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## 1. Notice

Please don't leave the equipment in the light shine. Light has an obvious effect on fingerprint acquisition. (The fingerprint would not be verified)

In summer, try not to use outside. The temperature range of fingerprint machine is 0-40°C. Using in outdoor long term fever, the machine is likely to be slow.

If you must use in outdoor, recommend the use of sunshade and heat radiating device.

## 2. Basic concept

### 2.1 Basic concept

This part includes the basic concept of the definition and description, which includes:

- Enroll user
- User Verification
- The safety grade
- Authority

There are two different important functions: enroll user and user Verification

#### 2.1.1 Enroll User

The stored template to compare with the current scan finger, the fingerprint template is used to confirm the identity of the user is a registered user can achieve attendance in attendance machine specially designated, the attendance process takes about 1 seconds. The same IDnumber can register up to ten different fingerprints, so that the user can have multipleauthentication choice.

Theoretically, you can enroll two different fingers, when user's fingers hurt, user can use another finger

In general, user should enroll at least two fingers, such as: left index finger and right index finger.

### **2.1.2 User verification**

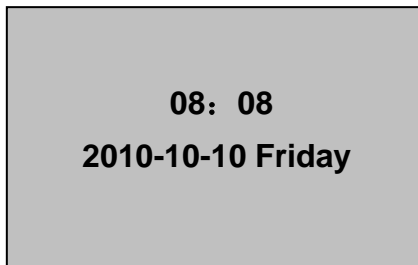
When the user pushes finger on fingerprint scanner, or inputs an ID number and then pushes finger, the fingers would be successfully identified or not. If successful verification, a record would be stored in the fingerprint machine.

### **2.1.3 The user ID number**

The user is assigned a user ID number. The ID number is used to correlate the fingerprint template or password.

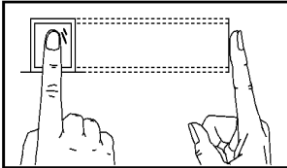
### **2.1.4 Initial interface**

When the machine is powered on and opened, the first interface displayed on the screen is as follows:



## 2.2 How to push finger

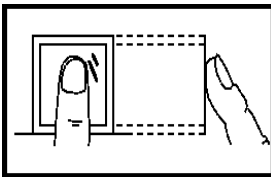
### 1) The right way:



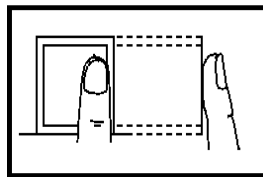
Press the finger on the flat, the finger heart as far as possible right on the centre of the flat

### 2) The wrong way:

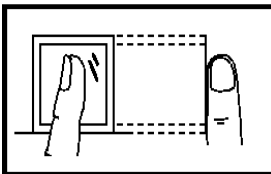
Tilt



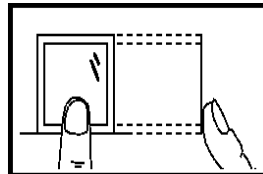
Deviate



bias



Lower



---

Note: please press the finger right on the centre of the fingerprint scanner flat.

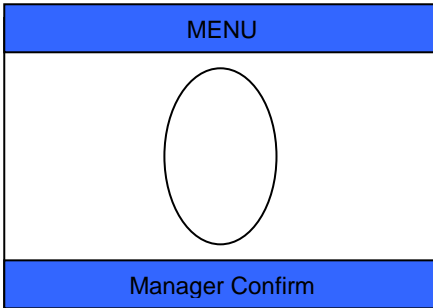
---

### 3. Enroll and verification

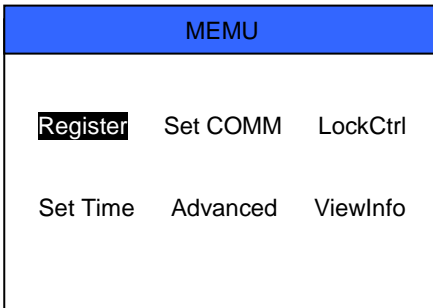
Through this section to Enroll user, View user & delete user.

