DS-K1A340 Series Face Time Attendance Terminal

User Manual

Legal Information

About this Manual

The Manual includes instructions for using and managing the Product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version of this Manual at the Hikvision website (***https://www.hikvision.com/***).
Please use this Manual with the guidance and assistance of professionals trained in supporting the Product.

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Data Protection

During the use of device, personal data will be collected, stored and processed. To protect data, the development of Hikvision devices incorporates privacy by design principles. For example, for device with facial recognition features, biometrics data is stored in your device with encryption method; for fingerprint device, only fingerprint template will be saved, which is impossible to reconstruct a fingerprint image.
As data controller, you are advised to collect, store, process and transfer data in accordance with the applicable data protection laws and regulations, including without limitation, conducting security controls to safeguard personal data, such as, implementing reasonable administrative and physical security controls, conduct periodic reviews and assessments of the effectiveness of your security controls.

Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
⚠ **Danger**	Indicates a hazardous situation which, if not avoided, will or could result in death or serious injury.
⚠ **Caution**	Indicates a potentially hazardous situation which, if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results.
🛈 **Note**	Provides additional information to emphasize or supplement important points of the main text.

Regulatory Information

FCC Information

Please take attention that changes or modification not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

FCC compliance: 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

This equipment should be installed and operated with a minimum distance 20cm between the radiator and your body.

FCC Conditions

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.
2. This device must accept any interference received, including interference that may cause undesired operation.

EU Conformity Statement

This product and - if applicable - the supplied accessories too are marked with "CE" and comply therefore with the applicable harmonized European standards listed under the EMC Directive 2014/30/EU, RE Directive 2014/53/EU,the RoHS Directive 2011/65/EU

2012/19/EU (WEEE directive): Products marked with this symbol cannot be disposed of as unsorted municipal waste in the European Union. For proper recycling, return this product to your local supplier upon the purchase of equivalent new equipment, or dispose of it at designated collection points. For more information see: www.recyclethis.info

2006/66/EC (battery directive): This product contains a battery that cannot be disposed of as unsorted municipal waste in the European Union. See the product documentation for specific battery information. The battery is marked with this symbol, which may include lettering to indicate cadmium (Cd), lead (Pb), or mercury (Hg). For proper recycling, return the battery to your supplier or to a designated collection point. For more information see:www.recyclethis.info

Safety Instruction

These instructions are intended to ensure that user can use the product correctly to avoid danger or property loss.

The precaution measure is divided into Dangers and Cautions:

Dangers: Neglecting any of the warnings may cause serious injury or death.

Cautions: Neglecting any of the cautions may cause injury or equipment damage.

⚠	⚠
Dangers: Follow these safeguards to prevent serious injury or death.	**Cautions:** Follow these precautions to prevent potential injury or material damage.

⚠ Danger:

- In the use of the product, you must be in strict compliance with the electrical safety regulations of the nation and region.
- Do not connect several devices to one power adapter as adapter overload may cause over-heat or fire hazard.
- If smoke, odors or noise rise from the device, turn off the power at once and unplug the power cable, and then please contact the service center.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.
- 1. Do not ingest battery. Chemical burn hazard!
  2. This product contains a coin/button cell battery. If the coin/button cell battery is swallowed, it can cause severe internal burns in just 2 hours and can lead to death.
  3. Keep new and used batteries away from children.
  4. If the battery compartment does not close securely, stop using the product and keep it away from children.
  5. If you think batteries might have been swallowed or placed inside any part of the body, seek immediate medical attention.
  6. CAUTION: Risk of explosion if the battery is replaced by an incorrect type.
  7. Improper replacement of the battery with an incorrect type may defeat a safeguard (for example, in the case of some lithium battery types).
  8. Do not dispose of the battery into fire or a hot oven, or mechanically crush or cut the battery, which may result in an explosion.
  9. Do not leave the battery in an extremely high temperature surrounding environment, which may result in an explosion or the leakage of flammable liquid or gas.
  10. Do not subject the battery to extremely low air pressure, which may result in an explosion or the leakage of flammable liquid or gas.
  11. Dispose of used batteries according to the instructions.

⚠ **Cautions:**

- Do not drop the device or subject it to physical shock, and do not expose it to high electromagnetism radiation. Avoid the equipment installation on vibrations surface or places subject to shock (ignorance can cause equipment damage).
- Do not place the device in extremely hot (refer to the specification of the device for the detailed operating temperature), cold, dusty or damp locations, and do not expose it to high electromagnetic radiation.
- Exposing the equipment to direct sun light, low ventilation or heat source such as heater or radiator is forbidden (ignorance can cause fire danger).
- The device cover for indoor use shall be kept from rain and moisture.
- Exposing the equipment to direct sun light, low ventilation or heat source such as heater or radiator is forbidden (ignorance can cause fire danger).
- Please use a soft and dry cloth when clean inside and outside surfaces of the device cover, do not use alkaline detergents.
- Biometric recognition products are not 100% applicable to anti-spoofing environments. If you require a higher security level, use multiple authentication modes.
- The serial port of the equipment is used for debugging only.
- Install the equipment according to the instructions in this manual. To prevent injury, this equipment must be securely attached to the floor/wall in accordance with the installation instructions.
- Improper use or replacement of the battery may result in hazard of explosion. Replace with the same or equivalent type only. Dispose of used batteries according to the instructions provided by the battery manufacturer.
- This bracket is intended for use only with equipped devices. Use with other equipment may result in instability causing injury.
- This equipment is for use only with equipped bracket. Use with other (carts, stands, or carriers) may result in instability causing injury.

Available Models

Product Name	Model
Face Time and Attendance Terminal	DS-K1A340
	DS-K1A340F
	DS-K1A340FW
	DS-K1A340W

Use only power supplies listed in the user instructions:

Model	Manufacturer	Standard
ADS-12FG-12N 12012EPG	Shenzhen Honor Electronic Co., Ltd	PG

Contents

Chapter 1 Overview

1.1 Overview

Face time and attendance terminal is a kind of access control device for face attendance. Face, fingerprint and other identity verification and are supported. It is mainly applied in security access control systems, such as buildings, enterprises, office buildings, financial outlets and key area protection.

1.2 Features

- 4.3-inch touch screen with bezel-less design, software interface, operation tips and face frame display, real-time effective detection of face (support local video preview)
- 2 MP wide-angle dual-lens
- Face anti-spoofing
- Face recognition distance: 0.3 m to 2 m
- Face recognition duration < 0.2 s/User; face recognition accuracy rate ≥ 99%
- Deep learning algorithm
- 1,000 face capacity
- Support 3000 fingerprints (supported by some models) and store 300,000 attendance records
- Support face, fingerprint, face or fingerprint or password, face + fingerprint, face + password, fingerprint + password, face + fingerprint + password authentication methods

Note

Some devices support fingerprint authentication. Refers to the actual device for details.

- Remote configuration is supported.
- Export pictures, events, from the device to the USB flash drive
- Manage, search and set device data after logging in the device locally
- Support fill-in light function. The interface of the device is automatically brightened at night

Chapter 2 Appearance

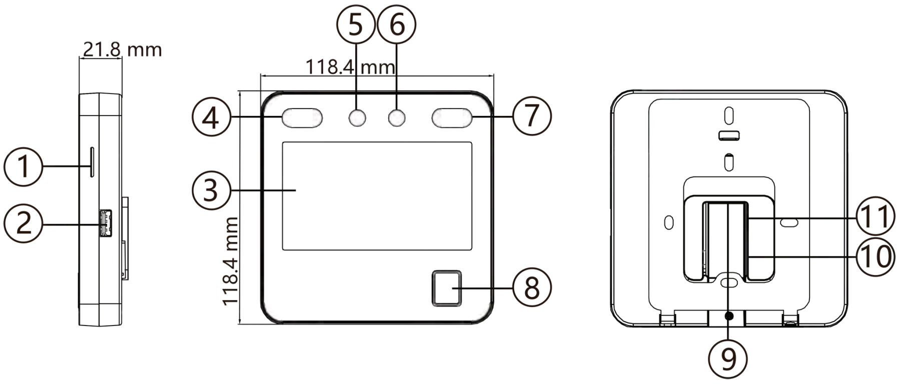


Figure 2-1 Appearance （With Fingerprint)

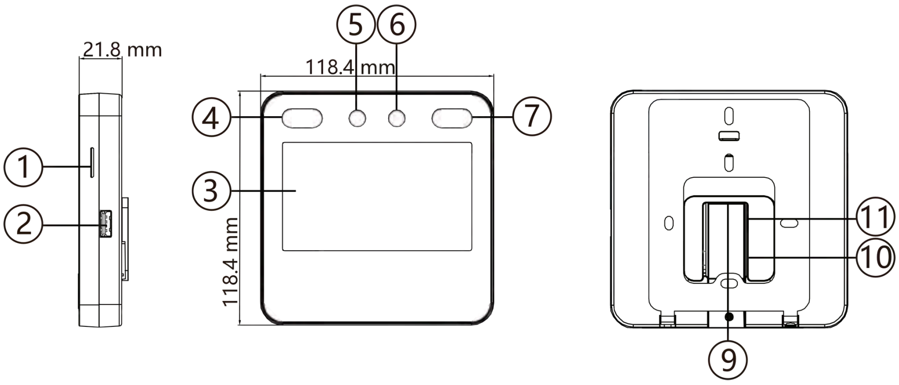


Figure 2-2 Appearance （Without Fingerprint)

Table 2-1 Appearance Description

No.	Name
1	Loudspeaker
2	USB Interface
3	Touch Screen
4	IR Light
5	Camera
6	Camera
7	IR Light
8	Fingerprint Module

No.	Name
	Note Only devices that support the fingerprint function contain a fingerprint module.
9	Power Interface
10	Debugging Port 2
11	Debugging Port 1

Note

The device requires special hardware to connect to the network.

Chapter 3 Installation

3.1 Installation Environment

- Install the device at least 2 meters away from the light, and at least 3 meters away from the window or the door.
- Make sure the environment illumination is more than 100 Lux.

Note

For details about installation environment, see *Tips for Installation Environment*.

3.2 Base Mounting

Steps

1. Route the cables through the cable hole of the bracket, and connect the terminals with peripherals cables. Place the bracket close to the back side of the device.

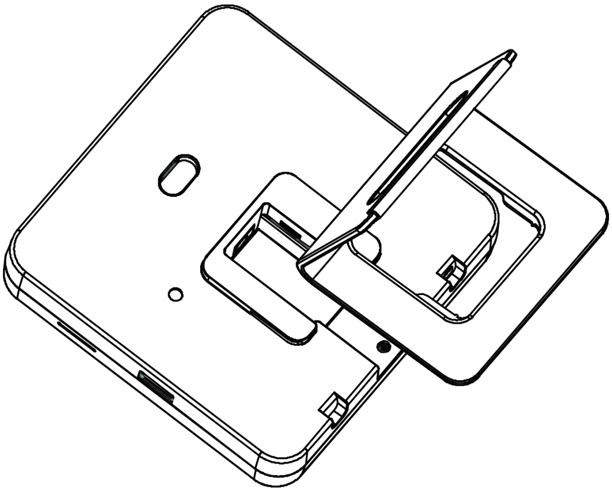


Figure 3-1 Place Bracket Close to Device Back Side

2. Press the bracket with both hands, and make sure that the buckle of the bracket fits with the back side of the device. Fasten the bracket in the direction of the arrow.

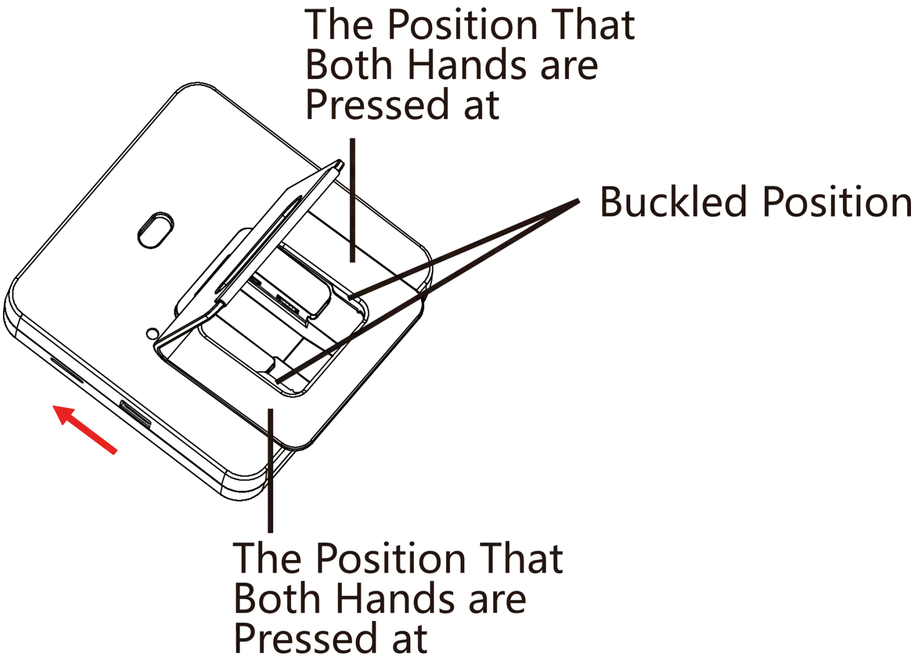

The Position That Both Hands are Pressed at
Buckled Position
The Position That Both Hands are Pressed at

Figure 3-2 Fasten Bracket

3. Buckle into the bracket to the end to complete the installation.

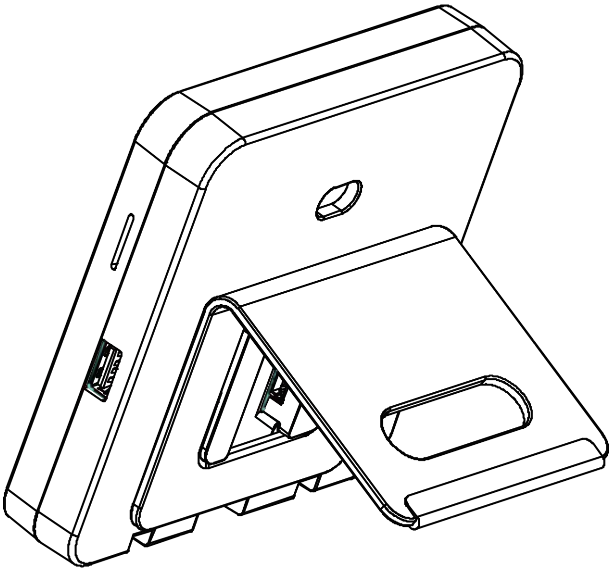


Figure 3-3 Complete Installation

3.3 Install with Gang Box

Steps

1. Make sure the gang box is installed on the wall.

Note

You should purchase the gang box separately.

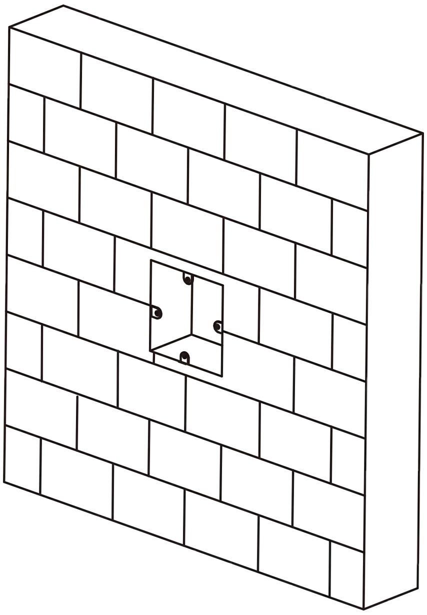


Figure 3-4 Install Gang Box

2. Use 4 supplied screws (M4) to secure the mounting plate on the gang box.

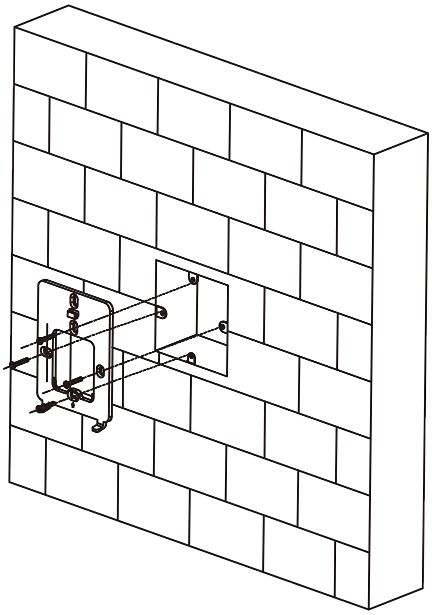


Figure 3-5 Install Mounting Plate

3. Route the cables through the cable hole of the mounting plate, and connect to the corresponding peripherals cables.
4. Buckle into the mounting plate after aligning the device with the mounting plate. Use 1 supplied screw (M3) to secure the device on the mounting plate.

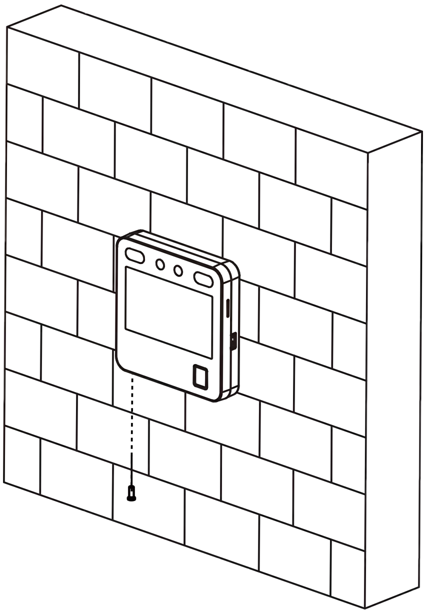


Figure 3-6 Secure Device

Chapter 4 Device Wiring

Connect the device to the power supply with the supplied power cable.

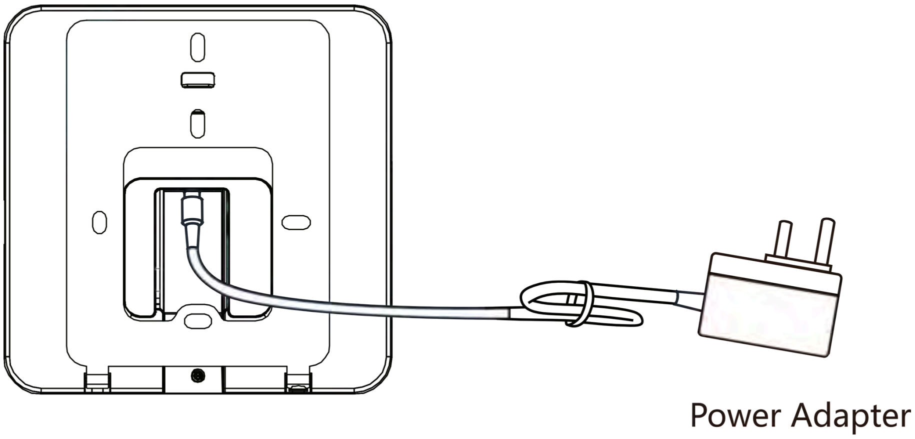


Figure 4-1 Device Wiring

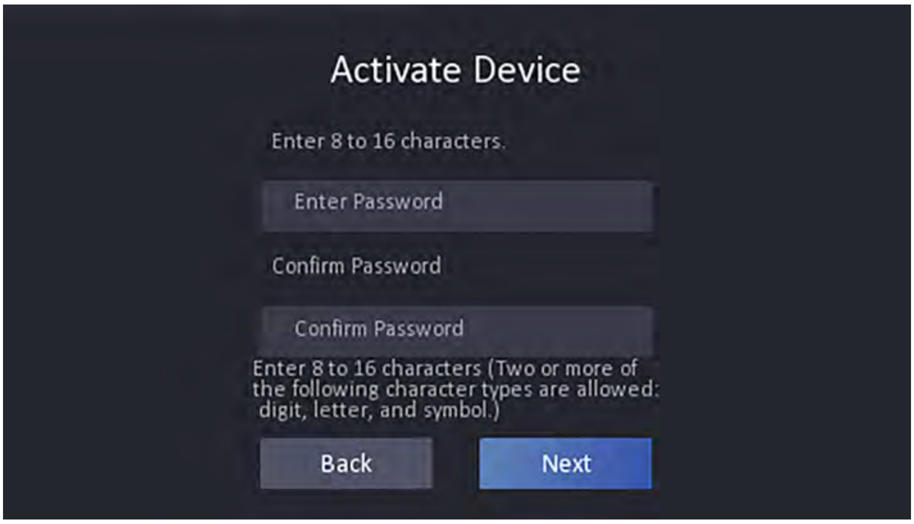
Chapter 5 Activation

You should activate the device before the first login.

5.1 Activate via Device

If the device is not activated, you can activate the device after it is powered on.

After powing on, you will enter the QR code scanning page. Tap **Local**. On the Activate Device page, create a password and confirm the password. Tap **Activate** and the device will activated.



Activate Device

Enter 8 to 16 characters.

Enter Password

Confirm Password

Confirm Password

Enter 8 to 16 characters (Two or more of the following character types are allowed: digit, letter, and symbol.)

Figure 5-1 Activation Page

Caution

The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.
Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

- After activation, you should select a language according to your actual needs, see ***Select Language*** .
- After activation, you should select an application mode. For details, see ***Set Application Mode*** .

- After activation, if you need to set privacy, you should check the item. For details, see ***Privacy Settings*** .
- After activation, if you need to add administrator to manage the device parameters, you should set administrator. For details, see ***Add Administrator*** .

