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**Dear, thank you very much for purchasing our products, please read following carefully before using, to help you use this product efficiently.**

## **1. Environment of use**

### **1, Use Temperature**

The working environment temperature range of this equipment is 0-45°C. Please don't use it outdoor. Using it outdoors for a long time will adversely affect the normal operation of this equipment.

If you must use it outdoors, need to use Sunshade or heat dissipation device in summer, and heat preservation facilities in winter.

### **2, Influence of light**

Facial recognition equipment can be installed in indoor or outdoor. Direct sunlight and strong light will adversely affect the on-site image captured by the device.

Backlighting and sidelight have a greater impact on facial images. When performing recognition, neither the device nor the face should be affected by strong light; the side light will cause uneven light and dark on the face, which will also affect the recognition.

When the device is in full dark state, the facial light intensity at 0.5 meters away from the device is about 100 Lux-300 Lux. The closer you are to the device, the higher the facial light intensity. If the face is over-exposed, the feature points cannot be extracted, making it difficult to recognition.

### **3, Install & usage suggestions**

- 1) Install the device in a place where the light source has little influence;
- 2) When entering facial information on this machine, please enter it under the condition of bright light and no direct sunlight or side light;
- 3) If used a computer or other devices to take photos, then provide the employees' photo to the software, you must select better quality photos;
- 4) According to the usage, adjust the recognition threshold appropriately;
- 5) The actual installation height is coordinated according to the site conditions, with taller users and shorter users. Generally, the height of the camera from the ground is recommended to be between 1.4-1.5 meters;

- 6) If you install it outdoor, consider installing a light shield for the device. If installed indoor, the device should be at least 2 meters away from the light source and at least 3 meters away from the window.

## 2. Install equipment

- 1) Positioning: First, determine the screw hole position according to the fixed hanging plate (random standard configuration).
- 2) Punching: Then use tools to drill the well-positioned holes into holes with suitable standard rubber plug.
- 3) Hanging plate: Put the hanging plate in the correct position, then drive in and tighten the screws.
- 4) Wiring: Connect the device to the access control system according to the standard wiring method of the attendance system.
- 5) Hang up: Hang the device on the fixed iron plate.

## 3. User management

In the device, two types of permissions: **[Ordinary User]** and **[Administrator]** can be registered. It is recommended that the system administrator, when using it for the first time, enter all ordinary users first, and then set up an administrator. If you register as an administrator, you need to verify the administrator's identity before enter the menu.

Both **[Employee]** and **[Administrator]** only have a unique registration number. This registration number is the only identification of the employee on the facial machine.

### User property:

**User ID:** The user ID is unique and cannot be repeated in this device.

**Name:** The user's name, which will displayed when the recognition is successful.

**Department:** User belongs' department, add department settings to facilitate management.

**Face:** The user enters into the device for daily facial verification when entering and exiting;

**Password:** The user enters into the device for daily access password verification;

**Card:** The user enters into the device for daily card verification when entering and exiting.

**Permission:** Divided into "user" and "administrator", the administrator has the authority to manage the device.

**Confirmation method:** User setting's combination verification method. The default is: face, password, card (optional), any authentication mode can verify and open the door.

### 1. Add users

In the menu, select [Personnel Management] → [Add], then manually enter the User ID, and then click " Enter ".

In the personnel registration interface, set the employee's "name", "department", "face", "Password", "Permission", "Access control setting", etc.

Register user		Delete user
User ID	1	
Name:	Liujun	
Department:		
Face:	✓	
Permission:	User	
Access control settings:		

After the setting is completed, click the return key "←" to return to the previous interface and continue to add the next Staff profile information.

### Employee access control permission setting:

Each user has a group and three time periods.

When a user verifies the identity (face or password), the device first judges the employee's three time period, if the conditions are met, the door will be opened; if the conditions are not met, the three time periods included in the group of the employee will be judged. If correct, the door is opened.

## 2. Delete users

Select [**Personnel Management**]→[**Query**] in the menu, and then manually enter the User ID, and then click "Enter". Find the employee you want to delete.

Enter the employee registration interface, click "Delete Personnel" to delete the employee's file from this device.

