

SIEMENS

**SiPass standalone
ACS310**

User manual

Fire Safety & Security Products

Siemens Building Technologies

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1 Basic information

SiPass standalone is a complete access control system for one door and up to 500 cardholders. SiPass standalone uses 125 kHz proximity technology. For gaining access, it is sufficient to hold the badge close to the reader.

For programming purposes, an optional Remote Programmer can be used, which is simply held close to the reader the same way as a user badge. No wiring connection is required.

2 Access modes

SiPass standalone can operate in 2 modes:

- Access mode Normal access, no door contact monitoring
- Night lock Access for "Special user" badges only.
No access for normal user badges.

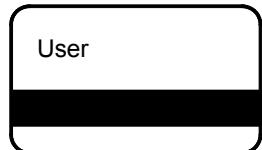
2.1 Tag types

The proximity cards shown in this document remain valid. The old badges compared to the new card design are shown in the table below.

Old	Typ	New
	Void	
	Program	
	Add	
	Night lock	
	User	

3 Badge type

3.1 User badge

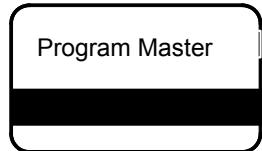


Can be used in "Access" mode only.



Can be used in both, "Access" and "Night lock" mode.

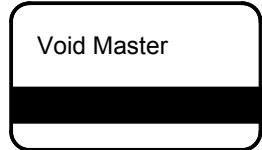
3.2 Master badge



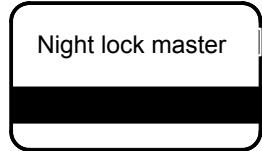
Master of masters



Allows to introduce new badges to the systems memory



Allows to delete (void) badges from the systems memory



Switches the system from access mode to night lock mode and back.

4 LED indicators

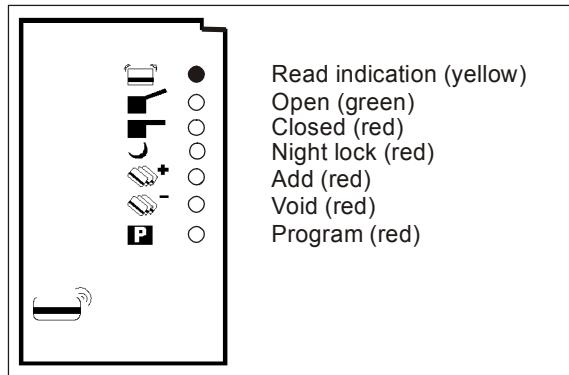


Fig. 1 LED indicators

5 Overall time-out

In Program Mode, after 30 seconds of inactivity, an error tone sounds, and normal operation resumes.

6 Security measures

6.1 Missing tag

For safety precautions the user is strongly advised to keep records of the ID numbers and functions of all badges and the names of their users. In case of loss, the specific badges can be voided from memory by entering the badge number on the SiPass standalone Remote Programmer. See Appendix.

6.2 Anti tamper

A tamper alarm is triggered if the unit is ripped off the wall.

6.3 Anti vandal

Thanks to the proximity reading principle, the reader can be installed behind protective surfaces, such as glass, plastic or marble, but not metal.

7 Wake up: Declaring the Program Master

When powering up a SiPass standalone for the first time, one selected badge must be presented, to be declared as the Program Master. The Program Master may be regarded as a kind of master of masters; it will be instrumental in enabling all other masters and badges.

