

# **Time Attendance User's Manual**

**V1.0.1**

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## Important Safeguards and Warnings

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Note:

- 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 button cell 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.

### Privacy Protection Notice

As the device user or data controller, you might collect personal data of others' such as face, fingerprints, car plate number, Email address, phone number, GPS and so on. You need to be in compliance with the local privacy protection laws and regulations to protect the legitimate rights and interests of other people by implementing measures include but not limited to: providing clear and visible identification to inform data subject the existence of surveillance area and providing related contact.

### About the Manual

- The Manual is for reference only. If there is inconsistency between the Manual and the actual product, the actual product shall prevail.
- We are not liable for any loss caused by the operations that do not comply with the Manual.
- The Manual would be updated according to the latest laws and regulations of related regions. For detailed information, see the paper User's Manual, CD-ROM, QR code or our official website. If there is inconsistency between paper User's Manual and the electronic version, the electronic version shall prevail.
- All the designs and software are subject to change without prior written notice. The product updates might cause some differences between the actual product and the Manual. Please contact the customer service for the latest program and supplementary documentation.
- There still might be deviation in technical data, functions and operations description, or errors in print. If there is any doubt or dispute, please refer to our final explanation.
- Upgrade the reader software or try other mainstream reader software if the Guide (in PDF format) cannot be opened.
- All trademarks, registered trademarks and the company names in the Manual are the properties of their respective owners.
- Please visit our website, contact the supplier or customer service if there is any problem occurred when using the device.
- If there is any uncertainty or controversy, please refer to our final explanation.

# 1 Product Overview

## 1.1 Introduction

All-in-one time attendance is an attendance device integrating card, fingerprint, config and execution. It is suitable office, commercial building, school and etc.

Time attendance functions:

- Touch button+LCD display, TCP-IP protocol
- Fixed and flexible attendance mode.
- Card, fingerprint or password
- 3000 fingerprints and 1000 users.
- 150,000 card records
- Simple Access control or External bell
- 64 groups of holiday setup.

**Warning:**

This product needs external power, please use DC 12V 0.5A adaptor as power, and work temperature shall be within -5°C~55°C.

## 2 Installation Guide

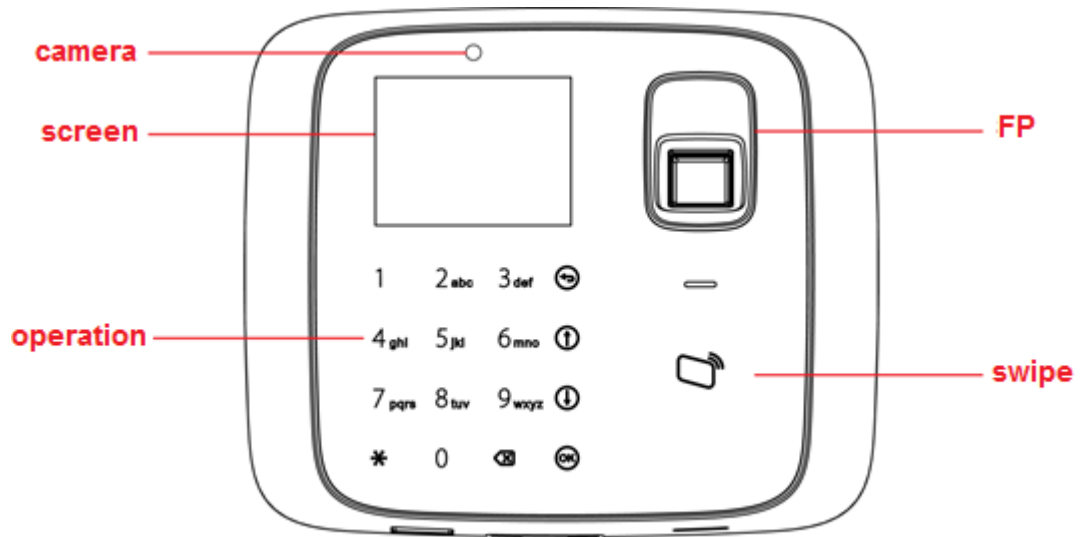
### 2.1 Checklist

Before installation, please check

| No. | Name                            | Quantity  | Note   |
|-----|---------------------------------|---|--|
| 1   | Unit                            | 1   | -  |
| 2   | Installation bracket            | 1   | -  |
| 3   | Installation map                | 1   | -  |
| 4   | M4×30 cross pan head flat screw | 2   | Used to fix bracket for concealed mount                          |
| 5   | M3×6 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<br>● ST3×18 self-tapping screw, 4<br>● Expansion bolt, 4 | When there is direct mount, used to fix installation on surface. |
| 8   | Quick start guide               | 1   | -  |

### 2.2 Panel and Interface

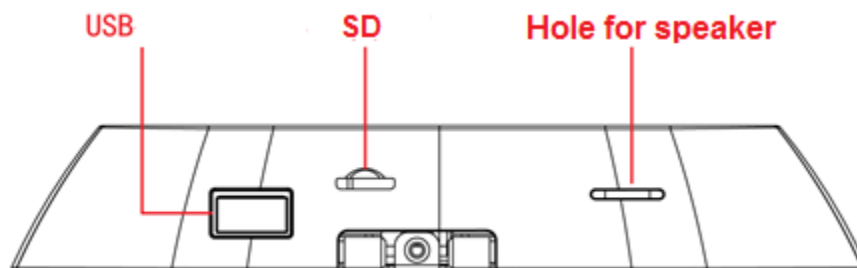
Time attendance is in Figure 2-2 and Figure 2-3.



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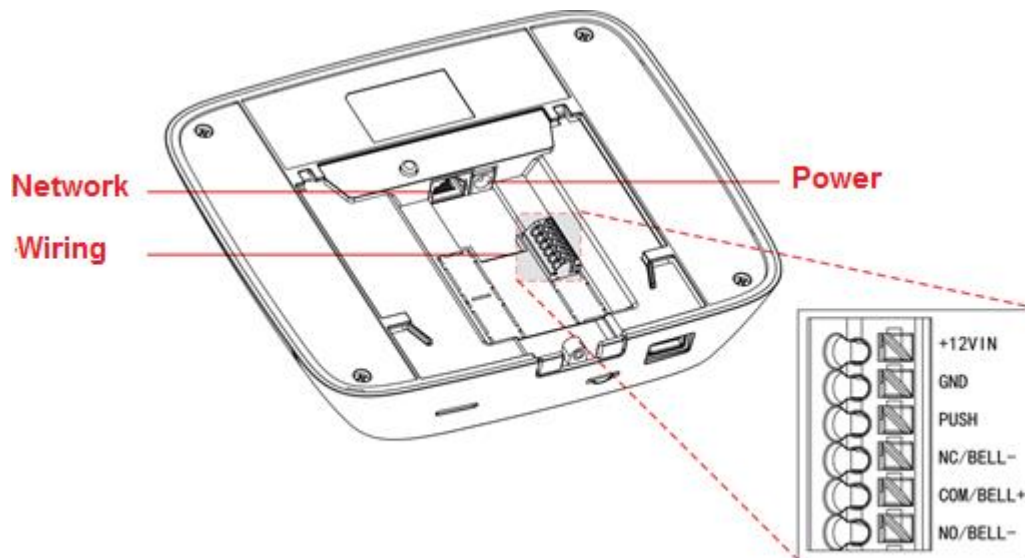
| Icon | Note                                    |
|------|---|
| 0~9  | Number key, for number and letter input |
|      | Return or exit                          |
|      | Up                                      |
|      | Down                                    |
|      | Enter or confirm                        |
| *    | Switch, between function or input       |
|      | Delete                                  |

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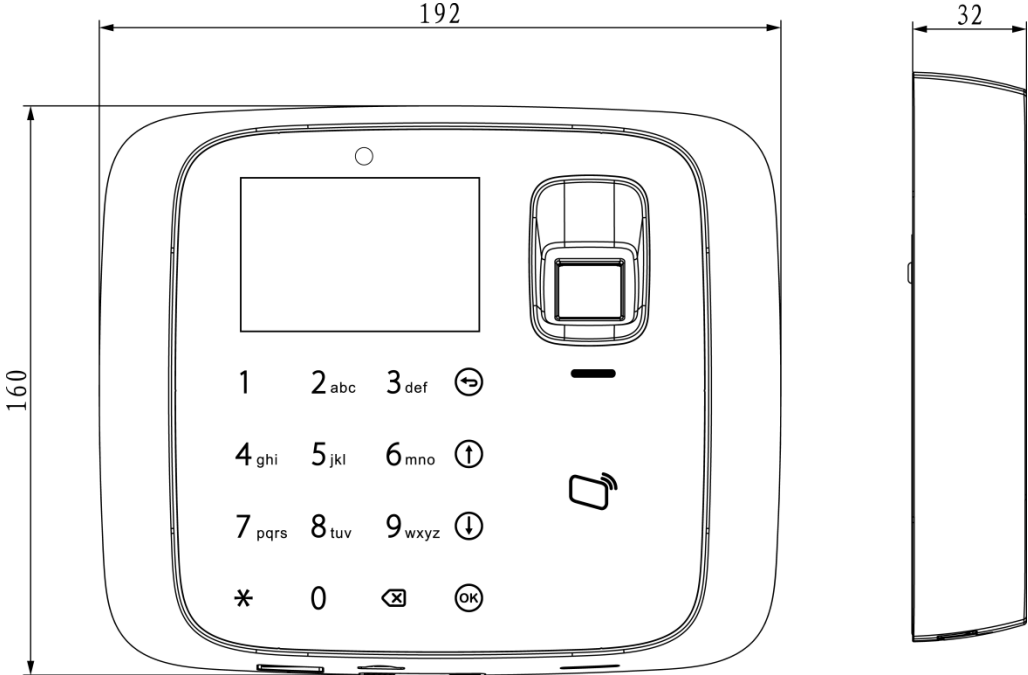


