



F-MA300 ACCESS CONTROL TECHNICAL MANUAL



Introduction

The F-MA300 is a standalone access control by fingerprint and card that uses advanced reading technology, it is ideal for using in circumstances that require high security levels.

It uses a management software with different functions, attendance control, user management, access control, and so on.

Programming is carried out by the management program in English. This equipment has a 10000 user capacity.

Functions

- <u>Standby function</u> Energy saving system by means of an on/off automatic control of the equipment. In standby, the energy consumption is lower than 0,2 w.
- <u>Programming by the management program</u> The entire programming is carried out by means of a command.
- <u>Closing timer</u> Door closing timer setting is between 0-99 (0s equals to 50ms).
- <u>Anti-vandal alarm</u> Anti-vandal protection system that activates a sound alarm when there is an attempt to open the equipment by force.
- Connection by using a network cable (RJ45) on to the computer or TCP/IP connection.

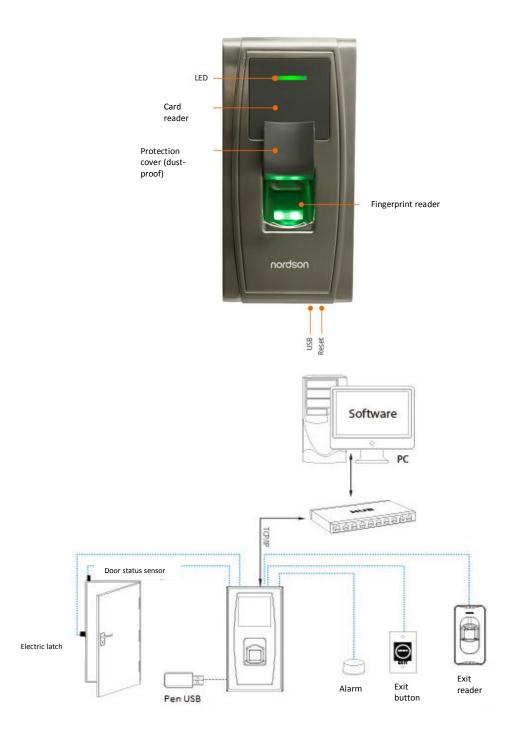






Installation

• Installation and mounting

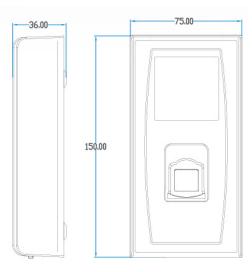




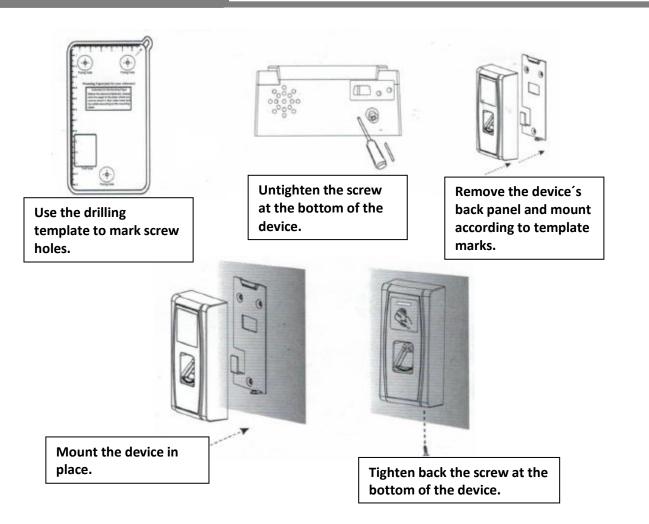




Dimensions



Installation





Triplo W



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Management Software Manual

1. Operating Instructions

1.1. Hardware requirements

- Memory: 1G minimum
- Storage: 10G minimum
- Windows XP or later

1.2. Basic operations

- Management program initialization
- Add a new device
- Create privileges levels for access
- Add users
- Define privileges for users
- Time Zones
- Monitoring

1.3. Management program initialization

& admin	*
: ****	*
Remember Me	
Login	

Image 1 – Login

After opening up the software, it will be necessary to log into the application. Default credentials are:

- User: admin
- Password: admin

It is recommended to change access credentials after the first initialization, you just need to click on **System -> Change Password**.





Hello admin, Welcome to Access 3.5 Security System
Tree Zones
Inter Zues Inter

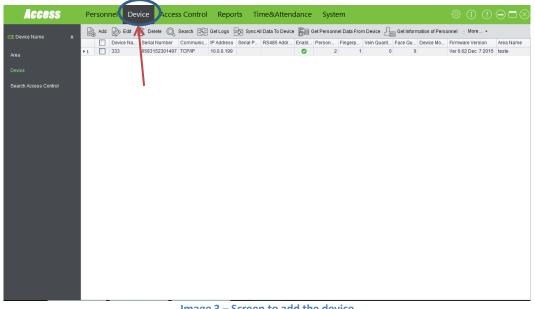
Image 2 – Main screen

After logging in, the application's main screen will initialize (Image 2).

