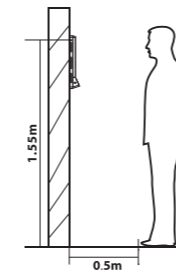


Before installation, please read the following precautions carefully to prevent risks and dangers to this product, users and any other person.

- Do not expose to direct sunlight, water, dust and soot.
- Do not place any magnetic objects near the product. Magnetic objects such as magnets, CRT, TV, monitors or speakers may damage the device.
- Do not place the device next to any heating equipment.
- Prevent water, drinks or chemicals leaking into the device.
- This product is not intended for use by children unless they are supervised.
- Do not drop or damage the device.
- Do not disassemble, repair or modify the device.
- Do not use the device for any purpose other than those specified.
- Remove dusts or dirt regularly. While cleaning, wipe dust off with a smooth cloth or towel instead of water.

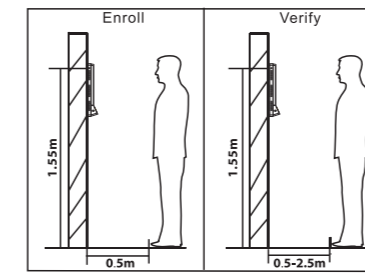
Contact your supplier in case of any problem!

1) Recommended height for the device



For the user's height ranging from 1.5m to 1.8m, the recommended device height is 1.55m from the ground. It can be adjusted and installed according to the users' average height.

