

Step1: After logging into the terminal, select "firmware upgrade" functions under "Terminal"

Step2: Click on the choose file button to activate the logo patch and select "[logo-patch-xxxxxxxxxx.bin](#)" from the location where you downloaded the file

Step3: Then click on "Upload" button.

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**Terminal**

- Log Off
- Terminal Status

**User Administration**

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages

**Access Control**

- Access Groups
- Triggers
- Holidays Setting

**Terminal Settings**

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Door Open Schedule
- Bell Schedule
- Connection Profile
- Terminal Clock
- External Devices

**Terminal**

- SMS Service
- Alert Log
- Syslog
- Backup System Data
- Restore System Data
- **Firmware Upgrade**
- Download Report
- Capture Fingerprint
- Capture Picture
- Remote Door Open
- Reboot

## Firmware Upgrade

Current Firmware Version: actatek\_3\_06.1168  
Upgrade Count: 1

Upload Firmware:

Choose File No file chosen

Upload

Step4: Once upload button being pressed then it will prompt you and will show message "click here to logo upload". Then click on the message.

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**Access Control**

## Firmware Upgrade

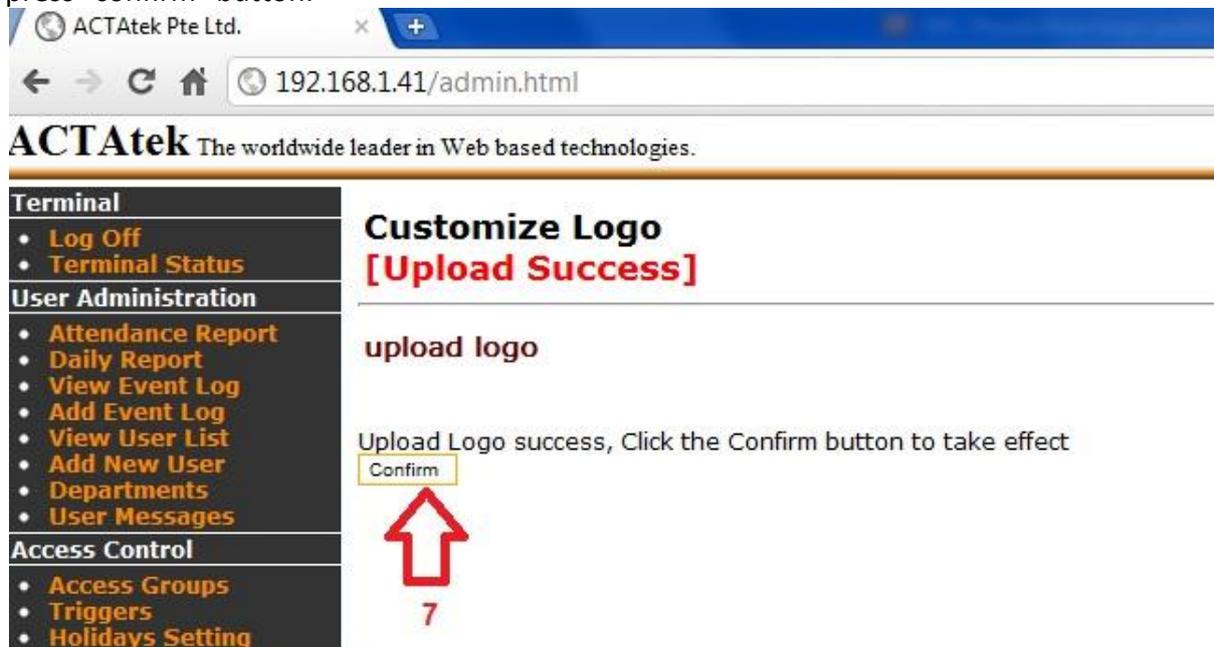
[click here to logo upload](#)

Step5. You need to go to "upload LCD logo" to upload the image file "roster\_acta3.jpg" (as per attached).

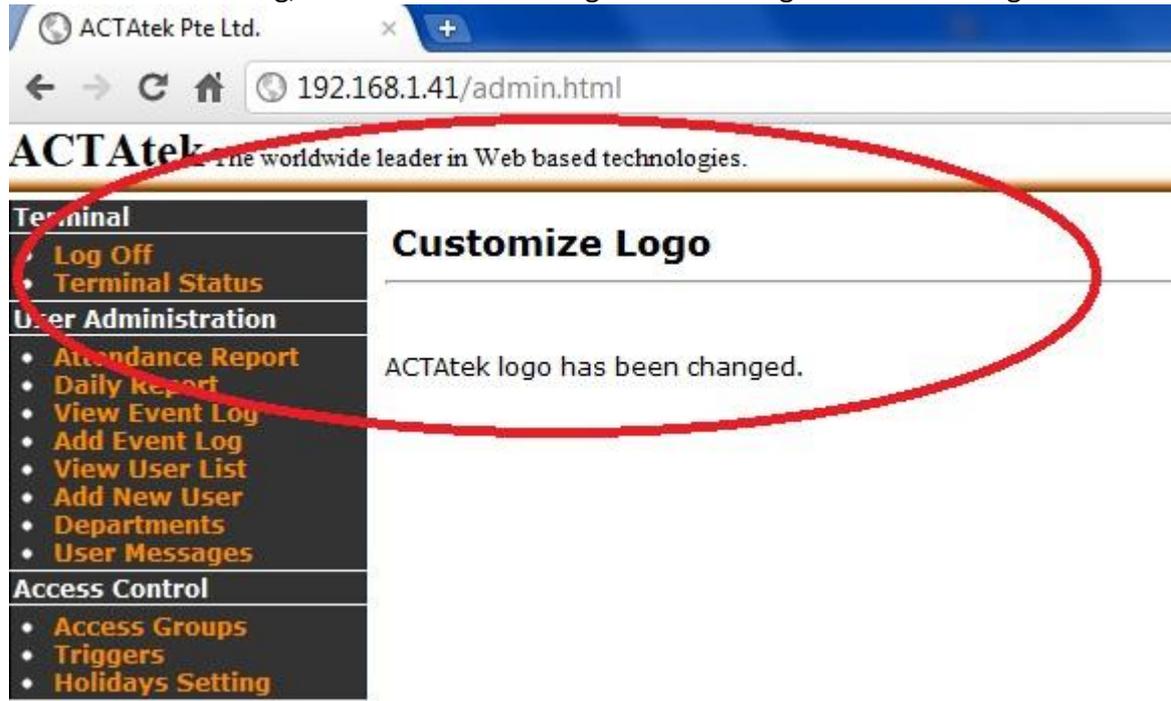
Step6. Then click on "submit" button.



Step7: Then it will prompt a message "Upload Success". But this doesn't mean that you already completed the logo patch. You are still required to confirm. Therefore you need to press "confirm" button.



Then after confirming, There will be a message "ACTAtek logo has been changed."



Once this message appear your LCD was changed successfully.