#### 3.1 Enroll user

There are there Authentication methods: fingerprint, ID card,password.  
Push menu key, and then push administrator finger, in the menu.



Note: Press menu key in to the menu without manager enrolled.  
The screen display as follows:



Choose **【Register】** item, and then click ok, as follows:

Register	
1. New Reg. 2. Delete 3. All Enroll Data 4. Upload Reg. Data	
No-ESC	Yes-OK

Choose **【1. New Reg.】** and click ok to enroll user, as folloes:

Register	
<b>New Reg.</b>	
1 2 3	
No-ESC	Yes-OK

Choose [New Reg.], and then click OK, as follows:

Register	
1. ID	<b>1</b>
2. Name	Unset
3. Finger	Unset
4. Pwd	Unset
5. Card	Unset
6. Admin	<b>User</b>
7. Delete	
No-ESC	Yes-OK

Each User can register Fingerprint or Password or ID Card (Fig. 4)

1. Select 'ID' or input the staff ID number.

(ID number within 1-99999999)

2. Select 'Name' item to input register name, you must press the keypad.
3. Select the "Finger" item to Register Fingerprint, you must press the same finger three times.
4. Select the "Pwd" item to Register Password, you must input the password number two times.
5. Select the "Card" item to Register Card, swipe the card close to the induction zone.
6. Select the "Admin" item to set the staff Privilege.
7. Select the "Delete" item to delete the user.

Index :

ID	1	Staff ID number
Name	Unset	Staff name
Finger	1 / Unset	Already registered 1 fingerprint, can register Maximum 10 fingerprint directly from here.
Pwd	Unset / Set	No password setting for this staff, can register new password or re-write password directly from here. Once setting, it will show "Set".
Card	Unset / Set	No ID Card setting for this staff, can register new ID Card directly from here. Once setting, it will show "Set". Maximum 10 ID Card can be set.
Admin (Privilege)	User/Admin	Showing the current status of this staff, Initial setting is User for all registers, press OK to change to Admin if necessary.
Delete		Delete user



### 3.2 Delete user

Through this section to delete the user.

Choose [2.Delete] item, and then click ok, as follows:

Register	
1. New Reg.	
<b>2. Delete</b>	
3. All Enroll Data	
4. Upload Reg. Data	
No-ESC	Yes-OK

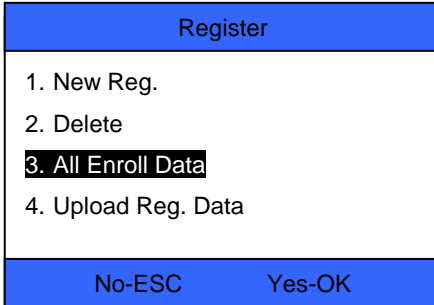
Select or input the staff id number, and choose the “Delete” item, and then press OK.

Delete	
1. ID	1 [REDACTED]
2. Name	
3. Delete	
No-ESC	Yes-OK

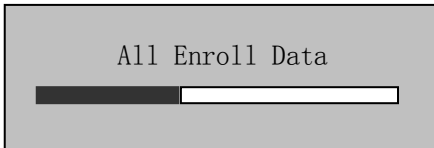
Sure to delete?	
No-esc	Yes-ok

### 3.3 Download User Data

Download the user ID no., Fingerprint& Password& ID card to USB Flash Drive in DAT format.



Choose [3.All Enroll Data], Confirm the USB Flash Drive is inserted into the machine, and then click OK, the screen display as follows:

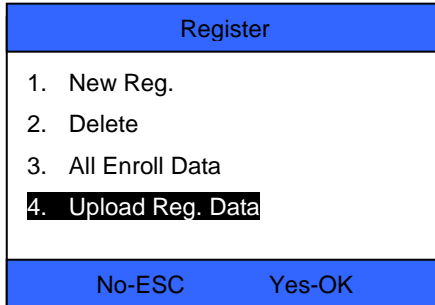


If the USB Flash Drive is not detected, the screen display as follows:



### 3.4 Upload Register Data

Upload the user ID no., Fingerprint& Password& ID card to machine from USB Flash Drive in DAT format.



