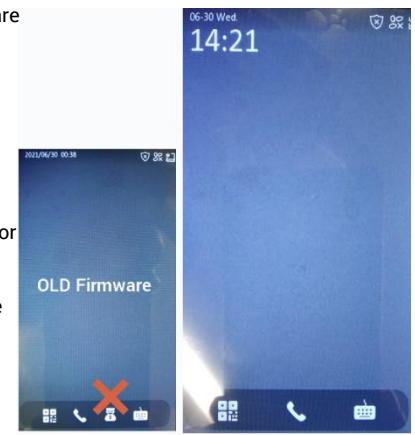


**WARNING:** Please Update to the Latest firmware before use it.  
THE firmware upgrade **may default** the unit. Backup setting before update!

With the newest V3.2.0 firmware for LTK3410MF, now supports 3 new features:

1. Ability to link directly to LTS Connect APP without indoor station (single tenant / management only). Additional tenants still need to have indoor stations.
2. Automatically re-engage the lock once door is closed (door contact sensor required)
3. Face mask detection



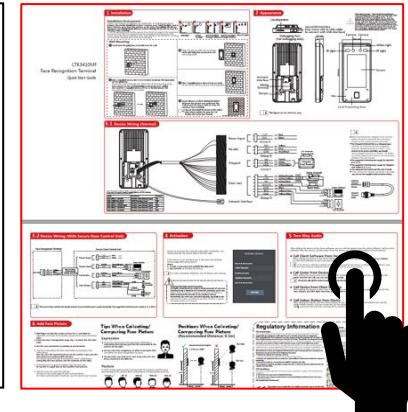
LTK3410MF face recognition terminal adopts a deep learning algorithm, which helps to recognize the face faster with higher accuracy. It also supports multiple authentication modes: face/card authentication, etc. It can be applied in multiple scenarios, such as buildings, enterprises, financial industries, and other important areas.

### LTK3410MF Programming

1. Thru NVMSv3 PC Software (Recommended)
2. Standalone (Directly Programming)

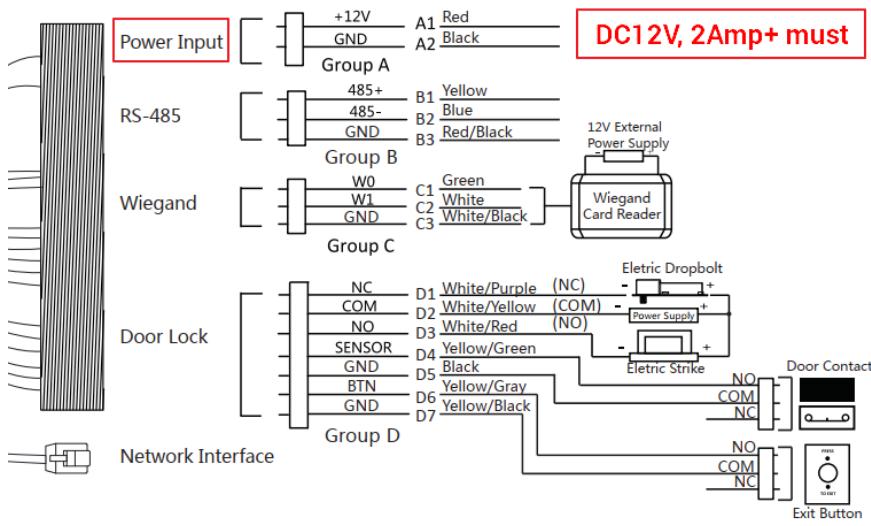
### INDEX

- Description / Hardware / Wiring
- NVMSv3 Setup / Add Device
- Upgrade Firmware
- NVMSv3 Programming
- Connect to Mobile App
- Connect to Indoor Station (LCD)
- Standalone Mode Programming



### Device Wiring (Normal)

(Please visit the QSG quick setup guide on the right: [Download Link](#))

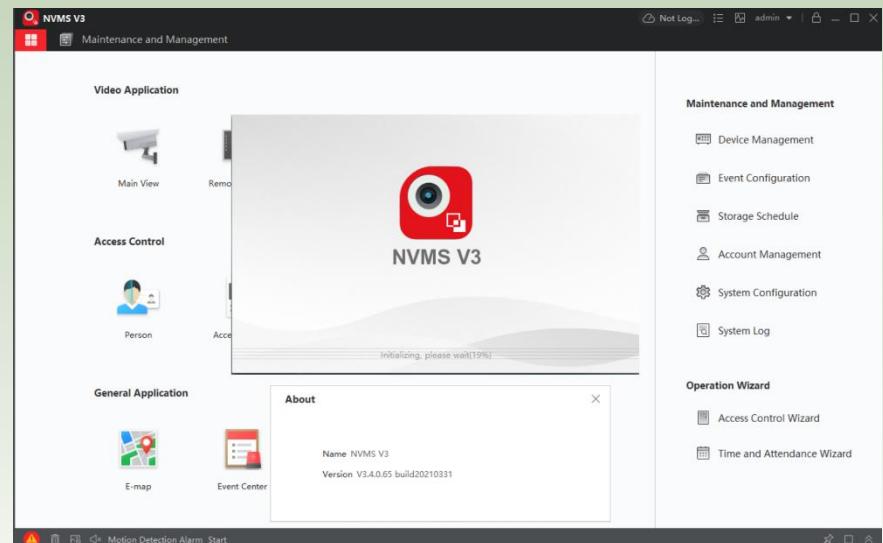


# NVMSv3

Access Control Client Software:

**NVMSv3 (PC Only)**

**Version Min Req: NVMS V3(V3.4.0.66\_E)**

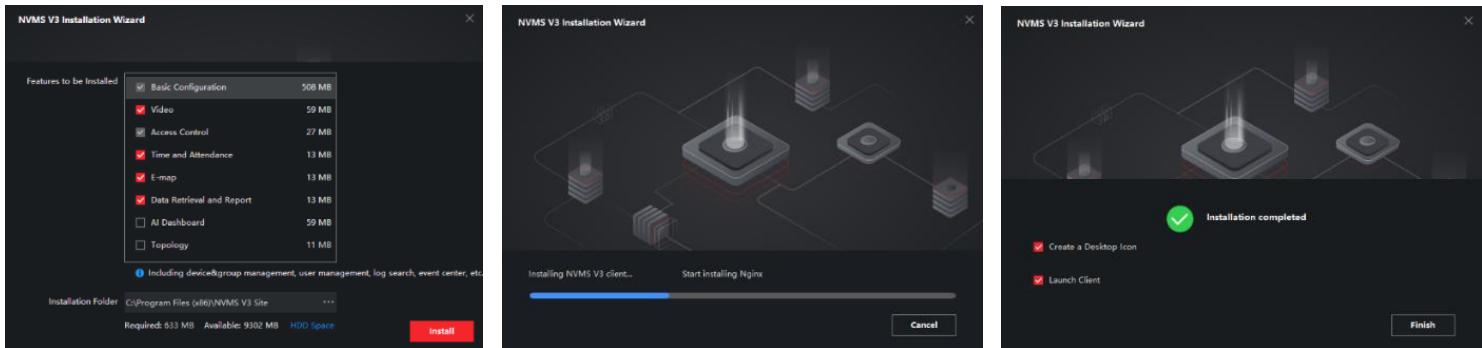


# NVMSv3 Setup

You can download the NVMSv3 software from the LTS Website.  
<http://www.ltsecurityinc.com/downloads>

Installation is simple, please unzip it, and the installation  
**Run as Administrator** is required.

Topology is not necessary; you may remove it.



## First Time Run / Super User

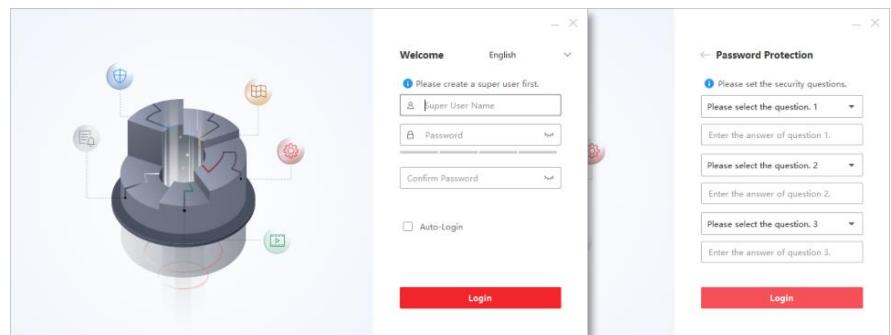
SuperUser is for the NVMSv3 account permission.

Create SuperUser Account, Password.

**Enable Auto-Login** (optional; but recommended)

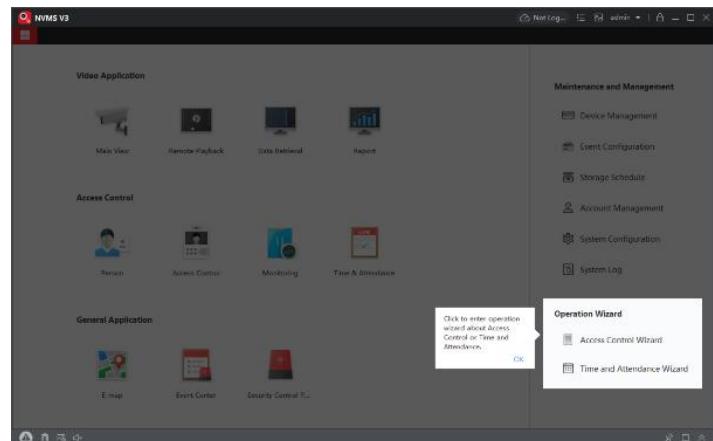
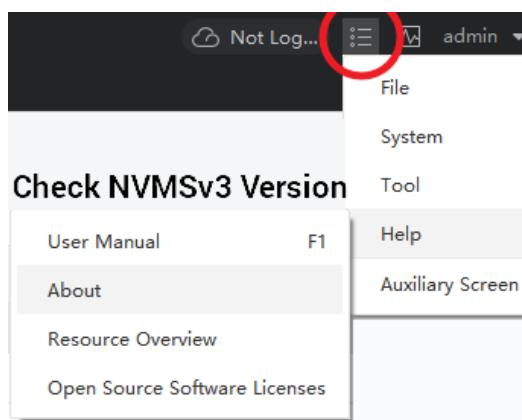
Next, the Introduction Wizard will pop up as below.

Click OK to skip it.



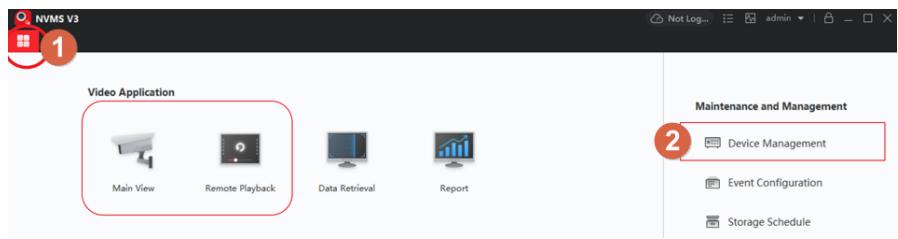
### Note:

Please write down the super user password. **LTS is unable to provide any support for the Super User Password Reset (NVMS v3).** You need to remember the Secure Question for the password recovery. Please check the LTS Support Policy. [Here](#)



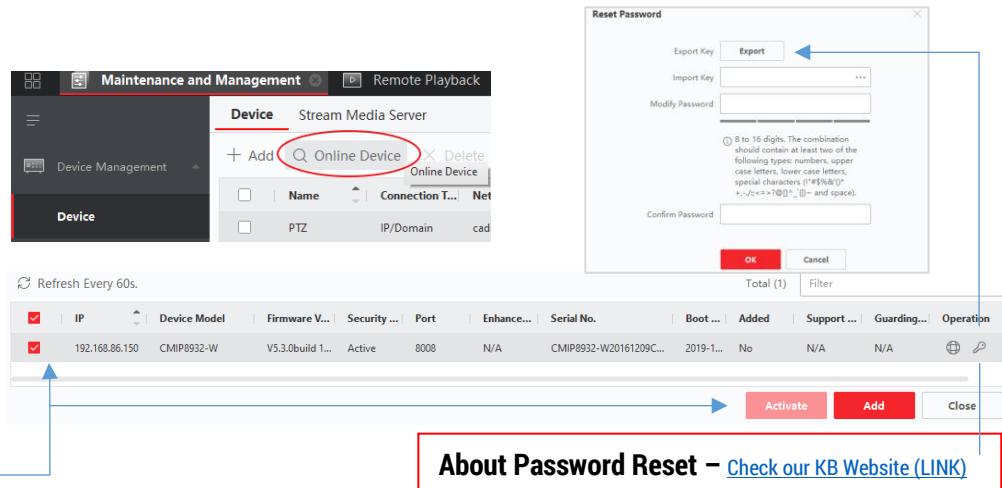
# Device Management

1. Tap the upper-left Main Window button.
2. **Click Device Management**
3. Maximize to full screen is recommended.



## Search Local Network Device

1. If the firewall prompt pops up, please allow the access first. Otherwise, you will see no result.
2. The bottom portion will show up nearby devices from the local network.
3. Check the box, then click Add to the list.
4. Please activate the device before use it.
5. Click the Global icon to modify the network IP.
6. **If you forgot the password, click the key icon.**
7. Then, select the device and click Add button to add the device to the top portion list.



