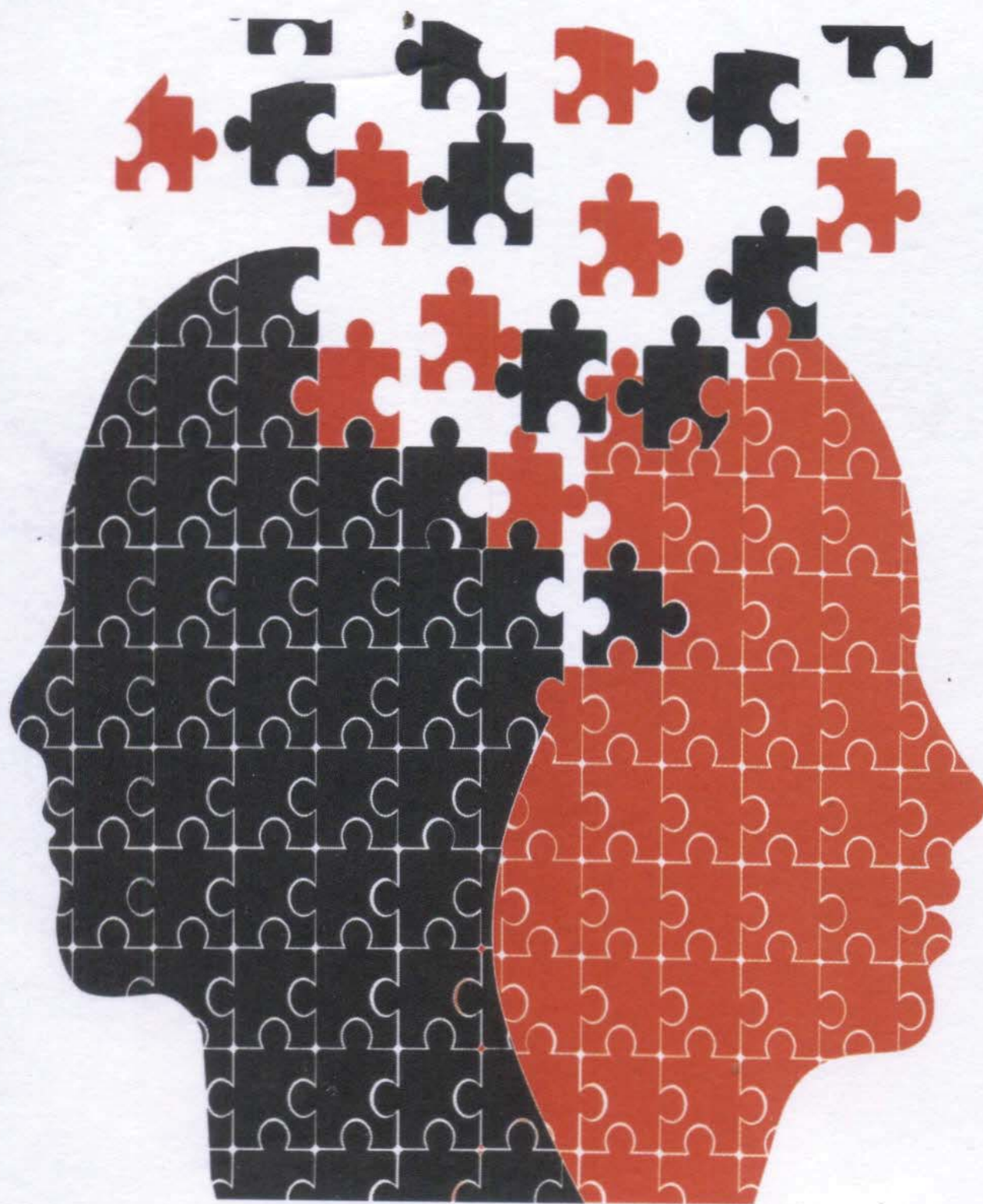


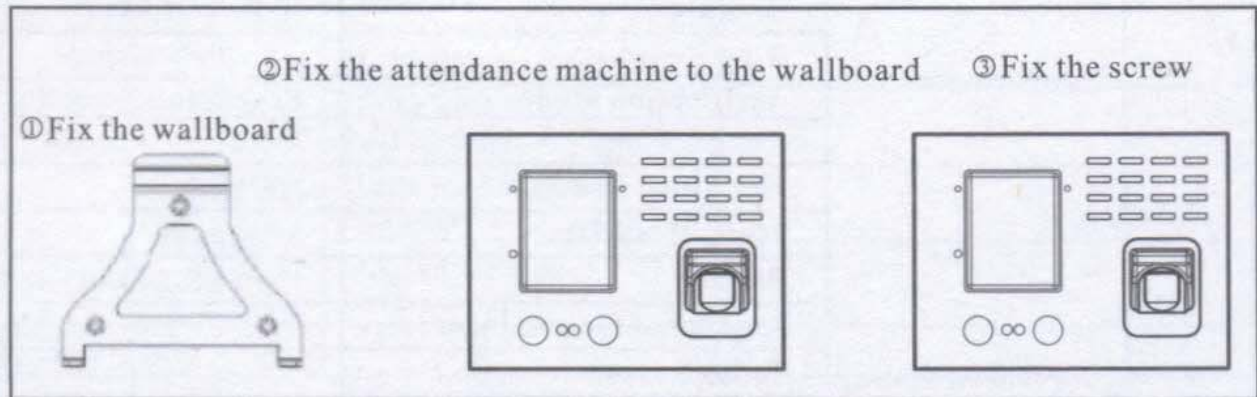
# **Brief Guide Manual For Face TR/AC**

**Version 1.1**



# Face Time Attendance & Access Control Device Manual

## 1 Hardware Installation



## Installation Step

- The distance between the face attendance machine mounted to the wall and the ground shall be 110MM ( According machine bottom)
- Positional punch: Remove two screws from the bottom of the machine and the wallboard on the back of it. Draw three holes according to the holes in the wallboard, and punch the proper holes with tools.
- Fix the wallboard: Put the expansion solenoid into the hole, and place the wallboard in the appropriate punch zone, finally punch the screw into the expansion solenoid to fix it.
- Fix the device: Mount the machine to the wallboard and fix the screws removed from the bottom of the machine.

### Operation steps recommended as below :

**Step one:** Inspect the machine and power it on. If everything is Ok then install it.

**Step two:** Register the staff information and put it into use.

**Step three:** Set up the attendance shifts.

**Step four:** Set up the rules of attendance.

**Step five:** Download the attendance data at the end of the month.

## Menu

User Management	Registration		
	Delete		
Setting	Basic Setting	Language	English/Simplified Chinese/Traditional Chinese



Setting	Basic Setting	Voice Notification	YES/NO
		Volume Adjustment	1-10
		Keyboard Sound	
		Attendance Period	
		Ring Bell	
		Ring Count	
	Advanced Setting	Verification Mode	Face/Card/Password
		Time Setting	
		Use Proxy Function	No/YES
