WAF EMC 500

WatchNET Access Face Recognition System

User Manual

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REVISION HISTORY

Revision	Date	Author	Description of Changes
1.0	09/19/2013	Pradeep Kumaran	Manual Created.
1.1	12/05/2013	Octavio Colantonio	Updated screen shots.

1. PRODUCT OVERVIEW

The concept of Face recognition attendance/access control is based on *the uniqueness of the human face* and provides users with fast and effective management services and uses the latest Face Image +V4.0 recognition technology. It also enables offline use with a long-term stable working system. At the same time it provides accurate access rights/attendance records through the perfect combination of a patented design of *multiple light face recognition* technology and a low power processor to analyze the facial feature as the basis for identity.

The **WAF EMC 500** attendance/access control system has a 3.5 inch large touch screen for a better sensory experience and has a delicate structure without a mechanical keyboard. It has voice prompts and WEB management software in a humanized GUI interface. It is easy to operate and can accommodate the needs of enterprise users. With an active auxiliary light source technology it has high light adaptation ability which can work 24 hours around the clock. The **WAF EMC 500** has many functions which include the ability of intelligent self-learning, USB data import and export and remote network management. Attendance software is also available and it supports multiple recognition modes. All the users have an ID number and a password configuration option so that they can select recognition modes individually. The **WAF EMC 500** can support holiday management which makes it an ideal solution for enterprises，institutions and small business which need an attendance management system.

1.1 PRODUCT TYPE

Face Recognition Management System	Supports one or more than 500 users with a one-on-one capacity. (depending on the size of the SD card); provides alternative recognition mode; 3.5' LCD touch screen, USB data import and export; USB offline edition of user data; WEB SEVER support to set at most 10 functional keys such as modification of the user's personal information, holiday management and automatic switches; standard attendance software;

SUPPORTS OPTIONAL ACCESSORIES:

- ID/IC CARD READER MODULE INTEGRATION （BUILT-IN CARD READER MODULE）
- Wiegand INPUT AND OUTPUT

1.2 FEATURES

- **Latest face recognition algorithms**

  It uses the latest unique Face Image +V4.0 technology which combines the "*multiple light face recognition*" advanced technology with high-performance DSP processors, which has higher accuracy and higher speed of recognition.

- **The real adaptation of outdoor environment**

  It is the first face recognition attendance system which works in an outdoor environment and has excellent light adaptation ability and is not influenced by race, color, gender and facial expression, beard and hairstyle.

- **Working 24-hour around-the-clock**

  It uses active auxiliary light source technology without any harm to humans, giving it the ability to recognize human faces day or night and can work continuously 24-hour around-the-clock.

- **High stability and energy-saving**

  It uses the high performance and low-power DSP processor which allows for full offline operation and runs steadily after long-term detection on the system. At the same time the device supports the auto sleep mode with allows for the advantage of environmental protection and energy saving.

- **Operation simplification and interface humanization**

  TFT LCD display/touch screen with humanized GUI interface and the WEB end management software supports the function of local operation and real-time display function and voice prompt.

- **Multiple recognition mode is optional**

  Recognition modes include: single face recognition; ID/IC card + human face recognition; ID number (+ password) + human face recognition, fingerprint /ID card + multiple human face recognition template

- **The personalized set of user**

  Each user can set a password, a separate prompt message and independent recognition modes.

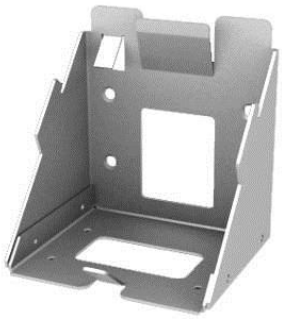
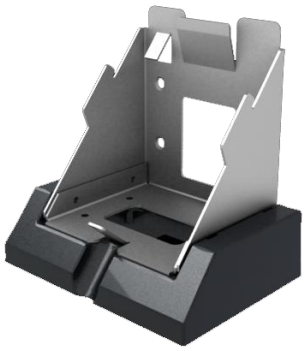
- **Intelligent self-learning function**

  The self-learning capabilities allow for the automatic capture of human faces and updating of the human face database according to the changing of hair style, color and age which keeps the information current.

- **Mass storage, USB flash disk backup**

  It can support USB storage devices.

1.3 HARDWARE COMPONENTS

Terminal 	**Wall Mounting** 
Table Stand 	***Power Supply (12V3A)***

1.4 HARDWARE PARAMETERS

ITEM	FUNCTION	DESCRIPTION
Recognition Function	Camera	Special double camera
	Recognition Modes	Human face; ID number+ human face; card + human face; fingerprint + human face; ID card + human face; single card
	The number of maximum user	500
	Recognition speed	<=2s
	Recognition rate	>=99%
	FAR	<=0.1%
	Angle range	Horizontal ： ±20°, vertical ： ±20°
	Fit height	145-195 CM
	Recognition distance	30-80 CM
	Built-in card reader	Optional （ID/IC）
Attendance Function	Attendance setting	Embedded Web Server

	Attendance record storage	2G support 500,000 records；8G support 2.5 million records; 16G support 5 million records; 32G support 10 million records
	Attendance software	Configuration of human resource attendance software
Access control function	Simple switch	Supported
	Wiegand output	Configurable
Data storage function	USB data import and export	Supported
	SD memory cards	Optional （maximum support 32G）
	Network data synchronization	Server manual synchronization（automatic optional）
	Recognition photo storage	Save photos when recognition successful
Communications Interface	I/O （Two In and Two Out）	Supports switching output
	RS232	Supported
	Network	Supports TCP/IP（RJ45 interface，with indicator light）
	USB /Mini USB	Supported
Device management function	Embedded Web Server	Supported
	Built-in administrator	Supported
	Storage capacity warning	When the storage capacity is over 90%, the alarm light displays information and LCD displays information.
	Anti-disassembly	Supported
	Timing	Build-in RTC, Network automatic time (SNTP)
	License control	Supported（built-in encryption chips）
Human-computer interaction	LCD	Standard TFT, 3.5 inches LCD 320*240
	Function key	Supports 10 function keys and user customizable
	Touch screen	Supported
	Indicator light	Red (warning/failure), green (in working/ success)
	Operation instruction	Supported（voice、indicator light）
	Voice	Supports TTS speech broadcast of name
	Chinese character input	Supports phonetic zed input method
	Buzzer	Supported
	Body sense	Supported
	Language	Supports Chinese, Traditional Chinese and English
Others	Working environment	adaptation luminance：0-20000LUX
	operating humidity	20%~80%
	operating temperatures	0~45°C
	dimensions	173*130*50 mm
	Installation Method	wall-mounted、Scaffolding

1.5 ENVIRONMENT REQUIREMENT

The environment will have a certain impact on the face recognition reader especially when the sunlight shines directly on the unit. Avoid installing the devices in direct sunlight. Face recognition products have excellent adaptation in the non-direct sunlight. The **WAF EMC 500** is adapted for outdoor environments which is a first in the Security market.

For installation see following examples:

Diagram 1： When the sunlight shines directly from the window into the room; avoid installing the units in the location of the blue dots. The units should be installed in the location where there is less sunlight.

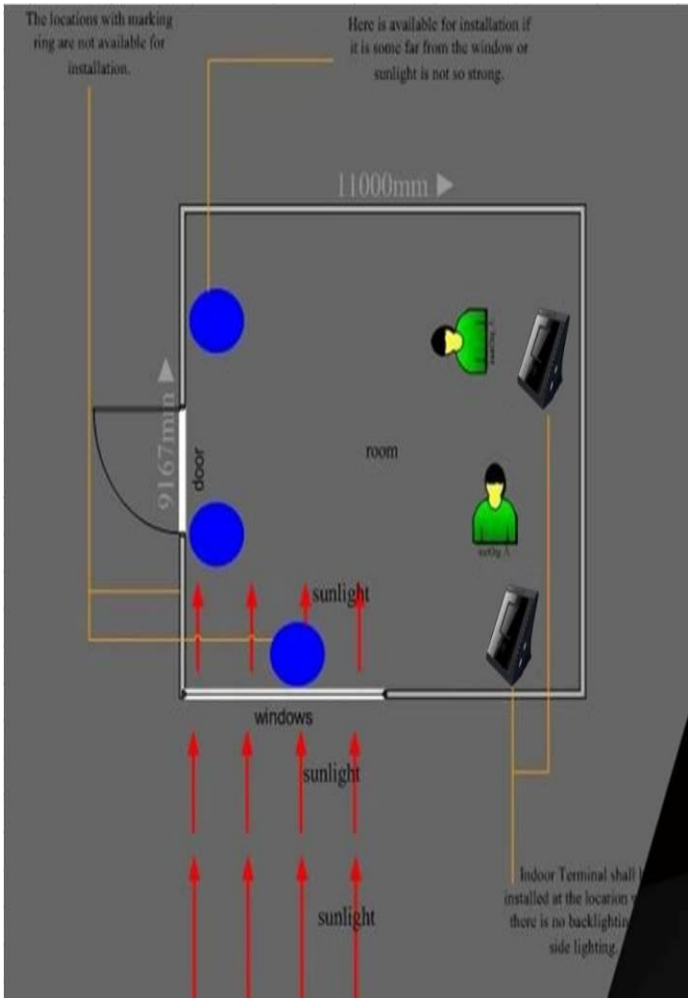


Diagram 2： When the room has glass windows, it is recommended to block the sunlight from entering the room as to avoid the influences of sunlight on the unit.

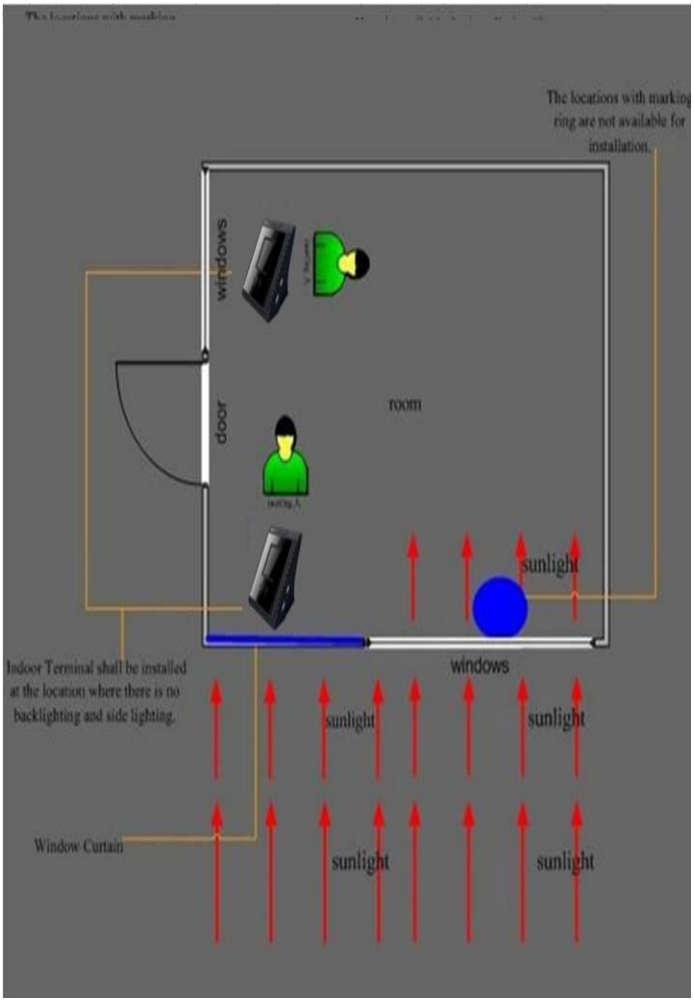


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Diagram 3： When the sunlight shines into the room through the door then install the units away from the door where there is less sunlight. You can install the units in the location of the blue dots but make sure that the sunlight is not strong.

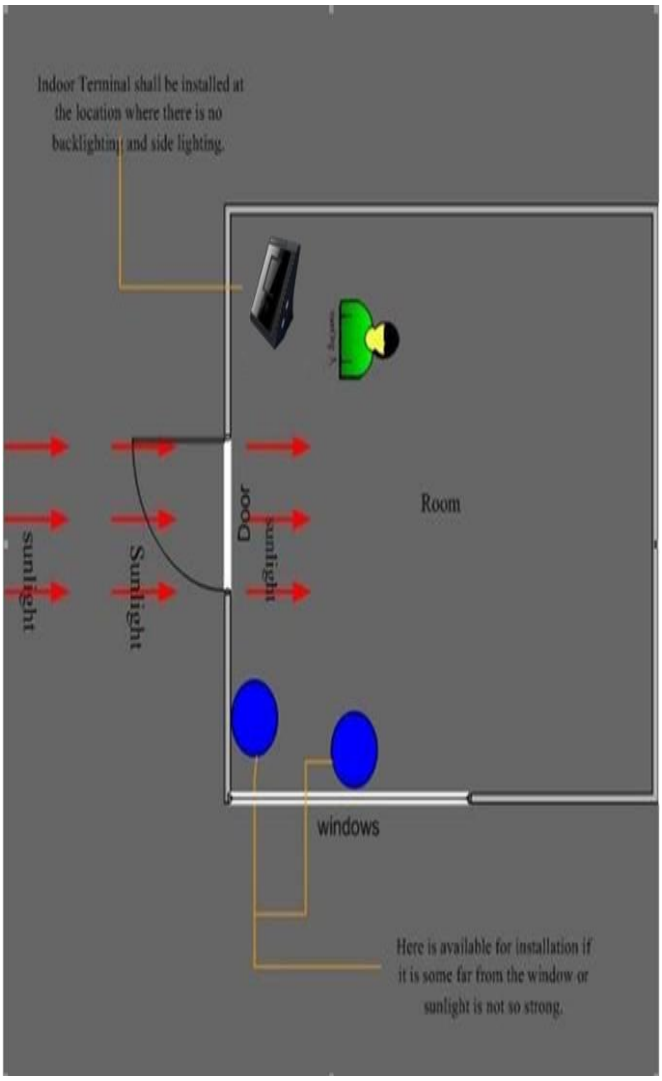
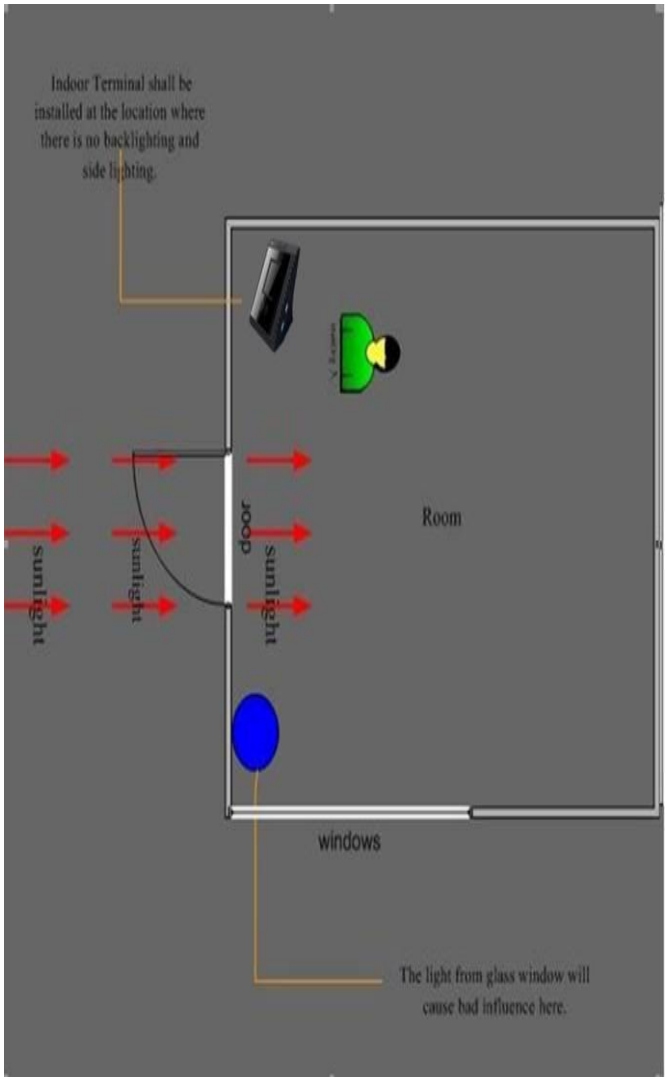


Diagram 4： when the sunlight shines into the room through a door or glass window it recommends to install the unit on the side of wall without the glass windows.



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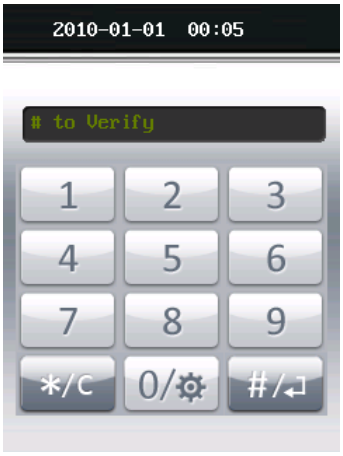
2. MENU OPTIONS

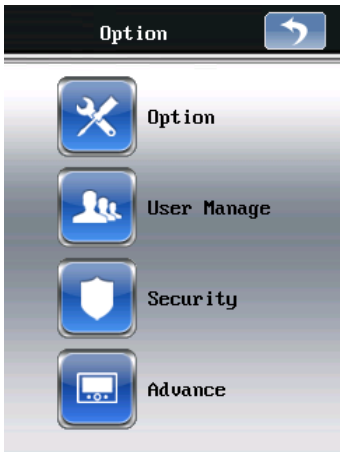
1) Power up the unit then touch the screen to enter into the *Option Menu*.



Enter three

in the main window or press

directly to enter the *Option Menu*.



2) Click on the User Manage in the attendance setting interface

3) Click Add New User in the user manage interface

4) Click and register human face

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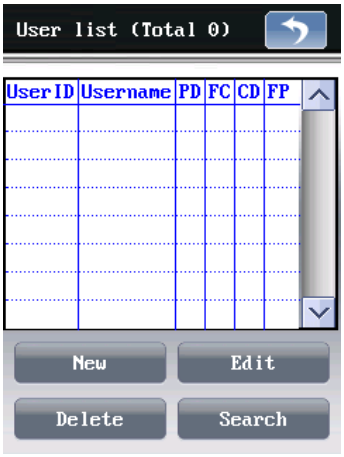
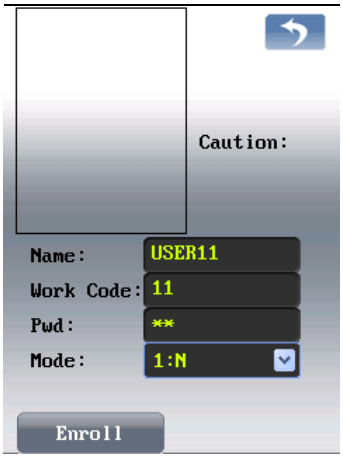
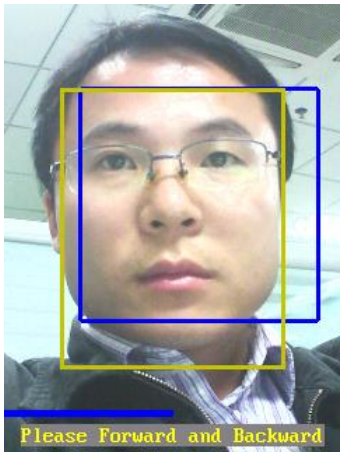
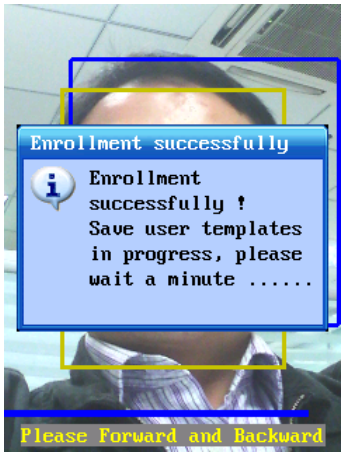


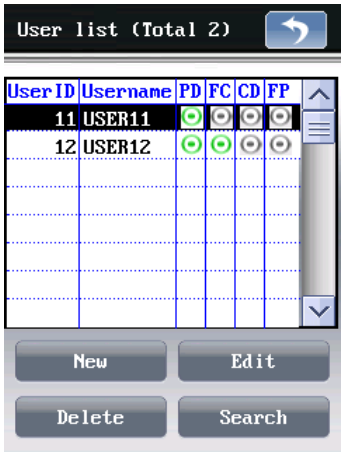


5) Please match up with the prompt of recording human face template.
Note: you should keep the face moving back and forth in the yellow box when you record the modes.
（yellow box: the effective system recognition range; blue box: the effective picture captured by system）





6) The new user creates successfully, please click the Return so you can return to the User List, click Return to return to the main interface.



7) Click to activate the face recognition.

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3. THE INSTRUCTION OF SOFTWARE GUI

The table of user permission	
User level	**Permission**
Super Administrator	Super Administrator has the higher permission than administrator, you can enter the system interface to view and edit all the administrators and general users
Administrator	Administrator can enter into the system interface to set the system, and you can edit all general users. But when viewing the administrator users, you can only see yourself and can only edit yourself (the super administrator can view and edit all users)
General user	General users, only as a user, do not have permission to access the system interface for any operation. For safety sake, the administrator users should be register separately with the attendance users.(It can not both be administrator and general user)

3.1 USER IDENTIFICATION

1) Once the system boots directly, it can enter into the main interface. If there is no action, the system will standby. When the user needs attendance, please approach to the attendance terminals, and then the terminal of the body sense can wake up the system automatically so to enter the main interface. (In standby state, pressing any position on the screen also can wake up system to enter into main interface) The main interface shows as follows (the body sense has more description in basic configuration chapters)

2) Click #/↵ to confirm（ #/↵ is Confirmation， */C is Cancel ）or swipe directly to enter the interface of human face capture and compare rapidly with the templates in database.
3) If the human face capture matches with the templates in database, it compares successfully, and then can go in/complete attendance.
4) If the human face capture does not match with the templates in database, it is failure to compare, and the system will come out with the prompt of “Failed Verification”.

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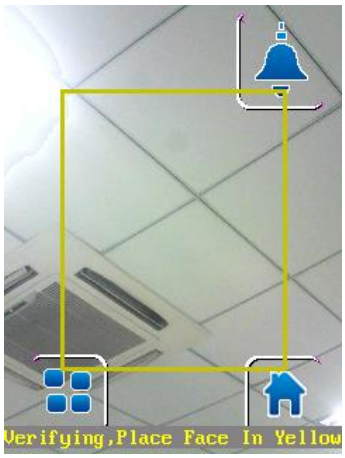
5) The users can repeat above action when they open the door to identify every time, whether the comparison is successful or not, the system will automatically capture photos storage record of users.



Note: the recognition interface has three buttons: clicking the button in the top right corner can output the doorbell; clicking the key in left bottom can enter into the System Management menu; clicking the key in right bottom can return to the main interface.

3.2 ADMINISTRATOR LOGIN

3.2.1 SUPER ADMINISTRATOR

1) Click

key three times in the main interface， or press

key directly， and then you can enter the attendance setup interface.
Note: If you have never created a new administrator, then directly enter into the attendance setup interface; if there is more than one administrator, it will enter the Administrator Authentication interface firstly.
2) If you already have two administrators, it will be entering into the Administrator Verification interface at first.

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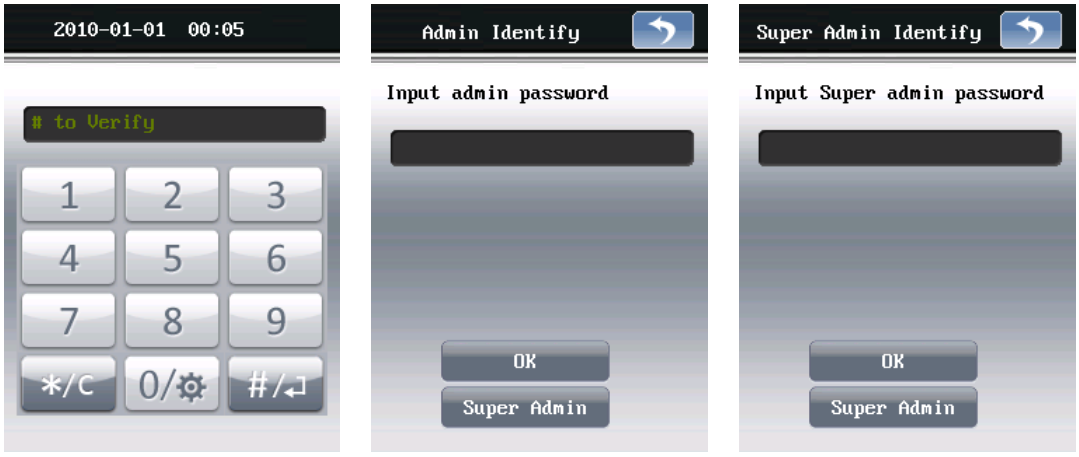
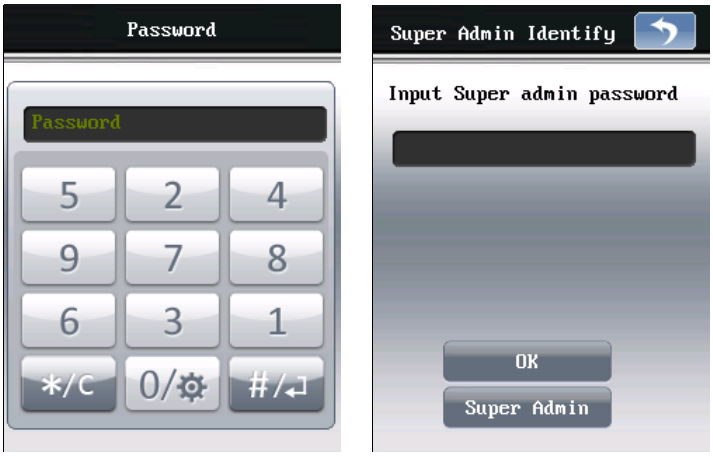
Click on the key in the top right corner to enter the system management menu.

if you want to login on the Super Administrator, click on Super Admin, and then it will appear the Super Administrator authentication interface. The following figure:



Click on the password; enter your super administrator password. (Note: It will directly enter into the password authentication interface if there is no record of face template for the first time. The system default super Administrator password is 88,888,888), if it is successful, proceed to the fourth step. After registered the information of administrators' face, you can choose the face recognition login.



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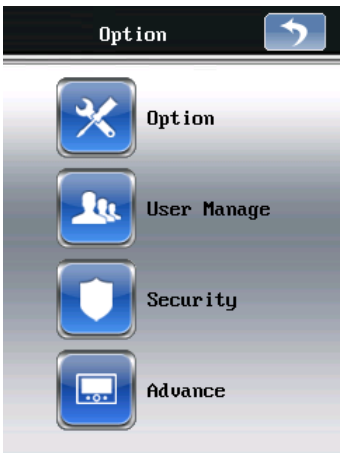
If the captured face matches with the database template, the comparison is successful. Then the system prompts successful recognition.

After the super administrators enter the password or identify successfully, the system will automatically enter into the system management menu.



If the recognition can not pass, popup the failure prompts as shown in the following figure.

3) If you already have two administrators, it will be entering into the Administrator selection interface at first. Click Super Admin, it will appear Super Administrator authentication interface as shown in follow figure. Other operations act like above two points.

