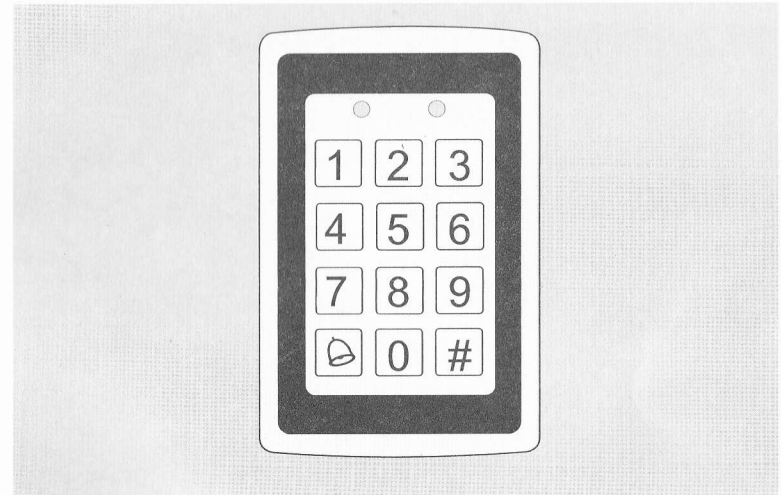


**7612**

**ACCESS CONTROL UNIT**



INSTURCTION MANUAL

Please read the manual carefully and it tell you how to use Single door access controller 7612 rightly.

*Professional Manufacturer*  
ID7612 20071201-1.0

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# Introductoin

## ▶ Introductoin

7612 is a vandal resistant proximity card and keypad access control unit suitable for external applications. The unit accepts up to users and provides entry via the use of proximity cards and/or pin codes.

## ▶ Equipment provided

The following is provided as part of every 7612 package:

- > 7612 Access Control Unit
- > Installation Kit
- > Installation and Operating Instructions

## ▶ Additional Equipment Required

- 1) Electric lock Strike Mechanism  
Fail Safe(power to lock) or Fail Secure (power to open)
- 2) Power Supply with Backup Battery  
12VDC(From a Regulated Power Supply)
- 3) Request to Exit (REX)Button  
Normally Open Type-Switch is closed when pressed.

## ▶ Technical Specification

### Eletrical Characteristics

● Operating Voltage  
12VDCFrom a Regulated Power Supply

● Input current  
Standby : 40mA Not including attached devices  
Max : 130mA Not including attached devices

● Outputs  
Lock Strike Relay :From C, 5A  
Auxiliary Relay :From C, 5A  
LockStrike Control Output :Collector Open Output (25mA)  
Auxiliary Control Output :Collector Open Output (25mA)

● Inputs  
REX : N.O.,Dry Contact  
Auxiliary Input(In/Monitor) : N.C.,Dry Contact in  
Monitor Mode : N.O.,Dry Contact Input Mode

● Built-in Proximity reader  
Read Range : 65mm  
Odulation : ASK at 125kHz  
Compatible Cards : All 26-Bit EM Cards

● Envirmental Characteristics  
Operating Temperature : -31°C to 63°C(Non-Condensing)  
Suitible for outdoor use

● Mechanical Characteristics  
Dimentions : 120L x 76W x 27Hmm  
Weight : 0.9ibs (410g)

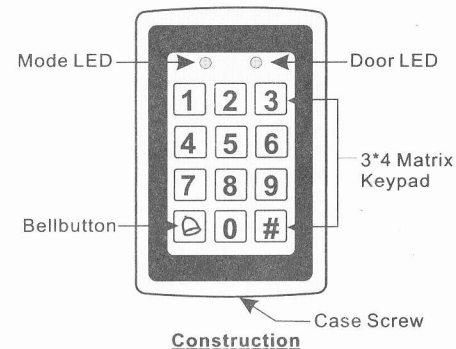
Range also depends on electrical environment and proximity to metal.

