



## Onface Face and fingerprint recognition terminal User Guide

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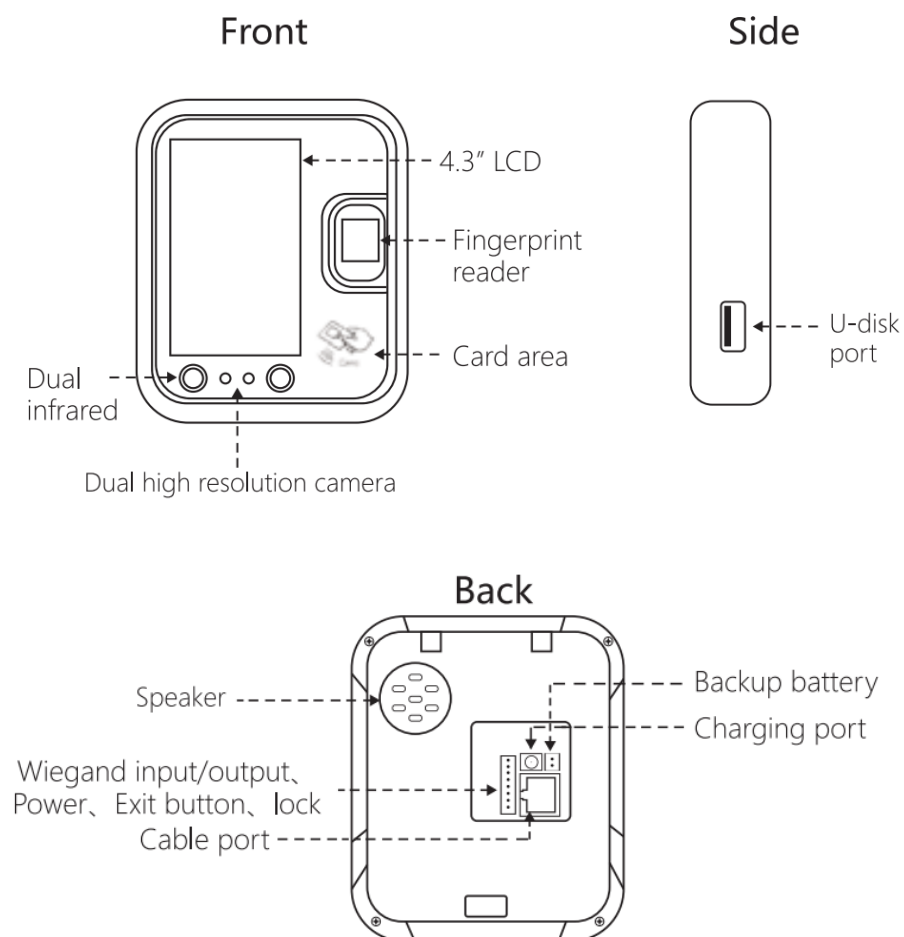
### Onface Face and fingerprint recognition terminal User Guide



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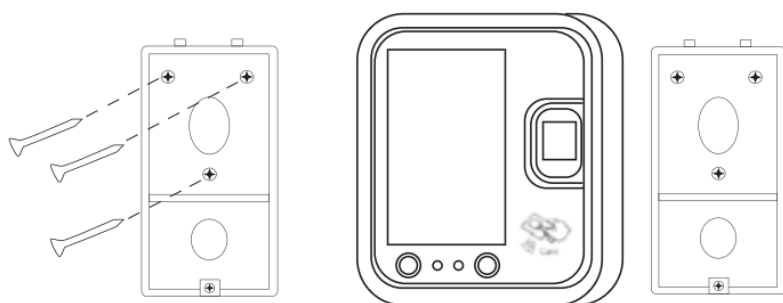
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### Appearance Display



## Wall Mount Installation

1. Recommended installation location is 110 CM higher than ground.
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.



