

User Manual XFace300

Date: August 2020

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website www.zkteco.com



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If there is any issue related to the product, please contact us.

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About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one root.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of XFace300 product.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products. (KFpdd:20) Usin Manual

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software		
Convention Description		
Bold font Used to identify software interface names e.g. OK, Confirm, Cancel		
>	> Multi-level menus are separated by these brackets. For example, File > Create > Folder.	
For Device		
Convention Description		
<>	< Button or key names for devices. For example, press <ok></ok>	
[]	Window names, menu items, data table, and field names are inside square brackets. Fo example, pop up the _New User] window	
J	J Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].	

Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
3	The general information which helps in performing the operations faster
*	The information which is significant
0	Care taken to avoid danger or mistakes
Δ	The statement or event that warns of something or that serves as a cautionary example.

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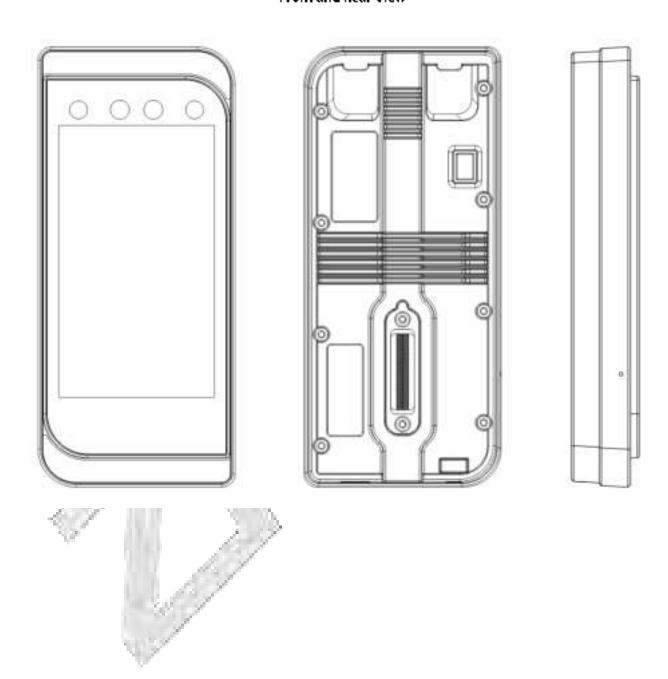
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1 Overview

1.1 Appearance

Front and Rear View

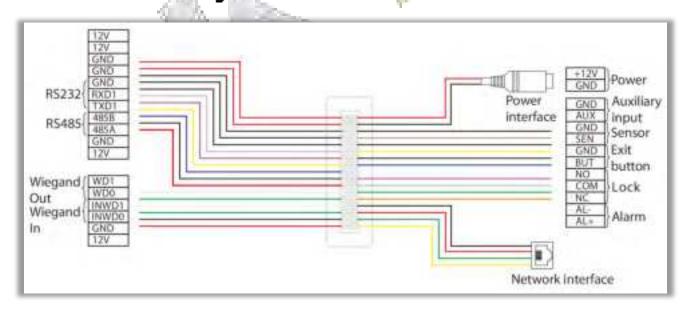


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1.2 System Specifications

Category	Feature	Description
Credentials	Riometrics	Face
	Card	ID, Mifare/HID (optional)
	Password	Numbers (maximum & digits)
General	I CD Туре	5-inch TET LCD
	LCD Resolution	72011280
	Operating Temperature	-10°C to 45°C (-50°F to 113°F)
	Operating Humidity	20% to 80% RH
	Dimensions (WxHxD)	88(W)x197(H)x30.5(D)mm
	Wi-Fi	Supported
Capacity	Maximum Transactions Records	1000,000
	Maximum users (1: N)	10,000 (can be expanded to 30,000)
	Maximum cards	10,000 (can be expanded to 30,000)
Electrical	Power	12V, 3A

1.3 Product PIN Diagram



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1.4 Installation Set-up

1.4.1 Safety Precautions

Keep the device away from water or dampness. Prevent water or moisture from entering the chassis
of the attendance device.

- Do not place the device on an unstable case or desk. The device might be damaged severely in case
 of a fall.
- Ensure proper ventilation of the equipment room and keep the ventilation vents of the device free of obstruction
- Make sure that the operating voltage is the same one labelled on the attendance device.
- Do not open the chassis when the attendance device is operating or when electrical hazards are
 present to avoid electrical shocks.

1.4.2 Installation Site

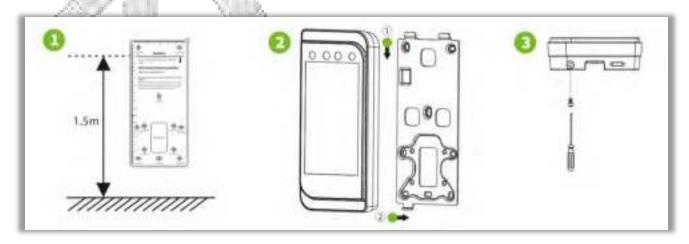
The device must be installed in indoor and adequate clearance is reserved at the air inlet/exhaust vents for heat dissipation.

1.4.3 Installation Tools

- Flat-blade screwdriver
- Phillips screwdriver: P2-150mm

1.4.4 Installation Steps

Make sure that the device is installed as per the installation instructions. If you want to open the chassis, you should contact the agent for permission. Otherwise, you will bear any consequence resulting from your actions.



Step 1: Attach the mounting template sticker to the wall, and drill holes according to the mounting paper. Fix the back plate on the wall using wall mounting screws.

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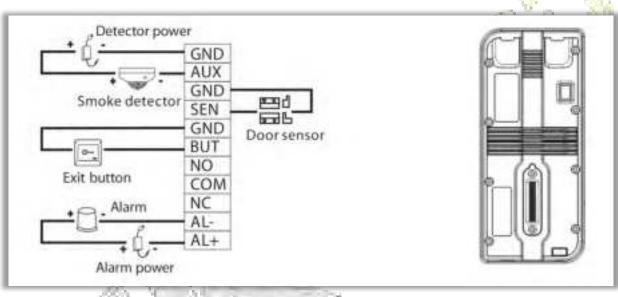
Step 2: Attach the device to the back plate.

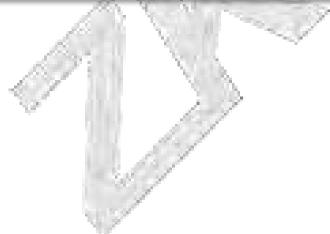
Step 3: Fasterithe device to the back plate with a security screw.

1.5 Connection Procedure

1.5.1 Connecting Auxiliary Devices and Buttons

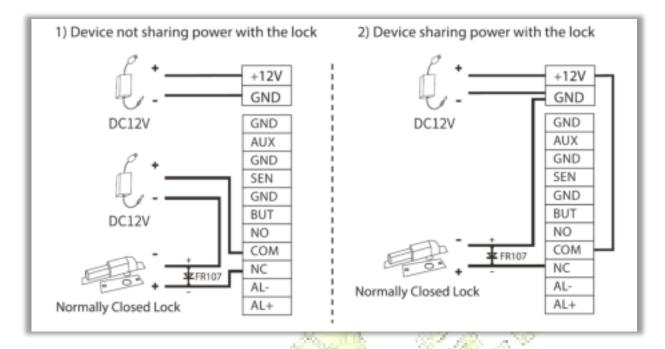
- Connect the Exit button to the GND and BUT terminals.
- Connect the Door Seasor to the SEN and GND terminals.
- Connect the Alarm to the AL + and AL- terminals.
- Connect the Auxiliary device to the GND and AUX terminals.





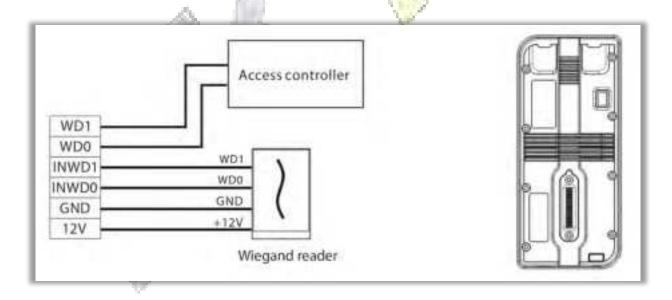
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1.5.2 Lock Relay Connection



- The device supports normally opened and normally closed conditions.
- The normally closed lock is connected to NC and COM terminals.

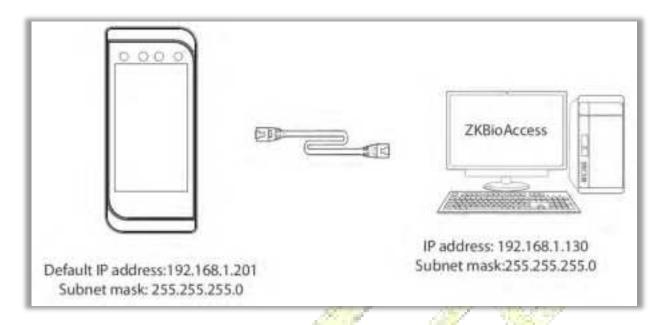
1.5.3 Weigand Reader Connection



- Connect the WDO and WDT terminals to the SRS.
- Connect the IWDO, IWD1, GND, + 12V terminals to the Weigand Reader.

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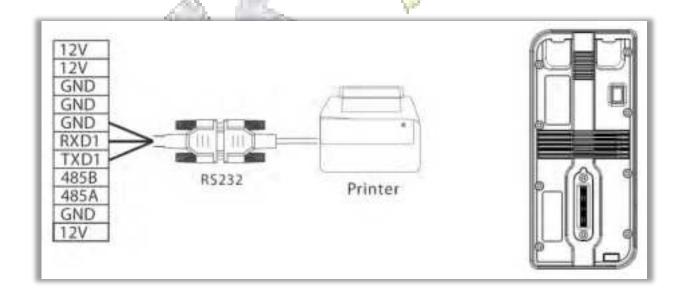
1.5.4 Ethernet Connection



Click (COMM.) > (Ethernet) > (IP Address), input the IP address and click (OK).

