

# Face and Fingerprint Terminal Manual

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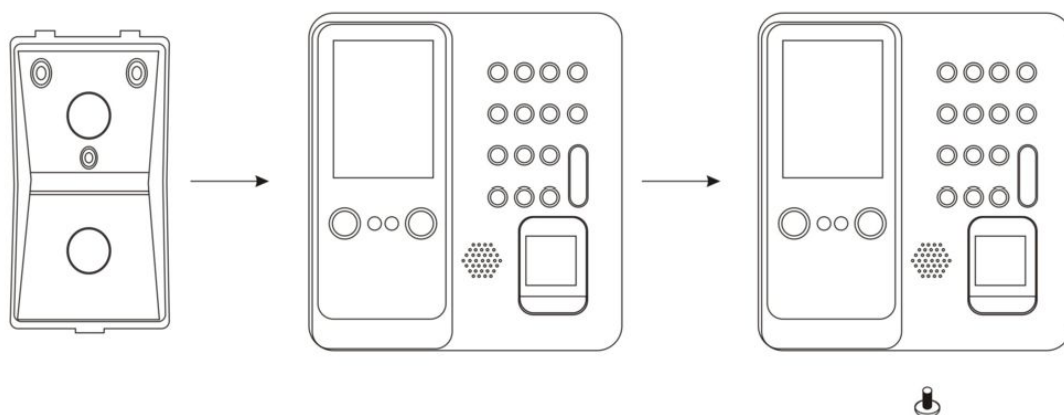
## Chapter 1. Introduction.

Face attendance machine sales each year into a geometric growth trend, face attendance machine market demand increases gradually with the change of the market as it become a hot marketing getting more and more the attention of people, and demonstrated its good prospects, our company has lunched a series of face recognition technology and its products.

This product is designed for the needs of enterprises and institutions offline attendance management ,with a recognition speed, high accuracy features. The product use color screen, voice name; non-contact, convenience, health, quickly complete face attendance recognition. It also supports TCP / IP, wifi communication and U disk upload and download function,so it very suitable for the enterprises and institutions of attendance management.

## Chapter 2. Installation Guide

### Quick Installation Guide



- Directly insert the plug of the standard power adapter is located on the back of the equipment on the right side of the slots wells;
- The network cable RJ45 crystal head inserted into the cable jack;
- Installation Back: Back on the bottom of the two horizontal positioning hole is apart from the ground vertical height of 1.15 meters;
- Install back fixed on the wall, and make sure the back around level, vertical from top to bottom and fit closely to the wall;
- Then the four fixing holes on the back of the alignment pin projecting from the back and insert Gently press down to make devices on the backplane and the backplane close fit, then fasten bottom of the device screws;
- The factory default no administrator, please register administrator.

## Chapter 3. User registration and delete

### 1. Administrator Registration

- When equipment are not registered administrator, press the MENU key directly

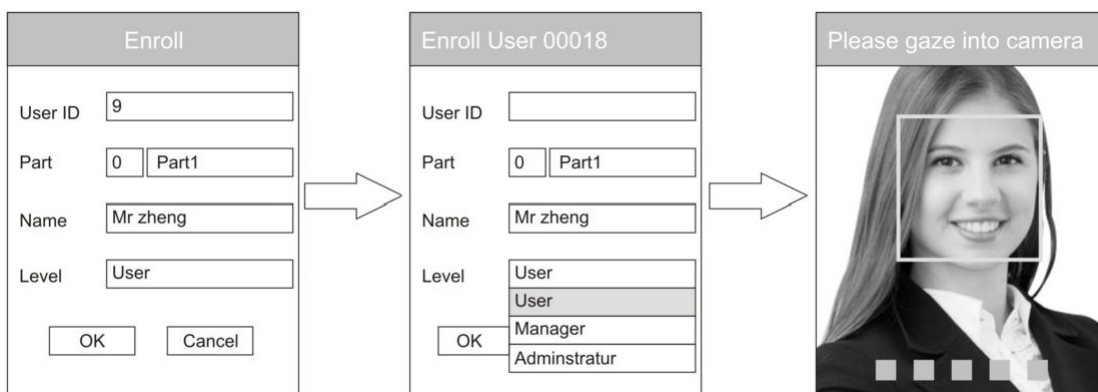
enter the interface configuration administrator

- When the device has been registered administrator, press MENU to enter the administrator authentication interface, after verification by entering the function menu interface, then press ↑ / ↓ button to select the Configuration menu and press OK to enter; or press the corresponding number shortcuts.
- When the machine is set up super administrators and administrators, super administrator has all set permissions, administrators can not operate the advanced settings and communication settings menu

Note: To ensure all Settings are required to complete operation and should be configured at least one administrator before using the equipment.

