

Dado Door Keypad and Optional Fingerprint Sensor  
Operation Manual



**Standard  
LCD Touch  
Panel**

**Keypad with  
Fingerprint  
Sensor option**

The **Dado Door LCD Touch Screen** is offered in a standard configuration (shown on left), as well as with a fingerprint sensor option (shown on right). The Fingerprint Sensor version screen is typically configured as a Numeric Keypad, with the Standard Touch Screen graphic available as a user-selectable option if desired. There may be circumstances where the user may want a code or fingerprint entry, and other times the user wants the standard touch screen for non-secure entry. The screen modes can be toggled easily to select which mode is active.

The basic feature of the Keypad is a numeric code entry touch pad, which allows the user to enter a four digit code to open the door. There are two different codes available for use to operate the door: the **Admin** code and the **User** code. The Admin code will open the door just as the User code will open the door. The Admin code is typically only known to the owner, whereas the User code is given to persons such as staff, guests, etc., for whom limited access is available. The User code will ONLY open the door. The Admin code, however, is required to perform the following:

1. Change the Admin 4 digit passcode
2. Change the User 4 digit passcode
3. Enter a new user into the Fingerprint Database
4. Delete a specific user from the Fingerprint Database
5. Delete all users from the Fingerprint Database
6. Change the Autoclose mode of the door to On or Off
7. Toggle the screen from the Keypad mode to the Touch Panel mode
8. Toggle the screen from the Touch Panel mode to the Keypad mode

NOTE: These menu items are subject to change.

The Admin and User password are shipped with the code set to 1234. The owner should change the Admin and User codes when the door is ready for operation. The User passcode should be set to a number different from the Admin code. Do not give out the Admin code to anyone unless you want them to have full access to keypad programming. Information on changing the pass codes will be discussed later in this guide.

When the door is ready for normal operation, the homeowner should delete all users in the fingerprint database to insure that the database is cleared out. The process for entering new users, deleting specific users, and deleting all users will be covered in this guide.

**Warning notice:** Be absolutely sure that the Standard Touch Panel ONLY gets plugged into the TOUCH PANEL ports on the Master Controller. Likewise, be sure that the KEYPAD with Fingerprint Sensor Option ONLY gets plugged into the Bio/Keypad port. Plugging a device into the wrong port may cause damage to the Master Controller and/or touch panels/keypads.

The terms Touch Panel or Touch Screen may be used interchangeably in this guide. The first version of the Dado 'touch panels' were made of glass. The glass versions have been discontinued and replaced with an LCD touch screen using a graphic similar to the original painted graphic on the glass. The term has transitioned from Touch Panel (older style) to Touch Screen (newer style).

**Code Reset:** At this time, the user is not allowed to 'reset' the Admin code to the default, since if others knew of the reset feature it would present a risk. Only Dado Door can provide info regarding resetting the passcode to the default.

## Keypad Menu

The Dado Door system has several options that can be configured by means of accessing a menu on the keypad.

The image shows the Keypad with Fingerprint Sensor, with the numeric graphic.



To enter the Menu, press the Dado logo at the top left of the keypad graphic.



Upon pressing the Dado logo icon, a message will request that the user enter the Admin four digit code.

Enter Admin #

The correct four digit code must be entered within a matter of seconds, else the keypad times out and returns to its normal state. Upon timing out, a graphic message button will appear with the words 'Exit Menu' to inform the user that the particular mode has timed out. All menu items contain a time-out feature so that the keypad is never stuck. This means the the user can begin an operation, and if for any reason the user chooses to abandon the process, no further action is required, the touch screen will time out automatically and return to normal if any action is initiated but never completed. The keypad menu list can also be exited at any time by pressing the logo again to return to normal operation.

The keypad graphic contains the numbers 0 - 9, as well as the "-" and "+" keys. These additional plus/minus graphic buttons serve several purposes. The first and most basic function of the plus/minus keys is to scroll through the list of options in the menu. The second function is to change a setting where applicable. In such a case where the user should be required to use the +/- buttons, there will be a message button showing the +/- buttons to indicate that the user should use these buttons to change a setting. An additional message will indicate any changes made. Once making a change, the keypad will simply time-out within a matter of seconds and return to normal operation, or the user can press the logo to escape the menu and return to the keypads normal operation.

