



User Manual

Bio-4

Key Description

OK	Confirm key: make sure your current operation
MENU	Menu button: In the initial condition according to the key can enter the Management interface
ESC	Cancel button: Cancel your current operation
▲	Up key: Turning up menu items
▼	Down key: Turning down menu items
🔔	The bell button: Control the doorbell switch
◎#	Machine switch button
Digital	Input digital 0-9



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Fingerprint Access Control Device

Bio-4



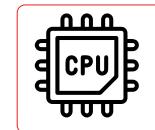
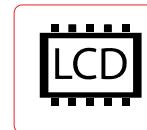
Fingerprint



Card



Password


 16 Bit Hi-Fi Voice &
Sound Indication

 High
Speed
Processor

 2.4 inch
LCD Display


Cloud



Push Data

Capacity

Identification Mode	Fingerprint, Card, Password
Fingerprint Capacity	10,000
Card Capacity	10,000 (Proximity)
Password Capacity	10,000
Log Capacity	1,60,000


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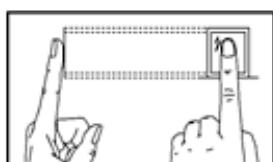
Instruction For User

1.1 Finger Placement

Recommended fingers: The index finger, middle finger or the ring finger; the thumb and little finger are not recommended (because they are usually clumsy on the fingerprint collection screen).

Proper Finger Placement

The finger is flat to the surface and centered in fingered guide.

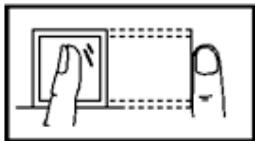


Improper finger placement:

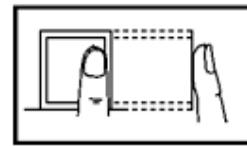
Not flat to the surface



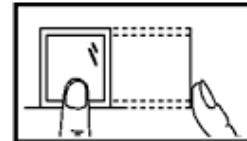
Slanting



Off-center



Off-center



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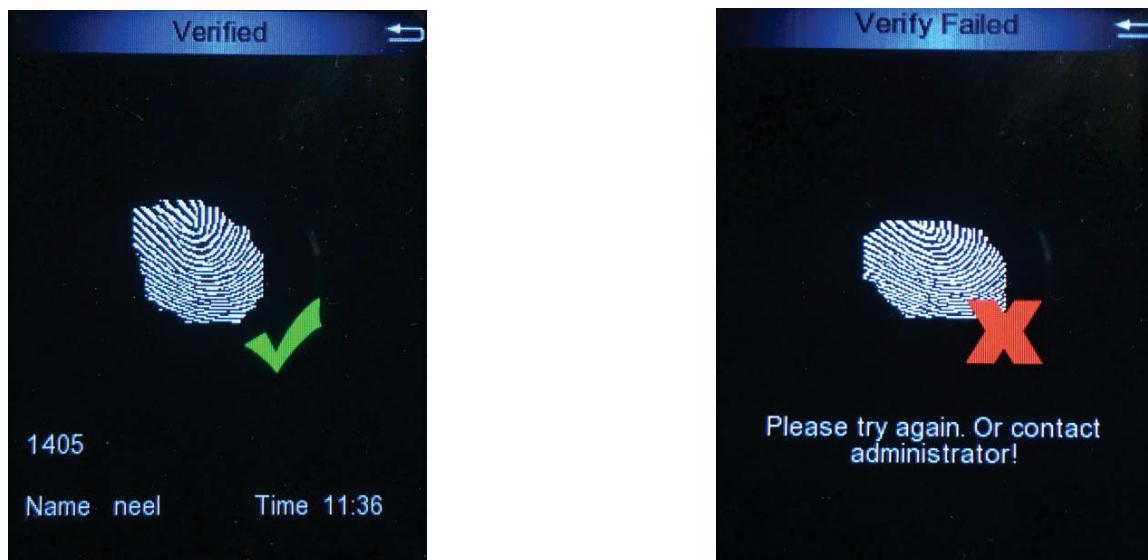


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1.2 Verification Modes

1.2.1 1:N Fingerprint

The terminal compares current fingerprint collected by the fingerprint collector with all fingerprint data on the terminal. Press your finger on the fingerprint collector by adopting the proper finger placement. For details, see 1.1 Finger



When verification successful, a interface shown above.

When verification failed, an Shown above.

1.2.2 1:1 Fingerprint Verification

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

Enter the user ID using keypad on the initial interface. Then press OK. Place the enrolled finger properly on the fingerprint sensor.



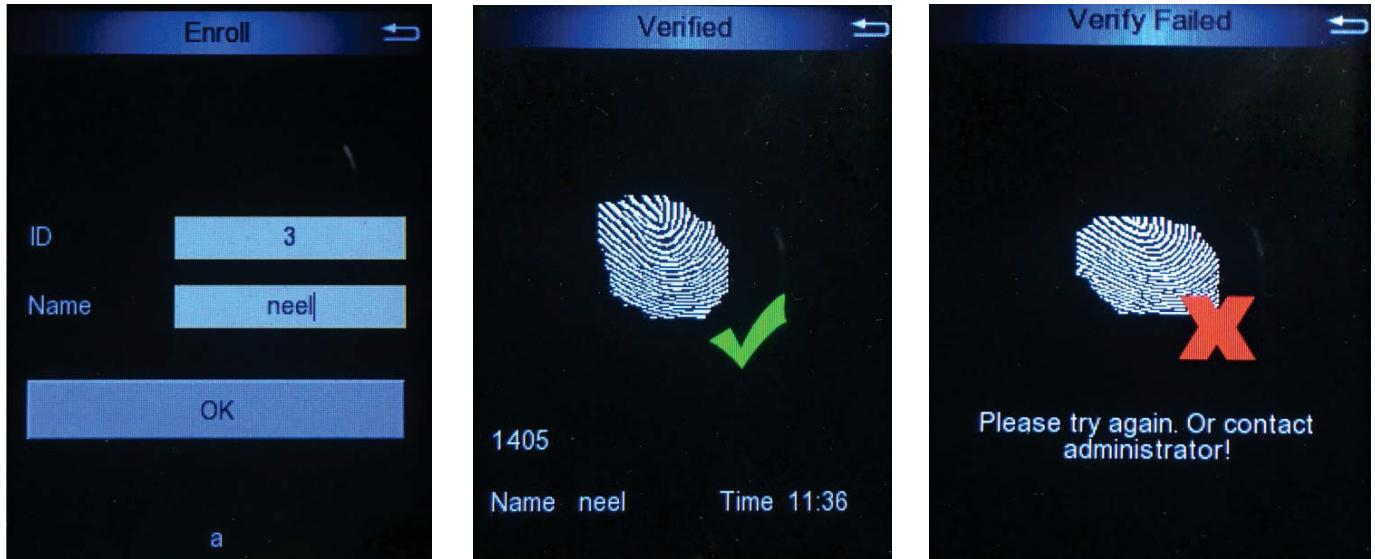
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Notes :

1. If it says that the enrol number is wrong, it means that there is no such number or the employee doesn't enrol password.
2. If the device says "Please press again", place the finger on the fingerprint sensor again. You can try another 2 times by default. The repeated times can be set in 8.3 Fingerprint option. If it fails after 2 times, return Step 1 for second operation.

