Access Control Software User Manual

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1. Install and Uninstall Software

1.1 Install Software

Before installing your software, it is better to shutdown all the other application programs, in order to keep away conflict in installing process.

Note: The following screen may differ from what you see upon CD installation. Please refer to CD installation.

1. Please put the software CD into CD-ROM, it will run automatically and popup the following dialog.

Select Setup Language 🛛 🔀							
1	Select the language to use during the installation:						
	English						
	OK Cancel						

2. Select the Language, click [OK], and enter the following interface.

Setup	
License Agreement Please read the following important information before continuing.	
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
END-USER LICENSE AGREEMENT FOR THIS SOFTWARE Important - read carefully:	
This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and the mentioned author of this Software for the software product identified above, which includes computer software and may include associated media, printed materials, and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install or use the SOFTWARE PRODUCT.	>
◯ I <u>a</u> ccept the agreement	
⊙ I do not accept the agreement	
< <u>Back</u> Mext >	Iancel

3. Please read the Agreement carefully. If you want to install please select **[I accept the agreement]**, and click **[Next]**, enter the following interface.

Setup 🛛
Select Destination Location Where should Access Control Software be installed?
Setup will install Access Control Software into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\ZKSoftware\zkemnetman Browse
At least 18.8 MB of free disk space is required.
< <u>B</u> ack <u>N</u> ext > Cancel

4. Select the folder where to install the software. Click [Next] to enter the following interface.

Setup 🛛
Select Components Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
< <u>B</u> ack Next > Cancel

5. Select the install component, and click [Next] to continue.



6. Click **[Install**], the installing program will copy and write corresponding information into hard disk. After finish installation, click **[Finish]** to complete the process.



1.2 Uninstall Software

If you do not need to use this software any more, and want to uninstall it from your computer, then may follow next steps to operate:

- 1. Close the Access Control Software complete.
- 2. Enter Start/ Control panel.

3. Enter **Add and Cancel Program** window, choose Access Control Software, and click [**Remove**] button to uninstall.

Like doing this, you still cannot delete all files. You need enter the installation directory of the software to delete the folder where the software installed.

2. Department Management

Click [**Department**] in the [**Base Options**] menu, popup the Department Management main interface, like as following figure.



Click do r delete a department, is [Employee]

Button.

Employ staff to the department: First to select the name of company, then click Employee button, popup following interface.

aploy Employees			X
Employee		Our Department's Er	nployees
D Name		ID Na	ame 🔼
		▶1 A	
		_2 B	
	>	U	
		5 E	E
	>>>		
	<		
	~~		
			~
			<u><u> </u></u>

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"Our Department's Employees" box at right side is the employees list of company, first choose the employee to shift, and then click the "<" button to move the employee to the left side, or click "<<" button to move all employees to the left side.

Employ Employees			
Employee D Name 1 A 2 B	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Our Department's Employees 1D Name 3 C 4 D 5 E	
		<u>n</u> se	≥ ∋se

mployee				Our Department's Employees
ID	Name	~		ID Name
1	A			
2	В			
3	С			
4	D			
5	E			
			>>	
			<	

Select a department, click Employee button, the interface as shown below.

Select the staff to employ, click ">" to move the staff to the right side of related department, or click ">>" button to move all employees to the right side to complete shifting the staff.

U	ser Infor	mation Mai	nt enance			2
٦l	User List					
						Department B&D Dept
Г	ID 💌	Name 💌	Department 💌	Gender	Title	
F	1	A	R&D Dept.	Male		Name 🗠
	2	В	R&D Dept.	Male		ID 1
	3	С	Factory	Male		Cauda Abala Camala
Г	4	D	Factory	Male		
	5	E	HB	Male		Title
Г						Privilege User
						CardNo 2
						Set Password
						Fingerprint manage(Require U.are.U Scanner support)
						Connect Device
						Enroll with sensor Enroll with f Enroll
						0 50 10 0
						0 FP 3.0 0 FP 10.0
						From Pc to Device From Device to PC
						Write oard by FR device
H	-					Emply cald by IT device
	5				_	
Ľ					Þ	
ſ	FP Enroll	Face Enr	oll Import		Export	Please connect device first, If you want to enroll fingerprint or ID card.
-					· · · · ·	

To shift a staff can directly process in the [User Management] interface.

3. User Management

User Management is the process to maintenance user information, click [User Manage] in the [Base Options] menu or the shortcut button, popup the User Information Maintenance interface, as following.

U	er Infor	mation Mai	ntenance			×
٢U	ser List					
1						
		News	Description and the	Candar	Tale	Department R&D Dept.
F	1	A A	R\$D Dept	Male	Tide	Name A
ľ	2	B	B&D Dept.	Male		ID 1
⊢	3	C	Factory	Male		
F	4	D	Factory	Male		Gender 💽 Male 🔘 Female
F	5	E	HB	Male		Title
	,					Privilene User
						Set Password
						Fingerprint manage(Require U.are.U Scanner support)
						Connect Device
						Enroll with sensor Enroll with F Enroll
						0
						● FP 9.0 ○ FP 10.0
						From Pc to Device From Device to PC
						Write and by FR device
	-					Linky card by th device
	5					
Ľ					Þ	
	FP Enroll	Face Enr	oll Import		Export	Please connect device first, If you want to enroll fingerprint or ID card.
-						

Add User: Click 🛨 button in the staff maintenance bar to add new user.

Cancel User: Choose the user you want delete, and click button to delete the user.

Photo: Click $\stackrel{\frown}{\Longrightarrow}$ button to import user photo, or click $\stackrel{\frown}{\checkmark}$ button to delete.

3.1 User Fingerprint

1. Enroll User Fingerprint

Enroll with FP Sensor:

If you need to use the FP Sensor to enroll fingerprint, please install the FP Sensor driver program first. The driver is under the Driver directory in

software CD. After complete to install the driver, connect the FP sensor to the PC USB port. The current software version supports to use the "U are U" series, ZK4000/6000/7000 FP sensor and etc.

(1) Select **[Enroll with Sensor**] in User Information Maintenance interface, click **[Enroll]** button, and enter the fingerprint enrollment interface, as shown below.



(2) Click the finger which fingerprint is to be enrolled, and the system enters the interface to enroll, as shown below:

3. User Management



(3) After the finger finishes 3 times press on the FP Sensor, the system prompt "Succeed in fingerprint registration", shown as below.



(4) Click "OK" after successful enrollment, save the fingerprint and return to user's information maintenance interface.

(5) Click "verify", the following interface will appear to check if the fingerprint enrollment is succeed or not.



(6) Press the enrolled finger on the sensor, the following dialog appear when the sensor collect the fingerprint, that is, fingerprint enroll succeeds.

Fingerprint verificati	on 🛛 🔀
Succee	d in verifying

If the following dialog appears, then the enrollment failed, please return to enroll once again.



(7) If you want to delete the fingerprint, please double click this finger, the system prompts the following:



(8) If you select [**Duress Fingerprint**], the enrolled fingerprint will be a duress fingerprint for use.

Enroll with FP Reader:

Use the FP Reader to enroll fingerprint. Select FP Reader in User management interface, click [Connect Device], and the [Connect] button

will turn to [Disconnect] when the connection completed. Click [Enroll] button, and enter the fingerprint enrollment interface. The FP reader enrollment is similar to FP sensor, except there is no verification process for FP reader.

2. Register Mifare Card:

Choose the user who need to register the Mifare Card. Click [Through Fingerprint Reader to Write Card], swipe the card near to the card sensor area of the FP Reader when the software remind "Present Card". If the device prompt "Write Card Successfully", this user's ID and the fingerprint will store in the card. Click [Through Fingerprint Reader to Clear Card] to delete user's data in the Mifare, swipe the card near to the card sensor area of the FP Reader when the software remind "Present Card". The notice "Clear Card Successfully" means the operation complete.

 $\cancel{\mbox{M}}$ Note: This function is available only for the FP Reader which supports

Mifare card enrollment.

3. Fingerprints Enroll Status: Shows the detail of user information and fingerprint enroll status.

3. User Management

FP Enr	oll		
		Preview	
Drag a c	olumn header hei	re to group by that column	
ID	💌 Name	 FP Count 	-
1	A		0
2	В		0
3	С		0
4	D		0
5	E		0
			_
		Coun	t O

4. User face Enroll Status: Shows the detail of user and face enroll status.

Face Enroll		
		Preview
ID 💌	Name 💌	Face Count 💌
1	A	0
2	В	0
3	С	0
4	D	0
5	E	0
		Count 0

5. Sort Order:

You can arrange the record according to the ascending or descending order in the record list, directly click the head of rank to achieve. Choose a triangle symbol which is beside the field, according to ascending order to arrange when the triangle symbol point upwards, otherwise that means the sort order follow the descending order. You can click the triangle symbol to change the rise or down rank.

User Information Maintenance User List Photo Department R&D Dept ▼ Name 🛆 💌 Department 💽 Gender Title Name A R&D Dept. Male A ID 1 B R&D Dept. Male 3 Factory Male Gender 💿 Male Female 4 D Factory Male 5 HR Male Title Privilege Use CardNo Ê 10 Set Password Fingerprint manage(Require U.are.U Scanner support) Connect Device ~ Enroll with sensor Enroll with F Enroll FP 9.0 FP 10.0 From Pc to Device From Device to PC Write card by FP device Empty card by FP device Þ न Please connect device first. If you want to enroll fingerprint or ID card. Face Enroll Import EP Enroll Export

As figure below, sort the user as the name order.

3.2 Statistic

The software can automatically count the total records and count the grouping records.

1. Import

This function enables the user to import many formats of user's data file, such as: MS Excel, MS Access, DBF, XML, Text File, CSV file. We recommend to use the CSV file to import. The following example is using

text file to import user's data.

(1) First click the button to select a file that want to be imported.

Import data viza	rd	X
	Import from MS Excel MS Access DBF XML Text file CSV file Comma Quote	
	Source tite name Template Options Go to the last page after loading template Save template automatically when wizard closes	
Help	< Back Next > Cancel	Execute

(2) Click [Next], the following figure appears:

mport data wiza	rd – Im	por	t from t	est.xls				
							Step 1 o	f 3
Use the Range Editor to add/edit ranges or click individual cells with Shift or Ctrl pressed. Press Enter to apply selection or Escape to cancel.								oly
Fields		÷	> X %		Skip col(s) 0	:	Skip row(s)	1
📴 UserID		Shee	et 1					
📴 badgenumber			A	В	l c	D	E	^
🛅 Name		1	Num	ID	Name	Department	Gender	
DefaultDeptID		2	1	1	A	67	Male	
🖽 Gender		3	2	2	В	67	Male	
🛄 litle		4	3	3	С	68	Male	
Lo Privilege	~	5	4	4	D	68	Male	
<		6	5	5	E	69	Male	
→ = + + → → →		7						
Banges		8						
rianges		9						
		10						
		11						
		12						~
		13					>	Ě
								ų –
Help			ſ	< Back	Nevts	Cancel	Evecu	he
11-4-				. E JOIN				

On the left side there is the field list, and the right side is the importing file rank. The Skipcol(s) on the right-up part means how many columns to skip, the Skiprow(s) means how many rows to skip. If the first line of the importing file is not the material data, you can fill "1" in Skiprow(s) blank, that shows to skip the first line for importing data.

UserID: The ID is only used for system internal, it is useless for file import, please don't use it.

BadgeNumber: User code, this code is the user number used in the FP Reader and the software.

Name: User name, these fields must exist.

DefaultDeptID: Department ID. If you import the data from other sources, this item can be neglected.

Gender: Male or Female.

Title: Title.

Privilege: Privilege, can be neglected.