## 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.

## User Management

MENU	
User Mgt	Shift
Report	System
Data Man	Access
COMM Set	Sys Info

User Mgt	
Add User	
User View	
Download User	
Upload User	

Add User	
ID	4
Name	
Face	0
Fp	0
Card	NO
Privilege	User
PWD	No
Shift	1
Dept	

Click the menu icon  in the higher left corner of the screen> [User Mgt] > [Add User] , [Add User] includes options like ID, Name, Face, Fp, Privilege, Pwd, Shift and Dept. After registration, click icon  then click 'YES' to save it.

**(ID)** When registering, each user can only have one unique 'ID'.

**(Name)** Input, edit name through T9 input method.

**(Face)** Follow the on-screen prompt for face registration. In order to improve the recognition rate, if you wear glasses, you can backup register one remove glasses of face.

**(Palm)** Follow the on-screen prompt for palm registration.(optional)


**(Fp)** Choose the Fp and press the same finger three times to complete the registration.


**(Shift)** Choose the shift accordingly.

**(Dept)** Choose the department accordingly.

**(Privilege)** Choose 'Manager' or 'User'.


**(Pwd)** Use keypad to input password less than or equal to 8 digits, and enter it again after confirming. if Twice input passwords are same, it will prompts the registration is successful.

**(Pwd Verification)** Click the menu icon  in the higher right corner of the screen. Input user ID, click ok; then input pwd, click ok, again to confirm.

**[User View]** : Click the icon  in the higher left corner of the screen, 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.
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

User View						
ID	NAME	FA	FP	C	P	
1	Lucas	*	edit			
2	Ryan	*	edit			
3	Olivia		Del Log sign			
4	Ava					
5	Noah					
Pre		1/1		next		

(**View personal log**) After verified successfully by face, fp, Card or pwd , then click the icon  , it will display personal logs, This method is suitable for querying logs without entering the menu.

### Download and upload users

MENU

User Mgt

Shift

Report

System

Data Man

Access

COMM Set

Sys Info


User Mgt

Add User

User View

Download User


Upload User

Click the menu icon  in the higher left corner of the screen> [ **User Mgt** ] > [Download User] , then you can download staff information in excel form, Also you can edit the form on PC. Pls refer to below picture:

STAFF

Note: A, Email number: only fill in the number (maximum of 8) required. B, Name: up to 48 words. C, Department: up to 48 words. D, Shift: 0-6. E, Admin id 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: 0-6. J, start, end: user valid date, the format is yyyy-mm-dd.

ID	Name	Dept.	Shift	Manager	Fp	Face	PWD	Card	Is Timezone	Start	End
1	Lucas	Office	1	0	1			10074063			
2	Ryan	Office	1	0	1		123				
3	Olivia	Office	1	0	1	1					
4	Ava	Office	1	0	1						


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, Click the menu icon  in the higher left corner of the screen> [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.

## Shift setting

Shift
Download Shift
Upload Shift
Edit Shift
Atten\_rules
Bell SET

Edit Shift
1
Name: 1
2
Sec1 08:30 - 12:00 sign
3
Sec2 13:30 - 18:00 sign
4
Sec3 18:00 - 21:00 OT
5
Cut off Time: 00:00
6
7
8
1 2 3
4 5 6
7 8 0
< 0 OK

Atten\_rules
Late\_time 0
Lea\_time 0
Re-Verify 5
AutoSign No

Click the menu icon  in the higher left corner of the screen> [Shift] > [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	Sec1 type	IN	OUT	Sec2 type	IN	OUT	Sec3 type	
1	Day Shift	08:00	12:00	0	13:30	18:00	0	18:30	21:00	1	00:00
2	Night Shift	22:00	06:00	0							01:00

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										
Note: A, shift name: up to 48 words. B, Section Type: D: normal attendance, S: 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		
		IN	OUT	Sec_Type	IN	OUT	Sec_Type	IN	OUT	Sec_Type
1	Normal	08:00	17:00	D						

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.