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3.3 GENERAL ADMINISTRATOR

1) Click key three times in the main interface，or click key directly，and then enter into the administrator authentication interface, as shown in following figure:

2) Enter into the administrators face recognition mode. (Note: It will directly enter into the password authentication interface if there is no record of face template for the first time. The system default super Administrator password is the ID number of administrator).

3) If the human face capture matches with the templates in database, it compares successfully, and then the system prompts recognition success.
4) If the general administrators enter the password or recognize successfully, the system will automatically enter into the system management menu

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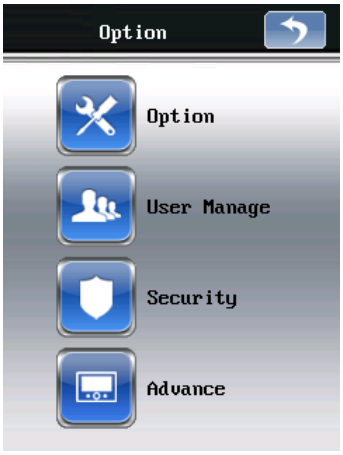

5) If the recognition is not passed, as shown in the following figure

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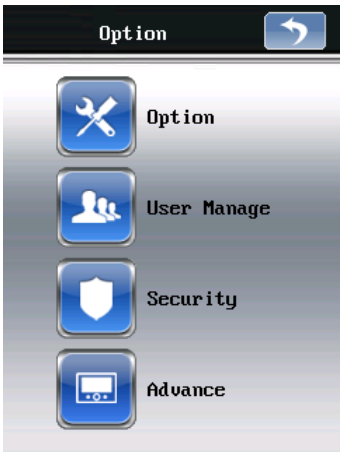
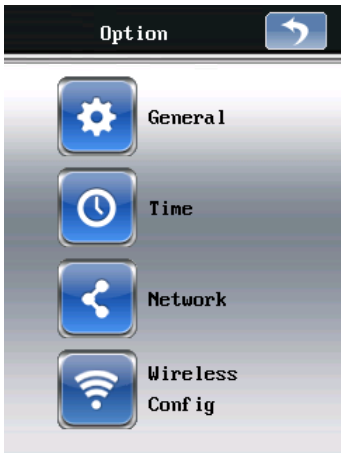
3.4 SYSTEM MANAGEMENT SETTING

After administrator login is successful, it enter into administrator system setting, such as Option, user manage, security, Advance and so on, as shown in following figure:



3.3.1 SYSTEM SETTING

Click on Option, General, Time, network, and Wireless Config , as shown in following figure:



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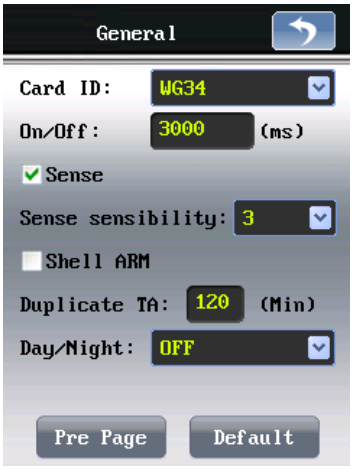
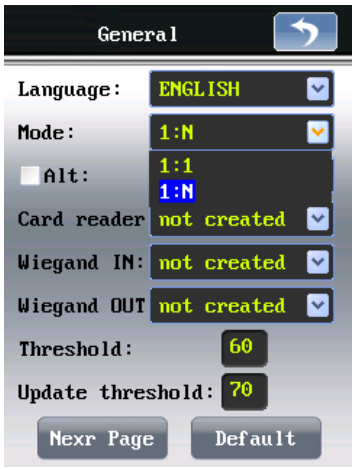
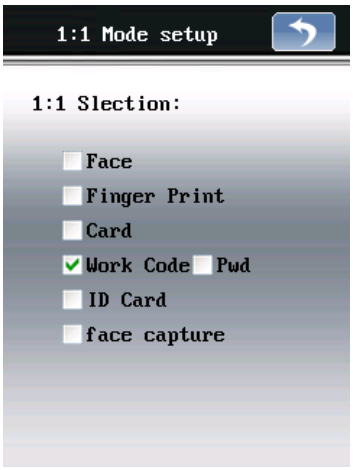
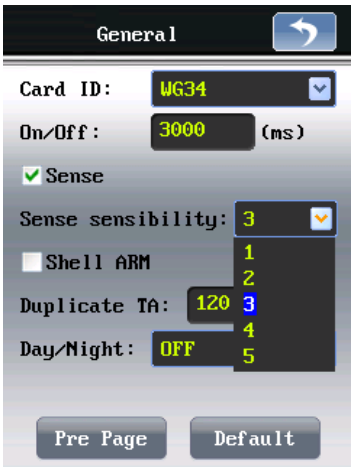
1) Basic configuration (General)

Click on the corresponding entry box, and then the system will popup entry keyboard so that it can set the related parameters.









Interface Language	There are four options of English, simplified Chinese, traditional Chinese (HK), traditional Chinese (TW)
Recognition Mode	Set the recognition mode，there are 2 kinds：one-to-one（1:1），one-to-more（1:N）。 **a)** 1:1 mode： Configuration Option has human face, fingerprint ,card, ID number (configurable password authentication), identity cards, capturing human face. If one-to-one option is "face" + " ID number "+" + "password", it will prompt enter badge number, badge, there is a prompt for entering a password. If the password is correct, you can enter into one-to-one face recognition. **b)** 1： N mode： Select this mode does not need to swipe or enter the ID number. In the standby state activate the body sense , or click in the main interface to wake up the system directly ,and then it will enter into the face recognition status

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	In addition, it has an alternate recognition mode configuration. There also has 2 kinds: one-to-one（1:1），one-to-more（1:N）.Default state is one-to-more, the alternate mode is not enabled.
Card Reader	can be configured to existence, inexistence； it defaults to not exists.
Wiegand input	can be configured to inexistence， card number， fingerprints, ID cards, it default to not exists
Wiegand output	can be configured to inexistence， WG26+ID， WG26，WG34+ID，WG34；it default to not exists
Recognition threshold	It can set the size of human face recognition threshold, the value is larger, the recognition precision is higher, but recognition speed reduces correspondingly, vice versa. It recommends to use default value (60)
Update template threshold	It can set a number. When the similarity value of human face recognition is larger than it, the system will automatically update the template and will update the current recognition image to the user face template database, It recommends to use default value (70）
Card format	Configuration of WG34，WG26，BA-10，A-8，BA-5；Defaults WG34.
Switch quantity	Switch output length is 3,000 milliseconds by defaulted; the users can set the range of 100 ms to 10 minutes.
Body sense	The user can choose one-to-more and a swipe card mode to start body sense or do not select the body sense. Press # key to set the one-to-more recognition mode. After starting the mode, the system will automatically capture human face. The sensitivity of human body sense is adjustable, the value is higher ,the sensitivity is higher .The adjustable value is: 1-5.
Enclosure lock alarm	The tamper alarm in the back of devices switch alarm control set, After selected, the tamper switch is closed, the machine will pop-up warning prompts immediately.
The time length of Repeat attendance	Repeat attendance reminder time, time select minutes, range of values is 0-300, the default is 120. Time of 0 indicates close the repeating punch card to remind
Switch day and night	Conversion between day and night means a colorful photo's brightness below threshold value 1 (experience, do not need to configure), it automatically switch to black and white, above threshold value 2 (experience, do not need to configure) it automatically restored in color. Black and white mode, you can use black and white images in face detection and recognition, photo display and recording; color mode, using black and white images in face detection and recognition, using color images

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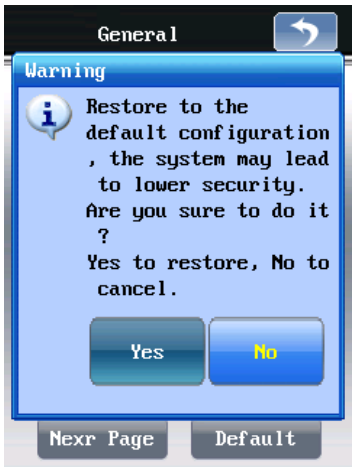
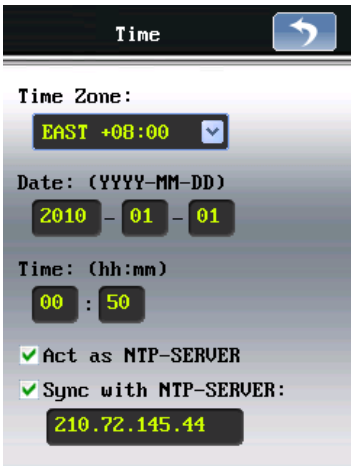
	photo display and recording. Whether the conversion is enabled, can be freely configured, default off.
Facial images Storage	When the SD card is not configured, identify success or failure of the photo, requires to stored in FLASH or not to; Facial images storage only appears in the SD card which is not configured, options: no storage, stored in a FLASH; default not to store; when has been equipped with SD cards, photo storage mode does not appear, identifying success or failure of the photo, and force saved to SD card.

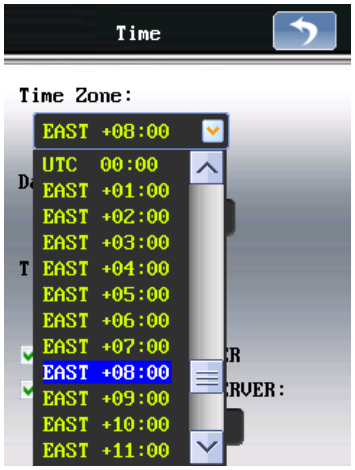
Click the button in the right corner of configuration interface

, button, each configuration can restore the default configuration。



2) System Time





Local time zone: click drop-down arrow, may using regional to select time zone

Current date/current time: click date/hour/min/seconds, system pop-up keyboard, inputting number, setting date and time

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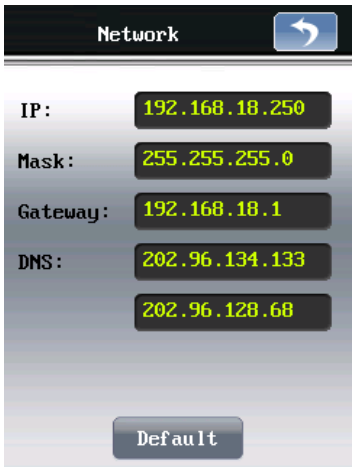
The machine opened the network time service: Select this option, may make network keep pace with other terminal which provides the time

Synchronization to network time server: get the time by given IP address, each minutes keep pace with time server once

3) Network Configurations

IP address, gateway, DNS settings are set based on the actual network conditions



4) Wireless Configuration

Enable 3G function and choice of the network

3.3.2 USER MANAGEMENT

1) Add New User

a) Click

, System pop up new user interface：

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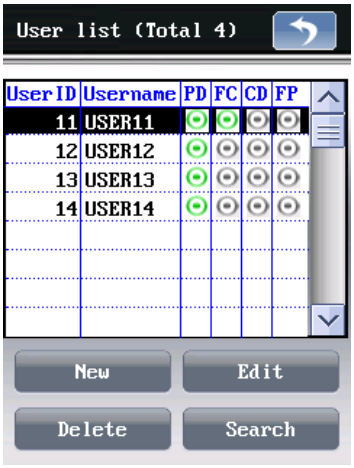
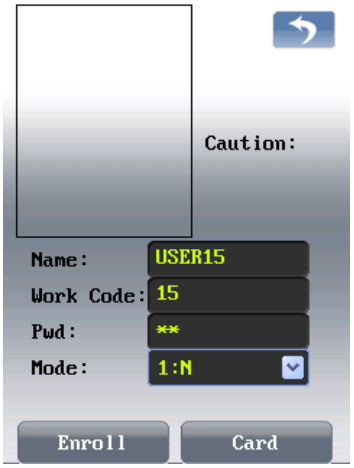
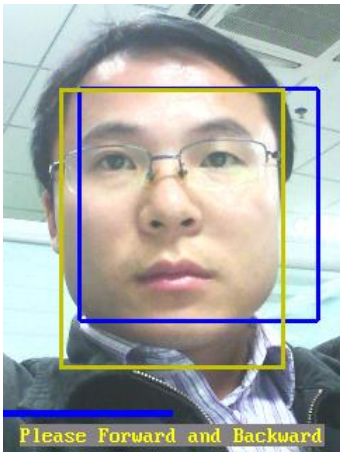


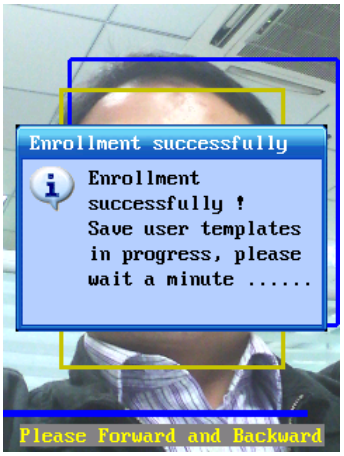


- *Name: click and enter the modify interface of user name , click* *as the delete the BACKSPACE key, click* *as OK key， click* *Chinese, English, digital input switch can be made； click* *and* *as SELECT key， modify user names are also available through WEB.*
- *Badge number (ID): terminals, WEB clients can be modified:*
- *Password :terminals, WEB clients can be modified; defaults as job number:*
- *Mode: users can individually set the recognition mode, configuration is 1:1,1:N.*
- *Alternate mode: users can also set an alternate recognition mode, configuration can be one-to-one, one to many (Note: system required configuration, basic configuration to activate alternate mode)*

b) Enroll Face Image

When collecting template, in order to improve template quality, put your face on camera , move your face several, As followed figure, interface has automatically prompt to remind user to adjust posture.





c) Reads Card,

d) when reader configuration is "exists", right angle has

key, reads card, when reader configuration is "exists", right angle has , click for ID card reading, after reading card successful will

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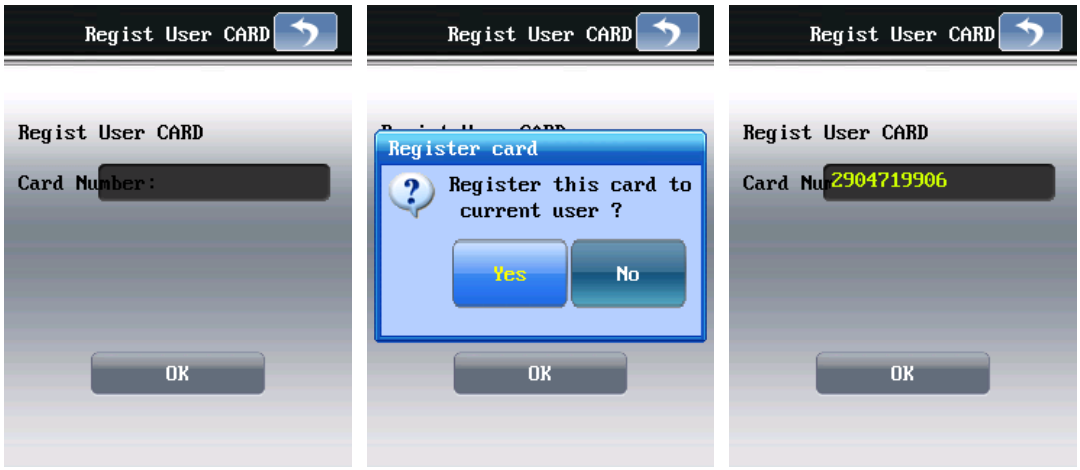
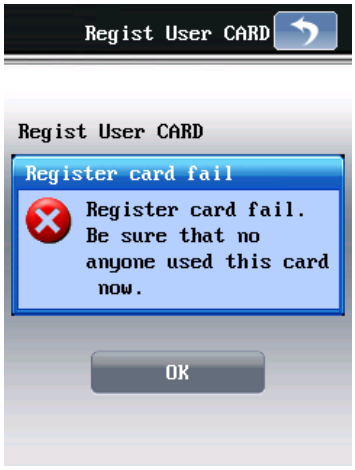
show the card number, click OK for bounding user account and ID card (Note: If the reader is configured to "no", there would be no card number key entry)



When you are using registered card number, the system will show failed to prompt registration cards, as shown below:：



e) Tips

After user recognition is successful, display system messages will appeared, so does the exclusive user tips.

System messages and user tips are available on the WEB page changes.

2) Edit selected user

Click Edit, administrators can re-register face, card issuing, modifying user name of the selected user

3) Delete the Selected User

Select the user which needs delete, Click Delete

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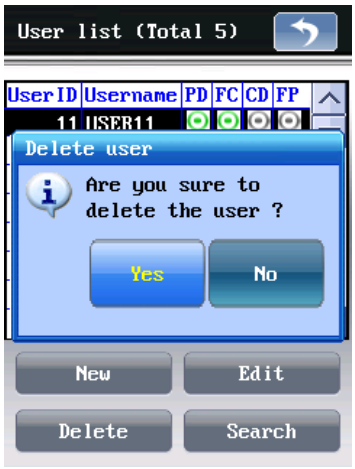
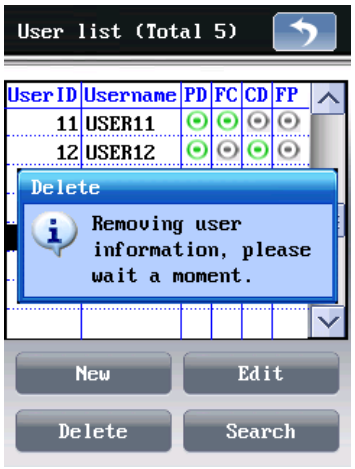


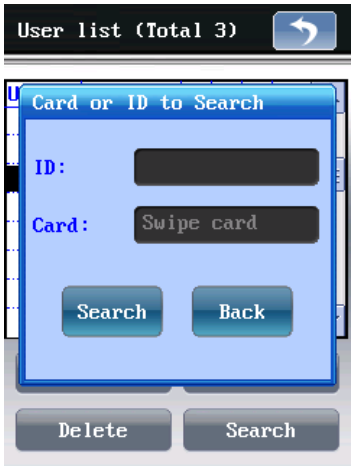


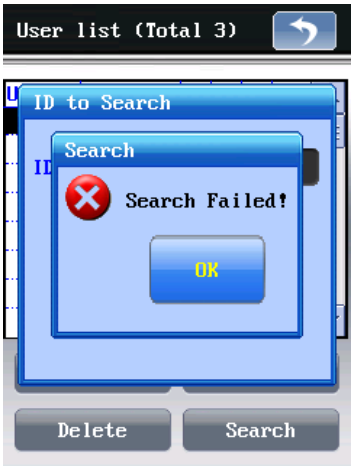
4) Search User

Click

, input the ID number for searching.

When the configuration was settled 1:1, swipe card mode, or through credit card searching





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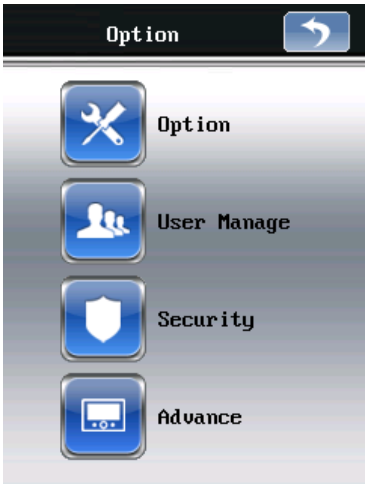
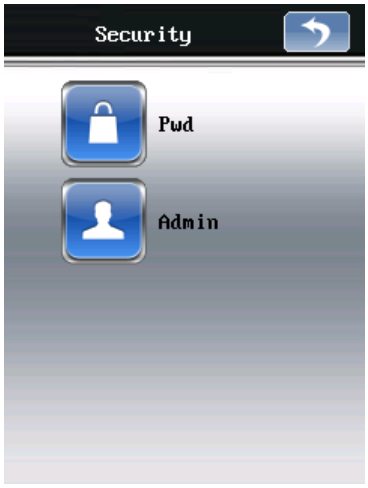
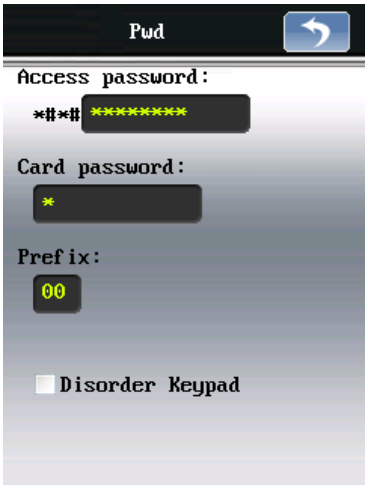
3.3.3 SECURITY MANAGEMENT

Enter security management , you can do the password and administrator settings





1) Password Management



- Super door password (switch volume output)
  set highest system level door permission, system can open the door through Super password , without people face recognition, this function only for emergency door using (Top for 12 bit digital) default for 12,349,876, open the door for emergency, directly input *#*#12349876#
- SD card
  password SD card data import/export protection password, default for 8 (top for 12 bit digital),
- Prefix
  segment prefix terminal, distinctive LAN symbol for different machine in LAN
- Disrupts the main interface button order
  Select this option, keyboard number random transform which can reduce the opportunities of password being stolen .

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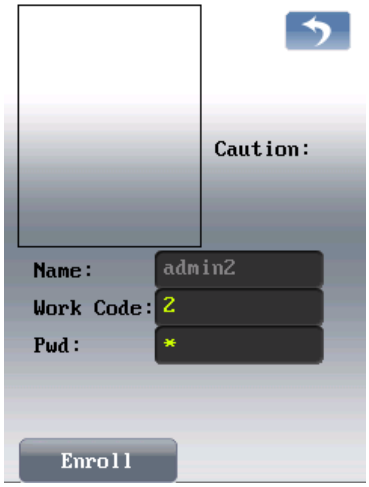
2) Administrator

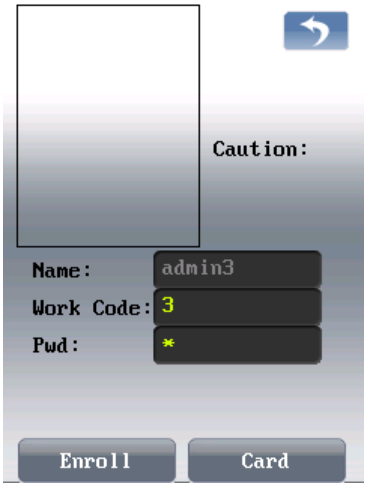
Only super administrators have permissions to "Administrator" and editing changes.

a) Add administrator

1) Click the administrator to enter an administrator for management

2) Click





Badge number (ID): you can modify password in the WEB client and the terminal :

Password :Terminal can be modified, defaults to badge number:

Tips: only allowed input in WEB client

3) Click

, System can do administrators' face registration, saved for the database template.
(Note: yellow boxes represent valid face range, blue box means captures human faces)

4) System automatically snaps photos as template

5) Registering success

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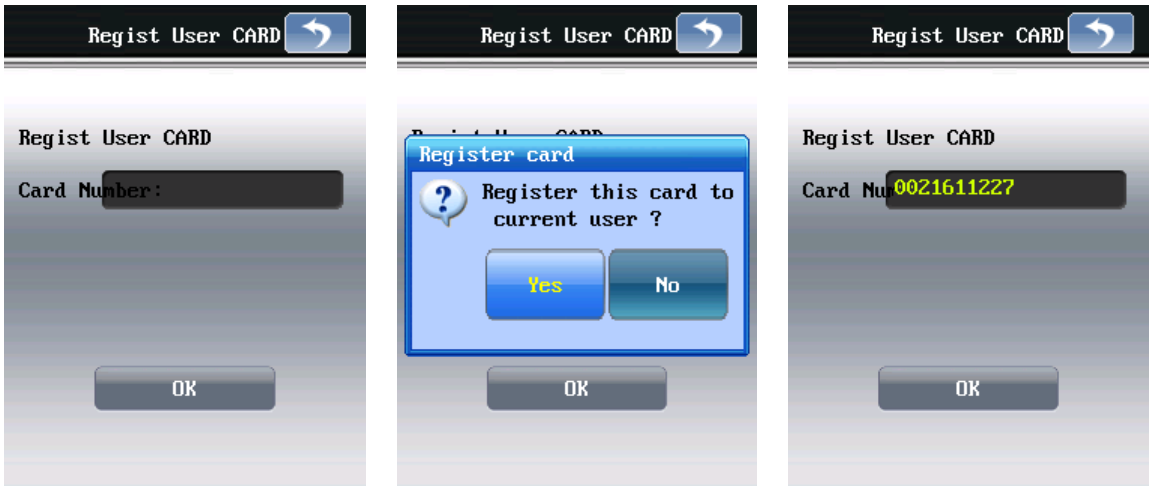
6) Reads the card number (optional)：when users are using ID card, click Card on Terminal, after reading card successful, there goes the tips. (Note: when the reader is configured to "exist", then you can do card number registration)



b) Edit Administrator

Click Edit, You can registered new templates, read the card number of the Selected administrators

c) Delete the Administrator

Click Delete, delete the selected administrator

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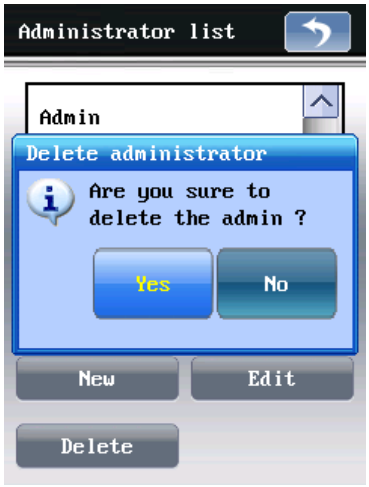
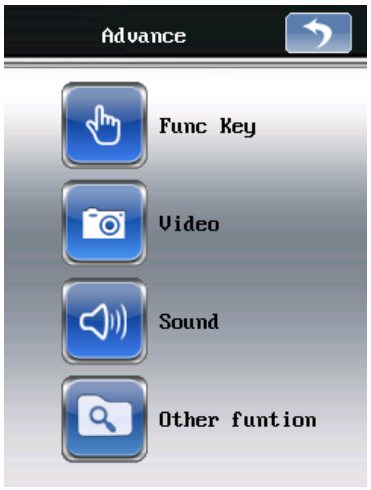


3.3.4 ADVANCED SETTING

Click the advanced settings , , setting function keys, Video/camera adjustment, sound, and other feature , as demonstrated



1) Function Key

Click ,edit the function keys for switching the opening and closing；

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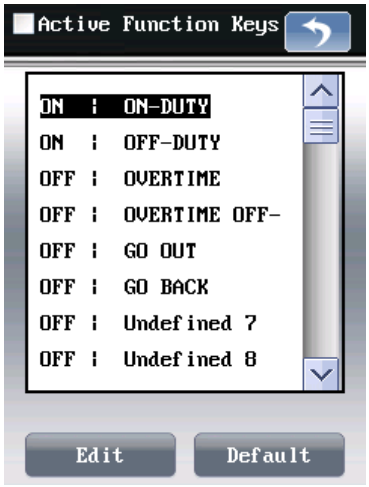
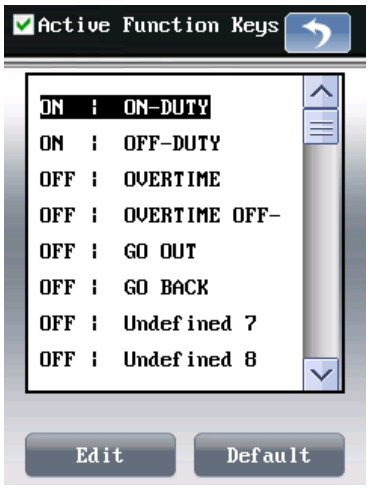
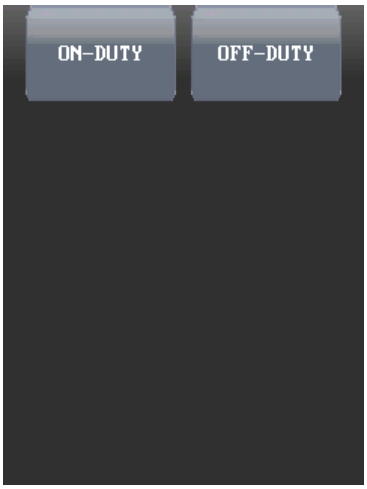


After choosing

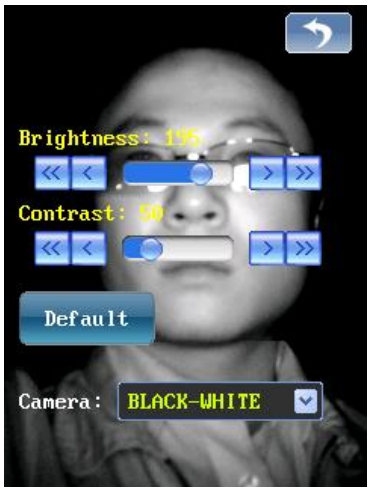
, Before the recognition, following screen will appear, click the function button for face recognition：





2) Camera/video Adjustment

Drag a slider which can adjust the brightness of the camera, the contrast.
Press the default button to restore default settings.



