

Contents

1. Usage environment	1
2. Installation Precautions	1
3. Recommended steps	1
4. Menu	2
5. User	2
5.2 User List	4
5.3 Dept.	4
5.4 Down.Data	5
5.5 Up.Data	5
6. Schedule	5
6.1 Rec Warning	5
6.2 Grace Min	6
6.3 Log Info	6
7. Report	7
8. System	9
8.1 General settings	10
8.2 Advanced settings	10
9. Door Setup	11
9.1 Door Setup	11
9.2 Time Setting	11
9.3 Lock Register	12
9.4 Time Group	13
10. Bell	14
11. Communication	14
11.1 Comm	14
11.2 Server	15
11.3 NTP	16
11.4 Ethernet	16
11.5 Wifi	17
12. System Information	18
Appendix Schematic Diagram of Access Control Wiring	18

Thank you for using our products, which adopt the latest biometrics solution and high speed stable ARM processor. The product's recognition, speed and other performance indicators are in the industry leading level, fully meet your efficient work requirements.

- Due to the continuous update of the product, all performance and parameters are subject to the actual product, any change without prior notice. The actual product may be inconsistent with the information, and shall not be liable for any discrepancy between the actual technical parameters and the information.
- The picture description in this document may not match the picture of the product in your hand, please refer to the actual product.

1. Usage environment

- 1) Avoid installing device in a place where strong light is shining. Strong light has influence on face recognition, which may lead to the failure of face recognition verification.
- 2) The operating temperature of the device is 0°C–45°C. Avoid long-term outdoor use. Long-term outdoor use will affect the normal operation of device. If it is must be used outdoors, It is recommended to use sunshade and heat dissipation equipment in summer and heat preservation equipment in winter.

2. Installation Precautions

Fix the rear panel on the wall → Install the device on the rear panel → tighten the screw on the bottom of the machine.

- 1) Before installation, please make sure that the power system of device is turned off during installation. Live installation and wiring operations can cause damage to the machine due to contact with the power cord.
- 2) 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.
- 3) If do not use some ports of terminals. Please do not expose the lines that connect the unused ports. It may cause short circuit damage to equipment. At the same time, please use different colored lines to connect ports for distinguishing different port.
- 4) Please connect other lines before connecting the power cord, and finally power test. If it is found that the device cannot work normally after power on, the power must be cut and check device and all the lines.
- 5) If the distance between the power supply and the device is far, it is strictly forbidden to use network cable or other special wire instead of power cord.
- 6) When wiring the attendance device, due to abnormal wiring, the device circuit, motherboard and fingerprint scanner are burnt out, which causes the device cannot be used normally, which is not within the scope of warranty.

3. Recommended steps

- 1) Step 1: Open the box to check the device and power on the device. Check for exceptions, set the date and time of the device, and install the device.
- 2) Step 2: Add users and register users' face、 password, etc.
- 3) Step 3:Set shift.
- 4) Step 4:Set up shift schedule for users.
- 5) Step 5:Download attendance records at the end of month.

4. Menu

In initial interface, click the icon “

The screenshot shows a mobile application menu titled "Menu" with a back arrow on the left. The menu contains eight options arranged in a 4x2 grid:

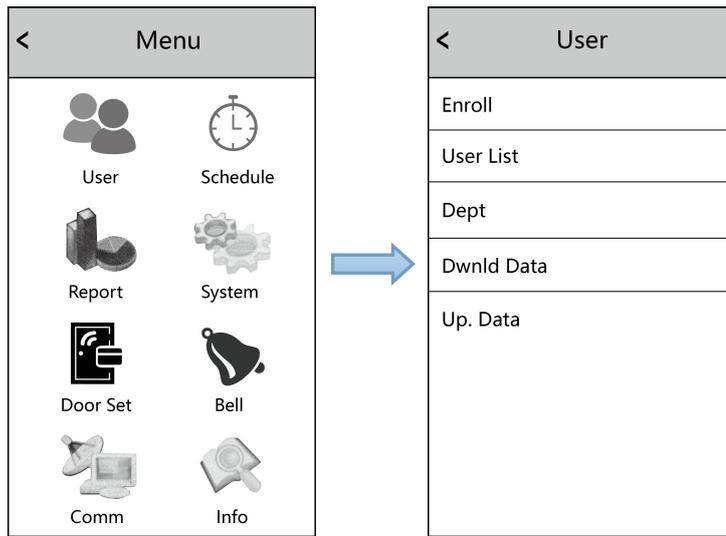
- User (Icon: two people)
- Schedule (Icon: clock)
- Report (Icon: bar chart)
- System (Icon: gears)
- Door Set (Icon: door with sensor)
- Bell (Icon: bell)
- Comm (Icon: satellite dish)
- Info (Icon: magnifying glass)

