

# ProFace X Series



ProFace X/TD

ProFace X/FTD

Face Recognition Access Control Device with Fever Detection

User Guide

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**TimeTec Cloud**

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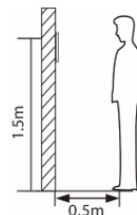
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# 1 Notice for Use

## 1.1 Standing Position, Facial Expression And Standing Posture

**The recommended distance** between the device and a user whose height is within 1.55m-1.85m is 1.5m. Users may slightly move forwards and backwards to improve the quality of facial images captured.

### Facial expression and standing posture



**Note:**  
During enrolment and verification, please remain natural facial expression and standing posture.

## 1.2 Face Registration

Try to keep the face in the centre of the screen during registration. Please face the camera and stay still during face registration. The page looks like this:

### Correct face registration and authentication method

#### Cautions for registering a face

- When registering a face, maintain a distance of 40cm to 80cm between the device and the face.
- Be careful not to change the facial expression. (smiling face, drawn face, wink, etc.)

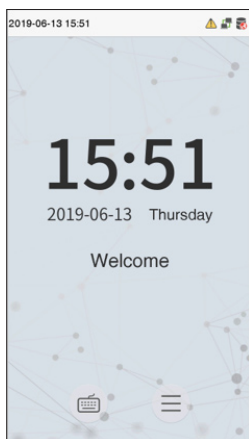


- If you do not follow the instructions on the screen, the face registration may take longer or may fail.
- Be careful not to cover the eyes or eyebrows.
- Do not wear hats, masks, sunglasses or eyeglasses.
- Be careful not to display two faces on the screen. Register one person at a time.
- It is recommended for a user wearing glasses to register both faces with and without glasses.

### Cautions for authenticating a face



- Ensure that the face appears inside the guideline displayed on the screen of the device.
- If glasses have been changed, authentication may fail. If the face without glasses has been registered, authenticate the face without glasses. If only the face with glasses has been registered, authenticate the face with the previously worn glasses again.
- If a part of the face is covered with a hat, a mask, an eye patch, or sunglasses authentication may fail. Do not cover the face, allow the device to recognize both the eyebrows and the face.

## 1.3 Standby Interface



After connecting the power supply, enter the following standby interface:

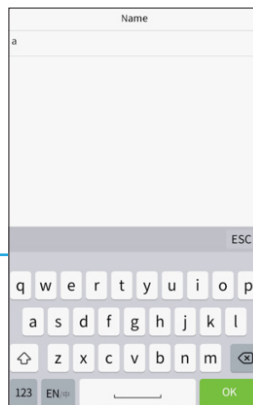
### Note:

- 1 Click  to enter the User ID input interface.
- 2 When there is no super administrator set in the device, click  to enter the menu. After setting the super administrator, it requires the super administrator's verification before entering the menu operation. For the security of the device, it is recommended to register super administrator the first time you use the device.

## 1.4 Virtual Keyboard

### Note:


The device supports the input of Chinese, English, numbers and symbols. Click [En] to switch to English keyboard. Press [123] to switch to the numeric and symbolic keyboard, and click [ABC] to return to the alphabetic keyboard. Click the input box, virtual keyboard appears. Click [ESC] to exit the input.



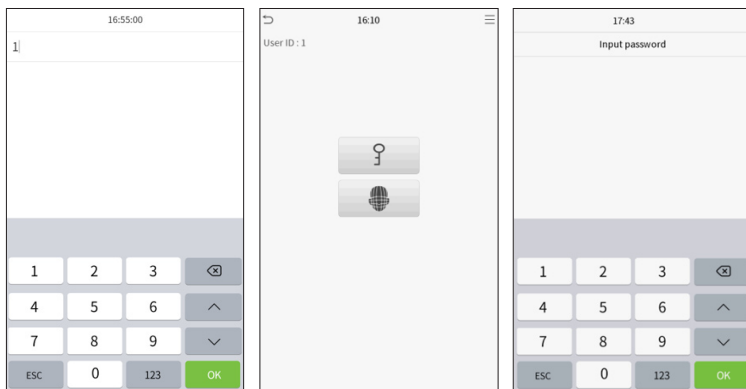
## 1.5 Verification Mode


### Password Verification

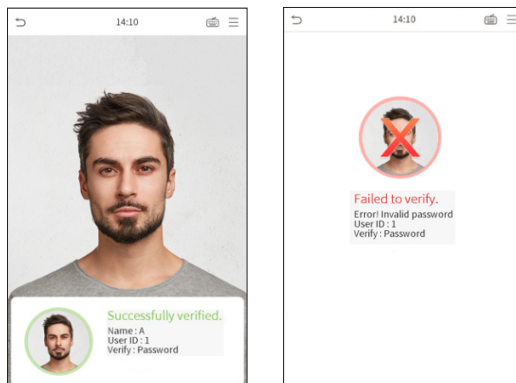
Compare the entered password with the registered User ID and password.

Click the  button on the main screen to enter the 1:1 password verification mode.

Input the user ID and press [OK].



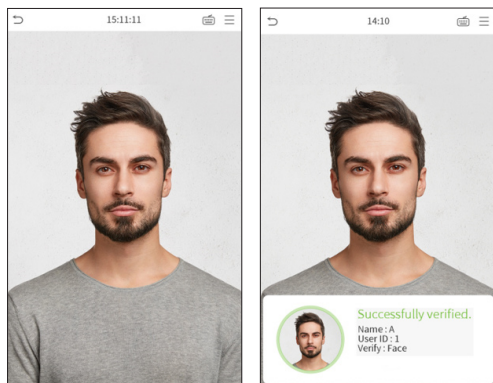
If an employee registers face in addition to password, the following screen will appear. Select the  icon to enter password verification mode. Input the password and press [OK].



## Face Verification


### ■ 1: N face verification

Compare the acquired facial images with all face data registered in the device. The following is the pop-up prompt box of comparison result.

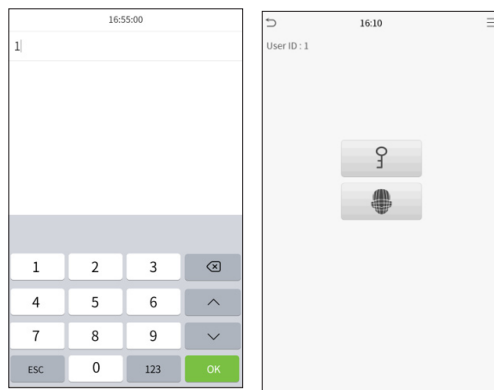



### ■ 1:1 face verification

Compare the face captured by the camera with the facial template related to the entered user ID.

Press  on the main interface and enter the 1:1 facial verification mode.

Enter the user ID and click [OK].



If an employee registers password in addition to face, the following screen will appear. Select the  icon to enter face verification mode.

After successful verification, the prompt box “successfully verified” will appear.

If the verification is failed, it will prompt “Please adjust your position!”.

## Combined Verification

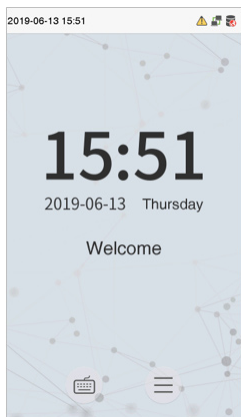
To increase security, this device offers the option of using multiple forms of verification methods. A total of 5 different verification combinations can be used, as shown below:


Verification Mode	
<input checked="" type="radio"/>	Password/Face
<input type="radio"/>	User ID only
<input type="radio"/>	Password
<input type="radio"/>	Face Only
<input type="radio"/>	Face+Password

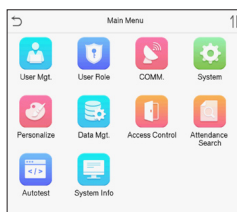
### Note:

1. "/" means "or", and "+" means "and".
2. You must register the required verification information before using the combination verification mode, otherwise the verification may fail. For example, if a user uses Face Registration but the verification mode is Face + Password, this user will never pass verification.