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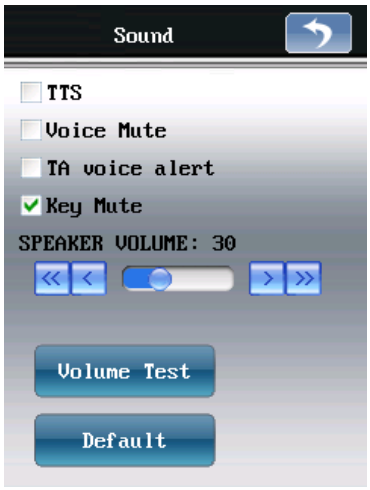
3) Sound settings

setting audio parameters， drag the slider to set the client's audio output volume，

choose Voice Mute option to turn off the audio output； choose TTS option can automatically synthesized speech; choose option open attendance voice reminders when users identify successful；

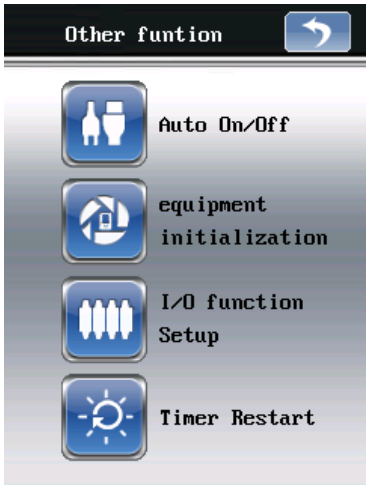
choose Key Mute option to turn off button； choose TA voice alert check option open attendance voice reminders ,broadcast the voice message when users identify successfully . Voice information via WEB upload, depending on the user whether uploaded voice name, as well as in certain settings, such as the time clock and attendance time, broadcast voice information is different. Such as user name, you are late，

you have check attendance, and so on. choose Volume Test key for volume testing， the default volume is 30.



4) Other Function

Click the other function , automatic On/Off, Equipment initialization, IO function Setup, Timer Restart， As demonstrated：



a) Automatic On/Off

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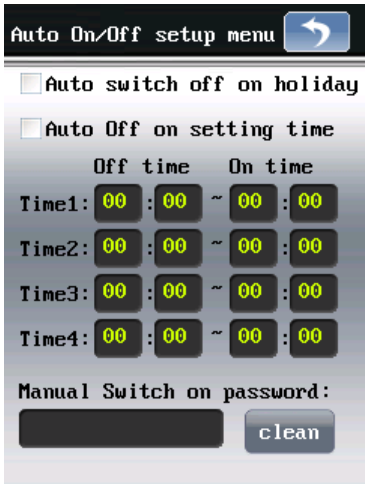
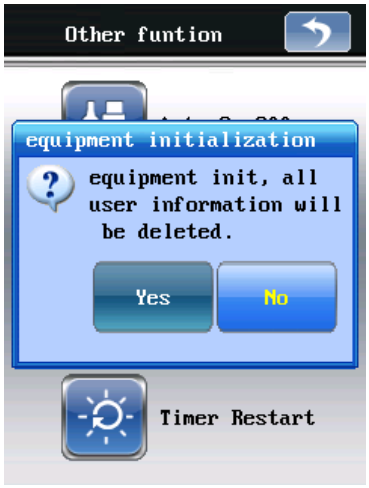
Choose Auto switch off on holiday ， Terminals can make WEB holiday management synchronized to automatically shut down ， choose Auto Off on setting time ， Terminal can set time to switch automatically . Switch 4 periods can be set. (Note: the shutdown means Terminal to enter a deep sleep mode, close the display, infrared light turned off and stop the human body sensors, card does not respond)
Force power passwords: when Terminal is in a shutdown condition, the user can click display to open screen, input the force power password, return the Terminal to normal operating mode.
Forced power password which default is an empty, when a password is blanked ， does not validate the password。



b) Device Initialization

Click "device initialization" button, a warning message popped-up Like following figure：



Device initialization will clear all user data and information records, as well as all the system configurations (including network configuration, and so on), device recovery factory condition, but the factory pattern password and the limit date remain the same.

c) IO function Setup

Configured with two IO input， two IO output.

IO input 1 configuration with following function: no, work, and work, and doorbell input, and door magnetic, and force opening the door; default for no;

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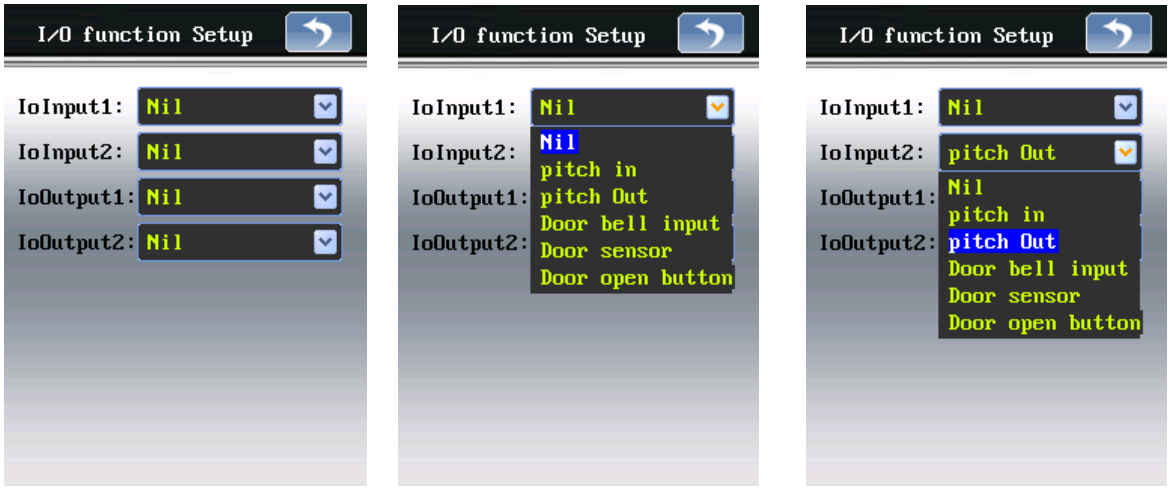
IO input 2 configuration with following function: no, work, and work, and doorbell input, and door magnetic, and force opening the door; default for doorbell entered;
IO output 1 configuration with following function: no, simple opening door, and alarm output, and doorbell output, and recognition failed, and scheduled capture people face; default for no;
IO output 2 configuration with following function: no, simple opening door, and alarm output, and doorbell output, and recognition failed, and
Timed captures human faces; doorbell output by default.



d) Timer Restart Function

Arranged in a week, check the date and Choose many corresponds to the date ， input the time of automatic restart of the machine (24 hour clock).
The following figure

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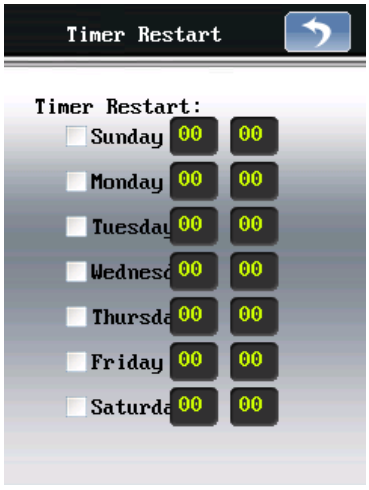

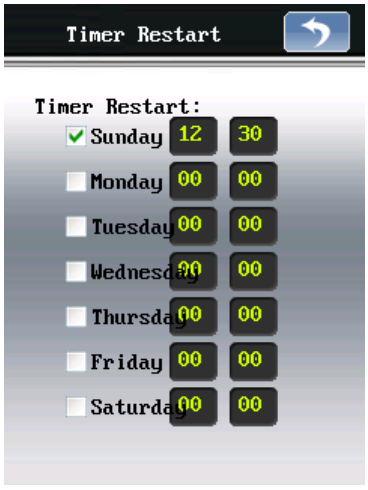

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3.5 SPECIAL OPERATIONS

3.4.1. SCREEN CALIBRATION

When the touch screen positioning is not accurate, then press the *#4444# key in main interface, the system can enter the screen calibration interface, and then follow the prompts and click a red dot to complete the screen calibration

3.4.2. VERSION VIEW

Press *#0000# in the main interface will enter the version display version information includes the version number and compile-time

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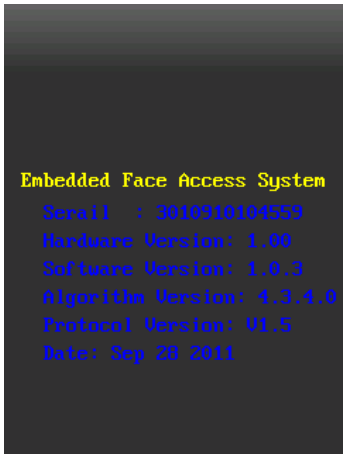
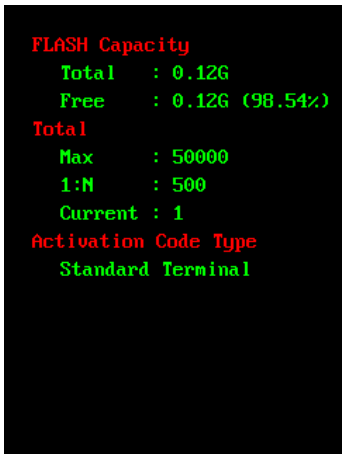
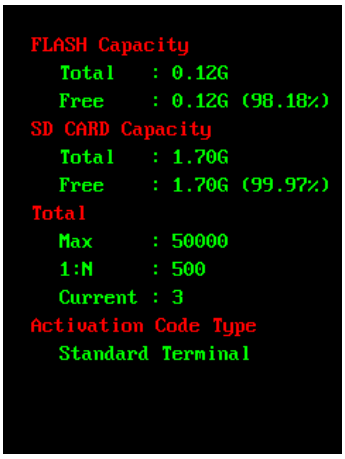


3.4.3. CAPACITY QUERY

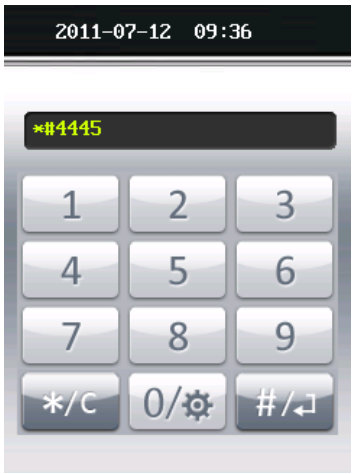
Press *#0001# in the main interface, you can view the device storage

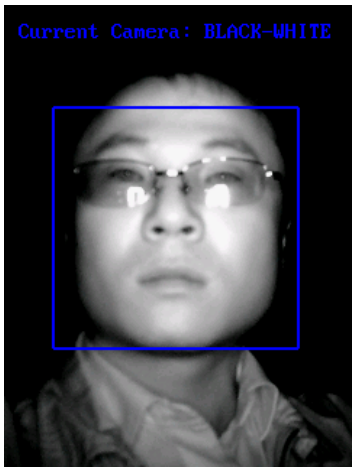




3.4.4. VIDEO VIEWING

Press *#4445# in the main interface, you can view real-time video





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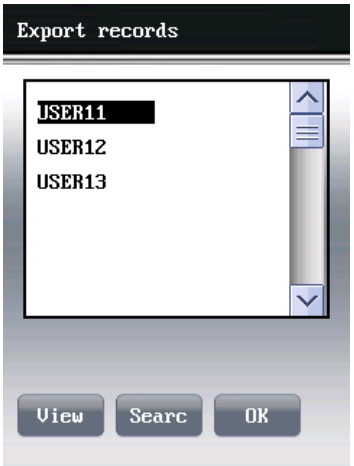
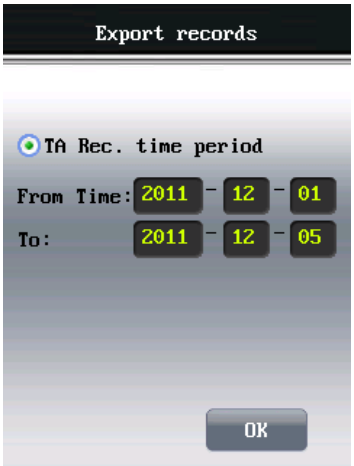
3.4.5. USB IMPORT AND EXPORT DATA AND UPGRADES

After accessed the USB drive, three seconds later, prompting USB device is detected, inputting the Super admin password, and interface prompted：

➢ Export Records

Click Export record, press OK to enter the export records. You can export all user records or specified user records, and export the records for the specified time period.





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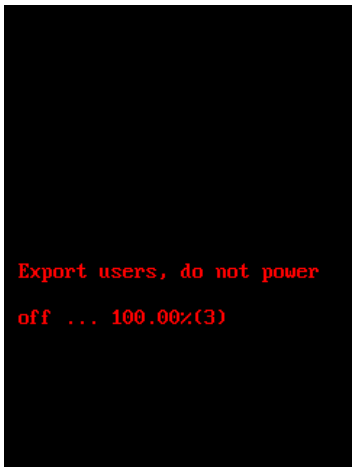
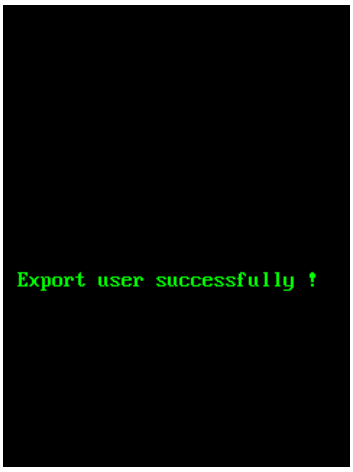
➢ Export User

clicks export user, click "Yes" and choose the format of exported records, you can choose to support import of binary formats (including signature) or import format is not supported.。





➢ Import User

Click Import users, click "Yes" and choose the handle method when the user information conflicts 。

➢ Export Configuration

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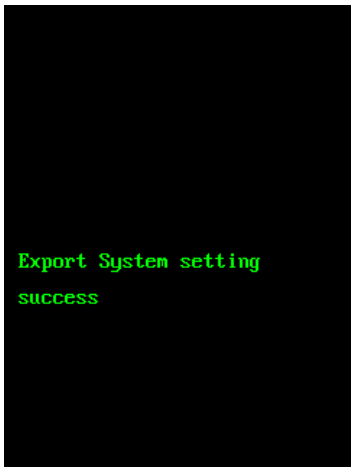
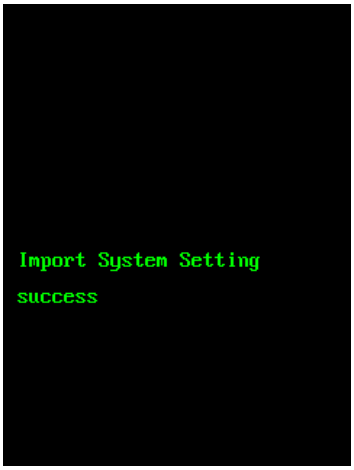
click Export configuration, the system automatically saved system configuration files in the current USB flash drive。



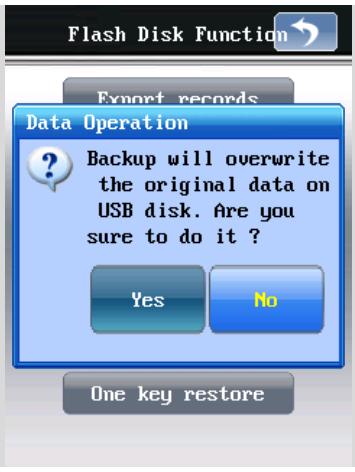
➢ Import Configuration

Click Import, select "Yes" to confirm the import system configuration。



➢ One key backup

Click a key backup, press "Yes" Make all user and log information are fully backed up on a USB drive。



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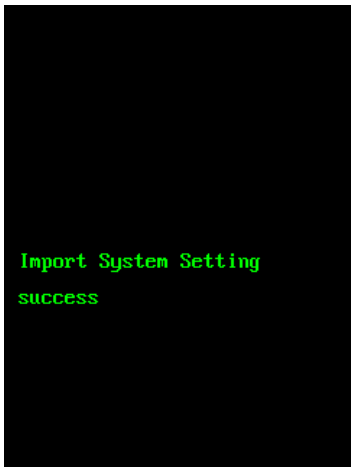
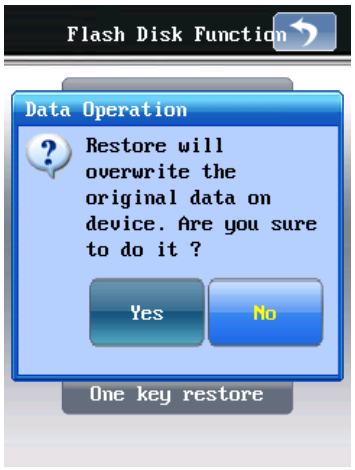
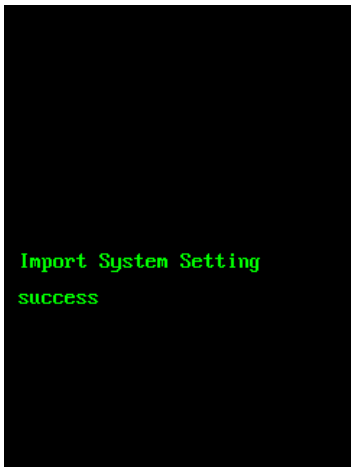


➢ One key recovery

On condition of "one touch backup" file data inside the USB drive , choose to restore the data, click the "Yes" to recover data。





➢ Upgrade

you want to upgrade In the u-Word data files , after you connect, select upgrade, click the "Yes" to upgrade, after a successful upgrade， restart device。

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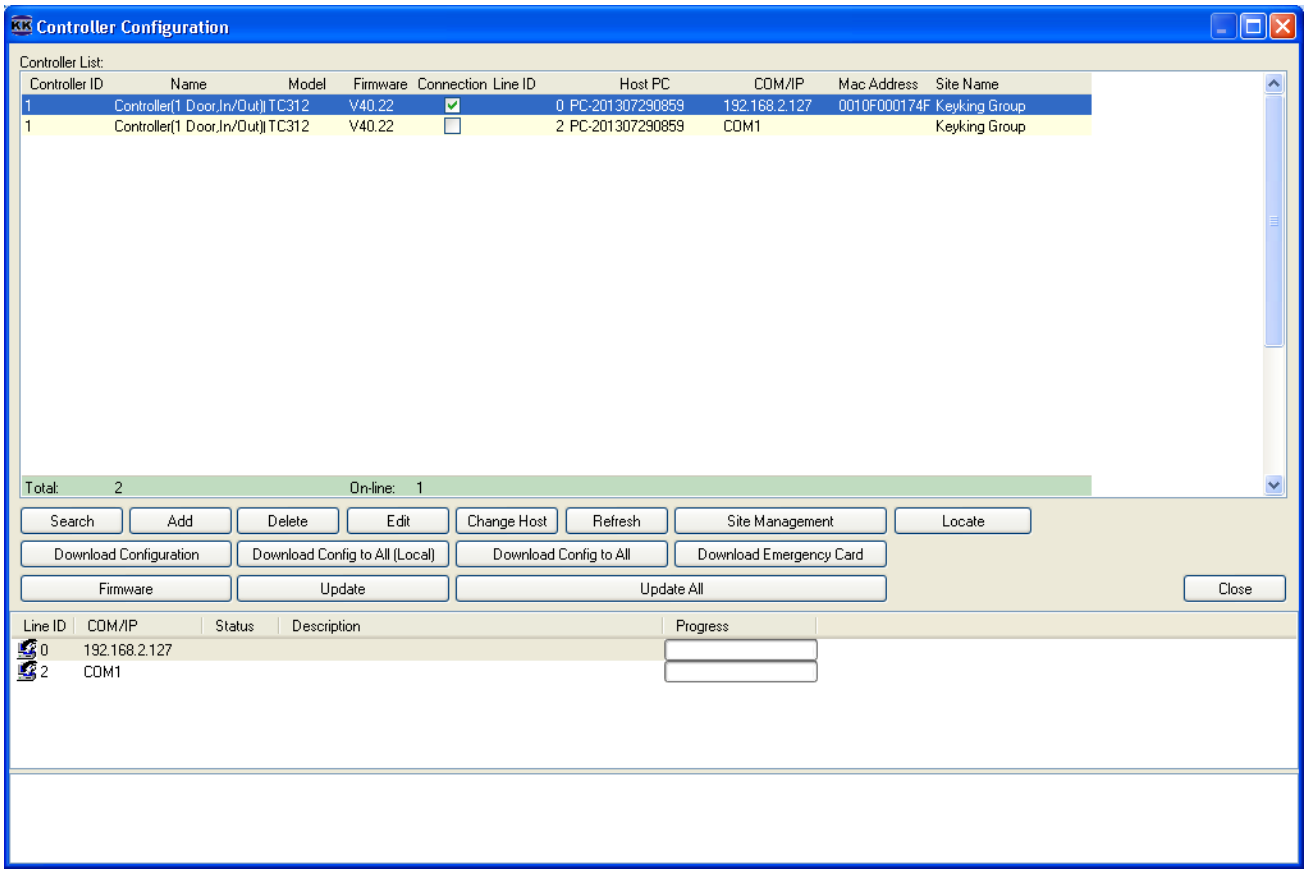
3.4.6. HOW TO USE WAF EMC 500 WITH WATCHNET ACCESS

Start WatchNET Access; make sure you have one panel online.



➢ Connection

Make a crystal head include wire WG OUT DO, GND and D1 and then connect it to panel reader interface. Please refer to the sheet below of crystal head wire rule.

Wiegand Out D0 & D1

GND

1	GND
2	GND
3	GRE LED
4	BUZZER
5	DATA0
6	DATA1

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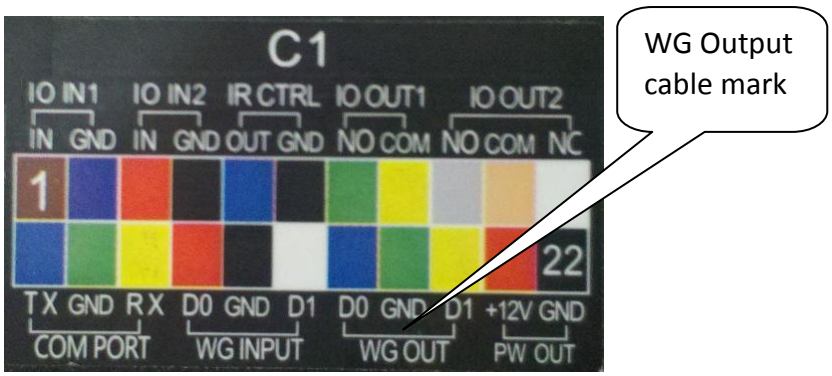

7	+12V
8	+12V

WAF EMC 500 WIRING STICKER

Crystal head wire rule

- General Configuration of WAF EMC 500

Enter the "General" interface. (Refer to 3.4) Set Wiegand OUT to WG 26 or WG34 as shown. (To output ID No. to software)

- Verify an Enrolled Face

Place your face in front of the camera; make sure your face is in the yellow square. The system will display "verification successfully" with a voice saying "You're welcome" (For enrolling faces, please refer to 3.3.2)

- Receive Card Events in WatchNET Access

Select "Monitor">"Events">"Card Events" in the main menu. The software will give an event alert once the verification succeeds. You can see the event name shows "Invalid Card"

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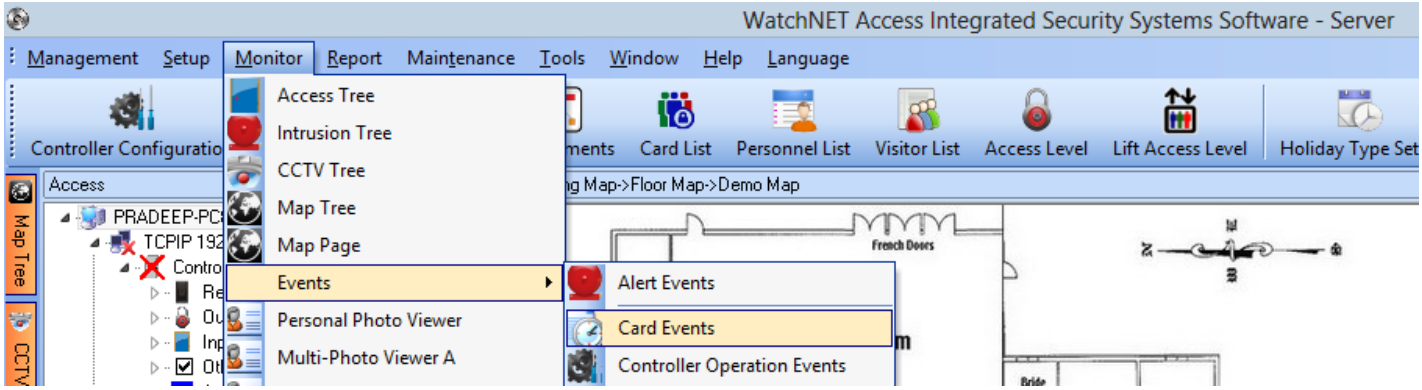
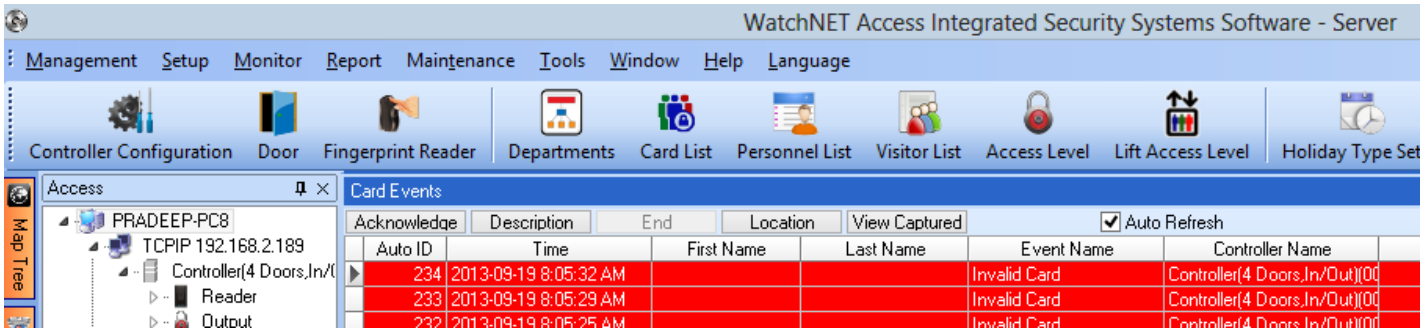
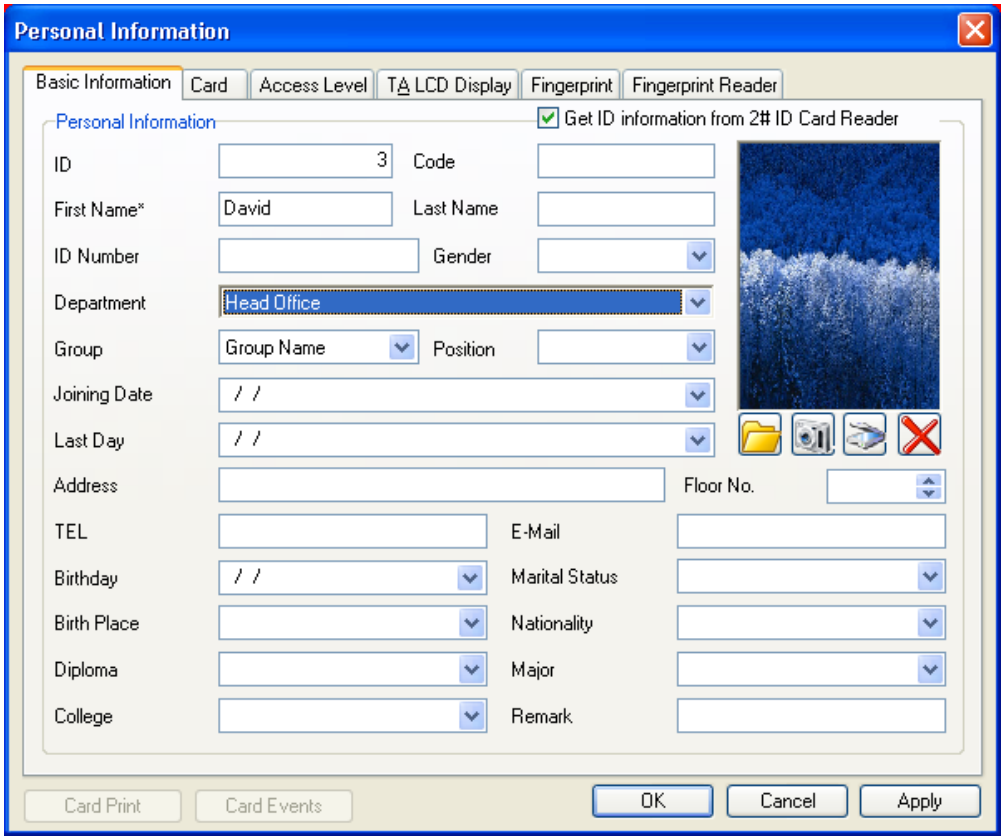




➢ Register Card/User in WatchNET Access

Double click the alert event and fill in the blank personnel information.



