Preface

Honorable customers,

Thanks for choosing products of this company. T60, 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.

T60-ID 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

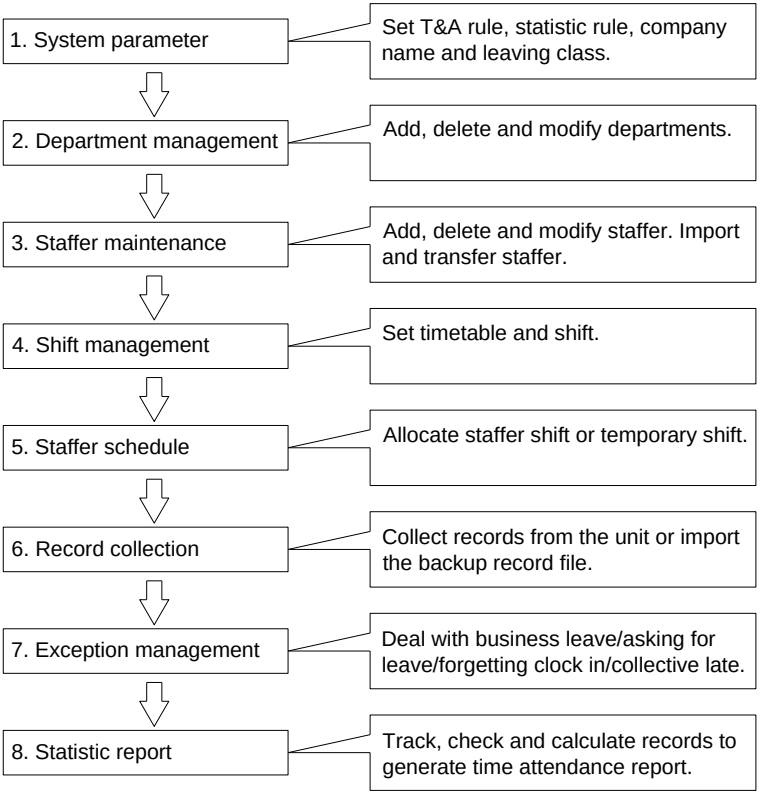
Many units can be connected through network via TCP/IP for easy management in central software.

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 rule 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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Chapter1 Introduction

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

1 Product Introduction

1.1 T60-ID Product Introduction

T60-ID is a new standalone time attendance and access control system produced by this company in 2008. With the use of optical fingerprint sensor and new fingerprint recognition algorithm, T60-ID can identify all difficult fingerprints and has solved the long-lasting problem in fingerprint recognition field.

T60-ID

Korean design, White LCD

America technology optical fingerprint reader, scratch-proof, unbreakable and durable.

Good identification to all kinds of fingerprints

1:1, 1:N identification method, Excellent identification speed: less than 1 second

Fingerprint capacity: 512/1000, Record capacity: 30000

Card capacity: 512/1000

Communication method: RS232 and optional TCP/IP

Bundle with advanced software to meet all kinds of HR requirement

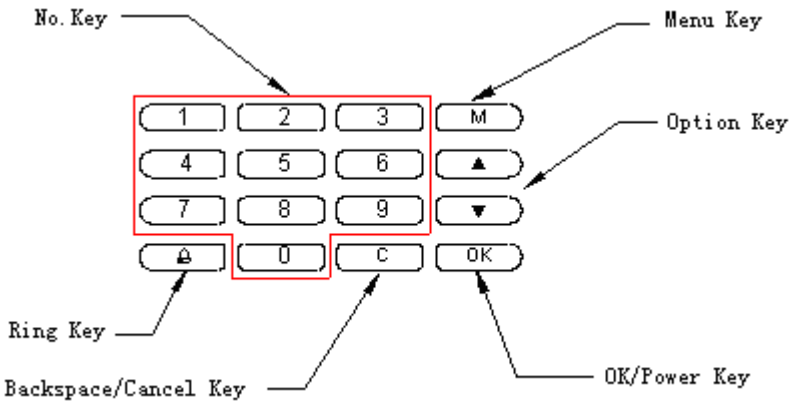
Authorization access controller system(Combine the time attendance system with the access controller system.

Chapter2 Operation Guide

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

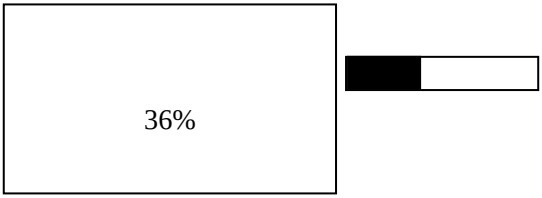
2 Operation Guide

2.1 Keypad Introduction

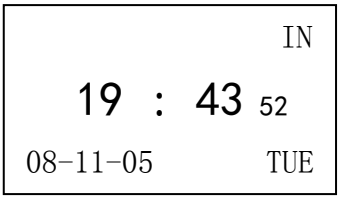


2.2 System Startup Interface

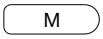
Plug in the 12v power supply the T60 startup.



When the progress bar move to 100%, it displays as follows:



2.3 Menu Management

Press the button  to enter the manager verify interface:

```
Manager?
    19 : 47 18
08-11-05        TUE
```

We have 3 methods to verify the manager: ID + password, Fingerprint only, Card only (T60 have no manager when it is under the factory default. You can enter the menu directly by pressing the button [M])

```
MENU
►User
 Setup
 System Info
```

Press the button [OK] to enter the menu 【User】

```
User
►Enroll
 Delete
 Group Setup
```

2.3.1 Enroll User

Press the button [▲] [▼] to shift the menu, press the button [OK] to confirm.

```
User
►Enroll
 Delete
 Group Setup
```

Enter the menu【Enroll】 to enroll new users.

```
Enroll

ID                0001
Esc-ESC     Set-OK
```

Enter User ID, the User ID should be less than 5 digits ,for instance:001,press the button OK to enter user enrollment interface as follows:

```
Enroll
 Finger           1/2
 Password/Card
Esc-ESC     Set-OK
```

One user can enroll 2 fingerprints, 1 password and 1 ID card.

2.3.1.1 Enroll Fingerprint

Press the button OK to enroll the first fingerprint:

```
FP Enroll

   Press Finger #1
```

Place your fingerprint on the scanner window twice according to the T60's prompt voice and the prompt text on the display.

```
FP Enroll

   Press Finger #1
```

```
FP Enroll

        Take off
```

```
FP Enroll

   Press Finger #2
```

```
FP Enroll

        Take off
```

If you enroll the fingerprint successfully, it prompts as follow:

```
FP Enroll

        0006-1
Ign-ESC     Sav-OK
```

Press the button [OK] to save or press the button [C] to cancel.

2.3.1.2 Enroll Password

Press the button [▲][▼] to shift the menu. Select the “Password”.

```
Enroll
 Finger        1/2
 Password/Card
Esc-ESC     Set-OK
```

Press the button [OK] to enter the password enrollment interface:

```
Pass Enroll

 PWDID      0001
Esc-ESC   Set-OK
```

Input a 4-digits password and then press the button [OK]. And input the same password again.

```
Pass Enroll

 PWDID      ****
 Confm      ****
```

Press the button [OK] to confirm. It prompts:

```
Pass Enroll

        0001-P
Ign-ESC    Sav-OK
```

Press the button [OK] to save or press the button [C] to cancel.

2.3.1.3 Enroll Card

Press the button [▲] [▼] to shift the menu. Select the “Card”.

```
Enroll
 Finger          1/2
 Password/Card
Esc-ESC     Set-OK
```

Press the button [OK] to enter the card enrollment interface:

```
Card Enroll

      Punch Card!
```

Swipe one ID card one time. The T60 prompts:

```
Card Enroll

        0001-C
Ign-ESC     Sav-OK
```

Press the button OK to save or press the button C to cancel.

2.3.2 Delete User

Press the button ▲ ▼ to shift the menu. Select the “Delete” in the menu “User”.

```
User
  Enroll
▶ Delete
  Group Setup
```

Press the button OK to enter the User deletion interface:

```
Delete

  ID          0001
```

Enter the user ID which you want to delete and press the button OK. It prompts:

```
Delete

        0001
No-ESC      Yes-OK
```

Press the button [OK] to save or press the button [C] to cancel.

Notice: If you delete the user, his fingerprints, ID card and password will also be deleted.

If there is no user in the T60, it prompts as follows:

```
Delete

    No Enroll !
```

2.3.3 Group Setup

Different group has different access privilege and access time zone (You can set the access privilege details and access time zone in the T60's background software). We can set the users access privilege by transferring them to different Groups.

Press the button [▲] [▼] to shift the menu. Select the "Group Setup" in the menu "User".

```
User
  Enroll
  Delete
▶Group Setup
```

Press the button [OK] to enter the Group setup interface:

```
GroupSetup        ▼
 ▶0001          G00
  0002          G01
Esc-ESC     Set-OK
```

Press the button ▲ ▼ to shift the User ID.

```
Group             ▼
 ▶0031          G03
  0032          G03
Esc-ESC     Set-OK
```

Press the button OK . It prompts:

```
Group Setup

   ID        0031
```

Notice: You can also input a user ID in the above interface.

Press the button OK . It prompts:

```
Group Setup

  0031        G01
              Yes-OK
```

Input the Group number and then press the button OK . It prompts:

```
Group Setup

  0031        G01
Ign-ESC     Sav-OK
```

Press the button OK to save or press the button C to cancel.

2.3.4 Manager Setup

If we set the manger for the T60, we have to verify the manger before one enter theT60's menu.

Press the button ▲ ▼ to shift the menu. Select the "Manager Setup" in the menu "User".

```
User                ▼
►Manager Setup
 Manager Clear
```

Press the button OK to enter the manager setup interface:

```
Manager Setup

Esc-ESC   Add-OK
```

Press the button OK . It prompts:

```
Manager Setup

ID          0000
```

Enter a user ID and then press the button OK . It prompts:

```
Manager Setup

        0001
N0-ESC      Yes-OK
```

Press the button OK to confirm.

```
Manager Setup
►ID          0001

Esc-ESC   Add-OK
```

You can press the button OK to add another manager. You can also press the button C to escape.

2.3.5 Manager Clear

Press the button ▲ ▼ to shift the menu. Select the “Manager Clear” in the menu “User”.

```
User              ▼
  Manager Setup
►Manager Clear
```

Press the button OK to enter the manager clear interface:

```
Manager Clear
 ►ID          0001
  ID          0002
Esc-ESC     Clr-OK
```

You can press the button ▲ ▼ to shift the user ID.

```
Manager Clear
   ID          0001
 ▶ID           0002
Esc-ESC      Clr-OK
```

Press the button OK . It prompts:

```
Manager Clear

      ID     0002
```

Notice: You can also input a user ID in the above inter face.

Press the button OK . It prompts:

```
Manager Clear

          0002
No-ESC      Yes-OK
```

Press the button OK to delete the user 0002 from the manager list.

```
Manager Clear
 ▶ID          0001

Esc-ESC      Clr-OK
```

You can press the button OK to delete another manager from the manager list. You can also press the button C to escape.

2.4 Setup

Press the button ▲ ▼ to shift the menu. Select the menu

“Setup”.

```
MENU
  User
▶Setup
  System Info
```

Press the button OK to enter the “Setup” menu..

```
Setup
▶System
  Log System
```

2.4.1 System

We can set the device number, system time, language, network settings, fingerprint matching precision, volume, lock delay and so on.

```
Setup
▶System
  Log System
```

2.4.1.1 Device ID

Enter the menu 【System】

```
System
▶DevID          1
  Time
  Language    ENG
```

Notice: You not allowed modifying the Device ID.

2.4.1.2 Time

Press the button ▲ ▼ to shift the menu. Select “Time”.

```
System
  DevID          1
▶Time
  Language     ENG
```

Press the button OK to enter the time adjust interface:

```
Time            THU
2008-11-25   14:30
   ↑
Set-ESC   Next-OK
```

You can press the button OK to shift the year, month, day. And adjust the time. Press the button C , it prompts:

```
Time            THU
2008-11-25   14:30
        Save?
No-ESC      Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.1.3 Language

```
System
  DevID          1
  Time
▶Language     ENG
```

Press the button OK

```
System
  DevID          1
  Time
▶            Language
```

You can press the button ▲ ▼ to shift the language. (The system already has 6 languages: Simplified Chinese, Portuguese, Spanish, French, English, and Traditional Chinese. And then press the button OK to confirm.

Press the button C . It prompts:

```
Set

        Save?
      No-ESC
```

Press the button OK to save or press the button C to cancel.

2.4.1.4 Network Settings

```
System
▶Net
  Precision      1
  Volume         5
```

Press the button OK to enter the network settings interface:

```
Net                ▼
▶IP Address
  Subnet Mask
  MAC Address
```

Press the button ▲ ▼ to adjust the value.

2.4.1.4.1 IP Address

```
Net                ▼
►IP Address
  Subnet Mask
  MAC Address
```

Press the button OK

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

 Set-ESC    Next-OK
```

Press the button ▲ ▼ to adjust the value.

Press the button OK to shift the 4 parameters.

Press the button C . It prompts:

```
IP Address
192 .168 .000 .219
        Save?
No-ESC       Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.1.4.2 Subnet Mask

```
Net                ▼
  IP Address
►Subnet Mask
  MAC Address
```

Press the button OK

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

Set-ESC    Next-OK
```

Press the button ▲ ▼ to adjust the value.

Press the button OK to shift the 4 parameters.

Press the button C . It prompts:

```
Subnet Mask
 255 .255 .255 .001
        Save?
No-ESC        Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.1.4.3 MAC Address

```
Net                ▼
   IP Address
   Subnet Mask
 ▶MAC Address
```

Press the button OK

```
MAC Address
051 .247 .188 .066.
  084 .215
Set-ESC    Next-OK
```

Press the button ▲ ▼ to adjust the value.

Press the button OK to shift the 6 parameters.

Press the button C . It prompts:

```
MAC Address
051 .247 .188 .066.
  084 .216    Save?
No-ESC        Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.1.4.4 Gateway

```
Net                ▼
►Gateway IP
  Far-end IP
  Far limit        No
```

Press the button OK

```
Gateway IP
 192 .168 .000 .001

 Set-ESC    Next-OK
```

Press the button ▲ ▼ to adjust the value.

Press the button OK to shift the 4 parameters.

Press the button C . It prompts:

```
Gateway IP
 192 .168 .000 .219
        Save?
No-ESC        Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.1.4.5 Far-End IP

```
Net                ▼
  Gateway IP
▶Far-end IP
  Far limit        No
```

Press the button OK

```
Far-end IP
 192 .168 .000 .007

 Set-ESC   Next-OK
```

Press the button ▲ ▼ to adjust the value.

Press the button OK to shift the 4 parameters.

Press the button C . It prompts:

```
Far-end IP
 192 .168 .000 .222
       Save?
No-ESC      Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.1.4.6 Far Limit

```
Net                ▼
  Gateway IP
  Far-end IP
▶Far limit         No
```

Press the button OK

```
Net                ▼
  Gateway IP
  Far-end IP
▶Far limit        No
```

Press the button ▲ ▼ to set “Yes” or “No”.

Press the button OK

Press the button C . It prompts:

```
Setup

      Save?
No-ESC      Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.1.5 Matching Precision

There are three fingerprint matching precision level (0,1,2).0 is lower precision 、1 is standard precision、2 is high precision as follows:

```
System
  Net
▶Precision        1
  Volume          5
```

Press the button OK

```
System
  Net
▶Precision        1
  Volume          5
```

Press the button ▲ ▼ to adjust the fingerprint matching precision. Pres the button OK

Press the button C . It prompts:

```
Setup

        Save?
No-ESC      Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.1.6 Volume

There are 6 volume level(0，1，2，3，4，5). 0 means no sound. 5 is the highest volume level.

```
System
  Net
  Precision      1
▶Volume          5
```

Press the button OK

```
System
  Net
  Precision      1
▶Volume          5
```

Press the button ▲ ▼ to adjust the volume value.

Pres the button OK

Press the button C . It prompts:

```
Setup

        Save?
No-ESC      Yes-OK
```

Press the button [OK] to save or press the button [C] to cancel.

2.4.1.7 Lock Delay

The lock delay is 0-25s.

```
System
▶Unlock          5
 Auto off       10
```

Press the button [OK]

```
System
▶Unlock          5
 Auto off       10
```

Press the button [▲] [▼] to adjust the parameter value.

