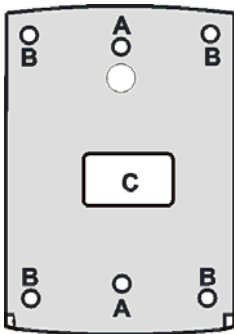


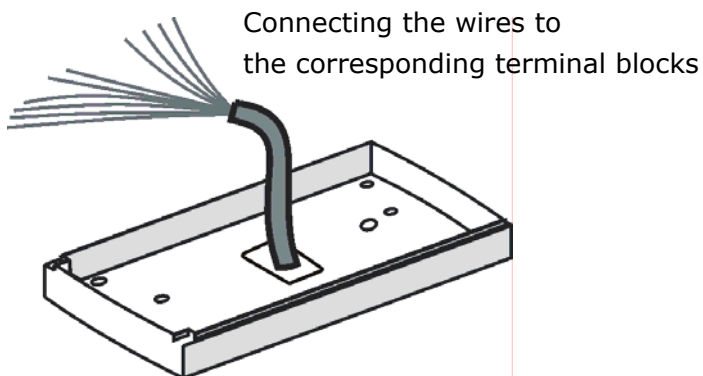
## Mounting the 7612 Controller

- 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).



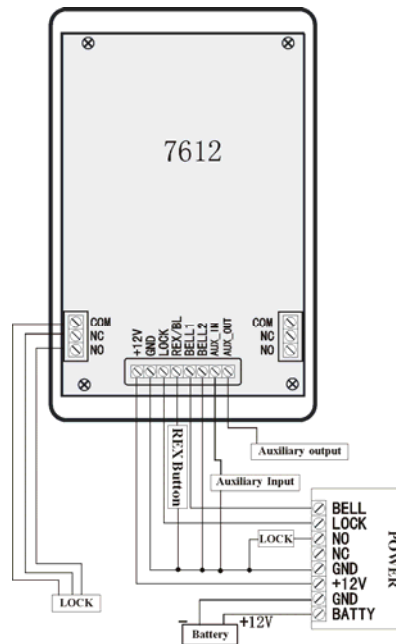
- > A. Mounting hole
- > B. 4 blind holes for Auxiliary Installation

- 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 Instruction



## 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 IBA-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 ca gain 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
- Secondary code.
 

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).

- 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 Programme mode only when you are under the Normal mode

How to enter the Programme mode

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

### programming Menu

Menu Number	Menu Description	Factory Settings
1 Cha	ng Open Code	2580
2	Chang Auxiliary Code	0852
3 Cha	ng Program Code	1234
4	Chang Secure Code	3838
6	Chang Door Release Time	0004
7	Define Auxiliary Input/outputs Enroll Proximity Cards, PIN Code or both	
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(The door LED will be off, The Mode LED will turn green)

NOTE: The display Led light will have different change if you press different keys .

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 turndown and Door LED will turn orange.

Press "8" the 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 Number
- Change the Auxiliary code
  - 1) Enter Program mode
  - 2) Press 2 to enter menu 1
  - 3) Enter 4-digit Number
- Change the Program code
  - 1) Enter Program mode
  - 2) Press 3 to enter menu 1
  - 3) Enter 4-digit Number



4) Enter 4-digit user Code or Present the Card

Code Search Method:

- 1) Enter the program mode
- 2) Press 8
- 3) Enter 3-digit user Number
- 4) Enter Primary Code
- 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
    - "1" assigns the Lock Strike Relay only
    - "2" number assigns the Auxiliary Strike Relay only
    - "3" 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
    - "1" assigns the Lock Strike Relay only
    - "2" number assigns the Auxiliary Strike Relay only
    - "3" 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  
4-digit Secure Code

- 5) Enter program code to ensure
- 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
- 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.

### Replacing a lost Secure Code

Note: The 7612 must be in Secure Mode otherwise this will not work. Make sure that the Mode LED is red 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
- 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 3-8-1-8
- 2) Enter # to return to Normal Mode
- 3) Press # for 2 seconds
- 4) Enter Default Programme Code 1-2-3-4
- 5) Press 4
- 6) Enter your new

## Appendix

Memorandum of Users

Contents	First change	Second change	Third change
Program code	1234		
Secure Code	3838		
Open code	2580		
Open Time	5s		

User name			
User Number			
User name			
User Number			
User Number			

## LED Display

Case	Mode LED		DOOR LED	
	Green	Red	Green	Red
Normal condition	Light			
Secure condition		Light		
Enter program ode			Light	
Release the Lock			Light	
Tamper				Light

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...

## Operation Glossary

First	Press # for 2 seconds Mode LED will turn down and Door LED will turn red						
Second	Enter programme code (default 1234) Mode LED will turn down and Door LED will turn green						
Third	Open Code (default2580)	Aux Code (default0852)	Program Code (default1234)	Secure Code (default1234)	Open delay time (default 4secs)	Enroll a new employee	Delete a employee
Eight choices	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 NO.	Enter delete user NO.
					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
Result	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