RA608e User Manual

Stand-Alone Single Door Proximity System

enhance version with

Time zone & Anti-Passback Feature

&

RA309 User Manual

Multidoor **M**anagement **S**ystem (**MMS**)

RED ACCESS SOLUTIONS (001748480-K)

RA608e & RA309MMS User Manual

Cold start

1. Cold start will reset all the settings to factory default.

2. To cold start:

   a. Hold up & down keys.

   b. Recycle power (off and on).

   c. A confirmation dialog will be prompted.

   d. Use up & down key to select yes or no.

   e. Press '#' key to confirm your selection.

Menu

1. To enter menu:

   a. Press '#' key.

   b. Enter master PIN (default: 123456)

   c. Press '#' key to enter.

2. Use up & down key scroll.

3. Press '#' to select.

4. Press '*' to exit.

5. Menu tree list:

   a. Main menu:

      i. User database:

         1. Add user

         2. Deleter user

         3. Erase user DB

         4. User DB usage

      ii. Trans database:

         1. Trans DB usage

         2. Erase trans DB

iii. **Communication** (only apply for RA309 MMS) :

    1. Unit ID

    2. Baud rate

iv. Date & time:

    1. Set date

    2. Set time

v. Door settings:

    1. Unlock time

    2. Door open time

    3. Contact type

    4. Always unlock

    5. Unlock timezone

    6. PIN disable TZ

    7. ID disable TZ

vi. Reader format:

vii. Holiday:

viii. Timer:

ix. Timezone:

x. Anti-passback:

    1. AP setup

    2. AP reset time

    3. AP disable TZ

xi. Alarm settings:

    1. Alarm mode

    2. Alarm code

    3. Arm delay

    4. Alarm delay

5. Alarm period

xii. Set master PIN:

User database

1. Add user

a. To install a single user or card or a batch of users or cards into the system.

b. **Start ID**

i. Key in starting user ID or card number.

ii. You can batch your card at the in reader and your card number will appear on the screen.

iii. Press '#' to enter.

iv. Press '*' to clear or exit.

c. **End ID**

i. Key in last user ID or card number.

ii. You can batch your card at the in reader and your card number will appear on the screen.

iii. Key in the same starting user ID or card number if there is only one user ID or card number to be added.

iv. Press '#' to enter.

v. Press '*' to clear or go back to previous screen.

d. **User access mode**

i. 7 access modes can be chosen:

1. Master – not restricted by timezone & PIN.

2. Card only – user must batch card to gain access.

3. Card + PIN – user must batch card and key in PIN to gain access.

4. ID only – user must key in ID number to gain access.

5. ID + PIN – user must key in ID number and key in PIN to gain access.

6. Card/ID – user can batch card or key in ID number to gain access.

7. Card/ID + PIN – user can batch card or key in ID number follow by PIN to gain access.

    ii. Use up & down key to select.

    iii. Press '#' to enter.

    iv. Press '*' to clear or go back to previous screen.

e. User timezone

    i. Not applicable to Master user.

    ii. Key in the timezone number from 1 to 24. There are 24 sets of timezone available.

    iii. Press '#' to enter.

    iv. Press '*' to clear or go back to previous screen.

f. User PIN

    i. Only applicable to Card + PIN, ID + PIN & Card/ID + PIN user.

    ii. Key in your desired PIN in 1 to 6 digits.

    iii. Press '#' to enter.

    iv. Press '*' to clear or go back to previous screen.

g. Confirm PIN

    i. Only applicable to Card + PIN, ID + PIN & Card/ID + PIN user.

    ii. Key in your previously entered PIN.

    iii. Press '#' to enter.

    iv. Press '*' to clear or go back to previous screen.

2. Delete user

a. To delete a single user or card or a batch of users or cards in the system.

b. Start ID

    i. Key in starting user ID or card number.

  ii. You can batch your card at the in reader and your card number will appear on the screen.

  iii. Press '#' to enter.

  iv. Press '*' to clear or exit.

 a. End ID

  i. Key in last user ID or card number.

  ii. You can batch your card at the in reader and your card number will appear on the screen.

  iii. Key in the same starting user ID or card number if there is only one user ID or card number to be added.

  iv. Press '#' to enter.

  v. Press '*' to clear or go back to previous screen.

 d. Confirm to delete

  i. A confirmation dialog will appear.

  vi. Use up & down key to select between yes or no.

  vii. Press '#' to enter.

  viii. Press '*' to go back to previous screen.

  ix. Select No will cancel this operation.

2. Erase user DB

 a. To clear all the users or cards installed on the system.

 b. A confirmation dialog will appear once entered.

 c. Use up & down key to select between yes or no.

 d. Press '#' to enter.

 e. Press '*' to go back to previous screen.

 f. Select No will cancel this operation.