If it is necessary to change the language, just click on the icon 🥸. It is recommended the use of the English language because all other language options are still in the update stage.

1.4. Add a new device to the F-MA300

The first setting step is to add the F-MA300 to the software. After carrying out all the corresponding connections, the device can be added by clicking on **Device** on the main screen (Image 3).









Next, a new window will pop out (Image 4), click on Add to add a new device.

Access	Personnel Device Access Control Reports Time&Attendance System
🗈 Device Name 🔹	😹 Ada 🐎 Edit 👔 Delete 🔍 Search 🔛 GetLogs 🛃 Sync.All Data To Device 🕞 Get Personnel Data From Device 🦾 Get Information of Personnel 🕴 More • Device Na. Serial Number Communic IP Address Serial P., RS485 Addr., Enabl., Person., Fingerp., Vein Quant., Face Qu., Device Mo., Firmware Version Area Name
Area	>1 333 6583152301497 TCP/IP 10.0.199 O 2 1 0 0 Ver 6.62 Dec 7 2015 teste
Device	Add ×
Search Access Control	Wizard - Add Device
	This wizard will guide you fill in the parameters of communication between the PC and the device
	To continue, click Next
	Professional Mode <back net=""> Cancel</back>

Image 4 – Setting window for the new device

Then, another window will pop out (**Image 4**), click on **NEXT** to add a new device to the system, fill in all the device data in this window (if the window looks different, click on **Wizard Mode** on the bottom left corner of this window, when clicking, the window will turn to a similar window as shown in **Image 4**.

Communication Type: TCP/IP.

IP Address: 192.168.1.201 (factory default IP). **IP Port Number:** 4370 (by default every TCP/IP connection uses the 4370 port).

Note: If the device stays directly connected to the computer, it is not necessary to change the device IP, but if it is necessary to change it due to the device being connected to a router/switch, the IP will have to be changed for a free static IP within the router network (**See point 0**). Click on **NEXT.**



) T	riplo W F-MA300
Access	Personnel Device Access Control Reports Time&Attendance System
E Device Name 🛛	Add Add Serial Number Communic. IP Address Serial P. RS485 Addr. Enabl. Person. Fingerp. Vein Quant. Face Qu. Device No. Firmware Version Area Name to Device Na. Serial Number Communic. IP Address Serial P. RS485 Addr. Enabl. Person. Fingerp. Vein Quant. Face Qu. Device No. Firmware Version Area Name to Device Na. Serial Number Communic. IP Address Serial P. RS485 Addr. Enabl. Person. Fingerp. Vein Quant. Face Qu. Device No. Firmware Version Area Name to Device Na. Serial Number Communic. IP Address Serial P. RS485 Addr. Enabl. Person. Fingerp. Vein Quant. Face Qu. Device No. Firmware Version Area Name to Device Na. Serial Number Communic. IP Address Serial P. RS485 Addr. Enabl. Person. Fingerp. Vein Quant. Face Qu. Device No. Firmware Version Area Name To Device Type This is an optional setting. After connecting the device, this witzerd will address Connecting the device. This witzerd will address Connecting Panel Switch to Two-door Two-way © Standatione Device Professional Mode < Back Nett Cancel

Image 5 – Add new device

On the Image 5 select the option Standalone Device.

Click on NEXT.

Access	Personnel Device Access Control Reports Time&Attendance System
🖙 Device Name 🔹 🖈	Add betat in Delete Search E Get Logs E Sync.All Data To Device Get Personnel Data From Device Get Information of Personnel : More • Device Na Serial Number Communic IP Address Serial P RS485 Addr Enabl Person Fingerp Vein Quant Face Qu Device Mo Firmware Version Area Name • 1 333 6563152301497 TCP/IP 10.00.199 O 2 0 Ver 6.62 Dec 7 2015 teste
Device Search Access Control	Cothers Device Name
	Area teste * Synchronize Device Time With PC Time Clear Data in the Device when Adding
	Professional Mode React React Cancel
	Image C. Add a new device

Image 6 – Add a new device

On **Device Name (1)** fill in with the desired name, for example: entry door. Select **Synchronize Device Time with PC Time** and **Clear data in Device When Adding (Image 6)**. Click on **NEXT** on the following windows.



	Friplo	o W	/ (CE FC		\succ
Access	Personnel Device Access Control	Reports Time&Attenda	ance System		\$ (i) (?	\odot
Device Name a	Add Device Na. Serial Number Communic. P. Device Na. Serial Number Communic. P. 1 333 6583152301497 TCP/IP 10					Area Nam teste

If the device is added successfully, the window in **Image 7** will pop out. In this window, click on **Sync All Data to Device** and on **More**, click on **Synchronize Time**.