# Introductoin

## ▶ Key Features

Here are some of the 7612's key features:

- Built-in Proximity Card Reader(125KHZ ASK Modulation)
- Built-in Keypad for PIN Code entry
- Auxiliary Input & Auxiliary Output
- Eight Auxiliary Modes including:
  - Door Ajar
  - Forced Door
  - Shunt
  - Door Monitor
  - Normal/Secure
- Internal Buzzer
- Two Status/Programming Interface LED'S
- Two Modes of Operation
  - Normal Mode
  - Secure Mode
- Three User Levers
  - Normal User
  - Secure User
  - Master User
- Four Open door mode
  - 4 digit Pin Code
  - 4 digit Pin Code & EM Card
  - 4 digit Pin Code & 4 digit Pin Code
  - EM Card & EM Card

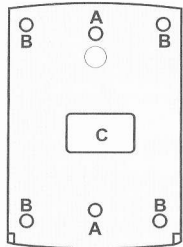


- Code search Feature that helps make maintaining user codes easier.
- Programmable Siren Time.
- Programmable Lock Strike Release Time.

## Installation

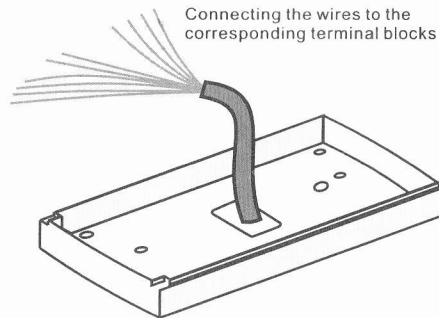
### Mounting the 7612 Controller

- 1) Before starting, select the location to mount the 7612 Controller. This location should be at shoulder height and on the same side as the door handled.
- 2) Drill holes into the back of the metal according to how you want to mount the 7612 Controller. (See explanation and diagram below).



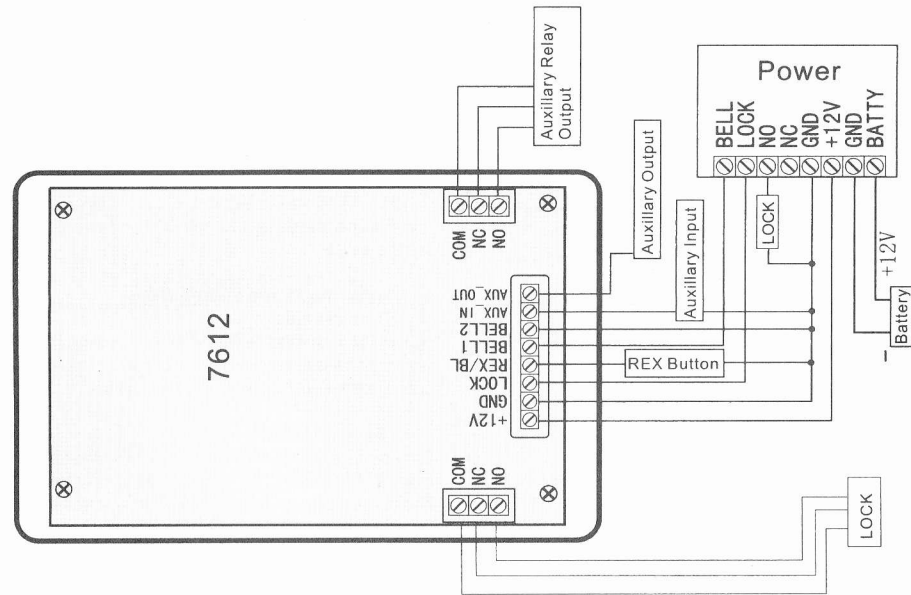
- A. Mounting hole  
B. 4 blind holes for Auxiliary Installation

- 3) Drill the exit/entry holes for the wiring. (Shown marked as C)
- 4) Pass the wires through the exit/entry holes and attach them to the controller corresponding terminal blocks as shown in the below diagram.



