QUICK START GUIDE

Applicable Model: G4L

Version: 1.0
Date: June 2020

![Green Label logo]

Safety Precautions

Before installation, please read the following precautions carefully to prevent risks and dangers to this product, users and any other person.

Do not expose to direct sunlight, water, dust and soot.

Do not place any magnetic objects near the product. Magnetic objects such as magnets, CRT, TV, monitors or speakers may damage the device.

Do not place the device next to any heating equipment.

Prevent water, drinks or chemicals leaking into the device.

This product is not intended for use by children unless they are supervised.

Do not drop or damage the device.

Do not disassemble, repair or modify the device.

Do not use the device for any purpose other than those specified.

Remove dusts or dirts regularly. While cleaning, wipe dust off with a smooth cloth or towel instead of water.
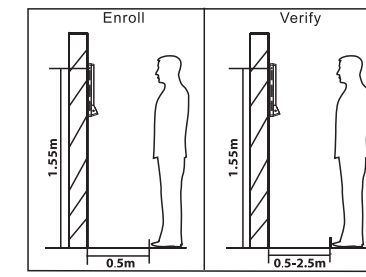
Contact your supplier in case of any problem!

User Registration

1) Recommended height for the device   **Recommended position for the user**
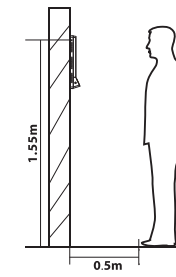
For the user's height ranging from 1.5m to 1.8m, the recommended device height is 1.55m from the ground. It can be adjusted and installed according to the users' average height.
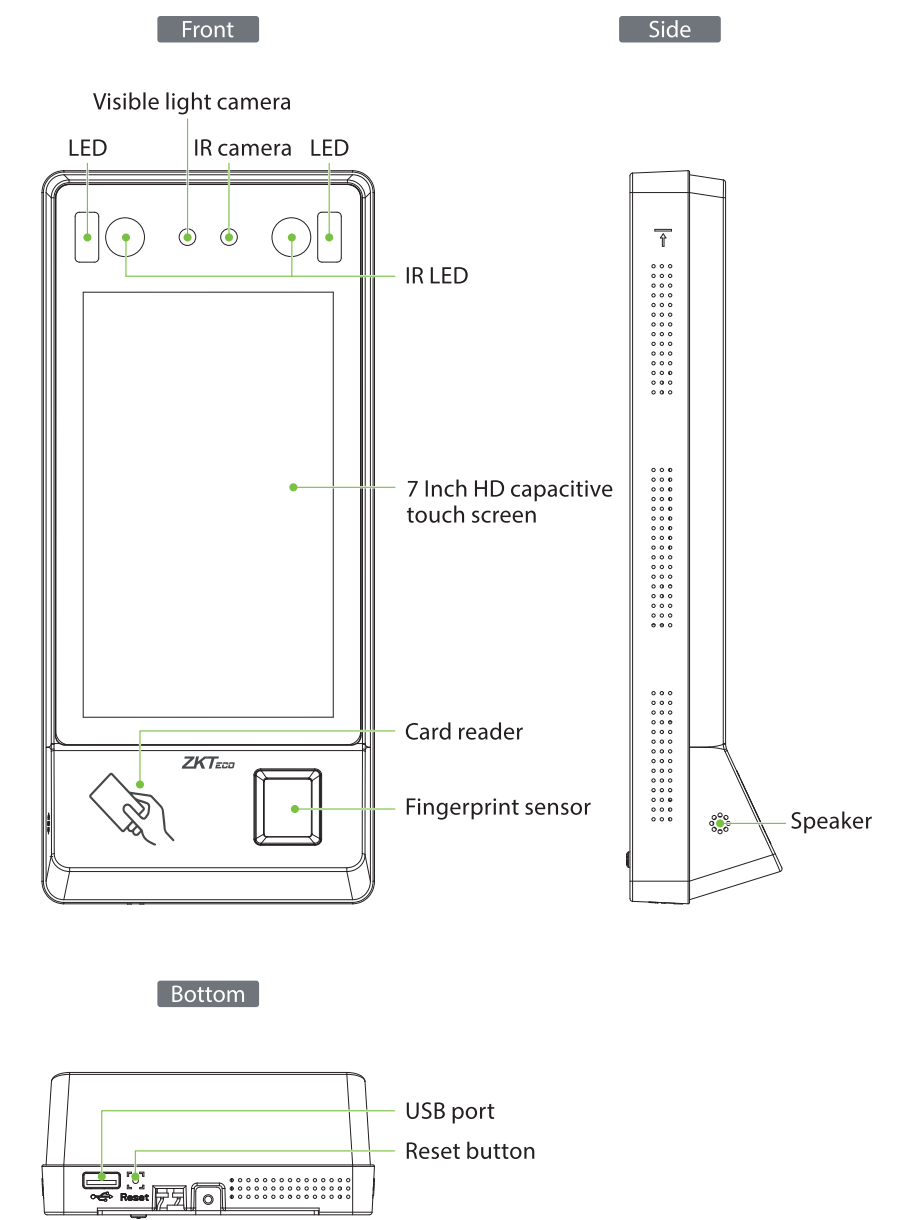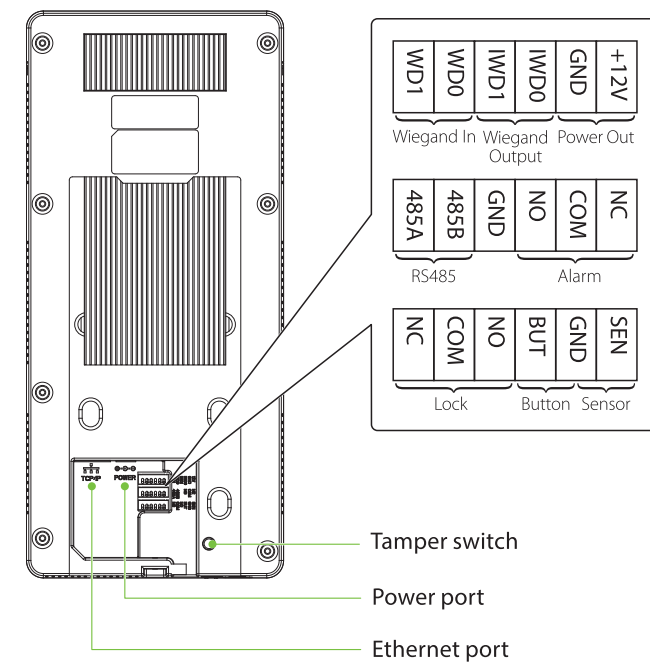
The registration and verification position of the device should not be changed to avoid affecting the verification accuracy. If it is necessary to move the device, then move it horizontally and keep the vertical height the same.

