Standard Operating Procedure

Department: Technical
Last Modified: 2020/07/14
Effective Date: 2020/07/14

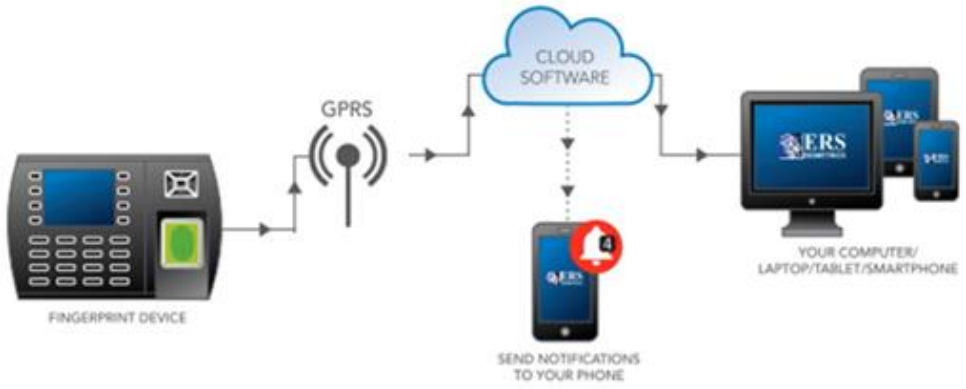
Name: EBZ500 Device Installation GPRS

Overview:

The contents of this SOP defines the steps to be taken when installing an EBZ500

Device details:

Clocking Methods	Fingerprint/ RF Card/Password	
Software version compatibility	All software versions	
Communication Methods	LAN/GPRS	
Capacity	Fingerprint/Users	8,000
	Card	10,000
	Transactions (clocks)	200,000



Installation requirements:

- Dedicated Power point within 5 meters of the installation position
- Sim card for GPRS 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

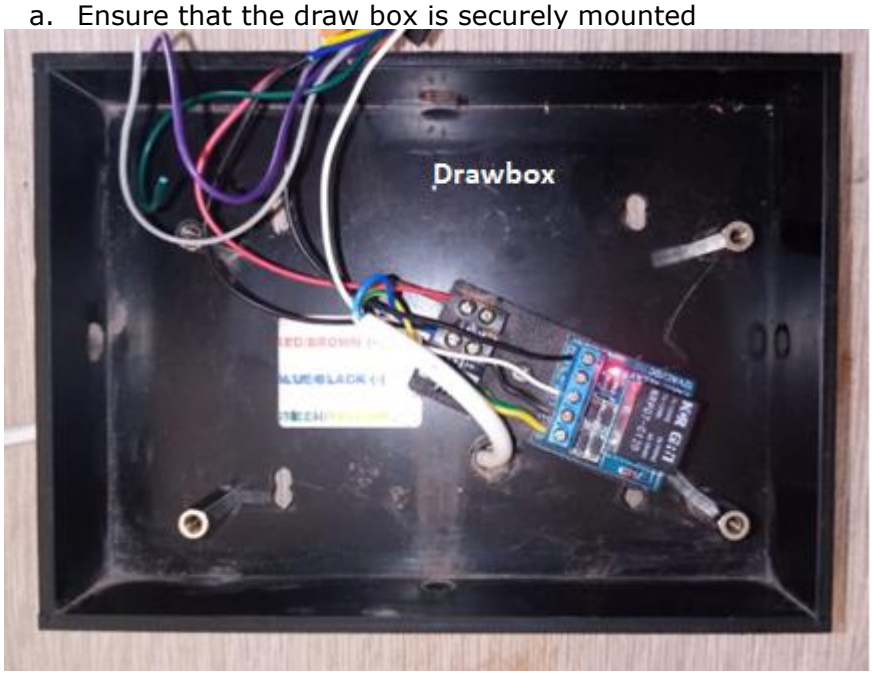
Tools:

- Drill heavy duty – Electric
- Step ladder
- Multimeter
- Drill – Cordless
- Extension Cord
- Spirit level

