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## About this manual

- All functions are based on the actual product, because the product unceasing renewal, the company cannot promise the actual product is consistent with the data, but also cannot afford because of the technical parameters and the data does not match any dispute caused by, any changes without prior notice.
- The pictures in a document that might be inconsistent with your hands, please refer to the actual product display shall prevail.

## 1. Use notice

### 1.1 the recommended procedure in the first using

step1:

Installing the device and Power supply to the device.

step2:

User registration, fingerprint, ID card registration, set password, assign permissions. The assigning authority.

step3:

User authentication, fingerprint, password, confirm the registration ID is available.

step4:

Insert the u-disk, And Enter the main menu "Shift", download the shift, setting table in the computer, Set shifts and scheduling of staff .

step5:

Insert the u-disk, Enter the main menu "Shift", Upload Attendance setting table.

step6:

Check the device time, after confirmation you can start attendance.

step7:

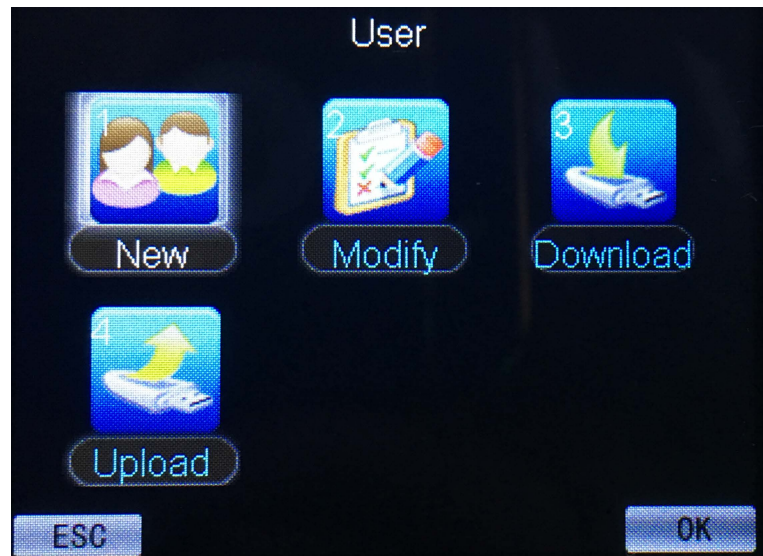
At the end of the month, insert the u-disk, and enter the main menu" Report" and download the report.

## 1.2 Button description

- “ESC” Close a submenu and return to the previous menu or submenu.
- “MENU” The main menu button, used to enter the main menu, press it can enter the main menu interface.  
Also used as backspace.
- “^” Move the cursor forward.
- “v” Move the cursor back.

## 2. User Management

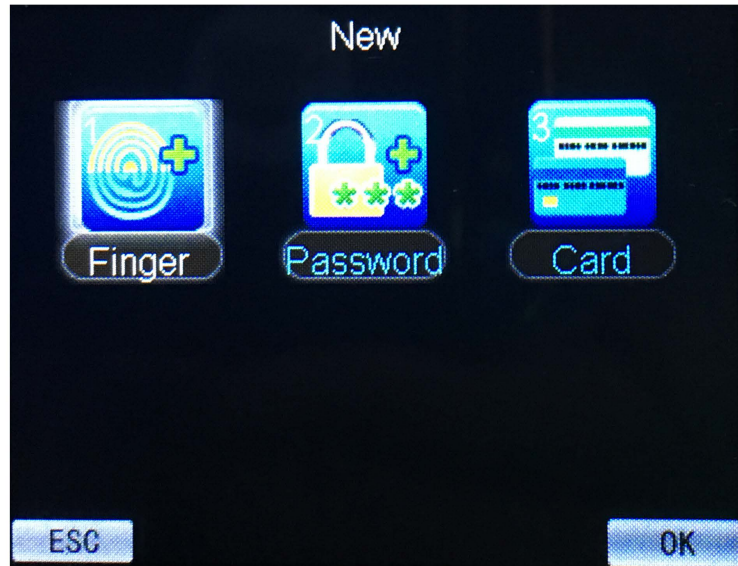
In main menu, select the “User” then press “OK” button or press “3” button can enter the user management interface. The user data can be backed up, you can upload to another the same series of attendance machine.



