

# iFace 100 Series Product User Manual

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Version: 1.1

Date: August 2011

## **About This Manual**

This document introduces the user interface and menu operations of the iFace100 series products. For the installation, see *iFace100 Series Products Installation Manual*

## **About this manual**

All features are subject to the actual product. We can neither promise that the information consistent with the actual product because of the constantly updated of product, nor assume any dispute resulting from the actual technical parameters does not match this information, any change without prior notice.

The ★ marked feature of the manual that not all equipment available. Please subject to the actual product.

Captions in this document may does not match the picture of the product, Please subject to the actual product.

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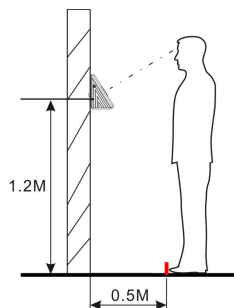
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## 1 Instruction for Use

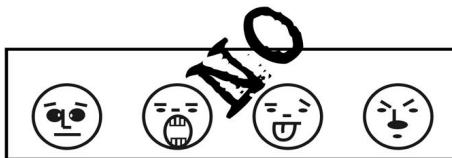
### 1.1 The Distance, Facial Expression and Stand Pose

#### 1)The recommended distance:

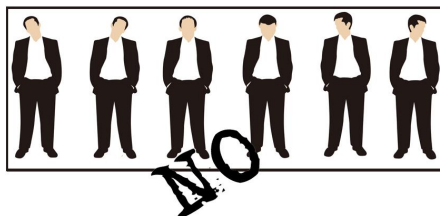
The recommended distance between person and device is 0.5m (applied to height range 1.5~1.85m). According to the obtained face image from device to adjust, when the face image is comparatively bright, please move backwards appropriately; when the face image is comparatively dark, please move forwards appropriately.



#### 2)The recommended facial expression and several poor-effect facial expressions:



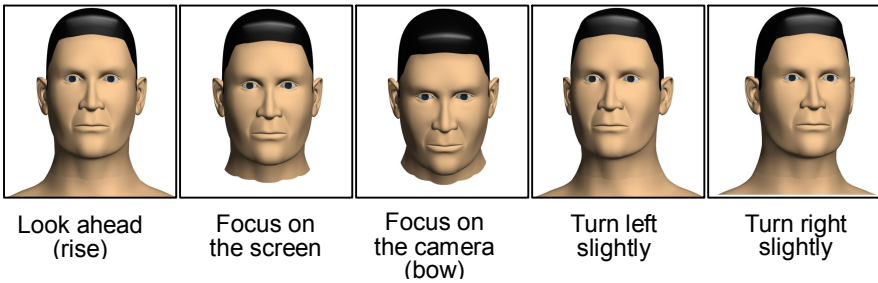
#### 3 )The recommended stand pose and several poor-effect stand poses:



**Note:** During the enrollment and verification, please remain the normal facial expression and stand pose.

## 1.2 Enrollment Pose

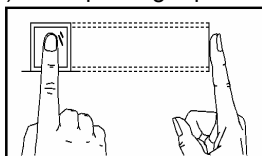
During the enrollment, display the face in the centre of screen as possible. According to the device's voice prompts, do some small-scope head actions such as turn left, turn right, rise, bow and so on to ensure that the different parts of face are inputted into system to improve the verification accuracy. The enrollment poses are as follows:



### 1.3 Finger Placement

**Recommended fingers:** The index finger, middle finger or the ring finger; the thumb and little finger are not recommended (because they are usually clumsy on the fingerprint collection screen).

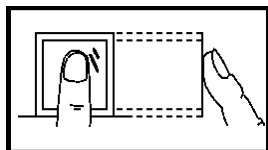
- 1) Proper finger placement:



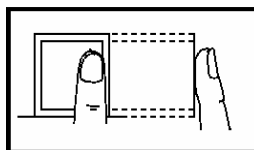
**The finger is flat to the surface  
and centered in fingered guide.**

- 2) Improper finger placement:

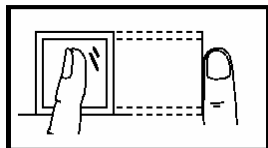
**Not flat to the surface**



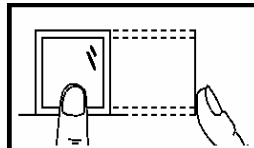
**Off-center**



**Slanting**

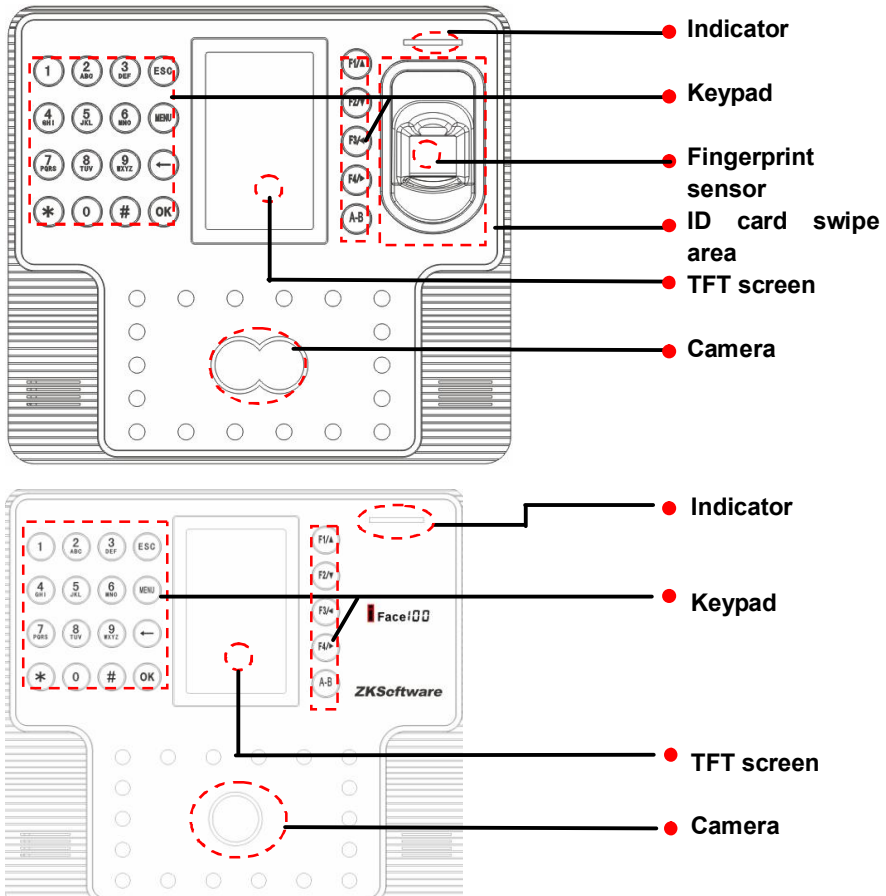


**Off-center**



Please enroll and verify your fingerprint by using the proper finger placement mode. We shall not be held accountable for any consequences arising out of the degradation in verification performance due to improper user operations. We shall reserve the right of final interpretation and revision of this document.


## 1. 4 Appearance of the iFace100 product serials



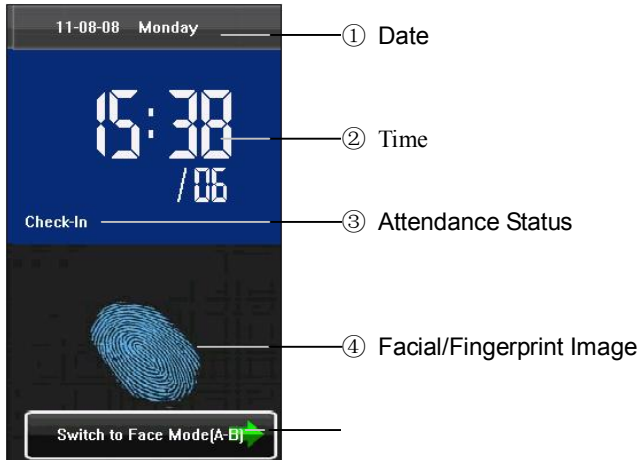
The feature may be different from your device. Please subject to the actual product.



