# Preface

Honorable  customers,

Thanks for choosing products of our company. The product with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity.

Bio-office is a sub brand of Anviz USA. Bio-office series fingerprint products combine fingerprint and traditional RFID technology. All models come with powerful background time attendance management software which can support all kinds of complicated shift and generate various reports. It is versatile, convenient and multi-functional.

Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

# Advantage of Fingerprint Time Attendance

- Three level-up
  1. Management level-up
  2. Profit level-up
  3. Enterprise image level-up
- Three reductions
  1. Employee dispute reduction
  2. Work redundancy reduction
  3. Environmental pollution reduction
- Three eliminations
  1. Buddy punching elimination
  2. Loss and damage elimination
  3. Circular cost elimination
- **Full function**

  The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- **Flexible Shift Maintenance**

  The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- **Standalone**

  The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

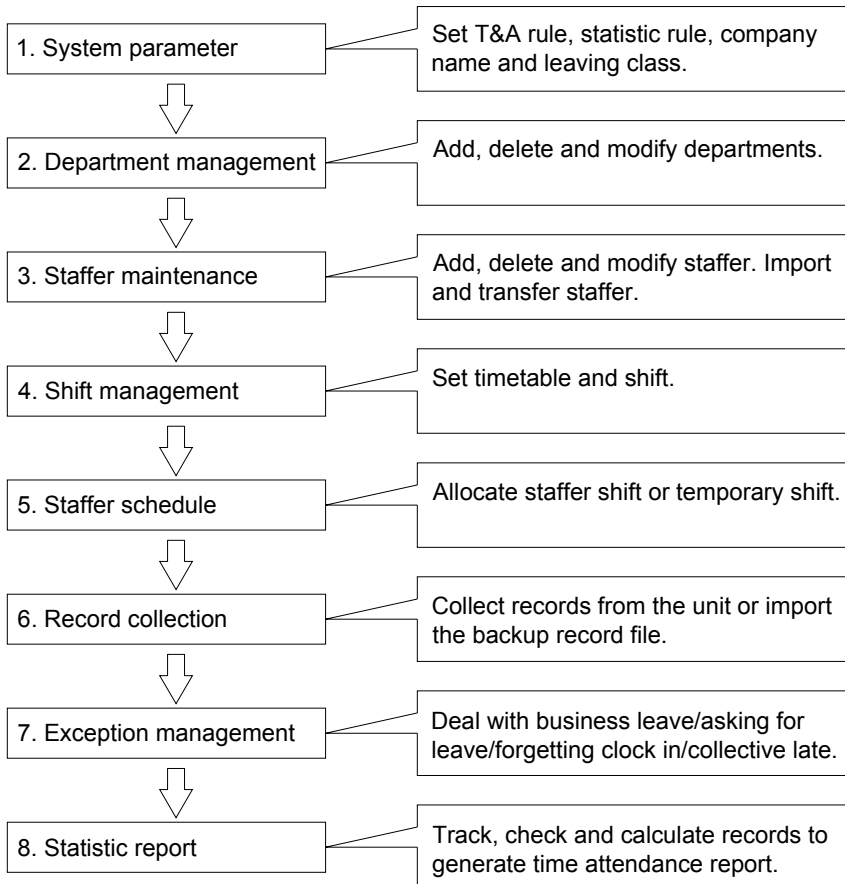- **Multi-communication in network**

  For large enterprise, multiple devices can be applied to do attendance synchronously, which will convenient for large quantity of users and save times.

# Software Operation Flowchart
## (Important chapter please read carefully)

This software includes: System parameter, department management, staffer maintenance, shift management, staffer leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:

| | |
|---|---|
| 1. System parameter | Set T&A rule, statistic rule, company name and leaving class. |
| 2. Department management | Add, delete and modify departments. |
| 3. Staffer maintenance | Add, delete and modify staffer. Import and transfer staffer. |
| 4. Shift management | Set timetable and shift. |
| 5. Staffer schedule | Allocate staffer shift or temporary shift. |
| 6. Record collection | Collect records from the unit or import the backup record file. |
| 7. Exception management | Deal with business leave/asking for leave/forgetting clock in/collective late. |
| 8. Statistic report | Track, check and calculate records to generate time attendance report. |

1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified unless the management rules of this company changes.

2．Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of staffer. Department setting should be completed before staffer maintenance.

3． When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company staffer in accordance with certain format. For the format, please refer to [import staffer list] so that all staffer can be import to the system at one time. Staffer can be added, deleted, modified and transferred to new department during future use.

4． First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5．After the shift setting is completed, it will work until shift is allocated to staffer. Each staffer can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each staffer.

6．Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, staff information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to "Background management" for detailed information.

7．There is always staff away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8．After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all staffer or a certain staffer from a certain department in a certain time period.

In[Attendance Calculating and report], first please select the starting and ending date of the staffer, click "Calculate" and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one staffer presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Please note: From the above flowchart, we can see that if there is an error in calculation report for one staff, the possible reasons are as follows:

Staffer shift or temporary shift is incorrect.

Exceptions such as staffer away for business/ask for leave/forgetting clock in/out is

incorrect.

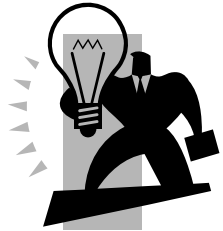Checking and calculation of transaction records is incorrect.

# Contents

# Chapter1 Introduction

The main theme of this chapter is the advantage of this T & A, as well as function introduction.

# 1　Product Introduction

## 1.1　Introduction

A Series Fingerprint Attendance Machine is a new standalone time attendance system produced by this company in 2009. New generation BioNano fingerprint identification algorithm, which undergoes researching for 10 years, with TI 300MHz high speed processor, all self-owned intellectual property rights, unique function of healing the broken fingerprint lines and intelligent fingerprint template update, is one of the most efficient and stable fingerprint algorithm in the world.

A Series machine is a wall mounted (128×64 blue LCD) fingerprint T&A system, can be used offline or online.



### 1.1.1　Product Feature

- USA TI 300MHz high speed processor;
- USA BioNano core fingerprint algorithm of high speed and stability;
- New generation fully sealed, waterproof, and dustproof fingerprint sensor;
- User name display and human voice prompt;
- Real-time data transfer and WEB online tracking;
- Identification method: ID + Password, ID + Fingerprint, Fingerprint only;
- A10: Standard USB/RS485 communication;

  A20: Standard USB/RS485 communication, U pen drive module;

  A30: Standard USB/RS485 communication, TCP/IP module;

  A300: Standard USB/RS485 communication, TCP/IP module + U pen drive;

• Fingerprint capacity: 2000;          Record capacity: 50000;

• Identification speed: <0.5 second;

• Size: 200mm (W) × 140mm (H) × 38mm (D);

1.1.2    Parameter

| Item | Description |
|---|---|
| Sensor | Anviz Optical Sensor |
| LCD | 128 * 64 Blue LCD |
| Scan Area | 22mm * 18mm |
| Resolution | 500DPI |
| Register Method | Fingerprint, Password |
| FRR | 0.001% |
| FAR | 0.00001% |
| Working Current | 0.23A-0.25A |
| Sleeping Current | 0.2A |
| Power | DC 5V |
| Temperature/Humidity | -10℃-60℃ ／ 20%-80% |
| Material | ABS Plastic |
| Color | Silver |

# Chapter2　Operation Guide

> This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.
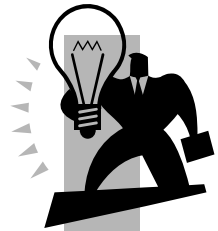
## 2    Operation Guide

Due to different configuration of different device type, please operate based on device specification.

### 2.1    Keypad Introduction



Keypad introduction：

1.[←]: Direction(Up)/select key;          2. [→]: Direction (Down)/select key;

3. [FN]: Special function key;             4. [M]: Menu key;

5. [C]: Exit/Cancel key;                   6. [⊙OK]: OK/Power key;

7. [0-9]: Number key;

### 2.2    Time attendance status
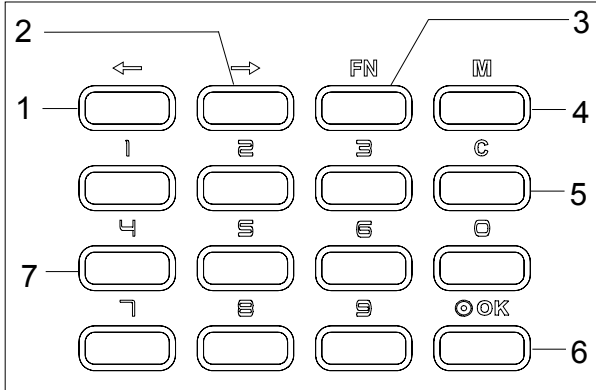
Plug 5V power adaptor to power on machine. While machine startup, there will be voice prompt 'system start', with sensor, LED indicator and LCD displaying,

```
┌─────────────────────────┐
│ Bio-Office          In  │
│   09 : 00  26           │
│ 02-16-09        Mon.    │
└─────────────────────────┘
```
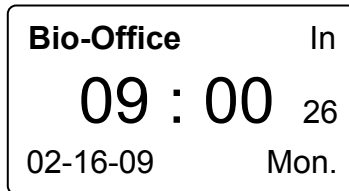
In this status, we can start user T&A, status setting, entering management mode and power off operation.

