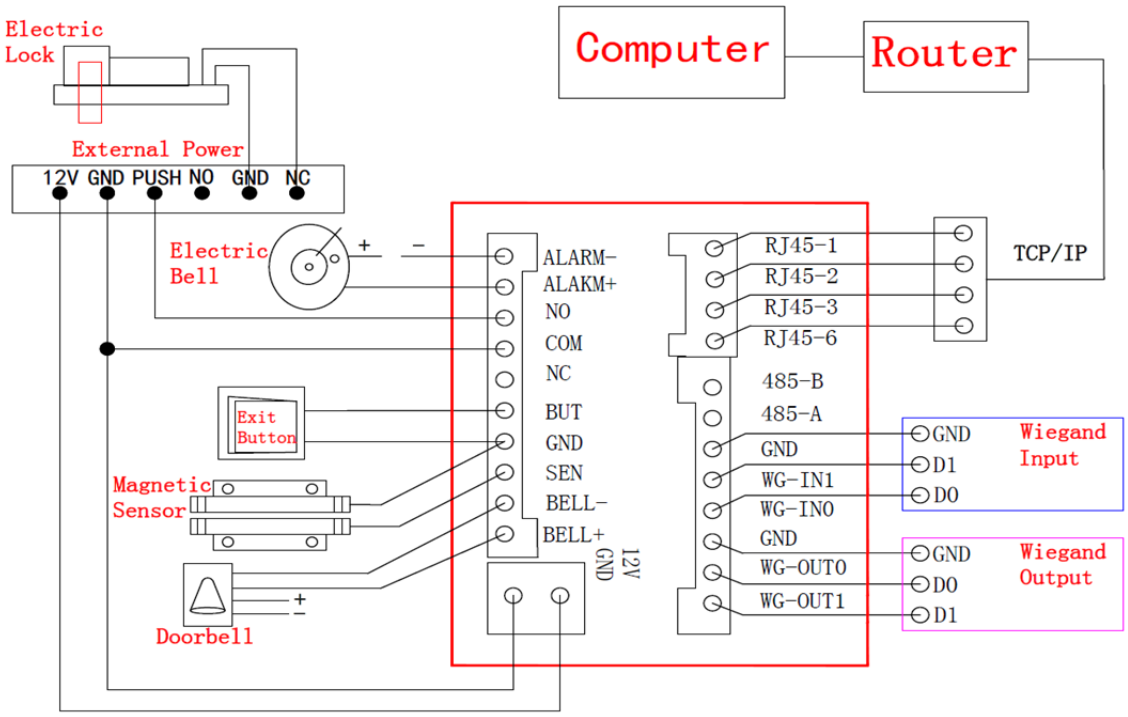
Access Control Manual

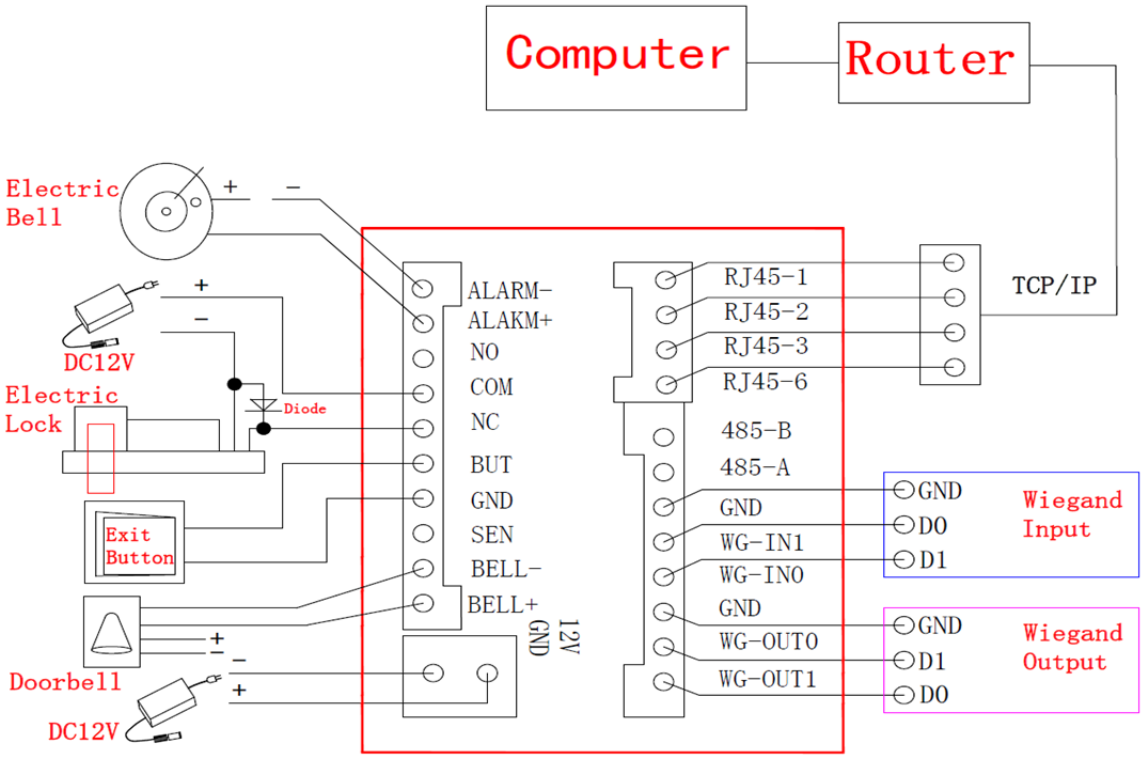
1. Notice for use

1.1 Access Control wiring diagram

Access Control External Power wiring diagram（recommendation）



General Power wiring diagram：



(Note: Use ordinary power wiring need to be in parallel with a diode in both ends of the lock, Prevent released Back-EMF by electromagnetic to burnout the access control system.)

2 Installation Equipment

2.1 Device Install Step

2.1.1 Recommended installation height is 1.2m from the ground to the camera(Suitable for height of user: 1.5m-1.8m), kindly adjust by height of user; After the installation height is confirmed, the installation positioning template is affixed to the installation location, According to the positioning template identifies drilling and fix it, The red mark is the drilling position (Figure 1);

2.1.2 Find the frame groove position (Figure 2), Gently remove the frame use hand (Figure 3);