Choose [4.Upload Reg. Data] , Confirm the USB Flash Drive is inserted into the machine, and then click OK, the screen display as follows:



If the USB Flash Drive is not detected, the screen display as follows:



## 4. Communication Parameters

The machine offers there diffrent communication modes: RS485, U Flash Drive, TCP/IP.

Through this section to set communication Parameters.

MEMU		
1.Register	<b>Set COMM</b>	LockCtrl
Set Time	Advanced	ViewInfo

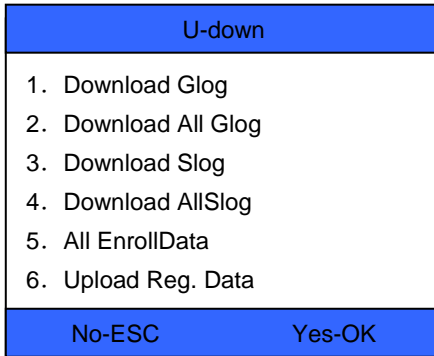
Choose [Set COMM] item, and then click OK

Data Download	
1. U-down	
2. Ethernet	
3. RS485 Dwnld	<b>NO</b>
4. Baudrate	<b>38400</b>
NO-ESC	YES-OK

## 4.1 U Flash Drive

Through this section to download attendance records, administration records, enroll data to U Flash Drive, and upload enroll data to machine from U Flash Drive.

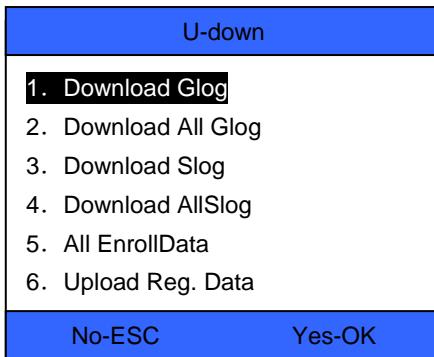
Choose [U-down] item, and then click OK, as follows



### 4.1.1 Download new attendance records

Download new attendance records from machine to USB Flash Drive.

(File name is 001\_GLog), 001 is the machine id.

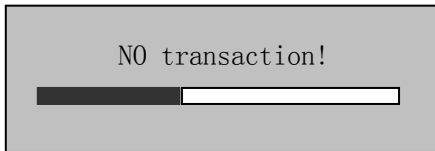


Make sure USB Flash Drive is inserted to the machine, choose

[Download Glog] item, and then click OK, screen display as follows:

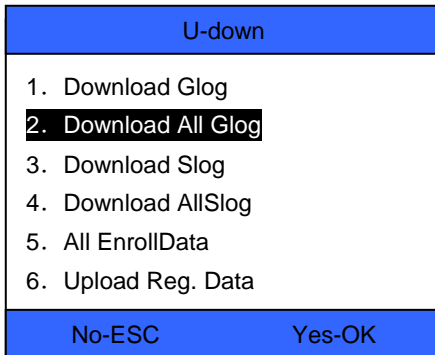


If the USB Flash Drive is not detected, the screen display as follows:



#### 4.1.2 Download all attendance records

Download all attendance records from machine to USB Flash Drive.  
(File name is 001\_AGLog), 001 is the machine id.



Make sure USB Flash Drive is inserted to the machine, choose [Download All Glog] item, and then click OK, screen display as follows:

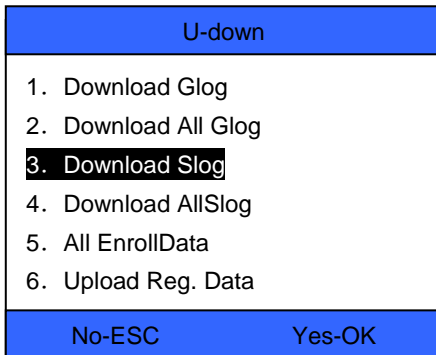


If the USB Flash Drive is not detected, the screen display as follows:

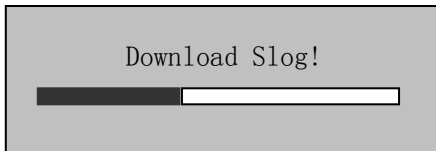


### 4.1.3 Download new administration records

Download new administration records from machine to USB Flash Drive. (File name is 001\_SLog), 001 is the machine id.