Click tab “Card” and tick the “Use Access Card” selection.

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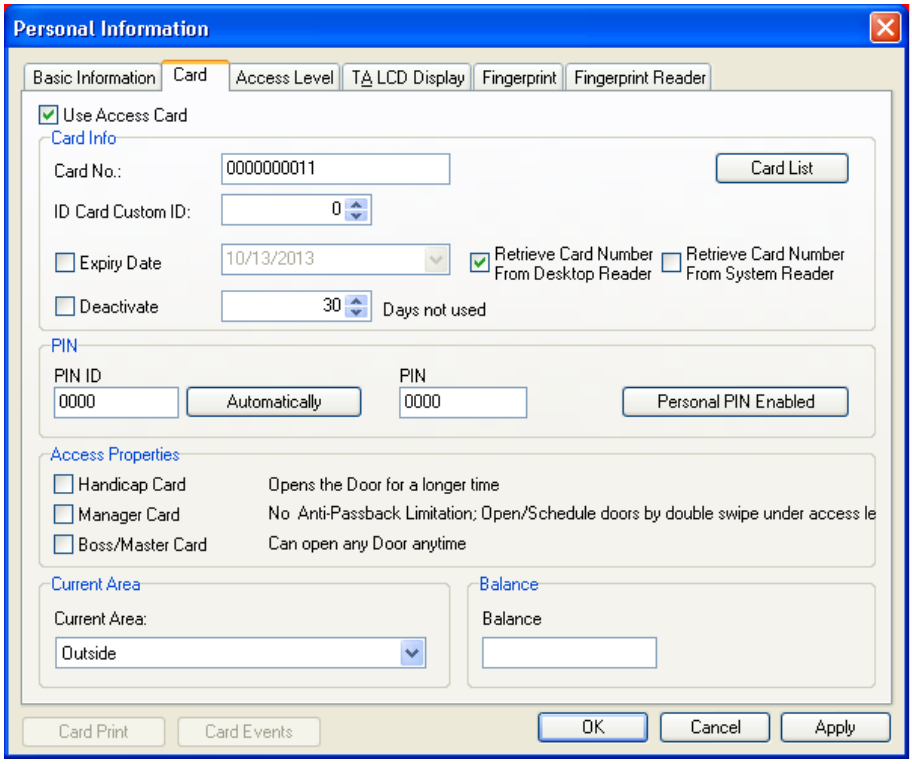
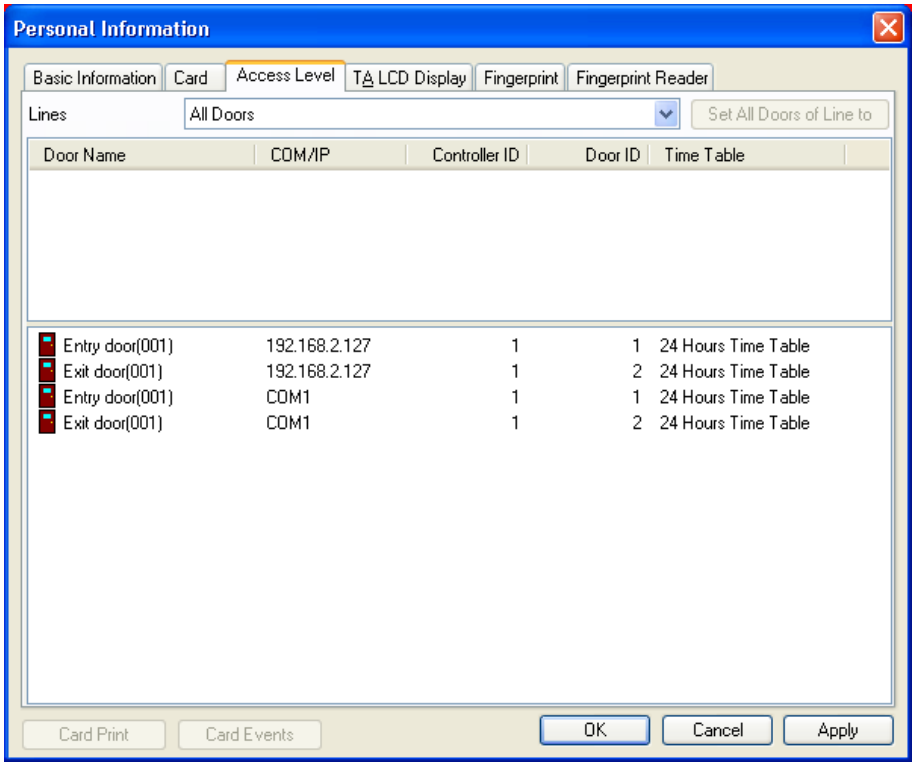


Click tab “Access Level” to give user access authority.



Click OK to confirm registering. Verify the enrolled face again and the software will get valid card event and the relay will proper response.

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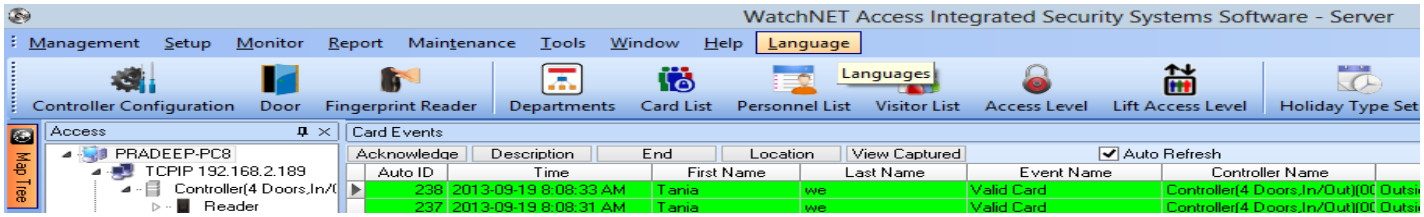
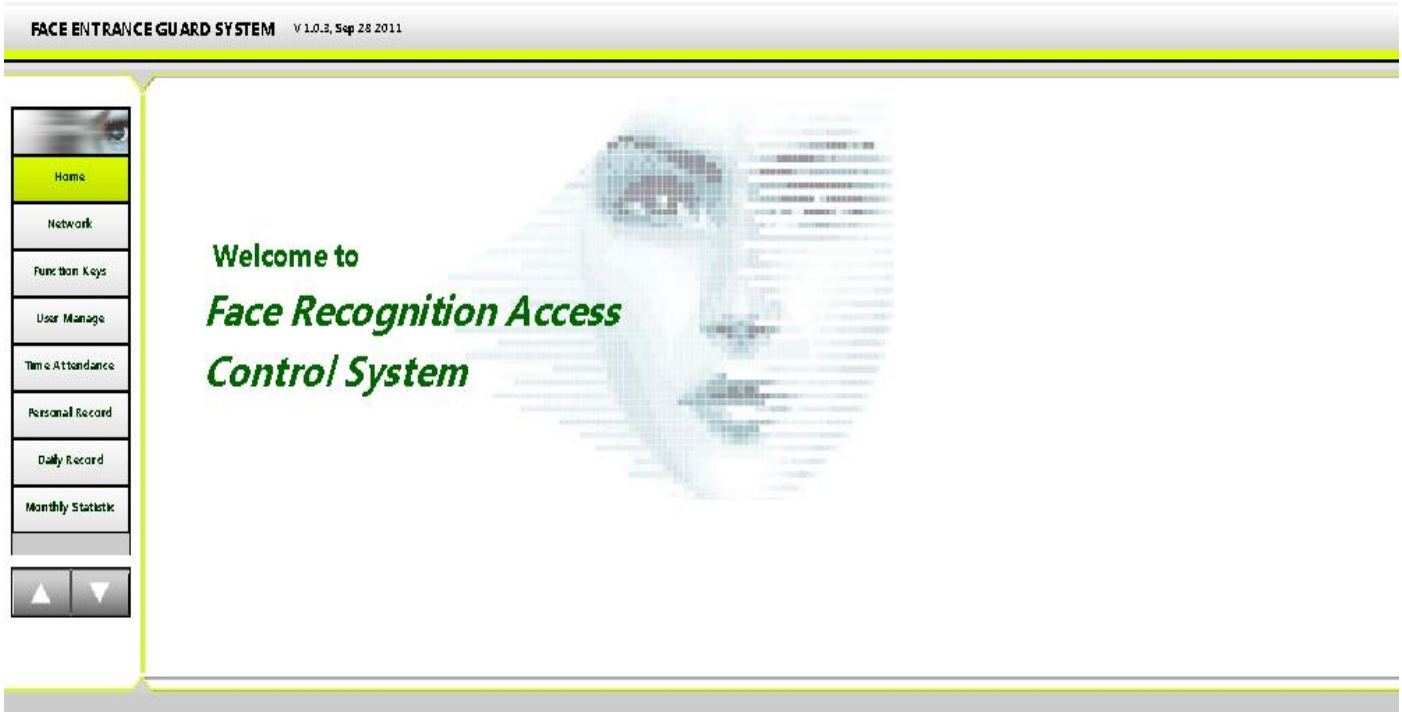


4. IE MANAGEMENT INTERFACE SPCIFICATIONS

Before opening management interface, make sure that the computer and the terminal of the IP are in the same network segment, if not in, you can change computer or terminal network setting
On first use, Default Terminal IP 192.168.18.250, Turn on the computer's IE Browser in the address bar, enter: 192.168.18.250 and press ENTER. (1 is the default login accounts, password: 88,888,888)



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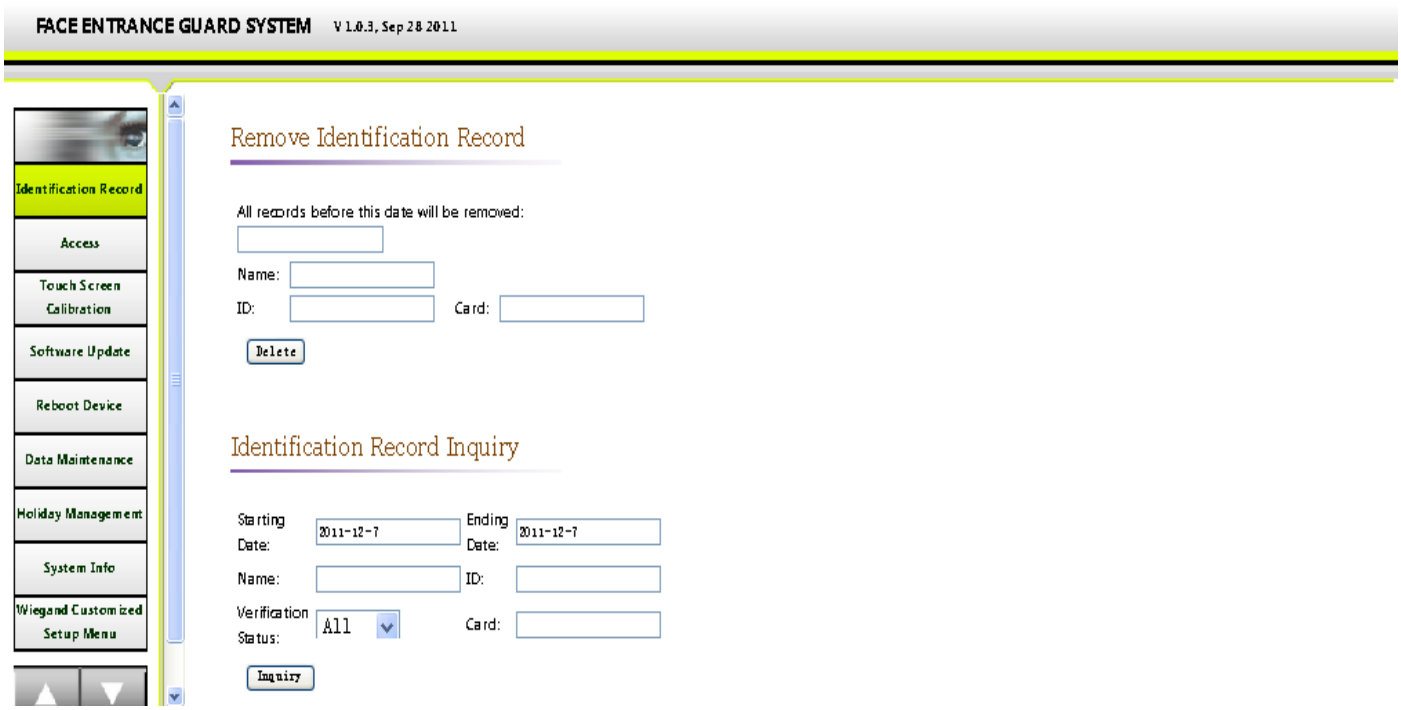

Clients can set network configurations, attendance absence data, function key definitions, query statistics, identification records, software upgrade, restart the device, modify passwords, and so on

4.1NETWORK CONFIGURATION

You can view and modify the type of the network terminal type, IP address, subnet mask, IP gateways, DNS

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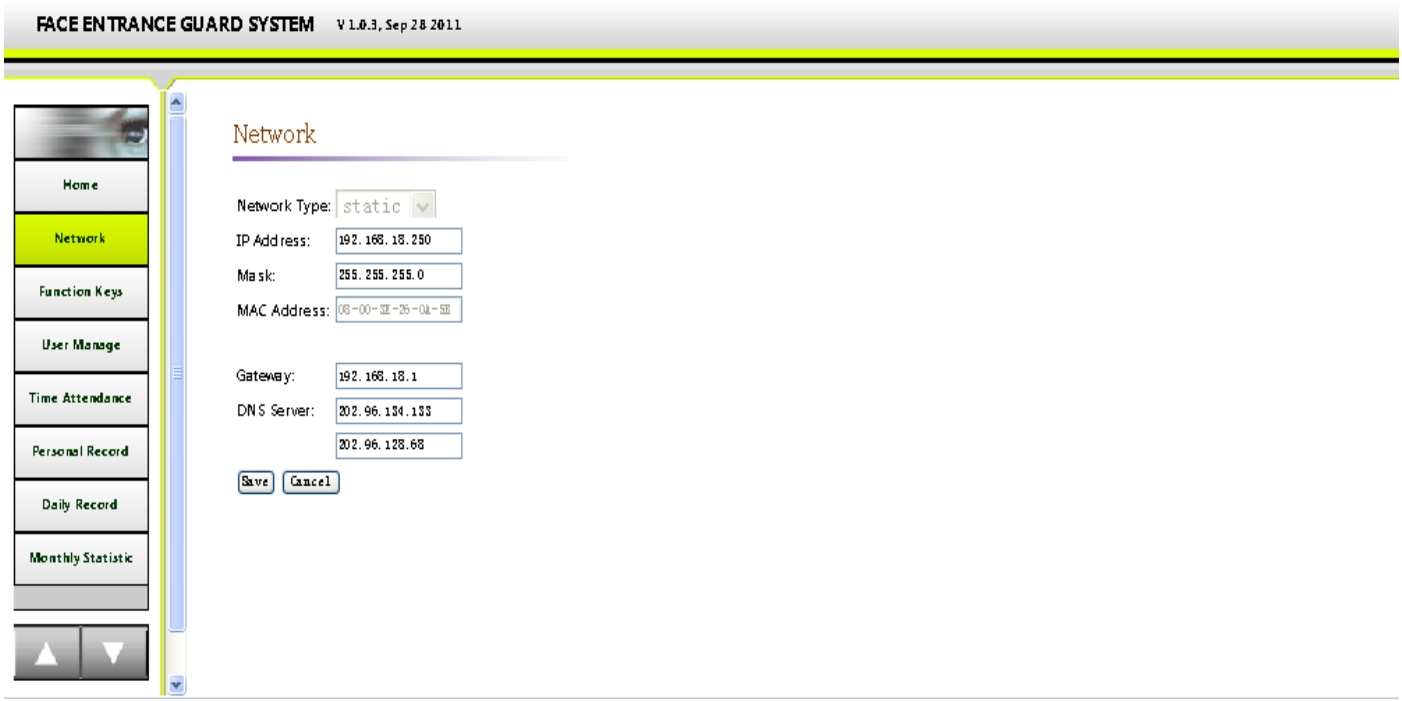

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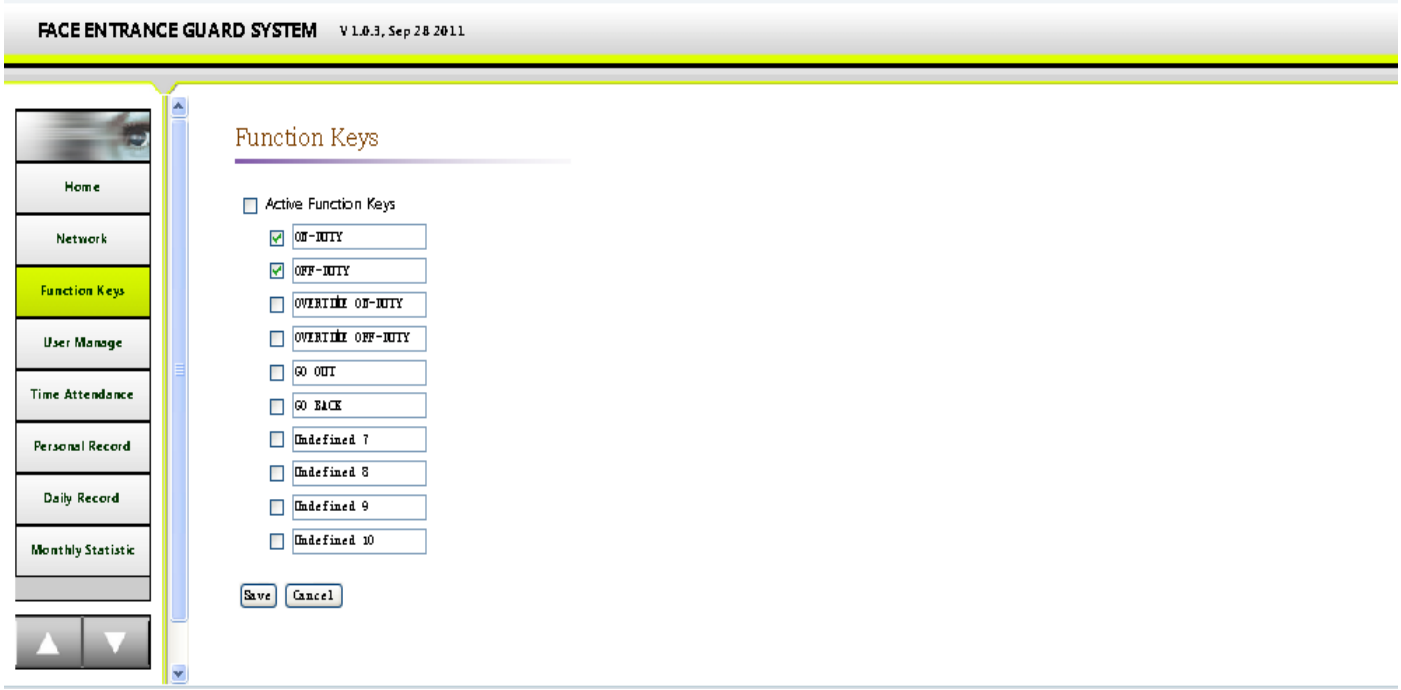
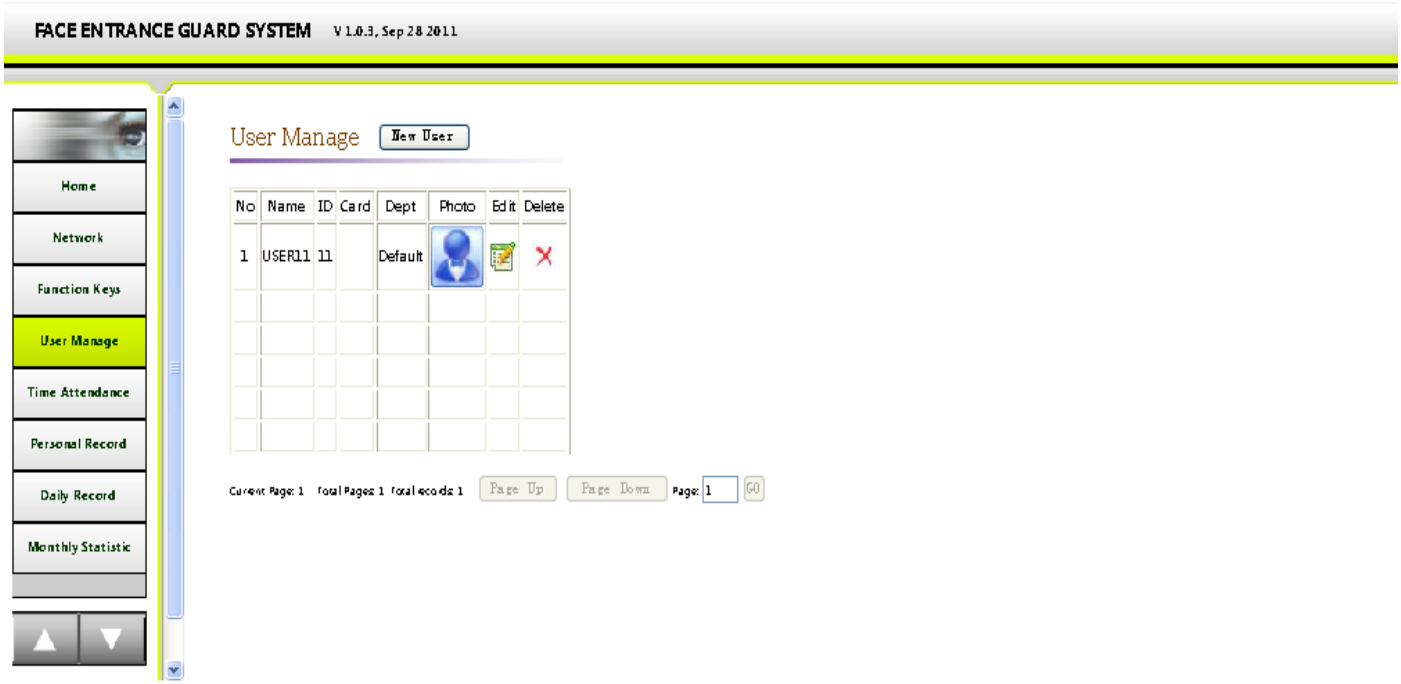
4.2FUNCTION KEYS DEFINTION

You can definite the function keys



4.3USER MANAGEMENT

User management: Add users, remove users, edit user information



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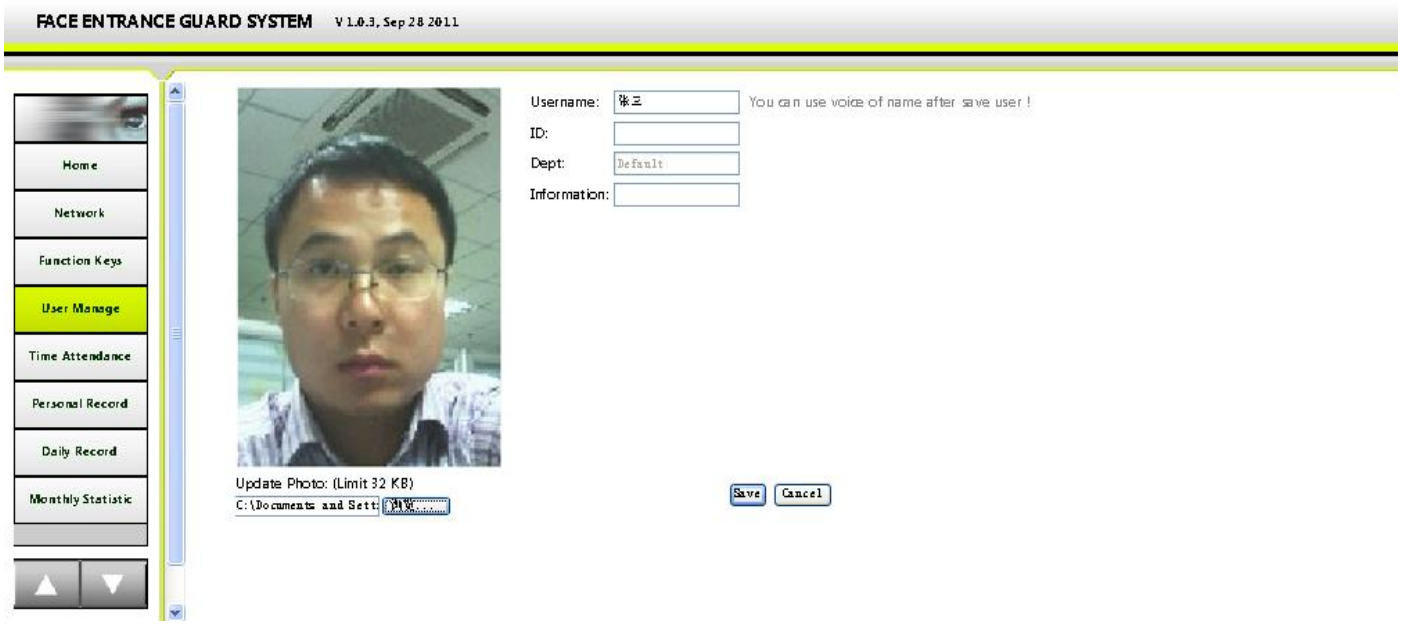
1) Create a new user

