AiSEMI one vox
Smart Attendance & Temperature Screening System
User's Manual

NO. G03-HAI101UM-EN-F

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About Body Temperature

The body temperature measurement results of ear/rectum/forehead/mouth/armpit temperature of the same person at the very same time are different!

If you randomly ask anyone on the street this question: How many degrees of human body temperature can be counted as a fever? Nine out of ten you may get this answer: "38°C".

Is it the correct answer?

Yes…eh…No.

Because 38°C specifically referred to the internal central temperature of the body **(Core Temperature**), such as the temperature in the rectum or ear canal, rather than the **shell temperature** of the body.

Therefore, the test result of a person' body temperature may be different depending on different measuring tools testing different body parts.

According to the data of the National Health Service, although the "definition" of a fever is the central body temperature ≥ 38°C, body temperature between 37.5°C and 38°C may also be counted as a "low fever".

Therefore, in addition to the absolute figures, we must also refer to the normal body temperature, plus other relative symptoms to determine whether or not it is a fever.

Generally speaking, there are five common ways to take your body temperature, and if you exceed the following temperatures, you may be having a fever.

Rectum temperature: 38°C; Ear temperature: 38°C; Forehead temperature: 37.5°C; Mouth temperature: 37.5°C; Armpit temperature: 37°C.

Among them, the rectum temperature is closest to the real temperature inside the body, and the correlation between ear temperature and rectum temperature is very high, so 38°C can be used as the judgment standard.

The commonly used forehead/mouth/armpit temperature, although some machines have infrared temperature measurement, it is still easy to be affected by skin and mucous membrane vasoconstriction and other factors and shows a temperature figure lower than the actual one.

Usually, the forehead temperature and mouth temperature are 0.5°C lower than the rectum

temperature and ear temperature, and the armpit temperature is 0.8°C to 1°C lower than the rectum temperature on average.

Therefore, the error values must be deducted when taking body temperature from these body parts.

When you take your temperature, you should "wait and see" to reduce the error rate.

The shell temperature of the human body will be affected by many factors, so it is recommended to pay attention to the following factors before taking body temperature: drinking hot water, exercise, taking sauna bath, basking in the sun for a long time, wearing too many clothes, etc., all of which will increase body temperature. It is recommended to sit and rest for 15 to 30 minutes before taking your temperature for a more accurate result. Electronic thermometer should be corrected from time to time regularly to avoid possible errors.

Only by recording your body temperature every day can you seize the "abnormality"!

As mentioned above, in fact, people's core temperature figures are different. Some people may have a lower-than-standard body temperature of only 35~36°C, so as long as it reaches 37°C, it can be counted as a state of low fever.

However, some people have a normal body temperature of as high as 37°C, so they should not have a fever until they reach 38°C.

Therefore, when taking your temperature, it is best to take and record your body temperature in the morning and evening and check if there is any abnormal change, sudden increase or decrease for more accurate reference.

So, last question, how many degrees of human body temperature can be counted normal?

The body temperature of the human body varies with age and environmental changes.

The normal body temperature range is 35.8~38.0°C, but normal body temperature varies from person to person, so please consult a qualified doctor for more detailed information.

The following are the reference values for age and corresponding normal body temperature:

Age	Body Temperature
0~2 Years	36.4~38.0°C
3~10 Years	36.1~37.8°C
11~65 Years	35.9~37.6°C
Above 65 Years	35.8~37.5°C

However, as the body temperature varies with age and environment, the above values are not absolute and are only reference values.

The Factory set normal temperature range of **AiSEMI onevox** is 35~37.5°C. If the temperature exceeds 37.5°C, it will be notified as abnormal body temperature.

1. Product Introduction

AiSEMI onevox, world premiere Smart Attendance and Temperature Screening System with ARM-based CPU & NPU (up to 3TOPs), is a fast and accurate smart face recognition attendance system with contact-free body temperature measurement & ID verification functions, the very solution for high efficiency access and attendance control.

The 10.1 "screen can clearly display the temperature measurement results and personnel identity.

The functions of electronic welcome board and welcome lights bring a sense of honor and intelligence to people's daily commuting.

The database of **AiSEMI onevox** supports storage capacity of up to 10,000 face photos, which are processed in on-premise network instead of over cloud to ensure personal data security. Accurate temperature measurement system and multi-factor verification functions greatly improve safety and reduce the risk of cluster infection.

In addition, **AiSEMI onevox** provides mobile device APP download function to send instant P2P (Peer to Peer) message notifications to the user's mobile devices, which can confirm the entry and exit access control status in real time.
AiSEMI onevox,a refreshing intelligent access control system, will surely become a convenient and stylized part in The New Normal life.

1.1 Main Functions

The main functions of **AiSEMI onevox** Smart Attendance & Temperature Screening System are as follows:
(1) Attendance function: to record the time of swiping cards, measuring temperature and other information of people in and out. During face recognition, the name and body temperature data will be displayed on the screen; data will be transmitted via on-premise or wireless network to the mobile phone APP (supporting Andriod7 and iOS 9.0 version or above) as a reference for access and attendance records.
(2) Temperature measurement function: to measure the body temperature of the entry and exit personnel. When the body temperature is abnormal, warning prompts will be displayed immediately to notify management personnel.
(3) Access control function: when people go in and out, the access control system will open the door automatically in no time if the face data of the person is already built in the system.

In addition, the visitor function can set effective access control time periods or designate specific entrance and exit to ensure security.

In combination of Jetway's intelligent lock, it can open the door remotely through the network and obtain real-time access control status (door opening / closing / malfunction, etc.).

(4) Multi-Door Network Access Control System function: multiple devices can support multi-door (6 doors) network under the same local area network, and employees can complete attendance records at different entrances and exits.

(5) Back end system check function: administrator can enter the system back end to view all personnel access records, the total number of records, system capacity, equipment machine number, MAC address, equipment IP address and other related information.

(6) System settings function: enter the system back end administrator can set machine time, machine name, personnel basic data, maintenance password, network parameters and so on. For the operation of the above functions, you can check relevant operation instructions.

1.2 Product Features

(1) AiSEMI one vox has fast response, high accuracy, good temperature stability, and small thermal drift by changes in external ambient temperature.

(2) LWIR array-typed thermopile modules is used to measure the shell temperature, highly reliable and contact-free.

(3) With high-resolution camera lens for personnel biometric recognition, no need to carry identification tools such as cards and contact-free. Support WDR (Wide Dynamic Range) 100dB.

(4) White fill light would automatically light up for light compensation so the system can still perform face recognition function normally even in dark environment.

(5) 10.1" large screen can display time, date and company announcements; when the face recognition passes, it can display user's name, body shell temperature and greeting message, etc.

(6) With high-quality speaker for sound-assisted prompts, easy to use.

(7) The LED welcome light of the post turns green when recognition passes or turns red when recognition fails according to the results of identification and body temperature measurement for quick verification notification(the default light is blue).

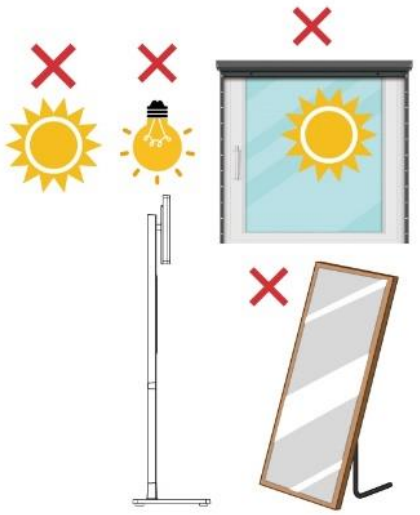
(8) On-Premise network communication mode by wired or wireless network; data is not calculated through the cloud so that personal data is fully secured.

(9) Powerful instant communication function, which can not only collect access records in real time, but also immediately release information, such as company announcement or task arrangement, etc. (The information release function depends on the customer's attendance software and needs the support of the software).

(10) AiSEMI one vox supports Multi-door (6 doors) access control management under the Intranet, or stand-alone operation.

1.3 Attention of installation environment

(1) Please install this product indoors and in a place where there is no wind, and use it within the range of indoor temperature 15~35°C and humidity 95%.
(2) Do not install in the backlight position to avoid affecting face recognition.
(3) Please don't install it near the window to avoid the influence of sunlight or wind on temperature measurement.
(4) Do not install in direct sunlight.
(5) Do not install near a strong light source.
(6) Do not install in a place with many mirrors around.
(7) Please use this product after powering on 30 minutes to improve measurement accuracy.
(8) Please clean and wipe the VOx sensor weekly to improve measurement accuracy.



1.4 Technical Parameters

(1) Temperature measuring time: less than 1 second; Effective sensing distance: 0.5~1.5 meter.
(2) Face recognition time: less than 0.1 second; Effective sensing distance: 0.5~1.5 meters.
(3) Support 10,000pcs Face Database capacity.
(4) Support 100,000pcs Access Record capacity.
(5) Communication time: less than 200ms for network communication mode.
(6) Communication distance (network communication mode): for wired network is less than 100 meters; wireless network depending on the conditions of the wireless network on the spot.
(7) Power supply: the power consumption of DC 12V is less than 24W (with AC 100V-220V/DC 12V power converter).
(8) Volume: 144 × 36 × 28 cm.
(9) Package and Weight: 104 × 42 × 15cm;gross weight 9.8 kg; net weight 8.6 kg.
(10) Color: White.
(11) Environmental conditions: temperature 15~45℃; humidity 10%~90%.

2. System Specifications

Main System
- ARM CPU plus Neural-network Processing Unit (NPU, 3 TOPs) - Onboard 2GB RAM and 8GB ROM
Temperature Measurement
- Temperature Range : 30°C ~ 45°C (86°F ~ 113°F) - Sensor : VOx (Vanadium Oxide bolometer sensing element) - Resolution : 80 × 62 pixel - Frame Rate : 25 fps (max.) - Measurement Deviation : ± 0.3°C - Measuring Distance : 0.5 ~ 1.5m
Screen
- Size : 10.1inch
Camera
- Effective pixel : 2 megapixel, support WDR (Wide Dynamic Range) 100dB.
LED
- 2* 1W LED Fill Light (Auto) - LED welcome light and indicator for authentication status (Blue, Green, and Red)
Speaker
- 1* 3W Speaker
Network
- Wired Network : Support 10/100/1000 Mbps self-adaptive - WiFi 2.4GHz, 802.11b/g/n
Interface
- 1* Reset - 1* RJ45 - 1* USB2.0 - 1* Access Control Interface (Wiegand / Binary Switch / RS485) - 1* DC 12V Power - 1* Micro USB (OTG) - 1* Volume Adjustment
Capacity
- Face Database : 10,000 pcs and 100,000 records

Authentication
- Face Recognition Duration : < 0.1s per person - Face Recognition Distance : 0.5 ~ 1.5m - Face Recognition Accuracy Rate ≥ 99% - Multiple Authentication Modes: Face and Temperature, Face and Temperature and Mask, etc. - NFC Card Function (Optional)
Others
- Power Supply : DC12V / 2A - Working Temperature : 15°C ~ 35°C (59°F ~ 95°F) - Working Humidity : 10 ~ 90% (no condensation) - Application Environment : Indoor and windless environment use only - Certification : CE, FCC, BSMI - Package and Weight :104 × 42 × 15 cm; gross weight 9.8 kg

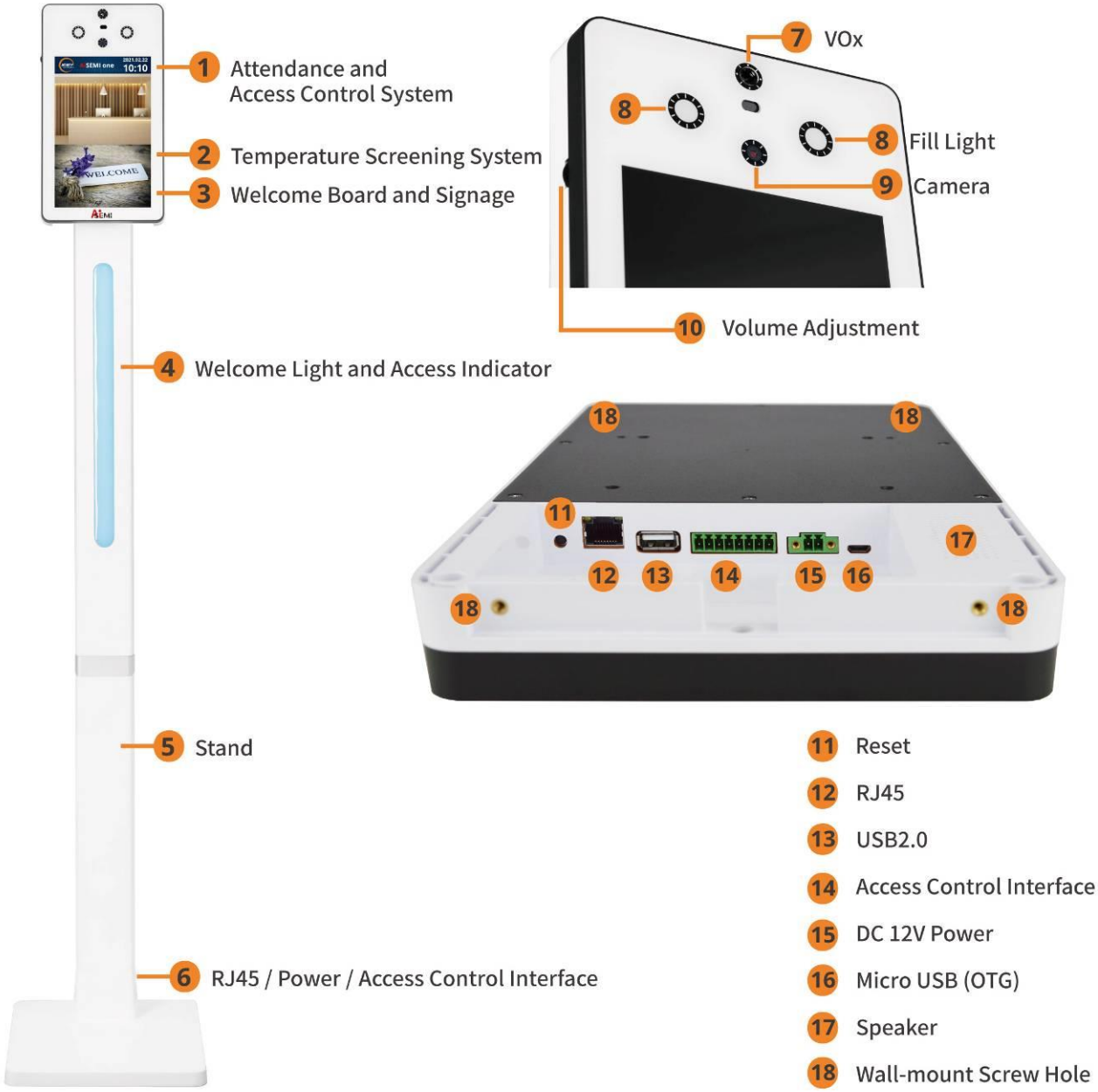
***Specifications and Information contained in this documentation are furnished for information use only, and are subject to change at any time without notice, and should not be construed as a commitment by manufacturer. Please go to the official website for the latest information. www.jetwayipc.com**

Environmental Protection Announcement

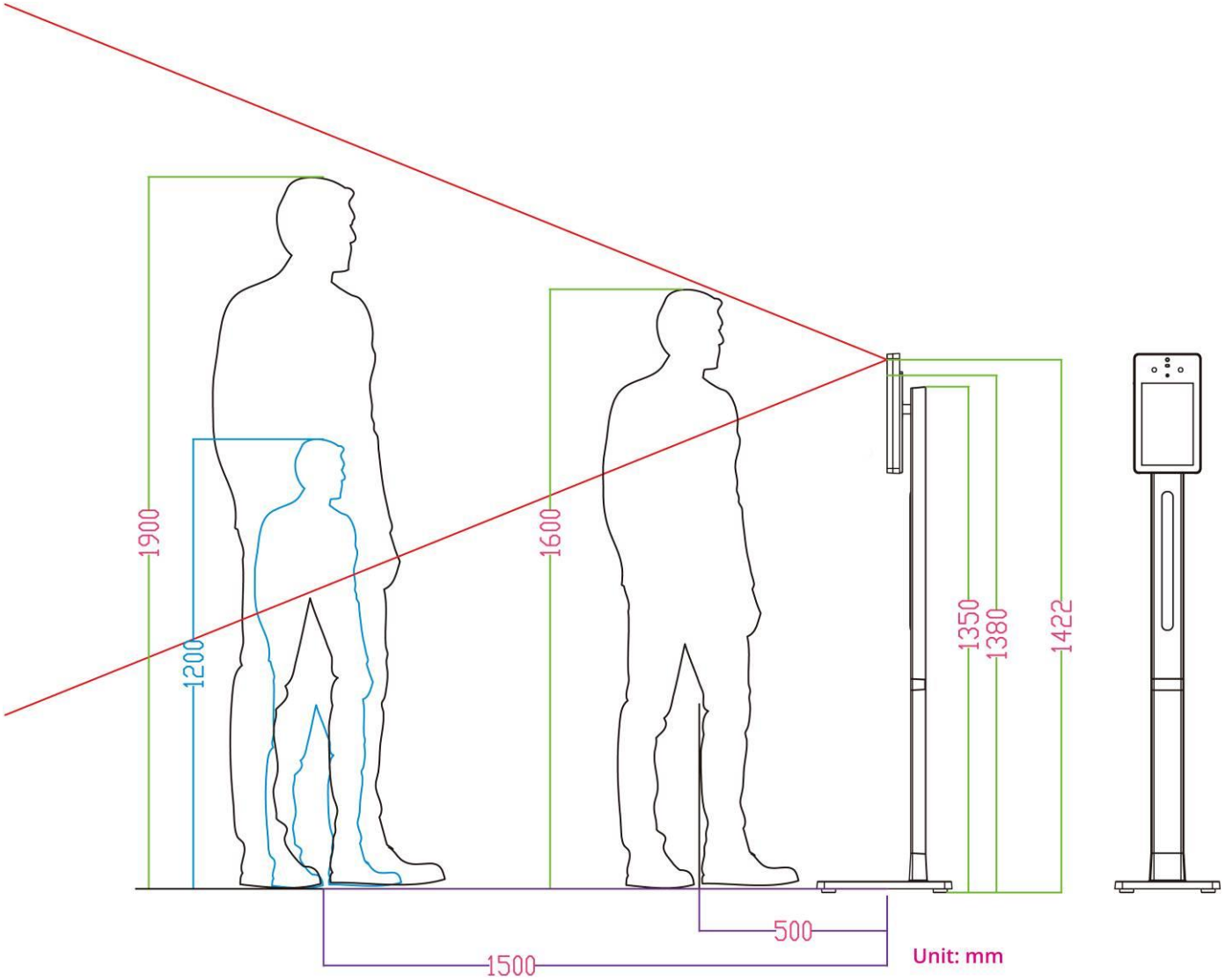
Do not dispose this electronic device into the trash while discarding. To minimize pollution and ensure environment protection of mother earth, please recycle.

Caution

There is a risk of explosion if the incorrect battery type is replaced. Please dispose of used batteries according to the manufacturer's instructions.

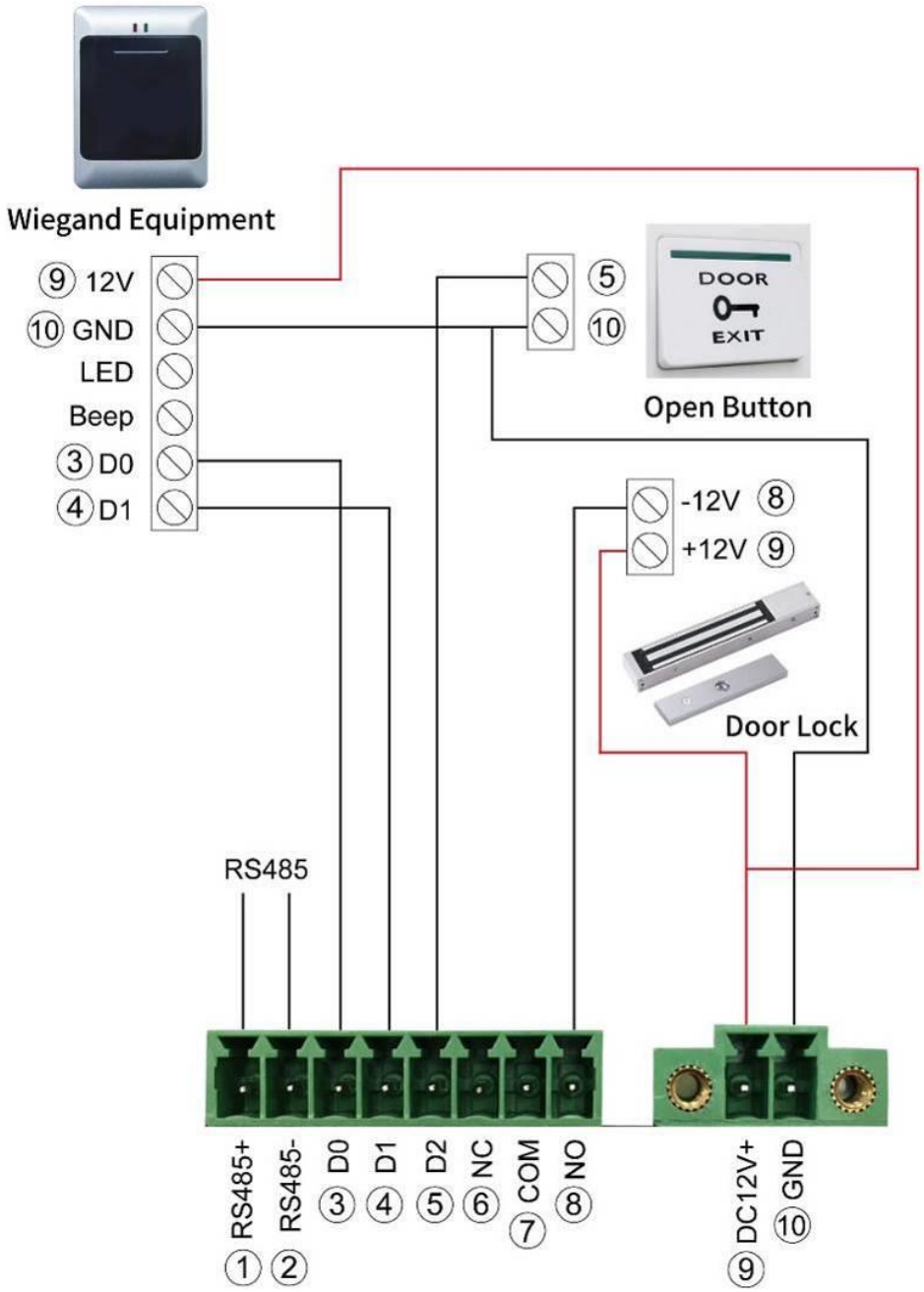

1 Attendance and Access Control System
2 Temperature Screening System
3 Welcome Board and Signage
4 Welcome Light and Access Indicator
5 Stand
6 RJ45 / Power / Access Control Interface
7 VOx
8 Fill Light
9 Camera
10 Volume Adjustment
11 Reset
12 RJ45
13 USB2.0
14 Access Control Interface
15 DC 12V Power
16 Micro USB (OTG)
17 Speaker
18 Wall-mount Screw Hole