Pres the button [OK]

Press the button [C] . It prompts:

```
Setup

        Save?
No-ESC      Yes-OK
```

Press the button [OK] to save or press the button [C] to cancel.

2.4.1.8 Auto Ooff

“Auto off” indicates the period for turning to the sleep mode when there is no operations. The maximum is 255s. It means that the sleep mode is disabled if you set the value as “No”.

```
System
  Unlock        5
▶Auto off      10
```

Press the button OK

```
System
  Unlock        5
▶Auto off      10
```

Press the button ▲ ▼ to adjust the parameter value.

Pres the button OK

Press the button C . It prompts:

```
Setup

      Save?
No-ESC     Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.4.2 Log Setup

```
Setup
  System
▶Log Setup
```

Press the button OK

```
Log Setup
   Glog Wrn        88
 ▶Re-Verify        NO
```

2.4.2.1 Glog Wrn

When the available records memory is less than the “Glog Wrn”, the T60 prompts “records full”.

```
Log Setup
 ▶Glog Wrn        88
   Re-Verify      NO
```

Press the button OK

```
Log Setup
 ▶Glog Wrn        88
   Re-Verify      NO
```

Press the button ▲ ▼ to adjust the parameter value.

Pres the button OK

Press the button C . It prompts:

```
Setup

        Save?
No-ESC        Yes-OK
```

Press the button OK to save or press the button C to

cancel.

2.4.2.2 Re-Verify

The Re-verify period is 1-255s. If you make several records in the Re-verify period, the T60 will only save the first record. It means that you every record will be saved in the T60 when the re-verify value as “NO”.

```
Log Setup
  Glog Wrn        88
▶Re-Verify        NO
```

Press the button OK

```
Log Setup
  GlogWrn         88
▶Re-Verify       255
```

Press the button ▲ ▼ to adjust the parameter value.

Pres the button OK

Press the button C . It prompts:

```
Setup

        Save?
No-ESC       Yes-OK
```

Press the button OK to save or press the button C to cancel.

2.5 System Info

```
MENU
   User
  Setup
▶System Info
```

We can check the U\user amount, fingerprint amount, records amount and the firmware version in the 【System Info】,as following:

```
System Info
▶User          1250
  FP Enroll    1030
  Glog        15830
```

```
System Info
▶SoftVer 01.32.2
```

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 Ⅱ266 and above; Pentium Ⅲ500 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

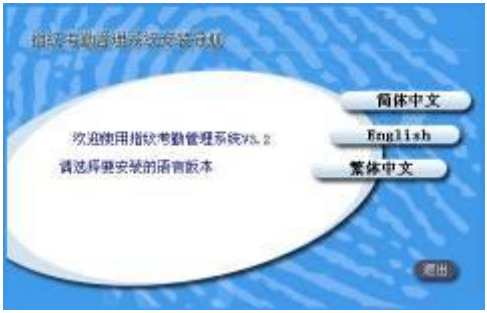
Microsoft Windows 2000

Microsoft Windows XP(recommended)

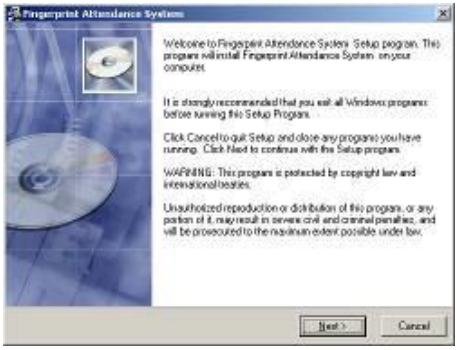
Microsoft Windows Vista

3.2 System Installation

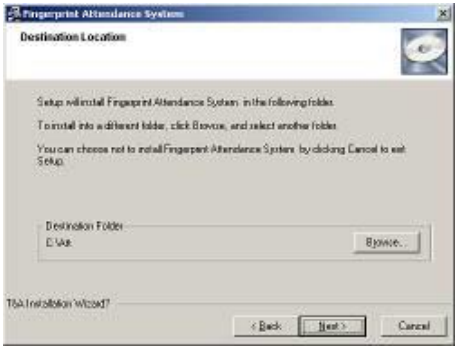
Insert the CD to the PC's CDROM. Following window pops up:



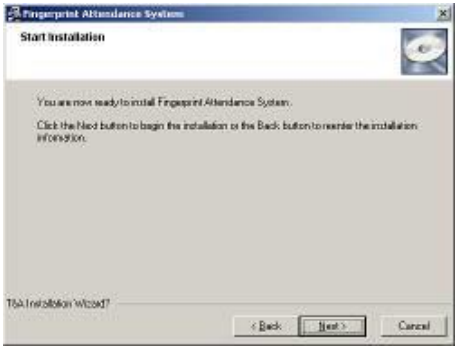
Select the language.



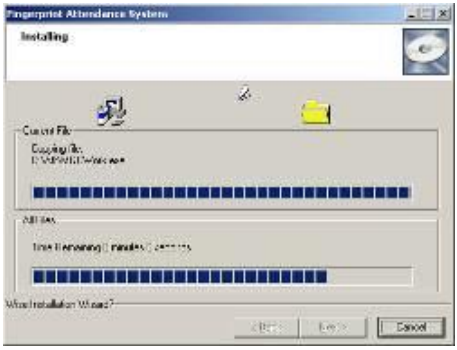
Click “Next” to continue installation (see the picture below:)



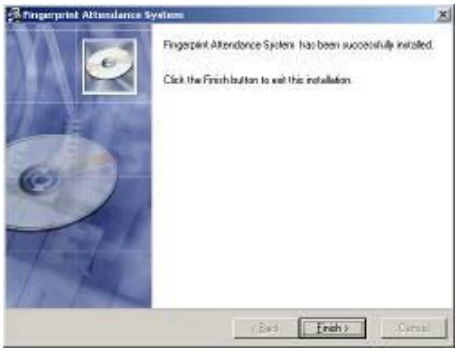
Select the target directory to install the program and the default is “C:\Att”. Click “Next” to continue installation (see the picture below:)



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:

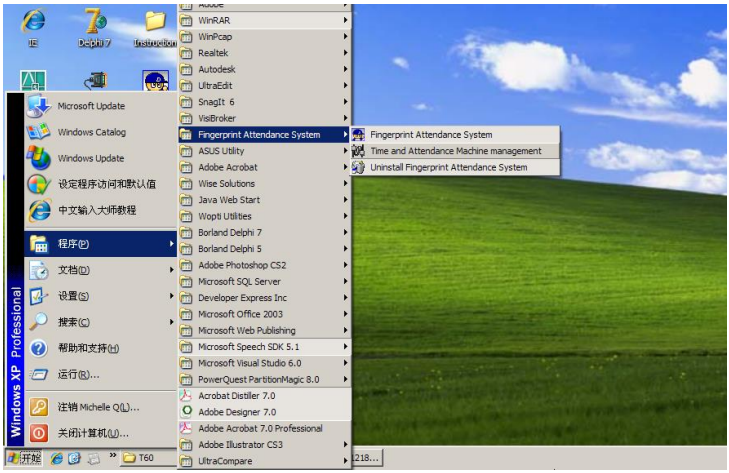


The installation will be done after seconds (see the picture below:)



Click “Finish” to close the installation program and an icon

will be added to the desktop. 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” and “Time and Attendance machine Management” is included in “All Programs”

3.3 Uninstall the software

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

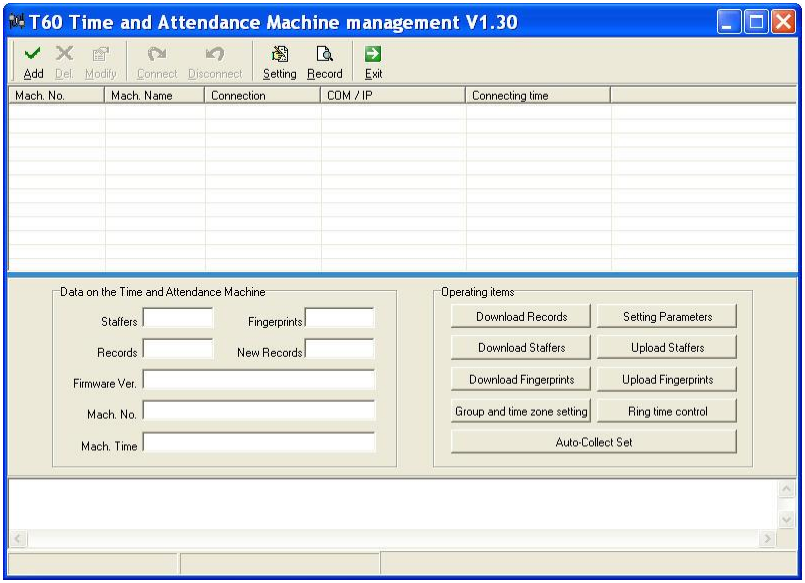
Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter4 Communication

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

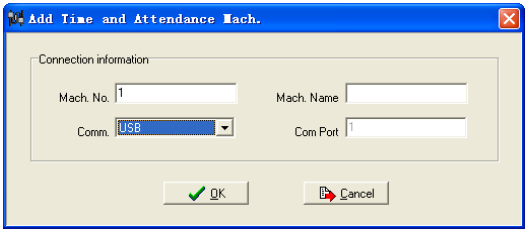
4 Data Communication

Click 【External】on the management menu and choose 【Connect To Time and Attendance Machine】, the following window will pop up :



4.1 Add Time and Attendance Machine

Click the button 【Add】 in the menu bar，the following window will pop up:



Mach. No.: Please check the Device ID in the T60's device. (This number is on back label as "Serial No");

Mach. Name: Assign a name for the T60

Connecting methods: Set communication method between terminal and PC (USB, TCP\IP, RS485)

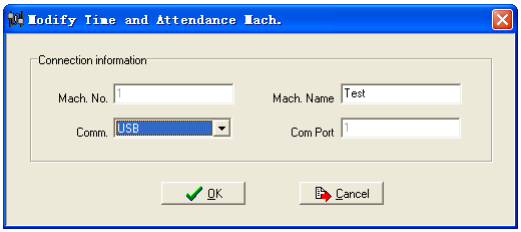
IP address: the default IP address of the attendance machine is 192.168.0.218

After entering terminal information, click 【OK】to finish and return to main

window.

4.2 Modify Time and Attendance Machine

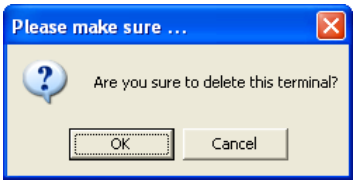
Choose the terminal and click 【Modify】, the following window will pop up:



Modify the terminal information and then press the button 【OK】.

4.3 Delete Time and Attendance Machine

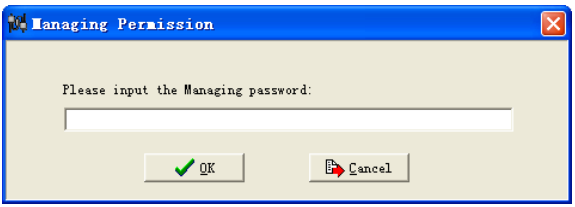
Choose the terminal and click 【Delete】, the following window will pop up :



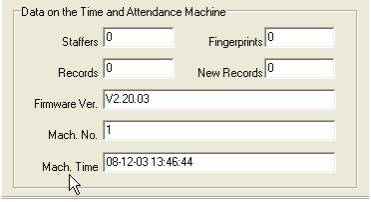
Click the button 【OK】 to confirm or click the button【cancel】to cancel.

4.4 Connect

Choose the time attendance terminal and then click the button【Connect】, the following window will pop up:



Input the management password. The default management password is 9999. Click the button【OK】. If you connect the T60 to the PC successfully, T60 terminal information will display on the item “Data on the Time and Attendance Machine” as follows:



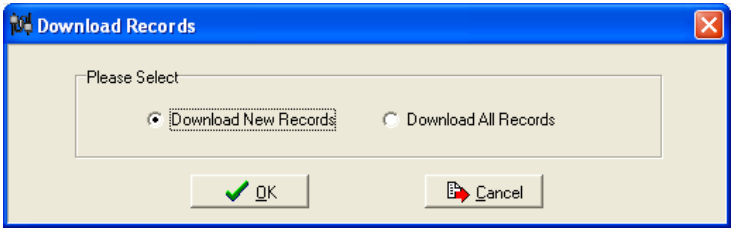
If we input wrong password, it prompts:

Click the button 【OK】. And then try again with the correct password.

4.5 Download Records

Click【Download Records】 in【Operating Items】and it prompts:

Click【OK】. It prompts:



If select【Download New Records】, new records will be downloaded. Click【OK】to download the records. And there are loading information displays as follow:

[9:30:58]Downloading attendance record...

[9:30:58]The attendance record downloading completed, the total record:12 succeed record:12 .

4.6 Download Staffer Information

Click【Download Fingerprints】 in【Operating Items】and following window pops up:

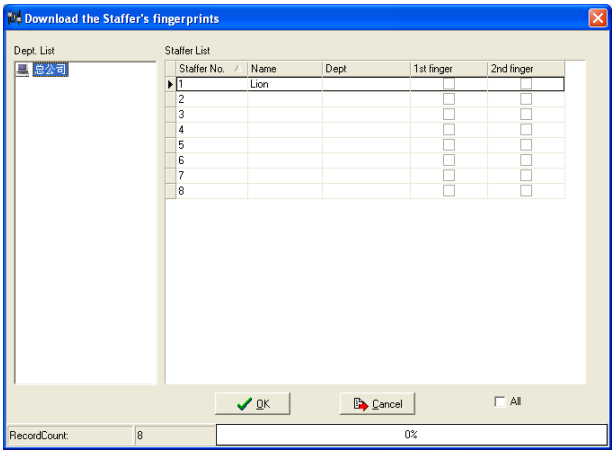
Click the button【OK】 to download the staffer information. And there are loading information displays as follow:

[9:32:27]Downloading the Staffer data...

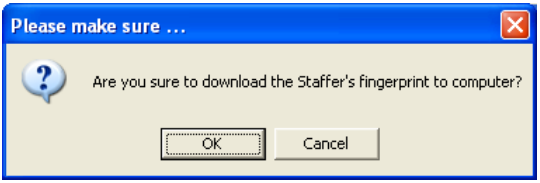
[9:32:28]The Staffer's data downloading completed, the total record:8 succeed record:8 .

4.7 Download Staffer's Fingerprints

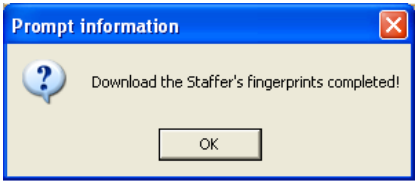
Click【Download Fingerprints】 in【Operating Items】and following window pops up:



You can use the key 【Ctrl】 or 【Shift】 on your PC's keypad to select the staffers. And then click the button【OK】. It prompts:



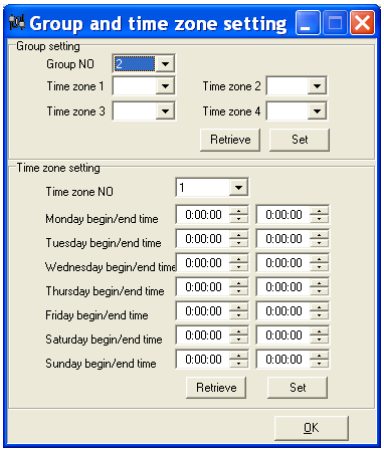
Click the button 【OK】 to confirm or click the button 【Can el】 to cancel. After downloading, it prompts:



Click the button 【OK】. And we can see the fingerprint templates in the folder “Template”.

4.8 Group and Time Zone Setting

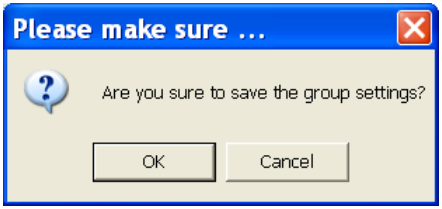
Click 【Group and time zone setting】button, the following window will pop-up.



【Group setting】

Choose group number, click【Retrieve】button to get the time zone setting info.

If it’s necessary to modify the time zone, please choose other time zone number and click 【Set】. The confirm window will pop-up.



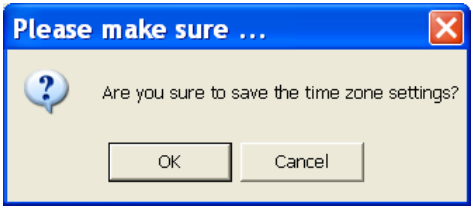
Click 【OK】 to save the setting; click 【Cancel】 to exit. After this save operation, the confirm window will pop-up,

Click 【OK】to confirm the group setting completed.

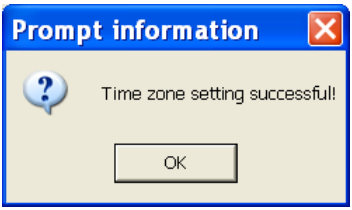
【Time zone setting】

Choose time zone number, click 【Retrieve】 button to get the time zone setting info.

If it's necessary to modify the time zone, please modify the begin/end time period from Monday to Friday based on real condition. Click 【Set】button and the confirm window will pop-up.



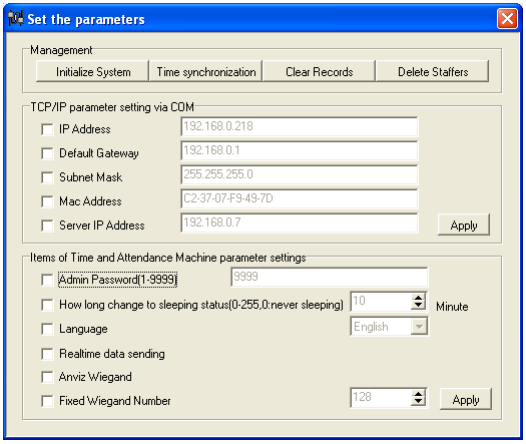
Click 【OK】 to save the setting; click 【Cancel】 to exit. After this save operation, the confirm window will pop-up,



Click 【OK】to confirm the group setting completed.

4.9 Parameters Settings

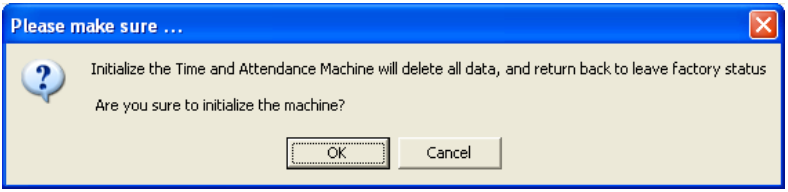
Click the operating item 【Setting parameters】. Following window pops up:



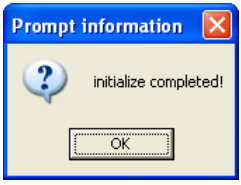
4.9.1 Initialize the T60

Initialize the T60. The unit is reset to the factory default.

Click the button 【Initialize system】. It prompts:



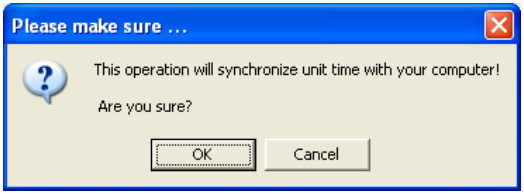
Click the button 【OK】. It prompts:



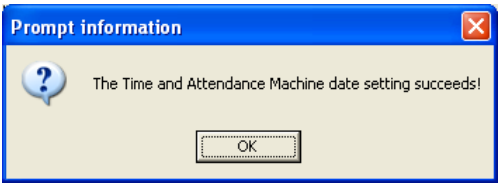
Click the button 【OK】

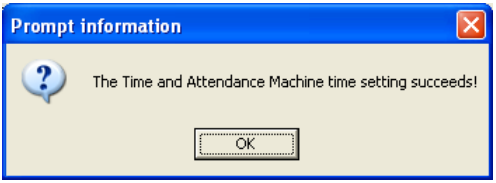
4.9.2 Time synchronization

Click the button 【Time synchronization】. It prompts:



Click the button 【OK】. It prompts:

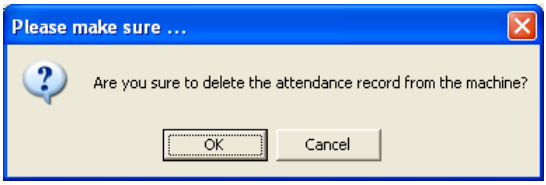




Click the button 【OK】 to confirm.

4.9.3 Clear Records

Click the button 【Clear Records】. It prompts:



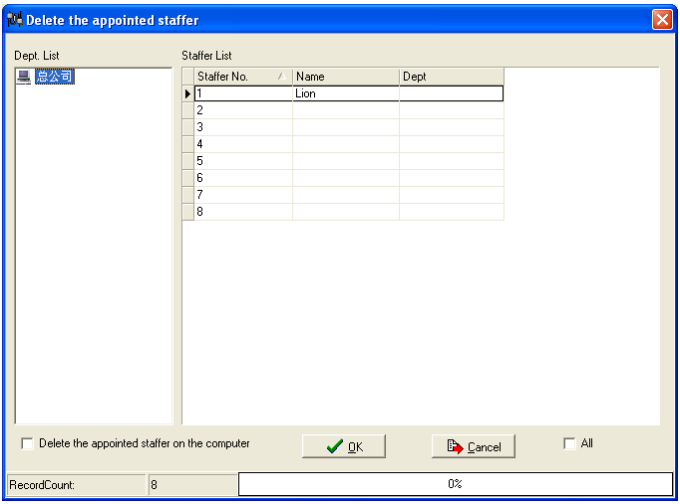
Click the button 【OK】 to confirm or click the button【Cancel】 to cancel.

After deleting, it prompts:

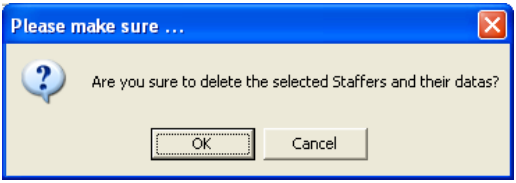
Click the button 【OK】 to confirm.

4.9.4 Delete Staffers

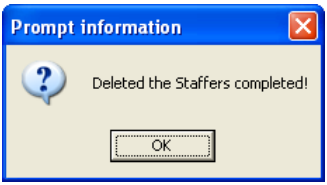
Click the button 【Delete Staffers】. It prompts:



You can use 【Ctrl】 or 【Shift】 on your PC's keypad to select several staffers. And you can also select 【All】 to select all the staffers. Click the button 【OK】. It prompts as follows:



Click the button 【OK】 to confirm or click the button【Cancel】 to cancel. After deleting, it prompts:

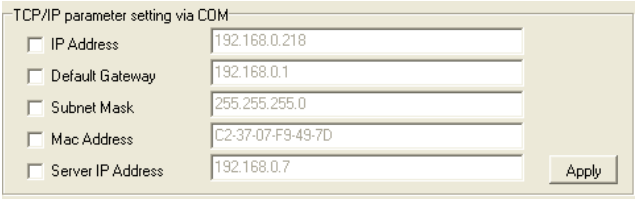


Click the button 【OK】 to confirm.

☞ Notice : If you select the 【Delete the appointed staffer on the computer】 , the data in the PC's database will also be deleted.

4.9.5 Set T60's TCP/IP Parameters via COM