2.1.3 That the backing plate bonded to the bottom cover with the device; insert the terminal blocks into the corresponding interface of the device (Figure 4);

2.1.4 Fit the device to the wall, screw into the wall from the corresponding position (Figure 5);

2.1.5 The frame installed in the corresponding position (Figure 6).

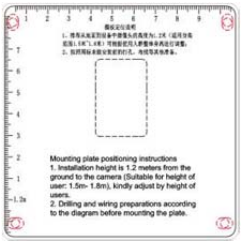


Figure 1

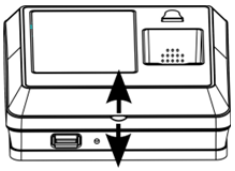


Figure 2

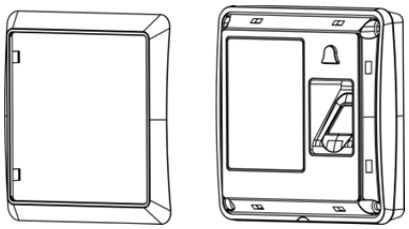


Figure 3

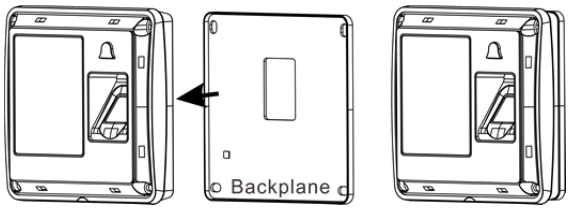


Figure 4

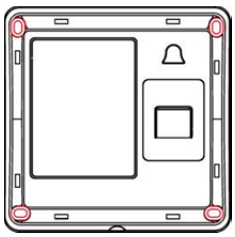


Figure 5

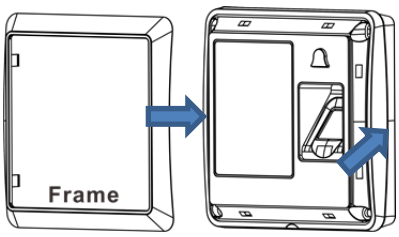


Figure 6

3 Description of device

" "Click the button to enter the number;

" "Click the button to enter the main menu;

" "Click the button to enter the quick search operation;

" "Click the button on menu interface, you can return to the initial interface quickly;

" "Click the button to return to the previous operation.

