Facial and Fingerprint Time Recorder
Model:F16

Instruction Manual

Dear customers,

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

1. Using environment(time attendance machine）

1）Please don't leave the machine in the light shine, because the light shine have impact on fingerprint, it may lead to fail to verify the fingerprint.

2）The facial identification module used special technology, the facial can be verified whether the light is dark or bright .

3）The working temperature of the time attendance device is 0-45℃. Please do not used in outdoors, because long time working in outdoors will have bad influence on the device. If the device must be used in outdoors, it is need to use sun shade and radiating equipment to protect it in summer, and in winter it is need to use heat preservation facilities.

2. System

The time attendance system is consist of two parts, software and machine
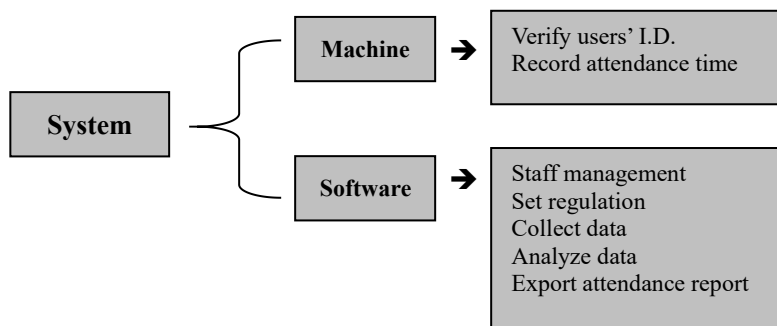
The communication ways are USB, USB flash disk and TCP/IP, user can use these ways to transfer the reports in the machine to the computer.

3. Install device

1) Fixed the position

According to the metal plate behind the machine to find out the screw hole

2) Make hole

Use tool to drill a suitable screw hole

3) Hung the metal plate

Put the metal plate into the right place, then put the screws into the hole and tightly fixed it

4)　Hung the device

Hung the time attendance device on the metal plate

5)　Turn on the device

Put on side of the power adapter insert into the time attendance power interface, and another insert into the 220V outlet.

4. Power on / Power off

1)　When the time attendance device automatic power on, the device will in normal working condition；

2)　Press the power key on the left side of the machine, user can turn off the machine；

3)　In normal working condition, press the power key 3 seconds on the left side of the machine, the machine will be turned off;

5. Identification way

Our machines have 4 ways, fingerprint, facial, password or card. Each user can enroll 10 fingerprints, 1 face, 1 password and 1 card, and the card n eed induction card function

6. Enroll user

There are user and administrator when you enrolled. Either user or administrator all only has one register number, and this number is the only identification way on the machine for all.

After you enrolled administrator, you can verified your ID and enter into the menu, and other normal user can not enter.

After enroll the facial, password or card, staff can check on working attendance.

7.　Enroll Face Finger and Password

Through this section to register face ,finger and password

Press "Menu" on the keypad➔ Employee ➔ Register

When it is the first time to enroll on the machine for each staff, the machine will give he/she a 'ID'.

7.1 Register

Press the button 【 ▼】 to choose the ID no. or input the ID no. directly.

Press the button 【 ▼】 to input the name.
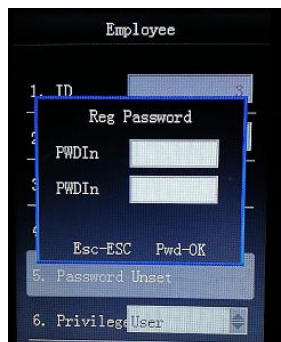
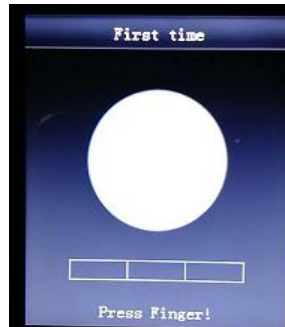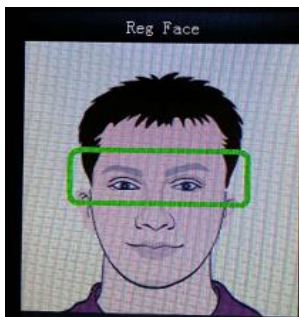Press the button 【 ▼ to choose other settings.