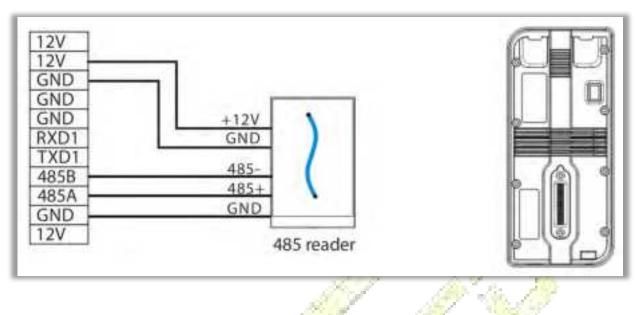
Note: In LAN, IP addresses of the server (PC) and the device must be in the same network segment when connecting to ZKBioAccess software.

1.5.5 Printer Connection

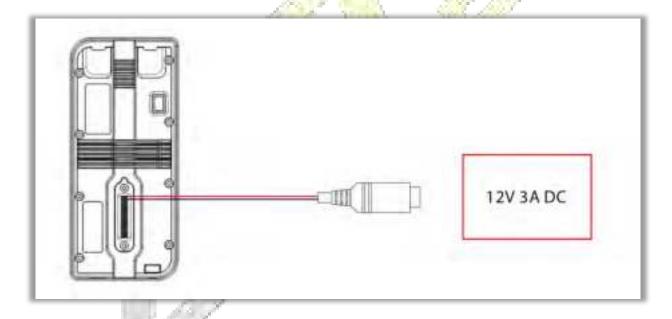


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1.5.6 RS485 Connection



1.5.7 Power



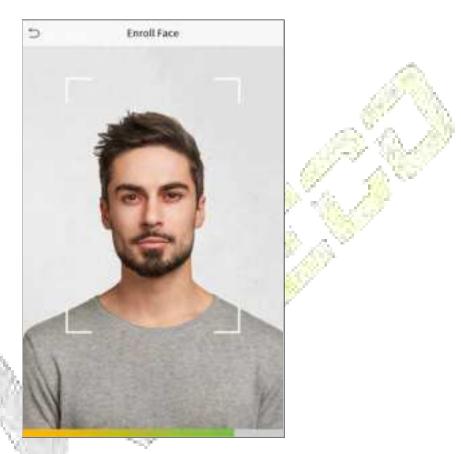
Note: To share the power with other devices, use a power supply with higher current ratings.

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2 Operational Procedure

2.1 Face Registration

Try to keep the face in the center of the screen during registration. Please face the camera and stay still during face registration. The page looks like this:



Cautions for registering a face:

- When registering a face, maintain a distance of 40cm to 80cm between the device and the face.
- Recareful not to change the facial expression. (smiling face, drawn face, wink, etc.)
- If you do not follow the instructions on the screen, the face registration may take longer or may fail.
- Recareful not to cover the eyes or eyebrows.
- Do not wear hats, masks, sunglasses or eyeglasses.
- Re careful not to display two faces on the screen. Register one personat a time.
- It is recommended for a user wearing glasses to register both faces with and without glasses.

Cautions for authenticating a face:

Ensure that the face appears inside the quideline displayed on the screen of the device.

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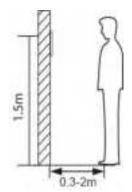
 If glasses have been changed, authentication may fail. If the face without glasses has been registered, authenticate the face without glasses. If only the face with glasses has been registered, authenticate the face with the previously worn glasses again.

If a part of the face is covered with a hat, a mask, an eye patch, or sunglasses authentication may fail. Do not
t cover the face; allow the device to recognize both the eyebrows and the face.

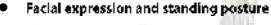
2.2 Correct and Incorrect Positions

Standing Position, Facial Expression and Standing Posture:

The recommended distance



Investigative to except the device and a user whose beight is within that is shown in a second mentional to be 0 it for Users may slightly mown forwards and backwards to inner over the public of facial images captures.





Note: During enrolment and verification, please remain natural facial expression and standing posture.

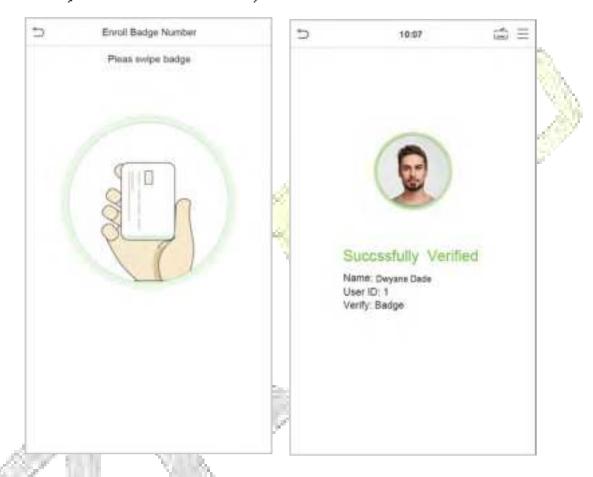
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2.3 Verification Modes

2.3.1 Badge

• 1: N Badge verification

Please place the registered card on the card reading area.



• 1:1 Badge verification

Press on the main screen to enter the 1:1 badge verification:

Enter your User ID and click OK.

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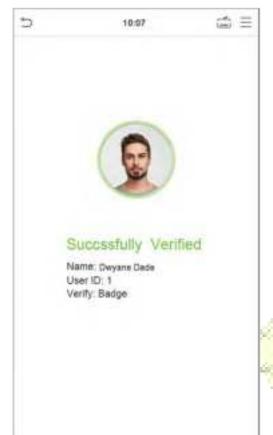
 If the employee registers face and password in addition to badge, the following screen will appear. Select the icon to enter badge verification mode.

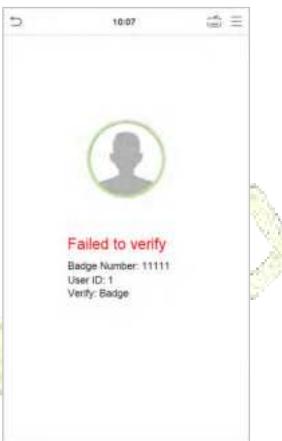


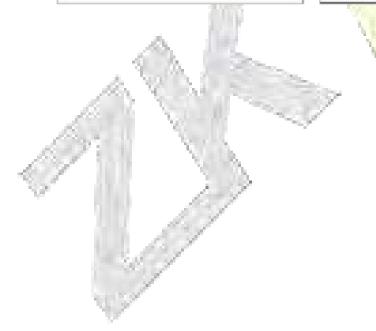
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Verify successfully:

Verification failed:





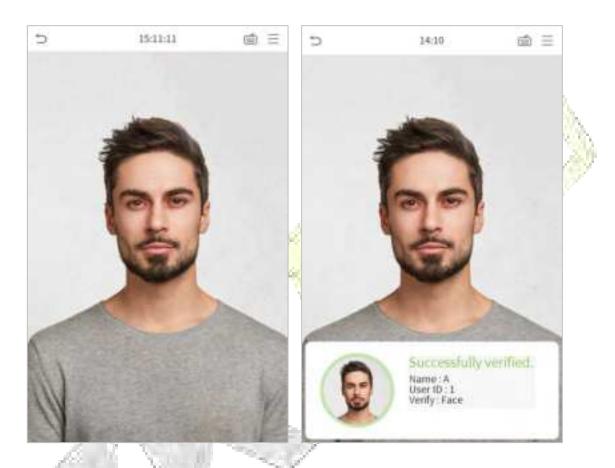


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2.3.2 Face

1:N face verification

Compare the acquired facial images with all face data registered in the device. The following is the pop-upprompt box of comparison result.



1:1 face verification

Compare the face captured by the camera with the facial template related to the entered user ID.

Press on the main interface and enter the 1:1 facial verification mode.

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Enter the user ID and click OK.



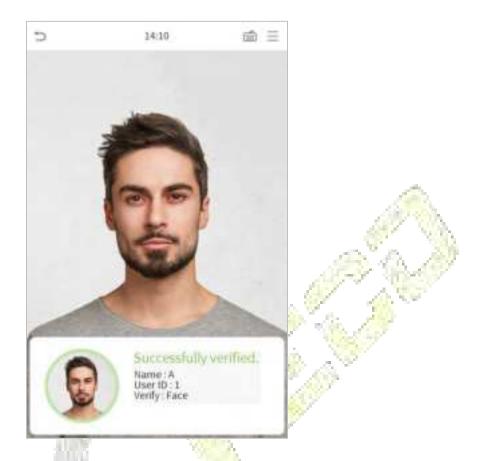
If an employee registers password and badge, in addition to face, the following screen will appear. Select the

icon to enterface verification mode.

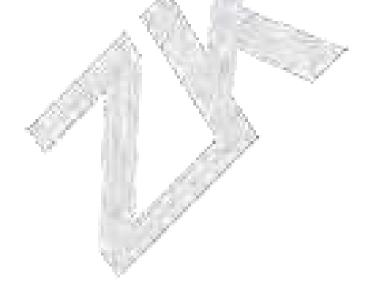


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After successful verification, the prompt box "successfully verified" will appear.



If the verification is failed, it will prompts 'Please adjust your position!'.



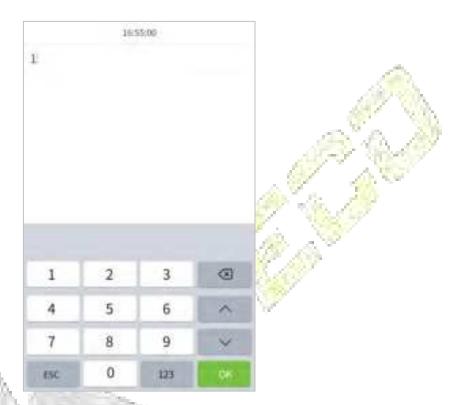
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2.3.3 Password

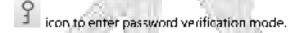
Compare the entered password with the registered User ID and password.