- 5) Screw the 7612 Controller back cover to its mounting location.
- 6) Return the front cover by using the supplied security screw in the controllers accessories kit. An L-Shapped tool is provided for use when tightening the security screw.

## Wiring Diagrams



## Operation Introduction

### ▶ **Normal, Secure, & Master Users**

The 7612 accepts up to 500 users and provide entry via two codes: Memory Slot 1(Primary code) and Memory Slot 2(Secondary code).

#### ● **There are three user levels:**

##### > **Normal User**

A Normal User only has a Primary Code and is only granted access when the 7612 is in Normal Mode.

##### > **Secure User**

A Secure User must have a Primary and Secondary code programmed, the two codes must not be the same. the Secure User can gain access when 7612 is in its two Modes of Operation. In normal Mode the Secure User must present both their Primary and Secondary Codes in order to gain entry.

##### > **Master User**

A Master User must have both Primary and Secondary code programmed with the same Proximit Card or PIN code. The Master user cagain access during any Mode of Operation by presenting their Proximity Card or PIN CODE to the controller. (The master user is convenient but is less secure than a Secure User).

### ▶ **Primary code and Secondary code**

#### ● **Primary code:**

- 1)Only can be used separately under the mode of Normal
- 2)Can't be same with the other codes

#### ● **Secondary code:**

- 1) Must match the corresponding Primary Code in Secure Mode
- 2) Don't be same with the System Code (i.e. Factory settings), but the different users can set the same

### ▶ **Normal Mode and Secure Mode**

#### 1)Normal Mode:

Normal Mode is the Default Factory Setting Mode, all the normal users, secure users and master users can entry with Primary code or EM Card.

#### 2) Secure Mode

Only secure users and master users can entry can entry in this mode .The secure users enter the Primary and Secondary Code to entry, but the time interval should be less than 10 seconds. The master users can entry either primary code or secondary code (EM card).

## Operation Introduction

### ● **Changing from Normal Mode to Secure Mode**

Enter the Secure Mode, Press #

### ● **Changing from Secure Mode to Normal Mode**

Enter the Secure Mode ,Press #

Reference: The default factory setting for the Program Code is 3-8-3-8

### ▶ **Programming Introduction**

You can enter the Programmed mode only when you are under the Normal mode.

How to enter the Programmed mode

- 1) Press # for 2 seconds
- 2) Enter your 4-digit programmed code

#### **programming Menu**

Menu Number	Menu Description	Factory Settings
1	Chang Open Code	2580
2	Chang Auxiliary Code	0852
3	Chang Program Code	1234
4	Chang Secure Code	3838
6	Change the Lock Strike Release Time and Tamper Siren Time	0005
7	Enrolling Proximity Cards Or PIN Code	
8	Delete Proximity Cards Or PIN Code	
9	Code Assignment with Strike/Auxiliary	
0	Return to Default Factory Setting	

### ● **Exit Programme mode**

Press # for 2 seconds

**Note:** Correctly operating with the Following LED display and the sound display in the appendix on the 10 page.

**i.e**

Press 1 the Mode LED will turn red

and Door LED will turn green.

Press 2 the Mode LED will turn orange

and Door LED will turn green.

Press 3 the Mode LED and Door LED all will turn green.

Press 4 the Mode LED will flash red

and Door LED will turn green.

Press 6 the Mode LED and Door LED all will turn green.

Press 7 the Mode LED will turn down

and Door LED will turn orange.

Press 8the Mode LED will turn red

and Door LED will turn orange.

### ▶ **Change the System code**

#### ● **Change the Open door code**

- 1) Enter Program mode
- 2) Press 1 to enter menu 1
- 3) Enter 4-digit New Number

**Note:** Invalidate the users' programme No."000" and code "0000"

## Operation Introduction

- **Change the Auxiliary code**

- 1) Enter Program mode
- 2) Press 2 to enter menu 1
- 3) Enter 4-digit New Number

- **Change the Program code**

- 1) Enter Program mode
- 2) Press 3 to enter menu 1
- 3) Enter 4-digit New Number

- **Change the Secure code**

- 1) Enter Program mode
- 2) Press 4 to enter menu 1
- 3) Enter 4-digit New Number

- **Change the Lock Strike Release Time and Tamper Siren Time**

- 1) Press # for 2 seconds.
- 2) Enter the program code.
- 3) Press 6.
- 4) You will now need to enter a 4 digit number.