## 2. Face registration

- Menu key → User → Enroll → input work number and name → choose Face → Acquisition Face



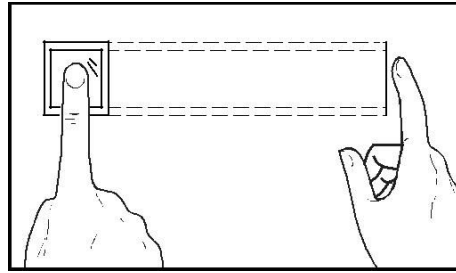
Please try to make the face appear in the center of the screen position, the camera detects automatically capture the face after face template, progress box below the display show the progress, information bar displays message text

## 3. Fingerprint registration

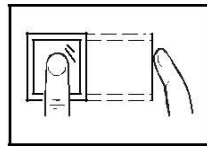
The right way of Validation of pressing : Press with your fingers fingerprint

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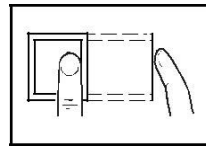
window ,Fingerprint pattern heart in the centering of gathering window. Finger pressing as follows picture



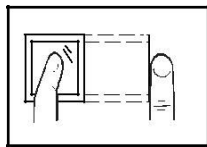
correct method



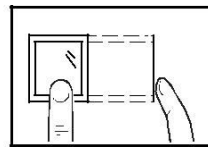
Out in the middle



deviation

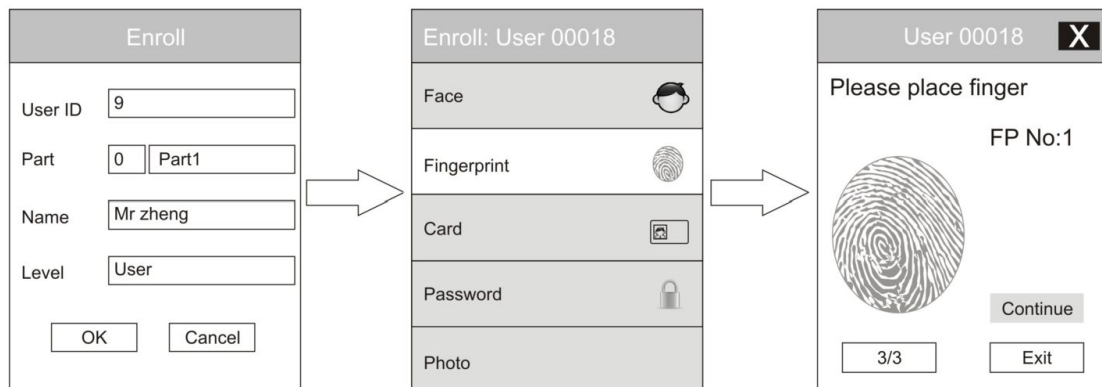


incline



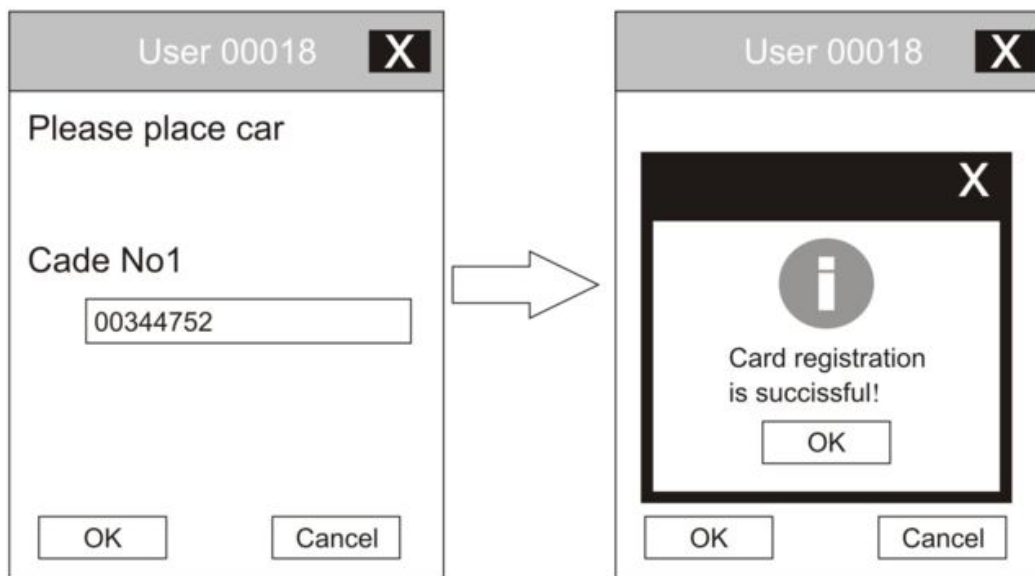
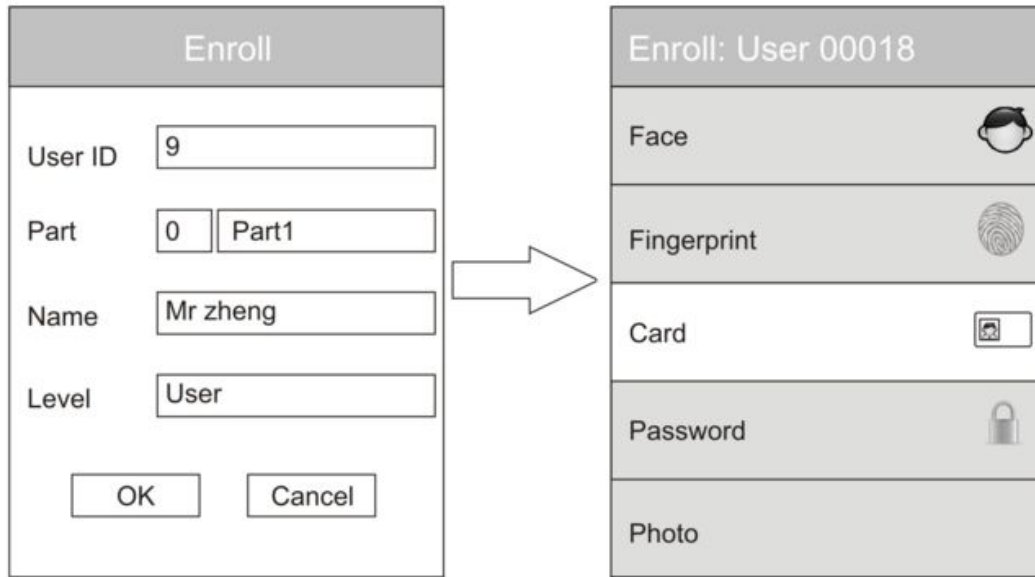
too lower