Password: Password, can be neglected.

CardNo: ID card number, can be neglected.

MverifyPass: The user password used in the device, can be neglected.

VerificationMethod: The verification method of user. This item can be neglected.

(3) First choose the field in the Fields list as to import, and then select the corresponding rank in the right side list. The Fields list will automatically attach the corresponding number to the name of field, such as it is, arrange all fields and corresponding rank after finish it, move to the next step.

If you want to cancel a field, first choose the field, and then click corresponding rank, the software will cancel this field.

(4) Click the [Execute] button to run importing operation.

2. Export:

This function enables the software export user's data via all kinds of format which can be supported by the software. It is convenient to supply for third party software to use. Click the [Export] button, appear following interface.

Export di	ialog			
Destination fil	le			
				Select
🗹 Open file	after export	Print file	after export	
Export Type	Fjelds <u>F</u> ormats	Header & Footer 0	Caption & Width	Excel Options
Eormats C) ptions			
- Export t	to			
📀 MS E	Excel	◯XML	🔿 DIF	File
⊖ MS A	Access	O DBF	🔿 SYL	.K File
O MS ∖	√ord	O PDF	🔿 LaT	eX
ORTE		🔘 Text File	🔿 SQL	
Онтм	1L	CSV File	🔿 Win	dows Clipboard
Tools			<u>S</u> tart E>	port <u>C</u> lose

Take the exporting MS Excel file as an example to explain.

(1) Select the object file which is to be exported.

Export dialog	Export to [test.	xls]	
Destination file			
C:\Documents and Setting	gs\zw\desktop\test.xls	Select	
🗹 Open file after export	📃 Print file a	fter export	
Export Type Fjelds For	nats Hea <u>d</u> er & Footer C	aption & Width <u>E</u> xcel Options	
Eormats Options			
C Export to			- II
MS Excel	○ XML	🔘 DIF File	
O MS Access	O DBF	🔘 SYLK File	
O MS Word	○ PDF	◯LaTeX	
ORTE	🔘 Text File	🔿 SQL	
OHTML	CSV File	🔘 Windows Clipboard	
			- 11
Tools		Start Export Clos	e

(2) Click [**Start Export**] button to export the file via default format. Otherwise, you can configure exporting content through the following option cards.

Fields: Select the field to be export, the default is all, it is only to export field's content after selecting.

Formats: The exporting format of all kinds of defined field value.

Header & Footer: The file to start and to end of the text.

Caption & Width: The title and width of field.

Excel Options: Set font.

3.3 Upload and Download

1. From PC to Device:

The user which is store in the database will be uploaded to the FP Reader, click [**From PC to Device**], popup the interface to upload user's data.

User								Device				
Select	• ID		Name		Department 💌	Privilege		Select		Machine	,	•
1	1		A		R&D Dept.		User			test		
-	2		В		RID Dept.		User			lest2		
4	3		С		Factory		User					
*	4		D		Factory		User					
1	5		Ε		HB		User					
	5											
	5 Selec	t All	(Inv	ert All			Sele	ct all		Invert All	
	5 Selec	t All	(Inv	ert All	Dele	te (<u>D</u>)	Sele	ct all		Invert All	
	5 Selec	t All ngerprint serFace	(Inv	ert All	Dele	te (<u>D</u>)	Sele	ct all		Invert All	2
	5 Selec Fi	tt All ngerprint serFace ache mor	(5e	Inv	ert All Upload [J] Enor Log	Dele	te (<u>D</u>) e (c)	Sele	ct all		Invert All	2
Notice: TP	5 Selec V Fir Ut	t All ngerprint serFace ache mo delete us ve speec	de ers in finge	Inv sprink o	ert All Upload (J) Enor Log device.	Dele	te (D)	Sele	ct al		Invert All	

Upload: Based your need, select the staff and a uploading FP Reader, click [Upload], it is able to upload user's data to the defined FP Reader, it is better to select [**Fingerprint**] and [**User Face**] in the normal condition. If the information needs not to be modified, it is no need to choose it.

Notice: User's data include user information, fingerprint and user face.

Delete: If you want to delete a user in a FP Reader, first choose user and

corresponding FP Reader, and then click [Delete] button.

Operation Log: That is an error log during operating process.

Batch: Utilize this function to speed up communication when a lot of user's data are uploaded, it needn't for a few users (such as less than 30 users).

2. From Device to PC:

Download the user data from the FP Reader to the local database. Click [Form Device to PC], popup the interface to download user's data.

From Device To	PC	X
Denice Drog a column head Machine A • Iteut Iteut	Browse Users in device Users in Locale Database Drap a column header here to group by that column select I/D I Jame Department * Plavlege	- New User (Not In Locale Dutabase) Orsp a column header here to group by that column Select • 10 • Name • Phyloge •
	Olio data to displayo	-Olio dala to displayo
	0 Invert All	0 Select All Invert All
	Al Users Cache mode Download (2) Delete (2) New Users Select Users Enor Log Close (2) Notice: These only can delete users in fingespirat device. Cache mode can improve speed	2
	0%	×

Select a FP Reader to download user's information which is on the left side list, click [**Browse Users in Device**], all users in the FP Reader is displayed. Select the user to be downloaded, click the [**Download**] button to download the user data from FP Reader to local database.

View User in the Device: Display all users in the FP Reader.

Download: Download user data to be selected.

Delete: If you want to delete a user in a FP Reader, first choose user, and then click [**Delete**] button.

Batch: Utilize the function to speed up communication when a lot of users

are downloaded, it needn't for a few users.

Operation Log: That is an error log during operating process.

4. Device Management

Add device: Open [**Device List**] in the [**Base Options**] menu, or click [Device Manage] shortcut on the main interface, and display the interface as following.

Device manage	Sec. 2017
List Machine Name Isst test2	Device Info Communition Wiegand Biometric Power Access Control Mifare Other UDisk Communication parameter Name test
Add Delete	Communication options BaudRate Device Number IP Address 0.0.0.0 Net Speed Netmask 0.0.0.0 Getway 0.0.0.0 Ethernet RS232 RS485 Notice: when "Read Options" carn't edit that does not suppout it Read Options Set Options Set Options

Click [Add] button, display the interface as following.

Connect to fingerprint machine
Communication type RS232/RS485
Machine num 1
Port Number COM1 💌
Baud Rate 115200
Communication key
Machine Name New Unit
Connection V OK Cancel If you don't set the password in device,you not require input password

RS232/RS485 Communication:

Machine num: According to the Reader number to fill, for example the FP Reader number is 1.

Port: Properly select the communication port to connect PC, the default port is COM1.

Baud Rate: Select the same baud rate as the FP Reader. The default value is 38400 at its original setup.

Communication key: It isn't need to fill the pass word in the default condition, if there is a setup password in the FP Reader, please input correct password.

Machine Name: According to the purpose of device, input an observable name.

Ethernet Communication:

Connect to fingerprint machine
Communication type
IP address 192.168.1.201
Port 4370
Communication key
Machine Name New Unit
Connection V OK X Cancel
If you don't set the password in device, you not require input passwor

IP address: Default address is 192.168.1.201, please input the IP address of the FP Reader you want connect.

Port: The default port is 4370, it is needed to change.

Communication key and Name is the same configure as RS232 /RS485.

USB Communication:

This communication way need the device supports USB communication.

Connect to fingerprint machine
Communication type
Machine num 1
Communication key
Machine Name New Unit
Connection VK X Cancel

Machine num, Communication key and Machine Name is the same configure as RS232 /RS485.

After setup, click [**Test Connection**] button under window to test. If the system popup "**Successfully Connect**", click [**OK**] button to save the connecting parameters of this FP Reader. If the system popup "**Fail Connect**" dialog, please check the parameters and try again. Add the next fingerprint reader as this procedure.

If you want delete a FP reader, select this unit, and click [**Delete**] button on underside.

4.1 Device Information

Click [**Device info**] in the [**Device manage**] item, display interface is following.

N Maahina Nama	Device Info	Communition	Wiegand	Biometric	Power	Access Control	Mifare	Other	UDisł	
test	Information									
test2		User Count			1	.og Count				
	Fing	erprint Count			Super	log count				
		Face Count			Prod	luct Name				
	Admini	strator Count		Serial Number						
	Pas	sword count		Firmware version						
	Man	ufacture time								
	Capacity									
		User		Fingerprint						
Add Delete		Log		Face						
	Notice: when '									

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Click [**Read Options**], the basic information of FP Reader will be listed, as the following figure.

Device manage					
List Machine Name	Device Info Communition	Wiegand Biometric	Power Access 0	Control Mifare Othe	r UDisk
test	Information				
I test2	User Count	6	Log Count	67	
	Fingerprint Count	4	Super log count	65	
	Face Count	4	Product Name	BioClock I	
	Administrator Count	0	Serial Number	4250010340078	
	Password count	2	Firmware version	Ver 6.60 Jun 25 2010	
	Manufacture time	2010-08-26 19:52:16			
	Capacity				
	User	3000	Fingerprint	3000	
	Log	100000	Face	200	
	Notice: when "Read Option	s" cann't edit that does Read Options	not suppout it		

4.2 Communication

Communication Setting: Click [**Read Options**], it shows the communication information of the current connecting device. Like as below

figure.

Communication Parameter: All kinds of communication parameter which is used for the connection of the software and the reader.

Communication Options: The Option of FP reader communication. If you want to change the communication configure, first click [**Read Options**] to obtain all origin parameters, then modify it as needed, and then click [**Set Options**] button, the modification will take effect after you restart the device.

Device manage									Z
Machine Name A test I test2	Device Info Co Communication N Communication IP Add Communication	ommunition parameter lame test2 type Ethe dress 192 h key	Wiegand met	Biometric	Power Device N	Access Contro	st Connec	Other 1 4370	UDisk
2	Communication Baudf IP Add Communication	options Rate 1152 dress 192 n key	200	• 45	Device N Net S Ne	umber 1 Speed 10Mb1 tmask 255	Half 255 . 25	v 5.0	
Add Delete	Get Votice: when "Re	tway 192 thernet ead Options'	:.168.8 	. 254 RS232 that does i	not suppor	RS485			

Note: If you use RS232 to communicate, recommend to adopting 115200 Baud Rate, if you use RS485 to communicate, better to utilize 38400 Baud Rate.

4.3 Wiegand

Click [Wiegand] in the [Device Manage], display interface as following.

a Maattina Maara	Device Info Communition Wiegand Biome	tric Power Access Control Mifare Other UDisk
Machine Name	Output Setting Output Setting Pre-Defined Format Failed ID Site Code O Use Vidth Use Default Putse Interval	Input Setting Input Format
Add Delete	0 Microsecond	0 Microsecond Use Default
	Notice: when "Read Options" cann't edit that do	es not suppout it

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Click [Read Options] can obtain all the device wiegand parameters .

Wiegand Setting include Wiegand output and input setting.

Defined Format: These formats have been defined and built in the system, it needn't user to define the length of Bit and the location of information. There are four default defined formats: wiegand26 with device ID, wiegand34 with device ID, wiegand26 without device ID, wiegand34

without device ID.

The wiegand 26 with device ID means that the wiegand 26 output format along with device ID number.

The wiegand26 without device ID means that the wiegand26 output format doesn't own the device ID.

Device ID is defined by following: If there is no set of the site code, then it will output machine code. And if the site code has been set, it will output the defined site code (which is similar to the machine code, they are different that this code is defined by user and can be used repeatedly, range is 0-255).

Fail ID: Export Fail ID after verification failed, no export when it has not been selected. Its output range is 0-65534.

Site Code: Similar to the machine code, the difference is that this code is defined by user and can be used repeatedly in different unit, range is 0-255.

