# USER MANUAL AT300

Version: <u>1.0</u>

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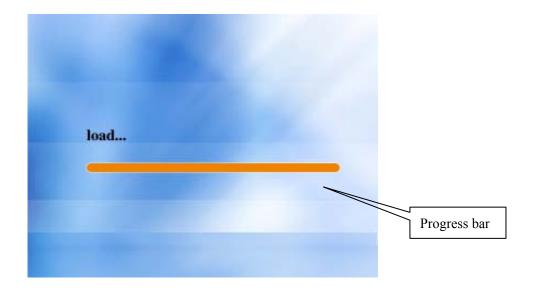
# **1** Introduction

# **1.1 Compiling intention**

Instruction for users

# 2 Start-up

When to start up, display firm LOGO and progress bar, collocate LOGO freely, enter original interface after start up, such as:



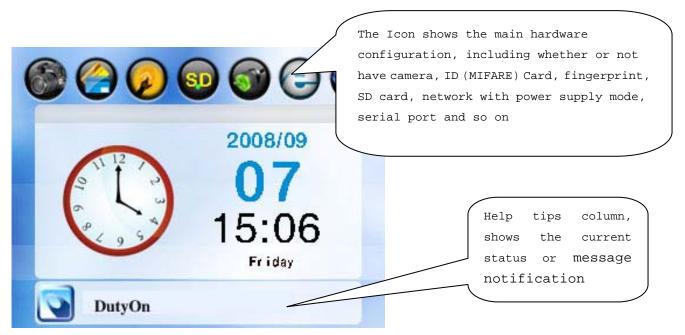
# **3** The initial interface

After device links with power supply, the screen shows the first interface we call the initial interface, see figure, the basic information is as follows:

Explanation: 1 Use larger font to display time.

- 2 Use other smaller font to display date, week, and other information.
- 3 The current status display: such as: sign in, sign off...
- 4 Or message information, how to display amount of rolling information.
- 5 Play colorful propaganda (advertising) page circularly.

Below the initial interface:



1. Administrator enter into management mode,

- 1) Press MENU key, Equipment prompts "administrator, Please verify..."
- 2) Manager loggings in, administrators can use password, fingerprint or cards to log on
- 2. User checking

Allow user verify only in authentication mode (verification model is carried out in the access control settings), such as: Press the number keys + OK is the serial number,

If the authentication mode is ID + password, it prompts "enter a password",

If the authentication mode is ID + fingerprint, it prompts "press finger",

3. Pressing finger or swiping card is generally direct verification

Please refer to the specific verification process for the verification process

# 4 Structure and module of Application

AT300 menu list			
The first level	The second level	The third level	The fourth level
menu	menu	menu	menu
		Fingerprint	
		registration	
TT .	User registration	RF card registration	Includes ID or Mifare card
User management		Original sound REC	
		Photographing	
	deletion of registration		
	datum		
Device settings	System settings	Basic settings	clock settings
			Language settings
			Voice prompts
			Volume mediation

	Expert settings	Keypad tone Checking interface settings Delete all records Delete all registered datum Restore the factory settings Firmware upgrade Daylight saving time settings Function key settings Total numbers of managers Password of super manager Sensitivity adjustment
	Belling settings	Beginning and end of belling time belling time Belling music power off dormancy
Power supply management	Free time settings	Play colorful propaganda
Communication settings	Time power off Time dormancy Time starting up locking off key timing state transition machine number RS232 RS485 Baud rate Ethernet network IP address Subnet mask Gateway address Connection password Dynamic IP allocation	
Recording settings	Back-stage address Management	

		recording alarm (alarm) Checking recording alarm (alarm) repeat affirmed time Run all testing	
		Memory testing LCD function	
		testing	
	Automatic detection	Sound testing	
		Fingerprint Collector	
		testing Keyboard testing	
		Real-time clock	
	lock drive time		
Access Control	Time delay of door		
settings	contact		
5400085	Door contact switch		
	settings		
	Download checking		
	records		
	Download		
	management		
	records		
U disk management	Download user		
-	information		
	Upload user		
	message		
	Upload message notification		
Alarm reset	Upload mp3		
System information	registered user number		
System mormation	registered fingerprint		
	number		
	Checking record		
	number		
	Management record		
	number		
	Used memory		
	-	Registered user	
	Residual capacity	number	
		Registered fingerprint	
		number	

