


Guide For Faceprint 3 - Connected To FreeTime Prime Software

	<p>Congratulations on your new purchase and welcome.</p> <p>Please remember you have support included with your purchase - you are not alone we are here to help if you need it.</p> <p>How to get Support when you need it: If you need some 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.</p> <p>Or you can email support@alldaytime.co.uk Or call us on 01252 544457, select option 2 and leave a message and the Support Team will respond to you.</p>
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IMPORTANT: Before attempting to use your device for the first time please contact us for your security password.

Please familiarise yourself with this guide prior to using your new device and please avoid making any changes to the device’s settings without guidance from the Support Team.



How To Install Your New Device

Top Tips

- 1) **Give some thought to the location of the device.** Fit your new attendance device where it can access power and connect to your network, where staff can easily use it and where it won't easily be damaged or be in direct sunlight.
- 2) **Do not fit it outside** as the device will be damaged by rain and moisture and extremes of temperature.
- 3) **Do not fit it in a location that will get direct sunshine.** The device uses infra-red light to recognise faces and there is too much infra-red light from sunshine to allow the unit to work correctly if sunshine is allowed to fall directly on it.
- 4) **Do not fit the device in a location that will be wet.** The standard device is not waterproof and will be damaged if it gets wet. We can supply an alternative IP65 rated unit if you need water resistance.
- 5) **Do fit the device 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 supply to the base. This box also has 4 fixing lugs to allow easy fixing to a wall.

How to Fit 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 Wi-Fi signal or is close to a wired network socket
- Fit the unit to the wall using all 4 fixing points on the mounting box.
- Fit the device so 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 temporary height booster for this. After enrolment as long as they can show their face anywhere on the screen it will identify them (i.e. they do not need to show their face high up the screen except for the initial enrolment). Exceptionally tall staff will need to bend down or step back from the device – again, they only need to show their face to the middle of the screen during the initial enrolment.

Connecting To Your Network



Image showing Network and Power Supply sockets

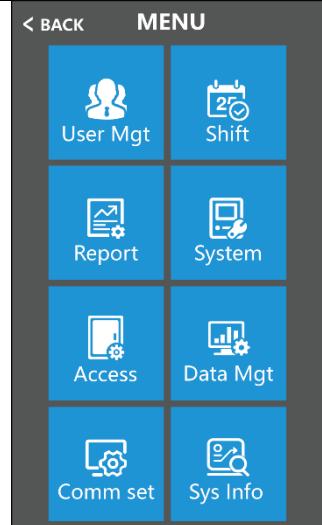


- **Plug in the supplied power supply using the socket shown above and turn the power on at the plug.**
- **Connect to your network.** The unit uses a wired network cable plugged into the base of the unit using the socket shown above or you can connect to your Wi-Fi instead.
 - If using a direct cable (recommended to start with) simply plug this into the unit and into your network (no menu items need to be edited).
 - If using Wi-Fi please ensure you have a strong Wi-Fi 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 Wi-Fi 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 set up and test your staff enrolments and see the results in the online attendance system.
 - If needed, you can set up your Wi-Fi connection later in full knowledge everything else is working. Wi-Fi connection is set up from the main menu by selecting the “Comm set” button (further details are included on page 8 below).
- **Checking connection.** When connected to your network the unit will display a symbol of a PC with a green tick 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 has successfully been established.

Adding Employees

To add an employee(s) you will need to access the system as an admin user and you will need to enter the admin id and password (*for security reasons the unit is dispatched with an admin user already set, you will need to obtain the id and password from the Support team to continue*).

- First, just touch the screen to exit the screen saver if it is active.
- Next 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 this cog icon to proceed.
- The screen will show 'Manager?'
- Touch the screen with 2 fingers again and then select the padlock icon .
- Now enter the admin id followed by the password.

 <p>The screenshot shows a menu screen with a dark grey header containing a back arrow and the word 'MENU'. Below the header is a 4x2 grid of blue buttons with white icons and text. The buttons are: 'User Mgt' (person icon), 'Shift' (calendar icon), 'Report' (line graph icon), 'System' (computer monitor icon), 'Access' (door icon), 'Data Mgt' (bar chart icon), 'Comm set' (gear icon), and 'Sys Info' (magnifying glass icon).</p>	<p>After passing the verification of the admin's face, card or password then this menu can be seen.</p> <p>The basic information for the user on the device includes:</p> <ul style="list-style-type: none">• Face• Fingerprint (FP)• Card• Password (PWD)• and Privilege.
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Select the 'User Mgt' button	< BACK User Mgt	
	Add user	
	User view	
	Dept-man	
	Download enrollmsg	
	Upload enrollmsg	

Select the 'Add user' button and follow these instructions:

< BACK Add user	
ID	<input type="text" value="1"/>
Name	<input type="text"/>
Dept.	<input type="text"/>
<input type="button" value="Add user"/>	

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 the same ID numbers, if not then please take a note of the ID numbers you use so you can use them in your online attendance system later.

