

# USER MANUAL

## VF Series

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Version: 1.0

Date: March, 2018

# About This Manual

- This manual introduces the operation of user interfaces and menu functions of VF series products.
- Not all the devices have the function with ★, the real product prevails.
- The pictures in this manual may not be exactly consistent with those of your product; the actual product's display shall prevail.

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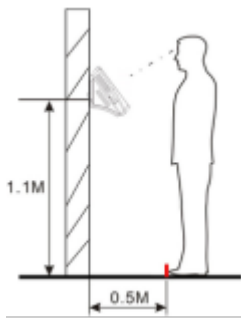
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# 1. Instruction for Use

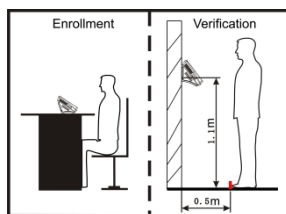
## 1.1 The distance, Facial Expression and Standing Pose

- Recommended distance:

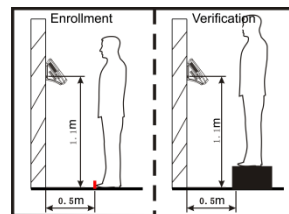


The recommended distance between person and device should be 0.5m (applicable to a height range of 1.5~1.85m). According to the obtained face image from device to adjust, when the face image is comparatively bright, please move backwards appropriately; when the face image is comparatively dark, please move forwards appropriately.

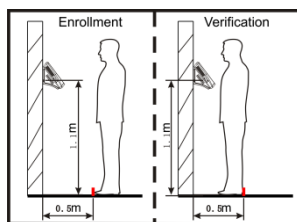
Some improper ways for Enrollment and Verification:



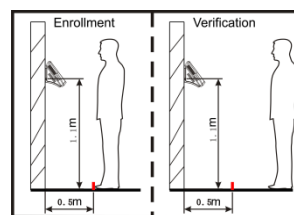
Different posture



Different height

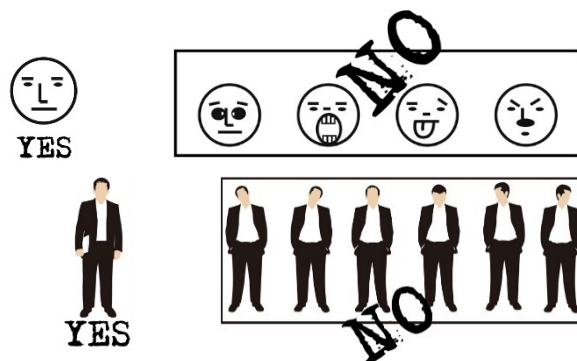


Too close



Too far

- Recommended facial expression and standing position:



**Note:** During enrollment and verification, try to have a relaxed face expression and stand upright.

## 1.2 Enrollment and Verification Pose

During enrollment, you need to move forward or backward to ensure that your eyes are within the green frame.

During verification, ensure that the face is displayed at the center of the screen and is within the green frame.



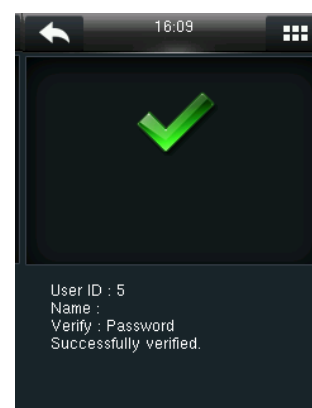
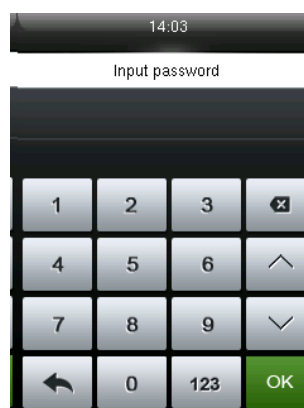
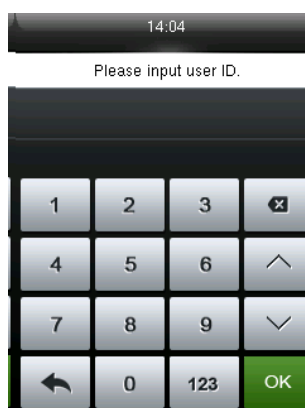
It is recommended that the face should be at the middle of the screen, and focus eyes inside the green box according to the device's voice prompts.

## 1.3 Verification Modes

### 1.3.1 Password Verification

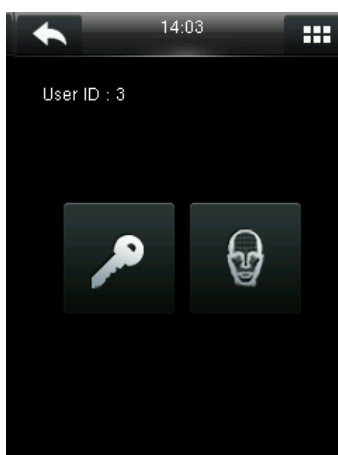
In this verification method, the entered password is verified with the password of the entered user ID.

Tap  on the initial face to enter 1:1 verification mode.



Input user ID and press [OK].    Input password and press [OK].    Verification succeeds.

If you have registered multiple verification modes, the following interface appears after you enter your ID and press [OK].

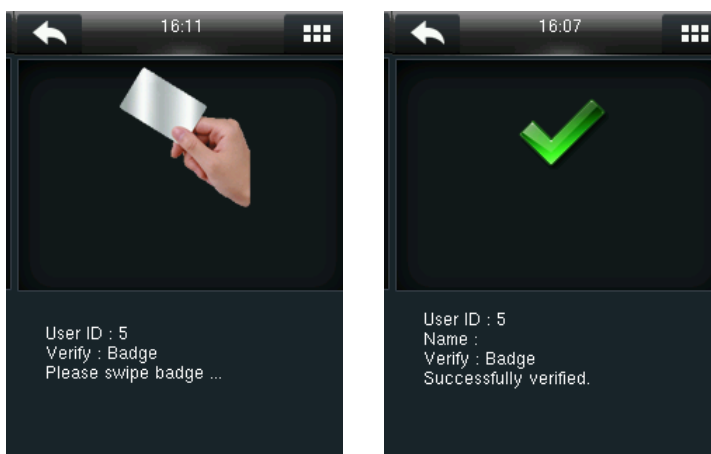


Tap the **Key** icon to access password verification.

**Note:** If you have registered only the password, you will access the password verification interface directly after entering your ID. If you have registered multiple verification modes, the icons of registered verification modes are displayed, just as the above figure showing that Password and Face have been registered.

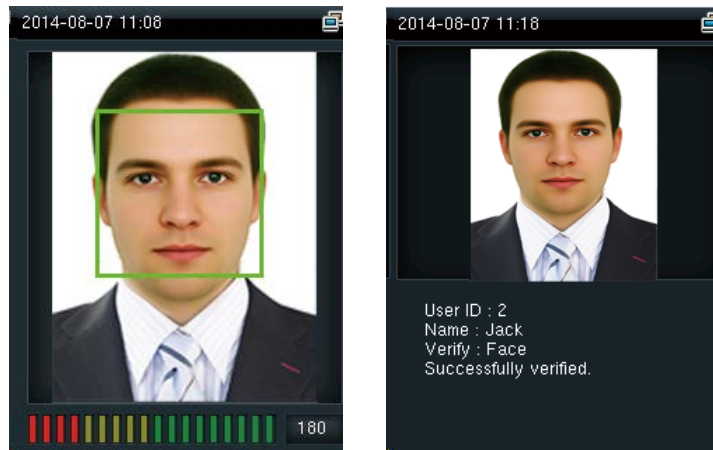
### 1.3.2 Badge Verification

Swipe your registered badge around the camera area in standby mode. The device prompts "Ou-Ou" when the badge is unregistered. The device prompts "Duplicated Punch" when you swipe badge successfully twice.



### 1.3.3 1:N face verification

The terminal compares current face image collected by the camera with all face data on the terminal.



In initial interface, compares face, Verification succeeds in a proper way.

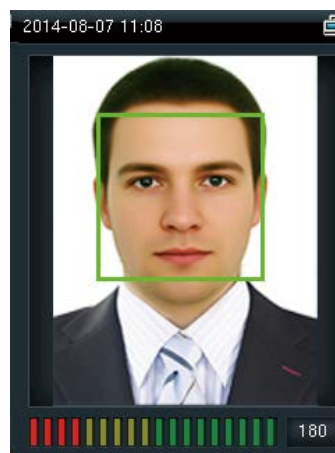
### 1.3.4 1:1 face verification

In the 1:1 face verification mode, the device compares current face collected by the camera with that in relation to the user ID entered through the keyboard. Adopt this mode only when it is difficult to recognize the face.

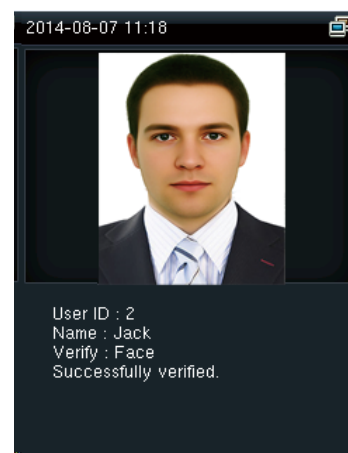
Tap  on the initial face to enter 1:1 verification mode.



Input user ID and press [OK].



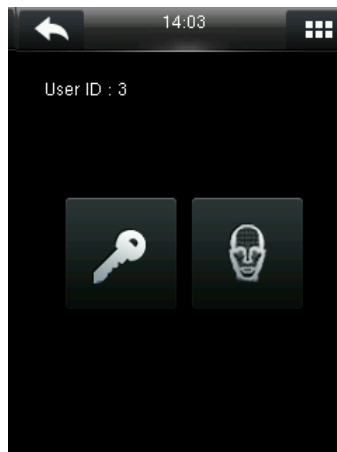
Compare the face in a proper way.



Verification Succeeds.

If you have registered multiple verification modes, the following interface appears after you enter your ID and press [OK].





Tap the **Face** icon to access face verification.

**Note:** If you have registered only your face, you will access the face verification interface directly after entering your ID. If you have registered multiple verification modes, the icons of registered verification modes are displayed, as shown in the above figure with Password and Face displayed.

## 2. Main Menu

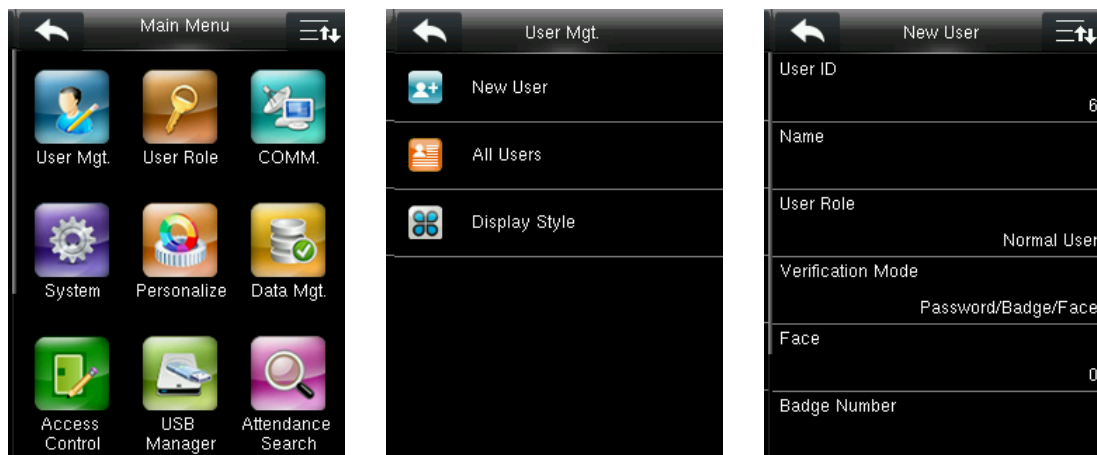
When the device is in standby mode, press  to open the main menu.