The followings are detailed introduction for T&A machine operation.

### 2.3    User

Staff info management includes user registration, user deletion, group setting and manager setup and deletion.

Press [M] to enter system management mode [User] option with [←] or [→] key.

```
Menu
 ▶User
  Setup
  System info
```
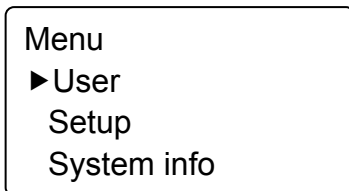
Press [OK] button to enter the sub-menu,

```
User              ▼
 ▶Enroll
  Delete
  Manager setup
```
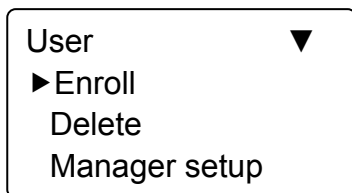
2.3.1    User enroll

In [User] menu - [Enroll], Press [OK] to enter user registration interface. Input user ID, i.e. 8101,

```
Enroll

   ID     008101
 Esc-ESC    Set-OK
```

Press [OK] to continue,

```
Enroll
 FP              1/2
  Password
 Esc-ESC    Set-OK
```
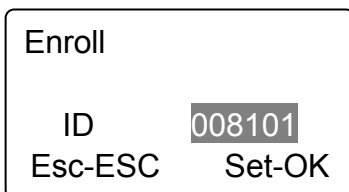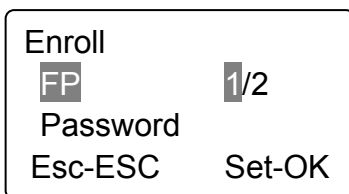
**Fingerprint registration:**

Press [←] or [→] key to select 1 or 2, 1 is to register the $1^{st}$ FP, 2 is to register the $2^{nd}$ FP. Press [OK]key to continue,

```
FP Enroll

  Press Finger #1
```
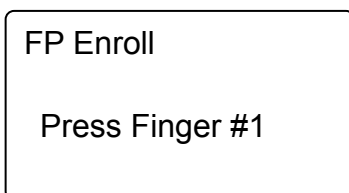
Place the finger on sensor scanner. If scanning finger successfully, the system will prompt as following,

```
FP Enroll

        Take off!

```

Remove finger, the system will prompt,

```
FP Enroll

        Press Finger #2

```

Place the same finger on sensor scanner. After scanning successfully, the system will prompt,

```
FP Enroll

        008101-1
Ign-ESC     Sav-OK
```

Press [OK] key to save fingerprint. Press [C] key to user registration interface.

The 2nd finger registration is the same step as above.

**Password registration:**

Press [←] or [→] key to [Password] option. Press [OK] to continue,

```
Pass Enroll

  PWDID     * * * *
Esc-ESC      Set-OK
```

Input password with 1-4 digit. Press [OK] to confirm. Input password again. The system will prompt,

```
┌─────────────────────────┐
│ Pass Enroll             │
│                         │
│   PWDID     * * * *     │
│   Confm     * * * *     │
└─────────────────────────┘
```

Press [OK] key and enter save interface,

```
┌─────────────────────────┐
│ Pass Enroll             │
│                         │
│        008101-P         │
│  Ign-ESC      Sav-OK    │
└─────────────────────────┘
```

Press [OK] key to save password. Press [C] key and exit to user registration interface.

2.3.2    User Deletion

When there are staff leaving or staff info changing, we need to delete these staff to free more memory space.

In [User] menu, press [←] or [→] key to [Use delete] option

```
┌─────────────────────────┐
│ User                 ▼  │
│   Enroll                │
│ ▶ Delete                │
│   Manager Setup         │
└─────────────────────────┘
```

Press [OK] key to enter user deletion interface,.

```
┌─────────────────────────┐
│ User Delete             │
│                         │
│     ID    000000        │
│                         │
└─────────────────────────┘
```

Input staff ID to be deleted. Press [OK] and enter delete confirm interface,

```
┌─────────────────────────┐
│ User Delete             │
│                         │
│        008101           │
│  No-ESC       Yes-OK    │
└─────────────────────────┘
```

Press [OK] to confirm with voice prompts 'Deletion successfully'. Press [C] to cancel.

Prompt: staff deletion will delete all info of the staff and can't resume. Please take caution!

When machine has no such staff ID, the system will prompt,

```
User Delete

        No Enroll！
```
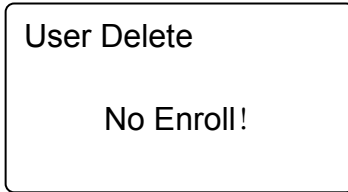
2.3.3    Manager Setup

To prevent illegal managers, we need to set device manager who should be identified to enter menu and do operation.

In [User] menu, press [←] or [→] key to select [Manager Setup] option,

```
User                    ▼
  Enroll
  Delete
▶Manager Setup
```

Press [OK] key to enter Manager setup interface,

```
Manager Setup



  Esc-ESC    Add-OK
```
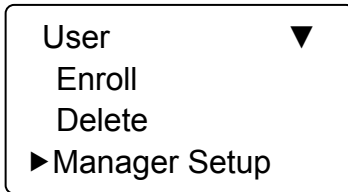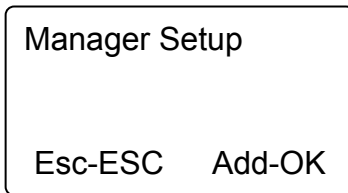
Press [OK] to start adding manager,

```
Manager Setup


      ID    000000
```
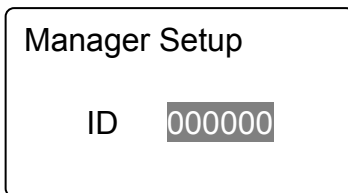
Input the user ID i.e. 8101. Press [OK] key to enter manager setup save interface,

```
┌─────────────────────────────┐
│ Manager Setup               │
│                             │
│          008101             │
│  No-ESC        Yes-OK       │
└─────────────────────────────┘
```
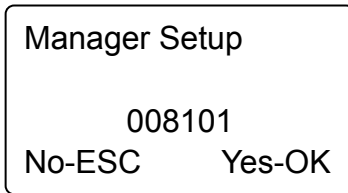
Press [OK] key again to confirm saving. After adding completed, exit to manager setup interface.

```
┌─────────────────────────────┐
│ Manager Setup               │
│  ►ID          008101        │
│                             │
│  Esc-ESC      Add-OK        │
└─────────────────────────────┘
```
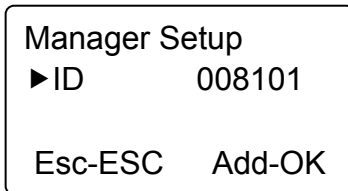
You can press [OK] key to continuously add other managers, and press [C] to exit as well.

2.3.4    Manager Clear

Choose [Manager Clear] option in [User] menu.

```
┌─────────────────────────────┐
│ User                    ▼   │
│  ►Manager Clear             │
│                             │
│                             │
└─────────────────────────────┘
```
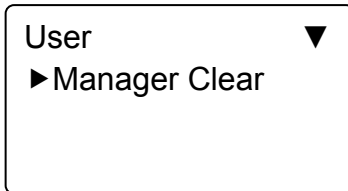
Press [OK] to enter manager clear interface,

```
┌─────────────────────────────┐
│ Manager Clear               │
│   ► ID         008101       │
│     ID         008102       │
│  Esc-ESC       Clr-OK       │
└─────────────────────────────┘
```
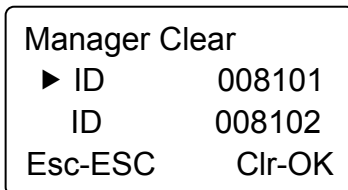
Press [←] or [→] key to choose the manager ID to be deleted, i.e. 8102.

```
┌─────────────────────────────┐
│ Manager Clear               │
│     ID         008101       │
│   ►ID          008102       │
│  Esc-ESC       Clr-OK       │
└─────────────────────────────┘
```

Press [OK] key to confirm he manger ID.

```
┌─────────────────────────────┐
│  Manager Clear              │
│                             │
│      ID    008102           │
│                             │
│                             │
└─────────────────────────────┘
```

Note: in manager clear interface, you can press [OK] key to input manager ID and delete it manually.

Press [OK] key to confirm the manager ID to be deleted, and enter manager clear interface,

```
┌─────────────────────────────┐
│  Manager Clear              │
│                             │
│        008102               │
│  No-ESC      Yes-OK         │
└─────────────────────────────┘
```
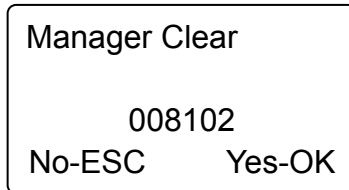
Press [OK] key again and confirm to delete manager 8102. Then exit to manager clear interface.

```
┌─────────────────────────────┐
│  Manager Clear              │
│  ▶ID         008101         │
│                             │
│  No-ESC      Yes-OK         │
└─────────────────────────────┘
```
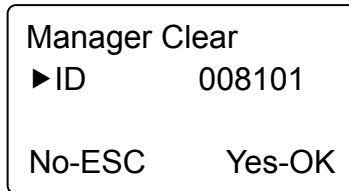
Press [OK] key to delete manager continuously. Press [C] key to exit manager clear interface as well.