Make sure USB Flash Drive is inserted to the machine, choose [Download Slog] item, and then click OK, screen display as follows:

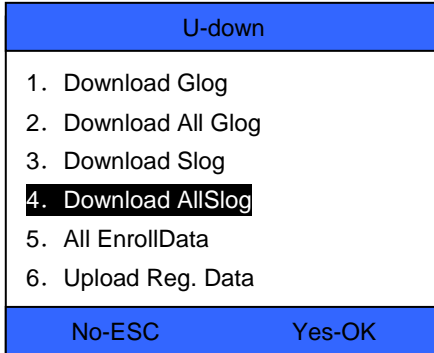


If the USB Flash Drive is not detected, the screen display as follows:



#### 4.1.4 Download all administration records

Download all administration records from machine to USB Flash Drive.  
(File name is 001\_ASLog), 001 is the machine id.



Make sure USB Flash Drive is inserted to the machine, choose [Download AllSlog] item, and then click OK, screen display as follows:



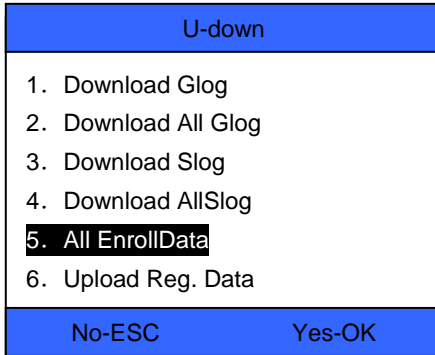
If the USB Flash Drive is not detected, the screen display as follows:



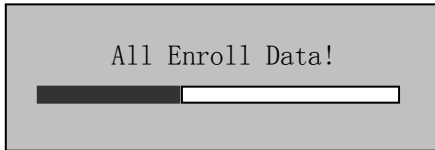


### 4.1.5 Download All Enroll Data

Download all Enroll Data from machine to USB Flash Drive. (File name is 001\_AFP.dat), 001 is the machine id.



Make sure USB Flash Drive is inserted to the machine, choose [All EnrollData] item, and then click OK, screen display as follows:

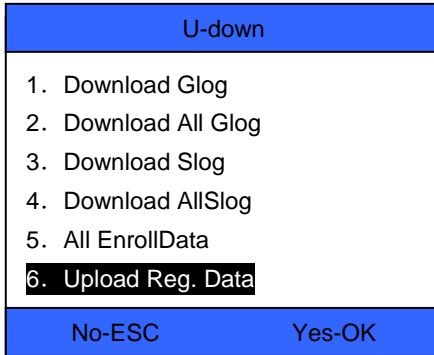


If the USB Flash Drive is not detected, the screen display as follows:



### 4.1.6 Upload All Enroll Data

Upload all enroll data to machine from USB Flash Drive. (File name is 001\_AFP.dat), 001 is the machine id.



Make sure USB Flash Drive is inserted to the machine, choose [Upload Reg.Data] item, and then click OK, screen display as follows:



If the USB Flash Drive is not detected, the screen display as follows:



## 4.2 Set Ethernet parameters

Through this section to set the Machine ethernet parameters: IP adress, subnet mask, default gateway,Port No, etc.

Dada Download	
1. U-down	
<b>2. Ethernet</b>	
3. RS485 Dwnld	<b>NO</b>
4. Baudrate	<b>38400</b>
<div style="display: flex; justify-content: space-between;"> <span>No-ESC</span> <span>Yes-OK</span> </div>	

Choose [Ethernet] item, and then click OK.

Dada Download	
1. IP Adress	
2. Subnet mask	
3. Default gateway	
4. Port NO.	<b>5005</b>
5. DHCP	<b>NO</b>
6. Speed	<b>AUTO</b>
7. Server Set	
8. Server Req	<b>NO</b>
9. Device Name	
<div style="display: flex; justify-content: space-between;"> <span>No-ESC</span> <span>Yes-OK</span> </div>	

Choose the items to edit the Parameters.