5.2 Activate via Mobile Web Browser

You can activate the device via mobile Web browser.

After powering on the device, connect the mobile phone to the AP.

Note

- After powering on the device, the device is in AP mode by default.
- The AP name is AP_Device Serial No., and the password is device serial No.

After connecting the AP, you can scan the QR code via mobile Web browser.

Note

After connecting the AP, Android system devices can directly enter to the activation interface without scanning the QR code, while IOS system devices need to scan the QR code to enter the device activation interface.

Enter and confirm the password, and tap **Activate**.

Caution

STRONG PASSWORD RECOMMENDED-We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.

Note

After activation, the AP password is changed to the device activation password, and you need to reconnect to the device AP to log in.

Chapter 6 Quick Operation

6.1 Select Language

You can select a language for the device system.

After the device activation, you can select a language for the device system.
By default, the system language is English.

6.2 Set Application Mode

After activating the device, you should select an application mode for better device application.

Steps

1. On the Welcome page, select **Indoor** or **Others** from the drop-down list.

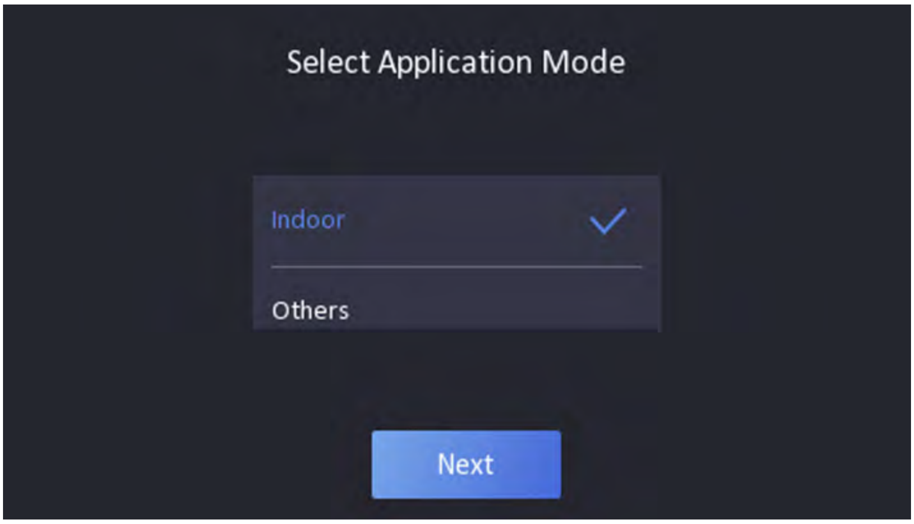


Figure 6-1 Welcome Page

2. Tap **OK** to save.

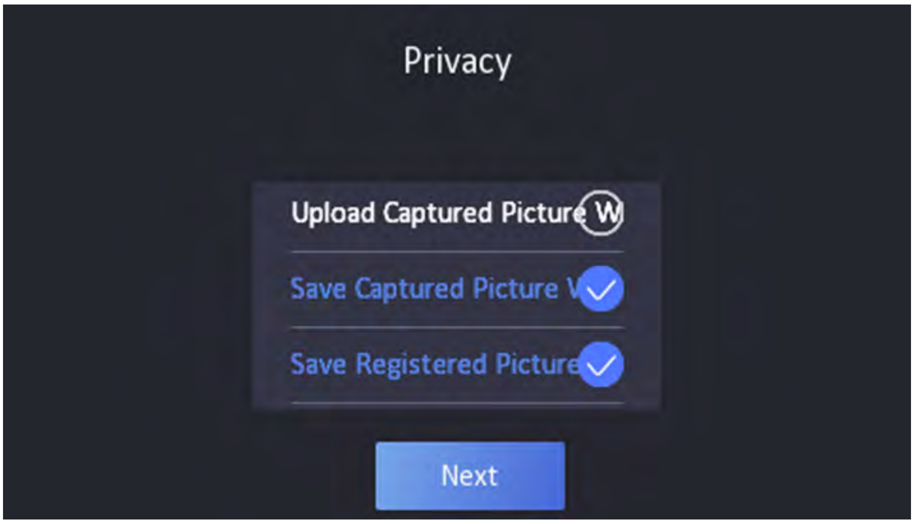
Note

- You can also change the settings in *System Settings*.
- If you install the device indoors near the window or the face recognition function is not working well, select **Others**.
- If you do not configure the application mode and tap **Next**, the system will select **Indoor** by default.
- If you activate the device via other tools remotely, the system will select **Indoor** as the application mode by default.

6.3 Privacy Settings

After activation, selecting application mode, and selecting network, you should set the privacy parameters, including the picture uploading and storage.

Select parameters according to your actual needs.



Privacy

Upload Captured Picture W

Save Captured Picture W ✓

Save Registered Picture ✓

Next

Figure 6-2 Privacy

Upload Captured Pic. When Auth. (Upload Captured Picture When Authenticating)

Upload the pictures captured when authenticating to the platform automatically.

Save Captured Pic. When Auth. (Save Captured Picture When Authenticating)

If you enable this function, you can save the picture when Authenticating to the device.

Save Registered Pic. (Save Registered Picture)

The registered face picture will be saved to the system if you enable the function.

Upload Pic. After Linked Capture (Upload Picture After Linked Capture)

Upload the pictures captured by linked camera to the platform automatically.

Save Pic. After Linked Capture (Save Pictures After Linked Capture)

If you enable this function, you can save the picture captured by linked camera to the device.

Tap **Next** to complete the settings.

6.4 Set Administrator

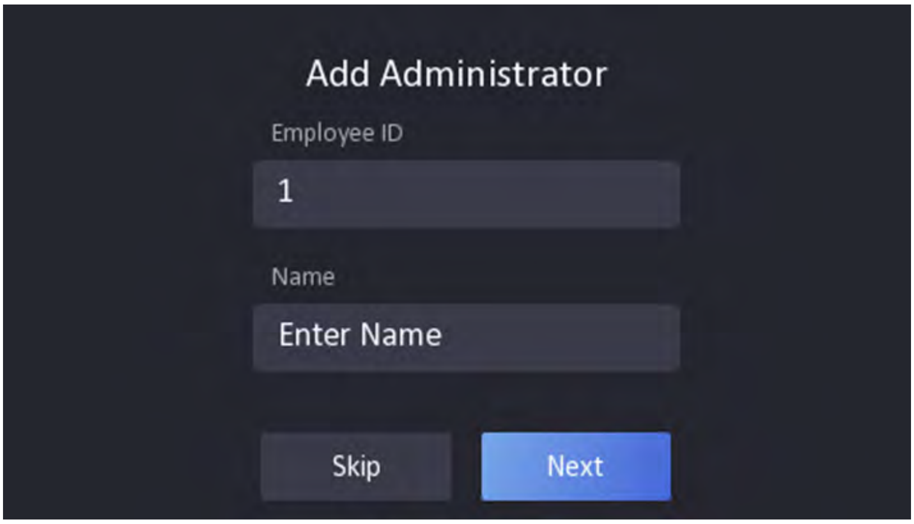
After device activation, you can add an administrator to manage the device parameters.

Steps

1. **Optional:** Tap **Skip** to skip adding administrator if not required.
2. Enter the administrator's name (optional) and tap **Next**.

Note

Up to 5 administrators can be added.



Add Administrator

Employee ID

1

Name

Enter Name

Figure 6-3 Add Administrator Page

3. Select a credential to add.

Note

Up to one credential should be added.

- ☺ : Face forward at the camera. Make sure the face is in the face recognition area. Tap 📷 to capture and tap ✓ to confirm.
- ☝ : Press your finger according to the instructions on the device screen. Tap ✓ to confirm.

4. Tap **OK**.

You will enter the authentication page.

Status Icon Description

🛡 / 🛡

Device is armed/not armed.

☁ / ☁

Hik-Connect is enabled/disabled.

🖧 / ☒ / ⚠

The device wired network is connected/not connected/connecting failed.

📶 / 📶 / 📶

The device Wi-Fi is enabled and connected/not connected/enabled but not connected.

Shortcut Keys Description

Note

You can configure those shortcut keys displayed on the screen. For details, see ***Basic Settings*** .

⌨

Enter password to authenticate.

Chapter 7 Basic Operation

7.1 Login

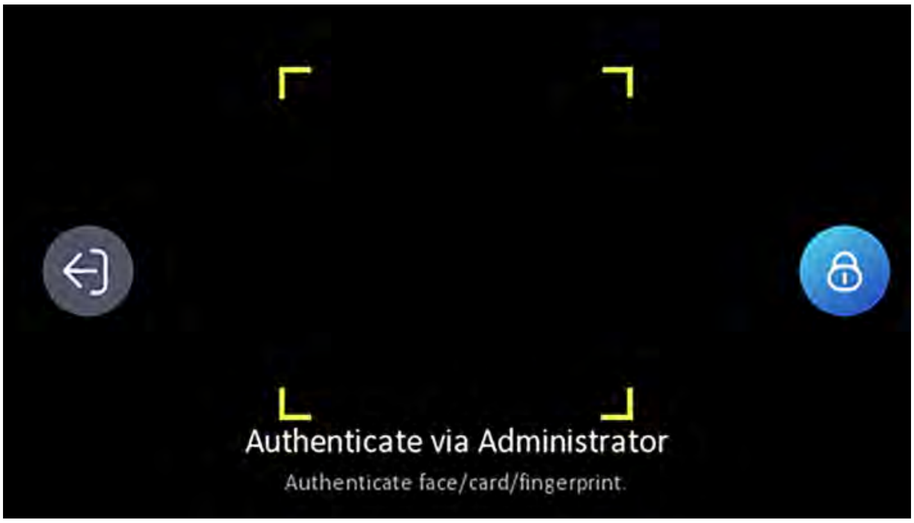
Login the device to set the device basic parameters.

7.1.1 Login by Administrator

If you have added an administrator for the device, only the administrator can login the device for device operation.

Steps

1. Long tap on the initial page for 3 s and slide to the left/right by following the gesture to enter the admin login page.



Authenticate via Administrator

Authenticate face/card/fingerprint.

Figure 7-1 Admin Login

2. Authenticate the administrator's face, fingerprint to enter the home page.

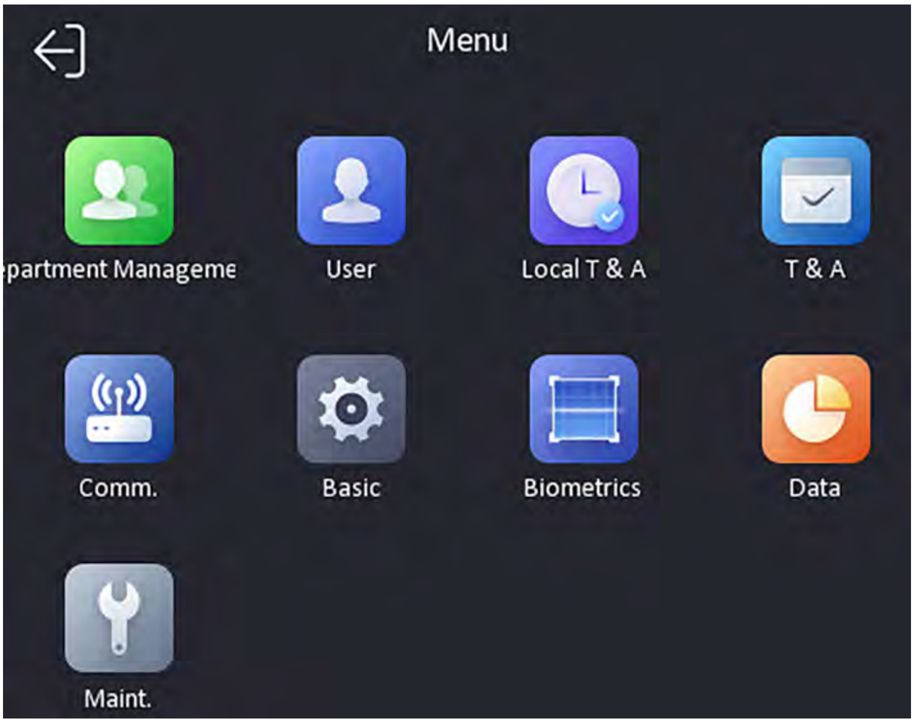


Figure 7-2 Home Page

Note

The device will be locked for 30 minutes after 5 failed face, or fingerprint attempts.

3. **Optional:** Tap and you can enter the device activation password for login.
4. **Optional:** Tap and you can exit the admin login page.

7.1.2 Login by Activation Password

You should login the system before other device operations. If you do not configure an administrator, you should follow the instructions below to login.

Steps

1. Long tap on the initial page for 3 s and slide to the left/right by following the gesture to enter password entering page.
2. Tap the Password field and enter the device activation password.
3. Tap **OK** to enter the home page.

Note

The device will be locked for 30 minutes after 5 failed password attempts.

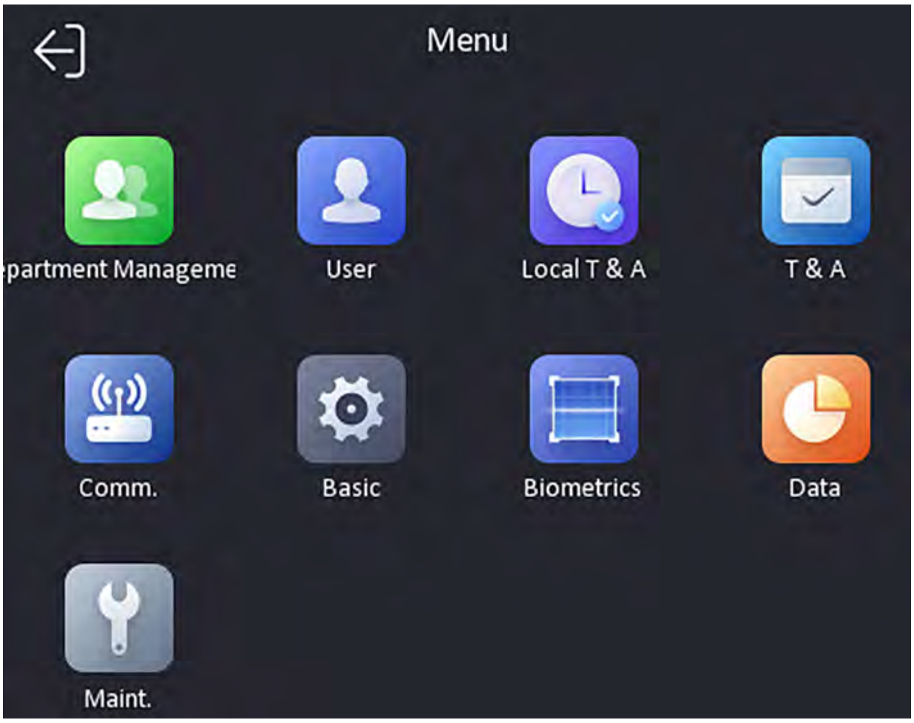


Figure 7-3 Home Page

7.1.3 Forget Password

If you forget the password during authentication, you can reset the password by imprting the key.

Steps

1. Long tap on the initial page for 3 s and slide to the left/right by following the gesture and log in the page.
2. Tap 🔒 in the pop-up admin authentication page.
3. Tap **Forget Password** in the upper right corner of the page.
4. Plug USB flash drive into the USB interface.

Note

- The supported USB flash drive formats are FAT32 and exfat.
- The device supports 1 G to 32 G (including 1 G and 32 G) USB flash drive. Make sure that the free space of the USB flash drive is more than 512 M.

5. Tap **Export File**, and contact the technician to get the key, and enter the key in the export file.
6. Tap **Import File** to import the file with the key to the device.
7. Follow the prompts to reset the password.

7.2 Communication Settings

Support Wi-Fi, ISUP and remote configuraion via mobile browser.

7.2.1 Set Wi-Fi Parameters

You can enable the Wi-Fi function and set the Wi-Fi related parameters.

Steps

Note

The function should be supported by the device.

1. Tap **Comm.** (Communication Settings) on the Home page to enter the Communication Settings page.
2. On the Communication Settings page, tap **Wi-Fi**.
3. Enable the Wi-Fi function.
4. Configure the Wi-Fi parameters.
   - Select a Wi-Fi from the list, and enter the Wi-Fi's password. Tap **OK**.
   - If the target Wi-Fi is not in the list, tap **Add Wi-Fi**. Enter the Wi-Fi's name and password. And tap **OK**.

   Note

   - If the mobile phone remote configuration is enabled, the Wi-Fi function will be disabled.
   - Only digits, letters, and special characters are allowed in the password.
5. Set the Wi-Fi's parameters.
   - By default, DHCP is enable. The system will allocate the IP address, the subnet mask, and the gateway automatically.
   - If disable DHCP, you should enter the IP address, the subnet mask, and the gateway manually.
6. Tap **OK** to save the settings and go back to the Wi-Fi tab.
7. Tap ✓ to save the network parameters.

7.2.2 Set ISUP Parameters

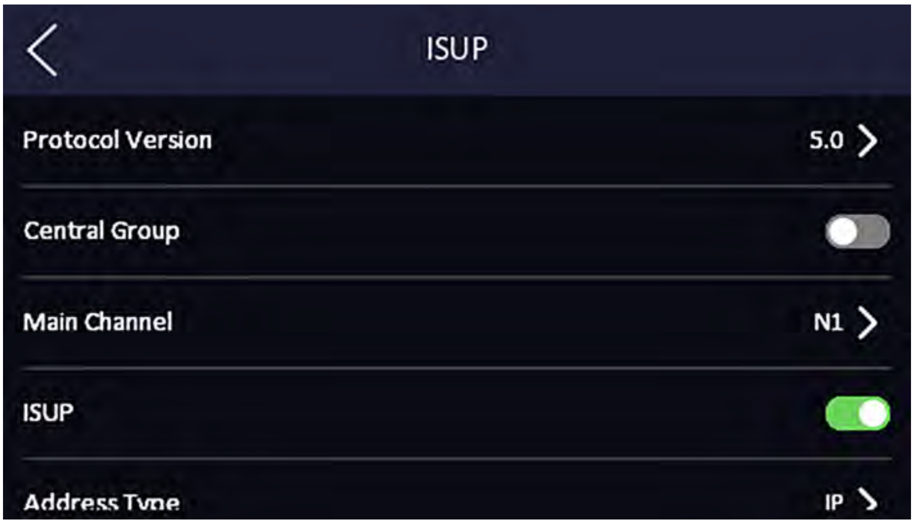
Set ISUP parameters and the device can upload data via ISUP protocol.

Before You Start

Make sure your device has connect to a network.

Steps

1. Tap **Comm. → ISUP** .



ISUP

Protocol Version 5.0

Central Group

Main Channel N1

ISUP

Address Type IP

Figure 7-4 ISUP Settings

2. Enable the ISUP function and set the ISUP server parameters.

ISUP Version

Set the ISUP version according to your actual needs. If you choose V5.0, you should create an account and ISUP key. If you choose other version, you should create an ISUP account only.

Note

- Remember the ISUP account and ISUP key. You should enter the account name or the key when the device should communicate with other platforms via ISUP protocol.
- ISUP key range: 8 to 32 characters.

Center Group

Enable center group and the data will be uploaded to the center group.

Main Channel

Support N1 or None.

ISUP

Enable ISUP function and the data will be uploaded via EHome protocol.

Address Type

Select an address type according to your actual needs.

IP Address

Set the ISUP server's IP address.

Port No.

Set the ISUP server's port No.

Note

Port No. Range: 0 to 65535.

Device ID

Set device serial no.

7.2.3 Access via Mobile Browse Settings

Access the device via mobile browse settings.

Steps

1. Tap **Maint. → Remote Configuration** to enter the page.
2. Enable **Remote Configuration**.

   After enabling **Remote Configuration**, the device will generate a hot spot.
3. Enter the mobile device's wi-fi settings page and connect to the device's hotspot.

   Note

   The Wi-Fi name is AP_ device serial number and the password is device activation password.
4. After the hotspot is connected, scan the QR code on the device through the mobile browser, and you can perform remote configuration via mobile web page.

   Note

   - For details, see ***Set Time and Attendance via Mobile Web Browser*** 。
   - If the mobile phone remote configuration is enabled, the Wi-Fi function will be disabled.

7.3 Local Time and Attendance

Manage department, shift, holiday, schedule, and report.

You can add, edit, delete department/shift/holiday/schedule. You can also export the attendance report.

7.3.1 Attendance Process Description

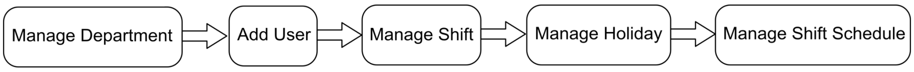


Figure 7-5 Attendance Process Description

7.3.2 Department Management

You can add, edit and delete the department.

Tap **Department Management** on the Home page to enter the settings page.

Add Department

Tap **+**, enter the department name, and tap **OK**.

