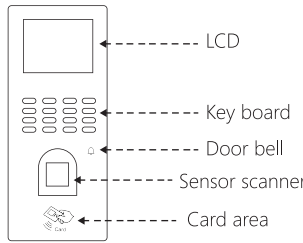# Access control and time attendance terminal user manual

Version：V3.0

1.Appearance introduction
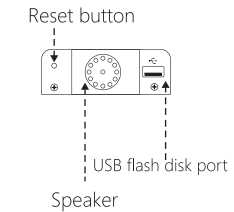
(The appearace may have some difference, The pictures are just for your reference)
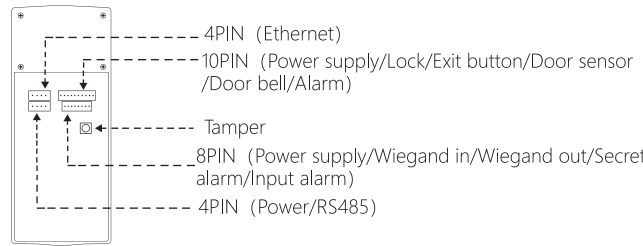
The front side

- LCD
- Key board
- Door bell
- Sensor scanner
- Card area

The bottom

Reset button

USB flash disk port

Speaker

The back side

- 4PIN（Ethernet）
- 10PIN（Power supply/Lock/Exit button/Door sensor /Door bell/Alarm）
- Tamper
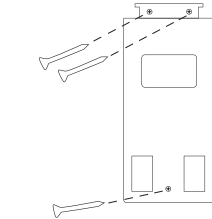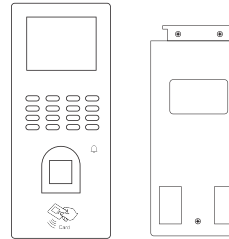- 8PIN（Power supply/Wiegand in/Wiegand out/Secret alarm/Input alarm）
- 4PIN（Power/RS485）

2.Installation on the wall

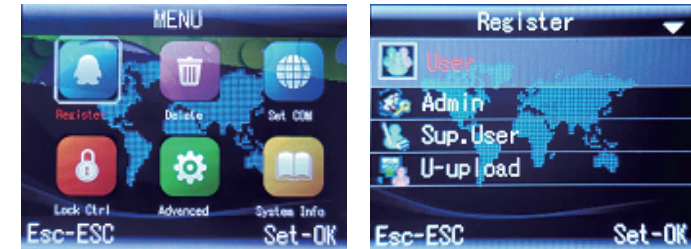Before installation, please check whether power plug is available.
1) Make mark of the holder on the wall and confirm the device installing position.
2) Drill holes according to the marks.
3) Fix the holder on the wall.
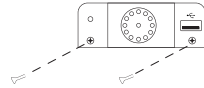4) Put the device on the holder and fix it.

1

2

3.Note:

1) Please do not install with electricity on.
2) Recommend to use the 12V/3A power supply.
3) Keep the device from sunshine or wet environment.
4) Read and follow the diagram carefully to connect the cable.
5) Connect the ground wire first if there is strong static electricity in order to protect the device.

4.Register new users

3

Menu -- Register -- User -- Finger/Card/ Password(Please note that registration ID is related to the attendance record.)

5.Set Device ID

4

Menu -- Advanced -- Device -- Device ID (To change the Device ID)

6.Set COM

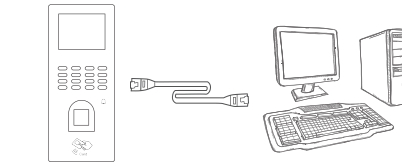1) Menu -- Set COM -- Ethernet -- TCP/IP Setting (To enter the communication setting interface)

5

2) Use Ethernet to connect the device to the computer.

