HIKVISION

Fingerprint Access Control Terminal

Quick Start Guide

UD22708B-A

1 Appearance

RS-485/Wiegand Wiring Terminal

- 2.4-inch LCD Display Screen Indicator
- Keypad
- Door Bell Button
- Fingerprint Reading Module
- Tamper-proof Button
- Ethernet Port
- 12V Power Interface
- Door Lock Wiring Terminal
- Alarm Wiring Terminal
- USB Interface/ Reset Button (Inside of the Cover)

Exiting Key — ESC △ OK — OK Key
Direction Keys — ◁ ▽ ▷
1 ABC 2 DEF 3 — Deleting Key
4 GHI 5 JKL 6 MNO — EN
7 PQRS 8 TUV 9 WXYZ 0
Numeric Keys/ Letter Keys — Editing Key

Keypad Descriptions

OK Key: Press to confirm operations. Press and hold the key for 3s to login the main interface.

Deleting Key:
1. Press to delete the letters or numbers one by one;
2. Long-press to clear all contents in the textbox;

Exiting Key: Press the button to exit the menu.

Direction Keys: Use △ , ▽ , ◁ and ▷ to move the cursor.
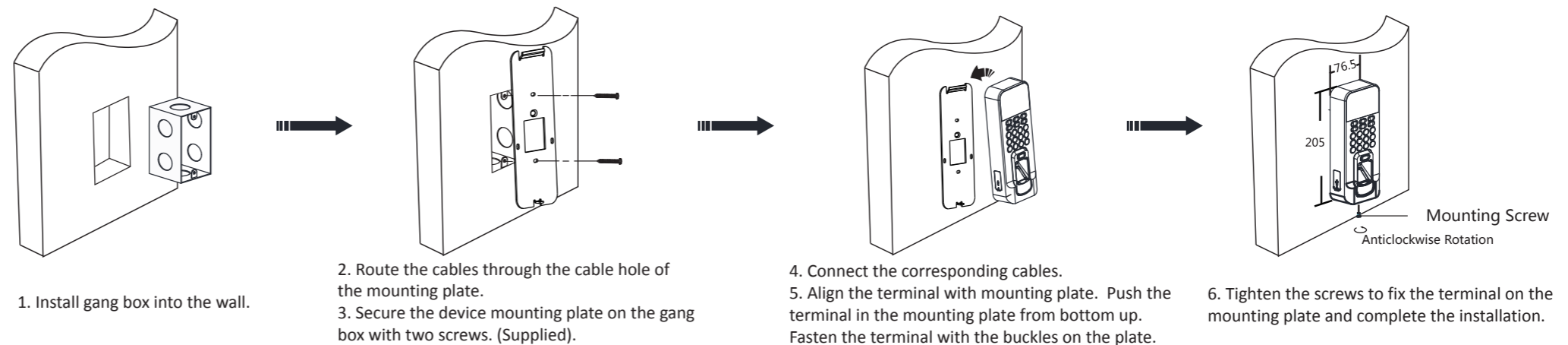
Numeric Keys/Letter Keys: Input numbers or letters.

Editing Key: Press to enter the editing status. Shift among numbers/lowercases, numbers/uppercases and symbols.

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

2 Installation

1. Install gang box into the wall.

2. Route the cables through the cable hole of the mounting plate.
3. Secure the device mounting plate on the gang box with two screws. (Supplied).

4. Connect the corresponding cables.
5. Align the terminal with mounting plate. Push the terminal in the mounting plate from bottom up. Fasten the terminal with the buckles on the plate.

6. Tighten the screws to fix the terminal on the mounting plate and complete the installation.

76.5
205

Mounting Screw
Anticlockwise Rotation

3 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.

Device Activation

Activation Password (8 to 16 Characters)

OK Next   ▲▼   Input Method

[Number]
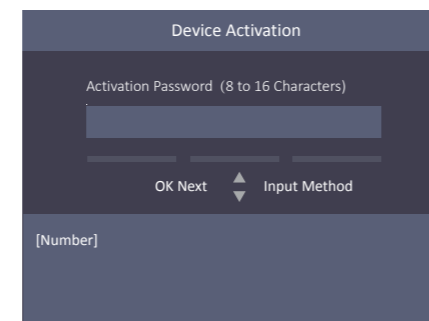
The default values of the terminal are as follows:
- The default IP address: 192.0.0.64
- The default port No.: 8000
- The default user name: admin