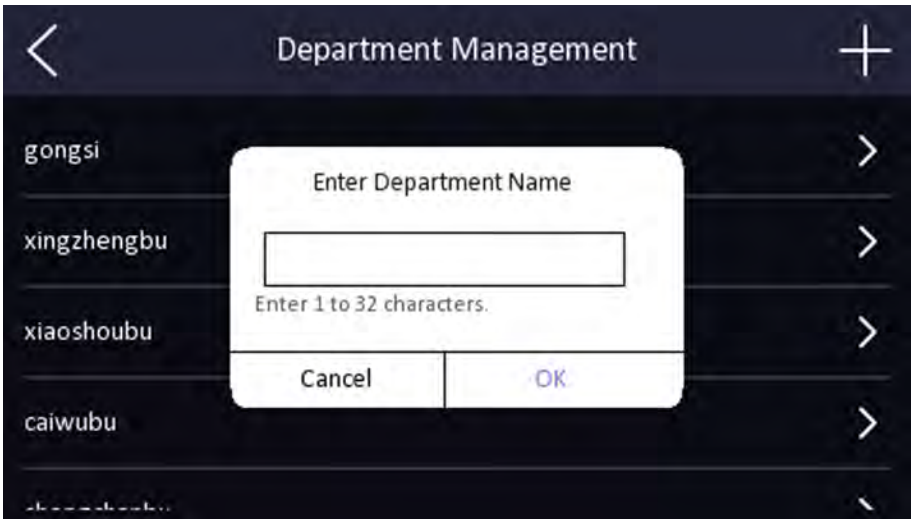


Figure 7-6 Add Department

Note

- The department name supports uppercase English, lowercase English, numbers and symbols.
- Up to 32 characters can be entered in department name.
- There are 7 departments in the department management by default.

Edit Department

Tap the department that needs to be edited, to edit the settings.
You can edit the department name, and view employee information according to your actual needs.

Delete Department

Tap the department that needs to be deleted.
Tap 🗑 , and tap **OK** to delete the department.

7.3.3 User Management

On the user management interface, you can add, edit, delete and search the user.

Add Administrator

The administrator can log in the device and configure the device parameters.

Steps

1. Long tap on the initial page and log in the backend.
2. Tap **User → +** to enter the Add User page.
3. Edit the employee ID.

   Note

   - The employee ID should be less than 32 characters. And it can be a combination of lower letters, upper letters, and numbers.
   - The employee ID should not be duplicated.

4. Tap the Name field and enter the user name.

   Note

   - Numbers, upper case letters, lower case letters, and special characters are allowed in the user name.
   - Up to 32 characters are allowed in the user name.

5. Select the department.

   Note

   For details about adding a department, see ***Manage Department via Mobile Web Browser*** .

6. **Optional:** Add a face picture, or fingerprints for the administrator.

   Note

   - For details about adding a face picture, see ***Add Face Picture*** .
   - **Note**

     For details about adding a fingerprint, see ***Add Fingerprint*** .

7. **Optional:** Set the administrator's authentication type.

   Note

   For details about setting the authentication type, see ***Set Authentication Mode*** .

8. Select the **User Role**.
9. Tap ✓ to save the settings.

Add Face Picture

Add user's face picture to the device. And the user can use the face picture to authenticate.

Steps

Note

Up to 1000 face pictures can be added.

1. Long tap on the initial page for 3 s and slide to the left/right by following the gesture and log in the backend.
2. Tap **User** → **+** to enter the Add User page.
3. Edit the employee ID.

   Note

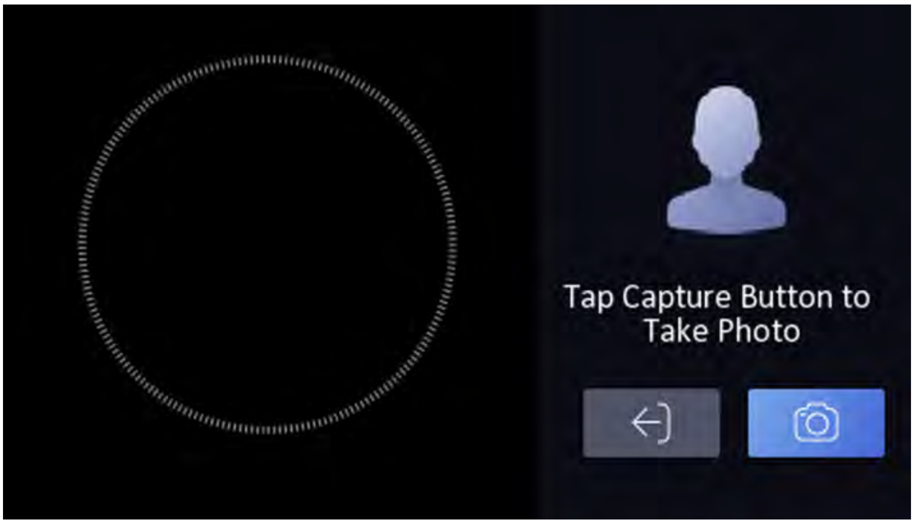
   - The employee ID should be less than 32 characters. And it can be a combination of lower letters, upper letters, and numbers.
   - The employee ID should not be duplicated.

4. Tap the Name field and input the user name on the soft keyboard.

   Note

   - Numbers, upper case letters, lower case letters, and special characters are allowed in the user name.
   - The suggested user name should be within 32 characters.

5. Tap the Face Picture field to enter the face picture adding page.



Tap Capture Button to Take Photo

Figure 7-7 Add Face Picture

6. Look at the camera.

Note

- Make sure your face picture is in the face picture outline when adding the face picture.
- Make sure the captured face picture is in good quality and is accurate.
- For details about the instructions of adding face pictures, see ***Tips When Collecting/ Comparing Face Picture*** .

After completely adding the face picture, a captured face picture will be displayed at the upper right corner of the page.

7. Tap **Save** to save the face picture.
8. **Optional:** Tap **Try Again** and adjust your face position to add the face picture again.
9. Set the user role.

   Administrator

   The user is the administrator. Except for the normal attendance function, the user can also enter the Home page to operate after authenticating the permission.

   Normal User

   The User is the normal user. The user can only authenticate or take attendance on the initial page.
10. Tap ✓ to save the settings.

Add Fingerprint

Add a fingerprint for the user and the user can authenticate via the added fingerprint.

Steps

Note

- The function should be supported by the device.
- Up to 3000 fingerprints can be added.

1. Long tap on the initial page for 3 s and slide to the left/right by following the gesture and enter the device backend.
2. Tap **User → +** to enter the Add User page.
3. Tap the Employee ID. field and edit the employee ID.

   Note

   - The employee ID should be less than 32 characters. And it can be a combination of lower letters, upper letters, and numbers.
   - The employee ID should not start with 0 and should not be duplicated.
4. Tap the Name field and input the user name on the soft keyboard.

Note

- Numbers, upper case letters, lower case letters, and special characters are allowed in the user name.
- The suggested user name should be within 32 characters.

5. Tap the Fingerprint field to enter the Add Fingerprint page.
6. Follow the instructions to add a fingerprint.

Note

- The same fingerprint cannot be repeatedly added.
- Up to 10 fingerprints can be added for one user.
- You can also use the client software or the fingerprint recorder to record fingerprints. For details about the instructions of scanning fingerprints, see ***Tips for Scanning Fingerprint*** .

7. Set the user role.

   Administrator

   The user is the administrator. Except for the normal attendance function, the user can also enter the Home page to operate after authenticating the permission.

   Normal User

   The User is the normal user. The user can only authenticate or take attendance on the initial page.

8. Tap ✓ to save the settings.

View Password

Add a password for the user and the user can authenticate via the password.

Steps

1. Long tap on the initial page for 3 s and slide to the left/right by following the gesture and log in the backend.
2. Tap **User → +** to enter the Add User page.
3. Tap the Employee ID. field and edit the employee ID.

Note

- The employee ID should be less than 32 characters. And it can be a combination of lower letters, upper letters, and numbers.
- The employee ID should not be duplicated.

4. Tap the Name field and input the user name on the soft keyboard.

Note

- Numbers, upper case letters, lower case letters, and special characters are allowed in the user name.
- The suggested user name should be within 32 characters.

5. Tap the Password to view the password.

Note

The password cannot be edited. It can only be applied by the platform.

6. Set the user role.

   Administrator

   The user is the administrator. Except for the normal attendance function, the user can also enter the Home page to operate after authenticating the permission.

   Normal User

   The User is the normal user. The user can only authenticate or take attendance on the initial page.

7. Tap ✓ to save the settings.

Set Authentication Mode

After adding the user's face picture, password, or other credentials, you should set the authentication mode and the user can authenticate his/her identity via the configured authentication mode.

Steps

1. Long tap on the initial page for 3 s and slide to the left/right by following the gesture and log in the backend.
2. Tap **User → Add User/Edit User → Authentication Mode** .
3. Select the authentication mode.

   Custom

   You can combine different authentication modes together according to your actual needs.

4. Tap ✓ to save the settings.

Search and Edit User

After adding the user, you can search the user and edit it.

Search User

On the User Management page, Tap the search area to enter the Search User page. Enter the employee ID, or the user name for searching. Tap 🔍 to search.

Edit User

On the User Management page, select a user from the user list to enter the Edit User page. Follow the steps in ***User Management*** to edit the user parameters. Tap ✓ to save the settings.

Note

The employee ID cannot be edited.

7.3.4 Shift Management

The normal shift and the man-hour shift are available to be configured.

- Normal Shift: It is applicable to the normal attendance situation. You can set the attendance rule and the attendance checking times in the normal shift.
- Man-Hour Shift: It is applicable to the situation with flexible working hours.

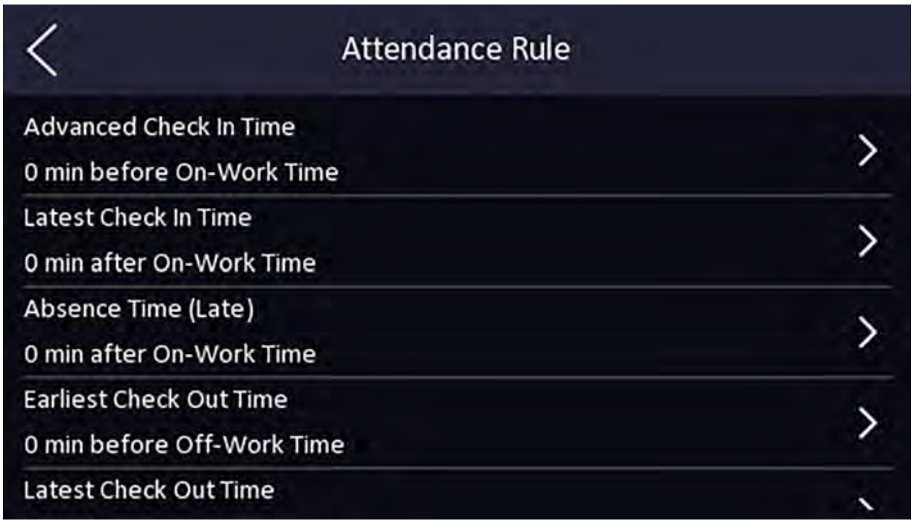
Note

Up to 256 shifts can be added.

Set Attendance Rule for Normal Shift

Set attendance rule before setting normal shift.

Tap **Local T&A → Shift Management → Normal Shift Management → Attendance Rule** to enter the page.



Attendance Rule

Advanced Check In Time
0 min before On-Work Time

Latest Check In Time
0 min after On-Work Time

Absence Time (Late)
0 min after On-Work Time

Earliest Check Out Time
0 min before Off-Work Time

Latest Check Out Time

Figure 7-8 Attendance Rule

Set the attendance rule, including Advanced Check In Time, Latest Check In Time, Absence Time (Late), Earliest Check Out Time, Latest Check Out Time and Absence Time (Early Leave). After entering the duration, tap **OK** to save the settings.

Note

- The unit is min.
- The available time is from 0 to 1440 min.

Set Normal Shift

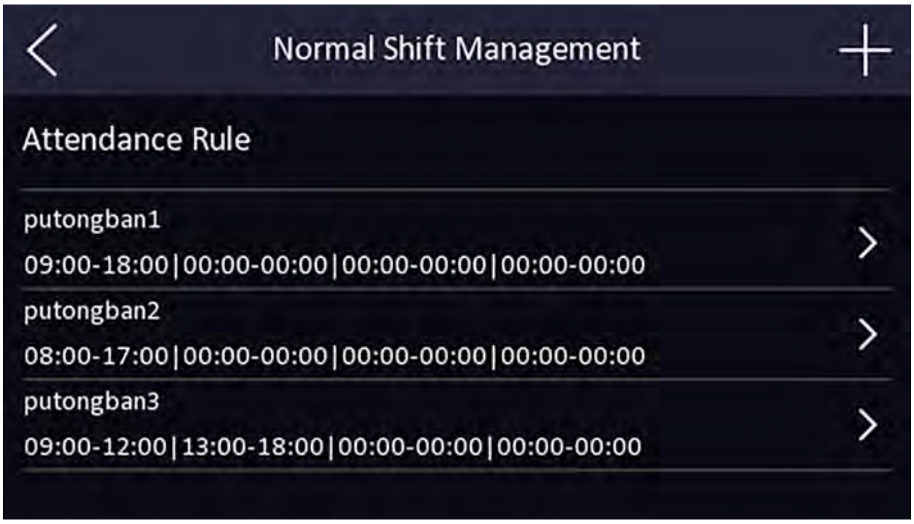
Edit or add the normal shift attendance information, including the shift name, the shift period, and the overtime shift period. You can also reset the normal shift after editing.

Before You Start

Set the attendance rule. For details, see ***Set Attendance Rule for Normal Shift*** .

Steps

1. Tap **Local T&A → Shift Management → Normal Shift Management** to enter the page.



putongban1
09:00-18:00|00:00-00:00|00:00-00:00|00:00-00:00

putongban2
08:00-17:00|00:00-00:00|00:00-00:00|00:00-00:00

putongban3
09:00-12:00|13:00-18:00|00:00-00:00|00:00-00:00

Figure 7-9 Normal Shift Management

2. Select a shift from the list to enter the Shift Details page.

   Note

   By default, there are 3 configured normal shifts in the system.

3. Set the shift name and period in order and set the overtime shift period according to your needs.

Note

- If the attendance rules conflict with the normal shift period, the device will prompt "Incorrect Time Duration". Delete all configured time durations and reset after exiting.
- The shift name supports numbers, uppercase letters, lowercase letters, Chinese characters and symbols.
- Up to 32 characters are allowed in the shift name.

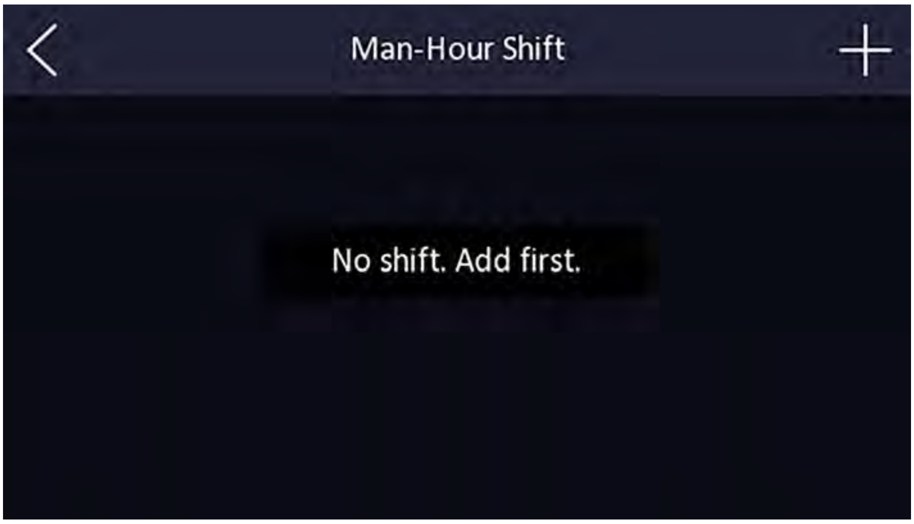
4. Tap **OK** to save the settings.
5. **Optional:** Add shift.
   1) Tap **+** in the upper right of the Normal Shift Management page to add shift.
   2) Set shift name, start time and end time in order.
   3) Tap ✓ in the upper right of the add shift page to save the settings.

Set Man-Hour Shift

Set the man-hour shift parameters, including the shift name, the work duration, the latest on-work time, and the break time. You can also reset the man-hour shift after editing.

Steps

1. Tap **Local T&A → Shift Management → Man-Hour Shift Management** to enter the page.



No shift. Add first.

Figure 7-10 Man-Hour Shift

2. Tap **+** in the upper right of the Man-Hour Shift page to add the shift.
3. Set shift name, work duration, latest on-work time and add break time.

Note

- Break time is not recorded as working duration.
- If the latest on-work time is set as 0, this feature is disabled by default.

4. Tap ✓ in the upper right of the add shift page to save the settings.

7.3.5 Manage Holiday (Add/Edit/Delete)

Set the attendance holiday. The attendance will not be recorded during the holiday.

Add Holiday

Tap **Local T&A → Holiday Management** , and tap **+** in the upper right of the Holiday page to enter the Add Holiday page. Enter Holiday Name and set Holiday Duration, and tap ✓ in the upper right of the Add Holiday page to save the settings.

Edit Holiday

Tap **Local T&A → Holiday Management** to enter the Holiday page. Select a holiday to enter the Holiday Details page to edit the holiday.

Delete Holiday

Tap **Local T&A → Holiday Management** to enter the Holiday page. Select a holiday to enter the Holiday Details page and tap 🗑 in the upper right of the Holiday Details page to delete the holiday.

7.3.6 Shift Schedule

Combine shift and holiday according to your actual needs. Scheduling shift by department and scheduling shift by individual are supported.

Schedule Shift by Department: All persons in the department use the same shift schedule to take attendance.

Schedule Shift by Individual: Take attendance according to individual's conditions.

Shift Schedule by Department

All persons in the department use the same shift schedule to take attendance.

Before You Start

- Edit department. For details, see ***Department Management*** .
- Set normal shit or man-hour shift. For details, see ***Set Normal Shift*** and ***Set Man-Hour Shift*** .
- Set the attendance holiday. For details, see ***Manage Holiday (Add/Edit/Delete)*** .

Steps

1. Tap **Local T&A → Shift Schedule by Department** to enter the Shift Schedule by Department page.
2. Select a department from the list to enter the Shift Schedule Details page.
3. Edit parameters.

   Department Name

   The department name should be edited in Dept. management page. For details, see ***Department Management*** .

Employee

You can see employees in the department.

Add Shift Schedule

You can add shift schedules and set shift schedule of each shift schedule and shift type of shift on Monday to Sunday.

Note

Up to 8 shift schedules can be added and each shift schedule time can not be overlapped with other shift schedule time.

Holiday Settings

Tap holiday settings and tap ✓ in the upper right of the Holiday Settings page. After saving the settings, the attendance will not be recorded during the holiday.

4. Tap ✓ to save the settings.

Shift Schedule by Individual (Add/Edit/Delete)

Take attendance according to individual's conditions.

Before You Start

- Add user before setting shift schedule by individual. For details, see ***User Management*** .
- Set normal shit or man-hour shift. For details, see ***Set Normal Shift*** 和 ***Set Man-Hour Shift*** .
- Set the attendance holiday. For details, see ***Manage Holiday (Add/Edit/Delete)*** .

Steps

Note

The shift schedule by individual has higher priority than shift schedule by department. If a user has configured both shift schedule by department and by individual, the system will take attendance according to shift schedule by individual first.

1. Tap **Local T&A → Shift Schedule by Individual** to enter the Shift Schedule by Individual page.

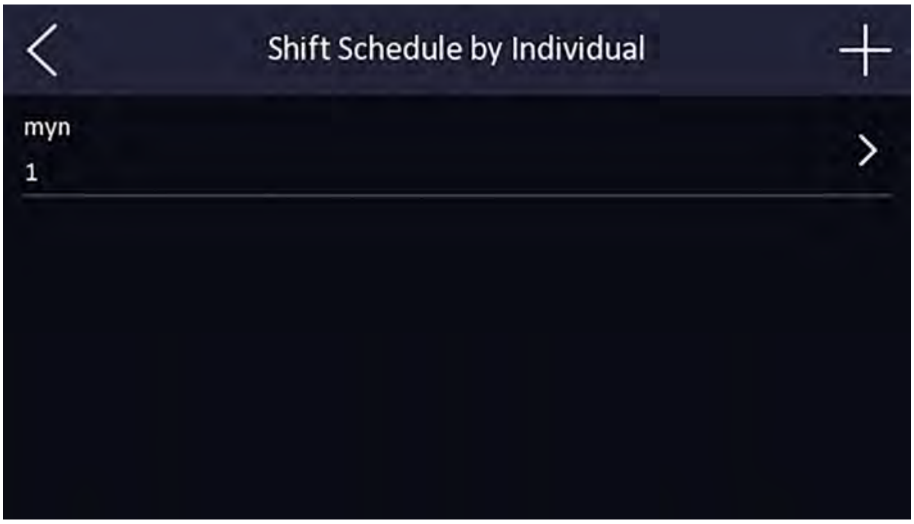


Figure 7-11 Shift Schedule by Individual

2. Tap **+** in the upper right of the Shift Schedule by Individual page to add Shift Schedule by Individual.
3. Select a person from the list to enter the Shift Schedule Details page.
4. Edit parameters.

   Add Shift Schedule

   You can add shift schedules and set shift schedule of each shift schedule and shift type of shift on Monday to Sunday.

   Note

   Up to 8 shift schedules can be added and each shift schedule time can not be overlapped with other shift schedule time.

   Holiday Settings

   Tap **Holiday Settings** in the Holiday Settings page. After saving the settings, the attendance will not be recorded during the holiday.

5. Tap ✓ to save the settings.
6. **Optional:** Select an individual in the Shift Schedule by Individual page and edit the shift schedule.
7. **Optional:** Select an individual you want to delete in the Shift Schedule by Individual page, and tap 🗑 in the upper right of the Shift Schedule by Individual page to delete the shift schedule.