IP address：192.168.1.224
Subnet mask：255.255.255.0
Default gateway：192.168.1.1

IP address：192.168.1.100
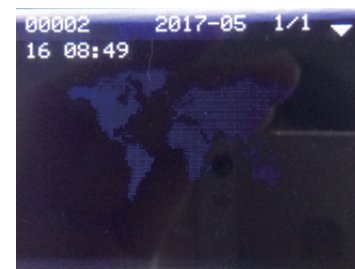Subnet mask：255.255.255.0
Default gateway：192.168.1.1

7.Set time and date

6

OK -- put in personal fingerprint/card/password -- get to see the personal record

Menu -- Advanced -- Set Date Time
(To set the date and time)

8.Check personal record

Access control: Menu -- Lock Ctrl
User time zone: to set the day/week time zone for access control
Unlock group:to set user group and week zone and time limit
Relay time: to set the time gap between the activation of the relay and its rest mode
Lock type:to set alarm type and alarm delay
Threat protection: to set the threat alarm mode-- open the door and activate alarm, open the door, activate alarm
Alarm protection: to activate the "alarm" relay output signal
Anti pass: to set the synchronizing record, otherwise will take it as illegal record
Interlock: to set the interlock function into "on" or "off" mode
Users: to set the user quantity for opening the door
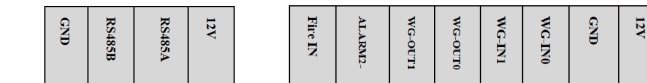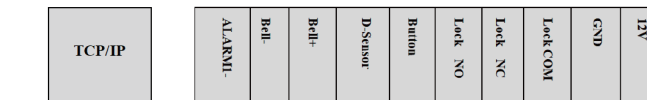Verify-fail count: to set verification times for the alarm activation
Tamper:to set it to alarm when the button get loose
Wiegand:to set the wiegand as the output communication mode

9.Access control setting

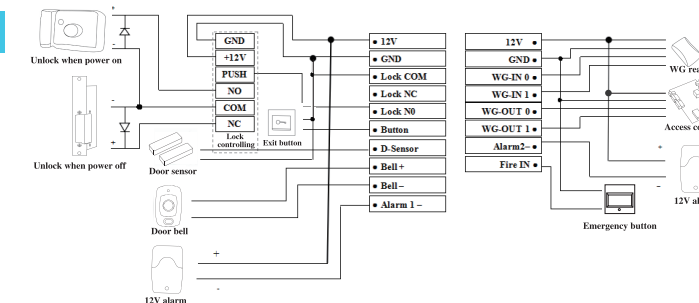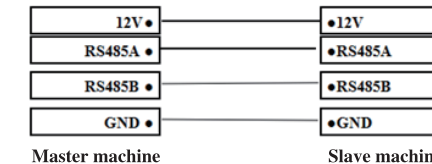## 10.Schematic Diagram of Access Control Wiring

1) Diagram for cable

2) Diagram for setting the cable
Connect the electric lock & door bell & door sensor & exit button & alarm & Fire control & Wiegand, and as the way to connect the wiegand reader.

3) Connect the RS485 interface

Master machine   **Slave machine**

Menu -- Download data -- RS485 download -- Slave machine -- Yes
To turn off the RS485 interface
Remove the back board and when the device set alarm:press
Menu -- Download data -- RS485 download -- Slave machine -- No

11.FAQ

1) Slow or fail to recognize fingerprint
● Make sure to put the finger on the middle of the fingerprint sensor Check if there is injury in the finger.
● Check if there is dirt or wet on the fingerprint sensor, then clean it and try verification again.
● If the finger is too dry, breathe some air to the finger and try again.
2) Fail to connect device to software via Ethernet
● Check if the device ID is the same in both the hardware and software, and ping device IP to check whether workable.After confirmed device ID and network, then try to connect again.
3) Fail to unlock the door even if recognized successfully
● Check the user right setting.
● Make sure the correct connection between relay signal and the electric lock.
4) No record in the software original record
● Check whether there is corresponding employee registration ID, in the employee information and check the check in date. Then collect all the data again.
5) Indication of "Exceeding of access control record"
● Menu -- Advanced -- Device -- Record -- Set "0".
6) Making alarm noise
● Check if the back board is fixed with the Tamper button, Change the setting into "No" in the "Lock ctrl" -- "Tamper", and then reboot the device.