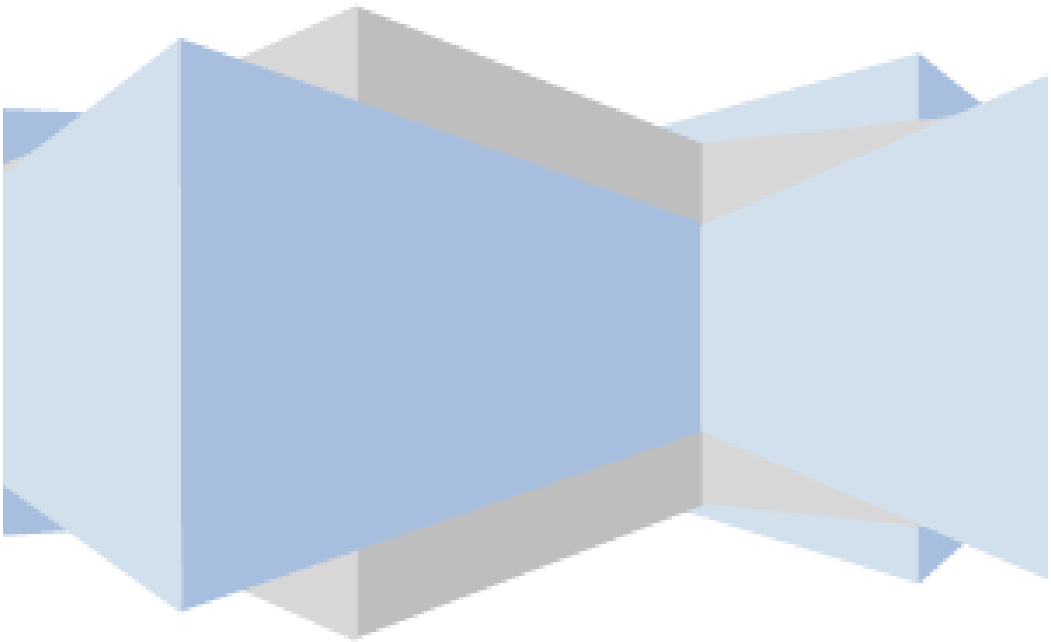


Face and Fingerprint Time Attendance Machine

User Manual
RF.1.0



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Chapter 1 Notice

Dear users, please read user manual before using this product.

1.1 Using Environment

- Please do not install the product in the place with strong lights, which will affect registration and verification.
- Normal working temperature is 0°C - 45°C, please try not to use in outdoor environment. Long time usage in outdoor environment would have bad influence to the product. Sunshade and radiating facility is recommended in Summer, and warmth keeping facility is commended in Winter.

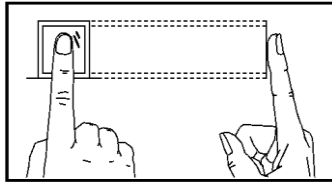
1.2 System Overview

- Face and fingerprint time attendance management system is divided into two parts: face and fingerprint attendance device and attendance management software.
- Face and fingerprint time attendance device is used to enroll users and records attendance logs; attendance management software is used to analyze and generate attendance reports.
- Communication between device and software: TCP/IP and WIFI

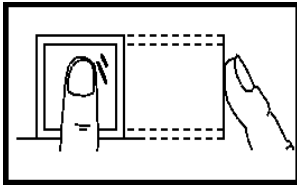
1.3 Way of Pressing Fingerprint

After installation, enroll fingerprints(index and middle fingers are commended), and verify fingers.

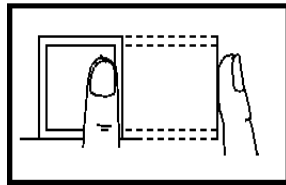
Correct way to press fingerprint: keep finger flat on the center of collecting area. Shown as picture below:



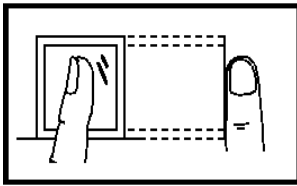
Correct



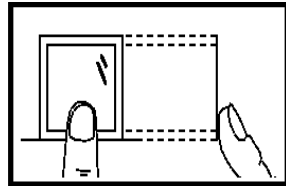
Vertical



Partial



Tilt



Partial

Note:

Please enroll fingerprints in correct way, the company does not see to the result caused operation or enrollment in wrong way. Final explanation and right reserved.