Access		Personr	el Devi	ce	Acces	s Control	Reports	Time8	Attendan	ce Syst	em				\$ i (?) () (
💷 Device Name	*	Add	Device Na				Get Log								onnel : More • . Firmware Version	Area
Area	1	1	Triplo W	66911	5500003	4 TCP/IP	192.168.1.201			0	1	1	0	0	Ver 6.60 Mar 18 20	13 Area
Device					후 Syncl	hronize Data to	o The Device					×				
Search Access Control						Device Name	Communica Type	IP Address	Serial Port Number	RS485 Address	Sync Status					
					۶.	Triplo W	TCP/IP	192.168.1.20	01							
					Progres	s	_	_	_	_	_	- 1				
								0%								
				- 1	Total pr	ogress						_				
				- 1				0%								
						Deta	ils	5	Synchronize		Return					
				- 1	_											

Image 8 – Synchronize software data to the F-MA300

1.5. Create privilege levels for access

Before creating new users, it is necessary to create privilege levels that are going to be available for the door. By default, there is only the option to set the door for a 24 h opening. Access shifts can be created in **Access Control ->Time Zones-**>Add.





Set access levels on Access Control (1)->Access Levels (2)->Add (3) (Image 9).

Access	Personnel Device	Access Control	Reports	Time&Attendance	System	ĘÇ	§ (j	?⊖⊡(\otimes
Access 🛠	Add De Edit De		s Levels	Access Control Time	Zone	Door Combination			
Time Zones	ACCESS LEVEL	lame		Access Control Times	20116	Bool Combination			
Holidays									
Door Settings	3								
		1	1						
Anti-Passback									
Multi-Card Opening	2								
Real-Time Monitoring									
Мар									
Advance Access 🛛 🗧									
		li li	mage 9	– Privilege leve	els				
Access	add 201					×ð	(i) ($\bigcirc \Box \otimes$	5
	Access Level Name	7]•	7	ntrol Time Zone	× *			l
🔳 Access 🔹 📚	Unauthorized Doors	ne Device Na	ame 1	Authorized Door	Door Name	Owned Device			
Time Zones	▶1 <u>333-1</u>	333		>>					
Holidays				>					
Door Settings				<					
Access Levels Anti-Passback	2			<<		3			
Multi-Card Opening	Unauthorized Personnels			Authorized Pers					
Real-Time Monitoring	Perso A	First Name Last Card Nu	I Departme		Perso + First Na La	ast Na Card Nu Departm			
- Мар									
. Advance Access 🛛 🛠				>					
→ → → → → → → → →				×					
				~~					
						OK Cancel			

Image 10 - Privilege levels

Click on Add, a new window will pop out (Image 10) where desired access levels can be created.

- 1- Name de type of access level (Example: Management, Employees).
- 2- Door (in this case the F-MA300).
- 3- Time zone access type (To create different access schedules, see point 1.9).

Click on SYNC NOW.



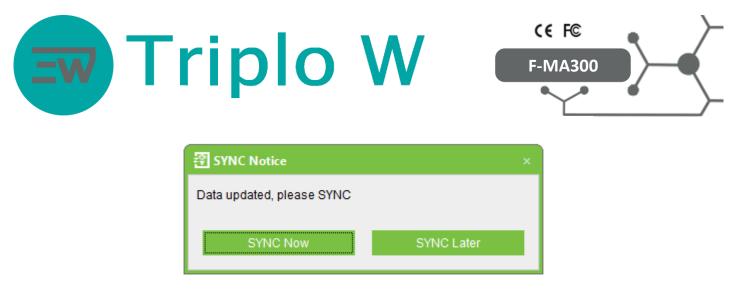


Image 11 – Synchronization between software and device

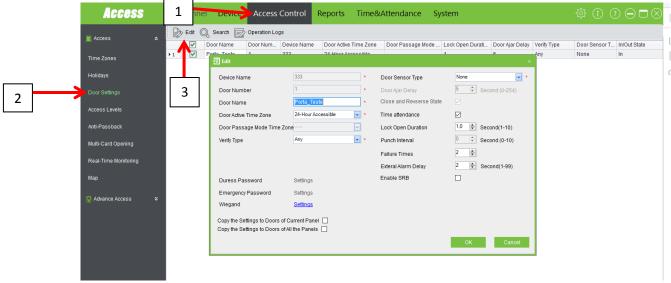
Image 11, this window is going to open up every time the software detects new entered data that needs to be transferred to the device, so that the software and the device are synchronized.

1.6. Door settings

In this tab, it can be set the time the door remains open and the type of verification necessary to open up the door (card, card + fingerprint, only fingerprint).

To enter door settings:

Click on Access Control (1) -> Door Setting (2) -> Edit (3) (Image 12).





When clicking on Edit, a window will open where all door settings are be found:

- Door Name
- **Door Active Time Zone**: It is recommended to leave the door with a 24 h availability.
- **Verify Type**: In this field, it can be set how the user is going to open de door, for example:
 - **Any**: Door opens by card or fingerprint.
 - **Only Fingerprint**: Door opens only by fingerprint.
 - **Only Card**: Door opens only by card.
 - Card and Fingerprint: Door opens by card + fingerprint.
 - o Etc.
- **Door Sensor:** If the door has a status sensor, it can be selected. If it does not have it, select **None.**





• Lock Open Duration: Time the door stays open (In order for the door to work properly, it is recommended to change the time for a minimum of 3 seconds).

