

# Time Attendance

## Quick Start Guide V1.0.0

1.2.51.32: 12401-001

### Important Safeguards and Warnings

Please read the following safeguards and warnings carefully before using the product in order to avoid damages losses and body injuries. After reading, please well keep this user's manual.

Note:

- Please change user default password after being armed.
- Do not install the device at position exposed to sunlight or in high temperature. Temperature rise in device may cause fire.
- Do not expose the device to lampblack, steam or dust. Otherwise it may cause fire or electric shock.
- The device must be installed on solid and flat surface in order to guarantee safety under load and earthquake. Otherwise, it may cause device to fall off or turnover.
- Do not drop or splash liquids onto the device, and do not place container with full liquid on the device to prevent liquid spilling from entering the device.
- Do not block air vent of the device or ventilation around the device. Otherwise, temperature in device will rise and may cause fire.
- Use the device only within rated input and output range.
- Do not disassemble the device without professional instruction.
- Please transport, use and store the product under appropriate temperature and humidity.

**Warning:**

- Please use battery properly to avoid fire, explosion and other dangers.
- Please replace used battery with battery of the same type.
- Do not use power line other than the one specified. Please use it properly within rated range. Otherwise, it may cause fire or electric shock.
- Please use power supply matching SELV requirements, and IEC60950-1 Limited Power Source. Power supply shall follow requirements on device label.
- For I-type structure product, connect it to power supply plug with GND protection.
- If you use power plug or appliance coupler as disconnecting device, please maintain the disconnecting device available to be operated all the time.

**Special Announcement**

- This manual is for reference only, subjected to the actual product.
- All the designs, software and instructions here are subject to change without prior written notice.
- All damaged and losses caused by operation not following instructions in this manual, are borne by the user.
- All trademarks and registered trademarks are the properties of their respective owners.
- If there is any uncertainty or controversy, please refer to the final explanation of us.
- Please visit our website for more information.

## 1 Installation Guide

### 1.1 Checklist

Before installation, Please check Chart 1-1.

No	Name	Quantity	Note
1	Controller	1	-
2	Installation bracket	1	-
3	Installation map	1	-
4	M4 x 30 cross pan head flat screw	2	Used to fix bracket for concealed mount
5	M3 x 6 inner hex sunk head screw	1	Used to fix device from bottom to installation bracket
6	T10 inner hex wrench	1	-
7	Screws	1 pack	When there is direct mount, used to fix installation on surface. ● ST3 x 18 self-tapping screw, 4 ● Expansion bolt, 4
8	Quick start guide	1	-

Chart 1-1

### 1.2 Panel and Interface

Time attendance is in Figure 1-1, Figure 1-2 and Figure 1-3.

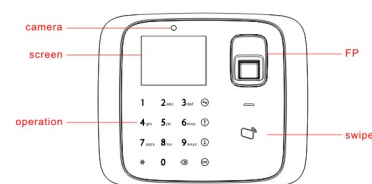


Figure 1-1

Icon	Note
0~9	Number key, for number and letter input
↩	Return or exit
↑	Up
↓	Down
OK	Enter or confirm
✕	Delete
*	Switch, between function or input

Chart 1-2

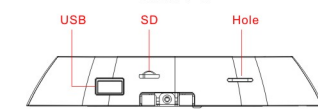


Figure 1-2

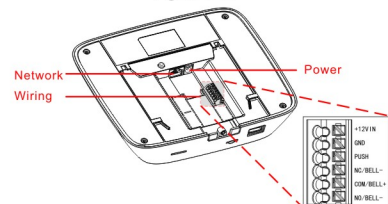


Figure 1-3

Port	Note
+12VIN	DC 12V power
GND	GND
PUSH	Unlock
NC/BELL-	Lock NC or BELL- ( disconnect triggered )
COM/BELL+	Lock COM or BELL+
NO/BELL-	Lock NO or BELL- ( close triggered )

Chart 1-3

### 1.3 Appearance Dimensions

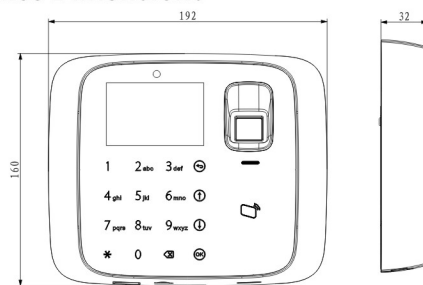


Figure 1-4

## 1.4 Installation Wiring

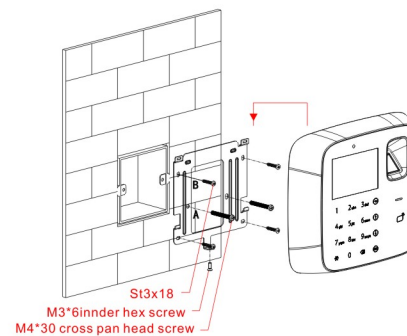


Figure 1-5

Installation step:

Step 1.

