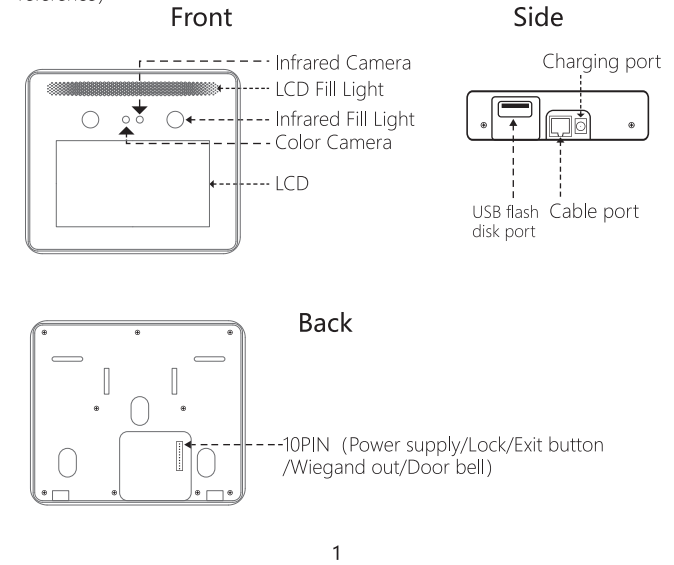


Dynamic Face Recognition Terminal quick guide

Version: V8.5

1.Appearance Display

(The appearance may have some difference, The pictures are just for your reference)



1

2、Time Setting

According to the rules and regulations of user's entry and exit, Set the access time of each week to the corresponding time setting, you can totally set 50 periods. Period 01 is open all day by default, period 04 is alarm period.

< Esc Door Setup				
Door Setup	Time Setting	Lock Register	Time Group	Unlock Group
01	Time Setting ↗			
02	Time Setting ↗			
03	Time Setting ↗			
04	Time Setting ↗			
05	Time Setting ↗			
06	Time Setting ↗			

< Esc Time Setting	
Sun	00:00-23:59 ↗
Mon	00:00-23:59 ↗
Tue	00:00-23:59 ↗
Wed	00:00-23:59 ↗
Thur	00:00-23:59 ↗
Fri	00:00-23:59 ↗
Sat	00:00-23:59 ↗

3、Time Group

Time group defines the group time zone during which the users belong to this group can open the door, each group can set up to 3 【time setting】
As below sheet: 【Group 1】 includes three time zones:01,03 and 05
【Group 2】 to 【Group 5】 only include time zone 01.

	The first time zone	The second time zone	The third time zone
Group 1	01	03	05
Group 2	01	00	00
Group 3	01	00	00
Group 4	01	00	00
Group 5	01	00	00

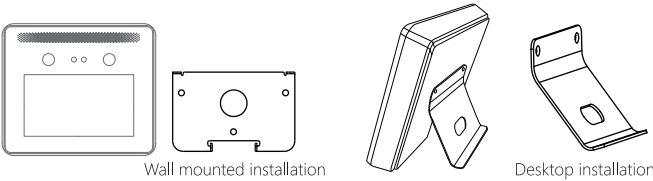
4、Lock Register

< Esc Door Setup Find.ID Find.Nan			
Door Setup	Time Setting	Lock Register	Time Group
ID	Name	Lock Register	
1	Ryan	01:00:00:00 ↗	
2	Dan	01:00:00:00 ↗	
3	Sophie	01:00:00:00 ↗	
4		01:00:00:00 ↗	

5

2.Wall Mount Installation

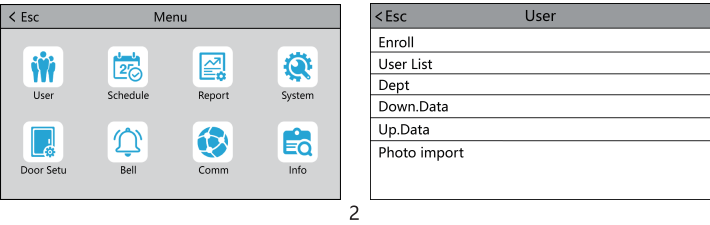
- 1) The installation height should be selected according to the actual punching personnel.
- 2) Disassemble rear hanging plate and attach it to the wall to select the suitable installation position, then make a mark.
- 3) Drilling on wall according to the marked position.
- 4) Fix the rear hanging plate on the wall.
- 5) Install the device on the rear hanging plate and fix it, then power it up.



