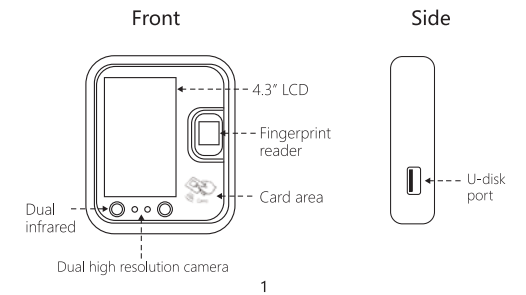


Face & fingerprint recognition terminal quick guide

Version: V3.0

1.Appearance Display

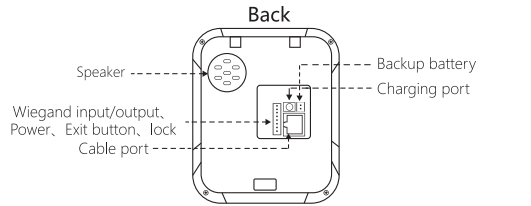


【View personal log】After verified successfully by face, fp, Card or pwd, then click the icon , it will display personal logs, This method is suitable for querying logs without entering the menu.

5.Download and upload users

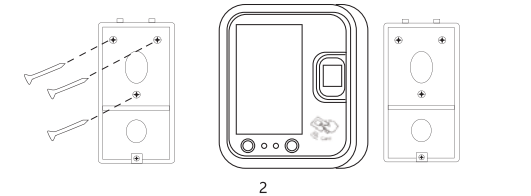
Click the menu icon in the higher left corner of the screen> 【User Mgt】> 【Download User】, then you can download staff information in excel form, Also you can edit the form on PC. Pls refer to below picture:

ID	Name	Dept.	Shift	Manager	Fp	Face	PWD	Card	TA Times	Start	End
1	Lucas	Office	1	10	1			10074553			
2	Ryan	Office	1	10	1		123				
3	Olivia	Office	1	10	1	1					
4	Ava	Office	1	10	1						



2.Wall Mount Installation

- 1) Recommended installation location is 110CM higher than ground.
- 2) Disassemble rear hanging plate and attach it to the wall to select the suitable installation position, then make a mark.
- 3) Drilling on wall according to the marked position.
- 4) Fix the rear hanging plate on the wall.
- 5) Install the device on the rear hanging plate and fix it, then power it up.



Fill in personnel information according to the prompt of form header as for "Shift" item, it is the editing shift number in the time attendance setting. When Complete the editing. Directly Click 【Save】, and save the edited file into U-disk. After editing shift form, Click the menu icon in the higher left corner of the screen> 【User Mgt】> 【Upload User】 then insert U-disk, click 【Upload User】 and transmit the edited user information to device.
Remark: For Time zone, start time and end time, Pls refer to User Access in Chapter 10 Access.

6.Shift setting

Click the menu icon in the higher left corner of the screen> 【Shift】> 【Download Shift】, then you can download shift arrangement in excel form, Also you can edit the form on PC. Pls refer to below picture:

No.	Name	Sec1	Sec2	Sec3	CutOffTime
1	Time 08:00	08:00	12:00	12:00	12:00
2	Night 24:00	22:00	06:00	06:00	06:00

3.Attention

- 1) Do not operate with power during installation.
- 2) 12V/3A power supply is recommended.
- 3) Do not install the device in direct sunlight or in a humid place.
- 4) Please read the wiring diagram of access control, and wire it according to the rules strictly.
- 5) On the situation that static electricity is a bit heavy, please connect ground wire first and then connect other wires, which can protect the device from damaging in static electricity.

4.User Management

Click the menu icon in the higher left corner of the screen> 【User Mgt】> 【Add User】, 【Add User】 includes options like ID, Name, Face, Fp, Privilege, Pwd, Shift and Dept. After registration, click icon then click 'YES' to save it.

【ID】 When registering, each user can only have one unique 'ID'.
【Name】 Input, edit name through T9 input method.
【Face】 Follow the on-screen prompt for face registration. In order to improve the recognition rate, if you wear glasses, you can backup register one remove glasses of face.
【Palm】 Follow the on-screen prompt for palm registration.(optional)
【Fp】 Choose the Fp and press the same finger three times to complete the registration.
【Shift】 Choose the shift accordingly.
【Dept】 Choose the department accordingly.
【Privilege】 Choose 'Manager' or 'User'.
【Pwd】 Use keypad to input password less than or equal to 8 digits, and enter it again after confirming, if twice input passwords are same, it will prompts the registration is successful.
【Pwd Verification】 Click the menu icon in the higher right corner of the screen. Input user ID, click'ok'; then input pwd, click 'ok', again to confirm.

Click the icon in the higher left corner of the screen, there will pop up a quick query window, then input user ID to locate the user. Or press up and down to find user.
1) 【Edit user info】: 【Select the user to edit】→ 【edit】:The same as 【Add User】.
2) 【Delete user】: 【Select the user to delete】→ 【Del】, press 'ok' in delete window to delete the selected user.
3) 【View the log】: 【Select the user to view the log】→ 【Log】, Can view attendance logs.
4) 【Manual punch】: 【Select the user to add log】→ 【Sign】, Due to an unexpected situation, a user forgot to punch or other reason cause didn't have corresponding logs, but actually that user was present, so you can use 【Sign】 function to add log for the user.

