

**Quick Start Guide**  
**for Faceprint3**  
**connected to Freetime prime**  
**Doc v1.1**



Thank you for purchasing from us.

Please remember you have built in support with your purchase you are not alone we are here to help if you need it.

If you need help we are available at <https://freetimeprime.alldaytime.co.uk/> just select the chat now option at the bottom of the screen to talk to us live.

Or email [support@alldaytime.co.uk](mailto:support@alldaytime.co.uk)  
Or call 01252 544457 select option 2 and leave a message and the next available support tech will respond.

**Quick Dos and don'ts**

**Do read this guide first before starting work and do not change any settings in other menus without guidance from our support team.**

**Do give some thought to the location.** Fit your new attendance unit where it can access power and connect to your network, and staff can easily use it. And where it won't easily be damaged or be in direct sunlight.

- **Do not fit outside** as the unit will be damaged by rain and moisture and extremes of temperature.
- **Do not fit in a location that will get direct sunshine.** The unit uses infra-red light to recognise faces and there is too much infra-red light in sunshine to allow the unit to work correctly if sunshine is allowed to fall directly on it.
- **Do not fit in a location that will be wet.** The standard unit is not waterproof and will be damaged if it gets wet. We can supply an alternative IP65 rated unit if you need such water resistance.
- **Do fit the unit securely to a wall.** The standard unit as delivered is fitted to a mounting facility box which presents both easy connections for network cable and power jack to the bottom. This box also has 4 fixing lugs to allow easy fixing to the wall.

## Fitting the unit to a wall

- **Chose a suitable location that is : -**
  - Not in direct sunlight
  - Not outside
  - Not exposed to extremes of temperature or humidity
  - Not going to get wet
  - Has a good WiFi signal or is close to a wired network socket
  
- Fit unit to the wall using all 4 fixing points on the mounting box.
  
- Fit so as the top of the unit is at a height of 150 cm from the floor this is recommended for an average workforce of average height. If you have unusually short staff then they will need to present their face in the middle of the screen for enrolment only so can use a temp height booster for this and after enrolment as long as they can show their face within the screen it will identify them I.e. they do not need to show their face high up the screen except for initial enrolment. Exceptionally tall staff will need to bend down or step back again they only need to show their face to the middle of the screen for initial enrolment.

## Connecting to your network






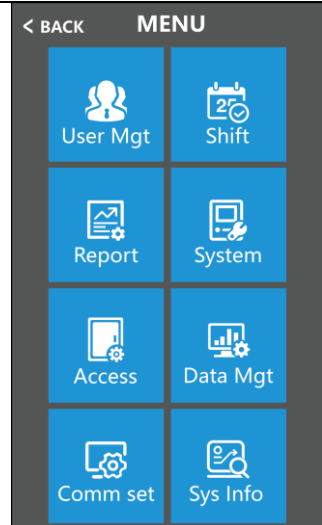
- **Plug in the supplied power supply to the unit.** Turn on the power adaptor after plugging it into the unit's jack socket on the bottom of the box.
- **Connect to your network.** The unit can use a wired network cable plugged into the bottom of the box or you can connect to your WiFi.
  - If using a direct cable (recommended to start with) simply plug this into the unit and also into your network and no menu items need to be edited.
  - If using WiFi please ensure you have a strong wifi signal at the location you intend to install the unit before you fix it to the wall. Also ensure you know the id and passwords for your WiFi as you will need to enter these to set the unit up.
  - It is recommended you connect the unit via the wired network socket at the base of the box into your network first this should pick up a DHCP connection and connect to our servers without any further setup. You can then proceed to setup and test your staff enrolments and see the results in the online attendance system. You can then later setup your wifi connection in full knowledge everything else is working. Wifi connection is setup from the main menu by selecting "Comm set" button, As you should not need this menu until later further details are included at the end of this document.
- **Checking connection.** When connected to your network the unit will display a symbol of a PC with a green tick on it at top right of the screen. If your network has an unrestricted connection to the internet and therefore our servers, you will also see a blue cloud icon indicating a connection to our servers is established.

