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User Manual
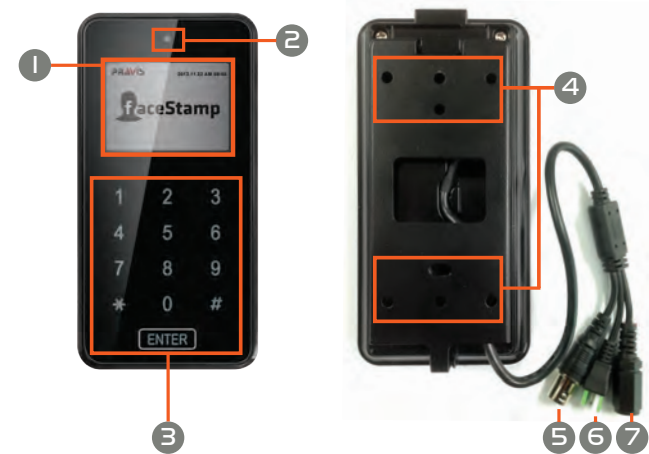
PRAVIS

FaceStamp

Please note that the accessory kit and shipping box contain the following items

FaceStamp
FaceStamp QSG
Power Adaptor

MADE IN KOREA

Tel. 82-2-576-2205 / Fax. 82-2-576-2204 | www.pravis.co.kr
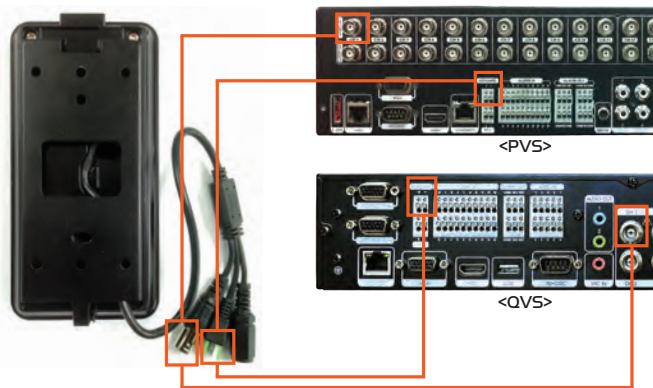

FRONT / REAR PANEL

<PVS>

<QVS>

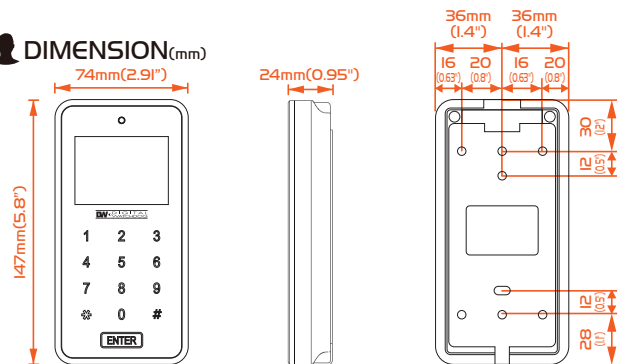| 1	Display Panel	Display ID Input, Date and Time Information
2	Camera	Camera Lens
3	Number Touch Pad	Keypad to input ID
4	Mount Holes	Mount Holes
5	Video Output	Connect the FaceStamp's video output to any of the PVS
6	RS-485	Connect the FaceStamp to any PVS DVR via RS485 cables
7	Power	Power Input, DC12V, IA

INSTALLATION

The FaceStamp employee management solution is supported by PVS and QVS models.