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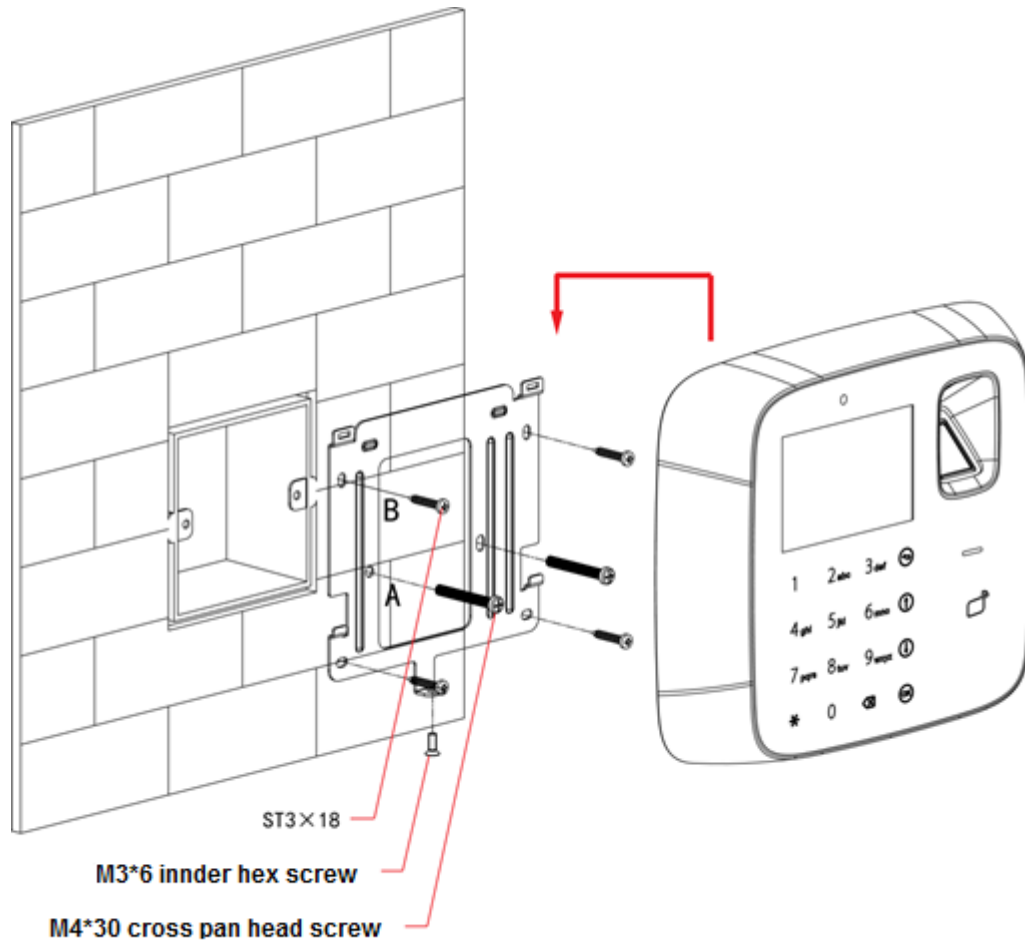
| Port      | Note                                   |
|-----------|--|
| +12VIN    | DC 12V power                           |
| GND       | GND                                    |
| PUSH      | Unlock                                 |
| NC/BELL-  | Lock NC or BELL (disconnect triggered) |
| COM/BELL+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

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### 2.3 Appearance Dimensions



## 2.4 Installation Wiring



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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.

### 3 System Operation

Note:

- Fingerprint record is in Appendix 1.
- Input of text is in Appendix 2.

#### 3.1 Attendance

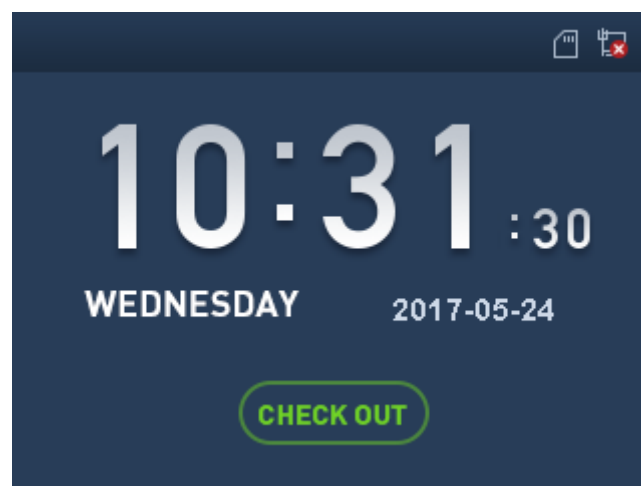
**Warning:**

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 3-1.

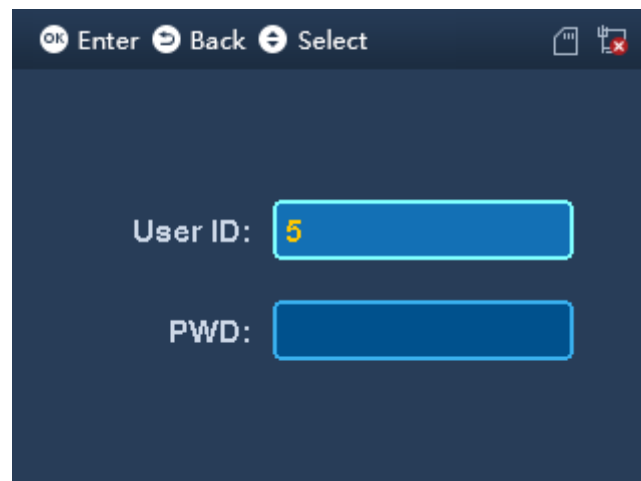
Note:

If you did not operate over 45s in one page, it will return to standby page.

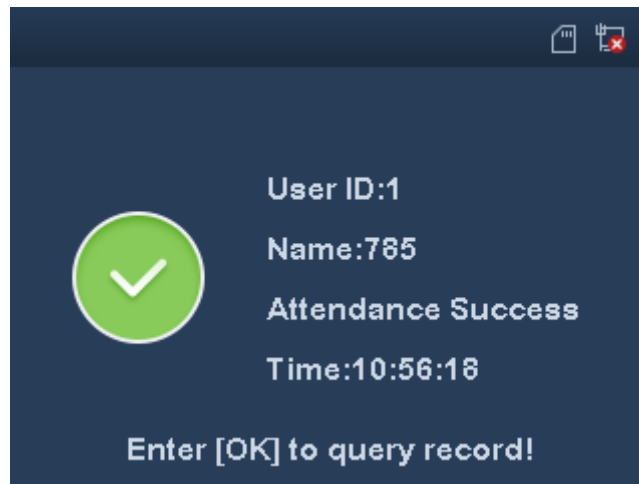


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- Click number key, see Figure 3-2. Enter user ID and password can pass attendance.



- In fingerprint area, press 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 3-3 and Figure 3-4.



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| Time        | User ID | Name |
|-------------|---------|------|
| 05-24 10:52 | 1       | 785  |
| 05-24 10:49 | 1       | 785  |
|             |         |      |
|             |         |      |
|             |         |      |

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Note:

- Add password, fingerprint and card, refer to Ch 3.3.1.
- Details of attendance refer to Ch 3.6.2.

## 3.2 Main Menu

Click **OK**, system shows main menu, see Figure 3-5.








Note:

If you have added admin user in User Level (User→User Level), you can login via

fingerprint, card or password.



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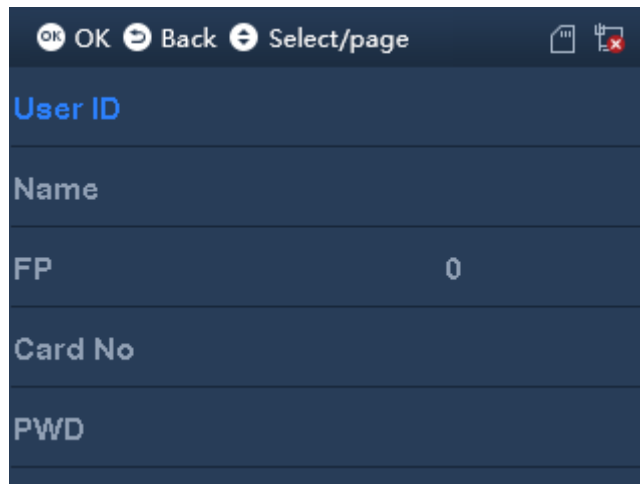
- Click  or  to select, click  or directly enter number below each function.
- When you insert USB disk, you can see  at the upper right corner.
- When you insert SD card, you can see  at the upper right corner.
- When you connect the device to network, you can see  at the upper right corner.  
If disconnected, you can see .

