

# PERSONNEL MANAGEMENT KIOSK

## Quick Start Guide

In this Quick Start Guide, we will 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.



## TABLE OF CONTENTS

Safety Precautions .....	2
Items Needed .....	3
Instructions for Use .....	3
Cleaning & Care .....	4
Temperature Reading Calibration .....	4
Body Temperature .....	5
Measurement Process .....	5
Changing the Password.....	6
Exiting the Application.....	7
Starting the Application.....	7
Connecting to WiFi.....	8
Changing the Time Zone.....	9
Adding Users to the Face Database.....	10
Extra Information.....	11

# SAFETY PRECAUTIONS

- Use of the PMK is not intended as a substitute for consultation with your physician. Please consult your internal protocol in the event of an abnormal temperature reading.
- Never stand, climb, sit, or hang on the device.

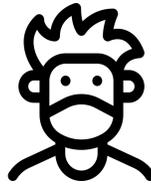
## CAUTION



PMK readings should be regarded as a reference. Do not attempt self-diagnostics or self-treatment using the temperature readings. Please seek professional medical advice when necessary.



There is no absolute standard for human body temperature. Knowing your own normal body temperature range is important to accurately determine if you have a fever.



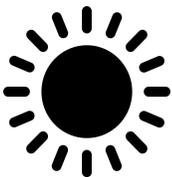
The forehead of the subject should be free from sweat, hair, and other obstructions before measuring.



Users should not drink, eat, or be physically active immediately before/while taking a reading. Temperature readings taken when a body is in a state of stable equilibrium are more accurate.



It is normal for readings taken from continuous measurements to fluctuate within a small range.



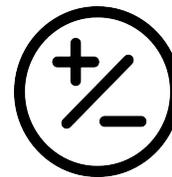
Do not directly face the sun or the air outlet of an air conditioning or radiator device during measurement, as this can cause changes to the forehead temperature. Measurements should be taken in a stable environment.



Avoid dropping or subjecting the product to external forces during installation or use.



Do not measure body temperature in an environment with strong electromagnetic interference (examples include places close to a working microwave, induction cooker, or a cellphone in use) as EM interference may cause errors in the reading or even device failure.



We suggest calibrating your device once a month or more frequently if you have fluctuations in your ambient temperature of more than 2°C (5.6°F).



This device has been evaluated to standards similar to IEC 80601-2-59:2017: Medical Electrical Equipment – Part 2-59: Particular requirements for the basic safety and essential performance of screening thermographs for human febrile temperature screening.

## ITEMS NEEDED

- Wireless Keyboard + Mouse Combo (USB dongle and batteries are pre-installed)

\*Please note that the keyboard included with the unit is specific to that individual unit.

## INSTRUCTIONS FOR USE

1. After removing the PMK from its packaging, inspect the kiosk and power cord for damage.
2. Plug in the power cord to turn the kiosk on. Wait 10 minutes.
3. After turning on, the thermal scanner will first scan the current ambient temperature distribution. During this 10 to 20 second process, it is best not to have anyone in the scanner's field of view.
4. Avoid direct sunlight, areas with extreme high or low temperatures, high humidity, vibration, radiation, and corrosive chemical environments.
5. Do not install near radiant heat sources and avoid high temperature objects in the field of view.
6. All electrical safety regulations must be strictly observed. A surge protector is recommended.
7. Protect the power cord from being walked on or pinched. Do not pull out the plug by tugging at the cord and never touch the power cord when your hands are wet. Never make a knot in the cord.
8. Please use the power adapter provided. If it is ever damaged, contact technical support. For specific requirements of the power adapter, see the product performance section.
9. The kiosk should not be facing a reflective background such as glass. If there is glass, cover it with an opaque material with a color closer to white than black.
10. If you change kiosk locations, wait 10 minutes after power up to take a temperature measurement.
11. When choosing a kiosk location, the number of individuals being screened and their rate of presentation need to be considered.
12. The individuals to be screened should stand in a single file line, while respecting social distancing guidelines, and stop at the PMK for their temperature screening.
13. If the product does not work properly, do not disassemble or modify the product in any way. Meridian does not assume any responsibility for problems caused by unauthorized modification or repair.

