HIKVISION

Fingerprint Time Attendance Terminal
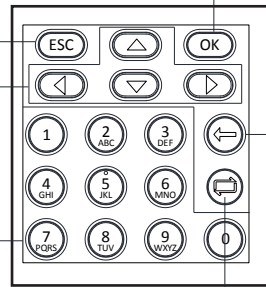
Quick Start Guide

UD02454B

1 Appearance

Exiting Key:
Press the button to exit the menu.

Direction Keys:
Use △, ▽, ◁ and ▷ to move the cursor on the screen.

Numeric Keys/Letter Keys:
Press to input numbers or letters.

Confirming Key:
Press to confirm operations. Press and hold the key for 3s to login the main interface.

Deleting Key:
Delete the contents in the textbox.

Editing Key: Press to enter the editing status. Shift among Chinese, numbers/lowercases, numbers/uppercases and symbols.

Keypad
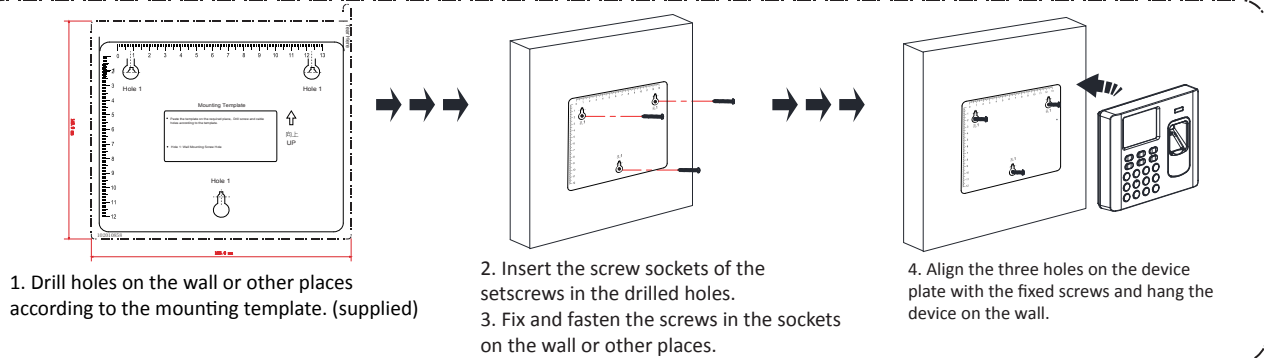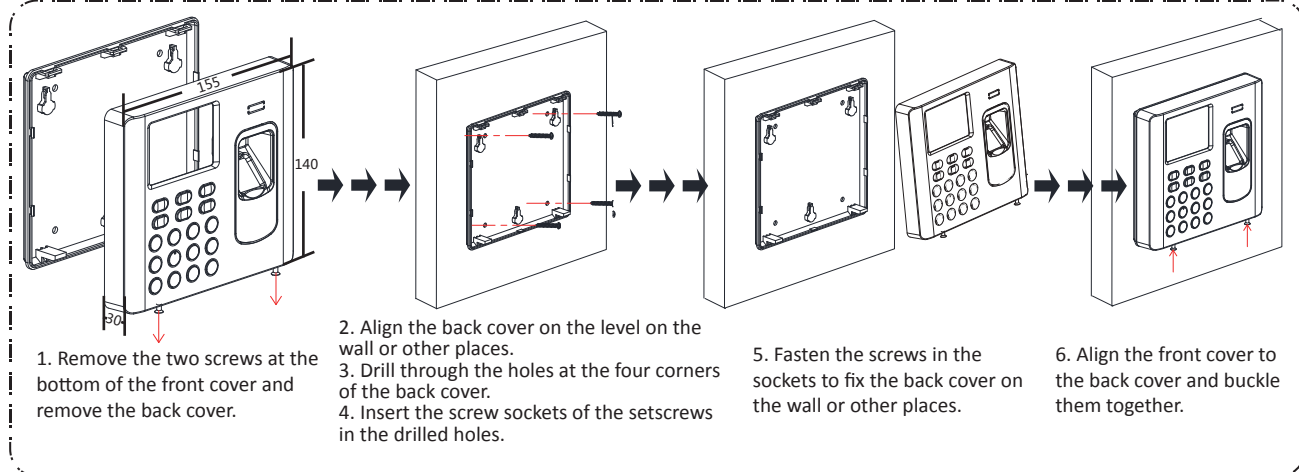
Indicator
Loudspeaker
2.8-inch LCD Display Screen
Front Cover
12V Power Interface
USB Interface
Fingerprint Reading Module
Ethernet Port
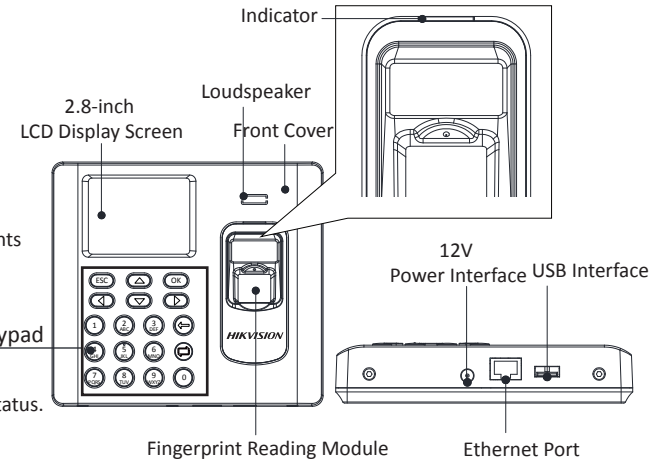
2 Installation

Wall Mounting

1. Drill holes on the wall or other places according to the mounting template. (supplied)

2. Insert the screw sockets of the setscrews in the drilled holes.
3. Fix and fasten the screws in the sockets on the wall or other places.

