

User Manual

Biometric Access Control System **SecureEntry-AC300**

Table of contents

- Specifications: 3
- Set contents:..... 4
- Features: 4
- Initial assumptions..... 5
- Manual 5
- Attendance statistics 6
- Employee management..... 6
- Attendance Setting..... 8
- Scheduling 9
- Device settings.....10
- Records management.....10
- Other information 11
- Wiring diagram.....12

Specifications:

- **Device Type:** Biometric Access Control System with Face Recognition
- **Verification Type:** Face Recognition, Password, Fingerprint, RFID Card
- **Identification Speed:** Face Detection < 0.3s, Face Recognition: <0.6s
- **Recognition distance:** 0.5 –1.3 m
- **Face Recognition Angle:** Left & Right $\leq 30^\circ$, High & Low $\leq 30^\circ$
- **Number of simultaneous face detections:** 3
- **User Registration Capacity:** 600
- **Face Registration Capacity:** 600
- **- Fingerprint Capture Capacity:** 600
- **Identification Recording Capacity:** 150000
- **Management Register Capacity:** 3000
- **Menu language:** English and others
- **Built-in RAM:** 128MB DDR3
- **FLASH MEMORY:** 128MB SPI NAND, 256MB SPI NAND
- **Camera:** 1280 x 720 pixel color camera, 1280 x 720 pixel IR camera, 57.2° viewing angle
- **Complementary lighting:** white fill light chip (9 SMD LEDs), miniature infrared lamp (2 lamps with 60 degree lens)
- **Display:** 3.5 inch 320 x 480 px touch screen
- **Interface:** USB
- **RTC Real Time Clock:** External RTC
- **Working Voltage:** DC9-12V 2.0A
- **Operating current:** 1500mA
- **Operating temperature:** -10°C ~+60°C
- **Operating humidity:** 20 – 80%

Set contents:

- Biometric Access Control System
- Cords
- Mounting screws
- Manual

Features:

- Verification via facial recognition, fingerprint, password and RFID card
- Ability to recognize 3 faces at the same time
- The camera detects photos and videos from mobile phones, protecting against unauthorized access
- Advanced facial recognition technology for glasses, hats, makeup, regardless of facial expressions and lighting conditions

Initial assumptions

1. The external drive must be in FAT32 format, otherwise an error will occur.
2. The input method of T9 is switched by the bell button.
3. You can only use the Office version of Excel to edit the table.

Manual

After booting on the touch screen, select MENU to open the configuration panel. If an administrator already exists in the system, it must be validated as shown in the figure below.



Attendance statistics

First, insert the USB stick into the port, select the appropriate report to generate and press the OK button to confirm. By selecting "Download all" you have the option to download an attendance report, unusual attendance statistics.

Possible reports to download:

- Download all
- Attendance report
- Incorrect Attendance Statistics Table
- Employee Card Enrollment Form

Employee management

1. **Download employee information:** Connect an external drive, click Download User Information, and then click Download Complete. On the target device, e.g. on a computer, the employee's name and department can be edited, and then the changed data can be sent to the recorder.

Employee Information Table									
Company Name									
User ID*	Name	Department	Device ID*	Manage Privilege	Fp	Card	Pwd	Remark1	Remark2
1		DEPT1	1	User	1	/			
2		DEPT1	1	User	0	/			

2. **Transfer employee information:** Plug the memory device into a USB port, select the option to transfer employee information, and press OK to complete the transfer. The

employee information table on disk must be edited with Excel and cannot be edited with another program.

3. Logging

- Assign an individual number to an employee. This number must not be repeated. Enter the appropriate department name and level. If the user is set as an administrator or super administrator, access to the menu requires authentication. If there is no super admin, the admin is super admin. If there is a super administrator, the administrator can only log the information but cannot set the device.
- **Face recognition:** scan your face in unison as you approach the device according to the information on the screen
- **Fingerprint:** set your fingerprint by holding it up in a designated location under the LCD screen
- **Card:** Select a card and place it where the card icon is, next to the fingerprint slot. Then press the OK button to finish.
- **Password:** Enter the password twice as prompted, then press the OK button. When identifying the password, you must first press the 0 button, then enter the employee number, press the OK button to enter the password, and OK again.

4. Delete

Enter the employee number, then press OK and select the appropriate record to delete.

5. Department Setting

You can set up 16 different departments.