**[Upload shift]** : After editing, insert U-disk and click the menu icon  in the higher left corner of the screen> [Shift] > [Upload Shift], then you can upload the edited shift arrangements into device.

**[Edit Shift]** : Click [Shift Edit] and enter shift edit interface. 1-8 numerical key represent 8 groups of shifts that can be edited. You can choose some group of shift and click it 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 0-255 mins).	0-255

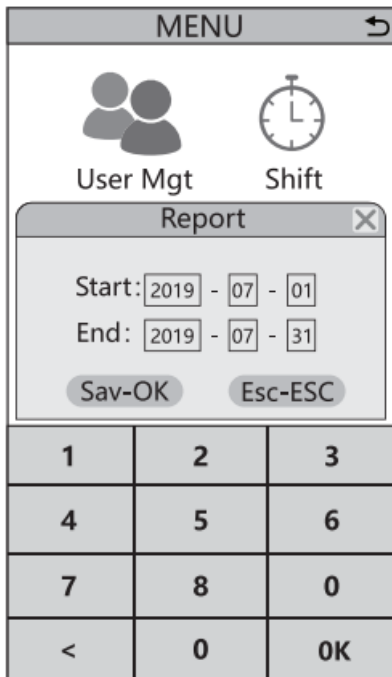
### AutoSign:

Item	Meaning
No	Must sign all IN and OUT time
INOUT DAY	Only sign the first IN time 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

### Report

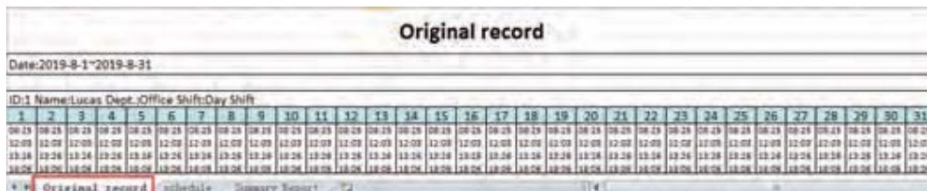
Click the menu icon  in the higher left corner of the screen> (Report] , Insert U-disk, and input the start and end time that you need to check. Click 'OK'° download the report. The report includes original record sheet(Original Record), attendance list(Schedule) and summary sheet(Summary Report).

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



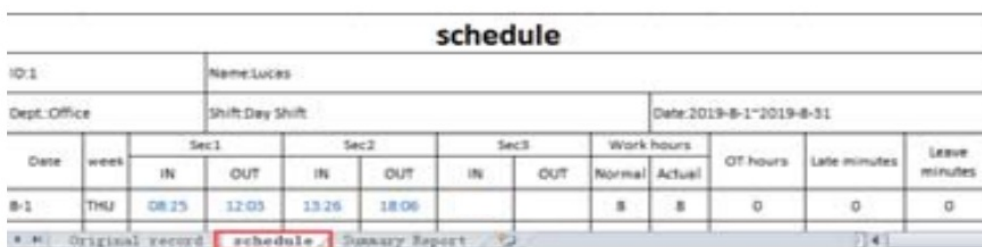
The screenshot shows a 'MENU' screen with a back arrow in the top right. Below the title bar are two icons: 'User Mgt' (two people) and 'Shift' (a clock). A 'Report' window is open, showing 'Start: 2019 - 07 - 01' and 'End: 2019 - 07 - 31'. Below the date fields are 'Sav-OK' and 'Esc-ESC' buttons. At the bottom is a numeric keypad with buttons 1-9, 0, and OK.

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



The screenshot shows a spreadsheet titled 'Original record' for the date range '2019-8-1~2019-8-31'. It lists data for 'ID:1 Name:Lucas Dept.:Office Shift:Day Shift'. The data is organized in a grid with columns for days of the month (1-31) and rows for clock-in and clock-out times. A red box highlights the 'Original record' tab in the bottom navigation bar.