	Device Information	Checking record number Management record number Residual memory Fingerprint capacity Recording capacity Management recording capacity Memory capacity Standby time Serial number Manufacturer Device name Device model Arithmetic version
Query and pivot	Checking recording query Management recording query User registration Inquiries	

Note: check on work attendance and open the door

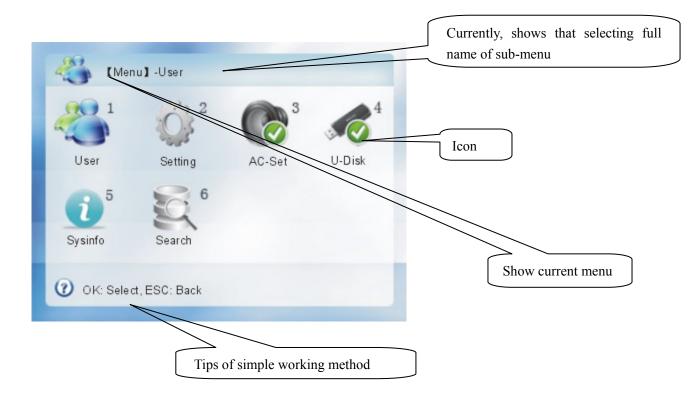
Press MENU key, the following "help column" prompts" administrator, Please verify ... "

At this time, administrator can be passed through pressing fingerprints, inputting ID and password or swiping card to enter the menu, such as authentication, only proved to be successful can enter the main menu.

See "<u>8 validation process</u> "for verification process

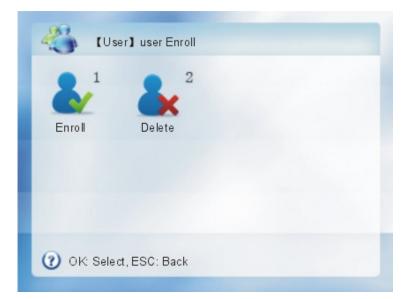
- 1. Default the first as focus after entering the menu, display borders on the focus icon with.
- 2. The direction keys moves the focus to the appropriate icon, OK button can enter the corresponding submenu
- 3. Each icon has a number, press the corresponding number keys can directly enter this sub-menu
- 4. ESC can return to previous menu, ESC of the main menu key can return to the initial interface
- 5. Order shows the current menu and the full name of the selected sub-menu, it can show two levels of full name
- 6. Icon shows 4 Chinese characters at best, use the first three Chinese characters + "..." substitute Chinese characters more than four
- 7. Press MENU key states can back to the main interface in any menu states, enter the main menu interface at other main interface states,

Start Input Method Editor in other states.



## 4.1 user management

## 4.1.1 User Registration



#### **Explanation:**

1. The intermediate user: Refer to the general user, namely person who needs to verify identity because of some purpose, such as person who opens the door through the device, or only those who check on work attendance.

- 2. The administrator: Operates all other work in addition to carry out advanced settings, registration or delete operation of administrators at the same level, can maintain their own data
- 3. Super-administrator: can carry out all other operations including the deletion of his own and all other administrators except super-0 administrator. After leaving factory, Equipment default with a super administrator (code as "00000",

password is "888888") can enter the menu for all operations. Password can be modified, but not to be deleted.

4. The equipment only register the intermediate user, the general manager may exercise any authority of the super administrator

5. The same ID number can register up to 10 different fingerprints, fingerprint ID from 0 to start, followed by increments, it can also be entered manually

6. After entering the registration menu and the real pre-registration, indicating the default ID (the last No. automatically add 1), at this point, can enter a custom ID. (1-65535 5-bit)

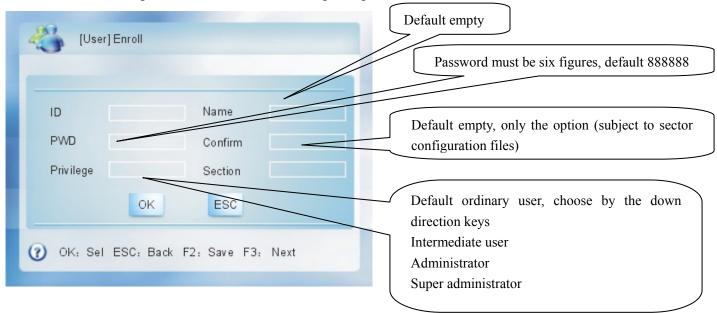
7. Register fingerprint three times is success. In accordance with the message (voice and text), press the same finger (enter the password twice) three times continuously. If it fails, indicating a failure, and prompts re-registration.

