

## **Preface**

Honorable customers,

Thanks for choosing products of this company. T5, 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.

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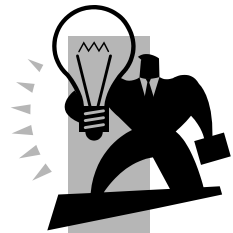
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# Chapter1 Introduction

The main theme of this chapter is the advantage of T5, as well as function introduction.



## 1 Product Introduction

### 1.1 T5 Product Introduction

T5 is an innovative fingerprint card access reader which fully integrates fingerprint and RFID technology. The very compact design makes it suitable for installation on door frame. T5 has standard Wiegand output to connect seamlessly with access controllers. T5 can easily update the existing card readers for higher security level of fingerprint and card.



**T5 Fingerprint Reader**

- Small in size and compact in design. Can be easily installed on doorframe
- Encrypted optical fingerprint reader. Scratch-proof, unbreakable and durable. Well accept all kinds of fingerprints
- Steady 2007 version algorithm platform for T&A and access control, high performance and reliability
- Identification method: fingerprint, card, fingerprint + card, fingerprint on card
- RFID, Mifare or HID card module. Compatible with industrial standard
- Fingerprint Storage Capacity: 512
- Easy user enrollment on the unit via Master Card or in the management

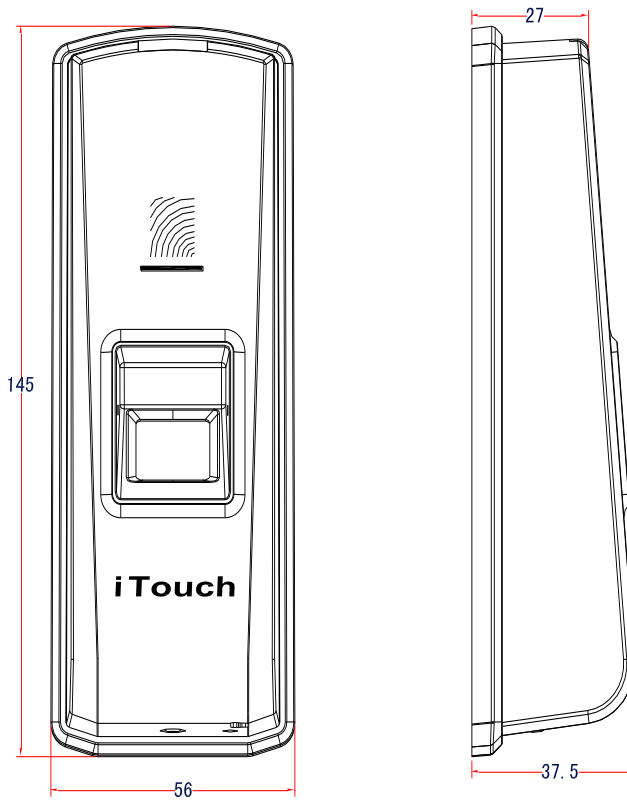
software on computer

- Communicate with computer via RS232 and RS485
- Standard Wiegand26 output to connect with standard access controller and encrypted one
- Wiegand output to connect with the simple access controller SC021

## 1.2 Parameters

Item	Parameter
Processor	32-bit high speed DSP
User capacity	512
Registration Method	Fingerprint, RFID card, Mifare card
Scan Area	22MM * 18MM
Resolution	500 DPI
Identification Method	FP, Card, Card + FP
Identification Time	≤ 1s
Card Reader Module	ID, Mifare
Communication	USB, RS485
FRR / FAR	0.001% / 0.00001%
Output	Wiegand26, Encrypted Wiegand
Working Temperature	-10℃ — 60℃
Power supply	DC 12V,150mA

### 1.3 Product Size





## Chapter2      Operation Guide

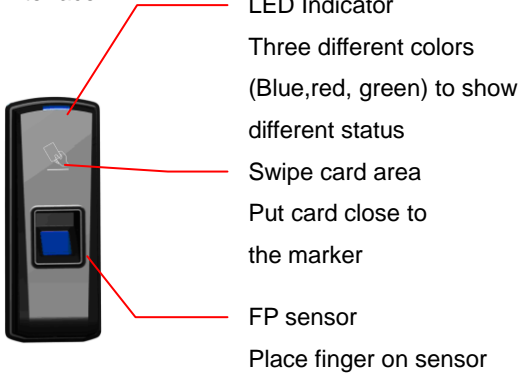
This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.



## 2 Operation Guide

### 2.1 Interface Introduction

Interface:



#### LED Indicator

**Green:** Access granted

**Red:** Access denied

**Blue:** Normal

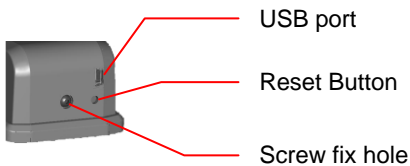
**Blue LED Indicator blinking:**

Register Administration card  
/Registration status

**Red LED Indicator:**

Register Delete card/delete  
status

Bottom:



### 2.2 Upper electricity

We can use the DC 12V power to link T5.

1. Under initialization state, T5 marks 3 beeps, blue LED flash.
2. Under nu-initialization state, T5 marks 4 beeps, FP sensor and LED light.

### 2.3 Set Administrator Card

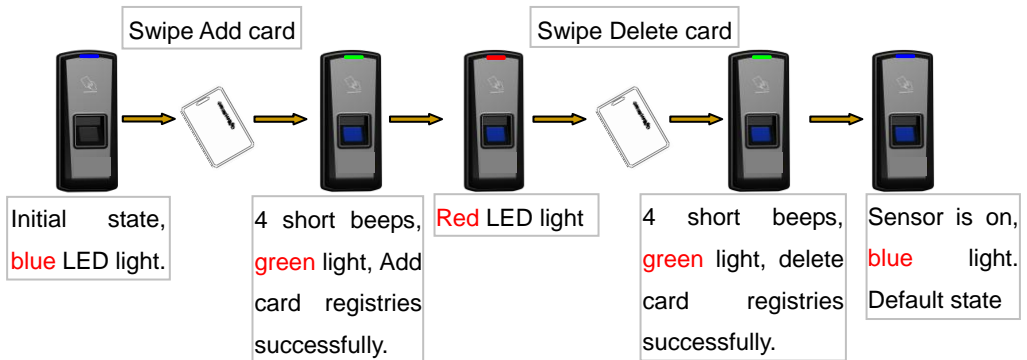
There are 4 cards: Add card, Delete card and 2 user card.