Click the button on the main screen to enter the 1:1 password verification mode.

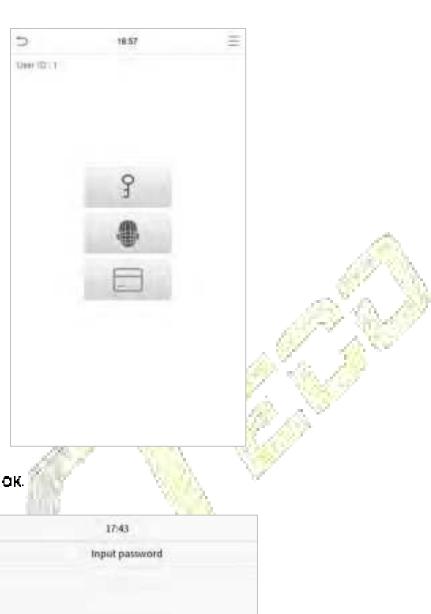
Input the user ID and click OK.

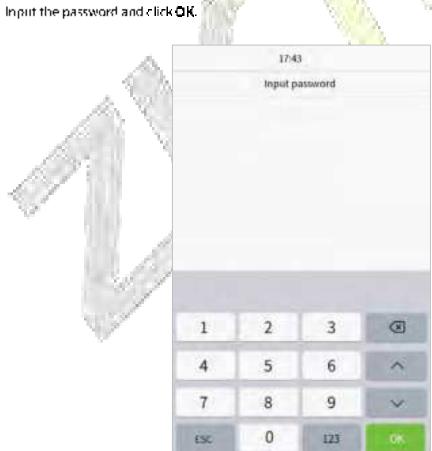


If an employee registers face and badge in addition to password, the following screen will appear. Select the



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Verification is successful.



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2.3.4 Combination

To increase security, this device offers the option of using multiple forms of verification methods.



Notes:

- "means "or", and "+" means "and".
- 2) You must register the required verification information before using the combination verification mode, otherwise the verification may fail. For example, if a user uses Face Registration but the verification mode is Face Password, this user will never pass verification.

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3 Main Menu

Press on the initial interface to enter the main menu, as shown below:



items	Descriptions		
User Mgt.	To add, edit, view, and delete basic information about a user.		
User Role	To set the permission scope of the custom role and enroller, that is, the rights to operate the system.		
COMM.	To set the relevant parameters of network, serial port, PC connection, WIFI, cloud server and Wiegand.		
System	To set parameters related to the system, including date & time, access logs setting, face parameters, reset to factory.		
Personalize	To customize settings of interface display, voice, bell, punch states, shortcut keys mappings.		
Data Mgt.	To delete all relevant data in the device.		
Access Control	To set the parameters of the lock and the relevant access control device.		
Attendance Search	Query the specified event logs, check attendance photos and blacklist photos.		
Print	To set printing information and functions (if printer is connected to the device).		
Autotest	To automatically test whether each module functions properly, including the LCD, voic camera and real-time clock.		
System Info	To view data capacity, device and firmware information of the current device.		

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4 <u>User Management</u>

4.1 Adding Users

Click User Mgt. on the main menu.



Notes:

- A user name may contain 17 characters.
- The user ID may contain 1-9 digits by default.
- 3) During the initial registration, you can modify your ID, which cannot be modified after registration.
- If a message "Duplicated ID" pops up, you must choose another ID.

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Setting the User Role

There are two types of user accounts: the **Normal user** and the **Super Admin**. If there is already a registered administrator, the normal users have no rights to manage the system and may only access authentication verifications. The administrator owns all management privileges. If a custom role is set, you can also select **User Defined Role** permissions for the user.

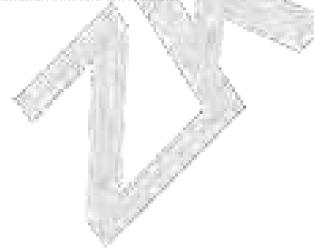
Click User Role to select Normal User or Super Admin.



Note: If the selected user role is the Super Admin, the user must pass the identity authentication to access the main menu. The authentication is based on the authentication method(s) that the super administrator has registered. Please refer to 2.3 *Verification Modes*.

Register badge number.

Click **Radge number** to enter the card registration page, and place the card in the card reading area. The registration interface is as follows:

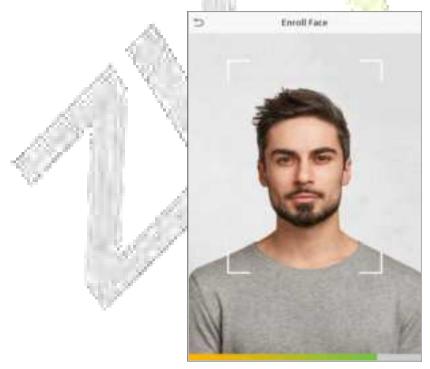


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Register face

Click **Face** to enter the face registration page. Please face the camera and stay still during face registration. The registration interface is as follows:



Register password

Click **Password** to enter the password registration page. Enter a password and re-enter it. Click **OK**. If the two entered passwords are different, the prompt "Password not match" will appear.

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Note: The password may contain one to eight digits by default.

Register user photo

When a user registered with a photo passes the authentication, the registered photo will be displayed.

Click **User Photo**, click the camera icon to take a photo. The system will return to the New User interface after taking a photo.

Note: While registering a face, the system will automatically capture a picture as the user photo. If you do not want to register a user photo, the system will automatically set the picture captured as the default photo.

Access Control Role

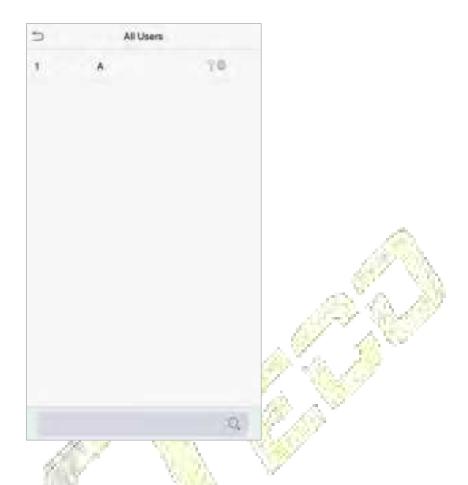
User access control sets the door unlocking rights of each person, including the group that the user belongs to, the verification mode and whether to apply group time period.

Click **Access Control Role** > **Access Group**, assign the registered users to different groups for better management. New users belong to Group I by default, and can be reassigned to other groups. The device supports up to 99 access control groups.

4.2 Search for Users

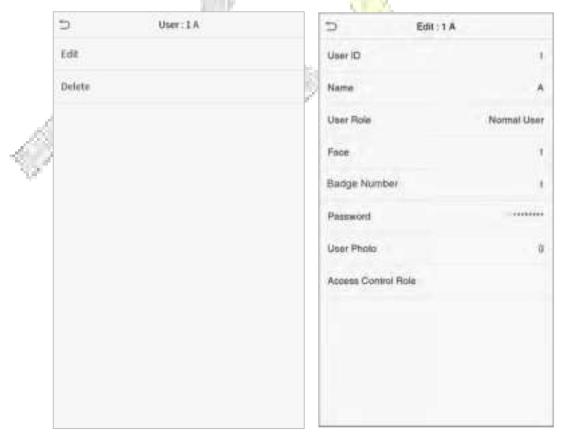
Click the search bar on the user list and enter the retrieval keyword (The keyword may be an ID, surname or full name.). The system will search for the users related to the information.

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4.3 Edit Users

Choose a user from the list and click **Edit** to enter the edit user interface:



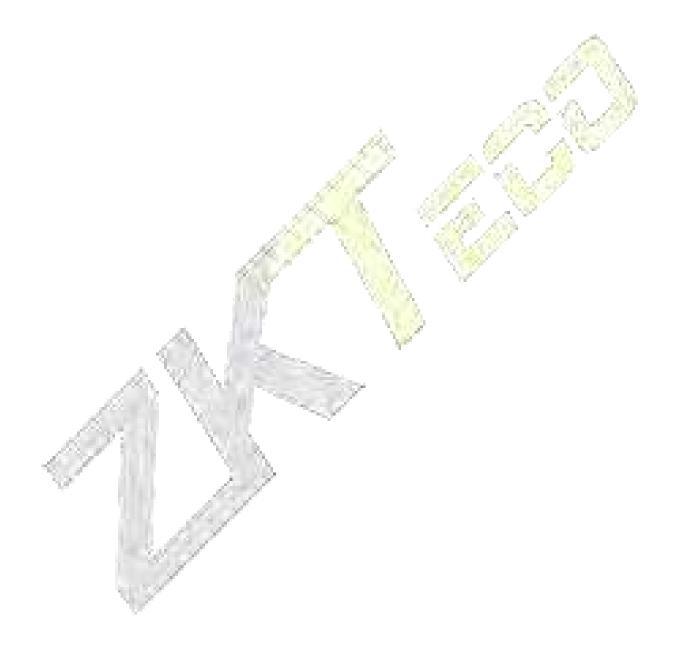
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Note: The operation of editing a user is the same as that of adding a user, except that the user ID cannot be modified when editing a user. Operation method refers to <u>M.1 Adding Users</u>.

4.4 Deleting Users

Choose a user from the list and click **Delete** to enter the delete user interface. Select the user information to be deleted and click **OK**.

Note: If you select Delete User, all information of the user will be deleted.



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5 User Role

If you need to assign some specific permissions to certain users, you may edit the "User Defined Role" under the User Role menu.

You may set the permission scope of the custom role (up to 3 roles) and enroller, that is, the permission scope of the operation menu.