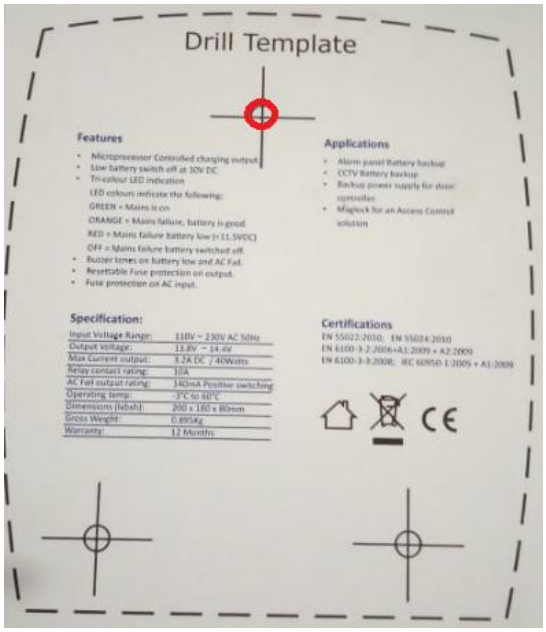
- Set of screw drivers
- 8mm socket for pozi screws
- Drill bits Concrete
- Drill bits Steel
- Set of pliers – Long nose and side cutters
- Hiltis, pozi screws butterfly screws Red plugs multicore wire
- Trunking/conduit
- Hacksaw
- Hammer
  8mm, 10mm and 5mm
  3mm, 5mm, 10 mm 12mm 15mm
- Fish Tape – Nylon

Procedure:

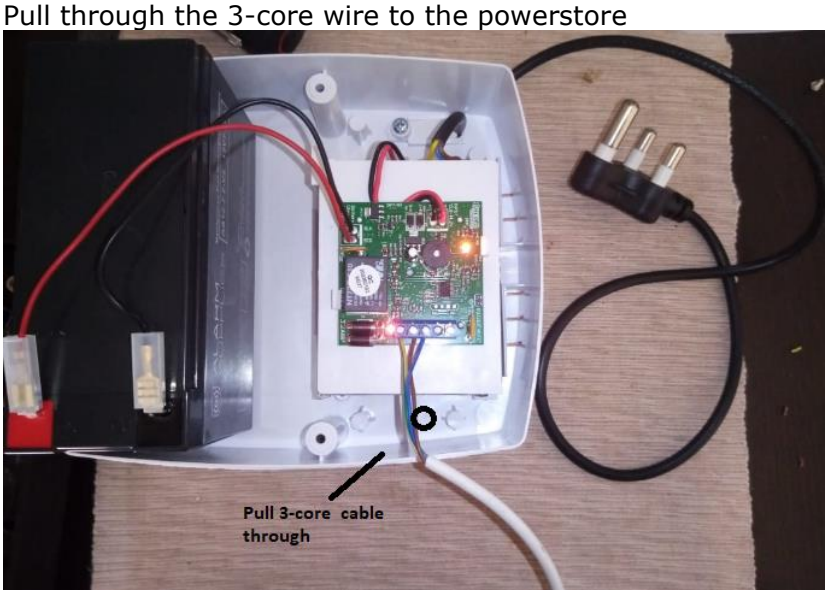
1. Measure 1.3 meters from the floor and hold the draw box in place
2. Using a spirit level ensure that the draw box is level
3. Mark the installation position with a pencil through the 4 x drill holes in the draw box
    a. Ensure that there is sufficient spacing on the left-hand side of the device to allow the client to insert a usb/memory stick to the USB slot provided
4. Drill the 4 required holes as marked using 5mm drill bits
5. Mount the Draw box with Fischer plugs and screws
    a. Ensure that the draw box is securely mounted



6. Identify where the Powerstore will be mounted (Above the device, to the right, to the left or below) and make the hole in the draw box as required to feed the 3-core wire through. The draw box has markings to allow holes to be easily drilled through to create the spacing required for the hole.
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