Input format: Assigns Wiegand inputs format, following detailed introduction.

OEM code: Needn't to be defined for 26 bit-wiegand generally, find it from 37, 34 bit-Wiegand

Facility code: Machine number or refers to site code

ID Number: User serial number.

Use its first letter for respectively indicate (no matter it is in capital letter or small letter) in the format. ofiOFI, the small letter express odd (odd), the capital letter refers to even (Even), Oo refers to OEM code, Ff refers to Facility code, Ii is ID number, P express the parity bit. The following is a demonstration with a standard 26bit-Wiegand input: PFFFFFFFFFFIIIIiiiiiiiiiiii, F, Facility code and ID Number are both 1:

E	Facility code	ID Number	0	Ì
---	---------------	-----------	---	---

Ρ	F	F	F	F	F	F	F	F	I	I	I	I	i	i	i	i	i	i	i	i	i	i	i	i	Р
1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0

Total Bit: The length of output format.

Pulse Width Time: The default to send pulse width time is 100µs, if the controller isn't able to receive the wiegand signal, can adjust value from 20 to 800.

Pulse Interval Time: The default value is 900 µs, can adjust from 200 to 20000.

Input/Output contents: ID or CardNo.

4.4 Verification

Click [**Biometric**] in the [**Device manage**] item. Click [Read Options], following interface display.

Device manage		\mathbf{X}
List Machine Name	Device Info Communition Wiegand Biometric Power Access Control Mifare Other UDisk	
test 1 test2	Fingerprint 1:N Threshold Middle	
	Fingerprint 1:1 Threshold Middle	
	Face 1:N threshold Middle	
	Face 1:1 threshold Middle	
	Only 1:1 verify No	
E	Only verify ID card No	
	Register Mifare card only Yes	
Add Delete		
	Notice: when "Read Options" cann't edit that does not suppout it	
	Read Options Set Options	

Fingerprint 1: N Threshold: The default value is "Middle", you can modify it properly.

Fingerprint 1:1 Threshold: It means the fingerprint verification threshold after presenting the card, the default value is "Middle".

Face 1: N threshold: The default value is "Middle", you can modify it properly.

Face 1:1 threshold: It means the user face verification threshold after presenting the card, the default value is "Middle".

Only 1:1 Match: This feature is only available that a user own fingerprint, ID card or Mifare card for verification, if you choose [**Yes**] to this setup, must first present a card, and then press fingerprint. If doesn't slide a card, there is no reflect to fingerprint in the device.

Only Verify ID Card: It is mainly designed for ID card. When you choose **[Yes]**, a user use ID card to verify directly, and needn't to press fingerprint. When you choose it as **[NO]**, you must verify fingerprint after present the card.

Must Register Mifare Card: There are two statuses to register a Mifare card, if the card was configured to [**Must Register**], it is only to verify the user who's ID has stored in the FP Reader. The user without ID number will not be verified. When you choose the item as [**NO**], whether there is user's ID information in the device or not, it will export after the user and fingerprint template is verified successfully.

4.5 Power Management

Click [Power] button, and then click [Read Options] button, display the following interface.

ist		Device Info	Commun	ition	Wiegand	Biometric	Power	Access Control	Mifare	Other	UDisk
Machine Name	^	Device Inte	oomina		mogana	Diomotio		Hocore control	milaio	othor	ODIOR
test											
test2		Idle (Option S	Sleep	*						
		Idle m	inutes		1						
	<u>×</u>										
Add Delete											
		Notice: when "	Head Op	otions"	cann't edit	that does r	iot suppo	utit			
								1			

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Firstly read the parameter of [Power], modify the state of [Idle Setup] and minutes of [Idle Time], then click the [Set Options] and restart the device to complete setting.

When the idle time is 0, then the idle setup function is off. When the value more than 0, the machine will enter into idle state after arrives at define time. You can resume normal working state via press the button on the device.

4.6 Access Control

Click **[Access Control]** button, and then click **[Read Options]**, display the interface as follow:
a	Device Info Communition Wiegand Biometric Power Access Control Mifare Other UDisk						
Machine Name 🔼 🔺							
test							
test2	Lock Control Delay(20ms) 10						
	Anti-pass Setting						
	Anti-Pass Mode None						
-							
	Master's record state ONone Out OIn						
	Door-Sendor Setting						
	Senor. Mode None 💙						
	Senor. Delay 10 Range 0-254 for B&W device or 1-99 for TFT machine						
	Senor. Alarm 30						
	Error times to alarm 3						
	Notice: when "Read Uptions" cann't edit that does not suppout it						
Add Delete	Error times to alarm 3						

4. Device Management

Lock Control Delay: Apply to determine unlock hour, the minimum measured unit is 20 ms, in the normal condition that is 100-200 ms.

Anti-Pass Mode: Can be set to "None", "Out ", "In", "InOut".

Master's record state: Can be set to "None", "Out", "In".

Sensor Mode: Set Door Sensor Mode. It can be set to "None", "NOpen", "NClose" state.

Sensor Delay: Set the sensor delay time when the door is opened. The sensor detect the door state only after this defined time. If the door state is not consistent with this parameter, the alarm will be triggered. Black and white screen device range is 0-254. Color screen device range is 0-99.

Sensor Alarm: Set the alarm time delay after the alarm is triggered. Range is 0-999 seconds.

Error times to alarm: Define the maximum error times to trigger alarm. When the verify is not through, and exceed this defined times, the alarm signal will be triggered automatically.

4.7 Mifare

Click [Read Options] in [Mifare] menu, display as following.

FP Count: How many fingerprints stored in the Mifare card.

Start sector for FP: The first sector of Mifare card to store fingerprint.

Sector count for FP: Fingerprint appropriate total sector.

Card key: Read and write password of card, you can only setup, can't read



4.8 Other Setup

Click [Other Setup], and then click [Read Options], the following interface appear.

Restart Device: Click the button to restart FP Reader.

Power off Device:

Update firmware: **Notice**: Please do not upgrade the firmware at your discretion because it may bring problems and affect the normal use of the device. Contact our distributors for technical support or upgrade notification.

Clear admin privilege: This function can clear all administer privilege which has registered in the reader.

Initial Device: This function is mainly used to clear all data in the FP Reader.

Sync time: Set the device time same to the PC time.

Capture Fingerprint: This function can be used to view fingerprint image. If you want to check the fingerprint image, please place finger on the sensor window, and then click the button, and will see the fingerprint image.

Date format: Select the date format in the down drop menu, this date format is the date display format on the device starting interface.

Voice function: Including voice, voice verifies, keypad voice, you can choose to open or close. You can set the voice volume too. This function is available in the FP Reader which supports voice hint function.

Operate over time(s): Set the device operation timeout.

Operate overtime: Set the device operation overtime, 30s by default.

FPVersion: Select the fingerprint algorithm version, 9.0 or 10.0. These two version are not compatible, please choose carefully.

.ist Machine Name	Device Info Co	ommunition	Wiegand	Biometric I	Power	Access Control	Mifare	Other	UDisk
test [test2	Restart D	evice	Pow	er off Device		Capture Fi	ngerprint		
	Update firr	nware	Clear	admin privilege	•				
	Initial Device Sync time								
	Date format	rY∙MM-DD	~	Language∧	/oice Cl	hinese	~		
	Voice (Open	~	Vo	ilumn 80) 😭 L(0-50)N	1(51-80)H	(81-100	ŋ
~	Voice verify		v 0)perate overTir	me(s) 60)			
Add Delete	KeyPad voice (Close	*	FPVe	rsion 1) (~		
	Notice: when "Re	ead Options'	cann't ed	it that does not	t suppoul	tit			
			Ber	d Options	Set On	tions			

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4.9 U disk Setting

You can use the Access Management software to set the U disk configuration file. When the device is connected with U disk, it can execute operations such as Record download, User download, Upload users and Update firmware.

Using PC software to create and modify configuration files steps:

1. Click [U disk] in [Device manage] menu, enter the following interface.

Markan Mara		evice Info)	Communition	Wiegand	Biometric	Power	Access Control	Mifare	Other	UDisk
test		Select UD	lisk	~						
16312		Recor	d downloac 📃	Users down	load					
		Uploa	d users	Update firm	ware					
6	~									
Add Delete										
	N	otice: when	"Read Options"	" cann't edit	that does n	ot suppo	utit			

4. Device Management

2. Select U disk from the down drop menu, click the [Read Options], the interface display Record download, User download, User upload and Update firmware four options.

List Device Info Communition Dufeerand Piemetric Power Access Control Mifrary Other	
Machine Name Consumation widght of bitletic Power Access Conton windle One Conton test Select UDisk M:\ Record download Users download Upload users Update firmware Add Delete Notice: when "Read Options" cann't edit that does not suppout it Bead Options Set Options	JDisk

3. Select the need for the operation, click [Set Options] button, the system prompts "Operation finished", as shown below.

	Device Info	Communition	Wiegand	Biometric	Power	Access Control	Mifare	Other	UDisk
Machine Name	Select UD	sk M:\ downloa: V users	♥ Users down Update firm ■anage Operatio 預定	load ware	<mark>⊠</mark> .d!				
Add Delete									
	Notice: when '	'Head Uptions'	" cann't edit	that does n	iot suppo	utit			

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Open the U disk you can see the configuration file named operatemode.cfg.

The operation to execute the U disk configuration file please refer to the related device user manual.

5. U Disk Management

In general, you can use RS232, RS485, TCP/IP or USB to exchange the attendance records with device.

If the communication method above are not available, you can use U disk to download or upload the user information and fingerprint, or download the attendance records.

5.1 Import User Data

1. Plug the U disk into the PC USB slot. Click **U Disk Management** in the **Base Options**, and enter the U disk management interface. Like as follow figure.



2. Click **Import User Data** button. The system will prompt **Select Machine** dialog. The imported user data format is different according to the machine type, so you need select the type first.



3. After that, click **OK** button, the system will automatically search the user data and load it into the system from the U disk. If a new use is found, the data will shown in green color. In the list the records with red color show this record do not synchronization with data of software.

U U disk	data manag	gement						
Import user dat	User data ex	ort Record d	sta import Import :	sms Export t	ne sms Data	import photos		
Type	Ac No	Name	CardNumber	Choose			~	
nosync	1	mike					_	Import user data
nosync	3	mary		I				
nosync	4	rose		I				Add new user in computer
nosync	5	cam		V				
New	11	lin						Overwrite computer data
New	12	ma						
New	13	smith						Delete data from U disk
New	001	beth						
New	201	tom		<u>v</u>				Bemove list
								Befrech
							-	Select All Not select all
							×	
import Number:	9		Fil	e Time:2010-1	0-25 13:53:0	4File Size:648 By	tes	

• Add mew user in computer: Import the new user in buffer area to the computer.

• Overwrite computer data: Import the selected user in buffer area to the computer.

- Delete data from U disk: Delete user data from U disk.
- **Remove list:** Clear the user list in buffer area.

• **Refresh:** Refresh the user data in buffer area.

5.2 User Data Export

Through U disk Management interface, you can export the user data to U disk, and then upload the data to the device.

Plug the U disk into the PC USB slot. Click **U Disk Management** in the **Base Options**, and enter the U disk management interface. Select **User data export** option, like as follow figure.