The **WIEGAND** option is for when the door or exit terminal has the F-MA300 to open the door and another WIEGAND terminal inside for exits. In this case, the terminal can be set in the **WIEGAND** option.

1.7. Add a new user to the software

To add new users, click on Personnel (1) ->Add (2) (Image 13).

1		Access)	Personnel						dance Syst	em ort 😰 Export 🕎	Operation Loop	\$ \$	$\bigcirc \bigcirc \Box \otimes$
2]	Resonnel a Department Histories Issue Card	▶ 1 2 3 Per Fin Las Gen Par Em	Personnel ID resonnel Profile resonnel ID st Name st Name nder seword	First Name	Last Name	Card Number Department Card Number Mobile Phone Hired Date Birthday Privilege		Department N (↓ • • • • • • • • • • • • • • • • • • •	iender 10.0 F		Vein Guantity 0 0 0	Face Ofy 0 0 0
							Save :	and Continue	OK		Cancel		

Image 13 – Add new users

On the **Image 14** window, the complete new user data can be filled in. If it is necessary to assign a department to each user, then first a department has to be created on **Personnel -> Department**.



Add				\sim
Personnel Profile	e Details Access Lev	vels		
Personnel ID	*	Department	Company Name 🗸 *	
First Name		Card Number	ø	
Last Name		Mobile Phone		
Gender	Male ~	Hired Date	2016-04-12 🔹	(Optimal Size 230×230 Pixel)
Password		Birthday	2016-04-12 -	Browse
Email		Privilege	Personnel ~	
Fingerprint Reg.	USB FP Sensor	Device		

Card Number: Enter the access card number (Image 15).

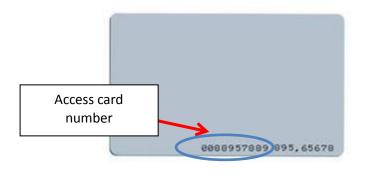


Image 15 – RFID card

Fingerprint Reg.: For adding a user fingerprint (See point 1.8).

Access Levels: Assign an access level for the user (Image 16). This option will assign the access level for the user. Access levels were created on point 1.5 (this is a mandatory step for the proper operation of the device, without this setting, users will not be able of opening the door).



EW	Triplo W	
1	習 Add ×	
1	Personnel Profile Details Access Levels Access Levels Access Level Na Access Control Ti Control admin Access Level Na Access Control Ti Control admin	
	Multi-Card Opening Group 3 Set Valid Period	
	Save and Continue OK Cancel	

Image 16 – Access level

To define user access is necessary to (Image 16):

- 1- Select access type.
- 2- Add authorization type.
- 3- Confirm add/edit user settings.

Click on SYNC Now.

용 SYNC Notice		<
Data updated, please SYNC		
SYNC Now	SYNC Later	

Image 17 – New data synchronization to device

If the software detects new data updates, such as new users, privileges, time zones, etc., the text box shown in **Image 17** is going to pop out to synchronize the software data to the device, so that both systems have the same information.

1.8. Add user fingerprint

To add a user fingerprint is necessary to create a user or edit a user data **Personnel (1) -> Select user (2) -> Edit (3)** (**Image 18**).



	rip)	V	/		. F C MA300		
1 Personn	el Device Access		Reports ⁻	Time&Attend	lance System			<u>ن</u> ي	? 🗆 🗖
Personnel	🕞 Edit 🚼 Delete 🔍 Se	a 3 Adju	ust Department	Batch Add Pe	sonnel 🖒 Import 🕞 E	port 📄 Operat	ion Logs		
	Personnel ID + First Name	Last Name	Card Number		Department N Gender	10.0 FP Qty	9.0 FP Qty	Vein Quantity	Face Qty
Department	1 Sérgio 2 admin_chain		13080243	1	Company Na Male	1	0	0	0
Personnel	2 admin_chain 3 Filipe		6796266 11818072	1	Company Na Male Company Na Male	0	0	0	0
2	Personnel ID First Name Last Name Gender Password	1 Sérgio Male	•	Department Card Number Mobile Phone Hired Date Birthday	Company Name v 13080243 2016-04-01 v 2016-04-01 v	A	mal Size 230×230 Pix Browse	el)	
	Email Fingerprint Reg.	USB FP Sens		Privilege	Personnel v	ж	Cancel		

Image 18 – Add fingerprint

Select (Image 18):

• **Device:** If fingerprints need to be added using the F-MA300:

🕄 Edit	휜 Door Selection ×	×
Personnel Profile	⊡- <mark>✓ Select all</mark> ⊡-✓ 333	
Personnel ID First Name Last Name Gender		
Password [OK Cancel	(Optimal Size 230×230 Pixel)
Fingerprint Reg.	USB FP Sensor Device	
		OK Cancel

Image 19 – Add fingerprint

Click on Select all -> Ok (Image 19).

