

Preface

Honorable customers,

Thanks for choosing products of this company. OA101+, with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. 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 state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

OA101+ Fingerprint T & A Advantages

➤ **Veracity**

Record and reflect staffs' attendance conditions equally, correctly and promptly.

Checking on work attendance by passwords and cards (paper card, magnetic card, IC card, etc), it is hard to avoid buddy-punching and cannot reflect the actual attendance condition. With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the justness of time attendance is materialized.

➤ **Convenience**

It is more convenient to use fingerprint standalone units with no card reader or attendance cards needed, no worrying about cards loss or damage, no need to do system maintenance, and saving time and money.

Only placing enrolled finger on the sensor surface, system will check users automatically and record the correct time and checking status.

➤ **Full Function**

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

➤ **Flexible Shift Maintenance**

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

➤ **Standalone**

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

➤ **Network management**

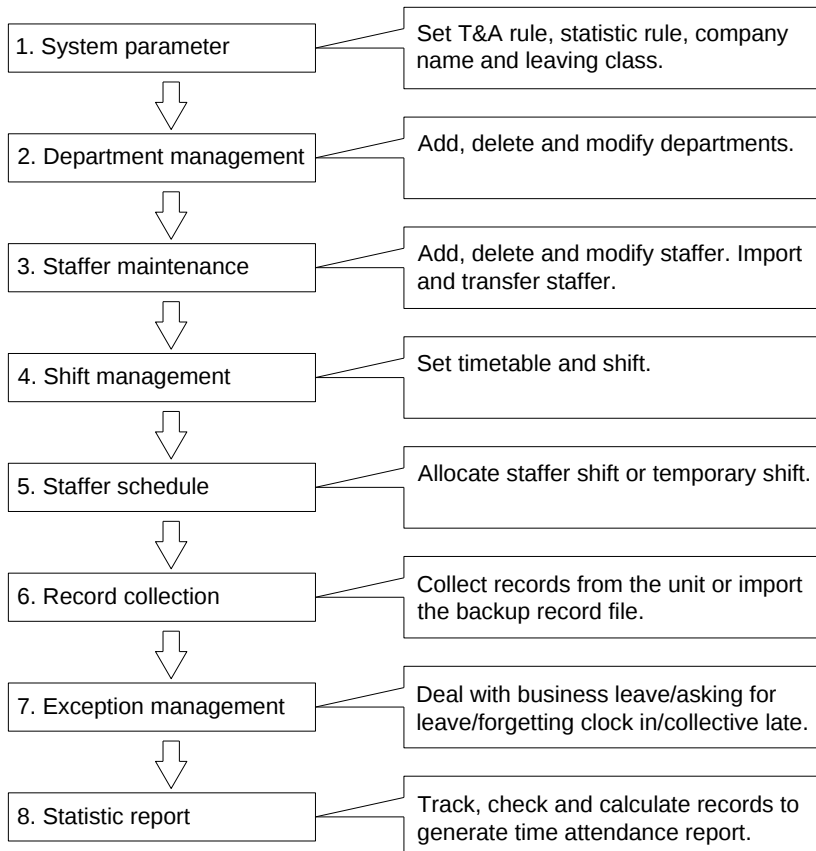
Many units can be connected through network via TCP/IP for easy management in central software.

Software operation flowchart

(Important chapter. Please read carefully)

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

Software operation flowchart can be described in brief as follows:



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

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

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

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

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

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

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

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

In **【Attendance Calculating and report】** , first please select the starting and ending date of the staffer, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one staffer presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin

can also modify manually to ensure the correctness of the result

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

Staffer shift or temporary shift is incorrect.

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

Checking and calculation of transaction records is incorrect.

