**Software Operation Instruction** 

## (B/S)

# User Manual

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### 1. Operator management:



**2.** Double click

then entry the log in webpage, as follows:



Login User Name: admin

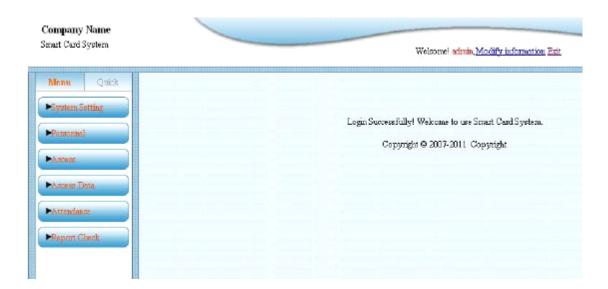
Password: 123456

Login the main operation webpage:

Company Name Smart Card Sectem		
Company Name Smart Card System Mean Quick • Add Controller • Add Employee • Assign Right • Update Staff Info • Surveillance • Show After Login	Vour position: Add Access Parameter Protocol?? TCP:large and medium-sized LAN, Intersubnet  Controller No.: 10000000 + Machine IP: 102 168 1 254 > Server IP: 102 168 1 91 > Server IP: 102 168 1 91 > Next Step Reset The field with * must be remoter.	Velcomel admin, Michify information Exit Controller Explain: MASK: 255 255 255 0 * Galoway: 192 188 1 1

3. It is the fast setting webpage, if you don't have experience for this software, please follow the instruction.

For more setting and enquiry, please log in the main menu.



### 2. System setting

2.1 Operator management:

Click Operator, get the following page

Company Name	
Smart Card System	Weir case! admin, Modify: information Exit
Menu Quick	Your position: Operator List
Ciperator	User Name Passwood Modify Debte Add Query Reset
*Log Check *Delete Data	Page 1, 1 Pages
Holicky Setting	
Ferroursel     Accesser	
►Access Data	
►Attendesce	
Parpost Check	

Click Modify can modify the user password.

Company Name Smart Card System		Welconsel admin, Modify information Ent
Menu Quick	Your position. Modify Personal Information	
System Setting	Original Password	
*Operator *Log Check	New Password	(Places loave it black if not modify!)
"Delete Date.	Confirm New Password	
*Holiday Setting	Time of Login Overtime: 30	Minute
Pessoanel	Macity	Reset
►horees.		
Access Date		
► Attendance		
Report Check		

Click Add , can add new operator

ut Curd System.		Welco	amel admin, <u>Modify inform</u>	ation Eait	
leau Quick	ArrigaRight	Feedable	Add	Modify	Delate
yeten Setting	Department Setting	2	<b>N</b>	<b>V</b>	9
entor	Staff Management	2	2	2	4
g Check	Punck Card	R		V	
ote Data	Exhange Bad Card	2		2	
kday Setting	Holiday Setting	M	<u>र</u>	N	4
Incessed	Parameter	2	ঘ	য	4
0385	Time Period	2	<b>N</b>	R I	<b>N</b>
	Staff Right	2		2	되
state Data	password name	2		<b>N</b>	
Itembore	data ortnuction	Ā			
	Surveilance	A			
aport Check	Normal Punching	2			9

Click next; there will be the information page for inputting the operator (user):

Company Name Smart Card System		 Welcome! admin, Modify information Exit
Meau Quick System Setting *Operator	Your position: Add operator: User Name: Paseword:	
<ul> <li>Log Check</li> <li>Delete Data</li> <li>Holiday Setting</li> <li>Personnel</li> </ul>	Login overtime:	 Minute

Input the user name and password and login overtime, click Add , then adding is complete. 2.2 Log check:

The function of log check is mainly record the data of all the users whoever login, including user name, login time, date and login IP.

nart Card System				Welcome ! scimin, <u>N</u>	lodify information Exit
Menu Quick	Your posit	ion:Check Log Record			
System Setting	Г	User Name	Login Time	Login Date	Login IP
Operator		admin	17:27:50	2011-3-15	192.168.1.91
.og Check		admin	17.26.02	2011-3-15	192.168.1.91
Delete Data					Page 1, 1

#### 2.3 Delete data:

The main function is delete personnel information, attendance parameter, attendance data, access control parameter, access control data, and temporary data and so on in the database.

**Notice:** Operation must be with caution, since it will delete all the data and can't renew .As following picture:

Company Name Smart Card System	Welcome   admin, Modify information Exit
Menu Quick	Your position:Delete Data
System Setting     Operator     Log Check	From 2011-03-01 To 2011-03-31
Delete Data	Access Data: 🔽 🛛 Access Parameter: 🗖
<ul> <li>Holiday Setting</li> <li>Personnel</li> </ul>	Attendance Data: 🗹 Attendance 🗖
	System Log: 🔽 Personnel Date: 🗖
Access     Access Data	Temporary Date?? 🔽
►4 ttendance	Delete: Reset

#### 2.4. Holiday setting:

:

The function is to add the collective holiday. The corresponding time can be set according to the request for access control and attendance. As following

npany Nanae					
rt Card System.		90	louns) admin,Modify infor	nation Exit	
www Quick You	r position : Otarrz Holiday				
	r position: Query Holiday				
Innu Quick You ysteen Setting	r position: Query Holiday Holiday Nune	Start Date	End Date	Modify	Ockte Add Opera
		Start Date 2011-3-15	End Date 2011-3-15	Modify	Delete Add Query The Holidey Name

It has add, modify, delete function, Click "Add" then setting.

Company Name			
Smart Card System			Welcome! admin, Modify information Exit
Monu Quick System Setting <sup>a</sup> Operator <sup>a</sup> Log Check <sup>a</sup> Delete Data <sup>a</sup> Holiday Setting	2011-03-15		
Persoanel	Add F	Reset	

### **3** Personnel management

**3.1** Department setting: add, modify, delete and check department information.

Company Name Smart Carl System			Welcome I admin, Mr	adify informatio	n Ezit		6
Meau Quick y	our position/Cherik Deputing	nt Revord					
Powertarea Softing	Department No.	Department Name	Superior Department	Modify	Dalete	Add	luery Reset
Permirai	01	HB. Department		1	F	Department	
					Page 1, 1 Pages	No.	
Department Setting L Staff Management						Department Name	
ParahCard							
► Ancess							

Click "Add", can add new department. Department Number mush be number. Superior Department (You can set this department as Peak department or as junior department as others.

Company Name Smart Card System	Welcome! schnin, Mochifyr information Exit
Menu Quick Figstem Setting Personnel * Department Setting * Staff Maangement * Purch Card Forcess	Your position: Add Department Department No.: *Only Number Department Name : Superior Department : As Peak Department ¥ Add Reset

Modify department: You can modify the department No., name, and the relation among each department after definition.

Delete department: You can delete the bottom department but you can't delete the superior one when it has inferior department.

**3.2** Staff management: add, modify, delete, exchange card and check staff information.

Company Name Smat Card System				Welcomel admin.Modify.			
Menu Quick	Four parition Staff L	at					
System Setting	Weak.No.	Card Number	Name	Department	Modify Delete	Add empli	uery Repair ta
Ferrard					Page 1, 0 Pages	Work No.	
Department Setting Staff Management						Name	
Punch Card						Card. Number	
•Access						Department	elect Department-

Add employee: The work No. must be numbers. Adding employee information at the same time adding cards, or adds cards in batch after added the staff information will be allowed.

nart Card System		Welcom	e! admin, Modify information Exit
Menu Quick Your p	sition:Add Employee		
System Setting	Work No.:	ŧ	
Personnel	Name:	*	
Department Setting	Gender Male	•	
itaff Management Punch Card	Department: HR De	partment 💌	
Annes	Card Number.		
Access Data	Email		No Pic
	Certificate No.:		NOTING
Aitendance	Phone:		
Report Check	Picture??	浏览	

Modify employee: You can modify the work No., name and department, and so on.

