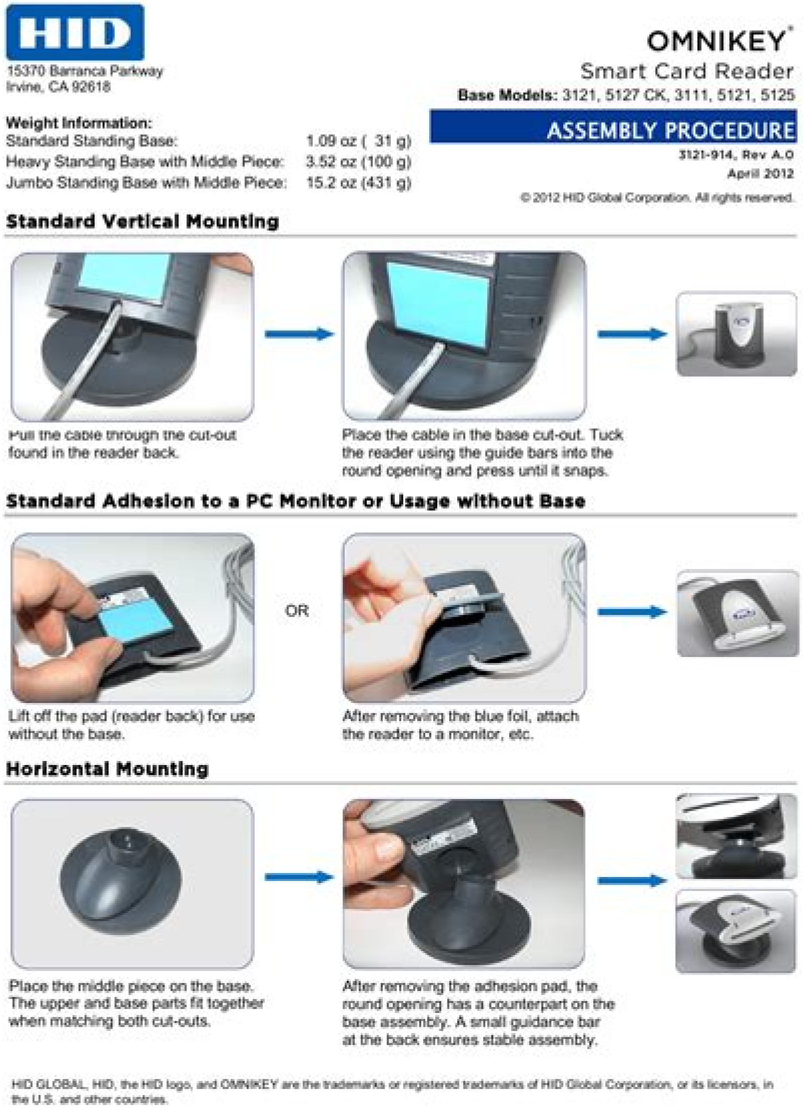
Hid Card Reader User Manual



HID

15370 Barranca Parkway
Irvine, CA 92618

OMNIKEY®
Smart Card Reader
Base Models: 3121, 5127 CK, 3111, 5121, 5125

ASSEMBLY PROCEDURE

3121-914, Rev A.0
April 2012

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Weight Information:

Standard Standing Base:	1.09 oz (31 g)
Heavy Standing Base with Middle Piece:	3.52 oz (100 g)
Jumbo Standing Base with Middle Piece:	15.2 oz (431 g)

Standard Vertical Mounting

Pull the cable through the cut-out found in the reader back.

Place the cable in the base cut-out. Tuck the reader using the guide bars into the round opening and press until it snaps.

Standard Adhesion to a PC Monitor or Usage without Base

Lift off the pad (reader back) for use without the base.

OR

After removing the blue foil, attach the reader to a monitor, etc.

Horizontal Mounting

Place the middle piece on the base. The upper and base parts fit together when matching both cut-outs.

After removing the adhesion pad, the round opening has a counterpart on the base assembly. A small guidance bar at the back ensures stable assembly.

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HID Card Reader User Manual

HID card readers are essential components in access control systems, widely used in various environments, from corporate offices to educational institutions. These devices enable secure access by reading RFID cards, prox cards, or smart cards. Understanding how to effectively use and maintain an HID card reader can enhance security and ensure smooth operations. This user manual will provide comprehensive guidance on the installation, configuration, troubleshooting, and maintenance of HID card readers.

1. Overview of HID Card Readers

HID card readers are designed to read data from RFID cards, which contain embedded chips that store identification information. These readers can be standalone devices or integrated into larger access control systems. The primary functions of HID card readers include:

- Reading card data and transmitting it to a control panel or computer
- Allowing or denying access based on pre-set criteria
- Logging access events for security audits

1.1 Types of HID Card Readers

HID offers a variety of card readers to meet different security needs. The most common types include:

- Proximity Readers: These are designed to read prox cards and typically have a short range, allowing users to gain access without needing to touch the reader.
- Smart Card Readers: These readers can read smart cards that contain microchips and provide additional security features such as encryption.
- Multi-Technology Readers: These devices can read various card formats, including proximity, smart cards, and even magnetic stripe cards.

