ANVIZ

Intelligent . Security

User Manual

(V1.4)

Models: D100/D200/Aseries/EPseries/
TC550/OC500/T60/VF30/VP30
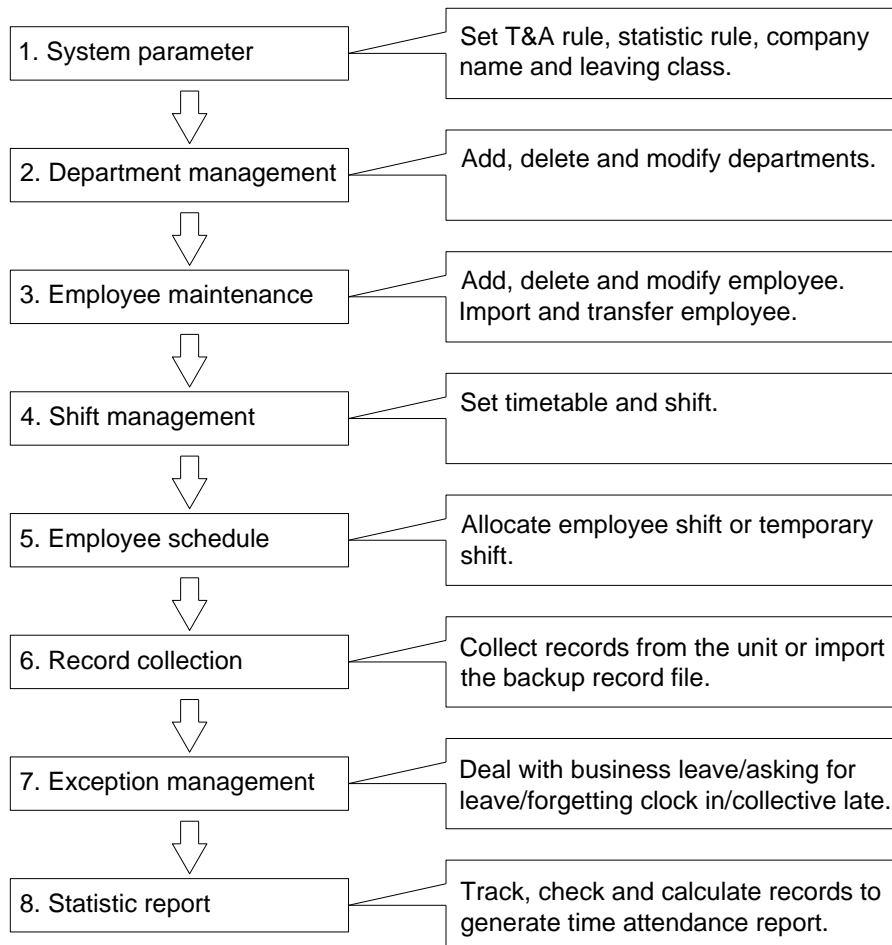
PREFACE

Honorable customers:

Thanks for choosing products of our company. The product with world cutting edge technologies—fingerprint/card 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. 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.

Utilizing the latest biometric technology, this product will bring you a unprecedented reliability, convenience and benefits.

Software Operation Flowchart

This software includes: System parameter, department management, Employee maintenance, shift management, Employee 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. Employee maintenance	Add, delete and modify employee. Import and transfer employee.
4. Shift management	Set timetable and shift.
5. Employee schedule	Allocate employee 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 Employee. Department setting should be completed before Employee maintenance.

3. When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company Employee in accordance with certain format. For the format, please refer to [import Employee list] so that all Employee can be imported to the system at one time. Employee 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 Employee. Each Employee 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 Employee.

6. Attendance 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 Employees or a certain Employee from a certain department in a certain time period.

In [Attendance Calculating and report], first please select the starting and ending date of the Employee, 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 Employee 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.

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:

● Employee shift or temporary shift is incorrect.
● Exceptions such as Employee away for business/ask for leave/forgetting clock in/out is incorrect.
● Checking and calculation of transaction records is incorrect.

CONTENTS

Note: ★ This mark represents the special model function which differs from the different devices, so it may be determined by the actual function of the device.

Chapter1. Notice For User

It's a comprehensive manual. Some specific functions are subject to actual device.

Models:D100/D200/Aseries/EPseries/TC550 /OC500/T60 /VF30/VP30.

1.   Notice For User

1.1   Security Considerations

Please read carefully before using the manual:

1. Please read it carefully first of all;

2. Don't install the terminal under direct light, humid, dusty or sooty environment;

3. Don't install the terminal near the magnetic field;

4. Don't install the terminal near the calefaction device;

5. Don't sprinkle the liquid (water, drink, chemistry) on the terminal;

6. Always keep the surface of the terminal clean;

7. Clear the terminal by towel when there is water on the surface;

8. Don't break the terminal;

9. Don't press two keys at the same time;

10. Don't take down, repair or change the terminal without authorization;

11. Don't allow children to touch the terminal;

12. This terminal is only used for fingerprint verification, don't use it for other purposes;

13. If in doubt, please contact the local distributor;

1.2   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

Note:

1. It is better for each user to register two finger prints in case of one finger can't 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 , then index finger or middle finger to increase the precision.

Chapter2. Operation Guide

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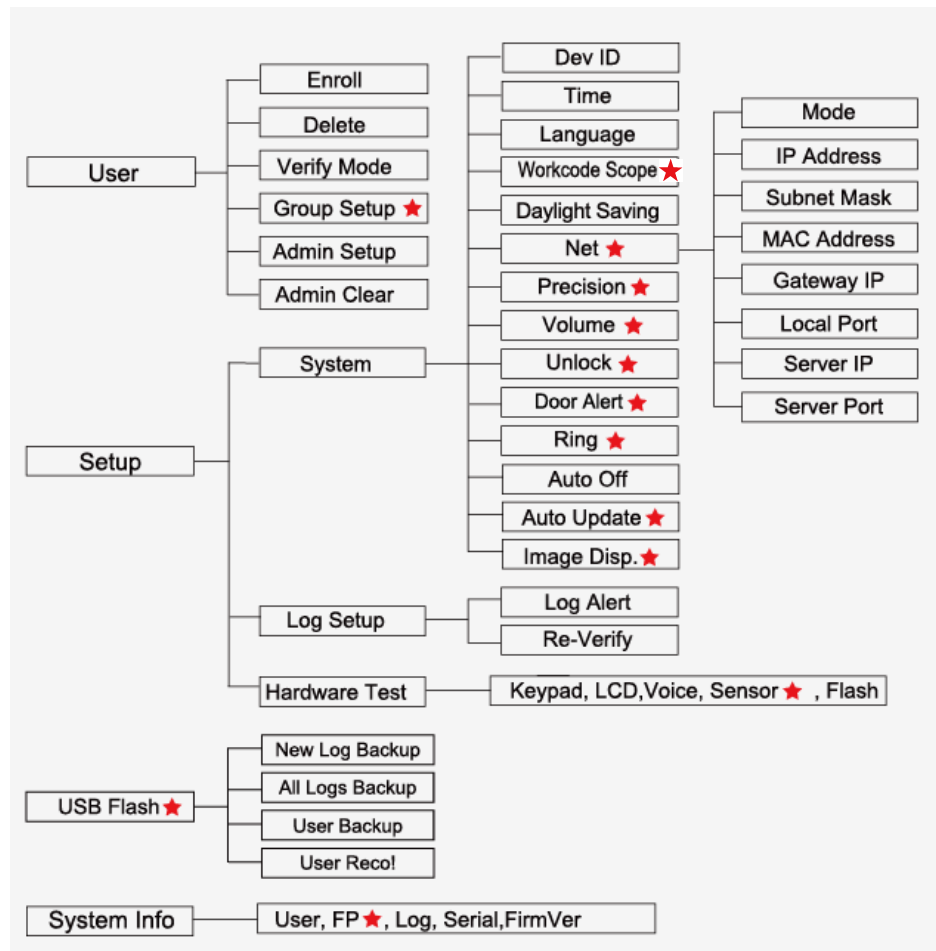
2. Operation Guide

2.1 Menu List★

Press [M] key to enter system management menu.

(This requires the administrator authorization if there is admin registered in the system.)

Menu List:

**Note:** ★mark for special model function.

2.2   Button Instruction

Button	Function	Button	Function
[Fn]	Work Code	[M]	Menu
[OK]	Confirm	[C]	Delete / Exit
[⊙]	Power	[1-9]	Number
[◁ IN] [OUT▷] [▲][▼]	Status/Navigate Key		

Note: [C] also is work code function for T60 device.★

2.3   Time Attendance Status

Standby status we can run: time attendance, status setting, entering management mode and power off operation.

IN
09:00 26
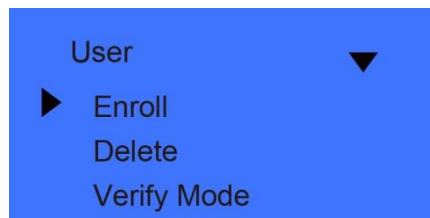11-09-26   MON
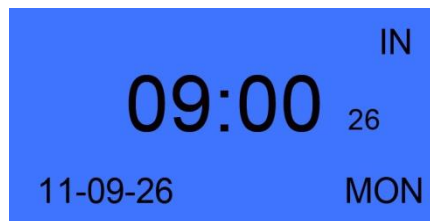
2.4   User

Employee info management includes user registration, user deletion; verify mode, group setting, manager setup and deletion.

Press [M] to enter system management mode. Select [User] option with [◁ IN] or [OUT▷] key.

MENU   ▼
▶ User
    Setup
    System Info
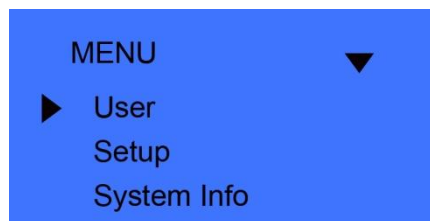
Press [OK] button to enter the sub-menu.
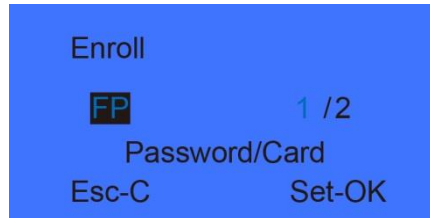
User   ▼
▶ Enroll
    Delete
    Verify Mode

2.4.1   User Enroll

Select [Enroll] option and press [OK] to enter user registration interface. Input user ID, i.e. 8101

```
Enroll


   ID            008101
Esc-C          Set-OK
```

Press [OK] to continue.

```
Enroll

   FP            1 /2
      Password/Card
Esc-C          Set-OK
```
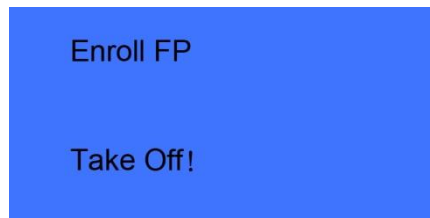
Fingerprint registration:★

Press [◁ IN] or [OUT▷] key to select 1 or 2, 1 is to register the 1st FP, 2 is for 2nd FP. Press [OK] to continue.

```
Enroll FP



   Place  Finger #1
```

Place the finger on sensor scanner. Please follow the screen prompts to register the fingerprint.

```
Enroll FP



Take Off!
```

Remove finger, the system will prompt.

```
Enroll FP



   Place  Finger #2
```

Place the same finger on sensor scanner again. After scanning successfully, the system will prompt as follow:

```
Enroll FP


   008101-1
Sav-OK
```

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

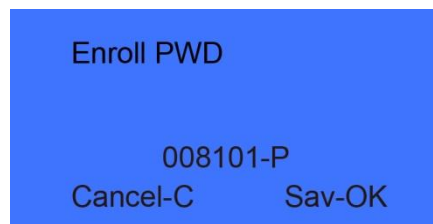The 2nd finger registration as the same steps as above.

Password registration:

Press [◁ IN] or [OUT▷] key to [Password] option. Press [OK] to continue.

Enroll PWD

PWDID   ******
Esc-C   Set-OK

Please Input 1-6 digits as password. Press [OK] to confirm and input same password again. The system will prompt:

Enroll PWD

PWDID   ******
Confm   ******

Press [OK] to save interface.

Enroll PWD

008101-P
Cancel-C   Sav-OK
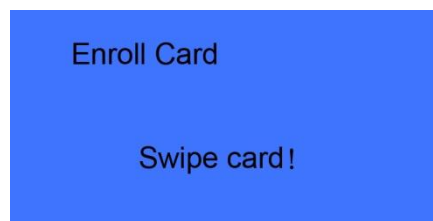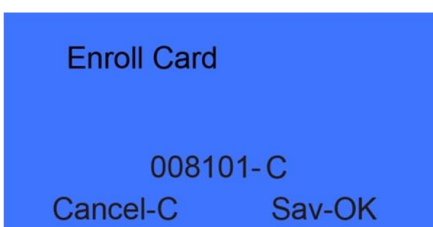
Press [OK] to save password. Press [C] to cancel and exit back to user registration interface.

Card registration:

Press [◁ IN] or [OUT▷] key to [Card] option. Press [OK] to continue.

Enroll Card

Swipe card!

Swipe the ID card on card reader area. The terminal will get card number and enter save interface.

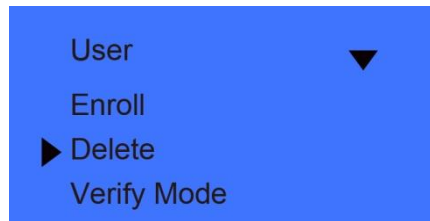Enroll Card

008101-C
Cancel-C   Sav-OK

Press [OK] to save, press [C] to cancel and exit back to user registration interface.
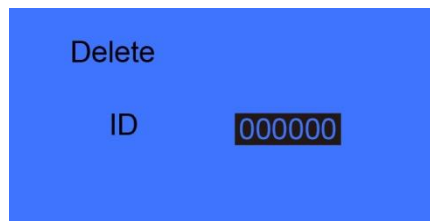
2.4.2 User Deletion

When there are employees leaving, we need to delete these employees to free more memory space.

In [User] menu, press [◁ IN] or [OUT▷] to select [Delete] option.

```
User                    ▼
Enroll
▶ Delete
Verify Mode
```

Press [OK] key to enter user deletion interface.

```
Delete


ID        000000
```

Input employee ID to delete. Press [OK] enter delete confirm interface.

```
Delete


        008101
No-C            Yes-OK
```

Press [OK] to confirm delete. Press [C] to cancel.

Note: Employee deletion will delete all information of the employee and can't be resumed. Please take caution!
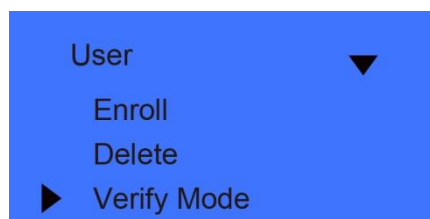
When machine do not have this employee ID, the system will prompt as follow:

```
Delete


NO    User !
```

2.4.3 Verify Mode

Setting verify mode of the employee, there are four modes: SEPT, RF+PW, PW+FP, and RF+FP.

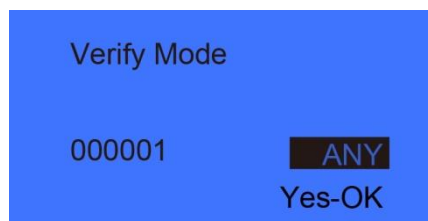In [User] menu, press [◁ IN] or [OUT▷] key to select [Verify Mode] option:

```
User                    ▼
Enroll
Delete
▶ Verify Mode
```

Press [OK] key to enter setting interface:

```
Verify Mode        ▼
  ▶ 000001        ANY
    000001        ANY
    Esc-C         Set-OK
```

Press [◁ IN] or [OUT▷] key to select employee's ID or press [OK] to input user ID:

```
Verify Mode


    000001        ANY
    Cancel-C      Sav-OK
```

After input user ID, press [OK] to enter setting interface.

```
Verify Mode


    000001        ANY
                  Yes-OK
```

Setting employee's verify mode through [◁ IN] or [OUT▷] key, then press [OK] key to confirm and enter save interface:

```
Verify Mode


    000001        FP+PW
    Cancel-C      Yes-OK
```
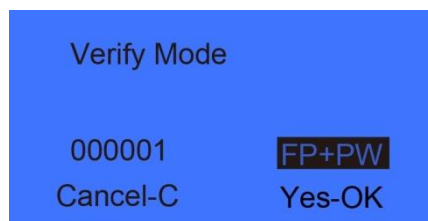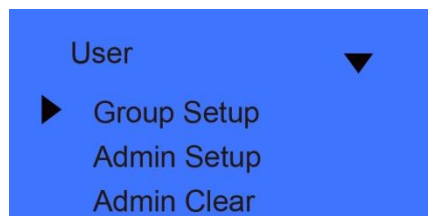
Then press [OK] key to save; Press [C] key to cancel this operation.

2.4.4   Group Setup★

Group is based on time zones. One group can set max 4 time zone. There are supply 16 groups. Normally, system will default group 0 as normal close, group 1 as normal open.

In [User] menu, press [◁ IN] or [OUT▷] key to select [Group Setup] option.

```
User               ▼
  ▶ Group Setup
    Admin Setup
    Admin Clear
```

Press [OK] key to enter group setup interface.

```
        Group Setup          ▼
   ▶    000801          G01
        000001          G01
        Esc-C           Set-OK
```

Press [◁ IN] or [OUT▷] key to select user ID or press [OK] to input user ID manually.

```
      Group Setup       ▼          Group Setup
  ▶   000801       G01
      000001       G01             ID          000001
      Esc-C        Set-OK
```

After input user ID, press [OK] to enter group interface.

```
         Group Setup

              008101        G01
                          Yes-OK
```
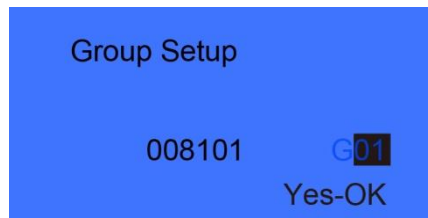
Group number can be input through [◁ IN] or [OUT▷] key or number key. (Max group number is 16). Press [OK] key to confirm and enter save interface.
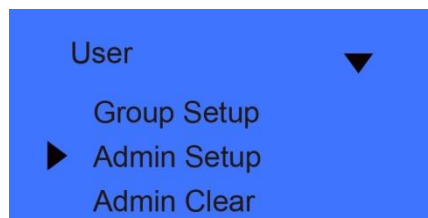
```
         Group Setup

              008101        G03
         Cancel-C         Yes-OK
```
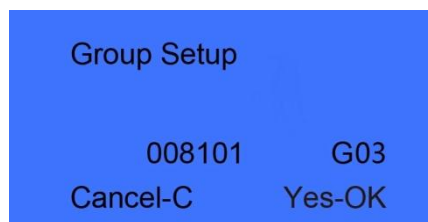
Then press [OK] key to save employee' group settings. Press [C] key to cancel this operation as well.

2.4.5   Admin Setup

To prevent illegal operation, we need to set device admin to enter menu.

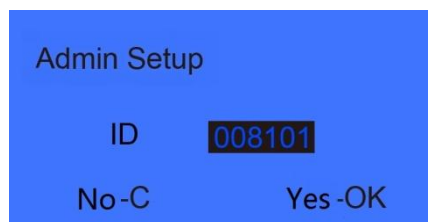In [User] menu, press [◁ IN] or [OUT▷] key to select [Admin Setup] option:

```
         User              ▼
            Group Setup
        ▶   Admin Setup
            Admin Clear
```

Press [OK] key to enter [Admin Setup] interface.

```
Admin Setup




       Esc-C        Add -OK
```

Press [OK] to start adding admin.

```
Admin Setup


    ID      000000


```

Input the user ID i.e. 8101. Press [OK] key to enter admin setup save interface.

```
Admin Setup


     ID       008101

   No -C           Yes -OK
```

Press [OK] key again to confirm saving. After adding completed, exit to admin setup interface.

```
Admin Setup


     ID       008101

   Esc -C          Add -OK
```

You can press [OK] key to continuously add other admin, and press [C] to exit as well.

After adding admin, it needs the verification of the administrator's fingerprint to enter Menu. The interface is as following:
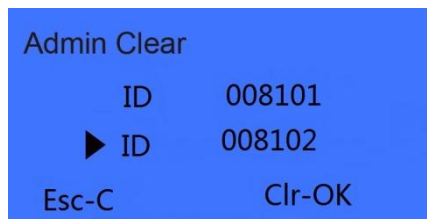
```
Admin                    IN
      11:36  11

09-03-13              TUE
```
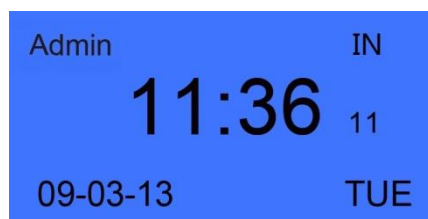
2.4.6   Admin Clear

Select [Admin Clear] option in [User] menu.

```
User              ▼
   Group Setup
   Admin Setup
 ▶ Admin Clear
```

Press [OK] to enter admin clear interface.