1.2 Password Verification

In the password verification mode, the terminal compares the password entered with that in relation to the user ID.



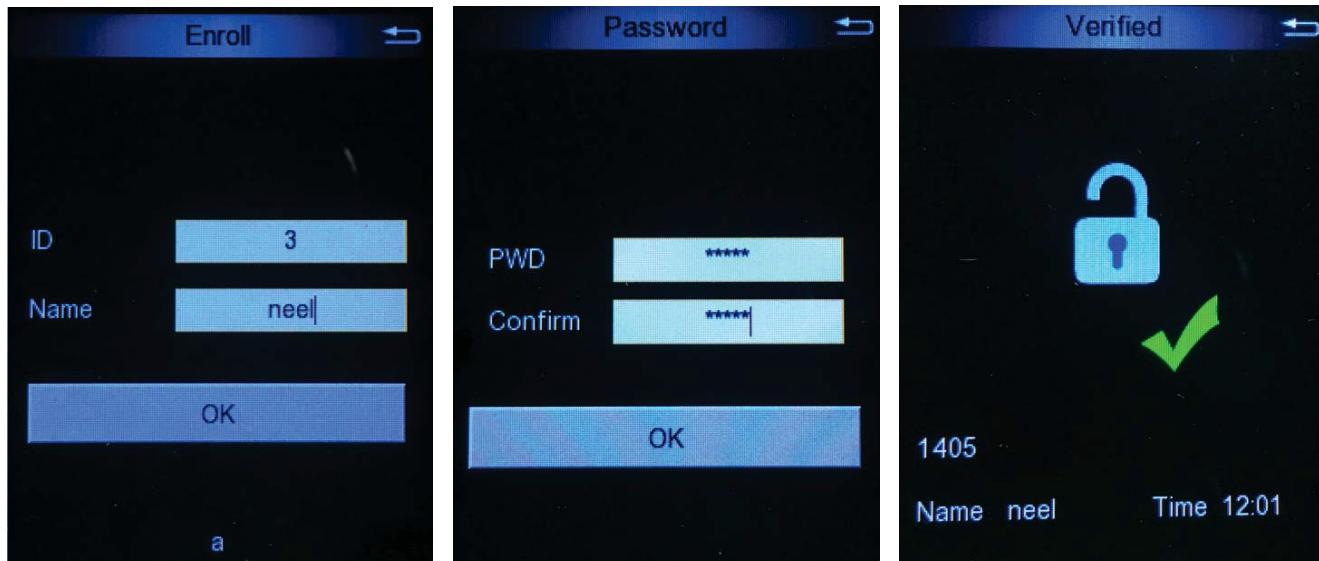
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Enter the user ID using keypad on Enter password and press **OK**.
 When verification successful an the initial interface.
 Then press **OK**. Inter face shown above.



When verification failed, an interface shown

Notes :

If the device says "Invalid ID", enter the password again. You can try another 2 times by default. The repeated times can be set in 8.3 Fingerprint option. If it fails after 2 times, return Step 1 for second operation.



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1.2.3 ID Card Verification

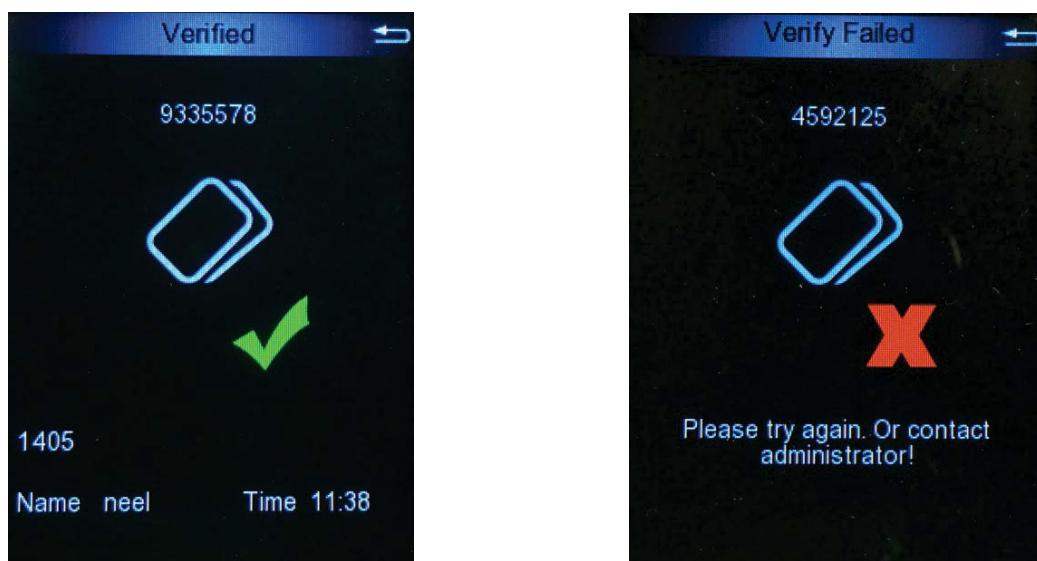
Only the products with a built-in ID card module support the ID card verification. The products with a built-in ID card module support the following two verification modes:

ID Card Only: Users only need to swipe their ID cards for verification

ID + Finger Verification: After passing the ID card verification, you also need to perform finger verification. For the settings of these two verification modes, see 6.5 Id Card Settings.

1. ID Card Only

If you have your ID card number enrolled in the system, you can pass the verification by swiping your ID card at the swiping area in a proper way



If the verification is successful, an If the verification is not successful, an interface as shown above. Interface as shown shown above



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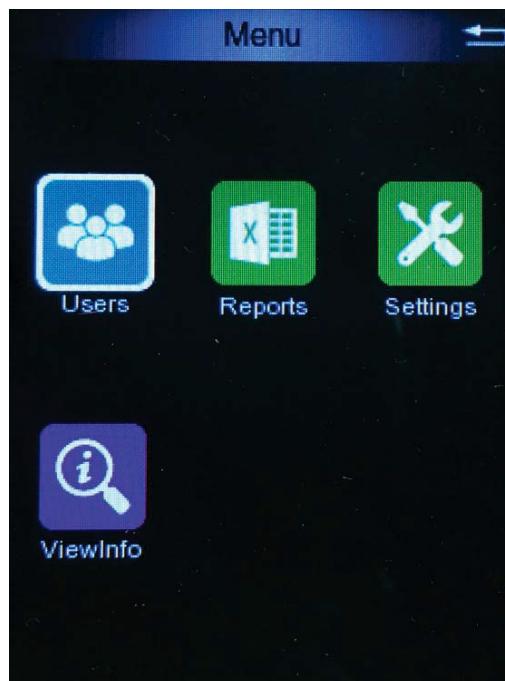
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Main Menu

When the device is on initial interface, press to open main menu, as shown below



1. Users

: Through this submenu, you can browse the user information stored on the terminal, including the user ID, name, user role, fingerprint, badge number, card, password, user photo, add, modify or delete the user information.

2. Reports

: Through this submenu, you can browse the user information stored on the terminal, including the reports and logs.

3. Settings

: Through this submenu, you can browse the user information stored on the terminal, including the Device, time, race rule, Network, initial, Lockctral.