## 2 Main Menu



Press  on the initial interface to enter the main menu, as shown below:

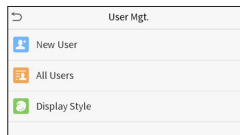


Items	Descriptions
<b>User Mgt.</b>	To add, edit, view, and delete basic information about a user.
<b>User Role</b>	To set the permission scope of the custom role and enroller, that is, the rights to operate the system.
<b>COMM.</b>	To set the relevant parameters of network, PC connection, cloud server and wiegand.
<b>System</b>	To set parameters related to the system, including date & time, attendance/access logs setting, face, palm parameter, resetting to factory settings and detection management.
<b>Personalize</b>	This includes user Interface, voice, bell, punch state options and shortcut key mappings settings.
<b>Data Mgt.</b>	To delete all relevant data in the device.
<b>Access Control</b>	To set the parameters of the lock and the relevant access control device.
<b>Attendance Search</b>	Query the specified access record, check attendance photos and blacklist photos.
<b>Autotest</b>	To automatically test whether each module functions properly, including the screen, audio, camera and real-time clock.
<b>System Info</b>	To view data capacity, device and firmware information of the current device.

## 3 User Management

### 3.1 Adding Users

Click User Mgt. on the main menu.  
Click New User.



#### ■ Register a User ID and Name

Enter the user ID and name.

New User	
User ID	2
Name	
User Role	Normal User
Face	0
Password	
User Photo	0
Access Control Role	

#### Note:

1. A user name may contain 17 characters.
2. The user ID may contain 1-9 digits by default.
3. During the initial registration, you can modify your ID, which cannot be modified after registration.
4. If a message "The ID is already existed" pops up, you must choose another ID.

#### ■ Setting the User Role

There are two types of user accounts: the normal users and the super admin. If there is already a registered administrator, the normal users have no rights to manage the system and may only access authentication verifications. The administrator owns all management privileges. If a custom role is set, you can also select custom role permissions for the user.

Click User Role to select Normal User or Super Admin.

User Role	
<input checked="" type="radio"/>	Normal User
<input type="radio"/>	Enroller
<input type="radio"/>	User Defined Role 1
<input type="radio"/>	Super Admin

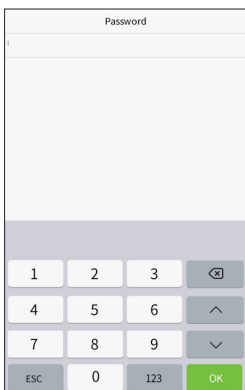
#### Note:

If the selected user role is the Super Admin, the user must pass the identity authentication to access the main menu. The authentication is based on the authentication method(s) that the super administrator has registered. Please refer to 1.5 Verification Method.



### ■ Register face

Click Face to enter the face registration page. Please face the camera and stay still during face registration. The registration interface is as follows:



### ■ Register password

Click Password to enter the password registration page. Enter a password and re-enter it. Click Save. If the two entered passwords are different, the prompt "Password not match" will appear.

---

**Note:** The password may contain one to eight digits by default.

---

### ■ Register user photo

When a user registered with a photo passes the authentication, the registered photo will be displayed.

Click User Photo, click the camera icon to take a photo. The system will return to the New User interface after taking a photo.

---

**Note:** While registering a face, the system will automatically capture a picture as the user photo. If you do not want to register a user photo, the system will automatically set the picture captured as the default photo.

---

### ■ Access Control Role

User access control sets the door unlocking rights of each person, including the group and the time period that the user belongs to.

Click Access Control Role > Access Group, assign the registered users to different groups for better management. New users belong to Group 1 by default, and can be reassigned to other groups. The device supports up to 99 access control groups.

Click Time Period, select the time period to use.

## 3.2 Search For Users

Click the search bar on the user list and enter the retrieval keyword (The keyword may be an ID, sur-name or full name.). The system will search for the users related to the information.

## 3.3 Edit Users

Choose a user from the list and click Edit to enter the edit user interface:

---

**Note:** *The operation of editing a user is the same as that of adding a user, except that the user ID cannot be modified when editing a user. Operation method refers to "3.1 new users".*

---

## 3.4 Deleting Users

Choose a user from the list and click Delete to enter the delete user interface. Select the user information to be deleted and click OK.

Note: If you select Delete User, all information of the user will be deleted.

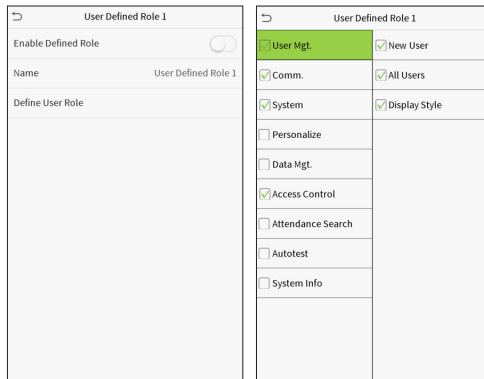
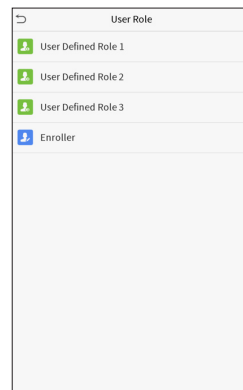
## 4 User Role

If you need to assign some specific permissions to certain users, you may edit the “User Defined Role” under the User Role menu.

You may set the permission scope of the custom role (up to 3 roles) and enroller, that is, the permission scope of the operation menu.

Click User Role on the main menu interface.

1. Click any item to set a defined role. Click the row of Enable Defined Role to enable this defined role. Click Name and enter the name of the role.
2. Click Define User Role to assign the privileges to the role. The privilege assignment is completed. Click Return.

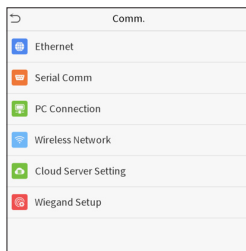


**Note:** During privilege assignment, the main menu is on the left and its sub-menus are on the right. You only need to select the features in sub-menus. If the device has a role enabled, you may assign the roles you set to users by clicking User Mgt. > New User > User Role.

User Role	
<input checked="" type="radio"/>	Normal User
<input type="radio"/>	Enroller
<input type="radio"/>	User Defined Role 1
<input type="radio"/>	Super Admin

If no super administrator is registered, the device will prompt "Please register super administrator user first!" after clicking the enable bar.

## 5 Communication Settings

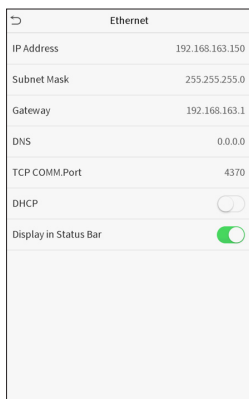


Set parameters of the network, serial communication, PC connection, WIFI, cloud server and Wiegand. Tap COMM. on the main menu.

### 5.1 Network Settings

When the device needs to communicate with a PC over the Ethernet, you need to configure network settings and ensure that the device and the PC are connecting to the same network segment.

Click Ethernet on the Comm. Settings interface.



Items	Descriptions
<b>IP Address</b>	The factory default value is 192.168.1.201. Please adjust it according to the actual network situation.
<b>Subnet Mask</b>	The factory default value is 255.255.255.0. Please adjust it according to the actual network situation.
<b>Gateway</b>	The factory default address is 0.0.0.0. Please adjust it according to the actual network situation.
<b>DNS</b>	The factory default address is 0.0.0.0. Please adjust it according to the actual network situation.
<b>TCP COMM. Port</b>	The factory default value is 4370. Please adjust it according to the actual network situation.
<b>DHCP</b>	Dynamic Host Configuration Protocol, which is to dynamically allocate IP addresses for clients via server.
<b>Display in Status Bar</b>	To set whether to display the network icon on the status bar.

## 5.2 Serial Port Settings

To establish communication with the device through a serial port (RS232/RS485), you need to configure Serial Comm..

Click Serial Comm. on the Comm. Settings interface.

Serial Comm	
Serial port	RS232(PC)
Baudrate	115200

Items	Descriptions
Serial port	Select whether to use RS232 or RS485 for communication.
Baudrate	The rate of the communication with PC; there are four options of baud: 115200 (default), 57600, 38400 and 19200.

## 5.3 PC Connection

To improve the security of data, please set a Comm Key for communication between the device and the PC.

If a Comm Key is set, this connection password must be entered before the device can be connected to the PC software. Click PC Connection on the Comm. Settings interface.

PC Connection	
Comm Key	0
Device ID	1

Items	Descriptions
Comm Key	Comm Key: The default password is 0, which can be changed. The Comm Key may contain 1-6 digits.
Device ID	Identity number of the device, which ranges between 1 and 254. If the communication method is RS232/RS485, you need to input this device ID in the software communication interface.

