# Content

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
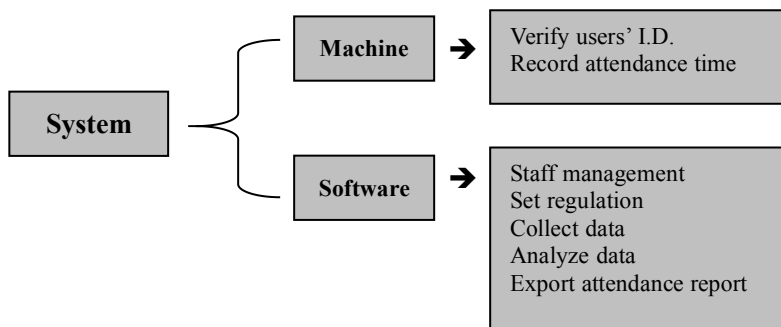


The communication ways are USB, USB flash disk and TCP/IP, user can use these ways transfer the reports in the    machine to the computer.

## 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 facial, 1 password and 1 card, and the card need 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 finger, facial, password or card, staff can check on working attendance.

## 7. Enroll fingerprint, facial and password

Menu➔ User ➔ New

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

| ⟵ | **User** |
|---|---|
| New | |
| User list | ID          1 |
| Dept. | Name |
| Down. Data | **Enroll** |
| Up. Data | |

1> New user，【ID】default to：1，user can click the number behind the 【ID】，and there will be a new window, you can change the ID number.
   Click the box behind the 【Name】，there will be a window for input the name，when you finish input the name, click 'OK' back to the user interface

2> After input 【ID】 and 【Name】，click 【Enroll】，there will be a new window with 【Reg.Face】,【Enroll Fp】and 【Reg.PWD】choose what way you want to enroll, and input the information.

   Note:

   【Reg.Face】 means use facial to register

   【Enroll Fp】 means use fingerprint to register

   【Reg.PWD】 means use password to register

4

| User | | |
|---|---|---|
| New | Reg. Face | Enroll Fp | Reg. PWd |
| User list | | |
| Dept. | | |
| Down. Data | **Enroll** | |
| Up. Data | | |

When you use 【Reg.Face】 to enroll, you need to pay attention to the distance between your facial and the camera on the machine.

【Enroll Fp】 : After press finger 3 times, if success the machine will say OK, if failure the machine will show 【invalid finger】, if the finger you have enrolled, the machine will show 【doubled finger】.

If you want to enroll a second finger, you can press 【ESC】 when the machine show 【new】,and choose the same ID to register and press your other finger.

| User | |
|---|---|
| New | |
| User list | ID    000013 |
| Dept. | Name    James |
| Down. Data | **Enroll** |
| Up. Data | |

## 8. User list

In 【User list】 menu, you can choose change users' name, add face or finger, modify users limit of authority（user, admin, enr admin）

Note:

enr admin means enroll administrator

| ← **User** | | Find ID | | Find Name | |
|---|---|---|---|---|---|
| New | ID | Name | Face | Finge | PWD |
| User list | 1 | James | | | |
| Dept. | 2 | TOM | | | |
| Down. Data | | | | | |
| Up. Data | | | | | |

As shown above, you can use many ways such as ID and name to modify users' information. You also can click user in the 【User list】 to change.

| **Modify** | | | |
|---|---|---|---|
| ID | 1 | | Modify |
| Name | James | Face | Enroll FP |
| PWD | | | Photo |
| Dept | | | Delete |
| Admi | User | | |

- Admin：You can choose user, admin. or enroll admin.
- Modify：Enroll new face；
- Enroll FP：Enroll new finger；
- Photo：Take new photo, when user take working attendance will

show this picture in the machine

- Delete：Delete the user

## 9. Department setting

This menu is used to add department information.

## 10. Down load and upload

You can use an USB flash disk to export all the register information, such as ID, name, finger, face. And you also can import the register information in USB flask disk to the machine



Step

**1> Export the register information out of the USB flash driver**

A> Use an USB flash driver insert into the interface on the machine

B> Choose 【Down. Data】, the data will automatic download into the USB driver, and there will be two files.

All the register information is in the file"plu001.dat",001 means the machine NO. is 001. Users photos are in the other file named "AttendPhoto"

**2> Import the register information in USB flask disk to the machine**

A> Use an USB flash driver insert into the interface on the machine

B> Choose【Down. Data】，user can import the register information in USB flash driver to the machine
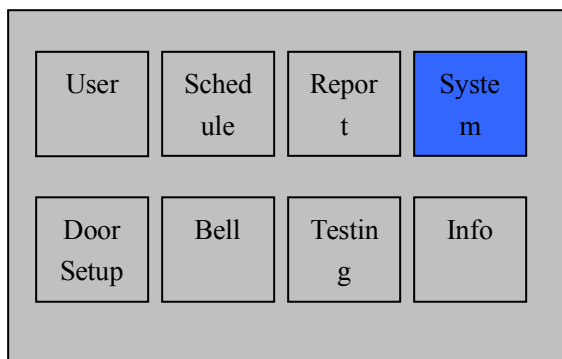
## 11. Attendance schedule

This menu used in no software machine, you can set allow late time, allow early leave time and shift time, est.

