

Face Recognition Access Controller Web 5.0

User Manual



V1.5.0

Foreword

General

This manual introduces the functions and operations of the Face Recognition Access Controller (hereinafter referred to as the "Device"). Read carefully before using the device, and keep the manual safe for future reference.

Symbols

The following symbols might appear in the manual.

Symbol	Description
 DANGER	Indicates a high potential hazard which, if not avoided, will result in death or serious injury.
 WARNING	Indicates a medium or low potential hazard which, if not avoided, could result in slight or moderate injury.
 CAUTION	Indicates a potential risk which, if not avoided, could result in property damage, data loss, reductions in performance, or unpredictable results.
 TIPS	Provides methods to help you solve a problem or save time.
 NOTE	Provides additional information as a supplement to the text.

Revision History

Version	Revision Content	Release Time
V1.5.0	- Added expansion module. - Updated face parameters. - Updated intercom functions. - Added local code function. - Updated privacy settings.	July 2026
V1.4.1	- Updated initialization process. - Added PIN code authentication on local operation. - Updated description of always-on function. - Updated privacy settings.	October 2025

Version	Revision Content	Release Time
V1.4.0	• Updated attendance function. • Updated verification methods. • Updated access control settings and more.	July 2025
V1.3.1	Updated card settings.	February 2025
V1.3.0	Updated phone operations and other functions.	December 2024
V1.2.3	Updated important safeguards and warnings.	August 2024
V1.2.2	Updated the attendance permissions settings.	June 2024
V1.2.1	Updated the intercom settings, access control settings and more.	May 2024
V1.2.0	Updated communication settings, access control settings and more.	November 2023
V1.1.0	Updated the manual.	October 2023
V1.0.0	First Release.	June 2023

Privacy Protection Notice

As the device user, you might collect the personal data of individuals such as their names, email addresses, face images, audio and fingerprints. You shall be fully responsible for any activities associated with processing personal data. You commit to comply with your local privacy protection laws and regulations to protect the legitimate rights and interests of individuals, and shall implement measures which are required by applicable law, including but not limited to, providing clear and comprehensive information to individuals before processing their personal data, obtaining consent from individuals when necessary, informing individuals of the existence of the surveillance area, and providing required contact information.

Intelligent Product Usage Statement

Intelligent products utilize AI technology to effectively enhance security. The intelligent recognition and alarm functions of the product might be affected by factors such as environmental lighting, camera angles, object obstructions, and network delays, potentially leading to false alarms, missed alerts, or response delays. This intelligent product is solely intended to be used as a security assistance tool. The results from performing identification are for reference only and do not constitute absolute guarantee of personal or property safety. Users need to combine these products with necessary physical security measures to enhance overall protection. Except as otherwise provided by laws or in the event of intentional or gross negligence on the part of the company, the company shall not be liable for any losses caused by the aforementioned factors not attributable to the company.

Interface Declaration

This manual mainly introduces the relevant functions of the device. The interfaces used in its manufacture, the procedures for returning the device to the factory for inspection and for locating its faults are not described in this manual. Please contact technical support if you need information on these interfaces.

About the Manual

- This manual is provided for general reference only. Discrepancies might exist between the product and this manual, including but not limited to printed, electronic, or any other editions.
- The manual will be updated according to the latest laws and regulations of related jurisdictions. Specifications and documentation are subject to change without prior notice. For the latest versions, as well as legal notices, consult the printed manual, the product webpage, our official website, or scan the QR code to access the electronic edition.
- The manual will be updated as necessary to reflect product changes and applicable legal requirements. These updates will not diminish your statutory rights, nor will they remove or weaken the safety information or essential instructions provided at the time of purchase.
- Although we make every effort to ensure accuracy, errors or deviations in descriptions of functions, operations, or technical data might occur. If there is any uncertainty or controversy, we reserve the right of final explanation.
- All trademarks, registered trademarks and company names referenced in this manual are the property of their respective owners.

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1 Overview

The Device is an access controller that supports unlocking through faces, passwords, fingerprints, cards, QR code, and their combinations. Based on the deep-learning algorithm, it features faster recognition and higher accuracy. It can work with management platform which meets various needs of customers.

It is widely used in parks, communities, business centers and factories, and ideal for places such as office buildings, government buildings, schools and stadiums.

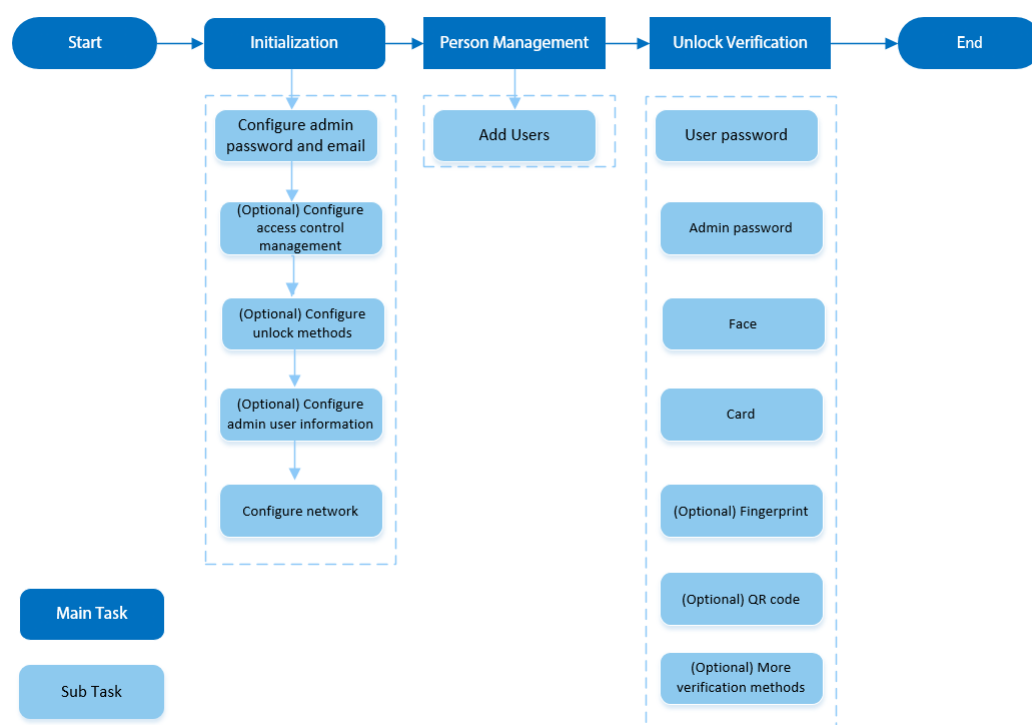
- Configurations might differ depending on the models of the product, please refer to the actual product.
- Devices with non-touch screen must connect to a mouse to perform configurations. This manual uses the device with touch screen as an example.
- Some models support connecting extension modules like QR code module, fingerprint module and more. The type of extension modules that the Device supports might differ, please refer to the actual product.

2 Local Operations

- Configurations might differ depending on the actual product.
- Models with non-touch screen needs connecting a wired USB mouse. This section uses the models with touch screen as an example.
- External expansion modules are only available on select models.
- You might see some UI texts are not displayed because of the limited space. Press and hold the text for 3 seconds and it will show.

2.1 Basic Configuration Procedure

Figure 2-1 Basic configuration procedure



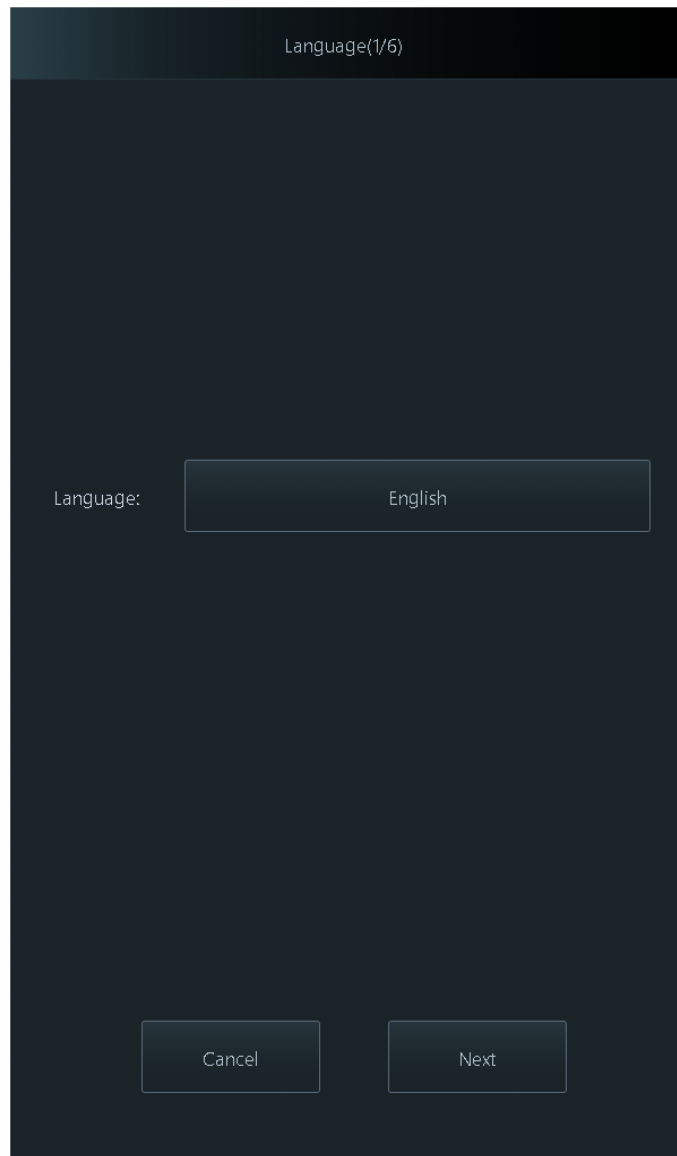
2.2 Initialization

For the first-time use or after restoring to factory defaults, you need to select a language on Device, and then set the password and email address for the admin account. You can use the admin account to enter the main menu of the Device and its webpage.

Procedure

- Step 1** For first-time use, power on the Device to go to the initialization screen.
If the Device is restored to factory settings, restart the Device to go to the initialization screen.
- Step 2** Select a language, and then tap **Next**.

Figure 2-2 Select a language



Step 3 Enter the password, confirm the password, enter the email address, and then tap **Next**.



- If you forget the administrator password, send a reset request to your registered email address.
- The password must consist of 8 to 32 non-blank characters and contain at least two types of characters among upper case, lower case, number, and special character (excluding ' " ; : &). Please configure the high security password according to the prompt.

Figure 2-3 Configure the password

The image shows a dark-themed mobile application screen titled "Device Initialization(2/6)". It contains four input fields for configuration:

- Admin:** A text field with the value "admin".
- Enter Password:** A text field with the placeholder "Please enter" and a visibility toggle icon (an eye with a slash) to its right.
- Confirm Password:** A text field with the placeholder "Please enter" and a visibility toggle icon (an eye with a slash) to its right.
- Email:** An empty text field.

At the bottom of the screen, there are two buttons: "Remove" and "Next".

Step 4 Configure the access control parameters, and then tap **Next**.

Figure 2-4 Configure the recognition parameters

Access Control Management(3/6) Skip

Mode

☒ Access Control ☐ Turnstile

Unlock Duration(sec)

3.0

Recognition Distance

1.5m

Unlock Notifications Mode

Minimal Mode

Verification Snapshot ☐ OFF

Back Next

Table 2-1 Description of the access control parameters

Parameter	Description
Mode	Select Turnstile when the access control is installed on turnstiles, and select Access Control for any other scenarios.
Unlock Duration (sec)	After a person is granted access, the door will remain unlocked for a defined time for them to pass through.
Recognition Distance	The distance between the face and the lens. It is 1.5 m by default.
Unlock Notification Mode	The display mode for verifying the identification. It is Minimal Mode by default.
Verification Snapshot	Enable the function, and snapshots will be taken during verification.

Parameter	Description
Store Unlock Records	When enabled, unlock records are stored in the local device. The function is enabled by default.  This function is only available on select models.

Step 5 Configure the combination unlock method, and then tap **Next**.

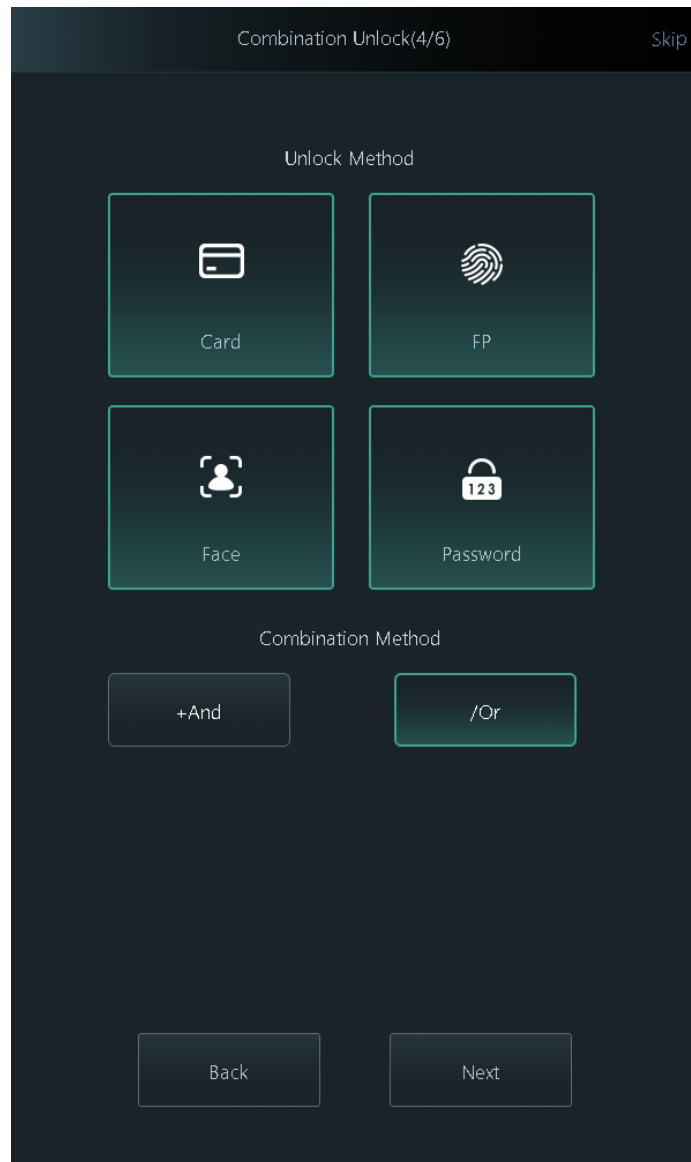
Select the unlock method and the combination method.

- **+And** : Verify all the selected unlock methods in order to open the door.
For example, if you select face and password, you need to verify the face and password to unlock the door. You can unlock the door according to the screen prompt.
- **/Or** : Verify one of the selected unlock methods to open the door.



You can tap **Skip** at the upper-right corner of the screen to skip this step.

Figure 2-5 Combination unlock



Step 6 Add the administrator, and then tap **Next**.

Enter the ID and the name, select the access credential, and then register the information according to the prompt.



You can tap **Skip** at the upper-right corner of the screen to skip this step.

Figure 2-6 Add the administrator

Admin Info(5/6) Skip

ID 1

Name

Access Credentials

Card FP

Face Password

Back Next

Step 7 Configure the network parameters, and then tap **OK**.



You can tap **Skip** at the upper-right corner of the screen to skip this step.

- DHCP: The system automatically assigns IP address, subnet mask and default gateway for the device.
- Cloud service: Enable the function and the device can connect to the cloud and be operated on the mobile app.

Figure 2-7 Configure the network

Network Settings(6/6)

DHCP ☐ OFF

IP Address 192 . 168 . 1 . 108

Subnet Mask 255 . 255 . 255 . 0

Default Gateway 192 . 168 . 1 . 1

Cloud Service ☒ ON

Back OK

2.3 Standby Screen

You can unlock the door through faces, cards, passwords, and QR code. You can also make calls through the intercom function. Unlock methods might differ depending on the models of the product.

You can only modify the theme of the main screen through the webpage of the Device. For details, see "3.13 Personalization". This section uses the general mode as the example.



This manual is for reference only. Slight differences might be found between the standby screen in this manual and the actual device.

Figure 2-8 Standby screen

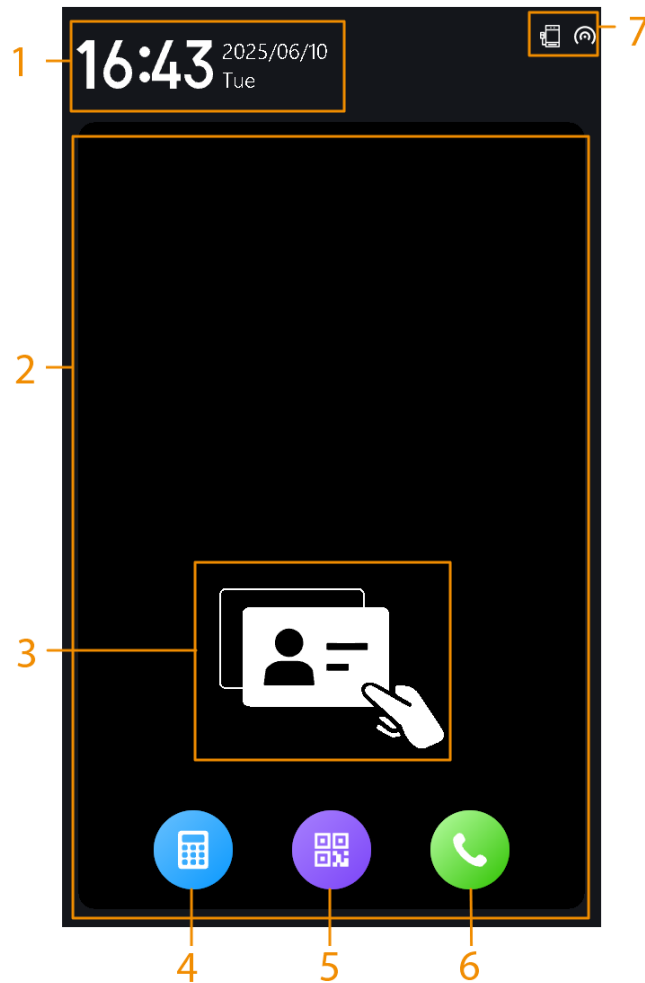
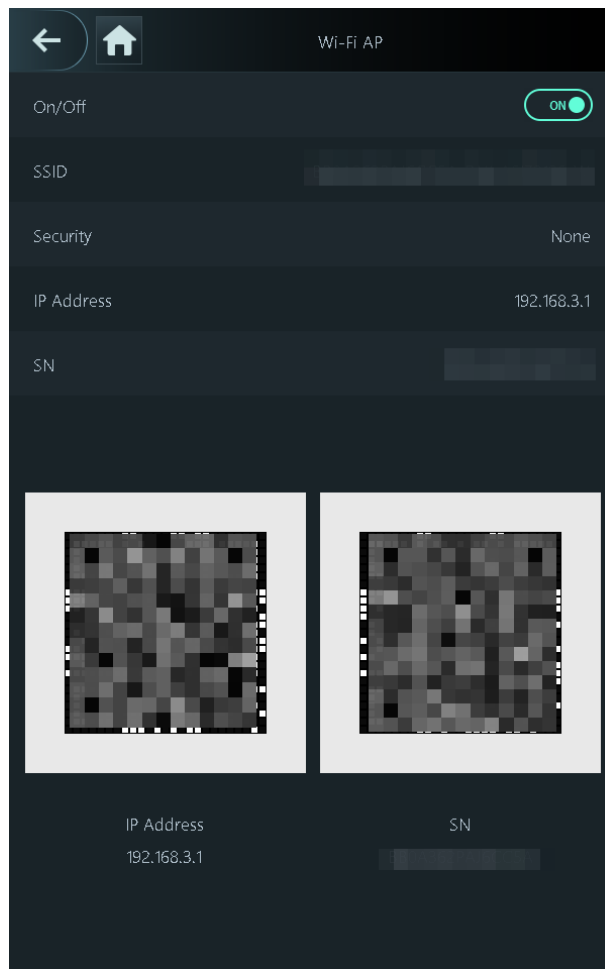


Table 2-2 Home screen description

No.	Description	
1	Current date and time.	
2	The recognition area for the face.	
3	The card swiping area.	
4	Enter user password, public password or temporary password to unlock the door.	You can turn on or turn off the functions through System > Screen Settings > Home Screen Config.
5	Tap the QR code icon and scan QR code to unlock the door.  For models that have a standalone QR code module or connect a QR expansion module, the icon will not be displayed. You can simply place your QR code in front of the lens of Device or the expansion module, it will be automatically scanned.	

No.	Description	
6	- When the Device functions as a server, it can call the VTO and VTH. - When the management platform functions as a server, the Device can call the VTO, VTS and the management platform. - When it works with DMSS, it can call DMSS.	
7	Displays status of Wi-Fi, network, expansion module, USB and more. Wi-Fi and expansion modules are only available on select models. You can tap  to go to the Wi-Fi AP screen. For details, see "2.13.1.4 Configuring Wi-Fi". - QR code of the Wi-Fi hotspot IP address: After the phone is connected to the hotspot of the Device, open the browser in the phone, and then scan the QR code to access the Device and configure the parameters. - QR code of the SN: When the Device is connected to extranet, you can use the corresponding app to scan the QR code to add this device.	

Figure 2-9 Wi-Fi AP



2.4 Common Icons

Table 2-3 Description of icons

Icon	Description
	Main menu icon.
	Confirm icon.
	Turn to the first page of the list.
	Turn to the last page of the list.
 or 	Turn to the previous page of the list.
 or 	Turn to the next page of the list.
	Return to the previous menu.
	Turn on.
	Turn off.
	Delete.
	Search.

2.5 Logging In

Log in to the main menu to configure the Device. Only admin account and administrator account can enter the main menu of the Device. For the first-time use, use the admin account to enter the main menu screen and then you can create the other administrator accounts.

Background Information

- admin account: Can log in to the main menu screen of the Device, but does not have door access permissions.
- Administrator account: Can log in to the main menu of the Device and has door access permissions.

Procedure

Step 1 Press and hold the standby screen for 1.5 seconds.

Step 2 Select a verification method to enter the main menu.

- Face: Enter the main menu by face recognition.
- Fingerprint: Enter the main menu by using fingerprint.

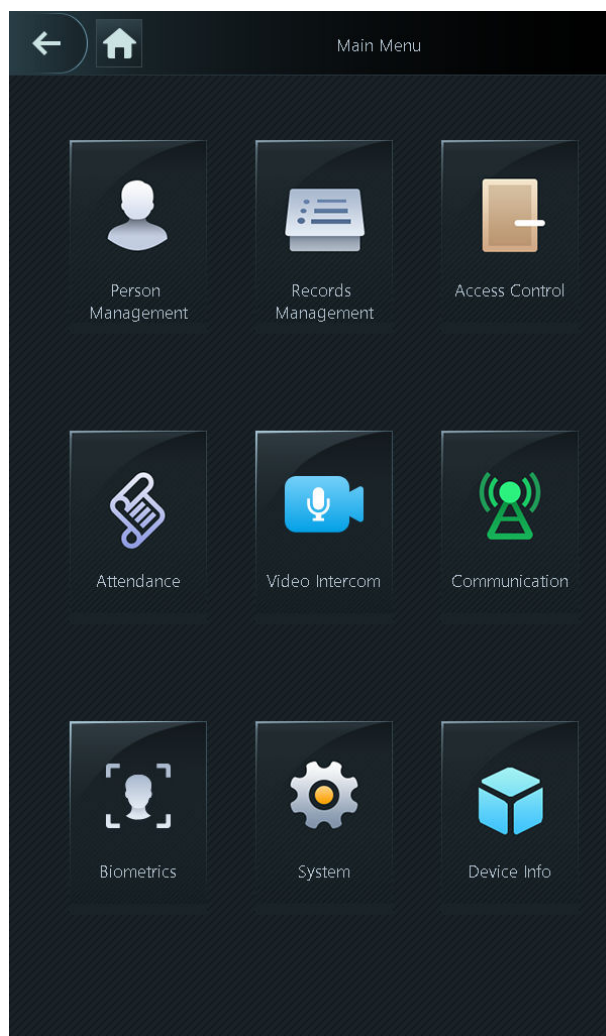


Fingerprint function is only available on select models.

- Card: Enter the main menu by swiping card.
- Password: Enter the user ID and password of the administrator account.
- admin: Enter the admin password to enter the main menu.

After successful verification, the main menu is displayed.

Figure 2-10 Main menu



2.6 Resetting the Password

If the login password for the admin user is forgotten, the password can be reset through the following two methods.

You Have Configured Reserved Email Address

1. Press and hold the standby screen for 1.5 seconds.
2. Tap **admin**, and then tap once on the blank area of the screen.
3. Click **Forgot password**.
4. Read the on-screen prompt, and then click **Enter**.
5. Tap **QR Code**, and then scan the QR code.
6. Send the scanning results to the designated email address.
7. Enter the security code.



If the wrong security code is entered 5 times in a row, the administrator account will be frozen for 5 minutes.

8. Click **Next**.

9. Reset and confirm the password.



The password must consist of 8 to 32 non-blank characters and contain at least two of the following types of characters: upper case, lower case, number, and special character (excluding ' " ; : &).

10. Click **OK**.

You Have Not Configured Reserved Email Address

1. Press and hold the standby screen for 1.5 seconds.
2. Tap **admin**, and then tap once on the blank area of the screen.
3. Click **Forgot password**.
4. Follow the on-screen prompt to contact the local leader or technical support or help.

2.7 Unlock Methods

You can unlock the door through faces, passwords, fingerprints, cards, and more.

- For the face recognition access controller: The unlock methods might differ according to the actual device.
- For the modular access controller: Use the methods of card, face or password to unlock the door.
- For the modular access controller with the fingerprint expansion module: If the device is restored to the factory settings, the default unlock methods are card, face, password or fingerprint.



If the modular access controller is connected to the expansion module, and the device is not restored to the factory settings, the default unlock methods of the device are card, face or password.

2.7.1 Unlocking by Cards

Place the card at the swiping area to unlock the door.



This function is only available on select models.

2.7.2 Unlocking by Face

Verify the identity of an individual by detecting their faces. Make sure that the face is centered on the face detection frame.

2.7.3 Unlocking by Fingerprint

Place your finger on the fingerprint scanner.



This function is only available select models.

2.7.4 Unlocking by User Password

Enter the user ID and password to unlock the door.

Procedure

Step 1 Tap  on the standby screen.

Step 2 Tap **User Password**.



If you have enabled **Public Password** in **Access Control**, perform this step.

Step 3 Enter the registered or sent user ID and password, and then tap **OK**.

After successful verification, the door is unlocked.

If you enable **PIN Code Authentication** through **Access Control** > **Access Control Parameters** on the webpage of the device, you can verify the identification through the password without the user ID.

2.7.5 Unlocking by Public Password

Enter only the public password to unlock the door. The door can be unlocked through public password except for always closed door. One device allows for only one public password.

Prerequisites

The public password was configured. For details, see "2.10.2 Configuring the Public Password".

Procedure

Step 1 Tap  on the standby screen.

Step 2 Tap **Public Password**, and then enter the public password.

Step 3 Tap .

After successful verification, the door is unlocked.



Public password cannot be used to unlock when the door status is set to always closed status.

2.7.6 Unlocking by Bluetooth

You can unlock the door by the Bluetooth through the DMSS app.



This function is only available on select models.

Prepare the following things.

- The Bluetooth has been enabled. For details, see "3.11.2 Bluetooth Settings".
- The Device has been added to the DMSS app. For details, see the corresponding user manual.

Unlock the door through the DMSS app. The voice prompt **Successfully unlocked** means that the door opens and you can enter.

2.7.7 Unlocking by Temporary Password

Unlock the door by the temporary password.

Procedure

Step 1 Add the Device to DMSS.

DMSS will generate a temporary password, which allow you unlock the door before it expires.

Step 2 On the home screen, tap , and then tap **Temporary Password**.

Step 3 Enter the temporary password, and then tap .

2.7.8 Unlocking by QR code

Use the QR code to unlock the door.



The QR code method is available when the Device is used with the visitor module of DSS.

- Tap , and then place the QR code in front of the lens to unlock the door.
- Directly place the QR code in front of the lens to unlock the door.
- If you select **Turnstile** through **Communication Settings** > **RS-485 Settings**, you can verify the QR code on the external QR code module that is connected to the turnstile to unlock the door.

2.8 Person Management

You can add new users, view user/admin list and edit user information.



The pictures in this manual are for reference only, and might differ from the actual product.

2.8.1 Configuring Departments

There are 20 default departments. We recommend you rename them for distinguishing the department.



You cannot add or delete the department.

Procedure

Step 1 Select **Person Management** > **Department Settings**.

Step 2 Select a department, and then rename it.

Figure 2-11 Rename departments



The screenshot shows a mobile application interface titled "Department List". At the top, there is a navigation bar with a back arrow, a home icon, and two expand/collapse arrows. Below the navigation bar is a table with two columns: "ID" and "Department Group Name". The table contains 10 rows, all of which have the value "Default" in the "Department Group Name" column.

ID	Department Group Name
1	Default
2	Default
3	Default
4	Default
5	Default
6	Default
7	Default
8	Default
9	Default
10	Default

Step 3 Tap .

2.8.2 Adding Users

Procedure

Step 1 On the **Main Menu**, select **Person Management** > **Create User**.

Step 2 Configure the parameters on the interface.



Parameters might differ according to different models of devices.

Figure 2-12 Add the user

← Add User ✓

ID 1

Name

Verification Mode Same as Device

Unlock Method Card, Face or Password

Face 0

Card 0

Password

User Permission User

General Plan 255-Default

Holiday Plan 255-Default

Validity Period 2037-12-31

User Type General User

Permission Type Unlock and Attendance

< 1/1 >

Table 2-4 Parameters description

Parameter	Description
ID	The user ID is like employee ID, which can be numbers, letters, and their combinations, and the maximum length of the No. is 30 characters.
Name	The name can contain up to 32 characters (including numbers, symbols, and letters).

Parameter	Description
Verification Mode	Configure the verification mode for the person. You can use the mode that is the same as the device or customize the mode.
Unlock Method	● Same as Device : The mode is the same as the device. The Unlock Method cannot be edited. ● Custom : After you select Custom, you can configure the Unlock Method. Select the combination method and unlock methods as needed. ◇ Or: Use one of the selected unlock methods to open the door. ◇ And: Use all the selected unlock methods to open the door.  ◇ The customized verification mode is only valid for the local device. It cannot be used in external card readers. ◇ When the customized verification mode is different from the mode of the device, the customized mode takes the priority.
Fingerprint	Register fingerprints. A user can register up to 3 fingerprints, and you can set a fingerprint to the duress fingerprint. An alarm will be triggered when the duress fingerprint is used to unlock the door.  ● Fingerprint function is only available on select models. ● Fingerprint function is available if the modular device is connected to the fingerprint module. ● We do not recommend you set the first fingerprint as the duress fingerprint. ● One user can only set one duress fingerprint.
Face	Position your face inside the frame, and a face image will be captured automatically. You can register again if you are not satisfied with the outcome.
Card	A user can register up to 5 cards at most. Enter your card number or swipe your card, and then the card information will be read by the Device. You can enable the Duress Card function. An alarm will be triggered if a duress card is used to unlock the door.  ● This function is only available on select models. ● One user can only set one duress card.
Bluetooth Card	You can register 5 Bluetooth cards for each user. On the card registration page, select request through Email or registration code to register your Bluetooth card.
Password	Enter the user password. The maximum length of the password is 8 digits. The duress password is adding 1 based on the last digit of the unlock password. For example, if the user password is 12345, the duress password will be 12346; if the user password is 789, and then the duress password is 780. A duress alarm will be triggered when a duress password is used to unlock the door.

Parameter	Description
User Permission	● User : Users only have door access or time attendance permissions. ● Admin : Administrators can configure the Device besides door access and attendance permissions.
General Plan	People can unlock the door or take attendance during the defined period. For details on how to configure periods, see "3.7.6.1 Configuring General Plan".
Holiday Plan	People can unlock the door or take attendance during the defined holiday. For details on how to configure holiday, see "3.7.6.2 Configuring Holiday Plan".
Validity Period	Set a date on which the door access and attendance permissions of the person will be expired.
User Type	● General User : General users can unlock the door. ● Blocklist User : When users in the blocklist unlock the door, an blocklist alarm will be triggered. ● Guest User : Guests can unlock the door within a defined period or for certain amount of times. After the defined period expires or the unlocking times runs out, they cannot unlock the door. ● Patrol User : Patrol users can take attendance on the Device, but they do not have door permissions. ● VIP User : When VIP unlocks the door, they are not restricted by unlock time and methods. ● Other User : When they unlock the door, the door will stay unlocked for 5 more seconds.  This function is not effective when remote verification is enabled. ● Custom User 1/Custom User 2 : Same as general users.
Permission Type	● Unlock and attendance: Person has the permission of attendance and can unlock the door using the configured verification methods. ● Attendance: Person only has the permission of attendance and cannot unlock the door. After the person successfully verifies the identification, one failed unlock record is generated.
Department	Select departments, which is useful when configuring department schedules. For how to create departments, see "2.8.1 Configuring Departments".  This function is only available on select models.

Parameter	Description
Schedule Mode	- Department Schedule: Apply department schedules to the user. - Personal Schedule: Apply personal schedules to the user. For how to configure personal or department schedules, see "2.11.3 Configuring Work Schedules".  ◇ This function is only available on select models. ◇ If you set the schedule mode to department schedule here, the personal schedule you have configured for the user in Attendance > Schedule Config > Personal Schedule become invalid.

Step 3 Tap .

2.8.3 Viewing User Information

Procedure

Step 1 On the **Main Menu**, select **Person Management** > **User List**, or select **Person Management** > **Admin List**.

Step 2 View all added users and admin accounts.

- : Unlock through password.
- : Unlock through swiping card.
- : Unlock through face recognition.
- : Unlock through fingerprint.

Figure 2-13 User list

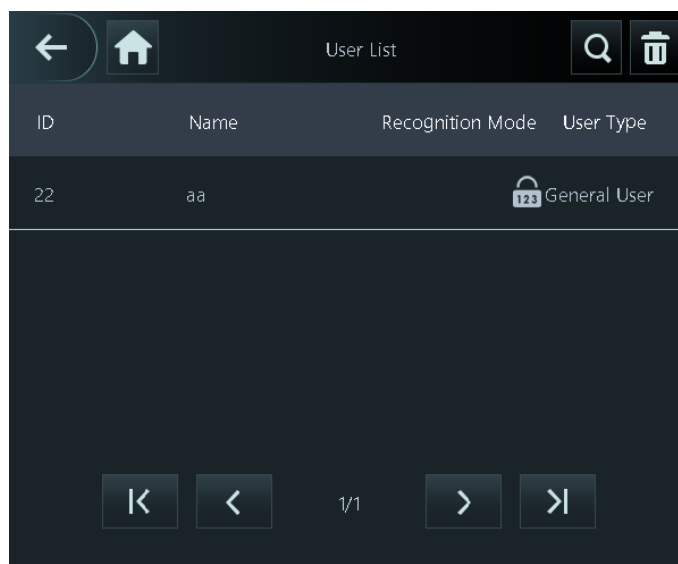
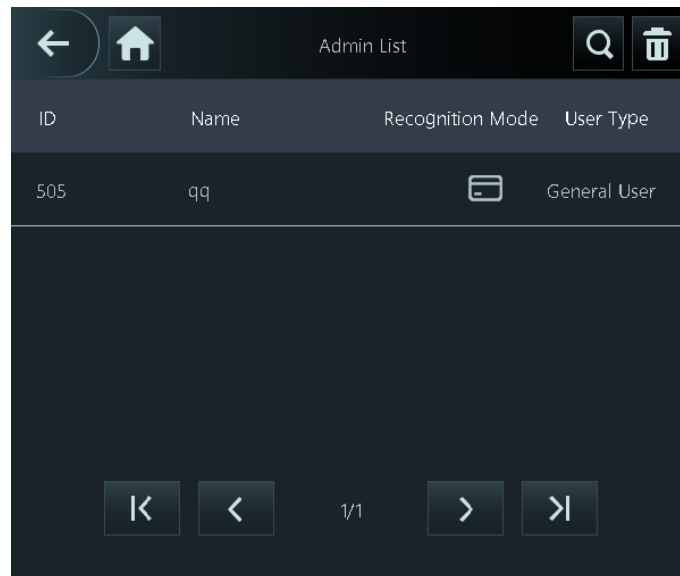


Figure 2-14 Admin list



Related Operations

On the **User** screen, you can manage the added users.

- Search for users: Tap and then enter the user name or user ID.
- Edit users: Tap the user to edit user information.
- Delete users
 - ◇ Delete one by one: Select a user, and then tap .
 - ◇ Delete in batches:
 - On the **User List** screen, tap to delete all the users.
 - On the **Admin List** screen, tap to delete all the admin users.

2.9 Records Management

You can configure whether to store the unlock record, search for unlock records, and export unlock and attendance records.

2.9.1 Storing Unlock Records

Procedure

- Step 1 On the main menu, tap **Records Management**.
- Step 2 Turn on or turn off **Store Unlock Records**.

Unlock records are stored by default. If you turn off the function, the records cannot be stored in this device.

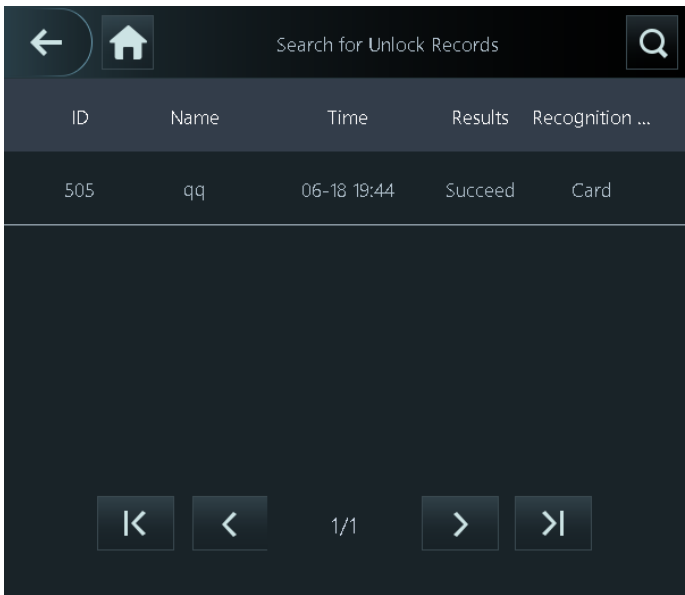
2.9.2 Searching for Unlock Records

Procedure

- Step 1 On the main menu, select **Records Management** > **Search for Unlock Records**.

The unlock records are displayed, including ID, name, unlock time, results and recognition method.

Figure 2-15 Search for unlock records



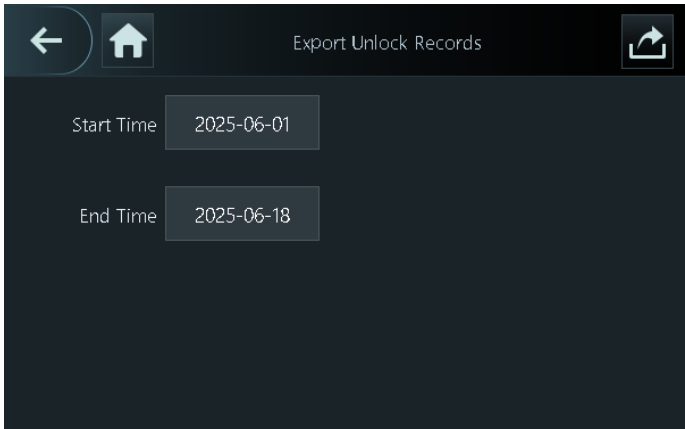
Step 2 Tap  to search for the record by entering the user name and ID.

2.9.3 Exporting Unlock Records

Procedure

- Step 1 Insert the USB drive into the USB port of the Device.
- Step 2 On the main menu, select **Records Management** > **Export Unlock Records**.
- Step 3 Select the start time and the end time, and then tap .
The file in the .xml format is exported.

Figure 2-16 Export unlock records



Related Operations

If you want to view the exported data, you need to open the Excel, select **File** > **Open**, and then select the exported file in the .xml format.

2.9.4 Exporting Attendance Records

You can export data of shifts, schedules, attendance in one month and abnormal attendance.

Procedure

- Step 1 Insert the USB drive into the USB port of the Device.
- Step 2 On the main menu, select **Records Management** > **Export Attendance Record**.
- Step 3 Select the data to be exported.

The file in the .xml format is exported to the USB.

Related Operations

If you want to view the exported data, you need to open the Excel, select **File** > **Open**, and then select the exported file in the .xml format.

2.10 Access Control Management

You can configure settings for doors such as the unlock method, alarm, door status unlock duration and other parameters. The available unlock modes might differ depending on the product model.

On the main menu, tap **Access Control** to go to the **Access Control Management** screen.

2.10.1 Configuring Unlock Method

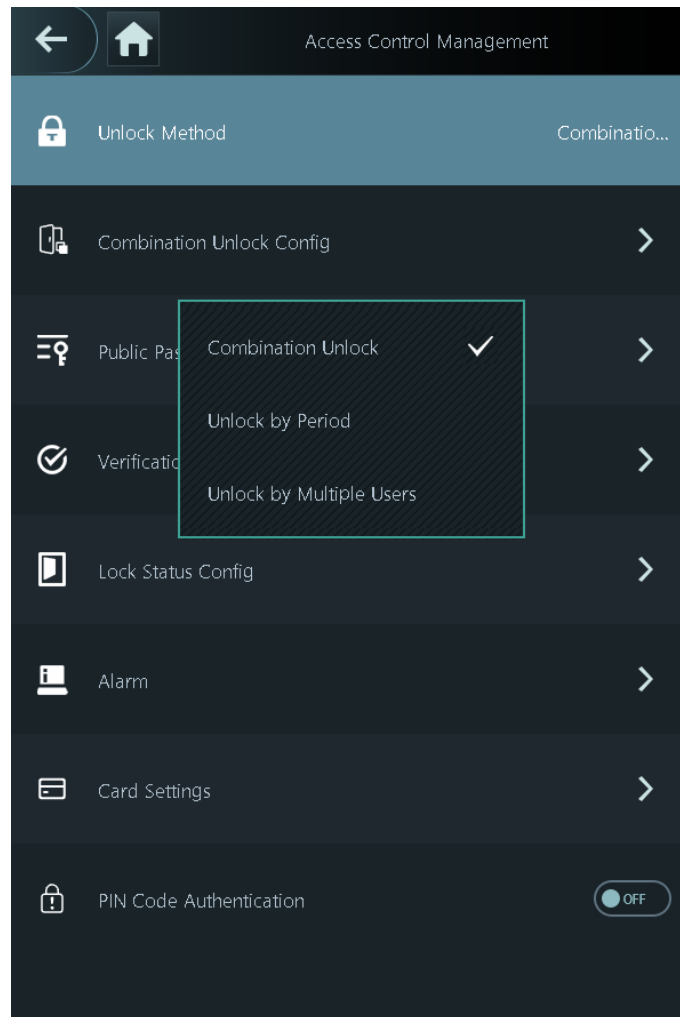
2.10.1.1 Configuring Unlock Combinations

Use card, fingerprint, face, password or their combinations to unlock the door. The available unlock modes might differ depending on the product model.

Procedure

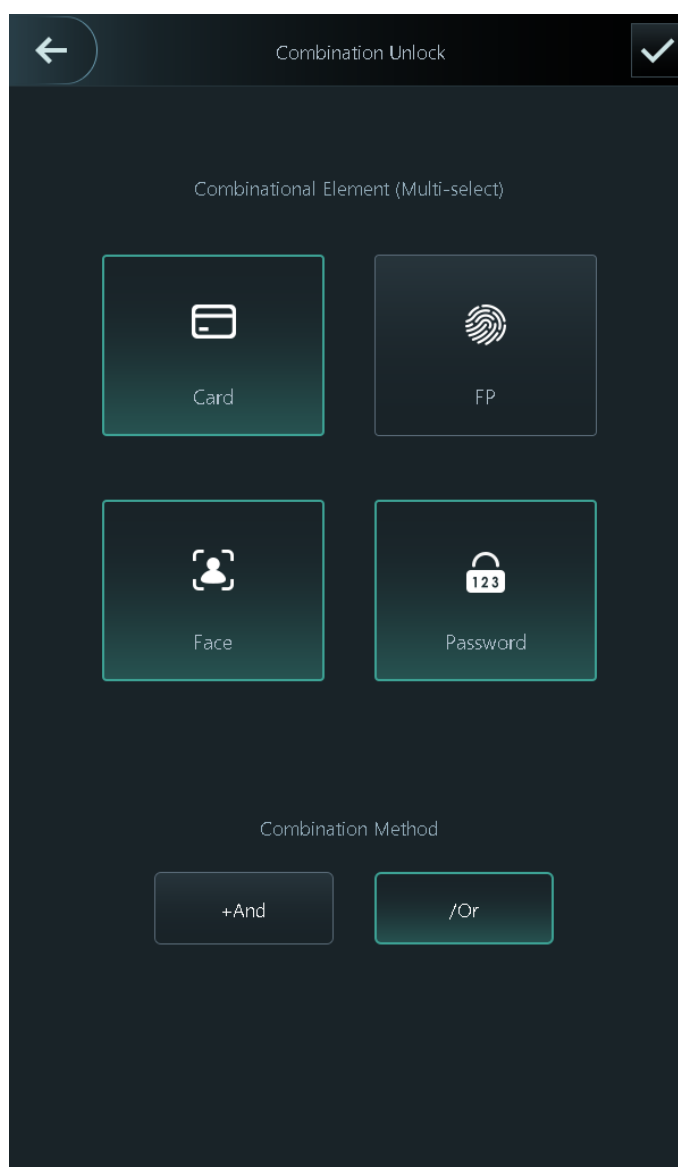
- Step 1 Select **Access Control**.
- Step 2 Tap **Combination Unlock** next to **Unlock Method**, and then select **Combination Unlock** from the list.

Figure 2-17 Combination unlock



Step 3 Tap **Combination Unlock Config**, and select unlock methods.

Figure 2-18 Unlock method



Step 4 Tap **+And** or **/Or** to configure combinations.

To cancel your selection, tap the selected method again.

- **+And :**

Verify all the selected unlock methods to open the door.



People have to complete verification in the order of card, fingerprint, face and password.

- **/Or :** Verify one of the selected unlock methods to open the door.

Step 5 Tap  to save changes.

2.10.1.2 Configuring Unlock by Period

Procedure

Step 1 Select **Access Control**.

Step 2 Tap **Combination Unlock** next to **Unlock Method**, and then select **Unlock by Period** from the list.

For details on how to configure unlock by period, see "3.7.1.2 Configuring Unlock Methods".

Step 3 Tap ☒ to save changes.

2.10.1.3 Configuring Unlock by Multiple Users

Procedure

Step 1 Select **Access Control**.

Step 2 Tap **Combination Unlock** next to **Unlock Method**, and then select **Unlock by multiple users** from the list.

For details on how to configure unlock by multiple users, see "3.7.1.2 Configuring Unlock Methods".

Step 3 Tap ☒ to save changes.

2.10.2 Configuring the Public Password

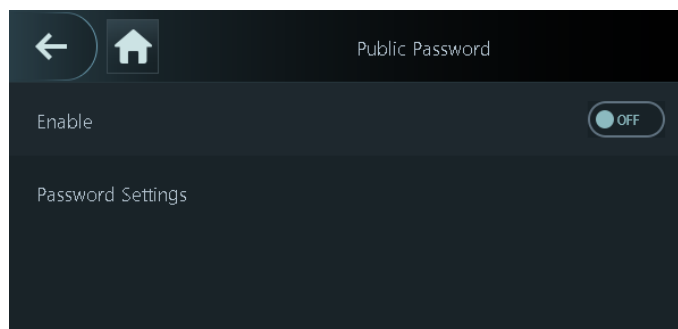
You can unlock the door by only entering the public password. This password is not limited by user types. Only one public unlock password is allowed for one device.

Procedure

Step 1 Select **Access Control**.

Step 2 Tap **Password Settings**, enter a password, and then tap ☒.

Figure 2-19 Public password



Step 3 Turn on the public password function.

2.10.3 Configuring Verification Interval

If you verify your identity multiple times within a defined period, only the earliest verification will be considered valid, and the door will not open after the second or later verifications. Only after the configured period, you can verify the identity again.

Procedure

Step 1 Select **Access Control**.

Step 2 Tap **Verification Interval (sec)**, enter the time interval, and then tap ☒.

2.10.4 Configuring the Lock Status

Procedure

Step 1 Select **Access Control** > **Lock Status Config**.

Step 2 Set door status.

Figure 2-20 Lock status

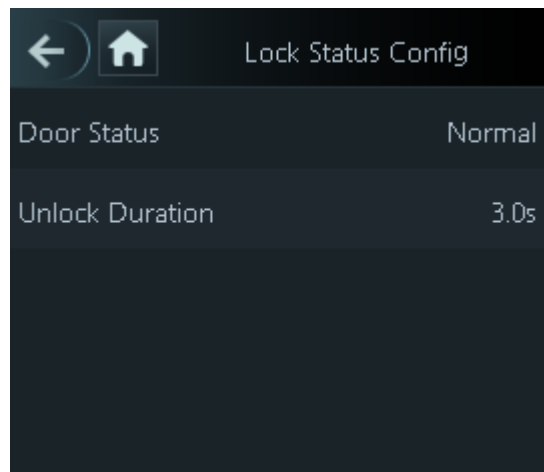


Table 2-5 Parameters description

Parameter	Description
Door Status	• Normally Open : The door remains unlocked all the time. • Normally Closed : The door remains locked all the time. • Normal : If Normal is selected, the door will be locked and unlocked according to your settings.
Unlock Duration	After a person is granted access, the door will remain unlocked for a defined time for them to pass through.

2.10.5 Configuring Alarms

An alarm will be triggered when the entrance or exit is abnormally accessed.

Procedure

Step 1 Select **Access Control** > **Alarm**.

Step 2 Enable the alarm type.



Alarm types might differ depending on the models of the product.

Figure 2-21 Alarm

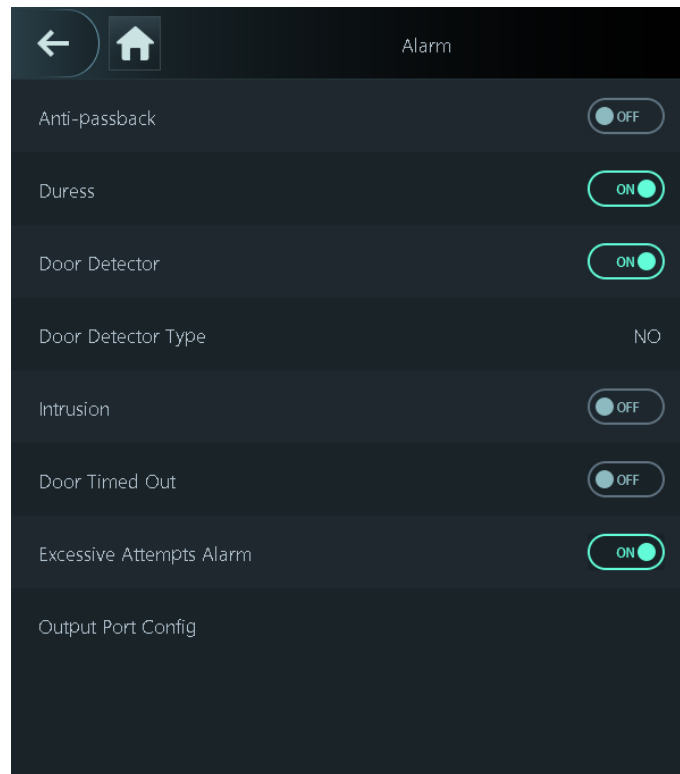


Table 2-6 Description of alarm parameters

Parameter	Description
Anti-passback	Users need to verify their identities both for entry and exit; otherwise an alarm will be triggered. This helps prevent card holders from giving their card to other people to allow them access. When anti-passback is enabled, the card holder must leave the secure area through an exit reader before the system will grant them access again. People need to swipe their card at the "in" reader to enter a secure area and swipe it at the "out" reader to get out of it. ● If a person enters after being verified, but exits without being verified, an alarm will be triggered if they attempt to enter again, and they will be denied access. ● If a person enters without being verified, but exits after being verified, an alarm will be triggered if they attempt to enter again, and they will be denied access.  If the Device can only connect to one lock, verification through the Device means a person entered in the "in" direction, and verification through the external card reader means they exited in the "out" direction. This is the default.
Duress	An alarm will be triggered when a duress card, duress password or duress fingerprint is used to unlock the door.

Parameter	Description
Door Detector	With the door detector wired to your device, alarms can be triggered when doors are opened or closed abnormally. There are 2 types of door detectors: NC detector and NO detector.
Door Detector Type	● Normally Closed: In this mode, a short circuit in the sensor indicates that the door is open. ● Normally Open: In this mode, an open circuit indicates that the door is open.
Intrusion	If the door is opened abnormally, an intrusion alarm will be triggered and last for a defined time.
Door Timed Out	When the door remains unlocked for longer than the defined timeout duration, the door timeout alarm will be triggered and last for the defined time.
Door Timeout Duration	 The door detector and door timed out function need to be enabled at the same time.
Excessive Use Alarm	If the wrong password or card is used 5 times in a row within 60 seconds, the alarm for excessive use of illegal card will be triggered and lasts for a defined time.
Output Port Config	Select the function that the port can be used for. When the alarm output and the doorbell function use the same cable, if the alarm output device is connected to the Device, select Alarm -out Port . If the doorbell is connected to the Device, select Doorbell.  ● When the cable can be used as different functions, Port Config is displayed. ● The functions might differ according to the actual device models.

2.10.6 Card Settings

Procedure

Step 1 Select **Access Control** > **Card Settings**.

Step 2 Configure the card parameters.

Table 2-7 Card parameters description

Parameter	Description
M1 Card	The M1 card can be read when this function is enabled.  This function is only available on select models.

Parameter	Description
M1 Card Encryption & Verification	Only the encrypted IC card can be read when this function is enabled.  Make sure M1 Card is enabled.
FeliCa Card	The FeliCa card can be read when this function is enabled.  This function is only available on select models.
ID Card	The ID card can be read when this function is enabled.  This function is only available on select models.
DESFire Card	The Device can read the card number of Desfire card when this function is enabled.  • This function is only available on models that support IC cards. • Only supports hexadecimal format.
DESFire Card Decryption	Information in the DESFire card can be read when Enable DESFire Card and DESFire Card Decryption are enabled at the same time.  • This function is only available on models that support IC cards. • Make sure that DESFire card is enabled.

2.10.7 Configuring PIN Code Authentication

Procedure

Step 1 Select **Access Control** > **PIN Code Authentication**.

Step 2 Enable or turn off **PIN Code Authentication**.

The pin code authentication is turned off by default. When it is enabled, you can only open the door with password.



After PIN code authentication is enabled, you can directly enter their password for verification without entering user ID.

2.10.8 Configuring Lock2

Procedure

Step 1 Select **Access Control** > **Lock2**.

Step 2 Enable or disable **Lock2**.



If you enable lock2, the alarm input will be switched to door detector 2 and unlock button 2. The change will take effect after restart.