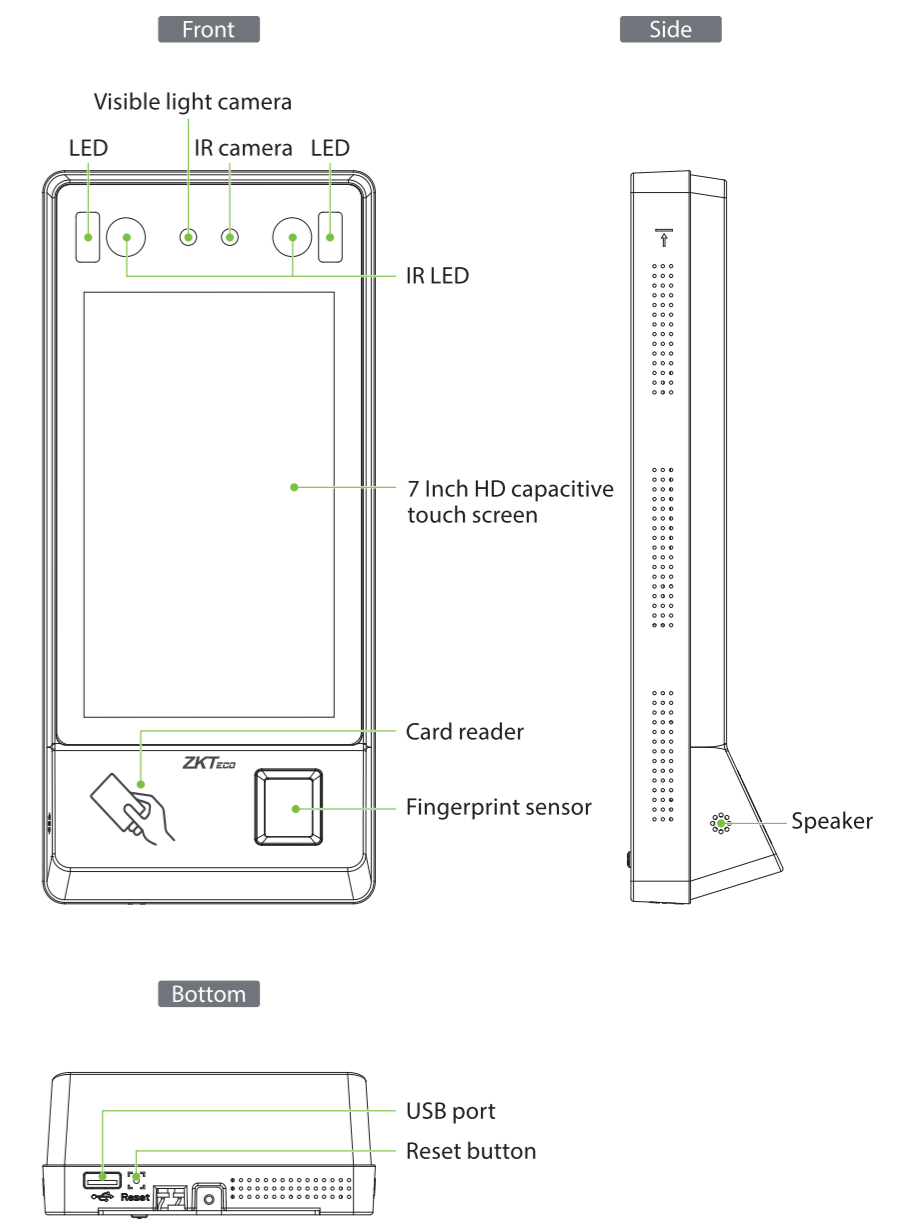
Recommended position for the user



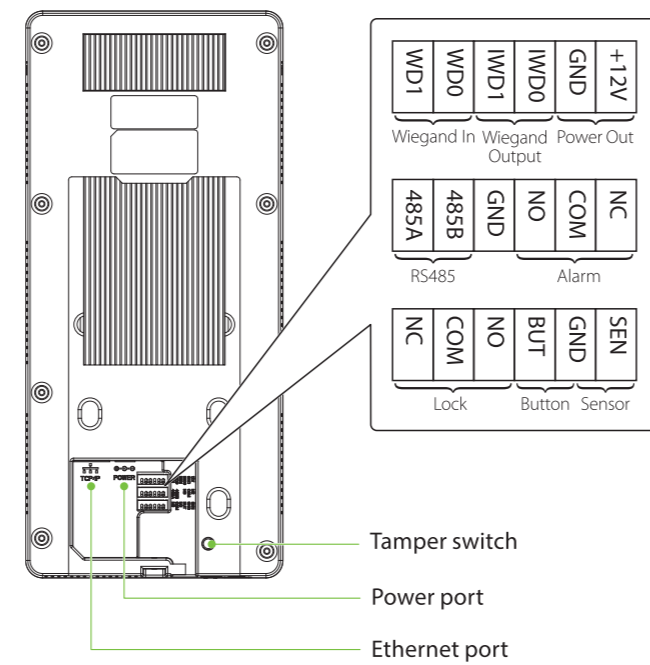
The registration and verification position of the device should not be changed to avoid affecting the verification accuracy. If it is necessary to move the device, then move it horizontally and keep the vertical height the same.

NOTE: During registration, please adjust your position and try to keep your face inside the white frame.

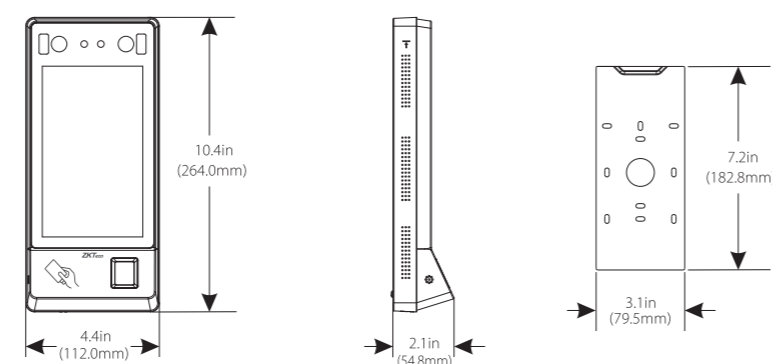
2) The recommended and not-recommended facial expressions:



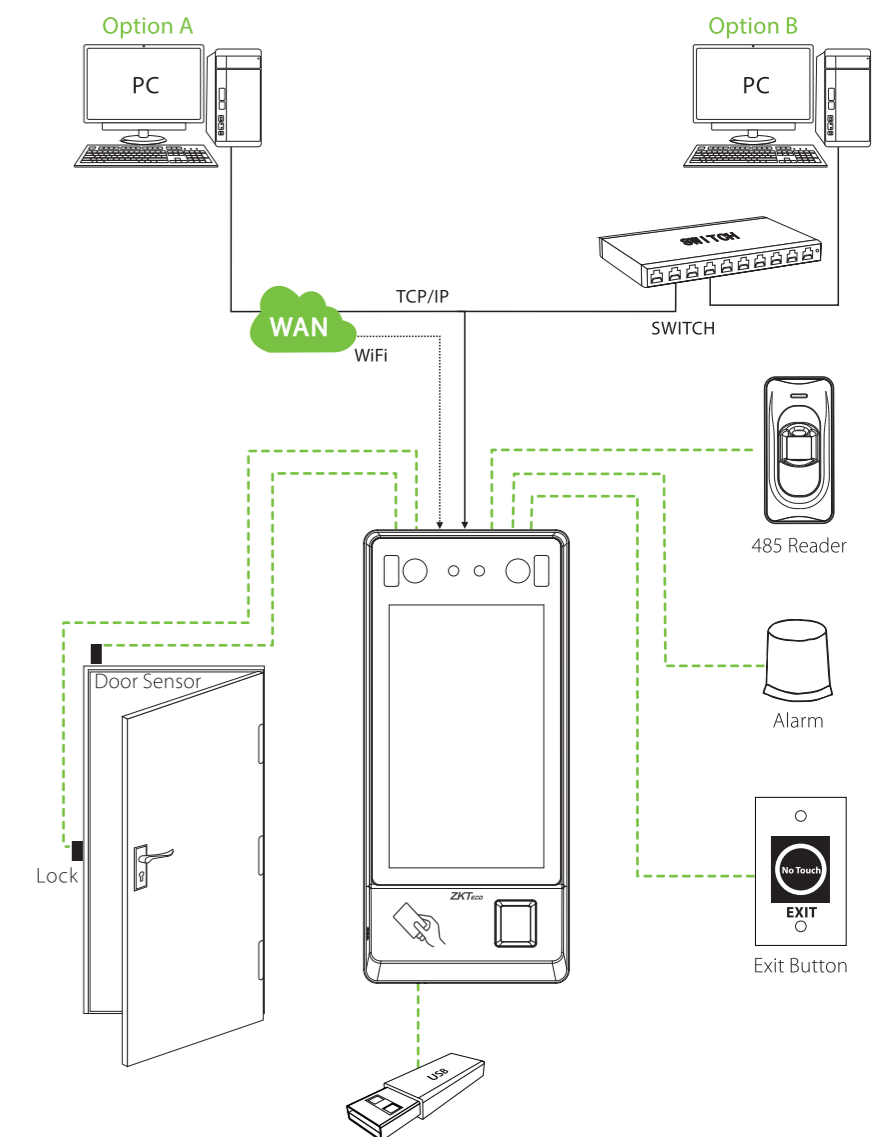
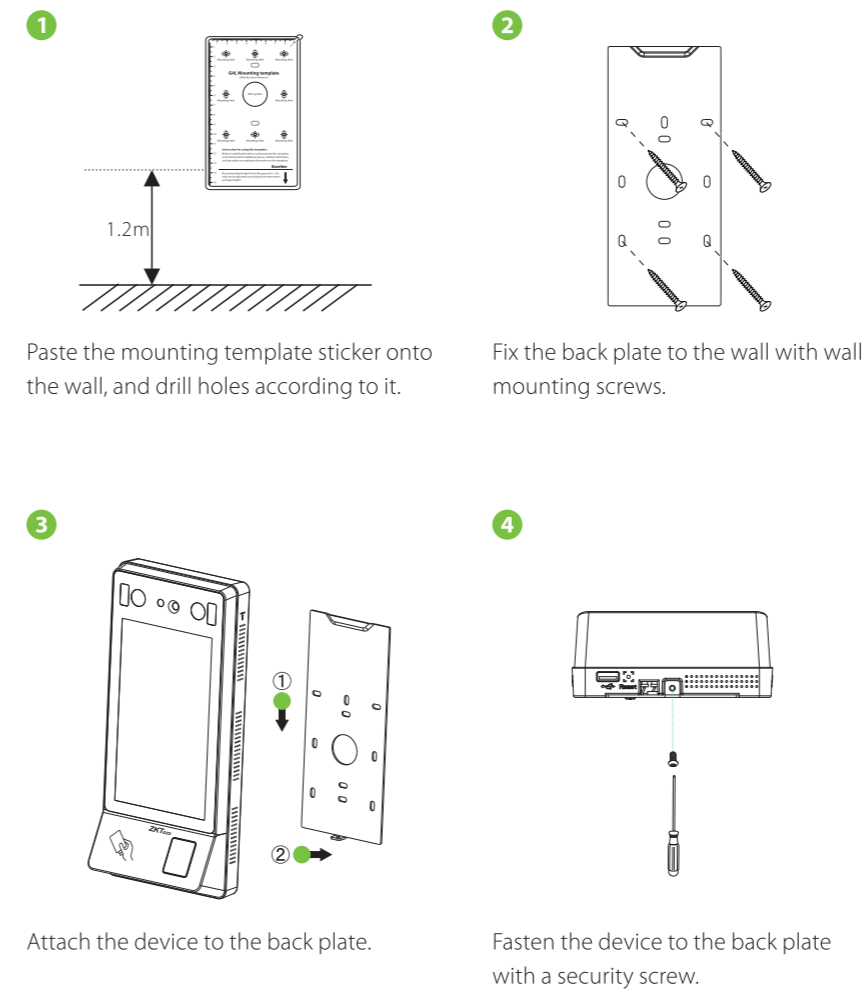
❖ Product PIN Diagram