Menu Item	Description
<b>User Mgt.</b>	Basic information of registered users, including user ID, name, user role, verification mode, face, badge, password and user photo.
<b>User Role</b>	To set user roles for accessing into the menu and modifying settings.
<b>Comm.</b>	To set the related parameters of the communication between the device and PC, including Ethernet parameters such as IP Address etc., Serial Comm., PC Connection, Wireless Network and Cloud Server Setting.
<b>System</b>	To set related parameters of the system and upgrade firmware, including setting date & time, attendance, face parameters, resetting to factory settings and USB upgrade.
<b>Personalize</b>	This includes interface display, voice, bell, punch state key mode and shortcut key settings.
<b>Data Mgt.</b>	Manage data in the device, such as delete data, backup data and restore data.
<b>Access Control</b>	This includes setting the parameters of the lock.
<b>USB Manager</b>	To transfer data such as user data and attendance logs from the USB disk to the supporting software or other devices.
<b>Attendance Search</b>	To search for the records stored in the device after successful verification.
<b>Print★</b>	To set printing information and functions (if printer is connected to the device).
<b>Short Message</b>	To set public or private short messages, which are read by specified person within the specified time after attendance, facilitating information transmission.
<b>Work Code</b>	To mark different work categories, facilitating user attendance check.
<b>Auto test</b>	To automatically test different module's functions, including the LCD, voice, face and clock RTC test.
<b>System Info</b>	To check device capacity, device and firmware information.

## 3. User Management

### 3.1 Adding User



In the initial interface, press **VF** > **User Mgt.** > **New User** to enter **New User** setting interface. It includes inputting User ID and Name, choosing User Role and Verification Mode, registering Face, Badge Number and User Photo, setting Password.

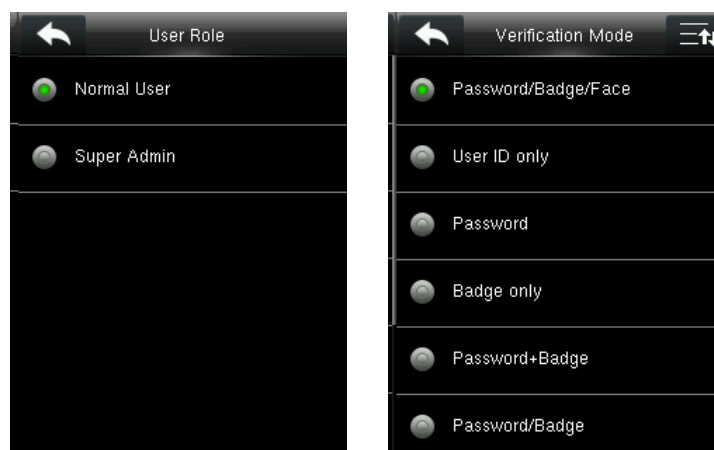
#### 3.1.1 Enter User ID and Name

Device automatically allocates an ID starting from 1 for every user in sequence. You can also manually input an ID.

##### Notes:

- 1) The device supports user ID ranging from 1 to 9 digits.
- 2) "Name" field supports maximum of 24 characters.

#### 3.1.2 Select User Role and Verification Mode



**Add a Super Admin:** Choose “Super Admin” in [**User Role**]. A Super Admin can operate all the functions of the menu.

**Add a Normal User:** Choose “Normal User” in [**User Role**]. When the Super Admin is set, Normal Users can only use password, badge or face for verification; when the Super Admin is not yet set, Normal Users can operate all functions of the menu.

### 3.1.3 Enroll a Face



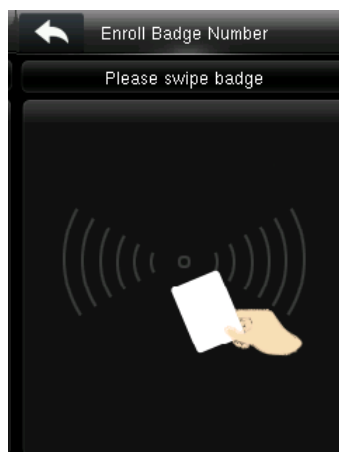
Press [**Face**] on the **New User** interface. Focus eyes inside the green box as the device prompts, until enrollment succeeds.

**Notes:**

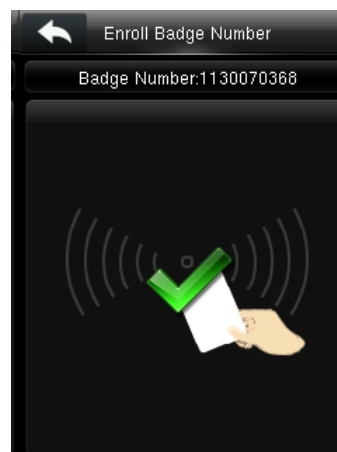
- 1) For the methods of face enrollment, see [1.1 The distance, Facial Expression and Standing Pose](#).
- 2) During face enrollment, the system will take a photo and saves it into the device automatically when the green box moves to middle of the screen.

### 3.1.4 Enroll a Badge Number

Press [**Badge Number**] on the **New User** interface.

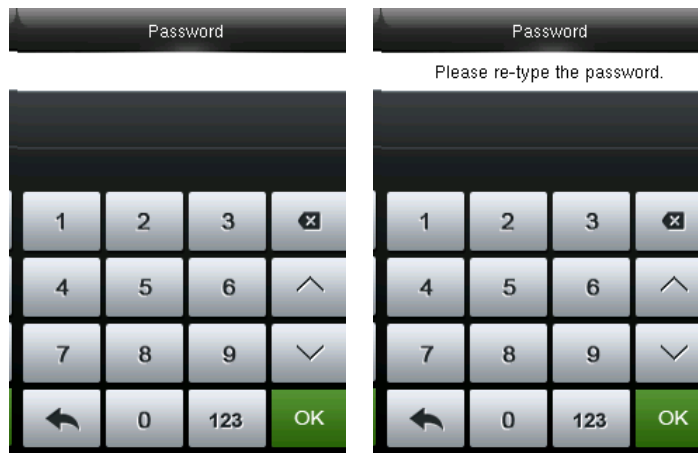


Swipe the badge near the camera.



The badge number registration succeeds.

### 3.1.5 Enroll a Password

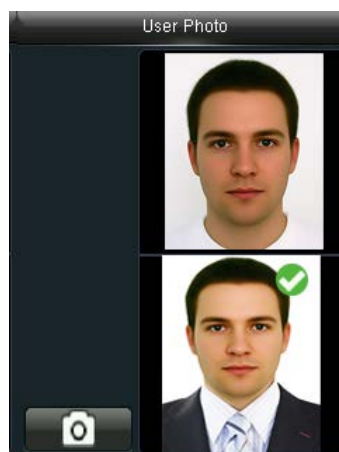


Press [**Password**] on the **New User** interface. Input password with numeric keyboard and press [OK]. Re-type the password and press [OK].

**Password:** It may contain 1 to 8 digits.

### 3.1.6 Enroll Photo

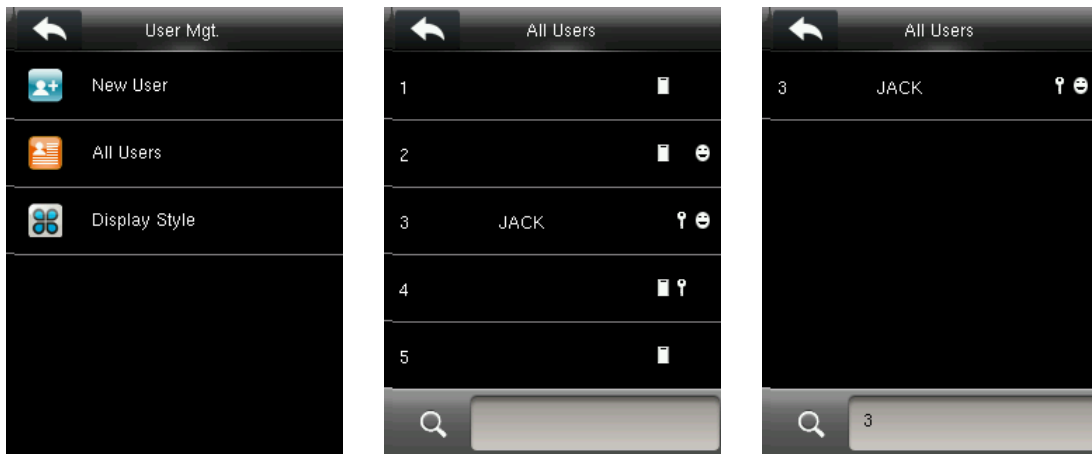
If you had enrolled photo, the system will display enrolled photo in addition to ID and name after you pass the verification.



Press [**User Photo**] on the **New User** interface. Stand before the screen in your natural posture and press the camera icon to take a photo.

**Note:** You need not take photo again if photo captured during face enrollment is already applied.

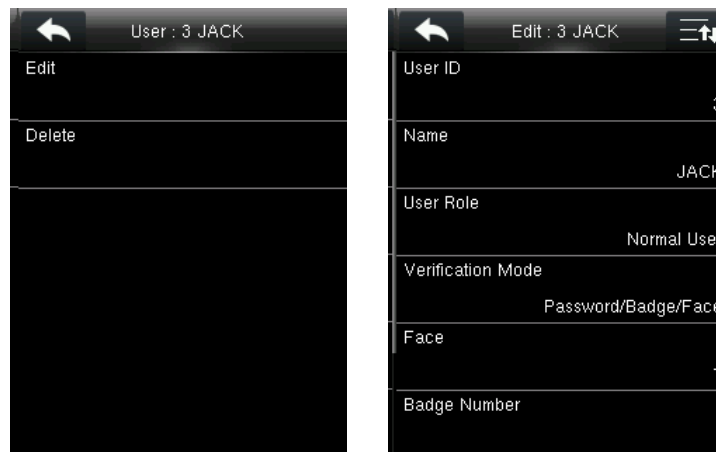
## 3.2 Searching for a User



In the initial interface, press **VF** > **User Mgt.** > **All Users** to enter **All Users** interface. Input User ID or Name in **Search**, the corresponding user will be shown. As shown in the above figure, search for the user with the user ID of "3".

### 3.3 Editing User

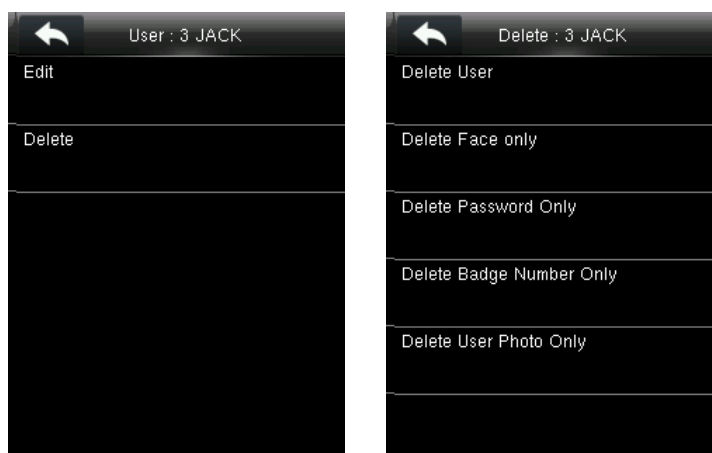
After a user is selected through [Searching for a User](#), press **[Edit]** to enter user editing interface. Or in the initial interface press **VF** > **User Mgt.** > **All Users** > **Select a user** > **Edit** to enter user editing interface.