2.1 Stand Specification

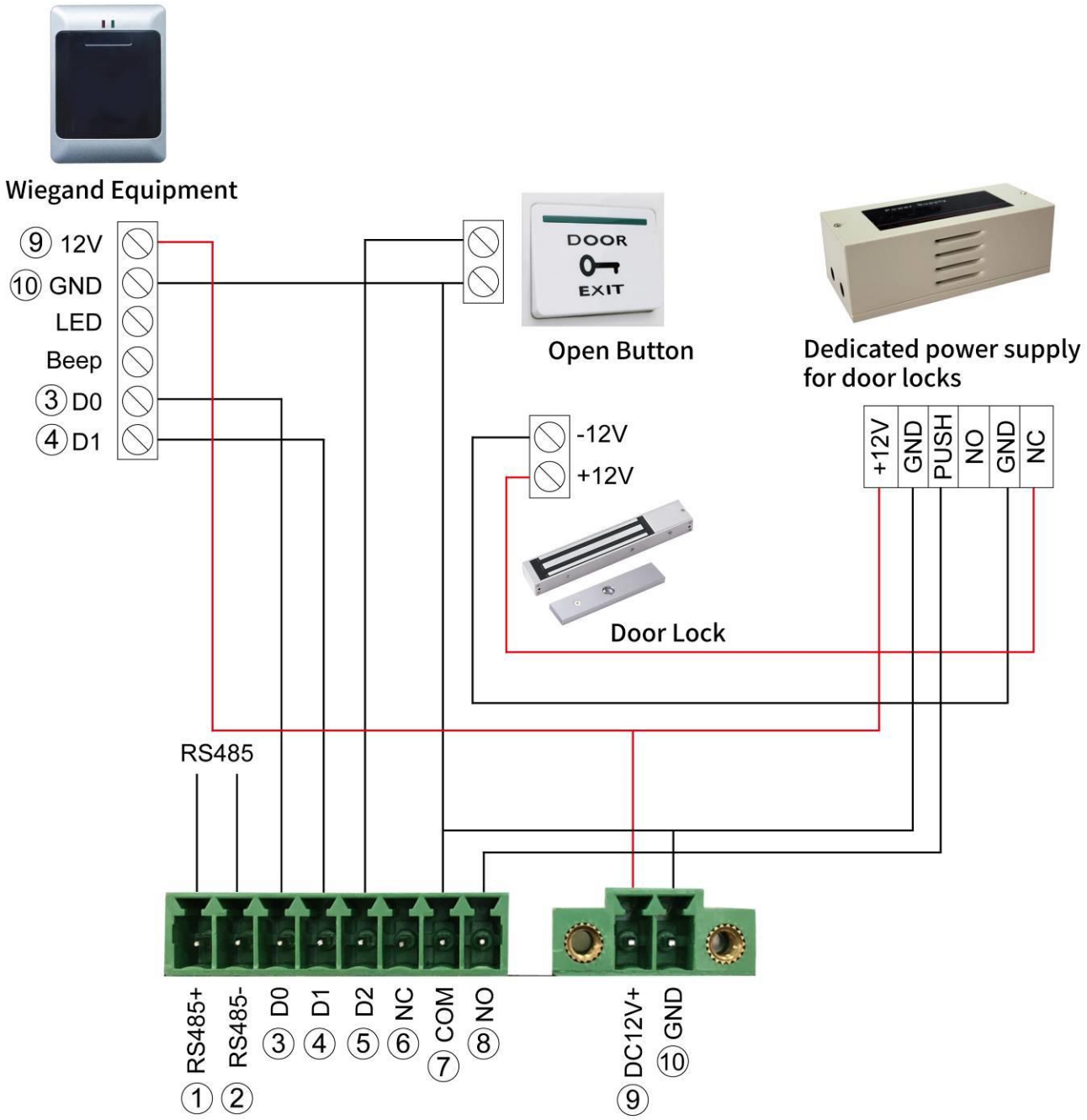


2.2 Access Installation Instructions

2.2.1 Binary Switch - Direct Power Connection



2.2.2 Binary Switch - Using Dedicated Power Supply for Door Lock



3. System Installation

3.1 Out-of-the-box inspection and assembly

1. Unpack the box and make sure the following contents inside are correct：

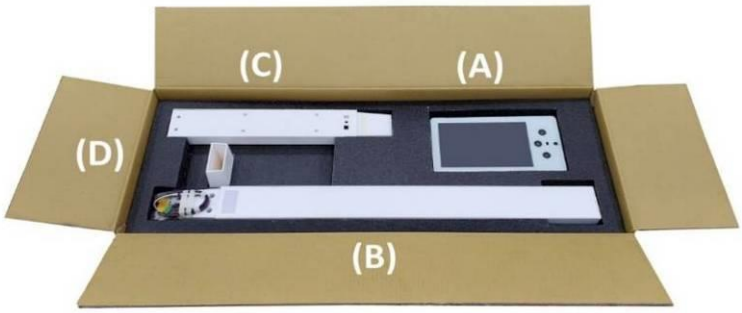
(A) 10.1”AiSEMI one vox main body x1

(B) the upper half part of the stand x1

(C) the lower half part of the stand x1

(D) the stand base x1

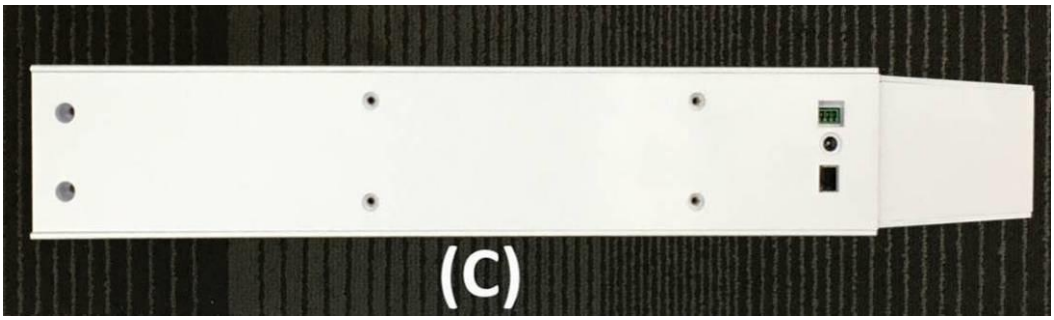
(E) Anti-theft iron plate



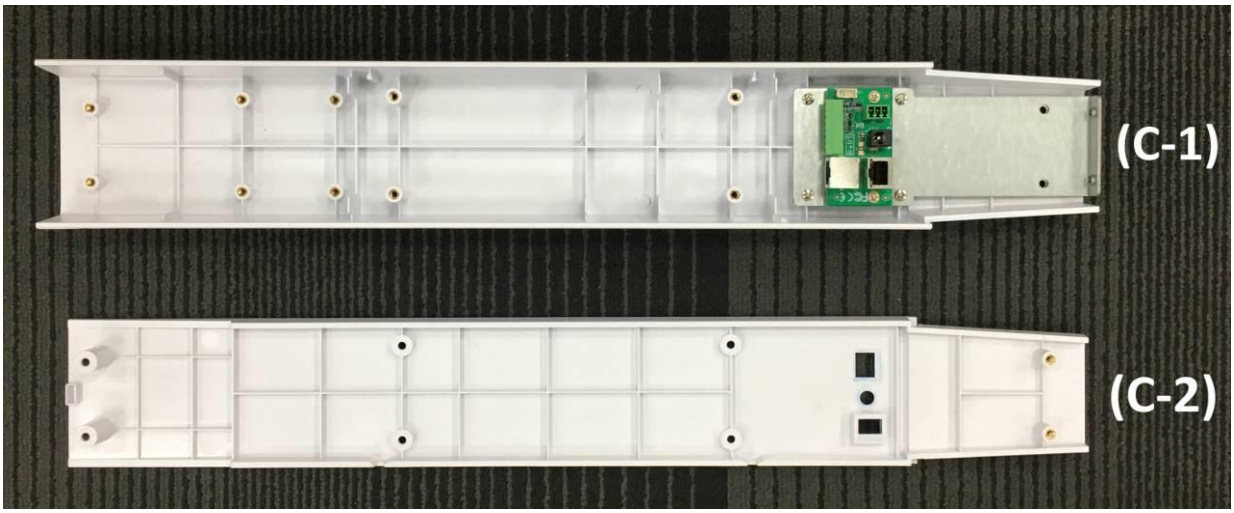
(F) Footprint sticker x1

(G) Manual x1

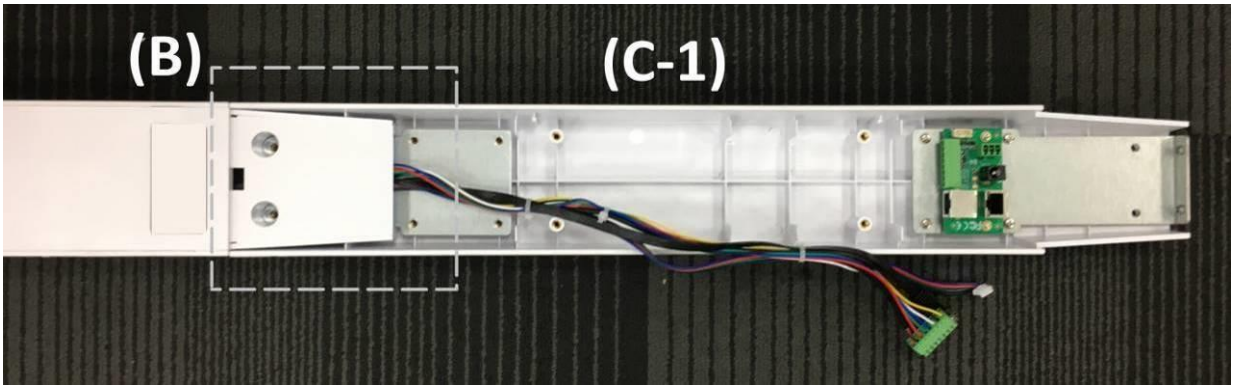
2. Take out (C), the lower half part of the stand at first.



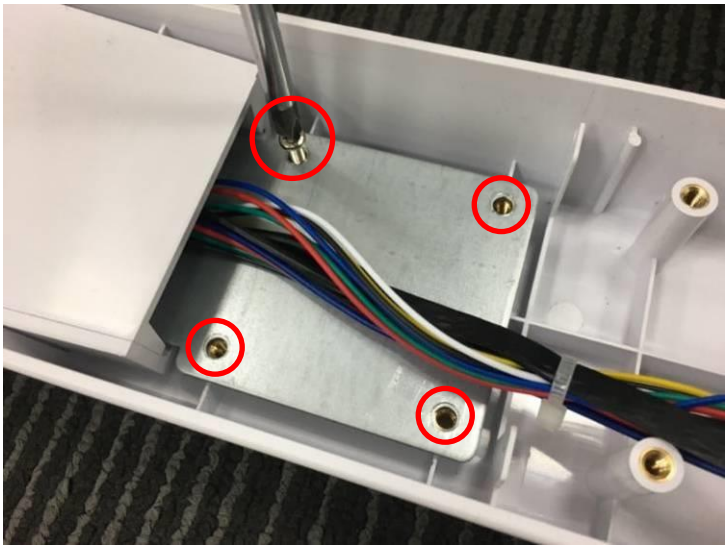
3. Open the case and divide (C) into (C-1) and (C-2), as the following photo shows.



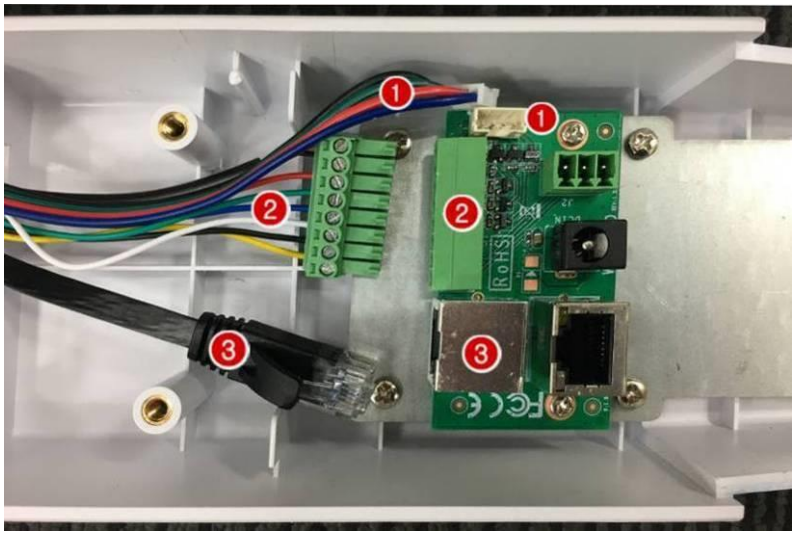
4. Place (C-1) under the (B), as the following photo shows.

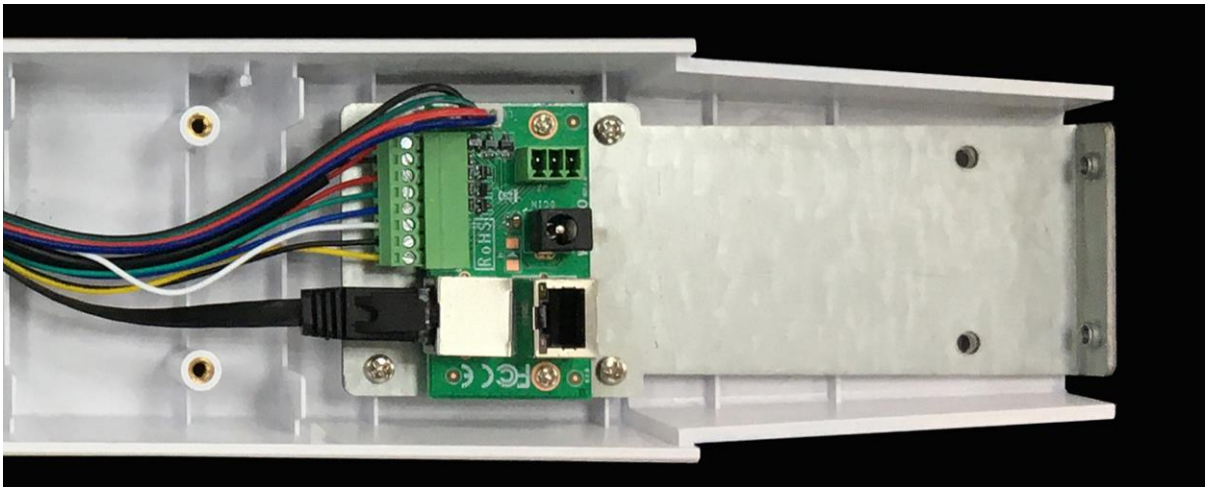


5. Align the 4 screw holes from (C-1) to corresponding 4 screw holes from (B) until them matched and lock them with compatible screws.

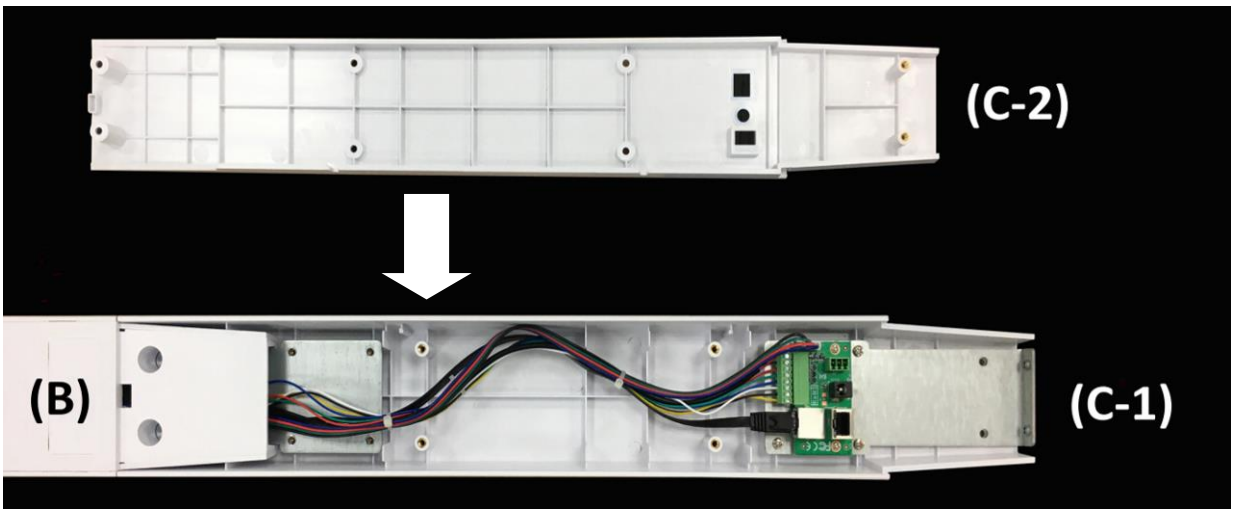


6. Plug cables from (B) into corresponding connectors from (C-1), as the following photo shows.

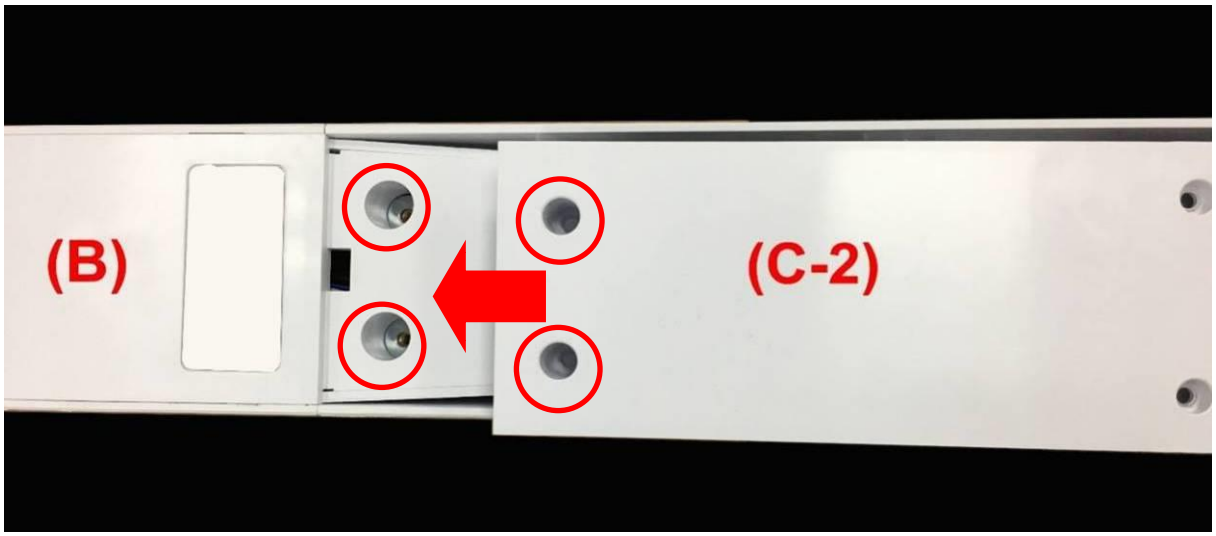




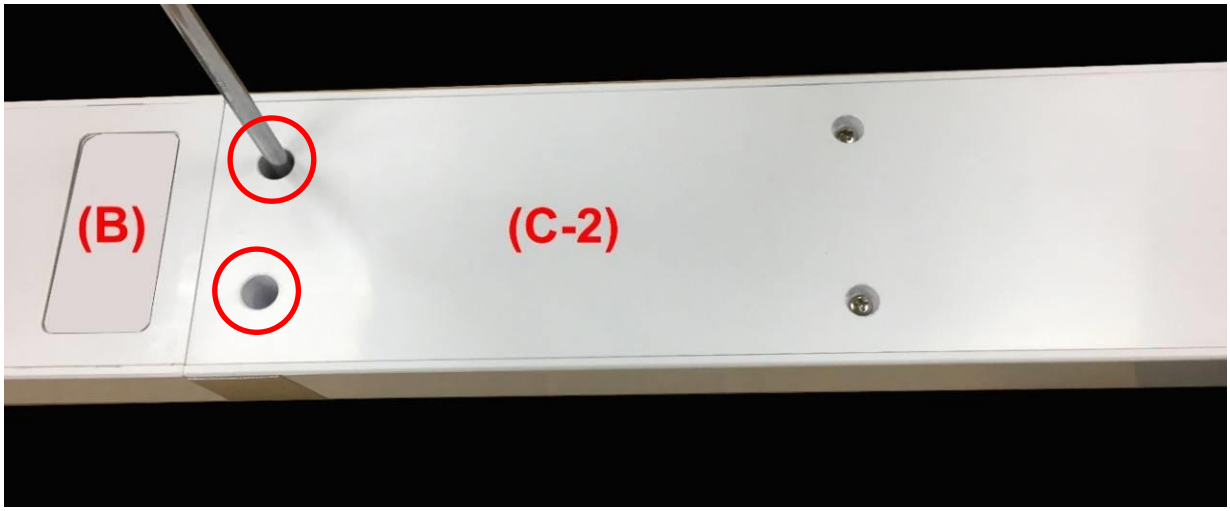
7. Turn over (C-2) to the other side, align the screw holes and then cover it on (B) &(C-1).



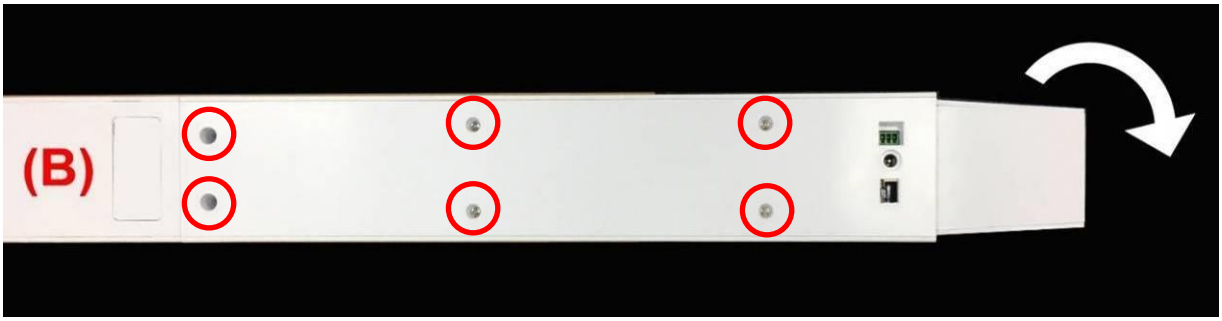
8. Align the 2 screw holes from (C-2) to 2 corresponding ones from (B) until them matched.



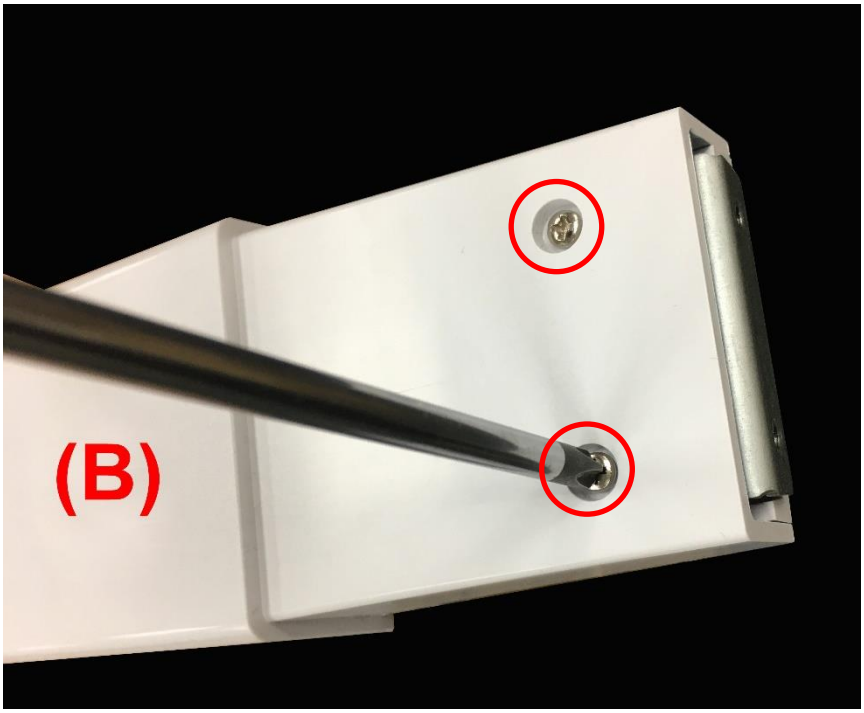
9. Lock the parts with screws.



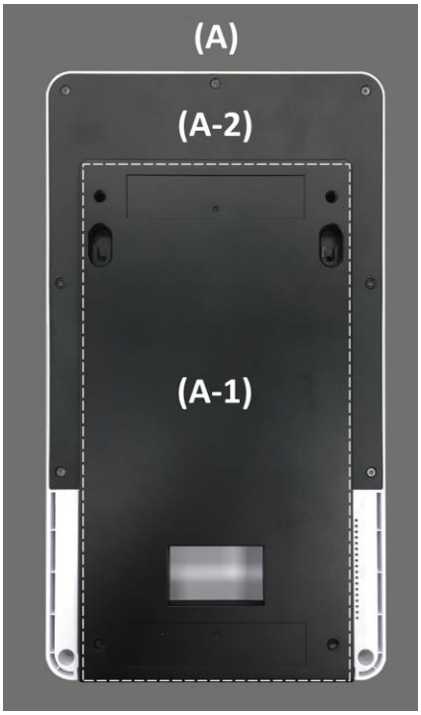
10. Turn over (B) when 6 screws are locked.

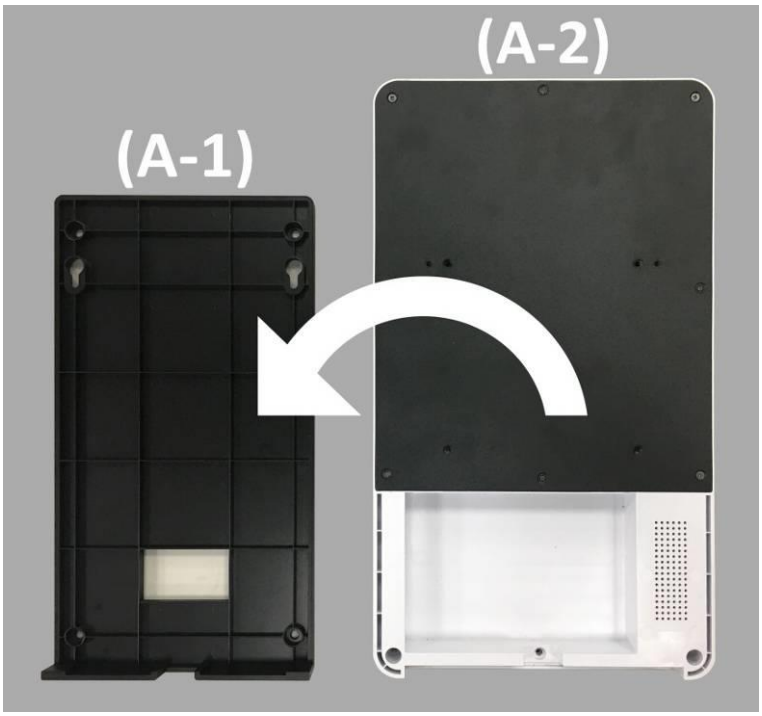


11. Lock the two screws on the end of (B).

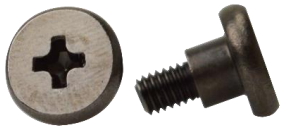


12. Open up (A-1) back shell from (A-2) to separate it from the main body (A).

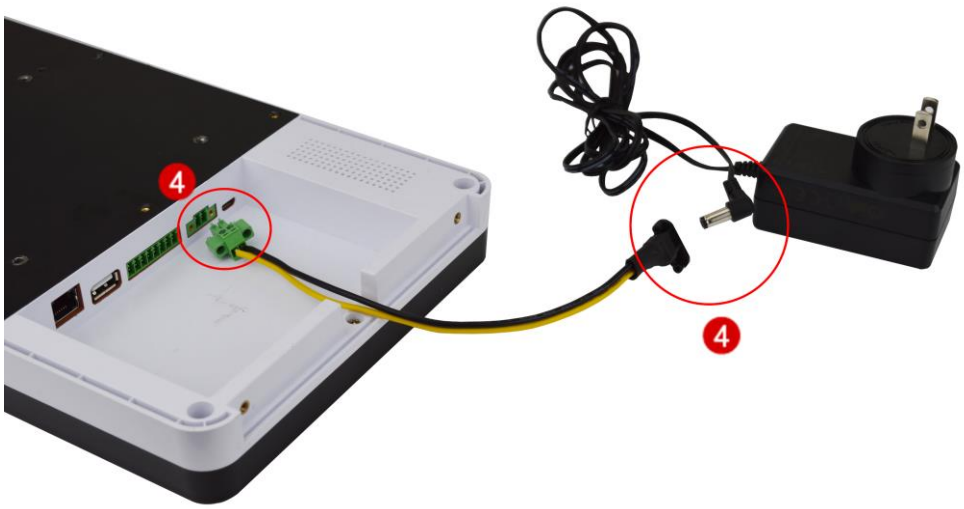




13. **For Wall-Mount Installation:** Lock the 2 compatible screws on the marked outer screw holes on the back side of (A-2) main body.



14. Connect DC-in cable 4 (placed in the box) and Adapter.



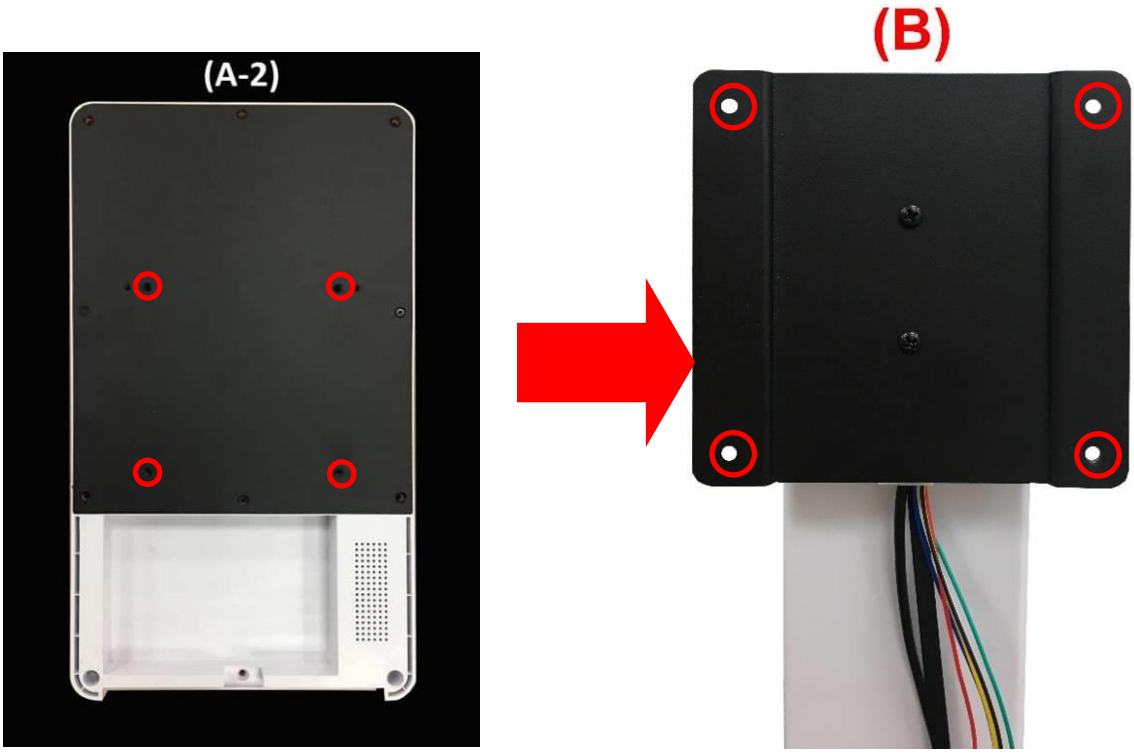
15. Binary Switch connector 5 (placed in the box) for Door Lock and Wiegand Equipment, please refer to **Chapter 2.2 Access Installation Instructions**. *Wires are excluded.

