AI Dynamic Face Recognition Terminal quick guide

Version：V18.20

1.Appearance Display

Front

- LED Fill Light
- Infrared Fill Light
- Infrared Camera
- Color Camera
- 2.8Inch Color Screen
- Key Board
- Card

Side

Reset button

USB flash disk port

- Speaker

Back

- DC12V
- 10PIN (Power supply/Lock/Exit button /Wiegand out/Door bell)
- TCP/IP 网络接口
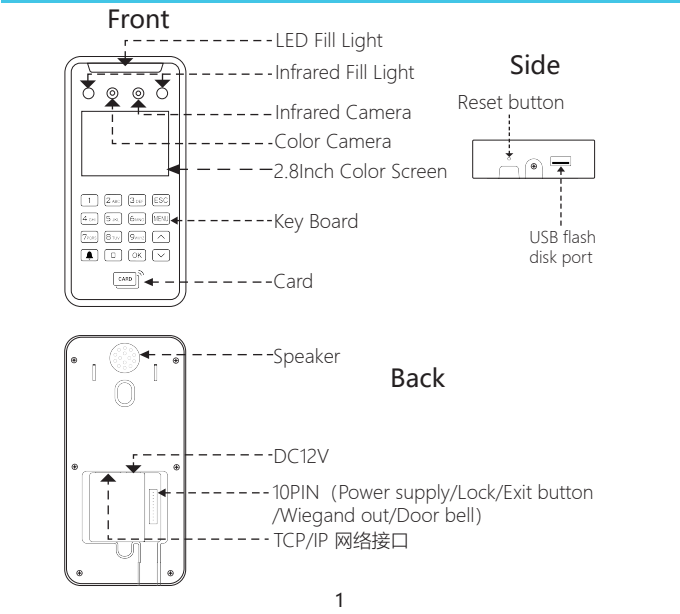
1

Item	Meaning
Re verify	Check if users make punch repeatedly within this range, if records interval is less than this value, records won't be stored
Log Warning	When rest available storage capacity is less than this value, device will alarm
Save Photo	If select 'Yes', when device connect to software, captured photo when users verify face can be shown in software
Stranger Photo	If select 'Yes', and enable 'save photo', when device connect to software, captured photo when strangers verify face can be shown in software
Default Shift	Set default shift, when you add users, they will apply this default shift
Excel Pwd	Set password for attendance report
Late time	When user's late arrival time exceeds *** mins , then it is counted as late arrival.
Lea time	When user's early leave time exceeds *** mins , then it is counted as early leave.

2、Edit Shift

【Download Shift】：Press 【MENU】> 【Shift】> 【Atten rules】, 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:

Shift

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_t ype	IN	OUT	Sec_typ e	IN	OUT	Sec_t ype	
1	Day shift	08:30	12:00	0	13:30	19:00	0	18:30	21:00	0	00:00
2	Night Shift	22:00	06:00	0							07:00

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.
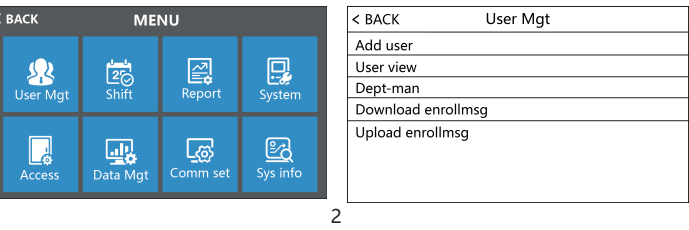
5

2.Wall Mount Installation

1) The recommended installation location is 130cm from the lowest point of the device to the ground (a suitable height can be identified according to the actual situation).
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.

Wall mounted installation
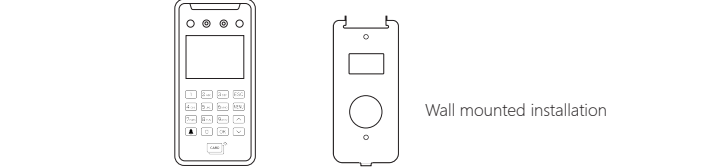
3.Attention

1) Do not operate with power during installation.
2) When connectting electric lock，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

< BACK **MENU**

User Mgt	Shift	Report	System
Access	Data Mgt	Comm set	Sys info

< BACK User Mgt

- Add user
- User view
- Dept-man
- Download enrollmsg
- Upload enrollmsg

2

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

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_t ype	IN	OUT	Sec_typ e	IN	OUT	Sec_t ype	
1	Shift1	23:00	08:00	0							09:00

Cross time is set at 09:00am. Then shift should start after 09:00, and Clock-in record before 09:00am 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.
【Upload shift】：After editing, insert U-disk and click 【Upload Shift】, then you can upload the edited shift arrangements into device.

