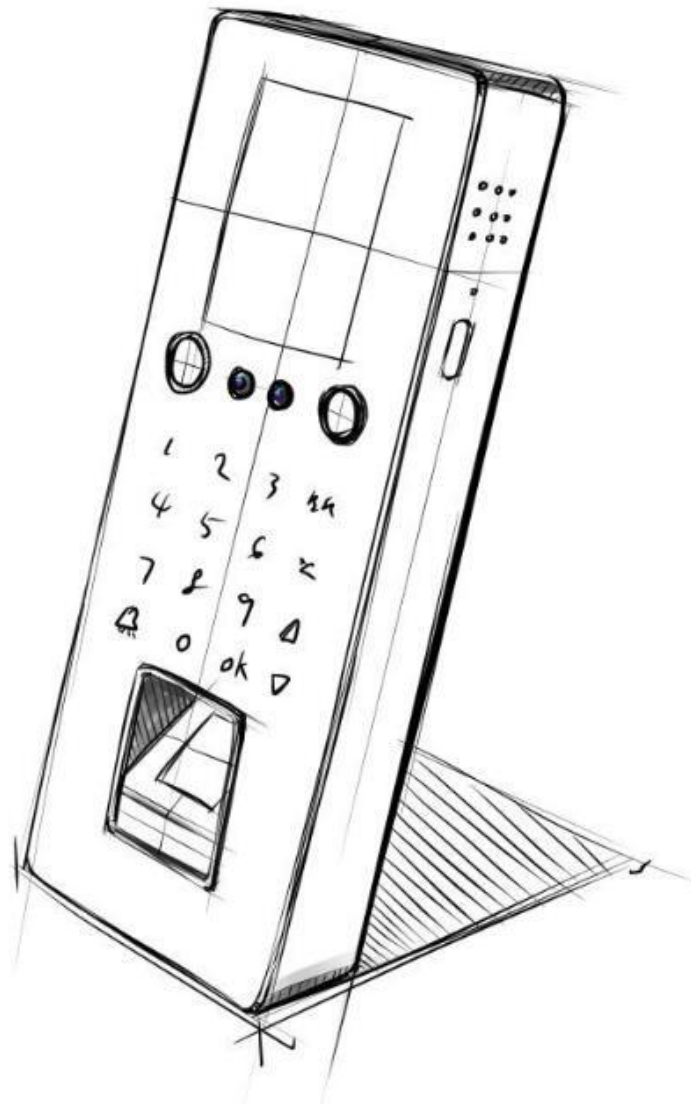


# Facial and Fingerprint Time Attendance and Access Control Terminal

## User Guide



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## 1.Notice

Please don't leave the equipment in the light shine. Light has an obvious effect on fingerprint acquisition. (The fingerprint would not be verified)

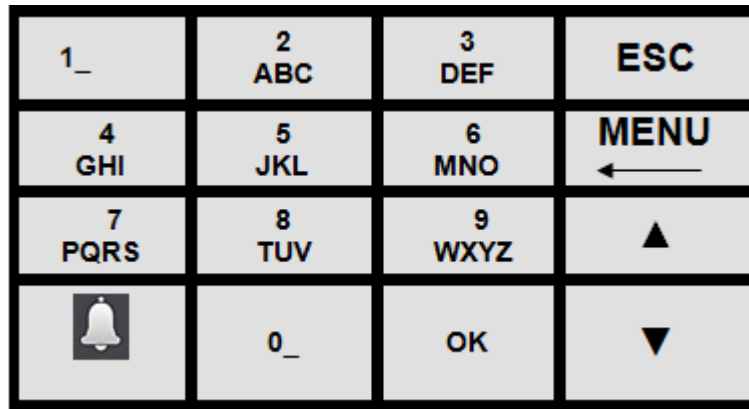
In summer, try not to use outside. The temperature range of fingerprint machine is 0-40℃.

Using in outdoor long term fever, the machine is likely to be slow.

If you must use in outdoor, recommend the use of sunshade and heat radiating device.