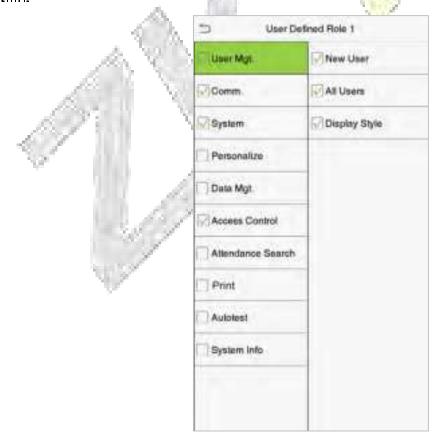
Click **User Role** on the main menu interface.



 Click any item to set a defined role. Click the row of Enable Defined Role to enable this defined role. Click Name and enter the name of the role. KFsde2Cb Usin Walhual

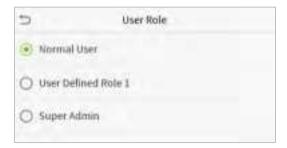


2. Click **Define User Role** to assign the privileges to the role. The privilege assignment is completed. Click Return.

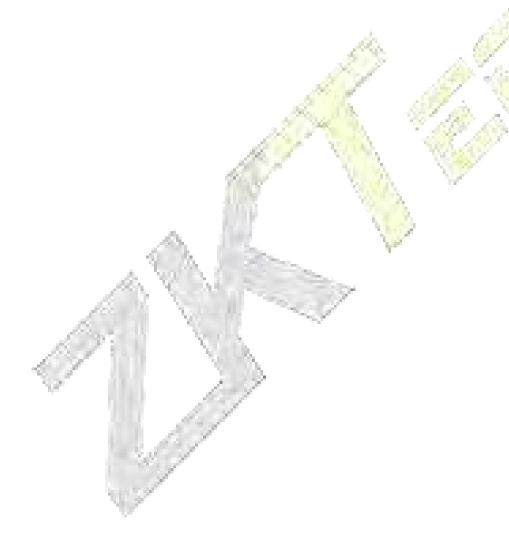


KFsde2Cb Usin Walhual

Note: During privilege assignment, the main menu is on the left and its sub-menus are on the right. You only need to select the features in sub-menus. If the device has a role enabled, you may assign the roles you set to users by clicking User Nigt. > New User > User Bole.



If no super administrator is registered, the device will prompt "Please enroll super admin first!" after clicking the enable bar.



KFsqc2C0 Usin Wanual

6 Communication Settings

Set parameters of the network, PC connection, WIFI, doud server and Wiegand.

Tap COMM, on the main menu.



6.1 Network Settings

When the device needs to communicate with a PC over the Ethernet, you need to configure network settings and ensure that the device and the PC are connecting to the same network segment.

Click Ethernet on the Comm. Settings interface.

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Item	Descriptions
IP Address	The factory default value is 192.168 <mark>.1.201</mark> . Please adjust them according to the actual network situation.
Subnet Mask	The factory default value is 255.255.255.0. Please adjust them according to the actual network situation.
Gateway	The factory default address is 0.0.0.0. Please adjust them according to the actual network situation.
DNS	The factory default address is 0.0.0.0. Please adjust them according to the actual network situation.
TCP COMM. Port	The factory default value is 4370. Please adjust them according to the actual network situation.
DHCP	Dynamic Host Configuration Protocol, which is to dynamically allocate IP addresses for clients via server.
Display in Status Bar	To set whether to display the network icon on the status bar.

6.2 Serial Port Settings

To establish communication with the device through a serial port (RS232/RS485), you need to configure Serial. Comm...

Click Serial Comm. on the Comm. Settings interface.





6.3 PC Connection

To improve the security of data, please set a Committee for comm<mark>unication between the device and the PC.</mark>

If a Comm Key is set, this connection password must be entered before the device can be connected to the PC software.

Click **PC Connection** on the Comm. Settings interface.



ltem	Descriptions
Comm Key	Comm Key: The default password is 0, which can changed. The Comm Key may contain 1-ti digits.
Device ID	Identity number of the device, which ranges between 1 and 254. If the communication method is RS232/RS485, you need to input this device ID in the software communication interface.

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6.4 WIFI Setting

Click **Wireless Network** on the Comm. Settings interface.



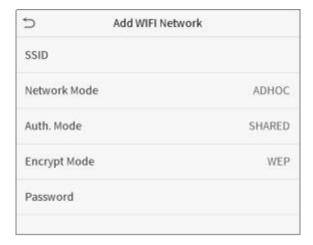
When WIFI is enabled, tap the searched network. Enter the password, and tap Connect to WIFI (OK). The connection succeeds, with icon is displayed on the status bar.

Adding WIFI Network

If the desired Wi-Fi network is not in on the list, you can add the Wi-Fi network manually.

Click $^{\downarrow \mp}$ and Add WIFI Network. Enter the parameters of the Wi-Fi network. (The added network must exist.)

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After adding, find the newly added Wi-Fi network in list and connect to it in the above way.

Advanced

This is used to set Wi-Fi network parameters.



Item	Description
DHCP	Short for Dynamic Host Configuration Protocol, which involves allocating dynamic IP addresses to network clients.
IP Address	IP address of the Wi-Fi network.
Subnet Mask	Subper mask of the Wi-Fi network.
Gateway	Gateway address of the Wi-Fi network.

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6.5 Cloud Server Setting

This represents settings used for connecting with the ADMS server.

Click Cloud Server Setting on the Comm. Settings interface.



it.	em .	Description
Enable Domain Name	Server Address	When this function is enabled, the domain name mode "http://" will be used, such as http://www.XY7.com, while "XY7" denotes the domain name when this mode is turned ON.
Disable Domain	Server Address	IP address of the ADMS server.
Name	Server Port	Port used by the ADMS server.
Enable Proxy		When you choose to enable the proxy, you need to set the IP address
Server	100	and port number of the proxy server.

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6.6 Wiegand Setup

To set the Wiegand input and output parameters.

Click Wiegand Setup on the Comm. Settings interface.



Wiegand input



Item	Descriptions
Wiegand Format	Values range from 26 bits, 34 bits, 36 bits, 37 bits, and 50 bits.
Wiegand Bits	Number of bits of Wiegand data.
Pulse Width(us)	The value of the pulse width sent by Wiegand is 100 microseconds by default,
Paise Wath(us)	which can be adjusted within the range of 20 to 100 microseconds.
Pulse Interval(us)	The default value is 1000 microseconds, which can be adjusted within the range
	of 200 to 20000 microseconds.

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ID Type Select between User ID and badge number.	
--	--

Definitions of various common Wiegand formats:

Wiegand Format	Definitions
	FCCCCCCCCCCCCCCCCC
Wiegand26	Consists of 26 bits of binary code. The $1^{\rm o}$ bit is the even parity bit of the $2^{\rm ol}$ to $13^{\rm ol}$
	bits, while the 261 bit is the odd parity bit of the 141 to 251 bits. The $2^{\rm st}$ to 251 bits
	are the card numbers.
	FSSSSSSSCCCCCCCCCCCCCC
Milian ausal 26 a	Consists of 26 bits of binary code. The 1% bit is the even parity bit of the Z^d to 13%
Wiegand26a	bits, while the 261 bit is the odd parity bit of the 141 to 251 bits. The $Z^{\rm d}$ to 91 bits are
	the site codes, while the 10° to 25° bits are the card numbers.
	FCCCCCCCCCCCCCCCCCCCCCCCCC
	Consists of 37 bits of binary code. The $1^{\rm o}$ bit is the even parity bit of the $2^{\rm ol}$ to $17^{\rm o}$
Wiegand34	bits, while the 341 bit is the odd parity bit of the 161 to 331 bits. The $2^{\rm d}$ to 251 bits
	are the card numbers.
	FSSSSSSSCCCCCCCCCCCCCCCCCCCCCC
CONTRACTOR OF STREET	Consists of 3% bits of binary code. The 1% bit is the even parity bit of the 2% to 17%
Wiegand34a	bits, while the 34 $^\circ$ bit is the odd parity bit of the 18 $^\circ$ to 33° bits. The Z^d to 9 $^\circ$ bits are
	the site codes, while the 10° to 25° bits are the card numbers.
	OFFFFFFFFFFFFFCCCCCCCCCCCCCCCMMF
	Consists of 36 bits of binary code. The $1^{\rm o}$ bit is the odd parity bit of the $2^{\rm od}$ to $18^{\rm o}$ bits,
Wiegand36	while the 361 bit is the even parity bit of the 191 to 351 bits. The $2^{\rm nl}$ to 171 bits are
	the device codes. The 18 $^\circ$ to 33° bits are the card numbers, and the 34 $^\circ$ to 35 $^\circ$ bits
	are the manufacturer codes.
	FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF
Villag and 20-	Consists of 36 bits of binary code. The 1% bit is the even parity bit of the Z^d to 18%
Wiegand36a	bits, while the 361 bit is the odd parity bit of the 191 to 351 bits. The $2^{\rm rd}$ to 191 bits
	are the device codes, and the 20 $^{\circ}$ to 35 $^{\circ}$ bits are the card numbers.
	OMMMM8555555555555CCCCCCCCCCCCCCCCCCC
Wiegand37	Consists of 37 bits of binary code. The $1^{\rm st}$ bit is the odd parity bit of the $2^{\rm st}$ to $18^{\rm st}$ bits,
	while the $37^{\rm F}$ bit is the even parity bit of the 19° to 36° bits. The $2^{\rm H}$ to 4° bits are the
	manufacturer codes. The 5 $^\circ$ to 16 $^\circ$ bits are the site codes, and the 2 $^\circ$ to 36 $^\circ$ bits are
	the card numbers.
Wiegand37a	FMMMFFFFFFFFFSSSSSSCCCCCCCCCCCCCCC

	Consists of 37 bits of binary code. The 1° bit is the even parity bit of the Z° to 18°
	bits, while the 37° bit is the odd parity bit of the 19° to 36° bits. The Z^{d} to 4° bits are
	the manufacturer codes. The 5 $^\circ$ to 1/ $^\circ$ bits are the device codes, and15 $^\circ$ to 20 $^\circ$ bits
	are the site codes, and the 21° to 36° bits are the card numbers.
	F5S5SSSSSSSSSSSCCCCCCCCCCCCCCCCCCCCCCCC
153	Consists of 50 bits of binary code. The 1° bit is the even parity bit of the Z° to 25°
Wiegand50	bits, while the 50° bit is the odd parity bit of the 26° to 49° bits. The $2^{\rm st}$ to 17° bits

"C 'denotes the card number; 'E" denotes the even parity bit; 'O" denotes the odd parity bit; "F' denotes the facility code; 'M" denotes the manufacturer code; 'P" denotes the parity bit; and 'S" denotes the site code.