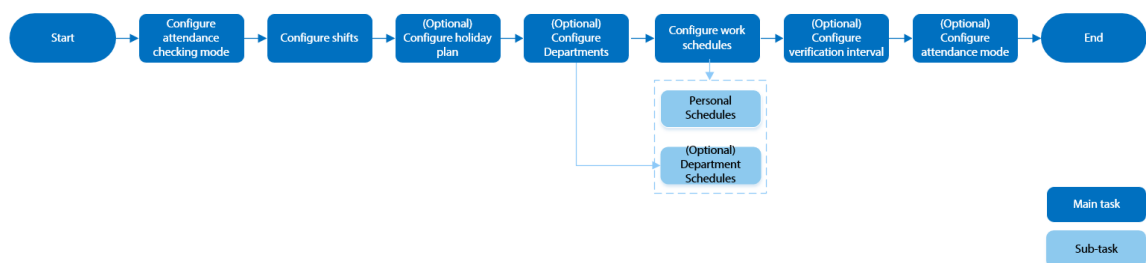
2.11 Attendance Management

Time attendance supports attendance management both on the Device and Smart PSS Lite. This section only uses configuring attendance on the Device as an example.



This function is only available on select models (devices of 4.3-inch series).

Figure 2-22 Configuration flow chart of time attendance



2.11.1 Configuring Shifts

Configure shifts to define time attendance rules. Employees need to come to work at the time scheduled for their shift to start, and leave at the end time, except when they choose to work overtime.

Procedure

Step 1 Select **Attendance** > **Shift Config**.

Step 2 Select a shift.

Tap to view more shifts. You can configure up to 24 shifts.

Step 3 Configure the parameters of the shift.

Figure 2-23 Configure the shift

Shift

Shift Name

Period 1

08:00-17:00

Period 2

00:00-00:00

Period 3

00:00-00:00

Overtime Period

00:00-00:00

Limit for Arriving Late (...)

5

Limit for Leaving Early (...)

5

Table 2-8 Shift parameters description

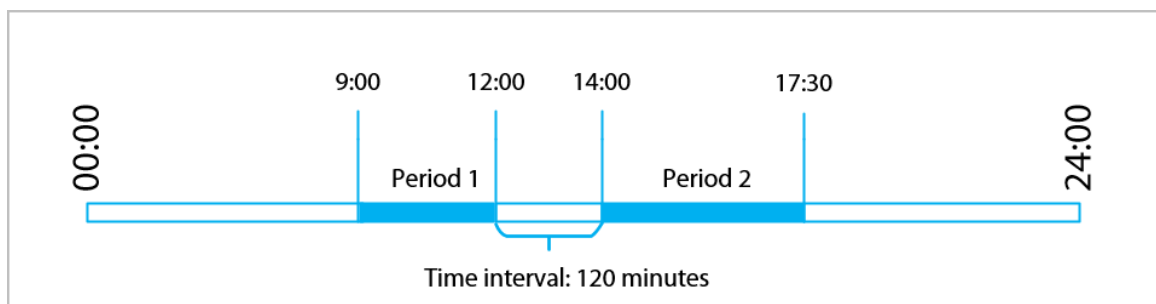
Parameter	Description
Shift Name	Enter the name of the shift.

Parameter	Description
Period 1	Specify a time range when people can clock in and clock out for the workday. You must configure at least 1 period.
Period 2	
Period 3	
	• If you only set one attendance period, employees need to clock in and out by the designated times to avoid an anomaly appearing on their attendance records. For example, if you set 08:00 to 17:00, employees must clock in by 08:00 and clock out from 17:00 onwards. • If you set 2 attendance periods, the 2 periods cannot overlap. Employees need to clock in and clock out for both periods. • If you set 3 periods, the 3 periods cannot overlap. Employees need to clock in and clock out for adjacent 2 periods.  The last period can cross days. If the overtime period is the last one, you can configure it to cross days.
Overtime Period	Employees who clock in or out during the defined period will be considered as working beyond their normal work hours.
Limit for Arriving Late (min)	A certain amount of time can be granted to employees to allow them to clock in a bit late and clock out a bit early. For example, if the regular time to clock in is 08:00, the tolerance period can be set as 5 minutes for employees who arrive by 08:05 to not be considered as late.
Limit for Leaving Early (min)	

When you configure more than one periods, refer to the following instructions to perform attendance function.

- When the time interval between 2 periods is an even number, you can divide the time interval by 2, and assign the first half of the interval to the first period, which will be the clock out time. The second half of the interval should be assigned to the second period as the clock in time.

Figure 2-24 Time interval (even number)



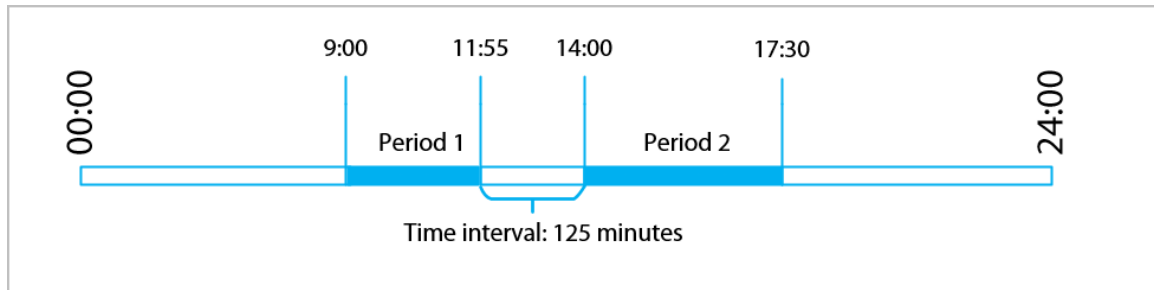
For example: If the interval is 120 minutes, then the clock-out time for period 1 is from 12:00 to 12:59, and the clock-in time for period 2 is from 13:00 to 14:00.



If a person clocks out multiple times during period 1, the latest time will be valid, and if they clock in multiple times during period 2, the earliest time will be valid.

- When the time interval between 2 periods is an odd number, the smallest portion of the interval will be assigned to the first period, which will be the clock out time. The largest portion of the interval will be assigned to the second period as the clock in time.

Figure 2-25 Time interval (odd number)



For example: If the interval is 125 minutes, then the clock-out time for period 1 is from 11:55 to 12:57, and the clock-in time for period 2 is from 12:58 to 14:00. Period 1 has 62 minutes, and period 2 has 63 minutes.



If a person clocks out multiple times during period 1, the latest time will be valid, and if they clock in multiple times during period 2, the earliest time will be valid.

- If there is only one period, and you do not clock in or out by the designated time, it is considered as absent for 1 day.
- If there are more than one period, and you do not clock in or out by the designated time of one period, it is considered as absent for 0.5 days. If you do not clock in or out by the designated time of 2 or more than 2 periods, it is considered as absent for 1 day. Attendance during overtime periods does not change the absent status of the person.

When you configure the last period to cross days, refer to the following instructions to perform attendance function.

- If the second day is the normal shift, the attendance is as normal.
- If the second day is the holiday, you can clock out in any time of 24 hours in the holiday day.



All attendance times are precise down to the second. For example, if the normal clock-in time is set to 8:05 AM, the employee who clocks in at 8:05:59 AM will not be considered as arriving late. But, the employee that arrives at 8:06 AM will be marked as late by 1 minute.

Step 4 Tap .

2.11.2 Configuring Holiday Plans

Configure holiday plans to set periods for attendance to not be tracked.

Procedure

- Step 1 Select **Attendance** > **Shift Config** > **Holiday**.
- Step 2 Click **+** to add holiday plans.
- Step 3 Configure the parameters.

Figure 2-26 Create holiday plans

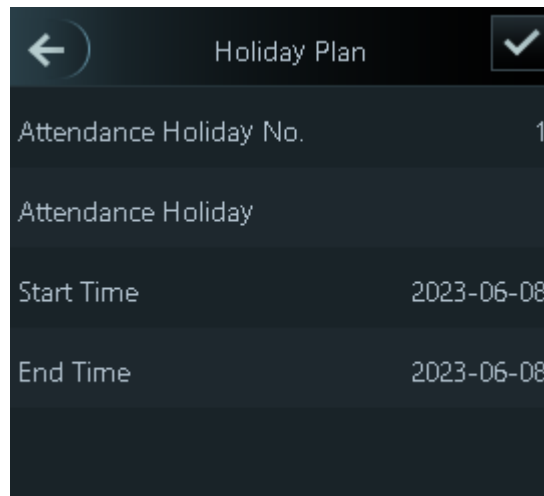


Table 2-9 Parameters description

Parameter	Description
Attendance Holiday No.	The number of the holiday.
Attendance Holiday	The name of the holiday.
Start Time	The start and end time of the holiday.
End Time	

Step 4 Tap .

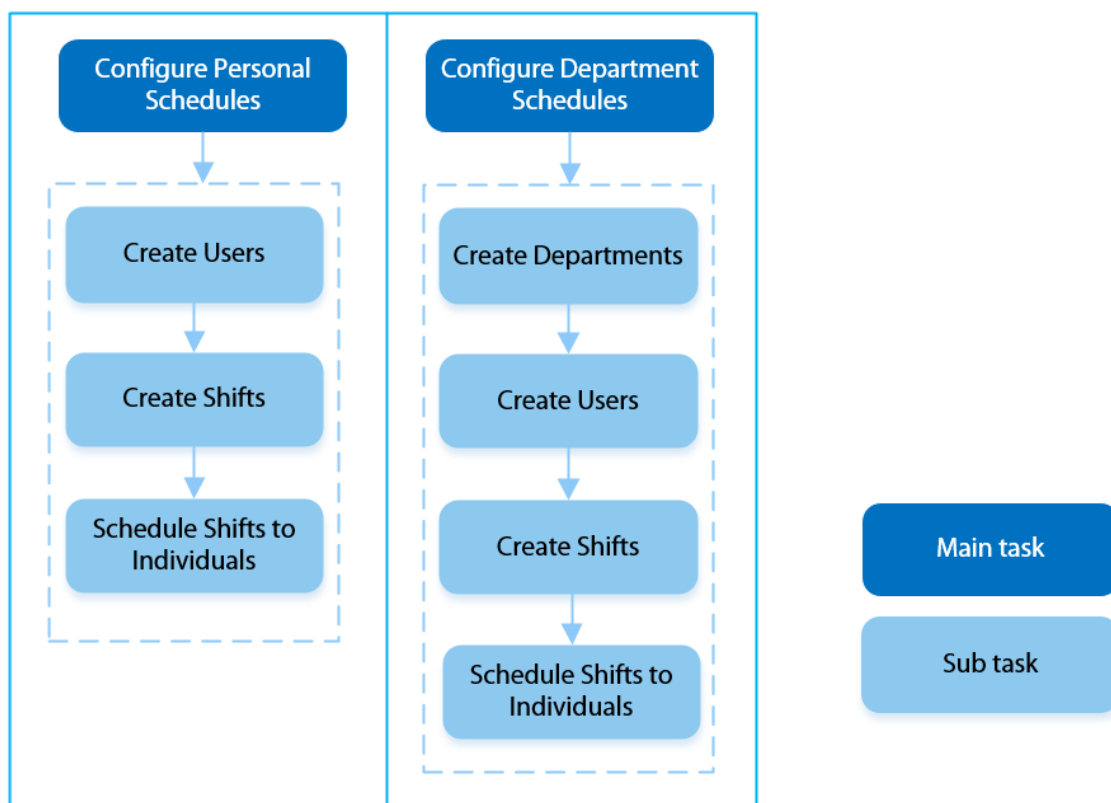
2.11.3 Configuring Work Schedules

A work schedule generally refers to the days per month and the hours per day that an employee is expected to be at their job. You can create different types of work schedules based on different individuals or departments, and then employees must follow the established work schedules.

Background Information

Refer to the flowchart to configure personal schedules or department schedules.

Figure 2-27 Configure work schedules



Procedure

Step 1 Select **Attendance** > **Schedule Config.**

Step 2 Set work schedules for individuals.

1. Tap **Personal Schedule**.
2. Enter the user ID, and then tap ☒.
3. On the calendar, select a day, and then select a shift.

The shift is scheduled for the day.



You can only set work schedules for the current month and the next month.

- 0 indicates break.
- 1 to 24 indicates the number of the pre-defined shifts. For how to configure shifts, see "2.11.1 Configuring Shifts".
- 25 indicates business trip.
- 26 indicates leave of absence.

Figure 2-28 Schedule shifts to individuals

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Day	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 1	1 2	0 3
0 4	1 5	1 6	1 7	1 8	1 9	0 10
0 11	1 12	1 13	1 14	1 15	1 16	0 17
0 18	1 19	1 20	1 21	1 22	1 23	0 24
0 25	1 26	1 27	1 28	1 29	1 30	1
2	3	4	5	6	7	8

4. Tap .

Step 3 Set work schedules for departments.

1. Tap **Department Schedule**.
2. Tap a department, and then select shifts for a week.

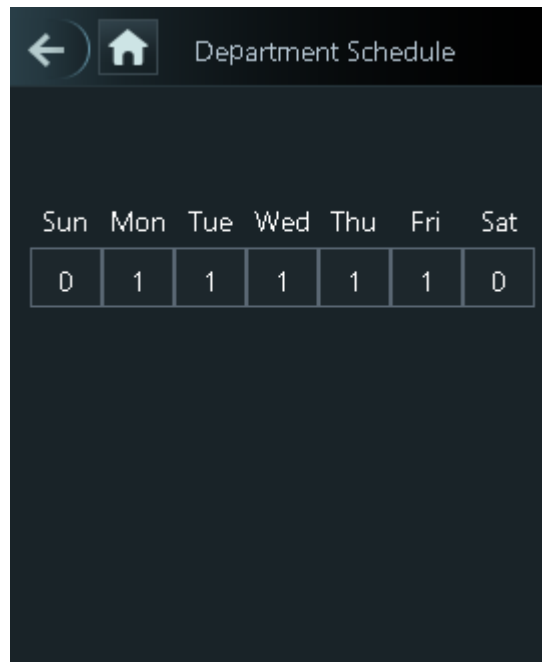
Shifts are scheduled for the week.



You can only set work schedules for the current month and the next month.

- 0 indicates rest.
- 1 to 24 indicates the number of the pre-defined shifts. For how to configure shifts, see "2.11.1 Configuring Shifts".
- 25 indicates business trip.
- 26 indicates leave of absence.

Figure 2-29 Schedule shifts to a department



The defined work schedule is in a week cycle and will be applied to all employees in the department.

Step 4 Tap ☒.

2.11.4 Configuring Attendance Modes

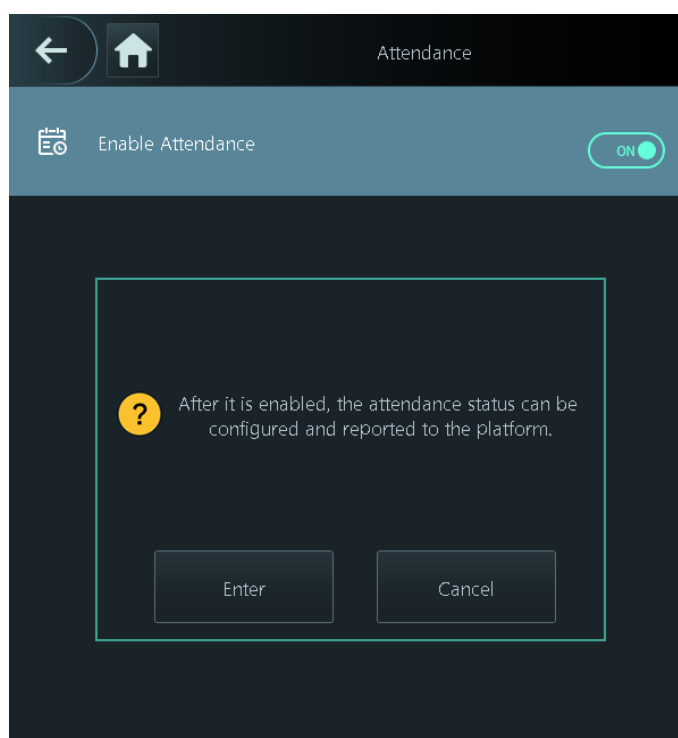
When you clock in or clock out, you can set the attendance modes to define the attendance status.

Procedure

Step 1 On the main menu screen, click **Attendance**.

Step 2 Enable the function.

Figure 2-30 Enable attendance



- Step 3 Click **Mode Settings**, and then select an attendance mode.
The attendance records will also be synchronized to the management platform.

Figure 2-31 Attendance mode



Table 2-10 Attendance mode

Parameter	Description
Auto/Manual Mode	The screen displays the attendance status automatically after you clock in or out, but you can also manually change your attendance status.
Auto Mode	The screen displays your attendance status automatically after you clock in or out.
Manual Mode	Manually select your attendance status when you clock in or out.
Fixed Mode	When you clock in or out, the screen will display the pre-defined attendance status all the time.

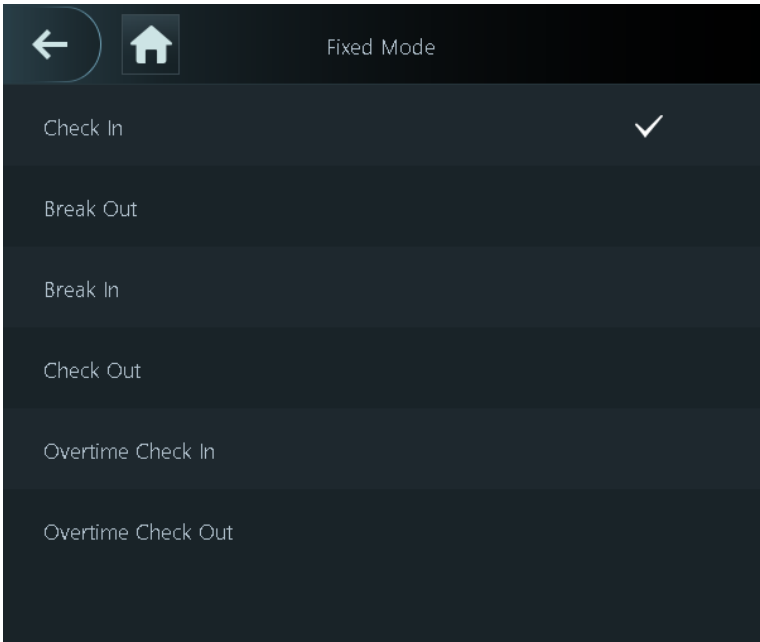
Step 4 Configure the parameters for the attendance mode.

Figure 2-32 Auto mode/manual mode



Check In	06:00-09:59
Break Out	10:00-12:59
Break In	13:00-15:59
Check Out	16:00-20:59
Overtime Check In	00:00-00:00
Overtime Check Out	00:00-00:00

Figure 2-33 Fixed mode



Check In	✓
Break Out	
Break In	
Check Out	
Overtime Check In	
Overtime Check Out	

Table 2-11 Attendance mode parameters

Parameters	Description
Check In	Clock in when your normal workday starts.
Break Out	Clock out when your break starts.
Break In	Clock in when your break ends.
Check Out	Clock out when your normal workday ends.
Overtime Check In	Clock in when your overtime period starts.
Overtime Check Out	Clock out when your overtime period ends.

2.12 Video Intercom

2.12.1 Configuring Video Intercom

Procedure

Step 1 Log in to the main menu.

Step 2 Tap **Video Intercom**.

Enable **Call or Doorbell**, and the main screen displays the corresponding shortcut icons (call or doorbell).

Step 3 Configure call or doorbell parameters.

- **Call** : Set **Call or Doorbell** as **Call**, select icons for call, and then configure parameters.

Table 2-12 Call type description

Parameter	Description
Call type	◇ Call by keyboard: Tap the call icon on the main screen, enter the room number and then make a call. ◇ Call management center: Tap the call icon on the main screen to call the management center. ◇ One-click call: Tap the call icon on the standby screen to call the configured room.  If a modular device is connected to an expansion module with a doorbell button. The call functions of the doorbell button are described as follows. ◇ Call by keyboard: You can configure the room number through the keyboard, and then tap the doorbell button on the expansion module to call the configured room number. ◇ Call management center/One-click call: Press the doorbell button on the expansion module to call the VTS or the configured room number.

- **Doorbell** : Set **Call or Doorbell** as **Doorbell**, select icons for doorbell, and then configure parameters.



When a modular device is connected to an external expansion module with a doorbell button, the doorbell function is consistently with the settings here.

Table 2-13 Parameters description for doorbell

Parameter	Description
Local Device Ringer	Tap the icon on the main screen and the device sounds.
External Doorbell	Enable it and then tap the doorbell icon on the main screen, the externally connected doorbell sounds.  - Only available on select models. - If function port 1 is not set to the doorbell, when enabling the external doorbell, tap OK on the pop-up prompt. Set the alarm output port to the doorbell function.
Ringtone Config	Configure the ringtone. There are 2 types of ringtone to be selected.
Ringtone Time (sec)	Configure the ringtone time. It is 3 seconds by default.

2.12.2 Configuring SIP Server

Procedure

- Step 1 Log in to the main menu.
- Step 2 Tap **Video Intercom**.
- Step 3 Turn on or turn off **SIP Server**.

After enabling SIP server, this device works as the SIP server.



Modifying SIP server will result in clearance of added devices in the webpage.。

2.12.3 Configuring Local Code

Configure the video and preview area for the intercom.



- Only supported on select models.
- When used with the VTH, disabling **Local Code** might result in the failure to obtain a preview image.

Procedure

- Step 1 Log in to the main menu.
- Step 2 Select **Video Intercom** > **Local Code**.
- The **Local Code** function is enabled by default.
- Step 3 Tap **Location**, drag the green frame selection box in the image to any desired position, and then tap .

2.13 Communication Settings

Configure the network, RS-485 port and Wiegand port.



The RS-485 port and the Wiegand port might differ depending on the models of Device.

2.13.1 Configuring Network

Configure IP address, auto registration, cloud service, Wi-Fi and Wi-Fi AP.

2.13.1.1 Configuring the IP Address

Set an IP address for the Device to connect it to the network. After that, you can log in to the webpage and the management platform to manage the Device.

Procedure

- Step 1 On the main menu, select **Communication** > **Network Settings** > **IP Settings**.
- Step 2 Set the IP address.

Figure 2-34 IP address

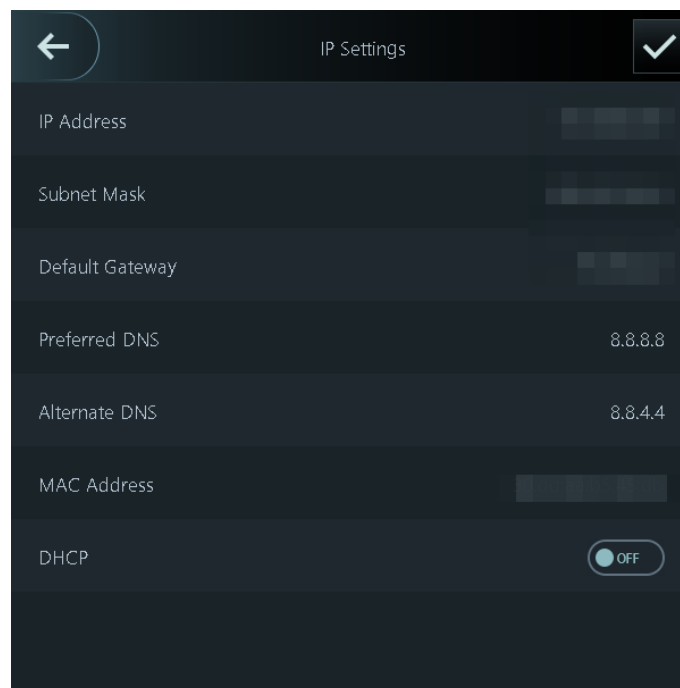


Table 2-14 IP configuration parameters

Parameter	Description
IP Address/Subnet Mask/Default Gateway	The IP address, subnet mask, and gateway IP address must be on the same network segment.
Preferred DNS	The IP of the DNS server.
Alternate DNS	The alternate IP of the DNS server.

Parameter	Description
MAC	The MAC address of the Device.
DHCP	It stands for Dynamic Host Configuration Protocol. When DHCP is turned on, the Device will automatically be assigned an IP address, subnet mask, and gateway.

2.13.1.2 Configuring Auto Registration

Add the device to a management platform, so that you can manage it on the platform.

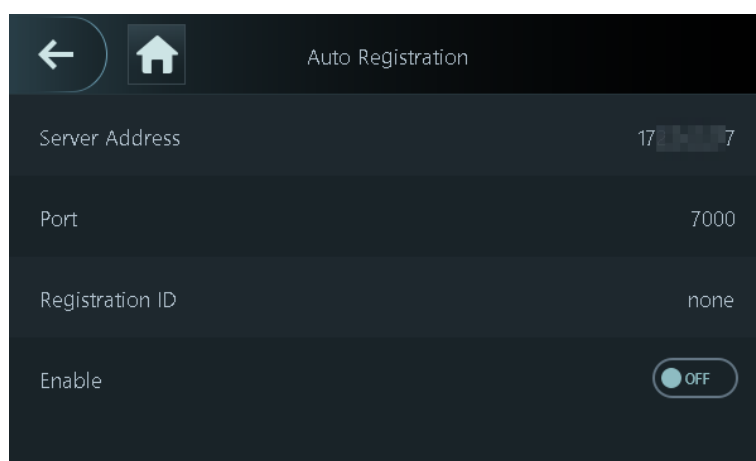
Procedure

Step 1 On the main menu, select **Communication > Network Settings > Auto Registration**.



To avoid exposing the system to security risks and data loss, control the management platform permissions.

Figure 2-35 Active registration



Step 2 Turn on the automatic registration function and set the parameters.

Table 2-15 Auto registration

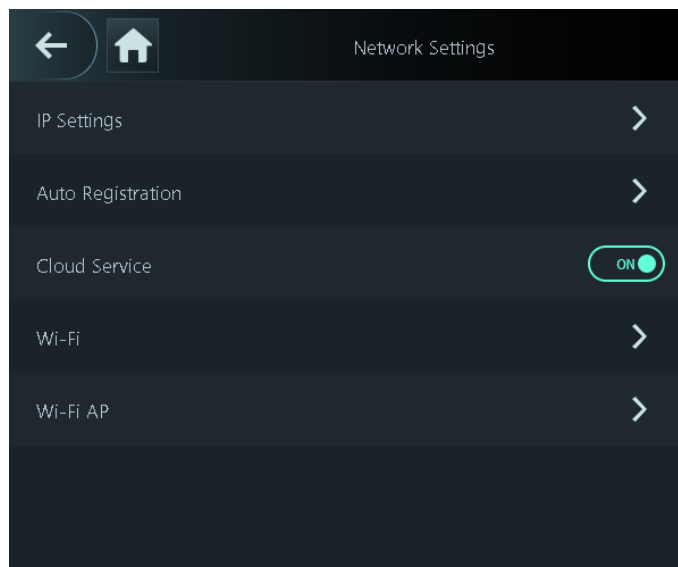
Parameter	Description
Server Address	The IP address of the management platform.
Port	The port No. of the management platform.
Registration ID	Enter the device ID (user defined).  When you add the Device to the management platform, the registration ID that you enter on the management platform must conform to the defined registration ID on the Device.

2.13.1.3 Configuring Cloud Service

Procedure

- Step 1 On the main menu, select **Communication** > **Network Settings**.
- Step 2 Turn on the cloud service.
- Manage devices without applying for DDNS, set port mapping and deploy transit servers.

Figure 2-36 Cloud service



2.13.1.4 Configuring Wi-Fi

You can connect the Device to the network through the Wi-Fi network.

Background Information

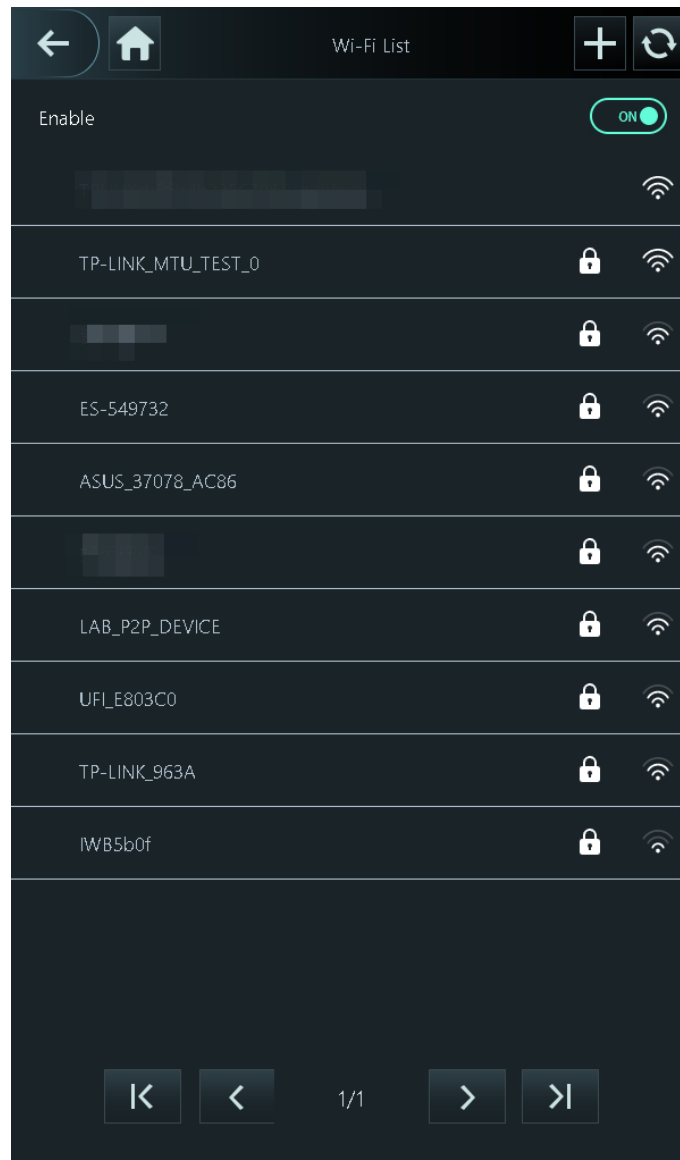


This function is only available on select models.

Procedure

- Step 1 On the main menu, select **Communication** > **Network Settings** > **Wi-Fi**.
- Step 2 Turn on Wi-Fi.
- 
- The Wi-Fi function is only available on select models.
 - Wi-Fi AP and Wi-Fi function cannot be enabled at the same time.
 - After Wi-Fi is enabled, wait about 1 minute to connect Wi-Fi.
- Step 3 Tap  to search available wireless networks.

Figure 2-37 Wi-Fi list



Step 4 Select a wireless network, enter the password, and then tap .

If the system does not find a Wi-Fi network, tap + to enter the name and the password of the Wi-Fi.

Results

When the phone and the Device are connected to the same Wi-Fi, enter the IP address in the browser to access the device. You can also use your phone to scan the QR code on the detailed information screen of the Wi-Fi to access the device.

Related Operations

- Tap the connected Wi-Fi to view the SSID, IP, subnet mask, gateway and more network information.
- DHCP: In the detailed information screen of the Wi-Fi, the DHCP is turned on by default, and the IP address is automatically obtained. If you turn off DHCP, you can manually enter the IP address.

2.13.1.5 Configuring Wi-Fi AP

Use your computer or your phone to connect to Wi-Fi AP of the Device to access its webpage. This function is only available on select models.

Procedure

Step 1 On the main menu, select **Communication** > **Network Settings** > **Wi-Fi AP**.

Step 2 Turn on Wi-Fi AP.

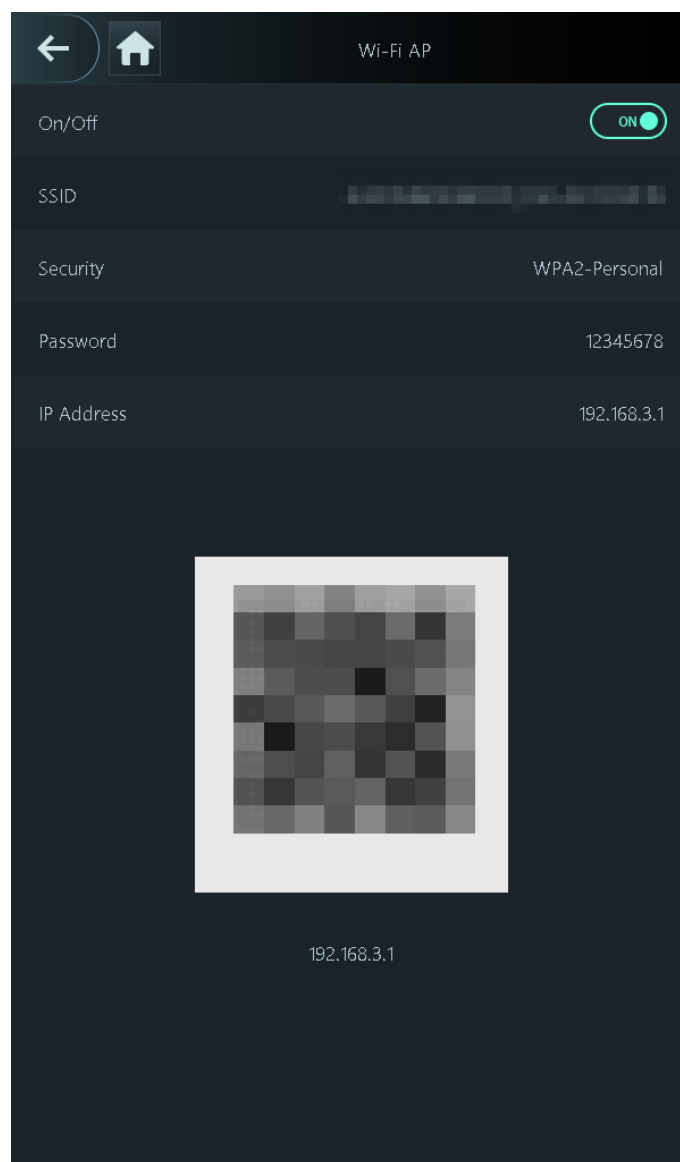
You can configure **Security** of the Wi-Fi AP.

Select **None** to directly connect to the Wi-Fi AP. Select **WPA2-Personal** to configure the password and connect to the Wi-Fi AP through the password.



- Wi-Fi AP and Wi-Fi function cannot be enabled at the same time.
- Every time you power on the Device, the Wi-Fi AP function will be automatically enabled for 30 minutes.

Figure 2-38 Connect to Wi-Fi AP



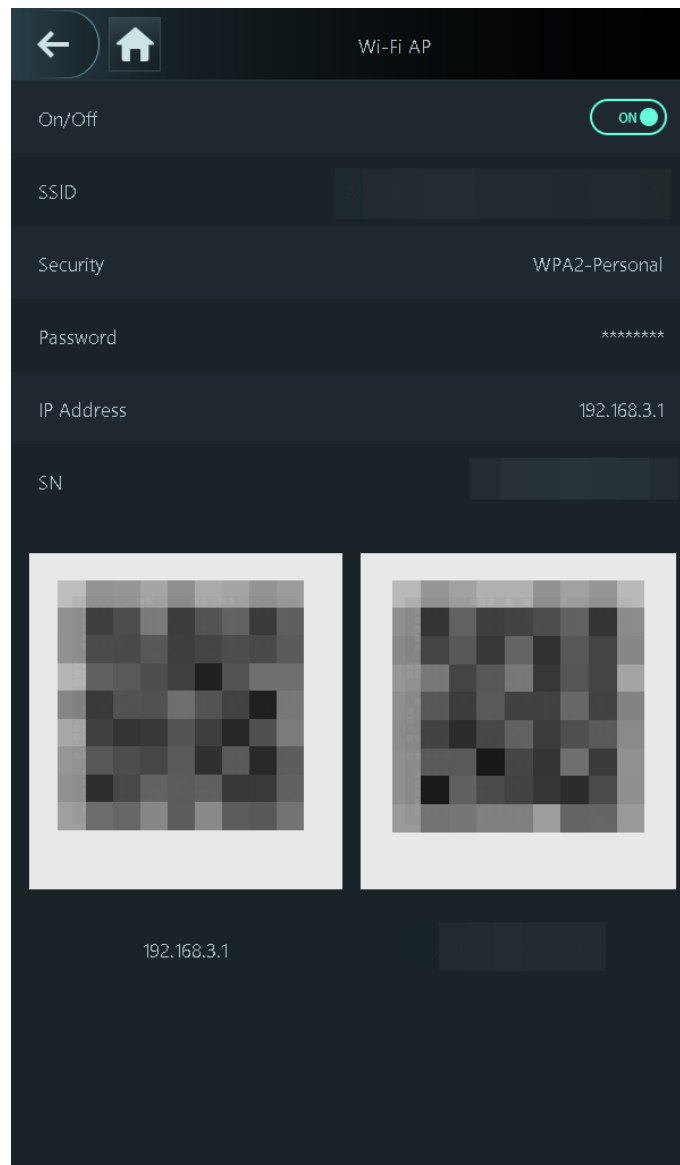
Related Operations

You can also tap the right corner on the standby screen to view the Wi-Fi AP status. If you want to configure the parameters, log in to the main menu first. The QR code on the right side is used to add the Access Controller when used with other apps.



The QR code on the right side is displayed on select models.

Figure 2-39 Wi-Fi AP



2.13.2 Configuring RS-485

This function is only available on select models.

Procedure

- Step 1 On the main menu, select **Communication** > **RS-485 Settings**.
- Step 2 Select an external device.

Figure 2-40 External device type

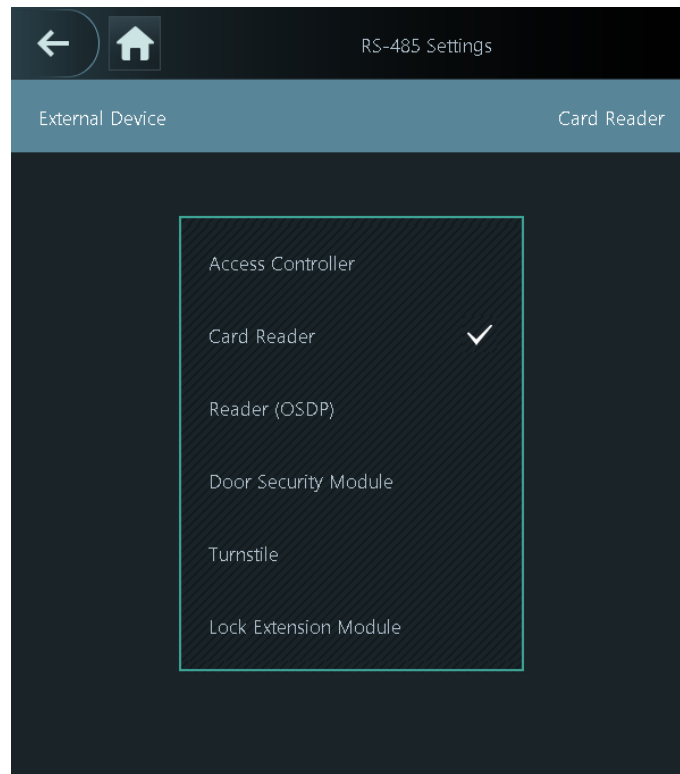


Table 2-16 Port description

External device	Description
Access Controller	The Device functions as a card reader and sends data to other external access controllers to control access. Output Data Type: ● Card Number : Transmit the card number to the access controller for authentication to unlock the door. When the card number transmitted by this device matches the card number in the access controller, the access control authentication is successful. ● No. : Transmit the user ID to the access controller for authentication to unlock the door. When the user ID transmitted by this device matches the user ID in the access controller, the access control authentication is successful.  ● After the verification on the Device is successful, the data will be transmitted to the access controller. The verification result that is displayed on the Device reflects the result from the access controller. ● After the verification fails on the Device, the data will not be transmitted to the access controller, and the result on the Device is failed.

External device	Description
Card Reader	The Device functions as an access controller, and connects to an external card reader.
Reader (OSDP)	The Device is connected to a card reader based on the OSDP protocol.
Door Security Module	After the security module is enabled, the door exit button, lock control and fire linkage of the Device become not effective. - You can verify the identification through the methods of face, card, fingerprint and password on the Device to unlock the door security module lock. - You can swipe the card on the connected RS-485 card reader or use the exit button to unlock the door security module lock.  The lock that is connected to the door control security module cannot be locked remotely.
Turnstile	When the Device is connected to a turnstile, and the access controller board of the turnstile is connected to an external QR code module or card swiping module, the board will transmit the verification data to the turnstile.
Lock Extension Module	When the Access Controller is connected to external lock extension module, if you select Lock Extension Module, the local lock is unlocked after you verify the identification on the local device, and the extension lock is unlocked after you verify the identification on the external card reader. After you select Lock Extension Module, you can select channel 2 on the Access Control Parameters and Alarm page on the webpage of the Access Controller.
Spare Battery	The device connects to a spare battery, and the current battery level is shown as a percentage.  The spare battery is only supported on select models.

2.13.3 Configuring Bluetooth

Procedure

- Step 1 On the main menu, select **Communication** > **Bluetooth Settings**.
- Step 2 Turn on **Bluetooth**.

2.13.4 Configuring Wiegand

The Device allows for both Wiegand input and output mode.



This function is only available on select models.

Procedure

Step 1 On the main menu, select **Communication > Wiegand Settings**.

Step 2 Select a Wiegand.

- Select **Wiegand Input** when you connect an external card reader to the Device.



When the Device connects to a third-party device through the Wiegand input port, and the card number read by the Device is in the reverse order from the actual card number. In this case, you can turn on **Card No. Inversion** function.

- Select **Wiegand Output** when the Device functions as a card reader, and you need to connect it to a controller or another access terminal.

Figure 2-41 Wiegand output



Table 2-17 Description of Wiegand output

Parameter	Description
Wiegand Output Type	Select a Wiegand format to read card numbers or ID numbers. • Wiegand26 : Reads 3 bytes or 6 digits. • Wiegand34 : Reads 4 bytes or 8 digits. • Wiegand66 : Reads 8 bytes or 16 digits.
Pulse Width	Enter the pulse width and pulse interval of Wiegand output.
Pulse Interval	
Output Data Type	Select the type of output data. • No. : The system outputs data based on the user ID. The data format is hexadecimal or decimal. • Card Number : The system outputs data based on user's first card number.

2.13.5 Security Settings

Procedure

Step 1 On the main menu, select **Communication** > **Network Settings** > **Security Settings**.

Step 2 Turn on or turn off the functions.

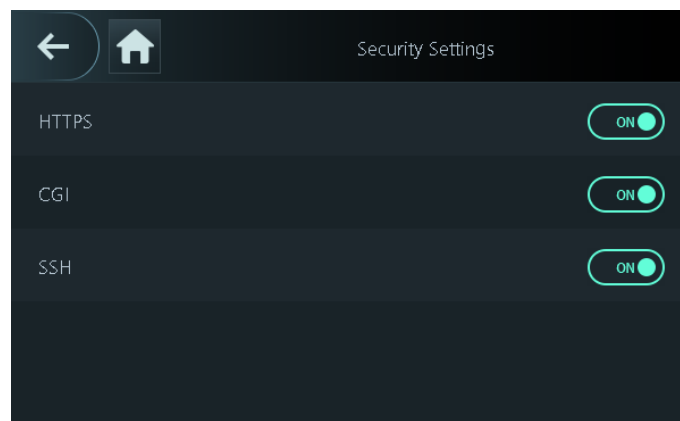
- HTTPS: Hypertext Transfer Protocol Secure (HTTPS) is a protocol for secure communication over a computer network. When HTTPS is enabled, HTTPS will be used to access CGI commands; otherwise HTTP will be used.



When HTTPS is enabled, the Device will automatically restart.

- CGI: Common Gateway Interface (CGI) offers a standard protocol for web servers to execute programs similar to how console applications run on a server that dynamically generates webpage. The CGI is enabled by default.
- SSH: Secure Shell (SSH) is a cryptographic network protocol for operating network services securely over an unsecured network. The data transmitted will be encrypted after this function is enabled.

Figure 2-42 Security settings



2.14 Biometrics

2.14.1 Configuring Face Parameters

Face parameters might differ depending on the models of the Device.

Background Information



We recommend that you adjust these parameters under the guidance of professionals.

Procedure

Step 1 On the main menu, select **Biometrics** > **Face Parameters**.

Step 2 Configure the face parameters, and then tap .

Table 2-18 Description of face parameters

Name	Description
Face Recognition Threshold	Adjust the accuracy level of face recognition. Higher threshold means higher accuracy and lower false recognition rate.  When the threshold is too low such as 0, the false recognition rate will be extremely high. Please be advised.
Max Face Recognition Angle Deviation	Set the largest angle that a face can be posed in for face detection. The larger the value, the larger the range for the face angle. If the angle a face is positioned in is not within the defined range, it might not be detected properly.
Anti-spoofing Level	After the function is enabled, it prevents people from being able to use photos, videos, mask and other substitutes to gain unauthorized access. After the function is enabled, face frame is not displayed for non-living verification.
Illuminator	● Turn on: The illuminator is turned on in low-light conditions. ● Turn off: The illuminator is turned off all the time.  This function is only available on select models.
Valid Face Interval (sec)	When the same face remains in front of the lens after the first successful recognition, the Device will perform recognition again for the face after a defined interval.
Invalid Face Interval (sec)	When the same face remains in front of the lens after the first failed recognition, the Device will perform recognition again for the face after a defined interval. If you configure 0, the face will not be captured and there is no unlock records.
Recognition Distance	The distance between the face and the lens.
Mask Mode	● Not Detect : Mask is not detected during face recognition. ● Mask Alert : Mask is detected during face recognition. If the person is not wearing a mask, the system will remind them to wear a mask, but they will still be allowed access. ● Mask Required : Mask is detected during face recognition. If a person is not wearing a mask, the system will remind them to wear masks, and access will be denied.
Mask Recognition Threshold	The higher the threshold, the more accurate face recognition will be when a person is wearing a mask, and there will be a lower false recognition rate.

Name	Description
Snapshot Optimization	After the function is enabled, low-quality snapshots in the unlock records can be filtered out.  • The function and Multi-face Recognition cannot be enabled at the same time. • This function is available on select models.
Remove Duplicate Faces	After being enabled, only 1 face per person is supported for enrollment and recognition. When registering or issuing a face, duplicate face detection is supported.
Face Similarity Sensitivity	
Verify Face Image Quality	
Face Image Quality Sensitivity	If the quality of a face registered during when adding the person falls below the sensitivity value, we recommend that you upload an image with better quality again.
Free Access with Face	Unlock upon recognizing the registered face.
Face Snapshot Enhancement	After the function is enabled, the snapshots in the unlock records are beautified.  The function and Multi-face Recognition cannot be enabled at the same time.
Beautifier	Beautify captured face images.
Enable Helmet Detection	Detects safety hats. The door will not unlock if a person does not wear a helmet.
Multi-face Recognition	Detects 4 to 6 face images at a time. Combination unlock cannot be used with this, and the door will be unlocked when one of the people are successfully verified.  The number of face images which are supported might differ depending on the model of the product.
Night Mode	In dark environment, the standby screen displays white background image to improve the brightness when verifying face or QR code.
Smart Screen Light Up	After the function is enabled, in the screen-off status, the screen will light up when a face is detected.

2.14.2 Configuring Fingerprint Parameters

Configure fingerprint detection accuracy. The higher the value, the higher the similarity threshold and accuracy is.

Background Information



This function is only available on select models, and some supports being connected to a fingerprint extension module.

Procedure

Step 1 On the main menu, select **System Settings** > **Fingerprint Parameter Settings**.

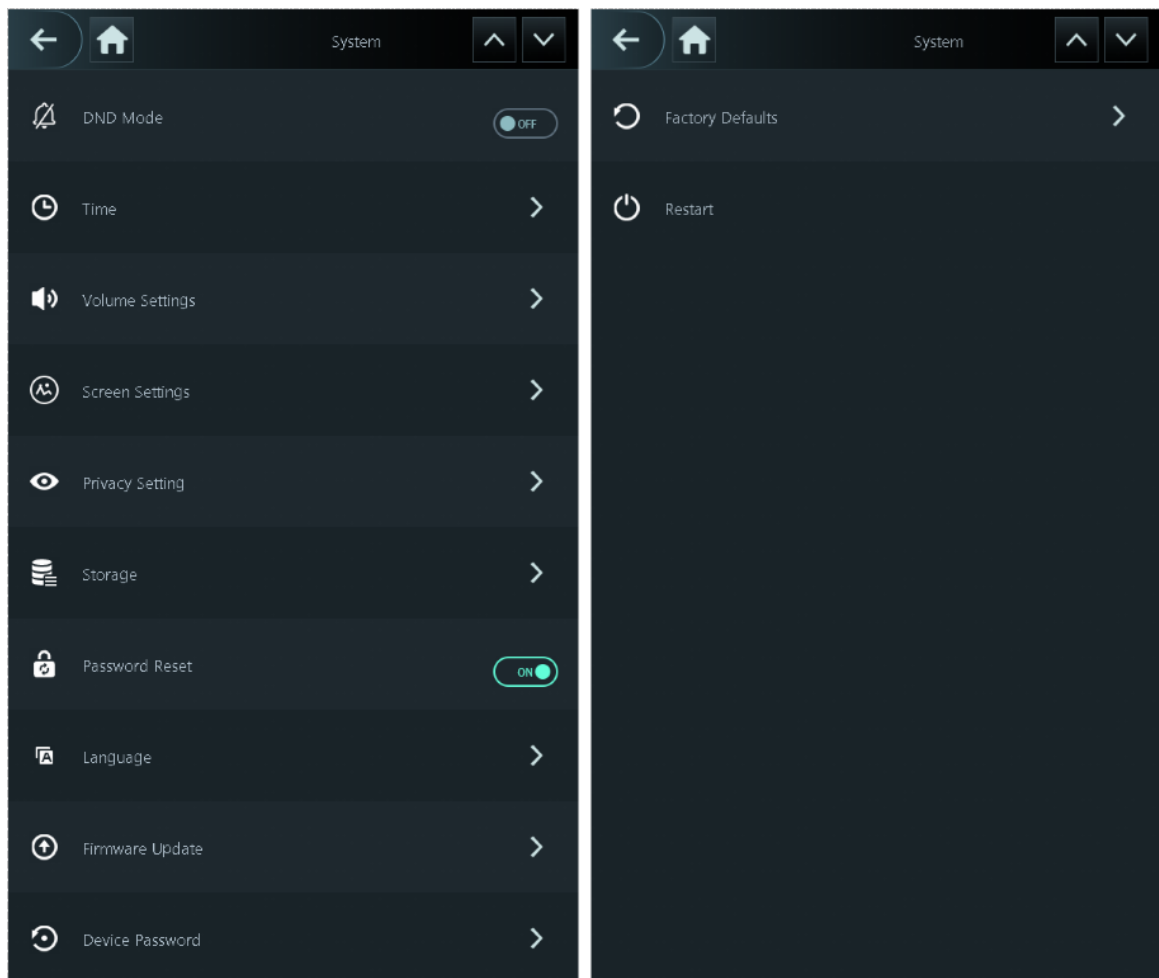
Step 2 Tap  or  to adjust the value.

2.15 System Settings

The parameters might differ according to different device models.

Tap  or  to switch pages.

Figure 2-43 System settings



2.15.1 Configuring DND

No voice prompts during the defined time when you verify your identity on the Device. You can set up to 4 periods.

Procedure

Step 1 On the main menu, tap **System**.

Step 2 Turn on DND mode.

Step 3 Tap **DND Mode** to configure the periods.

2.15.2 Configuring Time

Configure system time, such as date, time, and NTP.

Procedure

- Step 1

On the main menu, select **System** > **Time**.
- Step 2

Configure system time.

Figure 2-44 Time

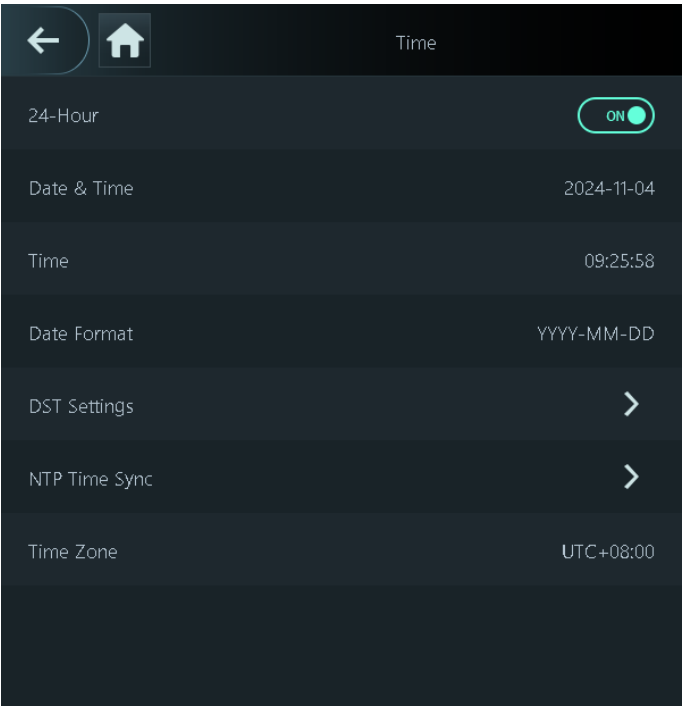


Table 2-19 Description of time parameters

Parameter	Description
24-hour System	The time is displayed in 24-hour format.
Date & Time	Set up the date.
Time	Set up the time.
Date Format	Select a date format.
DST Setting	1. Tap DST Setting and enable it. 2. Select Date or Week from the DST Type list. 3. Enter the start time and end time. 4. Tap ☒ .

Parameter	Description
NTP Time Sync	A network time protocol (NTP) server is a machine dedicated as the time sync server for all client computers. If your computer is set to sync with a time server on the network, your clock will show the same time as the server. When the administrator changes the time (for daylight savings), all client machines on the network will also be updated. 1. Tap NTP Check, and then enable it. 2. Configure the parameters. ● Server Address : Enter the IP address of the NTP server, and the Device will automatically sync time with the NTP server. ● Port : Enter the port of the NTP server. ● Interval : Enter the time synchronization interval.
Time Zone	Select the time zone.

2.15.3 Configuring the Volume

Procedure

Step 1 On the main menu, select **System** > **Volume Settings**.

Step 2 Configure the parameters.

Table 2-20 Parameters description

Parameters	Description
Device Volume	Tap the volume, and then tap + or - to adjust the volume.
Intercom Volume	
Microphone Volume	
Screen Tap Sound	When this function is enabled, touch screen devices will produce tap sound and non-touch screen devices will produce mouse click sound.

2.15.4 Configuring Screen Parameters

Figure 2-45 Screen settings



2.15.4.1 Configuring Unlock Notifications Mode

Configure the display mode for verifying the identification. It is **Minimal Mode** by default.



When you select **General Mode** through **Personalization** > **Advertisement** > **Subject**, this parameter is displayed. For details on personalization configuration, see "3.13 Personalization".

Procedure

- Step 1 Select **System** > **Screen Settings**.
- Step 2 Tap **Unlock Notifications Mode** to select the mode.