3.Attention

- 1) Do not operate with power during installation.
- 2) 12V/2A 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



2

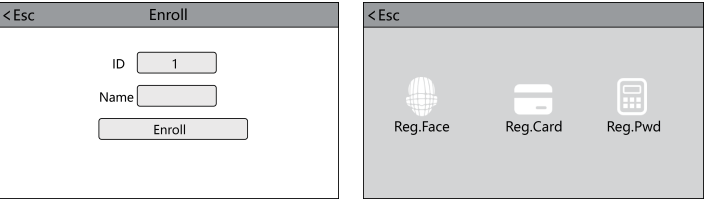
Click corresponding user to set user time zone, the number set in the lock register column represents different meaning, : represents an interval character, the first number represents the group that user belongs to, the other three numbers represent the serial number of time setting that we set in the previous section; After verifying in device, check if the time is in user time zone, if it is, then door will be opened, if not, first check if the user belongs to the user group, if not, it isn't allow to open the door, if it is, then check if this time is within group time zone, if it is, then door will be opened, otherwise, it isn't allow to open the door;


Note: Group time zone is set in section 5.3 Time Group, each user group can set up to three time zones.

Item	Meaning
1:00:00:00	The user belongs to group 1, and the last three are all 00, which means it will check if this time is in group time zone of group 1 rather than check user time zone, because all the user time zones are set to 00
1:01:00:00	The user belongs to group 1, This user applies time setting 01, example: Time setting 01 set the time from 08:00-10:00 on Monday, Then the user only has permission to open the door at 08:00-10:00 on Monday. If the user don't make punch within the time zone, first check if the user belongs to group 1, if not, it isn't allow to open door; if it is, then check if the time is in group time zone, if it is, the door will be opened, otherwise, it isn't allow to open door;
2:01:02:00	The user belongs to group 2, This user applies time setting 01 and time setting 02, example: Time setting 01 set the time from 08:00-10:00 on Monday ,Time setting 02 set the time from 13:00-15:00 on Monday, Then the user has permission to open the door during these two time periods on Monday. If the user don't make punch within the time zone, first check if the user belongs to group 2, if not, it isn't allow to open door; if it is, then check if the time is in group time zone, if it is, the door will be opened, otherwise, it isn't allow to open door;
It can be free combined ,access periods and so on	

You can quickly locate the person you want to edit by 【Find ID】 or 【Find Name】 at the bottom.

6



Click the icon  in the lower right corner of screen to access into menu > 【User】> 【Enroll】 , when an admin is registered, After passing the verification of admin's face or password then the menu can be entered

【ID】 When registering, each user can only have one unique 'ID'.

【Name】 Input, edit name by T9 input method.

【Face】 Follow the on-screen prompt for face registration.

Note: Please stand directly in front of the device, face the camera, and keep the entire face displayed in the frame, In order to maintain a good face recognition effect.The following picture is for your reference



【Password】 An ID can only register one password. After clicking the password icon, enter the password to be set and then press ok to confirm the password again.

【Password Verification】 Verify password by touching the face recognition area of the screen when the device is in standby mode, input ID-click 'OK'-input password-click 'OK'.

【Card】 Each user can only register one card.

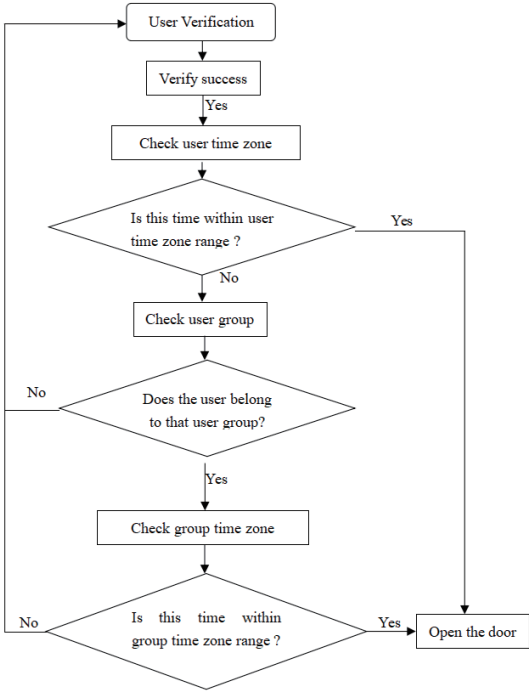
【User List】 : You can quickly locate the user you want to edit by 【Find ID】 or 【Find Name】 at the top of the page. Or slide the screen to search user.

