# KJ-3300 USER MANUAL

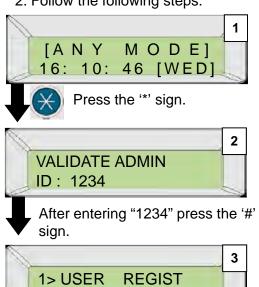
# QUICK START

# **Beginning – QUICK START 1**

When beginning the ADMIN (access control manager) should NOT be registered. When the ADMIN is not registered access the menu by pressing "ID" and "1234." (After registering the ADMIN the ID "1234" will not work and only the ADMIN ID will be able to access)

How to access the menu:

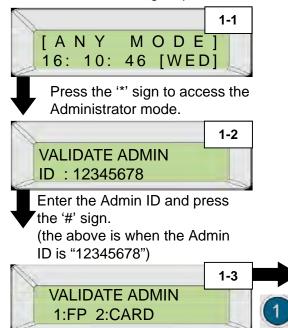
- \* When ADMIN is not registered
- 1. Turn on the power.
- 2. Follow the following steps.



If shown like the above you have accessed the system menu.

#### \* When ADMIN is registered

- 1. Turn on the power.
- 2. Follow the following steps.



Decide how the Admin will be verified.

For first time registering:

- To verify with fingerprint press 1(FP).
- To verify with card press 2.

**NOTE**: When accessing the menu,

-When ADMIN is not registered,

Use ID"1234" to verify.

-When ADMIN is registered,

Only the ADMIN ID can verify.



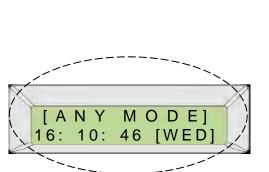
accessed the system menu.

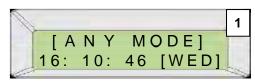
1-4

VALIDATE ADMIN PRESENT USER FP

When a red light is on in the fingerprint screen, place the Admin's fingerprint on the scanner. Do not lift until the light is off.

### **BEGINNING – QUICK START 2**





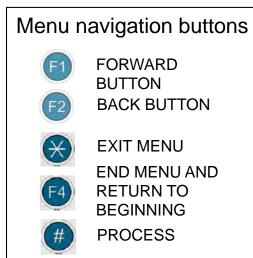


Press the '\*' sign.

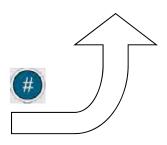


After entering the Admin ID press the '#' sign.

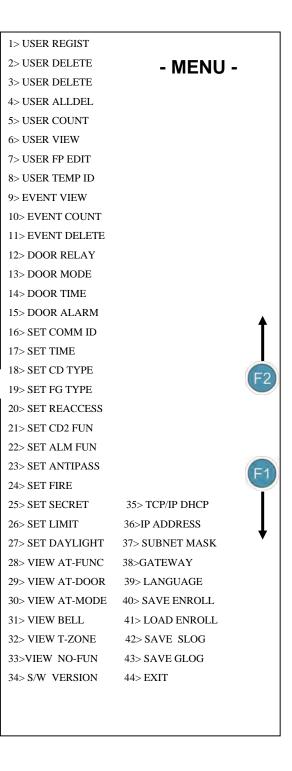
(If the Admin ID does not exist, press "1234" to access the menu)



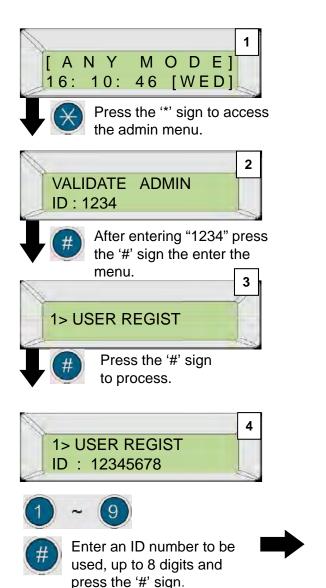


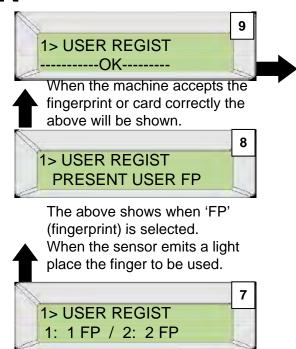


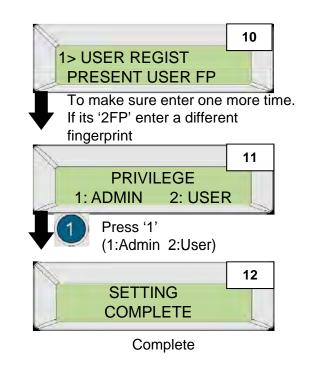
Menu Access

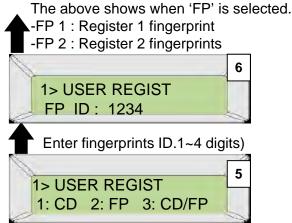


### **ADMIN REGISTRATION**









#### NOTE:

- Admin authority is given to a users ID. Therefore, an Admin's card or fingerprint can be reused to a new user's ID.

Decide which will be used for entrance.

1.CD : Card 2.FP : Fingerprint

3.CD/FP: Card and Fingerprint Press the '#' sign after selection.