# Adding Device

1. **Click + Add**, to manually adding the device.
2. **Select IP/Domain & Fill up the yellow sections.**  
(Note: Don't use PTCloud, not for the Access Control)
3. **Click Add** when finish.

After connected, the Status will show  Online

**\* Important \***

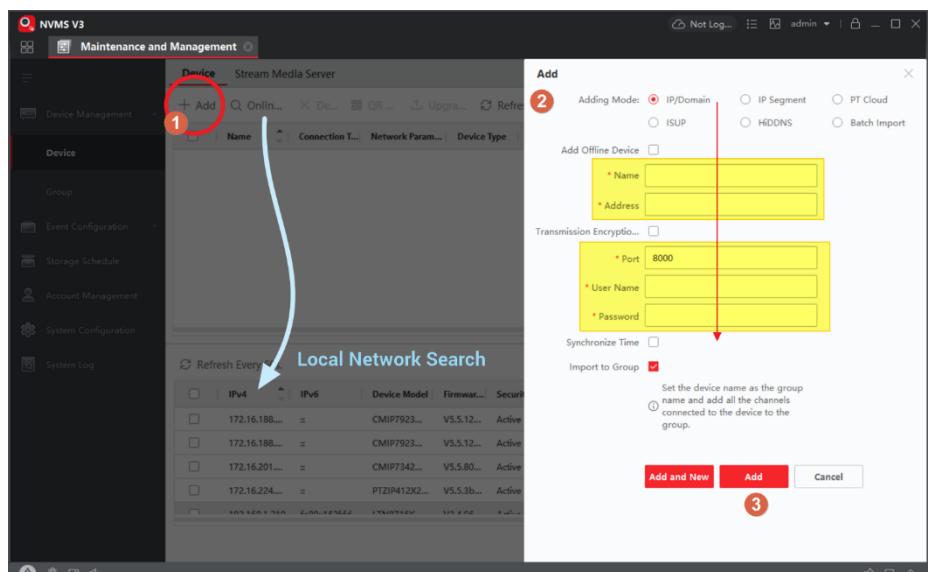
**Important** Make sure the Info is correct Before click Add

When it is **ONLINE**, it will automatically create a **Group Name** base on the **\*Name** field

Please use a unique clear understanding name

If it is not connected, please check the setting again.

If it is not connected, please check the setting again... After you get connected from fail, it will not create a group automatic anymore. Please see the next page to manually recreate a group name.

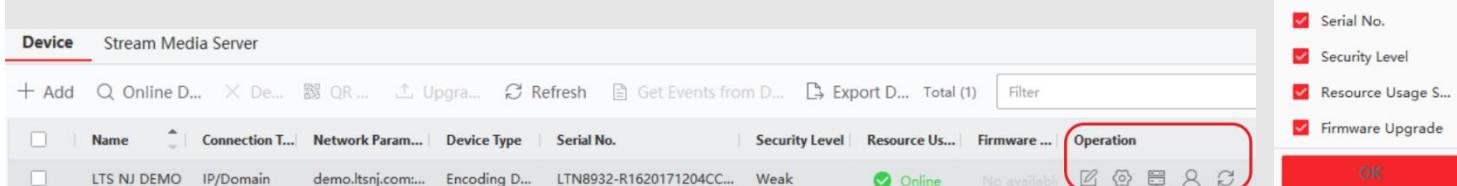


**Tips & Tricks:** Please always keep the minimal connections in the device management. (more devices = more checking online status)  
If some locations respond slow, then it will affect the NVMe/S3 performance.

(Small Screen Tip:) If you have a smaller monitor, you may not be able to see the complete window on the right side. (See red circle).

(Small Screen tip.) If you have a smaller monitor, you may not be able to see the complete window on the right side. You can reduce the columns to solve this issue. Move the Mouse on the column and Right-click the mouse button.

The **Select Items to Display** will pop up. For example, removed the Firmware Upgrades if no use.



# Upgrade Firmware

First, Check / download the latest firmware from the LTS Website and **UNZIP** it.



All Devices

Show 10 entries

Model	Description	Firmware Version	Release Date	Do...
LTK3410MF	Compact Terminal with Touchscreen	V3.2.0_20210324	03/29/2021	<b>Download</b>

Showing 1 to 1 of 1 entries (filtered from 502 total entries)

Search: 3410

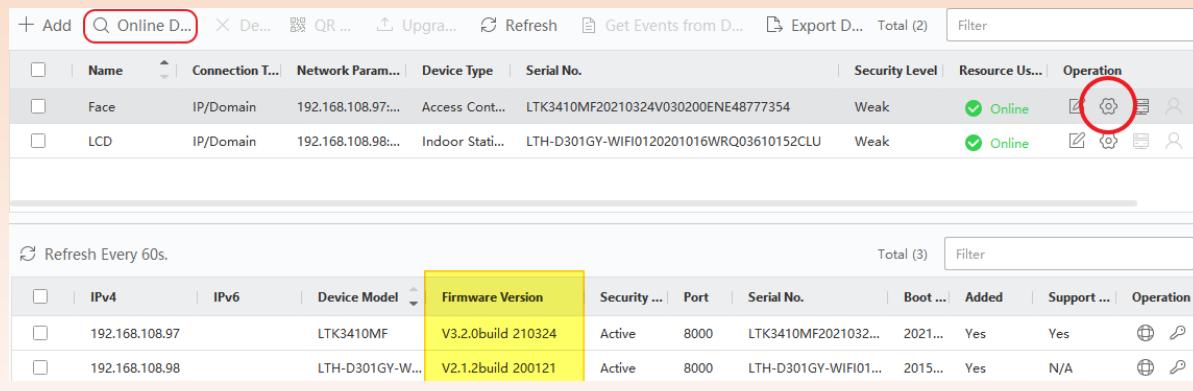
\*The firmware utilities here can cause permanent damage to your product if applied incorrectly. Before downloading any firmware updates, verify the firmware is appropriate for the specific model number of your product and that it's being updated in correct order. To avoid incorrect usage, we recommend you to please contact your LTS specialist for guidance.

Now, let's go back to the NVMSv3.

Make sure your device is added and **ONLINE**. Click **Online Search** to show up the local search. Check the firmware version again.

If the firmware version is not the latest, please upgrade it.

Click **Red Circle** to access the remote configuration.



+ Add **Q Online D...** X De... QR... Upgra... Refresh Get Events from D... Export D... Total (2) Filter

Name	Connection T...	Network Param...	Device Type	Serial No.	Security Level	Resource Us...	Operation
Face	IP/Domain	192.168.108.97...	Access Cont...	LTK3410MF20210324V030200ENE48777354	Weak	<b>Online</b>	
LCD	IP/Domain	192.168.108.98...	Indoor Stati...	LTH-D301GY-WIFI0120201016WRQ03610152CLU	Weak	<b>Online</b>	

Refresh Every 60s. Total (3) Filter

IPv4	IPv6	Device Model	Firmware Version	Security ...	Port	Serial No.	Boot ...	Added	Support ...	Operation
192.168.108.97		LTK3410MF	V3.2.0build 210324	Active	8000	LTK3410MF2021032...	2021...	Yes	Yes	
192.168.108.98		LTH-D301GY-W...	V2.1.2build 200121	Active	8000	LTH-D301GY-WIFI01...	2015...	Yes	N/A	

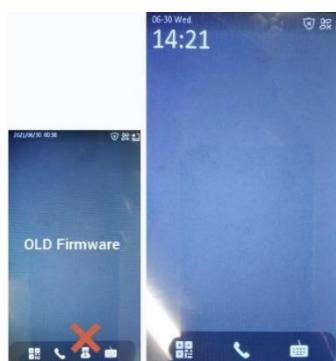
Go to **System > Maintenance**.

Select the folder and the firmware file. **digicap.dav**

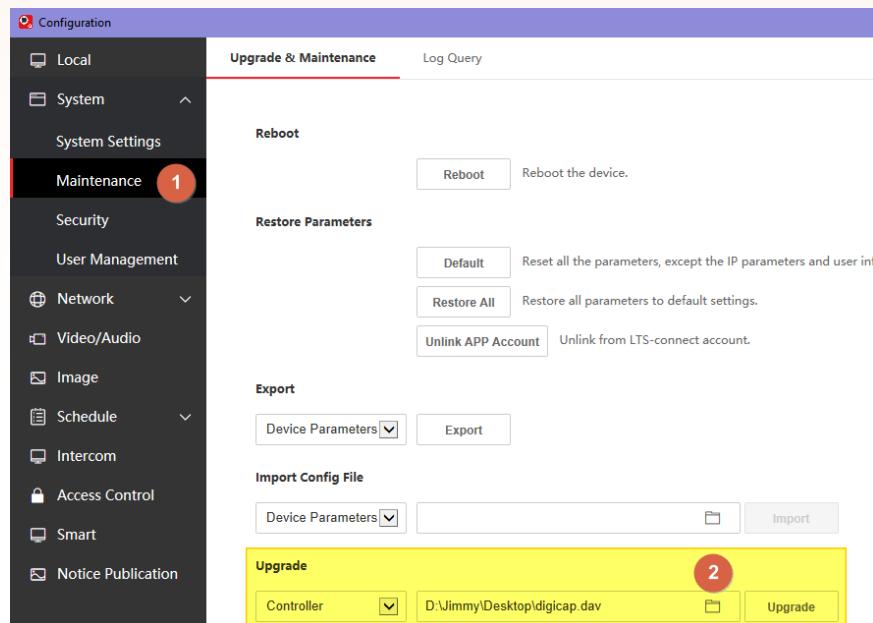
Then, Upgrade it. It may take a while.

Please don't power off.

After upgraded it, check your Device firmware version.



Or simply check what your screen looks like.



Configuration

Local

System

System Settings

**Maintenance** 1

Security

User Management

Network

Video/Audio

Image

Schedule

Intercom

Access Control

Smart

Notice Publication

Upgrade & Maintenance

Log Query

Reboot

Reboot

Reboot the device.

Restore Parameters

Default

Reset all the parameters, except the IP parameters and user info

Restore All

Restore all parameters to default settings.

Unlink APP Account

Unlink from LTS-connect account.

Export

Device Parameters

Export

Import Config File

Device Parameters

Import

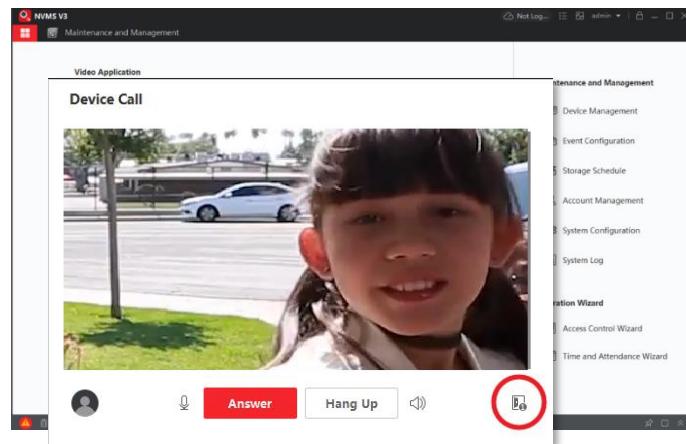
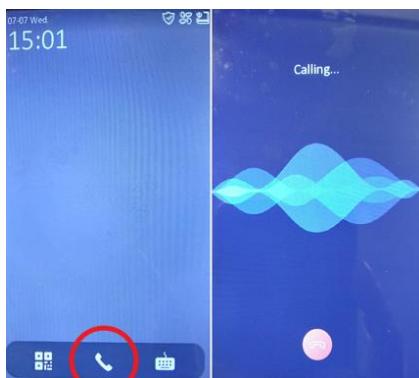
Upgrade

Controller

D:\Jimmy\Desktop\digicap.dav

Upgrade

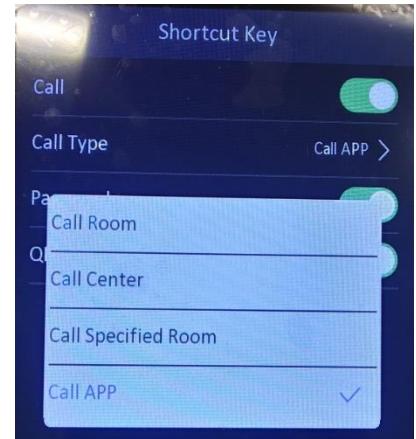
# Press Call from the 3410MF (Default call connect to the NVMSv3 PC)



**Specify Call Direction:** The call button can point to one of the locations.

Call Room	Indoor Station/Center	(by default)
Call Center	Call to NVMSv3 PC	
Call App	Mobile App	(LTS Connect)
Call Specified Room	Specify Indoor Room#	(If you have more than 1 LCD Indoor Station)

This function only available direct program thru the device itself. Please check the Standalone Programming Mode Chapter. **Main Menu > Basic Settings > Shortcut Key**



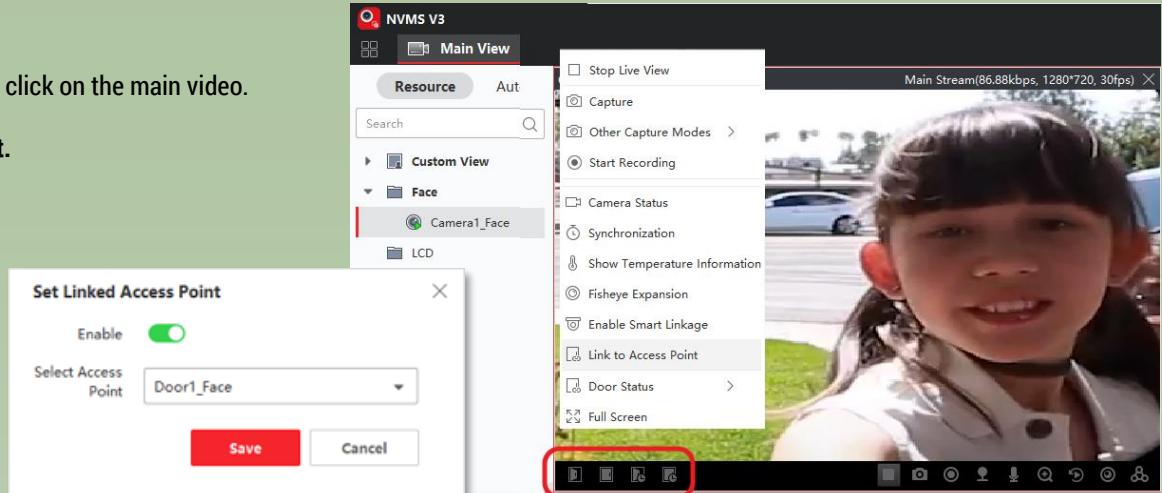
## Main View

You can open the door from the Main View. (see the Red Circle)

To enable it, you need right click on the main video.