Delete employee: You can delete all the information from the personnel information.

Exchange the bad card: Exchange the card when one staff lost card or the card spoil. Then, the original card will be invalid.

**3.3** Swipe card in batch:

You can swipe card in batch when there is too many staff. That is to say, swipe card in batch by card issuing device after adding personnel information.

Explanation: Swipe card by card issuing device when there is too many staff, you can get the card number by punching card at the cursor of mouse. Then you can assign the number to staff after submission

🍯 http://192.168	. 🗆 🗵
Affiliated ControllerSelec	
Subm	it
🌍 Internet	11.

Click Submit, input Work No and Name, then choose the Department, click Submit.

Company Name Smart Carl System			Welconel ed	nin, Medify information fast	😧 dat
Meau Quick	You position Punch and in Work No.	batch Norm	Department	Card Washer Submit	Query Reset From Brus
Proportment Setting     *Staff/Management     *Prack Card     PAccess				Page L, DPage	Waik No.

### 4 Access Control Management

4.1 Controller parameter setting

Basic parameters for add controllers. TCP/IP and RS486 are both optional.

Company Name Snart Cod System		Welcons! admin, Modify information Exit											Ø
Mena Quit	Your position	Query Controlls	r Parazat	15									
System Setting	Controller No.	Controller Replain:	Peotocol	Server IF	Port	Mathine IP	Valid Data	Donniosied	Commondeation Text	Modify	Delete	Add Query	Reset
•Fersonnel	+ 20018560	Controller 1	TOP	192.168.1.9	18835	192.168.1.200	D	0%	2	1	亩	Costrollee No.	
TLADESS										Pup 1, 1	Pages	Machine IP	
Paparative												Controller Explain:	
* Time Period												Controller Position	
*Staff Right												Controllet Position	
<ul> <li>Update Staff Info</li> </ul>													
data extraction													

You can click "Add", can add the controller parameter

#### • TCP/IP Mode

It has LAN, Crossover segment and Internet network types.

All these three modes should be have fixed IP, that is to say, LAN and Crossover segment the server IP must be set by hand .And Internet Server IP must be Internet Fixed IP.

Company Name Snort Card System		Welconsel admin, Modiffy information Eat	() itily
Menu Quick System Setting Personnel Thorees "Ince Period "Staff Right "Update Staff Info date extension Phoness Bata	Your position Add Access Farmeter Protocol?? TCP Jarge and medium-sized LAN Jintersubnet Contealler No: 20018260 * Machine IP: 192 168 1 200 * Server IP: 192 168 1 91 * Server Part: 8835 * Next Biog React The field with * your to sore	Centroller Explein: MASK: [265  255   255   0 * Gelewey: [192   158   1   1	

1. Choose TCP as communication mode:

LAN(crossover segment). controller No. is in the silver sticker of the controller. Each controller has its own unique serial number, for example: **S/N :10012526** 

- Ex-factory default Controller IP address :192.168.0.254. The controller IP is user- defined (The definition can be based on the local server IP.) .For example server IP is 192.168.6.52, you can set the machine IP as 192.168.6.\*(\* is the number from 1 to 254) not including the Server IP 52 and other IP address using in the LAN.
- 3. The Server IP (the PC IP which installing software): the Ex-factory default server IP (which is saved in the controller) is: 192.168.0.5. Now you can set it as your local PC IP for installing software. For example, if computer IP install the software is 192.168.6.52, you can set the server IP as 192.168.6.52.

4. MASK and gateway Address only setting when we use crossover segment or connect to the Internet: according to local network setting. For example, it have two segment in the same place, segment A and Segment B. Now the controller connect to the segment B, and the Server in one of the computer named SERVER in segment A. Install the software in one of the computer in segment B, so the Server IP should be set the IP of the computer named SERVER .Machine IP should be in the same segment as the computer in Segment B.

Mask address and gateway address should be same as the subnet mask and default gateway of computer in Segment B. (The premise is the computer in Segment A and Segment B can visit each other).

Same operation for connect to the Internet as below.

All above parameters are confirmed, click next, enter Access control parameter setting page.

#### Controller parameter setting

Company Name Sport Cod System	Webreese adactin, Machify informations Bott									
Meau Quick	Your position Ad	d Access Parameter								
►System Setting										
Personal	Door No.	Door Position	Op	ening Dalay:	As attendance					
	MI	Dept3	1	*Second						
Theorem .	M2	Dapr4	t	*Second						
*Parameter		P	E.	Decorra						
Time Period		Add Rese	The field with	* must be manher.						
*Stuff Right			_							
<sup>a</sup> Update Staff Info										
data entractica.										
Phonese Data										

Enter the page setup of access controller parameter after adding the controller parameter successfully. Add the quantity of controller (the quantity of the door) automatically according to the controller No.

For example, we set the controller No. as 20021845 (2 doors controller), then two access control spot will be added automatically as following.

1001234 is one door controller

4003456 is four doors controller.

Door position: You can describe the door position and affiliated controller briefly for checking easily.

Opening Delay: You can set it yourself as your requirement. Usually it is 1second.

As attendance: The main function is access control can be used as attendance. The selected access spot data can be processed as attendance data.

Note: if you use access control as attendance, for the detailed operation such as attendance operation, work schedule management, attendance regulation setting and attendance disposal, please follow the introduction of attendance management and disposal.

#### • RS485 Mode

Company Name Snut Cud System	Welconsel adhula, Modify isformation Edit	🕑 itiy
Meau Quick	Your position Add Access Parameter	
▶System Setting	Protocal?? COM1485 communication	
Femarel	Controller No: 20018560 • Controller 1 Explain:	
Thomas	COM: COMT Read teth: 19200	
<ul> <li>Parameter</li> <li>Time Period.</li> </ul>	Nest Step Reset The field with * avait be avaited.	
■Stuff Right ■Update Staff Info		
"data extraction		

Instruction: Choose COM: 485 as communication mode. The controller No. is the 5 to 8 numbers in the silver sticker on controller board. Each controller has its own unique serial number. For Example: S/N 40012345. Controller Explain you can use the controller name as you like.

COM: choose the com which connected to the controller, the desktop computer usually is COM1. Make sure all setting correct then click next step. The following steps are same setting as TCP/IP mode.

Then Click modify, add the controller parameter After adding successfully, there is a box as following:

Menu Quick	Your position:	Query Controller Pr	arameter								
System Seiting	Controller No.	Controller Esplain:	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delete
Personnel	+ 20018560	10/0000	TCP	192.168.6.1	8835	192.168.6.125	5	0%	$\sim$	0	田
	+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%	$\sim$	ð	1
■Access									1	Page 1, 1	Pageo
Parameter											
Time Period											
Staff Right											
<ul> <li>Update Staff Info</li> </ul>											
data extraction											

Communication Test: Check the controller online or not, click "Communication Test". Please see the following for TCP/IP mode

System Setting	Controller No.	Controller Explain:	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delet
Personnel	+ 20018560	1000000	TCP	192.168.6.1	8835	192.168.6.125	5	0%6	2	ð	Î
	+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%	Q	0	雷
▼Access									F	Page 1, 1	Page
Parameter											
Time Period											

485 Mode as follows indicate the controller online, 1001254 is controller number , Version 2.0 is the machine version number.

