

# User Guide

## DC250 - stand alone access control unit for 250 users



### 1 Setting the Programming Code

Your installer will have set the "Programmer" code in agreement with you.

### 2 Entering Programming Mode

Before you can add or delete cards you must be in *Programming Mode*, to do this:

Enter your six digit Programmers Code. (red LED on). If no key is pressed within 30 seconds then unit will exit you out of program mode.

### 3 Setting the lock opening time

Door card has programmable lock opening time of 01 to 99 seconds. (Programming 00 = 4 minutes).

To set the lock time:

- Enter *Programming Mode*. (see 2)
- Enter Location "000". Green LED on
- Enter your chosen time (from 00 to 99 seconds).  
*Enter this as 2 digits eg. 9 seconds = 09 etc.*
- Press "\*" to complete the programming process or proceed to other functions. (both LED's turn off)

### 4 Validating Cards (or tokens)

When you validate a card or token, choose a location (from 250 available) into which the cards identity is to be stored. Record the name of the card holder against the location number used on the Card Holder Record Sheet provided. (See Appendix 6.1 for alternative methods of programming your cards into the system if required). To validate a card:

- Enter *Programming Mode*. (see 2)
- Enter a location (001 to 250) Note: A multiple beep at this point indicates that the location is occupied. If you proceed you will overwrite the location.
- Press "\*" (continuous tone)
- Swipe card or present the token to the reader. (confirm tone)
- Repeat b, c, d to validate more cards
- Press "\*" to complete the programming process or proceed to other functions. (both LED's turn off)

### 5 Voiding cards (or tokens)

When you void a card or token you must know the location number that is to be cleared. You should also modify your paper record of the card holder against the location number being voided.

- Enter programming mode (see 2)
- Enter a location to be cleared (001 to 250). Note: A multiple beep at this point confirms that the location is occupied by a token.
- Press "#" (confirmation tone)
- Repeat b, c to void more cards
- Press "\*" to complete the programming process or proceed to other functions. (both LED's turn off)

Location	Name / Card Number
001	
002	
003	
004	
005	
006	
007	
008	
009	
010	
011	
012	
013	
014	
015	
016	
017	
018	
019	
020	
021	
022	
023	
024	
025	
026	
027	
028	
029	
030	
031	
032	
033	
034	
035	

Location	Name / Card Number
036	
037	
038	
039	
040	
041	
042	
043	
044	
045	
046	
047	
048	
049	
050	
051	
052	
053	
054	
055	
056	
057	
058	
059	
060	
061	
062	
063	
064	
065	
066	
067	
068	
069	
070	

Write the Programmers Code here

Location	Name / Card Number
071	
072	
073	
074	
075	
076	
077	
078	
079	
080	
081	
082	
083	
084	
085	
086	
087	
088	
089	
090	
091	
092	
093	
094	
095	
096	
097	
098	
099	
100	
101	
102	
103	
104	
105	

Location	Name / Card Number
106	
107	
108	
109	
110	
111	
112	
113	
114	
115	
116	
117	
118	
119	
120	
121	
122	
123	
124	
125	
126	
127	
128	
129	
130	
131	
132	
133	
134	
135	
136	
137	
138	
139	
140	

and store this information in a secure place

Create additional sheets if you have more card holders

# Appendix

## DC250 - stand alone access control unit for 250 users

---

### 6.1 Validating a card (by number)

When you validate using this alternative method you will choose a location (from 250 available) into which the cards identity is stored. Record the card number and the card user against the location number used on the Card Holder Record Sheet.

- a Enter *Programming Mode* (see 2 in the User Guide)
- b Enter a location (001 to 250) Note: A multiple beep at this point indicates that the location is occupied. If you proceed you will overwrite the location.
- c Enter the eight digit card number.  
Note : for credit cards this is the 6th to the 13th digit (confirmation tone).
- d Repeat b, c to validate more cards
- e Press " \* " to complete the programming process or proceed to other functions. (both LED's turn off)

---

### 6.2 Voiding a card (by number)

When you void using this alternative method you will find the card number that is to be deleted. You should modify your Card Holder Record Sheet against the location number being voided.

- a Enter *Programming Mode* (see 2 in the User Guide)
- b Press the "# " key
- c Enter the eight digit card number. (confirmation tone)
- d Repeat b, c to void more cards
- e Press " \* " to complete the programming process or proceed to other functions. (both LED's turn off)

*Note: If a card has been entered into more than one location, voiding by card number will only clear one of those locations.*

---

### 6.3 Delete all stored information.

- a Enter *Programming Mode* (see 2 in the User Guide)
- b Enter "#### ####", then reset programmers code.

NOTE: You can stop at any time before you press the # key for the eighth time and the control will return to operational mode after 30 seconds.