The method of editing user is the same with that of adding user, only the user ID cannot be edited.

### 3.4 Deleting User


After a user is selected through [Searching for a User](#), press **[Delete]** to enter user deleting interface. Or in the initial interface press **VF** > **User Mgt.** > **All Users** > **Select a user** > **Delete** to enter user deleting interface.



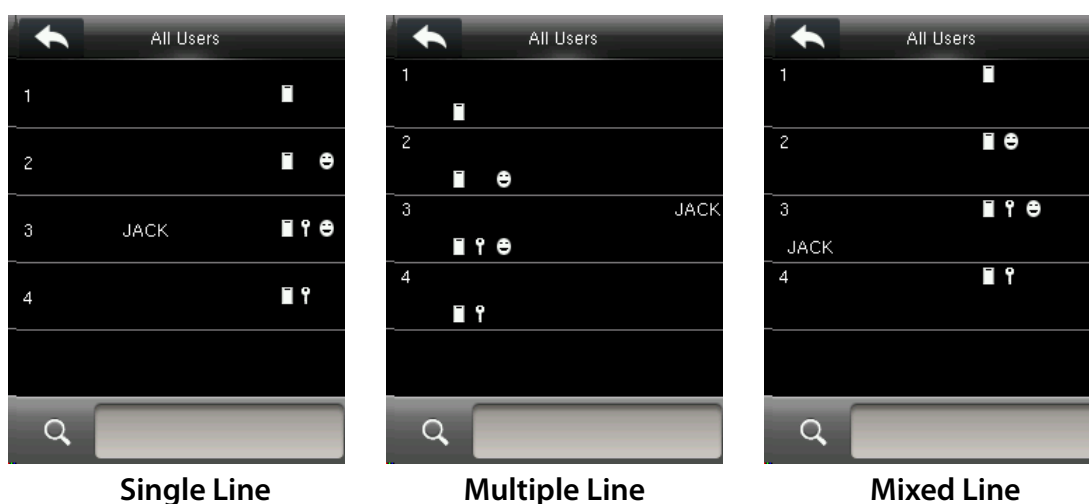
**Note:** If the user has registered face, password, badge number and user photo, the system will show delete option for these separately.

### 3.5 User Display Style



In the initial interface, press  > **User Mgt.** > **Display Style** to enter **Display Style** setting interface.

Several display styles are shown as below:

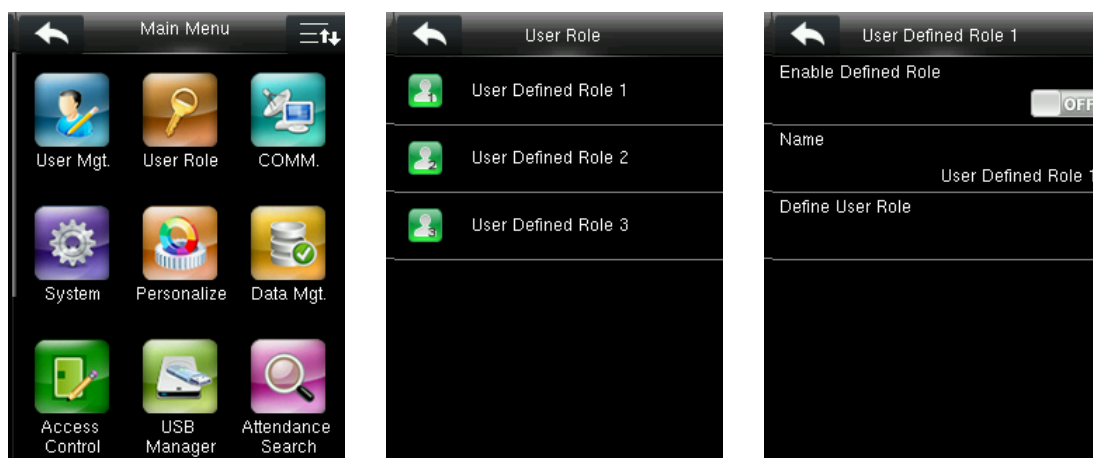


## 4. User Role

Setting user rights to give authorization for operating the menu (a maximum of 3 roles can be set). When user role is enabled, in [User Mgt.] > [New User] > [User Role], you can allocate suitable user role to each user.

**Role:** Super user needs to allocate different rights to new users. To avoid setting rights for each user one by one, you can set user roles to categorize different permission levels in user management.

### 4.1 Enabling User Role

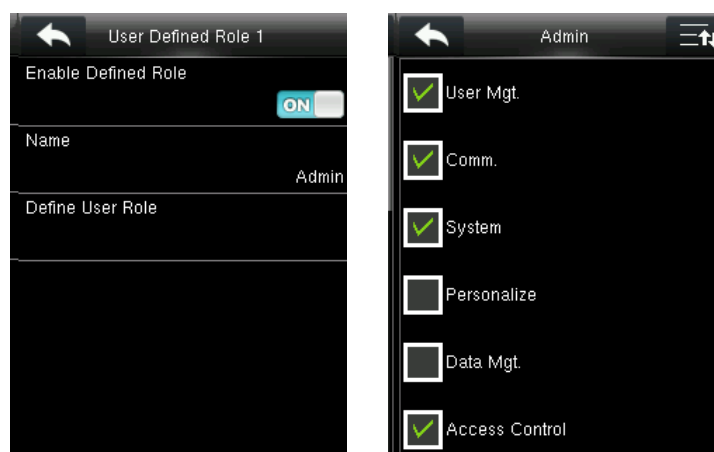


In the initial interface, press  > **User Role** > **User Defined Role 1 (2 / 3)** > **Enable Defined Role** to enable defined role.


After enabling defined roles, you can check the enabled user roles in [User Mgt.] > [New User] > [User Role].

**Note:** At least one registered Administrator is required to enable user role.


### 4.2 Rights Allocation

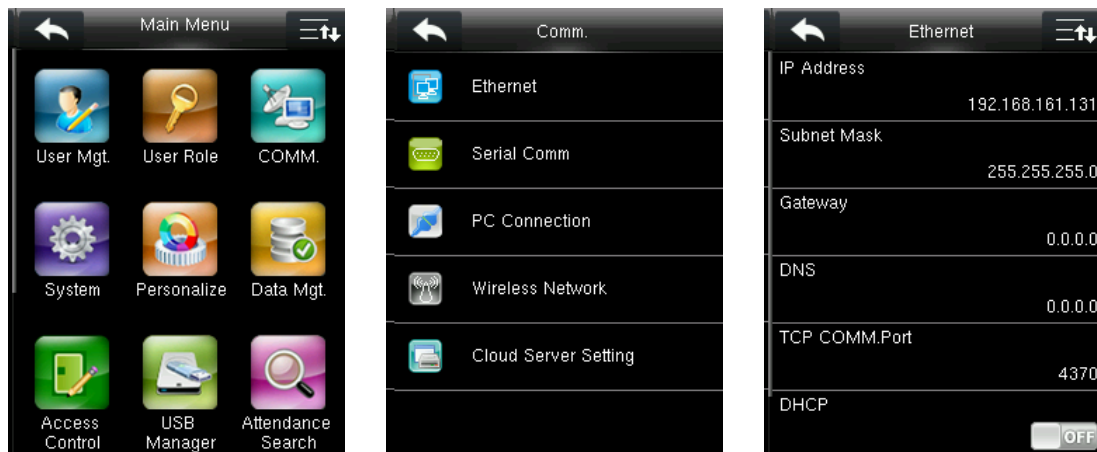




In the initial interface, press  > **User Role** > **User Defined Role 1 (2 / 3)** > **Define User Role** to enter rights allocating interface. Select or cancel the operating right to each menu for User Defined Role 1 (2 /3).

## 5. Communication Settings

In the initial interface, press  > **COMM.** to enter communication setting interface. It Includes ethernet parameters such as IP address etc., Serial Comm., PC connection, Wireless Network and Cloud Server Setting.



### 5.1 Ethernet Settings

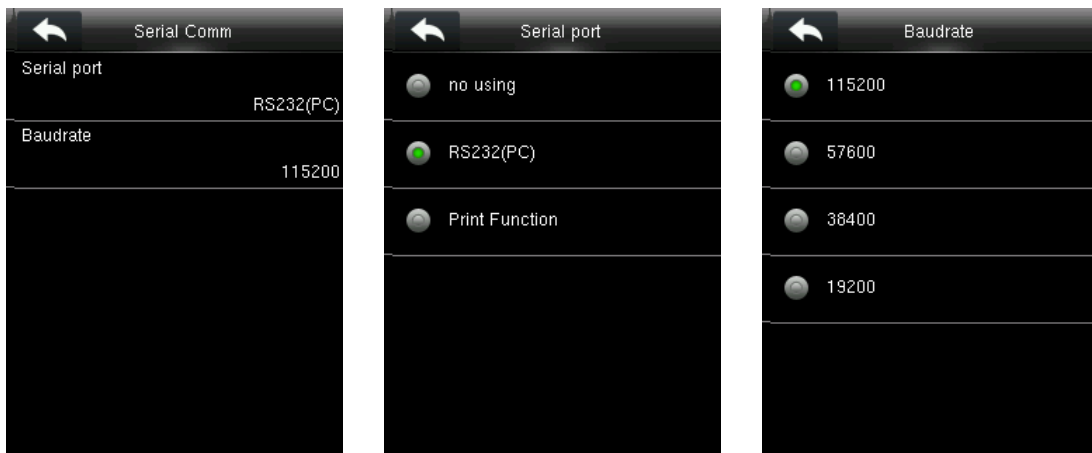
When the device communicates with a PC over the Ethernet, you need to set network settings. Press **Ethernet** on the **Comm. Settings** interface.

Menu Item	Description
<b>IP Address</b>	The default value is 192.168.1.201, please adjust them according to the actual network situation.
<b>Subnet Mask</b>	The default value is 255.255.255.0, please adjust them according to the actual network situation.
<b>Gateway</b>	The default value is 0.0.0.0, please adjust them according to the actual network situation.
<b>DNS</b>	The default value is 0.0.0.0, please adjust them according to the actual network situation.
<b>TCP COMM. Port</b>	The default value is 4370, please adjust them according to the actual network situation.
<b>DHCP</b>	Dynamic Host Configuration Protocol, which is to dynamically allocate IP addresses for clients via server. <b>If DHCP is enabled, IP cannot be set manually.</b>
<b>Display in Status Bar</b>	To set whether to display the network icon on the status bar.

### 5.2 Serial Comm. Settings

To establish communication with the device through a serial port, you need to set serial port settings.

Press **Serial Comm.** on the **Comm. Settings** interface.