If the user does not press a number, the keypad will time-out after a number of seconds and return to normal operation.

Exit Menu

There is no indication given if the user did not enter the correct code. The user can press as many keys as they want, but when the system receives the actual 4 digit passcode sequence, a message will appear "Accepted", meaning a correct passcode has been received. Once receiving a valid Admin code, and subsequent "Accepted" message, a message will appear stating "Menu Options:".

Accepted

Menu Options:

This is the top of the menu list. The user can now press the "+" button to scroll through the menu list. At any time the user can also press the "-" key to move backwards in the menu list. If no action is taken once entering the Menu List, the touch screen will time-out after a number of seconds and return to the main menu. Likewise, the user can press the Dado logo to exit the menu.

Once the user selects the menu list item they want to change, the user will then simply click on the menu button and immediately enter that option. Further instructions may follow to guide the user through that specific process. If only a simple +/- is required, the message button will include the +/- to indicate that the user should press either the "+" or "-" button to change an option. If the user has entered into an option, and decides that they do not want to change a setting, they can either wait a few seconds and the keypad menu list will time-out and return to normal operation, or they can press the Dado logo to escape the menu.

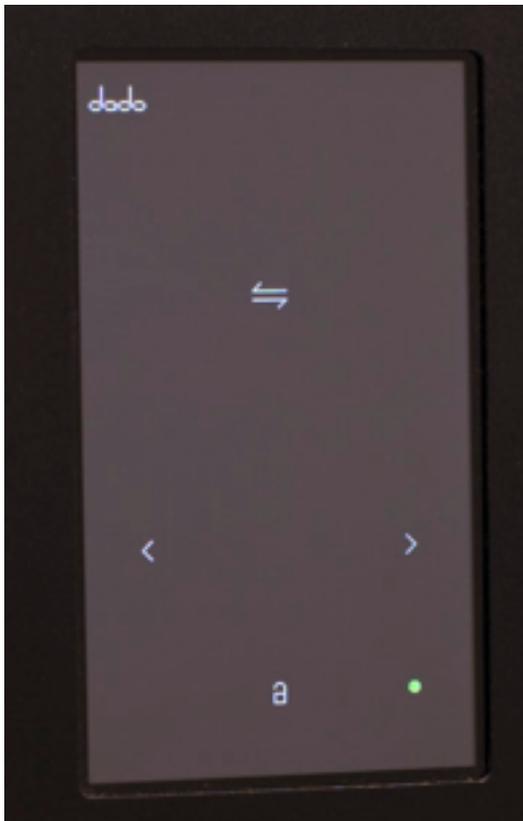
## Menu Options:

- Toggle Screen
- Change Admin Passcode
- Change User Passcode
- Enter New Fingerprint
- Delete A Specific Fingerprint by Slot Number (0-990)
- Delete All Fingerprints
- Auto Close Mode
- Exit Menu

Toggle Screen

### Toggle Screen

The Toggle Screen feature allows the user to change the LCD screen graphic from the Keypad (numeric layout) to the Standard touch panel graphic shown below. Once in the menu list, scroll to the Toggle Screen option using the +/- screen buttons, then simply press the Toggle Screen message button. This will switch the screen layout to the standard Touch Screen. To return to the numeric keypad screen while in the standard screen mode, hold down the Dado logo for a few seconds until the numeric keypad appears requesting the Admin Passcode. The Admin code must be entered within a matter of seconds, or the screen will time-out and revert back to the standard view. The purpose for requiring the Admin passcode is so that the modes cannot be changed without owner/admin permission.



