

# **DEVICE USER GUIDE SETUP**

Visit our website: [www.vfada.com](http://www.vfada.com)

## 1. DEVICE CLOUD SETUP

### 1.1 TURN ON DEVICE

1. **Turn on** your device by pressing the button on the left-side of the device.



2. The device should be turned on and you will see the home screen as above



3. Button description.

“**ESC**” – Close a submenu and return to previous menu or submenu.

“**MENU**” – The main menu button, used to enter the main menu, press it can enter the main menu interface. Also used as backspace.

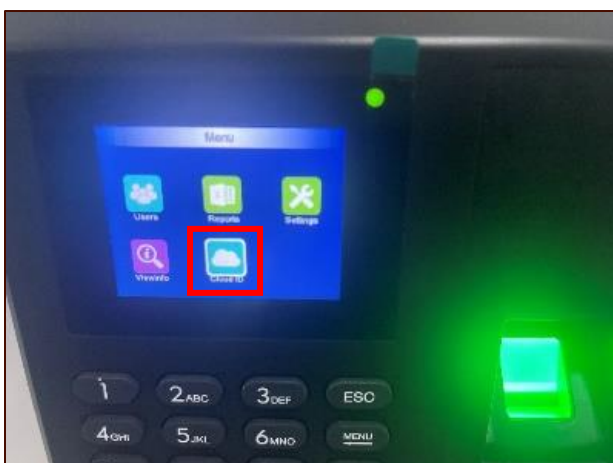
“**▲**” – Move the cursor forward.

“**▼**” - Move the cursor backward.

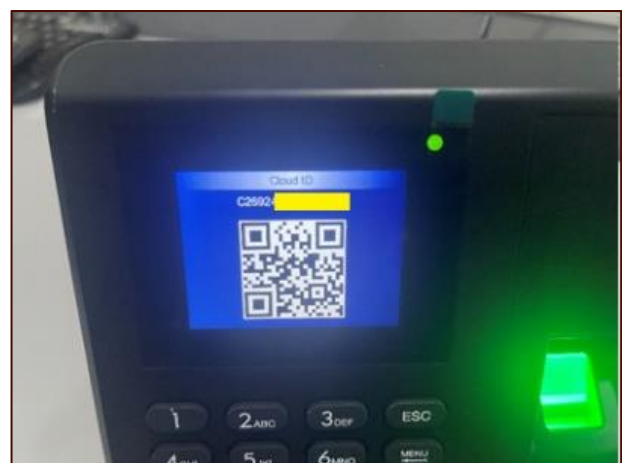


### 1.2 CLOUD ID

1. Select “**Cloud ID**” to view your Cloud ID.



2. Take note of your Cloud ID as we will use it when setting up the connection between the device and the online portal.



### 1.3 CONNECT TO WI-FI

1. User must **connect the device to Wi-Fi**.

3. Select **“Search”** by scrolling with ‘▲’ ‘▼’ buttons or clicking number ‘8’, then OK.



2. Go to **Menu and Select Settings > Network > Wi-Fi**

4. Select your **Wi-Fi network**.



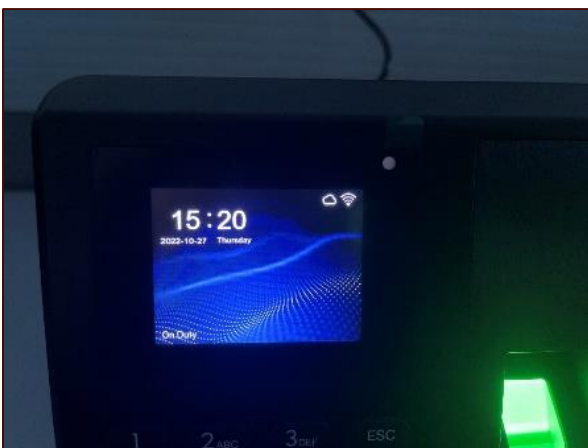
5. **Fill in your password**. Press # to change uppercase, lowercase, number or symbol.



6. Then **click button “OK”**.

### 1.4 VERIFY NETWORK CONNECTION

Verify that everything is working by pressing ESC to return to the home screen.



Ensure that the Cloud icon and the Wi-Fi icons are as above.

**\* If the icon shows an alert sign, please verify whether the device is pointing to the correct server or the Wi-Fi password is correct.**

## 3. DEVICE LOCAL SETUP

### 3.1 ENROL NEW STAFF

After setting up your device, we can now enroll a new user into the device.