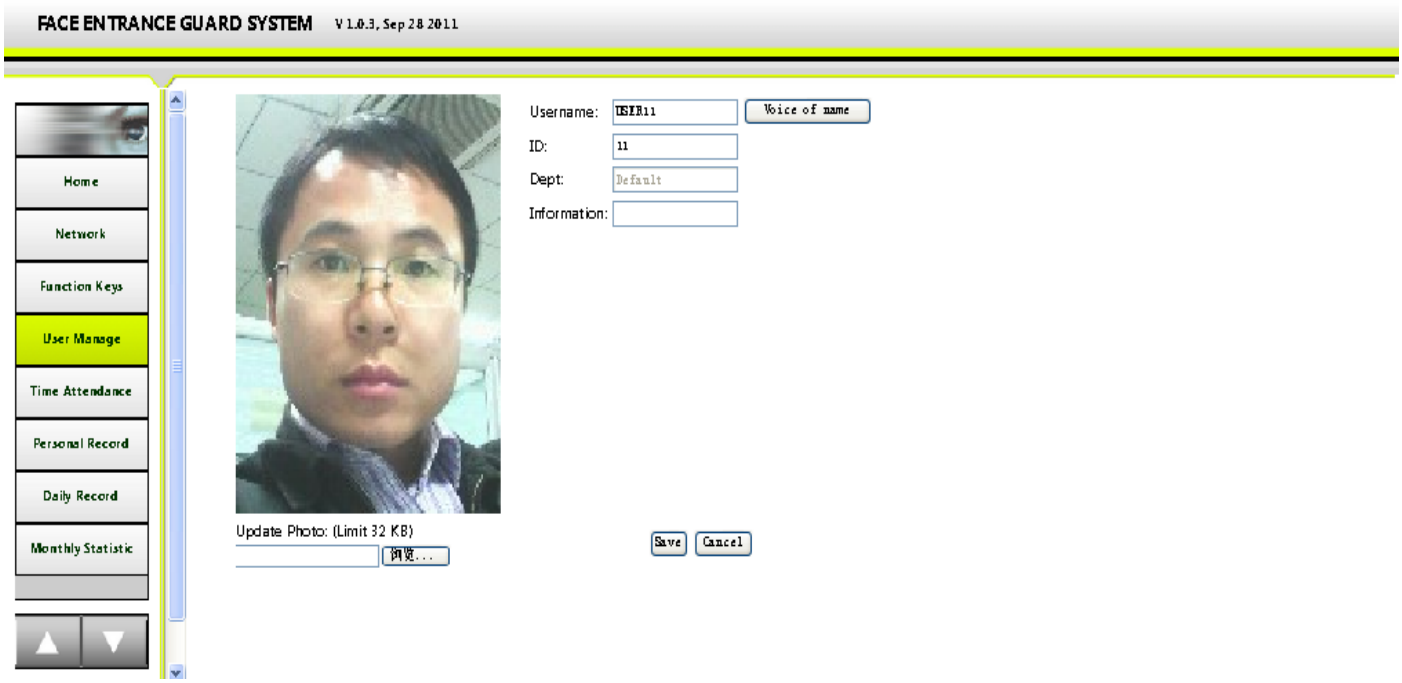
Input the user name, ID number, click on the save, and create a new user。



After identify successful will display custom photos you can upload photos, show after identifying successful：

2) Edit user

Edit the user's user name, ID number, name, voice broadcast, edit user information, click save for confirmation



3) Voice broadcast name：

1， click the voice broadcast button on the right of the username

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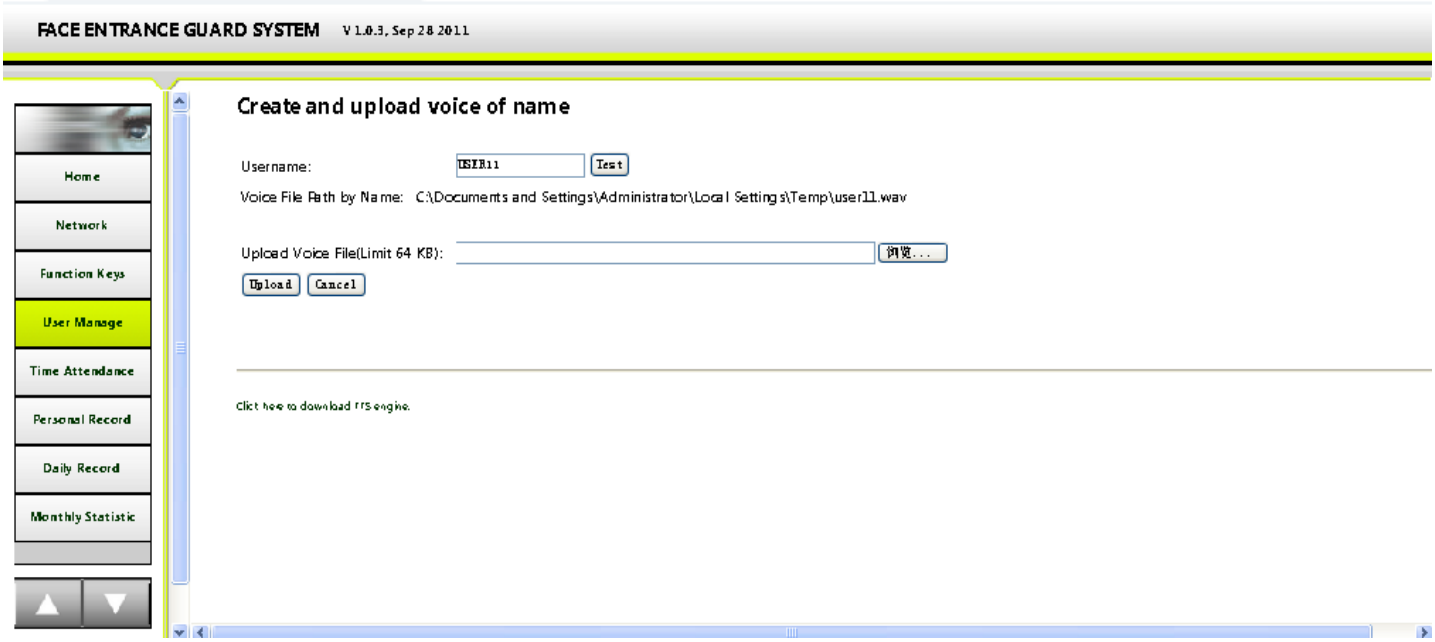
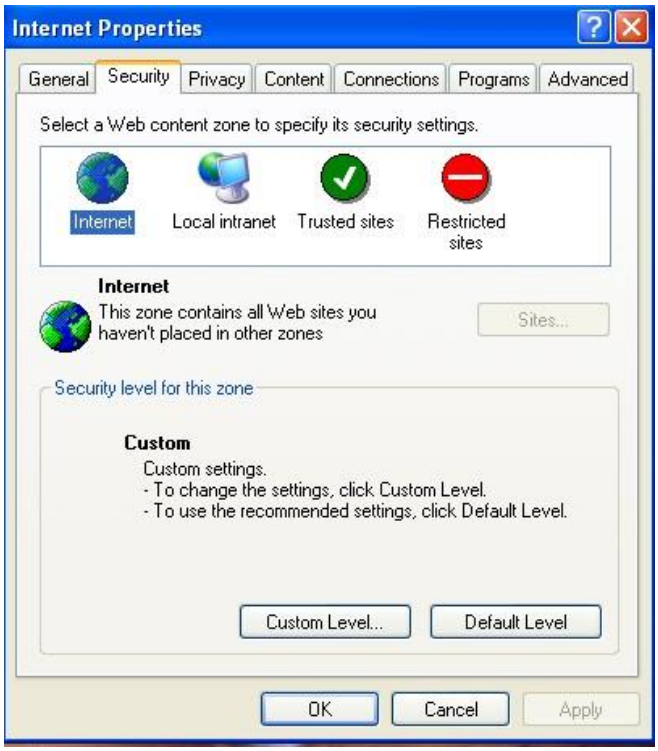


2， Click at the bottom tip Click here to download TTS engine. install English pronunciation engine, installing after downloading。

3， The blocking controls installed prompt in Pop-up dialog boxes, IE browser tools-----IE options-----security



Click the respectively custom level button, , after the two enabled in the interface , confirm to exit。

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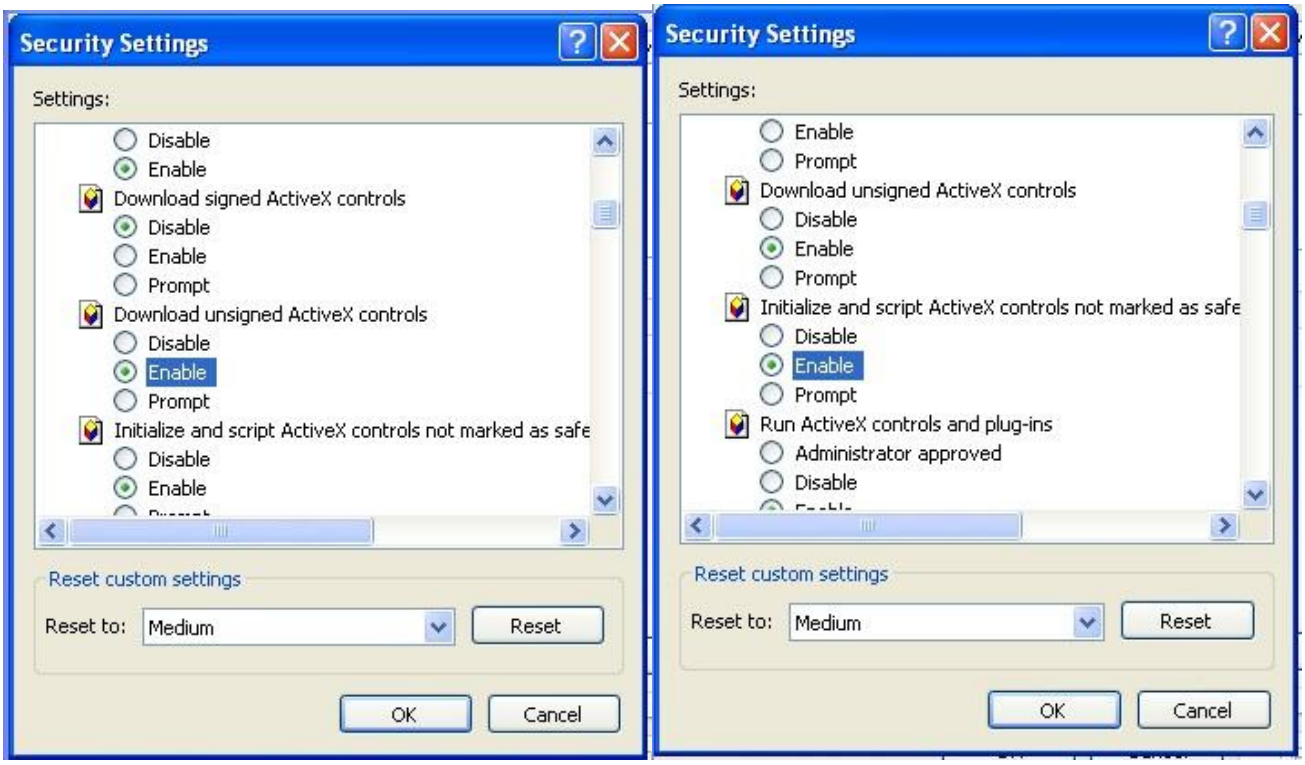
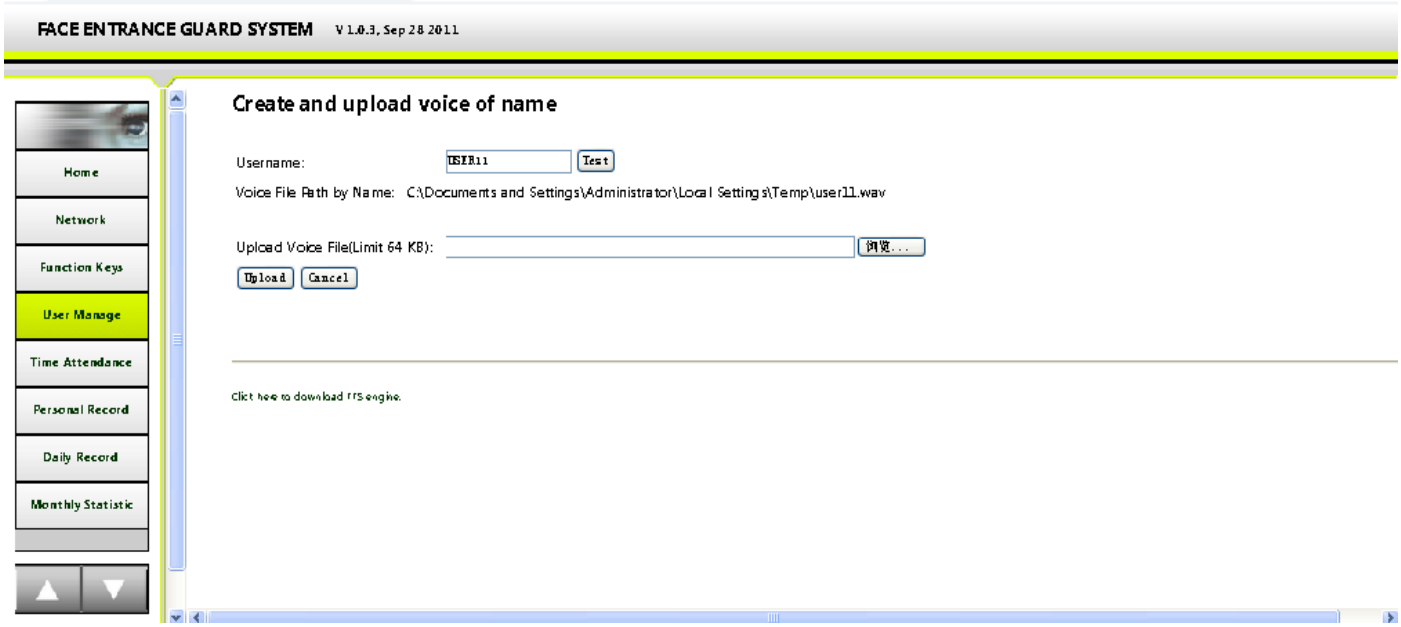


4， Back to the user interface for managing voice broadcasts, the save path appears when uploaded the voice , click Browse based on the resulting file path and find the generated file, click the upload button, when upload successful. the name will be broadcasted after identifying successful



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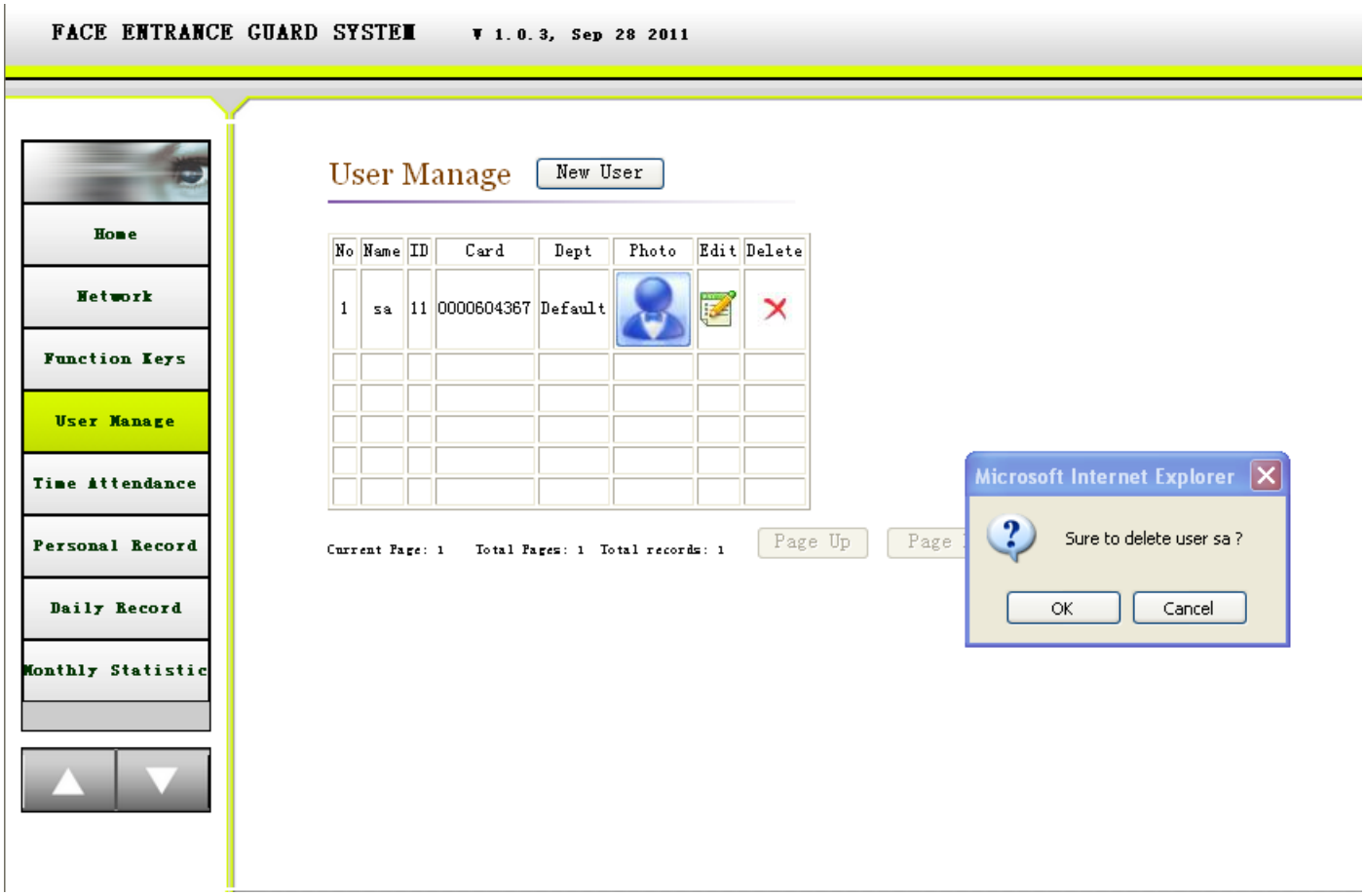
4) Delete user

Click Delete, the prompt dialog box appears, click confirm delete user。



4.4ATTENDANCE SET

The attendance time can be set according to the actual situation：

Start work in the morning	The morning office hours
Morning hours	The morning time out（it is not meaningful when you don't punch card at noon ）
Lunch-time separated points	Counting as work in the morning before this time, after that time considered work in the afternoon.（this configuration is not meaningful when you don't punch at noon）
Start work in the afternoon	Afternoon working hours.（this configuration is not meaningful when you don't punch at noon）
Afternoon hours	The afternoon time out.
Separated at night	After work punch count as this afternoon before this time, after which time regarded as night work. (this configuration is not meaningful when there no night shift)
Night work on	The time of night work on.
Night work off	The time of night work off.

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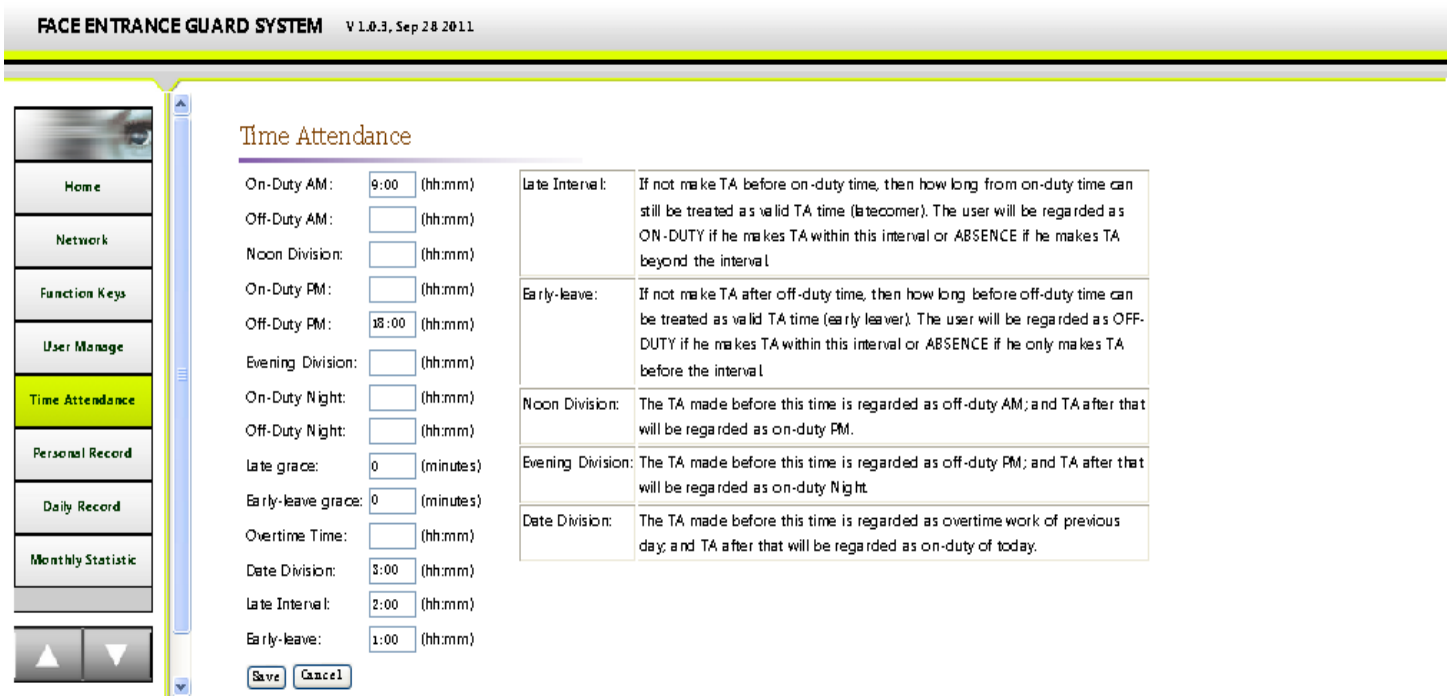
Duration of allow late for work	Set this option ， delay XX minute of working time is not count late for work.
Duration of allow early to off	Set this option，XX minutes earlier to punch is not count leave early.
Overtime point	After this time count as overtime.
Date separate section	Punch card at this time count as worked overtime the first day, after which time count as the next day at work
Duration of late for work	No punch card Before going to work，punch card in the Duration of you begin to work still count as working time and late。No punch card when you exceed the time will count as you don't punch card of working.
Duration of leave early	No punch card After work off, punch card in the duration of you work off still count as work off time and leave work early . Punch card when Exceed the time count as you don't punch card of work off



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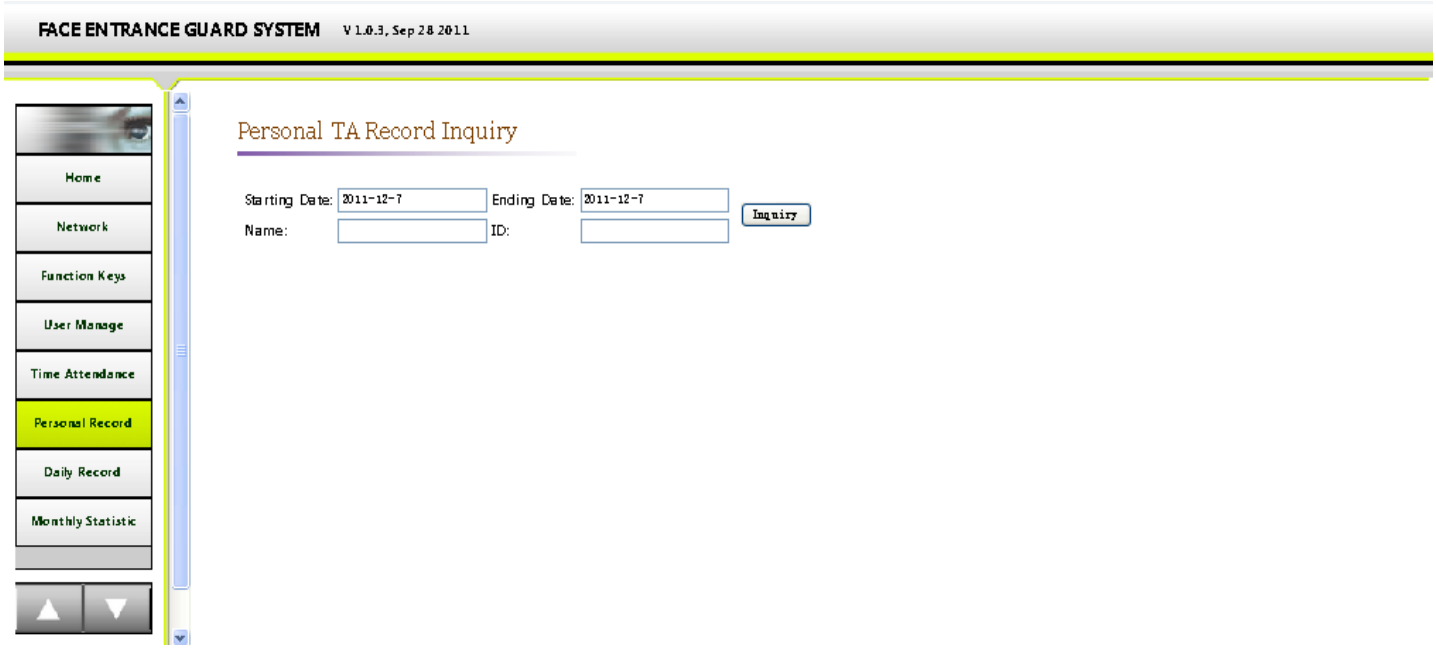
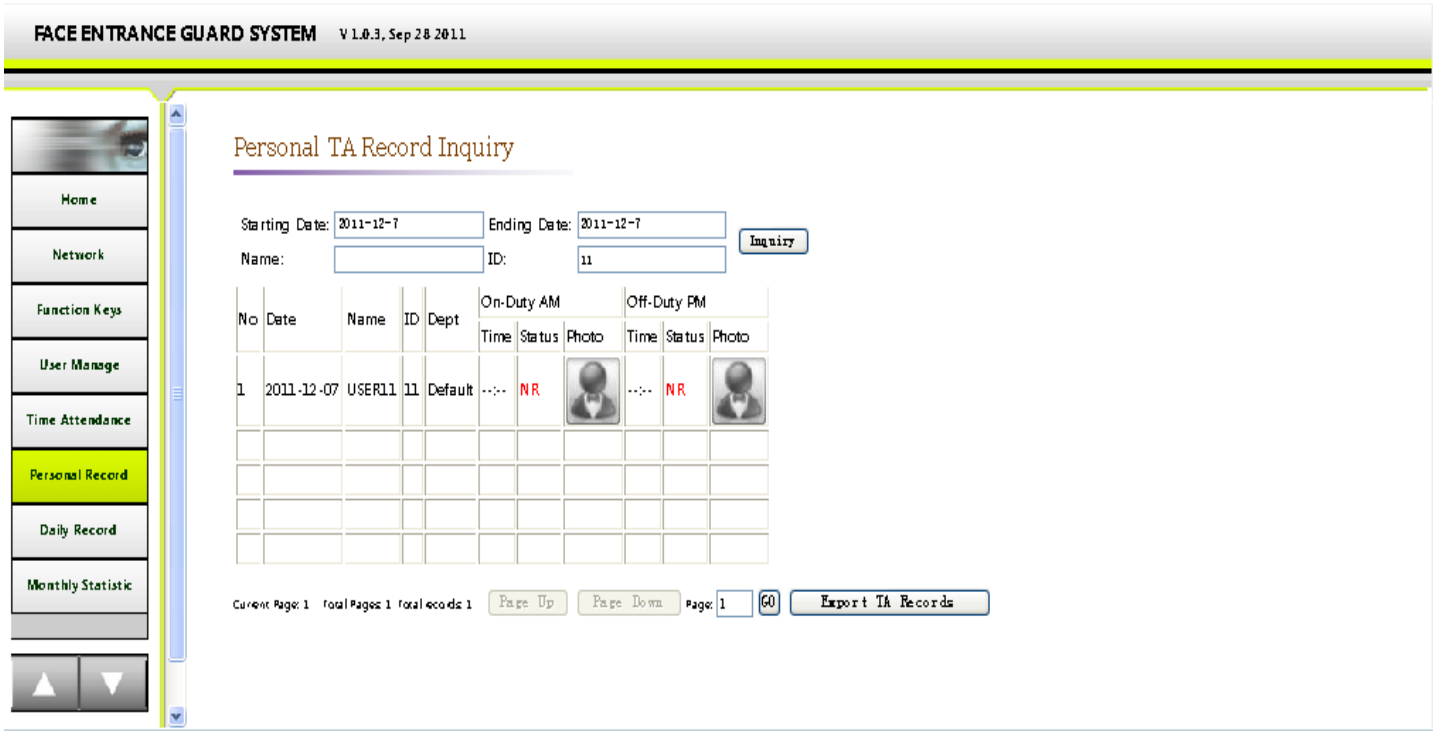
4.5PERSONAL ATTENDANCE RECORD

