ZK *Technology* **EU**

The Advanced Biometric Solutions

ZKSoftware

US10 Series User Manual

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About this Manual:

This manual mainly introduces the interface and menu operations of US10 series device. About the installation instructions and the wiring method please refer to the installation guide.

Table of Contents

1. Instruction for Use

● Our products are subject to update from time to time, so our company will neither make a commitment to guarantee the consistency between the actual products and this document, nor assume any responsibility for any dispute arising out of the discrepancy between the actual technical parameters and this manual. This document is subject to change without prior notice.

● Not all the devices have the function with ★. The real product prevails. If you need it, please contact our business representative or technical support.

● The photograph in this manual may be different from that of the real product. The real product prevails.

2. Device Appearance

Front View:
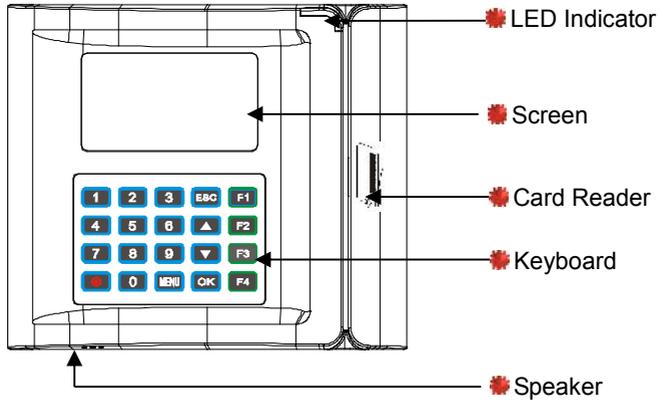
- **LED Indicator:** In normal state, the green LED blinks once every second. If the verification is success, the green indicator is solid on for three seconds. If the verification is fail, the red indicator is solid on for three seconds.
- **Speaker:** Used to play the beep sound and voice prompts.
- **Screen:** Display the time and word information, used for user to get the operation prompt.
- **Card Reader:** Used to enroll or verify user identity.
- **Keyboard:** Used to input the number or execute the menu operation.

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3. User Management

If no administrator has been enrolled in the device, everyone can enroll a new user. If there is an administrator in the system, you should be allowed by an administrator to enroll a new user.

The device can enroll two kinds of user: ordinary user and administrator. And the device provides two type of verification mode for the user, such as the password and the card verification.

Administrator affirmation: Press **MENU** button, the device prompt [Admin Affirm], input the administrator ID and press **OK** button, swipe the administrator card or input the password according the screen prompt.

✐ **Note:** If there is no administrator in the device, the user can enter the menu without administrator affirmation.

3.1 Administrator Enrollment

To avoid the unauthorized person to change the setting or damage the data of the device, the device provide the function to set administrator. There are the following four privilege levels: user, enroller, administrator, super administrator (supervisor).

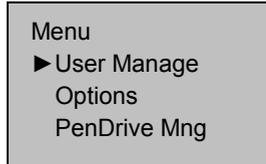- **Users** are people whose identity must be verified, such to gain access to a facility or to have their attendance recorded.
- **Enrollers** are users who are authorized to enroll new users or delete from the system.
- **Administrator** can do other operations, except set advanced option and enroll supervisor's privilege.
- **Supervisors** are users who access to all functions and change all
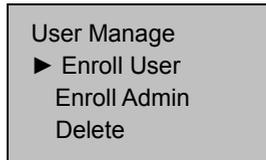
settings in the system.

✍ **Note:** If there is no administrator and supervisor in the system, the enroller can enroll them. And if there isn't a supervisor in the system, the administrator can enroll him. Only if there is a supervisor enrolled, the lower privilege user can not enroll the higher privilege administrator.

The administrator enrollment operations are as follows：

1) There is no administrator in the device by factory default. Press **MENU** button to enter the menu of the device, and the interface as the figure.

```
Menu
►User Manage
  Options
  PenDrive Mng
```

2) Press **OK** button, enter the user management interface:

```
User Manage
► Enroll User
  Enroll Admin
  Delete
```

3) Using "▲/▼" to select [**Enroll Admin**].

```
User Manage
  User Enroll
► Enroll Admin
  Delete
```
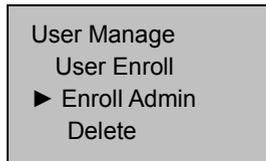
4) Press **OK** button, enter the administrator enrollment interface.

```
Enroll Admin
► Enroll
  Enroll PWD
```
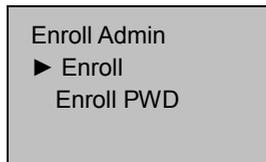
5) You can select a favor way to enroll an administrator, press **OK** to enter the administrator authorization interface. Select the

```
Admin Accredit
  Supervisor
ESC        OK
```
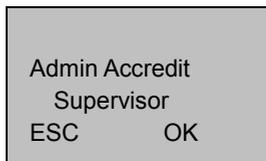
administrator privilege and enter the user enrollment operation. More detail please refers 3.3 User Enrollment.

