

Mounting Instructions

1. Using the template provided (on page 2), mark and drill holes for the cable and two screws (Fig. 1).
2. Enlarge the upper part of the cable hole.
3. Tap the small wall plugs into the screw mounting holes just drilled. Tighten the two #8 x 1" screws. Once tightened, back screws out one revolution.
4. Connect wires per Electrical Installation Instructions below.
5. Locate the screws in the keyhole on the back of the reader and slide downward to engage. Adjust screws as required to give a tight fit. (Make sure the M2 x 12 set screw located on the bottom of reader does not interfere with bottom keyhole.)
6. Tighten down the M2 x 12 screw.

NOTE: READER IS WEATHER-RESISTANT. **Do not apply sealant or gaskets** to the rear of the reader, as this may cause condensation to build up and adversely affect reader operation.

Electrical Installation Instructions

Power Transformer

Wire with ribbed edge is negative
Wire with red label is positive

Black Wires

Power input
Reader requires 12-15VAC or DC
On DC operation the black wire with white stripe is positive
On AC operation the polarity is not important

White Wires

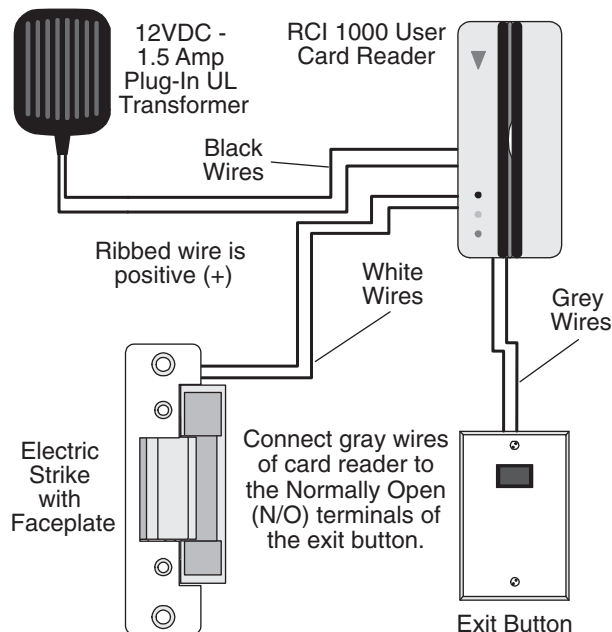
Lock Release output (if the Electric Locks are polarity conscious)
The white wire with black stripe is positive
12VDC output

Fail Locked Output 750 mA for 7 secs max.
Fail Unlocked Output 500 mA max. continuous

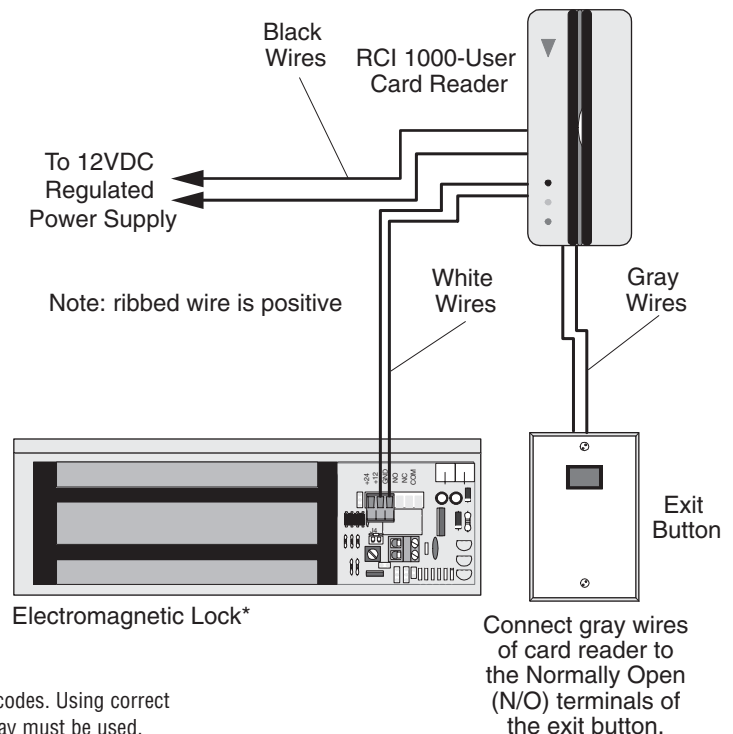
Gray Wires

Request-to-exit or remote release switch (normally open)
momentary button may be connected for lock release to exit