Query employee attendance records of Individual attendance record by a name or ID number of a certain period of time, the query result data. export in CSV format





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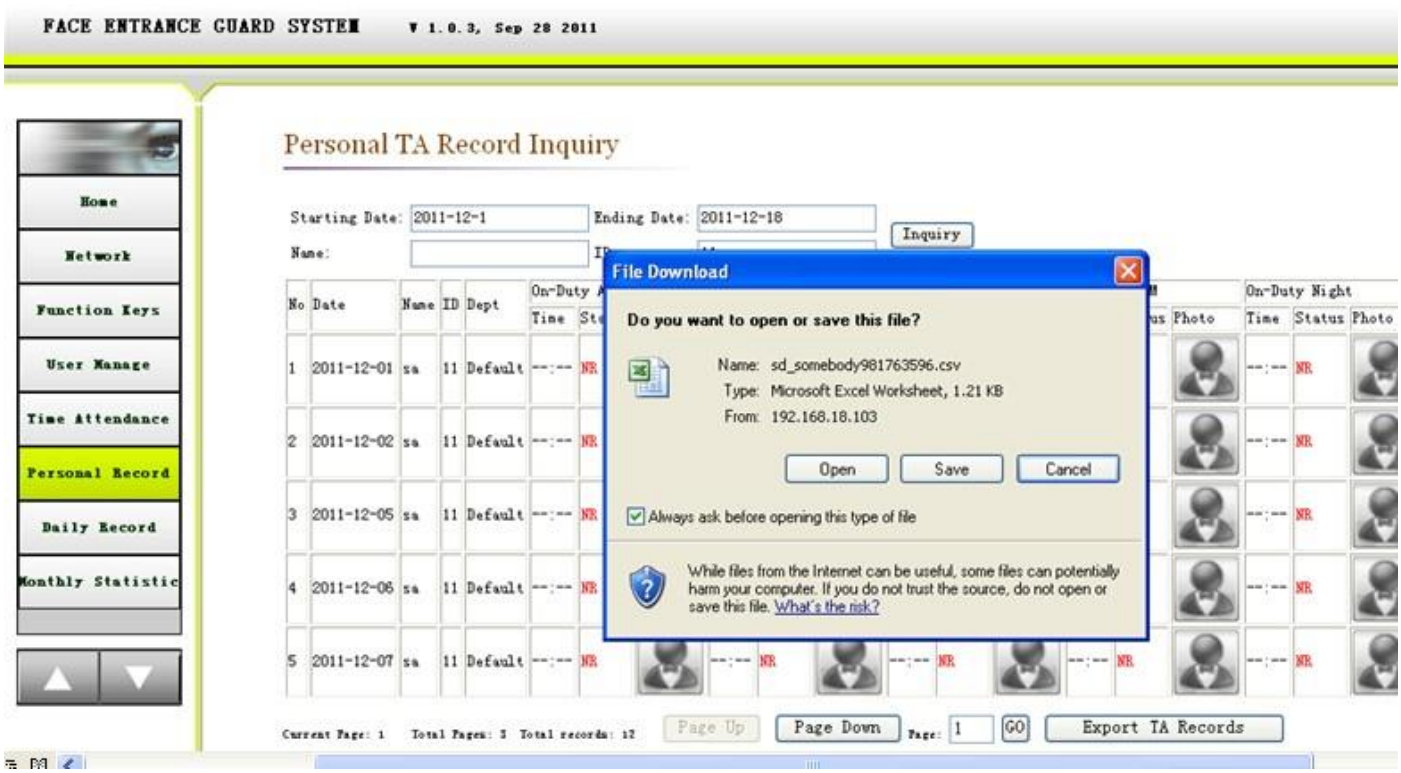

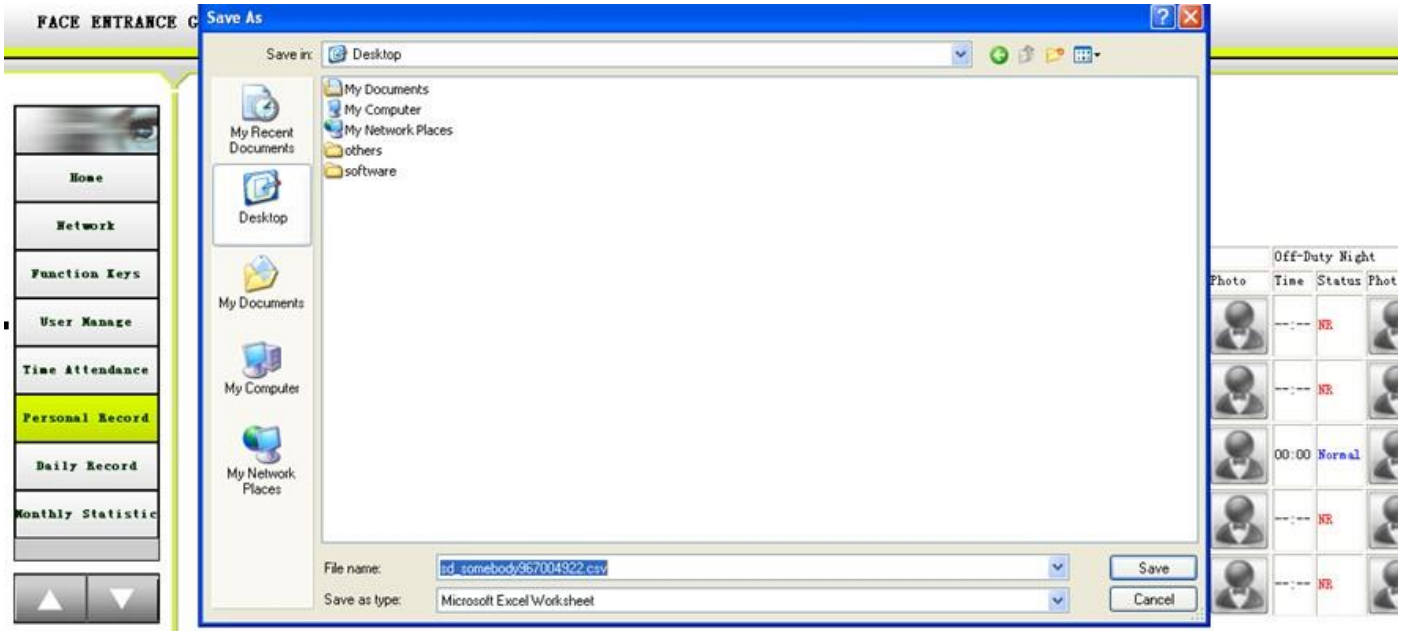

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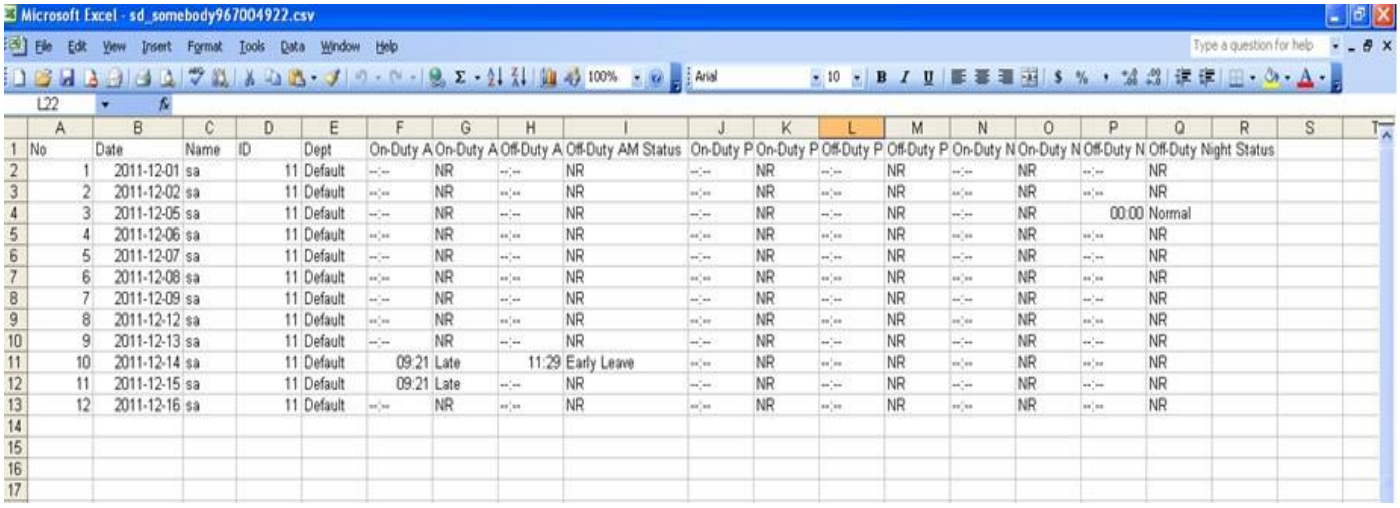
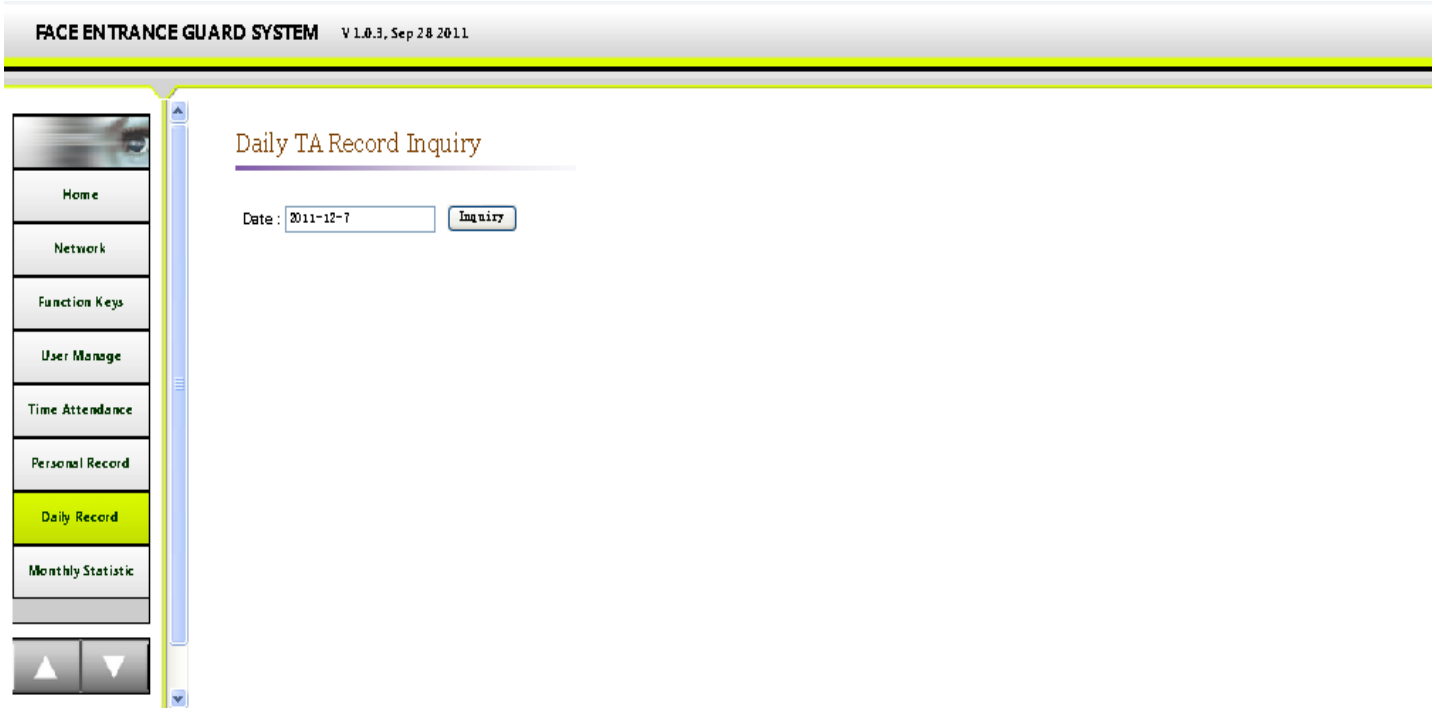


No	Date	Name	ID	Dept	On-Duty A	On-Duty A	Off-Duty A	Off-Duty AM Status	On-Duty P	On-Duty P	Off-Duty P	Off-Duty P	On-Duty N	On-Duty N	Off-Duty N	Off-Duty Night Status
1	2011-12-01	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
2	2011-12-02	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
3	2011-12-05	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	00:00	Normal
4	2011-12-06	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
5	2011-12-07	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
6	2011-12-08	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
7	2011-12-09	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
8	2011-12-12	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
9	2011-12-13	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
10	2011-12-14	sa	11	Default	09:21	Late	11:29	Early Leave	--:--	NR	--:--	NR	--:--	NR	--:--	NR
11	2011-12-15	sa	11	Default	09:21	Late	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR
12	2011-12-16	sa	11	Default	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR	--:--	NR

4.6DAILY ATTENDANCE RECORD

Query current date of all user attendance records, the query result data. export in CSV format



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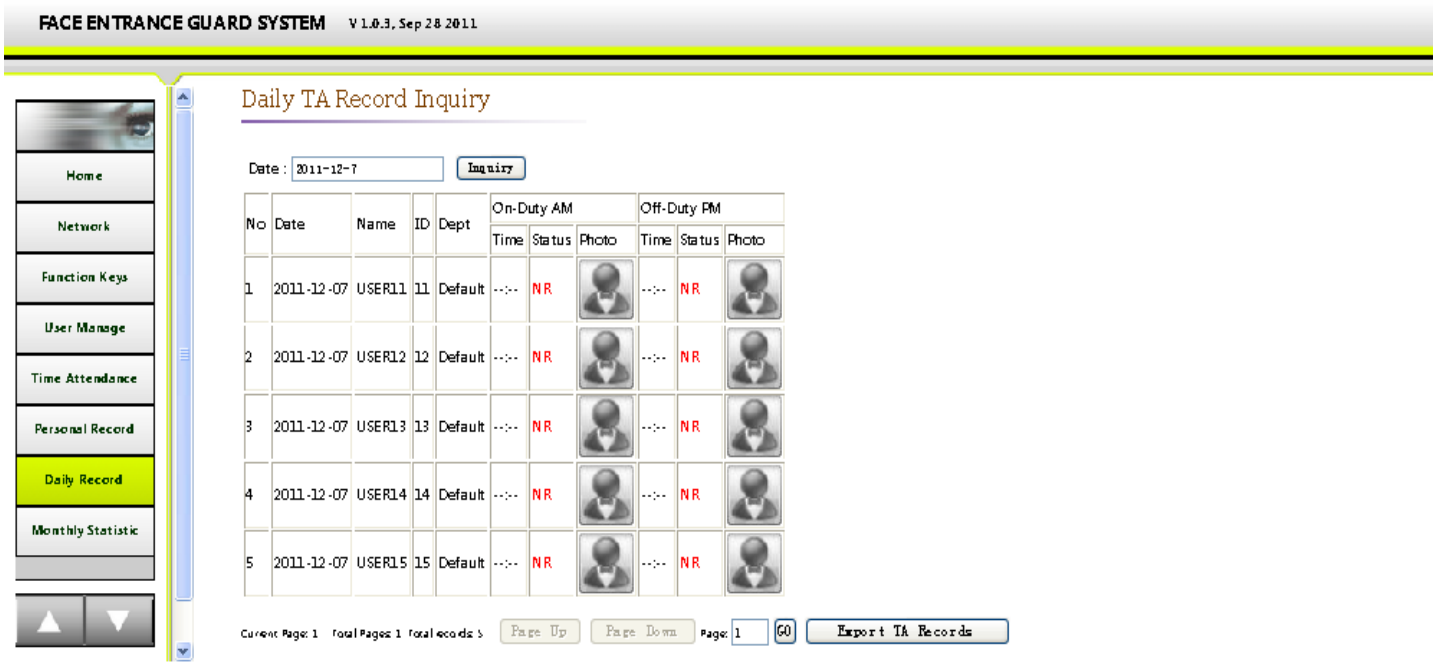
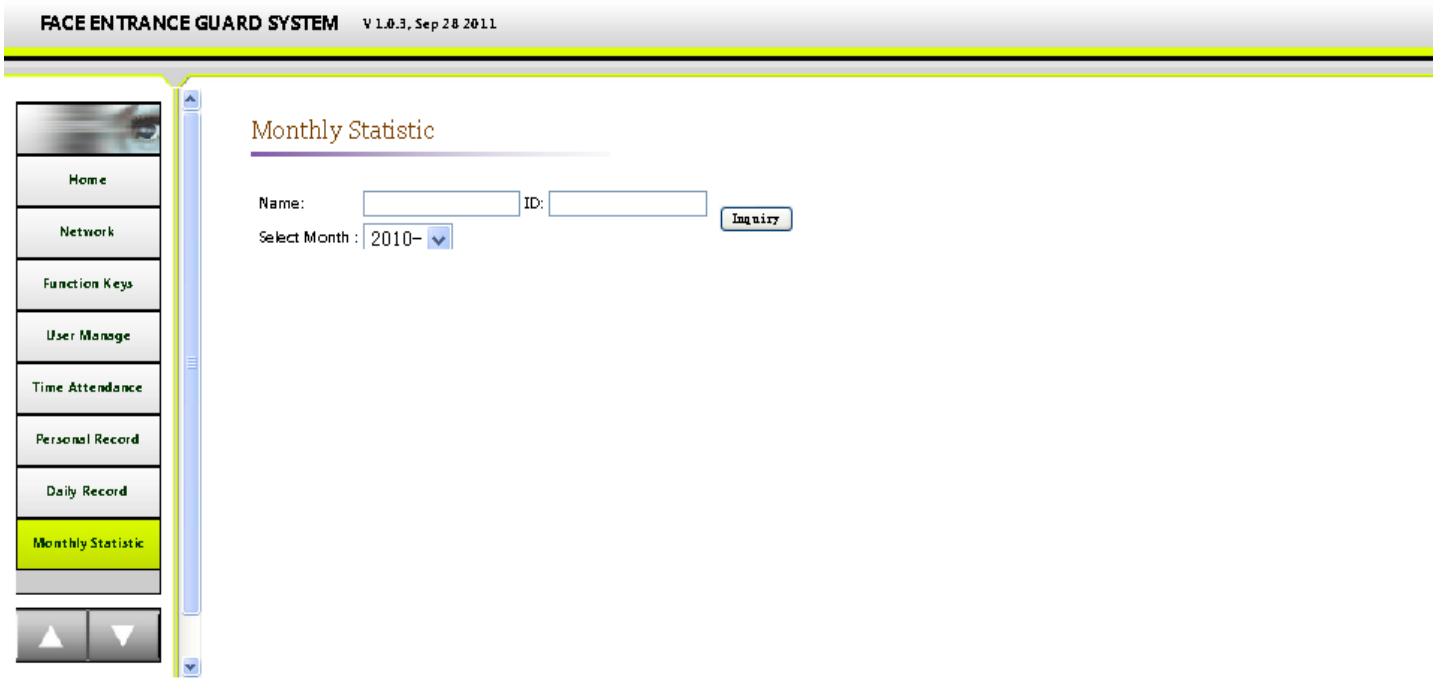


4.7MONTHLY ATTENDANCE RECORD

Inquiry all user attendance records statistics can select month, and then click the query, you can view all user monthly attendance records in the month. Or check personal attendance records and statistics by a name or work number, the query result data. export in CSV format



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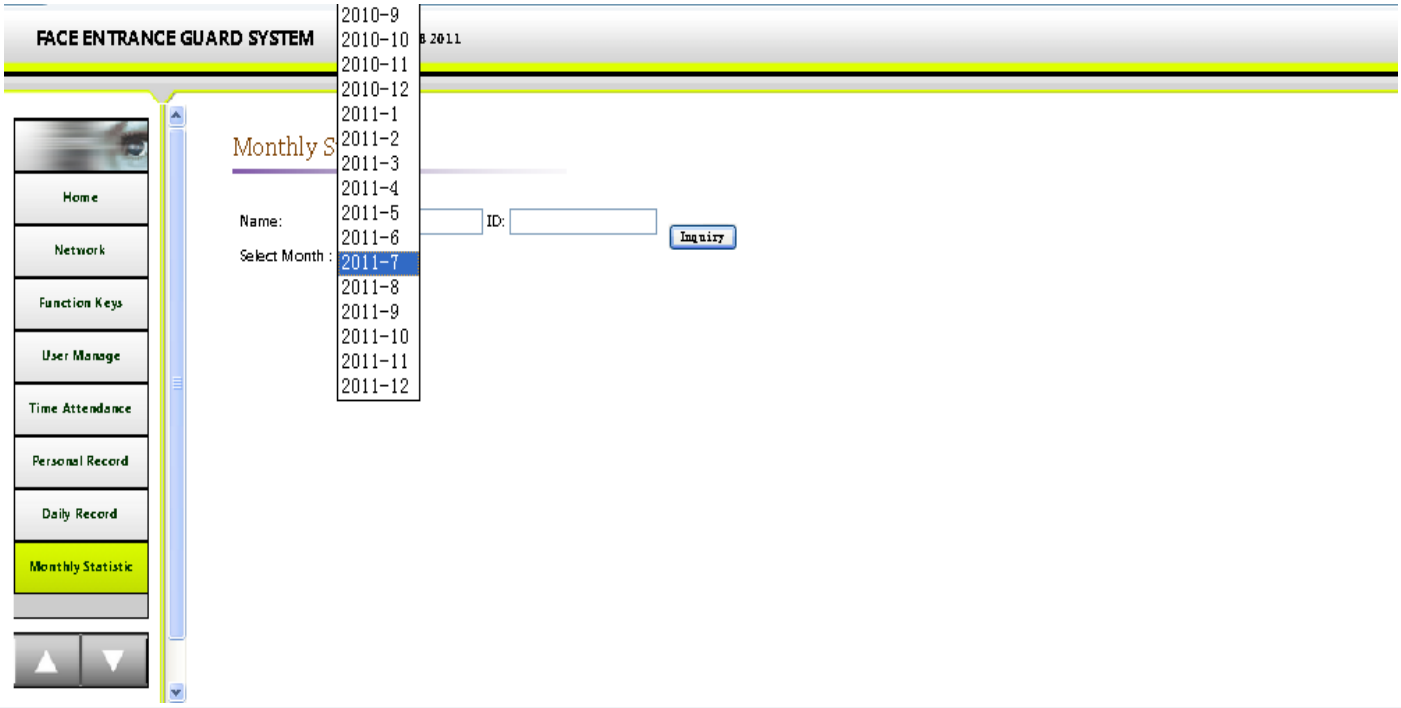