U 🛛 d	isk data	anag	ement									
Import u	iser data User	data exp	port Record data	import	Import sms	Export the s	ms D	ata import pł	notos			
Brows	e employee info	mation	number of employe	e: 5				Require Exp	ort Data			
			Select All to List Select to list			o list		Rec	Clear Sele	ected	clear sele	cted
		Ac_	No Name		CardNumber	^		Ac_No	Name	Card	Number	
		▶ 1	A									
		2	B									
		3	L D									
		5	E									
		P										
						~						
Brow	se user Info											
Cond	ition: Ac_No	-	1									
	_	_						Export User	Data			- 1
Input			Browse							Expor	t user data to U	disk

Double click staff record or selected staff and click **Select to list** add an employee information to the right side. If there are a lot of staff record, ability to show all staff information to be queried through staff information query function. The query condition such as Ac_No, Name, CardNumber is available.

Click **Export user data to U disk**. Then all records shown in the buffer area exporting to U disk.

5.3 Record Data Import

Through U disk Management interface, you can export the record data to U disk, and then import the data to the system.

Click **U** Disk Management in the Base Options, and enter the U disk management interface. Select Record data import option, like as follow figure.



Click Import the record from U disk, then the system importing the data.

When its finished, all records shown in the buffer area.

- Delete data from U disk: Delete record data from U disk.
- Clear list: Clear the record list in buffer area.
- Refresh: Refresh the record data in buffer area.

5.4 Import Sms

Plug the U disk into the PC USB slot. Click **U Disk Management** in the **Base Options**, and enter the U disk management interface. Select **Import Sms** option, like as follow figure.

🖥 🛛 disk data managem	ent				
Import user data User data export	Record data import Import :	sms Export the sms Data	import photos		
Choos Type type	Id Start time	TimeLeng I notimelimit	Content	<u>^</u>	Import Sms From U Disk
					Add new rec to Local
					Overwrite the Local Data
					Del Data From U Disk
					Clear list
					Refresh
					Select All Unselect
					new register, 0
					No Sync: 0
<				>	
	File	e Time:2010-10-28 11:05:	34File Size:664 Bytes		

Click **Import Sms from U Disk** button. The system will prompt **Select Machine** dialog, the import sms data format is different according to the machine type, so you need select the type first.

C The black & wh	iite machine
The color mach	ine
	ОК

Click **OK** button, the system will automatically search the sms data and load it into the system from the U disk. After that, the system will prompt the number of import sms, and shown them in list.

• Add mew record to local: Import the new sms in buffer area to the computer.

• Overwrite the local data: Import the selected sms in buffer area to the computer.

- Delete data from U disk: Delete sms data from U disk.
- Clear list: Clear the sms list in buffer area.
- **Refresh:** Refresh the sms data in buffer area.

5.5 Export the Sms Data

You can export the sms data to U disk, or import the data to the other device through U disk. You can select the desire sms to upload.

\rm U disk	data management	uu salu	. Eupor	t the erro D a		. 1			
Inport user us	ara User uara export Hi	acoro uata import in	ilpoit stills i copor	Data liet	o Limboir buo	051			
Loodi Jille		1		Dee		Charalli		Charles Calculated 1	. 1
	Select all to List	Sele	ct I o List	nec			st	Clear Selected Li	st
SMS				type	Sms Id	Timeleng(minut-	Start time	C	hoose
Inunder						notimelimit			V
Sms Id	Start time	Timeleng(minute) tj	/pe 🔼						
1	2009-12-30 10:48:52	60	Person						
2	2009-12-30 10:48:57	60	Person						
			•						
Sms Browse									
Condition	ns Id 💌			<					>
Input:		Browse	refresh						
				Export str	is to U Disk				
							E	xport sms to U Di	sk

The local sms area will show all the sms in software. When you select a sms, the content will show at the sms dialog. If there are a lot of staff record, ability to show all sms information to be queried through staff information query function. The query condition such as Sms Id, content, public, person is available.

• Select all to list: Select all the sms data to data list.

• Select to list: Select the sms and click Select to list, the selected sms data shown in data list.

• Clear list: Clear the sms list in data list.

• Clear selected list: Remove the selected list in data list.

Click **Export sms to U disk**. Then all records shown in the data list exporting to U disk.

5.6 Import Photos

Plug the U disk into the PC USB slot. Click **U Disk Management** in the **Base Options**, and enter the U disk management interface. Select **Import photos** option, like as follow figure.



Click **Import photos from U disk**, then the system importing the user photos. When its finished, all photos shown in the buffer area.

• Delete data from U disk: Delete photo data from U disk.

K Note: U disk function require the device support.

6. SMS Management

In some models of device, we offer the function to send scheduled SMS to the user or public. We just need to set the SMS in the software, and then upload to the device. The public SMS will appear at the device for all the user to view, and will appear always. The user SMS will show after user verification. So as to reduce the staff workload and improve the work efficiency.

6.1 SMS Content Manage

Enter the SMS Management interface:

Click SMS Management in the Base Options, like as follow figure.

SMS CON	IANAGE TENT MANAGE Employee 1	SMS customization	inquity	
Sms Thunder Smsid 1 2	Start time 2009-12:30 10:48:52 2009-12:30 10:48:57	Selec Timeleng(Minute) 60 60	Type User User	Send SMS Employee SMS customization Delete © SMS of altendance machine © User customizes message Execute COMMU SETTING commu type: R1232/R1485 SAVE
Browse Condition: input:	Smsid Frow Per: 2	Sms Info ADD DELETE	EDIT REFRESH	Password: Connect Test

1. Communication Setting

There are two ways for device communication. Similar to the device connection in <u>4. Device Management</u>. After complete setup, click [Test

Connection] button to test, if it is succeed, the system popup "Successfully Connect" dialog, and the button turn to [Disconnect]. If it is fail, the system popup "Fail Connect" dialog.

2. SMS Query

The system support to query SMS by Smsid, Sms Content, Public Sms, User Sms, etc. Click [Condition] down-drop menu, select the condition and input the information, then you can view the query result in the sms list table by click [browse] button.

3. SMS Management

The system support to manage the SMS information, such as ADD, EDIT, DELETE and REFRIESH functions.

ADD: Add a new SMS. Click [ADD], the following interface appear:

🖾 ADD SES	\mathbf{X}
Sms Type © User Sms	C Public Sms
Smsid: 00003	📕 Set TimeLimit
Sms Content	
	Ok Cancel

Public SMS: Indicate the SMS for the public to view. The SMS will show after the device start, and appear always.

User SMS: Indicate the SMS for the user to view, it will appear after user verification.

Set TimeLimit: Click this item, another line will show in the interface, as following figure. You can define the start time and time length of the SMS

valid time.

🖾 ADD	SIIS	
-Sms Type	9 Gwe (C. D. Mir. Co.,
. User:	oms (Public Sms
Smsid:	00003	🔽 Set TimeLimit
Start:	2010-10-29 💌 10:02:54 🗧	Time Len 60 🜩 Minute
Sms Cor	ntent:	
		Ok Cancel

DELETE: Select a SMS, and click [DELETE] button, the system will prompt "Are you sure to delete selected short message?", click [OK] and another prompt will show: "Whether delete all short messages in attendance machine at the same time", click [OK] to confirm deletion.

EDIT: Select a SMS, and click [EDIT] button, to modify the SMS information, such as SMSid, valid time and SMS contents.

REFRESH: After SMS query, the SMS list will show all the query result, click [REFRESH] to return to the whole SMS list.

4. Send SMS

Select the SMS in the left SMS list, and click [Send SMS] button to send the SMS.

6.2 Employee SMS customization

Click [Employee SMS customization], the following interface appear:

🖾 Employe	e SMS customi	ization					
Browse		lum di		_			
		inpuc [BIOWS	se <u>Herresn</u>		
User Info				SMS			
		Select /	All UnSelect A				
Deptment	AC-No	Name	Choos	Smsid	Start time	Timeleng(Minute) Choos	~
Factory	3	С		1	2009-12-30 10:48:52	60 🗖	
Factory	4	D		2	2009-12-30 10:48:57	60 🗖	
HB	5	E					
R&D Dept.	1	A					
R&D Dept.	2	В					
							=
							24
				Cummor oon	ing .		
				Summer com	iiig		
				Oper Selec	t		
				Send in	nmediately	Not send temporarily	
							. 1
						Uk canc	el
User Count: 5		Sms Number	1: 2				

User Info: To list all the employee in the system, you can select multi user to send the customized SMS.

SMS: To list all the SMS added in the system.

Oper Select: If the software have connected with the device, you can select [Send immediately], otherwise, you can select [Not sent temporarily], and return to the SMS management interface. Select the SMS you want to send, click [Send SMS] to send the SMS. Or send the SMS through U-disk. For the detail please refer to <u>5.5 Export the SMS data</u>.

Click [Employee SMS customization inquiry] and enter the query interface.

	SMS customization insurin
Contraction in the last standard	
Employee who have already customize Deptment ACNo	d SMS QUERY Condition: Smsid input: Query Refresh
	USER SMS SETTING Delete employee SMS customization

You can select the query condition from the drop-down menu: query by SMS id, Department, Attendance ID and name. If you don't need the SMS, you can also delete the SMS by click the [Delete employee SMS customization] button.

7. System Management

System Management includes Operator Management, System Operation Log, Backup Database, Clear Obsolete Data, Initial System, Set Password of Database and System Options.

7.1 Operator Management

Click [**Operator Management**] in the [**System Manage**] menu, Popup the main interface of administers maintained, like as following

🔮 Administ	rator	
ID	Name	
👷 Adminis	trator 🕌 Edit password	EE Operation right

Click [Administrator], Popup the three item of [Add department Administrator], [Add Administrator] and [Delete Administrator]. Click [Add Administrator], and then popup a user list frame, select a user to be adding as an administrator, and the click [OK] to popup a distributing privilege list, as following figure.

Set Administrator's	Purviev			×
Items that can be authorized:		\$	Ж	
Item	Read only	FullControl		
Department				🗸 ОК
User Manage				
Devices List				🗶 Cancel
System options				
Timezone				
Group				
Unlock Combination				
Access Control Privilege				
Holiday Setting(TFT)				
Upload Options				
Open door				
Start monitor				
Download record				

Put a remark in the administrator privilege, and then click [OK].

If want to cancel administrator, select the Administrator firstly, and then click [**Delete Administrator**] to complete the operation process.

The operation of [Add department Administrator] is same to [Add Administrator].

It is able to modify administrator password and operation privilege after an administrator is added.

7.2 System Operation Log

The system operation Log is a track record which records this software operation history, and utilize list mode to record all operation.

7. System Management	7.	System	Management
----------------------	----	--------	------------

🔮 Sys	stei	a operation log			X
			Delete 2010-10-27	V log Delete	
Drag a				[•
ID	-	Operator 💌	DateTime 💌	Description	
	13		2010-10-28 15:14:14	Devices List	
	14		2010-10-28 15:14:16	User Manage	
	15		2010-10-28 15:14:25	Operator manage	
	16		2010-10-28 15:16:21	Operator manage	_
	17		2010-10-28 15:16:31	Timezone	
	18		2010-10-28 15:17:30	Group	
	19		2010-10-28 15:18:14	Unlock Combination	
	20		2010-10-28 15:18:39	Access Control Privilege	
	21		2010-10-28 15:19:15	Access Control Privilege	
	22		2010-10-28 15:40:20	Devices List	
	23		2010-10-28 15:59:23	Devices List	
	24		2010-10-28 15:59:26	User Manage	
	25		2010-10-28 16:05:07	Operator manage	
	26		2010-10-28 16:05:36	Operator manage	
	27		2010-10-28 16:40:51	Timezone	-
	28		2010-10-28 16:43:28	Group	
	29		2010-10-28 16:44:14	Unlock Combination	
	30		2010-10-28 16:45:42	Access Control Privilege	
	31		2010-10-28 16:45:44	Access Control Privilege	
	32		2010-10-28 16:54:34	Devices List	
	33		2010-10-28 17:17:48	Unlock Combination	
	34		2010-10-28 17:36:50	Access Control Privilege	
	35		2010-10-28 19:45:11	Access Control SoftwareStart	▼

Click [Delete], this operation is available to delete operation log to the defined previous date, appear following figure.