## 3.3 User

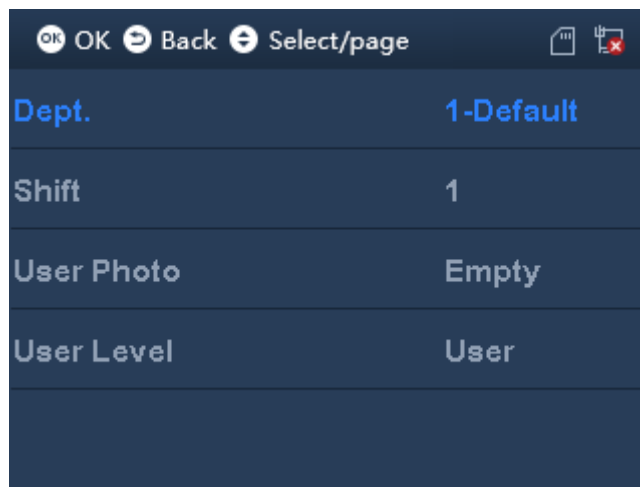
### 3.3.1 New User

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 3-6 and Figure 3-7.



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





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Step 2. Click  or  to select parameter, click  to confirm. Enter number into, and click  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  to select preset department. Refer to Ch 3.3.3.             |

| Parameter  | Note   |
|------------|--|
| 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 3.4.1.</li> </ul> |
| User Photo | Click  to take photo, saved on SD card as user photo.   |
| User Level | Click  to switch level. <ul style="list-style-type: none"> <li>• User, only attendance right.</li> <li>• Admin, can login system to config.</li> </ul>                              |

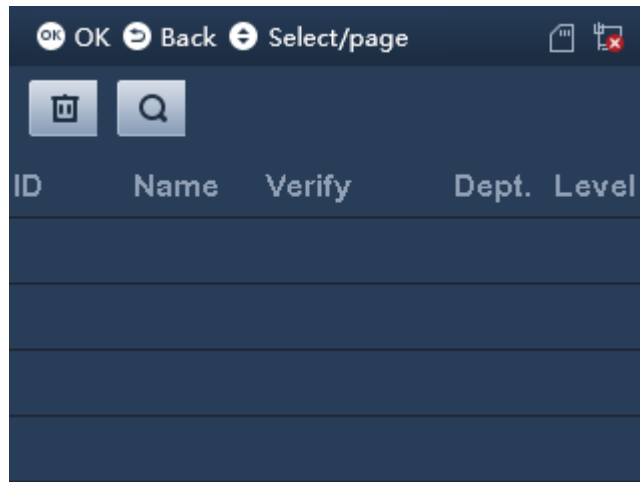
Step 3. When you finish config, click .




Step 4. Click  to save.

### 3.3.2 Search and Edit User

You can search user in the system, to modify and delete user info.

Select User>Edit or Delete User, click . See Figure 3-8.






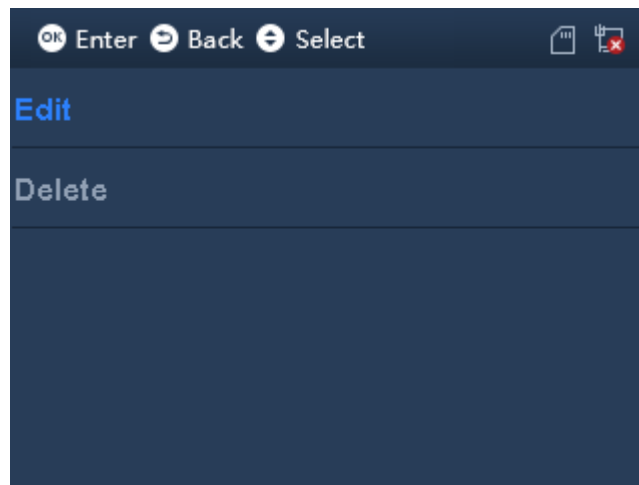
- , card method for attendance.
- , password method for attendance.
- , fingerprint method for attendance.





- Level. 0 is normal user and 1 is admin.

### Edit and Delete Single User


Click  or  to select user, click , see Figure 3-9.

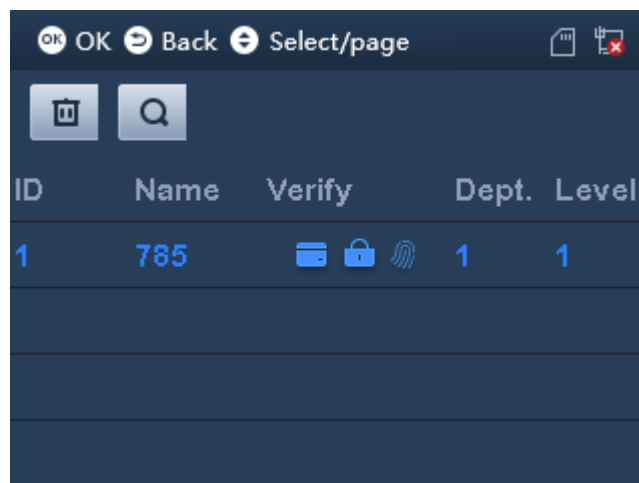


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- Select Edit, click , to edit user.
- Select Delete, click , to delete user.

### Delete and Search All Users

Click  to switch to delete and search button above, see Figure 3-10.




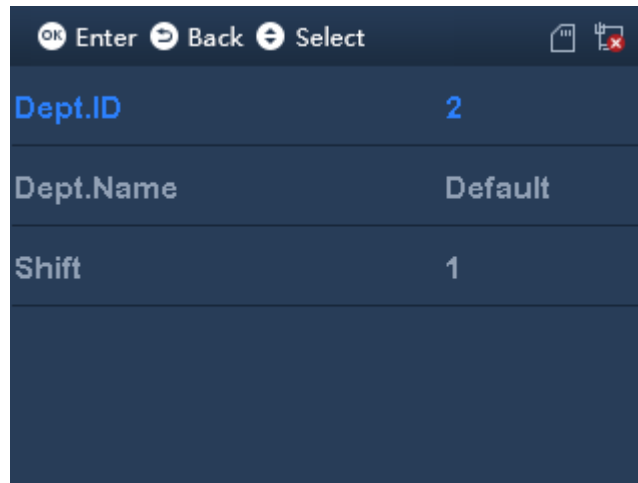
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- Select , click , to delete all users.
- Select  to search user by no.





### 3.3.3 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 . See Figure 3-11.



| Parameter | Note    |
|-----------|---------|
| Dept.ID   | 2       |
| Dept.Name | Default |
| Shift     | 1       |

Step 2. Click  or  to select parameter, click . Click number key to enter info, and click  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 3.4.1. |

Step 3. When you finish, click .

Step 4. Click  to save.

### 3.3.4 Edit and Delete Department

You can search department in the system, to edit and delete department.

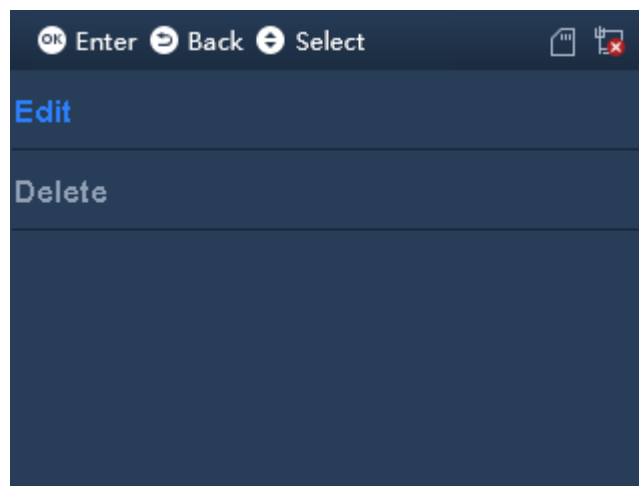
Select User>Edit and Delete Department, click . See Figure 3-12.

| Dept.ID | Dept.Name | Shift |
|---------|-----------|-------|
| 1       | Default   | 1     |
|         |           |       |
|         |           |       |
|         |           |       |

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### Edit and Delete Single Department

Click or to select department, click , see Figure 3-13.

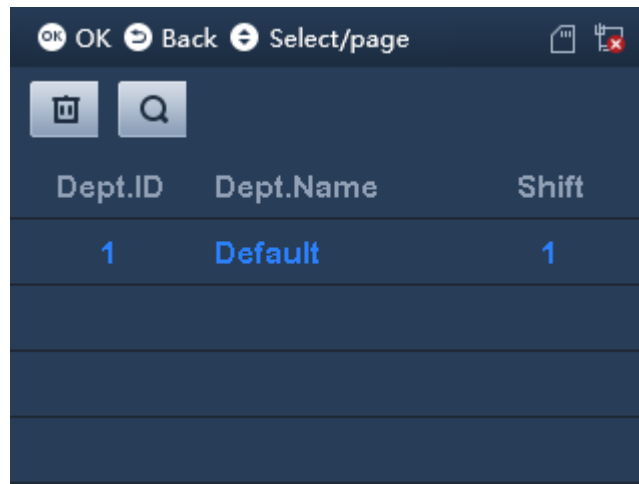


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- Select Edit, click , to edit department.
- Select Delete, click to delete department.