# CHAPTER 2

- MENU EXPLAINATION-

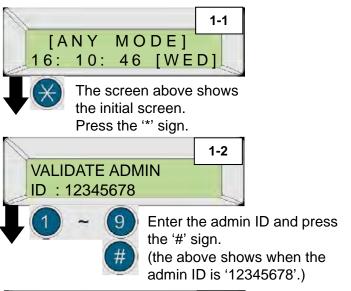
## **CHAPTER 2 – MENU EXPALINATION**

#### - EXPLAINATION OF EACH OPTION

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1-3> USER/ADMIN FINGERPRINT		20> SECURITY RECOGNITION SETUP	27
AND CARD REGISTRATION	11	SYSTEM MENU 21. SET CD2 FUN	
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SYSTEM MENU 3. USER DELETE		22> EXTERNAL ALARM FUNCTION SETUP	28
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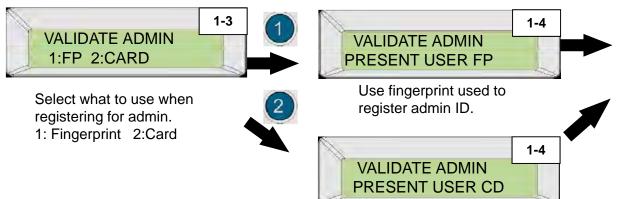
### 1. SYSTEM MENU ACCESS

# (AFTER ADMIN IS REGISTERED)



#### NOTE:

- -Only when the admin is registered. (refer to pg13 for instructions)
- -When the admin ID is incorrect, access to the menu is denied and the screen will return to the initial screen.
- -If the admin is not registered, access to the menu is allowed. It is a good idea to register at least one admin.



Use card used to register

admin ID.

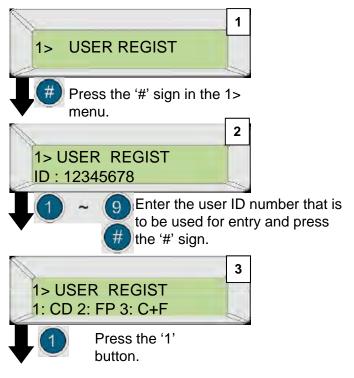


Access to the system menu. Press F1 and F2 to access a menu.

### 1> USER REGIST

The reader will automatically

register onto the system.

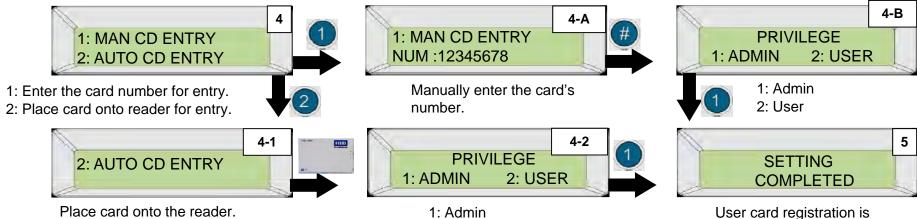


#### NOTE:

- •From the 3 step
- 1: CD Register user ID by card
- 2: FP Register user ID by fingerprint
- 3: C+F Register user ID by card and fingerprint

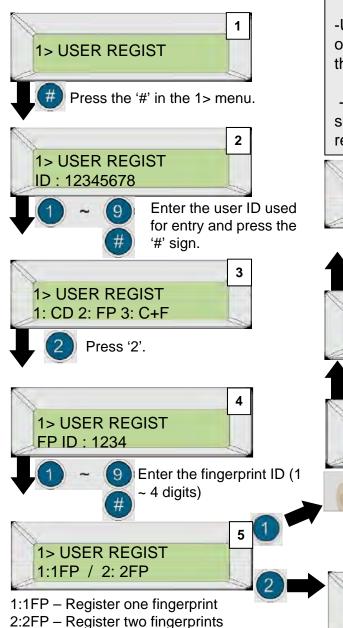
**WARNING:** Setup the Card Type and Facility Code in the #18 system menu before manually inputting card numbers into the system.

complete.



2: User

### 1-2>USER REGIST



### NOTE: -Using two fingerprints (2FP) instead of one (1FP) makes it more easy for the system to recognize users. -One fingerprint is placed on the sensor three times to complete registration. 4-C 1> USER REGIST PRESENT USER FP When the red sensor light appears place the same finger on the sensor. 4-B 1> USER REGIST -----OK-----When correctly done, the above is shown 4-A

1> USER REGIST

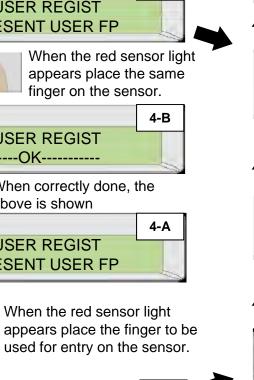
1> ENROLL USER

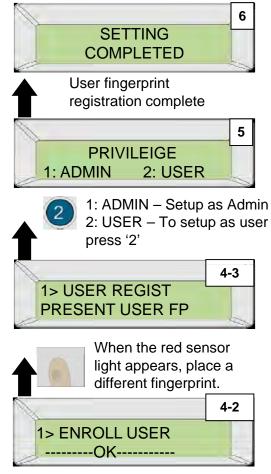
PRESENT USER FP

PRESENT USER FP

When the red sensor light

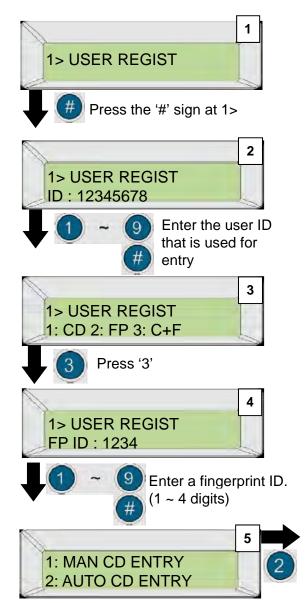
4-1



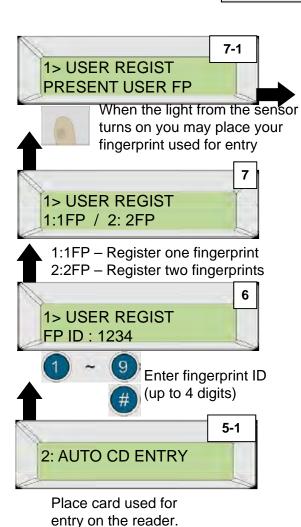


When correctly done, the above is shown.