## Keypad:

| key   | function  |
|---|---|
| Numeric key   | 1. 0~9,used to input employee number, password and so on.<br>2. used to enter characters in T9 Input.                                     |
| ESC   | 1. Cancel the operation and return to the superior menu.<br>2. close T9 input.  |
| MENU  | menu, OK  |
|  | Space back. Press it when User ID, password, and system value are input incorrectly to delete the wrong value and input the value again.。 |
| OK  | OK  |
| *   | 1. page up & page down key in list page<br>2. shortcut.   |
| #   | 1. page up & page down key in list page<br>2. shortcut.   |
| F1/▲  | 1. upward.<br>2. shortcut.  |
| F2/▼  | 1. downward.<br>2. shortcut.  |
| F3/◀  | 1. modify current item value.<br>2. shortcut.   |
| F4/▶  | 1. modify current item value.<br>2. shortcut.   |
| A-B   | Facial/Fingerprint Switch Key; Save and return to the last menu.  |

## 1.5 Main Interface



① **Date:** Current date is displayed.

② **Time:** Current time is displayed. Both the 12-hour and 24-hour time systems are supported.

③ **Attendance Status:** Current attendance status is displayed.

④ **Facial/Fingerprint Image:** If a facial image is displayed, the terminal is currently in the facial recognition mode; if a fingerprint image is displayed, the terminal is currently in the fingerprint recognition mode. You can change current recognition mode of the terminal through ⑤ **Facial/Fingerprint Switch Key** and Keyboard Shortcut Keys.

⑤ **Facial/Fingerprint Switch Key:** By pressing the “A-B” key, you can switch between the facial and fingerprint recognition modes.

**Notice:** Only certain models have fingerprint attendance function.

## 1.6 Verification Modes

### 1.6.1 Fingerprint Verification★

#### 1. 1: N fingerprint verification

In this fingerprint verification mode, the device compares current fingerprint collected by the fingerprint sensor with all fingerprint data on the device.



Place the enrolled finger properly on the fingerprint sensor.



Wait a second before removing the finger from the fingerprint sensor.



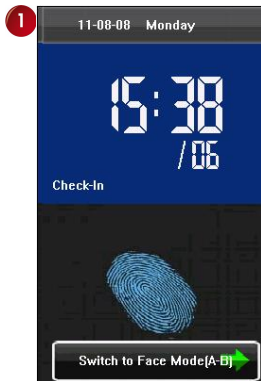
The terminal verifies user, displays the ID and prompts "Verified".



If verification failed, the terminal prompts "Please try again".

## 2. 1:1 fingerprint verification

In the 1:1 fingerprint verification mode, the device compares current fingerprint collected through the fingerprint sensor with that in relation to the user ID entered through the keyboard. Adopt this mode only when it is difficult to recognize the fingerprint.



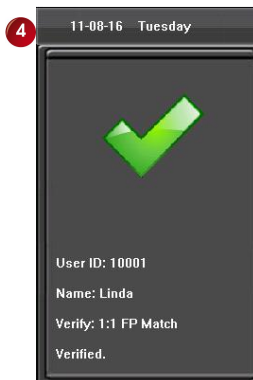
Enter the user ID by the keypad.



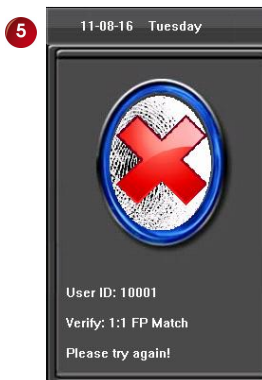
Press **F3** to start 1:1 fingerprint verification.



Place the enrolled finger properly on the fingerprint sensor.



The terminal verifies user, displays the ID and prompts "Verified".

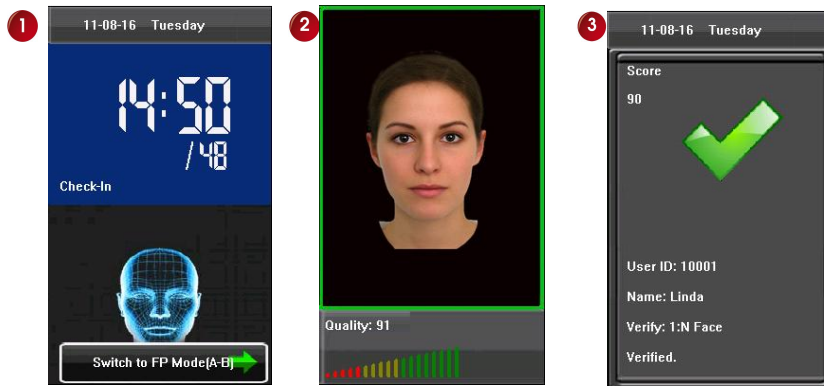


If verification failed, the terminal prompts "Please try again".

## 1.6.2 Face Verification

### 1. 1:N face verification

In this face verification mode, the device compares current face collected through the camera with all face data on the device.



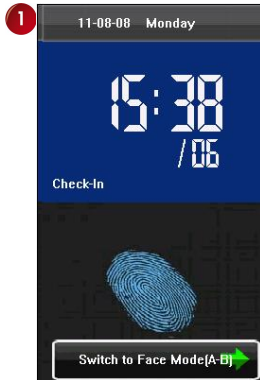
Compare the facial in a proper way. For details, see *1.1 Standing Position and Posture, and Facial Expression*.

Wait a second.

The terminal verifies user, displays the ID and prompts "Verified".

## 2. 1:1 face verification

In the 1:1 face verification mode, the device compares current face collected through the camera with that in relation to the user ID entered through the keyboard. Adopt this mode only when it is difficult to recognize the face.



Enter the user ID by the keypad.



Press **F2** to start 1:1 face verification.



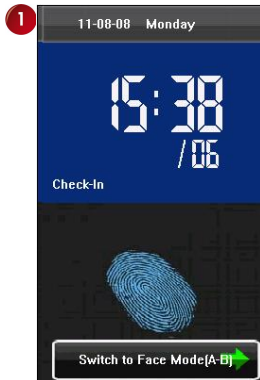
Compare the facial in a proper way. For details, see [1.1 Standing Position and Posture, and Facial Expression](#).



The terminal verifies user, displays the ID and prompts "Verified".

### 1.6.3 Password Verification

In the password verification mode, the device compares the password entered with that in relation to the user ID.



Enter the user ID by the keypad.



Press **F4** to start password verification.



Enter the password using keypad.




The terminal verifies the user, displays the ID and prompts "Verified".



If verification failed, the terminal prompts "Please try again".

## 1.6.4 ID Card Verification ★

 **Note:** Only the products with the built-in ID card module support the ID card verification.

Only the products with a built-in ID card module support the ID card verification. The products with a built-in ID card module support the following three verification modes:

**ID Card Only:** Users only need to swipe their ID cards for verification.

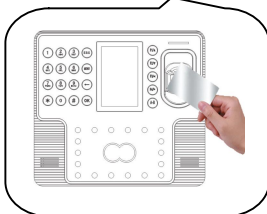
**ID + Facial or fingerprint Verification:** After passing the ID card verification, you also need to perform facial verification or fingerprint verification.

For the settings of these two verification modes, see *5.5 Attendance Parameters*.

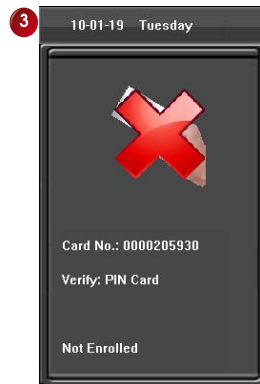
### 1) ID Card Only



Swipe the card at the induction area.



The terminal verifies user, displays the ID and prompts "Verified".



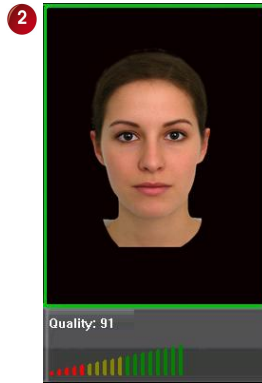
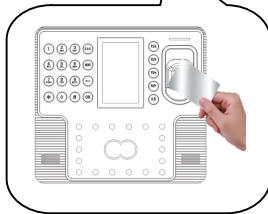
If verification failed, the terminal prompts "Please try again".