6. Searching for information about employees

Enter the worker number and press OK to check the worker's registration information.

Attendance Setting

1. Upload an attendance settings table. You can set the change time, status change time, ring time.

Attendance Setting																				
1. Shift Time Zone						2. Auto-Status Alteration Time Setting				3. Bell Time										
Shift No.	Timezone1		Timezone2		Overtime		No.	Time [hh:mm]	Mode	No.	Time [hh:mm]	Length	Mode	Wsoilday						
	In	Out	In	Out	In	Out								Su	Mo	Tu	We	Th	Fr	Sa
1	8:00	12:00	14:00	18:00	19:00	21:00	1	0:00	AM In	1	8:00	30sec	In		V	V	V	V	V	V
2							2	11:30	AM Out	2	12:00	30sec	In		V	V	V	V	V	V
3							3	13:30	PM In	3	14:00	30sec	In		V	V	V	V	V	V
4							4	17:30	PM Out	4	18:00	30sec	In		V	V	V	V	V	V
5							5	18:30	OT In	5	19:00	30sec	In		V	V	V	V	V	V
6							6	20:30	OT Out	6	21:00	30sec	In		V	V	V	V	V	V
7							7	0:00		7	0:00		In							
8							8	0:00		8	0:00		In							
9							9	0:00		9	0:00		In							
10							10	0:00		10	0:00		In							
11							11	0:00		11	0:00		In							
12							12	0:00		12	0:00		In							

2. Retrieving the attendance table for editing.

Connect an external drive, select the attendance table, press the OK button to download. You can edit the downloaded files on your computer.

3. Check for changes

The changes can be viewed in the Attendance Settings table, indicating the presence status displayed on the main interface of the device after a certain period of time.

4. Status Change Time

The presence settings table indicates the presence status displayed on the main interface of the device after a certain period of time.

5. Verification Method

Card password with fingerprint and its combination.

6. Repeated Incorrect Attendance Time

Only the first record, which is 0–225 minutes, is saved at the set time.

7. Attendance Rules

You can set an acceptable time that doesn't mean you're late or leave early.

8. The security level of facial recognition is set to medium by default.

9. Real-time detection

You can turn on or off the option to recognize faces from photos and videos.

Scheduling

1. **Scheduling model:** You can schedule by employee or by department.
2. **Employee Schedule Submission:**

Shift Setting Table (For Setting Only)			2023-2-1																														
Start Date of Shift*																																	
User ID*	Name	Department	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3
			We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
1	TEST1	DEPT1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	TEST2	DEPT1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	TEST3	DEPT1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

3. **Employee schedule download:** insert an external USB stick, press the OK button, enter the end date of the schedule.
4. **Scheduling:** Shifts must be set on the device.

Device settings

1. **Device Number:** Between 1-225
2. **Volume control:** 0-10 range, the higher the value, the louder the sound
3. **Time setting:** Only the administrator can set the time.
4. **Access control settings:**
 - **Time Period Setting:** It is possible to set the time when the door will be open.
 - **Opening delay:** it is possible to set a delay after the door has been opened successfully.
 - **Normal Open Time Range:** It is shared with the time range.
 - **Door Timeout Alarm:** You can set how long after the door is opened, it will not be closed.
 - **Door Status Detection:** The device has a sensor that detects whether the door is closed or open.
 - **Burglar protection:** An alarm will sound when a break-in is attempted.
 - **Wiegand card number:** The card number is sent directly via Wiegand.
5. **Firmware update:** Firmware updates are available using a USB flash drive.
6. Factory reset.

Records management

1. **Checking the attendance list:** it is possible to check the personal attendance list.
2. **Management log warning:** if the record has a set value, the alarm is triggered. A setting with no value means no alarm.

3. **Attendance log warning:** if the record has a set value, the alarm is triggered. A setting with no value means no alarm.
4. Delete all records: Deleted records can't be restored.
5. Download the Management Documentation Form
6. **Download the attendance log (txt):** Plug an external memory stick into a USB port to download the txt file.
7. **Download management log (txt):** Plug an external memory stick into a USB port to download the txt file.

Other information

1. **Registration information:** Query the number of registered users and the number of attendance records.
2. **Device information:** display of device model, software version, factory date, etc.
3. **Auto-check function:** automatically checks every hardware feature of the device.

Wiring diagram

