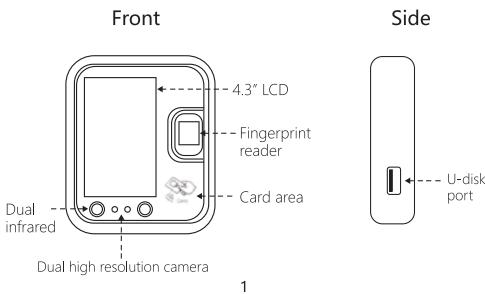


Face & fingerprint recognition terminal quick guide

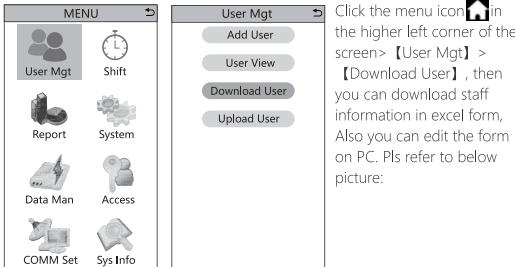
Version: V3.0

1. Appearance Display



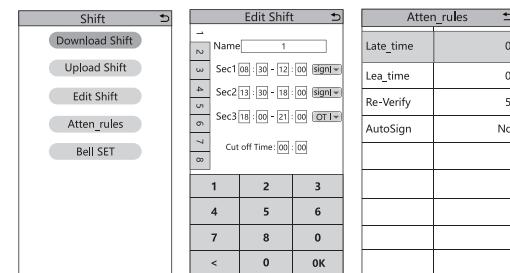
【View personal log】 After verified successfully by face, fp., Card or pwd , then click the icon , it will display personal logs, This method is suitable for querying logs without entering the menu.

5. Download and upload users



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

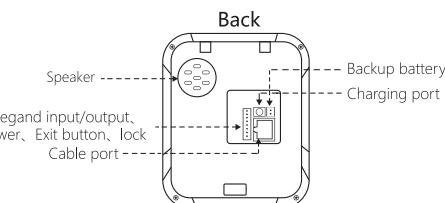
6. Shift setting



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

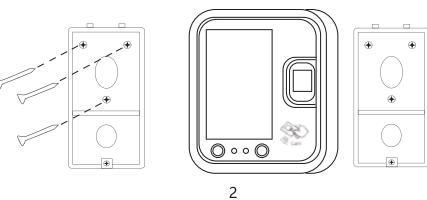
5

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2. Wall Mount Installation

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



Fill in personnel information according to the prompt of form header as for "Shift" item, it is the editing shift number in the time attendance setting. When Complete the editing. Directly Click 【Save】 , and save the edited file into U-disk.

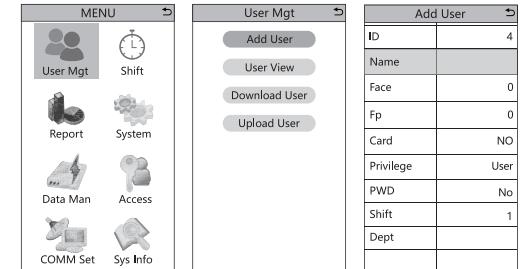
After editing shift form, Click the menu icon in the higher left corner of the screen>【User Mgt】>【Upload User】 then insert U-disk, click 【Upload User】 and transmit the edited user information to device.

Remark: For Time zone, start time and end time, Pls refer to User Access in Chapter 10 Access.

3. Attention

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

4. User Management



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

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【ID】 When registering, each user can only have one unique 'ID'.
【Name】 Input edit name through T9 input method.

【Face】 Follow the on-screen prompt for face registration. In order to improve the recognition rate, if you wear glasses, you can backup register one remove glasses of face.

【Palm】 Follow the on-screen prompt for palm registration.(optional)

【Fp】 Choose the Fp and press the same finger three times to complete the registration.

【Shift】 Choose the shift accordingly.

【Dept】 Choose the department accordingly.

【Privilege】 Choose 'Manager' or 'User'.

【Pwd】 Use keypad to input password less than or equal to 8 digits, and enter it again after confirming; if Twice input passwords are same, it will prompts the registration is successful.

【Pwd Verification】 Click the menu icon in the higher right corner of the screen. Input user ID, click 'ok', then input pwd, click 'ok', again to confirm.

【User View】 : Click the icon in the higher left corner of the screen, there will pop up a quick query window, then input user ID to locate the user. Or press up and down to find user.

1) 【Edit user info】 : [Select the user to edit] → [edit] :The same as 【Add User】 .

2) 【Delete user】 : [Select the user to delete] → [Del] , press 'ok' in delete window to delete the selected user.

3) 【View the log】 : [Select the user to view the log] → [Log] , Can view attendance logs.

4) 【Manual punch】 : [Select the user to add log] → [Sign] , Due to an unexpected situation, a user forgot to punch or other reason cause didn't have corresponding logs, but actually that user was present, so you can use 【Sign】 function to add log for the user.

so you can use 【Sign】 function to add log for the user.

4

【Upload shift】 : After editing, insert U-disk and click the menu icon in the higher left corner of the screen>【Shift】>【Upload Shift】 , then you can upload the edited shift arrangements into device.

【Edit Shift】 : Click 【Shift Edit】 and enter shift edit interface.1-8 numerical key represent 8 groups of shifts that can be edited. You can choose some group of shift and click it to edit.

【Attendance Rules】 : Click 【Atten_rules】 to enter, and the rules as below:

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

AutoSign:

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

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Note: A, shift name: up to 48 words. B, Section type: (0: normal attendance; 1: overtime, C, cut off time: If the punch before the cut off time, it will calculate as the previous day

1) Attendance time must be in the format of time, and attendance type must be in the format of digits. So when you handle the setting, pls pay attention that the input method is in English half-angle status. Checking Method: For example, when you input 10:30, double click this cell, then software will automatically turn the digits into 10:30:00.

2) If you set the shift of cross time, then the Clock-in before the cross time will be counted as the record of previous day. And shift should start after the cross time. For example:

Shift										
Note: A, shift name: up to 48 words. B, Section type: (0: normal attendance; 1: overtime, C, cut off time: If the punch before the cut off time, it will calculate as the previous day										
No.	Name	Sec1		Sec2		Sec3		Sec4		CutOffTime
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
1	Lucas	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00
2	Ryan	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00
3	Olivia	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00
4	Noah	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00

Cross time is set at 08:00am. Then shift should start after 08:00, and Clock-in record before 08:00am on Tuesday should be counted as the record of Monday.

3) If you don't need to clock at noon, combine the two sections into one. For example: 08: 30-12: 00 13: 30-17: 50, it can be set to section 1: 08: 30-17: 50.

4) Time Skip setting is not allowed. For example, When you complete the setting of Section 1, you cannot skip Section 2 and get to set Section 3.

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FCC WARNING

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

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

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation.

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

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

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