● Menu → User → Enroll → input job number and card → choose fingerprint → Continuous pressing three times → Presssing enter key, it will prompt registration success, as followings picture:



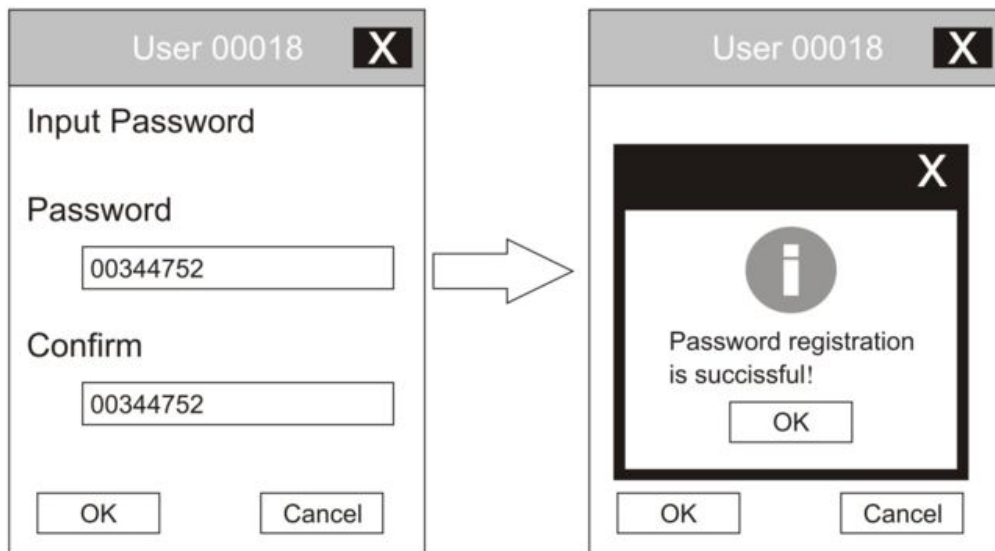
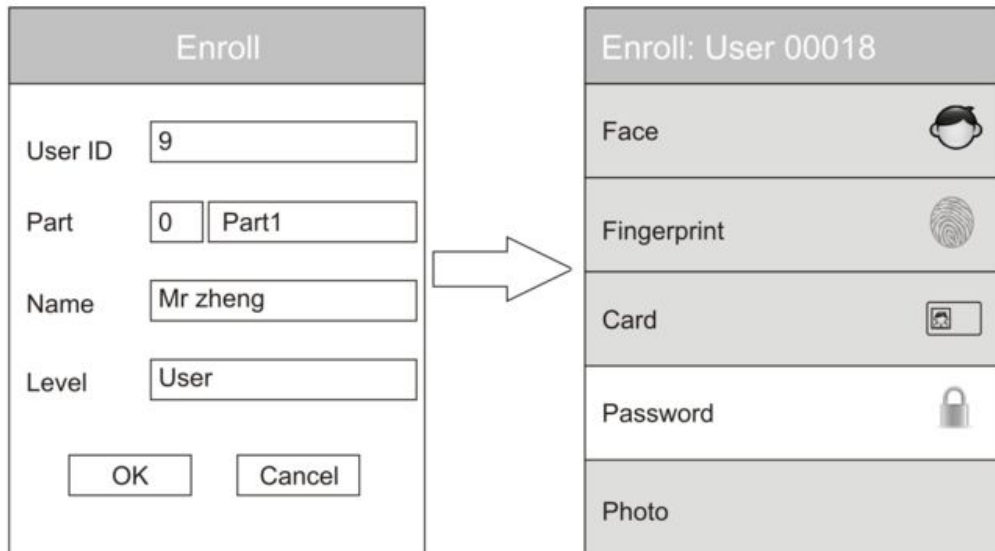
## 4. Induction card registration