	teur position.	Query Controller P	erameter	124108 10	0123	18 在线 Ver	2.0				
System Setting	Controller No.	Controller Explain	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	De
Personal	+ 20018560	10/00000	TCP	192.168.6.1	\$835	192.168.6.125	5	0%	2	0	Ĩ
	+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%	2	1	ť
Access	+ 10012548	Controller 1	TCP	192.168.6.125	8835	192.168.6.42	0	0%	<b></b>	0	Ĩ
îme Period taff Right											

### Modify: Modify the controller parameter

Delete: Delete controller

### **4.2.** Time period setting

Menn Quick	Your position: Check Time Period F	lacerd				
Mysten Setting	Time Period No.	Time Period Name	Valid Time	Madify	Delete	Add Query Reset
▶Pencenel	1	Alltime	2000-1-12020-12-31			Time Period No.
					Page 1, 1 Pages	
TACTORN .						Time Period Name
Parameter						
<ul> <li>Time Period</li> </ul>						
Staff Right						
<ul> <li>Update Staff Info</li> </ul>						
ats extraction						
Extended Function						
Setting						
<ul> <li>Broadcast Management</li> </ul>						
Access Data						

The software default setting as follows:

Time Period No.:1 Time Period Name: All time Valid Time: 2000-1-1--2020-12-31

You can also set the difference time period as your request. You can click add button, 65535 time period can be added at most.

Mrete Quick	Add Tiger Perio	od Reci	nd																						
•System Setting	Time Period	Nene			V	abe Ta	THE 20	)11-03	-17	(1)	т. 20	21-03-	17		Add	R	set								
Philosoph			Time	✓ 2Tane		Tine		✓ 6Tase	VTune	<b>₽</b> Tune	₽ 9Tane	IOTime	IITme	12Time	₩ 13Time	₽ 14Tune	I5Tupe	IoTime		₩ 18Tupe	I9Tim	₩ 20Tine	₽ 21Time	₹ 22Time	V 03Te
Access	Else a			1	V			¥	V	V	2	4	V							V	1		4	4	V
ananeter	Monday	2		8	~	1	2	V	V	~		V	V	V			V			V	1	~	V	V	V
ine Period	Tuesday			1	~			V	V	4		V	V				2		8	¥	1	¢.	V	V	V
taff Right	I unday	1		1	*	×	1	V		¥	2	V	~			2	2			Ý	4	¥	V	v	V
pdate Staff Info	Wadeapday	¥	2	4	¥	2	×		¥	¥	V	¥	¥			2	2			¥	4	4	¥	V	V
sta entractine.	(*) wadaaaday	1	V	4	*		1	¥	V	V		¥	¥			1	¥	2	8	4	4		¥	4	V
atended Franction	Thursday	¥	V	4	¥		×	¥	¥	¥	V	¥	¥	¥		1	¥		4	4	4	4	4	4	V
ng	I I I HURSDRY	¥		1	V	2	V	*	V	V	2	¥	¥	2	1	2	V			4	1		4	4	V
readcast Management		V	V	4	v	1	¥	¥	V	V	V	V	¥		8	2	V	V	V	V	1	4	V	V	V
Access Data	₽Friday			4	¥		×	~		V	1	V	V		2	2	2			~		~	V	V	V
		1		1	•			4	1	1	1					2			2	4	1	1	1		V

You can set the name of the time period as you like. Valid time can be set as request. Each time period is 30 min. You can only open the door during the selected time period

#### 4.3 Staff Right setting

Set Staff Right

After adding staff information, you can click "modify" directly. The added employee can be moved to the Selected employee together. As following:

letting	Work No.	Nama	Card Number	Department	Door Ne.fer Is/Out	Nodity	Delete Query
	ţ	hợh	0005425225	HR. Department	2,3,4	Work No.	
	<u>01217</u>	vcb	0004334323	HR Department	2,3,4	Cart	
	1	1	0001234567	HR Department	23,4	Number	
	12	đf	000123456	HR Department	2,3,4	Nane	
					Page 1, 1 Page	B Department	- Select Department

Menu Quick	All department 💉	All department 💌
Forstem Setting	Selectable employee D Query	Selected employee□ □
Moreas	vcb[ovcv]4354323 hghlfgj5425225	-> 1 1 1234567 di 12 123456
arameter Time Period		==>
taff Right		
Jpdate Staff Info		<==
lata extraction		
intended Function		*
Broadcast Management		

Choose the door for the Selected employee, click "Allow selected people trough the selected doors", it will indicated " Modify the right successfully.

"Query ": this button can be query the Selectable employee according name ,work number or card number

	All c	iepartment	~		- All department	*
System Setting Personnel	Selectab Query	le employee⊡i )	5		Selected employee	
Access		cv/4354323			1 1 1234567 df12 123456	
Parameter	2.73					
Time Period				>		
Staff Right						
Jpdate Staff Info				<== )		
sta extraction						
stended Function						
щ				×		
oadcast Management	eeoDee	e CTRL-F or	El to contale			
Access Data		Deer No.:	Door Position	Controller No.	Controller Name	Time Period
Attendance		1	Deerl	20018560	10/00000	All time 👻
	4	1	Deor3	20011444	Controller 1	All time 👻
		2	Door4	20011444	Controller 1	All time 👻
Report Check	4	+				

Modify staff right

When modify someone or any staff right, First need delete the original right, then rearrange the new right.

--> : Choose one of the Selectable employee, click this button, the staff move to Selectable employee will move to Selected employee.

==> Click this button all Selectable employee will be move to Selected employee

Delete former right: Click Modify directly, then query according name, work number or card number, you can even query according department. Then choose the Selected employee and door right, click "Not allow Selected people through the selected doors ".Delete staff right successfully.

System Setting		lepartment le employee00 )			- All department -	~
Access		cv 4354323  5425225		>	1 1 1234567 df 12 123456	
Parameter	ngingi	10420220			ullislis at the	
Time Period						
Staff Right						
Jpdate Staff Info						
ata extraction						
Extended Function						
ing				<u> </u>		
Broadcast Management					· · · · · · · · · · · · · · · · · · ·	
	on pres	e CTRL+F er l	F3 to eearch			
Access Data		Door No.:	Deer Position	Controller No.	Controller Name	Time Period
		and a state				
	<b>y</b>	1	Door1	20018560	10/00000	All time 💙
Attendance		1	Door1 Door3	20018560 20011444	10/00000 Controller 1	All time 🛩
Attendance	~	1				
Attendance	8	1	Door3	20011444	Controller 1	All time 👻
Attendance	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 2	Door3 Door4	20011444 20011444	Controller 1 Controller 1	All time 👻
•Access Data •Attendance •Raport Cliack	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 2	Door3 Door4 Door2	20011444 20011444	Controller 1 Controller 1 Infances	All time 👻 All time. 🛩

Update the new staff right: Click modify, then query the Selectable employee, choose them to the Selected employee, choose the door number, click "Allow the Selected people through the selected door"

	- All d	- tnerrtheque	*		- All department	Y
m Setting	Selectab Query	le employee00	1		Selected employeeDD	
		cv 4354323		>	1 1 1234567 dt[12 123456	
ter	a Series	10420220			all relizes and	
eriod				==>		
ight .						
Staff Info						
raction				<b>*==</b>		
ed Function						
				<b>~-</b>		
ed Function				<b>*</b>		
st Management	×××Pre	ss CTRL+F or			ļ	
at Management Data	×××Pre	es CTRL+F or 1 Door No.:	F3 to search Door Position	Controller No.	Controller Name	Time Period
of Management					Controller Name	Time Period All time 🛩
ist Management s Data lämte			Door Position	Controller No.		
st Management	2	Deer Ne.: 1	Door Position Doorl	Controller No. 20018560	10/0000	All time 👻

Note: When other version update to V2.1.6 , it should need update the staff right. 4.4 Update Staff right

stem Setting	Selectable controller:	Selected controller 🗆 🛙
sonnal meter Period Right ste Staff Info extraction nded Function	20018560 10/00000 TCP 20011444 Controller 1 TCP	
. P Unicition		Update Staff Info

--> : Choose one of the Selectable controller need to update, click this button so it will move to Selected controller

Not need choose any controller; all Selectable controller will be move to Selected

controller

==>

#### **TCP/IP Mode**

First move all the Selectable controller which need update staff information to the Selected controller, then click "Update Staff Info", the premise is making sure the controller is online .