8. Choose ID card or Mifare card in accordance with the device configuration,

9. When register fingerprint or RF card, as there have such fingerprint or card number in the system, the system will refuse to register, suggesting that "repeat fingerprint" or "duplicate cards"

#### Basic Information dialog box:

Once choose the user registration, can enter the following dialog box



1. The default code at this point: the last No. automatically add 1, the name is empty, there must be six figures, default 888888 password, the user-level is general

2. Number may input by users, if enter a password, the password and confirmed password must be the same,

3. If it is non-new registration, may targeted by this user ID, and then modify the name, password, user-level, department, cards, photographs, original sound or fingerprint backup.

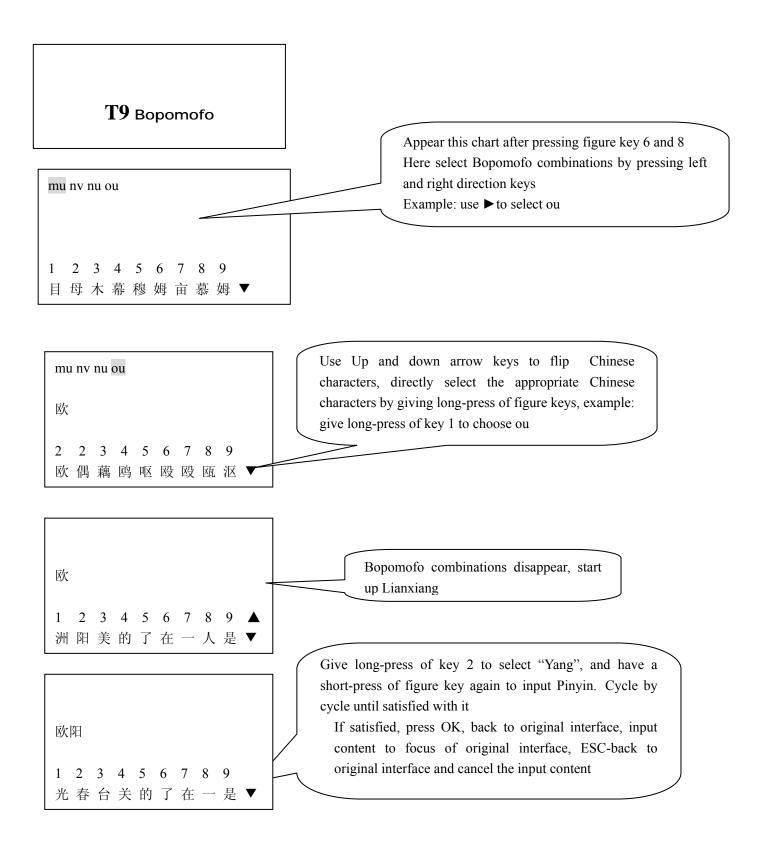
4. In any input state, F4 is a removal key (only removal of one character or Chinese character, that is, Backspace key (Backspace)), it may delete all after a long press.

# 5. In any state of non-menu, F1 key is help key, it can display the help explanation of this state. Any key may return.

#### Input Method Editor

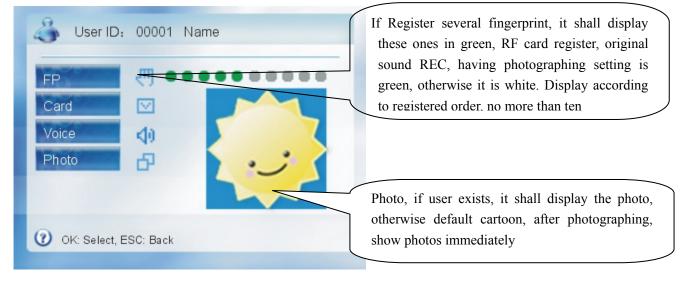
Press MENU key to start Input Method Editor in relation to input, then press MENU key to switch input methods including Pinyin, lowercase letters, uppercase letters, digital, clock input format.

F4 may back at this time. It may delete all after a long press.