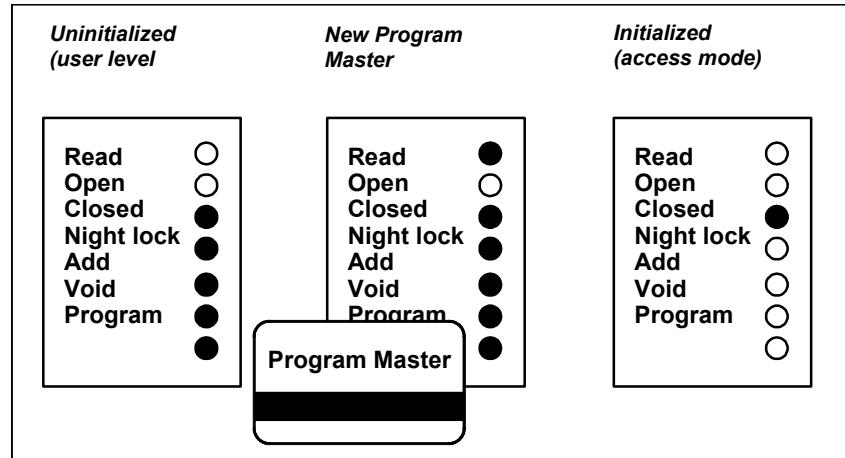


Fig. 2 Wake up

- Any SiPass 125 kHz Proximity badge can be used as the Program Master.
- Program the corresponding master cards according to their symbols.
- For security reasons, carefully guard masters, note their numbers and store them in a secure place.

8 Declaring the masters

SiPass standalone has 3 programming modes which need to be processed before normal operation.

When going through these modes the first time, you can directly declare the respective masters.

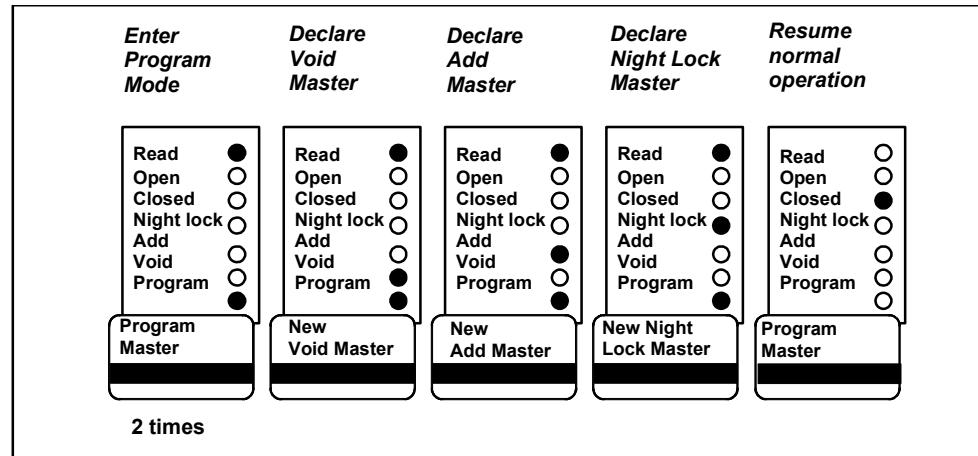


Fig. 3 Declaring the master

- All programming can be performed with the master cards. Note their numbers and store them in a secure place.
- Be declared Void– / Add– / Night Lock – Master.
- CAUTION: If the presented Void– / Add– / Night Lock – Masters are already in memory, this procedure will void them!

9 Change Program Master

This procedure replaces the old Program Master by a new one. The old Program Master is thereby voided from the SiPass standalone memory and the new badge is declared as Program Master instead. This is helpful if e.g. an other Program Master than the normal one was added to the memory during wake-up. Present the new Program Master a further 5 times to step through the remaining steps, back to Normal mode.