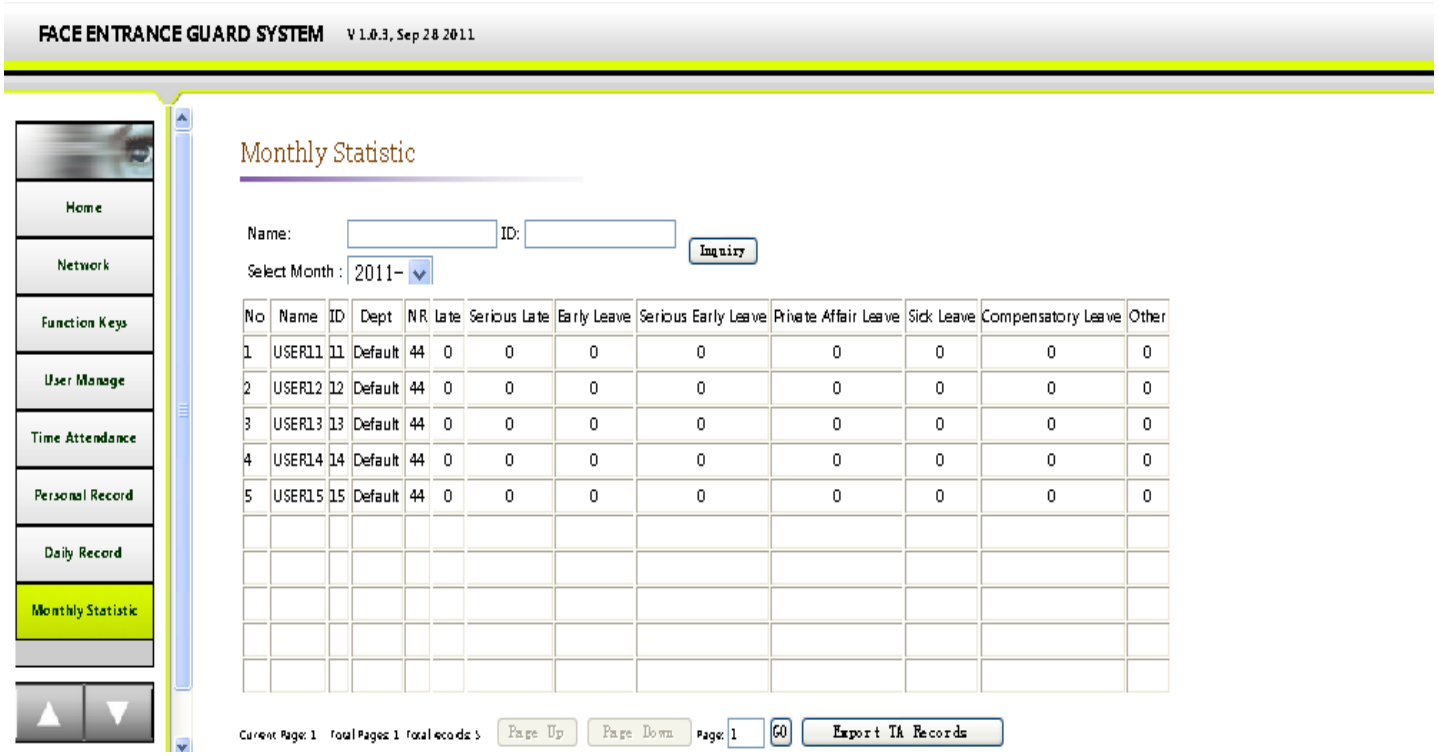

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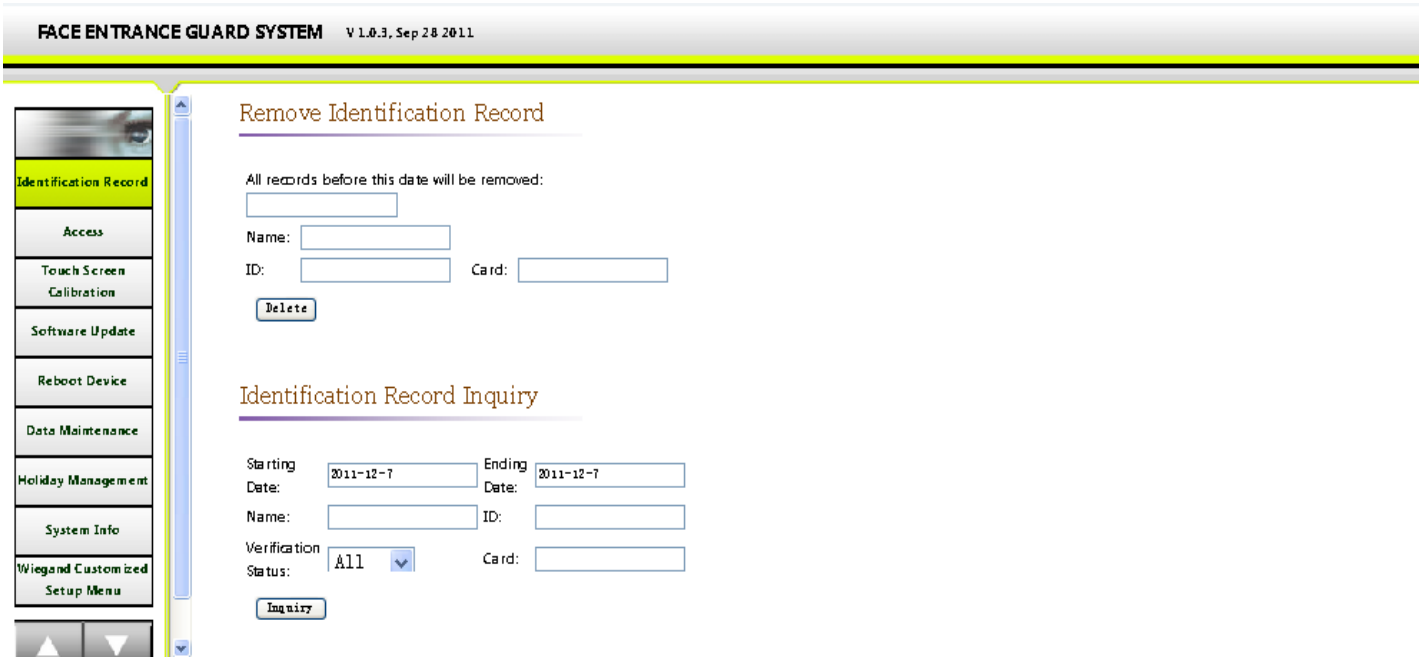
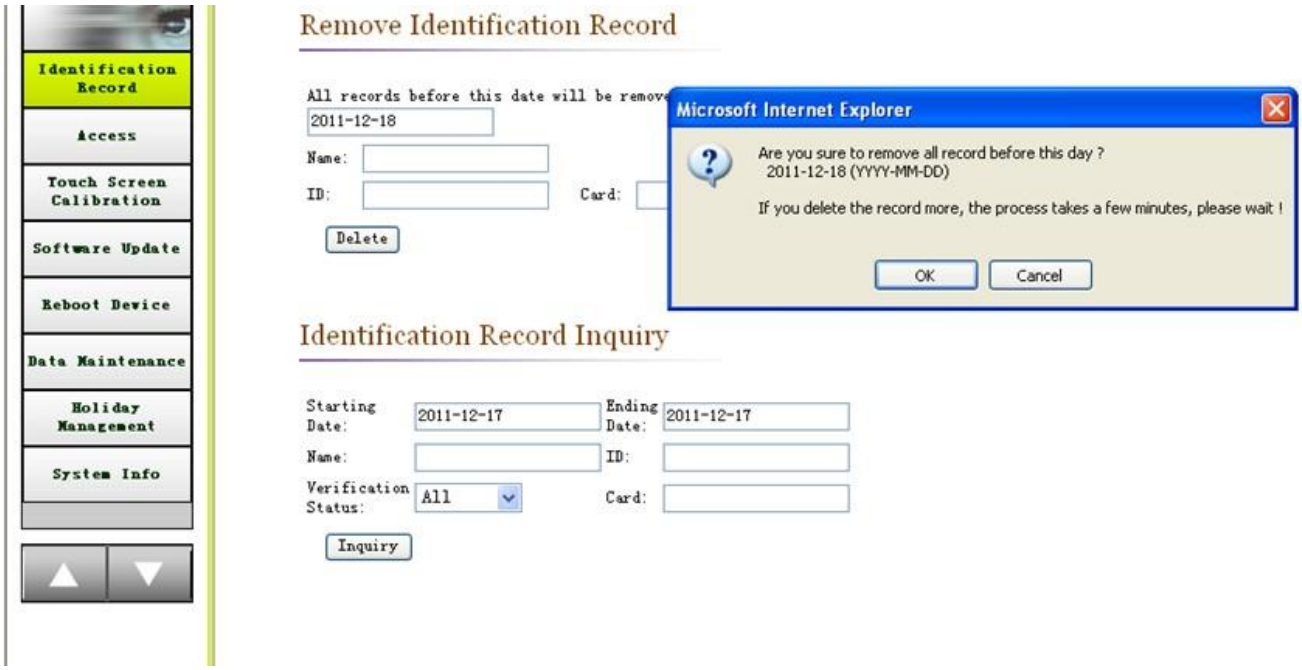
4.8IDENTIFICATION RECORD



1) Identifying Maintenance Records

Removed all identification records a point in time, if you want to remove all identification records before this point in time of a user ， you can input a name, badge number, card number and click OK to delete.



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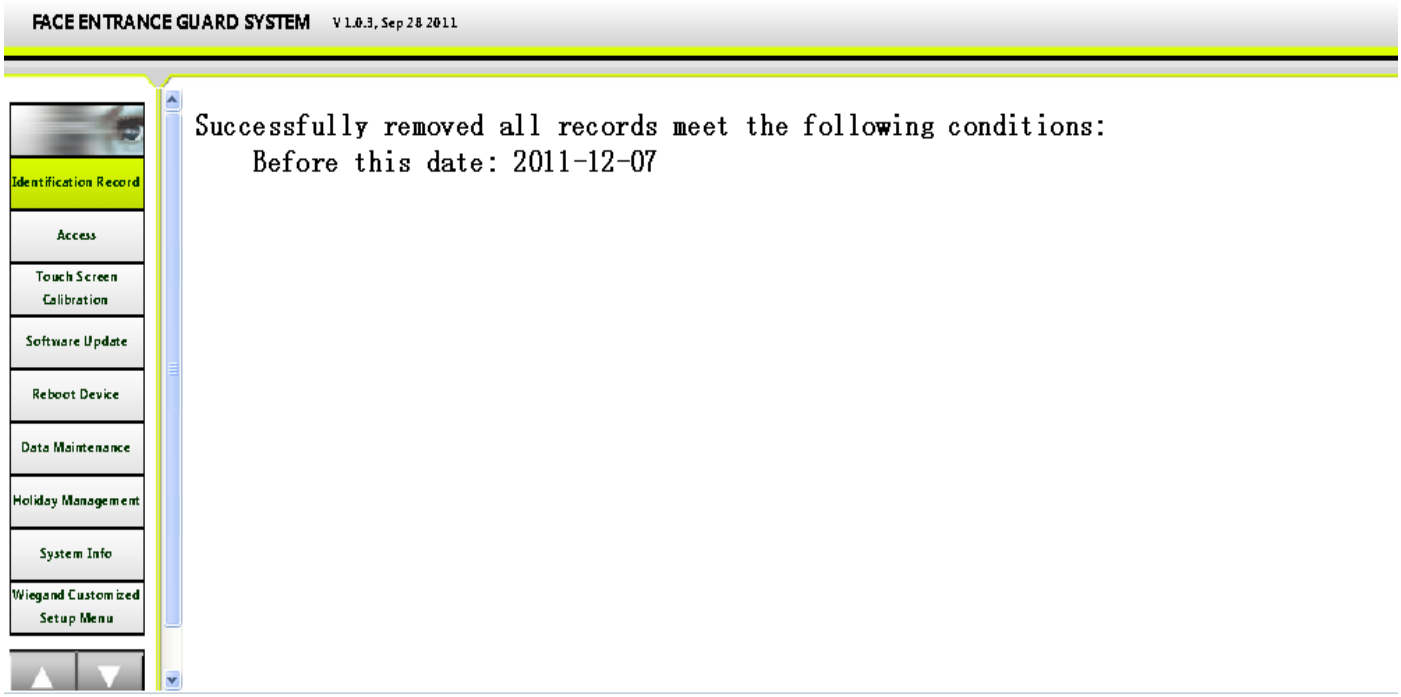
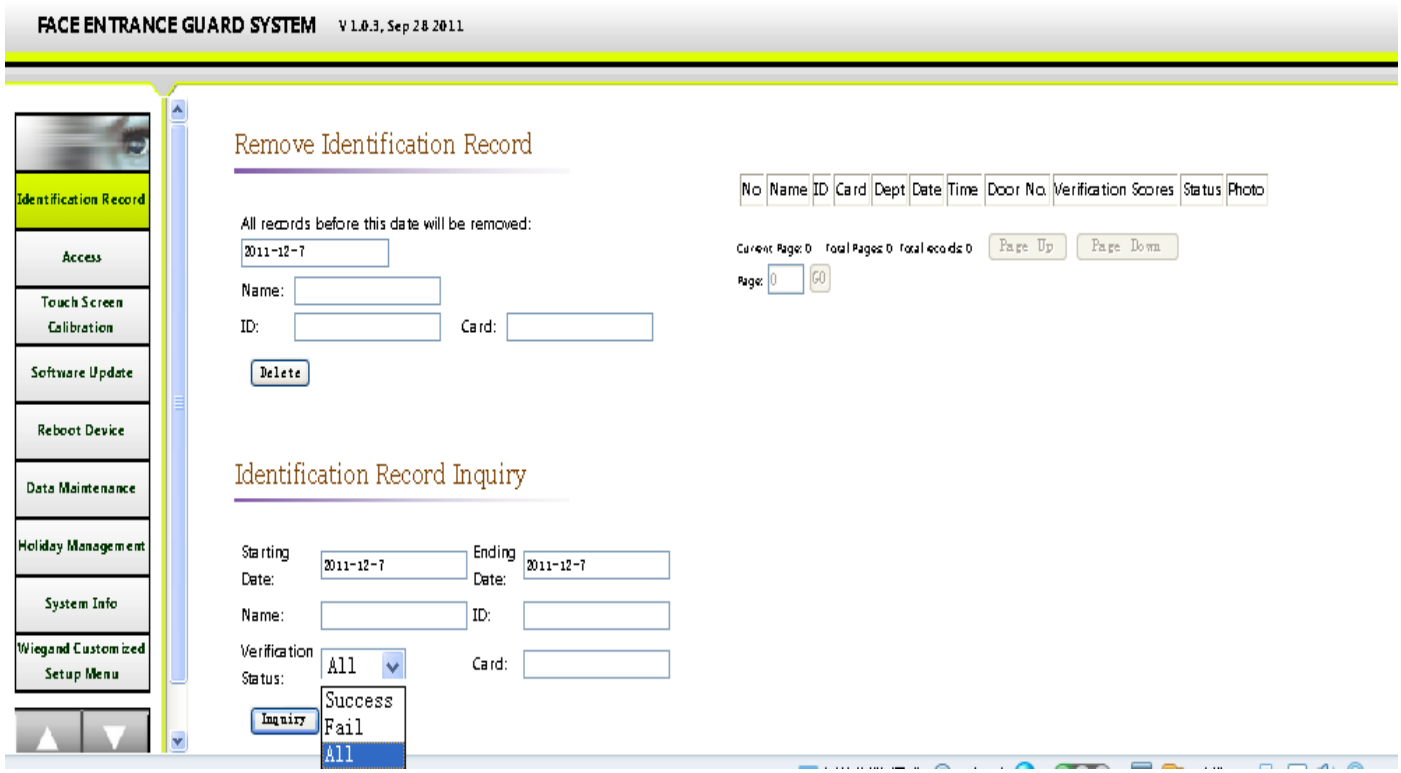


2) Identifying enquiries records

Check all identification records in time period, or through such as name, job number, card number, status (all, through, failed), the query result data. export in CSV format。



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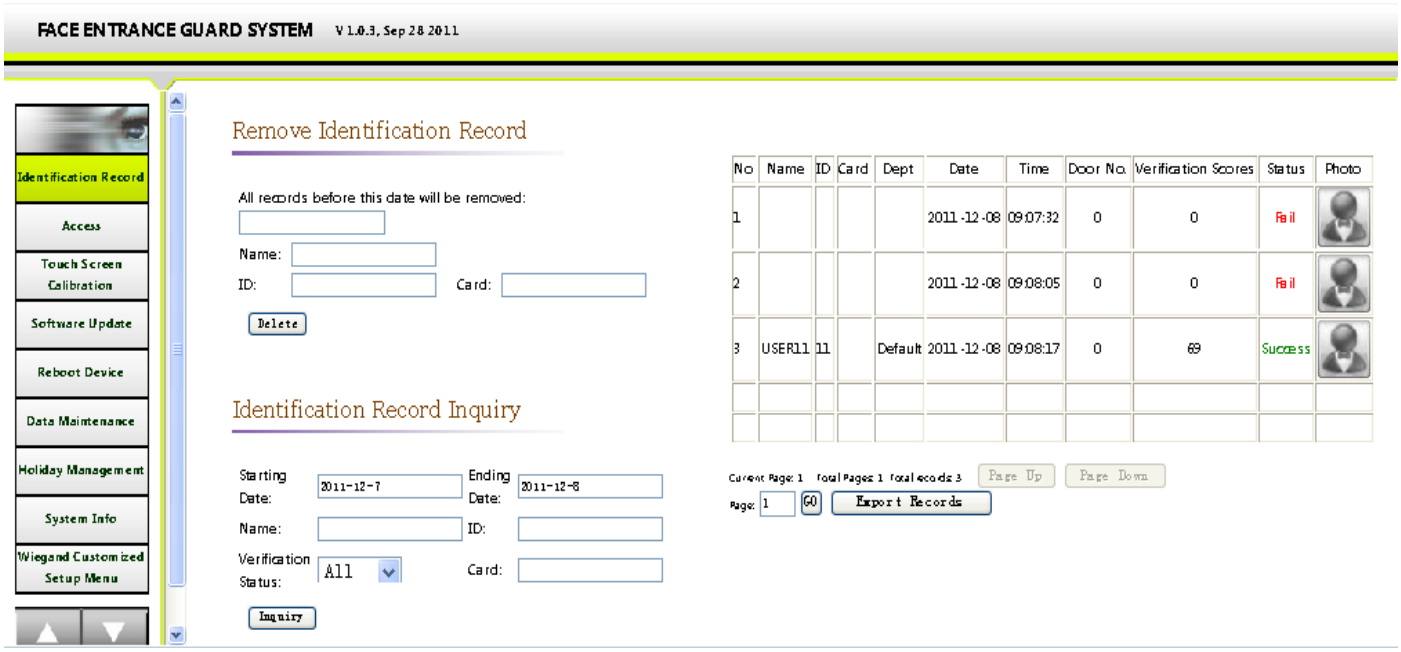
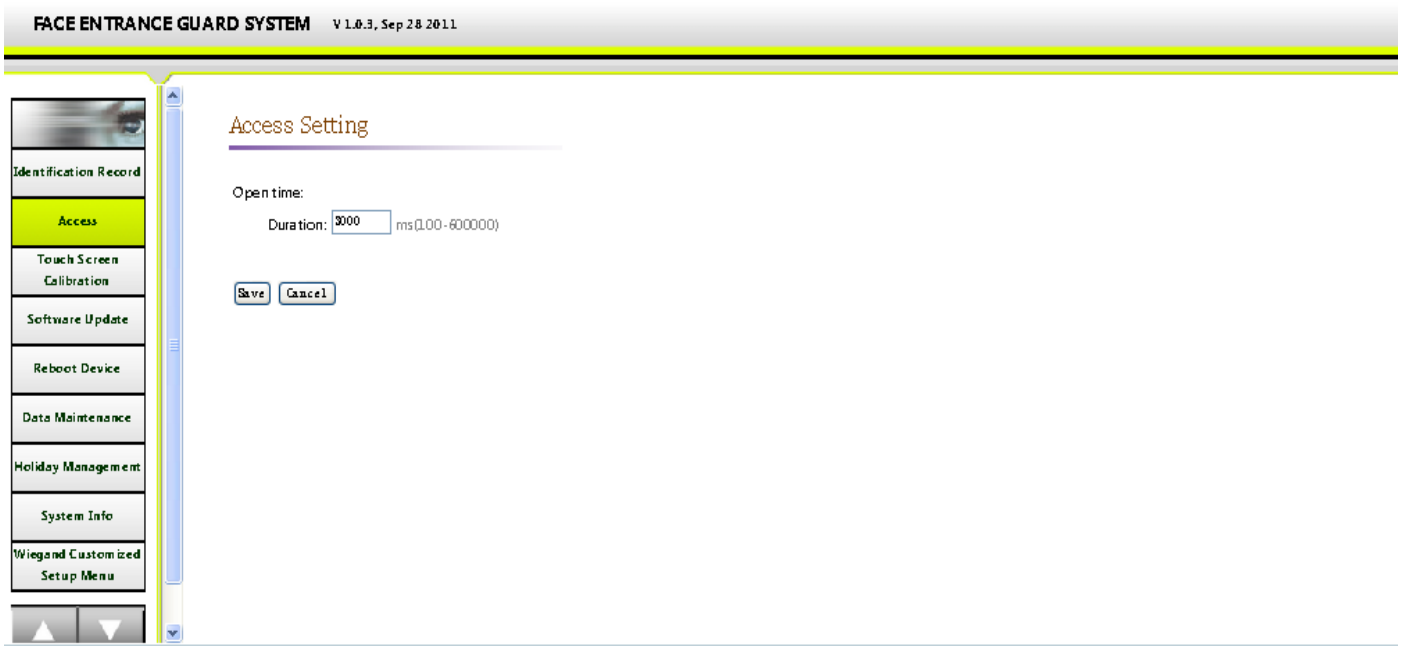


4.9METHOD OF OPEN THE DOOR

The duration of Switch output is 3,000 milliseconds by default， users can set range of 100ms to 10 minutes.



4.10 SCREEN CALIBRATION

Activating a terminal screen calibration mode

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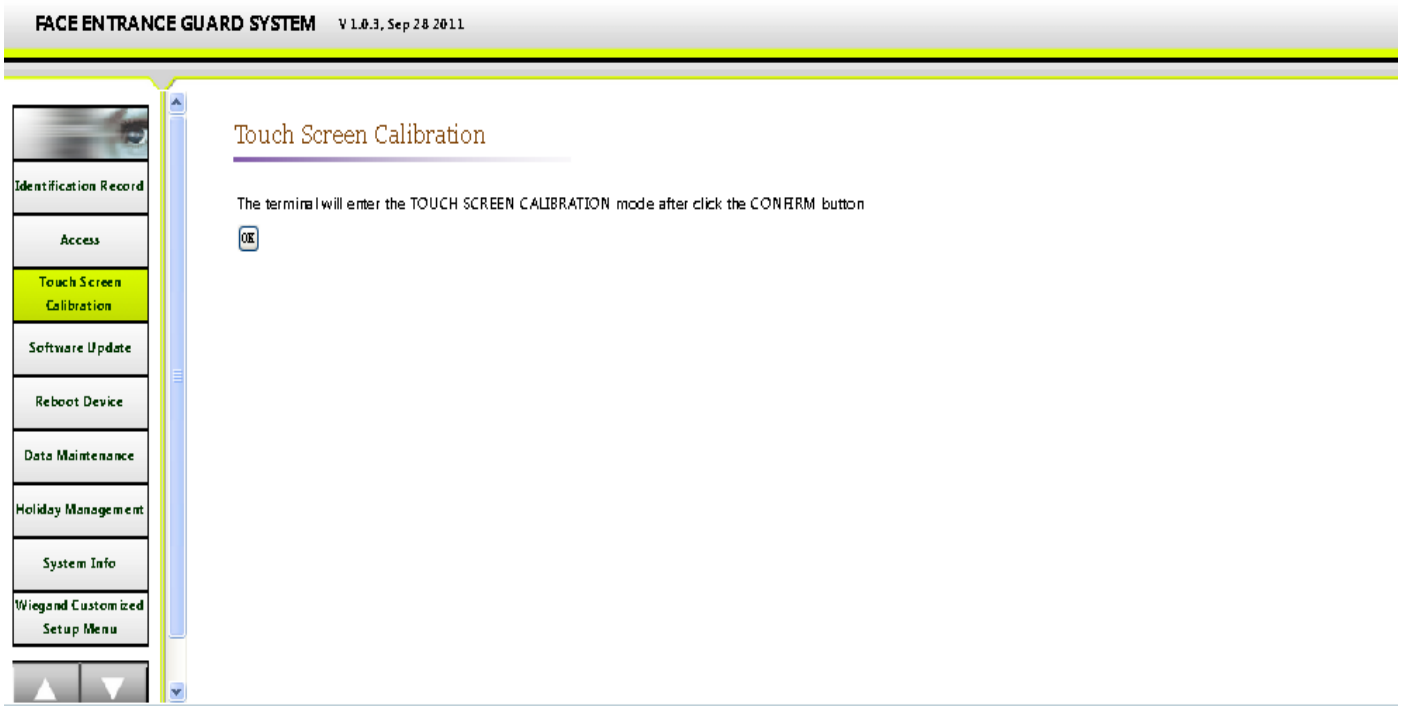