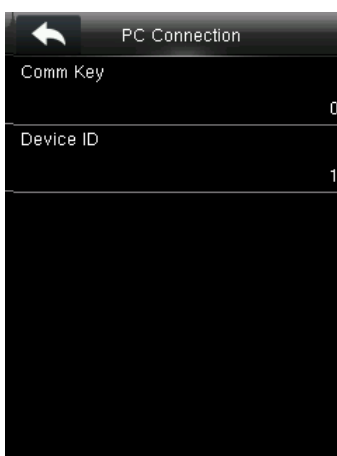
**Baudrate:** The rate of the communication with PC; there are 4 options of baudrate: 115200 (default), 57600, 38400 and 19200. The higher the baudrate, the faster is the communication speed, but also the less reliable. In general, a higher baudrate can be used when the communication distance is short; when the communication distance is long, choosing a lower baudrate would be more reliable.

## 5.3 PC Connection

To improve security of data, **Comm Key** for communication between the device and PC needs to be set.

If a **Comm Key** is set in the device, the correct connection password needs to be entered when the device is connected to the PC software, so that the device and software can communicate.

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




Menu Item	Description
<b>Comm Key</b>	<b>Comm Key:</b> The default password is 0 (no password). <b>Comm Key</b> can be 1~6 digits and in a range of 0~999999.
<b>Device ID</b>	Identity number of the device, which ranges between 1~254. If the communication method is RS232, inputting this device ID in the software communication interface is required.

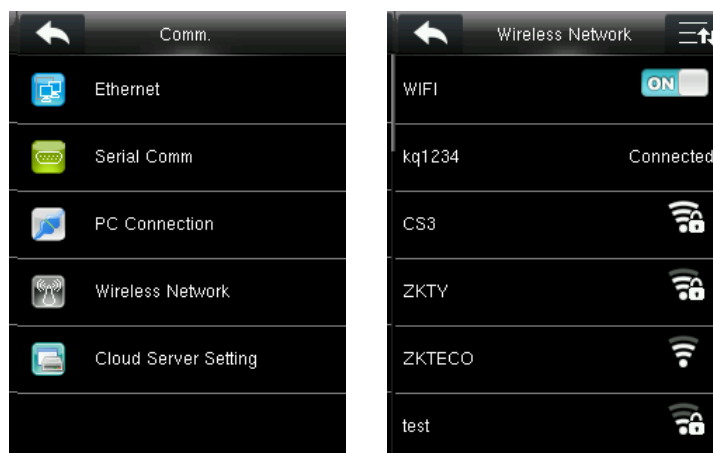
## 5.4 Wireless Network

WIFI is the short of Wireless Fidelity. Our device has a built-in WIFI module to achieve the wireless network function. Data transmit through WIFI, provides a wireless network environment for the device.

### ➤ **WIFI Connection**

Press **Wireless Network** on the Comm. Settings interface. Enable WIFI, the device will search available WIFI in the network range.

Select an available WIFI. Input password and press [OK]. When the WIFI is connected successfully, the initial interface will display the  logo. Select the connected WIFI signal to view the IP address and other information.

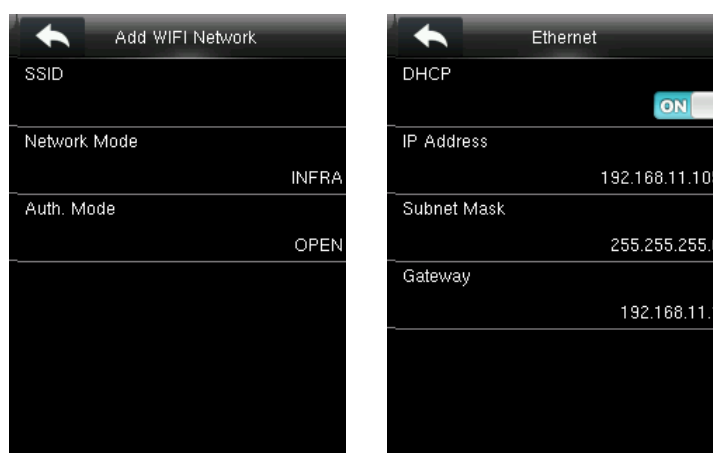


### ➤ **Adding WIFI Network Manually**

If you want to connect a WIFI network other from the available list, then you can add it manually.

Press **Add WIFI Network** on the **Wireless Network** interface to enter the relevant parameters (The added network must exist).

**Note:** To find the added user name in the WIFI list for the connecting method, after manually adding the WIFI network, please refer to [WIFI Connection](#).



### ➤ **Advanced Setting**

Press **Advanced** on the **Wireless Network** interface. Set the relevant parameters as required.

**DHCP:** Dynamic Host Configuration Protocol, which is to dynamically allocate IP addresses for clients via server. If DHCP is enabled, IP cannot be set manually.

**IP Address:** IP address for WIFI network, the default is 0.0.0.0, you can modify it as per the actual network environment.

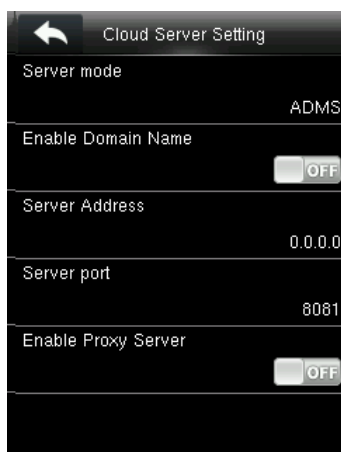
**Subnet Mask:** The default is 255.255.255.0, you can modify it as per the actual network environment.

**Gateway:** The default is 0.0.0.0, you can modify it as per the actual network environment.

## 5.5 Cloud Server Setting


This setting is used for connecting with ADMS server. Press **Cloud Server Setting** on the **Comm. Settings** interface.

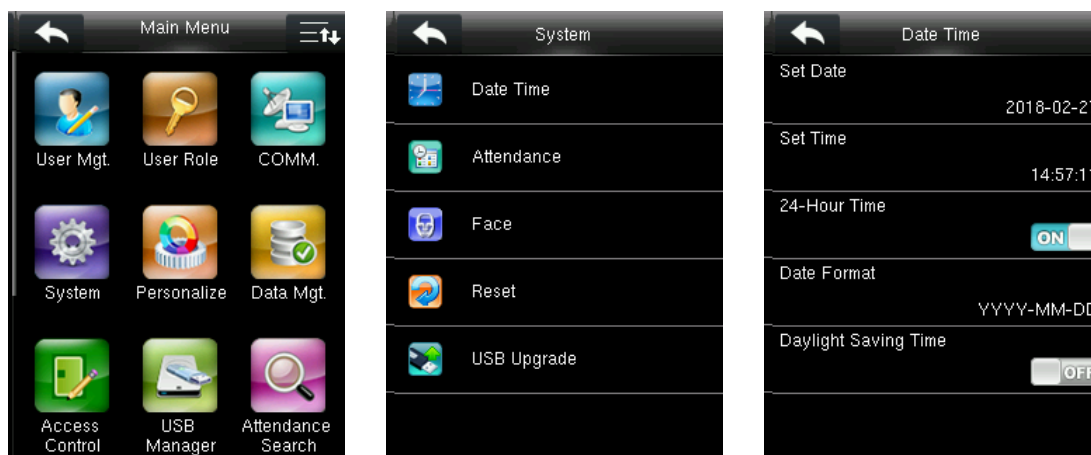
When the Webserver is connected successfully, the main interface will display the  logo.



Menu Item	Description
Enable Domain Name	When this function is enabled, the domain name mode <a href="http://...">http://...</a> will be used, such as <a href="http://www.XYZ.com">http://www.XYZ.com</a> . XYZ denotes the domain name when this mode is on; when this mode is off, enter the IP address format in XYZ.
Server Address	IP address of the ADMS server.
Server Port	Port used by the ADMS server.
Enable Proxy Server	Method of enabling proxy. To enable proxy, please set the IP address and port number of the proxy server.

## 6. System Settings

It is used to set related system parameters to maximize the performance of the device.  
In the initial interface, press  > **System** to enter **system** setting interface.



### 6.1 Date/Time Settings

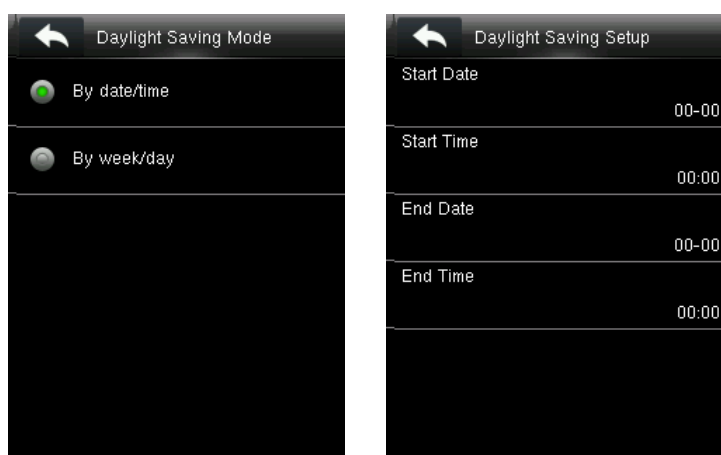
Press **Date Time** on the **System** interface. It includes setting date, time, 24-hour time, date format and daylight saving time. When resetting to factory settings, the date format can be restored (YYYY-MM-DD).

**Note:** When resetting to factory settings, the device's date/time will not be restored (if the date/time is set to 18:30 on January 1, 2020, after settings are reset, the date/time will stay at 18:30 on January 1, 2020).

#### 6.1.1 Daylight Saving Time

The Daylight Saving Time is a widely used system of adjusting the official local time forward to save energy. The uniform time adopted during the implementation of this system is known as the **DST**. Typically, clocks are adjusted one hour forward in the summer to make people early to bed and early to rise so as to make full use of illumination resources and save electricity. Clocks are adjusted backward in autumn. The specific DST regulations vary with countries.

To meet the DST requirement, the device supports the DST function to adjust forward one hour at xx (Hour): xx (Minute) xx (Day) xx (Month) and backward one hour at xx (Hour): xx (Minute) xx (Day) xx (Month).

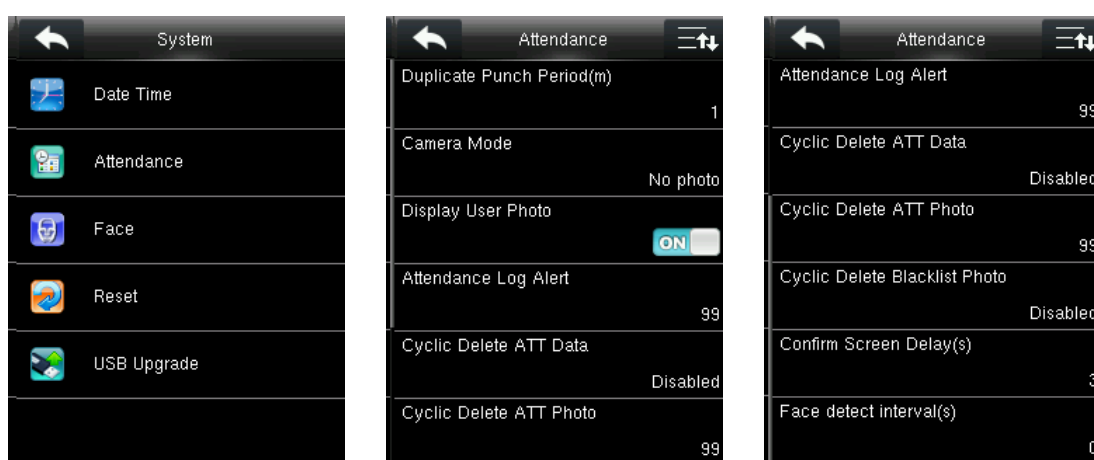


Press **Daylight Saving Time** to enable it. Select a daylight saving mode and set when to start and end the daylight saving time.