1. Connect the FaceStamp's RS485 connector to the DVR's keyboard port.
2. Connect the FaceStamp's video Output BNC to any of the DVR's video Input channels.
3. Connect the FaceStamp to an adequate power supply (see specifications table on the back for more information).
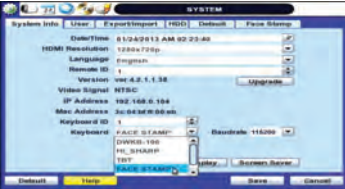
DIMENSION(mm)

74mm(2.91") · 24mm(0.95") · 147mm(5.81") · 36mm(1.41") · 36mm(1.41")
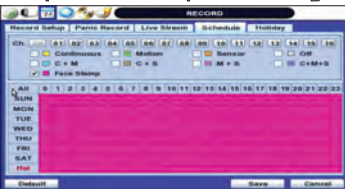

SET-UP (DVR)

FaceStamp is supported by the PVS and QVS DVRs.
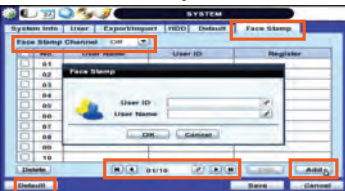To setup the FaceStamp

To setup FaceStamp on the DVR

I. In the DVR, go to Setup Menu > System > System Info.
2. Select 'FaceStamp' from the Keyboard drop-down options.
3. Set the keyboard ID to '252'.
4. Set the baud rate to '38400'.
   NOTE: These are the FaceStamp's default settings and cannot be changed.
5. Press 'Save' to save the changes.

Setup the FaceStamp for recording

I. In the DVR, go to System Setup > Record > Schedule.
2. Select the FaceStamp's camera channel.
3. Select FaceStamp recording mode and apply to the camera's schedule. The FaceStamp recording schedule operates as an event triggered recording schedule, with pre and post recording based on when an employee clocks in or out.
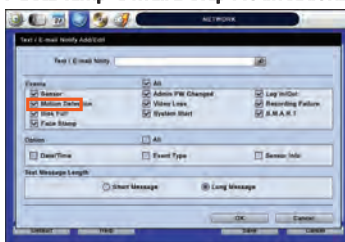4. Press 'Save' to save all changes.

To Add a FaceStamp User

I. In the DVR, go to Setup Menu > System > FaceStamp.
2. Select the FaceStamp's channel from the drop down list.
3. Press 'Add' to register a new employee.
4. Enter the employee's name and USER ID. The USER ID can be up to 12 digits, and will be the code your employee uses to clock in or out.

5. Press 'Save' to save all changes.
NOTE: For simple employee entry, it is recommended to add one employee via the DVR (to create the database), and add all remaining employees via the FaceStamp software. See the back side of the QSG for more information.

FaceStamp E-mail Setup Notifications

To receive e-mail notifications when your employees clock in or out:
I. In the DVR, go to System Setup > Network > Notifications
2. Press 'Add'
3. Enter an e-mail address to receive notifications.
4. From the Event list, select 'FaceStamp'
5. You can also select additional information to be included in the e-mail.
6. Press 'Save' to save all changes.

NOTE: For more information on setting the DVR's E-mail notifications, please see the DVR's full manual.

OPERATION

Please note that users must be setup via the DVR or the FaceStamp remote management software prior to operation.

Clock In / Out

Using the FaceStamp's keypad
I. Press the 'Enter' button to light up the touch pad.
2. Press the * button, followed by your Employee ID
3. Press 'Enter'. The system will notify you if the login was successful.

- Using RF card

Add RF Card

I. Press #I to assign an RF card to an employee.
2. Enter the Employee's ID and press 'Enter'
3. Scan the RF card in front of the FaceStamp hardware until the system beeps and notifies you that the RF card has been assigned to the Employee ID.
4. An RF card can be assigned only to one employee at a time.

Remove RF Card

I. Press #2 to delete an RF card.
2. Enter the Employee's ID and press 'Enter'
3. The system will notify you that the RF card as been deleted.

Change RF Card

I. Press #3 to change an RF card.
2. Enter the Employee's ID and press 'Enter'
3. Scan the RF card in front of the FaceStamp hardware until the system beeps and notifies you that the RF card as been assigned to the Employee ID.
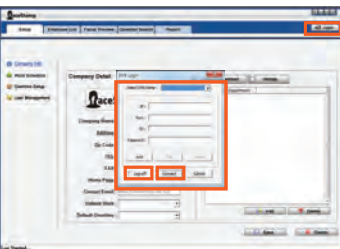
NOTE: RF cards not included.