## 2) ID + Facial Verification



Swipe the card at the induction area



Compare the facial in a proper way. For details, see *1.1 Standing Position and Posture, and Facial Expression.*

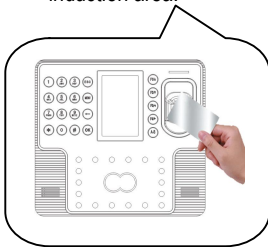


The terminal verifies user, displays the ID and prompts "Verified".

### 3) ID + fingerprint Verification



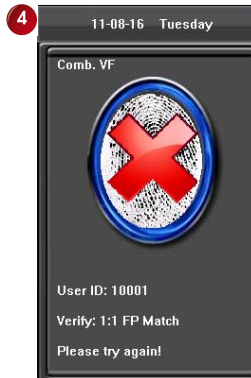
Swipe the card at the induction area.



Place the enrolled finger properly on the fingerprint sensor.



The terminal verifies the user, displays the ID and prompts "Verified".



If verification failed, the terminal prompts "Please try again".

## 2 Main Menu

There are two types of rights respectively granted to two types of users: the ordinary users and administrators. Ordinary users are only granted the rights of facial, fingerprint, password or card verification, while administrators are granted the access to the main menu for various operations apart from having all the privileges granted to ordinary users.



Press **MENU** once



Any user can access the main menu by pressing the [Menu] key if the system is free from administrators. After administrators are configured on the terminal, the terminal needs to verify the administrators' identity before granting them access to the main menu. To ensure terminal security, it is recommended to set an administrator when using the terminal initially. For detailed operations, see 3.7.

- ① **Add User:** Enroll employee's fingerprint, password or facial in the device.
- ② **User Mgt.:** Through this submenu, you can browse the user information stored on the terminal, including the user ID, name, fingerprint, facial, card, password, rights and group No.; add, modify or delete the user information.
- ③ **Comm.:** Through this submenu, you can set related parameters for communication between the terminal and PC, including the IP address, gateway, subnet mask, baud rate, equipment No. and communication password.
- ④ **System:** Through this submenu, you can set system-related parameters, including the basic parameters, interface parameters, fingerprint, facial and attendance parameters, to enable the terminal to meet user requirements to the greatest extent in terms of functions and display.
- ⑤ **Data Mgt.:** Through this submenu, you can perform management of data stored on the terminal, for example, deleting the attendance record, all data and promotional pictures, purging management rights and resetting the terminal to factory defaults.
- ⑥ **Date/Time:** The date and time of the terminal must be set accurately to ensure the accuracy of attendance time. Through this submenu, you can set the date, time and bell.
- ⑦ **Auto Test:** This submenu enables the system to automatically test whether functions of various modules are normal, including the screen, collector, voice, facial, keyboard and clock tests.
- ⑧ **Dn/Upload:** Through this submenu, you can import user information and attendance data stored in a USB disk to related software or other fingerprint recognition equipment.
- ⑨ **Sys info:** You can check the storage status as well as version information of the terminal through the [System Information] option.

### 3 Adding a User

Enroll employee's fingerprint, password or facial in the device for attendance.



Press **MENU** once.

Press **OK** once

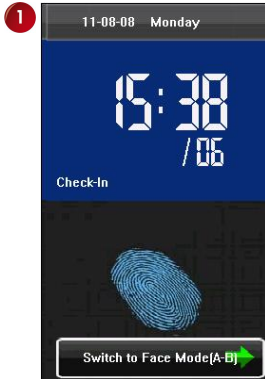
- 1 **User ID:** Enter a user ID. 1- to 9-digit user IDs are supported by default.
- 2 **Name:** Enter a user name. 12-character user names are supported by default.
- 3 **Fingerprint:** Enroll a user's fingerprint and the terminal displays the number of enrolled fingerprints. A user can enroll 10 fingerprints at maximum.
- 4 **Password:** Enroll a user's password. 1- to 8-digit passwords are supported by default.
- 5 **Card:** Enroll a user's card.
- 6 **Face:** Enroll a user's face.
- 7 **Role:** Set the rights of a user. A user is set to **ordinary user** by default and can also be set to **administrator**. Ordinary users are only granted the rights of facial, fingerprint or password verification, while administrators are granted the access to the main menu for various operations apart from having all the privileges granted to ordinary users.
- 8 **Photo:** Enroll a user's photo. During user verification, the user's photo is displayed on screen.



**Tip: Only some models have the ID card and fingerprint options**

### 3.1 Assign user ID

The terminal automatically allocates an ID starting from 1 for every user in sequence. If you use the ID allocated by the terminal, you may skip this section.



Press **MENU** once.



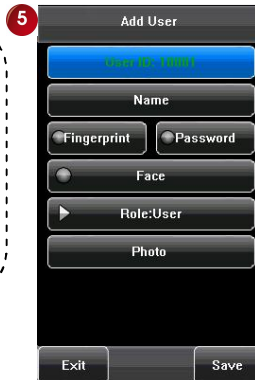
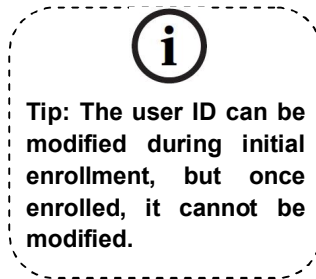
Press **OK** once.



Press **OK** once.



Assign user ID for the user.



Assign user ID successful

### 3.2 Input user name

Enter a user name through T9 input method.



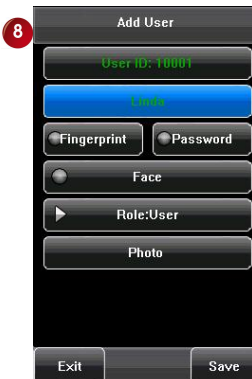
Press **F2** once.



Press **OK** once to start T9 input.



Input the user name. Press **ESC** to end input. The steps please see *Appendix 1 T9 Input Method*.



Input user name successful.



**Tip:** The terminal supports the 1- to 12-character names by default.

### 3.3 Enrolling a Fingerprint★



Press **F2/▼** 2 times.



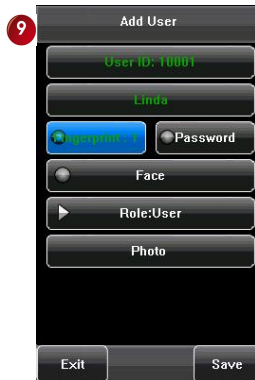
Press **OK** once to enroll FP.



Place the same finger on the fingerprint sensor for three consecutive times correctly.



Enroll fingerprint successful.



Press **A-B** once to save and return to the main menu



**Tip: Only some models have the fingerprint options.**



### 3.4 Enrolling a Password



Press **F2/▼** 3 times .



Press **OK** once to enroll .  
password.



Enter password maximum 8 digits.  
Press **OK** once. consecutive  
times correctly.

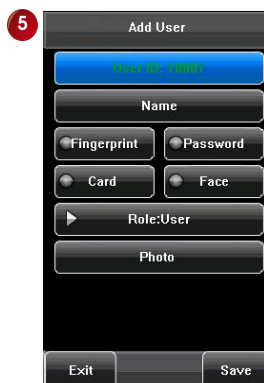


Re-enter the password to  
confirm. Press **OK** once to  
save.



Press **A-B** once to save  
and return to the main menu

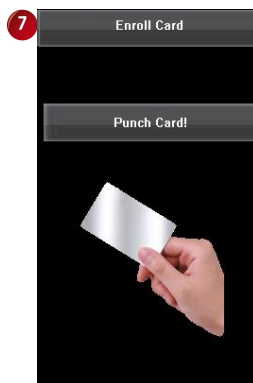
## 3.5 Enrolling an ID Card ★



Press **F2/▼** 4 times.



Press **OK** once to enroll card.



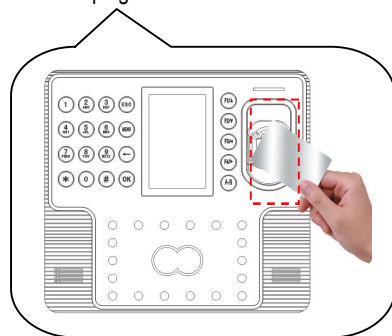
Swipe your ID card properly in the swiping area.