4. Align the three holes on the device plate with the fixed screws and hang the device on the wall.

Wall Mounting with Mounting Plate

155
140
30

1. Remove the two screws at the bottom of the front cover and remove the back cover.

2. Align the back cover on the level on the wall or other places.
3. Drill through the holes at the four corners of the back cover.
4. Insert the screw sockets of the setscrews in the drilled holes.

5. Fasten the screws in the sockets to fix the back cover on the wall or other places.

6. Align the front cover to the back cover and buckle them together.

3 Basic Operation

① Activation

Power on and wire the network cable after installation.

You should activate the device before the first login.

After powering on, the interface will be displayed as follows:

Please activate the device.
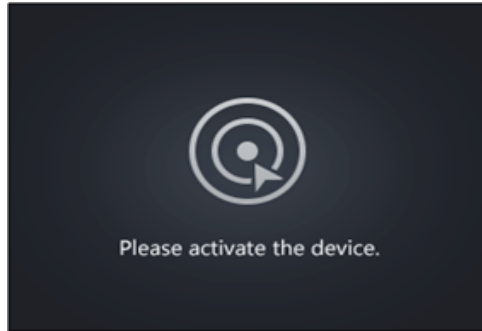
The default values of the terminal are as follows:
- The default IP address: 192.0.0.64
- The default port No.: 8000
- The default user name: admin

② Parameters Configuration

Configure the shift schedule by department or by individual.

Schedule Shift by Department Flow: Add User (Select department when adding new user.) - Department Management - Shift Management - Add Holiday - Shift Schedule Management (Schedule Shift by Department)

Schedule Shift by Individual Flow: Add User - Shift Management - Add Holiday - Shift Schedule Management (Schedule Shift by Individual)

Add User: Edit the ID No. and the user name. Press the OK key to confirm. Enter the card No., register the fingerprint, set the password, select the department, select the user role and select the authentication mode. Save the parameters to confirm adding.

Edit Department: Select the department in the department list and select "Edit". Edit the department name, the shift type and the shift name. Save the parameters to confirm editing.

Shift Management:

Normal Shift：Enter the Normal (Normal Shift) interface under the Shift Management menu. Configure the shift rule and the normal shift. Save the parameters to confirm editing.

Man-Hour Shift: Enter the Man-Hour (Man-Hour Shift) interface under the Shift Management menu. Configure the man-hour parameters and save the parameters.

Add Holiday: Enter the New（Add New Holiday）interface under the Holiday menu. Enter the holiday No., the holiday name, the holiday start date and the holiday end date. Save the parameters to confirm configuration.

Shift Schedule Management:

Schedule Shift by Department: Select a department to configure in the By Dept. (Schedule by Department) interface. Configure the shift, the start date, the end date and the holiday. Save the parameters to confirm configuration.

Schedule Shift by Individual: Select New Individual Shift in the By Indiv. (Schedule by Individual) interface. Select a person to schedule in the New Individual Shift interface. Configure the shift, the schedule start date and the end date. Save the parameters to confirm editing.

Attendance Report

Insert the USB disk to the USB interface. In the Report interface, select a table type to export. Press the OK key to export the attendance report to the USB disk.

The device will automatically check the USB disk memory. If there is no enough space for exporting, a prompt will be displayed. You are able to configure the record over threshold prompt and record delete function in the System interface.

Record over Threshold Pop up Prompt (%): If the attendance record memory reaches the configured value, the system will pop up a prompt to remind you. If configure the threshold to 99%, the system will pop up a prompt to remind you to delete the attendance data when the capacity reaches the threshold. The available value: 1 to 99.

Record Delete: When the function is enabled, the terminal will delete the first 3000 attendance records when the memory is full, in order to save the new attendance records. By default, the function is enabled. See Section 5.2 Attendance Record Delete Rule in the User Manual of Fingerprint Time Attendance Terminal.

Activation via SADP and activation via the iVMS-4200 Client Software are supported.

● Activating via SADP

1. Download SADP Software
Get the SADP software from the supplied disk or the official website. Install and run the software.
2. Activate Device
Check the inactive device from the device list. Create a password in the right side of the interface and confirm the password.
3. Edit Device IP Address
Check the device and manually edit the device IP address, Port No., Subnet Mask, Gateway, etc.

● Activating via Client Software

1. Get the client software from the supplied disk or the official website. Install and run the client software. Click "Switch System -> Access Control System" at the upper left corner of the interface to enter the Access Control System interface.
2. Click Controller Management to enter the Controller Management interface.
3. Select an inactive device from the device list. Click Activate to pop up the Activation interface. Create a password and confirm the new password. Click OK to start activate.
4. Click "Edit Network" to configure the device IP address, mask address, gateway address, port No.

Online Devices (1)		Refresh					
Add to Client	Add All Device	Edit Network...	Reset P...	Activate			Filter
Name	Type		IP		Port	Activated	Added
44-19-b6-c5-c1-10	Access Controller_DS-K2604-G		10.16.6.246		8000	Yes	No

STRONG PASSWORD RECOMMENDED–
We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.