You have to check the item's check box before adjusting the parameter.



IP Address: The T60's IP address.

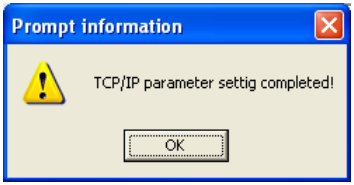
Default Gateway: The parameter value is as same as the management PC's default gateway.

Subnet Mask: The parameter value is as same as the management PC's mask

MAC Address: Advanced administrator has power for this choice (factory defaulted is ok)

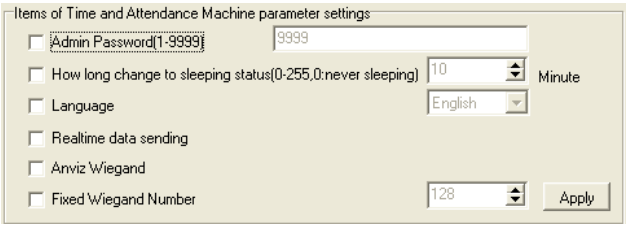
Server IP: Enter the management PC's IP address

Click the button 【Apply】. It prompts:



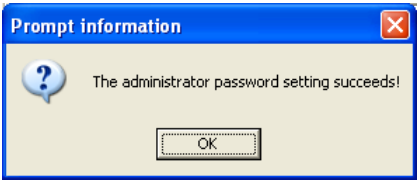
4.9.6 Items of the T60's Parameter Settings.

You have to check the item's check box before adjusting the parameter.



☑ The management password（0001~9999）

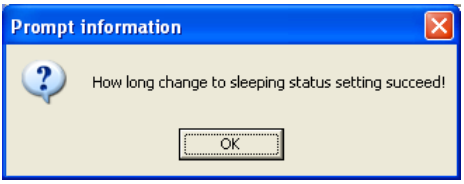
The maximum of the management password is 9999. Click the button 【Apply】 after adjusting the parameters，it prompts:



Click the button 【OK】 to confirm.

☑ How long change to sleeping status.（0-255, 0 means the sleeping status is disabled.）

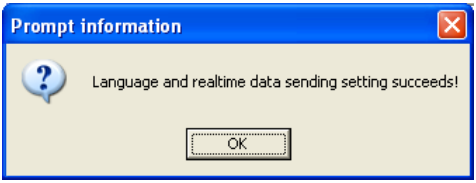
Click the button 【Apply】. It prompts:



Click the button 【OK】 to confirm.

☑ Language

The T60 have several languages(Spanish, French, Portuguese, English, Simplified Chinese, and Traditional Chinese). Click the button【Apply】. It prompts:



Click the button 【OK】 to confirm.

☑ Real-time data sending

Real-time monitor for T60

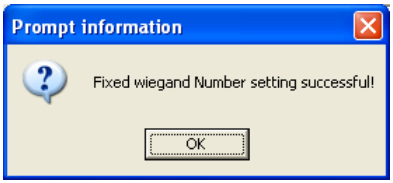
☑ Encrypted Wiegand

If the T60 connects to the AMJ601 or SC021 access controller, please select this item. Otherwise, please do not select the “Encrypted Wiegand”.

☑ Fixed Wiegand Number

The same fingerprint generates different wiegand number in different T60s if we don’t enable the “Fixed Wiegand Number”. If we enable the “ Fixed

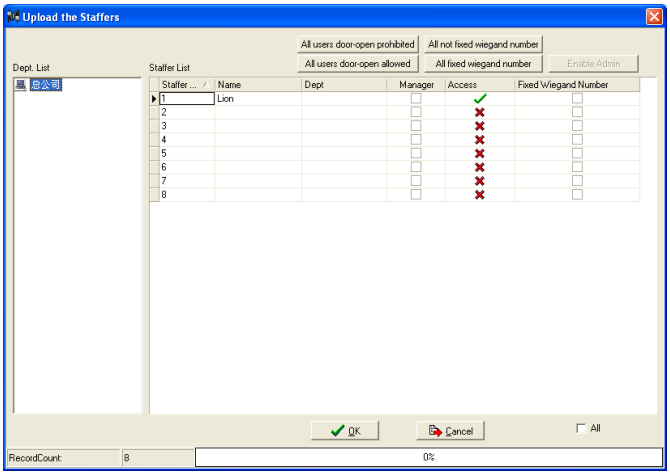
wiegand Number" , the same fingerprint will generate same wiegand number in different T60. Click the button 【Apply】. It prompts:



Click the button 【OK】 to confirm.

4.10 Upload Staffers

Click the button 【Upload Staffs】 in【Operating Items】. Following window pops up:



【All users door-open prohibited】:

None have the access permission.【Access】displays as 【✖】;

【All users door-open allowed】:

All users have access permission. 【Access】displays as 【✔】;

【All not fixed wiegand number】:

All the fingerprints don't enable the "Fixed Wiegand Number". 【Fixed Wiegand Number】 displays as 【☐】;

【All fixed wiegand number】:

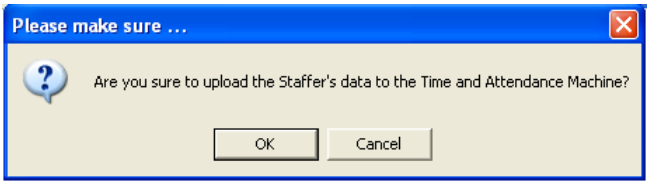
All the fingerprints enable the "Fixed Wiegand Number". 【Fixed Wiegand Number】 displays as 【☑】;

【Enable Admin】:

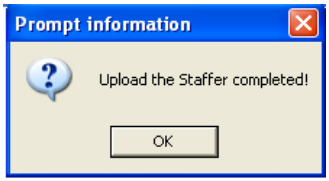
Select a staffer. And then click the button 【Enable Admin】. The staffer becomes the T60's manager.

Uploading the staffer information from the PC to the T60.

You can use 【Ctrl】 or 【Shift】 on your PC's keypad to select several staffers. And you can also select 【All】 to select all the staffers. Click the button 【OK】. It prompts as follows:



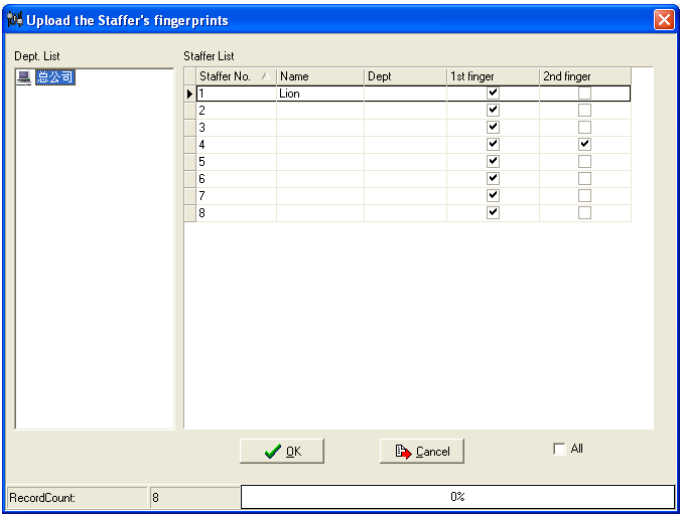
Click the button【OK】 to start uploading. After uploading, it prompts:



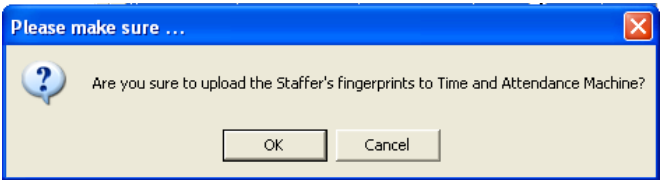
Click the button 【OK】 to confirm.

4.11 Upload the Fingerprints

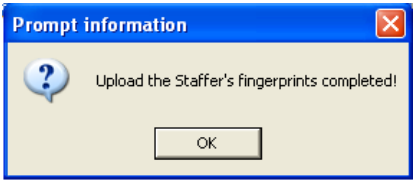
Click【Upload Fingerprints】in【Operating Items】and the window prompts:



You can use 【Ctrl】 or 【Shift】 on your PC's keypad to select several staffers. And you can also select 【All】 to select all the staffers. Click the button 【OK】. It prompts as follows:



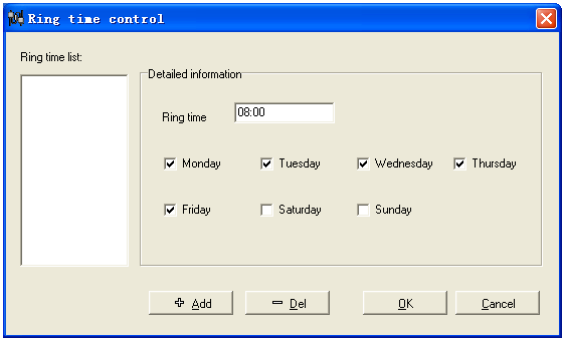
Click the button 【OK】 to start uploading. After uploading, it prompts:



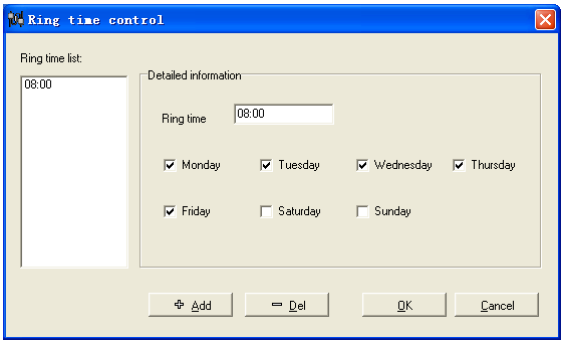
Click the button 【OK】 to confirm.

4.12 Ring Time Control

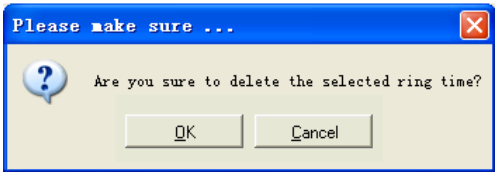
Click【Ring time control】 in【Operating Items】and the window prompts:



Input the ring time and select the ring day for the week. And then click the button "Add" to add the ring time to the "Ring time list" as follows:

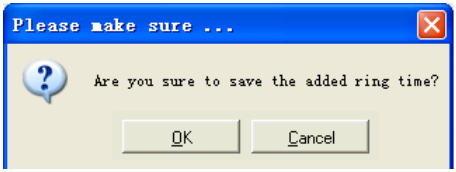


You can also delete the ring time from the ring list by clicking the button “Del”.



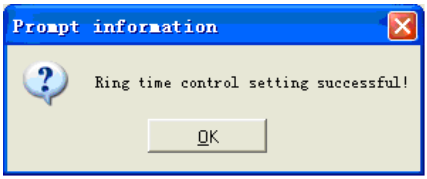
Click the button 【OK】 to confirm or click the button【Cancel】 to cancel.

After setting the ring time, please check the button 【OK】 to confirm. It prompts:



Click the button 【OK】 to confirm or click the button【Cancel】 to cancel.

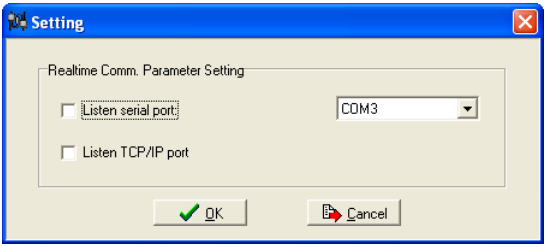
If setting successfully, it prompts:



Click the button 【OK】 to confirm.

4.13 Setting (Regarding the real-time monitor)

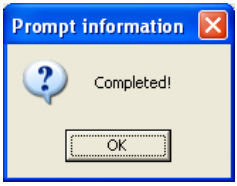
Click the button 【Setting】 in the software's toolbar. The 【Setting】 window pops up:



☑ Listen serial port （Please select the right comm. port number）

☑ Listen TCP\IP port

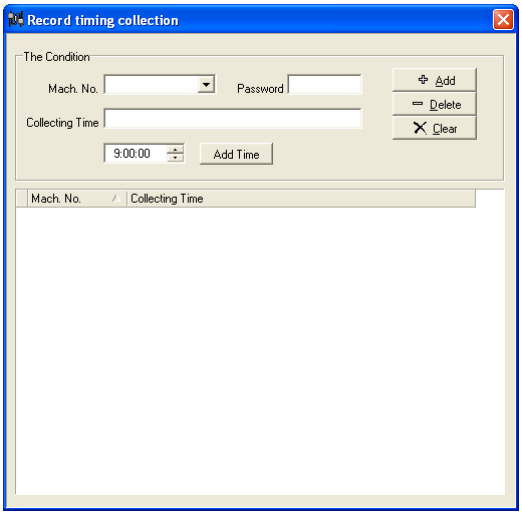
Click the button 【OK】 to confirm or click the button【Cancel】 to cancel.



Click the 【OK】 to confirm.

4.14 Timing Record Downloading

Click the operating item 【Auto-Collect Set】. The 【Record timing collection】 window pops up:

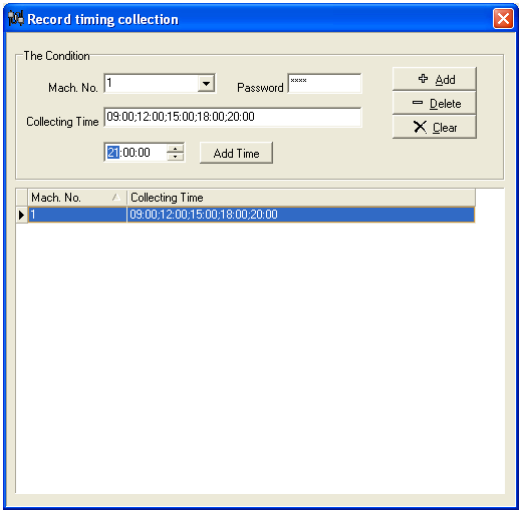


Mach. No.: The T60's serial number.

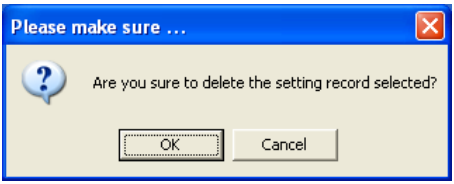
Password: The T60's management password.

Select the time in the item 【 9:00:00 】. Click the button 【Add Time】 to add the time to the item "Collecting Time". And you can continuously add 5 time point.

Click the button【 Add 】 to add the time points to the Auto-collect list.

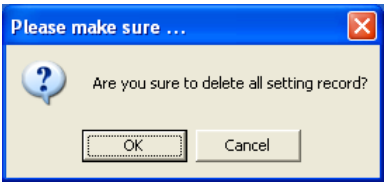


【Delete】: Select the time points which you want to delete. And then click the button 【 Delete 】. It prompts:



Click the button 【OK】 to confirm or click the button【Cancel】 to cancel.

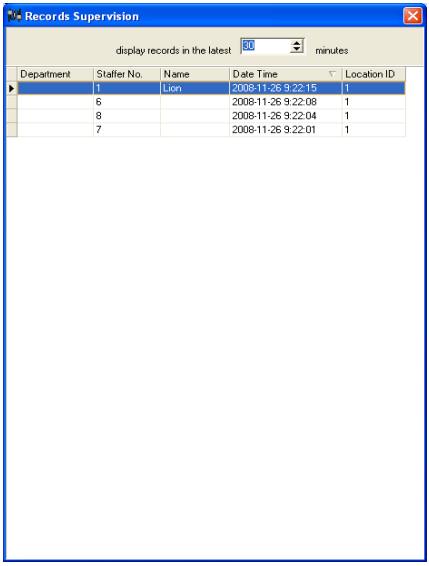
【Clear】: Delete all the time points. Click the button 【 Clear 】. It prompts:



Click the button 【OK】 to confirm or click the button【Cancel】 to cancel.

4.15 Records Supervision

Click the button 【Record】 in the software's toolbar. The 【Record Supervision】 window pops up



You can monitor the real-time records in the window. And you can adjust the available monitoring time from 1 to 120 minutes.

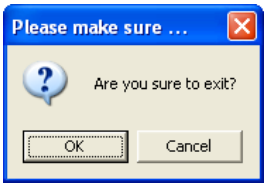
☞ Notice : 1. You must set "listen serial port" and enable the real-time feature in the system settings. Otherwise the【Record Supervision】will not run.

4.16 Disconnect Connection

Click the button 【Disconnect】 to disconnect the connection.

4.17 Exit the System

Click the button 【Exit】 or click the button 【☒】.It prompts as follows:



Click the button 【OK 】 to exit the T60 management program.

Chapter5 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 staff information, set rules of attendance etc.

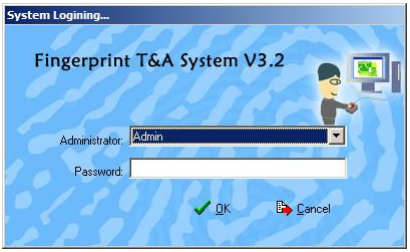
5 Background Management

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

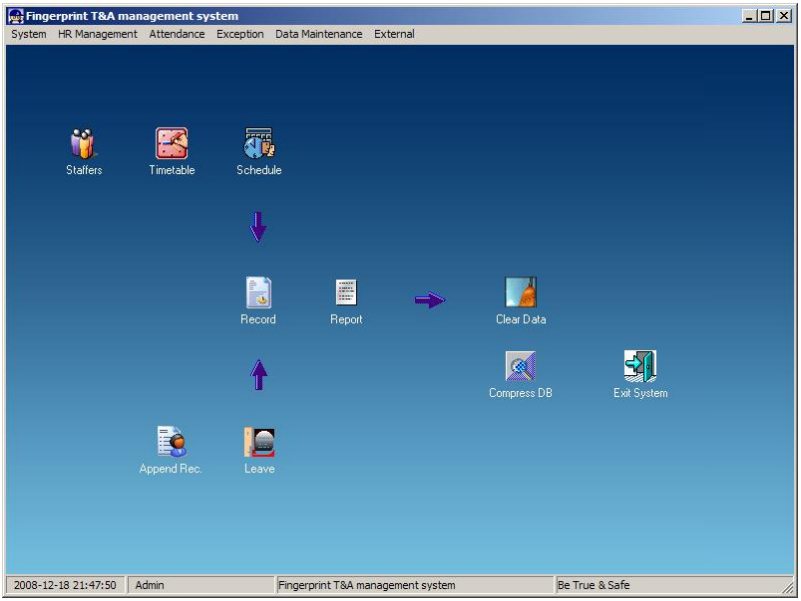
5.1 Log in System

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:

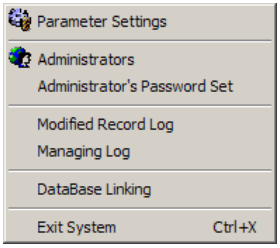
1. System menu: Include the whole function module& information

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.

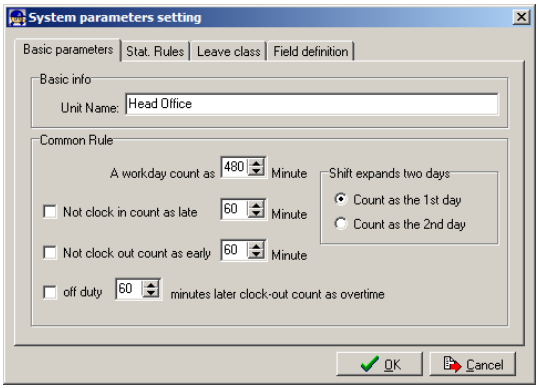
5.2 System

Click【**System**】 on the main menu, following springs:



5.2.1 Parameters Settings

Click 【**Parameters Settings**】in system menu. The following window will prompt:



Pic5.1 Parameters Settings

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

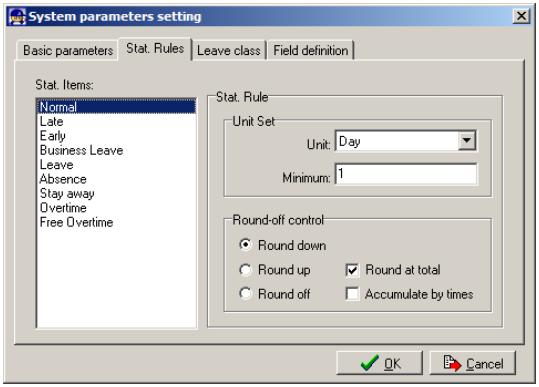