There will be a new window with 【Face】【Finger】and【Password】choose which way you want to enroll, and input the information.

Note:

【Face】 means use face to register

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【Finger】means use finger to register

【Reg.Pwd】 means use password to register

When you use 【Face】 to enroll, you need to pay attention to the distance between your face and the camera on the machine. And keep your eyes in the green pane.

【Finger】: After press finger 3 times, if success, the machine will show "Enroll OK". If failed, the machine will remind you. if the finger you have enrolled, the machine will show 【FP doubled】. If you want to enroll a second finger, you can repeat the previous step, and choose the same ID to register and press your other finger.

【Password】 input password to register, need to pay attention to the input

password and the confirm password need the same.

7.2   Delete User

Choose the user ID no. or user name you need to delete, then choose delete.

7.3   Download Data

Through this section you can download the data from the machine by USB flash disk

7.4   Upload Data

Through this section   you can upload the data to the machine by USB flash disk

8.Communication Setting

Through this section to download the data to U-disk, and set the communication information.(the Machine Number, IP Address, Gateway & Port Number)

8.1 U-Comm

Through this section to Download attendance records to the U-disk

Insert the U-disk to the machine, and select "Set COMM" →"U-Comm", and then press OK.
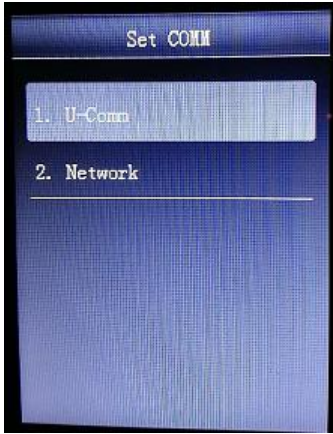
Download Glog: Download the users' attendance data to the

USB Flash Drive in TXT format.(begin from the last time)

Download AllGlog Download the users' attendance data to the

USB Flash Drive in TXT format.(download all attendance data)

Download Slog:Download the administrator' manager records to the USB Flash

Drive in TXT.format.(begin from the last time)

Download AllSLog: Download the administrator' manager records to the USB

Flash Drive in TXT.format.(download all manager records)

8.2 Network (Set machine communication settings)

Through this section to set the machine communication Parameter

8.2.1 Select "Set COMM" →"Network"→"Ethernet" and then press OK.
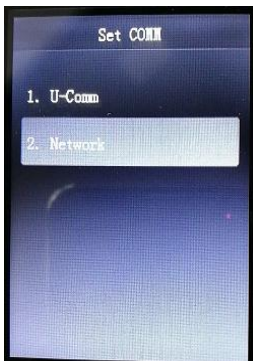
- Device NO：Set the device NO, the maximum is 65535

- Mode: Choose Local or Internet, Local is LAN. Internet is WAN.

- ETH: Ethernet, means use TCP/IP to link software and machine.

- Server Set: To set the sever

- Port NO：Set the communication port NO. of the device

- Net Pwd: the internet password, if set password here, then when link the software need to input this password in the software, or can not link the software.

- DHCP：Set open DHCP or not

- MAC address：MAC address of the attendance machine

Communication password：The attendance communication password is default to 0，which is fit for take more attention to network security customers, the password can prevent malicious access.
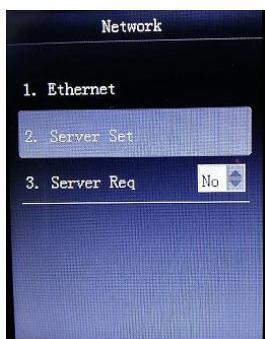
- IP Address：Set IP address of the machine, if DHCP is open, the device will according to the network environment to automatically get the IP address

8.2.2 **Server Set**

Through this section to set network server parameters

The fingerprint machine would set records to the server (PC)

Select "Set COMM" →"Network"→"Server Set" and then press OK.

