HIKVISION

DS-K1A802A Series
Fingerprint Time Attendance Terminal

Quick Start Guide

UD15388B-B

1 Appearance

Front View   Side View   Back View   Keypad

Screen · Fingerprint Recognition Area · Power Interface · Network Interface · OK Key · Exiting Key · Direction Keys · Deleting Key · Numeric Keys/Letter Keys · Editing Key · Keypad · Card Presenting Area · USB Interface · Debugging Port

155 mm · 28 mm · 140 mm
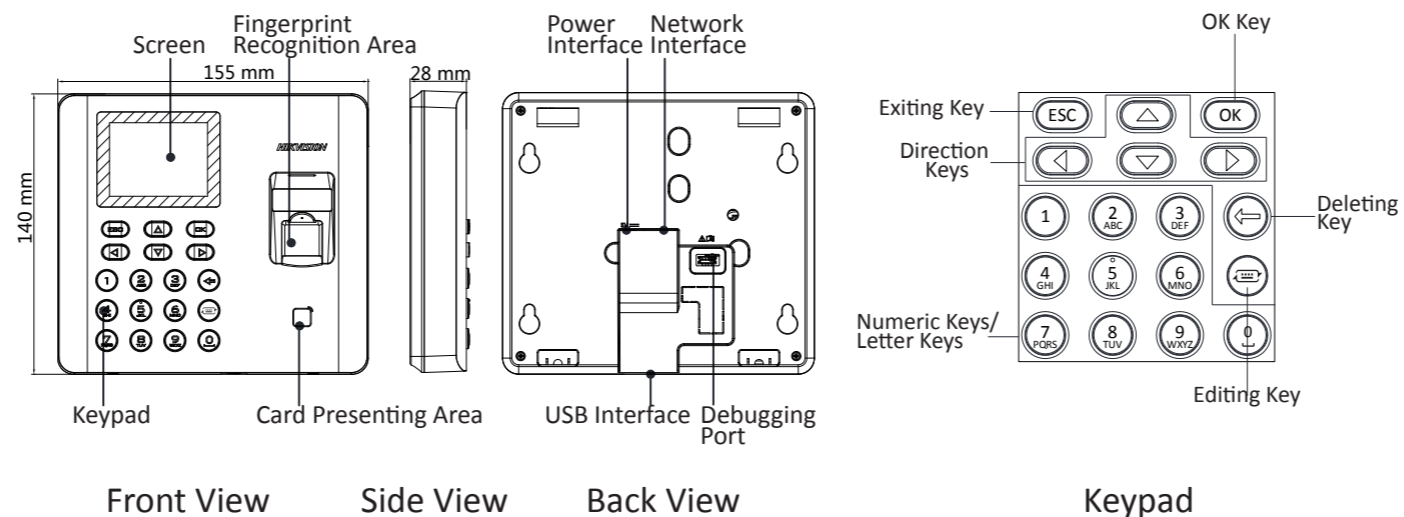
Keypad Descriptions

OK Key: Press the key and confirm operations. Hold the key for 2 s to enter the login interface.

Deleting Key: Press the key to delete the entered letter or number.
If the device supports connecting lithium battery, long press the key to power off the device.

Direction Keys: Press $\triangle$, $\triangledown$, $\triangleleft$ and $\triangleright$ to move the cursor on the screen. Or on the text entering page, press up or down button to change the input method.

Exiting Key: Press the key to exit the menu.

Numeric Keys/Letter Keys: Press the key to enter numbers or letters.
Key 0 can also represent a space key except you are using the number input method.

Editing Key: Press the key to enter the editing status.
You can shift among numbers/lowercases, numbers/uppercases and symbols.

Notes:
1. The pictures here are for reference only. Some models do not support card presenting function. For details, refer to the actual products.
2. If the attendance mode is Manual, the OK key, the direction key, and the exiting key can be the shortcut key of the attendance status.

