



Fingerprint Time Attendance & Access Control Terminal User Manual



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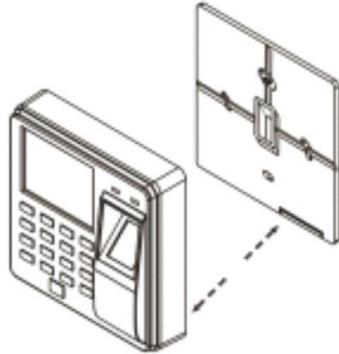
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1. Product Functional Area

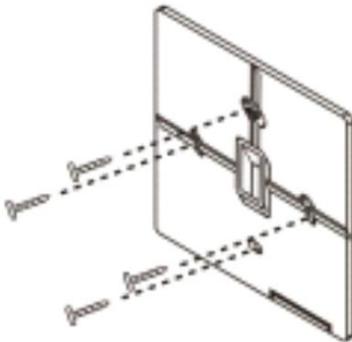
1. Remove the bottom screw with a screwdriver.



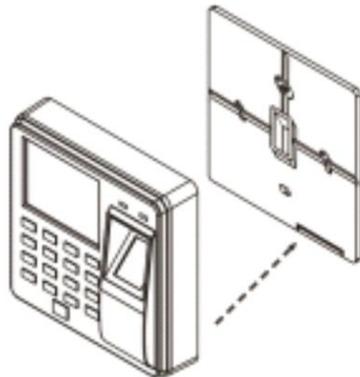
2. Remove the rear cover from the device.



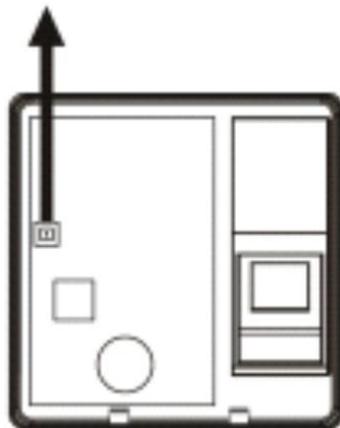
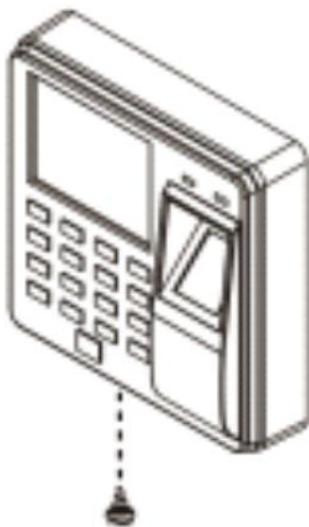
3. Align the holes drilled in the wall and fix the rear cover to the wall with screws.



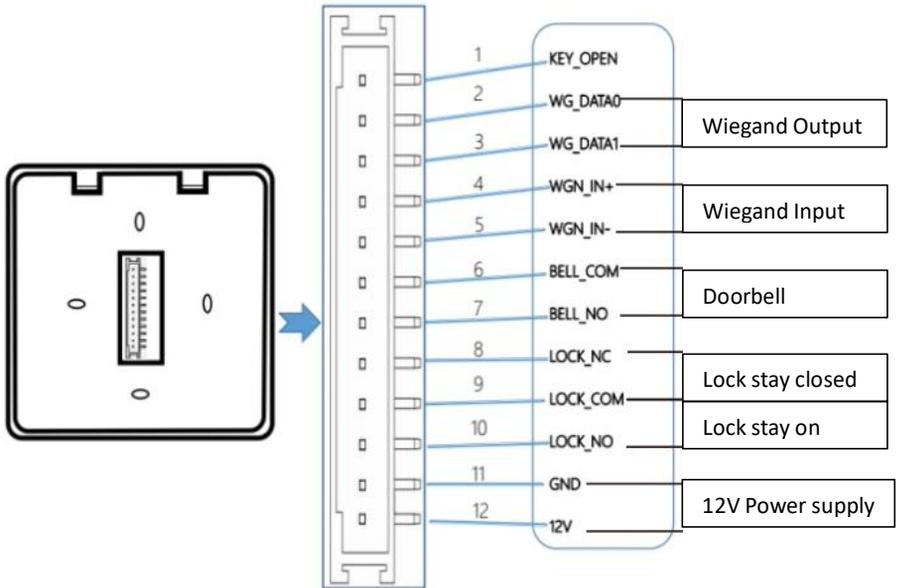
4. Install the unit on the fixed rear cover.