Register user		Delete user
User ID	1	
Name:	Liujun	
Department:		
Face:	✓	
Permission:	User	
Access control settings:		

## 3. Edit user information

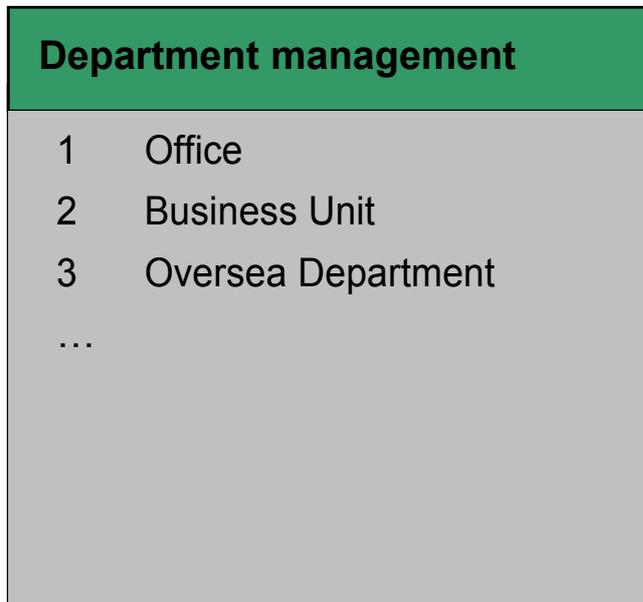
Select [**Personnel Management**]→[**Query**] in the menu, and then manually enter the User ID, and then click "Enter". Find the employee you want to edit, click this employee to enter the employee registration interface.。

Personnel management		Add	Query
1	Zhang Sanfeng		
2	Zhang Wuji		

In the employee registration interface, you can edit any employee's information except for the "User ID".

## 4. Department management

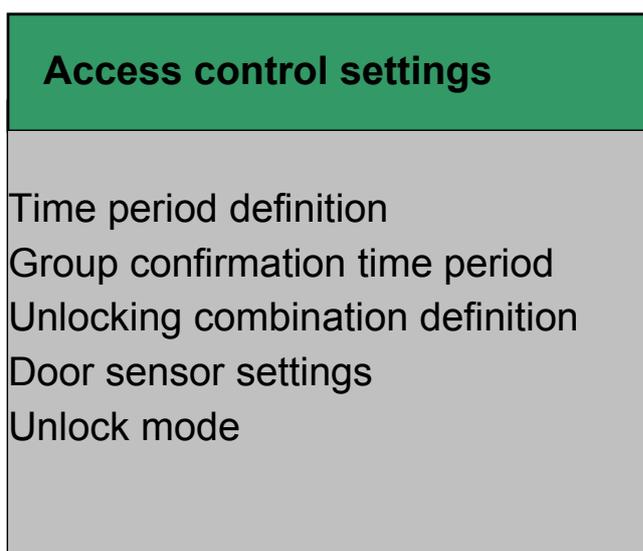
Select [**Department Management**] in the menu, click the serial number to enter the department name editing interface, and click "Enter" to save.



This device supports up to 8 departments.

## 5. Access control settings

Set various parameters of such as the access control time period, user group, and door opening time of the access control machine. In the menu, Select [**Access Control Settings**], as shown in the figure below:



### 1. Time period setting

According to the user's entry and exit rules, set the transit time to 1-50, a total of 50 times period. As shown in the following figure **[Time Period 1]**:

For example: **[Time Period 1 ]** is set to

	Starting time	End Time
Mon	00:00	23:59
Tue	00:00	23:59
Wed	00:00	23:59
Thu	00:00	23:59
Fri	00:00	23:59
Sat	00:00	23:59
Sun	00:00	23:59

The device's [Time period 1] defaults to open the door all day. All other time periods are by default the door is closed.

## 2. Group confirmation time period

There are a total of 5 groups of access control machines, and each group can contain up to three [Time period].

## 3. Definition of unlocking combination

The unlocking combination specifies the groups that have the unlocking permission, those groups do not have the permission to open the door, and those groups are combined with each other to open the door.

The device contains a total of 10 unlocking combinations.

## 4. Door magnetic settings

### A. Door magnetic type

The type of input door sensor is set. By default, it is: None (Do not open the door magnetic function).

### B. Door magnetic delay

After a period of time, the alarm will start when the door is not detected to be closed.

The unlock delay setting is the time to restore to the normal state after the lock control relay is activated interval. The value range is: 1-255,

and the unit is: second.

## 5. Unlock mode

1. Whether to open the unlock mode:

In the [Unlock Mode] menu, select "No" in [Use Normal Mode], then don't use "Normal unlocking mode".

2. When [Unlock Mode] is selected as "Yes", all settings in "Unlock Combination Definition" All settings are invalid.

Simultaneous confirmation number: How many people are required to identify at the same time to open the door.