4. View info.

: Through this submenu, you can browse the user information stored on the terminal, including the User logs, Reg. Info and Dev. info



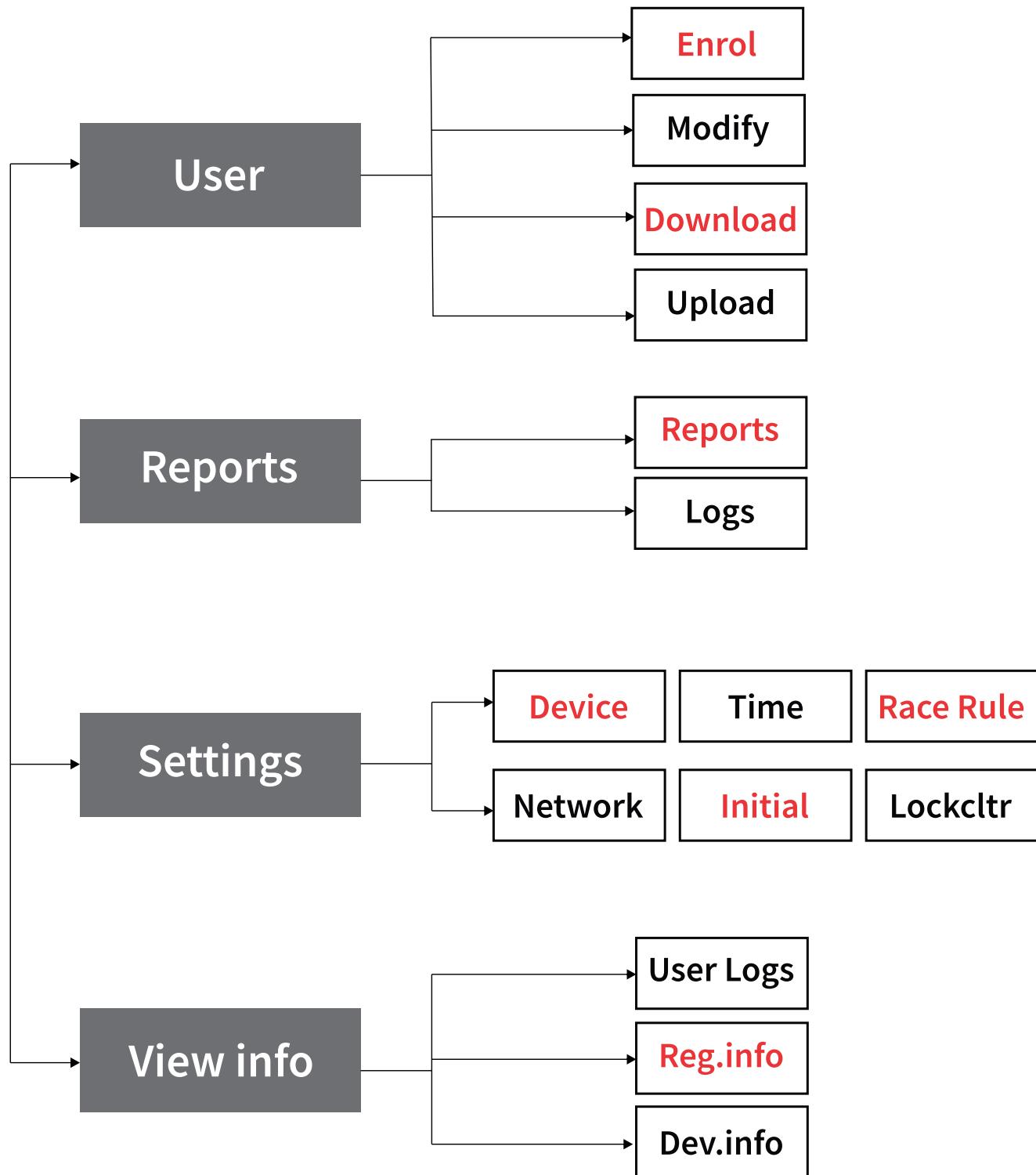
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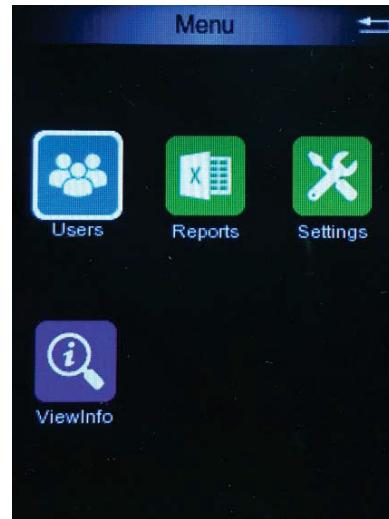
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User Management

Through this submenu, you can browse the user information stored on the terminal, including the user ID, name, user role, fingerprint, badge number, card, and password, add, modify or delete the user information.

In company's attendance management, for employee's change, the information on fingerprint sensor also needs modification. Therefore, operations including "add, delete, check, modify and so on" can be done on fingerprint sensor.

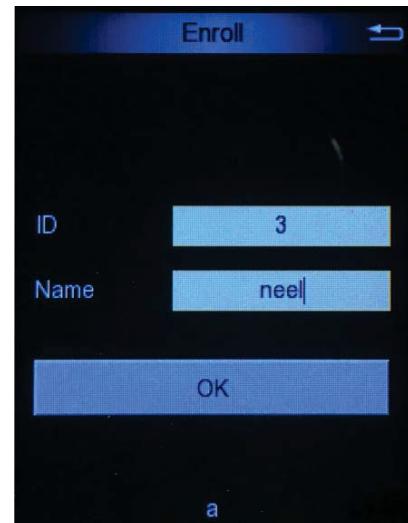
3.1 Adding a User



(Menu-user-Enrol)

3.1.1 Entering a User ID

The terminal automatically allocates an ID starting from 1 for every user in sequence. If you use the ID allocated by the terminal, you may skip this section.



(Menu-user-Enrol-id)



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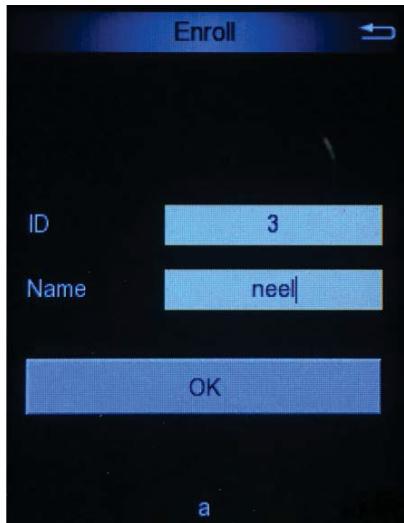
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3.1.2 Entering a Name

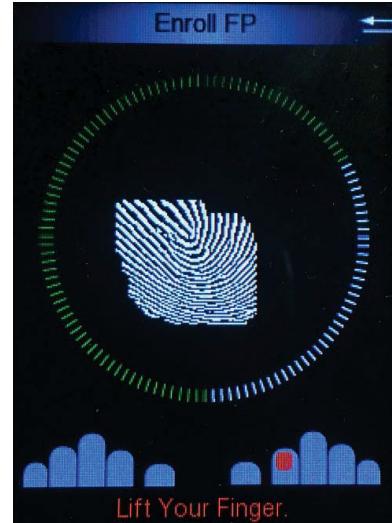
Enter a user name through the keyboard.