▶System Setting	Selectable controller:	Selected controller 🗆 🗆
Personnel	20018560'10(00000'TCP	-> 20011444 Controller 1 TCP
Access		==>
Parameter		
Time Period		
Staff Right		
Update Staff Info		
data extraction		<
Extended Function		
ing	IC.	]
Broadcast Management		Update Staff Info

### RS485 mode

First move all Selectable controller which need update staff information to the Selected controller. Then click "Update Staff Info".

	our position III Update Staff Info	
System Setting	Selectable controller:	Selected controller 🗆 🗇
▶Personnel	20018560°10Г00000'TCP	20011444'Controller 1'TCP
Parameter		>
Time Period Staff Right		×==
Update Staff Info data extraction Extended Function		*
Etting Broadcast Management		Update Staff Info

Get a dialog box, you can see the updating staff right. The premise is making sure the RS485 controller is working well.



4.5 Data Extraction.

When the machine stored offline data, you can extract the controller data by this menu. The premise is making sure the controller is online. The operation is same as update the staff right.

Menu Quick Yes	n position⊡data extraction	
►System Setting	Selectable controller:	Selected controller 🗆 🗆
▶Personnel	200185601101000001TCP 200114441Controller 11TCP	
▼Access		==>
Parameter		
Time Period		
Staff Right		<== )
<ul> <li>Update Staff Info</li> </ul>		
data extraction		
* Extended Function		
etting	r	and charlen 1
Broadcast Management		data extraction

TCP/IP mode: will indicate Set Successfully. Please keep the network working well, click sure.

◎ OPT Process -- 网页对话框 ×
② http://192.168.6.52:8830/qs/mjthreadi
20021845 操作成功
http://192. ● Internet

RS484 : will have a dialog box indicate the processing.

### **5** Access control date

5.1 Real Time Surveillance

You can read the real time update record. You can see the work number name, department and swipe card time, door position and working State.

Menu Quick	Your poset	ion: Real Ti	ine Surveil	lance Controller 2	011444 Offline			
System Setting	-							
Personnel	1		٩					
Manna	Doorl	Door4	Deer3	Doori				
Viccese Date								
<ul> <li>Surveillance</li> </ul>								
Normal Punching	Work			Execution Time	Description	Informati	ion	
Lawless Punching	No.							
Earliest/Last	Name							
Access Alarm	Department							
Open Close Affair	Time							
Query Alarm Affair	Position							
►Attendance	State							
Report Clask	×							

### 5.2 Normal card records

You can read all the normal card data ( the data can show card that can open door) indicates work number , card number , name , door position , time and in and out type. You can get the data by Excel file.

Mena Quick										
	Work No.	Card Number	Name	Department	Door Position	Tine	Type of In Out	Querr	Educe	Reset
System Satting	12	0000123456	df	HR Department	Doori	2011-2-23 19:05:00	Ŀ			
	1	0001234567	1	HR, Department	Doorl	2011-2-23 19:05:00	h	Work No.		
Personnel	1	0001234567	1	HR. Department	Deerl	2011-2-23 19:05:00	k	Card		
Access	1	0001234567	1	HR Department	Deori	2011-2-23 19:05:00	la	Number		_
Contract of	1	0001234567	1	HR Department	Deorl	2011-2-23 19:05:00	le .	Name		
Access Data	1	0001234567	1	HR Department	Decci	2011-2-23 19:04:00	h	Department	- Select De	epartment-
	1	0001234567	1	HR. Department	Deor1	2011-2-29 19:04:00	h	Deer		
eneliero	1	0001234567	1	HR. Department	Decr1	2011-2-23 19:04:00	Ŀ	Position		
letmal Punching	1	0001234567	1	HR. Department	Decel	2011-2-23 19:04:00	lt	1	2011-03-01	100
awless Punching	1	0001234567	1	HR. Department	Decel	2011-2-23 19:04:00	h	SIRC DRIS	2011-03-01	
arliest Last	1	0001234567	1	HR Department	Decel	2011-2-25 19:04:00	Ŀ	End Date	2011-03-17	
ccess Alarm	1	0001234567	1	HR, Department	Deerl	2011-2-23 19:04:00	la la			
pen (Close Affizir	1	0001234567	1	HR Decertment	Dect1	2011-2-23 18:58:00	ln .	1		

5.3 Invalid card records

You can check the Invalid card data (the data show the record for the card that can not open the door), including work number, card number, name, department, door position, and in/out type. You can get the data by Excel file.

This page if the record doesn't have work number indicated the card not in this system.

mert Cerd System						Welcome! atmin <u>Modify in</u>	formation Exit			0
Xienu Quick	Your position	Browse Access P	unching I	DataLawless						
System Setting	Werk No.	Card Number	Name	Department	Door Position	Time	Type of in Out	Query	Educe	Resot
Personnel		14836141			Doorl	2011-2-23 19:05:00	In			
Contraction of the second s		610855			Doerl	2011-2-23 19:05:00	In	Work No.		
Access		610855			Doori	2011-2-23 19:04:00	In.	Card		_
		14836141			Doort	2011-2-23 19:04:00	In	Number		
Access Data	1	1234567	1	HP. Department	Doorl	2011-2-23 19:02:00	In	Name		10000
unveillance.	1	1234567	1	HR Department	Doorl	2011-2-23 19:02:00	In.	Department	Select De	- Inerthequ
ormal Punching	1	1234567	1	HR Department	Doer1	2011-2-23 19:02:00	le.	Deer	1	
avless Punching	1	1234567	1	HR Department	Doerl	2011-2-23 19:02:00	In	Position		
arliest Last		163839			Doarl	2011-2-23 18:54:10	Out	Prove Days	2011-03-01	Line.
ccase Alarm		163830			Door1	2011-2-23 18:54:00	Out	SUBLE TYRUS	2011-03-01	200
pen Close Affair		163839			Doeri	2011-2-23 18:48:00	Ow	End Date	2011-03-17	
ery Alam Affair		0				2011-2-23 18:42:43	Out	1		

5.4 The earliest and the latest records

The earliest and the latest records indicates as per day, indicate the work number, card number, name and department, date of swiped card, the earliest and latest time, can educe the file by EXCEL form.

Menn Quick	Yese positio	er:First Last Da	ta far Po	arching Caid						
►System Setting	Work No.	Card Number	Name	Department	Punching Card Date	Earliest Punching Card Time	Last Putching Card Time	Query	Educe	Reset
Peams							Page 1, 0 Pages	Card Number		
Acces								Name		
TAccess Data								Department	Select Dep	oartment 💌
* Surveillance								Start Date	2011-03-01	
* Normal Punching								End Date	2011-03-17	1
* Lawless Punching * Earliest Last										
<ul> <li>Access Alarm</li> </ul>										
Open Clase Affair										
Query Alam Affair										

5.5 Access Alarm

This page indicates Only when you used the Extended Function "Door alarm" or "Intimidated password".

Only super user own the extended function, if you need this function, kindly ask the supplier for the password.