3.1 Recommended use steps

Step 1: Install the device and power on the device;

Step 2: User Registration, Fingerprint Registration, ID / IC Card, Password, Assignment Rights;

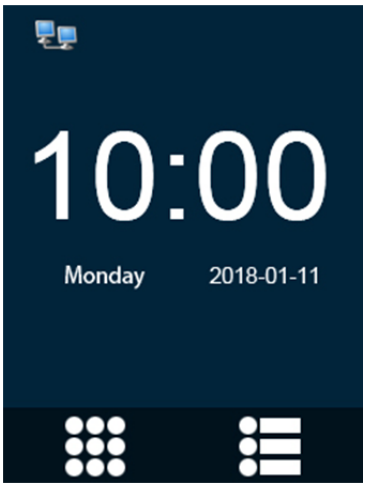
Step 3: user authentication, confirm the registration fingerprint, ID / IC card, the password is available;

Step 4: View records, through the access control software to download the original records of equipment for data analysis.

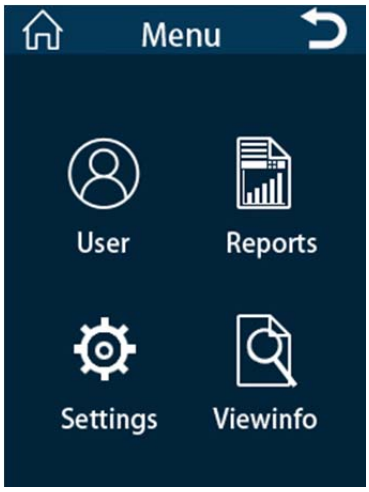
3.2 The initial interface and main menu

After the device is connected to the power, the first interface shown on the screen is called the initial interface; Click “ ”enter the main menu,

When setting up an administrator, the administrator must identify the fingerprint, ID / IC card or password is successful, it can enter the main menu.



Initial Interface



Main Menu

3.3 Verification Mode

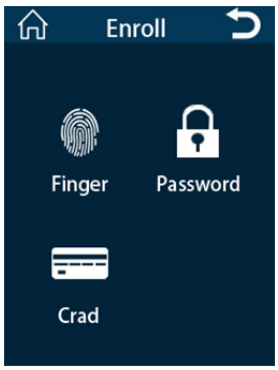
In the initial interface, Users through the fingerprint, ID/IC card, password authentication identity, After the verification is successful, the original record will be saved on the device, Voice prompt "OK!", Then return to the initial interface.

4. User management

Select "User" to enter the user management interface on main menu.
User data can be backed up or uploaded to another device of the same series.

4.1 Add new users

New employee enter employee number and name, Then register fingerprint, ID / IC card or password.



4.1.1 Fingerprint registration

Click “Finger”, According to the hint enter the employee number and name, Press the fingerprint capture window three times with the finger you want to register, You can complete the fingerprint registration, During verification, press the registered finger to identify under the initial interface

4.1.2 Password registration

Click “Password”, According to the hint enters the employee number and name, Enter the same password twice to complete the registration, then back to initial interface. Click "" when verifying, enter the employee number, Press "OK" to enter the password for verification.