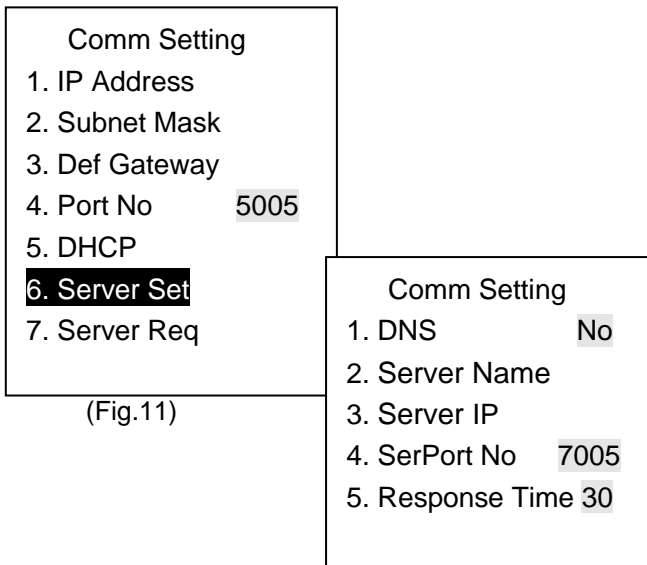
Index

- IP Address            Press OK to check the machine IP address & change the figures
- Subnet Mask        For TCP/IP communication setting
- Def Gateway        For TCP/IP communication setting
- Port No.            For TCP/IP communication setting
- DHCP                Open the DHCP function or not

**4.2.1 Set Ethernet parameters**

Through this section to set Parameters of network server.

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



Index

- DNS                    Open the DNS function or not
- Server Name        Set the server Domain name
- Server IP            Set the server IP Address
- SerPort No         Set the server Port No.



## 5. Access Function

Through this section to set the prioed, group, user group, door sensor delay, door sensor type, etc.

To unlock the lock, the enroll time should be in the effective time of user time zone or group zone.

1. The current unlock time should be in the effective time of user time zone or group zone.
2. The group where use is must be in access control(or in the same access control with other group, to open the door together).

The system default the new enrolled user as the first group, default group zone as “1”, access control as the first group, and the new enrolled user is in unlock(if user has modified the related setting of machine, the system will be changed with user’s modification).

LockCtrl	
1. Time Setting	
2. Lock Register	
3. Time Group Set	
4. Unlock Group	
5. Unlock Time	
6. Lock Type Set	
7. Access Mode	
No-ESC	Yes-OK

## 5.1 Time zone Setting

Time zone is the minimum unit of access control option. The whole system can define 50 time zones. Every time zone defines seven time sections (namely a week). Every time section is the effective time zone within 24 hours every day. Every user can set 3 time zones, “or” exists among the three zones. It is effective if only one is satisfied. Every time section format is HH:MM-HH:MM, namely, accurate to minute.

If end time is smaller than start time (23:57-23:56), the whole day is forbidden, if end time is bigger than start time (00:00-23:59), it is effective section.

Effective time zone for user unlocking:00-23:59 or the time zone when end time is bigger than start time.

Notice: system default “time zone 1” as whole day open (namely, the new enrolled user is unlocking).

Press [Menu] – [LockCtrl] – [Time Setting] – [Period No.]

	Start Time	End time
SUN	00:00	23:59
MON	00:00	23:59
TUE	00:00	23:59
WED	00:00	23:59
THU	00:00	23:59
FRI	00:00	23:59
SAT	00:00	23:59

Input time zone number. If the enrolled time zone has number already, then the time zone setting will display automatically. Press OK to move the cursor to the input box, press numeric key on keyboard to input value. Then press OK to save it and press ESC to exit

## 5.2 Group time zone setting

Every group can hold three time zones. The new enrolled user belong to group 1 by default. He can also be allocated to other groups.