- “New” For the attendance machine input new staff attendance information, convenient work attendance.
- “Modify” Can modify the attendance machine has entry staff attendance information.
- “Download” Download the information from attendance machine of the employees' attendance to U disk.
- “Upload” Will U disk of the employee's attendance information uploaded to the machine.

### 2.1 User Registration

New employee need to input the work number and name, and record the new employee’s fingerprints or ID card and password for attendance. **(The user name can only enter 4 characters, including letters, numbers, Chinese, English spaces)**

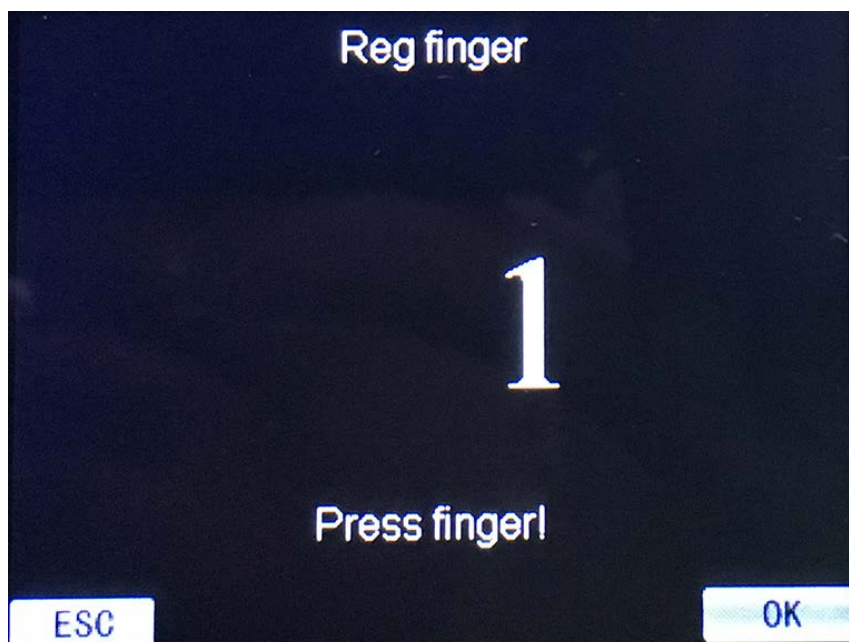


### 2.1.1 Fingerprint registration

This can register the information of fingerprint for employees.

Operation steps:

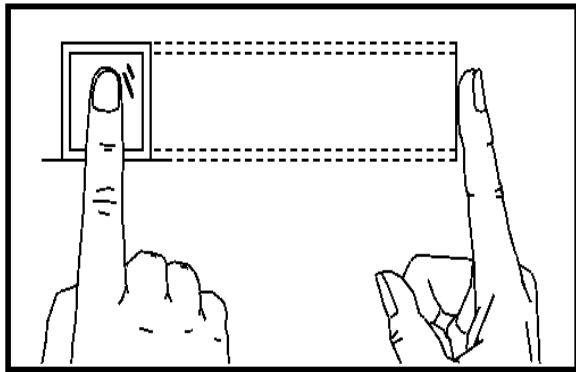
1. In user interface, select “New” then press ”OK” or press “1”, next select “Finger” then press ”OK” or press “1” can start the fingerprint registration;
2. the first enter the work number and name, the default work number is 1;
3. Place the finger on the green scan area to scan the fingerprint, it need to scan 3 time to complete the registration;
4. If need to backed up the second fingerprint press “OK”, if complete the registration press “ESC”;



## Introduction to Fingerprint Recognition technology:

Enroll fingerprint by pressing index finger, middle finger or ring finger.

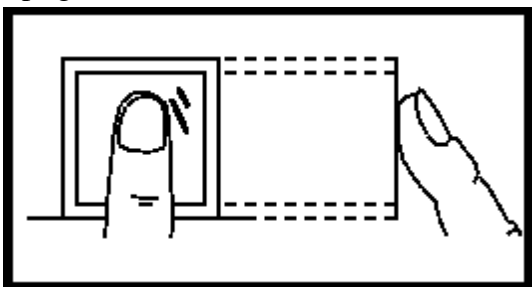
### 1. Proper press:



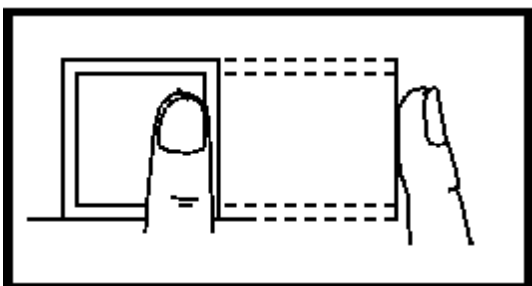
Make finger center pressed on the sensor window

### 2. Improper press:

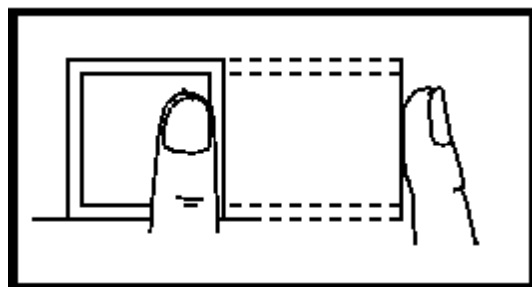
#### Upright



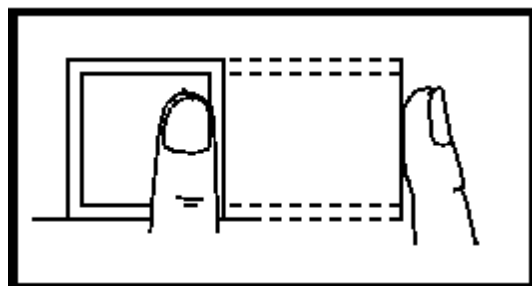
Too lean



#### Slant



Too downward

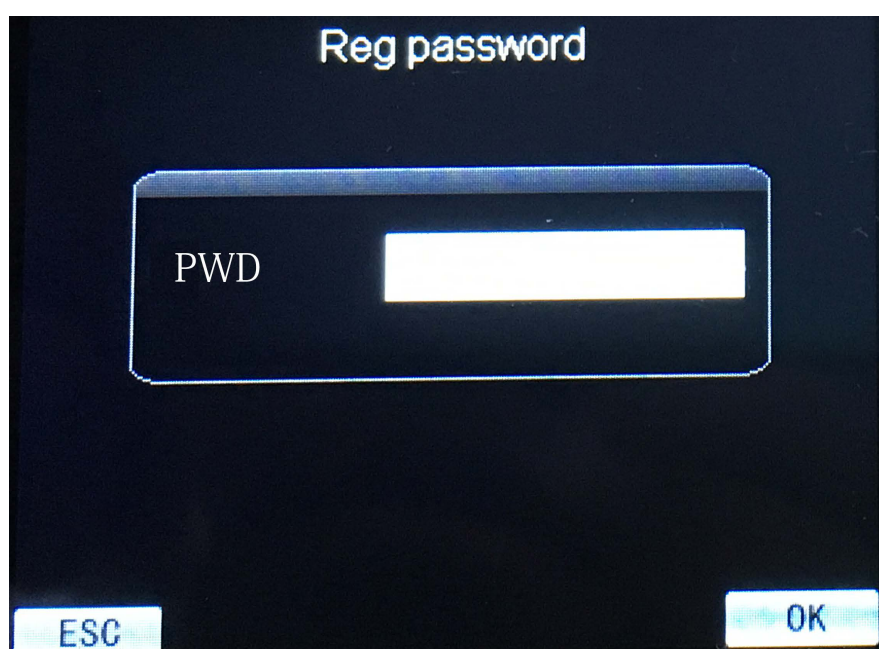


## 2.1.2 Password registration

The password can be registered for employees.

Operation steps:

1. In user interface, select "New" then press "OK" or press "2", next select "Password" then press "OK" or press "3" can start the ID card registration;
2. the first enter the work number and name, the default work number is 1;
3. Input the password 2 times can complete the password registration;
4. If need for password registered for second employee, press "OK", if complete press "ESC";