● **Activating via SADP**

1. Download SADP Software. Install and run the software.
2. Activate Device: Check the inactive device from the device list. Create a password on 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 supplied disk or 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
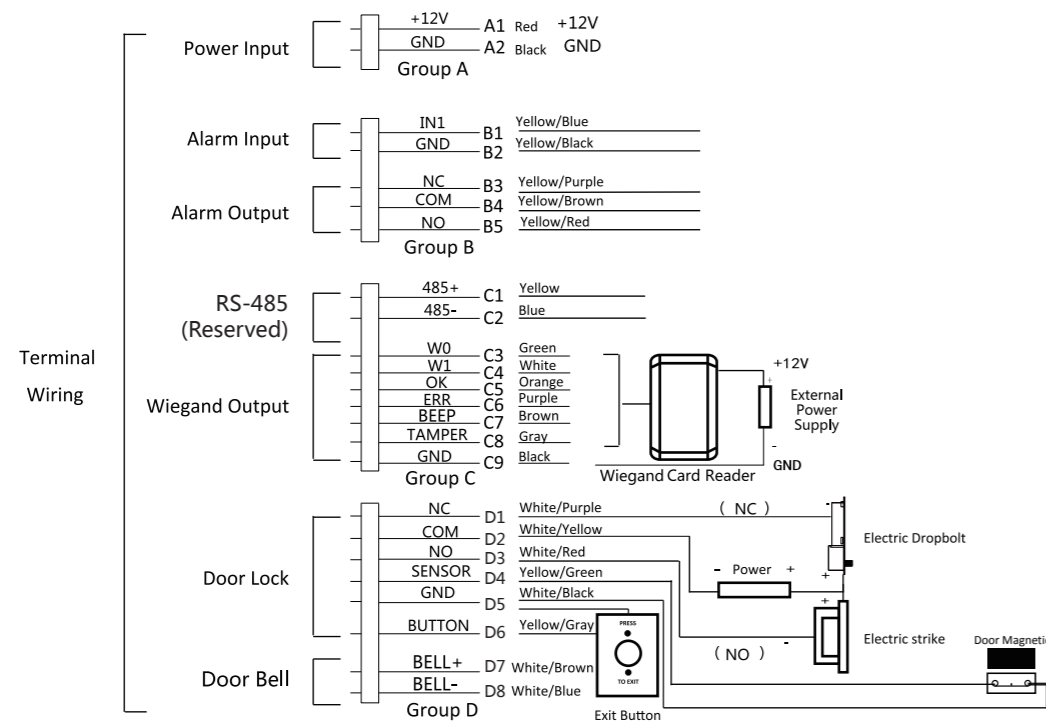
⚠ STRONG PASSWORD RECOMMENDED
We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.

Power Input
Group A
A1 — +12V — Red — +12V
A2 — GND — Black — GND

Alarm Input
B1 — IN1 — Yellow/Blue
B2 — GND — Yellow/Black
Group B

Alarm Output
B3 — NC — Yellow/Purple
B4 — COM — Yellow/Brown
B5 — NO — Yellow/Red

RS-485 (Reserved)
C1 — 485+ — Yellow
C2 — 485- — Blue

Wiegand Output
C3 — W0 — Green
C4 — W1 — White
C5 — OK — Orange
C6 — ERR — Purple
C7 — BEEP — Brown
C8 — TAMPER — Gray
C9 — GND — Black
Group C

Wiegand Card Reader
+12V
External Power Supply
GND

Door Lock
D1 — NC — White/Purple
D2 — COM — White/Yellow
D3 — NO — White/Red
D4 — SENSOR — Yellow/Green
D5 — GND — White/Black
D6 — BUTTON — Yellow/Gray

Door Bell
D7 — BELL+ — White/Brown
D8 — BELL- — White/Blue
Group D

(NC)
Electric Dropbolt
Power
Electric strike
Door Magnetic
(NO)
Exit Button
PRESS TO EXIT

Terminal Wiring

Note: The external power supply and the access control terminal should use the same GND cable.

User Management, Access Control System Configuration and Attendance Configuration are three main parts of the Access Control Terminal.

User Management → → → ACS Configuration / Attendance Configuration
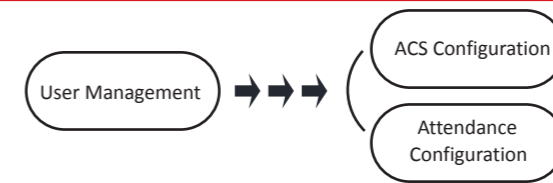
① User Management

Manage User: In the New (New User) interface, enter the new user ID No., the user name, the card No. Register the fingerprint, set the password, select the department, set the user permission, select schedule template, set the authentication mode and set the duress card. Save the parameters to confirm adding.

③ Attendance Configuration

Configure the shift via the device. You are able to schedule shift by department or by individual depending on the user property. The working flows are as follows:
Scheduling Shift by Department: Add User (See Step 1) - Edit Department - Configure Shift - Add Holiday - Configure Shift Schedule (by Department).

② Access Control System Configuration

ACS System Configuration:
In the ACS Parameters Setting interface, configure the terminal authentication mode, the sub reader authentication mode, the door magnetic status, the lock action time, the door-open timeout alarm, and the maximum times for authentication.
Holiday Group Configuration:
In New (New Holiday Group) interface, enter a new holiday group name. Select New ACS Holiday and enter the holiday No., the holiday name, the holiday start time and the holiday end time. Save the parameters to confirm adding.
Week Plan Configuration:
In the Week Plan menu, select New (New Week Plan) to configure the week plan parameters, including the No., the name, the week plan time and the corresponding periods. Save the parameters to confirm adding.
Schedule Template Configuration:
In the Schedule Template menu, select New (New Schedule Template) to configure the schedule template parameters, including the template No., the template name, the week plan and the holiday group. Save the parameters to confirm adding.

Scheduling Shift by Individual: Add User (See Step 1) - Configure Shift - Add Holiday - Configure Shift Schedule (by Individual).

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

► **Configure Shift**
Normal Shift: In the Normal Shift interface, configure the attendance rule, the normal shift attendance. Save the parameters to confirm setting.
Man-Hour Shift: In the Man-Hour Shift interface, configure the man-hour shift parameters. Save the parameters to confirm setting.

► **Add Holiday**
In the New (New Holiday) interface, enter the holiday No, the holiday name, the holiday start time and the holiday end time. Save the parameters to confirm adding.

► **Configure Shift Schedule**
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 disk in the device. In Report interface of Attendance interface, select a table type to export. Press the OK key to export the attendance report to the USB disk.

The device will automatically check the USB disk 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*