3.3 User Enrollment

✍ **Note:** The device provides two type of information for the user to enroll, such as the password enrollment and the card enrollment, and one user can enroll only one of them.
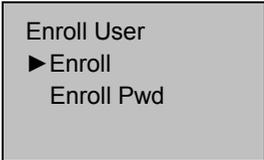
3.3.1 Card Enrollment

1) Enter the Enroll User interface from **MENU** -> User Management, select [**Enroll**] and enter the card enrollment interface.

```
Enroll User
►Enroll
  Enroll Pwd
```

2) Press **OK**, and enter the next step.
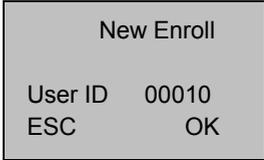
```
         New Enroll

User ID     00010
ESC            OK
```

3) The device assigned a smallest idle user ID automatically, if you need to modify it, please input the desired ID (1-65534) through the keyboard. Press **OK** to confirm and enter the next step.
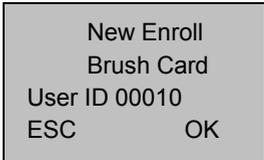
```
    New Enroll
    Brush Card
User ID 00010
ESC          OK
```

4) Slide the card through the card slot follow the prompt, the device read out the card number and display on the screen:
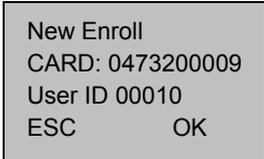
```
New Enroll
CARD: 0473200009
User ID 00010
ESC          OK
```

5) Press **OK** to enter the confirm interface:
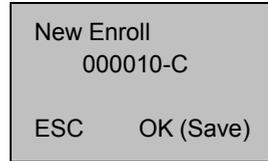
```
New Enroll
     000010-C

ESC        OK (Save)
```

6) Press **OK** to save the data and complete the enrollment process.

```
New Enroll
          Continue？

ESC             OK
```
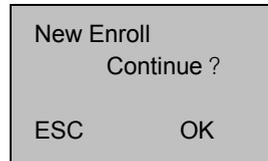
If you need to enroll another user, press **OK** to continue.

✎ **Note:** "00010-C": The last letter "C" means ID card enrollment.


3.3.2 Password Enrollment

1) Enter the Enroll User interface from **MENU** -> User Management, select [**Enroll Pwd**] and enter the password enrollment interface.

```
Enroll User
   Enroll
►Enroll Pwd
```
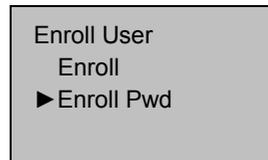
2) Press **OK** and enter the next step.
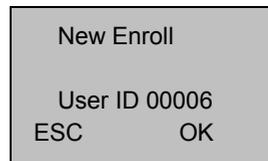
```
   New Enroll

   User ID 00006
ESC           OK
```

3) The device assigned a smallest idle user ID automatically, if you need to modify it, please input the desired ID (1-65534) through the keyboard. Press **OK** to confirm and enter the next step.
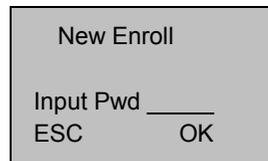
```
   New Enroll

Input Pwd _____
ESC         OK
```

4) Input the password through the keyboard, press **OK** button to enter the next step.
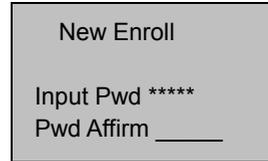
> New Enroll
>
> Input Pwd *****
> Pwd Affirm _____

5) Input the same password another time, and press **OK** to confirm, enter the next step.
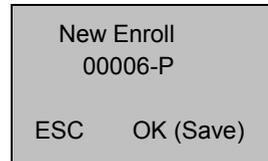
> New Enroll
>   00006-P
>
> ESC   OK (Save)

6) Press **OK** to save the data and complete the enrollment process.
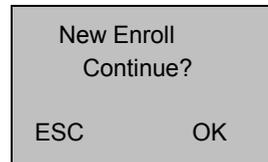
> New Enroll
>   Continue?
>
> ESC   OK

If you need to enroll another user, press **OK** to continue.

✎ **Note:** "00006-P": The last letter "P" means password enrollment.

3.4 Delete User

If you want to delete an enrolled user, take the following steps.

1) Press the **MENU** button, and then verify your identity if an administrator is enrolled, and the interface is as the right figure.
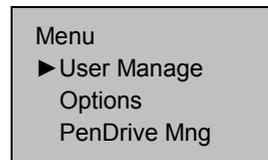
> Menu
> ►User Manage
>   Options
>   PenDrive Mng

2) Press **OK** button, enter the user management interface.
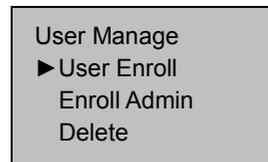
> User Manage
> ►User Enroll
>   Enroll Admin
>   Delete

