

# CX3

## Fingerprint & Card Time Clock



## User Guide

## Before Starting

### Hardware Safety Instructions

Observe the following instructions to use the product safely and prevent any risk of injury or property damage.

Do not use oily water or sharp objects to stain or damage the display screen.

Fragile parts are used in the equipment, please avoid operations such as falling, crashing, bending or heavily pressing.

The optimal working environment of CX3 is indoor. The device function fully under temperature: -10°C~50°C (14°F~122°F), The best performance is between: 15°C~32°C (59°F~89.6°F). The device will be less effective if exceeds these ranges.

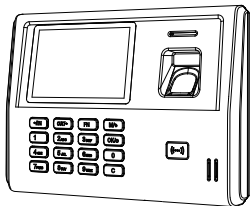
Please gently wipe the screen and panel with soft materials. Avoid scrubbing with water or detergent. The recommended power of CX3 terminal is DC 5V ~ 1A. The device will function less effective in case the power supply cable extends too long.

### ANVIZ Terms & Policies

Before using all ANVIZ products, please read all applicable terms rules, policies and usage provisions found at [www.anviz.com/privacypolicy](http://www.anviz.com/privacypolicy) and [www.anviz.com/anviz-biometric-data-retention-policy](http://www.anviz.com/anviz-biometric-data-retention-policy).

By using your ANVIZ products, you agree to be bound by the ANVIZ Terms & Policies.

### What's Included



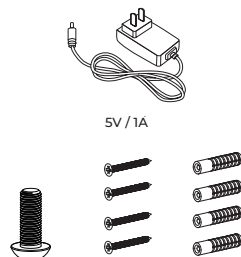
CX3 Terminal



Quick Guide

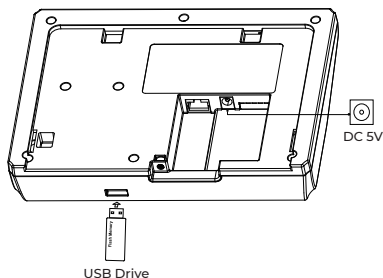
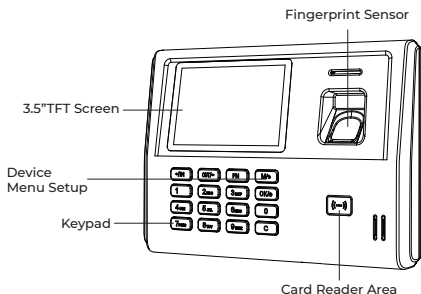


Optional



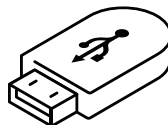
Accessory Package

## Getting to Know the Product



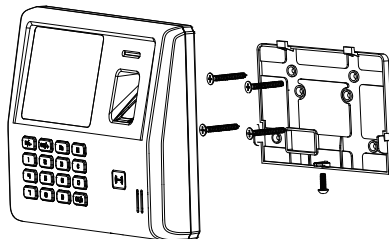
## What's Request for Using

FAT32 Format USB Drive for import and export time attendance and employee data (not provided).



## How to Install

1. Mount the back board on wall and connect with the wire.
2. Fix the device from the bottom and screw it.
3. Make sure fixed OK.



## 2. Activate your CX3 Time Clock

1. Plug your Time Clock into a power outlet to power on the terminal.
2. Choose your preferred language by the number key into the time setting.
3. Press **←/IN** or **OUT/→** keys and **OK** to set up the correct date and time.
4. Select the **Set** and press **OK** to save the time setting and move to the next step.

**Languages**

1	English	✓
2	Español	
3	Français	
4	Português	
5	Русский язык	

Press keypad code to select

**Time** Press M/↶

Time	13:11:28
Date	03-18-2023
Time format	◀ 12 hr ▶
Date format	◀ MM-DD-YY ▶

Set

### 2.1 Creat a Work Schedule

The CX3 selects the **Overnight** option to support the scheduled shift, whose employees work through midnight.

The default schedule is recommended for businesses whose employees often work the same days and hours.

Please Press **←/IN** or **OUT/→** keys and **OK** to set up work schedule.