**(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)



The screenshot shows a spreadsheet titled 'schedule' for the date range '2019-8-1~2019-8-31'. It lists data for 'ID:1 Name:Lucas Dept.:Office Shift:Day Shift'. The data is organized in a table with columns for Date, Week, Shift, and various time metrics. A red box highlights the 'schedule' tab in the bottom navigation bar.


(Summary Report): It is a statistics display of employee attendance for one month




The screenshot shows a spreadsheet titled 'Summary Report' for the date range '2019-8-1~2019-8-31'. It lists data for 'ID:1 Name:Lucas Dept.:Office'. The data is organized in a table with columns for Work hours, Late minutes, Leave minutes, OT hours, and Work Dates. A red box highlights the 'Summary Report' tab in the bottom navigation bar.

## System Setting

Device_Setup		Advanced_Setup		Time	
Device ID	1	FP Per User	3	Time	
Language	English	FP Level	3	Date Fmt	Y/M/D
Voice OUT	Yes	Face Per User	2	Time Fmt	24H
Sleep Mode	Yes	Face Level	5		
Power off	Yes				

Click the menu icon  in the higher left corner of the screen> [System] , System Settings include device ID, language, voice ,sleep mode and the number of registered fingerprint, face, palm print, registration threshold Settings.

## Data Management

Click the menu icon  in the higher left corner of the screen> [Data Man] , Data management consists of 6 modules: Download Glog, Download All Glog, Clear All Enroll, Delete All Glog, Initialize System, Clean Manager

(Down Glog) New attendance logs saved in device can be downloaded to U-disk, and form a TXT file, eg:1 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, palm, fp, card and pwd.

[Delete All Clog] : Delete all logs of all users.

[Initialize System] : Restore the device to factory state.

[Clean Manager] : Clear all manager privileges on the device.

## Access Control Function

(**OD Delay**) : Set the time between lock relay effective and the state of resume normal.

(**Fail Count**) It is to set how many times of failure in ID verification for triggering alarm.

(**Anti Pass**) : Anti pass function will be activated when it is set as in, out or both directions.

(**Weigand Port**) : The weigand port is divided into weigand input and weigand output.

Access	Lock Set
Lock Set	OD Delay
Time zone Set	DOOR SENSOR
User Access	Fail Count
Open Group	Anti Pass
	Wg Port
	Wg_format
	Wg_output

**[Wiegand format]** : You can define wiegand port output format. The default format is 34bits, and it can be changed to 26bits.

**[Wiegand output]** : You can define Wiegand output format. Choose User ID, 1+User ID. Device ID+User ID, Card No.

**[Time Zone Setting]** : It is to define the day time zone, week time zone and normal open time zone.

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 6:00 am and 8:00 am to open the door, and the time between 17:00 pm and 19:00 pm 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) 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 1) 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 17:00 pm to 19:00 pm 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:

**Figure 1**

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

**Figure 2**

Normal open time zone	
MON	1
TUE	1
WED	1
THU	1
FRI	1
SAT	2
SUN	2

**[Remark]:** In our device, [week timezone 0] is default to open the door all day . All other zones are customizable.

ID	NAME	T-Z	G	V-D
1	Lucas	edit		
2	Ryan	edit		
3	Olivia	Del		
4	Ava			
5	Noah	0	0	*
Pre	1/1	next		

ID	NAME	T-Z	G	V-D
1	Lucas	0	0	*
2	Ryan	0	0	*

User Access

ID1

T.Zone 0 Group 0

Start 2019 - 07 - 19

End 2019 - 07 - 19

Sav-OK Esc-ESC

1	2	3
4	5	6
7	8	0
<	0	OK


**(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 17:00 pm to 19:00 pm 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.