3) Using "▲/▼" button to select [**Delete**] option.

```
User Manage
   User Enroll
   Enroll Admin
► Delete
```
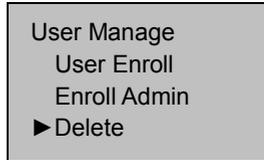
4) Press **OK** button, enter the process to delete the enrolled user.

```
Delete

   User ID 00008
ESC          OK
```

5) The device display the smallest user ID automatically, if you need to modify it, input the desired ID through the keyboard. Press **OK** to confirm and enter the next step.
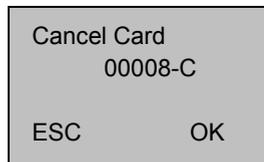
If the user has enrolled the **card**, the interface is as the right figure.

```
Cancel Card
      00008-C

ESC          OK
```

If the user has enrolled the **password**, the interface is as the right figure.

```
Del Password
      00009-P

ESC          OK
```
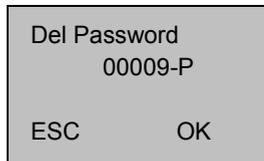
6) Press **OK** to confirm the deletion of card (or password). The device will prompt if you want to delete the user.

```
Del User
      00008

ESC          OK
```

7) Press **OK** to confirm the user deletion.

```
Del User
      Delete ?

ESC          OK
```
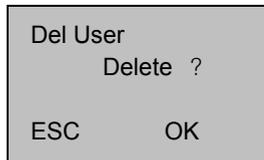
8) Press **OK** to confirm again and return to the previous interface.

3.5 Verification Mode

3.5.1 Card Verification

If you have enrolled the card number in the device, just need to slide the card through the card slot by the proper way. After the voice [**Thank You**] being heard, the verification is success, and the information displays on the screen.

```
Verify
CARD: 0473200009
User ID 00001
        Verified!
```

3.5.2 Password Verification

1) In the initial interface of the device, input the user ID, it will display on the screen.
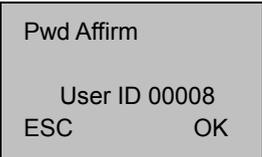
```
Pwd Affirm

    User ID 00008
ESC              OK
```

2) Press **OK** to confirm, the screen prompt to input the user password.
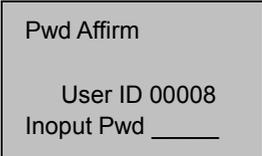
```
Pwd Affirm

    User ID 00008
Inoput Pwd _____
```

3) Input the correct password, and press **OK** to confirm, the prompt [**Verified**] means verification success.

```
Pwd Affirm

    User ID 00008
      Verified
```

4) The prompt [**Error Pwd**] means verification failed.
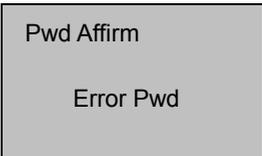
```
Pwd Affirm

      Error Pwd
```

3.6 Browse Attendance Records

This device supports a new function to browse the user's attendance records on the device, and need not to connect the device with the PC.

1. Inquire methods:

The device supports two methods to inquire the records:

1) Enter **MENU** -> User Management -> Browse AttLogs, input an enrolled user ID that you want to inquire, press **OK** to search the user's attendance records whose ID is appointed.

2) After user verification succeeds, before the interface restore to the initial interface, press **MENU** to inquire this user's attendance record.

For example, query the attendance records which user ID is 00014:

```
00014 2010-11      1/23
27 08:30 12:10 13:20
    18:08
26 08:46 12:15 13:25
    18:23 18:55 22:20
25 08:53 12:07 13:19
    18:23
```

2. The way to browse attendance records

The attendance records display according to record time from newly to old, while browse the record, you can use the following key to operate:

Key	Function explain
▲	Display the previous page of content
▼	Display the next page of content
1	Move a rank to left for displaying content
3	Move a rank to right for displaying content
OK	Restore the displaying information to the original position
2	Move a line up for displaying content
5	Move a line down for displaying content

4	Switch the displaying mode of the compact form with complete form records. For example, the right figures are the compact form, and the corresponding complete form figure, which user ID is 00014. **Compact form:** It can display enough information on the screen. **Completes form:** It can display the integrity information on the screen.	
		1/23
		00014 05-27 08:30:21I
		00014 05-27 12:10:09I
		00014 05-27 12:20:52I
		00014 05-27 18:08:01I
		00014 05-26 08:46:55I
		
		The compact form
		
		00014 2010-11 1/23
		27 08:30 12:10 13:20
		  18:08
		26 08:46 12:15 13:25
		  18:23 18:55 22:20
		25 08:53 12:07 13:19
		
		The complete form

6	Alter the big font and the small font record displaying mode, like as the right figure. Take user 00014 as an example. Alter from the small to the big font.	27 08:30 12:10
		     13:20 18:08
		26 08:46 12:15
		     13:25 18:23
		     18:55 22:20
		
		Small font
		
		00014 2006-5 1/23
		27 08:30 12:10 13:20
		  18:08
		26 08:46 12:15 13:25
		  18:23 18:55 22:20
		25 08:53 12:07 13:19
		
		Big font

9	The latest record
0	The oldest record

3. Print records after requiring.

When you view record on the fingerprint device, you can press **OK** to print the record content displaying on the screen currently.

