

# User Guide

## DC260 - stand alone access control unit for 2000 users



### 1 Setting the Programming code

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

### 2 Entering Programming mode

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

Press "\*" and enter your 6 to 8 programmers code followed by "#" (red LED on).

### 3 Initial setup

Before you can start adding users, you must run initial setup procedure.

While in *Programming Mode* press "30" followed by "#".

### 4 Setting the lock opening time

The controller has programmable lock time of 01 to 99 seconds.

To set the lock time:

- Enter *Programming Mode* (see 2)
- Enter "4". Green & Red LED on.
- Enter you chosen time (from 01 to 99 seconds)

followed by "#".

- Proceed to other functions or press "\*" to complete the programming process.

### 5 Adding Cards (or tokens)

Add a card (or token):

- Enter *Programming Mode* (see 2)
  - Enter "1". Green & Red LED on.
  - Present card (or token) to the controller (single green LED flash)
  - To add next card simply present the card to the controller
  - To finish adding cards (or tokens) press "#".
- Proceed to other functions or press "\*" to complete the programming. (red LED flashing).

This is the fastest way to add cards as they can be added continuously as the controller auto generates the user location.

To allocate the user location manually simply enter the location number desired followed by "#" prior to presenting the card to the controller.

### 6 Deleting a card user (by location)

When you wish to delete a card you must either have the card or know the card location. You should also modify the paper record of the card holder against the location and user ID number.

Users can be deleted continuously without exiting programming mode simply by presenting a card or entering location followed by "#".

- Enter programming mode (see 2)
- Press "2" and present the card OR enter the location to be voided
- Press "#" to confirm (green LED lights up and a "Beep" is heard as confirmation)

# Appendix

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### 7 Adding Cards (by number)

Add a card (or token):

- a. Enter *Programming Mode* (see 2)
- b. Enter "1". Green & Red LED on.
- c. Enter 8 digits printed on the back of the card
- d. Press "#" to confirm (green LED lights up and a "Beep" is heard as confirmation)
- e. To add another card, simply enter the 8 digits of another card followed by "#".
- d. Proceed to other functions or press "\*" to complete the programming. (red LED flashing).

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### 8 Deleting a card user (by number)

When you wish to delete a card you must either have the card or know the user ID. You should also modify the paper record of the card holder against the user ID number being deleted.

- a. Enter programming mode (see 2)
- b. Press "2" and enter 8 digits printed on the back of the card
- c. Press "#" to confirm (green LED lights up and a "Beep" is heard as confirmation)

Users can be deleted continuously without exiting programming mode simply by entering 8 digit number of the next card to be deleted and pressing "#" to confirm.

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### 9 Default factory reset

Restoring to factory default, only installer data is lost. Any card information or user ID will not be affected.

- a. Disconnect the power from the unit
- b. Press and hold "#" and apply power to the unit.
- c. Once you hear 2x "Beeps" release the "#" and the installer code is set to default.

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### 10 Delete all stored information

**NOTE: This is a dangerous option. Use with care!**

- a. Enter "Programming" mode
- b. Press "2" and type "0000" (green LED lights up and buzzer emits a "Beep" as confirmation).

All stored information is now deleted.

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