This page indicate "door close" and "door sensor alarm " and the "Intimidated password" record. This step controller should be in the real time mode.

The alarm record will disappear after click Confirm Alarm or Delete record.

Mene Quick	Your positio	n Access Alam				
PSystem Setting		Typa of Affair	Start Time	Controller Position	Delete	Sontim A Delate
Penaetti Access					Page 100 Pages	
whoceas Data						
Sorveillance						
Normal Punching						
Lawless Punching						
Earliest Last						
Access Alarm						
Open Close Affair						

5.6 Open/Close door Affair

This page indicates Only when you used the Extended Function "door magnetism alarm" or "Intimidated password".

Only super user own the Extended function, if you need this function, kindly ask the supplier for the password.

This page indicate "door close" and "Exit button open door" record. This step requires the controller in the real time mode.

tem Setting	Type of Affair	Stat Time	Controllar Pealtion	Affiliated Centrollar	
	- ypa to solitate		CHILDER FERSER	Antable Critical	Delete Query
ozzel				Page 1, 0 Page	Centroller Select Controller
-				rage 1, o rage	
ess Data					
Illence					
al Punching					
in Purching					
stLast					

5.7 Access Alarm Checking

This page indicates only when you used the Extended Function "input alarm". Only super user own this function, if you need this function, kindly ask the supplier for the password. This page indicates input alarm record, including Affair type, start time, controller position, and the belonged controller.

### **6** Attendance Management

6.1 Time attendance setting

This page request use Super User name and password to log in.

Menu-System Setting- Parameter setting- Parameter setting- Software Function -Time attendance.-Save Setting. Request input the password, password kindly ask your supplier. Then user the manager user name to log in .

Company Name Smart Card System	Welcome
Mesu Quick	Your position Parameter setting
System Setting	LanguageDD English 👻
System Information	Seftwars Use:      O Office O Community
Parameter Setting     Operator	Software Function DO 🛛 Access Control 🗹 Time Attendance 🗔 Inspect
- Log Check	Default merrod D Access
" Delete Data	Default log on D D Add controller parameter 👻
Holday Setting	Show attendance machine parameters:   Yes  No

Show attendance machine parameters- choose Yes.

Menu Quick	Your position D D Add attendance parameter	
	Setur potential DAtes antendence periodistret         Machine Ne.:         Machine IP:         192         Machine IP:         192         Server IP:         192         Galeway:         192         Server IP:         192         Server IP:         192         188         192         Server Domin:         wwww.yourdormain.c         Update Time:         1         Machine Que Made:         Continuous Punching ♥         Use Keypad:         Use Way Function:         Tum on ♥         Ril Relay Function:         Otse Name:         User Name:         Daplay the cuel 00         Welcome	Machine POS:       Gate         Machine Name       Machine Name         Server Pert:       8835         MASK:       255       255       0         DNS:       202       96       134       133         Network Mode:       LANUWAN       Image: Conserve Participation of the server Participation of

Machine Number is the 5 digits machine number sticker in the time attendance machine. Machine Position(machine POS) is user-defined, in order to check the location of the time attendance easier.

Machine IP: is software default IP address, same setting as access controller Machine IP. But it should be in the same segment as the Server IP. Machine name indicates in the first line of the LCD for the time attendance.

Machine IP address: Local computer IP, this computer IP needs set by hand.

Default Server Port is 8835, you don't have right to change.

Gateway address and MASK address, only request setting when the machine crossover segment or connect to the Interne, setting detail please refer to Access control Gateway address and MASK address.

Server Domain Name and DNS Address are obligate and non-defined. Automatic Update time is period auto update by the machine, default setting is 1M(1 minute).Can define by the quantity of the people .

When people in a large quantity it will be longer.

Way of connection to the network it has "LAN/WAN" and offline modes, default real time mode is "LAN/WAN",

Punch card type has "continuous Punching" and "Interval punching" Continuous Punching is default setting. Data down load it has "need" and not need optional. "Need" as default. Choose "not need", when the machine network off line it will not indicate the user name in the LCD.

Keypad also has need and not need optional, default setting as need

Camera has use and not use optional, default setting as not use, only when using Camera time attendance it choose as use.

Relay Function has Turn on and turn off default is turn on. If choose turn off, when punch the card, it won't have relay signal output.

Record all card has " record all cards and Not record invalid card optional. The former one is record the normal card and lawless card, and the later is record the normal card only.

R1/R2 relay delay means normal /abnormal relay delay, default as 3 seconds.

Internet Phone is for obligate usage.

Modify parameter password: modify the machine parameter setting password, default is 123456. Letterform (Font) has Simple Chinese and Traditional Chinese option. Internet Password: password and user name is for obligate usage. Display customer name: can indicate the client name. Display the cue 1: indicate in the LCD lower left quarter. Display the cue 2: indicate in the LCD lower left quarter after punch card.

#### 6.2. Normal schedule setting

Normal schedule setting as following picture

Menu Quicle	Your position Normal work setting			
System Setting	Late	5	Within * not as late	
Personnel	Late	60	As absent within *	0.5 🕶 Dey
Access	Altead of time	5	Within * not as leave early	
- autors	Leave early	60	As absent within *	0.5 🛩 Day
Access Data	Off duty in the afternoon	60	After * punch as overtime	
TAtlendance	Punch card twice one day		O Punch card fourth one day	
Normal Work	On duty time	08:00		
Leave Type Setting	Off duty time	18:00		
E-L & Evection Sign in/out	Confirm	Reset		

Normal schedule setting used for only one working shift, punch card 2 or 4 times per day. 6.3 Turning shifts setting

This page need log in by super user, Menu-System setting - Parameter setting- Default menu- Turn work disposal.

The default setting is Normal work.

Then request input password, ask your supplier for this password.

Then user operator user name log in.

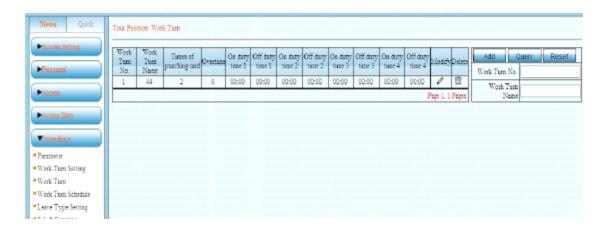
Smart Card System	
Menu Quick	Your position.Parameter setting
System Information     Parameter Setting     Operator	Language D English V Software Use: ③ Office 〇 Community Software Function DD V Access Control V Tune Attendance D Inspect
<ul> <li>Log Check</li> <li>Delete Data</li> </ul>	Default menuelle Access
Holiday Setting     Personnel	Show attendance machine parameters:   Yes O No Type of Time Attendance D O Normal work  Work Turn

Turn schedule function: As following picture:

System Setting	Late	5	Within * not as being late
▶Personnel	Advance	5	Within * not as leaving early
► Access	Around the on/off duty time	60	Within *punching is valid
	last off duty	60	Within * punching as overtime
Access Data	Longest allowed time for overtime	360	 Minute
▼Attendance	Confirm	Rese	
Parameter			
Work Turn Setting			
Work Turn			
Work Turn Schedule			
Leave Type Setting			
E-L & Evection			
Sign in/out			
- aign in out			
<ul> <li>Turn work pisposal</li> </ul>			

Turn schedule function suitable for multi –shift 6.4 Turning shifts setting

Using for setting the shifts whose on duty.



Click add button

System Setting	Work Turn Name			
Paraonal	Times of punching card	4 - 0.4	las overtime	
	On duty time 1			
► Access	Off duty time 1	00:00		
Macress Data	On duty time 2	00:00	Overtime period	
*Attendance	Off duty time 2	00:00		
Parameter		Confirm	Reset	
Work Turn Setting				
Work Turn				
Work Turn Schedule				
Leave Type Setting				
E-L & Evection				
Sign in out				

Work shift name is user defined.