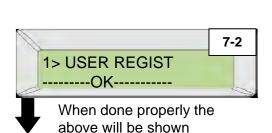
### 1-3>USER REGIST



- 1: Enter the number found in the back of the card or...
- 2: Place card at the reader

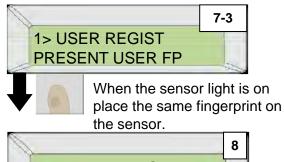


NOTE:



-When registering a fingerprint, please refer to

'how to use your fingerprint' chapter.



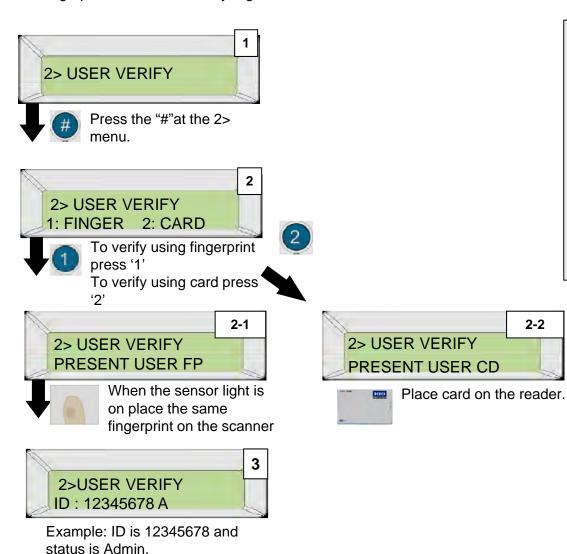




Fingerprint registration complete

### 2> USER VERIFY

Use Fingerprint and Card to verify registered USER/ADMIN ID.



NOTE:

Card or

fingerprint ID

to use your fingerprint'

KF-2000 and FPC-301 only.

2> USER VERIFY ID: 12345678 A

-When checking fingerprints refer to the 'How

-The below menu 2 : FINGER applies to the

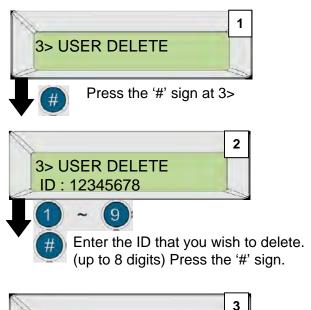
A: Admin

U: User

(A: Admin U: User)

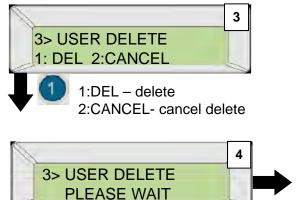
### 3> USER DELETE

When deleting registered user/admin ID, that ID will no longer have authorization

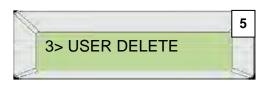


#### NOTE:

- When deleting an ID, all fingerprint ID and card information connected with the ID will be deleted.
- When deleting an ID all events that happened before deletion will NOT be deleted.

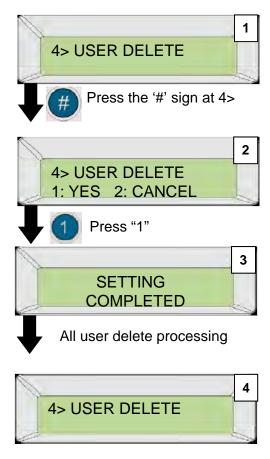


Processing ID delete...



Delete complete

# 4> USER DELETE (delete all users)



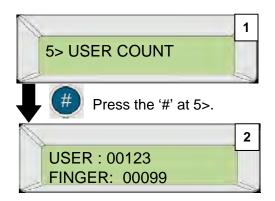
All user delete complete

#### NOTE:

- When deleting all users, the admin will also be deleted.

# 5> USER COUNT (registered user/admin status view)

You can view the number of card or fingerprint ID's registered to the controller.



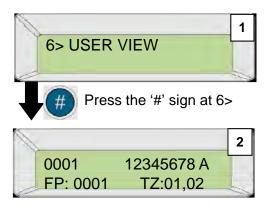
User (including admin) currently registered is 123. Fingerprint user amount is 99.

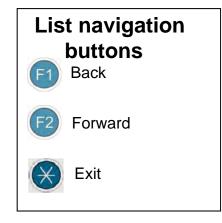
#### NOTE:

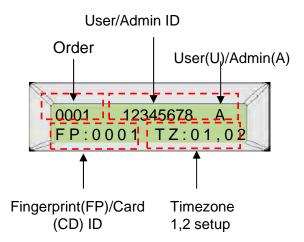
- Total number of users include the admin.

# 6> USER VIEW (view user/admin registered info.)

View user/admin registered info currently registered on the controller.





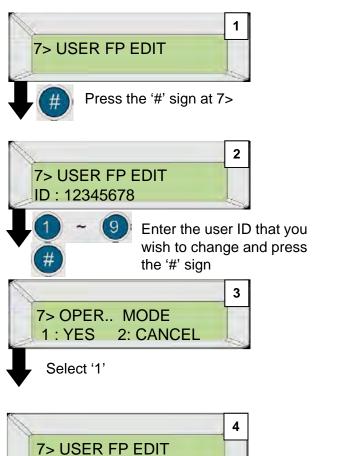


Order :0001 User ID : 12345678A (Admin)

Fingerprint ID: 0001 Time zone: 01, 02 time zone

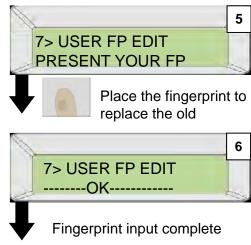
# 7> USER FP EDIT (Change user/admin fingerprint)

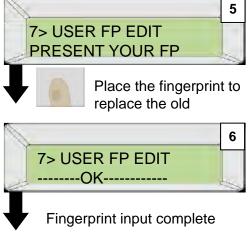
Used to change user/admin fingerprint. This will not change the user/admin ID.