● Menu key → User → Enroll → input job number and name → choose card → Card induction area → show numer of card → pressing enter key, Presssing enter key, it will prompt :card registration is successful,as followings picture:



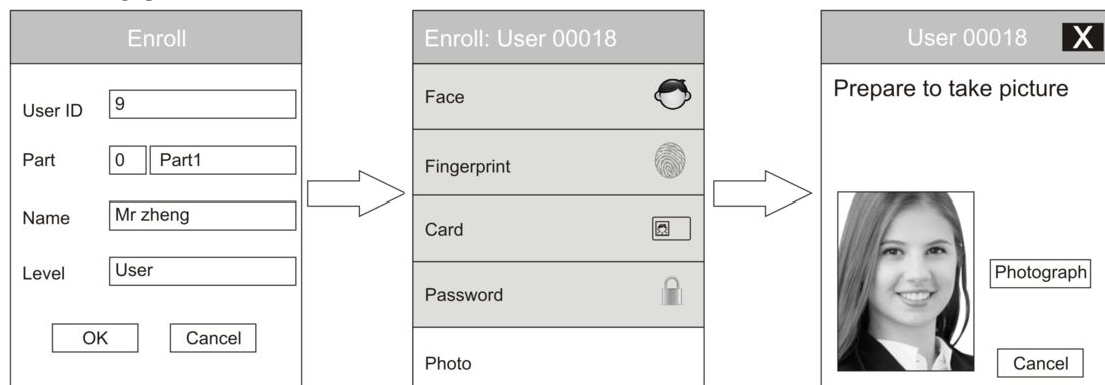
## 5. Password registration

● Menu →User→Enroll→input job number and card → choose password → Enter any 3-6 digit number combination → pressing enter key, password registration is successful, as followings:



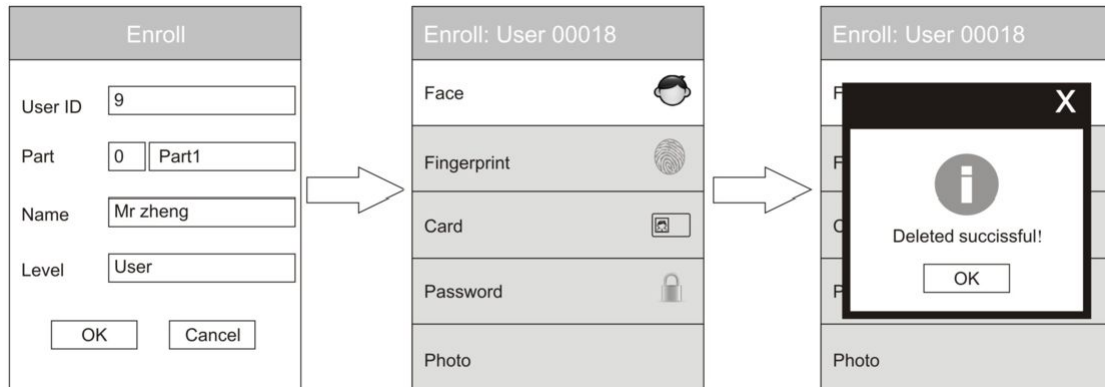
## 6. Picture registration

● Menu key → User → Enroll → input job number and name → choose photo → image acquisition → Pressing enter key, it will prompt registration successful, as following picture:



## 7. Delete user

● Mnu key → User → Delete → input job number → choose type of registration → pressing enter key → Press the OK button, it will prompts deleted successfully, as following picture.