🤰 Syste	operation log										
		Delete	2010-1	0-28	🖌 log		[Delete	;		
Drag a colu	mn header here to group b	by that colu	<		20	010年1	D月		>		
ID 🔻	Operator 💌	DateTime	星期日	星期	一星期二	<u>: 星期三</u>	星期四	星期五。	<u>星期六</u> ?		1
36		2010-10-2	3	4	5	6	7	8	9		
37		2010-10-2	10	11	12	13	14	15	16		
38		2010-10-2	17	18	19	20	21	22	23		
39		2010-10-2	24	25	26	27	- 28	29	30		
40		2010-10-2	51	_ ∕~∃	E- 2010.	10.29					
41		2010-10-2	28 20:1	0:44	User Mar	nage)	
42		2010-10-2	28 20:1	1:00	User Mar	nage					
43		2010-10-2	28 20:1	2:27	Access C	ontrol Se	oftwareS	itart			1
44		2010-10-3	28 20:1	2:29	User Mar	nage					
45		2010-10-2	28 20:1	9:20	User Mar	nage					
46		2010-10-2	28 20:1	9:55	User Mar	nage					
47		2010-10-3	28 20:3	1:51	Devices l	_ist					
48		2010-10-3	28 20:4	1:22	Devices l	_ist					
49		2010-10-2	28 20:4	7:33	Log Quer	y					
50		2010-10-2	28 20:4	7:47	System of	perate lo	g				
51		2010-10-3	28 20:5	0:03	System of	ptions					
52		2010-10-	28 20:5	0:34	Group						
53		2010-10-3	29 9:21	51	Access C	ontrol Se	oftwareS	itart			
54		2010-10-3	29 10:5	1:00	Timezone	•					
55		2010-10-3	29 10:5	1:40	Timezone	,					
56		2010-10-3	29 10:5	3:06	Group						
57		2010-10-3	29 10:5	9:31	Timezone	,					_
58		2010-10-2	29 11:1	1:36	Group						-

7.3 Data Maintenance

The Data maintenance is, consist up Backup Database, Compact the Database. Clear Obsolete Data, three module build up.

1. Backup Database

Click [Backup Database] in the [System Manage] menu, popup a dialog-box to backup database, you can name it as your favor, and save it in the defined location.

2. Compact the Database

Click [Compact the Database] in the [Data Maintenance] menu, to compact the database, it is only capable to Access Database.

3. Clear Obsolete Data

You can use this function to clear old data which are useless to utility, click [Clear Obsolete Data] in the [Data Maintenance].

Click the down drop menu to choose the date, and select the old record backup directory, then click [OK] button to clear old data.

X Notice: The delete content doesn't include the ending date be selected.

7.4 Initialize System

Click [System Init] in the [System Manage] menu, popup a warn dialogs box, like as following figure, executes the command all the system will be initialized, after this operation all data will be cleared.

X Notice: use this operation with caution.

7.5 Set Database

1. Connecting Microsoft Access Database setup

(1) Provide program to select Microsoft Jet 4.0 OLE DB Provider;

😼 Data	Link Properties	
Data Provide Selec M	Link Properties	ages ervice iblishing ers ces 8.0
	L DB Provider for Microsoft Directory L Server DTS Flat File OLE DB Provid	ncel Help

(2) Click [Next] or [Connect] enter the following interface.

🗏 Data Link Properties 🛛 🔀
Provider Connection Advanced All
Specify the following to connect to Access data:
1. Select or enter a <u>d</u> atabase name:
E:\Program Files\ZKSoftware\zkemnetman\att2000.mc
2. Enter information to log on to the database:
User name: Admin
Eassword:
Blank password Allow <u>s</u> aving password
OK Cancel Help

Click button, Can select the database file, the default name is att200.mdb, according to real condition to renew setup of the database connection.

2. SQL Server Database Connecting Setup

First you should establish the empty database on the database server. You can find a script file with the name of sqlserver.sql in the directory of installing CD. The empty database is established in the front of the searcher of SQL Server, and then opens the sqlserver.sql script files, to run database which is to create this software.

In the Provider Select Microsoft OLE DB Provider for SQL Server, click [Next] or [Connect] to enter this following.

🕽 Data L	ink Properties			
Provider	Connection Adva	anced All	ĺ.	
Specify	the following to conr	nect to SQL Ser	ver data:	
1. Se	ect or enter a server	name:		
2. En	er information to log	on to the serve	r:	
	🗧 Use <u>W</u> indows NT	Integrated sec	urity	
	Use a specific us	er name and pa	issword:	
	User <u>n</u> ame:			
	Password:			
	Password: Blank passwo	ord 🗆 Allov	v saving pa:	ssword
3. 🕫	Password: Blank password: Select the database	ord	v <u>s</u> aving pa:	ssword
3. 🕫	Password: Blank password: Select the database	ord IT Allow e on the server:	v <u>s</u> aving pa:	ssword
3 @	Password: Blank passwo Select the database	ord 「Allow e on the server:	v <u>s</u> aving pa:	ssword
3. © C	Eassword: Blank password: Select the database Attach a database f	ord 🗖 Allow e on the server: ïle as a databas	v <u>s</u> aving pa: se name:	ssword
3 e C	Password: Blank password: Select the database Attach a database f	ord 「Allow e on the server: ile as a databas	v <u>s</u> aving pa: se name:	ssword
3 e	Password: Blank passwo Select the database Attach a database f Using the filename:	ord 「Allow e on the server: ile as a databas	v <u>s</u> aving pa: :e name:	ssword
3 ¢	Password: Blank password: Select the gatabase Attach a database f Using the filename:	ord 「Allow e on the server: ile as a databas	v <u>s</u> aving pa: se name:	ssword
3.0	Password: Blank password: Select the database Attach a database f Using the filename:	ord T Allow a on the server: ile as a databas	v <u>s</u> aving pa se name: <u>I</u> est (ssword
3 @ C	Password: Blank password: Select the database Attach a database f Using the filename:	ord TAllow a on the server: ile as a databas	v <u>s</u> aving pa se name: 	ssword
3 @	Password: Blank password: Select the database Attach a database f Using the filename:	ord T Allow e on the server: ile as a databas	v <u>s</u> aving pa: se name: 	ssword

Confirm the server name for storing this database, information for logging on this serve, and the database name. After run test connection successfully Click [**OK**] button to complete settings

7.6 Set Password of Database

User who need to encrypt this software database can utilize the function encrypt the database, we strongly suggest user who uses access database encrypt the database in order to ensure security, Please distinctly keep in mind the password after set it.

7.7 System Options

Open [System Options] in the [Base Options], the following interface appears.

System setup			×
Automatic monitoring settings			
-Automatically monitor			
📃 When program starts, activate automa	atic monitor		
Default device polling cycle (second)	1		
Keep the number of device	30000	(Range30000-120000)	
Times of reconnection due to failedure	10	(Range3-10)	
Activate monitor in time zone			
	E.g "8:00-9:00;11:00-	14:00''	
Download log time		E.g "8:00;9:00;14:00"	
Sync time			
✓ The system will use default privilege w	hile it don't assign privil	ege for user.	
After assigning privilege for user,along	with uploading user the	e system upload User privi	lege.
In downloading attendance records pr	rocess, add the user wh	ien there is no local user	
Anti-dismantle alarm			Set
Unauthorization alarm			Set
Duress alarm			Set
Improperly closed door			Set
Open the door by accident			Set
company			
company name company			
Set database connection	When start-up Window	is, start-up this program	
	🖌 ОК	🗙 Cancel	

When program starts, activate automatic monitor

If this option is selected, program start will enable automatic poll all devices that has been connected with. If this option is not selected, program start will not enable poll.

Default device polling cycle (second)

During device continue poll, some fingerprint machines may disconnect temporarily due to various reasons. Here, you can modify device polling cycle in second (it is recommended to set to 120).

Keep the number of device

Device record number means user attendance records that are downloaded in every device. You can enter a record number. If actual

record number exceeds the pre-set value, the software will clear all fingerprint records stored in fingerprint machine. For example, record number to store is set to 30000, when record number downloaded is 30001, all fingerprint records in fingerprint machine will be deleted and record number downloaded resets to 0.

Times of reconnection due to failure:

Count for continuous failure retry (it is recommended to set to 3) that is convenience to reconnect automatically under the condition of fingerprint machine recovers normal connection.

Activate monitor in time zone:

Here, we can define one time zone to run monitoring. If run uninterrupted polling, it will bring huge burthen to whole monitoring network. You can define one time zone to run monitoring, in order to reduce burthen of monitoring network. Please pay attention to time format, such as 06:00-22:00.

Download log time:

Set the cycle to download operation log automatically.

Sync time:

You can define a time to synchronize time of all fingerprint machines that have been added into device. Please pay attention to time format, such as 10:00

Set alarm sound:

Set all kinds of alarm sounds. Click [Set] button browse to select the desired audio file, and then click [**Open**] to complete setting.

The system will use default privilege while it don't assign privilege for user: Tick the box to confirm.

After assigning privilege for user, along with uploading user the system upload user privilege: Tick the box to confirm.

In downloading attendance records process, whether to add the user when there is no local user: Tick the box to confirm.

Company Name: The unit name is used in the software.

Set Database connection:

Click [**Set Database Connection**], will popup the window of the defined path database, please refer to <u>7.5 Set Database</u>.

When start-up Windows, start-up this Program:

After select this item, when the PC start, the program will run automatically, otherwise, when the PC start, the program will not run automatically.

8. Access Control Setup

Access control setting is to set unlock time and assign privilege for registered users. Settings of each user consist of three time zone settings and one group setting. Relationship between time zones is "OR". Group also consists of three time zone settings and by the same token, relationship between these three time zones is "OR".

Simply put, if you want to keep a registered user in unlock status. Firstly the group that this user is in should be defined in unlock combination (one group can be defined in one combination together with other group, but these groups are required to unlock door together). Second, current unlock time is in any availability range of user time zone and time zone of its group.

Under system default, a new registered user is in Group 1 and group combination is Group 1. So new registered user is in unlock status by default. If a group that user is in is not defined in group unlock combination setting, then the user cannot unlock door.

8.1 Time Zone

1. Click [Time zone] from Drag-down menu of [Access Control Options], or click the [Time zone] shortcut in the main interface, window of adding Time zone will pop up.

Í	ΔC	Iimezones option														
		Add		Edit		Dele	te									
	Т		Su	nday	Mo	onday	Tu	esday	Wedr	nesday	Th	ırsday	Fr	iday	Sa	tday
	- [ID Description	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
I	۲	1 first	00:00	23:59	00:00	23:59	00:00	23:59	00:00	23:59	00:00	23:59	00:00	23:59	00:00	23:59

2. Click [Add] button and system will pop up a timetable from Sunday to Saturday. Here, you can define any time zone you may use.