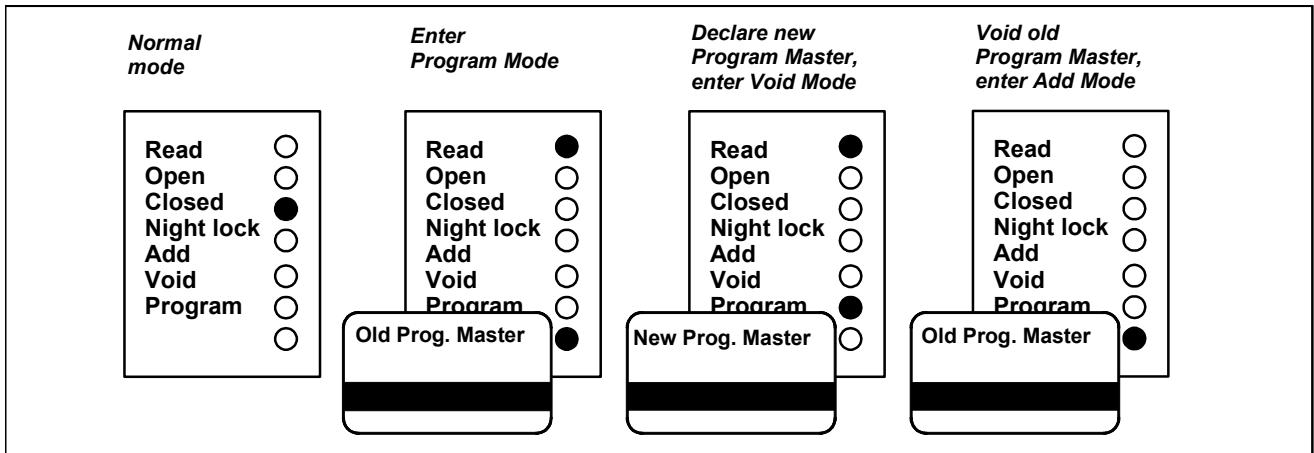


Fig. 4 Change Program Master

- Any new / unknown badge can be declared as new Program Master.
- If change Program Master function is not desired, just present the old Program Master again the necessary number of times to get to the desired programming step.

10 Add new user badge

Badges which shall be granted access must first be stored in the SiPass stand-alone memory. The Add Master allows new badges to be added which, from then on, will be granted access. Any badge can be added, except Master badges and badges which are already in memory.

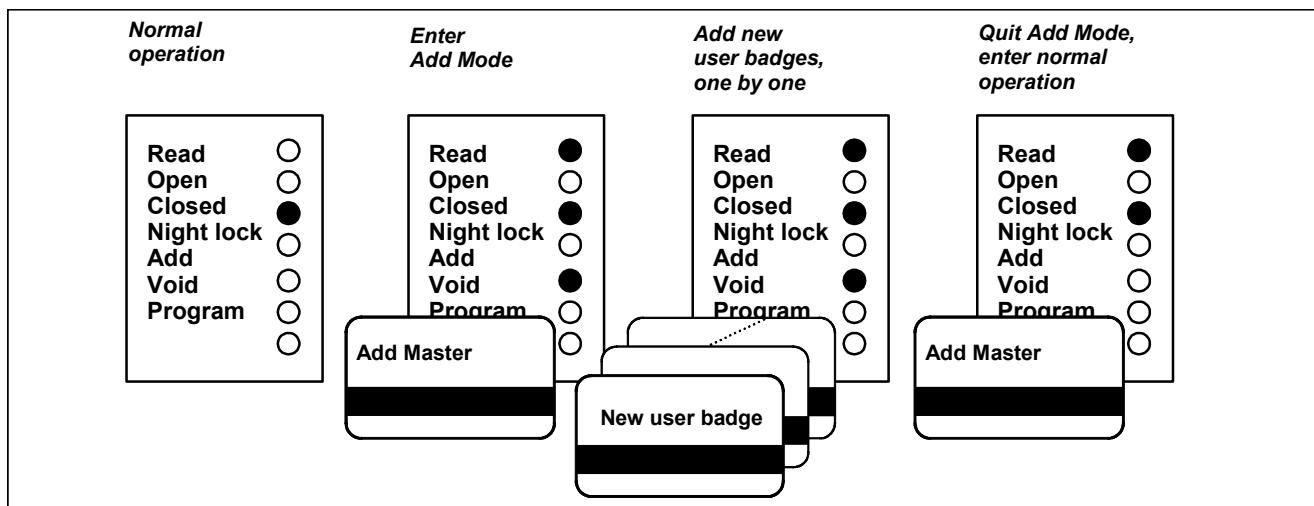


Fig. 5 Add user badge

- Any SiPass badge can be added, except those that are already in memory.
- Keep records of the ID numbers and functions of all badges. Lost badges can be voided from memory by number, using an optional Remote Programmer.
- See Appendix.

11 Void user badge

Badges which shall be denied access must first be voided from the SiPass stand-alone memory. The Void Master allows badges to be voided which, from then on, will be denied access.