(Menu-user-Enrol-name-ok)

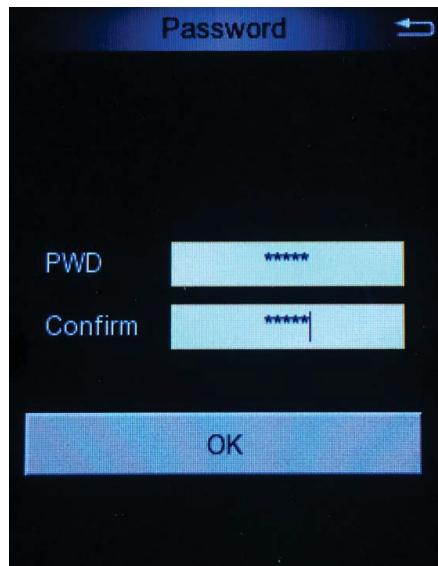
3.1.3 Enrolling a Fingerprint

3 time put the finger in device



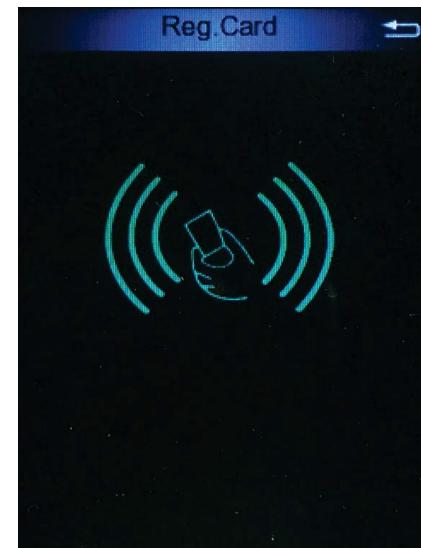
(3.1.1 step -3.1.2 Step-Finger)

3.1.4 Enrolling a Password



(3.1.1 Step -3.1.2 Step-Password)

3.1.5 Enrolling an ID card



(3.1.1 Step -3.1.2 Step-Card)



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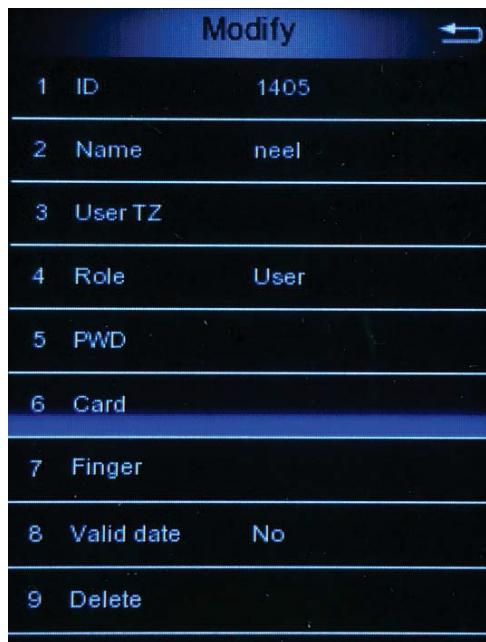
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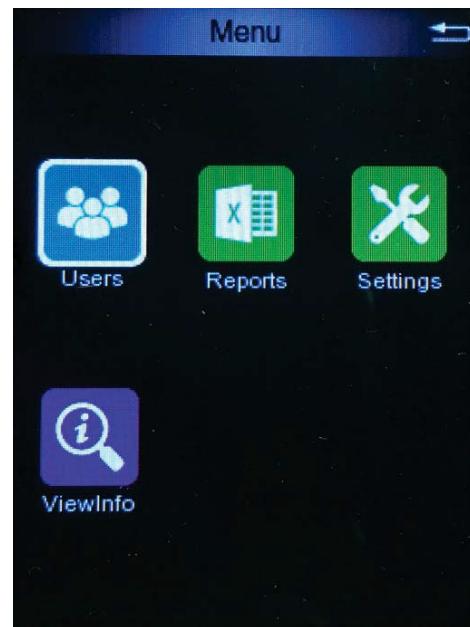
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3.1.6 Modifying the User Role

User-modify-modify user



(Menu-user-modify-select user)



(Menu-user-modify-select user-Role)

- 1. Super Admin :** The super administrator has the operation rights to all menu functions.
- 2. Normal User :** If the system has an administrator, a common user is entitled only to authentication using his/her fingerprint, password, or card.
If the system does not have an administrator, a common user has the operation rights to all menu functions.
- 3. Supervisor :** A user-defined role can be assigned some other menu functions in addition to the functions available for a common user.
(When logging in as a super administrator, you have the rights to assign menu functions to a customized role.)
- 4. Operator :** Operator cannot change user detail, and not access the setting menu only see the user and login.



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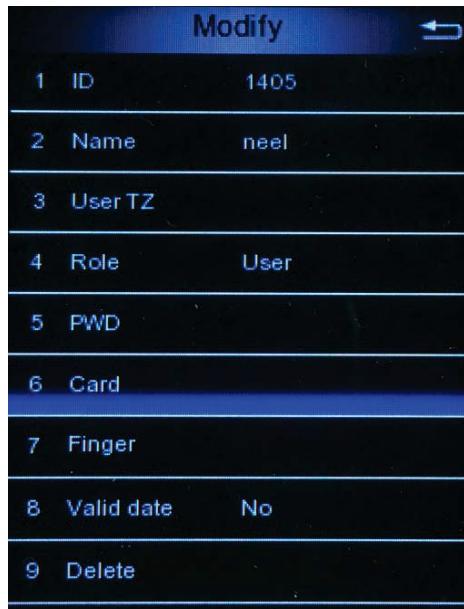


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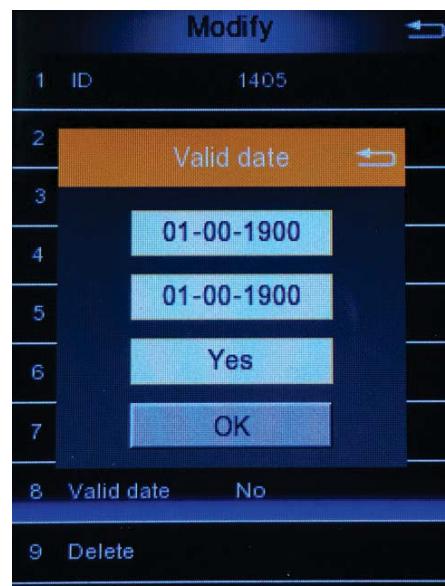
3.1.7 Edit and Delete a User



(Menu-user-modify-select user-Delete)

3.1.8 Valid Date

Used to set user expiration from beginning date and end date



(Menu-User-Modify-Select User-Valid Date)