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“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. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page【Stat. Rules】in pic5.1, 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.

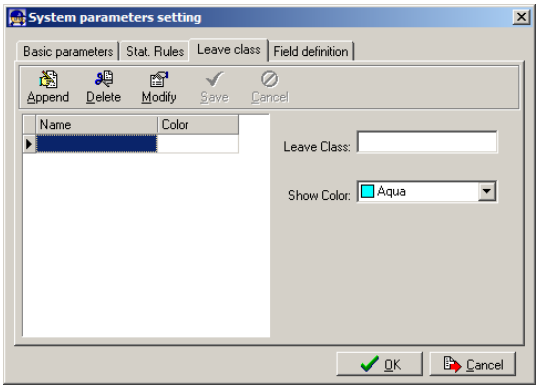
Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

☞ 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】in pic5.1,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:

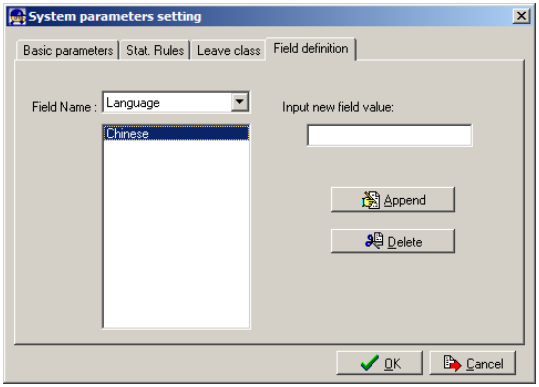
Select the name of leave class which one need to be revised, click【Modify】,input new name of leave class and color, click【Save】to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click【Delete】,click 【OK】to finish.

Field definition:

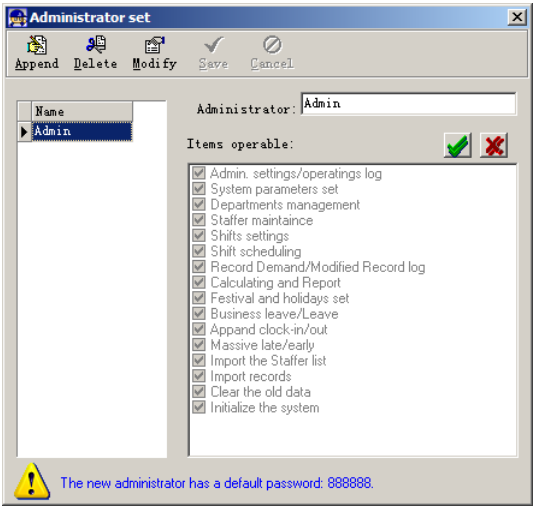
Click page【Field definition】 in pic5.1,following shows:



This page add the corresponding value for 【Nation】.【Specialty】.【Position】.【Education】in menu【Staffer maintenance】.

5.2.2 Administrators

Click【System】-【Administrators】, following window shows:



Append new administrator:

Click 【Append】—input the name of new administrator within input 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: When many administrators operate the software, it is necessary to set the access right for each administrator. That is to say: when an administrator log in, the functions he can operate are limited.)

Modify administrator:

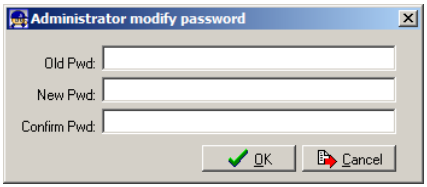
Select the name of administrator, click【Modify】, input new name of administrator and corresponding rights in【Administrator】and click【Save】 to finish.

Delete administrator:

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

5.2.3 Administrator's Password Set

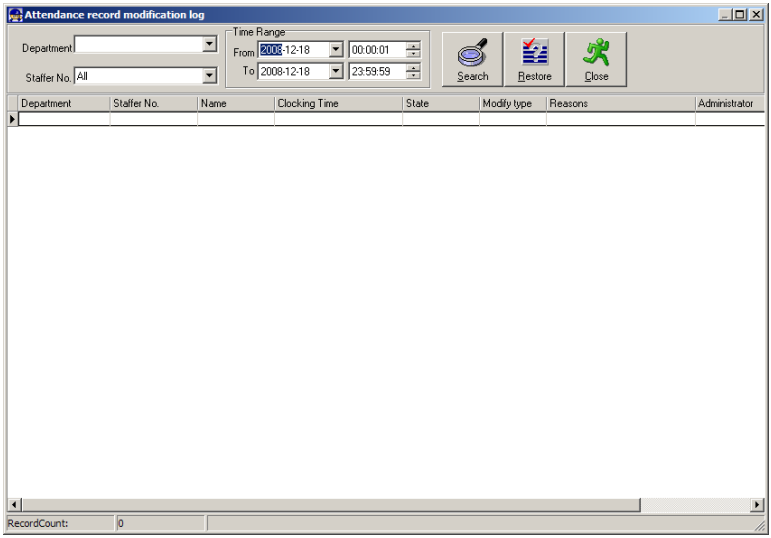
Click menu【System】--【Administrator's Password Set】, following springs:



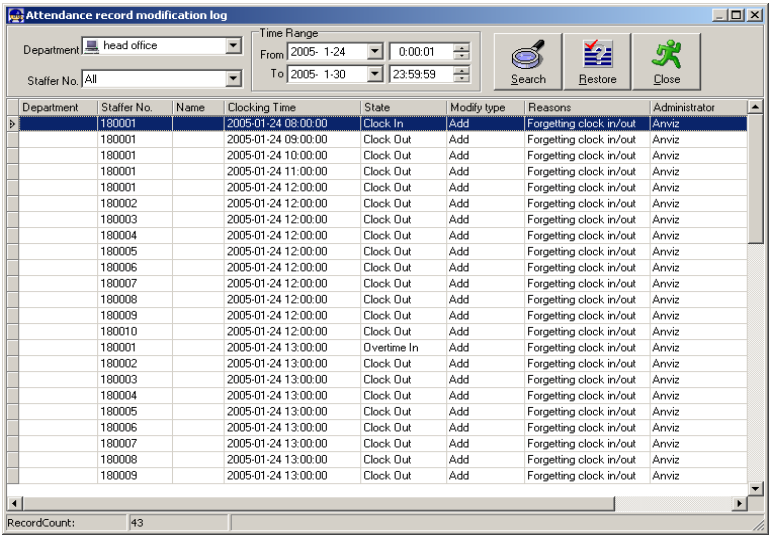
Input the original password in【Old Pwd】, enter the new password in【New Pwd】, enter again in【Confirm Pwd】and click【OK】to finish.

5.2.4 Modified Record Log

Click menu【System】--【Modified Record Log】, following springs:



Select department, staffer ID and time range and click【Search】and those records which match the above condition will be displayed as follows:



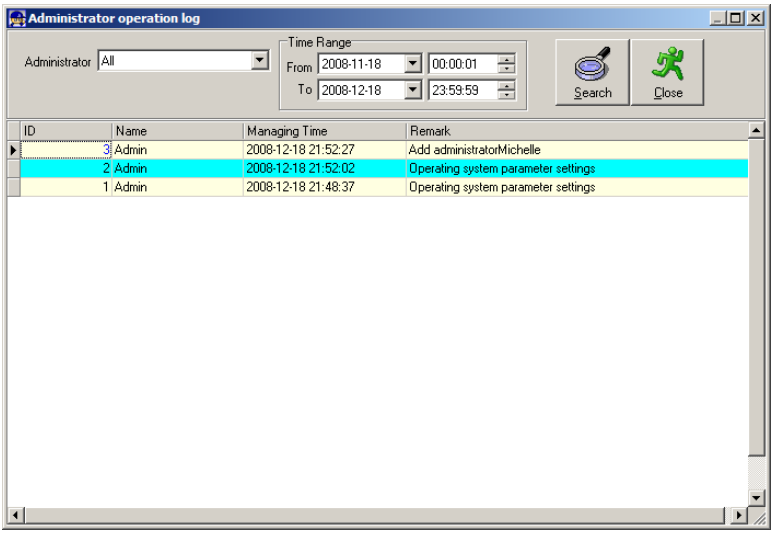
Department	Staffer No.	Name	Clocking Time	State	Modify type	Reasons	Administrator
	180001		2005-01-24 08:00:00	Clock In	Add	Forgetting clock in/out	Anviz
	180001		2005-01-24 09:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180001		2005-01-24 10:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180001		2005-01-24 11:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180001		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180002		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180003		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180004		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180005		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180006		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180007		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180008		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180009		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180010		2005-01-24 12:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180001		2005-01-24 13:00:00	Overtime In	Add	Forgetting clock in/out	Anviz
	180002		2005-01-24 13:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180003		2005-01-24 13:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180004		2005-01-24 13:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180005		2005-01-24 13:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180006		2005-01-24 13:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180007		2005-01-24 13:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180008		2005-01-24 13:00:00	Clock Out	Add	Forgetting clock in/out	Anviz
	180009		2005-01-24 13:00:00	Clock Out	Add	Forgetting clock in/out	Anviz

☞ 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.

5.2.5 Managing Log

Click menu【System】--【Managing Log】, following springs:



ID	Name	Managing Time	Remark
3	Admin	2008-12-18 21:52:27	Add administratorMichelle
2	Admin	2008-12-18 21:52:02	Operating system parameter settings
1	Admin	2008-12-18 21:48:37	Operating system parameter settings

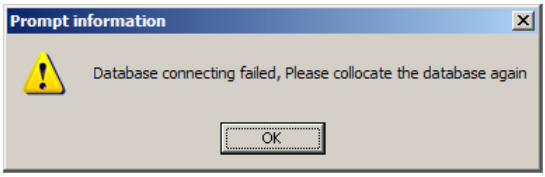
This log records all the operations of every administrator. Select

【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.

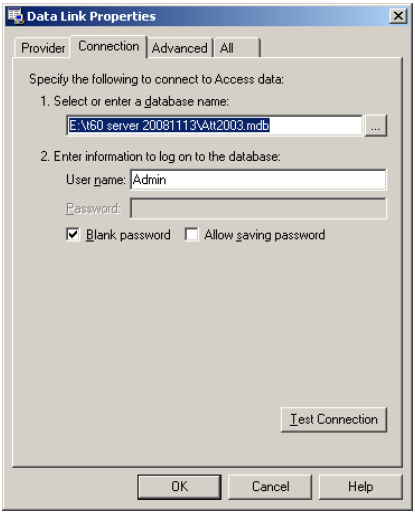
5.2.6 Set Database Link

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.

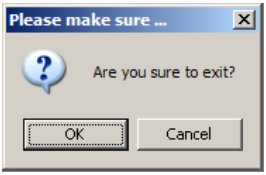


Input the database name or click the button to select the correct database file. .

☞ Notice : you can click 【Test connection】to test the connection correctness of the database.

5.2.7 Exit System

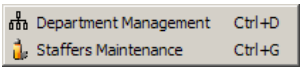
Click 【Exit System】in System menu. The following menu springs.



Click ok to exit management software and return to Windows system.

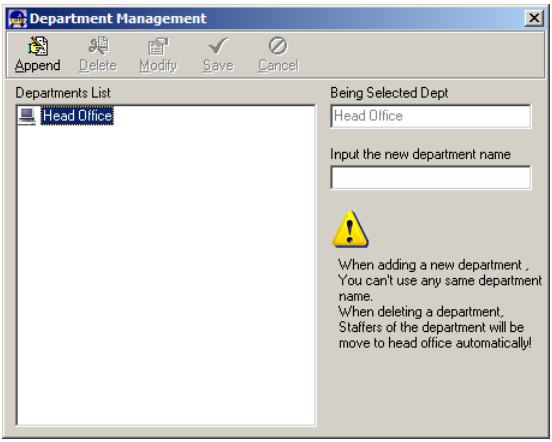
5.3 HR Management

Click 【**HR Management**】on the main menu, Following springs:



5.3.1 Department Management

Click 【Department Management】 in the 【HR Management】menu, springs the following window:



Add a new department

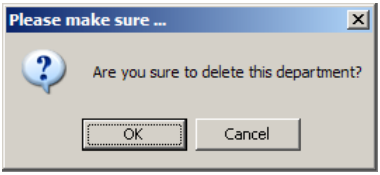
Click 【Append】, input the new department name and click 【Save】to add a sub department for the chosen department.

Department modification

Choose the department , click 【Modify】 and input the new department name, then click 【Save】.

Delete the department

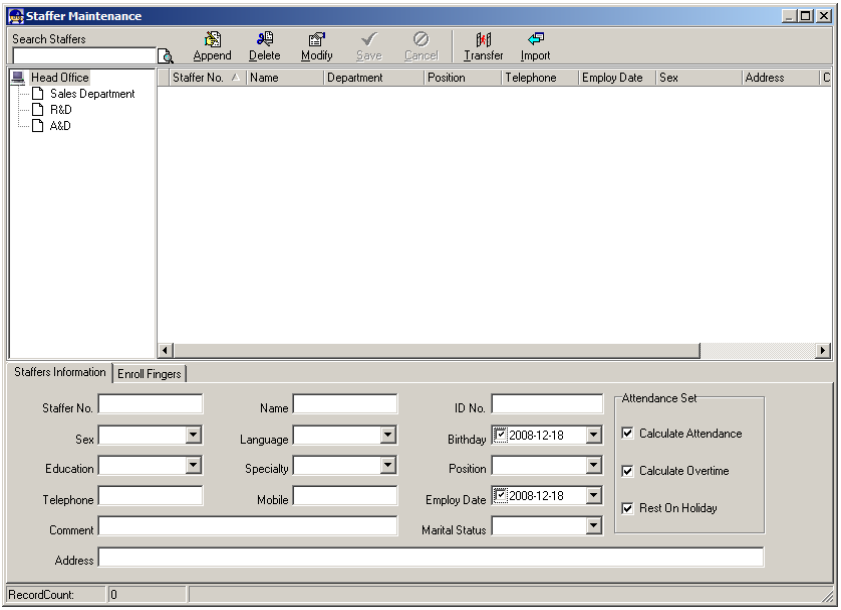
Choose the department , click 【Delete】and then click OK to complete.



☞ Notice : repetition of department name is not allowed; if there are staffers existing in the deleted department, those staffers will be automatically transferred to department of head office.

5.3.2 Staffer Maintenance

Click 【Staffer Maintenance】in 【HR Management】 menu, the following window appears:



Append staffer

Choose the department that the staffs belong to, clicks 【Append】, and input staff's information, then click 【Save】to complete.

(Note: 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 staffer is not

checked, there will be no statistical result for this staffer in the report. If checkbox “Calculate Overtime” is not checked, the statistical result of overtime of this staffer 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 staffer; if the checkbox of “Rest On Holiday” is checked, thus for those holidays, even there are shifts on those days for the staffer, those shifts will be invalid. And if there are time attendance records of this staffer, those records will be deemed as free overtime.

Staff's modification

Choose the staff, click 【Modify】 and input the new information, then click 【Save】.

(Note: Staffer ID is the exclusive identity of staffer, which can only be added or deleted, but not revised!)

Staff’s deletion

Choose the staff, click 【Delete】and then click 【OK】 to complete.

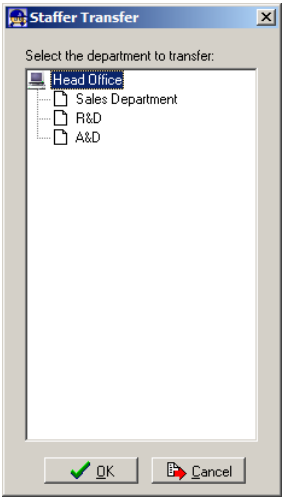
Please be cautious when delete the staff since all this staffer’s time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click【Import】, staffer importation window springs for importing staffers.

Staff’s department shifting

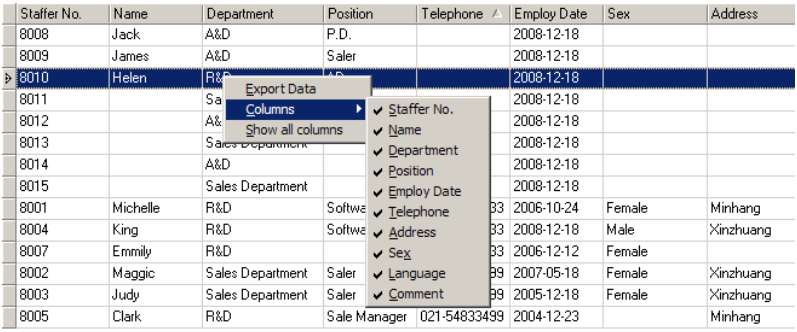
Choose the staff you want to shift the department, click 【Transfer】 and following window will pop up:



Select the new department and click 【OK】to complete.

Export Staff:

Right-click on staff list and the following window pops:

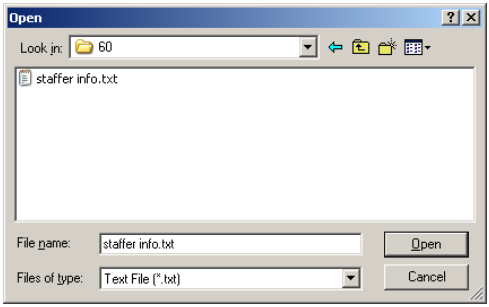