3. Unlock delay: It is the time interval for the lock control relay to return to the normal state after the lock control relay is started. The value range is: 1-255, and the unit is: second. The default value is: 5 seconds.

4. Wiegand input: when the Wiegand output is set, the output is the employee's User ID Or the employee's card number.

5. Wiegand Format: Set the format of Wiegand signal output, 26 Bit and 34 Bit are optional.

## 6. Attendance management

This menu is mainly used to set attendance rules for self-service attendance registration and export attendance reports.



### 1. Attendance rules

This menu is mainly used to set the attendance rules for self-service registration. Such as: set company name, Employee's shift and

schedule.

Attendance rules
Company Name
Attendance rules
Shift schedule export
Shift schedule import
Registration information backup
Registration information restoration

### 1) Company name

Set the company name, and the company name needs to be displayed in the attendance report.

### 2) Attendance rules

This function sets 2 basic rules of attendance.

- Allowed late time: you can select "No" or enter any value from 1-60 (minutes), such as If you select "No", this function is invalid; if you select a value of 1-60, it means that how much time the employee is late, it can not be regarded as "late" ;
- Allowed early departure time: you can select "No" or enter any value from 1-60 (minutes), such as If you select "No" , this function is invalid; if you select a value of 1-60, it means that how much time the employee is early to departure, it can not be regarded as "leave early".

### 3) Export the shift schedule

This function can export standard shifts and shift schedules to U disk.

First choose to format the U disk to FAT32 format, and then insert the U disk into the device's USB port, then enter the menu and select "Export Time Attendance Sheet".

The name of the time attendance table of the exported U disk is: Time Attendance Setting.XLS. Open this file, file contains two SHEET tables: Attendance setting table and Shift schedule table.

#### 4) Import of shift schedule

As mentioned above, the shifts and schedules of the exported U disk are set and saved all in accordance with the actual situation of the company. Then connect the U disk into the USB interface of the device. And then into the Menu, select **[Attendance Management]→[Attendance Rules]→[Shift Schedule Import]**, imported the modified shifts and schedules into the equipment.

#### 5) User information export

After employees create user files in **[Staff Management]**, they can save the established employee files (including all information such as name, face, etc.) is exported to a U disk and saved as a file.

Insert the U disk into the device, enter the menu, select **[Attendance Management] → [Attendance Rules] →[Registration Information Backup]**, can export employee information files to U disk.

The file name of the employee file saved in the U disk is "plu000001.dat", which 000001 is the machine number of the device.

#### 6) User information import:

Import the employee information files saved in the U disk back to this device.

Insert the U disk into the device, enter the menu, select **[Attendance Management] → [Attendance Rules] →[Restore Registration Information]** , the employee information file can be exported to a U disk.

## 2. Report export

### 1) Attendance Sheet Export

Attendance sheet is a statistical table of employee attendance machines within a period of time (usually 1 month). This table has both an employee entry and exit schedule, an exception record table, and a monthly statistics table.

Insert the U disk (formatted as FAT32) into the USB interface of this device, and enter the menu and select **[Attendance Management]→[Export Report]→[Export Attendance Sheet]**, enter the **[Export Attendance Sheet]** interface, select the start date

and end date of the report to be exported. Then click "Report Sheet Export" to export this month's attendance table to U disk (EXCEL format)

Attendance sheet export	
Start	January 1, 2018
Finish	January 31, 2018
<input type="button" value="Report export"/>	

Insert the U disk (formatted as FAT32) into the USB interface of this device, and enter the menu, select **[Attendance Management]→[Export Report]→[Export Attendance Sheet]**, enter the **[Attendance Export]** interface, select the start date and end date of the report to be exported. Then click "**Report Table export**"

## 2) Export of original records

Every time an employee passes the verification on the device, an entry and exit record will be kept. [Original data table] is the table that saves the most original entry and exit records. The table type is text.

Insert the USB flash driver into the device, enter the menu, select **[Attendance Management] → [Report Export]→[Original Record Export]**, enter the **[Attendance Form Export]** interface, select the start date and end date of the report to be exported. Then click "Original Record Export" to export the period of original record table to a USB flash driver (TXT format).

## 7. System Settings

This menu is used to set various parameters of the device.

**1. Common settings:** used to set the parameters of the device, such as machine number, language, etc.

Common settings	
Machine number	1
Language	Chinese
Total Management	5
Card number format	10D
Volume	5
Interface return time	0s
Screen saver time	60s

1. Machine number: set the machine number of the device, the maximum value is 9999;
2. Language: Set the menu display language of this device, the default is Chinese;
3. Total number of administrators: Set the maximum number of administrators of this device to 255;
4. Card number format: set the card number format of the proximity card access control reader;
5. Volume: Set the voice prompt volume of the device, the default is: 5
6. Interface return time: Set the display time of employee information after successful recognition.
7. Screen saver time: Set how long the screen saver will be switched to when not in use.