2 Installation

Method 1: Wall Mounting without Mounting Plate

152 mm · 127 mm · Mounting Template
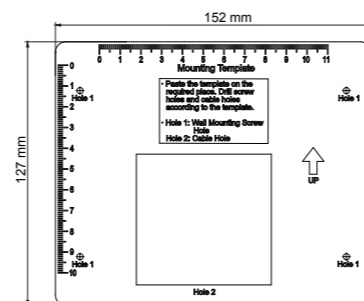
1. Drill 4 holes on the wall or other places according to the mounting template. (Supplied)
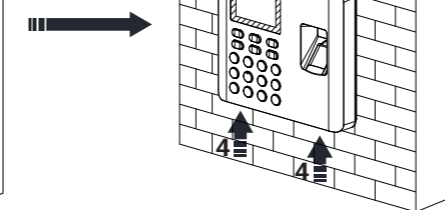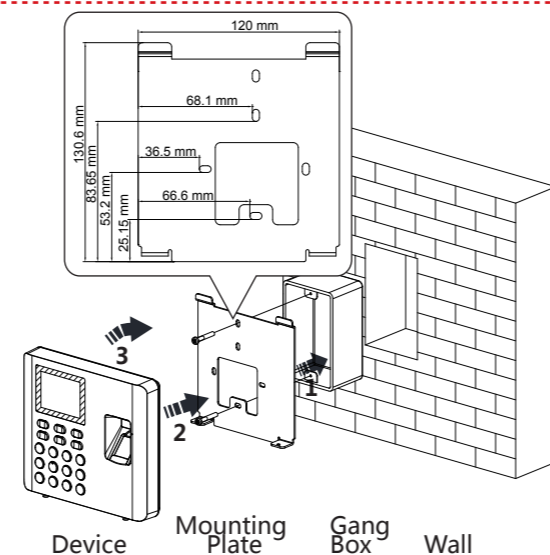*Note:* The length and width will be 2 to 3 mm smaller than the actual device's.
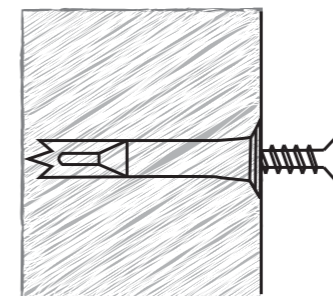
2. Insert the screw sockets of the setscrews in the drilled holes.
3. Fix and fasten the screws in the sockets on the wall or other places. (You should reserve 5.2 mm to 5.5 mm for the hanging the device when fix and fasten the screws.)
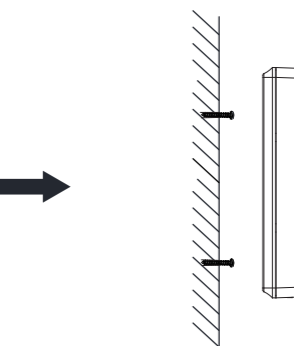
4. Align the 4 holes on the device plate with the fixed screws and hang the device on the wall.

Method 2: Wall Mounting with Mounting Plate

120 mm · 68.1 mm · 130.6 mm · 36.5 mm · 83.65 mm · 53.2 mm · 66.6 mm · 25.15 mm

Device · Mounting Plate · Gang Box · Wall

Steps:
1. Install the gang box on the wall.
Note:
• Make sure the gang box screw holes match the mounting plate's.
• The gang box here is for reference only. Select an appropriate gang box to install.
• The gang box is not supplied.
2. Fix the mounting plate on the gang box with 2 supplied screws (SC-PM4X10-IMP).
3. Route the device cable through the cable hole of the mounting plate and insert the cables in the gang box.
4. Align the terminal with the mounting plate, and secure the terminal on the mounting plate with two supplied socket hexagon screws (SC-KM3X10_3-SUS).

3 Basic Operation

① Activation

● Activating via Device

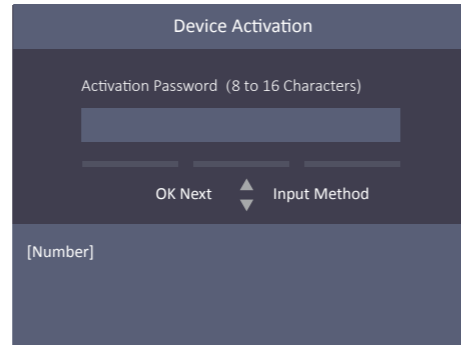Power on and wire the network cable after installation.

You should activate the device before the first login.