Staffer No.	Name	Department	Position	Telephone	Employ Date	Sex	Address
8008	Jack	A&D	P.D.		2008-12-18		
8009	James	A&D	Saler		2008-12-18		
8010	Helen	R&			2008-12-18		
8011		Sa			2008-12-18		
8012		A&			2008-12-18		
8013		Sa			2008-12-18		
8014		A&D			2008-12-18		
8015		Sales Department			2008-12-18		
8001	Michelle	R&D	Softwa	33	2006-10-24	Female	Minhang
8004	King	R&D	Softwa	33	2008-12-18	Male	Xinzhuang
8007	Emmily	R&D		33	2006-12-12	Female	
8002	Maggic	Sales Department	Saler	89	2007-05-18	Female	Xinzhuang
8003	Judy	Sales Department	Saler	89	2005-12-18	Female	Xinzhuang
8005	Clark	R&D	Sale Manager	021-54833499	2004-12-23		Minhang

All displayed fields in staff 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:

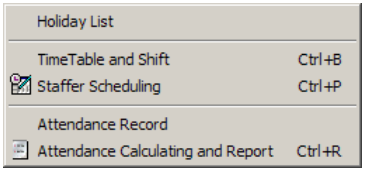


Please select your target directory of your export, file format (txt or xls) and the file name. Click 【Save】 to confirm the operation.

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

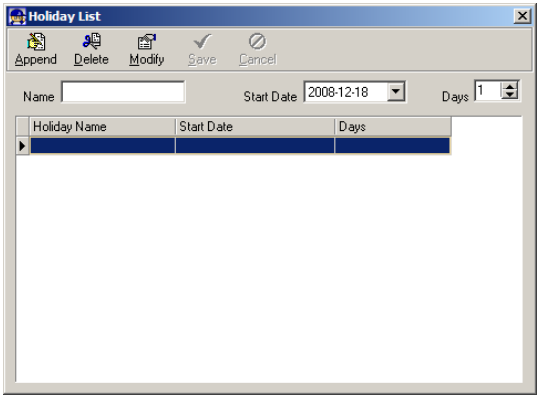
5.4 Attendance Management

Click【**Attendance**】in the main menu, following springs:



5.4.1 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, then click 【Delete】 to perform Deletion of festivals or holidays.

5.4.2 Timetable and Shift

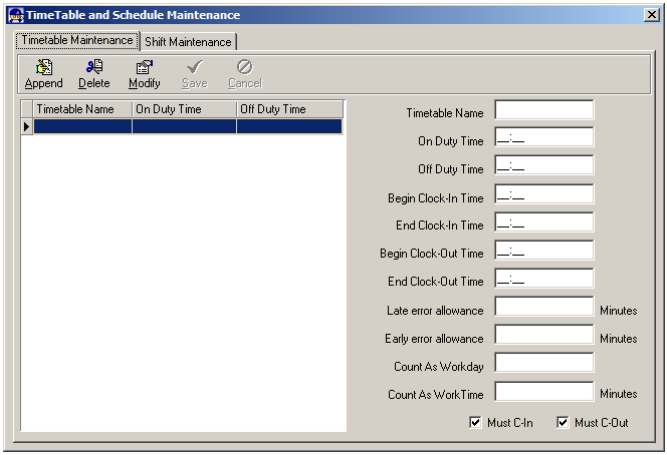
The relationship between shift and timetables:

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.



Pic5.2 Timetable Maintenance

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.

(Please 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 Staff 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, click 【Save】when finished.

The timetable Deletion

Select the timetable you want to delete, click 【Delete】, and click 【OK】 to make sure.

(Please 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:

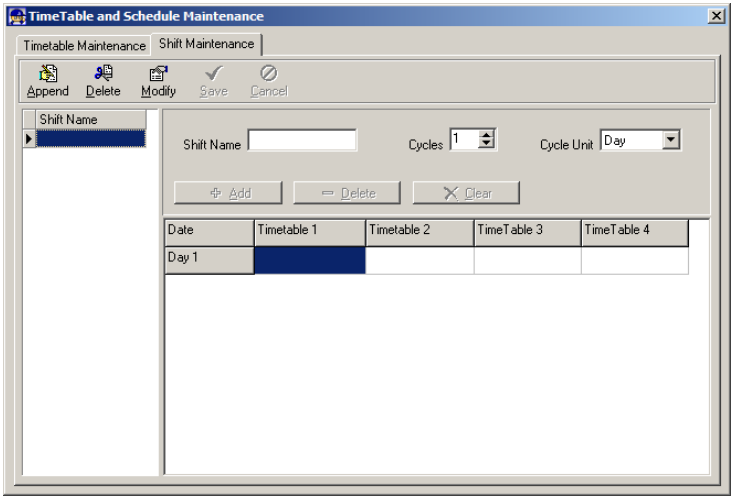
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

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

(Other information can be setup according to practical situations. Please refer to Pic5.2. Please note there should be no blank left.)

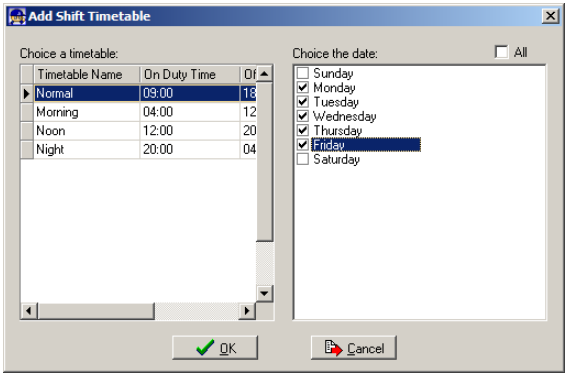
Shift Maintenance

Click【Shift Maintenance】in Pic5.2 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 (see the Pic5.3 below) 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.)



Pic5.3 Add a timetable

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:

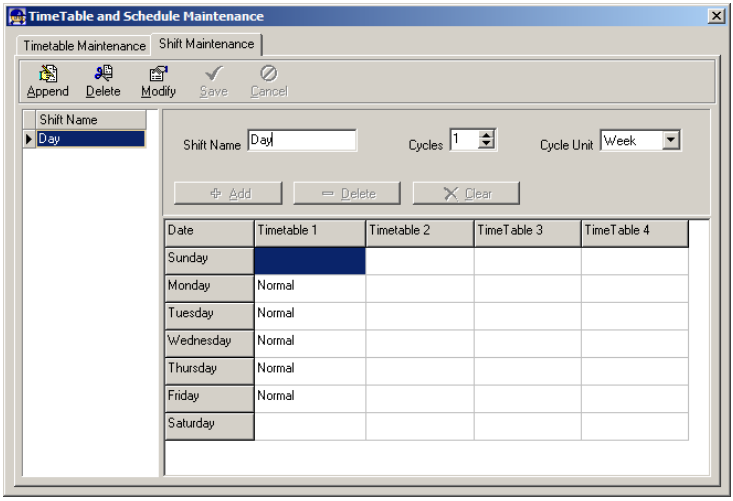
Select the shift to be deleted and click 【Delete】.

Example——Three shifts:

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

Step 1:

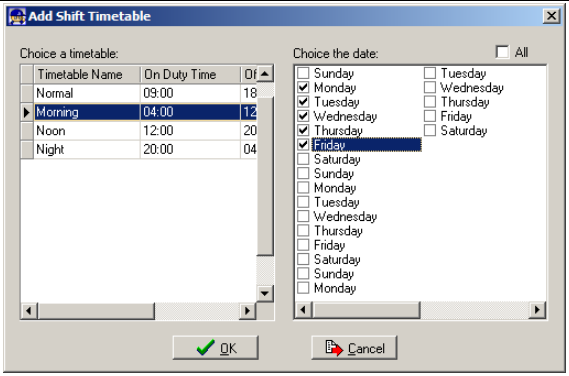
Click【Append】,enter “Three shifts” in 【Shift Name】,set【Cycle】to “3” and 【Cycle Unit】to “week”. Please see the picture below:



Step2

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

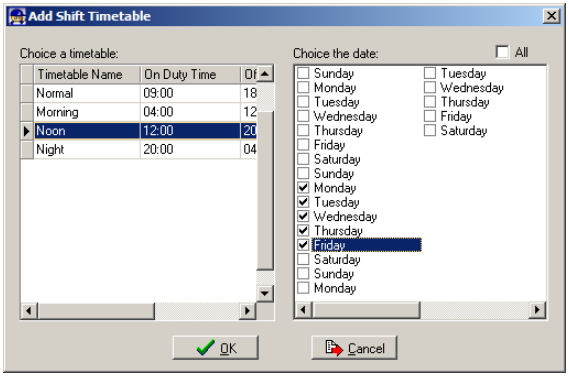
Click【Add】and the following window pops up:



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 (noon shift, from Monday to Friday)

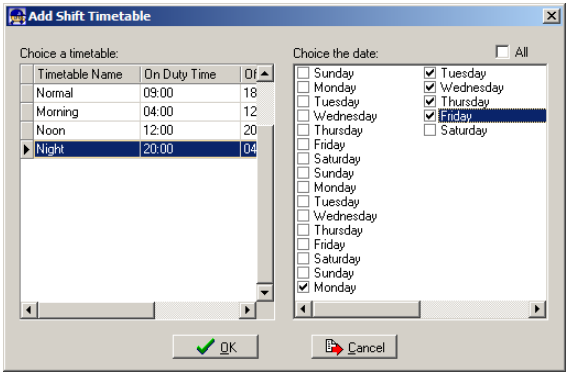
Click【Add】, make corresponding operation in the springing window(see the result below):



Click 【ok】to complete the working hour setting for the second week.

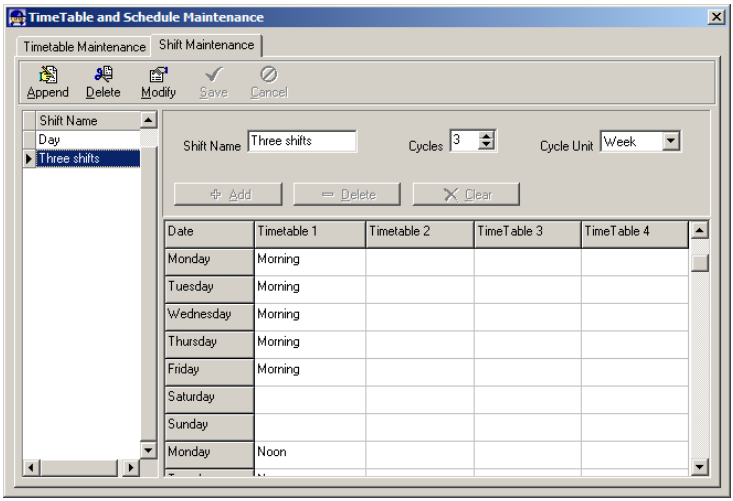
The third week (night shift, from Monday to Friday)

Click【Add】, make corresponding operation in the springing window(see the result below):



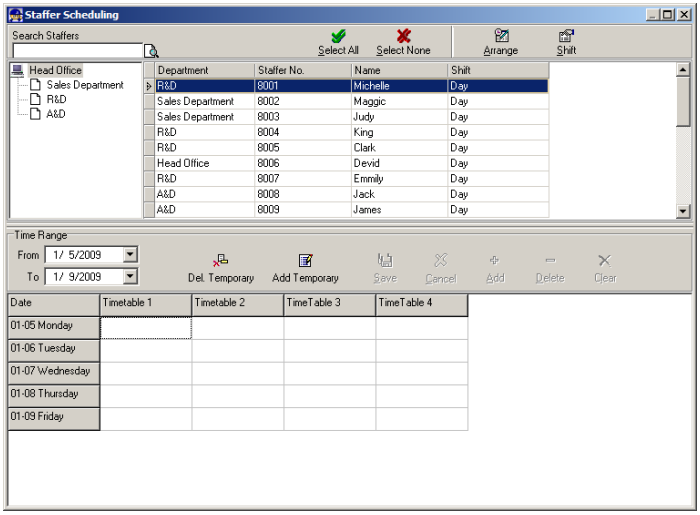
Click 【ok】 to complete the working hour setting for the third week.

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):



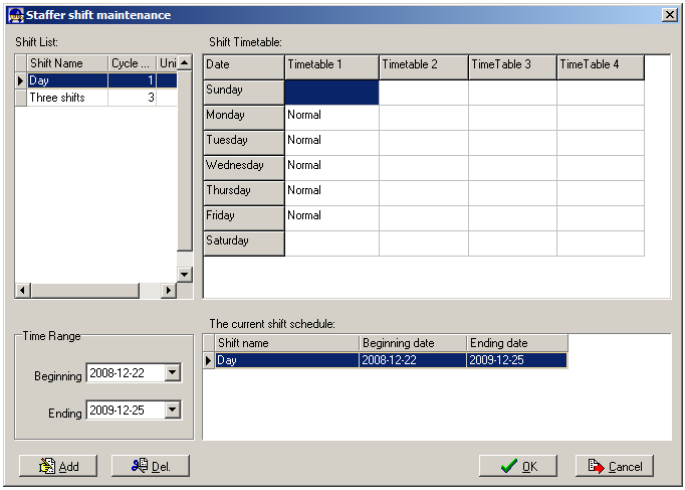
5.4.3 Staffer Scheduling

Click 【Staffer Scheduling】 in【attendance】menu. The following window appears:



Pic5.4 Staff scheduling

Choose the department or several personnel that need to arrange shifts, click 【Arrange】, the following window appears:



Pic5.5 Add a new shift

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】 in Pic5.5 to finish the adding of new shifts.

Please 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”.

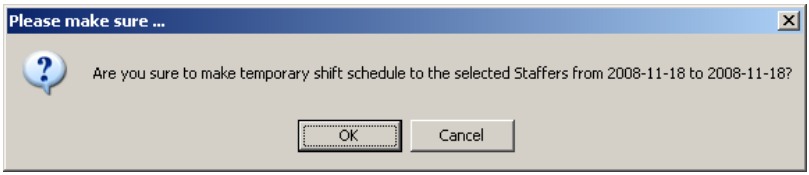
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts

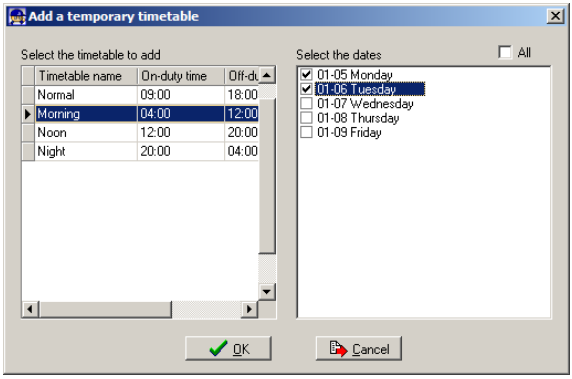
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift

When one or many staff'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;

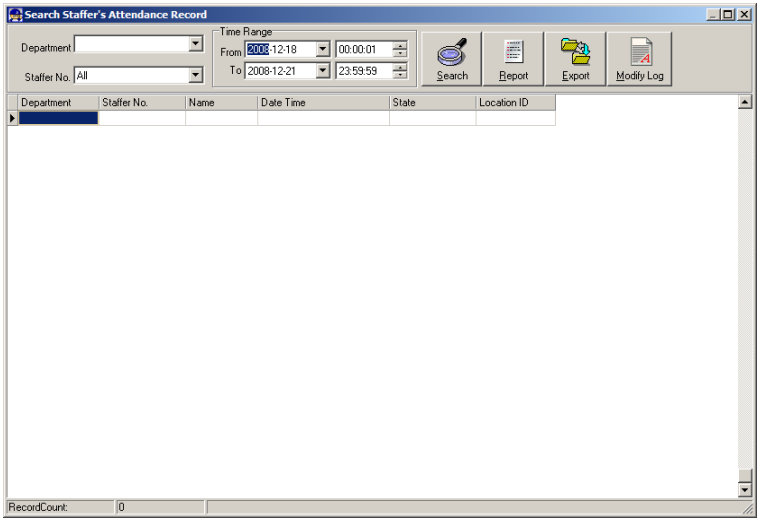
【Clear】:Delete all the timetables in the current time range;

【Cancel】:Delete the existing temporary scheduling in the selected time

range;

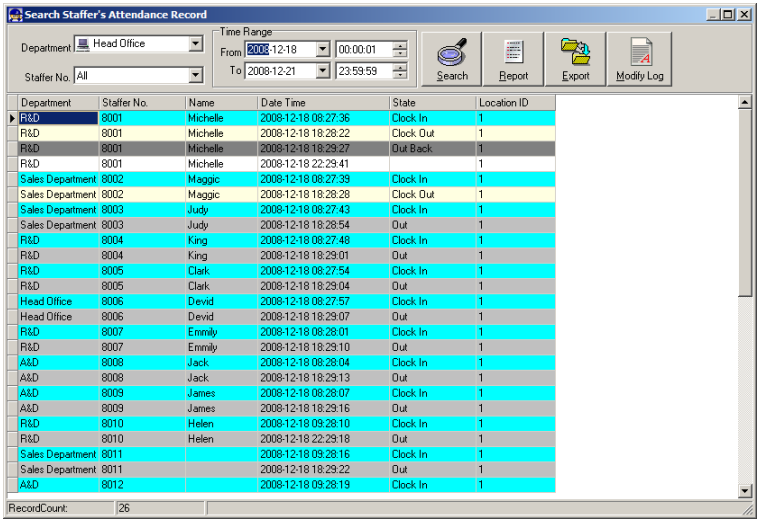
5.4.4 Attendance Records

Click 【Attendance Records】in 【Attendance】 menu, the following appears:



Inquiry of attendance record

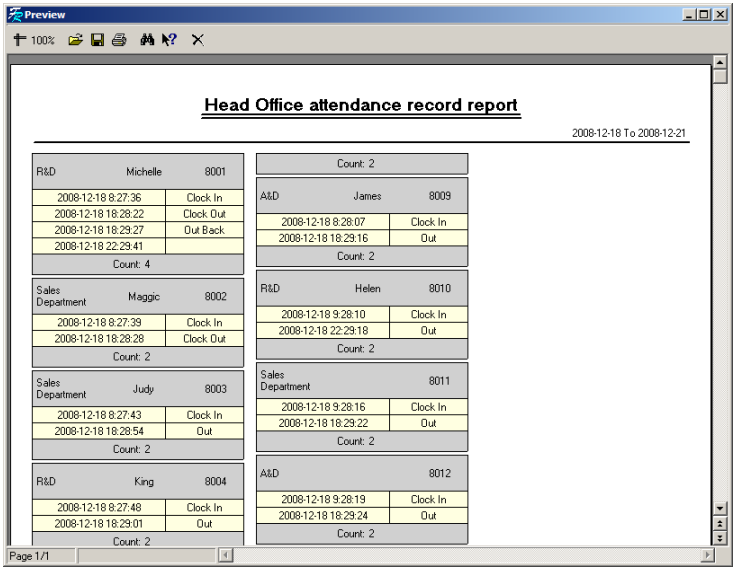
Select the department, staff, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.



Department	Staffer No.	Name	Date Time	State	Location ID
R&D	8001	Michelle	2008-12-18 08:27:36	Clock In	1
R&D	8001	Michelle	2008-12-18 18:28:22	Clock Out	1
R&D	8001	Michelle	2008-12-18 18:29:27	Out Back	1
R&D	8001	Michelle	2008-12-18 22:29:41		1
Sales Department	8002	Maggic	2008-12-18 08:27:39	Clock In	1
Sales Department	8002	Maggic	2008-12-18 18:28:28	Clock Out	1
Sales Department	8003	Judy	2008-12-18 08:27:43	Clock In	1
Sales Department	8003	Judy	2008-12-18 18:28:54	Out	1
R&D	8004	King	2008-12-18 08:27:48	Clock In	1
R&D	8004	King	2008-12-18 18:29:01	Out	1
R&D	8005	Clark	2008-12-18 08:27:54	Clock In	1
R&D	8005	Clark	2008-12-18 18:29:04	Out	1
Head Office	8006	Devid	2008-12-18 08:27:57	Clock In	1
Head Office	8006	Devid	2008-12-18 18:29:07	Out	1
R&D	8007	Emmily	2008-12-18 08:28:01	Clock In	1
R&D	8007	Emmily	2008-12-18 18:29:10	Out	1
A&D	8008	Jack	2008-12-18 08:28:04	Clock In	1
A&D	8008	Jack	2008-12-18 18:29:13	Out	1
A&D	8009	James	2008-12-18 08:28:07	Clock In	1
A&D	8009	James	2008-12-18 18:29:16	Out	1
R&D	8010	Helen	2008-12-18 09:28:10	Clock In	1
R&D	8010	Helen	2008-12-18 22:29:18	Out	1
Sales Department	8011		2008-12-18 09:28:16	Clock In	1
Sales Department	8011		2008-12-18 18:29:22	Out	1
A&D	8012		2008-12-18 09:28:19	Clock In	1

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

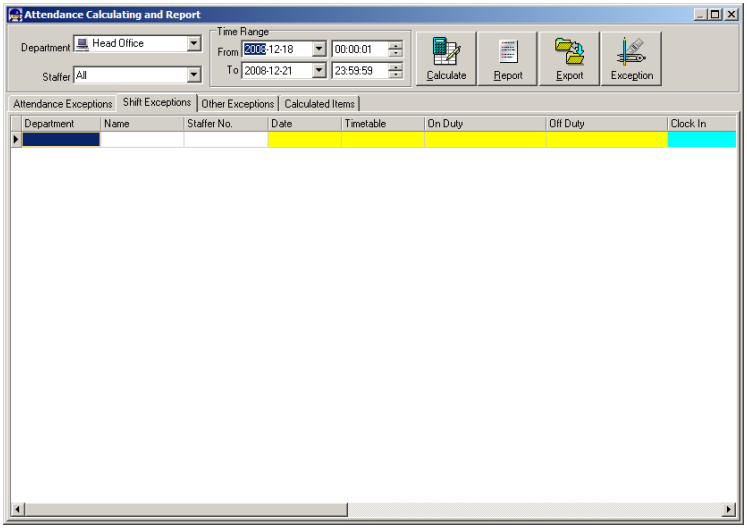
If need to lead out the attendance record , only need to click export, you can lead out the data inquired . (File format: txt, xls)

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

5.4.5 Attendance Calculating and Report

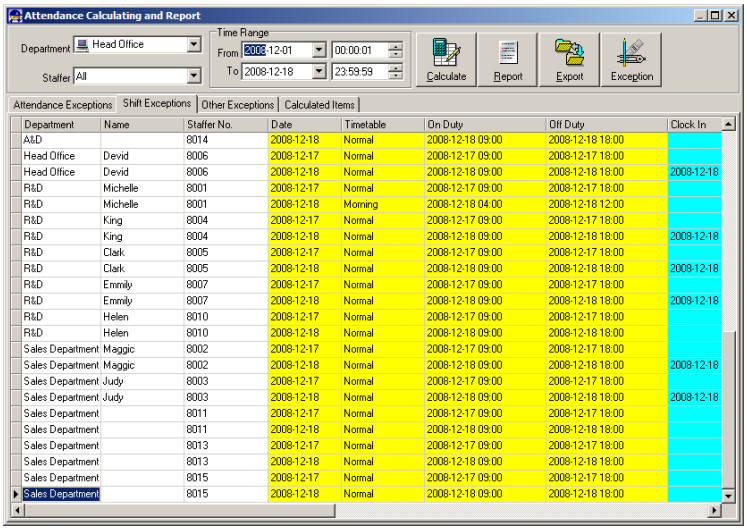
Inquiry of report form:

Click【Attendance Calculating and Report】in 【Attendance】menu, the following window appears:



Pic5.6 Attendance Calculating and Report

Select the beginning, the ending date and the department and staff that need to be calculated and then click 【calculate】, the following window appears:



Department	Name	Staffer No.	Date	Timetable	On Duty	Off Duty	Clock In
A&D		8014	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	
Head Office	Devid	8006	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
Head Office	Devid	8006	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	2008-12-18
R&D	Michelle	8001	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
R&D	Michelle	8001	2008-12-18	Morning	2008-12-18 04:00	2008-12-18 12:00	
R&D	King	8004	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
R&D	King	8004	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	2008-12-18
R&D	Clark	8005	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
R&D	Clark	8005	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	2008-12-18