FACESTAMP SOFTWARE

The FaceStamp comes with an advanced employee management FaceStamp software. The software can be downloaded from CD supplied with 960H DVR.

Once installed on a proper computer, you can use the software to manage your employee's database, search and create reports that can be exported to popular payroll software for salaries and payment.
To launch the FaceStamp Software:
I. Make sure the software is properly installed on your PC.
2. Double-click on the FaceStamp desktop icon or locate the installation location to launch the software.
3. Enter the software username and password. By default, the username and password are: admin/ no password.
4. Press 'Login' to launch the program.
Once installed on a proper computer,

When you connect to the FaceStamp software for the first time, you will be asked to add your DVR's information. To do so:
I. The DVR Login page will appear automatically. You can also access it by clicking on the 'Login' button at the top right-hand corner of the screen.
2. To add a new DVR:
   a. Press 'Add'
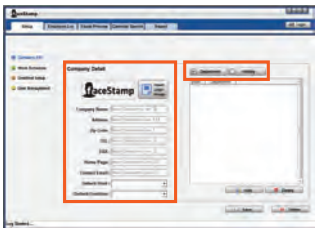   b. Enter the DVR's name, IP Address, Port, and username and password information.
   c. Press 'OK' to save.
3. To edit a DVR's information:
   a. Select the DVR from the drop-down list and Press 'Edit'
   b. Edit all necessary information.
   c. Press 'OK' to save.
4. To delete a DVR's information:
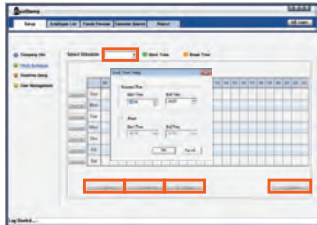   a. Select the DVR from the drop-down list and Press 'Delete'.
5. To connect to a DVR, select the DVR from the drop-down list and press 'Connect'. The system will start downloading all FaceStamp data from the DVR. This may take up to a few minutes.

NOTE: If you have already downloaded data from the DVR, you can check the box next to 'Log-off' to access the data offline, without having to connect to the DVR via the internet.
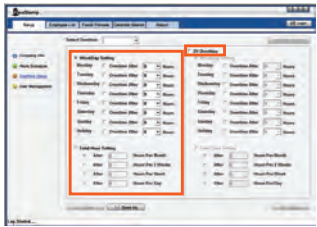
When you connect to your FaceStamp for the first time, you will be prompted to setup your company's profile, work schedule, departments, and Overtime settings.
Setup your company's profile, including logo, contact information, departments and holidays. To setup, go to 'Company Info' on the left side of the screen.
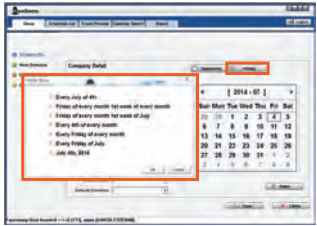Enter all necessary information to establish your company's information.

This information is local and will only be used for reports and default employee settings.

To add or remove departments:
1. Make sure 'Department' is checked.
2. Press 'Add' under the Department table.
3. Enter the department's name and press OK.
4. To delete a department check the box next to it and press 'Delete'.
5. Press 'Save' to save all changes.

- Work Schedule Setup
Setup multiple working schedules.
1. Press the [set ▶] button.
2. Enter start & end time for the day.
3. If applicable, enter a break hour time.
4. Press OK. Hours will appear on the day you setup. You can copy this working schedule to other days by pressing 'Copy'.
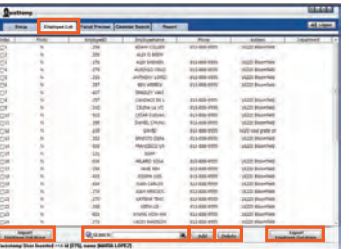5. When all setup is complete, click 'Save As' to name and save the working schedule.