❖ Product Dimensions



❖ Mounting the device on wall



QUICK START GUIDE

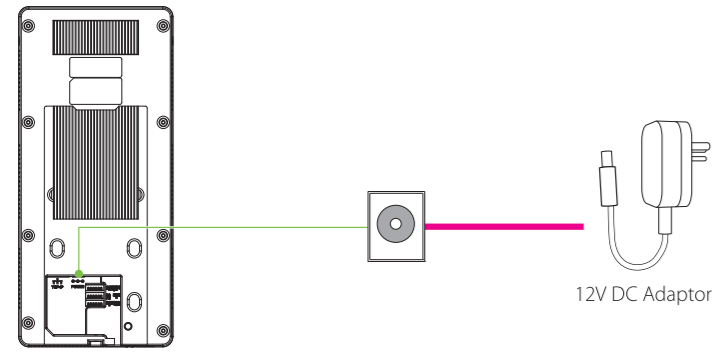
Applicable Model: G4L

Version: 1.0
Date: June 2020



Power & Ethernet Connection

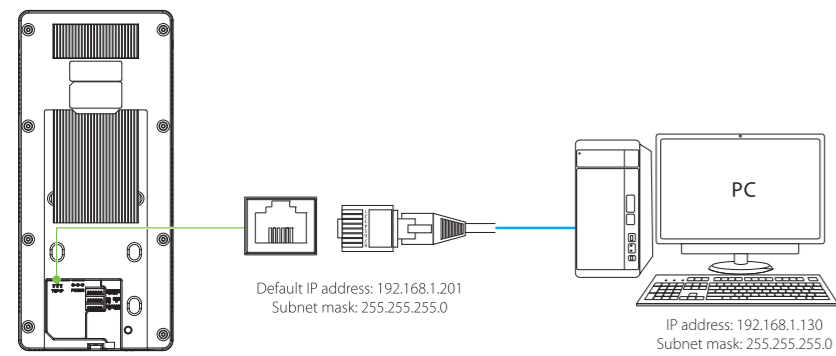
Power Connection



Recommended power supply

- Rating of 12V and 3A
- To share the device's power with other devices, use a power supply with higher current ratings.

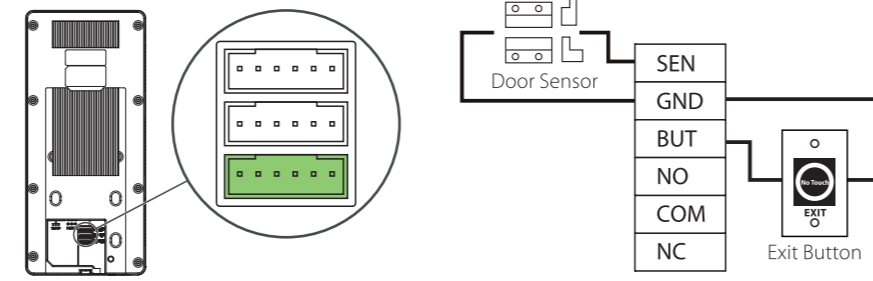
LAN Connection



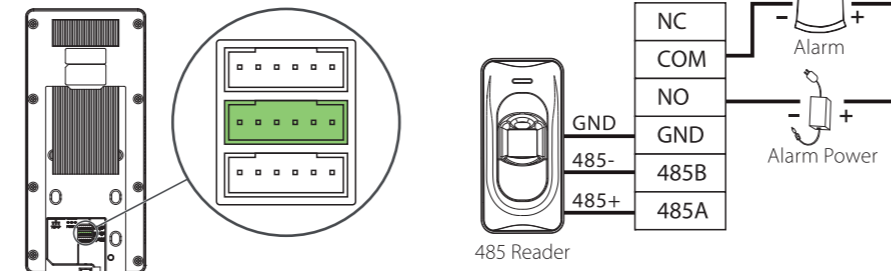
Click [COMM.] > [Ethernet] > [IP Address], input the IP address and click [OK].