**2. Advanced settings:** used to set the parameters of the device, such as machine number, language, etc.

Advanced settings	
Repeat confirmation time	1
Time setting	
Live detection	Yes/No
Save photos	Yes/No
Delete admin permission	Delete

- **Repeat confirmation time:** When the same person repeats the identity verification, only record the first entry and exit record.
- **Living body test:** Set whether to open the body test mode of the device;
- **Total number of administrators:** set the maximum number of administrators of this device;
- **Card number format:** set the card number format of the proximity card access control reader

1) **Time setting:** used to set the time of the device

Time setting	
Date	December 12, 2020
Time	12:12 minutes: 30s
Time Zone	GMT+8
NTP	Yes
NTP Server	201.120.2.101

- **Date:** Manually set the current date of the device;
- **Time:** Manually set the current time of the device;

·**Time zone:** Set the time zone where the device is located, the default is Dongba District;

·**NTP:** If this function is turned on, the device will synchronize time with the time server once a week

·**NTP Server:** Set the IP address of the time server.

3. **Equipment self-inspection:** used to check whether the infrared camera is normal.

4. **Storage information:** used to check the storage of employees, faces, passwords, etc. in the device

Registration information	
User registration	1/3000
Manage registration	1/5
Face registration	1/3000
Password registration	1/3000
All records	100/200000

**Delete all users**

**Delete all records**

In the above picture, the number on the right of "/" represents the maximum storage capacity of the device, and the number on the left represents the amount that has been used.

Delete all users: All user information in this device can be deleted;

Delete all records: All the enter and exit records in this device can be deleted.

## 5. Information query

Used to check the model, firmware version, serial number of the device, upgrade the firmware, and restore the factory default value and other

functions.

**Upgrade firmware:** Use U flash driver to upgrade the device. Copy the firmware file to be updated to U flash driver. Then insert the U disk into the device, and click "Upgrade Firmware" to upgrade the device. If there is a firmware file in the U disk, restart the device, the device will also be upgraded. Do not turn off the power during the process

**Restore factory defaults:** restore the parameters of the device to the initial state. This function cannot clear and delete the personnel information and access record information saved in the device.

## 8. Network settings

One or more of this device can be connected to the computer via the network. Install "Management software" in the computer, through the "Management Software" to manage multiple devices. The enter and exit records are collected in the software, and the data is analyzed through the software to obtain reports.

Before setting the communication parameters, please note: this device may also have a wireless network(WIFI) and wired network functions. You can choose which communication method to access to the network according to your needs.

For the stability of communication, if you select a wireless network, you must select "No" for whether to enable the wired network; if you select a wired network, you must select "No" for whether to enable the wireless network.

### 1. Wireless network (optional)

Used to set up wireless network (WIFI)

Wireless network
Allow Auto access IP address Subnet mask Gateway DNS MAC address

**Allow:** Turn on the wireless network function;

**Select network:** select the name of the wireless network to be accessed, and then set the password to access the WIFI;

**Auto access:** If the router or switch has the DHCP function (Obtain IP address automatically), you can use this function,

**IP address:** the IP address of this device

**Subnet mask:** the subnet mask of this device

**Gateway:** The gateway of this device

**DNS:** set the IP of the network DNS server

**MAC address:** The MAC address of the WIFI module of this device, this item cannot be changed.

## 2. Wired network

Used to set the parameters of the wired network

Wired network
Allow Select network Obtain IP address via DHCP IP address Subnet mask Gateway DNS MAC address

**Allow:** Turn on the wired network function;

**Obtain IP address via DHCP:** If the router or switch has enabled the DHCP function (Obtain IP address automatically), you can use this function.

**IP address:** the IP address of this device

**Subnet mask:** the subnet mask of this device

**Gateway:** The gateway of this device

**DNS:** set the IP of the network DNS server

**MAC address:** The MAC address of the WIFI module of this device, this item cannot be changed

### 3. Server settings

If this function is allowed, the entry and exit records formed after the employee's identity is verified can be sent to the server at the same time, set the IP address and port of the server receiving the data here.

### 4. Port number

The port number used by the computer server to connect to this device through the network. The default is: 5005.

### 5. Communication password

The password used by the computer to communicate with this device, the default is 0.