

Fingerprint time attendance machine without software

User guide

Dear customers,

Thanks for using this attendance product from our company. Before using it, please read the manual carefully, it can improve your using effect. Thanks!

● Connection Port

Connection port depends on features selected. Full features as below :
(USB flash drive host, USB Direct cable host, Power adaptor)

U-disk Port	Host	DC
Direct insert the USB flash drive	For USB Cable	Power adaptor 5V

● Keypad

Keypad is like the following picture:

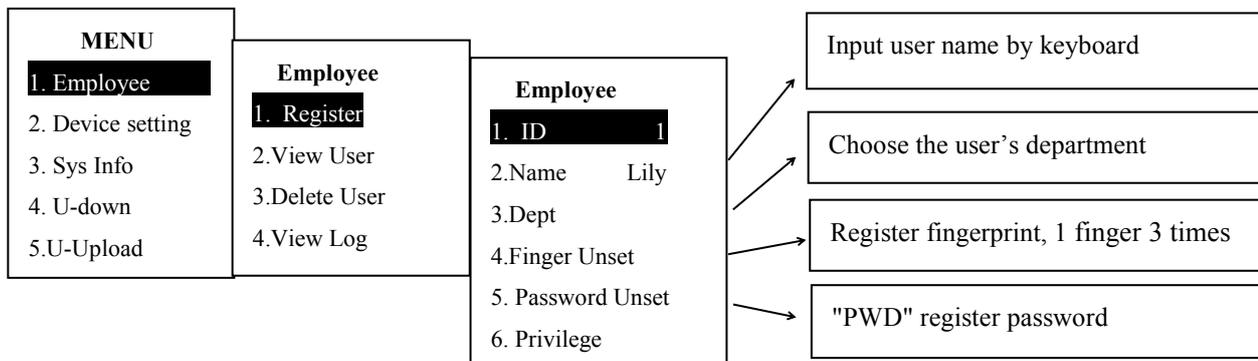
1_	2 ABC	3 DEF	ESC
4 GHI	5 JKL	6 MNO	MENU
7 PQRS	8 TUV	9 WXYZ	▲
☉	0	OK	▼

Keypad instruction:

- 1) 【ESC】 : Exit or cancel
- 2) 【OK】 : Confirm
- 3) 【MENU】 : Press to enter machine menu;
- 4) 【▲】 and 【▼】 : Up and down
- 5) 【☉】 : Power on/off(take 3seconds to power off)
- 6) 【0】 - 【9】 : Can press No. key to enter inner menu.
- 7) When input user name:
【☉】 : Switch input method 【MENU】 : backspace 【ESC】 : Exit 【0】 :Space

● Add new user

Press 【MENU】 key to enter the menu



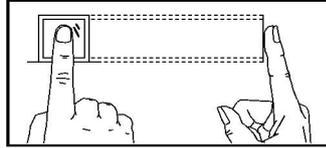
Item "6. Privilege" can select "User/Admin", initial setting is "user" for all registers.

【Admin】 : Administrator, can enter menu and operate the machine. If the administrator is leave or forget password, please contact the seller to get the Super Administrator and Password.

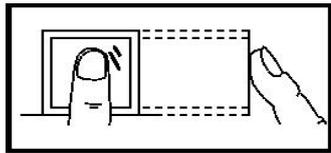
【User】 : Normal user, only can take attendance.

•How to register fingerprint

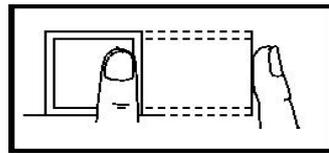
User need to register their fingerprint on the machine, we advise user use index finger and middle finger.



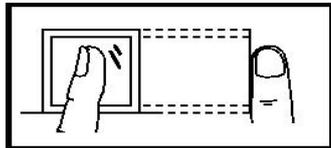
Right



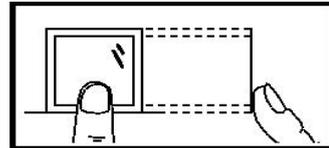
Not in center



Deflectionn



Incline

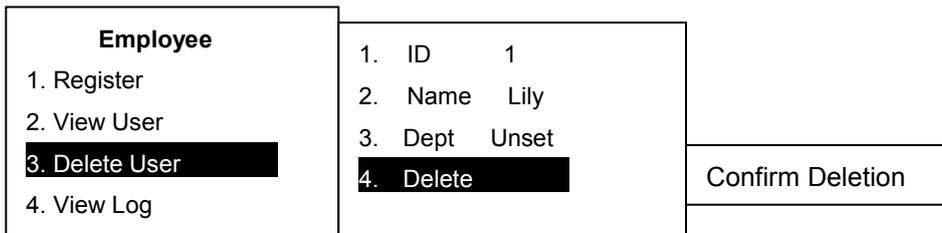


Low

When user register the fingerprint, please put the finger flat and slightly on the sensor of the device, and make sure the finger is in the sensing area, wait for 1second, and the device will request to press again, 1finger press 3 times, if the device say OK, that means you enrolled successful.