Punch card times have 2,4,6,8 times optional, default is twice.

You can add the overtime work shift.

Choose overtime indicate the shift belong to overtime work shift.

6.5 Turning shift setting

System Setting	Department	Name.	Time	Selected Work Turn.	Medify	Delete	Add work s	Query	Reset
Personnel	HR Department	1	2011-3-17	44	1	10	Department		
	HR Department	dí	2011-3-17	44	1	10		-	righter 1
Access					Pi	age 1, 1 Pages	Name		
								2011-03-0	1 🗊
Access Data							End Time	2011-03-1	7 🛅
Attandance									
Paragaster									
Work Turn Setting									
Work Turn									

Click " Add " work shift.

-			
ustem Setting			
stoomal	All department	All department	~
ICCESS	Selectable employeed D	Selected employeeD D	
	1		
Access Data	df vcb		
Amendance	hgh	==>	
rameter			
ork: Turn Setting		*==	
ork Turn			
ork Turn Schedule		<	
ave Type Setting			
& Evection	Start Time 20	011-03-17	
m in/out	End Time 20		
m work pisposal			
Leport Check	Selectable Work Tunt	-Selectable Work Turn 💌	
		dd work s Reset	

You can set as Individual or as department

Choose Start time and end time.

The Selectable Work Turn is the added turning shift.

6.6 Leave type settingDefault has three types:Travel, Leave and Sick leave.

	Type No.	Type Name	Modify	Delete	Add Query Res
Personal	1	Travel			
	2	Leave			Type No.DD
thoreas	3	Sidalezve			Type NameO D
				Page 1, 1 Pages	
Access Data					<u> </u>
Attendence					
lormal Work					
Leave Type Setting					
eave 100e setting					

Click Add , can add user-defined leave type

Menu Quick	Your position C C Add type of leave
►System Setting	Leave name0 0
► Personnel	Add Reset
Access	
Access Data	
<ul> <li>Attendance</li> <li>Normal Work</li> </ul>	
Leave Type Setting	
<ul> <li>E-L &amp; Evection</li> <li>Sign in/out</li> </ul>	

6.7 Check record of leave and evection

lysten Setting	Work No.	Neme	Leave date	Start time	End time	Тура		Delete	Add	Query	Reset
Personnel	12	df	2011-3-17	14:36	15:35	Travel	1	î	-		
	<u> 2022</u>	vcb	2011-3-17	14:37	15:37	Travel	1	Ť	World No.		_
Addesis							Page 1.	1 Pages	Name	1	
Looses Data									Type	Please selec	t the type
Irrenfance									Leave date	2011-03-01	
malWork									End time	2011-03-17	

Click add, can add record of leave and evection

Menu Quick Y	our position COAdd record of leave an	nd evection.
System Setting		
▶Personnel	All department	All department
Access	Selectable employee D D	Selected employeeD D
Access Data	1 df	->
▼Attendance	vicb hgh	==>
Normal Work		
Leave Type Setting     E-L & Evection		<pre></pre>
<ul> <li>Sign in/out</li> <li>Work Turn disposal</li> </ul>		
Report Check	Start time 🗆 🗆	2011-03-17 14:42
	End time 🗆 🗆	2011-03-17 15:42
	Type of leave 🗆 🗆	Please select type 💌
		Add Reset

You can set as Individual or as department choose start time and end time and type of leave

6.8 Sign in/out

Menn Quick	Your position:Sig	n in/out						
►System Setting	Work No.	Name	Department	Sign Date	Time of sign in	Modify	Delete	Add Query Reset
Personnel	<u>ever</u>	veb	HR Department	2011-3-17	14:46	1	音	Werk No.
	â	hgh	HR Department	2011-3-17	14:48	1	Ť	
►Access						Pa	pe 1, 1 Pageo	Name
NACIONIS DINIS								Department Department
Normal Work								
Leave Type Setting								
E-L & Evention Sign in out Work Turn disposal								

#### Click add button

Menu Quick Yaca	r position:Add sign information.			
Personnel	All department	-	- All department	v
Access	Selectable employee 0 0	Sel	ected employee D D	
Access Data	1 dr veb			
▼Attendance	hgh			
Normal Work Leave Type Setting				
E-L & Evection Sign in out Work Turn disposal		c		
Report Check	Time of sign in 2011-03	-17 14:49		
	Remark			
	Confin	Reset		

You can set as Individual or as department, choose Time of sign in , input remarks, click confirm .

6.9 Work turn disposal

Menu Quick	
System Setting	Work No.
Notess	Department Please select the department 🤡
Access Data	Start date: D 2011-03-01
Attendance	End date 0 0 2011-03-17
Normal Work     Leave Type Setting     E.L & Evection	Single double holiday II I I Single holiday (Sunday) I Double holiday (Saturday and Sunday)
Sign infout     Work Turn disposal     Report Check	

You can set as Individual or as department .choose start date and end date ,

Single holiday (Sunday) Double holiday (Saturday and Sunday) After setting you can check the data report

### 7 Report checking

7.1 Personnel report: show all the staff in the system

Menu	Quick	Your position Personnel Information Repo	rt.
System Set     System Set     Personnel     Access Da     Access Da     Attendance     Personnel     Attendance of     Attendance of     Attendance of     Attendance of	ata Monthly	Work No. Name Card Number Department	Select Department V Query Educe

Data can educe by Individual or department, educe format is xls.

#### Company Name Personnel Information Report

#### Print Date: 2011-3-17

Work No.	Card Number	Name	Department	Gender	Certificate No.	Møbile	BODmail
I	0001234567	1	HR Department	00			
12	0000123456	đ	ER Department	00			
CV21	0004354323	veb	ER Department	00			
4	0005425225	hgh	HR Department	00			

### 7.2 Time attendance data

Menu	Quick	
▶System S	etting	Work No.
Personnel		
► Access		Name
· 100000		Department Select Department 💌
►Access D	ate	Start time 2 2011-03-01
▶ Artendan	14	End time D = 2011-03-17
Report G	heck	
Personnel		Check Photo Educ
Attendance	data	
Attendance	Monthly	
Daily Norm	al Report	

Data can educe by Individual or department, educe format is xls. 7.3 Attendance monthly report

Menu Quck You	r position 2 0 Check attendance monthly report
▶System Setting	Work No.
Persennel	Name
Access  Access Data	DepartmentSelect department
Attendance	Month of report 2011-03
Report Chatk	Check Educe
"Personnal	
Attendance data	
Attendance Monthly	
Daily Normal Report	

Data can educe by Individual or department, educe format is xls. Only get the report after time attendance setting.

#### 7.4 Normal time attendance report.

Menu Quick	Your positionCCDaily Normal Report
►System Setting	Work No.
Persoanel	Name
Access	Department Select Department 👻
Access Data	Start time D D 2011-03-01
Attendance	End time D 0 2011-03-17 []]
Report Check     Personnel	Check Educe
Attendance data	
Attendance Monthly     Daily Normal Report     Daily Unconnal Report	

This report is the Normal punch card data report. Data can be educed by Individual or by department. Only get the report after time attendance setting.

7.5 Time attendance abnormal report

Menu	Quick	Your position CDaily Unnormal Report
►System Se	tting	Work No.
Personnel		Nama:
Access		Department Select Department 😪
Access Dr		Start timeDC 2011-03-01
Attendant		End timeDC 2011-03-17
* Personnel		Check Educe
<ul> <li>Attendance</li> <li>Attendance</li> </ul>	121200	
Daily Norm	al Report	

This report is the abnormal punch card data report. Can be educe by Individual or department. Only get the report after time attendance setting

### **8** System Information Management

This page need log in by Super user, Menu-System setting-System information . Ask the supplier for password and user name.