Figure 2-46 Unlock notifications mode

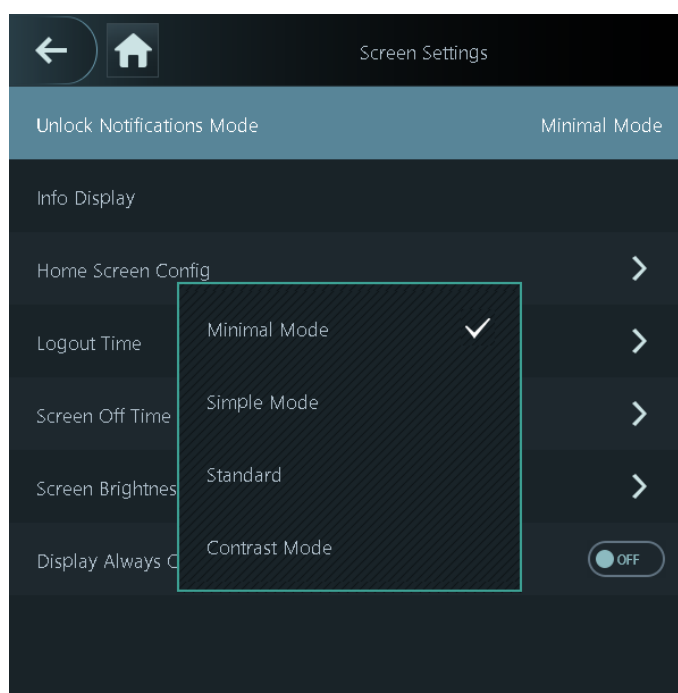


Table 2-21 Description of unlock notifications mode

Parameter	Description
Minimal Mode	The system prompts Successfully verified or Not authorized on the screen.
Simple Mode	Displays user ID, name and verification time after access is granted, and displays Not authorized and the authorization time after access is denied.
Standard	Displays the registered face image of the user, user ID, name and verification time after access is granted, and displays Not authorized and the verification time after access is denied.
Contrast Mode	Displays the captured face image and a registered face image of a user, user ID, name and authorization time after access is granted, and displays Not authorized after access is denied.

Results

When the person successfully verifies the identity, the prompt screens are as following.

Figure 2-47 Minimal mode

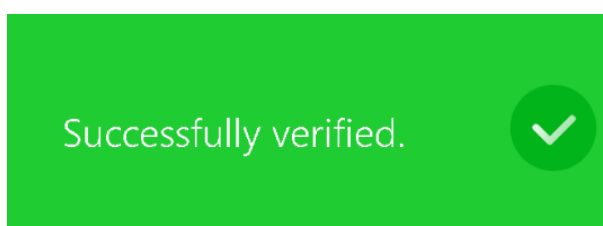


Figure 2-48 Simple mode



Figure 2-49 Standard

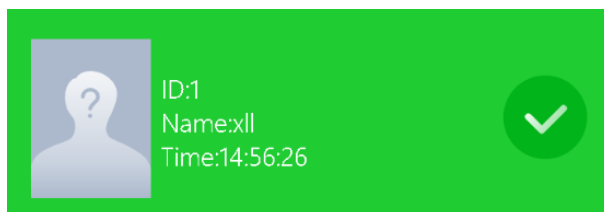
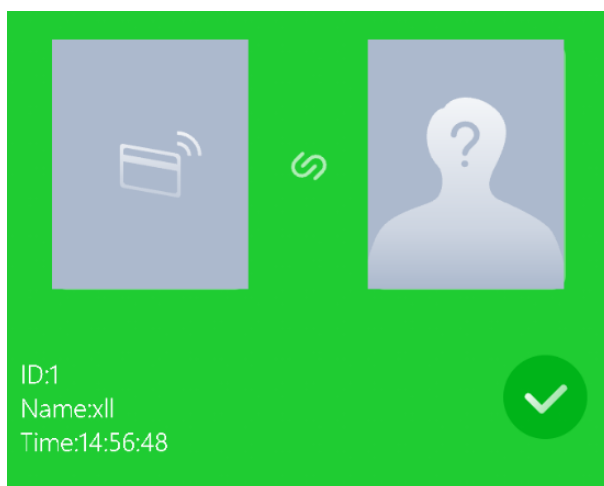


Figure 2-50 Contrast mode



2.15.4.2 Configuring Information Displaying

Procedure

- Step 1 Select **System** > **Screen Settings**.
- Step 2 Tap **Info Display**, enter the information, and then tap ☒.

Results

When you select **General Mode** through **Personalization** > **Advertisement** > **Subject**, the configured device information is displayed at the upper-right corner of the main screen. this parameter is displayed.

2.15.4.3 Configuring Home Screen

Configure the functions to be displayed on the standby screen.

Background Information



The supported functions might differ according to different models of the Device.

Procedure

- Step 1 Select **System > Screen Settings > Home Screen Config.**
- Step 2 Turn on or turn off the functions to be displayed on the standby screen.

Figure 2-51 Home screen configuration

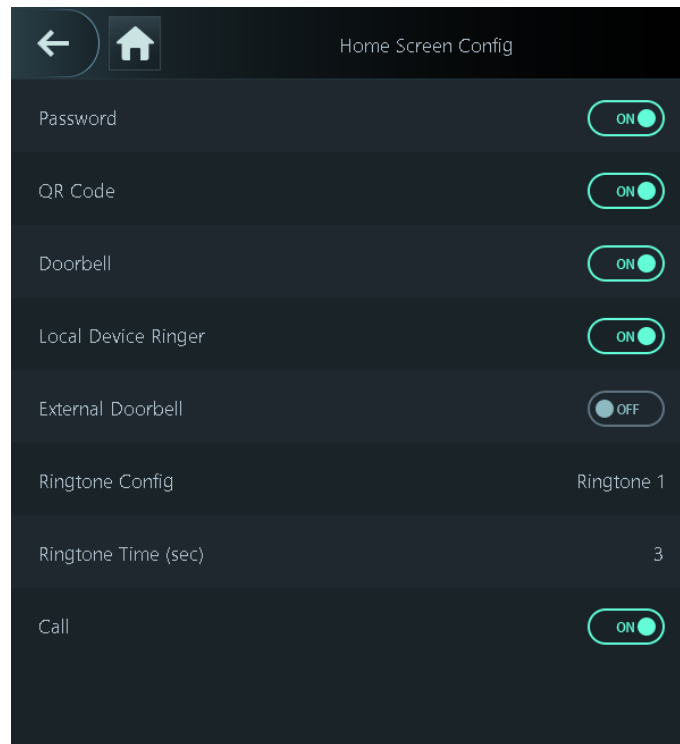


Table 2-22 Parameters description

Parameter	Description
Password	The icon of the password unlock method is displayed on the standby screen.
QR code	The QR code icon is displayed on standby screen. This function is not available for Device with a standalone QR code module.

Parameter	Description
Doorbell	After the doorbell function is turned on, doorbell icon is displayed on the standby screen. - Local device ringer: Tap the ring bell icon on the standby screen, Device will ring. - External doorbell: If you have selected Doorbell through Access Control > Port Config on the webpage of the Device, turn on External Doorbell. Tap the doorbell on the standby screen, and the external connected doorbell rings.  ◇ This function is only available on select models. ◇ If you do not select Doorbell through Access Control > Port Config, when you enable External Doorbell, tap Confirm on the prompt screen, and the port is configured as doorbell function. - Ringtone config: Select a ringtone. - Ringtone time (sec): Set ring time (1-30 seconds). The default value is 3.
Call	The icon of call is displayed on the standby screen.

2.15.4.4 Configuring Logout Time

If there are no operations on any screen and the time exceeds the configured time, the system goes to the standby screen.

Procedure

Step 1 Select **System > Screen Settings > Logout Time**.

Step 2 Tap + or — to adjust the logout time.



The logout time should be shorter than the screen off time.

Example

If you configure **Logout Time** to 15 seconds, and **Screen Off Time** to 30 seconds, when the system has been inactive for 15 seconds, the system goes to the standby screen. When the system continues being inactive for another 15 seconds (the total inactive time reaches 30 seconds), the system screen is turned off.

2.15.4.5 Configuring Screen Off Time

Procedure

Step 1 Select **System > Screen Settings > Screen Off Time**.

Step 2 Tap + or — to adjust the time.

2.15.4.6 Configuring Screen Brightness

Procedure

- Step 1 Select **System** > **Screen Settings** > **Screen Brightness**.
- Step 2 Tap + or — to adjust the brightness.

2.15.4.7 Configuring Display Always On

Procedure

- Step 1 Select **System** > **Screen Settings** > **Display Always On**.

- Step 2 Tap , and then tap **OK** to enable the function.



When **Display Always On** is enabled, the brightness of the screen is 1 by default in the screen-off mode.

- Step 3 Tap **Display Always On** to configure the periods, and then tap **Apply**.

After the function is enabled, the screen is always turned on during the configured time period.



To help extend the lifespan of your screen, we recommend you limit the time it stays on to no more than 8 hours a day.

Figure 2-52 Always on



2.15.5 Configuring Privacy Parameters

Procedure

Step 1 Select **System** > **Privacy Settings**.

Step 2 Configure the parameters.

- Verification snapshot: Face images will be captured automatically when people unlock the door.
- Alarm snapshot: When enabled, snapshots will be captured upon triggering anti-passback, duress, blocklist and unauthorized excessive attempts. It is turned off by default.
- Register picture: When enabled, the device locally stores the face images captured when adding persons. After disabled, the device does not store the face images captured locally when adding persons, only storing the face feature values.



It is supported on select models.

- Clear all snapshots: Delete all automatically captured photos during unlock.

2.15.6 Storage Management

You can use a USB to export or import the user information.



- Make sure that a USB is inserted to the Device before you export data. To avoid failure, do not pull out the USB or perform any operation of the Device during the process.
- You can use a USB to export the information from a Device to another Device. Face images are not allowed to be imported through USB.

2.15.6.1 Exporting to USB

You can export data from the Device to a USB. The exported data is encrypted and cannot be edited.

Procedure

- Step 1 Select **System** > **Storage** > **USB Export**.
- Step 2 Select the data type you want to export, and then tap **OK**.



- When the data is exported in Excel, it can be edited.
 - The USB disk supports the format in FAT32, and the storage capacity is 4 GB–128 GB.
- Personnel information, facial features, card data, fingerprint data are encrypted when exporting.

2.15.6.2 Importing from USB

You can import data from USB to the Device.

Background Information



We recommend you perform the importing between devices in the same model and the same version. Otherwise, data loss might occur.

Procedure

- Step 1 Select **System** > **Storage** > **USB Import**.
- Step 2 Select the data type that you want to export, and then tap **OK**.

2.15.7 Configuring Password Reset

On the main menu, tap **System**, and then turn on **Password Reset**. After the function is turned on, when you forget the password, you can use the configured email to receive the security code and reset the password. It is turned on by default.

2.15.8 Configuring Expansion Module

Background Information

- After selecting expansion module featuring **Card+Doorbell** or **Card+Fingerpring+Doorbell**, the mechanical button on the expansion module has essentially the same function as the **Call/Doorbell** icon on the touchscreen. The functions of the mechanical button are described as follows.
 - ◇ When the **Call /Doorbell** icon on the touchscreen is set to the call function:
 - If the call type is keypad call: If no room number is configured for the expansion module, pressing the mechanical button will call the administrator number by default. If a custom room number is configured for the module, pressing the doorbell button on the expansion module while in the call interface will call the configured number.
 - If the call type is administrator call / one-touch call: Pressing the mechanical button on the expansion module will initiate a one-touch call to the administrator or the configured room number.
 - ◇ When the **Call /Doorbell** on the touchscreen is set to the doorbell function, the mechanical button also functions as a doorbell.



- Only modular devices support external expansion modules.
- Different devices support different types of expansion modules.
- After the device is restored to factory settings, this configuration remains unchanged.

Procedure

Step 1 Log in to the main menu.

Step 2 Tap **System**.

Step 3 Tap **Expansion Module**, select the external expansion module, and then tap **OK**.

- Restart the access controller, and the  icon is displayed at the upper-right corner of the main screen. It means the configuration is successful.
- Restart the access controller, and the  icon is displayed at the upper-right corner of the main screen. It means the expansion module selected does not match the one that actually connects to the access controller
- If you select **NO** for the **Expansion Module**, no status icon is displayed in the upper-tight corner of the main screen

2.15.9 Configuring the Language

On the main menu, select **System** > **Language**, select the language for the Device.

2.15.10 Configuring Tamper Reset

On the main menu, select **System** > **Tamper Reset**, and then enable the function.

Tamper reset operation: Within 5 minutes after the device starts up, press the tamper-proof button 5 times consecutively within 8 seconds. The standby screen of the device displays a factory reset prompt. Tap **Confirm** or press and hold the tamper button for 3 seconds or longer. The device restarts. All configurations and information will be restored to the factory default.

2.15.11 Updating the System

Update the system of the Device through USB.

Procedure

- Step 1 Rename the update file to "update.bin", put it in the root directory of the USB, and then insert the USB to the Device.
- Step 2 On the main menu, select **System** > **Firmware Update**.
- Step 3 Tap **OK**.

The Device will restart when the updating completes.



Do not power off the Device during the update.

2.15.12 Configuring Device Password

2.15.12.1 Changing Password

Procedure

- Step 1 Select **System** > **Device Password** > **Change Password**.
- Step 2 Enter the old password, new password, confirm the password, and then tap **OK**.

2.15.12.2 Modifying Reserved Information

The reserved email address is used for receiving the security code to reset the password.

Procedure

- Step 1 Select **System** > **Device Password** > **Modify Reserved Info**.
- Step 2 Enter the email address, and then tap **OK**.

2.15.13 Restoring Factory Defaults

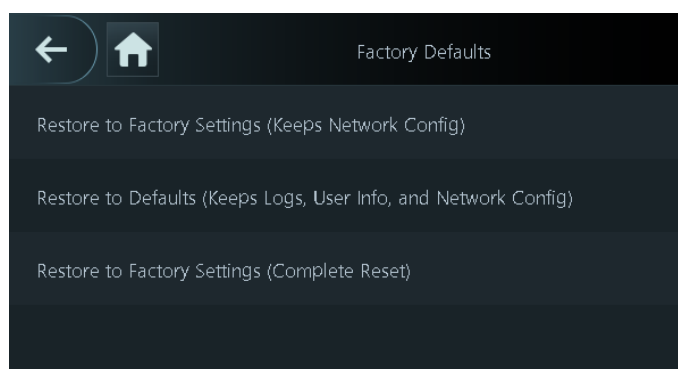


Restoring the device to the factory settings might cause data loss. Please be advised.

Restore through the Software

1. On the main menu, select **System** > **Factory Defaults**.
2. Restore factory defaults if necessary. Restore the factory default settings if necessary.
 - Restore to factory settings (keep network config): Resets all the configurations except for network configurations and the type of the extension module (for modular devices).
 - Restore to defaults (keep logs, user info, and network config): Resets all the configurations and data except for user information, logs, network configurations and the type of the extension module (for modular devices).
 - Restore to factory settings (complete reset): Resets all the configurations.

Figure 2-53 Factory defaults



Restore through the Hardware

The device supports the tamper button and the reset button.

- Tamper button: Within 5 minutes after the device is powered on, if you press the tamper button for 5 times in 8 seconds, the device displays the prompt. Click **OK** or press the tamper button once, and the device restarts. All the configurations and information are restored to the factory settings.
- Reset hole: To reset the device, you have to short it by inserting a pin into the pinhole.
 - ◇ If you wish to perform a partial reset and preserve the user information, logs and IP configurations, the pin must be inserted for 500 ms.
 - ◇ If you wish to perform a complete reset, the pin must remain inserted for 5 seconds.



The reset pinhole is available on select models.

2.15.14 Restarting the Device

On the main menu, select **System** > **Restart**, and the Device will be restarted.

2.16 Device Information

You can view data capacity and device version.

2.16.1 Viewing Data Capacity

On the main menu, select **Device Info** > **Data Capacity**. You can view storage capacity of each data type.

2.16.2 Viewing Device Version

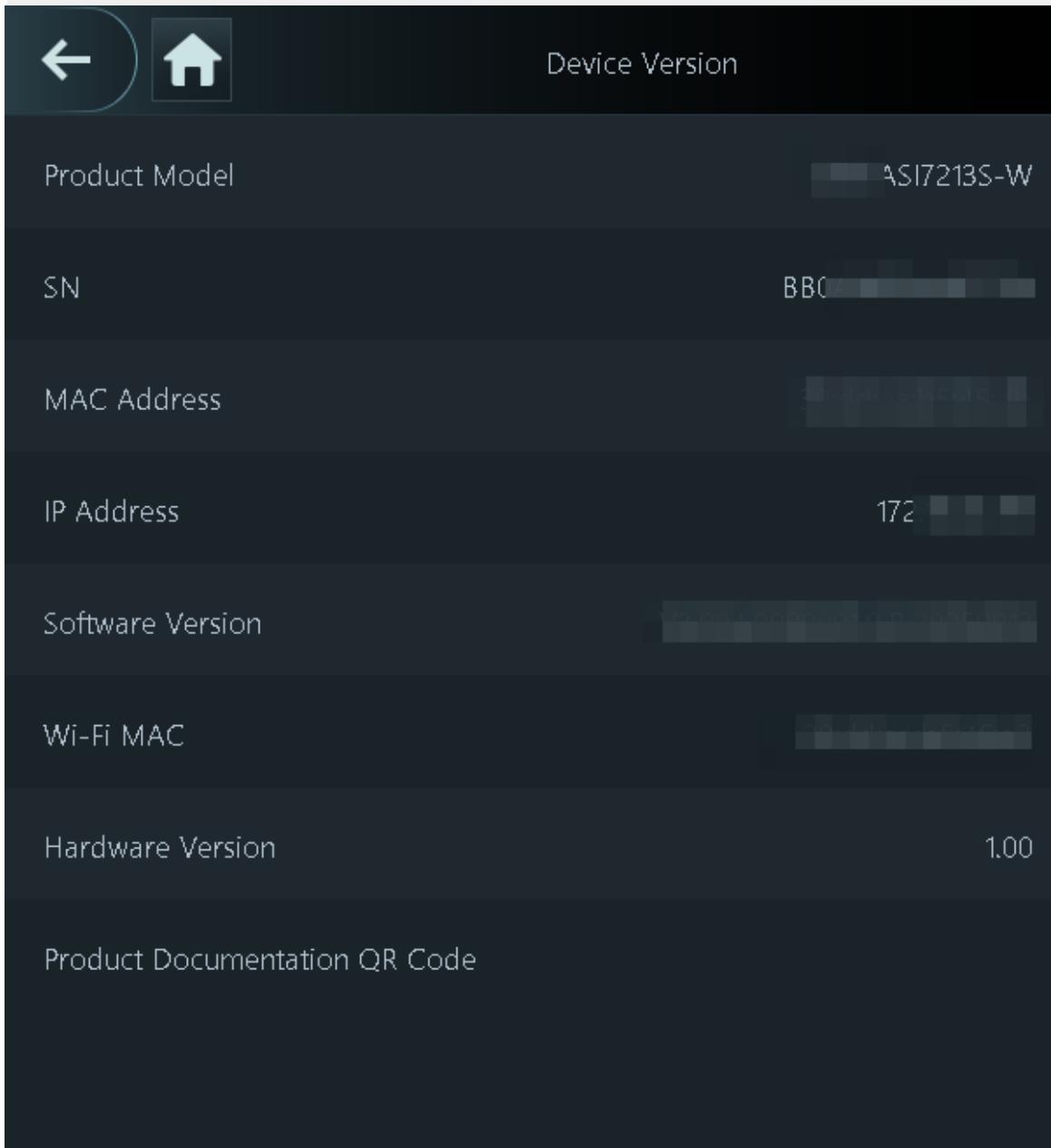
On the main menu, select **Device Info** > **Device Version**. You can view the device version, such as product model, serial number, software version and more.

Tap **Product Documentation QR Code**, scan the QR code with your phone to view the product documents.



This function is only available on select models.

Figure 2-54 Device version



3 Web Operations

On the webpage, you can also configure and update the Device.



Web configurations differ depending on models of the Device.

3.1 Initialization

Initialize the Device when you log in to the webpage for the first time or after the Device is restored to the factory defaults.

Prerequisites

Make sure that the computer used to log in to the webpage is on the same LAN as the Device.

Procedure

Step 1 Open a browser, go to the IP address (the default address is 192.168.1.108) of the Device.



We recommend you use the latest version of Chrome or Firefox.

Step 2 Select a language on Device.

Step 3 Set the password and email address according to the screen instructions.



- The password must consist of 8 to 32 non-blank characters and contain at least two types of the following characters: upper case, lower case, numbers, and special characters (excluding ' " ; : &). Set a high-security password by following the password strength prompt.
- Keep the password safe after initialization and change the password regularly to improve security.

3.2 Logging In

Procedure

Step 1 Open a browser, enter the IP address of the Device in the **Address** bar, and press the Enter key.

Step 2 Enter the user name and password.



- The default administrator name is admin, and the password is the one you set up during initialization. We recommend you change the administrator password regularly to increase security.
- If you forget the administrator login password, you can click **Forget password?** to reset password.

Step 3 Click **Login**.

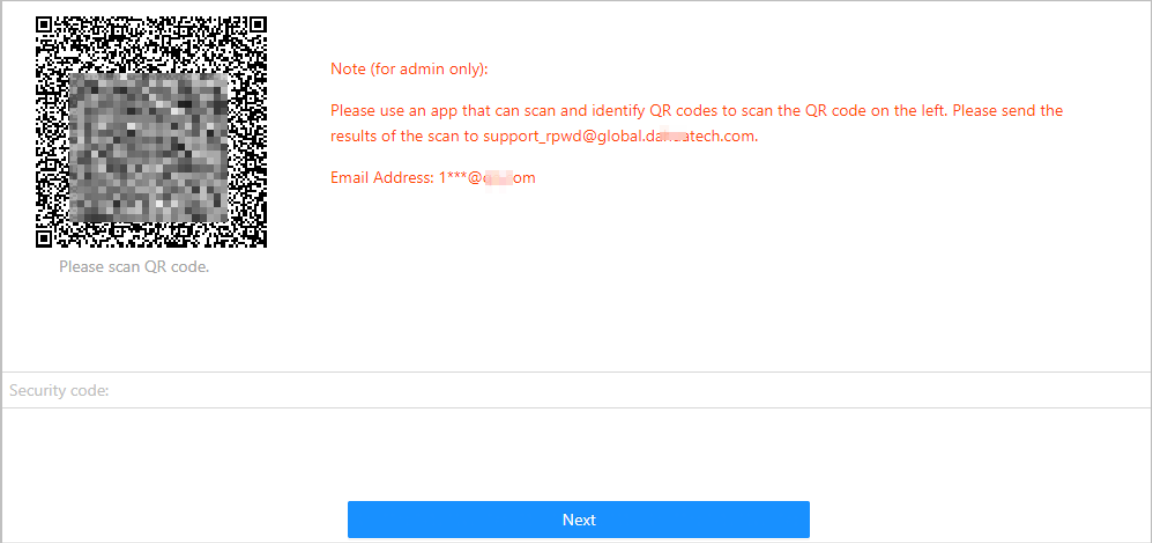
3.3 Resetting the Password

Reset the password through the linked email when you forget the admin password. If no email address was entered to reset the password, you need to contact local dealer or technical support.

Procedure

- Step 1 On the login page, click **Forgot password**.
- Step 2 Read the on-screen prompt carefully, and then click **OK**.
- Step 3 Scan the QR code, and you will receive a security code.

Figure 3-1 Reset password



- Up to two security codes will be generated when the same QR code is scanned. If the security code becomes invalid, refresh the QR code and scan again.
- After you scan the QR code, you will receive a security code in your linked email address. Use the security code within 24 hours after you receive it. Otherwise, it will become invalid.
- If the wrong security code is entered 5 times in a row, the administrator account will be frozen for 5 minutes.

- Step 4 Enter the security code.
- Step 5 Click **Next**.
- Step 6 Reset and confirm the password.



The password should consist of 8 to 32 non-blank characters and contain at least two of the following types of characters: upper case, lower case, number, and special character (excluding ' " ; : &).

- Step 7 Click **OK**.

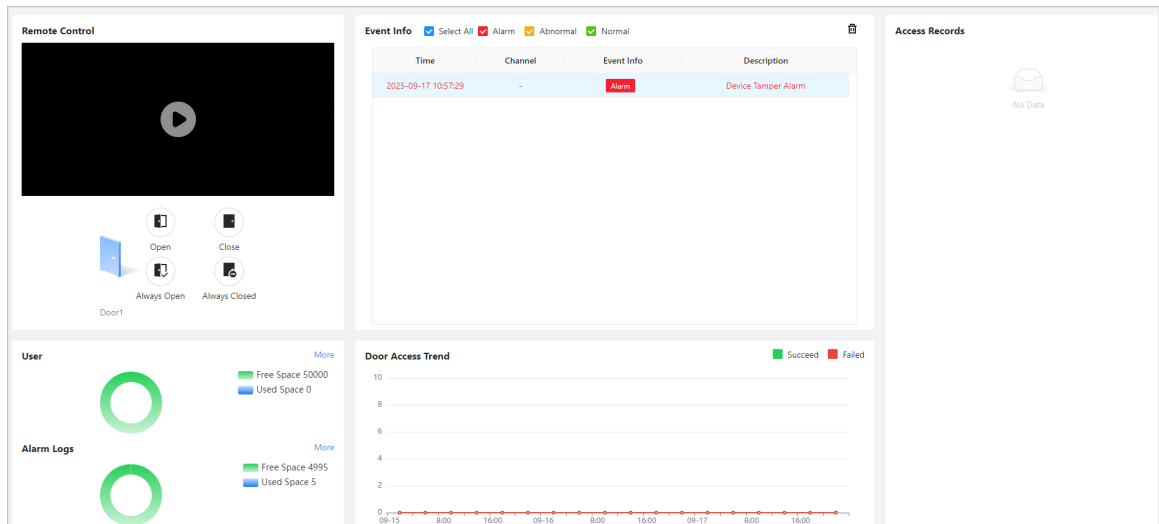
3.4 Access Monitoring

Log in to the webpage, and the system automatically go to the **Access Monitoring** page.



- For first-time use, please download and install the plug-in according to the prompt.
- You can also click the web service icon at the upper-left corner to view the access monitoring page.

Figure 3-2 Access monitoring



Remote Control

- Click **Open** or **Close** next to the door to remotely control the door.
- Click **Always Open** or **Always Closed** to remotely control the door. Click **Restore** to restore the door to normal status.
- Click  to preview the screen image and perform related operations.

Table 3-1 Description of remote control screen icons

Icons	Description
	Take the snapshot.
	Start to record the video.
	Turn on the sound of the video.
	Turn on the intercom function.
	Zoom in the image.

Door Access Trend

The access trend in the last 3 days is displayed. Green means successful access and the red means failed access.

Access Records

The real-time access records are displayed, including image, person information, verification method and verification time.

Event Information

In the **Event Info** area, select the event type to view the events. Click  to clear all the events.

User and Alarm Logs

View the space information of users and alarm logs. Click **More** to view the details.

3.5 Home Page

Click  at the upper-left corner or the webpage to go to the homepage.

Figure 3-3 Home page

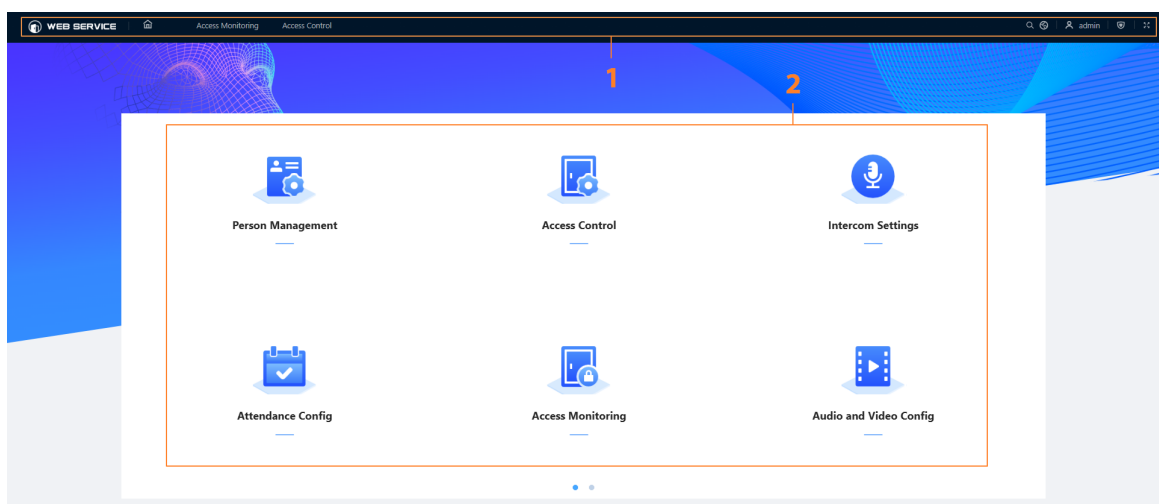


Table 3-2 Home page description

No.	Description
1	• : Go to the home page. • : Searching for function menus by keywords. • : Select a language on the device. • : Log out or restart the device. • : Enter the Security page. • : Scan the QR code with your phone to view the product documents.  This function is only available on select models • : Display in full screen.
2	Main menu.

3.6 Person Management

Procedure

Step 1 On the home page, select **Person Management**, and then click **Add**.

Step 2 Configure user information.

Figure 3-4 Basic information

Basic Info

* ID

12

Name

1

Validity Period

Forever

* Permission

User

* User Type

General User

* Times Used

Unlimited

* General Plan

255-Default

* Holiday Plan

255-Default

Permission Type

Unlock and Attendance

Email

Verification Mode

☐ Same as Device
 ☒ Custom

Combination Meth...

☐ And
 ☒ Or

* Unlock Method

Card

Face

Password

Bluetooth Card

Fingerprint

Table 3-3 Description of basic information

Parameter	Description
ID	The user ID is like employee ID, which can be numbers, letters, and their combinations, and the maximum length of the number is 30 characters.
Name	The name can contain up to 32 characters (including numbers, symbols, and letters).
Department	Add users to a department. If a department schedule is assigned to the person, they will follow the established department schedule. For how to create department, see "2.8.1 Configuring Departments".
Schedule Mode	- Department Schedule: Assign department schedule to the user. For details, see "2.11.3 Configuring Work Schedules". - Personal Schedule: Assign personal schedule to the user. For details, see "2.11.3 Configuring Work Schedules".  ◇ This function is only available on select models. ◇ If you set the schedule mode to department schedule here, the personal schedule you have configured for the user in Attendance > Schedule Config > Personal Schedule is invalid.
Validity Period	Set a date on which the door access and attendance permissions of the person will be expired.
Permission	User : Users only have door access or time attendance permissions. Admin : Administrators can configure the Device besides door access and attendance permissions.
User Type	General User : General users can unlock the door. Blocklist User : When users in the blocklist unlock the door, service personnel will receive a notification. Guest User : Guests can unlock the door within a defined period or for certain amount of times. After the defined period expires or the unlocking times runs out, they cannot unlock the door. Patrol User : Patrol users can take attendance on the Device, but they do not have door permissions. VIP User : When VIP unlock the door, service personnel will receive a notice. Other User : When they unlock the door, the door will stay unlocked for 5 more seconds. Custom User 1 /Custom User 2: Same as general users.
Times Used	Set an unlock limit for guest users. After the unlock times run out, they cannot unlock the door.
General Plan	People can unlock the door or take attendance during the defined period.  You can select more than one plan.

Parameter	Description
Holiday Plan	People can unlock the door or take attendance during the defined holiday.  You can select more than one holiday.
Permission Type	• Unlock and attendance: Person has the permission of attendance and can unlock the door using the configured verification methods. • Attendance: Person only has the permission of attendance and cannot unlock the door. After the person successfully verifies the identification, one failed unlock record is generated.
Verification Mode	Configure the verification mode for the person. You can use the mode that is the same as the device or customize the mode. • Same as Device : The mode is the same as the device. • Custom : After you select Custom, Combination Method and Unlock Method are displayed. Select the combination method and unlock methods as needed. ◇ Or: Use one of the selected unlock methods to open the door. ◇ And: Use all the selected unlock methods to open the door.  ◇ The customized verification mode is only valid for the local device. It cannot be used in external card readers. ◇ When the customized verification mode is different from the mode of the device, the customized mode takes the priority.

Figure 3-5 Access credentials

Access Credentials

Face

Not Added

Upload

Local Collec...

Supports jpg,jpeg,png image formats.

> Password

Not Added

> Card

Not Added

> Fingerprint

Not Added

> Bluetooth Card

No email was configured. You cannot request a Bluetooth card through e...

Not Added

Add

Add More

Cancel

Table 3-4 Description of access credentials

Parameter	Description
Face	● Upload: Click Upload to upload a face image. Each person can only add up to 2 face images. You can view or delete the face image after you upload it.  The face image is in jpg, jpeg, png format and must be less than 100 KB. ● Local collection: Use the camera of the device or the USB camera to collect the face images. You can view or delete the face image after you take the snapshot. 1. Click Local Collection. 2. Click Modify to select the acquisition device. 3. Click Start Snapshot to collect the face image. 4. Click Add.
Password	Enter the user password. The maximum length of the password is 8 digits. The duress password is the unlock password + 1. For example, if the user password is 12345, the duress password will be 12346. A duress alarm will be triggered when a duress password is used to unlock the door.

Parameter	Description
Card	 This function is only available on select models. • Enter the card number manually. 1. Click Add. 2. Enter the card number, and then click Add. • Read the number automatically through the enrollment reader or the Device. 1. Click Add, and then click Modify to select an enrollment reader or the Device. 2. Read the card. ◇ For the enrollment reader of IC and ID card, Click Read Card, and then swipe cards on the card reader. A 60-second countdown is displayed to remind you to swipe cards, and the system will read the card number automatically. If the 60-second countdown expires, click Read Card again to start a new countdown. ◇ For the enrollment reader of the Desfire card, place the card on the enrollment reader, and then click Read Card. If the Desfire card has been written with the card number, it will be read and displayed here. If the card is empty, then the card number needs to be written first. The card number will be automatically generated on the computer, and be written to the card. 3. Click Add. A user can register up to 5 cards at most. Enter your card number or swipe your card, and then the card information will be read by the Device. You can enable the Duress Card function. An alarm will be triggered if a duress card is used to unlock the door. • : Set duress card. • : Change card number.  One user can only set one duress card.

Parameter	Description
Fingerprint	Register fingerprints. A user can register up to 3 fingerprints, and you can set a fingerprint to the duress fingerprint. An alarm will be triggered when the duress fingerprint is used to unlock the door. Enroll fingerprints through an enrollment reader or the Device. 1. Click Add , and then click Modify to select an enrollment reader or the Device. 2. Press finger on the scanner according to the on-screen instructions. 3. Click Add.  • Fingerprint function is only available on select models. • We do not recommend you set the first fingerprint as the duress fingerprint. • One user can only sets one duress fingerprint. • Fingerprint function is available if the Device supports connecting a fingerprint module.
Bluetooth Card	 Bluetooth is only available on select models. You can select Request through Email or Request through Registration Code. • Request through Email : Suitable for the first time a Bluetooth card is requested. You can request up to 5 Bluetooth cards, and have to use the email that is registered to DMSS.  You must have entered your reserved Email before you use the function. 1. Configure the Email that is registered to DMSS. 2. Click Request through Email, and then the Bluetooth cards can be requested. • Request through Registration Code : Suitable when you already have a Bluetooth card and want to reuse it on another access controller supporting Bluetooth function. 1. Copy the Bluetooth registration code from the DMSS. 2. Click Request through Registration Code, and then enter the code. 3. Click OK.

Step 3 Click **Add**.

You can click **Add More** to add other users.

Related Operations

- Import user information
 - ◇ Click **Export Template** , and download the template and enter user information in it. Place face images and the template in the same file path, and then click **Import Template** to import the folder.



Up to 10,000 users can be imported at a time.

- ◇ Click **Export User Info** to export the user information in batches. You can click **Import User Info** on the webpage of another device to transfer the data.
- Export user information:
- Clear: Clear all users.
- Refresh: Refresh the user list.
- Search: Search by user name or user ID.
- Click **Bluetooth Cards Records**, and then you can view the Bluetooth card records. For users who issued cards unsuccessfully, you can reissue cards here.



You can issue cards in batches on devices that support Bluetooth function.

3.7 Configuring Access Control

3.7.1 Access Control Parameters

3.7.1.1 Configuring Basic Parameters

Procedure

Step 1 Select **Access Control** > **Access Control Parameters**.

Step 2 In **Basic Settings**, configure basic parameters for the access control.

Figure 3-6 Basic parameters

Basic Settings

Name: Door1

Door Status: ☒ Normal ☐ Always Closed ☐ Always Open

Normally Open Period: General Plan Disabled Holiday Plan Disabled

Normally Closed Period: General Plan Disabled Holiday Plan Disabled

Unlock Notifications Mode: Minimal Mode

Verification Interval: 0 s (0-180)

Card Swiping Interval: 0 s (0-86400)

Public Password: ☐

Tamper Reset: ☒

Lock 2: ☐

Table 3-5 Basic parameters description

Parameter	Description
Name	The name of the door.

Parameter	Description
Door Status	Set the door status. ● Normal: The door will be locked and unlocked according to your settings. ● Always open: The door remains unlocked all the time. ● Always closed: The door remains locked all the time.
Normally Open Period	When you select Normal, you can select a time template from the drop-down list. The door remains open or closed during the defined time. For details on how to configure general plans and holiday plans, see "3.7.6 Configuring Periods".  ● When normally open period conflicts with normally closed period, normally open period takes priority over normally closed period. ● When the general plan conflicts with the holiday plan, the holiday plan takes priority over the general plan.
Normally Closed Period	
Unlock Notifications Mode	Displays the notification on the screen when a person verifying their identity on the Device. ● Minimal mode: The system prompts Successfully verified or Not authorized on the screen. ● Simple mode: Displays user ID, name and verification time after access granted. Displays Not authorized and authorization time after access denied. ● Standard: Displays the registered face image of the user, user ID, name and verification time after access granted. Displays Not authorized and verification time after access denied. ● Contrast mode: Displays the captured face image and the registered face image of the user, user ID, name and authorization time after access granted. Displays Not authorized and authorization time after access denied.
Verification Interval	If you verify your identity multiple times within a defined period, only the earliest verification will be considered valid, and the door will not open after the second or later verifications. From the moment the door fails to open, you must wait for the configured verification time interval before attempting to verify your identity again.
Card Swiping Interval	For first-time verification through card, you can normally unlock the door or perform attendance, and the records are generated. Within the configured period, if you swipe the card for verification again, you cannot unlock the door or perform attendance, and the records are not generated. Please verify the identification after the configured period.  The Card Swiping Interval takes priority over Verification Interval.
Public Password	After the public password is enabled, configure the password. You can use the public password without entering the user ID to unlock the door. Only one public password is supported for one device.

Parameter	Description
Tamper Reset	When enabled, you can restore to factory defaults through the tamper button on the rear panel of the device. Tamper reset operation: Within 5 minutes after the device starts up, press the tamper-proof button 5 times consecutively within 8 seconds. The standby screen of the device displays a factory reset prompt. Tap Confirm or press and hold the tamper button for 3 seconds or longer. The device restarts. All configurations and information will be restored to the factory default.
Lock 2	After being enabled, the alarm input port will be switched to the door detector 2 port and exit button 2 port.

Step 3 Click **Apply**.

3.7.1.2 Configuring Unlock Methods

You can use multiple unlock methods to unlock the door, such as fingerprint, card, and password. You can also combine them to create your own personal unlock method.

Procedure

Step 1 Select **Access Control** > **Access Control Parameters**.

Step 2 In **Unlock Settings**, select an unlock mode.

- Combination unlock
 1. Select **Combination Unlock** from the **Unlock Mode** list.
 2. Select **Or** or **And**.
 - ◇ Or: Use one of the selected unlock methods to open the door.
 - ◇ And: Use all the selected unlock methods to open the door.
 3. Select unlock methods, and then configure other parameters.

Figure 3-7 Unlock settings

Unlock Settings

Unlock Method: Combination Unlock

Combination Method: ☒ Or ☐ And

Unlock Method (Multi-select): ☒ Card ☒ Fingerprint ☒ Face ☒ Password

PIN Code Authentication: ☐

Door Unlocked Duration: 3.0 s (0.2-600)

Remote Verification: ☒

Remote Verification Unlock Period: General Plan Disabled Holiday Plan Disabled

Unlock Code:

Table 3-6 Unlock settings description

Parameter	Description
Unlock Method (Multi-select)	Unlock methods might differ depending on the models of product.
PIN Code Authentication	When PIN code authentication is enabled, you can open the door with just the password.
Door Unlocked Duration	After a person is granted access, the door will remain unlocked for a defined time for them to pass through. It ranges from 0.2 to 600 seconds.
Remote Verification	Open the door remotely. After the function is enabled, select the general plan and the holiday plan.
Unlock Code	Configure the unlock code that consists of up to 6 digits. The third-party device can perform remote unlock through the unlock code.  The function is only valid for the local lock.

- Unlock by period

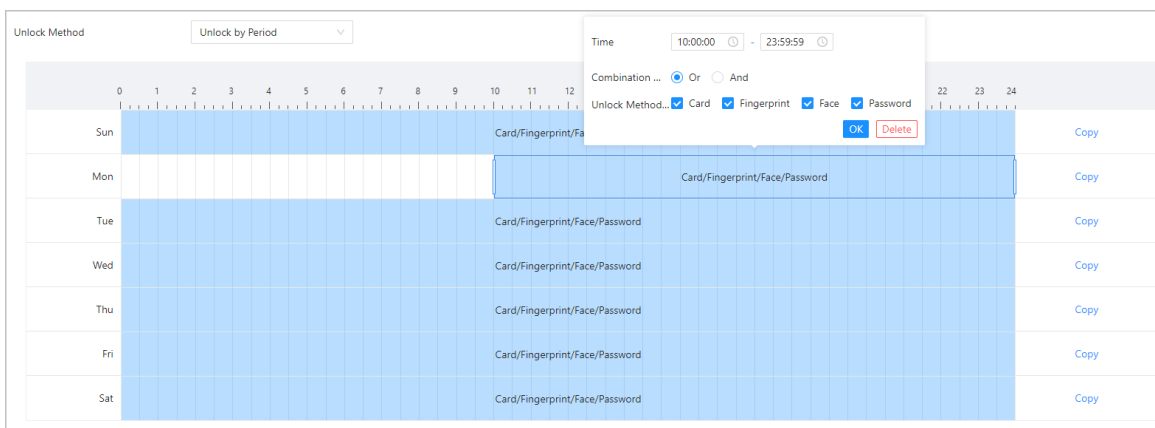
1. In the **Unlock Mode** list, select **Unlock by Period**.
2. Drag the slider to adjust time period for each day.



You can also click **Copy** to apply the configured time period to other days.

3. Select the combination method and the unlock method for the time period, and then configure other parameters.

Figure 3-8 Unlock by period



- Unlock by multiple users.

- ◇ If only one group is added, the door unlocks only after the number of people in the group who grant access equals the defined valid number.
- ◇ If more than one groups are added, the door unlocks only after the number of people in each group who grant access equals the defined valid number.

1. In the **Unlock Mode** list, select **Unlock by multiple users**.
2. Click **Add** to add groups.
3. Select the unlock method and users, configure the valid number, and then click **OK**.

- ◇ You can add up to 4 groups.
- ◇ The unlock methods only support the relationship of **Or**.
- ◇ The valid number indicates the number of people in each group who need to verify their identities on the Device before the door unlocks. For example, if the valid number is set to 3 for a group, any 3 people in the group need to verify their identities to unlock the door.

The valid number cannot exceed the number of the users in the user list.

Figure 3-9 Add group

Add [X]

No.

Unlock Method ...

Valid No.

Select Person [Q]

	No.	User ID	Name
☒	1	1000...	10000001
☒	2	1000...	10000002
☐	3	1000...	10000003
☐	4	1000...	10000004
☐	5	1000...	10000005

Selected People

No.	User ID	Name	Operation
1	100000...	100000...	
2	100000...	100000...	

Step 3 Click **Apply**.

3.7.2 Alarm

3.7.2.1 Configuring Alarm

An alarm will be triggered when an abnormal access event occurs.

Procedure

Step 1 Select **Access Control** > **Alarm** > **Alarm**.

Step 2 (Optional) Select the door channel.

If you have selected **Lock Extension Module** as the **External Device** through **Communication Settings** > **RS-485 Settings** on the Access Controller, you can select the channel here.

- Door channel 1: The lock connected externally through the device's door lock port.

- Door channel 2: The lock connected externally on an expansion module, which is connected to the device through the RS-485 port.

Figure 3-10 Select the channel

Door Channel

1

Step 3 Configure alarm parameters.

Figure 3-11 Alarm

Duress Alarm
☒

Anti-passback
☒

Door Detector
☒
☐ NC ☒ NO

Intrusion Alarm
☐

Unlock Timeout Alarm
☐

Excessive Attempts Ala...
☒

Buzzer
☐ Enable

Duration

15

s (1-1800)

Link Alarm Output
☐ Enable

Duration

15

s (1-1800)

Tamper Alarm
☒

Buzzer
☒ Enable

Duration

3

s (1-1800)

Link Alarm Output
☐ Enable

Duration

15

s (1-1800)

Apply

Refresh

Default

Table 3-7 Description of alarm parameters

Parameter	Description
Duress Alarm	An alarm will be triggered when a duress card, duress password or duress fingerprint is used to unlock the door.

Parameter	Description
Anti-passback	Users need to verify their identities both for entry and exit; otherwise an alarm will be triggered. It helps prevents a card holder from passing an access card back to another person to gain entry. When anti-passback is enabled, the card holder must leave the secured area through an exit reader before system will grant another entry. ● If a person enters after authorization and exits without authorization, an alarm will be triggered when they attempt to enter again, and access is denied at the same time. ● If a person enters without authorization and exits after authorization, an alarm will be triggered when they attempt to enter again, and access is denied at the same time.  If the Device can only connect one lock, verifying on the Device means entry direction, and verifying on the external card reader means exit direction by default. You can modify the setting on the management platform.
Door Detector	With the door detector wired to your device, alarm can be triggered when doors are opened or closed abnormally. The door detector includes 2 types, including NC detector and NO detector. ● NC: The sensor is in a shorted position when the door or window is closed. ● NO: An open circuit is created when the window or door is actually closed.
Intrusion Alarm	If the door is opened abnormally, an intrusion alarm will be triggered and last for a defined time.  The door detector and intrusion need to be enabled at the same time.
Unlock Timeout Alarm	When the door remains unlocked for longer than the defined timeout duration, the door timeout alarm will be triggered and last for the defined time.
Unlock Timeout	 The door detector and door timed out function need to be enabled at the same time.
Excessive Use Alarm	If the wrong password or card is used 5 times in a row within 60 seconds, the alarm for excessive use of illegal card will be triggered and lasts for a defined time.
Tamper Alarm	The tamper alarm is triggered by pressing the tamper button.

Step 4 Click **Apply**.

3.7.2.2 (Optional) Configuring Alarm Linkages

You can configure alarm linkages.

Procedure

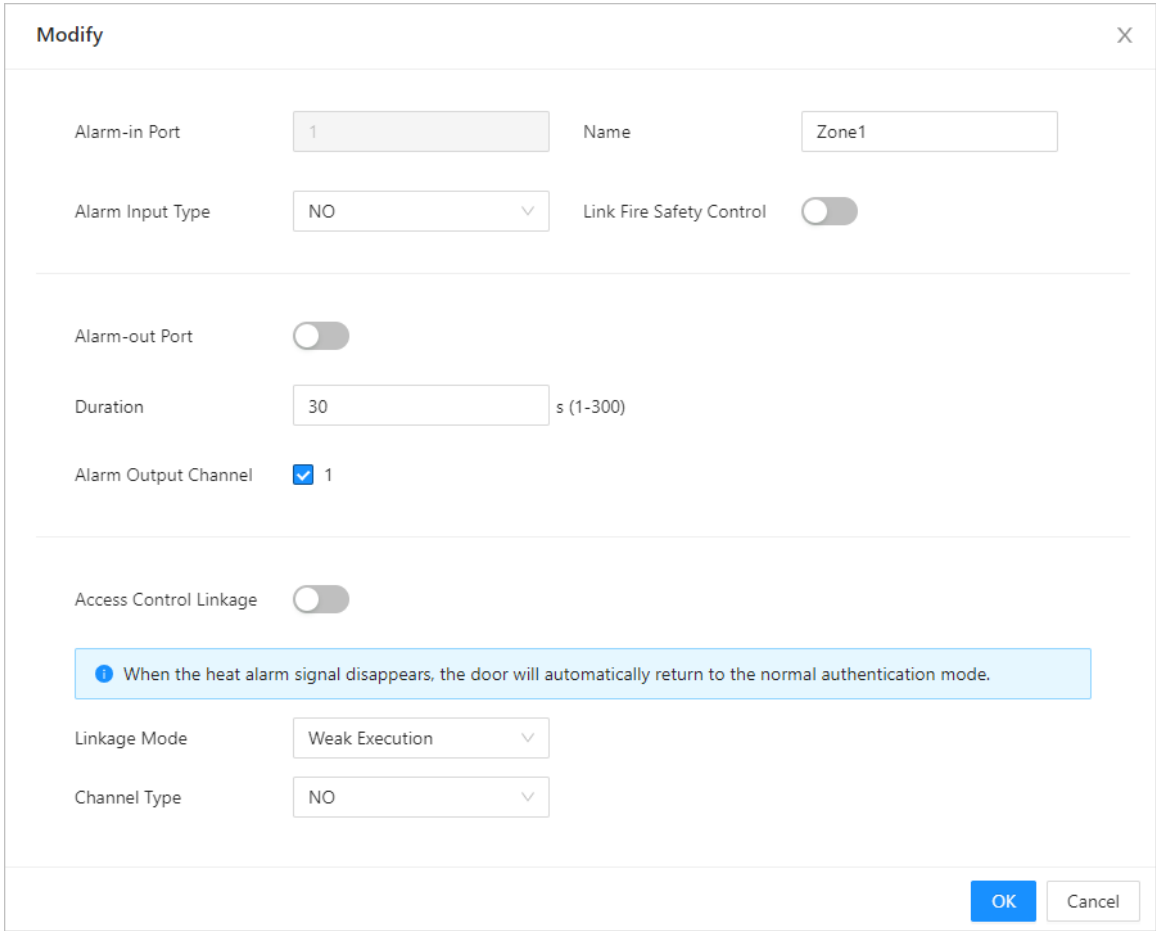
Step 1 Select **Access Control** > **Alarm** > **Alarm Linkage Setting**.



- If the Device is added to a management platform, the alarm settings will be synchronized to the platform.
- This function is only available on models that have alarm input and alarm output ports.
- The number of alarm input and output ports differs depending on models of the product.

Step 2 Click  to configure alarm.

Figure 3-12 Alarm linkage



The 'Modify' dialog box contains the following settings:

- Alarm-in Port:** 1
- Name:** Zone1
- Alarm Input Type:** NO (dropdown menu)
- Link Fire Safety Control:** ☐ (toggle switch)
- Alarm-out Port:** ☐ (toggle switch)
- Duration:** 30 s (1-300)
- Alarm Output Channel:** ☒ 1
- Access Control Linkage:** ☐ (toggle switch)
- Information:** When the heat alarm signal disappears, the door will automatically return to the normal authentication mode.
- Linkage Mode:** Weak Execution (dropdown menu)
- Channel Type:** NO (dropdown menu)

Buttons: OK, Cancel

Step 3 Create a name for the alarm zone.

Step 4 Enable **Link Fire Safety Control**, and select a type for the alarm input device.

- NC: The alarm input is in a normally closed (NC) circuit state when the alarm has not been tripped. Opening a normally closed circuit sets off the alarm.
- NO: The alarm input device is in a normally open (NO) circuit state when the alarm has not been tripped. Closing the circuit sets off the alarm.

Step 5 If you want to link access control when the fire alarm is triggered, enable **Access Control Linkage**.



This function takes effect only after **Link Fire Safety Control** is enabled.

Step 6 Select a linkage mode.

- Strong Execution: When the fire alarm signal disappears, the door remains the current status. Please manually changes to its previous door status settings if you want to.
- Weak Execution: When the fire alarm signal disappears, the door automatically returns to its previous door status.

Step 7 Select a channel type.

- NO: The door automatically opens when fire alarm is triggered.
- NC: The door automatically closes when fire alarm is triggered.

Step 8 Click **OK**.

3.7.2.3 Configuring Alarm Event Linkage

Procedure

Step 1 Select **Access Control > Alarm > Alarm Event Linkage**.

Step 2 Configure alarm event linkages, and then click **Apply**.

Figure 3-13 Alarm event linkage

The screenshot displays the 'Alarm Event Linkage' configuration window. It is organized into four main sections, each with a toggle switch and a 'Please enable' message:

- Intrusion Alarm Linkage:** Toggle is ON. Message: 'Please enable Intrusion Alarm.'
 - Buzzer: ☐ Enable, Duration: 15 s (1-1800)
 - Link Alarm Output: ☒ Enable, Duration: 15 s (1-1800)
- Unlock Timeout Alarm Linkage:** Toggle is ON. Message: 'Please enable Unlock Timeout Alarm.'
 - Buzzer: ☐ Enable, Duration: Custom Time (dropdown) 15 s (1-1800)
 - Link Alarm Output: ☒ Enable, Duration: Custom Time (dropdown) 15 s (1-1800)
- Max Use Alarm Link:** Toggle is ON.
 - Buzzer: ☐ Enable, Duration: 15 s (1-1800)
 - Link Alarm Output: ☒ Enable, Duration: 15 s (1-1800)
- Tamper Alarm Linkage:** Toggle is ON.
 - Buzzer: ☒ Enable, Duration: 3 s (1-1800)
 - Link Alarm Output: ☐ Enable, Duration: 15 s (1-1800)

At the bottom, there are three buttons: 'Apply' (highlighted in blue), 'Refresh', and 'Default'.

Table 3-8 Alarm event linkage

Parameter	Description
Intrusion Alarm Linkage	If the door is opened abnormally, an intrusion alarm will be triggered. ● Buzzer: The buzzer sounds when an intrusion alarm is triggered. You can configure the alarm duration. ● Link Alarm Output: The external alarm device generates alarms when the intrusion alarm is triggered. You can configure the alarm duration.
Unlock Timeout Alarm Linkage	When the door remains unlocked for longer than the defined timeout duration, the door timeout alarm will be triggered and last for the defined time. ● Buzzer: The buzzer sounds when the unlock timeout alarm is triggered. You can configure the alarm duration. ◇ Custom time: Customize the duration. The Access Controller beeps according to the configured period. ◇ Until the door locks: The Access Controller keeps beeping until the door locks. ● Link Alarm Output: The external alarm device generates alarms when the unlock timeout alarm is triggered. You can configure the alarm duration.
Max Use Alarm Link	If the wrong password or card is used 5 times in a row within 60 seconds, the alarm for excessive use of illegal card will be triggered and lasts for a defined time. ● Buzzer: The buzzer sounds when the excessive use alarm is triggered. You can configure the alarm duration. ● Link Alarm Output: The external alarm device generates alarms when the unlock timeout alarm is triggered. You can configure the alarm duration.
Tamper Alarm Linkage	The tamper alarm is triggered when someone has tried to physically damage the Device. ● Buzzer: The buzzer sounds when the tamper alarm is triggered. You can configure the alarm duration. ● Link Alarm Output: The external alarm device generates alarms when the tamper alarm is triggered. You can configure the alarm duration.

3.7.3 Configuring Face Parameters

Configure face detection parameters. Face parameters might differ depending on models of the product.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Access Control** > **Face Parameters**.

Figure 3-14 Face detection parameters

Target Filter

Min Size *

Detection Area

Recognition

Exposure

Face Recognition Threshold (0-100)

Max Face Recognition Angl... (0-90)

Anti-spoofing Level ☐ Close ☒ General ☐ High ☐ Ultra High

Valid Face Interval (sec) (1-60)

Invalid Face Interval (sec) (0-60)

Recognition Distance

Mask mode

Mask Recognition Threshold (0-100)

Snapshot Optimization ☐

Remove Duplicate Faces ☐

Face Similarity Sensitivity (0-100)

Verify Face Image Quality ☒

Face Image Quality Sensitivi... (0-100)

Free Access with Face ☐

Face Snapshot Enhancement ☐

Beautifier ☐

Enable Helmet Detection ☐

Multi-face Recognition ☐

Night Mode ☒

Smart Screen Light Up ☒

Step 3 Configure the parameters.