#### Register dialog box:

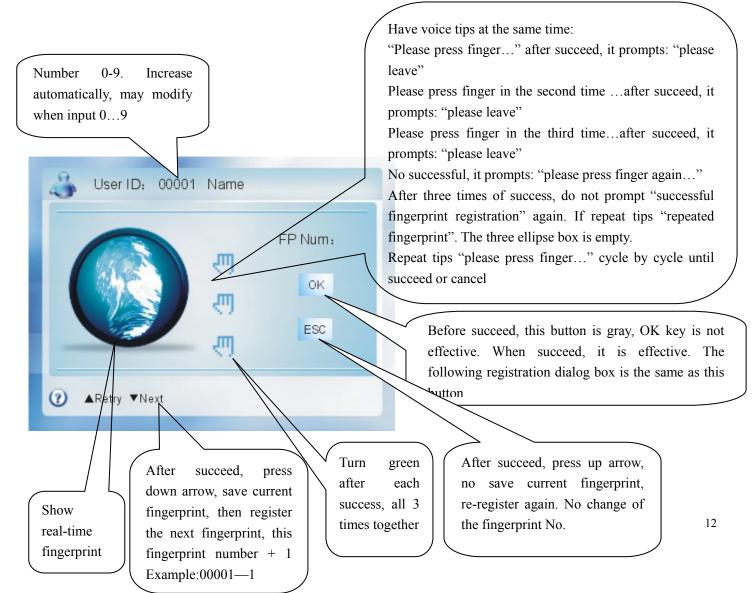
Once identified, enter into the following interface



## **Fingerprint registration**

#### Fingerprint registration dialog box

Choose 1 Fingerprint registration, then enter into the following dialog box



#### RF card registration dialog box

Choose 2 RF card to register, then may enter into the following dialog box

1, If the RF card has been registered and prompts, "RF card is in existence, whether or not to re-register?" Dialog box is shown as below:

RE	RF card has already existed, whether or not to re-register?	
$\smile$		
	ок	ESC

#### After confirm, enter into such dialog box:

User ID: 00001 Name Put your card Card No: OK ESC	Voice tips: "Please show card" after succeed, judge whether or not repeat, if not, prompts "successful registration of RF card", if repeat, prompts "repeat card number, please show card again", cycle by cycle until reach success or cancel
OK:Select, ESC: Back ▲Retry	

## **Original sound REC**

Through recording real voice of the person (usually my name), as voice prompts when verify, so that current staff can further confirm the miscarriage of justice, thereby reducing the rate of miscarriage of justice. It is certainly faster and more accurate than demonstrate their photos.

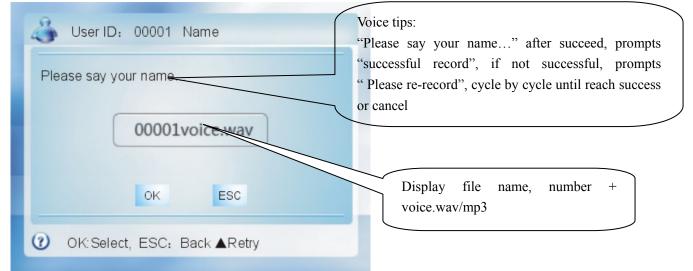
#### Original sound REC dialog box

Choose 3 original Sound REC, then may enter into the following dialog box

1, if the original sound has been recorded and prompts, "the voice had been recorded, whether or not to re-record?" Dialog box is shown as below:

	d been recorded, t to re-record?
OK	ESC

After confirm, enter into such dialog box:



## Photographing

The photo is 320\*240\*24b, size control within 16k,\*.jpg form

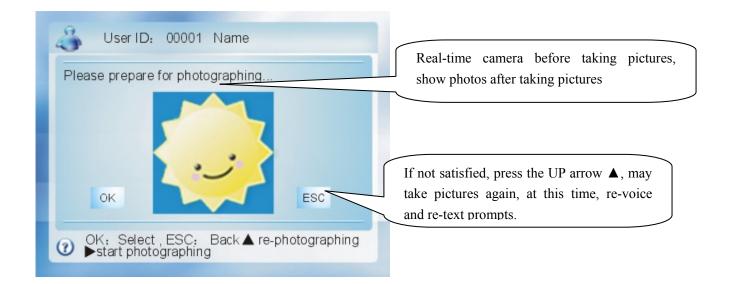
#### Photographing dialog box

Choose 4 **photographing**, then enter into the following dialog box

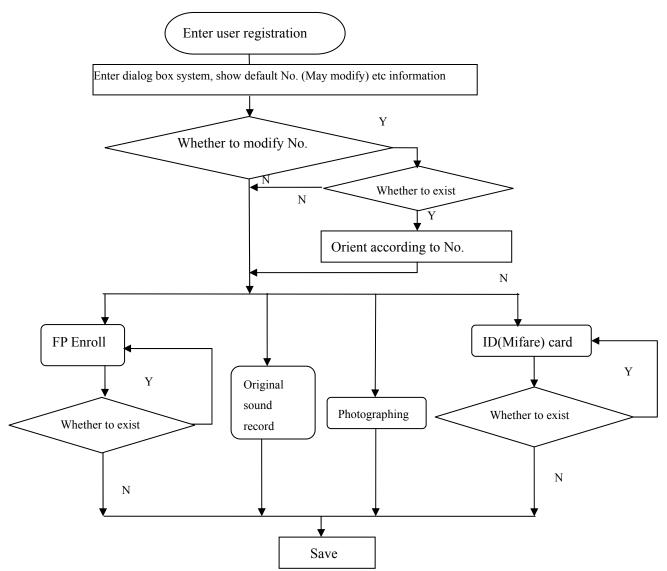
1, If the user's photo exists and prompts, "the photo had been recorded, whether or not to re-record?" Dialog box is shown as below:

	en in existence for nether or not to re-tak
photographs	to record?
OK	ESC

After confirm, enter into such dialog box:



#### **Registration flow**



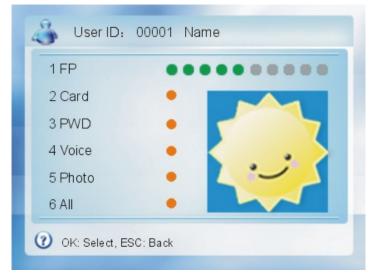
## 4.1.2 Deletion of registration recording

Explanation:

1. After entering this menu, firstly prompts to input deleting a user ID

Lines Id	00001	
User Id:	00001	12
ок	ESC	

After confirm, enter into the following interface



#### Note:

- 1. No. 00000 super-administrator can not be deleted
- 2. The administrator may not delete other administrator, only can delete their own.
- 3. Super Administrators can delete all users' information except No. 00000 super-administrator
- 4. May delete some information of user registration, select " delete all", then remove the user completely from the system

# 4.2 Settings

## 4.2.1Basic settings

## **Clock settings**

Explanation:

1. Including date and it's form and time settings, default form is YY-MM-DD24H

2. Offer date forms which support at least 10 types,

YYYY MM DD YYYY-MM-DD, YYYY/MM/DD, MM-DD-YYYY, MM/DD/YYYY, DD-MM-YYYY, DD/MM/YYYY, YYYYMMDD,

## Language settings

Explanation: language that is displayed on the screen menu of setting fingerprint machine (voice also should be amended accordingly, but currently do not support).Default simplified Chinese

## **Voice prompts**

If choose "yes", there has corresponding voice hint on the device. If choose "no", only have "DD" buzzer. The voice document is mp3 or wav format, approximately have:

1. Successful verification:

May play if having recorded voice of the user, otherwise play user number hint such as "0001", the voice of the number must be speech synthesis of real people, prior input 0-9 numerical voice.

2. Failing verification:

"Number absence", "please press finger again", "please replay card", "please input password again".

### **Volume mediation**

Namely regulation of sound volume

## **Keypad tone**

If choose "yes", press key has sound, otherwise not.

## 4.2.2 Expert settings

Display this menu only when the super-administrator access to.

## 4.2.2.1 Checking interface settings

### Whether to real-time photographing

If choose "Yes", you have to set up to preserve the ratio of real-time photographing which are as follows:

1.0: no save 2.30%

3.60%

4.100% save all

## Whether to display photos

## **Real-time fingerprint display settings**

When choose "yes" in the registration of fingerprints and fingerprint mode authentication, it shows corresponding true fingerprint image. Choose "No", it does not show.

## 4.2.2.2Delete all records

Delete all validation records.

## 4.2.2.3 Delete all registered data

Delete all registration records (delete all users, only leave 00,000 user which the system default)

## 4.2.2.4 Restore the factory settings

Restore all settings message to the state of leaving factory (default state).

## 4.2.2.5 Firmware upgrade

This option can upgraded the terminal unit, select upgrade file of U disk, Click OK to upgrade.