**Schedule**

Overnight		Start Time	End Time
Working Time 1	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 2	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 3	IN	00:00	00:00
	OUT	00:00	00:00

Save

**Schedule**

Overnight		Start Time	End Time
Working Time 1	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 2	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 3	IN	00:00	00:00
	OUT	00:00	00:00

Save

The CX3 time clock allows you to set up to 3 different work times at which to punch the shift.

Each Work Time with IN and OUT status, and the Start Time and End Time of the IN or OUT are used to set up the valid punch time range.

Schedule			
Overnight		Start Time	End Time
Working Time 1	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 2	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 3	IN	00:00	00:00
	OUT	00:00	00:00
Save			

**For example:**

	Start Time	End Time
IN	07:00	08:00
OUT	16:00	18:00

Valid Punch

Punch Time at 7:30

Punch Time at 17:00

No Valid Punch

Early than 7:00 or Later 8:00

Early than 16:00 or Later 18:00

The employee punch in during 07:00 - 08:00, and punch out during 16:00-18:00. The employee will be with valid working time.

## 2.2 How to create a Normal Work Schedule

**For Example :**

The employees who all work from 8:00–17:00 and they all take a lunch break from 12:00–13:00.

The Working Time 1:

IN : Start : 07:00 and End : 12:00.

(Beginning of the shift )

OUT : Start : 12:01 and End : 13:00. (For lunch out)

The Working Time 2:

IN : Start:13:01 and End : 17:00. (For lunch back)

OUT:Start :17:01 and End: 20:00. (End of the shift )

Schedule				Press M/ ↗
Overnight		Start Time	End Time	
Working Time 1	IN	07:00	12:00	
	OUT	12:01	13:00	
Working Time 2	IN	13:01	17:00	
	OUT	17:01	20:00	
Working Time 3	IN	00:00	00:00	
	OUT	00:00	00:00	
Set				

With these settings in place, an employee can simply make time for attendance. Select the **Set** and press **OK** to save the time setting and move to the next step.

**Notice:**

We recommend setting the time range of punch-in and punch out more than the working time can get more accurate working hours for employee.

## 2.3 How to create a Overnight Work Schedule

Select the **Overnight** option

### For Example :

The employees who all work from 23:00–06:00.

The Working Time 1:

IN : Start : 23:00 and End : 23:59.

(Beginning of the shift )

OUT : Start : 06:00 and End : 08:00. (End of the shift )

Schedule			
Overnight		Start Time	End Time
Working Time 1	IN	23:00	23:59
	OUT	06:00	08:00
Working Time 2	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 3	IN	00:00	00:00
	OUT	00:00	00:00
Save			

### Notice:

The start time and end time can not be set up with overlaps at midnight.

Select the **Set** and press **OK** to save the time setting and move to the next step.

## 2.4 Setup Pay Period

Please make sure to set up the pay period correctly, it will be used as a reference to export time attendance reports from your Time Clock devices.

Monthly: the Monthly option,

Weekly: the Weekly option,

Bi-weekly: the Bi-weekly option,

**Semi-monthly:** the Semi-monthly option, Default from 1st to 15th of the month and 16th and the last day of the month.

**Start Date Of Payment:** select the day on which the pay period will start.

Select the **Set** and press **OK** to save the pay period setting and start your application.

Pay Period		Press M/↗
Pay Period	Weekly	▶
Start Date of Payment	Monday	▶
Set		

### Congratulations! You're all set!

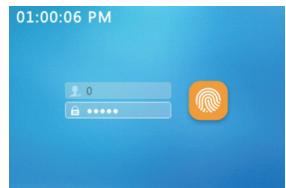
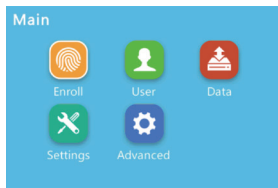
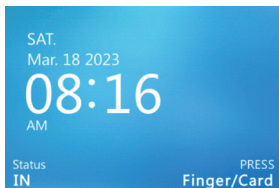
You press button M to access the device menu by Admin ID and Password which on the label on the back of the product.

Press OK to next

### 3. Quick Enroll Employee

1. Press M button on device menu by input the default Admin ID and Password.
2. Select “Enroll” option to enroll user fingerprint directly.