Chapter 2 System Overview

2.1 Keyboard

1	2abc	3def	ESC
4ghi	5jkl	6mno	MENU/←
7pqrs	8tuv	9wxyz	▲
⊙	0	OK	▼

- | | |
|---------|----------------------------|
| ▪ ESC | Exit or cancel operation |
| ▪ MENU | Enter menu |
| ▪ OK | Confirm |
| ▪ ⊙ | Power button |
| ▪ ▲ | Up |
| ▪ ▼ | Down |
| ▪ 0...9 | Input value |
| ▪ ⊙ | T9 Input method alteration |

2.2 Menu

Users can use function keys and number key to complete operations like select menu, input, etc.

2.2.1 Structure

The main menu includes: user, setting, u-disk, log and system. And each sub-menu has menu at level 2 and 3, with corresponding operations.

Press [MENU] to get main menu, shown as pic below:



- **Enroll:**
To enroll, edit or delete user, and check and set dept.
- **Setting:**
To set based settings, advanced settings, communication, lock control and data management.
- **U-disk:**
To upload and download user information, attendance records, and management records.
- **Log:**
To query users attendance records and management records.
- **System:**
To query registration, management and attendance information, and device information.

Chapter 3 Management Instruction

Press [MENU] to enter menu at normal working mode(can directly access menu with manager registered)

If manger is registered, the left top corner will ask for “verify manager”

If identity verification failed, will tell “match fail” with a warning tone; if identity verification succeeded, will enter menu interface.

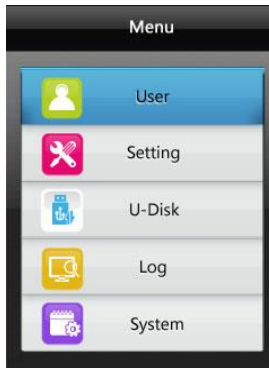


Notice:

- For manager registered with fingerprint, press [MENU] and then press enrolled fingerprint to access menu.

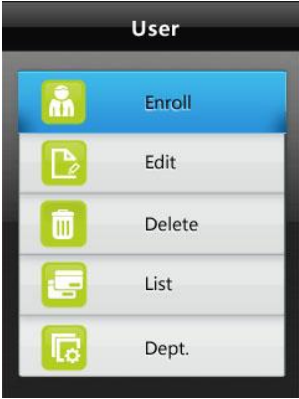
3.1 User

Press [MENU] to enter menu at normal working mode(can directly access menu with manager registered), shown as picture below:



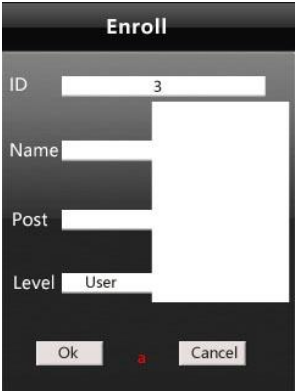
Press up and down key to check corresponding menu [▼] [▲], and press [OK] to confirm, with 5 level-2 menu shown as below:

[enroll][edit][delete][list][dept], shown as picture below:




3.1.1 Enroll

Press [MENU] to enter menu, select [user] and press [OK], select [enroll] and input [ID, Name, Post, Level] and press [OK], shown as picture below:



4 ways of user enrollment: face, fingerprint, card and password.

 Notice:

- For user registration, each one has an unique [ID], and [ID] in device has to be the same as that in software.

Face registrations: select registration way as [face], look at the camera to get registered, it will take about 5s and

you will hear beep sound after registration successful.

Fingerprint registrations: select registration way as [fingerprint], press fingerprint for 3 times, and you will hear beep sound after registration successful.

Card registrations: select registration way as [card], press [ok], put the card close to device(card sensor), you will hear beep sound after registration successful.

Password registrations: select registration way as [password], press [ok], input password and confirm password, you will hear beep sound after registration successful.