In initial state, LED indicator flashes with blue light. Swipe Admin card to card

mark area with one short beep prompt. LED indicator flashes with green light and make 4 short beeps, indicating Admin card registration successfully.

Secondly, LED indicator will flash with red light. Register Delete card with the same steps above.

After admin/delete cards registration completed, sensor and LED indicator will flash with blue light. You can add or delete users accordingly.

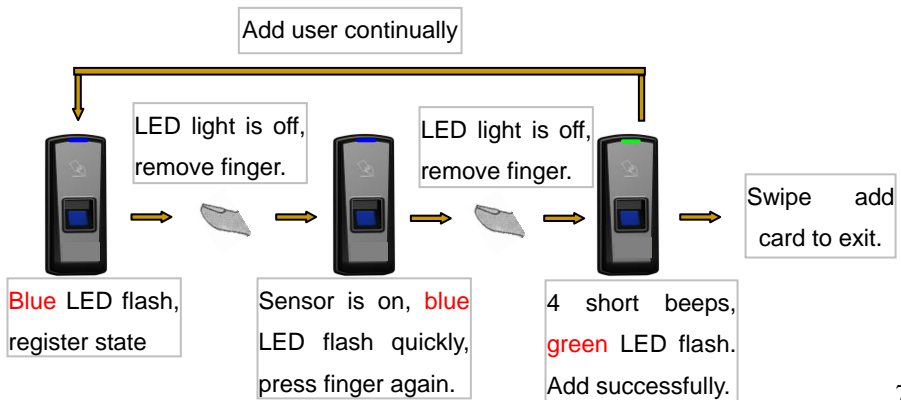


## 2.4 Add User

Firstly swipe Admin card near card area to enter into user registration mode with a short beep sound and the indicator light will be blue and flashing, sensor will be lighted continuously

### 2.4.1 Fingerprint only Mode

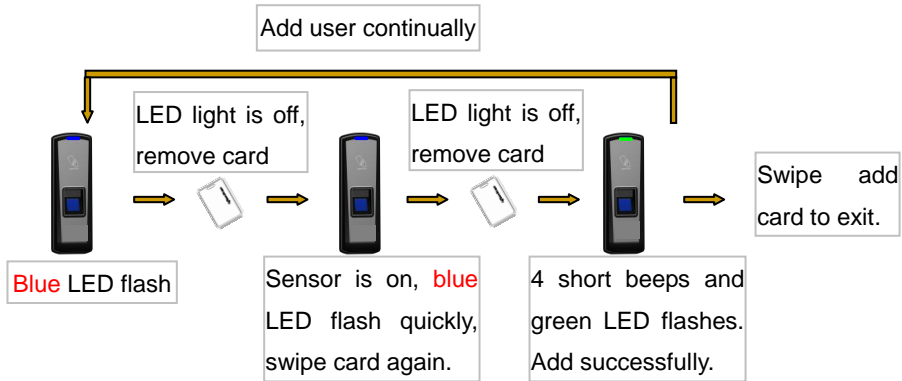
Please place finger twice on sensor window continually, each time with one beep sound. If success, green light will flash. You can enroll the user continually. Or swipe Add card again to confirm and exit.



Note: The finger has been registered, and if register again, T5 will make two beeps and LED indicator will flashes with blue light.

#### 2.4.2 Card Only Mode

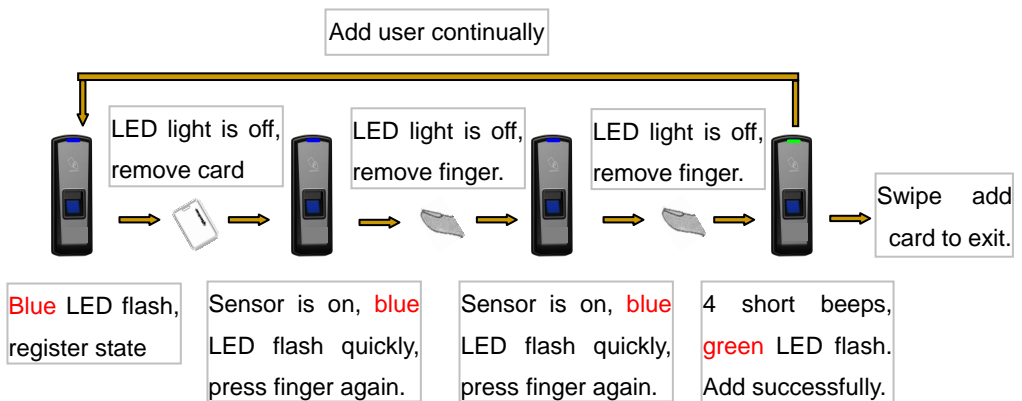
We can swipe the card twice, each time with one beep and green light flash. If success, green light will flash. Card number will be saved in T5. Other card can be enrolled continually. Or swipe Admin card again to confirm and exit.



Note: If the card has existed in T5, it will make two long beeps sound with LED indicator flashing.

#### 2.4.3 Card + Fingerprint Mode

Swipe user card once, then place finger on sensor twice. Then the user registration is successful. You can enroll the user continually.

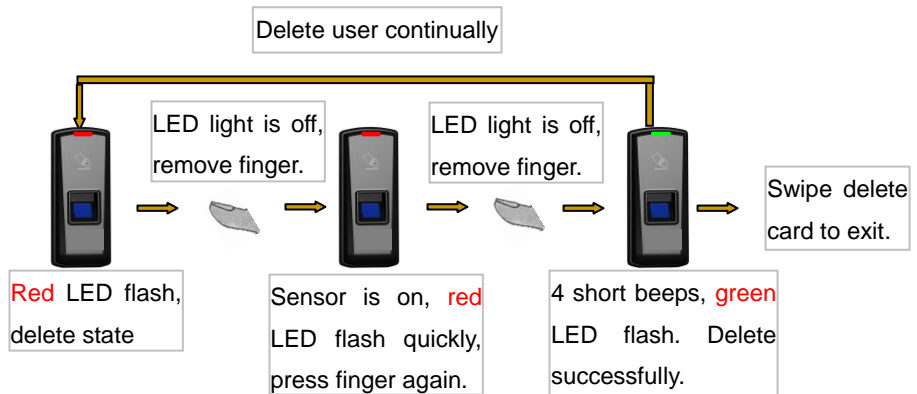


## 2.5 Delete User

Firstly swipe Deletion card close to card area to enter into user deletion mode with a short beep sound and the indicator light will be blue and flashing, sensor will be lighted continuously.