1FP: Change one fingerprint 2FP: Change two fingerprints

1: 1FP / 2: 2FP









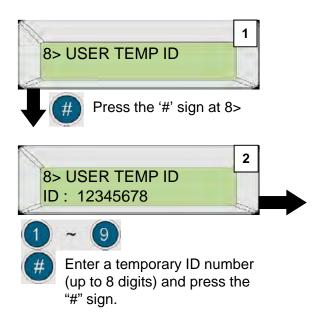
Fingerprint input complete

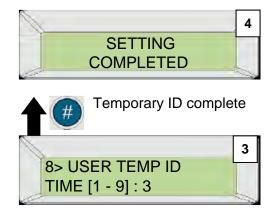
#### NOTE:

- Refer to the 'how to use your fingerprint'secton.

## 8> USER TEMPORARY ID

When a temporary user needs to enter, but doesn't need to register (Ex. visitor, guest)





Enter the amount the temporary user is allowed to enter and press the "#" sign. (minimum 1, maximum 9)

#### NOTE:

- Cannot register temporary ID as admin.
- Cannot register temporary ID with fingerprint.
- -When properly registered the following is shown:

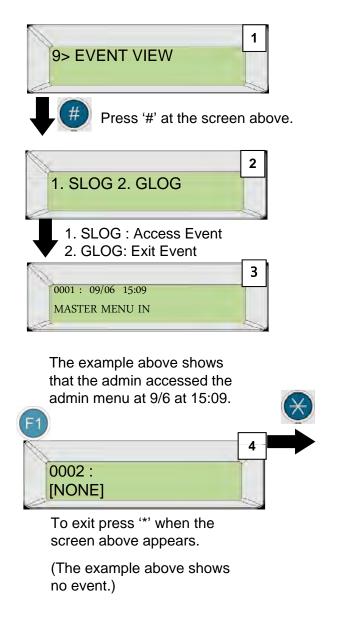
WELCOME [F0-0] ID: 12345678 T

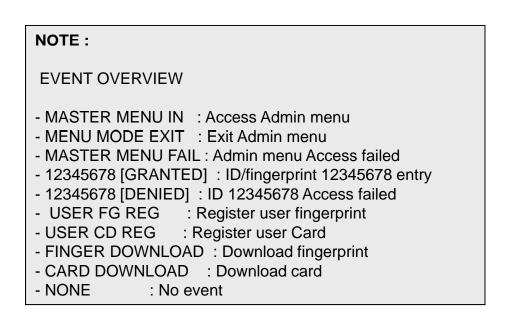
(T : Temporary)

- -The admin can set the amount of entries of a temporary ID.(1-9)
- -When the amount of entries are used, the Admin is able to add more entries allowed for the temporary ID.
- -Events are recorded the same way as regular user ID.
- -Cannot register temporary ID from regular user ID.

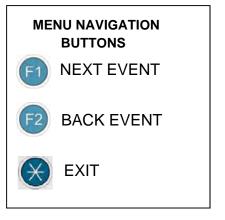
### 9> EVENT VIEW

View user ID time of entry, date, access authorization, system authorization.

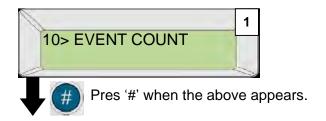








### 10> EVENT COUNT



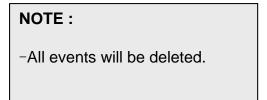


In this screen the user may know the quantity of events.

### 11> EVENT DELETE





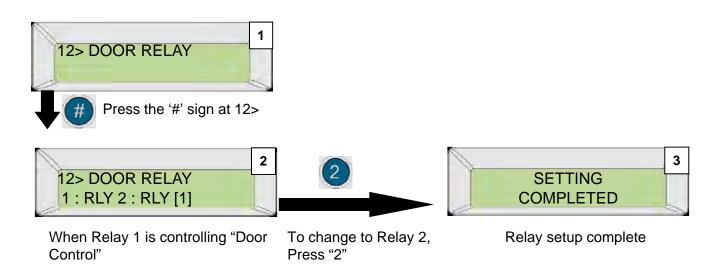




Event delete complete.

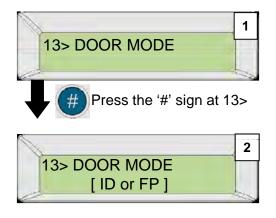
### 12> DOOR RELAY

This menu is for changing the functions of Relay 1 and 2. Normally Relay 1 controls the door. In cases where Relay 1 cannot be used, the user can change and use Relay 2 to control the door.



### 13> DOOR MODE

In this menu the user is allowed to setup door modes according to certain situations. There are a total of 15 ways. This page only shows how to setup.





#### NOTE:

- When accessing the menu, the current mode used will be shown. Press "F1" to change to a different mode and press the "#" sign

# 13-1> DOOR MODE (detailed auto door mode instructions)

[Open] : Always Open (Fail-Safe Mode)

[Close]: Always Closed (Fail-Secure Mode) – no access with any form of authorization

[FINGER]: Fingerprint Only - no access with ID or card

[CD]: Card Only - no access with ID or fingerprint

[ID or FP]: ID or Fingerprint Only - no access with card

[ID or CD] : ID or Card Only - no access with fingerprint

[CD or FP]: Card or Fingerprint Only – no access with ID

#### NOTE:

-For fingerprint disabled personnel, any mode of ID entrance is allowed, except for [CLOSE] mode.