The first digit will tell the 7612 if it is to work with a fail safe or fail secure lock. The second digit represent the Tamper Siren Time, the last 2 digits will tell the 7612 how long it will keep the lock activated.

- For the first digit:  
0 is for fail safe locks  
1 is for fail secure locks

- For the second digit:  
Tamper Siren Time, enter any number from 1 to 9 mins

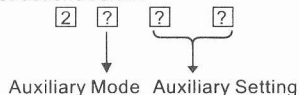
- For the last 2 digits:  
01= 1 second  
99= 99 seconds

So if we want to set the lock activation time for 12 seconds and work with a fail secure lock and with 5 seconds Tamper siren Time we would set the 4 digits to 1512.

- **Defining Auxiliary Inputs/Outputs**

- 1) Press # for 2 seconds.
- 2) Enter the program code.
- 3) Press 6.
- 3) Construct the 4-digit code using the

instructions below:



## Operation Introduction

### Auxiliary Mode Quick Reference Guide

Auxiliary Mode	Auxiliary Input	Auxiliary Output Activated On	Aux. Relay	Auxiliary Settings (All times and delays are in seconds)
0	Aux_IN	Valid Code or Aux_IN	N.O.	01 to 99 Aux. Relay Release Time 00 Aux. Relay Toggles
1		Valid Code	N.O.	
2	Normal/	Bell Button	N.O.	
3	Secure	Tamper Event	N.C.	01 to 99 Aux. Relay Release Time 00 Aux. Relay activated by Tamper
4		Direct Shunt	N.O.	01 to 99 Shunt Time
5		Shunt	N.C.	01 to 99 Maximum Shunt Time
6	Door	Forced Door	N.C.	01 to 99 Forced Delay
7	Monitor	Door Ajar	N.C.	01 to 99 Ajar Delay

- **Enrolling Primary & Secondary Codes**

Two methods (Standard Method & Code Search Method)

Standard Method:

- **Enrolling Primary Codes**
  - 1) Enter the program mode
  - 2) Press 7
  - 3) Enter 3-digit user Number (001-500)
  - 4) Enter 4-digit user Code or Present the Card

- **Enrolling Secondary Codes** (only when the user has his own Primary code)

- 1) Enter the program mode
- 2) Press 7
- 3) Enter 3-digit user (the same as the primary code)
- 4) Enter 4-digit user Code or Present the Card

- **Code Search Method**

Enrolling Secondary Codes (only when the user has his own Primary code)

- 1) Enter the program mode
- 2) Press 7
- 3) Enter 000
- 4) Enter Primary Code
- 5) Enter 4-digit user Code or Present the Card

## Operation Introduction

### ▶ Deleting Primary & Secondary Codes

Two methods (Standard Method & Code Search Method)

● **Standard Method** (secondary will be deleted automatically after primary deleted)

- 1) Enter the program mode
- 2) Press 8
- 3) Enter 3-digit user Number
- 4) Enter 4-digit user Code or Present the Card
- 5) Enter program code to ensure

### ● **Code Search Method:**

- 1) Enter the program mode
- 2) Press 8
- 3) Enter 000
- 4) Enter Primary Code (You want to delete)
- 5) Enter program code to ensure

### ▶ Lock Strike and Auxiliary Relay Code Assignment Two methods

● **Standard Method:**

- 1) Enter the program mode
- 2) Press 9
- 3) Enter 3-digit user slot that you want to assign a code to
- 4) Enter the assignment digit for the current User Slot
  - a. Assigns the Lock Strike Relay only
  - b. Number assigns the Auxiliary Strike Relay only
  - c. Assigns the Lock Strike and Auxiliary Relay

### ● **Code Search Method:**

- 1) Enter the program mode
- 2) Press 9
- 3) Enter 000
- 4) Present the EM Card or enter the 4-digit for the Current User
  - a. Assigns the Lock Strike Relay only
  - b. Number assigns the Auxiliary Strike Relay only
  - c. Assigns the Lock Strike and Auxiliary Relay

### ▶ Return to Factory Default Settings warning:

You must be very careful before using this command! Doing so will erase the entire memory which includes all User and Special Codes, and return all codes to their factory default settings.