Paste installation map on installation surface, and open hole according to the map. Insert expansion bolt into the hole.

Step 2.

Install bracket.

● If there is concealed mount, fix bracket on concealed mount with screw A.

● If there is no direct mount or cannot be well fixed, fix bracket on wall with screw B. You must embed expansion bolt in wall first.

Step 3.

According to direction on map, hang the device on bracket.

Step 4.

From device bottom, insert and fasten screw, lock the device.

## 2 System Operation

**Note:**

This chapter only introduces basic function of time attendance, for detailed function please refer to user's manual.

### 2.1 Attendance

**Warning:**

During attendance, please DO NOT change system config, system time or power off the device, since these will cause abnormal attendance.

Plug the device to power, device boots up and shows time info, see Figure 2-1.

**Note:**

If you has no operation over 45s in one page, it will return to standby page.

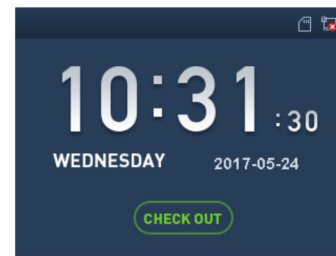


Figure 2-1

- Click number key, see Figure 2-2. Enter user ID and password can pass attendance.

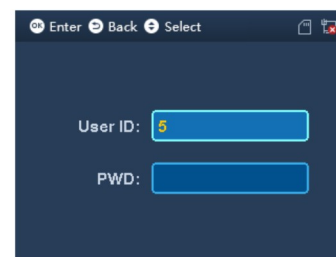


Figure 2-2

- In fingerprint area, click your finger to pass attendance.
- In card swiping area, swipe card and pass attendance.
- Click \* to switch attendance status. Connect to platform and sync status to platform, used on platform.
- After you pass personal attendance, click OK, to show personal attendance record, see Figure 2-3 and Figure 2-4.

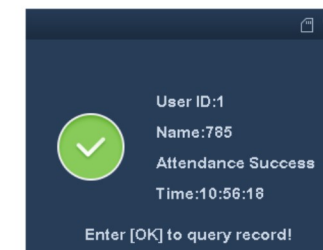


Figure 2-3

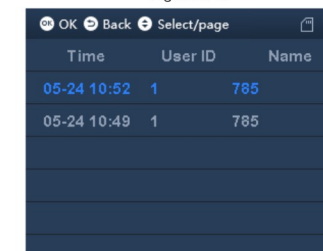


Figure 2-4

**Note:**

- Add password, fingerprint and card, refer to Ch 2.3.
- Details of attendance refer to user's manual.

### 2.2 Main Menu

Click OK, system shows main menu, see Figure 2-5.

**Note:**

If you have added admin user in User Level (User→User Level), you can login via fingerprint, card or password.

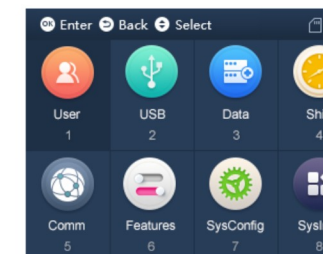


Figure 2-5

- Click 1 or 2 to select, click OK or directly enter number below each function.
- When you insert USB disk, you can see USB at the upper right corner.
- When you insert SD card, you can see SD at the upper right corner.
- When you connect the device to network, you can see Network at the upper right corner. If disconnected, you can see No Net.

### 2.3 New User

You can create user, and set new user info which includes ID, username, fingerprint, card, password, photo and etc. A user can pass attendance via fingerprint, card or password. System supports up to 1000 users.

Step 1.

Select User>New User, click OK. See Figure 2-6 and Figure 2-7.

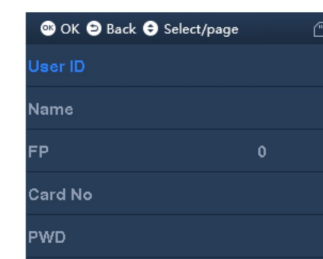


Figure 2-6

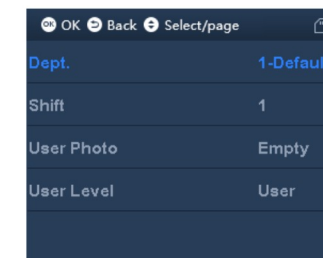


Figure 2-7

Step 2. Click ① or ② to select parameter, click ③ to confirm. Enter number into, and click ④ to save.