## 5.4 WiFi Setting

Click Wireless Network on the Comm. Settings interface.

Wireless Network

WIFI ☒

MERCURY\_B5AA Connecting...

MINI-zk16-6

TP-LINK\_3DEE

cstest@123

ZGB

MINI-zk16-7

dlink

CA123WIFI\_EC1C

Add WIFI Network

Advanced

MINI-zk16-6


Security: WPA2PSK/WPA2PSK

Signal Strength: Medium

Password


Connect to WIFI (OK)

Cancel (ESC)

When WIFI is enabled, tap the searched network. Enter the password, and tap Connect to WIFI (OK). The connection succeeds, with icon  displayed on the status bar.

### ■ Adding WIFI Network

If the desired Wi-Fi network is not in on the list, you can add the Wi-Fi network manually.

Click  and Add WIFI Network. Enter the parameters of the Wi-Fi network. (The added network must exist.)

After adding, find the newly added Wi-Fi network in list and connect to it in the above way.

Add WIFI Network	
SSID	
Network Mode	ADHOC
Auth. Mode	SHARED
Encrypt Mode	WEP
Password	

### ■ Advanced

This is used to set Wi-Fi network parameters.

Ethernet	
DHCP	<input checked="" type="checkbox"/>
IP Address	0.0.0.0
Subnet Mask	0.0.0.0
Gateway	0.0.0.0

Items	Descriptions
DHCP	Short for Dynamic Host Configuration Protocol, which involves allocating dynamic IP addresses to network clients.
IP Address	IP address of the Wi-Fi network.
Subnet Mask	Subnet mask of the Wi-Fi network.
Gateway	Gateway address of the Wi-Fi network.

## 5.5 Cloud Server Setting

This represents settings used for connecting with the ADMS server.

Click Cloud Server Setting on the Comm.

Settings interface.

Items		Descriptions
Enable Domain Name	Server Address	When this function is enabled, the domain name mode "http://..." will be used, such as http://www.XYZ.com, while "XYZ" denotes the domain name when this mode is turned ON.
	Server Port	
Disable Domain Name	Server Address	IP address of the ADMS server.
	Server Port	Port used by the ADMS server.
Enable Proxy Server		When you choose to enable the proxy, you need to set the IP address and port number of the proxy server.

## 5.6 Wiegand Setup

To set the Wiegand input and output parameters.

Click Wiegand Setup on the Comm. Settings interface.

## ■ Wiegand input

Wiegand Options

Wiegand Format

Wiegand Bits26

Pulse Width(us)100

Pulse Interval(us)1000

ID TypeBadge Number

Items	Descriptions
<b>Wiegand Format</b>	Values range from 26 bits, 34 bits, 36 bits, 37 bits, and 50 bits.
<b>Wiegand Bits</b>	Number of bits of Wiegand data.
<b>Pulse Width(us)</b>	The value of the pulse width sent by Wiegand is 100 microseconds by default, which can be adjusted within the range of 20 to 100 microseconds.
<b>Pulse Interval(us)</b>	The default value is 1000 microseconds, which can be adjusted within the range of 200 to 20000 microseconds.
<b>ID Type</b>	Select between User ID and badge number.

## Definitions of various common Wiegand formats:

Wiegand Format	Definitions
<b>Wiegand26</b>	<p>EEEEEEEEEEEEEEEEEEEEEEEEEE</p> <p>Consists of 26 bits of binary code. The 1st bit is the even parity bit of the 2nd to 13th bits, while the 26th bit is the odd parity bit of the 14th to 25th bits. The 2nd to 25th bits are the card numbers.</p>
<b>Wiegand26a</b>	<p>ESSSSSSSSSSSSSSSSSSSSSSSS</p> <p>Consists of 26 bits of binary code. The 1st bit is the even parity bit of the 2nd to 13th bits, while the 26th bit is the odd parity bit of the 14th to 25th bits. The 2nd to 9th bits are the site codes, while the 10th to 25th bits are the card numbers.</p>
<b>Wiegand34</b>	<p>EEEEEEEEEEEEEEEEEEEEEEEEEEEEEE</p> <p>Consists of 34 bits of binary code. The 1st bit is the even parity bit of the 2nd to 17th bits, while the 34th bit is the odd parity bit of the 18th to 33rd bits. The 2nd to 25th bits are the card numbers.</p>
<b>Wiegand34a</b>	<p>ESSSSSSSSSSSSSSSSSSSSSSSSSSSS</p> <p>Consists of 34 bits of binary code. The 1st bit is the even parity bit of the 2nd to 17th bits, while the 34th bit is the odd parity bit of the 18th to 33rd bits. The 2nd to 9th bits are the site codes, while the 10th to 25th bits are the card numbers.</p>
<b>Wiegand36</b>	<p>OFFFFFFFFFCCCCCCCCCCCCCCCCMME</p> <p>Consists of 36 bits of binary code. The 1st bit is the odd parity bit of the 2nd to 18th bits, while the 36th bit is the even parity bit of the 19th to 35th bits. The 2nd to 17th bits are the device codes. The 18th to 33rd bits are the card numbers, and the 34th to 35th bits are the manufacturer codes.</p>

[illegible]

"C" denotes the card number; "E" denotes the even parity bit; "O" denotes the odd parity bit; "F" denotes the facility code; "M" denotes the manufacturer code; "P" denotes the parity bit; and "S" denotes the site code.

- **Wiegand output**

### Definitions of various common Wiegand formats:

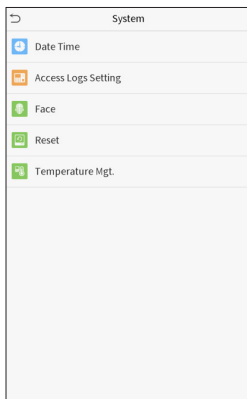
Wiegand Options	
Wiegand Format	
wiegand output bits	26
Failed ID	0
Site Code	0
Pulse Width(us)	100
Pulse interval(us)	1000
ID Type	Badge Number

Items	Descriptions
<b>Wiegand Format</b>	Values range from 26 bits, 34 bits, 36 bits, 37 bits, and 50 bits.
<b>Wiegand output bits</b>	After choosing the Wiegand format, you can select one of the corresponding output digits in the Wiegand format
<b>Failed ID</b>	If the verification is failed, the system will send the failed ID to the device and replace the card number or personnel ID with the new ones.
<b>Site Code</b>	It is similar to the device ID. The difference is that a site code can be set manually, and is repeatable in a different device. The valid value ranges from 0 to 256 by default.
<b>Pulse Width(us)</b>	The time width represents the changes of the quantity of electric charge with high-frequency capacitance regularly within a specified time.
<b>Pulse Interval(us)</b>	The time interval between pulses.
<b>ID Type</b>	Select between User ID and badge number.

## 6 System Settings

Set related system parameters to optimize the performance of the device.

Click System on the main menu interface.



### 6.1 Date and Time

Click Date Time on the System interface.



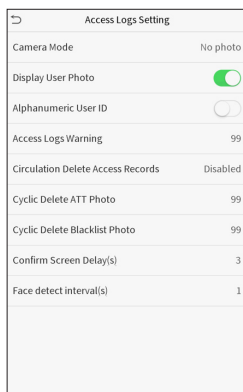
1. You can manually set date and time and click Confirm to save.
2. Click 24-Hour Time to enable or disable this format and select the date format.

When restoring the factory settings, the time (24-hour) and date format (YYYY-MM-DD) can be restored, but the device date and time cannot be restored.

**Note:** For example, the user sets the time of the device (18:35 on March 15, 2019) to 18:30 on January 1, 2020. After restoring the factory settings, the time of the equipment will remain 18:30 on January 1, 2020.

## 6.2 Access Logs Setting

Click Access Logs Setting on the System interface.