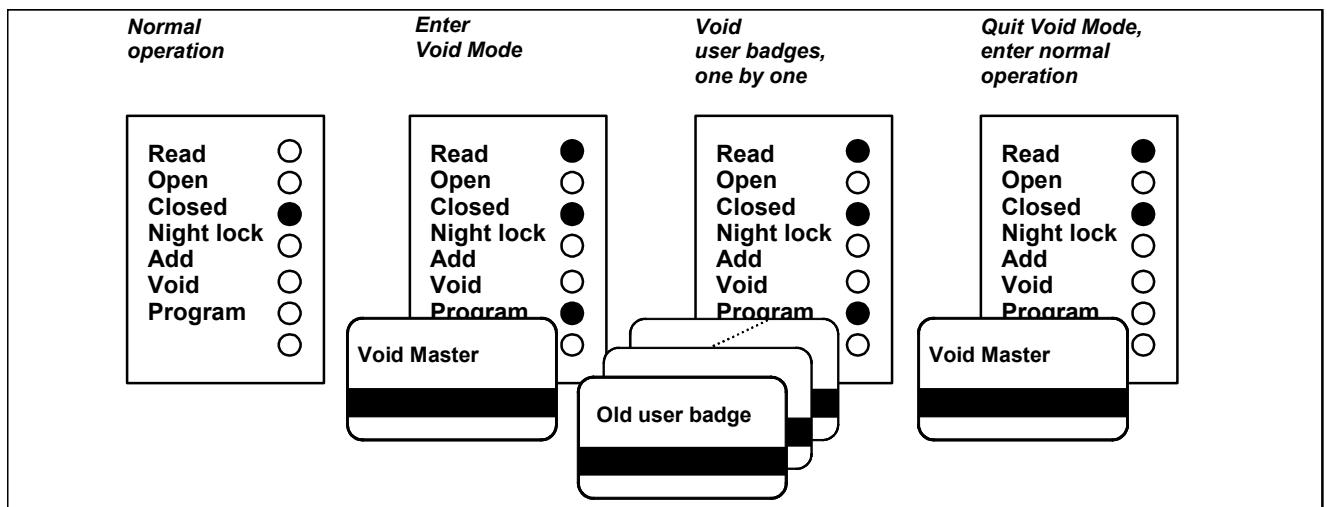


Fig. 6 Void user badge

Any badge can be voided, except Master badges.

12 Set Night Lock Mode

In night lock mode, normal badges will not be granted access. Only Special User Badges are granted access in this mode.

Night Lock Mode is switched on with the Night Lock Master

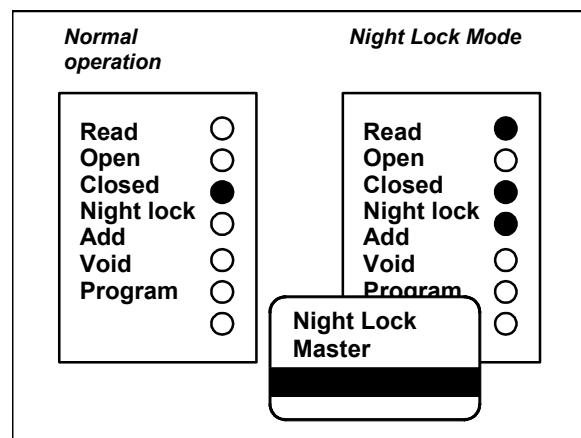


Fig. 7 Set night lock

- In case of power failure, SiPass standalone will memorize the current status of the Night Lock.
- Badges that are added to memory during Night Lock Mode are entered into memory as Special User Tags, to be granted access both in Night Lock Mode and in Normal Access Mode.

13 Unset Night Lock Mode

Only the Night Lock Master can switch Night Lock off. When presenting the Night Lock Master to unset Night Lock, access is granted at the same time.

This function is intended for persons who are authorized to enable access for others, for example to unlock an office building in the morning.