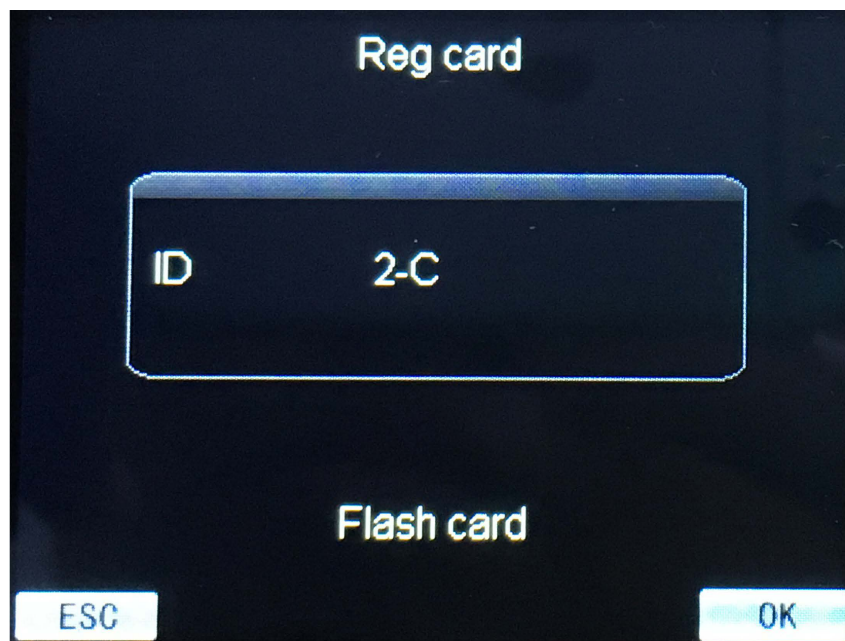


### 2.1.3 ID card registration

The ID card can be registered for employees.

Operation steps:

1. In user interface, select “New” then press ”OK” or press “3”, next select “Password” then press ”OK” or press “3” can start the ID card registration;
2. the first enter the work number and name, the default work number is 1;
3. Place the ID card on the scan area to scan the ID card, complete the scanning will display the ID card number;
4. To sure the number, if it correct press “OK”, if it wrong press “ESC”;



## 2.2 Modify user information

Users can change the information has been entered. Including work number, name, password,

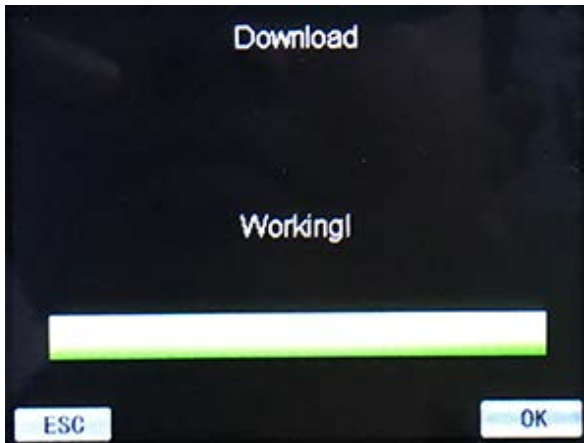
department and user permissions. Can re-enter or delete users.

Method of entry: In user management select “Modify” then press “OK” or press “2” can enter the modify user interface.

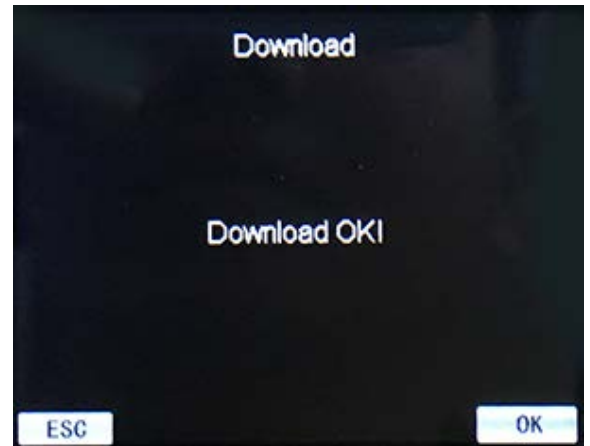
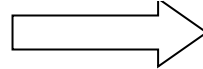
### 2.3 Download Data

Download data to U disk backup, to prevent data loss, to facilitate data upload.

**PS:** This operation requires operation to insert U disk, if not insert U disk, the screen will display “Download fail operation error” when download data.