**Note:** The end time of DST cannot be set to next year. More specifically, the end time must be later than the start time in the same year.

## 6.2 Attendance Parameters

Press **Attendance** on the **System** interface.

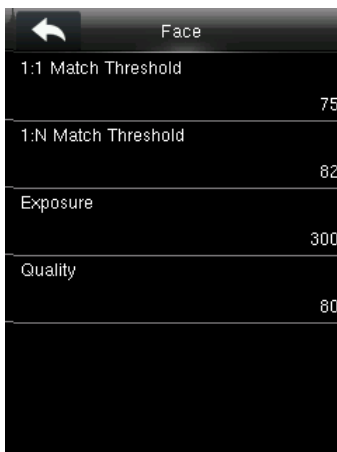


Menu Item	Description
<b>Duplicate Punch Period (m)</b>	Within a set time period (unit: minutes), the duplicated attendance logs will not be reserved (value ranges from 1 to 999999 minutes).
<b>Camera Mode</b>	<p>To set whether to take and save photos in verification; applicable to all users. The following 5 modes are included:</p> <p><b>No Photo:</b> No photo is taken in user verification.</p> <p><b>Take photo, no save:</b> Photo is taken but not saved in verification.</p> <p><b>Take photo and save:</b> Photo is taken and saved in verification.</p> <p><b>Save on successful verification:</b> Photo is taken and saved in successful verification.</p>

Menu Item	Description
	<b>Save on failed verification:</b> Photo is taken and saved in failed verification.
<b>Display User Photo</b>	To set user photo to be displayed when a user passes verification. Turn it <b>[ON]</b> to display user photo and <b>[OFF]</b> to disable it.
<b>Attendance Log Alert</b>	When the remaining storage is less than the set value, the device will automatically alert users to the remaining storage information. It can be disabled or set to a value ranging from 1 to 9999.
<b>Cyclic Delete ATT Data</b>	The number of attendance logs allowed to be deleted at one go when the maximum storage is attained. It can be disabled or set to a value ranging from 1 to 999.
<b>Cyclic Delete ATT Photo</b>	The number of attendance photos allowed to be deleted at one go when the maximum storage is attained. It can be disabled or set to a value ranging from 1 to 99.
<b>Cyclic Delete Blacklist Photo</b>	The number of blacklist photos allowed to be deleted at one go when the maximum storage is attained. It can be disabled or set to a value ranging from 1 to 99.
<b>Confirm Screen Delay(s)</b>	The display of the verification information interface after verification. Value ranges from 1 to 9 seconds.
<b>Face Detect Interval (s)</b>	To set the face comparison interval as required, within the range of 0-9 s.

## 6.3 Face Parameters

Press **Face** on the **System** interface.



The recommended thresholds are as follows:

FRR	FAR	Match Threshold	
		1:N	1:1
High	Low	85	80
Medium	Medium	82	75
Low	High	80	70

Menu Item	Description
<b>1:1 Match Threshold</b>	Under 1:1 Verification Method, only when the similarity between the verifying face and the user's registered faces is greater than this value can the verification succeed. The valid value range is 70-120, with larger threshold leading to lower misjudgment rate and higher rejection rate, and vice versa.
<b>1:N Match Threshold</b>	Under 1:N Verification Method, only when the similarity between the verifying face and all registered faces is greater than this value can the verification succeed. The valid value range is 80-120, with larger threshold leading to lower misjudgment rate and higher rejection rate, and vice versa.

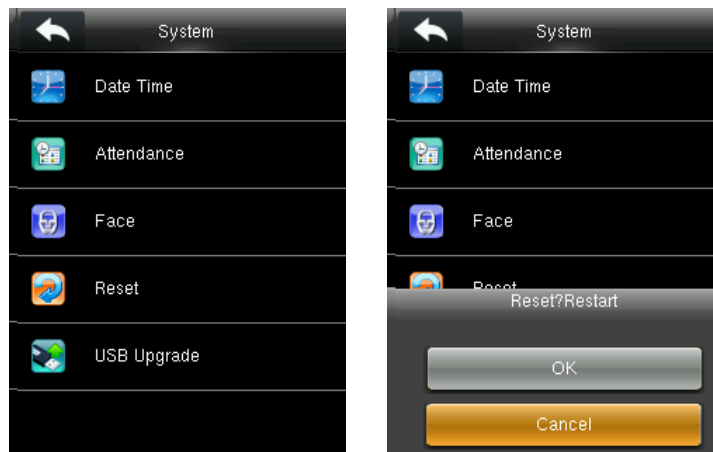


Menu Item	Description
<b>Exposure</b>	This parameter is used to set the exposure value of the camera.
<b>Quality</b>	This parameter is used to set a quality threshold for the facial images obtained. The FFR terminal accepts the facial images and processes them by adopting the facial algorithm when their quality is higher than the threshold; otherwise, it filters these facial images.

**Note:** Improper adjustment of the **Exposure** and **Quality** parameters may severely affect the performance of the device. Please adjust the **Exposure** and **Quality** parameter only under the guidance of after-sales service personnel from our company.

## 6.4 Reset to Factory Settings

Reset data such as communication settings and system settings to factory settings. Press **Reset** on the **System** interface. Click **OK** to finish the reset setting.



## 6.5 USB Upgrade

With this option, the device firmware can be upgraded by using the upgrade file in a USB disk. Before conducting this operation, ensure that the USB disk is properly inserted into the device and contains the correct upgrade file.

**NOTE:** If upgrade file is needed, please contact out technical support. Firmware upgradation is not recommenced under normal circumstances.

## 7. Personalize Settings

Conduct related settings of user interface, voice, bell schedules and punch state options, and customize shortcut keys.

In the initial interface, press  > **Personalize** to enter personalize setting interface.



### 7.1 User Interface Settings

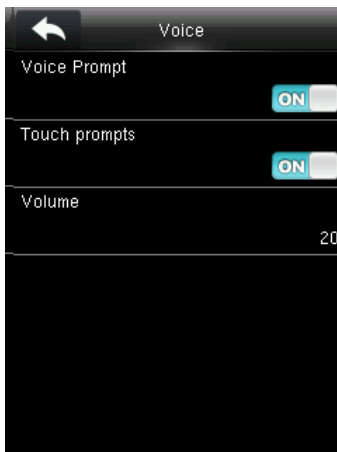
You can customize the display style of the home interface.

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

Menu Item	Description
<b>Wallpaper</b>	Select the wallpaper of main screen as required, you can find wallpapers of various styles in the device.
<b>Language</b>	Select the language of device as required.
<b>Menu Screen Timeout (s)</b>	When there is no operation in the menu interface and the time exceeds the set value, the device will automatically exit to the initial interface. You can disable it or set the value to 60~99999 seconds.
<b>Idle Time To Slide Show (s)</b>	When there is no operation in the initial interface and the time exceeds the set value, a slide show will be shown. It can be disabled (set to " <b>None</b> ") or set to 3~999 seconds.
<b>Slide Show Interval (s)</b>	This refers to the interval between displaying different slide show pictures. It can be disabled or set to 3~999 s.
<b>Idle Time To Sleep (m)</b>	When there is no operation in the device and the set Sleep Time is attained, the device will enter standby mode. Press any key or finger to cancel standby mode. You can disable this function, or set the value to 1~999 minutes. If this function is turned to <b>[Disabled]</b> , the device will not enter standby mode.
<b>Main Screen Style</b>	Choosing the position and ways of the clock and status key.

### 7.2 Voice Settings

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



Menu Item	Description
Voice Prompt	Select whether to enable voice prompts during operation.
Touch Prompt	Select whether to enable keyboard voice while pressing keyboard.
Volume	Set the volume of device.

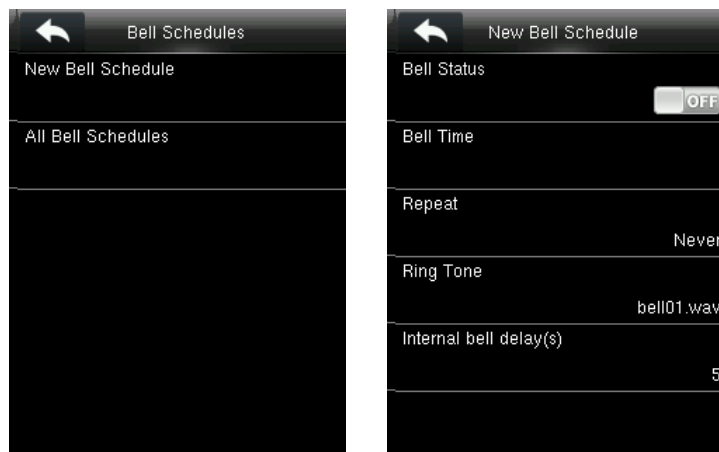
## 7.3 Bells Settings

Many organization choose to use bell to signify on-duty and off-duty time. When the scheduled time for bell is reached, the device will play the selected ringtone automatically till the set ringing duration.

### 7.3.1 Add a Bell

Press **Bell Schedules** on the **Personalize** interface.

Select **New Bell Schedule** to enter the New Bell Schedule adding interface.



**Bell Status:** [ON] is to enable the bell, while [OFF] is to disable it.

**Bell Time:** The bell rings automatically when reaching the specified time.

**Repeat:** To set whether to repeat the bell.

**Ring Tone:** Ringtone played for bell.

**Interval bell delay (s):** To set the ringing duration. The value ranges from 1 to 999 seconds.

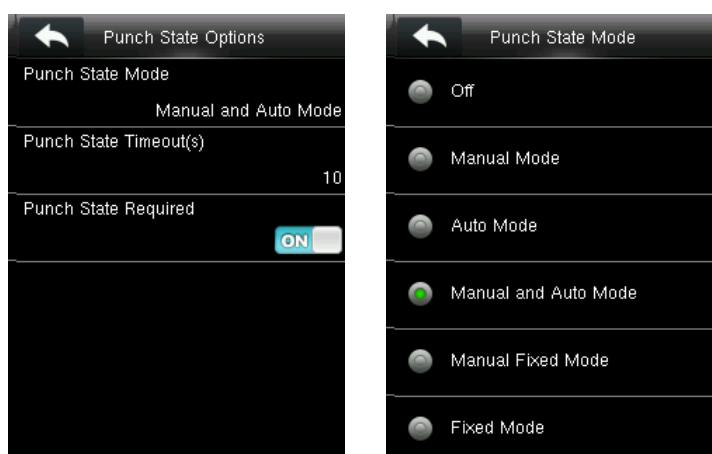
### 7.3.2 Edit a Bell

On the **All Bell Schedules** interface, tap the bell item to be edited.  
Press **Edit**. Edit interface is the same as that of new adding, you can modify bell setting as required.

### 7.3.3 Delete a Bell

On the **All Bell Schedules** interface, tap a bell item to be deleted.  
Press **Delete** and select **Yes** to delete this bell.

## 7.4 Punch States Settings



Press **Punch State Options** on the **Personalize** interface.