## INSTRUCTIONS FOR USE CONTINUED

14. Do not immerse the product in water.
15. Please understand that you are responsible for properly configuring all passwords and other related product security settings, and keeping your username and password secure.
16. Default application password is "123456". Any new password MUST be 6 characters or less. PASSWORD CANNOT BE RESET OR RECOVERED ONCE CHANGED. If the password is lost, the head unit will need to be returned to the factory to be manually reformatted. There will be a \$200 charge, plus shipping, for this service. Please send requests to [help@mzero.com](mailto:help@mzero.com) for return authorization.
17. Contact technical support if you believe your device needs to be serviced. There are no operator serviceable components in the PMK.

## CLEANING

1. Clean and sanitize the product properly to prevent cross contamination.
2. To clean the PMK, gently wipe the kiosk with a clean microfiber cloth sprayed with a 70% isopropyl alcohol based solution. Be sure to prevent liquid from entering the kiosk components. Wipe the kiosk dry with a clean microfiber cloth.
3. Do not directly touch the thermal sensor with your fingers or blow on it. Measurements taken using a damaged or dirty thermal sensor may be inaccurate.
4. To ensure accurate measurements, keep the device from direct liquid contact. Avoid tiny particles falling onto the sensor.

## TEMPERATURE READING CALIBRATION

Your PMK arrives in a calibrated state from the factory, using a blackbody device as a reference temperature source. Once setup is complete, verify the readings of the PMK based on an FDA approved thermal forehead thermometer. If needed, adjust the temperature compensation value of the PMK. Temperature compensation on the device must be entered in Celsius. Please refer to our website for details.

## BODY TEMPERATURE

1. Body temperature varies from person to person and fluctuates during the course of the day. For this reason, it is suggested to know one's normal, healthy forehead temperature to accurately determine the temperature.
2. Reading times may differ according to skin tone, measurement distance, and lighting conditions.
3. Different measurement methods may give different readings. Therefore, you should compare your readings from the PMK to an IR forehead thermometer.
4. Instances that can affect the temperature reading of an individual:
  - Wearing glasses
  - Hair covering the forehead
  - Hats and other head coverings
  - Direct sunlight on the kiosk or user
  - Medical conditions that raise the surface temperature of the face
5. If an abnormal temperature is detected on an individual that has just come inside, please wait at least 3 minutes before taking another measurement.

## MEASUREMENT PROCESS

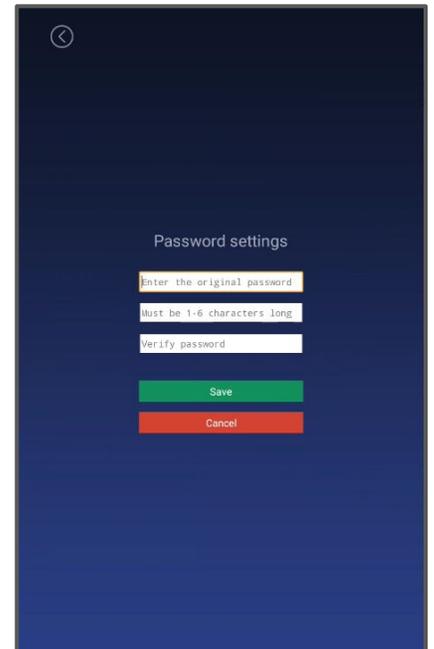
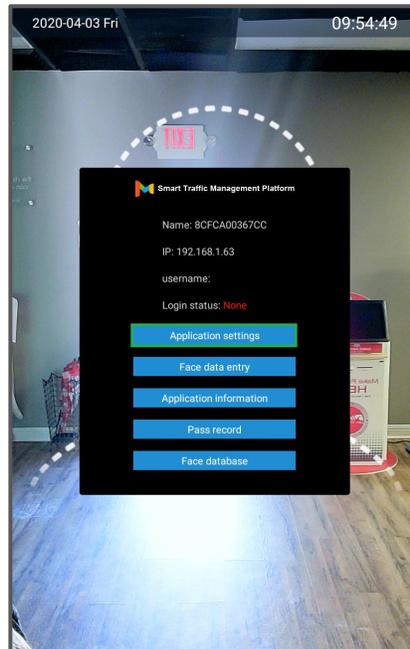
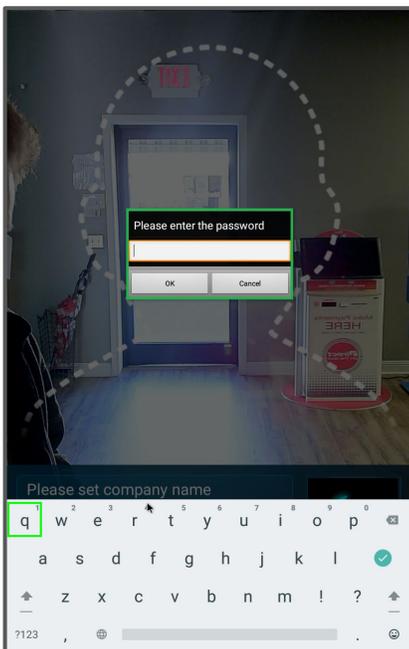
1. Approach the front of the kiosk until your face fits the designated area on the screen. The ideal distance for measuring the temperature of an individual is 20 inches (50 cm).
2. After 1–3 seconds, the screen will display your temperature reading. When a normal temperature is detected, a message will tell the user if they have a normal temperature.
3. When a high temperature is detected, the photo flood lamp will turn red and an alarm will sound for a few seconds.
4. You can toggle the temperature threshold and other settings in the application.