**Note:**  
User ID, card, password, department and shift can be edited via number key or backspace.

Parameter	Note
User ID	Enter user no., max 11 digits of number.
Name	Enter username, max 32 letters. Click ✖ to switch input method.
FP	Record fingerprint. One user can record up to 3 fingerprints, and each fingerprint requires confirmation of three times. Follow audio prompts to add.
Card No.	Enter card no., or swipe card.
Password	Enter password, which can be 1-8 digits of number.
Department	Click ③ to select preset department. Refer to Ch 2.4.
Shift	Enter preset shift. <ul style="list-style-type: none"> <li>If you do not enter shift, then attendance depends on shift linked to department.</li> <li>If input shift do not match department linked shift, subject to input shift. Refer to Ch 2.5.</li> </ul>
User Photo	Click ③ to take photo, saved on SD card as user photo.
User Level	Click ③ to switch level. <ul style="list-style-type: none"> <li>User, only attendance right.</li> <li>Admin, can login system to config.</li> </ul>

Chart 2-1

Step 3.  
When you finish config, click ④.  
Step 4.  
Click ③ to save.

## 2.4 New Department

You can create department, and set user group. Different departments can have different shifts. Max department is 30.

Step 1.  
Select User>New Department, click ③. See Figure 2-8.

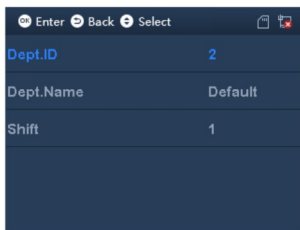


Figure 2-8

Step 2.  
Click ① or ② to select parameter, click ③. Click number key to enter info, and click ④ again to save.

Parameter	Note
Department ID	System uses number by default.
Department Name	Customize department name, up to 32 characters. Click ✖ to switch input method.
Shift	Enter preset shift, then it applies to add users of the department. Attendance follows this shift. Refer to Ch 2.5.

Chart 2-2

Step 3.  
When you finish, click ④.  
Step 4.  
Click ③ to save.

## 2.5 Add Shift

Step 1.  
Select Shift>Shift Setup>Shift, click ③, see Figure 2-9.

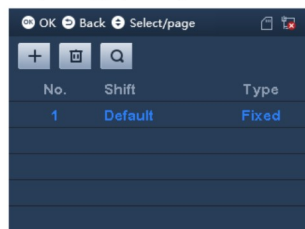


Figure 2-9

Step 2.  
Click ✖, to switch to function key above, select + and click ③.  
Step 3.  
Click ① or ② to select parameter, click ③ to confirm. Enter number and click ④ to save.

Parameter	Note
No.	System auto generated.
Shift Name	Customize shift name, max 32 characters. Click ✖ to switch input method.
Shift Type	Select attendance type, including fixed and flexible. <ul style="list-style-type: none"> <li>Fixed, set valid attendance period. Invalid when out of this period.</li> <li>Flexible, no limit on work time, follow two rules: 1) hours at work per day, 2) start time of work each weekday.</li> </ul>
Cycle Type	Set work and rest time, attendance for weekday only. Include cycle by week and month. <ul style="list-style-type: none"> <li>Cycle by week, such as which days in a week are weekdays.</li> <li>Cycle by month, set by date.</li> </ul>

Chart 2-3

Step 4.  
When you finish, click ④.  
Step 5.  
Click ③ to save.

## Shift Type

Select shift type, click ③, see Figure 2-10.

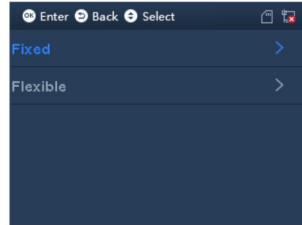


Figure 2-10

## Fixed Attendance

Step 1.  
Select Fixed, click ③. See Figure 2-11.

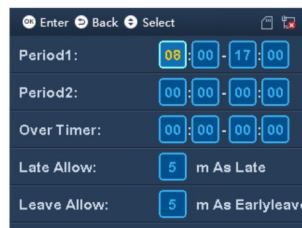


Figure 2-11

Step 2.  
Click ① or ② to select parameter, click ③ to confirm.

Parameter	Note
Period 1 and 2	Set attendance period, as sign in/out period. When sign in/out is within set period, attendance is abnormal, otherwise attendance is normal. System supports two periods. If you set two periods, period 1 and 2 must both have sign in within the period to be normal attendance.
Overtime	Set overtime period, as time period between sign in/out meet setup to be overtime work. <b>Note:</b> For valid overtime sign in, a user must sign in within set work off time of period 1 and 2.
Late Allow	Sign in time is later than designated work start time range. Unit is minute.
Leave Allow	Sign out time is earlier than designated work end time range.

Chart 2-4

Please set all attendance time precise to minute, such as 8:05.

Step 3.  
Click ③ to save.

## Flexible Attendance

Step 1.  
Select Flexible, click ③. See Figure 2-12.

