Face Recognition Access Controller Web 5.0

User Manual

V1.4.1

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.

Safety Instructions

The following signal words might appear in the manual.

Signal Words	Meaning
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.
ESD	Electrostatic Sensitive Devices. Indicates a device that is sensitive to electrostatic discharge.
ELECTRIC SHOCK	Indicates dangerous high voltage. Take care to avoid coming into contact with electricity.
LASER RADIATION	Indicates a laser radiation hazard. Take care to avoid exposure to a laser beam.
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
V1.4.1	• 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 or data controller, you might collect the personal data of others such as their face, audio, fingerprints, and license plate number. You need to be in compliance with your local privacy protection laws and regulations to protect the legitimate rights and interests of other people by implementing measures which include but are not limited: Providing clear and visible identification to inform people of the existence of the surveillance area and provide required contact information.

About the Manual

- The manual is for reference only. Slight differences might be found between the manual and the product.
- We are not liable for losses incurred due to operating the product in ways that are not in compliance with the manual.
- The manual will be updated according to the latest laws and regulations of related jurisdictions. For detailed information, see the paper user manual, use our CD-ROM, scan the QR code or visit our official website. The manual is for reference only. Slight differences might be found between the electronic version and the paper version.
- All designs and software are subject to change without prior written notice. Product updates might result in some differences appearing between the actual product and the manual. Please contact customer service for the latest program and supplementary documentation.
- There might be errors in the print or deviations in the description of the functions, operations and technical data. If there is any doubt or dispute, we reserve the right of final explanation.
- Upgrade the reader software or try other mainstream reader software if the manual (in PDF format) cannot be opened.

- All trademarks, registered trademarks and company names in the manual are properties of their respective owners.
- Please visit our website, contact the supplier or customer service if any problems occur while using the device.
- If there is any uncertainty or controversy, we reserve the right of final explanation.

Table of Contents

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.

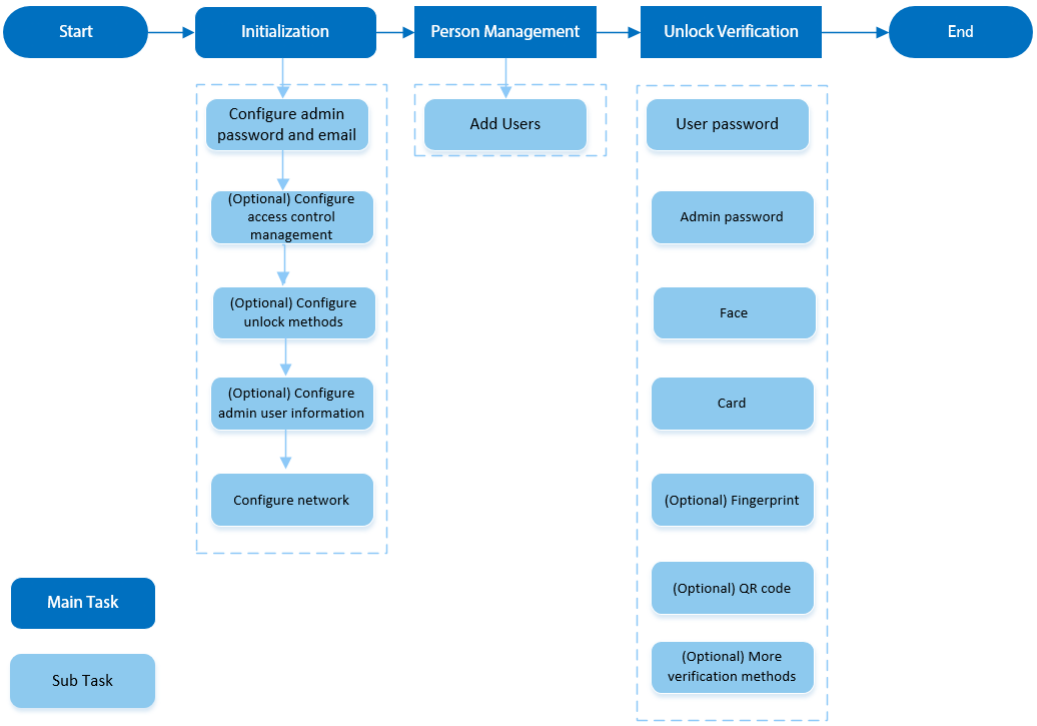
- Configurations might differ depending on the models of the product, please refer to the actual product.
- Devices with non-touch screen must connect to a mouse to perform configurations. This manual uses the device with touch screen as an example.
- Some models support connecting extension modules 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.

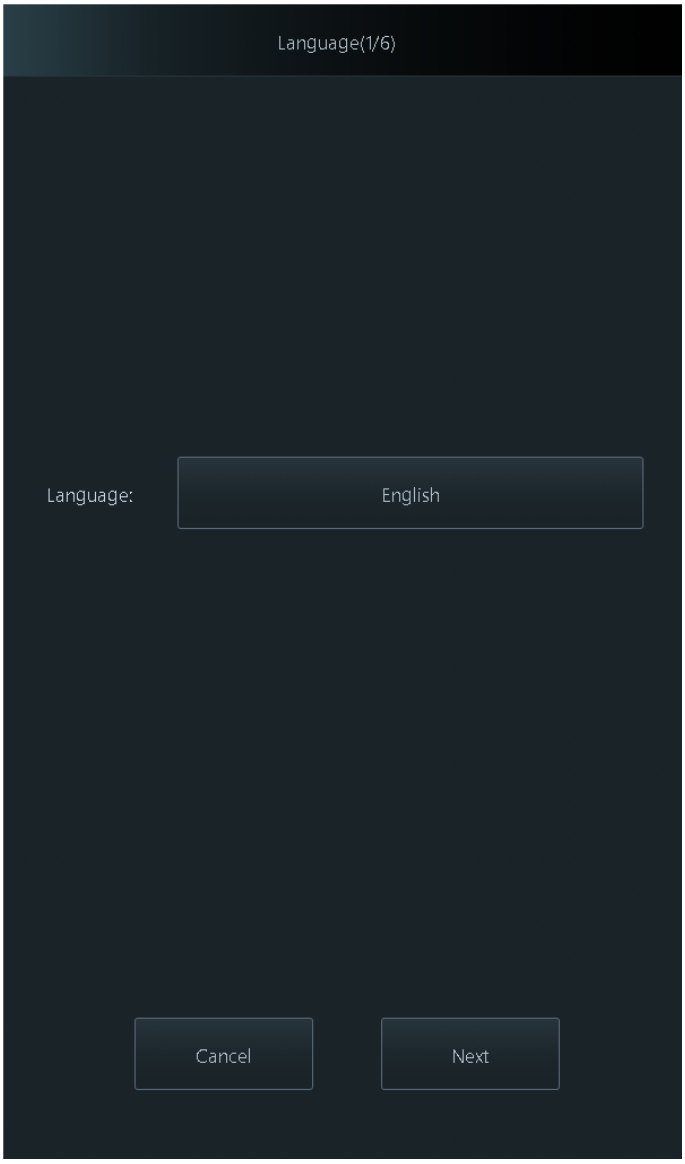
Procedure

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**.

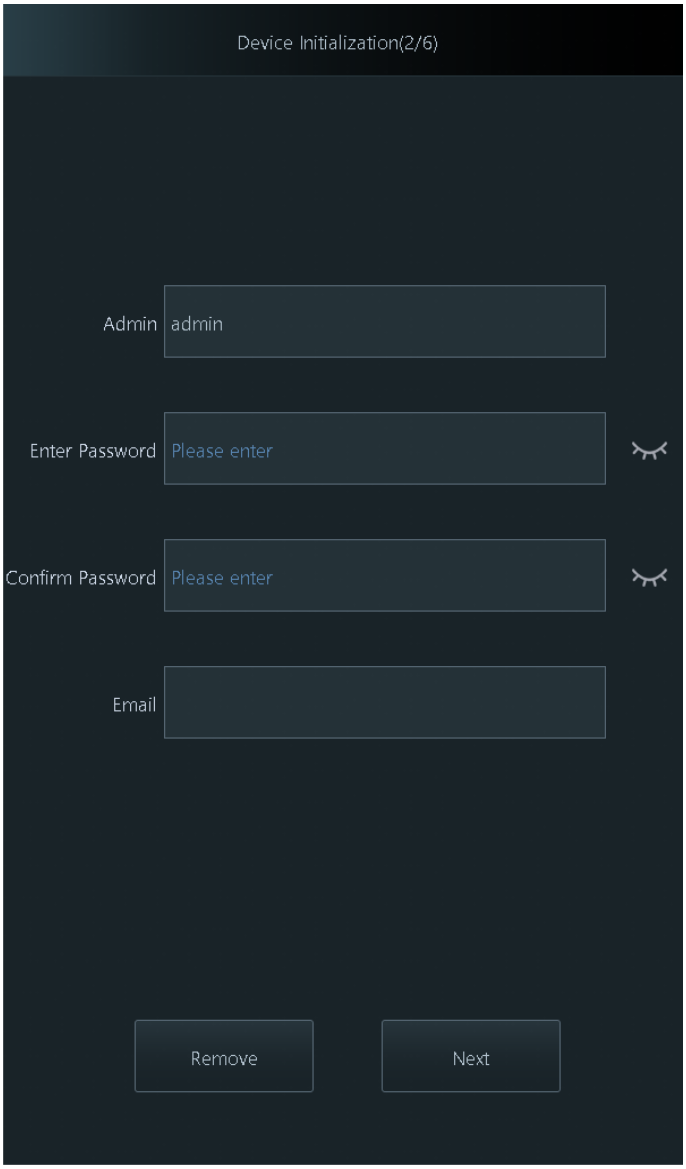
Figure 2-2 Select a language



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



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

Figure 2-4 Configure the recognition parameters

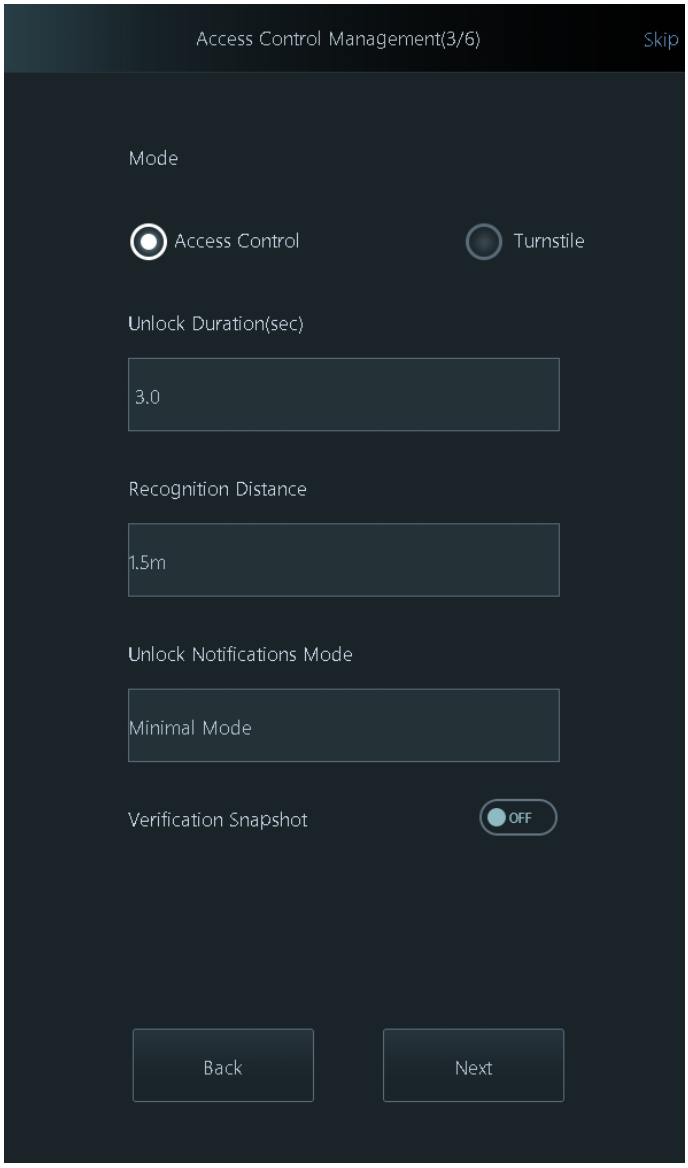


Table 2-1 Description of the access control parameters

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.

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

Select the unlock method and the combination method.

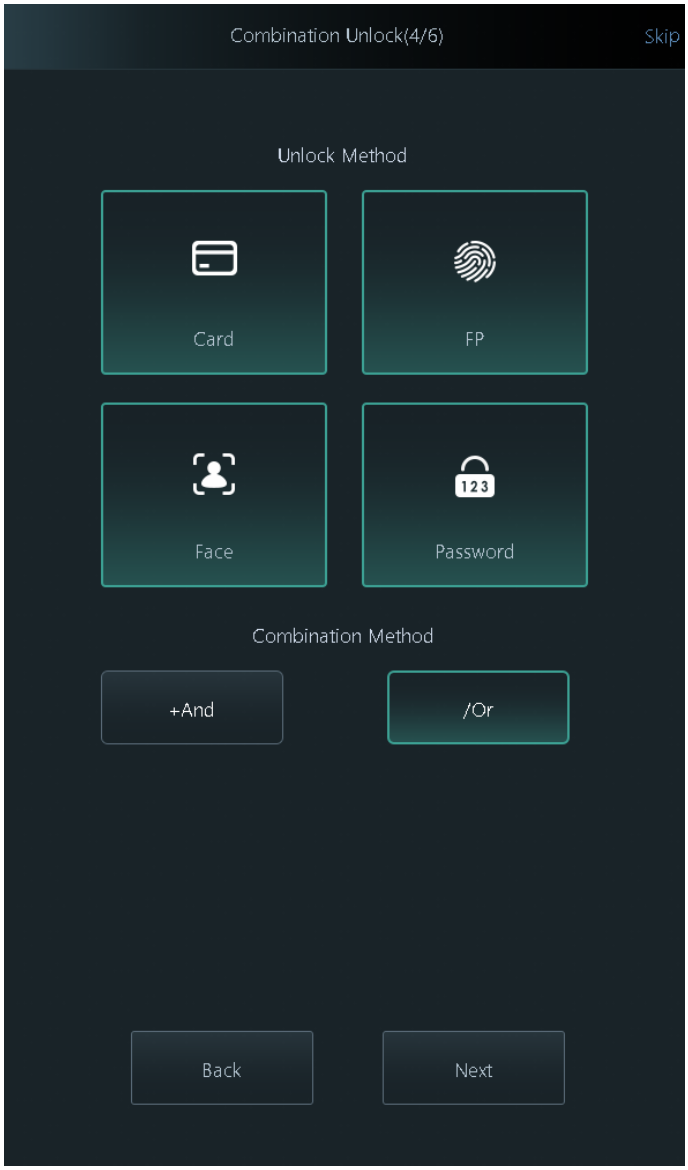
- **+And** : Verify all the selected unlock methods in order to open the door.

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

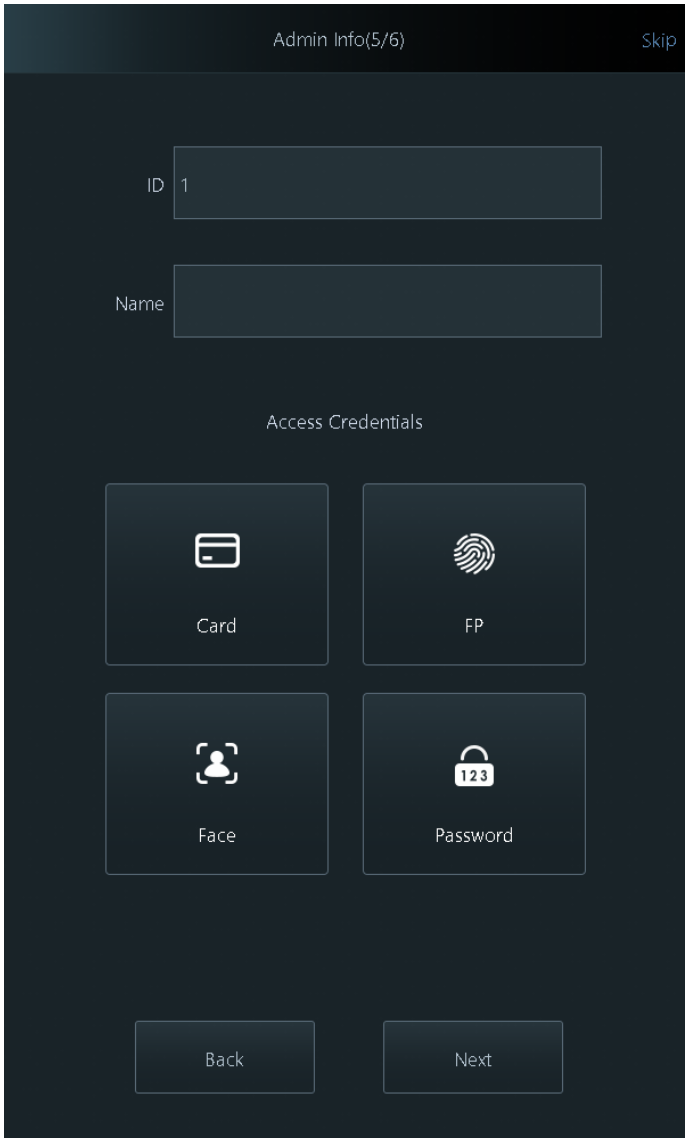


Step 6 Add the administrator, and then tap **Next**.

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

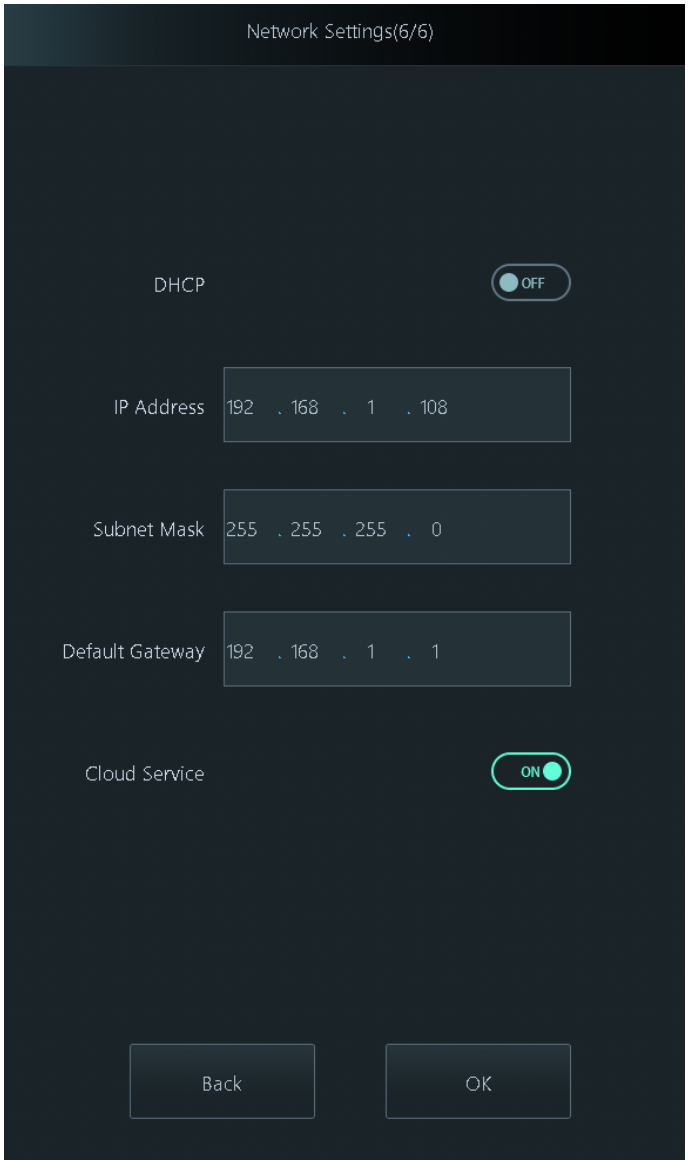


Step 7 Configure the network parameters, and then tap **OK**.

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



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

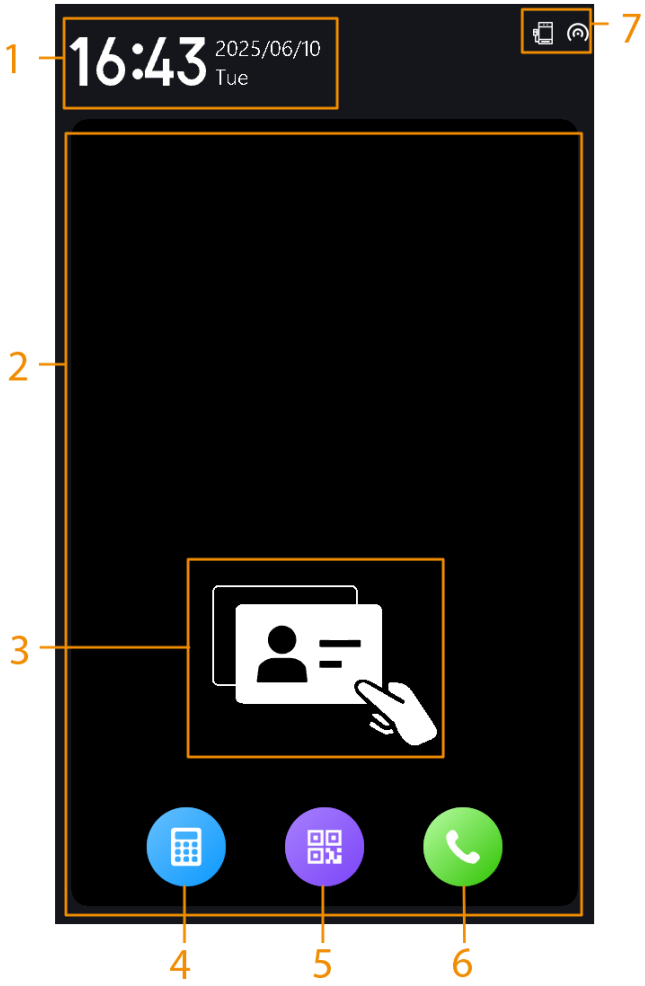


Table 2-2 Home screen description

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.

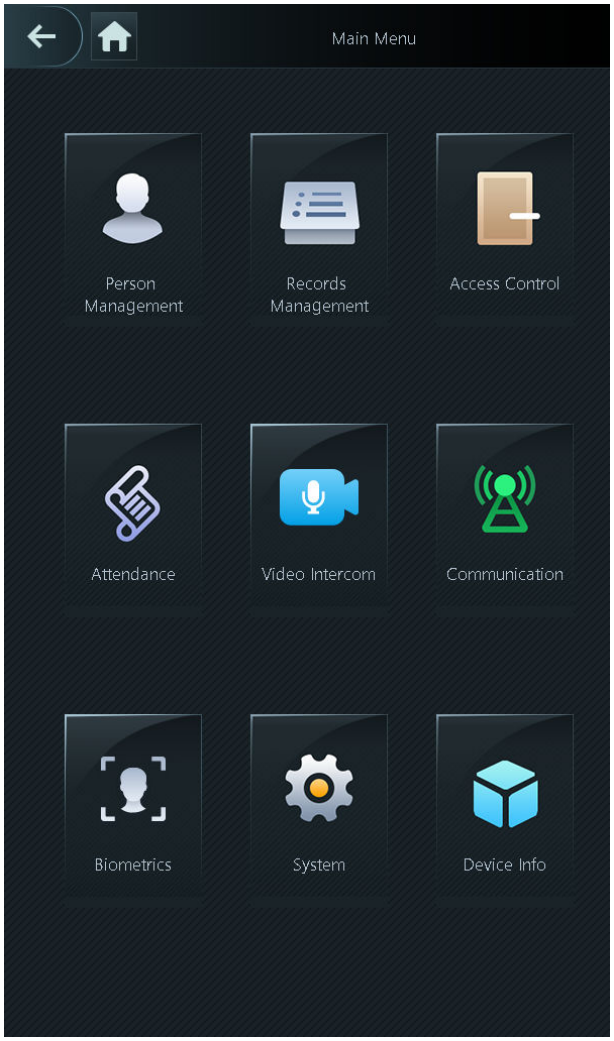
Step 2 Select a verification method to enter the main menu.

- 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 you 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 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  .

2.7.7 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

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

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 Unlock Method	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. 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.
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.
User Permission	• **User** : Users only have door access or time attendance permissions. • **Admin** : Administrators can configure the Device besides door access and attendance permissions.

Parameter	Description
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.
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

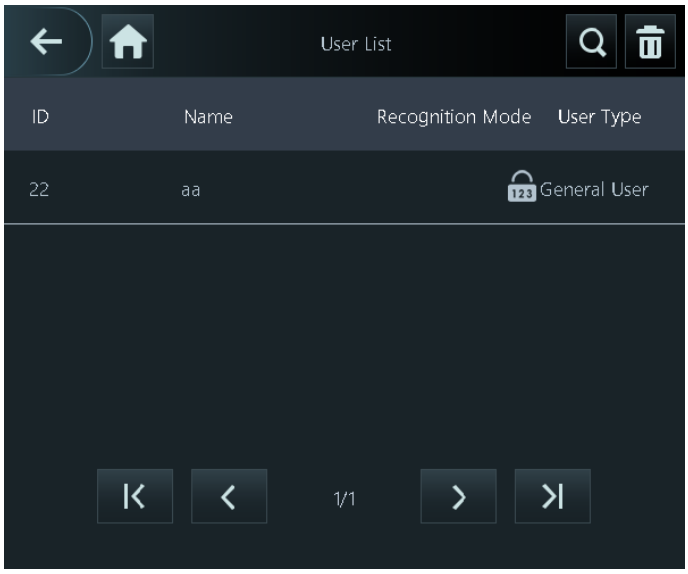
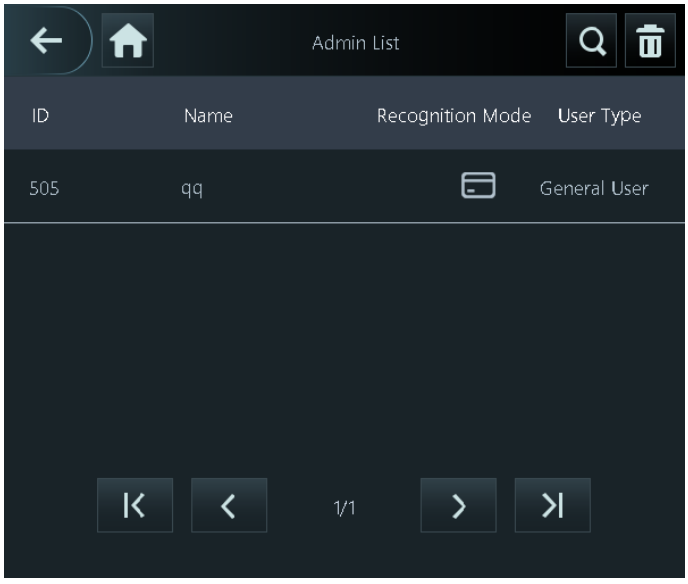


Figure 2-14 Admin list



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.

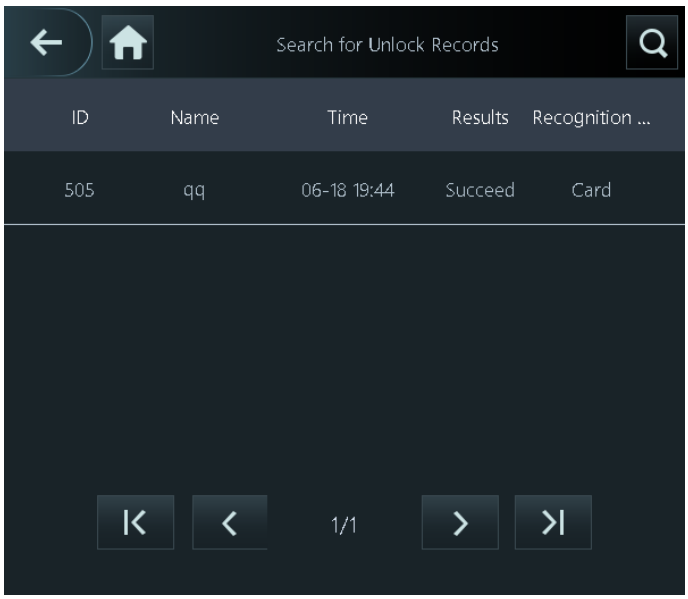
2.9.2 Searching for Unlock Records

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

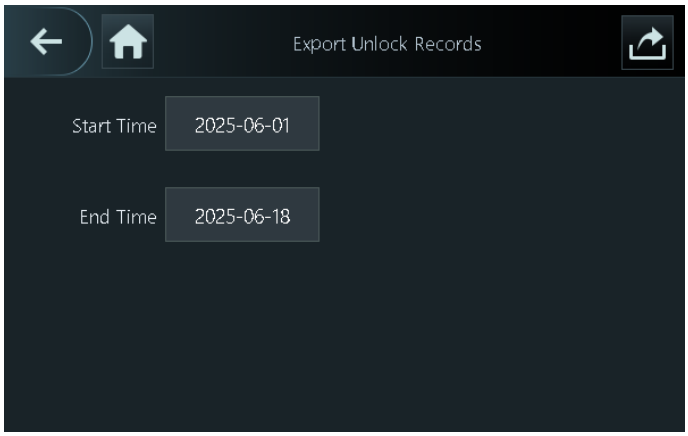
Step 1 Insert the USB drive into the USB port of the Device.

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

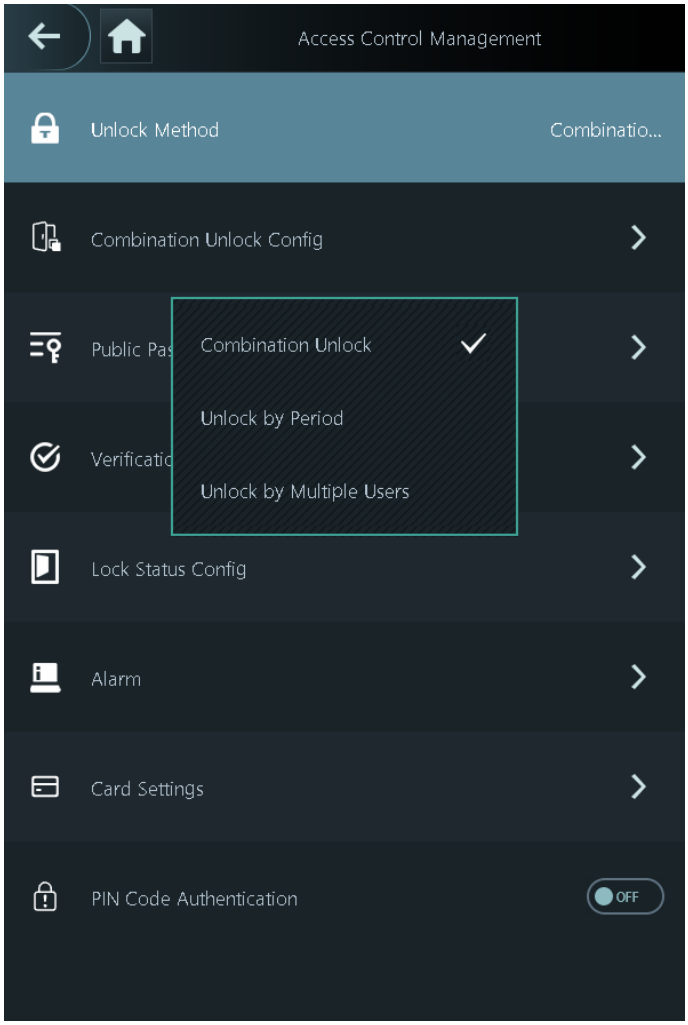
Use card, fingerprint, face, password or their combinations to unlock the door. The available unlock modes might differ depending on the product model.

Procedure

Step 1 Select **Access Control**.

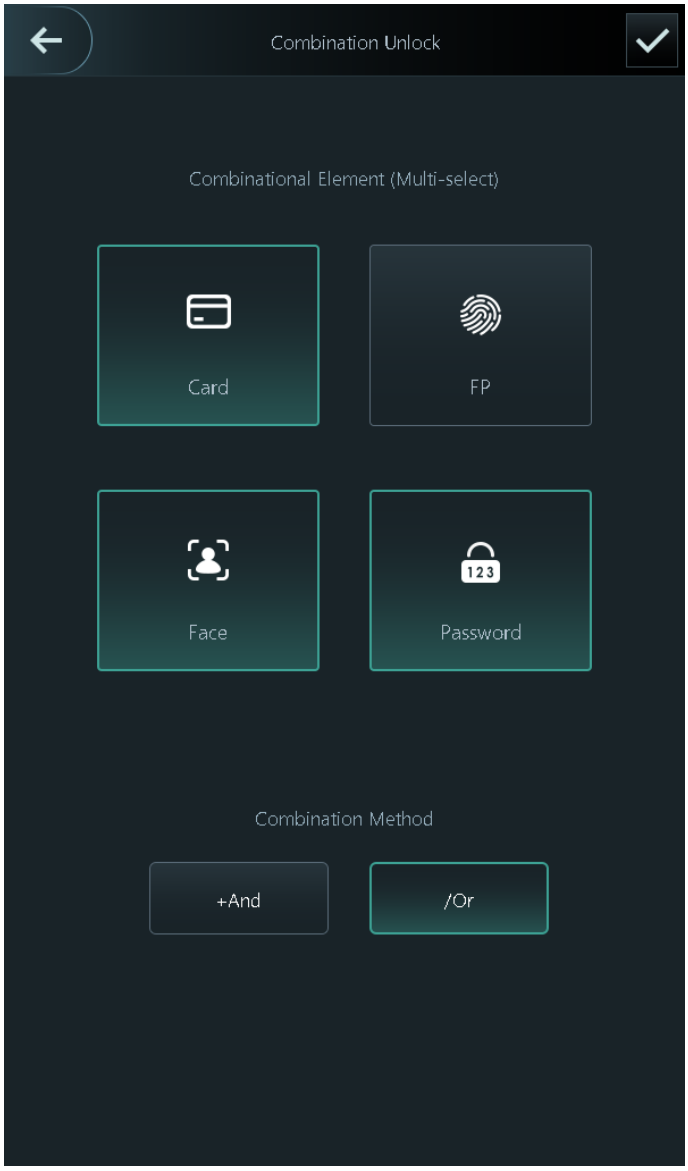
Step 2 Tap **Combination Unlock** next to **Unlock Method**, and then select **Combination Unlock** from the list.

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

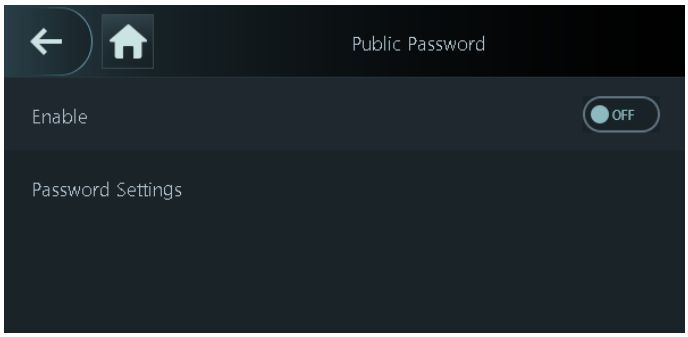
You can unlock the door by only entering the public password. This password is not limited by user types. Only one public unlock password is allowed for one device.

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

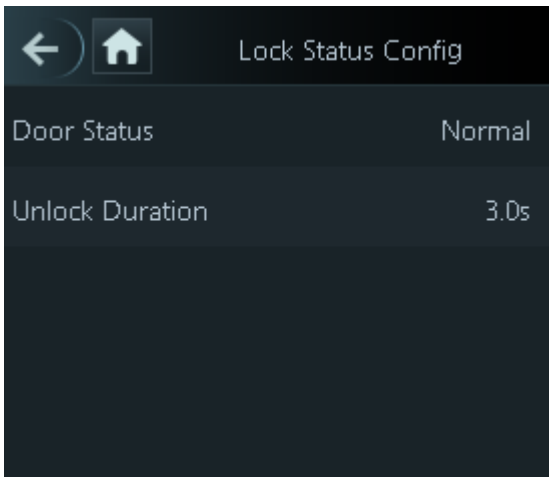


Table 2-5 Parameters description

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

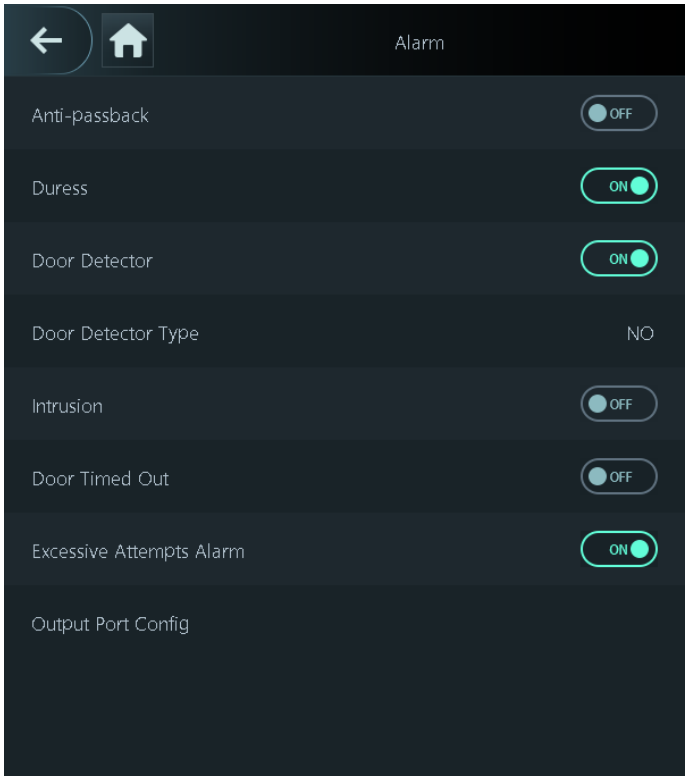


Table 2-6 Description of alarm parameters

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. • 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.
Door Detector Type	
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.  The door detector and door timed out function need to be enabled at the same time.
Door Timeout Duration	
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.

Figure 2-22 Card settings

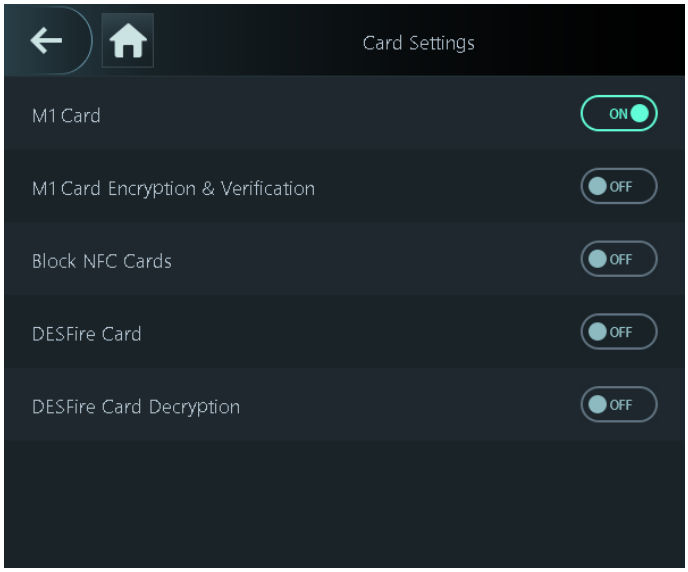


Table 2-7 Card parameters description

Parameter	Description
M1 Card	The M1 card can be read when this function is enabled. This function is only available on select models.
M1 Card Encryption & Verification	Only the encrypted IC card can be read when this function is enabled. Make sure **M1 Card** is enabled.
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.

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.

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.

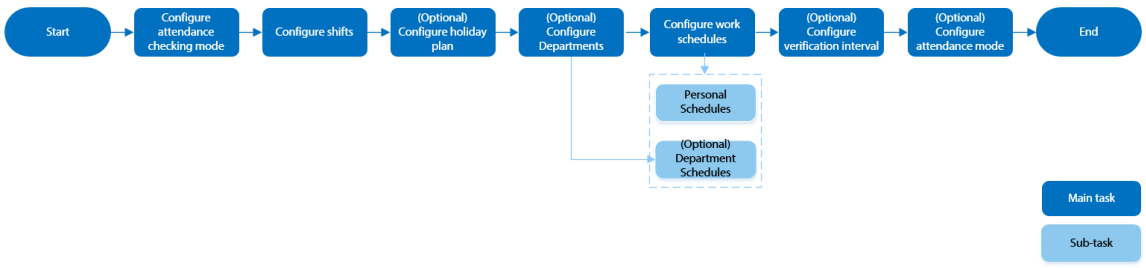
After PIN code authentication is enabled, you can directly enter their password for verification without entering user ID.

2.11 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 2-23 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 2-24 Configure the shift

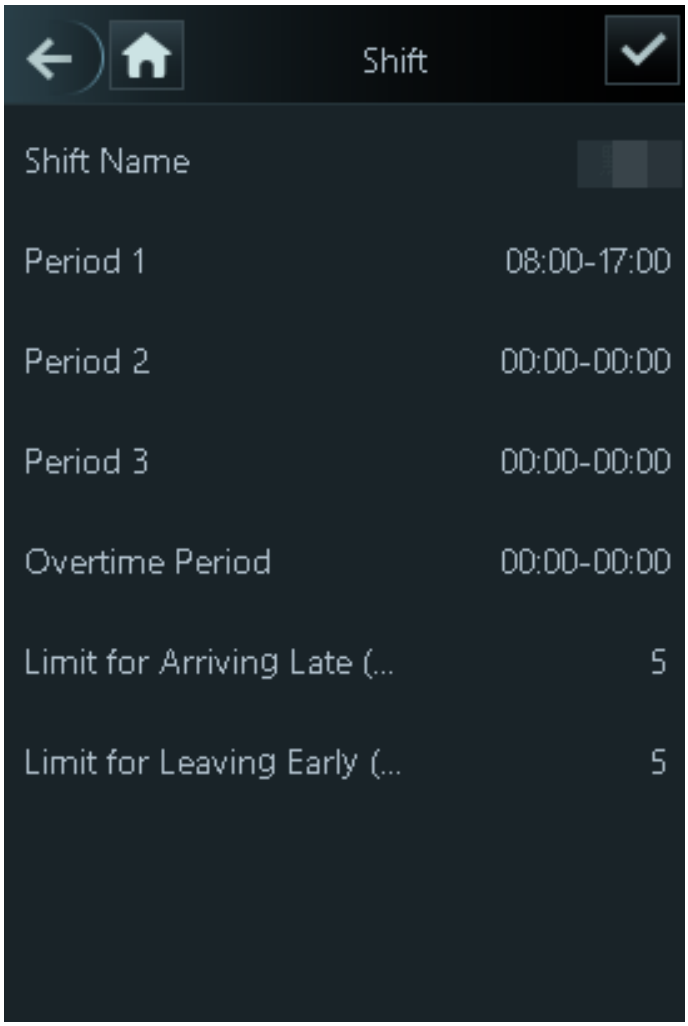


Table 2-8 Shift parameters description

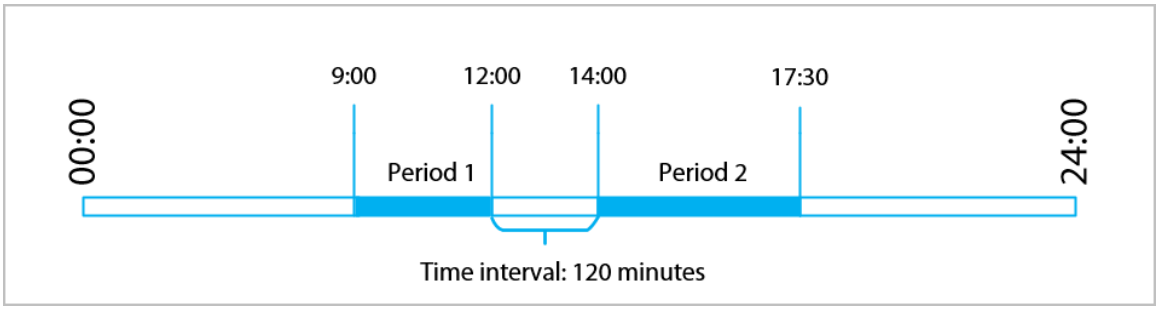
Parameter	Description
Shift Name	Enter the name of the shift.

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. • 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	
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 2-25 Time interval (even number)

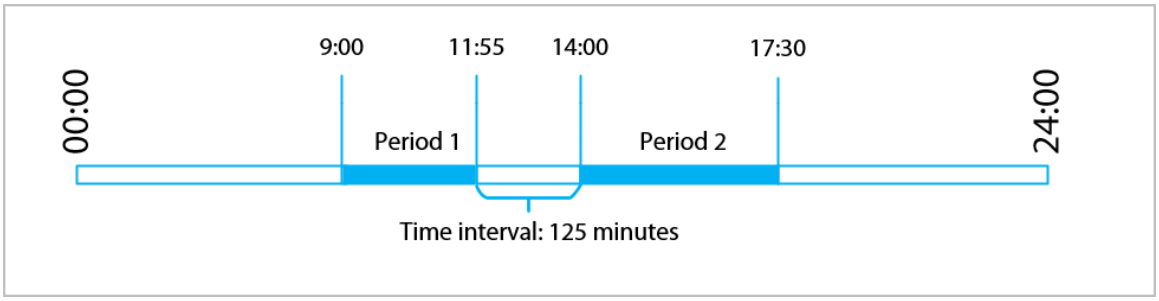


For example: If the interval is 120 minutes, then the clock-out time for period 1 is from 12:00 to 12:59, and the clock-in time for period 2 is from 13:00 to 14:00.

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 2-26 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 2-27 Create holiday plans

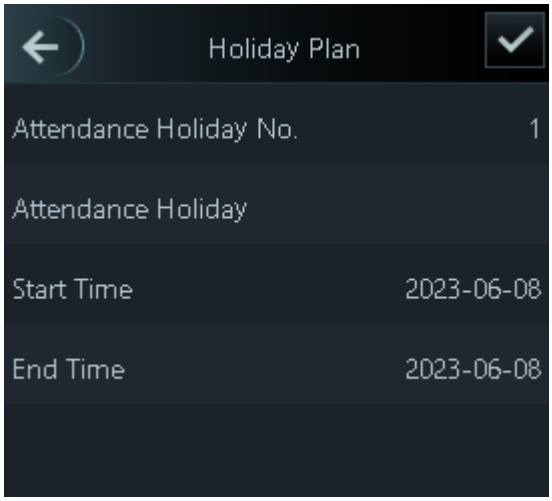


Table 2-9 Parameters description

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 ☑.

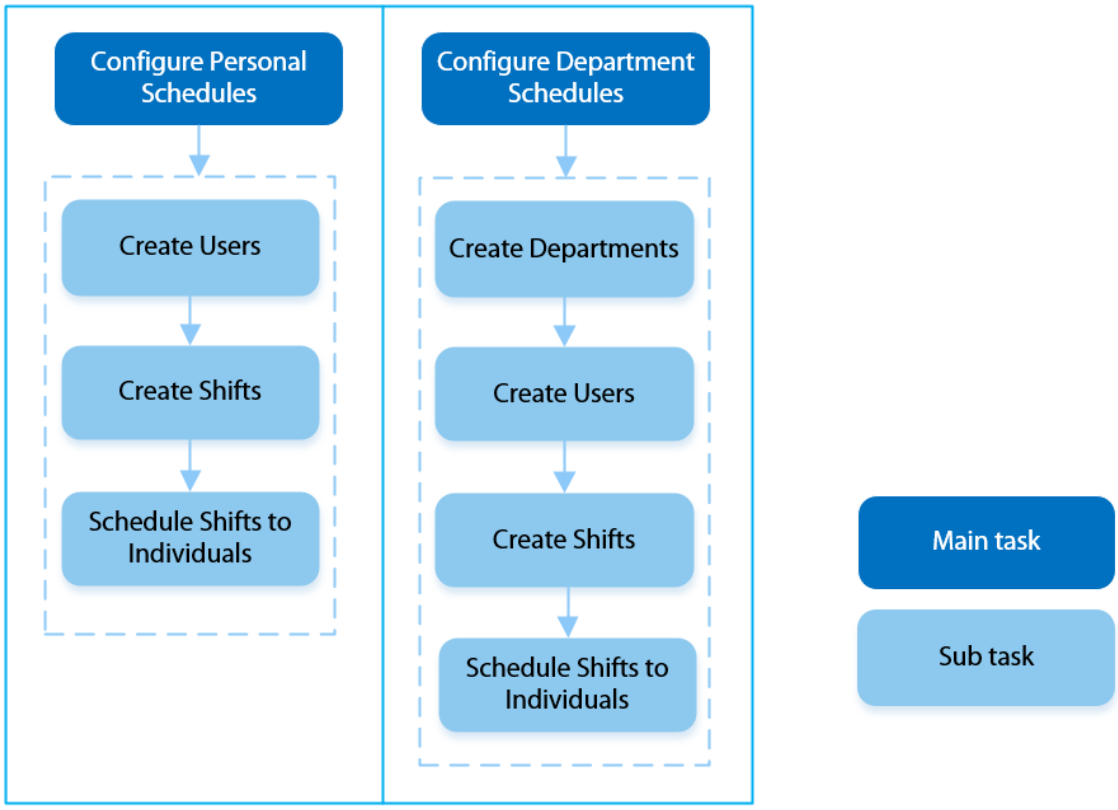
2.11.3 Configuring Work Schedules

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 2-28 Configure work schedules



Procedure

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

Step 2 Set work schedules for individuals.

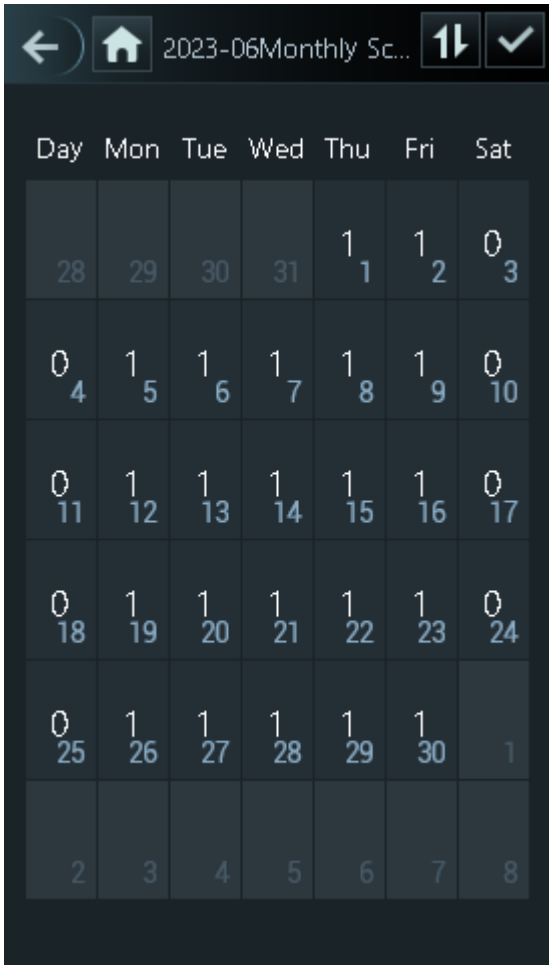
1. Tap **Personal Schedule**.
2. Enter the user ID, and then tap ☑.
3. On the calendar, select a day, and then select a shift.

   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 2-29 Schedule shifts to individuals



4. Tap .

Step 3 Set work schedules for departments.

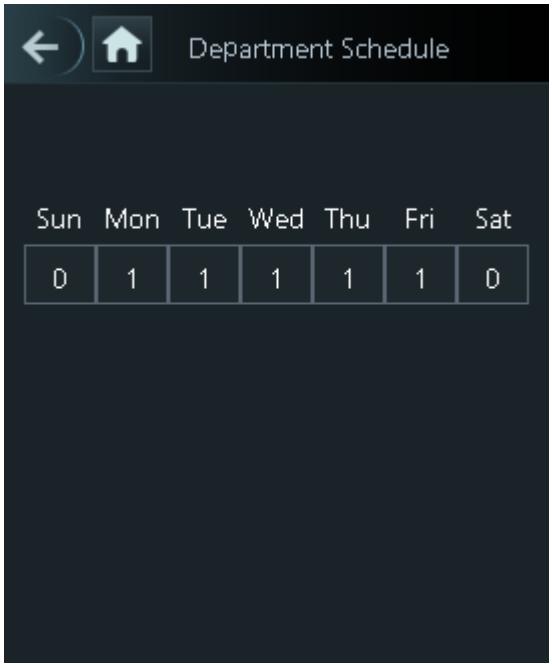
1. Tap **Department Schedule**.
2. Tap a department, and then select shifts for a week.

   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 2-30 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

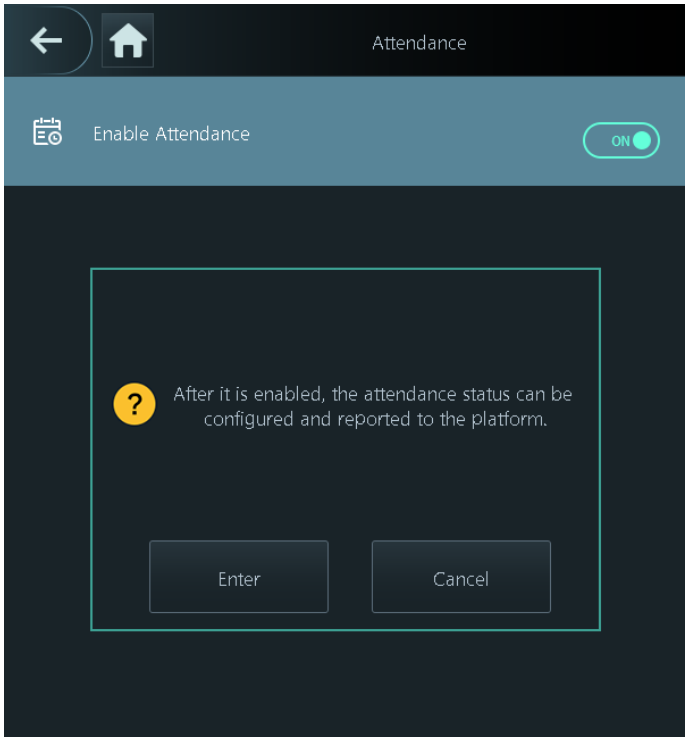
When you clock in or clock out, you can set the attendance modes to define the attendance status.

Procedure

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

Step 2 Enable the function.