[Any Mode]: Any Form of Authorization - access granted with any form of authorization

[ID and FP]: Both ID and Fingerprint Required for Access – must punch in ID before fingerprint authentication

[ID and CD]: Both ID and Card Required for Access - must punch in ID before Card authentication

[CD and FP]: Both Card and Fingerprint Required for Access – card must be authorized before fingerprint authentication

[ID&FP]or[CD&FP]: both ID and Fingerprint or both Card and Fingerprint are required for Access

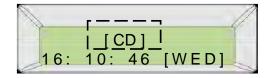
[ID&FP]or[CD]: both ID and Fingerprint or just Card are required for Access

[ID&FP]or[ID&CD]: both ID and Fingerprint or both ID and Card are required for Access

[ID & CD & FP]: all three forms needed for access

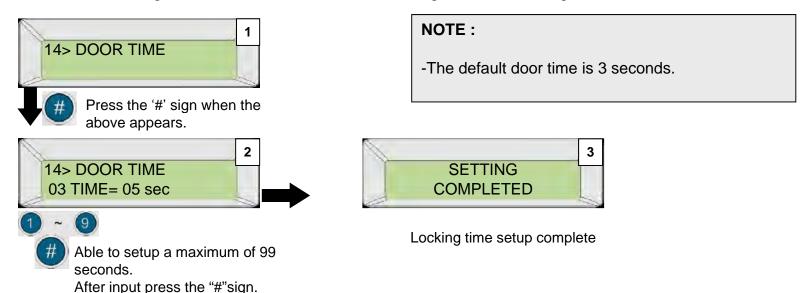
#### NOTE:

The operation mode described above is shown in the graphic on the right located in the dotted square



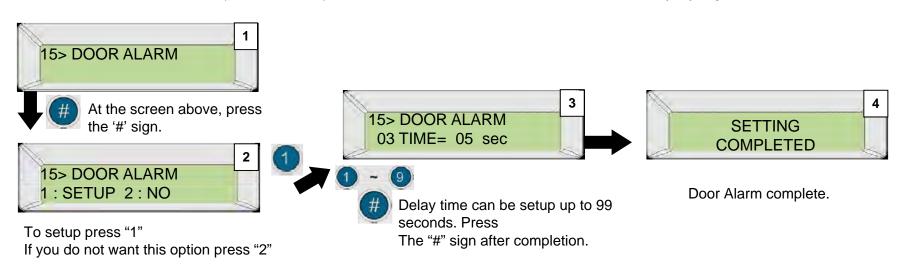
### 14> DOOR TIME

This menu is for setting the time when the lock device locks again after unlocking.



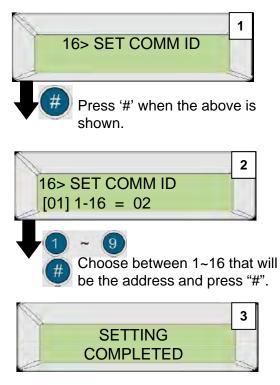
# 15> DOOR ALARM (DOOR open ring)

This menu if to setup an alarm (ring) when a user fails to close the door after entry or exit. When this happens the alarm will be activated after a user set time (1-99 seconds). The alarm will deactivate after the door closes properly.



# 16> SET COMM ID (controller address setup)

When networking several controllers to a computer, each controller needs its own unique address. This menu is to designate controllers a unique address or edit/change an existing address. (users are recommended to seek advice)



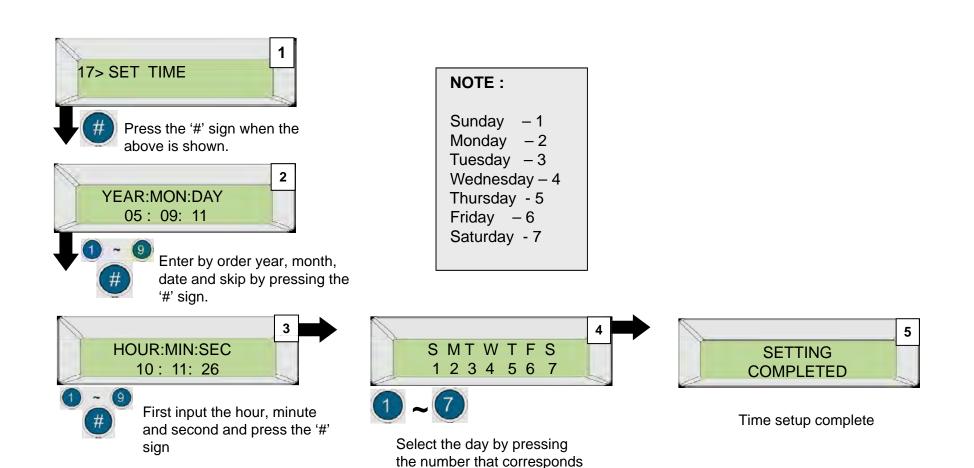
Address setup complete

Users must designate an address to each product that is connected. If the S/W is installed to the computer, it can be done from there.

- SF-3000 can each have address from 1-16
- The factory default setting is '1'. For more details refer to the 'installers instruction manual'

# 17> SET TIME (controller time setup)

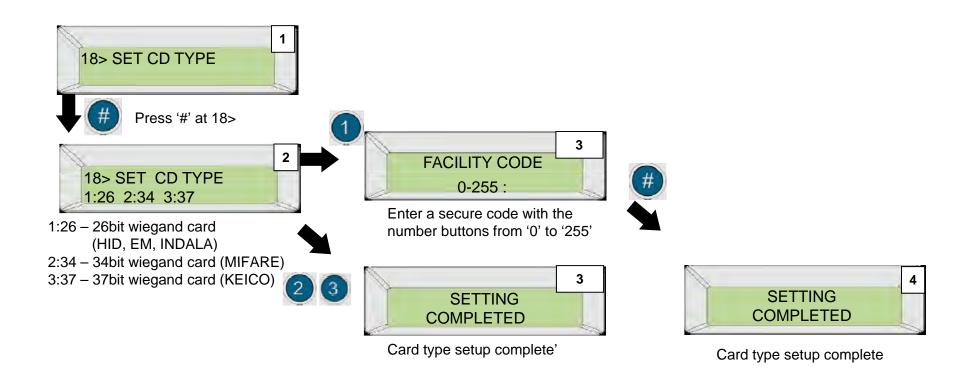
The internal clock is used to save the time setup for an event. The internal clock must be exact.



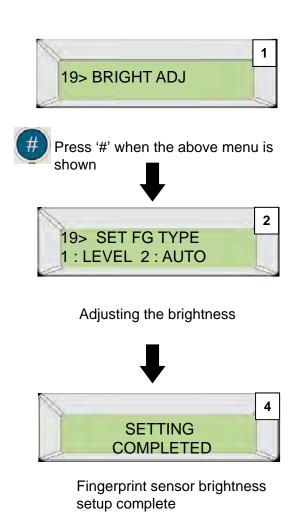
to the day

# 18> SET CD TYPE (Wiegand type setup)

This menu provides information on how to setup cards used for entry. This chapter will teach you how to register your card and change your card type.

