Access control and time attendance terminal quick guide

Version：V5.0
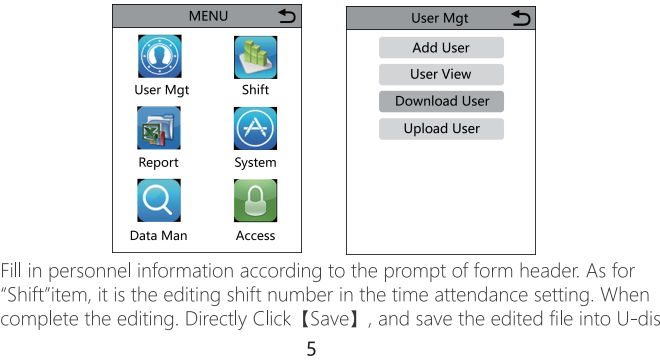
1.Appearance Display

The front side

The bottom

2.0''LCD

Key board

Door bell

Sensor scanner

USB flash disk port

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The back side

4PIN（Power/RS485）
4PIN（Ethernet）
10PIN（Power supply/Lock/Exit button/Door sensor /Door bell/Alarm）
8PIN（Power supply/Wiegand in/Wiegand out /Secret alarm/Input alarm）

2.Wall Mount Installation

1) Make mark of the holder on the wall and confirm the device installing position.
2) Drill holes according to the marks.
3) Fix the holder on the wall.
4) Put the device on the holder, fix it, and charge it.

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3.Attention

1) Do not operate with power during installation.
2) 12V/3A 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

MENU — User Mgt, Shift, Report, System, Data Man, Access

User Mgt — Add User, User View, Download User, Upload User

Add User	
ID	3
Fp	0
Threat FP	No
Card	No
Privilege	User
PWD	No
Shift	Normal
Dept	Office

Press 【OK】> 【User Mgt】> 【Add User】，【Add User】includes options like ID、Fp、Threat FP、Privilege、Pwd、Shift and Dept. After registration, press 'C' then press 'OK' to save it.

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(Right column)

【ID】When registering, each user can only have one unique 'ID'.
【Fingerprint】Choose the Fp and press the same finger three times to complete the registration.
【Threat FP】Every user can register a threat fp. If enable 【Threat Pro】function in 【Access】>【Lock Set】, when user successfully verify its threat fp, device will output an alarm signal.
【Card】A "registration ID" can only register one card number. Select card and put card on swipe area, after read the card number then save it.
【Privilege】Including user and manager. After setting manager, only manager verifies successful then can enter menu.
【Password】A "registration ID" can only register one password that less than or equal to 8 digits. Input the same password 2 times then press ok.
【Shift】Select the shift number in the 【Shift】.
【Department】The default department is office, you can add other departments by uploading user information sheet.
【Name】Download user information sheet, then edit corresponding name, after finished, upload it to device to update user name.
【Pwd Verification】Input user ID, press 'ok', then input pwd, press 'ok', again to confirm.

User View				
ID	NAME	FP	C	P
1	Sophie			edit
2	Olivia			Del
				Log
				sign

【User View】: Press 【OK】on this page, there will pop up a quick query window, then input user ID to locate the user. Or press up and down to find user
1) Edit user info:【Select the user to edit】→【edit】:The same as 【Add User】
2) Delete user: 【Select the user to delete】→【Del】, press 'ok' in delete window to delete the selected user.

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3) View the log: 【Select the user to view the log】→【Log】, Can view attendance logs.
4) Manual punch:【Select the user to add log】→【Sign】, Due to an unexpected situation, a user forgot to punch or other reason cause didn't have corresponding logs, but actually that user was present, so you can use 【Sign】function to add log for the user.
【View personal log】After verified successfully by fp、Card or pwd , then press 'ok', it will display personal logs, This method is suitable for querying logs without entering the menu.