## Chapter 4. Device Setting

### 1. Basic setting

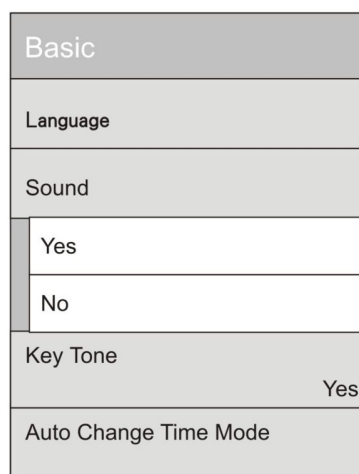
#### A. language setting:

Menu key → Setting → Basic → Language → Pressing OK key → Press the up and down key choose display language, show as followings:



#### B. voice prompt:

Menu → device setting → basic → sound → press Yes key → Press the up and down key to choose whether or not closed, show as following:





**C. Volume control:**

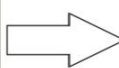
Menu key → Setting → Basic → Volume → press Yes key → choose input number from 1 to 10 to enter, it will show as followings

|                       |     |
|-----------------------|-----|
| Basic                 |     |
| Language              |     |
| Sound                 | Yes |
| Volume                | 1   |
| Key Tone              | Yes |
| Auto Change Time Mode |     |

**D. Bell setting:**

Menu key → Setting → Basic → Bell setting → input ring time then enter , as following picture:

|                       |     |
|-----------------------|-----|
| Basic                 |     |
| Sound                 | Yes |
| Volume                | 1   |
| Key Tone              | Yes |
| Auto Change Time Mode |     |
| Bell Setting          |     |



| Bell Setting <input checked="" type="checkbox"/> |       |             |        |
|--|-------|-------------|--------|
| NO   | Time  | User/No use | Bell   |
| 1  | 00:00 | No Use      | Bell-1 |
| 2  | 00:00 | No Use      | Bell-1 |
| 3  | 00:00 | No Use      | Bell-1 |
| 4  | 00:00 | No Use      | Bell-1 |
| 5  | 00:00 | No Use      | Bell-1 |
| 6  | 00:00 | No Use      | Bell-1 |
| 7  | 00:00 | No Use      | Bell-1 |
| 8  | 00:00 | No Use      | Bell-1 |

**E. Bell count:**

Menu key → Setting → Basic → Bell Count → press OK key → input ring counts(1-10), then pressing enter, show as following:

|                       |     |
|-----------------------|-----|
| Basic                 |     |
| Volume                | 1   |
| Key Tone              | Yes |
| Auto Change Time Mode |     |
| Bell Setting          |     |
| Bell Count            | 10  |

## Chapter 5. Advanced Settings.

### A. Verification method:

Menu key → Setting → Advanced → Verification Mode → press Yes key → choose Verification type → press enter , show as following picture:

|                    |                |
|--------------------|----------------|
| Advancde           |                |
| Verification Mode  | FACE/FP/CD/PWD |
| Date and Time      | >              |
| Use Proxy Word     | No             |
| Proxy Setting Time | 3s             |
| Photo Setting      | None           |

Setting the Verification of the mode is beyond this time period time of verification,high verify the Verification mode set period of time than the default priority.

Optional authentication (optional authentication)

|                                |  |
|--------------------------------|--|
| Face/Fingerprint/<br>Card/Code | Users only need to register a face or fingerprint or RF card or a password, it can be verified by it.  |
| Fingerprint+Card+Code          | Users must register RF card, fingerprint, password, and user need to pass the RF card, fingerprint, password authentication at the same time . |
| card+password                  | Users must register RF card, password, and user need to pass the RF card, password authentication at the same time .                           |
| fingerprint+password           | Users must register fingerprint , password, and user need to pass the fingerprint , password authentication at the same time .                 |
| Card+Fingerprint               | Users must register at least RF card and fingerprint, and user need to pass the fingerprint , RF card authentication at the same time .        |
| Card+face                      | Users must register at least RF card and face, and user need to pass the face, RF card authentication at the same time .                       |
| password+face                  | User must register at least password and face, and user need to pass password and face at the same time.                                       |

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|                    |  |
|--------------------|--|
| Fingerprint+face   | User must register at least Fingerprint and face, and user need to pass Fingerprint and face at the same time. |
| face+card+password | User must register Fingerprint and face, and user need to pass Fingerprint and face at the same time.          |
| Factory set up     | Face/fingerprint /card/password  |

### B. Time setting:

Menu setting → Device → Advanced → Date and Time → pressing ok key → choose time、date、date format → Press OK to modify it, show as followings:

|               |            |
|---------------|------------|
| Date and Time |            |
| Time          | 18:24:36   |
| Date          | 2014-02-15 |
| Date Foemat   | YYYY-MM-DD |
|               |            |

### C. Restore factory:

Menu setting→Setting→Advanced→Factory Restore → pressing “OK” key, The machine will delete all the settings.

|                       |    |
|-----------------------|----|
| Advanced              |    |
| Allowed # of Managers | 5  |
| Use Touch Sensor      | No |
| Calibrate Sensor      |    |
| Upgrade Firmware      |    |
| Facrory Reset         |    |