-Overtime Setup
Setup the Overtime by each day or period.
1. Click WeekDay Setting to set on each day.
2. Click Total Hour Setting to set per selected period.
3. Click 2X Overtime checkbox to be able to set as optional.

-Holiday Setup
Setup the Holiday by each day.
1. Click Holiday button to show the calendar.
2. Click the desired date on calendar to select one or multiple options.
3. Click OK button to set Holiday, then the date on calendar becomes red font.

NOTE: consult your payroll department for accurate regular and overtime pay for your state and laws.
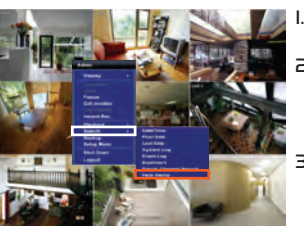

- Employee List
Use the FaceStamp remote client software to add and edit your employee database. To import an updated employee list to FaceStamp:
1. Export the current database as a CSV file. This will serve as a template for your full employee list.
2. Open exported list and modify. Save the new list.

3. Import the new list to FaceStamp. To edit an employee's information, double-click on their name.
a. Add or edit their contact information.
b. Add picture for reference in facial preview.
c. In the employee's information window, you can adjust the following:
- Employee's name
- Associated Department (from those setup in the Company Profile)
- Associated Work Schedule (from those setup in the Company Profile)
- Associated Overtime Rules (from those setup in the Company Profile)
- Contact information
- Add an image for point of reference
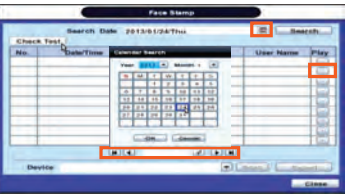- Enable/ Disable E-mail notifications (must be setup in the DVR)

NOTE: Employee list will be downloaded automatically from DVR when Login. When employee list is uploaded from FaceStamp S/W, it will overwrite the DVR list.

🔍 SEARCH & E-MAIL NOTIFICATION (DVR)

Local DVR FaceStamp Search

1. In live mode, right-click on the screen and select 'Search' > FaceStamp.
2. In the FaceStamp search window, click on the calendar icon to set the target search day. When searching FaceStamp on the DVR, you can search only one day at a time.
3. Press 'Search'. The system will display all FaceStamp events associated with the selected day.

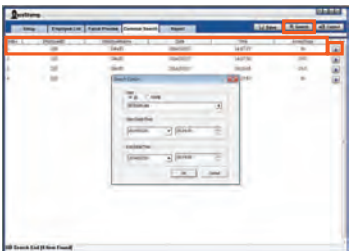NOTE: Events edited the FaceStamp WILL NOT appear in the results.
4. Click the [▶] button next to a specific event to view playback video from that event.
5. The search can be exported to a USB drive for your records.

- Facial Preview
Search your employees clocking in and out using visual verification.
The search is available in weekly format and can search one employee at a time.
1. Go to the 'Facial Preview' tab. The search window will appear automatically. You can also open it by clicking on the 'Search' button at the top right of the screen.
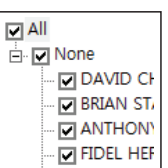
2. Select a user ID or employee name.
3. Select the week you wish to view.
4. Press 'OK'. The system will display all events for the week when the employee clocked in or out. Each event will have a JPEG image from the event.
5. Double-click on any event to play the event video. You can also Right-Click on an event to capture a JPEG, playback event video, or view all clocking events from that employee for the searched time.

NOTE: Events that have been manually modified in the FaceStamp software will display 'No Video available'.
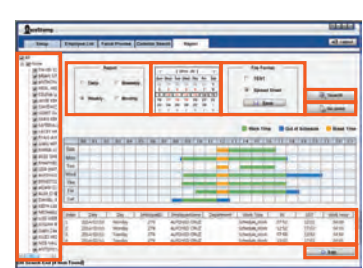
- Calendar Search
Search multiple employees' attendance times by date and time.
1. Go to the 'Calendar Search' tab. The search window will appear automatically. You can also open it by clicking on the 'Search' button at the top right
2. Attendance events will be displayed in list form.