Select Link to Access Point.

Select the device and  
Enable it.

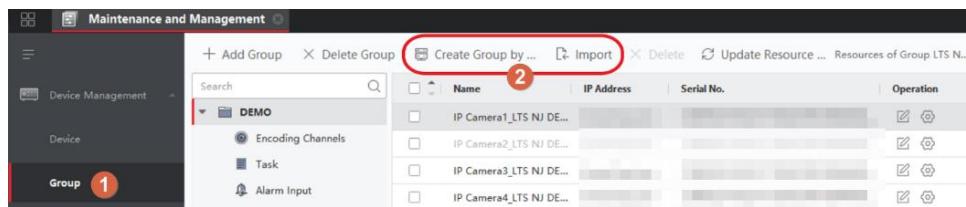


CAN'T FIND THE VIEW -- If you can't find the Device from the Main View, then it must be the Group got a problem. (see the Next Page)

# Group

What is the Group? Group is a control folder. It allows you to see or hide it from the Main View or the Door Access. To Check it: **Device Management > Group**

For example: Access Control. If you can't see any door in the real-time monitoring window. That usually means the Group is damaged. Please re-create it.



## Create Group by the Device Name

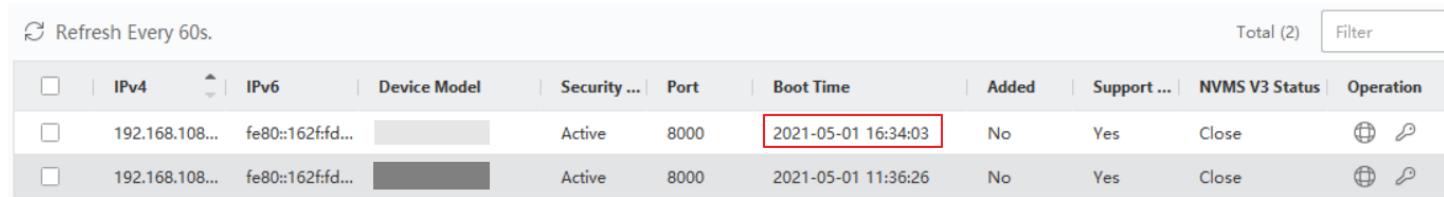
If the group is not existing, use this function to create a Group Folder name based on the Device \*Name.

**Tips:** For the Access Control, Simple is the Best. Please always make the group "purpose" simple. Make the "Group" only contain the device no others.

# Time Sync

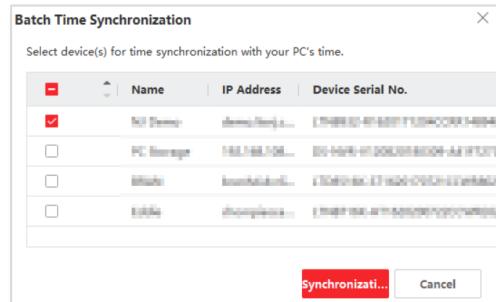
Please always make sure the device time (Time Zone) is correct. (Check Remote Configuration)

For the Access Control, you can verify that time from the device list. (Boot time = Current Time)

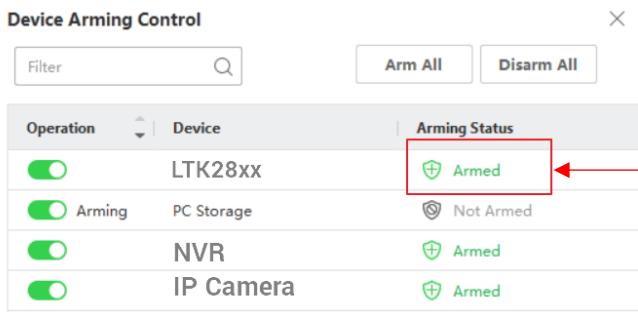
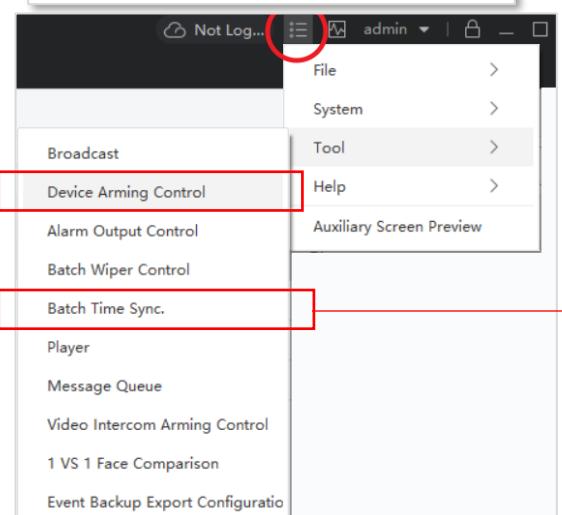


If the access controller time is not accurate, please use the **Batch Time Sync** to sync back from this PC.

(Notice: Intercom time is applied equally to the boot time, please check the live video time)



# Device Arming Control

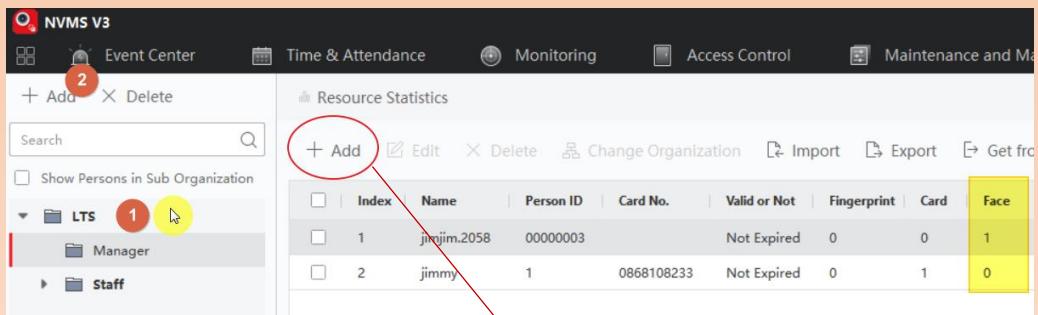
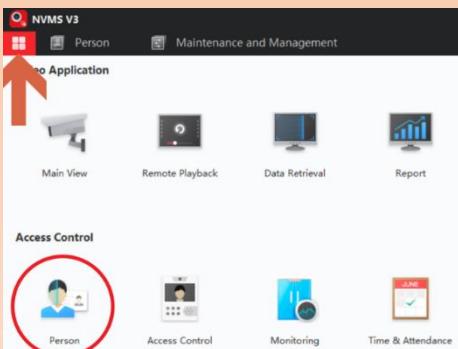
Device Arming Control indicates the device is currently communicating with this NVMSv3.

Please always make sure it is **Armed**.

It is the most important part to communicate in between PC to the Access Control device. If not, the NVMSv3 will not get any feedback from the device. That means – even the card to swipe to make the door open, but there will no card swiping record log in to this software. Please always make sure to connect the NVMSv3 and the device within the same network. If you are using the VLAN or VPN environment, please make sure the port number is open and forward correctly.

# Add Card / Add Person (Structure)

Menu > Person



1. Please rename the Root structure to an appropriate name.
2. Click the root folder and click Add can create a department-level structure.

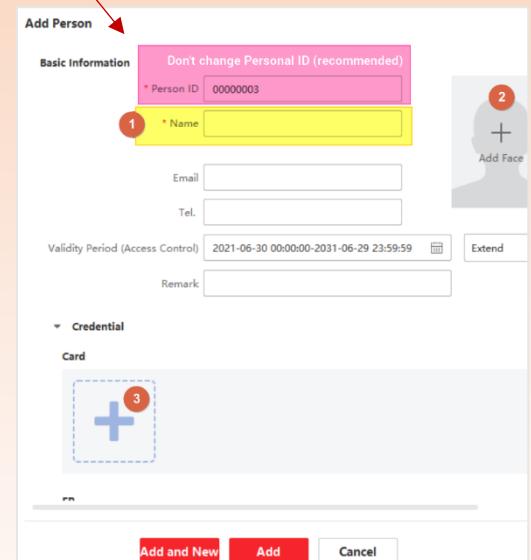
For Example: click on "LTS" > Add > give a department/group folder name "Manager".

*(Note) recommend only create 1 level group folder structure. Please don't create a group folder under another group folder.*

(Note) Create a clear understand structure.

If you only have less than 10 people in the database, then this may not really matter to you. But, if you have more people in there, then a clear structure that makes a lot of different the management easier in the future.

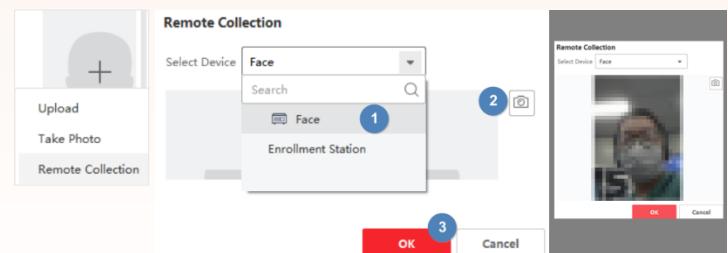
Especially, when you try to program whole group to a different permission. All you need to do is select the whole group folder and apply to it, rather than you pick each person one by one to assign different permission manually.



3. Click **+ Add** to set up your first person.
1. Add a person's name first.

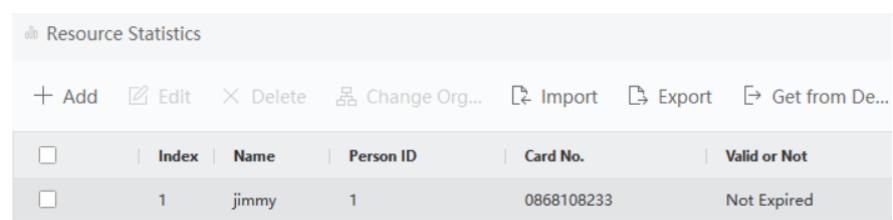
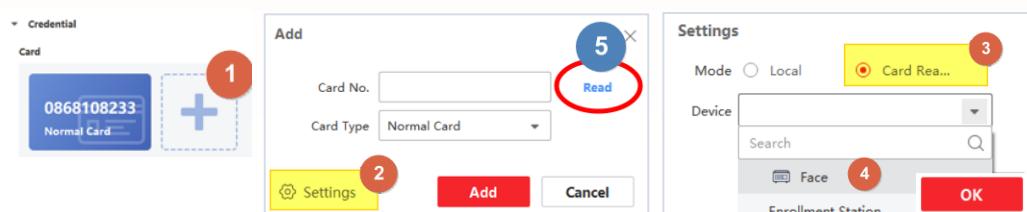
## 2. Add Picture.

Click Head picture, you can upload a picture, take the photo from PC desktop camera, or capture from LTK3410MF device (Remote Collection).