**D. Clear all time log:**

Menu → Setting → Advanced → Clear All Time Log, Pressing “OK” machine it will clear all verification records

|                        |
|------------------------|
| Advanced               |
| Use Touch Sensor<br>No |
| Calibrate Sensor       |
| Upgrade Firmware       |
| Factory Reset          |
| Clear All Time Log     |

**E. Clear All Management Log:**

Menu → Setting → Advanced → Clear All Management Log → Pressing “OK” key, it will clear management Log

|                          |
|--------------------------|
| Advanced                 |
| Calibrate Sensor         |
| Upgrade Firmware         |
| Factory Reset            |
| Clear All Time Log       |
| Clear All Management Log |

**F. Clear all user database:**

Menu → Setting → Advanced → Clear All User Database → pressing “OK” key, it will delete all the registration user

|                          |
|--------------------------|
| Advanced                 |
| Upgrade Firmware         |
| Factory Reset            |
| Clear All Time Log       |
| Clear All Management Log |
| Clear All User Database  |

## Chapter 6. communication setting

### A. machine number setting:

Menu → Setting → Communication → Device ID → input digit → confirm (need to set up multiple machines)

| Communication          |      |
|------------------------|------|
| Device ID              | 1    |
| TCP/IP Settings        | >    |
| TCP Port               | 5005 |
| Communication Password | No   |
| Evet Transfer Mode     | No   |

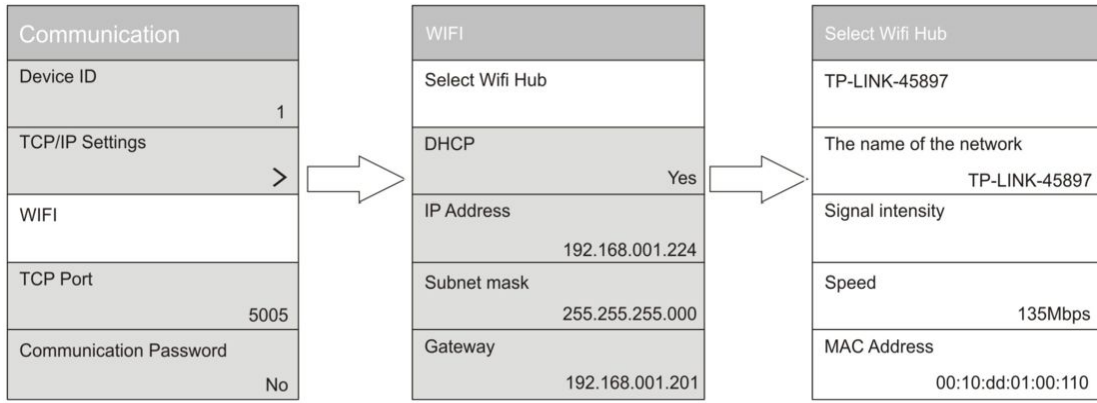
### B. TCP/IP setting:

Menu → Setting → Communcation → TCP/IP settings → DHCP is set to "No" → Enter the IP address, subnet mask, gateway address (Parameter settings according to their company network)

| Communication          |      | TCP/IP Settings |                 |
|------------------------|------|-----------------|-----------------|
| Device ID              | 1    | DHCP            | No              |
| TCP/IP Settings        | >    | IP Address      | 192.168.001.224 |
| TCP Port               | 5005 | Subnet mask     | 255.255.255.000 |
| Communication Password | No   | Gateway         | 192.168.001.201 |
| Evet Transfer Mode     | No   | DNS Server      | Manual          |

### C. WiFi Setting:

Menu → Setting → Communcation → select wifi Hub → Dynamic IP is set to "YES" → Choose network → Enter the wireless password → confirm → Click to view the connection status → Normal will show "Connected".



**D. Port Settings:**

Menu → Setting → Communcations → TCP Port, The default is 5005

| Communication          |      |
|------------------------|------|
| Device ID              | 1    |
| TCP/IP Settings        | >    |
| WIFI                   |      |
| TCP Port               | 5005 |
| Communication Password | No   |

**E. Communication password:**

Menu → setting → Communication → Communication Password: to improve the security of your data, you can set the communication password authentication, you can download the recording software. when password verification is successful .

| Communication          |      |
|------------------------|------|
| Device ID              | 1    |
| TCP/IP Settings        | >    |
| WIFI                   |      |
| TCP Port               | 5005 |
| Communication Password | No   |

**F. Record Transmission method:**

Menu → setting → Communcation → Record Transmission method , urrently supports TCP/IP, the use of real-time monitoring function must be selected.

|                        |    |
|------------------------|----|
| Communication          |    |
| Device ID              | 1  |
| TCP/IP Settings        | >  |
| WIFI                   |    |
| TCP Port               |    |
| No                     |    |
| TCP/IP                 |    |
| Communication Password | No |