On the following window (Image 20) two hands are shown, in order to add fingerprints you have to:

1- Pick the user's finger to be added by clicking on the corresponding finger as shown in **Image 20.**



	•	W		
Personnel Profil	Fingerprint Registration			
Personnel ID	Fingerprint Registration		Press finger flatwa	re
First Name			Remain Times:	
LastName				¥.
Gender				e 230×230 Pi
Password			Duress Fingerprint	3rowse
Email			Ok	
Fingerprint Reg.	L	R	Cancel	

Image 20 – User's finger selection

- 2- When selecting the finger on the software (Image 20) the device is going to show the instructions to add fingerprints correctly.
- 3- If the user's fingerprint is added correctly to the software, the selected finger will turn green (Image 21). It can be added as many fingers as desired from the same user (it is recommended to at least add two fingers).

Access	Personnel	Device	Access Contro	ol Reports	Time&Atte	ndance System			ژې (آ	$\bigcirc \boxdot \boxtimes \boxtimes$
ACCOSS Concel * Department Personnel Issue Card	Add P 1 Call 2 3 Per Firs Cas Ger	Edit De ersonnel ID + ersonnel Profil sonnel ID tName tName tName	lete 🔍 Search 🔎 First Name 🛛 Last N	Adjust Departme	ent 🔬 Batch Add I	Personnel 💽 Import 😭 I Department N Gender Press fi	10.0 FP Qty x nger flatware taain Times: 0 e 230×23	9.0 FP Qty	Vein Quantity 0 0 0	2 D X X Face City 0 0 0 0 0
	Em	sword ail gerprint Reg.	L		R	Ok Cancel OK	Grance	1	1	0 0
				Imago 2	1 – Add fir	gorprint				

Image 21 – Add fingerprint

Click on **Ok** on the following windows to confirm changes. Click on SYNC Now (Image 22).



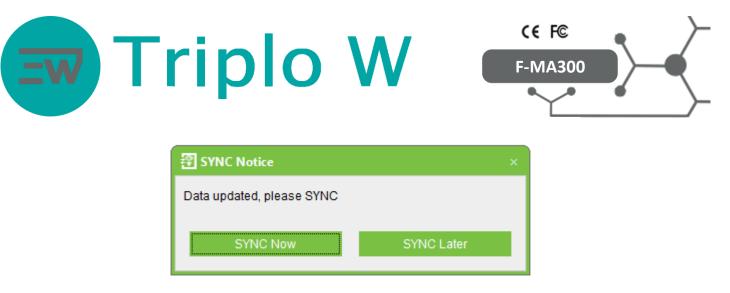


Image 22 – Synchronize new data

• USB FP Sensor: If fingerprints are to be added by using the USB F-4500:

🕄 Edit		×
Personnel Profil	Fingerprint Registration ×	
Personnel ID	Press finger flatware	
First Name	Remain Times: 3	
Last Name		
Gender		e 230×230 Pixel)
Password	Duress Fingerprint	3rowse
Email		
Fingerprint Reg.		
	ОК	Cancel

Image 23 – Selection of user's finger

- 1- When selecting the finger on the software (**Image 23**) the device will show the instructions to add fingerprints correctly.
- 2- If the user's fingerprint is added correctly on the software, then the selected finger will turn green (**Image 24**). It can be added as many fingers as desired from the same user (it is recommended to at least add two fingers).



ד ק	⁻rip	olo	W		CE I	_	♪
Access	Personnel Device	Access Control Reports	Time&Attendance System		l	<u>ن</u> ي	?⊝⊡(
Personnel A Department Personnel Issue Card	Personnel ID + Firs			10.0 FP Qty	30 FP Oty	Vein Quantity 0 0	Face Oty 0 0 0
			3		1	0	0

Click on **Ok** on the following windows to confirm all changes. Click on **SYNC Now (Image 25)**.

용 SYNC Notice	×
Data updated, please SYNC	
SYNC Now	SYNC Later

Image 25 – Synchronize new data

1.9. Time Zone

The Time Zone function is used when it is necessary to create schedules where the user is able to open the door by using his access credentials. This function is used for example, for employee shifts, for access to certain areas at specific times, etc.

To create a Time Zone click on Access Control (1) -> Time Zone (2) -> Add (3) (Image 26).

As factory default, there is already a predefined time zone of 24h accessibility. This Time Zone has a 24h access setting, which means the door is available for opening 24hs a day.

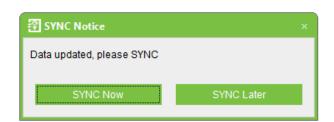




Image 26 - Time Zones

Access	Perso 🗃 Add 🛛 🔹	\$ () ? ⊃ ⊐ ⊗
💽 Access 🗙	Standalone Device Parameters	
	1 Time Zone ID 1 v Time Zone ID 2 v Time Zone ID 3 v Holiday TZ ID v	
Holidays	Monday	
Door Settings	0 3:00 6:00 9:00 12:00 15:00 18:00 21:00 24 Tuesday	
Access Levels Anti-Passback	Wednesday	
Multi-Card Opening	Thursday	
Real-Time Monitoring	Friday	
Мар	Saturday	
Advance Access ¥	Sunday	
	Holiday Type 1	
	Holiday Type 2	
	Holiday Type 3	
	Start Time 00:00 End Time 00:00 OK Cancel	
11 itens		[== =
	Image 27 - Time Zones	

The window on **Image 27** is going to pop out to create a new Time Zone, where it can be created a weekly schedule for the door opening availability.