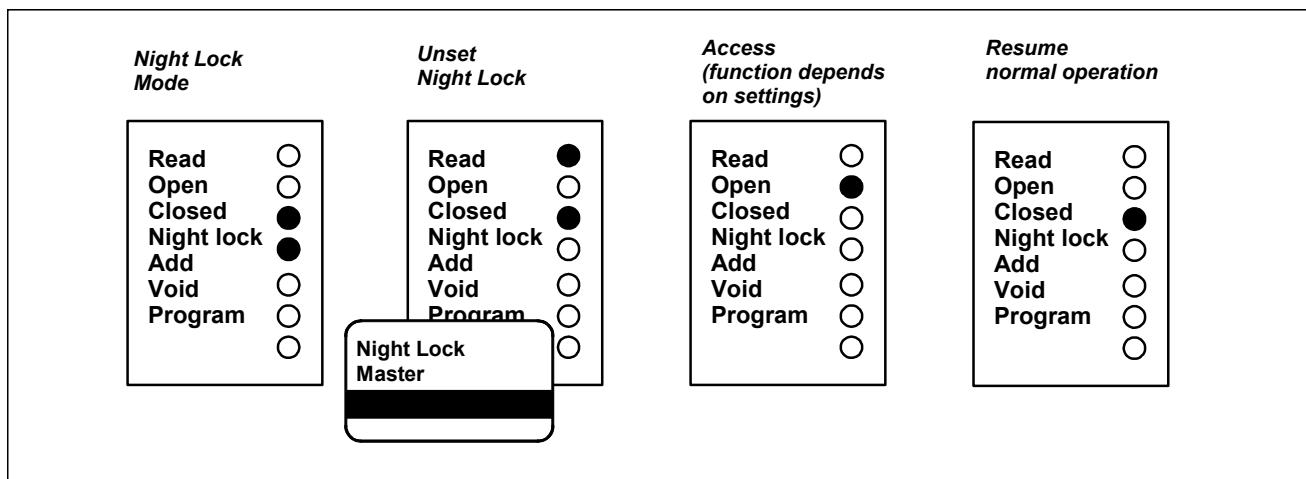


Fig. 8 Unset night lock

In case of power failure, SiPass standalone will memorize the current status of the Night Lock.

14 Add Special User Badge

Special User Badges are granted access both, during Night Lock and during Normal Operation. Unlike the Night Lock Master, they have no effect on Night Lock status.

Special User Badges must be added by using the Add Master while SiPass stand-alone is in Night Lock mode.

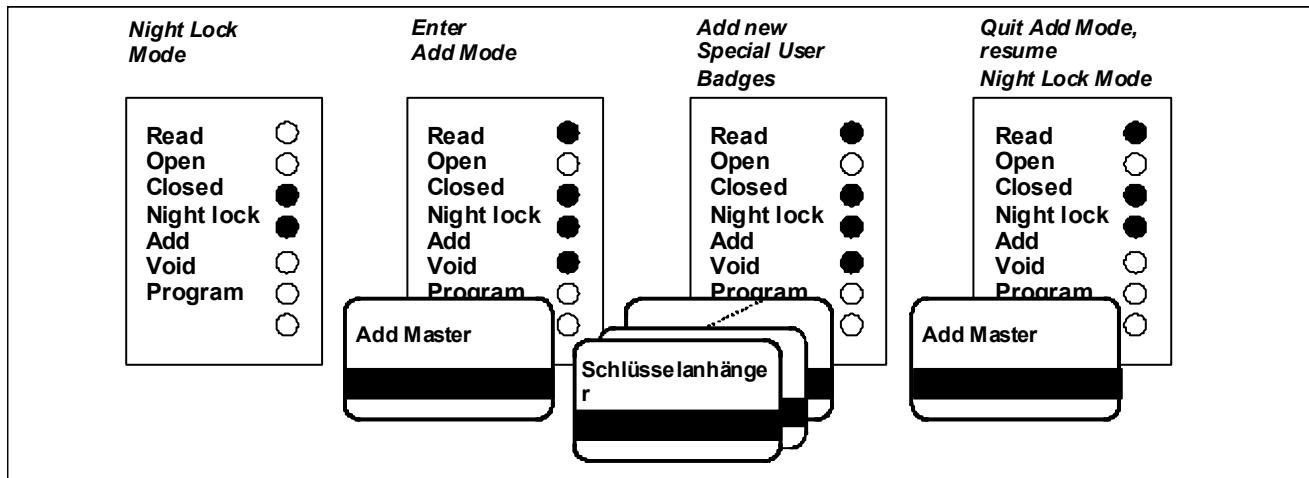


Fig. 9 Add Special User Badge

- Any SiPass 125 kHz badge can be added, except badges which are already in memory as Special User Badges or Master.
- Special User Badges can be voided the same way as normal badges (in Void mode, regardless of the status of Night Lock).
- Keep records of the ID numbers and functions of all badges. Lost tags can be voided from memory by number, using an optional Remote Programmer.
- See Appendix.