		Input Proxy Time	3 Seconds
		Photo	No/YES/Real-Time
		Amount of the administrator	5
		Touch Sensor	
		Adjust Fingerprint Scanner	
		Update firmware	
		Factory Reset	
		Delete All Verification Records	
		Delete All Management Records	
		Delete All Registration Data	
	Power Management	Sleep	No/ ( )
		Device Number	
	Communication Setting	TCP/IP	Dynamic IP Allocation
			IP Address
			Subnet Mask
			Gateway Address
			MAC Address
		WIFI	Option
		Port No.	5005
		Password	NO/ ( )
		Event Sending (Realtime sending)	No/(TCP/IP)
		Background IP Address	Option
		Background Port No.	Option
		P2P Setting	Option
	Record Setting	Management Records Alarm	50
		Verification Record Alarm	500
		Time of Repeating Verification	3 minutes

Flash Drive Management (This function is for excel model)	Self-checking	
	Download Verification Records	
	Download All the Verification Records	
	Download the Management Records	
	Download All the Management Records	
	Download the User Information	
	Upload the User Information	
Data Query		

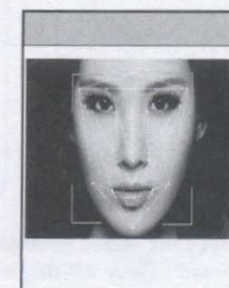
### Registration & Deletion

#### ①Registration

Enter MENU ( Press "MENU" )→1 User Management→User Registration→Select Employee ID No., name and permission→Select Face

Enroll	
User ID	1
Depart	0
Name	
Level	User
	User
ok	Manager
	Administrator

Enroll:User 00000001	
Face	
Fingerprint	
Card	
Password	



The face shall be in the center of the screen during the face collection, and the camera will collect the face information automatically while detecting it. When the progress bar at the bottom of the screen is full, it prompted the registration is done.