Default Admin ID: 0 Password: 12345

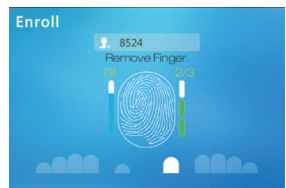
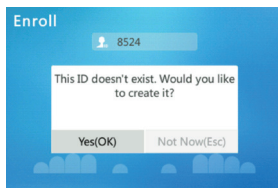
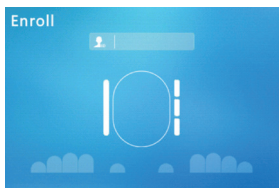


3. Input the unique identification number as User ID and press **OK** to create a new User in the device. Press **OK** again to continue to enroll user fingerprint.

Please press the same finger on the sensor three times until register success.

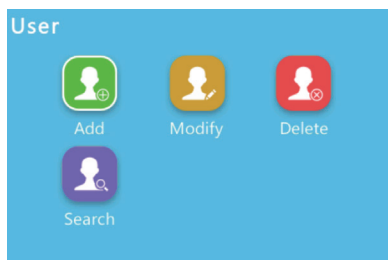
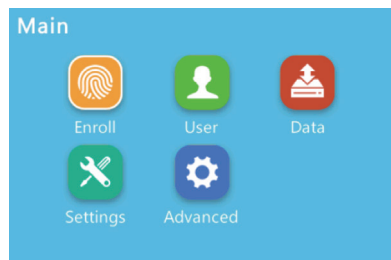
The device will automatically continue to register another fingerprint. Press **M** to exit the finger enrollment and return to the main menu.

With these settings, an employee's fingerprint enrollment succeeds in the device.



### 3.1 Management User

Select the **User** icon to the user management interface.



#### Add New User

Select **Add** to create a new user and input the user's basic information.

**User ID:** The User ID is required and unique for each employee.

**User Name:** Press FN key to input the name with characters. Characters length less than 10 letters

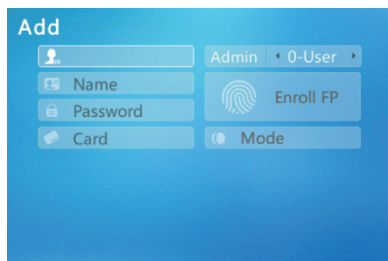
**User Password:** Input the maximum 6 digits as password.

**User Card:** Swipe the RFID Card on the device RFID Card read area, it will display the RFID Card number in the Card text bar.

**Admin:** select admin roles for the user.

**Enroll FP:** Starting enroll user fingerprint.

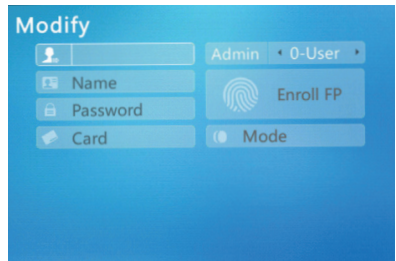
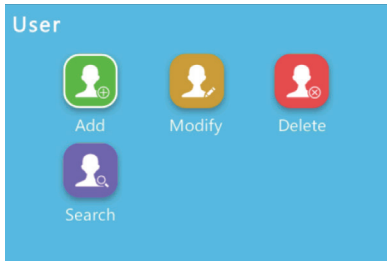
**Mode:** To set up employees' verify mode.





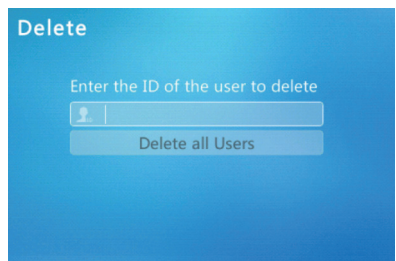
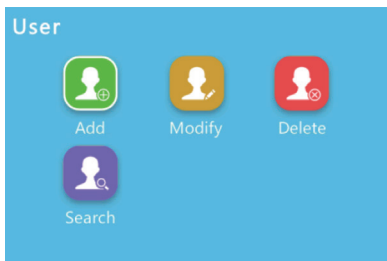
## Modify User

Select **Modify** to edit the registered user. Input the registered user ID to modify user information and the fingerprint template.