Items	Descriptions
Camera Mode	Whether to capture and save the current snapshot image during verification. There are 5 modes: <ul style="list-style-type: none"> <li><b>No Photo:</b> No photo is taken during user verification.</li> <li><b>Take photo, no save:</b> Photo is taken but is not saved during verification.</li> <li><b>Take photo and save:</b> Photo is taken and saved during verification.</li> <li><b>Save on successful verification:</b> Photo is taken and saved for each successful verification.</li> <li><b>Save on failed verification:</b> Photo is taken and saved during each failed verification.</li> </ul>
Display User Photo	Whether to display the user photo when the user passes verification.
Alphanumeric User ID	Whether to support letters in an User ID.
Access Logs Warning	When remaining record space reaches a set value, the device will automatically display a remaining record memory warning. Users may disable the function or set a valid value between 1 and 9999.
Circulation Delete Access Records	When access records have reached full capacity, the device will automatically delete a set value of old access records. Users may disable the function or set a valid value between 1 and 999.
Cyclic Delete ATT Photo	When attendance photos have reached full capacity, the device will automatically delete a set value of old attendance photos. Users may disable the function or set a valid value between 1 and 99.
Cyclic Delete Blacklist Photo	When blacklisted photos have reached full capacity, the device will automatically delete a set value of old blacklisted photos. Users may disable the function or set a valid value between 1 and 99.
Confirm Screen Delay(s)	The length of time that the message of successful verification displays. Valid value: 1~9 seconds.
Face comparison Interval (s)	To set the facial template matching time interval as needed. Valid value: 0~9 seconds.

## 6.3 Face Parameters

Click Face on the System interface.

Face	
1:N Match Threshold	76
1:1 Match Threshold	63
Face registration thresholds	70
Pitch angle thresholds	30
Rotation angle thresholds	25
Image quality	40
Thresholds of turning on the supplement LED	80
Alive body detection switch	<input checked="" type="checkbox"/>
Alive body detection thresholds	70

		Recommended matching thresholds	
FRR	FAR	1:N	1:1
High	Low	85	80
Medium	<u>Medium</u>	82	75
Low	High	80	70

Items	Descriptions
<b>1:N Match Threshold</b>	Under 1:N verification mode, the verification will only be successful when the similarity between the acquired facial image and all registered facial templates is greater than the set value. The valid value ranges from 65 to 120. The higher the thresholds set, the lower the misjudgment rate, the higher the rejection rate, and vice versa.
<b>1:1 Match Threshold</b>	Under 1:1 verification mode, the verification will only be successful when the similarity between the acquired facial image and the facial templates enrolled in the device is greater than the set value. The valid value ranges from 55 to 120. The higher the thresholds set, the lower the misjudgment rate, the higher the rejection rate, and vice versa.
<b>Face Enrollment threshold</b>	During face registration, 1:N verification is used to determine whether the user has been registered. The current face is registered when the similarity between the acquired facial image and all registered facial templates is greater than the set value.
<b>Face Pitch Angle</b>	To limit the pitch angle of face in face recognition, the recommended threshold is 20.
<b>Face Rotation Angle</b>	To limit the rotation angle of face in face recognition, the recommended threshold is 20.
<b>Image Quality</b>	To get the quality threshold of facial images. When the value of image quality is greater than the set value, the device will accept the facial images and start the algorithm processing, otherwise, the device will filter the facial images out.
<b>LED Light Triggered Threshold</b>	This value controls the on and off of the LED light. The larger the value, the more frequently the LED light will be turned on. The default value is 80.

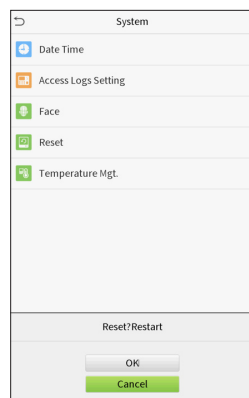
Items	Descriptions
<b>Motion Detection Sensitivity</b>	A measurement of the amount of change in a camera's field of view that qualifies as potential motion detection that wakes up the terminal from standby to the comparison interface. The larger the value, the more sensitive the system would be, i.e. if a larger value is set, the comparison interface is much easier and frequently triggered.
<b>Live Detection Threshold</b>	Helping to judge whether the visible image comes from an alive body. The larger the value, the better the visible light anti-spoofing performance. The default value is 100. The valid value ranges from 0 to 100.
<b>Notes</b>	<i>Improper adjustment of the exposure and quality parameters may severely affect the performance of the device. Please adjust the exposure parameter only under the guidance of the after-sales service personnel of our company.</i>

## 6.4 Factory Reset

Restore the device, such as communication settings and system settings, to factory settings (Do not clear registered user data).

Click Reset on the System interface.

Click OK to reset.



## 6.5 Temperature Management

Terminal has built-in temperature sensor, when the temperature is too low or too high, it will trigger self-heating or shut down.

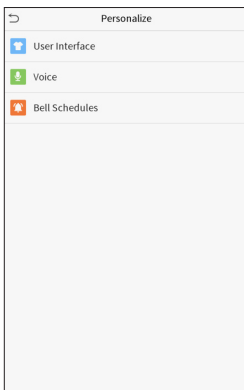
Click Temperature Mgt. on the System interface.

Temperature Mgt.	
Real-time temperature	41.5°C
Warming	0
Shutting down because of high temp.	75

Items	Descriptions
<b>Real-time temperature</b>	This column shows real time inner temperature of terminal.
<b>Low temp. to heat</b>	Once terminal temperature is lower than set value, terminal will start self-heating, the set range is 0~10(°C).
<b>High temp. to reset</b>	When the terminal temperature is high than set value, it will shut down automatically to protect hardware, the set range is 60~80 (°C).

# 7

## Personalize Settings



You may customize interface settings, audio and bell.

Click Personalize on the main menu interface.



### 7.1 Interface Settings

You can customize the display style of the main interface.

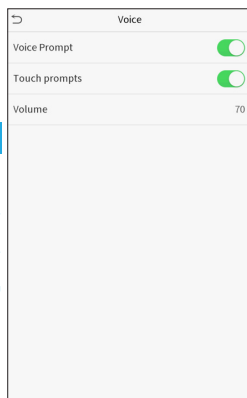
Click User Interface on the Personalize interface.

Items	Descriptions
Wallpaper	To select the main screen wallpaper according to your personal preference.
Language	To select the language of the device.
Menu Screen Timeout (s)	When there is no operation, and the time exceeds the set value, the device will automatically go back to the initial interface. You can disable the function or set the value between 60 and 99999 seconds.
Idle Time To Slide Show (s)	When there is no operation, and the time exceeds the set value, a slide show will be played. It can be disabled, or you may set the value between 3 and 999 seconds.
Slide Show Interval (s)	This refers to the time interval switching different slide show pictures. The function can be disabled, or you may set the interval between 3 and 999 seconds.
Idle Time To Sleep (m)	If you have activated the sleep mode, when there is no operation, the device will enter standby mode. Press any key or finger to resume normal working mode. You can disable this function or set a value within 1-999 minutes.
Main Screen Style	To select the main screen style according to your personal preference.

## 7.2 Voice Settings

Click Voice on the Personalize interface.

Items	Descriptions
<b>Voice Prompt</b>	Select whether to enable voice prompts during operating.
<b>Touch Prompt</b>	Select whether to enable keypad sounds.
<b>Volume</b>	Adjust the volume of the device; valid value: 0-100.



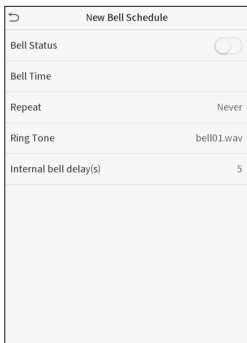
## 7.3 Bell Schedules

Click Bell Schedules on the Personalize interface.



### ■ Add a bell

Click New Bell Schedule to enter the adding interface:



Items	Descriptions
<b>Bell Status</b>	Select whether to enable the bell status.
<b>Bell Time</b>	At this time of day, the device automatically rings the bell.
<b>Repeat</b>	Select the repetition cycle of the bell.
<b>Ring Tone</b>	Select a ring tone.
<b>Internal bell delay(s)</b>	Select the duration of the internal bell. Valid values range from 1 to 999 seconds.

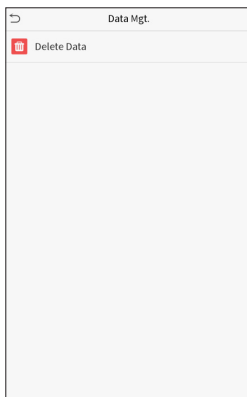
Back to the Bell Schedules interface, click All Bell Schedules to view the newly added bell.

**Edit a bell:** On the All Bell Schedules interface, tap the bell to be edited. Click Edit, the editing method is the same as the operations of adding a bell.