4. Device Settings

Press the **MENU** button, and then verify your identity if an administrator is enrolled. The menu interface appears:

```
Menu
    User Manage
  ►Options
    PenDrive Mng

    System Info
```
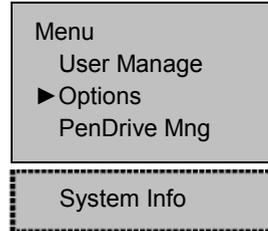
Select [**Options**], and press **OK** button to enter the setting interface.

```
Options            ▼
  ►System Opt
    Power Mng
    Comm. Opt

    Log Opt
    Auto Test
```
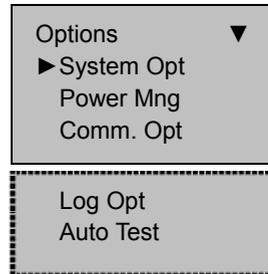
The device options included: **System Options**, **Power Management Communication Options, Log Options** and **Auto Test**. The following is the demonstration of these five options.

4.1 System Options

Enter the System Options menu, display the detailed options.

```
System Opt         ▼
  ►Date Time
    Language ENG
    Fmt YY-MM-DD

    DLST
    Adv Option
```

13
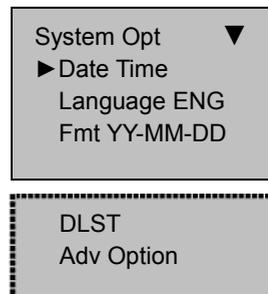
4.1.1 Date and Time Setting

Set the current date and time displaying on the initial interface.

Select [**Date Time**] option and press **OK** button, the modification interface displays.

If you need to notify it, press "▲/▼" button to

```
YYYY-MM-DD 24H
     2010-6-13
    9：34：29
ESC         OK
```
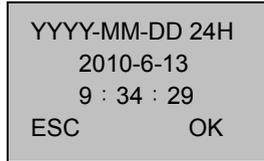
locate the cursor on the item, and then input the correct date and time. After modification, press **OK** to save and quit.

4.1.2 Language Setting

Set the current language displaying on the screen.

Select the language you want and press **OK** to confirm.
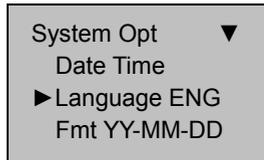
```
System Opt        ▼
    Date Time
►Language ENG
    Fmt YY-MM-DD
```

Press **ESC** button, the device will prompt you to save, press **OK** to save and quit.

```
System Opt
      Save?

ESC      OK (Save)
```
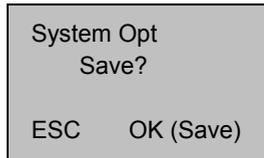
If you select [**English**], after device restarted, the screen will show in English.

```
Language
    Please Restart
```
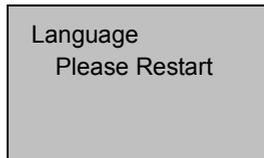
4.1.3 Format Setting

Set the date and time format displaying on the initial interface.

Enter the Format option, press "▲/▼" key, and then select the desired date

and time format, press **OK** to confirm.

There are ten formats: YY-MM-DD, YY/MM/DD, YY.MM.DD, MM-DD-YY, MM/DD/YY, MM.DD.YY, DD-MM-YY, DD/MM/YY, DD.MM.YY, and YYYYMMDD. Press **ESC** button, the device will prompt you to save, press **OK** to save and quit.

For example, the **YY/MM/DD** format (left) change to the **YY-MM-DD** format (right).

Welcome Check-In	Welcome Check-In
10：12	**10：12**
05/14/06 Tuesday	06-05-14 Tuesday
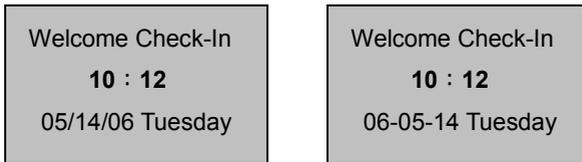
4.1.4 DLST Setting

DLST, also called Daylight Saving Time, is a system that prescribes the local time setting principle in order to save energy. The unified time adopted during the system date is called "DLST". Usually, the time will be one hour forward in summer. It can make people sleep early and get up early. So that to reduce lighting and save energy. In autumn, the time will be recovered. The regulations are different in different countries. At present, nearly 110 countries adopt DLST.

Enter the **MENU** -> Options -> System Option ->
DLST.

1) Press **OK** to enter the DLST setting interface.
Select DLST state to **Y**, and press **OK** to save. If you select **N** for this parameter, cancel the DLST function.

DLST ▼
►DLST   Y
Date Mode Mode2
Enter DLST

Standard
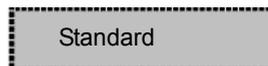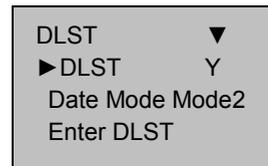
2) Set the date mode for DLST, there are tow options, Mode 1 and Mode 2.