2.4    Setup

Setup menu mainly includes system setup and log setup.

Enter management menu, press [←] or [→] key and shift to [Setup] option.

```
┌─────────────────────────────┐
│  Menu                       │
│    User                     │
│  ▶Setup                     │
│    System Info              │
└─────────────────────────────┘
```
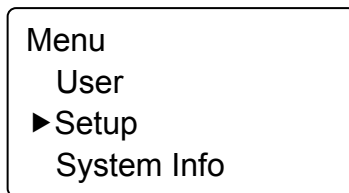
Press [OK] key to enter [Setup] sub-menu. Press [←] or [→] key to shift menu.

2.4.1    Device ID

In [Setup] menu, press [←] or [→] key to enter [System] setup option,

```
┌─────────────────────────────┐
│ Setup                       │
│  ▶System                    │
│   Log Setup                 │
│   Hardware Test             │
└─────────────────────────────┘
```

Press [OK] key to enter system setting sub-menu,

```
┌─────────────────────────────┐
│ System              ▼       │
│  ▶Dev ID          1000      │
│   Time                      │
│   Language        ENG       │
└─────────────────────────────┘
```

Prompt: device ID can only be checked in device and not allowed to modify.

2.4.2    Time

In [System] setup menu, press [←] or [→] key and shift to [Time] option.

```
┌─────────────────────────────┐
│ System              ▼       │
│   Dev ID          1000      │
│  ▶Time                      │
│   Language        ENG       │
└─────────────────────────────┘
```

Press [OK] key to enter time setting interface.

```
┌─────────────────────────────┐
│ Time               MON      │
│ 2009-02-16        14:58     │
│  ↑                          │
│ Set-ESC        Next-OK      │
└─────────────────────────────┘
```

You can press the [OK] key to shift the year, month, day. And adjust the time. After
setting completed, press [C] key and enter system time save interface,
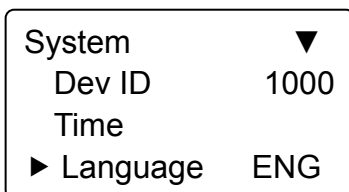
```
┌─────────────────────────────┐
│ Time               THU      │
│ 2009-01-07        15:30     │
│         Save？              │
│ No-ESC         Yes-OK       │
└─────────────────────────────┘
```
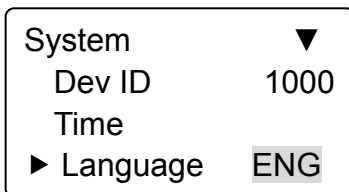
Press [OK] key to save system time. Press [C] key to cancel and exit to upper
menu

2.4.3    Language

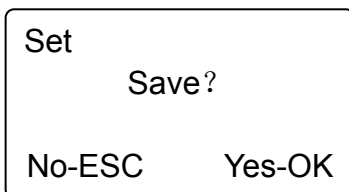In [System] setup, press [←] or [→] key and shift to [Language] option,

```
System              ▼
   Dev ID        1000
   Time
▶ Language      ENG
```

Press [OK] key to enter language setting interface,

```
System              ▼
   Dev ID        1000
   Time
▶ Language      ENG
```

You can press [←] or [→] key to shift the language. (The system already has 6 languages: Simplified Chinese, Traditional Chinese, English, French, Spanish, Portuguese and Italian. And then press [OK] to confirm.

Then you can continue to do other function settings. And press [C] key to enter setting save interface.

```
Set
            Save？

No-ESC        Yes-OK
```
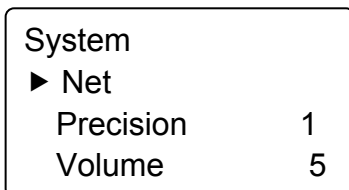
Press [OK] key to save system setting. Press [C] to cancel and exit to upper menu.

2.4.4    Network Setting

Network setting main includes IP address, subnet-mask, MAC address, gateway, far-end IP, far-end limit settings.

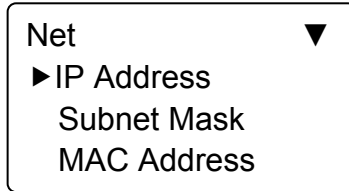In [System]setup, press [←] or [→] key and shift to [Net] option,

```
System
▶ Net
   Precision        1
   Volume           5
```

Press [OK] key to enter net parameter interface,

```
Net                    ▼
 ▶IP Address
   Subnet Mask
   MAC Address
```
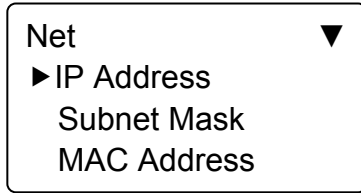
Press [←] or [→] key to do net parameter setting.

IP address,

Press [←] or [→] key and shift to [IP address] option,

```
Net                    ▼
 ▶IP Address
   Subnet Mask
   MAC Address
```

Press [OK] key to enter IP address setting interface,

```
IP address
192 .168 .000 .218


Set-ESC      Next-OK
```
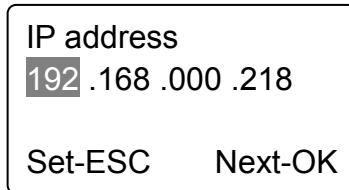
Press [←] or [→] key or number key to input IP address. Press [OK] key to shift between the 4 segments. After setting completed, press [C] key to enter IP address save interface.

```
IP Address
192 .168 .000 .219
         Save?
No-ESC       Yes-OK
```
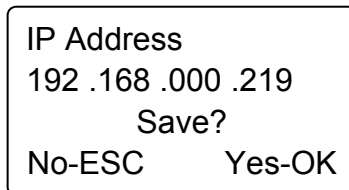
Press [OK] key to save the modification. Press [C] key to cancel.

Subnet mask

Press [←] or [→] key and shift to [Subnet mask] option.

```
┌─────────────────────────────┐
│ Net                    ▼    │
│    IP Address               │
│  ▶Subnet Mask               │
│    MAC Address              │
└─────────────────────────────┘
```

Press [OK] key to enter subnet mask setting interface,

```
┌─────────────────────────────┐
│ Subnet Mask                 │
│  [255] .255 .255 .000       │
│                             │
│ Set-ESC      Next-OK        │
└─────────────────────────────┘
```

Press [←] or [→] key or number key to input subnet mask. Press [OK] key to shift between the 4 segments. After setting completed, press [C] key to enter subnet mask save interface.

```
┌─────────────────────────────┐
│ Subnet Mask                 │
│   255 .255 .255 .001        │
│            Save?            │
│ No-ESC       Yes-OK         │
└─────────────────────────────┘
```

Press [OK] key to save the modification. Press [C] key to cancel.

MAC address

Press [←] or [→] key and shift to [MAC address] option.

```
┌─────────────────────────────┐
│ Net                    ▼    │
│    IP Address               │
│    Subnet Mask              │
│  ▶MAC Address               │
└─────────────────────────────┘
```

Press [OK] key to enter MAC address setting interface,

```
┌─────────────────────────────┐
│ MAC Address                 │
│  [051] .247 .188 .066.      │
│   084 .215                  │
│ Set-ESC      Next-OK        │
└─────────────────────────────┘
```

Press [←] or [→] key or number key to input MAC address. Press [OK] key to shift

between the 6 segments. After setting completed, press [C] key to enter MAC address save interface.

```
MAC Address
  051 .247 .188 .066.
  084 .216   Save?
Set-ESC      Next-OK
```

Press [OK] key to save the modification. Press [C] key to cancel.

Gateway address

Press [←] or [→] key and shift to [Gateway IP] option.

```
Net                  ▼
▶Gateway IP
  Far-end IP
  Far limit        No
```

Press [OK] key to enter gateway IP setting interface,

```
Gateway IP
  192 .168 .000 .001

Set-ESC      Next-OK
```

Press [←] or [→] key or number key to input gateway IP. Press [OK] key to shift between the 4 segments. After setting completed, press [C] key to enter gateway IP save interface.
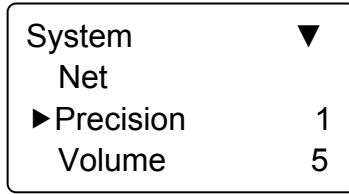
```
Gateway IP
  192 .168 .000 .219
         Save?
No-ESC       Yes-OK
```

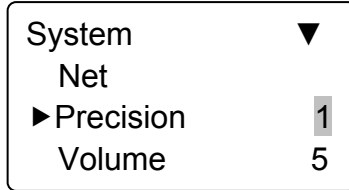Press [OK] key to save the modification. Press [C] key to cancel.