5.Download and Upload Users
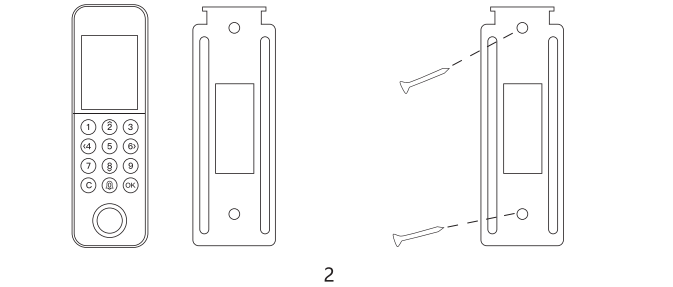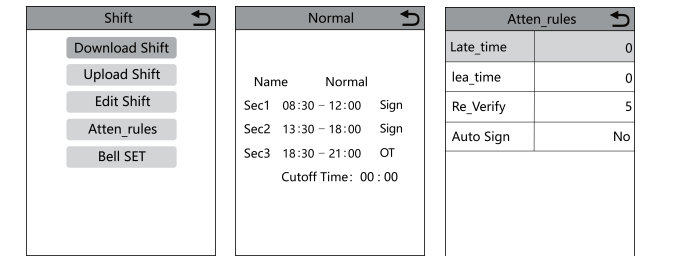
Press 【OK】> 【User Mgt】> 【Download User】, then insert U-disk. Click 【Download User】, then you can download staff information in excel form, Also you can edit the form on PC. Pls refer to below picture:

MENU — User Mgt, Shift, Report, System, Data Man, Access

User Mgt — Add User, User View, Download User, Upload User

Fill in personnel information according to the prompt of form header. As for "Shift"item, it is the editing shift number in the time attendance setting. When complete the editing. Directly Click 【Save】, and save the edited file into U-disk.

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STAFF

Note:A, Enroll number: only fill in the number (maximum of 8) required. B, Name: up to 48 words. C, Department: up to 48 words. D, Shift: 0~8. E, Admin :0 or not filled: user, 1: admin. F,Fingerprint, Face: no need to fill in. G, Password: up to 8 digits. H, Card number: up to 10 digits. I, Time Zone: 0~8. J, start, end: user valid date, the format is yyyy-mm-dd.

ID	Name	Dept.	Shift	Manager	Fp	PWD	Card	ck Timezo	Start:	End:
1	Sophie	Office	1	0	1					
2	Olivia	Finance	1	0	1					

After editing shift form , press 【OK】> 【User Mgt】> 【Upload User】then insert U-disk, click 【Upload User】and transmit the edited user information to device.
Remark: For Time zone, start time and end time, Pls refer to User Access in Chapter 10 Access

6.Shift Setting

Shift — Download Shift, Upload Shift, Edit Shift, Atten_rules, Bell SET

Normal	
Name	Normal
Sec1	08:30 – 12:00 Sign
Sec2	13:30 – 18:00 Sign
Sec3	18:30 – 21:00 OT
Cutoff Time:	00 : 00

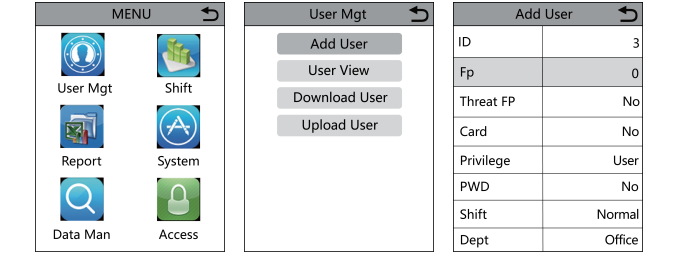| Atten_rules	
Late_time	0
lea_time	0
Re_Verify	5
Auto Sign	No

Press 【OK】> 【Shift】> 【Download Shift】, then insert U-disk. Click 【Download Shift】, then you can download shift arrangement in excel form, Also you can edit the form on PC. Pls refer to below picture:

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Shift (table, page 7)

Note: A, shift name: up to 48 words. B. Section type: 0: normal attendance.1: overtime. C. cut off time: if the punch before the cut off time ,it will calculate as the previous day

NO.	Name	Sec1			Sec2			Sec3			CutoffTime:
		IN	OUT	Sec_type	IN	OUT	Sec_type	IN	OUT	Sec_type	
1	Normal	08:30	12:00	0	13:30	18:00	0	18:30	21:00	1	00:00
2	Night	23:00	06:00	0							07:00
3	Day	08:30	12:00	0	13:30	18:00	0				00:00

Edit shift arrangement according to the prompts of form header. Maximum 8 shifts can be set. Click 【Save】after editing and save the file into U-disk.
Note:
1) 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.
2) If you set the shift of cross time, then the Clock-in before the cross time will be counted as the record of previous day. And shift should start after the cross time. For example:

Shift (cross time table)

Note: A, shift name: up to 48 words. B. Section type: 0: normal attendance.1: overtime. C. cut off time: if the punch before the cut off time ,it will calculate as the previous day

NO.	Name	Sec1			Sec2			Sec3			CutoffTime:
		IN	OUT	Sec_type	IN	OUT	Sec_type	IN	OUT	Sec_type	
1	Shift1	23:00	08:00	0							09:00

Cross time is set at 08:00am. Then shift should start after 08:00, and Clock-in record before 08:00am on Tuesday should be counted as the record of Monday.
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
4)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.