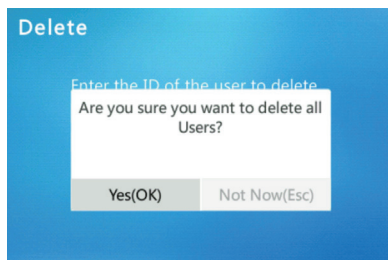
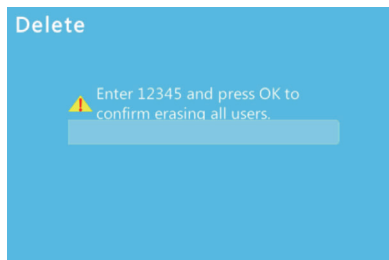


## Delete User

Select **Delete** to user delete interface. Please input the user ID you want to delete and press **OK** to delete the user continue to click **Yes** to confirm the operation.



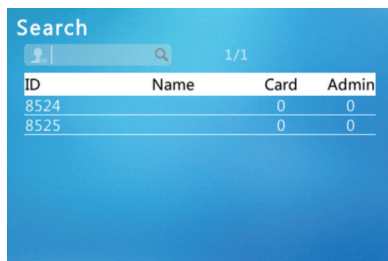
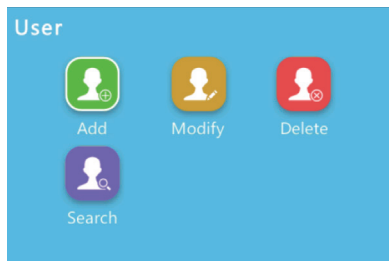
**Delete all Users (Caution):** Click **Delete all Users**. The device will ask for confirmation, input the 12345 and confirm the operation to delete all users.



## Search Use

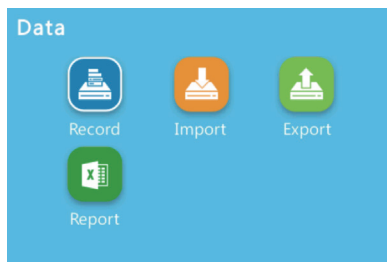
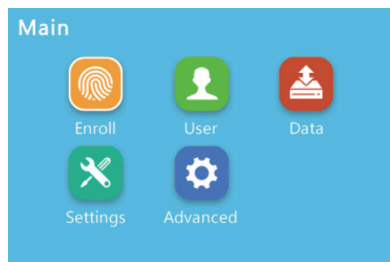
Select **Search** and input the user ID in the upper left corner, and press **OK** for user search.

Press directional keys to select the user and press **OK** to modify the user information.



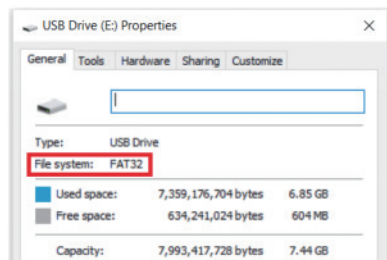
## 4. Data and Report

Select the **Data** icon to access the time attendance data management interface.



### Notice:

The data import and export are all base on USB Drive transfer. Please use USB Drive with FAT32 Format.



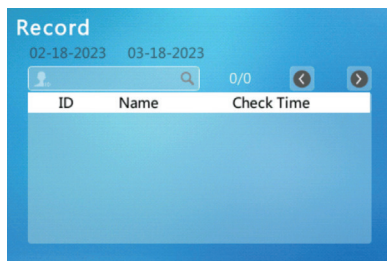
### 4.1 Employee Record

Select the **Record** item to access the record interface, Press ←/IN and OUT/→ keys to select the data for the record Input the user id in the upper left corner, and press **OK** for the user records search.

Press directional keys to page up and page down to search the user records.

### Notice:

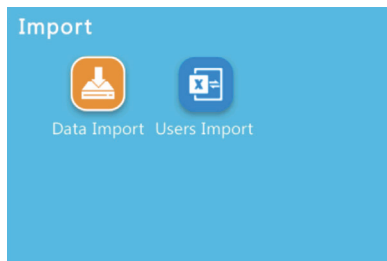
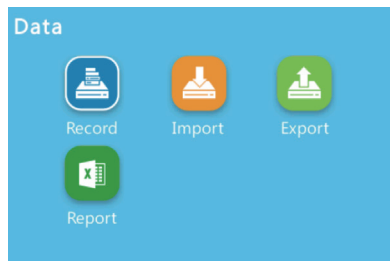
You can search all employee records here even including the employee's invalid attendance record.