Figure 2-31 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 2-32 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 2-33 Auto mode/manual mode

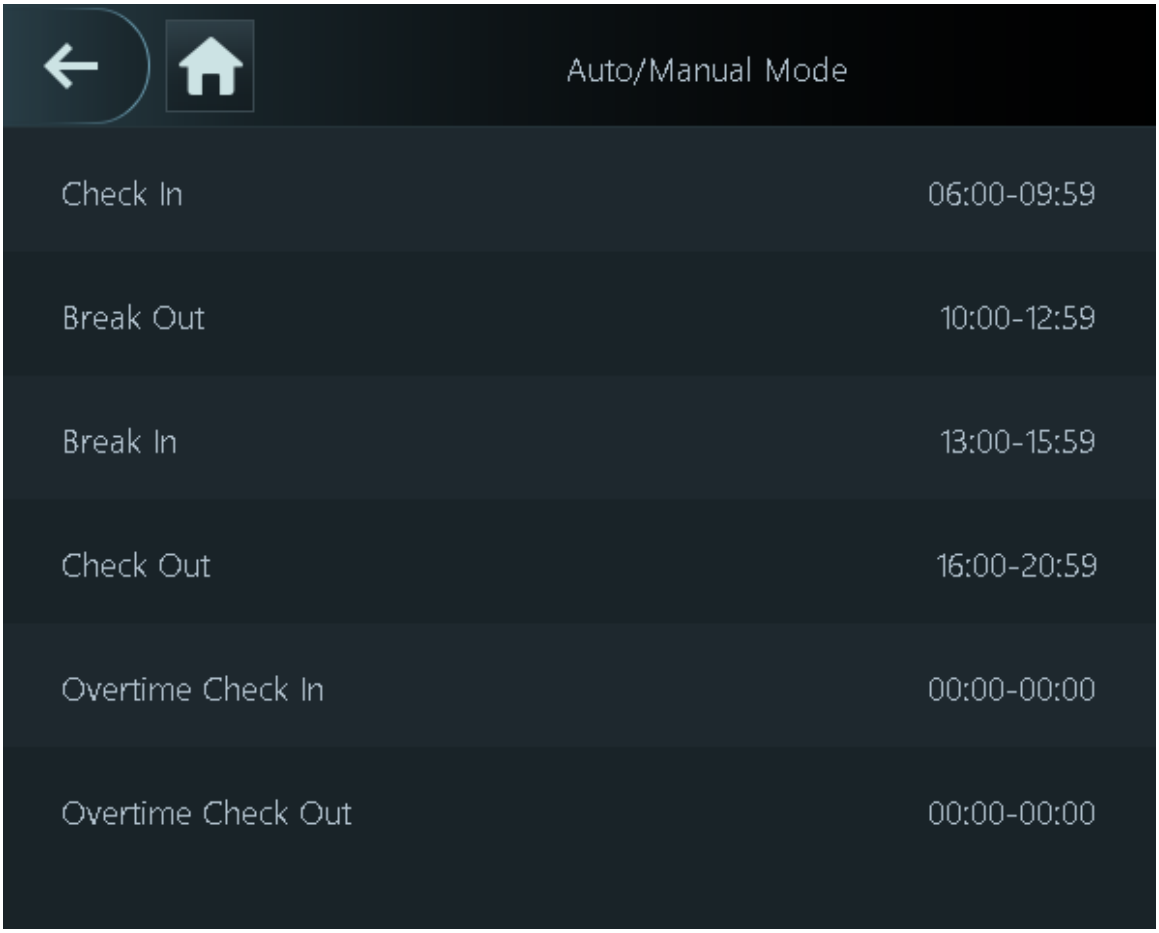


Figure 2-34 Fixed mode

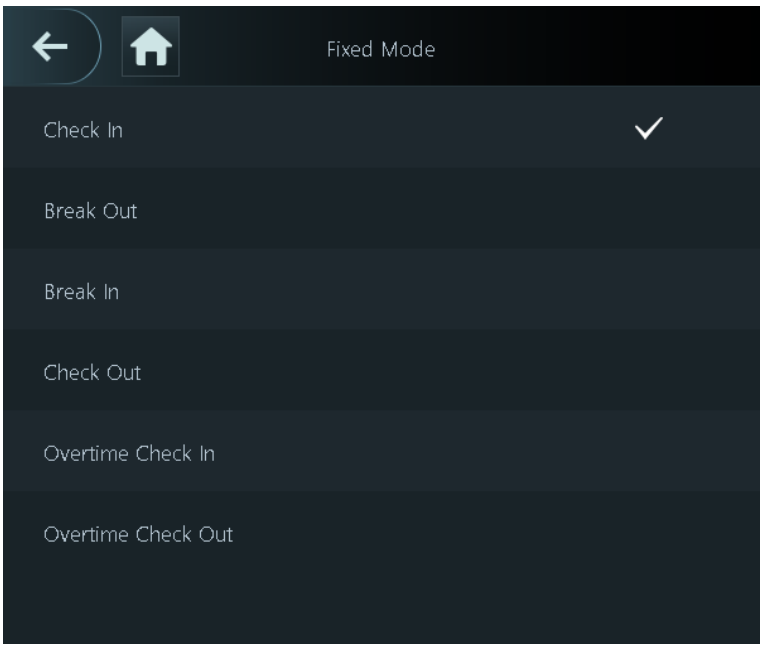


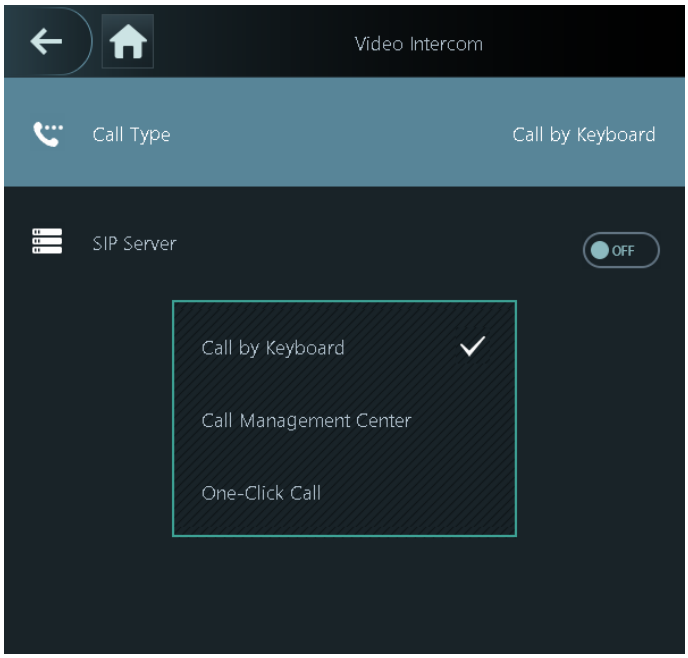
Table 2-11 Attendance mode parameters

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

On the main menu, tap **Video Intercom**, configure the call type and the SIP server.

Figure 2-35 Video intercom



Call Type

Tap **Call Type** to select the type.

- Call by keyboard: Tap the call icon on the standby mode and enter the room number to make a call.
- Call management center: Tap the call icon on the standby mode to directly call the management center.
- One-click call: Select this mode, and **9901** is displayed by default. You can customize the room number or use the default one. Tap the call icon on the standby screen to call the pre-defined room.

  You can call DMSS only in this call type.

SIP Server

After enable, the current device works as the SIP server.

Modifying this function restores the device to the default settings.

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 2-36 IP address

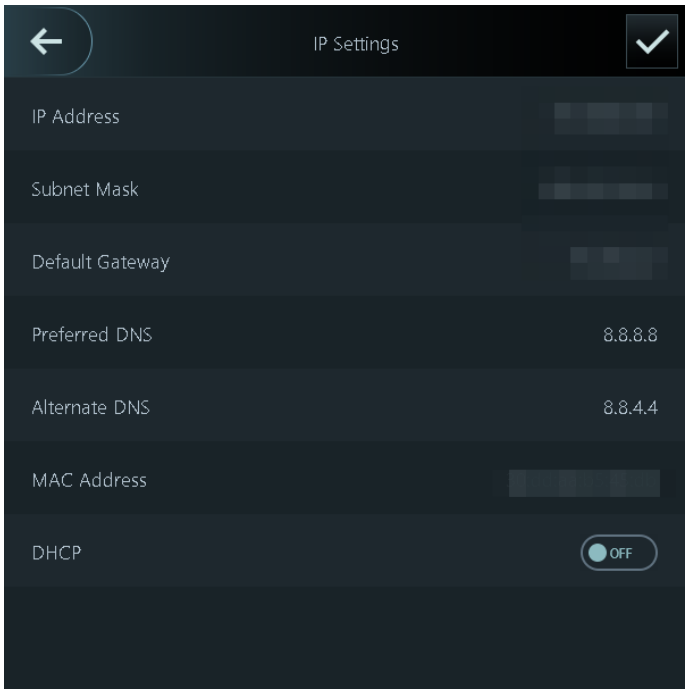


Table 2-12 IP configuration parameters

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.
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

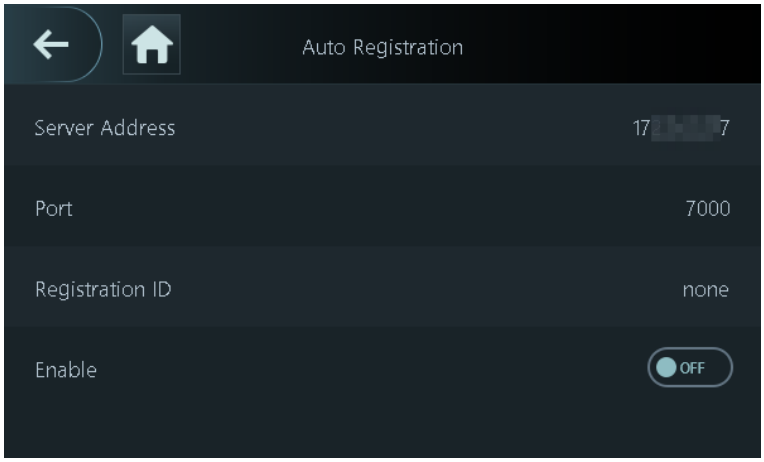
Add the device to a management platform, so that you can manage it on the platform.

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 2-37 Active registration



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

Table 2-13 Auto registration

Parameter	Description
Server Address	The IP address of the management platform.
Port	The port No. of the management platform.

Parameter	Description
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

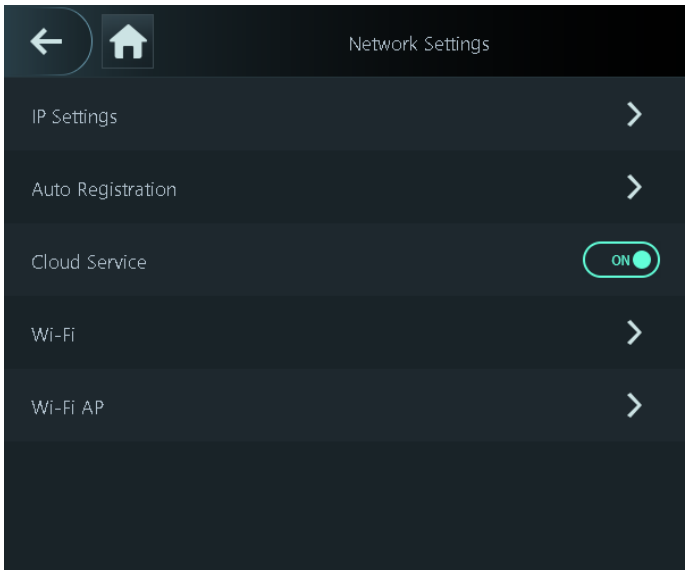
Procedure

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 2-38 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

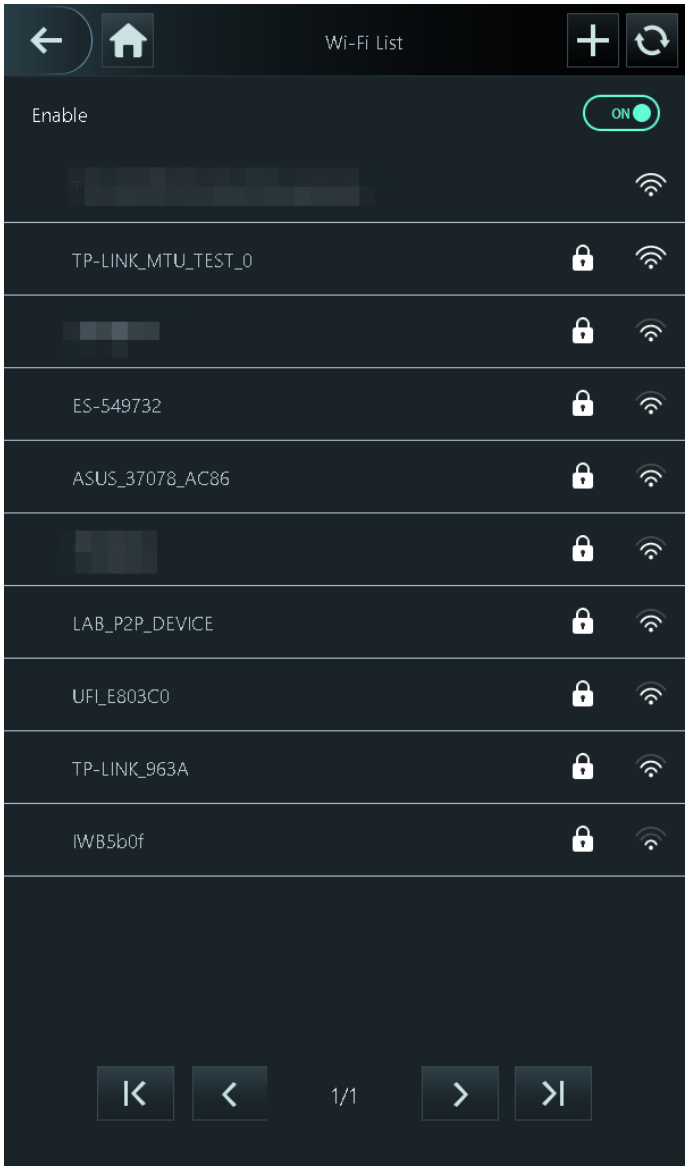
Step 1 On the main menu, select **Communication** > **Network Settings** > **Wi-Fi**.

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 2-39 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**.

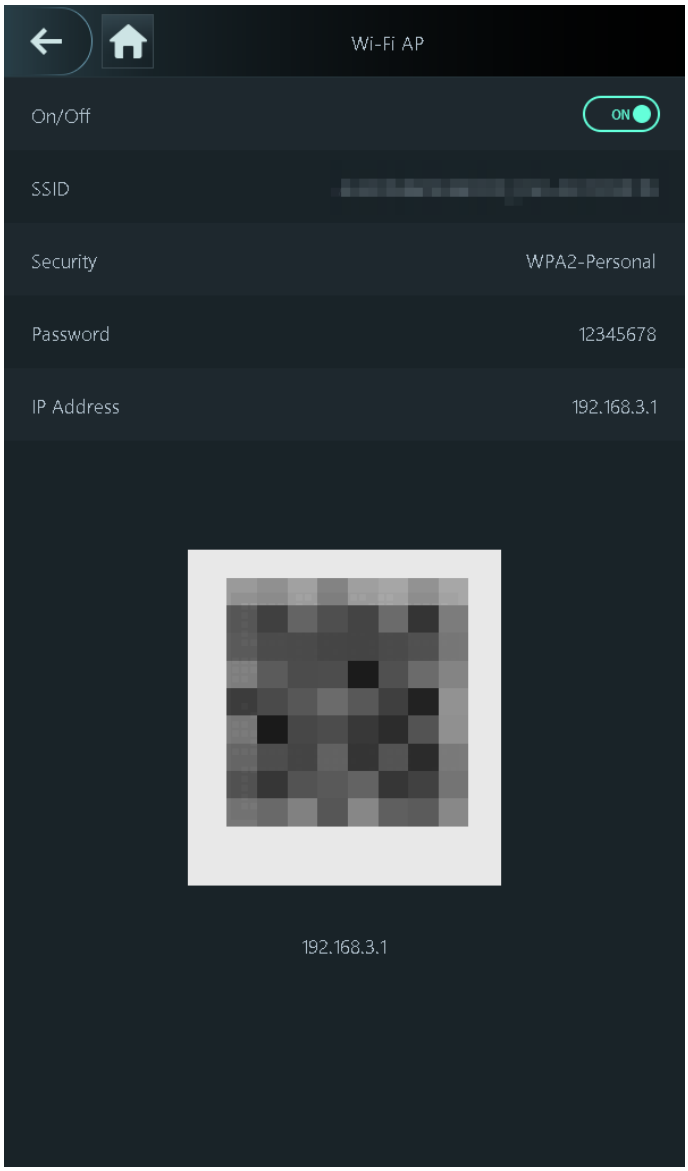
Step 2 Turn on Wi-Fi AP.

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 2-40 Connect to Wi-Fi AP

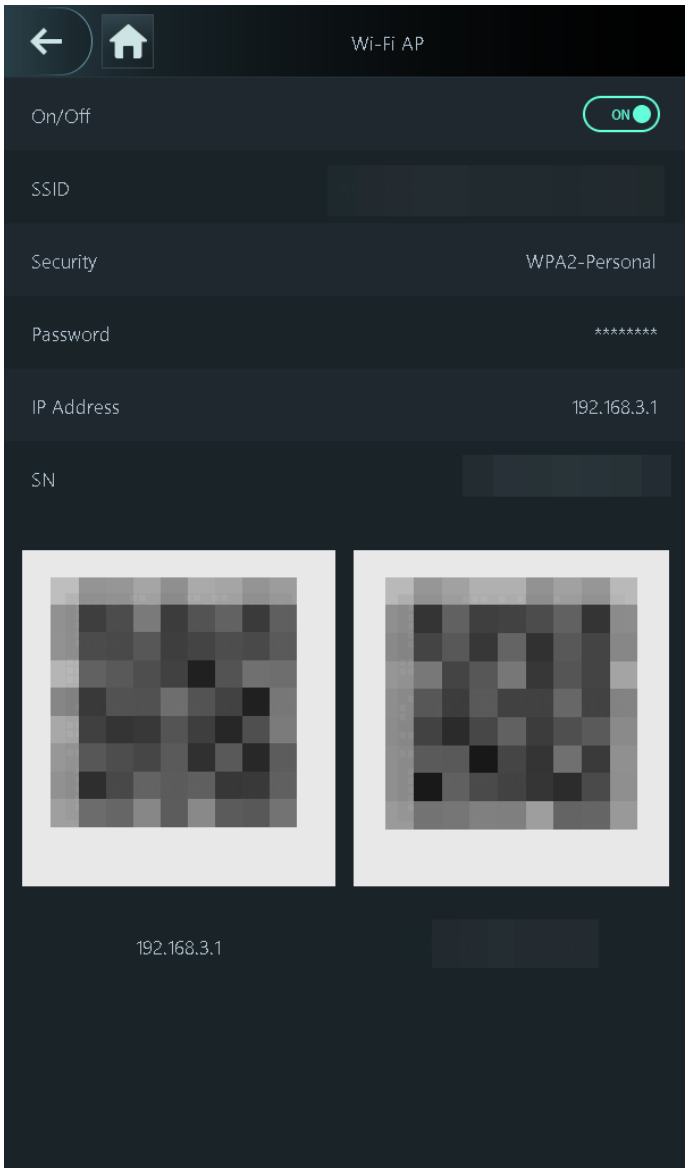


Related Operations

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 2-41 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 2-42 External device type

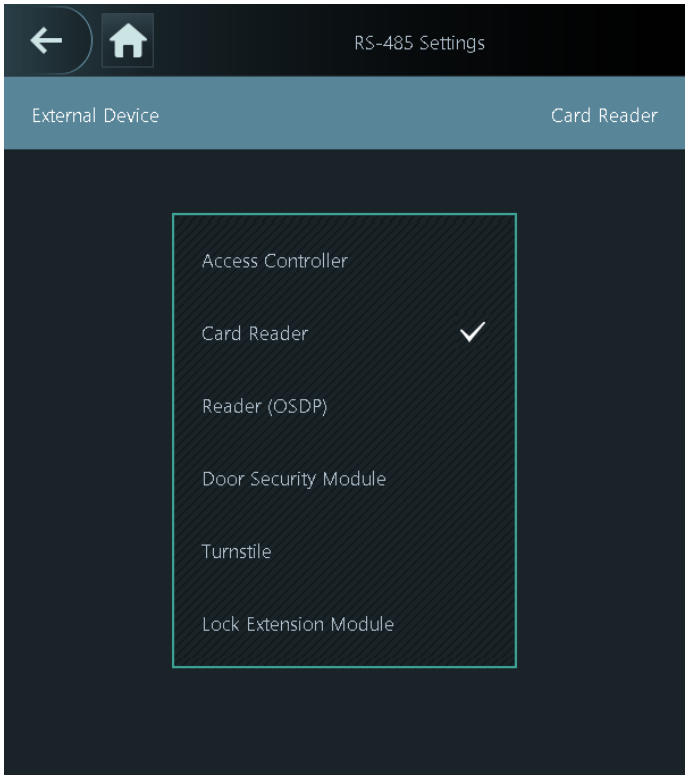


Table 2-14 Port description

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** : Outputs data based on the card number when users swipe their cards to unlock doors; outputs data based on user's first card number when users use other unlock methods. • **No.** : Outputs data based on the user ID. • 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.
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.

External device	Description
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.

2.13.3 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 2-43 Wiegand output

Table 2-15 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.

2.13.4 Security Settings

Procedure

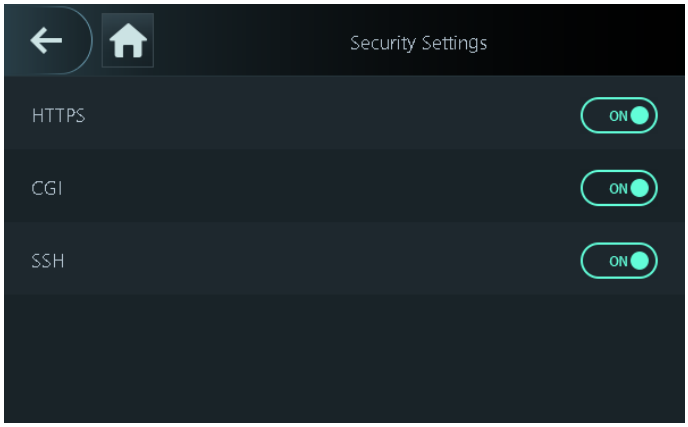
Step 1 On the main menu, select **Communication** > **Network Settings** > **Security Settings**.

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 2-44 Security settings



2.14 Biometrics

2.14.1 Configuring Face Parameters

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

Background Information

These parameters are recommended to be adjusted by professional.

Procedure

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

Step 2 Configure the face parameters, and then tap ☑.

Figure 2-45 Face parameter

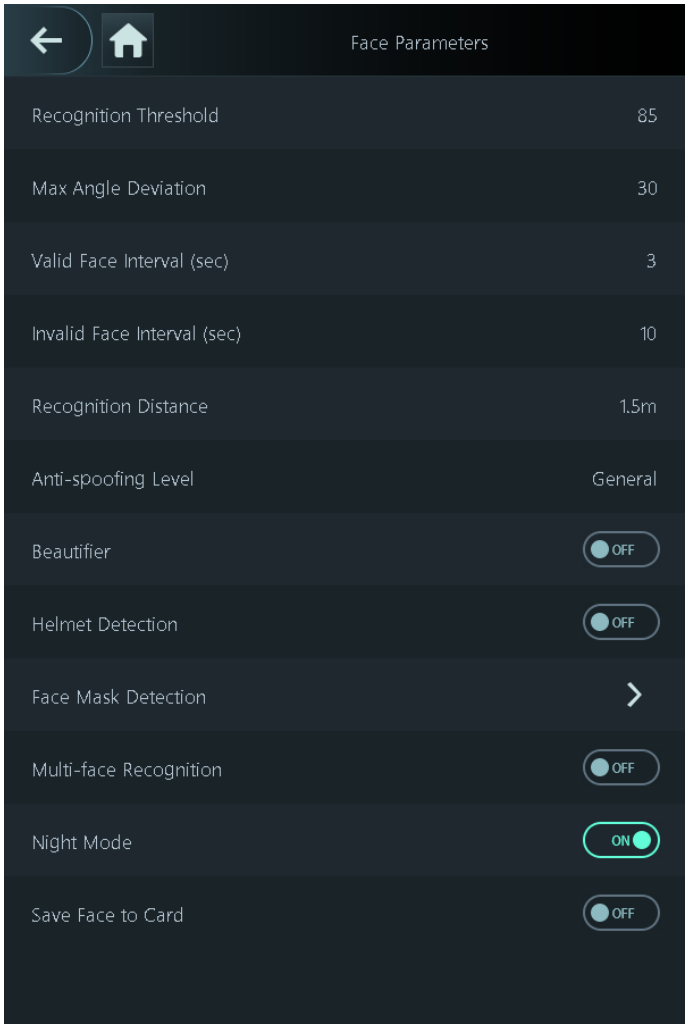


Table 2-16 Description of face parameters

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 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.
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.

Name	Description
Recognition Distance	The distance between the face and the lens.
Anti-spoofing Level	This prevents people from being able to use photos, videos, mask and other substitutes to gain unauthorized access.
Beautifier	Beautify captured face images.
Helmet Detection	Detects safety helmets. The door will not unlock for persons that are not wearing their helmet.
Face Mask Detection	• Mask mode: ◇ **No 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.
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	• 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.
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. • We recommend you use the card with a large capacity (at least 2 K).

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**.

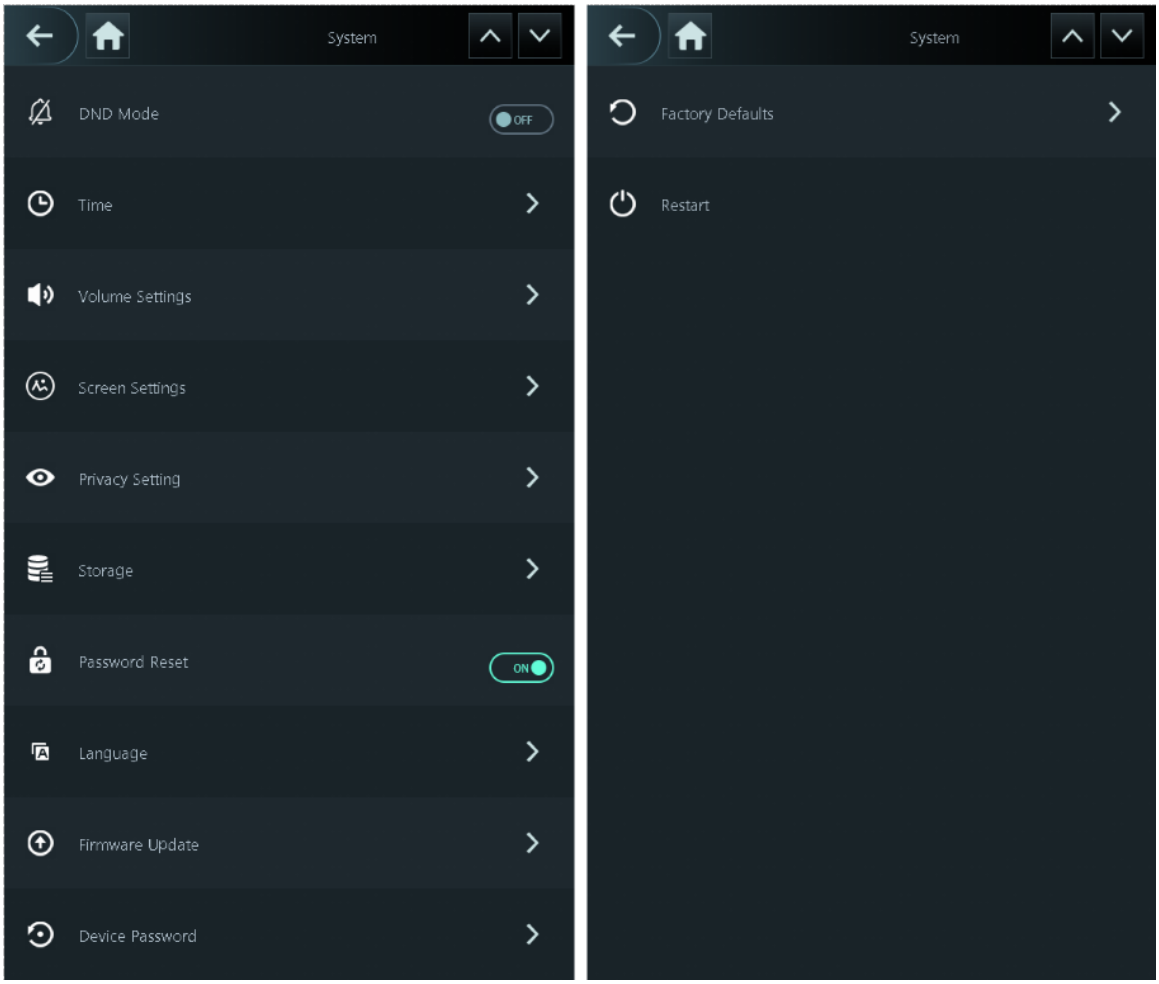
Step 2 Tap + or − to adjust the value.

2.15 System Settings

The parameters might differ according to different device models.

Tap ^ or v to switch pages.

Figure 2-46 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 2-47 Time

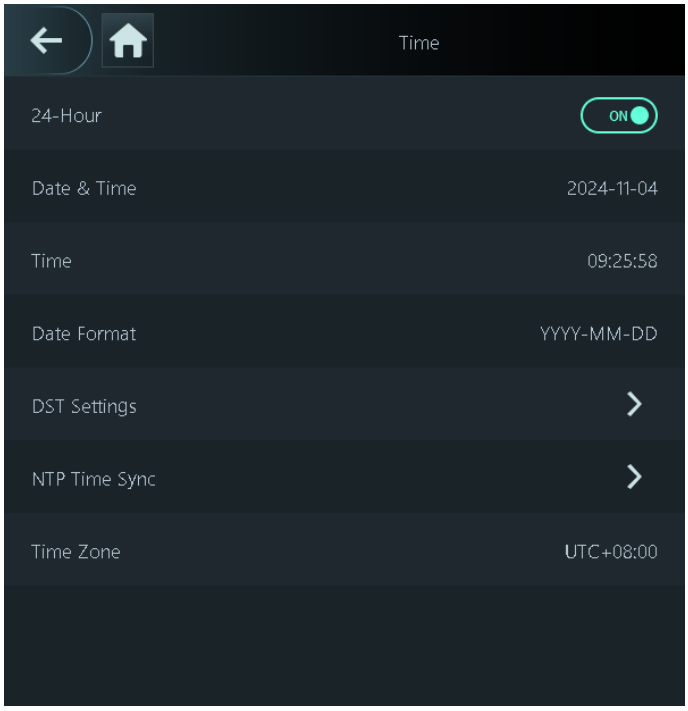


Table 2-17 Description of time parameters

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.

Parameter	Description
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 .
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.

Figure 2-48 Volume settings

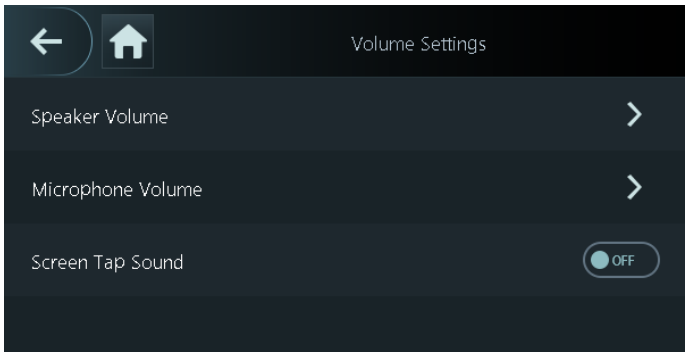
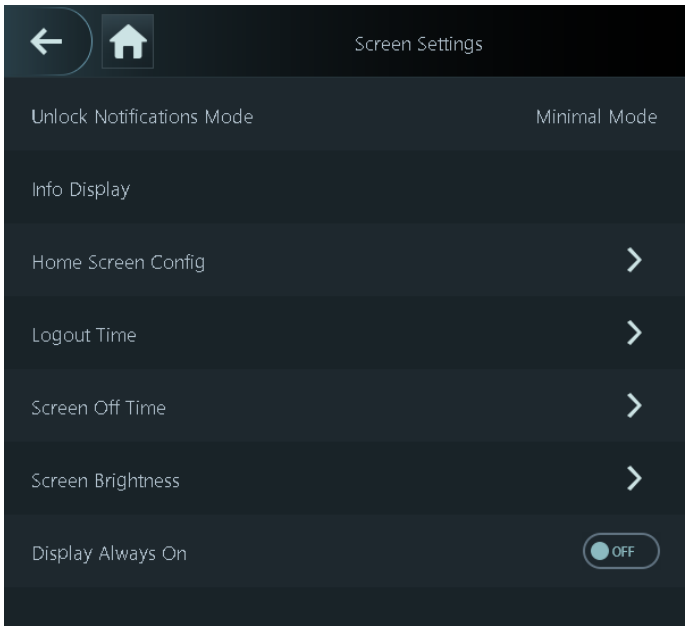


Table 2-18 Parameters description

Parameters	Description
Speaker Volume	Tap the volume, and then tap or to adjust the 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 2-49 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 2-50 Unlock notifications mode

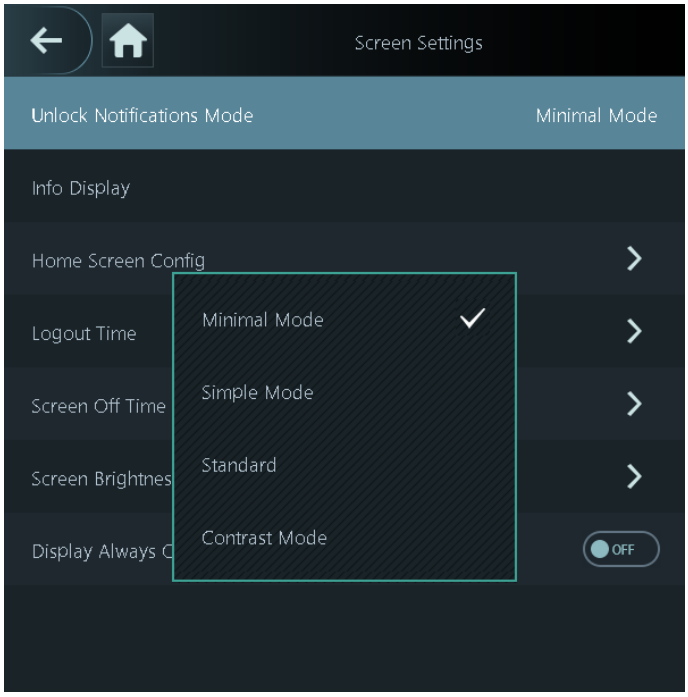


Table 2-19 Description of unlock notifications mode

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 2-51 Minimal mode

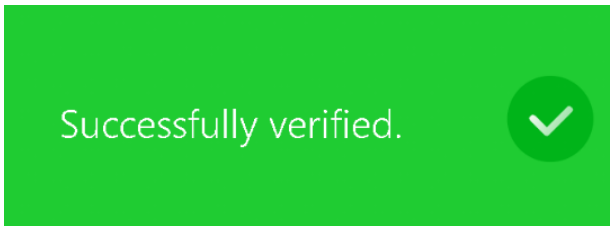


Figure 2-52 Simple mode

Figure 2-53 Standard

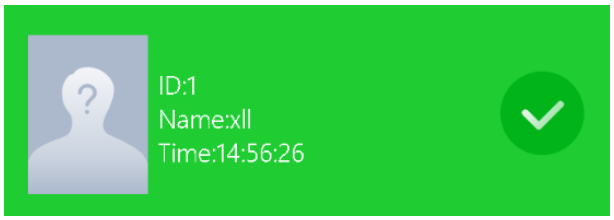
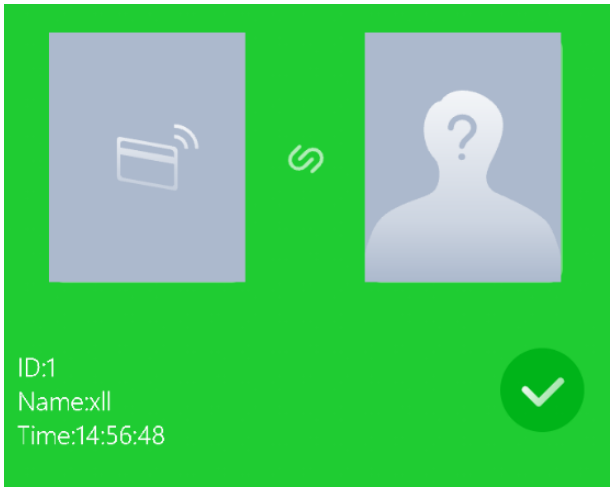


Figure 2-54 Contrast mode



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 2-55 Home screen configuration

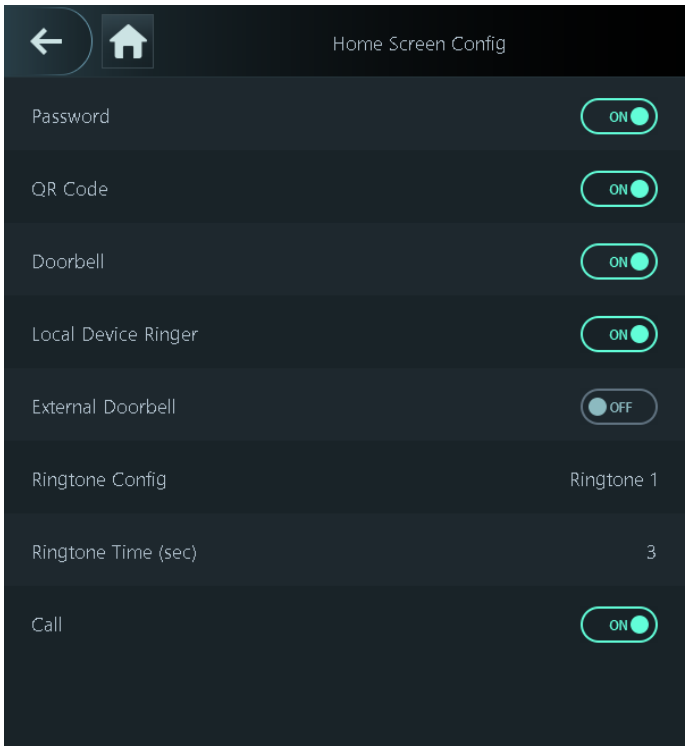


Table 2-20 Parameters description

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 2-56 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.
- 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 rest the password. It is turned on by default.

2.15.8 Configuring the Language

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

2.15.9 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.

2.15.10 Configuring Device Password

2.15.10.1 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**.

2.15.10.2 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**.

2.15.11 Restoring Factory Defaults

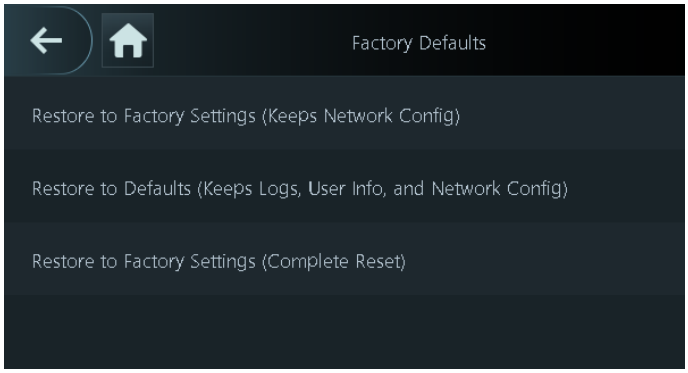
Restoring the device to the factory settings might cause data loss. Please be advised.

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 2-57 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.

2.15.12 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 2-58 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.

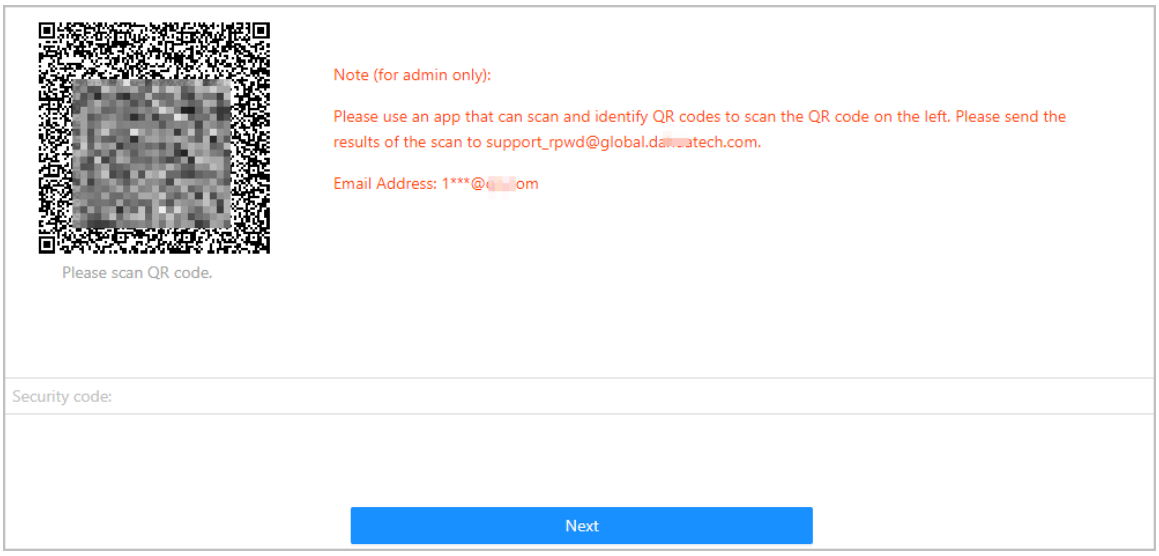
Procedure

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 ' " ; : &).

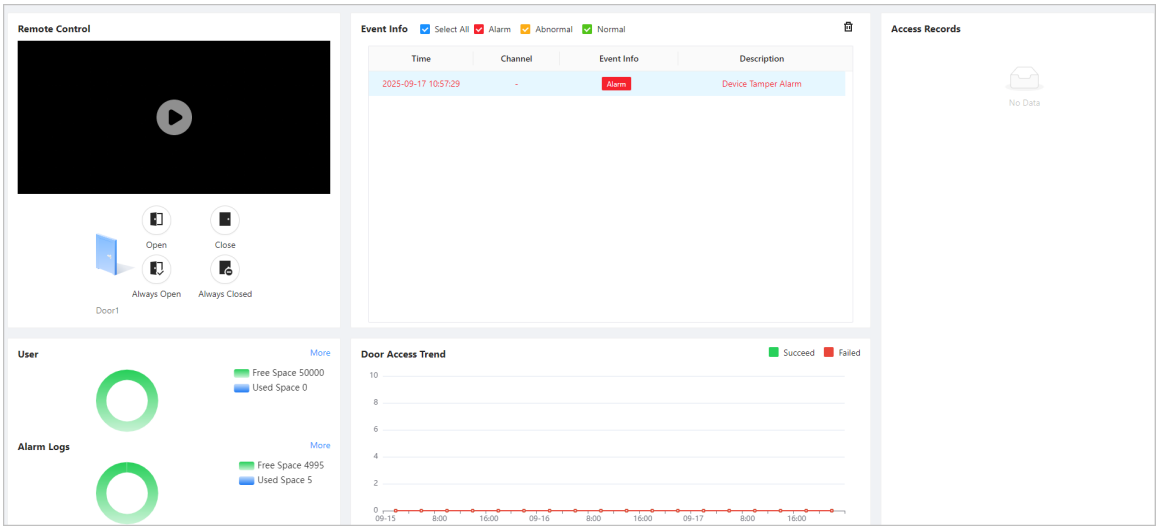
Step 7 Click **OK**.

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

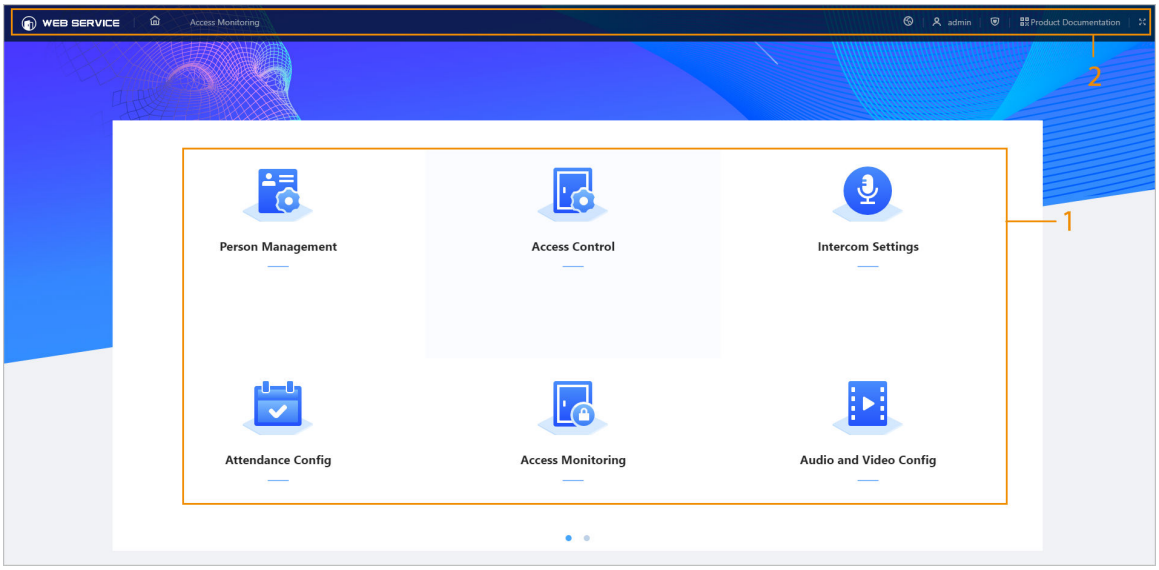


Table 3-2 Home page description

No.	Description
1	Main menu.

No.	Description
2	• : Go to the home page. • : Select a language on the device. • admin: Log out or restart the device. • : Enter the **Security** page. • Product Material: Scan the QR code with your phone to view the product documents. This function is only available on select models • : Display in full screen.

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

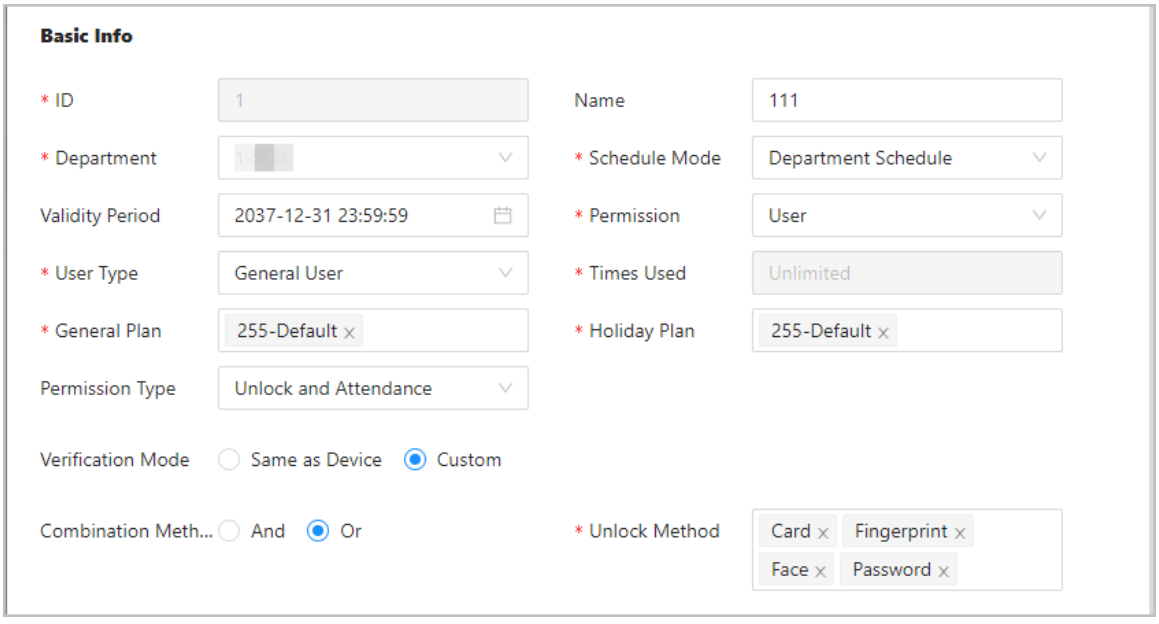


Table 3-3 Description of basic information

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).

Parameter	Description
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". ● 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.
Schedule Mode	
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.
Holiday Plan	People can unlock the door or take attendance during the defined holiday. You can select more than one holiday.

Parameter	Description
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

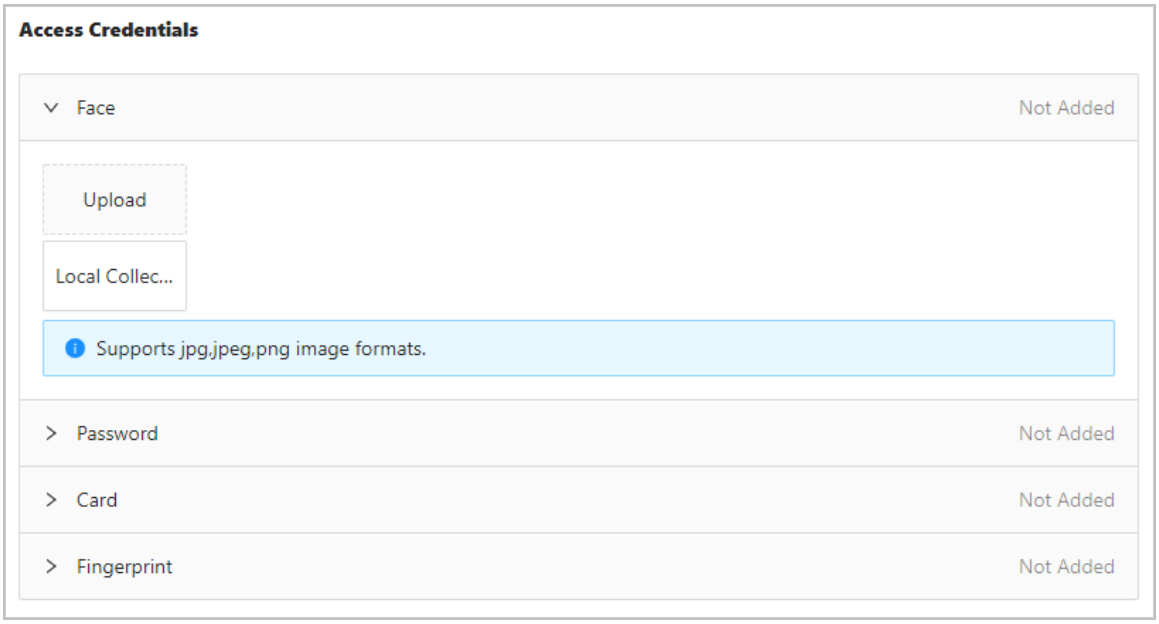


Table 3-4 Description of access credentials

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.

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.

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

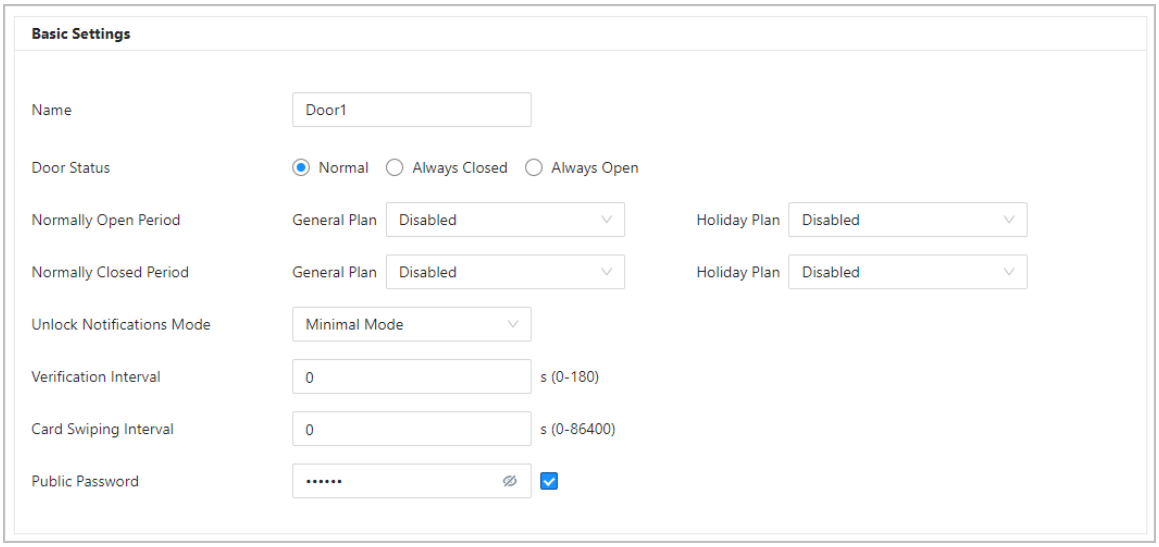


Table 3-5 Basic parameters description

Parameter	Description
Name	The name of the door.
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	

Parameter	Description
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.