Time Group Set			
1. GRP	01	00	00
2. GRP	01	00	00
3. GRP	01	00	00
4. GRP	01	00	00
5. GRP	01	00	00

In the Group time Zone interface, select the group to be edited. Press OK and then input the "Time Group Zone NO." directly or press ▲, ▼ change the "Time Group Zone NO.".



## 5.3 Lock Register

Through this section to set user belong to which group, and every user can have three personal time zone.

LockCtrl	
1. Time Setting	
<b>2. Lock Register</b>	
3. Time Group Set	
4. Unlock Group	
5. Unlock Time	
6. Lock Type Set	
7. Access Mode	
No-ESC	Yes-OK

Press [Menu] – [LockCtrl] – [Lock Register].

Lock Register	
1. ID	1
2. Group	1
3. Period No.	No
4. Period No.	No
5. Period No.	No
No-ESC	Yes-OK

In the Lock register interface, input the User ID, and press ok, and then select the group and the period(Tme zone)

When user press finger and be recognized, the system chek the group or period is in the effective time or not. If the group or period is in the effective time, the lock whould be opened.

## 5.4 Unlock Group

Make various groups into different access controls to achieve multi-verification and improve security. An access control can be made 10 groups as most

LockCtrl	
1. Time Setting	
2. Lock Register	
3. Time Group Set	
4. Unlock Group	
5. Unlock Time	
<b>6. Lock Type Set</b>	
7. Access Mode	
No-ESC	Yes-OK

Unlock Group	
1. Group	<b>1</b>
2. Group	<b>NO</b>
3. Group	<b>NO</b>
4. Group	<b>NO</b>
5. Group	<b>NO</b>
No-ESC	Yes-OK

Press [Menu] – [LockCtrl] – [Unlock Group]

In the Unlock Groups interface, press ▲, ▼ and select the combination and input the group zone no.

For example: to add an unlocking combination that needs the verification of both group1 and group2, as shown below:

Unlock Group	
1. Group	<b>12</b>
2. Group	<b>NO</b>
3. Group	<b>NO</b>
4. Group	<b>NO</b>
5. Group	<b>NO</b>
No-ESC	Yes-OK

## 5.5 Unlock Time

Through this section to set Unlock Time.

Unlock Time: Device control electronic lock is in enabling time, the default value is 5 seconds.(effective value 1-255 seconds)

## 5.6 Lock Type Setting (Door sensor Delay)

Through this section to set door sensor type, delay time.

Press [Menu] – [LockCtrl] – [Lock T]ype Set]

<b>LockCtrl</b>			
1. Time Setting			
2. Lock Register			
3. Time Group Set			
4. Unlock Group			
5. Unlock Time			
<b>6. Lock Type Set</b>			
7. Access Mode			
<b>No-ESC                      Yes-OK</b>			
		<b>Unlock Group</b>	
		1. Alarm Type	<b>NG</b>
		2. Alarm Delay	<b>5</b>
		<b>No-ESC                      Yes-OK</b>	

Alarm Type: it includes NG, NC and NO. NG means there is no door sensor. NC means the door is closed normally, NO means the door is open normally.

Alarm Delay: After the door is open, delay the time to check sensor. If door sensor is different from normal state of door sensor type, alarm will be given off. This time is called Alarm Delay.

## 5.7 Access Mode

Through this section to set G-mode, Users(the number of users) and WieGand mode.

Press [Menu] – [LockCtrl] – [Access Mode]

LockCtrl		Unlock Group	
1. Time Setting		1. G.Mode	YES
2. Lock Register		2. Users	2
3. Time Group Set		3. Wiegand	WG26
4. Unlock Group		4. Wiegand Data	ID
5. Unlock Time			
6. Lock Type Set			
7. Access Mode			
No-ESC	Yes-OK	No-ESC	Yes-OK

G.mode: If the function is open, device can open the door when 2 or more users be recognized at the same time one by one.

Users: The numbers of users about the G.mode function.

Wiegand: user is recognized, the device Weigand signal will be given off using WG26 or WG34.