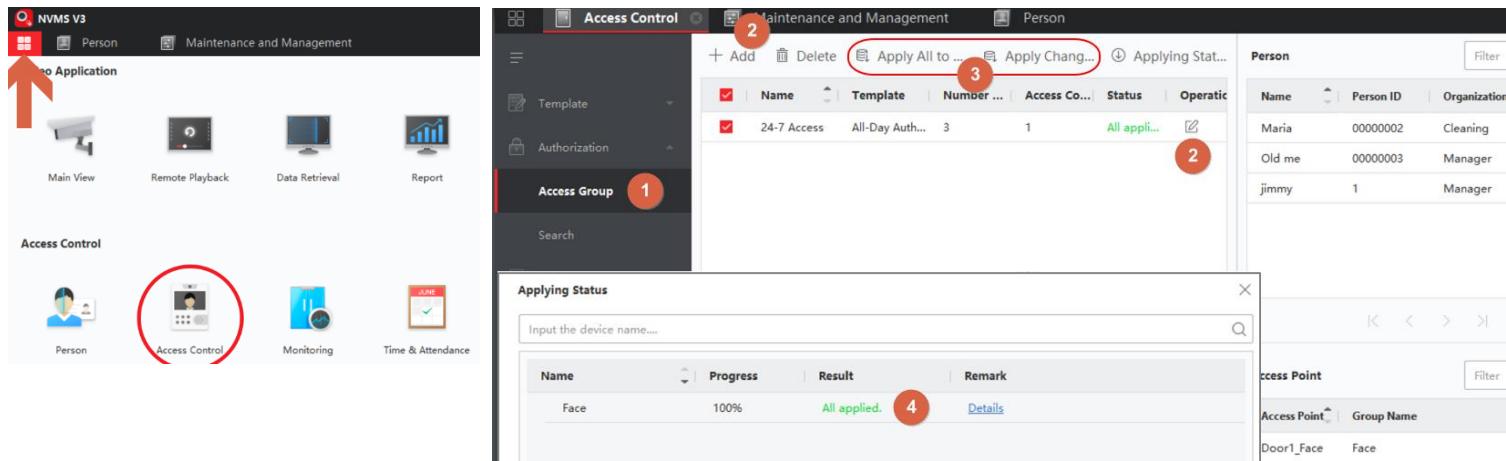
3. **Add Card.** Add the Mifare Tap Card or assign a card number become as the punch access number (number must be unique)

1. Click + to Add
2. Click Settings
3. Click Card Reader
4. Select Remote Device OK
5. Click Read and go to the device Tap the Card to scan it.

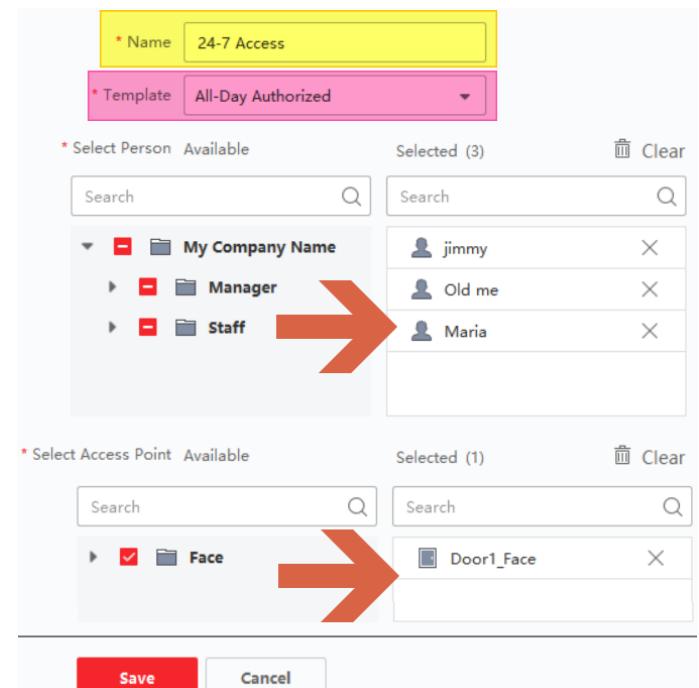


# Access Group (aka Permission)

You need to assign the person to the access group, to let the door allows you to open.



- i. After click Add (2), you should see the dialog box on the right.
- ii. Make sure to give an appropriate name. In Example, I named **24-7 Access**.
- iii. If it uses a different Time **Template**, please select the correct schedule. (You need to declare it in the Template section first. See next page)
- iv. Add Person to the Right side.  
OR you can select Group Folder to add all people at once.
- v. Add Access Point (Door) to the right-side panel.
- vi. Click **Save** when finished.



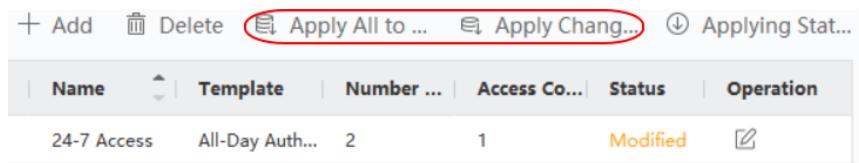
We are almost done with the Person/Permission Programming.

You need to click **Apply to the device**.

There are two different kinds of applications.

**Apply Changes** – Only apply the Change section to the device.

**Apply All to the device** – Apply all settings (aka Manual Override) to the device, even all the data has already existed and same.



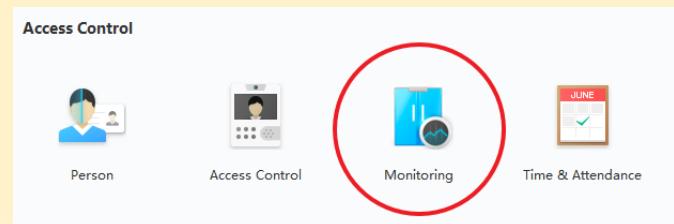
**Congratulation, now you can Test the result.** Use the Facial to access or use the keycard to unlock it.

# Monitoring (Realtime Monitoring)

Go to MENU > Monitoring.

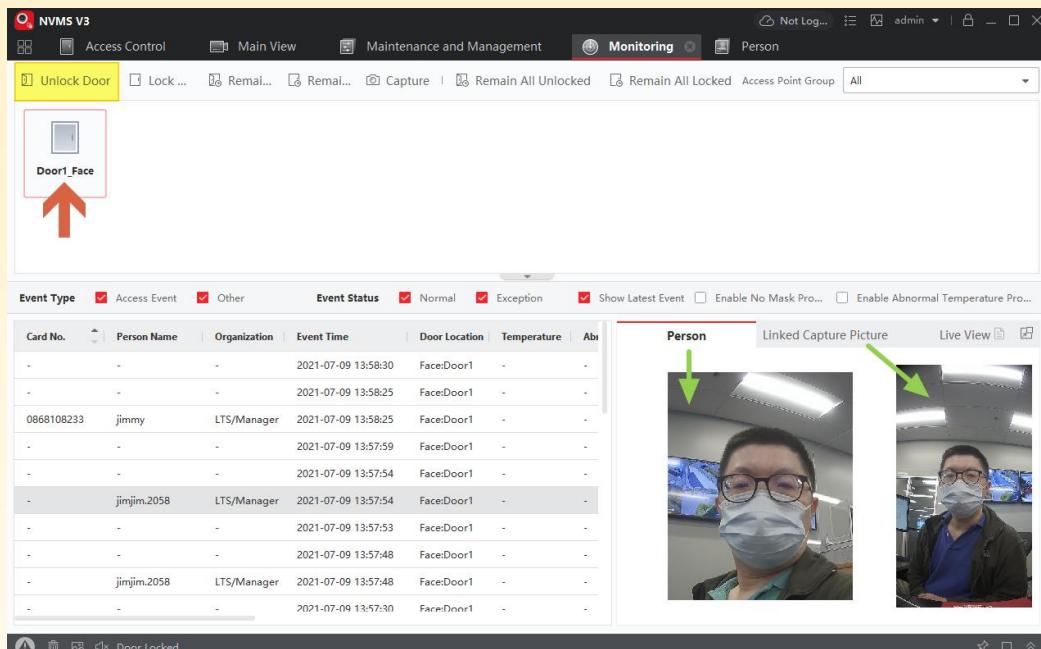
You can Unlock/Lock the door from here.

Also, you can monitor who is/was accessing before. Or watch what is the key card access and thru which door.



To Unlock Door:

Select Door first, click Unlock Door at the top.



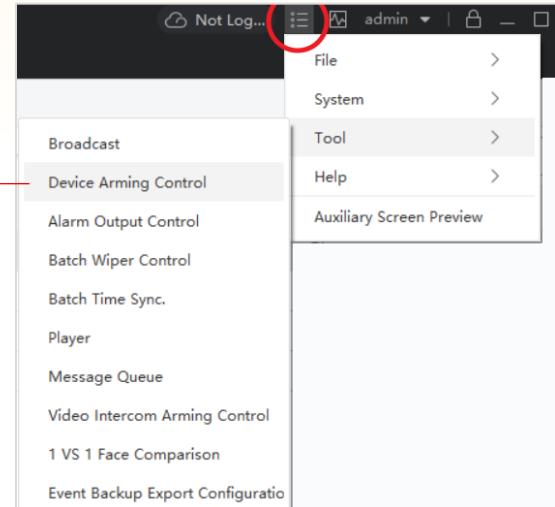
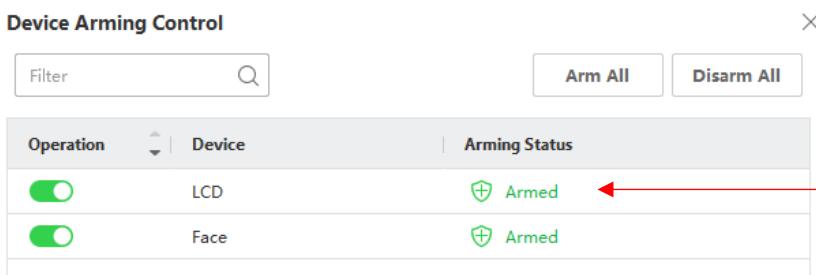
Event: Current Access Logs

Here list of all the live accessing events.

Requirement:

The Device Arming status must be ON.

## Device Arming Control



### (Important) About Arming:

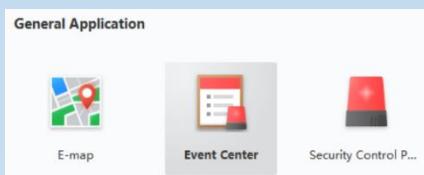
Every Armed device only can point to one NVMSv3. In another word, if you have two NVMSv3 software running with different PC.

Only the first armed device can fully / accepting the incoming event signals. The Second NVMSv3 will never get armed.

Can't be Armed that could be many reasons: either the device is Offline, a Firewall issue, VPN, or it is already Armed.

If you want to transfer arming from one PC to another, you need to disarm it first then re-arm from the other PC.

# Event Center



**Real-Time Event** is based on the device direct response.

However, you need to make sure the device is **Armed**.

**Event Search** is based on the NVMSv3 previous recorded information to perform the search. It fetches the info from this PC, not fetching the info from the device itself.

## Event Search

**Event Search** is based on the NVMSv3 previous recorded information to perform the search.

It fetches the info from this PC, not fetching the info from the device itself.

In other words, if your PC is offline or the device is not communicated with the NVMSv3. Then, this Event search won't help you much on it.

**Please specify the Device Type correctly.** Otherwise, it won't respond to the result mostly.

For example, if you are using the Intercom device, then you must select the Video Intercom.

Index	Event Type	Card Hold...	Card No.	Temperature	Abnormal Te...	Event Time
1	NTP Auto Time ...	-	-	-	-	2021-07-01 11:57:5
2	Door Locked	-	-	-	-	2021-07-01 11:39:5
3	Door Unlocked	-	-	-	-	2021-07-01 11:39:5
4	Face Authentica... Old me	-	-	-	-	2021-07-01 11:39:5
5	Door Locked	-	-	-	-	2021-07-01 11:29:1
6	Face Authentica... Old me	-	-	-	-	2021-07-01 11:29:1
7	Door Unlocked	-	-	-	-	2021-07-01 11:29:1

## Real-time Event

If your device is not **Armed**, then you will not get any feedback signal from the device.

Index	Event Source	Event Type	Event Time	Priority	Event Details
7	Access Control Device:Face D...	Door Locked	2021-07-01 13:02:40	Uncategorized	Door1
6	Access Control Device:Face D...	Door Unlocked	2021-07-01 13:02:35	Uncategorized	Door1
5	Access Control Device:Face E...	Face Authentication ...	2021-07-01 13:02:35	Uncategorized	Entrance Card Reader1
4	Access Control Device:Face	No Mask	2021-07-01 13:02:35	Uncategorized	Face
3	Access Control Device:Face	NTP Auto Time Sync...	2021-07-01 12:57:50	Uncategorized	Face
2	Access Control Device:Face	Remote: Arming	2021-07-01 12:52:01	Uncategorized	Face
1	Access Control Device:Face	Remote: Unarm	2021-07-01 12:50:00	Uncategorized	Face

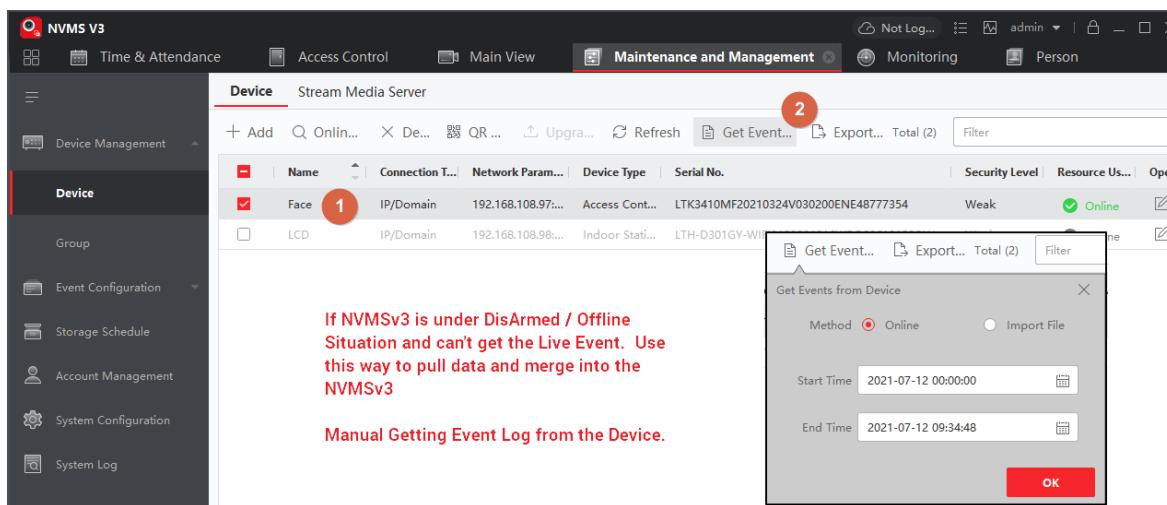
# Manual Pulling Events from the Device to NVMSv3

If the Device is disarmed, you can use this method to manually pull out the Data Event from the device.