Admin Clear
▶ ID   008101
   ID   008102
Esc-C   Clr-OK
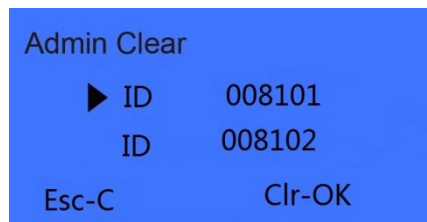
Press [◁ IN] or [OUT▷] key to choose the admin ID to be deleted, i.e. 8102:

Admin Clear
   ID   008101
▶ ID   008102
Esc-C   Clr-OK

Press [OK] key to confirm the admin ID.

Admin Clear

▶ ID   008102

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

Press [OK] key again and confirm to delete manager 8102. Then exit to manager clear interface.

Admin Clear
▶ ID   008101

Esc-C   Clr-OK
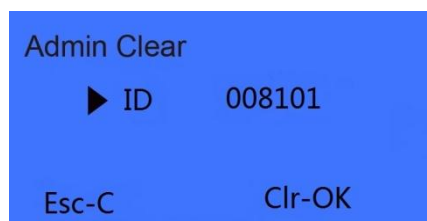
Press [OK] key to delete manager continuously. Press [C] key to exit manager clear interface as well.

2.5   Setup

[Setup] menu mainly includes [system], [log setup] and [Hardware Test].

Enter management menu, press [◁ IN] or [OUT▷] key to select [Setup] option.

MENU   ▼
   User
▶ Setup
   System Info
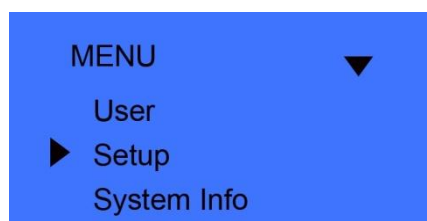
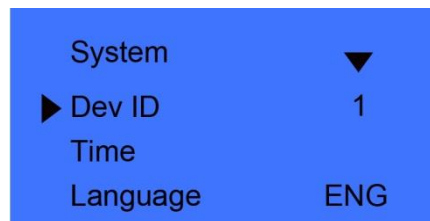Press [OK] key to enter [Setup] sub-menu. Press [◁ IN] or [OUT▷] key to shift menu.

2.5.1 System Setup

2.5.1.1 Device ID

In [Setup] menu, press [◁ IN] or [OUT▷] key to enter [System] setup option.

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

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

```
System              ▼
▶ Dev ID            1
  Time
  Language         ENG
```

Note: Device ID range is 0-99999999, and default is 1.(Device ID must enter as same as in the communication software), When the device as "0", must use the lasted 8 digit of the serial number to communication with software.

2.5.1.2 Time

Press [◁ IN] or [OUT▷] key to select [Time] option,

```
System              ▼
  Dev ID            1
▶ Time
  Language         ENG
```

Press [OK] key to enter time setting interface.

```
Time          MON
2011-09-26    14:58
↑
Set-C         Next-OK
```

You can press the [OK] key to move the cursor to shift the year, month, day. And use number and [◁ IN] or [OUT▷] key adjust the time. After setting completed, press [C] key and enter system time save interface.
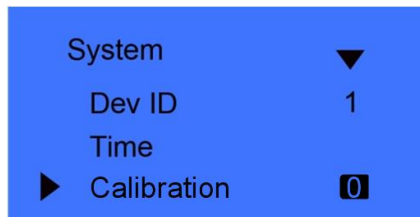
```
Time          MON
2011-09-26    14:58
        Save?
No-C          Yes-OK
```
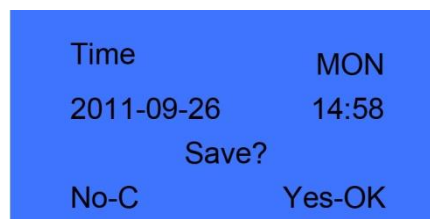
Press [OK] key to save system time. Press [C] key to cancel and exit to upper menu.

2.5.1.3   Calibration★

In [System], press [◁ IN] or [OUT▷] key to select [Calibration] option.

```
System                ▼
   Dev ID             1
   Time
 ▶ Calibration        0
```
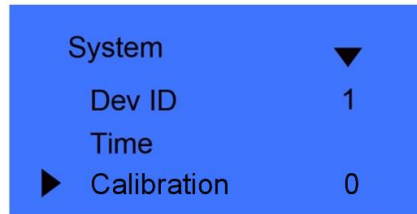
Press [OK] key to enter the time setting (Time unit: second).

```
System                ▼
   Dev ID             1
   Time
 ▶ Calibration        🄾
```

You can press [◁ IN] or [OUT▷] key to get the calibration time you need. And press [OK] to confirm. Then you can continue to do other function settings.

2.5.1.4   Language

In [System], press [◁ IN] or [OUT▷] key to select [Language] option.

```
System                ▼
   Dev ID             1
   Time
 ▶ Language          ENG
```

Press [OK] key to enter language setting interface.

```
System                ▼
   Dev ID             1
   Time
 ▶ Language          ENG
```

You can press [◁ IN] or [OUT▷] key to switchover the language. And press [OK] to confirm.

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

```
Setup


           Save?
No-C              Yes-OK
```

Press [OK] key to save system setting. Press [C] to cancel and exit to upper menu.

2.5.1.5 Work Code Scope★

Work code is a code for different work. Use for device supply a parameter to label an attendance record as which kind of the work. It is easy for count attendance time for different work.   The scope of the work code is: 0-999999. It is an invalid when over this scope.
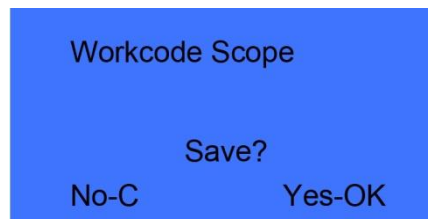
In [System], press [◁ IN] or [OUT▷] key to select [Work code scope] option.

```
System              ♦
  ▶ Workcode Scope
    Daylight Saving
    Net
```
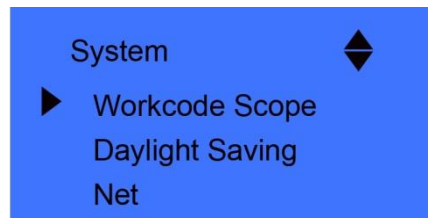
Press [OK] key to enter work code scope interface.

```
Workcode Scope

  Max            999999
  Min                 0
Set-C          Next-OK
```
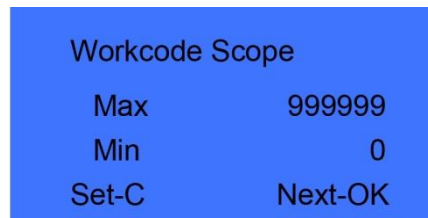
When you finish setting, press [C] key enter save interface.

```
Workcode Scope


        Save?
No-C           Yes-OK
```

Press [OK] to confirm and save.

2.5.1.6 Daylight Saving

Automatically switch daylight saving time base on week or date.

In [System], press [◁ IN] or [OUT▷] key to select [Daylight Saving] option.

```
System              ♦
    Workcode Scope
  ▶ Daylight Saving
    Net
```
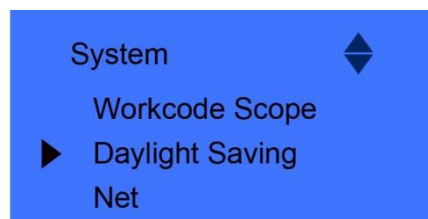
Press [OK] key to enter Daylight Saving interface:

```
Daylight Saving        ▼
  ▶  Enabled          Yes
     Format           Date
     Start Time
```

When you enable "Daylight Saving" function you need select week or date format first. Then you need set the time point for "Daylight Saving" start time and end time. And press [C] key enter save interface.

```
Setup


            Save?
No-C             Yes-OK
```
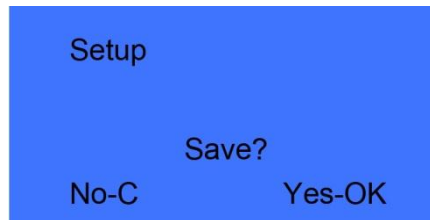
Press [OK] to Confirm and save.

2.5.1.7   Net ★

Network setting main includes [IP Address], [Subnet Mask], [MAC Address] and [Gateway IP] settings.

In [System], press [◁ IN] or [OUT▷] key to select [Net] option.

```
System              ♦
     Workcode Scope
     Daylight Saving
  ▶  Net
```

Press [OK] key to enter net parameter interface.

```
Net                 ♦
  ▶  Mode          Server
     IP Address
     Subnet Mask
```
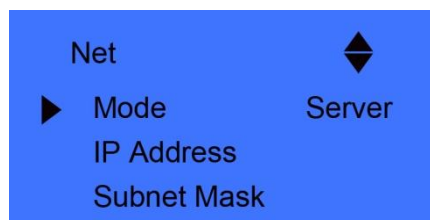
Mode:

There are two modes for networking.

Press [◁ IN] or [OUT▷] key to select [Server] or [Client].

```
Net                 ♦
  ▶  Mode          Server
     IP Address
     Subnet Mask
```
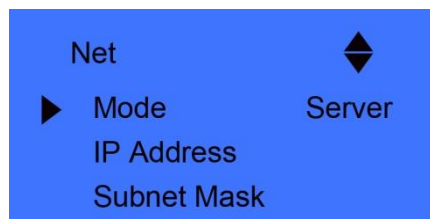
Server: Normal net mode;

Client: Only communication with the PC which has server IP.

IP Address

Press [◁ IN] or [OUT▷] key to select [IP address] option:

```
Net                    ▼
    Mode        Server
  ▶ IP Address
    Subnet Mask
```
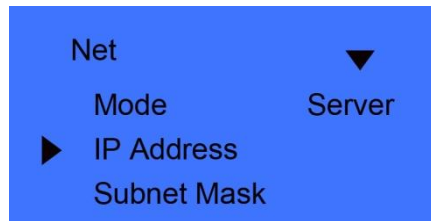
Press [OK] key to enter IP address setting interface:

```
IP Address          ▼
  ▶ 192 .168 .000 .218

  Set-C          Next-OK
```
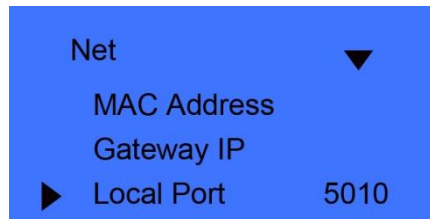
Press [◁ IN] or [OUT▷] key or number key to input IP address. Press [OK] key to shift between the 4 segments. After set is completed, press [C] key to enter IP address save interface.

```
IP Address          ▼
  ▶ 192 .168 .000 .218
            Save?
    No-C          Yes-OK
```
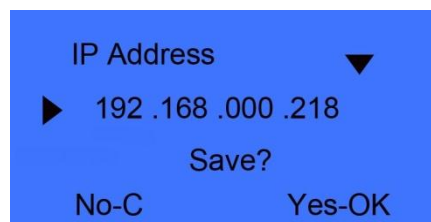
Press [OK] key to save the modification. Press [C] key to cancel.

Subnet Mask

Press [◁ IN] or [OUT▷] key to select [Subnet mask] option.

```
Net                    ▼
    Mode        Server
    IP Address
  ▶ Subnet Mask
```
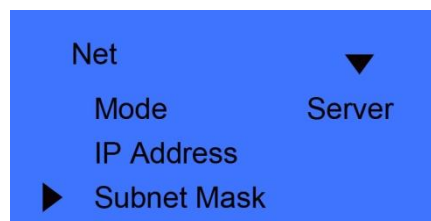
Press [OK] key to enter subnet mask setting interface.

```
Subnet Mask         ▼
    255 .255 .255 .000

  Set-C          Next-OK
```

Press [◁ IN] or [OUT▷] key or number key to input subnet mask. Press [OK] key to shift between the 4 segments. After set is completed, press [C] key to enter subnet mask save interface.

Subnet Mask ▼

255 .255 .255 .001
Save?
Set-C   Next-OK
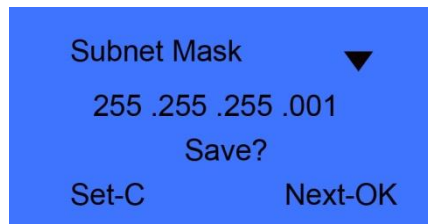
Press [OK] key to save the modification. Press [C] key to cancel.

MAC Address

Press [◁ IN] or [OUT▷] key to select [MAC address] option.

Net ▼
▶ MAC Address
Gateway IP
Local Port   5010

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

MAC Address

051 .247 .188 .066.
084 .215
Set-C   Next-OK

Please do not change the MAC address for device.

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

Gateway IP

Press [◁ IN] or [OUT▷] key to select [Gateway IP] option.

Net ▼
MAC Address
▶ Gateway IP
Local Port   5010
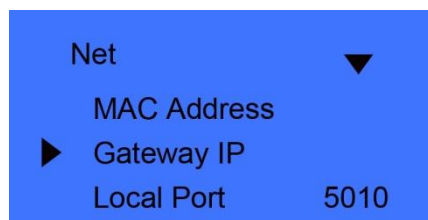
Press [OK] key to enter gateway IP setting interface.

Gateway IP
192 .168 .000 .001

Set-C   Next-OK

Press [◁ IN] or [OUT▷] key or number key to input gateway IP. Press [OK] key to shift between the 4 segments. After set is completed, press [C] key to enter gateway IP save interface.

Gateway IP

192 .168 .000 .219

Save?

No-C   Yes-OK
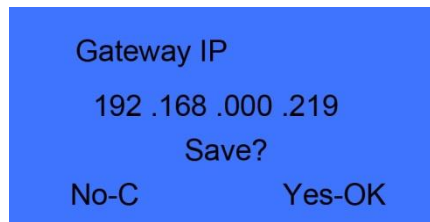
Press [OK] key to save the modification. Press [C] key to cancel.

Local Port:

Press [◁ IN] or [OUT▷] to select [Local Port] option:

Net   ▼

MAC Address

Gateway IP

▶ Local Port   5010

Press [◁ IN] or [OUT▷] key or number key to input port. After set is completed, press [C] key to enter save interface.

Server IP address

Press [◁IN]、[OUT▷]to select[Server IP]option:

Net   ◆

MAC Address

Gateway IP

▶ Serve IP
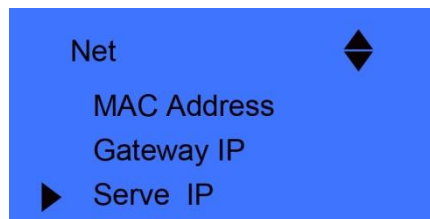
Press [OK] key to enter Server IP setting interface.

Serve IP

192 .168 .000 .001

Set-C   Next-OK
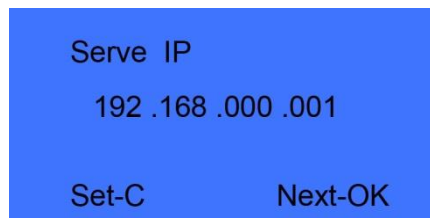
Press [◁ IN] or [OUT▷] key or number key to input server IP. After set is completed, press [C] key to enter save interface.

Serve IP

192 .168 .000 .001

Save?

No-C   Yes-OK
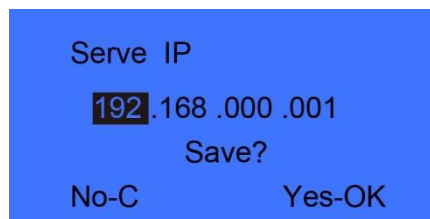
Press [OK] key to save the modification. Press [C] key to cancel.

Server port

Press [◁IN]、[OUT▷]to select [Server port] option:

```
Net
▶  Server Port    5010
```
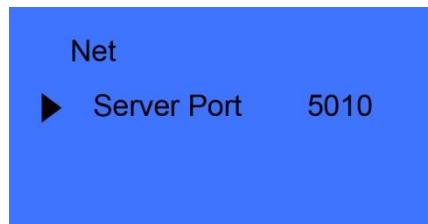
Press [◁ IN] or [OUT▷] key or number key to input server port. After set is completed, press [C] key to enter save interface.

```
Setup



        Save?
No-C            Yes-OK
```
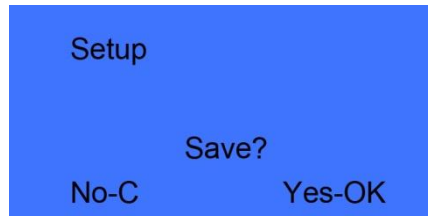
Press [OK] key to save the modification. Press [C] key to cancel.

2.5.1.8   Anti-Back ★

The anti-back feature is designed to prevent misuse of the access control system. The anti-back feature is most commonly used at parking gates and employee entrance doors, where there is both an "in" reader at the entry gate and an "out" reader at the exit gate. The anti-back feature requires that for every use of a card at the "in" reader, there be a corresponding use at the "out" reader before the card can be used at the "in" reader again.

Standalone access control (T60, VF/VP30 etc.) must work with T5s to realize anti-back function.

Via [◁ IN] or [OUT▷] select [Anti-Back] option:

```
System          ▼
▶  Anti-Back
   Precision     1
   Unlock        2
```
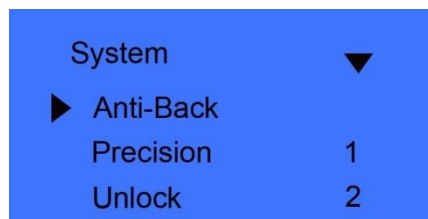
Press [OK] to confirm enter "Anti Pass Back" menu.

```
Anti-Back       ▼
▶  Enable       NO
   Native       IN
   User         Empty
```
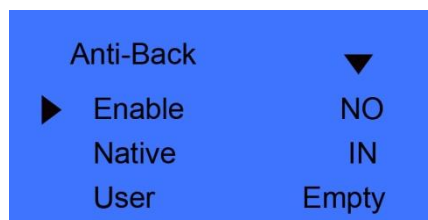
Enable: Enable or Disable anti-back function.

```
                            Stranded
              0000
     09:00  26
11-09-26  ˙        MON
```

21
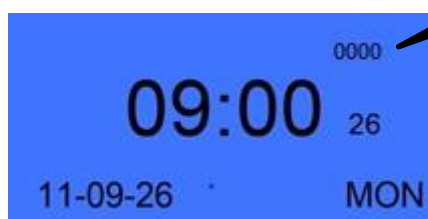
Native: Setting device always as "In" or "Out" states.

Empty User: Clear all the stranded user records which have been accessed in.

Press [◁ IN] or [OUT▷] key to setting the anti-back function and press[OK]to confirm, then press[C]save and exit.

2.5.1.9 Print ★

Via [◁ IN] or [OUT▷] select [Print] option:

System ▼
　Anti-Back
▶ Print
　Precision　　2

Press [OK] to confirm:
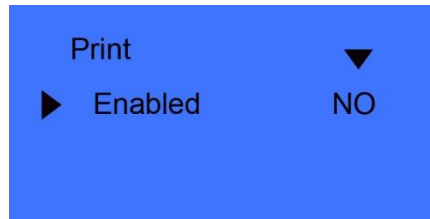
Print ▼
▶ Enabled　　NO

Set up if enabled print function, and then press [C] key to set to be saved.

Printer Settings:

Com Port	Communication or Print function
Baud Rate	Baud Rate:19200 for print function
	Baud Rate:57600 for communication function
Output Code	Font coding for Print

2.5.1.10 GPRS★

Insert the standard SIM card. The device will search the GPRS signal.

IN
09:00 26
11-09-26 ⅰ|| MON
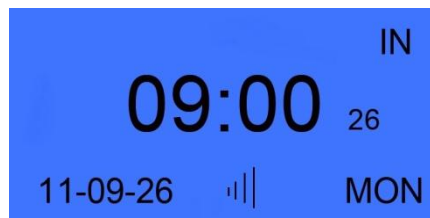
Via [◁ IN] or [OUT▷] select [GPRS] option:

System ▼
▶ GPRS
　Precision　　1
　Volume　　　2

In the GPRS option there are two options:

GPRS ▼
▶ Server IP
Server Port   5010

Server IP: The server IP is the Public IP address (it is from ISP). It is the PC Server IP that the T60 device will connected with.

Press "OK" to enter IP setting interface. And input public IP address.

Serve IP
192 .168 .000 .001

Set-C   Next-OK
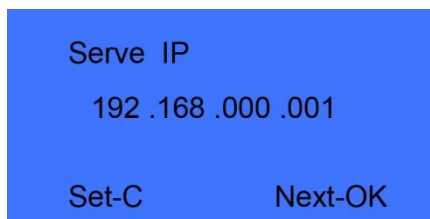
Server Port: The port is the software communication port. The device will send the attendance data and get commands via this port to attendance software. (The default port is 5010)

GPRS ▼
Server IP
▶ Server Port   5010
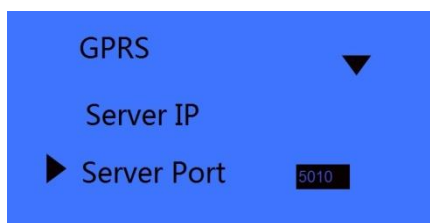
The next step need set the software. In the Prjcomm.exe software interface, Please add a terminal first. Please notice you just select " LAN(Client)" mode for device GPRS communication.

