



# Zodiac Link

## QUICKSTART GUIDE

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## STEP 1 – ENROLL ADMINISTRATOR

If more than one reader is installed, ensure that all readers are connected in the same RS-485 bus and that each is set with a unique address (See *Zodiac Link Installation Manual*). The reader's memory is empty when powered up for the first time. This is known as virgin mode (factory default). The following message will scroll on the LCD screen:

“The unit is in virgin mode. Setup required press PGM key \*\*\*\*\*”

- a. Press “PGM” key to enter programming mode.
- b. Press 1 for “YES” to add an administrator.
- c. Record your PIN number.
- d. Present your finger to the scanner.
- e. Remove and present your finger again for verification.
- f. If successful, the message “Function Complete” will be displayed and the reader will automatically proceed to the Setup menu.

### NOTE:

- Press the **ESC** key at any time to cancel entries in progress or to bring you to the previous menu.
- Press the **PGM** key to exit the menu immediately.
- If no key is pressed for 45 seconds the reader will automatically exit the menu.

## STEP 2 – SET MODE

After completing **Step 1**, the reader will proceed to the Setup menu. Alternatively, you may get to the Setup menu from the main screen by pressing PGM followed by your PIN number recorded in **Step 1**. Next press ENT and present your finger to the scanner. When successfully authenticated, press 2 to enter Setup menu.

- a. Press 5 from Setup menu.
- b. Press 1 for “Reader” mode if connected to an access controller which accepts Wiegand output. Press 2 for “DCM” mode if connected to a ZDCM Cansec door control module.
- c. The message “Function Complete” will be displayed.

- d. If more than one reader is connected using RS-485 bus, press 1 to accept “RS-485 network” and proceed to **step i & ii** below. Otherwise press 2 and the message “Function Complete” will be displayed followed by the Setup menu (and ignore **step i & ii** below).
  - i. If this is the first reader being set up, press 2 for Master. Otherwise, press 1 for Slave.
  - ii. A message “Function Complete” will be displayed.

### **STEP 3 – SET SLAVES**

**NOTE: This step is only applicable when more than one reader is connected. Skip this step if only one reader is being used.**

If more than one reader is connected using RS-485 bus and with the first reader already set up and set to Master mode, repeat **Step 1 & Step 2** for all other readers and set them to Slave mode.

### **STEP 4 – MAP SLAVES**

**NOTE: This step is only applicable when more than one reader is connected. Skip this step if only one reader is being used.**

**Step 4** should be done at the Master Reader only. It is required for the Master Reader to identify the number of Slave Readers connected on the same RS-485 bus.

- a. Press 9 from the Setup menu.
- b. Press 1 for “Yes” to begin mapping.
- c. When complete, press 1 to save the map.

### **STEP 5 – SET READER CLOCK**

The clock should be set on each standalone reader. However, if more than one reader is connected using RS-485 bus then **Step 5** should be done at the Master Reader only.

- a. Press **6** from the SETUP menu.

- b. The LCD will show the date (YY/MM/DD), day of the week and the time (24-hour clock).
- c. To change the date, press 1. To change the time, press 2.

If you are changing the date, include a leading zero in your entry if it is a single-digit number. Enter the last 2 digits for the year, then the numerical value for the month, then the day of the month. For example, if the date is October 1, 2014, you would enter “141001”. Then choose the day of the week by pressing the appropriate key:

Sunday = 1	Monday = 2	Tuesday = 3	Wednesday = 4	Thursday = 5	Friday = 6	Saturday = 7
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If you are changing the time, enter the time in a 24-hour format. See below for conversion from a 12-hour clock to a 24-hour clock.

12-HOUR CLOCK	24-HOUR CLOCK
1:00 AM	01:00
2:00 AM	02:00
3:00 AM	03:00
4:00 AM	04:00
5:00 AM	05:00
6:00 AM	06:00
7:00 AM	07:00
8:00 AM	08:00
9:00 AM	09:00
10:00 AM	10:00
11:00 AM	11:00
12:00 PM	12:00

12-HOUR CLOCK	24-HOUR CLOCK
1:00 PM	13:00
2:00 PM	14:00
3:00 PM	15:00
4:00 PM	16:00
5:00 PM	17:00
6:00 PM	18:00
7:00 PM	19:00
8:00 PM	20:00
9:00 PM	21:00
10:00 PM	22:00
11:00 PM	23:00
12:00 AM	24:00

## STEP 6 - SYNCHRONIZE READER CLOCK

**NOTE:** This step is only applicable when more than one reader is connected. Skip this step if only one reader is being used.