- **User** : Enrol user, view user list, department setting, download enrolment data and upload enrolment data.
- **Schedule** :records warning setting, grace minimum setting, logs information.
- **Report** :Set company name ,it will be shown in reports, download attendance reports in Excel format , attendance logs in TXT format.
- **System settings** : It provides general settings, like time, timezone, language settings, also some other functions, like setting card output format, deleting all users and logs , device testing .ect.
- **Door Setup** : Set Wiegand output format, lock delay , time setting , lock register setting and time group setting.
- **Bell** : Set timed ring, a total of 24 groups can be set.
- **Communication** : Set device No. , server setting, NTP setting, Ethernet setting and wifi setting.
- **Information** : Query registration information and detailed information of device.

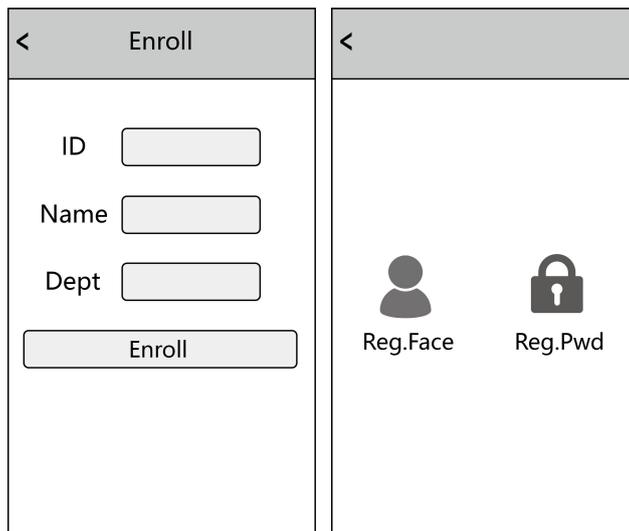
5. User

The basic information of the user on the device includes face, password and Privilege. In attendance management, due to personnel changes. Therefore, the device provides add, delete, change the user and other operations.

Click the icon  in the lower left corner of screen to access into menu → **【User】** , It includes enrol user, view user list, department setting, download enrolment data and upload enrolment data.



5.1 Enroll



- 1) **ID:** When registering, each user can only have one unique 'ID'.
- 2) **Name:** Input、 edit name by T9 input method.
- 3) **Dept.:** The default department is the first department , you can edit department information in **【Dept.】** before enrolling users.

- 4) **Face:** Follow the on-screen prompt for face registration.
- 5) **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.

Remark: Verify password by clicking icon  in the lower left corner of the screen when the device is in standby mode, input ID-click 'OK'-input password-click 'OK'

5.2 User List

ID	Name	
1	Ryan	
2	Dan	
3	Sophie	
4	Jacky	
5	Eric	
6	Olivia	
7		

Browse all registered persons in the device, click corresponding user to edit its information, including name, password, dept, admin; You can also change face registration information or delete this user, you can quickly locate the user you want to edit by **【Find ID】** or **【Find Name】** at the top of the page.

5.3 Dept.

Edit department name, up to 14 departments can be supported

< Dept.	
Finance	Sales
Purchase	---
---	---
---	---
---	---
---	---
---	---

5.4 Down.Data

Insert U-disk, download the user information(including name, face.etc), it is recommended to backup user information regularly.

5.5 Up.Data

Insert U-disk, upload the previous backup file, This operation can also be used to synchronize personnel information between two devices of two same model.

6. Schedule

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.

6.1 Rec Warning

< Schedule		
Rec Warning	Grace Min	Log Info
Log Warning	1000	✎
Log Interval	0min	✎
Save Photo	Yes	✎

【Log Warning】: When the number of remaining records that can be stored is less than the value, a warning message will be displayed when punching.