## Change Admin

### Change Admin Passcode

To change the four digit Admin passcode number, enter the menu list as described earlier. Scroll to Change Admin using the +/- graphic buttons, then press the Change Admin graphic button. A message will appear requesting the user to type in the new 4 digit code. The user can enter any amount of numbers, each time the new resulting passcode will appear at the bottom of the screen. The user may continue to alter the passcode as desired until the new passcode is showing. Once the passcode is entered, press the Accept Change graphic button to save the changes. The changes to the passcode are permanent and may only be changed by entering the Change Admin process. It is VERY important be to sure not to press Accept Change until the correct passcode is visible, and it is also very import to make note of the code that is visible prior to pressing Accept Change. There is no method provided to retrieve the passcode except by contacting Dado Door. The reason for not allowing a 'secret' method of passcode reset or retrieval is that it would make the system vulnerable to undesirable access. If the Accept Change button is pressed and you have not confirmed that correct code is visible, you will need to contact Dado Door for a method to reset the code.

## Change User

### Change User Passcode

To change the four digit User passcode number, enter the menu list as described earlier. Scroll to Change User and press the Change User graphic button. You can then enter the new 4 digit code. Once the correct 4 digits are visible at the bottom of the screen, press the Accept Change graphic button to save the new code. The code is stored permanently. The code cannot be retrieved, however it can be overwritten at any time by anyone with Admin access.

## Enter New Print

### Enter New Print

The Fingerprint database will allow up to 990 fingerprints to be entered into 'slots'. For each new print entered into the database through this enrollment process, a slot number is assigned automatically for that print and displayed at the time the new print is enrolled and accepted. The slot number assigned is the first available slot in the database. If at one point a user existed in slot 0004, and that user was removed, the slot number 0004 will become available again for use. If you are wanting to maintain a directory of users/prints in the database for future management, be sure to keep a log in which you write down the persons name and slot number assigned at the time of the fingerprint enrollment. In this way, if it is ever desired to remove a specific user from the database, you can use the Delete User# process from the menu to remove one or more users. See Delete User# below for more info.

During the process of entering a new user into the fingerprint database (enrollment process), the software will request the user to place a finger on the sensor. Be sure to place the finger firmly on the sensor in a fashion that can be easily repeated. Consider that if a finger is placed in an awkward manner during the enrollment, it may result in the finger placement not being easily repeated when attempting to scan the finger for door operation. It may be best to make a few practice attempts while not in the enrollment process to get a feel for what finger you will want to use, as well as determining a natural and comfortable ergonomic finger placement. The common finger to use for the process is the thumb or pointing finger. In either case, find a method of finger placement that is natural and easy to replicate. Although the software is rather forgiving for finger misalignment, if the position of subsequent placements are too different, the sensor may misread the print and indicate that the print was not found.

If you have entered a print into the database in such a manner that causes occasional misreads, it may be a good idea to delete the specific slot and re-enter the fingerprint again.

Using the fingerprint sensor after the print is stored in the database:

It takes less than a second for the sensor to scan the finger. It is not necessary to hold the finger on the sensor for any longer than a second. Simply place the finger firmly on the sensor and remove it right away. The screen will display a message containing the slot number of that print if the scan was successful, else the screen will display a message "Print Not Found". If you are certain that the print is stored in the database, it may be that the finger was not placed properly on the sensor.

A rectangular button with a dark background and light-colored text that reads "Delete Print #".

### **Deleting a specific user from the fingerprint database:**

In some cases, the client may desire to remove a user from the database. For example, if the user has entered a fingerprint, but finds that the print was not placed comfortably during the initial enrollment process and subsequent reads are occasionally not being accepted, the user may delete that fingerprint 'slot' number and re-enter a new fingerprint. Keep in mind, there is no rule against a single user entering different fingers, in other words a user can enter a thumb and their index finger. Another example of deleting a specific user is in such a case as a user has been entered into the database, but the owner wants to restrict that person from future entry.

In a case where the client wants to remove a user, they must have recorded the slot number assigned to that user by the software during the enrollment. However, any time a user places their finger on the sensor the LCD screen will display the slot number. This method of slot retrieval is only valid if the user is available to place their finger on the sensor.