Table 3-9 Description of face parameters

Name	Description
Face Recognition Threshold	Adjust the accuracy level of face recognition. Higher threshold means higher accuracy and lower false recognition rate. When the threshold is too low such as 0, the false recognition rate will be extremely high. Please be advised.
Max Face Recognition Angle Deviation	Set the largest angle that a face can be posed in for face detection. The larger the value, the larger the range for the face angle. If the angle a face is positioned in is not within the defined range, it might not be detected properly.
Anti-spoofing Level	After the function is enabled, it prevents people from being able to use photos, videos, mask and other substitutes to gain unauthorized access. After the function is enabled, face frame is not displayed for non-living verification.

Name	Description
Illuminator	● Turn on: The illuminator is turned on in low-light conditions. ● Turn off: The illuminator is turned off all the time.  This function is only available on select models.
Valid Face Interval (sec)	When the same face remains in front of the lens after the first successful recognition, the Device will perform recognition again for the face after a defined interval.
Invalid Face Interval (sec)	When the same face remains in front of the lens after the first failed recognition, the Device will perform recognition again for the face after a defined interval. If you configure 0, the face will not be captured and there is no unlock records.
Recognition Distance	The distance between the face and the lens.
Mask Mode	● Not Detect : Mask is not detected during face recognition. ● Mask Alert : Mask is detected during face recognition. If the person is not wearing a mask, the system will remind them to wear a mask, but they will still be allowed access. ● Mask Required : Mask is detected during face recognition. If a person is not wearing a mask, the system will remind them to wear masks, and access will be denied.
Mask Recognition Threshold	The higher the threshold, the more accurate face recognition will be when a person is wearing a mask, and there will be a lower false recognition rate.
Snapshot Optimization	After the function is enabled, low-quality snapshots in the unlock records can be filtered out.  ● The function and Multi-face Recognition cannot be enabled at the same time. ● This function is available on select models.
Remove Duplicate Faces	After being enabled, only 1 face per person is supported for enrollment and recognition. When registering or issuing a face, duplicate face detection is supported.
Face Similarity Sensitivity	
Verify Face Image Quality	If the quality of a face registered during when adding the person falls below the sensitivity value, we recommend that you upload an image with better quality again.
Face Image Quality Sensitivity	
Free Access with Face	Unlock upon recognizing the registered face.
Face Snapshot Enhancement	After the function is enabled, the snapshots in the unlock records are beautified.  The function and Multi-face Recognition cannot be enabled at the same time.

Name	Description
Beautifier	Beautify captured face images.
Enable Helmet Detection	Detects safety hats. The door will not unlock if a person does not wear a helmet.
Multi-face Recognition	Detects 4 to 6 face images at a time. Combination unlock cannot be used with this, and the door will be unlocked when one of the people are successfully verified.  The number of face images which are supported might differ depending on the model of the product.
Night Mode	In dark environment, the standby screen displays white background image to improve the brightness when verifying face or QR code.
Smart Screen Light Up	After the function is enabled, in the screen-off status, the screen will light up when a face is detected.

Step 4 Configure the exposure parameters.

Figure 3-15 Exposure parameters

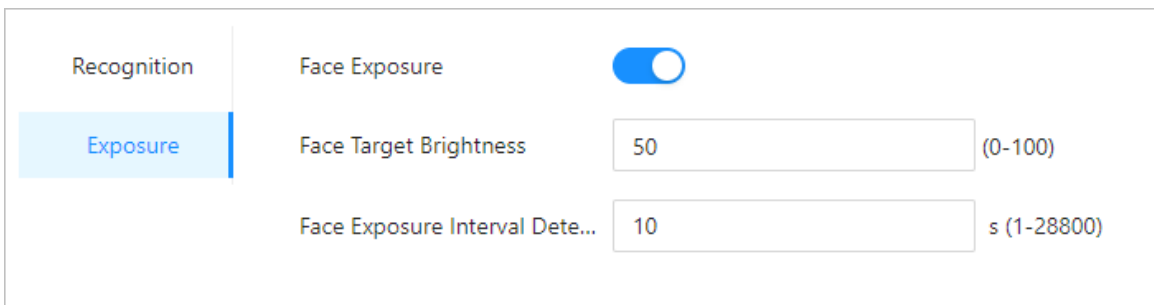


Table 3-10 Exposure parameters description

Parameter	Description
Face Exposure	After the face exposure function is enabled, the face will be exposed at the defined brightness to detect the face image clearly.
Face Target Brightness	
Face Exposure Interval Detection	The face will be exposed only once in a defined interval.

Step 5 Draw the face detection area.

1. Click **Detection Area**.
2. Right-click to draw the detection area, and then release the left button of the mouse to complete drawing.

The face in the defined area will be detected.

Step 6 Draw the target size.

1. Click **Draw Target**.
2. Draw the face recognition box to define the minimum size of detected face.

Only when the size of the face is larger than the defined size, the face can be detected by the Device.

Step 7 Draw the detection area.

Step 8 Click **OK**.

3.7.4 Card Settings

3.7.4.1 Configuring Card Settings



This function is only available on select models.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Access Control** > **Card Settings** > **Card Settings**.
- Step 3 Configure the card parameters.

Figure 3-16 Card parameters

Card Settings

M1 Card

☒

M1 Card Encryption & Verification

☐

FeliCa Card

☒

Block NFC Cards

☐

DESFire Card

☐

DESFire Card Decryption

☐

Apply

Refresh

Default

Card No. System

After the number system is changed, the card numbers will become invalid.

Card No. System

☒ Hexadecimal

☐ Decimal

Apply

Refresh

Default

DESFire Card Write

Acquisition De...

Device

▼

Please place the card on the swiping area and enable DESFire card and DESFire Card Decryption.

Card Number

Write

Table 3-11 Card parameters description

Item	Parameter	Description
Card Settings	M1 Card	The M1 card can be read when this function is enabled.  This function is only available on select models.
	M1 Card Encryption & Verification	Only the encrypted IC card can be read when this function is enabled.  Make sure M1 Card is enabled.
	FeliCa Card	The FeliCa card can be read when this function is enabled.  This function is only available on select models.
	ID Card	The ID card can be read when this function is enabled.  This function is only available on select models.
	Block NFC Cards	Prevent unlocking through duplicated NFC card after this function is enabled.  • This function is only available on models that support IC cards. • Make sure M1 Card is enabled. • NFC function is only available on select models of phones.
	DESFire Card	The Device can read the card number of Desfire card when this function is enabled.  • This function is only available on models that support IC cards. • Only supports hexadecimal format.

Item	Parameter	Description
	DESFire Card Decryption	Information in the DESFire card can be read when Enable DESFire Card and DESFire Card Decryption are enabled at the same time.  • This function is only available on models that support IC cards. • Make sure that DESFire card is enabled.
Card No. System	Card No. System	Select decimal format or hexadecimal format for the card number when Wiegand card reader is connected. The card No. system is the same for both card number input and output.
DESFire Card Write	Acquisition Device	Select the device, place the card on the reader, enter the card number, and then click Write to write card number to the card.  • DESFire card function and DESFire card decryption function must be enabled. • Only supports hexadecimal format. • Supports up to 8 characters.
	Card Number	

Step 4 Click **Apply**.

3.7.4.2 Configuring Access Card Rule Parameters

The platform supports 5 types of Wiegand formats by default. You can also add custom Wiegand formats.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Access Control** > **Card Settings** > **Access Card Rule Setting**.
- Step 3 Click **Add**, and then configure new Wiegand formats.

Figure 3-17 Add new Wiegand formats

Add

* Wiegand Format
Wiegand88

* Total Bits
88
(1-128)

Facility Code
Add

No.	Start Bit	End Bit	Total Bits	Operation
FC	2	33	32	

Card Number
Add

No.	Start Bit	End Bit	Total Bits	Operation
ID0	34	87	54	

Parity Code
Add

Parity Code	Type	Start Bit	End Bit	Total Bits	Operation
1	Odd	2	33	32	
88	Even	34	87	54	

OK
Cancel

Table 3-12 Wiegand format description

Parameter	Description
Wiegand format	The name of the Wiegand format.
Total bits	Enter the total number of bits.
Facility Code	Click Add , and then enter the start bit and the end bit for the facility code.
Card number	Click Add , and then enter the start bit and the end bit for the card number.
Parity Code	- Click Add. - Enter the even parity start bit and even parity end bit. - Enter the odd parity start bit and odd parity end bit.

Step 4 Click **OK**.

Related Operations

- You can also click **Add Protocol** to import a Wiegand file to the platform.
- Facility Code: If the function is enabled, and you have set **Card No. System** to decimal format on the **Person Management** page, the facility code and the card number are transformed into decimal format separately, and then combine together.
- HID26: If the function is turned on:
 - Only Wiegand 26 is supported.
 - The platform only supports displaying card in decimal format.
 - The card number must have 5 characters and the facility code must have 3 characters at most. When you manually entering card, the system will automatically add leading zero to fixed number length. For example, if the card number you enter is less than 5 characters, like

56, leading zero is added to fix the number length to 5 characters, like 00056, and another 0 is added to function as a facility code. Therefore, the final card No. will be 000056.

3.7.4.3 Configuring Custom Conversion

When reading third-party cards using the built-in reader of the device, the external RS-485 card reader, or the external Wiegand card reader, if the actual card number does not match any card number in the system, you can configure the custom conversion for the card number to ensure that the converted card number matches the one in the system.

Procedure

Step 1 Log in to the webpage.

Step 2 Select **Access Control** > **Card Settings** > **Custom Conversion**.

Step 3 Enable the conversion function, and then select the matching mode.

- Auto match: Use the built-in conversion rule of the Device to convert the card number.
 1. Select the input type.
 - ◇ Device input: Swipe the card on the Device to read the card.
 - ◇ RS-485 input: Swipe the card on the connected RS-485 card reader to read the card.
 - ◇ Wiegand input: Swipe the card on the connected Wiegand card reader to read the card.
 2. Read the card number through the device or enter the card number before conversion, and then enter the card number after conversion.
 3. Click **Auto Match**.
 - ◇ If the card numbers are successfully matched, you can click **Export** to export the rule and import to another device for quickly switching the match rules.
 - ◇ If the card numbers failed to match, it indicates that there is no match rule in the system. You need to customized the match rule script, and select **Import Conversion Rule** to import the rule to the device.
 - ◇ If you need to modify the match rule, click **Change Matching Rule**.

Figure 3-18 Auto match (successfully matched)

The screenshot shows the 'Custom Conversion' configuration page. At the top, there is an 'Enable' toggle switch which is turned on. Below it, the 'Matching Mode' is set to 'Auto Match' (indicated by a selected radio button). The 'Status' is 'Applied'. Under 'Input Type', three checkboxes are checked: 'Device Input', 'RS-485 Input', and 'Wiegand Input'. A table below shows the conversion rule for three card numbers. The first row shows a successful match where the 'Card No. Before Conversion (Device Input)' is '1A283C4D', the 'Card No. Before Conversion (RS-485 Input)' is '1A283C4D', the 'Card No. Before Conversion (Wiegand Input)' is '1A283C4D', and the 'Card No. After Conversion' is '4D3C281A'. The second and third rows show empty input fields. At the bottom, there is a green checkmark icon and the text 'Successfully Matched' with a sub-note 'This rule will automatically apply to this device.' Below this, there are two buttons: 'Change Matching Rule' and 'Export'.

No.	Card No. Before Conversion (Device Input)	Card No. Before Conversion (RS-485 Input)	Card No. Before Conversion (Wiegand Input)	Card No. After Conversion
1	1A283C4D	1A283C4D	1A283C4D	4D3C281A
2				
3				

☒ Device Input
 ☒ RS-485 Input
 ☒ Wiegand Input

Successfully Matched
 This rule will automatically apply to this device.

- Import conversion rule: Import other rules to convert the card number.

Click **Upload File**, select the rule file, and then click **Open**.

Figure 3-19 Import conversion rule

3.7.5 Configuring QR Code

Procedure

Step 1 On the webpage, select **Access Control** > **Card Settings**.

Figure 3-20 QR code

Table 3-13 QRR code parameters

Parameters	Description
Enable QR Code Exposure	The QR code will be exposed at the defined brightness, and the QR code can be detected and read clearly.
QR Code Brightness	

Parameters	Description
QR Code Exposure Interval (sec)	The QR code will be exposed only once during the defined interval.
QR Code Validity Period (min)	After the QR code is generated, and the validity of your QR codes will last for a defined time before it expires.  The validity periods of QR codes on QR Code Validity Period, DSS Pro, and Dolyink override each other. This means whichever platform last modified the time will have its latest configuration take precedence, and the original validity period will be invalidated.

3.7.6 Configuring Periods

Configure time sections and holiday plans, and then you can define when a user has the permissions to unlock doors.

3.7.6.1 Configuring General Plan

You can configure up to 128 periods (from No.0 through No.127) of time periods. In each period, you need to configure door access schedules for a whole week. People can only unlock the door during the scheduled time.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Access Control** > **Period Config** > **General Plan**.
- Step 3 Click **Add**.
1. Configure the plan number and the plan name.
 2. Drag the time slider to configure time for each day.
 3. (Optional) Click **Copy** to copy the configuration to the rest of days.

Figure 3-21 Configure general plan

The screenshot shows a web-based configuration interface for a general plan. The main window is titled 'Add' and contains the following elements:

- No.:** A dropdown menu currently showing '0'.
- General Plan Name:** A text input field containing 'Plan 1'.
- Time Plan:** A section with a horizontal timeline at the top labeled 0 through 11. Below this is a table with rows for each day of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and columns for each hour. Most cells in this table are filled with blue, representing active time slots. To the right of each row is a 'Copy' link.
- Time Selection Pop-up:** A small dialog box is open over the timeline, showing a time range from 12:30:00 to 23:59:59, with 'OK' and 'Delete' buttons.
- Bottom Buttons:** 'OK' and 'Cancel' buttons are located at the bottom right of the main window.

Step 4 Click **OK**.

3.7.6.2 Configuring Holiday Plan

You can configure up to 128 holiday groups (from No.0 through No.127), and for each holiday group, you can add up to 16 holidays in it. After that, you can assign the configured holiday groups to the holiday plan. Users can only unlock the door during the defined time of the holiday plan.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Access Control** > **Period Config** > **Holiday Plan**.
- Step 3 Click **Holiday Management**, and then click **Add**.
 1. Select a number for the holiday group, and then enter a name for the group.

Figure 3-22 Add a holiday group

The 'Add' dialog box contains the following fields and elements:

- No.:** A dropdown menu with the value '2' selected.
- Holiday Group Name:** A text input field containing 'Holiday Group for 2023'.
- Holiday Group Config:** A section containing an 'Add' button and a table.
- Table:** A table with 5 columns: No., Holiday Name, Start Time, End Time, and Operation. It contains one row for 'National Day' from '2023-10-01' to '2023-10-07'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

No.	Holiday Name	Start Time	End Time	Operation
1	National Day	2023-10-01	2023-10-07	

2. Click **Add** , add a holiday to a holiday group, and then click **OK**.

Figure 3-23 Add a holiday to a holiday group

The 'Edit' dialog box contains the following fields and elements:

- Holiday Name:** A text input field containing 'National Day'.
- * Period:** A date range selector showing '2023-10-01' to '2023-10-07' with a calendar icon.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Step 4 Click **OK**.

Step 5 Click **Plan Management** , and then click **Add**.

1. Select a number for the holiday plan, and then enter a name for it.
2. Select a holiday group, and then drag the slider to configure time for each day.
Supports adding up to 4 time sections on a day.

Figure 3-24 Add holiday plan

Step 6 Click **OK**.

3.7.7 Configuring Expansion Modules

For Device that supports connecting expansion modules, configure the type of the module that the Device supports.

Background Information



- The type the expansion module might differ depending on models of the Device.
- The settings of expansion module remain after restoring the Device to factory defaults.

Procedure

Step 1 On the webpage, select **Access Control** > **Expansion Module**.

Step 2 Select the type of the module that the Device supports.

Step 3 Click **Apply**.

The configurations become effective after Device is restarted.

-  is displayed at the right corner on the standby screen, which means it was successfully set.
-  is displayed at the right corner on the standby screen, which means the type of the expansion module you configured does not match the actual expansion module that is connected to Device.
- If **None** is selected and no expansion module is connected to the Device, the expansion module icon will not be displayed.

3.7.8 Privacy Settings

Procedure

Step 1 On the webpage, select **Access Control** > **Privacy Settings**.

Step 2 Enable the function as needed.

- Verification snapshot: Face images will be captured automatically when people unlock the door.
- Alarm snapshot: When enabled, snapshots will be captured upon triggering anti-passback, duress, blocklist and unauthorized excessive attempts. It is turned off by default.
- Register picture: When enabled, the device locally stores the face images captured when adding persons. After disabled, the device does not store the face images captured locally when adding persons, only storing the face feature values.



It is supported on select models.

- Save face to card: After the function is enabled, the face information is stored on the cards instead of in the device. When a person verifies the identity, swiping the card is required to match the characteristics of the face with those in the card.



After the function is enabled, if you just register the face and save it to the card, you need to add this card for normal use.

Step 3 Click **Apply**.

3.7.9 Configuring Port Functions

Some ports can function as different ports, you can set them to different ports based on the actual needs.



- This function is only available on select models.
- Ports might differ depending on the models of the product.

Procedure

Step 1 On the webpage, select **Access Control** > **Port Config**.

Step 2 Select the type of the port.



When the alarm cable and the doorbell cable are shared, configure the interface to **Doorbell** to make sure the doorbell will ring.

Step 3 Click **Apply**.

Figure 3-25 Configure ports

Functional Interface1 ☒ Alarm-out Port ☐ Doorbell

Apply Refresh Default

3.7.10 Configuring Elevator Control Parameters

Procedure

- Step 1

Log in to the webpage.
- Step 2

Select **Access Control** > **Elevator Control**.
- Step 3

Enable the function, and then select the verification method.
 - Remote verification: The identifications are verified on the elevator controller.
 - Local verification: The identifications are verified on the Access Controller.

Figure 3-26 Configure the elevator control parameters

Enable

Remote Verification

Remote Verification

Local Verification

IP Address	Port	Lift Control Duration (sec)	Enable	Connection Status	Operation
	5000	0		Test	
	5000	0		Test	
	5000	0		Test	
	5000	0		Test	
	5000	0		Test	
	5000	0		Test	
	5000	0		Test	
	5000	0		Test	

Location

Inside Lift

Lift No.

1

Apply

Refresh

Default

- Step 4

Click next to the elevator controller to configure the parameters, and then enable the elevator controller.



One access controller can connect to up to 8 elevator controllers.

Figure 3-27 Configure the parameters

Table 3-14 Device parameters description

Parameter	Description
IP Address	Enter the IP address of the elevator controller.
Port	The port number is 5000 by default.
Username/Password	Enter the username and password of the elevator controller.
Lift Control Duration (sec)	Configure the elevator control duration. The value ranges from 0 second to 999 seconds. The duration priority is: Access Controller or door station > elevator controller > elevator control module. For example, if you configure the duration on the Access Controller and the elevator control module, the duration on the Access Controller shall prevail.

Step 5 Configure the location.

- Inside lift: The elevator can only be controlled. Select the lift number. It is **1** by default.
- Outside lift: The elevator can be called and controlled. Configure the floor where the Access Controller is. It is **1** by default. The range is from -10 to 128.
- Select the lift number from **1** and **2**.

Step 6 Click **Apply**.

3.7.11 Configuring Back-end Comparison

Before configurations, make sure that the Device is connected to the third-party platform through SDK. You can directly pass data such as QR code or card number to the third-party platform for data validation rather than validating data on the Device.

Select **Access Control** > **Back-end Comparison**.

Figure 3-28 Back-end comparison

Table 3-15 Back-end comparison

Parameters	Description
QR Code Pass-through	After it is enabled, the scanned QR code is passed to the third-party platform for data validation.
Card No. Pass-through	After it is enabled, the card number is passed to the third-party platform for data validation.

3.7.12 Configuring First-Person Unlock

Any person can only access doors after the persons you specify pass through. When you specify multiple persons, other persons can access doors after any one of specified persons pass through.

Prerequisites

Persons can only be set as first persons when they have permissions to access doors.

- Only the general users can be configured as the first person.
- After the first person verifies the identity, if the Device restarts, the first person needs to verify the identity again.
- After the function is enabled, patrol users can normally clock in and out.

Procedure

- Step 1 Select **Access Control** > **First-Person Unlock**.
- Step 2 Select the door channel, and then enable the function.

Figure 3-29 First-person unlock

Step 3 Configure the parameters.

Table 3-16 Parameter description

Parameter	Description
Time Templates	Select when this rule is effective.
Door Status after First-Card Unlock	● Normal : Other persons must verify their identifications to pass. ● Always Open : All people can pass without verifying their identifications.
Person List	Click + to select one or more persons, and they will have permissions to access the doors.

Step 4 Click **Apply**.

3.7.13 Configuring Anti-Passback

Users need to verify their identities both for entry and exit; otherwise an anti-passback alarm will be triggered. It prevents a card holder from passing an access card back to another person so they gain entry. When anti-passback is enabled, the card holder must leave the secure area before system will grant another entry.

- If a person enters after being authorized and exits without being authorized, an alarm will be triggered when they attempt to enter again, and access is denied at the same time.
- If a person without being authorized and exits after being authorized, an alarm will be triggered when they attempt to enter again, and access is denied at the same time.

Procedure

Step 1 Select **Access Control** > **Anti-passback**.

Step 2 Turn on this function, and then configure the reset time.

Specify a time when the anti-passback status of all personnel will be reset.

Step 3 Select the general plan and the holiday plan.

Anti-passback is effective during the defined time.

Step 4 In entry group, click **Add**, and then select the card reader.

Step 5 In exit group, click **Add**, and then select the card reader.

Figure 3-30 Anti-passback

Enable ☒

Reset Time min (5-300)

Time Templates

General Plan Holiday Plan

Anti-passback Group Config

Entry Group

+ Add

Clear

/Reader 1

Remove

Exit Group

+ Add

Clear

/Reader 2

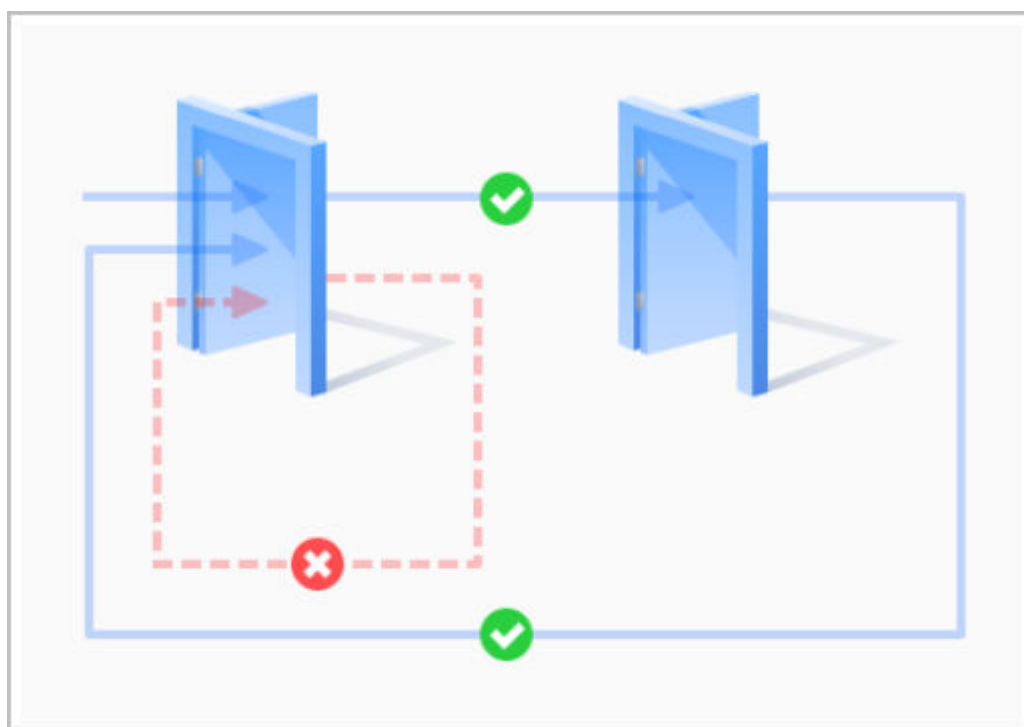
Remove

Step 6 Click **Apply**.

Results

The group number indicates the sequence of swiping cards. Card must be used following the specific sequence of groups. For example, you must swipe card at a reader in entry group, and then at a reader for exit group. As long as you swipe card following the established sequence, the system works fine.

Figure 3-31 Anti-passback function



3.8 Configuring Intercom

The Device can function as a door station to realize video intercom.



The intercom function is only available on select models.

3.8.1 Using the Device as the SIP Server

3.8.1.1 Configuring SIP Server

When the Device functions as the SIP server, it can connect up to 500 VTHs.

Procedure

Step 1 Select **Intercom Settings** > **SIP Server**.

Step 2 Turn on **SIP Server**.



The device settings will be automatically restored to factory defaults if the SIP server status changes.

Figure 3-32 SIP server

Step 3 Click **Apply**.

3.8.1.2 Configuring Local Parameters

When the Device functions as the SIP server, configure the parameters of the Device.

Procedure

Step 1 Select **Intercom Settings** > **Local Device Config**.

Step 2 Configure the parameters.

Figure 3-33 Basic parameters

Table 3-17 Basic parameters description

Parameter	Description
Device Type	Select Door Station .
No.	Cannot be set.

Parameter	Description
Group Call	When you turn on the group call function, the door station calls the main VTH and the extensions at the same time. The setup is effective after the door station restarts.
Management Center	The default call number of the management center is 888888+VTS No. For the VTS No, go to the Project Setting > General of the management center.

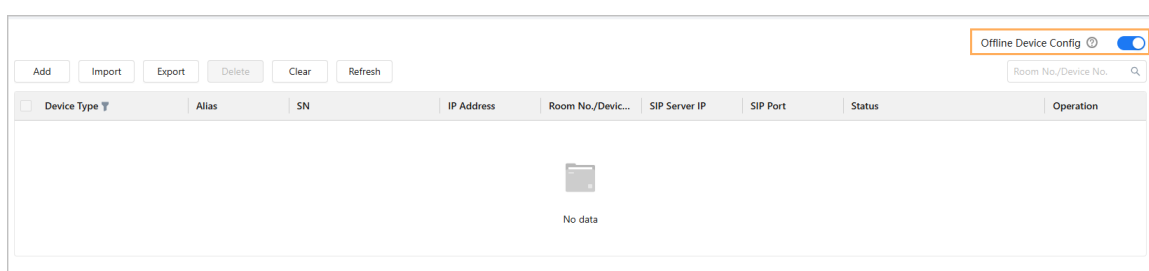
Step 3 Click **Apply**.

3.8.1.3 Device Settings

Log in to the webpage, and then select **Intercom Settings** > **Device Settings**. There are 2 modes to select from.

- Turn off **Offline Device Config** : When this device serves as a SIP server, you need to add VTH, VTS and other door stations for video intercom.
- Enable **Offline Device Config** : Supports configuring the IP, SIP server, serial number, and other information for unit VTO, fence station, VTH and VTS within the network, and distributes the configuration information to VTOs within the network to achieve rapid networking.

Figure 3-34 Device settings



3.8.1.3.1 Turning Off Offline Device Configuration

Make sure that the **Offline Device Config** function is turned off. Click **Add** to configure parameters, and then click **OK**.

Adding VTO

Set the **Device Type** as **VTO**.

Figure 3-35 VTO

Add [X]

Device Type: VTO

* No.: Please enter

* Registration Password: [toggle]

Building No.: [disabled]

Unit No.: [disabled]

* IP Address: 192 . 168 . 11 . 1

* Username: Please enter

* Password: Please enter [toggle]

[OK] [Cancel]

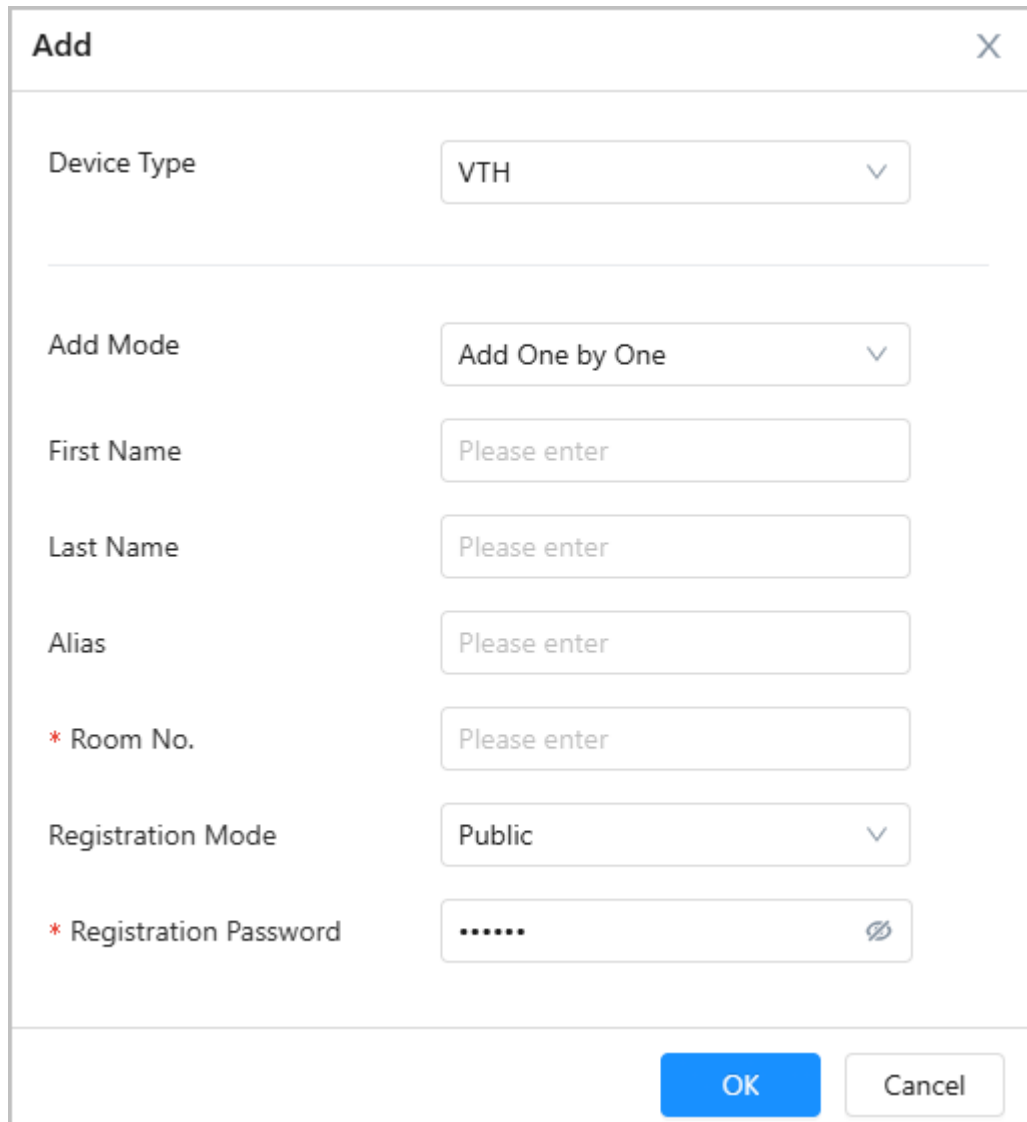
Table 3-18 Add VTO configuration

Parameter	Description
Device Type	Select Door Station .
No.	To view the number of the door station, go to the Device screen of the door station, and then enter the number of door station on this page.
Registration Password	Keep it default.
Building No.	Cannot be configured.
Unit No.	
IP Address	The IP address of the added door station.
Username	The user name and password that are used to log in to the webpage of the added door station.
Password	

Adding VTH

Set the **Device Type** as **VTH**.

Figure 3-36 Add one by one



The image shows a software dialog box titled "Add" with a close button (X) in the top right corner. The dialog contains several input fields for adding a new device. The "Device Type" is set to "VTH" via a dropdown menu. Below this, the "Add Mode" is set to "Add One by One" via a dropdown menu. The "First Name", "Last Name", "Alias", and "* Room No." fields are text inputs, each with a placeholder "Please enter". The "Registration Mode" is set to "Public" via a dropdown menu. The "* Registration Password" field is a password input with masked characters "*****" and a toggle icon for visibility. At the bottom right, there are "OK" and "Cancel" buttons.

Field	Value
Device Type	VTH
Add Mode	Add One by One
First Name	Please enter
Last Name	Please enter
Alias	Please enter
* Room No.	Please enter
Registration Mode	Public
* Registration Password	*****

Figure 3-37 Add in batches

Add [X]

Device Type: VTH

Add Mode: Add in Batches

Floors in Unit: 5

Rooms on Each Floor: 4

First Room No. on 1st Floor: 101

First Room No. on 2nd Floor: 201

OK Cancel

Table 3-19 Description for adding VTH

Add Mode	Parameter	Description
Add one by one	First Name	Configure the first name, last name and alias for the VTH to identify it.
	Last Name	
	Alias	
	Room No.	Configure the room number for the VTH. - The room number consists of 1 to 5 digits and must match the room number configured on the VTH. - When a system includes a main VTH and sub VTH, the main VTH's room number ends with "-0," while sub' room numbers end with "-1", "-2", "-3". For example, the main VTH could be "101-0," and sub VTH could be "101-1", "101-2". - When there are no sub VTHs, the room number does not need to end with "-0." For example, "101", "102".
	Registration Mode	Used for signaling interaction in the SIP system. Keep it by default.
	Registration Password	

Add Mode	Parameter	Description	
Add in batches	Floors in Unit	The number of floors per unit ranges from 1 to 99.	For example, if there are 10 rooms per floor and the starting room number for the first floor is 100, then the starting room number for the second floor must be 111 or later.
	Rooms on Each Floor	The number of rooms per floor ranges from 1 to 99.	
	First Room No. on 1st Floor	The starting room number ranges from 1 to 99999.	
	First Room No. on 2nd Floor	The starting room number for the second floor must be based on the starting room number of the first floor, adjusted according to the number of rooms per floor.	

Adding VTS

Set the **Device Type** as **VTS**.

Figure 3-38 Add VTS

Table 3-20 Description for adding VTS

Parameter	Description
VTS No.	Enter 888888+ VTS No, which can include up to 9 digits. The VTS number can be found in Local > VTS No. of the VTS.
IP Address	The IP address of the added VTS.
Registration Password	Keep it by default.

Related Operations

Table 3-21 Description of related operations

Operation	Description
Import device information	Import device information that are exported from other devices into this device. 1. Click Import , enter the encrypted password, and then click OK. 2. Click Browse , select the file, and then click Open. 3. Click OK.
Export device information	Click Export , enter the filed encryption password, and then click OK .
Delete	• Delete it one by one: Click  , and then click OK. • Delete in batches: Select the devices to be deleted, click Delete , and then click OK. • Clear all devices: Click Clear , and then click OK.
Edit	Click  to edit device information.
Call VTH	Click  to call the corresponding VTH. Click  to end the intercom.

3.8.1.3.2 Turning On Offline Device Configuration

Make sure that the **Offline Device Config** function is enabled. After the function is enabled, the VTO sends information from the configuration file to make it easy for devices that are offline, which were added, to quickly connect to the network. Click **Add** to configured parameters, and then click **OK**.

Adding Unit VTO

Set the **Device Type** as **Unit VTO**. Send the configuration file to the VTO with the corresponding serial number in the network. Once the VTO is powered on, it automatically receives the corresponding configuration and registers itself to the SIP server.

Figure 3-39 Add unit VTO

Add

* Device Type
Unit VTO

Device Name
Please enter

* Device SN
Please enter

* Username
admin

* Login Password
Please enter

* IP Address
. . .

* Subnet Mask
. . .

* Default Gateway
. . .

* Port
(1025-65534)

* Room No./Devic...
Please enter

* Management C...
888888

* Main VTO
Yes

* SIP Server IP
. . .

* SIP Port
5060
(1025-65534)

* Registration Pas...
.....

SIP Server Userna...
admin

SIP Server Passwo...
Please enter

* Server Type
Device

First Name
Please enter

Last Name
Please enter

OK
Cancel

Table 3-22 Description of Unit VTO

Parameter	Description
Device SN	Enter the SN on the label of the VTO. The configuration information will be sent to the VTO with the corresponding SN in the network.
Username	Enter the user name and password of the VTO.
Login Password	
IP Address	Enter the network parameters of the VTO.
Subnet Mask	
Default Gateway	
Port	
Room No./Device No.	Enter the device number in the Local Settings in the webpage of the VTO.
Management Center	Configure the number for the VTO to call the management center. It is 888888 by default, or you can enter 888888+VTS No. 888888: When the device serves as a SIP server, it calls all VTS within the same SIP server; when the platform serves as a SIP server, it calls the call management group configured on the platform. 888888+VTS No: Calls a specific VTS within the same SIP server.  You can go to No. > Local on the VTS local interface to see its VTS number.
Main VTO	If it is the main VTO, select YES . If it is a sub VTO, select NO . Simultaneously, the VTO information is sent to the VTH within the network, and the VTH is enabled to add the corresponding main or sub VTO.
SIP Server IP	Enter the IP address of the SIP server.
SIP Port	5080 when the platform serves as the SIP server. 5060 when the device serves as the SIP server.
Registration Password	Keep it by default.
SIP Server Username	Optional.
SIP Server Password	 In the case that Main VTO is set as No and Server Type is Device, if the sub VTO wants to obtain person information from the main VTO, and the main VTO can search for the unlock records and alarm records from the sub VTO, enter the user name and password of the VTO that servers as the SIP server.

Parameter	Description
Server Type	You can select from Device , Private SIP Server and Third-party SIP Server. ● Device : The device servers as the SIP server. ● Private SIP Server : The private platform servers as the SIP server. ● Third-party SIP Server : The third-party platform serves as the SIP server.

Adding Fence Station

Set the **Device Type** as **Fence Station**. Send the configuration file of the fence station to the VTH in the network, and therefore the VTH can add the sub VTO. Up to 20 VTOs and fence stations' configuration can be sent.

Figure 3-40 Fence station

Table 3-23 Description of fence station

Parameter	Description
Username	Enter the user name and password used to log in to the fence station.
Login Password	
IP Address	Enter the IP address of the fence station.

Parameter	Description
Room No./Device	Enter the device number of fence station, which can be found in the Local Settings in the webpage of the fence station.
Registration Password	Keep it by default.

Adding VTH

Set the **Device Type** as **Fence Station**. Send the configuration file of the fence station to the VTH in the network. Once the VTH is powered on, it automatically receives the corresponding configuration and registers itself to the SIP server.

Figure 3-41 VTH

Add
X

* Device Type
VTH

Device Name
Please enter

* Device SN
Please enter

* Username
admin

* Login Password
Please enter

* IP Address
. . .

* Subnet Mask
. . .

* Default Gateway
. . .

* Port
(1025-65534)

* Room No./Devic...
Please enter

* Management C...
888888

* SIP Server IP
. . .

* SIP Port
5060
(1025-65534)

* Registration Pas...
.....

First Name
Please enter

Last Name
Please enter

Alias
Please enter

OK
Cancel

Table 3-24 Description of adding VTH

Parameter	Description
Device SN	Enter the SN on the label of the VTH.
Username	Enter the user name and password used to log in to the VTH.
Login Password	
IP Address	Enter the network parameters of the VTH, which can be automatically synchronized after the VTH is powered on.
Subnet Mask	
Default Gateway	
Port	
Room No./Device No.	Enter the device number of the VTH.
Management Center	Configure the number for the VTO to call the management center. It is 888888 by default, or you can enter 888888+VTS No. ● 888888: When the device serves as a SIP server, it calls all VTS within the same SIP server; when the platform serves as a SIP server, it calls the call management group configured on the platform. ● 888888+VTS No: Calls a specific VTS within the same SIP server.  You can go to No. > Local on the VTS local interface to see its VTS number.
SIP Server IP	Enter the IP address of the SIP server.
SIP Port	● 5080 when the platform serves as the SIP server. ● 5060 when the device serves as the SIP server.
Registration Password	Keep it by default.

Adding VTS

Set the **Device Type** as **VTS**. When the device serves as the SIP server, add the SIP registration information of the VTS to register the VTS to the VTO.

Room No./Device No. : Enter 888888+ VTS No, which can include up to 9 digits.

Figure 3-42 VTS

Add

* Device Type

* Room No./Device...

* Registration Pas...

OK **Cancel**

Related Operations

Table 3-25 Description of related operations

Operation	Description
Import device information	Import device information that are exported from other devices into this device. 1. Click Import, enter the encrypted password, and then click OK. 2. Click Browse, select the file, and then click Open. 3. Click OK.
Export device information	Click Export, enter the filed encryption password, and then click OK.
Delete	• Delete it one by one: Click , and then click OK. • Delete in batches: Select the devices to be deleted, click Delete, and then click OK. • Clear all devices: Click Clear, and then click OK.
Edit	Click  to edit device information.
Call VTH	Click  to call the corresponding VTH. Click  to end the intercom.

3.8.2 Using VTO as the SIP server

3.8.2.1 Configuring SIP Server

Use another VTO as the SIP server.

Procedure

Step 1 Select **Intercom Settings** > **SIP Server**.

Step 2 Select **Device** from the **Server Type**.



Do not enable **SIP server**.

Step 3 Configure the parameters, and then click **OK**.

Figure 3-43 Use VTO as the SIP server

SIP Server ☐

Server Type Device

IP/Domain Name 192.168.1.11

Port 5060

Username 8001

Registration Password ••••••••••••••••

SIP Domain VDP

SIP Server Username

SIP Server Password

Apply Refresh Default

Table 3-26 SIP server configuration

Parameter	Description
IP/Domain Name	IP address or domain name of the VTO.
Port	5060 by default when VTO works as SIP server.
Username	Leave them as default.
Registration Password	
SIP Domain	VDP.
SIP Server Username	The login username and password of the SIP server.
SIP Server Password	

Step 4 Click **Apply**.

3.8.2.2 Configuring Local Parameters

Configure the parameters of the Device when you use another VTO as the SIP server.

Procedure

Step 1 Select **Intercom Settings** > **Local Device Config**.

Step 2 Configure the parameters.

Figure 3-44 Configure the parameters

The screenshot shows a configuration window titled 'Local Device Config'. It contains three input fields: 'Device Type' with a dropdown menu showing 'Door Station', 'No.' with the value '8001', and 'Management Center' with the value '888888'. Below these fields are three buttons: 'Apply' (blue), 'Refresh', and 'Default'.

Table 3-27 Parameters description

Parameter	Description
Device Type	Select Door Station .
No.	The number of the VTO.  • The number must have 4 digits. The first 2 digits must be 80, and the last 2 digits start from 01. For example, 8001. • If multiple VTOs exist in one unit, the VTO No. cannot be repeated.
Management Center	The call number for the management center is 888888. Keep it as default.

Step 3 Click **Apply**.

3.8.3 Using the Platform as the SIP server

3.8.3.1 Configuring SIP Server

The management platform is used as the SIP server.

Procedure

Step 1 Select **Intercom Settings** > **SIP Server**.

Step 2 Select **Private SIP Server** from the **Server Type**.



Do not enable **SIP Server**.

Figure 3-45 Alternate server

Table 3-28 SIP server configuration

Parameter	Description
Server Address	IP address of the platform.
Port	5080 by default when the platform works as SIP server.
Registration Password	Leave them as default.
SIP Domain	Leave it as default.
Alternate IP	The alternate server will be used as the SIP server when the platform does not respond. • If you turn on the Alternate Server function, you will set the Device as the alternate server. • If you want another VTO to function as the alternate server, you need to enter the IP address, username, password of the VTO. Do not enable Alternate Server in this case. • We recommend you set the main VTO as the alternate server.
Alternate Server Username	After you set the alternate server, when the management platform does not respond, the alternate server will be activated to make sure VTO and VTH can each other. • If Alternate Server is enabled, the Device is set as the alternate server. • If Alternate Server is not enabled, enter the IP of the alternate server, its username and password to set VTO as the alternate server. We recommend you set the main VTO as the alternate server.
Alternate Server Password	
Alternate Server	
Alternate VTS IP	Enter the IP address of the alternate VTS. When the management platform does not respond, the alternate VTS will be activated to make sure VTO, VTH and VTS can each other.

Step 3 Click **Apply**.

3.8.3.2 Configuring Local Parameters

Configure the parameters of the Device when the platform is used as the SIP server.

Procedure

Step 1 Select **Intercom Settings** > **Local Device Config**.

Step 2 Configure the parameters.

Figure 3-46 Basic parameter

The screenshot shows a configuration window titled 'Local Device Config'. It contains the following fields and controls:

- Device Type:** A dropdown menu currently set to 'Door Station'.
- Building No.:** A text input field containing '0', followed by an unchecked checkbox.
- Unit No.:** A text input field containing '0', followed by an unchecked checkbox.
- No.:** A text input field containing '8001'.
- Management Center:** A text input field containing '888888'.
- Buttons:** At the bottom, there are three buttons: 'Apply' (blue), 'Refresh' (white), and 'Default' (white).

Table 3-29 Parameters description

Parameter	Description
Device Type	Select fence station or door station based on its installation site.
Building No.	Select the checkbox and then enter the number of the building where the unit door station is installed.
Unit No.	Select the checkbox, and then enter the number of the unit where the unit door station is installed.
No.	• The number must have 4 digits. The first 2 digits must be 80, and the last 2 digits start from 01. For example, 8001. • If multiple VTOs exist in one unit, the VTO No. cannot be repeated.
Management Center	The default phone number is 888888 when the VTO calls the VTS. Keep it as default.

Step 3 Click **Apply**.

After settings, the username in **Intercom** > **SIP** page is automatically refreshed. Make sure the username is same to the call number when you add the device to the management platform.

3.8.3.3 Registration Management

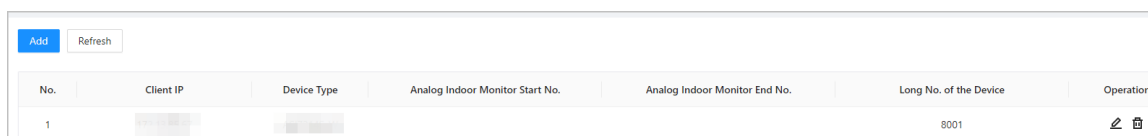
When the management platform works as the SIP server, you can view and manage all devices that registered to SIP server.

Procedure

Step 1 Select **Intercom Settings** > **Registration Management**.

Step 2 You can view and edit the devices.

Figure 3-47 View and manage devices



No.	Client IP	Device Type	Analog Indoor Monitor Start No.	Analog Indoor Monitor End No.	Long No. of the Device	Operation
1					8001	 

3.8.4 Configuring Call Parameters

3.8.4.1 Call

Configure the call function of the Device. This section introduces adding VTH or VTS in the **Phone Book** mode to directly call the VTH or VTS on the Device.

Background Information

After the function is enabled, the call icon is displayed on the standby screen. You can select from 3 call types. The configurations are consistent with the configurations of **Personalization** > **Screen Settings** > **Shortcut Settings**.

Table 3-30 Call type description

Type	Description
Call by Keyboard	● Standard : Tap the call icon on the standby screen, enter the room number, and then tap the call icon to call the room. ● Phone Book : Custom the contents on the webpage. Tap the call icon on the standby screen, and the added VTH or VTS is displayed on the screen. You can tap the icon to call the VTH or the VTS. The call list is displayed according to your configurations on the webpage.
Call Management Center	Tap the call icon on the standby screen to call the management center.
One-Click Call	1. Configure the room number, click Apply. 2. Tap the call icon on the standby screen to call the configured room.

Procedure

Step 1 On the webpage, select **Intercom Settings** > **Call Config**.

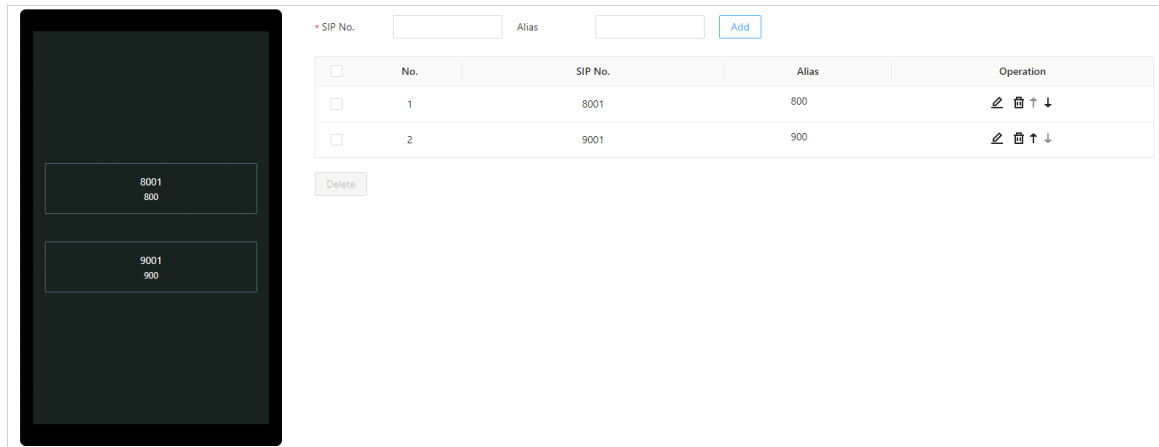
Step 2 Enable **Call or Doorbell** , and then set **Call or Doorbell** as **Call**.

Select **Call by Keyboard** as the call type and **Phone Book** as the mode. The preview screen is displayed at the left side, and the added VTH or VTS is displayed at the right side.



- The call list preview window is different depending on models of the product.
- The Device in 4.3-inch horizontal screen series does not supports call list preview.
- Only when the Device is set as the SIP server, and VTH and VTS are added to the SIP server on the **Device Setting** page, the corresponding device type is displayed.

Figure 3-48 Call room type and phone book mode



Step 3 Add VTH and VTS.

If the VTH has extensions (such as 9901-0, 9901-1, and 9901-2) and the SIP number is 9901, and then you can simply call the SIP number, and 9901-0, 9901-1, and 9901-2 will be called at the same time.

- Add one device: Enter the SIP number, and then click **Add**.
- Add devices in batches: When the local device is configured as the SIP server, the batch adding is supported. You must add the VTH and the VTS in **Device Management** first before adding them in batches.
 1. Click **Batch Add**.
 2. Select the added VTS or VTH, and then click **OK**.

Related Operations

- Click to edit the alias of the device.
- Click to delete the device.
- Click to adjust the order of the devices, or you can simple drag the devices on the preview window.

3.8.4.2 Doorbell

Set **Call or Doorbell** as **Doorbell**, and then configure parameters.

Figure 3-49 Shortcut Settings-call

Password ☒
 QR Code ☒
 Call or Doorbell ☒
 Call or Doorbell ☒ Call ☐ Doorbell
 Icon ☒  ☐ 
 Call Type 
 Room No.

Table 3-31 Parameters description

Parameter	Description
Local Device Ringer	Tap the doorbell icon on the main screen of the device and it rings.
External Doorbell	Tap the doorbell icon on the main screen of the device, and the external doorbell device rings.  - The function is only available on select models. - If function port 1 is not set to the doorbell, when enabling the external doorbell, tap OK on the pop-up prompt. Set the alarm output port to the doorbell function.
Ringtone Config	Configure the ringtone. There are 2 types of ringtone to be selected.
Ringtone Time (sec)	Configure the ringtone time. It is 3 seconds by default.

3.9 Attendance Configuration

This function is only available on select models.

3.9.1 Configuring Departments

Procedure

Step 1 Select **Attendance Config** > **Department Settings**.

Step 2 Click  to rename the department.

There are 20 default departments. We recommend you rename them.

Figure 3-50 Create departments

Default		
ID	Department Name	Operation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Related Operations

You can click **Default** to restore departments to default settings.

3.9.2 Configuring Shifts

Configure shifts to define time attendance rules. Employees need to work at the time scheduled for their shift to start, and leave at the end time, except when they choose to work overtime.

Procedure

Step 1 Select **Attendance Config > Shift Config**.

Step 2 Click  to configure the shift.

Figure 3-51 Configure the shift

Edit Shift

×

* Shift No.

1

* Shift Name

Default

* Period 1

08:00 → 17:00

⌚

* Period 2

00:00 → 00:00

⌚

* Period 3

00:00 → 00:00

⌚

* Overtime Period

00:00 → 00:00

⌚

* Limit for Arriving Late

5

min (0-99)

* Limit for Leaving Early

5

min (0-99)

OK

Cancel

Table 3-32 Shift parameters description

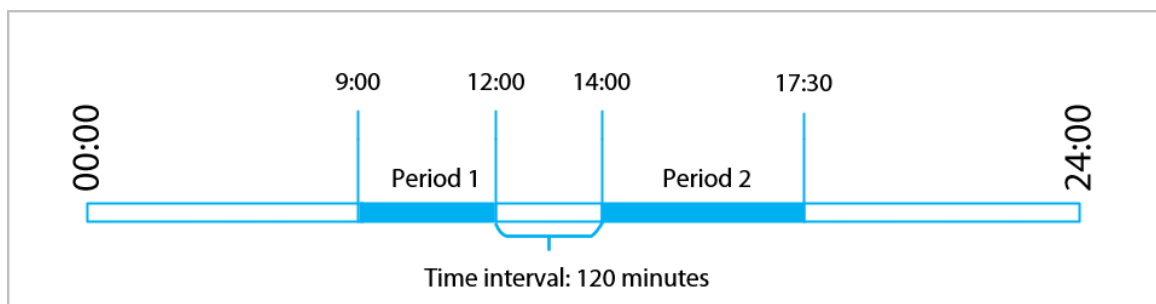
Parameter	Description
Shift Name	Enter the name of the shift.

Parameter	Description
Period 1	Specify a time range when people can clock in and clock out for the workday. You must configure at least 1 period.
Period 2	
Period 3	
	• If you only set one attendance period, employees need to clock in and out by the designated times to avoid an anomaly appearing on their attendance records. For example, if you set 08:00 to 17:00, employees must clock in by 08:00 and clock out from 17:00 onwards. • If you set 2 attendance periods, the 2 periods cannot overlap. Employees need to clock in and clock out for both periods. • If you set 3 periods, the 3 periods cannot overlap. Employees need to clock in and clock out for adjacent 2 periods.  The last period can cross days. If the overtime period is the last one, you can configure it to cross days.
Overtime Period	Employees who clock in or out during the defined period will be considered as working beyond their normal work hours.
Limit for Arriving Late (min)	A certain amount of time can be granted to employees to allow them to clock in a bit late and clock out a bit early. For example, if the regular time to clock in is 08:00, the tolerance period can be set as 5 minutes for employees who arrive by 08:05 to not be considered as late.
Limit for Leaving Early (min)	

When you configure more than one periods, refer to the following instructions to perform attendance function.

- When the time interval between 2 periods is an even number, you can divide the time interval by 2, and assign the first half of the interval to the first period, which will be the clock out time. The second half of the interval should be assigned to the second period as the clock in time.