## 12. Report

This menu used in no software machine, it is used to input attendance report (EXCEL format).

## 13. System

Choose【System】to set menu and other set .

| | | | |
|---|---|---|---|
| User | Schedule | Report | System |
| Door Setup | Bell | Testing | Info |

1> General

- Time：Set the date and time
- Time zone：Set the time zone, such as Beijing is GMT+8
- Language：Set the language of the menu
- Volume：The volume of the voice prompt，default to 5
- Result time: Set the time of the menu to return to normal working

state

- Screen Idle：Set how long don't operate the machine, it will turn into a screen saver picture.

**2> Common**

- Device NO：Set the device NO, the maximum is 9999
- DHCP：Set open DHCP or not

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

- Net mask: If DHCP is open, the device will according to the network environment to automatically get the net mask
- Gateway ：If DHCP is open, the device will according to the network environment to automatically get the
- Port NO：Set the communication port NO. of the device；
- DNS Sever IP ：When set the DNS Sever IP ,the device can synchronize the time with the DNS Sever once each hour.

    If you want to set this function, please make sure the time zone is right, such as the device is used in China, then the time zone must be set GMT+8

- 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.

**3> Advance**

- Max Admin：Set the maximum administrator of the device, and the maximum is 10
- Verify Mode：Set the verify way of the device

    F/P means users can use finger or password to take working

attendance

F+P means users need to input register ID first, then input password, verify finger or face at last to take working attendance.

Fp+Face means users need to verify finger, then face to take working attendance.

● Delete all user：Delete all the register information in the device.

● Delete all log：Delete all the attendance report in the device.

● Firmware update：Copy the update firmware to the USB flash driver, then insert the USB flash driver into the interface of the device, then click this function to update.

⑷ **Default**

Use this function to recover the attendance set param into original state.

## 14. Door Setup

In this menu, user can set the access function of the device

| User | Schedule | Report | System |
|------|----------|--------|--------|
| Door Setup | Bell | Testing | Info |
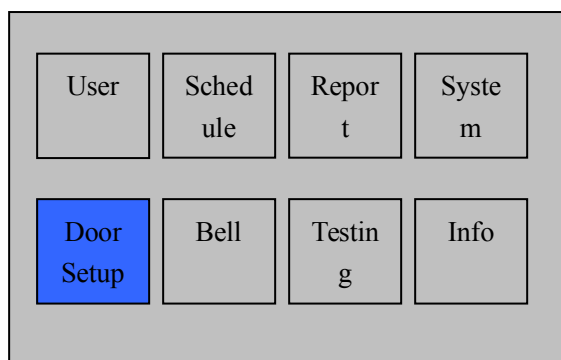
Parameters：

● Wiegand Output：Set the attendance machine Wiegand Output employee's ID number or the card number. If the device don't have card function, only can choose output ID number.

- Wiegand BIT：Choose output Wiegand26or Wiegand34 format signal
- Lock delay：After the lock signal output, the time that the relay back to normal working status.
- Alarm ： When the alarm button is touched which is at the back of the device，whether it is alarm or not.

## 15. Bell

In this menu, user can set the bell time

## 16. Testing

This menu is to test the fingerprint sensor, camera sensor and adjust touch screen.

| User | Sched ule | Repor t | Syste m |
|------|-----------|---------|---------|
| Door Setup | Bell | Testin g | Info |
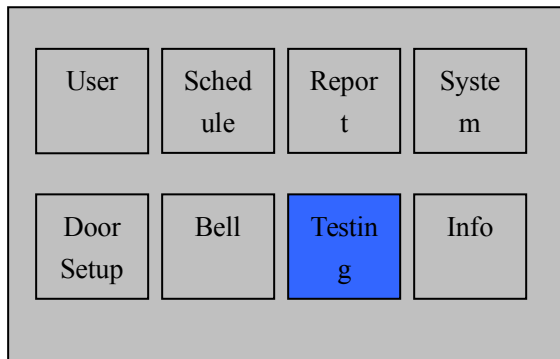
This function is for engineer used this function, user needn't operate it.