Mode 1: The default setting of the device. Its time format is shown as "Month-day hour: minute".

Mode 2: Its time format is shown as "Month-Weeks-week hour: minute".

After setting, press **ESC** button, the device will prompt you to save, press **OK** to save and quit.

3) After time format setting, it needs to set the start and end time of DLST.

The allowed inputting range is 1-6 for the number of weeks (WS), if you input 1 mean the first week; input 2 means the second week, and so on. The allowed inputting range is 0-6 for each Week (WK), if you input 0, it represents the Sunday, and if you input 1, it represents Monday, and so on.

We take 4:00 on September 1, 2008 (that is, Saturday, the first week in September 2008) as an example, these two models displaying as follows.

Mode 1   **Mode 2**

```
 MM-DD 24H            MM-WS-WK 24H
 9-1   04：00          9-1-6        04：00
                       WK（0：Sun. 6:Sat.）
 ESC        OK         ESC              OK
```

✎ **Note:**

1. If the begin month of the DLST that you set is bigger than at the end of time, which means the setting is over a year. Like this: begin at 2007-9-1 4:00 and end at 2008-4-1 4:00.

2. If you choose **Mode2**, enter the DLST is: September Sunday, the sixth week of the month, this year is 2007, then upon 2008, there is not the sixth week of the month, only five weeks. In such circumstances, the system will assign the corresponding time in the last Sunday of this month to DLST.

3. If it is set to enter the DLST is: September the 1st week Monday, the

current year is 2008, and then upon 2009, the first day is Tuesday, instead of Monday, in which case, the system will automatically find the first Monday in this month.

4.1.5 Advanced Setting

There are the following options in the advanced option: Reset Options, Delete AttLogs, Clear All Data, Clear Administrator Privilege, Voice Setting, Update Firmware, Button Beep Setting, Adjust volume and Immediately Print, as the figure below.

```
Adv Option        ▼
►Reset Opts
 Del AttLogs
 Clear All Data

 Clr Admin Pri
 Voice          Y
 Upd Firmware
 Button Beep N
 Adj VOL (%) L
 Imdt prt     Fmt1
```
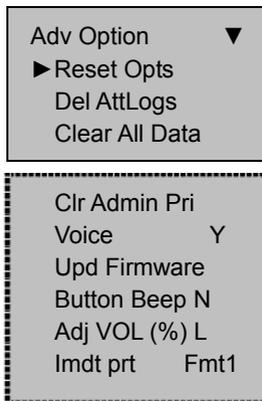
Scroll "▲/▼" to up or down the screen to select the option.

1. Reset Options

Restore all setup information to factory default.

2. Delete AttLogs

Delete all attendance records in the device.

3. Clear All Data

Delete all enrolled user information and attendance records.

4. Clear Administrator Privilege

Change the Administrator privilege into ordinary user.

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5. Voice Setting

Whether use the phonic prompt or not. If you set the option as **Y**, the device will send a prompt sound for the operation. If you set the option as **N**, the device will not send prompt sound. Only utter the beeper sound for the operation.

6. Update Firmware

If you want to upgrade the firmware of the device, you can use the firmware update file in the U disk to carry out the operation process.

✍ **Caution:** If you need the firmware upgrade file, please contact our technical support. Generally the firmware upgrade is not recommended.

7. Button Beep Setting

Whether send sound hint while press key, if set the option as **Y**, when press the keyboard the device will utter, if set the option as **N**, when press the keyboard the device doesn't utter.

8. Adjust Volume

Adjust the voice volume of the keyboard sound; there are three options, high, middle and low.

9. Immediately Print

This item is set as RS232. When the user verified successfully, the device will export signal through serial port, if the device connect with printer, it can print the record.

✍ **Note:** This function only support serial port (RS232) printer, the parallel interface is unavailable. The Baud rate of the device and the printer must be the same. For more detail about the connection, please refer to the installation guide.

4.2 Power Setting

The device supports to set the time to shutdown, power on and sleep automatically, set the scheduled bell and state switch and so on.

4.2.1 Power Setting

Press **MENU** button to enter the device menu, select Options -> Power Mng, the following interface appears.

```
Power Mng        ▼
►Shutdown        N
 PowerOn         N
 Sleep           N
```

```
Idle            SLP
Idle Min         0
Bell Delay       10
Scheduled Bell
Sch. State
Lock Power       N
```
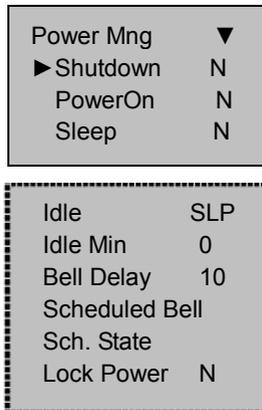
The device uses smart manage system, supports the time switch and idle features, it can satisfy the user's different demands.

1. Shutdown setting

Automatically shutdown the device follows the schedule.