Figure 3-52 Time interval (even number)



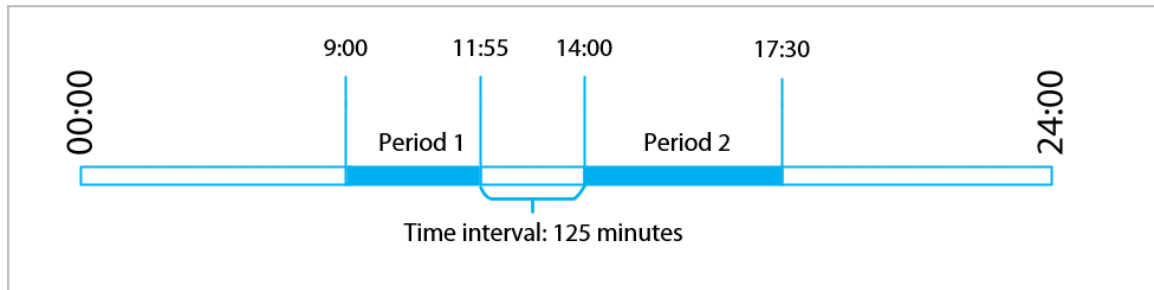
For example: If the interval is 120 minutes, then the clock-out time for period 1 is from 12:00 to 12:59, and the clock-in time for period 2 is from 13:00 to 14:00.



If a person clocks out multiple times during period 1, the latest time will be valid, and if they clock in multiple times during period 2, the earliest time will be valid.

- When the time interval between 2 periods is an odd number, the smallest portion of the interval will be assigned to the first period, which will be the clock out time. The largest portion of the interval will be assigned to the second period as the clock in time.

Figure 3-53 Time interval (odd number)



For example: If the interval is 125 minutes, then the clock-out time for period 1 is from 11:55 to 12:57, and the clock-in time for period 2 is from 12:58 to 14:00. Period 1 has 62 minutes, and period 2 has 63 minutes.



If a person clocks out multiple times during period 1, the latest time will be valid, and if they clock in multiple times during period 2, the earliest time will be valid.

- If there is only one period, and you do not clock in or out by the designated time, it is considered as absent for 1 day.
- If there are more than one period, and you do not clock in or out by the designated time of one period, it is considered as absent for 0.5 days. If you do not clock in or out by the designated time of 2 or more than 2 periods, it is considered as absent for 1 day. Attendance during overtime periods does not change the absent status of the person.

When you configure the last period to cross days, refer to the following instructions to perform attendance function.

- If the second day is the normal shift, the attendance is as normal.
- If the second day is the holiday, you can clock out in any time of 24 hours in the holiday day.



All attendance times are precise down to the second. For example, if the normal clock-in time is set to 8:05 AM, the employee who clocks in at 8:05:59 AM will not be considered as arriving late. But, the employee that arrives at 8:06 AM will be marked as late by 1 minute.

Step 3 Click **OK**.

Related Operations

You can click **Default** to restore shifts to factory defaults.

3.9.3 Configuring Holiday

Configure holiday plans to set periods for attendance to not be tracked.

Procedure

- Step 1 Select **Attendance Config > Shift Config > Holiday**.
- Step 2 Click **Add** to add holiday plans.

Step 3 Configure the parameters.

Figure 3-54 Create holiday plans

Add Attendance Holiday

* Attendance Holiday ...

1

* Attendance Holiday

Attendance Holiday for October

* Time

2023-10-01 → 2023-10-07

OK

Cancel

Table 3-33 Parameters description

Parameter	Description
Attendance Holiday No.	The number of the holiday.
Attendance Holiday	The name of the holiday.
Start Time	The start and end time of the holiday.
End Time	

Step 4 Click **OK**.

3.9.4 Configuring Work Schedules

A work schedule generally refers to the days per month and the hours per day that an employee is expected to be at their job. You can create different types of work schedules based on different individuals or departments, and then employees must follow the established work schedules.

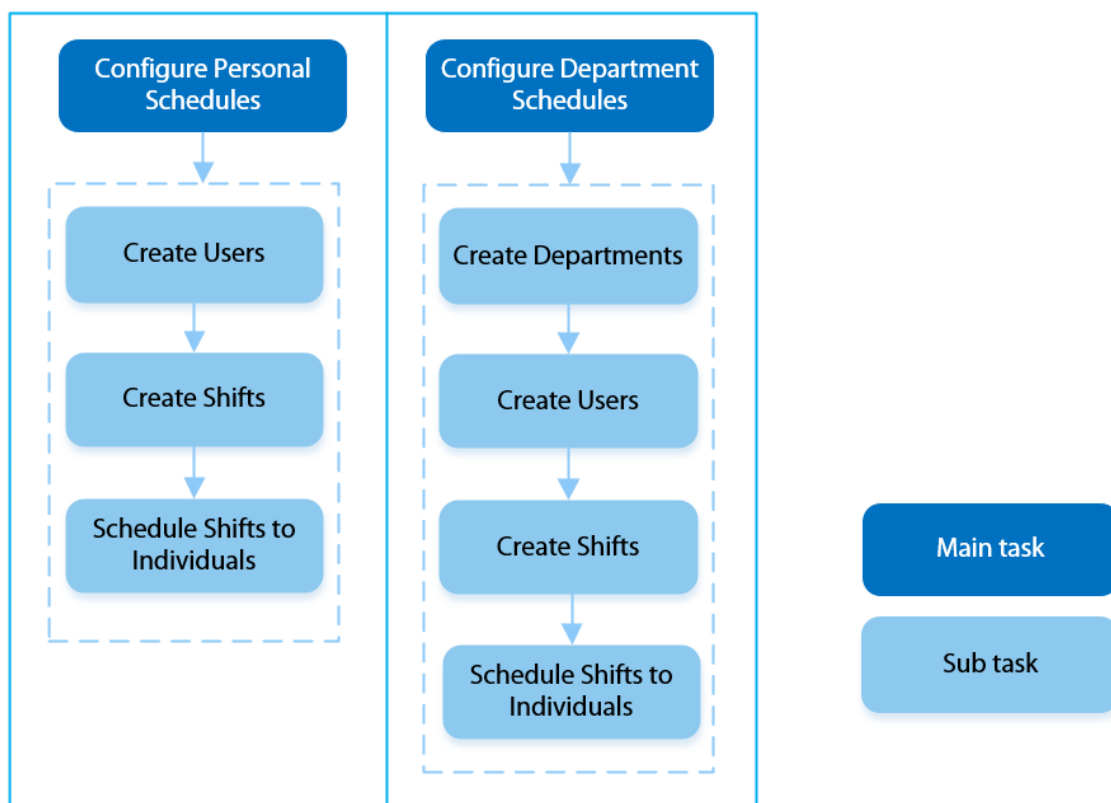
Background Information

Refer to the flowchart to configure personal schedules or department schedules.



When configuring the schedule, there should be no overlapping time periods on the same day and the previous or following day.

Figure 3-55 Configure work schedules



Procedure

Step 1 Select **Attendance Config** > **Schedule Config**.

Step 2 Set work schedules for individuals.

1. Click **Personal Schedule**.
2. Select a person in the person list.
3. On the calendar, select a day, and then select a shift.

You can also click **Batch Configure** to schedule shifts to multiple days.

Figure 3-56 Personal schedule

The screenshot displays the 'Personal Schedule' interface. On the left, a 'Person List' shows two entries: '1-' and '2-'. Below them, a list of IDs includes '2678490-' and '9958875-'. The main area features a calendar grid for the month of May. The grid is organized by days of the week (Su, Mo, Tu, Th, Fr, Sa) and dates (01 to 11). The grid contains numbers 0, 1, 13, and 25, representing different shift types. A 'Batch Configure' button is located above the calendar. A 'Select Shift' dropdown menu is open, showing options: 0-Rest, 1-Default (selected), 2-Default, 3-Default, 4-Default, 5-Default, 6-Default, 7-Default, and 8-Default. The 'This Month' button is visible in the top right corner.



You can only set work schedules for the current month and the next month.

- 0 indicates break.
- 1 to 24 indicates the number of the pre-defined shifts. For how to configure shifts, see "2.11.1 Configuring Shifts".
- 25 indicates business trip.
- 26 indicates leave of absence.

Step 3 Set work schedules for departments.

1. Click **Department Schedule**.
 2. Select a department in the department list.
 3. On the calendar, select a day, and then select a shift.
- 0 indicates rest.
 - 1 to 24 indicates the number of the pre-defined shifts. For how to configure shifts, see "2.11.1 Configuring Shifts".
 - 25 indicates business trip.
 - 26 indicates leave of absence.

Figure 3-57 Schedule shifts to a department

The screenshot displays the 'Department Schedule' interface. On the left, a 'Department List' shows 18 departments, all labeled 'X-Default'. The '3-Default' department is selected. The main area shows a weekly shift cycle for '3-Default'. The days of the week are Sun, Mon, Tue, Thu, Fri, and Sat. The shift values are: Sun (0), Mon (2), Tue (1), Thu (1), Fri (1), and Sat (0). A 'Select Shift' dialog box is open, showing a list of shifts from '0-Rest' to '8-Default'. The '2-Default' shift is selected.



The defined work schedule is in a week cycle and will be applied to all employees in the department.

3.9.5 Exporting Attendance Record

You can export the unlock record and attendance records.

Procedure

- Step 1** Select **Attendance Config > Attendance Report**.
- Step 2** Select the type, select the date, and then click **Export**.
- For the access control device, you can select the type from **Unlock Records , 1 Month Attendance**, and **Abnormal Attendance**.
 - For the attendance device, you can select the type from **Attendance Records , 1 Month Attendance**, and **Abnormal Attendance**.
 - If you select **1 Month Attendance**, personal attendance report, attendance detailed report, and attendance summary are exported at the same time.



The exported files are in XML format.

Figure 3-58 Export the record

The screenshot shows the 'Export record' dialog box. It has two main sections: 'Type' and 'Date'. The 'Type' section has a dropdown menu with 'Unlock Records' selected. The 'Date' section has a date range selector showing '2025-06-10' to '2025-06-11'. Below these sections is a blue 'Export' button.

3.9.6 Configuring Attendance Modes

Procedure

- Step 1 Select **Attendance Config > Attendance Config**.
- Step 2 Enable **Local Attendance**, and then set the attendance mode.
- Step 3 Configure attendance modes.

Figure 3-59 Attendance modes

Local Attendance

Mode Settings

Auto/Manual ModeAuto ModeManual ModeFixed Mode

Check In

06:00 AM

→

09:59 AM

Break Out

10:00 AM

→

12:59 PM

Break In

01:00 PM

→

03:59 PM

Check Out

04:00 PM

→

08:59 PM

Overtime Check In

12:00 AM

→

12:00 AM

Overtime Check Out

12:00 AM

→

12:00 AM

Apply

Refresh

Default

Table 3-34 Attendance mode

Parameter	Description
Auto/Manual Mode	The screen displays the attendance status automatically after you clock in or out, but you can also manually change your attendance status. • Check in: Clock in when your normal workday starts. • Break out: Clock out when your break starts. • Break in: Clock in when your break ends. • Check out: Clock out when your normal workday ends. • Overtime check in: Clock in when your overtime period starts. • Overtime check out: Clock out when your overtime period ends.

Parameter	Description
Auto Mode	The screen displays your attendance status automatically after you clock in or out. • Check in: Clock in when your normal workday starts. • Break out: Clock out when your break starts. • Break in: Clock in when your break ends. • Check out: Clock out when your normal workday ends. • Overtime check in: Clock in when your overtime period starts. • Overtime check out: Clock out when your overtime period ends.
Manual Mode	Manually select your attendance status when you clock in or out.
Fixed Mode	When you clock in or out, the screen will display the pre-defined attendance status all the time.

Step 4 Click **Apply**.

Related Operations

- Refresh: If you do not want to save the current changes, click **Refresh** to cancel changes and restore it to previous settings.
- Default: Restore the attendance settings to factory defaults.

3.10 Configuring Audio and Video

3.10.1 Configuring Video

Procedure

Step 1 Select **Audio and Video Config > Video**.

Step 2 Configure the bit rate.

Figure 3-60 Bit rate

The screenshot displays the 'Bit Rate' configuration page. On the left is a video preview window with 'Default' and 'Snapshot' buttons below it. A central sidebar contains tabs for 'Status', 'Exposure', 'Image', and 'Bit Rate' (which is selected). The main area is divided into 'Main Stream' and 'Sub Stream' sections, each with settings for Resolution, Frame Rate (FPS), Bit Rate, and Compression.

Stream	Resolution	Frame Rate (FPS)	Bit Rate	Compression
Main Stream	720P	30	1024Kbps	H.264
Sub Stream	VGA	30	1024Kbps	H.264

Table 3-35 Bit rate description

Parameter		Description
Main Format	Resolution	When the Device functions as the VTO and connects the VTH, the acquired stream limit of VTH is 720p. When resolution is changed to 1080p, the call and monitor function might be affected.
	Frame Rate (FPS)	The number of frames (or images) per second.
	Bit Rate	The amount of data transmitted over an internet connection in a given amount of time. Select a proper value based on your network speed.
	Compression	Video compression standard to deliver good video quality at lower bit rates.
Sub Stream	Resolution	The sub-stream supports D1, VGA and QVGA.
	Frame Rate (FPS)	The number of frames (or images) per second.
	Bit Rate	It indicates the amount of data transmitted over an internet connection in a given amount of time.
	Compression	Video compression standard to deliver good video quality at lower bit rates.

Step 3 Configure the status.

Figure 3-61 Status

Bit Rate		
Status	Scene Mode	Auto
Exposure	Day/Night	Color
Image	Compensation Mode	WDR
		- [Slider] + 30
	Video Standard	NTSC

Table 3-36 Parameters description of status

Parameter	Description
Scene Mode	The image hue is different in different scene mode. ● Close : Scene mode function is turned off. ● Auto : The system automatically adjusts the scene mode based on the photographic sensitivity. ● Sunny : In this mode, image hue will be reduced. ● Night : In this mode, image hue will be increased.
Day/Night	Day/Night mode affects light compensation in different situations. ● Auto : The system automatically adjusts the day/night mode based on the photographic sensitivity. ● Colorful : In this mode, images are colorful. ● Black and white : In this mode, images are in black and white.
Compensation Mode	● Disable : Compensation is turned off. ● BLC : Backlight compensation automatically brings more light to darker areas of an image when bright light shining from behind obscures it. ● WDR : The system dims bright areas and compensates for dark areas to create a balance to improve the overall image quality. ● HLC : Highlight compensation (HLC) is a technology used in CCTV/IP security cameras to deal with images that are exposed to lights like headlights or spotlights. The image sensor of the camera detects strong lights in the video and reduces exposure in these spots to enhance the overall quality of the image.
Video Standard	Select from PAL and NTSC .

Step 4 Configure the exposure parameters.

Figure 3-62 Exposure

Bit Rate

Status

Exposure

Image

Anti-flicker

Outdoor

Exposure Mode

Manual

Shutter

Custom Range

Shutter Range

0

-

20

(0-40)ms

Gain

0

-

80

(0-100)

Exposure Compensation

-

+

50

3D NR

NR Level

-

+

50

Table 3-37 Exposure parameter description

Parameter	Description
Anti-flicker	Set anti-flicker to reduce flicker and decrease or reduce uneven colors or exposure. ● 50Hz : When the mains electricity is 50 Hz, the exposure is automatically adjusted based on brightness of the surroundings to prevent the appearance of horizontal lines. ● 60Hz : When the mains electricity is 60 Hz, the exposure is automatically adjusted based on brightness of the surroundings to reduce the appearance of horizontal lines. ● Outdoor : When Outdoor is selected, the exposure mode can be switched.

Parameter	Description
Exposure Mode	You can set the exposure to adjust image brightness. ● Auto : The Device automatically adjusts the brightness of images based the surroundings. ● Shutter Priority : The Device adjust the image brightness according to the set range of the shutter. If the image is not bright enough but the shutter value has reached its upper or lower limit, the Device will automatically adjust the gain value for ideal brightness level. ● Manual : You can manually adjust the gain and shutter value to adjust image brightness.  ◇ When you select Outdoor from the Anti-flicker list, you can select Shutter Priority as the exposure mode. ◇ Exposure mode might differ depending on models of Device.
Shutter	Shutter is a component that allows light to pass for a determined period. The higher the shutter speed, the shorter the exposure time, and the darker the image. You can select a shutter range or add a custom range.
Gain	When the gain value range is set, video quality will be improved.
Exposure Compensation	The video will be brighter by adjusting exposure compensation value.
3D NR	When 3D Noise Reduction (RD) is turned on, video noise can be reduced to ensure higher definition of videos.
NR Level	You can set its grade when this function is turned on. Higher grade means clearer image.

Step 5 Configure the image.

Figure 3-63 Image

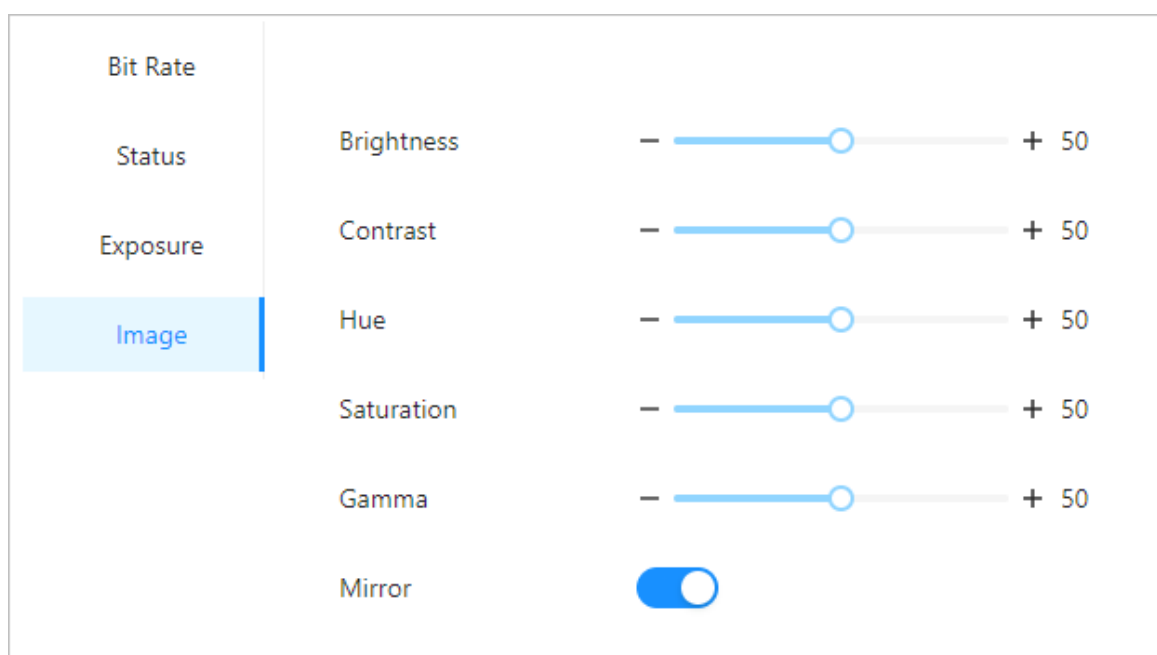


Table 3-38 Image description

Parameter	Description
Brightness	The brightness of the image. Higher value means brighter images.
Contrast	Contrast is the difference in the luminance or color that makes an object distinguishable. The larger the contrast value is, the greater the color contrast will be.
Hue	Refers to the strength or saturation of a color. It describes the color intensity, or how pure it is.
Saturation	Color saturation indicates the intensity of color in an image. As the saturation increases, the appear stronger, for example being more red or more blue.  The saturation value does not change image brightness.
Gamma	Change the image brightness and contrast in a non-linear way. The higher the value, the brighter the image.
Mirror	When the function is turned on, images will be displayed with the left and right side reversed. The device screen does not support configuration, and it always displays the mirror image.

Related Operations

- Default: Click **Default**, and the parameters on this page restore to default settings.
- Snapshot: Click **Snapshot** to take the snapshot of the current device screen.

3.10.2 Configuring Audio Prompts

Set audio prompts during identity verification.

Procedure

- Step 1 Select **Audio and Video Config** > **Audio**.
- Step 2 Configure the audio parameters.

Figure 3-64 Configure audio parameters

Device Volume — + 80

Intercom Volume — + 80

Microphone Volume — + 90

Key Sound ☐

Audio Collection Enable

Only supports MP3 files that are less than 100 KB with a sampling rate of 16K.

Audio Type	Audio File	Modify
Successfully verified.	-	
Failed to verify.	-	
Not wearing face mask.	-	

DND Mode ☐

Apply Refresh Default

Table 3-39 Parameters description

Parameters	Description
Device Volume	Adjust the speaker volume when the device is not in intercom.
Intercom Volume	Adjust the speaker volume when the device is in intercom.
Microphone Volume	Set the volume of the microphone.
Key Sound	When this function is enabled, touch screen devices will produce tap sound and non-touch screen devices will produce mouse click sound.
Audio Collection	If this function is enabled, the sound from the device mic will be captured during live view and recording.
Audio File	You can upload audio files to the device.
DND Mode	No voice prompts during the set time when you verify your identity on the Device. You can set up to 4 periods.

Step 3 Click to upload audio files to platform for each audio type.



Only supports MP3 files that are less than 20 KB with a sampling rate of 16K.

Step 4 Click **Apply**.

3.10.3 Configuring Motion Detection

When there are moving objects detected and reaches the set threshold, the screen will be awakened.

Background Information



This function is only available on select models.

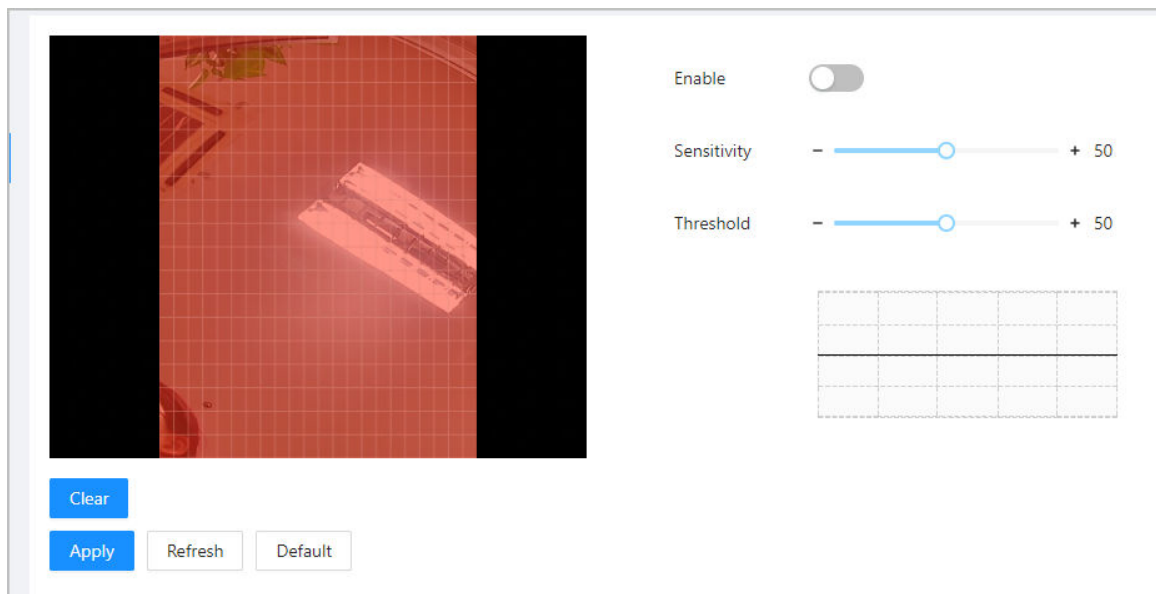
Procedure

- Step 1 Select **Audio and Video Config > Motion Detection Settings**.
- Step 2 Enable the motion detection function.
- Step 3 Press and hold the left mouse button, and then draw a detection area in the red area.



- The motion detection area is displayed in red.
- To remove the existing the motion detection area, click **Clear**.
- The motion detection area you draw will be a non-motion detection area if you draw in the default motion detection area.

Figure 3-65 Motion detection area



- Step 4 Configure the parameters.
- Sensitivity: The sensible to the surroundings. Higher sensitivity means easier to trigger alarms.
 - Threshold: The percentage of the moving object area in the motion detection area. Higher threshold means easier to trigger alarms.
- Step 5 Click **Apply**.
- The motion detection is triggered when the red lines are displayed; the green lines are displayed when it is not triggered.

3.10.4 Configuring Local Code

Set the view area in the video talk and preview.

Background Information



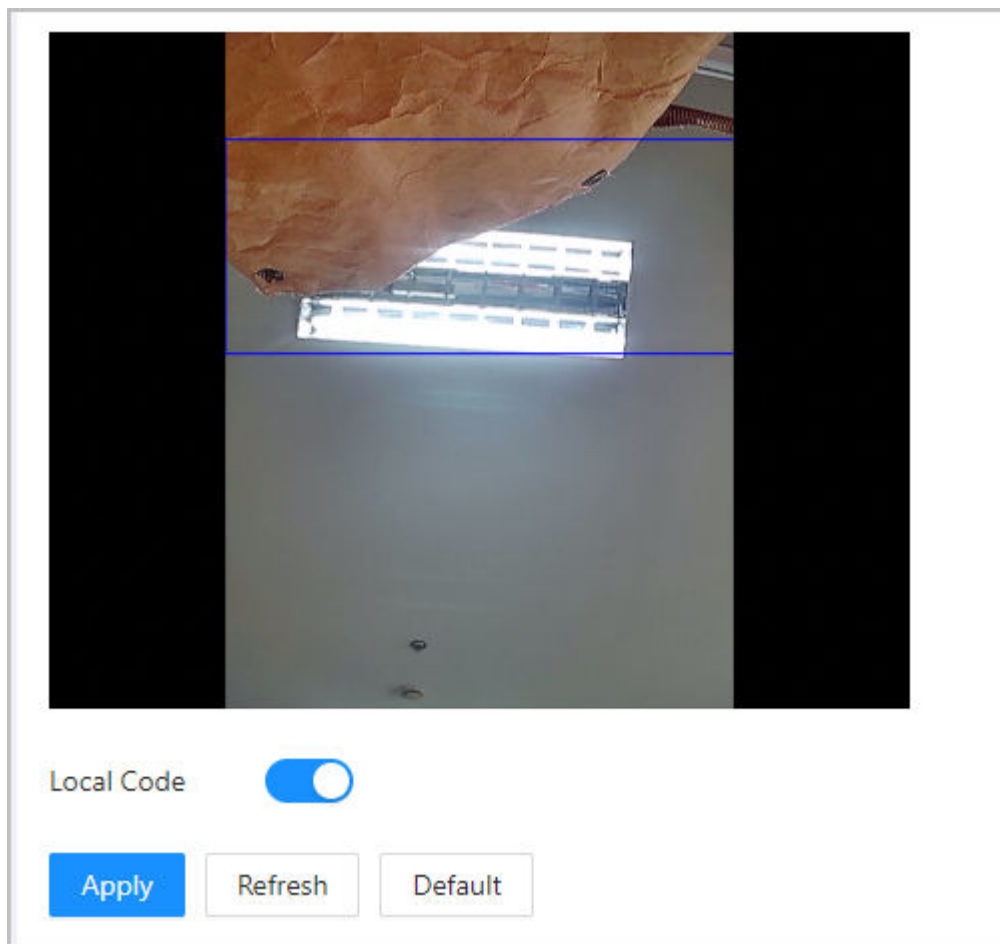
- This function is only available on select models.
- This function is enabled by default when it works with a VTH. The preview might be not accessible when this function is turned off.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Audio and Video Config** > **Local Code**.
- Step 3 Select **Enable** to turn on the function.
- Step 4 Drag the box to a designated position.

The box indicates the preview area during the video talk.

Figure 3-66 Local coding



- Step 5 Click **Apply**.

3.11 Communication Settings

3.11.1 Network Settings

3.11.1.1 Configuring TCP/IP

You need to configure IP address of Device to make sure that it can communicate with other devices.

Procedure

- Step 1 Select **Communication Settings** > **Network Setting** > **TCP/IP**.
- Step 2 Configure the parameters.

Figure 3-67 TCP/IP

NIC	NIC 1
Mode	☐ DHCP ☒ Static
MAC Address	90 : 02 : 81 : 51 : 9f
IP Version	IPv4
IP Address	172 . 17 . 103
Subnet Mask	255 . 255 . 0
Default Gateway	172 . 17 . 1
Preferred DNS	8 . 8
Alternate DNS	8 . 4
MTU	1500
Transmission Mode	☒ Multicast ☐ Unicast
Apply Refresh Default	

Table 3-40 Description of TCP/IP

Parameter	Description
Mode	- Static: Manually enter IP address, subnet mask, and gateway. - DHCP: It stands for Dynamic Host Configuration Protocol. When DHCP is turned on, the Device will automatically be assigned with IP address, subnet mask, and gateway.
MAC Address	MAC address of the Device.
IP Version	IPv4 or IPv6.

Parameter	Description
IP Address	If you set the mode to Static , configure the IP address, subnet mask and gateway.  • IPv6 address is represented in hexadecimal. • IPv6 version do not require setting subnet masks. • The IP address and default gateway must be in the same network segment.
Subnet Mask	
Default Gateway	
Preferred DNS	Set IP address of the preferred DNS server.
Alternate DNS	Set IP address of the alternate DNS server.
MTU	MTU (Maximum Transmission Unit) refers to the maximum size of data that can be transmitted in a single network packet in computer networks. It is 1500 by default.
Transmission Mode	• Multicast: Ideal for video talk. • Unicast: Ideal for group call.

Step 3 Click **OK**.

3.11.1.2 Configuring Wi-Fi



- Wi-Fi and Wi-Fi AP cannot be enabled at the same time.
- Wi-Fi function is only available on select models.

Procedure

Step 1 Select **Communication Settings** > **Network Setting** > **Wi-Fi**.

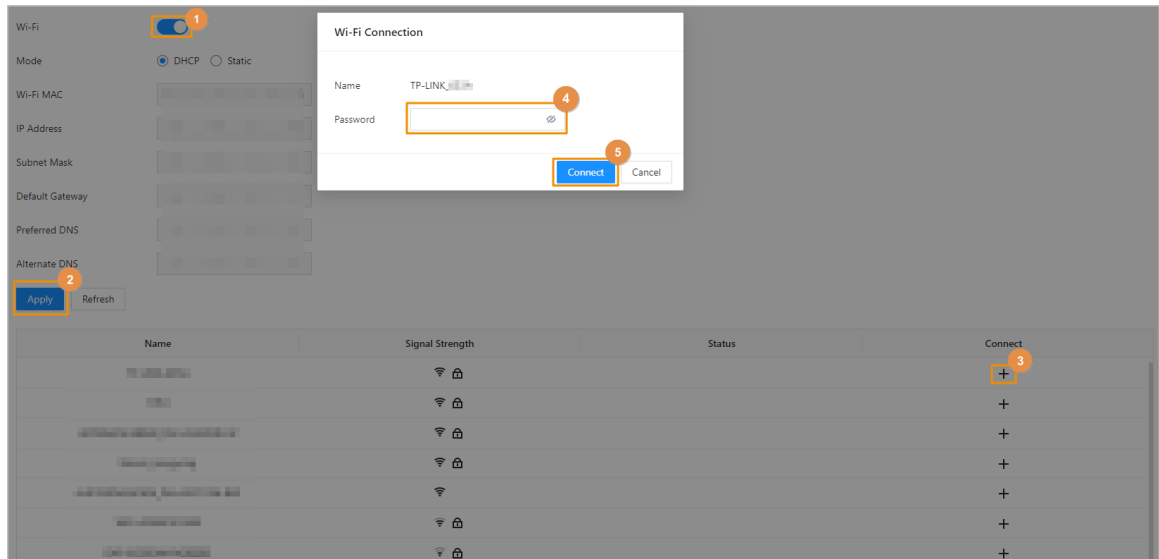
Step 2 Turn on Wi-Fi, and then click **Apply**.

All available Wi-Fi are displayed.

Step 3 Click +, and then enter the password of the Wi-Fi.

The Wi-Fi is connected.

Figure 3-68 Wi-Fi



Step 4 (Optional) Add Wi-Fi manually.

If no Wi-Fi is found, you can add one manually.

1. Click **Add**.
2. Enter the Wi-Fi name and password, and then click **Connect**.

Results

The status of the Wi-Fi is displayed as **Connected** after successful connection.



If both Wi-Fi and wired networks are connected, Wi-Fi will be prioritized.

Related Operations

You can manually modify the IP address of the Wi-Fi.

- DHCP: Enabled this function and click **Apply**, the Device will automatically be assigned a Wi-Fi address.
- Static: Enable this function, manually enter a Wi-Fi address, and then click **Apply**, the Device will connect to the Wi-Fi.

3.11.1.3 Configuring Wi-Fi AP

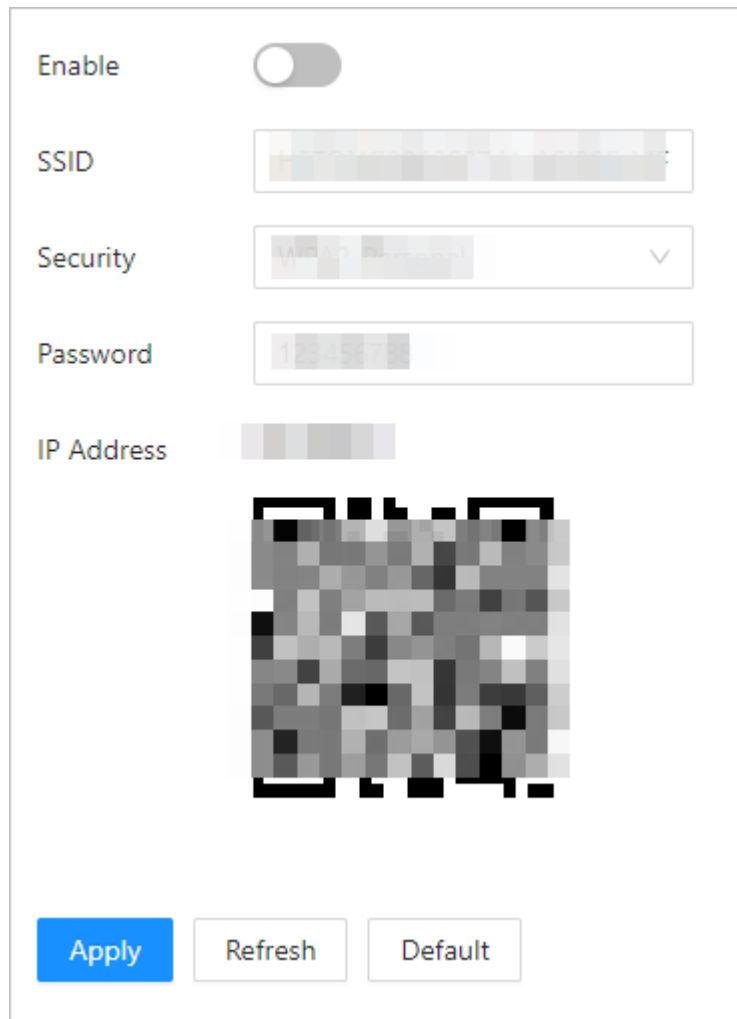


- The Wi-Fi function is available on select models.
- The Wi-Fi and Wi-Fi AP cannot be enabled at the same time.

Procedure

- Step 1** Select **Communication Settings** > **Network Setting** > **Wi-Fi AP**.
- Step 2** Enable the function, and then click **Apply**.

Figure 3-69 Wi-Fi AP

The image shows a web-based configuration interface for a Wi-Fi Access Point (AP). It features several input fields and a QR code. At the top, there is an 'Enable' toggle switch which is currently turned off. Below it are fields for 'SSID', 'Security' (a dropdown menu), 'Password', and 'IP Address'. A large QR code is displayed in the center of the interface. At the bottom, there are three buttons: 'Apply' (highlighted in blue), 'Refresh', and 'Default'.

Results

After enabled, you can connect to the Device Wi-Fi through your phone, and log in to the webpage of the Device on your phone.

3.11.1.4 Configuring Port

You can limit access to the Device at the same time through webpage, desktop client and mobile client.

Procedure

- Step 1 Select **Communication Settings** > **Network Setting** > **Port**.
- Step 2 Configure the ports.



Except for **Max Connection** and **RTSP Port**, you need to restart the Device to make the configurations effective after you change other parameters.

Figure 3-70 Configure ports

Max Connection	50	(1-50)
TCP Port	37777	(1025-65535)
HTTP Port	80	
HTTPS Port	443	
RTSP Port	554	
Apply Refresh Default		

Table 3-41 Description of ports

Parameter	Description
Max Connection	You can set the maximum number of clients (such as webpage, desktop client and mobile client) that can access the Device at the same time.
TCP Port	Default value is 37777.
HTTP Port	Default value is 80. If you have changed the port number, add the port number after the IP address when access the webpage.
HTTPS Port	Default value is 443.
RTSP Port	Default value is 554.

Step 3 Click **Apply**.

3.11.1.5 Configuring Basic Service

When you want to connect the Device to a third-party platform, turn on the CGI and ONVIF functions.

Procedure

Step 1 Select **Communication Settings > Network Settings > Basic Services**.

Step 2 Configure the basic service.

Figure 3-71 Basic service

Table 3-42 Basic service parameter description

Parameter	Description
SSH	SSH, or Secure Shell Protocol, is a remote administration protocol that allows users to access, control, and modify their remote servers over the internet.
Mutlicast/Broadcast Search	Search for devices through multicast or broadcast protocol.
CGI	The Common Gateway Interface (CGI) is an intersection between web servers through which the standardized data exchange between external applications and servers is possible.
ONVIF	ONVIF stands for Open Network Video Interface Forum. Its aim is to provide a standard for the interface between different IP-based security devices. These standardized ONVIF specifications are like a common language that all devices can use to communicate.
Emergency Maintenance	It is turned on by default.
Private Protocol Authentication Mode	Set the authentication mode, including safe mode and compatibility mode. It is recommended to choose Security Mode. - Security Mode (recommended): Does not support accessing the device through Digest, DES, and plaintext authentication methods, improving device security. - Compatible Mode: Supports accessing the device through Digest, DES, and plaintext authentication methods, with reduced security.
Private Protocol	The platform adds devices through private protocol.

Parameter	Description
TLSv1.1	TLSv1.1 refers to Transport Layer Security version 1.1. TLS is a cryptographic protocol designed to provide secure and authenticated communication over a computer network.  TLSv1.1 is disabled by default. In fact, TLSv1.2 is used instead of TLSv1.1.
LLDP	LLDP is the abbreviation for Link Layer Discovery Protocol, which is a data link layer protocol. It allows network devices, such as switches, routers, or servers, to exchange information about their identities and capabilities with each other. The LLDP protocol helps network administrators gain a better understanding of network topology and provides a standardized way to automate the discovery and mapping of connections between network devices. This makes it easier to perform network configuration, troubleshoot issues, and optimize performance.

Step 3 Click **Apply**.

3.11.1.6 Configuring Cloud Service

The cloud service provides a NAT penetration service. Users can manage multiple devices through DMSS. You do not have to apply for dynamic domain name, configure port mapping or deploy server.

Procedure

Step 1 On the home page, select **Communication Settings > Network Setting > Cloud Service**.

Step 2 Turn on the cloud service function.

The cloud service goes online if the P2P and PaaS are online.

Figure 3-72 Cloud service

Enable ☒

After the function is enabled and the device connects to the network, we will collect device information such as the IP address, MAC address, device name and serial number. The collected information will only be used to remotely access the device. If you do not want to enable this function, please clear the selection from the check box.

P2P Status ● Offline

PaaS Status ● Offline

SN 8[REDACTED]759



Apply

Refresh

Step 3 Click **Apply**.

Step 4 Scan the QR code with DMSS to add the device.

3.11.1.7 Configuring SDK Auto Registration

The auto registration enables the devices to be added to the management platform without manual input of device information such as IP address and port.

Background Information

The auto registration only supports SDK.

Procedure

Step 1 On the home page, select **Network Setting** > **SDK Auto Registration**.

Step 2 Enable the auto registration function and configure the parameters.

160

Figure 3-73 Auto Registration

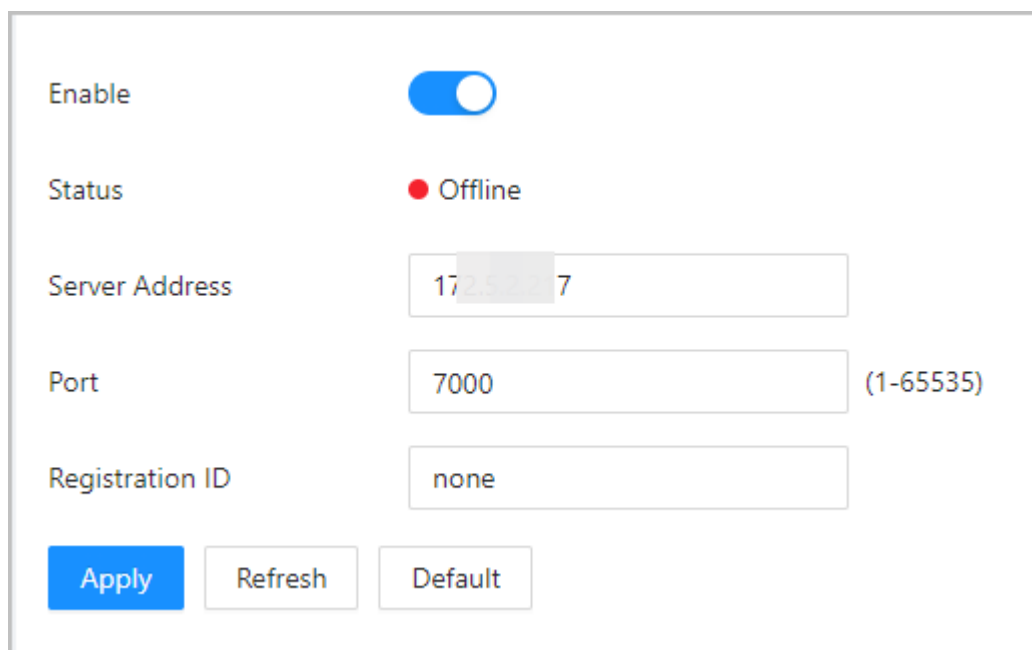


Table 3-43 Automatic registration description

Parameter	Description
Status	Displays the connection status of auto registration.
Server Address	The IP address or the domain name of the server.
Port	The port of the server that is used for automatic registration.
Registration ID	The registration ID (user defined) of the device. Adding the device to the management by entering the registration ID on the platform.

Step 3 Click **Apply**.

3.11.1.8 Configuring CGI Auto Registers

Connect to a third-party platform through CGI protocol.

Background Information



Only supports IPv4.

Procedure

Step 1 On the home page, select **Communication Settings** > **Network Settings** > **CGI Auto Registration**.

Step 2 Enable this function, and then configure the parameters.

Step 3 Click , and then configure parameters.

Figure 3-74 CGI auto registration

Edit [X]

Enable ☐

Device ID

Address Type

Host IP

Port

HTTPS ☐

Username

Password

[OK] [Cancel]

Table 3-44 Automatic registration description

Parameter	Description
Device ID	Supports up to 32 bytes, including Chinese, numbers, letters, and special characters.
Address Type	Supports 2 methods to register.
Host IP	- Host IP: Enter the IP address of the third-party platform. - Domain Name: Enter the domain name of the third-party platform.
Domain Name	
HTTPS	Access the third-party platform through HTTPS. HTTPS secures communication over a computer network.
Username/Password	Enter the username and password of the device.

Step 4 Click **OK**.

3.11.1.9 Configuring Auto Upload

Send user information and unlock records through to the management platform.

Procedure

- Step 1** On the home page, select **Communication Settings > Network Settings > Auto Upload**.
- Step 2** (Optional) Enable **Push Person Info**.
- When the user information is updated or new users are added, the Device will automatically push user information to the management platform.
- Step 3** Enable HTTP upload mode.
- Step 4** Click **Add**, and then configure parameters.

Figure 3-75 Automatic upload

No.	IP/Domain Name	Port	HTTPS	Path	Authenti- cation	Event Type	Test	Delete
1	192.168.1.108	80	☐	/		Person Info, Unlock Reco...	Test	

Table 3-45 Parameters description

Parameter	Description
IP/Domain Name	The IP or domain name of the management platform.
Port	The port of the management platform.
HTTPS	Access the management platform through HTTPS. HTTPS secures communication over a computer network.
Authentication	Enable account authentication when you access the management platform. Login username and password are required.
Event Type	Select the type of event that will be pushed to the management platform.  - Before you use this function, enable Push Person Info. - Person information can only be pushed to one management platform and unlock records can be pushed to multiple management platforms.

- Step 5** Click **Apply**.

3.11.1.10 Configuring Routing Table

If the device is connected to both 4G and a wired connection simultaneously, or to both Wi-Fi and a wired connection simultaneously, you can configure the routing table to access the wired network of the Device within the LAN.



The function is only available on the device that supports 4G or Wi-Fi.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Communication Settings** > **Network Settings** > **Routing Table**.
- Step 3 Click **Add**, configure the parameters, and then click **Add**.

After adding, the devices that are in the IP segment can access the current device through the wired network.

For example, if the IP address is configured as **172.16.24.5** in **TCP/IP**, and the IP address of the **computer A** is **192.168.1.8**, add the routing table refer to the example in the following figure. After adding, the **computer A** can directly access **172.16.24.5**.



Up to 5 tables can be added.

Figure 3-76 Add the routing table

Add	
NIC	NIC 1
No.	1
* IP Segment	192 . 168 . 0 . 0
* Subnet Mask	255 . 255 . 0 . 0
* Gateway	192 . 168 . 0 . 1
Basic Network	
IP Address	172.13.25.100
Subnet Mask	255.255.252.0
Gateway	172.13.25.1
OK Cancel	

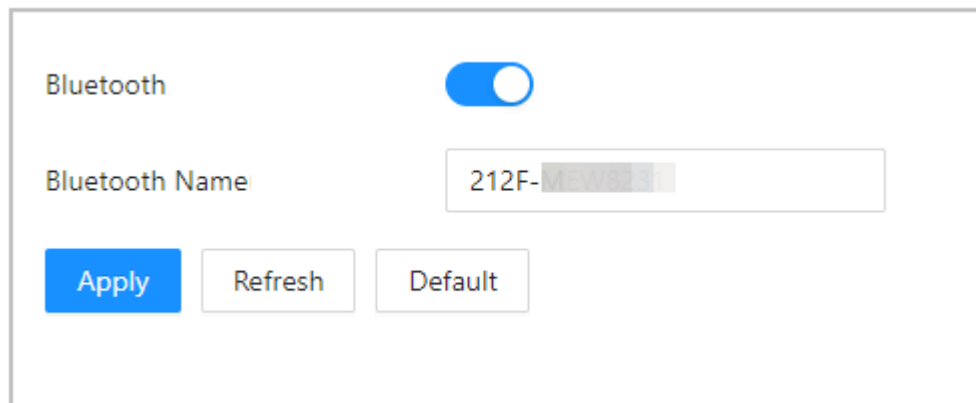
3.11.2 Bluetooth Settings

Configure the Bluetooth function of the Device. This function is only available on select models.

Procedure

- Step 1 Select **Communication Settings** > **Bluetooth Setting**.
- Step 2 Enable or turn off **Bluetooth**, configure Bluetooth name.

Figure 3-77 Bluetooth



Bluetooth ☒

Bluetooth Name 212F-4E08B3

Apply Refresh Default

Step 3 Click **Apply**.

Results

You can unlock the door through the Bluetooth through the DMSS app.

3.11.3 Configuring RS-485

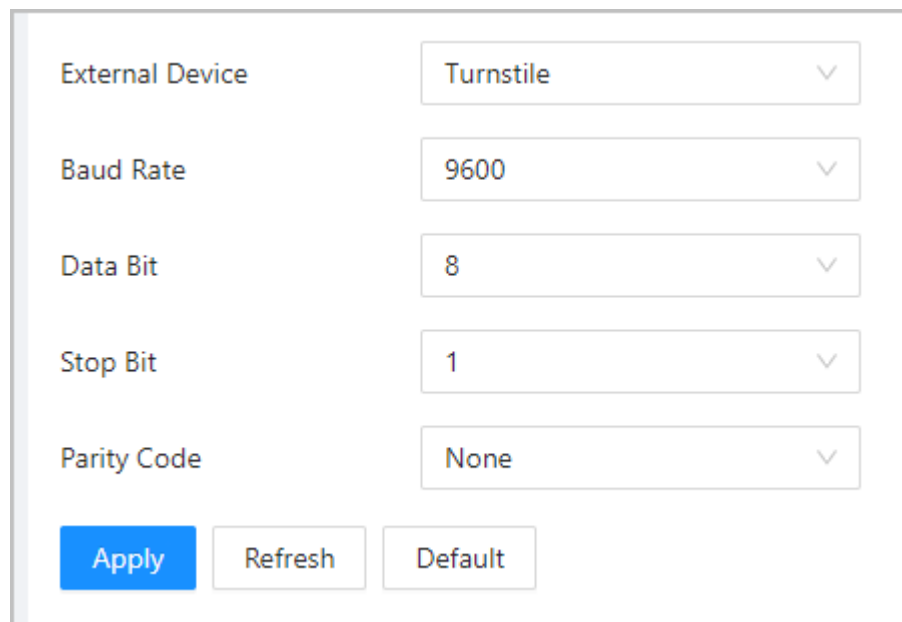
Configure the RS-485 parameters if you connect an external device to the RS-485 port.

Procedure

Step 1 Select **Communication Settings** > **RS-485 Settings**.

Step 2 Configure the parameters.

Figure 3-78 Configure parameters



External Device Turnstile

Baud Rate 9600

Data Bit 8

Stop Bit 1

Parity Code None

Apply Refresh Default

Table 3-46 Configure the RS-485 parameters

Parameter	Description
External Device	● Access Controller Select Access Controller when the Device functions as a card reader, and sends data to other external access controllers to control access. Output Data type: ◇ Card Number : Transmit the card number to the access controller for authentication to unlock the door. When the card number transmitted by this device matches the card number in the access controller, the access control authentication is successful. ◇ No. : Transmit the user ID to the access controller for authentication to unlock the door. When the user ID transmitted by this device matches the user ID in the access controller, the access control authentication is successful. ● Card Reader: The Device functions as an access controller, and connects to an external card reader. ● Reader (OSDP): The Device is connected to a card reader based on OSDP protocol. ● Door Control Security Module: The door exit button, lock and fire linkage is not effective after the security module is enabled. ● Turnstile: When the Device connects to a turnstile, and the access controller board of the turnstile connects to an external QR code module or card swiping module, the board will transmit the verification data to the turnstile. ● Lock extension mode: When the Access Controller is connected to external lock extension module, if you select Lock Extension Module, the local lock is unlocked after you verify the identification on the local device, and the extension lock is unlocked after you verify the identification on the external card reader. After you select Lock Extension Module , you can select channel 2 on the Access Control Parameters and Alarm page on the webpage of the Access Controller. ● Spare Battery: The device connects to a spare battery, and the current battery level is shown as a percentage.  The spare battery is only supported on select models.
Data Bit	The number of bits used to transmit the actual data in a serial communication. It represents the binary digits that carry the information being transmitted.
Stop Bit	A bit sent after the data and optional parity bits to indicate the end of a data transmission. It allows the receiver to prepare for the next byte of data and provides synchronization in the communication protocol.
Parity Code	An additional bit sent after the data bits to detect transmission errors. It helps verify the integrity of the transmitted data by ensuring a specific number of logical high or low bits.

Step 3 Click **Apply**.

3.11.4 Configuring Wiegand

Supports access Wiegand devices. Configure the mode and the transmission mode according to your actual devices.

Procedure

Step 1 Select **Communication Settings** > **Wiegand**.

Step 2 Select a Wiegand type, and then configure parameters.

- Select **Wiegand Input** when you connect an external card reader to the Device.



When the Device connects to a third-party device through the Wiegand input port, and the card number read by the Device is in the reverse order from the actual card number. In this case, you can turn on **Card No. Inversion** function.

- Select **Wiegand Output** when the Device functions as a card reader, and you need to connect it to another access controller.

Figure 3-79 Wiegand output

Table 3-47 Description of Wiegand output

Parameter	Description
Wiegand Output Type	Select a Wiegand format to read card numbers or ID numbers. • Wiegand26 : Reads 3 bytes or 6 digits. • Wiegand34 : Reads 4 bytes or 8 digits. • Wiegand66 : Reads 8 bytes or 16 digits.
Pulse Width	Enter the pulse width and pulse interval of Wiegand output.

Parameter	Description
Pulse Interval	
Output Data Type	Select the type of output data. • No. : Outputs data based on user ID. The data format is hexadecimal or decimal. • Card Number : Outputs data based on user's first card number.

Step 3 Click **Apply**.

3.12 Configuring the System

3.12.1 User Management

You can add or delete users, change users' passwords, and enter an email address for resetting the password when you forget your password.

3.12.1.1 Adding Administrators

You can add new administrator accounts, and then they can log in to the webpage of the Device.

Procedure

Step 1 On the home page, select **System** > **Account**.

Step 2 Click **Add**, and enter the user information.



- The username cannot be the same with existing account. The username consists of up to 31 characters and only allows for numbers, letters, underscores, midlines, dots, or @.
- The password must consist of 8 to 32 non-blank characters and contain at least two types of the following characters: Upper case, lower case, numbers, and special characters (excluding ' " ; : &).

Set a high-security password by following the password strength prompt.

Figure 3-80 Add administrators

The screenshot shows a web-based 'Add' dialog box. It has a title bar with the word 'Add' on the left and a close button 'X' on the right. The main area contains four input fields arranged vertically. The first three fields are labeled with a red asterisk followed by the text: '* Username', '* Password', and '* Confirm Password'. The fourth field is labeled 'Remarks'. Each label is to the left of its corresponding input box. At the bottom right of the dialog, there are two buttons: a blue 'OK' button and a white 'Cancel' button with a grey border.

Step 3 Click **OK**.



Only admin account can change password and admin account cannot be deleted.

3.12.1.2 Adding ONVIF Users

Background Information

Open Network Video Interface Forum (ONVIF), a global and open industry forum that is established for the development of a global open standard for the interface of physical IP-based security products, which allows the compatibility from different manufactures. ONVIF users have their identities verified through ONVIF protocol. The default ONVIF user is admin.

Procedure

Step 1 On the home page, select **System** > **Account** > **ONVIF User**.

Step 2 Click **Add**, and then configure parameters.

Figure 3-81 Add ONVIF user

The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. Inside the dialog, there are four input fields, each preceded by a red asterisk (*):

- * Username**: A text input field.
- * Password**: A text input field with a strength indicator bar below it.
- * Confirm Password**: A text input field.
- * Group**: A dropdown menu with a downward arrow icon.

At the bottom right of the dialog, there are two buttons: a blue "OK" button and a white "Cancel" button with a gray border.

Table 3-48 ONVIF user description

Parameter	Description
Username	The username cannot be the same with existing account. The username consists of up to 31 characters and only allows for numbers, letters, underscores, midlines, dots, or @.
Password	The password must consist of 8 to 32 non-blank characters and contain at least two types of the following characters: Upper case, lower case, numbers, and special characters (excluding ' " ; : &).
Group	There three permission groups which represents different permission levels. • admin: You can view and manage other user accounts on the ONVIF Device Manager. • Operator: You cannot view or manage other user accounts on the ONVIF Device Manager. • User: You cannot view or manage other user accounts and system logs on the ONVIF Device Manager.

Step 3 Click **OK**.

3.12.1.3 Resetting the Password

Reset the password through the linked email when you forget your password.

Procedure

Step 1 Select **System** > **Account**.

Step 2 Enter the email address, and set the password expiration time.

Step 3 Turn on the password reset function.

Figure 3-82 Reset Password

Password Reset

Enable

☒

If you forgot the password, you can receive security codes through the email address left in advance to reset the password.

Email Address

Password Expires in

Never

▼

Days



If you forgot the password, you can receive security codes through the linked email address to reset the password.

Step 4 Click **Apply**.

3.12.1.4 Viewing Online Users

You can view online users who currently log in to the webpage. On the home page, select **System > Online User**.