### 2.5.1 Delete Fingerprint only mode

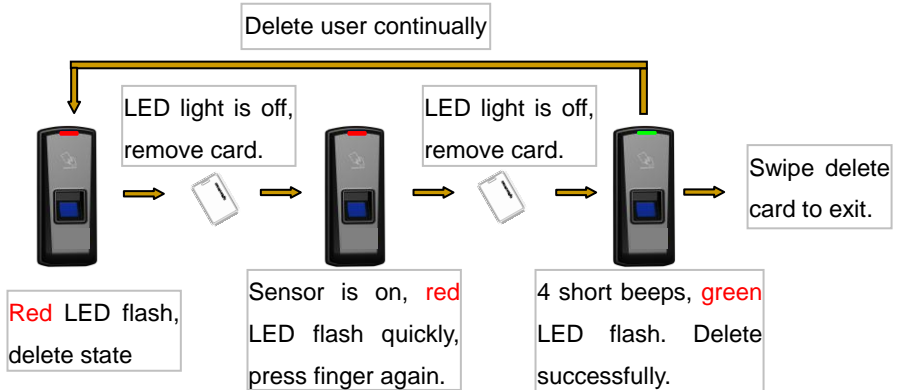
Please place finger needed to delete on sensor window twice continually. If success, green light will flash. You can delete user continually. Or swipe Deletion card again to confirm and exit.



Note: if the finger has existed in T5, it will make two long beeps sound with red LED indicator flashing.

### 2.5.2 Delete card only and card + Fingerprint

We can swipe user card close to card mark area twice. The card number will be deleted after identification is successful. You can delete the user continually.

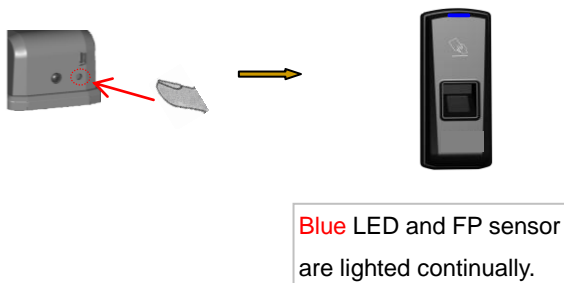


Note: if the card has not registered or been deleted, T5 will make a long beep sound with red LED indicator flashing.

## 2.6 Reset

Reset is actually to restart T5.

When doing reset operation, you only need to press the reset button underneath the T5, which will not delete the data in T5.



## 2.7 Illustration for pressing fingerprint

Correct method:



Wrong method:



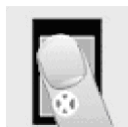
Valid



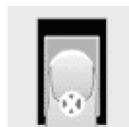
left



right



Defluxion



Too down

1. Please register the thumb or index finger if possible.
2. Place finger flatly and the center of the finger is on the center of scanner window and press a little hard on scanner so it can scan as large finger area as possible to extract enough minutia.
3. Keep the angle and direction of finger the same each time placing on

scanner.

4. Touch the forehead to increase oily level of the finger, if the fingerprint is too dry.

#### 2.8 Usage Notice

1、Don't scratch the surface of the optical fingerprint sensor with the keen-edged things such as small knife or pen.

2、Humidity, dust and direct light can affect the T5's performance.

3、Please don't clean the surface of the optical fingerprint sensor with the organic impregnate such as alcohol or gasoline.

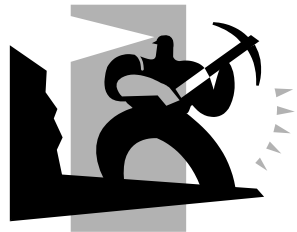
Recommended solution:

Use one-sided adhesive tape to paste on the sensor and then remove the tape.

## Chapter3

## System Installation

This chapter mainly discusses the installation and un-installation of 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:**

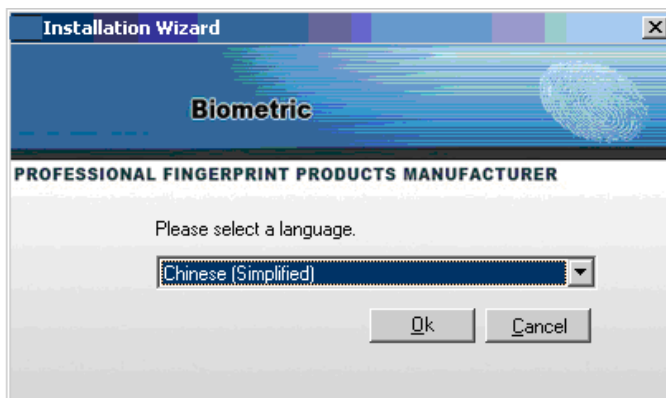
Microsoft Windows 2000

Microsoft Windows XP (recommended)

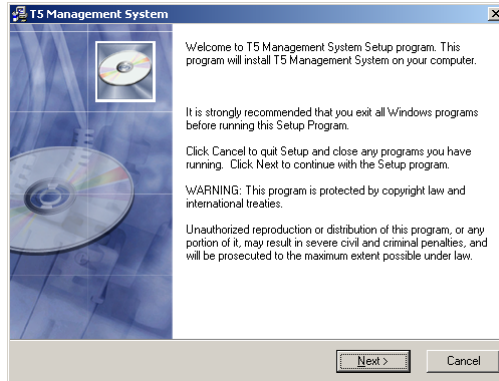
Microsoft Windows Vista

#### 3.2 System Installation

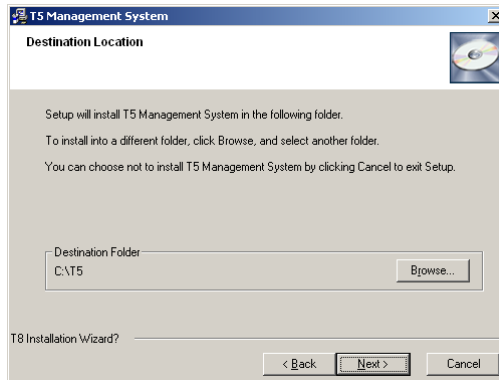
Insert the CD to the pc's CDROM. Following window pops up:



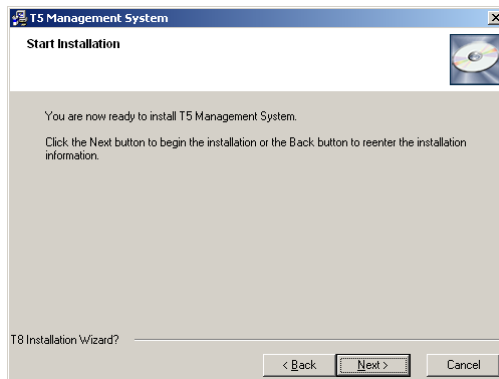
Select the language and T5 setup file.