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

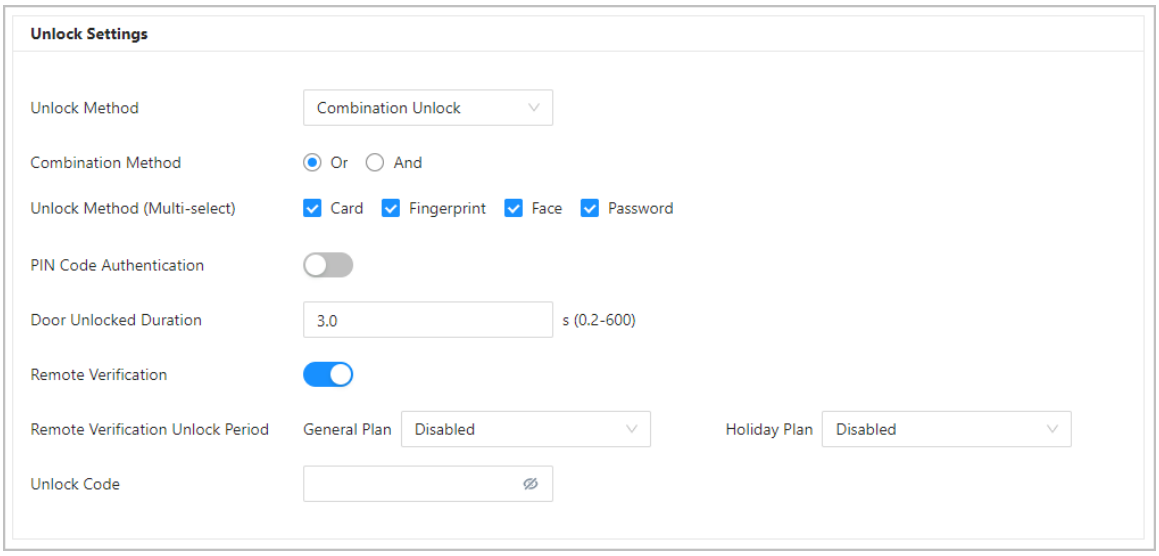


Table 3-6 Unlock settings description

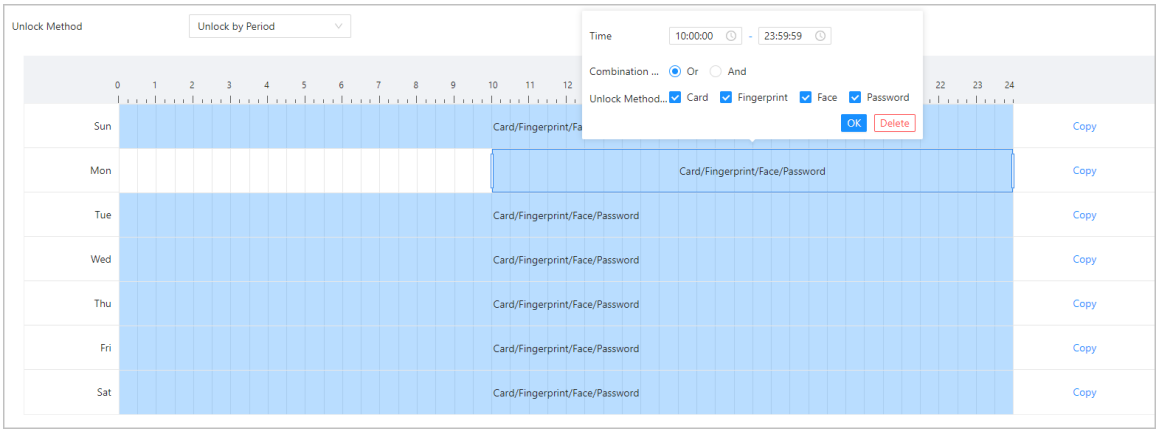
Parameter	Description
Unlock Method (Multi-select)	Unlock methods might differ depending on the models of product.
PIN Code Authentication	When PIN code authentication is enabled, you can open the door with just the password.
Door Unlocked Duration	After a person is granted access, the door will remain 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

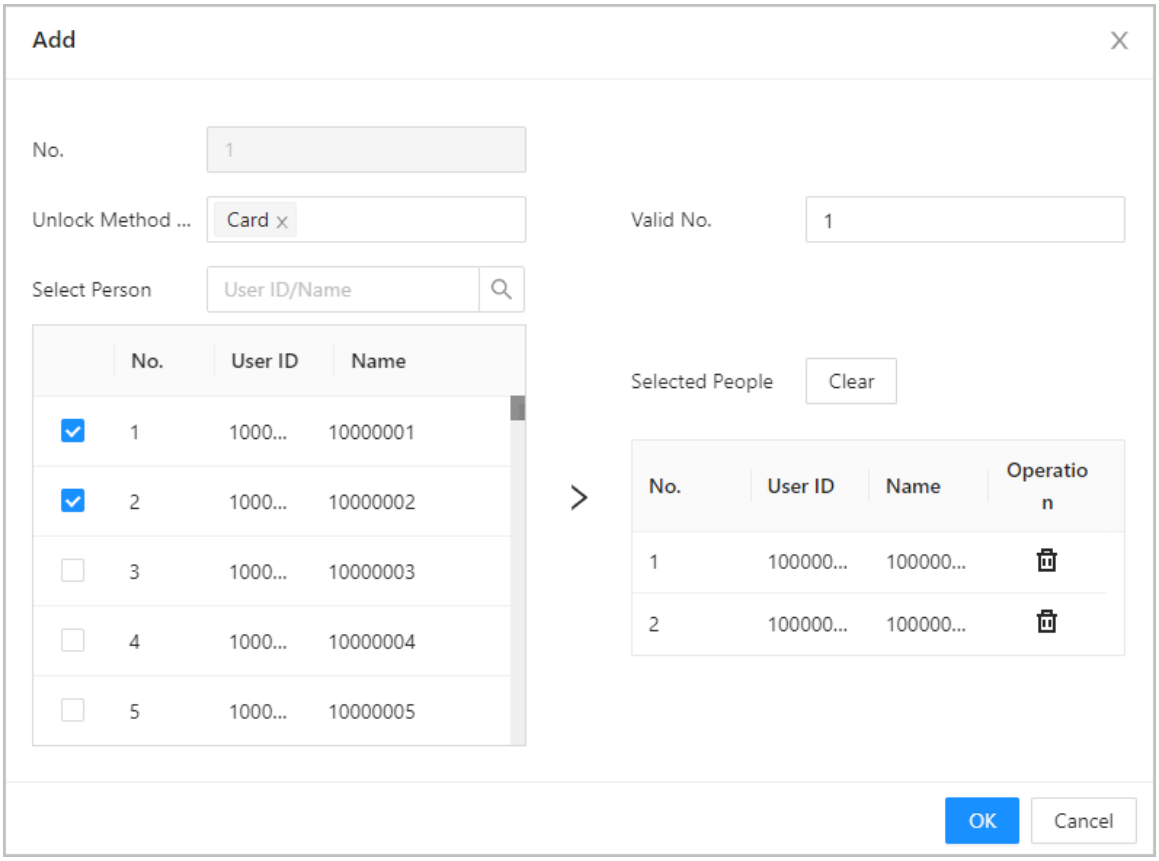


- Unlock by multiple users.
  - ◇ If only one group is added, the door unlocks only after the number of people in the group who grant access equals the defined valid number.
  - ◇ If more than one groups are added, the door unlocks only after the number of people in each group who grant access equals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



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.

Figure 3-10 Select the channel

Step 3 Configure alarm parameters.

Figure 3-11 Alarm

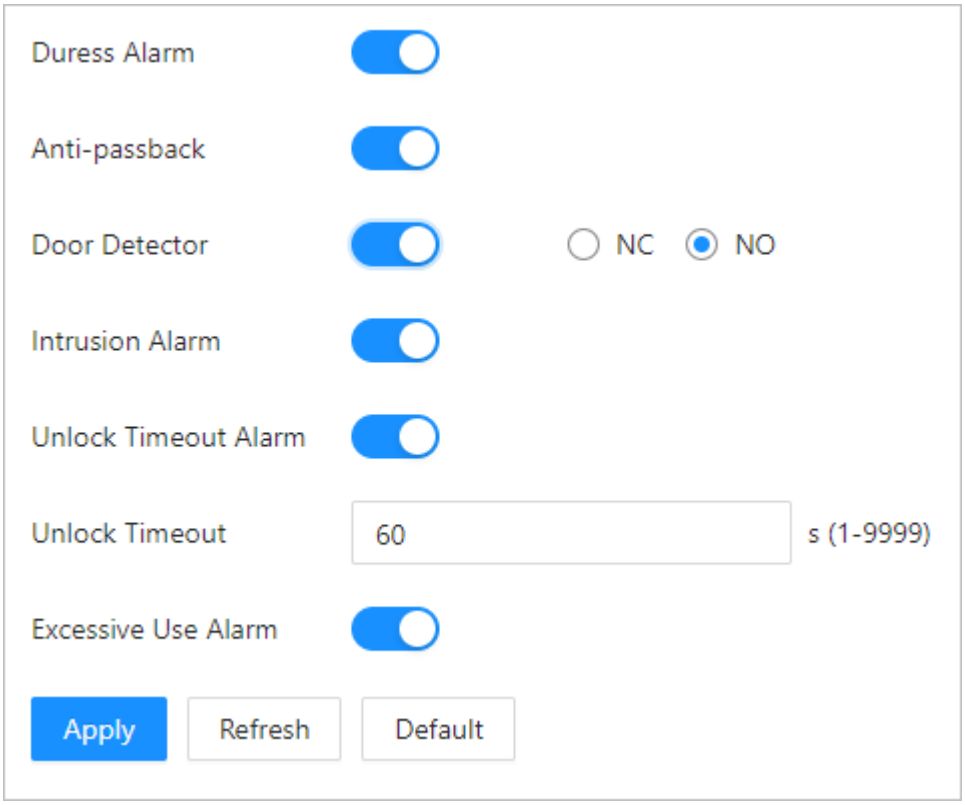


Table 3-7 Description of alarm parameters

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

Parameter	Description
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. The door detector and door timed out function need to be enabled at the same time.
Unlock Timeout	
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.

Step 4 Click **Apply**.

3.7.2.2 Configuring Alarm Linkages (Optional)

You can configure alarm linkages.

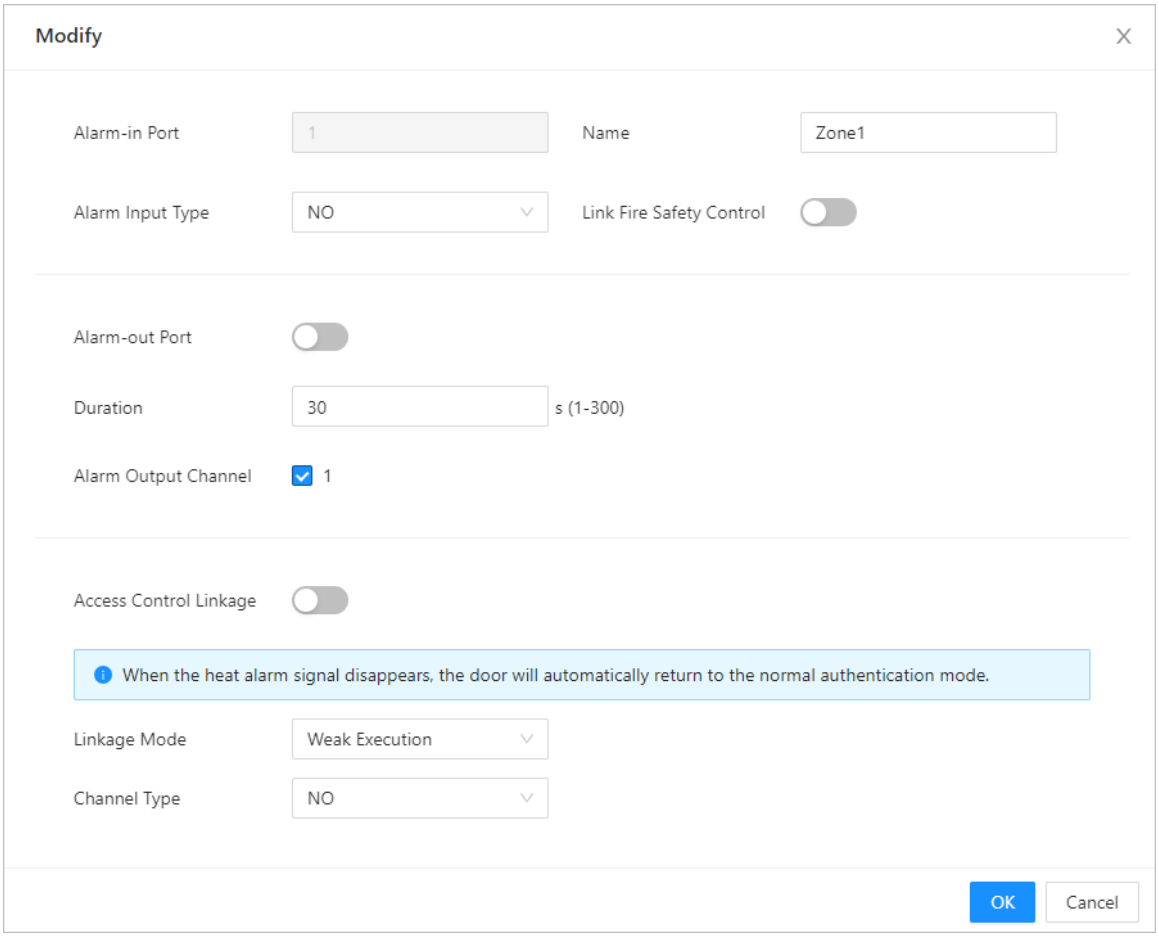
Procedure

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



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

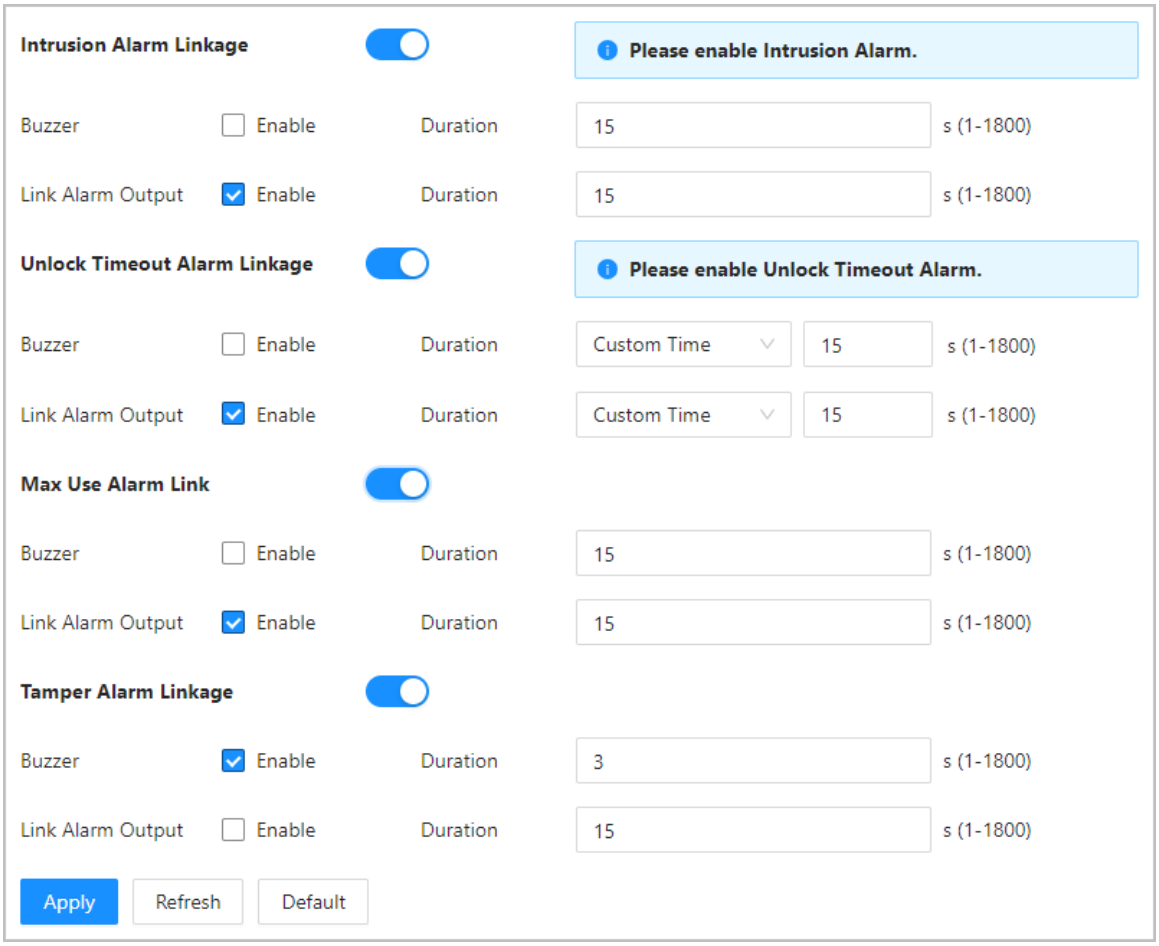


Table 3-8 Alarm event linkage

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.

Parameter	Description
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

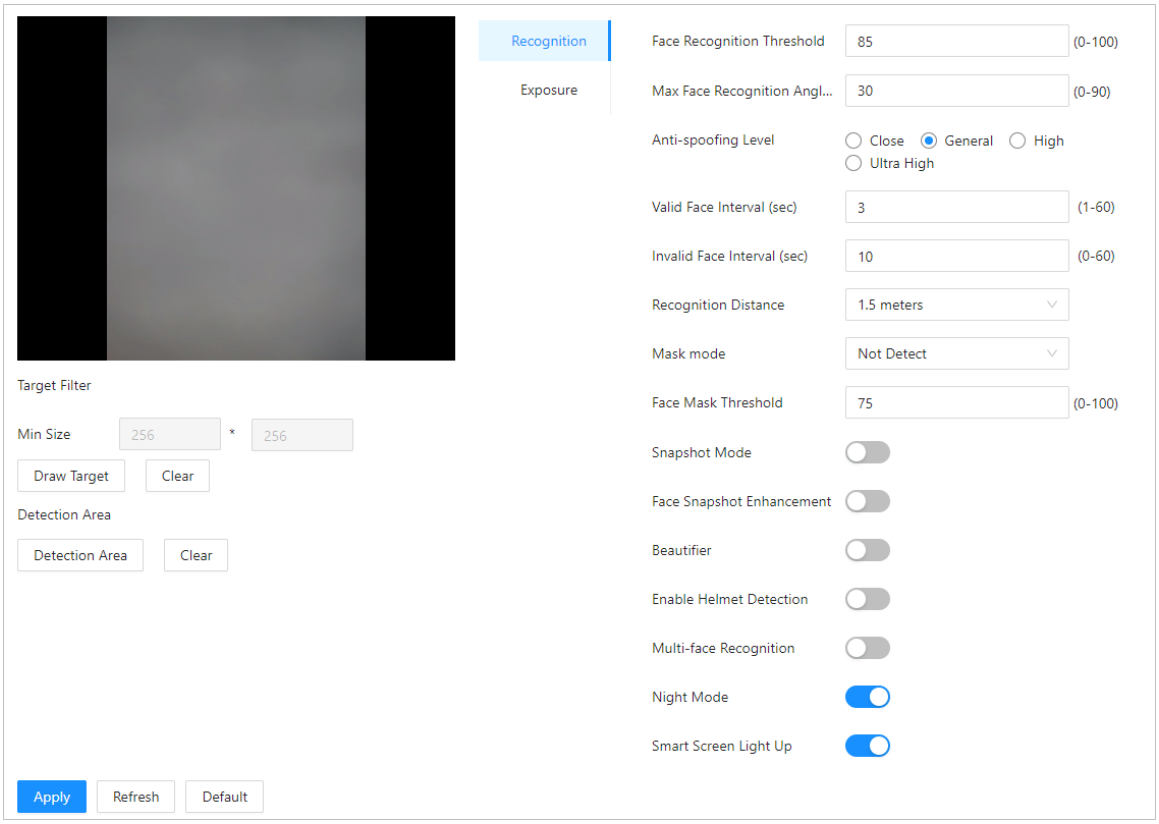
Configure face detection parameters. Face parameters might differ depending on models of the product.

Procedure

Step 1 Log in to the webpage.

Step 2 Select **Access Control** > **Face Parameters**.

Figure 3-14 Face detection parameters



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.
Face Mask 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 Mode	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.
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.

Name	Description
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

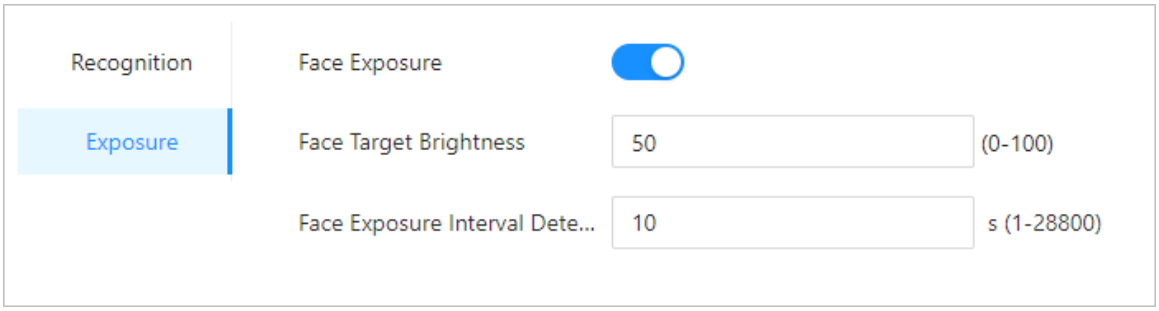


Table 3-10 Exposure parameters description

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

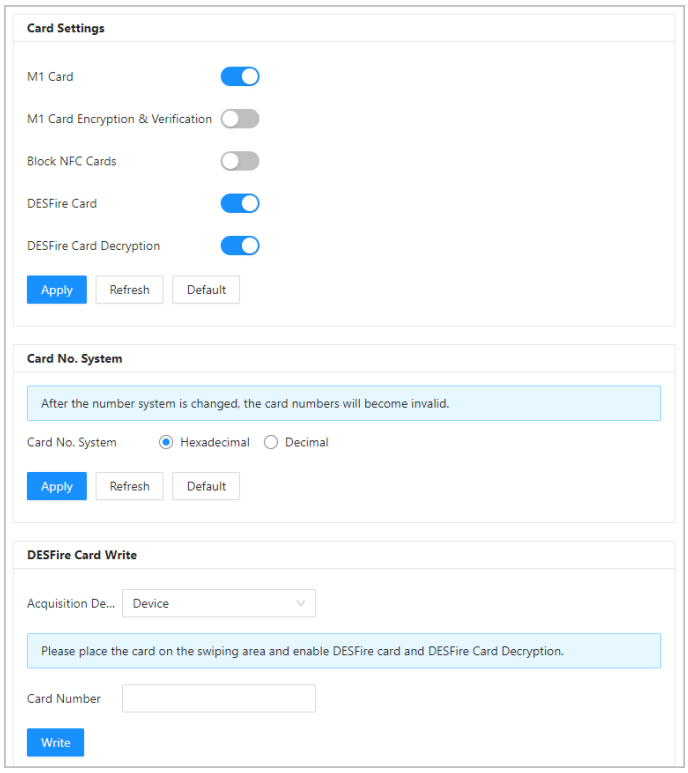


Table 3-11 Card parameters description

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.

Item	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.
	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.
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

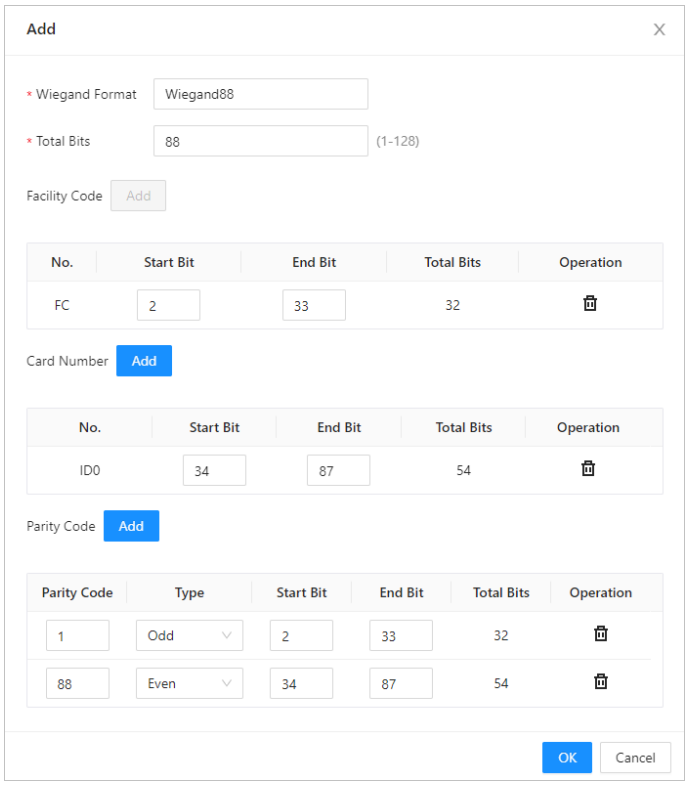


Table 3-12 Wiegand format description

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	1. Click **Add**. 2. Enter the even parity start bit and even parity end bit. 3. 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

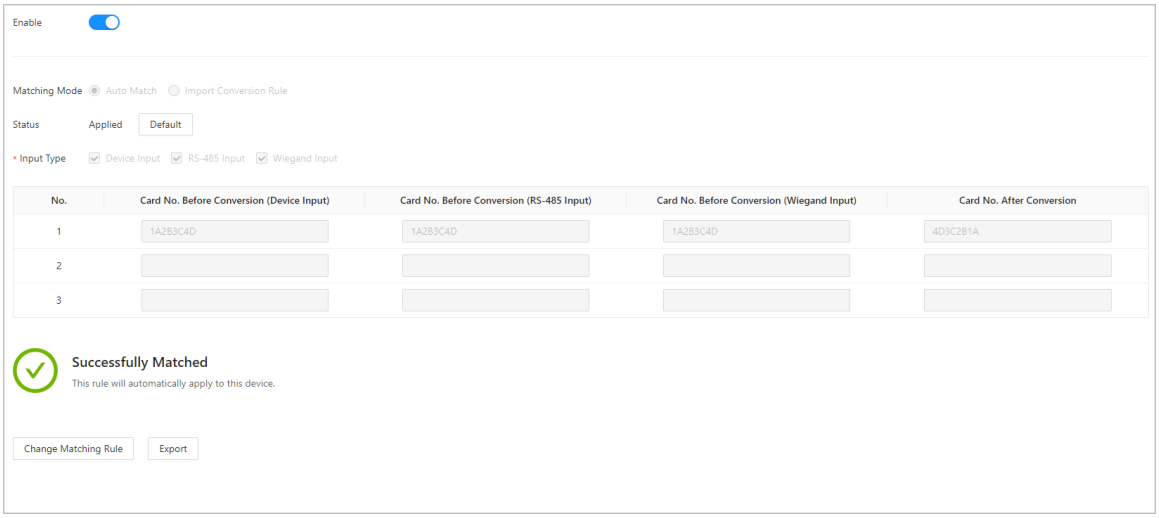
Step 1 Log in to the webpage.

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**.

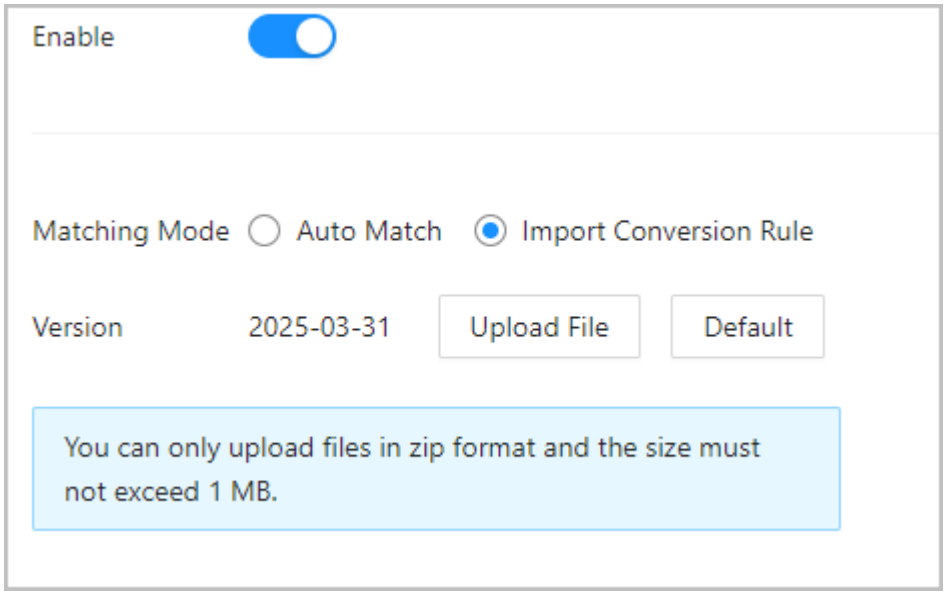
Figure 3-18 Auto match (successfully matched)



- 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

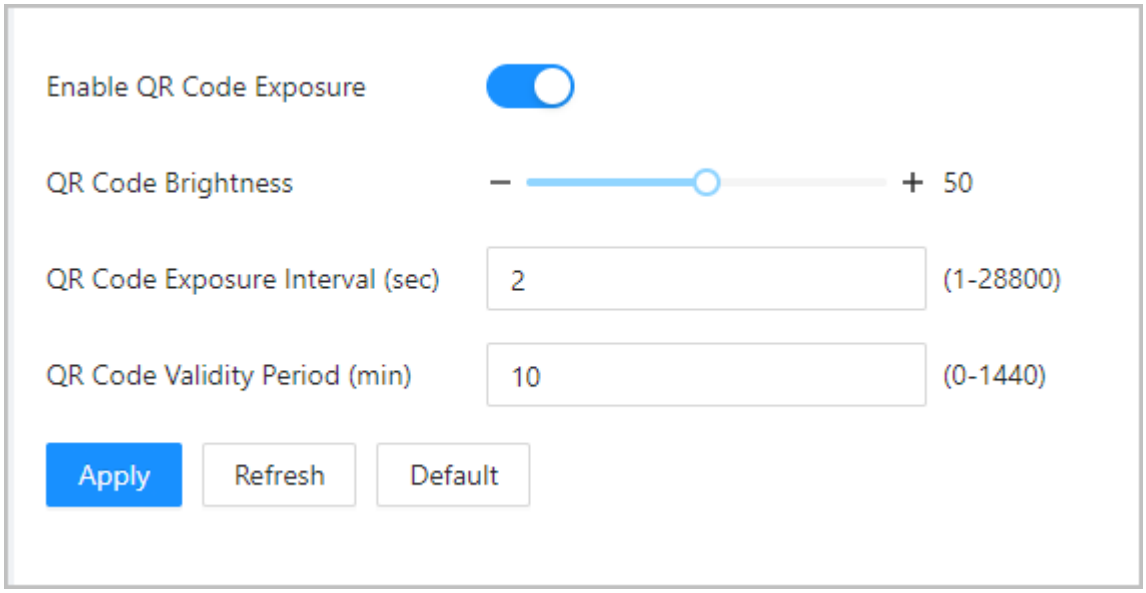


Table 3-13 QRR code parameters

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	
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 Dolynk 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

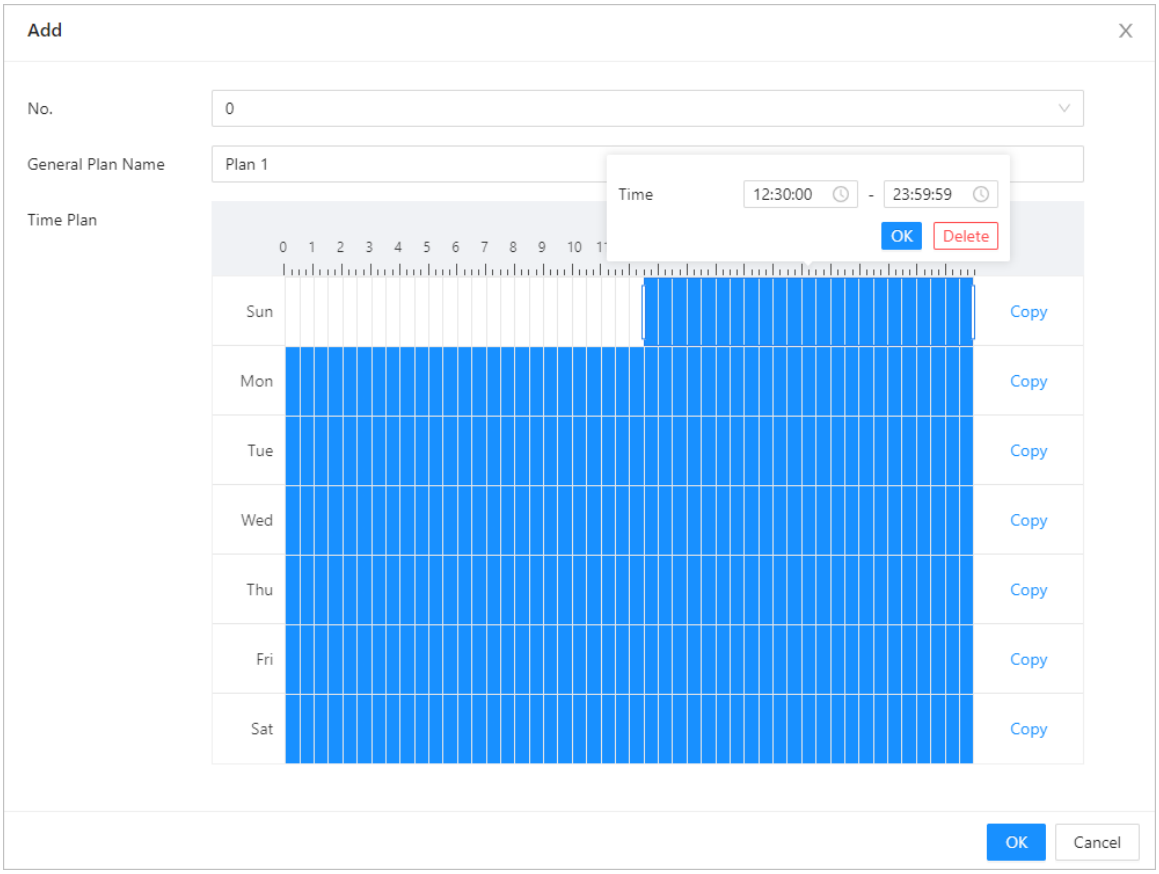
Step 1 Log in to the webpage.

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



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

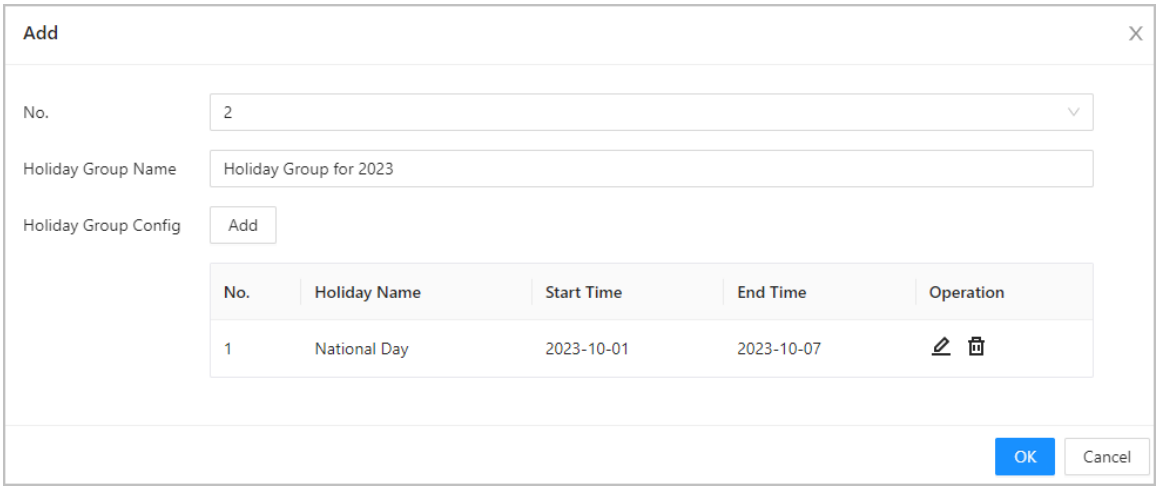
Step 1 Log in to the webpage.

Step 2 Select **Access Control** > **Period Config** > **Holiday Plan**.

Step 3 Click **Holiday Management** , and then click **Add**.

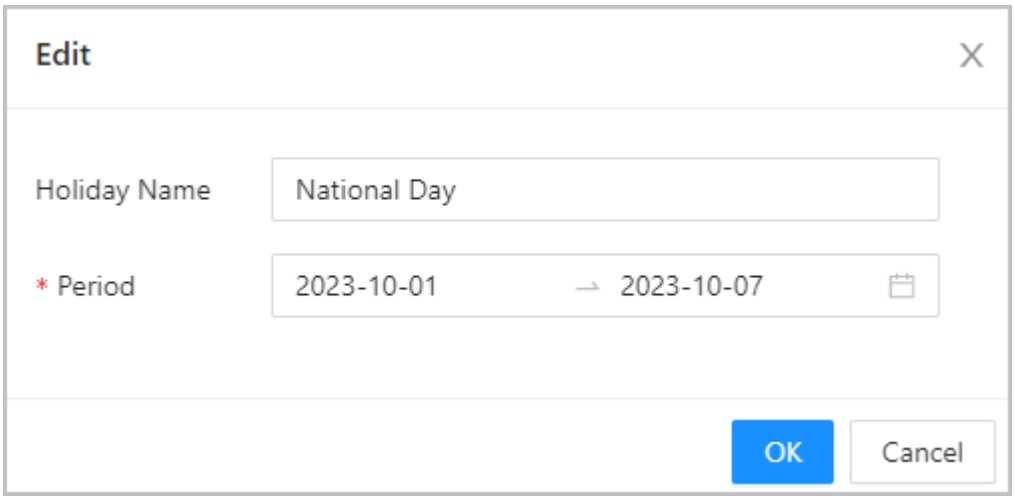
1. Select a number for the holiday group, and then enter a name for the group.

Figure 3-22 Add a holiday group



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

Figure 3-23 Add a holiday to a holiday group



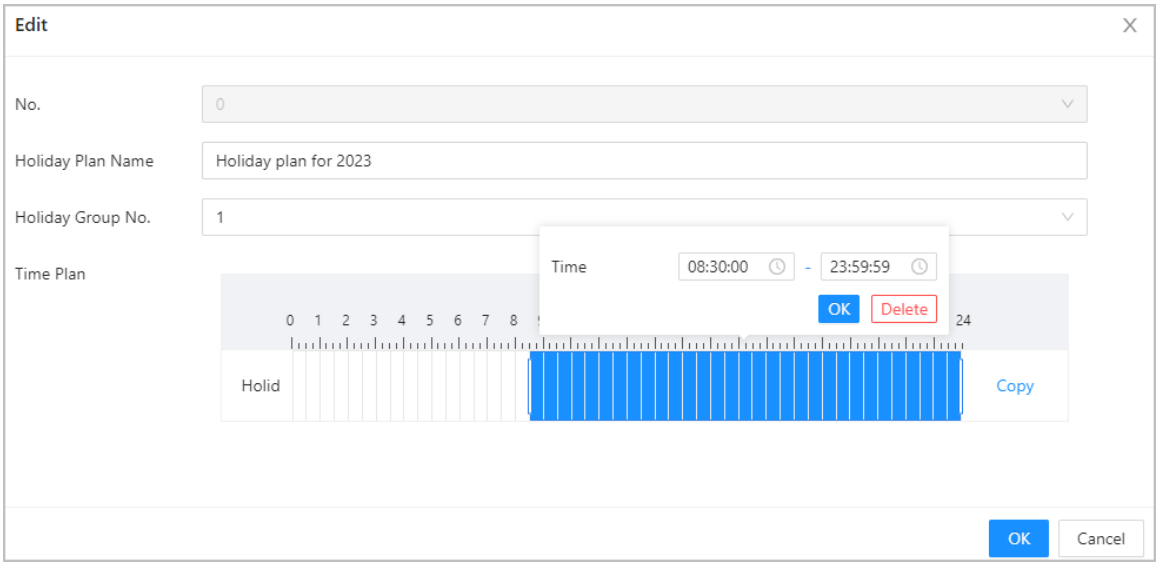
Step 4 Click **OK**.

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

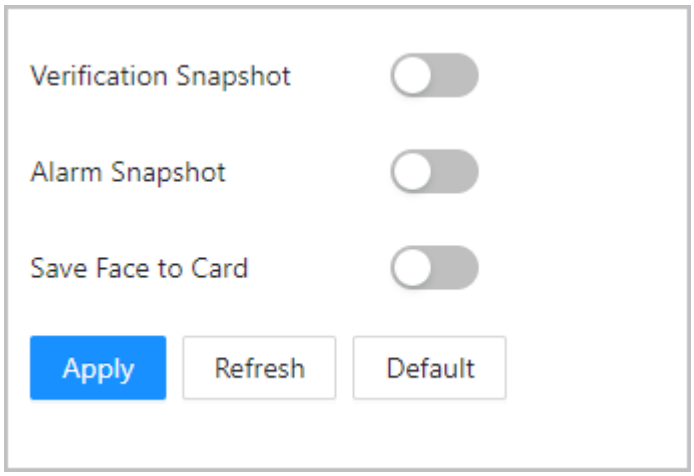
Step 1 On the webpage, select **Access Control** > **Privacy Settings**.

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.
- 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.

Figure 3-25 Privacy settings



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

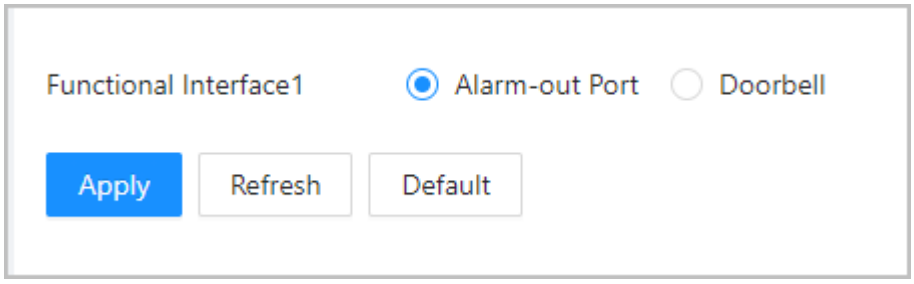
Step 1 On the webpage, select **Access Control** > **Port Config**.

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 3-26 Configure ports



3.7.10 Configuring Elevator Control Parameters

Procedure

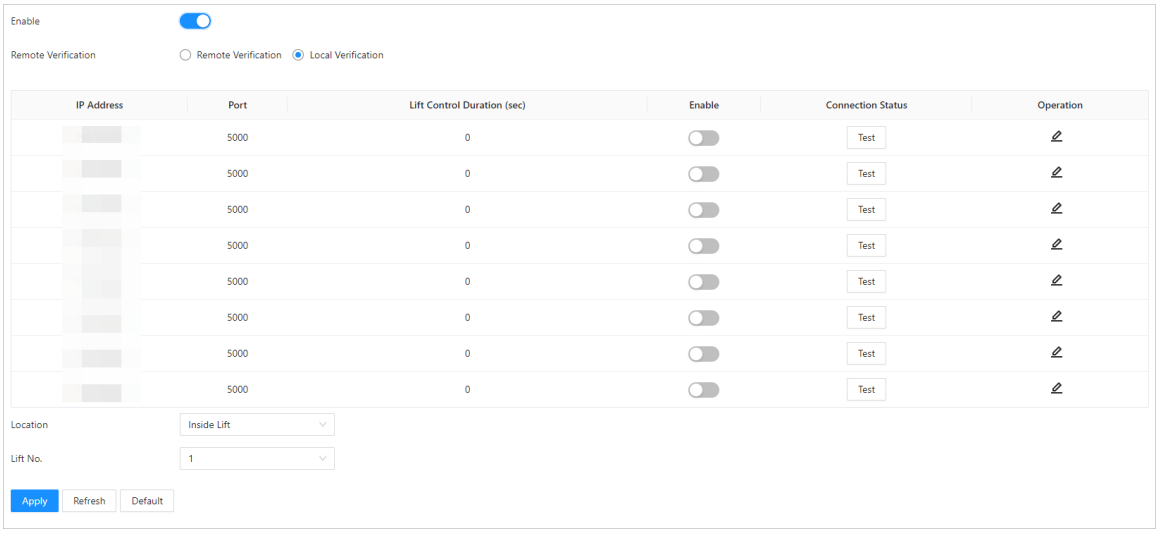
Step 1 Log in to the webpage.

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 3-27 Configure the elevator control parameters



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 3-28 Configure the parameters

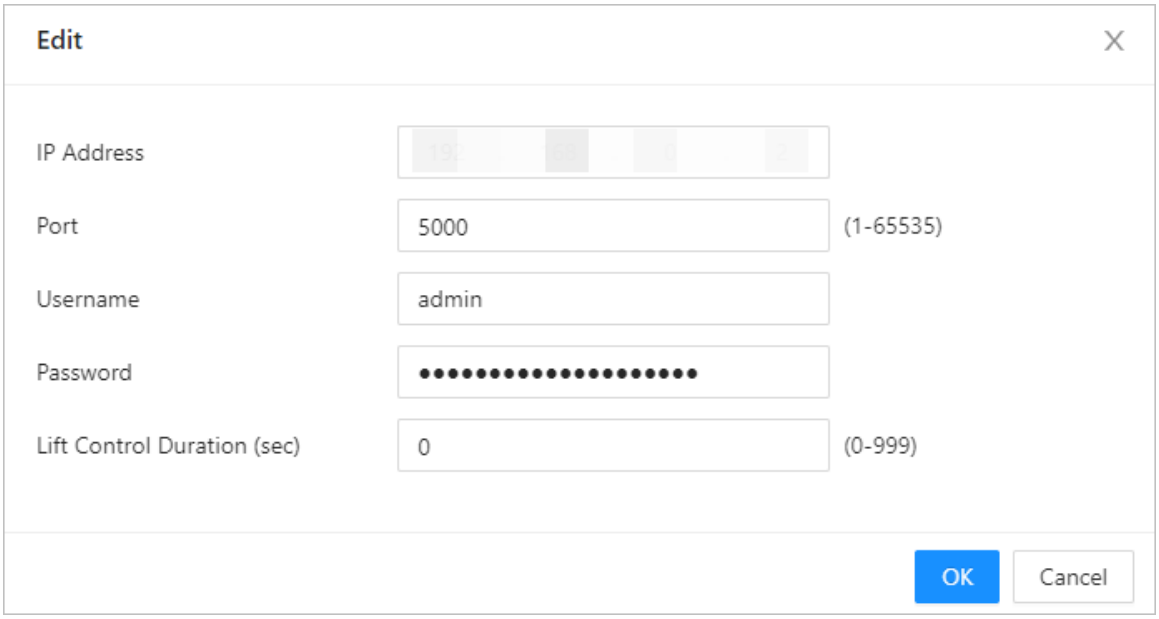


Table 3-14 Device parameters description

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 3-29 Back-end comparison

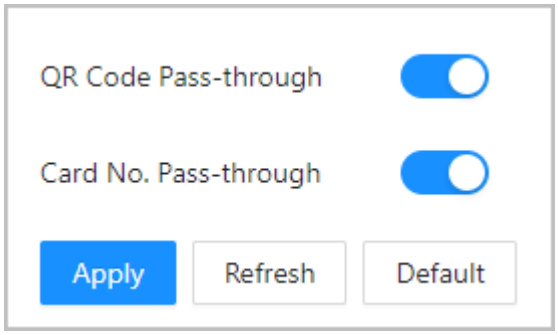


Table 3-15 Back-end comparison

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.

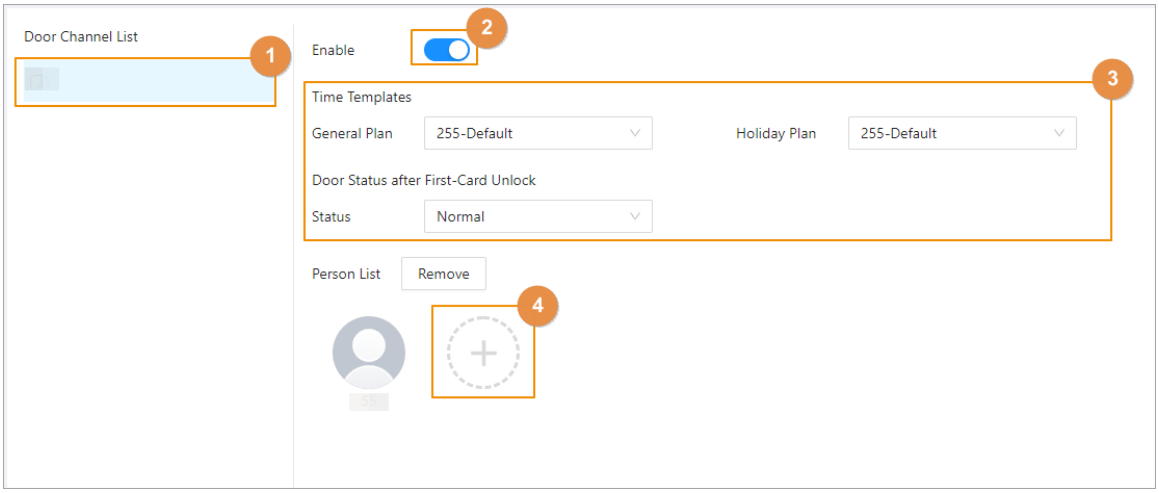
- Only the general users can be configured as the first person.
- After the first person verifies the identity, if the Device restarts, the first person needs to verify the identity again.
- After the function is enabled, patrol users can normally clock in and out.

Procedure

Step 1 Select **Access Control** > **First-Person Unlock**.

Step 2 Select the door channel, and then enable the function.

Figure 3-30 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 the 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.

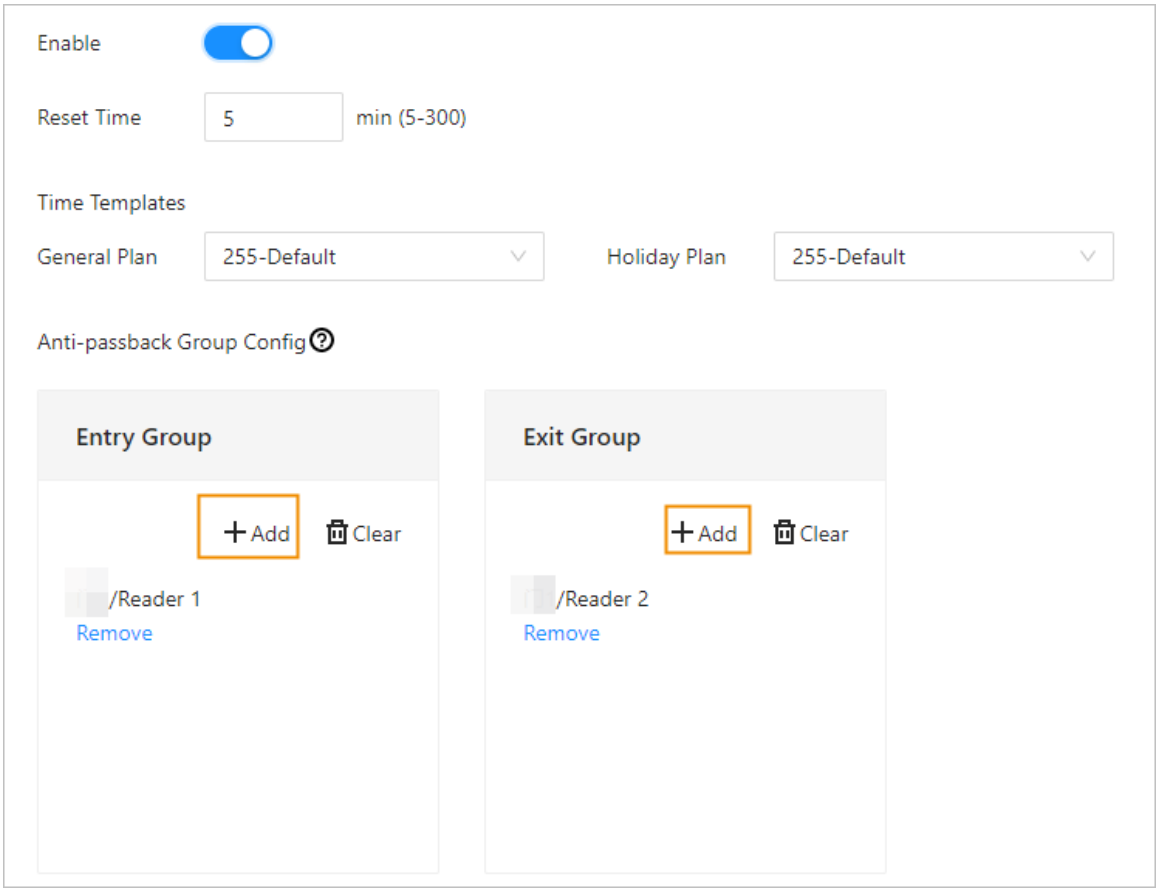
Step 3 Select the general plan and the holiday plan.

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 3-31 Anti-passback

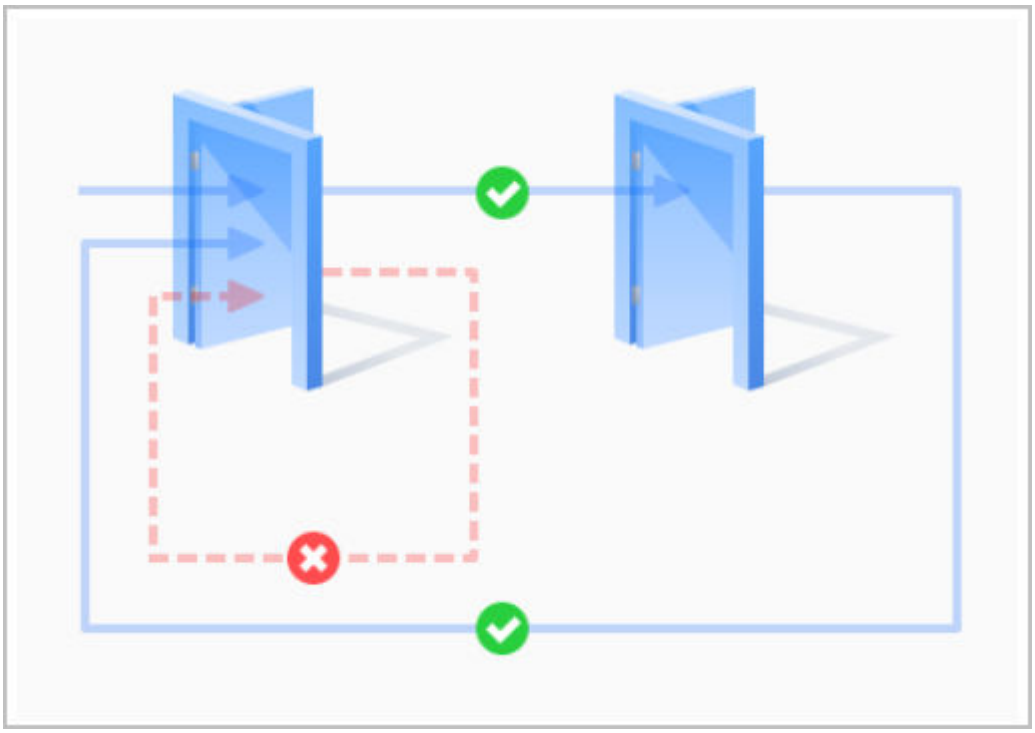


Step 6 Click **Apply**.