7.4 Local Time and Attendance Settings

You can set the attendance mode as check in, check out, break out, break in, overtime in, and overtime out according to your actual situation.

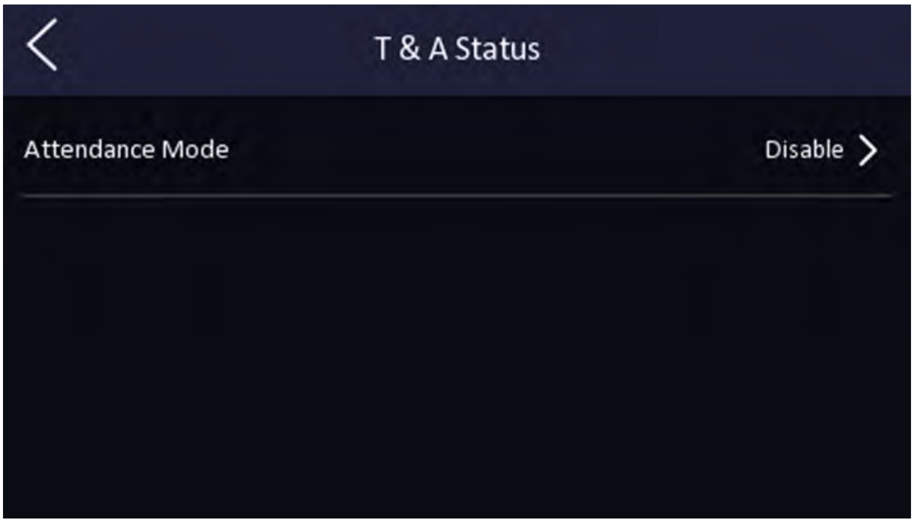
Note

The function should be used cooperatively with time and attendance function on the client software.

7.4.1 Disable Attendance Mode via Device

Disable the attendance mode and the system will not display the attendance status on the initial page.

Tap **T&A Status** to enter the T&A Status page.



T & A Status

Attendance Mode: Disable

Figure 7-12 Disable Attendance Mode

Set the **Attendance Mode** as **Disable**.

You will not view or configure the attendance status on the initial page. And the system will follow the attendance rule that configured on the platform.

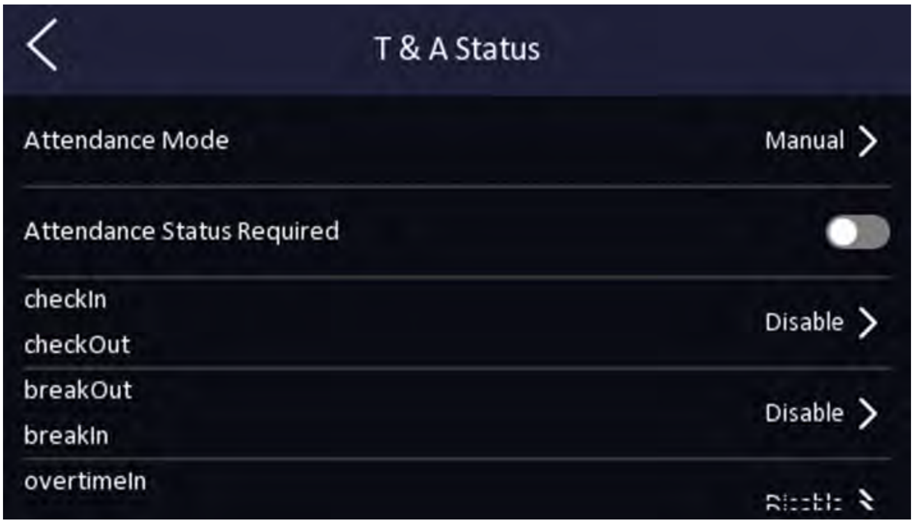
7.4.2 Set Manual Attendance via Device

Set the attendance mode as manual, and you should select a status manually when you take attendance.

Before You Start
Add at least one user, and set the user's authentication mode. For details, see *User Management*.

Steps

1. Tap **T&A Status** to enter the T&A Status page.
2. Set the **Attendance Mode** as **Manual**.



T & A Status

Attendance Mode: Manual

Attendance Status Required

checkIn / checkOut: Disable

breakOut / breakIn: Disable

overtimeIn

Figure 7-13 Manual Attendance Mode

3. Enable the **Attendance Status Required**.
4. Enable a group of attendance status.

Note

The Attendance Property will not be changed.

5. **Optional:** Select an status and change its name if required.

   The name will be displayed on the T & A Status page and the authentication result page.

Result

You should select an attendance status manually after authentication.

Note

If you do not select a status, the authentication will be failed and it will not be marked as a valid attendance.

7.4.3 Set Auto Attendance via Device

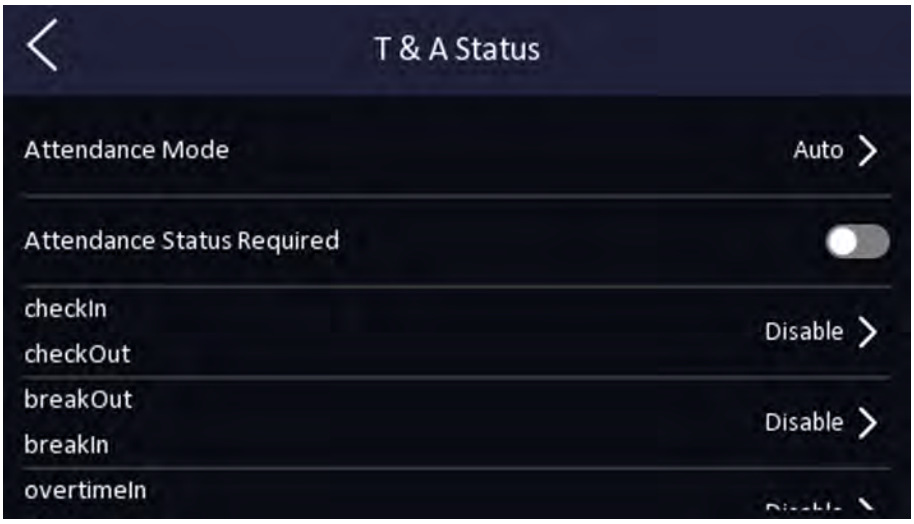
Set the attendance mode as auto, and you can set the attendance status and its available schedule. The system will automatically change the attendance status according to the configured schedule.

Before You Start

Add at least one user, and set the user's authentication mode. For details, see *User Management*.

Steps

1. Tap **T&A Status** to enter the T&A Status page.
2. Set the **Attendance Mode** as **Auto**.



T & A Status

Attendance Mode Auto

Attendance Status Required

checkIn
checkOut Disable

breakOut
breakIn Disable

overtimeIn

Figure 7-14 Auto Attendance Mode

3. Enable the **Attendance Status** function.
4. Enable a group of attendance status.

Note

The Attendance Property will not be changed.

5. **Optional:** Select an status and change its name if required.

   The name will be displayed on the T & A Status page and the authentication result page.
6. Set the status' schedule.
   1) Tap **Attendance Schedule**.
   2) Select **Monday**, **Tuesday**, **Wednesday**, **Thursday**, **Friday**, **Saturday**, or **Sunday**.
   3) Set the selected attendance status's start time of the day.
   4) Tap **Confirm**.
   5) Repeat step 1 to 4 according to your actual needs.

Note

The attendance status will be valid within the configured schedule.

Result

When you authenticate on the initial page, the authentication will be marked as the configured attendance status according to the configured schedule.

Example

If set the **Break Out** as Monday 11:00, and **Break In** as Monday 12:00, the valid user's authentication from Monday 11:00 to 12:00 will be marked as break.

7.4.4 Set Manual and Auto Attendance via Device

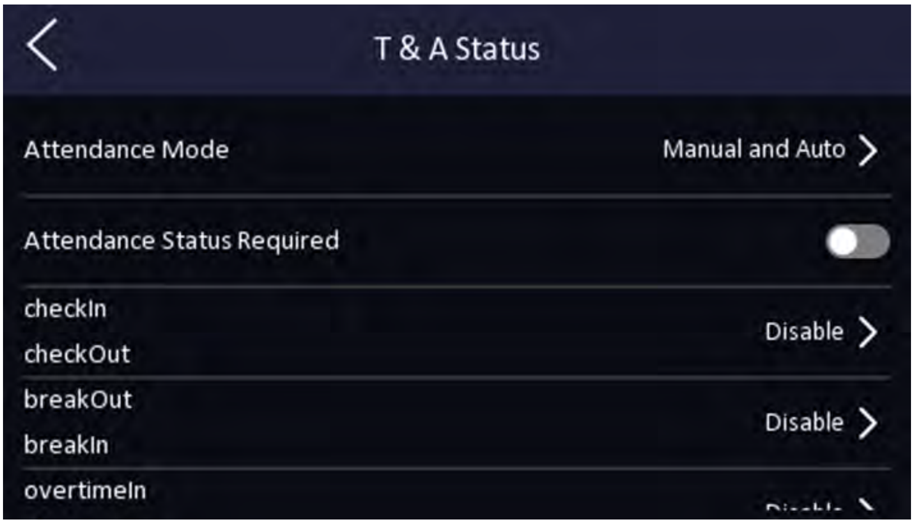
Set the attendance mode as **Manual and Auto**, and the system will automatically change the attendance status according to the configured schedule. At the same time you can manually change the attendance status after the authentication.

Before You Start

Add at least one user, and set the user's authentication mode. For details, see *User Management*.

Steps

1. Tap **T&A Status** to enter the T&A Status page.
2. Set the **Attendance Mode** as **Manual and Auto**.



T & A Status

Attendance Mode: Manual and Auto

Attendance Status Required

checkIn / checkOut: Disable

breakOut / breakIn: Disable

overtimeIn

Figure 7-15 Manual and Auto Mode

3. Enable the **Attendance Status** function.
4. Enable a group of attendance status.

Note

The Attendance Property will not be changed.

5. **Optional:** Select an status and change its name if required.

   The name will be displayed on the T & A Status page and the authentication result page.
6. Set the status' schedule.
   1) Tap **Attendance Schedule**.
   2) Select **Monday**, **Tuesday**, **Wednesday**, **Thursday**, **Friday**, **Saturday**, or **Sunday**.
   3) Set the selected attendance status's start time of the day.
   4) Tap **OK**.
   5) Repeat step 1 to 4 according to your actual needs.

Note

The attendance status will be valid within the configured schedule.

Result

On the initial page and authenticate. The authentication will be marked as the configured attendance status according to the schedule. If you tap the edit icon on the result tab, you can select a status to take attendance manually, the authentication will be marked as the edited attendance status.

Example

If set the **Break Out** as Monday 11:00, and **Break In** as Monday 12:00, the valid user's authentication from Monday 11:00 to 12:00 will be marked as break.

7.5 Data Management

You can import user data, face data, access control parameters, and export attendance summary table, abnormal attendance table, attendance template, user data, face data, and access control parameters.

7.5.1 Export Attendance Template

Steps

1. Plug a USB flash drive in the device.

   Note

   - The supported USB flash drive format is FAT32 and exfat.
   - The system supports the USB flash drive with the storage of 1 G to 32 G. Make sure the free space of the USB flash drive is more than 512 M.

2. Tap **Data → Import Data → Attendance Template** .
3. Set the start date and end date.
4. Tap **OK** to export the attendance template.

7.5.2 Export Attendance Summary Table/Abnormal Attendance Table

You can export attendance summary table and abnormal attendance table.

Steps

1. Plug a USB flash drive in the device.

Note

- The supported USB flash drive format is FAT32 and exfat.
- The system supports the USB flash drive with the storage of 1 G to 32 G. Make sure the free space of the USB flash drive is more than 512 M.

2. Tap **Data → Export Data → Attendance Summary Table/Abnormal Attendance Table** .
3. Tap the table that needs to be exported.

Note

- You need to enter the start date and end date when exporting attendance summary table/ abnormal attendance table.
- For exported table content details, see ***Attendance Report Table*** .

Result

The exported content will be stored in the USB flash drive in Excel format.

7.5.3 Import Face Picture

Face pictures can be imported into the device through a USB flash drive. You can also export the pictures from one device and import them into other devices.

Steps

1. Import the external face pictures through a USB flash drive directly.
   1) Plug a USB flash drive in the device.

      Note

      - The supported USB flash drive format is FAT32 and exfat.
      - The system supports the USB flash drive with the storage of 1 G to 32 G. Make sure the free space of the USB flash drive is more than 512 M.

   2) Tap **Data → Import Data → Face Data** .
   3) Enter the password when importing the face data, and tap **OK**.

   Note

   The pictures are stored in the enroll_pic folder in the root directory of the USB flash drive.

2. Export the pictures from one device and import them into other devices.
   1) Tap **Data → Export Data → Face Data** .
   2) Enter the password when exporting face data.

      Note

      The pictures are stored in the enroll_pic folder in the root directory of the USB flash drive.

3) Store the exported pictures in the export_pic folder in the root directory of the USB flash drive.
4) Tap **Data → Import Data → Face Data** .
5) Enter the password when importing the face data, and tap **OK**.

Note

- The picture size cannot be larger than 200 KB, and the picture format supports .jpg and 24 bit .bmp formats. The format of the picture imported by the user is: Employee ID_Name_Department_Gender.jpg, where gender can be represented by 0 or 1, and male is 0 and female is 1.
- Non-encrypted or encrypted importing/exporting are supported.

7.5.4 Export User Data/Access Control Parameters

You can export user data and access control parameters.

Steps

1. Plug a USB flash drive in the device.

Note

- The supported USB flash drive format is FAT32 and exfat.
- The system supports the USB flash drive with the storage of 1 G to 32 G. Make sure the free space of the USB flash drive is more than 512 M.

2. Tap **Data → Export Data → User Data/Access Control Parameters** .

3. Tap **User Data** or **Access Control Parameters**.

4. Enter the password when importing the user data/access control parameters, and tap **OK**.

Note

- You can export the imported data to iVMS-4200.
- Non-encrypted or encrypted importing/exporting are supported.
- Please refer to for exported table content.

Result

The exported content will be stored in the USB flash drive in Excel format.

7.6 Identity Authentication

After network configuration, system parameters configuration and user configuration, you can go back to the initial page for identity authentication. The system will authenticate person according to the configured authentication mode.

7.6.1 Authenticate via Single Credential

Set the user authentication type before authentication. For details, see ***Set Authentication Mode*** .

Authenticate face, fingerprint, card or QR code.

Face

Face forward at the camera and start authentication via face.

Fingerprint

Place the enrolled fingerprint on the fingerprint module and start authentication via fingerprint.

Password/Pin Code

Enter the password/pin code to authenticate via password.

Note

Password should be configured in the platform.

If authentication completed, a prompt "Authenticated" will pop up.

Tap , enter the password and tap **OK**.

7.6.2 Authenticate via Multiple Credential

Before You Start

Set the user authentication type before authentication. For details, see ***Set Authentication Mode*** .

Steps

1. If the authentication mode is Face, Password and Face, Password, Face and Fingerprint, authenticate any credential according to the instructions on the live view page.

   Note

   - Some devices support fingerprint authentication. Refers to the actual device for details.
   - Support, face + fingerprint, face + pin, fingerprint + pin, face + fingerprint + pin authentication methods.

2. After the previous credential is authenticated, continue authenticate other credentials.

   Note

   - For detailed information about scanning fingerprint, see *Tips for Scanning Fingerprint*.
   - For detailed information about authenticating face, see *Tips When Collecting/Comparing Face Picture*.

   If authentication succeeded, the prompt "Authenticated" will pop up.

7.7 Basic Settings

You can set the shortcut key, voice, time, language, white light brightness, community No., building No., Unit No., beauty, and advertisement.

Long tap on the initial page for 3 s and slide to the left/right by following the gesture and login the device home page. Tap **Basic**.

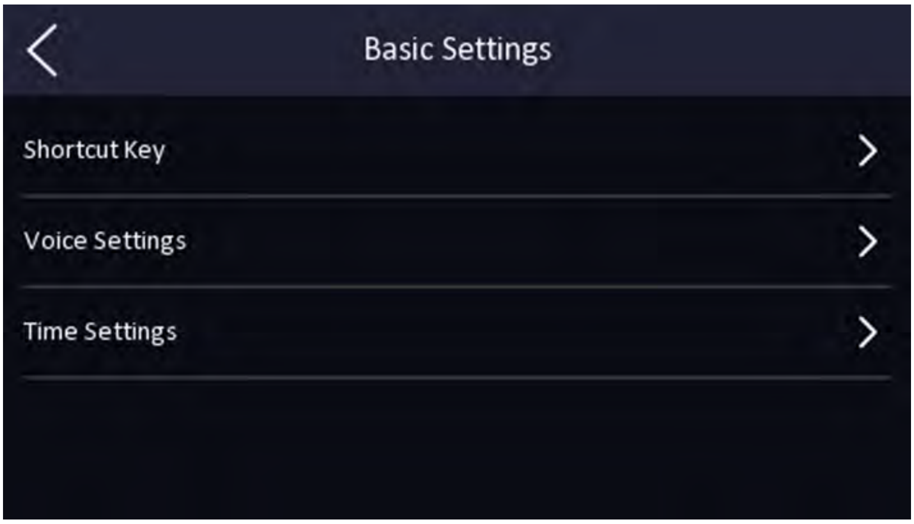


Figure 7-16 Basic Settings Page

shortcut key, voice, time, time settings, and language.

Shortcut Key

Choose the shortcut key that displayed on the authentication page, including the password (PIN) entering function.

Voice Settings

You can enable/disable the voice prompt function and adjust the voice volume.

Note

You can set the voice volume between 0 and 10.

Time Settings

Set the time zone, the device time and the DST.

Language

Select the language according to actual needs.

Note

After changing the language, the device will reboot.

7.8 Set Biometric Parameters

You can customize the face parameters to improve the face recognition performance. The configurable parameters includes application mode, face liveness level, face recognition distance, face recognition interval, wide dynamic, face 1:N security level, face 1:1 security level, ECO settings, and face with mask detection.

Long tap on the initial page for 3 s and login the home page. Tap **Biometric**.

Table 7-1 Face Picture Parameters

Parameter	Description
Application Mode	Select either others or indoor according to actual environment.
Face Liveness Level	After enabling face anti-spoofing function, you can set the matching security level when performing live face authentication.
Face Recognition Distance	Set the valid distance between the user and the camera when authenticating.
Face Recognition Interval	The time interval between two continuous face recognitions when authenticating. **Note** You can input the number from 1 to 10.
Face 1:N Security Level	Set the matching threshold when authenticating via 1:N matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate.
Face 1:1 Security Level	Set the matching threshold when authenticating via 1:1 matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate.
ECO Settings	After enabling the ECO mode, the device will use the IR camera to authenticate faces in the low light or dark environment. And you can set the ECO mode threshold, ECO mode (1:N), and ECO mode (1:1). **ECO Threshold** When enabling the ECO mode, you can set the ECO mode's threshold. The larger the value, the easier the device entering the ECO mode. **ECO Mode (1:1)** Set the matching threshold when authenticating via ECO mode 1:1 matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate. **ECO Mode (1:N)**

Parameter	Description
	Set the matching threshold when authenticating via ECO mode 1:N matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate
Multiple Faces Authentication	After multiple faces authentication is enabled, multiple faces authentication is supported.

7.9 System Maintenance

You can view the device system information and capacity. You can also restore the system to factory settings, default settings, remote configuration, unlink APP account, and reboot the system.

Long tap on the initial page for 3 s and login the home page. Tap **Maint.**

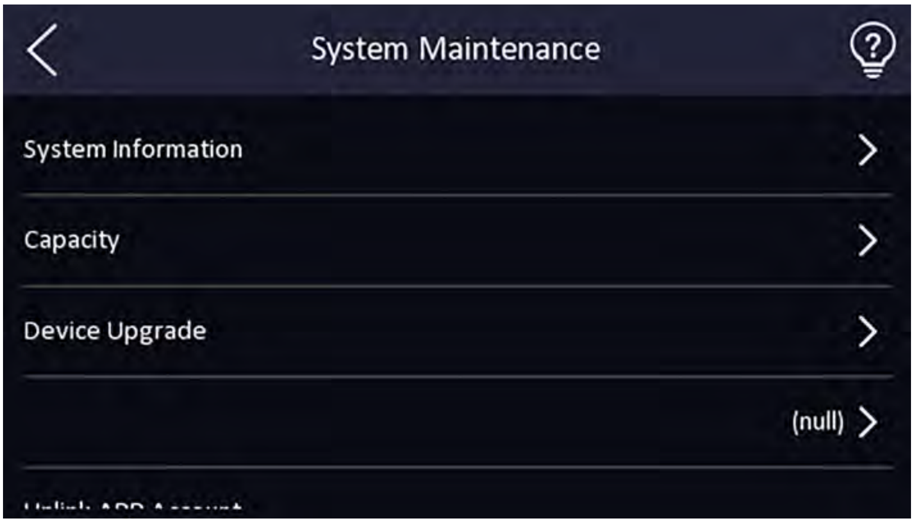


Figure 7-18 Maintenance Page

System Information

You can view the device information including serial No., firmware version, MCU version, MAC address, production data, device QR code, open source code license.

Note

The page may vary according to different device models. Refers to the actual page for details.

Capacity

You can view the number of administrator, user, face picture, card, and event.