## 4.2.2.6 Daylight saving time settings:

In order to meet the needs of daylight saving time of some countries, regulate an hour faster on XX minute XX hour XX day XX month, when on XX minute XX hour XX day XX month, regulate one hour slower. The beginning of daylight saving time – the beginning time for implementing the daylight saving time The end of daylight saving time - the end time for implementing the daylight saving time Correction time - different with the current time

Example: The current time is 16:07, April 9

The beginning of daylight saving time: Set for April 1

The end of daylight saving time: Set for May 1

Correction time: set to 1 hour

Back to the checking work attendance interface, display the time :2009-4-8 16:07

## 4.2.2.7 Keypad tone settings

Function keys can be set as features include: overtime registration, off duty registration, work registration, view system information, alarm, belling, query records, go-off, entering, return, out, overtime work leaving.

Default definition state transition of the system F1: work attendance, F2: check back from work, F3: overtime attendance, F4: signed back to overtime work.

Here the function key is shortcut, you can switch directly to the needed state through these function keys without the need to do those tedious operation.

## 4.2.3 Power supply management

## Time starting up

The equipment automatically opens within specified time. (Run the function only in power off and time dormancy state)

## Time power off

The equipment automatically closes within specified time. (All other modules are closed except the CPU core), press the power button or to the boot time, it start up. (In sleep mode)

## Time dormancy

The equipment automatically enters sleep mode within specified time. (All other modules are closed except the CPU core and key board), press any key to wake-up equipment in working condition.

## **Belling settings**

Belling Settings include beginning and ending time, duration, music.

Belling can be set 8 kinds of times, you can set up time of timing belling in accordance with the needs, when arrive at the set time, the fingerprint machine will automatically ring, then to reach the length of ringing, it automatically cut-off. If ringing time is 0, the ring is closed. Otherwise, ring according to setting time and length.

Two ringing ways:

1) from the loudspeaker of machine itself.

2) Connect electric bell with a fingerprint machine, when arrive at the set time, the machine shall send out a relay signal to trigger bells ring.

### Free time settings

1. Free means that users do not use terminal equipment

2. Including transit state choice and free time settings, the two options are interrelated, when the free time to 0, the free setting function is turned off; when the free time is non-0 value (in minutes ), such as 1, then if there is no any operation within 1 minute, the system will enter free state of the specified settings

3. Free transition state include: sleep and shutdown

## Locking off key

Failure to power button: "yes"- failure to shutdown button

"No"-effective to shutdown button

## Time state transition

State transitions: when use roll machine, it require to keep a record of roll status in different time, after this setting, when arrive time that user set, the machine will automatically convert to the status of rolling. Display the current rolling state in the current rolling interface.

At least include: sign in, sign off, overtime sign in, overtime sign off etc four states and at least six time sects

## 4.2.4 Communication settings

### Machine number

Number that the machine in the LAN, range from 1 to 255

## RS232

Whether or not to use RS232 for communication

### **RS485**

Whether or not to use RS485 for communication

## **Baud rate**

Default 9600, set up five options: 9600,19200,38400,57600,115200.

## **Ethernet network**

Whether or not to open Ethernet communication, if choose "Yes", you should also set the following parameters:

## **IP** address

Default IP is 192.168.1.201, adjust in accordance with demands

#### Subnet mask

Default subnet mask is 255.255.255.0, adjust in accordance with demands

#### **Gateway address**

Default gateway address is 192.168.1.1, adjust in accordance with demands As the default communication mode: whether or not to use TCP / IP protocols for communications.

## **Connection password**

The system default password is 0, that is no password, you can set, if set password, when connect you have to offer a password. The number of connection password up to eight digits at most.

## **Dynamic IP allocation**

#### **Back-stage address**

PC back-stage address is the address of upper computer, it can control the host computer of terminal unit, there is need to enter the IP address of this host device

## 4.2.5 Recording settings

#### Management recording alarm (alarm)

When the value of remaining management record capacity arrives at setting standard, the equipment will automatically prompt a warning message of remaining record;

### Checking recording alarm (alarm)

When the value of remaining record capacity arrives at setting standard, the equipment will automatically prompt a warning message of remaining record;

## **Repeat affirmed time**

In the set time range (unit: minutes), such as there has existed one person's attendance records, then the second passed checking in result will not be saved.

## 4.2.6 Automatic detection

Test system components. When equipment fails, it has advantage to analyze failure reason, thus maintain the equipment quickly and easily.

Including testing memory, LCD screen, voice, fingerprint collector, keyboard and the clock, in the testing process, should ensure the stability of power supply, or else they might damage the system hardware, especially during the storage testing process.

Run all tests Memory test LED function test Voice test Fingerprint collector test Key board test Real-time clock MP3 function

## 4.3Access control function settings

#### 4.3.1 Lock drive time

The lock drive time length means time difference between validated time and starting electric lock that after machine validates fingerprint. Take 0.5 seconds for the smallest accurate unit. The Largest set is 5s set to "0" means to close lock control function.

