

THERMOTAB USER MANUAL

Version 4.1

Instructions on setting up and using ThermoTab

Minno LLC

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ThermoTab Functions and Features

ThermoTab quickly and accurately measures the forehead temperature of individuals without contact. It helps users to screen for symptomatic (high fever) individuals before they enter a venue and interact with staff and/or guests, potentially putting them at risk.

In addition to an immediate indication of high temperature at the device, an email alert can be sent to relevant HR personnel. Devices can be cloud hosted which allows for control and monitoring of multiple devices in multiple locations.

Additional ThermoTab features include:

- Facial recognition to identify staff and guests
- Access denial signal if there is an access control system for the premises
- Report temperature readings, date, time, and photo for people who have entered the building for purposes of contact tracing and facility attendance.
- Facial recognition option for access control

ThermoTab Hardware

The following items should be found when opening the ThermoTab box for the first time:

- ThermoTab device
- Power adapter
- Multi-function cable
- Bracket for flat mounting the device on a wall

If mounting on a wall, it is recommended to position the device's camera around 55" (140 cm) above the ground. It is also important to avoid mounting the device in a location where it may face direct sunlight.

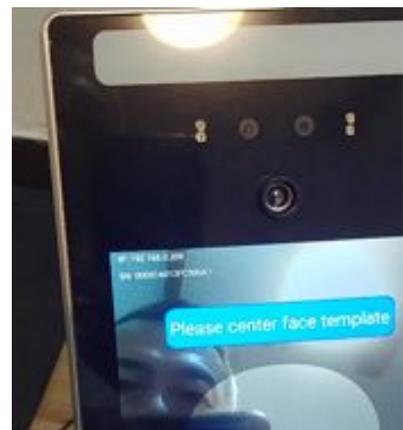


After plugging the power adapter into an electrical socket, connect the power adapter cable to its counterpart in the cable assembly. There is no power button on the device, so it will turn on when the power cable is connected and plugged-in.

Next, connect the multi-function cable assembly to the Phoenix terminal on the rear of the device by plugging in the green connector to the green plug on the left when facing the back of the tablet.

Lastly, connect an Ethernet cable from your WiFi router to the female ethernet connector on the ThermoTab cable set.

Please identify the IP address assigned to the ThermoTab device by your WiFi router and device serial number, both of which can be found in the upper-left corner of the screen.



Cloud Software

Introduction

ThermoTab device(s) can be configured, managed, and monitored using our cloud-based software. You only need a web browser and your login ID and password to access the cloud platform.

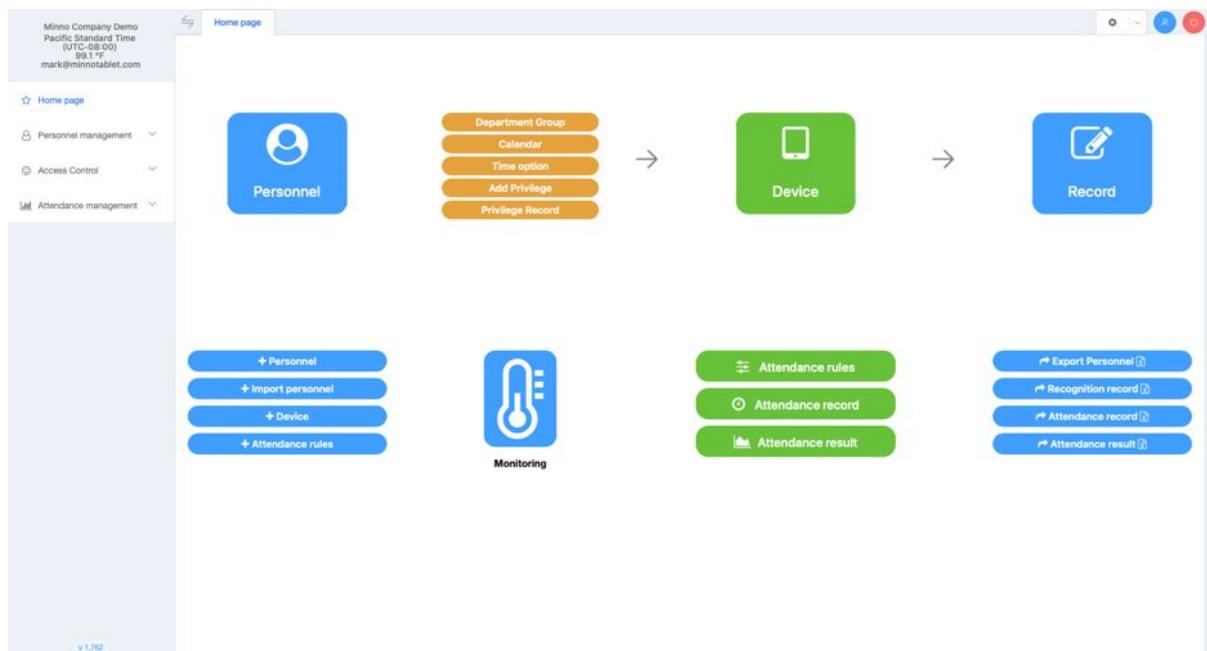
You have the option of using Minno's hosted cloud platform (Amazon's AWS) or set-up the cloud tool on your own cloud. If you prefer to host your devices) on your own cloud platform, please contact Minno for set-up support.