Note

- Parts of the device models support displaying the fingerprint number. Refers to the actual page for details.
- The capacity varies according to the configured enrollment rules. For details about setting enrollment rules, see .

Upgrade

Plug the USB flash drive in the device USB interface. Tap **Upgrade → OK** , and the device will read the *digicap.dav* file in the USB flash drive to start upgrading.

Remote Configuration

Enable **Remote Configuration**. Scan the QR code on the device through the mobile browser, and you can perform remote configuration via mobile web page. For details, refer to ***Configure the Device via the Mobile Browser***

Unlink APP Account

Unlink the Hik-Connect account from the platform.

Restore to Factory

All parameters will be restored to the factory settings. The system will reboot to take effect.

Restore to Default

All parameters, except for the communication settings, remotely imported user information, will be restored to the default settings. The system will reboot to take effect.

Reboot

The device will reboot after the confirmation.

？

Long tap ？, and enter admin password to view device version information.

Chapter 8 Configure the Device via the Mobile Browser

8.1 Login

You can login by scanning the QR code of the device on the mobile browser.

Note

- Make sure the device has been activated. For details, see 。
- Enable remote configuration in the device, connect with a mobile phone and scan the QR code. For details, refer to ***Access via Mobile Browse Settings*** 。

Enter user name and password, and tap **Login**.

8.2 Search Event

Click **Search** to enter the Search page.

Enter the search conditions, including the employee ID, the name, the card No., the start time, and the end time, and click **Search**.

Note

Support searching for names within 32 digits.

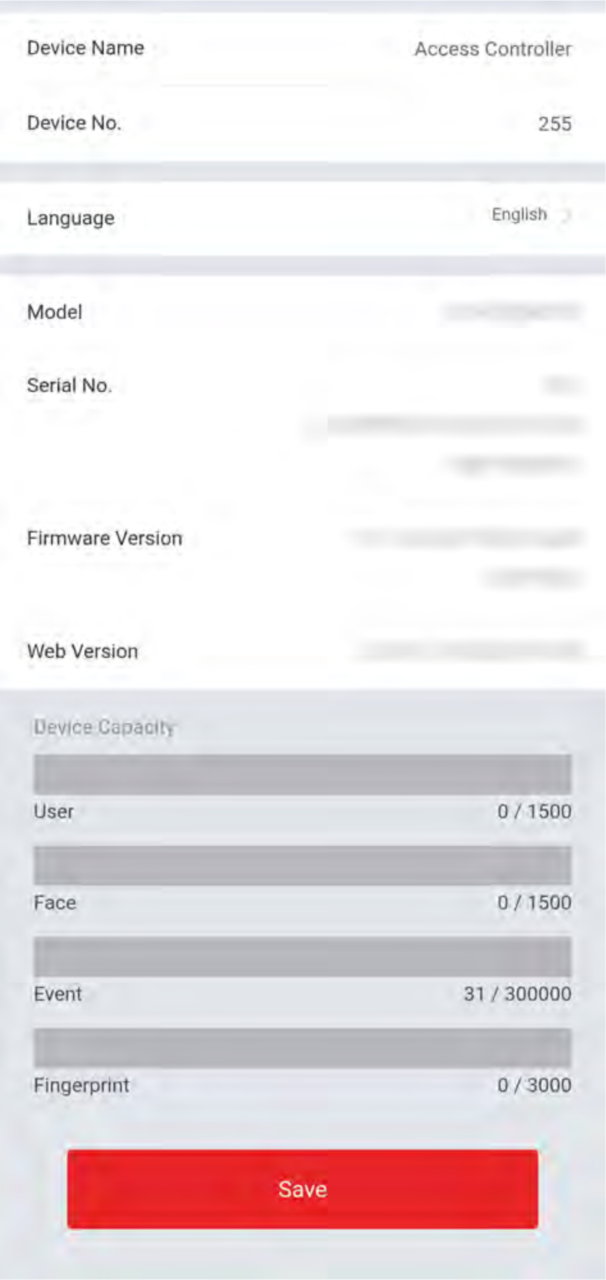
The results will be displayed in the list.

8.3 Configuration

8.3.1 View Device Information

You can view the device name, device No., language, model, serial No., version, device capacity, etc.

Tap **Configuration → System → System Settings → Basic Information** , to enter the settings page.



Device Name	Access Controller
Device No.	255
Language	English
Model	[redacted]
Serial No.	[redacted]
Firmware Version	[redacted]
Web Version	[redacted]

Device Capacity

User	0 / 1500
Face	0 / 1500
Event	31 / 300000
Fingerprint	0 / 3000

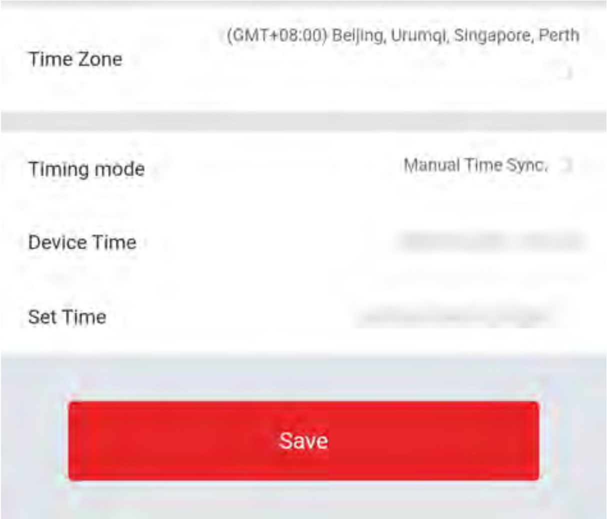
Figure 8-1 Device Information

You can view the device name, device No., language, model, serial No., version, device capacity, etc.

8.3.2 Time Settings

Set the time zone, time sync. mode, and displayed time.

Tap **Configuration → System → System Settings → Time Settings** to enter the settings page.



Time Zone (GMT+08:00) Beijing, Urumqi, Singapore, Perth

Timing mode Manual Time Sync.

Device Time

Set Time

Figure 8-2 Time Settings

Tap **Save** to save the settings.

Time Zone

Select the time zone where the device is located from the drop-down list.

Time Sync. Mode

Manual

By default, the device time should be synchronized manually. You can set the device time manually.

NTP

Set the NTP server's IP address, port No., and interval.

8.3.3 Set DST

Steps

1. Tap **Configuration → System → System Settings → DST** , to enter the settings page.
2. Tap **Enable DST**.
3. Set the start time, end time, and DST bias.
4. Tap **Save**.

8.3.4 Network Settings

You can set the port and Wi-Fi parameters.

Set Port Parameters

You can set the HTTP, RTSP, HTTPS, and Server according to actual needs when accessing the device via network.

Tap **Configuration → Network → Basic Settings → Port** , to enter the settings page.

HTTP

It refers to the port through which the browser accesses the device. For example, when the HTTP Port is modified to 81, you need to enter ***http://192.0.0.65:81*** in the browser for login.

RTSP

It refers to the port of real-time streaming protocol.

HTTPS

Set the HTTPS for accessing the browser. Certificate is required when accessing.

Server

It refers to the port through which the client adds the device.

Set Wi-Fi Parameters

Set the Wi-Fi parameters for device wireless connection.

Steps

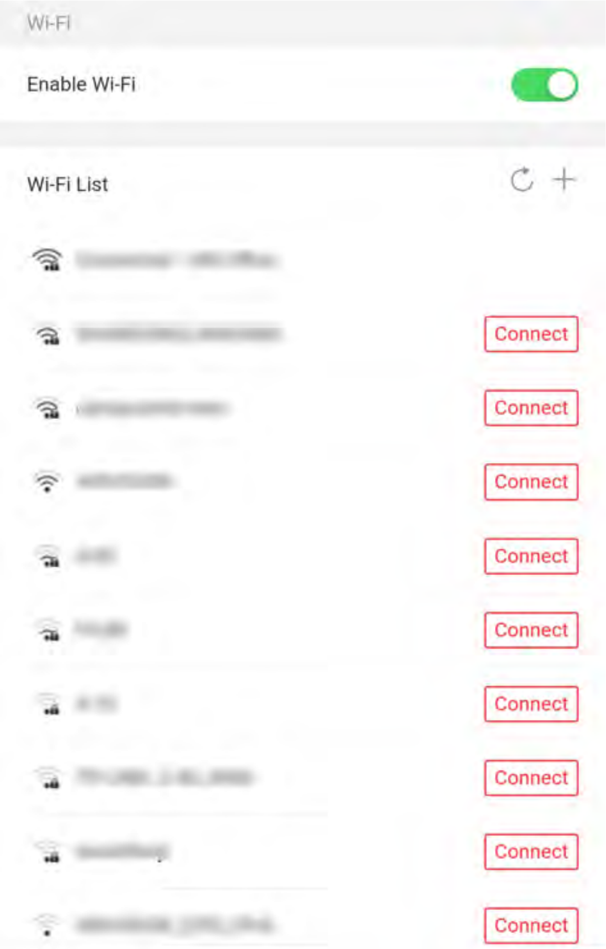
Note

The function should be supported by the device.

1. Tap **Configuration → Network → Basic Settings → Wi-Fi** to enter the settings page.
2. Check **Enable Wi-Fi**.

   Note

   If Wi-Fi is enabled, the AP will be disabled automatically.



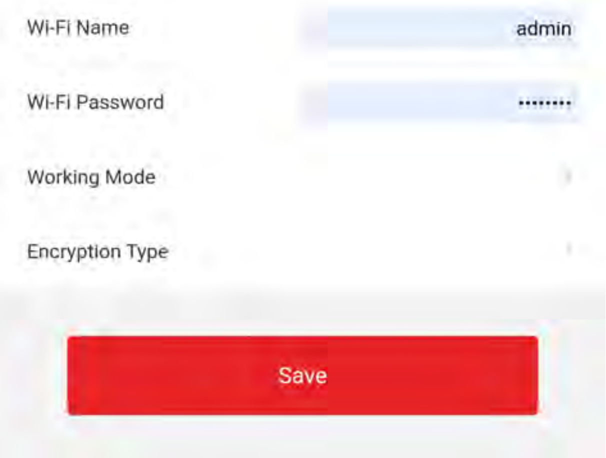
Wi-Fi

Enable Wi-Fi

Wi-Fi List

Figure 8-3 Wi-Fi

3. Add Wi-Fi.
   1) Tap **+**.



Wi-Fi Name admin

Wi-Fi Password ••••••••

Working Mode

Encryption Type

Figure 8-4 Add Wi-Fi

   2) Enter **Wi-Fi Name** and **Wi-Fi Password**, and select **Working Mode** and **Encryption Type**.

3) Tap **Save**.

4. Select the Wi-Fi name, and tap **Connect**.
5. Enter the password and tap **Save**.
6. Set WLAN parameters.
   1) Set the IP address, subnet mask, and gateway. Or enable DHCP and the system will allocate the IP address, subnet mask, and gateway automatically.
   2) Tap **Save**.

8.3.5 Set Time and Attendance via Mobile Web Browser

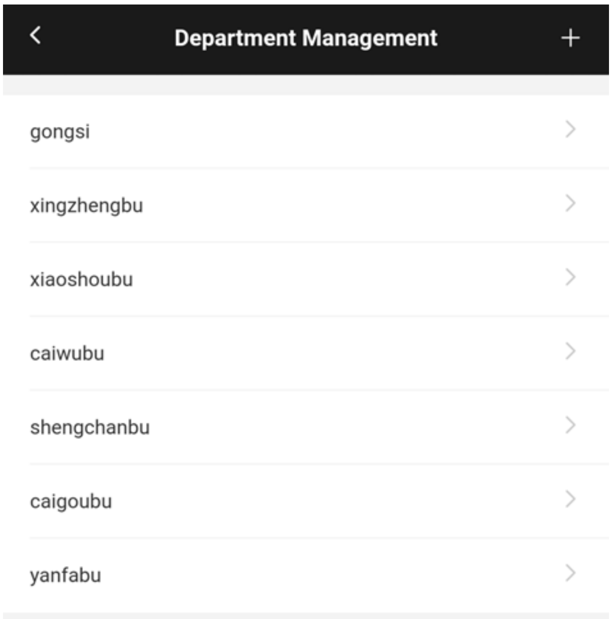
You can set time and attendance by managing department, user, shift, holiday, and shift schedule. You can add, edit, and delete attendance department, user, shift, holiday, and shift schedule.

Manage Department via Mobile Web Browser

You can add, edit and delete the department.

Steps

1. Tap **Configuration → Time and Attendance → Department Management** to enter the settings page.
2. Add the department.
   1) Tap **+**.



gongsi

xingzhengbu

xiaoshoubu

caiwubu

shengchanbu

caigoubu

yanfabu

Figure 8-5 Add Department

   2) Enter the department name, and tap **OK**.

Note

- The department name supports uppercase English, lowercase English, numbers and symbols.
- Up to 32 characters can be entered in department name.
- There are 7 departments in the department management by default.

3. Edit the department.
   1) Tap the department that needs to be edited, to edit the settings.
   2) You can edit the department name and view employee according to your actual needs.

4. Delete the department.
   1) Tap the department that needs to be deleted.
   2) Tap 🗑, and tap **OK** to delete the department.

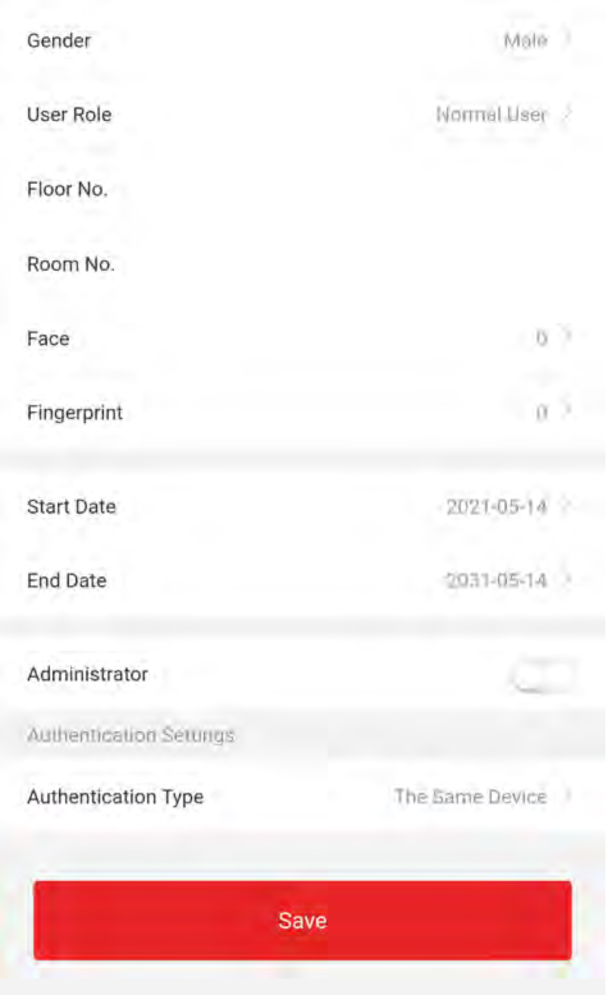
User Management

You can add, edit, delete, and search users via mobile Web browser.

Steps

1. Tap **User** to enter the settings page.

2. Add user.
   1) Tap**+**.



Gender	Male
User Role	Normal User
Floor No.	
Room No.	
Face	0
Fingerprint	0
Start Date	2021-05-14
End Date	2031-05-14
Administrator	

Authentication Settings

Authentication Type	The Same Device

Figure 8-6 Add User

2) Set the following parameters.

Employee ID

Enter the employee ID. The Employee ID cannot be 0 or exceed 32 characters. It can be a combination of uppercase, lowercase letters and numbers.

Name

Enter your name. The name supports numbers, uppercase and lowercase English, and characters. The name is recommended to be within 32 characters.

Gender

Select the gender.

User Role

Select your user role.

Floor No./Room No.

Enter the floor No./room No.

Face

Add Face picture. Tap **Face**, then tap**Import**, and select the mode to import the face.

Fingerprint

Add fingerprint. Tap **Fingerprint**, then tap **+**, and add fingerprint via the fingerprint module.

Start Date/End Date

Set **Start Date** and **End Date** of user permission.

Administrator

If the user needs to be set as administrator, you can enable **Administrator**.

Authentication Type

Set the authentication type.

3) Tap **Save**.

3. Tap the user that needs to be edited in the user list to edit the information.
4. Tap the user that needs to be deleted in the user list, and tap 🗑 to delete the user.
5. You can search the user by entering the employee ID or name in the search bar.

Manage Shift via Mobile Web Browser

You can set the normal shift and man-hour shift. Normal shift can be applied in attendance scenarios of regular attendance, and you can set the attendance rules and the attendance number. Man-hour shift can be applied in the attendance scenarios of flexible working system.

Manage Normal Shift via Mobile Web Browser

You can edit and add normal shift attendance information, including shift name and attendance duration.

Steps

1. Set attendance rules.
   1) Tap **Configuration → Time and Attendance → Shift Management → Normal Shift Management** .
   2) Tap **Attendance Rule**.
   3) Set advanced check in time, latest check in time, absence time(late), earliest check out time, latest check out time, and absence time(early leave).

   Note

   - The time unit is minute.
   - The configurable time range is from 0 to 1440 minutes (including 0 and 1440).

   4) Tap **Save**。
2. Set normal shift.

1) Tap **Configuration → Time and Attendance → Shift Management → Normal Shift Management** .
2) Tap a normal shift to enter the settings page.

Note

3 normal shifts has been configured by default.

3) Set the shift name, the start time and end time of the attendance duration.

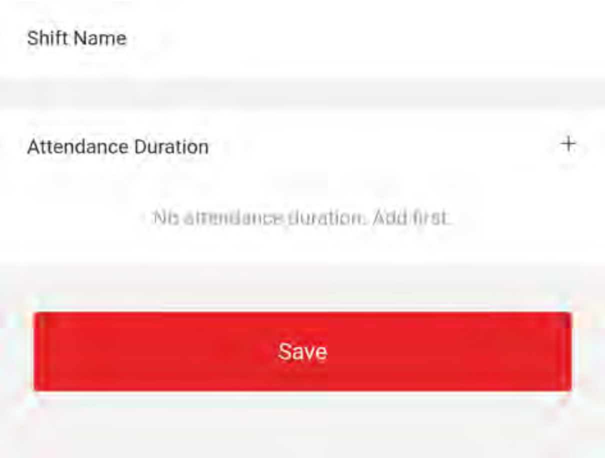
Note

- If the attendance rules conflict with the normal shift durations, the device will prompt "Duration error". Please delete all durations and reconfigure the settings after exiting.
- The shift name supports Chinese, uppercase English, lowercase English, numbers and symbols.
- Up to 32 characters can be entered in shift name.

4) Tap **Save**.

3. Optional: Add the shift.

1) Tap **+** in normal shift management page.



No attendance duration. Add first.

Figure 8-7 Add Shift

2) Set the shift name, the start time and end time of the attendance duration.
3) Tap **Save**.

Manage Man-Hour Shift via Mobile Web Browser

You can edit the shift name, work duration, latest on-work time, and break time.

Steps

1. Tap **Configuration → Time Attendance → Shift Management → Man-Hour Shift Management** .
2. Tap **+**.
3. Edit the shift name, work duration, latest on-work time, and break time.

Note

- Break time is not recorded in working time.
- If the latest work time is set to 0, this function is not enabled by default.

4. Tap **Save**.

Manage Holiday via Mobile Web Browser

There is no attendance during the holidays.

Steps

1. Add the holidays.
   1) Tap **Configuration → Time and Attendance → Holiday Management** , to enter the settings page.
   2) Tap **+** to enter the settings page. Enter **Holiday Name**, **Start Date** and **End Date**, and tap **Save**.

2. Edit the holidays. Tap **Configuration → Time and Attendance → Holiday Management** to enter the settings page. Tap the holiday to edit the settings.

3. Delete the holidays. Tap **Configuration → Time and Attendance → Holiday Management** , tap the holiday to enter the settings page, and tap 🗑 to delete the holiday.

Manage Shift Schedule via Mobile Web Browser

You can combine the shift and holiday according to your actual needs. Shift schedule by department and shift schedule by individual are supported.

Manage Shift Schedule by Department via Mobile Web Browser

You can set the shift schedule by department, and the employees in the same department will use the same shift schedule.

Before You Start

- Edit the department. You can refer to ***Manage Department via Mobile Web Browser*** for details.
- Set the normal shift and man-hour shift. You can refer to ***Manage Normal Shift via Mobile Web Browser*** and ***Manage Man-Hour Shift via Mobile Web Browser*** for details.
- Set the holiday attendance. You can refer to ***Manage Holiday via Mobile Web Browser*** for details.

Steps

1. Tap **Configuration → Time and Attendance → Shift Schedule Management → Shift Schedule by Department** to enter the settings page.

2. Tap the shift schedule to edit the shift schedule by department.

3. Edit the shift schedule by department parameters.

Department Name

You should set the department name in department management. You can refer to ***Manage Department via Mobile Web Browser*** for details.

Add Shift Schedule

Tap **+**, and set the shift schedule name, shift schedule time and daily shift schedule information.

Note

Up to 8 shift schedules can be added, and the dates of each shift schedule cannot overlap.

Holiday Settings

Tap **Holiday Settings**, select the holiday and tap **OK**. After setting, the attendance will not be checked during holidays.

4. Tap **Save**.
5. **Optional:** Tap the shift schedule that needs to be deleted, and tap 🗑 to delete the shift schedule.