#### (2) Register fingerprint:

Enter MENU ( Press "MENU" )→1 User Management→Registration→Select employee ID No., name and permission→Fingerprint



Enroll:User 00000001	User 00000001	User 00000001
Face	Please place finger again	FP Registration Success
Fingerprint	FP NO:1	FP NO:1
Card	Continue	Continue
Password	1/3	3/3
	Exit	Exit

Please press three times fingerprint from the fingerprint scanner, and the screen will prompt successful when it is done. If any need to back up fingerprint, please press "Continue" and do it according to the tips. The maximum of input is three times. If not, please press "OK", and exit to press "ESC". The next staff will continue.

### (3) Register card (password) :

Enter MENU (Press "MENU") → User Management → Registration → Select employee ID No., name and permission → Card (password)

Enroll:User 00000001	User 00000001	User 00000001
Face	Please place card	Card Registration Success!
Fingerprint	Card No	OK
Card	0056bf67	OK
Password	OK	Cancel
	Cancel	

When the screen prompts that you need to punch the card, please punch your ID/IC card nearby the fingerprint scanner, then the screen will display the ID/IC number. Press "OK" to confirm. If it is a registered card number, it will prompt the number is repeat.

#### ① Delete User

Enter MENU (Press "MENU") → Staff Management → Delete → Select employee ID No. and name → Choose the type (Face, Fingerprint, Card, Password) → Press "OK" and it will prompt successful.

User	Delete
Synchronize User Info	User ID 1
Enroll	Depart 0
Delete	Name
Departments	Level User
View User List	OK Cancel

Delete:User 00000001	Delete:User 00000001
?	i
Are you sure you want to delete?	Deleted Successfully!
OK NO	OK

Please delete the personnel information carefully. Before delete it, please rename or backup the "Staff information sheet" in the flash drive. Press "synchronize staff information" to update staff information sheet. Please do not delete the staff info from the report directly.

### 3 Communication

**1. Off-line Mode:** Just power on the machine and the download /upload data by flash drive without connecting to the computer.

**2. Ethernet (TCP/IP) Mode:** Through hubs (switch, router), Connect the machine to the LAN by the Ethernet cable. Touch the MENU "⬆" in the top left corner of the screen → Setting Communication → TCP/IP, setting methods are as below:

TCP/IP Settings	
DHCP	Yes
IP Address	192.168.001.038
Subnet mask	255.255.255.000
Gateway	192.168.001.001
MAC Address	00:23:79:b0:ba:04

TCP/IP Settings	
DHCP	NO
IP Address	192.168.001.224
Subnet mask	255.255.255.000
Gateway	192.168.001.001
MAC Address	00:23:79:b0:ba:04



### Method 1: Use DHCP

Modify DHCP into "YES", press "ESC" to exit and plug in the Ethernet cable. Then check the PC IP address from the menu is 192.168.XXX.XXX or not. If not, it means the machine has not obtained the IP address. Then restart the machine or router.

### Method 2: IP Address Assign manually

Set DHCP into "NO"

Default IP address is 192.168.1.224, and you can change it as you need.

Default subnet mask is 255.255.255.0, and you can change it as you need.

Default gateway address is 192.168.1.0, and you can change it as you need.

Default value of the port is 5005, and the user cannot change it.

MAC address: Each machine is different and has its unique value, and the user cannot change it.

### 3. P2P Mode(Optional) :

Through hubs (switch, router), Connect the machine to the World Wide Web with Ethernet cable, and it is allowed to operate device and download processing data in different places. The setting of local IP is same as Ethernet Mode.