Select [**Shutdown**] and press **OK** to enter the confirm interface. Press **OK** to set the auto shutdown time. After setting, press **OK** to save and quit. Press **ESC**, the device will prompt you to save. Press **OK** to save and finish the setting.

```
Shutdown
 Set Sch. Fun？

ESC            OK
```
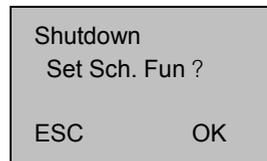
2. Power on setting

Automatically power on the device follows the schedule. The detailed setting is similar to the [Shutdown] setting.

3. Sleep setting

The device will enter the sleep state automatically follows the schedule, press any key to enter working state. The detailed setting is similar to the [**Shutdown**] setting.

4. Idle and idle minutes setting

These two parameters are related to each other, while the idle minute is 0, the idle setting is invalid; while the idle minute is more than zero (unit was minute), for example, it is one minute, if there is no operation within one minute, the system will enter the idle state: sleep or power off.

5. Lock power button setting

If you set this option to **N**, you can press and hold the [**Power**] button in the initial interface, the device start to count down, after three seconds, the device will power off.

If you set this option as **Y**, the additional option [**Power Off**] is appear after the [Lock Power] option, you can power off the device by selecting this option. And there is no reflection when you press the Power button.

4.2.2 Scheduled Bell ★

The system supports 50 scheduled bells to set. You can set the time to ring the bell according to actual need. When the appointed time is arriving, the device will automatically ring the bell. When the time duration is out, the bell will stop automatically.

Scheduled bell setting:

✿   **Bell delay setting**

Enter **MENU** -> Options -> Power Management -> Bell Delay, press **OK** to enter the edit state, input the bell delay time through the keyboard, or press "▲/▼" to increase or decrease the delay time.

✍ **Note:** If the scheduled bell time is not set, the bell delay setting is invalid.

❀ **Time setting for scheduled bell**

1) Enter **MENU** -> Options -> Power Management -> Scheduled Bell, display as the right figure.

```
Scheduled Bell ▼
►No.1      N
  No.2      N
  No.3      N
```

2) Press "▲/▼" button to select the desired time period, press **OK** to enter the confirm interface.

```
Scheduled Bell
 Set Sch. Fun？

ESC          OK
```

3) Press **OK** to enter the setting interface, input the wanted time through the keyboard, press "▲/▼" button to select hour or minute. After setting, press **OK** to save and quit.

Press "▲/▼" button to select another time period to edit.

```
Scheduled Bell ▼
►No.1      8：30
  No.2      N
  No.3      N
```

4) After setting, presses **ESC**, the device will prompt to save. Press **OK** to save, otherwise press **ESC** to return to the previous interface without saving.

```
Scheduled Bell
    Save？

ESC    OK (Save)
```

5) If you press **OK**, the modification will take effect. When the appointed time is arriving, the device will trigger the external bell to ring.

❀ **Cancel the scheduled bell**

1) Enter **MENU** -> Options -> Power Management -> Scheduled Bell.

```
Scheduled Bell ▼
►No.1      8：30
  No.2      N
  No.3      N
```

2) Select the time period you want to cancel, such as the No.1 time period. Press **OK** to enter the confirm interface.

```
Scheduled Bell
 Set Sch. Fun？

 ESC          OK
```

3) Press **ESC** to cancel this time period and return to the previous interface.

```
Scheduled Bell ▼
►No.1       N
 No.2       N
 No.3       N
```
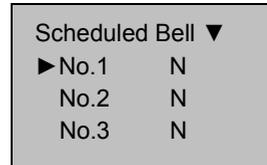
4) Press **ESC**, the device will prompt you to save.

Press **OK** to save, otherwise press **ESC** to return to the previous interface without saving.

4.2.3 Scheduled State Switch

State Switch：While the device is in using, the different time period need to record the different attendance state. There four state keys for user to set the current attendance state. These state key are set manually, you can press the corresponding key to select the state you want, F1 for OT-IN, F2 for OT-OUT, F3 for Check-In, F4 for Check-Out. For convenience operation, there is another setting option in the menu, which allows the user to set the scheduled state switch.

Scheduled State Switch: After the user set the scheduled state switch function in the device, when the appointed time is arriving, the attendance state will switch automatically on the initial interface.

Scheduled state switch setting:

🌻   **Time setting for scheduled state switch**

1) Enter **MENU** -> Options -> Power Management -> Scheduled Switch, display as the right figure.

```
Sch. State
    State
   Check-In
ESC            OK
```

2) Press "▲/▼" button to select the desired attendance state, such as OT-IN, OT-OUT, Check-In, and Check-Out. Press **OK** to enter the setting interface. We can select Check-In as an example.

```
To Check-In ▼
►No.1      N
  No.2      N
  No.3      N
```

3) Select the desired time period, such as No.1 time period, press **OK** to enter the confirm interface.

```
Sch. State
 Set Sch. Fun？

 ESC           OK
```

4) Press **OK** to enter the setting interface, input the wanted time through the keyboard, press "▲/▼" button to select hour or minute. After setting, press **OK** to save and quit.