# 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 original password field. In the following field, enter your new password.

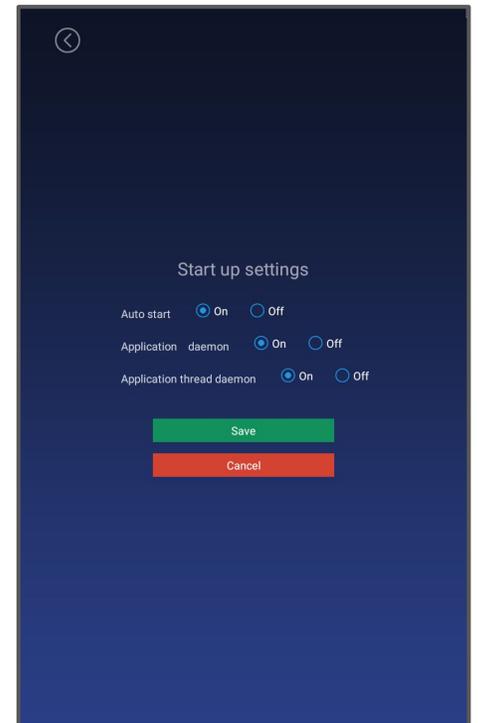
*\* Please note: Any new password **MUST** be under 6 characters long. **PASSWORD CANNOT BE RESET OR RECOVERED ONCE CHANGED!** If password is lost, head unit will need to be returned to factory to be manually reformatted. There will be a \$200 charge, plus shipping, for this service.*

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



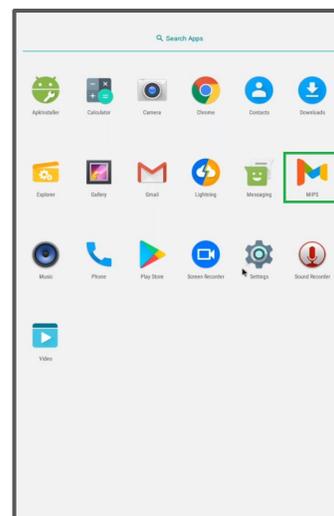
## EXITING THE APPLICATION

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.