Connecting Other Devices

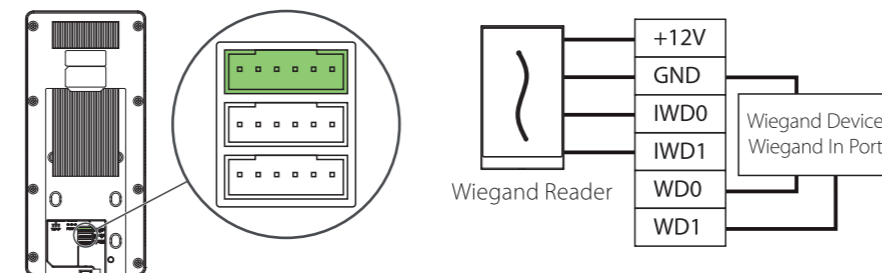
Button & Sensor Connection



Alarm & RS485 Connection



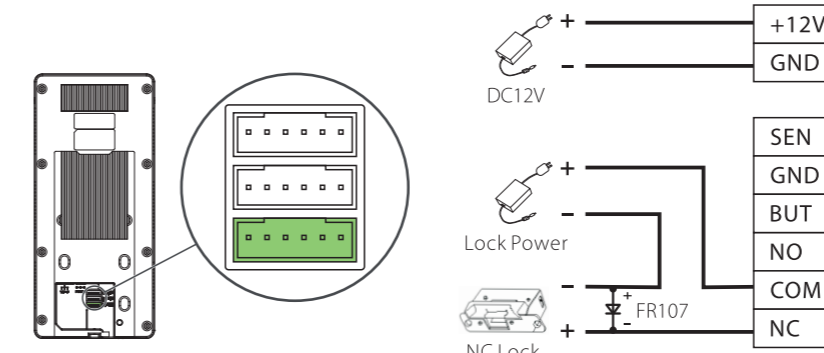
Wiegand Connection



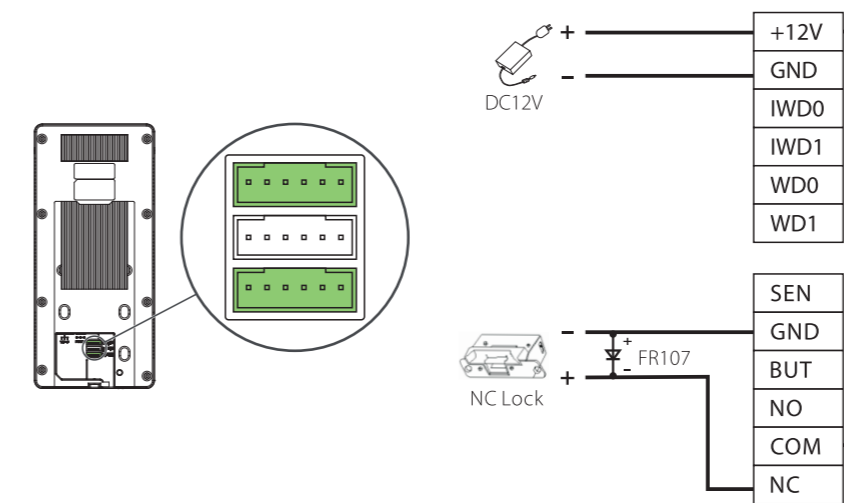
Lock Relay Connection

The system supports both **Normally Opened Lock** and **Normally Closed Lock**. The **NO Lock** (normally opened when powered) is connected with 'NO' and 'COM' terminals, and the **NC Lock** (normally closed when powered) is connected with 'NC' and 'COM' terminals. The power can be shared with the lock or can be used separately for the lock, as shown in the example with NC Lock below:

Device not sharing power with the NC lock:

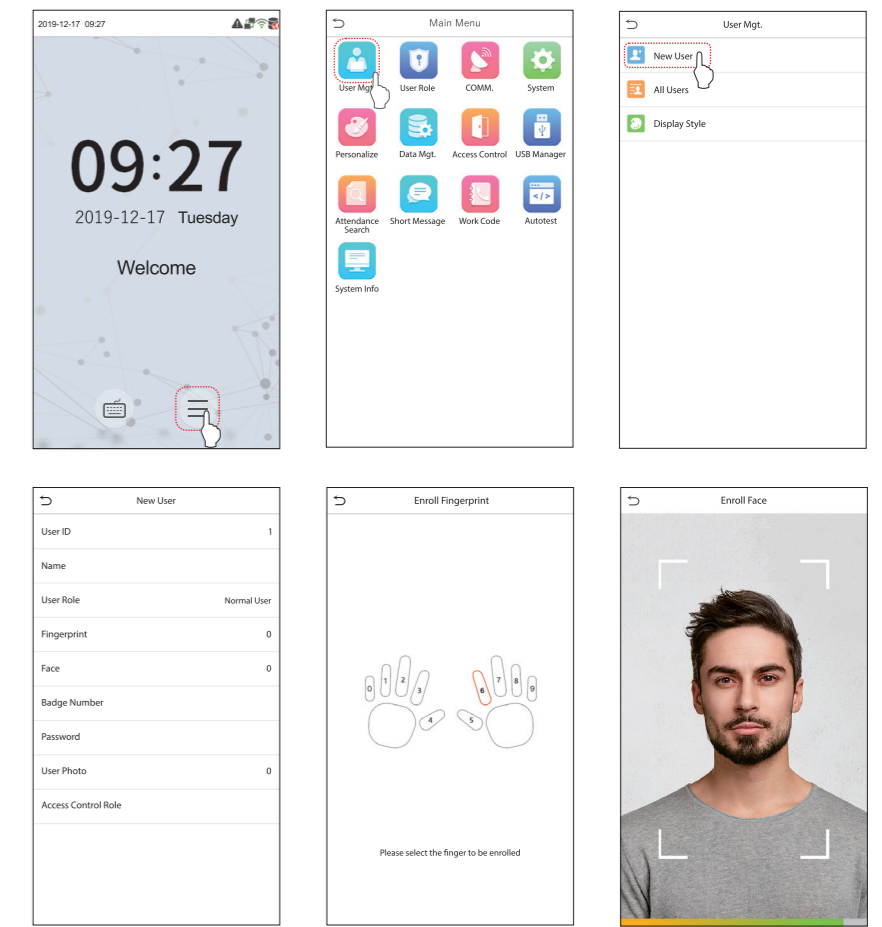


Device sharing power with the NC lock:



User Registration

Register on the device



Click **User Mgt.** > **New User** to register new user. The settings include entering User Name, ID, choosing User Role, enrolling Fingerprint, Face Registration, Enroll Badge Number (ID and Mifare card are optional), setting Password, registering User Photo and setting Access Control Role.

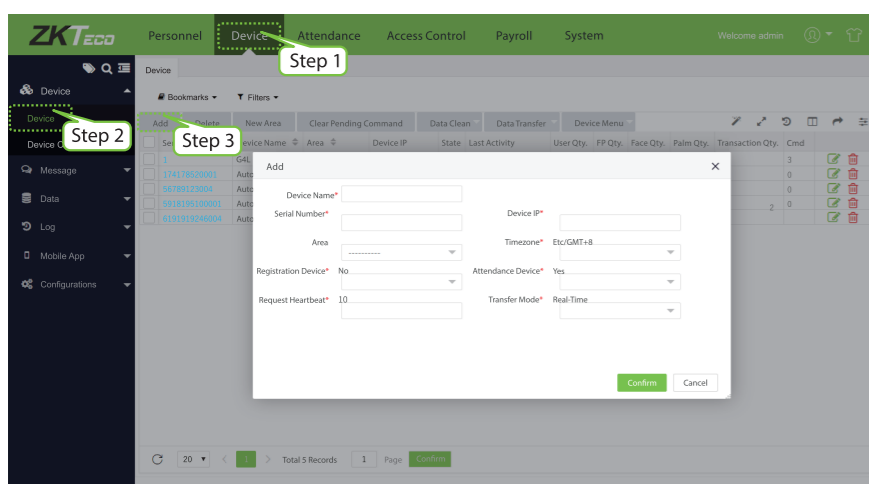
NOTE: Normal Users are not authorized to operate the menu options of the device. Only Super Admin can operate all the menu options of the device. Thus it is recommended to register super administrator initially.