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Chapter 1

Introduction

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



1 Introduction

1.1 OA101+ Introduction

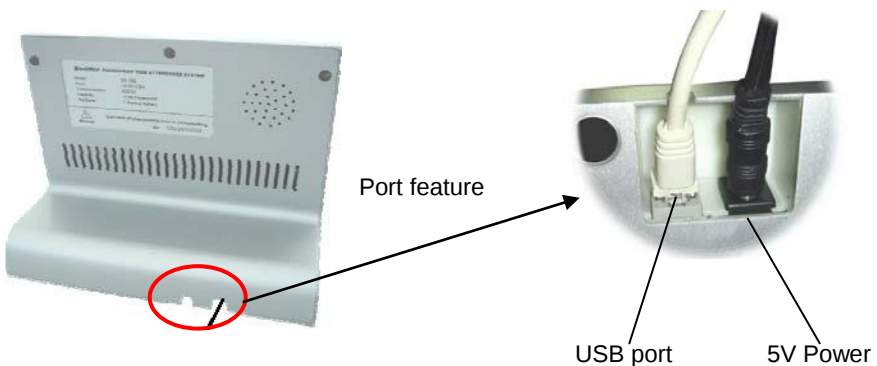
Bio series OA101+ is the first desktop standalone time and attendance produced by this company in 2007. With the use of optical fingerprint sensor and new fingerprint recognition algorithm, OA101 can identify all difficult fingerprints and has solved the long-lasting problem in fingerprint recognition field.

OA101 is a desktop (128×64 blue LCD) fingerprint T&A, can be used offline or online!



OA101+ Bio series

1.2 OA101+ Ports



This chapter mainly discusses the real time records collection, department /staff management/generation of all kinds of reports.

1.3 New Features and Functions

1. Turn off Key

A turn off key is added to open and turn off the machine easily.

2. Alarm Given when record overflowing

When attendance records reach 30000, the red light will blink once a second to remind user to download and delete records in the unit (to avoid record loss).

3. Alarm given when repeating fingerprint enrollment

When the existing fingerprint is enrolled, the red light will blink twice to indicate that two similar fingerprints already existed in the unit

Please note: One blink and one alarm indicate low quality fingerprint while two blink and two alarms indicate repeated fingerprint.

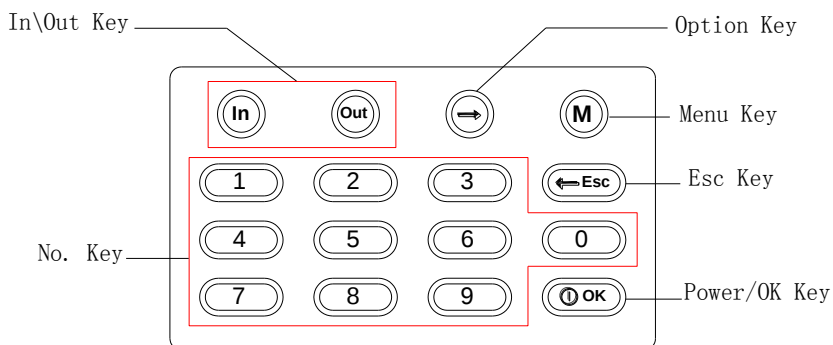
Chapter 2 **Operation Guide**

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



2 Operation Guide

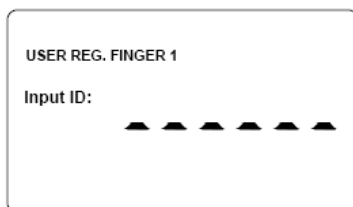
2.1 Keypad introduction



Use the **【Enter】** to set In/on duty status and use the **【Esc】** to set Out/off duty status.

2.2 User Registration

Press **M** firstly, enter the original password 9999 and press **OK** to enter into user enrollment status. As follows:



Please note:

Use **M** to change menu;

The sequence is: user enrollment, user deletion, time setting.

System will auto-start with default ID (Such as: 0001). Enter new ID when it is

required, press **Esc** to delete current ID and enter specified ID.



Please note: Use  to choose options: 1. The 1st fingerprint 2. The 2nd fingerprint 3. Password.

Use  to choose options and then press  to ensure user enrollment. (Operate according to LCD indication).

2.3 Delete users

Use  to choose [User deletion] menu, enter the user ID and press  .



2.4 Time setting

Press , select time setting and enter correct date and time. Format is:

YY-MM-DD/HH-MM-SS, for example 07-01-01 08:00:00. Press  to confirm.



2.5 Other settings

2.5.1 Initialization (Empty all data)

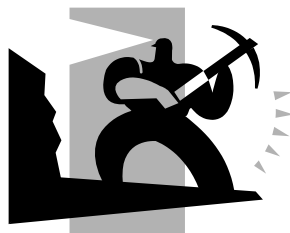
Enter into enrollment mode, enter 0000 and then press  , then enter 9999 to empty all data (All data will be deleted, such as: attendance records, staff information, staff fingerprints...) .