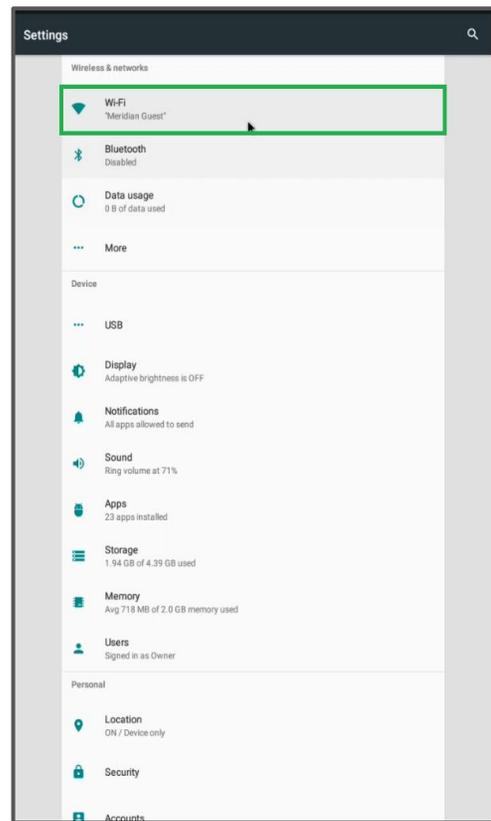
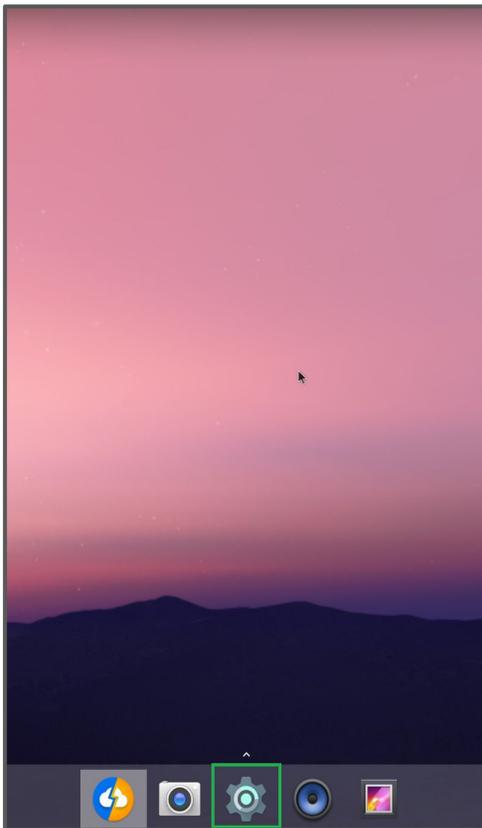
## STARTING THE APPLICATION

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.



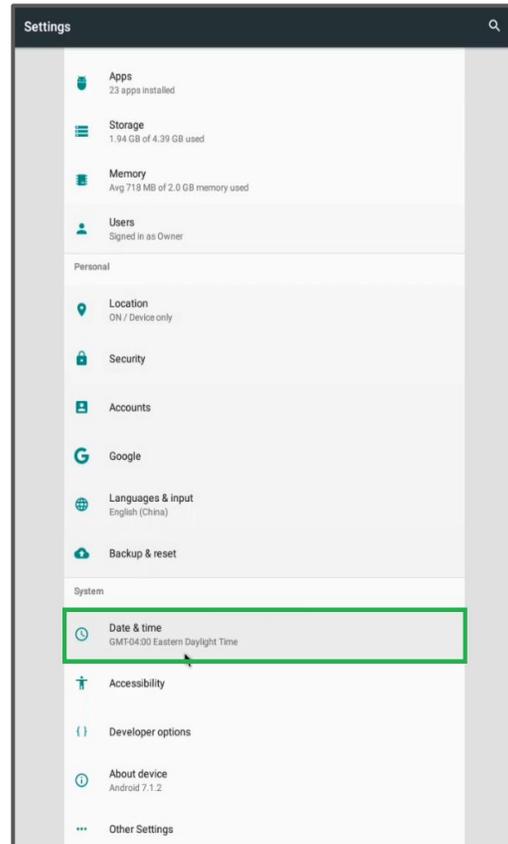
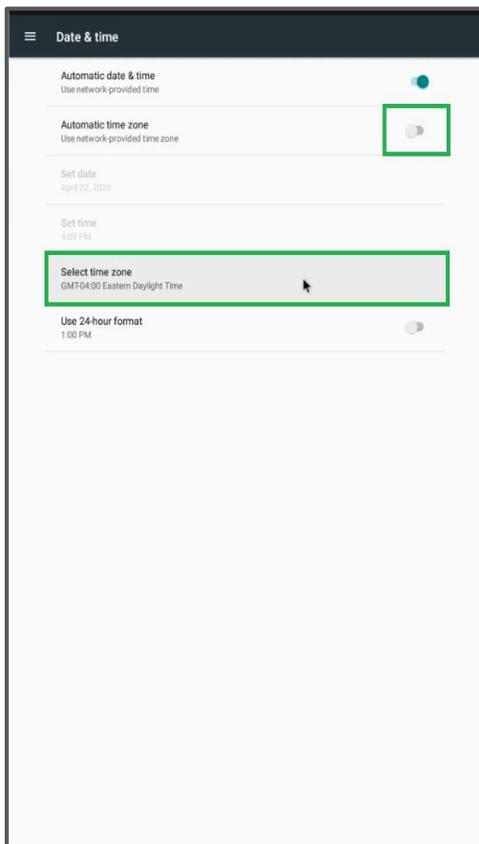
# CONNECTING TO WIFI

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.