3.2 Download

This option is used to transfer data from device to USB Disk

3.3 Upload

This option is used to transfer data from USBdisk to device



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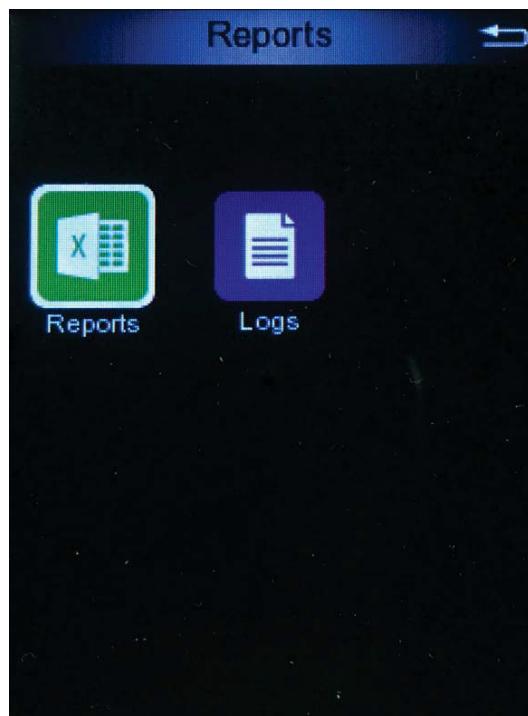
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Reports

From report option user can download logs file and report file in USB and later this files can import in the software through USB.



(Menu-Reports)

4.1 Reports

To generate report file in USB and import to software

4.2 Logs

To generate logs file in USB and import to software



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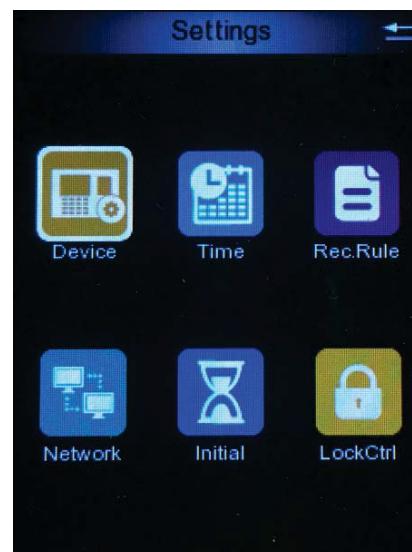


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- Admin** : Admin role can be set by this option, maximum 10 admin user can be created
- Volume** : User can set volume as much lower or upper he/she want
- Verify Mode** : User can select verify mode of employee as per need
 - FP+P+C
 - P+FP
 - C+FP
 - FP
 - C
 - P
- Verified Screen** : User can set the Attendance verification screen time as per requirement
- Screen Saver** : User can set screensaver time in seconds
- Sleep Time** : User can set device sleep time as per requirement
- ATND Status** : Used to set Attendance Status such as Check In/Check Out and customize it
- Set Bell** : User can set alarm at a particular time as a reminder

5.2 Time

In this two option time and date



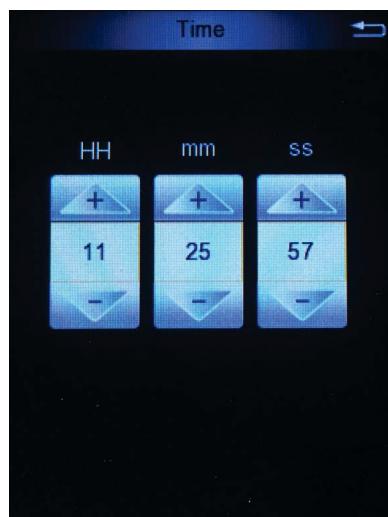
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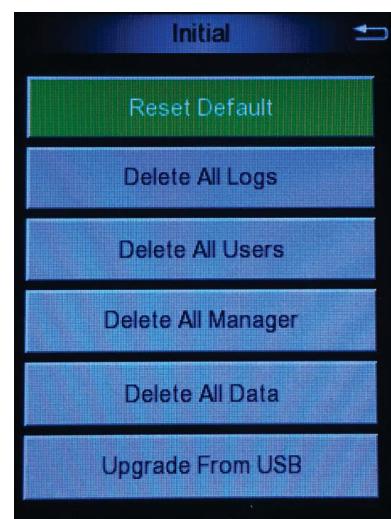
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1 Time


(Menu-Setting-Time-time)

2 Date


(Menu-Setting-Time-Date)

5.3 Initial


Reset Default :

Reset the device with predefined settings
 (Menu-Setting-Initial-Reset Default)

Delete all Logs :

Used to remove all attendance logs
 (Menu-Setting-Initial- Delete All Logs)

Delete all Users :

Used to delete all user details and data
 (Menu-Setting-Initial- Delete All Users)

Delete all Manager :

Used to delete Admin Roles
 (Menu-Setting-Initial- Delete All Manager)

Delete all Data :

Used to delete all data from the device
 (Menu-Setting-Initial- Delete All Data)

Upgrade from USB :

Used to update the firmware while USB is connected
 (Menu-Setting-Initial- Upgrade from USB)


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5.4 Network

Set parameters for communication between the device and a PC.
 The parameters include the IP address, gateway, subnet mask



(Menu-Setting-Network)

Cloud ID : Displays the cloud id of the device
 (Menu-Setting-Network-Cloud ID)

Dev. Name : Enter unique device name for LAN communication
 (Menu-Setting-Network-Dev. Name)

ETH : Used to set and modify Ethernet network settings
 (To connect to the Ethernet, Connect the Ethernet cable to device and Set **Enable** in **ETH** option as **Yes**)

- | | |
|---------------|---------------|
| 1. Enable Yes | 5. SubNetmask |
| 2. DHCP Yes | 6. Gateway |
| 3. MAC | 7. DNSServer |
| 4. IP Address | |



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Wi-Fi : Used to connect to Wi-Fi and modify Wi-Fi settings

Step 1: Set Enable option as “**Yes**”.

Step 2: Scroll down to **Search** option

Step 3: Select your particular Wi-Fi network and enter the password.

(Menu-Setting-Network-Wi-Fi)

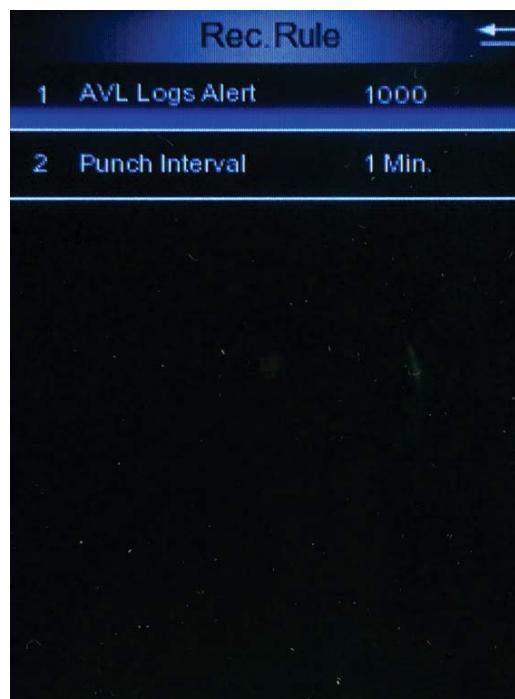
Server IP : Used to enter to the particular Server where device is to be connected

(Menu-Setting-Network-Server IP)

Server Port : Used to enter the port no. for the particular IP.