1. Select the device first
2. Get Events from Device
3. Set Time Range

This method also applies to the Door Controller, NVR/DVR Event Pulling, 2<sup>nd</sup> NVMSv3 try to pulling Event Remotely.

The final getting results will override the current NVMSv3 Local Record Events



If NVMSv3 is under DisArmed / Offline Situation and can't get the Live Event. Use this way to pull data and merge into the NVMSv3

Manual Getting Event Log from the Device.

## Time Template

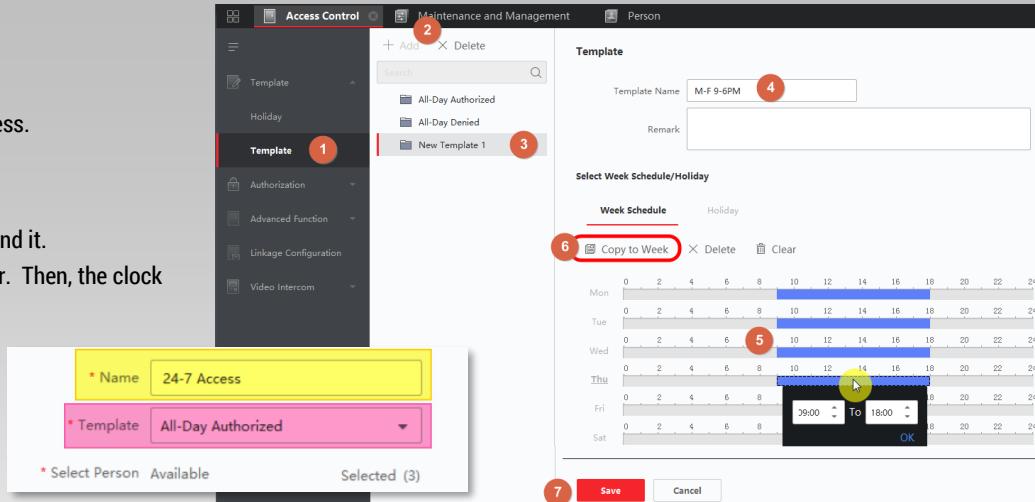
You may define different periods to restrict the access.

Go to Template > Template > Add.

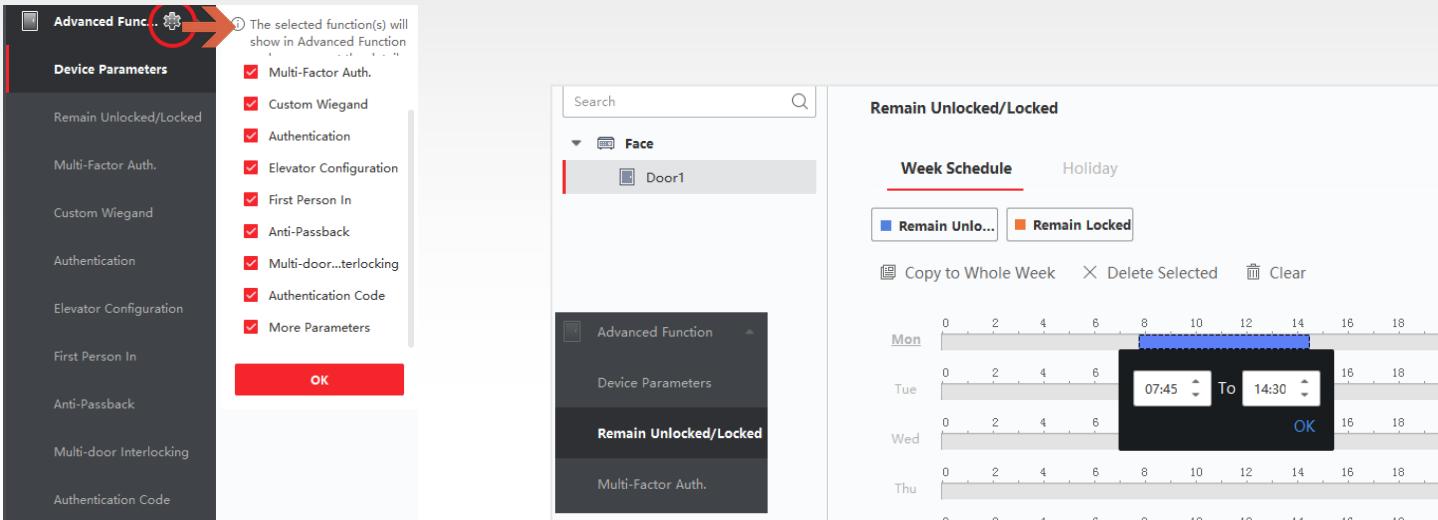
Follow the instruction, should be simple to understand it.

When you try to micro-adjust time, click the time bar. Then, the clock adjustment should appear.

Check the previous page, then you can pick a different Time-period. (see Page 9)(Pink area).



## Advanced Function

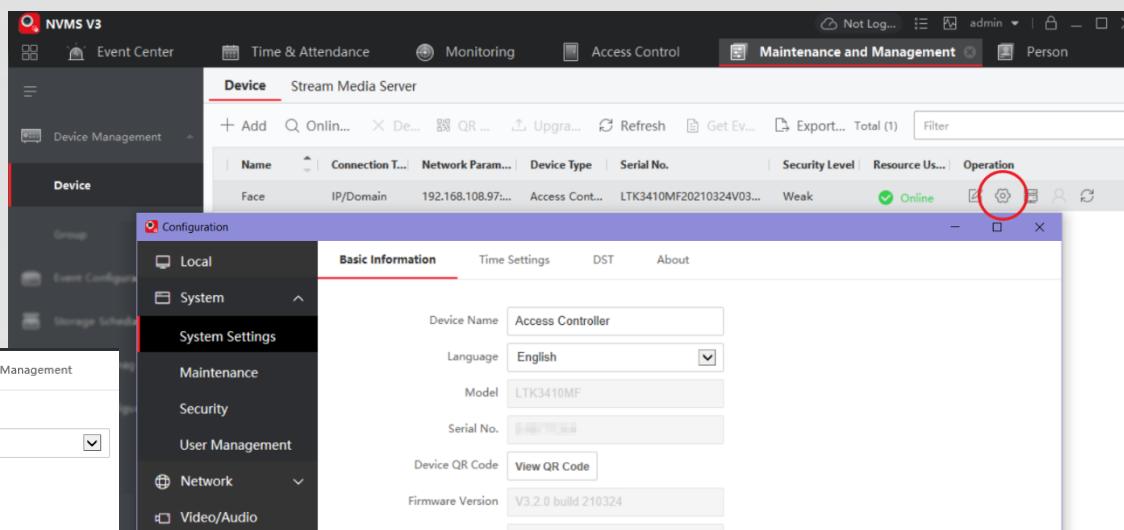
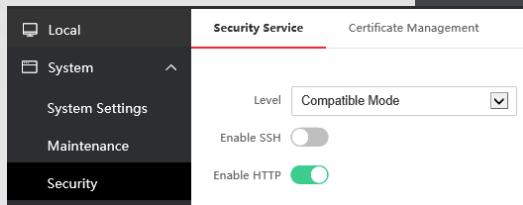


## Remote Configuration (aka IE Configuration)

Device Management > Device > (Gear icon: see red circle)

There are many settings in the NVMSv3 software. However, I like to use the Remote Configuration to find and adjust it. (Except add person/face)  
 The reason is simple, the configuration here has collaborated.

**Requirement:** HTTP ON is required.



## Advance Setting:

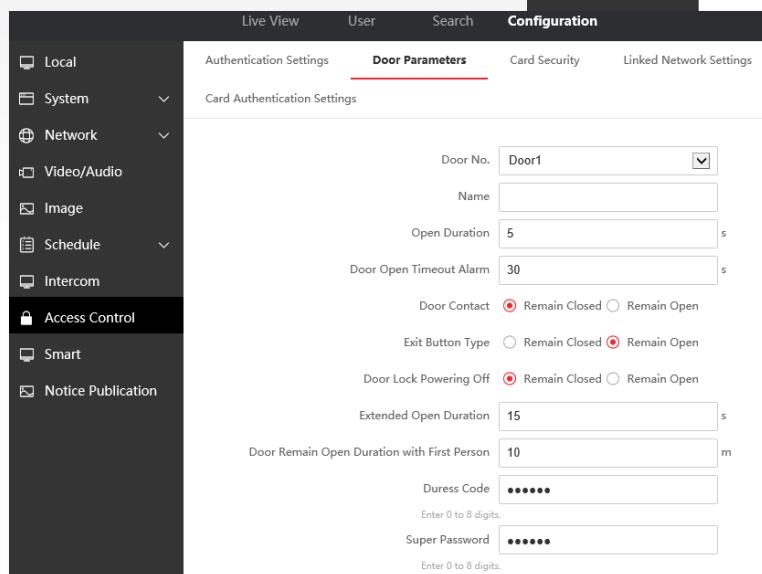
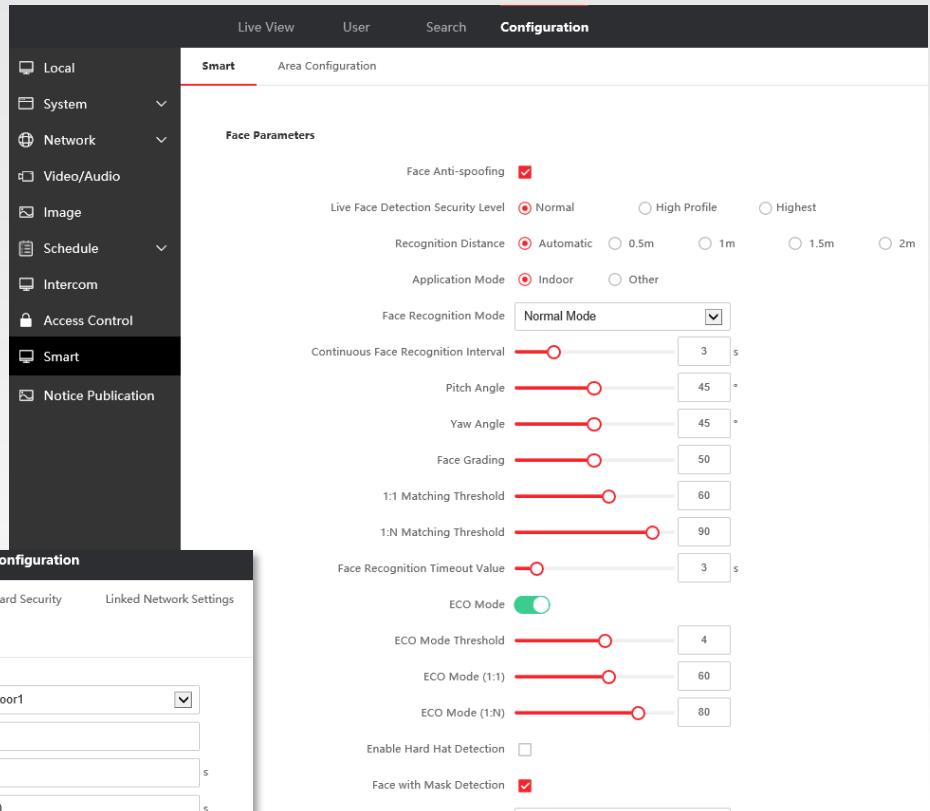
**Smart** is the facial setting adjustment session.

Usually, you don't need to change this area. However, all the setting is based on your environment to adjust it

Pitch Angle and Yaw Angle are checking the shooting angle.

The threshold is set up the matching criteria/difficulty.

The Face Recognition Timeout value. If you are using for the Time Attendance, you can set a little longer delay to avoid accidentally clock-in/out.



## Door Parameters

You can adjust the NC, or NO and many other settings.

