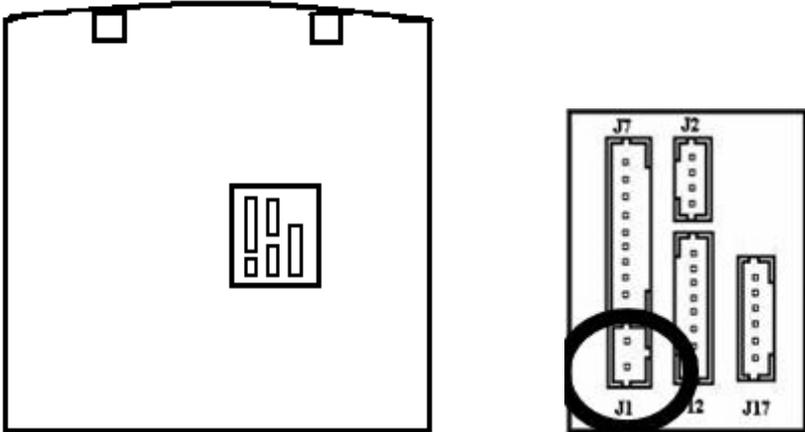
J1, 2Pin connector on left side below of the rear panel (from the top)			
1st	GND	Connect to Power GND	Tie together
2nd	+12V	Connect to Power +12v	

After powering on, the SC 403 will perform a self test and then display the date and time.

Date and Time Setup

To change the <u>date</u> and <u>time</u>, press the *MENU* key.
.

The Menu will then display.

```
Menu                    ▼

▶ User Manage
  Options
```

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "Options". Press the F4/OK key.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "System Opt". Press the F4/OK key.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "Date Time". Press the F4/OK key.

Once in the YYYY-MM-DD 24H screen, use the scroll ▲/▼ keys to move between data fields.

Set the date and time.

Press the OK key to accept changes.

Press the F1/ESC key three times to return to the start up window.

Note: Press the F1/ESC key to cancel changes at any time.

RFID Card Enrollment:

Users (not including Admins, Supervisors or Enrollers) have NO "administrative" access to the SC 403 but can acquire door access and have his/her attendance recorded.

Note:

    Until an actual "Administrator" is enrolled in the SC 403, ALL "users" enrolled on the SC 403 have "temporary" administrative access. Therefore, it is important to enroll an "administrator" on the SC 403 after initial installation.
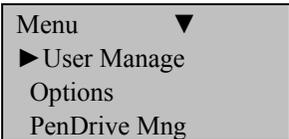
"Users" can enroll with three methods;

- **RFID Card**
- **Passwords**
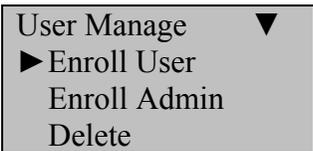- **RFID Card and Password**

Enroll RFID Card (for Users)

To start RFID card enrollment, press **MENU**.

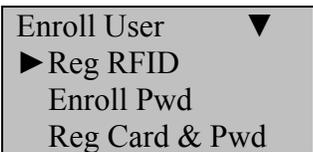Scroll with the ▲/▼ keys and place the cursor (▶) alongside "User Manage"

```
Menu            ▼
►User Manage
  Options
  PenDrive Mng
```

Press the F4/**OK** key.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "Enroll User".

```
User Manage     ▼
►Enroll User
  Enroll Admin
  Delete
```

Press the F4/**OK** key.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "Reg RFID".

```
Enroll User     ▼
►Reg RFID
  Enroll Pwd
  Reg Card & Pwd
```

Press the F4/**OK** key.

The SC 403 will prompt you:

```
      New Enroll


  UserID 00001
ESC          OK
```
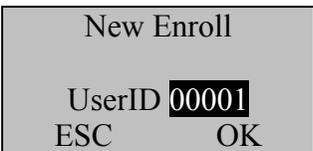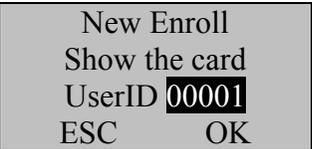
Note: If no user has yet been enrolled on the SC 403, the next available User ID# will be 00001.

Press the F4/OK key to accept 00001 or manually key in a different number.

The SC 403will then prompt:

```
    New Enroll
   Show the card
   UserID 00001
 ESC        OK
```
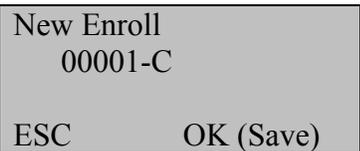
Flash your RFID Card over the screen of the SC 403. If the SC 403 successfully scans the card, you will hear a beep and the card number will be displayed across the screen as seen below.

```
    New Enroll
  Card: 0001234567
    Show the card
   UserID 00001
 ESC        OK
```

Press the F4/OK key to confirm card number.

Then SC 403 will prompt you:

```
 New Enroll
    00001-C


 ESC        OK (Save)
```
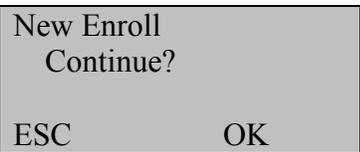
Press the F4/OK key to accept the newly enrolled RFID card.

UserID 0001 has now successfully enrolled one RFID card.

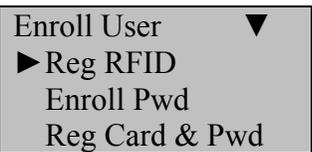The SC 403 will ask you to continue enrolling new RFID cards as seen below.

```
 New Enroll
    Continue?


 ESC            OK
```

If you wish to continue enrolling additional users, press the F4/OK key and follow the same procedures.