Menu Item	Description
<b>Punch State Mode</b>	<p>Select a punch state mode, which can be:</p> <p><b>Off:</b> To disable the punch state key function. The punch state key set under <b>Shortcut Key Mappings</b> menu will become invalid.</p> <p><b>Manual Mode:</b> To switch the punch state key manually, and the punch state key will disappear after <b>Punch State Timeout</b>.</p> <p><b>Auto Mode:</b> After this mode is chosen, set the switching time of punch state key in <b>Shortcut Key Mappings</b>; When the switching time is reached, the set punch state key will be switched automatically.</p> <p><b>Manual and Auto Mode:</b> 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.</p> <p><b>Manual Fixed Mode:</b> After punch state key is manually switched, the punch state key will remain unchanged until being manually switched next time.</p>

Menu Item	Description
	<b>Fixed Mode:</b> Only the fixed punch state key will be shown and it cannot be switched.
<b>Punch State Timeout (s)</b>	The timeout time of the display of punch state. The value ranges from 5~999 seconds.
<b>Punch State Required</b>	Whether it is necessary to choose attendance state in verification.

## 7.5 Shortcut Keys Settings

Shortcut keys can be defined as punch state keys or menu function key. When the device is on the main interface, pressing the set shortcut key will display the attendance state or enters the menu operation interface.

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



Options states are as below:

Only when **Function** is selected as **Punch State Options**, **Punch State Value**, **Name**, **Set Switch Time**, options will appear on the interface.

If **Function** is selected as other option, there will no **Punch State Value**, **Name**, **Set Switch Time** options on the interface.

**Punch State Value:** The valid value ranges from 0 to 250.

**Function:** Select punch state options or menu function options.

**Name:** Enter name of punch state.

**Set Switch Time:** Set switch time for punch state. When **Punch State Mode** in **Punch State Options** interface is set as **Auto Mode** or **Manual and Auto Mode**, punch state will be switched automatically after reaching the set switch time.

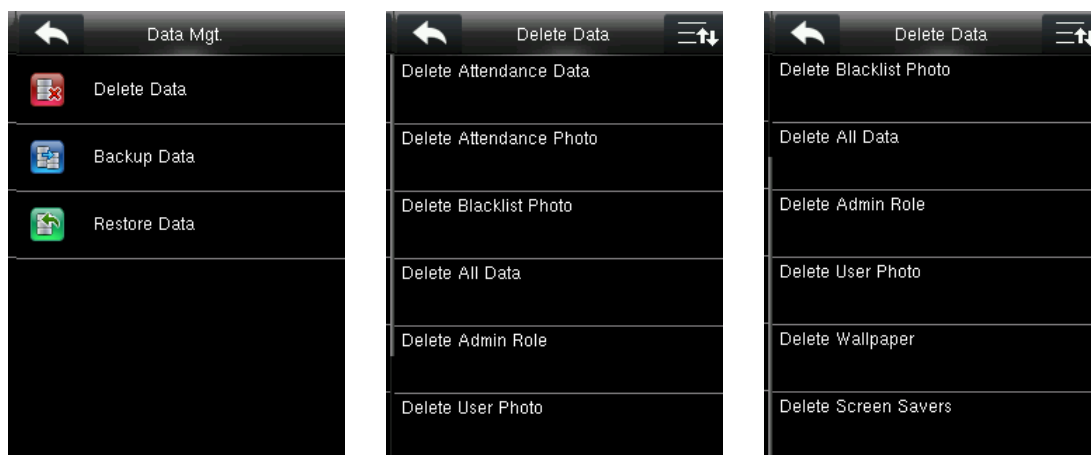
**Note:**

- 1) When **Function** of shortcut key is set as **Punch State Options**, the punch state can be set as auto switch in **Punch State Options** interface. Auto switch means that punch state will be switched automatically after reaching the set switch time.

- 2) Select **Function** of shortcut key as **Punch State Options**. The shortcut key will not take effect if **Punch State Mode** in **Punch State Options** interface is set as **OFF**. (For detail setting, please refer to [7.4 Punch States Settings](#).)

## 8. Data Management

To manage data in the device, which includes deleting data, backup data and restoring data. In the initial interface, press  > **Date Mgt.** to enter data management interface.



### 8.1 Delete Data

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

Menu Item	Description
<b>Delete Attendance Data</b>	To delete all attendance data in the device.
<b>Delete Attendance Photo</b>	To delete all users' attendance photos in the device.
<b>Delete Blacklist Photo</b>	To delete all blacklisted photos in the device, which means the photos taken after failed verifications.
<b>Delete All Data</b>	To delete all user information and attendance logs etc.
<b>Delete Admin Role</b>	To make all Administrators as Normal Users.
<b>Delete User Photo</b>	To delete all user photos in the device.
<b>Delete Wallpaper</b>	To delete all wallpapers in the device.
<b>Delete Screen Savers</b>	To delete all screen savers in the device.

**Note:** When deleting the attendance record, attendance photo or blacklist photo, you can select **Delete All** or **Delete by Time Range**. When **Delete by Time Range** is selected, you need to set the time range for data deletion.

### 8.2 Data Backup

To backup data to U disk.

Press **Backup Data** on the **Data Mgt.** interface.




## 8.3 Data Restoration

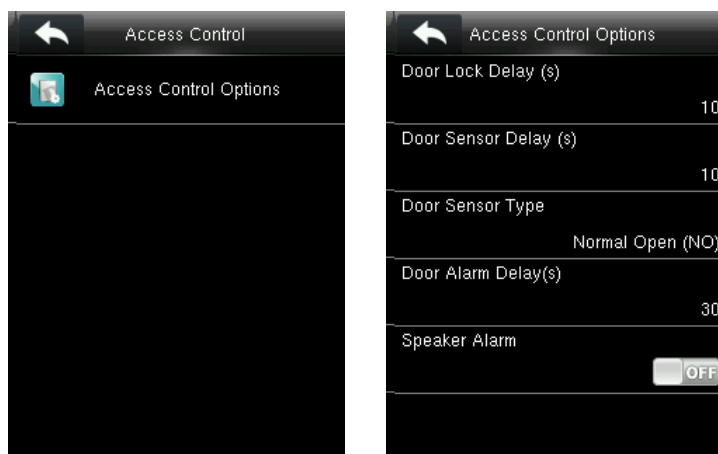
To restore the data in U disk to the device.  
Press **Restore Data** on the **Data Mgt.** interface.



## 9. Access Control

### 9.1 Access Control Options Settings

In the initial interface, press  > **Access Control** to enter access control setting interface. It is used to set the parameters of the equipment control lock and related equipment. Press **Access Control Options** on the **Access Control** interface.



Menu Item	Description
Door Lock Delay (s)	The time-period of unlocking (from door opening to closing automatically) after the electronic lock receives an open signal sent from the device (value ranges from 0 to 10 seconds)
Door Sensor Delay (s)	When the door is opened, the door sensor will be checked after a time period; if the state of the door sensor is inconsistent with that of the door sensor mode, alarm will be triggered. The time period is the <b>Door Sensor Delay</b> (value ranges from 1 to 255 seconds).
Door Sensor Type	It includes <b>Normal Open</b> , <b>Normal Close</b> and <b>None</b> . <b>None</b> means door sensor is not in use; <b>Normal Open</b> means the door is opened when electricity is on; <b>Normal Close</b> means the door is closed when electricity is on.
Door Alarm Delay (s)	When the state of the door sensor is inconsistent with that of the door sensor type, alarm will be triggered after a time period; this time period is the <b>Door Alarm Delay</b> (the value ranges from 0 to 999 seconds).
Speaker Alarm	When the [ <b>Speaker Alarm</b> ] is enabled, the speaker will raise an alarm when the device is being dismantled.

## 10. USB Manager

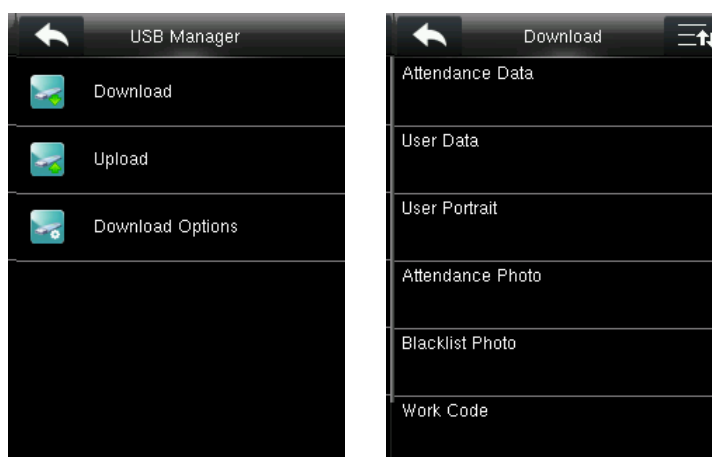
You can import the user information and attendance data in the device to matching attendance software for processing by using a USB disk, or import the user information to other devices for backup.

Before uploading/downloading data from/to the USB disk, insert the USB disk into the USB slot first.

In the initial interface, press  > **USB Manager** to enter USB manager interface.

### 10.1 USB Download

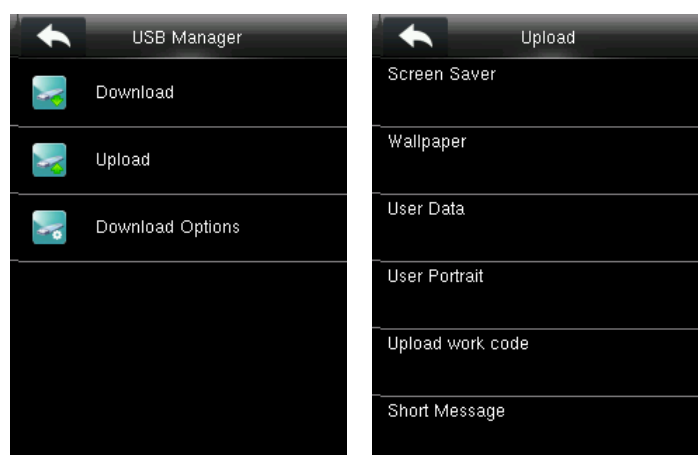
Press **Download** on the **USB Manager** interface.



Menu Item	Description
<b>Attendance Data</b>	To download attendance data in specified time period into USB disk.
<b>User Data</b>	To download all user information from the device into USB disk.
<b>User Portrait</b>	To download all user pictures from the device into a USB disk.
<b>Attendance Photo</b>	To download all attendance photos from the device into USB disk.
<b>Blacklist Photo</b>	To download all blacklisted photos (photos taken after failed verifications) from the device into USB disk.
<b>Work Code</b>	To save the work code in the device to a USB disk.
<b>Short Message</b>	To download the short message set in the device to a USB disk.

### 10.2 USB Upload

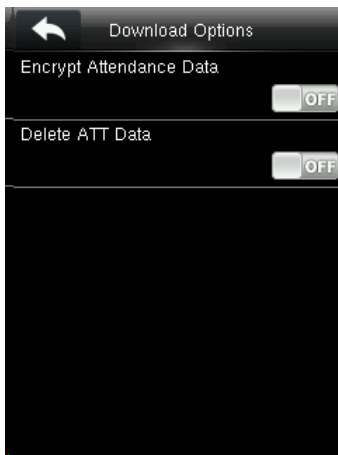
Press **Upload** on the **USB Manager** interface.