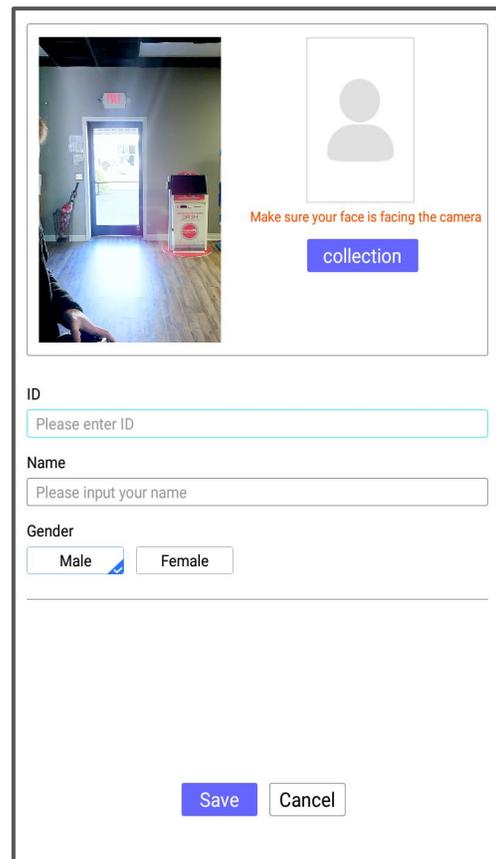
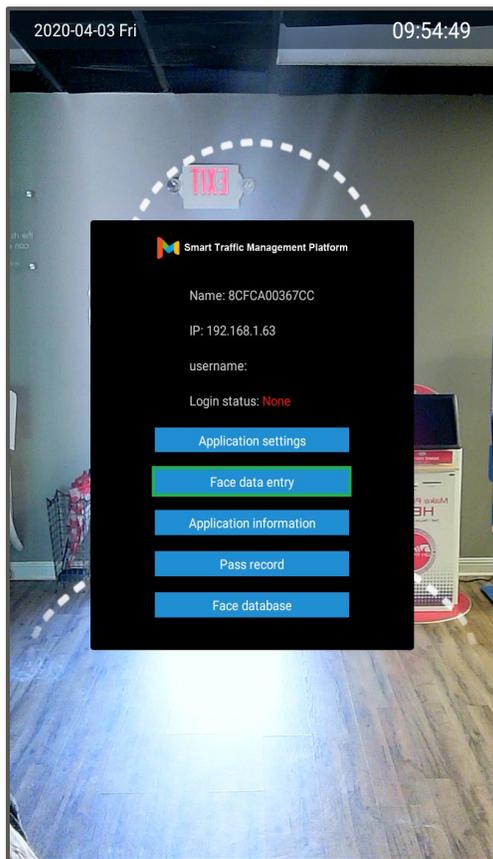
# CHANGING THE TIME ZONE

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.