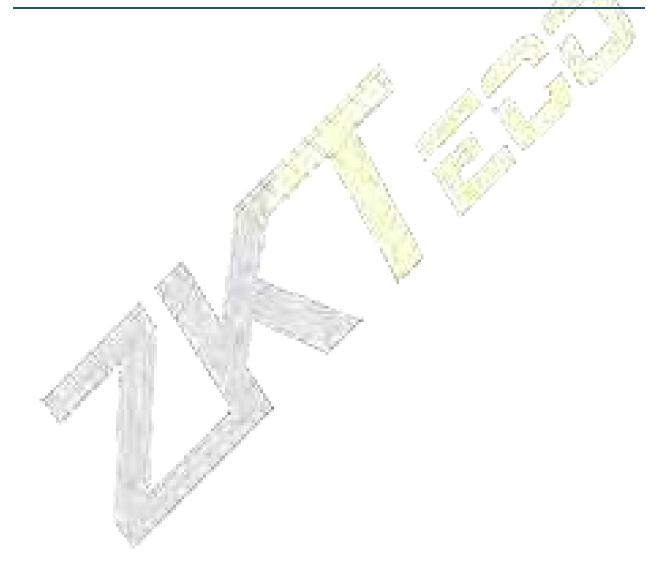
are the site codes, and the 18° to 49° bits are the card numbers.

Wiegand Options Wiegand Format wiegand output bits 26 Failed ID 0 Site Code 0 Pulse Width(us) 100 Pulse interval(us) 1000 ID Type Badge Number

Item		Descriptions
Wiegand Fo	rmat	Values range from 26 bits, 34 bits, 36 bits, 37 bits, and 50 bits.
Wiegand	output	After choosing the Wiegand format, you can select one of the corresponding output

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bits	digits in the Wiegand format	
Failed ID	If the verification is failed, the system will send the failed ID to the device and replace the card number or personnel ID with the new ones.	
Site Code	It is similar to the device ID. The difference is that a site code can be set manually, and is repeatable in a different device. The valid value ranges from 0 to 256 by default.	
Pulse Width(us)	The time width represents the changes of the quantity of electric charge with high-frequency capacitance regularly within a specified time.	
Pulse Interval(us)	The time interval between pulses.	
ID Type	Select between User ID and badge number.	

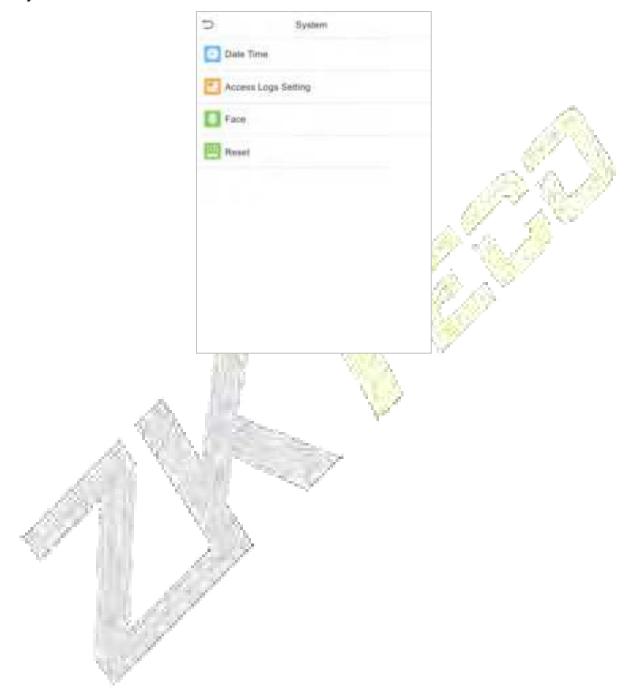


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7 System Settings

Set related system parameters to optimize the performance of the device.

Click System on the main menu interface.



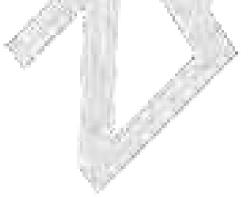
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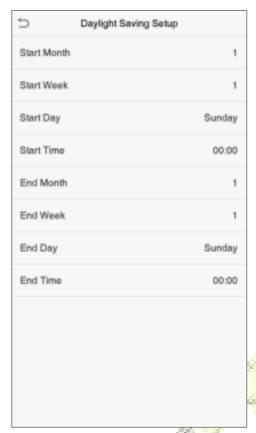
7.1 Date and Time

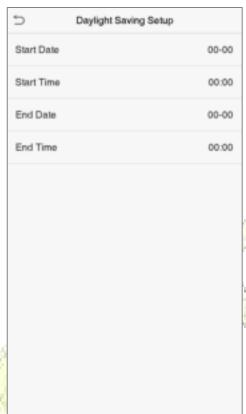
Click Date Time on the System interface.



- 1. You can manually set date and time and click Confirm to save.
- 2. Click 24-Hour Time to enable or disable this format and select the date format.
- 3. Click Daylight Saving Time to enable or disable the function. If enabled, select a daylight saving mode and set the switch time.





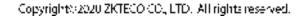


Week mode

Date mode

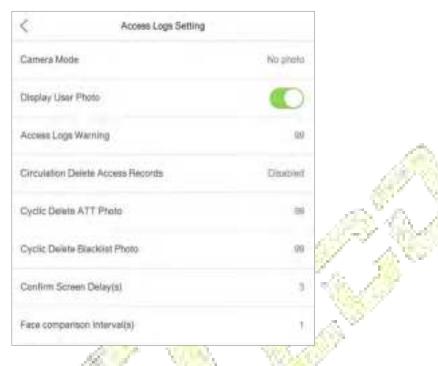
When restoring the factory settings, the time (24-hour) and date format (YYYY-MM-DD) can be restored, but the device date and time cannot be restored.

Mote: For example, the user sets the time of the device (18:35 on March 15, 2019) to 18:30 on January 1, 2020. After restoring the factory settings, the time of the equipment will remain 18:30 on January 1, 2020.



7.2 Access Logs Setting

Click Access Logs Setting on the System interface.



ltem	Description
	Whether to capture and save the current snapshot image during verification. There are 5 modes: No Photo: No photo is taken during user verification.
Camera Mode	Take photo, no save: Photo is taken but is not saved during verification. Take photo and save: Photo is taken and saved during verification.
	Save on successful verification : Photo is taken and saved for each successful verification.
387	Save on falled verification: Photo is taken and saved during each failed verification.
Display User Photo	Whether to display the user photo when the user passes verification.
Access Logs Warning	When the remaining record space reaches a set value, the device will automatically display a remaining record memory warning. Users may disable the function or set a valid value between 1 and 9999.
Circulation Delete Access Records	When access records have reached full capacity, the device will automatically delete a set value of old access records. Users may disable the function or set a valid value between 1 and 999.

Cyclic Delete ATT Photo	When attendance photos have reached full capacity, the device will automatically delete a set value of old attendance photos. Users may disable the function or set a valid value between 1 and 99.	
Cyclic Delete Blacklist Photo	When blacklisted photos have reached full capacity, the device will automatically delete a set value of old blacklisted photos. Users may disable the function or set a valid value between 1 and 99.	
Confirm Screen Delay(s)	The length of time that the message of successful verification displays. Valid value: 1-9 seconds.	
Face comparison Interval (s)	To set the facial template matching time interval as needed. Valid value: 0~9 seconds.	

7.3 Face Parameters

Click Face on the System interface.



Item Description

1:N Match Threshold

Under 1:N verification mode, the verification will only be successful when the similarity between the acquired facial image and all registered facial templates is greater than the set value.

The valid value ranges from 69 to 120. The higher the thresholds, the lower the misjudgment rate, the higher the rejection rate, and vice versa. The default value

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	of 75 is recommended.
1:1 Match Threshold	Under 1:1 verification mode, the verification will only be successful when the similarity between the acquired facial image and the facial templates enrolled in the device is greater than the set value.
	The valid value ranges from 55 to 120. The higher the thresholds, the lower the misjudgment rate, the higher the rejection rate, and vice versa. The default value of 63 is recommended.
	During face enrollment, 1:N comparison is used to determine whether the user has already registered before.
Face Enrollment Threshold	When the similarity between the acquired facial image and all registered facial templates is greater than this threshold, it indicates that the face has already been registered.
	The pitch angle tolerance of a face for facial registration and comparison.
Face Pitch Angle	If a face's pitch angle exceeds this set value, it will be filtered by the algorithm, i.e. ignored by the terminal thus no registration and comparison interface will be triggered.
	The rotation angle to <mark>lerance of a face for facial template registration and comparison.</mark>
Face Rotation Angle	If a face's rotation angle exceeds this set value, it will be filtered by the algorithm, i.e. ignored by the terminal thus no registration and comparison interface will be triggered.
image Quality	Image quality for facial registration and comparison. The higher the value, the clearer the image requires.
A. I	Required for facial registration and comparison.
	If an object's size is smaller than this set value, the object will be filtered and not recognized as a face.
Minimum Face Size	This value can be understood as the face comparison distance. The farther the person is, the smaller the face is, and the smaller the face pixel will be obtained by the algorithm. Therefore, adjusting this parameter can adjust the furthest comparison distance of faces. When the value is 0, the face comparison distance is not limited.
LED Light Triggered Threshold	This value controls the on and off of the LFD light. The larger the value, the more frequently the LFD light will be turned on.
Motion Detection Sensitivity	A measurement of the amount of change in a camera's field of view that qualifies as potential motion detection that wakes up the terminal from standby to the comparison interface. The larger the value, the more sensitive the system would be, i.e. if a larger value is set, the comparison interface is much easier and frequently triggered.