3. User DB usage

 a. To view the current user database usage.

 b. The "used" field indicates the number of users installed in the system.

c. The "left" field indicates the number of available storage for additional user.

Trans database

1. **Trans DB usage**

　　a. To view the current transaction database usage.

　　b. The "used" field indicates the number of transactions logged in the system.

　　c. The "left" field indicates the number of available storage for additional transaction.

2. **Erase user DB**

　　a. To clear all the transactions logged in the system.

　　b. A confirmation dialog will appear once entered.

　　c. Use up & down key to select between yes or no.

　　d. Press '#' to enter.

　　e. Press '*' to go back to previous screen.

　　f. Select No will cancel this operation.

Communication (Only apply for RA309 MMS)

1. **Unit ID**

　　a. An ID used to identify the unit in a network system.

　　b. It must be unique among all the units in a network system.

　　c. The range is 1 to 99.

2. **Baud rate**

　　a. This is the communication speed of the unit.

　　b. There are 3 options available:

　　　　i. 9600 bps

　　　　ii. 19200 bps

　　　　iii. 38400 bps

Date & time

1. Set date

 a. To set the real time calendar date.

 b. The arrangement on the screen is as follow:

   dd.mm.yy w

 c. dd – day, mm – month, yy – year, w – weekday

 d. Key in current date and use up and down key to select the appropriate weekday.

 e. Press '#' to apply.

2. Set time

 a. To set the real time calendar clock.

 b. The arrangement on the screen is as follow:

   hh:mm:ss

 c. hh – hour, mm – minute, ss – second

 d. Key in current time.

 e. Press '#' to apply.

Door settings

1. Unlock time

 a. To configure the lock release time.

 b. A valid entry, valid exit or exit button will unlock the door for period specified in lock release time.

 c. If the door is opened within the unlock period. The door will be locked again.

 d. Allowed range is from 1 to 9999 seconds.

 e. Key in the desired lock release time. Default is 15 seconds.

 f. Press '#' to apply.

 g. Press '*' to clear or exit.

2. Door open time

a. To configure the allowable door open time.

b. Once the door is opened, door open time is counting down.

c. Once it elapsed, door left open transaction will be logged and a warning message will be shown on screen.

d. The message will disappear if door is once closed again.

e. Allowed range is from 1 to 9999 seconds.

f. Key in the desired door open time. Default is 15 seconds.

g. Press '#' to apply.

h. Press '*' to clear or exit.

3. Contact type

a. To configure the door sensor contact type:

  i. Normally open

  ii. Normally close

b. Default is normally close.

c. Use up & down key to select.

d. Press '#' to apply.

e. Press '*' to exit.

4. Always unlock

a. To permanently unlock the door.

b. Once enabled, door is always unlocked until this setting is disabled.

c. If it is enabled,

  i. door open time still applicable.

  ii. door force open is no longer applicable. Thus door open alarm is no longer applicable too.

d. Use up & down key to select.

e. Press '#' to apply.

f. Press '*' to exit.

5. **Unlock timezone**

   a. To specify the period with in a day in week where the door is unlocked automatically.

   b. Key timer number in between 1 to 24 for each day. There are 24 sets of timers available.

   c. Key in 00 for no access.

   d. Use up & down key to scroll.

   e. Press '#' to enter.

   f. Press '*' to clear or exit.

6. **PIN disable TZ**

   a. To specify the period with in a day in week where PIN is not verified.

   b. This only affect the following user:

      i. Card + PIN

      ii. ID + PIN

      iii. Card/ID + PIN

   c. Key timer number in between 1 to 24 for each day. There are 24 sets of timers available.

   d. Key in 00 for no access.

   e. Use up & down key to scroll.

   f. Press '#' to enter.

   g. Press '*' to clear or exit.

7. **ID disable TZ**

   a. To specify the period with in a day in week where ID access mode is disabled.

   b. This only affect the following user:

      i. ID only

      ii. ID + PIN

      iii. Card/ID

      iv. Card/ID + PIN

c. Within the specified period, users are not allowed to use ID access mode to gain access. Indirectly ID only & ID + PIN users are not allowed to access within that period. However, Card/ID & Card/ID + PIN users are still able to access using card operation.

d. Key timer number in between 1 to 24 for each day. There are 24 sets of timers available.

e. Key in 00 for no access.

f. Use up & down key to scroll.

g. Press '#' to enter.

h. Press '*' to clear or exit.