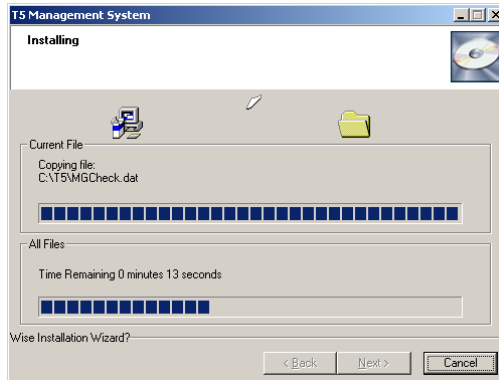
Click “Next” to continue installation (see the picture below):



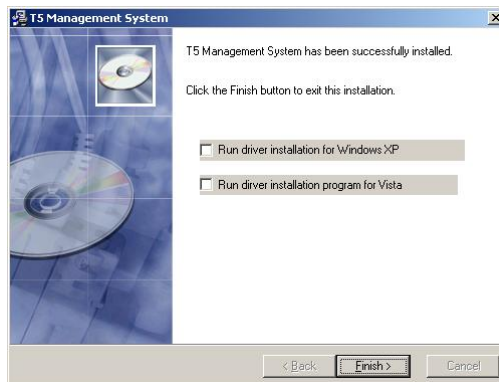
Select the target directory to install the program and the default is “C:\T5”. Click “Next” to continue installation (see the picture below):



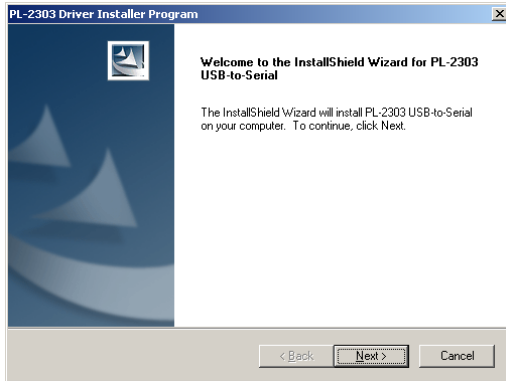
Click “Back” and installation will return to the previous screen and re-select target directory; Click “Next” and the installation will start as the following picture shows:



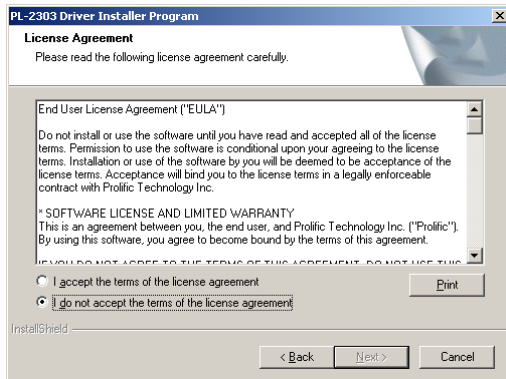
The installation will be done after seconds (see the picture below):



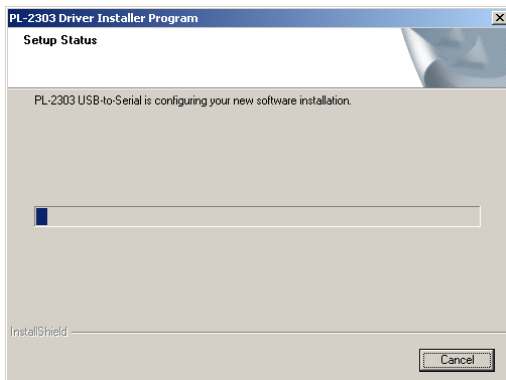
Choose the driver installation program, click ‘Finish’ to begin install the driver.



Click 'Next' to continue installation:



Choose 'I accept the terms of the license agreement', and click 'Next' to continue installation:





The screenshot shows a Windows XP desktop with a blue background. The Start menu is open, displaying a list of applications and settings. The '程序' (Programs) menu item is highlighted, and a sub-menu is visible showing the following items: Windows Update, 设置程序与硬件以谋 (likely '设置程序与硬件以谋'), 程序 (Programs), 文档 (Documents), 设置 (Settings), 脚本 (Scripts), 帮助和支持 (Help and Support), 运行... (Run...), 注销 Administrator... (Log off Administrator...), and 关闭计算机... (Turn off computer...). The '程序' (Programs) item is highlighted, and a sub-menu is visible showing the following items: Wine Solutions, Wicp Utilities, Adobe Acrobat, Adobe Photoshop CS2, Adobe Illustrator CS3, Stardock Depth 5, Inteland Intelit 7, Developer Express Inc., TS Management System, Greatia GLOB Camera, Microsoft Speech SDK 5.1, Microsoft Office 2003, and PL-2003 USB-Serial Driver. The 'TS Management System' item is highlighted, and a sub-menu is visible showing the following items: Finger Reader and Uninstall TS Management System.

The shortcut of “T5 Management System” is included in “All Programs”.

### 3.3 Uninstall the software

Click “Uninstall T5 Management 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 regarding T5 how to add, delete and set communication between PC and T5.




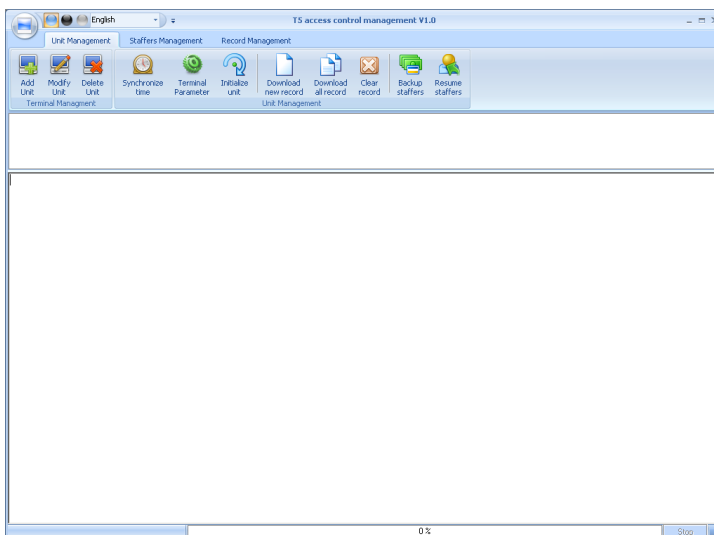
## 4 Communication

The communication between software and device should be realized firstly through connecting PC and devices via USB or COM.