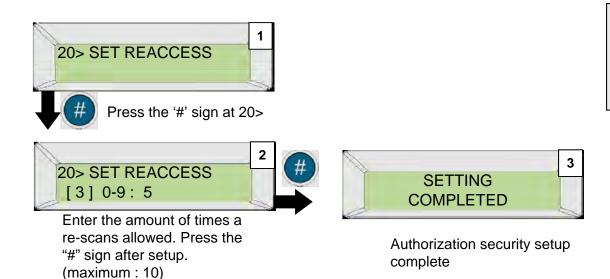


# 19> BRIGHT ADJ (fingerprint sensor brightness setup)



# 20> SET REACCESS (authorization security setup)

This function was created to decrease the troublesome situations of using a card again after a fingerprint is read as an error when a fingerprint scan is required after a card scan.



#### NOTE:

- If an admin is registered by a fingerprint, authorization security is not in effect when accessing the system menu.

# 21> SET CD2 FUN (external reader function key)

If a controller is connected to a reader, this function gives a function key to the external reader automatically, thus a an automatically setup function key is given to a user who is authorized from an external reader. Events of user entries from the reader are stored. (Ex. For time & attendance)

F1 through F4 and enter a

number (0-9)



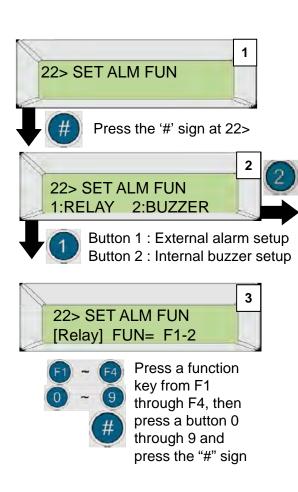


External reader function key setup complete

# 22> SET ALM FUN (external alarm function setup)

When opening a door and entering, an alarm will activate after pressing a set function key and inputting a card, fingerprint or ID number.

This will be effective to alert security guards or law enforcement when an intruder forces a user to access a door.

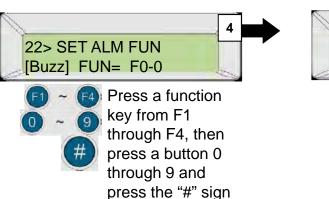


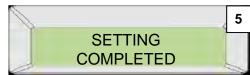
#### NOTE:

To activate an alarm to indicate an intrusion, press the function key at the corresponding user/admin page from the machine and input an ID, fingerprint or card.

Screen 2 explanation

- 1: RELAY activates an external alarm.
- 2: BUZZER an internal buzzer from the machine is activated.
- Users may setup a function key to a RELAY or BUZZER



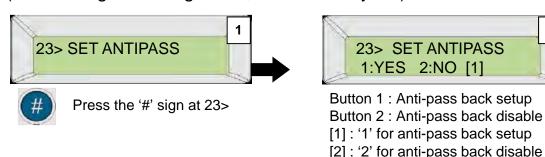


Alarm setup complete

# 23> SET ANTIPASS (Anti-Pass Back)

When a controller is located at an entrance and exit, a user must have permission to exit.

(Ex. Parking lot management, office security etc)



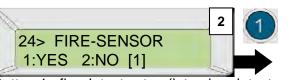


Anti-Pass setup complete

# 24> SET FIRE (fire/intrusion detect setup)

This function is connected to a fire alert system. An alert signal is activated when there is a fire or intrusion.





Button 1 : fire detect setup (intrusion detect disable)

Button 2 : fire detect disable (intrusion setup)

[1]: '1' for fire detect setup[2]: '2' for intrusion setup

#### NOTE:

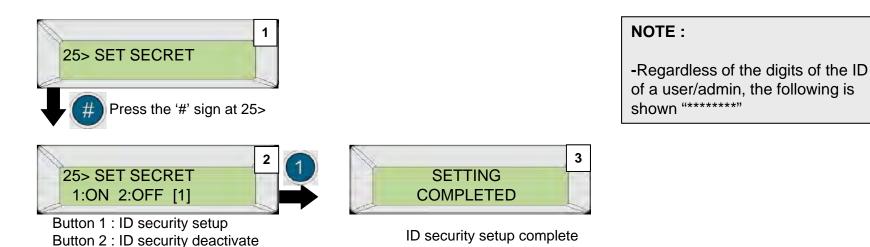
- -This function is connected to a fire alert system. An alert signal is activated when there is a fire or intrusion and all doors are forced open
- -Intrusion detect closes all doors when an intrusion is detected.



Fire/intrusion detect setup complete.

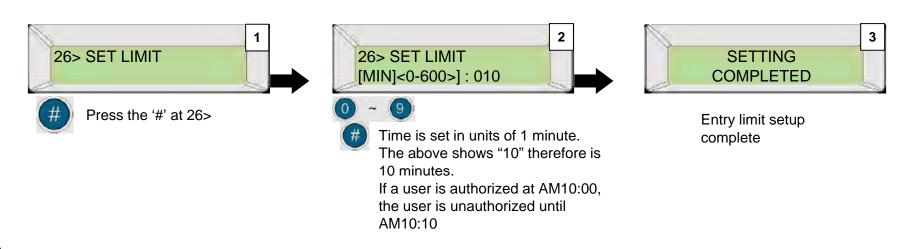
# 25> SET SECRET (ID security)

For added security, ID shown in the LED screen will show as "\*\*\*\*\*\*" when receiving authorization for entry.