#### 4.3.2 Time delay of door contact

Indicates delay time for inspecting door contact after open the door, namely after delay time to inspect door state (open or close), if there is difference between the door contact state and the set state, it gives an alarm. This time is the time delay of door contact, the unit is "s"

#### 4.3.3 Door contact switch settings

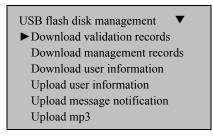
Include three kinds: No, normally opened type, normally closed type;

No: no use of door contact switch;

Normally opened type: if the door is open, the lock should be open, otherwise it shall appear door contact alarm after passing the delay time;

Normally closed type: if the door is closed, the lock should be same, otherwise it shall appear door contact alarm after passing the delay time.

## 4.4 U disk management



## 4.5Alarm reset

When the machine is not alarm, the menu has no option of alarming, only the machine begin to alarm, option "alarm reset" shall appears in the menu, select the option to lift the current alarm status.

## 4.6system information

- 4.6.1 User registered number
- 4.6.2 Fingerprint registered number
- 4.6.3 Checking record number
- 4.6.4 Management record number

## 4.6.5 Used memory

## 4.6.6 Residual capacity

Registered user number Registered fingerprint number Checking record number Management record number Residual memory

## 4.6.7 Device Information

- Fingerprint capacity Note capacity Management record capacity Memory capacity Leave factory date Serial number Manufacturer Device name
- Device model
- Arithmetic version
- Firmware version

# 4.7 Query and pivot

# **Checking recording Query**

Support query according to date, number, name. Display in report forms

## Management recording query

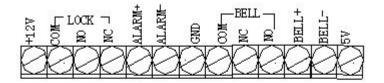
Support query according to date, number, name. Display in report forms

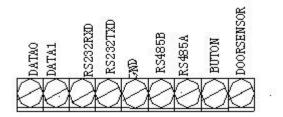
## User registration inquiries

Support number, fingerprint, ID (MIfare) card query. Display in report forms

# **5** Connection mode of external port

# 5.1 description of external port





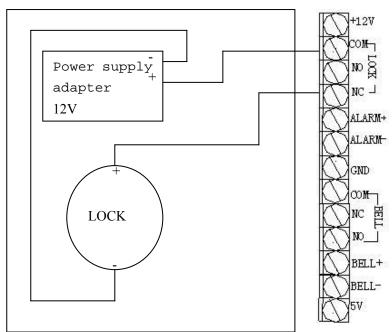
Combination mode of links:

- 1 RS232 connection method—RS232R, RS232T, GND
- 2 RS485 connection method—RS485A、RS485B
- 3 connection mode of Wiegand-GND, DATA0, DATA1
- 4 connection mode of the bell—BELL-、BELL+
- 5 connection mode of OUT switch—BUTON, GND
- 6 mode of door contact—DOORSENSOR、GND
- 7 alarm connection mode—ALARM+、ALARM-

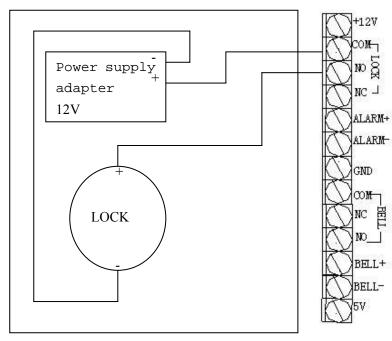
- 8 connection line of the lock—LK-COM、LK-NO、LK-NC
- 9 connection line of the bell—BL-COM、BL-NC、BL-NO

# 5.2 Connection mode of lock and electric bell

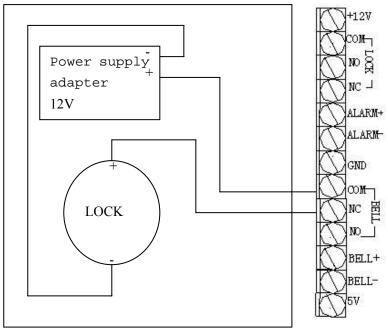
1, connection mode of normally electrified closed lock



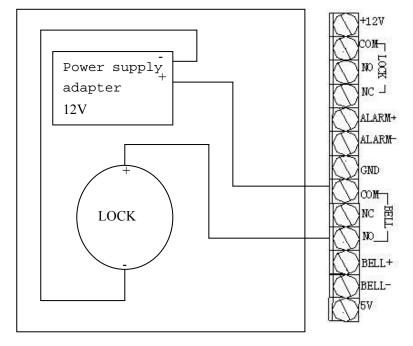
2, connection mode of normally electrified opened lock



3, connection mode of normally electrified closed electric bell



4, connection mode of normally electrified opened electric bell



# **6** Basic concepts and explaination

## No trouble found

Fingerprint device identifies the fingerprint of user A to user B,

## **Refuse to found**

Fingerprint device refuses the registered fingerprint.