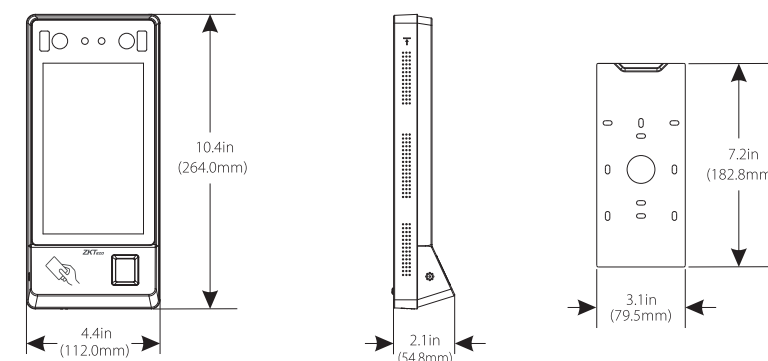**NOTE:** During registration, please adjust your position and try to keep your face inside the white frame.

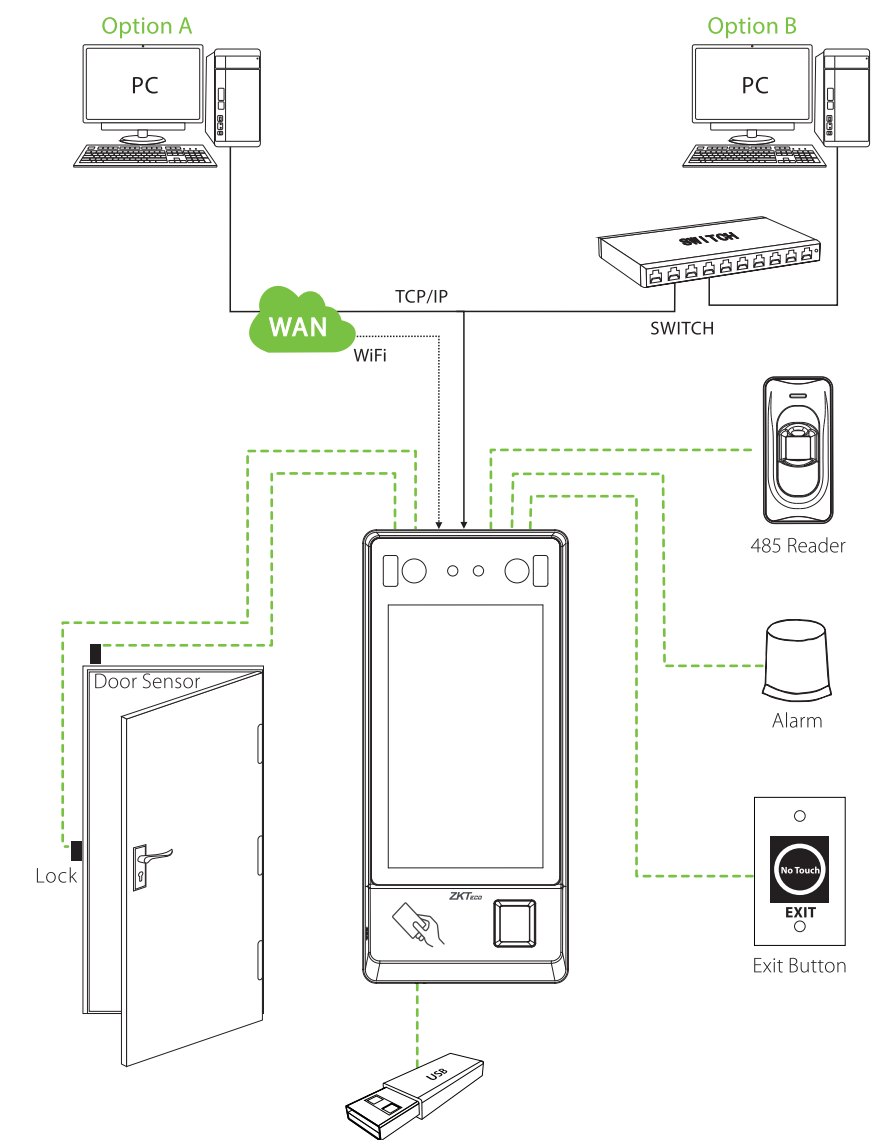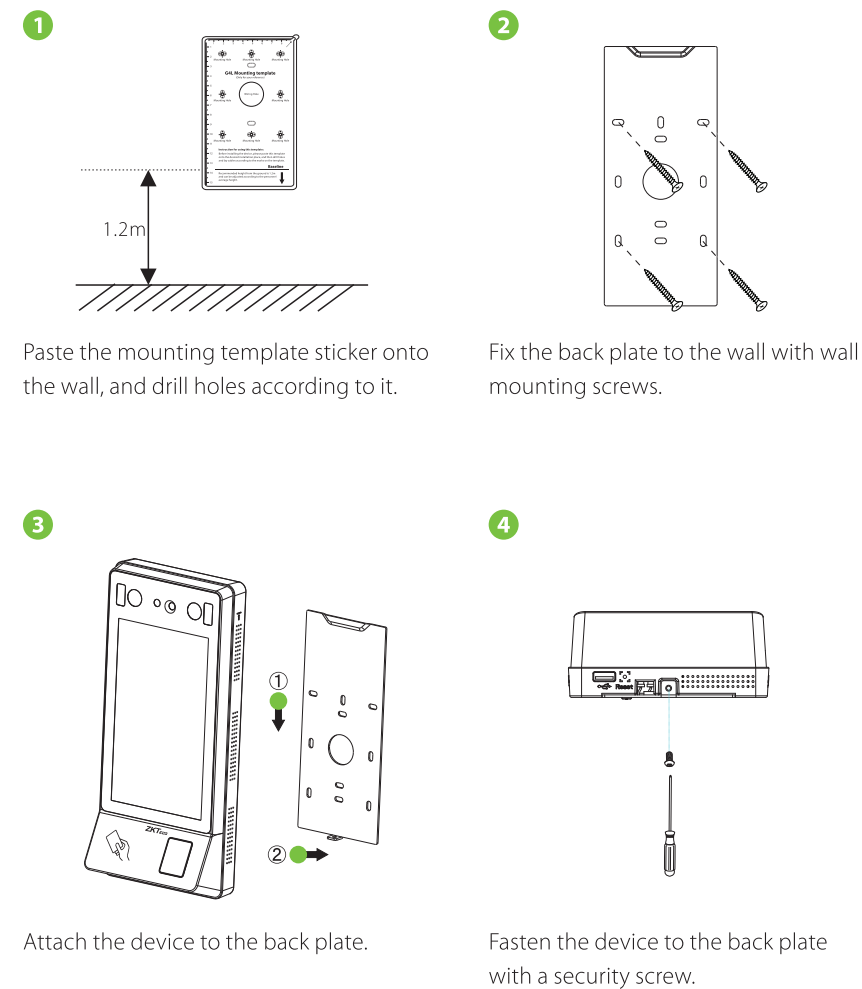**2) The recommended and not-recommended facial expressions:**