【Log Interval】: If the user repeatedly verifies within the set time, the device will prompt that already verified, and this record will not be stored.

【Save Photo】: Sets whether to save the photo when registering face, photo files can also be exported when downloading enrolment data.

6.2 Grace Min

< Schedule		
Rec Warning	Grace Min	Log Info
Late	0min	✎
Early Leave	5min	✎

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

6.3 Log Info

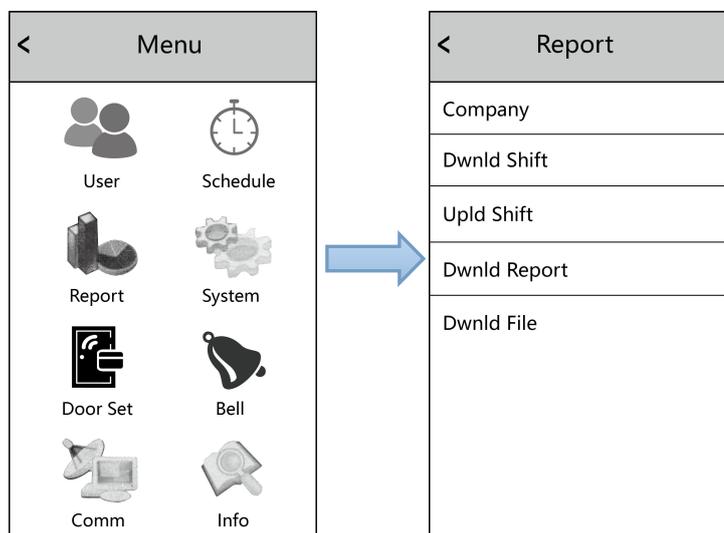
Input the user ID and time range to query records of the corresponding user, if set user ID area to blank, then it will query all records of all users

Schedule		
Rec Warning	Grace Min	Log Info
ID	<input type="text"/>	
Start	<input type="text" value="2019/10/01"/>	
End	<input type="text" value="2019/10/21"/>	
	<input type="button" value="Log Info"/>	

7. Report

Click the icon  in the lower left corner of screen to access into menu →

【Report】, 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					
	AM		PM		Over	
	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.

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			2019-10																															
Shift Date																																		
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	23	24	25	26	27	28	29	30	31	
			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	
2	Dan	Sales								2	2	2	2	2		1	1	1	1	1			1	1	1	1	1			1	1	1	1	
3	Sophie	Finance								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	2		1	1	1	1	1			1	1	1	1

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) Note: please complete the part of orange color manually.

No	Name	Department	Length of work		Tardiness		Early Leave		Over time		Attend (Required/Actual)	Business Trip	Absence	Leave	Bonus Pay			Pay Deduction			Actual Pay	Memo
			Required	Actual	times	min	times	min	Regular	Special					Note	Over	All overance	Late Early Leave	Leave Absence	Other Deduction		
1	Ryan	Finance	96.00	15.45	1	9	1	6	2.46		12/2		10									
2	Dan	Sales	76.00	0.00							12/0		12									
3	Sophie	Finance	88.00	5.59	2	75	1	46	0.35		11/1		10									
4	Jacky	Finance	132.00	2.29	1	91					17/1		16									
5	Eric	Finance	128.00	0.00					0.43		16/0		16									

Shifts Table

Date: 2019/10/01 ~ 10/22 (Timmy) Special: 25-Leave,26-Business Trip,Space-Holiday

No	Name	Department	Days																					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1	Ryan	Finance									1	1	1	1	1	1	1	1	1	1	1	1		
2	Dan	Sales									2	2	2	2	2	1	1	1	1	1	1	1		
3	Sophie	Finance									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	2	1	1	
5	Eric	Finance	1	1	1	1					1	1	1	1	1	1	1	1	1	1	1	1		

List of Logs

Period: 2019/10/01 ~ 10/22 (Timmy) Printed: 2019/10/22

No	Name	Dept	Time
1	Ryan	Finance	07:58
			12:02
			08:09
			12:03
			13:25
			17:31
			13:23
			18:28
			17:24
			21:08
			19:33
			19:49