Enroll card successful.



Press **A-B** once to save and return to the main menu



**Tip: Only some models have the ID card options**

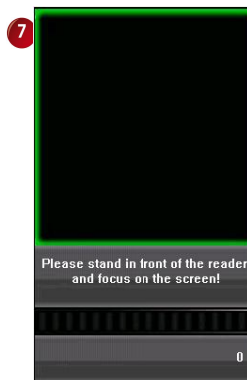
### 3.6 Enrolling a Face



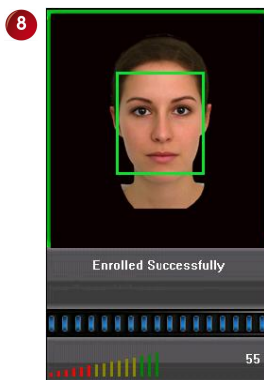
Press **F2/V** 4 times.



Press **OK** once to enroll face.



Turn your head to the left and right slightly, raise and lower your head according to the voice prompts, so as to enroll different parts of your face into the system to assure accurate verification. See [1.1 The distance, Facial Expression and Stand Pose](#).



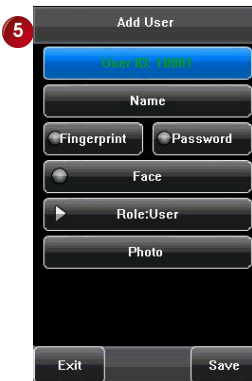
Enroll fingerprint successful.



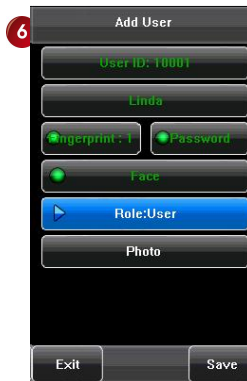
Press **A-B** once to save and return to the main menu

### 3.7 Modify User Rights

There are two types of rights respectively granted to two types of users: the ordinary users and administrators. Ordinary users are only granted the rights of facial, fingerprint, or password verification, while administrators are granted the access to the main menu for various operations apart from having all the privileges granted to ordinary users.



Press **F2/▼** 5 times.



Press **OK** once to select Administrator or 2 times to select User.



Press **A-B** once to save and return to the main menu

### 3.8 Enroll Photos★

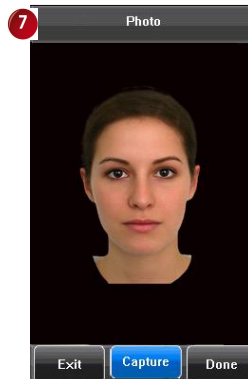
If you have enrolled your photo in the system, the system will display your enrolled photo in addition to your ID and name after you pass the verification.



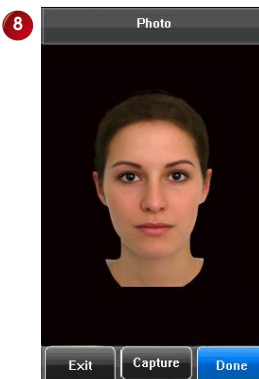
Press **F2/▼** 6 times.



Press **OK** once to enroll photo.



stand naturally in front of the screen. For details, see 1.1 *Standing Position and Posture, and Facial Expression.*



Re-enter the password to conform. Press **OK** once to save.



Press **A-B** once to save and return to the main menu

### 4. User Management

Browse the user information, including the user ID, name, fingerprint, face, ID card, password, rights and the group that the user belongs to. Add, edit or delete the basic information of users.



Press **MENU** once.



Press **F4/** once to select User Mgt.  
Press **OK** once



Press **MENU** once.



#### 4.1. Adding a User

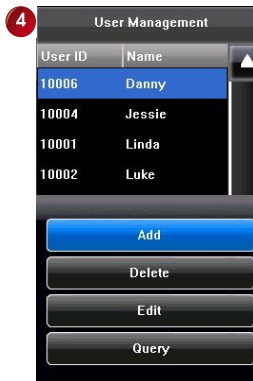
In order to add user conveniently for operator, **add** is configured here. The function is the same as that of [3 adding a user](#).

#### 4.2 Delete a User

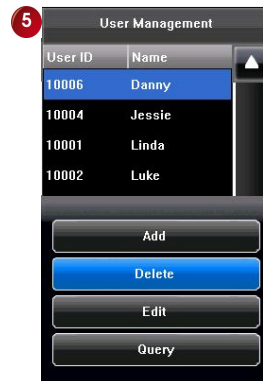
On the [User Management] interface, you can delete user information.



Press **F1/▲** or **F2/▼** to choose user ID to delete.  
Press **MENU** once



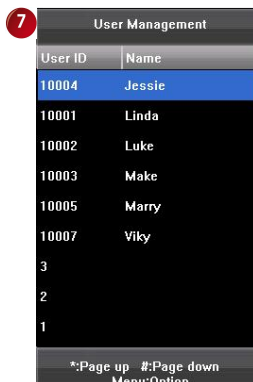
Press **MENU** once.



Press **OK** once.

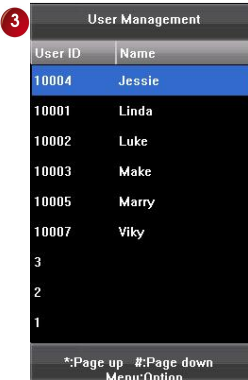


Press **OK** once



Press **ESC** once to return to the main menu

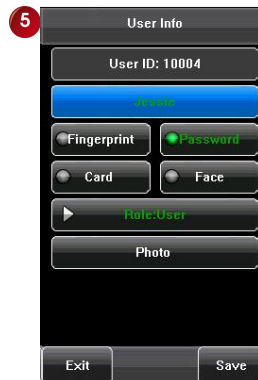
### 4.3 Edit a User



Press **F1/▲** or **F2/▼** to  
chose user ID to edit.  
Press **MENU** once



Press **F2/▼** 2 times.  
Press **OK** once



Edit the user information.  
Press **A-B** once to save  
and return to the main  
menu

The User ID cannot be modified, and the other operations are similar to those performed to add a user. You can re-enroll your fingerprint and facial image, change your password and modify the management rights and photo.



#### 4.4 Query a User

To facilitate administrators to locate a user quickly from a large number of enrolled users, the terminal enables user query by his/her "User ID" (Location Search)



Press **F1/▲** or **F2/▼** to choose user ID to edit.  
Press **MENU** once



Press **F2/▼** 3 times.  
Press **OK** once



Input the user ID.



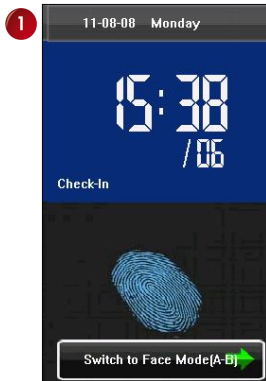
For example: input 10007.



The cursor locate the desired user.  
Press **A-B** once to save and return to the main menu

## 5 Communication-related Settings

You can set related parameters for the communication between the terminal and PC, including the IP address, gateway, subnet mask, baud rate, equipment No. and communication password.



Press **MENU** once.



Press **F4/** 2 times to select Comm.  
Press **OK** once



**When the terminal communicates with the PC over Ethernet, you need to check the following settings:**

**IP Address:** The IP address is 192.168.1.201 by default and can be changed as required; the IP address of the terminal and that of the PC cannot be duplicated.

**Subnet Mask:** The subnet mask is 255.255.255.0 by default and can be changed as required.

**Gateway:** The gateway is 0.0.0.0 by default. If the terminal and the PC are not located in the same network segment, you need to set the gateway.

**When the terminal communicates with the PC over serial ports (RS485), you need to check the following settings:**

**RS485:** This parameter is used to enable or disable the RS485 communication. If the RS485 communication cables are used, set this parameter to “ON”.

**Baud Rate:** This parameter is used to set the baud rate for the communication between the terminal and the PC. It includes five options: 9600, 19200, 38400, 57600, and 115200. The high baud rate is recommended for the RS232 communication to achieve high communication speed, while the low baud rate is recommended for the RS485 communication to achieve stable low-speed communication.