**Delete a bell:** On the All Bell Schedules interface, tap the bell to be deleted. Tap Delete and select [Yes] to delete the bell.

## 8

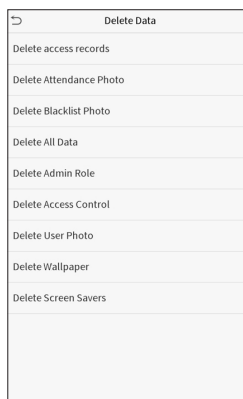
# Delete Management



To delete the relevant data in the device. Click Data Mgt. on the main menu interface.

### ■ Delete Data

Click Delete Data on the Data Mgt. interface.



Items	Descriptions
Delete access records	To delete access records conditionally.
Delete Attendance Photo	To delete attendance photos of designated personnel.
Delete Blacklist Photo	To delete the photos taken during verifications which are failed.
Delete All Data	To delete information and access records of all registered users.
Delete Admin Role	To remove administrator privileges.
Delete Access Control	To delete all access data.
Delete User Photo	To delete all user photos in the device.
Delete Wallpaper	To delete all wallpapers in the device.
Delete screen savers	To delete the screen savers in the device.

---

**Note:** When deleting the access records, attendance photos or blacklisted photos, you may select Delete All or Delete by Time Range. Selecting Delete by Time Range, you need to set a specific time range to delete all data with the period.

---

The image displays two screenshots from the timeTec application interface.

The left screenshot shows a screen titled "Delete access records". It contains two main options: "Delete All" and "Delete by Time Range". The "Delete by Time Range" option is currently selected, and a large empty rectangular area is visible below it, likely for displaying a list of records or a confirmation message.

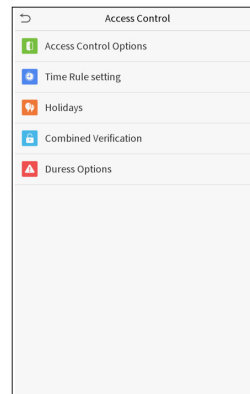
The right screenshot shows a screen titled "Start Time". It displays a date and time picker. The date is set to "2019-05-10" and the time is set to "00:00". The picker consists of five columns: Year (YYYY), Month (MM), Day (DD), Hour (HH), and Minute (MM). Each column has up and down arrows for navigation. The "2019" value in the Year column is highlighted with a green border. At the bottom of the screen, there are two buttons: "Confirm (OK)" and "Cancel (ESC)".

Select Delete by Time Range. Set the time range and click OK.

## 9 Access Control

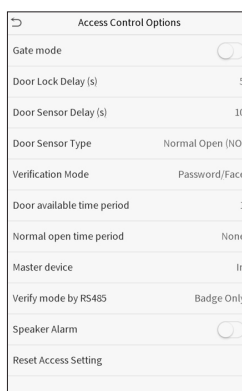
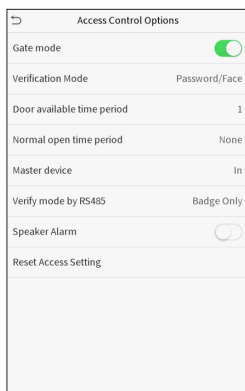
Access Control is used to set the schedule of door opening, locks control and other parameters settings related to access control.

Click Access Control on the main menu interface.



### 9.1 Access Control Options

To set the parameters of the control lock of the terminal and related equipment. Click Access Control Options on the Access Control interface.



Items	Descriptions
<b>Gate Mode</b>	Whether to turn on the gate control mode or not, when set to ON, on this interface will remove Door lock relay, Door sensor relay and Door sensor type function.
<b>Door Lock Delay (s)</b>	The length of time that the device controls the electric lock to be unlock. Valid value: 1~10 seconds; 0 second represents disabling the function.
<b>Door Sensor Delay (s)</b>	If the door is not closed and locked after opening for a certain duration (Door Sensor Delay), an alarm will be triggered. The valid value of Door Sensor Delay ranges from 1 to 255 seconds.
<b>Door Sensor Type</b>	There are three types: None, Normal Open, and Normal Closed. None means door sensor is not in use; Normal Open means the door is always opened when electricity is on; Normal Closed means the door is always closed when electricity is on.
<b>Verification Mode</b>	The supported verification mode includes password/face, User ID only, password, face only, and face + password.
<b>Door available time period</b>	To set time period for door, so that the door is available only during this.
<b>Normal Open Time Period</b>	Scheduled time period for "Normal Open" mode, so that the door is always unlocked during this period.
<b>Master Device</b>	When setting up the master and slave, the status of the master can be set to exit on enter. <b>Exit:</b> The record verified on the host is the exit record. <b>Enter:</b> The record verified on the host is the entry record.
<b>Verify mode by RS485</b>	The verification mode used when the device is used as host or slave.
<b>Speaker Alarm</b>	To transmit a sound alarm or disassembly alarm from the local. When the door is closed or the verification is successful, the system will cancel the alarm from the local.
<b>Reset Access Setting</b>	The restored access control parameters include door lock delay, door sensor delay, door sensor type, verification mode, door available time period, normal open time period, master device, and alarm. However, erased access control data in Data Mgt. is excluded.

## 9.2 Time Schedule

The entire system can define up to 50 time rules. Each time rule represents ten time zones, i.e. one week and 3 holidays, and each time zone is a valid time period within 24 hours per day. You may set a maximum of 3 time periods for every time zone. The relationship among these time periods is "or". When the verification time falls in any one of these time periods, the verification is valid. Each time period format of the time zone: HH MM-HH MM, which is accurate to minutes according to the 24-hour clock.

Click Time Rule Setting on the Access Control interface.

1. Click the grey box to input a time rule to search. Enter the number of time rule (maximum: 50 rules).
2. Click the date on which time zone settings is required. Enter the starting and ending time, and then press OK.

Time Rule[2/50]

Sunday	[00:00 23:59] [00:00 23:59]
Monday	[00:00 23:59] [00:00 23:59]
Tuesday	[00:00 23:59] [00:00 23:59]
Wednesday	[00:00 23:59] [00:00 23:59]
Thursday	[00:00 23:59] [00:00 23:59]
Friday	[00:00 23:59] [00:00 23:59]
Saturday	[00:00 23:59] [00:00 23:59]
holiday type 1	[00:00 23:59] [00:00 23:59]
holiday type 2	[00:00 23:59] [00:00 23:59]
holiday type 3	[00:00 23:59] [00:00 23:59]
<input type="text"/>	

Time Period 1

00:00 23:59

20

HH

00

MM

23

HH

59

MM

Confirm (OK)

Cancel (ESC)

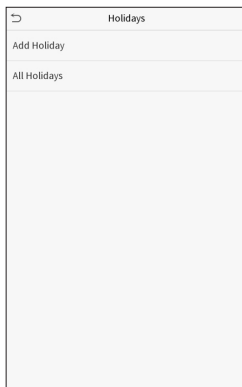
**Note:**

1. When the ending time is earlier than the starting time, such as 23:57~23:56, it indicates that access is prohibited all day; when the ending time is later than the starting time, such as 00:00~23:59, it indicates that the interval is valid.
2. The effective time period to unlock the door: open all day (00:00~23:59) or when the ending time is later than the starting time, such as 08:00~23:59.
3. The default time rule 1 indicates that door is open all day long.

## 9.3 Holiday Settings

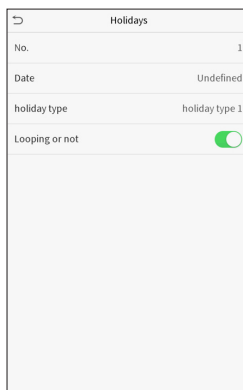
Whenever there is a holiday, you may need a special access time; but changing everyone's access time one by one is extremely cumbersome, so you can set a holiday access time which is applicable to all employees, and the user will be able to open the door during the holidays.

Click Holidays on the Access Control interface.



### ■ Add a New Holiday

Click Add Holiday on the Holidays interface and set the holiday parameters.



### ■ Edit a Holiday

On the Holidays interface, select a holiday item to be modified. Click Edit to modify holiday parameters.

### ■ Delete a Holiday

On the Holidays interface, select a holiday item to be deleted and click Delete. Click OK to confirm deletion. After deletion, this holiday is no longer displayed on All Holidays interface.

## 9.4 Combined Verification Settings

Accessa groups are arranged into different door-unlocking combinations to achieve multiple verifications and strengthen the security.