Manage Shift Schedule by Individual via Mobile Web Browser

You can set the shift schedule by individual.

Before You Start

- Edit the department. You can refer to ***Manage Department via Mobile Web Browser*** for details.
- Set the normal shift and man-hour shift. You can refer to ***Manage Normal Shift via Mobile Web Browser*** and ***Manage Man-Hour Shift via Mobile Web Browser*** for details.
- Set the holiday attendance. You can refer to ***Manage Holiday via Mobile Web Browser*** for details.

Steps

Note

The priority of shift schedule by individual is higher than that of shift schedule by department. If a person is configured with shift schedule by individual and department at the same time, shift schedule by individual will be used first during attendance.

1. Tap **Configuration → Time and Attendance → Shift Schedule Management → Shift Schedule by Individual** to enter the settings page.
2. Tap **+** to add the shift schedule by individual.
3. Select the employee.
4. Edit the shift schedule parameters.

   Add Shift Schedule

Tap **+**, and set the shift schedule name, shift schedule time and daily shift schedule information.

Note

Up to 8 shift schedules can be added, and the dates of each shift schedule cannot overlap.

Holiday Settings

Tap **Holiday Settings**, select the holiday and tap **OK**. After setting, the attendance will not be checked during holidays.

5. Tap **Save**.
6. **Optional:** Tap the shift schedule that needs to be edited, to edit the settings.
7. **Optional:** Tap the shift schedule that needs to be deleted, and tap 🗑 to delete the shift schedule.

8.3.6 Set Privacy Parameters

Set the event storage type, picture upload and storage parameters, and the picture clearing parameters.

Go to **Configuration → Privacy Protection → Privacy** .

Event Storage Settings

Select a method to delete the event. You can select from **Delete Old Events Periodically**, **Delete Old Events by Specified Time**, or **Overwriting**.

Delete Old Events Periodically

Drag the block or enter number to set the period for event deleting. All events will be deleted according to the configured time duration.

Delete Old Events by Specified Time

Set a time and all events will be deleted on the configured time.

Overwriting

The earliest 5% events will be deleted when the system detects the stored events has been over 95% of the full space.

Picture Uploading and Storage

You can upload and store pictures.

Upload Captured Picture When Authenticating

Upload the pictures captured when authenticating to the platform automatically.

Save Captured Picture When Authenticating

If you enable this function, you can save the picture when authenticating to the device.

Save Registered Picture

The registered face picture will be saved to the system if you enable the function.

Upload Picture After Linked Capture

Upload the pictures captured by linked camera to the platform automatically.

Save Pictures After Linked Capture

If you enable this function, you can save the picture captured by linked camera to the device.

Clear All Pictures in Device

You can clear registered face pictures and captured pictures in device.

Clear Registered Face Pictures

All registered pictures in the device will be deleted.

Clear Captured Pictures

All captured pictures in the device will be deleted.

8.3.7 Set Authentication Parameters

Set Authentication Parameters.

Steps

1. Tap **Configuration → Access Control → Authentication Settings** .
2. Click **Save**.

   Device Type

   Main Card Reader

   You can configure the device card reader's parameters. If you select main card reader, you need to configure the following parameters: **Card Reader Type**, **Card Reader Description**, **Enable Card Reader**, **Max.Authentication Failed Attempts Alarm/Alarm of Max. Failed Attempts**, **Enable Tampering Detection** and **Enable Card No. Reversing**.

   Sub Card Reader

   You can configure the connected peripheral card reader's parameters. If you select sub card reader, you need to configure the following parameters: **Card Reader Type**, **Card Reader Description**, **Enable Card Reader**, **Max. Authentication Failed Attempts Alarm/ Alarm of Max. Failed Attempts**, **Enable Tampering Detection**, **Communication with Controller Every (s)** and **Max. Interval When Entering Password (s)**.

   Card Reader Type

   Get card reader type.

   Card Reader Description

   Get card reader description. It is read-only.

   Enable Card Reader

   Enable the card reader's function.

Max. Authentication Failed Attempts Alarm/Alarm of Max. Failed Attempts

Enable to report alarm when the card reading attempts reach the set value.

Enable Tampering Detection

Enable the anti-tamper detection for the card reader.

Enable Card No. Reversing

The read card No. will be in reverse sequence after enabling the function.

Communication with Controller Every (s)

When the access control device cannot connect with the card reader for longer than the set time, the card reader will turn offline automatically.

Max. Interval When Entering Password (s)

When you entering the password on the card reader, if the interval between pressing two digits is longer than the set value, the digits you pressed before will be cleared automatically.

Authentication

Select an authentication mode according to your actual needs from the drop-down list.

Display Authentication Result

Check Face Picture, Name, or Employee ID. When authentication is completed, the system will display the selected contents in the result.

Name De-identification

The name information is desensitized with an asterisk.

Name De-identification

The ID information is desensitized with an asterisk.

Recognition Interval

If the interval between card presenting of the same card is less than the configured value, the card presenting is invalid. The interval time range is from 0 to 255 seconds (When set to 0, it means that recognition interval is not enabled, and the same authentication can be used for unlimited times).

8.3.8 Face Parameters Settings

Set face parameters.

Face Parameters Settings

Tap **Configuration → Smart → Intelligent Parameter** to enter the page.

Note

The functions vary according to different models. Refers to the actual device for details.

Set Face Parameters.

Face Anti-spoofing

Enable or disable the live face detection function. If enabling the function, the device can recognize whether the person is a live one or not.

Live Face Detection Security Level

After enabling the face anti-spoofing function, you can set the matching security level when performing live face authentication.

Recognition Distance

Select the distance between the authenticating user and the device camera.

Application Mode

Select **Indoor** or **Others** according to actual environment. In the outdoor scene, indoor scene near the window, or bad environment, you can choose **Others**.

Note

If the device is not activated by other tools, the device uses indoor as the environment mode by default.

Face Recognition Mode

Normal Mode

The device uses a camera to perform face recognition.

Deep Mode

It is applicable for for more complex environments, and the range of people recognized is wider.

The device uses a camera to perform face recognition.

Continuous Face Recognition Interval

Set the time interval between two continuous face recognitions when authenticating.

Note

Value Range: 1 to 10.

1:1 Matching Threshold

Set the matching threshold when authenticating via 1:1 matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate.

1:N Matching Threshold

Set the matching threshold when authenticating via 1:N matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate. The maximum value is 100.

Face Recognition Timeout Value

Configure the timeout period for face recognition. If the face recognition time exceeds the configured value, the device will prompt the face recognition timeout.

ECO Mode

After enabling the ECO mode, the device will use the IR camera to authenticate faces in the low light or dark environment. And you can set the ECO mode threshold, ECO mode (1:N), and ECO mode (1:1).

ECO Mode Threshold

Set the matching threshold when authenticating via ECO mode 1:1 matching mode and ECO mode 1:N matching mode.

ECO Mode (1:1)

Set the matching threshold when authenticating via ECO mode 1:1 matching mode.

ECO Mode (1:N)

Set the matching threshold when authenticating via ECO mode 1: N matching mode.

Set Recognition Area

Tap **Configuration → Smart → Area Configuration** to enter the page.
Drag the blue frame in the live video to adjust the recognition area. Only the face within the area can be recognized by the system.
Drag the slider to configure the effective area of face recognition.
Tap **Save** to save the settings.

Chapter 9 Operation via Web Browser

9.1 Login

You can login via the web browser.

Note

Make sure the device is activated.

Obtain the IP address from the device after Wi-Fi is enabled. Make sure the IP segment of the device and the computer is the same. For details, refers to ***Set Wi-Fi Parameters*** .

Enter the device IP address in the address bar of the web browser and press **Enter** to enter the login page.

Enter the device user name and the password. Click **Login**.

Note

Make sure that the IP address starts with "Https:".

9.2 Person Management

Click and add the person's information, including the basic information, card, authentication mode, and the picture.

Click **OK** to save the person.

Add Basic Information

Click **User → Add** to enter the Add Person page.
Add the person's basic information, including the employee ID, the person's name, the gender, user level, floor No., and room No.
Click **OK** to save the settings.

Add Card

Click **User → Add** to enter the Add Person page.
Click **Add Card** and enter a card number.
Click **OK** to save the settings.

Add Face Picture

Click **User → Add** to enter the Add Person page.
Click **+** on the right to upload a face picture from the local PC.

Note

The picture format should be JPG, JPEG or PNG. The size should be less than 200K.

Click **OK** to save the settings.

Set Permission Time

Click **User → Add** to enter the Add Person page.
Set **Start Time** and **End Time**.
Click **OK** to save the settings.

Set Access Control

Click **User → Add** to enter the Add Person page.
After check **Adminstrator** in **Access Control**, the added person can log in by authenticating face.
Click **OK** to save the settings.

Add Authentication Mode

Click **User → Add** to enter the Add Person page.
Set the authentication type.
Click **OK** to save the settings.

9.3 Search Event

Click **Search** to enter the Search page.

Enter the search conditions, including the employee ID, the name, the card No., the start time, and the end time, and click **Search**.

The results will be displayed on the right panel.

9.4 Configuration

9.4.1 Set Local Parameters

Set the live view parameters, record file saving path, and captured pictures saving path.

Set Live View Parameters

Click **Configuration → Local** to enter the Local page. Configure the stream type, the play performance, auto start live view, and the image format and click **Save**.

Set Record File Saving Path

Click **Configuration → Local** to enter the Local page. Select a record file size and select a saving path from your local computer and click **Save**.
You can also click **Open** to open the file folder to view details.

Set Captured Pictures Saving Path

Click **Configuration → Local** to enter the Local page. Select a saving path from your local computer and click **Save**.
You can also click **Open** to open the file folder to view details.

9.4.2 View Device Information

View the device name, language, model, serial No., QR code, version, device capacity, etc.

Click **Configuration → System → System Settings → Basic Information** to enter the configuration page.
You can view the device name, language, model, serial No., QR code, version, device capacity, etc.

9.4.3 Set Time

Set the device's time zone, synchronization mode, and the device time.

Click **Configuration → System → System Settings → Time Settings** .

Click **Save** to save the settings after the configuration.

Time Zone

Select the device located time zone from the drop-down list.

Time Sync.

NTP

You should set the NTP server's IP address, port No., and interval.

Manual

By default, the device time should be synchronized manually. You can set the device time manually or check **Sync. with Computer Time** to synchronize the device time with the computer's time.

9.4.4 Set DST

Steps

1. Click **Configuration → System → System Settings → DST** .
2. Check **Enable DST**.
3. Set the DST start time, end time and bias time.
4. Click **Save** to save the settings.

9.4.5 View Open Source Software License

Go to **Configuration → System → System Settings → About** , and click **View Licenses** to view the device license.

9.4.6 Upgrade and Maintenance

Reboot device, restore device parameters, and upgrade device version.

Reboot Device

Click **Configuration → System → Maintenance → Upgrade & Maintenance** .
Click **Reboot** to start reboot the device.

Restore Parameters

Click **Configuration → System → Maintenance → Upgrade & Maintenance** .

Restore All

All parameters will be restored to the factory settings. You should activate the device before usage.

Default

The device will restore to the default settings, except for the device IP address and the user information.

Unlink APP Account

Unlink the Hik-Connect account from the platform.

Import and Export Parameters

Click **Configuration → System → Maintenance → Upgrade & Maintenance** .

Export

Click **Export** to export the logs or device parameters.

Note

You can import the exported device parameters to another device.

Import

Click 📁 and select the file to import. Click **Import** to start import configuration file.

Upgrade

Click **Configuration → System → Maintenance → Upgrade & Maintenance** .
Select an upgrade type from the drop-down list. Click 📁 and select the upgrade file from your local PC. Click **Upgrade** to start upgrading.

Note

Do not power off during the upgrading.

9.4.7 Security Mode Settings

Set the security mode for logging in.

On the Device for Management page, click **Configuration → System → Security → Security Service** .

Enable SSH

To raise network security, disable SSH service. The configuration is only used to debug the device for the professionals.

Enable HTTPS

In order to increase the network security level when visiting websites, you can enable HTTPS to acquire a more secure and encrypted network communication environment. The communication should authenticated by identity and encryption password after enabling HTTPS, which is save.

Enable Illegal Login Lock

In order to increase the network security level when visiting websites, you can enable Illegal Login Lock to secure legal login. The auto-lock feature will block devices that are attempting to connect for 30 minutes if the login is entered incorrectly after several attempts.

9.4.8 Certificate Management

It helps to manage the server/client certificates and CA certificate.

Note

The function is only supported by certain device models.

Create and Install Self-signed Certificate

Steps

1. Go to **Configuration → System → Security → Certificate Management** .
2. In the **Certificate Files** area, select a **Certificate Type** from the drop-down list.
3. Click **Create**.
4. Input certificate information.
5. Click **OK** to save and install the certificate.

   The created certificate is displayed in the **Certificate Details** area.

   The certificate will be saved automatically.

6. Download the certificate and save it to an asking file in the local computer.
7. Send the asking file to a certification authority for signature.
8. Import the signed certificate.
   1) Select a certificate type in the **Import Passwords** area, and select a certificate from the local, and click **Install**.
   2) Select a certificate type in the **Import Communication Certificate** area, and select a certificate from the local, and click **Install**.

Install Other Authorized Certificate

If you already has an authorized certificate (not created by the device), you can import it to the device directly.

Steps

1. Go to **Configuration → System → Security → Certificate Management** .
2. In the **Import Passwords** and **Import Communication Certificate** areas, select certificate type and upload certificate.
3. Click **Install**.

Install CA Certificate

Before You Start

Prepare a CA certificate in advance.

Steps

1. Go to **Configuration → System → Security → Certificate Management** .
2. Create an ID in the **Inport CA Certificate** area.

   Note

   The input certificate ID cannot be the same as the existing ones.

3. Upload a certificate file from the local.
4. Click **Install**.

9.4.9 Change Administrator's Password

Steps

1. Click **Configuration → User Management** .
2. Click ✎ .
3. Enter the old password and create a new password.
4. Confirm the new password.
5. Click **OK**.

Caution

The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

9.4.10 Online Users

The information of users logging into the device is shown.

Go to **Configuration → System → User Management → Online Users** to view the list of online users.

9.4.11 View Device Arming/Disarming Information

View device arming type and arming IP address.

Go to **Configuration → Arming/Disarming Information** .

You can view the device arming/disarming information. Click **Refresh** to refresh the page.

9.4.12 Network Settings

Set TCP/IP, port, Wi-Fi parameters, report strategy, platform access, HTTP listening, and network service.

Note

Some device models do not support Wi-Fi settings. Refer to the actual products when configuration.

Set Basic Network Parameters

Click **Configuration → Network → Basic Settings → TCP/IP** .

Set the parameters and click **Save** to save the settings.

DHCP

If uncheck the function, you should set the IPv4 address, IPv4 subnet mask, IPv4 default gateway, MTU, and the device port.

If you check the function, the system will allocate the IPv4 address, IPv4 subnet mask, and the IPv4 default gateway automatically.

NIC Type

Select a NIC type from the drop-down list. By default, it is **Auto**.

DNS Server

Set the preferred DNS server and the Alternate DNS server according to your actual need.

Set Port Parameters

Set the HTTP, RTSP, HTTPS, Server and WebSocket port parmaeters.

Click **Configuration → Network → Basic Settings → Port** .

HTTP

It refers to the port through which the browser accesses the device. For example, when the HTTP Port is modified to 81, you need to enter ***http://192.0.0.65:81*** in the browser for login.

RTSP

It refers to the port of real-time streaming protocol.

HTTPS

Set the HTTPS for accessing the browser. Certificate is required when accessing.

Server

It refers to the port through which the client adds the device.

Set Wi-Fi Parameters

Set the Wi-Fi parameters for device wireless connection.

Steps

Note

The function should be supported by the device.

1. Click **Configuration → Network → Basic Settings → Wi-Fi** .
2. Check **Wi-Fi**.
3. Select a Wi-Fi
   - Click 🔗 of a Wi-Fi in the list and enter the Wi-Fi password.
   - Click **Add** and enter a Wi-Fi's name, password, and encryption type. Click **Connect**. When the Wi-Fi is connected, click **OK**.
4. **Optional:** Set the WLAN parameters.
   1) Click **TCP/IP Settings**.
   2) Set the IP address, subnet mask, and default gateway. Or check **Enable DHCP** and the system will allocate the IP address, subnet mask, and default gateway automatically.

5. Click **Save**.

Report Strategy Settings

You can set the center group for uploading the log via the ISUP protocol.

Go to **Configuration → Network → Basic Settings → Report Strategy** .

You can set the center group and the system will transfer logs via ISUP protocol. Click **Save** to save the settings.

Center Group

Select a center group from the drop-down list.

Main Channel

The device will communicate with the center via the main channel.

Note

N1 refers to wired network.

Platform Access

Platform access provides you an option to manage the devices via platform.

Steps

1. Click **Configuration → Network → Advanced → Platform Access** to enter the settings page.
2. Check the checkbox of **Enable** to enable the function.
3. Select the **Platform Access Mode**.

   Note

   Hik-Connect is an application for mobile devices. With the App, you can view live image of the device, receive alarm notification and so on.

4. Create a **Stream Encryption/Encryption Key** for the device.

   Note

   6 to 12 letters (a to z, A to Z) or numbers (0 to 9), case sensitive. You are recommended to use a combination of no less than 8 letters or numbers.

5. Click **Save** to enable the settings.

Set ISUP Parameters

Set the ISUP parameters for accessing device via ISUP protocol.

Steps

Note

The function should be supported by the device.

1. Click **Configuration → Network → Advanced Settings → Platform** .
2. Select **ISUP** from the platform access mode drop-down list.
3. Check **Enable**.
4. Set the ISUP version, server address, device ID, and the ISUP status.

   Note

   If you select 5.0 as the version, you should set the ISUP key as well.

5. Click **Save**.

Enable SDK Service

After enabling SDK service, the device can be connected to the SDK server.

Click **Configuration → Network → Advanced → Network Service** to enter the settings page.

Check the checkbox of **Enable** to enable the function.

Click **Save** to enable the settings.

9.4.13 Set Video and Audio Parameters

Set the output volumn and voice prompt.

Click **Configuration → Video/Audio → Audio** .

Drag the block to adjust the output volumn.

Enable **Voice Prompt**, and the device will make voice prompts.

Click **Save** to save the settings after the configuration.

Note

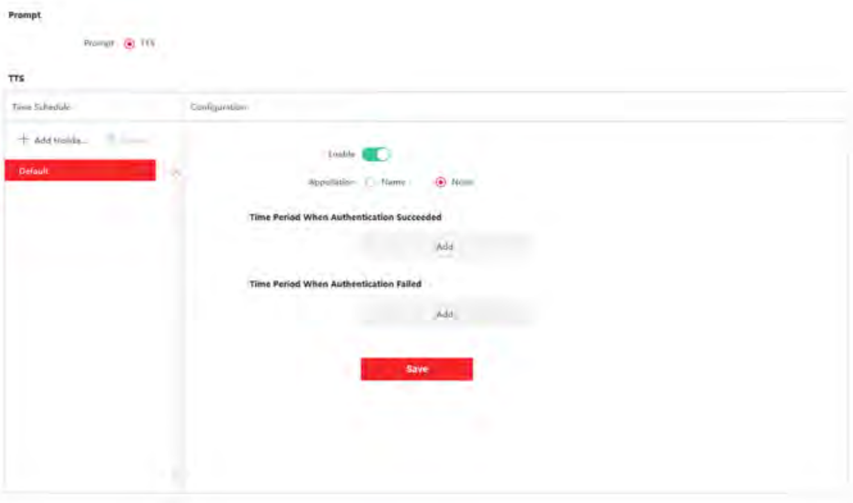
The functions vary according to different models. Refers to the actual device for details.

9.4.14 Customize Audio Content

Customize the output audio content when authentication succeeded and failed.

Steps

1. Click **Configuration → Video/Audio → Prompt** .



Prompt

Prompt ● TTS

TTS

Enable

Appellation ○ Name ● None

Time Period When Authentication Succeeded

Time Period When Authentication Failed

Figure 9-1 Customize Audio Content

2. Select time schedule.

3. Enable the function.

4. Set the appellation.

5. Set the time period when authentication succeeded.

1) Click **Add**.

2) Set the time duration and the language.

Note

If authentication is succeeded in the configured time duration, the device will broadcast the configured content.

3) Enter the audio content.

4) **Optional:** Repeat substep 1 to 3.

5) **Optional:** Click 🗑 to delete the configured time duration.

6. Set the time duration when authentication failed.

1) Click **Add**.

2) Set the time duration and the language.

Note

If authentication is failed in the configured time duration, the device will broadcast the configured content.

3) Enter the audio content.

4) **Optional:** Repeat substep 1 to 3.

5) **Optional:** Click 🗑 to delete the configured time duration.

7. **Optional:** Add holiday schedule.

1) Click **Add** to add holiday schedule.

2) Repeat step 3 to 6.

8. Click **Save** to save the settings.

9.4.15 Time and Attendance Settings

If you want to track and monitor when the persons start/stop work and monitor their working hours and late arrivals, early departures, time taken on breaks, and absenteeism, you can add the person to the shift group and assign a shift schedule (a rule for the attendance defining how the schedule repeats, the shift type, break settings, and the card swiping rule.) to the shift group to define the attendance parameters for the persons in the shift group.

Disable Attendance Mode via Web

Disable the attendance mode and the system will not display the attendance status on the initial page.