Abnormal Clocking

Date: 2019/10/01 ~ 10/22

No	Name	Department	Date	AM		PM		Tardines (mm)	Early Leave (mm)	Total (mm)	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	2019/10/16	09:09							
4	Jacky	Finance	2019/10/19	09:31	14:03					91	
7	Zou	Finance	2019/10/14	10:48	10:51					168	

Attendance Report

Period: 2019/10/01 ~ 10/22 Printed: 2019/10/22

Department	Name	No	Attendance Table																								
Finance	Ryan	1	<table border="1"> <thead> <tr> <th>dd/vv</th> <th>AM</th> <th>PM</th> <th>Over</th> </tr> <tr> <th></th> <th>In</th> <th>Out</th> <th>In</th> </tr> </thead> <tbody> <tr> <td>01 Tu</td> <td>07:58</td> <td>12:02</td> <td>13:25</td> </tr> <tr> <td>02 We</td> <td>08:09</td> <td>12:03</td> <td>13:23</td> </tr> <tr> <td>03 Th</td> <td></td> <td></td> <td></td> </tr> <tr> <td>04 Fr</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	dd/vv	AM	PM	Over		In	Out	In	01 Tu	07:58	12:02	13:25	02 We	08:09	12:03	13:23	03 Th				04 Fr			
dd/vv	AM	PM	Over																								
	In	Out	In																								
01 Tu	07:58	12:02	13:25																								
02 We	08:09	12:03	13:23																								
03 Th																											
04 Fr																											
Sales	Dan	2	<table border="1"> <thead> <tr> <th>dd/vv</th> <th>AM</th> <th>PM</th> <th>Over</th> </tr> <tr> <th></th> <th>In</th> <th>Out</th> <th>In</th> </tr> </thead> <tbody> <tr> <td>01 Tu</td> <td></td> <td></td> <td>Absence</td> </tr> <tr> <td>02 We</td> <td></td> <td></td> <td>Absence</td> </tr> <tr> <td>03 Th</td> <td></td> <td></td> <td></td> </tr> <tr> <td>04 Fr</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	dd/vv	AM	PM	Over		In	Out	In	01 Tu			Absence	02 We			Absence	03 Th				04 Fr			
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02 We			Absence																								
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04 Fr																											
Finance	Sophie	3	<table border="1"> <thead> <tr> <th>dd/vv</th> <th>AM</th> <th>PM</th> <th>Over</th> </tr> <tr> <th></th> <th>In</th> <th>Out</th> <th>In</th> </tr> </thead> <tbody> <tr> <td>01 Tu</td> <td></td> <td></td> <td>Absence</td> </tr> <tr> <td>02 We</td> <td></td> <td></td> <td>Absence</td> </tr> <tr> <td>03 Th</td> <td></td> <td></td> <td></td> </tr> <tr> <td>04 Fr</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	dd/vv	AM	PM	Over		In	Out	In	01 Tu			Absence	02 We			Absence	03 Th				04 Fr			
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	In	Out	In																								
01 Tu			Absence																								
02 We			Absence																								
03 Th																											
04 Fr																											

【Download File】: Download the log file in TXT format, and the number behind file name represents device ID.

8. System

Click the icon  in the lower left corner of screen to access into menu →

【System】, it includes general settings and advanced settings.

Menu		System		System	
 User	 Schedule	General	Advance	General	Advance
 Report	 System	Time		Max Admin	5
 Door Set	 Bell	Timezone	GMT+8	Card Type	8D >
 Comm	 Info	Language	English	Protect Excel	No
		Volume	10	Delete all user	
		Result Time	1sec	Delete all log	
		Screen Idle	596sec	Prevent Photo	Yes
				Testing	
				Default	

8.1 General settings

Item	Meaning
Time	Set device time
Time	Set the device's time zone, which is GMT+8 in China
Language	Set device language
Volume	Set the volume of speaker
Result Time	Display time of user information after punching
Screen Idle	How long does it take to enter screen saver when the main Interface is not operating