User Registration

Register on the software (BioTime 8.0)

Please set the IP address and cloud service server address in the Comm. Menu option on the device.

- In the BioTime 8.0 software, click **Device** > **Device** > **Add** and fill the required fields correctly to add the device to the software. When the server address and the port is set on the device, it automatically gets added.



- Click **Personnel** > **Employee** > **Employee** > **Add** to register users in the software.
- Synchronize personnel on the software to the device in the corresponding area.
- In the personnel list, select an employee (or employees) and click **More** > **Synchronize to Device** to access the confirmation interface for synchronizing. For more details, please refer to the BioTime 8.0 User Manual.

Note: The icons or in the standby interface indicates that the network connection or the server is abnormal. Please check the network cable and network connection.

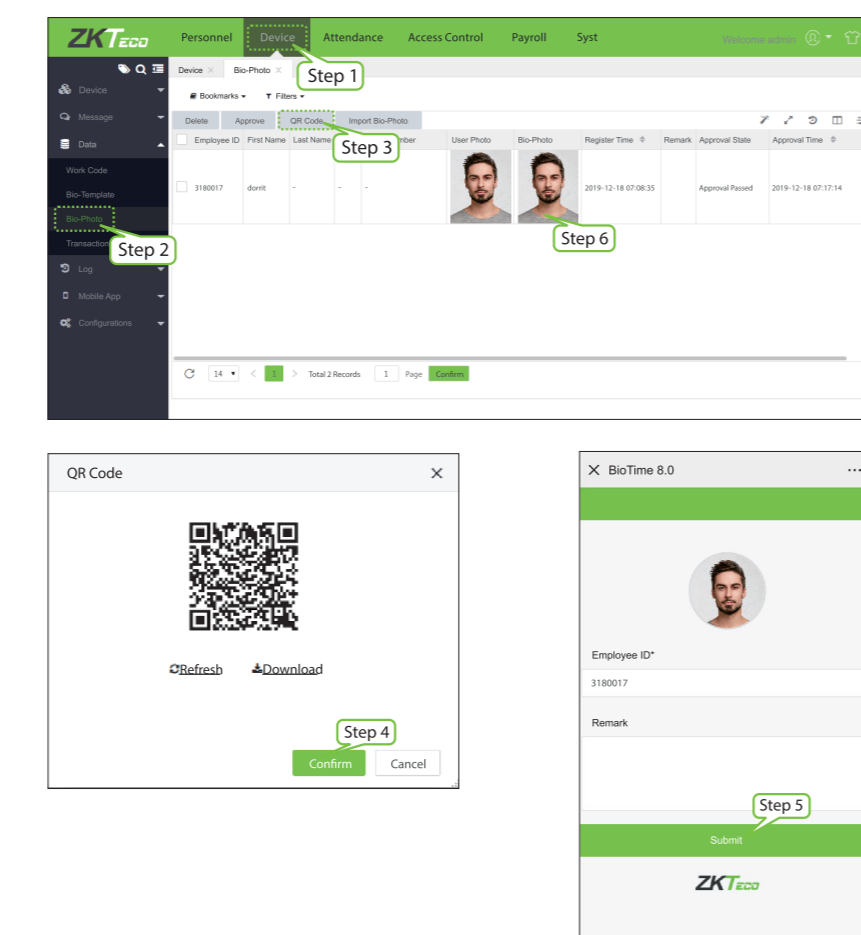
User Registration

Register on the phone

Once BioTime 8.0 software is installed, users can enroll face via browser application on their own mobile phone.

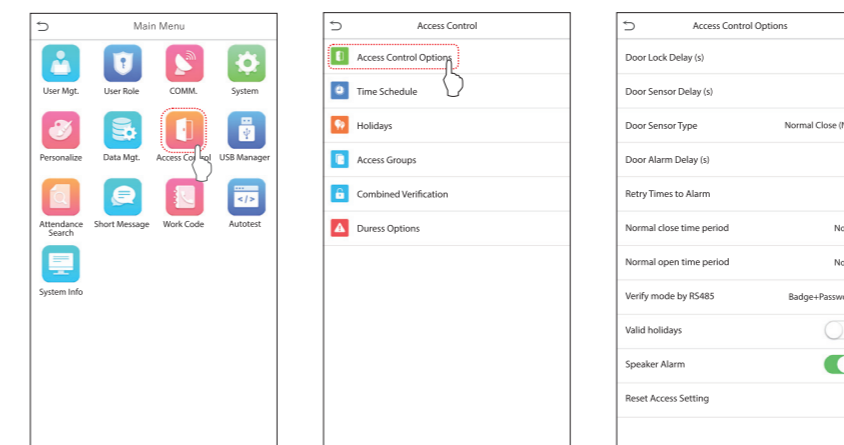
Register visible light comparison photos to verify and punch on the visible light device.