Terminal Management

Terminal Info
Terminal No. 1
Device ID 1

Device Name 1
Device Group Group1
T&A status Real status

Communication Method
○ USB(no driver)
○ LAN
◉ LAN(Client)
○ COM
○ RS485 COM1

OK   Cancel
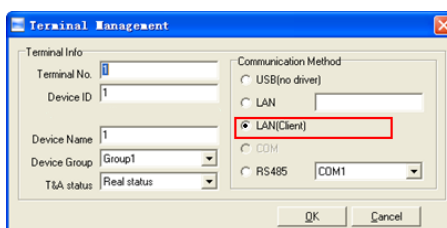
2.5.1.11   Matching Precision ★

There are three fingerprint matching precision levels (0, 1, and 2). 0 is lower precision (Basic) .1 is standard precision (Good). 2 is high precision (Excellent).

Press [◁ IN] or [OUT▷] key to select [Precision] option.

System ▼
▶ Precision   1
Volume   2
Unlock   5
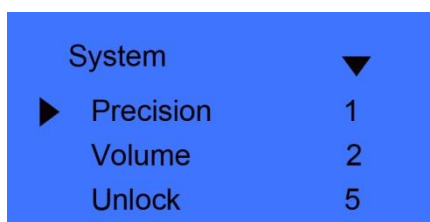
Press [OK] key to enter precision setting interface.

System ▼
▶ Precision ▮
    Volume 2
    Unlock 5
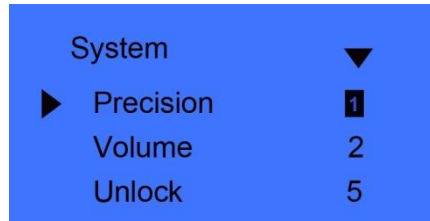
Press [◁ IN] or [OUT▷] key or number key to adjust the precision. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.1.12   Volume ★

There are five levels for device's volume,0-mute,MAX-5

In [System] setup, press [◁ IN] or [OUT▷] key to select [volume] option

System ▼
    Precision 1
▶ Volume 2
    Unlock 5
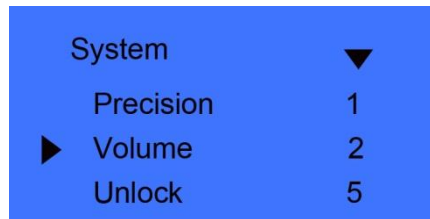
Press [OK] key to enter volume setting interface, Press [◁ IN] or [OUT▷] key set the volume. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.1.13   Unlock ★

Lock delay is the time range since lock open to close after user access granted. 'No' means no delay and the max delay time is 15 seconds.

Press [◁ IN] or [OUT▷] key to select [Unlock] option,

System ▼
    Precision 1
    Volume 2
▶ Unlock 5
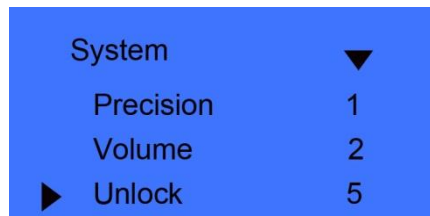
Press [OK] key to enter delay time setting interface,

System ▼
    Precision 1
    Volume 2
▶ Unlock ▮5
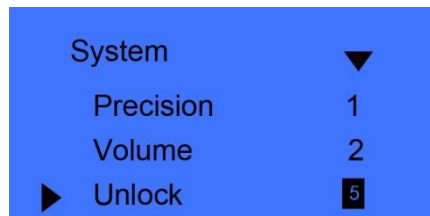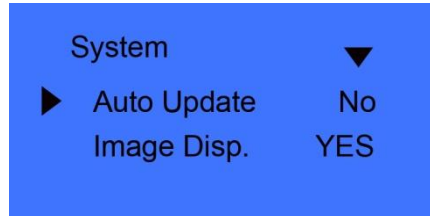
Press [◁ IN] or [OUT▷] key or number key to input delay time. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.1.14   Door Alert ★

Door alert use for monitor lock whether door was closed after user access. If lock does not close the device will alarm out. The delay time for door alert is 1-99 sec and "No" means disable the door alert function.

Press [◁ IN] or [OUT▷] key to select [Door Alert] option,

```
System              ▼
  ▶ Door Alert      No
    Ring            No
    Auto Off        10
```
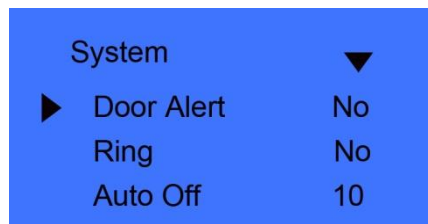
Press [OK] key to enter door alert setting interface,

```
System              ▼
  ▶ Door Alert      No
    Ring            No
    Auto Off        10
```

Press [◁ IN] or [OUT▷] key or number key to input door alert value. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.1.15   Ring ★

Ring is the time range for ring delay. "No"- no delay with ring, the max is 15 sec.

Press [◁ IN] or [OUT▷] key and shift to [Ring] option,

```
System              ▼
    Door Alert      No
  ▶ Ring            No
    Auto Off        10
```

Press [OK] key to enter Ring setting interface,

```
System              ▼
    Door Alert      No
  ▶ Ring            No
    Auto Off        10
```

Press [◁ IN] or [OUT▷] key or number key to input delay time value. Press [OK] key to confirm. Then press [C] to save the setting and press[OK] to be saved.

```
Setup

        Save?
No-C            Yes-OK
```
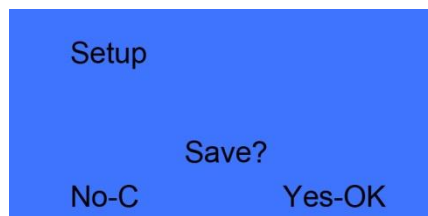
2.5.1.16   Auto Off

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

Press [◁ IN] or [OUT▷] key to select [Auto off] option.

```
System          ▼
   Door Alert    No
   Ring
 ▶ Auto Off      10
```

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

```
System          ▼
   Door Alert    No
   Ring          No
 ▶ Auto Off      10
```
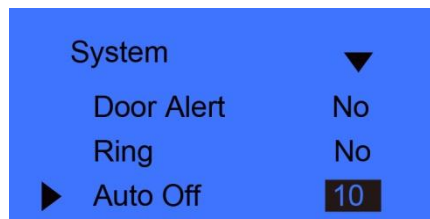
Press [◁ IN] or [OUT▷] key or number key to input dormancy time. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.1.17   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 [◁ IN] or [OUT▷] key and shift to [Auto Update] option:
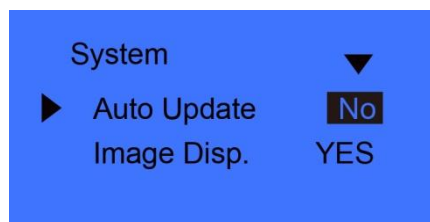
```
System            ▼
 ▶ Auto Update    No
   Image Disp.    YES
```

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

```
System            ▼
 ▶ Auto Update    No
   Image Disp.    YES
```

Press [◁ IN] or [OUT▷] key to choose 'Yes' or 'No', and then press [OK] key to confirm. Then press [C] to save the setting.

2.5.1.18   Image Display ★

Whether display the fingerprint image on the LCD after user access granted.

In [System] setup, press [◁ IN] or [OUT▷] key to select [Image Disp.] option,
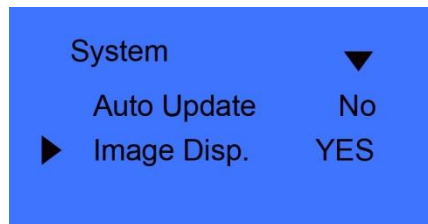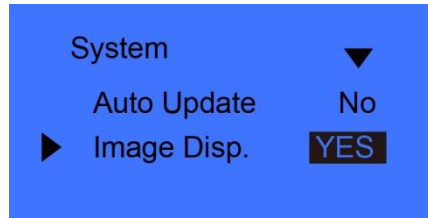
```
System            ▼
  Auto Update     No
▶ Image Disp.     YES
```

Press [OK] key to enter setting interface:

```
System            ▼
  Auto Update     No
▶ Image Disp.     YES
```

Press [◁ IN] or [OUT▷] key to choose 'Yes' or 'No', and then press [OK] key to confirm. Then press [C] to save the setting.

2.5.2   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 [◁ IN] or [OUT▷] key to select [Log Setup] option.

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

Press [OK] key to enter sub-menu,

```
Log Setup
▶ Log Alert      010
  Re-Verify      NO
```
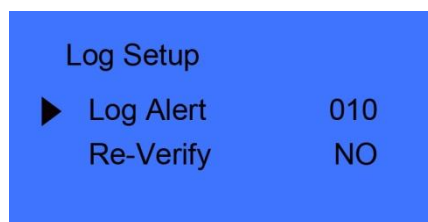
Press [◁ IN] or [OUT▷] key to select [Log Alert] option. Press [OK] key to enter log alert setting interface.

```
Log Setup
▶ Log Alert      10
  Re-Verify      NO
```

Press [◁ IN] or [OUT▷] key or number key to input log warning number. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.3 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 [◁ IN] or [OUT▷] key to select [Re-Verify] option,

Log Setup

    Log Alert   010
▶ Re-Verify   NO
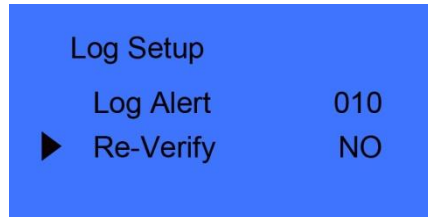
Press [OK] key to enter re-verify setting interface,

Log Setup

    Log Alert   010
▶ Re-Verify   NO
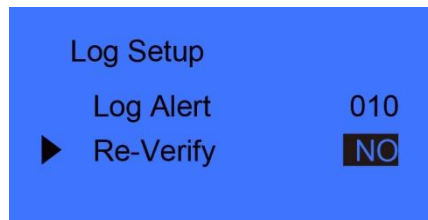
Press [◁ IN] or [OUT▷] key or number keypad to input time. Press [OK] key to confirm. Then press [C] to save the setting.

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

2.5.4 Hardware Test

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

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
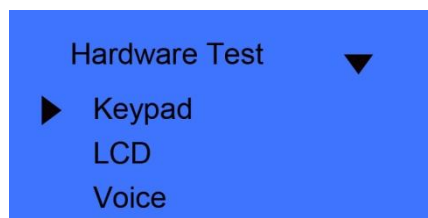
Press [◁ IN] or [OUT▷] key to choose testing option and press [OK] key to start.

Keyboard: press [◁ IN] or [OUT▷] 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 -C
```
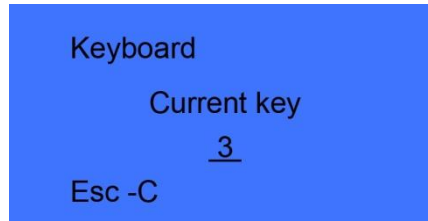
Press "C" exit the test

LCD: Press [◁ IN] or [OUT▷] key to select [LCD] option, and press [OK] to enter LCD testing interface.

```
Esc-C          Next-OK
```

Press "C" exit the test

Voice: Press [◁ IN] or [OUT▷] key to select [Voice] option, and press [OK] to enter voice testing interface. ★

```
Voice           ▼

     Section      04-17
Esc -C
```
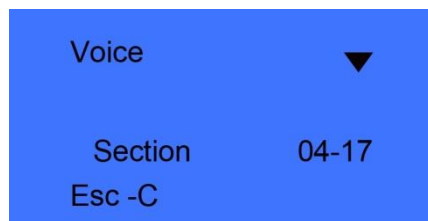
Sensor: Press [◁ IN] or [OUT▷] key to select [Sensor] option, and press [OK] to enter sensor testing interface. ★

```
Sensor

     LUM          130
Esc -C      Adapt-OK
```

Press "C" exit the test

Flash: Press [◁ IN] or [OUT▷] key to select [Flash] option, and press [OK] to enter flash testing interface.

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