Using the software for the first time

First, take note of your account's username and password, which should have already been sent to you by Minno via email.

If using software hosted by Minno, simply open your browser and login at:
cloud.minnotablet.com

Enter your username and password; and then click the "Login" button. You should see the device control home page displayed on your screen:



Device set-up priorities:

1. Add and configure your ThermoTab device(s)
2. Create an employee database with photos and employee data.
3. Set-up email notifications for high-temperature readings and activity reports.

Adding new device(s) to your cloud account

On the homepage, click on the green “Device” icon.

A new page labeled “Device Management” will open.

Clicking on the “+New” button in the upper-right corner will generate the pop-up form shown here:

The screenshot shows a 'New Device' form with the following fields and options:

- Device:** Text input field.
- Network:** Radio buttons for LAN (selected) and WAN.
- SN:** Text input field.
- Device Password:** Text input field with a default value of 'abc123'.
- Empty person, Empty record:** A checked checkbox.
- Permissions version:** Dropdown menu with 'Permission 1.0' selected and a sub-label 'Device staff automatically synchronize with web:'.
- Sync person Type:** Dropdown menu with 'Face scan' selected.
- Choose Sync person:** Dropdown menu with 'All Person / Default Department / Default Group' selected.
- Direction:** Dropdown menu with 'Not choose' selected.
- Buttons:** 'Close' and 'Confirm' buttons at the bottom.

Complete the form fields:

Device	Name this particular device (front door, elevator, reception...)
Network	Select if you are using a LAN or WAN connection with the device
SN	Input the device serial number
Device Password	Input the default password (you can it change later)
Empty person, Empty record	Ticking this box means data is only stored in the cloud – no personnel information or screening data will be saved on the device itself
Permissions version	Select if you want
Synch person type	Select if you want to identify people based solely on their face scan, IC card, or both face scan plus IC card
Choose sync person	Choose if you want this device to screen all people or limit screening to a specific department or group
Direction	Select if you want to screen people entering and exiting or limit to screen only entering or or only exiting the room

Add company personnel

ThermoTab can measure and record temperature for both named personnel and visitors.

To build a database of named personnel, go to the home page and click on “Personnel” icon or click “Personnel management” in the left navigation bar. In both cases, you will be taken to the “Personnel management” page. To add new people, click on the “+New” button on the right side of the screen, which will open the following pop up screen:

New Personnel ×

* Name

* Unique number

* Department Group

ID Card

Remark ID

Email

Address

Name	Input the name of the individual to be added to the database
Unique number	Assign a unique number to this person to help identify them
Department Group	You can create departments and groups (think “teams”) to further identify individuals and assign privileges to specific departments
ID card	Add the employee’s ID card number (optional)
Remark ID	Add notes regarding this employee’s listing (optional)
Email	Include the individual’s email (optional)
Address	List the individual’s location (optional)

After clicking “confirm” you will return to the “Personnel management page and see the new listing for this individual. Clicking on the grey icon under the “Photo” column heading will allow you to upload an ID photo for this individual. Recommend uploading images in JPG or PNG formats.

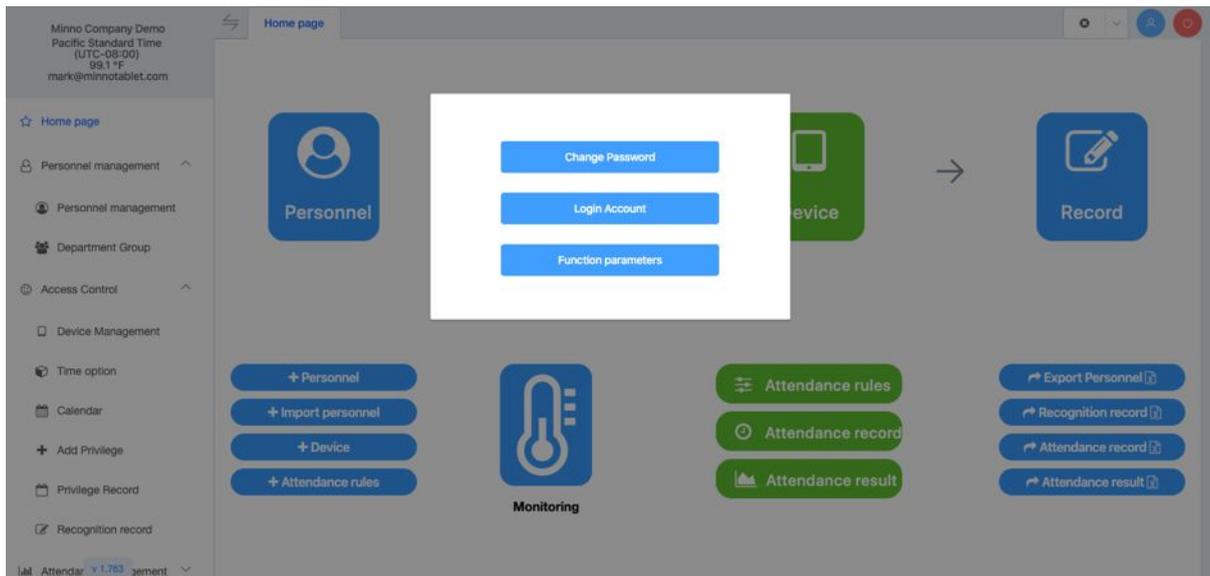
Individuals may also be identified by specific departments or even work groups within the department if desired.