2.4.5    Matching Precision

There are three fingerprints matching precision level (0, 1, 2). 0 is lower precision (basic); 1 is standard precision (good); 2 is high precision (excellent) as follows:

Press [←] or [→] key and shift to [Far-end IP] option:

```
┌─────────────────────────────┐
│ System              ▼       │
│    Net                      │
│  ▶Precision         1       │
│    Volume           5       │
└─────────────────────────────┘
```

Press [OK] key to enter precision setting interface,

```
┌─────────────────────────────┐
│ System              ▼       │
│    Net                      │
│  ▶Precision        ▨1▨      │
│    Volume           5       │
└─────────────────────────────┘
```
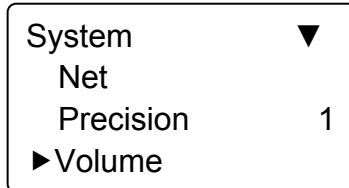
Press [←] or [→] key or number key to adjust the precision. Press [OK] key to confirm. Then press [C] to save the setting.
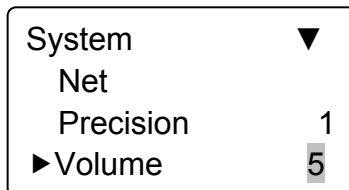
2.4.6　　Volume

Volume 0 is mute, 1 is the min volume. Volume will be higher if the number increases.

Press [←] or [→] key and shift to [Volume] option,

```
┌─────────────────────────────┐
│ System              ▼       │
│    Net                      │
│    Precision        1       │
│  ▶Volume                    │
└─────────────────────────────┘
```

Press [OK] key to enter volume setting interface,

```
┌─────────────────────────────┐
│ System              ▼       │
│    Net                      │
│    Precision        1       │
│  ▶Volume           ▨5▨      │
└─────────────────────────────┘
```
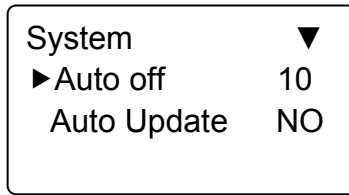
Press [←] or [→] key to adjust volume. Press [OK] key to confirm setting, press [C] key to save the setting.
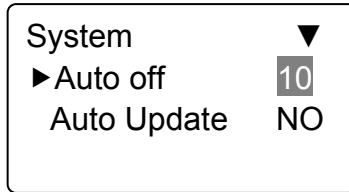
2.4.7　　Auto Off

Auto off is the time period from the last operation on device to coming into dormancy status. Time range is 1-250 seconds. 'No' is no dormancy for ever.

Press [←] or [→] key and shift to [Auto off] option.

```
 ┌─────────────────────────────┐
 │ System              ▼       │
 │ ▶Auto off          10       │
 │  Auto Update       NO       │
 │                             │
 └─────────────────────────────┘
```

Press [OK] key to enter auto off setting interface,

```
 ┌─────────────────────────────┐
 │ System              ▼       │
 │ ▶Auto off          [10]     │
 │  Auto Update       NO       │
 │                             │
 └─────────────────────────────┘
```
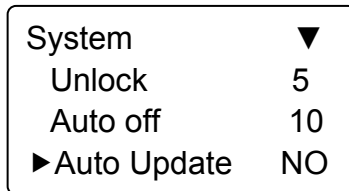
Press [←] or [→] key or number key to input dormancy time. Press [OK] key to confirm. Then press [C] to save the setting.

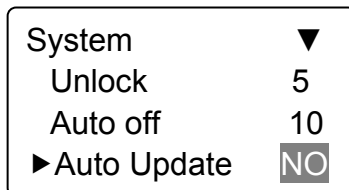2.4.8    Auto Update

Update the fingerprint template intelligently: During fingerprint sensor identification process, the senor replaces the lowest-quality data with new, higher-quality data that it acquired in the matching process. This enables the sensor to maintain high quality data at all times, saving the user from repeated authentication attempts.

Press [←] or [→] key and shift to [Auto off] option：

```
 ┌─────────────────────────────┐
 │ System              ▼       │
 │  Unlock            5        │
 │  Auto off          10       │
 │ ▶Auto Update       NO       │
 └─────────────────────────────┘
```

Press [OK] key to enter auto off setting interface：

```
 ┌─────────────────────────────┐
 │ System              ▼       │
 │  Unlock            5        │
 │  Auto off          10       │
 │ ▶Auto Update      [NO]      │
 └─────────────────────────────┘
```
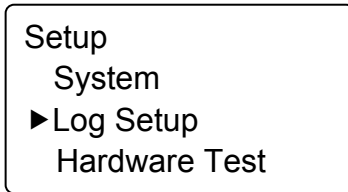
Press [←] or [→] key to choose 'Yes' or 'No', and then press [OK] key to confirm. Then press [C] to save the setting.
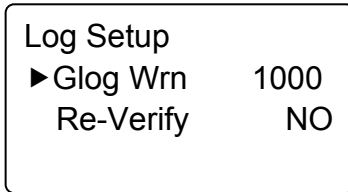
2.4.9    Log setup

Log warning number has the highest limit of 5000. When the available records

memory is less than the "Glog Wrn", system will prompt corresponding operation.

Press [←] or [→] key and shift to [Log Setup] option.

```
Setup
   System
 ▶Log Setup
   Hardware Test
```

Press [OK] key to enter sub-menu,

```
Log Setup
 ▶Glog Wrn      1000
   Re-Verify      NO
```

Press [←] or [→] key and shift to [Glog Wrn] option. Press [OK] key to enter log warning setting interface.

```
Log Setup
 ▶Glog Wrn      300
   Re-Verify      NO
```
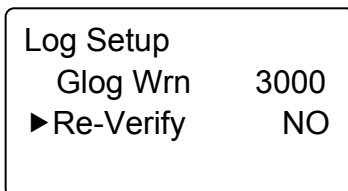
Press [←] or [→] key or number key to input log warning number. Press [OK] key to confirm. Then press [C] to save the setting.
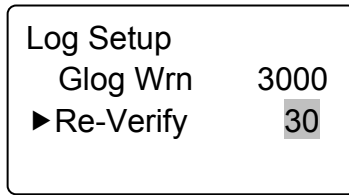
2.4.10    Re-Verify time

The Re-verify time is the time interval in which you make continuous records with the same finger (1-250 minutes), and then the device will only save the first record.    If the re-verify value is "NO",

It means that you every record saved in the device.

In [Log Setup] menu, Press [←] or [→] key and shift to [Re-Verify] option.

```
Log Setup
   Glog Wrn      3000
 ▶Re-Verify      NO
```

Press [OK] key to enter re-verify setting interface,

```
┌─────────────────────────────┐
│ Log Setup                   │
│    Glog Wrn      3000        │
│  ▶Re-Verify       30         │
│                             │
│                             │
└─────────────────────────────┘
```
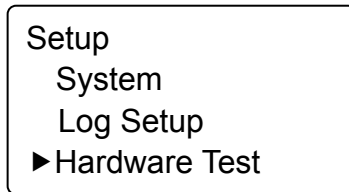
Press [←] or [→] key or number keypad to input time. Press [OK] key to confirm. Then press [C] to save the setting.

Prompt: if the same finger is identified continuously in re-verify time period, only the first record will be saved in device memory.
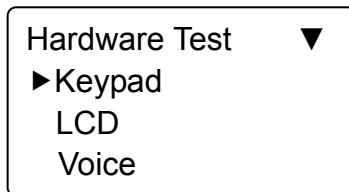
2.4.11    Hardware Test

Test the functions of machine keys, LCD, voice, scanner and data area.

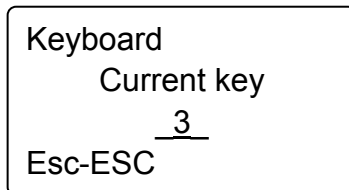Select [Hardware test] option in [Setup]menu

```
┌─────────────────────────────┐
│ Setup                       │
│    System                   │
│    Log Setup                │
│  ▶Hardware Test             │
│                             │
└─────────────────────────────┘
```

Press [OK] to enter setting interface as following:

```
┌─────────────────────────────┐
│ Hardware Test        ▼      │
│  ▶Keypad                    │
│    LCD                      │
│    Voice                    │
│                             │
└─────────────────────────────┘
```
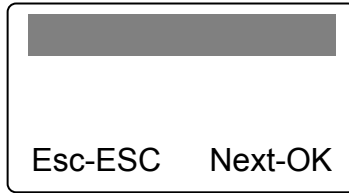
Press [←] or [→] key to choose testing option and press [OK] key to start.
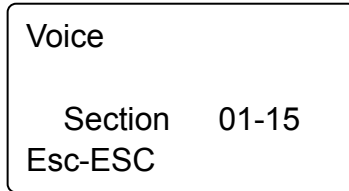
Keyboard: press [←] or [→] key to select [Keyboard] option, and press [OK] to enter keyboard testing interface. Then press any key to start keys testing (i.e. press key 3, if interface shows current key as 3, it indicates the key 3 works.)
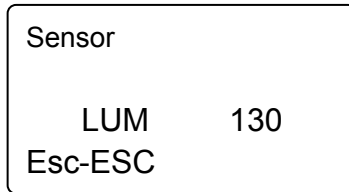
```
┌─────────────────────────────┐
│ Keyboard                    │
│        Current key          │
│            3                │
│ Esc-ESC                     │
│                             │
└─────────────────────────────┘
```

LCD: press [←] or [→] key to select [LCD] option, and press [OK] to enter LCD testing interface.

```
┌─────────────────────────────┐
│   ████████████████████      │
│                             │
│                             │
│  Esc-ESC     Next-OK        │
└─────────────────────────────┘
```

Voice: press [←] or [→] key to select [Voice] option, and press [OK] to enter voice testing interface.

```
┌─────────────────────────────┐
│  Voice                      │
│                             │
│      Section     01-15      │
│  Esc-ESC                    │
└─────────────────────────────┘
```

Sensor: press [←] or [→] key to select [Sensor] option, and press [OK] to enter sensor testing interface.

```
┌─────────────────────────────┐
│  Sensor                     │
│                             │
│      LUM        130         │
│  Esc-ESC                    │
└─────────────────────────────┘
```
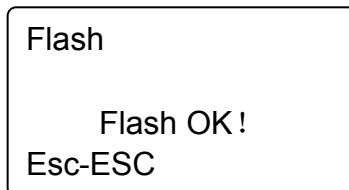
Flash: press[←] or [→] key to select [Flash] option, and press [OK] to enter flash testing interface.