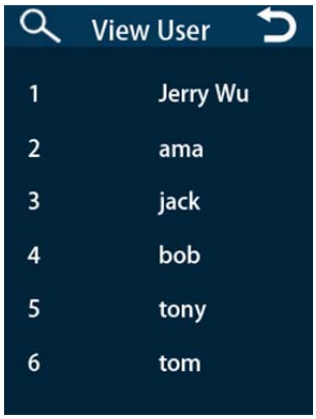
4.1.3 ID/IC Card registration

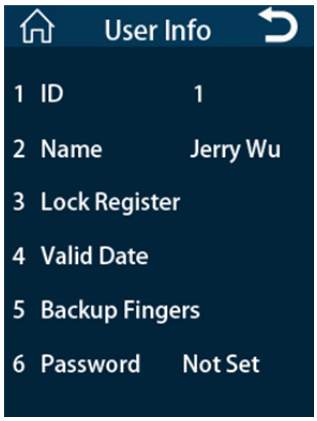
Click “Card”, According to the hint enter the employee number and name, Made ID / IC card close to the sensing area, Read the card number and display the card number to complete card registration.

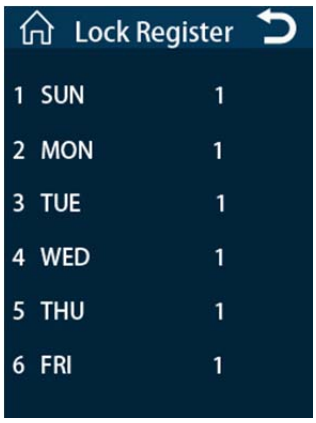
4.2 Modify User

Click“ ” Enter the employee number can be entered quickly to find the user, Modify users including “name”, “Lock Register”, “valid date”, “fingerprint”, “password”, “ID/IC card”, “Role” and “delete users”.

"Lock Register" is set a single user open the door period of every day. Enter the menu to modify a user's "Lock Register" status, Press “OK” enter Sunday--Saturday’s time period selection, "1" refers to the time period number "1". New registered users default time period "1", that is open all day. (Note: For the definition of time period, please refer to 6.4)





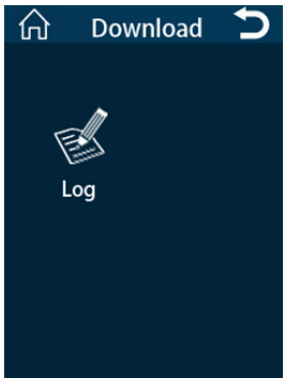


4.3 Download Data

Download user data back up to U-Disk, Prevent loss the data , and to facilitate data upload in future.

4.4 Upload Data

Uploaded data to more than device via U-disk, avoid double entry operation.



5. Download Log

Operating steps:
Step 1: Insert U-disk into the device;
Step 2: Enter the main menu, click "Report";
Step 3: Click" Logs", Prompt "Encrypt Data?", Press "OK" or "NO", Prompt "processing...", Download the original logs to the U-disk, Pulling out U-disk after prompt "Download success"
Step 4: Generate the original record as GLogData.txt file in the U-disk, when the “Encrypt Data” select “NO”, Check logs via TEXT or access control software; “Encrypt Data” select “Yes”, Check logs only via access control software, For details, refer to the software manual.

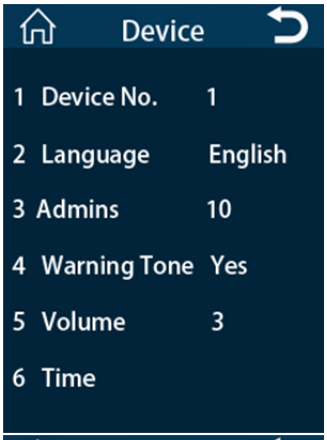
6. Settings

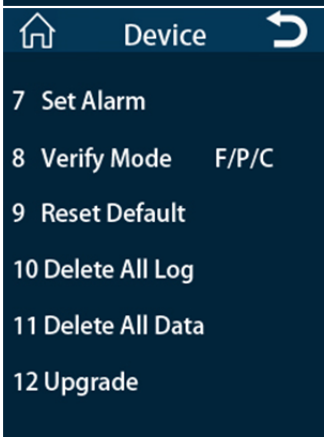
Press “Settings” in main menu, Settings including Device setting, Rec. Rule, Network and Lock Ctrl.

6.1. Device Settings

In “Settings” menu, Click “Device” enter the device settings.