3. Click [▶] to view the video recording.
4. Click 'Save' to in a CSV format.

☑ All
☐ None
  ☐ DAVID CH
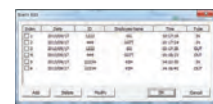 ☐ BRIAN ST.
  ☐ ANTHONY
  ☐ FIDEL HEF

- Report
FaceStamp SW supplies daily, weekly, biweekly and monthly reports as well as work hours calculation.
The time and attendance reports can then be exported into payroll software for salary and paycheck information.
1. Go to the 'Report' tab.
2. Select which employees to include in the report from the employee list by checking the box next to their name or department.
3. Select the report period from the calendar. Days with recorded data will be marked in red.
4. Press 'Search' to view the report. Select File Format and click 'Save' to export the report, or click 'Print' to print the report in FaceStamp's format for your records.

- Daily & Weekly Reports
1. The FaceStamp software offers the following report types:
   a. Daily- include working hours calculated for a single working day.
   b. Weekly- include working hours calculated for a single working week.
   c. Biweekly- include working hours calculated for 2 weeks period.
   d. Monthly- include working hours calculated for a single working month.

3. The report will show all attendance events in a table.
4. Reports for a single employee in daily or weekly format will also display the attendance events in a graphical format, comparing the employee's attendance to their corresponding schedule (See Employee List for more information).
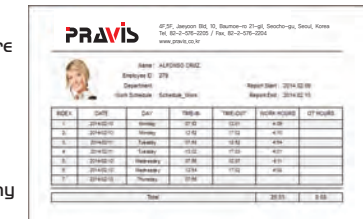
- Event Edit
Administrators can manually edit an employee's hours. These changes should be done by an authorized user only. Any changes made to the report manually will be saved to the report. They will not affect the DVR's records.
Events that have been manually still appear in the calendar and facial preview searches, but no video or images will be available.

1. Click "Edit" at the bottom right of the event report to add, delete or modify events.
2. To add a new event, press the 'Add' button.
   a. Select the employee's ID or username from the drop-down menu.
   b. Select the date and manually enter the time you wish to add as an event.
   c. Select whether the event is IN or OUT type.
3. To edit an existing event, and click 'Modify'. In the new window, change the date, time, or event type as needed.
4. Manually added or modified events will appear with (M) next to the event's time in the report.
5. To delete an event, check the box next to it and press the 'Delete' button.

- Print Report
Printed report include employee's picture as well as all attendance events for the selected time period.
The reports will show all recorded and modified attendance events as well as calculated regular and overtime hours according to the settings in the company profile.

Classification	Content	Detail	
Display	320x240 dots LCD	Display Type	320x240 dots
		LCD Type	STN, Yellow-Green, Transflective, Positive
		LCD duty	1/32
		Viewing Direction	12:00
		Backlight Type	SIDE White LED
		Life Cycle	1000K
Camera	1/3 inch CMOS Image Sensor	Pixels	NTSC(720x480), PAL(720x576)
		Min illumination	0.2 Lux
		Resolution	560 TV Lines
		S/N Ratio	46dB
		Gamma	0.45
		Sync System	Internal
Video out	I port(BNC type)		
Interface	RS485 1port		
Key	Touch Pad	160+/-20g	
Sound	Beeping Notification		
Power	Jack(2.5pi) type, 12Vdc IA		
Size(WxHxD)	74x147x24 (mm)		
Operating temperature	0°~40°C (32°~104°F)		

Classification	Minimum PC Requirement
OS	Windows XP, Vista
CPU	Pentium 4, 2Ghz
VGA	1024X768, 64MB 24bit color graphic card
RAM	1GB
HDD	20MB Free Space

PRAVIS