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 3-32 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.

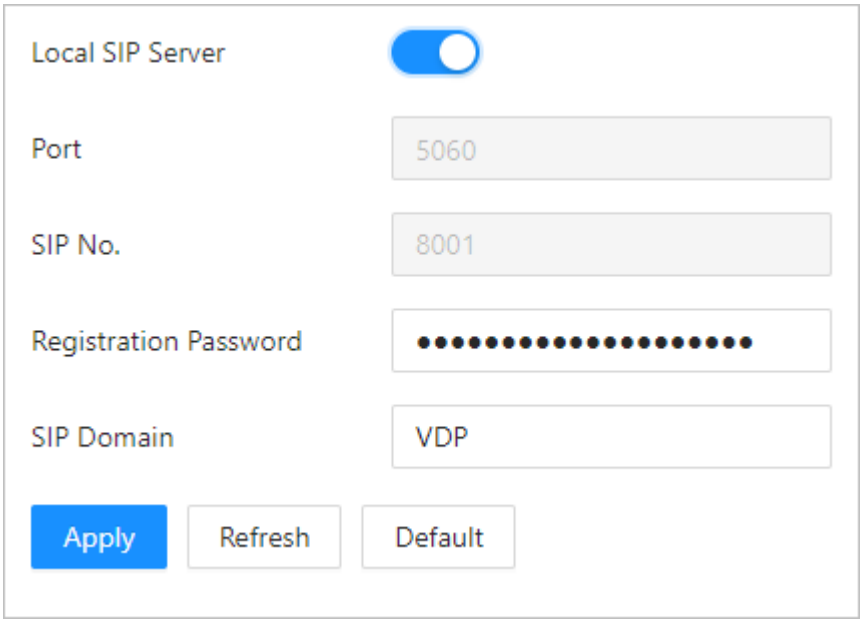
Procedure

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 3-33 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 3-34 Basic parameters

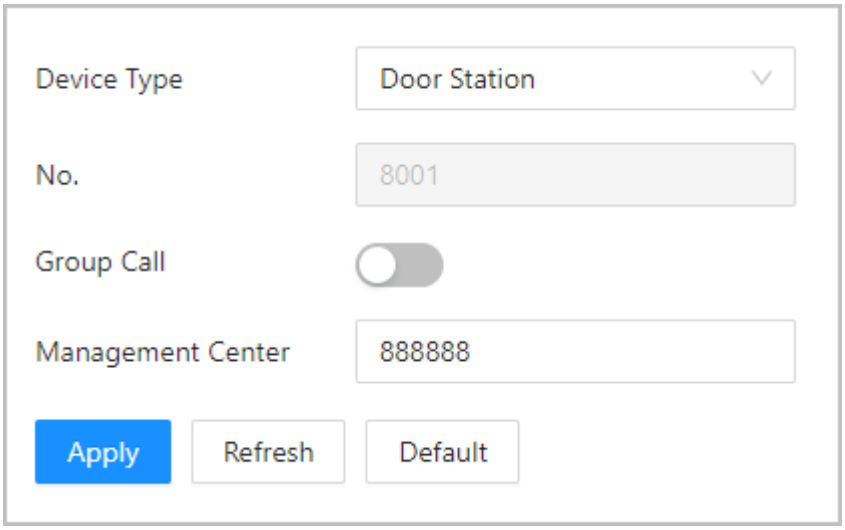


Table 3-17 Basic parameters description

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 Adding the Door Station

When the Device functions as the SIP Server, you need to add door station to the SIP server to make sure they can call each other.

Procedure

Step 1 On the webpage of the Device, select **Intercom Settings** > **Device Setting**.

Step 2 Click **Add**, and then configure the door station.

Figure 3-35 Add door station

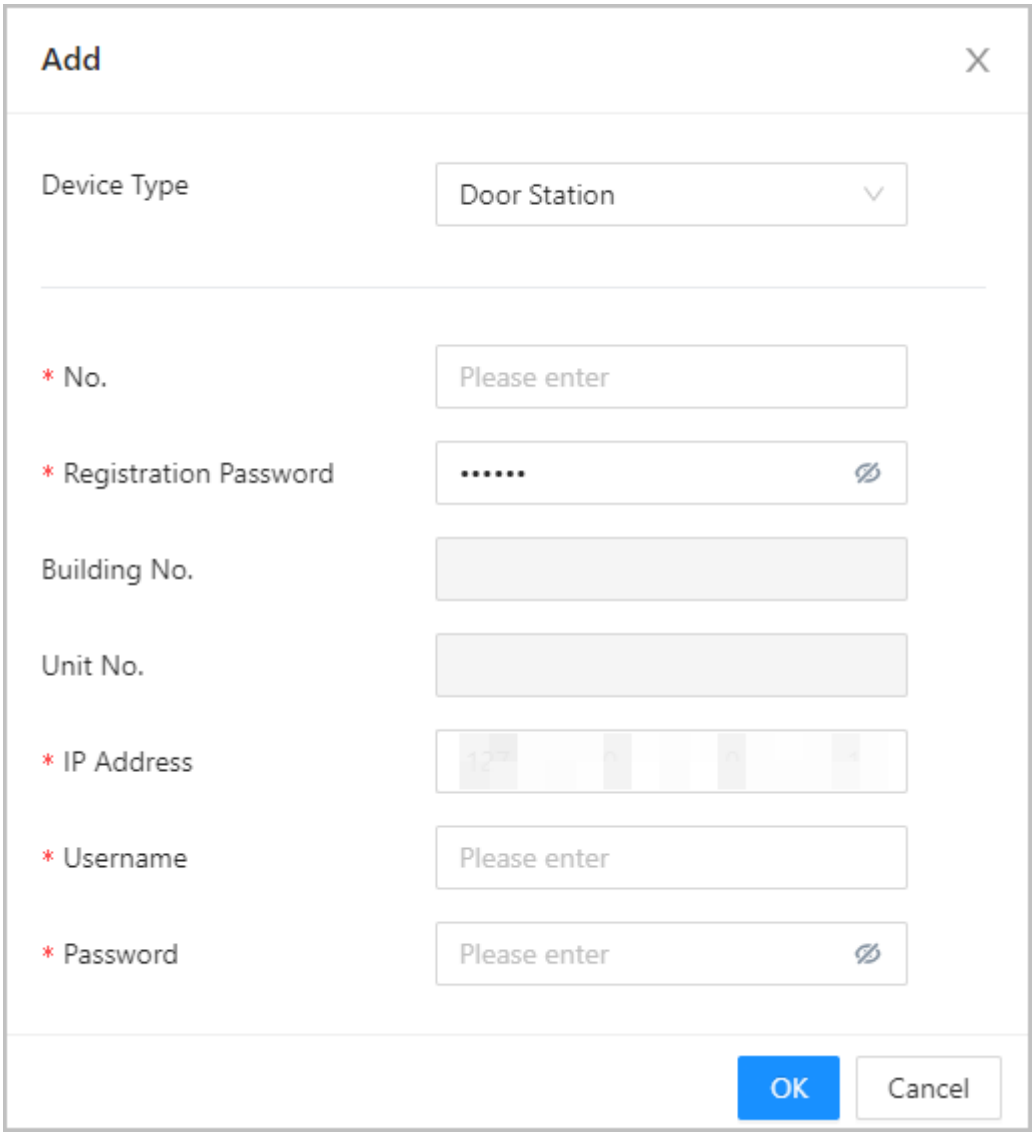


Table 3-18 Add VTO configuration

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 username and password that are used to log in to the webpage of the added door station.
Password	

Step 3 Click **OK**.

3.8.1.4 Adding the VTH

When the Device functions as the SIP Server, you can add all VTHs in the same unit to the SIP server to make sure that they can call each other.

Background Information

- When there are main VTH and extension, you need to turn on the group call function first, and then add main VTH and extension on the **VTH Management** page. For how to turn on the group call function, refer to "3.8.1.2 Configuring Local Parameters".
- Extension cannot be added when the main VTHs are not added.

Procedure

Step 1 On the home page, select **Intercom Settings** > **Device Setting**.

Step 2 Add the VTH.

- Add one by one.
  1. Click **Add**.
  2. Configure parameters, and then click **OK**.

Figure 3-36 Add one by one

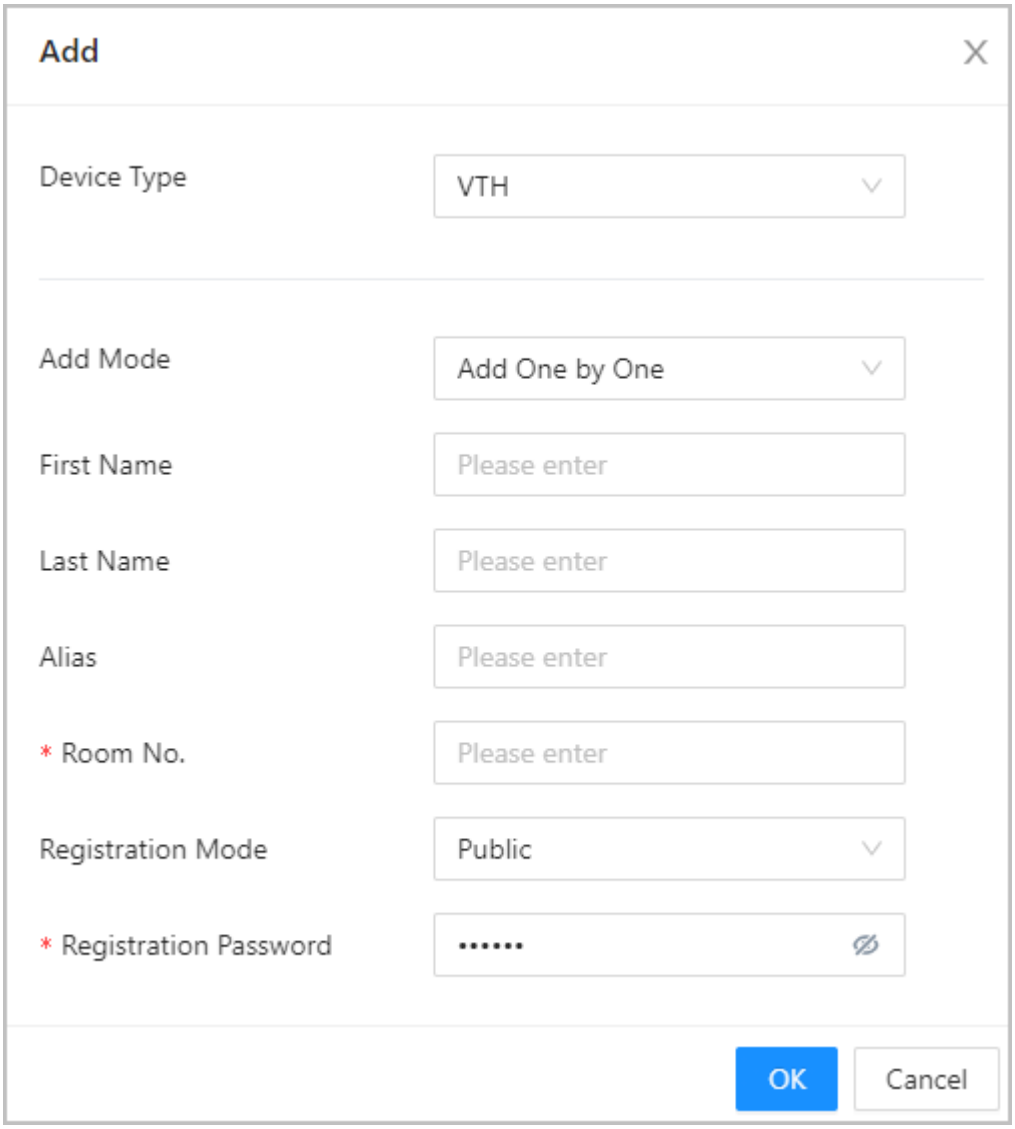


Table 3-19 Room information

Parameter	Description
First Name	Enter the name of the VTH to help you differentiate VTHs.
Last Name	
Alias	

Parameter	Description
Room No.	Enter the room number of the VTH. ◇ The room number consists of 1-5 digits, and must conform to the configured room number on the VTH. ◇ When there are main VTH and extensions, the room number of main VTH ends with -0 and the room number of extension ends with -1, -2 or -3. For example, the main VTH is 101-0, and the room number of the extension is 101-1, 101-2... ◇ If the group call function is not turned on, room number in the format of 9901-xx cannot be set.
Room No.	Enter the room number of the VTH. ◇ The room number consists of 1-5 digits, and must conform to the configured room number on the VTH. ◇ When there are main VTH and extensions, the room number of main VTH ends with -0 and the room number of extension ends with -1, -2 or -3. For example, the main VTH is 101-0, and the room number of the extension is 101-1, 101-2... ◇ If the group call function is not turned on, room number in the format of 9901-xx cannot be set.
Registration Mode	Keep them as defaults.
Registration Password	

- Add in batches.
  1. Click **Add in Batches**.
  2. Configure the parameters.
  3. Click **Add**.

Figure 3-37 Batch add

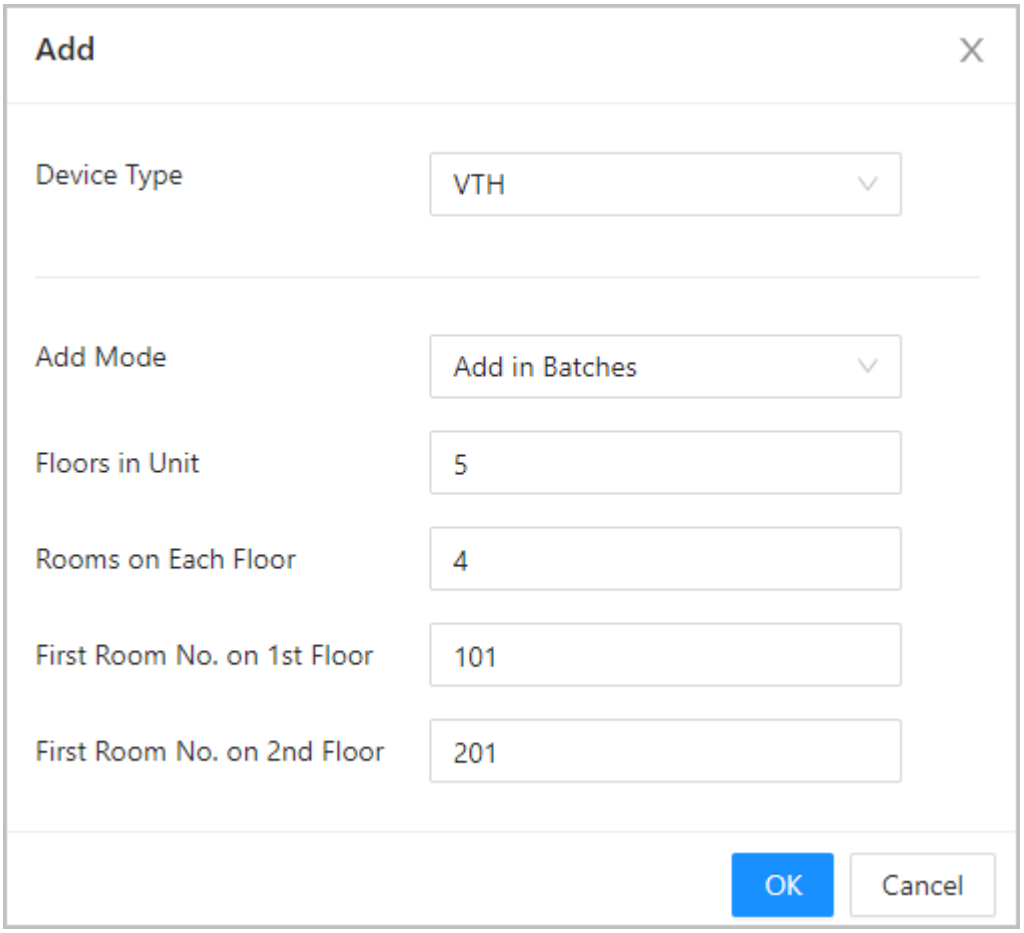


Table 3-20 Add in batches

Parameter	Description
Floors in Unit	The number of floors of the building, which ranges from 1 to 99.
Rooms on Each Floor	The number of rooms on each floor, which ranges from 1 to 99.
First Room No. on 1st Floor	The first room on the first floor.
First Room No. on 2nd Floor	The first room number on the 2nd floor = The first digit of the first room number on the 1st floor plus 1. For example, if the first room number on the first floor is 101, the first room number on the 2nd floor must be 201.

3.8.1.5 Adding the VTS

When the Device functions as the SIP Server, you can add VTSs to the SIP server to make sure that they can call each other.

Procedure

Step 1 On the Homepage, select **Intercom Settings** > **Device Setting**.

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

Figure 3-38 VTS management

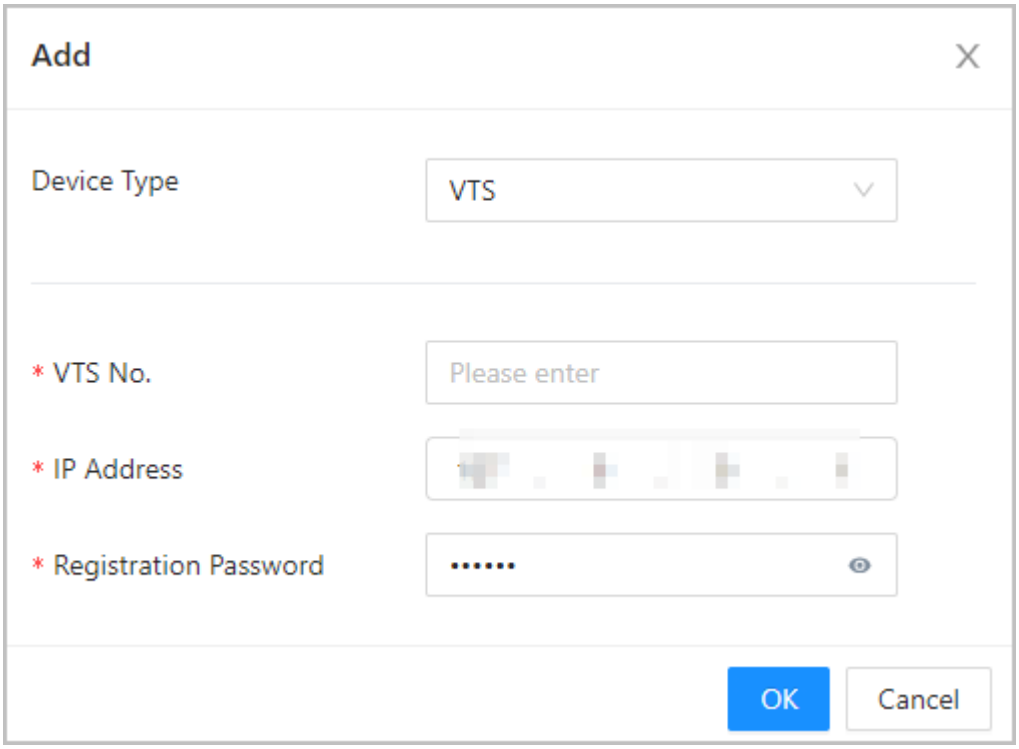


Table 3-21 VTS parameters

Parameter	Description
VTS No.	Enter 888888+ VTS No, which can include up to 9 digits. For the VTS No, go to **Device** screen on the VTS.
IP Address	The IP address of the VTS.
Registration Password	Keep it as default.

Step 3 Click **OK**.

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 3-39 Use VTO as the SIP server

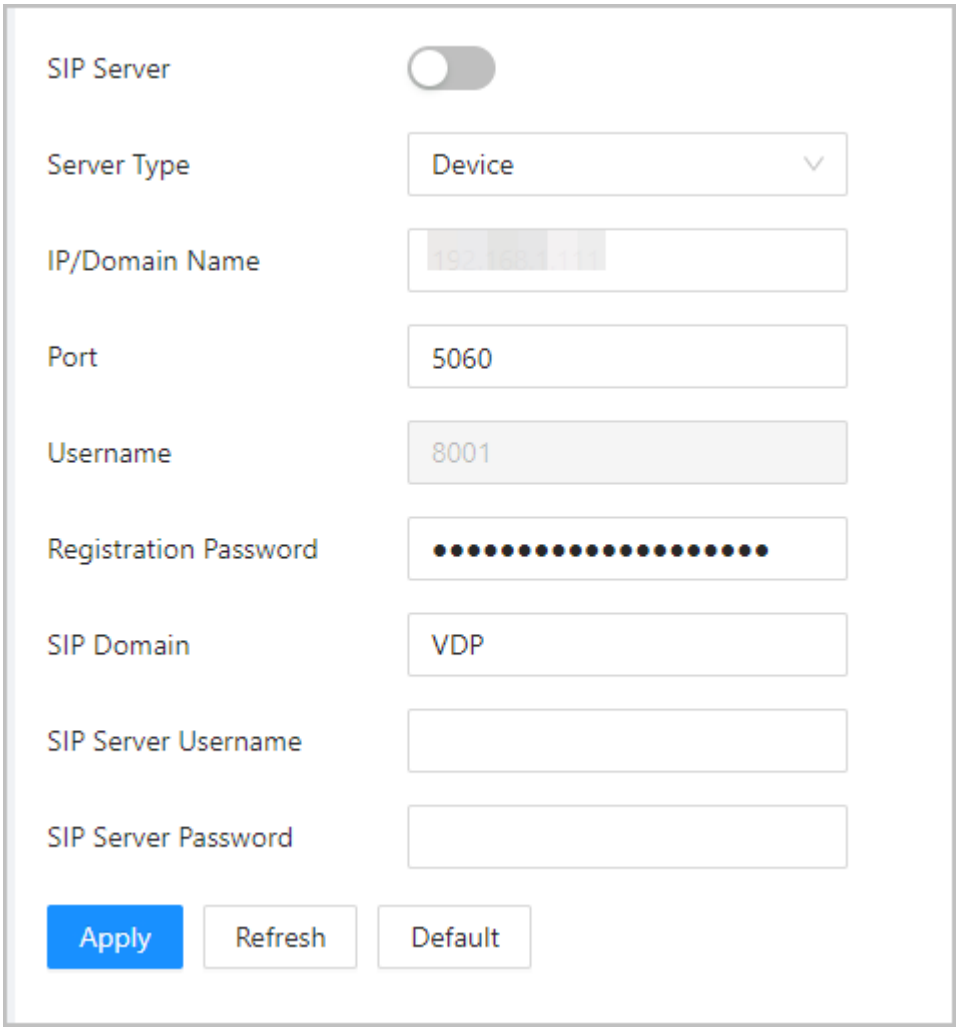


Table 3-22 SIP server configuration

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 3-40 Configure the parameters

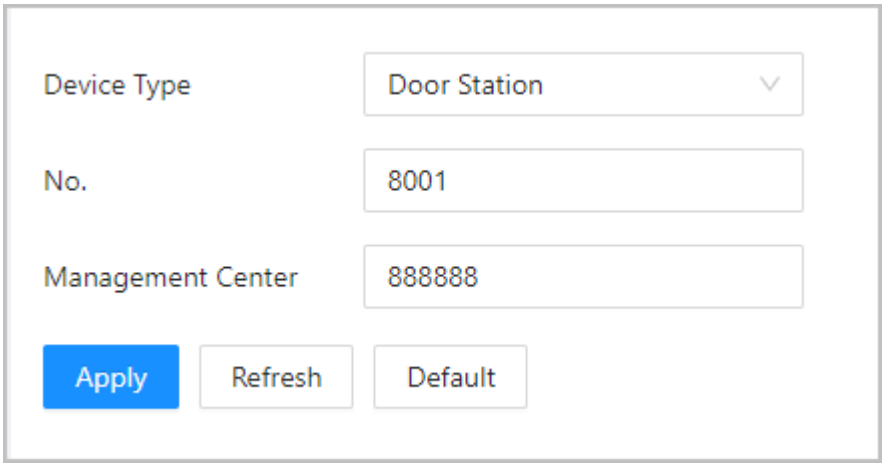


Table 3-23 Parameters description

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 3-41 Alternate server

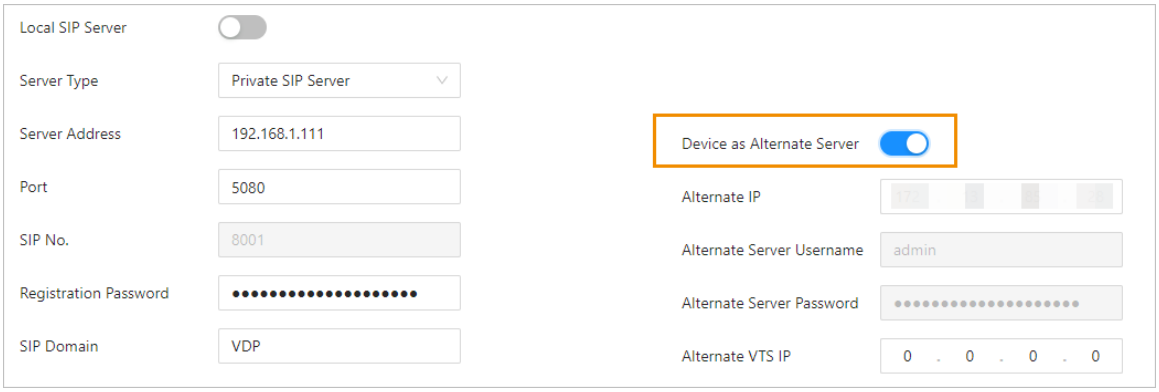


Table 3-24 SIP server configuration

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 3-42 Basic parameter

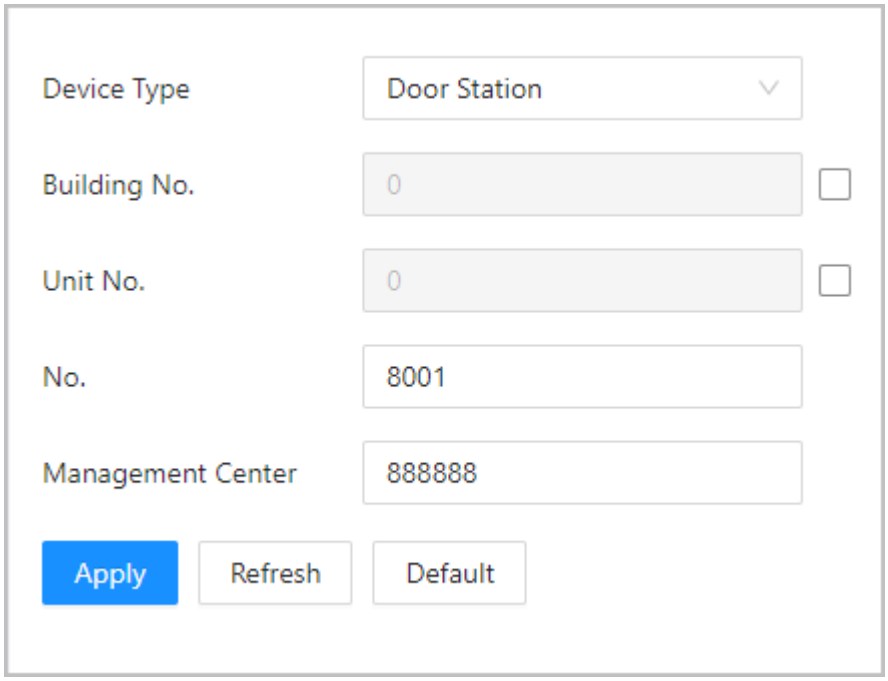


Table 3-25 Parameters description

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

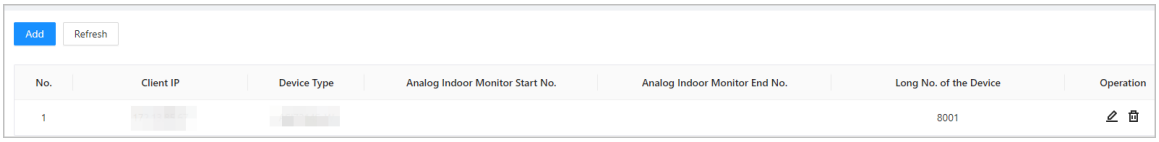
When the management platform works as the SIP server, you can view and manage all devices that registered to SIP server.

Procedure

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

Step 2 You can view and edit the devices.

Figure 3-43 View and manage devices



3.8.4 Call Config

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 3-26 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**.

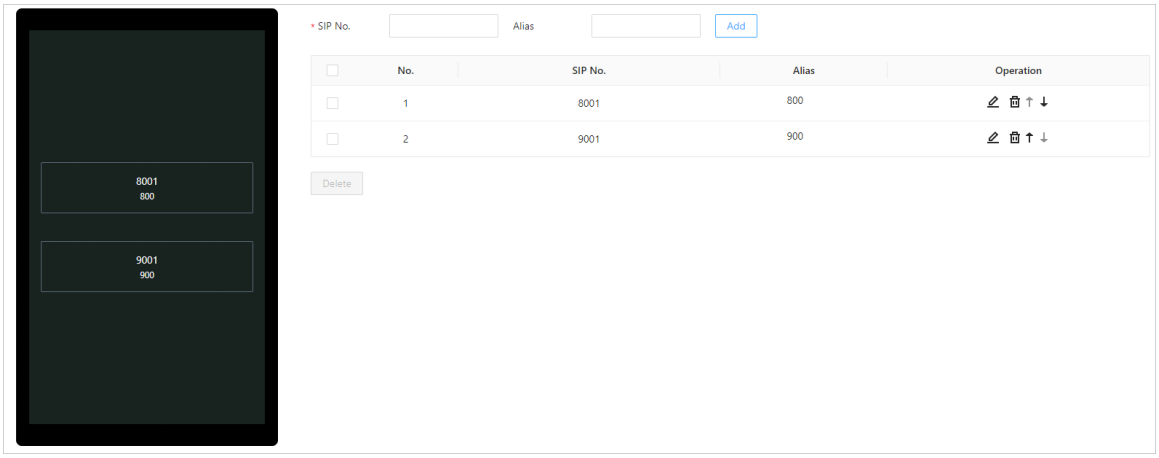
Step 2 Select the call type.

Select **Call by Keyboard** as the 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 3-44 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.

3.9 Attendance Configuration

This function is only available on select models.

3.9.1 Configuring Departments

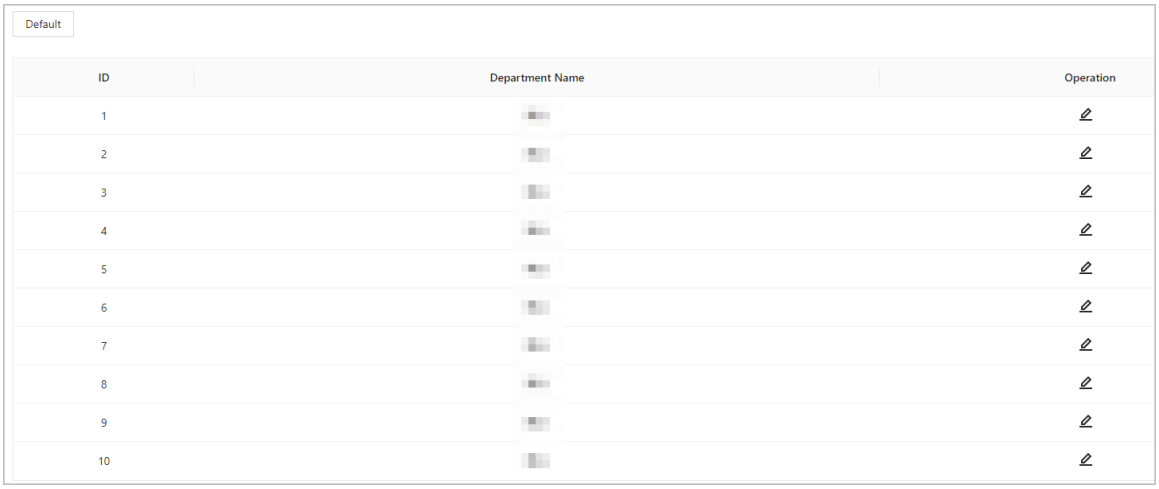
Procedure

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 3-45 Create departments



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 3-46 Configure the shift

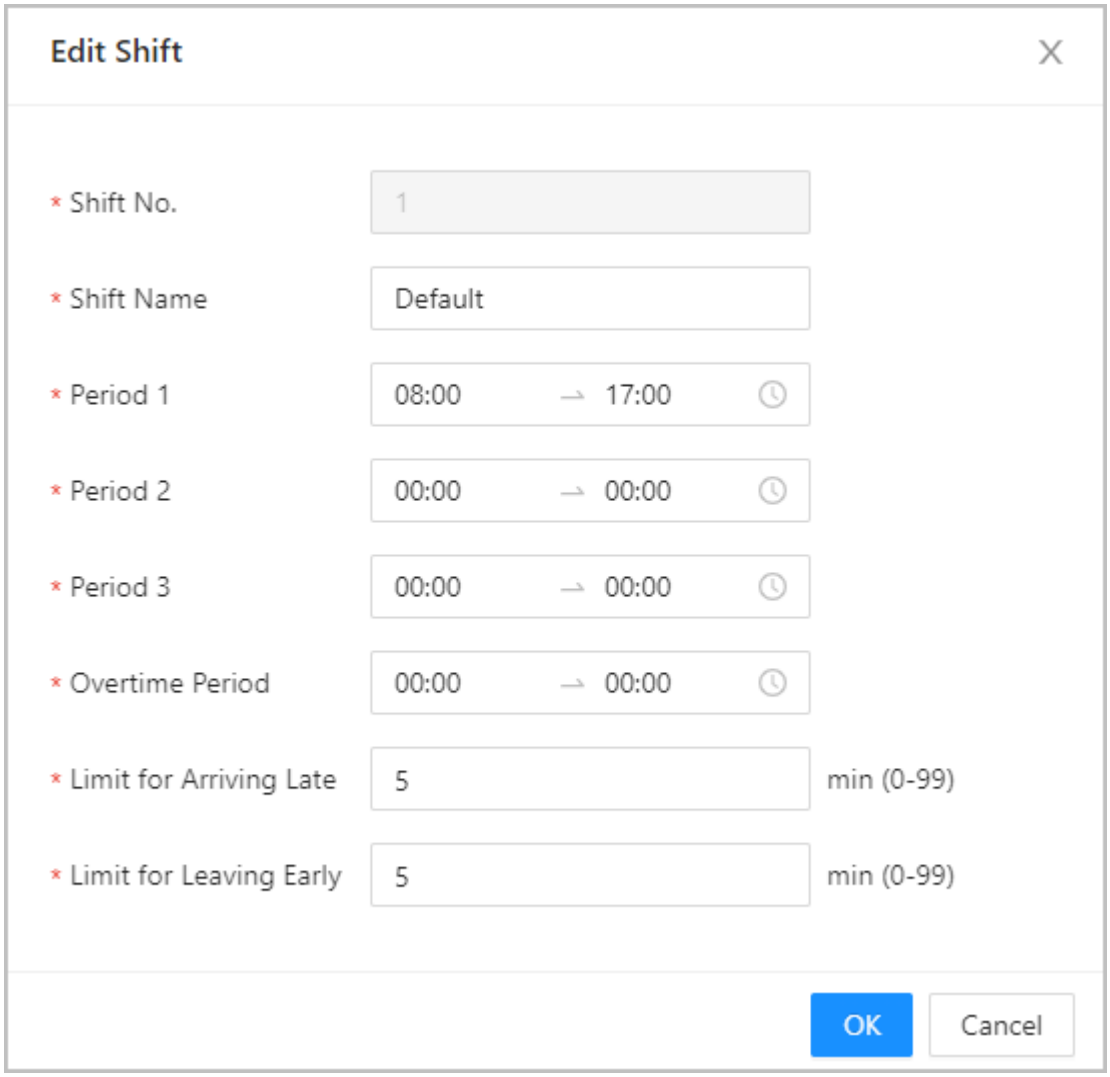


Table 3-27 Shift parameters description

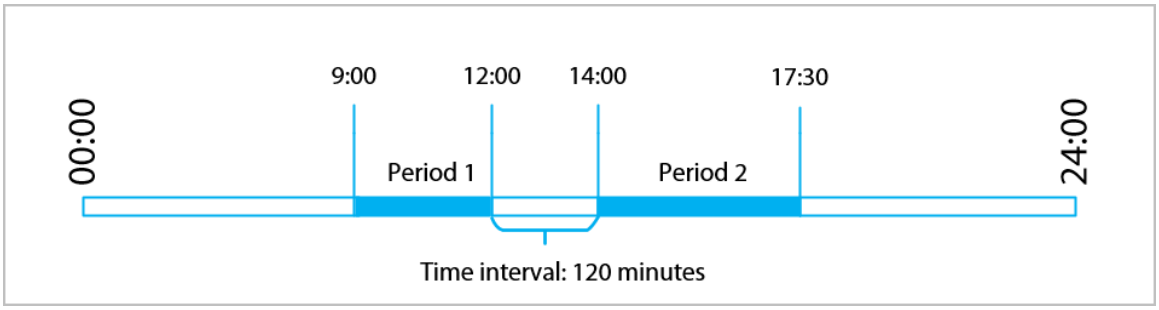
Parameter	Description
Shift Name	Enter the name of the shift.

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. • 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	
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 3-47 Time interval (even number)

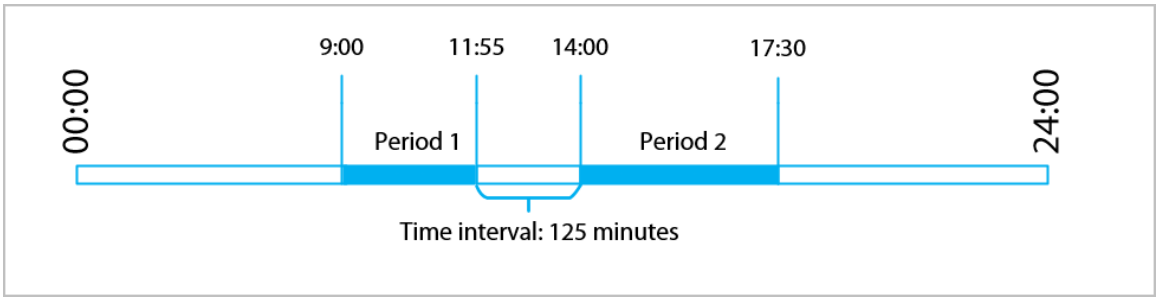


For example: If the interval is 120 minutes, then the clock-out time for period 1 is from 12:00 to 12:59, and the clock-in time for period 2 is from 13:00 to 14:00.

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 3-48 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 3-49 Create holiday plans

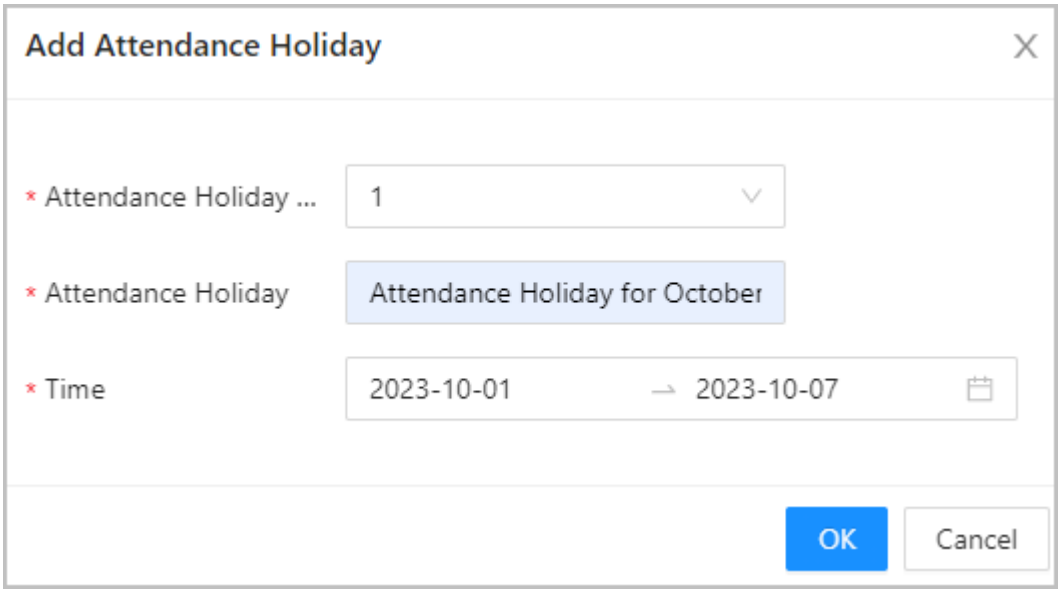


Table 3-28 Parameters description

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

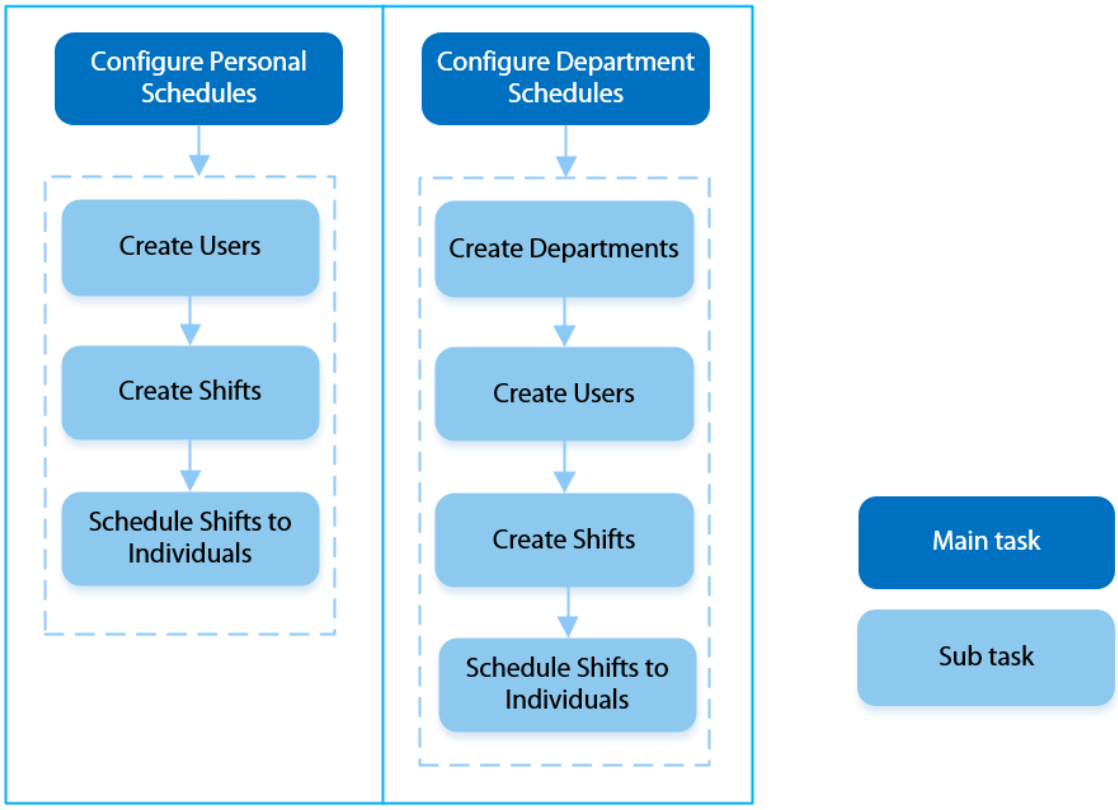
A work schedule generally refers to the days per month and the hours per day that an employee is expected to be at their job. You can create different types of work schedules based on different individuals or departments, and then employees must follow the established work schedules.

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 3-50 Configure work schedules



Procedure

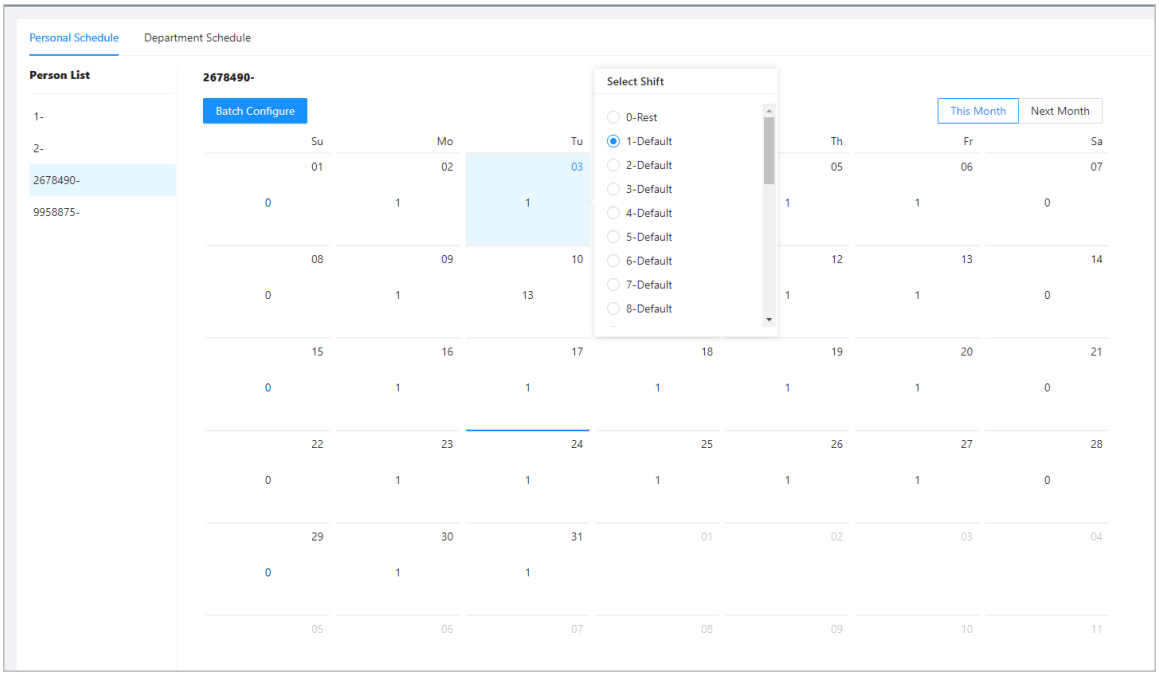
Step 1 Select **Attendance Config** > **Schedule Config**.

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 3-51 Personal schedule



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

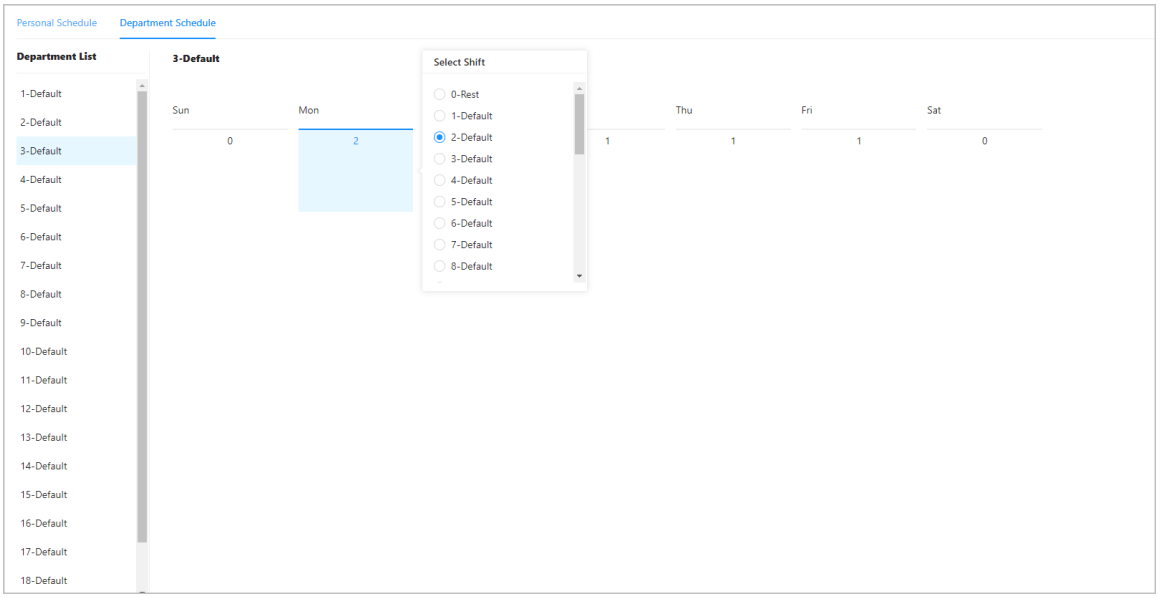
- 0 indicates break.
- 1 to 24 indicates the number of the pre-defined shifts. For how to configure shifts, see "2.11.1 Configuring Shifts".
- 25 indicates business trip.
- 26 indicates leave of absence.

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 3-52 Schedule shifts to a department



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

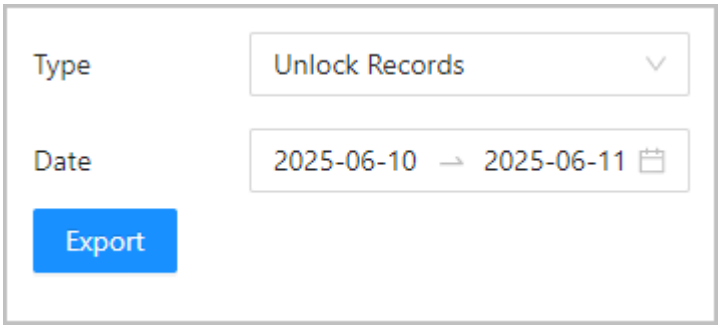
Step 1 Select **Attendance Config** > **Attendance Report**.

