

Terminal Installation

When choosing the location of the terminal, care should be taken to select an area with consistent light levels throughout the day and avoid areas where the unit may be subjected to direct bright sunlight.

Using the enclosed installation diagram, drill three holes in the wall with the lower hole 1150mm from the floor.

If using the optional housing, pass the mounting screws through the metal back plate and then through the matching holes in the housing and tighten the screws.

Connect the power adapter to the socket on the rear of the terminal.

Hang the terminal on the back plate and secure with the single fixing screw on the base.

Fit the lens cover insert and housing front if installing in the optional protective case.

Standby Status

After powering up the terminal, the terminal will enter its standby mode (after approx 30 seconds).

The terminal will display will look like the following:

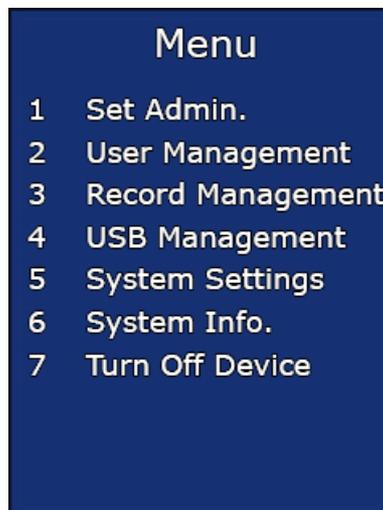


If the terminal detects someone in front of it, it will enter the detecting mode and the display will show:



Entry to Menus

Pressing the menu key will initiate the administrator verification process. Anybody who is setup as an administrator can now log in. If you haven't set any additional administrators up simply type in the user ID 7856 and press OK, when prompted enter the password 7856. If the verification is successful, the terminal will allow access to the menu.



Enrolment

Enter the menu as above and select Option 2 - User Management.

Select Option 1 – Set User and type in the employee's ID number (This should be the same number used for the Card Number in your software) and press OK.

Type in the employee name, this is done by selecting the desired letter followed by the OK key to move on to the next letter. When finished press OK again to save.

Select Option 1 – Face.

The user should adjust their position so they can see their eyes in the mirror and follow the on screen instructions.

- When enrolling, users should stand between 30cm and 80cm from the unit and be able to see their eyes in the mirror.
- Users should have a normal facial expression.
- Users must not wear sunglasses.

When the terminal has saved the image, the final stage is to select Option 2 – Attendance on the 'User Privilege' screen.

Enrolment of Administrators

Enter the Menu and select Option 1 – Set Admin.

Select the first available number in the list and press OK.

Type in the required user ID and press OK.

Insert the name if required and press OK.

There are four options available for Administrator login.

1. ID + PIN
2. ID + Face
3. Card + Face
4. Card

Select the required option and follow the on screen prompts to complete the enrolment process. IT IS RECOMMENDED TO ENROL AT LEAST TWO ADMINISTRATORS IN THE EVENT OF ONE ADMINISTRATOR BEING ABSENT.

USB Data Download

Note: Only Administrators can download the clocking data from the terminal.

Insert a USB stick into the USB port on the right hand side of the unit.

Enter the Menu and select Option 4- USB Management.

Select Option 1 Export Management.

Select Option 1 again – Export Records.

This will download all the clocking data to the USB stick and give a 'successful' confirmation.

Clearing Clocking Data

After downloading the data on to the USB stick the terminal memory should be cleared. After a successful download but before anyone else clocks please carry out the following.

Enter the Menu and select Option 3 – Record Management.

Select Option 2 – Delete All Records.

Press OK to confirm record deletion.

Setting the Terminal IP Address



The IP Address only needs to be set if connecting your terminal via your local area network.

Note: Only Administrators can set the IP Address.

Enter the Menu and select Option 5 – System Settings.

Select Option 2 – Set Network.

Select Option 1 – Set TCP/IP.

Type the IP address into the Input IP boxes using the numerical keypad.

Type the Subnet mask of your network into the Input Mask boxes using the numerical keypad.

Type the Default Gateway of your network into the Input Gateway boxes using the numerical keypad.

Once you have set these details press OK to save it.

How to Clock on the Terminal

If you are enrolled for face recognition, simply approach the unit until you can see your eyes in the mirror. At this point the terminal should have recognised you and saved your clocking. If not, adjust your position until the clocking is made.