Quick Start Guide

In this Quick Start Guide, we’re going to walk through how to set up the Personnel Management Kiosk. Right out of the box this unit will already be capable of scanning users and taking their temperatures. Some changes may need to be made to the application based on your individual requirements.

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ITEMS NEEDED

- Wireless Keyboard + Mouse Combo

CHANGING THE PASSWORD

1. From within the application, press the middle mouse button to bring up a password prompt.
2. Using a USB Keyboard, or the on-screen keyboard, enter the default password “123456” and click OK.
3. From the submenu, click on Application Settings and then find Password Settings.
4. Enter the default password (123456) into the virgin password field. In the following field, enter your new password.

   * Please note: Any new password MUST be under 6 characters long. PASSWORD CANNOT BE RESET OR RECOVERED ONCE CHANGED! If password is lost, head unit will need to be returned to factory to be manually reformatted. There will be a $200 charge, plus shipping, for this service.

5. Confirm the entry by typing your new password into the last field as well then click save.
EXITING THE APPLICATION

1. On the application main screen, press the middle mouse button to bring up the password prompt.
2. Enter the password and within the submenu, click on Application Settings.
3. Find Start Up Settings and change all three options to Off. Doing so will prevent the application from restarting and interrupting your work.
4. Save changes and click the right mouse button until back on the application home screen.
5. From here, press it a couple more times to bring up a password prompt to exit the application.
6. Enter the password and click OK. This will take you to the Android main screen.

STARTING THE APPLICATION

1. If you've made changes to the android device and need to start the application from the android main screen, click on the small up arrow to bring up the list of apps.
2. Click on MIPS to start the application.
3. When the application loads, go back into the application settings and turn all Start Up Settings back to ON.
CONNECTING TO WIFI

1. After exiting the application, from the android main screen click on the gear icon at the bottom of the screen. This will bring up the android settings for the device.
2. At the top, click on WiFi.
3. Select your WiFi network and enter the password when prompted.
4. After connecting to your desired WiFi network, press the right mouse button to go back to the main screen and restart the application.
CHANGING THE TIME ZONE

1. Exit the application as shown earlier in this guide.
2. Click on the gear icon at the bottom of the android main screen and then scroll down to find Date & Time.
3. After clicking Date & Time another menu will appear. Turn off the Automatic time zone setting if not already done, then towards the bottom click on Select Time Zone.
4. Pick the appropriate location for your time zone and then click it.
5. Press the right mouse button to exit back to the android main screen and restart the application.
ADDING USERS TO THE FACE DATABASE

1. From the application main screen, press the middle button to bring up the password prompt.
2. After entering the password click on Face Data Entry.
3. On the next screen, have the user you want to add stand in the camera field of view.
4. With a blue square around their face, click on Collection.
5. You can then enter the desired ID, Name, and Gender fields.
6. Click on save, and when all users have been added press the right mouse button to exit back to the application main screen.
1. In the following menus, you’ll be able to change some key settings to better suit your individual needs. From the application home screen, press the middle mouse button and enter the application menu.
2. Click on Body Temperature Setting to be met with another menu.
Here’s a quick rundown of each of the options:

- **Body Temperature Test**
  - Select off to disable the temperature reading feature of the Kiosk.

- **Compensation Temperature**
  - This is to offset the read temperature, adjusting to environment changes. Select + or - as needed.

- **Alarm Threshold**
  - This is in Celsius. This is the value at which the alarm is triggered. Users whose temperature passes this threshold will trigger the alarm.

- **Body Temperature Alarm**
  - This dictates whether or not the alarm will sound when a user passes the temperature threshold.

- **Mask Detection**
  - This will turn on or off the mask detection feature. When users check in without wearing a mask, they’ll be denied entry even with a normal temperature.

- **Stranger Mode**
  - With the setting off, it will deny strangers access. Only allowing registered users to enter. Turning the setting on will allow strangers to enter as well.