Device Overview

- Visible light camera
- LED   IR camera   LED
- IR LED
- 7 Inch HD capacitive touch screen
- Card reader
- Fingerprint sensor
- Speaker
- USB port
- Reset button

(Front / Side / Bottom)

Device Overview

❖ Product PIN Diagram

WD1	WD0	IWD1	IWD0	GND	+12V
Wiegand In		Wiegand Output		Power Out	

485A	485B	GND	NO	COM	NC
RS485			Alarm		

NC	COM	NO	BUT	GND	SEN
Lock			Button		Sensor

- Tamper switch
- Power port
- Ethernet port

❖ Product Dimensions

10.4in (264.0mm)
4.4in (112.0mm)
2.1in (54.8mm)
7.2in (182.8mm)
3.1in (79.5mm)

Product Installation

❖ Mounting the device on wall

1 Paste the mounting template sticker onto the wall, and drill holes according to it.

1.2m

2 Fix the back plate to the wall with wall mounting screws.

3 Attach the device to the back plate.

4 Fasten the device to the back plate with a security screw.

Standalone Installation

- Option A — PC
- Option B — PC
- WAN
- TCP/IP
- WiFi
- SWITCH
- 485 Reader
- Alarm
- Door Sensor
- Lock
- Exit Button

Power & Ethernet Connection

❖ **Power Connection**

12V DC Adaptor
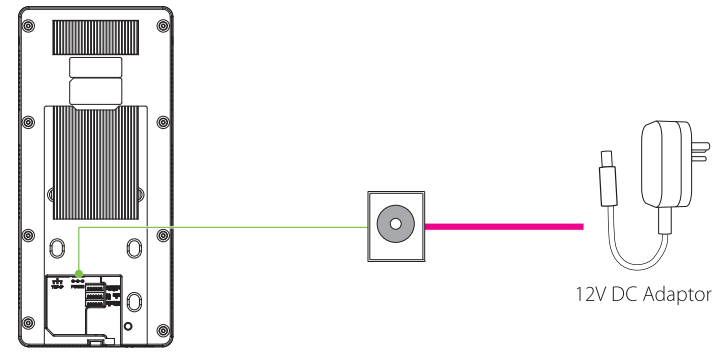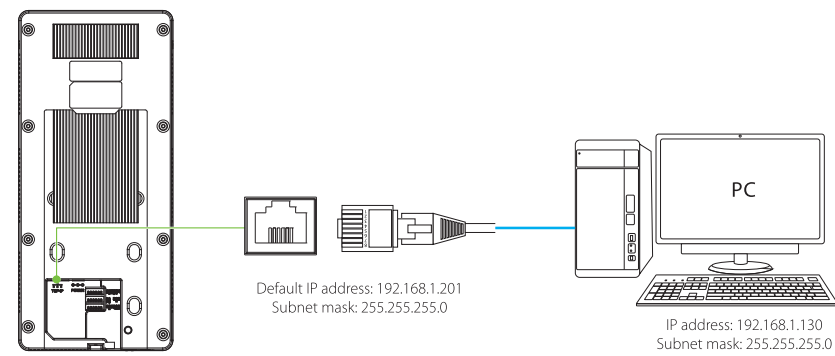
Recommended power supply

- Rating of 12V and 3A
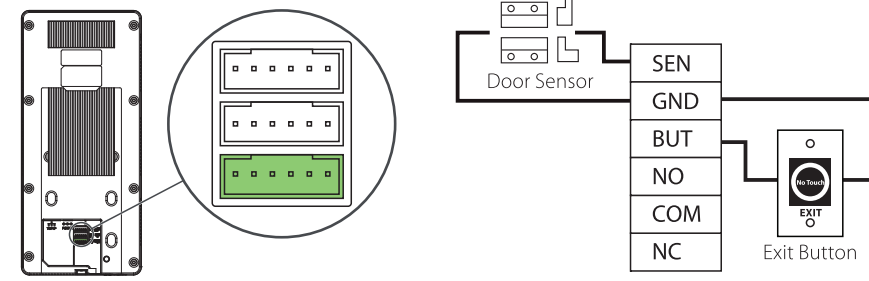- To share the device's power with other devices, use a power supply with higher current ratings.
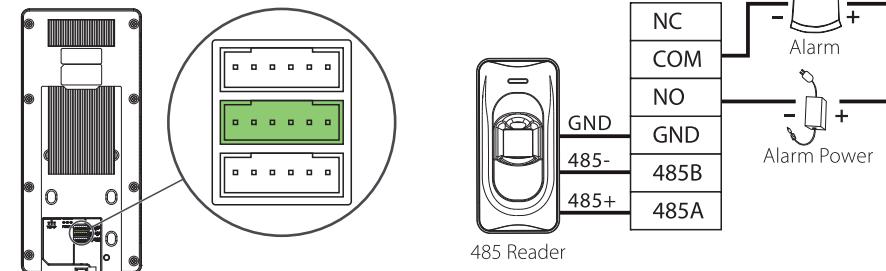
❖ **LAN Connection**