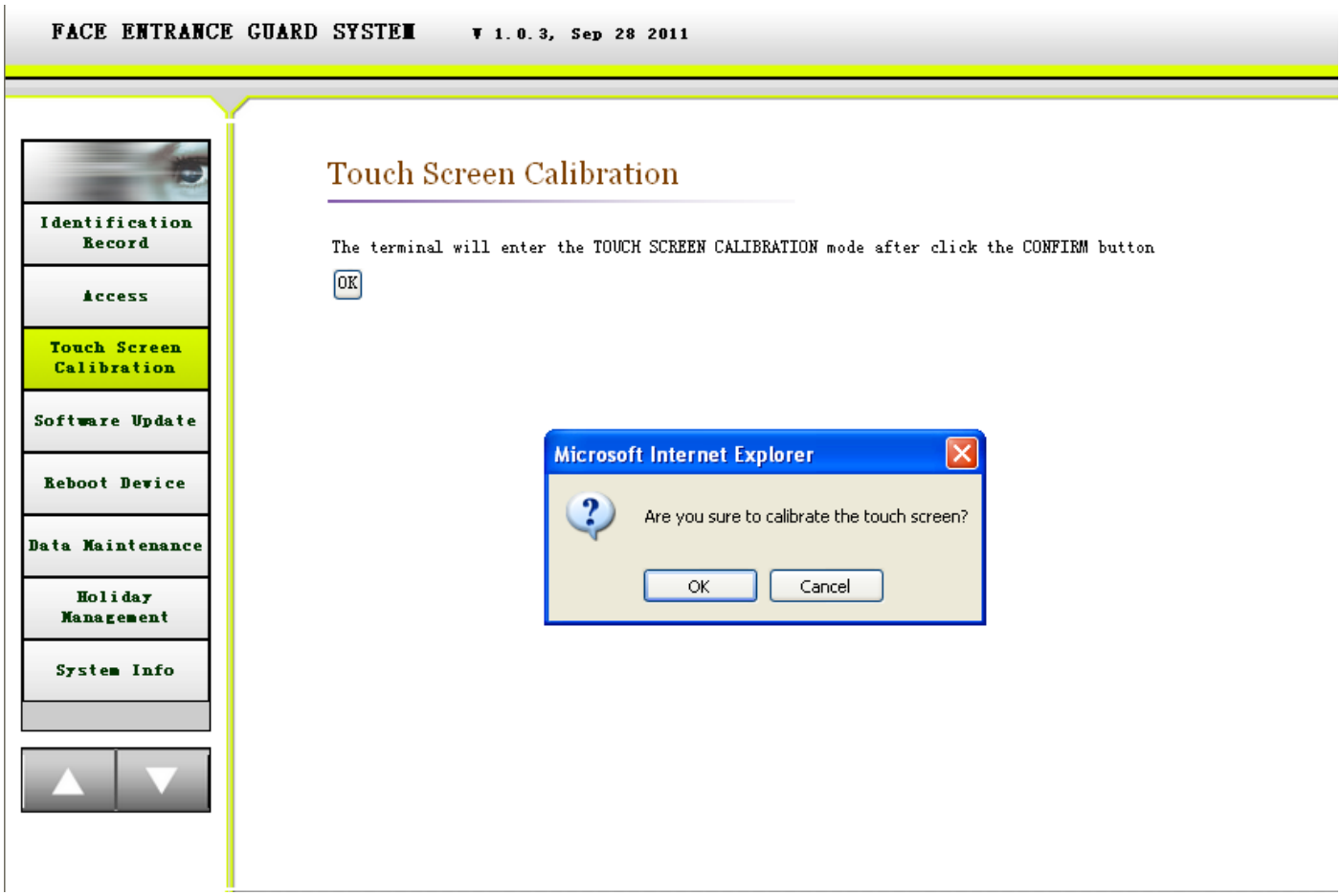

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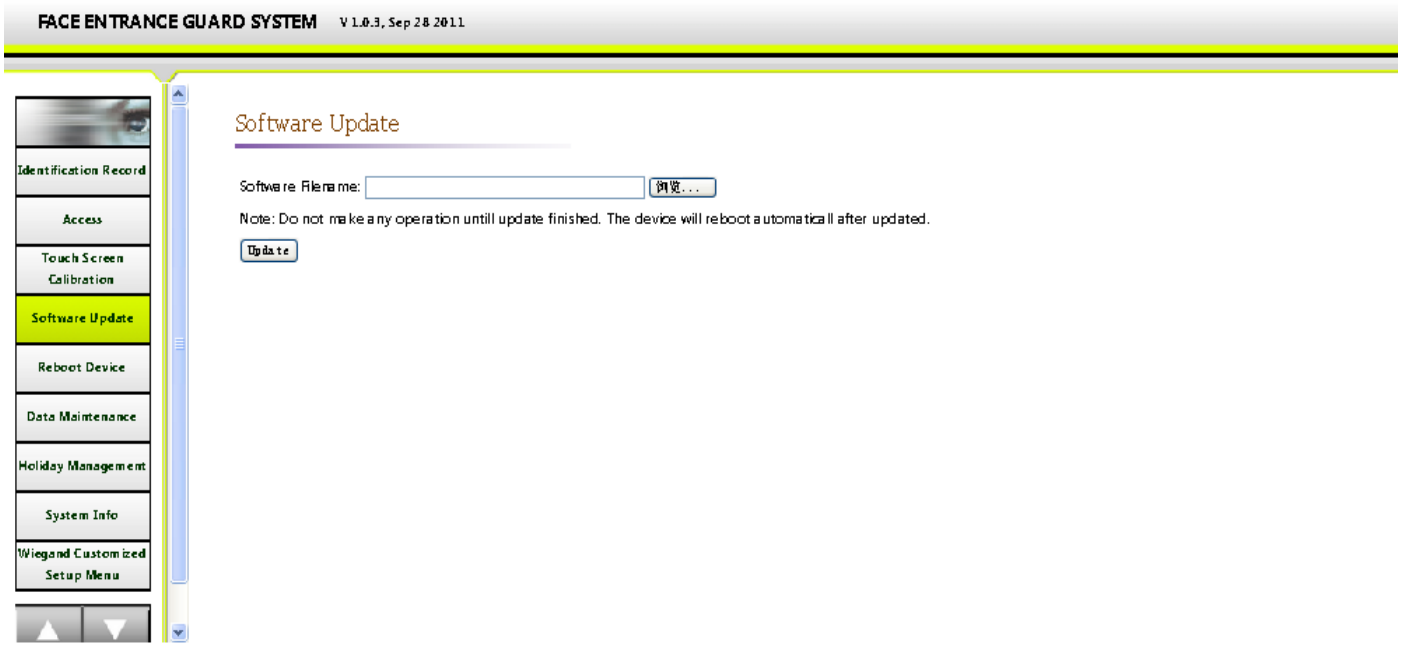
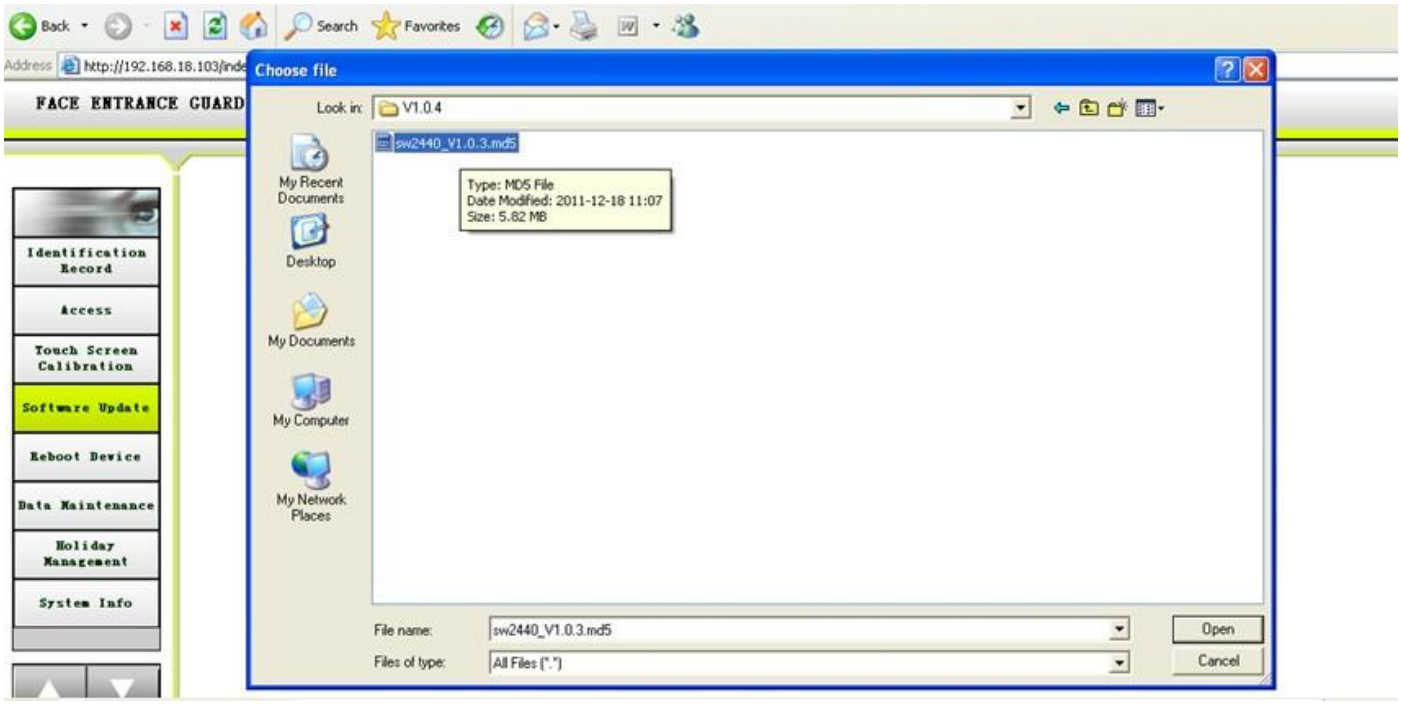
4.11 SOFTWARE UPDATE

Input reference software upgrade in the following interface file, attendance device software versions can be upgraded (as described in sections of software upgrade
procedure)





4.12 REBOOT DEVICE

Reboot terminal system

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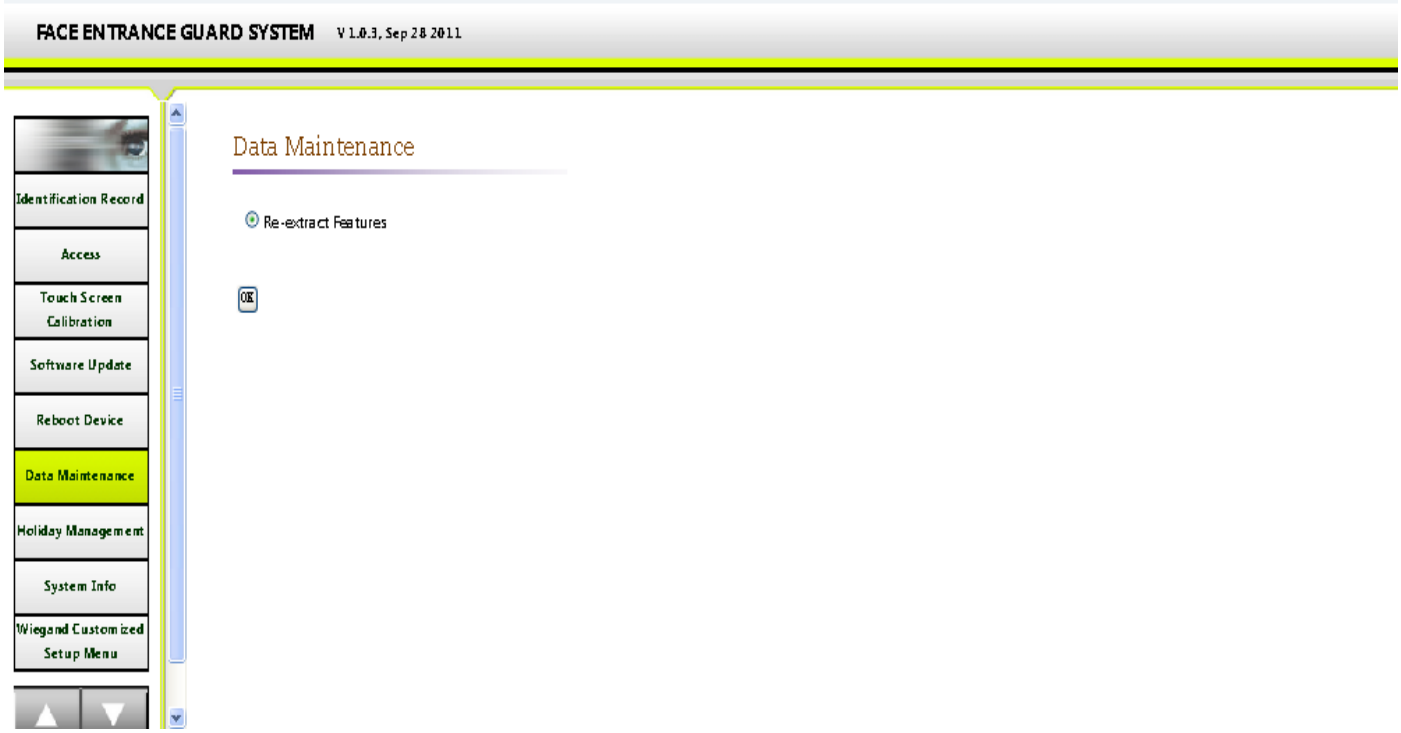
4.13 DATA MAINTENANCE

Same face photos can cause subtle differences between different systems, which will affect the actual recognition, so aimed at different versions' switching, attendance terminals provide data maintenance for a template regulation, therefore, it recommends users completes software version upgrade, manually activate "re-feature extraction" to assure the best recognition performance。



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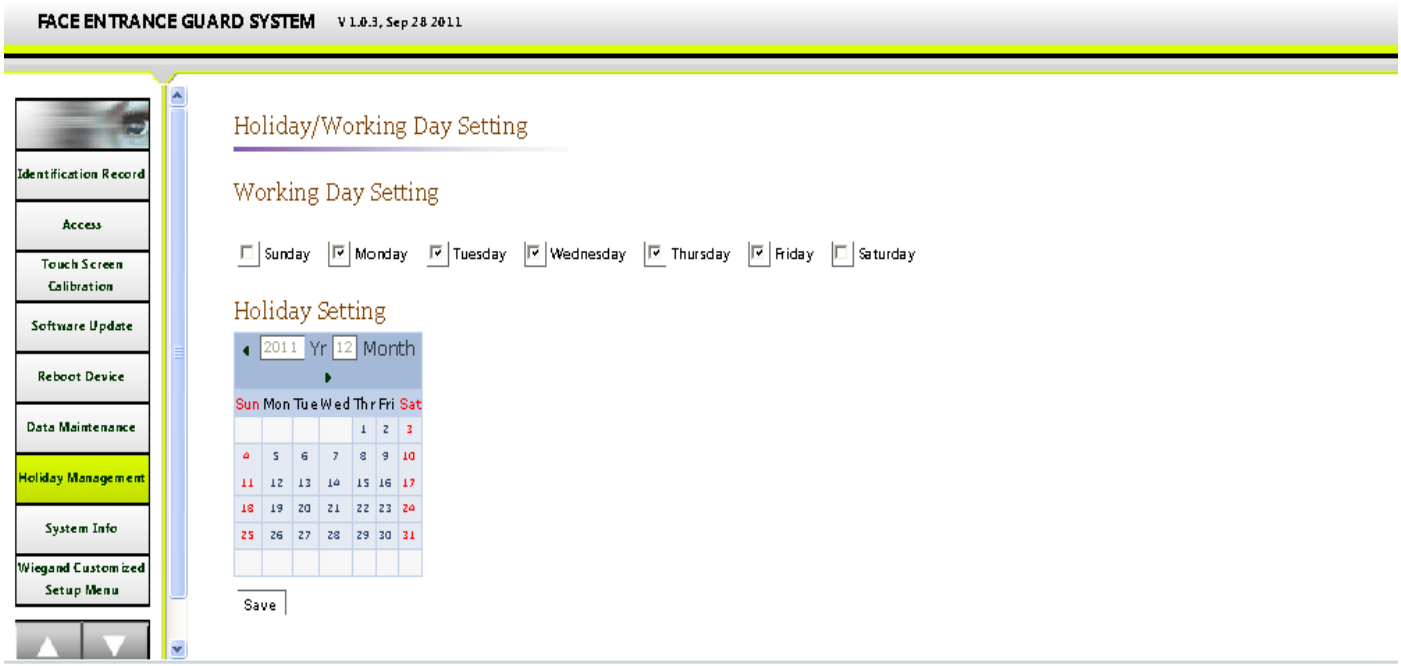
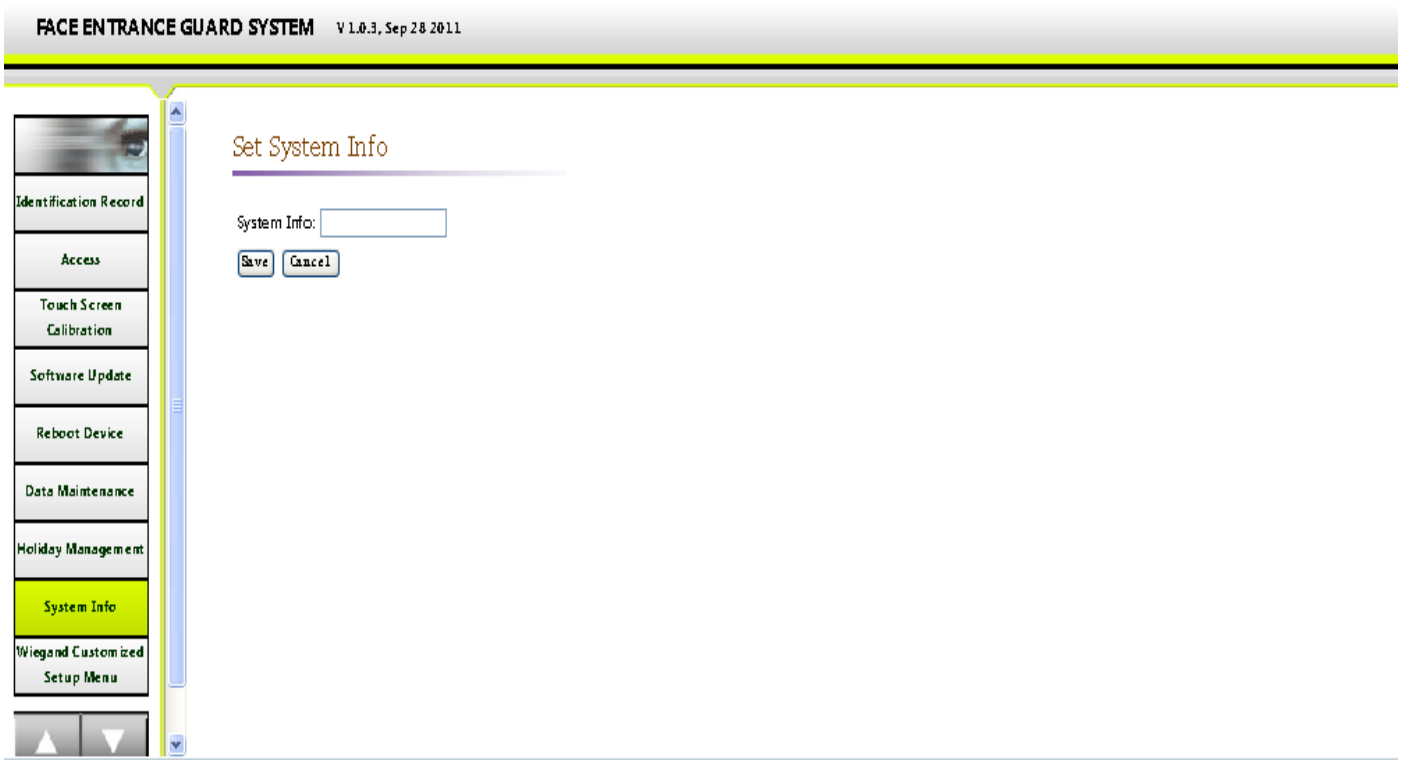
4.14 HOLIDAY SETTING

WEB supports leave management， click the "Working Day Settings" to enter setup.



4.15 SYSTEM INFORMATION

WEB support input Chinese system tips.



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5. Software Upgrade Step

1). Connecting the terminal with power and network cable, and connected to the LAN with PC

2). Making the attendance machine's IP address and the IP address of the PC are in the same network segment, if not in , you can modify the IP address of the PC, or enter the Setup menu through attendance of the touch screen to modify attendance machine IP address ， so that both can in the same network segment

3). Inputting terminal IP address in the IE browser and enter the login interface.

4). User rights verification of the pop-up window, input the user name 1, input access password of IE client‘s attendance in the password box (factory default value is 88,888,888) click links and then enter into the attendance system home page

5). Select software upgrade In attendance of the home page of the left menu , entering the software update interface, shown in the following figure：

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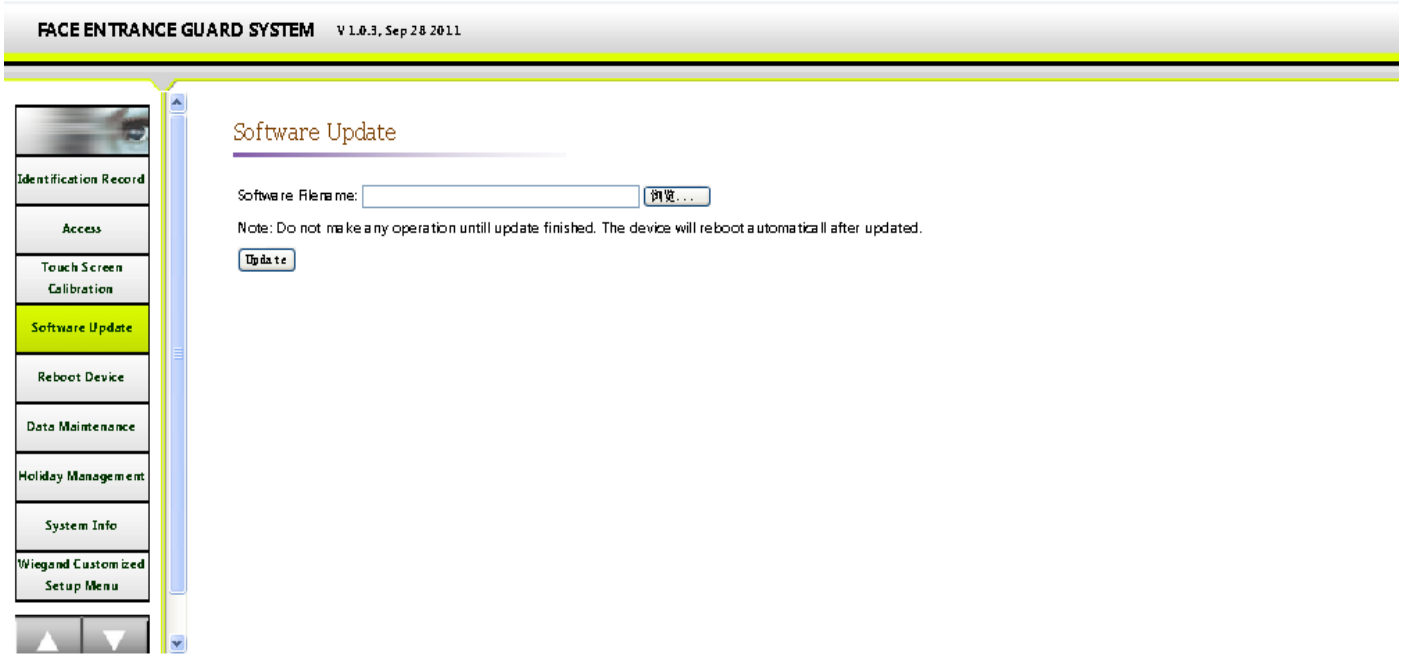
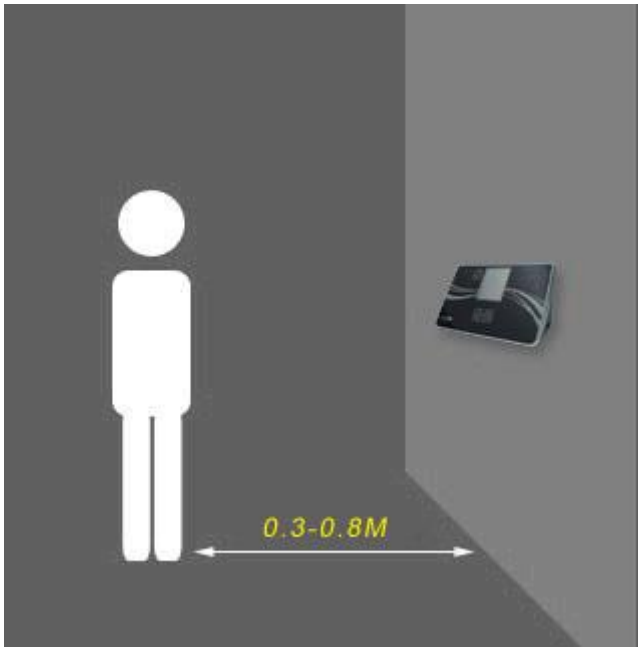


6). Upgrading file in Upgrade file name bar, and click the upgrade button. System will automatically obtain the upgrade file from PC and programmer to FLASH, and after successful upgrade ， system will automatically restart

7). At this point, the software upgrade is complete

6. Recognition Process

Step one. All required attendance officers must complete Personal modeling first.
Figure: please keep a distance of 0.3-0.8 m from the attendance terminals (Select location according to Individual height)



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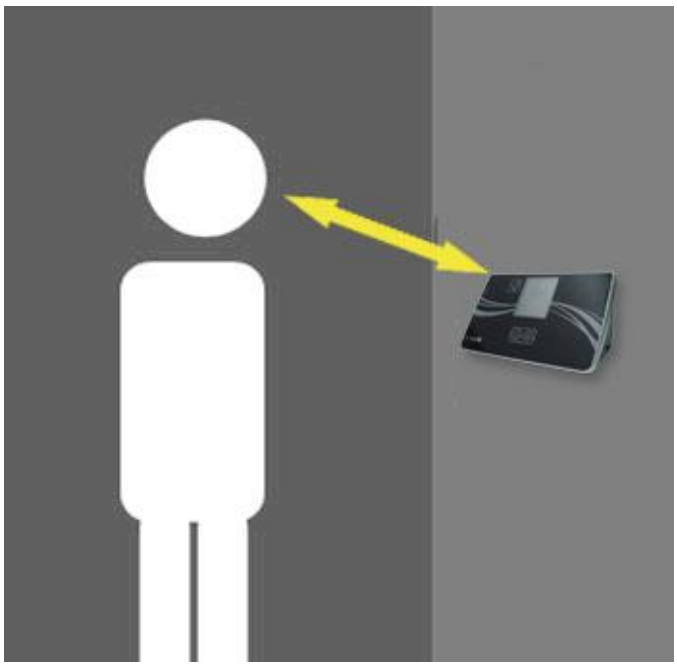
Step Two. Visual check on work attendance Terminal, the camera automatically captures facial images and stored them in the data base, generate a personal password or ID/IC card.
Complete model

Step Three. When you want to check work attendance, stands in front of attendance terminals, Stare at the Terminal cameras, input job number, PIN, or swipe ID/IC cards, fingerprints, identity card, the system will automatically captures human faces to compare.



Step four. When recognition is successful, you will see the green light on attendance terminals, and issues a language prompts of "identify successful" , LCD display identifying success, verified passed

7. Data Maintenance

Turn on the data maintenance tool and entry

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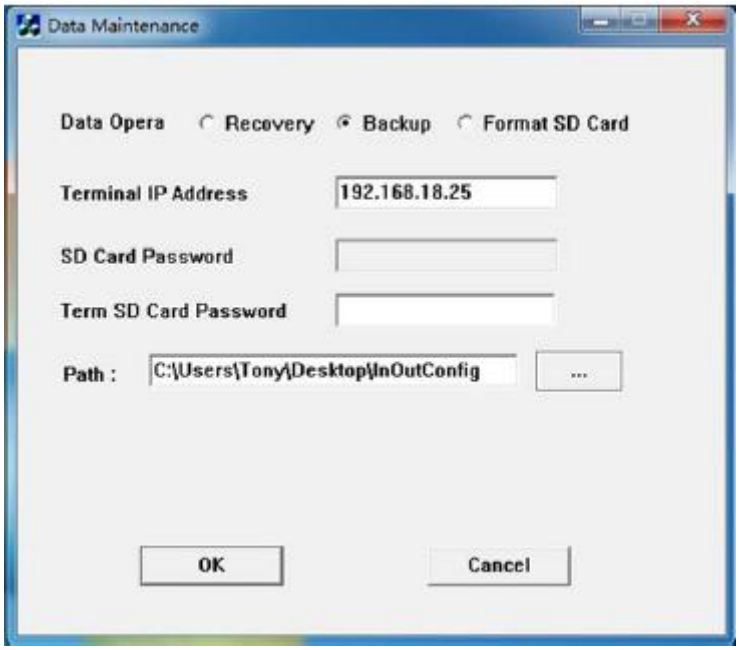

7.1. Data backup

Data backup is a copy and saved files of data in Terminal. Select data manipulation "backup" input the Terminal IP in terminal IP address like: 192.168.18.250, input terminal SD card password, and then select the path of backup data, and finally click "OK" Terminal entry "data backup" status.
Backup data are stored by a naming folders called "SD"

7.2. Data Recovery

Data recovery means import the data which has been backed up to the Terminal. selecting "restore "in data manipulation ， input the Terminal IP in terminal IP address like: 192.168.18.250, input the password of backed up terminal SD card and the terminal SD card's password, and then select the data which need to recover, and finally click "OK" ，entering "data recovery" status . The action of data recovery will clear all data in previous terminal
Note: the "SD card password" refers to: the password of SD card which need to back up in terminal "Terminal SD cards" refers to: the password of SD card which need to recover data in terminal.

7.3. Formatting the SD card

Selecting the data manipulation "formatted SD card", input the Terminal IP in terminal IP address like: 192.168.18.250, input SD card's terminal password, click "OK", after formatted SD card ， all the data will be erased.

Note: be careful when using "formatting SD card", data on the SD card will all be erased when you select this manipulation。

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8. Usage caution

Super Administrator password setting

Terminal Super Administrator has full authority to manage the Terminal, and it's unique (cannot create more than one), for security reasons, face recognition attendance terminals doesn't provide passwords /reduction mechanism (once lost the passwords ， cannot retrieve the user-level operation), Terminal Super Administrator’s passwords must be careful to set , unless special needs, we do not recommend that users to change it frequently. If you want to change the Super admin passwords, click Edit Administrator and change the passwords in the edit interface.

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