## 4.2 Data Import

The data import function helps the manager to copy employee information from one device to another or import employee information in batches.

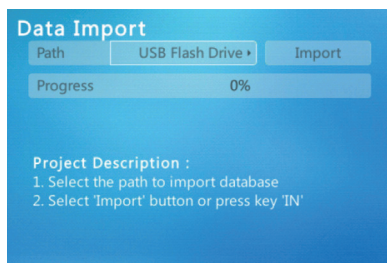
Select **Import** to access the data import interface. The terminal will import the data from USB Flash Driver.



### Data Import

Before Data Import you need export the data from another device to the USB drive.

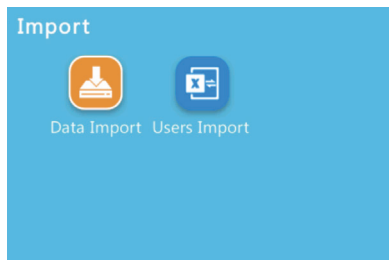
The plug the USB drive select “Import” to copy the employee information to new device.



## 4.3 Batch User Information Import

The CX3 device supports import user information (do not include fingerprint template import) by Excel files.

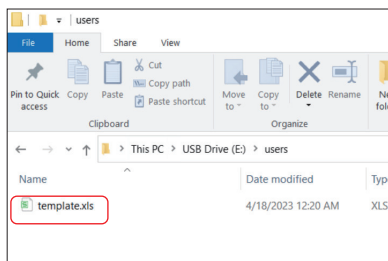
Select **Users Import** to access the user import interface. The device will request plus the USB drive.



After plug the USB Drive, The device with two options:  
**Export template** and **Import User**.

### Step 1 Export template

Will export a User Folder to a USB drive, which includes a blank template.xls file.



Open the “template.xls” and fill in the user information as requested.

Please rename this file name to “**users.xls**” before importing to the device.

User ID	Name( Less or equal 10 characters )	Card No.	Group No.

### Notice:

The **Card NO.** can be blank and **Group No.** default with 1.

## Step 2 Import User

After filling in the “template.xls” in the USB drive. Please replug into the device and select the Import User button.



The device will check the file and select **Yes(OK)** to continue importing user information.

In the next step please enter the **User--Search** menu to enroll employees' fingerprints one by one.

## 4.4 Data Export

Select **Export** to access the data backup interface, you can keep the user information and attendance records on the USB drive and then import or backup the data.



## User Export

Press **←/IN** and **OUT/→** keys to select **All User** or **Specific User** (Assigned User), input the User ID to Export user information to the USB Drive.

**User**

Path

Progress

Export

**Project Description :**

1. Select path to export staff info
2. Click 'Export' button or press key 'OUT'

**Record**

Path

Progress

Export

**Project Description :**

1. Select exporting Att. log path
2. Click 'Export' button or press key 'OUT'

## Record Export

Press **←/IN** or **OUT/→** keys to select the export **All Record** or **New Records** to the USB Drive to backup. Because the backup files need third-party software tools.

### Notice:

Because records are exported as compressed files, need third-party software tools to release. Please contact support@anviz.com to get help.

## 4.5 Time Attendance Report

Select the **Report** to export the employee time attendance report to USB Drive. Input the User ID to export the assigned employee's time attendance report or filled in a blank to export all employee attendance reports.

**Date:** Export time attendance reports based on the Pay Period (Weekly, Bi-weekly, Semi-monthly and Monthly ).

**Data**

**Report**

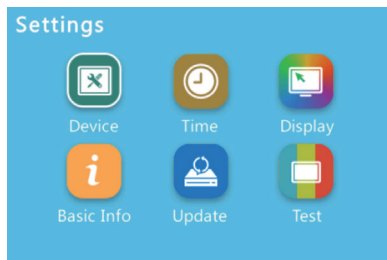
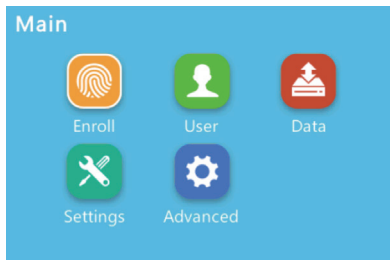
ID

Date

Export Format

## 5. Device Setting

Select the **Setting** to setup device information.