```
Step 1
     Erase All Data
       Continue?
Esc -C       Yes-OK
```

Step 1

    Erase All Data
      Continue?
Esc -C   Yes-OK
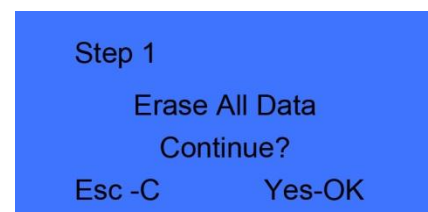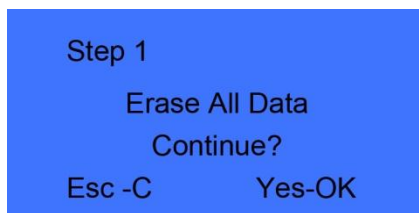
After checking completed, the interface will show the checking result,

Flash

    Flash OK!

Esc-C
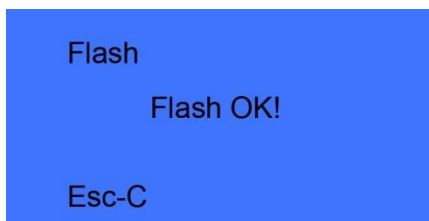
After each test are finished, press [C] key to exit.

2.6   USB Flash ★

Put U flash driver into terminal USB port and press [M] to management menu. Select [USB Flash] Press [OK] enter sub menu.

2.6.1   New Log Backup

Download the new records into U flash driver.

Press [◁ IN] or [OUT▷] key to select [New Log Backup] option, press [OK] key to download the new attendance record.

USB Flash   ▼

 ▶ New Log Backup
    New Logs Backup
    User Backup

After back successful, Press [C] key exit to upper menu.

The new record file stores in the BAK.KQ file which under G:\00000001 directory.

[G]: The driver letter of the USB flash driver; [00000001]: is the terminal device ID.

2.6.2   All Log Backup

Download all the records into U flash driver. All attendance files store in the BAK.KQ file which under G:\00000001 directory.

Note: Please copy the backup record files to another direction of the local PC,

Otherwise running [All Log Backup] will instead backup files.

2.6.3   User Backup

Download user information and fingerprint template to USB flash driver, the backup file store in BAK.YG and BAK.ZW file under G:\00000001 directory.

Recover the user information back to the terminal from USB flash driver.

There are two methods for recover the data:

Copy BAK.YG and BAK.ZW files to root direction of the USB flash driver, and put USB flash driver into terminal USB port to recover the records；

Through USB flash driver management software export employee information to root direction of the USB flash driver, will generate BAK.YG and BAK.ZW two files，then put USB flash driver into terminal USB port to recover the records.

Press [◁ IN] or [OUT▷] key to select [User Record] option, press [OK] key to recover the user records.

USB Flash   ▼
▶ User Reco!
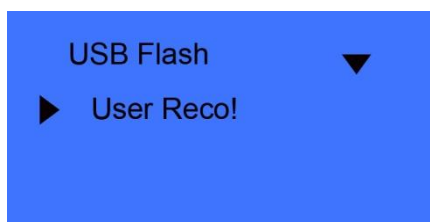
After recover, Press [C] key exit and back to upper menu.

2.7   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 [◁ IN] or [OUT▷] key and shift to [System Info] option,

MENU   ▼
    User
    Setup
▶ System Info
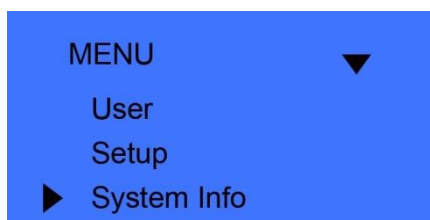
Press [OK] key to enter system info interface, and check info of correct operated device. ★

System Info   ▼   System Info   ▼
▶ User   3   ▶ Serial   XXX
    FP   2   FirmVer   01.A0.H1
    Log   17

User: Registered user number in device

FP: registered fingerprints number. Select it and press [OK] key and you can check the password and card number .★

Log:The number of the attendance record stored in the device.

Serial: The unique identifier of the device and cannot be modified.

FirmVer: 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.
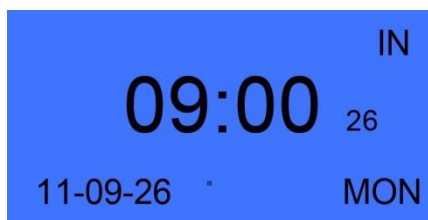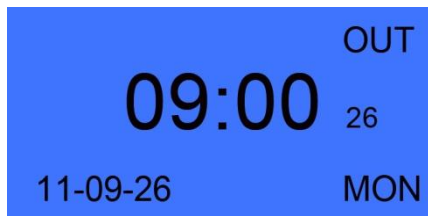
Chapter3. System Installation

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; PentiumⅢ500 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;

Microsoft Windows 7;

3.2   System Installation

Please insert CD-ROM and the disc will automatically run the Guide interface. If not, please run Guide interface.exe in the root directory of the disc. The following window will pop up:

Click [Installation] to continue installation (see the picture below):

Please select local dialect:

Select installation path,default as:"D:\"   click "Next month":

Please confirm the installation list and click "Install"

Click "Yes"

The installation will be done after seconds (see the picture below):

Click [Finish] to close the installation program and an icon [🕐] will be added to the desktop.

Chapter4. Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage employee information, set rules of attendance etc.

4   Background Management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage employee information, set rules of attendance etc.

4.1   Log in System

Double click the icon [🕐] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

The default administrator's name is "Admin" and password is empty. Log in system and the following interface will be displayed:
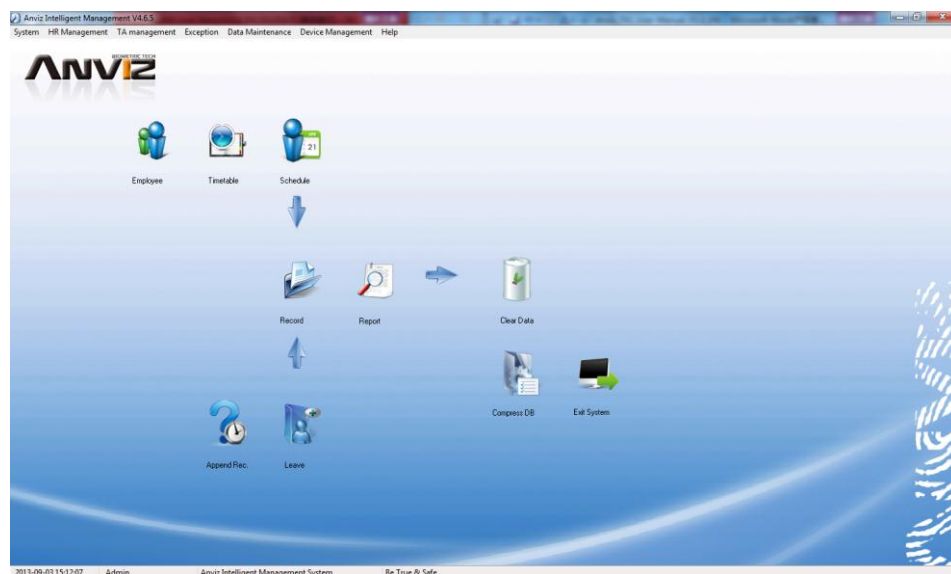
The main interface includes three parts:

1. System menu: Include the whole function module & information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and system information.

4.2   System

Click [System] on the main menu, following springs:
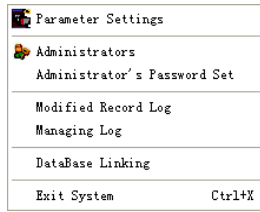
4.2.1 Parameters Settings

Click [Parameters Settings] in system menu. The following window will prompt:
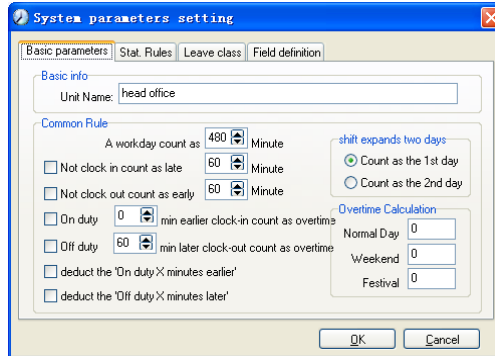
Basic parameters:

Unit Name: Set your company name, the default is "Head office". Input your company name that will be deemed as the head of departments list.

Common Rule:

A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

"Late for work as how many minutes" can be set when no clock-in on duty, "early to leave as how many minutes" when no clock out for off duty.

The minimum time that can be calculated as overtime before on duty time or after off duty time.

The "X minutes" will be automatically deducted from the total overtime if you select the item "deduct the on duty X minutes earlier/later".

"Shift expand two days" is set under real condition.

Stat. Rules:

Click page [Stat. Rules], following shows:
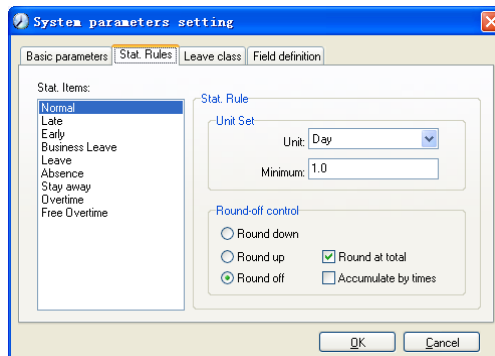
This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page [Leave class], following shows:
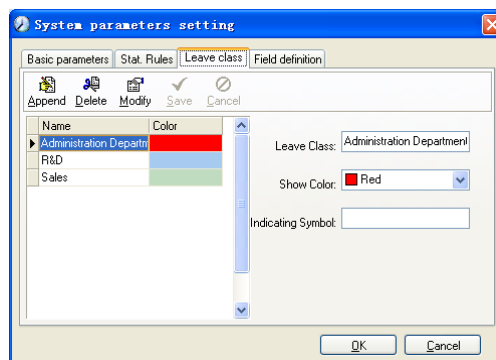
Add new leave class:

Click [Append], input the name of leave class and choose color and click [save] to finish.

Revise leave class:

Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:

Click page [Field definition], following shows:
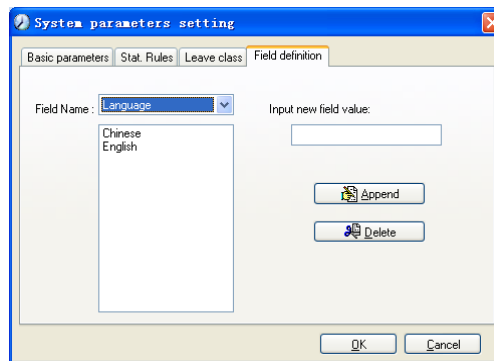
This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

4.2.2 Administrators

Click [System]-[Administrators], following window shows:
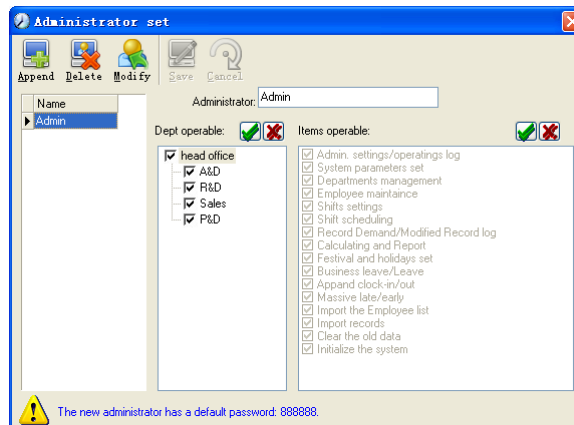
Append new administrator:

Click [Append]—input the name of new administrator in the field of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Employee maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the "Department operable" for the administrators (select the new department in the "Department operable" list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator who will be deleted and click [Delete] to finish deleting according to the prompt.

4.2.3 Administrator's Password Set

Click menu [System]--[Administrator's Password Set], following springs:
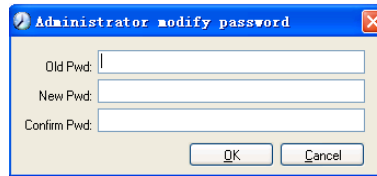
Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

4.2.4 Modified Record Log

Click menu [System]--[Modified Record Log], following springs:
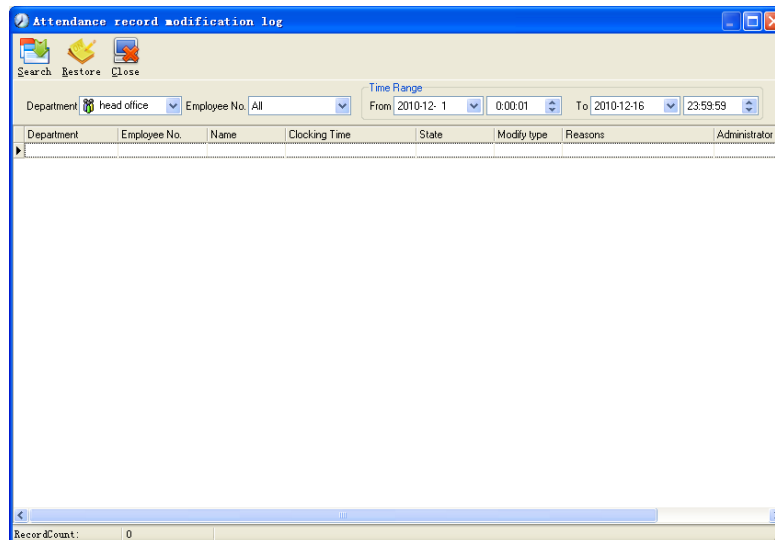
Select department, employee No. and time range and click [Search] and those records which match the above condition will be displayed.
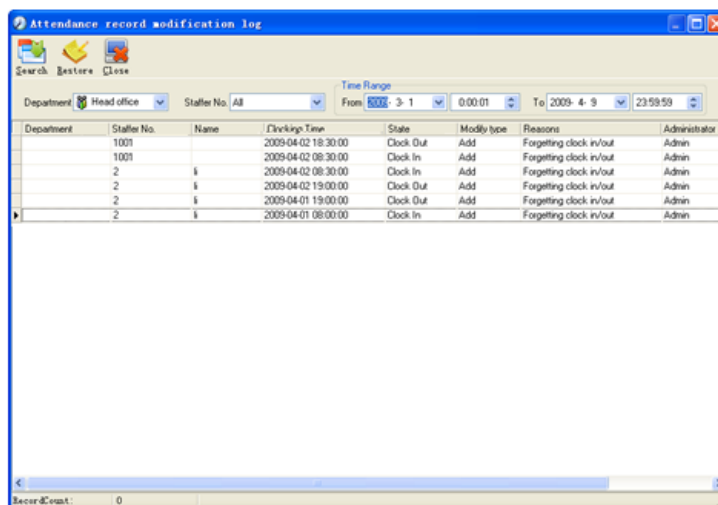
Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

Click [Close] to exit.

4.2.5   Managing Log

Click menu [System]--[Managing Log], following springs:
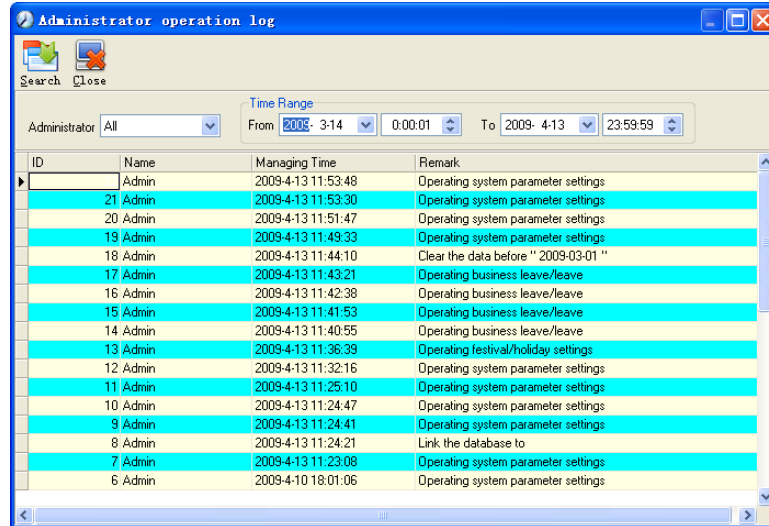
This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

4.2.6   Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:
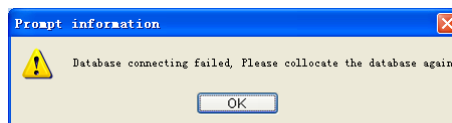
Click [Database linking] in system menu, the following springs.
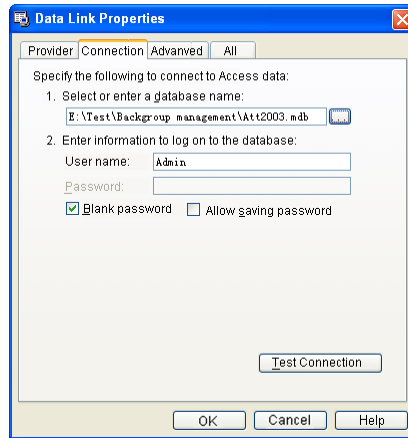
Input the database name or click the ▥ button to select the correct database file.

Notice: You can click [Test connection] to test the connection correctness of the database.

4.2.7   Exit System

Click [Exit System] in System menu. The following menu springs:

Click [OK] to exit management software and return to Windows system.

4.3   HR Management

Click [HR Management] on the main menu, following springs:
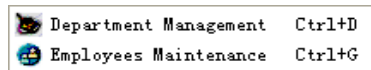
4.3.1   Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:
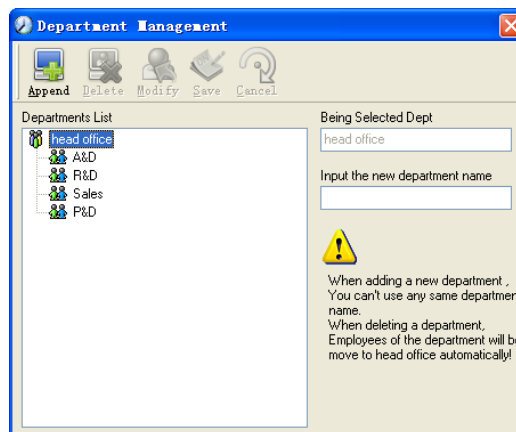
Add a new department:

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the "Department operable").

Department modification:

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department:

Choose the department, click [Delete] and then click [OK] to complete.
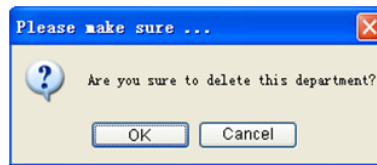
Notice: Repetition of department name is not allowed; if there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

4.3.2   Employees Maintenance

Click [Employees Maintenance] in [HR Management] menu, the following window appears:
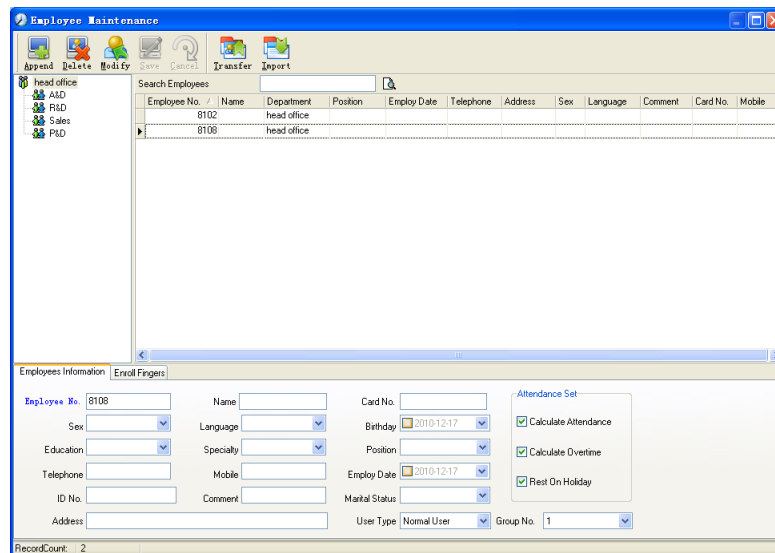
Employee's adding:

Choose the department that the employees belong to, clicks [Append], and input employee's information, then click [Save] to complete.

Note:

1. The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox "Calculate Overtime" is not checked, the

statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

Employee's modification:

Choose the employee, click [Modify] and input the new information, then click [Save].

Employee's deletion:

Choose the employee; click [Delete] and then click [OK] to complete.

Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

Import employees:

Click [Import], employee importation window springs for importing employees.

Employee's department shifting:

Choose the employee you want to shift the department click [Transfer] and following window will pop up:
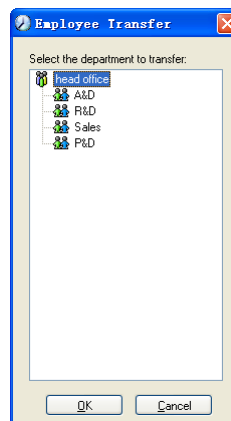
Select the new department and click [OK] to complete.

Export Employee:

Right-click on employee list and the following window pops:
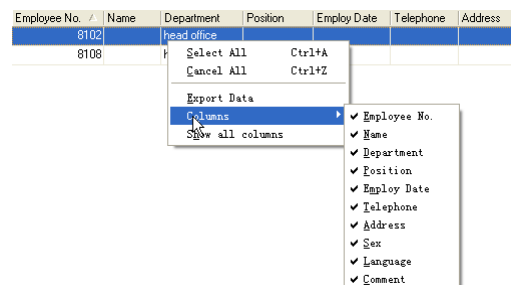
All displayed fields in employee info list can be defined through submenu of "Column". Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:
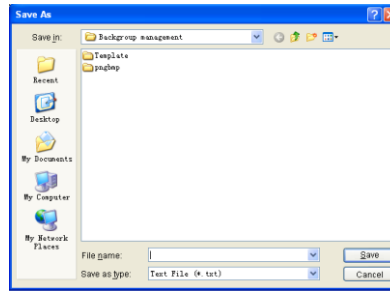
Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

4.4   Attendance Management

Click [Attendance] in the main menu, following springs:
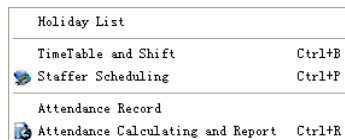
4.4.1   Holiday List

Click [Holiday List] in [Attendance] menu. The following appears.
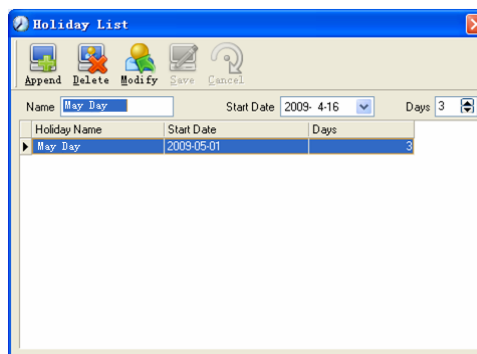
Add festivals or holidays:

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

4.4.2   Timetable and Shift

The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table "morning" to indicate "08:00-12:00" and time table "afternoon" to indicate "13:00-17:00"; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as "Normal shift" in which "shift cycle" and "cycle unit" will be setup. Then we should add two timetables - "morning" and "afternoon" so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [Attendance] menu. The following window appears.
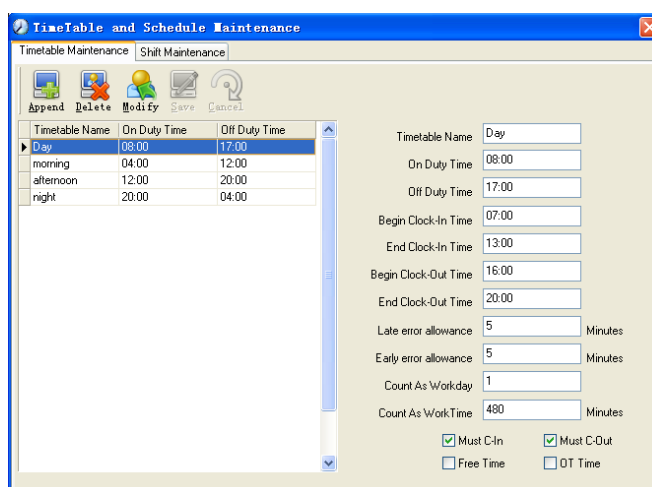
Add a new timetable:

Click [Append] and enter the corresponding information:

[Timetable Name] For instance: Day Shift

[On duty Time] (08:00)   [Off duty Time] (17:00)

[Begin Clock-in Time] (07:00)   [End Clock-in Time] (13:00)

[Begin Clock-out Time] (16:00)   [End Clock-out Time] (20:00),

[Late error allowance] (5)   [Early error allowance] (5)

[Count as work day] (1)

[Count as work time XXX minutes] (480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

Note: Every item should be setup in timetables with no blank left.

[Begin Clock-in Time] and [End Clock-in Time] setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as "late", [Early error allowance] means how many minutes before [End Clock-in Time] are treated as "early"; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

The timetable Deletion

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

Note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.

Example——Add a timetable:

Complete process for adding four timetables:

Day shift 08:00 - 17:00   Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00   Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please note there should be no blank left.)

Shift Maintenance

Click [Shift Maintenance] and the following window pops up:
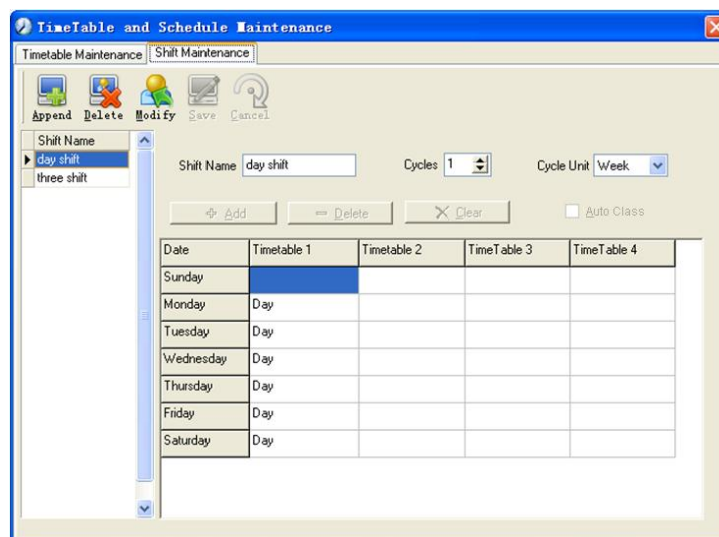
Add a shift:

Click [Append] and enter corresponding shit information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window. For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.).
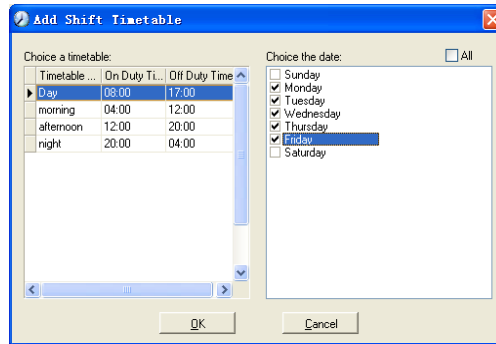
Delete the timetable: Select the timetable you want to delete and click [Delete].

Clear the timetable: Clear all the timetables of the shift.

Arrange the shift automatically: when an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift:

Select the shift to be deleted and click [Delete].

Example---Three shifts:

Add "Three shifts" Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.)

Step 1:

Click [Append], enter "Three shifts" in [Shift Name], set [Cycle] to "3" and [Cycle Unit] to "Week". Please see the picture below:
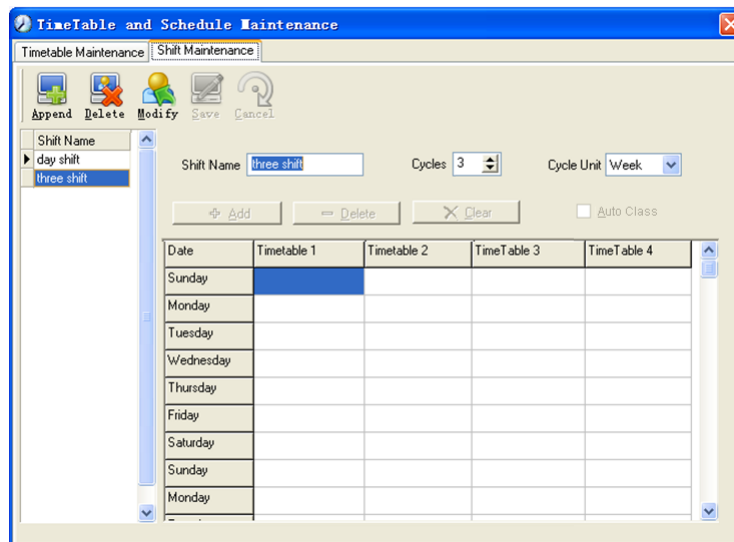
Step2

Add corresponding working hour timetable in accordance with "Cycle": first week (morning shift, from Monday to Friday)

Click [Add] and the following window pops up:
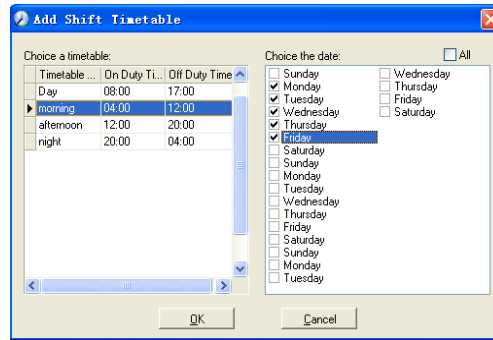
Select the timetable "Morning shift" to be added and select the time range to apply to this timetable "from Monday to Friday of the first week" and click [OK] to complete the setting of the first week.

The second week (afternoon shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):
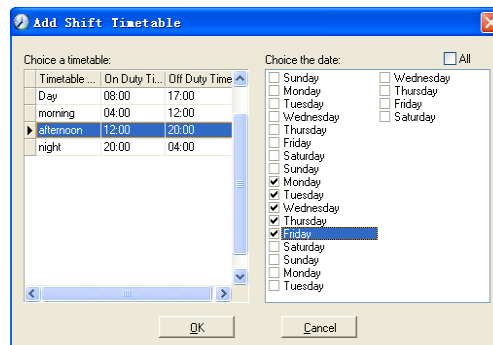
Click [OK] to complete the working hour setting for the second week.

The third week (night shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):
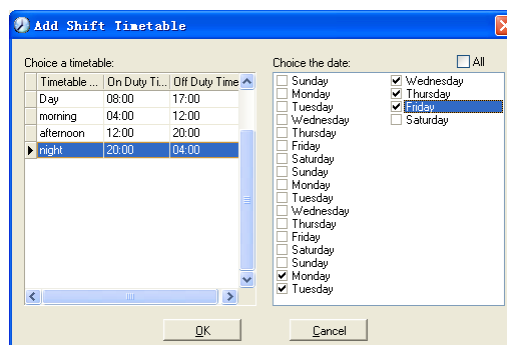
Click [OK] to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):
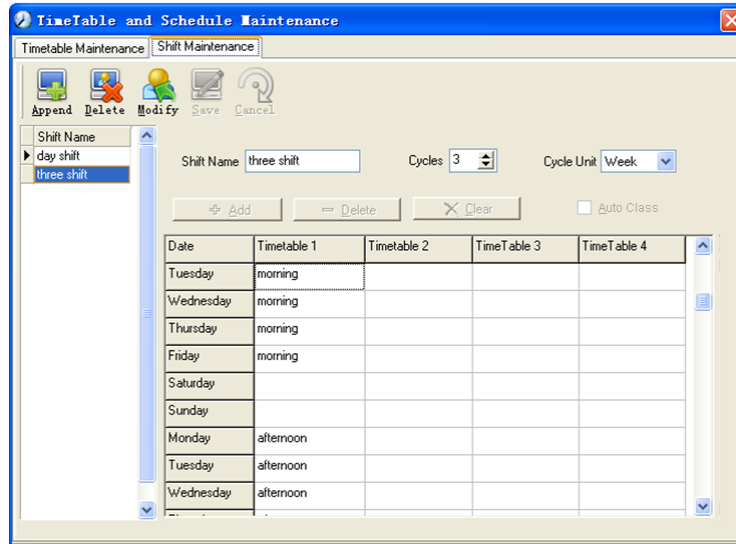
4.4.3 Employee Scheduling

Click [Employee Scheduling] in [Attendance] menu. The following window appears:
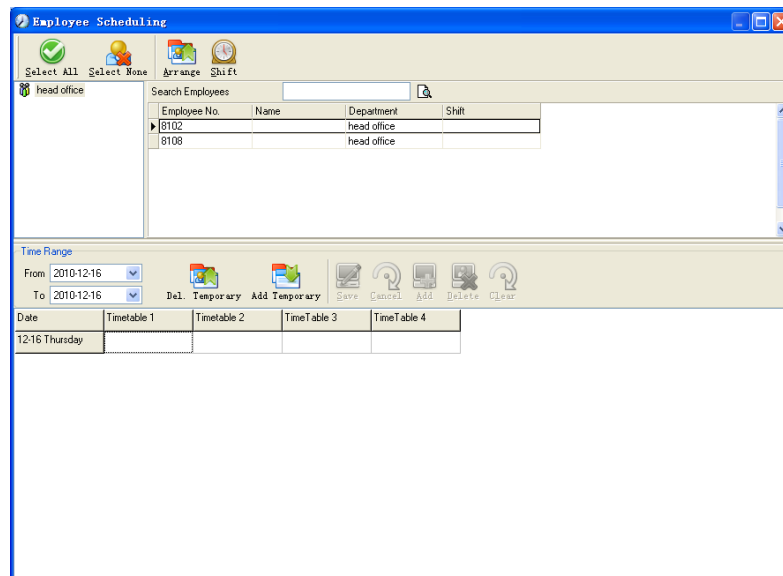
Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:
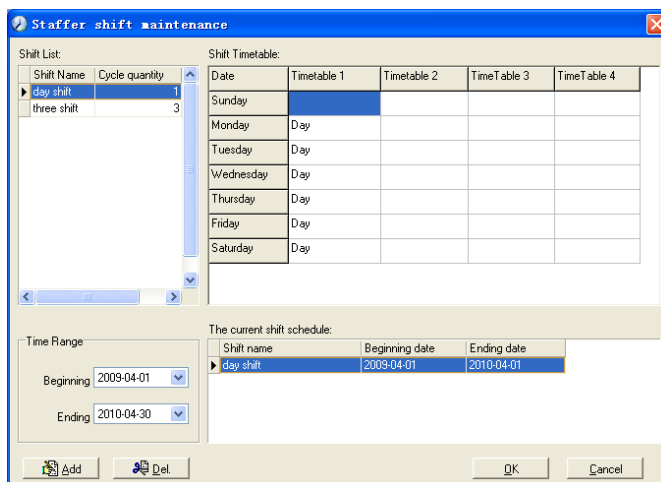
Add a new shift:

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of "normal class ", click [Add] button and then click [OK] to finish the adding of new shifts.

Note:

If the cycle unit of scheduling is "week" and the amount of cycle is more than 2, the starting date should setup as "Sunday".

If the cycle unit of scheduling is "month" and the amount of cycle is more than 2, the starting date should setup as "1st day of a month".

Deletion of the shifts:

Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift. Click [Add Temporary] the following window appears:
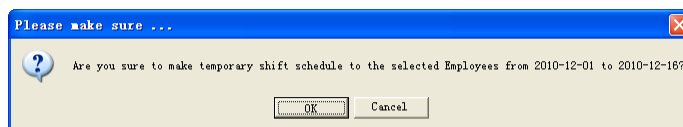
Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:
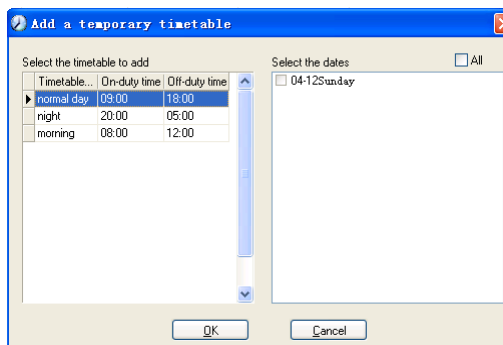
Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

4.4.4 Attendance Records

Click [Attendance Records] in [Attendance] menu, the following appears:
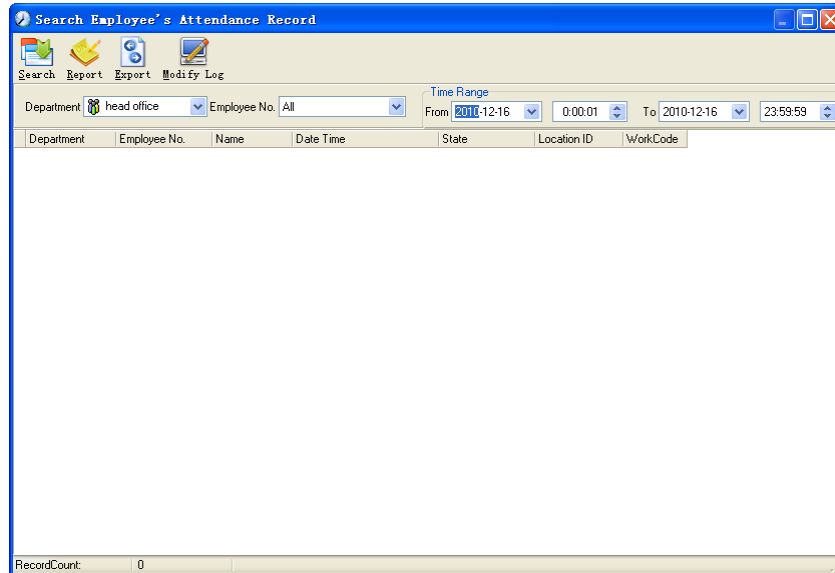
Inquiry of attendance record:

Select the department, employee, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.
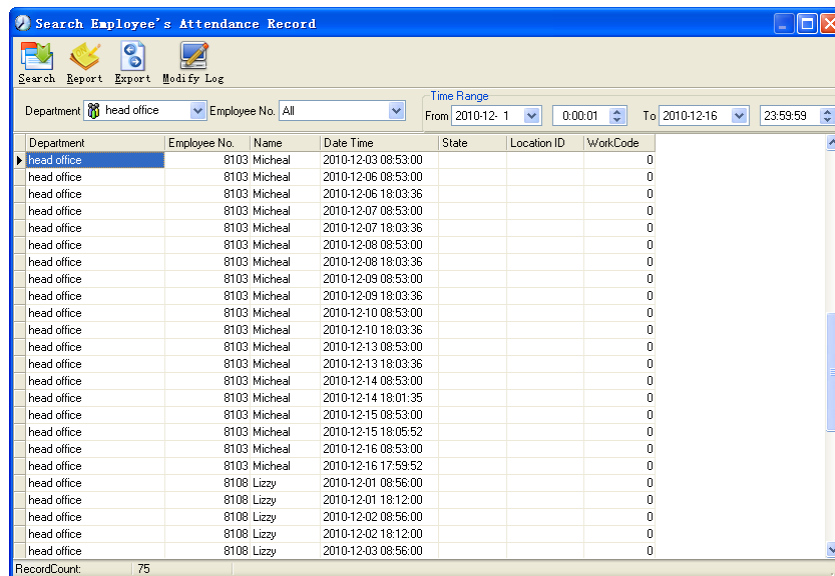
Attendance record report form preview:

Click [Report] when the window displays the attendance inquiry records, you can get the report form automatically.

Attendance records exporting

If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: *.txt, *.xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

4.4.5 Attendance Calculating and Report

Inquiry of report form:

Click [Attendance Calculating and Report] in [Attendance] menu, the following window appears:

Select the beginning, the ending date and the department and employee that need to be calculated and then click [Calculate].

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display Employee's attendance result in the scheduled time period;

[Other Exceptions]: Display Employee's leave, out and overtime etc.;

[Calculated Items]: Display all Employee's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:

We will see such mistakes as "state mistake", "invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):

The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

[Show all columns]: Display all fields in [Columns];

Note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:

```
Export Data
Create report for current grid

Filtering Record          ▶
Columns                   ▶
Show all columns
```
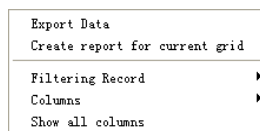
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:

```
Export Data
Create report for current grid

Columns                   ▶
Show all columns
```
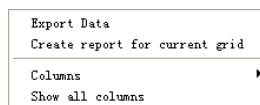
The operation is the same as stated above.

Report:

Click [Report] and the following menu will pop up:

```
Attendance Report
Daily Report
General Report
Exceptions Report
Create a Report For Current Grid
```
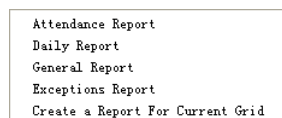
[Attendance Report]: Calculate employee's attendance record;

[Daily Report]: Calculate employee's daily attendance record;

[General Report]: Calculate all employee's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;

[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report

Print Report:

Toolbar of report preview is as the following picture:

 Adjust the ratio of preview content;

 Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

 Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is "*.frp".

 Print Report;

☒ Close Preview

Data Export:

Click [Export] and the displayed data of grid in the current window will be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.
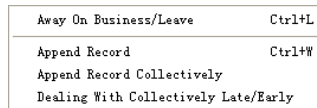
Exceptions dealt with:

Click [Exception] and the following menu will pop up:

```
Append Record
Late/Early Collectively
Business Leave/Leave

Modified Record Log
```

Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

4.5   Deal with Exceptions

Click [Exception] on the main menu, following springs:

```
Away On Business/Leave              Ctrl+L

Append Record                       Ctrl+W
Append Record Collectively
Dealing With Collectively Late/Early
```

4.5.1   Away on Business/ Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:
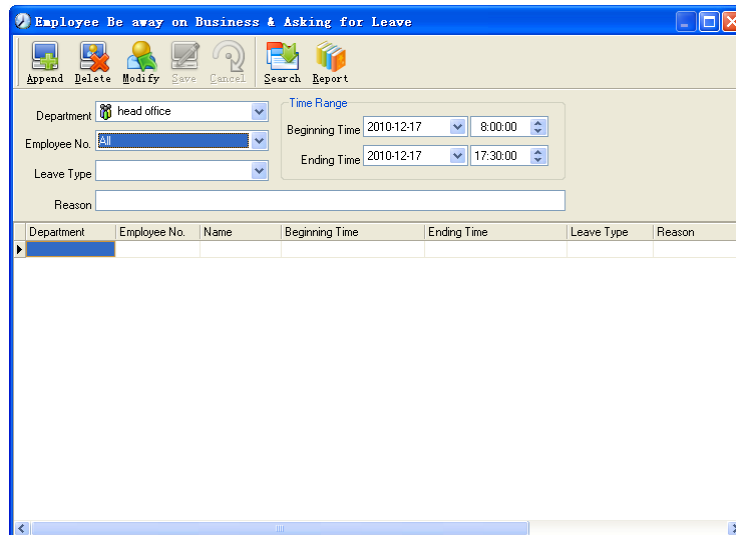
Deal with employee away on business / leave:

Click [Append], then select the proper department, employee ID, beginning time, ending time, leave type, and click save when ready.

**Modification of employee away on business or leave:**

Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of employee away on business or leave

Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

4.5.2 Append Record

If a employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:
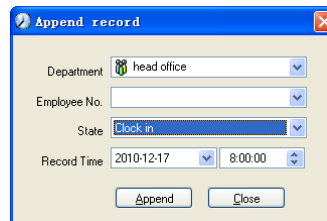
Select the relative items and click [Append] when ready.

4.5.3 Append Record Collectively

When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:
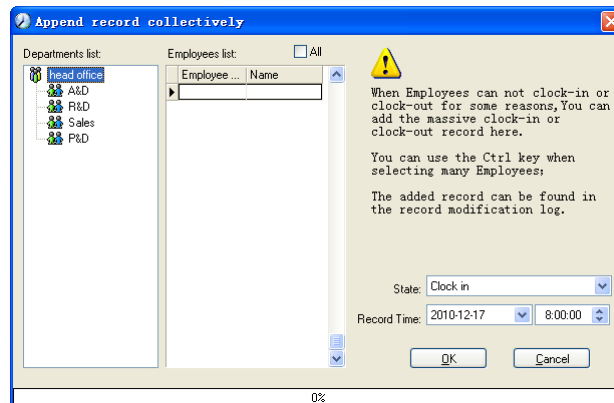
Select the department, thus the employees in the department will be listed in the employee list, select the employees whom you want to add records on to, then select record's state and time, then click [OK] to finish.

4.5.4 Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] menu. The following springs:
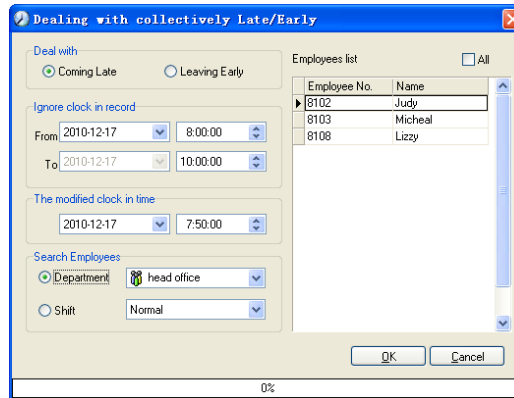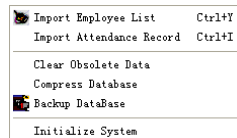
Steps as follows;

1. Click "Dealing with Collectively Late/Early";

2. Select time range for "Ignore clock in record";

3. Select the "The modified clock in time"

4. Search employee through department or shift;

5. Select employee;
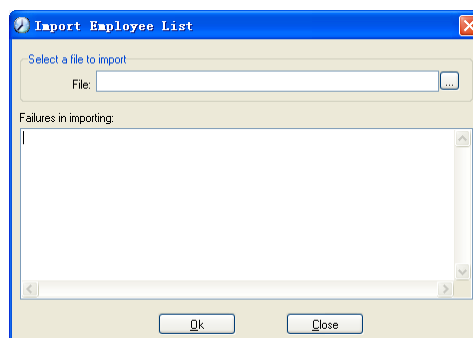
6. Click [OK] to confirm.

4.6 Data Maintenance

Click [Data Maintenance] on the main menu, following springs:
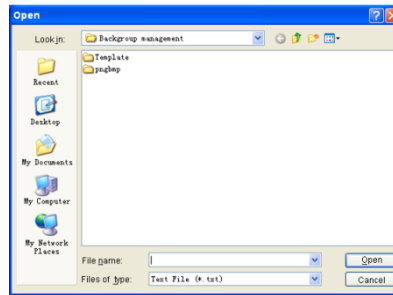

4.6.1 Import Employee List

Click [Import Employee List] in [Data Maintenance] menu. Pop up the following window:

Click ⬚ to select the personnel list file for importing.

Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click [open]to get back to above window, click [OK] to start!

The definition of (*.txt) data format as follows:

This format of file only can import the employee info of "ID, Name, and department";

The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: "Employee No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment"; put those items on the head line and input the items by order, the order can not be changed.
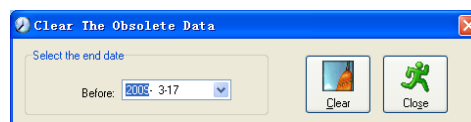
4.6.2   Import Attendance Record

Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:
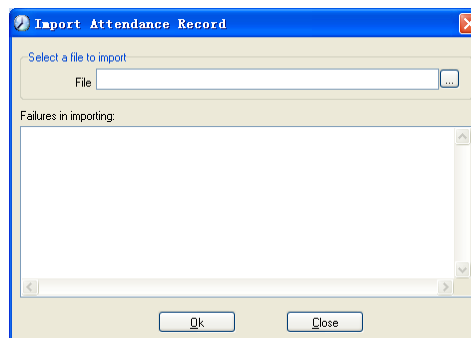
Click ⌷ to select the attendance record file for importing, and click [OK] to start.

4.6.3   Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:

After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish.

Note: you can only clear the data of one month ago.

4.6.4   Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

4.6.5   Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [Save] when ready.

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

4.6.6   Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

4.7   External Program Management

Click [Device Management] on the main menu, following springs:
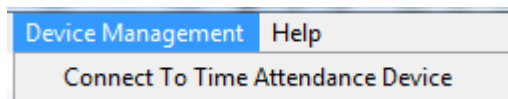
4.7.1   Connect to Communication Management Software

Click [External]-[Connect to Time Attendance Machine], the system will prompt the communication interface between the software and the time attendance machine, control the current machine which connected with the computer, also can collect all records from the machine, upload and download employee information and fingerprint templates, or clear the old data on the attendance machine, modify the time on the machine. More details please reference the [Communication] chapter.
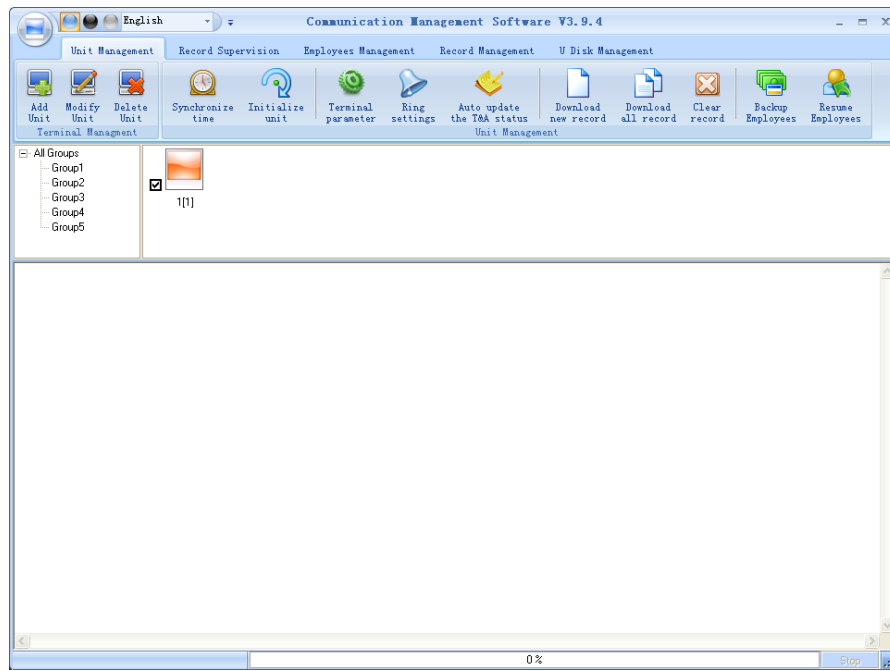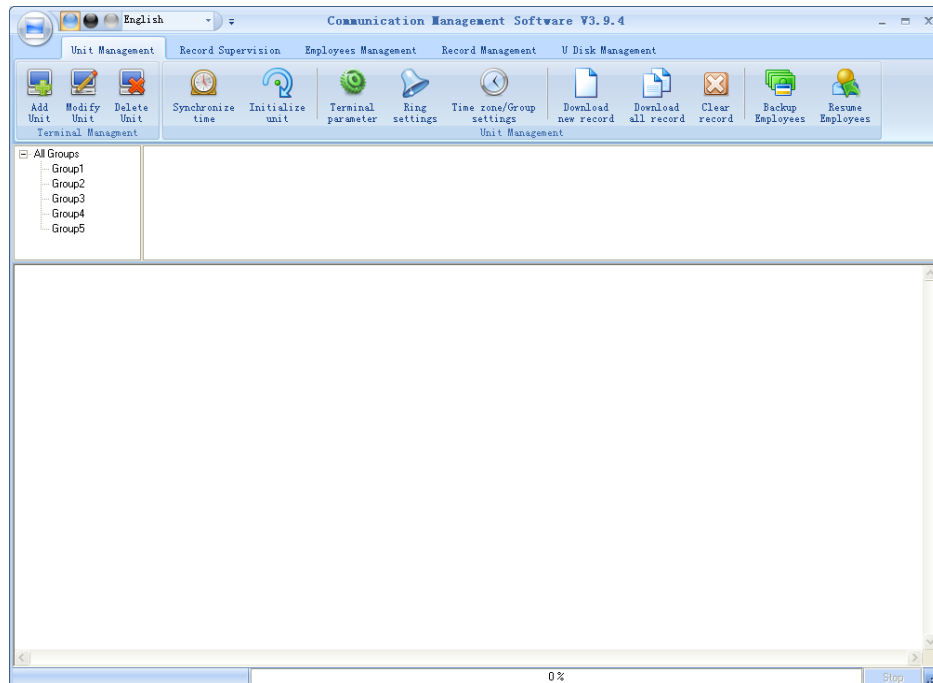
Chapter5. Communication

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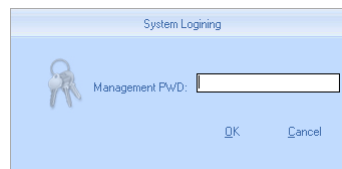
5 Data Communication

Select [Start] - [All programs] - [Intelligent Management System] - [Communication Management Software], the main interface will show as following (default password is empty):
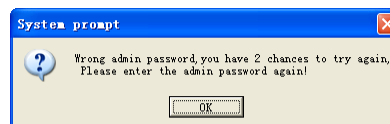

If the time attendance software's login password is not empty, you should enter the password firstly.

Enter the password and click the button [OK] to login.

If you enter the wrong password 3 times, the software will automatically close.

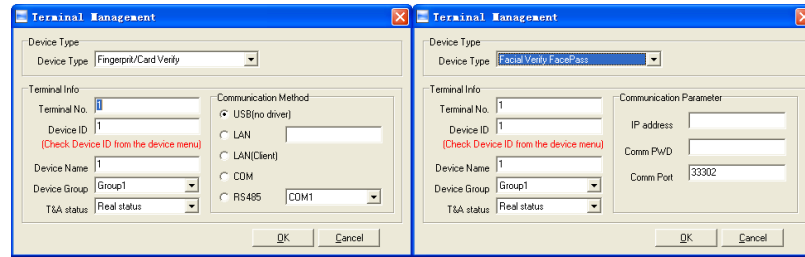When you enter a wrong password, a message box pops up as follows:

Click the button [OK]. And then try to enter the correct password

5.1 T&A Machine Management

5.1.1   Add Unit★

Click the button [Add Unit]. Following windows pops up:

Device Type: There are two device types: one is Fingerprint/Card Verify, the other is Facial Verify FacePass. Please base on the actual device type to select.

Terminal Information:

Terminal No: This number can be set as you need.

Device ID: Device ID is the uniquely identification for management software. Please set it differently when you communication more devise in one software..

Device Name: You can set it as you need to describe the device.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: **Actual Status**, on duty and off duty. When we set it as "Actual Status" the attendance records' status in the software are as same they are in the device. If you set it as "ON Duty", all the records' status which is from this machine will be "On duty". If you set it as "Off Duty", all the records' status which is from this machine will be "Off duty".

Communication Method

USB: Connect the terminal via USB cable;

LAN: Input the terminal's IP address. The default IP address is 192.168.0.218.

LAN (client): Only communication with the PC which has server IP.

RS485: The default COM value is COM1;

Communication Parameter:

IP address: The FacePass terminal's IP address.

Comm PWD: It is the FacePass terminal's management password.(Default is :12345)

Comm Port: The FacePass terminal's TCP/IP communication port. Please check the port number in the terminal.

Prompt: Create FacePass terminal must input correct IP address, terminal management password and Communication port.

Click the button [OK] to save the information. Can see a saffron yellow terminal icon

( ). Please move the cursor to the terminal icon it displays as follows:

Machine Number: 1

Machine Name: Head office

Serial Number: 500

Communication Method: USB

Connection State: Abnormal

The connection state should be normal. So please do communication operation with machine (i.e. Synchronize time). When connection state is normal, terminal icon will
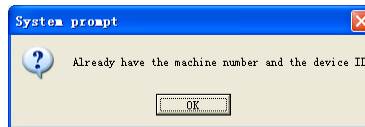
become blue ( ).

5.1.2 Modify Unit

Choose the terminal and then click [Modify Unit], the following window pops up:

or
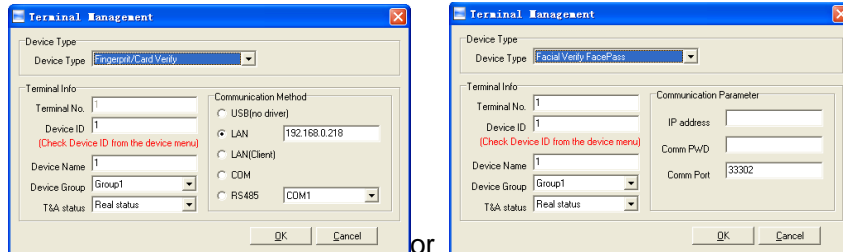
Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.
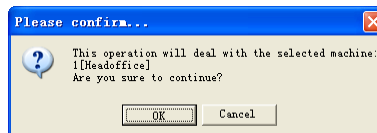
Notice: If the "No" is already exist in the software, following message box pops up:

Click the button [OK] to set the Unit information again.
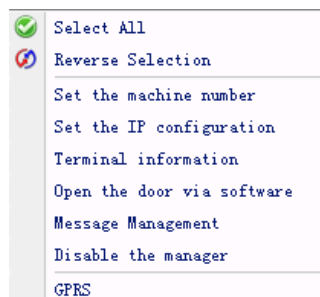
5.1.3 Delete Unit

Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:

Click the button [OK] to delete or click the button [Cancel] to cancel.

5.1.4 Right Key Menu★

Select terminal icon ,right click and perform the menu:
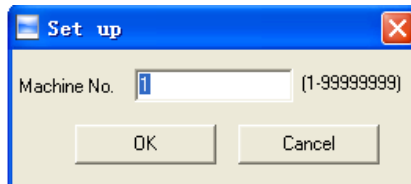
[Select All]: Select all the terminals.

[Reverse Selection]: Select the terminals which are not selected. Cancel the terminals which are selected.
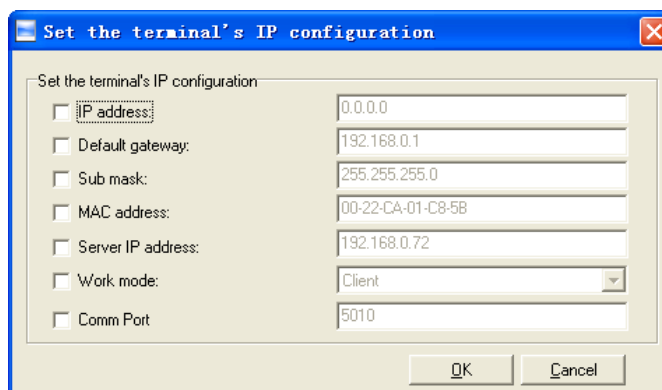
5.1.4.1 Set Device ID

Select [Set the machine number] and open [Set up] interface:

Modify device ID and click [OK]to save, you can check the device ID in the setting menu of the terminal.
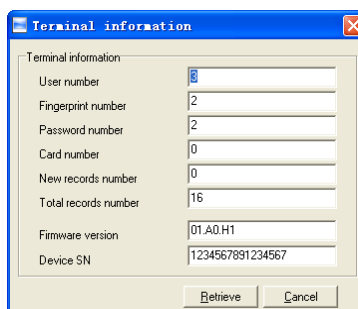
5.1.4.2 Set the IP Configuration★

Click [Set the IP configuration] and open the window:

Select the check box and then modify the parameters. Click the button [OK] to save

5.1.4.3 Terminal Information

Display terminal information as follows:

Click the button [Retrieve] to retrieve the terminal information. Click the button [Cancel] to close the window.

5.1.4.4 Open the door via software

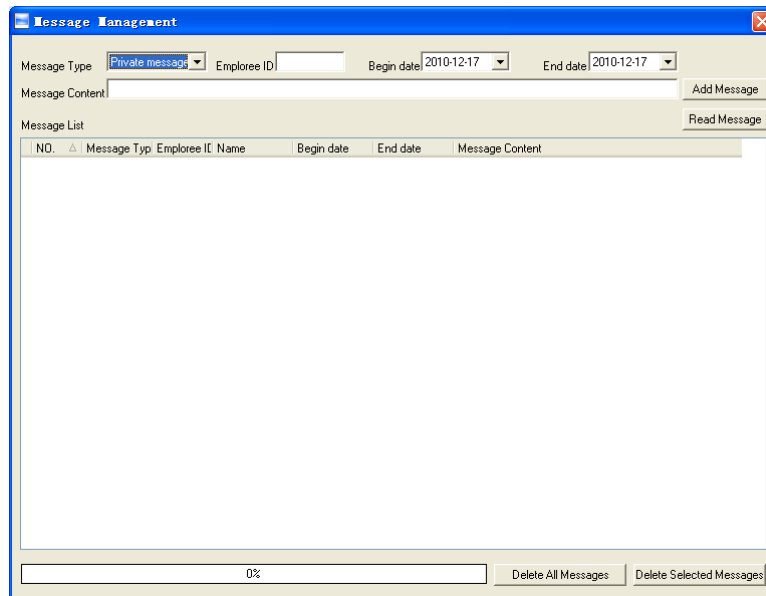If you click the item [Open the door via software], you can see the information in the main interface as follows:

[2011-08-25 13:35:58]1[Head office]Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

5.1.4.5 Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:

There are two kind of message type: Private message and Public message

Private message need the employee ID. If you do not input the employee ID, the system prompts message: Input message not compete!

Click [Add Message] button to add the message.

Click [Read message], you will see the message in the [Message List]. And you can select one message and click [Delete Selected Messages] to delete the message.

Click [Delete All Messages] to delete all messages on the terminal.

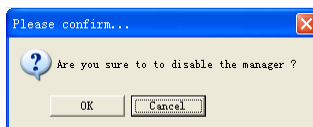The message displays on the terminal's LCD as follows:

[Public] ▼	[ID 008108] ▲
Good morning!	Good morning!
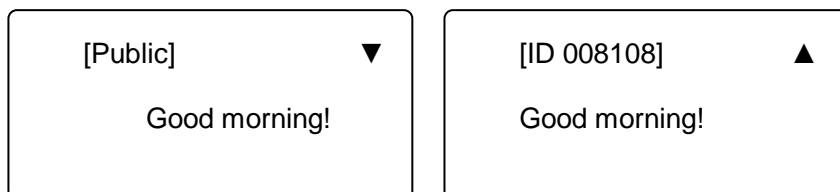
Public message   Private message

Message length: 27 Chinese letters or 54 English letters.

Notice: You can shift the messages by pressing [←], [→] key.

5.1.4.6 Disable the manager

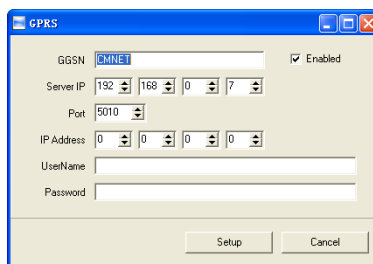Choice [Disable the manager] menu, the system will prompt as follow:

Click the [Ok] button to delete manager, Click [Cancel] to cancel the delete operation.

[2010-11-22 14:10:00]1[Head Office] Clear the manager succeed.

5.1.4.7   GPRS

Create GPRS communication.

GGSN: Gateway GPRS Support Node

Server IP: The public IP address of the server connect with Internet

Port: software communication port.

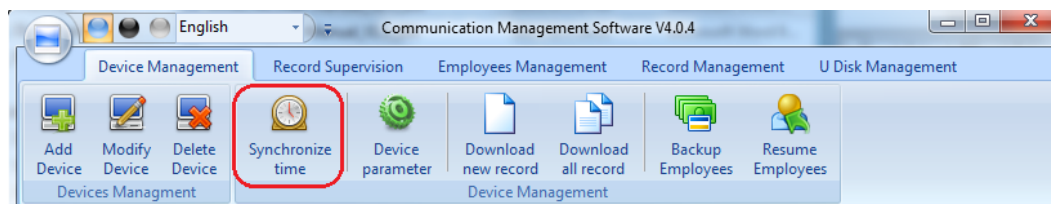IP address: The PC's IP address which installed the management software in the LAN.

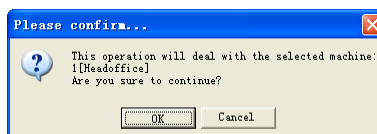User Name: GPRS account name.

Password: GPRS account password.

Click the [Setup] to setting the GPRS in the software. Click [Cancel] to cancel.

5.1.5   Synchronize Time

Synchronize the terminal's time with the computer time. Click the button [Synchronize Time].
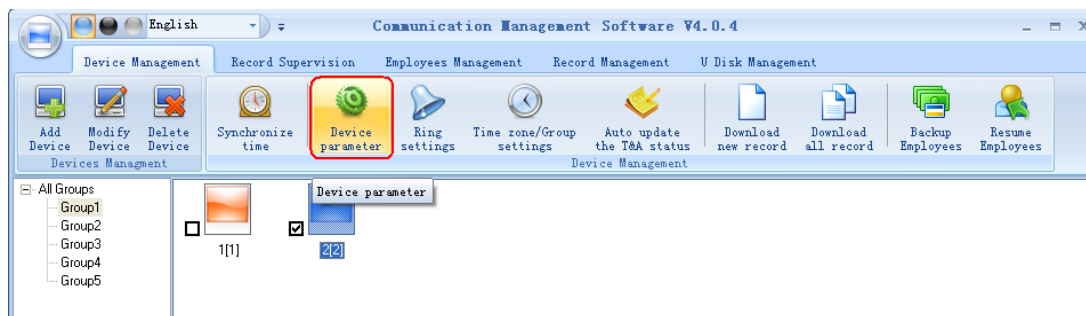

Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

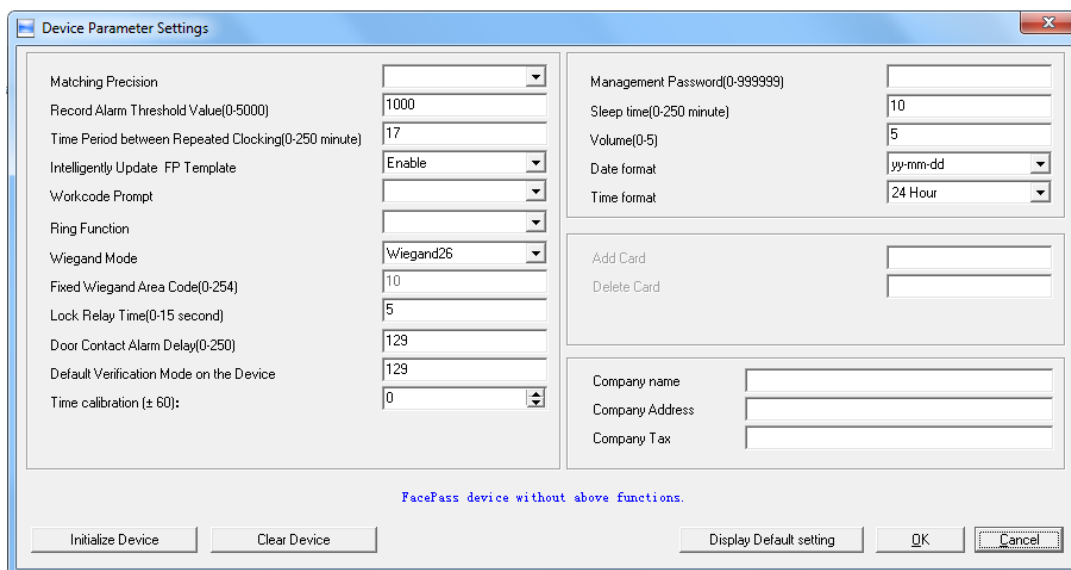Some operation information displays in the main interface as follows:

[2011-08-25 13:49:24]Synchronizing time...

[2011-08-25 13:49:25]1[Head office]Synchronization successful!

5.1.6 Device Parameter Settings

Click the button [Device Parameter].

The [Terminal parameter settings] interface pops up:

[Matching precision]: There are three kinds: 'Normal', 'Good' and 'Exact'. The default value is 'Good'.

[Record alarm threshold value (0-5000)]: If the rest memory space for the record is less than the threshold value, the machine will alarm.

[Time period between repeated chocking (0~250 minute)]: The maximum value is 250 minutes. And the default value is 30s.

[Intelligently Update FP Template]: 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. Default status is limited.

[Workcode Prompt]: Enable/Disable the prompt of workcode during verification.

[Ring function]: Enable is function before using the Ring time settings.

[Wiegand Mode]: Wiegand26, Anviz Wiegand (Encrypted wiegand.) and Fixed Wiegand area code.

[Fixed Wiegand area code (0~254)]: If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

[Lock Relay time (0~15 second)]: The door open delay.

[Door sensor alarm delay (0-250)]:The Door sensor alarm delay time range setting.

[Default identification method on the device]: Set identification method for the device. Such as: Fingerprint , Fingerprint+Password, Fingerprint+Password+Card ID+Password, ID+ Fingerprint, ID+Password+Fingerprint, Card, Card+Password, Card+Fingerprint etc.

[Time calibration(±60)]: Adjust the accuracy of time on device when you found the time on device is abnormal. Time unit: Second.

[Management password(0-999999)]: Setting device management password.(Suit for: C2, C2C, C3, OA1000 and OA3000 device)

[Sleep time (0~250 minute)]: How long does the terminal turn to the sleep mode if there is no one operating on the terminal.

[Volume (0~5)]: The volume of the prompt sound in the terminal. The default value is 3.

[Date format]: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

[Time format]: There are two kinds time format: 24 hour and 12 hour.

Click the button [OK] to confirm.

[Company name]: Uses for print to display the company name on the ticket.

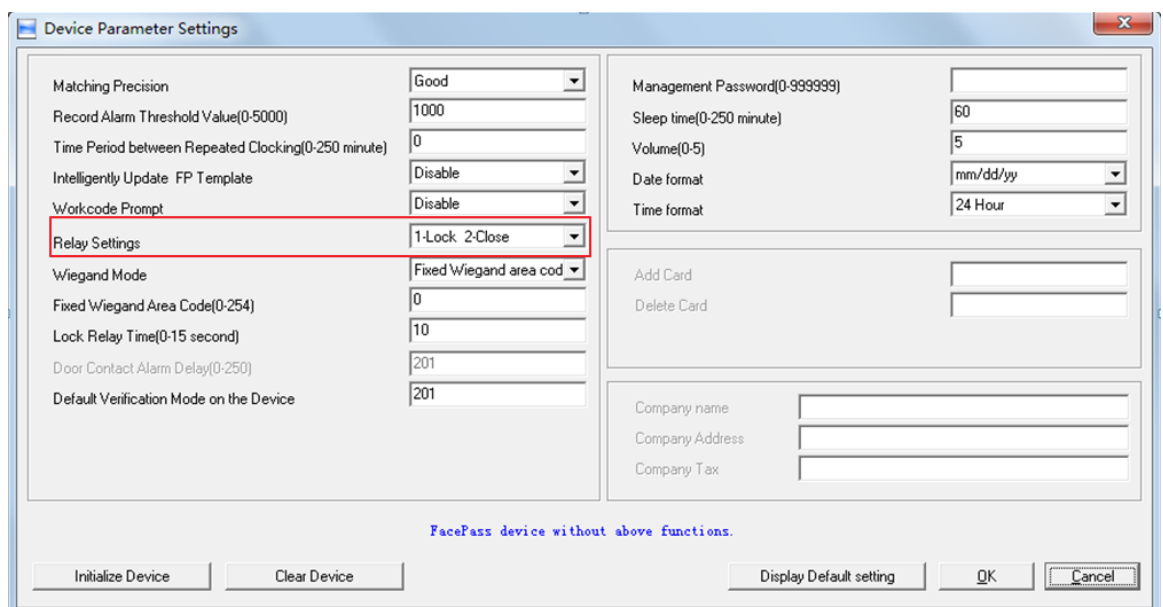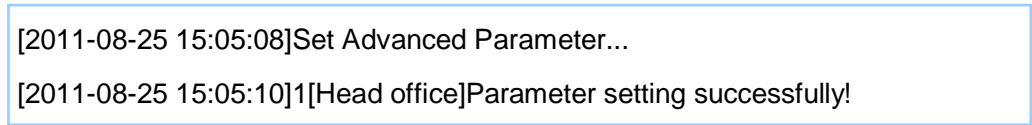[Company Address]: Uses for print to display the company Address on the ticket.

[Company Tax]: Uses for print to display the company tax number on the ticket.

Click the button [OK] to save the settings. Following message box pops up:
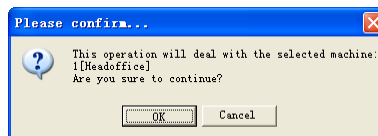