2. Installation Instructions

Proper installation of the HID card reader is critical for optimal performance. Here are the general steps for installation:

2.1 Tools Needed

Before beginning the installation, gather the following tools:

- Screwdriver
- Drill (if mounting on a wall)
- Wire stripper
- Multimeter (for testing connections)
- Level

2.2 Mounting the Reader

1. Select a Location: Choose a location that is easily accessible for users

but provides security against tampering.
2. Drill Holes: If mounting on a wall, drill holes for the mounting screws. Ensure the reader is level.
3. Secure the Reader: Attach the reader to the wall using screws. Ensure it is firmly in place.

2.3 Wiring the Reader

1. Power Supply Connection: Connect the power supply to the reader according to the manufacturer's specifications.
2. Data Connection: Wire the reader to the control panel using the appropriate data cables. Follow the wiring diagram provided in the reader’s installation guide.
3. Test Connections: Use a multimeter to confirm that all connections are secure and functioning correctly.

3. Configuration Setup

After successfully installing the HID card reader, the next step is to configure it for use.

3.1 Access Control Configuration

1. Software Installation: Install the accompanying access control software on your computer.
2. Reader Configuration: Open the software and navigate to the configuration settings for the reader.
3. Add Users: Input user credentials and assign access levels. This can typically be done by scanning the user’s card.
4. Set Access Times: Define the times during which users are allowed access.

3.2 Testing the Configuration

1. Test Cards: Use test cards to ensure the reader is functioning correctly.
2. Check Logs: Verify that access events are being logged properly in the software.
3. Adjust Settings: Make any necessary adjustments based on test results.

4. Troubleshooting Common Issues

Despite their reliability, users may encounter issues with HID card readers.

Here are some common problems and solutions:

4.1 Reader Not Responding

- Check Power Supply: Ensure the reader is powered on and properly connected to the power source.
- Inspect Wiring: Look for loose or damaged wires. Reconnect or replace as needed.

4.2 Cards Not Being Read

- Card Compatibility: Confirm that the cards are compatible with the reader.
- Clean the Reader: Dust or debris on the reader’s surface can hinder performance. Clean it with a soft cloth.
- Test with Different Cards: Use other cards to determine if the issue lies with specific cards or the reader itself.

4.3 Access Denied Errors

- Check User Permissions: Verify that the user has the correct access rights set in the software.
- Check Time Settings: Ensure the access times are configured correctly.

5. Maintenance Guidelines

Regular maintenance of the HID card reader is essential for ensuring its longevity and performance. Follow these guidelines:

5.1 Cleaning

- Exterior Cleaning: Wipe the exterior of the reader with a soft, damp cloth regularly to remove dust and grime.
- Avoid Harsh Chemicals: Do not use abrasive or harsh cleaning agents that could damage the reader’s surface.

5.2 Software Updates

- Regular Updates: Check for software updates periodically to ensure the reader is running the latest firmware.

- Backup Configuration: Always back up the configuration settings before performing updates.

5.3 Periodic Testing

- Test Functionality: Schedule regular tests to confirm that the reader is functioning correctly and that access logs are being recorded accurately.
- Inspect Connections: Periodically check wiring and connections for any signs of wear or damage.

6. Safety Precautions

When working with HID card readers, it is important to adhere to safety precautions:

- Avoid Moisture: Ensure the reader is installed in a dry location to prevent water damage.
- Use Certified Equipment: Only use certified power supplies and accessories to avoid electrical issues.
- Follow Manufacturer Guidelines: Always refer to the manufacturer’s user manual for specific installation and maintenance instructions.

7. Conclusion

In conclusion, understanding the operation and maintenance of HID card readers is crucial for ensuring a secure and efficient access control system. By following the guidelines outlined in this user manual, users can install, configure, troubleshoot, and maintain their HID card readers effectively. Regular testing and maintenance will not only prolong the lifespan of the devices but also enhance the overall security of the environment they protect. For any further assistance, always refer to the manufacturer's documentation or contact their support team.

Frequently Asked Questions

What is a HID card reader and how does it work?

A HID card reader is a device used to read data from access control cards, typically utilizing technologies like RFID or magnetic stripe. It works by emitting a signal that the card responds to, allowing the reader to capture the card's information for authentication purposes.

Where can I find the user manual for my HID card reader?

The user manual for your HID card reader can usually be found on the manufacturer's website under the support or downloads section. You can also check the packaging that came with the device, as it may include a printed manual.

What are common troubleshooting steps for HID card readers?

Common troubleshooting steps include checking power supply connections, ensuring the reader is properly connected to the access control system, verifying that the card is compatible, and inspecting for physical damage to the reader or cards.

How do I configure settings on my HID card reader?

Configuration settings for an HID card reader can typically be adjusted using a software interface provided by the manufacturer or through physical dip switches on the device. Refer to the user manual for specific instructions on accessing and modifying these settings.

Are there different types of HID card readers, and how do I choose the right one?

Yes, there are different types of HID card readers, including proximity readers, smart card readers, and biometric readers. Choosing the right one depends on your security needs, the type of cards you will be using, and the compatibility with your existing access control system.

What safety precautions should I follow while using an HID card reader?

Safety precautions include ensuring that the reader is installed according to the manufacturer's guidelines, avoiding exposure to extreme temperatures or moisture, and regularly checking for firmware updates to protect against vulnerabilities.

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