3.1.2 Edit

Select [edit], press [ok] to enter level-3 menu.

Select user ID to be edited, ex. : 000000001, press [ok] to edit name, post, level, face, fingerprint, etc.

3.1.3 Delete

Notice: the device has limited user capacity, it will has alert at full capacity.

If someone resigns, please delete that ID.

1. Press [MENU] to enter men→[user]→[delete], press [ok].

Shown as picture below:

Delete		View-0	
ID	Name	Level	Enroll
000000001		User	Yes
000000002		User	Yes

2. Press [▼][▲] to select user to delete, can also press [0] to query, inquiry registered ID
3. Press [ok], and select [all], it will tell [confirm to delete?], press [ok] to delete.
4. If need to delete registered ID continuously, after deletion, press [ok] to get back to step 2, repeat step 3, can delete data like face, fingerprint, card and password.

3.1.4 List

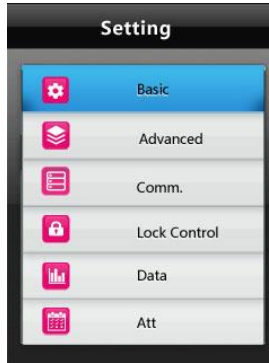
Select [list], press [ok] to enter level-3 menu to check user ID, name and level.

3.1.5 Dept.

Select [dept], press [ok] to enter level-3 menu to add or edit department information.

3.2 Setting

Press [MENU] to enter menu at normal working mode (can directly access menu with manager registered), select [setting] and press [ok] to enter level-2 menu, shown as picture below:



[Setting] includes: basic, advance, communication, lock control, data, and attendance.

3.2.1 Basic

[Basic] includes: language, time, voice, keytone, volume, set bell.

1) Language

Setting	Description
English	Display language and voice as English
Chinese	Display language and voice as Chinese
Traditional Chinese	Display language and voice as Traditional Chinese

2) Time

Setting	Description
Time	Time displayed on screen
Date	Time displayed on screen
Date Format	YYYY/MM/DD
Default time	Beijing time

3) Voice

Setting	Description
ON	With voice prompt for verification or alert
OFF	Without voice prompt for verification or alert
Default setting	ON

4) KeyTone

Setting	Description
ON	With keytone
OFF	Without keytone
Default setting	ON

5) Volume

Setting	Description
Max.	10
Min.	0

Default setting	6
-----------------	---

6) Set Bell

Setting	Description
Time	Hh:mm
State	Yes/No
Cycle	Mon. to Sun., or everyday
Delay	Unit as second
Default delay	None

3.2.2 Advanced

[Advance] includes: verify mode, max manager, upgrade firmware, factory reset, reset time, sleep time, power key.

1) Verify Mode

6 modes: face/fingerprint/card/password, face/fingerprint/password, face, fingerprint, card, password.

2) Max Manager

Set max. manager amount.

3) Upgrade Firmware

Plug u-disk onto device, and upgrade firmware.

Device will reboot after upgrade successful.

4) **Factory Reset**

Factory reset will set all settings into factory default, but user data, like face or fingerprint will keep unchanged.

5) **Reset Time**

To reboot device on specific time each day.

Default setting is 00:00(00:00: will not reboot).

6) **Sleep Time**

The device will get to standby mode without operation for some time.

Default setting is 15 minutes.

7) **Power Key**

Set as **[on]**, device will not automatically turn on after connected with power supply, need to press power key;

Set as **[off]**, device will automatically turn on after connected with power supply, no need to press power key;

Default setting as **[off]**.


3.2.3 **Communication**

[**Communication**] includes 5 level-3 menu: device No., port No., communication password, TCP/IP and WIFI.

1) **Device ID**

Setting	Description
1~255	Device ID for connection with software

Default setting	1
-----------------	---

 **Note:** Device ID is the unique ID for each device, it is needed for the software connection with multiple devices. Each device ID must be different.

2) Port No.