### 1.1 Keypad & Connection Port

Keypad (Fig. 1)



(Fig. 1)

**Index**

Keypad 0 – 9     Input number, alphabet or select menu options  
 “0”= space

ESC                Exit

MENU             Enter Menu Status

OK                 Enter (Confirm)

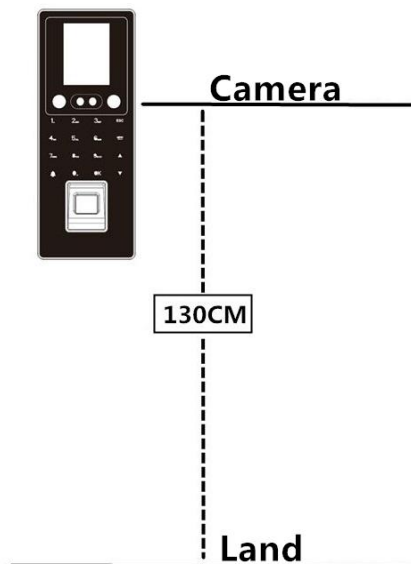
▲                    Cursor Upward

▼                    Cursor Downward



After link a external doorbell indoor, user can press this button when he need to enter the door, then the doorbell indoor will ring. When need to input user name, press bell key to change input method.

**2. Installation**



2.1 Please make sure the device is power off before install.

2.2 In autumn and winter, due to the serious static electricity brought by the human body, it is recommended to install the grounding wire before installation and other

wiring to prevent the instantaneous electrostatic voltage from damaging the machine.

2.3 Please connect the line before connecting the power cord. If the machine does not work properly after power-on, be sure to turn off the power immediately before testing.

2.4 If the distance between the power supply and the machine is far away, it is strictly forbidden to use other non-dedicated wires such as network cables instead of the power cables. When selecting the power cables, you should consider the voltage drop caused by the long transmission distance.

2.5 When the device is connected, the device wiring, main board and fingerprint are burned out due to abnormal wiring, which are not covered by the warranty.

2.6 Recommended ground clearance is 130CM,like the picture.

### 3.Facial and fingerprint recognition way

**Note: For face, users' eyes must to look straight to the camera**

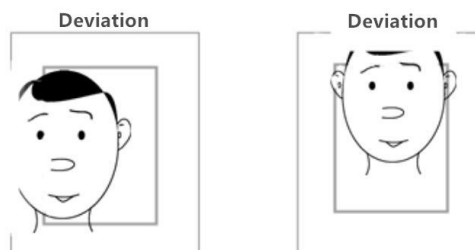
**For finger, user should put the fingerprint in the middle of the machine fingerprint scanner.**

3.1 Recognition Face: The best distance is 0.5m for user and machine(User height range1.55m-1.85m).If the face image is too dark or bright, user can move back or front to adjust.After finish install machine then to register users' face, if need to move the machine to other place, the distance and the light need to be the same as when register user, or machine may can not identify the user, when have this issue user need to delete the user then register again.

**A: Right Way**

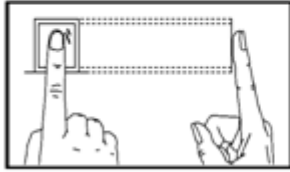


**B: Wrong Way**



3.2 Recognition Fingerprint: please use index finger, middle finger, ring finger, finger need to place flat on the scanner, the middle of the fingerprint put on the middle of the scanner.

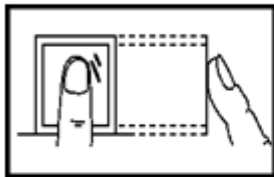
1) The right way:



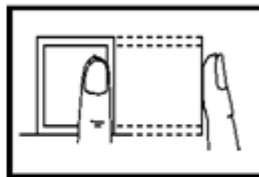
Press the finger on the flat, the finger heart as far as possible right on the centre

2) The wrong way:

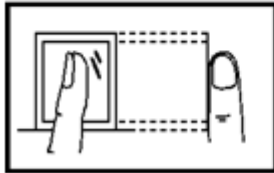
Tilt



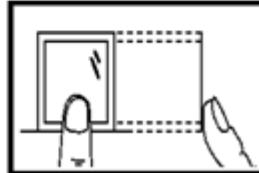
Deviate



bias



Lower



## 4. User Management

Enroll ,add or delete user information ,face, fingerprint, card and password.