Touch the MENU "🏠" in the top left corner of the screen → Setting

→ Communication → P2P

Background IP address of P2P: 183.061.171.024, Do not modify the default value.

Background port number of P2P: 4000, Do not modify the default value.

Unique ID of the machine: (16 bit code) Please input the code when add the device to the system.

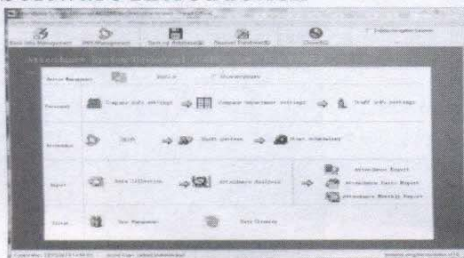
### 4 Operation Software

① **Software Installation:** Play the CD with the computer and install the executable file. Install the software as per the tips.

If any errors occur in the progress of installation, please close the antivirus and firewall software (e.g. 360).

After the installation, turn on the procedure as above. The original username is "ADMIN" and the password is empty when open it at the first time. The user name and the password are allowed to modify here.


### ② Software Introduction



The interface above is simple, and you can set up according to the tips step by step.

### Step one: Device management.

#### 1. Add TCP/IP (LAN) Device Step :

Click "Device" and then click  to add device. Select "Face time attendance".

(Address) could be skipped, and select (Ethernet) in the communication mode. The default No. is (1), but it could be modified according to the actual situation. The IP address of the device is same as that in the LAN. The communication password could be skipped if it has not set yet. Confirm the information above and click "Save".

There is Add Device in the center of the dialog box: as figure (1) above.

We can test whether the device connected to the computer, then click "Online testing" when confirm the network connection is correct: as figure (2), the dialog box in the figure (3) will prompt successful if normal.

We can also detect and get the information of the device to update the device time.

#### 2. Add P2P (WAN) Device Step :

Address (distinguish it when there is more than one device)



**Device No:** Input the unique 16 bit code of P2P in the Face Device setting.

**IP address of server:** it will set as default automatically when the setting of unique code with port No. is done, without modification.

P2P device Other operation steps are same as the LAN, Pls see above .

The information is needed to download to the computer and modify the name and save it when the input of staff verification information is done.

Click "Device Control"

Click "Download Staff Info" and confirm according to the tips it as the picture shown on the right. All the staff information will be download to the computer.

### Step two: Personnel Management

The interface in the software

Edit the name of the company and department then modify the staff information.

Click the personnel according to figure 4 above then click figure 1 to edit the staff information, name, department etc.

In figure 3 above, the format of the exported staff information is EXCEL, and the staff information is imported from the prepared sheet.

In figure 5, if the entry date is input manually, it shall be prior to the actual work date. Otherwise, the software will exclude your attendance.

Upload the staff information: the screen will show the name when we press the fingerprint to verify.

Click "Upload Staff Info"

Select the staff (All or multiple)

Click "Confirm".

### Step three: Attendance Management

### ①Description of shift

Shift No.	Shift Name	Shift Type	Shift Note
1	Normal Shift		

Shift No.	Sign in or not	Limit early in	Clock in	Allow Late in	Max Late in	Sign out or not	Limit early out	Allow early out	Clock out	Max Late out	Category of shift period
Part 1	Sign in	60	08:00	0	30	Sign out	30	0	12:00	60	Normal Att
Part 2	Sign in	60	14:00	0	30	Sign out	30	0	18:00	240	Normal Att
Part 3	Sign in	4	:	2		Sign out			:		

Normal Hour: 8

This shift is the cross day for the second time, punching time is morning time

☐ Clock in: minutes before time, as peacetime OT ☐ Clock out: minutes after time, as peacetime OT

Shift No.	Shift	Part 1 on duty	Part 1 off duty	Part 2 on duty	Part 2 off duty
1	Normal Shift	08:00	12:00	14:00	18:00
2	Day shift	08:00	18:00		
3	Night shift	18:00	08:00		

One shift for three shift times which is the upper limit (6 times), which are based on our need. One shift is also ok (one is on duty and one is off duty).

Shift name in the figure 1 shall be concise which can stand for the shift clearly.

Input your shift time (duty on /off time) in the box as figure 2.