5. Fix the device on the rear cover and lock it with screws.
6. Tamper switch and lock it with screws.



2. Access Control Interface Definition



Shift Setting→Dept.→Enroll→Employee Attendance→View Attendance Report

3. Key Configuration and Input Method Description



- ESC** Cancel or exit current settings
- MENU** ← Enter menu management (delete key after entering menu)
- OK** Confirm the current settings
- #** Switching Input Method
- ▲** Move the cursor up
- ▼** Move the cursor downward
- 0-9** Input Number and 26 English Letters
-  Doorbell function

4. Shift Setting



1. Press(MENU) enter main menu,press ▼ to select“attendance setting”, →“shift setting”→“shift 1”(Up to 10 shifts can be set).
2. OK →enter the shift modification interface→ ▲▼ to select the period to be modified→OK to enter the work time and off time→ OK to confirm and save→ESU to return to the superior menu after editing.
3. For example, if the company's working hours are: morning check-in time 08:00, afternoon check-out time 18:00, attendance twice a day. Shift setting as below:

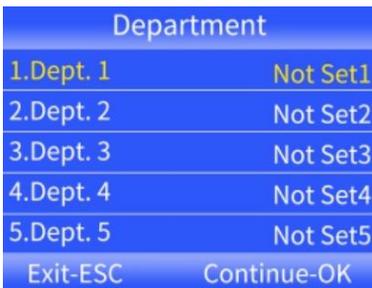
Time1: 8:00-18:00

Time2: 0:00-0:00

Over time: 0:00-0:00

Note: The default is shift 1

5. Department Setting



1. Department setting

Press(MENU)enter main menu,press ▼ to select "attendance settings", press(OK)to enter, press ▼ to select "department settings", press(OK)to enter the modification department interface, use the Digital key to enter the name of the department, press the OK key to save.

2. Shift (Menu→Attendance Setting→ Department Setting→Department →Shift) Number 1~10 means shift 1 to shift 10, 0 means off;

Note: When the shift is complex or the department schedule cannot meet your demand, it is recommended to download attendance setting form to set the shift and schedule for employees.

6. Attend.Rules(If You Use The Default Attendance Rules, You Do Not Need To Change Any Settings)

| Attend.Rules | |
|-------------------------|-------------|
| 1. Company | |
| 2. Shift | |
| 3. Department | |
| 4. Scheduling | Department |
| 5. Attend. Time Allowed | |
| Exit-ESC | Continue-OK |

Press(MENU)enter main menu,press ▼ to select "attendance settings",It can set up the company name, shift arrangement, ringing time, allowable late arrival, early departure time and repeated invalid attendance time.

7. Employee Registration

| Enroll | | Employee Info | |
|----------|----------|---------------|-------------|
| ID | 000001 | 1.ID | 000001 |
| Name | | 2.Name | 0 |
| Dept. | Not Set1 | 3.Finger | 0 |
| | Enroll | 4.Password | 0 |
| | | 5.Dept. | Not Set1 |
| Exit-ESC | OK-OK | Exit-ESC | Continue-OK |

1. Press(MENU)enter main menu,press OK to select “Employee Management”, press OK to select “Enroll”.

2. After completing the required settings,press(ESC)save and exit.

ID :System default.(The worker number can be set up to 1000)

Name: Use the numeric keys to enter.

Finger: The fingerprint collector was pressed 3 by the same finger, and the fingerprint was registered successfully, Press MENU to delete the employee's fingerprint

Password: Password can be entered up to 6 digits, you can pass this step.

Dept.: press (OK) to select departments from the list.

Authority: press(OK) to select Jurisdiction from the list.

8. Download And View Attendance Reports

| Menu | | | Attendance | |
|--|---|---|-------------------------------|-------------|
|  Employee |  Attendance |  Att. Rules | 1. Download All Report | |
|  Log Query |  Setting |  About | 2. Download Individual Report | |
| | | | 3. Download Employee Form | |
| | | | 4. Upload Employee Form | |
| | | | 5. Download Employee Data | |
| Exit-ESC | | Continue-OK | Exit-ESC | Continue-OK |

1. Insert U disk into machine's USB slot;
2. Press(MENU)enter main menu, press ▼ select “attendance”.
3. press (OK) enter, press ▼ select reports you want to download, Press the [OK] key to enter the report download interface, enter the time period, and press the [OK] key to download.

Warm Tip:

Please use FAT32 format U disk, if the attendance machine can not recognize your U disk, please first convert the U disk into FAT32 format, and then operate.

9. Quick Inquiry Of Staff Attendance Record Instructions

1. ID Query:Steps: Menu→Records Query→ID Query→Browse/Download→Enter ID→OK to confirm
2. Time Query:Steps: MENU→Log Query→Records Query→Time Query→Browse/Download.;