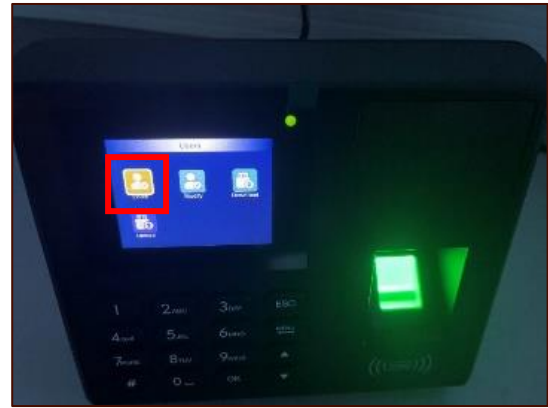
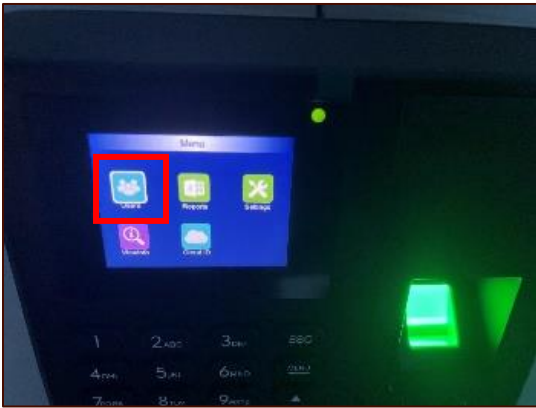
#### 3.1.1 ENROLMENT STEPS

Before proceeding, please ensure the staffs to be enrolled are available as they will need to scan their thumbprints in the later steps.

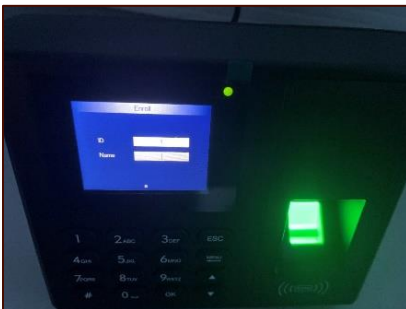
1. To enroll a staff, from the Home Screen, press on “**Menu**”.

2. Select “**Users**”.

3. Select “**Enroll**”.



4. Then, fill in the Staff ID and the Name of the staff.



\* If you integrate with VenturesAPI and OfficeCentral, ensure that the ID field matches the Staff ID of the staff in OfficeCentral to ensure smooth integration.

\* If not, you just can fill in staff name only.

5. Select “**Finger**”.



6. The staff should then place his / her finger onto the fingerprint scanner. Follow the on-screen instructions to complete the enrolment.



After completing the enrolment for a staff, press “ESC” to return to the home screen.

Ensure that the staff can sign in by scanning his / her fingerprint at the home screen.

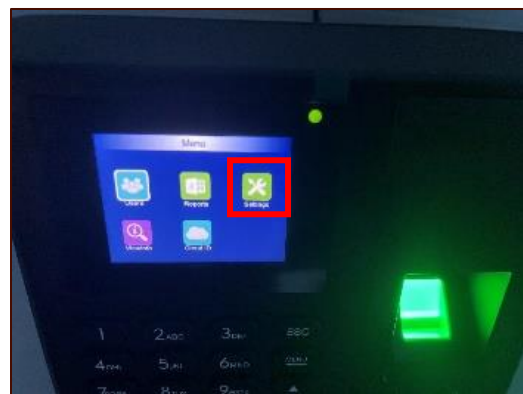
**Note: If you have multiple devices, each staff must be registered on every device that the staff will scan their thumbprints.**

### 3.1.2 ATTENDANCE IN/OUT TIME

Essentially, whenever a staff wants to record his/her attendance the staff has to select whether the thumbprint is for signing in or signing out of the office.

We can pre-select for the staff based on the time of the day. For example, any thumbprints after **7:00 A.M.** is pre-selected as **Check-Ins** and any thumbprints after **4.00 P.M.** is pre-selected as **Check-Outs**.

1. Select “Settings”.



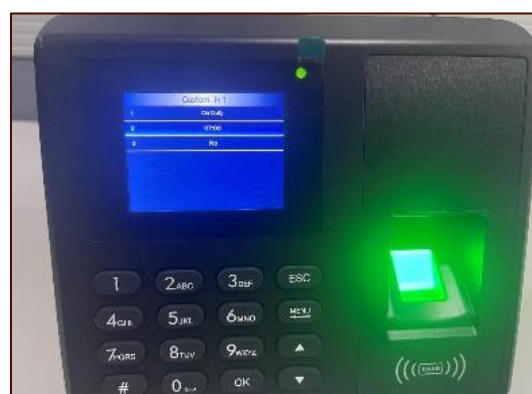
2. Select “Device”.



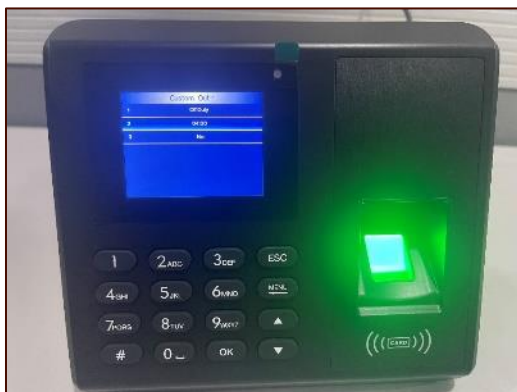
3. Select “ATND Status”.