Personnel lists may also be imported to the database via Excel file upload.

Device settings and email notifications

Clicking on the blue button in the upper-right corner () will open a pop-up window allowing the user to:

- Change the account password
- Create new user accounts other authorized users
- Select parameters for the device



Create new user accounts: Each company has an account administrator, who can create new users accounts and assign specific rights for each individual.

Select function parameters:

This button will open a page where the user can choose device settings including:

- Time zone
- Select temperature display/warning in Celsius or Fahrenheit values
- Set the “Warning temperature value” the temperature reading which triggers a warning
- Configure email notifications (one or multiple recipients) for temperature alerts and daily activity reports.

- Batch operation
- Adjust time
- Restart Device
- Sync person
- Sync calendar
- Setting Logo
- Screen saver
- Empty person
- Empty record

Adding your logo to the device screen:

Go to the Device Management page and click on the “Batch operation” button on the right side of the screen. A pop-up screen will appear with multiple buttons, including “Setting Logo”. Clicking on this button opens a pop-up screen to upload a logo from your PC to the ThermoTab. After selecting the image file, click on the blue upload button on the right to upload it to your device(s).

Reviewing activity reports

Device activity records can be reviewed by clicking on the “Record” button on the right-side of the home page. A “Recognition record” page will open. This page will display information of device readings which include:

- Date and time
- Photo of the person scanned
- Device name
- Name of the individual
- Temperature reading
- Facial recognition result

These records can easily be exported to an Excel file. The software can also be configured to automatically export reports on a daily basis.

Below is an example of the recognition records:

Time	Photo	Device	Name / Unique number	Visitor	Body temperature	Department Group	Type	Result
2020-09-24 22:26:50		Spokane		1	97.0°F		Face scan	Face recognize failure/visit
2020-09-24 22:26:38		Spokane	Chris Ryan 002		97.5°F	Spokane Sales	Face scan	Face recognize success
2020-09-24 22:26:21		Spokane		1	97.2°F		Face scan	Face recognize failure/visit
2020-09-24 22:26:01		Spokane	Chris Ryan 002		97.7°F	Spokane Sales	Face scan	Face recognize success
2020-09-24 20:56:32		Spokane	Chris Ryan 002		97.0°F	Spokane Sales	Face scan	Face recognize success
2020-09-24 20:50:48		Spokane	Chris Ryan 002		97.5°F	Spokane Sales	Face scan	Face recognize success
2020-09-24 20:46:55		Spokane		1	97.5°F		Face scan	Face recognize failure/visit

Other features

ThermoTab software and hardware further enables users to:

Monitor devices in real time: Clicking the “Monitoring” button on the home page will open a screen where device readings can be observed.

Track attendance: It is possible to create periods of time for a specific group of people so the device records their arrival (and/or departure) times. The reports will indicate if people arrived on time or were late.

Communication with door access systems: ThermoTab can be integrated with your existing door access system. This gives you the option to require staff and visitors to successfully pass temperature and facial screening before the access control system will allow them to enter.

Frequently Asked Questions (FAQ)

Are we required to engage the facial ID function in order to use ThermoTab?

It is not required to record the names and photos of individuals in order to use ThermoTab. If there is no employee database, ThermoTab will label each person as a “Visitor” when recording their temperature. A photo is taken of each person when reading their temperature to help identify who has passed by the device, particularly anyone whose forehead temperature exceeds the user-defined threshold.

Where is the data stored?

You have the option of storing data on either the device or cloud; or both.

What happens if an individual’s temperature is higher than the threshold value?

If an individual’s forehead temperature is higher than the threshold setting, an alarm (audio and visual) will alert the person of the result. They can be asked to wear a mask and go to the reception desk. This event will be recorded in the Device Record as an entrance “failure” to enable future tracking. A system-generated email will be sent out to recipients which you have identified.

Can ThermoTab be integrated with our office access control system?

It is possible for ThermoTab to be integrated with your existing access control system to ensure that no staff or visitors may enter without a successful forehead temperature scan. Please contact Minno for more information.