Click the button [OK] to confirm or click the button [Cancel] to cancel.

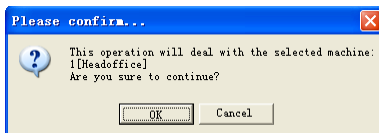The operation information in the main interface is as follows:

[2011-08-25 15:05:08]Set Advanced Parameter...

[2011-08-25 15:05:10]1[Head office]Parameter setting successfully!

[Relay Settings]: Set the function of relay as lock, ring, or close.

Note: The function-"Relay Setting" will only display if the device has 2 relay. E.g. T60.

[Initialize Device]:

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

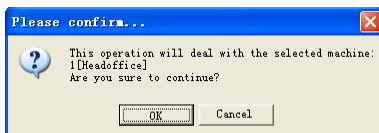Click the button [Initialize Device]. Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

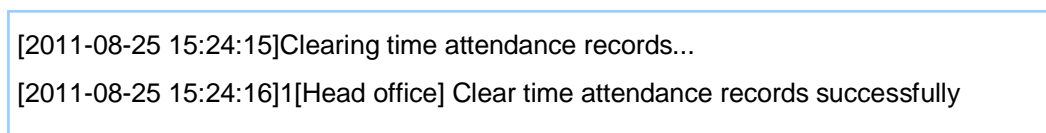Some operation information displays in the main interface as follows:

[2011-08-25 15:20:59]Initializing...

[2011-08-25 15:20:01]1[Head office] Initialization successful!
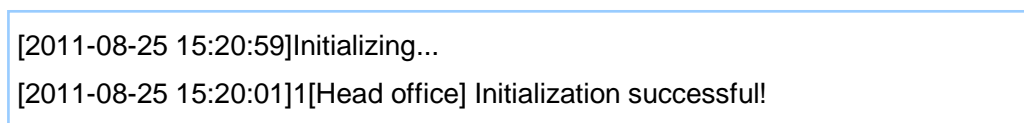
[Clear Device]:

Click the button [Clear Device]. Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2011-08-25 15:24:15]Clearing time attendance records...

[2011-08-25 15:24:16]1[Head office] Clear time attendance records successfully

Click the button [Display Default setting] to setting the terminal as recommendation default settings.
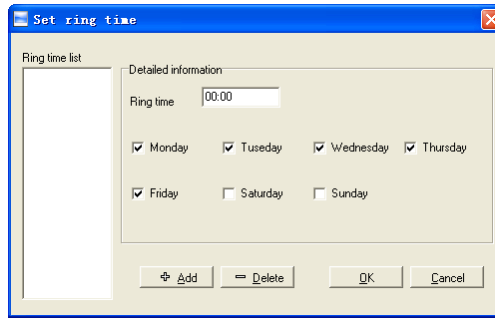
5.1.7   Ring Settings ★

Set the ring time. Please enable the Ring function in the parameter settings first of all.

Click the button [Ring settings].
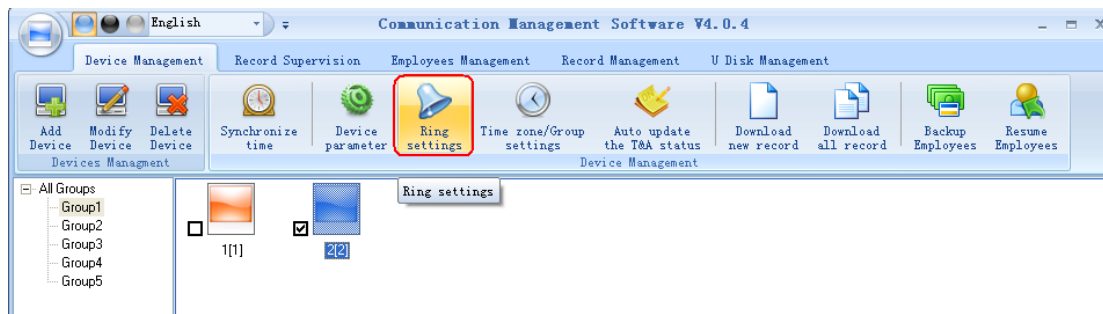
[Set ring time] window pops up as follows:

Input the ring time and then click the button [+ Add)] to add the ring time to the "Ring time list".

You can also click the button [-Delete] to delete the ring time from the "Ring time list".

Click the button [OK] to save the settings. Following operation information displays in the main interface:

[2011-08-25 15:57:32]Setting ring time...

[2011-08-25 15:57:33]1[Head office]Set the ring time successfully!

5.1.8 Time zone/Group settings ★

This function is only for the terminals which have the access control output.

Click the button [Time zone/Group settings]. The [Set time zone/Group] window pops up:
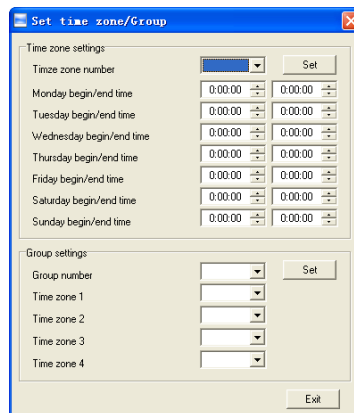
[Time zone settings]:

Select the time zone number. And then you will see the time zone settings.

If you want to modify the time zone, you can just set the parameters again and click the button [Set] to save.

[2011-08-25 16:06:31]Setting the time zone...

[2011-08-25 16:06:32]1[Head office] Set the time zone successfully!

[Group settings]:

Select the group number and then you can see which time zones are arranged in this group.

If you want to modify the group settings, you can just change the time zone number and then click the button [Set] to save.
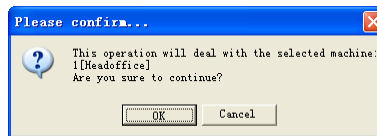
[2011-08-25 16:06:42]Setting the group...

[2011-08-25 16:06:43]1[Head office] Set the group successfully!

5.1.9   Download New Record

Click the button [Download new record].

Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2011-08-25   15:12:11]1[Head office]Reading attendance records...

[2011-08-25 15:12:12]1[Head office]Read the records completed,Records:4, Read successfully:4

5.1.10   Download All Record

Click the button [Download all record].

Following message records pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

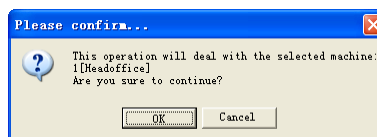Following information shows on the main interface:

[2011-08-25 15:13:23]1[Head office]Reading attendance records...

[2011-08-25 15:13:24]1[Head office]Read the records completed,Records:6, Read successfully:6

5.1.11   Backup Employees

Download the employee information and employee's fingerprint templates from the machine to the computer. You can edit the employee information in the database Att2003.mdb. The user information is saved in the table "User Info" of the database. And the fingerprint templates information is saved in the folder "Template" in the installation directory.
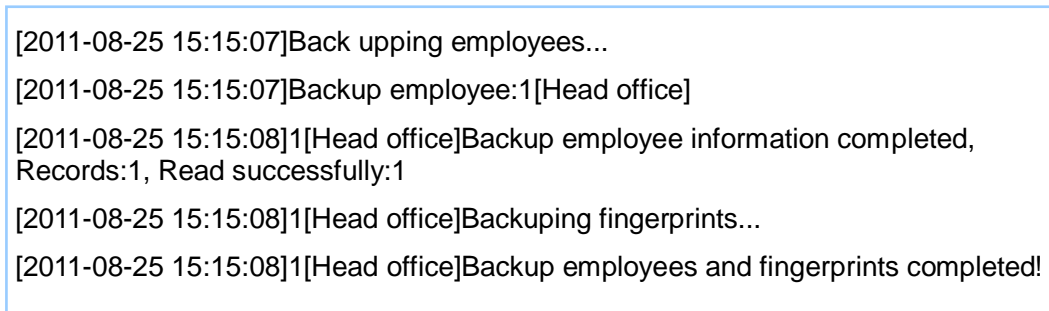
Click the button [Backup Employees].
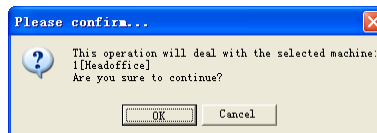

Following message box pops up:
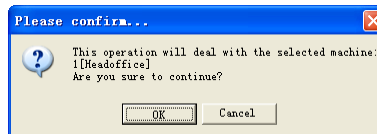
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

[2011-08-25 15:15:07]Back upping employees...

[2011-08-25 15:15:07]Backup employee:1[Head office]

[2011-08-25 15:15:08]1[Head office]Backup employee information completed, Records:1, Read successfully:1

[2011-08-25 15:15:08]1[Head office]Backuping fingerprints...

[2011-08-25 15:15:08]1[Head office]Backup employees and fingerprints completed!

Notice: You can stop back upping the employee by click the button on the right bottom corner. Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.
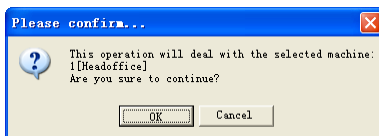
5.1.12   Resume Employees

Upload the employee information and employee's templates from the computer to the terminal.

Click the button [Resume Employees].

Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays as follows:

[2011-08-25 15:16:37]Get back employees...

[2011-08-25 15:16:37]Get back employees:1[Head office]

[2011-08-25 15:16:38]1[Head office]Get back employees completed

Notice:

1. please make sure that the User ID is existent in the terminal.

19 15:08:07]Get back employees...

[2011-08-25 15:08:07]Get back employees:1[Head office]

1[Head office] No such ID existed, recovery failed!

2. You can stop recovering the employee by click the button [Stop] on the right bottom corner.

5.2   Record Supervision

Get the records from the terminal real-time.
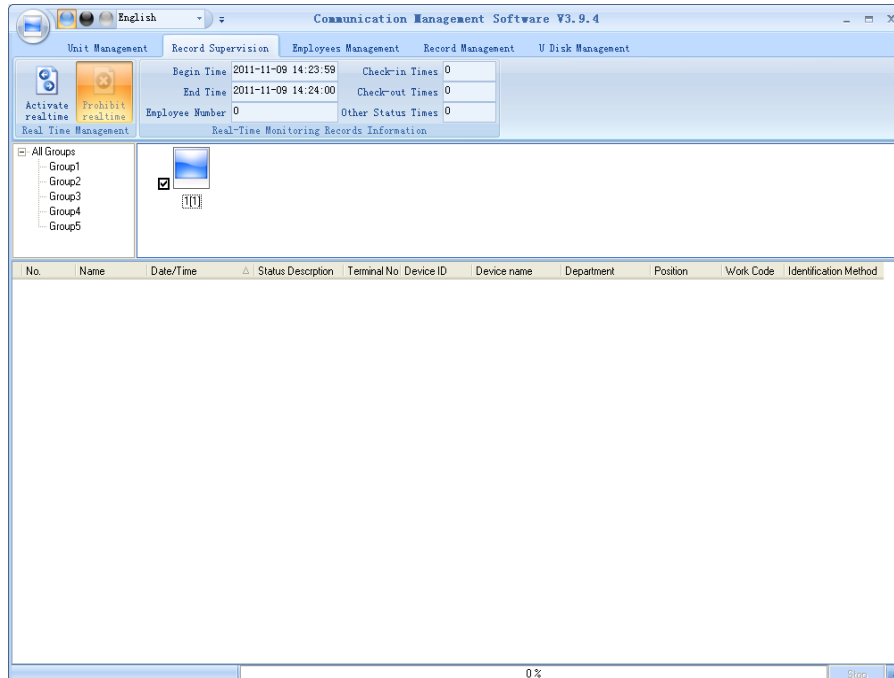
5.2.1   Activate Real-time

Click the [Activate real-time] button, the status bar shows message: Reading attendance records…

Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds. You can review the record information in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2010-12-17 12:29:24	Check-in Times	0
End Time		Check-out Times	0
Emploree Number	0	Other Status Times	0
Real-Time Monitoring Records Information			

When the employee clock in or out, the [Check-in Times] or the [Check-out times] increases one. And the real time record shows.

And the following window which includes the employee ID, Name, Department and Position pops up:

ID: 8107
Name: David
Dept: RND
Position: Software
Engineer

5.2.2   Prohibit Real-time

Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2010-12-20 15:32:14	Check-in Times	0
End Time	2010-12-20 15:32:53	Check-out Times	0
Emploree Number	3	Other Status Times	0
Real-Time Monitoring Records Information			

5.3   Employees Management

Employees' management interface is as following:
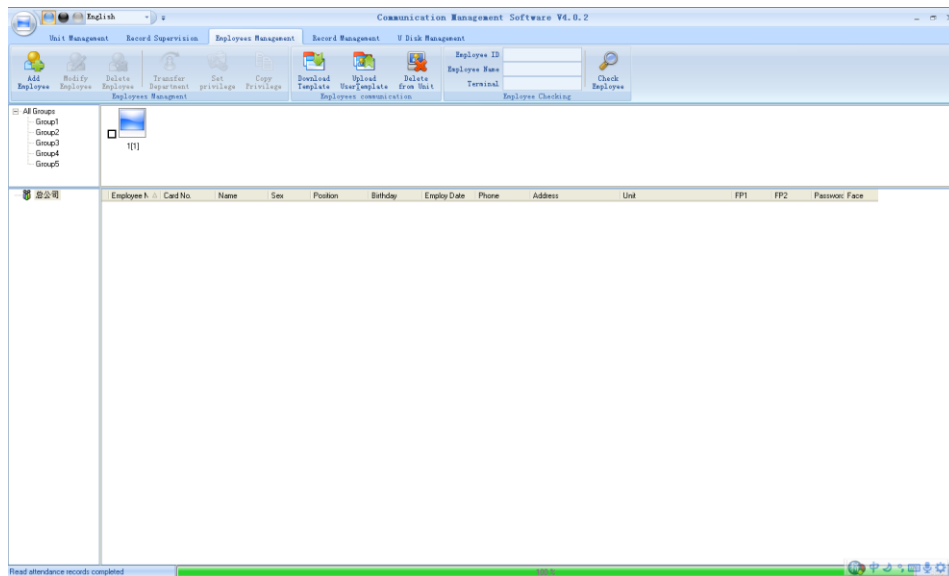
5.3.1 Add Employee

Click [Add Employee] button, open [Add/modify employee info] window which includes 2 pages: Basic info and fingerprint registration as follows:

[Basic info]: Edit employee's basic information.

Notice: The No. is exclusive as well as the first digit cannot be 0!

You can also add pictures for employee. There are two ways to add pictures:

1st way: Click [🔍] button, choose employee's picture stored in PC and open [Edit picture] window as following,
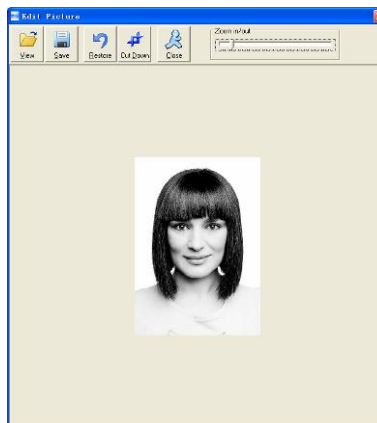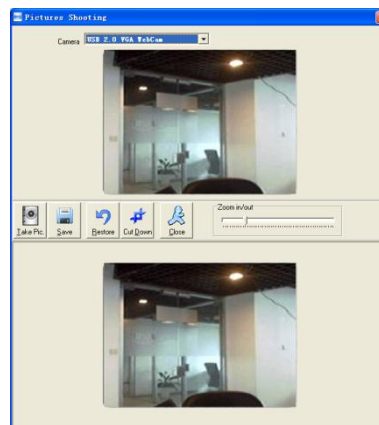
Click the button [View] to choose one photo. And Crop the photo by the [Cut-down] button and then click the button [Save] to save as follows:
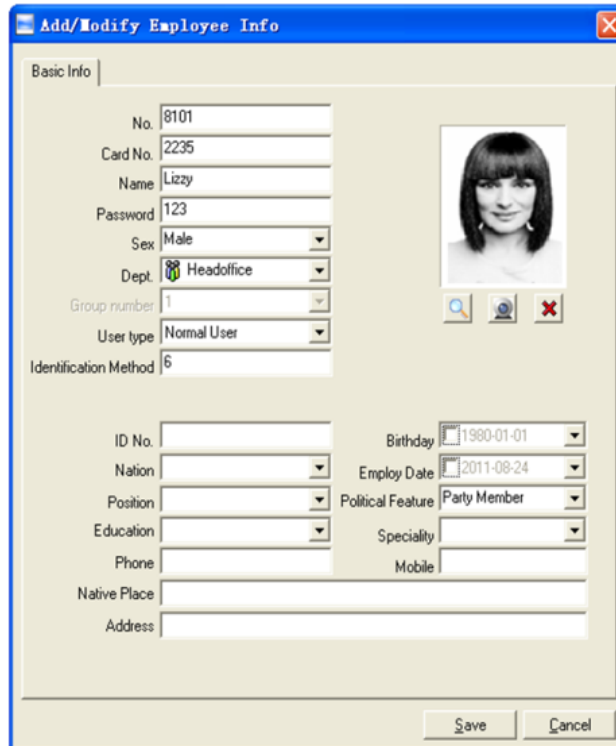
2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click [📷] button, open [Pictures shooting] window as following,

Choose camera equipment, and click the button [Take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

Click the button [❌] to delete the employee photo.

[Fingerprint registration]: Use the external USB fingerprint reader: OA99+ to enroll the fingerprint.

The sentence "Connect to the fingerprint sensor reader successfully!" means that the OA99+ is connected successfully.
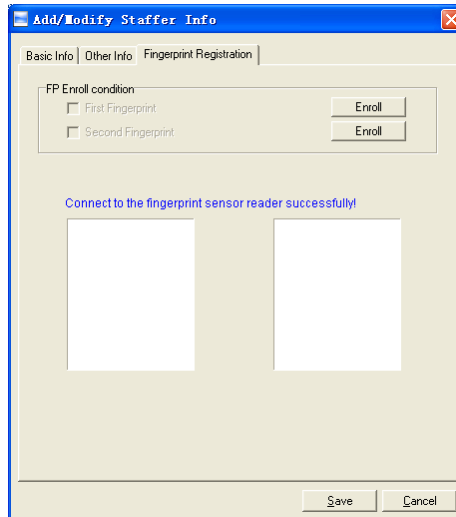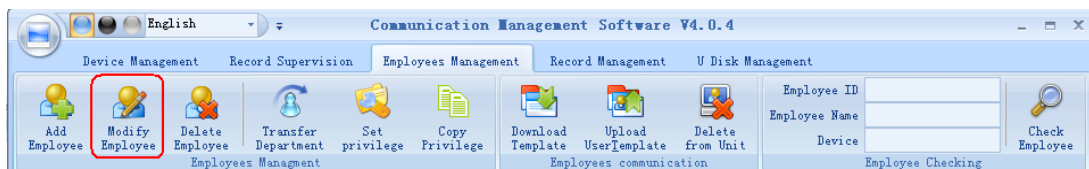
Place the fingerprint on the terminal's fingerprint scanner window and then click the button [enroll] to enroll the fingerprint.
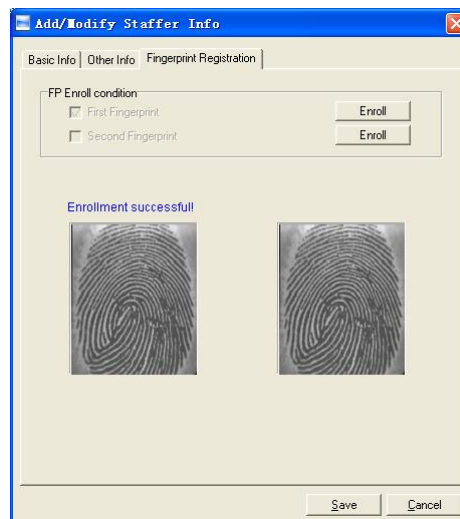
Click the button **[OK]** to save or click the button **[Cancel]** to cancel.
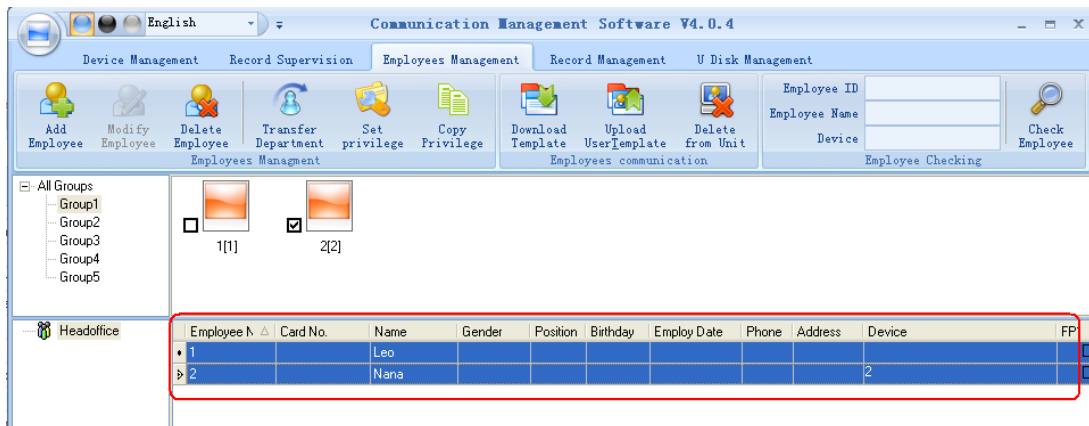
5.3.2　Modify Employee

Modify employee operation is to modify the employee information in the window [Add/Modify employee Info]

5.3.3　Delete Employee

Delete the employee from the database.

Choose employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad).

Click [Delete Employee] to delete the selected employee.

5.3.4   Transfer Department

Choose the employee and then click the button [Transfer Department]. The window [Employee Transfer] pops up:

Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

5.3.5   Set Privilege

We can only upload the employee to the authorized terminal.

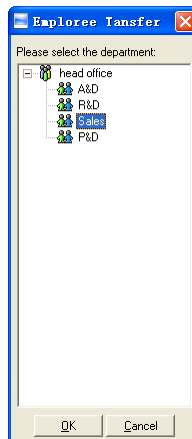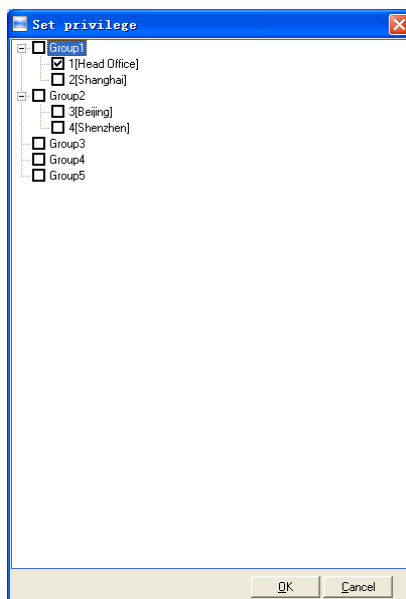Choose the employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Set privilege]. The [Set privilege] window pops up:

Choose the terminal and then click the button [OK] to save.

You can find the employee's authorized terminal in the column [Unit] as follows:


Judy's fingerprint is in the unit1.
Micheal's fingerprint is in the unit 1 and unit2.
Lizzy's fingerprint is in the unit2.

5.3.6   Copy Privilege

Copy the privilege from employee A to the employee B. And then the employee B's privilege will be as same as the employee A.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:
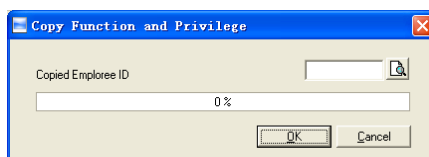
Input the one employee's ID. And then you can click the button [🔍] to browse the employee's privilege in the [Set privilege] as follows:
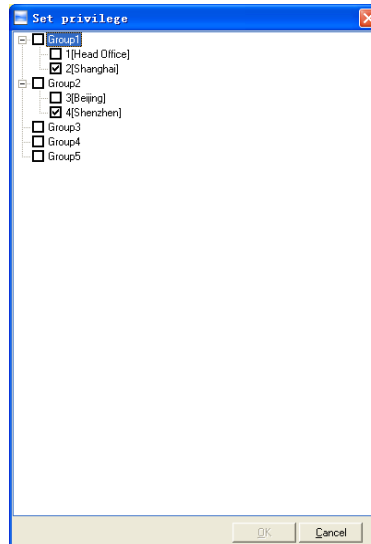
Click the button [Cancel] to exit the [Set privilege]. And then click the button [OK] to confirm or click the button [Cancel] to cancel.

Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.3.7 Download Template ★

Download user template (face or fingerprint) from the terminal to the software.
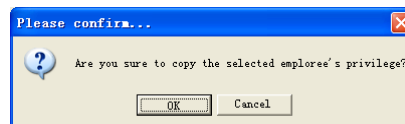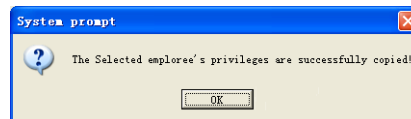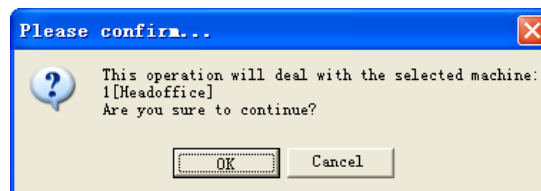
Choose the employees from employee info list (You can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Download Template]. Following message box pops up:

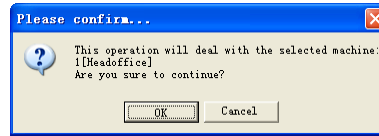Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation nformation shows on the main interface as follows:

[2011-08-25 16:18:44]Download fingerprint...

[2011-08-25 16:18:44]Download fingerprint:1[Head office]

5.3.8 Upload User Template

Upload the employee information and face or fingerprint template to the terminal.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Upload User Template]. Following message box pops up:

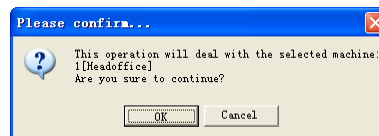Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

[2011-08-25 15:10:18]Upload employees and fingerprints...

[2011-08-25 15:10:18]Upload employees and fingerprints: 1[Head office]

[2011-08-25 15:10:19]1[Head office]Upload employee and fingerprint completed

5.3.9 Delete from Unit

Delete the employees from the terminal via the software.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

[2011-08-25 15:11:21]Delete the employee from the device...

[2011-08-25 15:11:21]Delete the employee from the deviece:1[Head office]

[2011-08-25 15:11:22]1[Head office]Delete the employee from the device completely
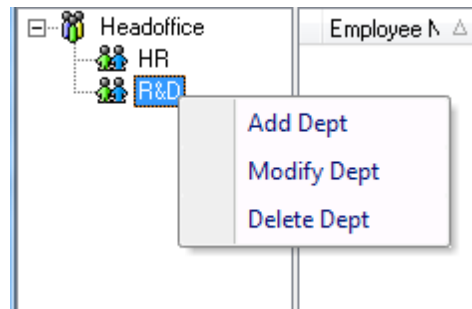
5.3.10 Checking Employee

Search the employee information.

Search the employee information by the employee ID, Employee Name and Terminal. Click [Check Employee] button to check the employee's information.
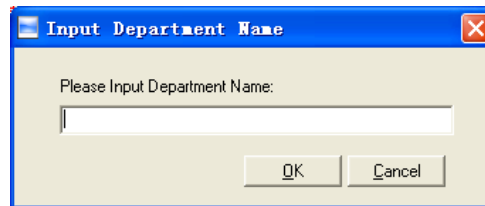
5.3.11 Department Management

Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:

Add dept:

Click [Add dept.]. The [Input Department Name] window pops up:

Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

Modify dept:

Choose the department which is going to be modified. Click [Modify dept.]. The [Input Department Name] window pops up:
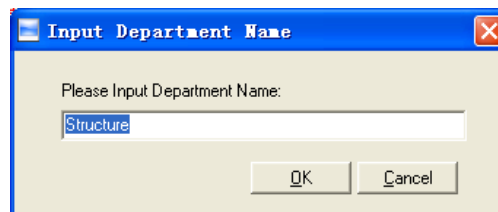
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

Delete dept:

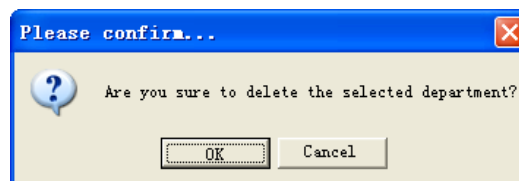Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept.]. Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

Remark: Right button menu:
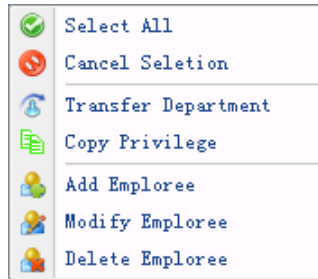
5.4 Record Management
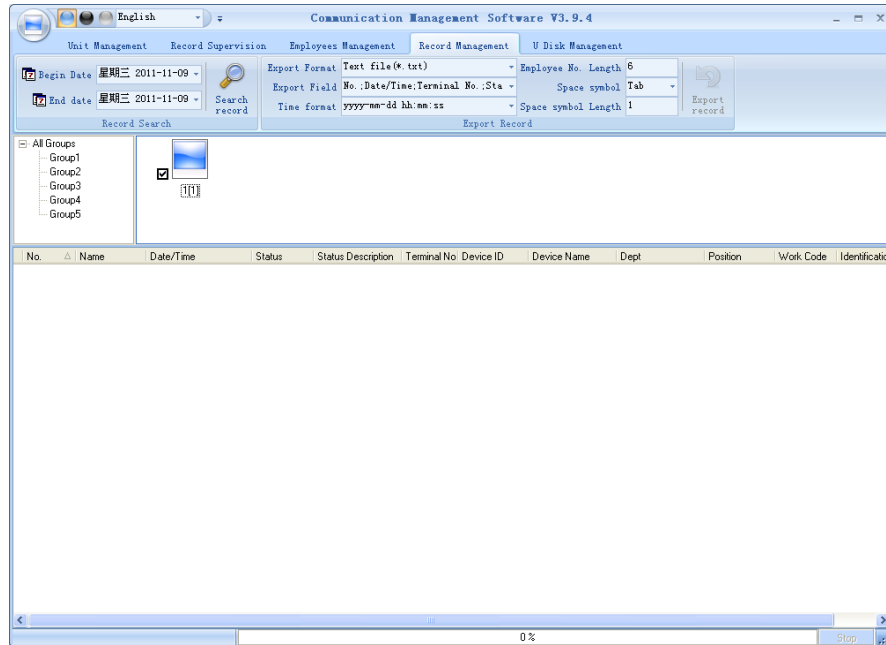
5.4.1 Record Search

Set the Begin Date and End Date as follows:

Click the button [Search record] to search the record.

No. △	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N
▶ 379	Peter	3/20/2009 10:28:10 AM	I	In	1	300
386	Jack	3/20/2009 10:28:31 AM	I	In	1	300
387	May	3/20/2009 10:28:34 AM	I	In	1	300

5.4.2 Export Record

Set the export format, export file and time format.

Export Format	Text file(*.txt)	▼	Emploree No. Length	6	
Export Field	No.;Date/Time;Unit No.;Status	▼	Space symbol	,	▼
Time format	yyyy-mm-dd hh:mm:ss	▼	Space symbol Length	1	Export record
		Export Record			

Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).