"Sign in in figure 3 shows whether the shift needs to verify. If remove ✓", it means there is no need to punch the card and the software will pass you automatically by default.



Figure 4 and 5     show the punch time will only be valid from 7:00 to 08:30. If exceed it, it will be invalid.

Figure 6: it shall click the item if the shift cross the second day, and fill in the time whose ordinal position is in the total time.

②Shift regulation: It is the shift of the final allocation to the staff.

Shift	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Period 1	Normal Shift	Normal Shift	Normal Shift	Normal Shift	Normal Shift	Rest	Rest

Figure 1: there are 3 kinds of period, scheduling by week, scheduling by day and scheduling by month respectively. Above is scheduling by week (the scheduling period is 1); Monday to Friday is normal shift, and Saturday to Sunday are holidays.

Figure 2: scheduling period—cycles of the circulation of regulation shift group.

Shift	Mon.	Tues.
Period 1	Normal Shift	Normal Shift

Figure3 :Modification of shifts: please click the date needed to modify and correct it directly.

Example 1: Scheduling by week, shift once a week, back to the start after 3 weeks. (Scheduling Period is 3)

Shift	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Period 1	Normal Shift	Normal Shift	Normal Shift	Normal Shift	Normal Shift	Off	Off
Period 2	Day shift	Day shift	Day shift	Day shift	Day shift	Off	Off
Period 3	Night shift	Night shift	Night shift	Night shift	Night shift	Off	Off

Example 2: Scheduling by day, and scheduling period is 5 (4 days are on duty and 1 day is off duty).

Shift	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Period 1	Normal Shift	Normal Shift	Normal Shift	Normal Shift	Normal Shift	Off	Off

③Schedule arrangement: arrange the shifts for staff

Staff No.	Name	Card No.
00000002	Jake	000000002
00000003	Susan	000000003
00000004		000000004
00000005		000000005
00000006		000000006
00000007		000000007
00000008		000000008
00000009		000000009
00000010		000000010

Please follow the steps above: (Add 1) → (Select Staff 2) → (Start Date 3) → (End Date 4) → (Shift Pattern 5) → (Save) .

Select Staff:

Staff No.	Name	Card No.
00000002	Jake	000000002
00000003	Susan	000000003
00000004		000000004
00000005		000000005
00000006		000000006
00000007		000000007
00000008		000000008
00000009		000000009
00000010		000000010

Click figure 1 and click figure 2 to select appropriate staff, finally click Confirm.

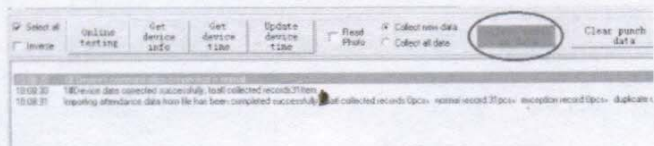
Step four: Statistic Report

```

graph LR
    Report --> DataCollection[Data Collection]
    DataCollection --> AttendanceAnalysis[Attendance Analysis]
    AttendanceAnalysis --> AttendanceReport[Attendance Report]
    AttendanceReport --> AttendanceDailyReport[Attendance Daily Report]
    AttendanceReport --> AttendanceMonthlyReport[Attendance Monthly Report]
  
```

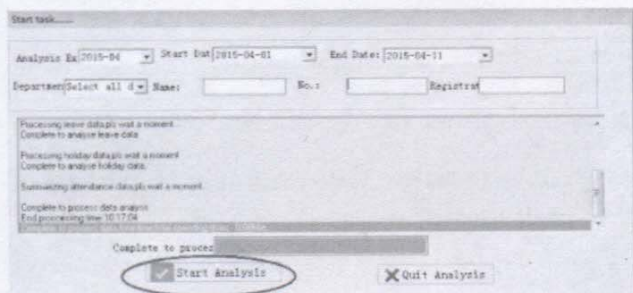
①Data Collection: it could collect before export the report. Download it and save it in the file named DATA where the software is. Before that, it shall make sure whether the device connects to the computer correctly.





Click "Collect Punch in data" to download the data.

## ②Generate the attendance diary report



Select the date needed to analyze, click "Start Analysis" and click "Quit Analysis" to exit.