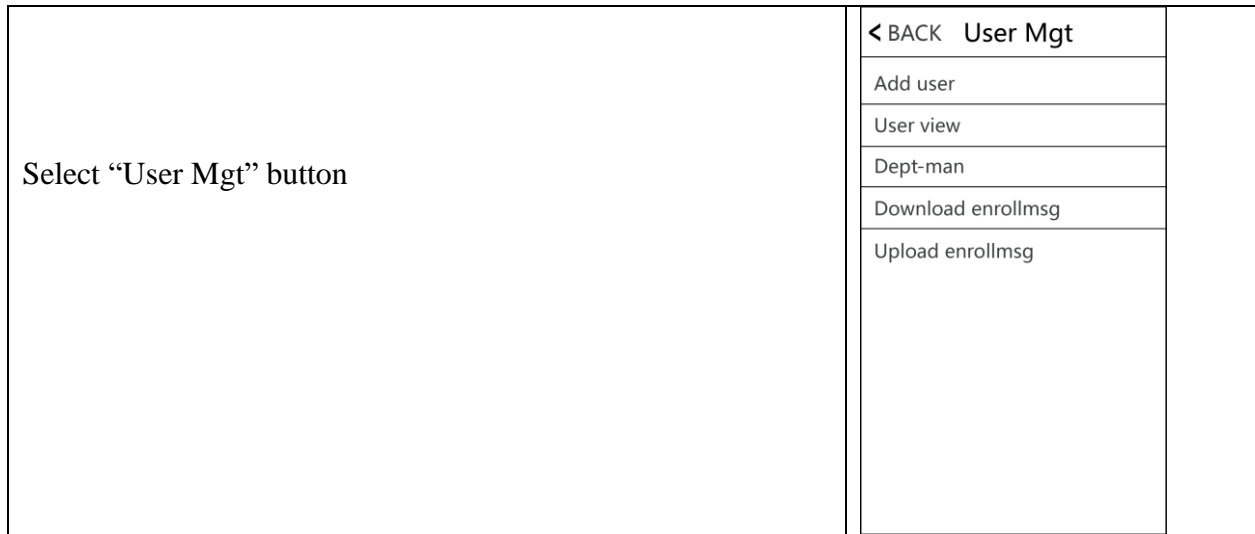
# Adding Employees

- **Adding an employee**

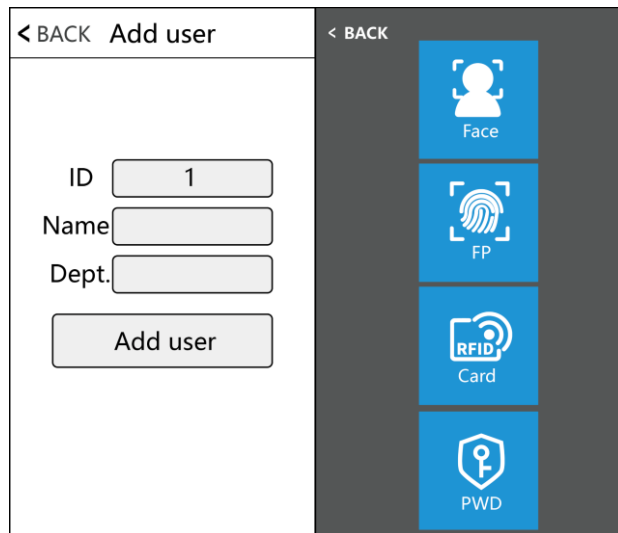
*To access the system, you will need to enter the admin id and password. (for security the unit is dispatched with an admin user already set in it, you will need to obtain the id and password from our support team to continue)*

- Touch the screen to exit screen saver if it is active
- Touch the screen with 2 fingers at the same time and you will see a cog icon  appear at the bottom left of the screen.
- Select the cog icon, 
- The screen will show “Manager?”
- Touch the screen with 2 fingers again followed by a press of the padlock icon 
- Now enter the admin id followed by the password

	<p>After passing the verification of admin’s face or card or password then this menu can be seen</p> <p>The basic information for the user on the device includes face, fingerprint, card, password and privilege.</p>
--	--



Select "Add user" button



- 1) **ID:** When registering, each user ID can only be used once, and it is essential for you to add employees to your online software and to the attendance unit using the same ID number. If you have already added employees to your online attendance system then use these id numbers if not then please take note of the ID numbers you use so you can use them in your online attendance system later.
- 2) **Name:** Input/edit name by use of the on screen keyboard.
- 3) **Dept:** It is not necessary to select a dept at this stage.
- 4) Pressing Add User will take you to the credentials screen you now need to register one or more credentials for the employee to be complete. *Note most users just register a face for each employee there is no need to register any of the other credentials unless you have specific*

requirements for them.

5) **Face:** Follow the on-screen prompt for face registration.




**Note:** Please stand directly in front of the device, face the camera, and keep the entire face displayed in the frame, In order to obtain a good face recognition and easy later use please advise staff to keep a neutral face and do not smile excessively or make other faces. If the staff member has long hair please ensure this is kept back to allow full face view. Glasses are fine but it is recommended to enroll how an employee is likely to look when they wish to use the unit.

6) **Fingerprint:** Press finger three times to finish enrollment. You can also enroll multi fingers.

7) **Card:** Select “Reg.Card” and place RFID card or fob on swipe area on lower section of unit around fingerprint reader circle to register it.

8) **Password:** Each employee can only register one password. After clicking the password icon, enter the password to be set and then press ok to confirm the password again.