Delete and Search unused departments.

Click to switch to delete and search button above, see Figure 3-14.



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- Select , click  to delete all departments.
- Select  to search department by no.

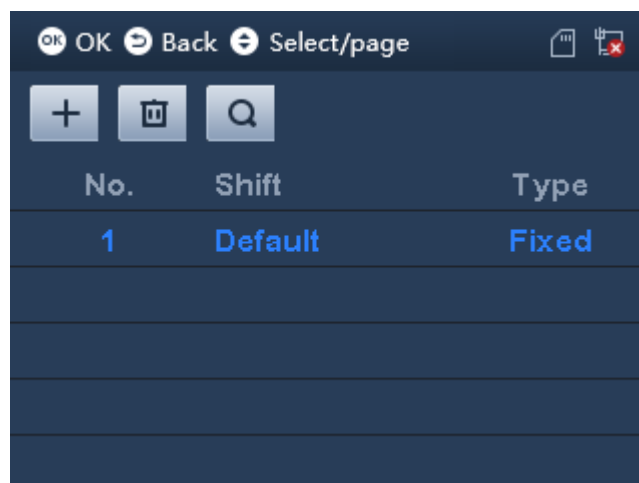
## 3.4 Shift

### 3.4.1 Set Shift

You can add shift, and set attendance time and type, up to 20 shifts.

#### 3.4.1.1 Add Shift

Step 1. Select Shift>Shift Setup>Shift, click , see Figure 3-15.



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Step 2. Click **\***, to switch to function key above, select **+** and click **OK**.

Step 3. Click **↑** or **↓** to select parameter, click **OK** to confirm. Enter number and click **OK** to save.

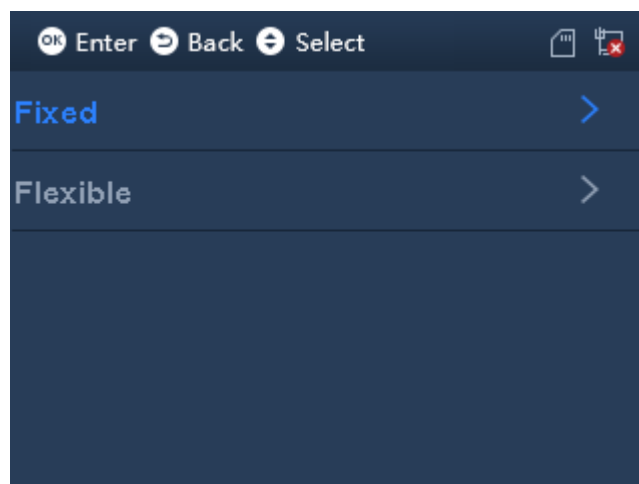
| Parameter  | Note   |
|------------|--|
| No.        | System auto generated.   |
| Shift Name | Customize shift name, max 32 characters. Click <b>*</b> to switch input method.  |
| Shift Type | Select attendance type, including fixed and flexible. <ul style="list-style-type: none"><li>● Fixed, set 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 word 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>   |

Step 4. When you finish, click **↩**.

Step 5. Click **OK** to save.

### Shift Type

Select shift type, click **OK**, see Figure 3-16.



### Fixed Attendance

Step 1. Select Fixed, click **OK**. See Figure 3-17.

Step 2. Click or to select parameter, click 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.<br>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.<br>Note:<br>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.   |

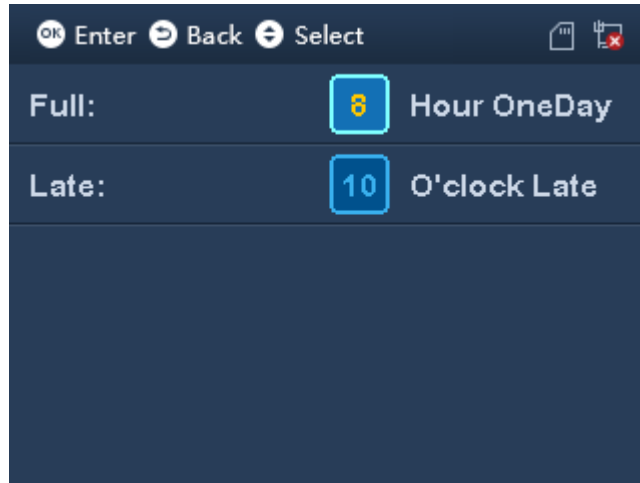
Note:

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



Step 3. Click to save.

### Flexible Attendance

Step 1. Select Flexible, click . See Figure 3-18.



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

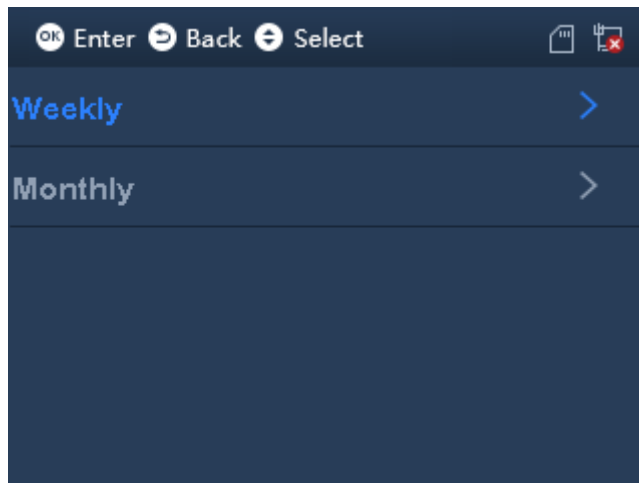
| Parameter | Note   |
|-----------|--|
| Full      | Set required work hour per weekday.  |
| Late      | Set sign in time. So sign in after this time will be record as late. Unit is hour. |

█

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


### Cycle Type

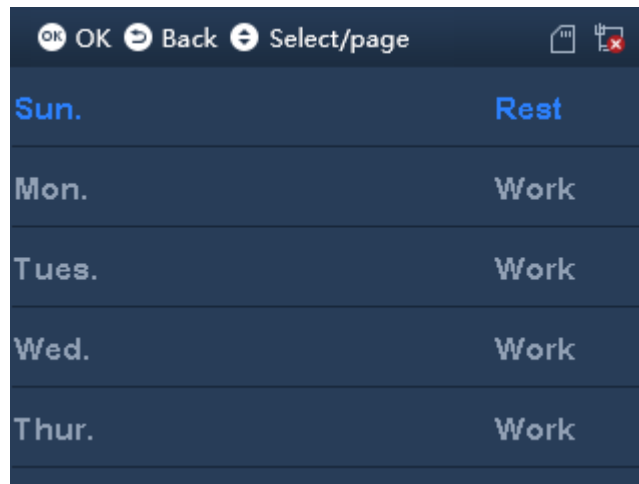
Select Cycle Type, click , see Figure 3-19



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### Weekly

Step 1. Select Weekly, click . See Figure 3-20.



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

Step 3. Click **Back** to save.

### Monthly

Step 1. Select monthly, click **OK**. See Figure 3-21.



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


Step 3. Click **Back** to save.

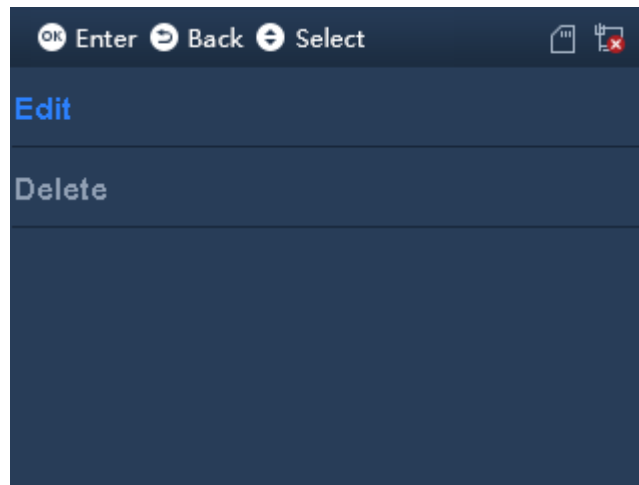
### 3.4.1.2 Edit and Delete Shift

You can search shift, modify and delete shift.



Edit and Delete Single Shift



Select Shift setup>Shift, select shift, click  . See Figure 3-22.

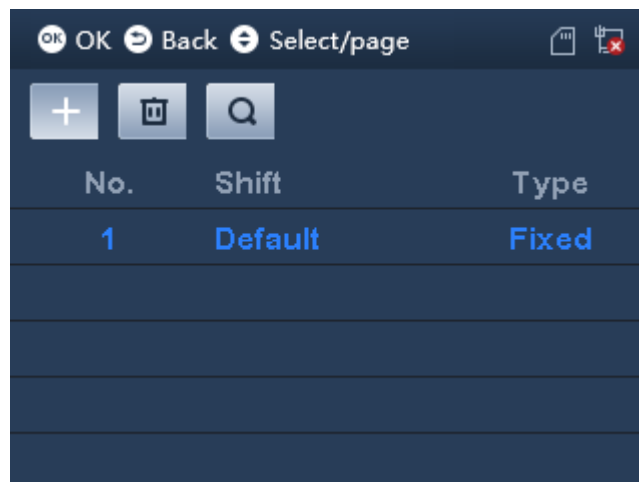


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- Select Edit, click  to edit shift.
- Select Delete, click  to delete shift.