# Mobile App Connection

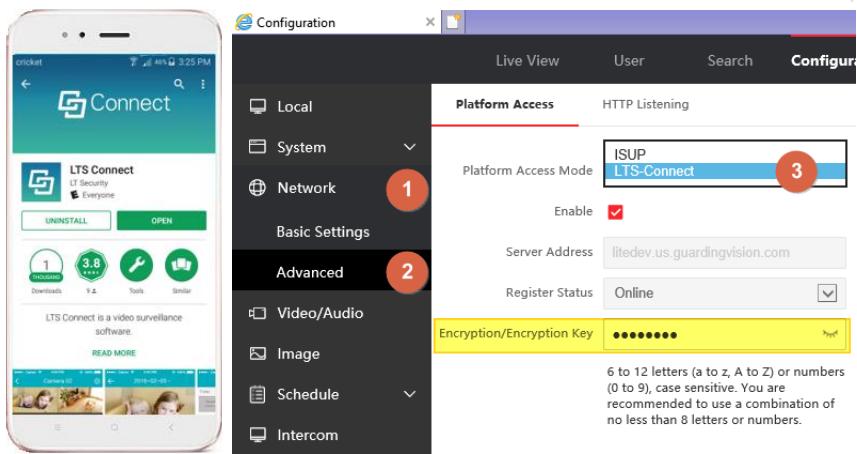
The mobile app is the LTS CONNECT.

Before using this feature, need to enable the PTCloud first.  
 To access this page, from the NVMSv3 Configuration, or Internet Explorer. (see the previous page)

Switch platform access Mode to **LTS-Connect**.

After setup the Encryption Key > Save.

Make sure the Status is **Online**.



How to Use LTS-Connect. Please check another KB.

<https://ltsecurityinc.zendesk.com/hc/en-us/articles/360062052473--Guide-PDF-LTS-Connect-v4-11>

## Where is the QR Code?

You can find the QR code from the system settings page.

(If you can't find this, please confirm the firmware version.)

Or find it from the Device MENU.



After Add it successfully, you can do the Live View or open the Door.

However, if you want to answer the call.

You need to do the adjustment from the device first.

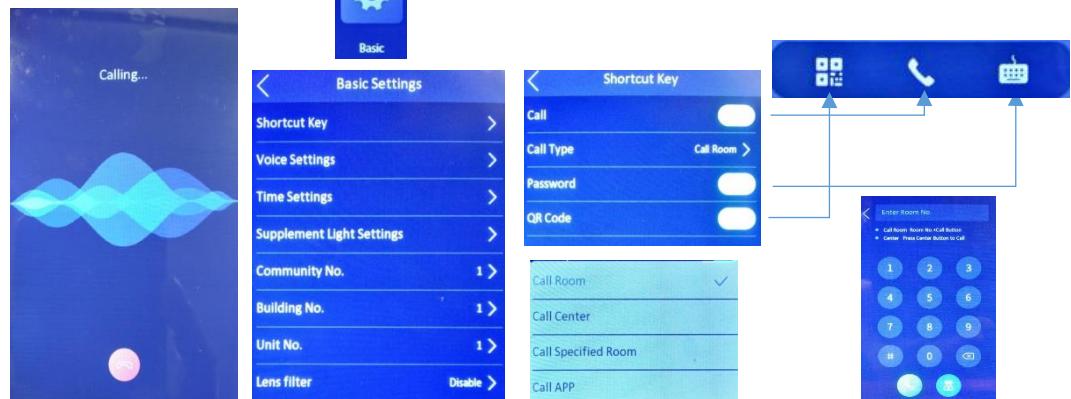
Access the Device Main Menu below.

(If you don't know how to, please check Page 17 for the Standalone programming).

Go to Basic > Shortcut Key.

change call type to Call App.

That should do it.



# Connect to Indoor Station.

Connect Door Station with the LCD Indoor Station will make your customer feel at ease.

Make sure to link the Master Door Station IP Address to the setting page.

Then, the connection should be completed.



## Remote Configuration

- System
  - Device Information
  - General
  - Time
  - System Maintenance
  - User
  - RS485
- Intercom
- Network
  - Local Network Configuration
  - Linked Network Configuration
  - Advanced Settings
  - Guarding Vision

## Configuring the Network and Sip Parameters

### Linked Network Configuration

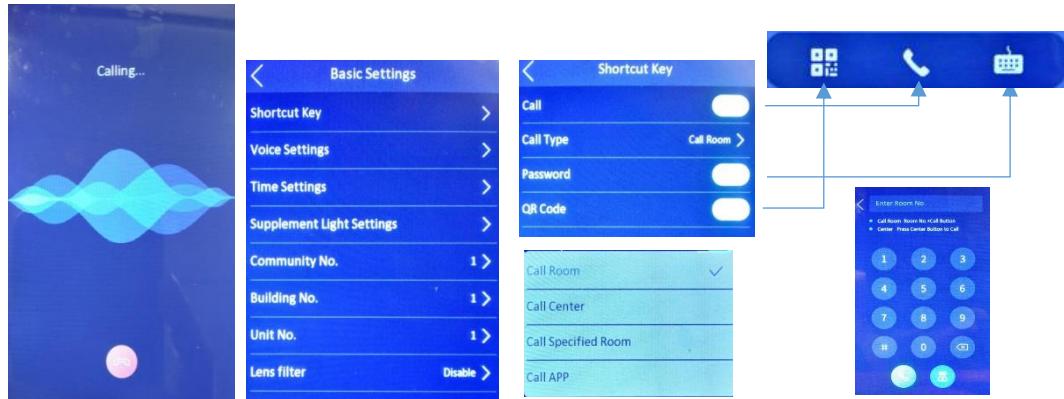
Device Type:	Indoor Station
Master Station IP Address:	0.0.0.0
(Main) Door Station IP Address:	192.168.1.48
SIP Server IP Address:	0.0.0.0
Security Control Panel IP Address:	0.0.0.0
Security Control Panel Port No.:	0
Doorphone IP Address:	0.0.0.0
Main Door Station Type:	Main Door Station ...

**Save**

There are two ways to call the LCD Indoor Station.

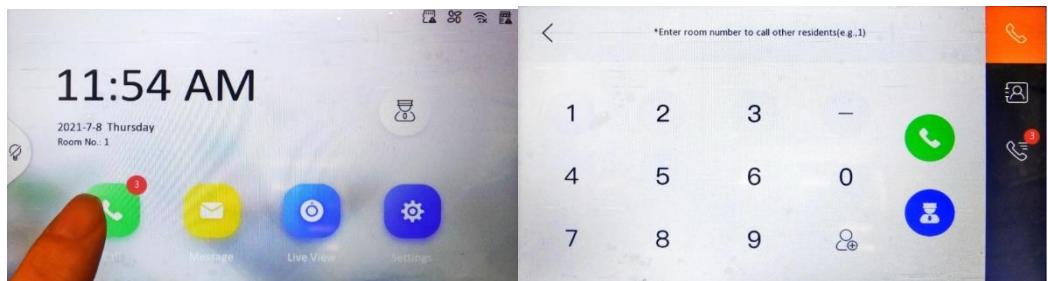
1. If the Call Type defines as Call Room.  
Usually, the indoor station defines as Room 1. When you can enter 1 (room#), and press Call.

2. Direct calling room 1 without entering the room#.  
If this is the case, you need to use call type to Call Specified Room.



This is the LCD Indoor Station Screen.

For example, when you tap the **Call icon**, enter the Room number.  
Or press the Operator icon will call the NVMSv3 PC.

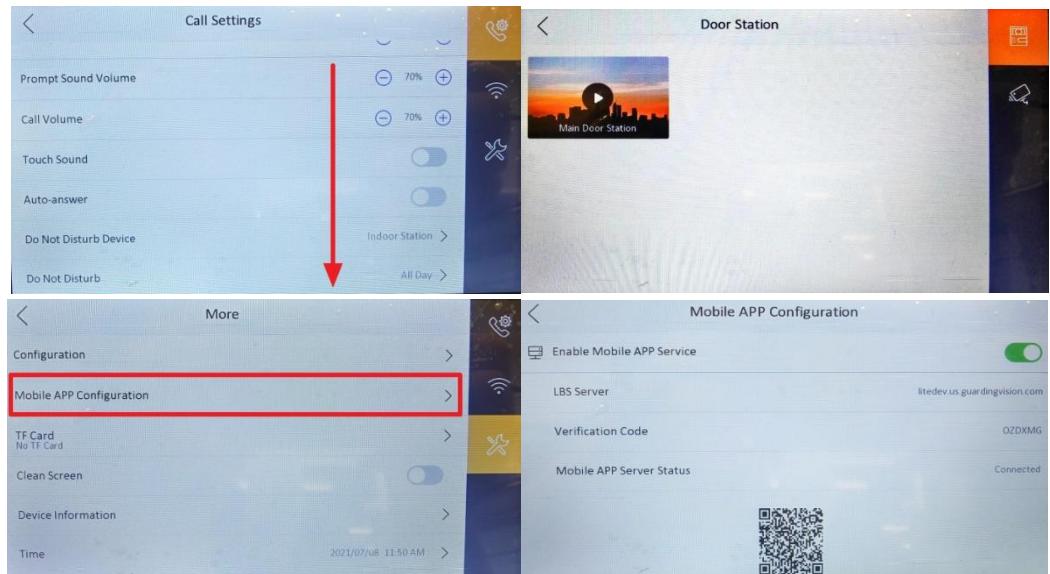


If you don't want to be disturbed or the call has been no response. Please check the Do Not Disturb is not blocking.

You can use the Mobile App to connect to the LCD Indoor Station (QR Code).

### What happens if you do that?

When the Main Device is calling the LCD Indoor station. The Indoor Station will ring AND your mobile app will ring at the same time.



# Standalone Mode

## LTK3410MF

- **Max. 1500 face capacity**
- **Max. 1500 card capacity**
- **Max. 150,000 event capacity**
- **Face recognition distance. 1ft - 5ft**
- **Face recognition duration. <0.2 s/User**

## LTK3410MF

White LED Light

2MP IP Camera

IR Camera

IR LED Light

Touch Screen

Mifare Card Reader



## Touch Screen ICON STATUS



Device is Armed / Not armed

Cloud Connection Status. Not Connected or Connected

(By default is disabled). You need to enable from the setting & set up the verification code.

Network Cable Connection Status

### Notice:

Even the whole 3410MF camera is 2MP Camera Lens. However, the Main View only support portion of the center video (Close look) (1MP) as the Live View. That the way it designed.



# Standalone Programming

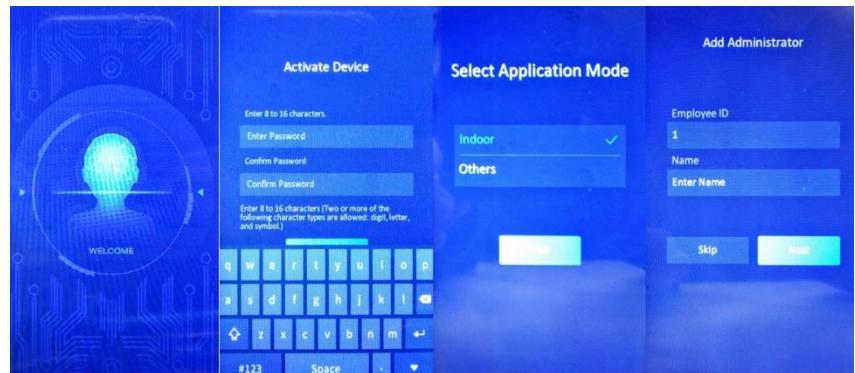
Please Remember this device is using DC12V 2A+ Only. (not PoE)

For the first time, you need to activate the device and create the administrator password. Please make sure to fulfill the password rule.

Select Application Mode – Indoor (Default)

(Administrator Level)

Create the 1<sup>st</sup> Username – [for example, jimmy]

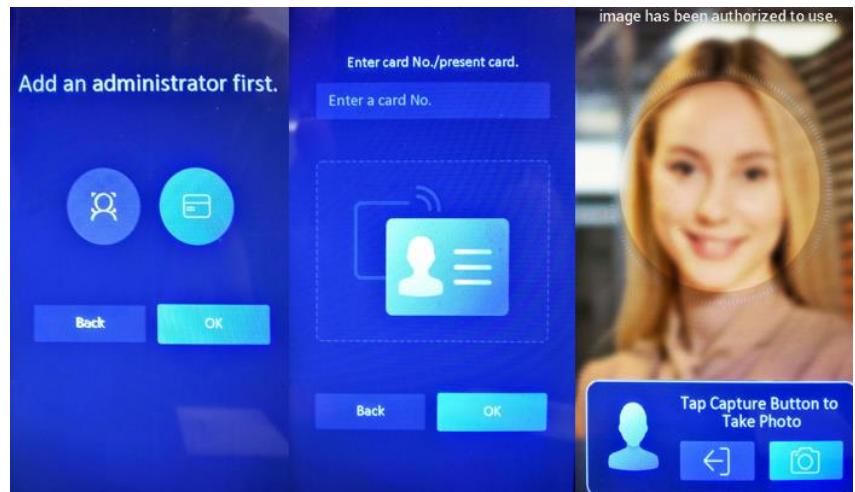


Press Next > (Don't skip)

There are two icons: (must pick one)

Press **Card icon** will allow you to Scan the Mifare Keycard.  
Tap your key card on the device scan area.

Press **Face icon** will let you Scan your face,  
press Camera icon to capture the face.