Press "▲/▼" button to select another time period to edit.

```
To Check-In ▼
►No.1      8:30
  No.2      N
  No.3      N
```

5) After setting, presses **ESC**, the device will prompt you to save. Press **OK** to save, otherwise press **ESC** to return to the previous interface without saving.

```
To Check-In
    Save？

ESC    OK (Save)
```

6) If you press **OK**, the modification will take effect. When the appointed time is arriving, the device will switch the attendance state automatically.

🌸 **Cancel the scheduled state switch**

1) Enter **MENU** -> Options -> Power Management -> Scheduled Switch. Select the attendance state you want to delete. Press **OK** to enter the time setting interface.

```
To Check-In ▼
►No.1      8:30
  No.2      N
  No.3      N
```

2) Select the time period you want to delete, press **OK** to enter the confirm interface.

```
Sch. State
 Set Sch. Fun？

ESC          OK
```

3) Press **ESC** to cancel this time period and return to the previous interface.

```
To Check-In ▼
►No.1      N
  No.2      N
  No.3      N
```

4) Press **ESC**, the device will prompt you to save. Press **OK** to save, otherwise press **ESC** to return to the previous interface without saving.

```
To Check-In
      Save？

ESC     OK (Save)
```

4.3 Communication Setting

Press **MENU** button to enter the device menu, select Options -> Communication Options, the following interface appears.

```
Comm. Opt        ▼
►BaudRate 115200
 Dev Num         1
 Net Speed AUTO
```

```
IP Addr
NetMask
Gateway
Ethernet        Y
RS232           N
COMM Key        0
```

1. Baud Rate
There are five options, 9600, 19200 38400, 57600, 115200. The high baud

rate is recommended for RS232 communication to use.

2. Device Number

Identity ID of the device, the range is 1 to 255.

3. IP address:

The default IP address is 192.168.1.201. You can change it to avoid the conflict in the network.

4. Net speed:

The default net speed is [**Auto**]. There are other options such as 10M-F, 10M-H, 100M-F, 100M-H. We recommend using [**Auto**].

5. Net Mask:

The default Net Mask is 255.255.255.0. You can change it as you need.

6. Gateway:

The default Gateway is 192.168.1.1. You can change it as you need.

7. Ethernet:

Whether use TCP/IP protocol or not. If you use Ethernet communication, select **Y**, otherwise, select **N**.

8. RS232:

Whether use RS232 communication or not. If you use RS232 communication, select **Y**, otherwise, select **N**. If you want to connect the printer, also select this item to **Y**.

9. Communication Key

If this parameter is 0, there is no communication key, otherwise, you need to input the correct key in communication setting.

✍ **Note:** Be sure to restart the device after setting, so that the configuration will take effect.

4.4 Log Options

Press **MENU** button to enter the device menu, select Options -> Log Options, the following interface appears.

```
Log Opt          ▼
►Alm AttLog    99
 ReCheck Min 0
```

1. Alarm AttLog

When the remainder log capacity reached the set value, it will automatically trigger the alarm that logs were full.

2. Recheck Minutes

Within the setting time scope (Unit: minute), if someone has verified, then the second verification will not store in the system.

4.5 Auto Test

You can test the device by this function. When the device is broke down, it can analyze the cause of the fault and the device will be quickly and easily maintained.

```
Auto Test    ▼
►Run All Test
 LCD Test
 Voice Test
```
```
 Key Test
 RTC Test
```

Press **MENU** button to enter the device menu, select Options -> Auto Test, the following interface appears.
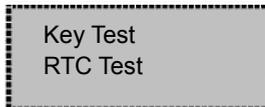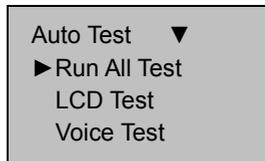
LCD Test:

The device can test the LCD display (through displaying W and E letter in white and black background) to see whether the screen works normally. Press **OK** to continue and press **ESC** to quit.

Voice Test:

The device can test the voice prompt through playing the voice files in the device. You will see if the voice is complete and quality is good or not. You can press **OK** to continue and press **ESC** to quit during testing.

Keyboard Test:

The device can test any key (except **OK and ESC**) of the device to see if the key is work normally. Press a key on the test interface to check whether the pressed key is in accordance with that displayed on the screen. Press **ESC** to quit the testing.

RTC Test:

The device can automatically test the clock to see if it works normally. Press **OK** to start the testing, after testing the result will display on the screen, press **OK** or **ESC** to return to the previous interface.

5. U disk Management

Press **MENU** button to enter the device menu, select [**PenDrive Mng**], the detailed items display, such as Download AttLog, Download User and Upload User.
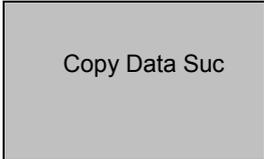
> PenDrive Mng   ▼
> ►DwnLoad AttLog
>   DwnLoad User
>   UpLoad User

5.1 Download Attlog

1. Plug the U disk into the USB slot of the device.

2. Press the **MENU** button to enter the PenDrive Management interface, press "▲/▼" to scroll up or down the screen to select [**Download AttLog**].