Please install T5 driver software before USB connection. The driver is found in (G):\Driver\T5.

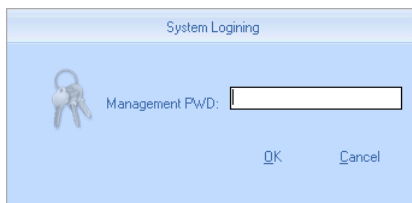
### 4.1 Login the System

Double click  or click **【Start】--【All programs】--【T5 management system】** to open software. The default login password is empty; the following window will pop up:



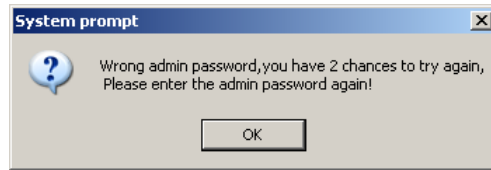
Pic4.1 Main Interface

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



Enter the password and click the button **【OK】** to login.

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

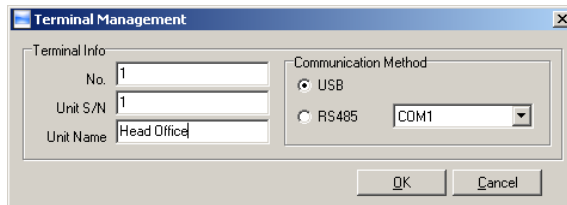


Click the button **【OK】** . And then try to enter the correct password.

## 4.2 T5 Management

### 4.2.1 Add Unit

Click the button **【Add Unit】** . Following windows pops up:



☺ Remark:

No.: This number can be set as you like.

Unit S/N: Serial number is used to identify every time attendance terminal (this number is on back label as “Serial No”);

Unit Name: You can set it to distinguish devices.

Communication method: USB and RS485

USB: please connect pc and device using USB cable and make sure the driver is installed.

RS485: The default is Com1. Please choose the correct com number in the list.

Click the button **【OK】** to save the information.



There will display an icon for the new added device terminal <sup>1[Front door]</sup> . Put the mouse on icon, which will show the detailed info of the device:

Machine Number:1  
Machine Name:Front door  
Serial Number:1  
Communication Method:USB  
Connection State:Abnormal



☞ Notice: Click right button of mouse on the device icon to show:



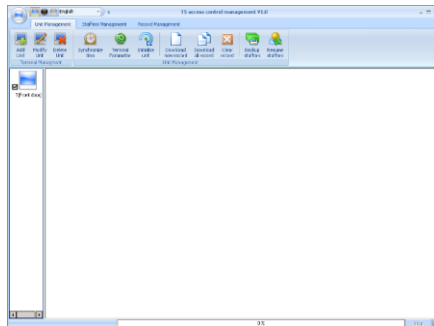
#### Pic4.2 Terminal right click menu

【Select all】: select all terminals;

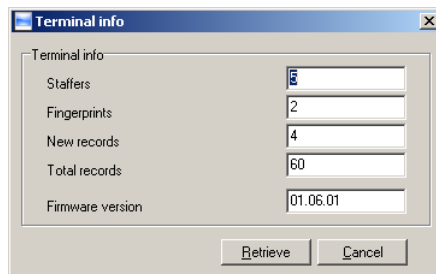
【Reverse selection】: reverse to select all;

【Align top】: Interface is as pic4.1;

【Align left】: Interface is as following:

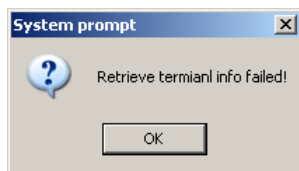


【Terminal info】 We can check the staffer , FP, records number and firmware version etc:



Click 【Retrieve】 to get the new information of device. Click 【Cancel】 to exit.

If fail, system will prompt:

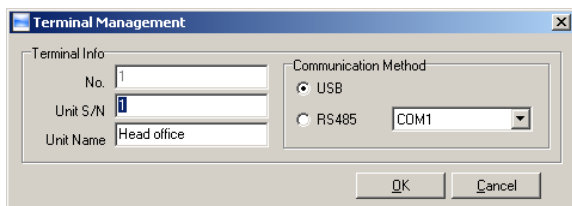


This operation information displays in the main interface as follows:

[2008-12-26 14:57:01]1[Front door]Failed to read the records amount from the T&A machine

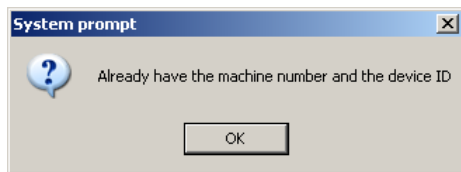
#### 4.2.2 Modify Unit

Choose the terminal (tick ☐ showing  $\checkmark$ ) and then click **【Modify Unit】**, the following window will pop up:



Modify the information and then click the button **【OK】** to save the modification. Click the button **【Cancel】** to cancel the modification.

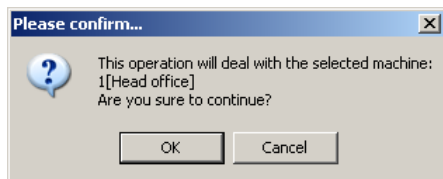
If the “No” is already exist in the software, following message box pops up:



Click the button **【OK】** to set the Unit information again.

#### 4.2.3 Delete Unit

Choose the T&A unit (tick ☐ showing  $\checkmark$ ) and then click the button **【Delete Unit】**. Following message box pops up:



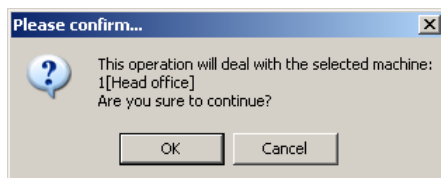
Click the button **【OK】** to delete or click the button **【Cancel】** to cancel.

#### 4.2.4 Synchronize Time

Synchronize the T50's time with the computer time. Click the button



**【Synchronize time】**. Following message box pops up:



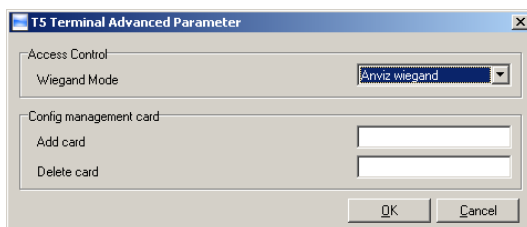
Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

Some operation information displays in the main interface as follows:

```
[2008-12-26 14:56:02]1[Front door]Synchronization successful!
```

#### 4.2.5 T5 Parameter

Click the button **【Terminal Parameter】** to open the **【T5 Terminal Advanced Parameter】** window:



Wiegand Mode: Standard wiegand and Encrypted wiegand. It is set as standard wiegand as default.