Click on SYNC Now.







1.10. Monitoring

In this menu, times made and the remote door opening can be controlled in real time. Click on **Access Control -> Real Time Monitoring.**

Access	Pe	ersonnel Device	Access Conti	ol Reports	Time&Attendance Sy	ystem			
Access 🌣	Ū	Open All Current Doors	Close All Current	Doors 识 Open Sel	ected Doors 📑 Close Selected D	Doors 🔛 Stop Monitor	ing		
	A	rea All ~	Access Control	V	Door ~				
me Zones									
olidays									
oor Settings	Por	rta_Teste							
cess Levels									
ti-Passback									
u-r assback									
Iti-Card Opening					۵ ۵				
		Date And Time	Device Name	Event Point	Event Description	Card Number	Personnel ID(First	In/Out Status	Verify Type
eal-Time Monitoring	1	13/04/2016 14:03:57	333	Porta_Teste	Normal Punch Open		4(attendance)	Check-In	Only Card
	▶ 2	13/04/2016 14:02:42	333	Porta_Teste	Normal Punch Open		4(attendance)	Check-In	Only Card
ар	3	13/04/2016 13:12:23	333	Porta_Teste	Normal Punch Open		4(attendance)	Check-In	Only Card
	4	13/04/2016 13:11:58	333	Porta_Teste	Normal Punch Open		1(Sérgio)	Check-In	Only Fingerprint
	5	13/04/2016 13:11:55	333	Porta_Teste	Normal Punch Open		4(attendance)	Check-In	Only Card
Advance Access X			333	Porta Teste				Check-In	Only Card
Advance Access 🛛 🛠	6	13/04/2016 13:11:53	333	Fond_reste	Normal Punch Open		3(Filipe)	Checken	
Advance Access 🛛 🛠	6 7	13/04/2016 13:11:53 13/04/2016 12:58:45	333	Porta_Teste	Normal Punch Open Normal Punch Open		3(Filipe) 1(Sérgio)	Check-In	Only Fingerprint
Advance Access 🛛 🛠				-					
Advance Access	7	13/04/2016 12:58:45	333	Porta_Teste	Normal Punch Open		1(Sérgio)	Check-In	Only Fingerprint
Advance Access ¥	7 8	13/04/2016 12:58:45 13/04/2016 12:36:47	333 333	Porta_Teste Porta_Teste	Normal Punch Open Normal Punch Open		1(Sérgio) 1(Sérgio)	Check-In Check-In	Only Fingerprint Only Fingerprint
Advance Access 🛛 😵	7 8 9	13/04/2016 12:58:45 13/04/2016 12:36:47 13/04/2016 12:31:21	333 333 333 333	Porta_Teste Porta_Teste Porta_Teste	Normal Punch Open Normal Punch Open Normal Punch Open		1(Sérgio) 1(Sérgio) 3(Filipe)	Check-In Check-In Check-In	Only Fingerprint Only Fingerprint Only Card
Advance Access 🛛 X	7 8 9 10	13/04/2016 12:58:45 13/04/2016 12:36:47 13/04/2016 12:31:21 13/04/2016 12:30:21	333 333 333 333 333	Porta_Teste Porta_Teste Porta_Teste Porta_Teste	Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open		1(Sérgio) 1(Sérgio) 3(Filipe) 1(Sérgio)	Check-In Check-In Check-In Check-In	Only Fingerprint Only Fingerprint Only Card Only Fingerprint
Advance Access 🛛 📚	7 8 9 10 11	13/04/2016 12:58:45 13/04/2016 12:36:47 13/04/2016 12:31:21 13/04/2016 12:30:21 13/04/2016 12:07:29	333 333 333 333 333 333 333	Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste	Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open		1(Sérgio) 1(Sérgio) 3(Filipe) 1(Sérgio) 3(Filipe)	Check-In Check-In Check-In Check-In Check-In	Only Fingerprint Only Fingerprint Only Card Only Fingerprint Only Card
Advance Access 🛛 🛠	7 8 9 10 11 12 13	13/04/2016 12:58:45 13/04/2016 12:36:47 13/04/2016 12:31:21 13/04/2016 12:30:21 13/04/2016 12:07:29 13/04/2016 12:07:16	333 333 333 333 333 333 333 333	Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste	Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open		1(Sérgio) 1(Sérgio) 3(Filipe) 1(Sérgio) 3(Filipe) 1(Sérgio)	Check-In Check-In Check-In Check-In Check-In Check-In	Only Fingerprint Only Fingerprint Only Card Only Fingerprint Only Card Only Fingerprint
Advance Access 🛛 😵	7 8 9 10 11 12 13 14	13/04/2016 12:58:45 13/04/2016 12:36:47 13/04/2016 12:31:21 13/04/2016 12:30:21 13/04/2016 12:07:29 13/04/2016 12:07:16 13/04/2016 12:06:23 13/04/2016 12:06:19	333 333 333 333 333 333 333 333 333 33	Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste	Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Vormal Punch Open Verification Failure		1(Sérgio) 1(Sérgio) 3(Filipe) 1(Sérgio) 3(Filipe) 1(Sérgio) 1(Sérgio)	Check-In Check-In Check-In Check-In Check-In Check-In Check-In None	Only Fingerprint Only Fingerprint Only Card Only Fingerprint Only Card Only Fingerprint Only Fingerprint Only Fingerprint Others
Advance Access 🛛 🛠	7 8 9 10 11 12 13	13/04/2016 12:58:45 13/04/2016 12:36:47 13/04/2016 12:31:21 13/04/2016 12:30:21 13/04/2016 12:07:29 13/04/2016 12:07:16 13/04/2016 12:06:23	333 333 333 333 333 333 333 333 333	Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste Porta_Teste	Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open Normal Punch Open		1(Sérgio) 1(Sérgio) 3(Filipe) 1(Sérgio) 3(Filipe) 1(Sérgio)	Check-In Check-In Check-In Check-In Check-In Check-In Check-In	Only Fingerprint Only Fingerprint Only Card Only Fingerprint Only Card Only Fingerprint Only Fingerprint