3. Press **OK** to start downloading data, after operation finished the device prompt [**Copy Data Suc**].

> Copy Data Suc

4. Press **ESC** to return to the initial interface.

Take out the U disk and plug it into the PC USB port, there are three files, X_attlog.dat (attendance log), X_oplog .dat (management log), and X_user (X indicates the device ID).

✎ **Note:** If it prompts [**PenDrv No Exist**], please insert the U disk or examine if the U disk is insert properly.

5.2 Download User Data

The operation is similar to [**Download AttLog**]. Press "▲/▼" to scroll up or down the screen to select [**Download User**] in the PenDrive Management interface. After downloading, the file user.dat (User Information) will be stored

in the U disk.

5.3 Upload User Data

The operation is similar to [**Download AttLog**]. Press "▲/▼" to scroll up or down the screen to select [**Upload User**] in the PenDrive Management interface. After uploading, the file user.dat (User Information) will be uploading to the device.

6. System Information

Through this menu you can browse all of the device information, enter the System Information interface in the main menu. Press **OK**, the following information appears.

```
Sys Info          ▼
►User Cnt      206
 Att Log      8046
 Admin Cnt      2
```
```
 S Logs       263
 Free Space Info
 Dev Info
```

It displays the User count, S Logs count, attendance records count, the management records count.

In the **free space information** item, you can check the free space of the device.

In the **device information** item, you can check the device information. Such as Users, AttLog and S Logs capacity, other items such as Manu Time, Serial Num, Vendor, Device Name, Wireless Card, Firmware Ver, View MAC, MCU Version, you can press **OK** to see the detail information. The information displays as the following figure.

```
Dev Info          ▼
►Users (100) 10
 AttLog (10k) 10
 S Logs      4096
```
```
 Manu Time
 Serial Num
 Vendor
 Device Name
 Wireless Card
 Firmware Ver
 View MAC
 MCU Version
```

Appendix 1 Other Functions

✎ **Note:** The function introduced in the appendix is optional; if you need to use these functions, please consult our business representative or the technical support.

1. Scheduled Bell

In many factories, the bell is used to announce the working start and end time, and the traditional way is to ring the bell manually or use the special electron machine. We have already embedded the scheduled bell module into the attendance system, you can benefit from the low cost and convenience management. There are two options in the device, the scheduled bell and bell delay, which can perform the scheduled bell function. The system total has 50 time periods for scheduled bell to set. According to the actual need you can set the time to ring the bell, when the appointed time is arrive, the device will ring the bell automatically, after the set bell delay time. When the time duration is out, the bell will stop automatically.

Connect the electrical bell to the device; about the connection please refer to the installation guide.

2. WIFI Function

The WiFi (short for "wireless fidelity") is a certain type of WLAN (wireless local area network) that use the 802.11b specification.

The biggest advantage is the high speed of wireless transmission, which is up to 11Mbps, and the effective transmission distance is long. It's compatible with most of the 802.11 DSSS device. IEEE 802.11b wireless networking specification is a variant of IEEE 802.11. The maximum bandwidth is 11 Mbps. If the signal is weak or there has interference, the bandwidth can adjust to 5.5Mbps, 2Mbps or 1Mbps. The automatically

bandwidth adjustment can protect the network stability and reliability effectively.

Its main features are: high speed, high reliability, in the opening area, communications distance is up to 305 meters, in a closed area, communication distance is 76 to 122 meters, convenient, and network costs are lower than the existing wired Ethernet.

Our device has also embedded the WiFi function. WiFi modules can be built-in the device, to achieve data transmission through WIFI wireless.

For detail, please refer to the external WiFi software user manual.

Appendix 2 Environment-Friendly Use Description

	The Environment Friendly Use Period (EFUP) marked on this product refers to the safety period of time in which the product is used under the conditions specified in the product instructions without leakage of noxious and harmful substances. The EFUP of this product does not cover the consumable parts that need to be replaced on a regular basis such as batteries and so on. The EFUP of batteries is 5 years.

Names and Concentration of Toxic and Hazardous Substances or Elements						
Parts Name	Toxic and Hazardous Substances or Elements					
	Pb	Hg	Cd	Cr6+	PBB	PBDE
Chip resistor	×	○	○	○	○	○
Chip capacitor	×	○	○	○	○	○
Chip inductor	×	○	○	○	○	○
Chip diode	×	○	○	○	○	○
ESD components	×	○	○	○	○	○
Buzzer	×	○	○	○	○	○
Adapter	×	○	○	○	○	○
Screws	○	○	○	×	○	○

○: Indicates that this toxic or hazardous substance contained in all of the homogeneous materials for this part is below the limit requirement in SJ/T11363-2006.

×: Indicates that this toxic or hazardous substance contained in at least one of the homogeneous materials for this part is above the limit requirement in SJ/T11363-2006.

Note: 80% of the parts in this product are manufactured with non-hazardous environment-friendly materials. The hazardous substances or elements contained cannot be replaced with environment-friendly materials at present due to technical or economical constraints.