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 3-53 Export the record



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 3-54 Attendance modes

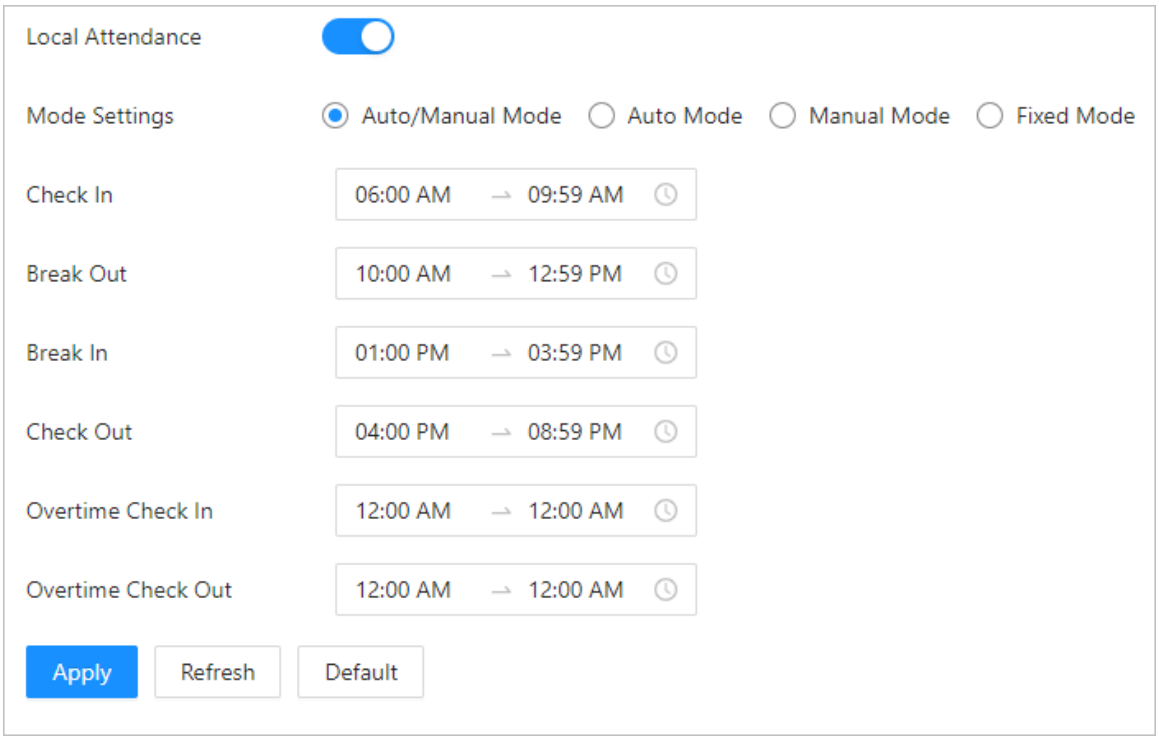


Table 3-29 Attendance mode

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 the 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 3-55 Bit rate

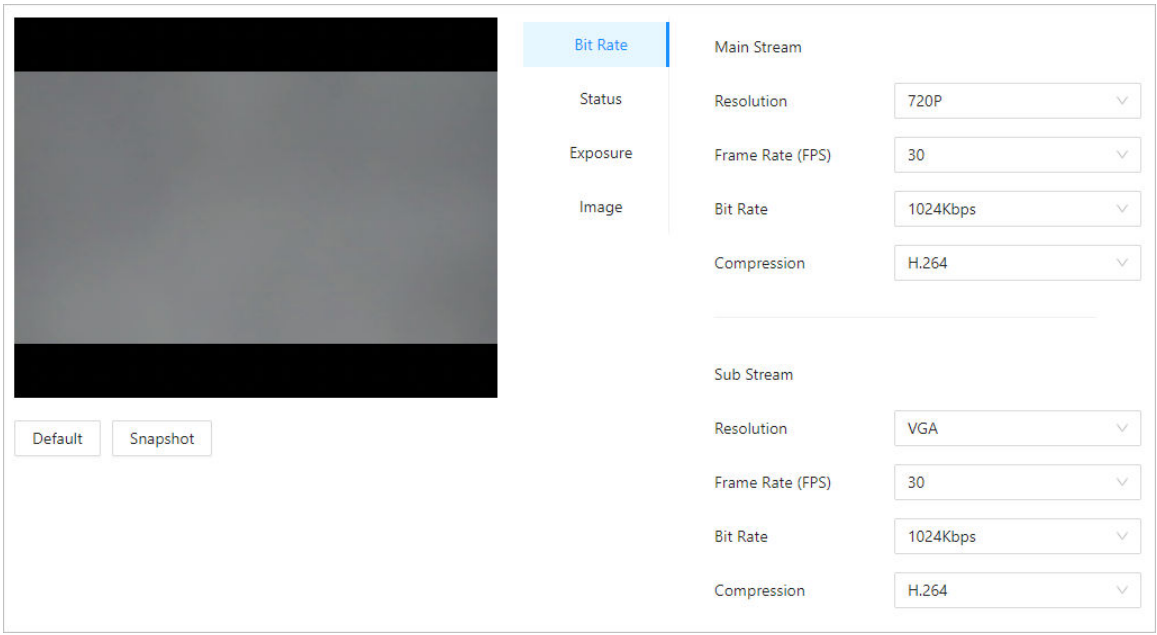


Table 3-30 Bit rate description

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 3-56 Status

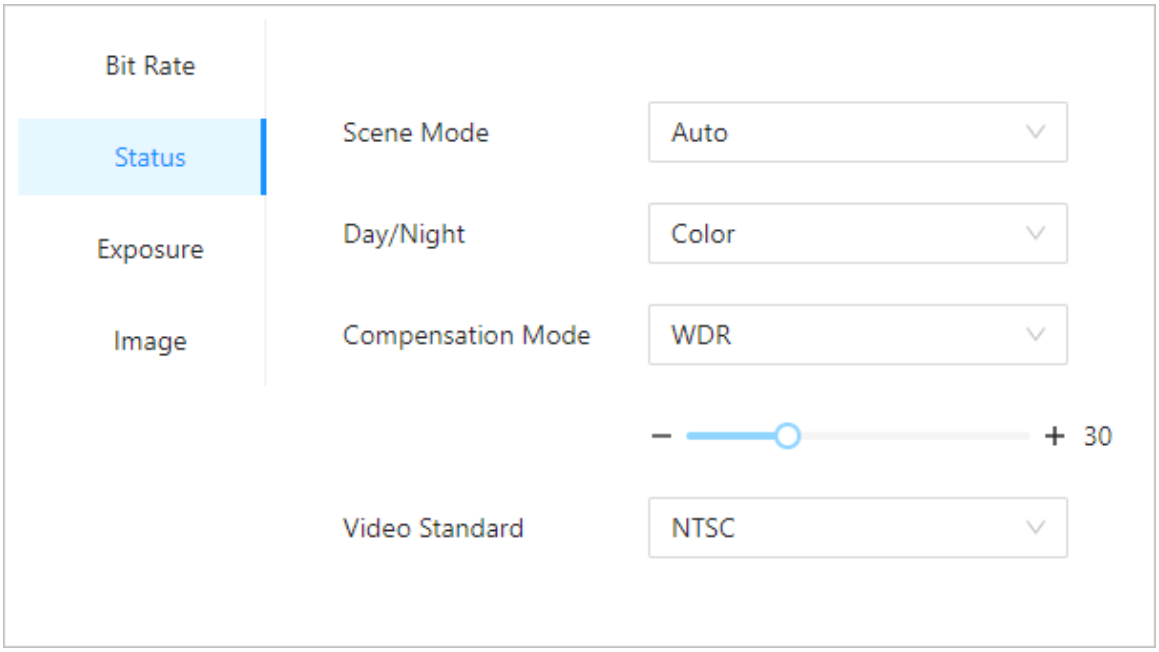


Table 3-31 Parameters description of status

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 3-57 Exposure

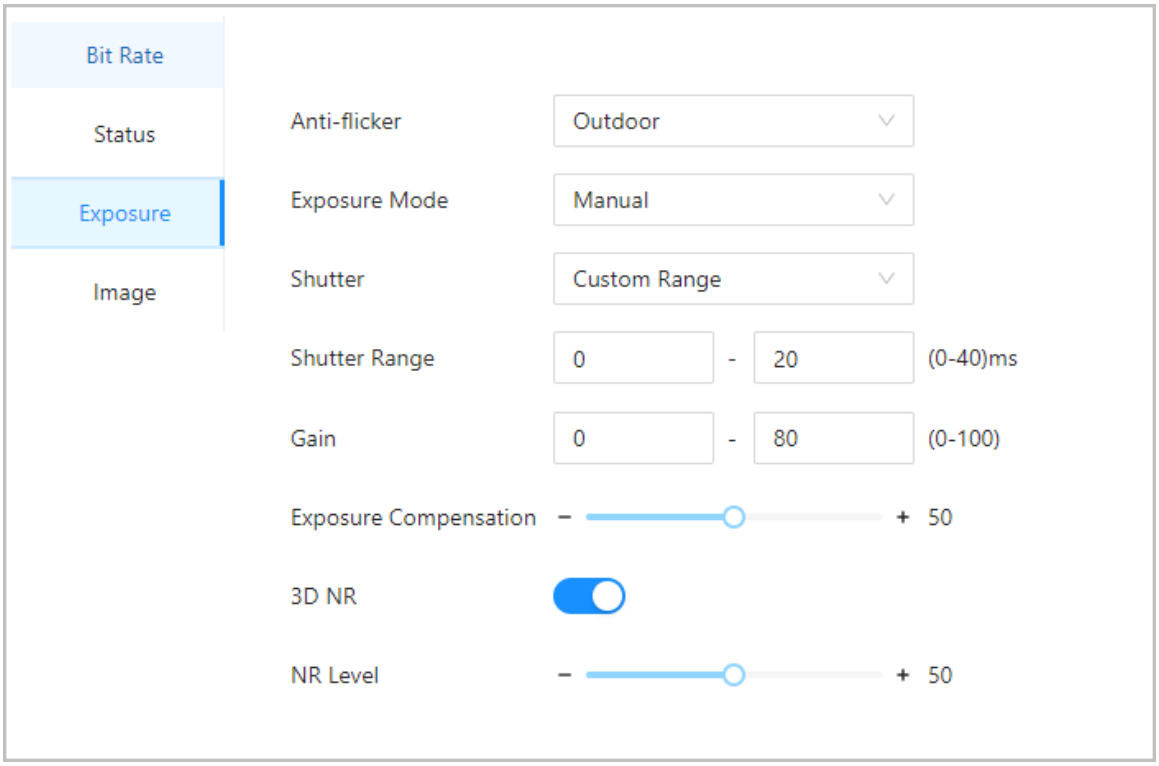


Table 3-32 Exposure parameter description

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 3-58 Image

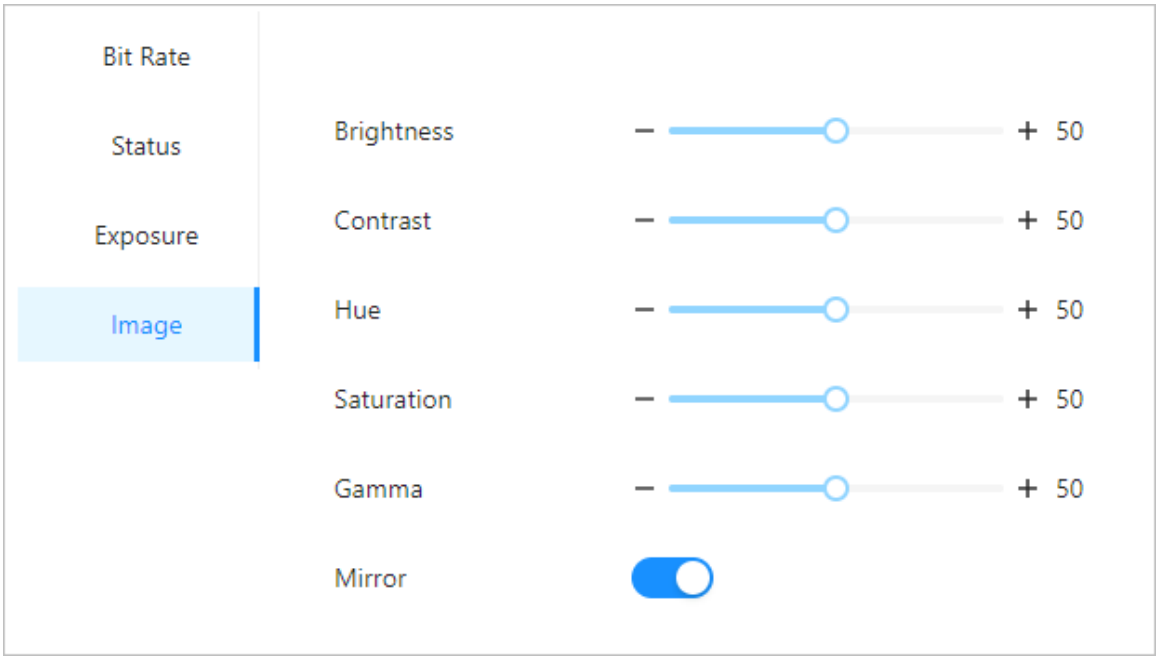


Table 3-33 Image description

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 3-59 Configure audio parameters

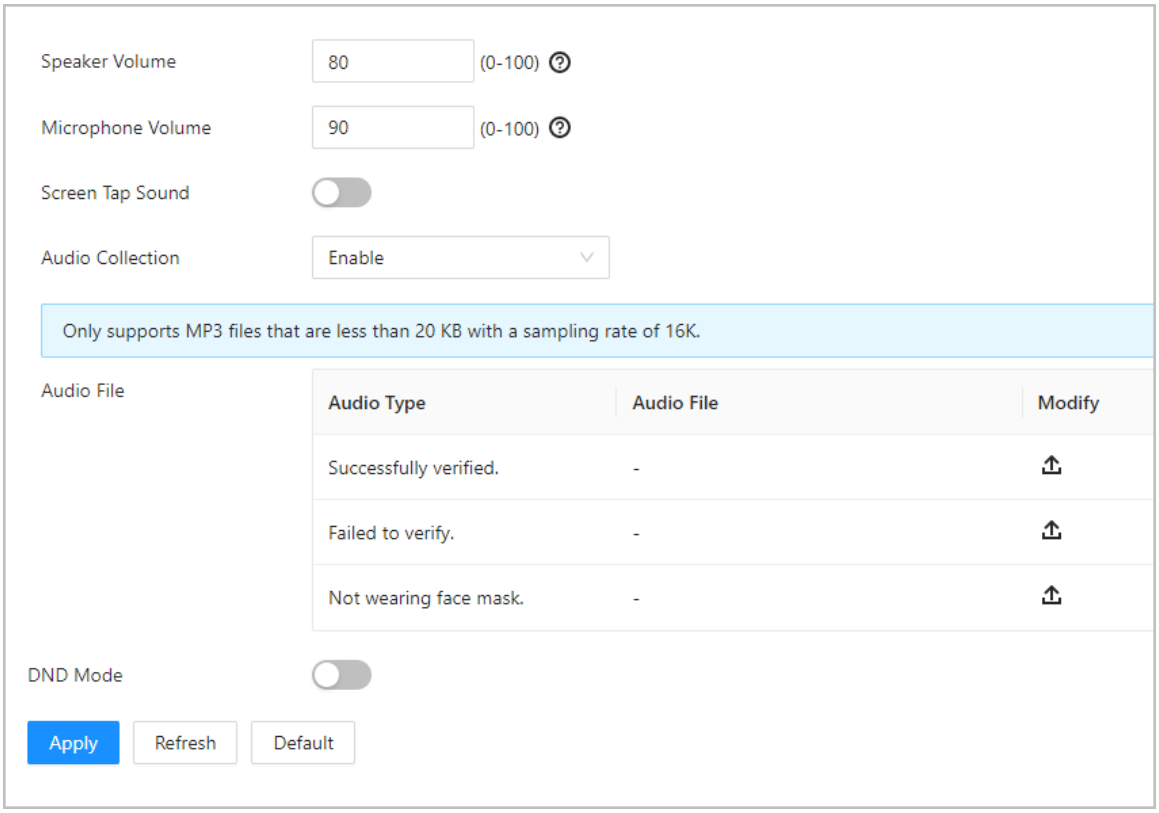


Table 3-34 Parameters description

Parameters	Description
Speaker	Set the volume of the speaker.
Microphone Volume	Set the volume of the microphone.
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.
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 awaken.

Background Information

This function is only available on select models.

Procedure

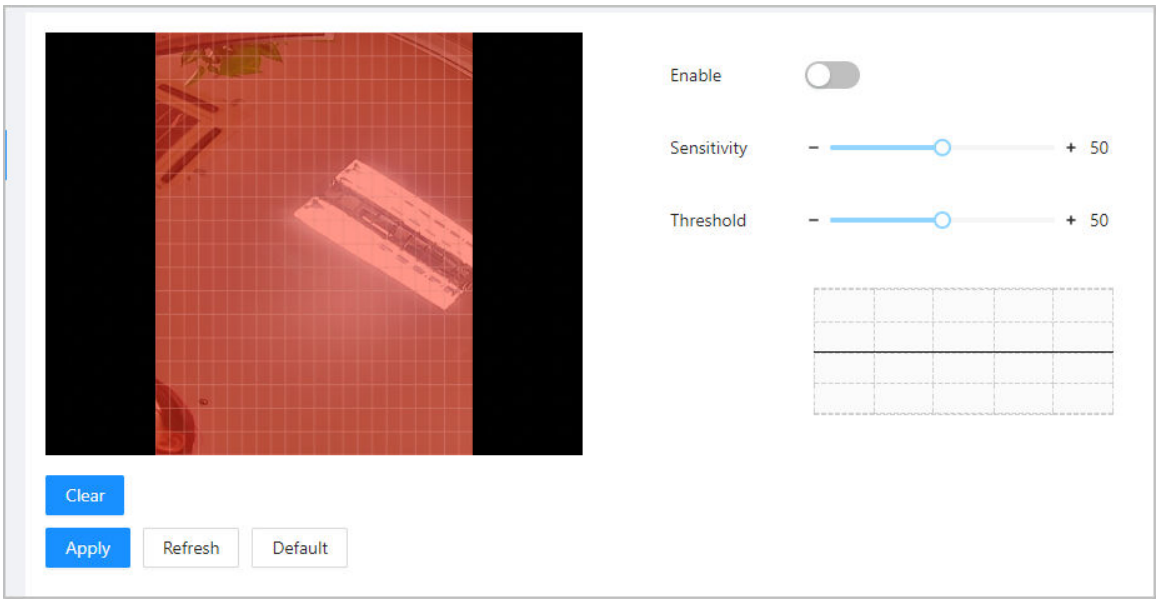
Step 1 Select **Audio and Video Config** > **Motion Detection Settings**.

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 3-60 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.

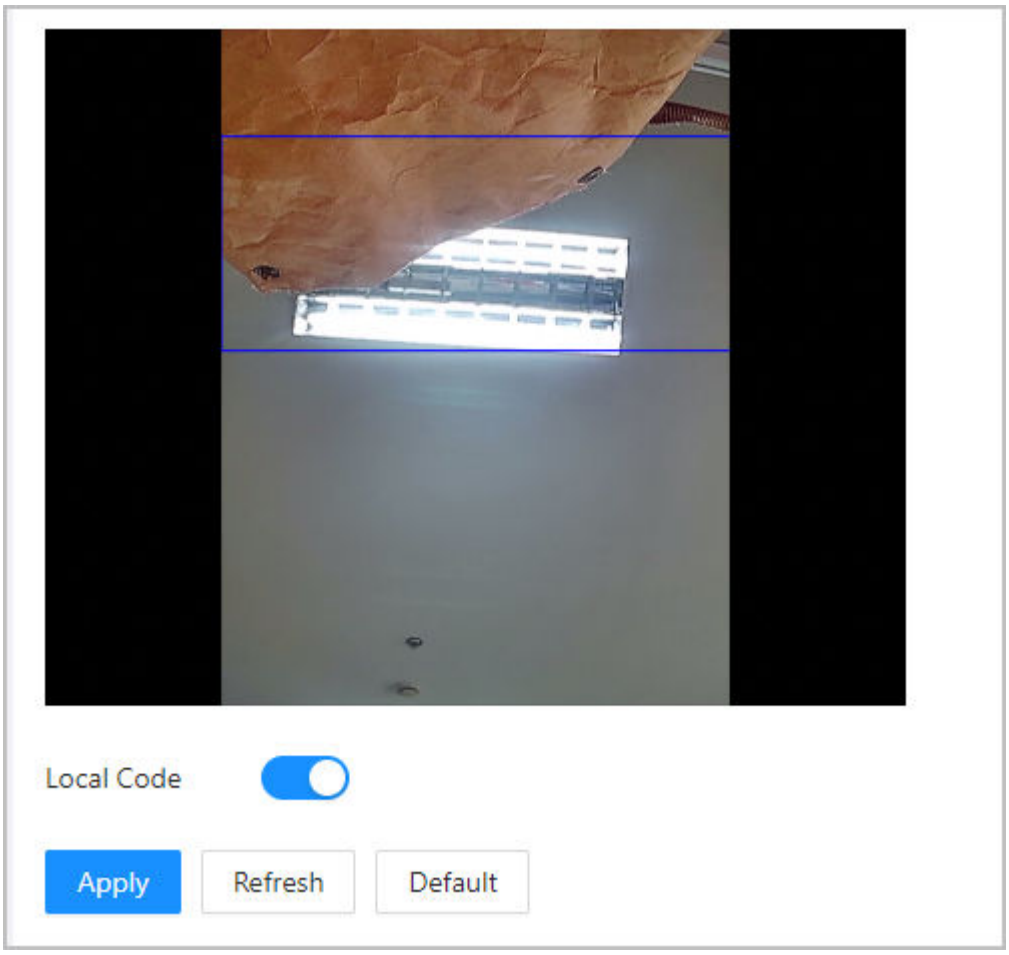
Step 2 Select **Audio and Video Config** > **Local Code**.

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 3-61 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 3-62 TCP/IP

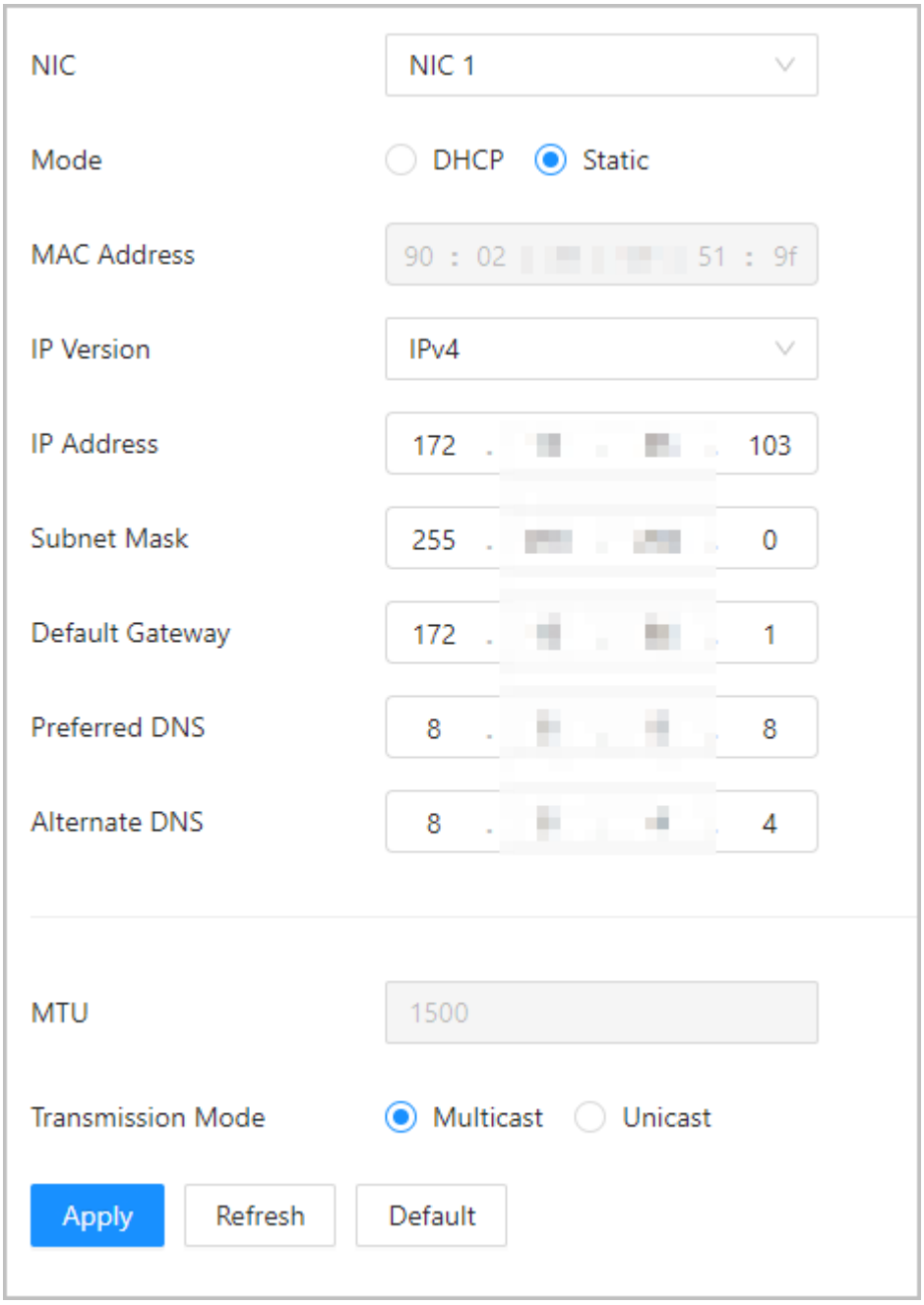


Table 3-35 Description of TCP/IP

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**.

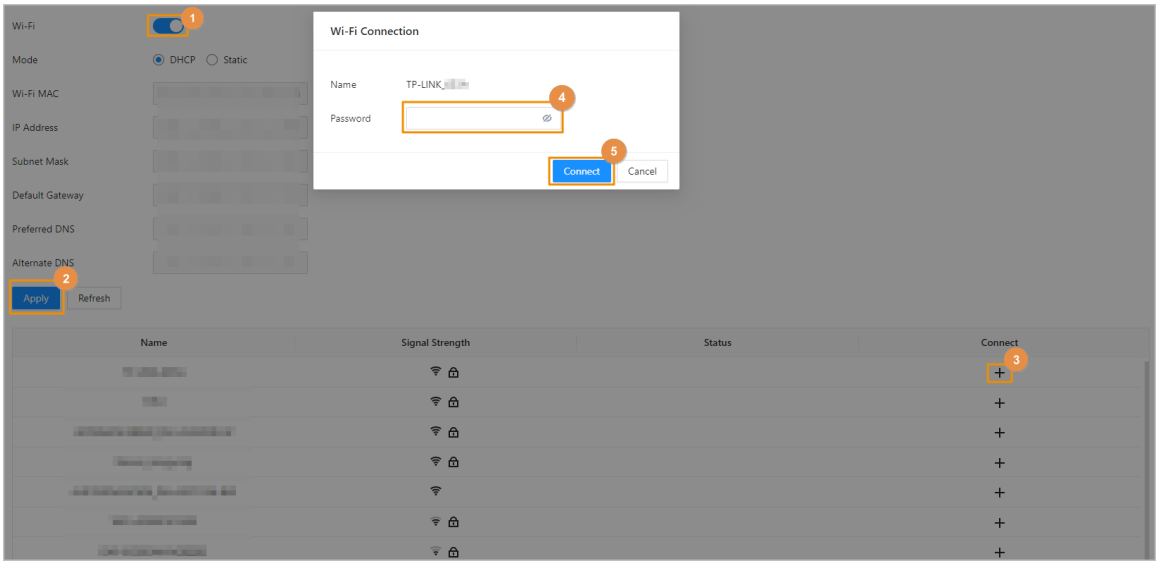
Step 2 Turn on Wi-Fi, and then click **Apply**.

All available Wi-Fi are displayed.

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

The Wi-Fi is connected.

Figure 3-63 Wi-Fi



Related Operations

- 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

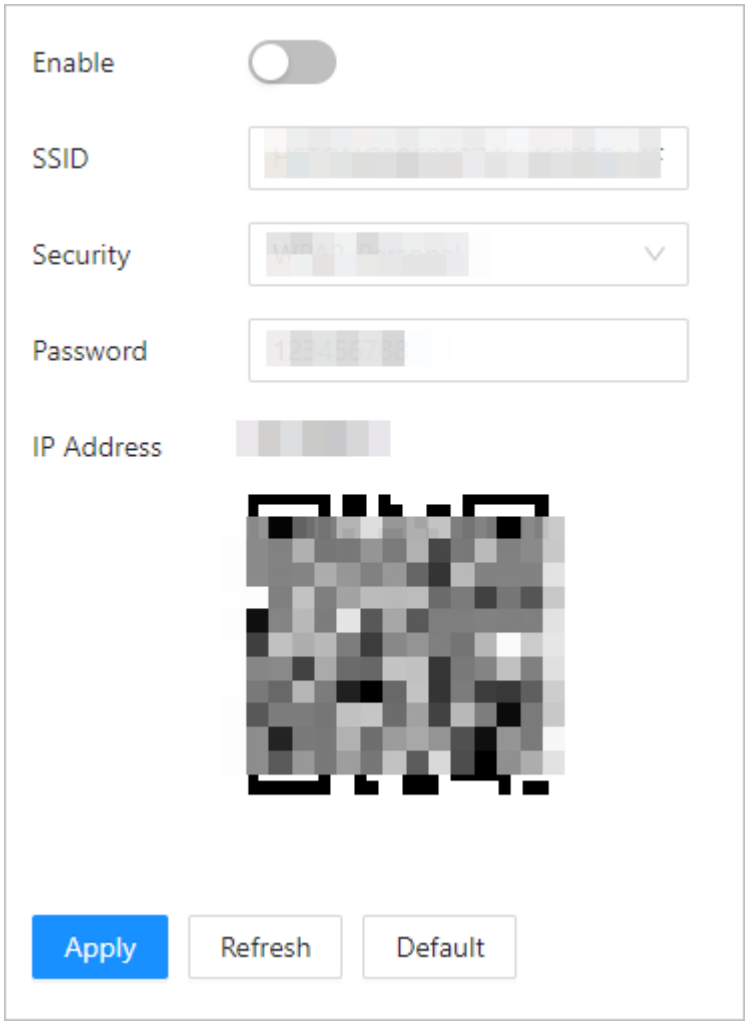
- The Wi-Fi function is available on select models.
- The Wi-Fi and Wi-Fi AP cannot be enabled at the same time.

Procedure

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

Step 2 Enable the function, and then click **Apply**.

Figure 3-64 Wi-Fi AP



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 3-65 Configure ports

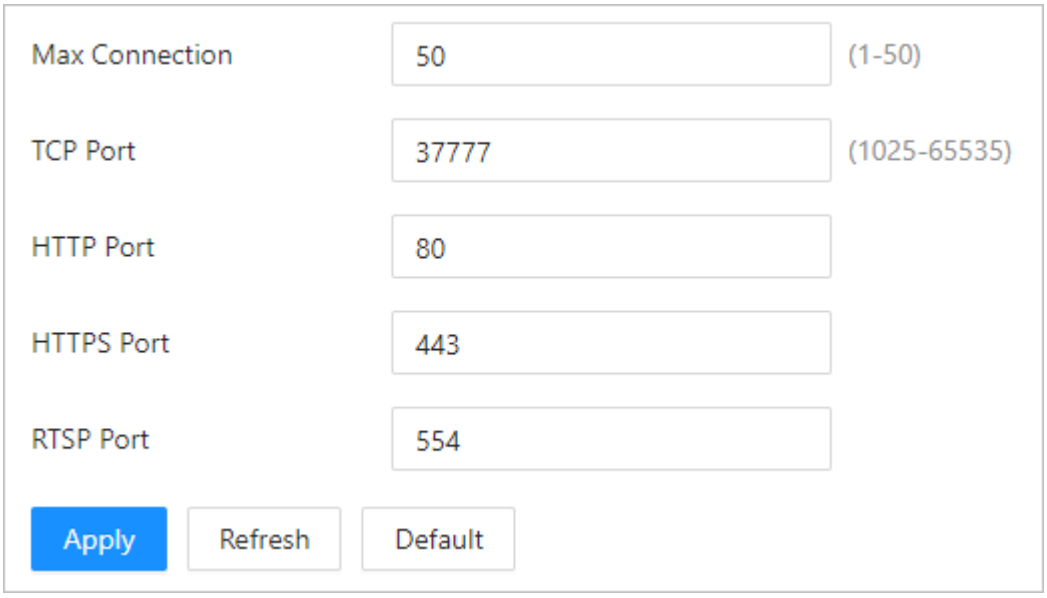


Table 3-36 Description of ports

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 3-66 Basic service

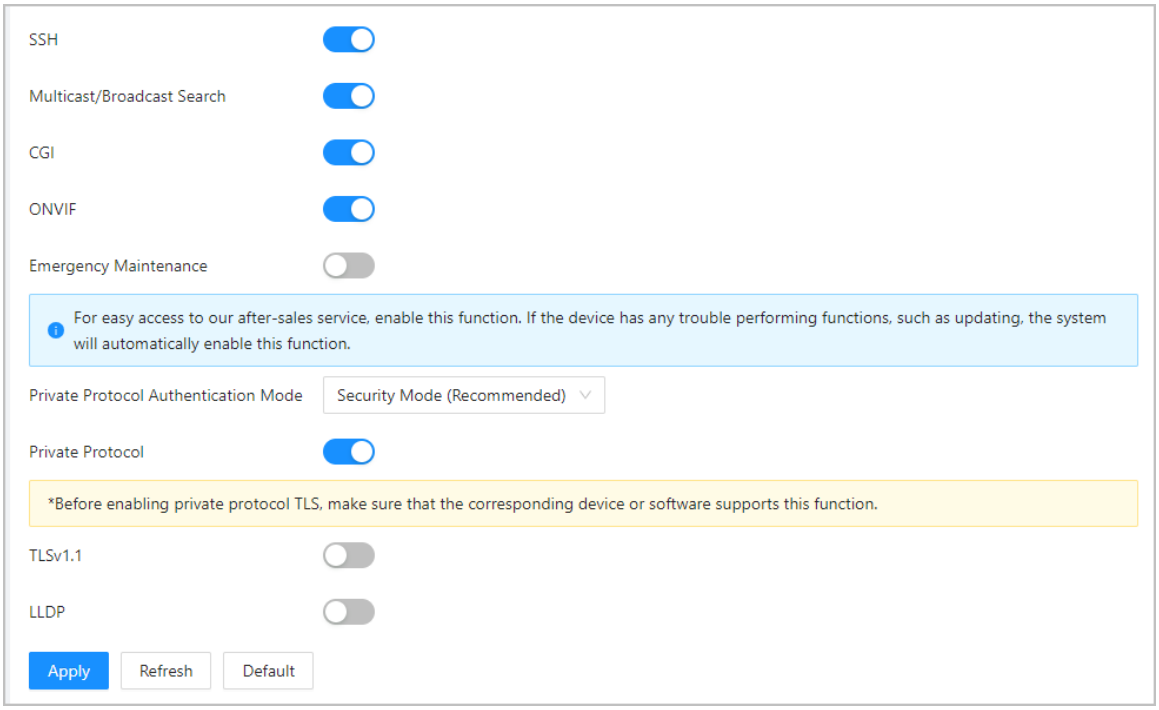


Table 3-37 Basic service parameter description

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. Security risks might present when TLSv1.1 is enabled. Please be advised.
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.

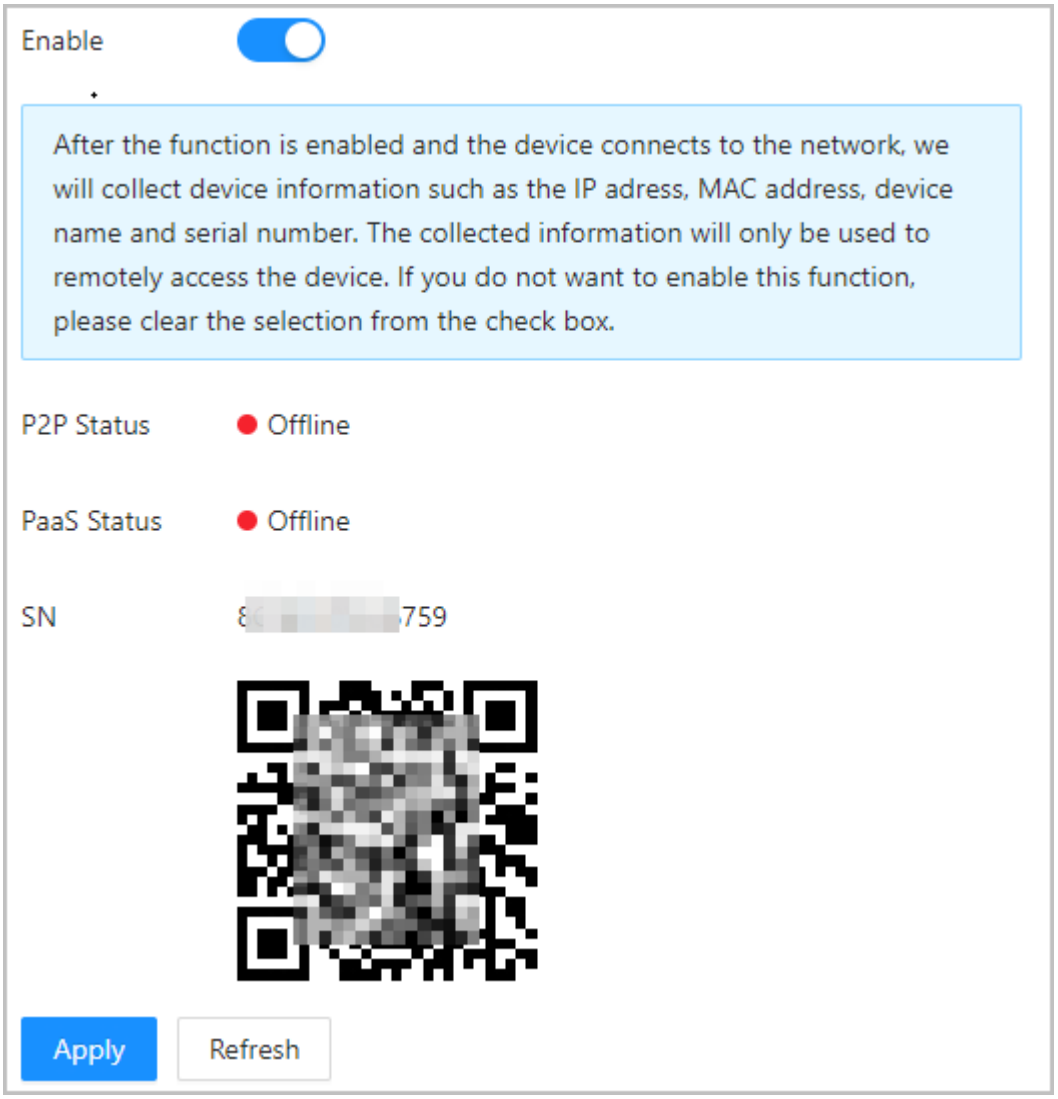
Procedure

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 3-67 Cloud service



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.

Figure 3-68 Auto Registration

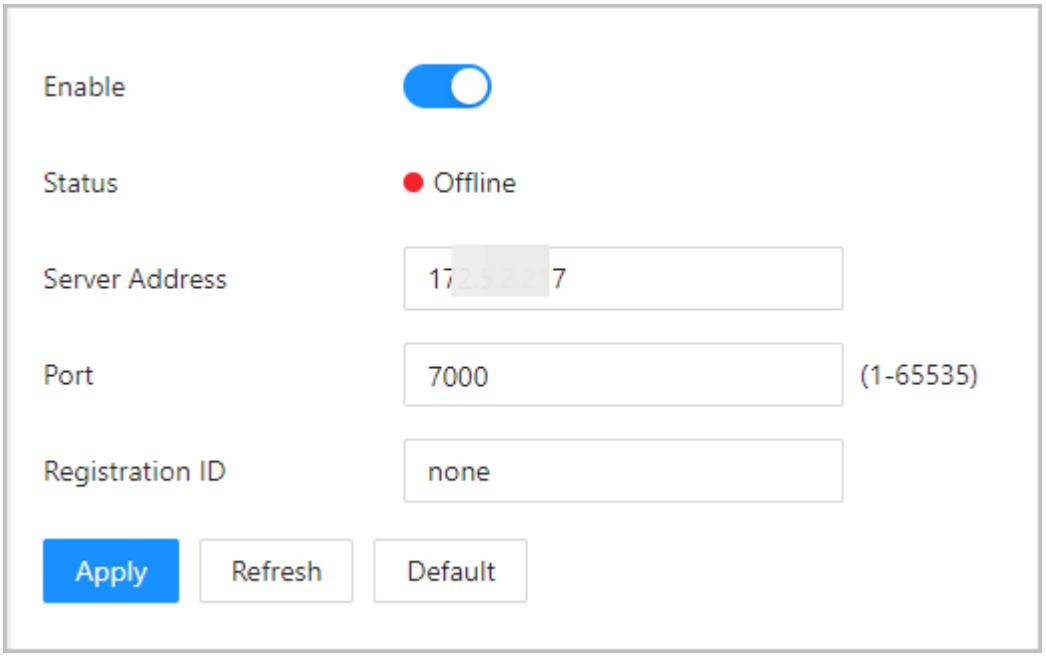


Table 3-38 Automatic registration description

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 3-69 CGI auto registration

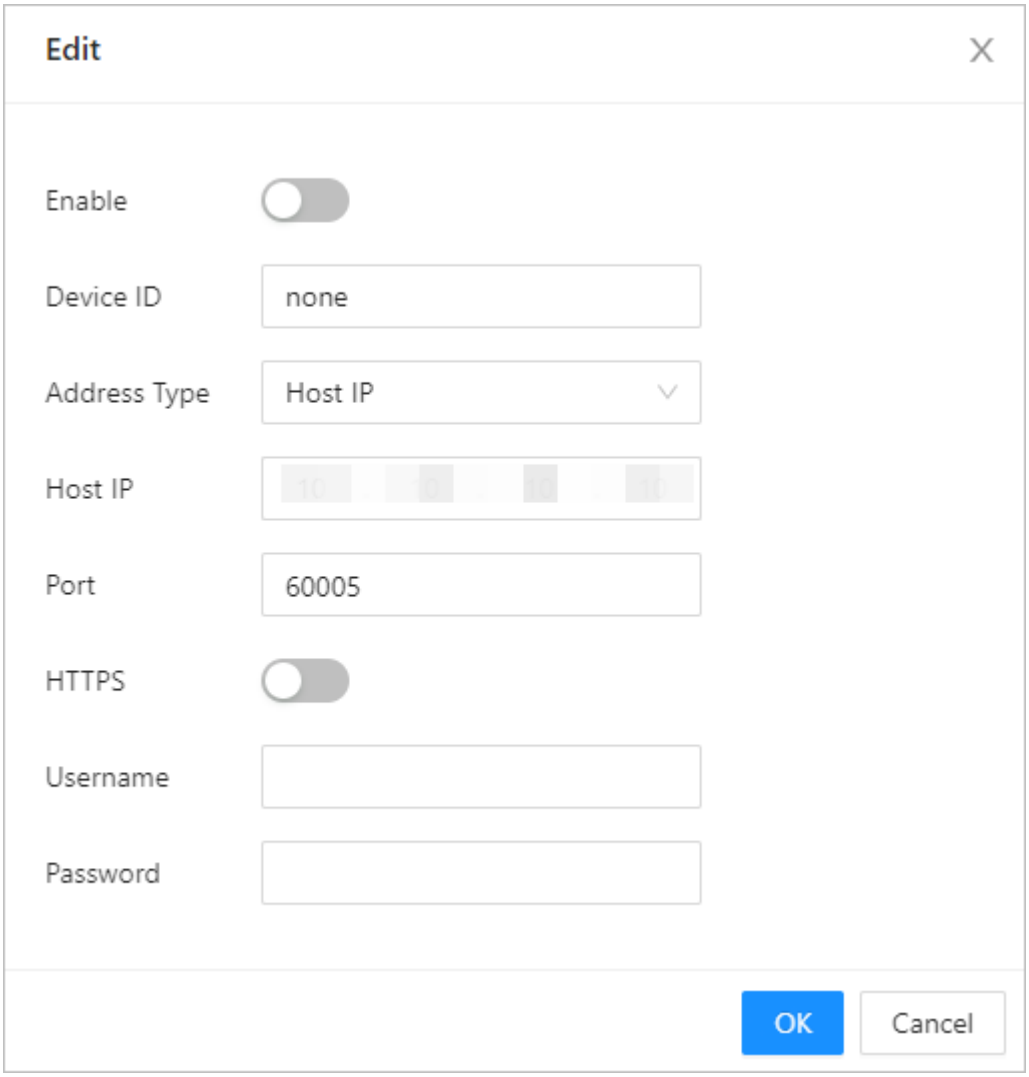


Table 3-39 Automatic registration description

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: Enter the IP address of the third-party platform. ● Domain Name: Enter the domain name of the third-party platform.
Host IP	
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 3-70 Automatic upload

Table 3-40 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**.

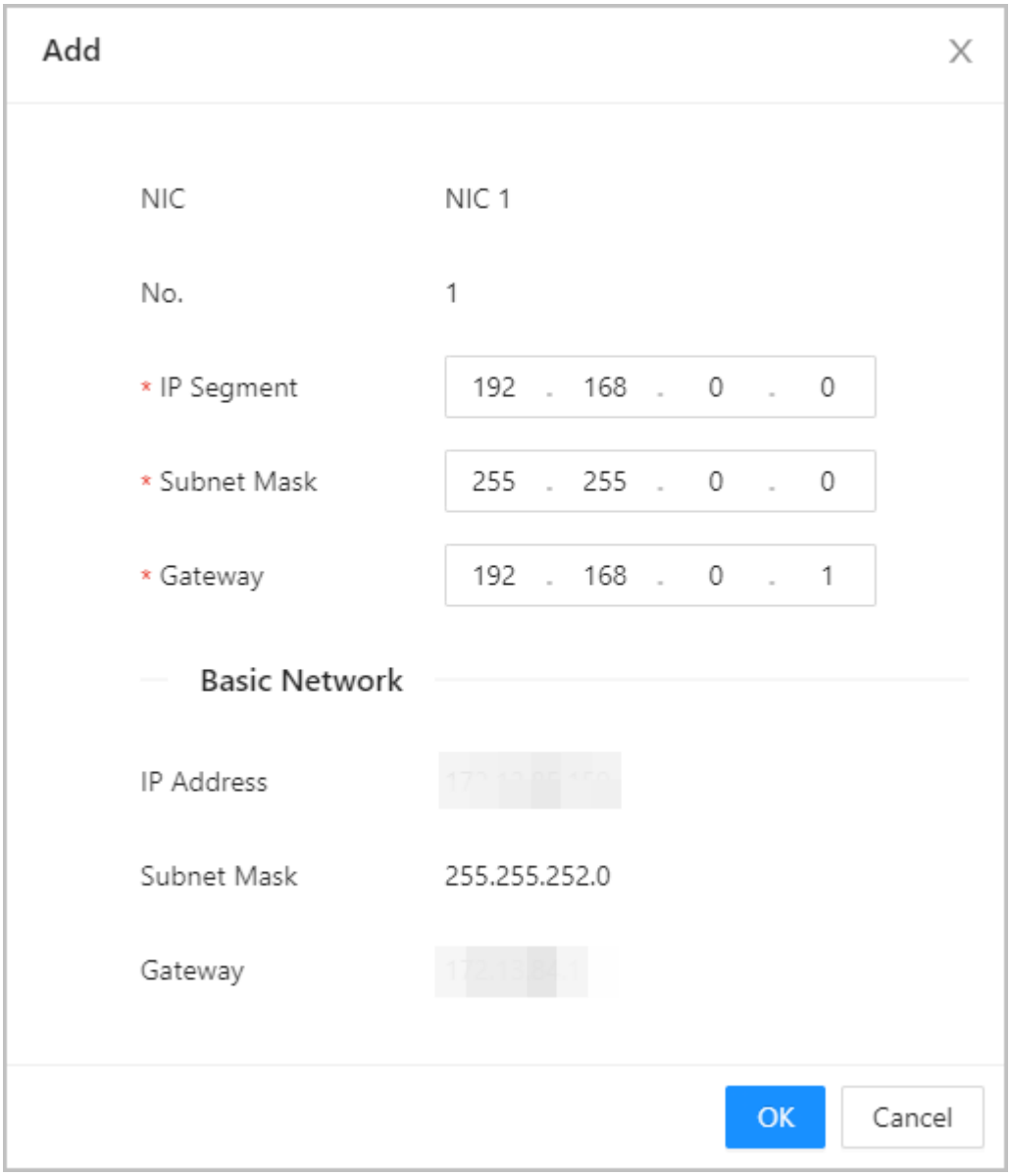
Step 3 Click **Add** , configure the parameters, and then click **Add**.

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 3-71 Add the routing table



3.11.2 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 3-72 Configure parameters

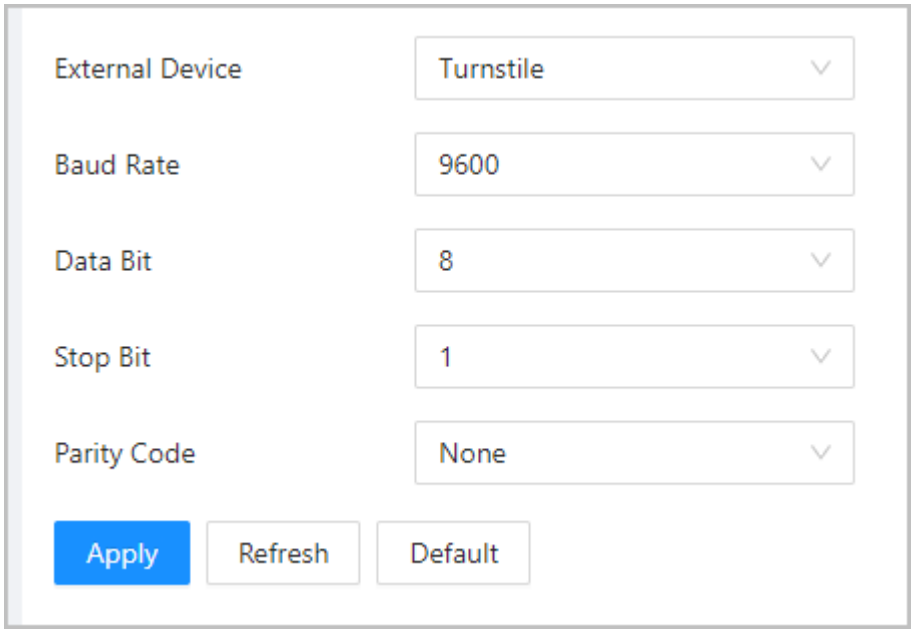


Table 3-41 Configure the RS-485 parameters

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: Outputs data based on card number when users swipe card to unlock door; outputs data based on user's first card number when they use other unlock methods. ◇ No.: Outputs data based on the user ID. • 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.

Parameter	Description
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**.

3.11.3 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 3-73 Wiegand output

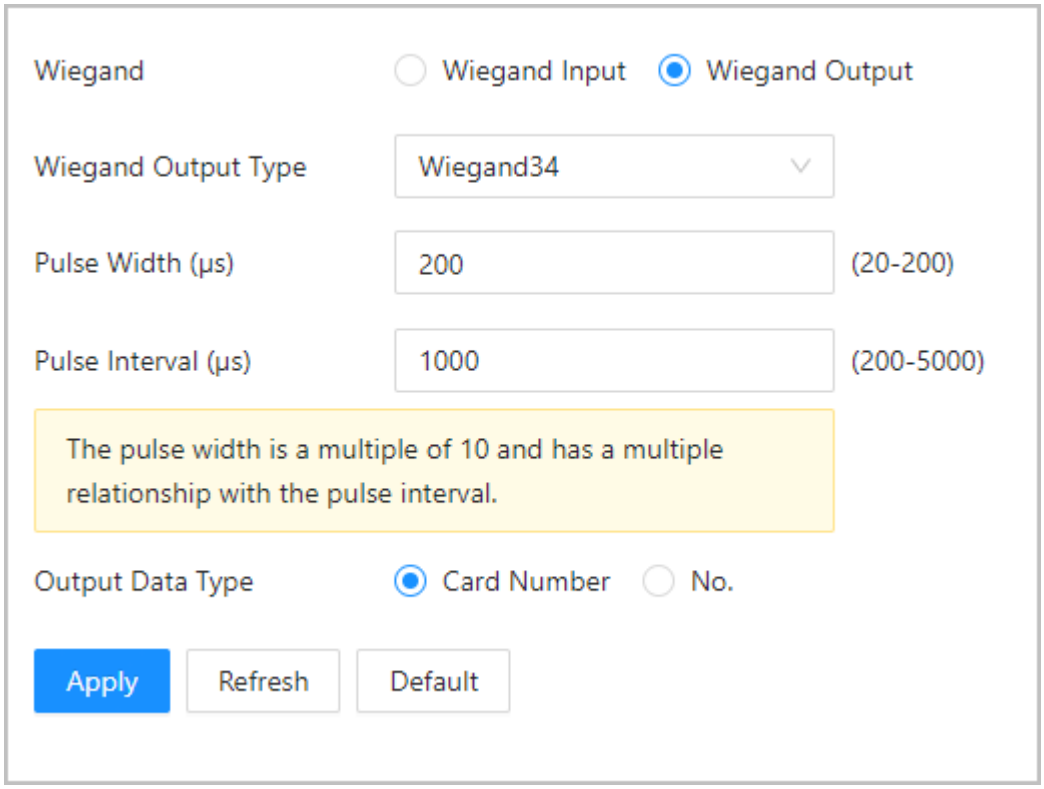


Table 3-42 Description of Wiegand output

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.

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

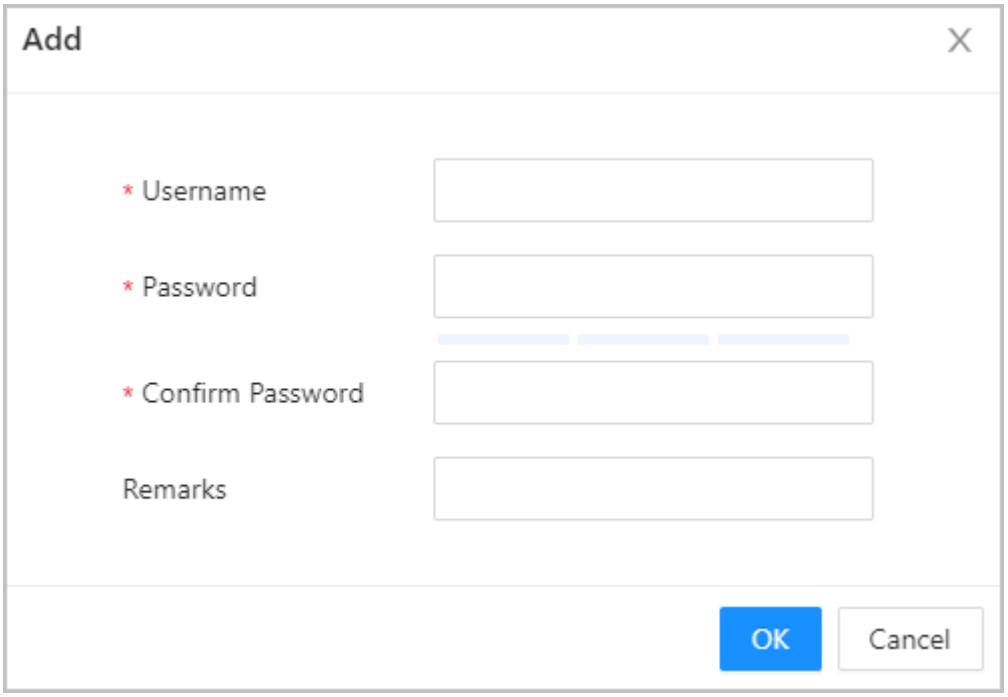
Step 1 On the home page, select **System** > **Account**.

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 3-74 Add administrators



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 3-75 Add ONVIF user

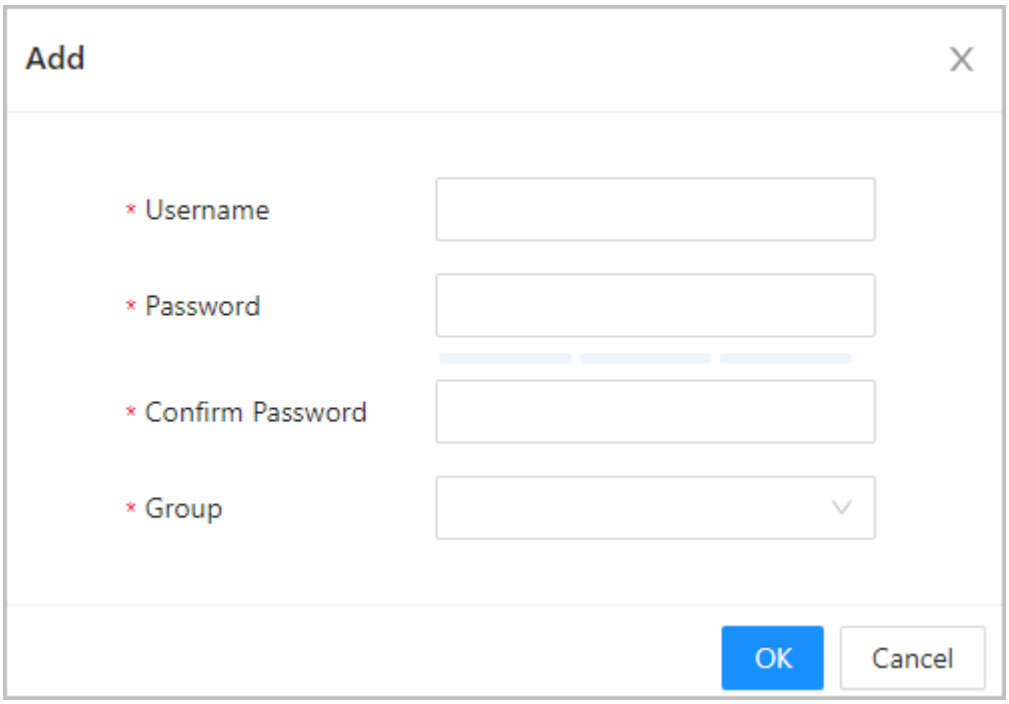


Table 3-43 ONVIF user description

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.

