# Fingerprint Attendance User Manual

## **Guide Instruction:**

- 1. Please read this manual carefully before use.
- 2. Please pay attention to all do's and don'ts.
- 3. Please contact technical support, if it happens below situation.
- Cable or plug damage.
- Liquid permeates into equipment.
- Machine works abnormal or user cannot use it under guide manual.
- This equipment falls down careless.
- There is obvious sign of damage.

4. Please use right power wire.

## Attention:

- Avoid direct exposition to sun light and strong light which have obvious influence for collecting fingerprint information, and it may cause problem of fingerprint information unable to get through test.
- Work temperature should between  $0 50^{\circ}$ C, or it will be harmful to the machine.
- Please do not crash this product, or inner parts will become flexible or damaged; please be not exposed to the rain, since the machine is not waterproof.

### Put finger on right place

## Notice: Put finger on center of attendance window.



Put finger on exact place  $\sqrt{}$ 



Finger put on wrong place  $\times$ 

#### Key function specification



Enter "input name", there appears [CHN] on upper right, which means spelling input state; "#" means English letter input state. Set example as "TOM", when Input Name, press "#" to change state as "ABC", then input letter "8" "OK" "1" (T); "6" "OK" "3" (O); "6" "OK" "1"(M); then press "OK" respectively.

#### Main menu

#### Press [MENU] to enter main menu



User management: User register, administrator register, setting delete. Attendance setting: set time, shift, day change time, ringing times. System management: Set factory restore or check system information. USB flash disk: Use USB flask disk to derive import attendance report.

#### →、 MENU SETTING



second, then press [OK]

#### 1.2. Register

1.1. Time setting

1.2.1. Fingerprint registration (User registration, attendance registration, administrator registration are the same)





1.2.2. Password registration (User registration, attendance registration, administrator registration are the same)



# 1.3. Backup registration (This time recorder only can backup fingerprint, one user can have 4

#### backup at most)

1.3.1. Fingerprint backup

Press [MENU] to entry main "menu".



#### 1.5. Shift setting



(There are two indicator lights on the top of machine screen and keyboard, which correspond to each shift time. Indicator lights will move to IN or OUT time according to different working time. Or Pressing  $[\blacktriangle][\checkmark]$  key to adjust position of indicator.)

#### 1.6. Day change setting



Warm reminder: If attendance time crosses midnight (00:00), machine needs to set day change time, or system will adjust automatically. Followingan example:22:00-02:00  $\rightarrow$  set day change time ==  $\rightarrow$  Machine will obey rule of setting day changing time.22:00-02:00  $\rightarrow$  DO NOT set day change time ==  $\rightarrow$  Day changing time will be in the middle time between this shift OUT time and next shift IN time.



Input span day time press [OK] and press the[ ESC] exit

#### 1.7、 Ring times



#### $\square$ . Recorder and Query

#### 2.1. Various ways of attendance

2.1.1 Fingerprint attendance(There is a mark of \* as registration, when work later or leave early)



Put your finger on the attendance window with registered one.

2.1.2. Use password (There is a mark of \* as registration, when work later or leave early).



(Continue to previous page)

| ТОМ     | Early 04/30 |
|---------|-------------|
| I:07:59 | O:11:06*    |
| I:      | O:          |
| I:      | O:          |

**Indicator light**: Choose IN or OUT by  $[\blacktriangle][\blacktriangledown]$  key from the keyboard. And indicator light will move accordingly. Left position is for IN, and right one for OUT. Indicator light will move back to the position where it stays one minutes later.

#### 2.2. Attendance query

- 2.2.1. Fingerprint query by **[**#**]** key
  - Press **[**#**]** key to test and verify



Put finger on attendance window

#### 2.2.2. Password query by **[**#**]** key

Press **[**#**]** key to test and verify



#### $\Xi$ . Administrator

#### 3.1. Administrator

# It must acquire administrator's fingerprint or password to enter to main menu after administrator registers.

3.1.1. Enter to main menu by fingerprint



#### 3.1.2. Enter to main menu by using password



Choose option, then press [OK]

Input password

#### 四. System Management

#### 4.1. System setting

4.1.1. Machine No.(User edit No. on machine to record)







Choose option, then press [OK]

4.1.5, Communication baud rate (communication rate)



# 4.2. System maintenance (It can delete all record, all data and restore factory setting, if there is administrator)

4.2.1. Delete all record (This option can delete all record attendance)

Press [MENU] to enter main menu



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Notice: It also can be deleted with password.

4.2.2. Delete all data (This option can delete all record attendance and register user) Press [MENU] to enter main menu.



Press [ESC] to exit

4.2.3. Restore factory setting (This option aims to initialize the machine, all data will renew to factory default setting)

Press [MENU] to enter main menu



五. U-disk management

5.1. U-download (download attendance record with U disk)



Press [ESC] to exit

Press  $\blacktriangle \nabla$  key to input the date to download, then press OK

# 5.2 U flash disk upload (Updown employees' information to fingerprint machine with U flash disk)

Notice: default U disk upload will generate an employee information sheet template.