15 Declare Remote Programmer

To store a Remote Programmer in the SiPass standalone memory, first show the Program Master to enter Program mode, then present the Remote Programmer while in Program mode. After this, SiPass standalone will resume its normal operation.

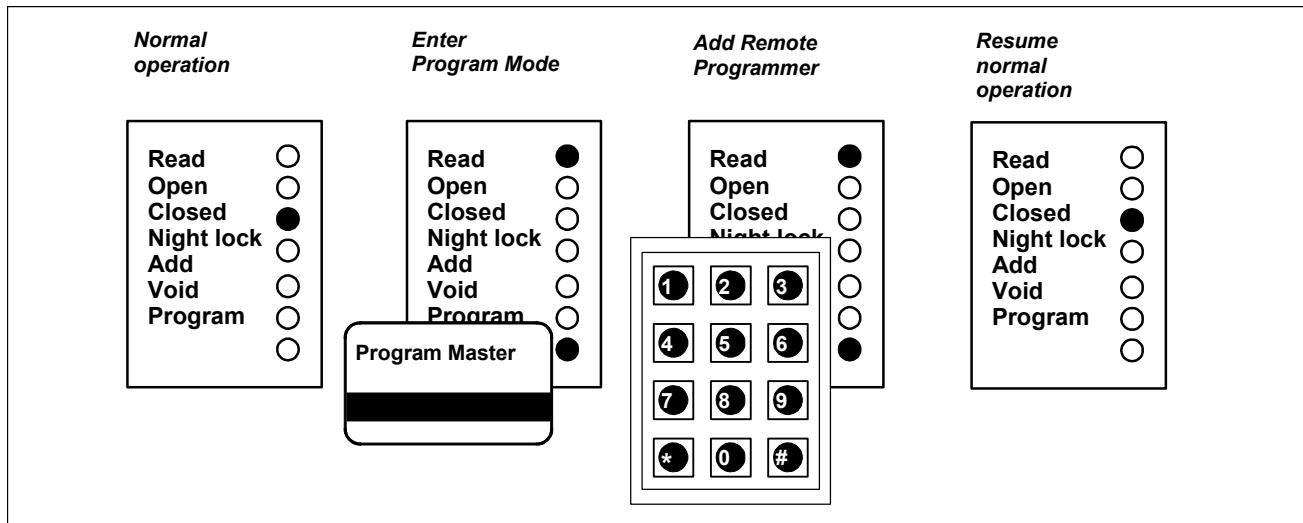


Fig. 10 Declare remote programmer

16 Void badge with a Remote Programmer

Using a Remote Programmer, badges or Remote Programmers can be voided by their number. This is useful if badges or Remote Programmers are lost, stolen or damaged beyond use. For this reason it is important to keep records of all added badges, Masters and Remote Programmers.