3.12.2 Configuring Time

Procedure

- Step 1 On the home page, select **System > Time**.
- Step 2 Configure the time of the Platform.

Figure 3-83 Date settings

Time and Time Zone



Date :

2024-11-04 Monday

Time :

5:44:03 PM

Time

☒ Manually Set

☐ NTP

System Time

2024-11-04 5:44:03 PM



Sync PC

Time Format

YYYY-MM-DD



12-Hour



Time Zone





DST

Enable

☐

Type

☒ Date

☐ Week

Start Time

Jan



1



12:00 AM



End Time

Jan



2



12:00 AM



Apply

Refresh

Default

Table 3-49 Time settings description

Parameter	Description
Time	- Manual Set: Manually enter the time or you can click Sync Time to sync time with computer. - NTP: The Device will automatically sync the time with the NTP server. Server : Enter the domain of the NTP server. Port : Enter the port of the NTP server. Interval : Enter its time with the synchronization interval.
Time format	Select the time format.
Time Zone	Enter the time zone.

Parameter	Description
DST	1. (Optional) Enable DST. 2. Select Date or Week from the Type. 3. Configure the start time and end time of the DST.

Step 3 Click **Apply**.

3.13 Personalization

Configure themes and add video or image advertisements to the Device.



- The function is available on select models.
- Decoding of video containing B-frames sent from the platform is not supported.
- Images with a bit depth of 1 cannot be processed.
- Parsing of semi-transparent images is not supported.
- Different devices support different advertising resolutions.

3.13.1 Advertisement

3.13.1.1 Adding Resources

Add images or videos to be displayed on the standby screen of the Device.

Procedure

Step 1 On the home page, select **Personalization** > **Advertisement** > **Ad Resources**.

Step 2 Add videos or images.

Figure 3-84 Add videos or images

Video

The video size must not exceed 100M. Supported formats: AVI,DAV,MP4. We recommend the resolution for full-screen advertisements be 800*1200 and for other advertisements be 800*800.

Upload

No.	Name	Operation
1		
2		
3		
4		
5		

Picture

The image size must not exceed 2M. Supported formats: PNG,JPG,BMP. We recommend the resolution for full-screen advertisements is 800*1200 and for other advertisements is 800*800.

+

Upload

- Add videos.

1. Click **Upload**.
2. Click **Browse** , select the video file, and then click **Next**.

The video is automatically uploaded to the platform after transcoding.



- ◇ You can upload up to 5 video files.
- ◇ Supports DAV, AVI, MP4. Video size must be less than 100 M.
- ◇ Only supports latest version of Firefox and Chrome to upload video files.

- Add images.

1. Click **+**.
2. Select image from the local and upload it.



Supports PNG, JPG, BMP. Image size must be less than 2 M.

Related Operations

Click  to delete uploaded images or videos.



Videos and images in use cannot be deleted.

3.13.1.2 Configuring Themes

Procedure

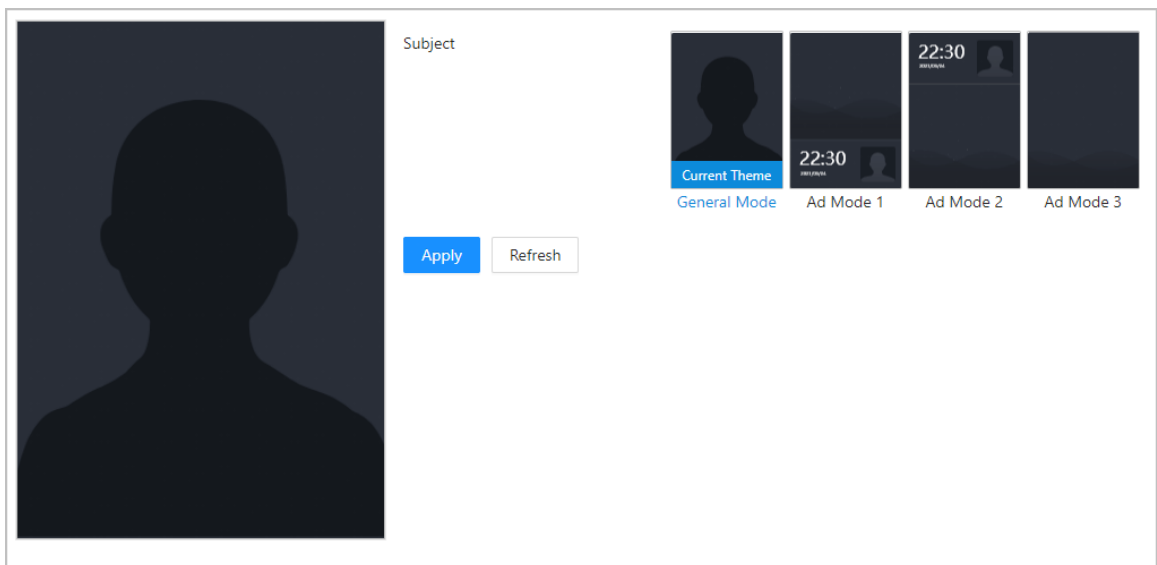
Step 1 On the home page, select **Personalization** > **Advertisement** > **Subject**.

Step 2 Select the theme.

If you select the general theme, click **Apply** . If you select the advertisement theme, perform [Step 3](#) and [Step 4](#) , and then click **Apply**.

- **General Theme** : Displays the face image in full screen.
- **Ad Mode 1** : The upper area displays the advertisements, and the lower area displays the time and the face detection box.
- **Ad Mode 2** : The upper area displays the time and the face detection box, and the lower area displays the advertisements.
- **Ad Mode 3** : The screen displays the advertisements, and does not display shortcut icons. When verifying the face, the recognition screen is not displayed, and the verification result is displayed. The configurations are the same that of **Ad Mode 1**.

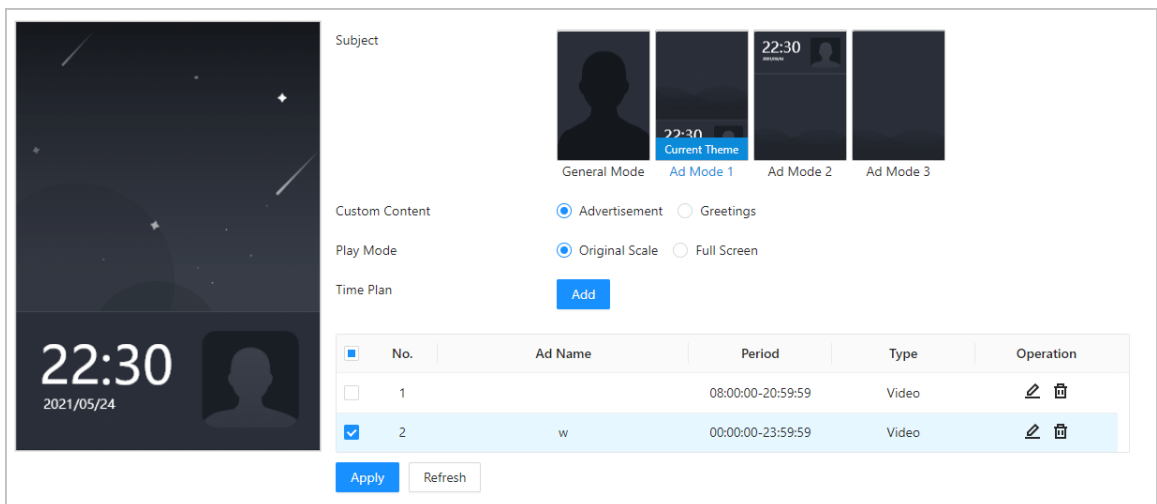
Figure 3-85 Theme



Step 3 Configure advertisement display.

1. Select **Advertisement** from the **Custom Content**.

Figure 3-86 Advertisement mode



2. Select the display mode.

- Original scale: Plays the image and video in the original size.

- Full screen: Plays the image and video in full screen.
3. Click **Add** to add time schedules.

You can add up to 10 schedules.

4. Enter the name of the advertisement.
5. Select the time section, file type and file.
6. Enter the duration, select the added resources, and then click **Apply**.

Make sure that you have added the resources through **Personalization > Advertisement > Ad Resources**.

- Set the duration for a single picture when pictures are played in a loop. The duration ranges from 1 second to 20 seconds and it is 5 seconds by default.
- When you select videos, you can adjust the order of the videos.

Figure 3-87 Add time schedules

The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Ad Name:** A text input field containing "Ad 01".
- Period:** Two time pickers showing "00:00:00" and "23:59:59" separated by a minus sign.
- Type:** Two radio buttons, "Picture" (selected) and "Video".
- Duration:** A text input field containing "5" followed by the unit "sec".
- Ad Resources:** A list box containing one item, which is a blurred image of a person's face. A blue checkmark icon is visible in the top left corner of the item, indicating it is selected.
- Buttons:** "Apply" and "Cancel" buttons at the bottom left.

Step 4 Configure greetings.

1. Select **Greetings** from the **Custom Content**.
2. Select the template.
3. Enter the title and subtitle.

Figure 3-88 Greetings

Subject

General Mode Ad Mode 1 Ad Mode 2 Ad Mode 3

Custom Content

Template

Content

Title

Subtitle

Apply Refresh

3.13.2 Screen Settings

3.13.2.1 Configuring Always-On

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Personalization** > **Screen Settings** > **Always-On Config**.
- Step 3 Enable the function, and then click **OK**.

After the function is enabled, the screen is always turned on during the configured time period.

- When the device goes to the screen-off mode, the screen remains constantly lit at a brightness level corresponding to level 1 in the device local main menu's **Screen Brightness** settings.

In all other states, the brightness follows the value configured in the device local main menu's **Screen Brightness** settings.



To help extend the lifespan of your screen, we recommend you limit the time it stays on to no more than 8 hours a day.

- Step 4 Configure the period, and then click **Apply**.

Figure 3-89 Display always on

Display Always On ☒

i To help extend the lifespan of your screen, we recommend you limit the time it stays on to no more than 8 hours a day.

Period 1 00:00 → 23:59 ⌚

Period 2 00:00 → 00:00 ⌚

Period 3 00:00 → 00:00 ⌚

Period 4 00:00 → 00:00 ⌚

Apply Refresh Default

3.13.2.2 Configuring Information Displaying

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Personalization** > **Screen Settings** > **Info Display**.
- Step 3 Enter the device information, and then click **Apply**.

On the **Personalization** > **Advertisement** > **Subject** page, if you select **General Mode**, the configured device information is displayed at the upper-right corner of the main screen.

Figure 3-90 Configure the device information

i It will only take effect in general mode.

Device Info test

Apply Refresh Default

3.13.2.3 Configuring the Shortcuts

Procedure

- Step 1 On the webpage, select **Personalization** > **Screen Settings** > **Shortcut Settings**.
- Step 2 Configure the shortcut parameters.

Figure 3-91 Shortcut Settings-call

Password	☒
QR Code	☒
Call or Doorbell	☒
Call or Doorbell	☒ Call ☐ Doorbell
Icon	☒  ☐ 
Call Type	One-Click Call ▼
Room No.	9901
Apply Refresh Default	

Figure 3-92 Shortcut Settings-doorbell

Password

QR Code

Call or Doorbell

Call or Doorbell

Call
Doorbell

Icon

Local Device Ringer

External Doorbell

Ringtone Config

Ringtone 1

Ringtone Time (sec)

3

(1-30)

Apply

Refresh

Default

Table 3-50 Parameters description

Parameter	Description
Password	The icon of the password unlock method is displayed on the standby screen.
QR code	The QR code icon is displayed on standby screen. This function is not available for Device with a standalone QR code module.
Call or Doorbell	Enable the function, and the main screen displays the corresponding shortcut icon. You can select from Call and Doorbell , as well as the icon for the function you select.
Icon	When a modular device is connected to an external expansion module with a doorbell button, the doorbell function is consistently with the settings here.

Parameter	Description	
Call Type	- Call by keyboard: There are 2 modes. - Standard: Tap the call icon on the standby screen, enter the room number, and then tap the call icon to call the room. - Phone book: Custom the contents on the webpage. Tap the call icon on the standby screen, and the added VTH or VTS is displayed on the screen. You can tap the icon to call the VTH or the VTS. The call list is displayed according to your configurations on the webpage. - Call management center: Tap the call icon on the standby screen to call the management center. - One-click call - Configure the room number, click Apply. - Tap the call icon on the standby screen to call the configured room.  You can call DMSS only in this call type.	
Local Device Ringer	Tap the doorbell icon on the main screen of the device and it rings.	 Only available when Call or Doorbell is selected as Doorbell.
External Doorbell	Tap the doorbell icon on the main screen of the device, and the external doorbell device rings.  - The function is only available on select models. - If function port 1 is not set to the doorbell, when enabling the external doorbell, tap OK on the pop-up prompt. Set the alarm output port to the doorbell function.	
Ringtone Config	Configure the ringtone. There are 2 types of ringtone to be selected.	
Ringtone Time (sec)	Configure the ringtone time. It is 3 seconds by default.	

3.14 Management Center

3.14.1 One-click Diagnosis

The system automatically diagnoses the configurations and the status of the device to improve its performance.

Procedure

Step 1 On the home page, select **Maintenance Center** > **One-click Diagnosis**.

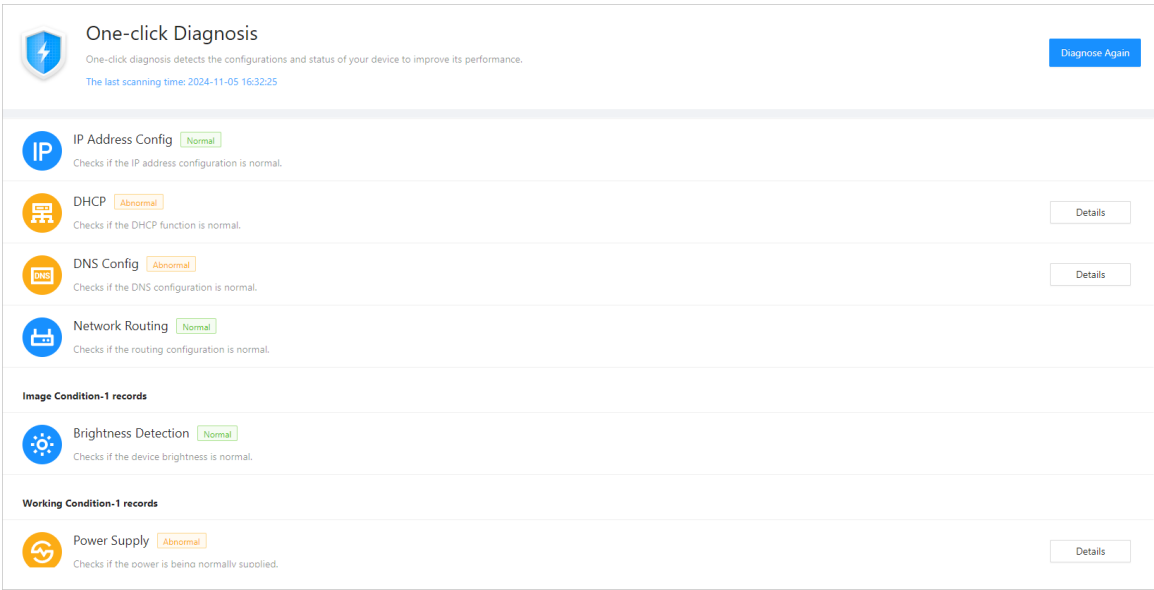
Step 2 Click **Diagnose**.

The system automatically diagnoses the configurations and the status of the device and display diagnosis results after it completes.

Step 3 (Optional) Click **Details** to view details of abnormal items.

You can ignore the abnormality or optimize it. You can also click **Diagnose Again** to perform automatic diagnosis again.

Figure 3-93 One-click diagnosis



3.14.2 System Information

3.14.2.1 Viewing Version Information

On the webpage, select **Maintenance Center** > **System Info** > **Version**, and you can view version information of the Device.

3.14.2.2 Viewing Legal Information

On the home page, select **Maintenance Center** > **System Info** > **Legal Info**, and you can view the software license agreement, privacy policy and open source software notice.

3.14.3 Data Capacity

You can see how many users, cards and face images that the Device can store.

Log in to the webpage and select **Maintenance Center** > **Data Capacity**.

3.14.4 Viewing Logs

View logs such as system logs, admin logs, and unlock records.

3.14.4.1 System Logs

Search for and view system logs.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Maintenance Center** > **Log** > **Log**.
- Step 3 Select the time range and the log type, and then click **Search**.

Related Operations

- click **Export** to export the searched logs to your local computer.
- Click **Encrypt Log Backup**, and then enter a password. The exported file can be opened only after entering the password.
- Click  to view details of a log.

3.14.4.2 Unlock Records

Search for unlock records and export them.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Maintenance Center** > **Log** > **Unlock Records**.
Store Unlock Records is enabled by default. After it is turned off, unlock records cannot be stored in the Device.
- Step 3 Select the time range and the type, and then click **Search**.

You can click **Export** to download the log.

Related Operations

- Click **Export** to export the unlock records to your computer.
- Click  to view the collected face image.
- Click  to view the face image that is collected during verification.

3.14.4.3 Call History

View call logs.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Maintenance Center** > **Log** > **Call History**.

3.14.4.4 Alarm Logs

View alarm logs.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Maintenance Center** > **Log** > **Alarm Log**.
- Step 3 Select the type and the time range.
- Step 4 Enter the admin ID, and then click **Search**.

3.14.4.5 Admin Logs

Search for admin logs by using admin ID.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Maintenance Center** > **Log** > **Admin Log**.
- Step 3 Enter the admin ID, and then click **Search**.
Click **Export** to export admin logs.

3.14.4.6 USB Management

Export user information from/to USB.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Maintenance Center** > **Log** > **USB Management**.



- Make sure that a USB is inserted to the Device before you export data or update the system. To avoid failure, do not pull out the USB or perform any operation of the Device during the process.
- You have to use a USB to export the information from the Device to other devices. Face images are not allowed to be imported through USB.

- Step 3 Select a data type, and then click **USB Import** or **USB Export** to import or export the data.

3.14.5 Maintenance Center

3.14.5.1 Configuration Management

When more than one Device need the same configurations, you can configure parameters for them by importing or exporting configuration files.

3.14.5.1.1 Exporting and Importing Configuration Files

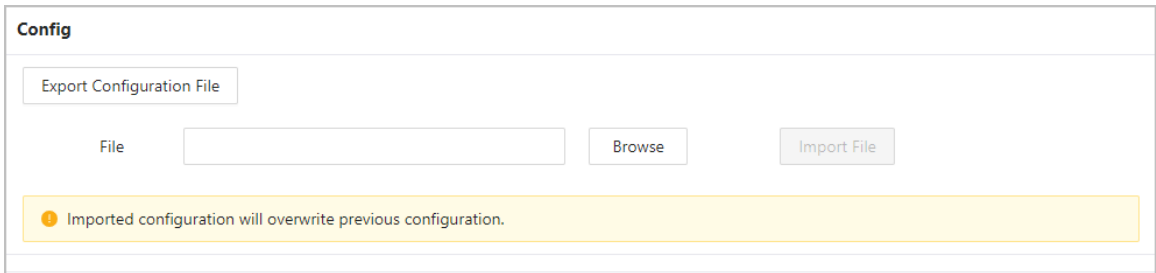
You can import and export the configuration file for the Device. When you want to apply the same configurations to multiple devices, you can import the configuration file to them.

Procedure

Step 1 Log in to the webpage.

Step 2 Select **Maintenance Management** > **Config**.

Figure 3-94 Configuration management



The screenshot shows a web interface titled "Config". At the top, there is a button labeled "Export Configuration File". Below this, there is a section for file import. It includes a text input field labeled "File", a "Browse" button, and an "Import File" button. A yellow warning banner at the bottom of the section states: "Imported configuration will overwrite previous configuration."

Step 3 Export or import configuration files.

- Export the configuration file.

Click **Export Configuration File** to download the file to the local computer.



The IP will not be exported.

- Import the configuration file.

1. Click **Browse** to select the configuration file.
2. Click **Import configuration**.



Configuration files can only be imported to devices that have the same model.

3.14.5.1.2 Configuring Fingerprint Threshold

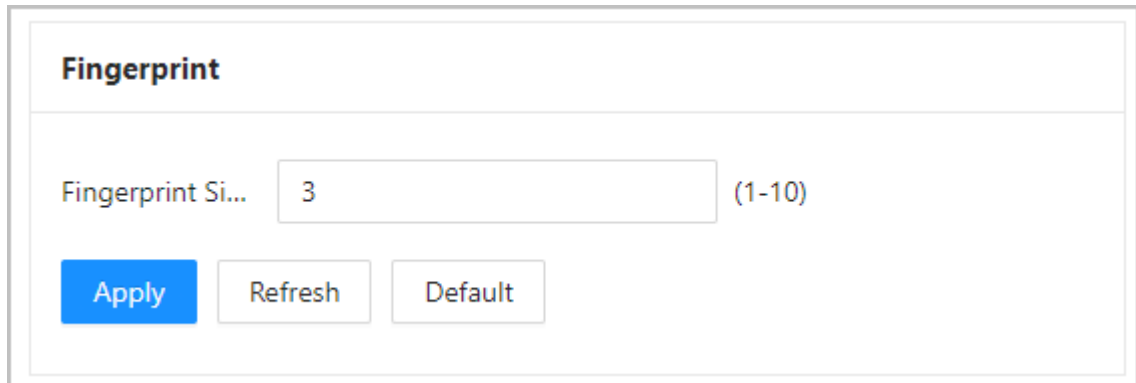
Select **Maintenance Management** > **Config**. Configure the fingerprint threshold according to the actual situation. The larger the value, the higher the fingerprint matching accuracy, the lower the false recognition rate, while the pass rate also decreases.



- For the modular device, after the expansion module with the fingerprint function is connected, this configuration is displayed.
- For the device with the fingerprint function, this configuration is displayed.

Enter the fingerprint similarity threshold, and then click **Apply**.

Figure 3-95 Fingerprint threshold



3.14.5.1.3 Restoring the Factory Default Settings

Procedure

- Step 1 Select **Maintenance Management** > **Config**.



Restoring the **Device** to its default configurations will result in data loss. Please be advised.

- Step 2 Restore to the factory default settings if necessary.

- **Restore to Factory Settings (Keeps Network Config)** : Resets all the configurations of the Device except for the network configuration.
- **Restore to Default (Keeps Logs, User Info, and Network Config)** : Resets the configurations of the Device and deletes all the data except for user information, logs and network configurations.

3.14.5.2 Maintenance

Regularly restart the Device during its idle time to improve its performance.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Maintenance Management** > **Maintenance**.
- Step 3 Set the time, and then click **Apply**.

The Device will restart at the scheduled time, or you can click **Restart** to restart it immediately.

3.14.6 Updating the System



- Use the correct update file. Make sure that you get the correct update file from technical support.
- Do not disconnect the power supply or network, and do not restart or shutdown the Device during the update.

3.14.6.1 File Update

Procedure

- Step 1 On the home page, select **System > Update**.
- Step 2 In **File Update**, click **Browse**, and then upload the update file.



The update file should be a .bin file.

- Step 3 Click **Update**.
- The Device will restart after the update finishes.

3.14.6.2 Online Update

Procedure

- Step 1 On the home page, select **System > Update**.
- Step 2 In the **Online Update** area, select an update method.
- Select **Auto Check for Updates**, and the Device will automatically check for the latest version update.
 - Select **Manual Check**, and you can immediately check whether the latest version is available.
- Step 3 (Optional) Click **Update Now** to update the Device immediately.

3.14.7 Advanced Maintenance

Acquire device information and capture packet to make easier for maintenance personnel to perform troubleshooting.

3.14.7.1 Exporting

Procedure

- Step 1 On the home page, select **Maintenance Center > Advanced Maintenance > Export**.
- Step 2 Click **Export** to export the serial number, firmware version, device operation logs and configuration information.

3.14.7.2 Packet Capture

Packet Capture

1. On the home page, select **Maintenance Center > Advanced Maintenance > Packet Capture**.

Figure 3-96 Packet capture

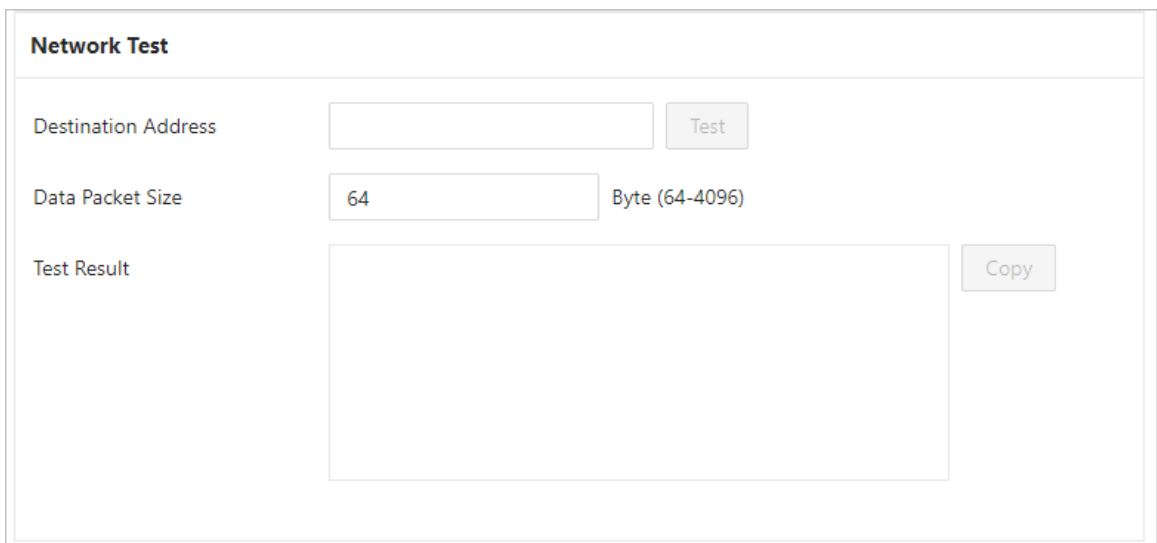
Packet Capture							
NIC	Device Address	IP 1: Port 1		IP 2: Port 2		Packet Sniffer Size	Packet Sniffer Backup
eth0	192.168.1.166	Optional	Optional	Optional	Optional	0.00MB	►
eth2	192.168.1.101	Optional	Optional	Optional	Optional	0.00MB	►

2. Enter the IP address, click .
 -  changes to .
 3. After you acquired enough data, click .
- Captured packets are automatically downloaded to your local computer.

Network Test

1. On the home page, select **Maintenance Center > Advanced Maintenance > Packet Capture**.
2. In the **Network Test** area, enter the destination address, and then configure data packet size.

Figure 3-97 Network test



Network Test

Destination Address

Data Packet Size Byte (64-4096)

Test Result

3. Click **Test**.
- The result is displayed in the **Test Result** area. You can copy the result.

3.15 Security Settings(Optional)

3.15.1 Security Status

Scan the users, service, and security modules to check the security status of the Device.

Background Information

- User and service detection: Check whether the current configuration conforms to recommendation.
- Security modules scanning: Scan the running status of security modules, such as audio and video transmission, trusted protection, securing warning and attack defense, not detect whether they are enabled.

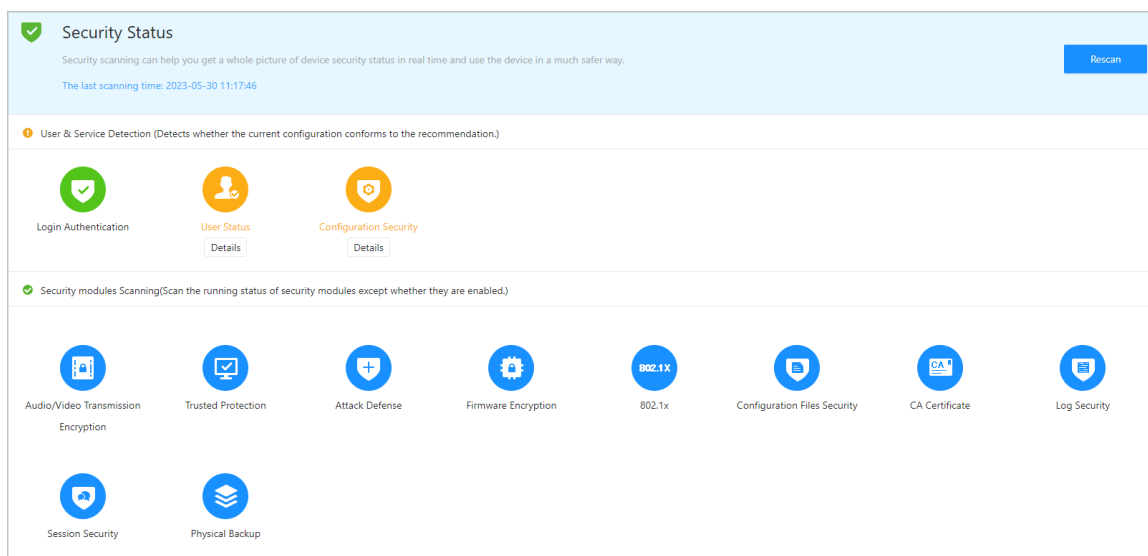
Procedure

- Step 1 Select  > **Security Status**.
- Step 2 Click **Rescan** to perform a security scan of the Device.



Hover over the icons of the security modules to see their running status.

Figure 3-98 Security Status



Related Operations

After you perform the scan, the results will be displayed in different colors. Yellow indicates that the security modules are abnormal, and green indicates that the security modules are normal.

- Click **Details** to view the details on the results of the scan.
- Click **Ignore** to ignore the abnormality, and it will not be scanned. The abnormality that was ignored will be highlighted in grey.
- Click **Optimize** to troubleshoot the abnormality.

3.15.2 Configuring HTTPS

Create a certificate or upload an authenticated certificate, and then you can log in to the webpage through HTTPS on your computer. HTTPS secures communication over a computer network.

Procedure

Step 1 Select  > **System Service** > **HTTPS**.

Step 2 Turn on the HTTPS service.



If you turn on the compatible with TLS v1.1 and earlier versions, security risks might occur. Please be advised.

Step 3 Select the certificate.



If there are no certificates in the list, click **Certificate Management** to upload a certificate.

Figure 3-99 HTTPS

HTTPS

Enable ☒

HTTPS is a service entry based on Transport Layer Security (TLS). HTTPS provides web service, ONVIF access service and RTSP access service.

*Select a device certificate [Certificate Management](#)

No.	Custom Name	Certificate Serial Number	Validity Period	User	Issued by	Used by
1		39303032613930393531396631363835343436383232	2053-05-30 11:40:22	8C04F30YA16759	BSC	HTTPS, RTSP over TLS

Apply Refresh Default Download Root Certificate

Step 4 Click **Apply**.

Enter "https://IP address: https port" in a web browser. If the certificate is installed, you can log in to the webpage successfully. If not, the webpage will display the certificate as wrong or untrusted.

3.15.3 Attack Defense

3.15.3.1 Configuring Firewall

Configure firewall to limit access to the Device.

Procedure

Step 1 Select > **Attack Defense** > **Firewall**.

Step 2 Click ☒ to enable the firewall function.

Figure 3-100 Firewall

Firewall Account Lockout Anti-DoS Attack

Enable ☒

Mode ☒ Allowlist ☐ Blocklist

Only source hosts whose IP/MAC are in the following list are allowed to access corresponding ports of the device.

Add Delete

No.	Host IP/MAC	Port	Operation
1	15.0.0.6	All Device Ports	

Total 1 records

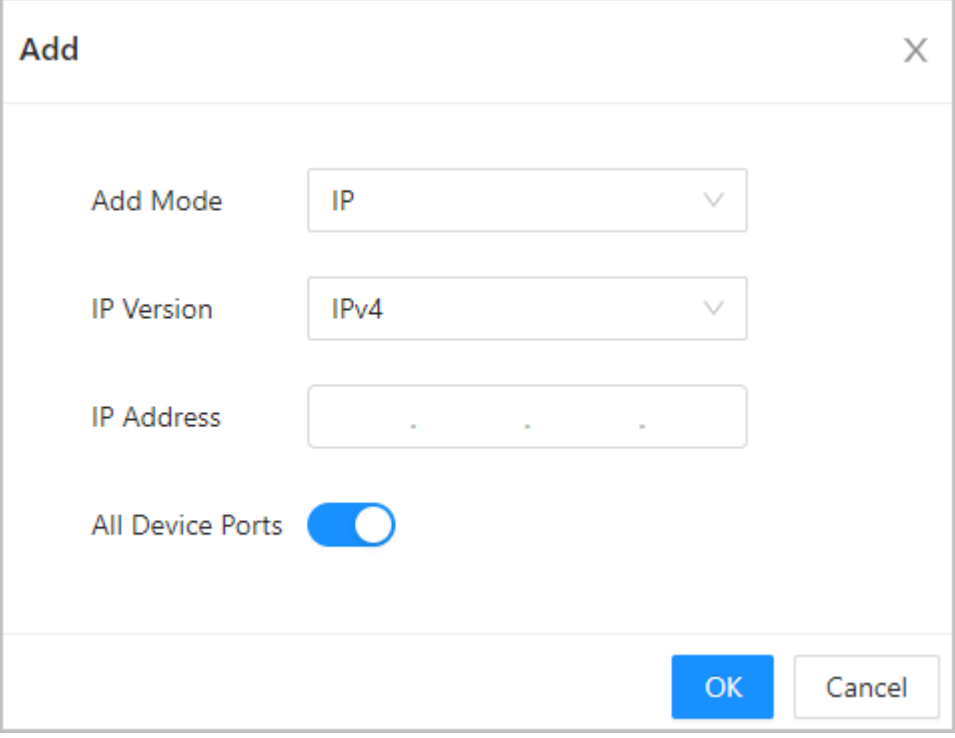
Apply Refresh Default

Step 3 Select the mode: **Allowlist** and **Blocklist**.

- **Allowlist** : Only IP/MAC addresses on the allowlist can access the Device.
- **Blocklist** : The IP/MAC addresses on the blocklist cannot access the Device.

Step 4 Click **Add** to enter the IP information.

Figure 3-101 Add IP information



The dialog box is titled "Add" with a close button (X) in the top right corner. It contains four fields: "Add Mode" with a dropdown menu showing "IP", "IP Version" with a dropdown menu showing "IPv4", "IP Address" with a text input field containing three dots, and "All Device Ports" with a toggle switch that is currently turned on. At the bottom right, there are two buttons: "OK" (blue) and "Cancel" (white).

Step 5 Click **OK**.

Related Operations

- Click  to edit the IP information.
- Click  to delete the IP address.

3.15.3.2 Configuring Account Lockout

If the incorrect password is entered for a defined number of times, the account will be locked.

Procedure

Step 1 Select  > **Attack Defense** > **Account Lockout**.

Step 2 Enter the number of login attempts and the time the administrator account and ONVIF user will be locked for.

Figure 3-102 Account lockout

Firewall **Account Lockout** Anti-DoS Attack

Device Account

Login Attempt 5time(s) ▼

Lock Time 5 min

Apply Refresh Default

- Login Attempt: The limit of login attempts. If the incorrect password is entered for a defined number of times, the account will be locked.
- Lock Time: The duration during which you cannot log in after the account is locked.

Step 3 Click **Apply**.

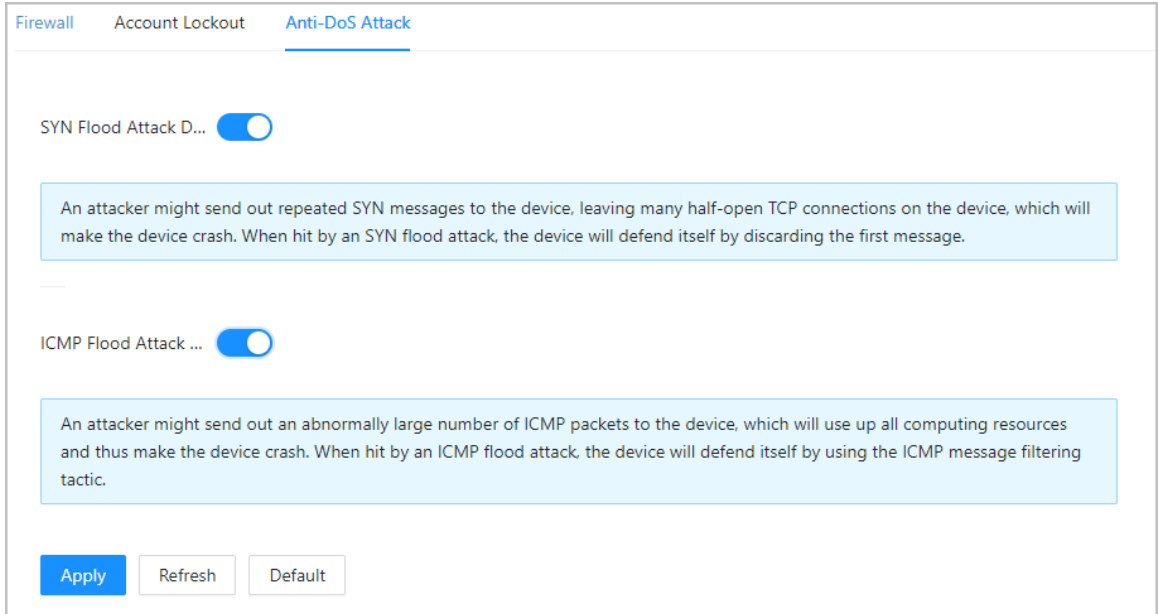
3.15.3.3 Configuring Anti-DoS Attack

You can enable **SYN Flood Attack Defense** and **ICMP Flood Attack Defense** to defend the Device against Dos attacks.

Procedure

- Step 1 Select  > **Attack Defense** > **Anti-DoS Attack**.
- Step 2 Turn on **SYN Flood Attack Defense** or **ICMP Flood Attack Defense** to protect the Device against Dos attack.

Figure 3-103 Anti-DoS attack



Firewall Account Lockout **Anti-DoS Attack**

SYN Flood Attack D... ☒

An attacker might send out repeated SYN messages to the device, leaving many half-open TCP connections on the device, which will make the device crash. When hit by an SYN flood attack, the device will defend itself by discarding the first message.

ICMP Flood Attack ... ☒

An attacker might send out an abnormally large number of ICMP packets to the device, which will use up all computing resources and thus make the device crash. When hit by an ICMP flood attack, the device will defend itself by using the ICMP message filtering tactic.

Apply Refresh Default

Step 3 Click **Apply**.

3.15.4 Installing Device Certificate

Create a certificate or upload an authenticated certificate, and then you can log in through HTTPS on your computer.

3.15.4.1 Creating Certificate

Create a certificate for the Device.

Procedure

- Step 1 Select  > **CA Certificate** > **Device Certificate**.
- Step 2 Select **Install Device Certificate**.
- Step 3 Select **Create Certificate**, and click **Next**.
- Step 4 Enter the certificate information.

Figure 3-104 Certificate information

Step 2: Fill in certificate information. X

Custom Name

* IP/Domain Name

Organization Unit

Organization

* Validity Period Days (1~5000)

* Region

Province

City Name

Back Create and install certificate Cancel



The name of region cannot exceed 2 characters. We recommend entering the abbreviation of the name of the region.

Step 5 Click **Create and install certificate**.

The newly installed certificate is displayed on the **Device Certificate** page after the certificate is successfully installed.

Related Operations

- Click **Enter Edit Mode** on the **Device Certificate** page to edit the name of the certificate.
- Click  to download the certificate.
- Click  to delete the certificate.

3.15.4.2 Applying for and Importing CA Certificate

Import the third-party CA certificate to the Device.

Procedure

- Step 1** Select  > **CA Certificate** > **Device Certificate**.
- Step 2** Click **Install Device Certificate**.
- Step 3** Select **Apply for CA Certificate and Import (Recommended)** , and click **Next**.
- Step 4** Enter the certificate information.
- IP/Domain name: the IP address or domain name of the Device.

- **Region:** The name of region must not exceed 3 characters. We recommend you enter the abbreviation of region name.

Figure 3-105 Certificate information (2)

Step 2: Fill in certificate information.

* IP/Domain Name: 172.16.0.03

Organization Unit:

Organization:

* Region:

Province:

City Name:

Back Create and Download Cancel

Step 5 Click **Create and Download**.

Save the request file to your computer.

Step 6 Apply to a third-party CA authority for the certificate by using the request file.

Step 7 Import the signed CA certificate.

1. Save the CA certificate to your computer.
2. Click **Installing Device Certificate**.
3. Click **Browse** to select the CA certificate.
4. Click **Import and Install**.

The newly installed certificate is displayed on the **Device Certificate** page after the certificate is successfully installed.

- Click **Recreate** to create the request file again.
- Click **Import Later** to import the certificate at another time.

Related Operations

- Click **Enter Edit Mode** on the **Device Certificate** page to edit the name of the certificate.
- Click  to download the certificate.
- Click  to delete the certificate.

3.15.4.3 Installing Existing Certificate

If you already have a certificate and private key file, import the certificate and private key file.

Procedure

Step 1 Select **Security** > **CA Certificate** > **Device Certificate**.

- Step 2 Click **Install Device Certificate**.
- Step 3 Select **Install Existing Certificate**, and click **Next**.
- Step 4 Click **Browse** to select the certificate and private key file, and enter the private key password.

Figure 3-106 Certificate and private key

Step 2: Select certificate and private key.

Custom Name

Certificate Path

Private Key

Private Key Password

- Step 5 Click **Import and Install**.

The newly installed certificate is displayed on the **Device Certificate** page after the certificate is successfully installed.

Related Operations

- Click **Enter Edit Mode** on the **Device Certificate** page to edit the name of the certificate.
- Click  to download the certificate.
- Click  to delete the certificate.

3.15.5 Installing the Trusted CA Certificate

A trusted CA certificate is a digital certificate that is used for validating the identities of websites and servers. For example, when 802.1x protocol is used, the CA certificate for switches is required to authenticate its identity.

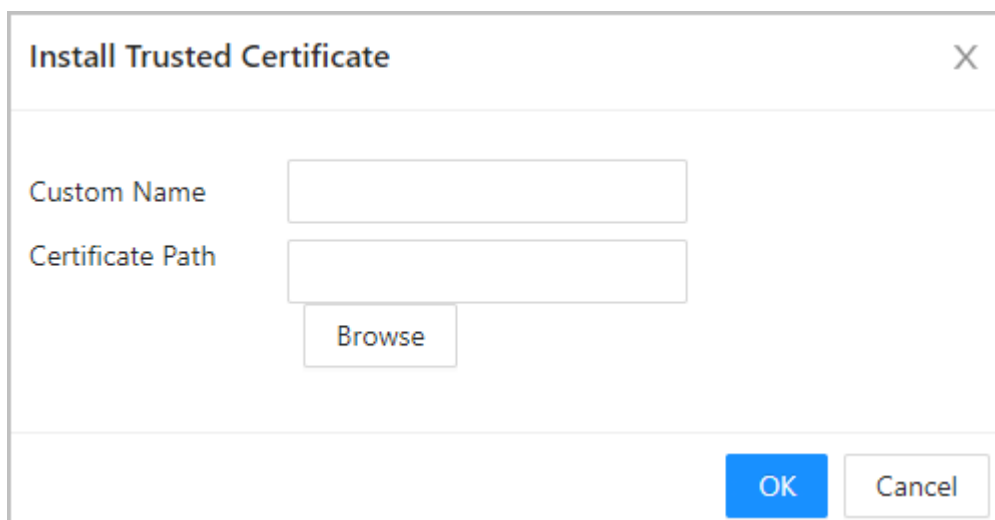
Background Information

802.1X is a network authentication protocol that opens ports for network access when an organization authenticates a user's identity and authorizes them access to the network.

Procedure

- Step 1 Select  > **CA Certificate** > **Trusted CA Certificates**.
- Step 2 Select **Install Trusted Certificate**.
- Step 3 Click **Browse** to select the trusted certificate.

Figure 3-107 Install the trusted certificate



The dialog box titled "Install Trusted Certificate" has a close button (X) in the top right corner. It contains two input fields: "Custom Name" and "Certificate Path". Below the "Certificate Path" field is a "Browse" button. At the bottom right, there are "OK" and "Cancel" buttons.

Step 4 Click **OK**.

The newly installed certificate is displayed on the **Trusted CA Certificates** page after the certificate is successfully installed.

Related Operations

- Click **Enter Edit Mode** on the **Device Certificate** page to edit the name of the certificate.
- Click  to download the certificate.
- Click  to delete the certificate.

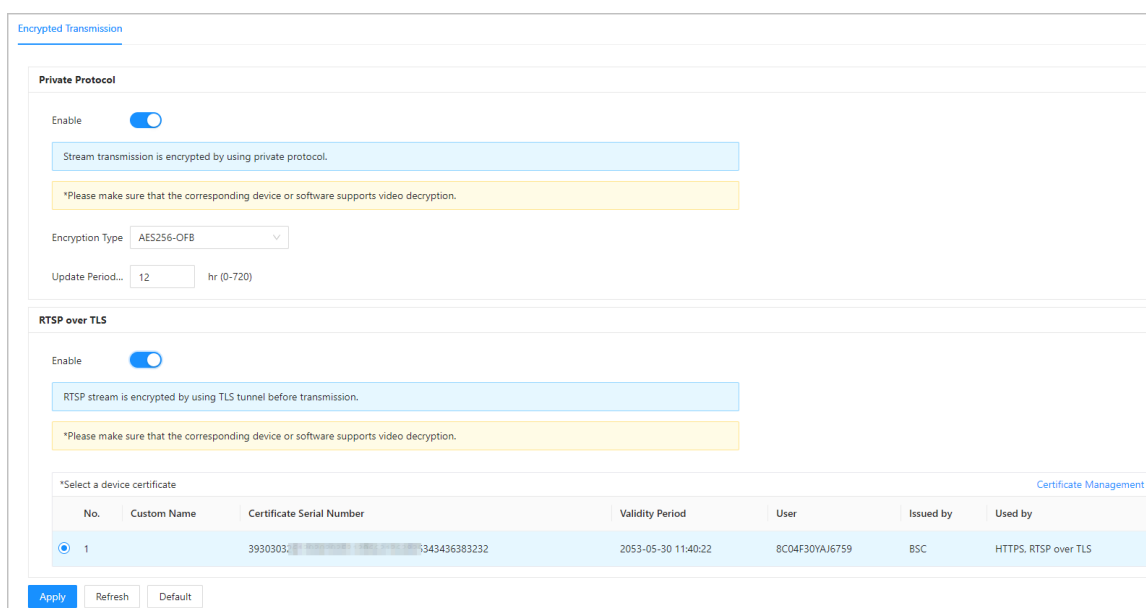
3.15.6 Data Encryption

Procedure

Step 1 Select  > **Data Encryption**.

Step 2 Configure the parameters.

Figure 3-108 Data encryption



The "Encrypted Transmission" configuration page shows settings for "Private Protocol" and "RTSP over TLS". Both are enabled. The "Private Protocol" section includes an "Encryption Type" dropdown set to "AES256-OFB" and an "Update Period" of 12 hours. The "RTSP over TLS" section includes a "Certificate Management" link. Below this is a table of installed certificates.

No.	Custom Name	Certificate Serial Number	Validity Period	User	Issued by	Used by
1		39303031343436383232	2053-05-30 11:40:22	8C04F30YA/6759	BSC	HTTPS, RTSP over TLS

At the bottom, there are "Apply", "Refresh", and "Default" buttons.

Table 3-51 Data encryption description

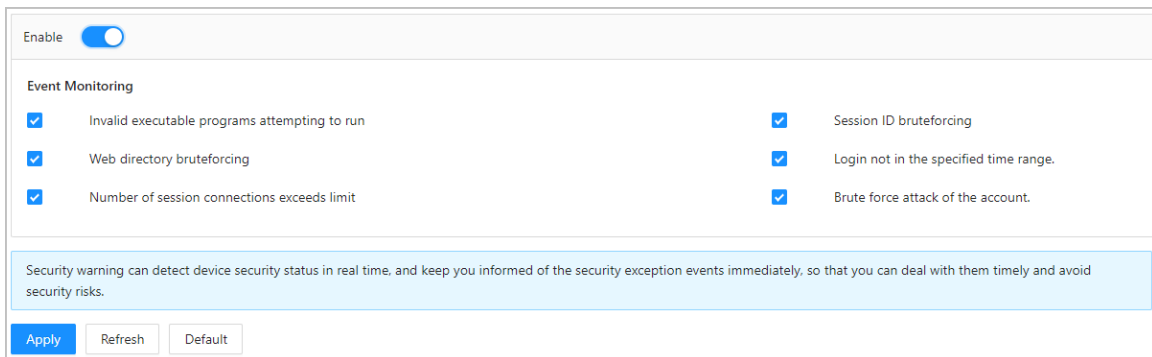
	Parameter	Description
Private Protocol	Enable	Streams are encrypted during transmission through private protocol.
	Encryption Type	Keep it as default.
	Update Period of Secret Key	Ranges from 0 h -720 h. 0 means never update the secret key.
RTSP over TLS	Enable	RTSP stream is encrypted during transmission through TLS tunnel.
	Certificate Management	Create or import certificate. For details, see "3.15.4 Installing Device Certificate". The installed certificates are displayed in the list.

3.15.7 Security Warning

Procedure

- Step 1** Select  > **Security Warning**.
- Step 2** Enable the security warning function.
- Step 3** Select the monitoring items.

Figure 3-109 Security warning



- Step 4** Click **Apply**.

3.15.8 Security Authentication

Procedure

- Step 1** Select **Security** > **Security Authentication**.
- Step 2** Select a message digest algorithm.
- Step 3** Click **Apply**.

Figure 3-110 Security Authentication

Digest Algorithm for Authentication

Digest Algorithm for User Authentication

☒ MD5 ☐ SHA256

Digest Algorithm for ONVIF User Authentication

☒ MD5 ☐ SHA256

Apply

Refresh

Default

4 Phone Operations

4.1 Initialization

When the phone is on the same LAN as the Access Controller, you can initialize the Access Controller for the first time or after the Device is restored to the factory defaults on the webpage of the phone. This section introduces initialization on the phone through Wi-Fi AP.

Prerequisites

Make sure that the Access Controller is not connected to Wi-Fi or 4G network.



The Wi-Fi and Wi-Fi AP are available on select models.

Procedure

Step 1 Power on the Access Controller.

Step 2 30 seconds after the device enters the initialization screen, connect to the Wi-Fi hotspot on your phone. The hotspot name is **product serial number + device model**.

If you have not connected to the Wi-Fi hotspot within 30 minutes, the hotspot is off.

Step 3 Open a browser on your phone, and go to the IP address (the default address is 192.168.3.1) of the hotspot.

Step 4 Tap **Start Initialization**.

Step 5 Select the language.

Step 6 Enter and confirm the password, enter an email address, and then tap **Next**.



- The password must consist of 8 to 32 non-blank characters and contain at least two types of the following characters: upper case, lower case, numbers, and special characters (excluding ' " ; : &). Set a high-security password by following the password strength prompt.
- Keep the password safe after initialization and change the password regularly to improve security.
- If you want to reset the administrator password by scanning the QR code, you need the linked email address to receive the security code.

Step 7 Enable **Auto Check** as needed, and then tap **Completed**.

4.2 Logging in to the Webpage

Prerequisites

Make sure that the phone used to log in to the webpage is on the same LAN as the Device.

Procedure

Step 1 Open a browser, and then enter to the IP address of the Device.

You can log in to the webpage through the following 3 methods:

- The phone and the Device are in the same LAN. Open the browser on the phone, and then enter the IP address.

- The phone and the Device are in the same LAN. Scan the QR code through **Communication Settings** > **Network Settings** > **Wi-Fi** on the webpage of your phone.
- Connect the hotspot of the Device on your phone. On the main screen of the device, tap the upper-right corner to go to **Wi-Fi AP** screen. Scan the IP address QR code through the browser on your phone, or in the browser of your phone, enter the IP address that is displayed in the **Wi-Fi AP** screen.

You can also select **Communication Settings** > **Network Settings** > **Wi-Fi AP** to go to the main menu.



Wi-Fi and Wi-Fi AP are available on select models.

Step 2

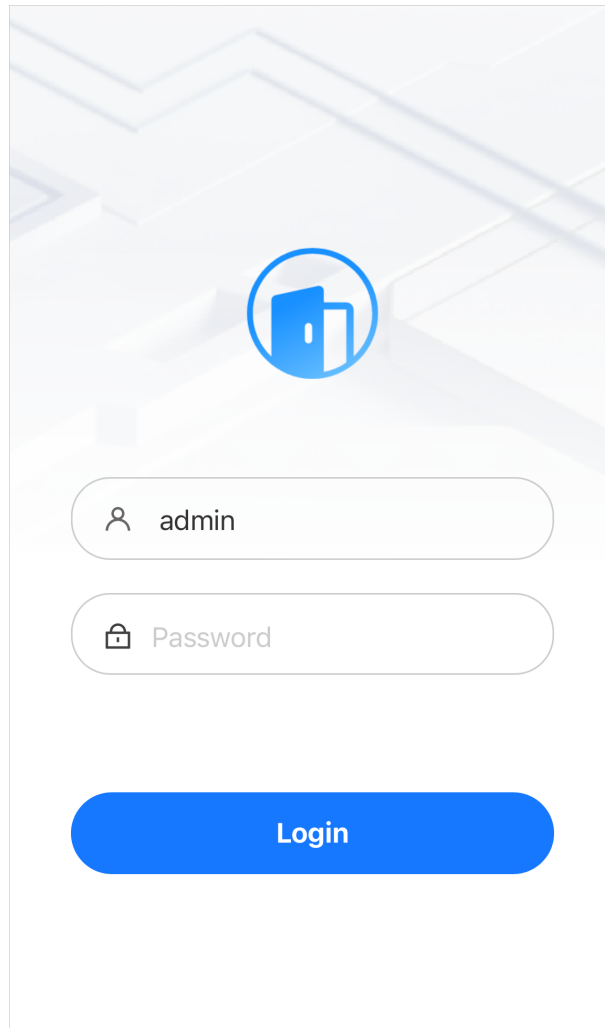
Enter the user name and password.

Click  next to the password to view it.



- The default administrator name is admin, and the password is the one you set up during initialization. We recommend you change the administrator password regularly to increase security.
- If you forget the administrator login password, you can reset the password through the webpage on the computer. For details, see "3.3 Resetting the Password".

Figure 4-1 Login page



Step 3 Tap **Login**.

4.3 Home Page

The home page is displayed after you successfully log in.

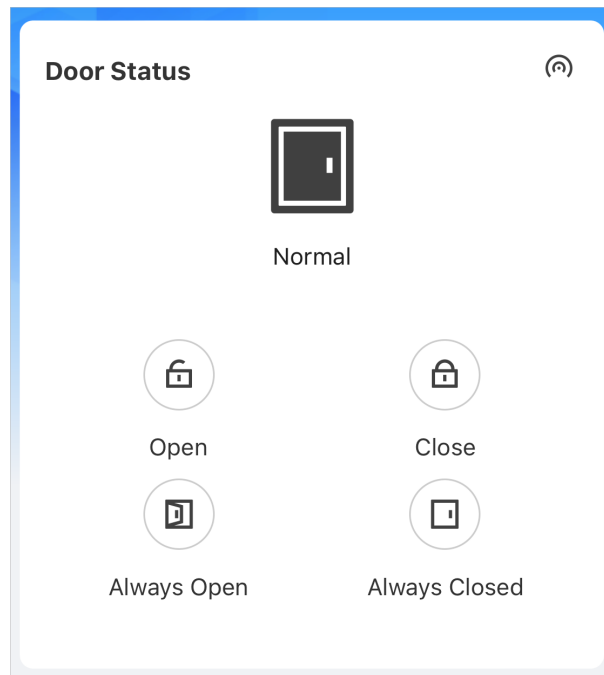
- Tap  at the upper-right corner of the webpage, and then tap **Product Documentation QR Code** to scan the QR code to get the product material or tap **Logout** to log out the account.