Name: Input/edit name by use of the on-screen keyboard.

Dept: It is not necessary to select a dept at this stage.

Pressing 'Add User' will take you to the credentials screen showing four Icon buttons as below:

You now need to register one or more credentials (face, fingerprint, card or password) for the employee to be complete.

Please Note: most users just register a face for each employee - there is no need to register any of the other credentials (FP, Card, PWD) unless you have specific requirements for them.

< BACK	
	Face
	FP
	Card
	PWD

1) **Face:** Follow the on-screen prompts for face registration.

Please stand directly in front of the device, face the camera, and keep the entire face displayed in the frame.

To obtain a good face recognition and enable easy ongoing use, please advise users to keep a neutral face and do not smile excessively or make other faces.


If the staff member has long hair, please ensure the hair is kept back to allow full face view. Wearing spectacles is fine but it is recommended to enroll how an employee is likely to look when they wish to use the unit.



2) **Fingerprint (FP):** Press finger three times to finish enrollment. You can also enroll multiple fingers.

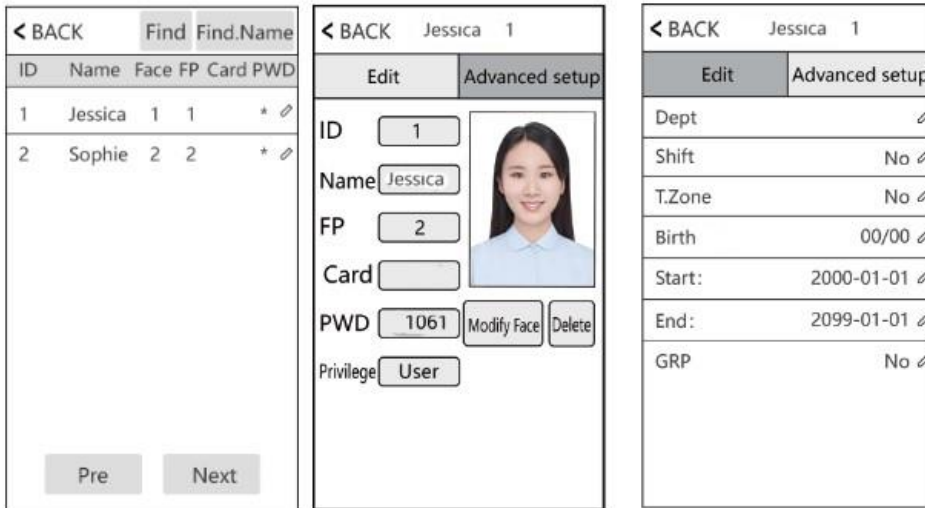
3) **Card:** Select 'Reg.Card' and place the RFID card or fob on the swipe area (the lower section of the device around the fingerprint reader circle) to register it.

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

Note: To use the password the employee must touch the screen then click the padlock icon  then input their employee ID and click 'OK' and then input their password and click 'OK'.



User View



You should review all registered persons in the device and select each user to edit their information, including name, password, dept, privilege and door access control settings (if applicable). You can also change face registration information or delete a user. To quickly locate the user you want to view or edit select **Find** or **Find Name** at the top of the page.

Note: For 'Privilege' three possible settings are available:

- 1) User = this is for a standard employee.
- 2) Admin = has full Menu access. **We strongly recommend at least 1 Admin is set.**
- 3) Super.user: This is only available when there is already another user who is set as Admin on the device. Super.user = can only operate part of the menu, such as to register users.

Wi-Fi Setup

Touch the screen (using 2 fingers) and a menu bar will pop up at the bottom of the screen, click



followed by > **WiFi**

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

Wi-Fi

- 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 automatically set for you.
- Use the ‘Search’ button to search for your Wi-Fi signal
- You will see a list of available Wi-Fi and signal strengths.
- Check your Wi-Fi has a good strength level - if not then you will need move the unit to a better signal area or use a wired connection.
- Select your Wi-Fi from the list.
- Add your Wi-Fi password by using the on screen keyboard
 - Using the “Alt” key to change keyboard between numbers /lower case letters /and upper care letters.
 - Special characters dots stars etc can be selected when in letters keyboard by use of the **I I** bracket key.



Other Communications Settings

Important: You do not need to make any change unless advised by the Support team

Comm Set

<table border="1"> <tr> <td>< BACK Comm set</td> </tr> <tr> <td>Comm set</td> </tr> <tr> <td>Server</td> </tr> <tr> <td>Ethernet</td> </tr> <tr> <td>WiFi</td> </tr> </table>	< BACK Comm set	Comm set	Server	Ethernet	WiFi	<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		
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Server

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Ethernet: You do not need to change Ethernet settings unless advised by the Support team.