**Device ID:** This parameter is used to set the ID of device from 1 to 254. If the RS232/RS485 communication is adopted, you need to enter the device ID on the software communication interface.

**Comm Key:** To enhance the security of attendance data, you can set a password for the connection between the terminal and PC. Once the password is set, you can connect the PC with the terminal to access the attendance data only after entering the correct password. The default password is 0 (that is, no password). Once a password is set, you need to enter this password before connecting the PC software with the terminal; otherwise, the connection is unsuccessful. 1- to 6-digit passwords are supported.



1. **Considering the massive data including the fingerprint and facial templates stored in the terminal, it is recommended to transfer the data between the terminal and PC over network to enhance the transfer speed.**
2. **Notice: RS485 communication function is only available on some models.**

### 6. System Configuration

Through the [System] menu, you can set system-related parameters, including the basic parameters, interface parameters, fingerprint, facial and attendance parameters, to enable the terminal to meet user requirements to the greatest extent in terms of functions and display.



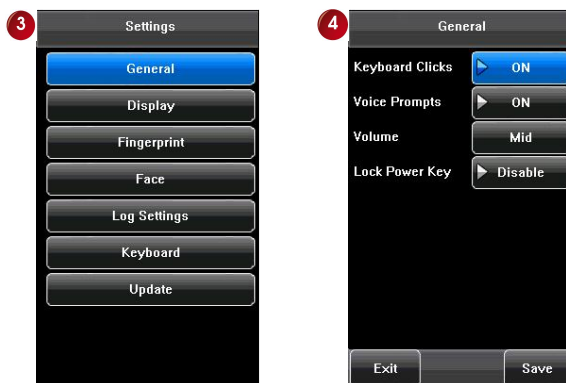
Press **MENU** once



Press **F2/▼** once to select System.  
Press **OK** once



## 6.1 General Parameters



Press **OK** once

**Keyboard Clicks:** This parameter is used to set whether to generate beep sound in response to every keyboard touch. Select “ON” to enable the beep sound, and select “OFF” to mute.

**Voice Prompts:** This parameter is used to set whether to play voice prompts during the operation of the terminal. Select “ON” to enable the voice prompt, and select “OFF” to mute.

**Volume (%):** This parameter is used to adjust the volume of voice prompts.

**Lock Power Key:** This parameter is used to set whether to lock the power key. Select “ON” to disable the power key. If you select “OFF” and press the power key, the terminal will be shut down in three seconds.

## 6.2 Display Parameters



**Language:** This parameter is used to display the current language used by the terminal. For multilingual-capable terminals, you can switch between different languages through this parameter.

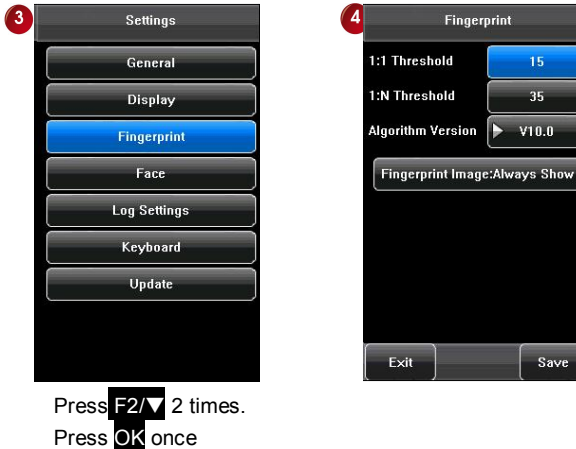
**Toolbar:** This parameter is used to display style of the shortcut keys on the initial interface. It can be set to “Auto Hide” and “Permanent Display”. By selecting “Auto Hide”, you can manually display or hide the toolbar. By selecting “Permanent Display”, you can permanently display the toolbar on the initial interface.

**Default Verify Mode:** This parameter is used to set the default verification mode, that is, the “Fingerprint” or “Face” verification mode.

**Picture Delay (S):** This parameter is used to set the picture cycle interval (value scope: 3–999 seconds).

**Sleep Time (S):** This parameter is used to specify a period after which the terminal is put in sleep mode if not operated within this period. You can bring up the terminal from sleep by pressing any key or touching the screen.

### 6.3 Fingerprint Parameters★



**1: 1 Threshold:** This parameter is used to set the threshold of matching between current fingerprint and the fingerprint template enrolled in the terminal in the 1:1 verification mode. If the similarity between current fingerprint and the fingerprint template enrolled in the terminal is larger than this threshold, the matching is successful; otherwise, the matching is not successful.

**1: N Threshold:** This parameter is used to set the threshold of matching between current fingerprint and the fingerprint template enrolled in the terminal in the 1:N verification mode. If the similarity between current fingerprint and the fingerprint template enrolled in the terminal is larger than this threshold, the matching is successful; otherwise, the matching is not successful.

The recommended thresholds are as follows:

|                             |        | Threshold |     |
|-----------------------------|--------|-----------|-----|
|                             |        | 1: N      | 1:1 |
| False Rejection Rate (FRR)  |        |           |     |
| False Acceptance Rate (FAR) |        |           |     |
| High                        | Low    | 45        | 25  |
| Medium                      | Medium | 35        | 15  |
| Low                         | High   | 25        | 10  |

**Algorithm Version:** This parameter is used to select the fingerprint algorithm version between 9.0 and 10.0. Please select the algorithm version with caution because the fingerprint templates of these two algorithm versions are incompatible.

**Fingerprint Image:** This parameter is used to set whether to display the fingerprint image on the screen during fingerprint enrollment or comparison. It has two values: Permanent Display and No Display.



## 6.4 Face Parameters



Press **F2/▼** 3 times.  
Press **OK** once



**1: 1 Threshold:** This parameter is used to set the threshold of matching between current face and the facial template enrolled in the terminal in the 1:1 verification mode. If the similarity between current face and the facial template enrolled in the terminal is larger than this threshold, the matching is successful; otherwise, the matching is not successful. The valid value scope is 55–120. The higher the threshold, the lower the FAR and the higher the FRR, and vice versa.

**1: N Threshold:** This parameter is used to set the threshold of matching between current face and the facial template enrolled in the terminal in the 1:N verification mode. If the similarity between current face and the facial template enrolled in the terminal is larger than this threshold, the matching is successful; otherwise, the matching is not successful. The valid value scope is 65–120. The higher the threshold, the lower the FAR and the higher the FRR, and vice versa.

The recommended thresholds are as follows:

| FRR    | FAR    | Threshold |     |
|--------|--------|-----------|-----|
|        |        | 1: N      | 1:1 |
| High   | Low    | 90        | 80  |
| Medium | Medium | 80        | 70  |
| Low    | High   | 75        | 65  |

**Exposure:** This parameter is used to set the exposure value of the camera.

**Gain:** This parameter is used to set the gain value of the camera.

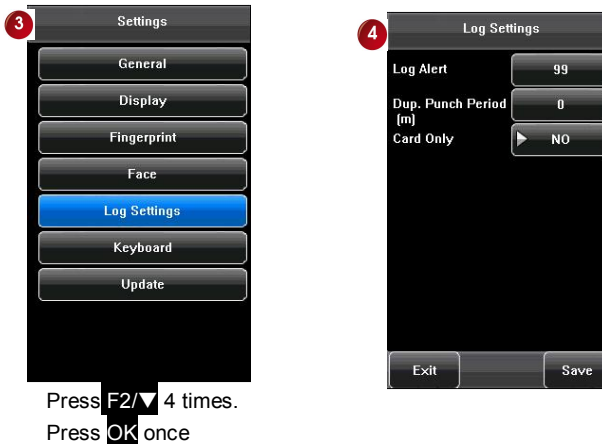
**Quality:** This parameter is used to set a quality threshold for the facial images obtained. The terminal accepts the facial images and processes them by adopting the facial algorithm when their quality is higher than the threshold; otherwise, it filters these facial images.

**Algorithm Version:** Face Algorithm can choose 5.0Algorithm or 7.0Algorithm.



**Note:** Improper adjustment of the Exposure, Gain and Quality parameters may severely affect the performance of the terminal. Please adjust the Exposure parameter only under the guidance of the after-sales service personnel from our company.