### Delete and Edit All Shifts

Click , switch to delete and search buttons above, see Figure 3-23.




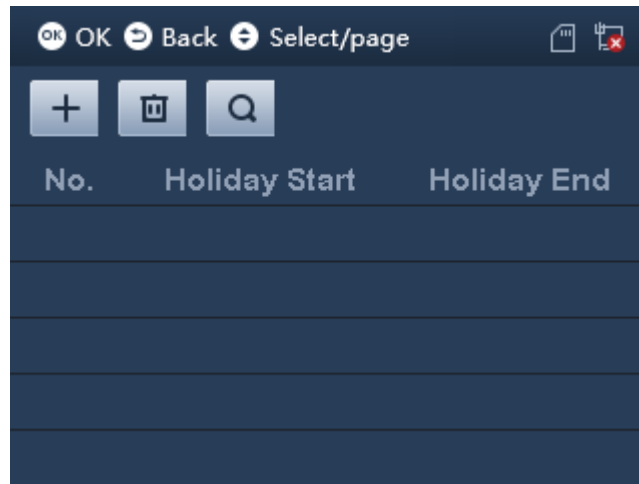
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- Select , click  to delete all shifts.
- Select , to search shift by no.




### 3.4.1.3 Add Holiday

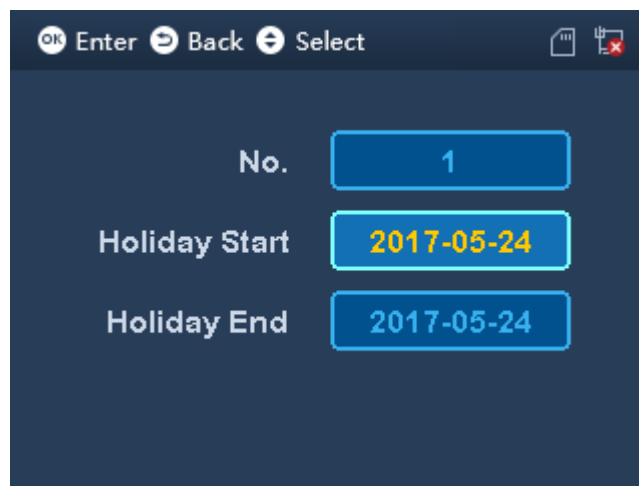
You can set holiday period up to 64 periods. All shifts within holiday period will have no attendance.

Step 1. Select Shift>Shift Setup>Holiday, click  .  
See Figure 3-24.



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Step 2. Click , switch to function key above, click  and click  . See Figure 3-25.




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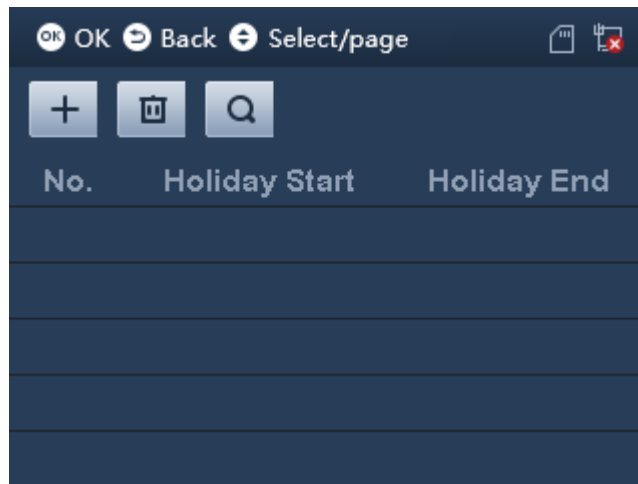
■  to save.

#### 3.4.1.4 Edit and Delete Holiday



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Edit and Delete Single Shift

Select Shift setup>Holiday, select shift, click  . See Figure 3-26.

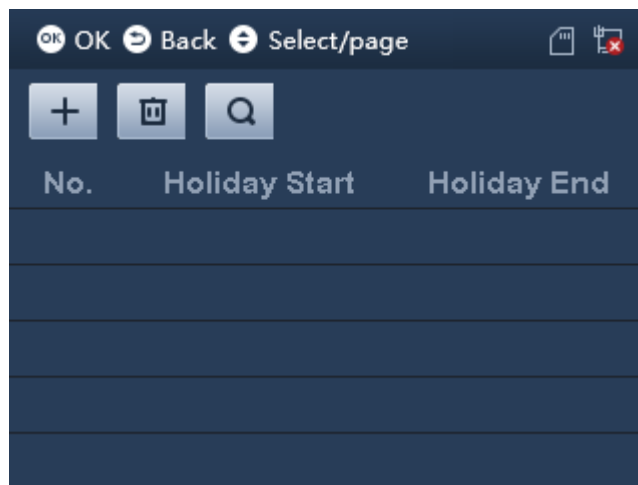


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- Select Edit, click  to edit holiday.
- Select Delete, click  to delete holiday.

### Delete and Edit All Holidays

Click , switch to delete and search buttons above, see Figure 3-23.



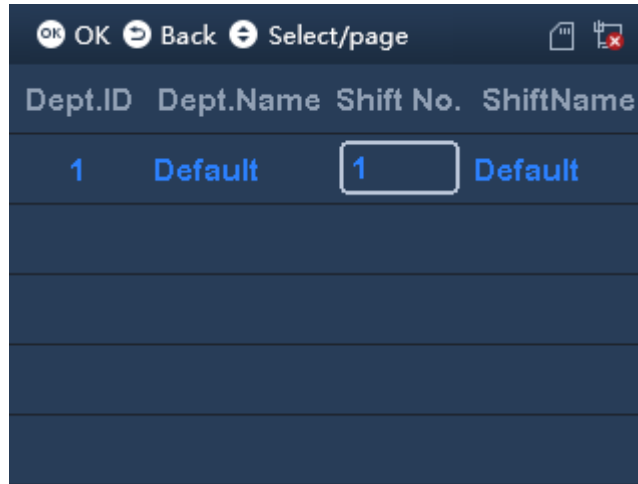
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- Select , click  to delete all holidays.
- Select , to search holiday by no.

### 3.4.2 Department Shift

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OK . See Figure 3-28.



| Dept.ID | Dept.Name | Shift No. | ShiftName |
|---------|-----------|-----------|-----------|
| 1       | Default   | 1         | Default   |
|         |           |           |           |
|         |           |           |           |
|         |           |           |           |
|         |           |           |           |

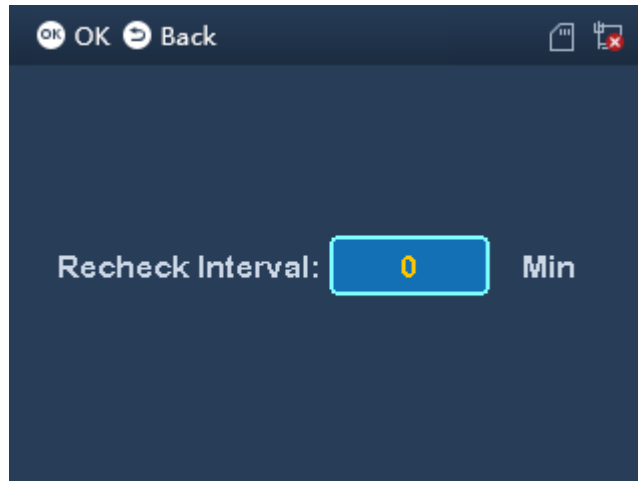
||  
||  
||  
||

OK to save.

### 3.4.3 Check

||  
||

F  
i  
g  
u  
r  
e  
  
3  
-  
2  
9



Recheck Interval: 0 Min

||  
||  
||

### 3.5 Data

||  
||



to select Data

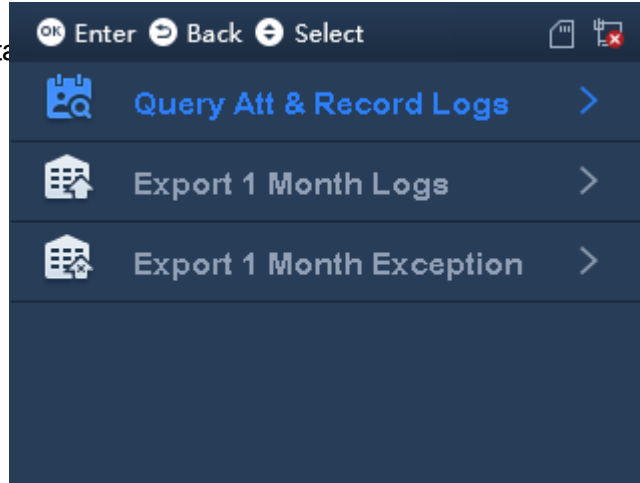
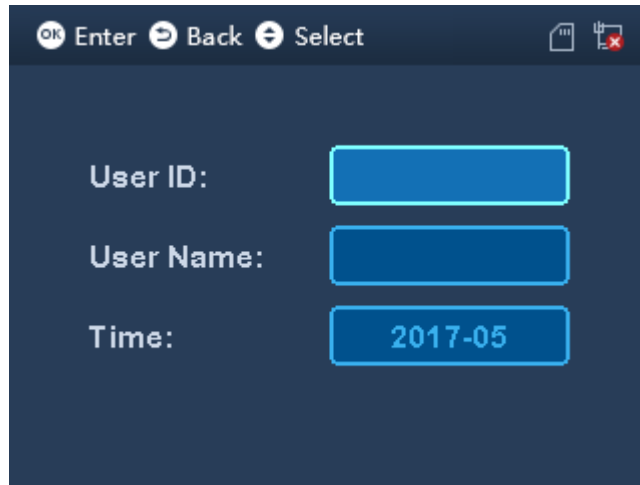


Figure 3-30.