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Live Detection	Detecting a spoof attempt by determining whether the source of a biometric sample is a live human being or a fake representation using visible light images.
Live Detection	Helping to judge whether the visible image comes from an alive body. The larger
Threshold	the value, the better the visible light anti-spoofing performance.
Anti-counterfeiting with NIR	Using near-infrared spectra imaging to identify and prevent fake photos and videos attack.
WDR	Wide Dynamic Range (WDR), which balances light and extends image visibility for surveillance videos under high contrast lighting scenes and improves object identification under bright and dark environment.
Anti-flicker Mode	Used when WDR is turned off. This helps reduce flicker when the device's screen flashes at the same frequency as the light.
Notes	Improper adjustment of the exposure and quality parameters may severely affect the performance of the device. Please adjust the exposure parameter only under the guidance of the after-sales service personnel of our company.

7.4 Factory Reset

Restore the device, such as communication settings and system settings, to factory settings (Do not clear registered user data).

Click Reset on the System interface.



Click 🕽 🤾 to reset.

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8 Personalize Settings

You may customize interface settings, voice, bell.

Click Personalize on the main menu interface.



8.1 Interface Settings

You can customize the display style of the main interface.

Click **User Interface** on the Personalize interface.



Item	Description
Wallpaper	To select the main screen wall paper according to your personal preference.
Language	To select the language of the device.
Menu Screen Timeout	When there is no operation, and the time exceeds the set value, the device will automatically go back to the initial interface. You can disable the function or set the value between 60 and 99999 seconds.
idle Time To Silde Show (s)	When there is no operation, and the time exceeds the set value, a slide show will be played. It can be disabled, or you may set the value between 3 and 999 seconds.
Silde Show Interval	This refers to the time interval switching different slide show pictures. The
(s)	function can be disabled, or you may set the interval between 3 and 999 seconds.
idle Time To Sleep (m)	If you have activated the sleep mode, when there is no operation, the device will enter standby mode. Press any key or finger to resume normal working mode. You can disable this function or set a value within 1-999 minutes.

Main Screen Style

To select the main screen style according to your personal preference.

8.2 Voice Settings

Click Voice on the Personalize interface.



Item	Description
Voice Prompt	Select whether to enable voice prompts during operating.
Touch Prompt	Select whether to enable keypad sounds.
Volume	Adjust the volume of the device; valid value: 0-100.

8.3 Bell Schedules

Click Bell Schedules on the Personalize interface.



Add a bell

1. Click New Bell Schedule to enter the adding interface:



Item	Description
Bell Status	Set, whether to enable the bell status.
Bell Time	At this time of day, the device automatically rings the bell.
Repeat	Set the repetition cycle of the bell.
Ring Tone	Select airing tone.
internal beli delay(s)	Set the duration of the internal bell. Valid values range from 1 to 999 seconds.

2. Back to the Bell Schedules interface, click All Bell Schedules to view the newly added bell.

Edit a bell

On the All Bell Schedules interface, tap the bell to be edited.

Click **Edit**, the editing method is the same as the operations of adding a bell.

Delete a bell

On the All Bell Schedules interface, tap the bell to be deleted.

Tap Delete and select [Yes] to delete the bell.

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8.4 Punch States Options

Click Punch States Options on the Personalize interface.





Item Description

Select a punch state mode, which can be: -

Off: To disable the punch state key function. The punch state key set under **Shortcut Key Mappings** menu will become invalid.

Manual Mode: To switch the pl<mark>unch state key manually, and the punch state key will disappear after **Punch State Timeout**.</mark>

Auto Mode: After this mode is chosen, set the switching time of punch state key in **Shortcut Key Mappings**; when the switching time is reached, the set punch state key will be switched automatically.

Manal and Auto Mode: Under this mode, the main interface will display the auto-switching punch state key, meanwhile supports manually switching punch state key. After timeout, the manually switching punch state key will become auto-switching punch state key.

Manual Fixed Mode: After punch state key is manually switched, the punch state key will remain unchanged until being manually switched next time.

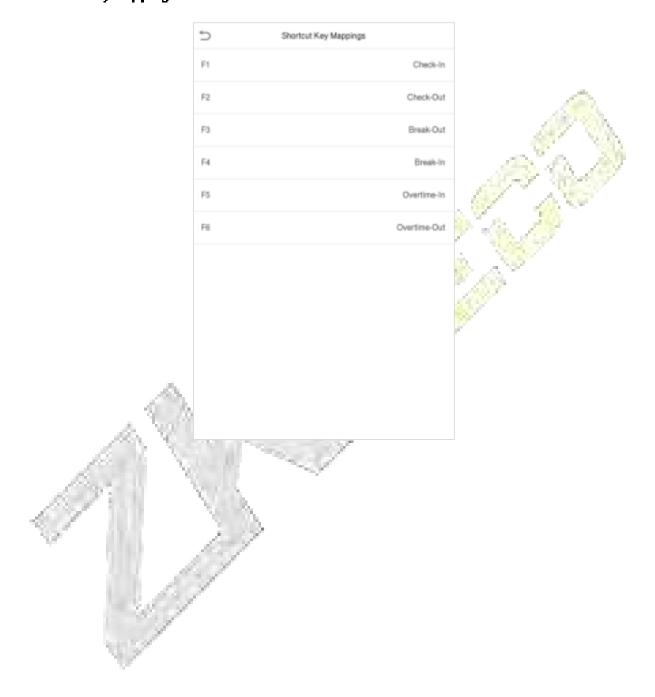
Fixed Mode: Only the fixed punch state key will be shown and it cannot be switched.

Punch State Mode

8.5 Shortcut Keys Mappings

Users may define shortcuts as attendance status or functional keys. On the main interface, when the shortcut keys are pressed, the corresponding attendance status or function interface will quickly display.

Click **Shortcut Key Mappings** on the Personalize interface.

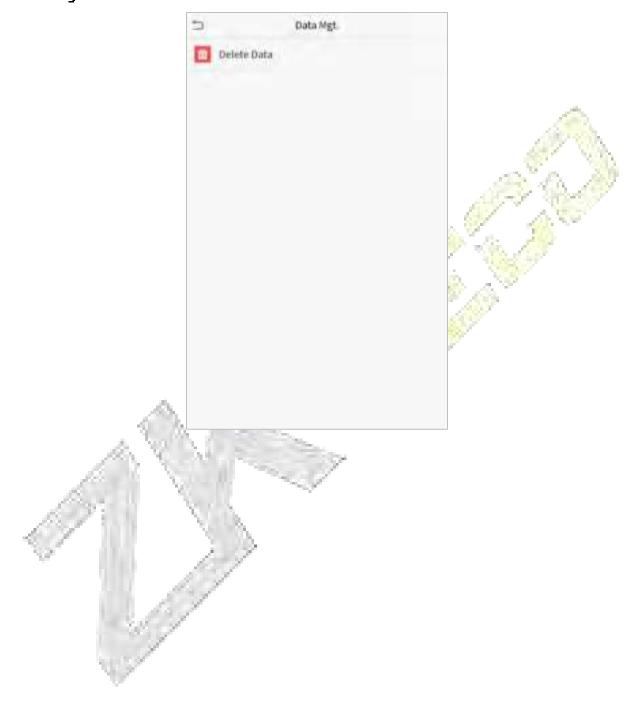


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9 Data Management

To delete the relevant data in the device.

Click Data Mgt. on the main menu interface.



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9.1 Delete Data

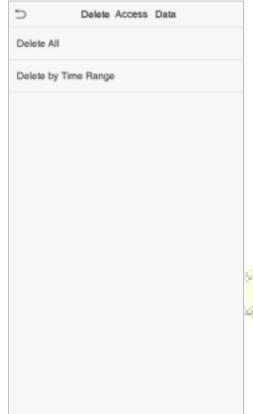
Click **Delete Data** on the Data Mgt. interface.



İtem	Description
Delete Access Records	To delete access records conditionally.
Delete Attendance Photo	To delete attendance photos of designated personnel.
Delete Blacklist Photo	To delete the photos taken during failed verifications.
Delete All Data	To delete information and access records of all registered users.
Delete Admin Role	To remove administrator privileges.
Delete Access Control	To delete all access data.
Delete User Photo	To delete all user photos in the device.
Deleta Walipaper	To delete all wallpapers in the device.
Delete Screen Savers	To delete the screen savers in the device.

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Note: When deleting the attendance data/access records, attendance photos or blacklisted photos, you may select Delete All or Delete by Time Range. Selecting Delete by Time Range, you need to set a specific time range to delete all data with the period.





Select Delete by Time Range.

Set the time range and click OK.

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10 Access Control

Access Control is used to set the schedule of door opening, locks control and other parameters settings related to access control.

Click Access Control on the main menu interface.



To gain access, the registered user must meet the following conditions:

- 1. The current door unlock time should be within any valid time zone of the user time period.
- The user's group must be in the door unlock combination (when there are other groups in the same access combo, verification of members of those groups are also required to unlock the cloor).

In default settings, new users are allocated into the first group with the default group time zone and access combolas "1" and set in unlocking state.

10.1 Access Control Options

To set the parameters of the control lock of the terminal and related equipment.

Click Access Control Options on the Access Control interface.



item	Description
Gate Control Mode	Select whether to enable the Gate Control Mode. When it is enabled, the Door Lock Belay, Door Sensor Belay and Door Sensor Type will not be displayed.
Door Lock Delay (s)	The device controls the opening duration of the electric lock. Valid value: 1 - 10 seconds;0 second represents disabling the function.
Door Sensor Delay (s)	If the idoor is not closed and locked after opening for a certain duration (Door Sensor Delay), an alarm will be triggered. The valid value of Door Sensor Delay ranges from 1 to 255 seconds.
Door Sensor Type	There are three types: None, Normal Open, and Normal Closed. None means door sensor is not in use; Normal Open means the door is always opened when electricity is on; Normal Closed means the door is always closed when electricity is on.