### 5.1 Modify Device Password and Reset the device

Select **Device** to modify device menu login password and reset the device.

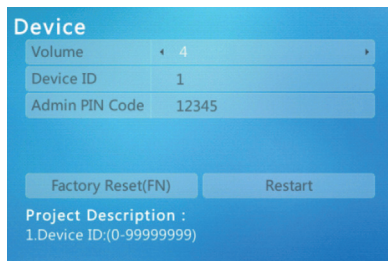
**Volume:** increase or decrease the device ´s volume (0 to 5,0 is mute).

**Device ID:** Insert the Device ID (default: 1).

**Admin PIN Code:** Set the device password to log in to the device menu.(default: 12345)

**Factory Reset:** Set the device as factory mode. Caution: This process will delete all the users and records from the device.

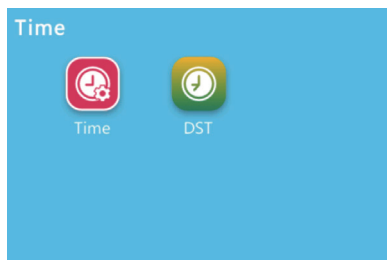
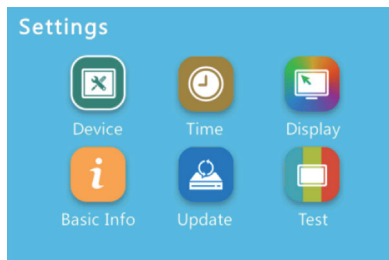
**Restart:** Reboots the device, keeping stored all the existing information.





## 5.2 Time and Date

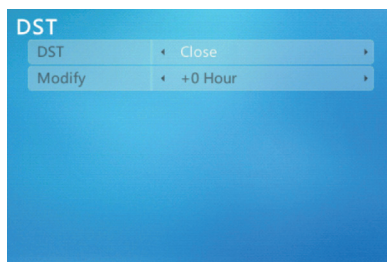
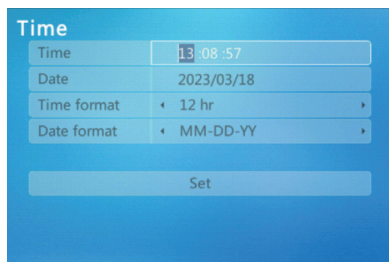
Select **Time** to manual setup device time and Daylight Saving Time



### Time Settings

Press **←/IN** and **OUT/→** keys to manually setup the device time and date display format.

Select **Set** to save the setup.

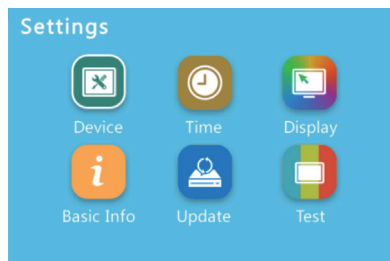


### DST Settings

Daylight-saving time is a manual method to set the local area time zone deviation, according to where the device is located.

## Display Settings

Select **Display** to manage device's screen and device language.



### Display

Language	◀ English ▶
Power saving	◀ Screensave ▶
bright level	◀ mid ▶
keyboard lock	◀ OFF ▶
Standby(min)	10

**Language:** Select to switch the system language.(5 Languages)

**Power Saving:** Energy saving display settings.

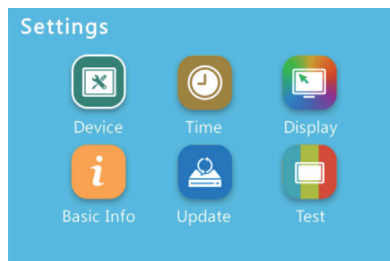
**Bright Level:** LCD screen brightness level.

**Keyboard lock (CAUTION):** Disable the device keypad input. (Disable the non-admin user operate the device by keyboard)

**Standby(min):** Bright screen standby time.

## Device Information

Select **Basic Info** to check device information.