**G. The background IP address:**

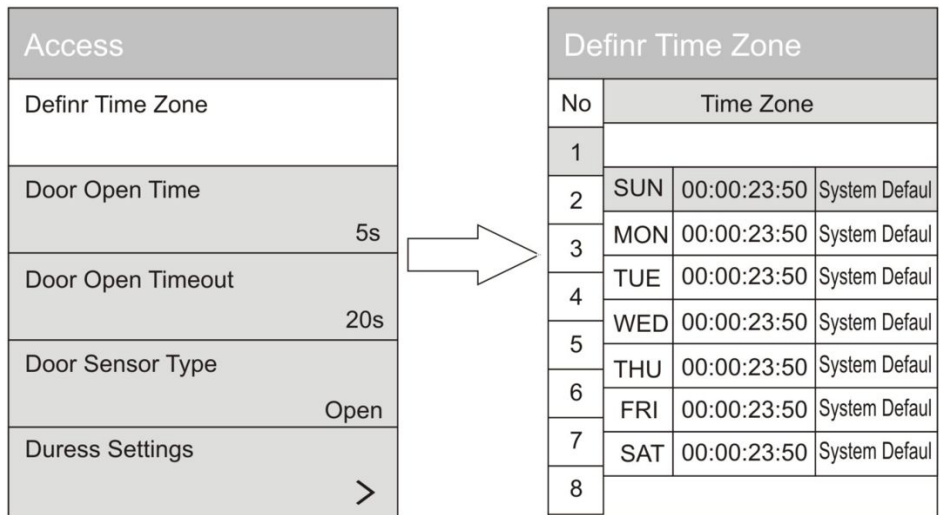
Menu → Setting → Communcation → Record Transmission method Enter Host PC IP adder, use the real-time monitoring function must be selected

|                        |                 |
|------------------------|-----------------|
| Communication          |                 |
| TCP/IP Settings        | >               |
| WIFI                   |                 |
| TCP Port               | 5005            |
| Communication Password | No              |
| Host PC IP Adder       | 000.000.000.000 |

## Chapter7 .Access control settings

**A. Define time zone:**

Menu → Setting → Access→ Define time zone → Time zone  
50 time period of time can beset on a access control machine, but a user can arrange two periods.



**B. Duration of locks driving:**

Menu → Setting → Access → Door open time, the time required to set to open the door for the time value between 0 to 10 seconds

| Access            |      |
|-------------------|------|
| Definr Time Zone  |      |
| Door Open Time    | 5s   |
| Door Open Timeout | 20s  |
| Door Sensor Type  | Open |
| Duress Settings   | >    |

**C. Magnetic delay:**

Menu →Setting → Access → Door open timeout,set Magnetic extension of time.

| Access            |      |
|-------------------|------|
| Definr Time Zone  |      |
| Door Open Time    | 5s   |
| Door Open Timeout | 20s  |
| Door Sensor Type  | Open |
| Duress Settings   | >    |



**D. Magnetic switch:**

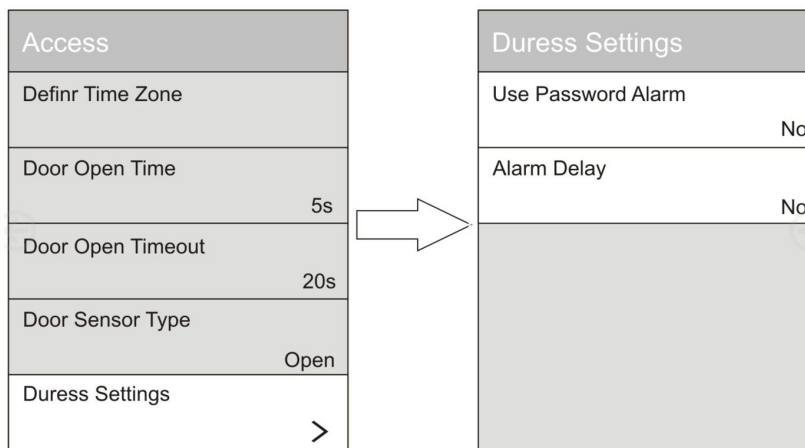
Menu → setting → Access → Door sensor type, setting magnetic delay state.

|                  |      |
|------------------|------|
| Access           |      |
| Definr Time Zone |      |
| None             |      |
| Open             |      |
| Close            |      |
| Door Sensor Type | Open |
| Duress Settings  | >    |

**E. Duress settings:**

Menu → Setting → Access → Duress settings,

Stress password register and alarm delay operation, when verified as registered duress password, host duress alarm notification to the manager (Note: All of the fingerprint access control machine has the function. )



**F. Use tamper:**

Menu → setting → Access → Watch tamper Setting "on" when access control to force open an alarm.