Image 28 – Monitoring

1.11. Reports Click on Device - > Get Logs -> Get all logs ->Get.

Access	Personi	nel Devi	ice Access	Control	Reports	Time	&Attenda	nce	System	n			52
Device Name	~		Delete 🔍 S										
4	▶1 ♥	Device Na Triplo W	. Serial Number 6691155000034	Commun TCP/IP	ID Audress 192.168.1.201	Serial P	RS485 Add	Enab	Person		Vein Quan 0		Fir Ve
Area													
Device													
Search Access Control													
			종 Get Logs								×		
			⊖ Get New L	ogs	J Get a	ill logs		Clear lo	gs after dov	vnloaded			
			Progress										
						09	%						
			Total Progres	S		09	16						
				Details	_		Get	_		Exit			
				Cotallo						EAR			
							\sim						
				Ima	ge 29 – Re	ports							

After downloading reports from the F-MA300, click on Reports



	ri						λ/	,			CE F@	
											F-MA3	
											~	
Access	Personnel	Device	Access C	ontrol	Reports	Time8	Attendance	e System				
	Export 😸	Clear All Logs	;									
🖺 Report 🛛 🖈	Search										_	
Events Today	Time Period	2016-04-13	3 • 00:	00	2016-04-1	3 🔻	23:59	Personnel I	D			
Exception Events	Card Number				Device Name		~	First Name				
Custom Reports	In/Out Status		\sim		Event Descrip	tion	~	Verify Type			~	
								Search		ancel		1
	Date And Time 1 2016-04-13 14		Personnel ID	First Name	Last Name	Card Num.	. Device Name 333	Event Point	Verify Type Others	In/Out Sta	Event Description Disconnected	Remarks
	2 2016-04-13 14						333	Porta_Teste Porta Teste	Others	None	Disconnected	
	3 2016-04-13 14		4	attendance			333	Porta_Teste	Only Card	Check-In	Normal Punch O	
	4 2016-04-13 14		4	attendance			333	Porta_Teste	Only Card	Check-In	Normal Punch O	
	5 2016-04-13 13	12:23	4	attendance			333	Porta_Teste	Only Card	Check-In	Normal Punch O	
	6 2016-04-13 13:	11:58	1	Sérgio			333	Porta_Teste	Only Finge	Check-In	Normal Punch O	
	7 2016-04-13 13:	11:55	4	attendance			333	Porta_Teste	Only Card	Check-In	Normal Punch O	
	8 2016-04-13 13:	11:53	3	Filipe			333	Porta_Teste	Only Card	Check-In	Normal Punch O	
	9 2016-04-13 13:						333	Porta_Teste	Others	None	Disconnected	
	10 2016-04-13 12:		1	Sérgio			333	Porta_Teste	Only Finge		Normal Punch O	
	11 2016-04-13 12		1	Sérgio			333	Porta_Teste	Only Finge	Check-In	Normal Punch O	
	12 2016-04-13 12		3	Filipe			333	Porta_Teste	Only Card	Check-In	Normal Punch O	
	13 2016-04-13 12		1	Sérgio			333	Porta_Teste	Only Finge	Check-In	Normal Punch O	
	14 2016-04-13 12 15 2016-04-13 12		3	Filipe Sérgio			333	Porta_Teste Porta_Teste	Only Card Only Finge	Check-In Check-In	Normal Punch O Normal Punch O	
	15 2016-04-13 12 16 2016-04-13 12		1	Sérgio			333	Porta_Teste	Only Finge		Normal Punch O	
	17 2016-04-13 12:			ougo			333	Porta Teste	Others	None	Verification Failure	
	18 2016-04-13 11		1	Sérgio			333	Porta_Teste	Only Finge	Check-In	Normal Punch O	
			3	Filipe			333	Porta_Teste	Only Card	Check-In	Normal Punch O	
	19 2016-04-13 11:											