## 6.5 Log Settings



**Log Alert:** When the available space is insufficient to store the specified number of attendance records, the terminal will automatically generate an alarm. (Value scope: 1—99)

**Dup. Punch Period (m):** If a user's attendance record already exists and the user punches in again within the specified period (unit: minute), his/her second attendance record will not be stored. (Value scope: 1—60 minutes)

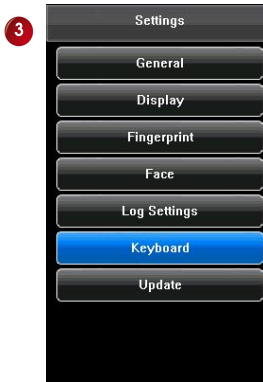
**Card Only:** If this parameter is set to "YES", you pass the verification only after card verification. If this parameter is set to "NO", you need to verify your face or fingerprint after card verification.



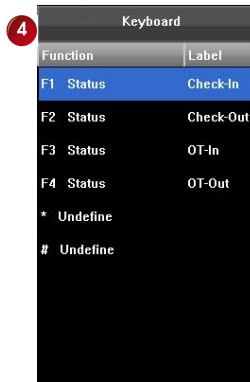
**Notice: Card Only function is only available on some models.**

### 6.6 Keyboard Definitions

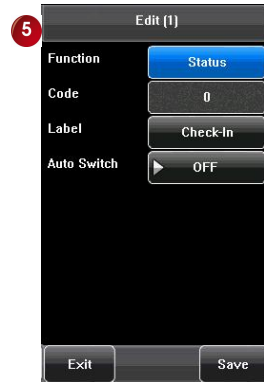
You can define six shortcut keys as attendance status shortcut keys or functional shortcut keys. On the main interface of the terminal, press corresponding keys and the attendance status will be displayed or the function interface will be rapidly displayed.



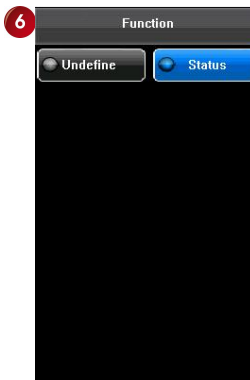
Press **F2/▼** 5 times.  
Press **OK** once



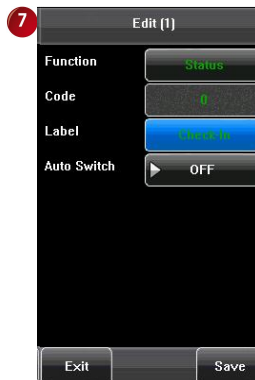
Press **OK** once



Press **OK** once



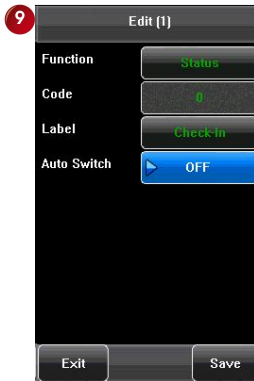
You can set the functions of attendance status shortcut key or Undefine.  
Press **OK** once



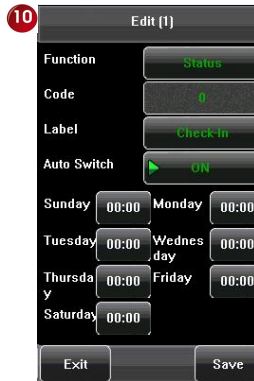
When the functions is set as status, Press **F2/▼** 5 times.  
Press **OK** once



Press **F2/▼** to select the attendance status.  
Press **OK** once



Press **F2/▼** to set the Auto Switch.  
Press **OK** once



Set the Auto Switch  
Press **A-B** 2 times to save and return to the main menu

**Function:** You can set the functions of different shortcut keys, such as functional shortcut keys, attendance status shortcut key and work code shortcut key.

**Label:** The status shortcut keys include: Check-In, Check-Out, Leave, Back, Overtime Check-In, and Overtime Check-Out.

**Auto Switch:** When setting the attendance status shortcut keys, you can also set the “Auto Switch” parameter. When “Auto Switch” is enabled, the terminal automatically switches the attendance status at the specified time.

### 6.7 Update

You can upgrade the firmware program of the terminal by using the upgrade file in the USB disk through this parameter.



If you need the firmware upgrade file, please contact our technical support personnel. Generally the firmware upgrade is not recommended.

## 7. Data Management

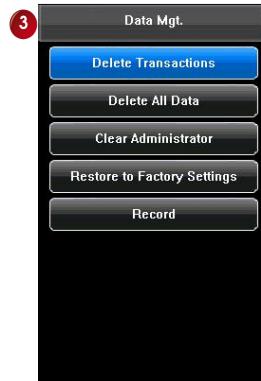
Through the [Data Mgt.] menu, you can perform management of data stored on the terminal, for example, deleting the attendance record, all data, purging management rights and resetting the terminal to factory defaults.



Press **MENU** once



Press **F2/▼** once and **F4/▶** once to select Data Mgt.  
Press **OK** once



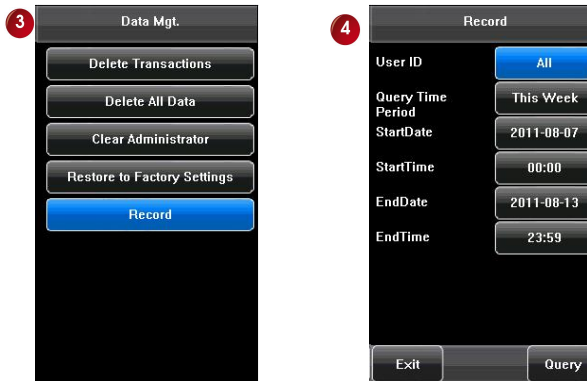
- 1 **Delete Transactions:** Delete all the attendance records.
- 2 **Delete All Data:** Delete all the information of enrolled personnel, including their fingerprints, facial images and attendance records.
- 3 **Clear Administrator:** Change all administrators to ordinary users.
- 4 **Restore to Factory Settings:** Restore all parameter settings on the terminal to factory settings.
- 5 **Record:** Query the attendance records of employees within a specified time range.



The employee information and attendance records will not be deleted during restoration to factory

### 7.1 Query a Record

After check-in successfully, the employee's attendance records are saved in the terminal. You can easily query these attendance records.



**User ID:** Enter the user ID of the employee to query. If this field is left blank, you can query the attendance records of all the employees. If you enter a user ID, you can query the attendance record of the employee with this user ID.

**Query Time Period:** Select a time period to query, including the customized time period, yesterday, this week, last week, this month, last month, and all time periods.

**Start and End:** When you select a customized time period, you need to input a start time and an end time. When you select other options for time period, the start and end time will be automatically adjusted to the related time.



5

Record

|                   |            |
|-------------------|------------|
| User ID           | All        |
| Query Time Period | This Week  |
| StartDate         | 2011-08-07 |
| StartTime         | 00:00      |
| EndDate           | 2011-08-13 |
| EndTime           | 23:59      |

Exit Query

6

Att Log

|       |                  |
|-------|------------------|
| 08/13 | Total Record.:06 |
| 10001 | 09:23            |
| 10002 | 09:24            |
| 10003 | 09:23            |
| 10004 | 09:25            |
| 10005 | 09:25            |
| 10007 | 09:25            |
| 08/12 | Total Record.:07 |
| 10001 | 09:26            |
| 10002 | 09:26            |
| 10003 | 09:26            |
| 10004 | 09:26            |
| 10005 | 09:26 09:26      |

\*:Page up #:Page down

Press **\*** to page up. Or press **#** to page down.

You can query the detailed information of this record, Press **ESC** 2 times to return to the main menu

## 8 Date/Time Setting

### 8.1 Set Date/Time

The date and time of the terminal must be set accurately to ensure the accuracy of attendance time.



Press **MENU** once

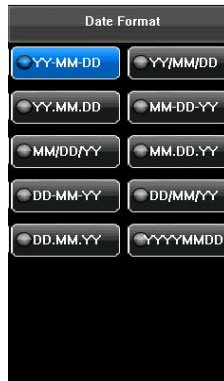


Press **F2/▼** once and **F4/▶** once to select Data Mgt.  
Press **OK** once



**Date/ Time:** Set the date and time value.

**Date format:** Set the date format which displayed on the initial interface of the terminal. The terminal supports ten date formats. Select your desired date format.