- Choose **Device** > **Data** > **Bio-photo** > **QR Code** to access the QR Code.
- Scan the QR code via browser APP and enroll user face, user need to input the following address: http://server_ip_address:server_port/v1Register/ on the browser APP manually. The following interface is displayed after successful scanning:



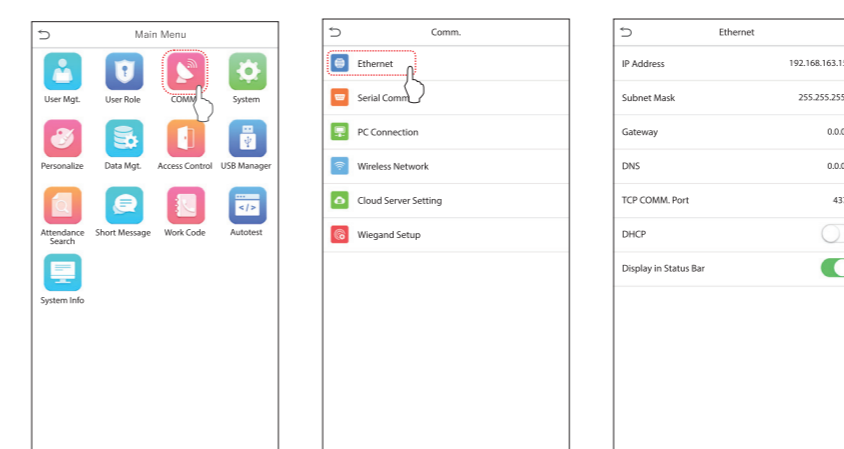
Menu Functions

Access Settings



Click **Access Control** > **Access Control Options** to enter the access control management interface and set relevant parameters of access control.

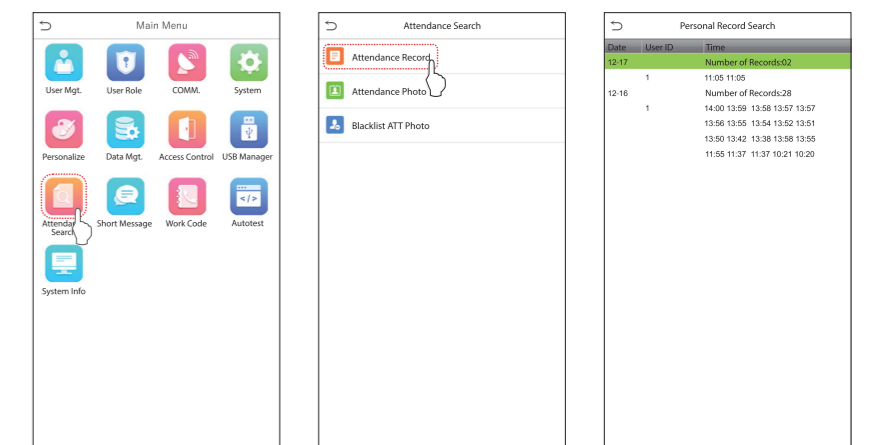
Network Settings



Click **COMM.** > **Ethernet**, set the IP Address. The device will communicate with the PC via the Ethernet parameters. Using Cloud Service Settings sets Server Address and Server port according to the server.

Menu Functions

Attendance Record Search



View attendance record in the device:

Click **Attendance Search** > **Attendance Record** enter **User ID** > select **Time Range**, the corresponding attendance logs will be displayed.

NOTE: If the **User ID** field is left blank, records of all the users will be displayed.

View attendance record on the computer:

Click **USB Manager** > **USB Manager** > **Download**. Insert the USB disk and download the data to the USB drive, then copy this data from the USB drive to your PC. The filename of the downloaded data will be "Device Serial Number.dat" which can be opened and viewed on the PC.