### 3.5.1 Query Record

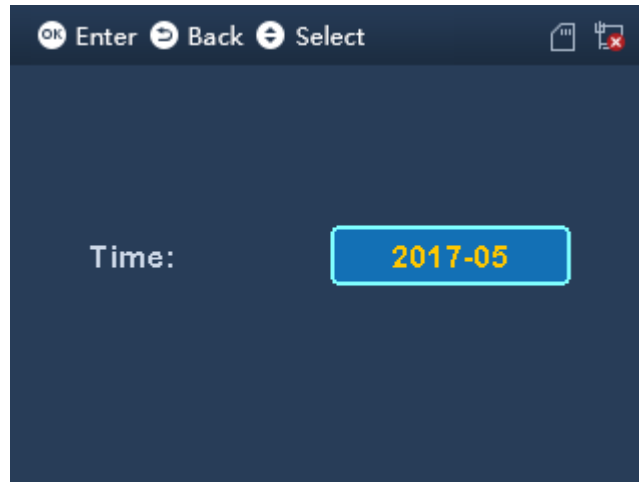
Figure 3-31



### 3.5.2 Export 1 Month Logs

||

Ⓞ . See Figure 3-32.



||

Ⓞ

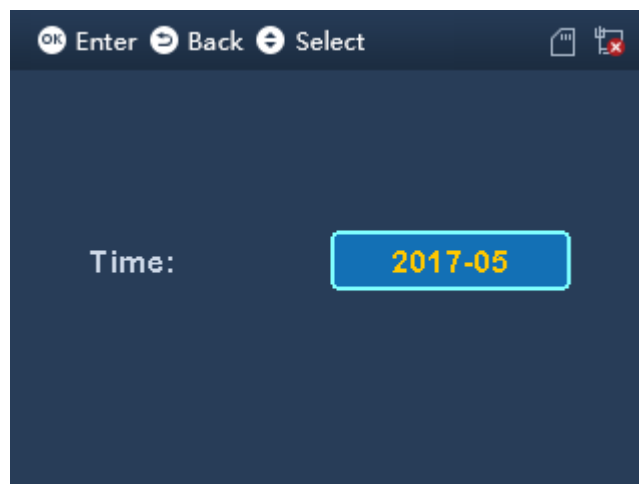
||

### 3.5.3 Export 1 Month Exception

. Excel file generated will be saved in USB.

||

Ⓞ . See Figure 3-32.



||

Ⓞ

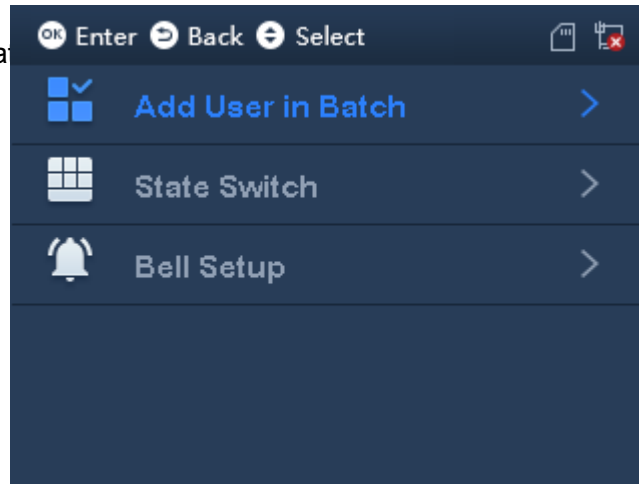
||

. Excel file generated will be saved in USB.

## 3.6 Features



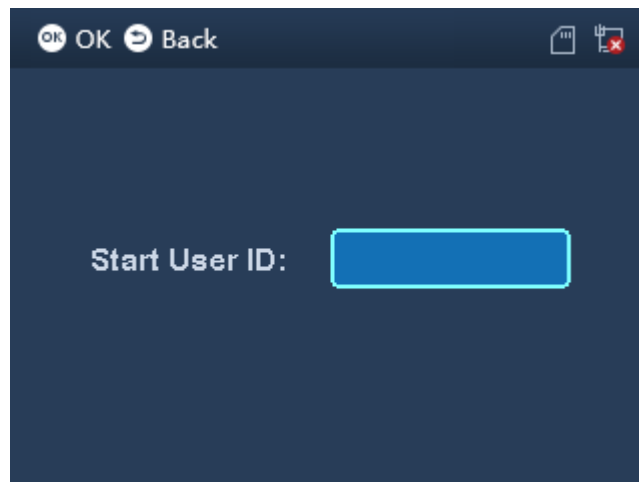
to select Fea



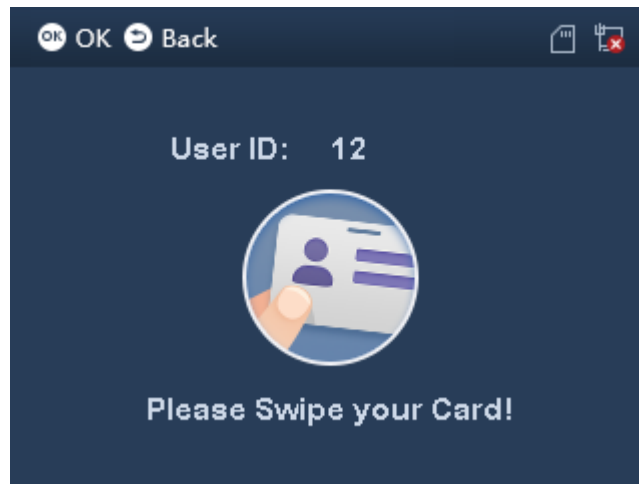
### 3.6.1 Add User in Batch



. See Figure 3-35.



. See Figure 3-36.

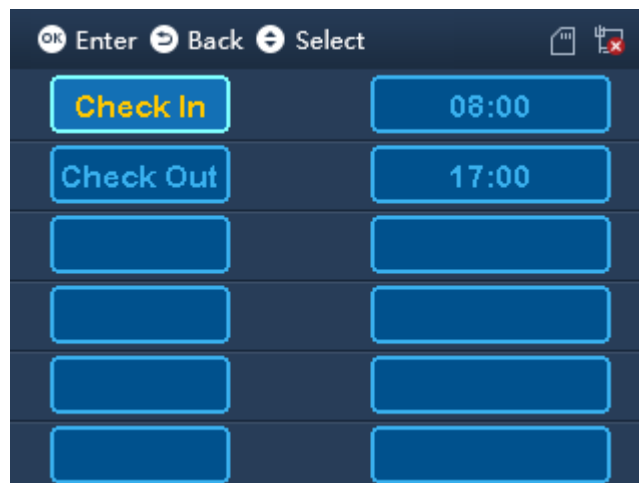


|||

### 3.6.2 State Switch

|||

Ⓞ . See Figure 3-37.



|||

| Parameter              | Note   |
|------------------------|--|
| Check in, check out    | Set time of check in and out.                                  |
| Break out and Break In | If you register to go out, please set time accordingly.        |
| OT-In, OT-Out          | If you register to work overtime, please set time accordingly. |

|||

|||



### 3.6.3 Bell

#### 3.6.3.1 New Bell

OK . See Figure 3-38.

Bell ID: 1

Bell Name: Bell

Start Time: 12 : 00

Duration: 20 (0~60)s

OK

| Parameter  | Note                                    |
|------------|---|
| Bell ID    | System auto generated ID.               |
| Bell Name  | Customize bell name, max 32 characters. |
| Start Time | Start time of bell.                     |
| Duration   | Duration of bell.                       |

#### 3.6.3.2 Edit and Delete Bell

OK . See Figure 3-39.