|                   |      |
|-------------------|------|
| Access            |      |
| Door Open Time    | 5s   |
| Door Open Timeout | 20s  |
| Door Sensor Type  | Open |
| Duress Settings   | >    |
| Watch Tamper      | No   |

**G. Wiegand output type:**

Menu → Setting → Access → wiegrand Output Type, choose mode of WG26 or WG34

|                     |             |
|---------------------|-------------|
| Access              |             |
| Door Open Timeout   | 20s         |
| Door Sensor Type    | Open        |
| Duress Settings     | >           |
| Watch Tamper        | No          |
| Wiegand Output Type | User ID(34) |

## Chapter8. U -disk to download

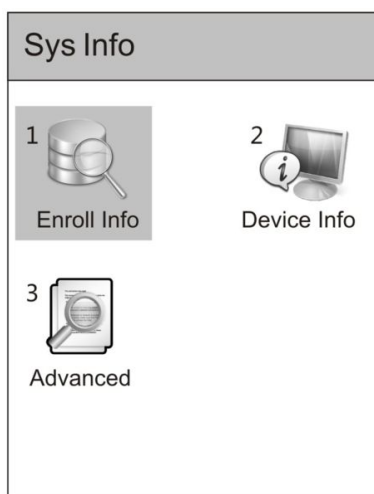
**A. Menu→the Usb disk management as followings.**

|                             |
|-----------------------------|
| USB Didk                    |
| Download New Time Log       |
| Download All Time Log       |
| Download New Management Log |
| Download All Management Log |
| Download User Database      |

1. Download validation records: First insert U disk U port acces control, you can download the latest access records.
2. Download all validation records: First insert U disk U port access control, you can download the latest access all records.
3. Download Management Record: First insert U disk U port access control, you can download the download management record.
4. Download all management record: First insert U disk U port access control, you can download all the management information.
5. Down load user registration information: First insert U disk U port access control, you can download all the user registration information .
6. Up load user registractio n information : User information can be registered on a machine when a user with multiple machines, and then complete the registration user information through U disk to download, and then uploaded to the new machine by U disk

## Chapter 9. Data Query

Menu→Sys info



1.Registration information:Queries the user registration, record storage conditions.

2.This machine' s information: inquire machine information, such as: Release date,anufacture, type.

3.Aadvanced search: Find Personal certain period of time attendance records, management records, personal registration information.

## Chapter10. FAQ

**1.Users often can not be verified by fingerprints, (Press fingerprint did not respond or insensitive),How to solve this problem?**

Answer: As following situation that may cause some employees are not able to properly operate a fingerprint.

1. if you hand finger is too dry or too wet , as the principle of optical fingerprint sensor is working, this situation will lead to the identification insensitive or does not recognize, you can dip a wet towel fingerprint, finger wet or dry, they can improve sensitivity and recognition rate .

2.If finger of the fingerprint wear more serious.

3.Finger peeling.

4.Employee pressure method is not correct, you should use the fingerprint surface in parallel to the sensor, press the contact area increase the speed of induction.

Finally if user fingerprint or unrecognized ,the fingerprint brush once again to re-register another one finger, so users need to select when registering to use good quality fingerprints (fingerprint clarity, etc.), try to use finger touch fingerprint head area larger, after registration is complete to do a comparison test, and suggested several alternate multi-registered fingerprint.

In addition, can also be set using radio frequency card or password authentication

**2. Why the door machine cannot communicate with computer?**

Answer: May have the following reasons:

1. Access control is not turned on or don't connected to the computer
2. if check the computer's serial port and RS485 are normal
3. If the TCP/IP can't normal communication, to Check whether the IP Settings in the access control machine ,and , Whether in computer network consistency.

**3. All users can not verify the door, how to solve?**

Answer: First of all you should backup all the data in the access control , then access control to restore factory settings.

**4. Forget who is the administrator of the machine set up, ask how to solve?**

Answer: There is a black button near to external power supply port, if you long press on it will Delete the administrator.

**5. if there is some of touch button insensitive or too sensitive, how to solve it?**

Answer: when the powered up for access control machine hand don't close to touch key, because when machine start conductor will affect touch initialization.

**6. U disk cannot download data, it failure or tooltips when downloading data inserted U disk, how to solve it?**

Answer: there may be caused by the following reasons:

1. U-Select size capacity within 8 G.
2. whether the U disk file is too much, cause the space is too small, suggest that format the U disk, download again

**7. How to solve that automatic unattended operation repeatedly prompt "Please press the (left) finger," after the access control machine start up?**

Answer: there may be caused by the following reasons:

1. Machines use for a long time when collecting the first surface becomes dirty or scratched, it will gather heads mistaken surface by a finger, this cannot be verified, you can use the adhesive tape to paste stolen pickup surface or soft cloth dampened with water can be used for cleaning in order to solve the problem .

## Chapter 11. Wiring Diagram