### 4.1 Enroll User

In this section user can add new user.

<b>Employee</b>	DevSet
Att.Rule	DevTest
U-Down	SysInfo

Employee
<b>1. Register</b>
2. View User
3. Delete User
4. Download User
5. Upload User

Employee	
<b>1.ID</b>	<b>1</b>
2.Name	
3.Dept	
4.Face	Unset
5.Finger	Unset
6.Password	Unset
7.Card	Unset
8.Privilege	User
9.Verify	F/P/C

### Index

#### A 【ID】

Step: Enter menu (Press“MENU”) → **【Employee】** → **【Register】** → **【ID】**  
Input the users' ID, the ID should be within 1-99999999

#### B 【Name】

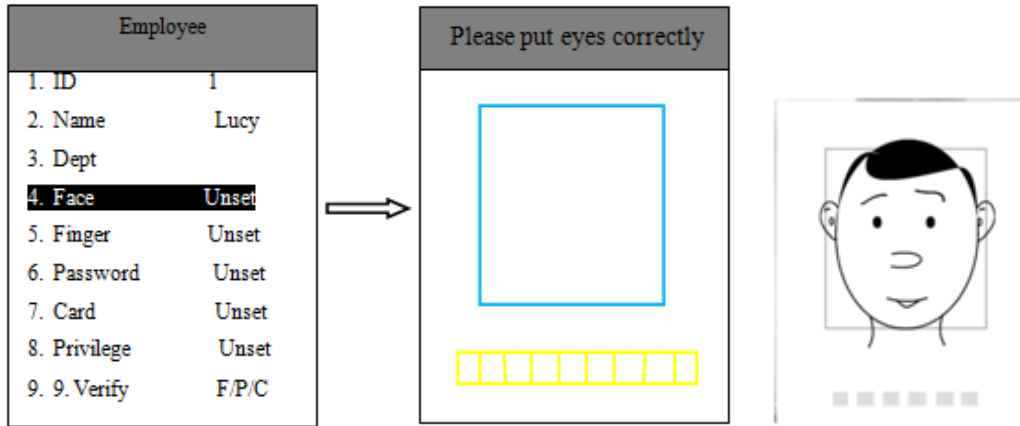
Press▼ to**【Name】**, use Bell key to change input method, and MENU key is delete.  
ESC key is to exit.

**C 【Department】**

Press ▼ to【Dept】, choose the employees' department,user need to set department before enroll(Step: 【MENU】→【Att.Rule】→【2.Set Dept】), if don't choose department, then will be in dept 1

**D 【Face】**

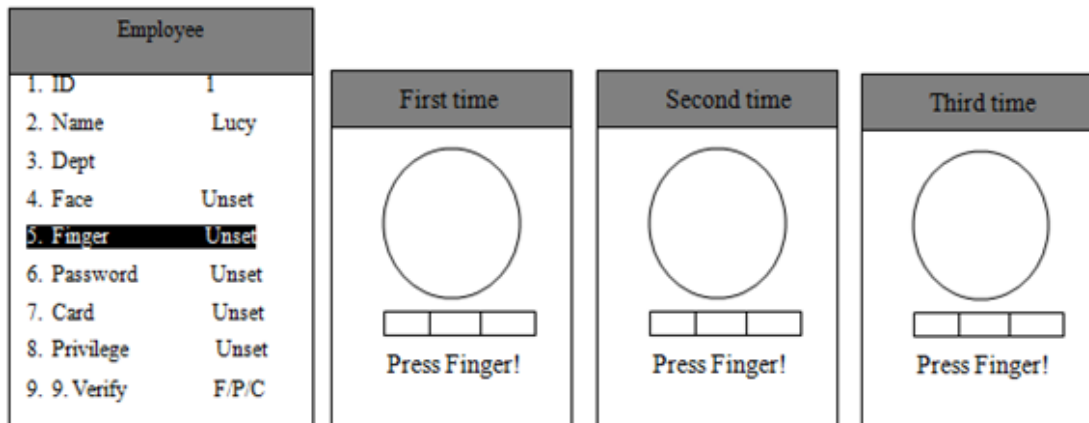
Press ▼ to 【4. Face】



When collect face, please put your face in the middle of the screen, the camera will collect the face image automatically after it detected face. When the progress bar at the bottom of the screen is completely over, the screen will prompt to automatically return to the information input interface of the current person after successful registration. (If no need next step, then press “ESC”to back)