After powering on, the interface will be displayed as follows.

You can create the device password and confirm the password to activate.

The default values of the terminal are as follows:

- The default IP address: 192.0.0.64
- The default port No.: 8000
- The default user name: admin

⚠ STRONG PASSWORD RECOMMENDED
We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your

Device Activation

Activation Password (8 to 16 Characters)

OK Next ▲▼ Input Method

[Number]

● Activating via SADP

1. Download SADP Software
Get the SADP software from the supplied disk. Install and run the software.
2. Activate Device
Check the inactive device from the device list. Create a password in the right side of the interface and confirm the password.
3. Edit Device IP Address
Check the device and manually edit the device IP address, Port No., Subnet Mask, Gateway, etc.

● Activating via Client Software

1. Get the client software from the official website. Install and run the client software.
2. Enter the Device Management page.
3. Click Device tab on the top of the right panel.
4. Click Online Device to show the online device area at the bottom of the page. The searched online devices are displayed in the list.
5. Check the device status (shown on Security Level column) and select an inactive device.
6. Click Activate to open the Activation dialog.
7. Create a password in the password field, and confirm the password.
8. Click OK to activate the device.
9. Select an activated device in Online Device area, click ⊕ on the Operation column to open the Modify Network Parameter window. Change the device IP address to the same subnet with your computer if you need to add the device to the client.

② Parameters Configuration

Configure the shift schedule by department or by individual.
Schedule Shift by Department Flow: Add User (Select department when adding new user.) - Department Management - Shift Management - Add Holiday - Shift Schedule Management (Schedule Shift by Department)
Schedule Shift by Individual Flow: Add User - Shift Management - Add Holiday - Shift Schedule Management (Schedule Shift by Individual)

► **Attendance Status:** Set attendance status as check in, check out, break out, break in, overtime in, or overtime out.

► **Add User:** Edit the ID No. and the user name. Press the OK key to confirm. Enter the card No., register the fingerprint, set the password, select the department, select the user role and select the authentication mode. Save the parameters to confirm adding. The employee ID should be unique, should be between 1 and 99999999, and should not start with 0.

► **Edit Department:** Select the department in the department list and select "Edit". Edit the department name, the shift type and the shift name. Save the parameters to confirm editing.

► **Shift Management:**
Normal Shift：Enter the Normal (Normal Shift) interface under the Shift Management menu. Configure the shift rule and the normal shift. Save the parameters to confirm editing.
Man-Hour Shift: Enter the Man-Hour (Man-Hour Shift) interface under the Shift Management menu. Configure the man-hour parameters and save the parameters.

► **Add Holiday:** Enter the New（Add New Holiday）interface under the Holiday menu. Enter the holiday No., the holiday name, the holiday start date and the holiday end date. Save the parameters to confirm configuration.

► **Shift Schedule Management:**
Schedule Shift by Department: Select a department to configure in the By Dept. (Schedule by Department) interface. Configure the shift, the start date, the end date and the holiday. Save the parameters to confirm configuration.
Schedule Shift by Individual: Select New Individual Shift in the By Indiv. (Schedule by Individual) interface. Select a person to schedule in the New Individual Shift interface. Configure the shift, the schedule start date and the end date. Save the parameters to confirm editing.

► **Attendance Report:** Plug the USB flash drive in the device. In the Report interface, select a table type to export. Press the OK key to export the attendance report to the USB flash drive. The available USB flash drive format is FAT32.
The device will automatically check the USB flash drive memory. If there is no enough space for exporting, a prompt will be displayed. You are able to configure the record over threshold prompt and record delete function in the System interface.
Record over Threshold Pop up Prompt (%): If the attendance record memory reaches the configured value, the system will pop up a prompt to remind you. If configure the threshold to 99%, the system will pop up a prompt to remind you to delete the attendance data when the capacity reaches the threshold. The available value: 1 to 99.
Record Delete: When the function is enabled, the terminal will delete the first 3000 attendance records when the memory is full, in order to save the new attendance records. By default, the function is enabled. See Section 5.2 Attendance Record Delete Rule in the User Manual of Fingerprint Time Attendance Terminal.

► **View License:** You can view the device License via the website: http://opensource.hikvision.com/Home/List?id=46