Menu Item	Description
<b>Upload User Data</b>	To upload all the user information from USB disk into the device.
<b>Upload User Portrait</b>	<p>To upload the JPG picture named after a work code in the USB disk to the device. During uploading, you can select <b>Upload Current Picture</b> or <b>Upload All Pictures</b>. The picture is displayed after successful authentication.</p> <p>During uploading, you need to create a folder named "<b>picture</b>" in the root directory of the USB disk, and put the user picture in this directory. A maximum of 2000 pictures are supported and each picture cannot exceed 20 KB. Pictures are named in the format of X.jpg, of which X indicates the actual user ID and must be in JPG format.</p>
<b>Upload Work Code</b>	To upload work codes in the USB disk to the device.
<b>Upload Short Message</b>	To upload short messages saved in the USB disk to the device.
<b>Upload Screen Saver</b>	<p>To upload all screen savers from USB disk into the device. You can choose <b>Upload selected picture</b> or <b>Upload all pictures</b>. The images will be displayed on the device's main interface after upload. During uploading, you need to create a folder named "<b>advertise</b>" in the root directory of the USB disk, and put the advertising pictures in this directory. A maximum of 20 pictures are supported and each picture cannot exceed 30 KB.</p> <p>The picture name and format are not limited, with formats such as jpg, png and bmp supported.</p>
<b>Upload Wallpaper</b>	<p>To upload all wallpapers from USB disk into the device. You can choose <b>Upload selected picture</b> or <b>Upload all pictures</b>. The images will be displayed on the screen after the upload. During uploading, you need to create a folder named "<b>wallpaper</b>" in the root directory of the USB disk, and put the wallpaper pictures in this directory. A maximum of 20 pictures are supported and each picture cannot exceed 30 KB. The picture name and format are not limited, with formats such as jpg, png and bmp supported.</p>

## 10.3 Download Options Settings

Press **Download Options** on the **USB Manager** interface.

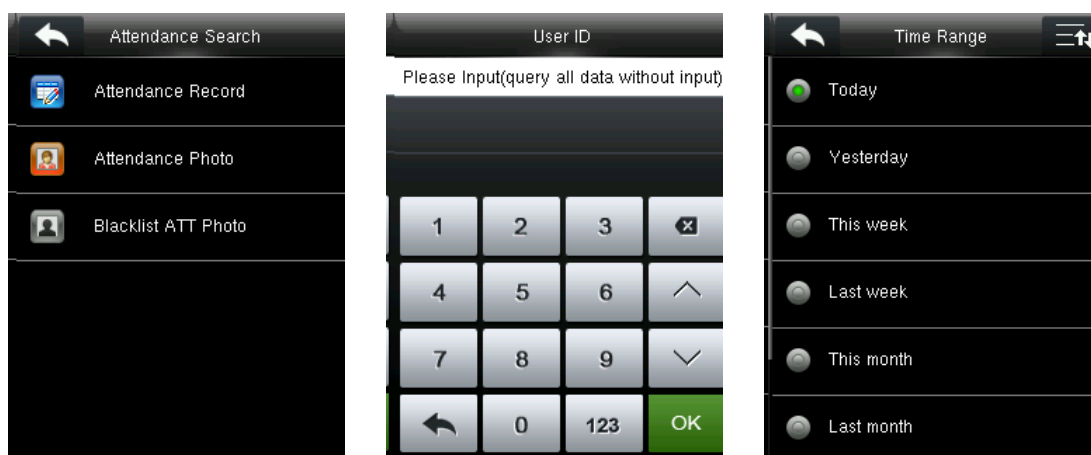


Menu Item	Description
<b>Encrypt Attendance Data</b>	During uploading and downloading, the attendance data is encrypted.
<b>Delete ATT Data</b>	After successful downloading, the attendance data on the device is deleted.

## 11. Attendance Search

When users verify successfully, attendance records are saved in the device. This function enables users to check attendance logs.

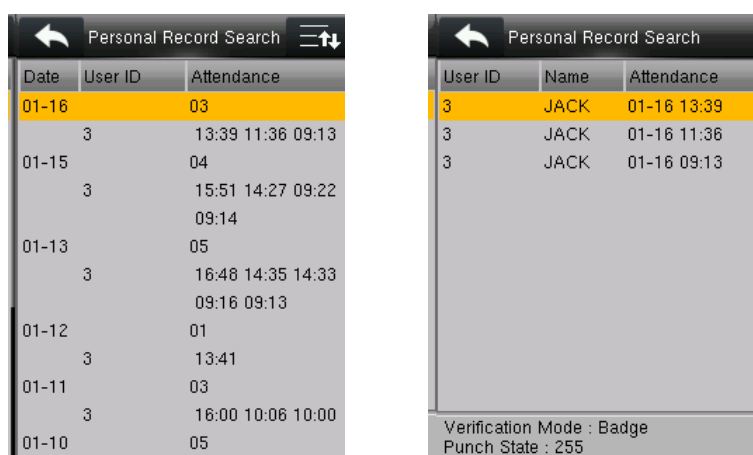
In the initial interface, press  > **Attendance Search** to enter attendance search interface.



The process of querying attendance pictures and blacklist pictures is the same as that of querying attendance records. The following is an example of querying attendance records.

Press **Attendance Record** on the **Attendance Record** interface.

1. Enter the user ID to be searched and tap **OK**. Taping **OK** without entering a user ID searches the attendance records of all employees.
2. Select the time range for attendance record query.



Date	User ID	Attendance
01-16		03
	3	13:39 11:36 09:13
01-15		04
	3	15:51 14:27 09:22 09:14
01-13		05
	3	16:48 14:35 14:33 09:16 09:13
01-12		01
	3	13:41
01-11		03
	3	16:00 10:06 10:00
01-10		05

User ID	Name	Attendance
3	JACK	01-16 13:39
3	JACK	01-16 11:36
3	JACK	01-16 09:13

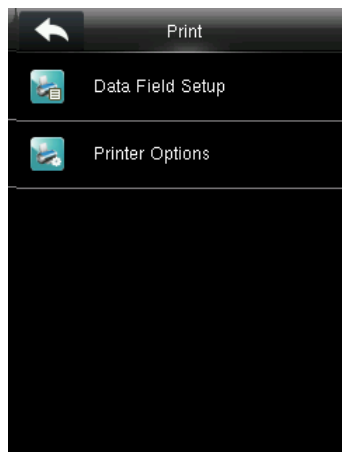
Verification Mode : Badge  
Punch State : 255

3. Tap the record in orange to view its details.
4. The above figure shows the details of this record.

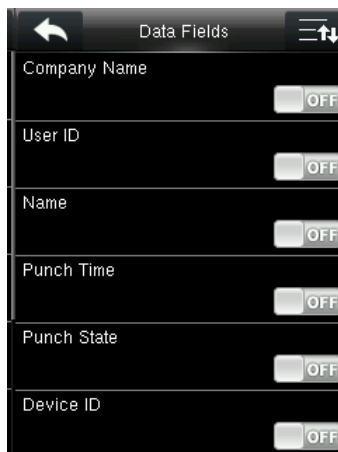
## 12. Print Settings★

Devices with printing function can print attendance records out when a printer is connected (this function is optional and is only equipped in some products).

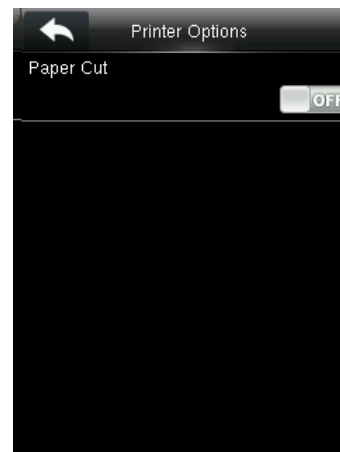
In the initial interface, press  > **Print** to enter print setting interface.



Press **Data Field Setup** on the **Print** interface.



Select the fields needing to be printed.



Turn on/off the Paper Cut function.

**Note:** To turn on the **Paper Cut** function, it is required to connect the device with a printer with paper cutting function, so that the printer will cut papers according to the selected printing information when printing.

## 13. Short Message

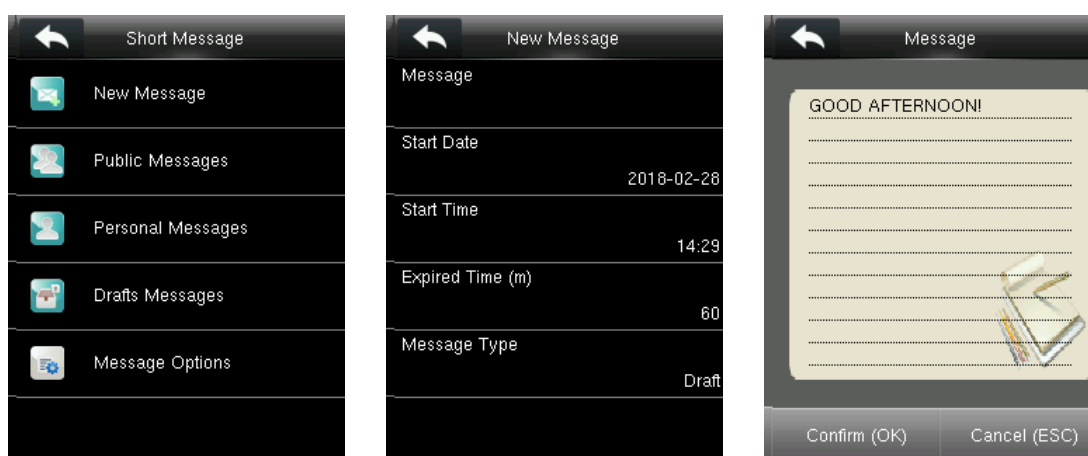
In this menu option, you can add, edit and delete public or personal message. You can also save message as draft.

In assigned time, the public message will display to all users at the bottom of main screen, and personal message will be displayed to specified user after his successful verification.

### 13.1 Add a New Message

Press **New Message** on the **Short Message** interface.

1. Tap **Message**. Input message content and press OK to save.



2. Set the start date and time: It is the date and time when the short message becomes valid.

3. Set expired time.

**Expired Time (m):** Valid time for the message, calculated from the **Start Time** you input. The valid value of Expired Time ranges from 1 to 65535 minutes. You can also set the message **Never Expire**, that is, the message will display always.

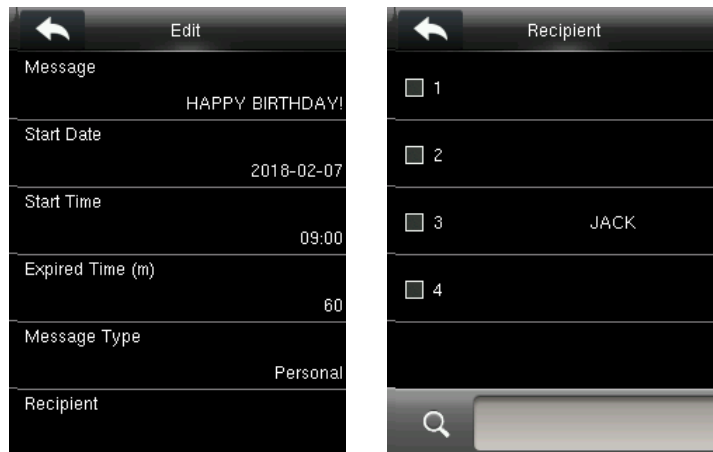
4. Select Message type.