Chapter 3

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 Operation environment

Hardware requirement :

Pentium II266 and above; Pentium III500 and above is recommended;

128 Memory and above; Minimum 100M hardware space;

COM (USB Port);

CD-ROM (CD-ROM needed in installation);

VGA support 800*600 resolution and above;

Operation system :

Microsoft Windows 2000(recommended) ;

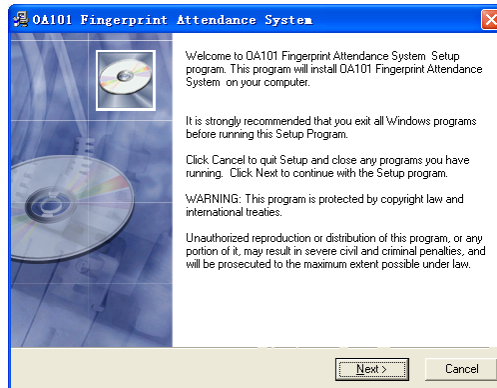
Microsoft Windows XP;

3.2 System installation

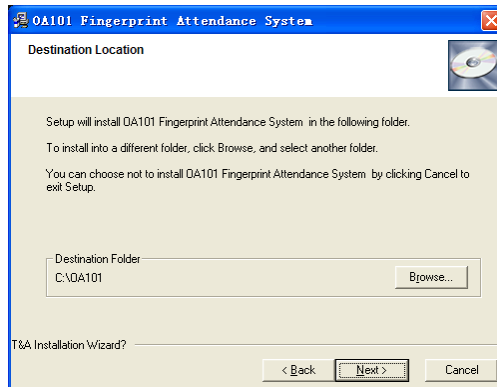
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:



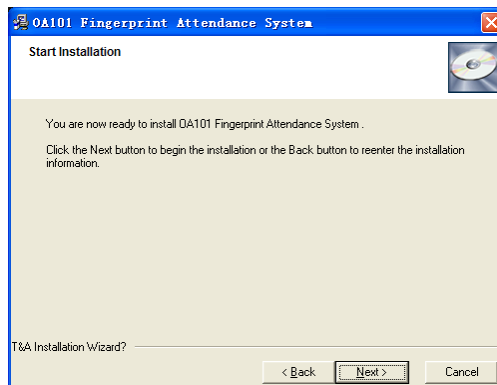
Select the proper language version in the above picture, click “Chinese (Simplified),” “English” or “Chinese (Traditional)” to enter the appropriate installation program and the following window will pop-up. (Here, we use English for example.)



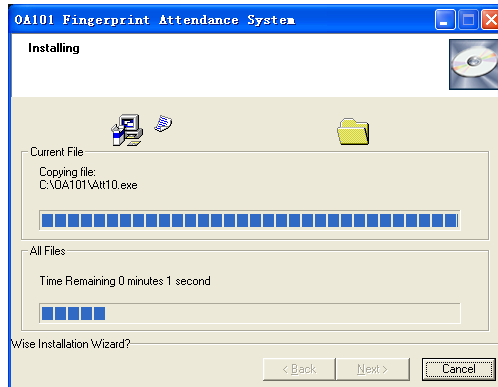
Click “Next” to continue installation (see the picture below :)



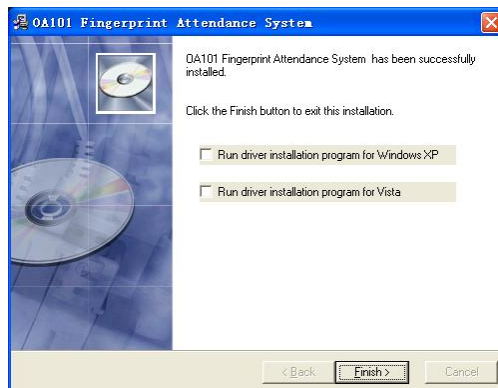
Select the target directory to install the program and the default is “C:\Att”. Click “Next” to continue installation (see the picture below :)