The product document is available on select models.

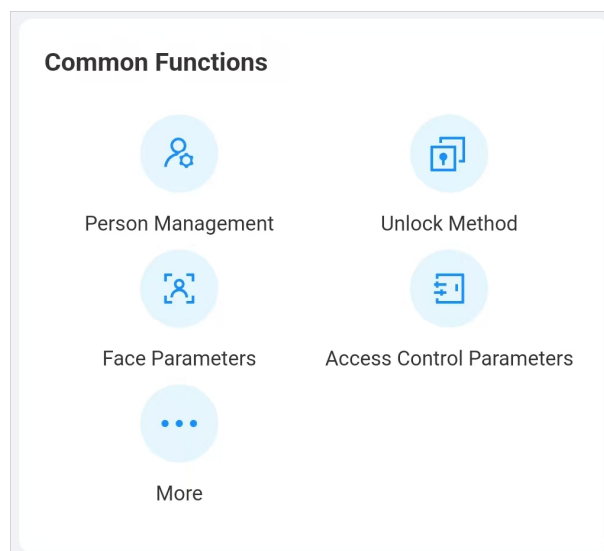
- The **Door Status** area displays the status of the door. You can remotely open or close the door. You can also configure the door status as **Always Open** or **Always Closed**.
 - ◇  indicates the wired network is connected.
 - ◇  indicates the Wi-Fi hotspot is turned on.

Figure 4-2 Door status



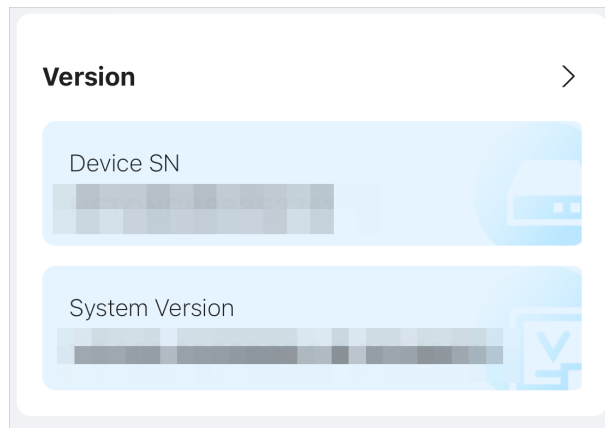
- The **Common Functions** area displays the configuration menu of the Device. Tap **More** to view all the configuration menus.

Figure 4-3 Common functions



- View the serial number and the version information on the **Version** area. Tap > to view the version details.

Figure 4-4 Version



4.4 Person Management

Add the person and configure the permissions.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Tap **Person Management**, and then tap +.
- Step 3 Configure user information.

Figure 4-5 Add the person (1)

A screenshot of a mobile application interface for adding a person. It is divided into two main sections: 'Basic Info' and 'Access Credentials'. The 'Basic Info' section contains two input fields: '* ID' (with a red asterisk) and 'Name'. The 'Access Credentials' section contains four rows, each with a label and a value with a right-pointing chevron: 'Face' with '0', 'Password' with 'Not Added', 'Card' with '0', and 'Fingerprint' with '0'.

Figure 4-6 Add the person (2)

Verification Mode	Same as Device >
Permission	User >
Validity Period	2037-12-31 23:59:59 >
General Plan	255-Default >
Holiday Plan	255-Default >
User Type	General User >
Times Used	Unlimited
Permission Type	Unlock and Attendance >

Table 4-1 Parameters description

Parameter	Description
ID	The user ID is like employee ID, which can be numbers, letters, and their combinations, and the maximum length of the number is 30 characters.
Name	The name can contain up to 32 characters (including numbers, symbols, and letters).
Face	Supports uploading the face image or take the photo. Each person can only add up to 2 face images. You can view or delete the face image after you upload it.  The face image is in jpg, jpeg, png format and must be less than 100 KB. You can view or delete the face image after you take the snapshot.
Password	Configure the user password. The maximum length of the password is 8 digits. The duress password is the unlock password + 1. For example, if the user password is 12345, the duress password will be 12346. A duress alarm will be triggered when a duress password is used to unlock the door.

Parameter	Description
Card	Tap Add, manually enter the card number or swipe the card in the card swiping area of the Device. A user can register up to 5 cards at most. After adding successfully, tap the added card, you can change the card number, configure the card as the duress card or delete the card. If you turn on the duress alarm, an alarm will be triggered if a duress card is used to unlock the door.  One user can only set one duress card.
Fingerprint	Register fingerprints. A user can register up to 3 fingerprints, and you can set a fingerprint to the duress fingerprint. An alarm will be triggered when the duress fingerprint is used to unlock the door. 1. Tap Add. 2. Press finger on the scanner according to the on-screen instructions. 3. Tap OK.  • Fingerprint function is only available on select models. • We do not recommend you set the first fingerprint as the duress fingerprint. • One user can only sets one duress fingerprint.
Bluetooth Card	 Bluetooth is only available on select models. You can select Request through Email or Request through Registration Code. • Request through Email : Suitable for the first time a Bluetooth card is requested. You can request up to 5 Bluetooth cards, and have to use the email that is registered to DMSS.  You must have entered your reserved Email before you use the function. 1. Configure the Email that is registered to DMSS. 2. Click Request through Email, and then the Bluetooth cards can be requested. • Request through Registration Code : Suitable when you already have a Bluetooth card and want to reuse it on another access controller supporting Bluetooth function. 1. Copy the Bluetooth registration code from the DMSS. 2. Click Request through Registration Code, and then enter the code. 3. Click OK.

Parameter	Description
Verification Mode	Configure the verification mode for the person. You can use the mode that is the same as the device or customize the mode. ● Same as Device : The mode is the same as the device. ● Custom : After you select Custom, Combination Method and Unlock Method are displayed. Select the combination method and unlock methods as needed. ◇ Or: Use one of the selected unlock methods to open the door. ◇ And: Use all the selected unlock methods to open the door.  ◇ The customized verification mode is only valid for the local device. It cannot be used in external card readers. ◇ When the customized verification mode is different from the mode of the device, the customized mode takes the priority.
Permission	● User : Users only have door access or time attendance permissions. ● Admin : Administrators can configure the Device besides door access and attendance permissions.
Validity Period	Set a date on which the door access and attendance permissions of the person will be expired.
General Plan	People can unlock the door or take attendance during the defined period.  You can select more than one plan.
Holiday Plan	People can unlock the door or take attendance during the defined holiday.  You can select more than one holiday.
Lock Permission	Select the local and external lock as needed.
User Type	● General User : General users can unlock the door. ● Blocklist User : When users in the blocklist unlock the door, service personnel will receive a notification. ● Guest User : Guests can unlock the door within a defined period or for certain amount of times. After the defined period expires or the unlocking times runs out, they cannot unlock the door. ● Patrol User : Patrol users can take attendance on the Device, but they do not have door permissions. ● VIP User : When VIP unlock the door, service personnel will receive a notice. ● Other User : When they unlock the door, the door will stay unlocked for 5 more seconds. ● Custom User 1/Custom User 2: Same with general users.
Time Used	Set an unlock limit for guest users. After the unlock times run out, they cannot unlock the door.

Parameter	Description
Department	Add users to a department. If a department schedule is assigned to the person, they will follow the established department schedule.
Schedule Mode	• Department Schedule: Assign department schedule to the user. • Personal Schedule: Assign personal schedule to the user.  ◇ This function is only available on select models. ◇ If you set the schedule mode to department schedule here, the personal schedule you have configured for the user in Attendance > Schedule Config > Personal Schedule is invalid.
Permission Type	• Unlock and attendance: Person has the permission of attendance and can unlock the door using the configured verification methods. • Attendance: Person only has the permission of attendance and cannot unlock the door. After the person successfully verifies the identification, one failed unlock record is generated.

Step 4 Tap **Add**.

4.5 Configuring the System

4.5.1 Viewing Version Information

On the webpage, select **More** > **System** > **Version**, and you can view version information on the Device.

4.5.2 Configuration Management

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **System** > **Config**.

Step 3 Restore to the factory default settings if necessary.

- **Restore to Factory Settings (Keeps Network Config)** : Resets all the configurations of the Device except for the network configuration.
- **Restore to Default (Keeps Logs, User Info, and Network Config)** : Resets the configurations of the Device and deletes all the data except for user information, logs and network configurations.

4.5.3 Maintenance

Regularly restart the Device during its idle time to improve its performance.

Procedure

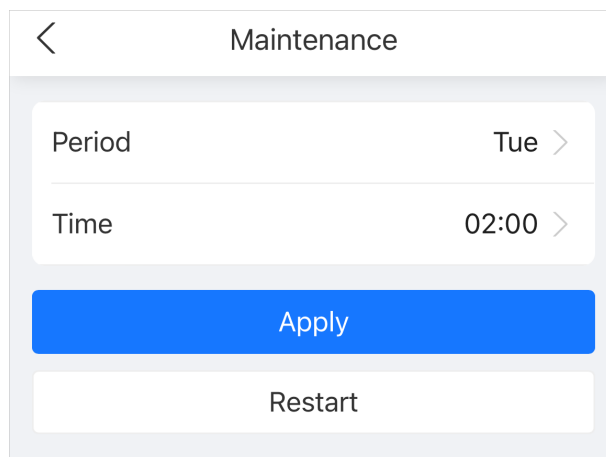
Step 1 Log in to the webpage.

Step 2 Select **More** > **System** > **Maintenance**.

Step 3 Set the time, and then tap **Apply**.

The Device will restart at the scheduled time, or you can tap **Restart** to restart it immediately.

Figure 4-7 Maintenance



< Maintenance

Period Tue >

Time 02:00 >

Apply

Restart

4.5.4 Configuring Time

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More > System > Time**.

Step 3 Configure the time.

Figure 4-8 Configure the time parameters

The screenshot displays the 'Time' configuration screen. At the top, there is a back arrow and the title 'Time'. Below this, several settings are listed in a scrollable container. The 'Time' setting is currently set to 'Manually Set'. The 'System Time' is shown as '2024-11-05 9:56:06 AM'. The 'Sync Time' option has a 'Sync Phone' button. The 'Date Format' is set to 'YYYY-MM-DD', and the 'Time Format' is set to '12-Hour'. The 'Time Zone' setting shows a selection menu with various options. The 'DST' (Daylight Saving Time) is controlled by a toggle switch. The 'Type' is set to 'Date'. The 'Start Time' is '01-01 12:00 AM' and the 'End Time' is '01-02 12:00 AM'.

Table 4-2 Time settings description

Parameter	Description
Time	- Manual Set: Manually enter the time or you can tap Sync Phone to sync time with the phone. - NTP: The Device will automatically sync the time with the NTP server. ◇ Server : Enter the domain of the NTP server. ◇ Port : Enter the port of the NTP server. ◇ Interval : Enter its time with the synchronization interval.
Date Format	Select the date format and the time format.
Time Format	
Time Zone	Select the time zone.
DST	(Optional) Enable DST. - Select Date or Week as the Type. - Configure the start time and end time of the DST.

Step 4 Tap **Apply**.

4.5.5 Data Capacity

You can see how many users, cards, face images, fingerprints, logs, unlock records, and other information that the Device can store.

Log in to the webpage and select **More > System > Data Capacity**.

4.5.6 Language

Log in to the webpage, select **More > System > Language**. Change the language, and then click **Apply**.

4.6 Configuring Attendance

This function is only available on select models.

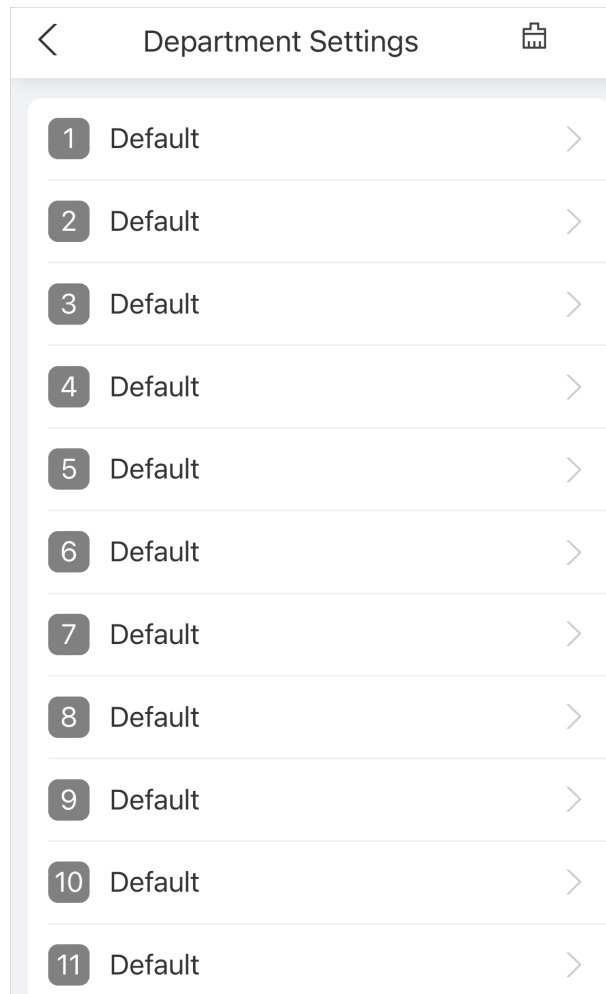
4.6.1 Configuring Departments

Procedure

Step 1 Log in to the webpage.

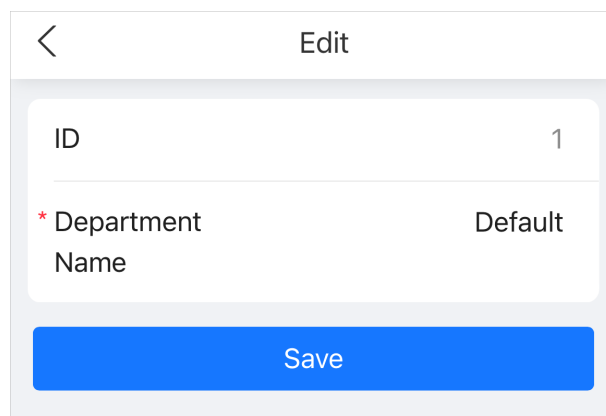
Step 2 Select **More > Attendance Config > Department Settings**.

Figure 4-9 Department settings



Step 3 Tap the department to rename the department, and then tap **Save**.
There are 20 default departments. We recommend you rename them.

Figure 4-10 Rename the department



Related Operations

You can tap  to restore departments to default settings.

4.6.2 Configuring Shifts

Configure shifts to define time attendance rules. Employees need to work at the time scheduled for their shift to start, and leave at the end time, except when they choose to work overtime.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Attendance Config** > **Shift Config** > **Shift**.

Figure 4-11 Shift list

Shift Config			
Shift		Holiday	
1	Default 08:00-17:00	00:00-00:00	>
2	Default 08:00-17:00	00:00-00:00	>
3	3 08:00-17:00	00:00-00:00	>
4	4 08:00-17:00	00:00-00:00	>
5	5 08:00-17:00	00:00-00:00	>
6	6 08:00-17:00	00:00-00:00	>
7	7 08:00-17:00	00:00-00:00	>
8	8 08:00-17:00	00:00-00:00	>

- Step 3 Tap the shift to configure the shift parameters, and then tap **Save**.

Figure 4-12 Configure the shift

<
Edit Shift

Shift No.
1

* Shift Name

Period 1
>

08:00~17:00

Period 2
>

00:00~00:00

Period 3
>

00:00~00:00

Overtime Period
>

00:00~00:00

* Limit for Arriving Late
5 min

* Limit for Leaving Early
5 min

Save

Table 4-3 Shift parameters description

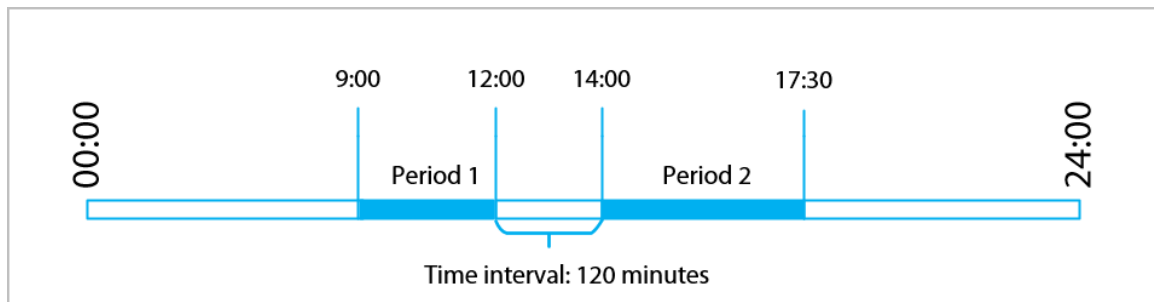
Parameter	Description
Shift Name	Enter the name of the shift.
Period 1	Specify a time range when people can clock in and clock out for the workday. You must configure at least 1 period. ● If you only set one attendance period, employees need to clock in and out by the designated times to avoid an anomaly appearing on their attendance records. For example, if you set 08:00 to 17:00, employees must clock in by 08:00 and clock out from 17:00 onwards. ● If you set 2 attendance periods, the 2 periods cannot overlap. Employees need to clock in and clock out for both periods. ● If you set 3 periods, the 3 periods cannot overlap. Employees need to clock in and clock out for adjacent 2 periods. The last period can cross days. If the overtime period is the last one, you can configure it to crosses days.
Period 2	
Period 3	

Parameter	Description
Overtime Period	Employees who clock in or out during the defined period will be considered as working beyond their normal work hours.
Limit for Arriving Late (min)	A certain amount of time can be granted to employees to allow them to clock in a bit late and clock out a bit early. For example, if the regular time to clock in is 08:00, the tolerance period can be set as 5 minutes for employees who arrive by 08:05 to not be considered as late.
Limit for Leaving Early (min)	

When you configure more than one periods, refer to the following instructions to perform attendance function.

- When the time interval between 2 periods is an even number, you can divide the time interval by 2, and assign the first half of the interval to the first period, which will be the clock out time. The second half of the interval should be assigned to the second period as the clock in time.

Figure 4-13 Time interval (even number)



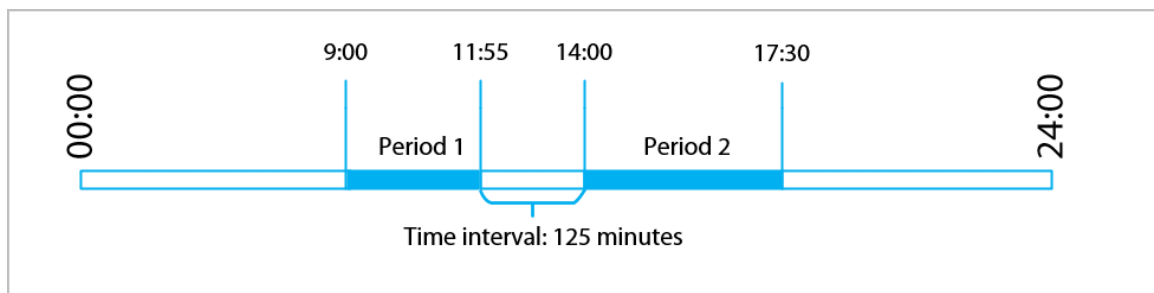
For example: If the interval is 120 minutes, then the clock-out time for period 1 is from 12:00 to 12:59, and the clock-in time for period 2 is from 13:00 to 14:00.



If a person clocks out multiple times during period 1, the latest time will be valid, and if they clock in multiple times during period 2, the earliest time will be valid.

- When the time interval between 2 periods is an odd number, the smallest portion of the interval will be assigned to the first period, which will be the clock out time. The largest portion of the interval will be assigned to the second period as the clock in time.

Figure 4-14 Time interval (odd number)



For example: If the interval is 125 minutes, then the clock-out time for period 1 is from 11:55 to 12:57, and the clock-in time for period 2 is from 12:58 to 14:00. Period 1 has 62 minutes, and period 2 has 63 minutes.



If a person clocks out multiple times during period 1, the latest time will be valid, and if they clock in multiple times during period 2, the earliest time will be valid.

- If there is only one period, and you do not clock in or out by the designated time, it is considered as absent for 1 day.
- If there are more than one period, and you do not clock in or out by the designated time of one period, it is considered as absent for 0.5 days. If you do not clock in or out by the designated time of 2 or more than 2 periods, it is considered as absent for 1 day. Attendance during overtime periods does not change the absent status of the person.

When you configure the last period to cross days, refer to the following instructions to perform attendance function.

- If the second day is the normal shift, the attendance is as normal.
- If the second day is the holiday, you can clock out in any time of 24 hours in the holiday day.



All attendance times are precise down to the second. For example, if the normal clock-in time is set to 8:05 AM, the employee who clocks in at 8:05:59 AM will not be considered as arriving late. But, the employee that arrives at 8:06 AM will be marked as late by 1 minute.

Related Operations

You can tap  to restore shifts to factory defaults.

4.6.3 Configuring Holiday

Configure holiday plans to set periods for attendance to not be tracked.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Attendance Config** > **Shift Config** > **Holiday**.
- Step 3 Tap + to add holiday plans.
- Step 4 Configure the parameters, and then tap **Save**.

Figure 4-15 Add the holiday

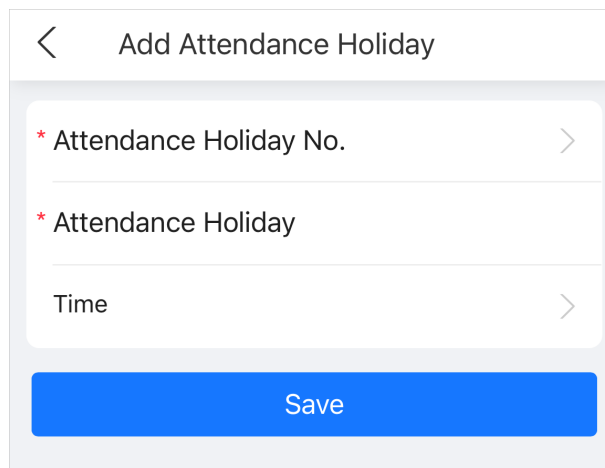


Table 4-4 Parameters description

Parameter	Description
Attendance Holiday No.	The number of the holiday.
Attendance Holiday	The name of the holiday.
Time	The start and end time of the holiday.

Step 5 Tap **OK**.

4.6.4 Configuring Work Schedules

A work schedule generally refers to the days per month and the hours per day that an employee is expected to be at their job. You can create different types of work schedules based on different individuals or departments, and then employees must follow the established work schedules.

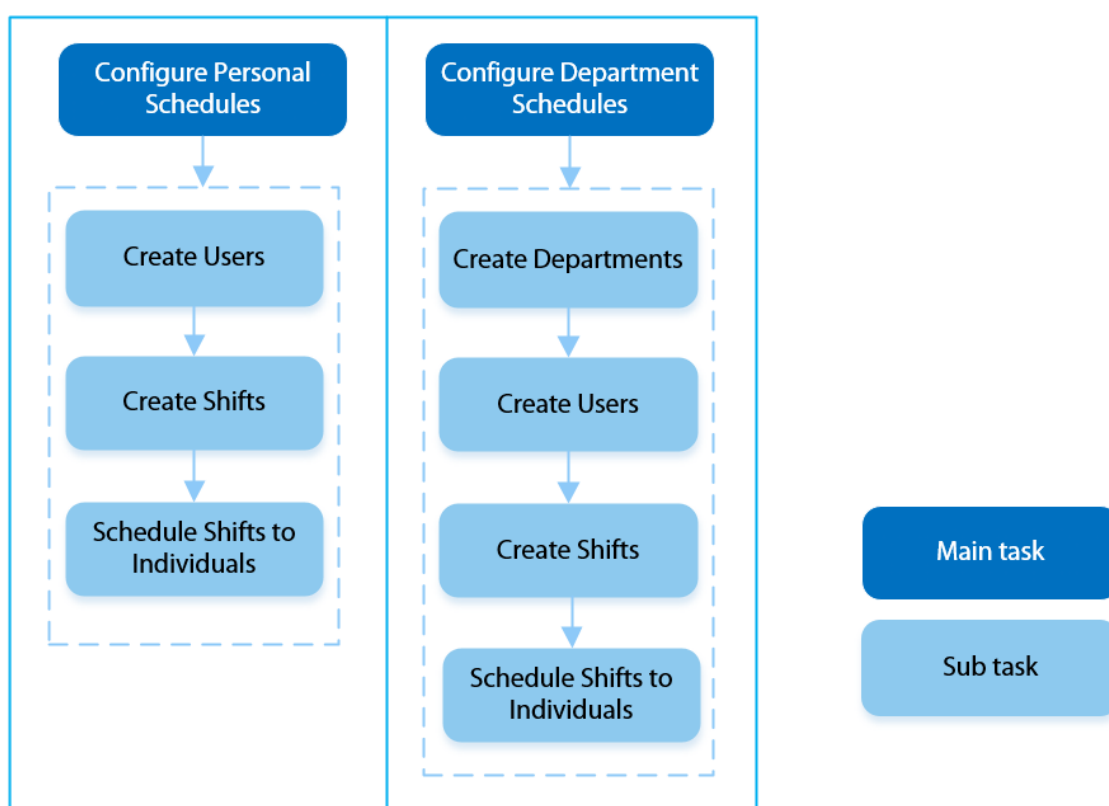
Background Information

Refer to the flowchart to configure personal schedules or department schedules.



When configuring the schedule, there should be no overlapping time periods on the same day and the previous or following day.

Figure 4-16 Configure work schedules



Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More > Attendance Config > Schedule Config**.

Step 3 Set work schedules for individuals.

1. Tap **Personal Schedule**.
2. Select a person in the person list.



After you configure the **Schedule Mode** as the **Personal Schedule** when you add the person, the person is displayed in the person list.

3. On the calendar, select a day, and then select a shift.



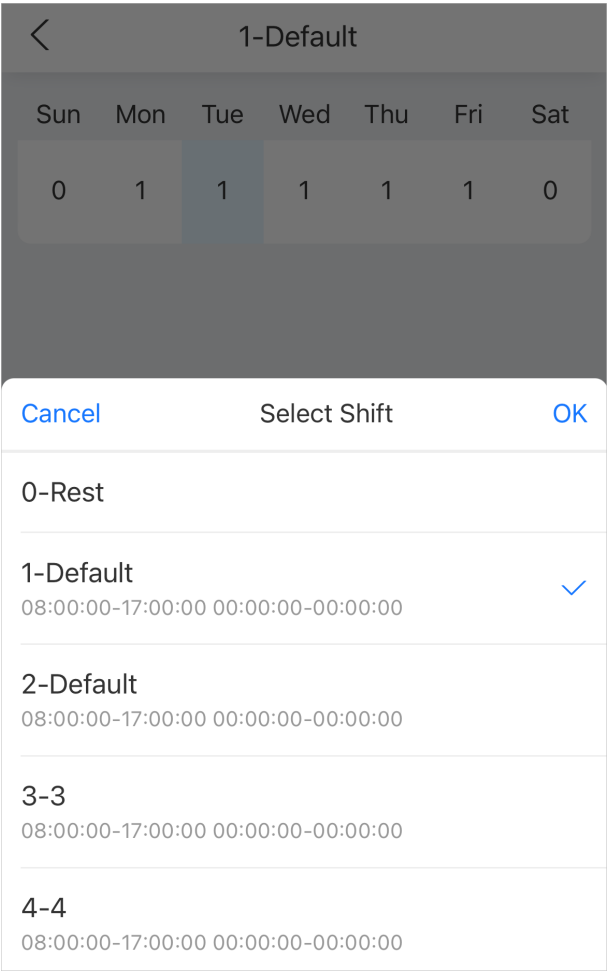
You can only set work schedules for the current month and the next month.

- 0 indicates break.
- 1 to 24 indicates the number of the pre-defined shifts.
- 25 indicates business trip.
- 26 indicates leave of absence.

Step 4 Set work schedules for departments.

1. Tap **Department Schedule**.
2. Select a department in the department list.
3. On the calendar, select a day, and then select a shift.

Figure 4-17 Department schedule



- 0 indicates rest.

- 1 to 24 indicates the number of the pre-defined shifts.
- 25 indicates business trip.
- 26 indicates leave of absence.



The defined work schedule is in a week cycle and will be applied to all employees in the department.

4.6.5 Configuring Attendance Modes

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Attendance Config** > **Attendance Config**.
- Step 3 Enable **Local Attendance**, and then configure the attendance mode.

Figure 4-18 Attendance configuration

The screenshot displays the 'Attendance Config' screen in a mobile application. At the top, there is a back arrow and the title 'Attendance Config'. Below this, a 'Local Attendance' toggle switch is shown in the 'on' position. Underneath, a list of attendance settings is presented, each with a right-pointing arrow for further configuration:

- Mode Settings**: Currently set to 'Auto/Manual Mode'.
- Check In**: Time range 06:00 AM~09:59 AM.
- Break Out**: Time range 10:00 AM~12:59 PM.
- Break In**: Time range 01:00 PM~03:59 PM.
- Check Out**: Time range 04:00 PM~08:59 PM.
- Overtime Check In**: Time range 12:00 AM~12:00 AM.
- Overtime Check Out**: Time range 12:00 AM~12:00 AM.

Table 4-5 Description of attendance parameters

Parameter	Description
Auto/Manual Mode	The screen displays the attendance status automatically after you clock in or out, but you can also manually change your attendance status. • Check in: Clock in when your normal workday starts. • Break out: Clock out when your break starts. • Break in: Clock in when your break ends. • Check out: Clock out when your normal workday ends. • Overtime check in: Clock in when your overtime period starts. • Overtime check out: Clock out when your overtime period ends.
Auto Mode	The screen displays your attendance status automatically after you clock in or out. • Check in: Clock in when your normal workday starts. • Break out: Clock out when your break starts. • Break in: Clock in when your break ends. • Check out: Clock out when your normal workday ends. • Overtime check in: Clock in when your overtime period starts. • Overtime check out: Clock out when your overtime period ends.
Manual Mode	Manually select your attendance status when you clock in or out.
Fixed Mode	When you clock in or out, the screen will display the pre-defined attendance status all the time.

Step 4 Click **Apply**.

4.7 Configuring Access Control

4.7.1 Configuring Unlock Methods

You can use multiple unlock methods to unlock the door, such as fingerprint, Bluetooth, card, and password. You can also combine them to create your own personal unlock method.

Procedure

Step 1 Log in to the webpage.

Step 2 Tap **Unlock Method** on the main menu, or select **More > Access Control > Unlock Method**.

Step 3 (Optional) Configure the combination method and the unlock method, and then tap **Apply**.

- Combination method
 - ◇ Or: Use one of the selected unlock methods to open the door.
 - ◇ And: Use all the selected unlock methods to open the door.
- Unlock method

Select the unlock method according to the supported capabilities of the Device.

Figure 4-19 Unlock method

< Unlock Method

Unlock Method Combination Unlock

Combination Method Or >

Unlock Method Card, Fingerprint, Face, Password >

Apply

4.7.2 Configuring Face Parameters

Configure face detection parameters. Face parameters might differ depending on models of the product.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Tap **Face Parameters** on the main menu, or select **More > Access Control > Face Parameters**.
- Step 3 Configure the parameters, and then tap **Apply**.

Figure 4-20 Configure the face parameters (1)

<

Face Parameters

Face Recognition Threshold	85
Max Face Recognition Angle Deviation	30
Anti-spoofing Level	General >
Valid Face Interval (sec)	3
Invalid Face Interval (sec)	10
Recognition Distance	1.5 meters >
Mask mode	Not Detect >
Face Mask Threshold	75

Figure 4-21 Configure the face parameters (2)

Snapshot Optimization	☐
Remove Duplicate Faces	☐
Face Similarity Sensitivity	85
Verify Face Image Quality	☒
Face Image Quality Sensitivity	60
Free Access with Face	☐
Face Snapshot Enhancement	☐
Beautifier	☐
Enable Helmet Detection	☐

4.7.3 Configuring Access Control Parameters

Procedure

- Step 1 Log in to the webpage.
- Step 2 Tap **Access Control Parameters** on the main menu, or select **More > Access Control > Access Control Parameters**.
- Step 3 Configure basic parameters for the access control, and then tap **Apply**.

Figure 4-22 Access control parameters (1)

Name	Door1
Door Status	Normal >
Unlock Notifications Mode	Minimal Mode >
Verification Interval	0 s
Card Swiping Interval	0 s (0-86400)
Public Password	☐
Tamper Reset	☒
Lock 2	☐

Figure 4-23 Access control parameters (2)

Normally Open Period	
General Plan	Disabled >
Holiday Plan	Disabled >
Normally Closed Period	
General Plan	Disabled >
Holiday Plan	Disabled >

Figure 4-24 Access control parameters (3)

Unlock Settings

Unlock Method
Combination Unlock

Combination Method
Or >

Unlock Method
Face >

PIN Code Authentication
☐

Door Unlocked Duration
3 s

Remote Verification
☐

Table 4-7 Description of access control parameters

Parameter		Description
Basic Settings	Name	The name of the door.
	Door Status	Set the door status. - Normal: The door will be unlocked and locked according to your settings. - Always Open: The door remains unlocked all the time. - Always Closed: The door remains locked all the time.
	Unlock Notifications Mode	Displays the notification on the screen when a person verifying their identity on the Device. - Minimal mode: The system prompts Successfully verified or Not authorized on the screen. - Simple mode: Displays user ID, name and verification time after access granted. Displays Not authorized and authorization time after access denied. - Standard: Displays the registered face image of the user, user ID, name and verification time after access granted. Displays Not authorized and verification time after access denied. - Contrast mode: Displays the captured face image and the registered face image of the user, user ID, name and authorization time after access granted. Displays Not authorized and authorization time after access denied.

Parameter		Description
	Verification Interval	If you verify your identity multiple times within a set period, only the earliest verification will be considered valid, and the door will not open after the second or later verifications. From the moment the door fails to open, you must wait for the configured verification time interval before attempting to verify your identity again.
	Card Swiping Interval	For first-time verification through card, you can normally unlock the door or perform attendance, and the records are generated. Within the configured period, if you swipe the card for verification again, you cannot unlock the door or perform attendance, and the records are not generated. Please verify the identification after the configured period.  The Card Swiping Interval takes priority over Verification Interval .
	Public Password	After the public password is enabled, configure the password. You can use the public password without entering the user ID to unlock the door. Only one public password is supported for one device.
	Tamper Reset	When enabled, you can restore to factory defaults through the tamper button on the rear panel of the device.
	Tamper Reset	After being enabled, the alarm input port will be switched to the door detector 2 port and exit button 2 port.
Normally Open Period	General Plan/ Holiday Plan	When you select Normal , you can select a time template from the drop-down list. The door remains open or closed during the defined time. For details on how to configure general plans and holiday plans, see "3.7.6 Configuring Periods".  - When normally open period conflicts with normally closed period, normally open period takes priority over normally closed period. - When the general plan conflict with the holiday plan, the holiday plan takes priority over the general plan.
Normally Closed Period	General Plan/ Holiday Plan	
Unlock Settings	Unlock Method	Combination Unlock by default. For details on other unlock methods, see "3.7.1.2 Configuring Unlock Methods"

Parameter		Description
	Combination Method	- Or: Use one of the selected unlock methods to open the door. - And: Use all the selected unlock methods to open the door.
	Unlock Method	Unlock methods might differ depending on the models of product.
	PIN Code Authentication	When PIN code authentication is enabled, you can open the door with just the password.  You do not have to enter the user ID if this function is enabled. The remote verification is not supported.
	Door Unlocked Duration	After a person is granted access, the door will remain unlocked for a defined time for them to pass through. It ranges from 0.2 to 600 seconds.
	Remote Verification	Open the door remotely.

Step 4 Tap **Apply**.

4.7.4 Configuring Alarms

An alarm will be triggered when an abnormal access event occurs.

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Access Control** > **Alarm**.

Step 3 (Optional) Select the door channel.

If you have selected **Lock Extension Module** as the **External Device** through **Communication Settings** > **RS-485 Settings** on the Access Controller, you can select the channel here.

Step 4 Configure alarm parameters, and then tap **Apply**.

Figure 4-25 Alarm settings

Duress Alarm

Anti-passback

Door Detector

Door Detector Status

NO >

Intrusion Alarm

Buzzer: Disabled

Link Alarm Output: Disabled

Disabled >

Unlock Timeout Alarm

Buzzer: Disabled

Link Alarm Output: Disabled

Disabled >

Excessive Attempts Alarm

Buzzer: Disabled

Link Alarm Output: Disabled

Enable >

Tamper Alarm

Buzzer: Enable, Duration: 3 s

Link Alarm Output: Disabled

Enable >

Apply

Table 4-8 Description of alarm parameters

Parameter	Description
Duress Alarm	An alarm will be triggered when a duress card, duress password or duress fingerprint is used to unlock the door.

Parameter	Description
Anti-passback	Users need to verify their identities both for entry and exit; otherwise an alarm will be triggered. It helps prevents a card holder from passing an access card back to another person to gain entry. When anti-passback is enabled, the card holder must leave the secured area through an exit reader before system will grant another entry. ● If a person enters after authorization and exits without authorization, an alarm will be triggered when they attempt to enter again, and access is denied at the same time. ● If a person enters without authorization and exits after authorization, an alarm will be triggered when they attempt to enter again, and access is denied at the same time.  If the Device can only connect one lock, verifying on the Device means entry direction, and verifying on the external card reader means exit direction by default. You can modify the setting on the management platform.
Door Detector	With the door detector wired to your device, alarm can be triggered when doors are opened or closed abnormally. The door detector includes 2 types, including NC detector and NO detector. ● NC: The sensor is in a shorted position when the door or window is closed. ● NO: An open circuit is created when the window or door is actually closed.
Intrusion Alarm	If the door is opened abnormally, an intrusion alarm will be triggered and last for a defined time.  The door detector and intrusion need to be enabled at the same time.
Unlock Timeout Alarm	When the door remains unlocked for longer than the defined timeout duration, the door timeout alarm will be triggered and last for the defined time.
Unlock Timeout	 The door detector and door timed out function need to be enabled at the same time.
Excessive Attempts Alarm	If the wrong password or card is used 5 times in a row within 60 seconds, the alarm for excessive use of illegal card will be triggered and lasts for a defined time.
Tamper Alarm	The tamper alarm is trigger by pressing the tamper button on the device.

4.7.5 Configuring Alarm Linkages (Optional)

You can configure alarm linkages.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Access Control** > **Alarm Linkage Setting**.
- Step 3 Select the zone to configure alarm.

Figure 4-26 Alarm linkage

Alarm-in Port	1
Name	Zone1
Alarm Input Type	NO >
Link Fire Safety Control	☐
Alarm-out Port	☐
Duration	30 s
Alarm Output Channel	1 >
Access Control Linkage	☐
Linkage Mode	Weak Execution >
When the heat alarm signal disappears, the door will automatically return to the normal authentication mode.	
Local Lock	NO >
External Lock	NO >

- Step 4 Create a name for the alarm zone.
- Step 5 Enable **Link Fire Safety Control**, and select a type for the alarm input device.
- NC: The alarm input is in a normally closed (NC) circuit state when the alarm has not been tripped. Opening a normally closed circuit sets off the alarm.
 - NO: The alarm input device is in a normally open (NO) circuit state when the alarm has not been tripped. Closing the circuit sets off the alarm.
- Step 6 If you want to link access control when the fire alarm is triggered, enable **Access Control Linkage**.



This function takes effect only after **Link Fire Safety Control** is enabled.

Step 7 Select a linkage mode.

- Strong Execution: When the fire alarm signal disappears, the door remains the current status. Please manually changes to its previous door status settings if you want to.
- Weak Execution: When the fire alarm signal disappears, the door automatically returns to its previous door status.

Step 8 Select the type for the local lock and external lock.

- NO: The door automatically opens when fire alarm is triggered.
- NC: The door automatically closes when fire alarm is triggered.

Step 9 Tap **OK**.

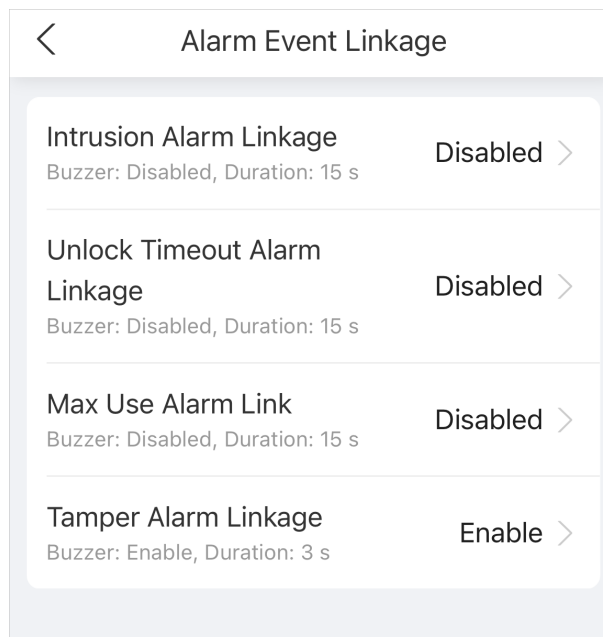
4.7.6 Configuring Alarm Event Linkage

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Access Control** > **Alarm Event Linkage**.

Figure 4-27 Alarm event linkage



Step 3 Tap the linkage to configure the alarm linkage, and then tap **OK**.

Table 4-9 Alarm event linkage

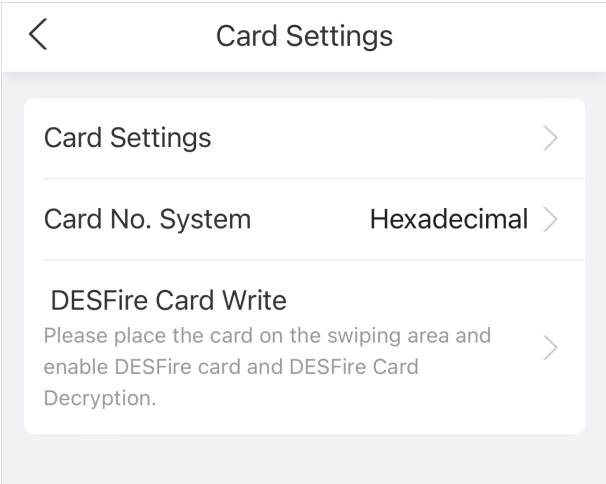
Parameter	Description
Intrusion Alarm Linkage	If the door is opened abnormally, an intrusion alarm will be triggered. ● Buzzer: The buzzer sounds when an intrusion alarm is triggered. You can configure the alarm duration. ● Link Alarm Output: The external alarm device generates alarms when the intrusion alarm is triggered. You can configure the alarm duration.
Unlock Timeout Alarm Linkage	When the door remains unlocked for longer than the defined timeout duration, the door timeout alarm will be triggered and last for the defined time. ● Buzzer: The buzzer sounds when the unlock timeout alarm is triggered. You can configure the alarm duration. ◇ Custom time: Customize the duration. The Access Controller beeps according to the configured period. ◇ Until the door locks: The Access Controller keeps beeping until the door locks. ● Link Alarm Output: The external alarm device generates alarms when the unlock timeout alarm is triggered. You can configure the alarm duration.
Max Use Alarm Link	If the wrong password or card is used 5 times in a row within 60 seconds, the alarm for excessive use of illegal card will be triggered and lasts for a defined time. ● Buzzer: The buzzer sounds when the excessive use alarm is triggered. You can configure the alarm duration. ● Link Alarm Output: The external alarm device generates alarms when the unlock timeout alarm is triggered. You can configure the alarm duration.
Tamper Alarm Linkage	The tamper alarm is triggered when someone has tried to physically damage the Device. ● Buzzer: The buzzer sounds when the tamper alarm is triggered. You can configure the alarm duration. ● Link Alarm Output: The external alarm device generates alarms when the tamper alarm is triggered. You can configure the alarm duration.

4.7.7 Configuring Card Settings

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Access Control** > **Card Settings**.

Figure 4-28 Card settings



Step 3 Tap **Card Settings** , configure the card parameters, and then tap **Apply**.

Figure 4-29 Card parameters

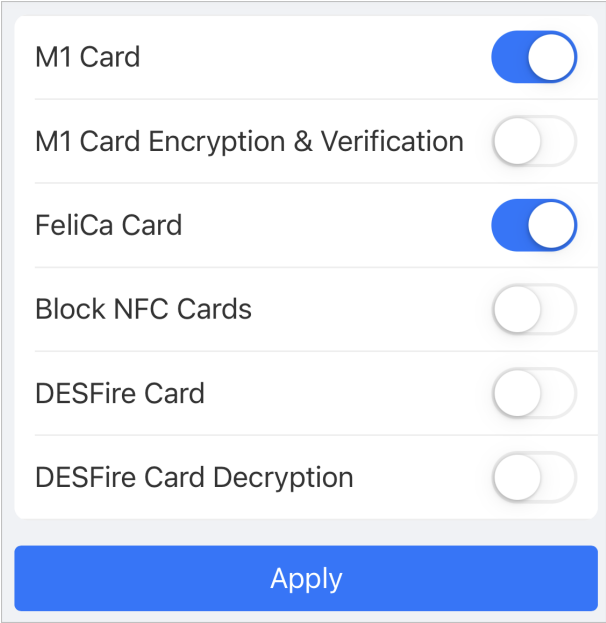


Table 4-10 Card parameters description

Parameter	Description
M1 Card	The M1 card can be read when this function is enabled.  This function is only available on select models.
M1 Card Encryption & Verification	Only the encrypted IC card can be read when this function is enabled.  Make sure M1 Card is enabled.

Parameter	Description
FeliCa Card	The FeliCa card can be read when this function is enabled.  This function is only available on select models.
ID Card	The ID card can be read when this function is enabled.  This function is only available on select models.
Block NFC Cards	Prevent unlocking through duplicated NFC card after this function is enabled.  • This function is only available on models that support IC cards. • Make sure M1 Card is enabled. • NFC function is only available on select models of phones.
DESFire Card	The Device can read the card number of DESFire card when this function is enabled.  • This function is only available on models that support IC cards. • Only supports hexadecimal format.
DESFire Card Decryption	Information in the DESFire card can be read when Enable DESFire Card and DESFire Card Decryption are enabled at the same time.  • This function is only available on models that support IC cards. • Make sure that DESFire card is enabled.

Step 4 Tap **Card No. System**, select the format, and then click **Apply**.

Select decimal format or hexadecimal format for the card number when Wiegand card reader is connected. The card No. system is the same for both card number input and output.

Step 5 Tap **DESFire Card Write**.

Place the card on the reader, enter the card number, and then click **Write** to write card number to the card.



- DESFire card function and DESFirecard decryption function must be enabled.
- Only supports hexadecimal format.
- Supports up to 8 characters.

4.7.8 Privacy Setting

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Access Control** > **Privacy Setting**.

Step 3 Enable the function as needed.

- Verification snapshot: Face images will be captured automatically when people unlock the door.
- Alarm snapshot: When enabled, snapshots will be captured upon triggering anti-passback, duress, blocklist and unauthorized excessive attempts. It is turned off by default.
- Save face to card: After the function is enabled, the face information is stored on the cards instead of in the device. When a person verifies the identity, swiping the card is required to match the characteristics of the face with those in the card.



After the function is enabled, if you just register the face and save it to the card, you need to add this card for normal use.

Step 4 Tap **Apply**.

4.7.9 Configuring Port Functions

Some ports can function as different ports, you can set them to different ports based on the actual needs.



- This function is only available on select models.
- Ports might differ depending on the models of the product.

Procedure

Step 1 Log in to the webpage.

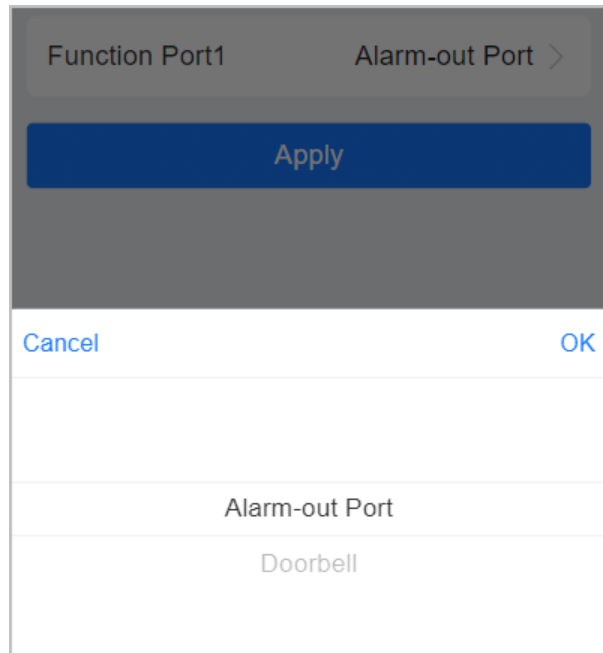
Step 2 Select **More** > **Access Control** > **Port Config**.

Step 3 Select the type of the port.



When the alarm cable and the doorbell cable are shared, configure the interface to **Doorbell** to make sure the doorbell will ring.

Figure 4-30 Configure ports



Step 4 Tap **Apply**.

4.7.10 Configuring Screen Settings

Configure the screen always-on period and the device information that is displayed on the screen when the theme is configured to **General Mode**.

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Access Control** > **Screen Settings**.

Step 3 Configure the always-on screen and information display.

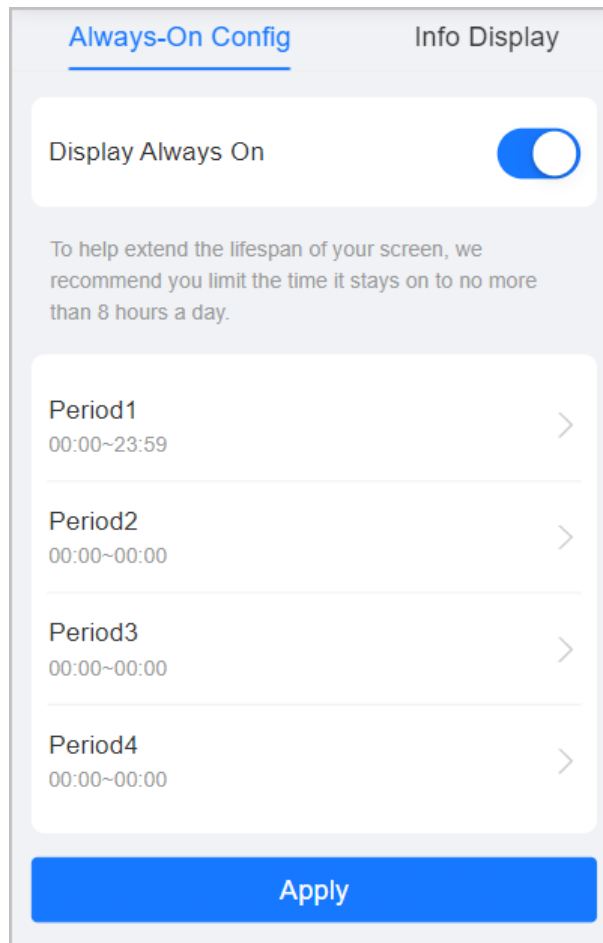
- **Always-On Config** : The screen is always turned on during the configured time period.

1. Tap **Always-On Config**.
2. Enable the function, and then tap **OK**.
3. Tap the period, configure the start time and the end time, and then tap **OK**.
4. Tap **Apply**.



To help extend the lifespan of your screen, we recommend you limit the time it stays on to no more than 8 hours a day.

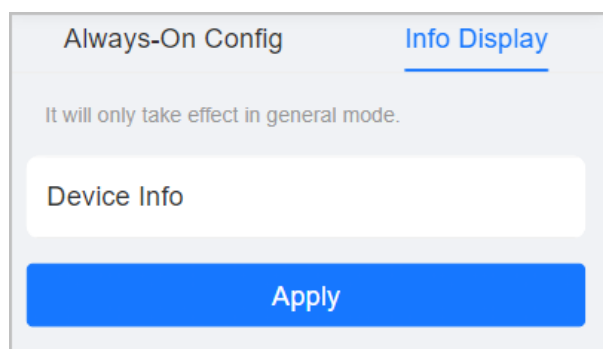
Figure 4-31 Display always on



- **Info Display** : On the **Personalization** > **Advertisement** > **Subject** page on the computer, if you select **General Mode**, the configured device information is displayed at the upper-right corner of the main screen.

Tap **Info Display** , enter the device information, and then tap **Apply**.

Figure 4-32 Display information



4.8 Communication Settings

4.8.1 Configuring TCP/IP

You need to configure IP address of Device to make sure that it can communicate with other devices.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Communication Settings** > **Network Setting** > **TCP/IP**.
- Step 3 Configure the parameters, and then tap **Apply**.

Figure 4-33 TCP/IP

The screenshot shows a mobile application interface for configuring TCP/IP settings. At the top, there is a title bar with a back arrow on the left and the text 'TCP/IP' in the center. Below the title bar, the settings are organized into a list. The first item is 'NIC' with a value of 'NIC 1' and a right-pointing chevron. The second item is 'Mode' with a value of 'Static' and a right-pointing chevron. The third item is 'MAC Address' with a blurred value. The fourth item is 'IP Version' with a value of 'IPv4' and a right-pointing chevron. The next five items are marked with a red asterisk: '* IP Address' (blurred), '* Subnet Mask' (blurred), '* Default Gateway' (blurred), '* Preferred DNS' (blurred), and '* Alternate DNS' (blurred). The sixth item is 'MTU' with a value of '1500'. The final item is 'Transmission Mode' with a value of 'Multicast' and a right-pointing chevron.

Table 4-11 Description of TCP/IP

Parameter	Description
Mode	- Static: Manually enter IP address, subnet mask, and gateway. - DHCP: It stands for Dynamic Host Configuration Protocol. When DHCP is turned on, the Device will automatically be assigned with IP address, subnet mask, and gateway.
MAC Address	MAC address of the Device.
IP Version	IPv4 or IPv6.

Parameter	Description
IP Address	If you set the mode to Static , configure the IP address, subnet mask and gateway.
Subnet Mask	
Default Gateway	
	 • IPv6 address is represented in hexadecimal. • IPv6 version do not require setting subnet masks. • The IP address and default gateway must be in the same network segment.
Preferred DNS	Set IP address of the preferred DNS server.
Alternate DNS	Set IP address of the alternate DNS server.
MTU	MTU (Maximum Transmission Unit) refers to the maximum size of data that can be transmitted in a single network packet in computer networks. It is 1500 by default.
Transmission Mode	• Multicast: Ideal for video talk. • Unicast: Ideal for group call.

4.8.2 Configuring Wi-Fi

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Communication Settings** > **Wi-Fi**.

Step 3 Turn on Wi-Fi.

All available Wi-Fi are displayed.



- The Wi-Fi function is available on select models.
- The Wi-Fi and Wi-Fi AP cannot be enabled at the same time.

Step 4 Tap the Wi-Fi, and then enter the password.

The Wi-Fi is connected.

Step 5 (Optional) Add Wi-Fi manually.

If no Wi-Fi is found, you can add one manually.

1. Click **Add**.
2. Enter the Wi-Fi name and password, and then click **Connect**.

Results

The status of the Wi-Fi is displayed as **Connected** after successful connection.



If both Wi-Fi and wired networks are connected, Wi-Fi will be prioritized.

Related Operations

You can manually modify the IP address of the Wi-Fi.

- DHCP: Enabled this function and click **Apply**, the Device will automatically be assigned a Wi-Fi address.