(Menu-Setting-Network-Server Port)

5.5 Rec Rule



(Menu-Setting-Rec Rule)



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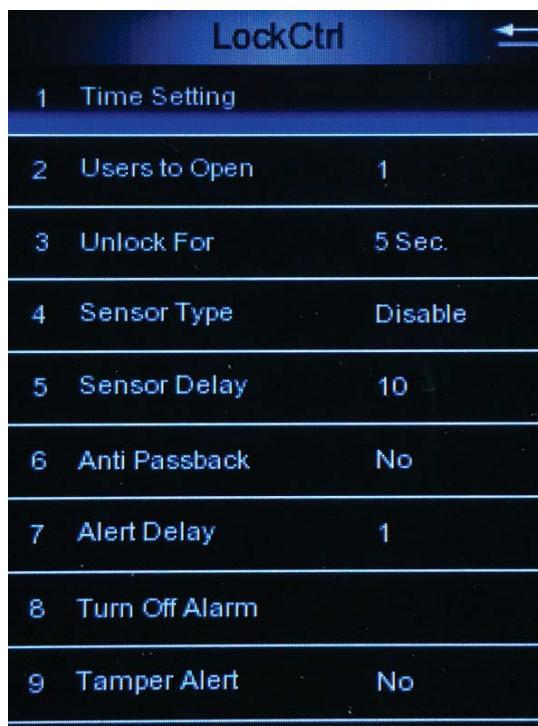


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Punch interval : This option is used to not allow to duplicate punch between intervals of timing.
 (Menu-Setting-Rec Rule-punch interval)

AVG Logs Alert : Gives you an alert after how many logs are made in device
 (Menu-Setting-Rec Rule-punch interval)

5.6 LockCtrl



(Menu-Setting-LOCKCTRL)

Users to Open : Mentions how many users can Punch into the device
 (Menu-Setting-LOCKCTRL- Users to Open)



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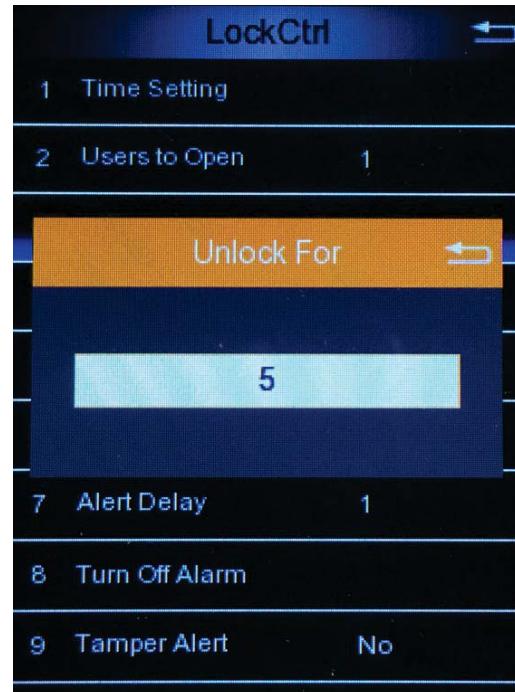
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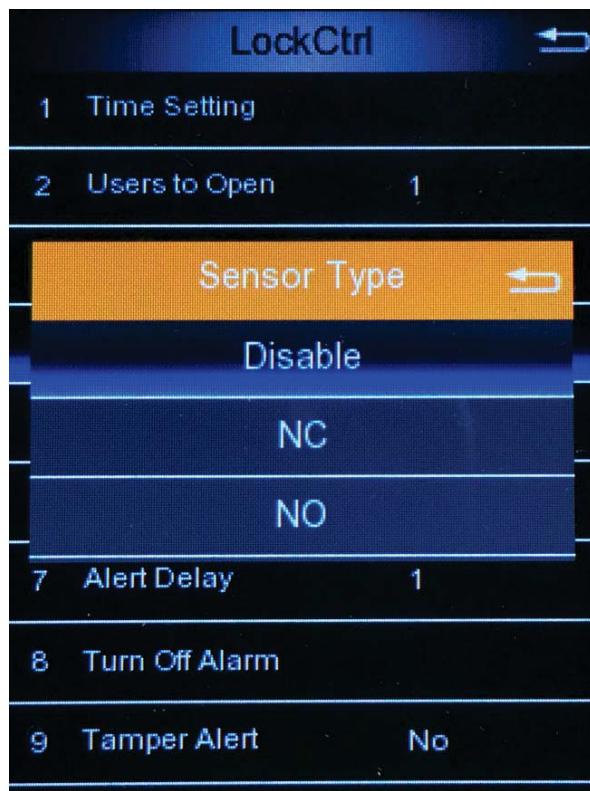
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Unlock for :

The time duration (in seconds) for which the Lock will remain open (Unlocked).



(Menu-Setting-LOCKCTRL- unlock for)



(Menu-Setting-LOCKCTRL- Sensor Type)

Sensor Type :

Describes the sensor type for which access control is applied

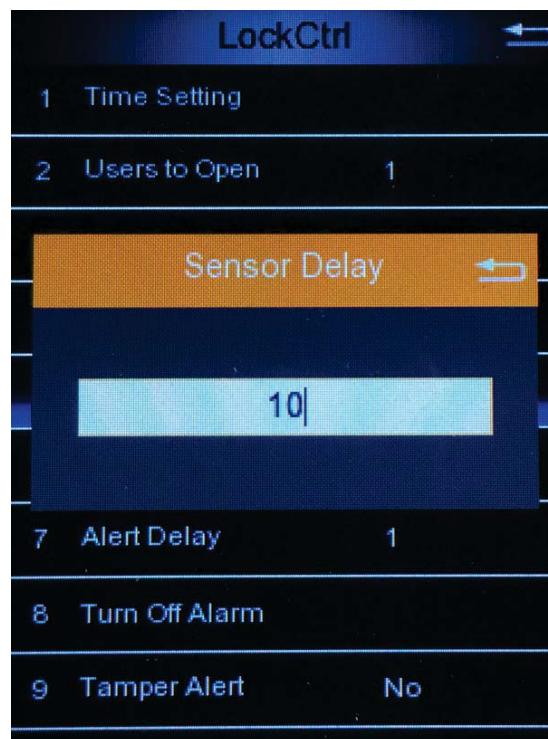
Disable

NC: States that the device should be Normally Closed after the punch

NO: States that the device should be Normally Opened after the punch

Sensor Delay :

Sensor for feedback lock which triggers the alarm after the stated Seconds



(Menu-Setting-LOCKCTRL- Sensor Delay)

Anti-Pass back : Used to prevent users from passing their credentials (such as ID card or similar device) back to a second person to enter a security controlled area, such as a car park or employee building.