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



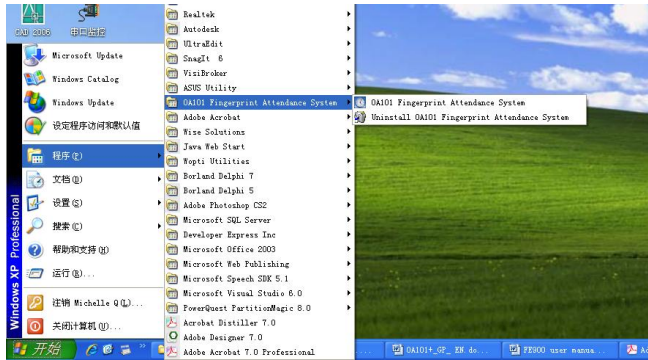
The installation will be done after seconds (see the picture below :)



Click “Finish” to close the installation program and an icon will be added to the desktop. If you want to install the driver, you should select the ☐ Run driver installation program for Windows XP or ☐ Run driver installation program for Vista

and then click ‘Finish’ to install the driver.

Double click it and the T&A management system will be started. In addition, “Time and Attendance System” has been added to “All Programs”. Please see the picture below:



The shortcut of “Time and Attendance System” is included in “All Programs”

3.3 Uninstall the program

Click “Uninstall Time and Attendance System” in the above picture, click “Next” and the program will be uninstalled automatically.

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

Chapter 4

Communication

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



4 Communication

The main function of the background software includes: collecting time attendance records in real time, department management, staff management, basic parameters setting, dealing with forgetting punch, dealing with staff asking for leave, communication management, making summarization and statistics according to time attendance records and timetable setting and finally generating daily time attendance reports and the overall time attendance statistical reports.

4.1 Main interface

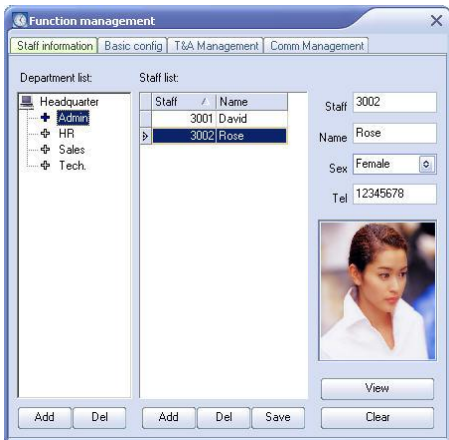
Run the program and following main interface will pop up.



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

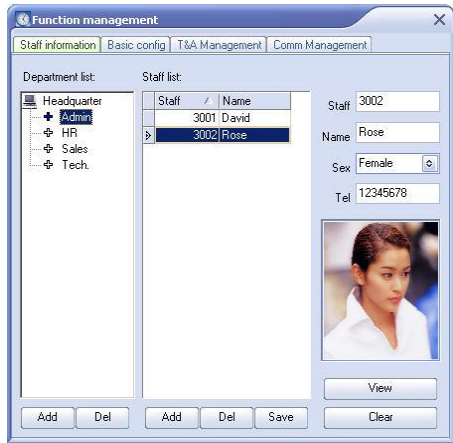
It's easy to enter into system menu management interface by simply clicking [Function<<] button as following shows:

4.2 Function management interface



The function management interface includes 4 pages: Staff information, basic configuration, T & A management and communication management. All management operations of this software will be done through these 4 pages. For detail operations, please refer to following:

4.3 Staff information



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



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

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



Click [OK] and the selected department will be deleted accordingly; if there's existing

staff information in the deleted department, all those staff will be transferred to the head office automatically.

Please note: The head office cannot be deleted.

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

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

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

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

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

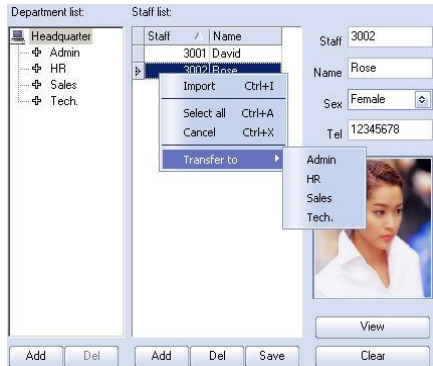
Delete Staff: First choose one or multi-staff that will be deleted from staff list, click [Del] button under the staff list and a confirmation window will pop up as following:



Click [OK] to delete staff.