**【Management card】**: Add card and delete card should be existent at the same time. If one card is lacking, the setting is not effective.

Click the button **【OK】** to save the settings.

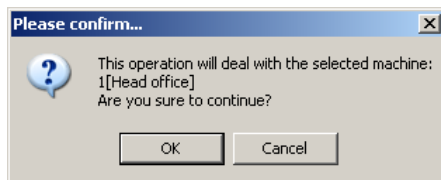
The main interface will show like following:

```
[2008-12-26 15:03:36]Set Advanced Parameter...  
[2008-12-26 15:03:37]1[Head office]Advanced Parameter setting Successful!
```

#### 4.2.6 Initialize Unit

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

Click the button **【Initialize Unit】**. Following message box pops up:



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

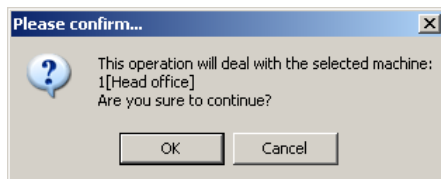
Some operation information displays in the main interface as follows:

```
[2008-12-26 15:29:08]Initializing...  
[2008-12-26 15:29:10]1[Head office]Initialization successful!
```

#### 4.2.7 Download New Records

Download the records from the T50 to the computer.

Click the button **【Download new records】**. Following message box pops up:



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

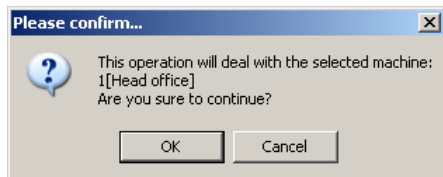
Some operation information displays in the main interface as follows:

```
[2008-12-26 15:05:28]1[Head office]Reading attendance records...  
[2008-12-26 15:05:29]1[Head office]Read the records completed,Records:4 ,Read successfully:4
```

#### 4.2.8 Download All Records

Download all records from the T50 to the computer.

Click the button **【Download all records】**. Following message box pops up:



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

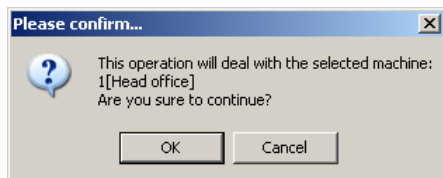
Some operation information displays in the main interface as follows:

```
[2008-12-26 15:06:23]1[Head office]Reading attendance records...  
[2008-12-26 15:06:24]1[Head office]Read the records completed,Records:60 ,Read successfully:60
```

#### 4.2.9 Clear record

Clear all records from the T50 to the computer.

Click the button **【Clear record】** . Following message box pops up:



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

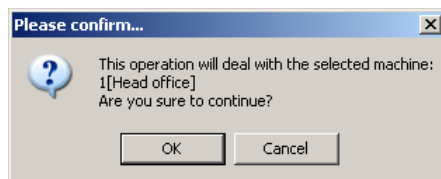
Some operation information displays in the main interface as follows:

```
[2008-12-26 15:57:32]Clearing time attendance records...  
[2008-12-26 15:57:33]1[Head office]Clear time attendance records successfully
```

#### 4.2.10 Backup Staffers

Download the staffer information and staffers' fingerprint templates from the T5 to the computer. You can edit the staffer information in the database Att2003.mdb. The user information is saved in the table "UserInfo" of the database. And the fingerprint templates information is saved in the folder "Template" in the installation directory.


Click the button **【Backup Staffer】** . Following message box pops up:

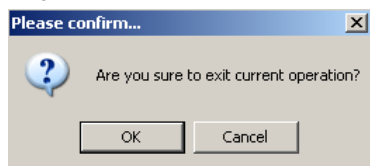


Click the button **【OK】** to confirm or click the button **【Cancel】** to cancel.

After backup staffer info completed, it starts to backup fingerprints. When backup completed, the whole backup process is finished. The main interface is following:

```
[2008-12-26 15:07:28]Backuping staffers...  
[2008-12-26 15:07:28]Backup staffer:1[Head office]  
[2008-12-26 15:07:30]1[Head office]Backup staffer information completed,Records:5 , Read successfully:5  
[2008-12-26 15:07:30]1[Head office]Backuping fingerprints...  
[2008-12-26 15:07:31]1[Head office]Backup staffers and fingerprints completed!
```

 Notice: During backup the staffer info, you can click **【Stop】** button to end this operation. Following message box pops up:



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

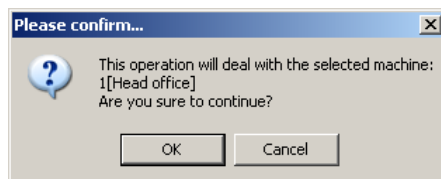
The operation will show in main interface like following:

```
[2008-12-26 15:58:11]Exit current operation
```

#### 4.2.11 Resume Staffers

Upload the staffer information and staffer's templates from the computer to the T50.


Click the button **【Resume staffers】** . Following message box pops up:



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

Some operation information displays as follows:

```
[2008-12-26 15:19:55]Get back staffers...
[2008-12-26 15:19:55]Get back staffers:1[Head office]
```

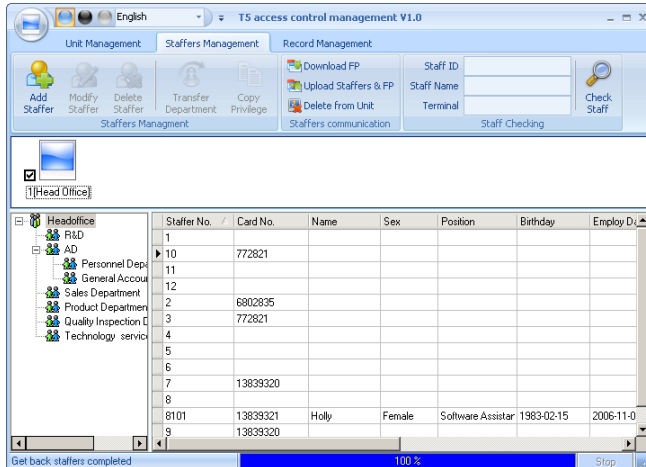
 Notice: Before resume operation, each staffer should be set terminal authority. If the staffer doesn't not added to device terminal, the following message will prompt,

```
[2008-11-25 21:17:44]Get back staffers...
[2008-11-25 21:17:44]Get back staffers:1[Front door]
1[Front door]No such ID existed, recovery failed!
```

### 4.3 Staffers Management

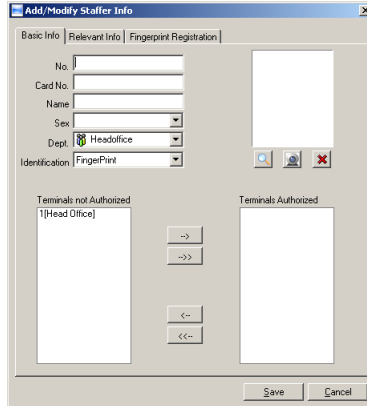
Staffers management mainly includes these functions: staffer management in database of local PC、staffer communication management between PC and unit、staffer info tracking.