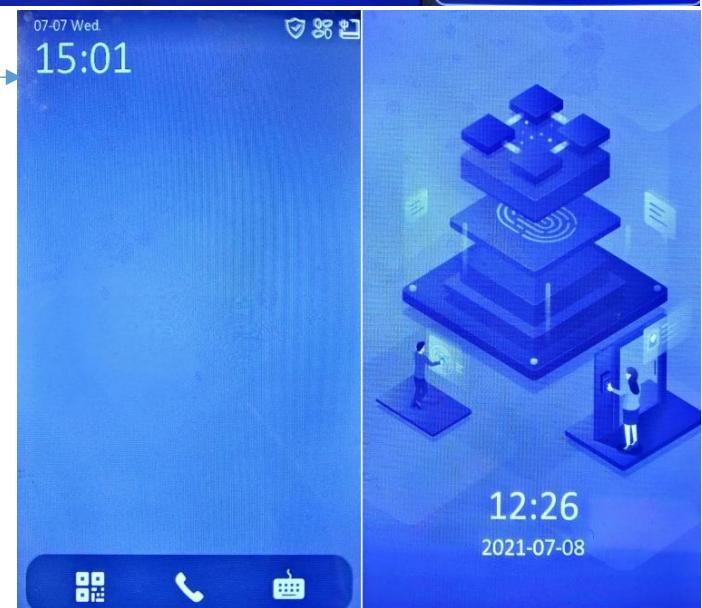
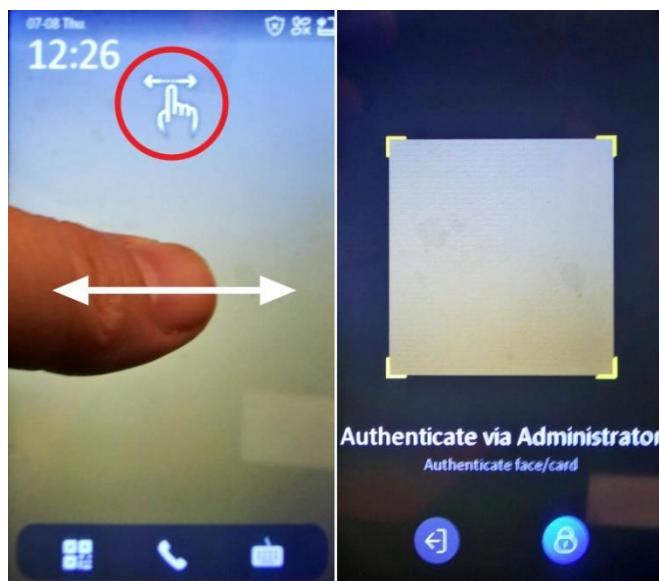


After you finish, it will come back to the Add page.  
Tap OK when completed.

This is what the Main Screen Looks like

**How to access the Main MENU?**

Press the Screen and Slide left or right.  
Then, it will pop up on the Authentication screen.  
Either you can scan the face or Press the lock icon to enter the password.



Scan QR Call Password Access

You can Show/Hide these buttons  
from the Basic Setting > Shortcut.  
Press CALL button

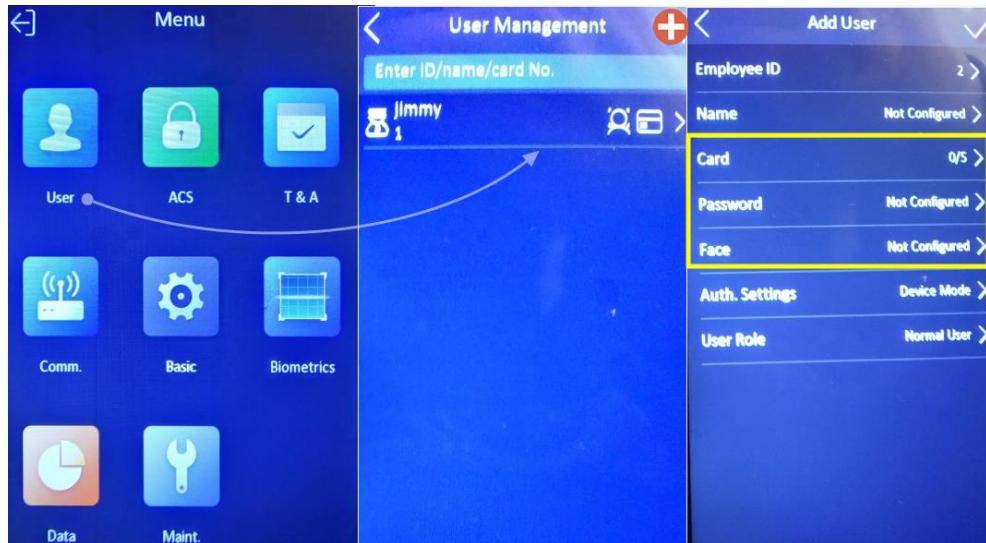
Enter 1 + Call = Indoor station  
Operator icon = (Call Center) NVMSv3



In this section, I only provide the screenshot. Should be very self-explain. If you need more detailed information, please read the user manual.

## Main Menu

User	Add / Edit User
ACS	Access Control Settings
T & A	Timecard / Attendance
Comm.	Network Setting / RS485
Basic	Basic Setting
Biometrics	aka Smart Settings
Data	Import/Export
Maint.	System Info / QR Code, etc...



## Add User



Click + sign, to create a new user. You need to create a Name first. Then, Tap either Card / Password / Face to create the authentication.

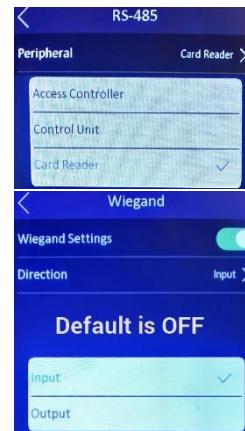
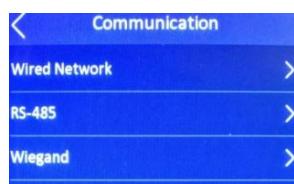
## Edit User

If user is already existed, you can tap the user in the User management to modify it.

## Communication



Wired Network	Setup the IP Address
RS485	Connect Type
Wiegand	I/O to external Wiegand



## Basic Setting

contains many peripheral settings.

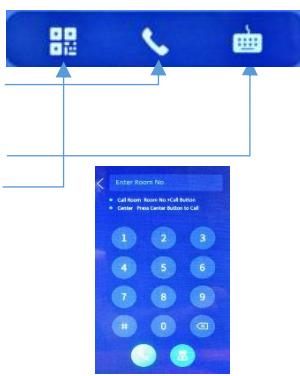
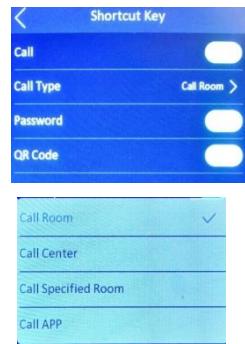
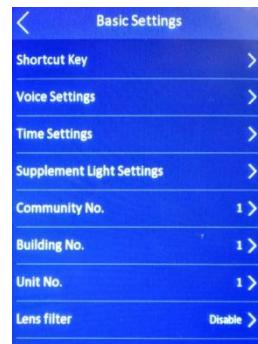


**Shortcut Key** Show/Hide button or Call direction.

**Voice Settings** En/Disable Voice Prompt.

**Time Settings** Adjust Device Current Time

**Supp. Light...** White Light Support Setting



**(Tips & Tricks)** How to Call LCD & Mobile App at the same time?

We recommend install Outdoor Station and Indoor Station (LCD) together.

When it calls to the Indoor Station, it will also call the mobile app at the same time.

But you need to add the Indoor Station (LCD) QR code to the mobile app instead.

Call Room	Enter Room# or Call Center (OP)
Call Center	Call to NVMSv3 PC
Call Specified	Direct call to the Indoor Station instead
Call App	Call Mobile App.



## Maintenance

**System Information** - Device QR Code is in here.

**Unlink App Account** – if this device is bound to the PTCloud, use this function to unbind it.

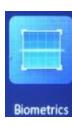
**Restore to Factory Settings** – aka Factory Reset.




**Data** USB Backup Import / Export

The Data is only for the direct import/export to the device.

Because it is required to encrypt the data before export, therefore it can't be used for the PC importing.

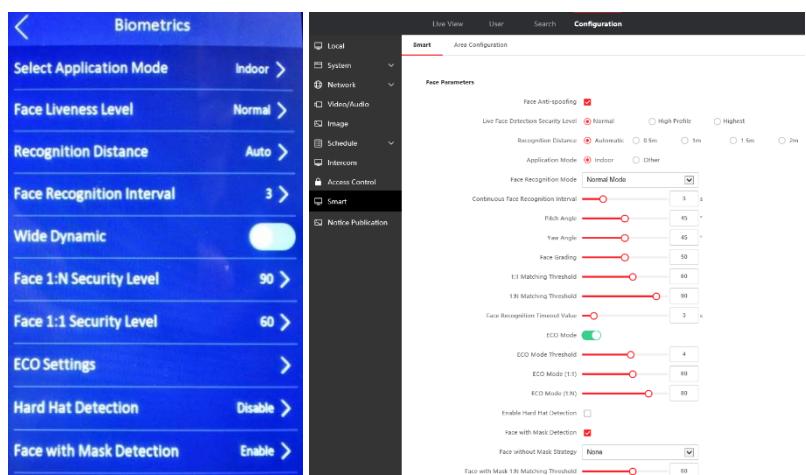
**Biometrics (aka Smart)**

It is for the facial recognition adjustment. I recommend adjust this from the WebUI that will be easier.

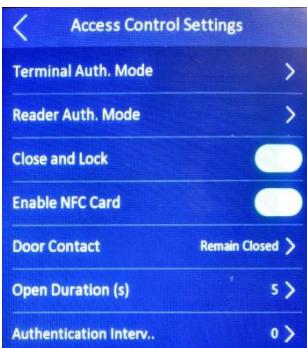
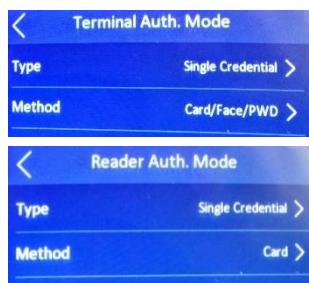
Wide Dynamic = WDR.

Recommend turn Off, it just makes the image brighter.

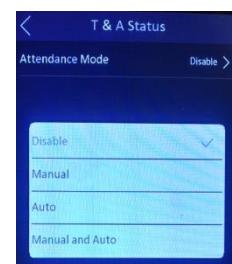
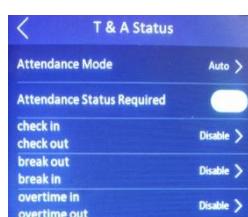
ECO = when the environment is too dark, it will automatically be switching from two lenses to one lens camera to do the image capture.



## Access Control Settings

## T & A

# Appendix

## Touch Screen ICON STATUS



Device is Armed / Not armed

**Cloud** Connection Status. Not Connected or Connected

(**By default is disabled**). You need to enable from the setting & set up the verification code.

**Network Cable** Connection Status

### Notice:

Even the whole 3410MF camera is 2MP Camera Lens. However, the Main View only support portion of the center video (Close look) (1MP) as the Live View. That the way it designed.

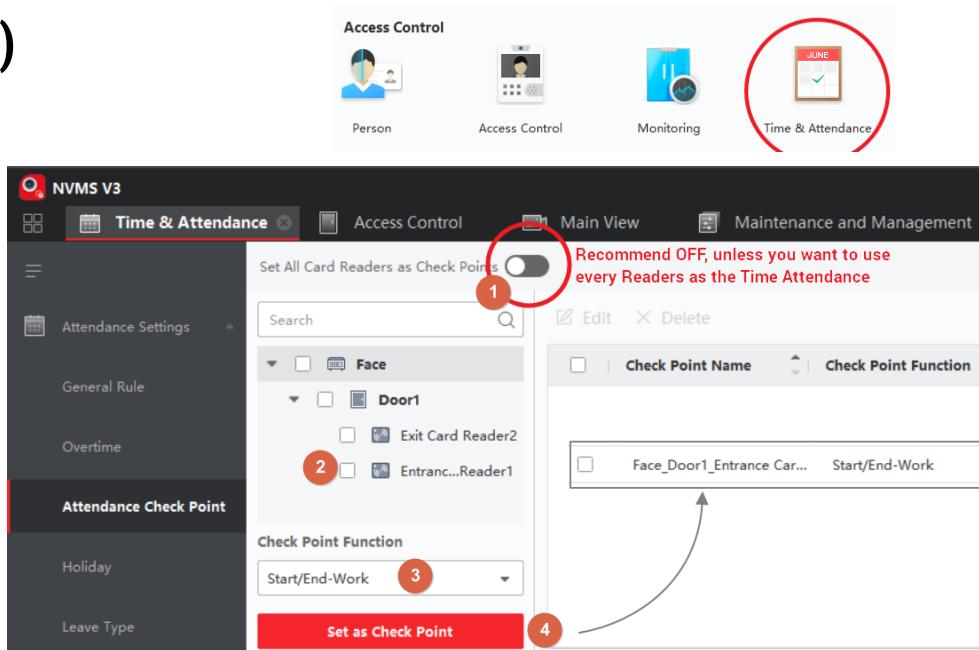


# Appendix – T&A (NVMSv3)

**Check Point(s)** - Setup which Reader to become as Time Attendance.

1. Usually, we recommend turn **OFF** for set All Card Readers as Check Points.
2. Select which Card Reader to become as Time Attendance checkpoint.
3. Declare Function. Usually, Start/End-Work
4. Set as Check Point.