1) 【Edit user information】 : Select user you want to edit, you can change any information in this page except 'user ID'.

2) 【Delete user】 : Select user you want to edit→Delete

3

5、Verification flow chart based on user access control settings




6.Time Attendance Management

This chapter is used for setting attendance rules and download attendance report to USB disk directly.

7

【Department】 Set the department that user belongs to
【Privilege】 User and Admin and Enr Admin can be selected
1) 【User】 :If there is Admin and Enr Admin in this device, user is not allow to access into menu
2) 【Admin】 : The manager of this device. Only admin has permission to access into menu. And this person can operate all items in this device
3) 【Enr Admin】 :It's also called registrar. This kind of person also has permission to access into menu,but he\she can only do user registration when there is an admin enrolled in device. If there isn't, Enr Admin can do all settings as well
【Down.Data】 Insert U-disk, download the user information(including name, face.etc), file name is'plu000001' and 000001 represents device ID.
【Up.Data】 Insert U-disk, upload the previous backup file. It is also suitable for synchronizing personnel information between two devices of two same model.

5.Access control management


Click the icon  in the lower left corner of screen to access into menu > 【Door Setup】 , it includes door setup, time setting, lock register ,time group , unlock group settings.

1、Door Setup

Item	Meaning	
Wiegand Output	Set the type of wiegand output, optional user ID or card No.	
Wiegand Bit	Optional 26 bit or 34 bit	
Lock Delay	Set the time between lock relay effective and the state of resume normal.	
Sensor Mode	NG	Close door sensor function
	NC	Set the normal status of door to normally closed, if the door keeps opened status, device will alarm
	NO	Set the normal status of door to normally opened, if the door keeps closed status, device will alarm
Sensor Delay	Set the time to trigger alarm, when door status is opposite to sensor mode and duration exceeds sensor delay time, alarm will be triggered	
G.Mode	Multi-user verification, if enabled this function, please set how many users to verify together	
User	Set the number of users to verify together	


4

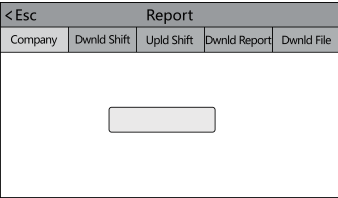
1、Grace Min

Click the icon  in the lower left corner of screen to access into menu > 【Schedule】 , It includes record warning setting, grace min setting and log information.

Item	Unit	Meaning	Scope
Late	Min	When user's late arrival time exceeds *** mins , then it is counted as late arrival.	0-60
Early Leave	Min	When user's early leave time exceeds *** mins , then it is counted as early leave.	0-60

2、Report

Click the icon  in the lower left corner of screen to access into menu > 【Repor t】 , it includes company name setting, download/upload shift, download report and download attendance records.



【Company】 :Set company name, it will be shown in report.
【Download shift】 :Insert U-disk, can download shift settings information (Times table) and user scheduling information(Shift table) in Excel format, then edit it on pc, pls refer to the below picture:

Times table							
Shift No	Shift Time						
	In	Out	In	Out	In	Out	
1	08:00	12:00	13:30	17:30	18:30	21:00	
2	08:00	12:00					
3	23:00	07:00					

Edit shift according to actual shift time. After editing and save the file into U-disk. Note:

- 1) For data security. Must copy the file to the computer, and then edit, and then copy back to the U disk. Do not edit directly in U-disk. Otherwise, an error will be prompted when uploading.
- 2) 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.

8

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, 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.

Shift Table																																	
*Special: 25-Leave, 26-Business																																	
Shift Date		2019-10																															
No	Name	Department	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	Ryan	Finance							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Dan	Sales							2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	Sophie	Finance							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Jacky	Finance	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
▶ M Summary Shifts Logs Abnormal 1,2,3 4,5,6 7,8,9 10,11,18 ⌂ ⏪ ⏩																																	

Assign shift to users, the "1" in this table represents shift 1 (the default shift is shift 1), according to real situation to assign shift to users. 1-24 represent the different shifts, 25 and 26 correspond to leave and business trip respectively and can't be modified, If set to blank, it represents rest or holiday. We recommend to editing and uploading the sheet to device before downloading attendance report at the end of the month.