4. Select “Custom In 1 (On Duty)”.



- Change the time to any appropriate time. If your company's check in time is 9:00am, it is recommended to set the time at 7:00am so that every employee that arrives will be recorded as checked in without having to select the mode by themselves.
- After changing the time, press Menu to go back to the previous screen and select "Custom Out 2".



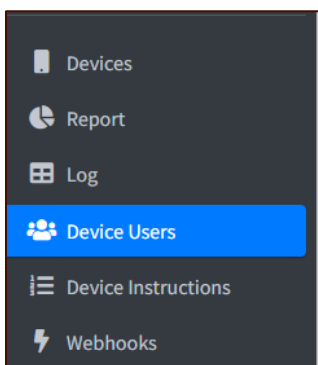
- Change the time to any appropriate time. If your company's check out time is 6:00 pm, it is recommended to set the time at 4:00 pm so that every employee that thumbprints after 4.00 pm will be recorded as checked out without having to select the mode by themselves.

### 3.1.3 SYNCHRONIZE DEVICE USERS WITH ONLINE PORTAL

After enrolling all staffs, we can then synchronize the staffs inside the device with the online portal.

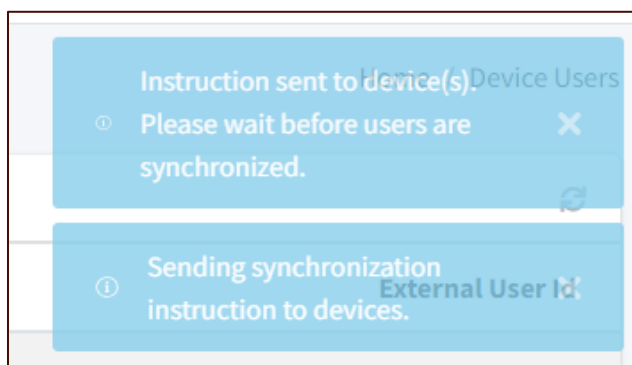
**\* This step is REQUIRED if you are integrating FADA with VentureAPI and OfficeCentral.**

1. Login to <https://vfada.avsbcloud.com>.
2. Select "Device Users".
3. Click on the "Synchronize" icon at the top-right.



Device Users		Home / Device Users
Device Users		↻
Device User ID	Name	External User Id
102165		102165

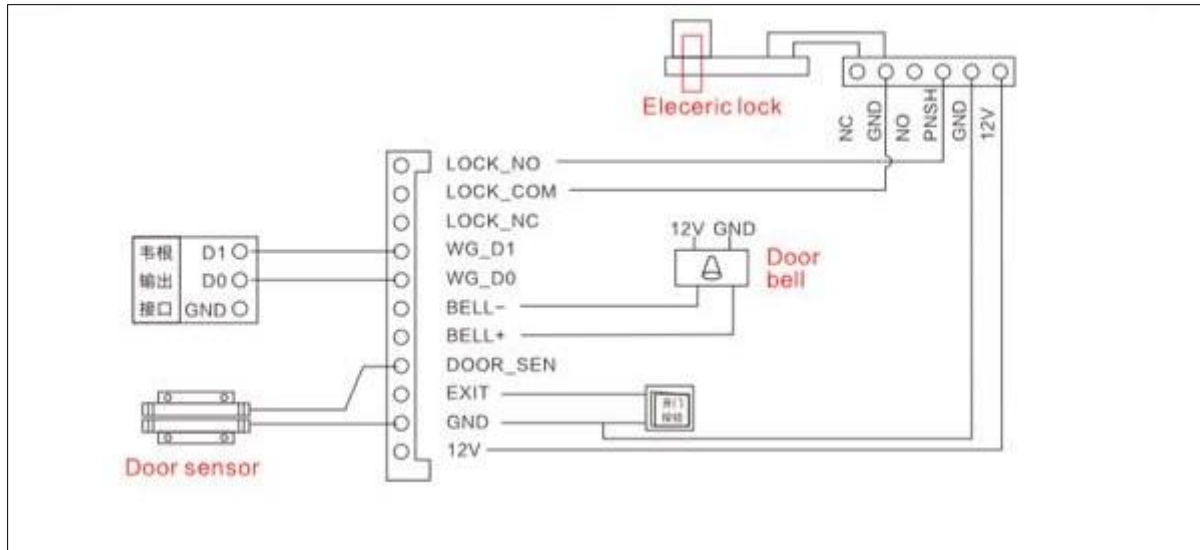
4. Please wait until the device users are synchronized. **This process usually takes a few minutes to complete.**



**Note:** Clicking Synchronize will only retrieve the User IDs of the users registered in the device. The name of the users will need to be set inside the portal separately. Adding the name of the users in the online portal is optional.

## 4. ACCESS CONTROL WIRING DIAGRAM

Access Control External Power wiring diagram (Recommendation):



## 5. REFERENCES

FADA Online Portal:

<https://app.vfada.com/>

Online version of this manual is available at:

<https://www.vfada.com/Manual/Manual>

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