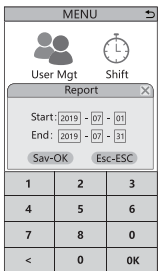
【Upload shift】: After editing, insert U-disk and click the menu icon in the higher left corner of the screen> 【Shift】> 【Upload Shift】, then you can upload the edited shift arrangements into device.
【Edit Shift】: Click 【Shift Edit】 and enter shift edit interface.1- 8 numerical key represent 8 groups of shifts that can be edited. You can choose some group of shift and click it to edit.

Item	Unit	Meaning	Scope
Allowed late arrival time	Mins	When user's late arrival time exceeds *** mins (This time scope can be set between 0~255 mins), then it is treated as late arrival.	0-255
Allowed early leave time	Mins	When user's early leave time exceeds *** mins(This time scope can be set between 0~255 mins), then it is treated as early leave.	0-255
Repeat verification time	Mins	Check if the user has checked in repeatedly within the corresponding time(This time scope can be set between 0~255mins).	0-255

Item	Meaning
No	Must sign all IN and OUT time
INOUT DAY	Only sign the first IN time and last OUT
IN a day	Only sign the first IN time
Out a day	Only sign the final OUT time
Only IN	Only sign all the IN time
Only OUT	Only sign all the OUT time

7.Report

Click the menu icon  in the higher left corner of the screen> **Report** , Insert U-disk, and input the start and end time that you need to check. Click "OK" to download the report. The report includes original record sheet(Original Record), attendance list(Schedule) and summary sheet(Summary Report).



Original Record : You can check all users' attendance records in the sheet. Pls refer to below picture:

Original record	
Date: 2019-8-1~2019-8-31	
ID: 1 Name: Lucas Dept: Office Shift: Day Shift	
1	2
3	4
5	6
7	8
9	0
<	OK

Schedule : Attendance machine can automatically analysis the clock-in and clock-out data, and transmit these data in EXCEL file to the U disk. Format as below: (Remark: Red text indicates that the attendance is abnormal, such as late, early leave. Blue means overtime)

9

According to the rules and regulations of user's entry and exit, Set the passage time of each week to the corresponding day time zone. For example, the above-mentioned daily time zone rule(only 6:00am to 8:00am can open the door, and only 17:00pm to 19:00pm can open the door) applies from Monday to Friday, and door can be opened all day on Saturday and Sunday. Pls refer to (Figure 1) for Week Timezone 1:

Week time zone	
MON	1
TUE	1
WED	1
THU	1
FRI	1
SAT	2
SUN	2

(Figure 1)

Normal open time zone	
MON	1
TUE	1
WED	1
THU	1
FRI	1
SAT	2
SUN	2

(Figure 2)

Remark : In our device, **Week Timezone 0** is default to open the door all day. All other time zones are customizable.

User Access	
ID	NAME
1	Lucas
2	Ryan
3	Olivia
4	Ava
5	Noah
6	
7	
8	
9	
0	
<	OK

13

Normal Open Time : According to requirements, Set the passage time of each week to the corresponding day time zone. Example: If the setting is as (Figure 2), Day time 1 applies to every day, then it means the door is kept open between 6:00 am and 8:00 am and 17:00pm to 19:00pm everyday.

User Access control : Set the time zone and effective time range of users. You can also download and edit the shift arrangements in excel format, and then upload into device.

schedule	
ID: 1	Name: Lucas
Dept: Office	Shift: Day Shift
Date: 2019-8-1~2019-8-31	
Sec1	Sec2
IN	OUT
12:03	13:25
18:06	
8	8
0	0
0	0

Summary Report : It is a Statistics display of employee attendance for one month.

Summary Report	
Date: 2019-8-1~2019-8-31	
ID	Name
1	Lucas
Dept	Office
Normal	Actual
248.0	248
77.5	77.5
0	0

8.System Setting

Device Setup	
Device ID	1
Language	English
Voice OUT	Yes
Sleep Mode	Yes
Power off	Yes

Advanced Setup	
FP Per User	3
FP Level	3
Face Per User	2
Face Level	5

Time	
Date Fmt	Y/M/D
Time Fmt	24H

10

11.Communication Setting

COMM Set	
Ethernet	
Server	

Ethernet	
DHCP	否
IP Address	192.168.0.1.224
Subnet Mask	255.255.255.000
Gateway	192.168.0.0.001
Port No	5005

Click the menu icon  in the higher left corner of the screen> **COMM Set** > **Ethernet**

Use Ethernet to connect the device to computer, An example is shown in the figure below:



IP Address: 192.168.1.224
Subnet Mask: 255.255.255.0
Gateway: 192.168.1.1



IP Address: 192.168.1.100
Subnet Mask: 255.255.255.0
Gateway: 192.168.1.1

12.Schematic Diagram of Access Control Wiring

14

Click the menu icon  in the higher left corner of the screen> **System** , System Settings include device ID, language, voice, sleep mode and the number of registered fingerprint, face, palm print, registration threshold Settings.