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【Upload shift】: After editing, insert U-disk and click 【Upload Shift】, then you can upload the edited shift arrangements into device.
【Edit Shift】: Click 【Edit Shift】and select corresponding shift to edit.
【Attendance Rules】: Click 【Atten_rules】to enter, and the rules as below:

Item	Unit	Meaning	Scope
Allowed late arrival time	Mins	When user's late arrival time exceeds *** mins (This time scope can be set between 0~255 mins), then it is treated as late arrival.	0-255
Allowed early leave time	Mins	When user's early leave time exceeds *** mins(This time scope can be set between 0~255 mins), then it is treated as early leave.	0-255
Repeat verification time	Mins	Check if the user has checked in repeatedly within the corresponding time(This time scope can be set between 0~255mins).	0-255

AutoSign:

Item	Meaning
No	Must sign all IN and OUT time
INOUT DAY	Only sign first IN and last OUT
IN a day	Only sign the first IN time
Out a day	Only sign the final OUT time
Only IN	Only sign all the IN time
Only OUT	Only sign all the OUT time

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7.Report

Press 【OK】> 【Report】, Insert U-disk, and input the start and end time that you need to check. Click "OK" to download the report. The report includes original record sheet(Original Record), attendance list(Schedule)and summary sheet(Summary Report).

MENU

Report

Start: 2019 10 01
End: 2019 10 31

YES   NO

Data Man   Access

Original Record: You can check all users' attendance records in the sheet. Pls refer to below picture:

Original record

Date:2019-8-1~2019-8-31

ID:1 Name:Lucas Dept.:Office Shift:Day Shift

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25	08:25
12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03	12:03
13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26	13:26
18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04	18:04

Original record / schedule / Summary Report

Schedule: Attendance machine can automatically analysis the clock-in and clock-out data, and transmit these data in EXCEL file to the U disk. Format as below:(Remark: Red text indicates that the attendance is abnormal, such as late, early leave. Blue means overtime)

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According to the rules and regulations of user's entry and exit, set the daily access time to the corresponding time period. You can totally set 8 groups of day time zones, or week time zones. For example, you can set the time between 6:00am and 8:00am to open the door, and the time between 17:00pm and 19:00pm to open the door. Pls refer to below picture Day Timezone 1 setting. If you want to set the door to be open in all day, pls refer to below picture Day Timezone 2 setting.

Example:【Day Timezone 1】setting as below

1	06 : 00	08 : 00
2	17 : 00	19 : 00
3	00 : 00	00 : 00
4	00 : 00	00 : 00
5	00 : 00	00 : 00

Example:【Day Timezone 2】setting as below

1	00 : 00	23 : 59
2	00 : 00	00 : 00
3	00 : 00	00 : 00
4	00 : 00	00 : 00
5	00 : 00	00 : 00

According to the rules and regulations of user's entry and exit, Set the passage time of each week to the corresponding day time zone. For example, the above-mentioned daily time zone rule(only 6:00am to 8:00am can open the door, and only 17:00pm to 19:00pm can open the door) applies from Monday to Friday, and door can be opened all day on Saturday and Sunday. Pls refer to (Figure 1) for Week Timezone 1:

Week time zone	
MON	1
TUE	1
WED	1
THU	1
FRI	1
SAT	2
SUN	2

Normal open time zone	
MON	1
TUE	1
WED	1
THU	1
FRI	1
SAT	1
SUN	1

(Figure 1)   (Figure 2)

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schedule

ID:1		Name:Lucas								
Dept.:Office		Shift:Day Shift						Date:2019-8-1~2019-8-31		
Date	week	Sec1		Sec2		Sec3		Work hours		OT hours
		IN	OUT	IN	OUT	IN	OUT	Normal	Actual	

Date	week	IN	OUT	IN	OUT	IN	OUT	Normal	Actual	OT hours	Late minutes	Leave minutes
8-1	THU	08:25	12:03	13:26	18:04			8	8	0	0	0

Original record / schedule / Summary Report

Summary Report: It is a Statistics display of employee attendance for one month.

Summary Report

Date: 2019-8-1~2019-8-31

ID	Name	Dept.	Work hours		Late minutes		Leave minutes		OT hours		Work Dates(Normal /Actual)	Truancy
			Normal	Actual	TIMES	Minutes	TIMES	Minutes	Normal			
1	Lucas	Office	248.0	248						77.5	31.0/31.0	0

Original record / schedule / Summary Report

8.System Setting

Press 【OK】> 【System】, System Settings include Device_Setup, Time Settings, the number of registered fingerprint, registration threshold settings and communication settings.