Setting	Description
1~65534	Port No. for connection with software
Default setting	5500

3) Communication Password

Setting	Description
0~999999999	Password for connection with software
Default setting	0(0: no need password for connection)

4) TCIP/IP

Setting	Description
On	DHCP activated to automatically get dynamic IP address.
Off	Manually set available IP address in LAN network.
Default setting	On

 **Note:** In LAN network, the IP address must be unique and only for each device. If TCP/IP is used, WIFI must be set as off.

5) WIFI

Setting	Description
ON	Enable WIFI, scan and select WIFI, input password
OFF	Disable WIFI
Default setting	ON

3.2.4 Lock Control

[Lock control] includes 7 level-3 menu: unlock delay, sensor delay, sensor check, sensor type, weigand output format, weigand output type, alert delay.

1) Unlock Delay

Set unlock delay time, default setting is 5s.

2) Sensor Delay

Set sensor delay time, setting as 0s will not enable alert.

Default setting is 20s.

3) Sensor Check

Setting	Description
On	Will detect door sensor state (set as on for unlock delay or force opening alert)
Off	Will not detect door sensor state
Default setting	Off

4) Sensor Type

Set door open state, including 3 types: NG, NC, NO.

Default setting is NG.

5) Weigand Output Format

Set weigand output format, including 2 types: 26, 34.

Default setting as 26

6) Weigand Output Type

Setting	Description
User ID	Weigand output displays user ID, ex. 45.
UidOrCard	Weigand output displays user card ID, ex. 0001113680 01665104. Output is 1665104, 0 will not be displayed.
Default setting	User ID

7) Alert Delay

Setting	Description
ON	Enable tamper alarm, tamper alert will be displayed on left top corner of screen, with DiDiDi sound.
OFF	Disable tamper alarm, with alert when device is taken off.
Default setting	OFF

3.2.5 Data

[Data] includes 6 level-3 menu; log warning, slog warning, reverify time, delete all log, delete all slog, delete all user.

Setting	Description
Log Warning	Log capacity is 100,000, when the rest capacity is 1,000, the device will have warning alert. Default setting is 1,000, press [ok] to edit.
Slog Warning	Management log is 10,000, when the rest capacity is 100, the device will have warning alert when manager enters menu. Default setting is 100, press [ok] to edit.
Reverify Time	Default setting is 1 minute, the max. is 60 minutes. If set as 1 minute, only one record is allowed within 1 minute.
Delete All Log	Delete all logs of all users, this will delete all logs, make sure logs are downloaded.
Delete All SLog	Delete all management logs.
Delete All User	Delete all user information, like face, fingerprint, card, password.

3.2.6 Attendance

1) Attendance State

There 5 types: Duty-On, Duty-Off, OT-On, OT-off, Out, In.

Corresponding signs will display on the left top corner of screen during specific time period.

Default setting is NONE.

3.3 U-Disk

There are 6 level-2 menu: download newlog, download alllog, download newslog, download allslog, download user, upload user.

3.4 Log

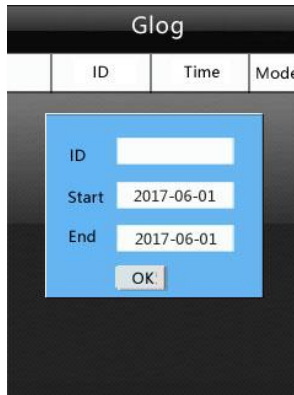
Press [MENU] to enter menu at normal working mode (can directly access menu with manager registered), select [log] and press [ok] to enter level-2 menu, shown as picture below:



[Log] includes: GLog and SLog.

3.4.1 GLog, SLog

Press [ok] to get picture shown as below:



Input user ID, start and end time, and press [ok] to check records, shown as picture below:

Sam			
	ID	Time	Mode
1	00000045	05-27 09:34	FP
2	00000045	05-27 10:19	FP
3	00000045	05-27 11:38	F
4	00000045	05-27 11:53	F
5	00000045	05-27 12:22	F
6	00000045	05-27 12:50	F

3.5 System

3.5.1 Storage Usage, Device Information

Select [**storage usage**] and press [**ok**] to enter level-3 menu, shown as picture below:

System	
User	41/1000
Admin	0/10
Face	2/1000
Fingerprint	7/3000
Card	2/1000
Password	38/1000
Log	7/50/100000