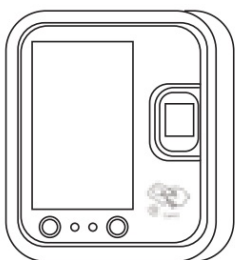
## Communication Setting

COMM Set	
Ethernet	
Server	

Ethernet	
DHCP	否
IP Address	192.168.001.224
Subnet Mask	255.255.255.000
Gateway	192.168.000.001
Port No	5005

Click the menu icon  in the higher left corner at the screen> [COMM Set] > [Ethernet]

Use Ethernet device 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



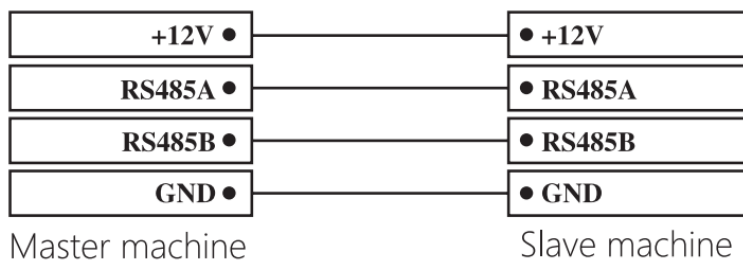
IP Address: 192.168.1.100  
Subnet Mask: 255.255.255.0  
Gateway: 192.168.1.1

## Schematic Diagram of Access Control Wiring

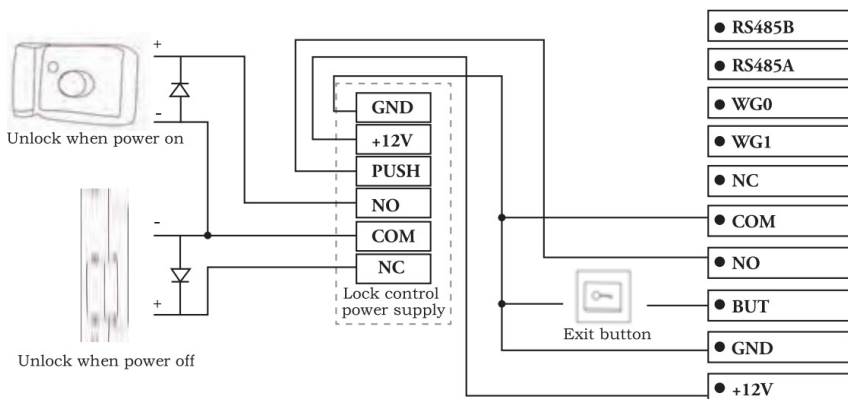
1. Schematic diagram of device wiring port

RS485B	R5485-
RS485A	RS485–
WG0	Set to Wiegand input or Wiegand output in [Access] — [Lock Set] page
WG I	
NC	Normal closed end of the control lock signal
COM	The common end of the control lock signal
NO	Normal Opened end of the control lock signal
BUT	Opening Signal
GND	GND
+12V	+12V