Staffer management interface is as following,



#### 4.3.1 Add Staffer

Click **【Add staffer】** button, open **【Add/modify staffer info】** window which includes 3 page info: Basic info、relevant info、fingerprint registration. The interface is as following:



Pic4.3 Add Staffer


The Window Contains three pages information: Basic info、 Relevant info、 Fingerprint registration。

**【Basic info】：**

Input staffer info, authorized terminals and access permissions etc. in Pic4.3

**【Basic info】.**

Add picture for staffers: add pictures in local pc or online capture pictures.

1st way: Click  button, choose staffer's picture stored in PC and open **【Edit picture】** window, and click **【view】** button, it will pop-up **【Open】** window, choose staffer's picture in its directory. Use the mouse to choose the area needed cut. Then click **【Cut down】** button and the picture is as following. After cutting the picture completed, click **【Save】** button to save picture and exit to **【Add/modify staffer info】** window. Then this staffer's picture will show at the right-up corner as following:



2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click button, open **【Pictures shooting】** window, and adjust the image then click **【take pictures】** button. The picture will show below:



Then please use mouse to choose the cut down area and click **【view】** button to cut the picture. The way is same as 1st way.

Click button to clear the staffer picture.

Authorize to terminal:

Choose the terminal the staffer belongs to in **【Terminals not authorized】**, click (add single) or (add all) button and add it to **【Terminals authorized】** list.

For example: There are three terminal in company (1[Head office], 2[Developer Department], 3[Product Department]), the staffer 8001 belongs to developer department, we can add his to the terminal of 1 and 3. So the staffer 8001 can execute identity verify and access in two machine.

Delete terminal:

Choose useless terminal in **【Terminals authorized】** list for staffer, then click **【<--】** or **【<<--】** button to delete the terminal.

**【Relevant info】:**

Click **【Relevant info】** page in pic4.3, input information in these items.

**【Fingerprint registration】:**

Connect FP sensor reader to register FP.

Click **【Fingerprint registration】** page, if there is prompt 'Fingerprint sensor reader not connected', you must check the link of FP sensor with pc.

When the prompt info becomes to 'Connect to fingerprint sensor reader successfully', you can start to register FP. We can click **【Enroll】** button that matches along with the first or second FP.


Put the finger on FP sensor, click the **【Enroll】** button at back of **【☐ First Fingerprint】** or **【☐ Second Fingerprint】** to register FP.

After register completely, the '☐' has pitched on '☒' . It means the FP has already existence:



 Notice: Each staffer can register 2 FP.

After edit the info completed, click **【save(S)】** button to save staff info. If you need cancel the staffer info added, click **【Cancel(C)】** button.

 Notice: Maybe all info can't input in actual operation, but the number of staffer is must be input. Other info can not input.

#### 4.3.2 Modify Staffer

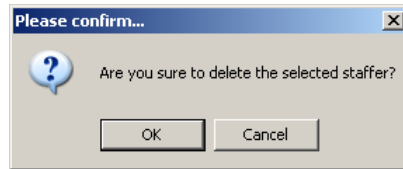
Modify staffer is to modify the database staffer info in local PC.

Choose the staffer info from staffer info list and click **【Modify staffer】** button or double click this staffer info, open **【add/modify staff info】** window to modify. For detail, please refer to 4.4.1 **【Add staffer】** .

#### 4.3.3 Delete Staffer

Delete staffer is to delete database staffer info in local PC.

Choose staffer from staff info list (you can choose some or one through **【Shift】** or **【Ctrl】** key), click **【Delete staffer】** and the following window pop-up:

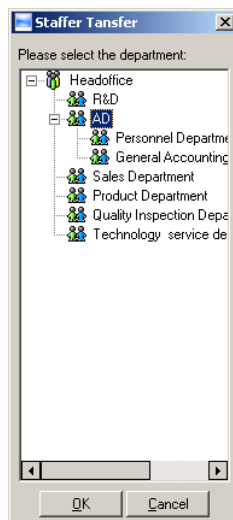


Click **【OK】** to confirm and start to delete staffer info. Click **【Cancel】** to exit.

#### 4.3.4 Transfer Department

When staffers are transferred, there is necessary to transfer them between different departments. Transfer department enable realize this function.

Choose staffer info who need to transfer department in staffer info list (you can choose some or one through **【Shift】** or **【Ctrl】** key), click **【transfer department】** to open **【Staffer transfer】** window as following,

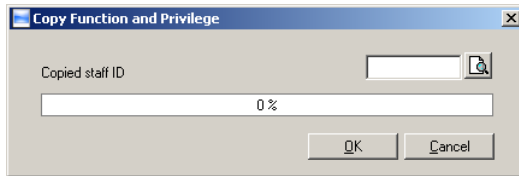


Choose the department which staffer transfer to, click **【OK】** button to save transfer info. Click **【Cancel】** button to exit.

#### 4.3.5 Copy Privilege

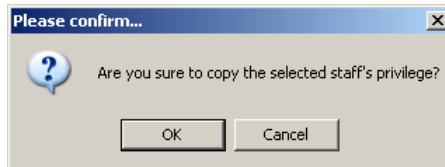
Copy privilege is to copy staffers' T&A method and access permission.