Menu Quick	Your position: Set System Information			
▼System Setting	Customer Name: Company Name			
System Information Parameter Setting	Service Provider Name: Copyright			
Operator	Service Provider Tel.: 12345			
Log Check Delete Data	Service Provider Website: HTTP://12345			
Holiday Setting	Use New Password of Extended Function: (Be blank if not modify, the default is \$\$\$\$\$\$)			
Personnel	Confirm to use new password:			
Access	Modify Reset			

You can add Customer Name, Service Provider's Tel, and website, modify extended function password.

You can get check the relative information after log in the software

Company Name			
Smart Card System			Welcome! admin, <u>Modify information Exit</u>
Mana Quick	Your position Add Access Parameter		
<ul> <li>Add Controller</li> <li>Add Employee</li> <li>Add Employee</li> <li>Assign Right</li> <li>Update Stafflafb</li> <li>Sarveillance</li> <li>If Shew After Lepin</li> </ul>	Your position: Add Access Persnetter Protocolicity Controller No.: 10000000 * Machine IP: 192, 198, 6, 254 + Server IP: 192, 198, 0, 125 + Server Pert: 98935 * Nest Step Reset The field with * case be nonliver.	Controller Explaint MAASK: 255 255 255 0 = Generator: 182 168 6 1	
		Converte © 2007-2011 Converter Tel: 12141 Rive	

### 9 Parameter setting

System Setting	LanguageOD	English 💌	
stem Information maneter Setting	Settware Use:	Office O Community	
erator	Seftware PunctionDD	🕑 Access Control 🗹 Time Atten	dance 🗹 Inspect
Check	Detail cens00	Access 💌	
ete Data	Default log on DD	Add controller parameter 💌	
lidey Setting	Show attendance machine parameters:	⊕ Yes O No	
2004080	Type of Time Attendance00	O Normal work @ Work Turn	
02856		Door magnetises alarm	Automatic switch between card and password
conto Data		Input alarm	Open the door by initial card
	Estended function settingCC	Double Door Interlock	Intimidated password
ITesdance	Estended function settingDD	Constant opening	Anti-pass back
		Electronic map	Open the Door by Telecontrol
epart Check		Paseword	
	Other Baction DD	Use broadcast	
	Other Bachon LL	R\$485 manage indicate	

Modify Software Language: Simple Chinese, Traditional Chinese and English . Software Function: Office and Community. Software Function: Access Control, Time Attendance, Inspect. Extended function Other function

### **10 Controller Initialization**

This function also use Super User name to log in, Menu-Access- Initialize, please ask the supplier for the user name and password.

▶System Setting	Selectable controller:	Selected controller 🗆 🗆	
	20018560°10100000°TCP 20011444°Controller 1°TCP	~> ==> <==	
data extraction Extended Function	ſ	Initialize	

This function for debug usage, operator not need to use this function.

### **11 Extended Function**

This page need use Super User name to log in, Menu-System Setting-Extended Function –Extended Function.

Meau Quick	Your position:Parameter setting		
Viyosen Setting System Infernation Parameter Setting Operator Log Check Delete Data Hatiday Setting Personnel	Software Use Software FunctionD D Default memo D Default log on DD Sherv attendance machine parametere	Add controller parameter 🐱	🗆 Inspect
Atoms Acons Data Atoms Data Atoms Data Atoms Data Atoms Data Rapon Check	Extended function setting: D	Deer magnetism alarm     Ingret alarm     Double Deer Interlock     Constant opening	Automatic switch between card and password Open the door by initial card Initiatized password Anti-pass back Open the Door by Telecontrol
	Other fluction DD	Use broadcast RS485 manage indicate Save setting	

Start and log in the software, Menu- Parameter setting- Extended function setting. Extended function only used in TCP/IP one door and two doors access controller.

Menu	Quick	Your position 🛛 🗆 Exented Function Setting	
System Se		Door magnetism alarm	input alarm
▼Access		Double Door Interlock	Constant opening
<ul> <li>Parameter</li> <li>Initialize</li> </ul>		Automatic switch between card and password	Open the door by initial card
<ul> <li>Time Period</li> <li>Staff Right</li> </ul>	1	Minimidated password	Anti-pass back
<ul> <li>Update Stat</li> <li>data estract</li> </ul>		Electronic map	Open the Door by Telecontrol
Extended Fr Setting	unction	Password	( and rescontrol
<ul> <li>Broadcast N</li> <li>R\$4\$3 man</li> </ul>		Tassword	
Access Da	ata		

#### 11.1 Door magnetism alarm

System Setting	Slectable door 🗆 🗆	Selected door	
Personnel Access	Door2 Door1 Door4 Door3	->	
Parameter Lime Period Staff Right Update Staff Info Sata extraction Extended Function		<== <	
ting Broadcast Management Access Data		Time of unlockDD10 Second	

This function used with door sensor, it can set the Time of unlock, default is 10 seconds.

If the door doesn't close after 10 seconds, it will be alarm.

And it will upload one door magnetism alarm record to the software.

This function used only in the real time communication mode.

### 11.2 Input alarm

stem Setting	Slectable door D D			5	elected door	00		
isonnai	Deor2 Deor1		>					
2055	Door4 Door3			_				
mater			==>					
e Period				_				
Right			×==					
Right								
				_				
ate Staff Info extraction								
ate Staff Info								
te Staff Info	In	put 1 Use	Name Do Cont		belay 1	Second,Type	Low availability	*

Can input Infrared alarm or firm alarm .When the alarm signal input to the controller, it will upload one relative alarm record.

### 11.3 Double Door Interlock

This function only used in two doors access controller

Meau Quick	Your position C SettingDouble Door Interlock	
System Setting	Selectable controller.	Selected controller 🗆 🗆
Personnel     Access	20018560115/55057CP 200114441Controller 11TCP	
Parameter     Time Period     Staff Right     Update Staff Info     data extraction     Extended Function		***
Satting  Broadcast Management  Access Data  Standards	ExplainDDThe right is to set the conveponding f	Save settin Back unction, and the left is to cancel the function. Double click on the mouse can set 00

Double Door Interlock need controller connect to door sensor, this function is when door A not close, B door will can not open.

When door A close, Door B can be open.

### 11.4 Door Normal Open

Menu	Quick	Your position005ettingConstant opening		
►System S	etting	Slectable door:00	Selected door 🗆 🗆	
Personne VAccess		Door2 Door1 Door4 Door3		
<ul> <li>Parameter</li> <li>Time Perio</li> <li>Staff Right</li> </ul>	_			
<ul> <li>Update Str</li> <li>data estrac</li> <li>Estended F</li> </ul>	tion			
Broadcast			periodo C All time 💙 Save settin Back	
-		Explain C The right is to set the corresponding :	function, and the left is to cancel the function. Double click on the n	actuse can set 🗆 🗆

You can set the time period use this function.

11.5 Automatic switch between card and password

►System Setting	Slectable door 🗆 🗆	Selected door 🛛 🖓		
Personnel      Vacess      Parameter      Time Period      Staff Rights	Door2 Door1 Door4 Door3	> >		
Update Staff Info data extraction Extended Function etting Broadcast Management	Please select the time p	ariodo o All time 💌		

You can set the time period use this function. Open this function the open way is card and password mode.