Press the Dado logo on the top left of the screen to enter into the menu list. The user must enter a valid four digit passcode to enter the menu list. Once the passcode is accepted, scroll to the Delete User# message button using the + graphic button, then press the Delete User# button. The user will be prompted to enter the specific user slot number to be deleted. To enter the slot number, simply press the number keys until the slot number is showing at the bottom of the screen. For example, if the user to delete is slot number #0005, press the numbers 0005 on the numeric keypad. As the number is typed, the slot number appears at the bottom of the screen. If the user makes a mistake, simply continue pressing numbers on the keypad until the correct number is showing.

As soon as the user has begun typing numbers, a message button will appear that states "Confirm Delete". The user can continue to change the number until the correct slot is showing at the bottom. Once the correct slot number is showing, press the Confirm Delete message button. The user in that slot will be deleted. Once deleted, there is no process to retrieve the fingerprint data. If a user has been deleted accidentally, the user must be enrolled again using the Enter New User process.

## Delete All Prints

### **Deleting ALL users from the fingerprint database:**

The client may have a need to remove all users from the fingerprint database. The process for deleting all users in the database is as follows:

Press the Dado logo on the top left of the screen to enter into the menu list. The user must enter a valid four digit passcode to enter the menu list. Once the passcode is accepted, scroll to the Delete All Prints message button using the + graphic button, then press the Delete All Prints message button. This process cannot be undone. Only press the Delete All Prints message button if you are certain you want to erase all prints. If this process is done accidentally, the client will have no choice but to re-enter the users into the database using the Enter New Print enrollment process.

## AutoClose

Auto Close Mode determines if the door automatically closes after each entry. On the Dado Master Controller, there is a menu driven screen and several buttons. Once menu item allows for the user to choose the Auto Close Delay time to best suit the environment. Some clients may want a longer time delay, others want a short delay. The delay can range from 0 seconds to 60 seconds. There is also a menu option to store the Auto Close Mode in case of power outage. For example, if the power goes out to a door, upon power up the door automatically goes through a REBOOT process and will HOME to the limit switch mounted on the track (this is typically the fully open position). Once the door is rebooted and moved to the fully open position to re-establish the ZERO position based on pressing the HOME switch on the track, the door will ONLY close automatically if the user has stored the Auto Close to ON in the Dado Master Controller.

On the touch screen, there is a menu item in the list called AutoClose. This setting allows the client to more easily access the Auto Close feature. A typical example is during a party, the client may want the doors for a particular entry to remain open, rather than closing each time someone enters. In this example the user will set the AutoClose to OFF in the menu. When the client wants the door to resume AutoClose Mode, they may enter the touch screen menu and change the setting back to ON.

**NOTE:** Changes on the touch screen to the AutoClose Mode do NOT get stored permanently to memory. Only changes to the Dado Master Controller are stored permanently. In other words, however the AutoClose Mode is set in the Master Controller will determine the behavior of the AutoClose Mode on REBOOT.

### **To Change the AutoClose Mode from the Touch Screen:**

Press the Dado logo on the top left of the screen to enter into the menu list. The user must enter a valid four digit passcode to enter the menu list. Once the passcode is accepted, scroll to the AutoClose message button using the + graphic button, then press the Delete All Prints message button. This process cannot be undone. Only press the AutoClose message button. Upon pressing the AutoClose Message button the message will change to - AutoClose +. The +/- indicate that the user must now press either the "+" or the "-" graphic buttons on the keypad to choose the state of AutoClose. Pressing + will turn ON AutoClose, and pressing - will turn OFF AutoClose. If the AutoClose status was already ON, then pressing the + graphic button will not affect a change to the status.

**Touch Screen Dimensions and Installation Info:**

The Dado Standard Touch Screen faceplate dimensions are 3 - 5/8" wide x 4 - 1/16" high.  
The rear box of the module is 2.975" wide x 5" high.

The Dado Keypad With Fingerprint Option faceplate dimensions are 3 - 5/8" wide and 6 - 7/8" high.  
The rear box of the module is

The viewable LCD area on both screens is 2.125" wide x 3.75" high.