OK OK Back Select/page

🗑️ 🔍

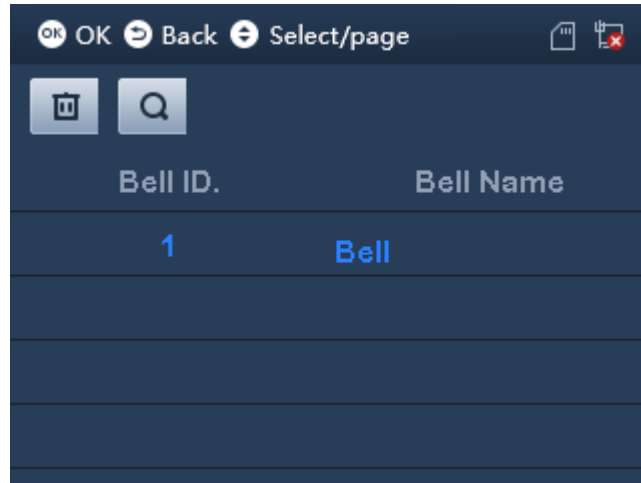
| Bell ID. | Bell Name |
|----------|-----------|
| 1        | Bell      |
|          |           |
|          |           |
|          |           |
|          |           |

█  
█  
█  
F  
i  
g  
u  
r  
e  
3  
-  
4  
0  
█  
█  
█  
█  
█  
█  
F  
i  
g  
u  
r  
e  
3  
-  
4  
1  
█

OK Enter Back Select

Edit

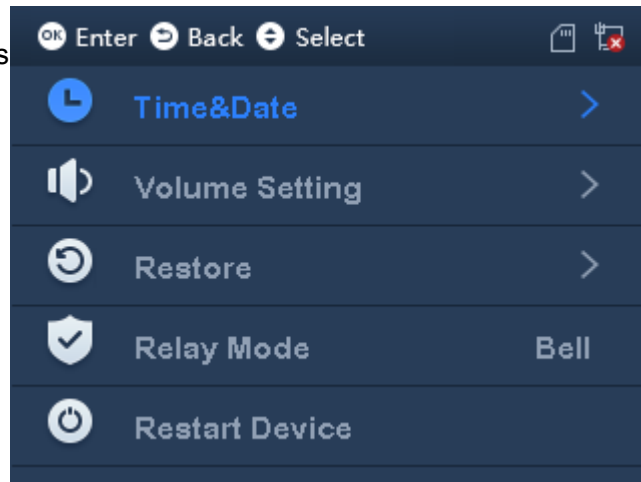
Delete



### 3.7 System Config



to delete Sys



See Figure 3-42.

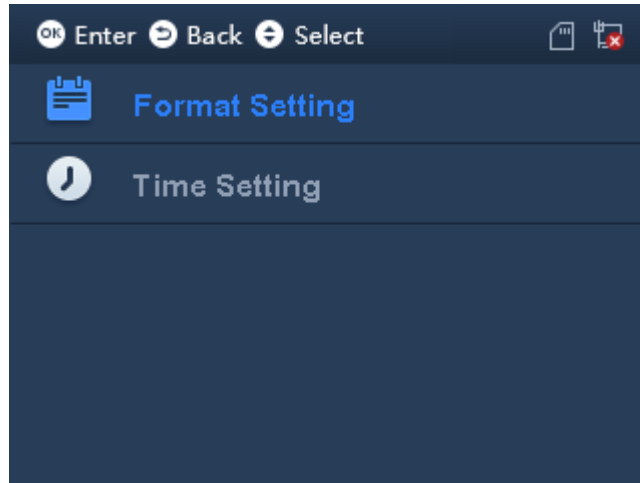


#### 3.7.1 Set Time and Date

##### 3.7.1.1 Set Date



. See Figure 3-43.



- 
- 
- 
- 

OK

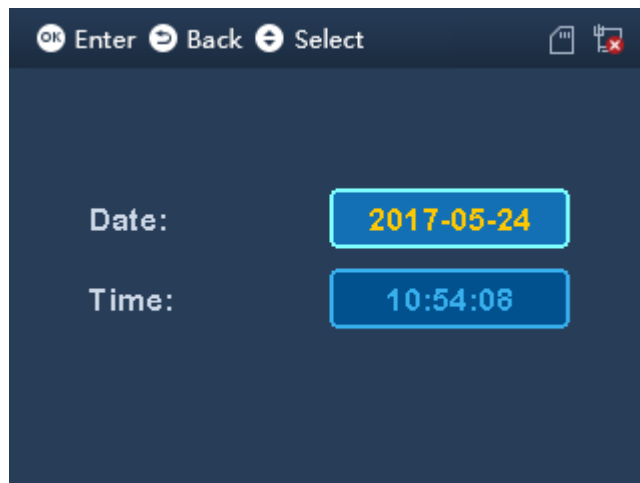
to switch, immediately effective.

### 3.7.1.2 Time Setting

- 

OK

See Figure 3-44.



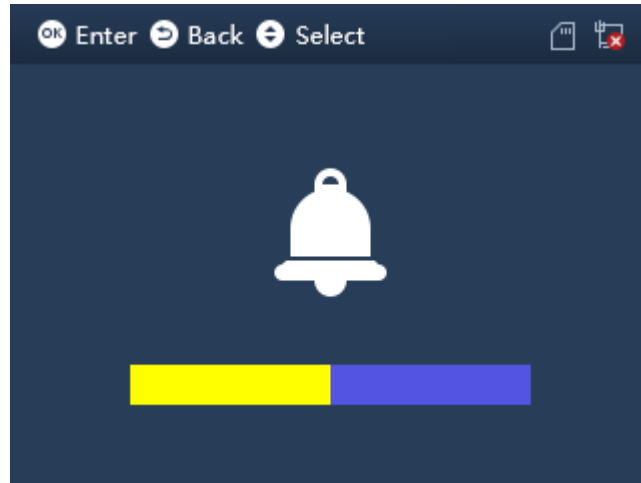
- 
- 

OK

### 3.7.2 Volume

- 

F  
i  
g  
u  
r  
e



|  
|

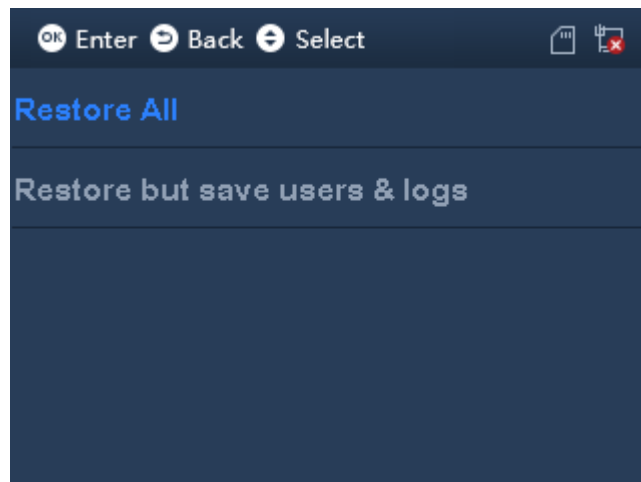
### 3.7.3 Restore

|  
|

|  
|  
|

Fig  
u  
r  
e

3  
-  
4  
6

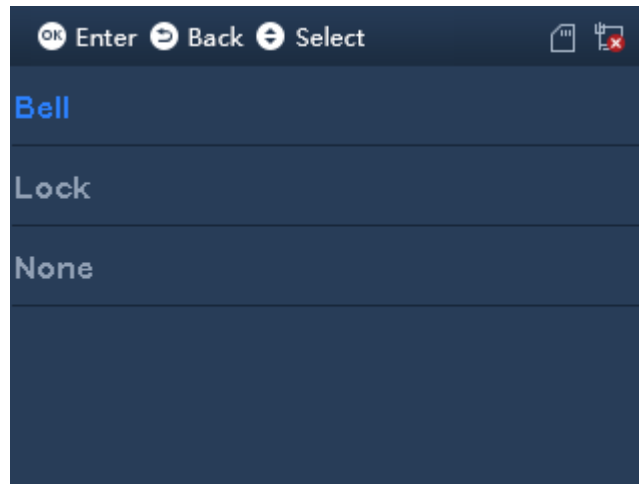


|


### 3.7.4 Relay Mode

|  
|  
|


Figure 3-47






### 3.7.5 Restart Device

Click  to restart.

## 3.8 Communication

 sign is shown on screen.

Step 1. Enter main menu, click  or  to select Comm, click . Or directly click number key 5. See Figure 3-48.

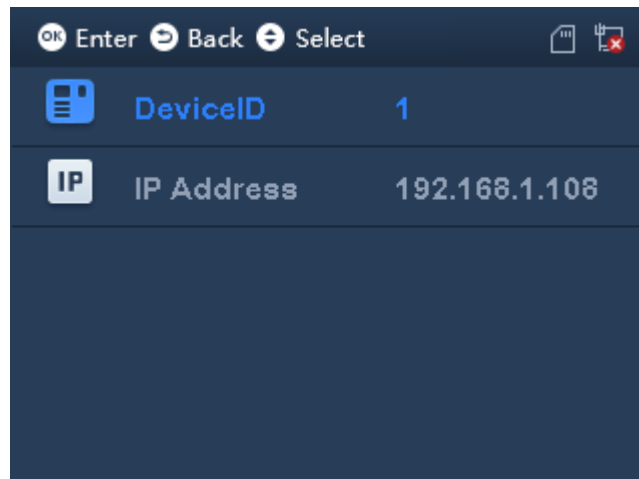
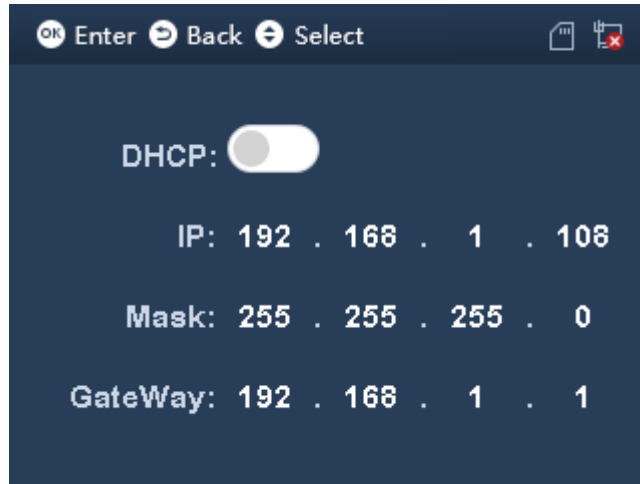