DNS:When set the DNS Sever IP ,the device can synchronize the time with the DNS Sever once each hour.

Server name:set the server name

Server IP: set the server IP
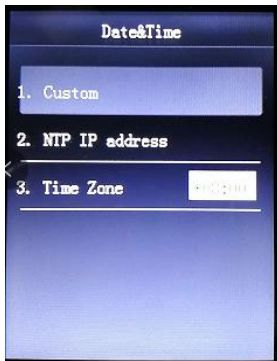
Server Port no: Set the server Port No

8.2.3   Server Req

Through this section to transform the data from the machine to the server

9 Set time

9.1 Custom

Through this section to set the Machine Time

Press " ▲ "" ▼ "& OK to select the Date & Time

9.2 NTP IP Address

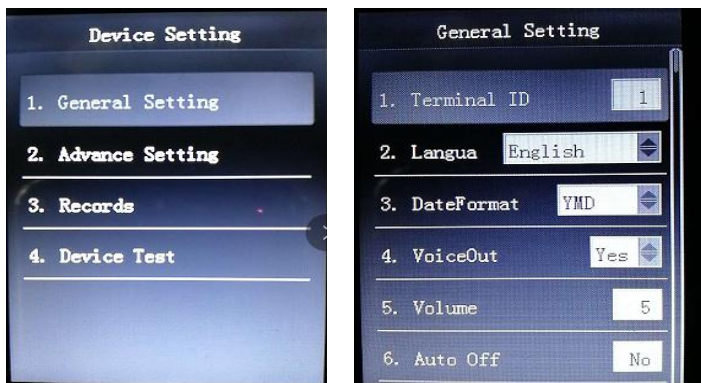Through this section to set the NTP IP Address

9.3 Time Zone

Through this section to set the time zone where the device is in.

10 Setup

This command is to set Machine ID, Language, Data Format, Voice out & Volume, Auto Off, delete recorder data etc.

10.1General Setting

Through this section to set the Terminal ID, Language, Data Format, Voice out & Volume ,Auto off..

Terminal ID:Press OK &"▲""▼" to select Machine ID.

Language：Press OK &"▲""▼" to select language.
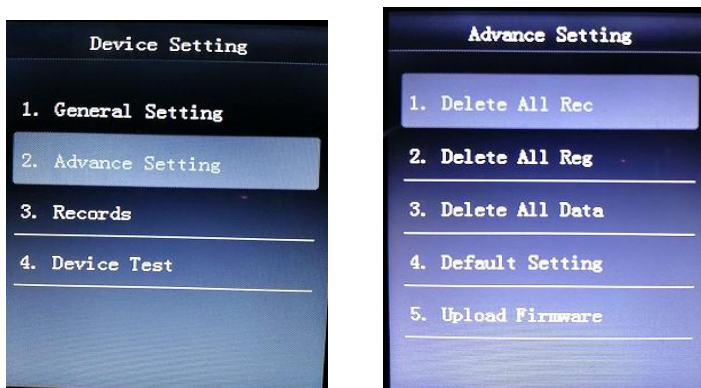
Date Format:Press OK &"▲""▼" to select date format