Timezone option			
select time zor	ne ID	Description first	
Sunday Monday	Tuesday wednesday	thursday Friday Satday	
	23:59	23.59 23.59 23.59 23.59	
23.33 🗸 23.33 🗸	20.00 🗸		
	ОК	Cancel	

3. Then click [OK] to save the time zone.

Edit Sunday Start End 00 23:59 12:00 23:59	Monday Start End 00:00 23:59 12:00 23:59	Tuesday Start End 00:00 23:59 12:00 23:59	Wednesday Start End 000 23:59 12:00 23:59	Thursday Stat End 00:00 23:59 12:00 23:59	Friday Start End 00:00 23:59 12:00 23:59	Satda Start E 00:00 2 12:00 2	ay nd 3:59 3:59
Sunday Start End 00:00 23:59 12:00 23:59	Monday Start End 00:00 23:59 12:00 23:59	Tuesday Start End 00:00 23:59 12:00 23:59	Wednesday Statt End 00:00 23:59 12:00 23:59	Thursday Start End 00:00 23:59 12:00 23:59	Friday Start End 00:00 23:59 12:00 23:59	Start E 00:00 2 12:00 2	ay nd 3:59 3:59
Start End 00:00 23:59 12:00 23:59	Start End 00:00 23:59 12:00 23:59	Start End 00:00 23:59 12:00 23:59	Start End 00:00 23:59 12:00 23:59	Start End 00:00 23:59 12:00 23:59	Start End 00:00 23:59 12:00 23:59	Start E 00:00 2 12:00 2	nd 3:59 3:59
00:00 23:59 12:00 23:59	00:00 23:59 12:00 23:59	00:00 23:59 12:00 23:59	00:00 23:59 12:00 23:59	00:00 23:59 12:00 23:59	00:00 23:59 12:00 23:59	00:00 2	3:59 3:59
12:00 23:59	12:00 23:59	12:00 23:59	12:00 23:59	12:00 23:59	12:00 23:59	12:00 2	3.59

4. If you want to use several time zones, continue to click [Add]. The system support up to 50 time zone.

In addition, time zone can be edited and deleted.

8.2 Group

1. Entered the "Group" setting interface: Through bar options of the system menu: Access Control Options -> Group, or through shortcuts button options of the system: Group, Enter the group setting interface.

Gı	oup							
	Group	Description	Timezone1	Timezone2	Timezone3	Verification style	Holiday take effact	
•	1		0	0	0	FP/PW/RF/FACE		
	2		0	0	0	FP/PW/RF/FACE		
	3		0	0	0	FP/PW/RF/FACE		
	4		0	0	0	FP/PW/RF/FACE		
	5		0	0	0	FP/PW/RF/FACE		
At a	tention: When well, if time zo	setting time zone of grou one 2 is 0, time zone 3 is	ıp, time zone1 can not be l invalid.), otherwise time zone	of this group is invalid;			

2. Group editing. Left click item that need to edit with cursor to enter the

editing state.

G	roup							X
	Group	Description	Timezone1	Timezone2	Timezone3	Verification style	Holiday take effact	
	1		0	0	0	FP/PW/RF/FACE		
Þ	2		0			FP/PW/RF/FACE	ร้างการการที่ โกรงแรกการใ	
Г	3		0	0	0	FP/PW/RF/FACE		
Г	4		0	0	0	FP/PW/RF/FACE		
Г	5		0	0	0	FP/PW/RF/FACE		

3. Through drop-down box to choose the time zone .

Gı	oup							
	Group	Description	Timezone1	Timezone2	Timezone3	Verification style	Holiday take effact	
Þ			0 🗸			FP/PW/RF/FACE		
	2		1	0	0	FP/PW/RF/FACE		
	3		2	0	0	FP/PW/RF/FACE		
	4		×	0	0	FP/PW/RF/FACE		
П	5		0	0	0	FP/PW/RF/FACE		
AH	ention When	setting time tone of any	in the small can not be	O otherwise line zone	of this group is invalid:			
a:	well, if time a	New	Delete	ave	or this group is invalid;		Clo	ise

4. Through the drop-down box to choose verification ways.

Group						
Group	Description	Timezone1	Timezone2	Timezone3	Verification style	Holiday take effact
• 1					FP/PW/RF/FACE	
2		0	0	0	0 FP/PW/RI	F/FACE
3		0	0	0	1 FP	
4		0	0	0	2 PIN	
5		0	0	0	3 PW	
					4 BF	
					5 FP/PW	
					6 FP/RF	
					7 PW/RF	
					8 PIN&FP	
					9 FP&PW	
					10 FP&RF	
ttention: When :	setting time zone of grou	p, time zone1 can not be	0, otherwise time zone	of this group is invalid;	11 PW&BF	
as well, if time zo	ne 2 is 0, time zone 3 is	invalid.			12 FP&PW&R	F
	New X	Delete 🛛 🗐 🤋	ave		13 PIN&FP&P	w r
					14 EP&RE/PI	

5. If you want the time zone in group take effective on holiday, selected it by

Gı	oup							(
	Group	Description	Timezone1	Timezone2	Timezone3	Verification style	Holiday take effact	
I						FP/PW/RF/FACE		
Τ	2		0	0	0	FP/PW/RF/FACE		
	3		0	0	0	FP/PW/RF/FACE		
	4		0	0	0	FP/PW/RF/FACE		
٦	5		0	0	0	FP/PW/RF/FACE		
tt	ention: When s well, if time zor	etting time zone of grou ne 2 is 0, time zone 3 is i	p, time zone1 can not be invalid.	0, otherwise time zone	of this group is invalid;			
		New	Delete 🔲	ava			Class	_

cursor clicks, if you want the holidays is invalid, it can not selected.

6. Set up is completed, click on "Save" to save.

8.3 Unlock Combination

1. Entered the "Unlock Combination" setting interface: Through bar options of the system menu: Access Control Options-> Unlock Combination, or through shortcuts button options of the system: Unlock Comb, Enter the Unlock Combination setting interface.

Unlock Com	bination						×
Drag a column I				[Group De	tail	
ID	Description	Group 1	Group 2	Group 3	Group 4	Group 5	
1		1					
2							
3							
4							
5							
6							
7							
8							
9							
10							
							Close

2. Unlock Combination editing. Left click item that need to edit with cursor

to enter the editing state.

Unlock Com	bination						
Drag a column I				[Group De	tail	
ID	Description	Group 1	Group 2	Group 3	Group 4	Group 5	
1		1					
2							
3							
4							
5							
6							
7							
8							
9							
10							
							Close

3. Through drop-down box to choose the group number

Unlock Com	bination							D
						Group De	tail	
ID	Description	Group 1		Group 2	Group 3	Group 4	Group 5	
1		1	•					
2			1					
3			2					
4			3					
5			4					
6			5					
7		×	/					
8								
9								
10								
							Close	

4. If you forgot the group definition, click Group Detail to see the exist group, and return to step 3 to select group.

Group	Description	Timezone1	Timezone2	Timezone3	Verification style	Holiday take effact	
1		2	0	0	FP		
2		0	0	0	FP/PW/RF/FACE		
3		0	0	0	FP/PW/RF/FACE		
4		0	0	0	FP/PW/RF/FACE		
5		0	0	0	FP/PW/RF/FACE		

5. Set others unlock combination as step 3-4. After setting up click "Close" to save and quit.

8.4 Access Control Privileges

1. Entered the "Access Control Privilege" setting: Through the system menu bar options: Access Control Settings -> Access Control Privilege, or through directly shortcuts button of the system : Access Control Privilege, enter Access Control Privilege interface.



2. Click on "Edit Privilege" button and enter the Access Control Privilege to

edit the interface, shown such following.

🔮 User AC Privilege 📃 🗖 🔀								
Set Group Timezone 💌	Verification style Group Verify	~						
Drag a column header here to group by that column	Drag a column header here to group by that column							
Department VID Vame Varoup V	Department VID Vame VGroup V							
R&D Dept. 1 A 1 R&D Dept. 2 B 1	>>							
Factory 3 C 1 Factory 4 D 1 HB 5 E 1	< No data to display>							
	<< l>							
Machine Machine Number VIP Address	Machine Machine Number VIP Address	Access Denv						
test 1 192.168.8.182								
test2 1 192.168.1.45								
	>>>	Evà						
	<no data="" display="" to=""></no>							

3. Default users belong to Group 1, if need be assigned to other user groups, the need for users to re-allocation group. Here we illustrate: No. 1 users assigned to Group 1. First selected No. 1 users, shown as following.

🔮 User AC Privilege 🔹 🔲 🖸								
Set Group	Timezo	ne 🔽		Verification style Group Verify	~			
Drag a column h	eader here to group	by that column		Drag a column header here to group by that column				
Department 💌 I	D 💌 Name	💌 Group 💌		Department VID VName Group V				
R&D Dept. 1 R&D Dept. 2 Factory 3	A B B C C	1 1 1	>>					
Factory 4	4 D	1	\langle	<no data="" display="" to=""></no>				
	-		<<		Access Allow			
Machine 💌	Machine Number	▼ IP Address ▼		Machine V Machine Number V IP Address	Access Denu			
test	Indenne Hamber	1 192.168.8.182	\rightarrow					
test2		1 192.168.1.45						
				<no data="" display="" to=""></no>	Exit			
			<<					
			J		, ,			
4. Click on the "Set Group" button and enter "the group setting" interface, select group 2.

Gz	oup							
	Group	Description	Timezone1	Timezone2	Timezone3	Verification style	Holiday take effact	
Þ	1		2	0	0	FP		1
	2		1	0	0	BF		
Π	3		0	0	0	FP/PW/RF/FACE		
	4		0	0	0	FP/PW/RF/FACE		1
	5		0	0	0	FP/PW/RF/FACE		1
Att	ention: When well, if time z	setting time zone of grou one 2 is 0, time zone 3 is	ip, time zone1 can not be l invalid.	3, otherwise time zone	of this group is invalid;		0	IK

5. Through the above steps, the users will be assigned to the second group,

shown as following.

🎍 User AC Privilege		
Set Group Timezone	Verification style Group Verify	~
Department ID Name Group R&D Dept. A 2 R&D Dept. B 1 Factory 3 C 1 Factory 4 D 1 HR 5 E 1	Drag a column header here to group by that column Department ID Name Group	Access Allow
Machine Nachine Number IP Address test 1 192.158.8.182 1 192.168.1.45 <t< th=""><th>Machine Machine Number IP Address</th><th>Access Deny Exit</th></t<>	Machine Machine Number IP Address	Access Deny Exit

6. Follow the 3-5 steps, set up the group those users respective. After the setting completed, through ">/>>" button, a single or all of users will be moved to the right critical areas, waiting for the Privilege setting. Shown as following.

🏂 User AC Privilege		
Set Group Timezone	Verification style Group Verify	~
Drag a column header here to group by that column Department V ID V Name V Group V HB 5 E 1	Drag a column header here to group by that column Department \ D \ Name \ Group \ R&D Dept 1 A R&D Dept 2 B Factory 3 C Factory 4 D	Access Allow
Machine Imachine Number IPAddress Image: Comparison of the state of th	Machine Machine Number IP Address	Access Deny Exit

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7. In the device list choose the device that need to upload Privilege. Through ">/>>" button, single or all of the device will be moved to the right the critical region, waiting for Privilege setting. Like following interface.

🖁 User AC Privilege		
Set Group Timezone	Verification style Group Verify	~
Drag a column header here to group by that column Department VID V Name V Group V HR 5 E 1	Dreg a column header here to group by that column Department ID Name Group	Access Allow
Machine Vumber VIP Address V test 1 192.168.8.182	Machine Machine Number IP Address >> test2 1 132.168.1.45 >>> <	Access Deny Exit

8. After users and device is selected, click on "Access Allows" button, the

group Time zone which is used by user in the critical periods will be assigned to the selected devices. After distribution is successful, prompt will appear shown as following

Access	Control	Software 🔀
added 4	rights, edi	ted O rights
	OK	

9. In the "User Access Control Privilege" interface, click "exit" button and enter the "Access Control Privilege Setting" and synchronize set up information of user groups will display in the list. Shown as following.