Two steps: 1. Erase all data; 2. Check

```
┌──────────────────────┐  ┌──────────────────────┐
│  Step 1              │  │  Step 2              │
│    Erase All Data    │  │                      │
│      Continue？      │  │   Check...    10%    │
│  Esc-ESC            │  │                      │
└──────────────────────┘  └──────────────────────┘
```
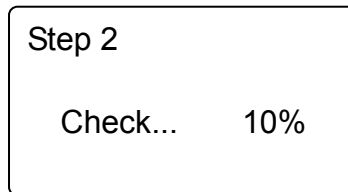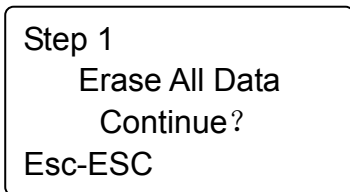
After checking completed, the interface will show the checking result,

```
┌─────────────────────────────┐
│  Flash                      │
│                             │
│      Flash OK！             │
│  Esc-ESC                    │
└─────────────────────────────┘
```
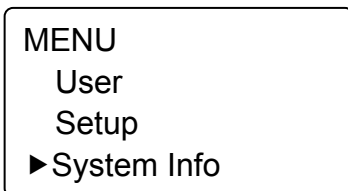
After each testing is finished, press [C] key to exit.

2.5    System info

System info shows the current usage status of device, such as user quantity, fingerprint quantity, records quantity and the firmware version etc.

In management mode, press [←] or [→] key and shift to [System Info] option.

```
MENU
   User
   Setup
 ▶System Info
```

Press [OK] key to enter system info interface, and check info of correct operated device.

```
System Info        ▼        System Info        ▲
 ▶User        1000          ▶SoftVer   e02.20.03
   FP Enroll  1000
   Glog       5000
```
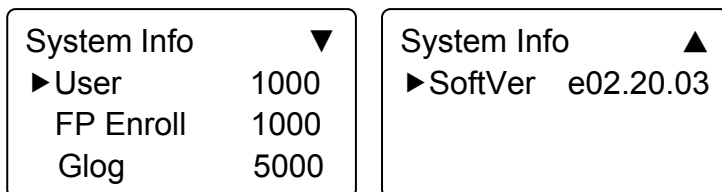
User: Registered user number in device

FP Enroll: Registered fingerprints number. Select it and press [OK] key and you can check the same password enrollment number.

```
System Info        ▼
 ▶User        1000
   PWD Enroll 1000
   Glog       5000
```
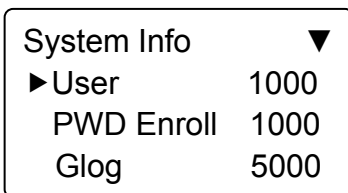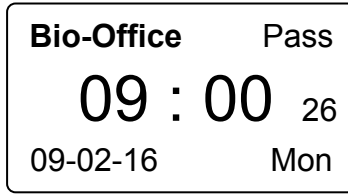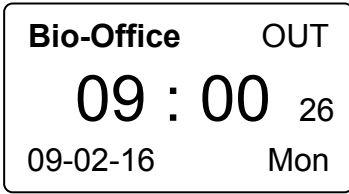
Prompt: display info will be based upon different device configuration.

Firmware version: the firmware version of program which write in EROM or EPROM (Programmable read only memory). So called firmware is firm program saved in integrated circuit firmly, responsible for controlling and dealing with integrated circuit.

After checking completed, click [C]to exit.
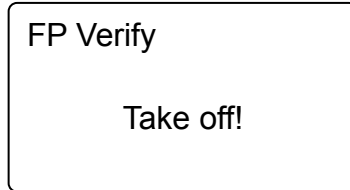
2.6    T&A status setting

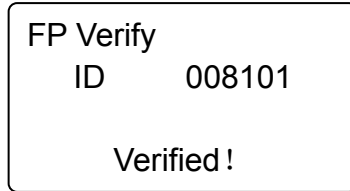In T&A status, press [←] or [→] key to shift attendance status. System default statuses are IN, Pass, OUT.

```
┌─────────────────────────┐   ┌─────────────────────────┐
│ Bio-Office      OUT      │   │ Bio-Office      Pass     │
│   09 : 00  26            │   │   09 : 00  26            │
│ 09-02-16        Mon      │   │ 09-02-16        Mon      │
└─────────────────────────┘   └─────────────────────────┘
```
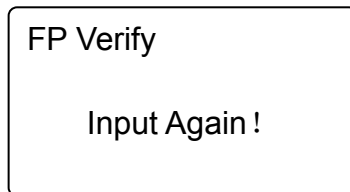
2.7    T&A

FP only mode:

In T&A status, place registered finger on sensor scanner. After a beep 'di-', system will prompt as following,

```
┌─────────────────────────────┐
│ FP Verify                   │
│                             │
│         Take off!           │
│                             │
│                             │
└─────────────────────────────┘
```

Remove your finger. If access granted, green LED indicator will be on with voice prompt 'Access granted'. And interface displays as following,

```
┌─────────────────────────────┐
│ FP Verify                   │
│      ID       008101        │
│                             │
│         Verified !          │
│                             │
└─────────────────────────────┘
```

If access fails, red LED indicator will be on with voice prompt 'Access denied'. And interface displays as following,

```
┌─────────────────────────────┐
│ FP Verify                   │
│                             │
│       Input Again !         │
│                             │
│                             │
└─────────────────────────────┘
```

ID+ Password mode:

In T&A status, input staff ID through number keypad, i.e. 8108.

```
┌─────────────────────────────┐
│  Pass Verify                │
│                             │
│      ID      8108           │
│                             │
└─────────────────────────────┘
```

Press [OK] key to confirm ID, and input password following prompt,

Input staff password and press [OK] key to confirm. If verification passes, green LED indicator will be on with voice prompt 'Access granted'. Else red LED indicator will be on with voice prompt 'Access denied'.

ID+FP mode

In T&A status, input staff ID, i.e. 8102

```
┌─────────────────────────────┐
│  Pass Verify                │
│                             │
│      ID      8102           │
│                             │
└─────────────────────────────┘
```

Press [OK] key to confirm and place finger on sensor scanner. After a beep 'di-', system will prompt as following,

```
┌─────────────────────────────┐
│  FP Verify                  │
│                             │
│       Take off!             │
│                             │
└─────────────────────────────┘
```

Remove your finger. If access granted, green LED indicator will be on with voice prompt 'Access granted'. Else red LED indicator will be on with voice prompt 'Access denied'.

2.8　　U pen driver operation guide

Plug U pen drive into USB port.



Interface will enter U pan module operation menu,

```
  ▶New Rec. Backup
    All Rec. Backup
    User Backup
    User Recovery
```

Press [←] or [→] key to select any item to operate.

2.8.1    New record backup

Download T&A records to U pan drive.

Pres [←] or [→] key and choose [New record backup]item. Press [OK] key to start backing up the new records.

```
  New Rec. Backup

    Backup…        0%

```

After back up process bar shows 100%, press [C] key to exit and back to upper menu.

```
  New Rec. Backup

      OK!        100%
    Esc-ESC
```

New record file is BAK.KQ located in G:\00000001.

Prompt: G is the disk name on PC of U pen drive. 00000001 is T&A machine serial number.

2.8.2    All records backup

Download all time attendance records saved in device memory to U pen drive.

Press [←] or [→] key and shift to [All Rec. Backup] option,

```
    New Rec. Backup
  ▶All Rec. Backup
    User Backup
    User Recovery
```

Press [OK] key to start backing up all time attendance records.

```
┌─────────────────────────────┐
│  All Rec. Backup            │
│                             │
│    Backup…        0%        │
│                             │
│                             │
└─────────────────────────────┘
```
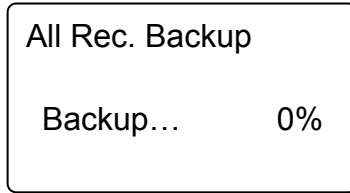
After back up process bar shows 100%, press [C]key to exit and back to upper menu.

```
┌─────────────────────────────┐
│  All Rec. Backup            │
│                             │
│     OK!         100%        │
│  Esc-ESC                    │
│                             │
└─────────────────────────────┘
```
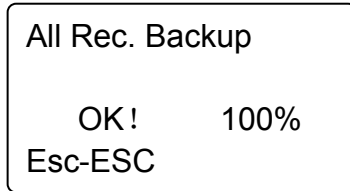
All records file is BAK.KQ located in G:\00000001.