16. Connect RJ45 cable 6 if needed. *RJ45 cable is excluded.

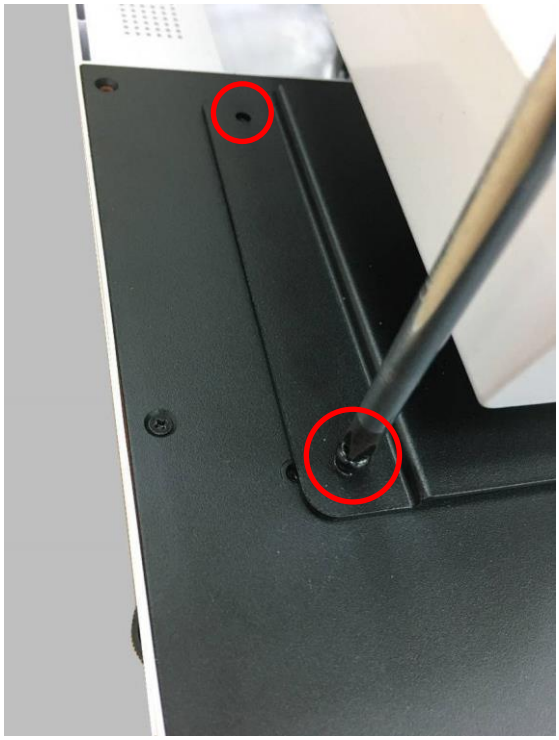
17. Install (A-1) back shell to the wall by tightening up the 4 screws in the screw holes marked in green circles. Hang the (A-2) main body on the positions marked in red frames. The frames marked in purple circles are reserved for cable & wire coutlets.

18. After installation of (A2) main body upon (A1) back shell finished, please lock two screws to screwholes on the lower side of (A2) mian body to guard against theft.

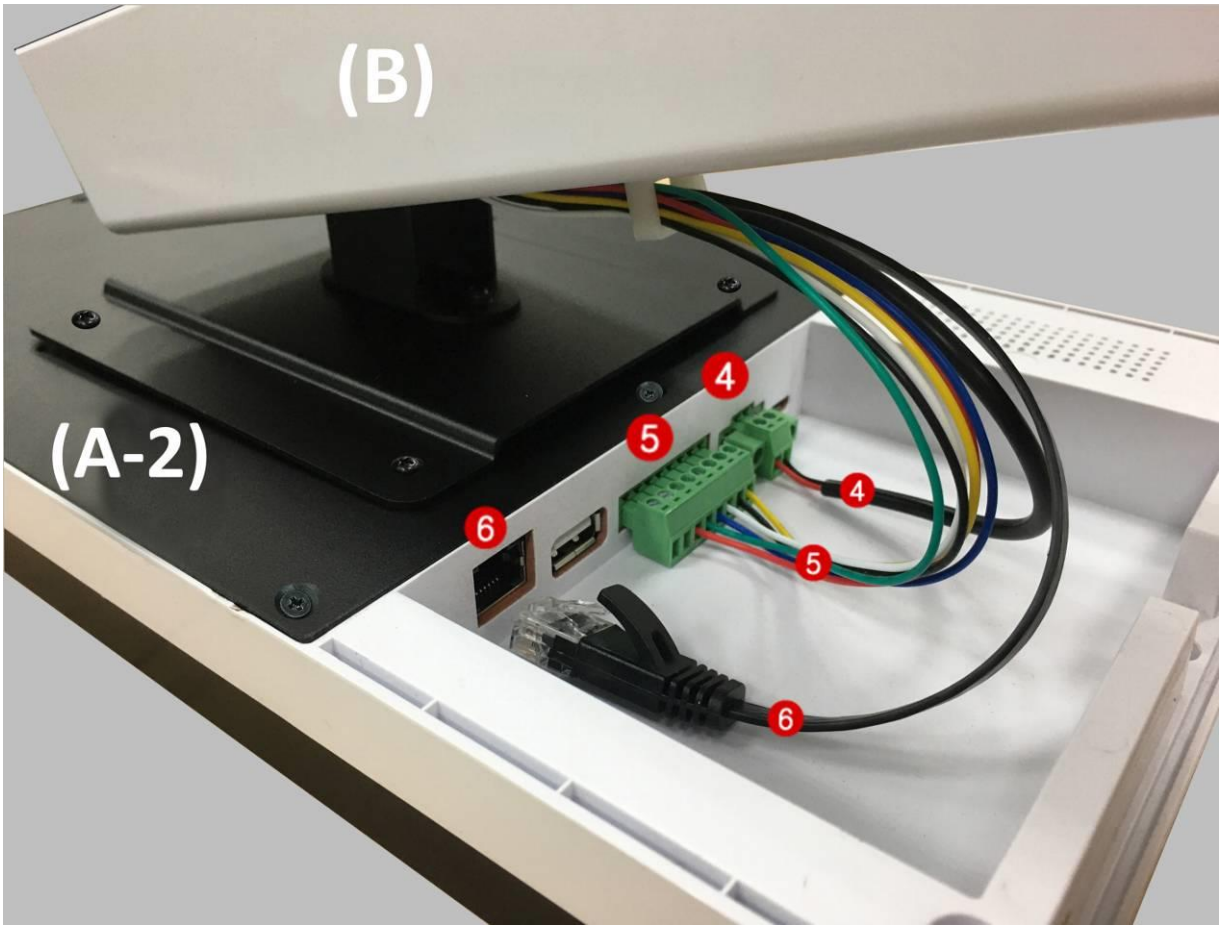
19. **For Stand Installation:** Align screw holes from (A-2) main body back side to corresponding screw holes from (B) Wall Mount rack and lock the two parts with compatible screws.



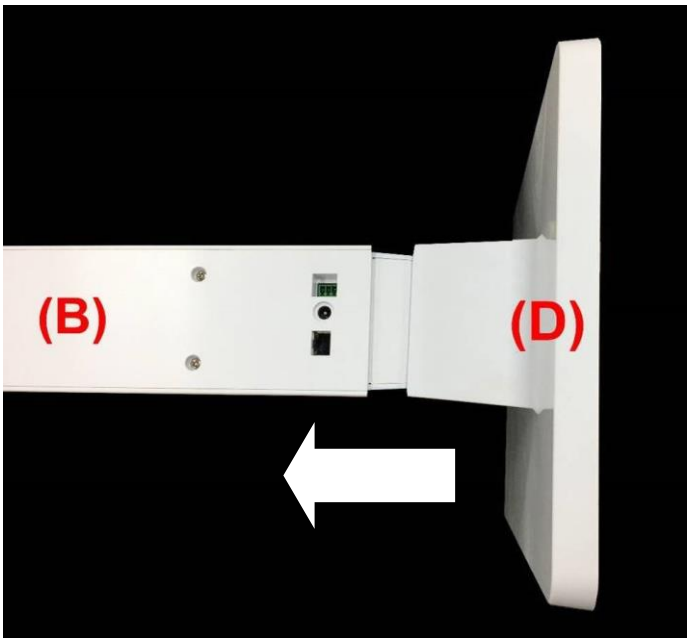
20. Place (A-2) main body panel face downwards on a clean platform, put stand (B) upon the back shell and lock the two parts by tightening up 4 screws, as the photo shows.



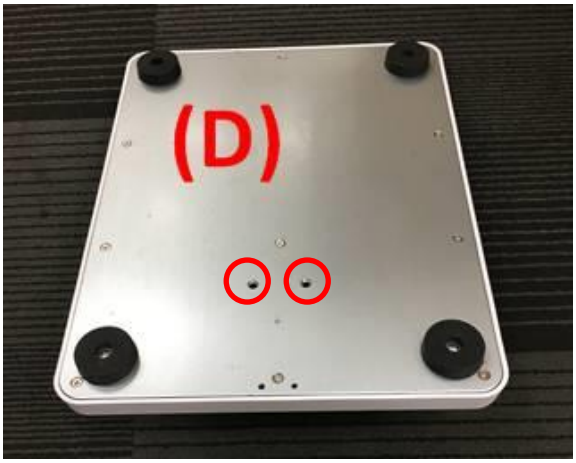
21. Plug 3 cables from stand (B) into corresponding connectors from (A-2) main body.



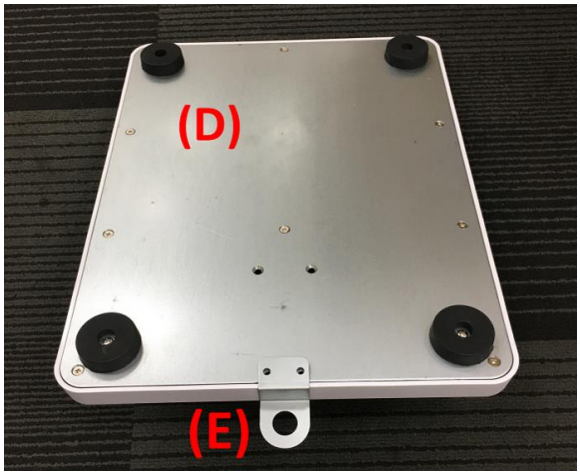
22. Push base part (D) into stand (B) until them connected firmly.



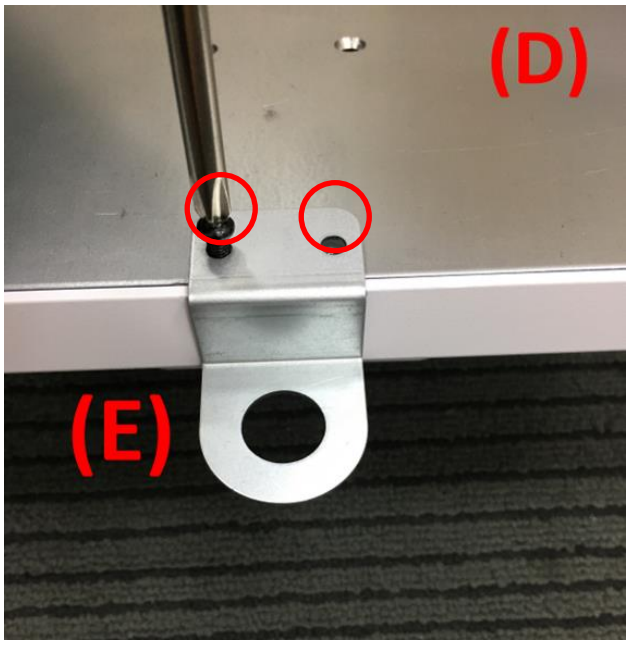
23. Lock the 2 screws under base part (D).



24. If you wish to install the anti-theft iron sheet (E), please pay attention to the installation direction as shown in the following photo.

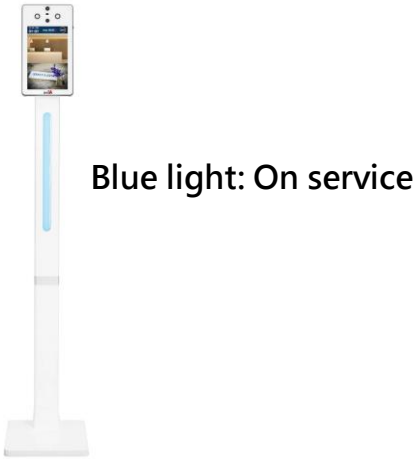


25. Lock part (E) to the base part (D) by tightening up the 2 screws. Please install your own anti-theft chain in the round hole of (E).



26. Plug in RJ-45 LAN cable and DC 12V power cable into corresponding connectors and the system is ready for service.

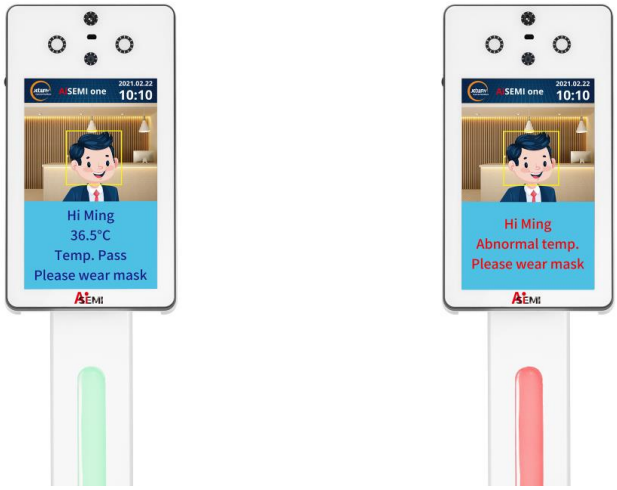
27. Power on the system and the welcome light will turn blue.



28. Please stand directly in from of the system within 50~150 cm for 2 seconds for temperature screening. The yellow frame will show on the screen if the identification & measurement pass successfully.

29. The light will turn green when the person's body temperature is within normal range, or turn red when the person's body temperature is over 37.5℃. In the case that Mask Mode is on, the light would turn green if the subject wearing a mask, or turn red if the subject not wearing any mask.

- Body temperature screen: body temperature below 37.5℃ is recognized as normal.
- Mask mode: wearing mask is recognized as normal.*It is recommended that the mask be pulled down to expose half of the bridge of the nose during measurement to reduce the probability of misjudgment.



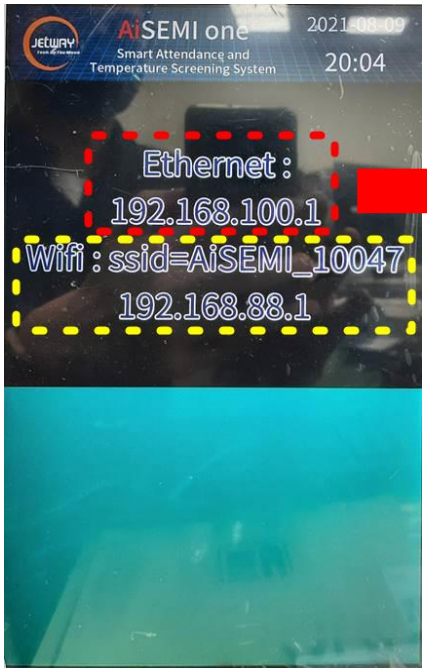
Green light: Pass

Red light: Fail

4. System Back End Operation

4.1 Settings for Network Connection

There are 2 network connection mode available for AiSEMI one vox, i.e., 'Ethernet' and 'WiFi'. 'Ethernet' (Wired Network) IP address and 'WiFi' (Wireless Network) IP address will both be on the screen when AiSEMI one vox system is turned on.

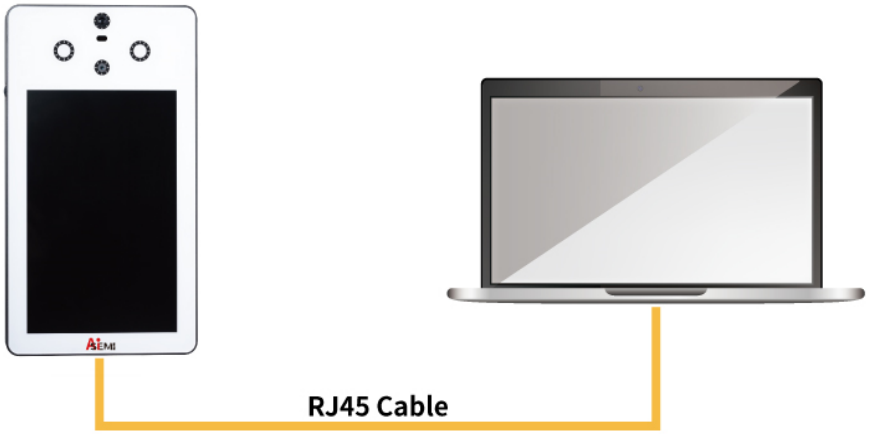


Ethernet

Wifi

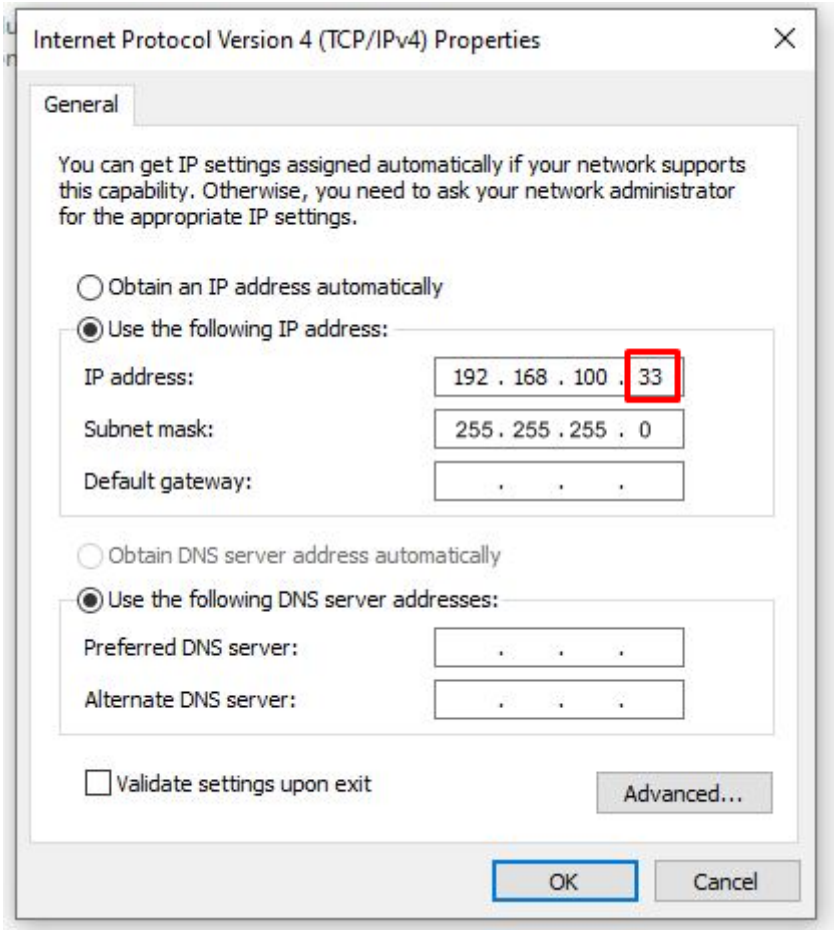
4.1.1 AiSEMI one vox via Wired Network

1. Link AiSEMI one vox directly with computer via network cable and turn on the power supply.



2. Click the network Settings icon in the lower right corner of the computer, select 'Network & Internet Settings', 'Change adapter options', select 'Ethernet', and click on Properties, tick on 'Internet Protocol Version 4 (TCP/IPv4)' and click Properties for further settings. *In the case that other settings already established, please click 'Advanced', '+New' for IP Address(R).

Enter 192.168.100.N (*The value for N can not be the same with those from AiSEMI one vox) and then enter 'Tab'for 'Subnet mask'to show up automatically and click '+New' and 'OK'to finish the settings.



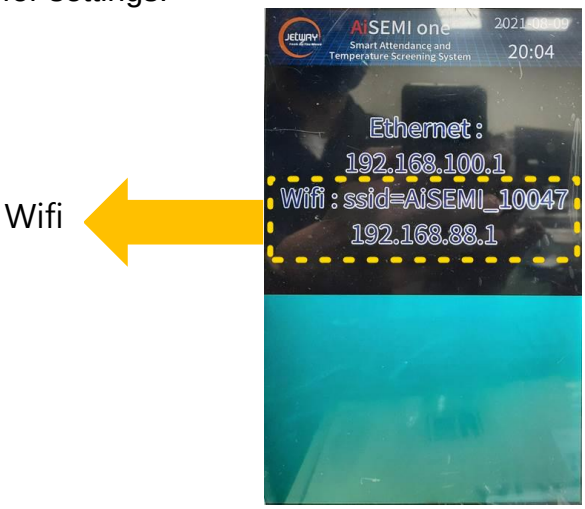
3. Open the browser and enter the url: 192.168.100.1, you can connect to the backend of the attendance system for settings.

4.1.2 AiSEMI one vox via Wireless network

1. Turn on the power supply for AiSEMI one vox.

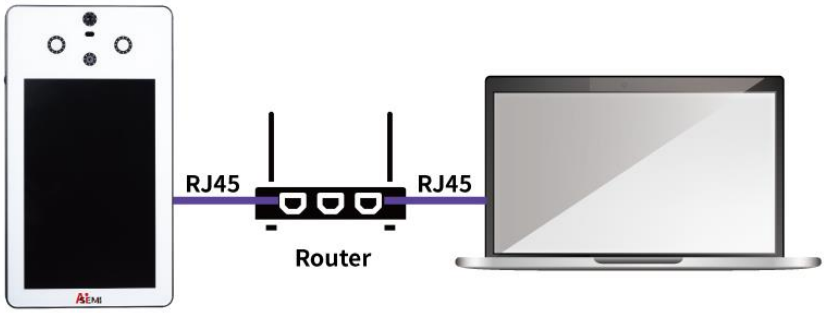
2. Click the icon in the lower right corner of the computer, select corresponding 'ASEMI_xxxxx' and then type in password: 123456789

3. Open the browser and enter the url: 192.168.88.1, you can connect to the backend of the attendance system for settings.



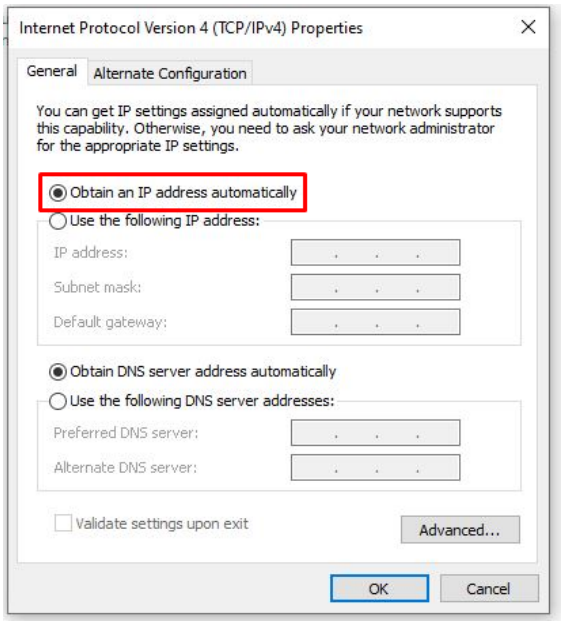
4.1.3 AiSEMI one vox via Router

1. Connect AiSEMI one vox, Router and a computer with network cables and turn on the power supply.

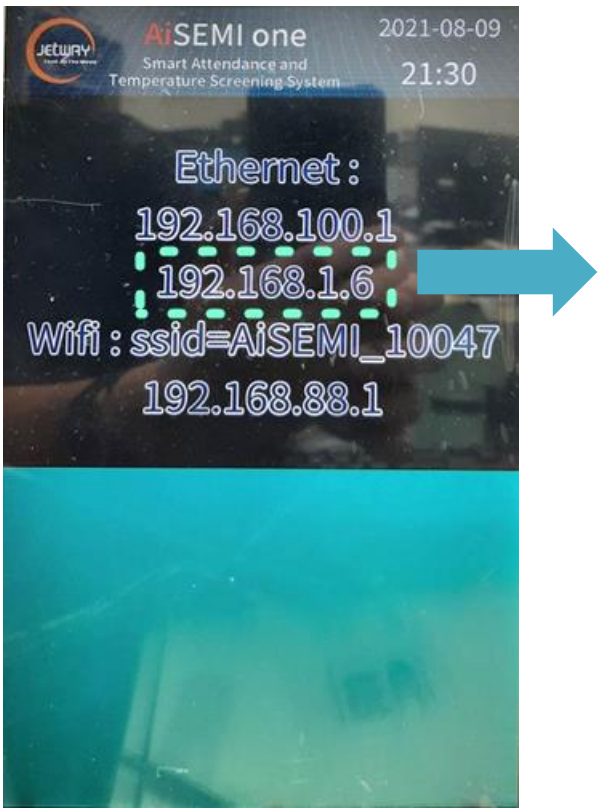


2. In the case that the Router is set as DHCP, AiSEMI one vox will display automatic IP address when it is powered on.

3. Click the network Settings icon in the lower right corner of the computer, select 'Network & Internet Settings', 'Change adapter options', select 'Ethernet', and click on Properties, tick on 'Internet Protocol Version 4 (TCP/IPv4)' and click Properties, and then tick 'Obtain an IP address automatically' and 'OK' to finish.



4. Open the browser and enter the url: 192.168.88.16 (the automatic IP address corresponding to the network address), you can connect to the backend of the attendance system for settings.



Router
Automatic IP address

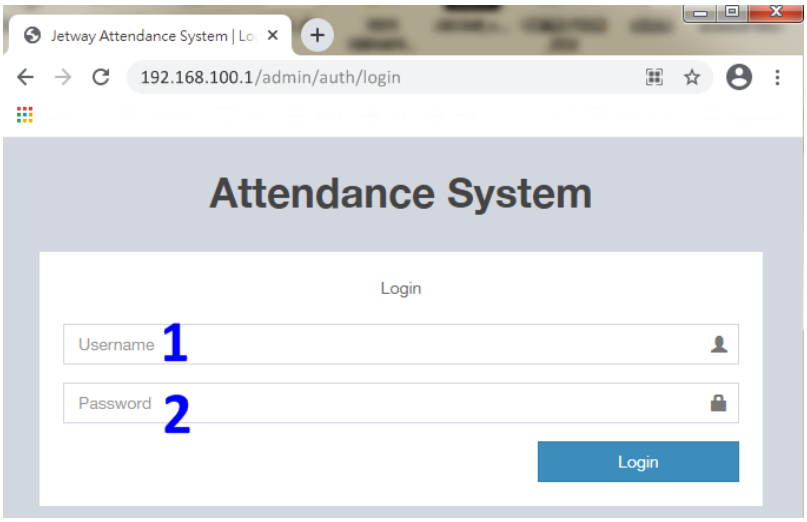
4.2 System Back End Settings

1. It is recommended to use a browser with Chrome version 33 or above for AiSEMI one vox system back end operation.

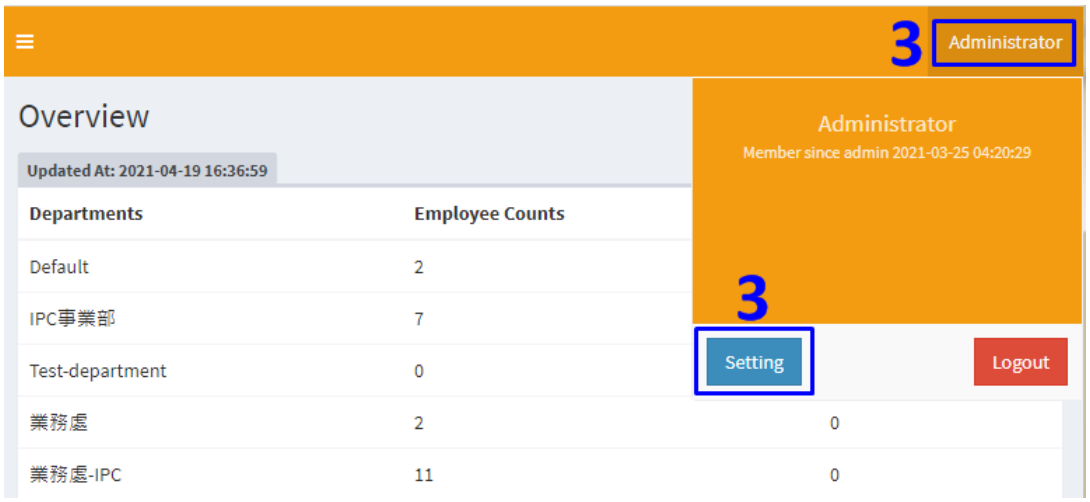
Browsers supported by the system	
Browser Name	**Version Supported**
Edge	12 - 89
Firefox	29 - 88
Chrome	33 - 92

2. Set your computer IP address as 192.168.100.2 before docking it with the attendance system, and then open a browser, type in the URL : 192.168.100.1 to enter the back end of the attendance system for further settings (if you have any problems during the procedure, please contact us or consult network engineers/professionals for technical information).