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

Right click on the staff list and a short cut menu will pop up accordingly as following:



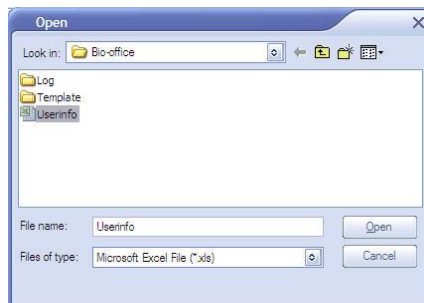
[Import]: Import staff information from Excel files to software.

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

[Cancel]: Cancel the selection of staff

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

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

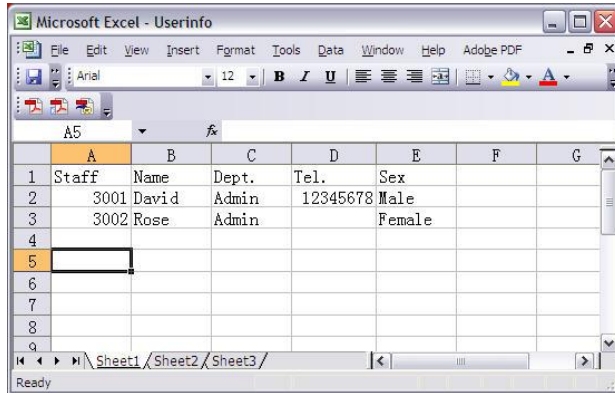


Select the right Excel file which includes staff information and the software will start to import staff information; finally the software will prompt the successfully imported staff number and the total staff number after the import completes. See the same as following:

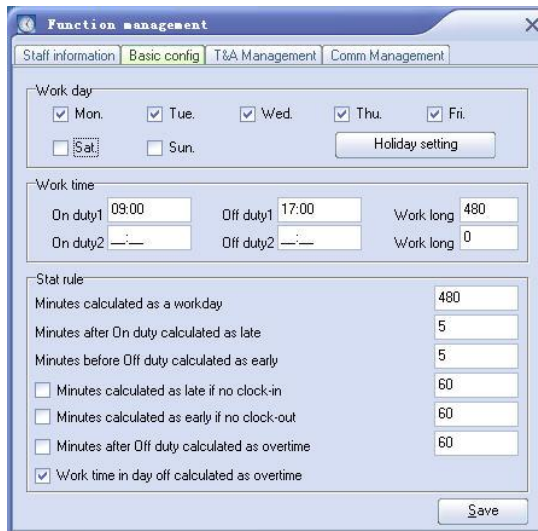


Please note: The import requires fixed Excel file format. The first row should be field information. Staff information comes from row 2. The field information of each list should be in such order: Staff number, name, department, Tel and Sex. Please refer to the

following picture:



4.4 Basic Configuration



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

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

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

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

Stat Rule:

Minutes calculated as a workday: Must be same as the work time in minutes. For instance, if work time for one day is 8 hours, this field should be $8 \times 60 = 480$ minutes.

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

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

Valid time range for clock in and clock out: Calculation unit is minute. This option won't be valid until the work time is set successfully. If it is set to 60 minutes, on duty time is set to 09:00 and off duty time is set to 17:00, the records between 08:00 and 10:00 will be counted as on duty records and records between 16:00 and 18:00 will be counted as off duty records. All other records will be counted as invalid records.

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

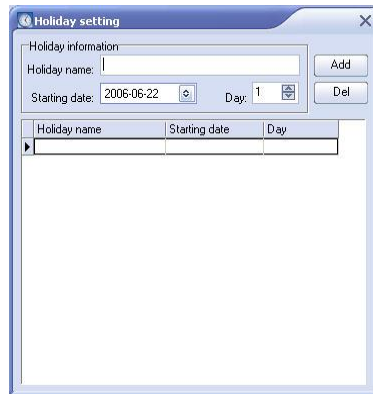
Deal with no clock out while off duty: If check box "before minutes calculated as early if no clock-out" is selected, calculation for no clock out will be counted as the corresponding early minutes. If the check box is not selected, calculation of no clock out will be treated as absence from work.

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

Work time in day off calculated as overtime: If this option is selected, work time on

day off will be counted as overtime work time.