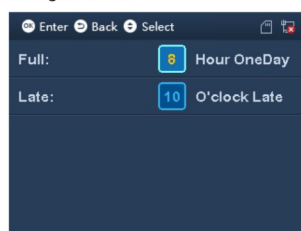


Figure 2-12

Step 2.  
Click ① or ② to select parameter, click ③. Click number key to enter.

Parameter	Note
Full	Set required work hour per weekday.
Late	Set sign in time. So sign in after this time will be record as late. Unit is hour.

Chart 2-5

Step 3.  
Click ④ to save. Click Return to add shift interface.

## Cycle Type

Select Cycle Type, click ③, see Figure 2-13

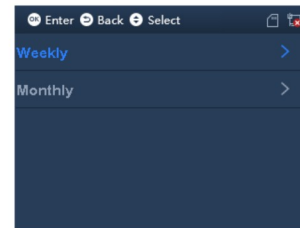


Figure 2-13

## Weekly

Step 1.  
Select Weekly, click ③. See Figure 2-14.

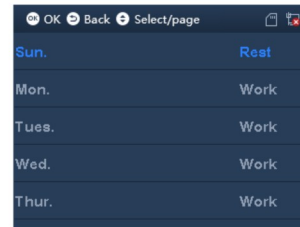


Figure 2-14

Step 2.  
Select week, click ③ and select rest or work.

Step 3.  
Click ④ to save.

## Monthly

Step 1.  
Select monthly, click ③. See Figure 2-15.

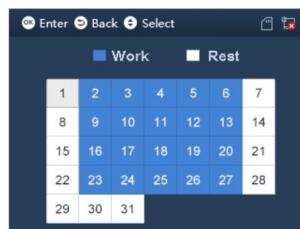


Figure 2-15

Step 2.  
Select date, click ③ and select rest or work.

Step 3.  
Click ④ to save.

## 2.6 Add Holiday

You can set holiday period up to 64 periods. All shifts within holiday period will have no attendance.

Step 1.  
Select Shift>Shift Setup>Holiday, click ③. See Figure 2-16.

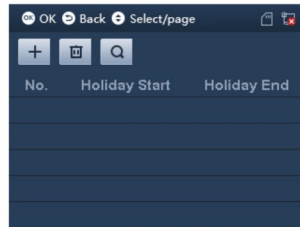


Figure 2-16

Step 2.  
Click ✖, switch to function key above, click + and click ③. See Figure 2-17.

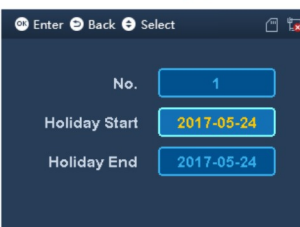


Figure 2-17

Step 3.  
Enter start time and end time, click ④ to save.

## 2.7 Data

You can search and export attendance and card record. System stores up to 150,000 card records.

Enter main menu, click ① or ② to select Data, click ③. Or click number key 3 directly. See Figure 2-18.

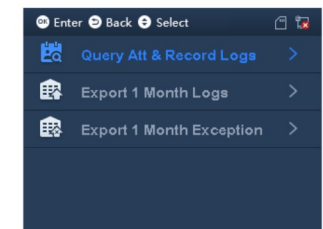


Figure 2-18

- Query attendance and card record, enter and view user selection and export all attendance records of the month selected by user.
- Export 1 month logs, export all attendance records to USB.
- Export 1 month exception, export abnormal records in 1 month to USB.

## 3 FAQ

- How to set unlock by device?  
A: Pass admin verification, select SysConfig>Relay>Unlock set unlock time, click ④.  
**Note:**  
The device only can set unlock time, no door sensor or alarm setup.
- How to let device support external bell?  
A: External bell is for purpose of scheduled warning. New bell and edit bell both can set its start time and end time.  
Step 1.  
Pass admin verification, select SysConfig>Relay>Bell, click ③.  
Step 2.  
Select Features>Bell setup, add or edit bell. Max 8 bells.
- How to set attendance time and shift?  
A:  
Step 1.  
Set shift, set work time.  
Step 2.  
Select Shift>Shift setup>Shift, select attendance type.  
Step 3.  
Set period.  
Step 4.  
Set cycle type.  
Step 5.  
Set department shift.  
Step 6.  
Select User>Department Shift, enter shift no. set in step 1.  
**Note:**  
  - Device support both fixed and flexible attendance.
  - Shift refer to Ch 2.5.
- How to verify by password?  
A: In standby interface, enter work ID, and click direction key to select, enter password. Click ④ to complete attendance. See Ch 2.1.
- How to view personal attendance record (general user only)?  
A: After pass attendance, click ④ to show personal attendance record, see Ch 2.1.
- How to enter menu?  
A:  
  - First time of operation, click ④ to enter menu.
  - If admin user is added, you shall pass system verification before enter main menu. Admin user can enter by swiping card, fingerprint or entering password, see Ch 2.1.

## Note:

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