## **Permission rank**

Serial fingerprint machine has 3 permission levels:

- □ User: indicates those who need to establish identity because of some purpose, such as open the door though the device, or record their in and out records
- □ Administrator: Implements all other operation except carrying through advanced settings and register users that they have power more than administrator (include administrator).
- □ Super administrator: User that can visit all system functions and alter all settings of the system.

**Explanation:** registrar can register administrator and super administrator if having no registration of super administrator, at the same time, if there is no super administrator, the administrator may register super administrator; if have super administrator, the junior administrator can not register senior administrator.

## Mode key

When using fingerprint, different event corresponds to different state, such as work sign in, off sign in, overtime sign in, out, back etc states according to clock in conditions. It also can be divided into go-in, go-off states according to in and out condition of door contact machine.

Some key board has 4 function key (F) or direction key, they all can be as state key to set current status. But these modes are manual, when you need to use some status, you should press corresponding button. In order to reduce manual operation, you may set transferring function (timing status), when arrive at some set time, the machine shall transfer into current state and display in initial interface.

## Message notification

It is divided into public and private message. Set on back-stage of System, and then upload to the fingerprint machine, when start rolling machine, you can see the short message to the public about attendance, it is all along exist. After user input validation fingerprint, there will prompt short message for private people so as to reduce the workload of staff and greatly improve work efficiency.

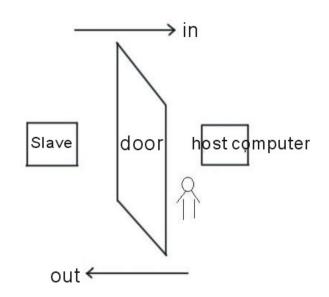
Send message by aiming at somebody, If an employee's birthday is on October 20, you can set up software in the background on October 20 which issues to him a short message "Happy birthday to you", then upload to the machine, after the staff validates the fingerprint authentication on that day, this message will be displayed on screen.

Send message by aiming at many people, such as hold company meeting on June 19, you can set up in the background, then upload to the machine, and the screen shall display "about XX Conference, Room XX, please participate at XX (time) on that day.

There are two ways for transmitting information, first, one is direct transmission by connecting back-stage system with fingerprint machine, and the other is transmitted from the U disk.

## Host computer and slave

1, introduction of host computer and slave



Two machines control one lock, install one machine in the door (hereinafter referred to as the "host"), install the other one out the door(hereinafter referred to as "slave"), at the same time, 2 machines may control the lock only the host connect with the lock. Consequently, solve trivial connection problem of using 2 traditional machines on controlling one lock.

Fingerprint identification, complete to verify user permissions in the host computer, the computer also keep records, slave is fingerprint head or reading module only, carry through fingerprint collection, card reading, and shall need to verify the information, then sent it to the host. Consequently, solve chaos problem of software on managing user information and in and out records of 2 relative machines.

The host and slave machine also has back capabilities, in and out records must be matched, otherwise, it can not open the door, so prevent people who followed by others from entering the door, and prevent the security risks.

#### 2, work principle of host computer and slave

Host computer: Carry through fingerprint registration, fingerprint authentication, user permission settings, user permission verification, receive fingerprints or card information collected from extension, and then validate and bring the results back to the slave.

Slave: Only as a fingerprint read head, carry through fingerprint collection, read card, and send message which need to be verified to the host computer, the host can choose whether to display the test results of slave.

## Daylight saving time (time zone settings)

Daylight Saving Time, also known as "Daylight Saving Time", it is a system which regulate local time artificially in order to save energy, during the implementation of this system, the adopted time known as the "daylight saving time." Generally, in summer day comes early, so people regulate one hour ahead of time, then you can get up and sleep early to reduce amount of lighting and make full use of light resources, thereby saving lighting electricity. In autumn, move clock back. Different countries adopt specific regulation about daylight saving time. At present, nearly 110 countries implement daylight saving time each year.