Prompt: if you backup new records firstly, recommend to save new record file to local pc. Else it will be replaced with all records file.

2.8.3    User Backup

Download user records saved in device to U pen drive.

Press [←] or [→] key and shift to [User Backup] option,

```
┌─────────────────────────────┐
│    New Rec. Backup          │
│    All Rec. Backup          │
│  ▶User Backup               │
│    User Recovery            │
└─────────────────────────────┘
```
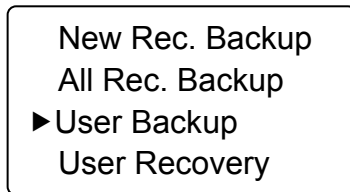
Press [OK] key to start backing up user info.

```
┌─────────────────────────────┐
│  User Backup                │
│                             │
│    Backup…        0%        │
│                             │
│                             │
└─────────────────────────────┘
```
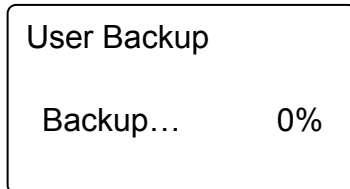
After back up process bar shows 100%, press [C] key to exit and back to upper menu.

```
┌─────────────────────────────┐
│ User Backup                 │
│                             │
│       OK!     100%          │
│ Esc-ESC                     │
└─────────────────────────────┘
```

User backup file is BAK.YG and BAK.ZW located in G:\00000001.

User info file is located

2.8.4    User Recovery

Upload the user info saved in U pen drive to time attendance machine.

There are two ways to recover user info.

1. Copy BAK.YG and BAK.ZW to root directory, then plug U pen drive into time attendance machine and start user recovery.

2. Export user info to U pen drive through U flash management software, then repeat step 1.

Press [←] or [→] key and shift to [User Recovery] option,

```
┌─────────────────────────────┐
│ New Rec. Backup             │
│ All Rec. Backup             │
│ User Backup                 │
│ ▶User Recovery              │
└─────────────────────────────┘
```

Press [OK] key to start recovering user info.

```
┌─────────────────────────────┐
│ User Recovery               │
│                             │
│ Backup…       0%            │
│                             │
└─────────────────────────────┘
```

After recovery process bar shows 100%, press [C] key to exit and back to upper menu.

```
┌─────────────────────────────┐
│ User Recovery               │
│                             │
│       OK!     100%          │
│ Esc-ESC                     │
└─────────────────────────────┘
```

2.9    Shut down

In time attendance status, keep pressing [OK] key until interface shows as following,

```
┌─────────────────────────┐
│        Shutdown!        │
│     17 : 30  46         │
│  02-16-09        Mon    │
└─────────────────────────┘
```

Then device will shut down.

Notice: if external power is connected, you can press [OK] key to power on device.

# Chapter3   System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

# 3    System Installation

First we should install background management software on the computer. Please refer to the following steps:

## 3.1    Running Environment

**Hardware environment**

Pentium II 266 and above; Pentium III 500 and above is recommended

128 Memory and above; Minimum 100M hardware space

COM Port

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

**Operating system**

Microsoft Windows 2000/ XP (recommended);

Microsoft Windows Vista;

## 3.2    System Installation

Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:
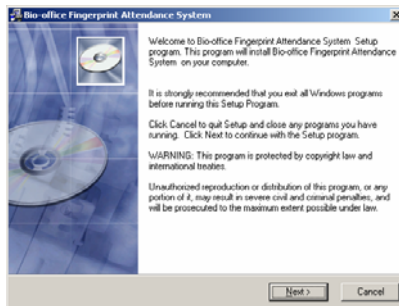


Click [Next] to continue installation (see the picture below):
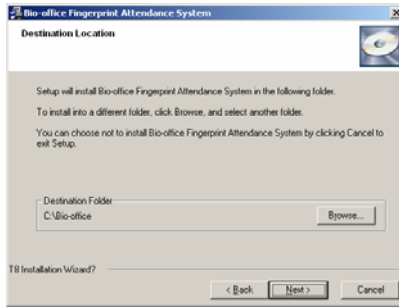
Select the target directory to install the program and the default is "C:\Bio-office". Click [Next] to continue installation (see the picture below):
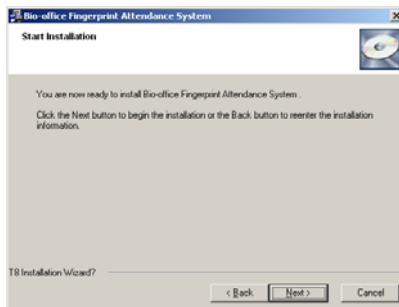


Click [Back] and installation will return to the previous screen and re-select target directory; Click [Next] and the installation will start as the following picture shows:
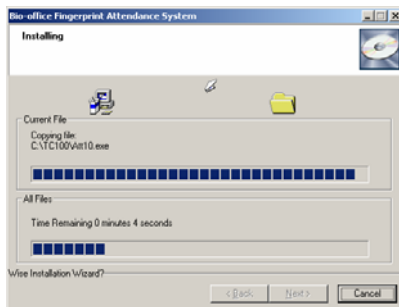


The installation will be done after seconds (see the picture below):
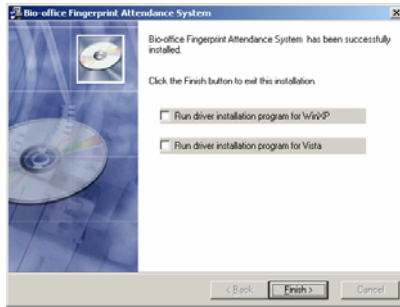
Choose the driver for your pc's operating system, for example: Run driver installation program for Windows XP, then the driver installs wizard window will pop-up:
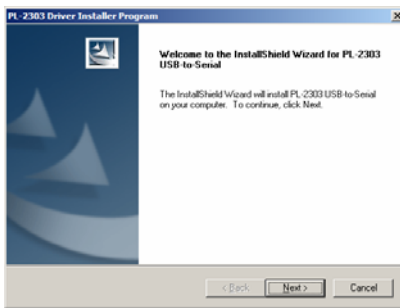


Click [Next] button, the interface will show as following:



Choose [I accept the terms of the license agreement] button，Click [Next] button to install driver. After installation completed, the following window will show as below:
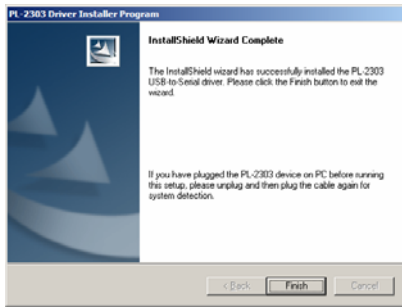
Click [Finish] button and exit install interface, click [Finish] to close the installation program and an icon [  ] will be added to the desktop. If you want to install the driver, you should select the driver to fit your computer's operating system and then click [Finish] to install the driver.

Double click it and the T&A management system will be started. In addition, [Bio-office Fingerprint Attendance System] has been added to [All Programs]. Please see the picture below:
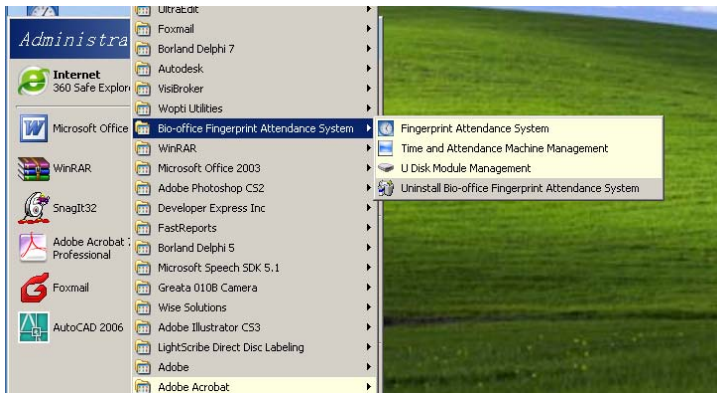


The shortcut of [Bio-office Fingerprint Attendance System], [Time and Attendance machine Management] and [U Disk Module Management] are included in [All Programs].

3.3    Uninstall the software

Click [Uninstall Bio-office Fingerprint Attendance System] in the above picture, click [Next] and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

# Chapter4 Communication

The chapter is mainly about how to add, delete and set communication between PC and terminal.
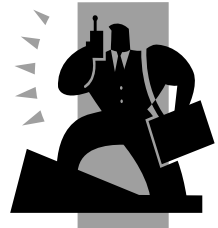
# 4  Data Communication

The main functions in data management between attendance software and device include, user management, device parameter setting, real-time attendance records monitor, exception attendance dealing,   summarize attendance records and generate attendance statistic report.