**E 【Finger】**

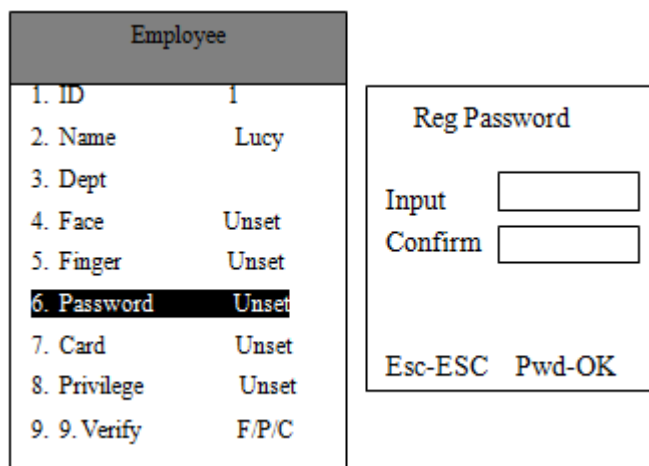
Press ▼ to 【4. Finger】



One finger need press 3 times, after collet successful, the screen will prompt to automatically return to the information input interface of the current person after successful registration. (If no need next step, then press “ESC”to back)

**F 【Password】**

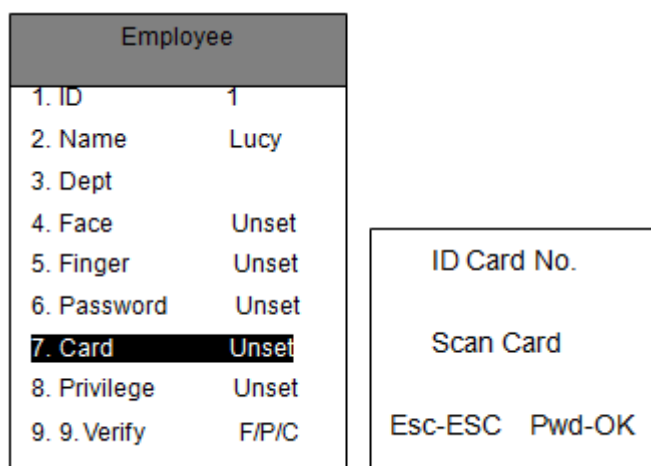
Press ▼ to 【Password】



When the screen prompts user input the password, input the password need to set, press “OK”, confirm the password again, and press “OK”to confirm successful.Password support 8 digits. (If no need next step, then press “ESC”to back)

**G 【Card】**

Press ▼ to **【Card】**



When the screen prompts punch card, punch card near the fingerprint scanner, then the card NO. will be on the screen.Press “OK”to confirm successful, if the card was registered, machine will prompts card NO. repeat. (If no need next step, then press “ESC”to back) .

**H 【Privilege】**

Press ▼ to **【Privilege】**, then choose the users' privilege. There are two privileges user and administrator, the machine defaults to normal users.When the machine have administrator, if want to enter menu need to identify administrator.

**I 【Verify】**

Default is F/P/C, it means one of the face/fingerprint/card/password verify way, and there are many other verify way, such as card+fingerprint, fingerprint+password, card+password, fingerprint+card+password, card+face.

**4.2 Edit User**

Step: Enter menu (Press“MENU”) → **【Employee】** → **【View User】**

Press ▼ to the user need to edit, press “OK”, choose the user to edit, when finish

press “ESC”back to menu

#### 4.3 Delete User

Press menu→【Employee】→【Delete User】

Press▼ to “Machine No.”, input the ID need to delete, press“OK”, then press▼ to “Delete”, press “OK”, after delete, press“ESC”back to menu.

## 5. Device Setting

Set device ID, time, communication setting, access setting, general setting,advance setting and record.