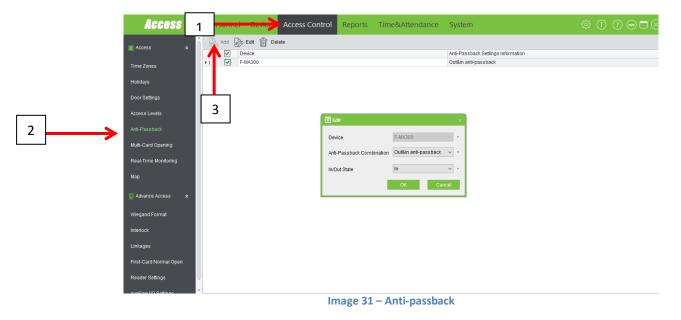
In this menu, all accesses performed in a time frame can be seen and exported (days, weeks, months).

1.12. Anti-Passback

The anti-passback is a function that can be used as a security booster and as an entry and exit control. This function consists of ensuring that the user always registers every entry and every exit, that is, if the user registers an entry and leaves without registering the exit, this same user will not be able of entering again because he did not register the exit and the system understands that this user is still inside the building.

This function is also used for the attendance control system.

In order for the anti-passback to work correctly, an exit device with a card or biometric reader has to be coupled up to the F-MA300.



To activate the anti-passback click on Access Control (1) -> Anti-passback (2) -> Add (3)





A window is going to pop out to set the anti-passback function (Image 32).

🕄 Edit		×
Device	F-MA300 V	*
Anti-Passback Combination	Out∈ anti-passback ~	*
In/Out State	In ~	*
	OK Cancel	

Image 32 – Anti-passback setting window

Device: Choose the device.

Anti-Passback Combination: Out&in anti-passback.

In/Out State: Select In or Out depending on where the F-MA300 is installed, if it is installed on the inner side of the door (out, for entries) or if it is on the outer side (in, for exits).

1.13. Change the F-MA300 device IP

In case it is necessary to change the device IP for an IP within the local network where the F-MA300 was installed, you will have to:

- Have the information regarding the network IP.
- Have the information of a free IP within the network.

After collecting the information previously mentioned, the F-MA300 needs to be directly connected to a computer by using a network cable (RJ45).

First, the device needs to be added to the program with its original IP (point 1.4).

After adding successfully the device to the software, in order to change its IP you need to click on:

Device (1) -> Select device (2) ->More (3) ->Modify IP Address (4)



EW	Triplo W
Access 1	🖸 🕒 ádd 🕞 Edit 🚔 Dalata 🖉 Search 🖼 Cat Long 🗁 Sunc áll Data To Davide 🛱 Cat Personnal Data Erom Davide 🖉 Cat Information of Personnal . More
Device Name Area Device	Image: Second Control of Second Con
Search Access Control	2 Close Auxiliary Output Modify Communication Password Change The Fingerprint Identification Threshold Modify Baudrate Operation Logs
	Import Description Sync New Changes To Device
	Export data to the USB disk

Image 33 – Modify original device IP

A setting window is going to open up to modify the device IP.

🗿 Modify IP Address		
Old IP Address New IP Address	192.168.1.201	*
Subnet Mask Gateway Address	255.0.0.0 10.0.0.138	1 * I *
Port	4370 🜲	Cancel

Image 34 – Modify the device IP

On the **Image 33** window, the device IP can be modified for the one desired within the internal network, and so, the device can be directly connected to a router/switch.

Note: If you do not have access to the internal network IP range, then it is recommended to contact the service provider or someone specialized in networks.







2. Additional Functions Performed Directly on the Equipment

Door opening Press the fingerprint for 1s or present the access card.

2.1. Add administrator card

The administrator card is acquired along with the device (key chain, card).

If the equipment asks for the administrator card (Please register the management card) (*please register the administrator card*), present the requested card.

2.2. Reset factory settings

In order to reset factory settings you need to:

- 1. Disconnect the device from the power supply.
- 2. Connect the adapter included on the purchase, to the micro-usb port at the bottom of the device.
- 3. Connect a computer keyboard to the adapter.
- 4. Present the administrator card.
- 5. Press 3+Enter+3+Enter on the keyboard.
- 6. Next, you will hear: "Restore to default settings. The operation is successful. The system returns to verification state".
- 7. Disconnect the equipment for 60 seconds.
- 8. Connect the equipment.

3. Technical Specifications

Power supply	12V DC
Relay (output)	3A
Memory	10000 Users
Access log memory	100000
Identification time	<1s
Communications	TCP/IP
Dimensions	150 x 75 x 36 mm
LED	Multicolour (red/green)