If you're finished enrolling additional users, press the F1/ESC key.

You will return to the enroll user menu.

```
 Enroll User       ▼
  ►Reg RFID
   Enroll Pwd
   Reg Card & Pwd
```

Press the F1/ESC key three additional times to return to the start up window.

Note:

> The current date/time will appear.

Test the newly enrolled RFID card by having UserID <u>0001</u> place his/her card over the sensor.

If successful, the SC 403will prompt with an audible "*Thank you*" and the screen below will display.

```
 Verify
  Card: 0001234567
    User ID 00001
    Verified
```

Note:

> The SC 403will make a note in its transaction log that User ID 0001 accessed the SC 403. This information can be used for Time & Attendance software applications and/or for door access.

Note:

> If you would like to enroll users using a password, you may use the *Enroll Pwd* (instead of *Enroll FP*) option for those users.

This will allow the user to choose a password/PIN# (up to 4 digits) instead of his/her RFID card.

Once all the users are enrolled, it's advised to enroll a system **Administrator**.

Once an Administrator is enrolled, normal users will no longer have access to the main menu and will not be permitted to make unauthorized changes.

The enrollment procedure for Admin(s) is the same as for user(s). But instead of selecting Enroll User, scroll down and select Enroll **Admin,** instead.

Press the **MENU** key to begin;

Scroll with the ▲/▼ keys and place the cursor (►) alongside "User Manage". Press the F4/**OK** key.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Enroll **Admin**". Press the F4/**OK** key.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Reg RFID". Press the F4/OK key.

The SC 403 will prompt to select an authorized user: Admin, Supervisor or Enroller.
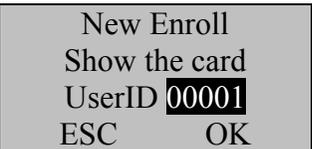
Select Admin and press the F4/OK key to confirm.

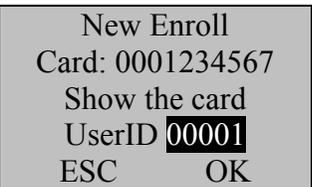The SC 403 will prompt you to confirm a new enroll.

```
       New Enroll


     UserID 00001
   ESC        OK
```
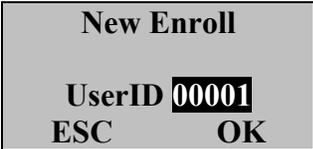
Press the F4/OK key to proceed with new enroll.

The SC 403will then prompt:

```
      New Enroll
    Show the card
    UserID 00001
   ESC      OK
```
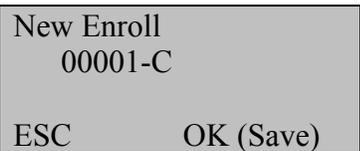
Flash your RFID Card over the screen of the SC 403. If the SC 403 successfully scans the card, you will hear a beep and the card number will be displayed across the screen as seen below.

```
      New Enroll
  Card: 0001234567
    Show the card
    UserID 00001
   ESC       OK
```

Press the F4/OK key to confirm card number.
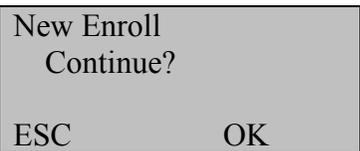
Then SC 403 will prompt you:

```
New Enroll
    00001-C


ESC         OK (Save)
```

Press the F4/OK key to accept the newly enrolled RFID card.

UserID 0001 has now successfully enrolled one RFID card.

The SC 403 will ask you to continue enrolling new RFID cards as seen below.

```
New Enroll
   Continue?


ESC            OK
```

If you wish to continue enrolling additional authorized <u>users</u>, press the F4/**OK** key and follow the same procedures.

If you're finished enrolling additional authorized <u>users</u>, press the F1/**ESC** key four times to return to the start up window.

Remove Enrolled User

Press the **MENU** key to begin;

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "User Manage". Press the F4/**OK** key.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "Delete". Press the F4/**OK** key.

Enter the User ID of the user you wish to delete. Press the F4/**OK** key.

The SC 403 will prompt you to confirm the User's RFID card you wish to delete. Press the F4/**OK** key to confirm.

The SC 403 will prompt you to confirm deleting the user's RFID card again. Press the F4/**OK** key to continue.

The SC 403 will prompt you to confirm deleting the User for a final time. Press the F4/**OK** key to confirm.

You have successfully removed an enrolled user from your SC 403.

<u>Set Communications Options:</u>

Press the **MENU** key to begin

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "Options". Press the F4/**OK** key.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside "Comm Opt". Press the F4/**OK** key.

<u>Available communication options will display</u>;

- BaudRate
- Dev Num
- IP Address
- Net Speed
- NetMask
- Gateway
- Ethernet
- RS232
- RS 485
- COMM Key

Scroll with the ▲/▼ keys and place the cursor (▶) alongside the desired Comm option.

Press the F4/**OK** key**.**

Enter additional Communication settings, each time pressing the F4/**OK** key to accept.

Note:

Set the *Dev num* as 1

If you have more than one terminal being installed, make sure each terminal has a unique device number.

Set the *IP Addr* for the SC 403if you are using TCP/IP connectivity.

Record the IP address of each SC 403you've installed.
These IP addresses are used to identify the SC 403s.

If using Serial communication then match the SC 403's Baud Rate with the serial port of the connecting computer.