Device_Setup	
Device ID	1
Language	English
Sleep Mode	Yes
Power off	Yes
Screen saver	30

Advanced_Setup	
FP Per User	3
FP Level	1

Time	
Time	
Date Fmt	Y/M/D
Time Fmt	24H

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Remark: In our device, 【Week Timezone 0】is default to open the door all day. All other time zones are customizable.
【Normal Open Time】According to requirements, Set the passage time of each week to the corresponding day time zone .Example: If the setting is as (Figure 2), Day time 1 applies to every day , then it means the door is kept open between 6:00 am and 8:00 am and 17:00pm to 19:00pm everyday.
【User Access control】Set the time zone and effective time range of users. You can also download and edit the shift arrangements in excel format, and then upload into device.

User Access			
ID	NAME	TZ G VD	
1	Sophie		edit
2	Olivia		Del

User Access			
ID	NAME	TZ G VD	
1	Sophie		edit

User Access	
ID 1	
T.Zone: 0	Group: 0
Start: 2019-11-26	
End: 2029-11-26	

Remark: Press 【OK】on this page, there will pop up a quick query window, then input user ID to locate the user to edit. Or press up and down to find user.

11.Schematic Diagram of Access Control Wiring

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【COMM Set】:Press 【OK】> 【COMM Set】> 【Ethernet】

COMM Set	
Ethernet	
Server	

Ethernet	
DHCP	No
IP Address	192.168.001.224
Subnet Mask	255.255.255.000
Gateway	192.168.001.001
Port No	5005

Use Ethernet to connect the device to computer, An example is shown in the figure below:

IP Address: 192.168.1.224
Subnet Mask: 255.255.255.0
Gateway: 192.168.1.1

IP Address: 192.168.1.100
Subnet Mask: 255.255.255.0
Gateway: 192.168.1.1

9.Data Management

Press 【OK】> 【Data Man】, Data management consists of 6 modules: Download Glog、Download All Glog、Clear All Enroll、Delete All Glog、Initialize System、Clean Manager.

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1) Schematic diagram of device wiring port

| TCP/IP | | ALARM- | Bell- | Bell+ | D-Sensor | Button | Lock NO | Lock NC | Lock COM | GND | 12V |

| GND | RS485B | RS485A | 12V | | Fire IN | ALARM- | WG-OUT1 | WG-OUT0 | WG-IN1 | WG-IN0 | GND | 12V |

2) Device connection diagram

Connect the electric lock & door bell & door sensor & exit button & alarm & Fire control & Wiegand, and as the way to connect the wiegand reader.

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【Down Glog】:New attendance logs saved in device can be downloaded to U-disk, and form a TXT file, eg:'GLG_001.TXT'
【Down All Glog】:All attendance logs saved in device can be downloaded to U-disk, and form a TXT file, eg:'AGL_001.TXT'
【Clear All Enroll】:Delete all registration info of all users(include fp、card and pwd)
【Delete All Glog】: Delete all logs of all users.
【Initialize System】: Restore the device to factory state.
【Clean Manager】: Clear all manager privileges on the device.

10.Access Control Function

【OD Delay】Set the time between lock relay effective and the state of resume normal.
【Door Sensor】Set whether to open door sensor function.
【Tamper Alarm】Set if the device alarm when the tamper button in the back side is released.
【Fail Count】It is to set how many times of failure in ID verification for triggering alarm.
【As Reader】If choose "Yes", then this device can connect with other professional fingerprint access control device in our company by RS485 and used as a slave reader.
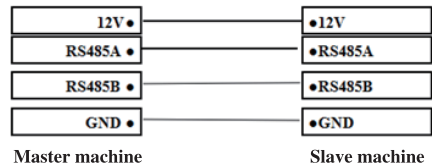【Anti Pass】Anti pass function will be activated when it is set as in, out or both directions.
【Wiegand format】:You can define wiegand port output format. The default format is 34bits, and it can be changed to 26bits.
【Time Zone Setting】It is to define the day time zone, week time zone and normal open time zone.

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3) RS485 connection

12V	•12V
RS485A	•RS485A
RS485B	•RS485B
GND	•GND

Master machine   **Slave machine**

Press 【ok】-【Access】-【Lock Set】-【As Reader】-Yes to set to slave device.
Remove the rear panel and the device will alarm,then press 【ok】-【Access】-【Lock Set】-【As Reader】-No to set back to master device.

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