### Basic Info

Serial Number	111111111111300
Employee NO.	2/300
Card Count	0/300
Fingerprint NO.	2/300
Log	0/50,000
Firmware Ver.	03.46.BV_01_38_dark
Kernel Ver.	g7460186_W04
File System Ver.	01.46.03

**Serial Number:** Contains the S/N of this device.(16digits)

**Employee No:** Number of employees stored on the device's memory.

**Card Count:** Number of RFID cards stored on the device's memory.

**Fingerprint No:** Number of fingerprint templates stored on the device's

**Log:** Number of log records stored on the device memory.

**Firmware Ver:** The current firmware version of this device.

**Kernel Ver:** The current kernel version of this device.

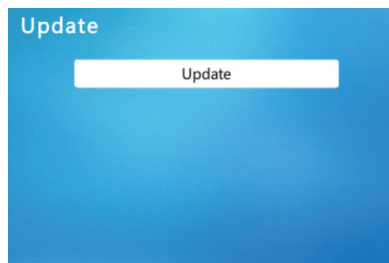
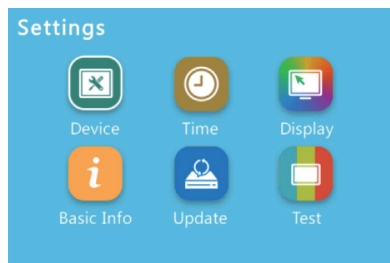
**File System Ver:** The current file system version of this device.

**Notice:**

Please provide the device basic info to us when you need help from support@anviz.com.

## Update

Select **Update** to upgrade the device firmware.



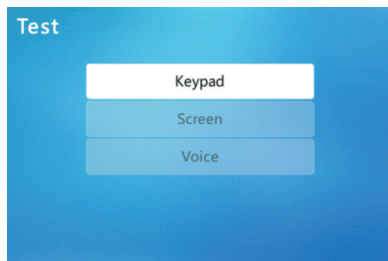
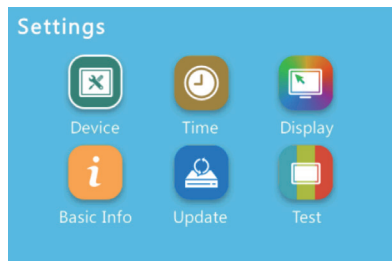
Follow the instruction to plug a USB drive with update file and press **Update** button to begin the update.

**Notice:**

We will release the new firmware from community.anviz.com

## Device Test

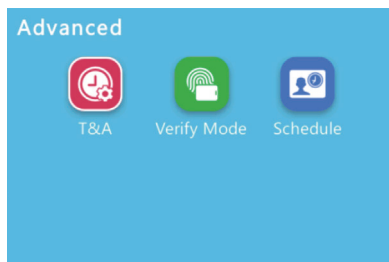
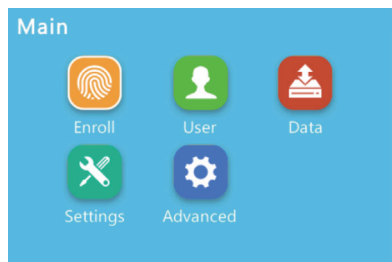
Select **Test** to verify equipment health.



Follow the item to test device ´s keyboard, LCD display and speaker (alarms and voices).

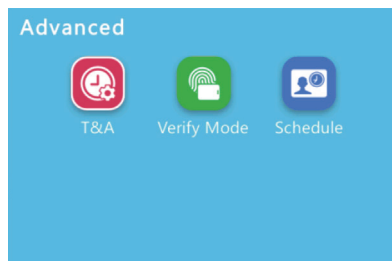
## 6. Advanced Setting

The Advanced Setting includes the Time Attendance, System Verify mode, and Shift Schedule setting.



### 6.1 Time and Attendance

Select **T&A** option to setup time attendance rules.



T&A	
Duplicate Punch Range (0-250min)	0
Log Alarm Threshold(0-5000)	1000
Identify Precision	Middle ▶
Check Finger	Enable ▶
Intelligent update FP	ON ▶
Pay Period	Weekly ▶
Start Date of Payment	Monday ▶

**Duplicate Punch Range(0-250min):** Set the time interval for repeated punching of the same employee to prevent the system from generating duplicate punching records.

**Log Alarm Threshold (0-5000):** The device will emit an alarm when the log records reach the number inserted on this field to inform the log memory is almost full.