PC

Default IP address: 192.168.1.201
Subnet mask: 255.255.255.0

IP address: 192.168.1.130
Subnet mask: 255.255.255.0

Click [**COMM.**] > [**Ethernet**] > [**IP Address**] , input the IP address and click [**OK**].

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Connecting Other Devices

❖ **Button & Sensor Connection**

Door Sensor

| SEN |
| GND |
| BUT |
| NO |
| COM |
| NC |

Exit Button

❖ **Alarm & RS485 Connection**

| NC |
| COM |
| NO |
| GND |
| 485B |
| 485A |

GND
485-
485+

Alarm

Alarm Power

485 Reader

❖ **Wiegand Connection**

Wiegand Reader

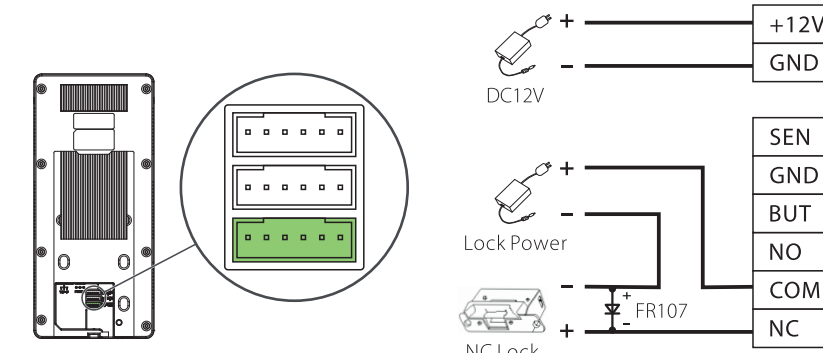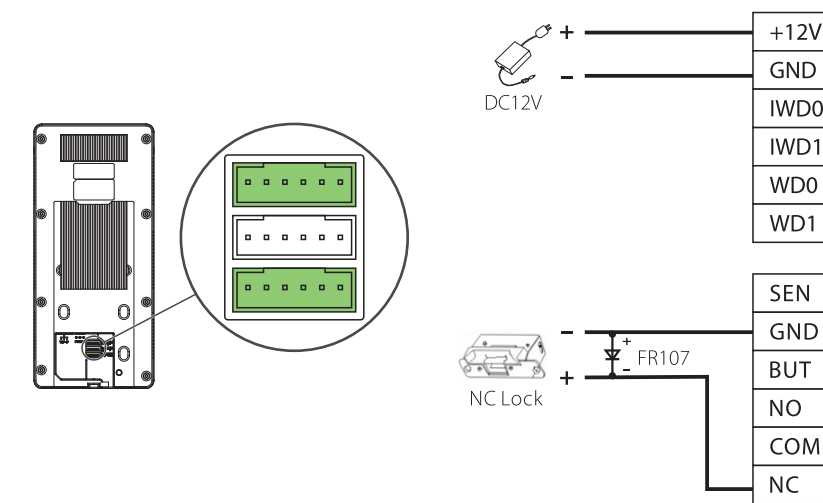| +12V |
| GND |
| IWD0 |
| IWD1 |
| WD0 |
| WD1 |

Wiegand Device
Wiegand In Port

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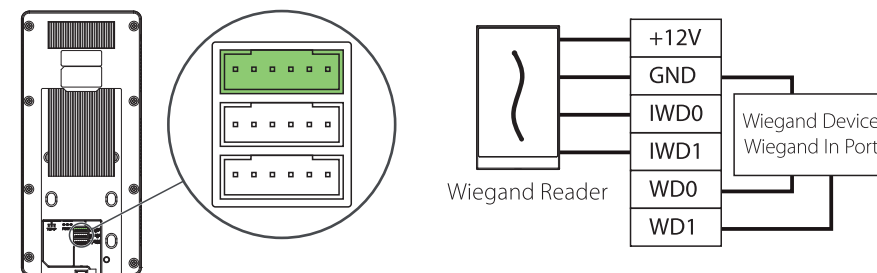
Lock Relay Connection