Step 6 must be done at the Master Reader only.

- a. From the Master Reader, enter the Setup menu.
- b. Press F1 to select “Other Opts.”.
- c. Press 4 to select “Sync All Clocks”.
- d. Press 1 (YES) or 2 (NO).
  - i. If 1 is pressed, the Master Reader checks for communication to all Slave Readers before it synchronizes the clock. If one of the Slave Readers fails to communicate, the Master Reader displays the message “Error on Unit #” followed by that reader’s ID, and it aborts the synchronization. You may fix the down reader then try again, or remap (see *Map Slaves* section) to eliminate the down reader and try again.
  - ii. If 2 is pressed, the Master Reader returns to the previous menu.

## STEP 7 – ENROLL USERS

**NOTE:** Enrolling users should be done at the Master Reader only if more than one reader is connected.

Users can be granted access in one of two ways using Zodiac Link: with a *Bypass Number* or *Fingerprint*. A bypass number is a user-defined number, 5 to 8 digits in length, which can be entered on the keypad instead of using a fingerprint. **IMPORTANT:** It should only be used if all attempts to enroll a user have failed.

For fingerprint access, a PIN (one-digit for administrators, and two- to four-digits for users) is entered prior to presenting a fingerprint to the fingerprint scanner. Each user can have two fingerprints enrolled, a primary fingerprint and a backup fingerprint. A backup fingerprint can only be enrolled if a primary fingerprint is enrolled; you do not have to enroll a backup finger.

Fingerprint access is the more secure method of access. Bypass numbers should **ONLY** be assigned to users whose fingerprints cannot be enrolled.

At the very least, a primary fingerprint *or* a bypass number must be enrolled for the user.

When a user is enrolled at a Master Reader, the fingerprint template is automatically replicated to all other Slave Readers.

- a. Press **1** from the ADMIN menu.
- b. Confirm by pressing **1** (YES) or **2** (NO).
  - i. If YES a **PIN** will be issued for the user you are adding. You can either:
    - Press **1** (ACCEPT) to accept this PIN. Record the PIN.
    - Press **2** (CHANGE) to change your PIN. Enter a PIN and press **ENT**. Record the PIN. **NOTE:** Accepting the assigned PIN is recommended.
  - ii. If NO you will return to the ADMIN menu.
- c. You will be prompted if you want to issue a **Bypass Number**. Press **1** (YES) or **2** (NO).
  - i. If YES, enter any available 5- to 8-digit bypass number and press **ENT**. **NOTE:** A longer bypass number is more secure and harder to guess.
  - ii. If NO, you will proceed to **step d**.
- d. **NOTE: This step is skipped if in DCM mode.** You will be prompted to enter a **User ID**. In cases where the user has an existing ID number (e.x. cards/keys) you should use that number (as long as it is in the range of 1-65,000).
- e. You will be prompted to enroll a primary finger.
- f. Press **1** (YES) or **2** (NO).
  - i. If YES, place a finger on the fingerprint scanner when it turns on. When the message “Remove and Verify” appears on the display, remove and replace the finger on the scanner.

- ii. If NO and a bypass number was entered in **step c** above, the enrollment process is complete.

If no bypass number was entered in **step c**, the enrollment process is cancelled. You have to specify a bypass number OR enroll a Primary Fingerprint in order to be enrolled.

- g. If you enrolled a primary finger, you will be prompted to enroll a **Backup Finger** for the user. Press 1 (YES) or 2 (NO).
  - i. If YES, place an alternate finger on the fingerprint scanner when it turns on. When the message “Remove and Verify” appears on the display, remove and replace the finger on the scanner.
  - ii. If NO, there will not be a backup finger enrolled.
- h. Upon successful completion the user will be added. The user will also be replicated to all other Slave Readers if the readers are configured to use the RS-485 bus.