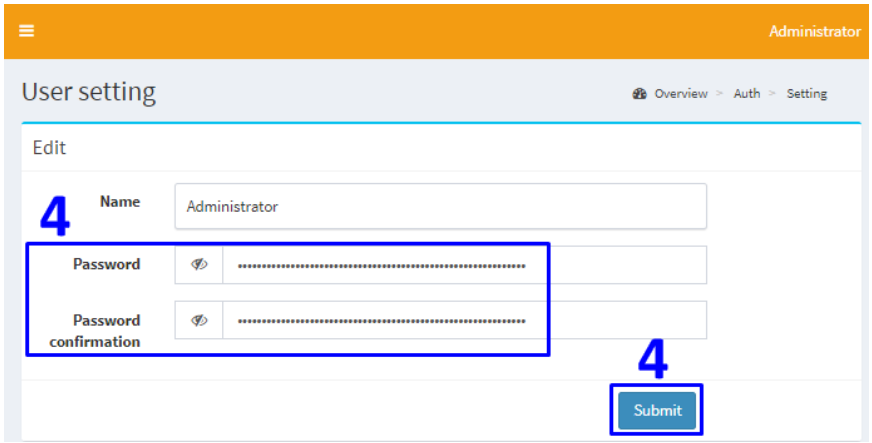
Log in with the initial account. The initial user's name is admin; the initial password: 1234. *The username for logging in to the back end of Attendance System is always 'admin' and cannot be changed.



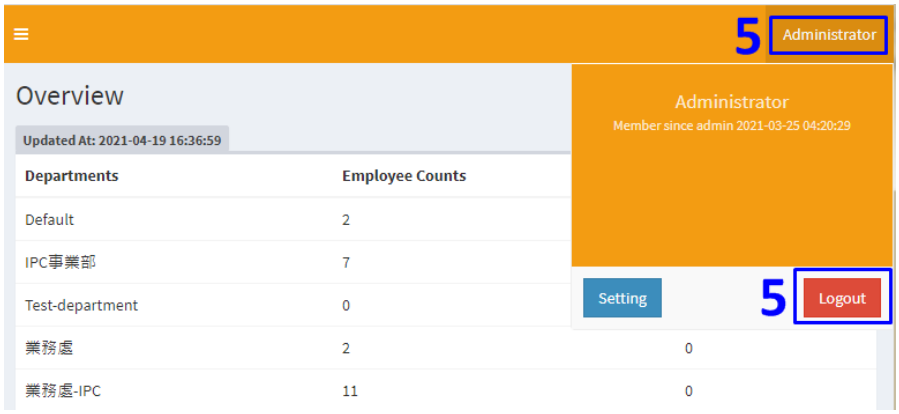
3. Password Change: Click 'Administrator' in the upper right corner, and then press 'Setting' to enter the new password of the editor.



4. After resetting the password, press ‘Submit’ to complete the setting.

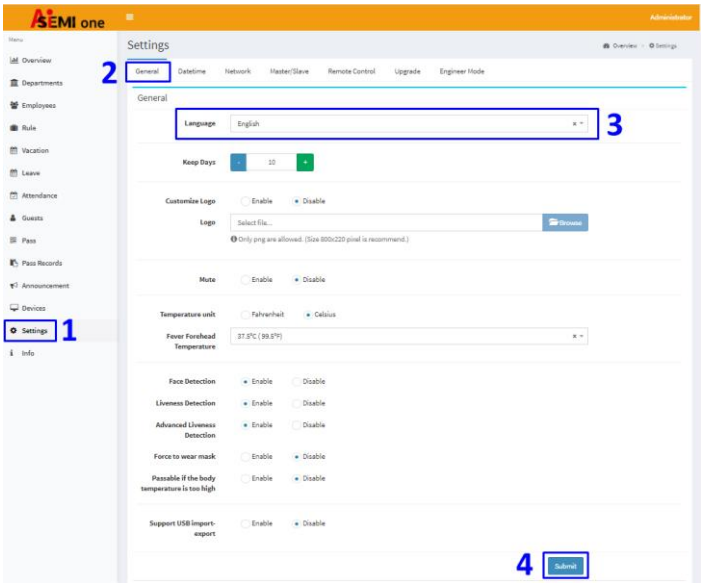


5. Logout: Click ‘Administrator’ in the upper right corner, and then click ‘Logout’ to log out.



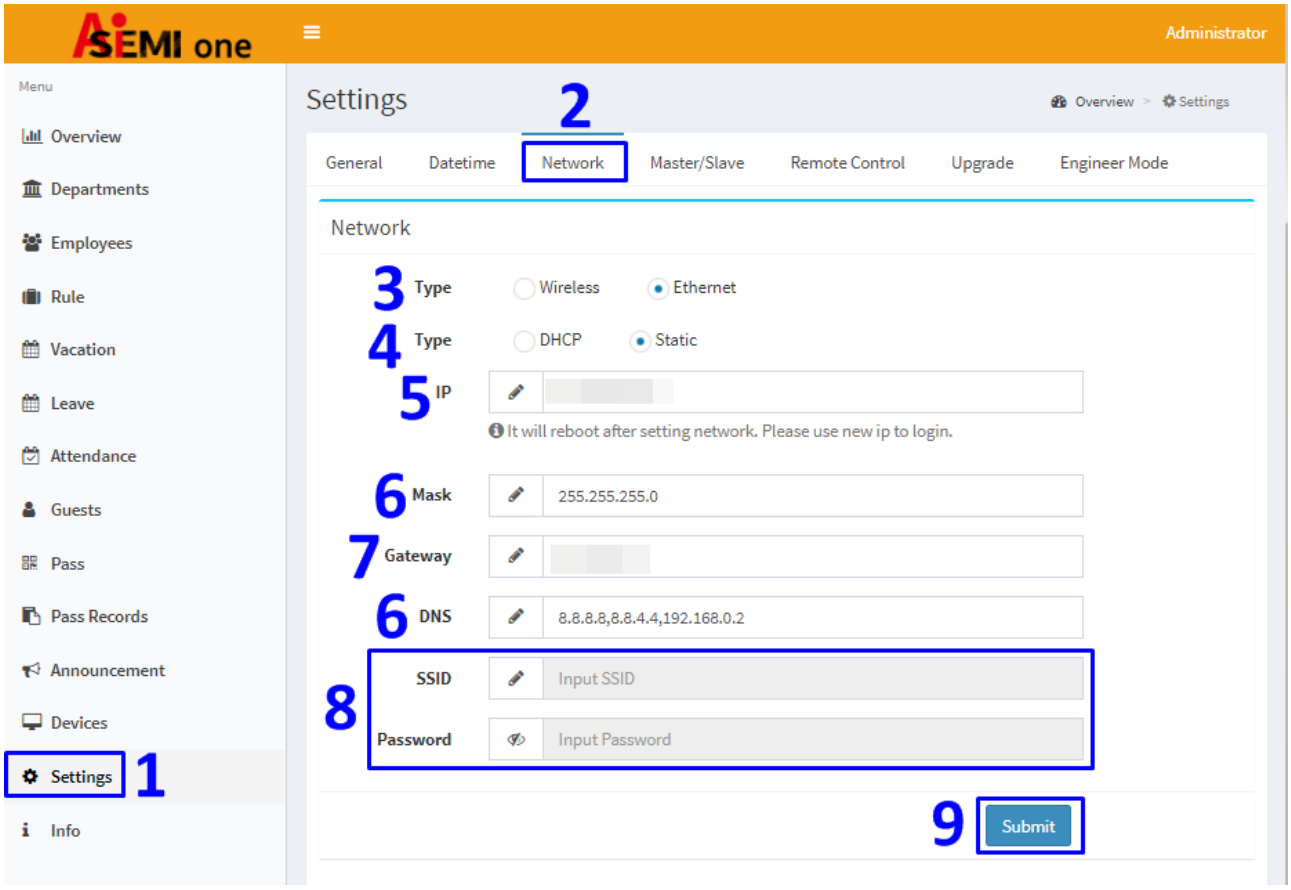
4.3 Language Settings

Please click the ‘Settings’ in the left column and go to ‘General’ in the right screen, and then click ‘Language’ to select a specific language from the drop-down menu. Click ‘Submit’ when you finished the previous steps.



4.4 Network Settings

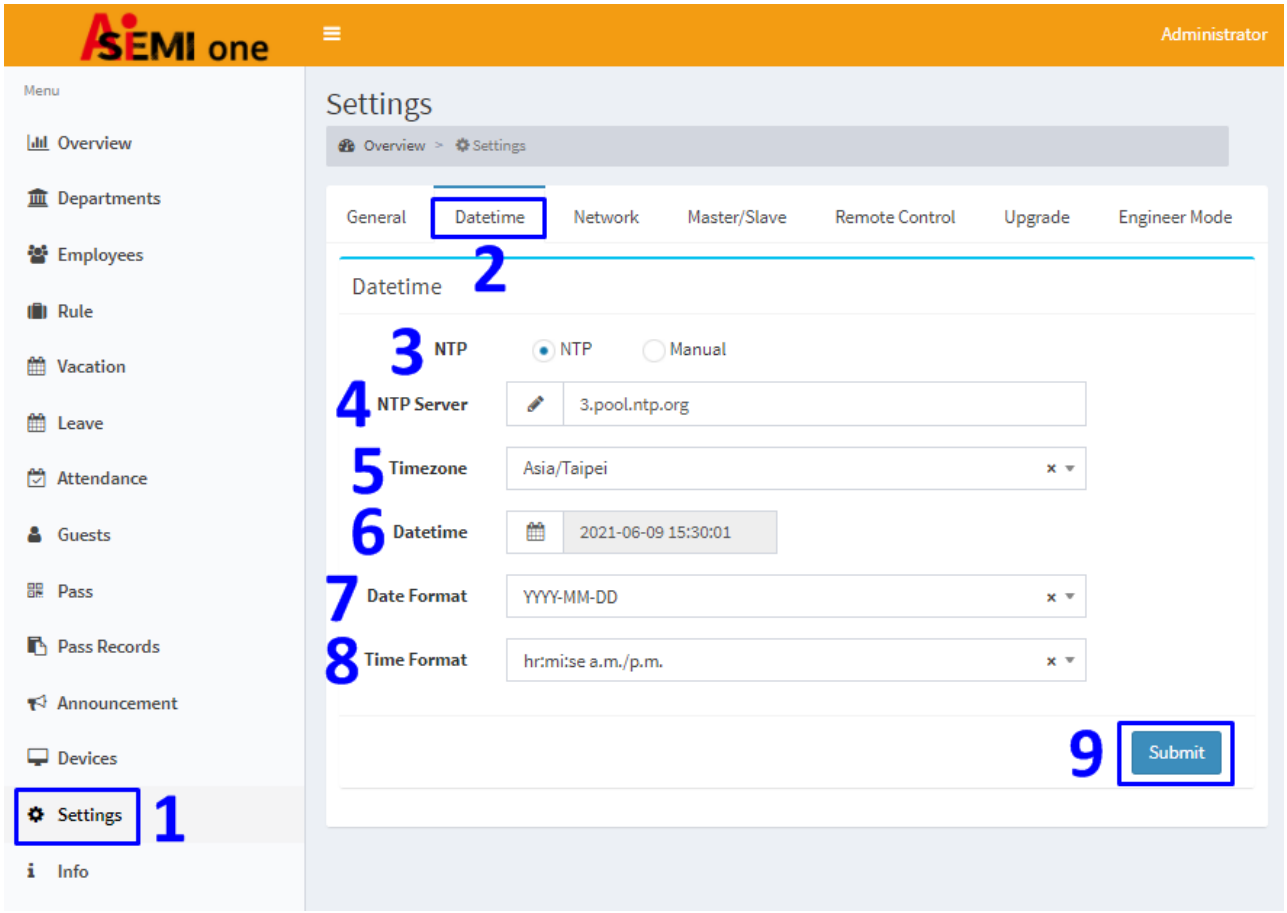
1. Click ‘Settings’ option in the left column.
2. Click ‘Network’ option on the right side of the screen.
3. Select ‘Wireless’ or ‘Ethernet’ from network ‘Type’ option.*To avoid unstable signal, please use Ethernet (Intranet) connection.
4. Select ‘DHCP’ or ‘Static’ for IP type.
5. The factory default IP address is:192.168.100.1; please enter one to modify it according to the actual status. *The computer will reboot after setting network. Please use new IP to login.
6. The values of ‘Mask’" and ‘DNS’ are default and cannot be modified.
7. ‘Gateway’: please enter the actual gateway address.
8. When you select Network type as ‘Wireless, please enter your SSID and password.
9. Click ‘Submit’ when corresponding settings are complete.*The computer will reboot after submit. Please use new IP to login.



4.5 Datetime Settings

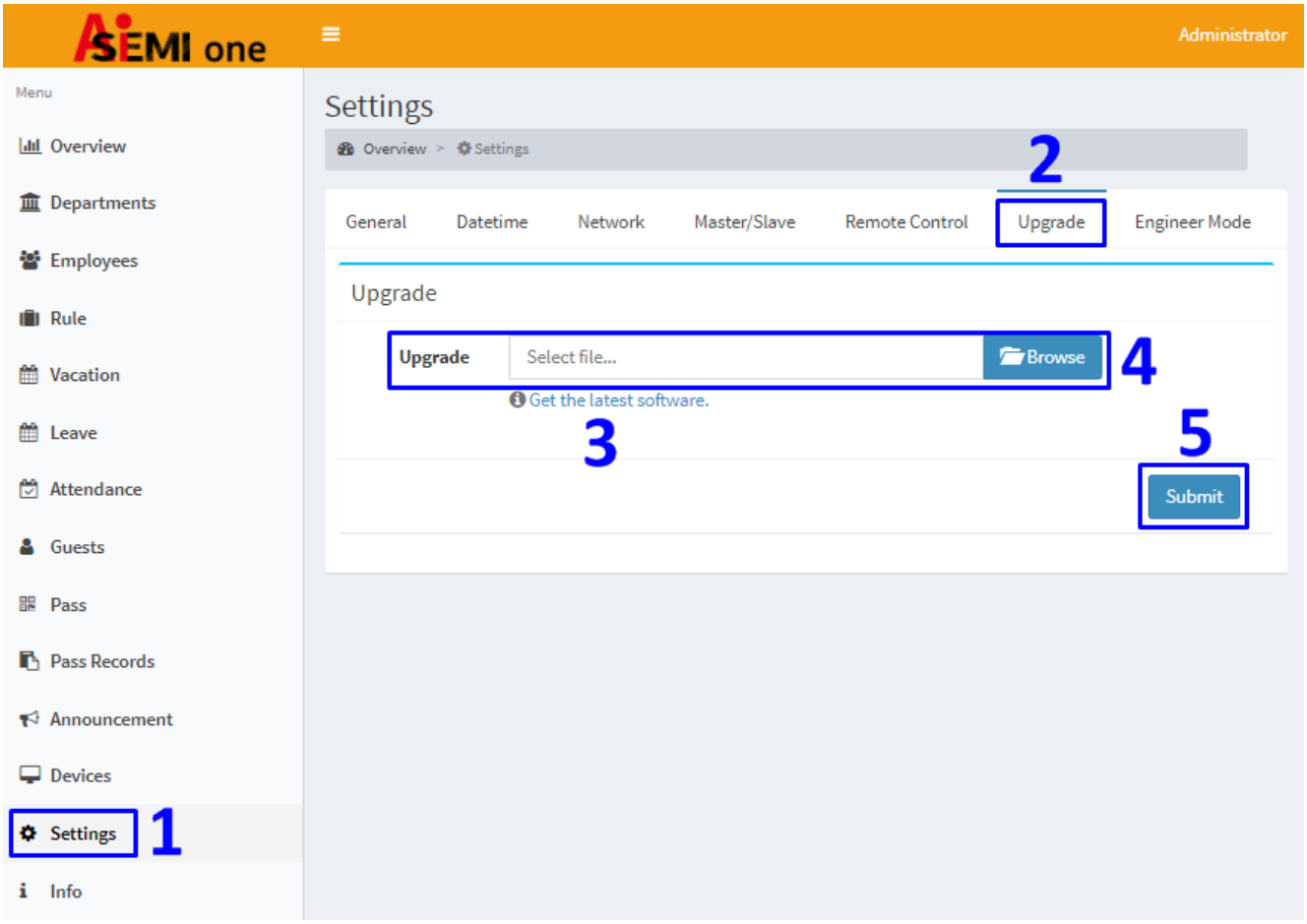
1. Click the ‘Settings’ option in the left column.
2. The ‘Datetime’ option on the right side of the screen.
3. To select NTP (Network Time Protocol) time please click ‘NTP’; or to specify the time and time zone manually please click ‘Manual’ for further settings. The default NTP Server is ‘3.pool.ntp.org’. The Network Time Protocol (NTP) is a networking protocol for clock synchronization between

computer systems over packet-switched, variable-latency data networks.
4. NTP server does not need to be filled in by default, it can be filled in according to the actual state if needed.
5. Click to select a specific time zone from the drop-down menu.
6. 'Datetime' can be filled in according to the actual status if there is any need, select 'Manual' first and then modify it.
7. Click to select a Date Format from the drop-down menu.
8. Click to select a Time Format from the drop-down menu.
9. Click 'Submit' when the settings are complete.*The computer will reboot after submit.



4.6 Settings for Version Upgrade

1. Click the 'Settings' option in the left column.
2. The 'Upgrade' option on the right side of the screen.
3. Click 'Get the latest software' to download the latest version .ZIP file format software (no need to decompress after download).
4. And then click 'Browse' to select the downloaded .ZIP format file for uploading.
5. Click 'Submit' and wait for AiSEMI one vox to restart automatically.
6. Please log in again.



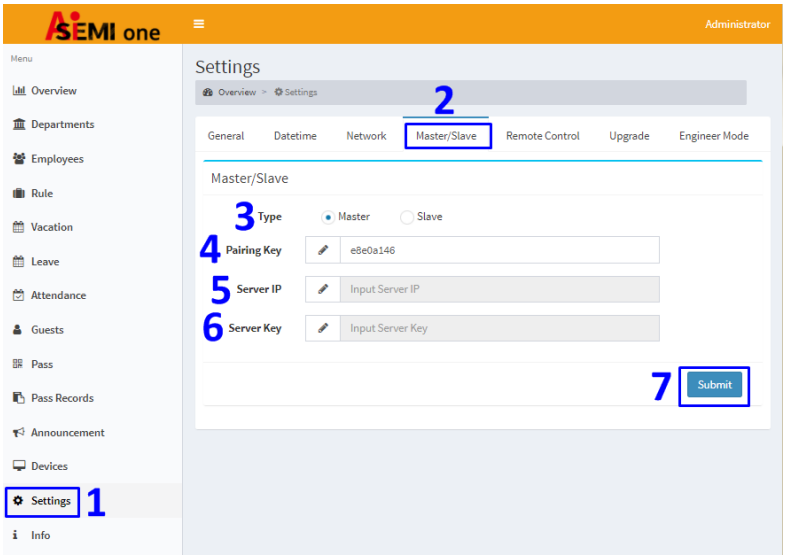
4.7 Master / Slave Mode Settings.

1. Click the ‘Settings’ option in the left column.
2. The ‘Master/Slave’ option is on the right side of the screen.
3. Set the ‘Type’ as ‘Master’ or ‘Slave’ according to actual needs. The ‘Master’ system can record all the data from Master or Slave system while the ‘Slave’ only has mirror function, and the data obtained by the Slave will be sent back to the Master. The Slave system itself does not store the data.
4. When set as ‘Master’ mode, the computer will automatically generate a "Pairing Key" during installation. The Paring Key is modifiable.
5. When working in ‘Master’ mode, there is no need to fill in ‘Server IP’ or ‘Server Key’.
6. When working in a ‘Slave’ mode, User need to fill in the master computer IP into ‘Server IP’ box and fill in the specific pairing key the master computer send out for registration into the ‘Server Key’ box.

*The registration shall fail when the pairing key from the Slave computer is inconsistent with the one the Master computer sent out.

*The Slave computer will transmit the attendance data to the Master computer.

7. Click ‘Submit’ when the settings are complete.



4.8 Settings for Remote Control

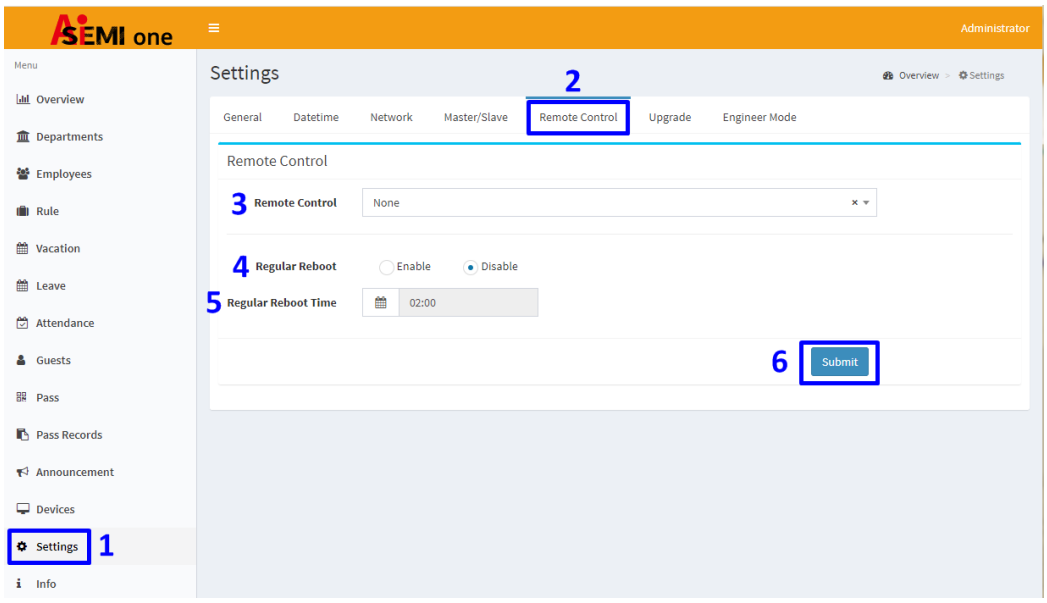
1. Click the 'Settings' option in the left column.
2. Click 'Remote Control' option on the right side of the screen.
3. 'Remote Control': Select 'None', 'Reboot' and 'Reset to Factory State' from the Remote Control drop-down menu.

*'Reset to Factory State' shall clear up all the pre-set parameters, with only the latest upgraded software version.

4. 'Regular Reboot': the optional settings are: [Enable]; [Disable].
5. 'Regular Reboot Time': to set a specific 'Regular Reboot Time'.
6. Click 'Submit' when the settings are complete.

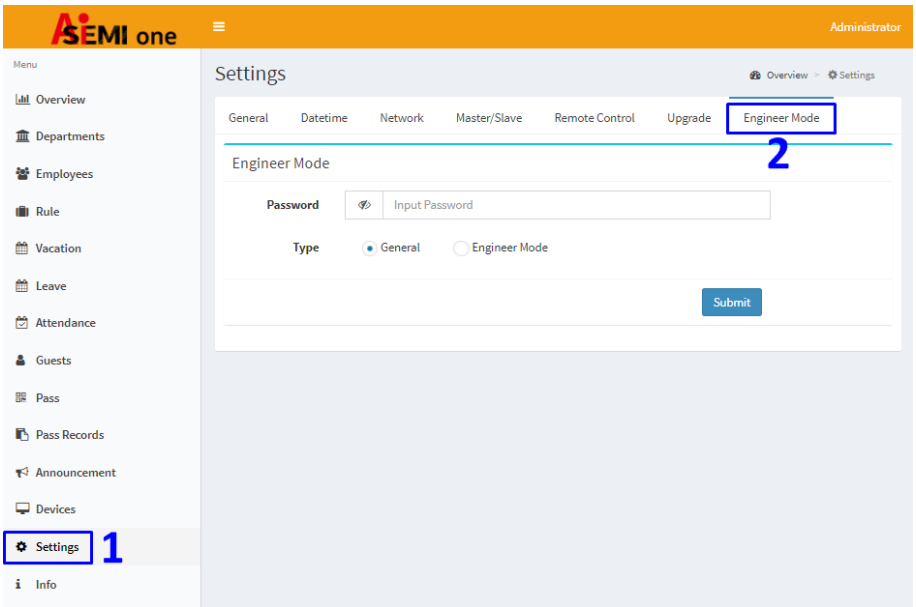
*After setting the 'Reboot', please wait for the command execution to complete before entering the back end of the computer again.

*If the network type was set to 'DHCP', the login IP address might change. If that's the case, you need to use the new IP instead.



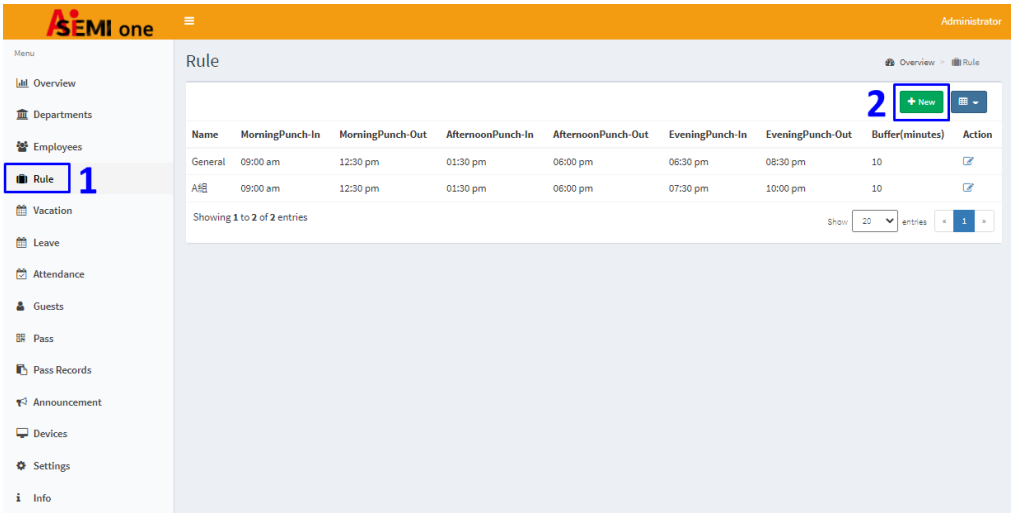
4.9 Engineer Mode

*The ‘Engineering Mode’ option is the system calibration function, need to contact the manufacturer to obtain the authorization password for setting.