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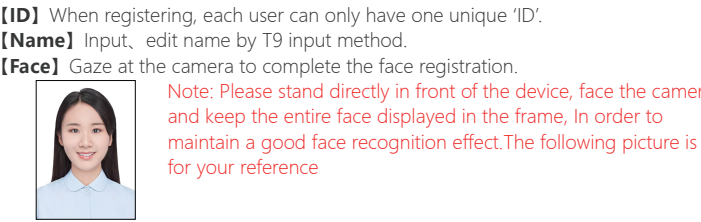
Press 【MENU】> 【Report】, Insert U-disk, and input the start and end time that you need to check. Click "OK"to download the report. The report includes original record sheet(Original Record), attendance list(Schedule)and summary sheet (Summary Report).

6

< BACK Add user

ID	4
Name	
Dept	
	Add user

< BACK

| Face | Card | PWD |
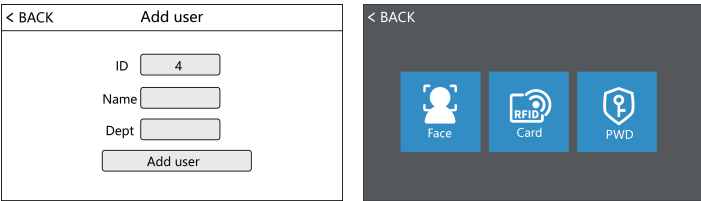
Press 【MENU】> 【User Mgt】> 【Add user】, when there is a registered admin, After passing the verification of admin then the menu can be entered

【ID】When registering, each user can only have one unique 'ID'.
【Name】Input、edit name by T9 input method.
【Face】Gaze at the camera to complete the 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】Enter the user id, press the 'OK' , enter the password, and press the 'OK'
【Card】Each user can only register one card.
【User View】：You can quickly locate the user you want to edit by 【Find】 or 【Find Name】 at the top of the page.
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) Advanced setup：Set user shift settings and access control settings on 【Advanced setup】 menu
【Department】Set the department that user belongs to
【Privilege】User and Admin and Super.user can be selected

3

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 |

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)

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	Late minutes	Leave minutes
		IN	OUT	IN	OUT	IN	OUT	Normal	Actual			
8-1	THU	08:25	12:03	13:26	18:06	18:06		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 settings

Press 【MENU】> 【System】

7

【User】:If there is Admin in this device, user is not allow to access into menu
【Admin】: The manager of this device. Only admin has permission to access into menu.
【Super.user】: Only when there is Admin in device, then can enroll Super.user, but Super.user can only operate part of menu, such as register users

5.Download and upload user information

Press 【MENU】> 【User Mgt】> 【Download enrollmsg】,insert U-disk in device to download, 3 files will be exported as below:
1、User data file (AFP_001.dat): It can be used to synchronized users between devices, and '001' represents device ID
2、User's enrolled photo(EnrollPhoto)
3、User information Excel sheet(Staff)：Users can edit it in PC then upload back to device, please refer to below picture:

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 digit

ID	Name	Dept.	Shift	Admin	Fac e	PWD	Card	Lock timezo ne	GRP	Birthday	Start:	End:
1	Jenny		0	0		123	3653177	0	0			
2	Sophie		0	0		0	0	0	0			

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.

After editing shift form , press 【MENU】> 【User Mgt】,then insert U-disk, click 【Upload enrollmsg】 and transmit the edited user information to device.
Remark: For Lock Time zone, start time and end time, Pls refer to Chapter 9 Access

6.Time Attendance Management

This chapter is used for setting shifts and attendance rules
1、Attendence Rule
Press 【MENU】> 【Shift】> 【Atten rules】

4

1.Device Setup

Item	Meaning
Time	Set device time
Time fmt	24H and 12H format can be selected
Date fmt	Select different date format
Language	Change device displayed language
Voice	Set the volume of speaker
Screen Idle	How long does it take to enter screen saver when the main Interface is not operating
bio-assay	Verify that the user is a live person instead of photo.

2、Advanced setup

Item		Meaning
Max Admin		Set the maximum number of device admin
Verify Mode	FA/C/P	No matter what kind of verification method can be verified
	Others	Need to verify two verification methods together
Visitor QRCode		Whether enable scanning QRcode function or not. Connect device to our cloud software and generate QRcode then verify it in device
1:N Identify		Set the threshold of face recognition
Live threshold		When enable 'bio-assay', the threshold of face recognition
Testing		Check whether the camera is normal
Firmware upgrade		Insert U-disk (FAT32 format) to do device firmware upgrade

8

9.Access control management

Press 【MENU】 > 【Access】

1、Access

Item	Meaning
OD delay	Set the time between lock relay effective and the state of resume normal.
Users	Set the number of user required to open the door. For example: set it to 2, only when 2 different users verify at the same time, the door can be opened
Wg output	Define the content of wiegand output, user ID and card number can be selected
Wg format	You can define wiegand port output format. The default format is 34bits, and it can be changed to 26bits

2、Timezone settings

2.1 Day timezone

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

3、Ethernet

< BACK	Ethernet
DHCP	No
IP address	192.168.000.224
Subnet mask	255.255.255.000
Gate way	192.168.000.001
DNS Server IP	008.008.008.008
MAC Address	52:f3:30:f4:ad:33

Use Ethernet to connect the device to computer, An example is shown in the figure below:
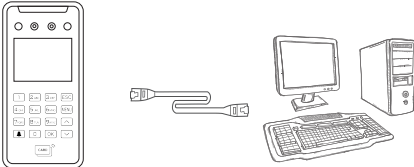
IP Address: 192.168.1.224
Subnet Mask: 255.255.255.0
Gateway: 192.168.1.1

IP Address: 192.168.1.100
Subnet Mask: 255.255.255.0
Gateway: 192.168.1.1

3、WIFI(Optional)

Click【Search】to select corresponding wifi hotspot, then input wifi password to connect it.

