**Access Control Terminal**

**Quick Start Guide**

UT09630B-A

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**1 Appearance**

- **Without Fingerprint Module**

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**2 Keypad Introduction**

- **Numeric Key**
  - Enter numbers/lowercases, numbers/uppercases and symbols in the textbox. When entering non-numeric characters, 0 can be a space key.

- **Shift**
  - Shift between numeric key and direction key on the non-initial page.

- **Deleting key**
  - Press to delete contents in the textbox.

- **Editing key**
  - Press to shift among numbers/lowercases, numbers/uppercases and symbols.

- **Reserved**
  - Not used.

- **Exiting key**
  - Hold the key to enter the login page. Press the key to confirm. After login, the key can be a confirmation or selection key.

**POWER**
- Power status indicator.
- Solid Blue: Normal; Power: Off; Power Exception: 
- Doorbell ring.

**LINK**
- Solid Blue: Present; normal card/Network or Wi-Fi is connected; Card software is armed.
- Solid Red: Present (legal card); Off: Network or Wi-Fi is disconnected/Client software is not armed.

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**3 Installation**

- **Without Fingerprint Module**

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- **With Fingerprint Module**

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1. Install gang box:
   - Make sure that the wall is strong enough to withstand three times the weight of the device.

2. Secure the device mounting plate on the gang box with two screws supplied.

3. Align the terminal with mounting plate and buckle the terminal on the plate.

4. Tighten the screw to fix the terminal on the mounting plate and complete the installation.

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**About this Manual**

- Please use this Manual with the guidance and assistance of professionals trained in supporting Hikvision products.
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3. Improper replacement of the battery with an incorrect type may defeat a safeguard (for example, in the case of some lithium batteries). It may also create a danger of explosion or the leakage of flammable liquid or gas.

6. Do not subject the battery to extremely low air pressure, which may result in an explosion or the leakage of flammable liquid or gas.

7. Dispose of used batteries according to the instructions.

b. Change the device IP address to the same subnet as your IP address modification.

1. Enter the Device Management page.
2. Select a device from the device list.
3. Click Online Device to show the online device area.
4. Check the device status (shown on Security Level column) and click Needs Reactivation .
5. Click Activate to open the Activation dialog.
6. Create a password in the password field, and confirm the password.
7. Click OK to activate the device.

You should activate the device before the first login. Activation via device, SADP tool and the software is supported.

The default values of the device are as follows:
- The default user name: admin
- The default port No.: 8000
- The default device name: admin

Activation via Device

1. Power on the device.
2. If it is the first time to use the device. After powering on, you will enter the activation page.
3. Create a password and press #.
4. Press F1 to change the input method.
5. Comfirm the password and press #.
6. Press F1 to change the input method.

After the device activation, you will enter the administrator operation.

The searched online devices are displayed in the list.

The password strength of the device can be automatically checked. We highly recommend you change the password if the password strength check is not qualified.

5. Click Activate to start activation.

The suggested external power supply for door lock is 12 V, 1A.

The suggested external power supply for Wiegand card reader is 12 V, 1 A.

Do not wire the device to the electric supply directly.

Activation via Client Software

1. Enter the Device Management page.
2. Select a device from the device list.
3. Click Online Device to show the online device area.
4. Check the device status (shown on Security Level column) and select an inactive device.
5. Click Activate to open the Activation dialog.
6. Create a password in the password field, and confirm the password.
7. Click OK to activate the device.