11.6 Open the door by initial card

Menu Quick Y	our position I I SettingOpen the door by initial care	I	
►System Setting	Stectable door 🗆 🗆	Selected door 🗆 🖯	
Personnel      Accese      Parameter      Time Period      Staff Right      Update Staff Info      data extraction      Extended Function	Deor2 Deor1 Deor4 Deor3	> > > > > >	
etting Broadcast Management Access Data	Please input the initial card m	Save settin Back	

Start this function, the unit is per day. If the Initial card doesn't swipe, other cards can not open the door.

11.7 Intimidated password

rstem Setting	Slectable door 🗆 🖸	Selected door 🗆 🗆	
esonnel	Door2 Door1 Door4	>	
10ess	Dopr3		
ameter			
e Period			
fRight		<==	
ate Staff Info			
extraction		<	
aded Function			
4cast Management	Please input the intimidated passwo	nd 🗆 🗆	

Can input one password as Intimidated password, this function is one person in the system intimidated by others, he can use this password open the door, the system will not alarm , but the system will have a intimidated alarm record.

### 11.8 Anti-pass back

Menu	Quick	Your position I I Setting Anti-pass back	
•System Set	tting	Selectable controller:	Selected controller 🗆 🗅
Personnel     Access		2001856015f55555CTCP 20011444'Controller 1'TCP	
Parameter			
Time Period			
Staff Right			
"Update Staff	f Info		
<ul> <li>data extraction</li> <li>Extended Future</li> </ul>			
Setting		Anti-pass bad	k check: Check All 🗸
Broadcast M     Access De	-		Save settir Back
Attendent		Explain I I The right is to set the corresponding fun	ction, and the left is to cancel the function. Double click on the mouse can set $\Box\Box$

Anti-pass back is according to each door, this function is when one person don't have entry record in the system , even the card is legal card , he can not out after swipe card .

#### 11.9 Electronic map

Menu Quick	0000				Add map	Modify the Deleterns
►System Setting						^
▶Pmami	Doort D	o ot 3				
TAXES						
· Parameter						
· Initialize						
* Time Period						
· Staff Right						
<ul> <li>Update Staff Info</li> </ul>						
· data extraction.						
Extended Function						~
Betting Broadcast Management	Work	Execution Time	Description	Information		

System Setting	Stectable door:00	Selected door 🗆 🗅	
respond	Door1 Door3 Door4		
rameter	Door2		
itialize ime Period			
taff Right Ipdate Staff Info		×	
ta extraction tended Function		lap Name 大门	
vadcast 2-Sanagement 485 manage	F	Inclure file UNL	
Access Data		Save map Back	

Add Electronic map, choose the map name, choose door and Browse the local picture.

Save the map, then you can move the door to relative position in the map.

### 11.10 Open the Door by remote control

System Setting		Door No.	Door Position	Card Reader No.	Affiliated Controller	Opening Time	Operator	Open the d Query	
Personnel	0	2	Doorl	1	20018560				
		3	Door3	1	20011444			Door No.	
Rocess		4	Doce4	1	20011444			Affliated Controller	lect- 🔻
sameter		5	Door2	1	20018560			COEDOUCI	
me Period									
aff Right									
pdate Staff Info									
ta estraction									

Choose the door need to be open, then click open then the door can open by Tele control

### 11.11 Password management

### 11.11.1 Password management

Meau Quick	Your pe	eitian0 Oper	eword meneg					
▶System åetting		Work No.	Name	Card Number	Department	Enabled	Modify	Node of op Query
▶ Paraonnal		á	hgh	0005425225	HR Department	Disabled	Work No.	
		ever	veb	0004354323	HR Department	Disabled	Card	
•Accase		1	1	0001234567	HR Department	Enabled	Number	
Parameter		12	đf	0000123456	HR Department	Enabled	Name	
<ul> <li>Initialize</li> <li>Time Period</li> <li>Staff Right</li> </ul>						Page 1, 1 Pages	Department	
<ul> <li>Update Staff Info</li> </ul>								
data autraction Extended Function (ting								
Broadcast Management								

Click one person then click modify, can modify the password, the default password if blank this function will not valid.

Menu Quick Your p	osition D C password change	
▶System Setting	All department 🗸	All department 🗸
►Personne)	All department 🗸 🗸	All department 💌
▼Access	Selectable employee00	Selected employee [] []
Parameter	1 df	hgh
<ul> <li>Initialize</li> </ul>	df vcb	
Time Period		
Staff Right		422
• Update Staff Info		
data extraction		<==
Estended Function		
etting		
Broadcast Management		x
►Access Data	new password	
▶ Attendance	password confirm	
	Modify	Back
▶Repart Clutck		

Input new password- password confirm-password modify successfully. You need update the staff rights.

11.11.2 Open door method

20018560         M1         Deer1         1Secend         Card or Password         No         Image: Control of Card or Password         No         Ima	Rysten Setting	Controller No.	Door No.	Door Position	Opening Delay:	Mode of opening the d	oer 🛛	As attendance	Enabled	Modify password Ou
20018560     M2     Door2     15econd     Card     No	lenonel	20018560	MI	Deor1	1Secend	Card or Password	×	No	¥	
International and and a state of the sta		20018560	M2	Door2	ISecond	Card	*	No		Centralier (No.
Page 1, 1 Page       off Right       opdate Staff Infe	Access	20011444	M	Door3	1Second	Card	¥	No		Machine IP
ins Period Controller Position	arameter	20011444	M2	Door4	1Second	Card	Y	No		Controller Explain:
nn Period	itialize								Page 1, 1 Pages	
pdate Staff Info	me Period									Contraller Position
	aff Right									
iz struction	pdate Staff Info									
	ta estraction									

Choose one of the open door methods, choose modify, open door method modify success. Require update the staff right.

### **12 Other function**

This function use Supper User to log in, Menu-System Setting -Parameter setting-Other function.

Monu Quick	Your position Parameter setting		
Wyaters Setting	laspagedd	English 💌	
System Information Parameter Setting	Saftware Use:	Office O Community	
Operator	Software FunctionID	🕑 Access Control 🗹 Time Attendance	Inspect
Log Check	Default menu20	Access	
Delete Data Haliday Setting	Default log on GD	Add controller parameter 💌	
Penceral	Show attendance machine parameters:	O Yes @ No	
- Constant	Type of Time AttendanceDD	Nermal work      Work Turn	
•Access		Door expertises alarm	Automatic switch between card and password
Access Data		Input alarm	Open the door by initial card
	Extended function setting DD	Double Door Interlock	Intimidated password
Attendance		Constant opening	Anti-pass back
		Electronic map	Open the Door by Telecontrol
Repart Check		Password	
	Other function DD	Use breadcast	
	Other duration 2.2	R8485 manage indicate	
		Save setting	

12.1 Broadcast Management

Log in the software after start. Menu –Access-Broadcast Management. Broadcast Management only used in TCP/IP controller.

Menu Quick Your	r position:Broadcast Management
►System Setting	Command Type: Update Now
▼Access	Controller IP Address: 192 168 6 125 Controller No.: 20018560:10100000
<ul> <li>Parameter</li> <li>Initialize</li> </ul>	Send
<ul> <li>Time Period</li> <li>Staff Right</li> </ul>	
Update Staff Info	
Extended Function otting	
Broadcast Management	

This function mostly used in debug.

### 12.2 RS485 management

Log in the software after start. Menu- Access –RS485 management. RS485 manage only used in RS485 controller.

Menu	Quick	Your position II CRS232 communication.	
▶System Setting		Controller No please select-	
Personnel		Commandplease select 💌	
_		Version Number	
<b>Access</b>		State	
Parameter		Send	
Initialize			
Time Period			
Staff Right			
Update Staff Info			
data extracti	ion		
Extended Fi	unction		
ietting			
Broadcast Management			
R\$485 manage			

This function mostly used in debug.