Double click shortcut [⌚] or run attendance management program in [Start]-[All programs]-[Bio-office Fingerprint Attendance System]-[Fingerprint Attendance System] option, the main interface is as following:
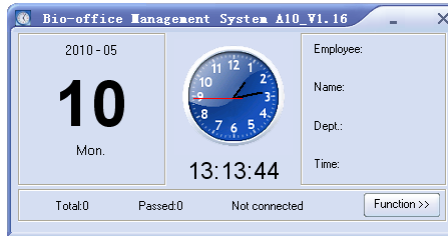


The main interface displays the current date, time, total staff, times passed, the detail staff information that is the finally passed and whether the connection between unit and computer is successful.

Clicking [Function>>] button to open [Function management] as following shows:
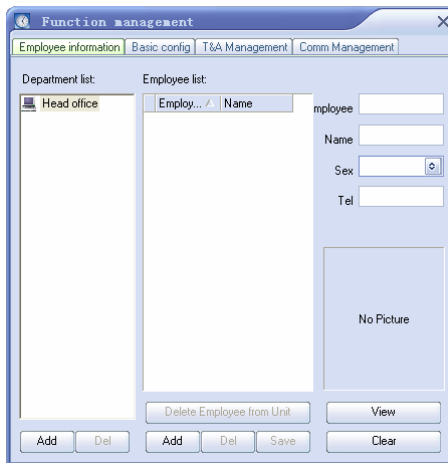


The function management interface includes 4 pages: [Staff information], [Basic configuration], [T&A Management] and [Communication Management].  All management operations of this software will be done through these 4 pages. For detail

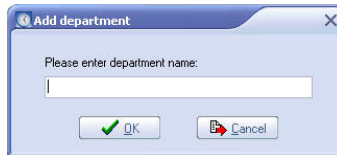operations, please refer to following.

4.1    Staff information

Choose [Staff information] page, mainly including adding, deleting and modifying operation for department and staff.

4.1.1    Department Management
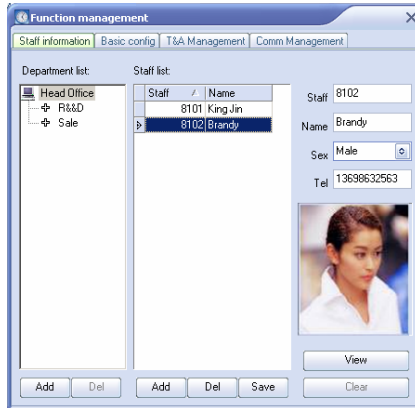


**Add department**: click [Add] button under the department list and a window will pop up as following:



Please enter the department name which needs to be added, click [OK] to finish and the newly added department will be displayed in the department list accordingly

Prompt: the adding department is sub-department of selected department. Default is sub-department of head office.

**Modify department**: First select the department name which needs to be modified, then click the department name and modify department information directly after the cursor appears.

**Delete department**: First select the department name which needs to be deleted, and then click [Del] button and a confirmation window will pop up as following:

Click [OK] and the selected department will be deleted accordingly; if there's existing staff information in the deleted department, all those staff will be transferred to the head office automatically.

Please note: The head office cannot be deleted.

4.1.2    Staffers Management

Add staff: Choose the right department that the staff belongs to, click [Add] button under the staff list, enter information of "Staff number, name, sex, Tel, photo" etc., then click [Save] button under staff list and the staff information will be saved successfully.

(Note: "Staff number" is the sole number for differentiating each staff which can not be in duplicate; if the staff number already exists, system will prompt that staff number already exists when clicking [Save] button.

Modify staff information: First choose the right staff in the staff list that will be modified, then directly modify information of "Name, Sex, Tel, and Photo" etc., and click [Save] button which will successfully save staff modification.

Please note: Photos of staff can be selected or deleted by clicking [View] and [Clear].

Delete Staff: First choose one or multi-staff that will be deleted from staff list, click [Del] button under the staff list and a confirmation window will pop up as following:



Click [OK] to delete staff.

Please note: It will delete the time attendance records and records of asking for leave simultaneously with the deletion of staff.

Right click on the staff list and a short cut menu will pop up accordingly as following:
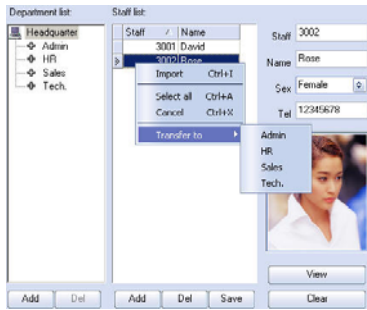
[Import]: Import staff information from Excel files to software.

[Select all]: Select all staff in the staff list

[Cancel]: Cancel the selection of staff

[Transfer to]: Transfer the selected staff to the appointed department;

4.1.3　　Import Staffer's Information

Click [Import] and a selection window will pop up as following:



Select the right Excel file which includes staff information and the software will start to import staff information; finally the software will prompt the successfully imported staff number and the total staff number after the import completes. See the same as following:



Please note: The import requires fixed Excel file format. The first row should be field information. Staff information comes from row 2. The field information of each list should be in such order: Staff number, name, department, Tel and Sex. Please refer to the following picture:
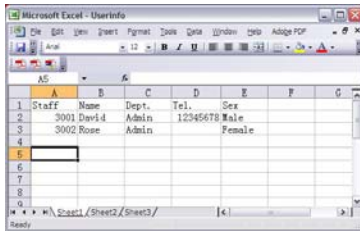
### 4.2　Basic Configuration

Select [Basic Configuration] page main including workday, shift, statistic rule setting:
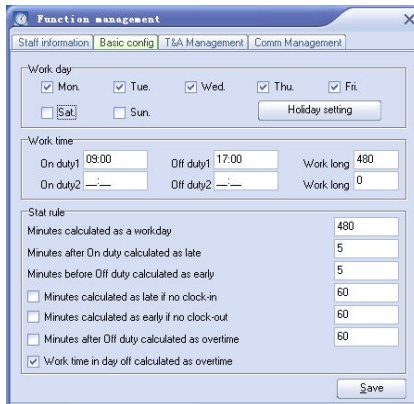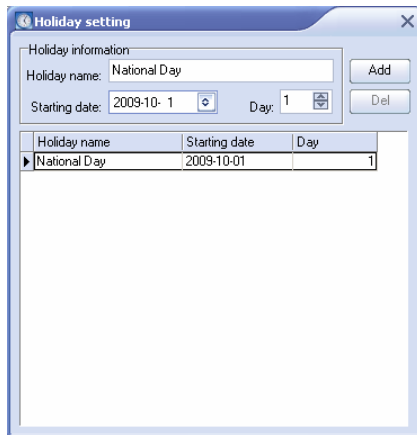


### 4.2.1　Workday setting

Workday is managed by week cycles, easily to set which day is workday and which day is rest day. You only need to select the corresponding workday and all setting will be done simply!

### 4.2.2　Holiday setting

Click [Holiday setting] option, following window pops up,

Add holiday: Enter holiday name, starting date, days and click [Add] to complete

Delete holiday: Select the holiday record from holiday list and click [Del] to complete.

4.2.3    Work time setting

The setting of work time can be in two time ranges of AM and PM as well as in one time range which can be done according to the real requirements of different companies.

Please note: If there's no work time setting, the time attendance reports will not have the calculation of item "coming late, leaving early, working overtime, absent from work", it 19

Will only calculate the overall work time according to time attendance records.

4.2.4    Stat Rule

[Minutes after on duty calculated as late]: Calculation unit is minute. This option won't be valid until the work time is set successfully. If it is set to 5 minutes and the setting of on duty time in the timetable is 09:00, any on duty punch time which is after 09:05 will be calculated as coming late. If on duty punch time is 09:08, the calculation will be counted as coming late for 8 minutes.

[Minutes before off duty calculated as early]: Calculation unit is minute. This option won't be valid until the work time is set successfully. If it is set to 5 minutes and the setting of off duty time in the timetable is 17:00, any off duty punch time which is before 16:55 will be calculated as leaving early. If off duty punch time is 16:52, the calculation will be counted as leaving early for 8 minutes.

[Valid time range for clock in and clock out]: Calculation unit is minute. This option

won't be valid until the work time is set successfully. If it is set to 60 minutes, on duty time is set to 09:00 and off duty time is set to 17:00, the records between 08:00 and 10:00 will be counted as on duty records and records between 16:00 and 18:00 will be counted as off duty records. All other records will be counted as invalid records.

[Deal with no clock in while on duty]: If check box before "minutes calculated as late if no clock-in" is selected, calculation for no clock in will be counted as the corresponding late minutes. If the check box is not selected, calculation of no clock in will be treated as absence from work.

[Deal with no clock out while off duty]: If check box "before minutes calculated as early if no clock-out" is selected, calculation for no clock out will be counted as the corresponding early minutes. If the check box is not selected, calculation of no clock out will be treated as absence from work.

[Minutes after off duty calculated as overtime]: Calculation unit is minute. This option won't be valid until the work time is set successfully. If it is set to 60 minutes and off duty time is set to 17:00, the records after 18:00 will be counted as overtime work records. If the off duty punching is 18:20, the calculation will be counted as overtime work for 80 minutes.

[Work time in day off calculated as overtime]: If this option is selected, work time on day off will be counted as overtime work time.