R&D	Emmily	8007	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
R&D	Emmily	8007	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	2008-12-18
R&D	Helen	8010	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
R&D	Helen	8010	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	
Sales Department	Maggic	8002	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
Sales Department	Maggic	8002	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	2008-12-18
Sales Department	Judy	8003	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
Sales Department	Judy	8003	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	2008-12-18
Sales Department		8011	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
Sales Department		8011	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	
Sales Department		8013	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
Sales Department		8013	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	
Sales Department		8015	2008-12-17	Normal	2008-12-17 09:00	2008-12-17 18:00	
Sales Department		8015	2008-12-18	Normal	2008-12-18 09:00	2008-12-18 18:00	

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 Staff's attendance result in the scheduled time period;

【Other Exceptions】Display Staff's leave, out and overtime etc.;

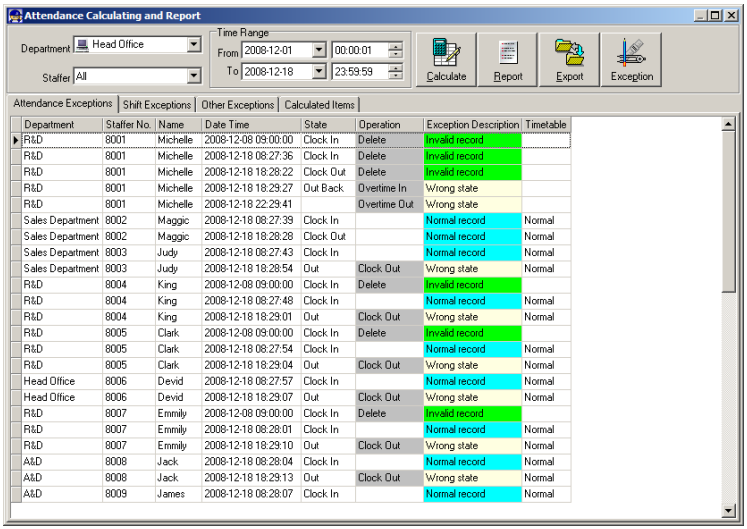
【Calculated Items】Display all Staff's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please 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"

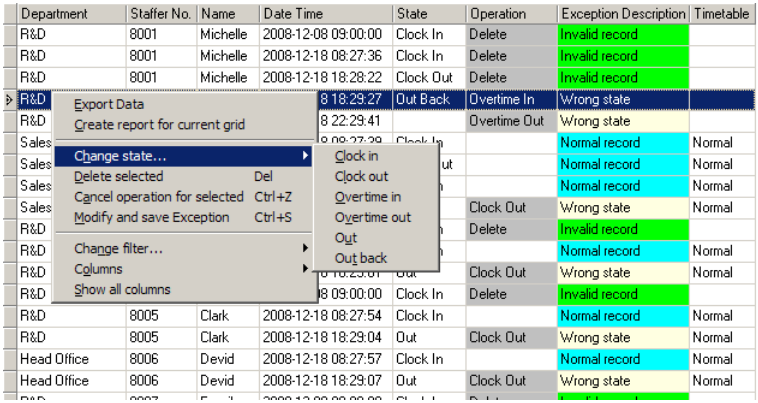
Exceptions of attendance records dealt with:

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



Department	Staffer No.	Name	Date Time	State	Operation	Exception Description	Timetable
R&D	8001	Michelle	2008-12-08 09:00:00	Clock In	Delete	Invalid record	
R&D	8001	Michelle	2008-12-18 08:27:36	Clock In	Delete	Invalid record	
R&D	8001	Michelle	2008-12-18 18:28:22	Clock Out	Delete	Invalid record	
R&D	8001	Michelle	2008-12-18 18:29:27	Out Back	Overtime In	Wrong state	
R&D	8001	Michelle	2008-12-18 22:29:41		Overtime Out	Wrong state	
Sales Department	8002	Maggic	2008-12-18 08:27:39	Clock In		Normal record	Normal
Sales Department	8002	Maggic	2008-12-18 18:28:28	Clock Out		Normal record	Normal
Sales Department	8003	Judy	2008-12-18 08:27:43	Clock In		Normal record	Normal
Sales Department	8003	Judy	2008-12-18 18:28:54	Out	Clock Out	Wrong state	Normal
R&D	8004	King	2008-12-08 09:00:00	Clock In	Delete	Invalid record	
R&D	8004	King	2008-12-18 08:27:48	Clock In		Normal record	Normal
R&D	8004	King	2008-12-18 18:29:01	Out	Clock Out	Wrong state	Normal
R&D	8005	Clark	2008-12-08 09:00:00	Clock In	Delete	Invalid record	
R&D	8005	Clark	2008-12-18 08:27:54	Clock In		Normal record	Normal
R&D	8005	Clark	2008-12-18 18:29:04	Out	Clock Out	Wrong state	Normal
Head Office	8006	Devid	2008-12-18 08:27:57	Clock In		Normal record	Normal
Head Office	8006	Devid	2008-12-18 18:29:07	Out	Clock Out	Wrong state	Normal
R&D	8007	Emmily	2008-12-08 09:00:00	Clock In	Delete	Invalid record	
R&D	8007	Emmily	2008-12-18 08:28:01	Clock In		Normal record	Normal
R&D	8007	Emmily	2008-12-18 18:29:10	Out	Clock Out	Wrong state	Normal
A&D	8008	Jack	2008-12-18 08:28:04	Clock In		Normal record	Normal
A&D	8008	Jack	2008-12-18 18:29:13	Out	Clock Out	Wrong state	Normal
A&D	8009	James	2008-12-18 08:28:07	Clock In		Normal record	Normal

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;

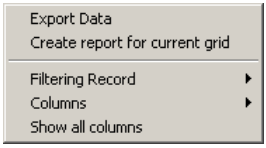
【Filter the record】:If there are too many records, you can filter them, and keep down the corresponding record you want;

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

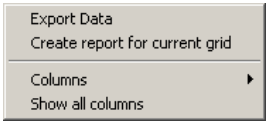
【Show all columns】:Display all fields in【Columns】;

Please 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:



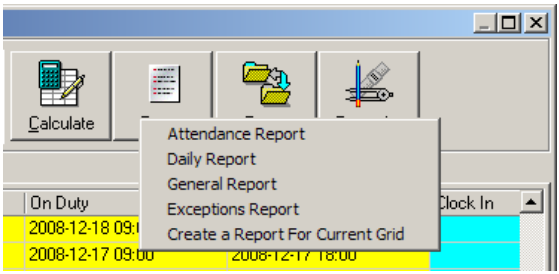
【Other Exceptions】,【Calculated Items】the following shortcut menu will pop up:



The operation is the same as stated above.

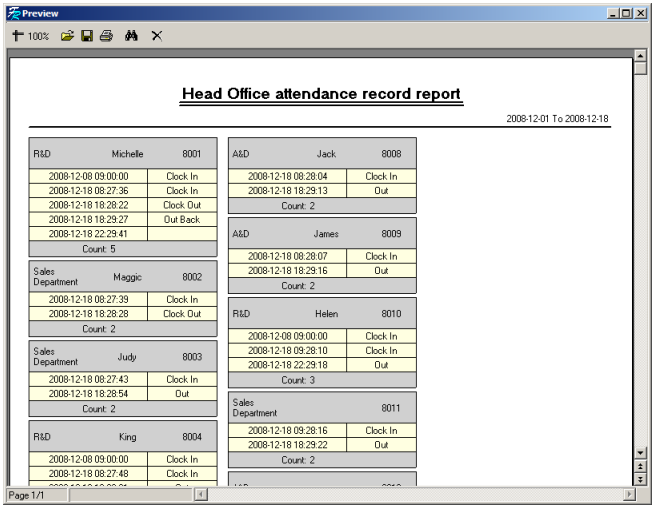
Report:

Click【Report】in pic5.6 and the following menu will pop up:

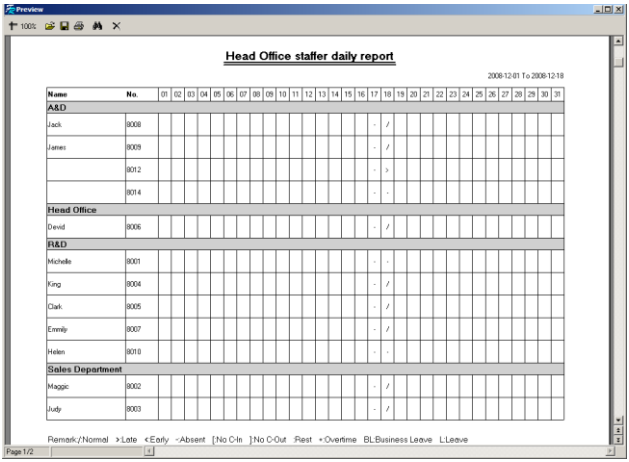


Pic5.7

【Attendance Report】:Calculate staff's attendance record;



【Daily Report】:Calculate staff's daily attendance record;



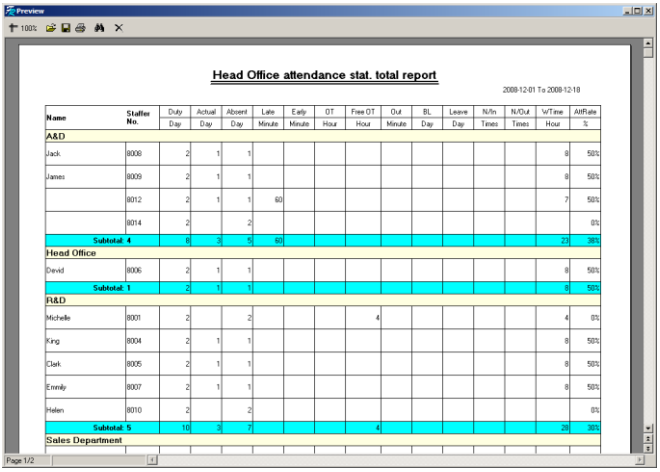
Head Office staffer daily report

2008-12-01 To 2008-12-18

Name	No.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A&D																																
Jack	8008																	-	/													
James	8009																	-	/													
	8012																	-	>													
	8014																	-	-													
Head Office																																
Devid	8006																	-	/													
R&D																																
Michelle	8001																	-	-													
King	8004																	-	/													
Clark	8005																	-	/													
Emmily	8007																	-	/													
Helen	8010																	-	-													
Sales Department																																
Maggic	8002																	-	/													
Judy	8003																	-	/													

Remark:/Normal >Late <Early -Absent [No C-In]No C-Out Rest +Overtime BLBusiness Leave LLeave

【General Report】:Calculate all staff's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

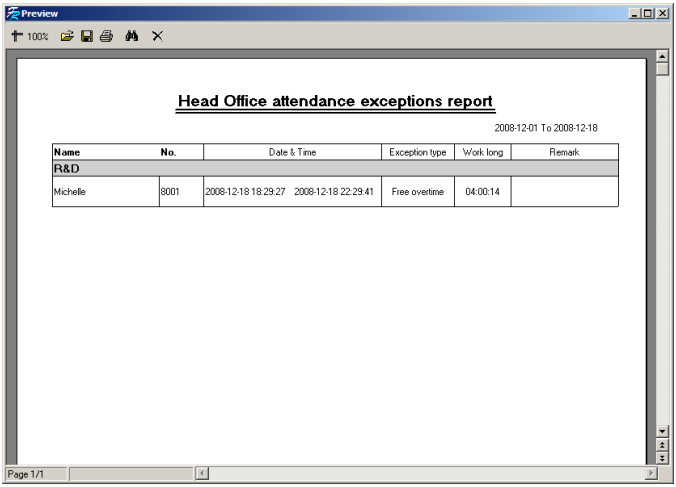


Head Office attendance stat. total report

2008-12-01 To 2008-12-18

Name	Staffer No.	Duty Day	Actual Day	Absent Day	Late Minute	Early Minute	OT Hour	Free OT Hour	Out Minute	BL Day	Leave Day	N/In Times	N/Out Times	WTime Hour	AttRate %
A&D															
Jack	8008	2	1	1										8	50%
James	8009	2	1	1										8	50%
	8012	2	1	1	60									7	50%
	8014	2		2											0%
Subtotal: 4		8	3	5	60									23	38%
Head Office															
Devid	8006	2	1	1										8	50%
Subtotal: 1		2	1	1										8	50%
R&D															
Michelle	8001	2		2				4						4	0%
King	8004	2	1	1										8	50%
Clark	8005	2	1	1										8	50%
Emmily	8007	2	1	1										8	50%
Helen	8010	2		2											0%
Subtotal: 5		10	3	7				4						28	30%
Sales Department															

【 Exceptions Report 】:Calculate staff's "out", "overtime", business leave/personal leave" etc;



Head Office attendance exceptions report

2008-12-01 To 2008-12-18

Name	No.	Date & Time		Exception type	Work long	Remark
R&D						
Michelle	8001	2008-12-18 18:29:27	2008-12-18 22:29:41	Free overtime	04:00:14	

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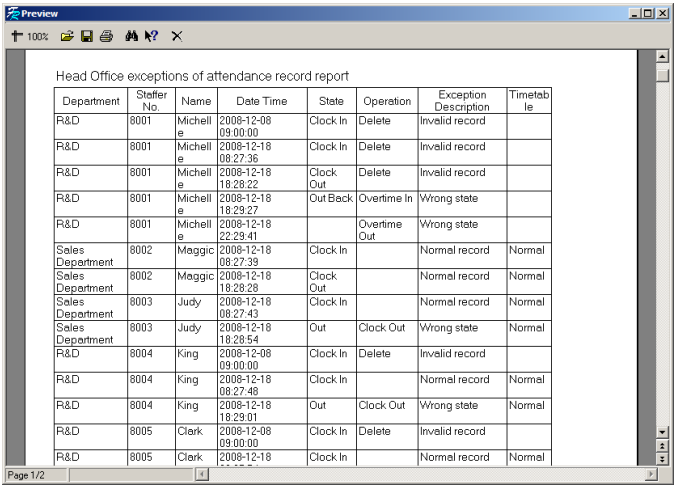
【Create a Report For Current Grid】:Print preview of the current displayed grid. For example: Attendance Report



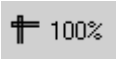
Head Office exceptions of attendance record report

Department	Staffer No.	Name	Date Time	State	Operation	Exception Description	Timetable
R&D	8001	Michelle	2008-12-08 09:00:00	Clock In	Delete	Invalid record	
R&D	8001	Michelle	2008-12-18 08:27:36	Clock In	Delete	Invalid record	
R&D	8001	Michelle	2008-12-18 18:28:22	Clock Out	Delete	Invalid record	
R&D	8001	Michelle	2008-12-18 18:29:27	Out Back	Overtime In	Wrong state	
R&D	8001	Michelle	2008-12-18 22:29:41		Overtime Out	Wrong state	
Sales Department	8002	Maggic	2008-12-18 08:27:39	Clock In		Normal record	Normal
Sales Department	8002	Maggic	2008-12-18 18:28:28	Clock Out		Normal record	Normal
Sales Department	8003	Judy	2008-12-18 08:27:43	Clock In		Normal record	Normal
Sales Department	8003	Judy	2008-12-18 18:28:54	Out	Clock Out	Wrong state	Normal
R&D	8004	King	2008-12-08 09:00:00	Clock In	Delete	Invalid record	
R&D	8004	King	2008-12-18 08:27:48	Clock In		Normal record	Normal