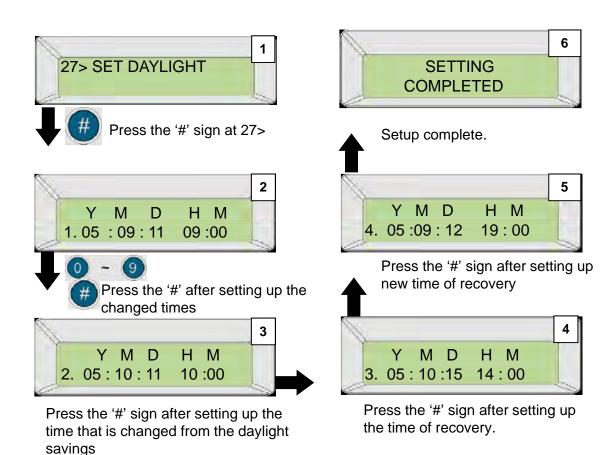
### 26> SET LIMIT

In this menu authorization is given once every set times (units of 10 minutes).



## 27> SET DAYLIGHT

This function is used to change or recover the time at a certain period in the controller. (Ex-Summer Time)



#### NOTE:

#### Ex.)

Change the time to October 11<sup>th</sup> 10:00 at September 11<sup>th</sup> 9:00.

Change the time back to 2005 September 15<sup>th</sup> at 2005 October 15<sup>th</sup> 14:00.

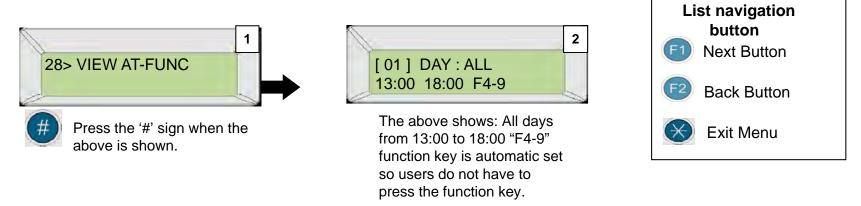
Warning: The setup of this menu can be set up in the program as well. When setting up from a controller that is connected to a computer, the computer's time will interfere.

Therefore, the time should be set offline. For communication purposes, setup from the program.

(For instructions on how to set up from the program, please refer to the program manual)

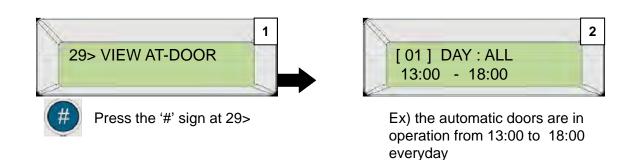
# 28> VIEW AT-FUNC (View setup function key)

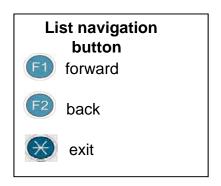
This function automatically saves the function key to the event without pressing any function keys only within a set time zone. This function is usually used to save users from pressing the function key to sign in and out of work all the time. In this menu you only have to assign a function key to a set time zone from the program. (See the program manual for edit and setup methods)



# 29> VIEW AT-DOOR (view set auto door time zones)

In this menu times are recorded when an automatic door setup at the program is activated. This menu is used only to view set times for automatic doors. (for editing and setup procedures please refer to the program manual.)

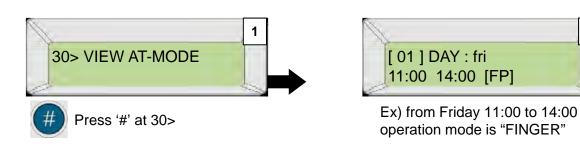


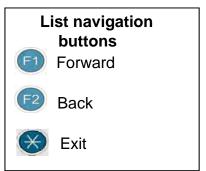


# 30> VIEW AT-MODE (view time management setup)

This function is used for changing activation modes at set times. This is different from the switching modes in menu 13. In this function, operation modes are changed automatically. Only the operation mode's set times are shown. (for editing and detailed information, please refer to the program manual)

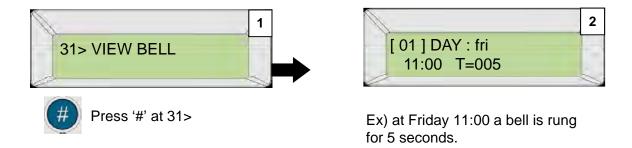
2

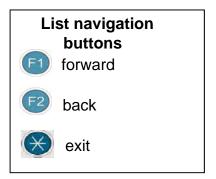




### 31> VIEW BELL

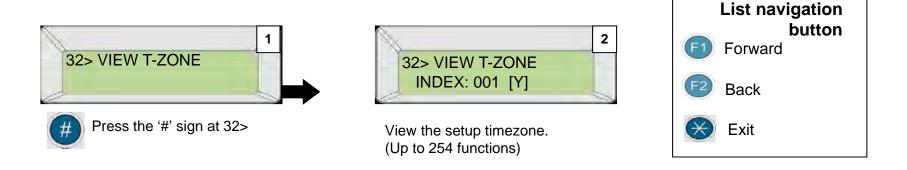
In this function, a bell is rung at set times automatically. This is usually used for school classroom bells or alarms. Users are only able to view set bell time zones. (for editing and detailed information please refer to the program manual.)





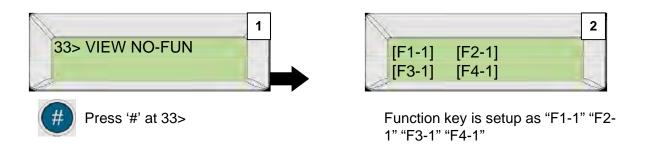
### 32> VIEW T-ZONE

The user is able to see saved Timezone Index. This menu is only able to view timezones that are setup. (for editing and detailed explanation please refer to the program manual.)



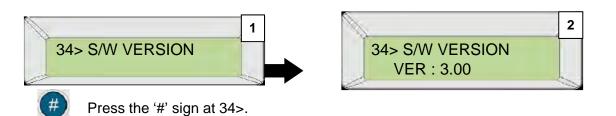
# 33> VIEW NO-FUN (View function keys with no functions)

This menu shows events saved when verification is denied and a door does not open. Users may only view function keys set up in the menu. (for editing and detailed information please refer to the program manual.