In a door-unlocking combination, the range of the combined number N is:  $0 \leq N \leq 5$ , and the number of members N may all belong to one access control group or may belong to five different access control groups.

Click Combined Verification on the Access Control interface.

Combined Verification	
1	01 02 00 00 00
2	00 00 00 00 00
3	00 00 00 00 00
4	00 00 00 00 00
5	00 00 00 00 00
6	00 00 00 00 00
7	00 00 00 00 00
8	00 00 00 00 00
9	00 00 00 00 00
10	00 00 00 00 00

Click the door-unlocking combination to be set. Click the up and down arrows to input the combination number, then press OK.

### Examples:

*The door-unlocking combination 1 is set as (01 03 05 06 08), indicating that the unlocking combination 1 consists of 5 people, and the 5 individuals are from 5 groups, namely, access control group 1 (AC group 1), AC group 3, AC group 5, AC group 6, and AC group 8, respectively.*

*The door-unlocking combination 2 is set as (02 02 04 04 07), indicating that the unlocking combination 2 consists of 5 people; the first two are from AC group 2, the next two are from AC group 4, and the last person is from AC group 7.*

*The door-unlocking combination 3 is set as (09 09 09 09 09), indicating that there are 5 people in this combination; all of which are from AC group 9.*

*The door-unlocking combination 4 is set as (03 05 08 00 00), indicating that the unlocking combination 4 consists of three people. The first person is from AC group 3, the second person is from AC group 5, and the third person is from AC group 8.*

*Delete a door-unlocking combination: Set all group number as 0 if you want to delete door-unlocking combinations.*

## 9.5 Duress Options Settings

If a user activated the duress verification function with specific authentication method(s), when he/she is under coercion during authentication with such method, the device will unlock the door as usual, but at the same time a signal will be sent to trigger the alarm.

Click Duress Options on the Access Control interface.

Duress Options	
Alarm on 1:1 Match	<input type="checkbox"/>
Alarm on 1:N Match	<input type="checkbox"/>
Alarm on Password	<input type="checkbox"/>
Alarm Delay(s)	10
Duress Password	None

Items	Descriptions
<b>Alarm on 1:1 Match</b>	When a user uses any fingerprint to perform the 1:1 verification, an alarm signal will be generated, otherwise there will be no alarm signal.
<b>Alarm on 1:N Match</b>	When a user uses any fingerprint to perform 1:N verification, an alarm signal will be generated, otherwise there will be no alarm signal.
<b>Alarm on Password</b>	When a user uses the password verification method, an alarm signal will be generated, otherwise there will be no alarm signal.
<b>Alarm Delay (s)</b>	Alarm signal will not be transmitted until the alarm delay time is elapsed. The value ranges from 1 to 999 seconds.
<b>Duress Password</b>	Set the 6-digit duress password. When the user enters this duress password for verification, an alarm signal will be generated.

## 10 Attendance Search

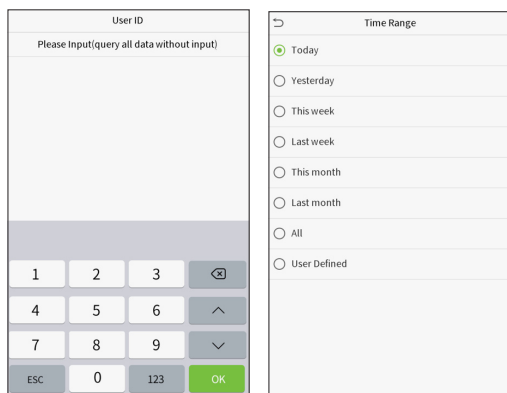
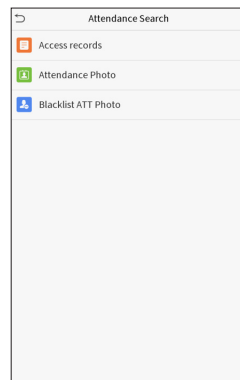
When the identity of a user is verified, the record will be saved in the device. This function enables users to check their access records.

Click Attendance Search on the main menu interface.

The process of searching for attendance and blacklist photos is similar to that of searching for access records. The following is an example of searching for access records.

On the Attendance Search interface, click Access Records.

1. Enter the user ID to be searched and click OK. If you want to search for records of all users, click OK without entering user ID.
2. Select the time range in which the records you want to search for.



- 3. The record search succeeds. Click the record in green to view its details.
- 4. The below figure shows the details of the selected record.

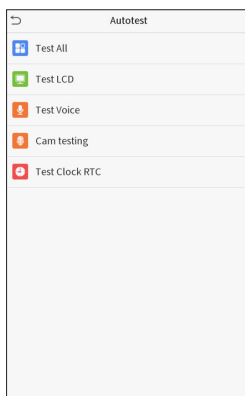
Personal Record Search			
Date	User ID	Access records	
05-10	0	Number of Records:01	
		05:09	
05-09		Number of Records:02	
	1	12:25	
	0	08:53	
05-08		Number of Records:03	
	1	09:17 09:15	
	0	09:03	
05-07		Number of Records:01	
	0	16:06	
05-06		Number of Records:04	
	0	18:20 15:55	
	1	17:28 17:28	
05-05		Number of Records:01	
	0	10:12	
04-30		Number of Records:01	
	0	13:56	
04-29		Number of Records:05	
	1	10:06 10:06 10:06 10:06	
	0	08:56	
04-28		Number of Records:01	
	0	08:57	
04-27		Number of Records:06	
	0	18:00 17:58 17:57 17:56 17:44 17:40	

Personal Record Search				
User ID	Name	Access record	Mode	State
1	A	05-09 12:25	15	0
Verification Mode: Face Status: In				

## 11 Autotest

To automatically test whether all modules in the device function properly, which include the LCD, audio, camera and real-time clock (RTC).

Click Autotest on the main menu interface.

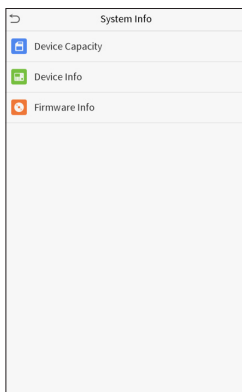


Items	Descriptions
<b>Test All</b>	To automatically test whether the LCD, audio, camera and RTC are normal.
<b>Test LCD</b>	To automatically test the display effect of LCD screen by displaying full-color, pure white, and pure black to check whether the screen displays colors normally.
<b>Test Voice</b>	To automatically test whether the audio files stored in the device are complete and the voice quality is good.
<b>Camera testing</b>	To test if the camera functions properly by checking the pictures taken to see if they are clear enough.
<b>Test Clock RTC</b>	To test the RTC. The device tests whether the clock works normally and accurately with a stopwatch. Touch the screen to start counting and press it again to stop counting.

## 12 System Information

With the system information option, you can view the storage status, the version information of the device, and so on.

Click System Info on the main menu interface.



Items	Descriptions
Device Capacity	Displays the current device's user storage, password and face storage, administrators, access records, attendance and blacklist photos, and user photos.
Device Info	Displays the device's name, serial number, MAC address, face algorithm version information, platform information, and manufacturer.
Firmware Info	Displays the firmware version and other version information of the device.