### 5.1 General Setting

Step: Press menu →【DevSet】→【General Setting】

- A 【Machine No.】 Set machine number (Default machine number is “1”)
- B 【Language】 can choose Chinese or English
- C 【Date format】 Choose Year/month/date format.
- D 【VoiceOut】 Choose “Yes” or “NO”, if choose “NO” then there will no voice
- E 【Volume】 Control the voice prompt size, the max. is 8
- F 【Auto Off】 Set the automatically power off time, the max. setting is after 255 minutes to power off, choose “NO”is not set.
- G 【Screen saver】 Set screen saver time, the max. time is 255 minutes.
- I 【Card format】 Choose card digit, the default 8 digit card.

### 5.2 Advance Setting

Step: Press menu →【DevSet】→【Advance Setting】

#### A 【Delete All Rec】

Delete all the record in the device, once delete can not restore, please backup before operate.

#### B 【Delete All Reg】

Delete all the user information in the device, once delete can not restore, please backup before operate.

#### C 【Default Setting】

Make the device back to factory setting.

#### D 【Upload Firmware】

Use Udisk to upload the newest firmware for the device.

### 5.3 Date and Time Setting

Step: Press menu →【DevSet】→【Date&Time】

Use ▲ and ▼key to set the right date and time.

### 5.4 Communication Setting

Step: Press menu →【DevSet】→【Set COMM】

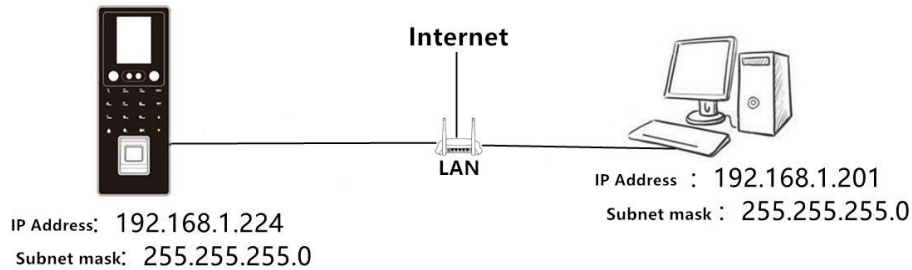
#### A 【Ethernet】

a. DHCP: Choose “yes”machine can get IP address automatically. Choose “NO” need to input IP address manually.



b. IP Address: Set machine IP address, this IP address can not be the same as the LAN, and need to install a software in a computer in the same LAN.

c. Subnet mask: The default is 255.255.255.0, user can according to the actual situation to change, like the following



d. Default gateway: Set the default gateway in the LAN

## B 【Server Set】

a. DNS: default is “NO”, user can according to the actual situation to change

b. Server Name: Set server name, user can according to the actual situation to change

c. Server IP: Set the IP address for the server which install the software.

d. SerPortNO.: Means server port number, the default is “7005”, user can according to the actual situation to change.

## C 【Server Req】

Means whether device can transfer data to server, default is “yes”, user can according to the actual situation to change.

## 5.5 Access control function

Step: Press menu → 【DevSet】 → 【LockCtrl】

A. Unlock Time: Default is “5”, means after open the door, it will delay 5 seconds to lock, user can according to the actual situation to change

B. Lock type set: It means the door magnet type, the default is “NG”

NG is no door magnet function, NC is normal closed, NO is normal open.

The default door magnet delay is 5 seconds, user can according to the actual situation to change.

C. Access Mode: Default is “1”, it means 1 user can open the door, if set 2 means need 2 user to verify at one time to open the door

D. Weigand Output Setting: Default is “WG26”, user can choose WG34, default Weigand data is ID, can choose CARD or FACILI.

## 5.6 Records Setting

Step: Press menu → **【DevSet】** → **【Records】**

Records	
1. MagRec Wrn	NO
2. AttRec Wrn	NO
3. Verify Interval	5

User can set Management record warning, Attendance record warning and the verify interval times

A **【MagRec Wrn】** Administrator operate device each time(add or delete face, fingerprint and so on) there will be a management record save in the device,device can save 1000 management records.When the records is to 1000, device will warning.