**Display Style:** This parameter is used to set the time display mode of the initial interface. Select “ON” to adopt the 24-hour display mode. Select “OFF” to adopt the 12-hour display mode.

**Bell:** Set the Bell parameters.

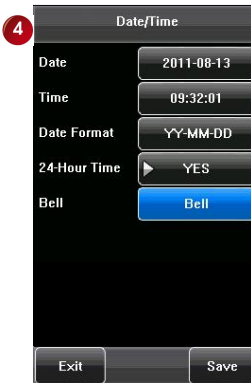
## 8.2 Bell Setting ★

Lots of companies need to ring their bells to signal the start and end of work shifts, and they usually manually ring their bells or use electric bells. To lower costs and facilitate management, we integrate the time bell function into the terminal. You can set the alarm time and duration for ringing the bell based on your requirements, so that the terminal will automatically play the selected ring tone and trigger the relay at the alarm time, and stop playing the ring tone after the set duration.



**Tip: Only some models have the ID card options**

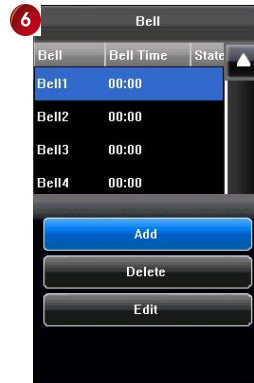
## 1. Add a bell



Press **F2/▼** 4 times to select Bell.  
Press **OK** once



Press **MENU** once



Press **OK** once



**Bell Time:** This parameter is used to set a time point when the terminal automatically plays a bell ring tone everyday.

**Bell Date:** This parameter is used to set which day the device automatically plays a bell ring tone.

**Ring Tone:** This parameter is used to set the bell ring tone.

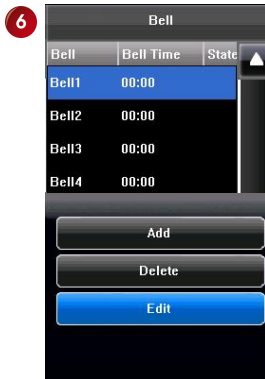
**Volume:** This parameter is used to set the volume of ring tone.

**Repeat:** This parameter is used to set the alarm times.

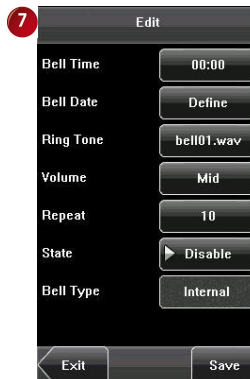
**State:** This parameter is used to set whether to enable the bell.

**Bell Type:** You can select between internal ringing or external ringing. For internal ringing, the ring tone is played by the loudspeaker of the terminal. For external ringing, the ring tone is played by an external electric bell that is wired with the terminal.

## 2. Edit a bell

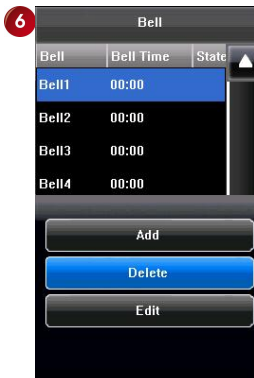


Press **F2/▼** 2 times to select Edit.  
Press **OK** once

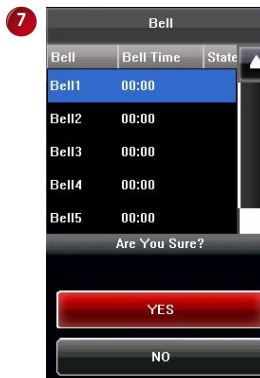


Edit the bell parameter like  
Add a bell.  
Press **A-B** once to save and  
exit.

## 3. Delete a bell



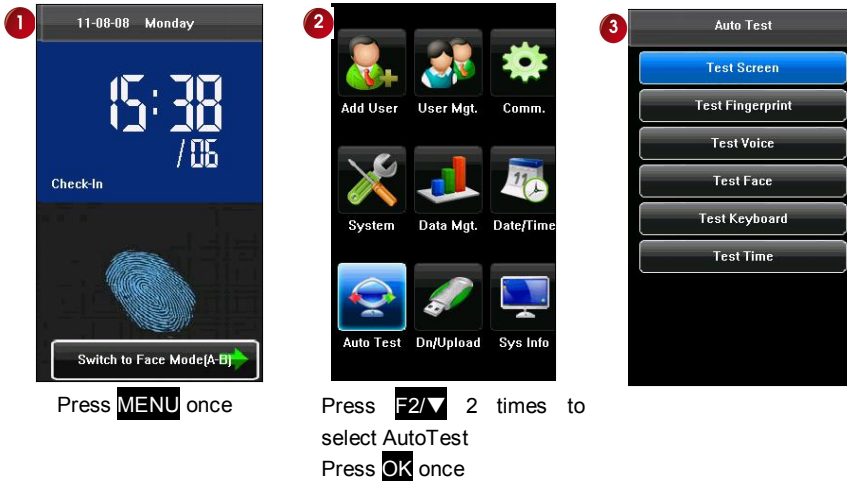
Press **F2/▼** once to select  
Delete.  
Press **OK** once



Press **<YES>** to delete the  
current bell and **<NO>** to cancel  
the deletion.  
Press **A-B** once to save and  
exit.

## 9. Auto Test

The auto test enables the system to automatically test whether functions of various modules are normal, including the screen, sensor, voice, face, keyboard and clock tests.



**Test Screen:** The terminal automatically tests the display effect of the color TFT display by displaying full color, pure white and pure black and checks whether the screen displays properly. You can continue the test by touching the screen or exit it by pressing [Auto Test].

**Test Fingerprint:** The terminal automatically tests whether the fingerprint collector works properly by checking whether the fingerprint images are clear and acceptable. When the user places his/her finger in the fingered guide, the collected fingerprint image is displayed on the screen in real-time. Press [Auto Test] to exit the test.

**Test Voice:** The terminal automatically tests whether the voice files are complete and the voice quality is good by playing the voice files stored in the terminal. You can

continue the test by touching the screen or exit it by pressing [Auto Test].

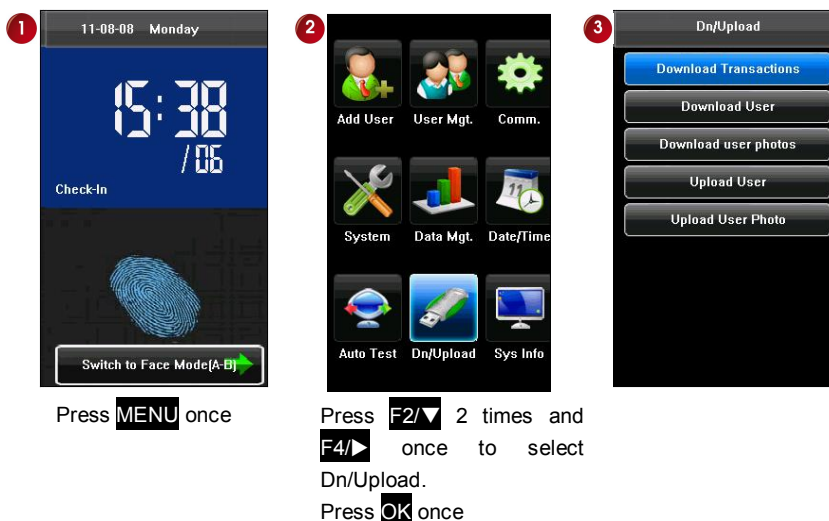
**Test Face:** The terminal automatically tests whether the camera works properly by checking whether the collected facial images are clear and acceptable. Press [Auto Test] to exit the test.

**Test Keyboard:** The terminal tests whether every key on the keyboard works normally. Press any key on the [Keyboard Test] interface to check whether the pressed key matches the key displayed on screen. The keys are dark-gray before pressed, and turn blue after pressed. Press [Auto Test] to exit the test.

**Test Time:** The terminal tests whether its clock works properly by checking the stopwatch of the clock. Touch the screen to start counting, and touch it again to stop to check whether the counting is accurate. Press [Auto Test] to exit the test.