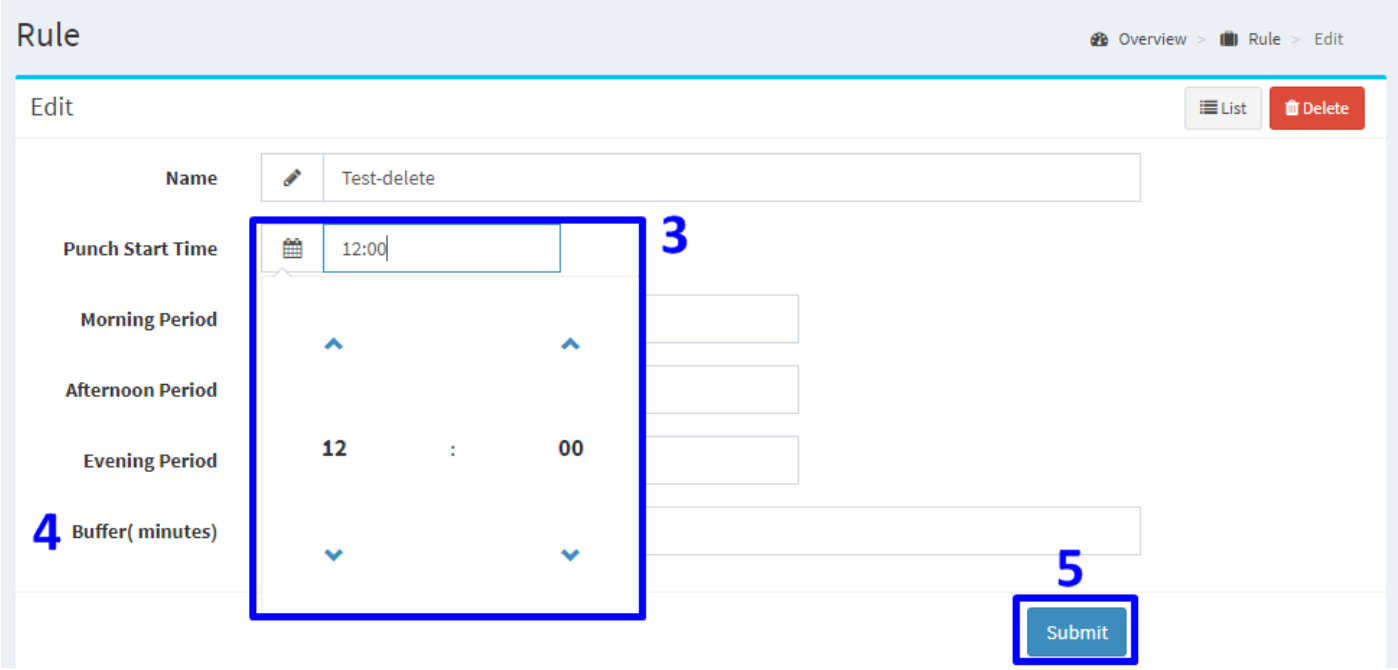


4.10 Punch Time Period Rule Settings

1. Click the ‘Rule’ option in the left column.
2. Click the ‘+New’ icon on the right side of the screen.

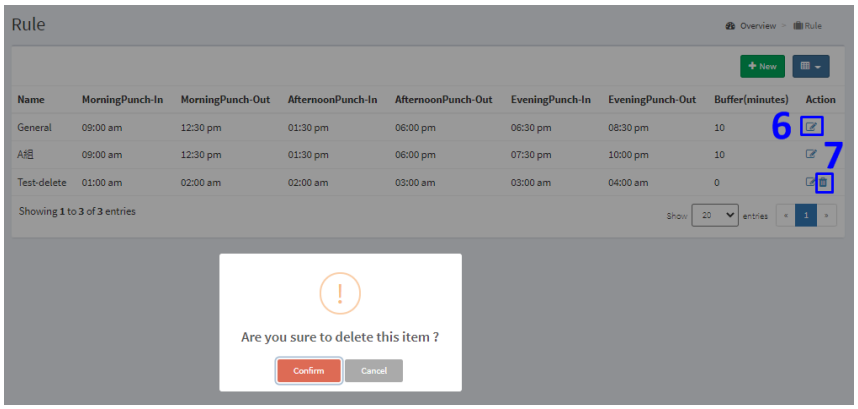


3. Click ‘Name’ and select corresponding time period to create a new name and set specific time period.
4. To enter the ‘Buffer (minutes)’ value.
5. Click ‘Submit’ when the settings are complete.



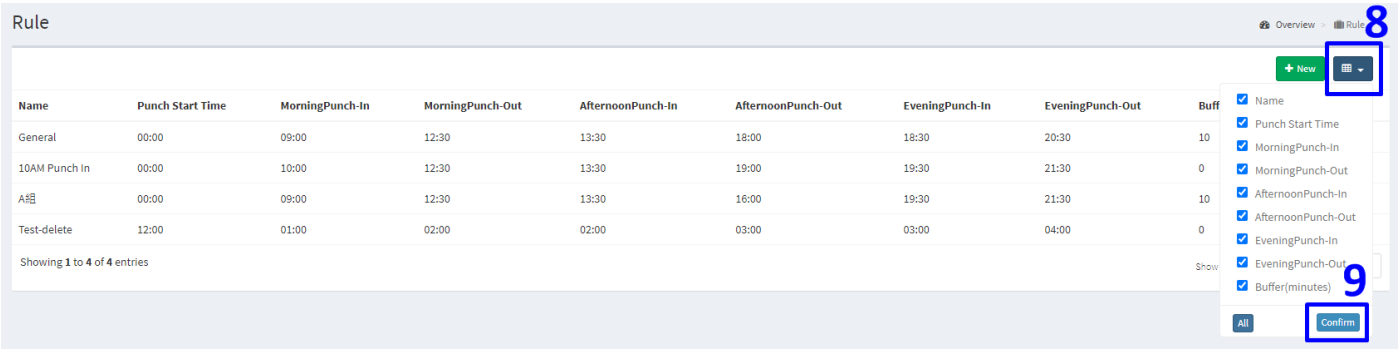
6. User can click to modify and edit the already established ‘Rule’; please click ‘Submit’ after the settings are complete.

7. Click to delete the already established ‘Rule’ for punch time.*Only the punch time periods that are not assigned and occupied can be deleted.



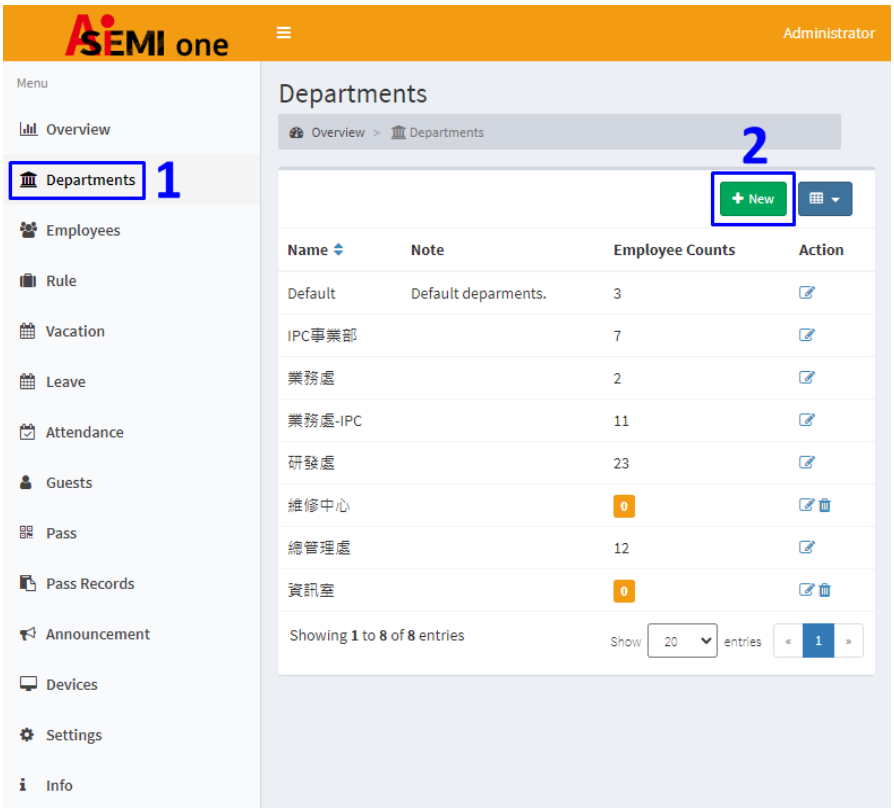
8. Click to filter the dsiplayed items.

9. Click ‘Confirm’ when the settings are complete.

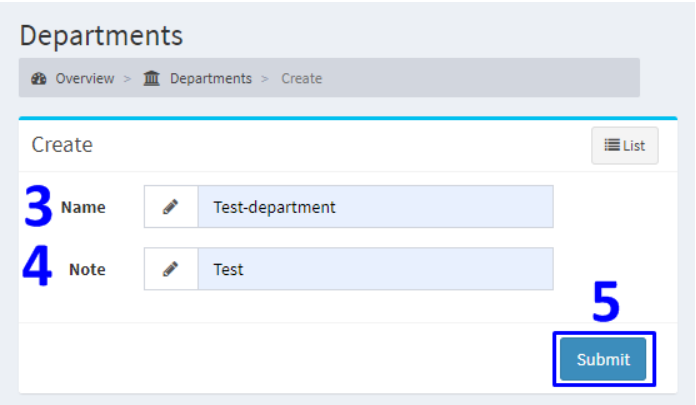


4.11 Departments Settings

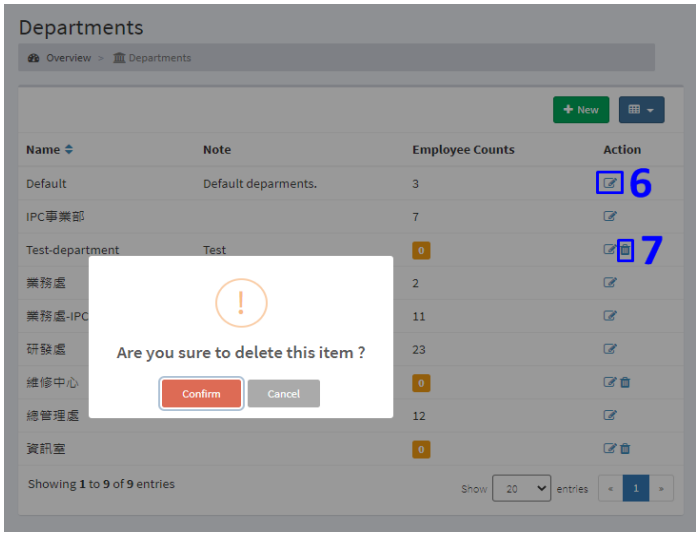
1. Click the ‘Departments’ option in the left column.
2. Click the ‘+New’ icon on the right side of the screen.



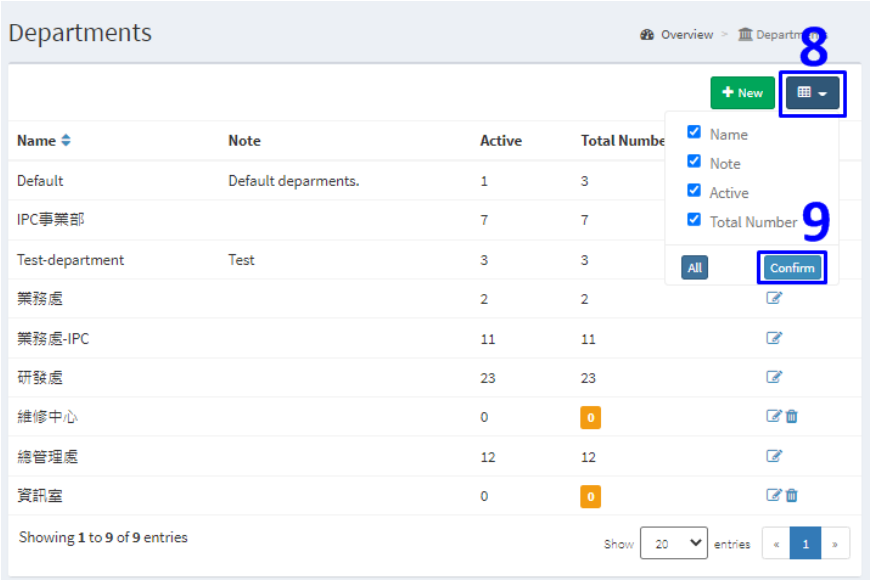
3. Type in department name to create a ‘Name’ for specific department.
4. Fill in note information on the right side of the ‘Note’ option.
5. Click ‘Submit’ when the settings are complete.



6. User can click to modify and edit the already established data of the ‘Department’; please click ‘Submit’ after the settings are complete.
7. Click delete the already established ‘Department’.*Only the department not assigned and occupied can be deleted.



8. Click to filter the dsiplayed items.
9. Click ‘Confirm’ when the settings are complete.



4.12 Settings for Employees

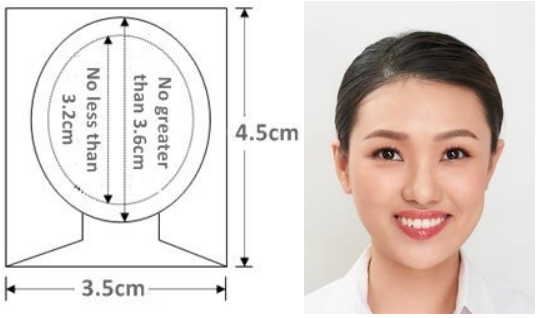
Before establishing employee data, please complete the employee's face photo by taking, retaking or scanning photo, and then crop the front face portion, save as either JPG or PNG format.

Taking Photo:

- The employee taking photo should not wear glasses.
- The shooting background should be light monochrome background (white is best).
- The light source must give off even and harmonious light and there should be no shadow or flash reflected in the face and no red eye.
- Long hair and hair bang can not cover eyebrows, ears or other facial features.
- Lips closed with no special facial expressions; a smile is allowed but the expression should be natural and not exaggerated.
- The employee should look straightly at the camera lens for shooting; the camera should be

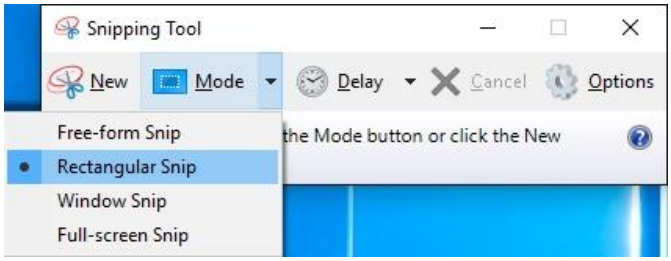
with appropriate brightness ,contrast, and a clear and distinct focus

- The eyes must be open and clear, face outline must be clear, position not sideways or tilted.
- The two sides of the face, the outline of both ears and special moles, birthmarks and scars should be clear and the photos should not be modified.

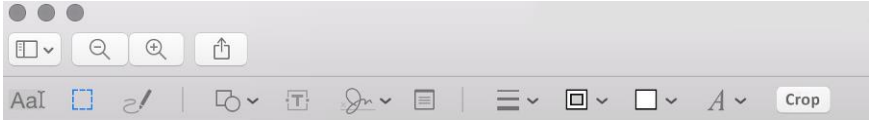


Retaking or Scanning Photo:

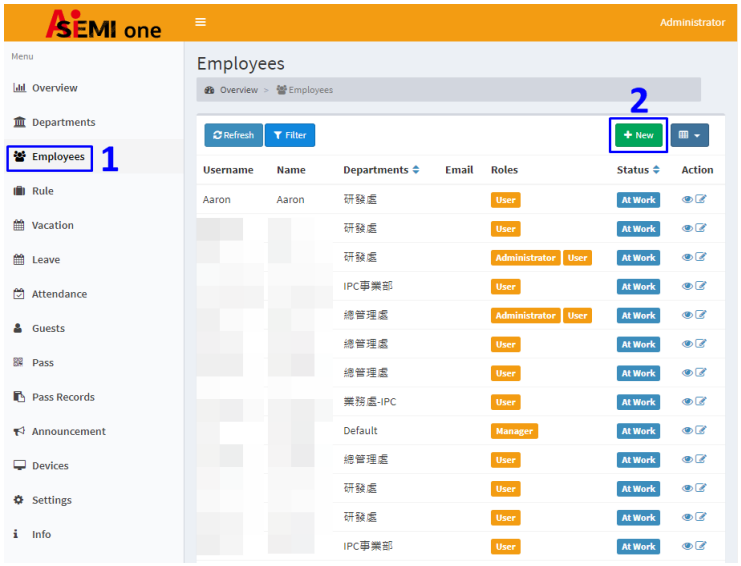
- **Windows System:** Select 'Start' , type 'snipping tool', and then select it in the search results. Select 'Mode' and 'Rectangular Snip', crop the front face portion, save as either JPG or PNG format, set the file name as personnel name.



- **Mac System:**Click 'Rectangular Selection' button in the 'Preview' toolbar, crop the front face portion, click the 'Crop' button, and save as either JPG or PNG format, set the file name as personnel name.



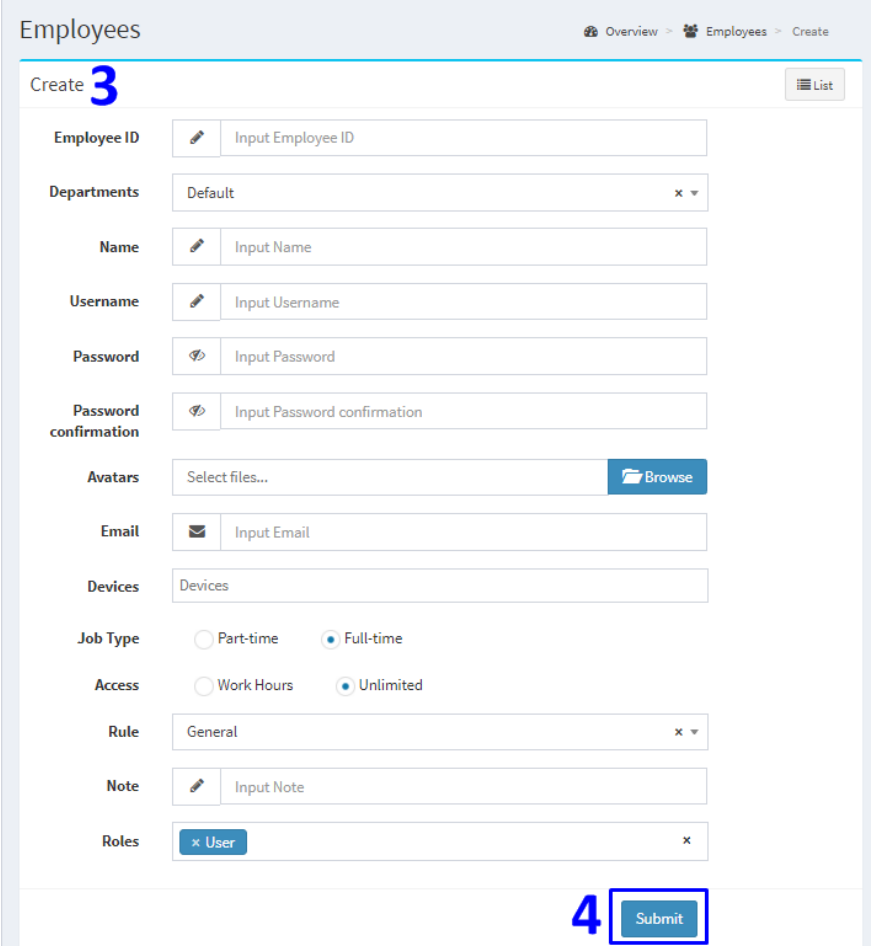
1. Click the 'Employees' option in the left column.
2. Click the '+New' New icon on the right side of the screen.



3. To create employee profile:

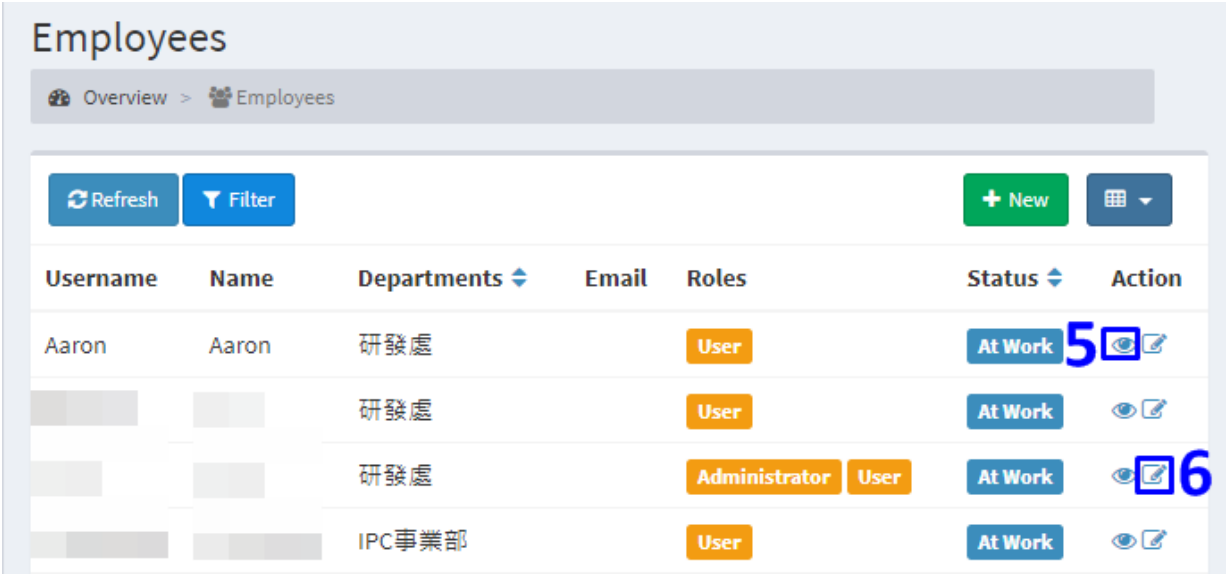
- Employee ID: please enter the employee work No. or ID.
- Departments: please select the corresponding department from the drop-down menu.
- Name: please enter the name of the employee.
- Username: please set the name of the employee who can log in the attendance system APP.
- Password: please set the password of the employee user name who can log in the attendance system APP.
- Password Confirmation: please re-enter your password to confirm password accuracy.
- Avatars: please click ‘Browse’ to select employee photo to upload, either in JPG or PNG format.
- Email: please enter the employee email address.
- Devices: click to select from the optional device (i.e., Master or Slave AiSEMI one voxof Multi-door Networking Access Control System). *This item is related to access control and multiple options allowed.
- Job Type: the available options are "Part-time" and "Full-time".
- Access: the available options are "Work hours" and "Unlimited".
- Rule: to set corresponding sign-in period from the drop-down menu.
- Note: to enter note information.
- Roles: the available options are ‘User’, ‘Manager’ and ‘Administrator’. This item is related to Access restrictions of the attendance system.
  - ‘User’: when set as ‘User’ you can only see your own attendance records.
  - ‘Manager’: when set as ‘Manager’ you can see your own attendance records and those of your department.
  - ‘Administrator’: when set as ‘Administrator’ you can see your own attendance records and attendance records of all the departments

4. Click ‘Submit’ when the settings are complete.



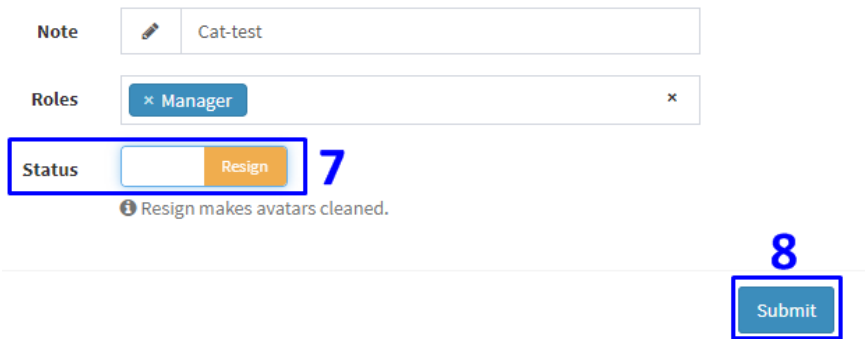
5. Click can have a overview of enployee's profile.

6. Click can modify or edit relative information in the employee profile.

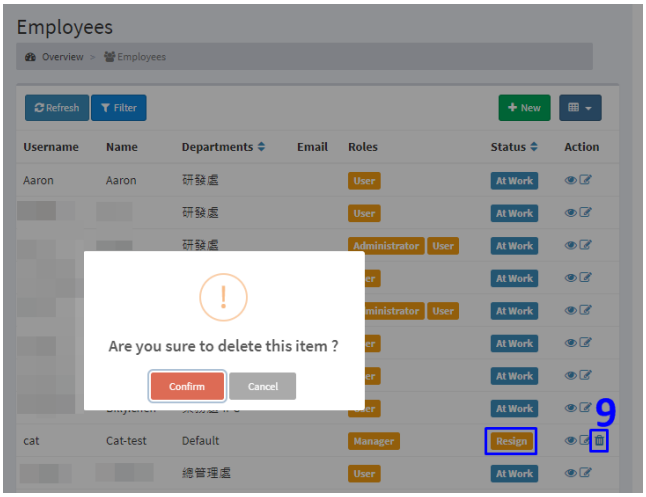


7. The 'Status' item in the bottom allows you to swipe left and right to select the employee status as 'At Work' or 'Resign'. *When set as 'Resign', the avatar will be removed to control access control rights, and the date will be automatically recorded. The attendance record will not be counted as absenteeism on the next working day on the day of departure.

8. Click ‘Submit’ when the settings are complete.

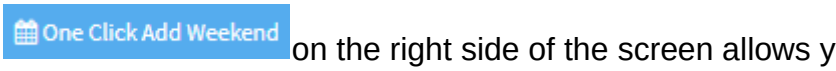


9. Click 🗑 to delete the already established employee profile. *The ‘Status’ should be selected as ‘Resign’ in advance before deleting the employee profile. Attendance Records of the resigned employees will be deleted as the same time.

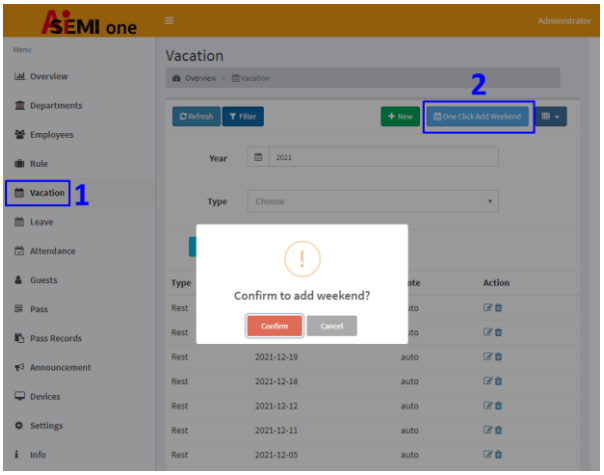


4.13 Vacation Settings

1. Click the ‘Vacation’ option in the left column.

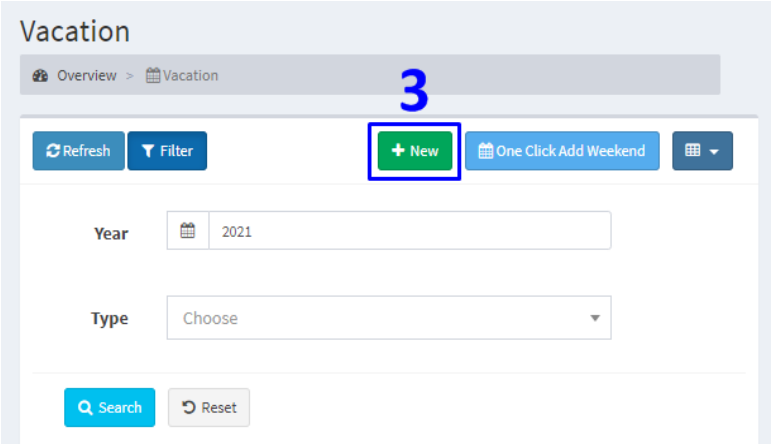
2. Click ‘One Click Add Weekend’ 

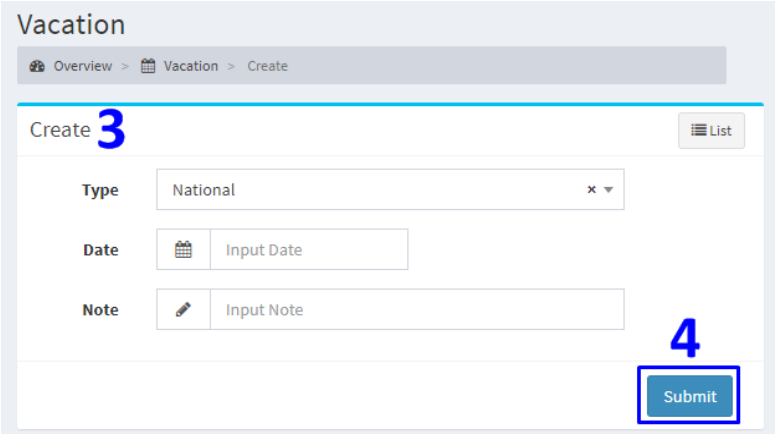
on the right side of the screen allows you to quickly fill in date of the Saturdays and Sundays of the year. When settings completed they will be classified into regular ‘Rest’ type.