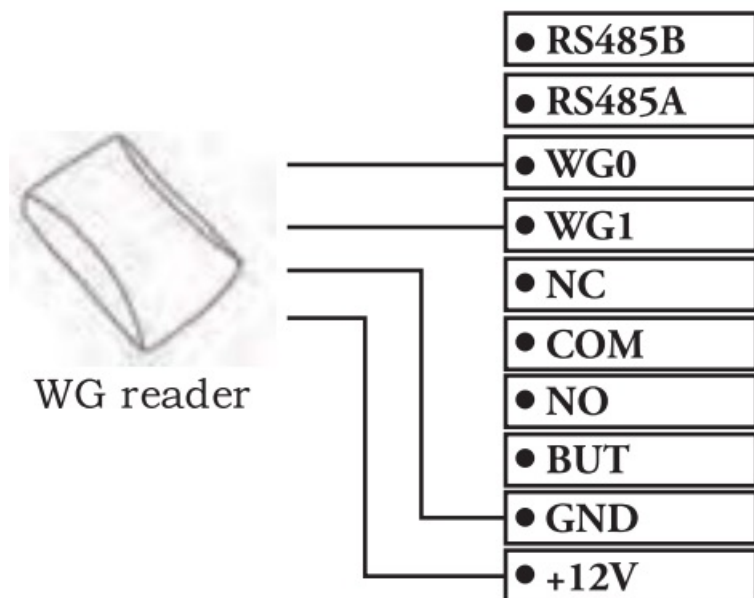
## 2. Connect the RS485 port



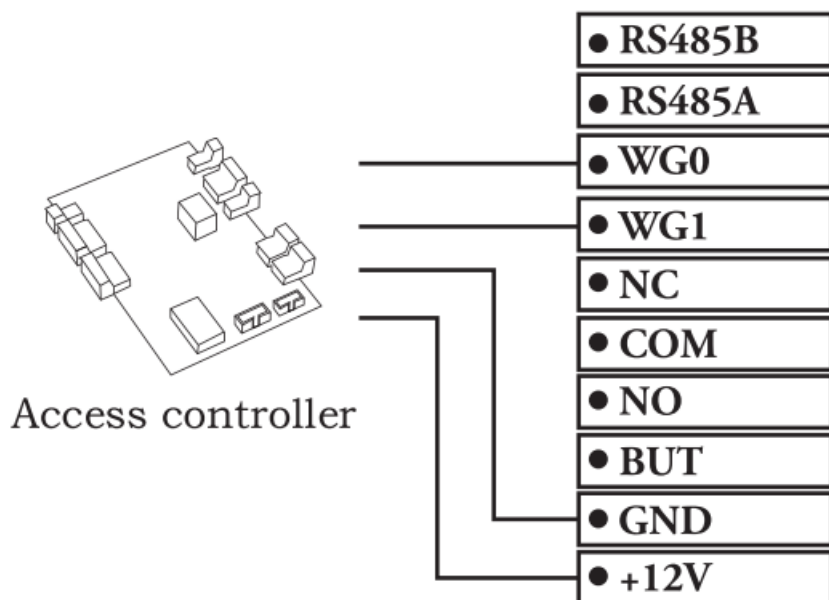
## 3. Device connection diagram



When Weigand be set as input(Click the menu icon  in the higher left corner of the screen> [Access] > [Lock\_Set] > [Wg port] ,choose input)



When Weigand be set as output (Click the menu icon  in the higher left corner of the screen> [Access] > [Lock\_Set] > [Wg port] ,choose output)



## FAQ

1. Face, palm cannot be read successfully or read slowly.
  - Make sure face, palm appears in the lock box without any shielding.
2. Fingerprint collector cannot read fingerprints or is very slow in fingerprint matching.
  - Check if the finger is directly pressed right above the fingerprint collection port or if the user's fingerprint skin is worn.
  - Check If it is wet or dusty on the fingerprint reader. If so, Pls carefully clean the fingerprint collector and match again.
  - If your finger is too dry, you can try to make your finger moist with breathing, then try to match again.
3. It has passed the verification, but the lock doesn't open.
  - Check if the user permission setting is correct.
  - Check if the wiring of the electric lock and the door open signal is correct.

4. When communication with Ethernet, the software detects that the device cannot be connected online.
  - Check whether the device ID on the software is the same as it is in the device, and whether ping device IP can be connected. Make sure the device ID and network are normal before rechecking online.

## FCC WARNING

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:


1. this device may not cause harmful interference, and
  2. this device must accept any interference received, including interference that may cause undesired operation.
- Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

To maintain compliance with FCC's RF Exposure guidelines, This equipment should be installed and operated with minimum distance between 20 cm the radiator your body: Use only the supplied antenna.

## Documents / Resources

	<a href="#">Onface Face and fingerprint recognition terminal</a> [pdf] User Guide 2AW4P-S5, Face recognition terminal, fingerprint recognition terminal
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