### 34> S/W VERSION VIEW

View the current controllers Firm Ware Version

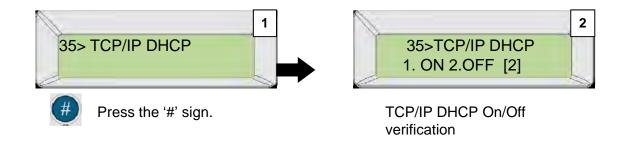


#### NOTE:

-The current F/W version is 3.00 and future F/W will be updated.

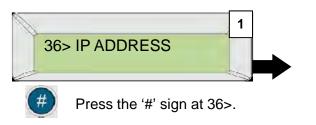
### 35> TCP/IP DHCP

Exiting the menu.



# 36> IP ADDRESS (VIEW IP ADDRESS)

View the current controller's IP ADDRESS



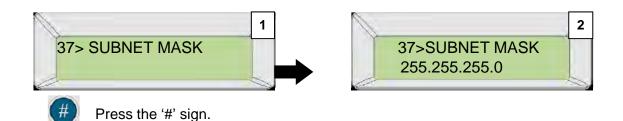


#### NOTE:

-The current IP ADDRESS is display. You can change this Ip address as you want.

### 37> SUBNET MASK

View the current controller's SUBNET MASK.

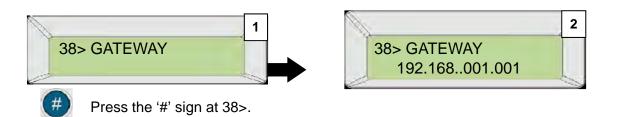


#### NOTE:

-The current Subnet Mask address is set to 255.255.255.0. This menu is only for viewing the address. Address setting is done from the terminal or the S/W.

### 36> GATEWAY

View the current controller's IP ADDRESS

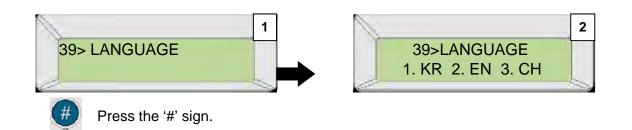


#### NOTE:

-The current GATEWAY is set to 192.168.001.001. This menu is only for viewing the address. Address setting is done from the terminal or the S/W.

### 39> LANGUAGE

View the current controller's LANGUAGE OPTION.

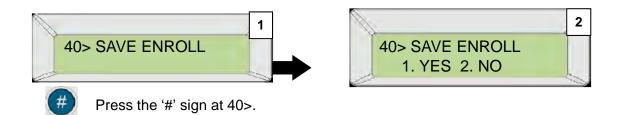


#### NOTE:

- -1. KR (KOREAN)
- -2. EN (ENGLISH)
- -3. CH (CHINESE)

### **40> SAVE ENROLL**

Saving currently registered users to the USB Memory

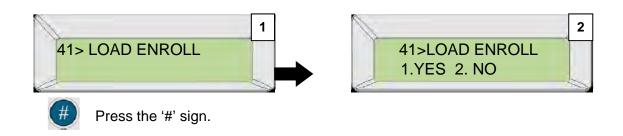


#### NOTE:

- -This menu displays how to save registered users to the USB memory stick.
- Only USB2.0(FAT, FAT32 format) can be used.

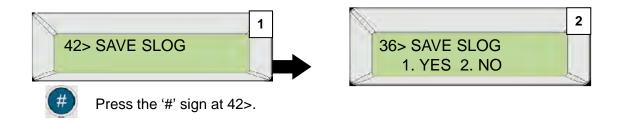
### 41> LOAD ENROLL

Uploading registered users to the controller from the USB Memory.



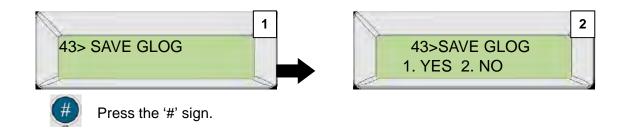
### 42> SAVE SLOG

Saving ALL EVENTS from the controller to the USB Memory.



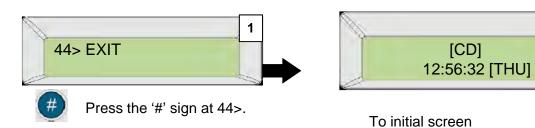
### 43> SAVE GLOG

Saving Time & Attendance EVENTS from the controller to the USB Memory.



# 44> EXIT (EXITING THE MENU)

#### Closing the menu



NOTE:
-Press 'F4' to exit menu at anytime.

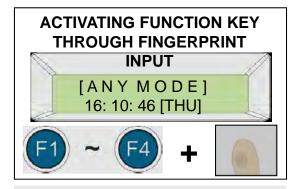
# CHAPTER 3

- OTHERS -

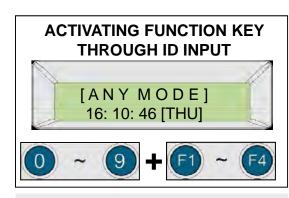
## How to use the function key

The Function Key is usually used in for time & attendance.

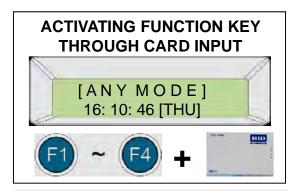
The admin is able to setup a certain value to a function key in the program (F1 = sign in) The admin is then able to find out the sign in status.



- 1. PRESS A NUMBER KEY AFTER PRESSING A FUNCTION KEY.
  Press a function key (F1~F4) only or, press a number key after pressing a function key.
- 2. INPUT A FINGERPRINT USED FOR ENTRY.



- 1. Press a function key (F1~F4) at the initial screen or press a function key after pressing a number key.
- 2. Enter the ID number used for entry.



- 1. Press a function key (F1~F4) at the initial screen or press a function key after pressing a number key.
- 2. Enter the ID number used for entry.

#### NOTE:

The function key should be used with the time & attendance program. Only enter a function for the time & attendance and only saves data of entries.