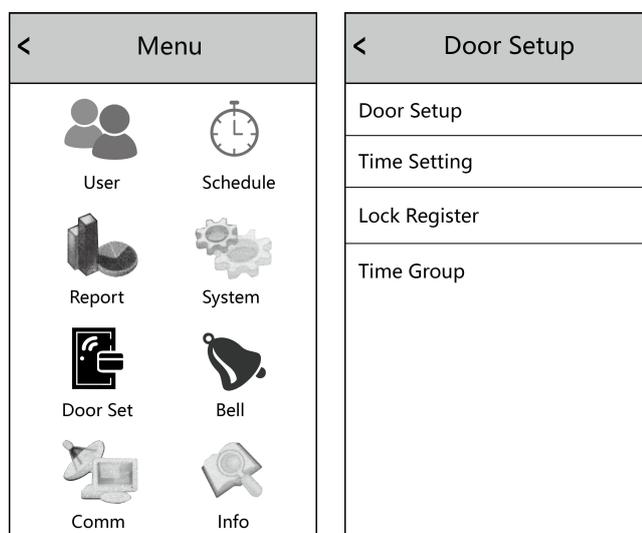
8.2 Advanced settings

Item	Meaning
Max Admin	Set the maximum number of device admin
Card Type	Set the format of the machine to read the card No., optional 10D、8D、2H+4H
Protect Excel	Set whether the downloaded sheet can be edited

Delete all users	Delete all users (operate cautiously)
Delete all logs	Delete all logs (operate cautiously)
Prevent Photo	Verify that the user is a live person instead of photo
Testing	Check whether the camera is normal
Default	Restore the system setting parameters of the device to the factory state without affecting personnel and records
Firmware Upload	Insert U-disk for device firmware upgrade

9. Door Setup

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



9.1 Door Setup

Item	Meaning
维根输出	Set the type of wiegand output, optional user ID or card No.
Wiegand Bit	Optional 26 bit or 34 bit

开门延时	Set the time between lock relay effective and the state of resume normal.
------	---

9.2 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.

< Door Setup		< Time Setting	
01	Time Setting	Sun	00:00:23:59
02	Time Setting	Mon	00:00:23:59
03	Time Setting	Tue	00:00:23:59
04	Time Setting	Wed	00:00:23:59
05	Time Setting	Thur	00:00:23:59
06	Time Setting	Fri	00:00:23:59
07	Time Setting	Sat	00:00:23:59
08	Time Setting		
09	Time Setting		

9.3 Lock Register

< Door Setup		
ID	Name	Lock Register
1	Ryan	1:00:00:00
2	Dan	1:00:00:00
3	Sophie	1:00:00:00
4	Jacky	1:00:00:00
5	Eric	1:00:00:00
6	Olivia	1:00:00:00
7		1:00:00:00

Find.ID Find.Name

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, as long as the punch time conforms to any time period of the setting is the effective opening time, examples as below:

Item	Meaning
------	---------

1:00:00:00	The user belongs to group 1, and the last three are all 00, which means you can open the door at any time.
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.
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
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.

9.4 Time Group

Example: Set open group1 to 01.02.00, it means in the definition of user access control in the above section, it is defined that one from group 1 and another one from group 2 together to verify that can open the door. Time group can be set up to 5 groups

Example 1: Single one can open the door

Group 1 01.00.00

In the above Settings, which means that only users belonging to group 1 have access to the door.

Example 2: Multiple users who from the same group must together to verify that can open the door

Group 1 01.01.01

In the above Settings, which means that need 3 users belonging to group 1 must together to verify that have access to the door.

Example 3: Different users from different groups

Group 1 01.02.00

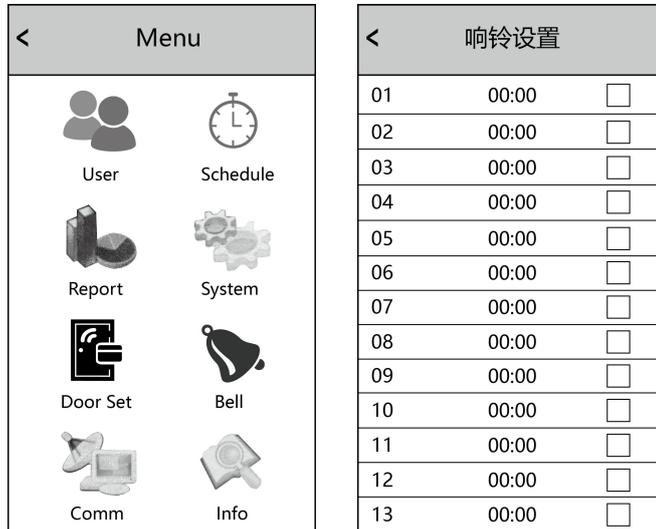
In the above Settings, which means that need 2 users that one belonging to group 1 and another one belonging to group 2 must together to verify that have access to the door.