## 13 Connect to Software

### 13.1 Connect to AWDMS/ Ingress Software

Download this file from this links below:

- **Ingress version 4.0.1.9** (with AWDMS support)

Ingress Server: [https://s3.amazonaws.com/files.fingertec.com/Software+Releases/Ingress/2020/4.0.1.9/Ingress+Server+\(MySQL\).zip](https://s3.amazonaws.com/files.fingertec.com/Software+Releases/Ingress/2020/4.0.1.9/Ingress+Server+(MySQL).zip)

Ingress Client: [https://s3.amazonaws.com/files.fingertec.com/Software+Releases/Ingress/2020/4.0.1.9/Ingress+\(MySQL\).zip](https://s3.amazonaws.com/files.fingertec.com/Software+Releases/Ingress/2020/4.0.1.9/Ingress+(MySQL).zip)

- **ADWMS version 3.1**

<https://s3.amazonaws.com/files.fingertec.com/Software+Releases/AWDMS/AWDMS3.1.zip>

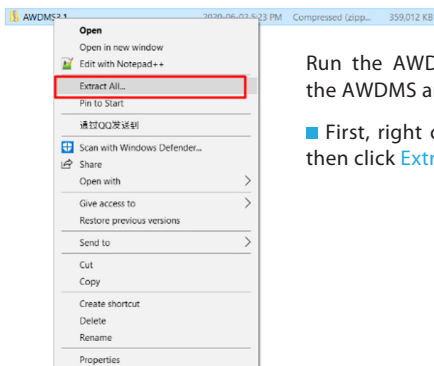
- **ADWMS Setup Tool**

<https://s3.amazonaws.com/files.fingertec.com/Software+Releases/AWDMS/AWDMS+Setup+Tool.zip>

### 13.2 Software Quick Installation

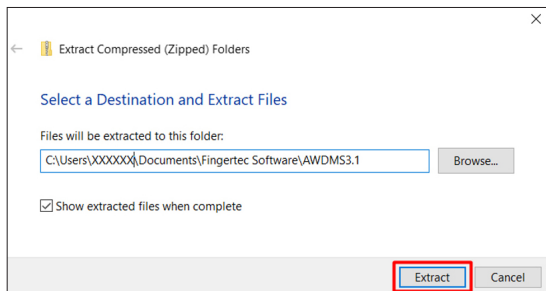
Both Ingress and AWDMS MUST BE INSTALLED on the same PC. First, install the Ingress Server and install the AWDMS after. For Ingress installation, please refer to the Ingress User Manual which can be found at <https://www.fingertec.com/customer/download/postsales/SUM-Ingress-E.pdf>.

Kindly ensure the firewall and Antivirus software on the PC have been switched off before proceeding.

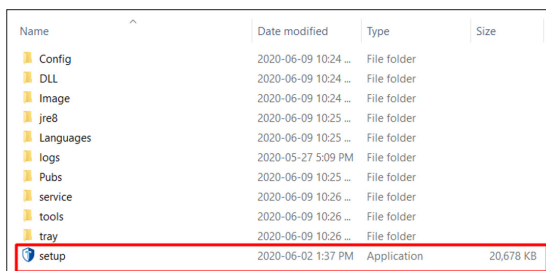


Run the AWDMS setup tool after installing the AWDMS and reboot your PC.

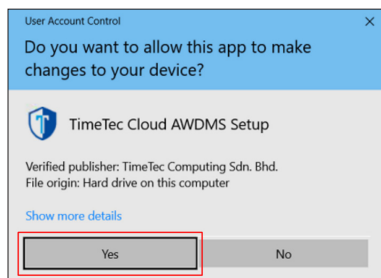
- First, right click on the AWDMS3.1.zip file, then click [Extract All](#)



■ Click **Extract**

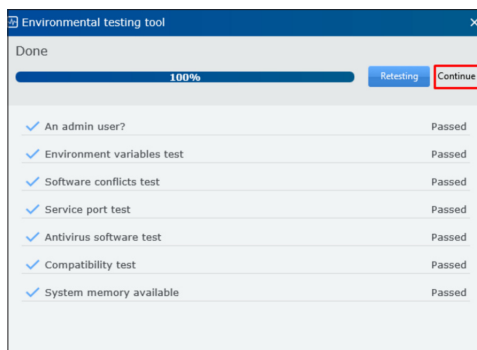


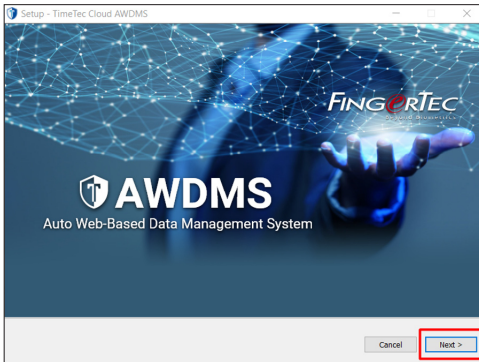
■ Go to the AWDMS3.1 folder. Look for **setup.exe** and click on **setup.exe**.



■ Once the User Account Control permission is prompted, select **Yes** to continue.

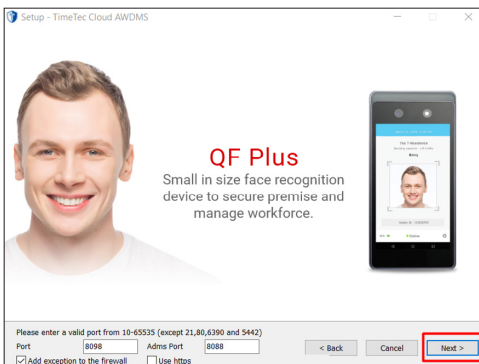
■ The AWDMS setup will run an environment testing prior to the actual installation, click **Continue** when the test is completed.





■ Click **Next** to continue.

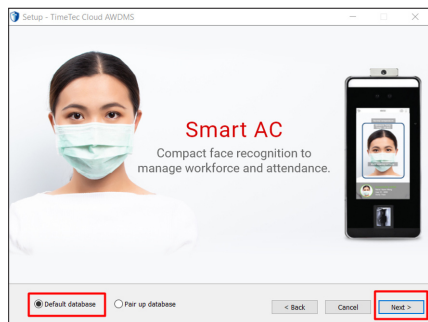
■ End-user Software License Agreement. Select **"I accept the agreement"**, then click **Next**.



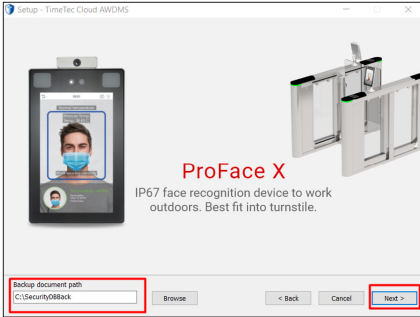
■ Leave the Port and ADMS Port in default mode, click **Next**.



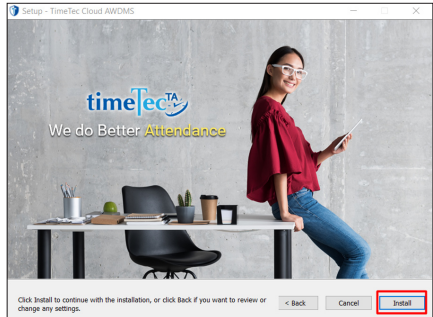
■ Click **Next**.



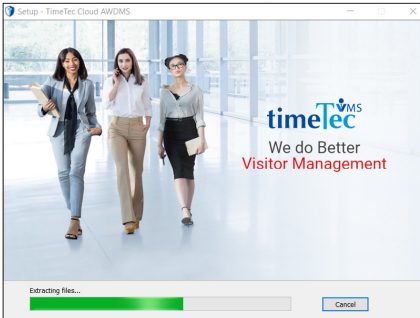
■ Click **Next**.



- Set your Backup document path. Then, click **Next**



- Click **Install** button.



- The installation is now in progress.

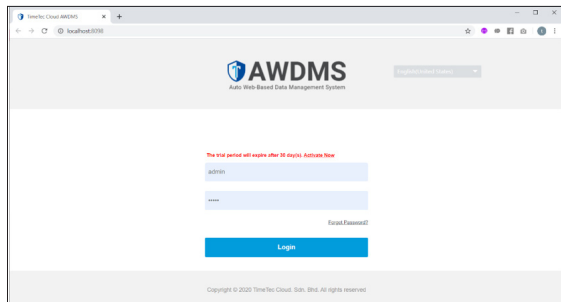


- Click **Finish** to restart the computer.



- Once this icon appears on the desktop, double tap on the “TimeTec Cloud AWDMS” icon to run the AWDMS.

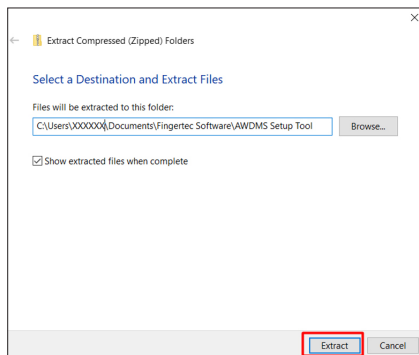
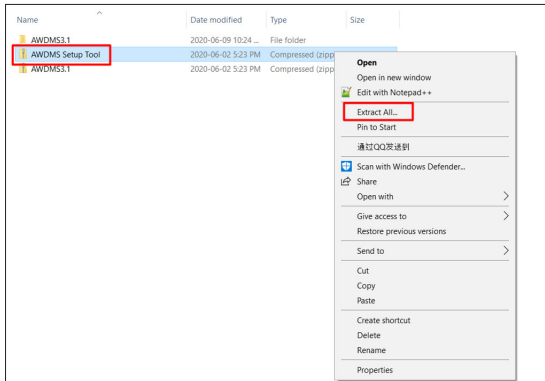
- The ADWMS login screen will be launched in the web browser. The default login username is “admin” and default password is “admin”.