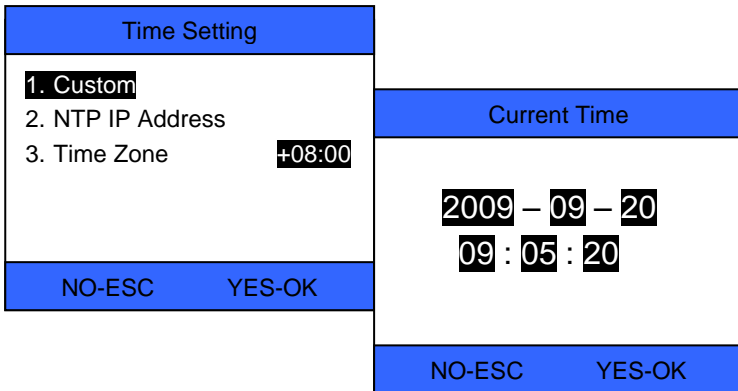
Wiegand Data: The wiegand data when machine output. User can choose ID (ID NO.), FACILITY (Device NO.), CARD (card NO.) and

WL(wirless lock signal output, this function only can be used when add wireless lock function.)

## 6. Time Setting

Through this section to set the device data, time, NTP IP address and Time zone.

Press [Menu] – [Set Time]



Press [Menu] – [Set Time] – [Current Time]

Press “▲”“▼” & OK to edit the Date & Time, and press OK.

NTP IP address : Network Time Protocol, Is a kind of through the Internet service in the computer clock time synchronization protocol.

Time Zone: The time zone where the device is in

## 7. Advance Setting

Through this section to set Machine ID, Language, Data Format, Voice out & Volumn, Contast, Auto Off & Record Delete ect.

### 7.1 General Setting

Through this section to set the Machine ID, Language, Data Format, Voice out & Volumn ect.

Advance Setting		General Setting	
1. <b>General Setting</b>		1. Machine ID	1
2. Advance Setting		2. Language	English
3. Logs		3. Data Format	YMD
4. Bell		4. VoiceOut	YES
		5. Volume	8
		6. Auto Off	NO
		7. Screen Saver	10
		8. 1:N Identity	3
		9. Verify	F/P/C
		10. Card Format	3D_N
No-ESC	Yes-OK	No-ESC	Yes-OK

#### Index

Machine ID: Press OK & “▲” “▼” to select Machine ID.

Language: Press OK & “▲” “▼” to select language.

Date Format: Press OK & “▲” “▼” to select the date format  
(YMD/DMY/MDY)

Voice Out : Press OK & “▲” “▼” to select Yes / No

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: Press OK & “▲”“▼” to select the Auto off time. “No” indicate the machine will not auto off under standby condition. Value from 1 – 255 minutes.

Screen Saver: Press OK & “▲”“▼” to set the screen saver time.

1:N Identity: Press OK & “▲”“▼” to set fingerprint recognition Identity level.

Verify: Press OK & “▲”“▼” to select the recognition mode. Include fingerprint, card, password

Card Format: Press OK & “▲”“▼” to select card no. format.

## 7.2 Advance setting

Through this section to delete all records, delete all enroll data, restore initialization settings & update firmware.

Press [Menu] – [Advanced] – [Advance Settings].

Advance Setting		Advance Setting	
1. General Setting <b>2. Advance Setting</b> 3. Logs 4. Bell		1. Delete All Rec 2. All Delete Data 3. Default Setting 4. Updata Firmware	
No-ESC	Yes-OK	No-ESC	Yes-OK

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

Delete All Data: Press OK & select Yes or No to delete both Attendance record & Registers' record.

Default Setting Press OK & select Yes or No to restore initialization settings

Update Firmware: Update Firmware by using USB Flash drive to upload to the machine. Remain power on during this updating process.

### 7.3 Logs Setting

Though this section to set Admin Record Warning, User Record Warning, Re-verify time & view someone attendance records.