(Menu-Setting-LOCKCTRL- Anti Pass back)



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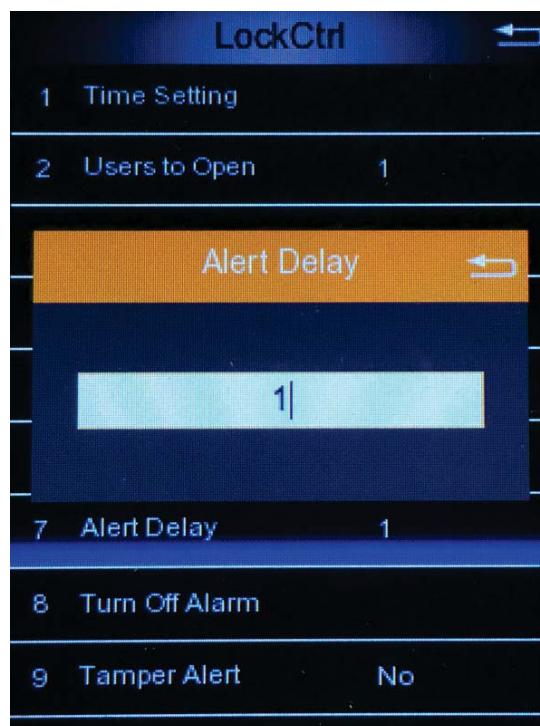
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Alert Delay :

Triggers the alarm for Tamper Alert after the displayed time.



(Menu-Setting-LOCKCTRL- Alert Delay)

Turn off Alarm :

Used to turn off manual alarm or Fire Alarm triggered for release for locking the doors

(Menu-Setting-LOCKCTRL- Turn off Alarm)



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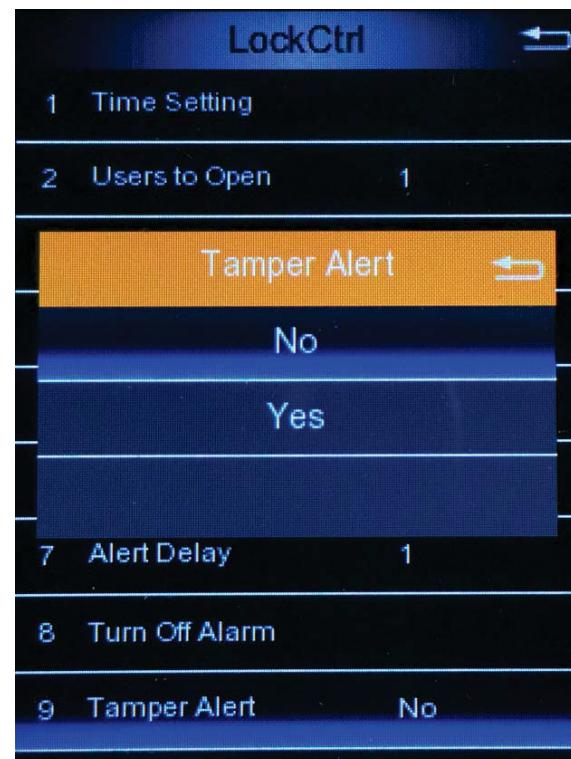
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Tamper Alert :

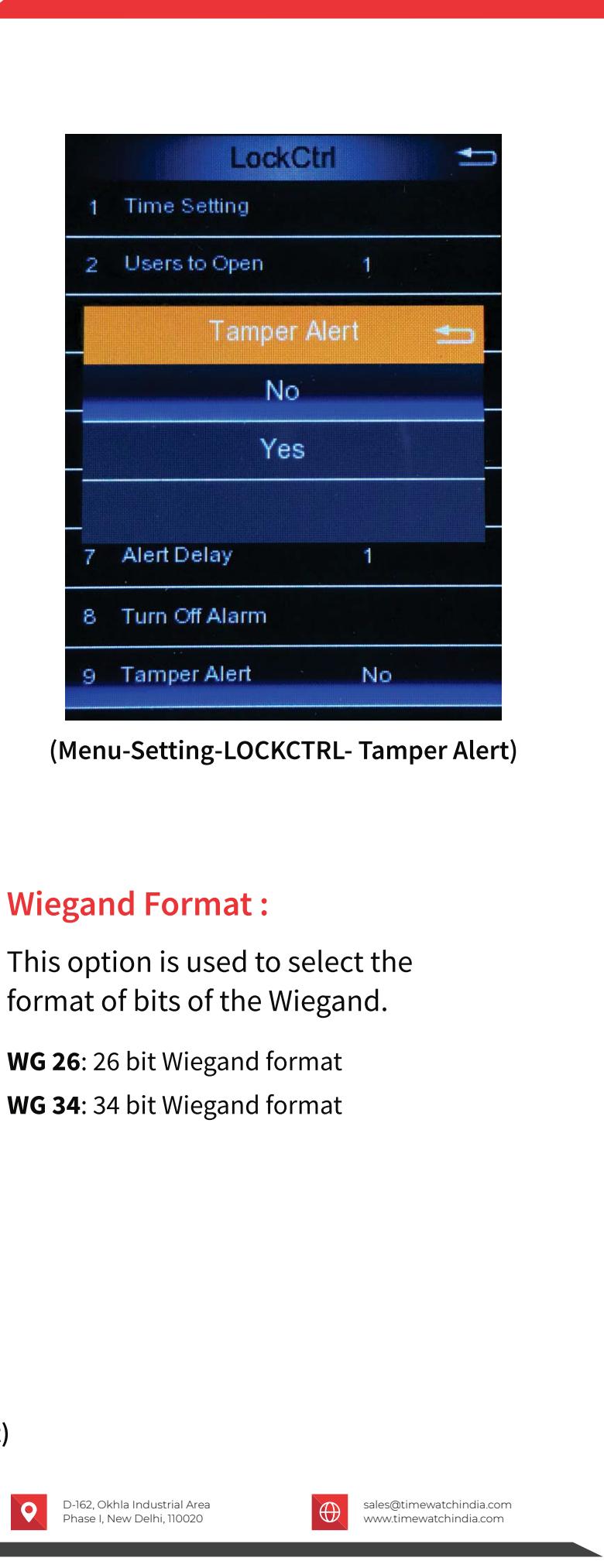
Used to trigger the alarm whenever someone tried to tamper the device.



(Menu-Setting-LOCKCTRL- Tamper Alert)



(Menu-Setting-LOCKCTRL- Wiegand Format)



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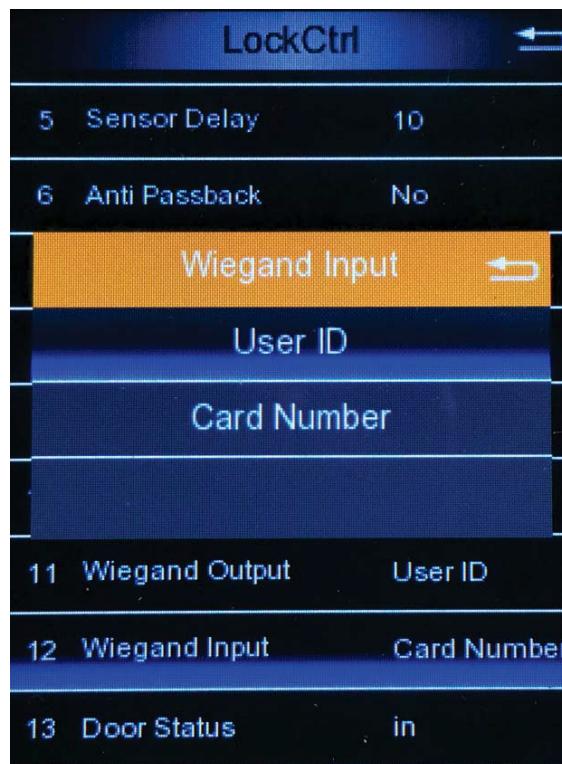
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Wiegand Input :

Used to select the input as **USER ID** or **CARD number** for Wiegand



(Menu-Setting-LOCKCTRL- Wiegand Input)

Wiegand Output : Used to select the output as **USER ID** or **CARD number** for Wiegand.