【Upload shift】 : After editing, insert U-disk and click **【Upld Shift】** , then you can upload the edited shift settings and user scheduling information into device. **【Download report】** : Insert U-disk, select the start and end time, then click 'Report' to download, it includes 5 different kinds of reports as below:

Summary of Attendance																					
Date: 2019/10/01 ~ 10/22 (Timmy)																					
Notes: please complete the part of orange color manually.																					
No	Name	Department	Length of work (min)	Twice (min)	Early Leave (min)	Over time (min)	Regular (min)	Special (min)	Attend (min)	Business (min)	Absence (min)	Leave (min)	Rate	Over	All (min)	Pay (min)	Reduction (min)	Actual (min)	Pay (min)	Reduction (min)	Memo
1	Ryan	Finance	96.00	15.45	1	9	1	6	2.46	122	10										
2	Dan	Sales	76.00	0.00					120												
3	Sophie	Finance	88.00	5.59	2	75	1	45	0.35	111	10										
4	Jacky	Finance	132.00	2.25	1	91			171	16											
5	Eric	Finance	138.00	0.00					160												
▶ M Summary Shifts Logs Abnormal 1,2,3 4,5,6 7,8,9 10,11,18 ⌂ ⏪ ⏩																					

Shifts Table																								
Date:		2019/10/01 ~ 10/22 (Timmy)												*Special: 25-Leave, 26-Business Trip, Space-Holiday										
No	Name	Department	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
			Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
1	Ryan	Finance							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Dan	Sales							2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	Sophie	Finance							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Jacky	Finance	1	1	1	1			1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1
5	Eric	Finance	1	1	1	1			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
▶ M Summary Shifts Logs Abnormal 1,2,3 4,5,6 7,8,9 10,11,18 🏠 ⏪ ⏩																								

9

3、Ethernet

<Esc Comm		Comm				
		Comm	Server	NTP	Ethernet	Wifi
1、Enable		Yes / No, Whether to use this connection				
2、DHCP		Yes / No				
		1、 Select “Yes”. Device will automatically get a valid IP address				
		2、 Select “No”. You need to set the IP address manually				
		3、 In Local mode, we recommend to set the IP address manually, because if you restart the device, it may get another valid IP address. So that the software cannot communicate with the device.				
		4、 Please do the settings according to the real network situation.				
When using Ethernet, please disable WIFI						

4、WIFI

<Esc Comm		Comm				
		Comm	Server	NTP	Ethernet	Wifi
1、Enable		Yes / No				
2、DHCP		Yes / No				
		1、 Select “Yes”. Device will automatically get a valid IP address				
		2、 Select “No”. You need to set the IP address manually				
		3、 In Local mode, we recommend to set the IP address manually, because if you restart the device, it may get another valid IP address. So that the software cannot communicate with the device.				
		4、 Please do the settings according to the real network situation.				
When using Ethernet, please disable WIFI						

13

List of Logs																						
Period : 2019/10/01 ~ 10/22 (Timmy)																						
Printed : 2019/10/22																						
No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1																						
2																						
3																						
4																						
5																						
6																						
7																						
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31																						
▶ M Summary Shifts Logs Abnormal 1,2,3 4,5,6 7,8,9 10,11,18 ⌂ ⏪ ⏩																						

Abnormal Clocking											
Date: 2019/10/01 ~ 10/22											
No	Name	Department	Date	AM		PM		Lardiness (s)	Early Leave (s)	Total (min)	Memo
				In	Out	In	Out				
1	Ryan	Finance	2019/10/10	08:09	12:03	13:23	17:24	9	6	15	
3	Sophie	Finance	2019/10/22	09:10	11:14	13:35	17:34	75	46	121	
4	Jacky	Finance	2019/10/19	09:09							
4	Jacky	Finance	2019/10/19	09:31	14:03			91		91	
7	Zou	Finance	2019/10/14	10:48	10:51			168	69	237	
▶ Summary Shifts Logs Abnormal 1.2,3 4,5,6 7,8,9 10,11,18 ◀											