For example: when set 50, then when the uncollect records up to 951, the device will warning.

B **【AttRec Wrn】**Step is the same as**【MagRec Wrn】**. When the verify access records is up to 100000, device will warning. For example: When set 500, when the access record is to 99500, when user go to access the device will warning.

C **【Verify Interval】**

Confirm whether verify several times in the same times, we advice user set it within 3-5min.

If user verify several times in the set time, the device will not save the first verify records.

## 6. Attendance Rule

Set department, attendance shift, shift schedule, attendance statistical rules and Bell.

Step: Press menu → **【Att.Rule】**

Att.Rule
1. Company
2. Set Dept
3. Shift Schedule
4. Sta.Rule
5. Bell

### 6.1 Company Name

Press ▼ to **【Comany】** , press“OK”then input user company name.

### 6.2 Department Setting

Press ▼ to **【Set Dept】** , press“OK”, then input department name. Then choose a shift for this department, user can set 16 departments, each department one shift.

### 6.3 Shift

Press ▼ to 【Shift Schedule】 , press“OK”, then set the shift name and time,user can set 24 shifts, each shift can set 6 shift schedule, if no need shift then set the time as “00: 00”.

### 6.4 Shift rule

Press ▼ to 【Sta.Rule】 , press“OK”.

- A. Late time: Set the permission late time, for example set 5, then when check in late within 5 minutes will not the statistics for late.
- B. Leave time: Set the permission leave early time, for example set 5, then when check out early 5 minutes will not be satistices for leave early.
- C. SAT: Set saturday is work time or rest .
- D. SUN: Set Sunday is work time or rest.

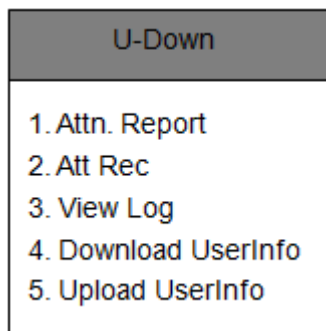
### 6.5 Bell

Press ▼ to【Bell】 , press “OK”can set bell ring time and when bell willring,user can set 25 bell ring times, if set 0 means no bell.

## 7. U-Down

Use a u-disk to download the attendance report,original record , download and upload user infromation

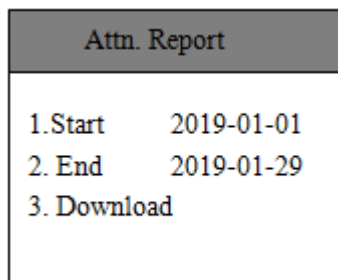
Press ▼ to → 【U-Down】



### 7.1 Download attendance report

Press ▼ to → 【U-Down】 → 【Attn. Report】

Insert Udisk to the device USB port→press ▲ and ▼key to set the report need to download start and end date →download→ Show “Sucess”is download sucess



### 7.2 Download the original record

Press ▼ to → 【U-Down】 → 【Att Rec】

Insert Udisk to the device USB port→press ▲ and ▼key to set the report need to

download start and end date →download→ Show “Sucess”is download sucess

Att Rec	
1. Start	2019-01-01
2. End	2019-01-29
3. Download	

### 7.3View Log

Press ▼ to → 【U-Down】 → 【View Log】

Input the users ID→Press“OK”→ press ▲ and ▼key to set the date for the log need to view.

View Log	
ID	1
	2019-01-01

### 7.4 Download User Information

Step: Insert Udisk to the device USB port →enter the menu → 【U-Down】 → 【Download UserInfo】

### 7.5 Upload User Information

Step: Insert Udisk to the device USB port →enter the menu →【U-Down】→【Upload UserInfo】

## 8. Device Testing

Check whether the basic functions of the device are normal.

Enter menu→ 【DevTest】

DevTest
1. Face Test
2. Fp Test
3. Deviation Test
4. Voice Test
5. Wake Test
6. Calibration

## 9. Device Information

To check the device User Register, Admin Register, Fingerprint, Password, Card, User Record, Admin Record, Free Space Information & All Space Information.

Enter menu→【SysInfo】



## 10. Wiring Diagram