Voice Out:Press OK &"▲""▼" to select voice

Volume:Press OK &"▲""▼" to select voice volume

Initial setting is 5, Volume from 1 – 8, 1 is the smallest and 8 is the largest

Auto Off: Set the machine automatic shutdown or not

10.2 **Advance Setting**

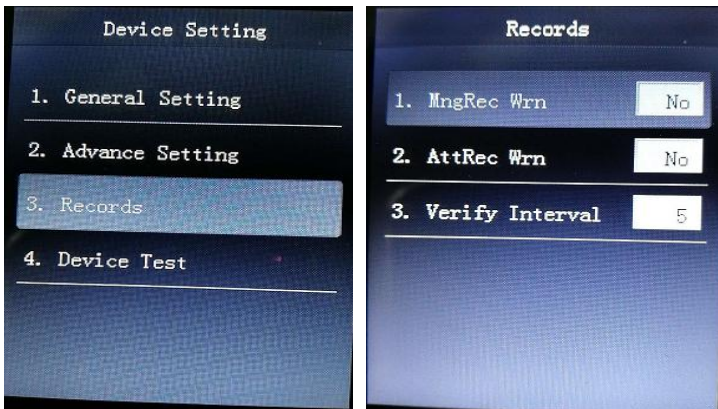Delete All Rec:Press OK & select Yes or No to delete all
record data.

Delete All Reg:Press OK & select Yes or No to delete user data

Delete All Data: Press OK & select Yes or No to delete data

Default Setting:Press OK & select Yes or No to restore
Upload Firmware： Update Firmware by using USB Flash drive
machine.Remain power on during updating process..

10.3 Records

● MngRec Wrn: Management Record Warning

Setting below a number of memory space, the machinewill provide warning
to remind for data download. 0 = "NO" indicate no warning needed, value set
from 1 – 255, 255 means memory space only left 255 memories can be used.
For example, if you set 20 when memory space left 20 records; the machine
will give alarm signal.
Initial setting is "NO"

● AttRec Wrn:Attendance Record Warning, Initial setting is "NO"
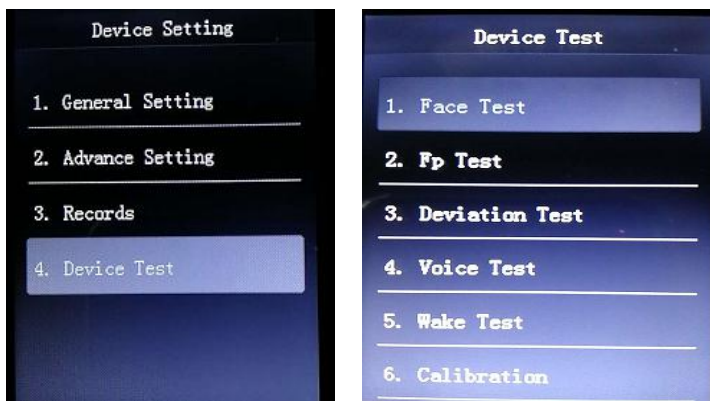Setting below a number of memory space, the machinewill provide warning to

remind for data download. 0 = "NO" indicate no warning needed, value set from 1 – 1500, 1500 means memory space only left 1500 memories can be used. Initial setting is "NO"

● Verify Interval:Set within a period, only the earliest record counted. Initial setting is 5, meaning within 5 minutes, even the user register 3 times attendance record, the machine only memory the earliest time as attendance record.

0 = "NO" such time period, value from 1 – 255 mins.

10.4 Device Test

Device Setting	Device Test
1. General Setting	1. Face Test
2. Advance Setting	2. Fp Test
3. Records	3. Deviation Test
4. Device Test	4. Voice Test
	5. Wake Test
	6. Calibration

This menu is to test the fingerprint sensor, camera sensor and adjust touch screen. This function is for engineer used this function, user needn't operate it.
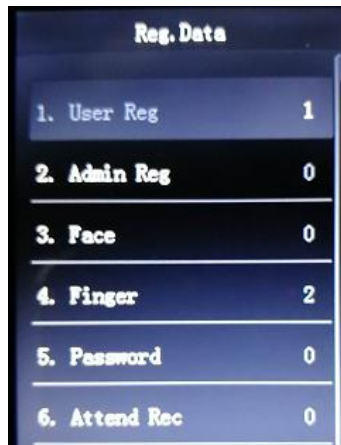
11 Set Bell

Through this section to set the bell ring time and times.