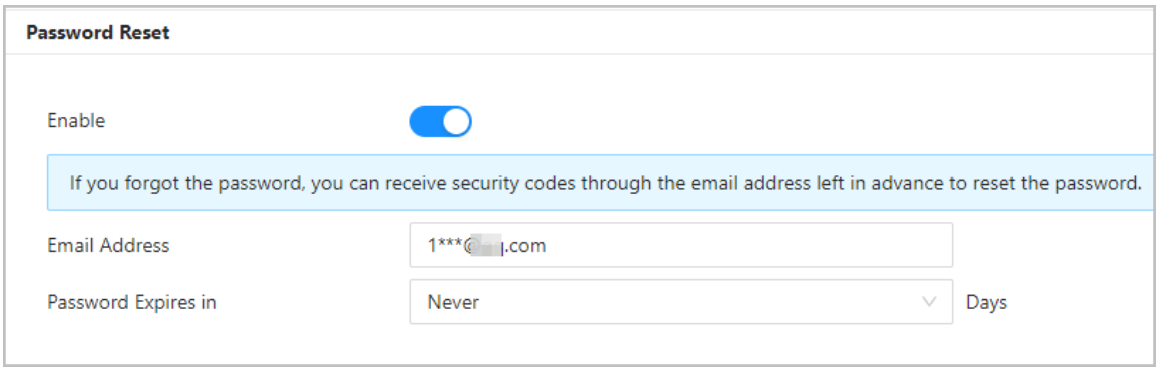
Procedure

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 3-76 Reset Password



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 3-77 Date settings

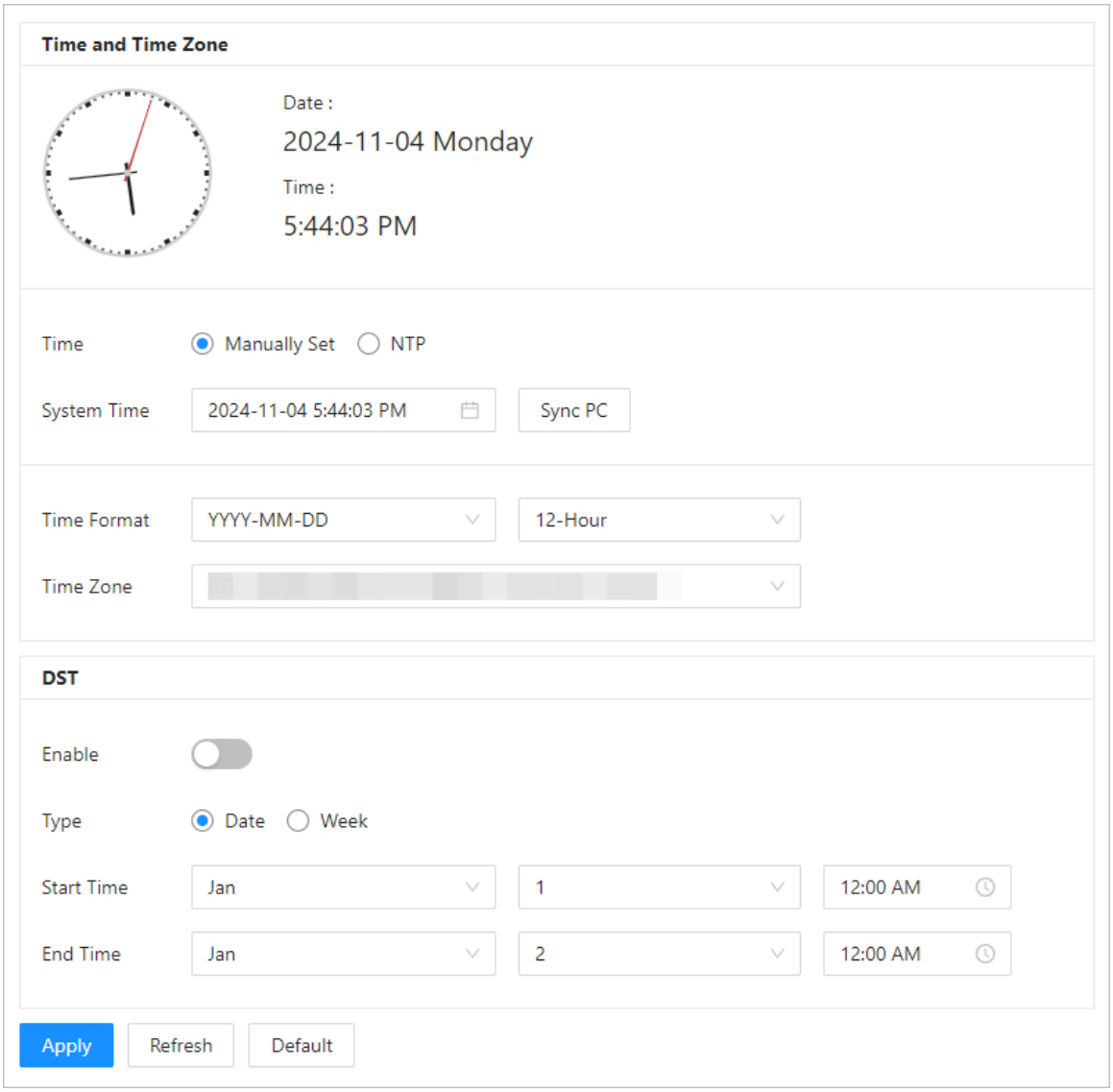


Table 3-44 Time settings description

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

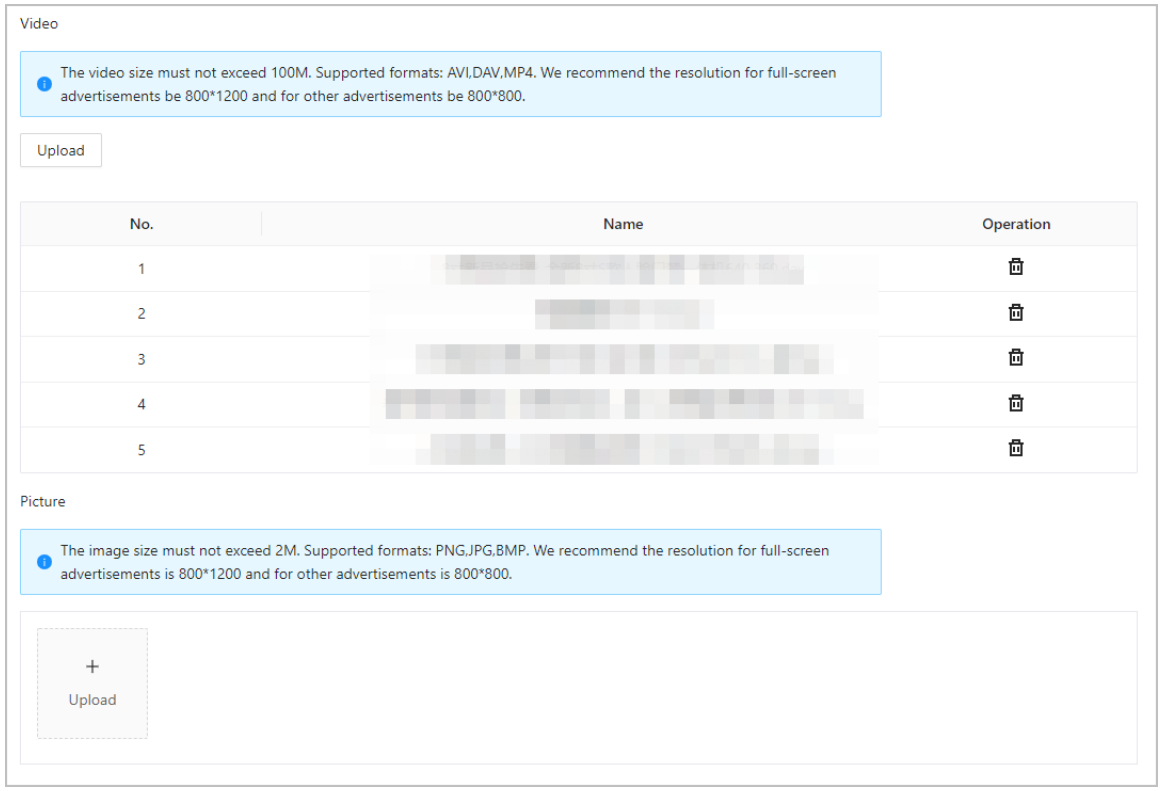
Add images or videos to be displayed on the standby screen of the Device.

Procedure

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

Step 2 Add videos or images.

Figure 3-78 Add videos or images



- 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

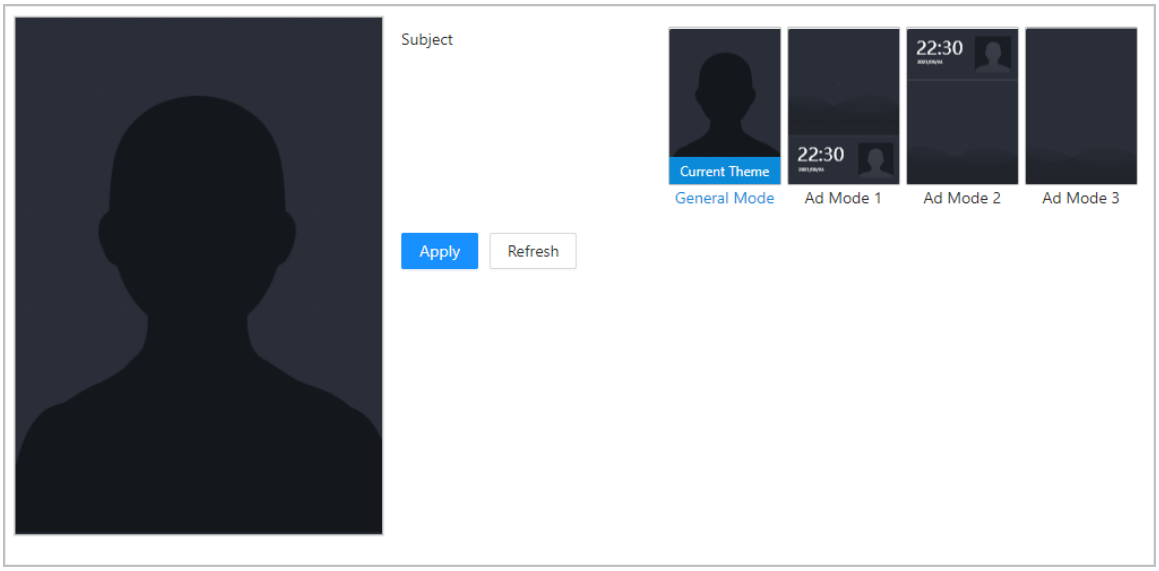
Step 1 On the home page, select **Personalization** > **Advertisement** > **Subject**.

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**.

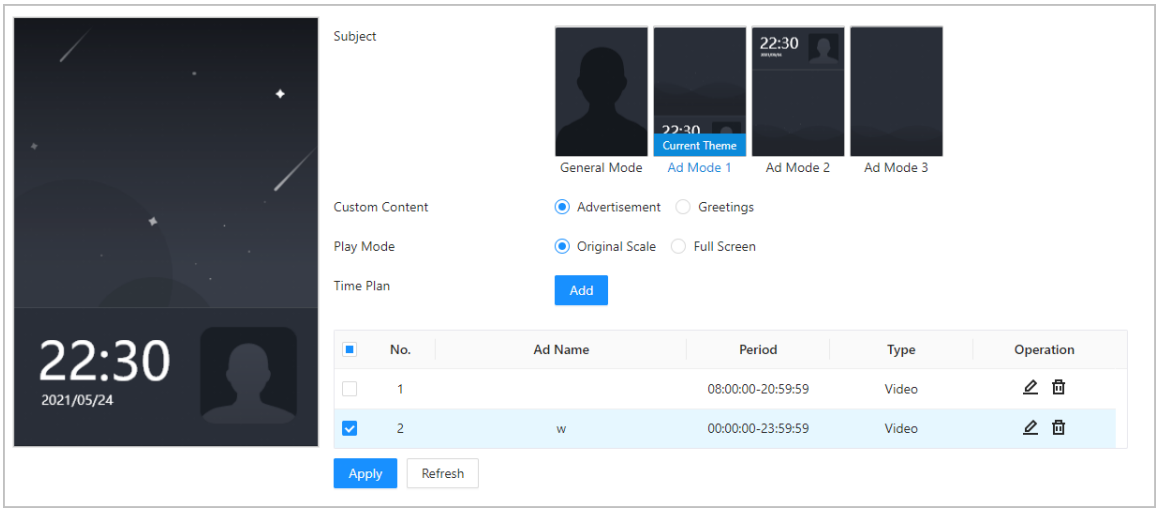
Figure 3-79 Theme



Step 3 Configure advertisement display.

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

Figure 3-80 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.

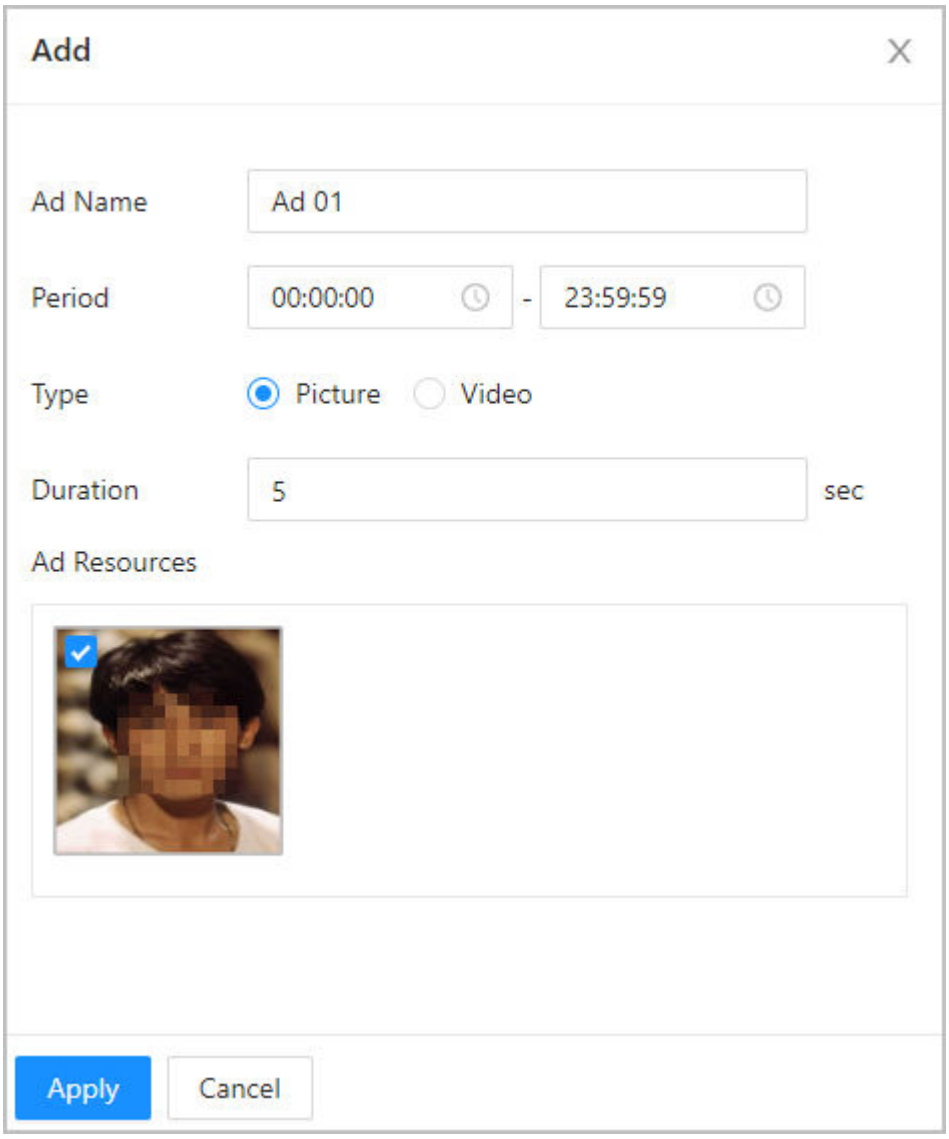
3. Click **Add** to add time schedules.

   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.

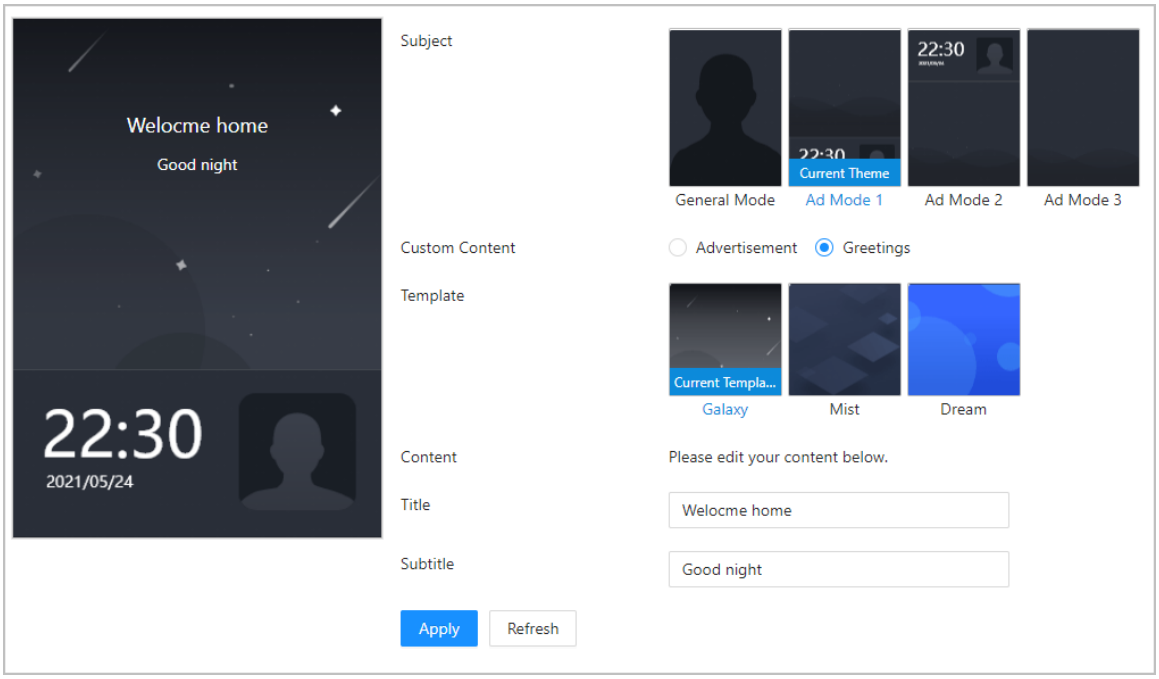
Figure 3-81 Add time schedules



Step 4 Configure greetings.

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

Figure 3-82 Greetings



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.

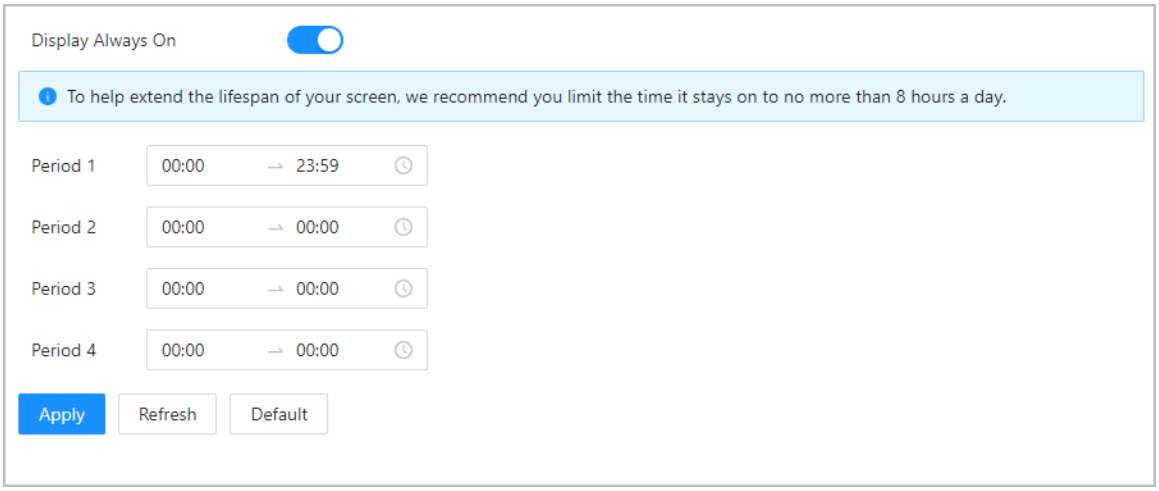
  In all other states, the brightness follows the value configured in the device local main menu' s **Screen Brightness** settings.

⚠

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 3-83 Display always on



3.13.2.2 Configuring Information Displaying

Procedure

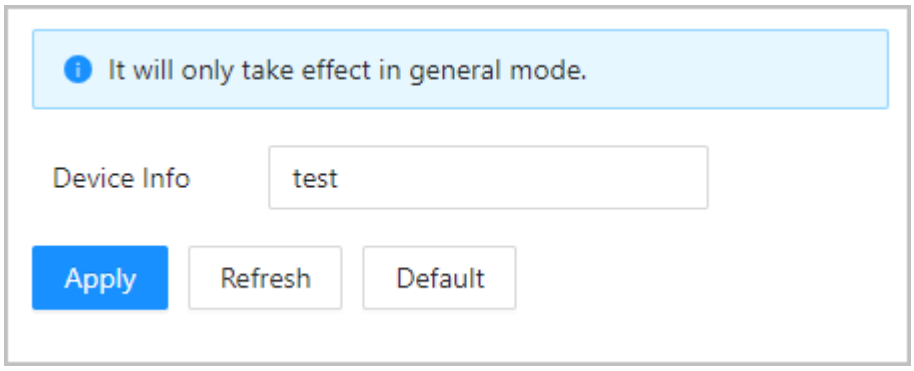
Step 1 Log in to the webpage.

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 3-84 Configure the device information



3.13.2.3 Configuring the Shortcuts

Procedure

Step 1 On the webpage, select **System** > **Shortcut Settings**.

Step 2 Configure the shortcut parameters.

Figure 3-85 Shortcut Settings

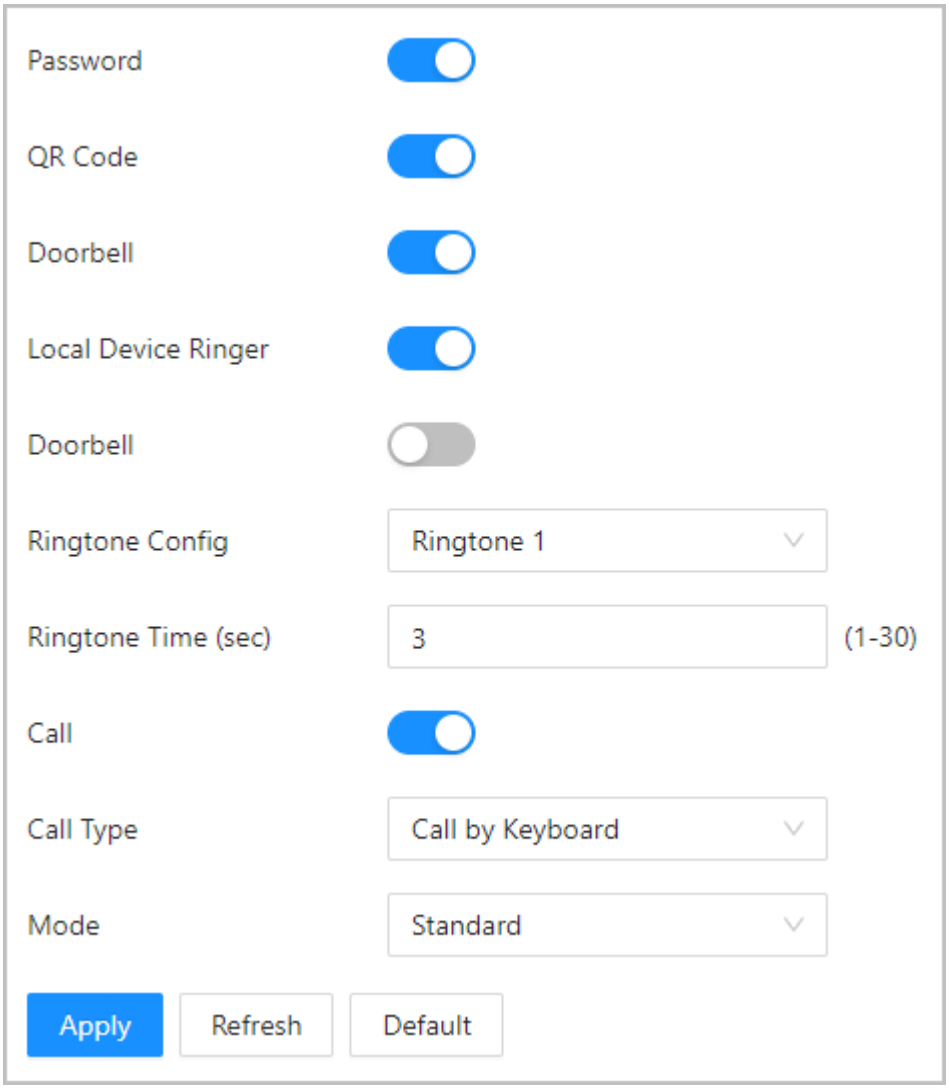


Table 3-45 Parameters description

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. • Ringtone config: Select a ringtone. • Ringtone time (sec): Set ring time (1-30 seconds). The default value is 3. • Alarm: Tap the ring bell icon, and the external alarm device rings. This function is only available on select models. When the alarm cable and the doorbell cable are shared, make sure the functional interface is set to **Doorbell**. For details, see "3.7.9 Configuring Port Functions". This function is only available on select models.
Call	The icon of call is displayed on the standby screen.
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 1. Configure the room number, click **Apply**. 2. Tap the call icon on the standby screen to call the configured room. You can call DMSS only in this call type.

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**.

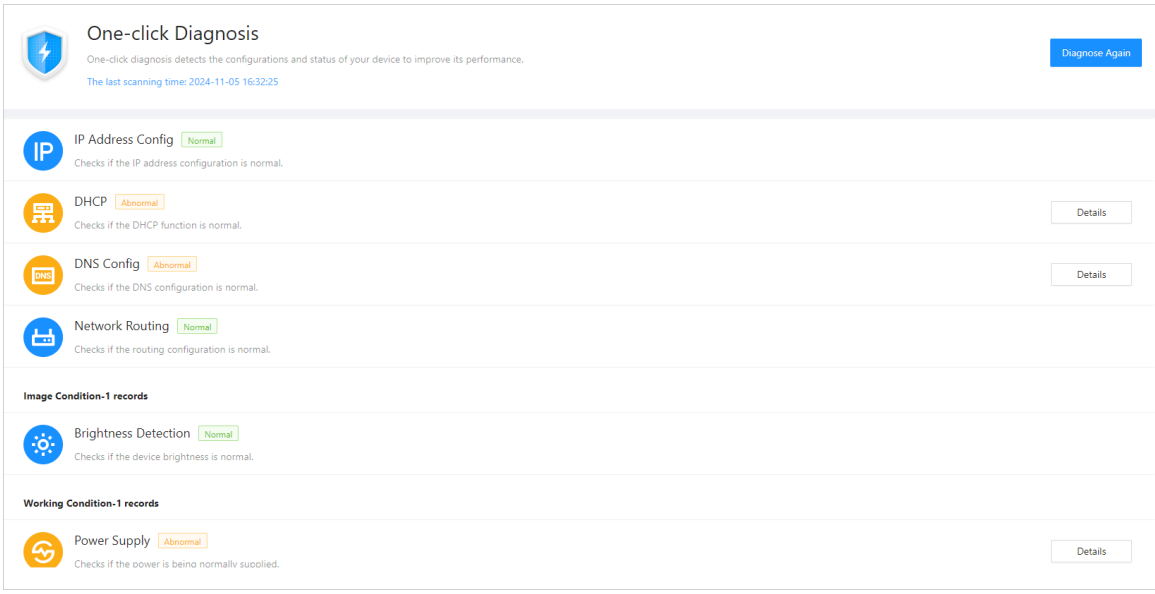
Step 2 Click **Diagnose**.

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 3-86 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

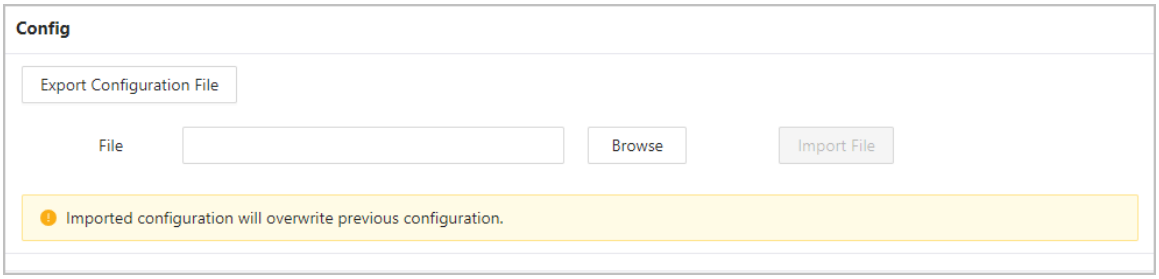
You can import and export the configuration file for the Device. When you want to apply the same configurations to multiple devices, you can import the configuration file to them.

Procedure

Step 1 Log in to the webpage.

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

Figure 3-87 Configuration management



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.

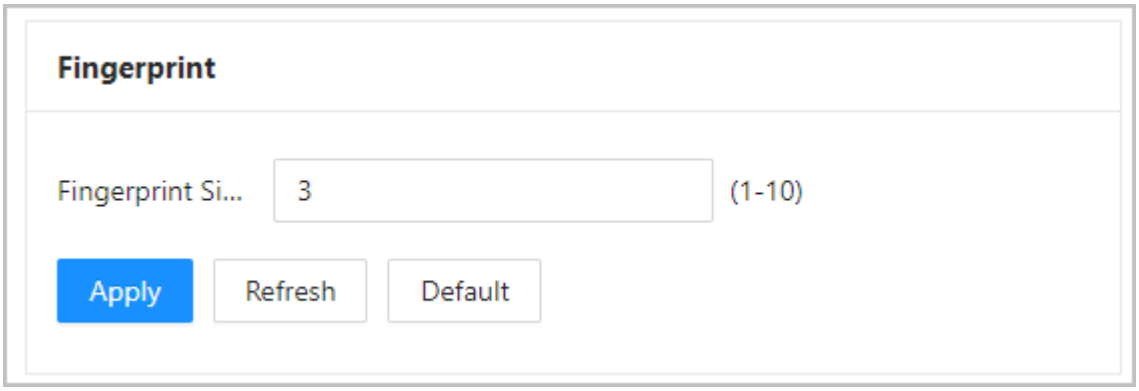
3.14.5.1.2 Configuring Fingerprint Threshold

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 3-88 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 3-89 Packet capture

2. Enter the IP address, click .

   changes to .

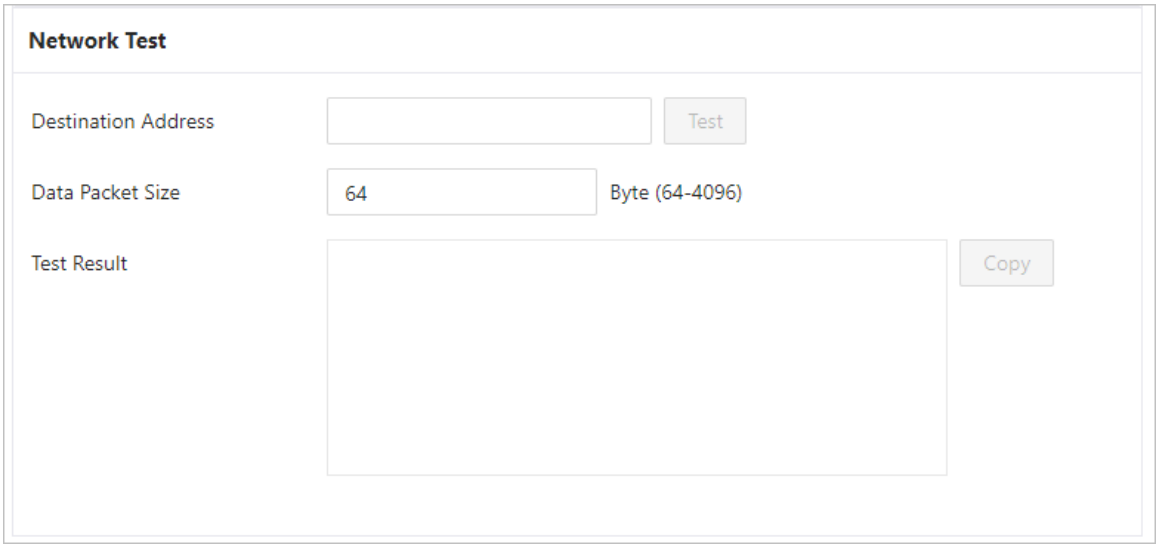
3. After you acquired enough data, click .

   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 3-90 Network test



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.

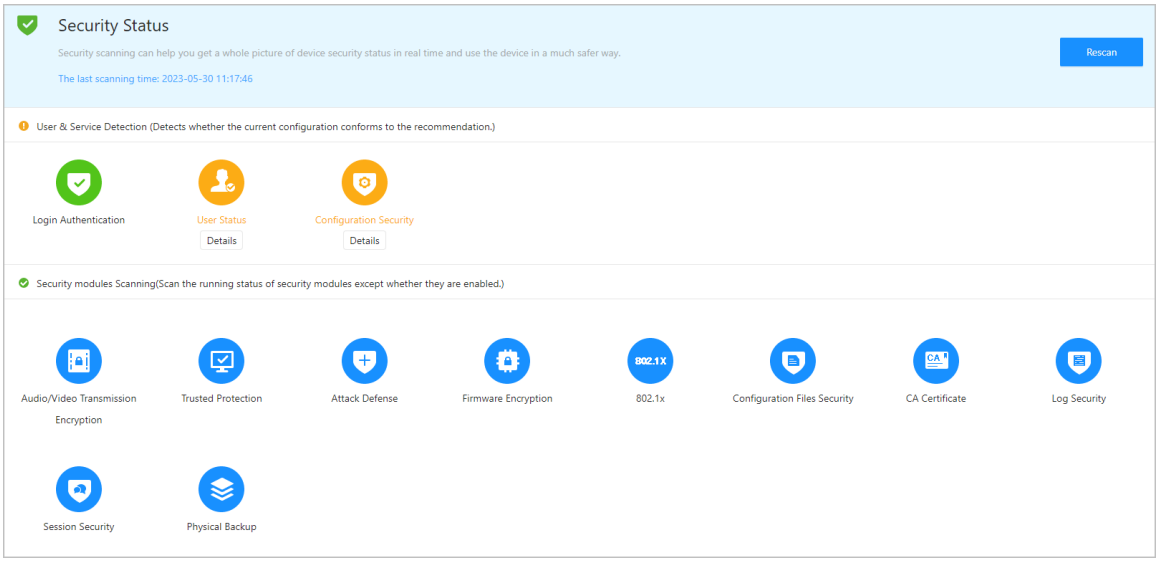
Procedure

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 3-91 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**.

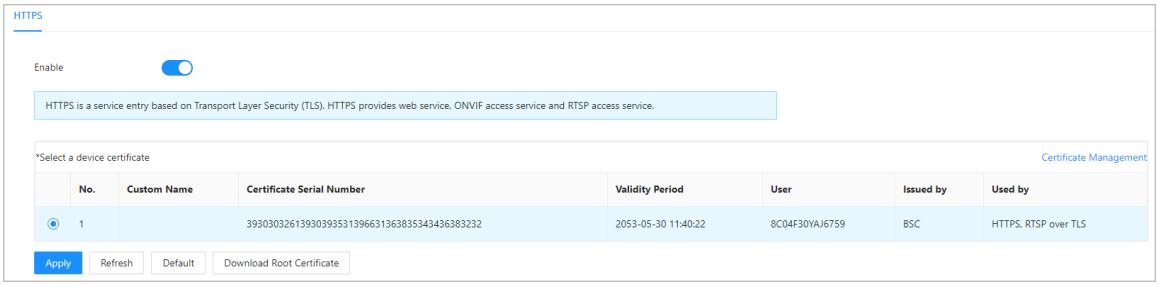
Step 2 Turn on the HTTPS service.

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 3-92 HTTPS



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

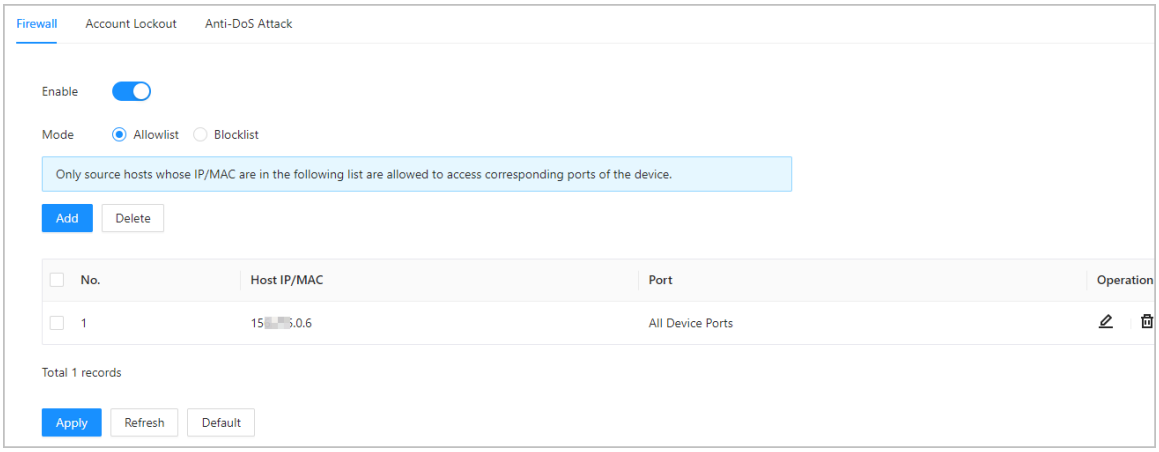
Configure firewall to limit access to the Device.

Procedure

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

Step 2 Click to enable the firewall function.

Figure 3-93 Firewall

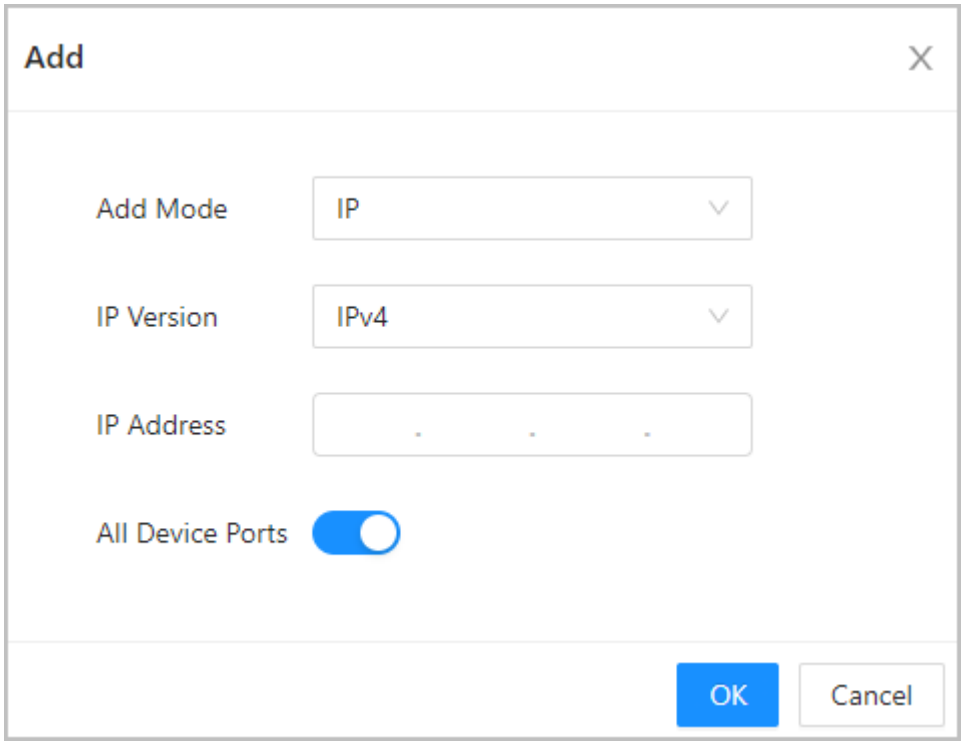


Step 3 Select the mode: **Allowlist** and **Blocklist**.

- **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 3-94 Add IP information



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

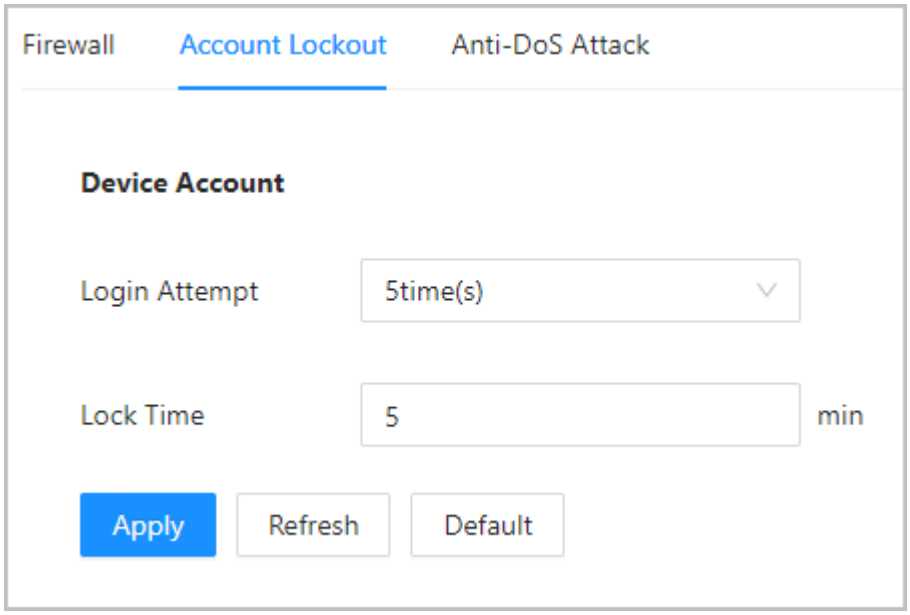
If the incorrect password is entered for a defined number of times, the account will be locked.

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 3-95 Account lockout



- 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 3-96 Anti-DoS attack

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

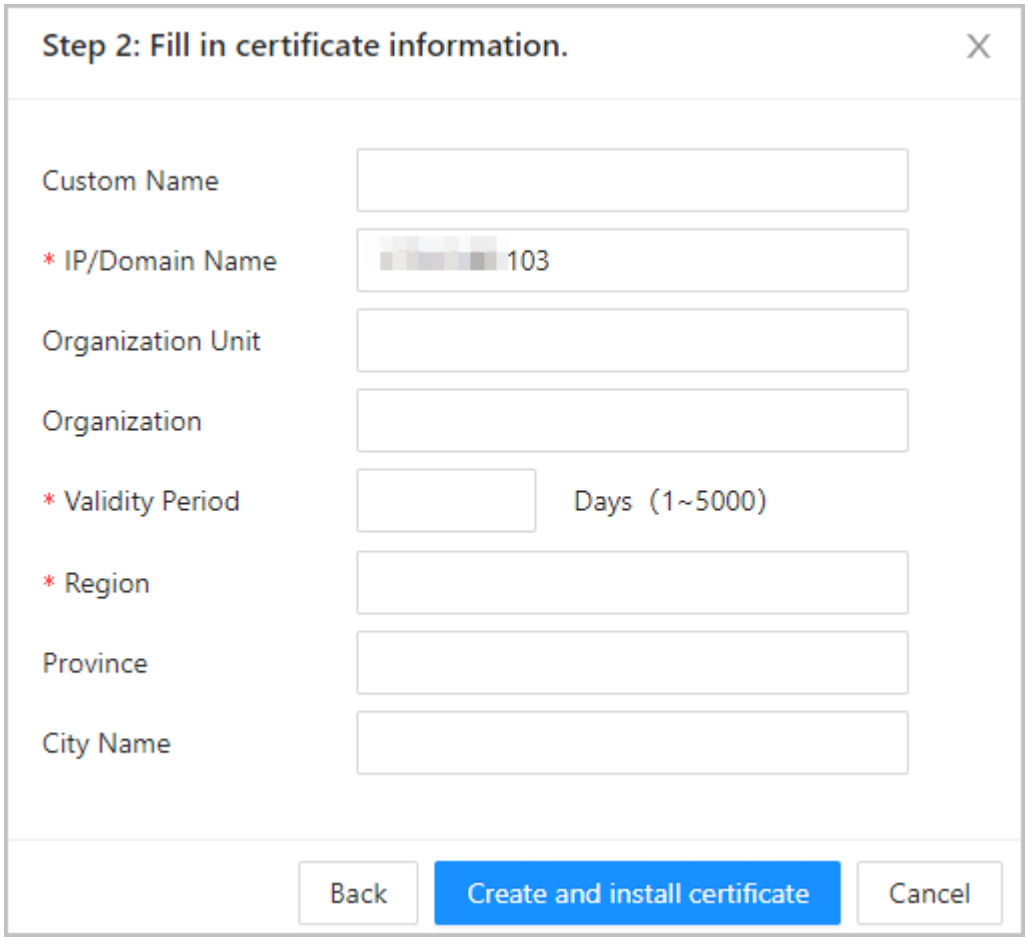
Step 1 Select > **CA Certificate** > **Device Certificate**.

Step 2 Select **Install Device Certificate**.

Step 3 Select **Create Certificate** , and click **Next**.

Step 4 Enter the certificate information.

Figure 3-97 Certificate information



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**.

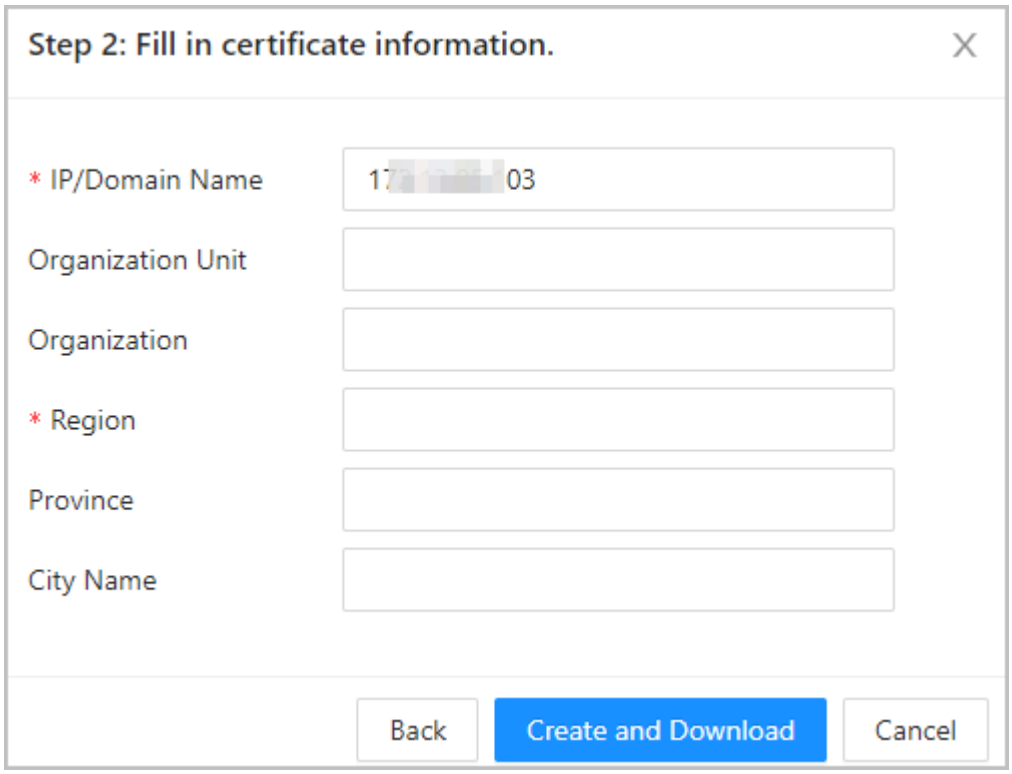
Step 3 Select **Apply for CA Certificate and Import (Recommended)** , and click **Next**.

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 3-98 Certificate information (2)



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

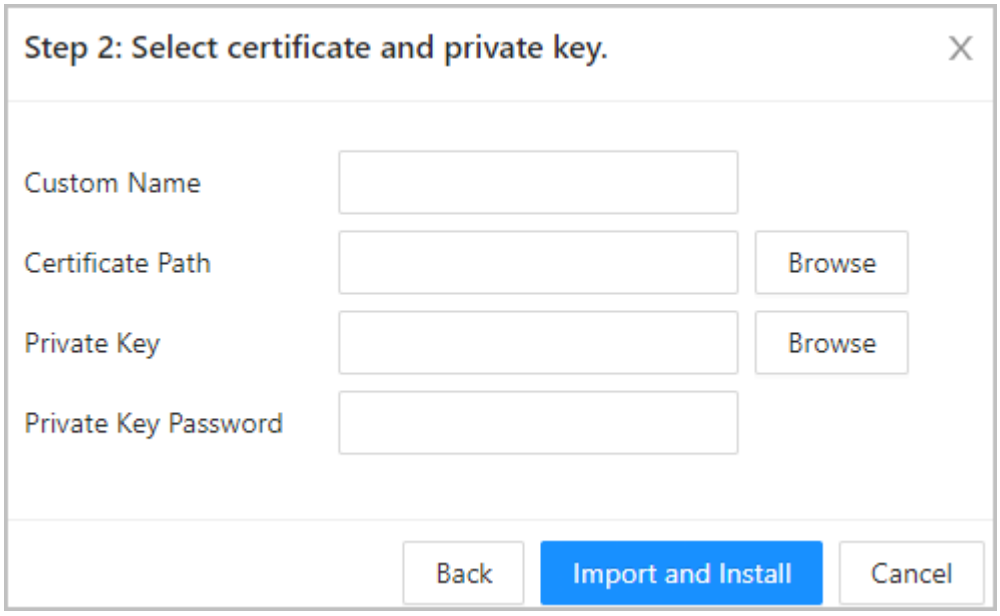
Step 1 Select **Security** > **CA Certificate** > **Device Certificate**.

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 3-99 Certificate and private key



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.

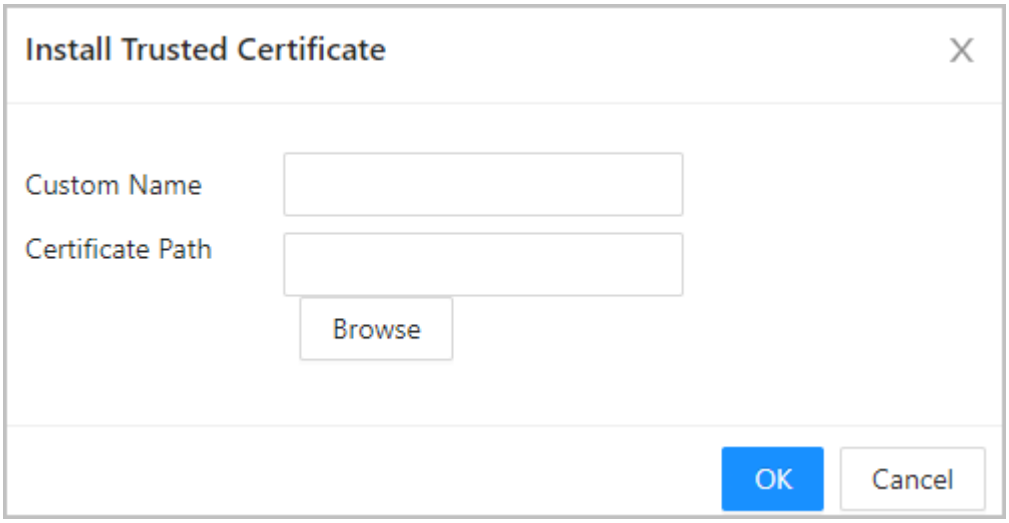
Procedure

Step 1 Select > **CA Certificate** > **Trusted CA Certificates**.

Step 2 Select **Install Trusted Certificate**.

Step 3 Click **Browse** to select the trusted certificate.

Figure 3-100 Install the trusted certificate



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 3-101 Data encryption

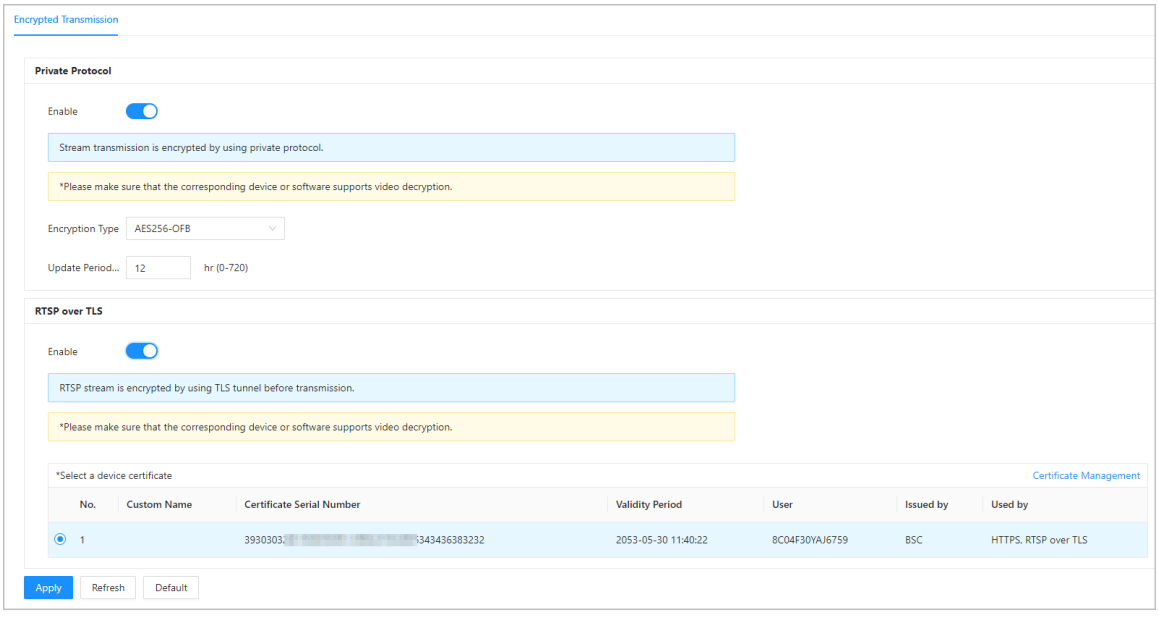


Table 3-46 Data encryption description

	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

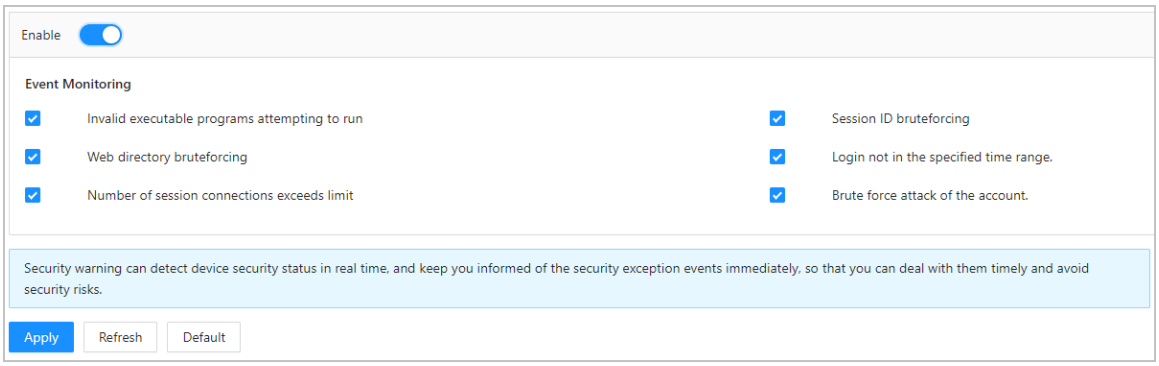
Procedure

Step 1 Select > **Security Warning**.