Steps

1. Click **Configuration → Attendance** to enter the settings page.
2. Set the **Attendance Mode** as **Disable**.

Result

You will not view or configure the attendance status on the initial page. And the system will follow the attendance rule that configured on the platform.

Time Settings

Steps

1. Click **Configuration → Time Settings** to enter the settings page.
2. Select **Status Type**.
3. **Optional:** Edit **Schedule Name** according to the actual needs.
4. Drag mouse to set the schedule.

   Note

   Set the schedule from Monday to Sunday according to the actual needs.

5. **Optional:** Select a timeline and click **Delete**. Or click **Delete All** to clear the settings.
6. Click **Save**.

Set Manual Attendance via Web

Set the attendance mode as manual, and you should select a status manually when you take attendance.

Before You Start

Add at least one user, and set the user's authentication mode. For details, see *User Management*.

Steps

1. Click **Configuration → Attendance** to enter the settings page.
2. Set the **Attendance Mode** as **Manual**.
3. Enable the **Attendance Status Required** and set the attendace status lasts duration.
4. Enable a group of attendance status.

   Note

   The Attendance Property will not be changed.

5. **Optional:** Select an status and change its name if required.

Result

You should select an attendance status manually after authentication.

Note

If you do not select a status, the authentication will be failed and it will not be marked as a valid attendance.

Set Auto Attendance via Web

Set the attendance mode as auto, and you can set the attendance status and its available schedule. The system will automatically change the attendance status according to the configured schedule.

Before You Start

Add at least one user, and set the user's authentication mode. For details, see *User Management*.

Steps

1. Click **Configuration → Attendance** to enter the settings page.
2. Set the **Attendance Mode** as **Auto**.
3. Enable the **Attendance Status** function.
4. Enable a group of attendance status.

   Note

   The Attendance Property will not be changed.

5. **Optional:** Select an status and change its name if required.
6. Set the status' schedule. Refers to ***Time Settings*** for details.

Set Manual and Auto Attendance via Web

Set the attendance mode as **Manual and Auto**, and the system will automatically change the attendance status according to the configured schedule. At the same time you can manually change the attendance status after the authentication.

Before You Start

Add at least one user, and set the user's authentication mode. For details, see *User Management*.

Steps

1. Click **Configuration → Attendance** to enter the settings page.
2. Set the **Attendance Mode** as **Manual and Auto**.
3. Enable the **Attendance Status** function.
4. Enable a group of attendance status.

   Note

   The Attendance Property will not be changed.

5. **Optional:** Select an status and change its name if required.
6. Set the status' schedule. Refers to ***Time Settings*** for details.

Result

On the initial page and authenticate. The authentication will be marked as the configured attendance status according to the schedule. If you tap the edit icon on the result tab, you can select a status to take attendance manually, the authentication will be marked as the edited attendance status.

Example

If set the **Break Out** as Monday 11:00, and **Break In** as Monday 12:00, the valid user's authentication from Monday 11:00 to 12:00 will be marked as break.

9.4.16 Access Control Settings

Set Privacy Parameters

Set the event storage type, picture upload and storage parameters, and the picture clearing parameters.

Go to **Configuration → Access Control → Privacy**

Event Storage Settings

Select a method to delete the event. You can select from **Delete Old Events Periodically**, **Delete Old Events by Specified Time**, or **Overwriting**.

Delete Old Events Periodically

Drag the block or enter number to set the period for event deleting. All events will be deleted according to the configured time duration.

Delete Old Events by Specified Time

Set a time and all events will be deleted on the configured time.

Overwriting

The earliest 5% events will be deleted when the system detects the stored events has been over 95% of the full space.

Authentication Settings

Display Authentication Result

You can check **Face Picture**, **Name**, **Employee ID** and **Temperature**, to display the authentication result.

Picture Uploading and Storage

Upload Captured Picture When Authenticating

Upload the pictures captured when authenticating to the platform automatically.

Save Captured Picture When Authenticating

If you enable this function, you can save the picture when authenticating to the device.

Save Registered Picture

The registered face picture will be saved to the system if you enable the function.

Upload Picture After Linked Capture

Upload the pictures captured by linked camera to the platform automatically.

Save Pictures After Linked Capture

If you enable this function, you can save the picture captured by linked camera to the device.

Clear All Pictures in Device

Note

All pictures cannot be restored once they are deleted.

Clear Registered Face Pictures

All registered pictures in the device will be deleted.

Clear Captured Pictures

All captured pictures in the device will be deleted.

Set Face Recognition Parameters

You can set face recognition parameters for accessing.

Click **Configuration → Access Control → Face Recognition Parameters** .

You can set **Working Mode** as **Access Control Mode**. The access control mode is the device normal mode. You should authenticate your credential for accessing.

Enable **Blocklist Authentication**.

Click **Save** to save the settings after the configuration.

9.4.17 Title: Local Time and Attendance Settings

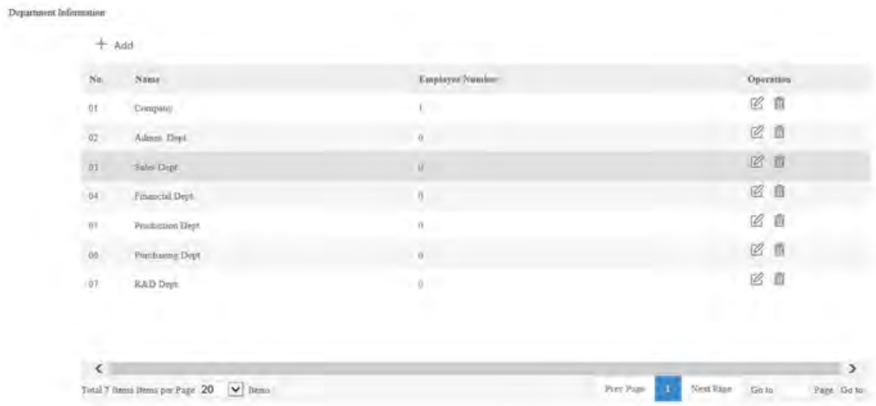
You can set the department management, normal shift management, man-hour shift management, holiday management and shift settings for the device.

Manage Department via Web

You can add, edit and delete department information via Web.

Steps

1. Click **Configuration → Time and Attendance → Department Management** .



Department Information

+ Add

No.	Name	Employee Number	Operation
01	Company	1	
02	Admin Dept	0	
03	Sales Dept	0	
04	Financial Dept	0	
05	Production Dept	0	
06	Purchasing Dept	0	
07	R&D Dept	0	

Total 7 Items Items per Page 20 Items
Prev Page 1 Next Page Go to Page Go to

Figure 9-2 Department Management

2. Click **Add** to add department.
   1) Enter **Department Name**.
   2) Click **OK** to save the settings.
3. **Optional:** Manage department information.

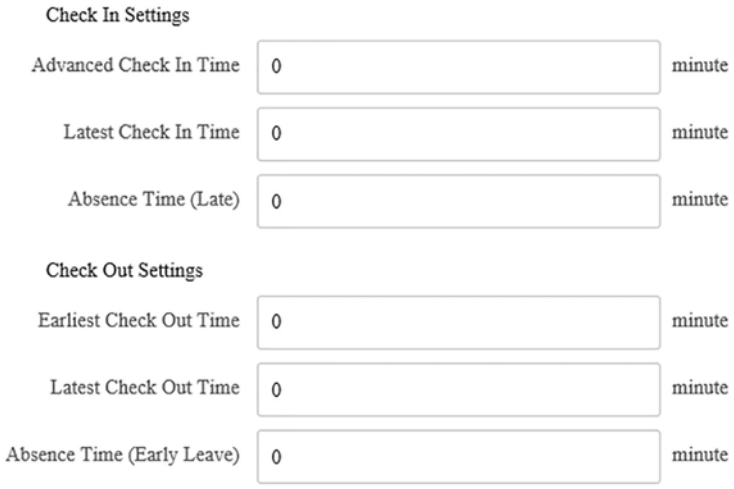
Edit Department Information	Click ✎ to edit department information.
Delete Department Information	Click 🗑 to delete department information.

Manage Normal Shift via Web

You can add, edit and delete normal shift information via Web.

Steps

1. Click **Configuration → Time and Attendance → Normal Shift Management** .
2. Set check in and check out information.



Check In Settings

Advanced Check In Time	0	minute
Latest Check In Time	0	minute
Absence Time (Late)	0	minute

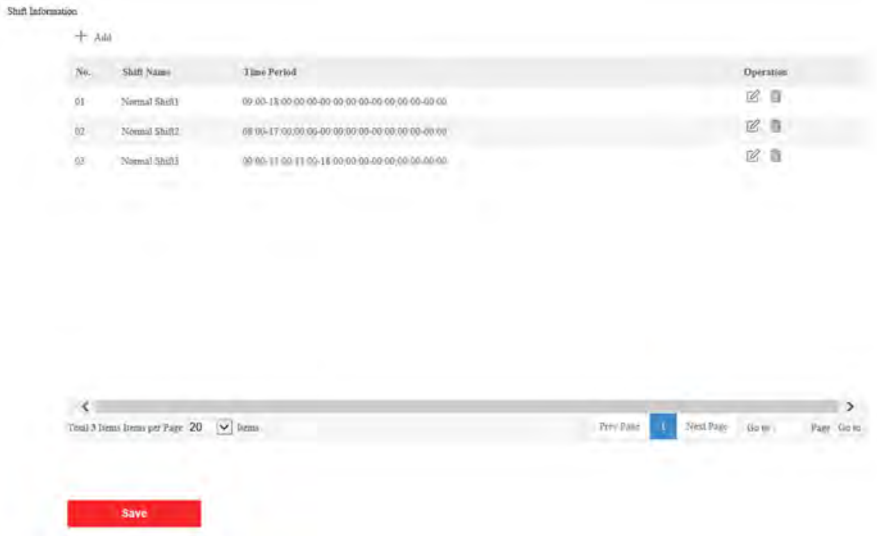
Check Out Settings

Earliest Check Out Time	0	minute
Latest Check Out Time	0	minute
Absence Time (Early Leave)	0	minute

Figure 9-3 Check In and Out Settings

1) Enter **Advanced Check In Time**, **Latest Check In Time** and **Absence Time (Late)**.
2) Enter **Earliest Check Out Time**, **Latest Check Out Time** and **Absence Time (Early Leave)**.

3. Click **Add** to add shift.



Shift Information

No.	Shift Name	Time Period	Operation
01	Normal Shift1	09:00-18:00,00:00-00:00,00:00-00:00,00:00-00:00	
02	Normal Shift2	08:00-17:00,00:00-00:00,00:00-00:00,00:00-00:00	
03	Normal Shift3	00:00-11:00,11:00-18:00,00:00-00:00,00:00-00:00	

Total 3 Items Items per Page 20 Items

Figure 9-4 Shift Information

1) Enter **Shift Name**.
2) Click **Add**.
3) Set **Time Period**.
4) Click **OK** to save the settings.

4. Optional: Manage shift information.

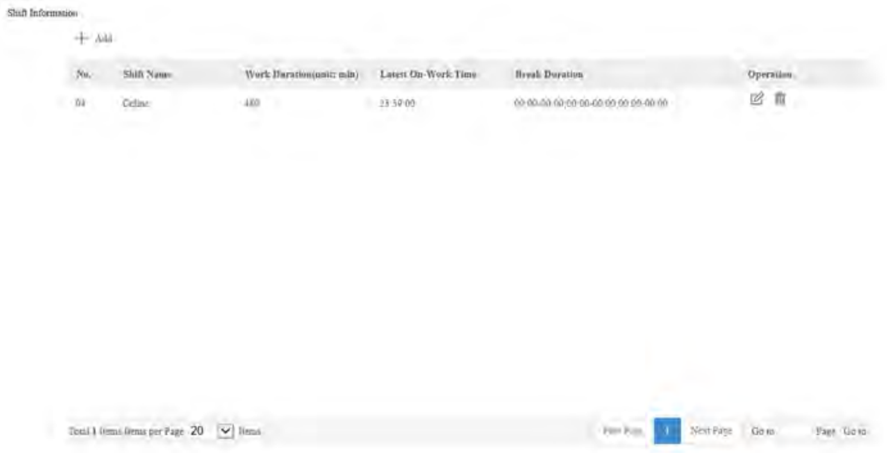
Edit Shift Information	Click ✎ to edit shift information.
Delete Shift Information	Click 🗑 to delete shift information.

Manage Man-Hour Shift via Web

You can add, edit and delete man-hour shift information via Web.

Steps

1. Click **Configuration → Time and Attendance → Man-Hour Shift Management** .



No.	Shift Name	Work Duration(unit: min)	Latest On-Work Time	Break Duration	Operation
04	Celine	480	23:59:00	00:00-00:00,00:00-00:00,00:00-00:00	

Figure 9-5 Man-Hour Shift Management

2. Click **Add** to add shift.
   1) Enter **Shift Name**.
   2) Set **Work Duration** and **Latest On-Work Time**.
   3) Click **Add Duration**.
   4) Set **Time Period**.
   5) Click **OK** to save the settings.
3. **Optional:** Manage shift information.

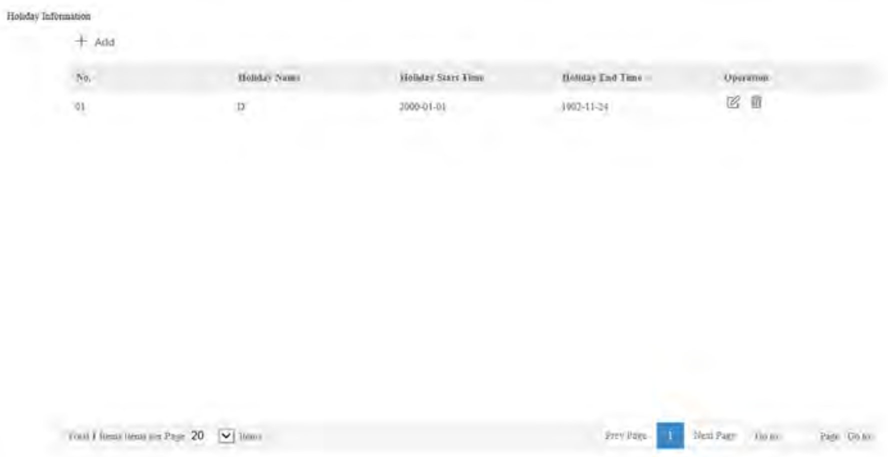
Edit Shift Information	Click ✎ to edit shift information.
Delete Shift Information	Click 🗑 to delete shift information.

Manage Holiday via Web

You can add, edit and delete holiday information via Web.

Steps

1. Click **Configuration → Time and Attendance → Holiday Management** .



Holiday Information

+ Add

No.	Holiday Name	Holiday Start Time	Holiday End Time	Operation
01	D	2000-01-01	1902-11-24	

Total 1 Items Items per Page 20 Items

Prev Page 1 Next Page Go to Page Go to

Figure 9-6 Holiday Management

2. Click **Add** to add holiday.
   1) Enter **Holiday Name**.
   2) Set **Holiday Start Time** and **Holiday End Time**.
   3) Click **OK** to save the settings.
3. **Optional:** Manage holiday information.

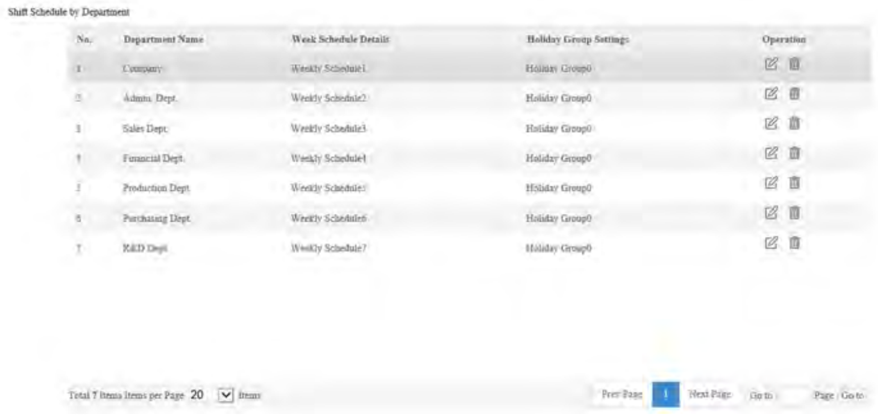
Edit Holiday Information	Click ✎ to edit holiday information.
Delete Holiday Information	Click 🗑 to delete holiday information.

Manage Shift Schedule by Department

You can add, edit and delete shift schedule by department information via Web.

Steps

1. Click **Configuration → Time and Attendance → Shift Settings** .



Shift Schedule by Department

No.	Department Name	Week Schedule Details	Holiday Group Settings	Operation
1	Company	Weekly Schedule1	Holiday Group0	
2	Admin. Dept.	Weekly Schedule2	Holiday Group0	
3	Sales Dept.	Weekly Schedule3	Holiday Group0	
4	Financial Dept.	Weekly Schedule4	Holiday Group0	
5	Production Dept.	Weekly Schedule5	Holiday Group0	
6	Purchasing Dept.	Weekly Schedule6	Holiday Group0	
7	R&D Dept.	Weekly Schedule7	Holiday Group0	

Total 7 Items Items per Page 20 Items

Prev Page 1 Next Page Go to Page Go to

Figure 9-7 Shift Schedule by Department

2. **Optional:** Manage shift schedule by department information.

Edit Shift Schedule by Department Information
Click 📝 to edit shift schedule by department information.

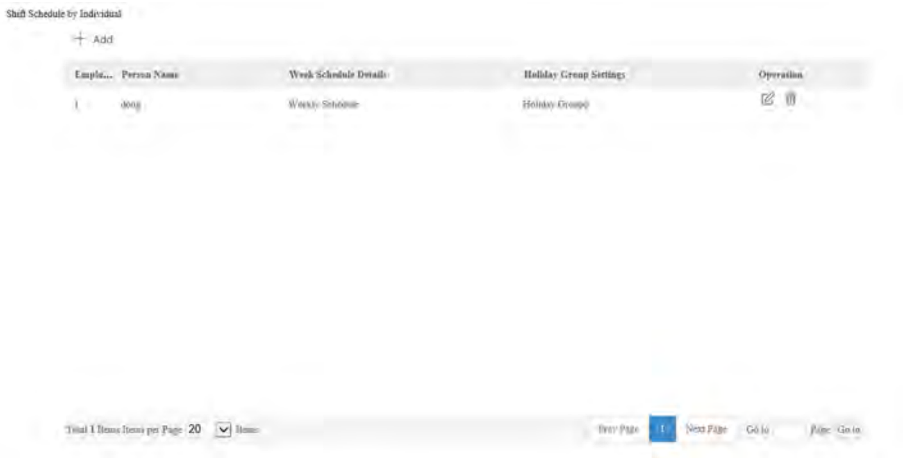
Delete Shift Schedule by Department Information
Click 🗑 to delete shift schedule by department information.

Manage Shift Schedule by Individual

You can add, edit and delete shift schedule by individual information via Web.

Steps

1. Click **Configuration → Time and Attendance → Shift Settings** .



Shift Schedule by Individual

+ Add

Emplo...	Person Name	Week Schedule Details	Holiday Group Settings	Operation
1	dong	Weekly Schedule	Holiday Group	📝 🗑

Figure 9-8 Shift Schedule by Individual

2. Click **Add** to add shift schedule by individual.
   1) Enter **Person Name**.
   2) Set **Holiday**.
   3) Click **Add Week Schedule**.
   4) Enter **Week Schedule Name**, and set **Start Time** and **End Time**.
   5) Select duration and shift.
   6) Click **OK** to save the settings.
3. **Optional:** Manage shift schedule by individual information.

Edit Shift Schedule by Individual Information
Click 📝 to edit shift schedule by individual information.

Delete Shift Schedule by Individual Information
Click 🗑 to delete shift schedule by individual information.

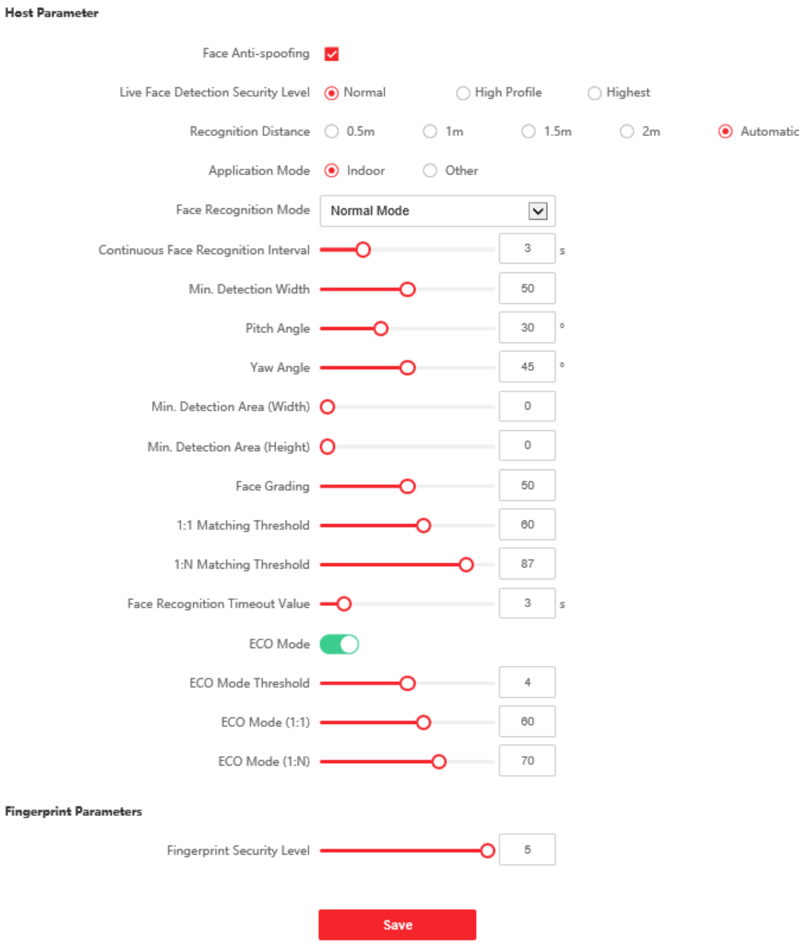
9.4.18 Set Biometric Parameters

Set Basic Parameters

Click **Configuration → Smart → Smart** .