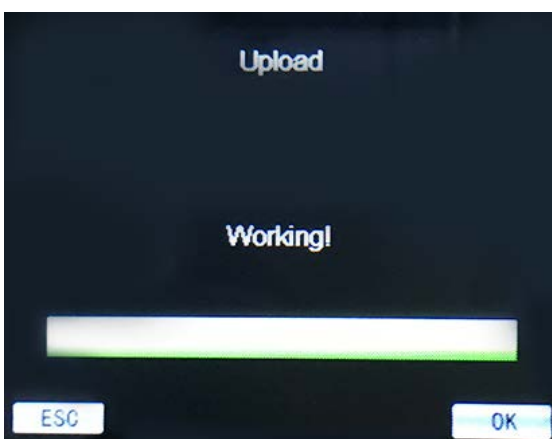
Insert U  
disk after  
download



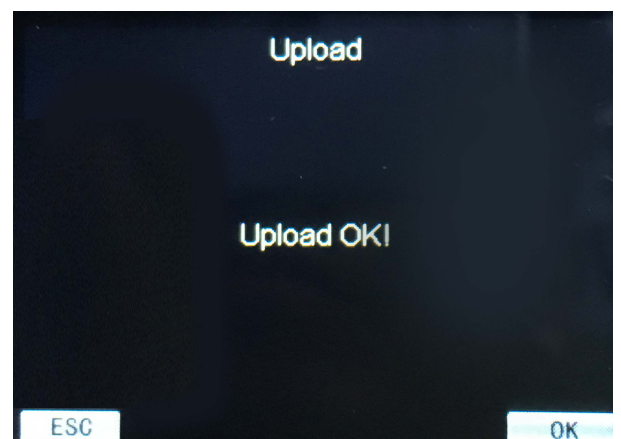
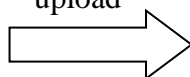
### 2.4 Upload Data

U-disk can be uploaded to the employee information on more than one attendance.

**PS:** This operation requires operation to insert U disk, if not insert U disk, the screen will display “Download fail operation error” when upload data.



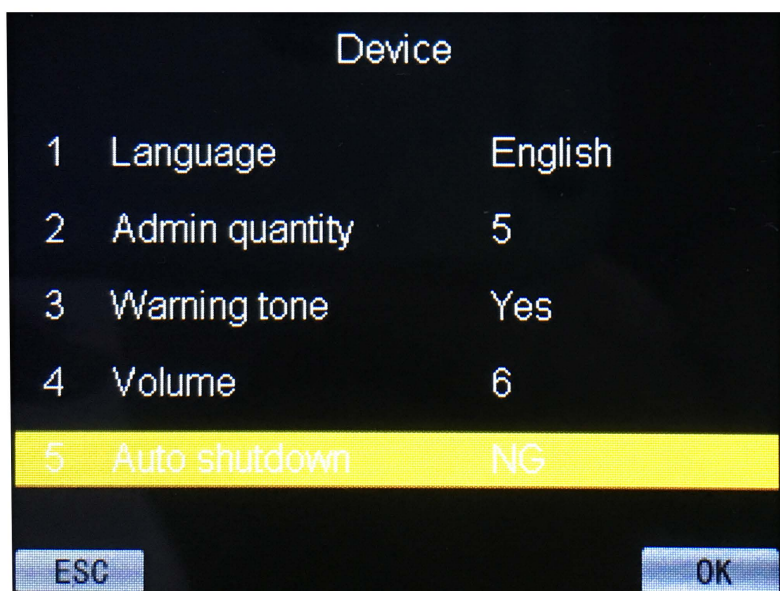
Insert U  
disk after  
upload



### 3.1 Device Settings

In advanced Settings menu, select “Device” then press “OK” or press “1” can enter device setting. You can set the Device No. ,language(only English), total number of managers, Prompt volume(0-10), authentication(F refers to fingerprint, C refers to ID card, P refers to password), Screen Return time(Attendance successful return to the initial Screen of the time), Screensaver time(The machine does not use more than this time to enter screensaver mode), Auto shutdown(The machine does not use more than this time to turn off the screen), Open delay(External entrance guard opened delay time), alarms settings(One day can be set up to 24 sets of rings).