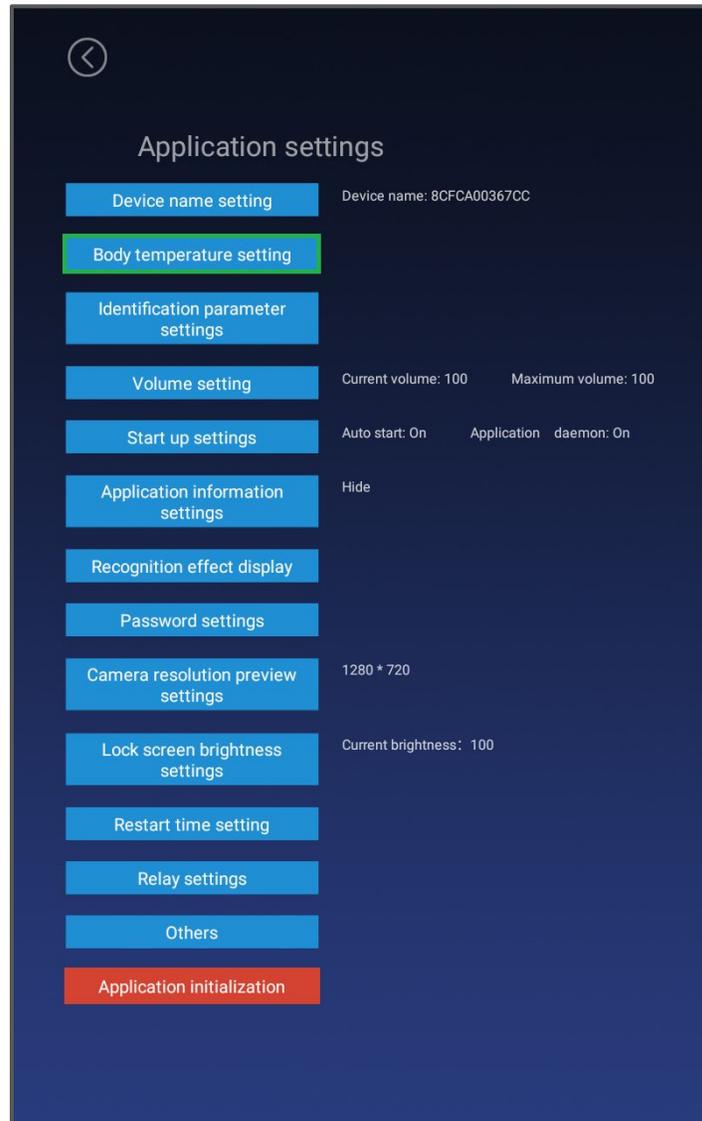
# ADDING USERS TO THE FACE DATABASE

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.



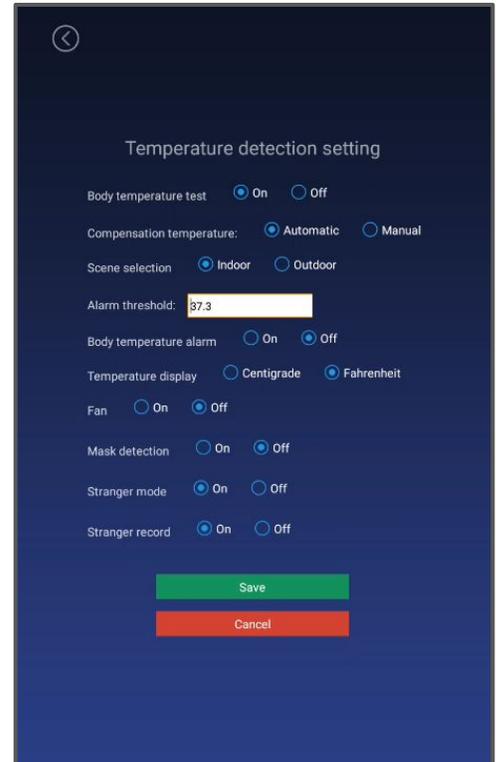
## EXTRA INFORMATION

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.



# EXTRA INFORMATION CONT.

- **Body Temperature Test**
  - Select off to disable the temperature reading feature of the Kiosk.
- **Compensation Temperature**
  - Automatic: Automatically adjusts the compensation temperature based on environment changes.
  - Manual: 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**
  - Dictates whether or not an alarm sounds when a user passes the temperature threshold.
- **Temperature Display**
  - Changes the temperature reports from Celsius to Fahrenheit.
- **Fan**
  - Turns on/off the internal sensor fan.
- **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.
- **Stranger Record**
  - With the setting off, it prevents strangers' photos and temperature from being stored. Only storing employee photos and temperature readings. Turning the setting on will record both employees and stranger's information.



CORPORATE HEADQUARTERS  
312 S Pine Street, Aberdeen, NC  
sales@mzero.com  
+ 1 866 454 6757

SOFTWARE DEVELOPMENT LAB  
30 Eglinton Ave, Ste 808, Mississauga, Ontario, Canada

*Component specifications subject to change without notice. Revision Date: August 4, 2020*

*This device is not FDA-cleared or approved. This temperature device should not be solely or primarily relied upon to diagnose or exclude a diagnosis of COVID-19, or any other disease or health condition. Elevated body temperature in the context of use should be confirmed with secondary evaluation methods, such as a non-contact infrared thermometer or clinical grade contact thermometer.*