Press [Menu] – [Advanced] – [Logs]

Advance Setting			
1. General Setting		Logs	
2. Advance Setting		1. ARec Wrn	NO
<b>3. Logs</b>		2. URec Wrn	NO
4. Bell		3. Reverify	NO
		4. View User Rec	
No-ESC	Yes-OK	No-ESC	Yes-OK

(Fig. 17 )

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- ARec Wrn            Admin Record Warning, Initial setting is “NO”  
 Setting below a number of memory space,  
 the machine will 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.
- URec Wrn            User Record Warning  
 Setting below a number of memory space,



the machine will 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 "1000", when memory space left 1000 records; the machine will give alarm signal.

Reverify

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.

View User Rec

Choose user ID and the date, then check the users' record that day.

## 7.4 Set Bell

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

Press [Menu] – [Advanced] – [Bell]

Bell	
1. Count	No
2. Time	00:00
3. Time	00:00
4. Time	00:00
5. Time	00:00
No-ESC	Yes-OK

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Count: Set the number of rings.

Time: Set the time when the bell ring.

## 8. Viewinfo

Through this section to preview Register Storage Detail, Free Storage Detail & Product Detail.

Information	
1. Reg. Data	
2. Free Space	
3. Product	
No-ESC	Yes-OK

### 8.1 Storage Detail

Through this section to check User Register, Admin Register, Fingerprint, Password, ID Card, User Record, Admin Record, Free Space Information & All Space Information.

Press [Menu] – [ViewInfo] – [Reg.Data]

Information	
<b>1. Reg. Data</b>	
2. Free Space	
3. Product	
No-ESC	Yes-OK

Reg. Data	
<b>1. User Reg</b>	<b>15</b>
2. Manage Reg	0
3. Finger	15
4. Password	3
5. Card	0
6. User Rec	309
7. Admin Rec	79
No-ESC	Yes-OK

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User Reg	No. of User has been registered.
Admin Reg	No. of Admin has been registered
Finger	No. of Finger has been registered
Password	No. of Password has been registered
Card	No. of ID Card has been registered
User Rec	No. of User Attendance record
Admin Rec	No of Admin Attendance record

## 8.2 Free Space Information

Through this section to check Current free space available

Press [Menu] – [ViewInfo] – [Reg.Data]

<b>Information</b>			
1. Reg. Data		<b>Free Space</b>	
<b>2. Free Space</b>		7. Finger	15
3. Product		8. Password	3
		9. Card	0
		10. User Rec	309
		11. Admin Rec	79
<b>No-ESC</b>	<b>Yes-OK</b>	<b>No-ESC</b>	<b>Yes-OK</b>

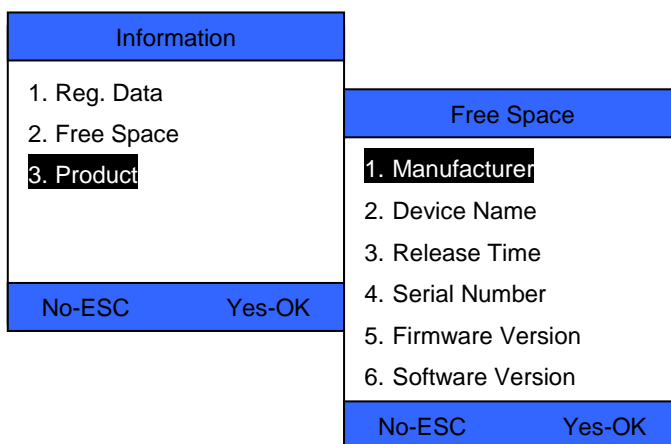
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Finger	Current free space available for fingerprint template
password	Current free space available for password template
Card	Current free space available for card template
User Rec	Current free space available for attendance records
Admin Rec	Current free space available for manage records

## 8.3 Product

Through this section to check the Manufacturer name, Machine name, Release Time, Serial Number, Engine Version, Software Version & Update Firmware details. (Fig. 30)

Press [Menu] – [ViewInfo] – [Product]



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Manufacturer	Showing Manufacturer name and website
Device Name	Showing Machine Name & model number
Release Time	Showing Release time
Serial Number	Showing Machine serial number
Firmware Version	Showing Engine version
Software Version	Showing Software version