3. Click the '+New'

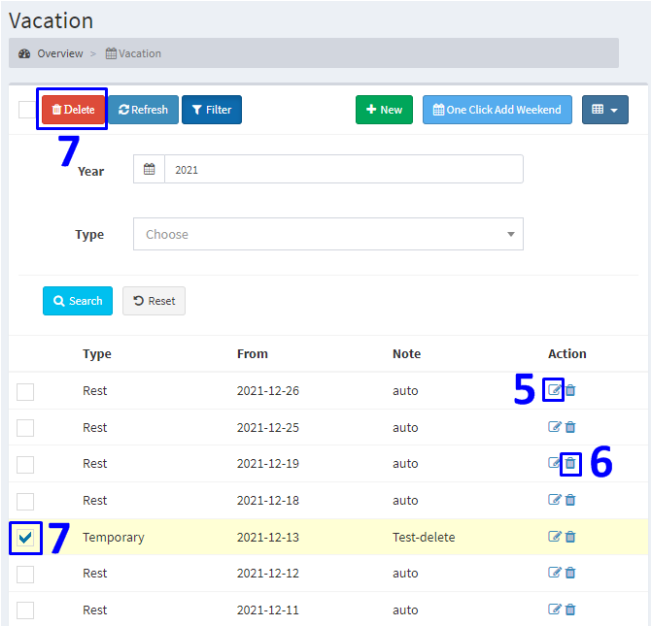
icon on the right side of the screen, user can also add new vacation and make further settings to select the vacation type as 'National', regular 'Rest' or 'Temporary' leave.
4. Click 'Submit' when the settings are complete.

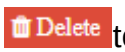


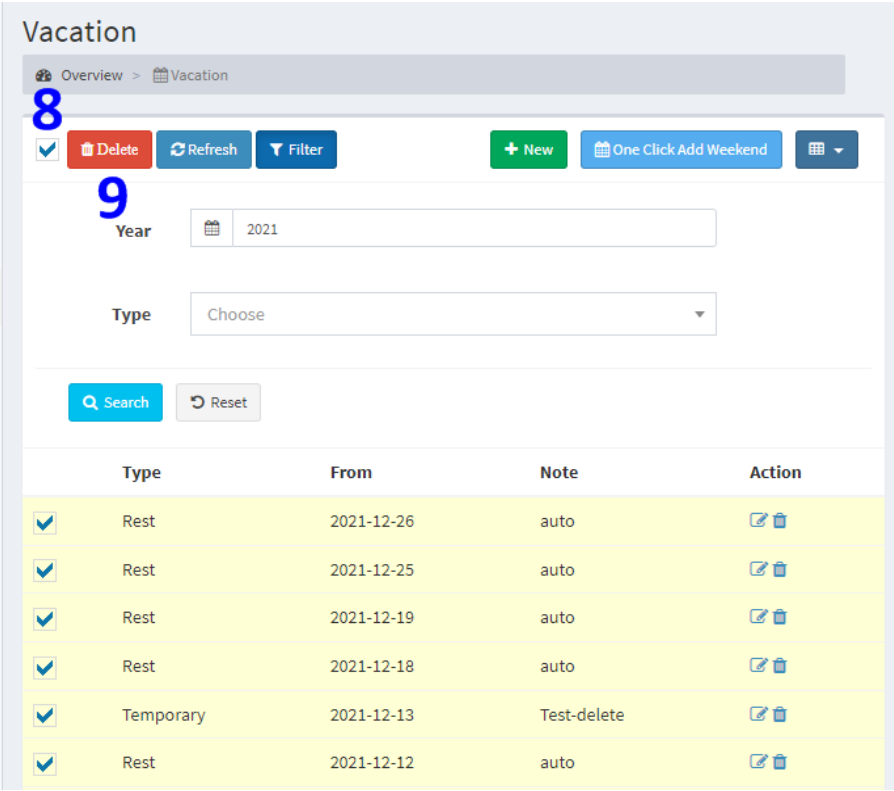


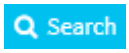
5. Click to modify or edit the already established vacation data.
6. Click to delete specific vacation data already established in system.
7. User can click to select a specific item to be deleted before click

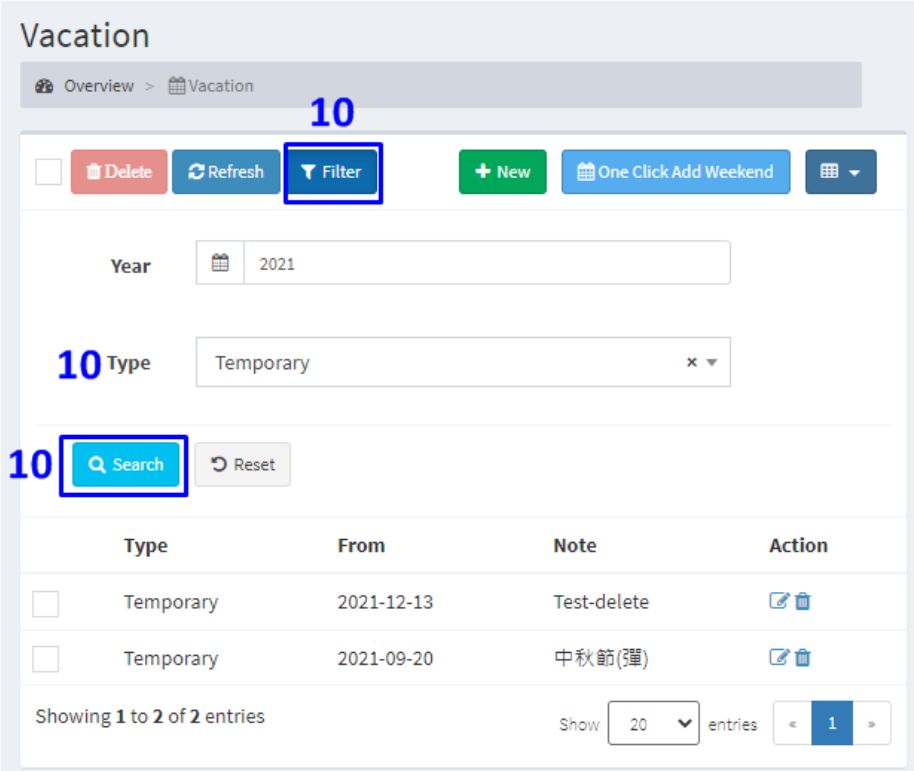
.



8. User can click the box on the left of to delete a batch of items at once.
9. Click  to delete the items selected.

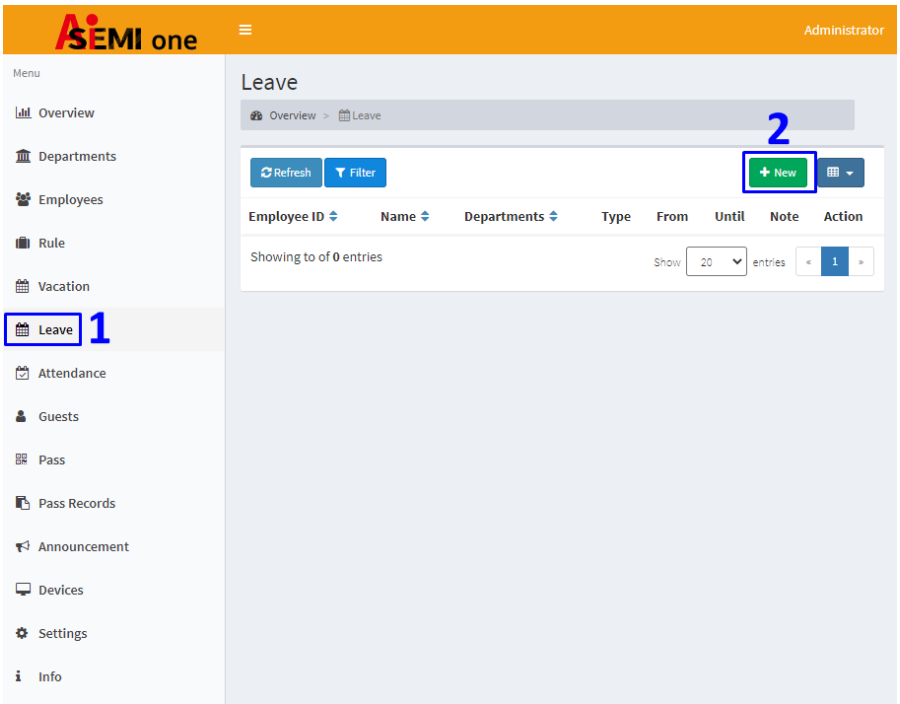


10. Click 'Filter' and 'Search' icon  to view the selected information of relative items.

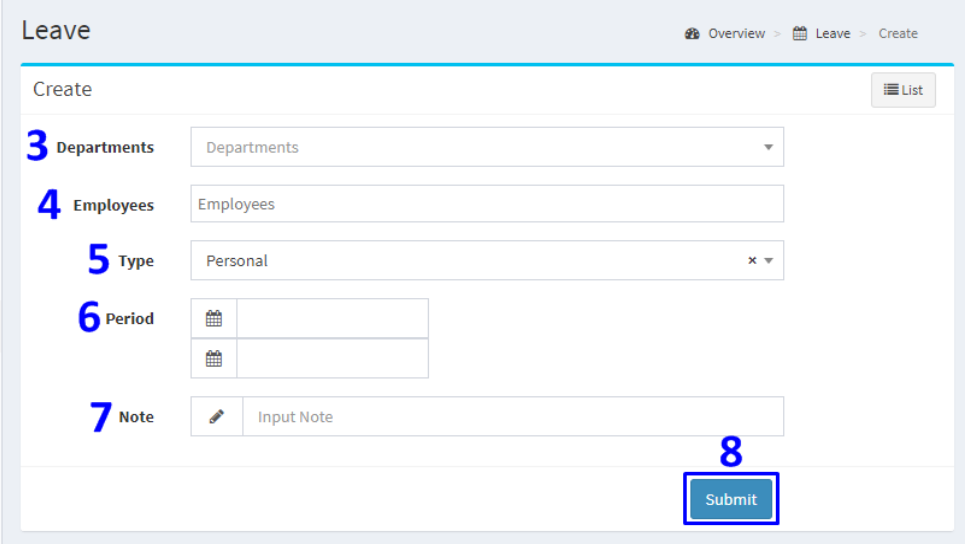


4.14 Settings for Leave records

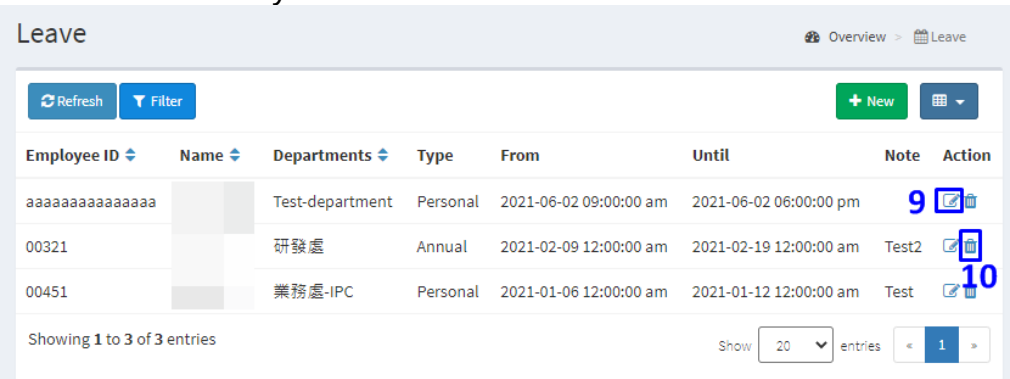
1. Click the 'Leave' option in the left column.
2. Click the '+New' icon on the right side of the screen to create employee's leave records.



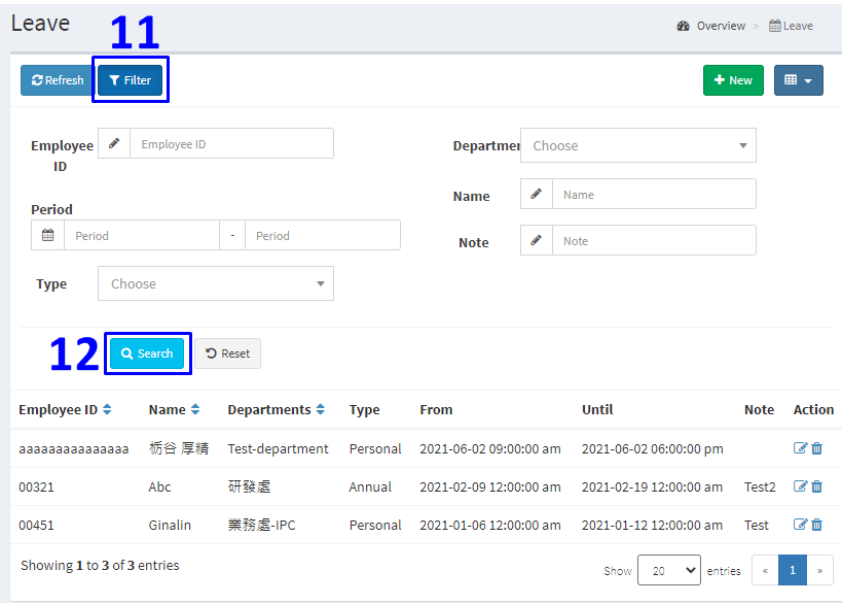
3. Departments: to select corresponding department from the available options in the drop-down menu.
4. Employees: to select specific employee from the drop-down menu.
5. Type: to select the specific leave type from the drop-down menu.
6. Period: to select leave period by clicking corresponding setting zone.
7. Note: to put in Note information.
8. Click 'Submit' when corresponding settings are complete.



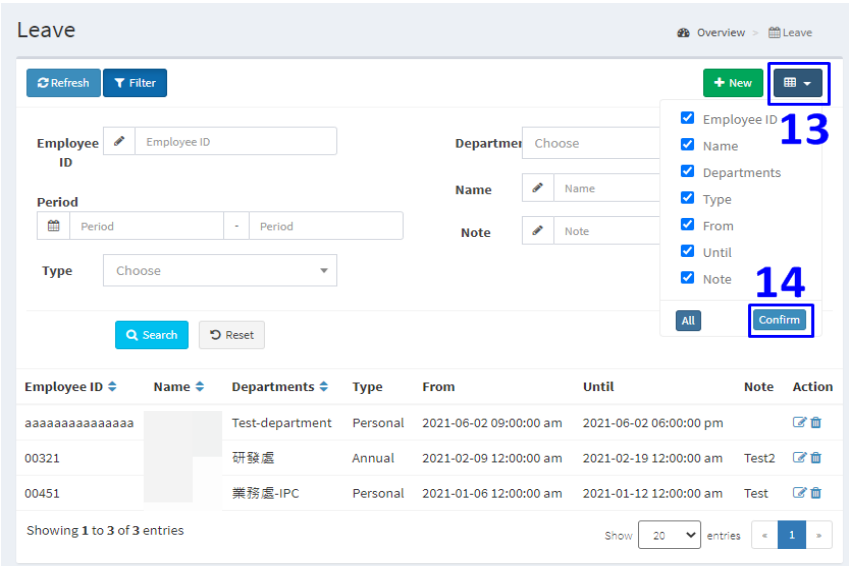
9. Click to modify or edit the already established leave records.
10. Click to delete the already established leave records.



11. Click 'Filter' to set specific items to be checked.
12. Click 'Search' to check information of the selected items.

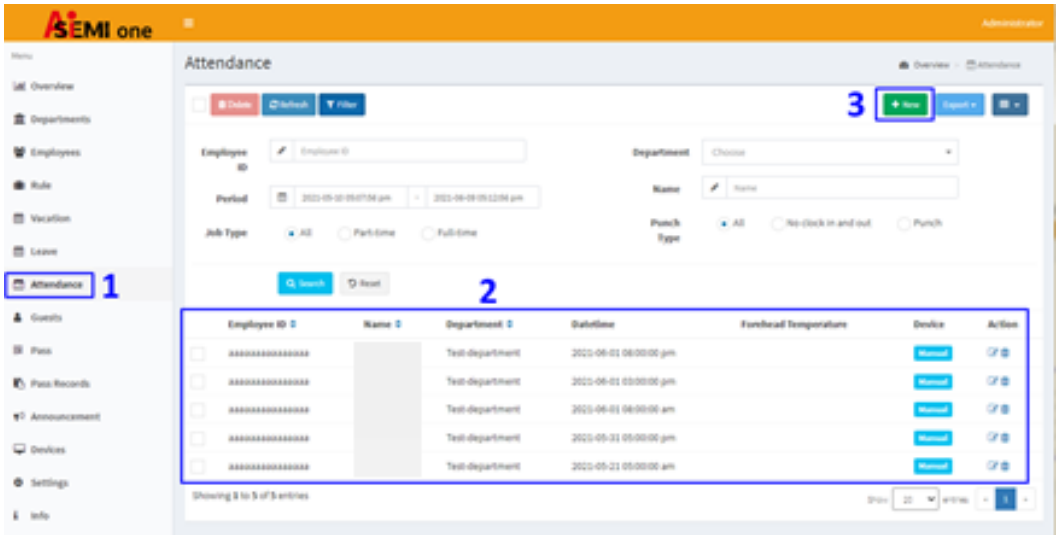


13. Click to select the items to be displayed.
14. Click 'Confirm' when selections are made.

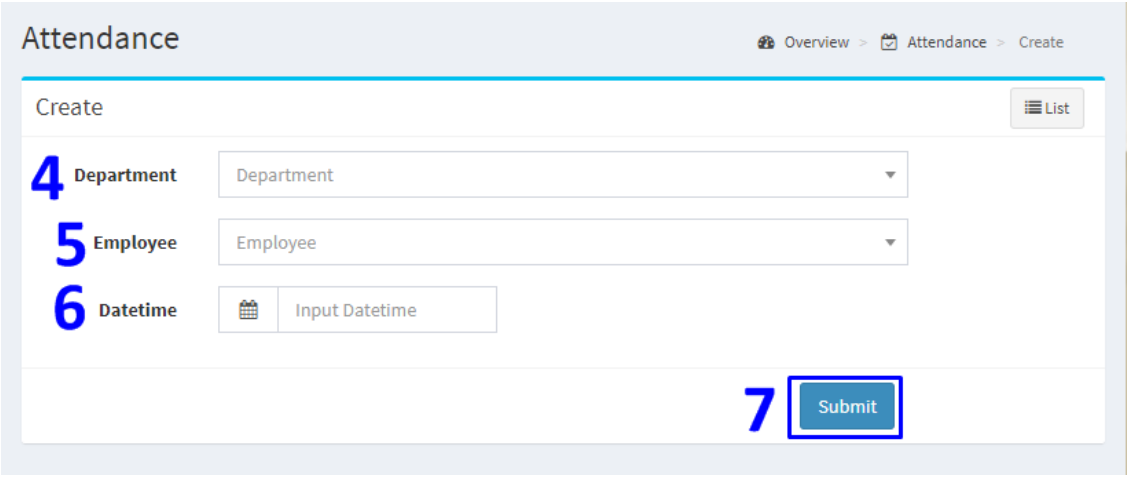


4.15 Attendance Records

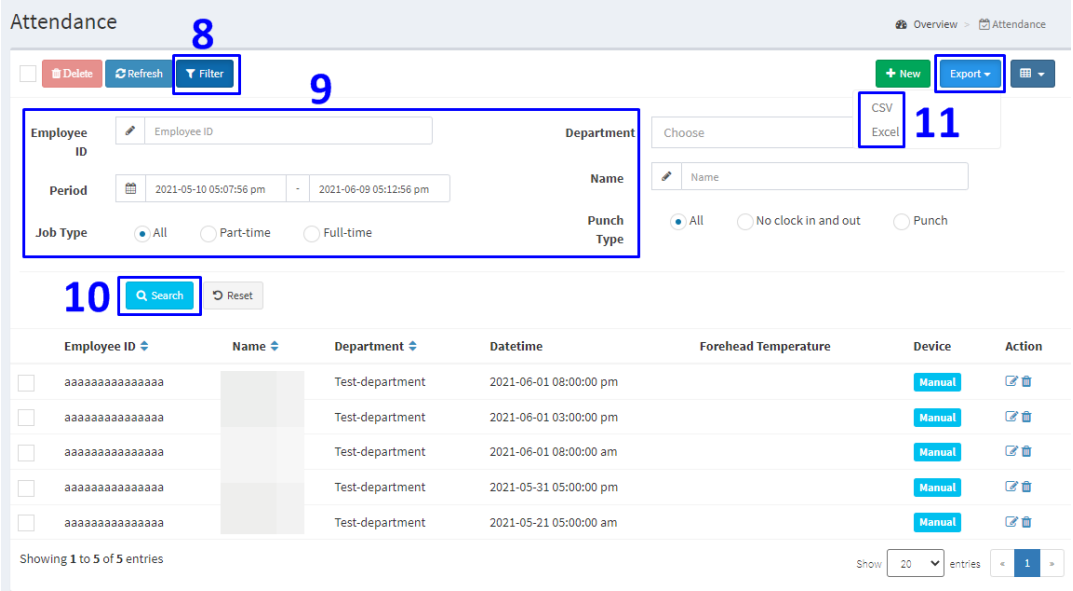
1. Click the 'Attendance' option in the left column.
2. The record on the lower right is the access control records of the attendance system.
3. Click the '+New' + New icon on the right screen to create an employee's attendance records, for example, to log in and list out the attendance record.



4. Department: to select corresponding department from the available options in the drop-down menu.
5. Employee: to select specific employee from the drop-down menu.
6. Datetime: to select the specific date time by clicking corresponding setting zone.
7. Click 'Submit' when corresponding settings are complete.

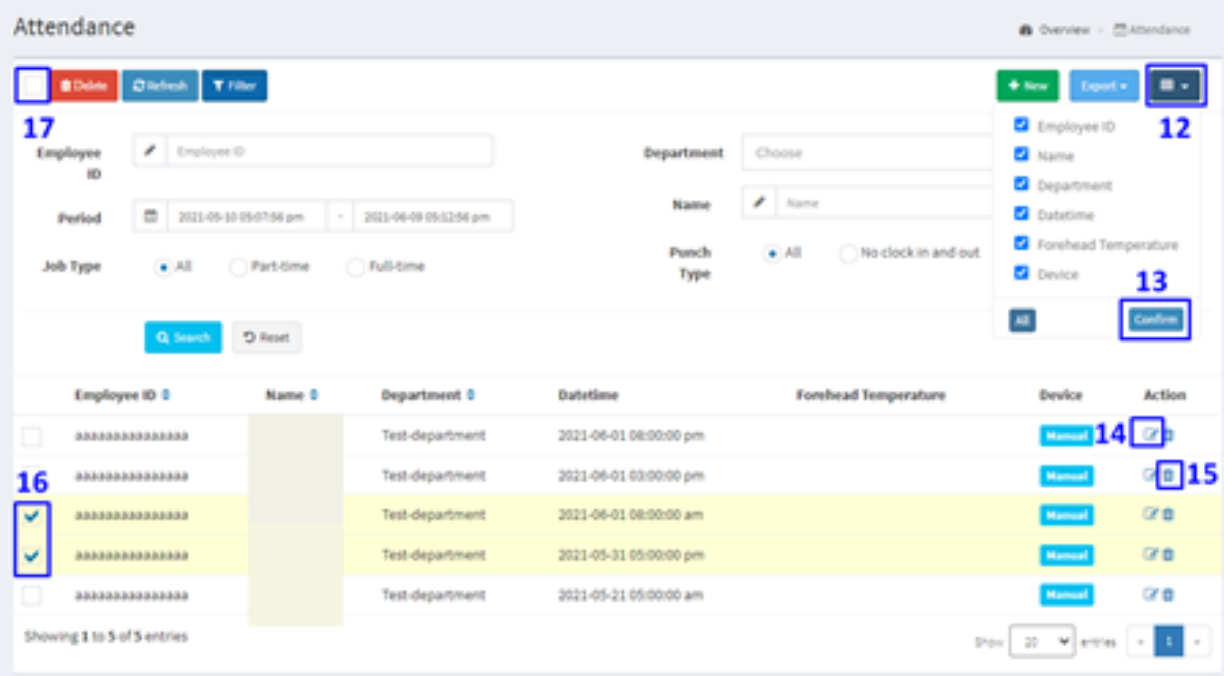


8. Click 'Filter' Filter icon to set specific items to be checked.
9. Type in relative data to select the item and periods to be checked.
10. Click 'Search' Search icon to check information of the selected items.
11. Click 'Export' Export icon to export the attendance records of the selected items. The file format could be either CSV or Excel (*If there is any symbols on the column of the exported file, this records is counted as abnormal).



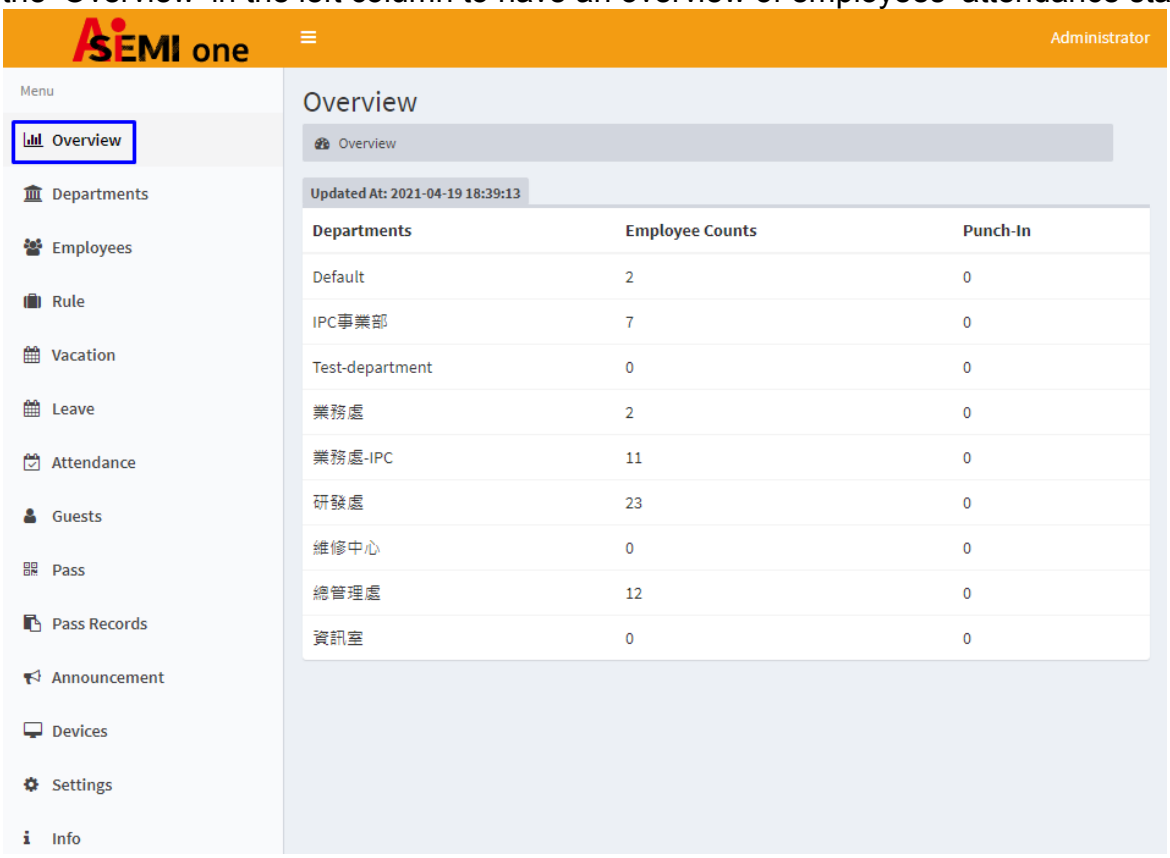
*Choosing a CSV file will take a shorter time to export. If you use EXCEL to open the CSV file, please click "Data", "From text file", select the file and then "Import", select "Unicode (UTF-8)" for the original format of the file, "Next", and the separator Choose "Comma", "Next", "Finish", and "OK".