Basic Access Control with a Door Strike



Basic Access Control with an Electromagnetic Lock



*Drawings for reference only. Installations must follow local electrical and building codes. Using correct wire gauge is essential. If electromagnetic lock is rated for 500+ mA, an external relay must be used.

9310 Easy Read Installation Instructions (Continued)

Programming Instructions

The reader operates with a pack of cards which contain a **Master Card, Lock Mode Card and 100 Enrollment (Shadow) Cards**. When the reader is powered up for the first time (green arrow flashing, green, yellow and red steady), initialize by swiping the master card through it. (Unit beeps twice and all lights will be on.)

Setting the reader to operate in fail unlocked mode:

1. Swipe the Lock Mode Card to operate fail unlocked locks such as magnetic locks.
2. Swipe the Lock Mode Card at any time to change back to fail locked operation.

Setting the "door open" time:

1. Swipe the Master Card through the reader.
2. Pause for the length of time you wish the door to remain unlocked, once a valid card is swiped. (Green arrow will be flashing; green, yellow and red lights will be off; unit will continue beeping.)
3. Swipe the Master Card again. (Unit will beep twice and all lights will turn on.)
4. The "door open" time is now set for the interval between the first and second swipes.

To Enroll a user card on the reader:

1. On a paper Shadow Card from the pack, write a user's name in the space provided.
2. Swipe the Shadow Card through the reader. (Unit will beep once; arrow will flash; all other lights will turn off.)
3. Now swipe the card which is to be the access card through the reader. This may be the user's credit card or any other ANSI Track II encoded card. The user's card is now programmed in the reader to permit access. (Unit will beep three times and all lights will turn on.)
4. Store the Shadow Card safely away.

To DELETE a user's card from the reader:

1. Swipe the Shadow Card of the user you wish to delete through the reader. (Unit will beep three times; all lights will turn off momentarily then light up again.)
2. The reader will now no longer accept the user's card.
3. Store the Shadow Card to use in the future for another user, if desired.

To Enroll another card pack:

Additional card packs may be enrolled to increase the capacity of the system. Up to four packs, each with 250 shadow cards, may be enrolled on one system to give a maximum user card capacity of 1,000.

1. To enroll an additional pack, swipe the Master Card from the card pack that has already been used on the system through the reader.
2. Swipe the Master Card from the new card pack.
3. The new pack of additional shadow cards can now be used on the system.
4. To enable the Master Card from a third pack of cards, use either the first or second Master Card and repeat steps 1 through 3 above.

To Delete a card pack:

1. Swipe the Master Card backwards two times (from bottom of reader up) to delete all cards. (On the first swipe, unit will beep once, arrow will stay on and lights will blink in sequence — green, yellow, red. Second swipe, unit will beep and yellow light will stay on for approximately one second.)
4. The Card pack has now been removed from the system.

Reset Instructions:

The magstripe card reader will remember its settings and the details of card validity in the event of a power failure. A data reset may be carried out to return the unit to its factory settings. The procedure for doing this is as follows:

1. Turn off power to the reader.
2. Disconnect the lock (white) wires and make sure they are not shorted together.
3. Connect the egress (gray) wires together. If an exit button is fitted then press it.
4. While connecting the gray wires, reapply power to the unit. The reader will beep twice, followed two seconds later by two beeps. These four beeps indicate that the reader has successfully reset.
5. Turn off the power to the reader and connect the wires to their original configuration.

The card reader has now reverted to Factory Settings which are: door open time = 7 seconds / fail locked operation / no cards valid. **See above programming instructions to reconfigure the system.**