## ③Report: Statement, Dairy Report and Month Report

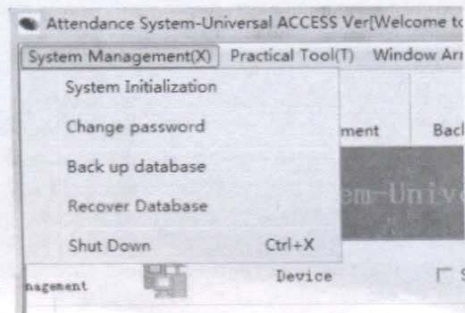
Attendance Statement: detailed records of punch time, are the original data report

Attendance Diary Report: analyzed report of staff every day.

Attendance Month Report: comprehensive statistics report based on the dairy statement

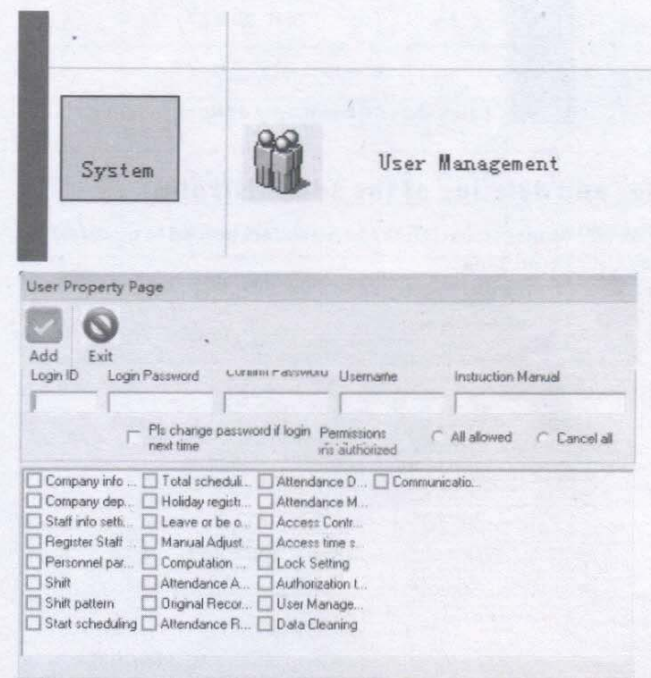
**Here the part of data analysis is finished.**

## 6. Other setting in the attendance system



① Back up and Recover Database: Database backup is placed in the file named "BackUpData". Any changes of personnel and shifts to modify, and it is good to back up every time. For the reason that the database could recover easily when errors or damages occur to the system instead of the complicated setting.

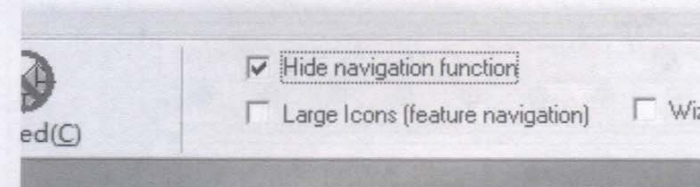
## ②User Management



We could separate the permission of personnel and operation by setting the user name, password and permission.

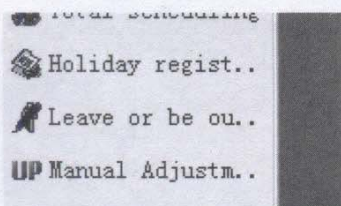
## ③Holiday, leave and manual adjustment

click "Hide navigation function" as following:





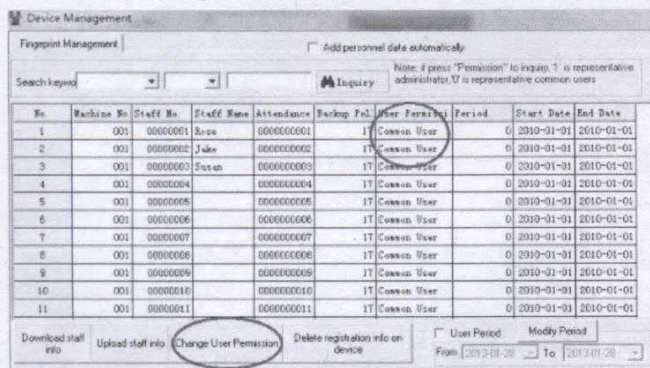
A new MENU will occur on the left of the system, and click "Attendance Management" and show as following.