R&D	8004	King	2008-12-18 18:29:01	Out	Clock Out	Wrong state	Normal
R&D	8005	Clark	2008-12-08 09:00:00	Clock In	Delete	Invalid record	
R&D	8005	Clark	2008-12-18	Clock In		Normal record	Normal

Page 1/2

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;

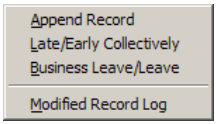
Close Preview

Data Export:

In picture 5.6, 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:

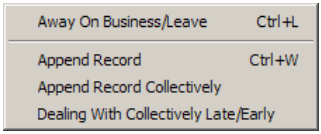
In pic5.6, click【Exception】 and the following menu will pop up:



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 staff, first, please check whether there is leave or forgetting Clock in or Clock out for this staff. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

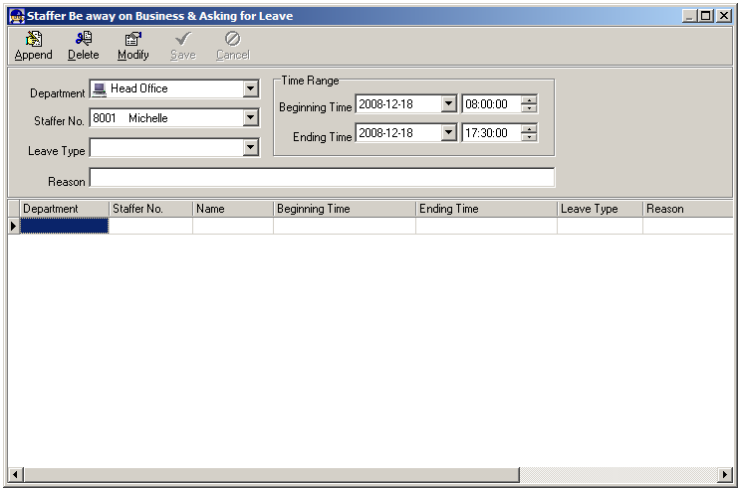
5.5 Deal with Exceptions

Click **【Exception】** on the main menu, following springs:



5.5.1 Away on Business/ Leave

When the staff 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 staff away on business / leave:

Click 【Append】, then select the proper department, staffer ID, beginning time, ending time, leave type, and click save when ready.

Modification of staff away on business or leave:

Select the appointed staffer whom you want to make this modification to, and click 【Modify】. Then you can modify the relative information, click 【Save】 when ready.

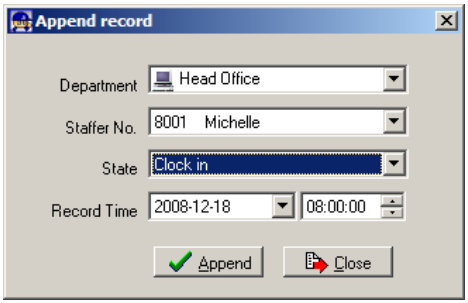
Deletion of staff away on business or leave

Select the appointed staff and the relative information you want to make this deletion, and click 【Delete】.

5.5.2 Append Record

If a staffer didn't punch in because of special reason, you can use this

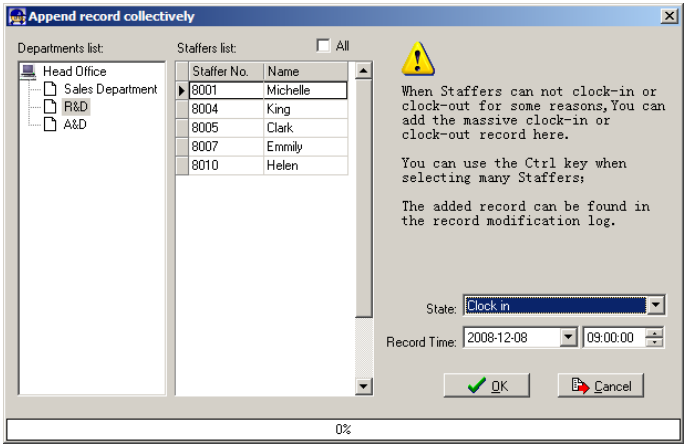
function to append the forgetting attendance record. Click 【Append Record】 in 【Exception】 menu, the following window Springs:



Select the relative items and click 【append】 when ready.

5.5.3 Append Record Collectively

When part or all of the staffers 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:

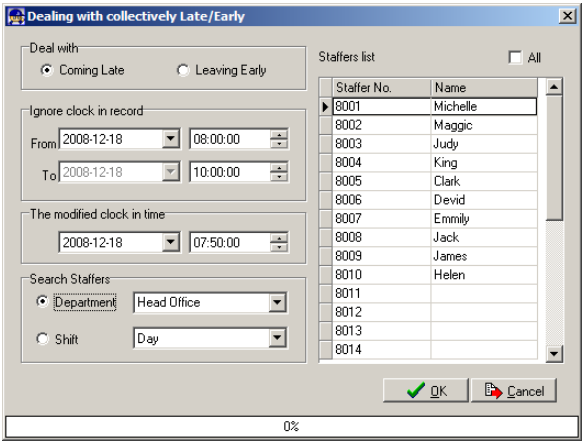


Select the department, thus the staffers in the department will be listed in the staffer list, select the staffers whom you want to add records on to, then select punching in or out and the time, click【Ok】to finish.

5.5.4 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:

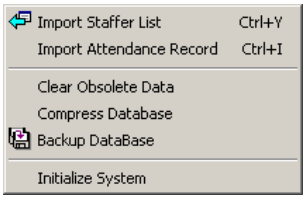


Steps as follows;

1. Click “Dealing with Collectively Late/Early”;
2. Select time range for “ignore clock in record”;
3. Select the “modified clock in time”
4. Search staff through department or shift;
5. Select staff;
6. Click【OK】to confirm.

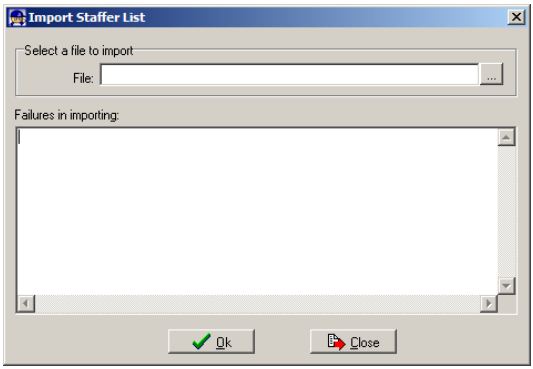
5.6 Data Maintenance

Click 【Data Maintenance】on the main menu, following springs:

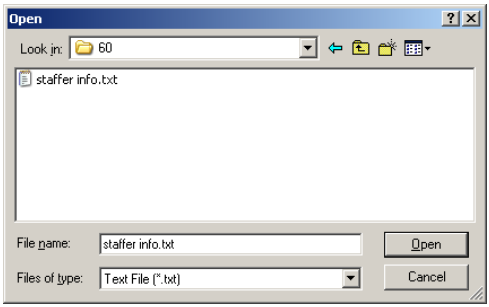


5.6.1 Import Staffer List

Click 【Import Staffer 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!

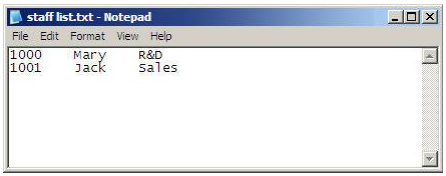
The definition of （*.txt） data format as follows:

This format of file only can import the staffer info of “ID, Name, and department”;

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

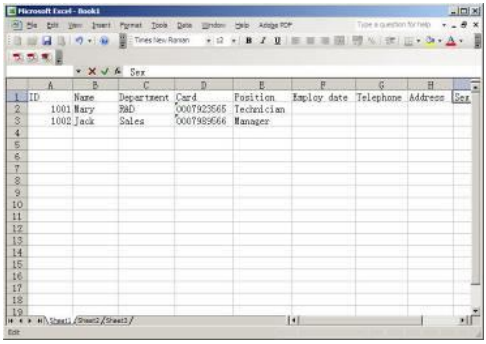
The information Each staffer takes one line, no blank line between one another.

See following:



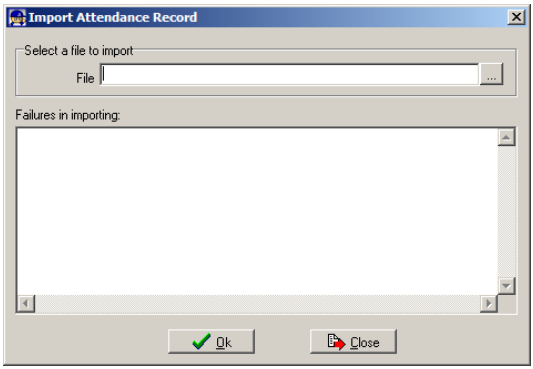
The definition of MS Excel（*.xls） data format as follows:

This format of file can import the staffer info includes: ”ID, Name, Department, card, position, employ date, telephone, address, sex, nation, birthday, native place, ID card, mobile, education, SIN, specialty”; put those items on the head line and input the items by order, the order can not be changed.



5.6.2 Import Attendance Record

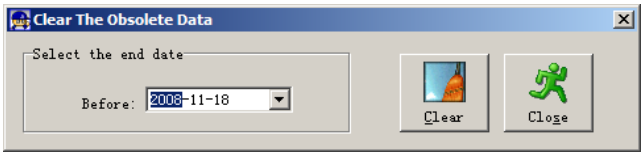
Click【Import Attendance Record】in【Data Maintenance】menu, Springs the following window:



Click ... to select the attendance record file for importing, and click【ok】to start.

5.6.3 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)

5.6.4 Compress Database

Click 【Compress Database】in【Data Maintenance】 menu to compress and repair the database

5.6.5 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.

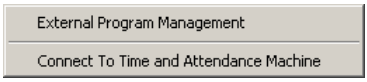
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6 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.)

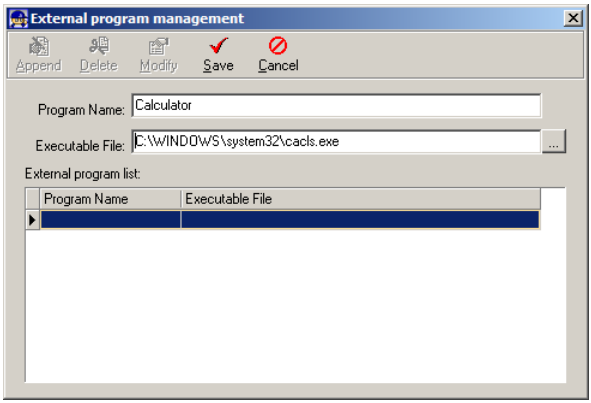
5.7 External Program Management

Click 【External】 on the main menu, following springs:



5.7.1 External Program Management

We can append external program into time attendance program for convenient operation, for example, we need “calculator” when we are operating, we can click【External】--【External Program Management】, following springs:



Click【Append】, Input “Calculator ” into the input field of【Program name】, input “C:\WINDOWS\system32\cacls.exe” into the input field of Executable file or browse ... to find the calculator program, click【Save】to finish.

You will see【Calculator】when you open【External program management】over again.

5.7.2 Connect to Time Attendance Machine

Click【External】-【Connect to Time Attendance Machine】springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download staffer info & clear the old data & modify the time on the machine. Find detail on clause《Time and attendance management & communication》.

Chapter6 FAQ

Frequently asked questions and answers

6 FQA

6.1 My fingerprint has been 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	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.

6.2 T&A system can't be connected with PC.

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

6.3 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. Minority staff fingerprint false accepted	1. Add records manually 2. Adjust fingerprint matching precision 3. Change another finger and enroll again.

6.4 The clock's time works fine, but the FP scanner is off, staffer can't check on work attendance.

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. Fingerprint scanner abnormal	Restart unit or change the fingerprint module

6.5 We don't use the ID + fingerprint to get 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.

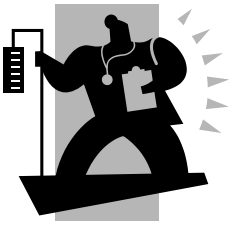
6.6 The unit beeps automatically when no one punches in/out.

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）

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)!

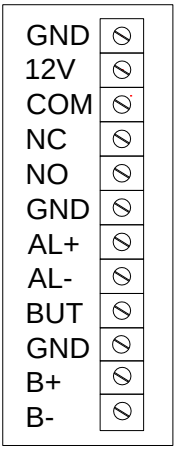
Chapter7 Appendix

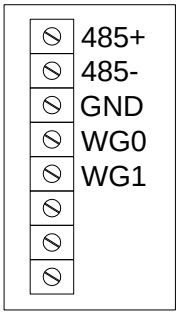
The main theme of this chapter is the additional information of this T & A including access control cable connection and way of pressing finger.

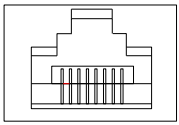


7 Appendix

7.1 Interface Illustration







GND: Ground

12V: 12V input

COM: Dry contact signal public connector

NC: Dry contact signal connector (normal close)

NO: Dry contact signal connector (normal open)

485+: RS485+

485-: RS485-

GND: Ground

WG0: Wiegand Signal D0

WG1: Wiegand Signal D1

GND: Ground

AL+: Anti-demolition alarm+

AL-: Anti-demolition alarm-

BUT: Exit button

GND: Ground

B+: Bell+

B-: Bell-

7.2 Illustration for pressing fingerprint

Correct method (Place the center of the finger on the center of scanner window):

Wrong method:

Too less valid area | left-of-center | right-of center | Defluxion | Too down

1. Please register the thumb or index finger if possible.
2. Place the center of the finger on the center of scanner window
3. Touch the forehead to increase oily level of the finger, if the fingerprint is too dry.