Ac Pi	rivil	ege op	tio	1										X
E dit F	Privilege]												
			_											
Drag a	Drag a column header here to group by that column													
ID		Name	•	Group	•	Is Use Group	•	Timezone 1	•	Timezone 2	•	Timezone 3 💌 Door(AC machine)	•	Verification style
1		A			1				0		0	0 test2		Group Verify
2		В			1	~			0		0	0 test2		Group Verify
3		С			1	~			0		0	0 test2	_	Group Verify
4		D			1				0		0	0 test2		Group Verify

Set up the user doesn't use the Access Control Privilege of group time zone:

1. If a user do not use group time zone when she/he belong to a group, please enter the "User Access Control Privilege" setting interface.

🔮 User AC Privilege		
Set Group Timezone	Verification style Group Verify	~
Drag a column header here to group by that column Department ID Name Group Image: Column header here to group Image: Column here to group Ima	Drag a column header here to group by that column Department ID IName Group I (No data to display> ()	Access Allow
Machine Imachine Number IP Address Imachine test 1 192.158.8.182 1 192.158.8.145 test2 1 192.158.1.45 1 192.158.1.45	Machine Machine Number IP Address	Access Deny Exit

2 Select a user and the applied device, click [Access Deny] button, pop up

the following interface.

Access C 🔀
delete 1 rights
OK

3. After completing, in the "user Access Control Privilege" interface, click "exit" button and enter the "Access Control Privilege Setting" and synchronize set information of user groups will display in the list. shown as following.

e P	rivile	ege opt	ion	5												
Edit F	Privilege															
)rag a	a column	header her	e lo	group by t	hat col	umn										
		Name	•	Group	•	Is Use Group	¥	Timezone 1	•	Timezone 2	-	Timezone 3	•	Door(AC machine)	¥	Verification style
		A			1				0		0		0	test2		Group Ve
		В			1	•			0		0		0	test2	_	Group Ve
		С			1				0		0		0	test2		Group Ve

4. Click [Edit Privilege], select the user, the device, the using time zone and the verification style, and click [Access Allow] button.

Access	Control	Software 🔀
added 1	rights, edi	ted O rights
	OK	

5. After modification, a new record list in the following interface.

Name F	o group by that co	olumn	Timerono 1	Timorono 2	Timozono 2	Deer/AC masking)	Marification stula
	uroup [•			ninezone z 💽	ninezone 3 💽	test2	Group Verifi
 В	1	v	0	0	0	test2	Group Verif
 С	1	v	0	0	0	test2	Group Veril
D	1		1->first	2->afternoon	0	test2	Group Veri

8.5 Holidays setting

1. Entered the holidays set. Choose Access Control Settings -> holidays

set. Shown as following.

2	Holiday Settin	ıg		
	No.	Begin date	End date	Time zone
►	1	05-01	05-03	
	2	06-17	06-17	0
	New	X Delete	J	

2. Click "New" button to add a new one	, The default date is the current day.
--	--

3	Holiday Settir	ıg		
	No.	Begin date	End date	Time zone
	1	05-01	05-03	
	2	06-17	06-17	0
*	3	10-29	10-29	0
	New	X Delete	1	

3. Move cursor to the "Begin date" and "end date" to modify the date.



4. Moved the cursor to the Time zone to be set, choose the valid Access Control Time zone.

2	Holiday Settin	ıg		
	No.	Begin date	End date	Time zone
	1	05-01	05-03	
	2	06-17	06-17	0
Ϊ	3	11-01	11.02	•
				1
				2
				3
			۲	
	New	Velete	J	

5. Set is completed, click on the "Save" button, the setting will be saved.

8.6 Upload Setting

1. Choose upload device. click icons to choose the device with mouse.

2 Access C	ontrol	Softwa	re Ver S	2.4.3.1038									
Base Options	Access	Centrol Op	tions Base	Operate Query	y System :	nenece)	felp	ø	=		\$ 3		
Device Manage	User ma	nage P	c to Dievice	Device to PC	Timezon	0	Group	Unlock Comb	AC Privilege	Upload Options	Open door	Start monitor	
kest	test2												
ID	Name	Time		Verify Mode	Status	Machine	Excep	plion				Name	
												No.	
											(Picture)	Dept	
6 m / 1													
ID	Time		Mach	ine Event									
	_		_			_	_			3	_		2

2. Enter the "upload options" interface: Through bar options of the system menu: basic operation -> upload settings, or through the system shortcuts button options: upload settings, enter upload interface.

3. There are two choices to upload interface elements, the AC options and user AC options, and it is better the two selected together at the same time to upload. This can choose to upload multiple machines.

Uŗ	plo	ad Choice					X
	v	AC Options			User AC Optio	ns	
		Select	Devid	ce number	Device	name 🛃	~
	T	 Image: A start of the start of	1		test		
	▶		1		test2		
							-
		Select			🗸 ОК	🗶 Cancel]

4. Upload success, in its lower right corner the successful operation prompt will be displayed, shown as below.

Base Sprinse Access Central Optima: Base Sprarks Geory: System searce Malp Denice Manage User manage Pic to Denice to PC Telecome Global Unlock Coreb AC Pinelege Usebad Dation: Open door Start render Denice Manage Use manage Pic to Denice to PC Telecome Global Unlock Coreb AC Pinelege Usebad Dation: Open door Start render Denice Manage Use manage Pic to Denice to PC Telecome Global Unlock Coreb AC Pinelege Usebad Dation: Open door Start render Denice Manage Use manage Pic to Denice to PC Telecome Global Unlock Coreb AC Pinelege Usebad Dation: Open door Start render Denice Manage Use manage Pic to Denice to PC Telecome Global Unlock Coreb AC Pinelege Usebad Dation: Open door Start render Denice Manage Use Render Status Machine Exception Denice Pinelege I setting plasse wate: Applying to setting plasse wa	2 Access C	ontrol	Software	Ver 2.4.	1. 1038										
Image: Second control of the second control of th	Base Options Device Manage	User mar	Constrol Option	s Base Oper	ete Goery	Systen O Timezon	e (klp M houp	🥩 Uniock Comb	AC Privilege	Upload Op	otions	0pen door	Start monitor	
ID Name Time Verity Mode Statu: Machine Exception ID In In In In In ID Time Machine Exception	lest	lesl2													
	ID Esception Even ID	Name	Time	Machine	eity Mode	Status	Machine	Exce	pton			Corne Applyin Upload Operati	(Ficture) Sing with denice of to anthing, ploy user access co on invited	Nane Na. Dept	

9. Other Function

9.1 Start Monitor

You can click the [Start Monitor] button to start system polling and monitoring, and the button changes to [Stop].

When system is in the monitor status, the information about opening door and fingerprint verification will show on the list field.

9.2 Download Log

In the absence of monitor situation, in order to download the system records, you can right click the device, the operation menu appears. Click [Download Log], the dialog popup as below.

P1	ease select	device.		
	After download	finish, Cancel device record.		
	Select	Device number	Device name	~
	Image: A start of the start	1	test	
		1	test2	1
				=
				~
	Select		VOK X Cance	3

Select the device and click [OK] to finish the download process. If you select [After download Finish, Cancel device record], the system will delete the device record when downloading complete.

In monitoring state, if you want to download the device record, click [Download Record] in [Base operate] menu, the system will download all connected devices' record to system.

9.3 Clear Log

If you want to clear the device record, please right click the device icon, and click [Clear log], the system will prompt the confirm dialog. Click [Yes (Y)] to clear the device records.

9.4 Sync Time

If the device time is not synchronizing with the system, please right click the device icon, and click [Sync Time] button.

9.5 Update Firmware

If the device has the older firmware, you can update the firmware by right click the device, and click the [Update Firmware] button. After updating, you need to restart the device. The prompt shown as follow.



Notice: Please do not upgrade the firmware at your discretion because it may bring problems and affect the normal use of the device. Contact our distributors for technical support or upgrade notification.

9.6 Restart Device

If you want to restart the device using the software, please right click the device icon, and click [Restart Device] button to restart it.

9.7 Property

Please right click the device, and click [Property] button in the prompt dialog. Enter the [Device Manage] interface, the specific operation please refer to <u>4. Device Management.</u>

9.8 Stop Sound

After the system alarm has been triggered, right click the device, appears the operation menu, click the [Stop Sound] to stop the system sound and light alarm.

10. Record Management

10.1 Record Query

1. In [Query] down drop menu, you can select [Log query], show as following.

Search Employee's Checking Record	
Condition Time From 2010-10-23 V 00:00 C Search Export To 2010-10-29 23:59 C	
Drag a column header here to group by that column	
Num Departme Name ID Date/Time Verifycoc Clock-in/out Devic Ma	chine Name 💌
<no data="" display="" to=""></no>	

2. Select the start and end date to query log.

🤰 Se	arch	Empl	oyee's	s Che	cking	Rec	ord	
Conditi	ion							<u></u>
Time	From	2010-10	1.23 👽	00-00	*		🤏 <u>S</u> earch	Export
	To	<	723 +	20)月 〕月	>	,
		星期日	星期一	星期二	星期三	星期四	 且星期五星期	
Drag a	a columr	26 3	27 4	28 5	29 6	30 7	1 2 8 9	
Num	▼ D	10 17	11 18	12 19	13 20	14 21	15 16	B verifycoc V Clock-in/out V Devic V Machine Name V
		24 31	25	26 2	27 3	28 4	29 30 5 6	D
			今天:	2010-1	0-29			
							ZNo data te	to displaus
							(110 666 6	o dispidy/

3. Click [Query], the in/out access log within these date will show in the list.

🔮 Searc	a Employ	ee's C	heckin	g Record						X
-Condition-										
Time								•		
-	2010 10 21		0.00	🥬 Search		Export				
Fron	2010-10-23	3 💌 🛛	J:00 🤤	L	ل السس					
To	2010-10-29	э 🔽 2:	3:59 😂							
Num 💌	Departm 🔻	Name	▼ ID	▼ Date/Time	•	verifycoc 💌	Clock-in/out 💌	Devic 💌	Machine Name 💌	
2	R&D Dept.	В	2	2010-10-25 15:1	0:48	FP/PW/RF/	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 15:1	1:30	FACE	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 15:1	1:43	FACE	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 15:1	6:06	FP	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 15:5	5:11	FP	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 15:5	5:30	FP	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 15:5	5:41	FP	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 15:5	6:17	FP	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 19:3	5:44	FP	C/In	1	test	
2	R&D Dept.	В	2	2010-10-25 19:3	5:47	FP	C/In	1	test	
2	R&D Dept.	В	2	2010-10-29 15:0	6:18	FP	C/In	1	test	
2	R&D Dept.	В	2	2010-10-29 15:0	6:20	FP	C/In	1	test	
3	Factory	С	3	2010-10-25 19:3	5:29	FACE&FP	C/In	1	test	
3	Factory	С	3	2010-10-29 15:0	6:07	FP	C/In	1	test	
3	Factory	С	3	2010-10-29 15:0	6:12	FP	C/In	1	test	
		-								

4. Click [Export] to output fingerprint records in various formats, such as

Excel format, etc. this operation is similar to user management exporting.