(Menu-Setting-LOCKCTRL- Wiegand Output)



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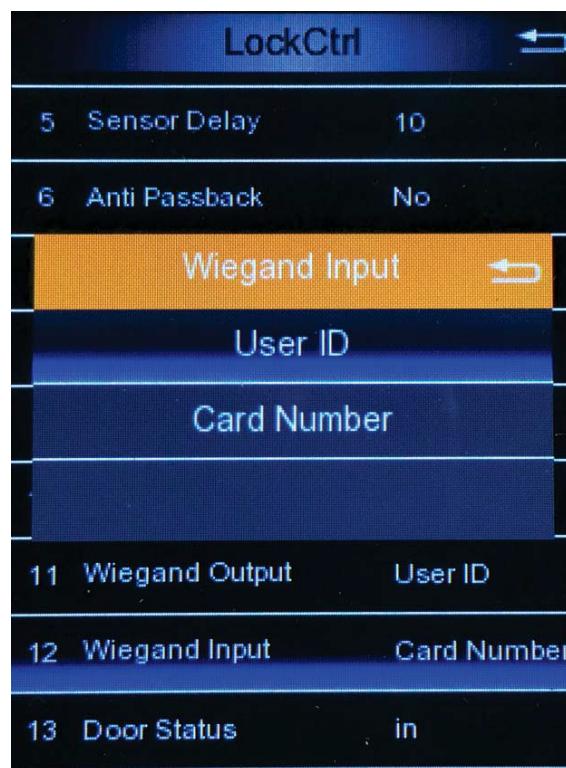
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Door Status :

Used to set the Door Punch as in or out



(Menu-Setting-LOCKCTRL- Door Status)



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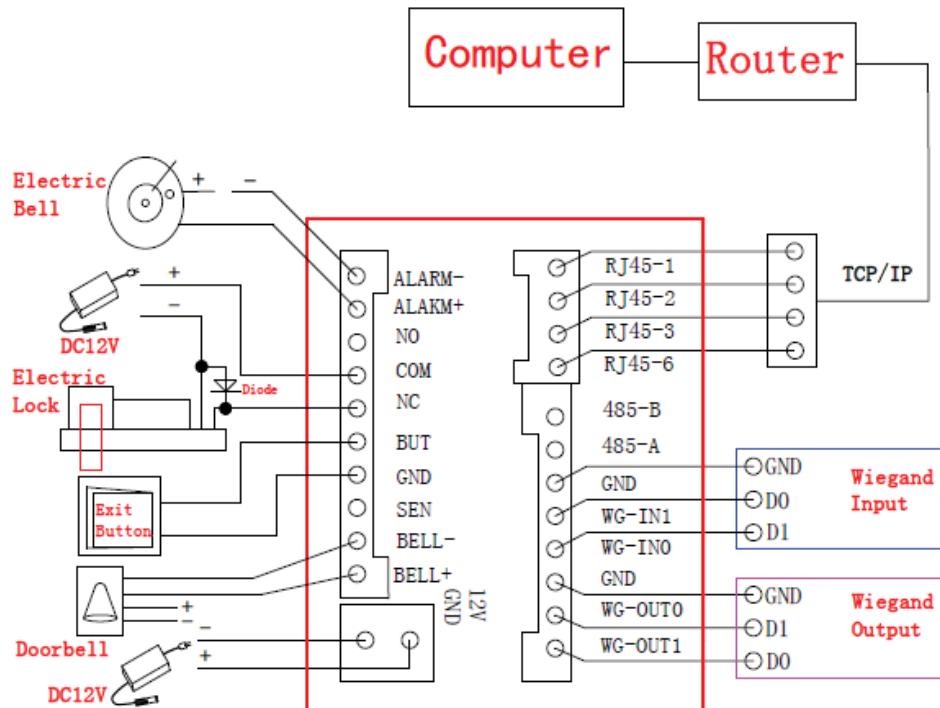
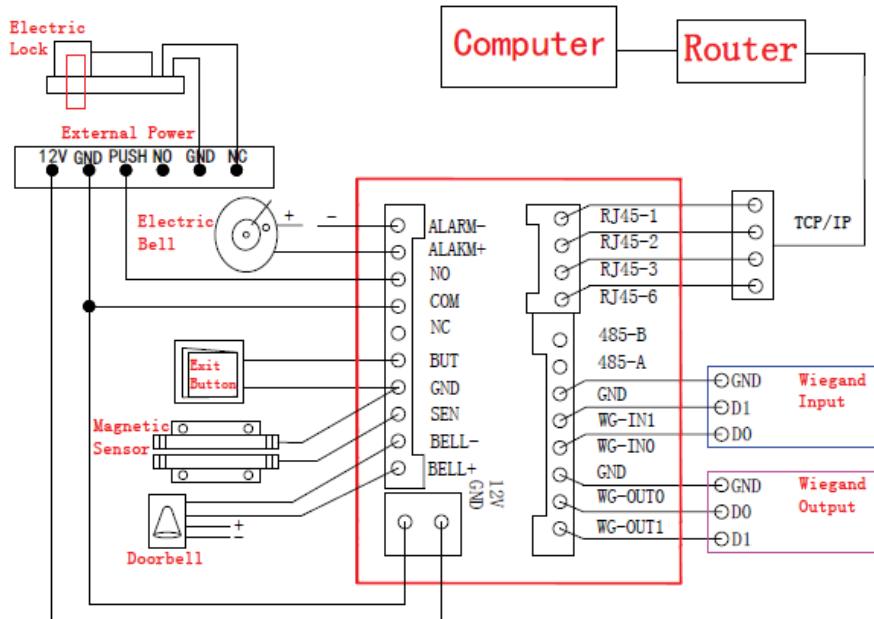


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Access control wiring diagram



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Optional Accessories



Bio-12 Fingerprint Reader



RFID Reader



Exit Button



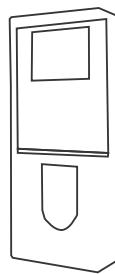
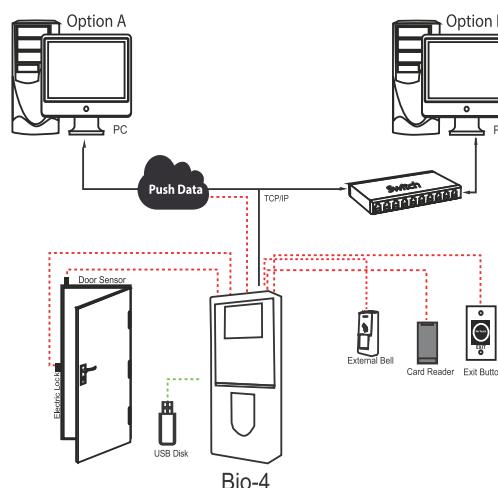
Electric Lock



Alarm



Sensor



Bio-4



Lines for Access Control Interface



Screws and Holders


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