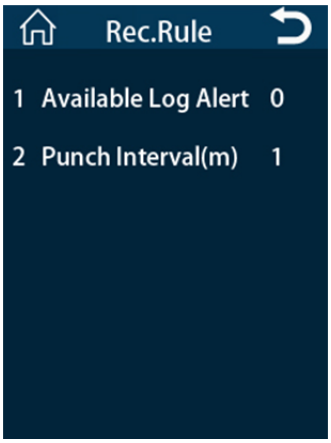
Device No.:	Device number, 1-255 optional
Language:	Switchable language
Admins:	It can set up to 10
Warning Tone:	Verify the success of voice prompts
Volume:	1-6 optional
Time:	Enter the time setting, click YYYY-MM-DD to set the date, Click hh:mm:ss to enter the time setting, Click “ ”after the setting is completed, Save automatically and exit
Set Alarm:	Up to 24 sets of rings can be set a day, Ringing the number of 0-60 optional
Verify Mode:	“F” is fingerprint, “P” is password, “C” is ID/IC card
Reset Default:	Restore all the setting information to the state when the device is shipped from the factory, But it will not clear the user registration information and attendance logs.
Delete All Log:	Delete all attendance logs, but not delete user information, the password is 8282.
Delete All Data:	Delete all registered users and attendance logs, please use with caution, the password is 8282.
Upgrade:	Firmware into the U-disk root directory, U-disk inserted in the machine, Click here to upgrade the firmware





6.2 Rec. Rule

Click “Rec. Rule” in Settings menu, set available log alert and punch interval.



6.2.1 Available log alert:

When the available capacity of only the capacity you set, the device will be prompted

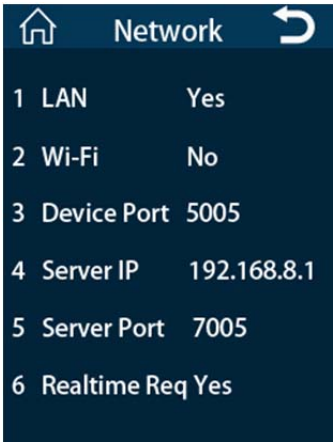
6.2.2 Punch interval (min):

In the set time, repeated punching no logs generated.

6.3 Network

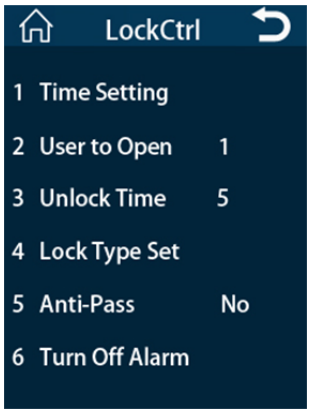
Click “Network” in Settings menu, enter the network settings.
If you need to open real-time monitoring, To set the corresponding "Server IP" and "server port", and set "Realtime Req" to "Yes".

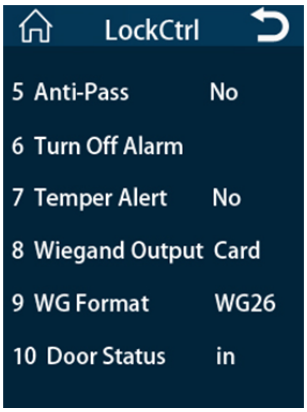
Wi-Fi: Open the Wi-Fi settings, "Enable" Select "Yes" to open the wireless network, Search Wi-Fi, Select the required wireless network, Enter the password to connect.



6.4 LockCtrl

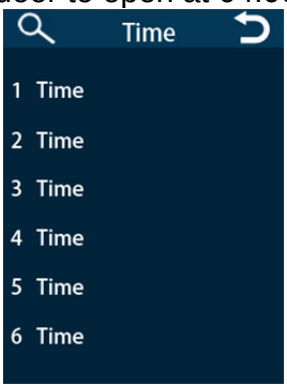
Click “LockCtrl” in Settings menu, Enter the access control function.