The system supports both **Normally Opened Lock** and **Normally Closed Lock**. The **NO Lock** (normally opened when powered) is connected with '**NO**' and '**COM**' terminals, and the **NC Lock** (normally closed when powered) is connected with '**NC**' and '**COM**' terminals. The power can be shared with the lock or can be used separately for the lock, as shown in the example with NC Lock below:

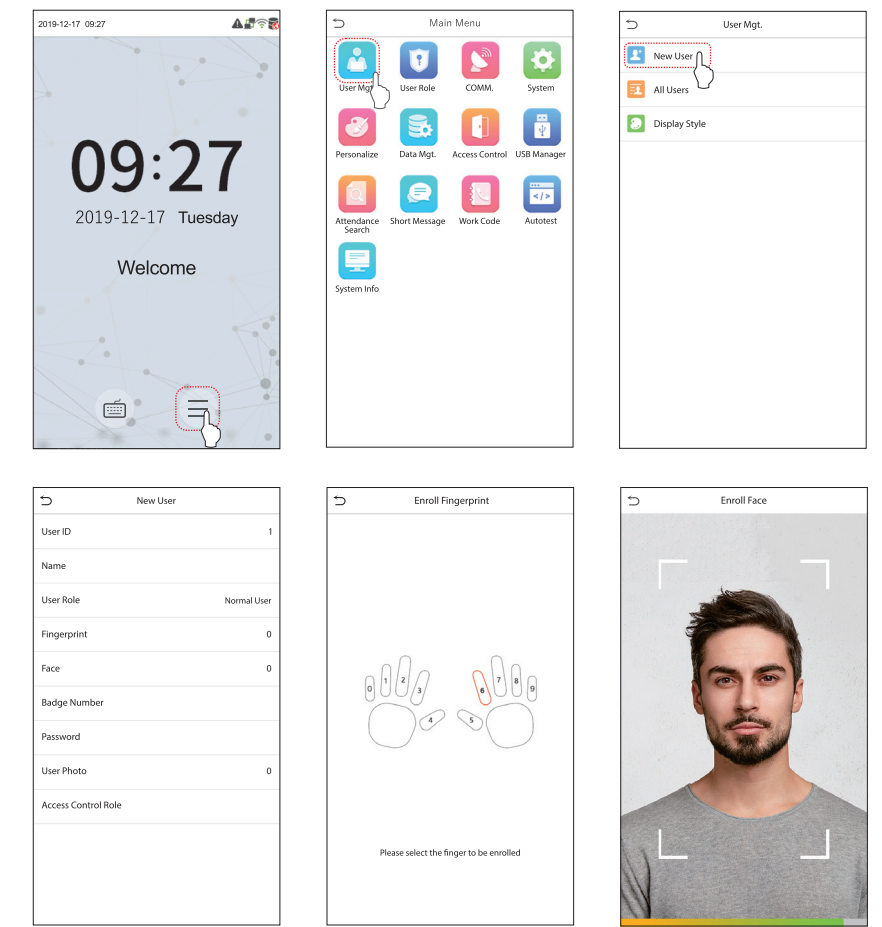❖ **Device not sharing power with the NC lock:**

DC12V

| +12V |
| GND |

Lock Power

| SEN |
| GND |
| BUT |
| NO |
| COM |
| NC |

NC Lock

FR107

❖ **Device sharing power with the NC lock:**

DC12V

| +12V |
| GND |
| IWD0 |
| IWD1 |
| WD0 |
| WD1 |
| SEN |
| GND |
| BUT |
| NO |
| COM |
| NC |

NC Lock

FR107

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User Registration

❖ **Register on the device**

Click ☰ > **User Mgt.** > **New User** to register new user. The settings include entering User Name, ID, choosing User Role, enrolling Fingerprint, Face Registration, Enroll Badge Number (ID and Mifare card are optional), setting Password, registering User Photo and setting Access Control Role.

NOTE: Normal Users are not authorized to operate the menu options of the device. Only Super Admin can operate all the menu options of the device. Thus it is recommended to register super administrator initially.

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User Registration

❖ **Register on the software (BioTime 8.0)**

Please set the IP address and cloud service server address in the Comm. Menu option on the device .