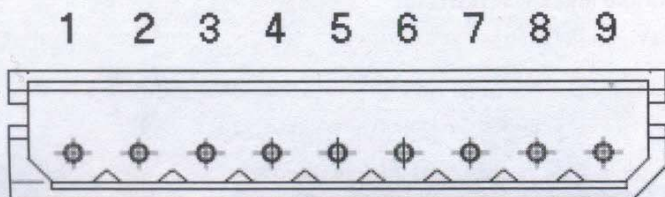
Click the corresponding options to set up.

### ① Setting, change and deleting of the administrator

In the interface of Device Management, click the personnel needed to modify, and then click "Change User Permission".

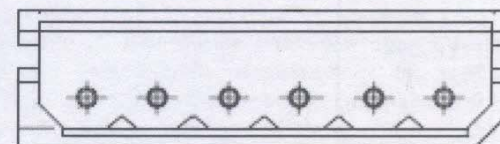


### Description of connecting terminal



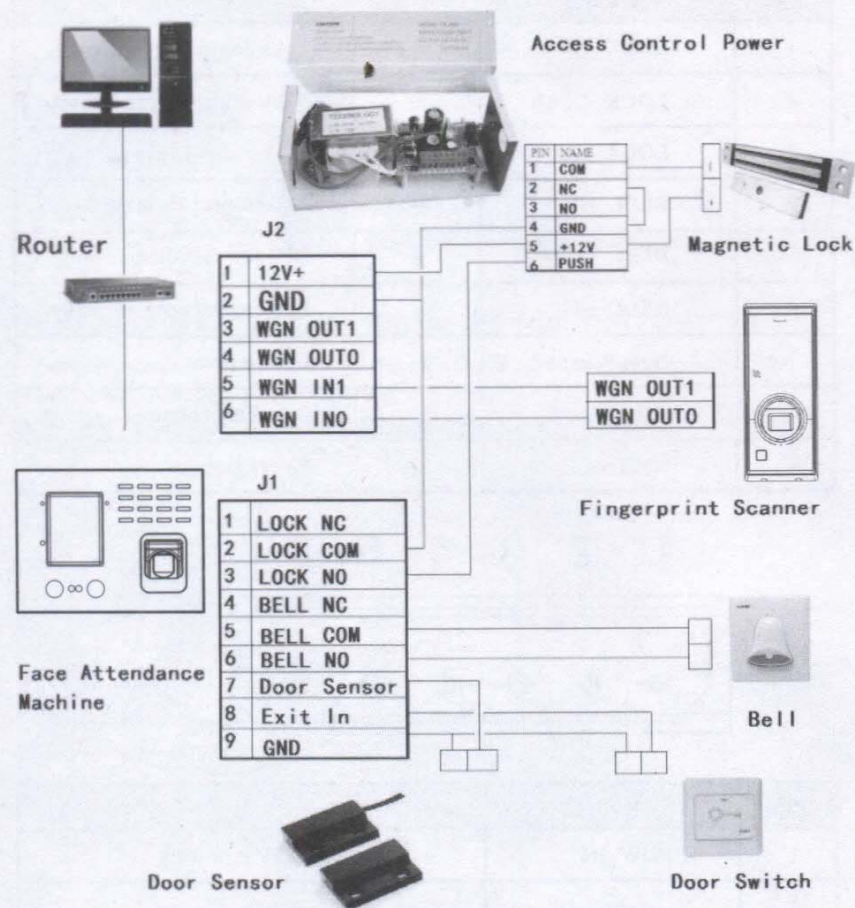
Pin	Name	I/O	Description
1	LOCK_NC	—	Lock control close normally
2	LOCK_COM	—	Lock control common port
3	LOCK_NO	—	Lock control open normally.
4	BELL_NC	—	Bell control close normally
5	BELL_COM	—	Bell control common port
6	BELL_NO	—	Bell control open normally
7	Door Sensor	I	Door magnetic
8	Exit_In	I	Door Open button
9	GND		Power ground