- Static: Enable this function, manually enter a Wi-Fi address, and then click **Apply**, the Device will connect to the Wi-Fi.

4.8.3 Configuring Wi-Fi AP

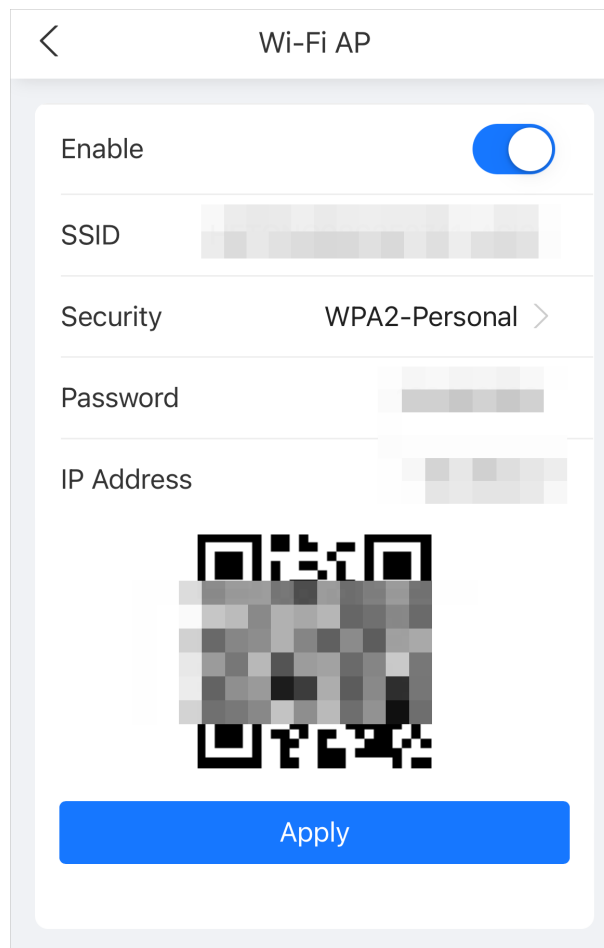


- The Wi-Fi function is available on select models.
- The Wi-Fi and Wi-Fi AP cannot be enabled at the same time.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Communication Settings** > **Wi-Fi AP**.
- Step 3 Enable the function, and then tap **Apply**.

Figure 4-34 Wi-Fi AP



4.8.4 Configuring Cloud Service

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Communication Settings** > **Cloud Service**.
- Step 3 Turn on the cloud service function.

The cloud service goes online if the P2P and PaaS are online.

Step 4 Tap **Apply**.

4.8.5 Configuring Auto Registration

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Network Setting** > **Auto Registration**.

Step 3 Enable the auto registration function, configure the parameters, and then tap **Apply**.

Figure 4-35 Auto registration

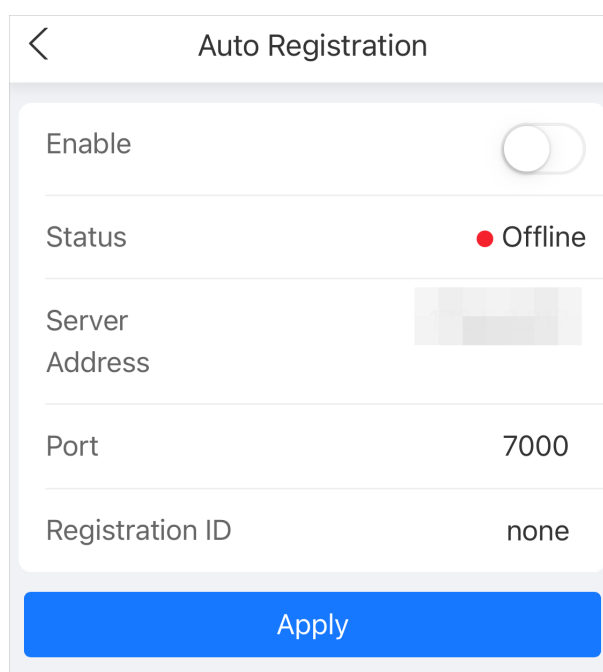


Table 4-12 Automatic registration description

Parameter	Description
Status	Displays the connection status of auto registration.
Server Address	The IP address or the domain name of the server.
Port	The port of the server that is used for automatic registration.
Registration ID	The registration ID (user defined) of the device. Adding the device to the management by entering the registration ID on the platform.

4.8.6 Configuring Wiegand

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Communication Settings** > **Wiegand**.

Step 3 Select a Wiegand type, configure the parameters, and then tap **Apply**.

- Select **Wiegand Input** when you connect an external card reader to the Device.



When the Device connects to a third-party device through the Wiegand input port, and the card number read by the Device is in the reverse order from the actual card number. In this case, you can turn on **Card No. Inversion** function.

Figure 4-36 Wiegand input

The screenshot shows the 'Wiegand Settings' screen. At the top, there is a back arrow and the title 'Wiegand Settings'. Below this, there are two tabs: 'Wiegand Settings' and 'Wiegand Input >'. The 'Wiegand Settings' tab is selected. Under this tab, there is a toggle switch for 'Card No. Inversion', which is currently turned off. At the bottom of the screen, there is a blue 'Apply' button.

- Select **Wiegand Output** when the Device functions as a card reader, and you need to connect it to another access controller.

Figure 4-37 Wiegand output

The screenshot shows the 'Wiegand Settings' screen. At the top, there is a back arrow and the title 'Wiegand Settings'. Below this, there are two tabs: 'Wiegand Settings' and 'Wiegand Output >'. The 'Wiegand Output' tab is selected. Under this tab, there are several settings: 'Wiegand Output Type' is set to 'Wiegand 34 >'; 'Pulse Width (μs)' is set to '200' with a note below it stating 'The pulse width is a multiple of 10 and has a multiple relationship with the pulse interval.'; 'Pulse Interval (μs)' is set to '1000' with a note below it stating 'The pulse width is a multiple of 10 and has a multiple relationship with the pulse interval.'; 'Output Data Type' is set to 'No. >'; and 'Output Format' is set to 'Decimal >'. At the bottom of the screen, there is a blue 'Apply' button.

Table 4-13 Description of Wiegand output

Parameter	Description
Wiegand Output Type	Select a Wiegand format to read card numbers or ID numbers. ◇ Wiegand26 : Reads 3 bytes or 6 digits. ◇ Wiegand34 : Reads 4 bytes or 8 digits. ◇ Wiegand66 : Reads 8 bytes or 16 digits.
Pulse Width	Enter the pulse width and pulse interval of Wiegand output.
Pulse Interval	
Output Data Type	Select the type of output data. ◇ No. : Outputs data based on user ID. The data format is hexadecimal or decimal. ◇ Card Number : Outputs data based on user's first card number.

4.8.7 Configuring RS-485

Configure the RS-485 parameters if you connect an external device to the RS-485 port.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Communication Settings** > **RS-485 Settings**.
- Step 3 Configure the parameters, and then tap **Apply**.

The parameters might differ according to different external device types. The following figure uses **Access Controller** as the example.

Figure 4-38 RS-485 settings

<

RS-485 Settings

External Device

Access Controller >

Access controller: This device acts as a card reader, and connects to an access controller, which manages the opening of doors.

Baud Rate

9600 >

Data Bit

8 >

Stop Bit

1 >

Parity Code

None >

Output Data Type

Card Number >

Apply

Table 4-14 Configure the RS-485 parameters

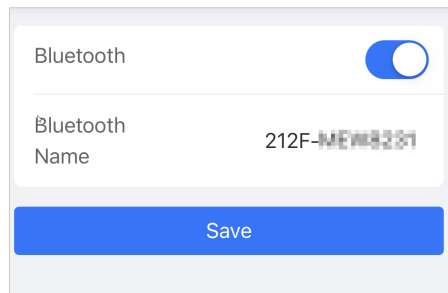
Parameter	Description
External Device	● Access Controller Select Access Controller when the Device functions as a card reader, and sends data to other external access controllers to control access. Output Data type: ◇ Card Number : Transmit the card number to the access controller for authentication to unlock the door. When the card number transmitted by this device matches the card number in the access controller, the access control authentication is successful. ◇ No. : Transmit the user ID to the access controller for authentication to unlock the door. When the user ID transmitted by this device matches the user ID in the access controller, the access control authentication is successful. ● Card Reader: The Device functions as an access controller, and connects to an external card reader. ● Reader (OSDP): The Device is connected to a card reader based on OSDP protocol. ● Door Control Security Module: The door exit button, lock and fire linkage is not effective after the security module is enabled. ● Turnstile: When the Device connects to a turnstile, and the access controller board of the turnstile connects to an external QR code module or card swiping module, the board will transmit the verification data to the turnstile. ● Lock extension mode: When the Access Controller is connected to external lock extension module, if you select Lock Extension Module, the local lock is unlocked after you verify the identification on the local device, and the extension lock is unlocked after you verify the identification on the external card reader. After you select Lock Extension Module , you can select channel 2 on the Access Control Parameters and Alarm page on the webpage of the Access Controller. ● Spare Battery: The device connects to a spare battery, and the current battery level is shown as a percentage.  The spare battery is only supported on select models.
Data Bit	The number of bits used to transmit the actual data in a serial communication. It represents the binary digits that carry the information being transmitted.
Stop Bit	A bit sent after the data and optional parity bits to indicate the end of a data transmission. It allows the receiver to prepare for the next byte of data and provides synchronization in the communication protocol.
Parity Code	An additional bit sent after the data bits to detect transmission errors. It helps verify the integrity of the transmitted data by ensuring a specific number of logical high or low bits.

4.8.8 Configuring Bluetooth

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **Communication** > **Bluetooth Settings**.
- Step 3 Enable or turn off **Bluetooth**.

Figure 4-39 Bluetooth



- Step 4 Tap **Save**.

Results

You can unlock the door through the Bluetooth through the DMSS app.

4.9 Configuring Audio Prompts

Set audio prompts during identity verification.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More** > **Audio and Video Config** > **Audio**.
- Step 3 Configure the audio parameters, and then tap **Apply**.

Figure 4-40 Configure the audio parameters

Device Volume80
Only enter a multiple of 10.

Intercom Volume80
Only enter a multiple of 10.

Microphone Volume90
Only enter a multiple of 10.

Key Sound☐

Audio CollectionEnable >

DND Mode

DND Mode☐

Apply

Table 4-15 Parameters description

Parameters	Description
Device Volume	Adjust the speaker volume when the device is not in intercom.
Intercom Volume	Adjust the speaker volume when the device is in intercom.
Microphone Volume	Set the volume of the microphone.
Key Sound	When this function is enabled, touch screen devices will produce tap sound and non-touch screen devices will produce mouse tap sound.
Audio Collection	If this function is enabled, the sound from the device mic will be captured during live view and recording.
DND Mode	No voice prompts during the set time when you verify your identity on the Device. You can set up to 4 periods.

4.10 Viewing Logs

View logs such as system logs, unlock records, and alarm logs.

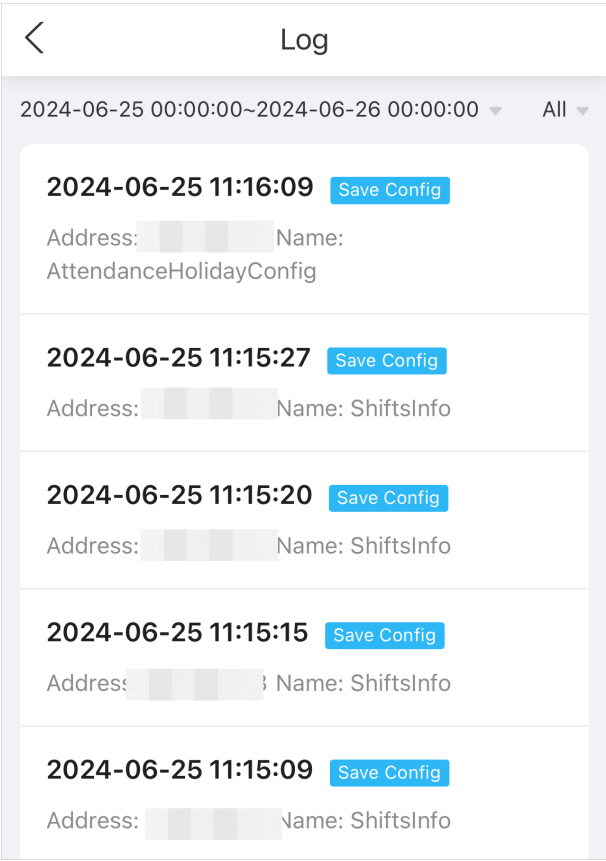
4.10.1 System Logs

View and search for system logs.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More > Log > Log**.
- Step 3 Select the time and the record type.

Figure 4-41 Logs



4.10.2 Unlock Records

Search for unlock records.

Procedure

- Step 1 Log in to the webpage.
- Step 2 Select **More > Log > Unlock Records**.
- Step 3 Select the time and the record type.
- Step 4 Tap a record to view the details.

4.10.3 Call History

Search for the call history.

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Log** > **Call History**.

4.10.4 Alarm Logs

View alarm logs.

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Log** > **Alarm Log**.

Step 3 Select the time and the log type.

5 Smart PSS Lite Configuration

This section introduces how to manage and configure the device through Smart PSS Lite. For details, see the user's manual of Smart PSS Lite.

5.1 Installing and Logging In

Install and log in to Smart PSS Lite. For details, see the user manual of Smart PSS Lite.

Procedure

- Step 1 Get the software package of the Smart PSS Lite from the technical support, and then install and run the software according to instructions.
- Step 2 Initialize Smart PSS Lite when you log in for the first time, including setting password and security questions.



Set the password is for the first-time use, and then set security questions to reset your password when you forgot it.

- Step 3 Enter your username and password to log in to Smart PSS Lite.

5.2 Adding Devices

You need to add the Device to Smart PSS Lite. You can add them in batches or individually.

5.2.1 Adding Device One by One

You can add devices one by one through entering their IP addresses or domain names.

Procedure

- Step 1 On the **Device Manager** page, click **Add**.
- Step 2 Configure the information of the device.

Figure 5-1 Add devices

Add Device

Device Name:

*

Method to add:

IP/Domain

IP/Domain:

*

Port:

* 37777

User Name:

*

Password:

*

Add and Continue

Add

Cancel

Table 5-1 Parameters of IP adding

Parameter	Description
Device Name	We recommend you name devices with the monitoring area for easy identification.
Method to add	Select IP/Domain . - IP/Domain: Enter the IP address or domain name of the device. - SN: Enter the serial number of the device.
Port	Enter the port number, and the port number is 37777 by default. The actual port number might differ according to different models.
User Name	Enter the username of the device.
Password	Enter the password of the device.

Step 3 Click **Add**.

You can click **Add and Continue** to add more devices.

5.2.2 Adding Devices in Batches

Background Information



- We recommend you add devices by automatically search when you need to add devices in batches within the same network segment, or when the network segment is known but the exact IP addresses of devices are not known.
- Close ConfigTool and DSS when you configure devices; otherwise, you may not be able to find all devices.

Procedure

Step 1 On the **Device Manager** page, click **Auto Search**.

Step 2 Select a search method.

- Auto Search: Enter the username and the password of the device. The system will automatically search for devices that are on the same network to your computer.
- Device Segment Search: Enter the username and the password of the device, and then define the start IP and the end IP. The system will automatically search for devices in this IP range.



You can select both methods for the system to automatically search for devices on the network your computer is connected to and other networks.

Figure 5-2 Search for devices

No.	IP	Device Type	MAC Address	Port	Initialization Status
1	10.0.0.5	-2...	3c:e3:00:00:d3	37777	Initialized
2	10.0.0.5		e4:24:00:00:41	37777	Initialized
3	10.0.0.0	-Z...	3c:e3:00:00:df	37777	Initialized
4	10.0.0.3	-0...	fc:b6:00:00:60	37777	Initialized
5	10.0.0.4		f4:b1:00:00:24	37777	Initialized
6	10.0.0.6		3c:e3:00:00:38	37777	Initialized
7	10.0.0.8	-V...	c0:39:00:00:61	37777	Initialized
8	10.0.0.1		c0:39:00:00:fc	37777	Initialized

Step 3 Click devices, and then click **Add**.

Step 4 Enter the login user name and password, and then click **OK**.

Results

After the devices are successfully added, they are displayed on this page.

Figure 5-3 Added devices

Q

Auto Search

+

Add

🗑

Delete

📁

Import

📤

Export

Search...

Q

All Devices: 5

Online Devices: 2

All Device

☐	No.	Name	IP	Device Type	Device Model	Port	Channel Number	Online Status	SN	Operation
☐	1	10.0.0.73	10.0.0.3	N/A	N/A	37777	0/0/0/0	Offline (Ca...	N/A	   
☐	2	10.0.0.07	10.0.0.7	VTO	10.0.0.07-S	37777	2/0/10/2	Online	8D000	

5.3 User Management

Add users, assign cards to them, and configure their access permissions.

5.3.1 Configuring Card Type

Set the card type before you assign cards to users. For example, if the assigned card is an ID card, set card type to ID card.

Procedure

- Step 1 Log in to Smart PSS Lite.
- Step 2 Click **Access Solution** > **Personnel Manager** > **User**.
- Step 3 On the **Card Issuing Type** and then select a card type.



Make sure that the card type is same to the actually assigned card; otherwise, the card number cannot be read.

- Step 4 Click **OK**.

5.3.2 Adding Personnel

5.3.2.1 Adding Personnel One by One

Procedure

- Step 1 Select **Person** > **Person Management**, and then click **Add**.
- Step 2 Enter the basic information of personnel.
1. Click **Basic Info** tab.
 2. Add the basic information of personnel.
 3. Click **Take Snapshot** or **Upload Picture** to set the profile picture.
 4. Configure identity verifications.

- Set password.

Click **Add** to add the password.



- ◇ For second-generation devices, set the personal password; while for non-second-generation devices, set the card password.
- ◇ The new password must consist of 6–8 digits.

- Configure the cards.

- a. Click  to select **Device** or **Card Issuer** as the card reader.
- b. Click **Add** to add cards, and then click **OK**.
- c. Operate the cards.
 - ◇ Click  or  to set the card as main card or duress card.
 - ◇ Click  to change the card number.
 - ◇ Click  to delete the card.
 - ◇ Click  to display the QR code of the card.

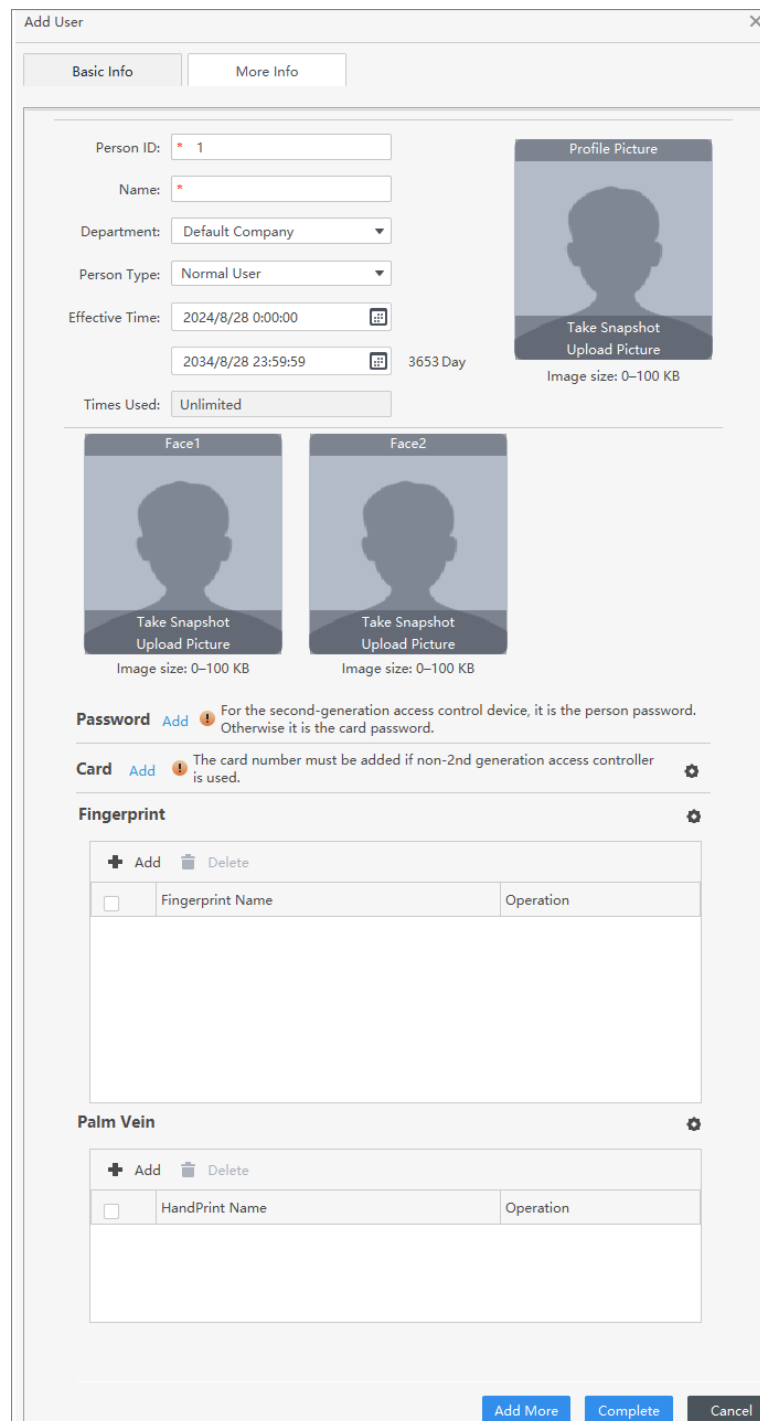


Only 8-digit card number in hexadecimal mode can display the QR code of the card.

- Configure the fingerprints.
 - a. Click  to select **Device** or **Fingerprint Scanner** as the fingerprint collector.
 - b. Add fingerprints.

Select **Add** > **Add Fingerprint**, and then place one of your fingers on the scanner for 3 times continuously.

Figure 5-4 Add basic information



The 'Add User' dialog box is shown with the 'Basic Info' tab selected. It contains the following fields and options:

- Person ID:** Text field with value '1'.
- Name:** Text field with a red asterisk indicating it is required.
- Department:** Dropdown menu with 'Default Company' selected.
- Person Type:** Dropdown menu with 'Normal User' selected.
- Effective Time:** Two date-time pickers. The first shows '2024/8/28 0:00:00' and the second shows '2034/8/28 23:59:59' with a '3653 Day' duration.
- Times Used:** Text field with value 'Unlimited'.
- Profile Picture:** A placeholder image with a silhouette. Below it are buttons for 'Take Snapshot' and 'Upload Picture', and a note 'Image size: 0-100 KB'.
- Face1 and Face2:** Two placeholder images for face recognition. Each has buttons for 'Take Snapshot' and 'Upload Picture', and a note 'Image size: 0-100 KB'.
- Password:** A section with an 'Add' button and a warning icon. Text: 'For the second-generation access control device, it is the person password. Otherwise it is the card password.'
- Card:** A section with an 'Add' button and a warning icon. Text: 'The card number must be added if non-2nd generation access controller is used.' There is a gear icon to its right.
- Fingerprint:** A section with a gear icon. It contains a table with columns 'Fingerprint Name' and 'Operation'. Above the table are '+ Add' and '- Delete' buttons.
- Palm Vein:** A section with a gear icon. It contains a table with columns 'HandPrint Name' and 'Operation'. Above the table are '+ Add' and '- Delete' buttons.

At the bottom right, there are three buttons: 'Add More', 'Complete', and 'Cancel'.

Step 3 Click the **More Info** tab to add more information of the personnel.

Figure 5-5 Add more information

The 'Add User' dialog box is shown with the 'More Info' tab selected. The 'Details' section contains the following fields:

- Gender: ☒ Male ☐ Female
- Credential Type: ID Card
- Title: Mr.
- Credential No.:
- Date of Birth: 1985/3/15
- Organization:
- Phone No.:
- Occupation:
- Email:
- Employment Date: 2024/8/27 15:33:56
- Communication A...:
- Termination Date: 2034/8/28 15:33:56
- Admin: ☐
- Remarks:

Buttons at the bottom: Add More Complete Cancel

Step 4 Click **Complete**.

Related Operations

- Click  to modify information or add more details in the list of personnel.
- Click  to delete all information of the personnel.
- Click  to freeze the cards, and then the cards cannot be used normally.
- Click  to unfreeze the cards, and then the cards can be used normally.

5.3.2.2 Adding Personnel in Batches

Procedure

- Step 1 Select **Person** > **Person Management**.
- Step 2 Click **Batch Update**, and then click **Batch Add**.
- Step 3 Select the device type, and then set the start number and the quantity of cards.
- Step 4 Set the department, the validity time, and the expiration time of cards.
- Step 5 Click **Read Card No.**.
- Step 6 Place cards on the card issuer or the card reader.
The card numbers will be read or filled in automatically.

Step 7 Click **OK**.

Figure 5-6 Add personnel in batches

The 'Batch Add' dialog box contains the following fields and controls:

- Device:** A dropdown menu currently showing 'Card Issuer'. To its right is a blue button labeled 'Read C...'.
- Start No.:** A text input field with a red asterisk (*) indicating a required field.
- Quantity:** A text input field with a red asterisk (*) indicating a required field.
- Department:** A dropdown menu currently showing 'Dropdown List'.
- Validity Period:** A date and time picker showing '2024/8/28 0:00:00' with a calendar icon.
- Expiration Time:** A date and time picker showing '2034/8/28 23:59:59' with a calendar icon.
- Issue Card:** A section containing a table with two columns: 'ID' and 'Card No.'. Below the table is a large empty text area for additional information.
- Buttons:** At the bottom right are two buttons: 'OK' (blue) and 'Cancel' (grey).

5.3.3 Assigning Access Permission

Create a permission group that is a collection of door access permissions, and then link users with the group so that users can unlock doors associated with the permission group.

Procedure

- Step 1 Click **Access Solution** > **Personnel Manger** > **Permission**.
- Step 2 Click .
- Step 3 Enter the group name, remarks (optional), and select a time template.
- Step 4 Select verification methods and doors.
- Step 5 Click **OK**.

Figure 5-7 Create a permission group

The screenshot shows the 'Add Permission Group' dialog box. On the left, a table lists existing permission groups. The dialog itself is divided into sections for 'Basic Info' and 'All Device'. Numbered callouts indicate the following steps: 1. Click the '+' icon to open the dialog. 2. Enter a 'Group Name' and 'Remark'. 3. Select a 'Time Template'. 4. Check the 'Verification Method' options (Card, Fingerprint, Password, Face). 5. Select devices from the 'All Device' list. 6. Click the 'OK' button to save the group.

Permission Group	Operation
Permission Group1	
Permission Group2	
Permission Group3	

Related Information

Permission Group Details
Name: Permission Group(0)

Add Permission Group

Basic Info

Group Name: Remark:

Time Templ...:

Verification Method: ☒ Card ☒ Fingerprint ☒ Password ☒ Face

All Device Selected (0)

Search...

- ☐ Default Group
 - ☐ 172.16.1.140
 - ☐ Door 1

OK Cancel

Step 6 Click of the permission group.

Step 7 Select users to associate them with the permission group.

Figure 5-8 Add users to a permission group

The screenshot shows the 'Add Person' dialog box. On the left, a table lists existing permission groups. The dialog is for 'Permission Group1' and shows a 'User List' and a 'Selected' list. Numbered callouts indicate the following steps: 1. Click the '+' icon to open the dialog. 2. Select users from the 'User List'. 3. Click the 'OK' button to save the group.

Permission Group	Operation
Permission Group1	
Permission Group2	
Permission Group3	

Related Information

Permission Group Details
Name: Permission Group1
Permission Group(1)
172.16.1.140

Add Person

Permission Group1

User List

Search...

- ☒ Default Company(2)
 - ☒ Mary
 - ☒ Tom

Selected (2)

ID	Name
42566767	Tom
584u59345	Mary

OK Cancel

Step 8 Click **OK**.

Users can unlock the door in this permission group after valid identity verification.

5.3.4 Assigning Attendance Permissions

Create a permission group that is a collection of time attendance permissions, and then associate employees with the group so that they can punch in/out through defined verification methods.

Procedure

- Step 1 Log in to the Smart PSS Lite.
- Step 2 Click **Access Solution** > **Personnel Manger** > **Permission configuration**.
- Step 3 Click .
- Step 4 Enter the group name, remarks (optional), and select a time template.
- Step 5 Select the access control device.
- Step 6 Click **OK**.

Figure 5-9 Create a permission group

Add Access Group

Basic Info

Group Name: Permission Group3 Remark:

Time Template: All Day Time Template

All Device

Search...

Default Group

Door 1

Selected (0)

OK Cancel

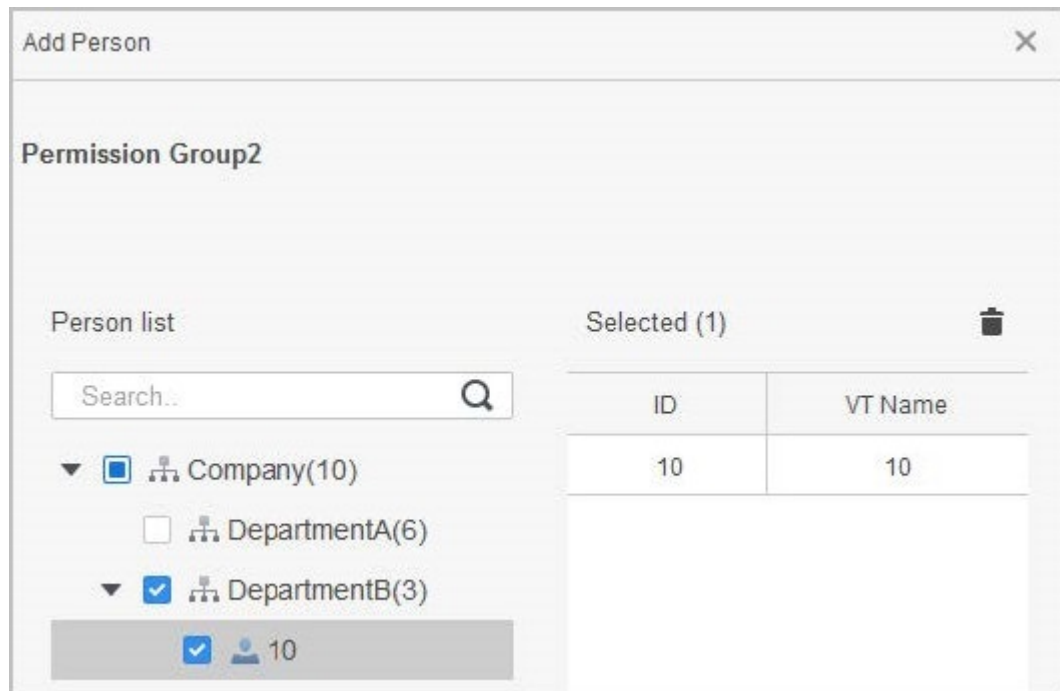


- The Time & Attendance supports punch-in/out through password, face attendance, card and fingerprint attendance.
- Card and fingerprint attendance are available on select models.

Step 7 Click  of the permission group you added.

Step 8 Select users to associate them with the permission group.

Figure 5-10 Add users to a permission group



Step 9 Click **OK**.

5.4 Access Management

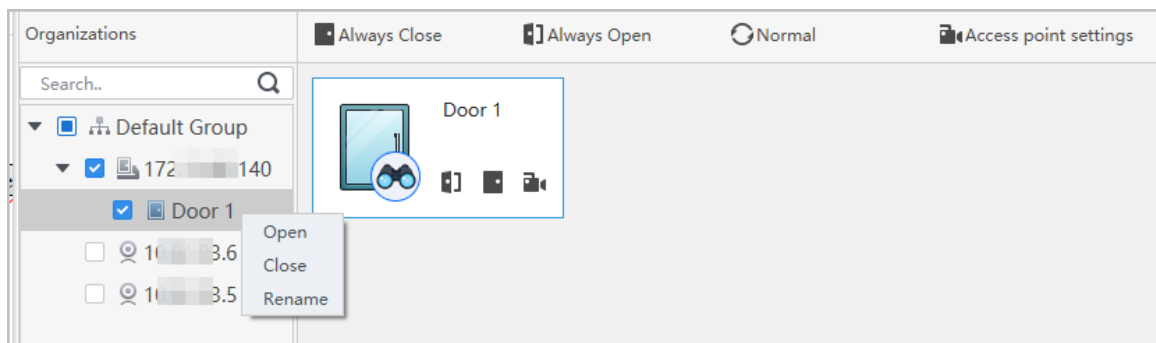
5.4.1 Remotely Opening and Closing Door

You can remotely monitor and control door through the platform. For example, you can remotely open or close the door.

Procedure

- Step 1 Click **Access Solution** > **Access Manager** on the home page.
- Step 2 Remotely control the door.
- Select the door, right click and select **Open** or **Close** to open or close the door.

Figure 5-11 Open door



- : Open or close the door.
- : View the live video of the door.

Related Operations

- Event filtering: Select the event type in the **Event Info**, and the event list displays the selected event type, such as alarm events and abnormal events.
- Event refresh locking: Click  to lock the event list, and then event list will stop refreshing. Click  to unlock.
- Event deleting: Click  to clear all events in the event list.

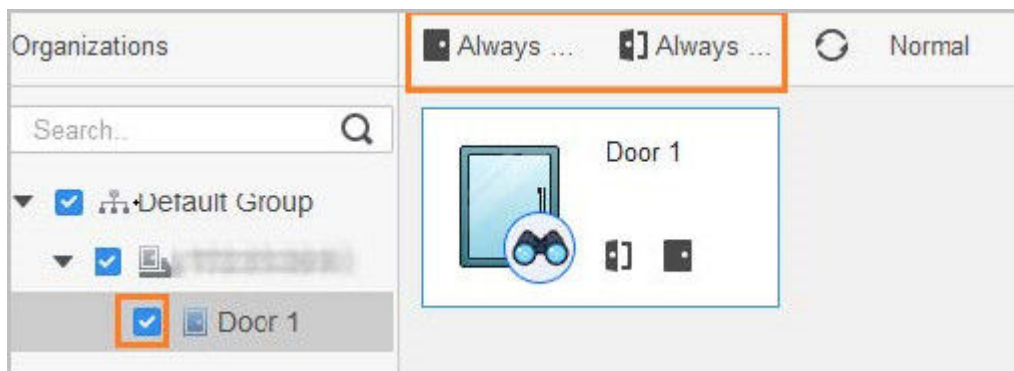
5.4.2 Setting Always Open and Always Close

After setting always open or always close, the door remains open or closed all the time.

Procedure

- Step 1 Click **Access Solution** > **Access Manager** on the Home page.
- Step 2 Click **Always Open** or **Always Close** to open or close the door.

Figure 5-12 Always open or close



The door will remain open or closed all the time. You can click **Normal** to restore the access control to normal status, and then the door will be open or closed based on the configured verification methods.

5.4.3 Monitoring Door Status

Procedure

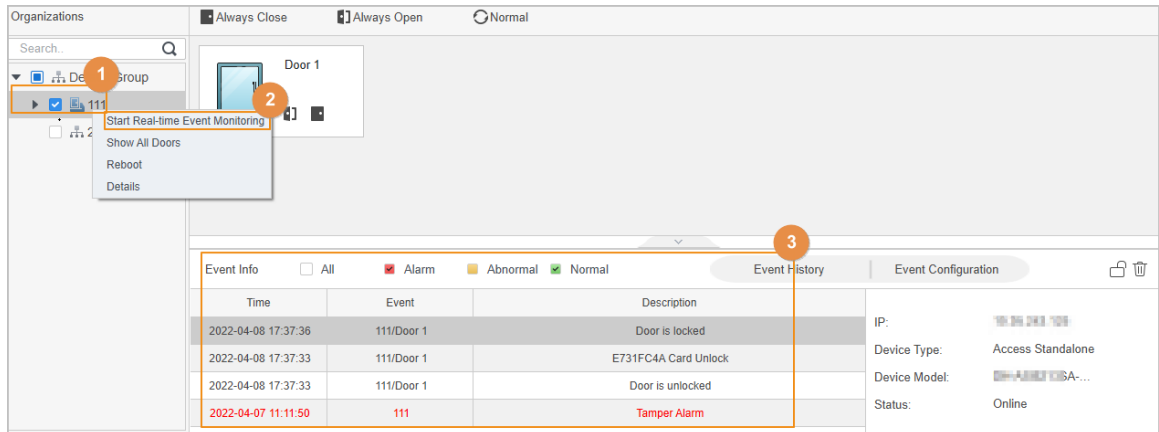
- Step 1 Click **Access Solution** > **Access Manager** on the home page.
- Step 2 Select the device in the device tree, and right click the device and then select **Start Real-time Event Monitoring**.

Real-time access control events will display in the event list.



Click **Stop Monitor**, real-time access control events will not display.

Figure 5-13 Monitor door status



Related Operations

- Show All Door: Displays all doors controlled by the Device.
- Reboot: Restart the Device.
- Details: View the device details, such as IP address, model, and status.

Appendix 1 Important Points of Face Registration

Before Registration

- Glasses, hats, and beards might influence face recognition performance.
- Do not cover your eyebrows when wearing hats.
- Do not change your beard style greatly if you use the Device; otherwise face recognition might fail.
- Keep your face clean.
- Keep the Device at least 2 meters away from light source and at least 3 meters away from windows or doors; otherwise backlight and direct sunlight might influence face recognition performance of the access controller.

During Registration

- You can register faces through the Device or through the platform. For registration through the platform, see the platform user manual.
- Make your head center on the photo capture frame. The face image will be captured automatically.



- Do not shake your head or body, otherwise the registration might fail.
- Avoid 2 faces appear in the capture frame at the same time.

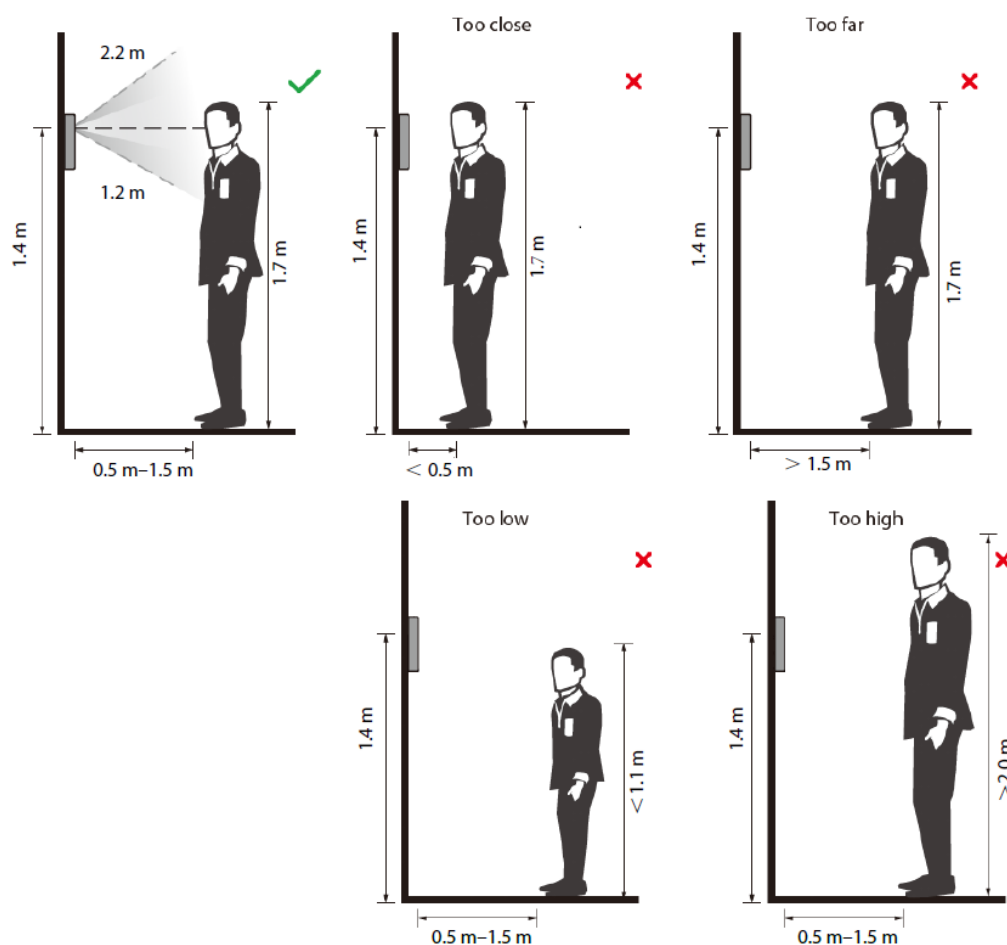
Face Position

If your face is not at the appropriate position, face recognition accuracy might be affected.



The face position below is for reference only, and might differ from the actual situation.

Appendix Figure 1-1 Appropriate face position



Requirements of Faces

- Make sure that the face is clean and forehead is not covered by hair.
- Do not wear glasses, hats, heavy beards, or other face ornaments that influence face image recording.
- With eyes open, without facial expressions, and make your face toward the center of camera.
- When recording your face or during face recognition, do not keep your face too close to or too far from the camera.

Appendix Figure 1-2 Head position



Appendix Figure 1-3 Face distance



- When importing face images through the management platform, make sure that image resolution is within the range from 150×300 pixels to 600×1200 pixels. It is recommended that the resolution be greater than 500×500 pixels, the image size be less than 100 KB, and the image name and person ID be the same.
- Make sure that the face takes up more than $1/3$ but no more than $2/3$ of the whole image area, and the aspect ratio does not exceed 1:2.

Appendix 2 Important Points of Intercom Operation

The Device can function as VTO to realize intercom function.

Prerequisites

The intercom function is configured on the Device.

Procedure

Step 1 On the standby screen, tap .

Step 2 Enter the room No., and then tap .

Appendix 3 Important Points of Fingerprint Registration Instructions

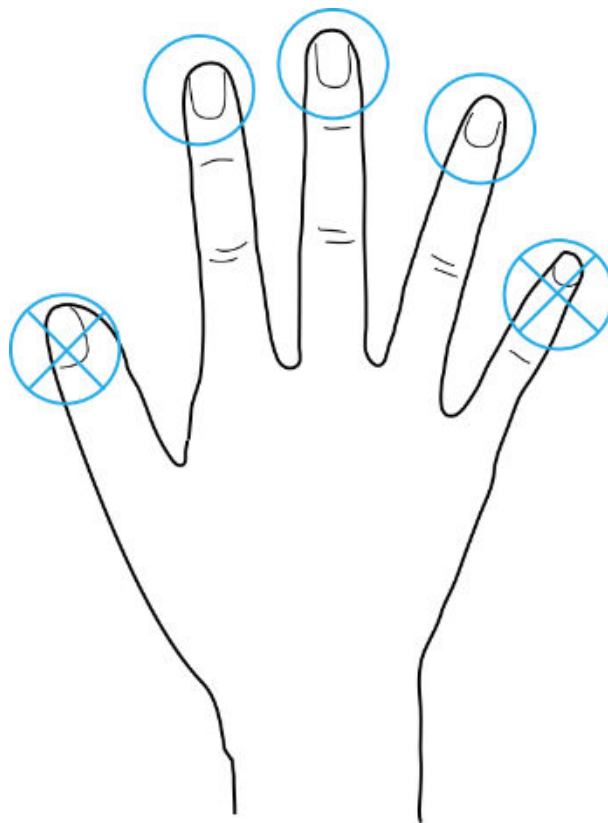
When you register the fingerprint, pay attention to the following points:

- Make sure that your fingers and the scanner surface are clean and dry.
- Press your finger on the center of the fingerprint scanner.
- Do not put the fingerprint sensor in a place with intense light, high temperature, and high humidity.
- If your fingerprints are unclear, use other unlocking methods.

Fingers Recommended

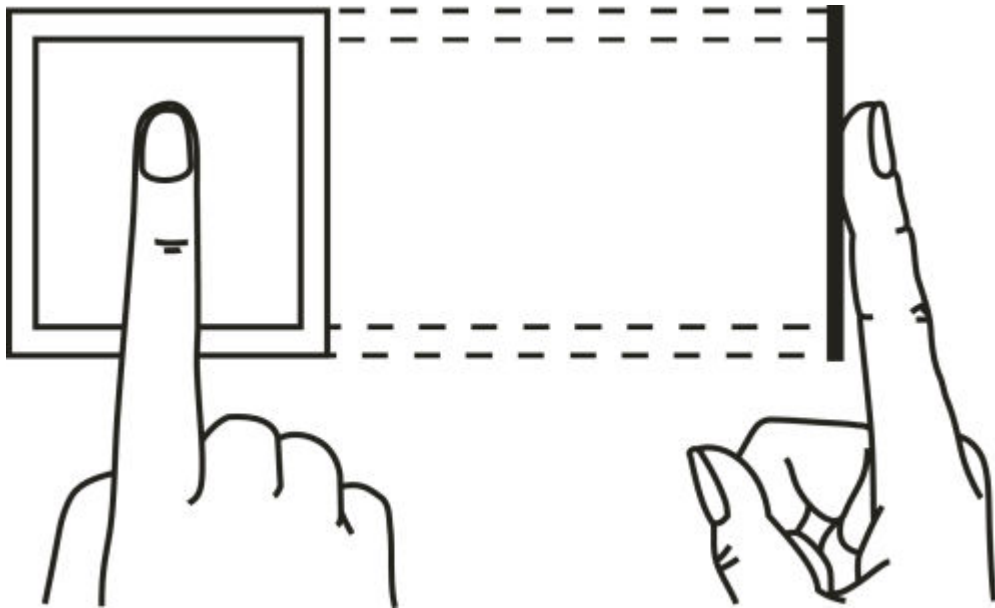
Forefingers, middle fingers, and ring fingers are recommended. Thumbs and little fingers cannot be put at the recording center easily.

Appendix Figure 3-1 Recommended fingers

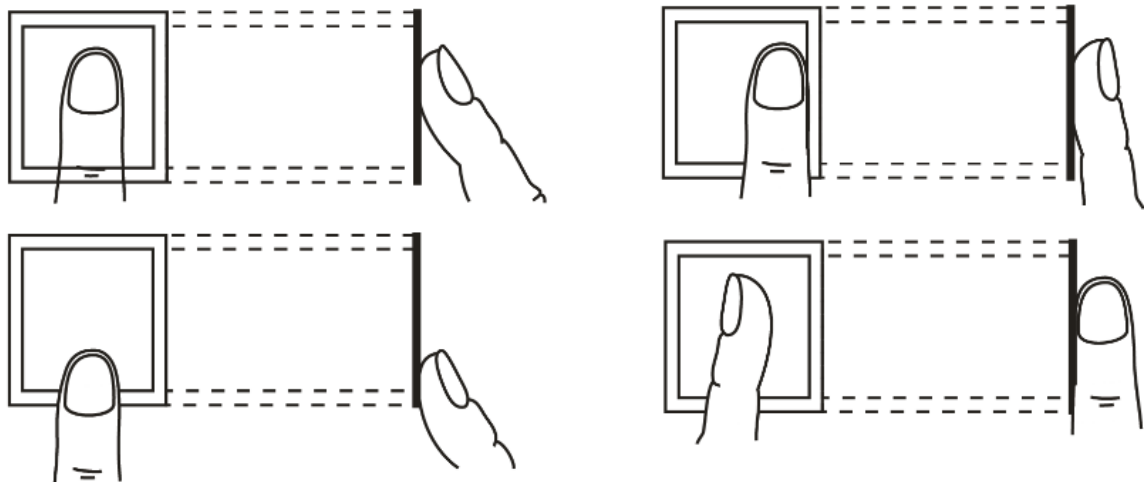


How to Press Your Fingerprint on the Scanner

Appendix Figure 3-2 Correct placement



Appendix Figure 3-3 Wrong placement



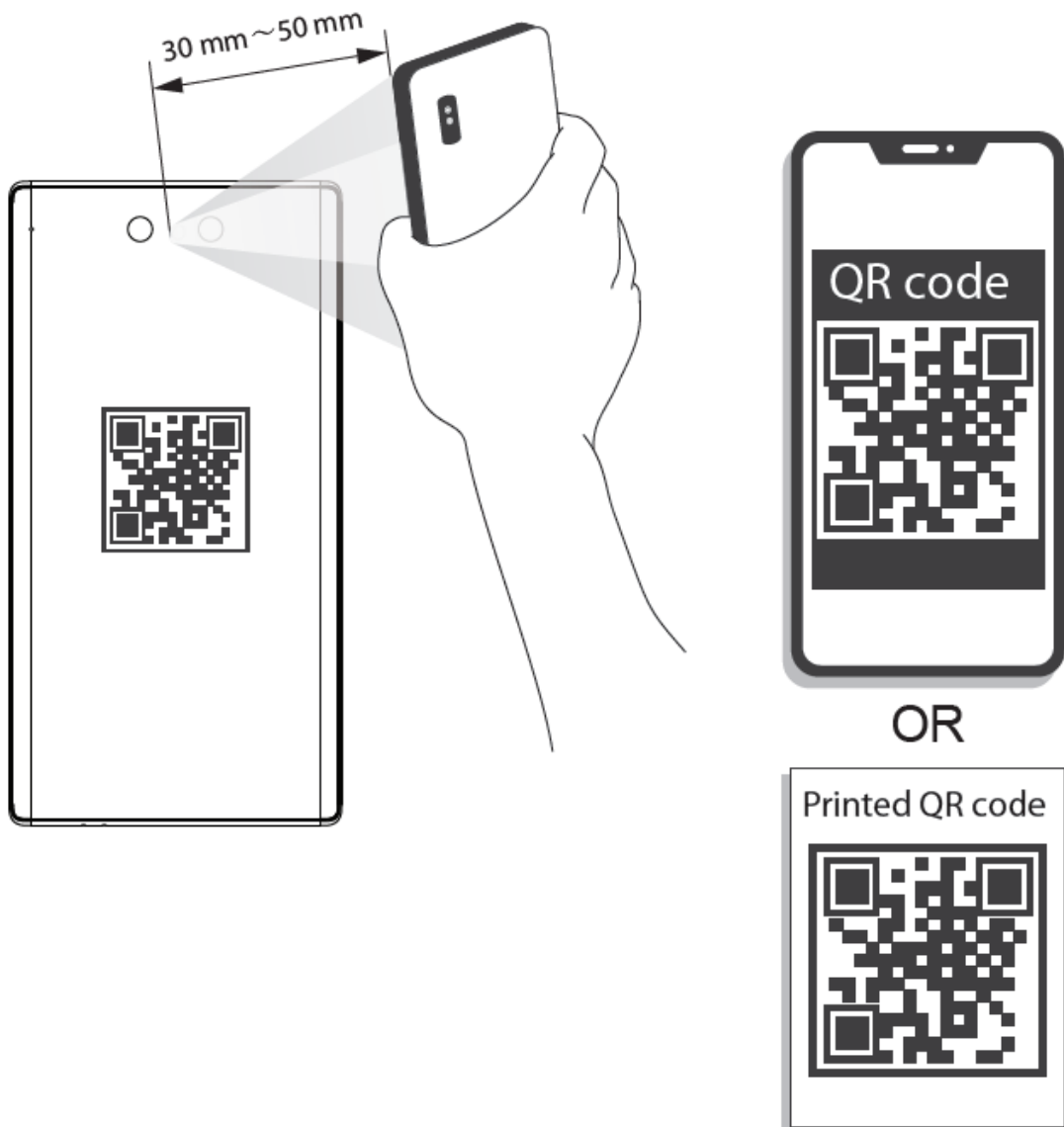
Appendix 4 Important Points of QR Code Scanning

Place the QR code on your phone at a distance of 30 mm–50 mm away from the QR code scanning lens. It supports QR code that is larger than 30 mm × 30 mm and less than 128 bytes in size.



- QR code detection distance differs depending on the bytes and size of QR code.
- Make sure the QR code is aligned with the lens, and avoid direct sunlight.

Appendix Figure 4-1 QR code scanning



Appendix 5 Security Recommendation

Account Management

1. Use complex passwords

Please refer to the following suggestions to set passwords:

- The length should not be less than 8 characters;
- Include at least two types of characters: upper and lower case letters, numbers and symbols;
- Do not contain the account name or the account name in reverse order;
- Do not use continuous characters, such as 123, abc, etc.;
- Do not use repeating characters, such as 111, aaa, etc.

2. Change passwords periodically

It is recommended to periodically change the device password to reduce the risk of being guessed or cracked.

3. Allocate accounts and permissions appropriately

Appropriately add users based on service and management requirements and assign minimum permission sets to users.

4. Enable account logout function

The account logout function is enabled by default. You are advised to keep it enabled to protect account security. After multiple failed password attempts, the corresponding account and source IP address will be locked.

5. Set and update password reset information in a timely manner

The device supports password reset function. To reduce the risk of this function being used by threat actors, if there is any change in the information, please modify it in time. When setting security questions, it is recommended not to use easily guessed answers.

Service Configuration

1. Enable HTTPS

It is recommended that you enable HTTPS to access web services through secure channels.

2. Encrypted transmission of audio and video

If your audio and video data contents are very important or sensitive, it is recommended to use encrypted transmission function in order to reduce the risk of your audio and video data being eavesdropped during transmission.

3. Turn off non-essential services and use safe mode

If not needed, it is recommended to turn off some services such as SSH, SNMP, SMTP, UPnP, AP hotspot etc., to reduce the attack surfaces.

If necessary, it is highly recommended to choose safe modes, including but not limited to the following services:

- SNMP: Choose SNMP v3, and set up strong encryption and authentication passwords.
- SMTP: Choose TLS to access mailbox server.
- FTP: Choose SFTP, and set up complex passwords.
- AP hotspot: Choose WPA2-PSK encryption mode, and set up complex passwords.

4. Change HTTP and other default service ports

It is recommended that you change the default port of HTTP and other services to any port between 1024 and 65535 to reduce the risk of being guessed by threat actors.

Network Configuration

1. **Enable Allowlist**

It is recommended that you turn on the allowlist function, and only allow IP in the allowlist to access the device. Therefore, please be sure to add your computer IP address and supporting device IP address to the allowlist.

2. **MAC address binding**

It is recommended that you bind the IP address of the gateway to the MAC address on the device to reduce the risk of ARP spoofing.

3. **Build a secure network environment**

In order to better ensure the security of devices and reduce potential cyber risks, the following are recommended:

- Disable the port mapping function of the router to avoid direct access to the intranet devices from external network;
- According to the actual network needs, partition the network: if there is no communication demand between the two subnets, it is recommended to use VLAN, gateway and other methods to partition the network to achieve network isolation;
- Establish 802.1x access authentication system to reduce the risk of illegal terminal access to the private network.

Security Auditing

1. **Check online users**

It is recommended to check online users regularly to identify illegal users.

2. **Check device log**

By viewing logs, you can learn about the IP addresses that attempt to log in to the device and key operations of the logged users.

3. **Configure network log**

Due to the limited storage capacity of devices, the stored log is limited. If you need to save the log for a long time, it is recommended to enable the network log function to ensure that the critical logs are synchronized to the network log server for tracing.

Software Security

1. **Update firmware in time**

According to the industry standard operating specifications, the firmware of devices needs to be updated to the latest version in time in order to ensure that the device has the latest functions and security. If the device is connected to the public network, it is recommended to enable the online upgrade automatic detection function, so as to obtain the firmware update information released by the manufacturer in a timely manner.

2. **Update client software in time**

It is recommended to download and use the latest client software.

Physical Protection

It is recommended that you carry out physical protection for devices (especially storage devices), such as placing the device in a dedicated machine room and cabinet, and having access control

and key management in place to prevent unauthorized personnel from damaging hardware and other peripheral equipment (e.g. USB flash disk, serial port).