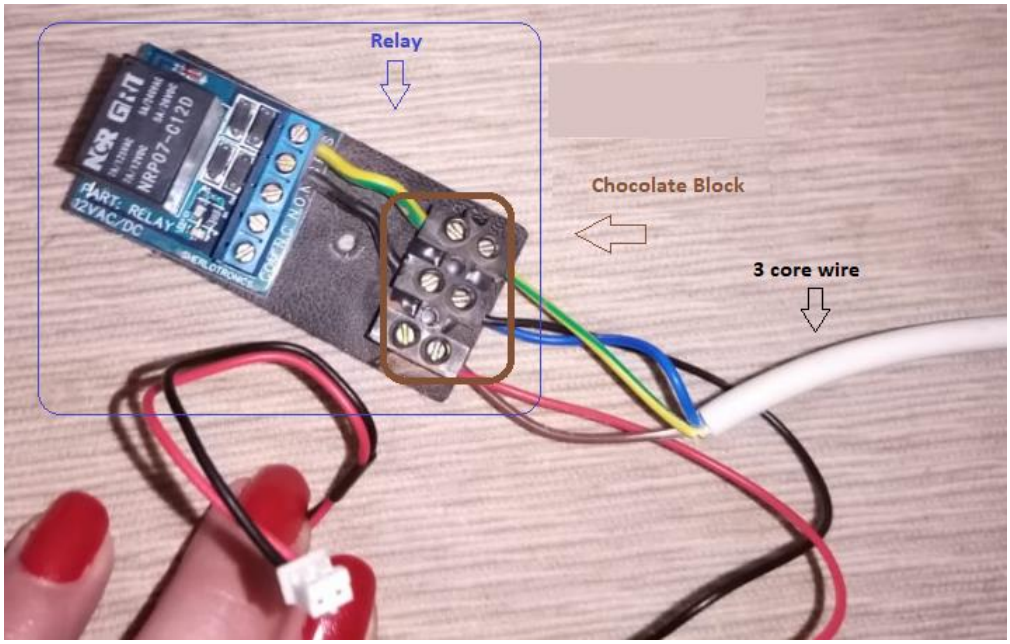
10. Pull through the 3-core wire to the powerstore



11. Connect the 3-core wire to the blue powerstore connector
    a. Green/Yellow to AC fail
    b. Brown to +Positive
    c. Blue to -Negatve

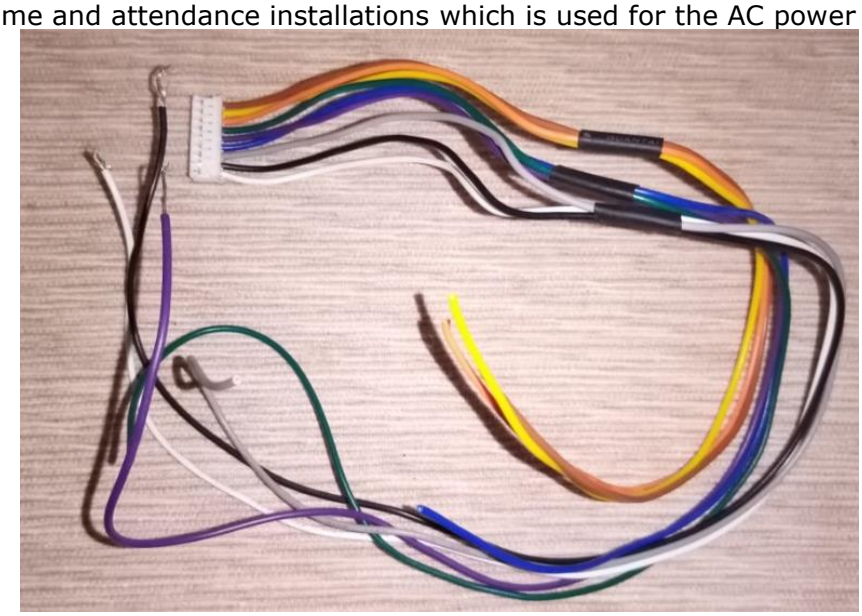
    NOTE: In the event that the power socket is in close proximity, please shorten the power cable

12. On the opposite end of the 3-core, connect the 3-core wire to the chocolate block within the drawbox
    a. Brown wire from the 3-core connects to the chocolate block in line with the COM connections
    b. Blue wire from the 3-core wire connects to the Negative chocolate block
    c. Green and Yellow wire from the 3-core wire connects to the Positive chocolate block



13. Connect the power cable (Red and black cable) to the chocolate block on the device relay located within the Draw box
    a. Black connects to with the Blue wire from the 3-core
    b. Red connects to the brown wire from the 3-core

14. From the multi coloured wire, we use the black wire and the white wire only for Time and attendance installations which is used for the AC power failure



a. The black wire connects to the COM connector on the relay
b. The white wire connects to the Normally open "N.O" connector on the relay

15. Ensure that your device wiring is neatly taped together

16. Fasted the back plate to the draw box using the screwdriver provided

17. Connect the Multi colour wire and power wire from the draw box to the back of the device

18. Attach the device to the back plate

19. Connect the battery wires to the battery

20. Place the battery into the powerstore
21. Secure the powerstore cover
22. The power adapter of the power store can now be connected to the dedicated power socket
23. Ensure that the area is clean and tidy
24. Ensure that the Job card is signed off and email the jobcard and the installation photo to Bookings@ersbiometrics.co.za
25. Notify via whatsapp group that the job has been completed and request confirmation to leave site

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