**Public:** SMS able to be seen by all employees.

**Personal:** SMS aimed at individual only.

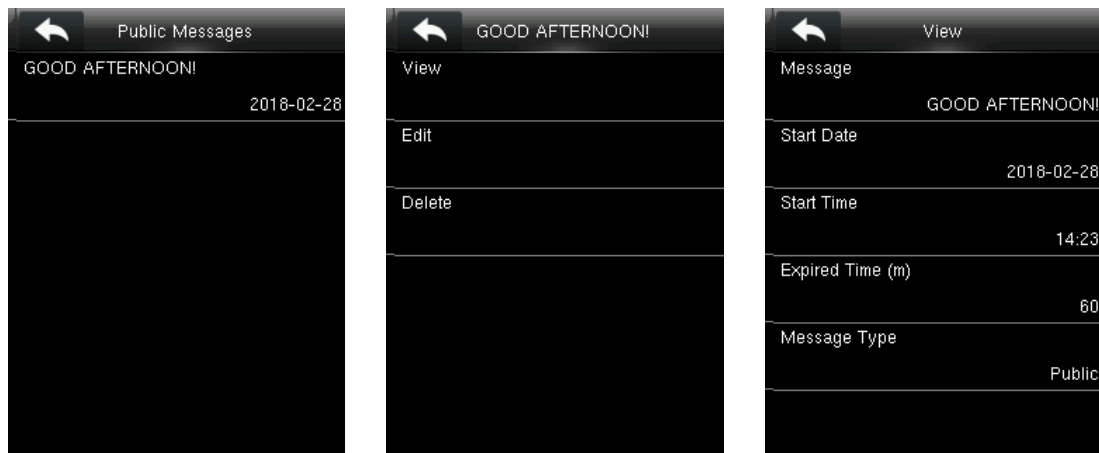
**Draft:** Preset SMS, no difference of individual SMS or common SMS.

When selecting message type as **Personal**, press **Recipient**. Select one user or multiple users who will receive this personal message.



## 13.2 Edit and Delete Message

### ➤ View Message



Press **Public Messages** on the **Short Message** interface. Select one message and press **View**, the message information will be displayed on the screen.

### ➤ Edit Message

Press **Edit** on the interface above. Edit operations are the same as that of adding new.

### ➤ Delete Message

Press **Delete** on the interface above. Then select **YES** to delete.

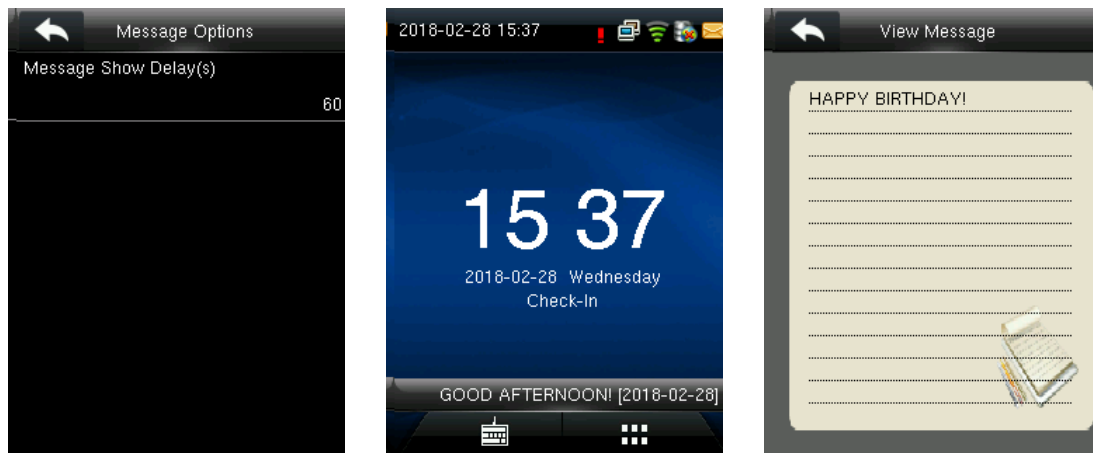
**Note: Personal Messages** and **Draft Messages** options have the same functions as **Public Messages**. For detail operation, you can refer to above introduction.

## 13.3 Message Options


Press **Message Options** on the **Short Message** interface.



**Message Show Delay (s):** It is the duration for which the personal message is shown. The personal message showing interface will go back to initial interface after reaching Message Show Delay. The valid value scope is 1~99999 seconds.



## 13.4 View the Public Messages and Personal Message

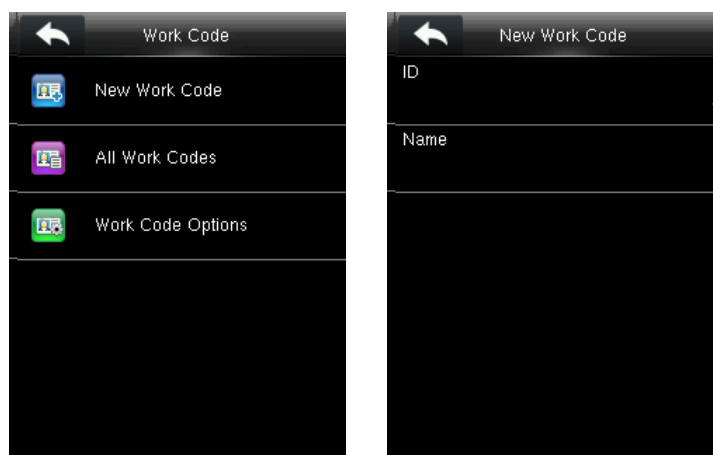
After a public short message is set, the short message icon  is displayed on the upper right of the main interface, and the public short message content is displayed in scroll mode below. The content of a personal short message is displayed after successful user authentication.

## 14. Work Code

Employees' salaries are subject to their attendance records. Employees may be engaged in different types of work which may vary with time periods. The salaries varies with work types, the FFR terminal provides a parameter to indicate the corresponding work type for every attendance record to facilitate rapid understanding of different attendance situations during the handling of attendance data.

In the initial interface, press  > **Work Code** to enter work code setting interface.

### 14.1 Add a Work Code

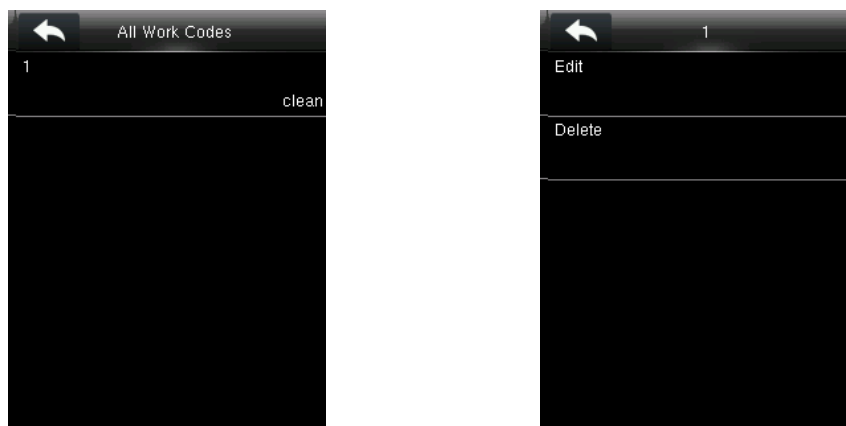


Press **New Work Code** on the **Work Code** interface.

Edit new work code ID and name.

### 14.2 All Work Codes List

You can view, edit and delete work codes in **All Work Codes**. The process of editing a work code is the same as that of adding a work code except that the ID is not allowed to be modified.

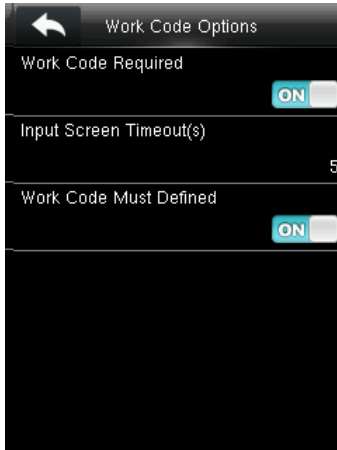


View the information about all work codes

Edit or delete a work code.

## 14.3 Work Code Options

Press **Work Code Options** on the **Work Code** interface.



**Work Code Required:** If selected **ON**. To verify successfully, you must input work code after pressing password or face or other verification modes. Select **OFF**, you can verify directly without input work code.

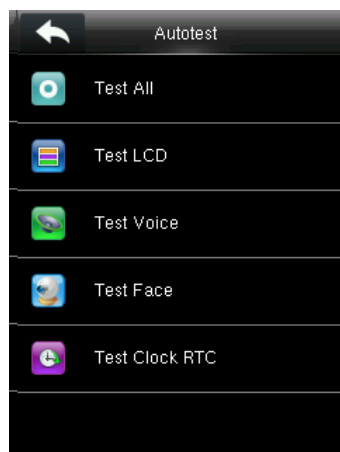
**Input Screen Timeout (s):** After pressing password or other verification modes, you must input work code in a certain time. If this time is exceeded, interface of input work code will go back to initial interface. The duration for input work code is called **Input Screen Timeout**. Valid value ranges from 1 to 65535 seconds.

**Work Code Must Defined:** If selected **ON**, you must input correct work code or input nothing to verify successfully. If selected **OFF**, you can input correct work code, input nothing or other inexistent work code to verify successfully.

## 15. Autotest

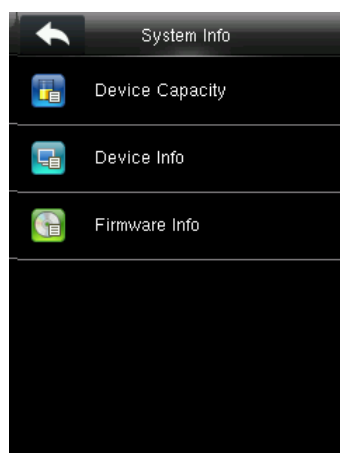
li automatically test functionality of all modules in the device, which includes the LCD, voice, face and Clock RTC.

In the initial interface, press  > **Autotest** to enter autotest interface.



Menu Item	Description
<b>Test LCD</b>	To test the display effect of LCD screen by displaying full color, pure white, and pure black to check whether the screen displays colors properly.
<b>Test Voice</b>	The device automatically tests whether the voice files stored in the device are complete and the voice quality is good.
<b>Test Face</b>	To test if the camera functions properly by checking the pictures taken are clear for use.
<b>Test Clock RTC</b>	To test the Real-Time Clock. The device tests whether the clock works properly and accurately by checking the stopwatch. Touch the screen to start counting time, and press it again to stop counting, to see if the stopwatch counts time accurately.

## 16. System Information



It checks data capacity, device and firmware information.

In the initial interface, press  > **System Info.** to enter system information interface.

Device Capacity	
User (used/max)	4/50000
Admin User	0
Password	2
Face (used/max)	2/3000
Badge (used/max)	4/50000
ATT Record (used/max)	40/1000000

Device Capacity

Device Info	
Device Name	VF300
Serial Number	4958175200012
MAC Address	00:17:61:11:e0:22
Face Algorithm	ZKFace VX7.0
Platform Information	ZMM220_TFT
MCU Version	203

Device Info

Firmware Info	
Firmware Version	Ver 8.0.4.1-20180104
Bio Service	Ver 2.1.12-20171121
Push Service	Ver 2.0.32-20171219
Standalone Service	Ver 2.1.4-20170427
Dev Service	Ver 2.0.1-20170210
System Version	Ver 17.11.3-20181214

Firmware Info

**Device Capacity:** It displays the number of registered users, administrators, passwords, faces, badges, attendance logs, attendance photos, blacklist photos and user photos, also to check the total storage of users, faces, badges, attendance records, attendance photos, blacklist photos and user photos.

**Device Info:** It displays the device name, serial number, MAC address, face algorithm, platform information, MCU version, manufacturer and manufacturer date.

**Firmware Info:** It displays the firmware and system version, Bio service, push service, standalone service and Dev service.

**Note:** The display of Device Capacity, Device Info and Firmware Info on the system information interface of different products may vary; the actual product shall prevail.

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