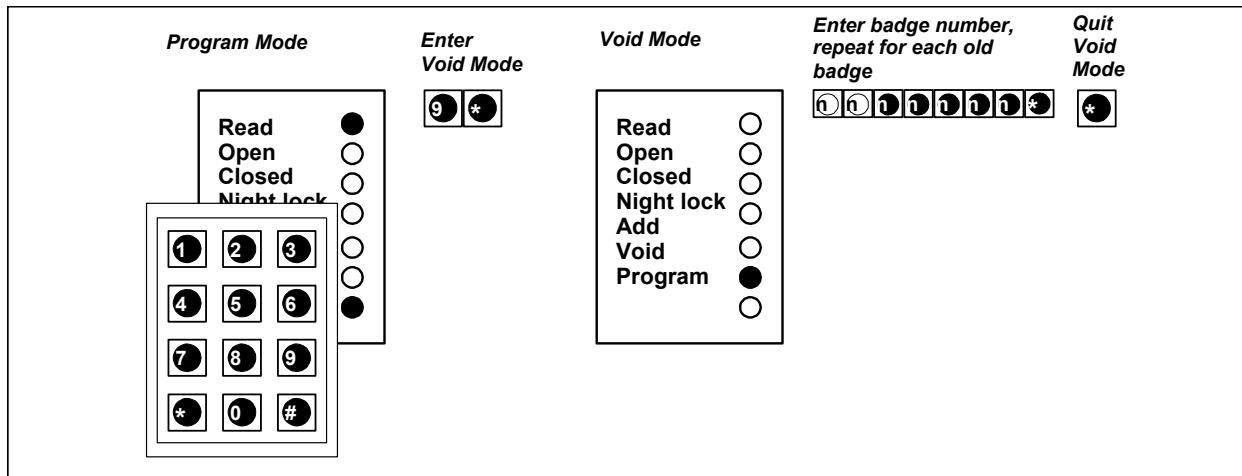
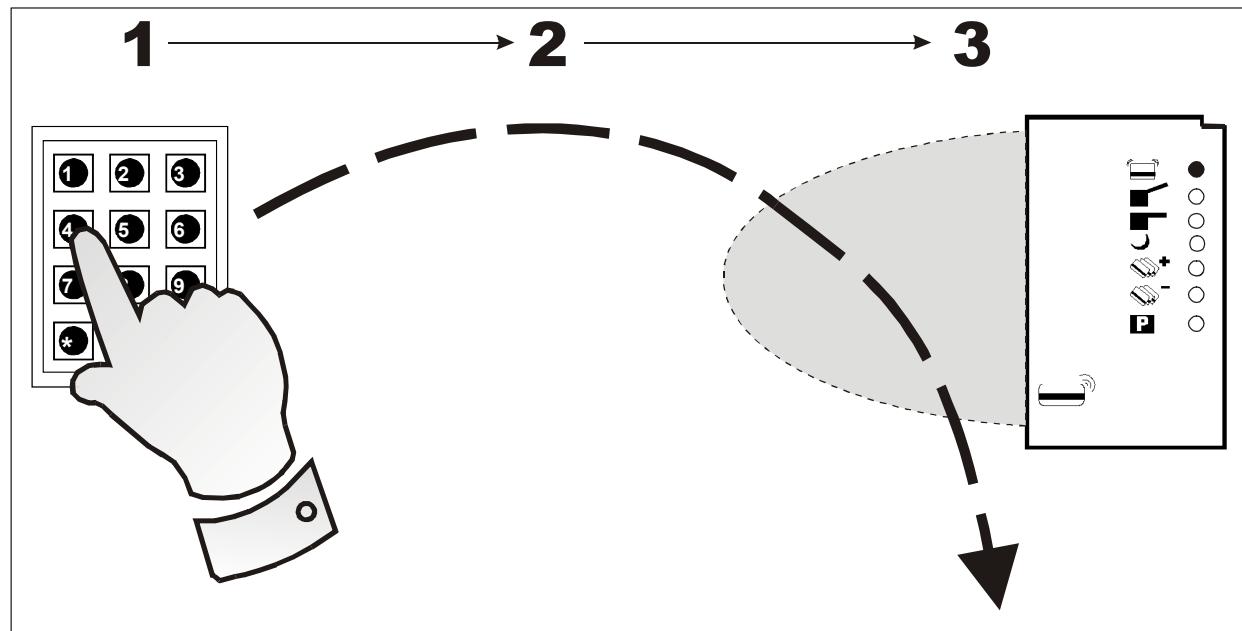


Fig. 11 Void badge with programmer



- 1 Press key
- 2 Keep key depressed
- 3 Move Programmer through the reading range while keeping the key depressed

Fig. 12 Void badge

- Any badge or Programmer in memory can be voided.
- Leading 0's of the ID number need not be entered (004290621 can be entered as 4290621).
- If the User Programmer is missing or damaged, ask the supplier to perform voiding with his backup Programmer.

17 Appendix

17.1 Tag registration list

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