## 13.3 Configure AWDMS Setup Tool

By default, AWDMS will be installed with a Postgresql Server. However, it is recommended to switch to MySQL for better support. In order to switch to MySQL, please run the AWDMS setup tool after the screen below appears.

- Right click on the AWDMS Setup Tool.zip, click [Extract All](#).



- Click [Extract](#)
- Go the folder where AWDMS Setup Tool is located. Click [AWDMSSetup.exe](#).

Name	Date modified	Type	Size
awdms	2020-05-28 11:53 ...	Windows Batch File	2 KB
<b>AWDMSSetup</b>	2020-06-02 9:48 A...	Application	47 KB
AWDMSSetup.exe.config	2020-05-28 5:59 PM	XML Configuration...	1 KB
korat	2020-03-25 10:11 ...	Application	2,736 KB
MySQL.Data.dll	2015-11-06 3:29 PM	Application extens...	447 KB
Newtonsoft.Json.dll	2017-06-18 1:57 PM	Application extens...	514 KB

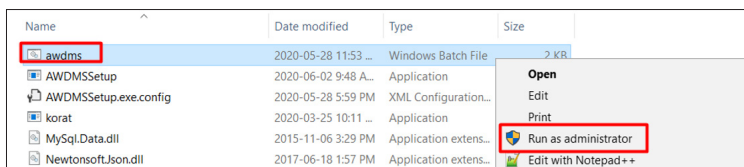
- Press any key to begin the AWDMS setup. Your computer screen might flash for a few times. Click “Yes” at the popup dialog box to continue. Once completed, press any key to exit this window.

```
Install Path : C:\Program Files\BioSecurity
Please any key to start TimeTec Cloud AWDMS setup

Step 1 Completed
Step 2 Completed
Step 3 Completed
Step 4 Completed
TimeTec Cloud AWDMS setup completed.

Please any key to exit...
```

- Right click on the `awdms.bat`, click “Run as administrator”.



- Press any key to start running the batch file. Once completed, press any key to exit this window.

```
***** This batch file is use to complete TimeTec Cloud AWDMS Setup *****
*****

IMPORTANT!!!
Please make sure you run AWDMSSetup.exe before start this bat file
Press any key to start now

Begin Step 1...
Begin Step 2...
Begin Step 3...
Begin Step 4...
Setup completed

Press any key to exit
```

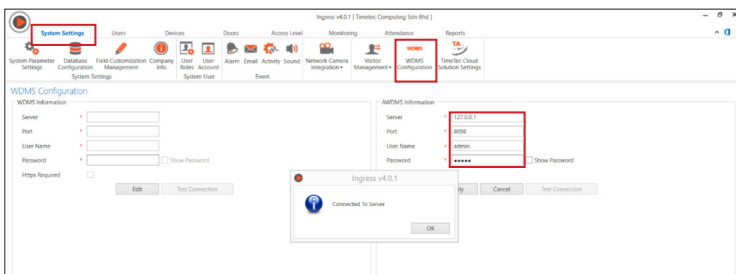
## 13.4 Configure AWDMS in Ingress Software

By now, you should have your AWDMS setup completed. Now, you may proceed to Ingress to configure the AWDMS.

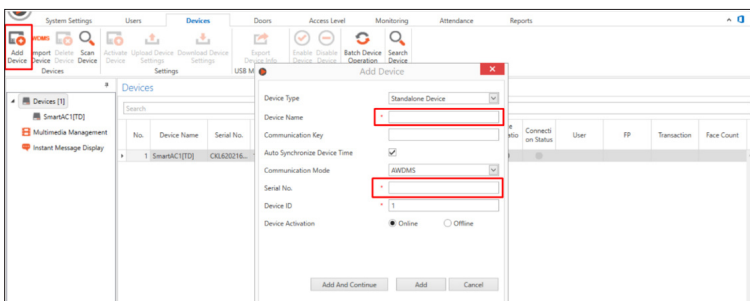
■ Login to Ingress, go to [System Settings](#) > [AWDMS Configuration](#)

■ Key in the AWDMS server IP, Port Number, Login Username and Password. Since AWDMS and Ingress are running on the same PC, thus, the server IP is **127.0.0.1**, the default port is **8098**. The default AWDMS login ID is **"admin"** and default password is **"admin"**.

■ After keying in the AWDMS information, click on the Test Connection button and check if the Ingress is able to connect to the AWDMS. A popup dialog box will be prompted with **"Connected To Server"** if successful. Click **Apply** once it is done.



■ You may now add devices to the Ingress software by clicking the [Add Device](#). Name the device and key in the device's serial number. Select online device activation, then click [Add](#).



■ After adding the device, it will appear in the Devices list.

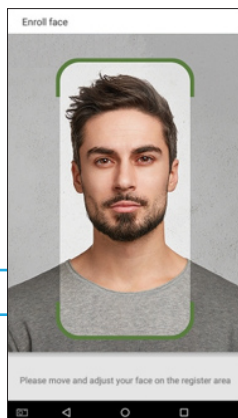
The AWDMS installation is now completed. You may now launch the software and start pulling or updating data from the AWDMS devices.

## Appendix

### Requirements of Live Collection and Registration of Visible Light Face Images

1. It is recommended to perform registration in an indoor environment with an appropriate light source without underexposure or overexposure.
2. Do not shoot towards outdoor light sources like door or window or other strong light sources.
3. Dark-color apparels which are different from the background color are recommended for registration.
4. Please show your face and forehead, and do not cover your face and eyebrows with your hair.
5. It is recommended to show a plain facial expression. Smile is acceptable, but do not close your eyes, or incline your head to any orientation. Two images are required for persons with eyeglasses, one image with eyeglasses and one other without.
6. Do not wear accessories like scarf or mask that may cover your mouth or chin.
7. Please face right towards the capturing device, and locate your face in the image capturing area as shown in Image 1.
8. Do not include more than one face in the capturing area.
9. 50cm - 80cm is recommended for capturing distance adjustable subject to body height.

**Image1:** Face Capture Area



## Requirements for Visible Light Digital Face Image Data

Digital photo should be straightly edged, colored, half-portrayed with only one person, and the person should be uncharted and not in uniform. Persons who wear eyeglasses should remain to put on eyeglasses for photo capturing.

### ■ Eye Distance

200 pixels or above are recommended with no less than 115 pixels of distance.

### ■ Facial Expression

Plain face or smile with eyes naturally open are recommended.

### ■ Gesture and Angel

Horizontal rotating angle should not exceed  $\pm 10^\circ$ , elevation should not exceed  $\pm 10^\circ$ , and depression angle should not exceed  $\pm 10^\circ$ .

### ■ Accessories

Masks and colored eyeglasses are not allowed. The frame of the eyeglasses should not shield eyes and should not reflect light. For persons with thick eyeglasses frame, it is recommended to capture two images, one with eyeglasses and the other one without.

### ■ Face

Complete face with clear contour, real scale, evenly distributed light, and no shadow.

### ■ Image Format

Should be in BMP, JPG or JPEG.

### ■ Data Requirement

Should comply with the following requirements:

1. White background with dark-colored apparel.
2. 24bit true color mode.
3. JPG format compressed image with not more than 20kb size.
4. Definition rate between 358 x 441 to 1080 x 1920.
5. The vertical scale of head and body should be 2:1.
6. The photo should include the captured person's shoulders at the same horizontal level.
7. The captured person should be eyes-open and with clearly seen iris.
8. Plain face or smile is preferred, showing teeth is not preferred.
9. The captured person should be clearly seen, natural in color, and without image obvious twist, no shadow, light spot or reflection in face or background, and appropriate contrast and lightness level.

## Right to Privacy

TimeTec thank you for opting this robust biometric recognition product. At TimeTec, we care about privacy. Being one of the renowned providers of core biometric recognition technologies and cloud solutions, we are striving to serve premium qualities of both existing and new products and services, and make compliance to all privacy laws of each country in which our products are sold.

If you have a privacy concern, complaint, or questions, please contact us.