9.Data Management

Click the menu icon  in the higher left corner of the screen> **Data Man** , Data management consists of 6 modules: Download Glog, Download All Glog, Clear All Enroll, Delete All Glog, Initialize System, Clean Manager.

Down Glog : New attendance logs saved in device can be downloaded to U-disk, and form a TXT file, eg: "GLG_001.TXT".

Down All Glog : All attendance logs saved in device can be downloaded to U-disk, and form a TXT file, eg: "AGL_001.TXT".

Clear All Enroll : Delete all registration info of all users(include face, palm, fp, card and pwd).

Delete All Glog : Delete all logs of all users.

Initialize System : Restore the device to factory state.

Clean Manager : Clear all manager privileges on the device.

10.Access Control Function

OD Delay : Set the time between lock relay effective and the state of resume normal.

Fail Count : It is to set how many times of failure in ID verification for triggering alarm.

Anti Pass : Anti pass function will be activated when it is set as in, out or both directions.

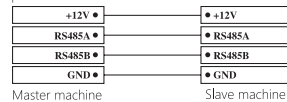
Weigand Port : The weigand port is divided into weigand input and weigand output.

11

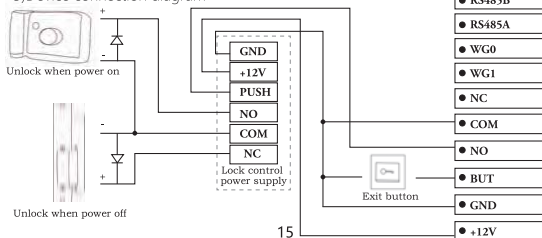
1) Schematic diagram of device wiring port

RS485B	RS485-
RS485A	RS485+
WG0	Set to Wiegand input or Wiegand output in
WG1	Access - Lock Set page
NC	Normal closed end of control lock signal
COM	The common end of the control lock signal
NO	Normal Opened end of the control lock signal
BUT	Opening Signal
GND	GND
+12V	+12V

2) Connect the RS485 port



3) Device connection diagram



15

Access	
Lock Set	
Time zone Set	
User Access	
Open Group	

Lock Set	
OD Delay	5
DOOR SENSOR	No
Fail Count	No
Anti Pass	No
Wg Port	Out PUT
Wg_format	34
Wg_output	card id

Wiegand format : You can define weigand port output format. The default format is 34bits, and it can be changed to 26bits.

Wiegand output : You can define Wiegand output format. Choose User ID, 1+User ID, Device ID+User ID, Card No.

Time Zone Setting : It is to define the day time zone, week time zone and normal open time zone.

According to the rules and regulations of user's entry and exit, set the daily access time to the corresponding time period. You can totally set 8 groups of day time zones, or week time zones. For example, you can set the time between 6:00am and 8:00am to open the door, and the time between 17:00pm and 19:00pm to open the door. Pls refer to below picture Day Timezone 1 setting. If you want to set the door to be open in all day, pls refer to below picture Day Timezone 2 setting.

Example: **Day Timezone 1** setting as below

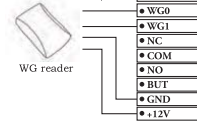
1	06:00	08:00
2	17:00	19:00
3	00:00	00:00
4	00:00	00:00
5	00:00	00:00

Example: **Day Timezone 1** setting as below

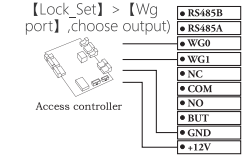
1	00:00	23:59
2	00:00	00:00
3	00:00	00:00
4	00:00	00:00
5	00:00	00:00

12

1) When Weigand be set as input (Click the menu icon  in the higher left corner of the screen> **Access** > **Lock Set** > **Wg port** , choose input)



2) When Weigand be set as output (Click the menu icon  in the higher left corner of the screen> **Access** > **Lock Set** > **Wg port** , choose output)



13.FAQ

- 1) Face, palm cannot be read successfully or read slowly.
 - Make sure face, palm appears in the lock box without any shielding.
- 2) Fingerprint collector cannot read fingerprints or is very slow in fingerprint matching.
 - Check if the finger is directly pressed right above the fingerprint collection port, or if the user's fingerprint skin is worn.
 - Check if it is wet or dusty on the fingerprint reader. If so, Pls carefully clean the fingerprint collector and match again.
 - If your finger is too dry, you can try to make your finger moist with breathing, then try to match again.
- 3) It has passed the verification, but the lock doesn't open.
 - Check if the user permission setting is correct.
 - Check if the wiring of the electric lock and the door open signal is correct.
- 4) When communication with Ethernet, the software detects that the device cannot be connected online.
 - Check whether the device ID on the software is the same as it is in the device, and whether ping device IP can be connected. Make sure the device ID and network are normal before rechecking online.

16

FCC WARNING

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

To maintain compliance with FCC's RF Exposure guidelines, This equipment should be installed and operated with minimum distance between 20cm the radiator your body: Use only the supplied antenna.