Step 2 Enable the security warning function.

Step 3 Select the monitoring items.

Figure 3-102 Security warning



Step 4 Click **Apply**.

3.15.8 Security Authentication

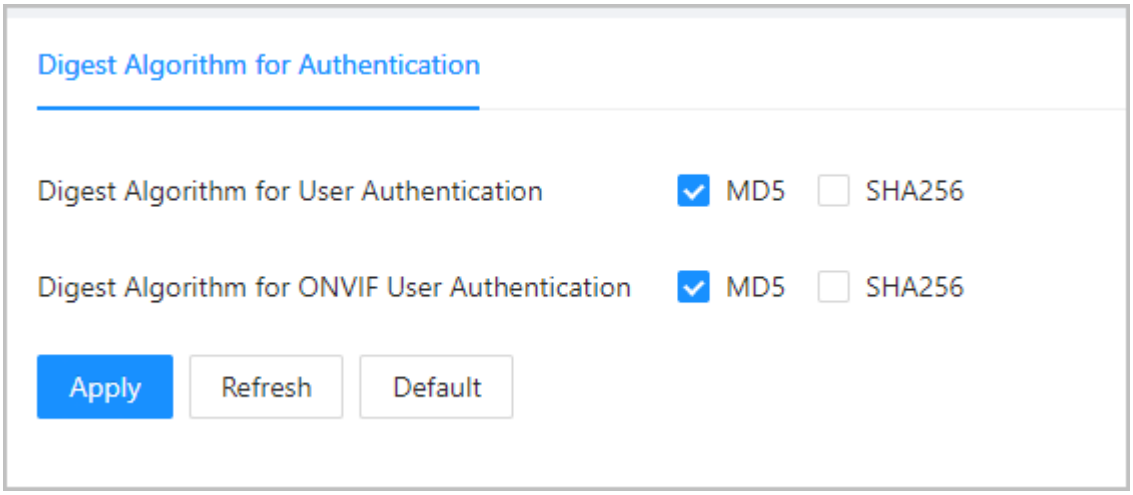
Procedure

Step 1 Select **Security** > **Security Authentication**.

Step 2 Select a message digest algorithm.

Step 3 Click **Apply**.

Figure 3-103 Security Authentication



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.

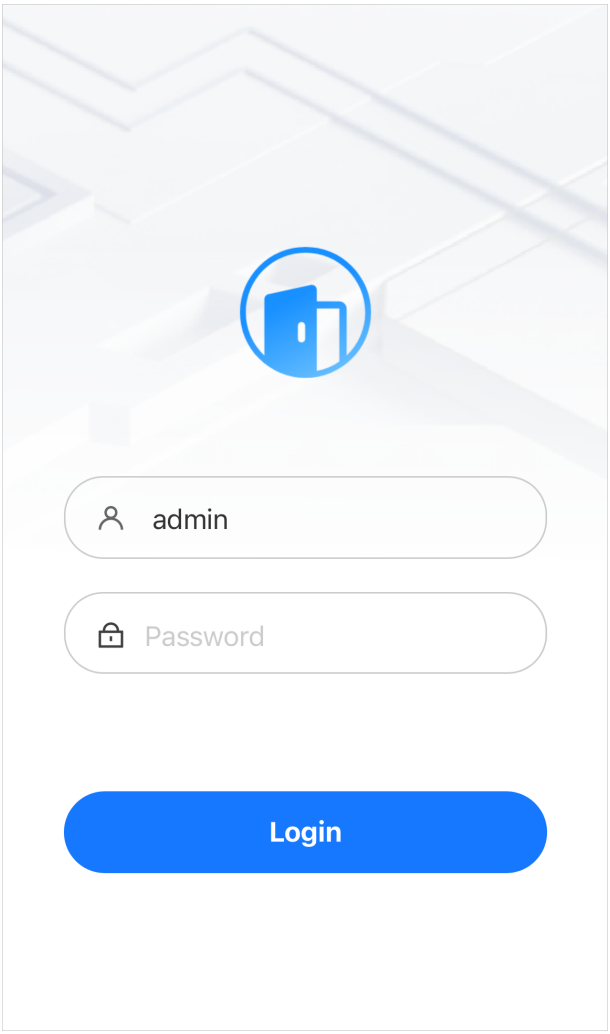
Wi-Fi and Wi-Fi AP are available on select models.

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**.

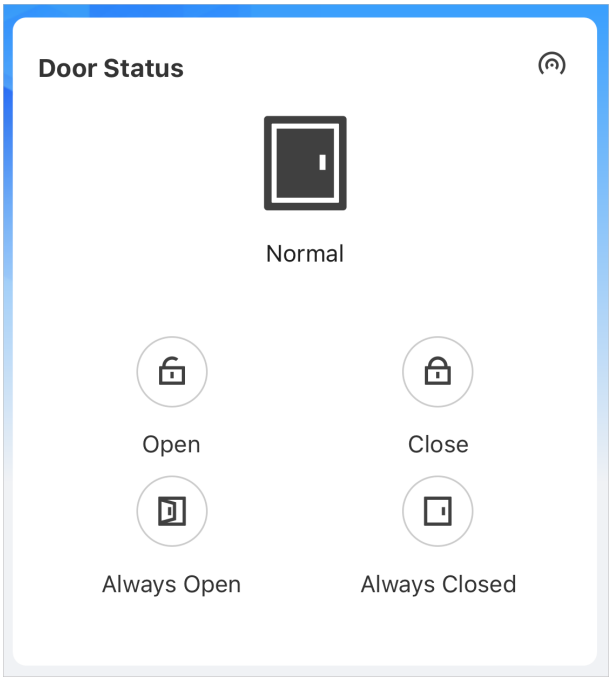
4.3 Home Page

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.

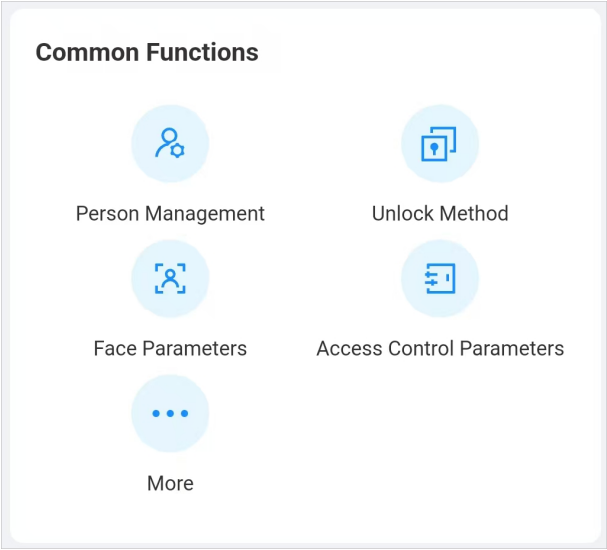
  The product document is available on select models.
- The **Door Status** area displays the status of the door. You can remotely open or close the door. You can also configure the door status as **Always Open** or **Always Closed**.
  - indicates the wired network is connected.
  - indicates the Wi-Fi hotspot is turned on.

Figure 4-2 Door status



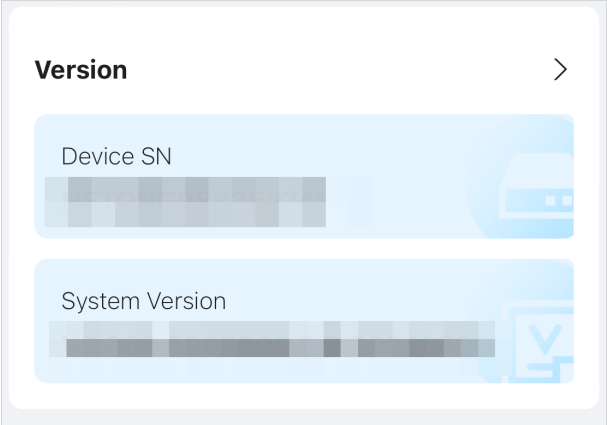
- The **Common Functions** area displays the configuration menu of the Device. Tap **More** to view all the configuration menus.

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)

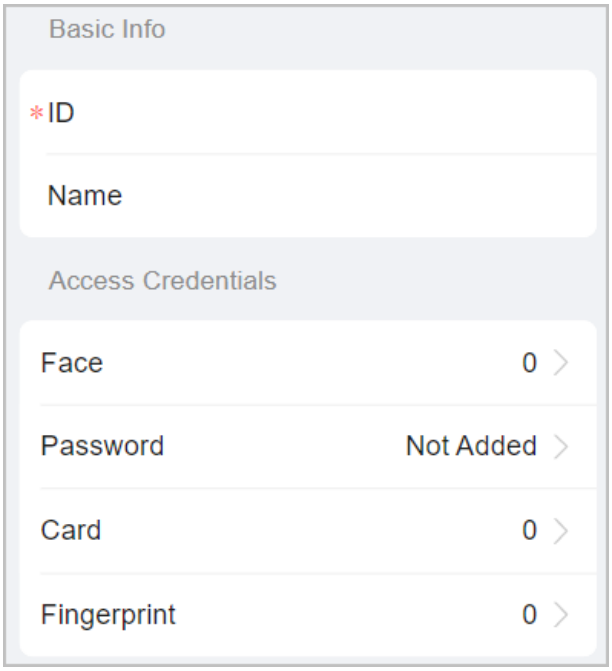


Figure 4-6 Add the person (2)

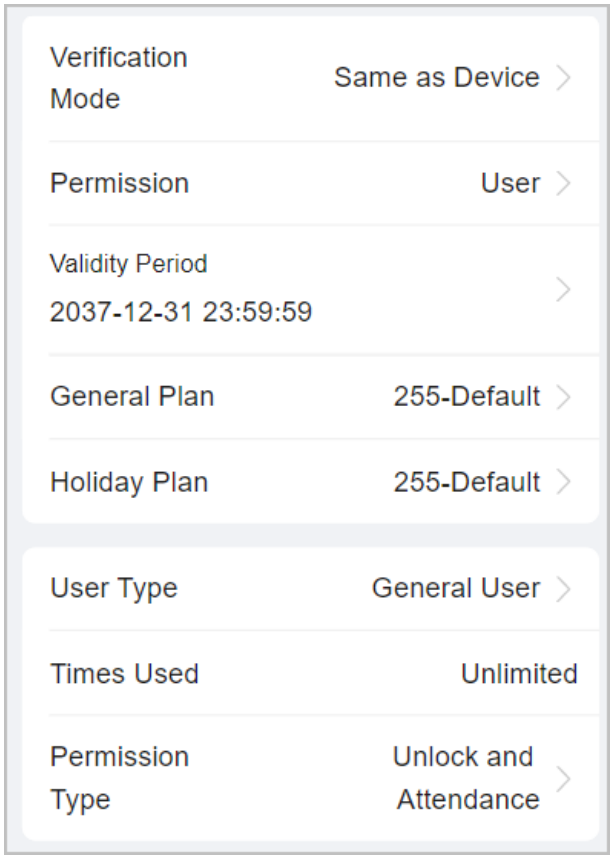


Table 4-1 Parameters description

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.
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.

Parameter	Description
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.
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

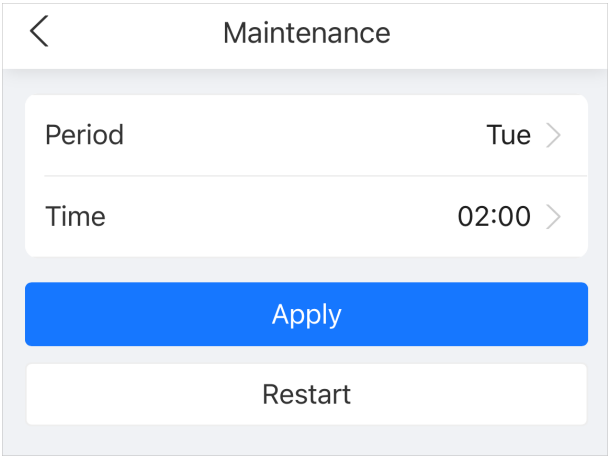
Step 1 Log in to the webpage.

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



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

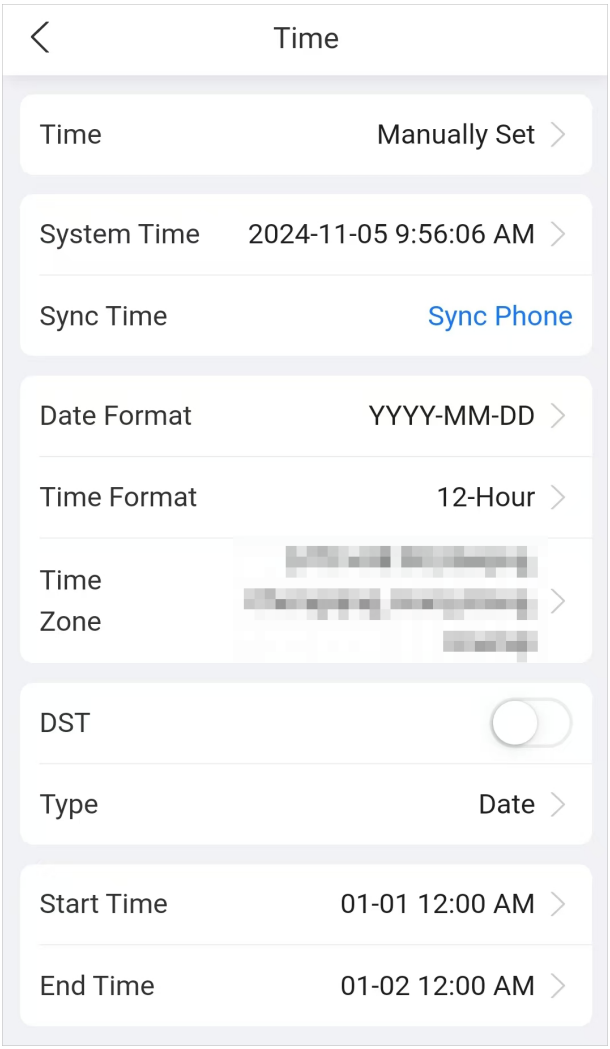


Table 4-2 Time settings description

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	1. (Optional) Enable DST. 2. Select **Date** or **Week** as the **Type**. 3. 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.

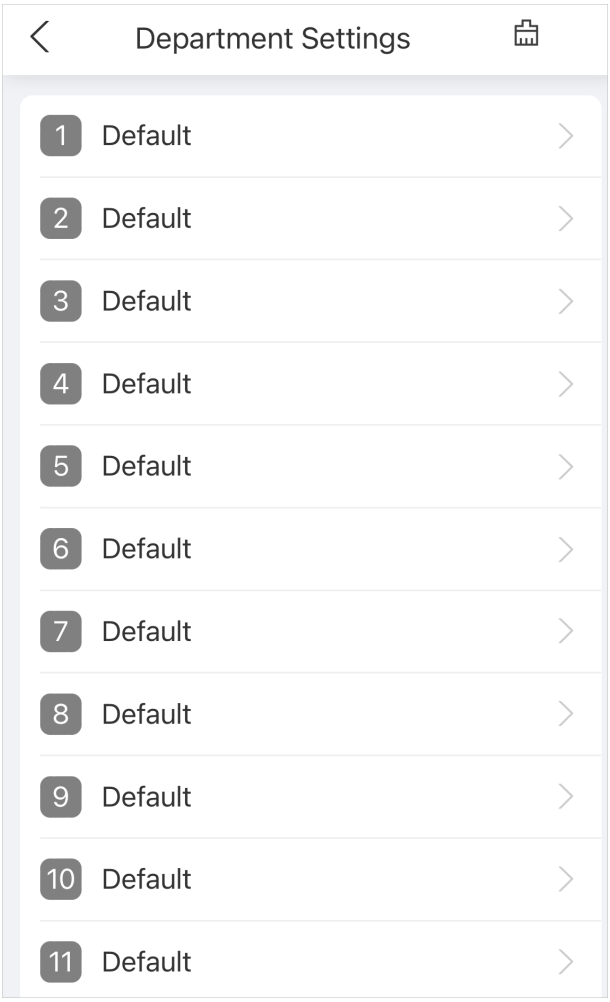
4.6.1 Configuring Departments

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Attendance Config** > **Department Settings**.

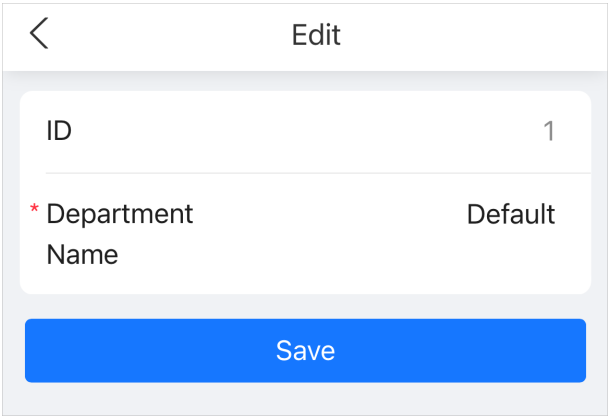
Figure 4-9 Department settings



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

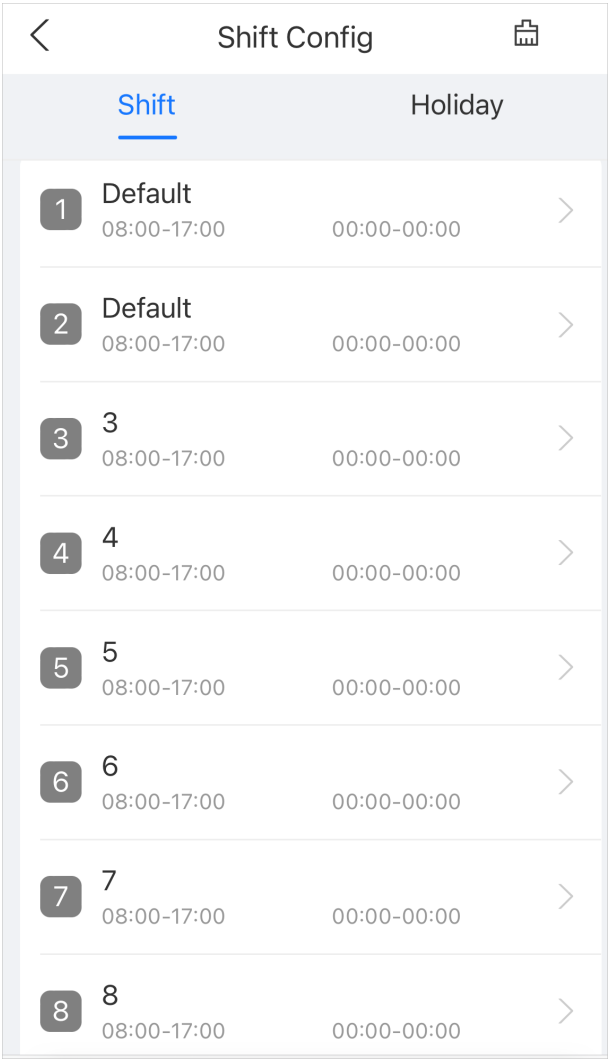
Configure shifts to define time attendance rules. Employees need to work at the time scheduled for their shift to start, and leave at the end time, except when they choose to work overtime.

Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Attendance Config** > **Shift Config** > **Shift**.

Figure 4-11 Shift list



Step 3 Tap the shift to configure the shift parameters, and then tap **Save**.

Figure 4-12 Configure the shift

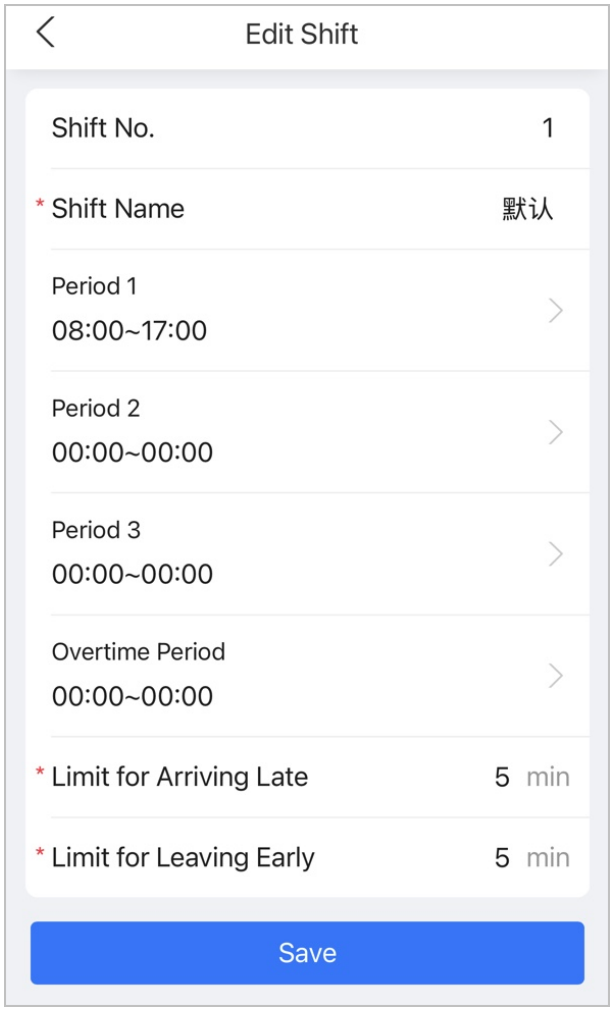


Table 4-3 Shift parameters description

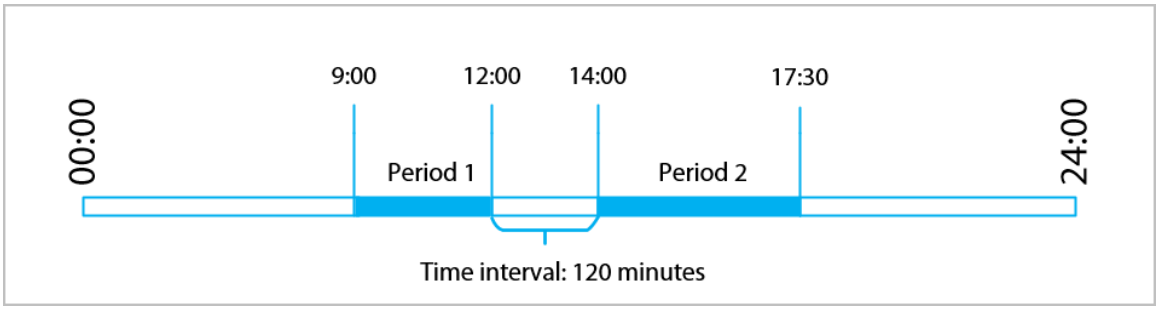
Parameter	Description
Shift Name	Enter the name of the shift.
Period 1	Specify a time range when people can clock in and clock out for the workday. You must configure at least 1 period. ● If you only set one attendance period, employees need to clock in and out by the designated times to avoid an anomaly 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)

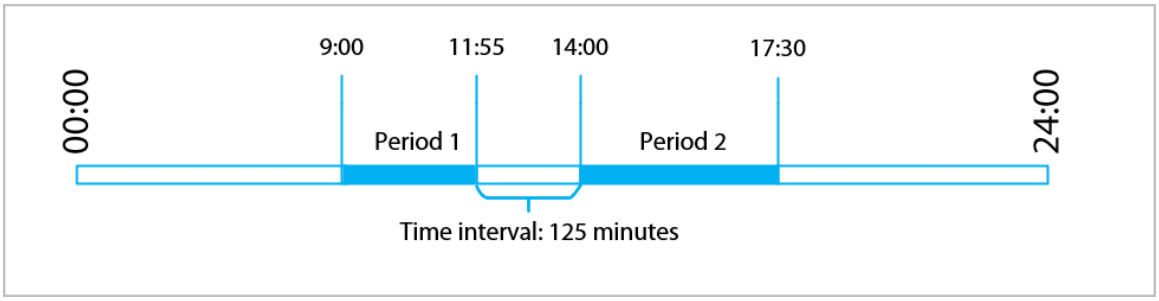


For example: If the interval is 120 minutes, then the clock-out time for period 1 is from 12:00 to 12:59, and the clock-in time for period 2 is from 13:00 to 14:00.

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

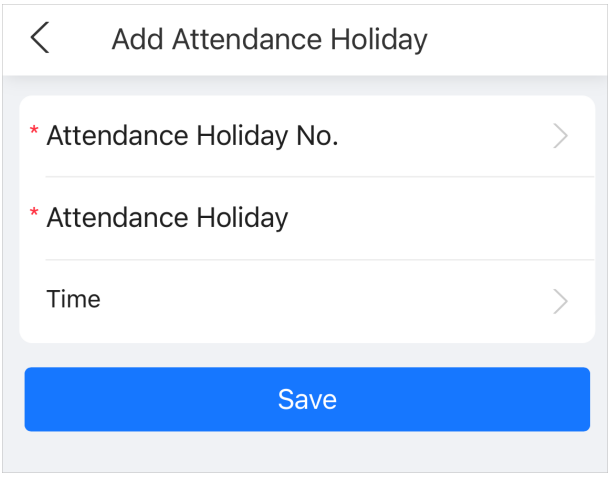


Table 4-4 Parameters description

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

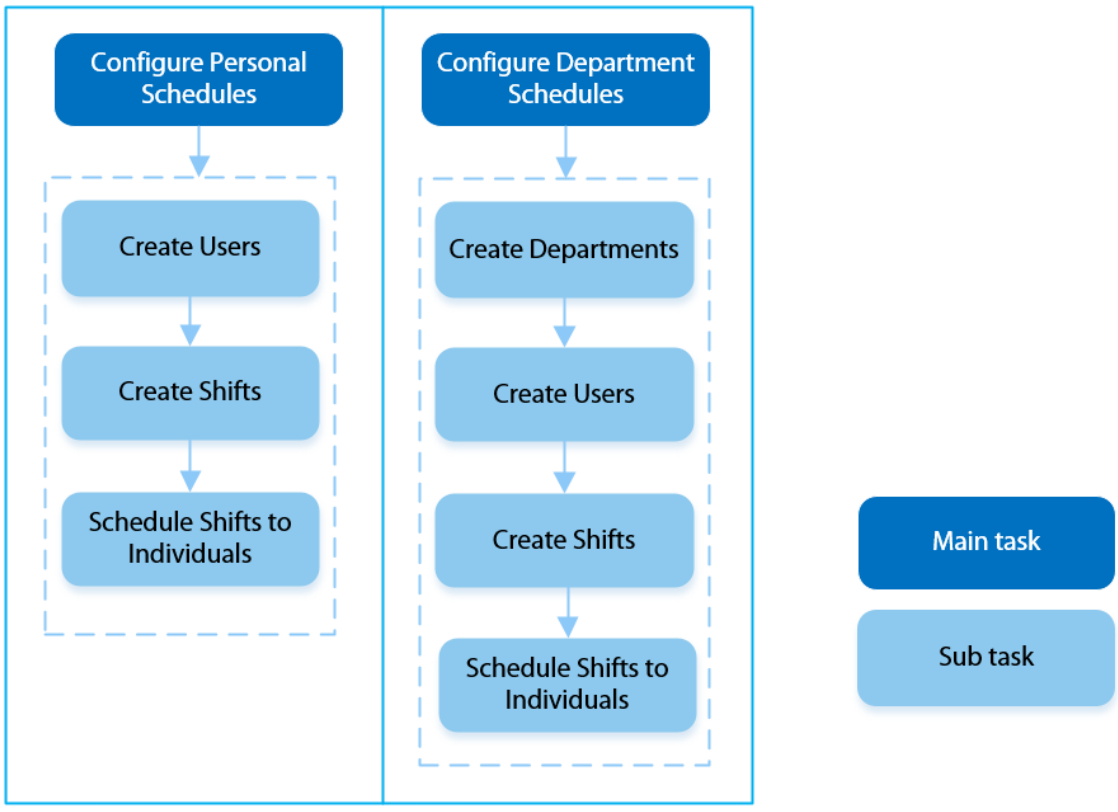
A work schedule generally refers to the days per month and the hours per day that an employee is expected to be at their job. You can create different types of work schedules based on different individuals or departments, and then employees must follow the established work schedules.

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.

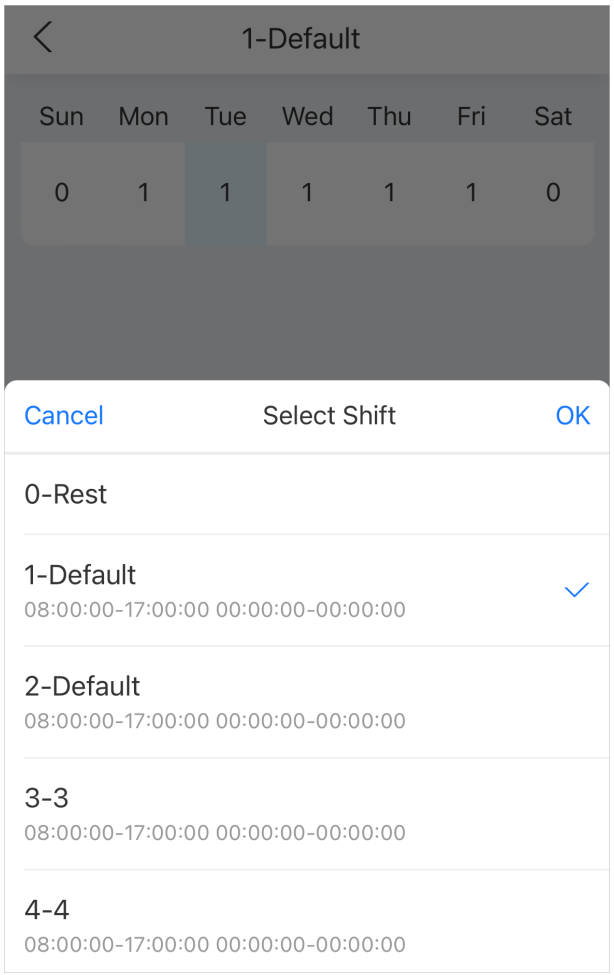
You can only set work schedules for the current month and the next month.

- 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 works 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

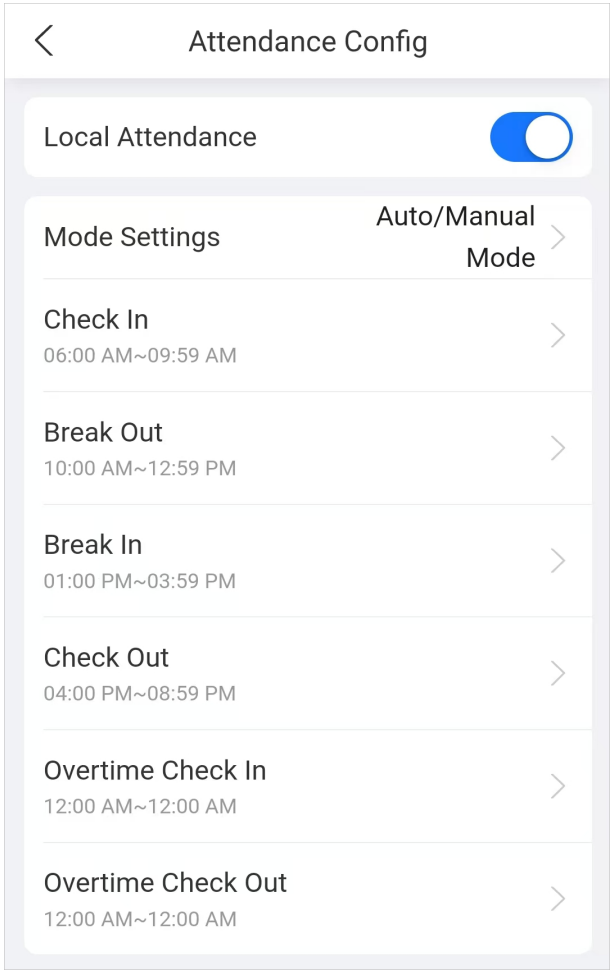


Table 4-5 Description of attendance parameters

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, card, and password. You can also combine them to create your own personal unlock method.

Procedure

Step 1 Log in to the webpage.

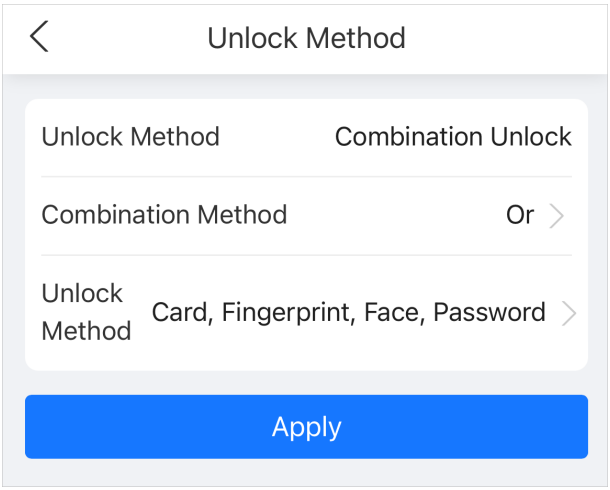
Step 2 Tap **Unlock Method** on the main menu, or select **More** > **Access Control** > **Unlock Method**.

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



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)

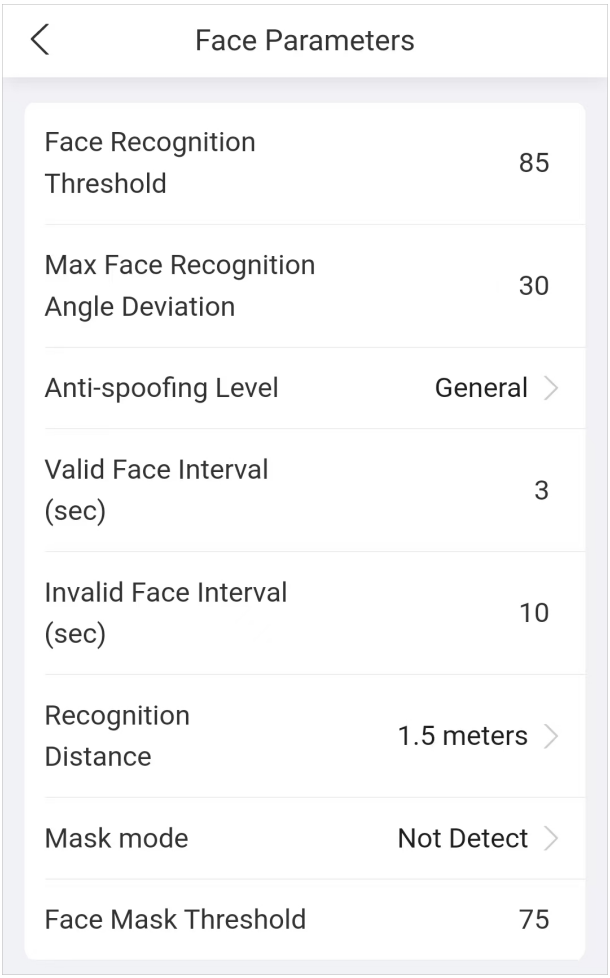
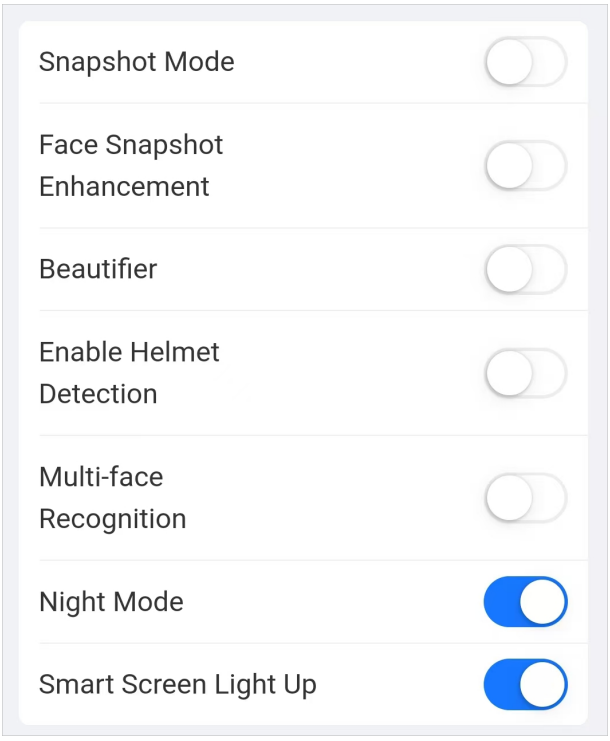


Figure 4-21 Configure the face parameters (2)



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)

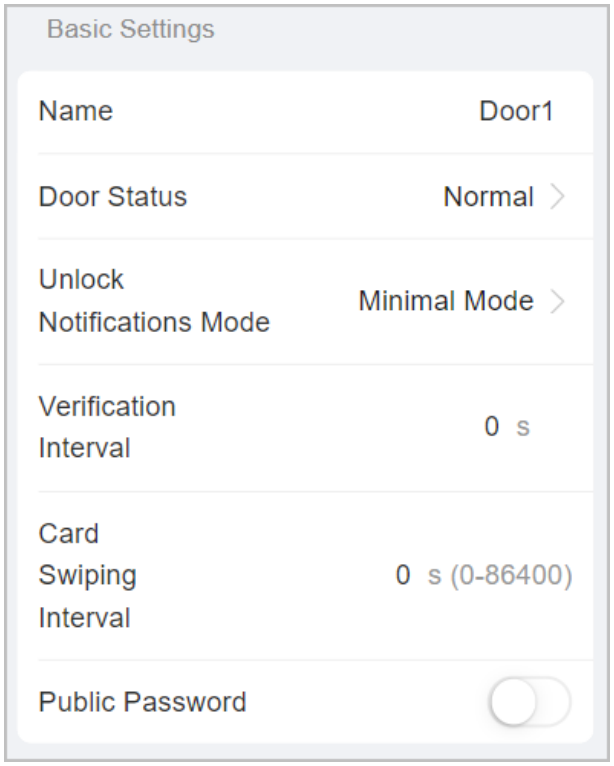


Figure 4-23 Access control parameters (2)

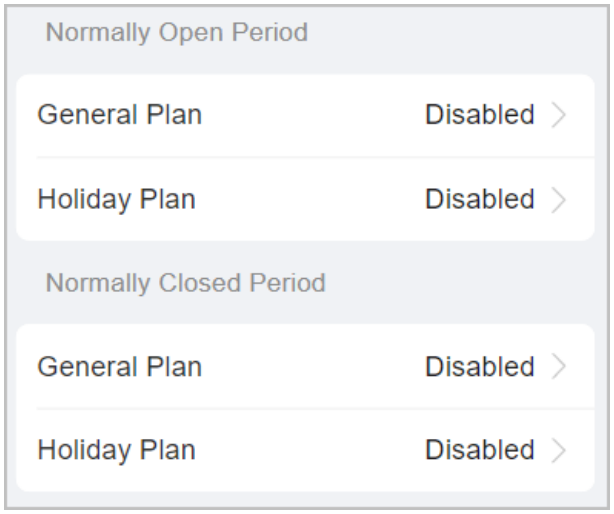


Figure 4-24 Access control parameters (3)

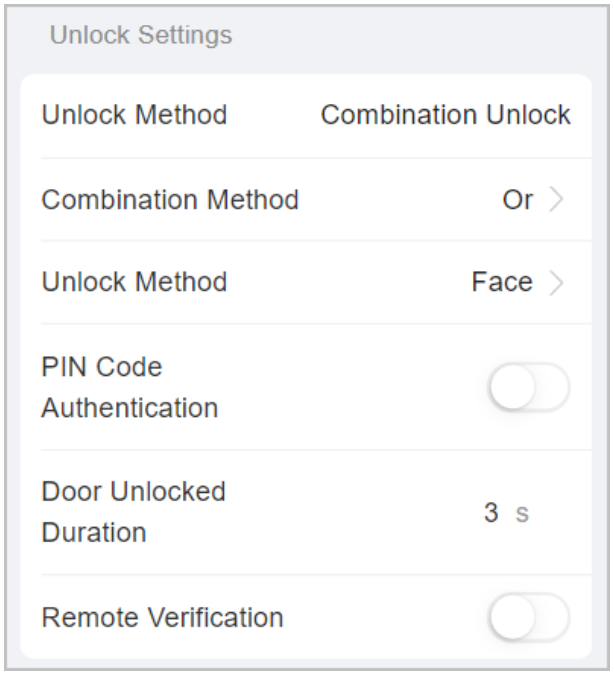


Table 4-7 Description of access control parameters

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.
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"
	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.

Parameter		Description
	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

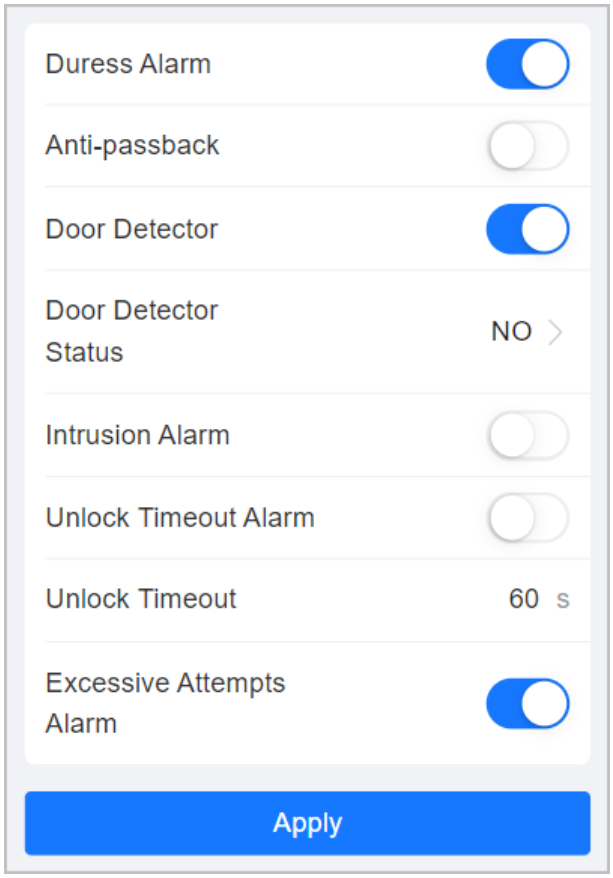


Table 4-8 Description of alarm parameters

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.  The door detector and door timed out function need to be enabled at the same time.
Unlock Timeout	
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.

4.7.5 Configuring Alarm Linkages (Optional)

You can configure alarm linkages.

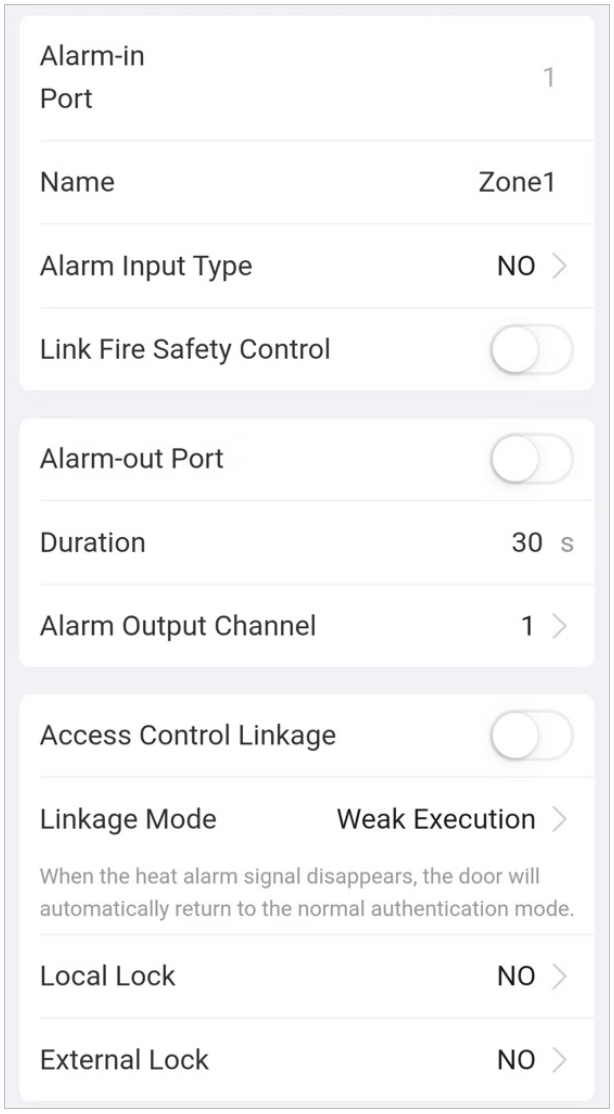
Procedure

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



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**.

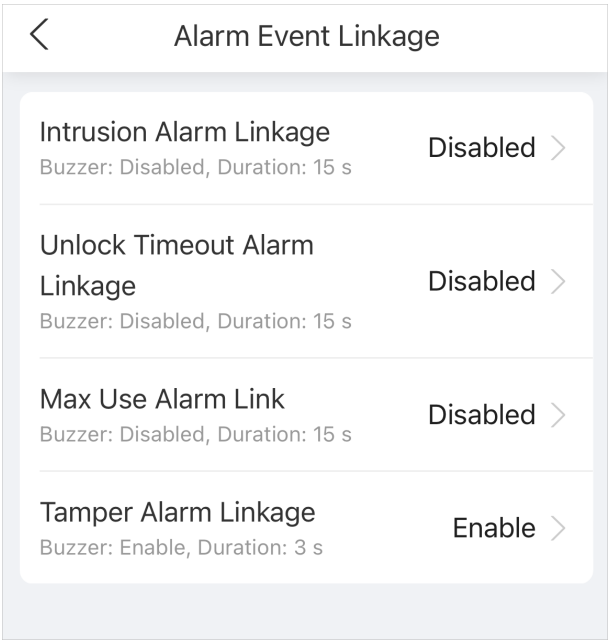
4.7.6 Configuring Alarm Event Linkage

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.

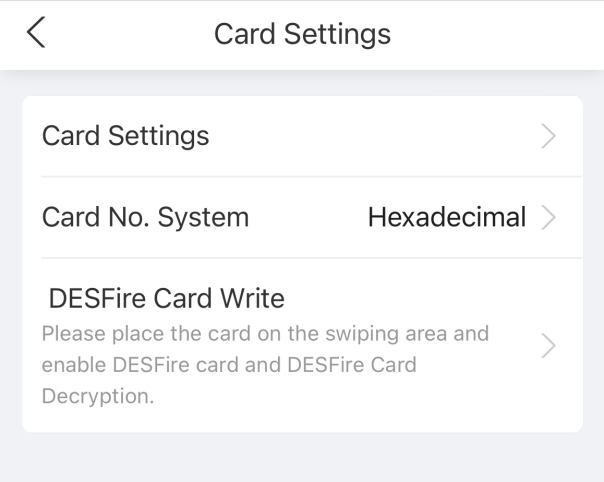
4.7.7 Configuring Card Settings

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

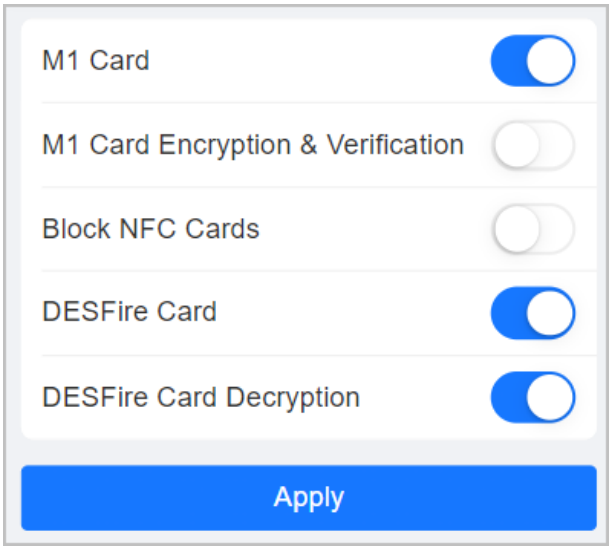


Table 4-10 Card parameters description

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
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 Desfire card 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

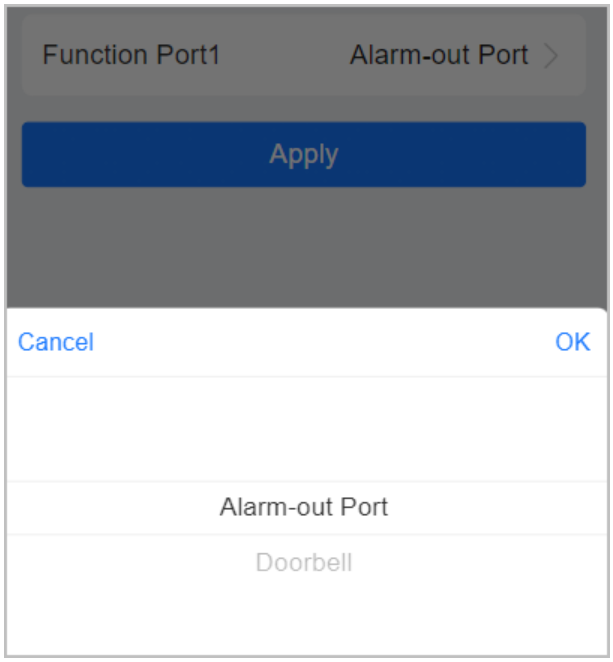
Step 1 Log in to the webpage.

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**.

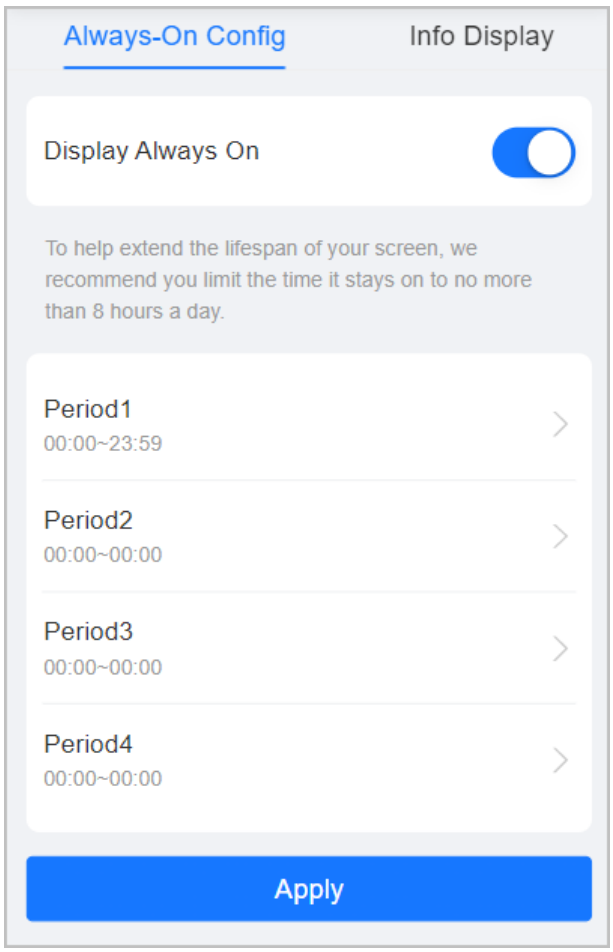
Step 3 Configure the always-on screen and information display.

- **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.

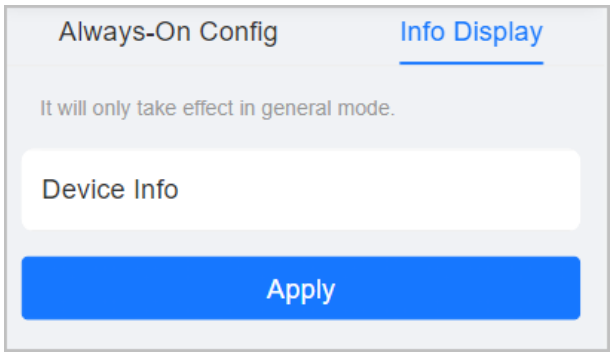
Figure 4-31 Display always on



- **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

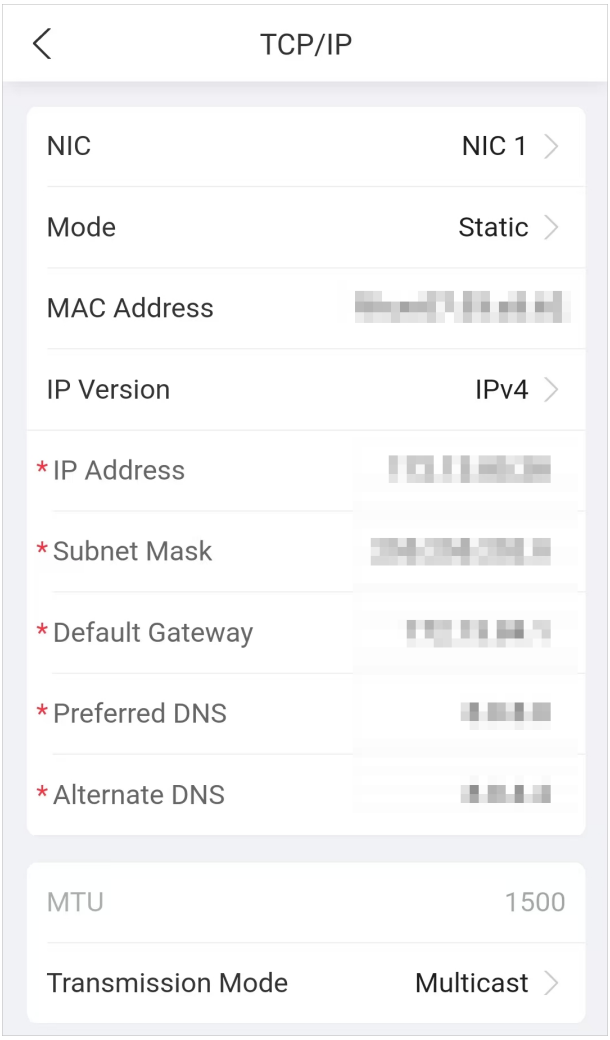


Table 4-11 Description of TCP/IP

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.
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	

Parameter	Description
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.