- 1) Enter Programming Mode
- 2) Press 0 to enter Menu 0
- 3) Enter Programming Code to confirm

### ▶ Replacing a lost Program Code

Note: The 7612 must be in Normal Mode otherwise this will not work. Make sure that the Mode LED is green before proceeding.

- 1) Remove power from the 7612
- 2) Press the REX Button
- 3) Apply power to the unit with REX button pressed
- 4) Release the REX Button

## Replacing a lost Secure Code

- 5) You now have 15 seconds to program a new Program code into the unit using the initial default code 1-2-3-4, before the controller reverts to the existing code.

### Operations:

- 1) Press # for 2 seconds
- 2) Enter 1234
- 3) Press 3
- 4) Enter New 4-digit Programme code

### ▶ Replacing a lost Secure Code

Note: The 7612 must be in Secure Mode otherwise this will not work. When you cost the secure code or can not be able to return to the normal Mode or enter the programme code.

- 1) Remove power from the 7612
- 2) Press the REX Button
- 3) Apply power to the unit with REX button pressed
- 4) Release the REX Button
- 5) You now have 15 seconds to program a new Secure code into the unit using the initial default code 3-8-3-8, before the controller reverts to the existing code.

### Operations:

- 1) Enter Default Secure Number 3-8-3-8
- 2) Enter # to return to Normal Mode
- 3) Press # for 2 seconds

## Appendix

- 4) Enter Default Programmer Code 1-2-3-4
- 5) Press 0
- 6) Enter Default Programmer Code 1-2-3-4
- 7) Press 4
- 8) Enter your new Secure Code

### Appendix LED Display

Case	MODE LED		DOOR LED	
	Green	Red	Green	Red
Normal condition	Light			
Secure condition		Light		
Enter program code			Light	
Release the Lock			Light	
Tamper				Light

### Sound

Case	Sound display	Sound Description
Valid Press	one short deep	deep
Valid change code	three short deeps	deep deep deep
Valid Reader	one short deep	deep
Invalid Code	one long deep	deep
Invalid Program	one long deep	deep

# Appendix

## Operation Glossary

<b>First</b>	Press # for 2 seconds Mode LED will turn down and Door LED will turn red						
<b>Second</b>	Enter Programmed code (default 1234) Mode LED will turn down and Door LED will turn green						
<b>Third</b>	Open Code (default2580)	Aux Code (default0852)	Program Code (default1234)	Secure Code (default1234)	Open delay time (default 4secs)	Enroll a new employee	Delete a employee
<b>Eight Choices</b>	Press 1	Press 2	Press 3	Press 4	Press6	Press 7	Press 8
	Enter your new 4-digit Code				Enter your new 4-digit Code	001-500 User Number	Enter delete user Number
					Two choices		
					1) 00xx 00=NO xx=01-99s*	Present Card or Enter 3-digits	Enter program code to confirm ok
					2) 10yy 10=NC yy=01-99s*	Same as above or finish by pressing # key	
Return to N-M after three deeps M-L turn red D-L turn down					Return to N-M after a deep	Return to N-M M-L turn green M-D turn down	
<b>Result</b>	Set a new Open Code	Set a new Aux Code	Set a new Program Code	Set a new Secure Code	Set Open delay time	Enroll a new employee	Delete a employee

**NOTE:** M-L = Mode LED、D-L= Door LED、 \* s= Seconds、 N-M= Normal Mode