12. Click to select the items to be displayed.
13. Click 'Confirm' when selections are made.
14. Click to modify or edit the already established attendance records.
15. Click to delete specifc attendance records already established.
16. User can click to select a specific item to be deleted before click Delete.
17. User can click the box Delete on the left of Delete to delete a batch of items at once.
18. Click Delete to delete the items selected.



4.16 Overview

1. Click the ‘Overview’ in the left column to have an overview of employees’ attendance status.



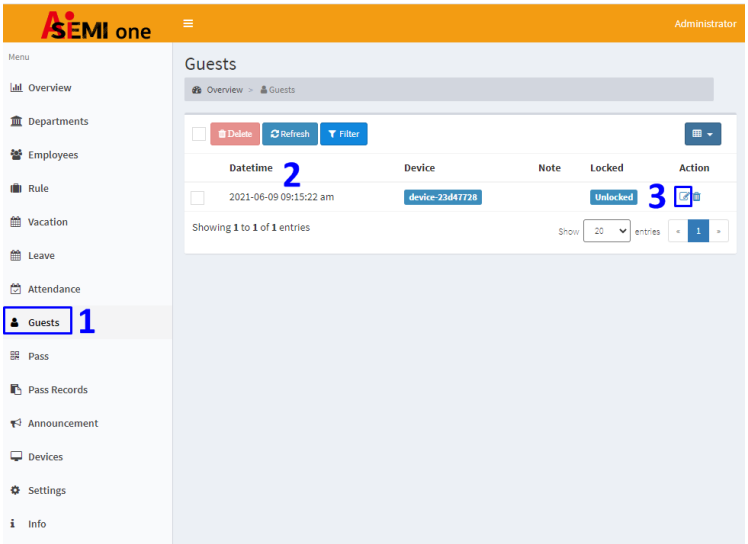
4.17 Guests’ Entry and Exit Records

1. Click ‘Guests’ in the left column.

2. The records on the lower right are all the entry and exit records of the attendance system, including employees’ or guests’.

3. Click to modify or edit the already established guests’ entry and exit records.

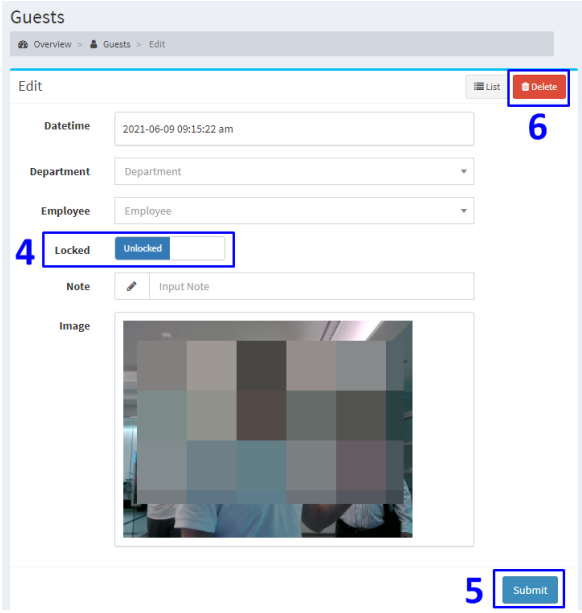
*If it is manually determined that the record belongs to the employee, it can bemanually designated and sent out to the specific department and employee. In this case this record will be transferred to normal attendance records.



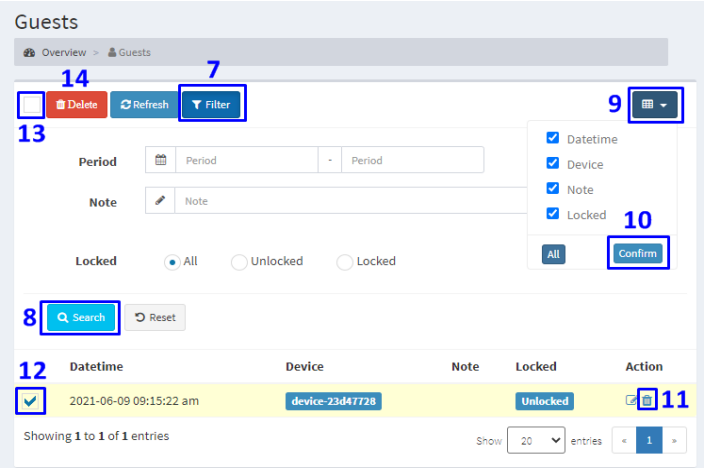
4. Click ‘Locked’ Locked or ‘Unlocked’ Unlocked icon to set the retention for guest’s entry & exit records.

- Unlocked: the default setting is ‘Unlocked’. The record will remain in the system for 10 days, afterwards it will be deleted automatically.
- Locked: select ‘Locked’ and the records will retain permanently in the system.

5. Click ‘Submit’ when the settings are complete.
6. Click ‘Delete’ Delete icon to delete the guest’s entry & exit record.

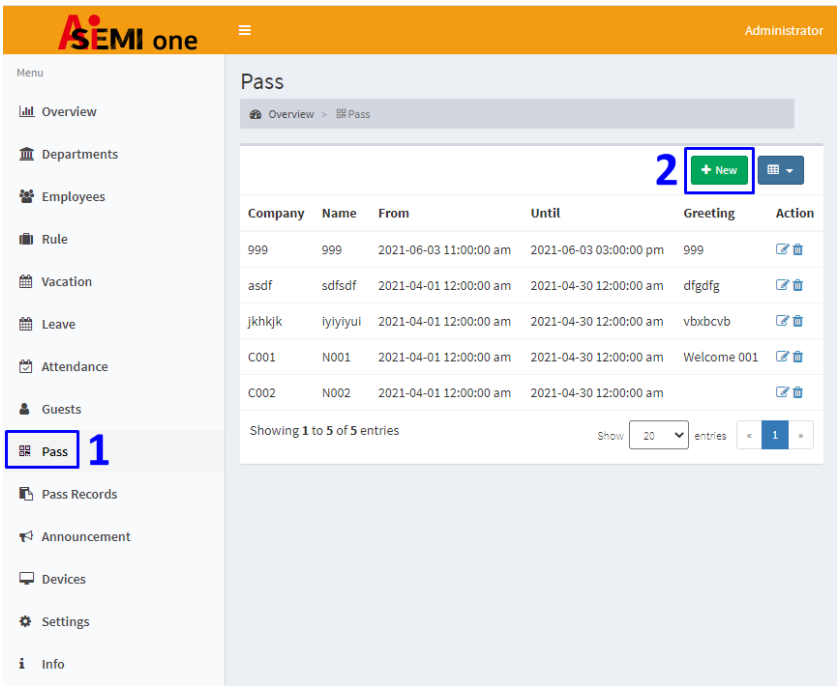


7. Click ‘Filter’ Filter icon to set specific items to be checked.
8. Click ‘Search’ Search icon to check information of the selected items.
9. Click to select the items to be displayed.
10. Click ‘Confirm’ when selections are made.
11. Click to delete specifc guests records already established in system.
12. User can click to select a specific item to be deleted before click Delete.
13. User can click the box Delete on the left of Delete to delete a batch of items at once.
14. Click Delete to delete the items selected.

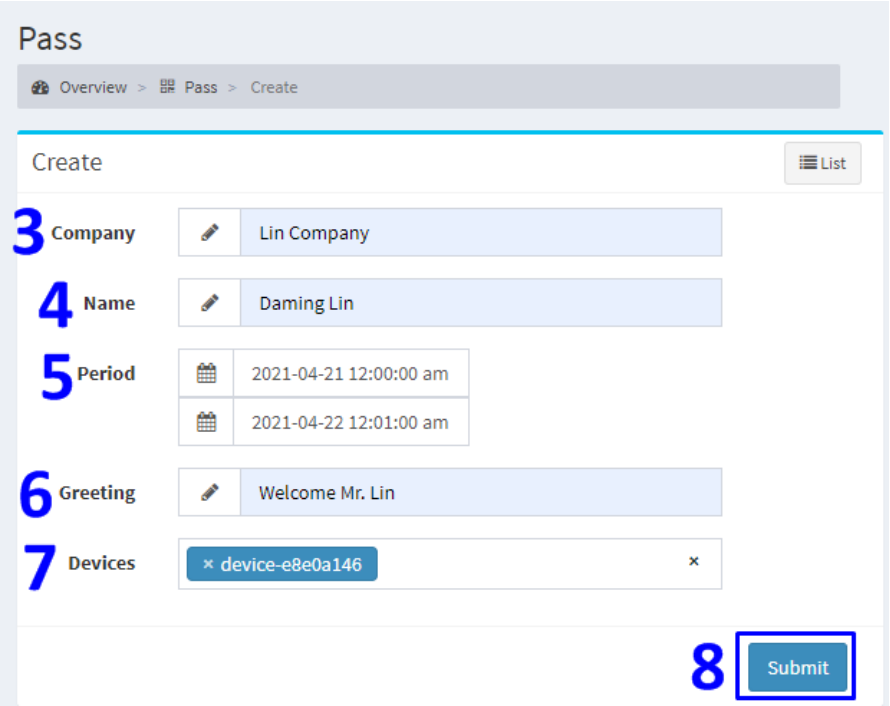


4.18 Temporary Pass License

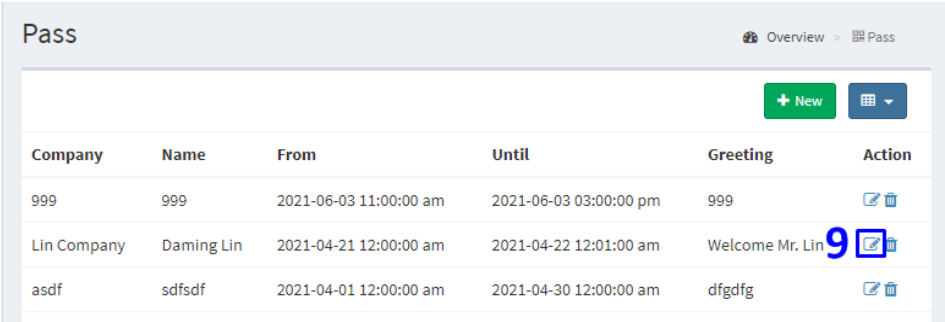
1. Click the ‘Pass’ in the left column.
2. Click the ‘+New’ icon on the right side of the screen to create a temporary Pass License.



3. Company: to fill in the name of the company to which the guest belong.
4. Name: to fill in the guest’s name.
5. Period: to set the specific time period by clicking corresponding setting zone.
6. Greeting: to fill in the greetings to be shown on the screen.
7. Devices: to select corresponding device from the list of the drop-down menu for access control.
8. Click ‘Submit’ when corresponding settings are complete.

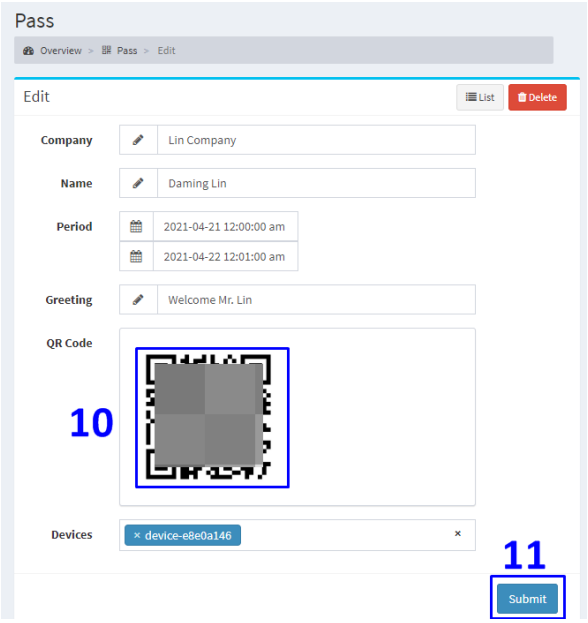


9. Click to modify or edit the already established temparary Pass licence.



10. QR Code: Save the QR code and send it to the guest in advance so that this QR code can be recognized to pass the access control.

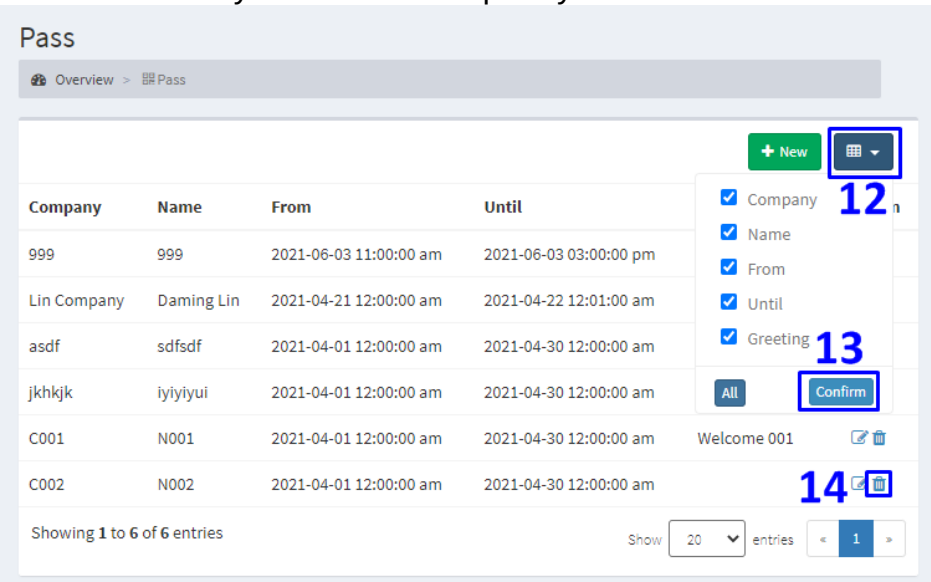
11. Click 'Submit' when corresponding settings are complete.



12. Click to select the items to be displayed.

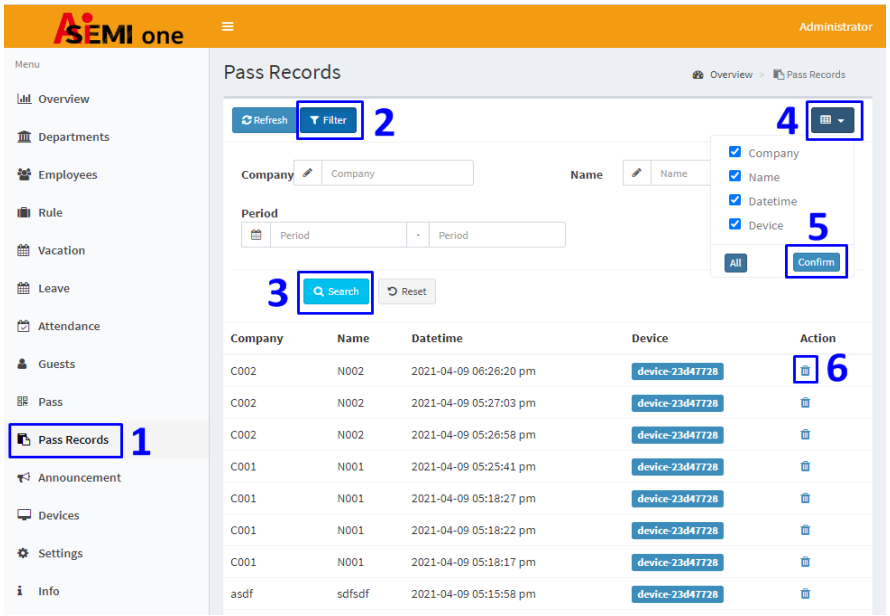
13. Click 'Confirm' when the previous steps are finished.

14. Click to delete the already established temporary Pass license.



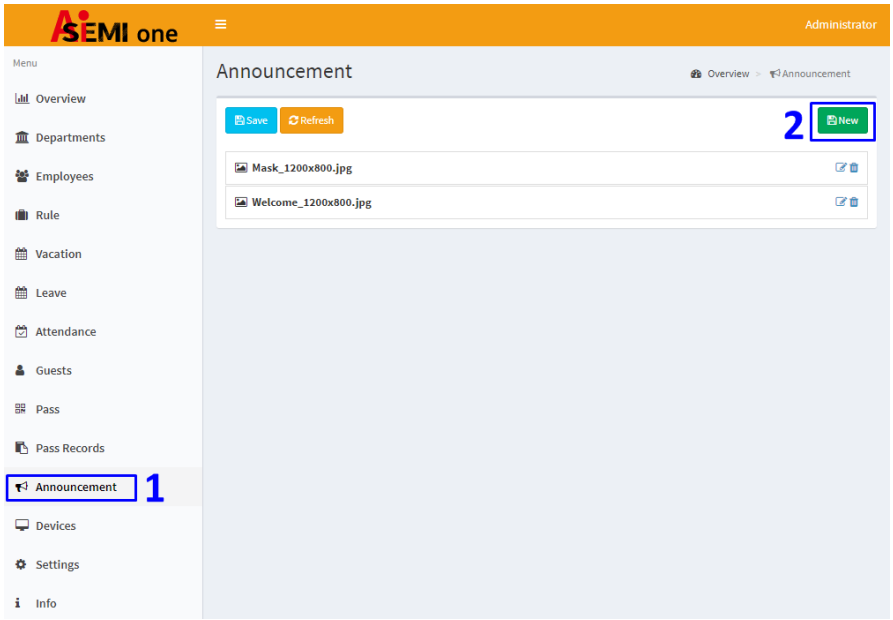
4.19 Temporary Pass Records

1. Click the ‘Pass Records’ in the left column.
2. Click ‘Filter’ Filter icon to set specific items to be checked.
3. Click ‘Search’ Search icon to check information of the selected items.
4. Click to select the items to be displayed.
5. Click ‘Confirm’ when selections are made.
6. Click to delete the already established temporary pass records.

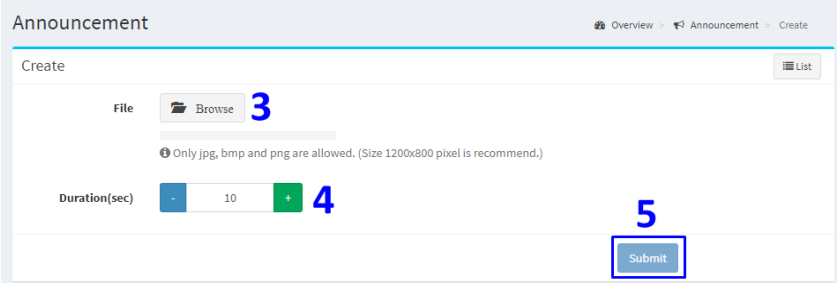


4.20 Announcement

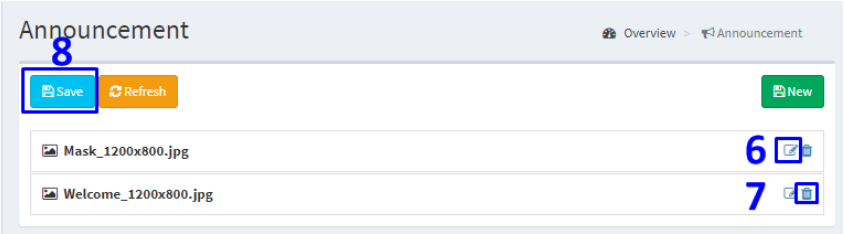
1. Click the ‘Announcement’ option in the left column.
2. Click the ‘+New’ New icon on the right side of the screen to create a new announcement photo file.



3. Click ‘Browse’ to upload a select photo file, which can only in JPG, BMP or PNG format (Size of 1200x800pixel is recommended).
4. Click ‘Duration(sec)’ to set how many seconds the announcement will be displayed on screen.
5. Click ‘Submit’ to complete the settings.



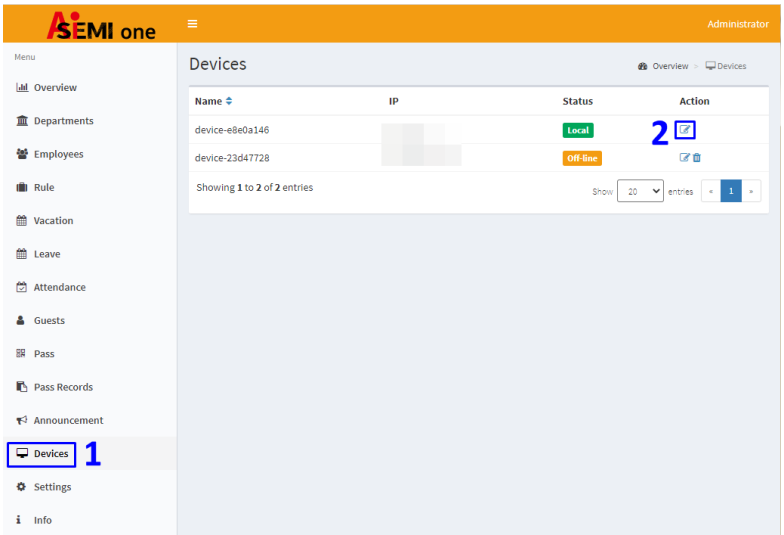
6. Click to modify and edit the already uploaded annoucement file.
7. Click to delete the already uploadedannoucement file.
8. The display order of the exiting files can be adjust by drag-and-drop operations. Click ‘Save’ Save icon to save the settings. *The announcement files shall be established on the Master / Slave computer respectively.



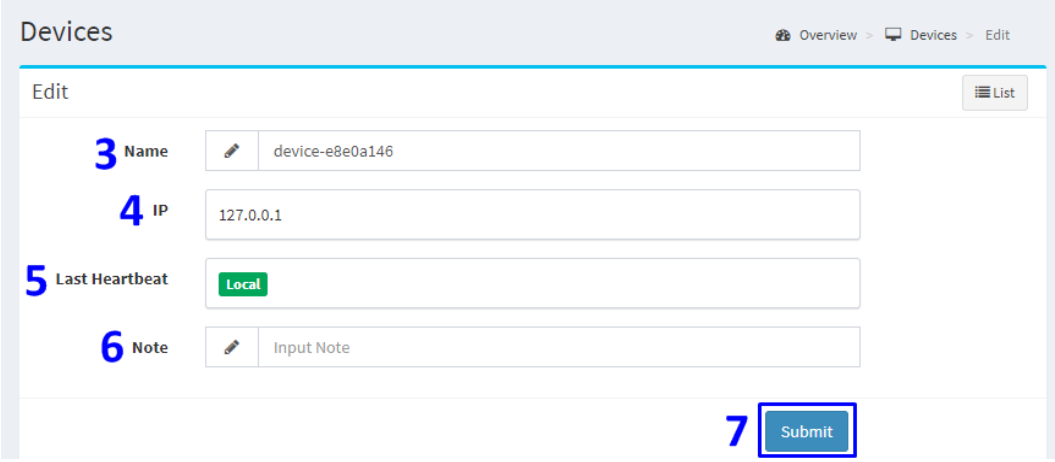
4.21 Devices

1. Click the ‘Devices’ option in the left column.
2. Click at the right side of the screen can check or modify information of devices.

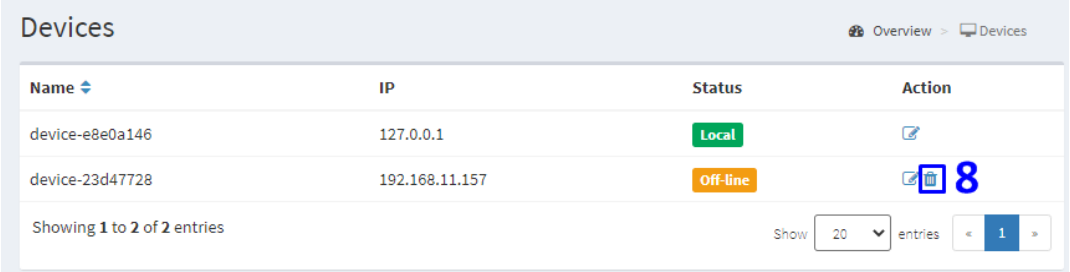
*The network address of the device only shows the address of the machine and cannot be modified. Before registering with the host, please go to the setting and modify the network before registering.



3. Name: please fill in device name.
4. IP: please fill in IP address.
5. Last Heartbeat: displays the latest online communication check time of the device.
6. Note: put in necessary note information.
7. Click ‘Submit’.



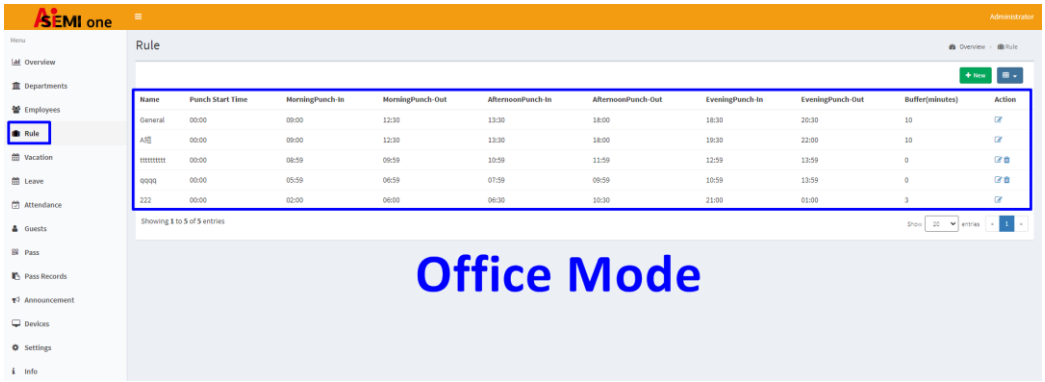
8. Click to delete the already established device and no more show information of the deleted device.