## 10 USB Disk Management

Through the [Dn/Upload] menu, you can import user information and attendance data stored in a USB disk to related software or other fingerprint recognition equipment.



**Download Transactions:** Import all the attendance data from the terminal to a USB disk.

**Download User:** Import all the user information, fingerprints and facial images from the terminal to a USB disk.

**Download user photos\*:** Import the employees' photos from the terminal to a USB disk.



Only several types of the terminals support the download of user photos.

**Upload User:** Upload the user information, fingerprints and facial images stored in



a USB disk to the terminal.

**Upload User Photo:** Upload the JPG documents that are named after the user IDs and stored in a USB disk to the terminal, so that user photos can be displayed after the employees pass the verification. See Appendix 4 Photo ID Function.

## 11 System Information

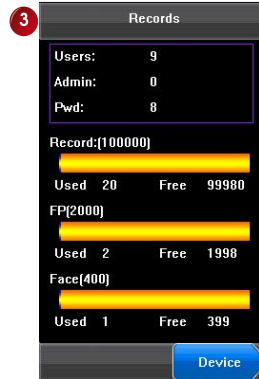
You can check the storage status as well as version information of the terminal through the [System Information] option.



Press **MENU** once



Press **F2/▼** 2 times and **F4/▶** 2 times to select Sys Info.  
Press **OK** once



Press **OK** to Device interface, or Press **ESC** to return main menu.



Press **OK** to Records interface, or Press **ESC** to return main menu.



**Tip: Only some models have the FP Algorithm information.**

**Records:** The number of enrolled users, administrators and passwords are displayed on the [**Records**] interface; the total fingerprint storage capacity and occupied capacity as well as the total attendance storage capacity and occupied capacity are graphically displayed respectively.

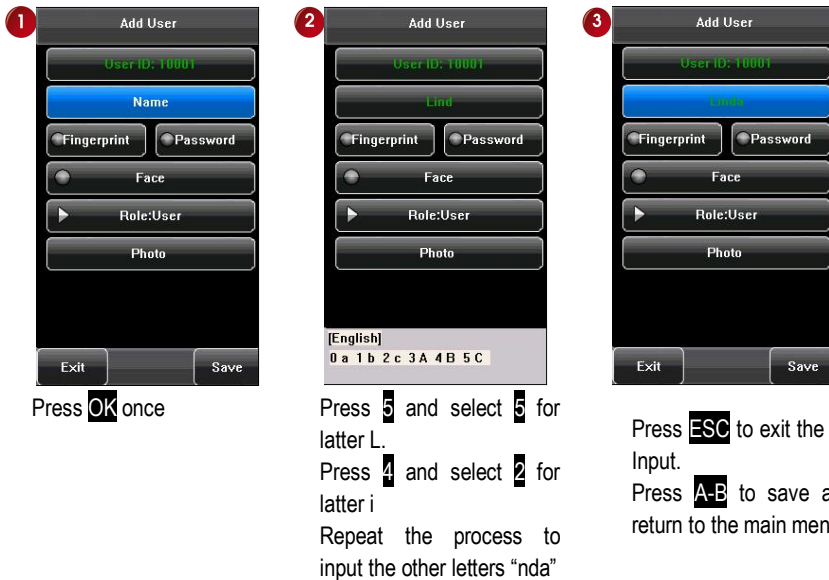
**Device:** The device name, serial number, version information, vendor and date of manufacture are displayed on the [**Device**] interface.

## Appendix

### Appendix 1 T9 Input Method

The device supports to input English characters and symbols. Press related button to input text.

For example, press [Name] to display the text input interface, as shown in the figure:



**Tip:** Press **\*** to change the T9 Input from English and symbols.

## Appendix 2 Photo ID Function★

The Photo ID function is used to display the photo enrolled by a user or stored in a USB disk on the screen in addition to such information as the user ID and name.

### [Operation Steps]

1. When the photo taken by the device is used, the photo can be displayed upon successful verification.



2. To use a photo stored in a USB disk, proceed as follows:

- 1) Create a folder with the name of “photo” in the USB disk, and store users' photos under this folder.
- 2) The user photos must be in JPG format and named after their IDs. For example, for the user with the user ID of 154, the photo name must be 154.jpg.
- 3) Insert the USB disk into USB slot on the device, and select USB Disk Management -> Upload -> Upload Photos. Then user photos can be displayed upon successful verification.



### Note:

- 1) The length of a user name cannot exceed 24 digits.

- 2) The recommended size of a user photo is less than 30 kbit.
- 3) The uploaded new user photo will overwrite the existing photo in related to the user ID.
- 4) To download user photos, select USB Disk Management -> Download -> Download User Photos. A folder with the name of "photo" will be automatically created on the USB disk, and all downloaded user photos are stored under this folder.

## **Appendix 3 Statement on Human Rights and Privacy**

Dear Customers:

Thank you for choosing the hybrid biometric products designed and manufactured by us. As a world-renowned provider of biometric technologies and services, we pay much attention to the compliance with the laws related to human rights and privacy in every country while constantly performing research and development.

We hereby make the following statements:

1. All of our fingerprint recognition devices for civil use only collect the characteristic points of fingerprints instead of the fingerprint images, and therefore no privacy issues are involved.
2. The characteristic points of fingerprints collected by our products cannot be used to restore the original fingerprint images, and therefore no privacy issues are involved.
3. We, as the equipment provider, shall not be held legally accountable, directly or indirectly, for any consequences arising due to the use of our products.
4. For any dispute involving the human rights or privacy when using our products, please contact your employer directly.

Our fingerprint products for police use, or development tools support the collection of the original fingerprint images. As for whether such a type of fingerprint collection constitutes an infringement of your privacy, please contact the government or the final equipment provider. We, as the original equipment manufacturer, shall not be held legally accountable for any infringement arising thereof.

The law of the People's Republic of China has the following regulations regarding the personal freedom:

1. Unlawful arrest, detention or search of citizens of the People's Republic of China is prohibited; infringement of individual privacy is prohibited.
2. The personal dignity of citizens of the People's Republic of China is inviolable.
3. The home of citizens of the People's Republic of China is inviolable.
4. The freedom and privacy of correspondence of citizens of the People's Republic of China are protected by law.

At last we stress once again that biometrics, as an advanced recognition technology, will be applied in a lot of sectors including e-commerce, banking, insurance and legal affairs. Every year people around the globe suffer from great loss due to the insecurity of passwords. The biometric products actually provide adequate protection for your identity under a high security environment.



## Appendix 4 Environment-Friendly Use Description



The Environment Friendly Use Period (EFUP) marked on this product refers to the safety period of time in which the product is used under the conditions specified in the product instructions without leakage of noxious and harmful substances.

The EFUP of this product does not cover the consumable parts that need to be replaced on a regular basis such as batteries and so on. The EFUP of batteries is 5 years.

### Names and Concentration of Toxic and Hazardous Substances or Elements

| Parts Name     | Toxic and Hazardous Substances or Elements |    |    |      |     |      |
|----------------|--|----|----|------|-----|------|
|                | Pb   | Hg | Cd | Cr6+ | PBB | PBDE |
| Chip resistor  | ×  | ○  | ○  | ○    | ○   | ○    |
| Chip capacitor | ×  | ○  | ○  | ○    | ○   | ○    |
| Chip inductor  | ×  | ○  | ○  | ○    | ○   | ○    |
| Chip diode     | ×  | ○  | ○  | ○    | ○   | ○    |
| ESD components | ×  | ○  | ○  | ○    | ○   | ○    |
| Buzzer         | ×  | ○  | ○  | ○    | ○   | ○    |
| Adapter        | ×  | ○  | ○  | ○    | ○   | ○    |
| Screws         | ○  | ○  | ○  | ×    | ○   | ○    |

○: Indicates that this toxic or hazardous substance contained in all of the homogeneous materials for this part is below the limit requirement in SJ/T11363-2006.

×: Indicates that this toxic or hazardous substance contained in at least one of the homogeneous materials for this part is above the limit requirement in SJ/T11363-2006.

Note: 80% of the parts in this product are manufactured with non-hazardous environment-friendly materials. The hazardous substances or elements contained cannot be replaced with environment-friendly materials at present due to technical or economical constraints.