a. In the BioTime 8.0 software, click **Device** > **Device** > **Add** and fill the required fields correctly to add the device to the software. When the server address and the port is set on the device, it automatically gets added.
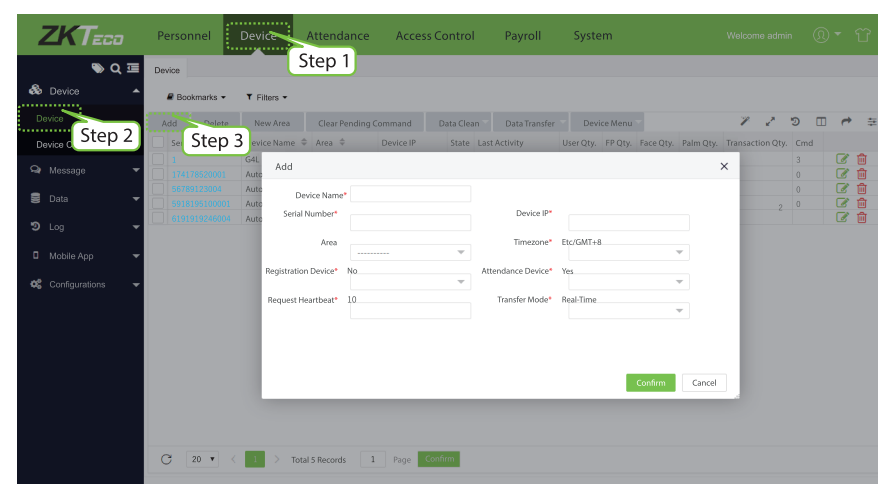
b. Click **Personnel** > **Employee** > **Employee** > **Add** to register users in the software.
c. Synchronize personnel on the software to the device in the corresponding area.
d. In the personnel list, select an employee (or employees) and click **More** > **Synchronize to Device** to access the confirmation interface for synchronizing. For more details, please refer to the BioTime 8.0 User Manual.

Note: The icons or in the standby interface indicates that the network connection or the server is abnormal. Please check the network cable and network connection.

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User Registration

❖ **Register on the phone**

Once BioTime 8.0 software is installed, users can enroll face via broswer application on their own mobile phone.
Register visible light comparison photos to verify and punch on the visible light device.
a. Choose **Device** > **Data** > **Bio-photo** > **QR Code** to access the QR Code.
b. Scan the QR code via browser APP and enroll user face, user need to input the following address: http://server_ip_address:server_port/v1Register/ on the browser APP manually. The following interface is displayed after successful scanning:
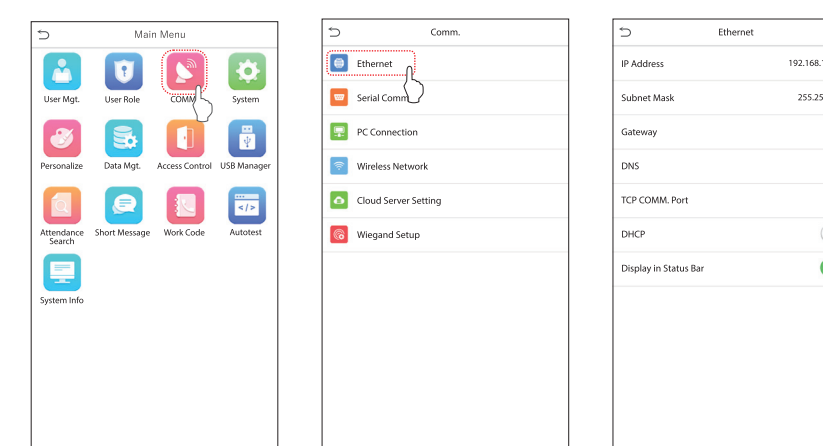

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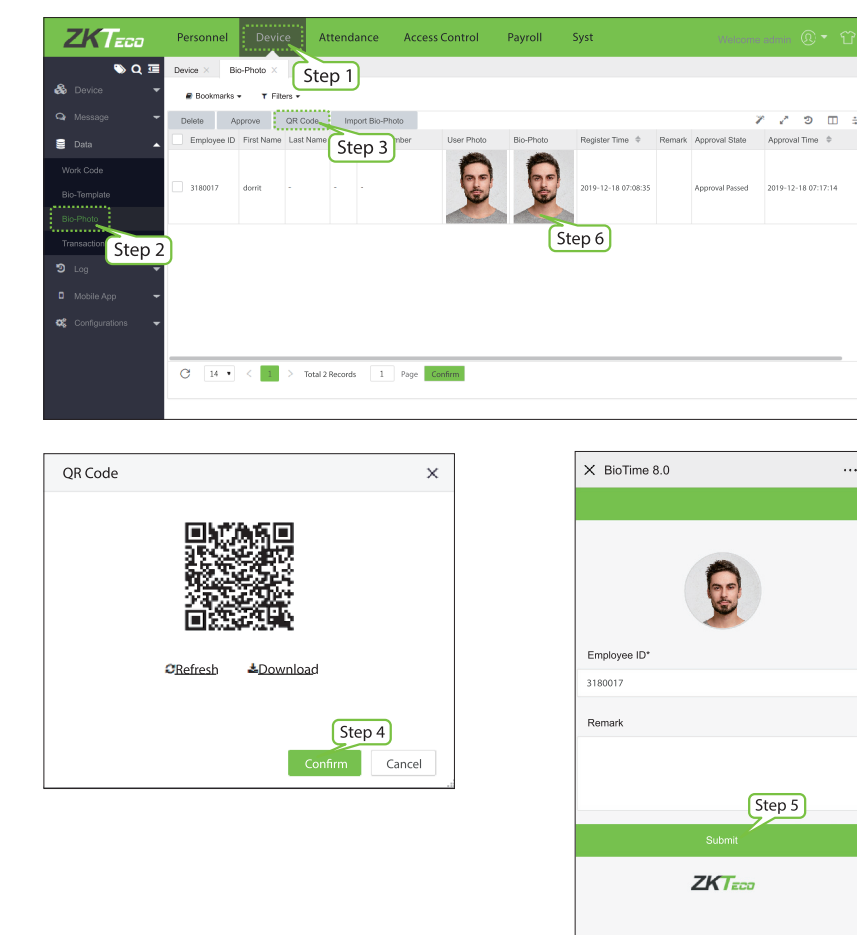
Menu Functions