- 1) [**storage usage**] includes 8 level-3 menu: user, admin, face, fingerprint, card, password, log, super log.
 - User: enrolled user amount/user capacity
 - Admin: enrolled admin amount/admin capacity

- Face: enrolled face amount/ face capacity
 - Fingerprint: enrolled fingerprint amount/fingerprint capacity
 - Card: enrolled card amount/card capacity
 - Password: enrolled password amount/password capacity
 - Log: un-uploaded attendance log amount/total log amount/log capacity
 - Super Log: un-uploaded management record amount/total management record amount/management log capacity
- 2) Device Information: released data, serial number, manufacturer, model, firmware version.

Chapter 4 Appendix

4.1 Port Instruction

The device has 5 types of ports: power port, USB port, U-disk port, RJ45 port. Lock Port.

1) Power Port

DC12V is needed for normal performance.

2) USB Port

USB connection is for factory use, not supported for communication right now.


3) U-disk Port

Plug U-disk to upload/download firmware or user data.

4) RJ45 Port

RJ45 ports provides TCP/IP communication, port definition shown as below:

















PIN	Description
1	TCP_TX+
2	TCP_TX-
3	TCP_RX+
4	Reserved
5	Reserved
6	TCP_RX-
7	Reserved
8	Reserved

 **Note:**

DO NOT connect RJ45 cable interface with phone wire.

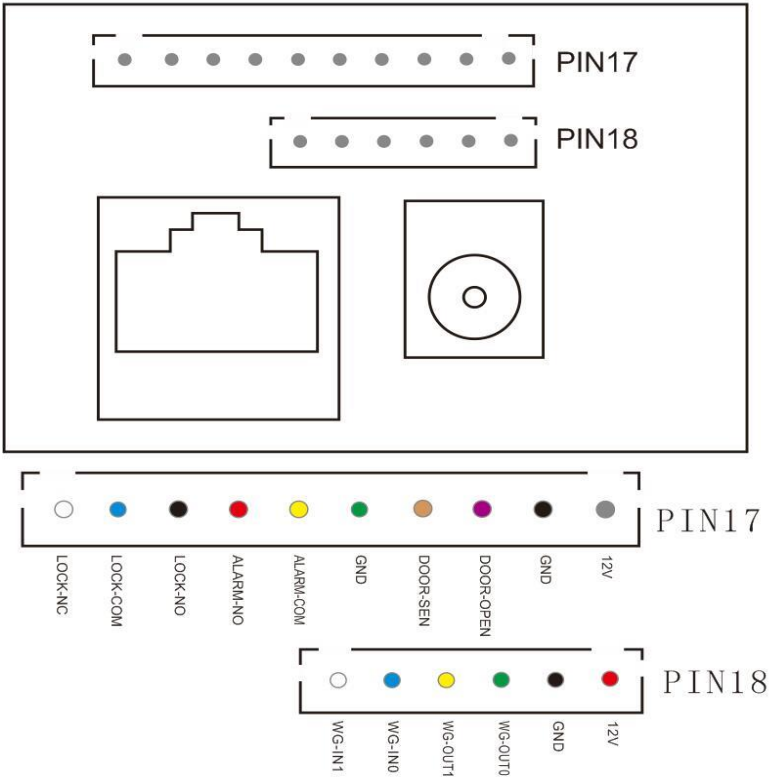
5) Lock Port

Lock port definition shown as below:

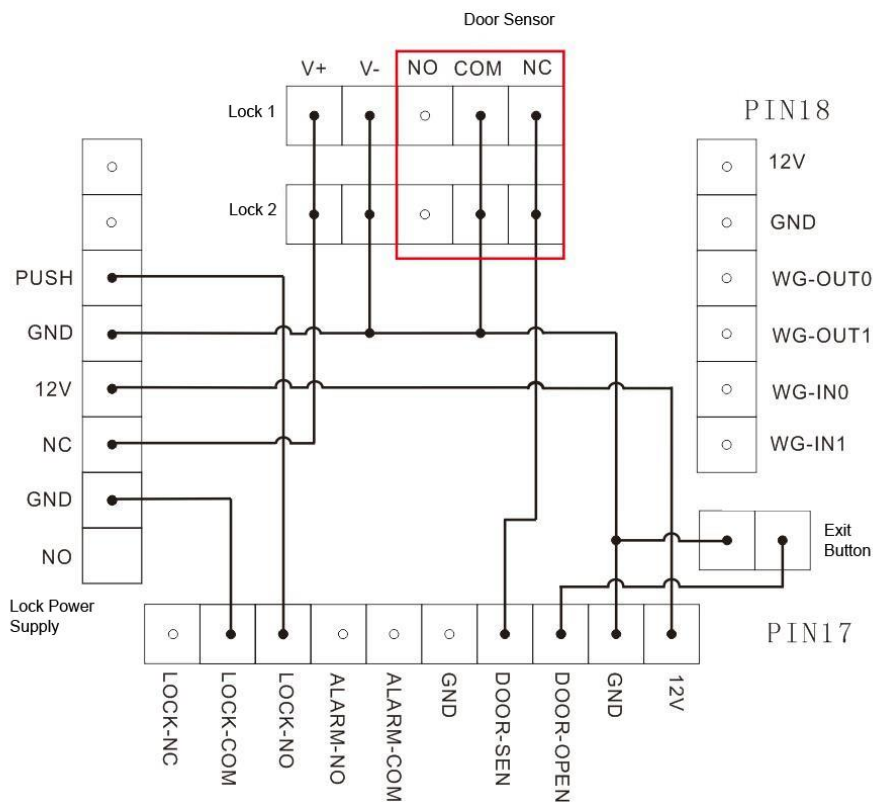
Pin	Definition	Function	Color
PIN17	12V	12 DC Input +	 Grey
	GND	DC Input -	 Black
	DOOR-OPEN	Exit Button Input	 Purple
	DOOR-SEN	Door Sensor Input	 Brown
	GND	DC Input -	 Green
	ALARM-COM	Alert/alm Output COM	 Yellow
	ALARM-NO	Alert/alm Output NO	 Red
	LOCK-NO	Lock Output NO	 Black
	LOCK-COM	Lock Output COM	 Blue
	LOCK-NC	Lock Output NC	 White
PIN18	12V	12 DC Input +	 Red
	GND	DC Input -	 Black
	WG-OUT0	Weigand Output 0	 Green
	WG-OUT1	Weigand Output 1	 Yellow
	WG-IN0	Weigand Input 0	 Blue
	WG-IN1	Weigand Input 1	 White

4.2 Lock Control System Connection Diagram

Device Connection Ports Diagram

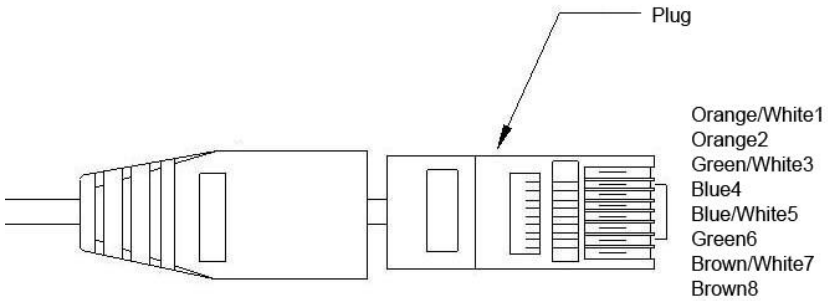


Connection Diagram for Two Doors



4.3 Connection Port Instruction

RJ45 ports sequence shown as picture below:



RJ45 port pins and corresponding color:

RJ45 Pin	Ethernet Wire Color(8 lines)
1	Orange/White
2	Orange
3	Green/White
4	Blue
5	Blue/White
6	Green
7	Brown/White
8	Brown

RESET:

Z tyłu płyty głównej znajdują się dwa przyciski oznaczone "KEY18"

Trzeba wcisnąć ten mniejszy przy włączonym urządzeniu przez 3 sekundy.

Po wciśnięciu przycisku na ekranie pojawi się komunikat: "Delete Admin?" trzeba to potwierdzić przyciskiem OK