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Verification Mode	The supported verification mode includes password/face, User ID only, password,
verification mode	face only, and face + password.
Door Available	The time period when the user can open the door, it can be set to any of the 50 time.
Time Period	rules.
Normal Open Time	Scheduled time period for "Normal Open" mode, so that the door is always unlocked
Period	during this period.
	When setting up the master and slave devices, the status of the master device can be
	set as out or in.
Master Device	Out: The record verified on the host is the exit record.
	n:The record verified on the host is the entry record.
Auxiliary Input	Set the door unlock time period and auxiliary output type of the auxiliary terminal
Configuration	device. Auxiliary output types include None, Trigger door open, Trigger Alarm,
	Trigger door open and Alarm.
Verify Mode by	The verification mode used when the device is used as host or slave. The supported
R\$485	verification mode includes Badge only, Radge+Password.
Speaker Alarm	To transmit a sound alarm or disassembly alarm from the local. When the door is
speaker Marri	closed or the verification is successful, the system will cancel the alarm from the local.
	The restored access control parameters include door lock delay, door sensor delay,
Reset Access	door sensor type, verification mode, door available time period, normal open time
Setting	period, master device, and alarm. However, it does not include the deleted access
_//	control dafa in Data Management.

10.2 Time Schedule

The entire system can define up to 50 time periods. Each time period represents seven time zones, i.e. one week, and each time zone is a valid time period within 27 hours per day. User can only verify within the valid time period. Each time zone format of the time period: HH MM-HH MM, which is accurate to minutes according to the 27-hour clock.

Click **Time Schedule** on the Access Control interface.

1. Click the grey box to input a time zone to search. Enter the number of time zone (maximum: 50 zones).

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2. Click the date on which time zone settings is required. Enter the starting and ending time, and then press OK.



Notes:

1. When the ending time is earlier than the starting time, such as 23:57~23:56, it indicates that access is prohibited all day; when the ending time is later than the starting time, such as 00:00~23:59, it indicates that the interval is valid.

- 2. The effective time period to unlock the door: open all day (00:00-23:59) or when the ending time is later than the starting time, such as 00:00-23:59.
- 3. The default time zone 1 indicates that door is open all day long.

10.3 Holiday Settings

Whenever there is a holiday, you may need a special access time; but changing everyone's access time one by one is extremely cumbersome, so you can set a holiday access time which is applicable to all employees, and the user will be able to open the door during the holidays.

Click Holidays on the Access Control interface.



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Add a New Holiday

Click Add Holiday on the Holidays interface and set the holiday parameters.



Edit a Hollday

On the Holidays interface, select a holiday item to be modified. Click Edit to modify holiday parameters.

Delete a Holiday

On the Holidays interface, select a holiday item to be deleted and click Delete. Click OK to confirm deletion. After deletion, this holiday is no longer displayed on All Holidays interface.

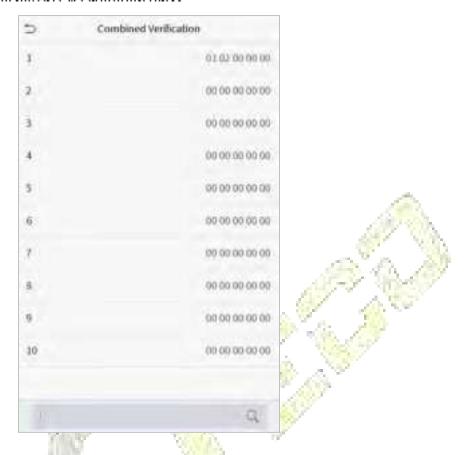
10.4 Combined Verification Settings

Access groups are arranged into different door-unlocking combinations to achieve multiple verifications and strengthen the security.

In a door-unlocking combination, the range of the combined number N is: $0 \le N \le 5$, and the number of members N may all belong to one access group or may belong to five different access groups.

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Click Combined Verification on the Access Control interface.



Click the door-unlocking combination to be set. Click the up and down arrows to input the combination number, then press OK.

Examples:

The door-unlocking combination 1 is set as (01 03 85 06 08), indicating that the unlocking combination 1 consists of 5 people, and the 5 individuals are from 5 groups, namely, access control group 1 (AC group 1), AC group 3, AC group 5, AC group 6, and AC group 8, respectively.

The door-unlocking combination 2 is set as (02 02 04 04 07), indicating that the unlocking combination 2 consists of 5 people; the first two are from AC group 2, the next two are from AC group 4, and the last person is from AC group 7.

The door-unlocking combination 3 is set as (09.09.09.09.09), indicating that there are 5 people in this combination; all of which are from AC group 9.

The door-unlocking combination 4 is set as (0.3 05 0.0 00 0.0), indicating that the unlocking combination 4 consists of three people. The first person is from AC group 3, the second person is from AC group 5, and the third person is from AC group 8.

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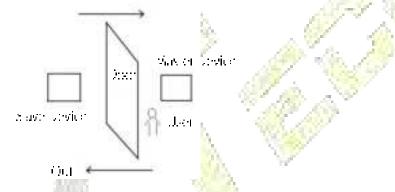
Delete a door-unlocking combination

Set all group number as 0 if you want to delete door-unlocking combinations.

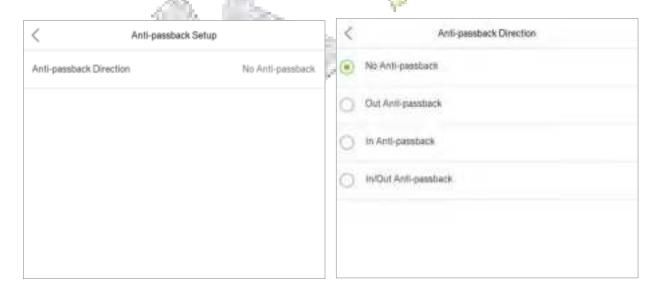
10.5 Anti-passback Setup

To avoid some persons following users and entering the door without verification, resulting in security problem, users can enable anti-passback function. The check-in record must match with the check-out record so as to open the door.

This function requires two devices to work together: one is installed inside the door (master device), the other one is installed outside the door (slave device). The two devices communicate via Wiegand signal. The Wiegand format and Output type (User ID / Badge Number) adopted by the master device and slave device must be consistent.



Click Anti-passback Setup on the Access Control interface.



ltem	Descriptions	
No Anti-passback	Anti-Passback function is disabled, which means passing verification at either master	
	device or slave device can unlock the door. Attendance state is not reserved.	
Out Anti-passback	After a user checks out, only if the last record is a check-in record can the user check	

		out again; otherwise, the alarm will be triggered. However, the user can check in freely.
in Anti-passi	back	After a user checks in, only if the last record is a check-out record can the user check in again; otherwise, the alarm will be triggered. However, the user can check out freely.
in/Out passsback	Anti	After a user checks in/out, only if the last record is a check-out record can the user check in again, or a check-in record can the user check out again; otherwise, the alarm will be triggered.

10.6 Duress Options Settings

If a user activated the duress verification function with specific authentication method(s), when he/she is under coercion during authentication with such method, the device will unlock the door as usual, but at the same time a signal will be sent to trigger the alarm.

Click Duress Options on the Access Control interface.



item	Description
Alarm on Password	When a user uses the password verification method, an alarm signal will be generated, otherwise there will be no alarm signal.
Alarm Delay (s)	Alarm signal will not be transmitted until the alarm delay time is elapsed. The value ranges from 1 to 999 seconds.
Duress Password	Set the 6-digit duress password. When the user enters this duress password for verification, an alarm signal will be generated.

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11 Attendance Search

When the identity of a user is verified, the access record will be saved in the device. This function enables users to check their access logs.

Click Attendance Search on the main menu interface.



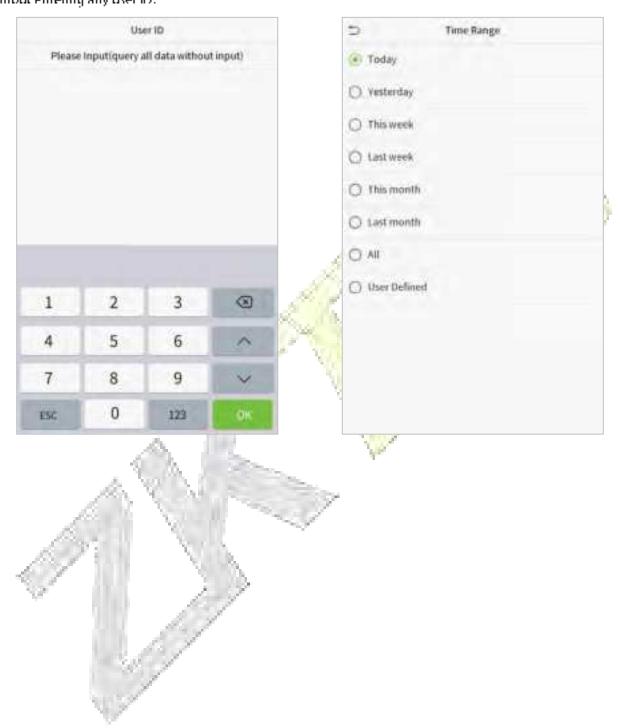
The process of searching for attendance and blacklist photos is similar to that of searching for event logs. The following is an example of searching for event logs.

On the Attendance Search interface, click Event Logs.