Users belonging to group 1 and users belonging to group 2 do not have the right to open the door independently.

10. Bell

Click the icon  in the lower left corner of screen to access into menu →

【Bell】 , Up to 24 groups of scheduled ring time.



11. Communication

Click the icon  in the lower left corner of screen to access into menu →

【Comm】



11.1 Comm

< Comm	
Device No	1 
Port No	5005 
Net Pwd	0 
Mode	Local 

Item	Meaning	
Device No.	Set corresponding device No., the default device No. is 1, Please note that the number is related to the communication	
Port No.	The default port No. is 5005, For communication connection under LAN	
Net Pwd	The default setting is 0, it means that there is no communication password. If you want to change the password, you should also set the same password in the software	
Mode	Local (LAN)	If you use Ethernet or Wifi communication, please select mode to Local
	Internet(WAN)	If you use server communication, please select mode to Local, mainly used for cloud attendance

11.2 Server

< Comm	
Server Req	Yes 
Server	192.168.0.100 
Server Port	7005 

When you select the mode to internet in **【Comm】**, please do corresponding server settings on this page.

Item	Meaning
Server Req	Select 'yes' to enable server communication
Server	Enter the server IP address or server domain name
Server Port	Enter the server communication port No.

11.3 NTP

It is for calibrating the device time. After enabling, set the corresponding NTP server, and the device will calibrate according to this server.

< Comm	
NTP	No 
NTP Server	cn.ntp.org.cn 

11.4 Ethernet

< Comm	
Enable	Yes 
DHCP	Yes 
IP Address	000.000.000.000
Netmask	000.000.000.000
Gateway	000.000.000.000
DNS Server IP	008.008.008.008
MAC Address	48:b6:5f:71:45:25

Item	Meaning
1、 Enable	Yes / No, Whether to use this connection

2、 DHCP	<p>Yes / No</p> <ol style="list-style-type: none"> 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	

11.5 Wifi

<	Comm
Enable	No 
Search	>
DHCP	Yes 
IP Address	000.000.000.000
Netmask	000.000.000.000
Gateway	000.000.000.000
DNS Server	008.008.008.008
MAC Address	

Item	Meaning
1、 Enable	Yes / No
2、 DHCP	<p>Yes / No</p> <ol style="list-style-type: none"> 1、 In Local mode and use supporting software ,select “No”, then set the IP address manually 2、 In Internet mode, we recommend to select “Yes”
3、 Search	The operation steps are similar to the operation method of connecting the mobile phone to the WIFI. Select “Search”, Device will spend a short time searching for signals, Then select the WIFI you want to connect to and enter the password
When using Wifi, please disable Internet	

12. System Information

Click the icon  in the lower left corner of screen to access into menu →

【Info】 , query registration information and detailed information of device.

Menu		Info		Info	
 User	 Schedule	User Info	Device	User Info	Device
 Report	 System	Admin quantity	0 5	Manufacture	
 Door Set	 Bell	Users quantity	12 2000	Web Site	
 Comm	 Info	Face quantity	11 2000	Serial Num	
		Password quantity	5 2000	Released	
		Log quantity	10 1000000	Model	
		All log quantity	80 1000000	Firmware	VKL300TM20B V1.07
		Save Photo	0 10000	Engine	fispro-V200-10000-108

Appendix Schematic Diagram of Access Control Wiring

1) Schematic diagram of device wiring port

+12V	+12V
GND	GND
EXIT	Opening Signal
LK_NO	Normal opened end of the control lock signal
LK_COM	The common end of the control lock signal
LK_NC	Normal closed end of the control lock signal
WG_OUT+	WG_OUTPUT+
WG_OUT-	WG_OUTPUT-

TCP_TX+	TCP/IP Interface
TCP_TX-	
TCP_RX+	
TCP_RX-	

2) Device connection diagram