## 17. Information

In this menu, you can check the user information and the factory version of the device.

| User | Sched ule | Repor t | Syste m |
|------|-----------|---------|---------|
| Door Setup | Bell | Testin g | Info |
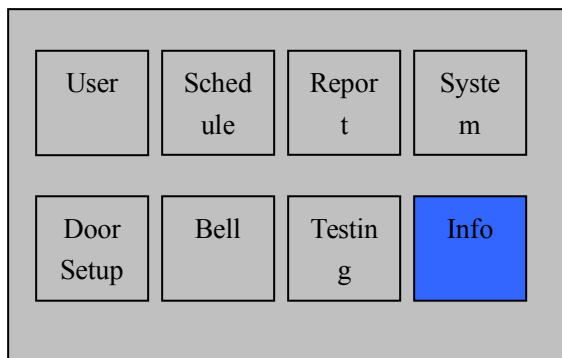
### 1> User information

User can look at the user quantity, admin quantity, face quantity, finger quantity and the password quantity, etc.

### 2> Device information

User can see the manufacture, serial number, firmware, etc.

**Note:**

If the device is WEB sever attendance system, the serial number is the only way to identify the attendance ID.

## 18. Attendance record warning

Choose【Schedule】➔【Rec warning】➔【Log warning】。
When the attendance record remainder is to set point, the screen or t he warning tone will tell the user that the user storage space will be full.

**When there is a record warning in the device, please use the attendance software to download the attendance record on time.**

| Set content | Description |
|---|---|
| No | The device will not warning the redundant attendance record. If the storage is enough, the device shouldn't stored the attendance record |
| 1-1500 | When the records reach the set point, it will warn. |
| **Factory set up** | 1000 |

## 19. Log interval

Choose【Schedule】➔【Rec warning】➔【Log Interval】

To check whether the same user repeated make working attendance in the schedule time. If the device is set 【Log Interval】, user take attendance many times in the schedule time, the device will tell user 'verified, thank you' and will stored one attendance record

| Set content | Description |
|---|---|
| No | The device will not check the repeated attendance |
| 1-255 | Device will according the set point to check the repeated attendance, the unit is minute. |
| **Factory set up** | No |

## 20. The attendance record search function

Choose【Schedule】➔【Log Info】

User can input users ID, and see the attendance record within a period of time

## 21. Extend interface

Some of the device have extend interface. At the back of the device，there are 8 extend interface.

The interface definition

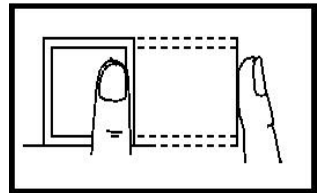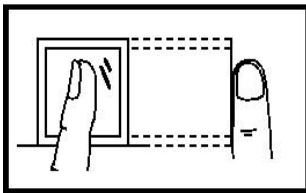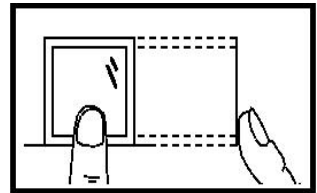| Code | Definition | Remark |
|------|-----------|--------|
| 1 | GND | GND |
| 2 | Power | Power cathode |
| 3 | Lock_COM | |
| 4 | Lock_No | Lock signal output |
| 5 | Lock_Nc | |
| 6 | WG1A | WG26 signal output or RS485 |
| 7 | WG0 | communication port |
| 8 | GND | Power supply |

【Explain】:

1. WGO、WG1 is the output port of the Weigand26 signal, user can used the time attendance device as a fingerprint reader, and access the access control system.

2. Lock_COM, Lock_No and Lock_Nc is the output port of the lock control system. Opened the lock control output function in the device, when the fingerprint successful identified, the device will output the relay signal.

## 22. Attention to fingers' reader

1. User need to choose good fingerprint when the register.  These f ingers are better, such as less wrinkle, no peel,  clear fingerprint and immaculate.

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 yo ur finger, user can increase the humidity of your finger.

5. Don't use too vigorously press the device, it will cause the finger print deformation and affect the identify result, and it also will de stroy the fingerprint scanner.

6. When user record the fingerprint, please put the finger flat and sli ghtly 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 pr ess again, repeated the above action 3 times, if the device said O K, that means you enroll   successful.

7. The diagram：
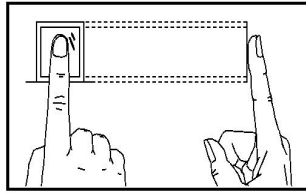


**Right**
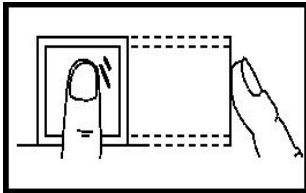


**Not in center**



**Deflection**



**Incline**



**Low**