Figure 3-49



| Parameter         | Note  |
|-------------------|---|
| DHCP              | DHCP (Dynamic Host Configuration Protocol) . Enable DHCP, auto get IP address. Now IP address, subnet mask and gateway are not available. |
| IP, Mask, Gateway | When DHCP is disabled, you set IP address, mask and gateway. IP address and gateway must be in the same segment.                          |

### 3.9 USB



to select USB

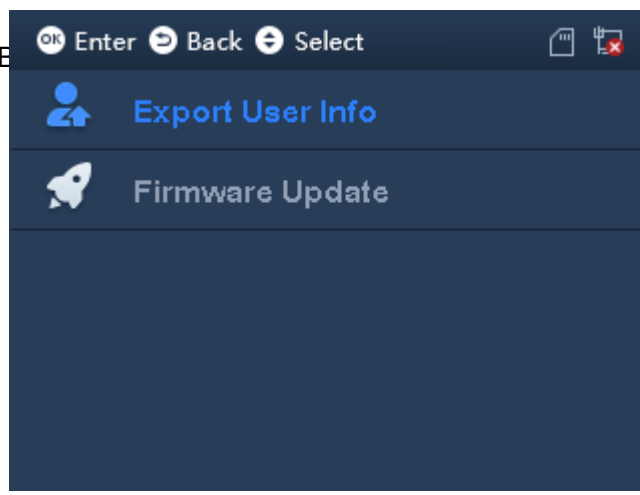


Figure 3-50.

### 3.9.1 Export User Info

Press **OK** to enter, and click **OK** to export.

Note:

Fingerprint info cannot be exported.

### 3.9.2 Firmware Update

Step 1. Copy update file to USB disk, name it "update.bin", and insert USB disk to device USB port.

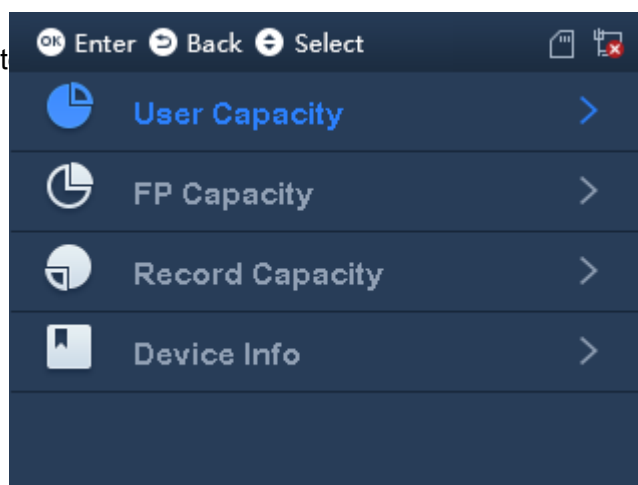
Step 2. Select USB>Firmware Update, click **OK**.

Step 3. Click **OK** again to update.

## 3.10 System Info



to select syst



see Figure 3-51.



- User capacity, FP capacity and record capacity show total capacity, used capacity and free capacity.
- Device Info, show current version MAC address and IP address.  
to enter interface.



1. How to set unlock by device?

A: Pass admin verification, select SysConfig>Relay>Unlock set unlock time, click .

Note:

The device only can set unlick time, no door sensor or alarm setup.

2. How to let device support external bell?

A: External bell is for purpose of scheduled warning.

Step 1. Pass admin verification, select SysConfig>Relay>Bell, click .

Step 2. Select Features>Bell setup, add or edit bell. Max 8 bells.

3. How to set attendance time and shift?

A:

For example to set department 1 work from 8:30 to 17:30 Monday to Friday, and off work on Saturday and Sunday.

Step 1. Select Shift>Shift setup>Shift, select attendance type and select fixed attendance.

- a) Set period to 8:30-17:30.
- b) Set cycle type. Either week or month.
- c) Set department shift as department bound shift.


Step 2. Select User>Department Shift, enter shift no. you set in step 1.

Note:

- Device support both fixed and flexible attendance.
- Shift refer to Ch 3.4.1 and 3.4.2.

4. How to verify by password?

A: In standby interface, enter work ID, and click direction key to select, enter password.


Click  to complete attendance. See Ch 3.1.

5. How to view personal attendance record (general user only)?

A: After pass attendance, click  to show personal attendance record.

6. How to enter menu?

A:

- First time of operation, click  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 3.1.

## 5 FAQ

Step 1. Invalid card, cannot pass attendance.

A: Confirm if user of the card is added to attendance list.

Step 2. Bell cannot work.

A: Confirm wiring is normal, meantime make sure relay mode has selected bell.

Step 3. I cannot update device via USB.

A: Check if USB is recognized, meantime name sure update file is named "update.bin".

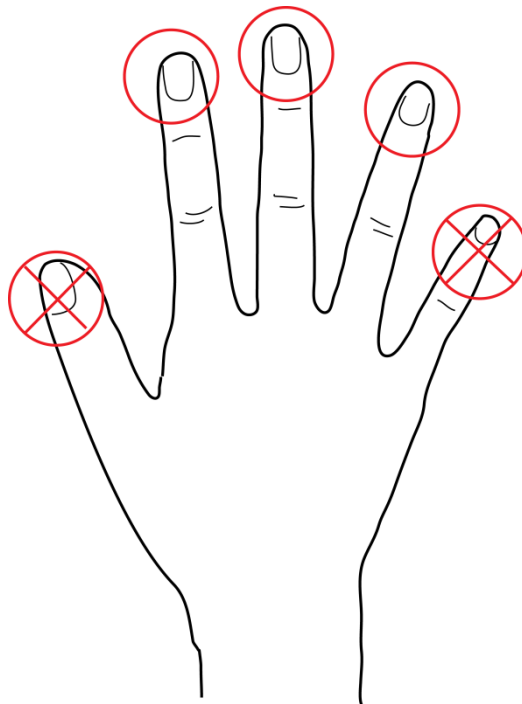
## Appendix a Fingerprint Operation

### Notice

- Keep your finger clean.
- When you record finger, place finger flat on collector, make center of finger face center of collector.

### Recommended Finger

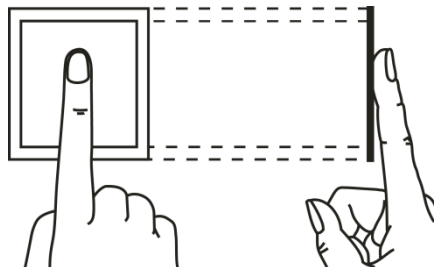
Index finger, middle finger and ring finger are recommended for fingerprint collection.  
See Figure A-0-1.



■

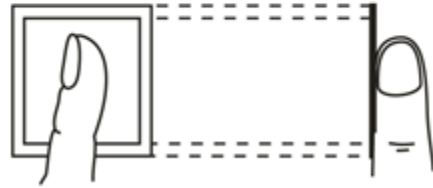
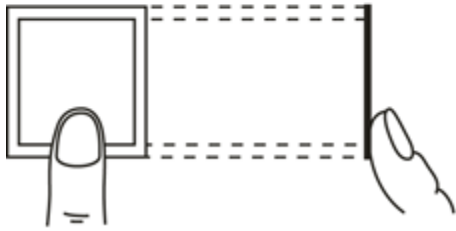
### Press

- Correct



■

- Incorrect



I

## Appendix 2 Text Input

The device support text input of English, number and symbol. Click ✖ to switch.

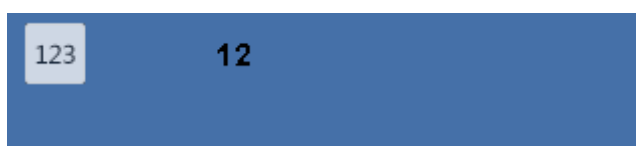
### Number

Step 1. Click ✖ to switch input, see Figure A2-0-1.



|

Step 2. Enter number, click (OK) to confirm, see Figure A2-0-2.



|

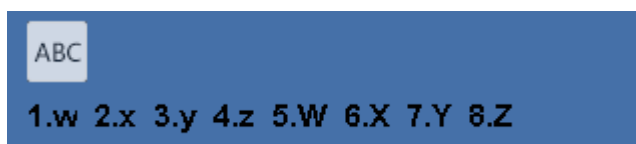
### English

Step 1. Click ✖ to switch to English, see Figure A2-0-3.



|

Step 2. Enter letter, enter corresponding letter, see Figure A2-0-4.



|

Step 3. Click (OK).

### Symbol

Step 1. Click ✖ to switch input, see Figure A2-0-5.



|

Step 2. Click number key, enter corresponding symbol. Click (↑) or (↓) to flip page,

see Figure A2-6.



I

Step 3. Click  to confirm.

**Note:**

- This manual is for reference only. Slight difference may be found in user interface.
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- 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 or contact a user local service engineer for more information.