❖ **Access Settings**
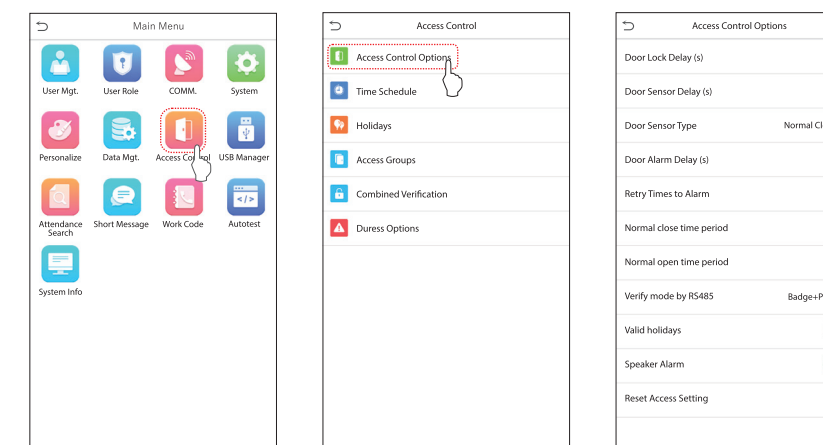
Click ☰ > **Access Control** > **Access Control Options** to enter the access control management interface and set relevant parameters of access control.
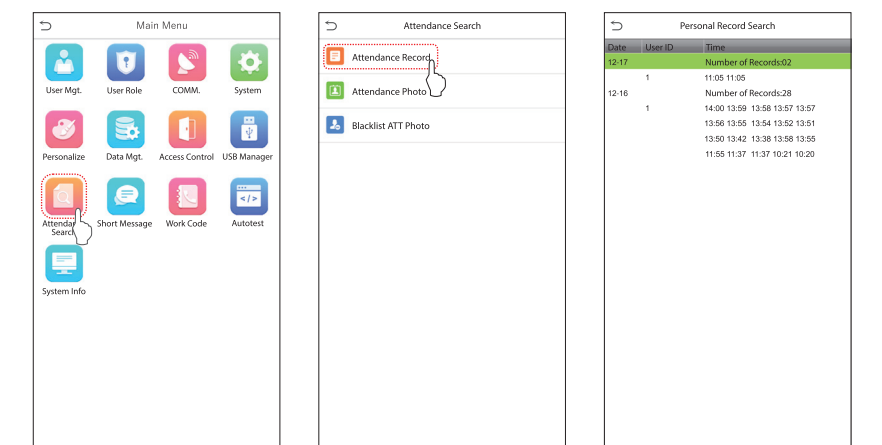
❖ **Network Settings**

Click ☰ > **COMM.** > **Ethernet**, set the IP Address. The device will communicate with the PC via the Ethernet parameters. Using Cloud Service Settings sets Server Address and Server port according to the server.

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Menu Functions

❖ **Attendance Record Search**

View attendance record in the device:
Click ☰ > **Attendance Search** > **Attendance Record** enter **User ID** > select **Time Range**, the corresponding attendance logs will be displayed.
NOTE: If the **User ID** field is left blank, records of all the users will be displayed.

View attendance record on the computer:
Click ☰ > **USB Manager** > **USB Manager** > **Download**. Insert the USB disk and download the data to the USB drive, then copy this data from the USB drive to your PC. The filename of the downloaded data will be "Device Serial Number.dat" which can be opened and viewed on the PC.

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