



User manual for SC 03 and 04 controllers.

Actec stand-alone controllers are simple and easy to use access control devices. It suits best for single entrance protection. It was designed for both indoor and outdoor use. SC 03 and 04 are very convenient to install inside the company for single room access, for apartment or a small office. Though small in size and easy to install it will be a professional doorkeeper:

- ❑ Only the 40 card (tag) holders will be allowed to enter
- ❑ It will let you know when the door is left open as the controller supports door contact
- ❑ You will be able to open the door from inside by pushing a button in the place that is convenient for you, right near the door or at secretary's desk. All controllers support Request To Exit button
- ❑ You can adjust the door open time that is convenient for your application
- ❑ A step by step learning program will make it easier for you to manage (add or delete users) the database and functions of the controllers. Refer to the "How to ..." table.

The following is a step by step programming table of the controller. Please, have the master card ready to proceed. Master card is the first card that was presented to controller after initial power up. Please keep it in a safe place and note that master key is only used for programming and not for the entrance.

To program the controller simply present the master key to the controller the number of times that is appropriate to your operation upon the "How to ..." table.

It is very important to keep records of the user cards in the database, please fill in the table in the appendix 1 to the user manual.

The controller switches back to stand by mode if no actions were undertaken within 15 seconds, so to finish programming simply wait 15 seconds.

Please note the following indications of the controller, while in the program mode:

Indications	Meaning
A short single beep	The card has been read.
A long single beep	The process has been successful
A short triple beep	You have presented a wrong card
A long triple beep	Is a warning - make sure you really want to proceed with this action

"How to..." table

How to...	Operations	Indication
Add User (several users)	1. Present master card once. 2. Present a user card (tag) To add several cards simply present them one after another. 3. To finish programming present master card or wait 15 second.	1. Short beep and a green LED starts blinking. 2. 0,5 sec long beep and green LED is on for the same time - card has been added. 3. Short beep and red LED switches on - controller in a

	Please, keep records of all cards added.	stand by mode.
Delete User	<ol style="list-style-type: none"> 1. Present master card twice. 2. Present a user card that was added before the card that you want to be deleted. (That is why it is necessary to keep records of all cards added to the controller.) Only one card can be deleted per session. 	<ol style="list-style-type: none"> 1. Red LED starts blinking 2. 0,5 sec long beep and green LED is on for the same time - the appropriate card was deleted from the system. Then a red LED switches on - stand by mode.
Program lock operating time (for how long the lock will be open)	<ol style="list-style-type: none"> 1. Present master card three times. 2. Present additional card (not master) to set the lock operating time. Each next presentation will add 1sec. up to 31. 3. To finish programming present master card 	<p>LED starts blinking alternately yellow, green and red colors.</p> <p>Short beep and red LED switches on - controller in a stand by mode.</p>
Program open door time (only available if door contact is installed to let you know when door is left open)	<ol style="list-style-type: none"> 1. Present master card four times. 2. Present additional card (not master) to set the door open time. First presentation increases the time to 5 sec. each next presentation will add 5 sec. up to 120 sec at 24th presentation. 3. To finish programming present master card 	<p>LED starts blinking alternately green and red.</p> <p>Short beep and red LED switches on - controller in a stand by mode.</p>
Add a second master card	<ol style="list-style-type: none"> 1. Present a master card six times 2. Present three times a card that is not registered in the system and you want it to be a second master card. 	<ol style="list-style-type: none"> 1. LED starts blinking alternately green and yellow. 2. Each time you present a card a short beep will sound. After third presentation controller produces a long beep simultaneously with green LED for 0,5sec - second master card has been added. 3. Then controller switches to a stand by mode - RED led is on.