```
Text file(*.txt)
CSV file(*.csv)
Excel file(*.xls)
```
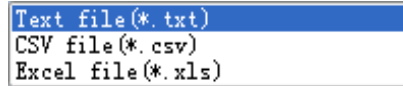
Export field: Choose the fields which are useful for you.

```
☑ No.
☐ Name
☑ Date/Time
☑ Unit No.
☐ Unit name
☑ Status
☐ Status Name
☐ Department
☐ Position
```
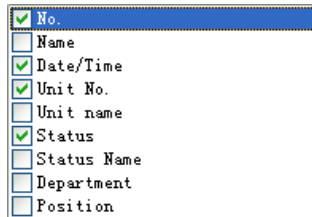
Time format: 4 optional formats

```
yyyy-mm-dd hh:mm:ss
yyyy-m-d hh:mm:ss
yy-mm-dd hh:mm:ss
yyyymmddhhmmss
```
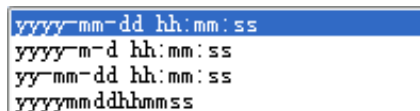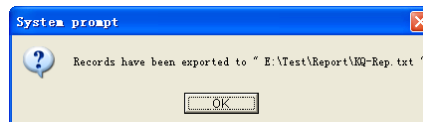
Employee No. length: Set employee No. length, the default is 6 digits.

Space symbol: Space symbol to separate fields

Space symbol length: Space symbol bit

After setting completed, click [Export record] button, open [Save as] window, choose save file directory, input file name, click [Save] button. The system prompts as follow:

```
System prompt                          ☒
  ?   Records have been exported to " E:\Test\Report\KQ-Rep.txt "
                 [    OK    ]
```

Click the button [OK] to confirm.

5.5   U Disk Management Program ★

U disk management program use for load the data from USB flash disk to database.

Read the attendance record from USB flash driver, must make sure all data store under G:\00000001 folder in the USB flash driver first. [G]: The driver letter of the USB flash driver; [00000001]: is the terminal device ID.

The shows as following:
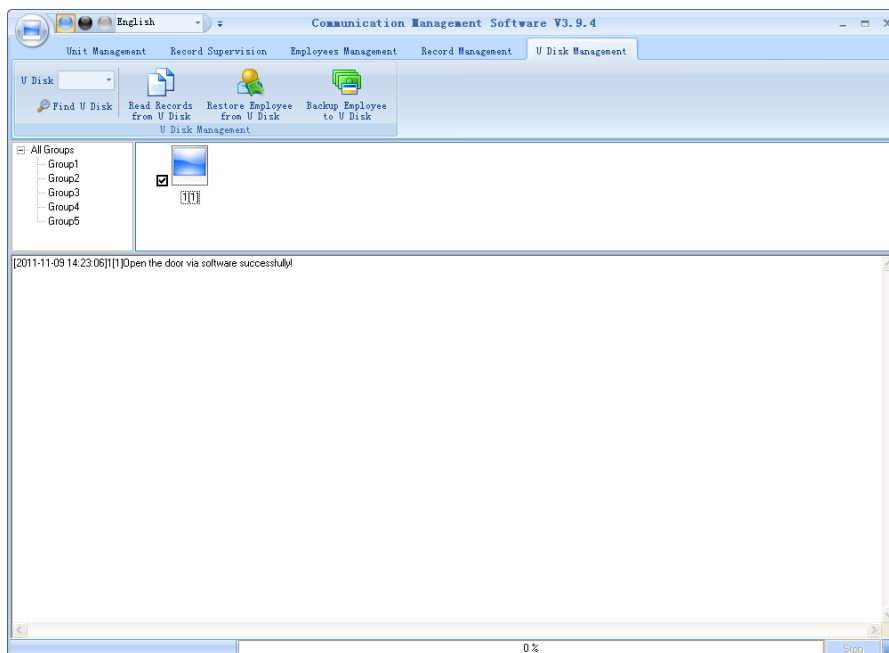
Read Records from the U flash disk: First click [Find U Disk] to fine the path of the USB flash disk, click [Read Records from the U disk] the system will auto read the data from U disk and export to local database.

The FacePass terminal only with "**Read Records from the U flash disk**" function.

Restore Employee from U Disk: click [Restore Employee from U Disk] button, the system will export the employee information data to local database and fingerprint template to root index "Template" folder.

Prompt: If the local database has had this record aleady, the system will prompt "record repeated".

Backup Employee to U Disk: The database of the existing employee information and fingerprint template, backup to U plate
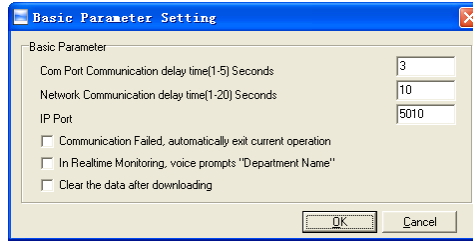
5.6   System Settings

Click the icon [⬛] on the top left corner, the menu pops up as follows:
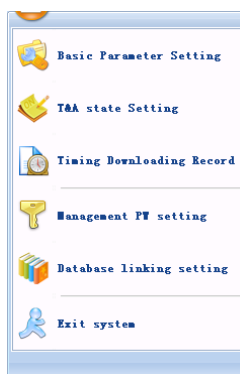
5.6.1   Basic Parameter Settings

Click the [Basic Parameter Setting]. The [Basic Parameter Setting] pops up:

Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

IP Port: Communication port.

□ Communication failed, automatically exit current operation: If timeout is larger than 'Communication delay time', software will automatically exit.

□ In Real-time Monitoring, voice prompts "Department name": During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

□ Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

Click the button [OK] to save the setting.

5.6.2 T&A Status Setting

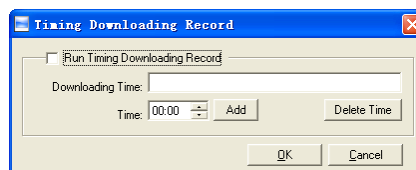Click the [T&A Status setting] option, and the [T&A status setting] window pops up:
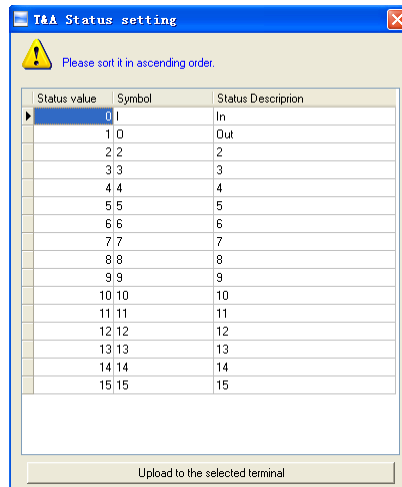
Click the state which is going to be modified. Input the status description.

[Upload to the selected terminal]: Upload the T&A status from the selected terminal.

5.6.3 Timing Downloading Record

Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:
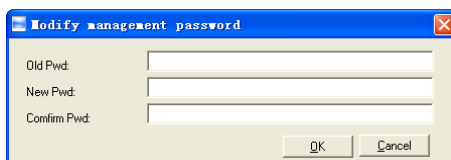
Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

Please use the button [⬥] to set a time. And then click the button [Add] to add the time to the [Downloading Time].

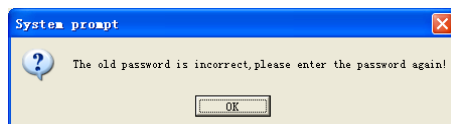Click the button [OK] to save the setting.

5.6.4 Management PW Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:

[Old password]: Default password is empty.

If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,

Click [OK] and input old password again.

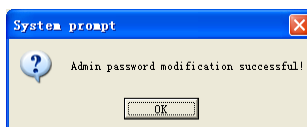[New Pwd]: the password user wants to set.

[Confirm Pwd]: Input new password again to confirm.

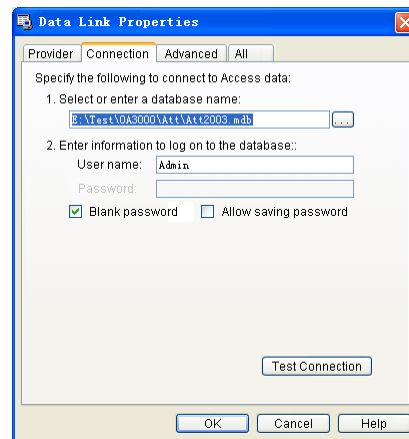If confirm Pwd is different from new one, system will prompt:
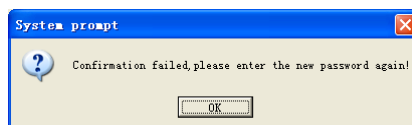
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:


5.6.5 Database Linking Setting

Click the [Database linking setting]. The [Data Link Properties] window pops up:

Click [...] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If the database has set [User name] and [password] already, we must input [User name] and [password] in [2. Enter information to log on to the database]. After completed, click [Test connection] to test the connection correctness of the database and system prompts:
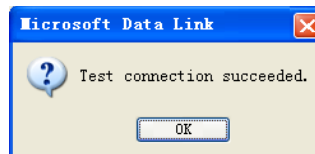
Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,
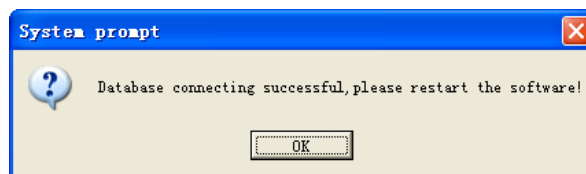
5.6.6   Exit System

Click [Exit system]. It prompts:
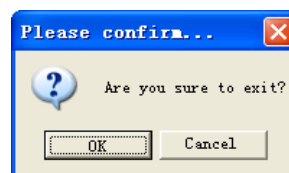
Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.7   User Interface Configuration

5.7.1   Interface Skin Color

Shift the skin color by press the button [⬤⬤⬤].The style is Windows XP system style.

5.7.2   Change the Software Language

Choose the language in the option [Chinese ▾].

5.7.3 Set Quick Access Button

Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompts:

Click the item [Add to Quick Access Toolbar]. And then you can see the quick access button on the toolbar as follows:

Move the cursor to the quick access button. And then click the mouse's right button. It prompts:

Click the item "Remove from the Quick Access Toolbar".

Chapter6.   FAQ

Frequently asked questions and answers

6 FQA

6.1 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, too wet finger with oil or cosmetics.	1, Touch the forehead to increase oily level of the finger. 2, Clean fingers with towel.
4. Low fingerprint quality with callus or peeling.	Enroll other fingers with better quality.
5. Wrong way in placing fingers when punching in/out.	Please refer to illustration of pressing finger.
6. Latent fingerprint on the surface of sensor.	Clean sensor surface (Adhesive tapes recommended).
7. Not enough finger pressure.	Place the finger evenly on the sensor with moderate pressure.
8. Influence by fingerprint image change.	Enroll fingerprint again. Please refer to illustration of pressing finger.

6.2 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.
2. The record hasn't been downloaded.	Please download the record from the device.
3. The capacity has been fully occupied.	Please clear the records in time.

6.3 The machine cannot connect with PC.

Reason	Solution
1. Communication method not set	Select the correct communication

correctly.	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.

6.4 Clock's time works fine, but FP scanner is off, Employee cannot attendance

Reason	Solution
1. Unit in dormancy status.	Press any key to activate.
2. The device is on communication or the route has been interfered.	1. Please exit the system by clicking [Exit system].If quit abnormally, the device will resume collecting fingerprint every 1 minute. 2. Eliminate the interference of the route.
3. The capacity has been fully occupied.	Please clear the records in time.

6.5 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.

6.6 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).

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)!