**Restore factory settings does not clear the user records and attendance records, Delete all data will clear all data and restore the factory settings, Please use caution!**



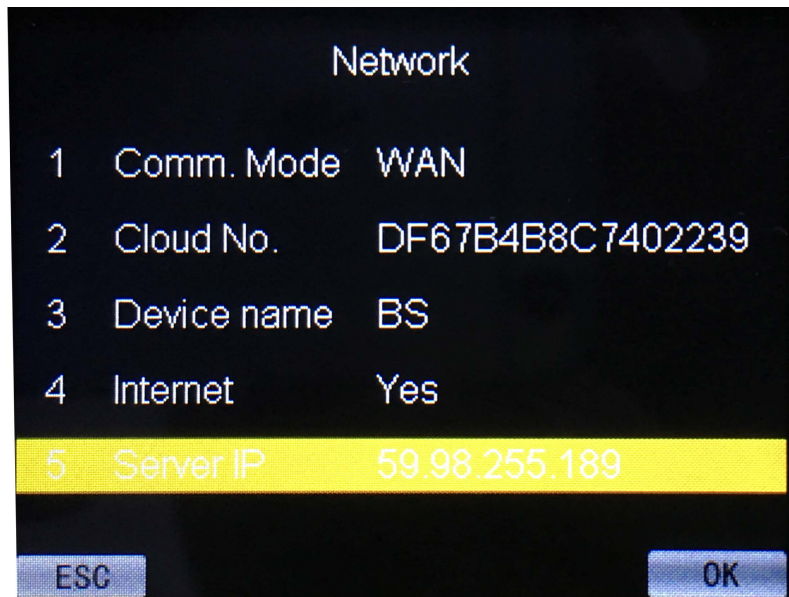
- “Device No.” Can adjust the current attendance machine number.
- “Language” Can choose Optional simplified Chinese, Chinese Traditional, and English.
- “Admin quantity” Can be set up 255 managers; only managers have permission to enter the main menu.
- “Warning tone” Can adjust the presence of voice prompt to assist in operation.
- “Volume” Can be adjusted within the range of zero to 10 volumes.
- “Auto shutdown” Can be adjusted the attendance machine without attendance time to turn it off.
- “Set alarms” Can set up a day 24 groups of ring.
- “Verify mode” A total of fingerprints, ID card, the password can choose F refers to fingerprint, C refers to ID card, P refers to password,
- “Reset default” To save the attendance machine is set to cancel when restored to factory default Settings.

- “Delete all log” All of the attendance record in the attendance machine information deleted. The password is 8282
- “Delete all user” Clear all employee data.The password is 8282
- “Delete all data” Delete all the information and restore the default Settings. The password is 8282
- “Upgrade firmware” Device firmware program can use this option to use the U dish in the upgrade file to upgrade.

### 3.2 Connection Information

To set up a communication for attendance machine.

Method of enter connection information: in “Setting” menu select “Network” press “OK” or press “4” enter the connections setting.( settings machine number, IP address, Subnet Mask, Default Gateway, Port number, Connection password, Server IP address, Server Port, settings whether to send a message and only for LAN can use this function).



- “Baudrate” Communication with the computer communications speed, high-speed communications speed, suggest to use 115200, 57600, RS232 communication baud rate. Low speed communication stability, suggest to use 9600, 38400, RS485 communication baud rate.
- “Device IP” The IP address of the set up communication.
- “Subnet mask” The default subnet mask for 255.255.255.000, can be set according to need.
- “Default gateway” The default gateway address for 192.168.000.001, can be set according to need.
- “Device port” Communication time shown in the port, the default is 5005.
- “Server IP” The default server address as "192.168.000.001", can be set according to need.
- “Server port” Link the server of a port number is 7005, the default is 7005.
- “Real time communicating” Select "Yes", will begin to exchange data communication.

# Appendix

## Keypad

- **0...9** Can enter the Numbers and English characters and pinyin
- **OK** Confirm key can be used as a shortcut key, click this button after verification through can query the records.
- **⊙#** Shut down the power button (if it was on long press for 3 seconds to turn it off, if it was turned off, press the machine)
- **ESC** Used to quit this level menu returns at the next higher level
- **MENU** Main menu for access to the main menu button, click to enter the main menu interface, also used as the backspace key.
- **▲** The cursor to move forward
- **▼** The cursor move back

“**USB**” Used for USB interface connected to the computer, or U-Disk.

“**DC**” 5V power supply port

## T9 Input Method

T9 Input Method, full name is intelligent input method, Enter characters known for quick and efficient. This device supports T9 Chinese, T9 English input. There are a number of letters in the Numeric keypad, for instance num2 keypad has A、 B、 C characteristic. T9 English input method: Enter the letter key once or several times where you can select the letters you want to enter.