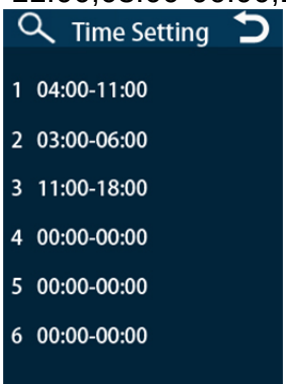




6.4.1 Time Setting

"Time" refers to setting the time zone to allow open the door, It is an important part of access control settings. And up to 255 “time” can be defined. it can be set to 6 time periods each "time", Each time zone refers to the valid time period within 24 hours, 6 time zones are "or" relationship, As long as the verification time can be meet one of them is valid. Each time zone format of "Time": hh:mm-hh:mm, Accurate to the every minute follow the 24-hour clock.
if the end time is less than start time (23: 57- 23:56), The settings cannot be saved;
Enter the "Time Setting", the screen as follows:
Enter the "time1" settings, the screen as follows：
For example: Allow the door to open at 04:00: -11:00,03:00-06:00,11:00-18:00；





By analogy, you can define multiple time periods as needed.
Note: the system default “time1” open all day, The newly registered user default time period is 1, therefore, the newly registered users can verify success and open the door.

6.4.2 Users to open

“Users to open” confirm the number refers to the simultaneous needs of several users to confirm before they can open the door, For example: set the “Users to open” to 2, Any two users can open the door after verification is successful. The default is 1.

6.4.3 Unlock Time

“Unlock Time” refers to the device control to open or close the electric lock time, Set to "0"，turn off the lock control function, The unit is 1 second, the maximum can be set as 255. Press "OK" to enter settings, Press the number keys to enter the corresponding number, Press "OK" to exit and save the settings. The default is 5.

6.4.4 Lock Type Set

There are three types of Lock Type Set: NO, Open, Close; "NO" means not using the door sensor; "Close" means the door magnetic is close status, If the door is open status, an alarm occurs; "Open" means the door magnet is open status, If the door is closed more than the set time, an alarm occurs, the default is NO.

Alarm Delay: After the door is opened or closed, Start detection the setting time of door status. The maximum can be set 255 seconds, “0” means to turn off the door magnetic delay alarm.

6.4.5 Anti-Pass

Require the verifier to come in from a door and must go out from this door, Records must be strictly corresponding to have entered and exited, Prevent other people trail in behind you. 针 Mainly use for two-way verification of the door(Need to verify both in and out), In other words, If you go out without verification, Then you can no longer enter from this door. Mainly to prevent someone following others to go out, then secretly sneak into, normally used in banks and other important places.

6.4.6 Turn Off Alarm

After the alarm is triggered, eliminate the wrong operation and stop the alarm by clicking this item.

6.4.7 Tamper Alert

Tamper alert has two statuses: “Yes” and “No”. "Yes" refers to turning on tamper alert function, an alarm occurs when the device is removed. "No" refers to the closure of tamper alert function, When the machine is removed, no alarm occurs, Tamper alarm must be set to "Yes" after installation of the machine, The default is "Yes".

6.4.8 Wiegand Output

Wiegand output includes: user ID and Card number;

6.4.9 Wiegand Format

Wiegand format includes: Wiegand 26, Wiegand 34; "Wiegand 26" refers to Wiegand output signal is processed, Output in the form of Wiegand 26; "Wiegand 34" refers to Wiegand output signal is processed, Output in the form of Wiegand 34;

6.4.10 Door Status

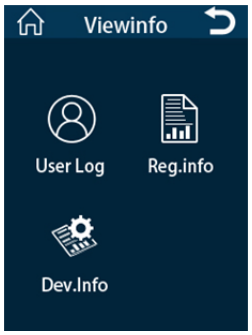
Door status refers to set the mark of access records for user, in or out.

7. View Info

Click “View Info” in Settings menu, View info includes: User Log, Reg.Info and Dev.Info.

7.1 User Log

Click “User Log”, Enter the corresponding user ID and press "OK", Select start and end dates, Time format: YYYY/MM/DD, Press "OK" to check the user attendance records for the period of time.



7.2 Reg.Info

View user registration, admin registration, fingerprints registration, ID / IC card registration, password registration, attendance logs and other information.

7.3 Dev.Info

Information such as manufacturer, date of manufacture and firmware version is displayed.