12 Sys Info

Through this section to Preview User Record, Storage Detail & System Detail and check the Manufacturer name, Machine name, Release Time, Serial Number, Engine Version, Software Version & Update Firmware details.
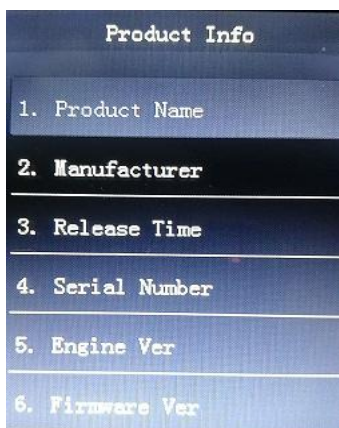
Free Space Info	
1. Face	300
2. Finger	2998
3. Password	1000
4. Attend Rec	100000
5. Manage Rec	995

All Space Info	
1. Face	300
2. Finger	3000
3. Password	1000
4. Attend Rec	100000
5. Manage Rec	1000

Product Info

1. Product Name
2. Manufacturer
3. Release Time
4. Serial Number
5. Engine Ver
6. Firmware Ver

- User Log: To check user log in this machine
- Reg.Info: To check users quantity, administrator quantity, face quantity, finger quantity, password quantity, log quantity and all log quantity for this machine.
- Dev. Info: To check device information for this machine
  1> Product name
  2> Manufacture: Manufacture for this machine
  3>Released: The production date for this machine
 4>Serial Num: Serial number for this machine

5> Engine: facial Algorithm version for this machine

6> Firmware: Firmware for this machine

13. Attention to fingers' reader

1. User need to choose good fingerprint when the register. These fingers a re better, such as less wrinkle, no peel,   clear fingerprint and immacul ate.

2. Try to make the fingerprint acquisition area larger.

3. When finish enroll, please test it and we suggest user enroll one more finger.

4. If the device doesn't respond, when you verified, please check your fin ger, user can increase the humidity of your finger.

5. Don't use too vigorously press the device, it will cause the fingerprint deformation and affect the identify result, and it also will destroy the fi ngerprint scanner.

6. When user record the fingerprint, please put the finger flat and slightly push the lens of the device, and make sure the finger is in the sensing area, wait for 1 second, and the device will prompt press again, repeat ed the above action 3 times, if the device said OK, that means you enr oll   successful.
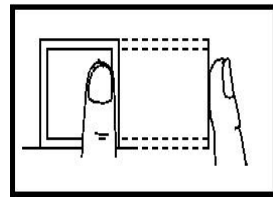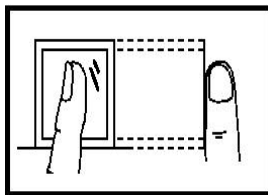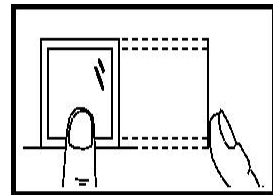
7. The diagram：
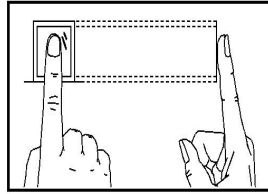
Righ
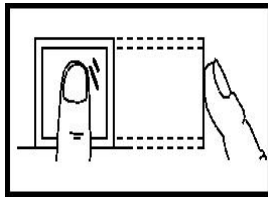
Not in center

Deflecti

Incline

Low

14. Attention to facial recognition

1. Please avoid strong rays for enrollment.
2. Don't veil your forehead with hair while registered or identified
3. Please act as voice-prompted while making registration.
4. It is recommended to use it indoors to have good effects.