Reader format

1. To configure the reader format.

2. There 2 options available:

   a. Standard wiegand 26 bits.

   b. ABA track 2

3. Use up & down key to select.

4. Press '#' to apply.

5. Press '*' to exit.

6. **JP1** must be configured accordingly as well.
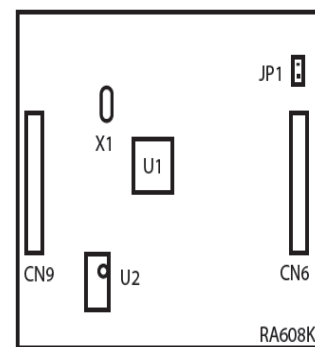
JP1:
Open – Standard wiegand 26 bits
Close – ABA track 2

Holiday

1. There 40 holiday entries available. This holiday is used in conjunction with timezone. It tells the system to apply the holiday timezone if today is holiday.

2. Key in n^{th} starting holiday entry.

3. Press '#' to enter.

4. The first line indicates the holiday entry number.

5. Key in the holiday in dd.mm sequence. dd – day, mm – month.

6. It will automatically jump to next entries once the month is entered.

7. You may use up & down key to scroll to the desired entry or browse through the holiday settings.

8. Holiday is saved once it goes to the different entry.

9. Press '#' to save the current holiday entry.

10. Press '*' to exit.

Timer

1. There are 24 timer entries available. Each entry comes with 4 intervals with start time and end time each.

2. Key in n^{th} starting timer entry.

3. Press '#' to enter.

4. The first line indicates the timer and interval. Example, timer #02-3 is timer 2 interval 3.

5. The second line indicates the start time and end time. Example, 00:00 – 23:59. 00:00 is start time and 23.59 is end time.

6. Period is calculated from the start time until the end time included the specified end time minute. From the above example, the interval indicate 24 hours, where it calculates until 24:00 where 24:00 is actually 00:00 and the period start again.

7. It will automatically jump to next entries once the end time minute is entered.

8. You may use up & down key to scroll to the desired entry or browse through the timer settings.

9. Timer is saved once it goes to the different timer entry but not interval entry.

10. By default, timer 2 interval 1 is set to 00:00 – 23:59.

11. Press '#' to save the current timer entry.

12. Press '*' to exit.

Timezone

1. There are 24 timezone entries available. Each entry comes with 7 weekdays + 1 holiday.

2. Key in n^{th} starting timezone entry.

3. Press '#' to enter.

4. The first line indicates the timezone entry number and day.

    Example, 02> Th Fr Sa Ho

The 02 at the front indicate timezone 2 and the alphabets indicates day.

> Mo – Monday
>
> Tu – Tuesday
>
> We – Wednesday
>
> Th – Thursday
>
> Fr – Friday
>
> Sa – Saturday
>
> Su – Sunday
>
> Ho – Holiday

5. The second line indicates the timer set for each day.

6. It will automatically jump to next half of day list once the Wednesday timer is entered or jump to next entries once the holiday timer is entered.

7. You may use up & down key to scroll to the desired entry or browse through the timezone settings.

8. Timezone is saved once it goes to the different timezone entry but not next half of day list entry.

9. By default, timezone 2 is set to timer 2 for each day.

10. Key in 00 for no access.

11. Press '#' to save the current timezone entry.

12. Press '*' to exit.

Anti-passback

1. **AP setup**

   a. Enable or disable anti-passback.

   b. Enable anti-passback will clear all user current anti-passback status.

   c. Use up & down key to select.

   d. Press '#' to apply.

   e. Press '*' to exit.

2. **AP reset time**

    a. Anti-passback will be reset at that particular time. It restores the initial anti-passback state for all users.

    b. To disable reset time feature, key in 00:00.

    c. Note: 12:00am is not workable as 12:00am is equivalent to 00:00 which indicate disable.

    d. Enter hh:mm, hh – hour, mm – minute.

    e. Press '#' to apply.

    f. Press '*' to clear or exit.

3. **AP disable TZ**

    a. Within this particular period, anti-passback is not checked.

    b. Key timer number in between 1 to 24 for each day. There are 24 sets of timers available.

    c. Key in 00 for no access.

    d. Use up & down key to scroll.

    e. Press '#' to enter.

    f. Press '*' to clear or exit.

<u>Alarm settings</u>

1. **Alarm mode**

    a. There are 4 alarm inputs available. There are:

        i. Sensor 1

        ii. Sensor 2

        iii. Door force open

        iv. Tamper

    b. Each input point can be set with the following options:

        i. Disabled – input point is disabled and will not trigger any alarm.

ii. Enabled – input point is enabled and will trigger alarm if the alarm is armed.

iii. Always armed – input point is enabled and will trigger alarm regardless the arming situation of the alarm.

c. Use up & down key to select the alarm input point.

d. Press '#' to select.

e. Press '*' to exit.

f. Use up & down key to select the desired mode for that particular alarm input point.

g. Press '#' to apply.

h. Press '*' to go back to alarm input point selection.

