

Standard Operating Procedure

Department: Technical

Last Modified: 2020/11/17

Effective Date: 2020/11/17

Name: New installation EBZ101

Overview:

The contents of this SOP defines the steps to be taken when installing an F01

Device details:

Clocking Methods	Fingerprint/ RF Card/Password
Software version compatibility	R13 and R14
Communication Methods	LAN/WIFI
Capacity	Fingerprint/Users 3,000
	Card 5,000
	Transactions (clocks) 100,000



Installation requirements:

- Dedicated Power point within 5 meters of the installation position
- LAN connection
- Client to be available onsite at time of installation to confirm the installation point, positioning, and sign-off the Jobcard

Device Training:

- The client will receive a manual from the bookings department which provides the necessary device training.

Tools:

- | | |
|---|---------------------------|
| • Drill heavy duty – Electric | • Drill – Cordless |
| • Step ladder | • Extension Cord |
| • Multimeter | • Spirit level |
| • Set of screw drivers | • Hacksaw |
| • 8mm socket for pozi screws | • Hammer |
| • Drill bits Concrete | 8mm, 10mm and 5mm |
| • Drill bits Steel | 3mm, 5mm, 10 mm 12mm 15mm |
| • Set of pliers – Long nose and side cutters | |
| • Hiltis, pozi screws butterfly screws Red plugs multicore wire | |

- Trunking/conduit
- Fish Tape – Nylon

Procedure:

1. Measure 115cm from the floor, this height is ideal for users that measure between 150cm to 180cm
2. Mark the installation position with a pencil through the 4 x drill holes in the drawbox
 - a. Using a spirit level ensure that the draw box is level



3. Drill the 4 required holes as marked using 5mm drill bits
4. Mount the drawbox with Fischer plugs and screws
 - a. Ensure that drawbox is securely mounted
5. Fasten the back plate to the draw box



6. Identify where the Powerstore will be mounted (Above the device, to the right, to the left or below)
7. Measure the length of 3 core wire required from the device to the powerstore
8. Measure the length of trunking/conduit required and cut to size
9. Mount the powerstore with 3 x concrete fasteners
 - a. Drill the first hole as marked in red on the Drill template
 - b. Level the powerstore using a spirit level
 - c. Secure the powerstore with the remaining fasteners



10. Connect the power cable (Red and black cable) to the device
11. Connect the opposite end of the red and black cable to the chocolate block on the Powerstore

Red to positive +
Black to negative -



12. Insert the LAN cable



13. Attach the device to the back plate

14. Connect the battery wires to the battery



15. Place the battery into the powerstore

16. Secure the powerstore cover

17. The power adapter of the power store can now be connected to the dedicated power socket

18. Ensure that trunking is used to conceal wiring

a. Use a spirit level to ensure that trunking is level

19. Ensure that the area is clean and tidy

20. Ensure that the Job card is signed off

21. Confirm on whatsapp group that all is in order and device is online

NOTE: In the event that the power socket is in close proximity, please shorten the power cable as this allows for a neater look