1 2 3 4 5 6



Pin	Name	I/O	Description
1	POW_IN	—	12V Power IN
2	GND	—	GND
3	WGNOUT1	O	Wiegand Output Signal 1
4	WGNOUT0	O	Wiegand Output Signal 0
5	WGNIN1	I	Wiegand Input 1
6	WGNIN0	I	Wiegand Input 0





## Appendix

### a) Keyboard Description

**ESC** Exit or Cancel the current operation  
**MENU** Enter the Menu (as backspace when in Menu)  
**OK** Confirm  
**ON/OFF** , Chinese/English/Number Shift  
**▲** UP  
**▼** Down  
**0...9** Number and 26 letters Input when in Menu



### b) T9 text input

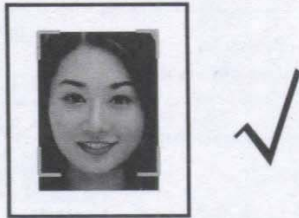
The full name of T9 text input is smart text input, whose capacity of word stock is more than 9 thousand. T9 text input is famous for its efficient character input. Chinese, English and symbolic input are allowed in the device. Three or four letters are in the keys from 2~9, for example, three letters ABC in the key 2, when conducting Chinese input, just input the key where the letter is once, and the procedure will combine into the feasible spellings. Then select the spelling by pressing the key to input the character. T9 English input is conducted in compliance with the arrangement of letters of the word. Just input the key where the letter is once or more times, then select the words you need.



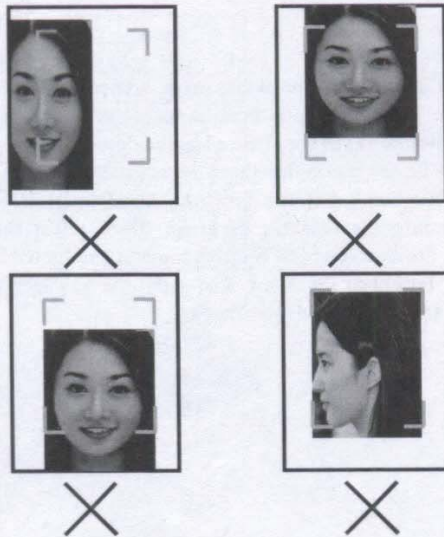
# Facial identification &fingerprint identification methods

Tips: The face should be face to the lens and based on screen picture

## A. Right facial identification methods

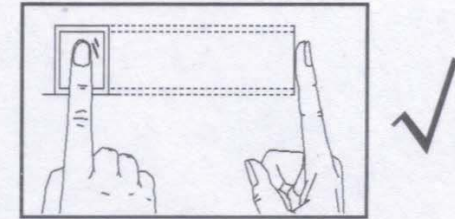


## B. Wrong facial identification methods

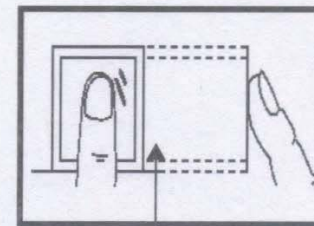


# Tip for pressing fingerprint

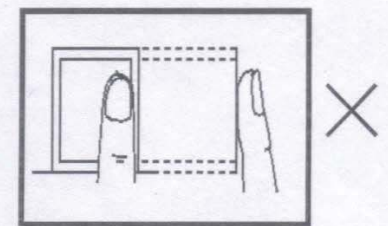
The heart of fingerprint heart must be in center of fingerprint head.



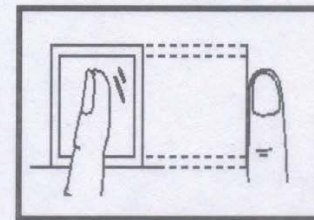
correct



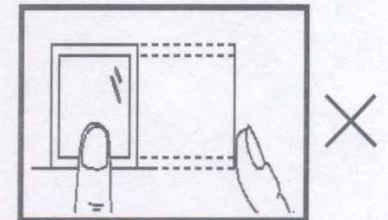
Wrong – the angle is too high



Wrong- too far way from centre



Wrong - tilt



Wrong – too low in position

\*\*\*The End\*\*\*