2. Alarm code

a. This is the code use to arm, disarm or off the alarm.

b. Key in 1 to 6 digits number. (default is 1234)

c. Press '#' to apply.

d. Press '*' to clear or exit.

3. Arm delay

a. Once the alarm code is entered, this delay will be imposed before alarm is armed.

b. During this period, any changes in alarm input points will not trigger alarm unless the alarm input point is set as always armed mode.

c. Key in 1 to 9999 seconds. (default is 30 seconds).

d. Press '#' to apply.

e. Press '*' to clear or exit.

4. Alarm delay

a. Once the alarm is triggered, this delay will be imposed before alarm is set off (output is on).

b. User must disarm the alarm within this period.

c. Key in 1 to 9999 seconds. (default is 30 seconds).

d. Press '#' to apply.

e. Press '*' to clear or exit.

5. Alarm period

a. This period only applied to the alarm output point.

b. One the alarm is set off, the output point will be on according to this period or until the alarm is disarmed.

c. The alarm message will be shown on the LCD regardless alarm period specified. The alarm message and onboard buzzer will go off if the alarm is disarmed.

d. There 2 options available:

   i. Continuous on – output point is on until the alarm is disarmed.

   ii. Define period – output point is on for the defined period only.

e. Use up & down key to select between the above 2 options. (default is continuous on).

f. Press '#' to select.

g. If define period option is selected, then key in 1 to 9999 seconds.

h. Press '#' to apply.

i. Press '*' to clear or go back.

Set master PIN

1. Master PIN is used to access menu.

2. It is 1 to 6 digits number.

3. To change master PIN:

   a. Key in old master PIN.

   b. Key in new master PIN.

   c. Confirm master PIN.

How to use timezone

Example:

Your company has 3 groups of people and each group work on different weekly schedule. The following is their weekly schedule:

	A	B	C
Sun	00:00 – 00:00	00:00 – 00:00	00:00 – 00:00
Mon	08.30 – 17:29	19:00 – 23:59 00:00 – 01:59	09:00 – 17:59
Tue	08:30 – 17:29	19:00 – 23:59 00:00 – 01:59	09:00 – 17:59
Wed	08:30 – 17:29	19:00 – 23:59 00:00 – 01:59	09:00 – 17:59
Wed	08:30 – 17:29	19:00 – 23:59 00:00 – 01:59	09:00 – 17:59
Wed	08:30 – 17:29	19:00 – 23:59 00:00 – 01:59	09:00 – 17:59
Sat	00:00 – 00:00	14:00 – 17:59	09:00 – 12:59
Hol	00:00 – 00:00	00:00 – 00:00	00:00 – 00:00

From the above schedule, there are 5 different periods excluding 00:00 – 00:00, which are:

1. 08:30 – 17:29

2. 09:00 – 17:59

3. 19:00 – 23:59, 00:00 – 01:59

4. 14:00 – 17:59

5. 09:00 – 12:59

Each of the above periods can form a set of timer. The 3rd set will consist of 2 intervals. If we replace the period of the weekly schedule by using timer number, it shall look as below:

	A	B	C
Sun	0	0	0
Mon	1	3	2
Tue	1	3	2
Wed	1	3	2
Thu	1	3	2
Fri	1	3	2
Sat	0	4	5
Hol	0	0	0

The weekly schedule for each group can form a set of timezone. Thus, if you would like to restrict these groups of people to access the premises within their working schedule only, worker fall in each group must be specified with their group timezone. Example, worker in group must use timezone 1(A), worker in group B must use timezone 2(B), etc.

How to arm alarm

1. Press the alarm key (key with bell symbol).

2. Key in you alarm code (1 to 6 digits).

3. Press '#' to enter.

4. Arm delay will be imposed.

5. A message will be shown on the screen that the alarm is activated but not armed.

6. Once the arm delay elapsed, the armed message will be shown.

How to disarm/off alarm

1. Press the alarm key (key with bell symbol).

2. Key in you alarm code (1 to 6 digits).

3. Press '#' to enter.

4. A message will be shown on the screen that the alarm is deactivated.

How to key in user ID

1. Press "enter" key (the key above alarm key)

2. Key in your user ID (1 to 6 digits).

3. Press '#' to enter.

How to clear anti-passback status

1. Re-enable anti-passback will clear all user current anti-passback status.

2. Go to AP setup menu.

3. Select enable and apply.

RA608e Wiring Diagram