Holiday setting: Click [Holiday setting] button on picture above and the following window will pop up:

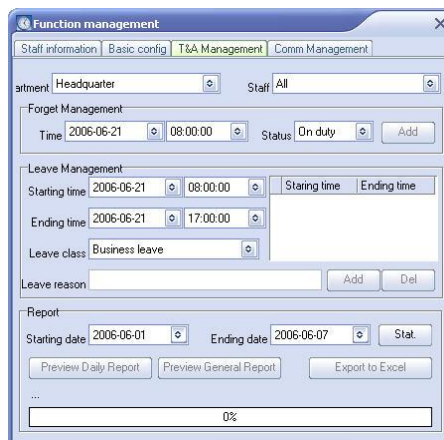


Holiday name	Starting date	Day

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

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

4.5 T&A Management



Deal with forgetting punch in/out: First choose the right department and staff, then select appropriate date, time and clock status and click [Add] button to complete.

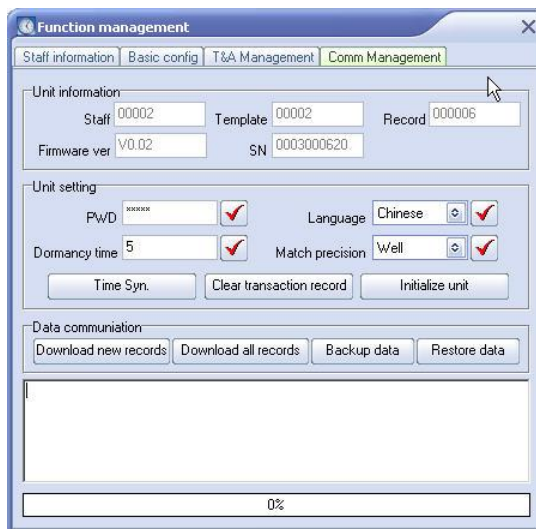
Add leave record: First choose the right department and staff, then select the starting date/ time and the ending date/time of leave, enter leave reasons, select leave classes and click [Add] to complete.



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

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

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



[Password]: Modify the management password of the unit.

[Language]: Modify the language display of the unit, which can make the

Chinese/English languages shift available.

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

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

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

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

[Initialize unit]: Restore the machine to factory default

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

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

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

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

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

Chapter 5

FAQ

Frequently asked questions and answers.



5 FAQ

5.1 My fingerprint has been enrolled but often failed in identification.

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

5.2 T&A system can't be connected with PC

Reason	Solution
1. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
2. Not able to connect COM (wrong COM No)	Please enter the right COM No

Please note: OA101 fingerprint time & attendance system utilizes double layer capacitors in clock circuits of main boards to avoid the inconvenience of changing button cells regularly like traditional clock circuits. If OA101 time & attendance system has a power break for a long time (more than 5-7 days), this will lead to the reset of the clock. Please set the date and time again before use.

5.3 No records found though staff have clocked in/out

Reason	Solution
1. Records not downloaded yet	Please download transaction records in the unit,

2. Time error	Time synchronization with pc,
Staff number error in background software	The first digit of staff number in the software cannot be 0,
Records full (more than 30,000)	Clear transaction records regularly,

5.4 The staffer can't pass although he has already used the User ID+FP mode

Reason	Solution
1、 Enter wrong User ID	Enter the correct User ID
2、 The 2nd finger placed when using 1:1 verification	Only the 1st finger can be used in 1:1

5.5 The unit beep automatically when no one punches in/out

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

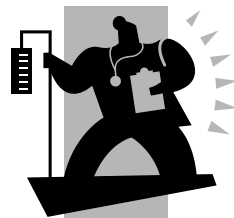
Please note: Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!

⊙ **Special notice:** When connecting the unit with the computer through USB, please cut off the power supply of both the computer and the unit to avoid the USB burning of either the computer or the unit!

Chapter 6

Appendix

The main theme of this chapter is the additional information of the way of pressing finger.



6 Appendix

6.1 Illustration of pressing finger

Correct pressing finger method:



Wrong pressing finger method:



Gentle

Left

Right

Incline

Down

1. Please register and punch by thumb or index finger if possible
2. Press any key to activate the sleeping unit
3. Please stand in a line and don't punch with finger not registered.
4. Please avoid direct sunlight, water, collision and use in extreme environment.