• Delete user

Through this section to delete user record by ID no. or name

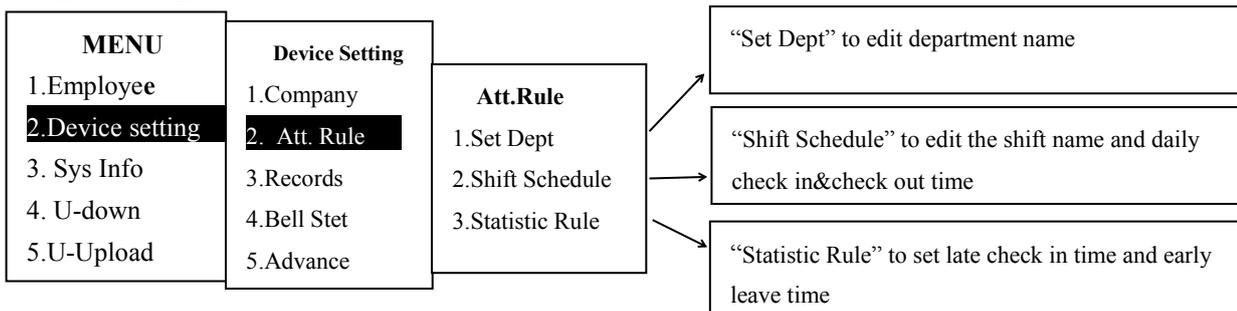


Use “▲”“▼” to select ID or name, press **【OK】** to confirm.

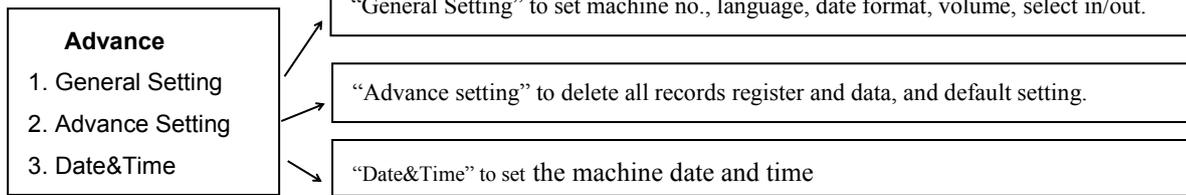
• Device Setting

Press **【MENU】** key to enter the menu

Set **【Att.Rule】**

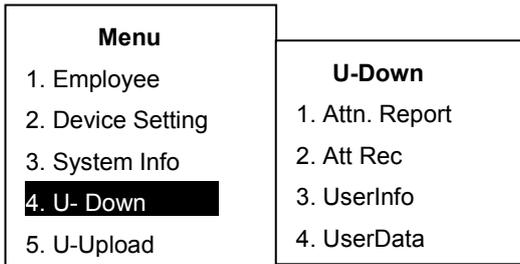


Set **【Advance】**



● **U-Down (USB Flash Drive not exceed 16GB)**

Insert the USB Flash Drive to the Machine, press **【MENU】** –to select “4. U-Down”

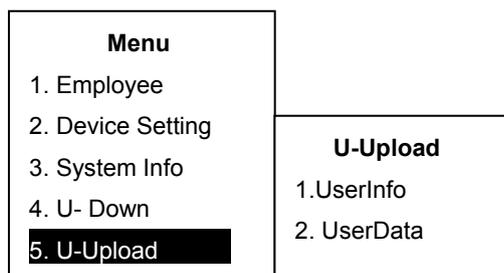


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- Attn. Report Three reports will automatically generate :
- a) Monthly report(Attendance Statistics Table in Monthly)
 - b) INFO (check in&check out time records, and shifts table)
 - c) ABN_CL (Attendance Abnormal Statistics)
- Att Rec The attendance statistics table (daily check in &check out records)
- UserInfo The user name, ID no., Fingerprint & Password in DAT format.
- UserData The user attendance record in TXT.format.
- Use “▲”“▼” to select 1/2/3/4, press **【OK】** to confirm download.

● **U-Upload**

Through this section to upload the user information by USB Flash Drive from 1machine to another machine.



Upload the staff name, ID no., Fingerprint & Password data from USB lash Drive to the machine.

* Existing data in machine will be erased.

Upload user’s data from one machine to another machine.

In Machine 1 – Collect data through **Download Dada** In Machine 2 – Upload data through **Upload Data**
 (Note - Existing data in Machine 2 will be replaced by Machine 1 data.)

● **USB flash drive require**

- 1)The USB flash drive capacity should be no less than 16GB, and it’s format should be FAT32.
- 2)Try to format the USB flash drive Before download the report.
- 3)Support USB1.1, and few USB2.0