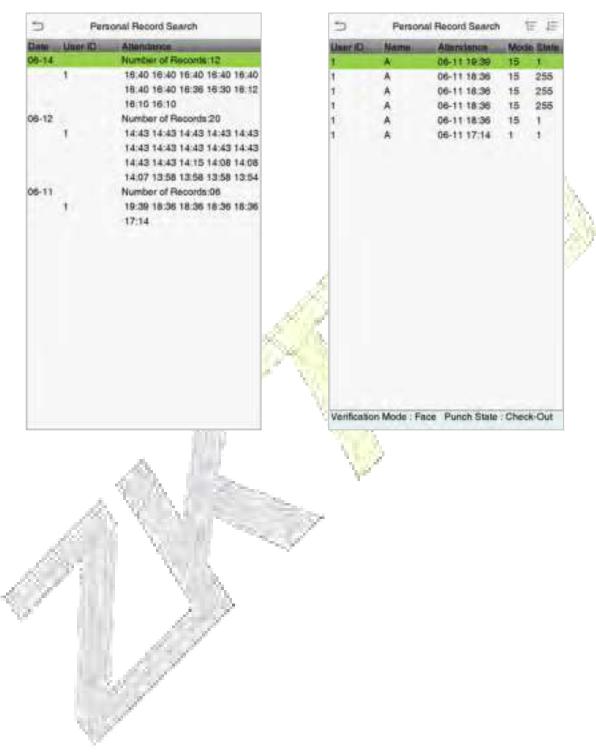
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1. Enter the user ID to be searched and click OK. If you 2. Select the time range in which the records you want to search for records of all users, click OK want to search for.

without entering any user ID.



The record search succeeds. Click the record in green to view its details. The below figure shows the details of the selected record.

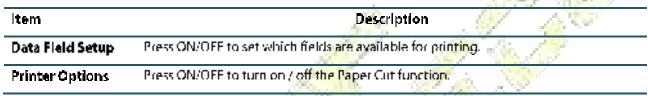


12 Print

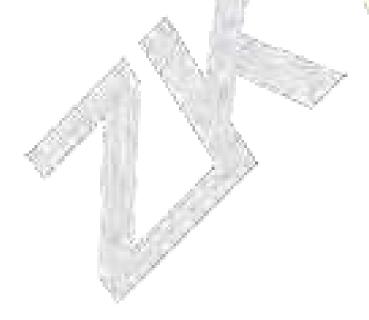
Devices with printing function allow users to print attendance records when a printer is connected.

Click **Print** on the main menu interface.





Note: To use the Paper Cut function, you need to connect the device with a printer with paper cutting function, so that the printer will automatically cut papers according to the selected printing settings while printing.



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13 Autotest

To automatically test whether all modules in the device function properly, which include the LCD, voice, camera and real-time clock (BTC).

Click Autotest on the main menu interface.



Item	Description
Test All	To automatically test whether the LCD, audio, camera and RTC are normal.
Test LCD	To automatically test the display effect of LCD screen by displaying full-color, pure white, and pure black to check whether the screen displays colors normally.
Test Voice	To automatically test whether the audio files stored in the device are complete and the voice quality is good.
Camera testing	To test if the camera functions properly by checking the pictures taken to see if they are clear enough.
Test Clock RTC	To test the RTC. The device tests whether the clock works normally and accurately with a stopwatch. Touch the screen to start counting and press it again to stop counting.

14 System Information

With the system information option, you can view the storage status, the version information of the device, and so on.

Click System Info on the main menu interface.



item	Description					
Device Capacity	Displays the current device's user storage, password, badge, and face storage,					
	administrators, access records, attendance and blacklist photos, and user photos.					
Device Info	Displays the device's name, serial number, MAC address, face algorithm version					
	information, platform information, and manufacturer.					
Firmware Info	Displays the firmware version and other version information of the device.					

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Appendix 1

Requirements of Live Collection and Registration of Visible Light Face Images

- It is recommended to perform registration in an indoor environment with an appropriate light source without underexposure or overexposure.
- Do not shoot towards outdoor light sources like door or window or other strong light sources.
- Dark-color apparels which are different from the background color are recommended for registration.
- Please show your face and forehead, and do not cover your face and eyebrows with your hair.
- 5) It is recommended to show a plain facial expression. Smile is acceptable, but do not close your eyes, or incline your head to any orientation. Two images are required for persons with eyeglasses, one image with eyeglasses and one other without.
- Do not wear accessories like scarf or mask that may cover your mouth or chin.
- 7) Please face right towards the capturing device, and locate your face in the image capturing area as shown in Image 1.
- 8) Do not include more than one face in the capturing area.
- 50cm 80cm is recommended for capturing distance adjustable subject to body height.

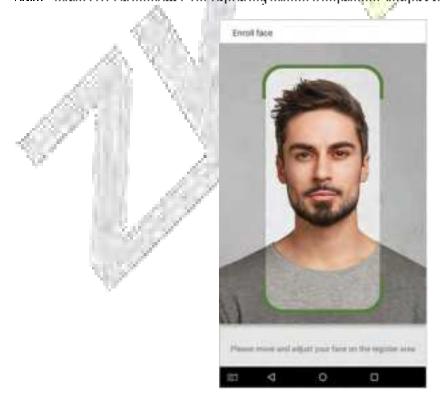


Image I. Face Capture Area

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Requirements for Visible Light Digital Face Image Data

Digital photo should be straightly edged, colored, half-portrayed with only one person, and the person should be uncharted and not in uniform. Persons who wear eyeglasses should remain to put on eyeglasses for photo capturing.

Eye Distance

200 pixels or above are recommended with no less than 115 pixels of distance.

Facial Expression

Plain face or smile with eyes naturally open are recommended.

Gesture and Angel

Horizontal rotating angle should not exceed ±10°, elevation should not exceed ±10°, and depression angle should not exceed ±10°.

Accessories

Masks and colored eyeglasses are not allowed. The frame of the eyeglasses should not shield eyes and should not reflect light. For persons with thick eyeglasses frame, it is recommended to capture two images, one with eyeglasses and the other one without.

Face

Complete face with clear contour, real scale, evenly distributed light, and no shadow.

Image Format

Should be in BMP, JPG or IPEG.

Data Requirement

Should comply with the following requirements:

- White background with dark-colored apparel.
- 24bit true color made.
- IPG format compressed image with not more than 20kb size.
- 4) Definition rate between 358×411 to 1080×1920 .
- 5) The vertical scale of head and body should be 2:1.
- The photo should include the captured person's shoulders at the same horizontal level.
- 7) The captured person should be eyes-open and with clearly seen iris.
- 8) Plain face or smile is preferred, showing teeth is not preferred.
- The captured person should be clearly seen, natural in color, and without image obvious twist, no shadow, light spot or reflection in face or background, and appropriate contrast and lightness level.

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Appendix 2

Statement on the Right to Privacy

Dear Customers:

Thank you for choosing this hybrid biometric recognition product, which was designed and manufactured by ZKTeco. As a world-renowned provider of core biometric recognition technologies, we are constantly developing and researching new products, and strive to follow the privacy laws of each country in which our products are sold.

We Declare That:

- All of our civilian fingerprint recognition devices capture only characteristics, not fingerprint images, and do not involve privacy protection.
- None of the fingerprint characteristics that we capture can be used to reconstruct an image of the original fingerprint, and do not involve privacy protection.
- As the provider of this device, we will assume no direct or indirect responsibility for any consequences that
 may result from your use of this device.
- If you would like to dispute human rights or privacy issues concerning your use of our product, please directly contact your dealer.

Our other law-enforcement fingerprint devices or development tools can capture the original images of citizen's fingerprints. As to whether or not this constitutes an infringement of your rights, please contact your Government or the final supplier of the device. As the manufacturer of the device, we will assume no legal liability.

Note:

The Chinese law includes the following provisions on the personal freedom of its citizens:

- There shall be no illegal arrest, detention, search, or intringement of persons;
- Personal dignity is related to personal freedom and shall not be infringed upon;
- A citizen shouse may not be intringed upon;
- A citizen sight to communication and the confidentiality of that communication is protected by the law.

As a final point, we would like to further emphasize that biometric recognition is an advanced technology that will be certainly used in Ecommerce, banking, insurance, judicial, and other sectors in the future. Every year the world is subjected to major losses due to the insecure nature of passwords. The Biometric products serve to protect your identity in high-security environments.

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Eco-friendly Operation



The product's "eco-friendly operational period" refers to the time period during which this product will not discharge any toxic or hazardous substances when used in accordance with the prerequisites in this manual.

The eco-friendly operational period specified for this product does not include batteries or other components that are easily worn down and must be periodically replaced. The battery's eco-friendly operational period is 5 years.

Hazardous or Toxic substances and their quantities							
	Hazardous/Toxic Substance/Element						
Component Name	Lead (Pb)	Mercury (Hg)	Cadmium (Crl)	Hexavalent chromium (Cr6+)	Polybrominated Riphenyls (PBB)	Polybrominated Diphenyl Ethers (PRDF)	
Chip Resistor	×	0	0	0	o	0	
Chip Capacitor	×	0	0	0	·	•	
Chip Inductor	×	0	0	o	0	0	
Diode	×	0	0	0	0	0	
ESD component	×	0	0	0	0	0	
Ruzzer	×	0	0	0	0	0	
Adapter	×	0	0	0	0	0	
Screws	0	0	0	×	0	0	

 $[\]circ$ indicates that the total amount of toxic content in all the homogeneous materials is below the limit as specified in SUT 11363—2006.

Note: 80% of this product's components are manufactured using non-toxic and eco-friendly materials. The components which contain toxins or harmful elements are included due to the current economic or technical limitations which prevent their replacement with non-toxic materials or elements.

 $[\]times$ indicates that the total amount of toxic content in all the homogeneous materials exceeds the limit as specified in SUT 11363—2006.

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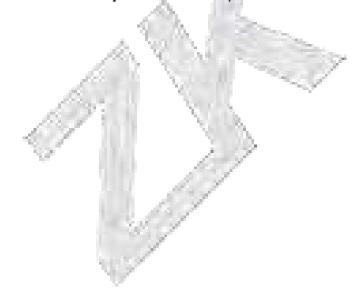
FCC Warning

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the ECC Bules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- -Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- -Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with part 15 of the ECC Bules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.



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