< BACK	WIFI
Search	
DHCP	否
IP address	192.168.000.224
Subnet mask	255.255.255.000
Gate way	192.168.000.001
DNSServerIP	008.008.008.008
MAC Address	38:01:46:17:e5:c7

2.2 Week timezone

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)

Remark: In our device, 【Week Timezone 0】is default to open the door all day. All other time zones are customizable

2.3 Normal open timezone

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

3、User access settings

Press 【MENU】 > 【User Mgt】 > 【User View】 > select users > 【Advanced setup】 to edit T.zone

< BACK	Sophie(1)	
Edit		Advanced setup
ID	1	
Name	Sophie	Modify Face
Card	202	
PWD	*******	Delete
Privilege	User	

< BACK	Sophie(1)	
Edit		Advanced setup
Dept		
Shift		No
T.Zone		No
Birthday		03/24
Start:		2000-01-01
End:		2099-01-01

12.Schematic Diagram of Access Control Wiring

1) Schematic diagram of device wiring port

TCP/IP		TCP/IP interface
White	Bell +	Door bell +
Gray	Bell –	Door bell –
Purple	WG_D1	WG 1
Brown	WG_D0	WG 0
Yellow	Lock_NC	Normal closed end of the control lock signal
Blue	Lock_COM	The common end of the control lock signal
Orange	Lock_NO	Normal opened end of the control lock signal
Green	Button	Open signal
Black	GND	GND
Red	+12V	+12V

10.Data management

Press 【MENU】 > 【Data Mgt】, Data management consists of 6 modules: Download Glog、Download All Glog、Clear All Enroll、Delete All Glog、Initialize Menu、Clean Manager.

< BACK	Data Mgt
Down GLog	
Down all GLog	
Clean all enroll	
Delete all GLog	
Init Menu	
Clean manager	

【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 face、card and pwd)
【Delete All Glog】: Delete all logs of all users
【Initialize Menu】: Reset device parameter settings, it won't affect user data and records
【Clean Manager】: Clear all manager privileges on the device

2) Device connection diagram

Door bell

Bell+	White
Bell-	Gray
WG-D1	Purple
WG-D0	Brown
Lock NC	Yellow
Lock COM	Blue
Lock NO	Orange
Button	Green
GND	Black
12V	Red

Unlock when power off

Unlock when power on

NC	
COM	
NO	
PUSH	
GND	
+12V	

Lock control power supply

Exit button

Access Controller

WG-D1	Purple
WG-D0	Brown
GND	Black
12V	Red

11.Communication

Press 【MENU】 > 【Comm set】

1、Comm set

Item	Meaning
Device ID	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

2、Server

< BACK	Server
Server Rep	No
Use domainNm	No
DomainNm	
Server IP	047.106.068.143
Ser Port No	7791
Heartbeat	3

When using WAN connection, please do corresponding server settings

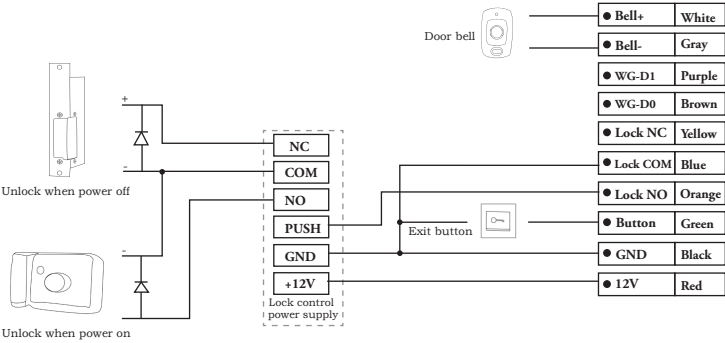| Item	Meaning
Server Req	Select 'Yes' or 'No', select 'yes' to enable server communication
Use domainNm	Select 'Yes' or 'No'
DomainNm	If you select 'Yes' for 'Use domain Nm', enter the server domain name here
Server IP	If you select 'No' for 'Use domain Nm', enter the server ip address here
SerPortNo	Enter server port number
Heartbeat	Default value is 30s

13.T9 Input Method

Touch 'Alt' to switch capital/small letter or number, after finished,touch 'Ok' to save it

How to input punctuation:when the input method is in capital/small letter state,continuous click '⌴' to select what you want to input. The first one is space, the second is dot and so on .

< BACK	Name

a

	abc	def	⌴	▲	Delete
ghi	jkl	mno	◄	OK	►
pqrs	tuv	wxyz	Alt	▼	Esc