**Note:** To use the password employee must touch the screen then click lock icon  then input employee ID-click ‘OK’-then input password-and click ‘OK’

## User View

ID	Name	Face	FP	Card	PWD
1	Jessica	1	1	*	✎
2	Sophie	2	2	*	✎

Pre Next

< BACK Jessica 1	
Edit	Advanced setup
ID	1
Name	Jessica
FP	2
Card	
PWD	1061
Privilege	User

< BACK Jessica 1	
Edit	Advanced setup
Dept	✎
Shift	No ✎
T.Zone	No ✎
Birth	00/00 ✎
Start:	2000-01-01 ✎
End:	2099-01-01 ✎
GRP	No ✎

Browse all registered persons in the device, click corresponding user to edit their information, including name, password, dept, privilege and door access control settings; You can also change face registration information or delete this user, you can quickly locate the user you want to edit by using **【Find】** or **【Find Name】** at the top of the page.

Note: For Privilege 3 possible settings are available


User = Normal employee – if an Admin is set then users cannot access device. We strongly recommend at least 1 Admin is set.

Admin = has full Menu access

Super.user : Only available when there is another employee who is set as Admin in device, then you can register a Super.user, = Super.user can only operate part of menu, such as register users

# Wi-Fi setup

Touch the screen (with 2 fingers is best) and a menu bar will pop up at the bottom of the screen,

click  followed by > **WiFi**

You do not need to change any settings in Comm set, Server or Ethernet menus

## WiFi

- You do not need to change any settings in any menus apart from the “Search” menu.
- DHCP default should be left as = “Yes” All other items will be auto set.
- Use the “Search” button to search for your WiFi signal
- You will see a list of available WiFi and signal strengths .
- Check your Wifi has a good strength if not it will be a good idea to move the unit to a better signal or use a wired connection.
- Select your WiFi from the list
- Add your Wifi password by use of the keyboard
  - Using the “Alt” key to change keyboard between numbers /lower case letters /and upper care letters.
  - Special characters dots stars ect can be selected when in letters keyboard by use of the **I I** bracket key



# Other Communications settings

**Comm Set** You do not need to change this unless advised by support team

<p>&lt; BACK Comm set</p> <p>Comm set</p> <p>Server</p> <p>Ethernet</p> <p>WiFi</p>	<table border="1"> <thead> <tr> <th>Item</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>Device ID</td> <td>You should not change this the default device No. is 1,</td> </tr> <tr> <td>Port No.</td> <td>You should not change this The default port No. is 5005,</td> </tr> <tr> <td>Baud rate</td> <td>You should not change this The default value is 9600</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Item	Meaning	Device ID	You should not change this the default device No. is 1,	Port No.	You should not change this The default port No. is 5005,	Baud rate	You should not change this The default value is 9600		
Item	Meaning										
Device ID	You should not change this the default device No. is 1,										
Port No.	You should not change this The default port No. is 5005,										
Baud rate	You should not change this The default value is 9600										

**Server** You do not need to change this unless advised by support team

<p>&lt; BACK Server</p> <p>Server Req <span>yes</span> </p> <p>Use domainNm <span>yes</span> </p> <p>DomainNm <span>ptghost.alldaytime.co.uk</span> </p> <p>Server IP </p> <p>SerPortNo <span>7788</span> </p> <p>Heart beat <span>3</span> </p> <p>Server approval <span>No</span> </p>	<table border="1"> <thead> <tr> <th>Item</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>Server Req</td> <td>You do not need to change this default set to 'Yes' to enable server communication</td> </tr> <tr> <td>Use domainNm</td> <td>You do not need to change this default set to 'Yes'</td> </tr> <tr> <td>DomainNm</td> <td>You do not need to change this default set to ptghost.alldaytime.co.uk</td> </tr> <tr> <td>Server IP</td> <td>You do not need to change this</td> </tr> <tr> <td>SerPortNo</td> <td>You do not need to change this</td> </tr> <tr> <td>Heartbeat</td> <td>You do not need to change this Default value is 3s</td> </tr> <tr> <td>Server approval</td> <td><b>You do not need to change this</b> default set to No If set it to yes, only when device is connected to server with cloud icon in screen can users clock in or out</td> </tr> </tbody> </table>	Item	Meaning	Server Req	You do not need to change this default set to 'Yes' to enable server communication	Use domainNm	You do not need to change this default set to 'Yes'	DomainNm	You do not need to change this default set to ptghost.alldaytime.co.uk	Server IP	You do not need to change this	SerPortNo	You do not need to change this	Heartbeat	You do not need to change this Default value is 3s	Server approval	<b>You do not need to change this</b> default set to No If set it to yes, only when device is connected to server with cloud icon in screen can users clock in or out
Item	Meaning																
Server Req	You do not need to change this default set to 'Yes' to enable server communication																
Use domainNm	You do not need to change this default set to 'Yes'																
DomainNm	You do not need to change this default set to ptghost.alldaytime.co.uk																
Server IP	You do not need to change this																
SerPortNo	You do not need to change this																
Heartbeat	You do not need to change this Default value is 3s																
Server approval	<b>You do not need to change this</b> default set to No If set it to yes, only when device is connected to server with cloud icon in screen can users clock in or out																

**Ethernet** You do not need to change this unless advised by support team