Related Operations

- DHCP: Select the **DHCP** mode and tap **Apply**, the Device will automatically be assigned a Wi-Fi address.
- Static: Select the **Static** mode, manually enter a Wi-Fi address, and then tap **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.

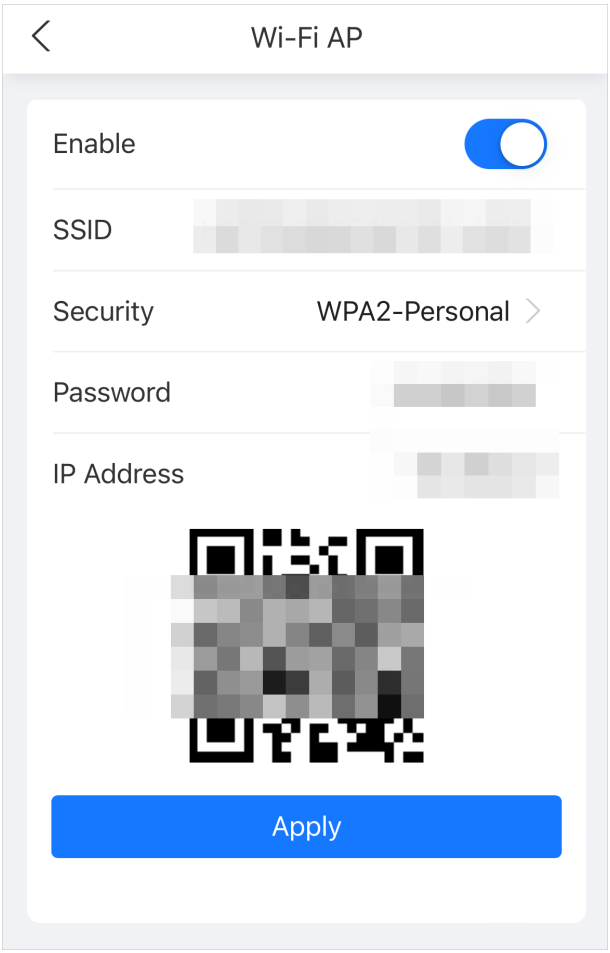
Procedure

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

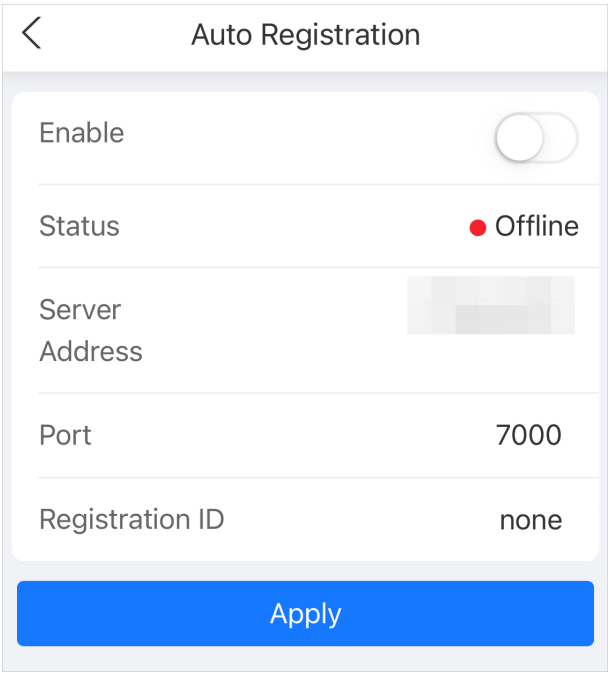


Table 4-12 Automatic registration description

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.

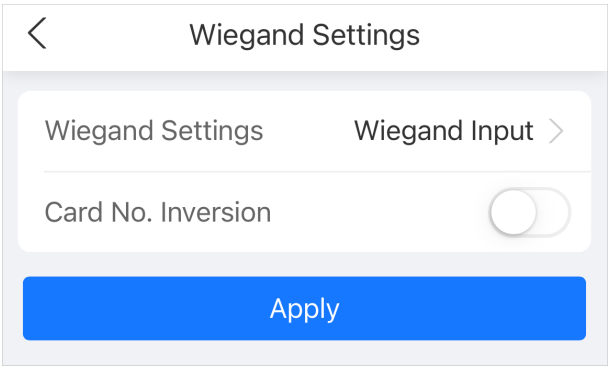
Step 2 Select **More** > **Communication Settings** > **Wiegand**.

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



- 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

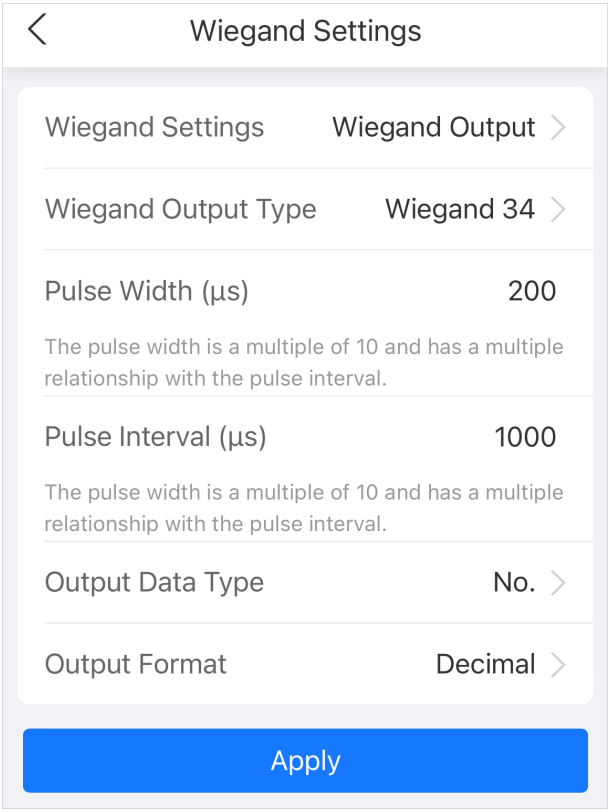


Table 4-13 Description of Wiegand output

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	

Parameter	Description
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

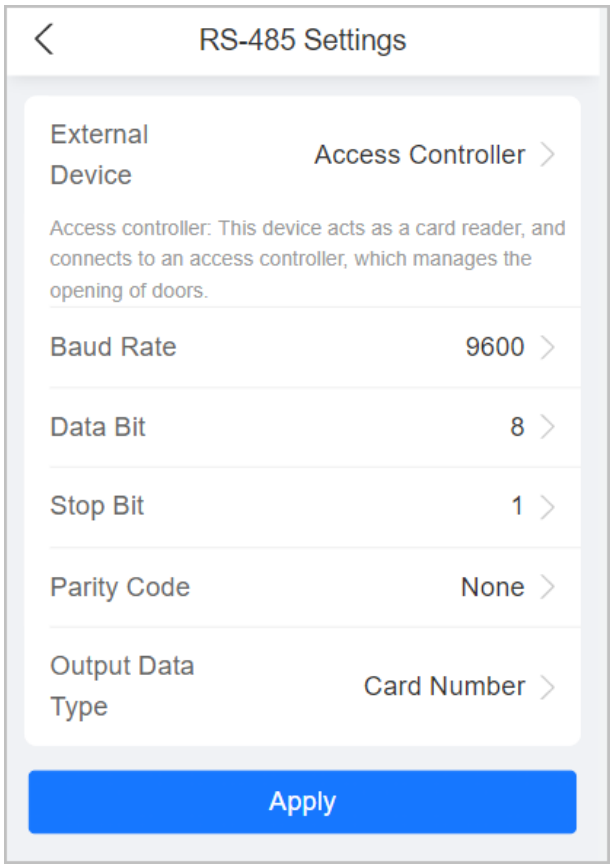


Table 4-14 Configure the RS-485 parameters

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: Outputs data based on card number when users swipe card to unlock door; outputs data based on user's first card number when they use other unlock methods. ◇ No.: Outputs data based on the user ID. • 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.
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.

4.9 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 4-39 Configure the audio parameters

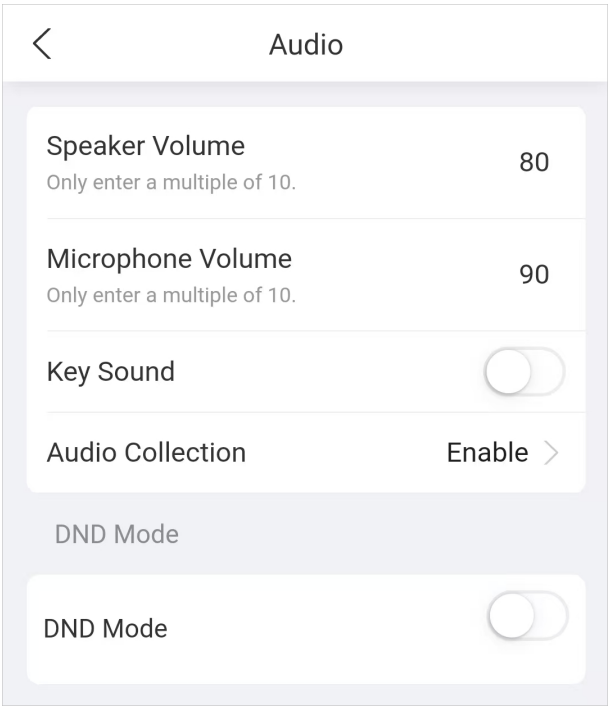


Table 4-15 Parameters description

Parameters	Description
Speaker	Set the volume of the speaker.
Microphone Volume	Set the volume of the microphone.
Screen Tap 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.

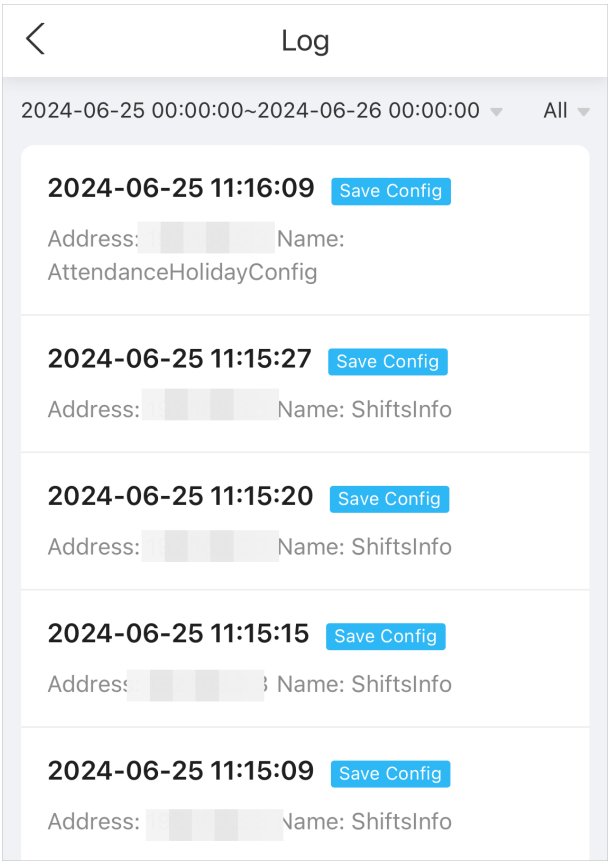
Procedure

Step 1 Log in to the webpage.

Step 2 Select **More** > **Log** > **Log**.

Step 3 Select the time and the record type.

Figure 4-40 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

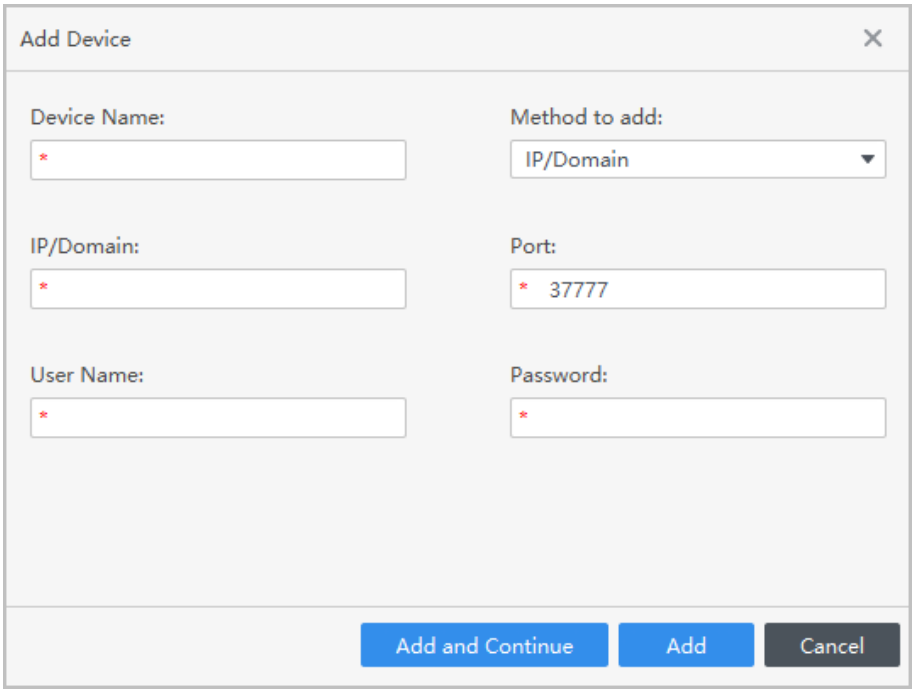


Table 5-1 Parameters of IP adding

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

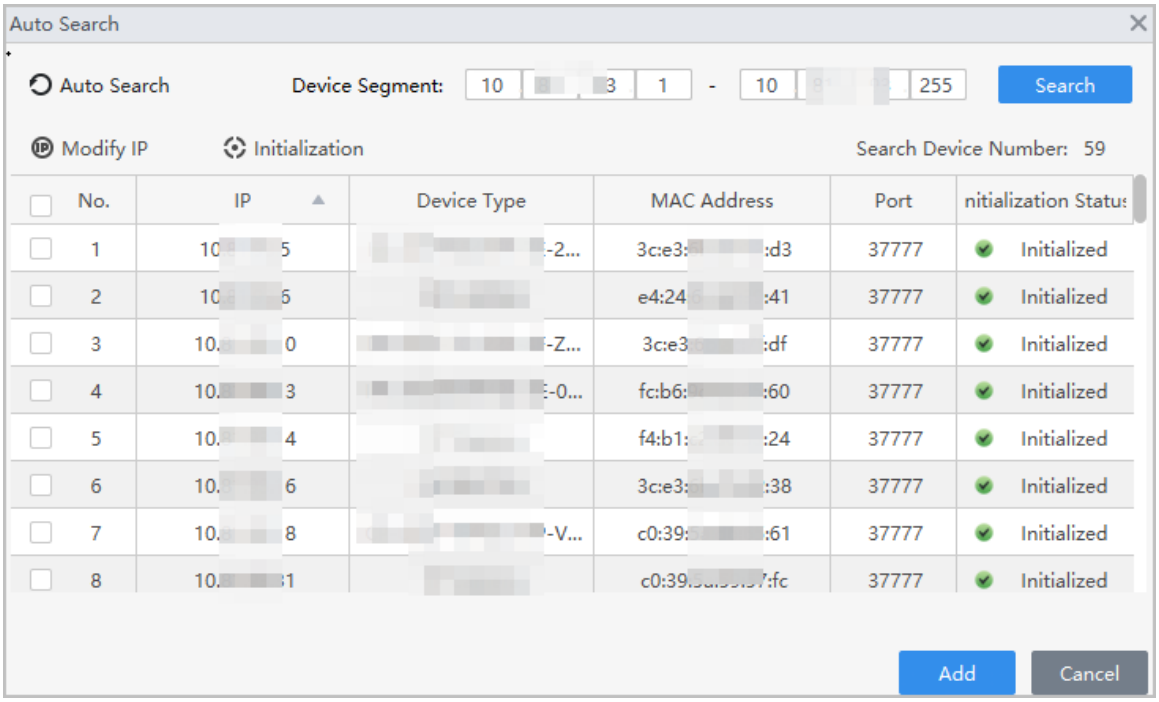
Step 1 On the **Device Manager** page, click **Auto Search**.

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



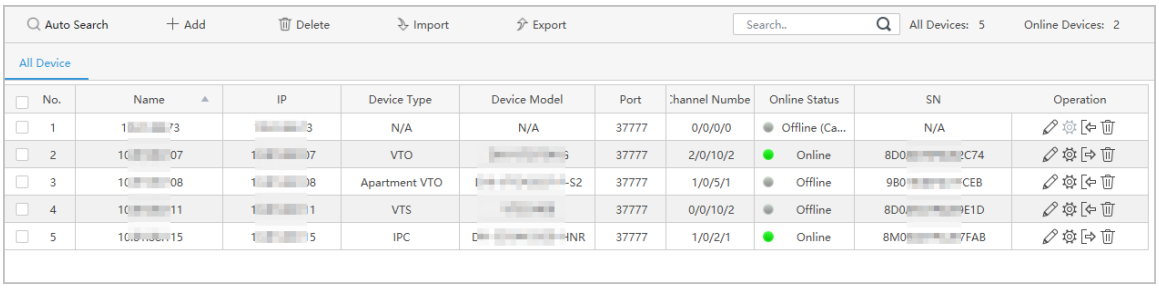
Step 3 Click devices, and then click **Add**.

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



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.

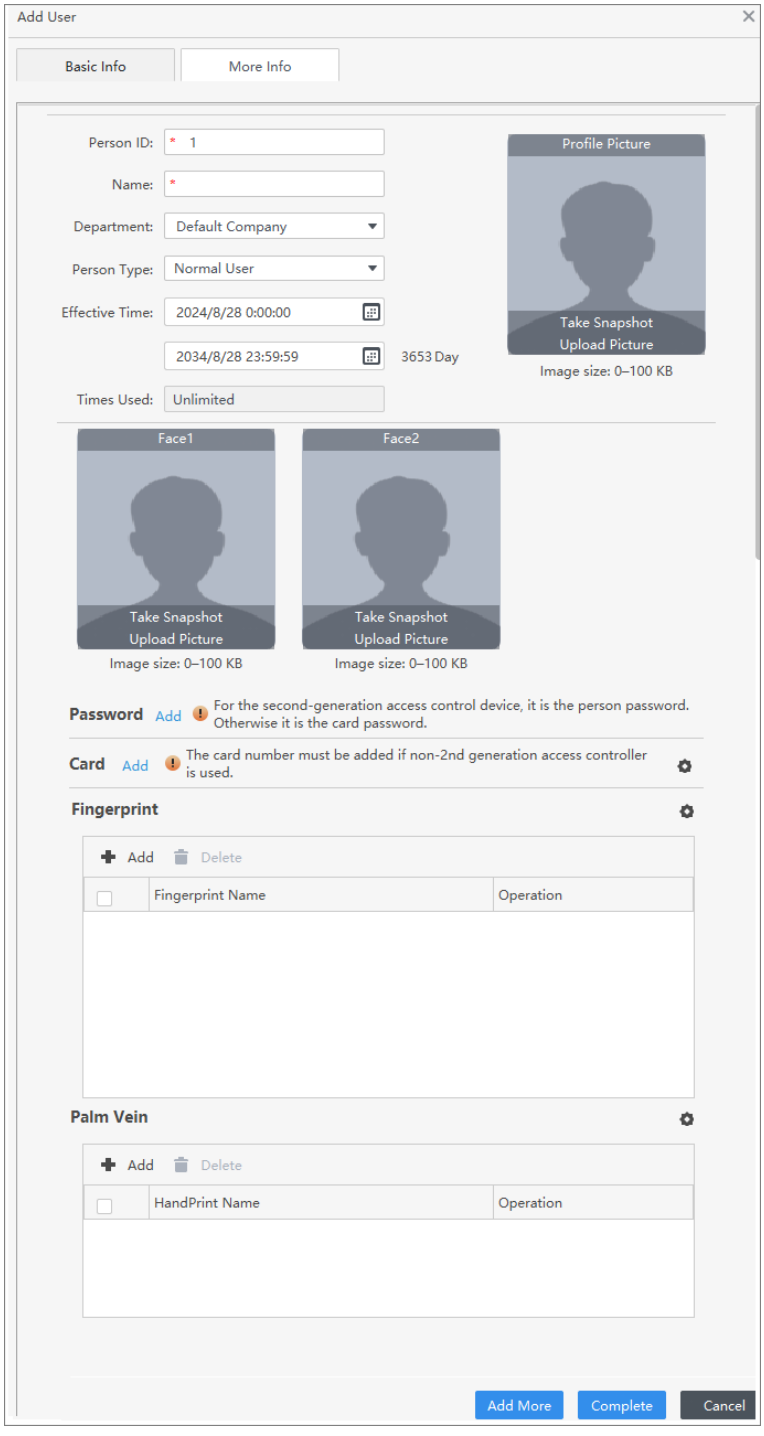
- Configure the fingerprints.

  a. Click ⚙ to select **Device** or **Fingerprint Scanner** as the fingerprint collector.

  b. Add fingerprints.

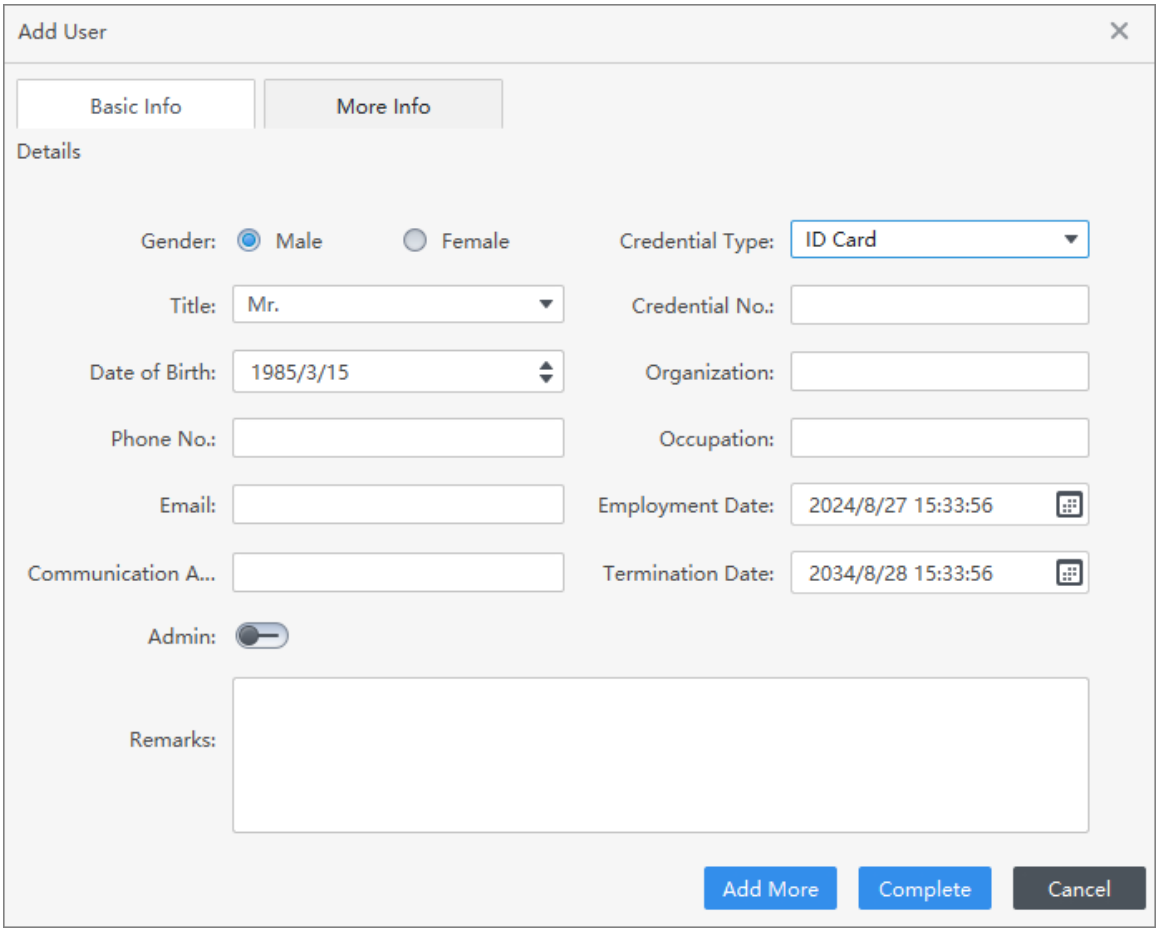
  Select **Add** > **Add Fingerprint**, and then place one of your fingers on the scanner for 3 times continuously.

Figure 5-4 Add basic information



Step 3 Click the **More Info** tab to add more information of the personnel.

Figure 5-5 Add more information



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.

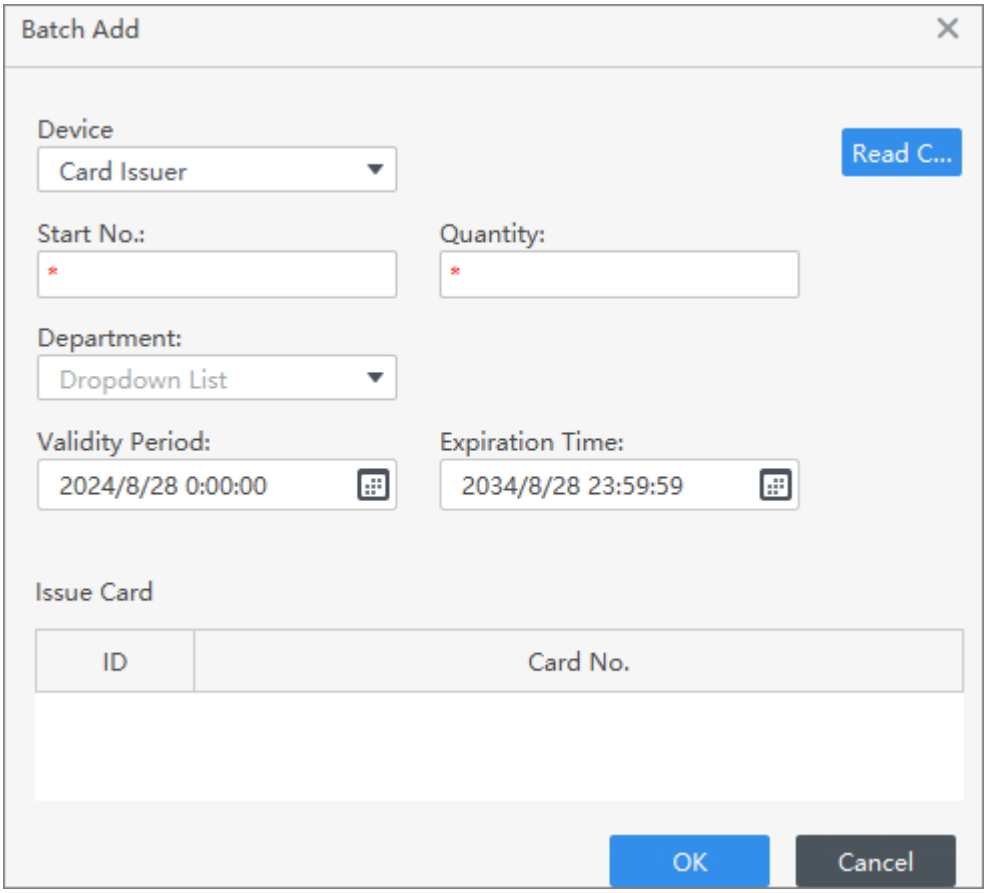
Step 5 Click **Read Card No.**.

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



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**.

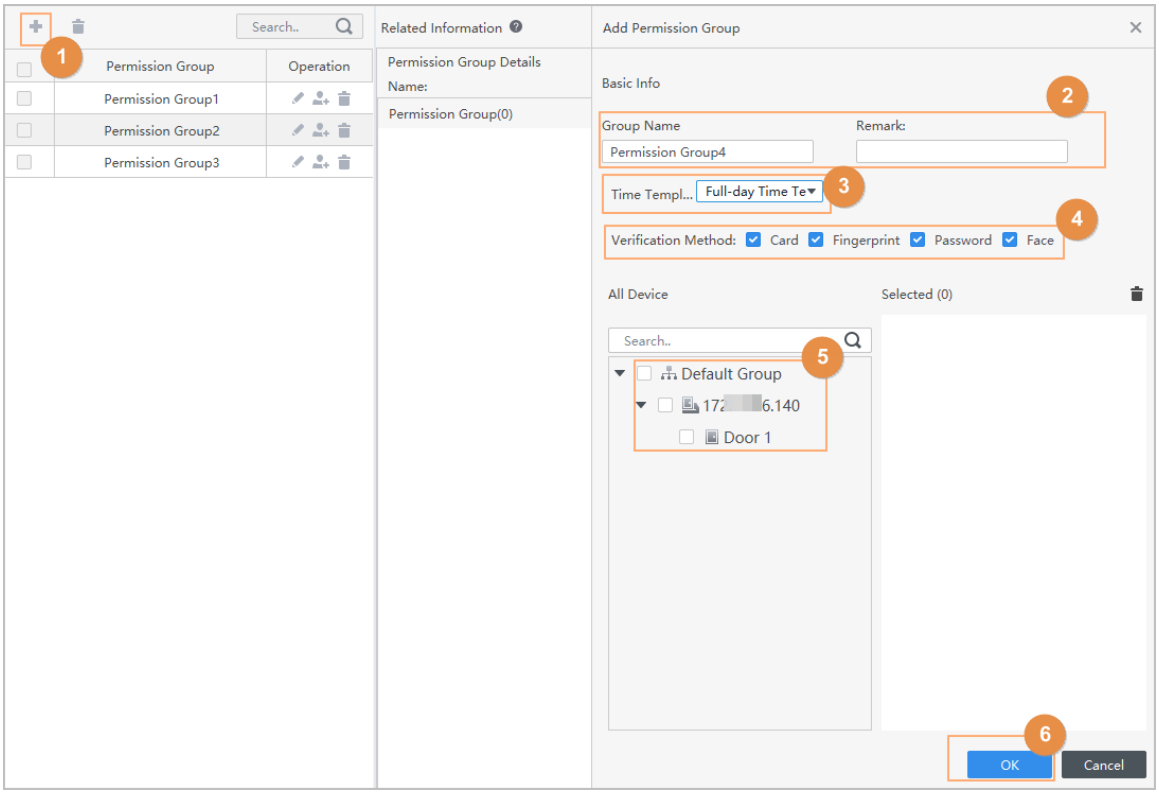
Step 2 Click .

Step 3 Enter the group name, remarks (optional), and select a time template.

Step 4 Select verification methods and doors.

Step 5 Click **OK**.

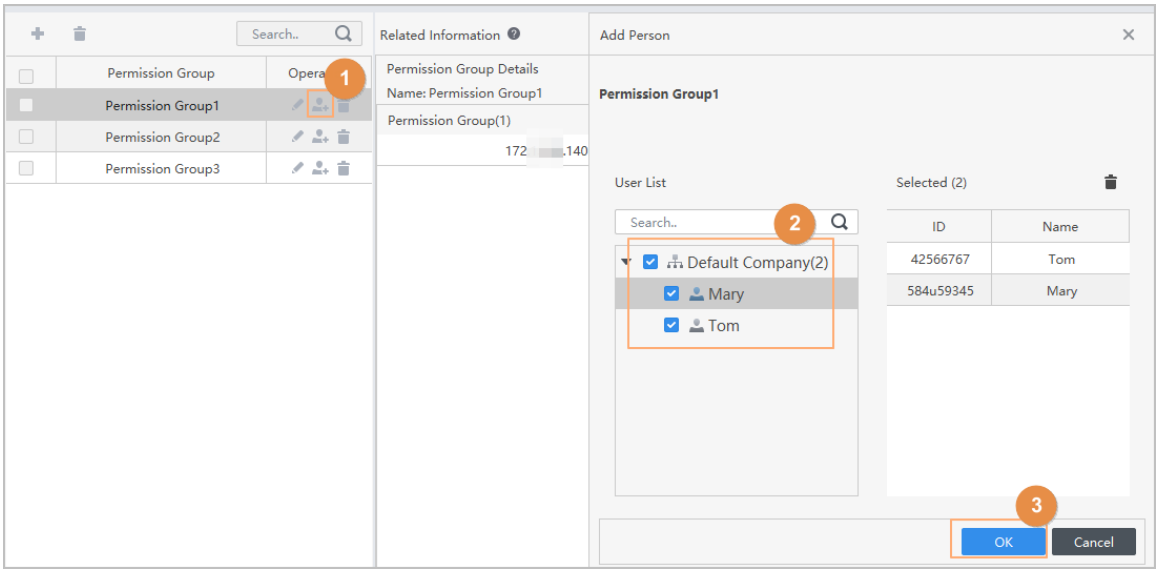
Figure 5-7 Create a permission group



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



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**.

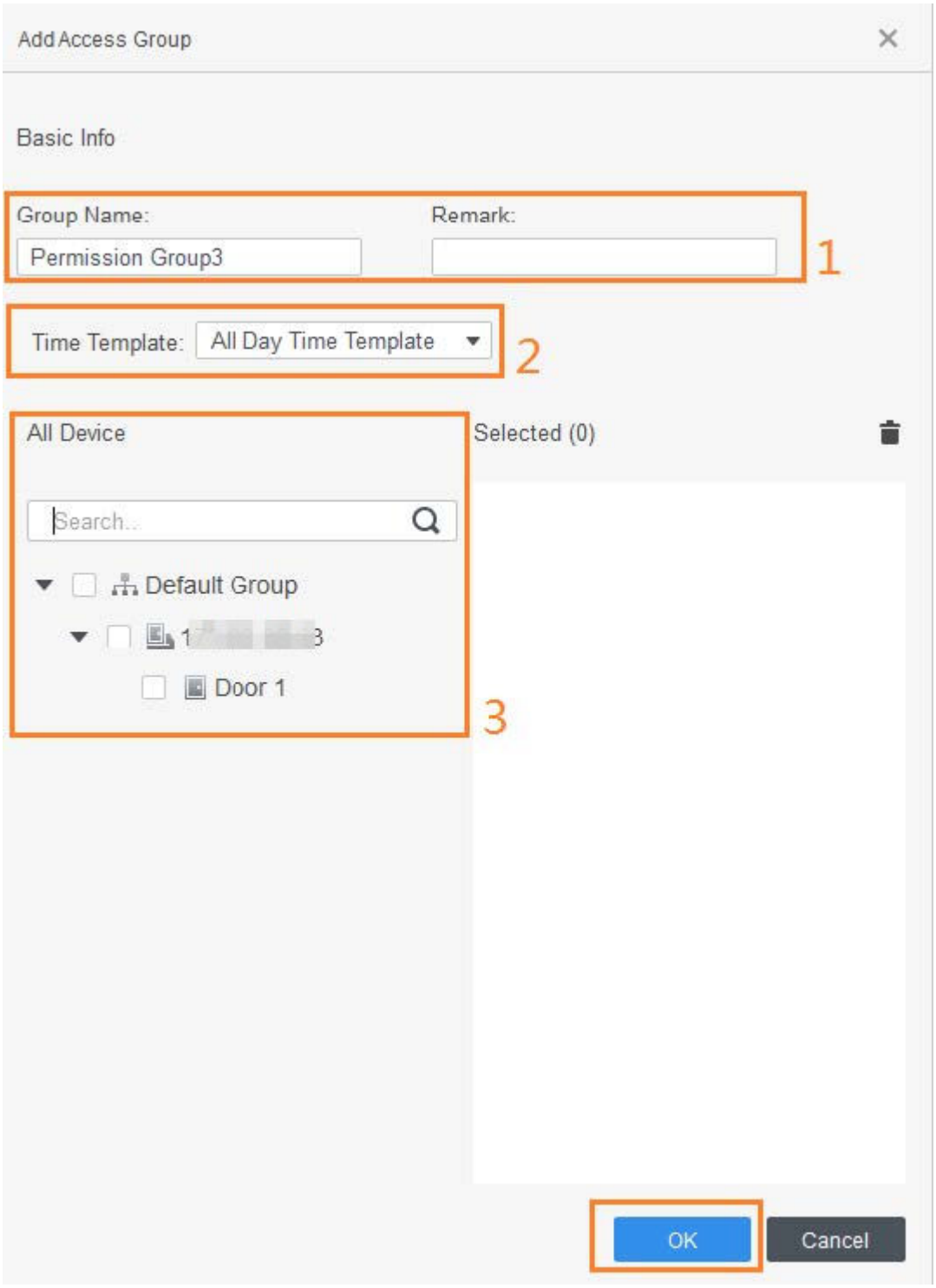
Step 3 Click + .

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

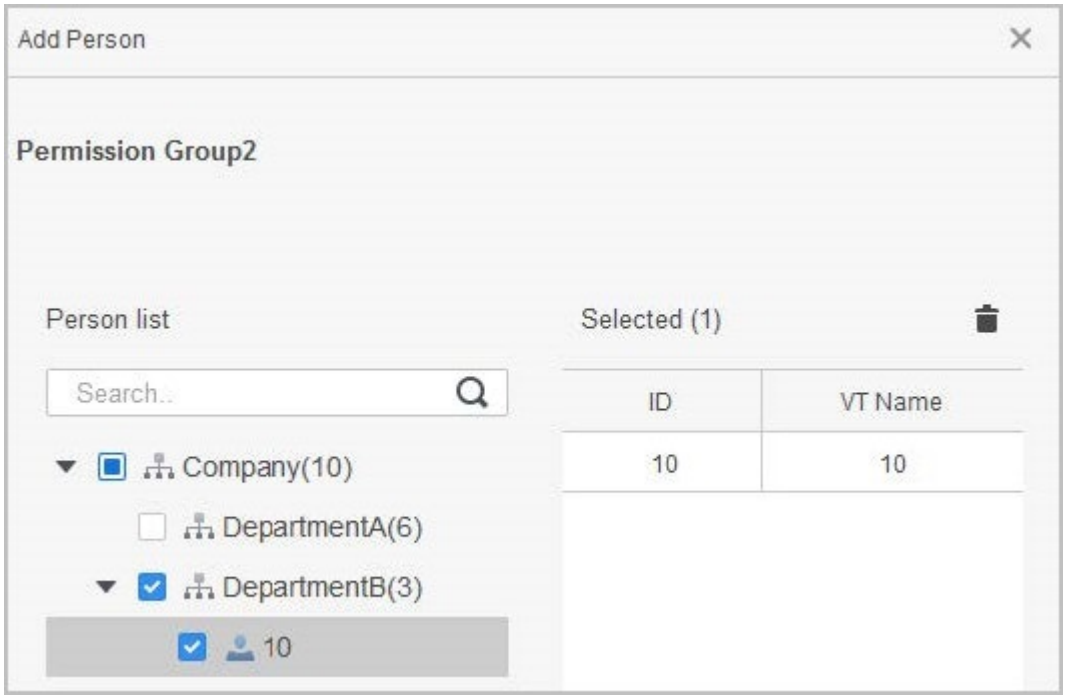


- The Time & Attendance supports punch-in/out through password, face attendance, card and fingerprint attendance.
- Card and fingerprint attendance are available on select models.

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.

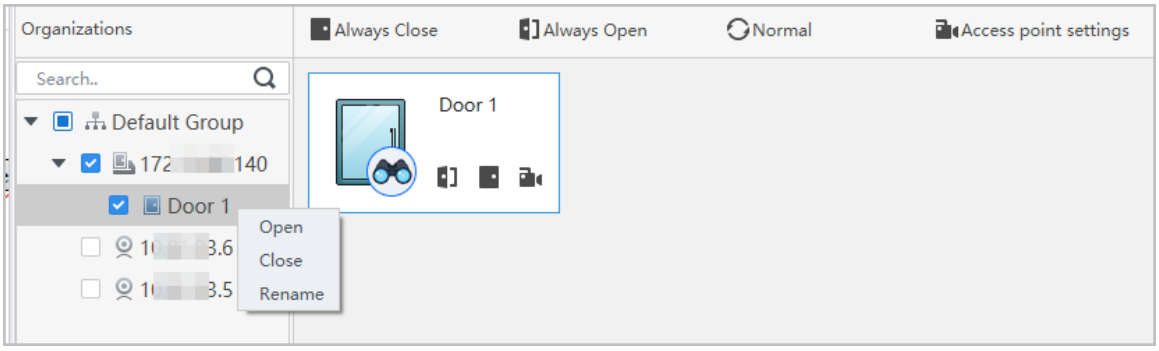
Procedure

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

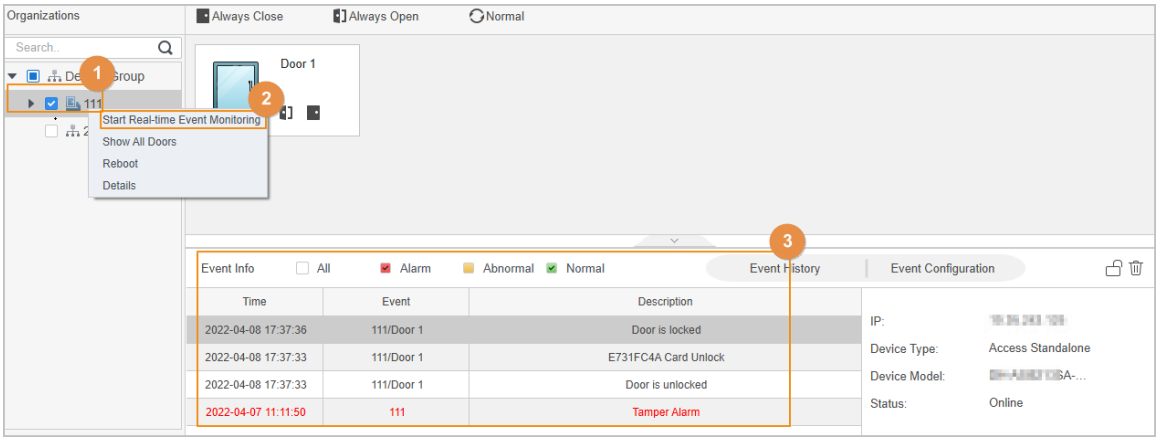
Step 1 Click **Access Solution** > **Access Manager** on the home page.

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.

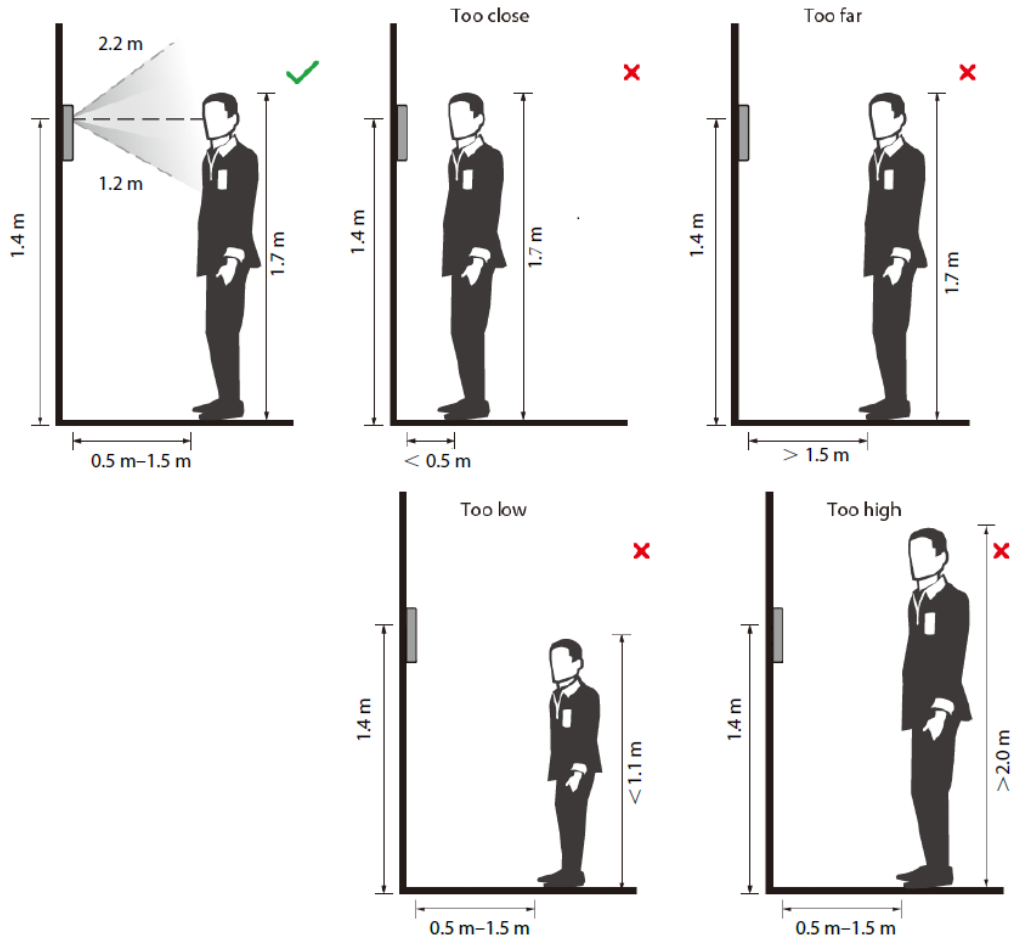
- Do not shake your head or body, otherwise the registration might fail.
- Avoid 2 faces appear in the capture frame at the same time.

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

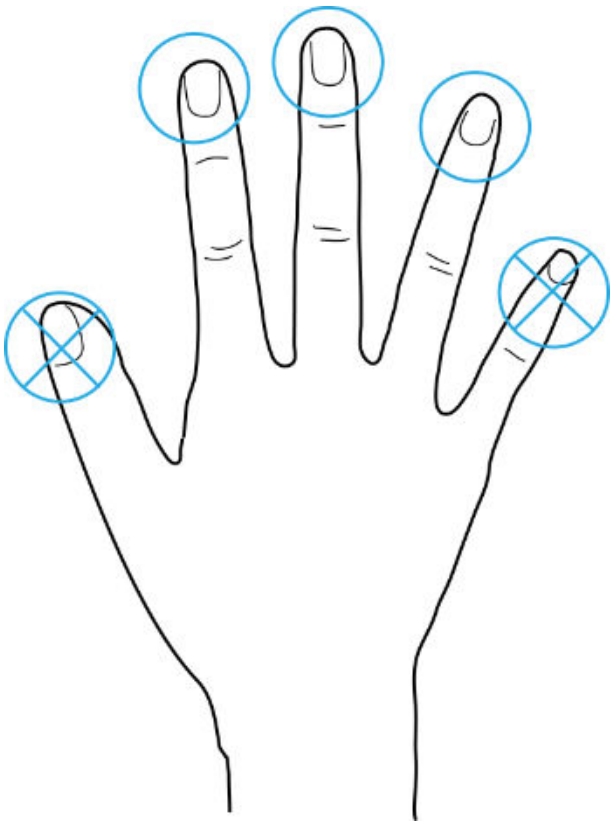
When you register the fingerprint, pay attention to the following points:

- 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

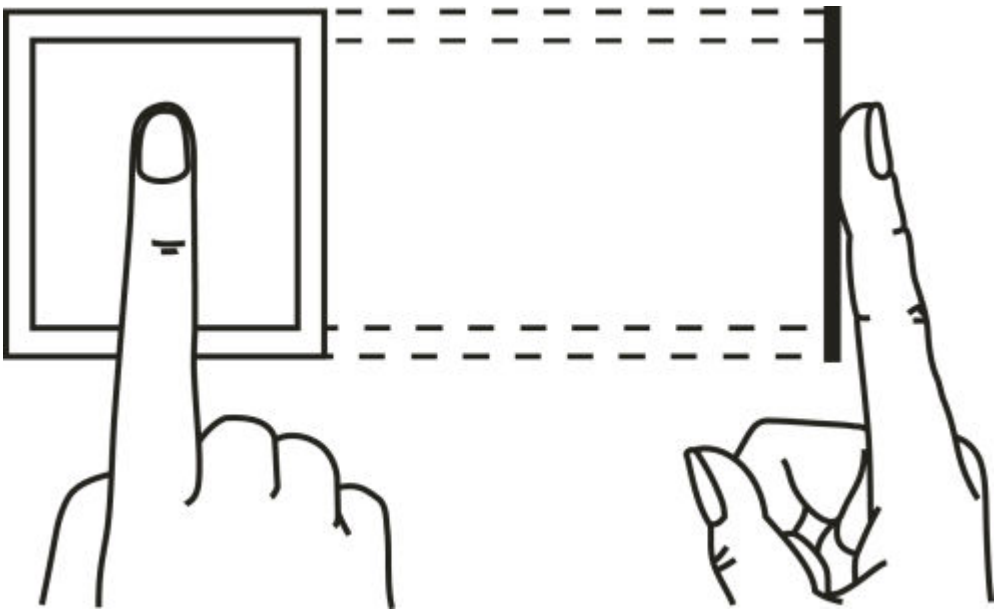
Forefingers, middle fingers, and ring fingers are recommended. Thumbs and little fingers cannot be put at the recording center easily.

Appendix Figure 3-1 Recommended fingers

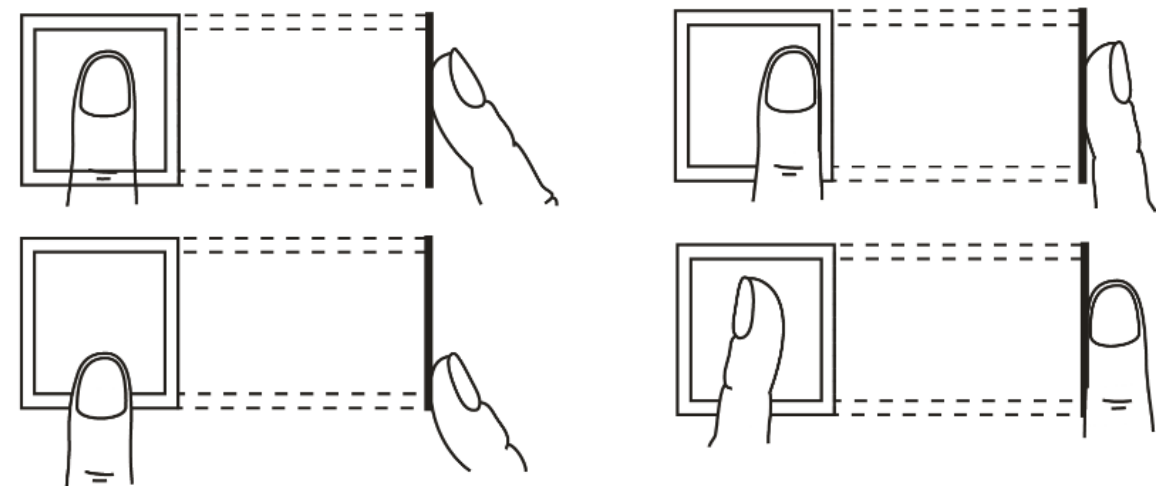


How to Press Your Fingerprint on the Scanner

Appendix Figure 3-2 Correct placement



Appendix Figure 3-3 Wrong placement

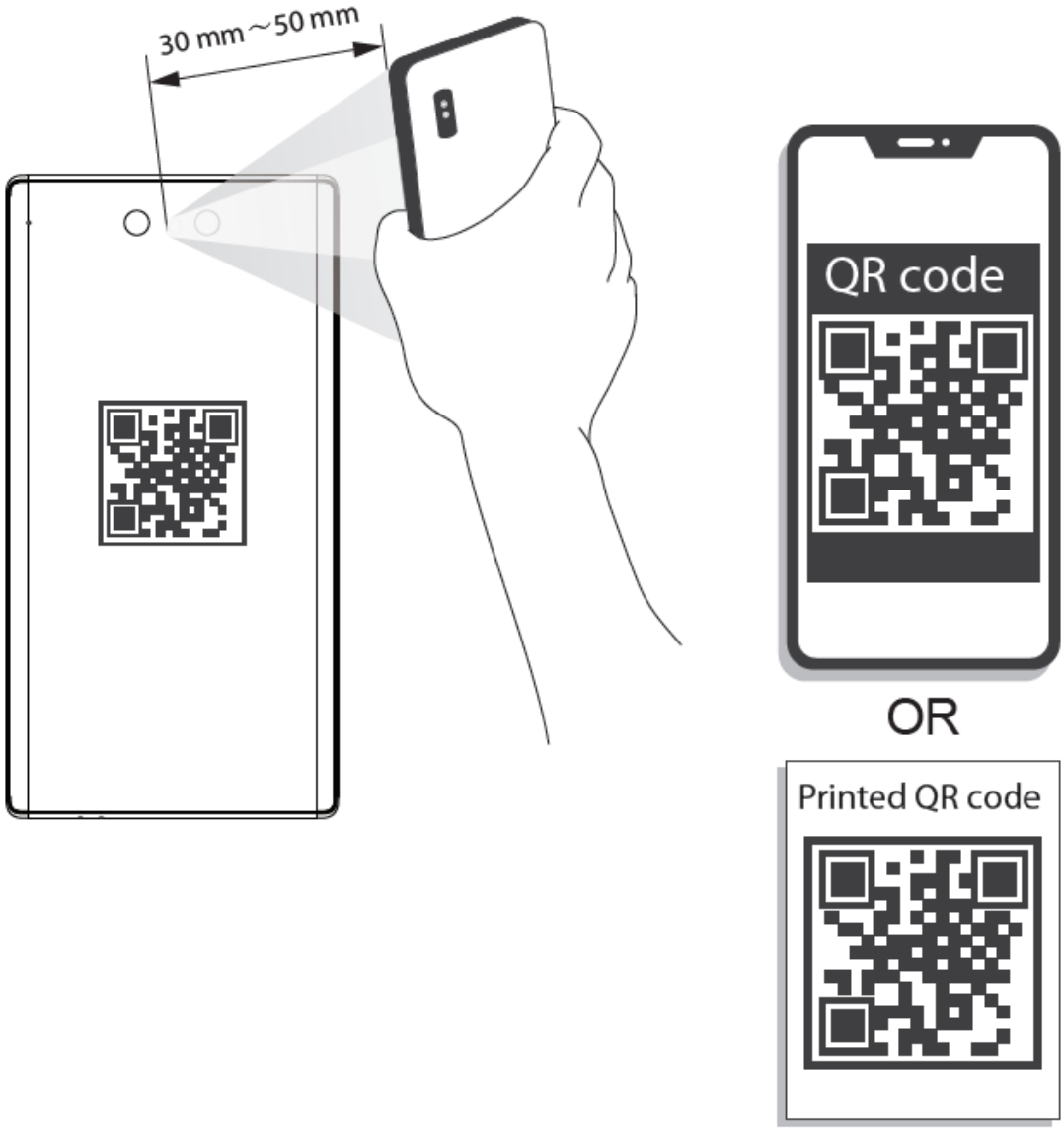


Appendix 4 Important Points of QR Code Scanning

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 lockout function**

   The account lockout 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;
   - Stablish 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).