Note

The functions vary according to different models. Refers to the actual device for details.



Host Parameter

Face Anti-spoofing ☑

Live Face Detection Security Level ● Normal ○ High Profile ○ Highest

Recognition Distance ○ 0.5m ○ 1m ○ 1.5m ○ 2m ● Automatic

Application Mode ● Indoor ○ Other

Face Recognition Mode: Normal Mode

Continuous Face Recognition Interval: 3 s

Min. Detection Width: 50

Pitch Angle: 30 °

Yaw Angle: 45 °

Min. Detection Area (Width): 0

Min. Detection Area (Height): 0

Face Grading: 50

1:1 Matching Threshold: 60

1:N Matching Threshold: 87

Face Recognition Timeout Value: 3 s

ECO Mode

ECO Mode Threshold: 4

ECO Mode (1:1): 60

ECO Mode (1:N): 70

Fingerprint Parameters

Fingerprint Security Level: 5

Figure 9-9 Smart Settings Page

Click **Save** to save the settings after the configuration.

Face Anti-spoofing

Enable or disable the live face detection function. If enabling the function, the device can recognize whether the person is a live one or not.

Note

Biometric recognition products are not 100% applicable to anti-spoofing environments. If you require a higher security level, use multiple authentication modes.

Live Face Detection Security Level

After enabling the face anti-spoofing function, you can set the matching security level when performing live face authentication.

Recognition Distance

Select the distance between the authenticating user and the device camera.

Application Mode

Select either others or indoor according to actual environment.

Face Recognition Mode

Normal Mode

Recognize face via the camera normally.

Deep Mode

The device can recognize a much wider people range than the normal mode. This mode is applicable to a more complicated environment.

Continuous Face Recognition Interval

Set the time interval between two continuous face recognitions when authenticating.

Pitch Angle

The maximum pitch angle when starting face authentication.

Yaw Angle

The maximum yaw angle when starting face authentication.

Min. Detection Area (Width)

Set the minimum width of the detection area.

Min. Detection Area (Height)

Set the minimum height of the detection area.

Face Grading

Set the face grading according to your needs.

1:1 Matching Threshold

Set the matching threshold when authenticating via 1:1 matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate.

1:N Matching Threshold

Set the matching threshold when authenticating via 1:N matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate.

Face Recognition Timeout Value

Set the timeout value when face recognizing. If the face recognition time is longer than the configured value, the system will pop up a prompt.

ECO Mode

After enabling the ECO mode, the device will use the IR camera to authenticate faces in the low light or dark environment. And you can set the ECO mode threshold, ECO mode (1:N), and ECO mode (1:1).

ECO Mode (1:1)

Set the matching threshold when authenticating via ECO mode 1:1 matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate.

ECO Mode (1:N)

Set the matching threshold when authenticating via ECO mode 1:N matching mode. The larger the value, the smaller the false accept rate and the larger the false rejection rate

Fingerprint Security Level

Select the fingerprint security level.

The higher is the security level, the lower is the false acceptance rate (FAR).

The higher is the security level, the higher is the false rejection rate (FRR).

Set Recognition Area

Click **Configuration → Smart → Area Configuration** .

Drag the yellow frame in the live video to adjust the recognition area. Only the face within the area can be recognized by the system.

Set **Area Configuration**, **Margin (Left)**, **Margin (Right)**, **Margin (Top)** and **Margin (Bottom)** as desired.

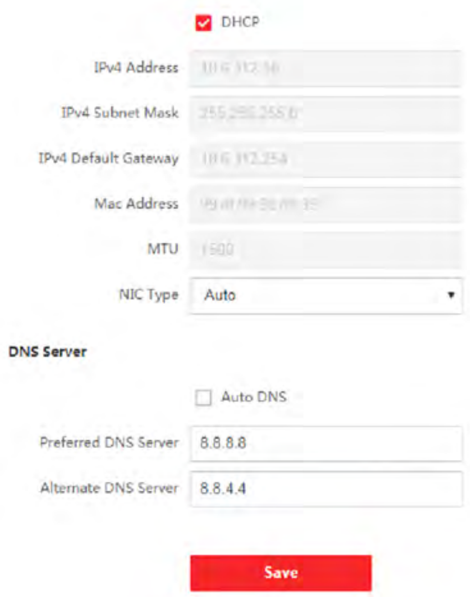
Click **Save** to save the settings.

Click 🎥 or 📷 to record videos or capture pictures.

9.4.19 Set Notice Publication

You can set the screen saver and the sleep time for the device.

Click **Configuration → Notice Publication** .



☑ DHCP

IPv4 Address: 10.6.112.56

IPv4 Subnet Mask: 255.255.255.0

IPv4 Default Gateway: 10.6.112.254

Mac Address: [illegible]

MTU: 1500

NIC Type: Auto

DNS Server

□ Auto DNS

Preferred DNS Server: 8.8.8.8

Alternate DNS Server: 8.8.4.4

Figure 9-10 Notice Page

Sleep

Enable **Sleep** and the device will enter the sleep mode when no operation with the configured sleep time.

Customize Screen Saver

Enable the function, and you can upload the screen saver pictures from the local PC. You can also set the slide show interval for the screen saver.

Chapter 10 Dimensions

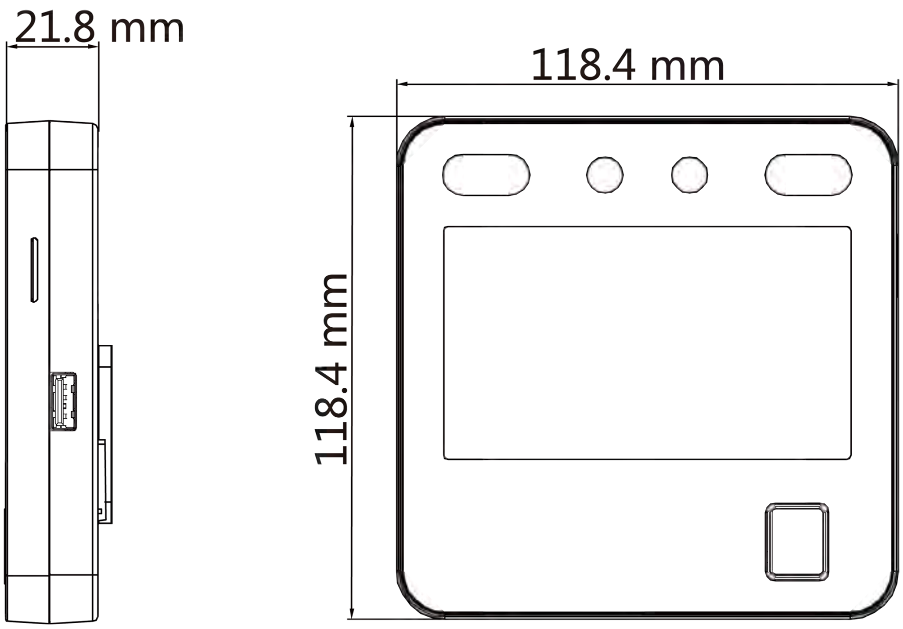


Figure 10-1 Dimensions (With Fingerprint)

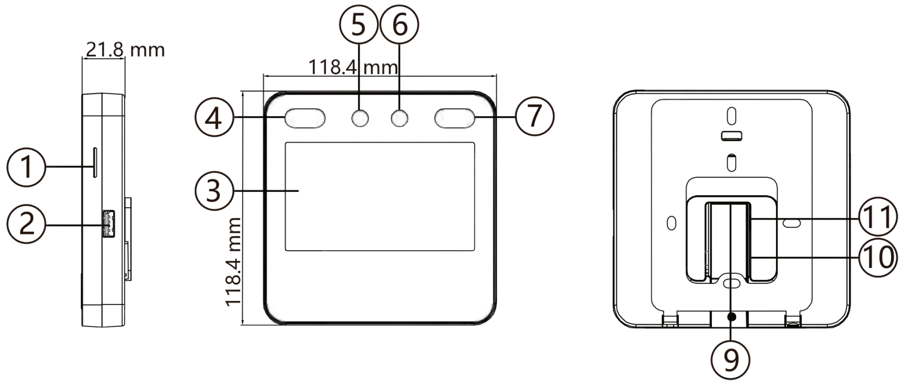


Figure 10-2 Dimensions (Without Fingerprint)

Appendix A. Tips for Installation Environment

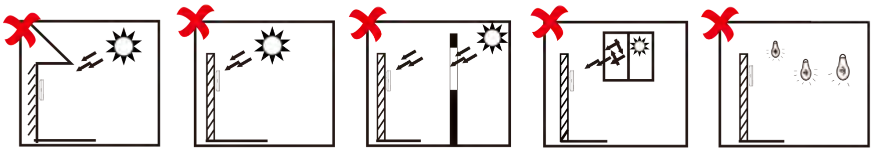
1. Light Source Illumination Reference Value

Candle: 10Lux

Bulb: 100~850Lux

Sunlight: More than 1200Lux

2. Avoid backlight, direct and indirect sunlight



Backlight Direct Sunlight Direct Sunlight through Window Indirect Light through Window Close to Light

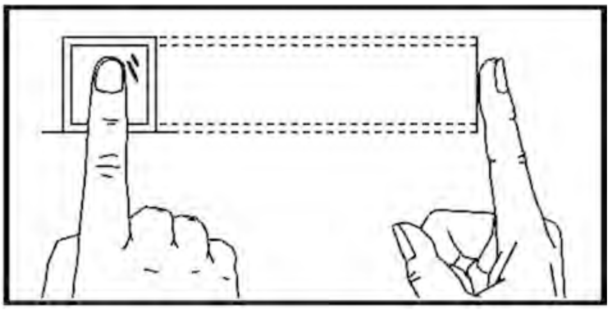
Appendix B. Tips for Scanning Fingerprint

Recommended Finger

Forefinger, middle finger or the third finger.

Correct Scanning

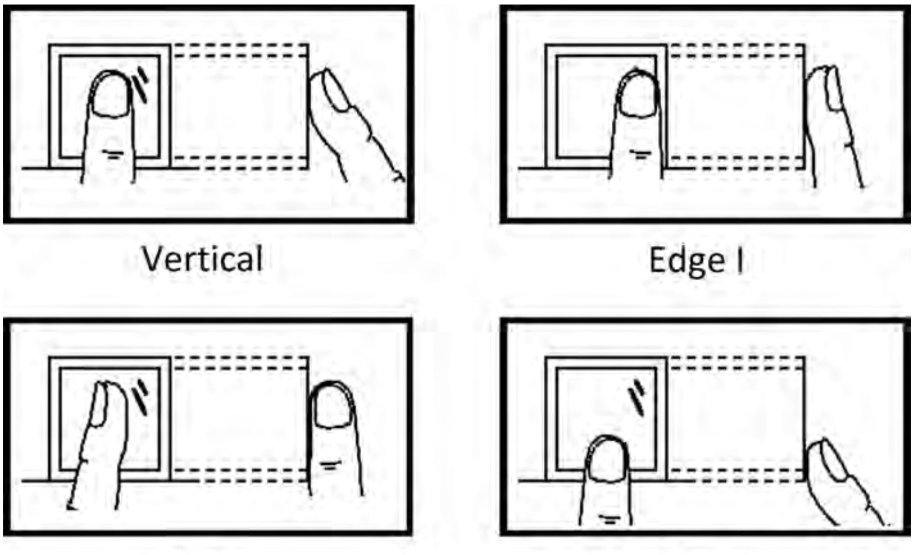
The figure displayed below is the correct way to scan your finger:



You should press your finger on the scanner horizontally. The center of your scanned finger should align with the scanner center.

Incorrect Scanning

The figures of scanning fingerprint displayed below are incorrect:



Vertical

Edge I

Side

Edge II

Environment

The scanner should avoid direct sun light, high temperature, humid conditions and rain.
When it is dry, the scanner may not recognize your fingerprint successfully. You can blow your finger and scan again.

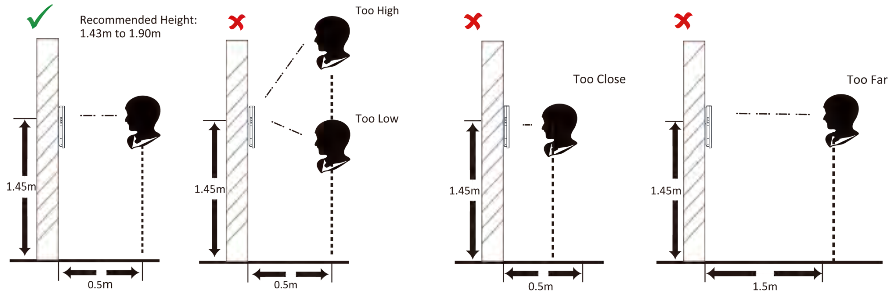
Others

If your fingerprint is shallow, or it is hard to scan your fingerprint, we recommend you to use other authentication methods.
If you have injuries on the scanned finger, the scanner may not recognize. You can change another finger and try again.

Appendix C. Tips When Collecting/Comparing Face Picture

The position when collecting or comparing face picture is as below:

Positions (Recommended Distance: 0.5 m)



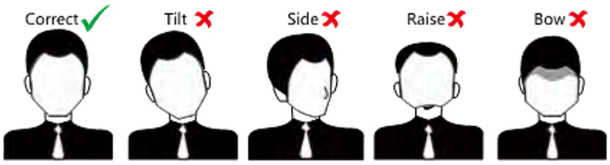
Expression

- Keep your expression naturally when collecting or comparing face pictures, just like the expression in the picture below.

- Do not wear hat, sunglasses, or other accessories that can affect the facial recognition function.
- Do not make your hair cover your eyes, ears, etc. and heavy makeup is not allowed.

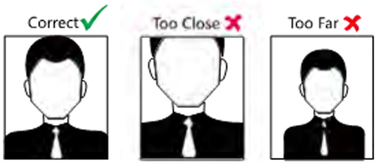
Posture

In order to get a good quality and accurate face picture, position your face looking at the camera when collecting or comparing face pictures.



Size

Make sure your face is in the middle of the collecting window.


Correct ✓
Too Close ✗
Too Far ✗

Appendix D. Attendance Capacity

View the attendance data capacity, including department, normal shift, man-hour shift, etc.

Content		Maximum Configuration Parameters
Department	Department Number	128
	Shift Schedule Duration (Department)	8
Shift	Normal Shift	256
	Man-Hour Shift	256
Holiday	Holiday Schedule	64
	Holiday Group	The same as the shift schedule number.
Shift Schedule	Schedule by Department	128 The same as the department number.
	Schedule by Individual	512
Time and Attendance Schedule	Shift Schedule Duration	640 The same as the shift schedule number.
	Week Schedule	The same as the shift schedule number.
	Holiday Schedule	64
	Holiday Group	The same as the shift schedule number.
	Shift Schedule Template	The same as the shift schedule number.

Appendix E. Attendance Report Table

View the exported attendance table name, content, data name, etc.

Description of Attendance Report File Name

- KaoQinHuiZong.xls: Attendance Summary Table
- KaoQinYiChang.xls: Attendance Abnormal Table
- KaoQinYiChang2.xls: When the abnormal table is morethan 60,000 rows, the record will be exported in two tables. Here KaoQinYiChang2 refers to the second abnormal attendance table.
- KaoQinPaiBan.xls: Attendance Schedule Table
- PuTongBan.xls: Normal Shift Table
- export_pic: Face Data Exporting File Name
- recordList_Serial No.cvs: Event and Data
- acs.db/attend.db/userdata_config/enrlFace: User Data
- devCfg.json: Configuration File

Attendance Report Table Content

Table E-1 Attendance Schedule Table

<table>
<tr><th colspan="16">Attendance Schedule</th></tr>
<tr><td colspan="16">Create Time: 2021/02/22 10:35
Export Date: 2021/02/01</td></tr>
<tr><td rowspan="2">Employee ID</td><td rowspan="2">Name</td><td rowspan="2">Department</td><td rowspan="2">Shift Schedule Type</td><td>01</td><td>02</td><td>03</td><td>......</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>One</td><td>Two</td><td>Three</td><td>......</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Attendance Schedule Table: All users' shift schedules for a duration will be displayed in this table. You are able to set the shift schedule and the holiday (No attendance recorded during the holiday) in shift schedule configuration.

- Employee ID: The user's ID No.
- Name: The user's name.
- Department: The department of the user.
- Shift Schedule Type: Schedule by department or by individual.

Table E-2 Shift Table

Shift Table									
Create Time: 2021/02/22 10:35									
Shift No.	Shift Name	Duration 1		Duration 2		Duration 3		Duration 4	
		Start	End	Start	End	Start	End	Start	End
1	Normal Shift 1	09:00	18:00	00:00	00:00	00:00	00:00	00:00	00:00
2	Normal Shift 2	08:00	17:00	00:00	00:00	00:00	00:00	00:00	00:00
3	Normal Shift 3	09:00	12:00	13:00	18:00	00:00	00:00	00:00	00:00

Shift Table: Attendance by the configured time duration.
For example: If set Duration 1 as 9:00 (Start) and 18:00 (End), it is effective for the user to take attendance between 9:00 and 18:00.
Combining with the attendance rule, you are able to set multiple attendance types.

Table E-3 Attendance Abnormal Table

Attendance Abnormal Table																
Create Time: 2020-02-22 10:34 Export Date: 2021-02-01 2021-02-22																
Employee ID	Name	Department	Date	Duration 1		Duration 2		Duration 3		Duration 4		Late Duration (min)	Early Leave (min)	Insufficient Work Hour (min)	Total (min)	Note
				Start Work	End Work	Start Work	End Work	Start Work	End Work	Start Work	End Work					

Abnormal Attendance Table: Calculate the abnormal attendance according to the attendance records and the shift schedule configuration.

- Employee ID: The user's ID No.
- Card No.: The user's card No.
- Department: The department of the user.
- Date: The date of the abnormal attendance generated.
- Start Work - End Work: Set 4 time durations (start work and end work). It records the attendance time of each user every day.

- Late Duration (min): The start work attendance time is later than the normal start work time.
- Early Leave Duration (min): The end work attendance time is earlier than the normal end work time.
- Insufficient Work Hour: The start work duration is not sufficient.
- Total: The absence time duration of the day.

Table E-4 Attendance Summary Table

<table>
<tr><th colspan="25">Attendance Summary Table</th></tr>
<tr><td colspan="25">Create Time: 2021-02-22 08:36:26
Export Date: 2021-02-01 20201-02-22</td></tr>
<tr><td rowspan="2">Employee ID</td><td rowspan="2">Name</td><td rowspan="2">Department</td><td colspan="2">Work Duration</td><td colspan="2">Late</td><td colspan="2">Early Leave</td><td colspan="2">Overtime Work</td><td colspan="2">Insufficient Work Hour</td><td rowspan="2">Attendance Day Standard / Actual</td><td rowspan="2">Absence (Day)</td><td rowspan="2">Business Trip (Day)</td><td rowspan="2">Ask for Leave (Day)</td><td colspan="4">Additional Salary</td><td></td><td></td><td rowspan="2">Actual Salary</td><td rowspan="2">Note</td></tr>
<tr><td>Standard (min)</td><td>Actual (min)</td><td>Times</td><td>Duration (min)</td><td>Times</td><td>Duration (min)</td><td>Normal</td><td>Special</td><td>Times</td><td>Duration (min)</td><td>Remark</td><td>Overtime Work</td><td>Subsidy</td><td>Late / Early Leave</td><td>Personal Leave</td><td>Deduction</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Attendance Summary Table: Calculate the user attendance information in a duration of time.

- Employee ID: User ID
- Name: The user's name.
- Department: The user's department.
- Work Duration: Standard work duration and actual work duration.
- Late: The start work attendance time is later than the normal start work time. Late arriving for no more than once every day.
- Early Leave: The end work attendance time is earlier than the normal end work time. Early leave for no more than once every day.
- Overtime Work: Normal overtime work duration and special overtime work duration.
- Insufficient Work Hour: Times and duration of insufficient work hours.
- Absence: Total absence days.
- Business trip: Total business trip days.
- Ask for Leave: Total ask for leave days.

- Subsidy: According to remarks, overtime work, late/early leave, personal leave, and deduction, the company can view the increase and decrease.
- Actual Salary: Calculate the user's actual salary.

Appendix F. Communication Matrix and Device Command

Communication Matrix

Scan the following QR code to get the device communication matrix.
Note that the matrix contains all communication ports of Hikvision access control and video intercom devices.

Figure F-1 QR Code of Communication Matrix

Device Command

Scan the following QR code to get the device common serial port commands.
Note that the command list contains all commonly used serial ports commands for all Hikvision access control and video intercom devices.

Figure F-2 Device Command

See Far, Go Further