**Identify Precision:** Fingerprint template comparison accuracy.

**Check Finger:** Enable/disable the fingerprint touch active function. When disabled, the fingerprint sensor will keep always turned on.

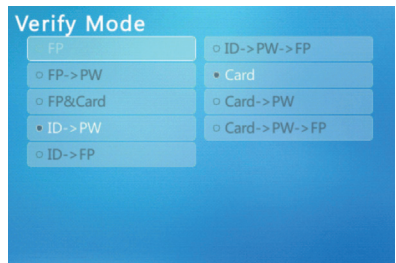
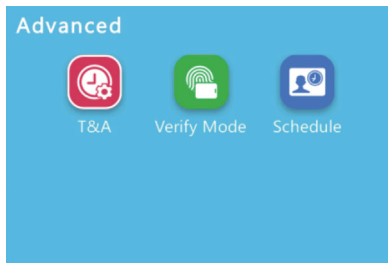
**Intelligent update FP:** Automatically replaces the user fingerprint template on device 's by a new one whenever the device detects a better-quality user template than the previous stored in.

**Pay Period:** Set up company pay period and time attendance report period.

**Start Date of Payment:** The start day of each week.

## 6.2 Verify Mode

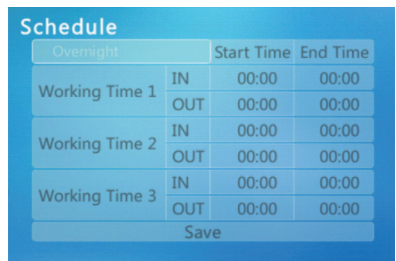
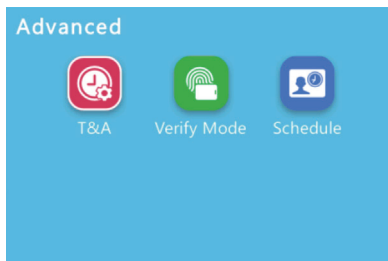
Select **Verify Mode** to set up device default verification on the device.



FP means Fingerprint Template, PW means Password, ID means User registered number.

## 6.3 Schedule

Select **Schedule** to reset the employee's work schedule.



## 7. Support

If you need more support we suggest visit Anviz Community.  
[community.anviz.com](https://community.anviz.com), a platform for sharing your Anviz products's experiences  
and interacting directly with us.

### CrossChex Cloud Help Center



## Warranty and Disclaimer

Anviz warrants that the hardware will be free from material defects in materials and workmanship and will substantially conform to the applicable Documentation in effect as of the date of manufacture for a period of three (3) years from the date of shipment by Anviz ("Warranty Period"). For more warranty information about this product, please visit [\*\*www.anviz.com/warranty-policy\*\*](https://www.anviz.com/warranty-policy).

## Shipping Fees

End Customer is responsible for the shipping fee for sending the product to Anviz, and the return shipping fee for sending the product back to customers is borne by Anviz (paying for one-way shipping). However, if the device is considered as No Fault Found, which means the device works normally, the returning shipment, too, is borne by End Customer (paying for round-trip shipping).

## **Return Merchandise Authorization (“RMA”) Process**

Please fill out the Anviz RMA request form online <https://www.anviz.com/form/rma.html> and ask technical support engineer for an RMA number. You will receive the RMA confirmation with RMA number in 72 hours, after receiving an RMA number, please send the product in question to Anviz by following the Anviz shipment guide. When the inspection of the product is completed, you receive an RMA report from technical support engineer. Anviz decides to repair or replace parts after user confirmation. When the repair is completed, Anviz notifies user of that and sends the product back to you. An RMA number is valid for two months from the date of its issuance. An RMA number that is more than two months old is null and void, and in such a case, you need to get a new RMA number from Anviz technical support engineer. Products without a registered RMA number will not be repaired. Products shipped without an RMA number may be returned, and Anviz will not be held responsible for any loss or other damage caused by this.



## Questions?



### Call

855-ANVIZ4U | 855-268-4948  
MON-FRI 5AM-5PM Pacific



### Text

408-837-7536  
MON-FRI 5AM-5PM Pacific



### Email

support@anviz.com  
24 Hours Answer



### Community

Join [community.anviz.com](https://community.anviz.com)  
if you have any question or  
suggestion to share



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