4.3    T&A Management

Select [T&A Management] page, main including dealing with forgetting punch in/out , asking for leave and report statistic:
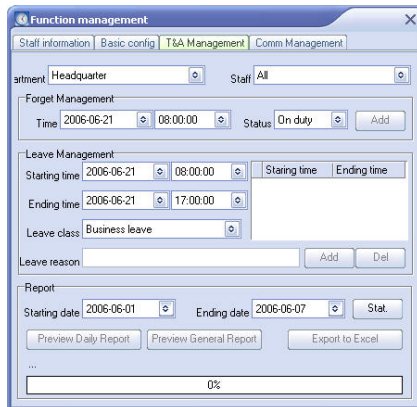


4.3.1    Forget Management

First choose the right department and staff, then select appropriate date, time and

clock status and click [Add] button to complete.

4.3.2    Leave Management

Add leave record: First choose the right department and staff, then select the starting date/ time and the ending date/time of leave, enter leave reasons, select leave classes and click [Add] to complete.

Delete leave record: First choose the right department and staff, and then select records from list of leave, and click [Del] to complete.

4.3.3    Report

First choose the right department, either one staff or all staff, select the starting date and the ending date of calculation, click [Stat] to complete. After calculation is done, click one of the three buttons of [Preview daily report], [Preview general report], [Export to Excel] to preview the corresponding statistical information.

Daily report is as following:



[General report] is as following:

[Export to Excel] can export staff transaction records, daily T&A reports, T&A general reports and reports of business leave/leave to Excel files.

4.4    Communication Management

If connection between unit and software is unsuccessful, it will pop up connection window as following:



Before connection, please check if the hardware cable connection is ok and if the unit is working normally. And then setup connection as above picture, select the right Com, and click [OK]. If COM is incorrect or the selected Com is occupied, the program will prompt "Open com port fail!". If the machine cannot be connected, the program will prompt "Connect to the machine overtime".

Please note: If the connection between unit and software is successful, the connection window will not pop up again.

If the unit is successfully connected, unit information will be displayed such as: Staff number, fingerprint template number, attendance record number, firmware version, and serial number. Furthermore, function buttons such as [Modify password], [Time Syn.], [Clear Transaction record], [Initialize unit], [Download new records], [Download all records], [Backup data] and [Restore data] will be activated after successful connection.
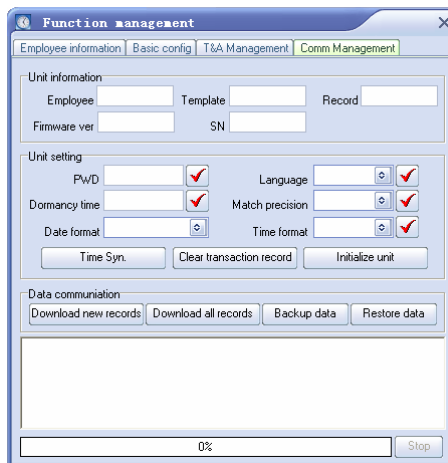
[Password]: Modify the management password of the unit.

[Language]: Modify the language display of the unit, which can make the 23 Chinese/English languages shift available.

[Dormancy time]: Modify the dormancy time of the unit. Default is 5 minutes.

[Match precision]: Modify the fingerprint match precision. Default is normal.

[Timing reminding]: Modify the remind time, which can set timings needed to remind. 5 timings are available.

[Time synchronization]: Make the date and time of the unit the same with the current date and time of the computer.

[Clear transaction record]: Clear all time attendance records stored on the machine

[Initialize unit]: Restore the machine to factory default

[Download new records]: Download new attendance records from the unit that haven't been downloaded to the computer.

[Download all records]: Download all attendance records from the unit to computer

[Backup data]: Download "Staff information" and "Staff fingerprint templates" from machine to computers

[Restore data]: Upload "Staff information" and "Staff fingerprint templates" to the unit

While it is communicating with machine, there will be information prompt in the blank display box, moreover, there's display of rate of progress while it is processing of [Download new records], [Download all records], [Backup data], [Restore data].

# Chapter5 FAQ

Frequently asked questions and answers

# 5 FQA

## 5.1 Fingerprint has enrolled but often gets failure in identification.

| Reason | Solution |
| --- | --- |
| 1. The fingerprint was not captured properly | Enroll the finger again. Please refer to illustration of pressing finger. |
| 2. Direct sun light or too bright light | Avoid direct sun light or other bright light |
| 3. Too dry finger | Touch the forehead to increase oily level of the finger. |
| 4. Too wet finger with oil or cosmetics | Clean fingers with towel |
| 5. Low fingerprint quality with callus or peeling | Enroll other fingers with better quality |
| 6. Wrong way in placing fingers when punching in/out | Please refer to illustration of pressing finger. |
| 7. Latent fingerprint on the surface of sensor | Clean sensor surface （adhesive tapes recommended） |
| 8. Not enough finger pressure | Place the finger evenly on the sensor with moderate pressure |
| 9. Influence by fingerprint image change | Enroll fingerprint again. Please refer to illustration of pressing finger. |
| 10. Fingerprint not enrolled yet | Place enrolled finger. |

## 5.2 The machine cannot connect with PC.

| Reason | Solution |
| --- | --- |
| 1. Communication method not set correctly | Select the correct communication method |
| 2. Cable not plugged firmly or cable hardware problem | Plug the cable firmly or change another cable |
| 3. Not able to connect COM (wrong COM No) | Please enter the right COM No |
| 4. Not able to connect TCP/IP (wrong setting) | Refer to the manual for connecting Time Attendance terminal |

## 5.3 No records found though staff have clocked in/out.

| Reason | Solution |
| --- | --- |
| 1. Unit power break for a long time (time turn to zero as default) | Synchronize the time |

| | 1. Add records manually |
|---|---|
| 2. Minority staff fingerprint false accepted | 2. Adjust fingerprint matching precision |
| | 3. Change another finger and enroll again. |

5.4    Clock's time works fine, but FP scanner is off, staffer cannot attendance

| Reason | Solution |
|---|---|
| 1. Unit in dormancy status | Press any key to activate. |
| 2. Fingerprint scanner abnormal | Restart the machine or change the fingerprint module |

5.5    We do not use the ID + fingerprint mode to verified.

| Reason | Solution |
|---|---|
| 1. Wrong ID entered | Enter the right ID |
| 2. This user has no right to use 1:1 identification method | Set 1:1 identification method for this user. |

5.6    The unit beeps automatically when no one punches in/out.

| Reason | Solution |
|---|---|
| 1. Direct sun light or too bright light | Avoid direct sun light or other bright light |
| 2. Latent fingerprint on the surface of sensor | Clean sensor surface （adhesive tapes recommended） |

**Please note:** Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!
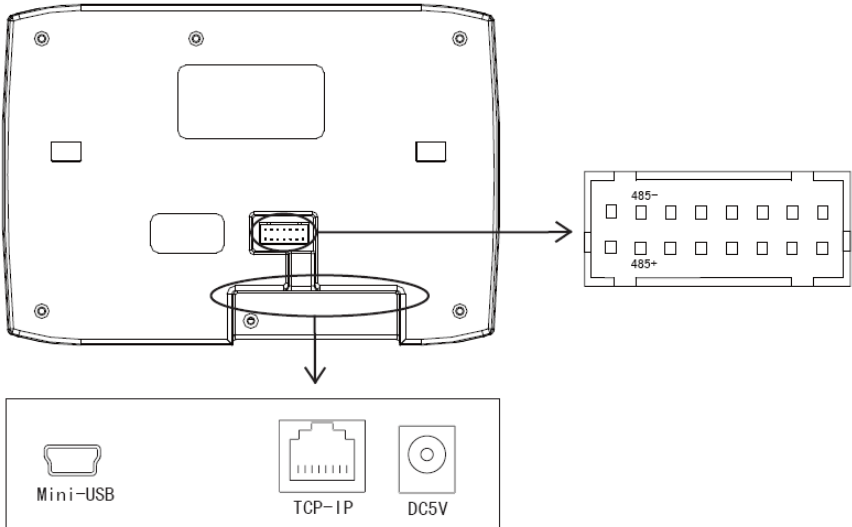
# Chapter6  Appendix

The main theme of this chapter is the additional information of this T & A including access control cable connection and way of pressing finger.
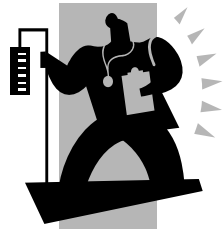
# 6    Appendix

## 6.1    Interface Illustration



## 6.2    Illustration for pressing fingerprint

**Correct method**:



Place the center of the finger on the center of scanner window.

**Wrong method**:



Too less valid area      Too left      Too right      Defluxion      Too down

    1. It is better for each user to register two finger prints in case of one finger can not work.

    2. Place finger flatly and the center of the finger is on the center of scanner window and press a little hard on scanner so it can scan as large finger area as possible to extract enough minutia.

    3. Keep the angle and direction of finger the same each time placing on scanner.

4. If your finger has sweat or water, please make it dry first and then register.

5. If your finger is too dry, make it a little wet or touch the forehead to increase oily of the finger, press a little hard on scanner. （the dry finger can cause the finger image not clear.

6. Avoiding the callus, peeling or injury of the finger to ensure the register and identification successful.

7. You'd better register the thumb first, and then index finger or middle finger to increase the precision.