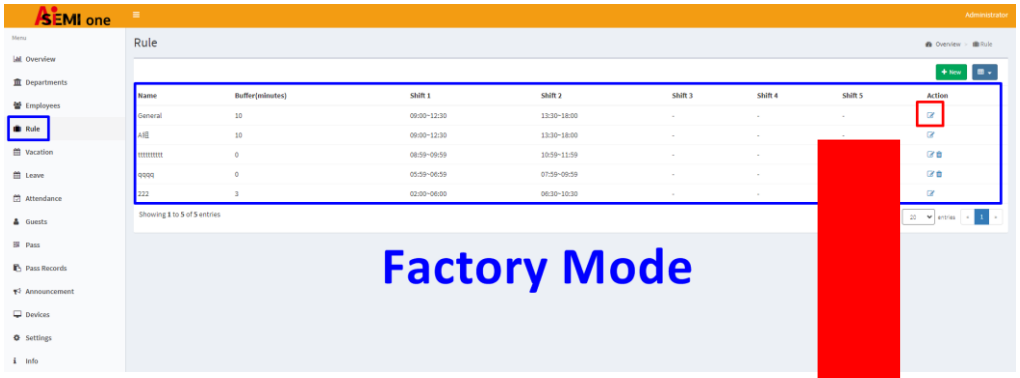


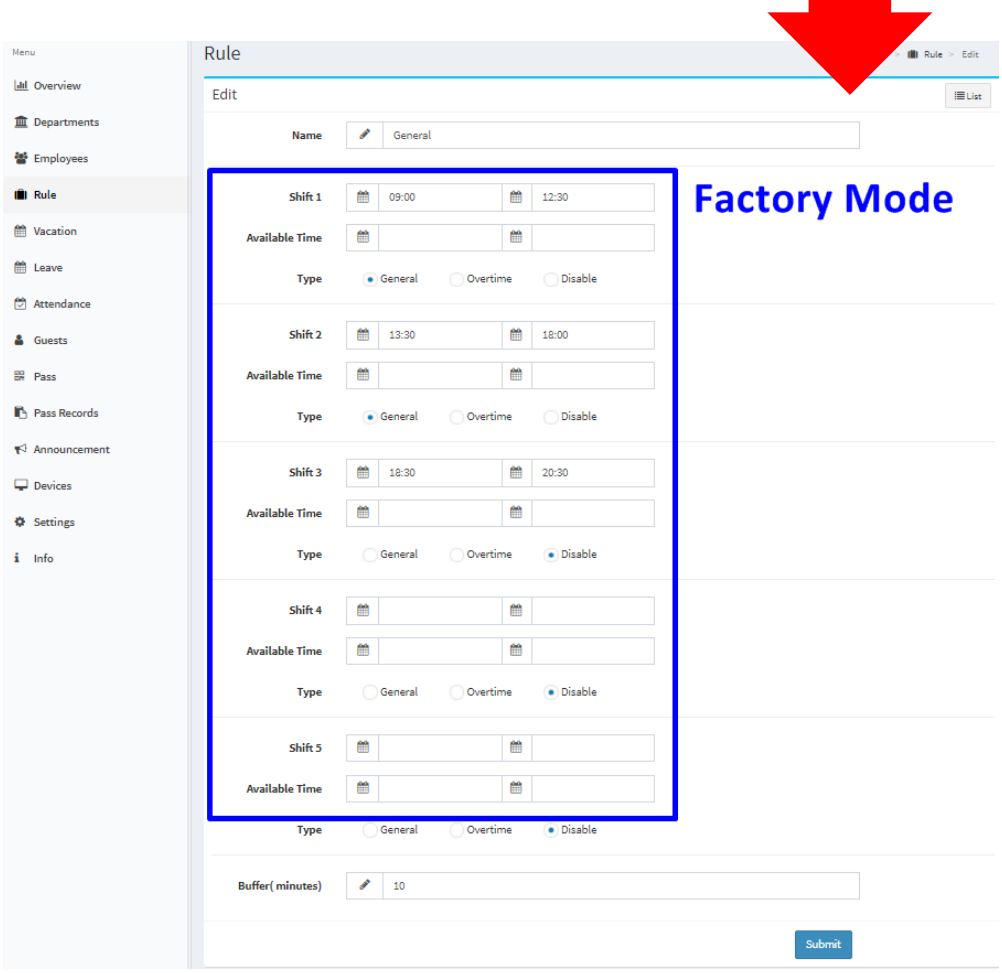
4.22 Settings

1. Click ‘Settings’ option in the left column.
2. Click ‘General’ item on the right side of the screen.
3. Keep Days: to select the days for guest records kept in the system.
4. Customize Logo: the brand name and logo on AiSEMI one vox screen are changeable. Only PNG format file are allowed (Size 800x220 pixel is recommend).

5. Mute: to enable or disable voice system.
6. Rule Mode: to select ‘Office Mode’ or ‘Factory Mode’, the ‘Rule’ page will be different according to the selected mode.





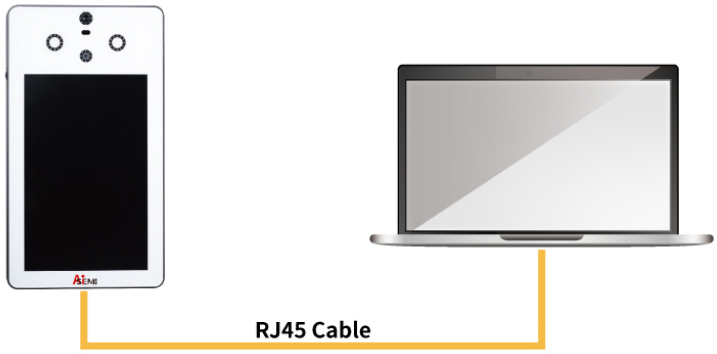


7. Temperature unit: to select temperature unit in Fahrenheit or Celsius.

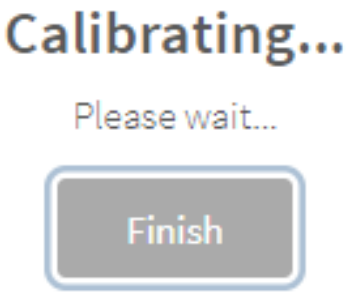
8. Fever Forehead Temperature: to set the fever temperature from the drop-down menu. When the temperature is higher than the set value, system will show a red light.

9. Calibrate Temperature: to select 'Start' Start or 'Reset' Reset to calibrate temperature.

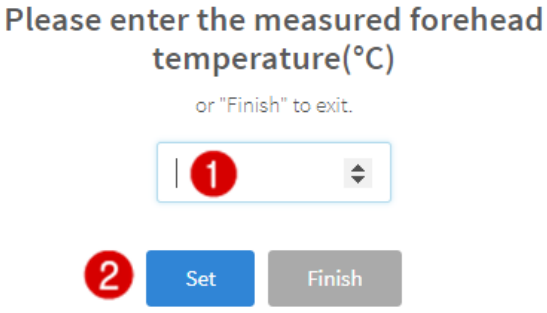
9-1. Connect AiSEMI one vox directly to a computer via a RJ45 Ethernet cable and turn it on.



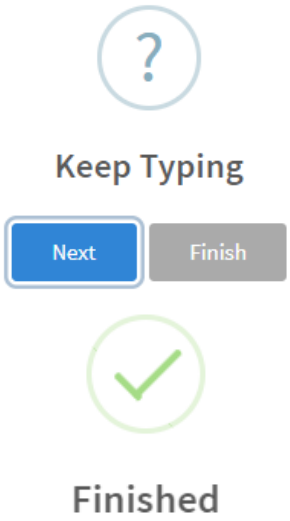
9-2. Click Start 'Start' and then ask a person to stand right in front of AiSEMI one vox for Temperature Calibration. The following 'Calibrating' screen will show up on the back end of the system. AiSEMI one vox will automatically close the dialog box when measurement is completed.

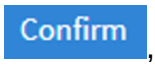


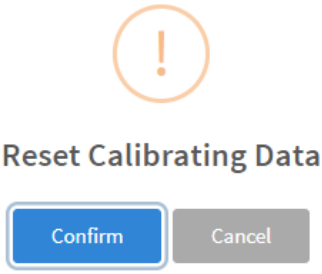
9-3. Please enter the temperature value obtained by a general forehead temperature gun and click 'Set'. Set



9-4. Repeat for 3~5 times and type the temperature values respectively and click 'Next' Next; when all done press 'Finish' Finish . The screen will show temperature calibration is finished.



9-5. Click ‘Reset’ and then ‘Confirm’  , all the pre-set calibration data will be clear up and system will restore to factory default value.



10. Display Temperature: to enable or disable temperature information on display.
11. Camera Frequency: to set camera frequency as [50 Hz] or [60 Hz] from the drop-down menu for clearer image recording.
12. Face Detection: to enable or disable face detection.
13. Liveness Detection: to enable or disable liveness detection. This item adds temperature discrimination for live detection. Default is ‘Enable’.
14. Advanced Liveness Detection: to enable or disable advanced liveness detection. Default is ‘Disable’. To enable this function, 'Liveness Detection' needs to be enabled first.
15. Force to wear mask: to enable or disable wearing mask when passing the access control.
16. Passable if the body temperature is too high: to enable or disable whether the door is accessible when the body temperature is higher than the set fever forehead temperature.
17. Support USB import-export: to enable or disable support USB import-export function.

<u>Import Personnel Photo:</u>

(1) Enable Support USB import-export function in the system first.
(2) Create an 'import' folder within 'AiSemi' folder in the USB.
(3) Import personnel photo files (JPG or PNG format) in ‘import’ folder, and set the file name as personnel name.
(4) Connect the USB to the machine.
(5) Wait for completion. The photos will copy to 'import_done' folder in the machine.

Export Attendance Record:

(1) Enable Support USB import-export function in the system first.

(2) Create an 'export' folder within 'AiSemi' folder in the USB.

(3) Connect the USB to the machine.

(4) Wait for completion. System will export daily attendance record within a month, and record file will automatically name by date.

Remove Personnel Photo:

(1) Enable Support USB import-export function in the system first.

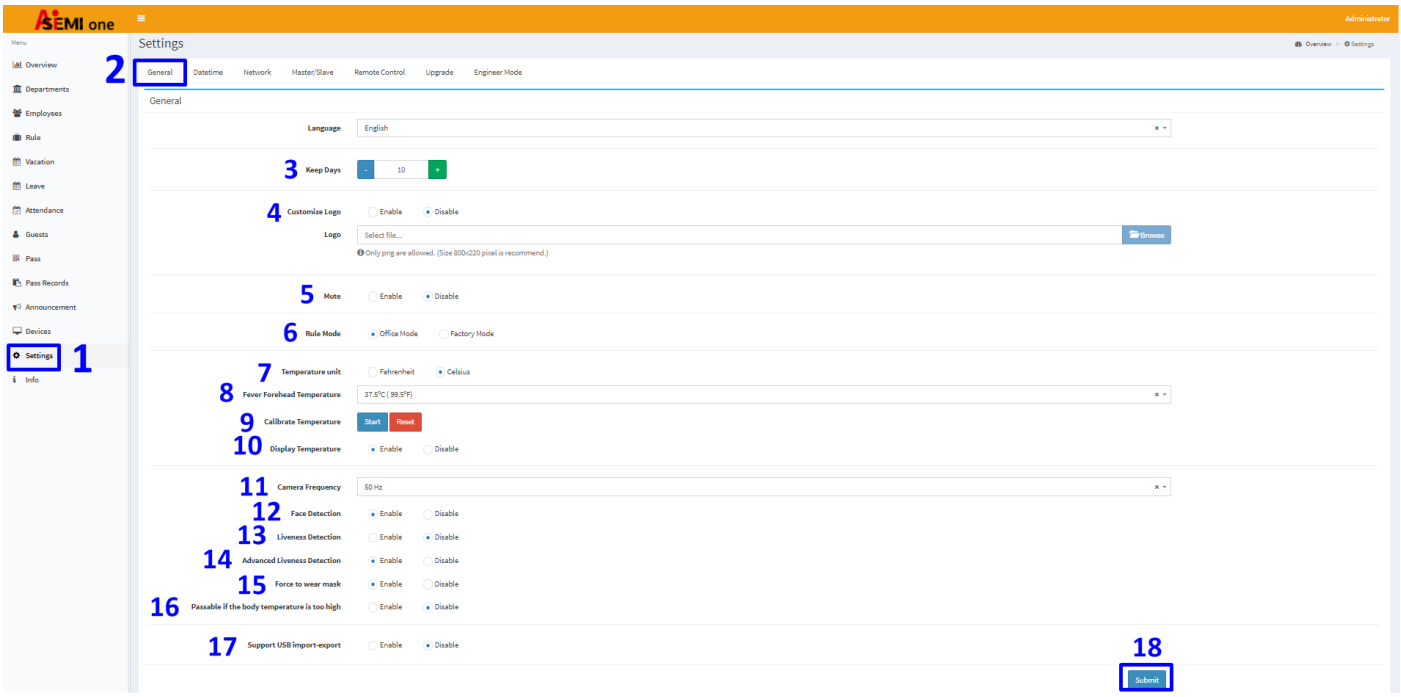
(2) Create a 'remove.txt' file, enter the photo file name that want to be removed, one name per one line.

(3) Move 'remove.txt' file within 'AiSemi' folder in the USB

(4) Connect the USB to the machine.

(5) Wait for completion, and file name of 'remove.txt' will change into 'remove_done.txt'.

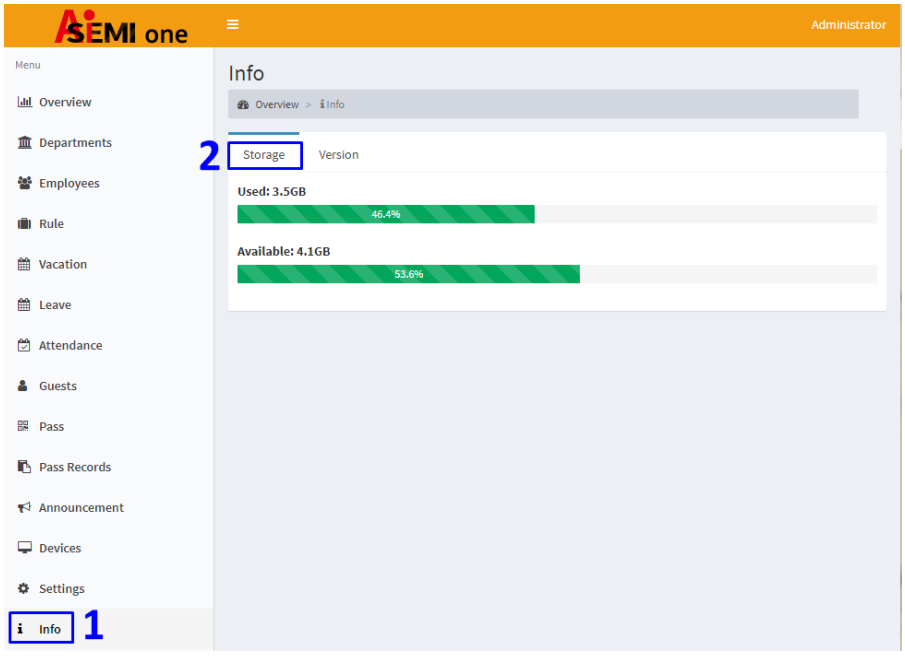
18. Click ‘Submit’ when necessary settings are made.



4.23 Info

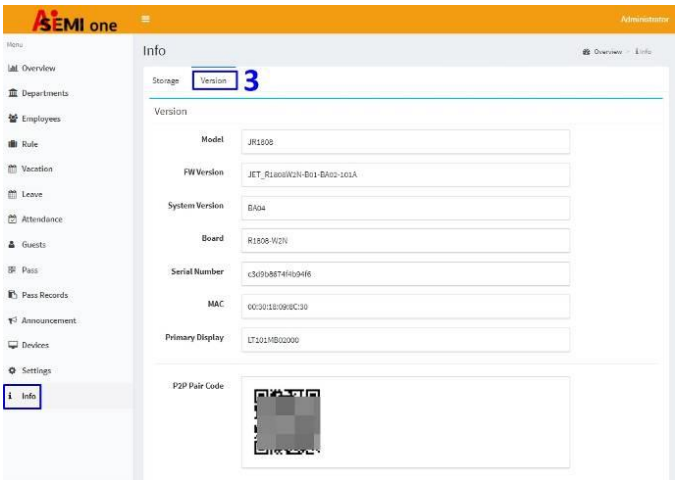
1. Click the ‘Info’ option in the left column.

2. Click ‘Storage’ on the right side of the screen to check current system ‘Used’ and ‘Available’ storage status.



3. Click ‘Version’ on the right side to check information about system version.

*The ‘P2P pairing code’ is the pairing code of this device and APP software. It can be saved to be used when APP is installed. The P2P pairing code of each device is different. When setting up the master / slave computer, you only need to scan the P2P pairing code of the Master device.



5. Attendance System APP

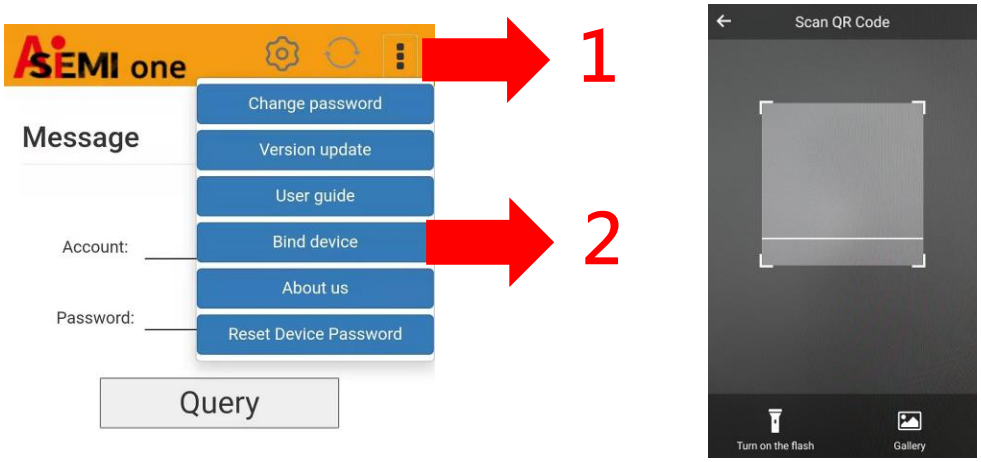
5.1 Functions of Attendance System APP

With the installation of attendance system APP of AiSEMI one, you can query personal temperature, attendance records and access control records at any time anywhere on the mobile device. The managers can also check the department's employee records to improve management convenience and ensure personal safety.

5.2 Operations of Attendance System APP

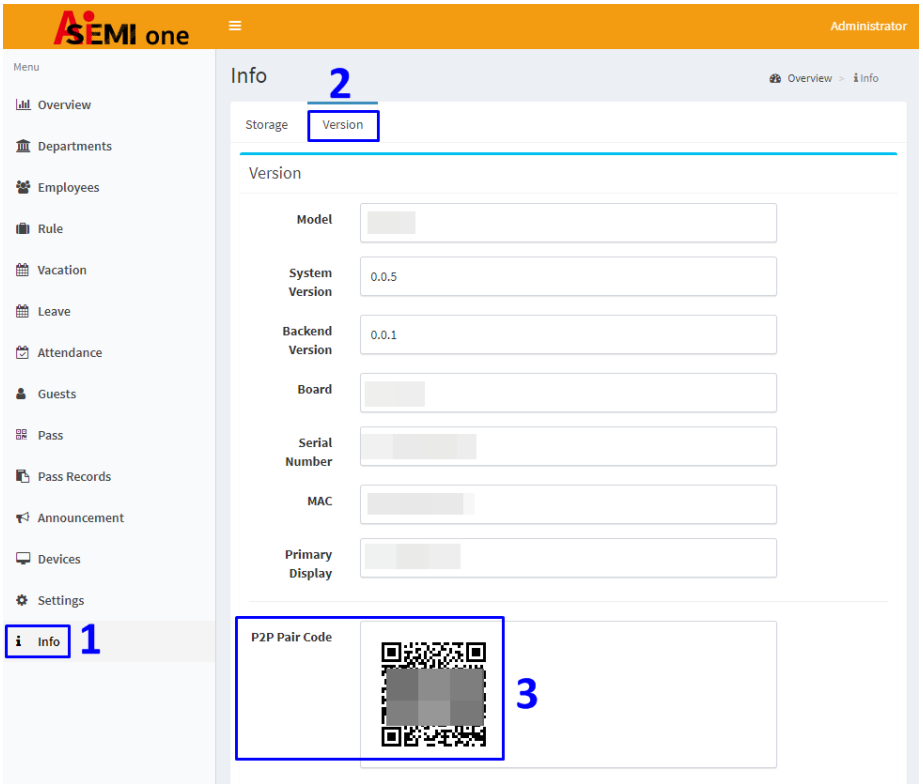
1. Search aisemi on Google Play (for Android system) or App Store (for iOS system) and install it.

2. After opening APP, click function menu, click 'Bind device' and turn on the scanning function.



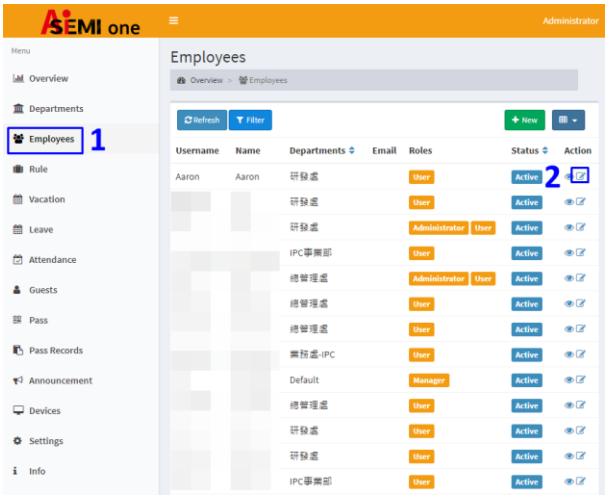
3. Please scan the 'P2P Pair Code' from AiSEMI one vox system back end. Click the 'Info' option in the left column, and 'Version' on the right side to check information about system version.

*The 'P2P pairing code' is the pairing code of this device and APP software. It can be saved to be used when APP is installed. The P2P pairing code of each device is different. When setting up the master / slave computer, you only need to scan the P2P pairing code of the Master device.

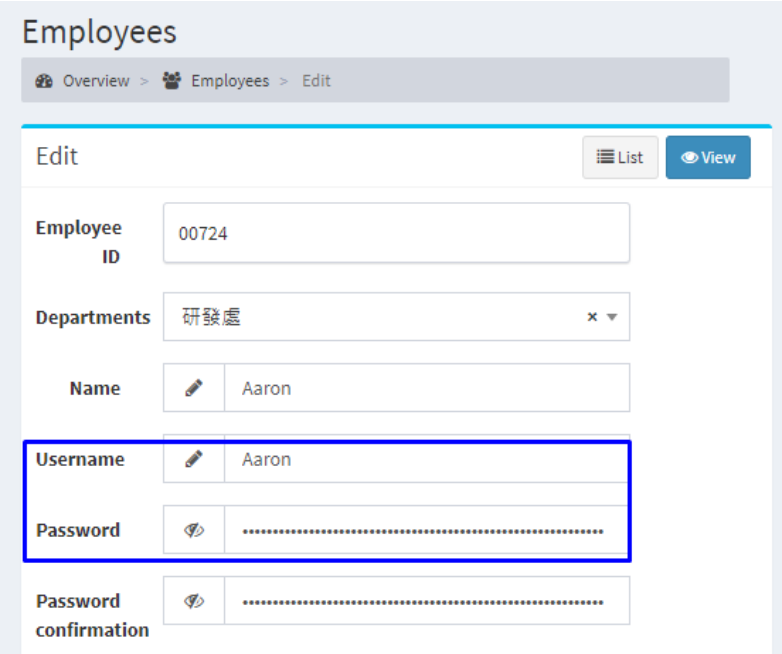


4. Open the APP page, enter ‘account’ and ‘password’ and press ‘query’ to view personal attendance information.

*The personal ‘account’ and ‘password’ are the ‘user name’ and ‘password’ in the ‘employee’ data of the back end of the attendance system.



5. The back end manager of the AiSEMI one vox system can forcibly change the employee's "user name" and "password". Please click "Submit" after modification. * Changing the "user name" and "password" in the back end of AiSEMI one vox system will affect the account number and password for employees to log in to the attendance APP.



6. After logging in, you can query personal attendance information, including "On Duty", "On Duty Temp", "Off Duty", "Off Duty Temp" and "Attendance Record". The attendance record is the latest access record.

7. Access restriction rights vary as the specific ‘Role’ of the employee in the back end of AiSEMI one vox system varies as ‘User’, ‘Manager’ or ‘Administrator’.

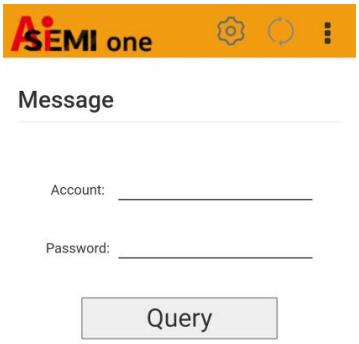
- ‘User’: when set as ‘User’ you can only access to your own attendance records.
- ‘Manager’: when set as ‘Manager’ you can view your own attendance records and those of your department.
- ‘Administrator’: when set as ‘Administrator’ you can view your own attendance records and attendance records of all the departments.

User Access

Manager and Administrator

8. Click the icon , the manager can check the employee attendance information of his/her department. Click again to return to check personal attendance interface. Administrator can check full attendance information.

9. Click the icon can check different account records on the same mobile device. Type in ‘Account’ and ‘Password’ and click ‘Query’.



10. Click the icon to update the information and query for the latest records.

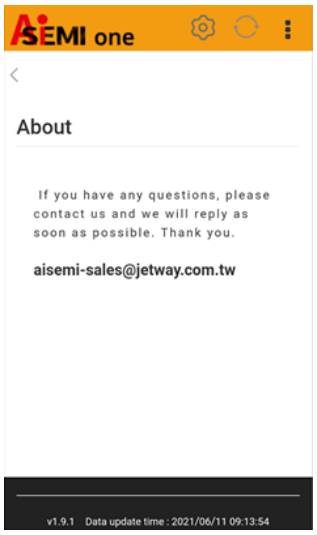
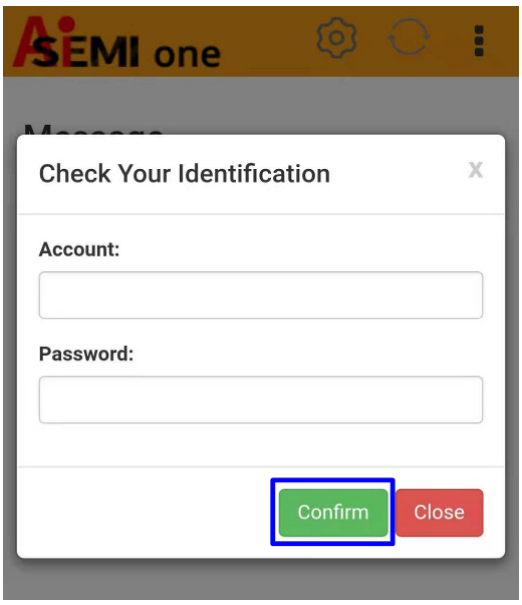
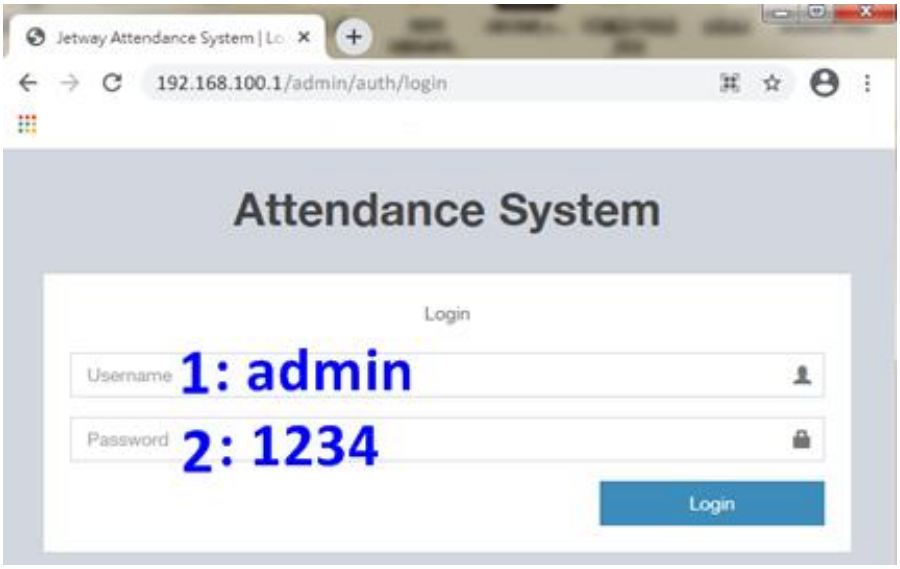
11. Click the function list icon, you can make further settings in the following items: 'Change password', 'Version update', 'User guide', 'Bind device' and 'About us'. 'Reset Device Password' is only limited to the Administrator of the attendance system backend.

12. For 'Change password', please fill in information of 'Account', 'Old Password', 'New Password', 'New Password Confirm' and click 'Keep new Password'.

13. Click ‘Version update’ and the APP will automatically check if there is a new version to update. In the case that the version is the latest one a message will show up: ‘Already new version’, otherwise the APP will automatically open a browser to download the latest APP file.

14. Click ‘User guide’, the APP will automatically open AiSEMI one vox product User’s Manual of corresponding language version. Traditional Chinese and English version are available.

15. Click ‘About us’, you can find the contact email address: aisemi-sales@jetway.com.tw



16. Click ‘Reset Device Password’ and the Administrator of the attendance system enters his or her personnel password. Click ‘Confirm’ to restore the system back end login account and the password to factory Settings: admin for login account and 1234 for password. * “Username” for logging in to the of the attendance system back end is always “admin” and cannot be changed.