After added, the Reader will become as the right side. And automatically remove the selection from the left panel.



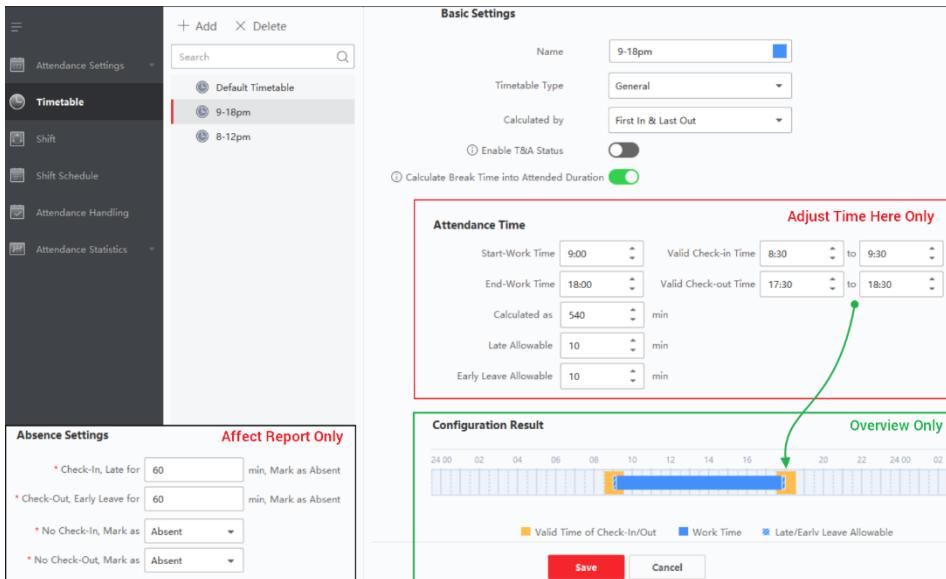
## Timetable

Timetable is defining the working time period and some acceptable rules regarding.

Only need to adjust the Attendance Time section.

When you define the Start-Work Time, please make sure the valid Check-in Time is also related to it. So as the End-Work Time and valid Check-out Time.

In most cases, you only need one Time period 9-18pm. But you still can define different working time periods. The timetable will be used in the Shift section. Which is define the weekday planned.



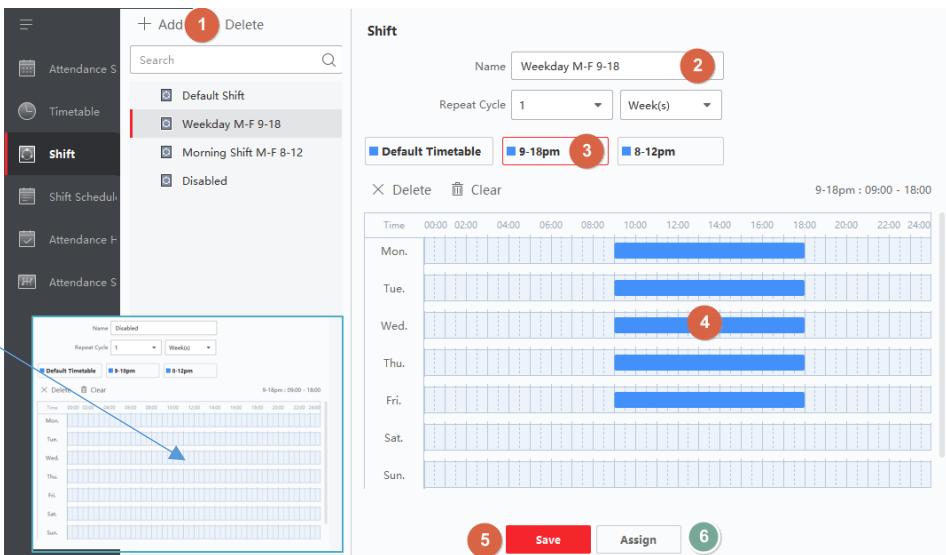
## Shift

Define the weekly shift schedule based on the timetable period you need.

3. is the timetable you defined previously.

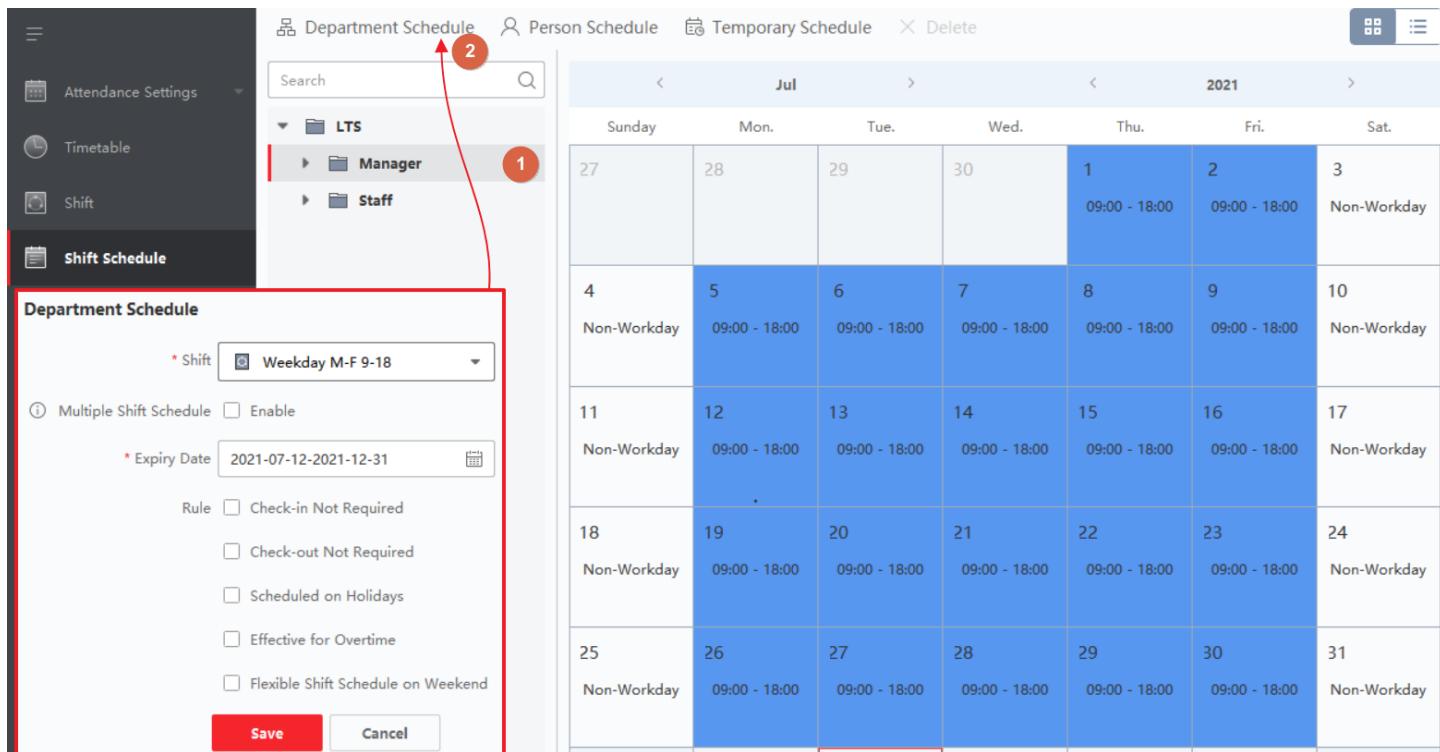
(Tip) I will also recommend creating an extra Shift – named Disabled with an empty schedule.

The Shift will be used in the Shift Schedule. You can use Assign (6) to define the Shift Schedule. Or, you can define it from the Shift Schedule section.



## Shift Schedule

You can define the whole Department based on the shift time. Or, you can use Personal Schedule to define each person individually. However, if you want to remove the Time Schedule, then you can't delete it. But, you can use the Disabled Shift to override the previous define you made.



The screenshot shows the Shift Schedule module. On the left, a sidebar lists Attendance Settings, Timetable, Shift, and Shift Schedule. The Shift Schedule item is selected and highlighted with a red box. A red arrow points from the 'Shift Schedule' label in the sidebar to the 'Shift' dropdown in the configuration window. The configuration window is titled 'Department Schedule' and contains the following fields:

- \* Shift: Weekday M-F 9-18
- Multiple Shift Schedule:  Enable
- \* Expiry Date: 2021-07-12-2021-12-31
- Rule:
  - Check-in Not Required
  - Check-out Not Required
  - Scheduled on Holidays
  - Effective for Overtime
  - Flexible Shift Schedule on Weekend

At the bottom are 'Save' and 'Cancel' buttons. To the right is a weekly shift calendar for July 2021, showing shift times for Manager and Staff roles across the days of the week.

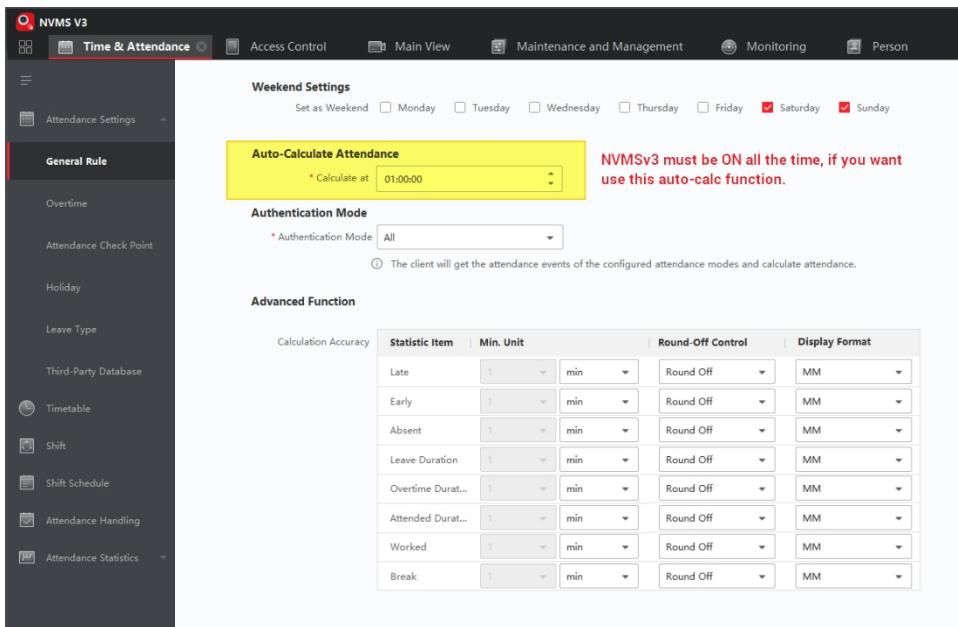
## Email/Report

### Auto-Calculate Attendance

Will automatically generate a report and email it to you. You need to define the NVMSv3 email setting under the System Settings.

If NVMSv3 is not online at the moment, you still can use Manual Calculate to generate it. But, it won't email you the report.

To find out the Manual Calculation, under **Attendance Statistics > Calculation**.



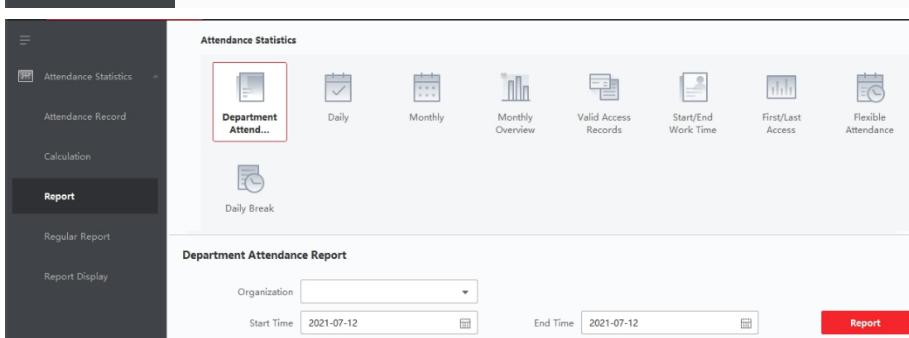
The screenshot shows the NVMSv3 Time & Attendance module. The left sidebar lists Attendance Settings, General Rule, Overtime, Attendance Check Point, Holiday, Leave Type, Third-Party Database, Timetable, Shift, Shift Schedule, Attendance Handling, and Attendance Statistics. The Shift Schedule item is selected. The main panel shows the 'Auto-Calculate Attendance' section with the following configuration:

- \* Calculate at: 01:00:00
- Authentication Mode: All

A note in the panel states: "NVMSv3 must be ON all the time, if you want use this auto-calc function." Below this are sections for Weekend Settings (Set as Weekend: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday) and Advanced Function (Calculation Accuracy table).

Go to the **Attendance Statistics > Report**.

To generate the Report



The screenshot shows the NVMSv3 Attendance Statistics > Report module. The left sidebar lists Attendance Statistics, Attendance Record, Calculation, Report, Regular Report, and Report Display. The Report item is selected. The main panel shows the 'Department Attendance Report' configuration with the following fields:

- Organization:
- Start Time: 2021-07-12
- End Time: 2021-07-12
- Report

**Important Note:** If the device is disarmed or NVMSv3. You might get some data missing. You need to manually pull back the event from the device, then generate it (see Page 12)