Export dialog			X
Destination file			
		Select	
🗹 Open file after export	📃 Print file after ex	port	
Export Type Fjelds Formats	Header & Footer Caption	& Width Excel Options	
Eormats Options			
- Export to			
MS Excel	○ XML	🔘 DIF File	
MS Access	O DBF	🔘 SYLK File	
O MS Word	O PDF	◯LaTeX	
ORTE	🔿 Text File	◯ SQL	
O HTML	◯ CSV File	🔘 Windows Clipboard	
Tools	[Start Export Close]

10.2 Alarm Report

Detect fingerprint that does not pass verification, duress fingerprint, that will trigger the alarm. Click "Alarm event" in the [Query] drop-down menu, and "alarm event query" window will pop up, as shown in the following picture:

🎍 Alarm even	t query								
	Del	ete 2010-10-28 💊	log	Delete]				
Deer e eek mer hee	daa kaan ka maanin ku kkak				,				
Operator	▼ DateTime	▼ Device	💌 Alarm T	ype 🔻	EnrollNumber 💌				
	2010-5-14 16:06:57	New Unit		-1					
	2010-5-14 16:06:57	' New Unit		-1					
	2010-5-14 16:06:57	' New Unit		-1					
	2010-5-14 16:06:57	New Unit		-1					
	2010-6-4 22:05:25	Test		-1					
	2010-6-5 9:18:51	Test		-1					
	2010-6-7 10:01:50	Test		-1					
	2010-6-8 14:24:41	Test		-1					
	2010-6-8 14:24:41	Test		-1					
	2010-6-8 14:24:45	Test		-1					
	2010-6-8 14:24:46	Test		-1					
	2010-6-8 14:24:53	Test		-1					
	2010-6-8 14:24:54	Test		-1					
	2010-6-8 14:24:56	Test		-1					
	2010-6-8 14:24:58	Test		-1					
	2010-6-8 14:25:00	Test		-1					
	2010-6-8 14:25:01	Test		-1					
	2010-6-8 19:06:32	Test		-1					
	2010-6-10 11:54:19	I Test		-1					
	2010-6-10 11:54:22	Test		-1					
	2010-6-10 11:54:25	Test		7	1				
	2010-6-12 16:45:15	i New Unit		-1					
	2010-6-12 16:45:18	New Unit		-1					

Delete alarm event: Select the end date, as following interface.

🙎 Alarm event o	luery										3
	Delete	2010-1	0-28	log		ſ	Delete	,			
		<		20	10年1	0月		>		-	٦
Drag a column header h		尼加日	昆钳	見扣一	屋田二	昆钳印	尼胡玉	昆油头			1
Operator 💌	DateTime 💌	26	27	28	29	30	1	2	rollNumber 💌		
	2010-5-14 16:06:57	3	4	5	6	7	8	9			
	2010-5-14 16:06:57	10	11	12	13	14	15	16			
	2010-5-14 16:06:57	17	18	19	20	21	22	23			
	2010-5-14 16:06:57	24	25	26	21	28	23	30			
	2010-6-4 22:05:25		\$Ŧ.	2010-1	0-29						
	2010-6-5 9:18:51	Test	770	2010	0 20			-1			
	2010-6-7 10:01:50	Test						-1			
	2010-6-8 14:24:41	Test						-1			
	2010-6-8 14:24:41	Test						-1			
	2010-6-8 14:24:45	Test						-1			
	2010-6-8 14:24:46	Test						-1			
	2010-6-8 14:24:53	Test						-1			
	2010-6-8 14:24:54	Test						-1			
	2010-6-8 14:24:56	Test						-1			
	2010-6-8 14:24:58	Test						-1			
	2010-6-8 14:25:00	Test						-1			
	2010-6-8 14:25:01	Test						-1			
	2010-6-8 19:06:32	Test						-1			
	2010-6-10 11:54:19	Test						-1			8
	2010-6-10 11:54:22	Test						-1			
	2010-6-10 11:54:25	Test						71			
	2010-6-12 16:45:15	New U	Init					-1			
	2010-6-12 16:45:18	New U	Init					-1			-

2. Click "Delete" and the following prompt will show:



3. Click [Yes] to delete the events before this date. After that, these events won't show in the list.

11. Appendix

11.1 Common Operation

1. The toolbar for datasheet operation:



The blue bar which locates line is current line in the datasheet. All operation for datasheet is performed on the current line. Only black button is operational, it can not operate when it is gray.

Click button, put it to corresponded operate.



Eirst, move from the current line to the first line.



Previous, move from the current line to the previous line.

Next. move from the current line to the next line.



Last, move from the current line to the end line.



: Insert, add new record.



Delete, cancel current record.



Edit. enter edit status to modify record.



Save, save the record to be edited.



E Cancel Edition, cancel modification for the record.

2. Filtrate Data

Filtrate data is that select the record which meet defined condition from the original table sheet, the current display window is following, the operation flow of the filtration data's command.

(1) Click down drop menu of the data rank, appear following figure.

U	ser Infor	nation Mai	ntenance					X
٦l	Iser List							</th
						Desertment		Photo
Г	ID 🔻	Name 🔽	Department 🔻	Gender	Title	Department	company 💌	
Þ	1	(All)	company	Male		Name	A	
F	2	(Custom) A	company	Male		ID	1	
F	3	В	company	Male		Conder	Aldala Consela	
IC	4	C D	company	Male		Gender	• male • relinate	
L	5	Ē	company	Male		Title		
						Privilege	User 🗸	
						CardNo		<u>n</u> ≩ /2
					Fingerprint	with sensor Enroll with f	nner support) onnect Device	
	⊙ FP 3.0 ○ FP 10.0						°10.0	
						Fro	m Pc to Device Fro	om Device to PC y card by FP device
	5							
					F			
(FP Enroll	Face Enr	oll Import		Export	Please conn	ect device first, If you want to	enroll fingerprint or ID card.

(2) Click [Custom Filter], appear following figure.

Custom Filter	
Show rows where: Department	
equals 🔻	
⊙ AND ု OR	
▼	
	Ok Cancel

(3) Input condition, such as show all user who's surname is H, appear following figure.

Custom Filter	
Show rows where: Name	
like	▼ D\$
	· ·
'Use _ to represent any single char 'Use % to represent any series of c	racter Ok Cancel

Notice: % must be English symbol. Chinese symbol is rejecting to know.

(4) Click [**OK**], to show the result of filtration.

User Information Maintenance	
User List Drag a column header here to group by that column	
ID <	Department Factory Photo Ph
Customize Customize FP Erroll Face Erroll Import Export	Write card by FP device Empty card by FP device Please connect device first.If you want to erroll fingerprint or ID card

Whether do use the filtrate condition.

X: Cancel filtrate operation.

If you want to cancel current filtration result, display all record, click \checkmark or \checkmark .

3. Record Group

According to a field or multi-field, you can group the record. If you want to

realize group that can draw the rank head to upper side empty part, as the following figure.

User Information Maintenance	
UserList	Id <
Name: A (COUNT=1) Name: C(COUNT=1)	Name D ID 4
Rame : D (COUNT=1) Name : E (COUNT=1)	Title Privilege User
	CardNo Ca
	Connect Device
	⊙ FP 9.0 ○ FP 10.0
5	From Pc to Device From Device to PC Write card by FP device Empty card by FP device
FP Enrol Face Enrol Import Export	Please connect device first.If you want to enroll fingerprint or ID card.

11.2 FP, FP device and Card User Guide

The system offer Fingerprint user, Card user, Card and fingerprint multi-user verification.

1. ID Card User

1. Enroll ID card

There are two statuses to enroll ID card.

A. Only Own ID card User

It is suit the user who own the higher privilege or the too poor fingerprint to identify, reference [**User Management**] part of FP Reader user guide to enroll user, the enroll process is that: Add User \rightarrow Input User Base Information \rightarrow Connect to FP Reader with ID card \rightarrow Wave Card \rightarrow Save ID Number \rightarrow Upload User Information.

B. User Verified by FP and Card

It is optimized for the general user, user must enroll the card and fingerprint, there are two ways to verify for user, one is to present the card to identify, the other way is verification fingerprint after waving card near the properly place of the reader. The enroll process is that: Add User \rightarrow Input User Basic Information \rightarrow Connect to FP Reader with ID Card \rightarrow Enroll Fingerprint \rightarrow Wave Card \rightarrow Save ID Number \rightarrow Upload User fingerprint and Information.

2. ID Card User Verification

There are two following verification models for ID card user.

A. Only verification ID card

User only need to wave the registered ID card near to the front of the reader or place the finger on the sensor to match for verification, this verification way is applied to the low security requirement area, but it is easy to use, it is optimized for the officer site which own the high public

security system, reference [Verification] part of FP Reader user manual to enroll user, the set process is that: Open [Equipment Manage] \rightarrow Select to be [Verification] \rightarrow Click [Verification] \rightarrow [Read Options] \rightarrow Remark on [Verification ID Card] item to [Yes] \rightarrow [Apply Options].

Notice: There are only [Only verify ID card] and [Only 1:1 verify] to suit ID card setup in the verification option, the [Register Mifare card only] is just used for Mifare user. When you set to verify ID card, the [Only 1:1 verify] must be remarked as [NO], the [Register Mifare card only] is set to read the default.

B. Only 1:1 verify

User must to wave the card near the front of the reader before place the finger on the sensor to verify until it is positive answer. This verification way is applied to the higher security requirement area. It is optimized for a lot of user site, the set process is that: Open [Equipment Manage] \rightarrow Click [Verification] \rightarrow [Read Options] \rightarrow Remark on [Only verify ID card] item and [Only 1:1 verify] item to [Yes] \rightarrow [Apply Options].

We suggest adopt this verification method when the device store fingerprint up 500, because the more fingerprint there are, the more slowly is device matching speed, the FAR (False Acceptance Rate) will be much more, the Only verify ID card can speed up to identify and keep away fingerprint false acceptance.

2. Mifare Card User

1. Enroll Mifare Card

Please reference [**User Manage**] part of FP Reader user guide to enroll user, the enroll process is that: Add User \rightarrow Input User Base Information \rightarrow Connect to Fingerprint Reader with Mifare Card \rightarrow Use UareU Sensor or FP Reader to enroll fingerprint \rightarrow Write Card via Fingerprint Reader \rightarrow Wave Card \rightarrow Write Card Successfully,

The fingerprint can store in the Mifare card, the result and efficacy of to wave a card is same as to place finger to identify. Select device with Mifare is optimal option for user.

2. Mifare Card Verification Model

There are following verification modal for Mifare card user.

A. Only verify Mifare Card

The same as ID card, it only need to present the card for passing verification, in order strengthen security of the application in the normal condition the item is set as **[NO]**, so and must place the finger to identify after to present a card to verify.

B. Only Verify 1:1

The same as ID card, first must present card and then place the finger on the sensor, if don't present the card, the finger will be reject to accept fingerprint.

Register Mifare card only:

This item set as [**Yes**], the User ID of Mifare must be store in the reader, otherwise it is fail to pass, if this item set as [**NO**], it is no need to store user ID in the reader to performance the match.

Only	Only				
verify ID	verify	User type	Note		
Card	1:1				
Y	Y	Only Card	Only support Card		
Y	NO	Card or Fingerprint	Support Card or Fingerprint		
		Cord⊥Eingorprint	Only support to fingerprint		
	•		match after to present card		
NO	Ν	Card + Fingerprint	After to present the card to		

Fingerprint Card user Table:

	or Fingerprint Only	press	finger	or	only	to
		match	fingerpr	int		

Suggest Select Setup Type:

			Only	Only	
Version	Name		verify ID	verify	Note
			Card	1:1	
Standard	Standard		NO	NO	Card + fingerprint
	Fingerprint				or Fingerprint
	Reader				Only
	Build in	ID	NO	Υ	Card+Fingerprint
	Fingerprint				
Build In ID	Reader				
	Build in	ID	NO	Y	Card+Fingerprint
	Fingerprint				
	Reader				
Build in	Build in	IC	NO	Y	Card+Fingerprint
Mifare	Fingerprint				
	reader				

11.3 SOFTWARE USE LICENSE AGREEMENT

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3. The system and the license agreement can be attorney to the third party under the condition that the third party accepts the terms of this agreement. When attornment happens, the original files and their copies must be attorned together, or destroy all the copies which are not attorned.

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