Choose staffer info who need to set T&A method and access permission in staffer info list (you can choose some or one through **【Shift】** or **【Ctrl】** key), click **【Copy privilege】** to open **【Copy privilege】** window as following,

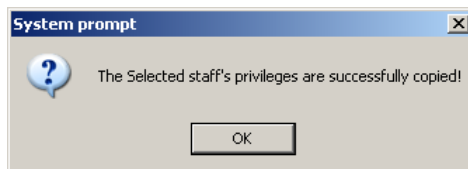



Pic4.4 Copy Privilege

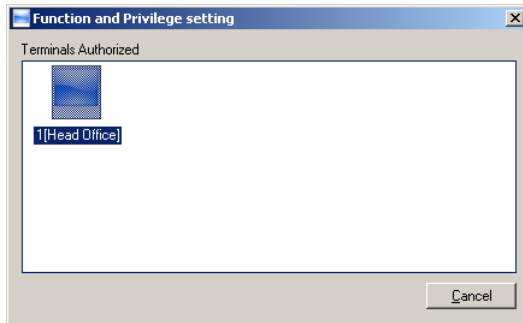
Input the staffer ID who will be copied and click **【OK】**, system will pop-up confirm info:



Click **【OK】** button and it will start coping privilege; Click **【Cancel】** button to exit. After copying completed, system will prompt as following:



If you don't understand the staffer' privilege, you can click  to open **【Function and Privilege setting】** window for check the info of staffer.

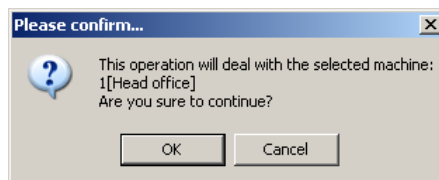


Notice: After confirming, click **【Cancel】** to close window and click **【OK】** in **【Copy Function and Privilege】** .

#### 4.3.6 Download FP

Download FP is to download staffers' FP stored in attendance terminal to PC which will not download staffer info. Please make sure staffer info has existed before downloading FP.

Choose staffer info who need to download FP in staffer info list (you can choose some or one through **【Shift】** or **【Ctrl】** key), click **【download FP】** and system will prompt if the operation will continue or not, as following:



Click **【OK】** button and start download the staffers' FP info from terminal. Click **【Cancel】** to exit.

Downloading process is as following:

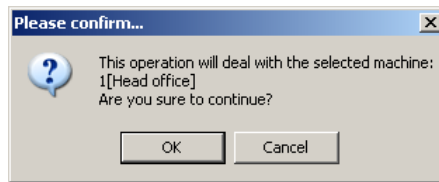
```
[2008-12-26 16:17:50]Download fingerprint ...  
[2008-12-26 16:17:50]Download fingerprint:1[Head office]  
[2008-12-26 16:17:51]1[Head office]Download fingerprint completely!
```

#### 4.3.7 Upload Staffer & FP

Upload staffer & FP is to upload staffer info stored in PC to terminal.

Choose staffer info who need to upload FP in staffer info list (you can choose some or one through **【Shift】** or **【Ctrl】** key), click **【download FP】** and system


will prompt if the operation will continue or not, as following:



Click **【OK】** button to upload staffers' info and FP from PC; Click **【Cancel】** button to exit.

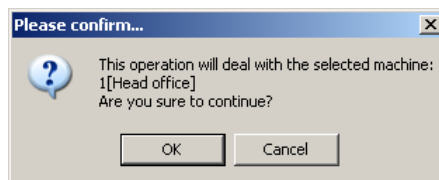
Uploading process is as following:

[2008-12-18 14:16:56] Upload staffers and fingerprints: 1[Head office] ...  
[2008-12-18 14:17:14] 1[Head office] Upload staffers and fingerprints completed

 Notice: The function of 'upload staffer & FP' is the same as 'resume staffer' which both store staffer info to terminal. The difference is upload staffer & FP enable user choose staffers who need to be uploaded, but 'resume staffer' is to upload all the staffers stored in database to terminals.

#### 4.3.8 Delete Staffer from Unit

'Delete staffer from unit' is meaning delete staffer info from unit through software. Choose staffer info need be deleted in staffer info list (you can choose some or one through **【Shift】** or **【Ctrl】** key), click **【delete staffer from unit】** and system will prompt as following:



Click **【OK】** button to confirm and start delete the staffer info; Click **【Cancel】** button to cancel this operation.

After deletion successfully, the terminal device ID the staff belong to will be deleted from **【unit】** as following:

[illegible]

The main interface shows like following:

[2008-12-18 14:21:25] Delete the staffer from the device...

[2008-12-18 14:21:25] Delete the staffer from the device: 1[Head office]

[2008-12-18 14:21:34]1[Head office] Delete the staffer from the device completely.

#### 4.3.9 Check Staff

Input the info of the staffer like ID, name, unit location which are no necessary to fill up. Click **【Check staff】** button and correct staffer info will show in the list

Staff ID	<input type="text"/>
Staff Name	<input type="text"/>
Terminal	<input type="text"/>


Staff Checking

Check Staff

Click **【Check staff】** button, the results are corresponding staff info:

Staffer No.	Card No.	Name	Sex	Position	Birthday	Employ Date	Phone	Address	1st FP	Unit
8									<input checked="" type="checkbox"/>	1
5									<input checked="" type="checkbox"/>	1
4									<input checked="" type="checkbox"/>	1
3	772821								<input checked="" type="checkbox"/>	1
1									<input checked="" type="checkbox"/>	1
11									<input checked="" type="checkbox"/>	1
8101	13839321	Holly	Female	Software	1983-02	2006-11-03	021-54833433	Minhang Sh	<input type="checkbox"/>	1

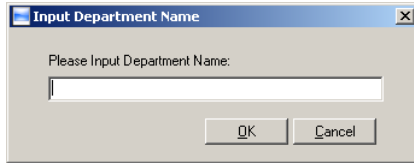
#### 4.3.10 Department Management

Click right button of mouse upon department icon  . Pop-up the menu:

Add dept
Modify dept
Delete dept

### Add department

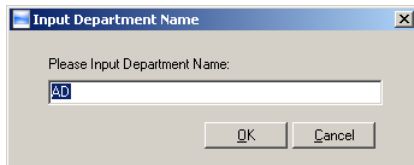
Choose Add dept in the menu, which will pop-up the following window:



Input department name. Click **【OK】** button to save. Click **【Cancel】** to exit.。

Modify department

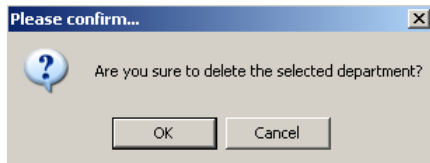
Choose Edit dept in the menu, which will pop-up the following window:



Input department name. Click **【OK】** button to save. Click **【Cancel】** to exit.。

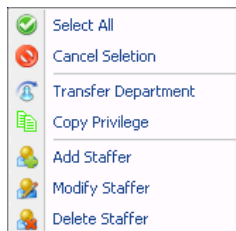
Delete department

Choose Delete dept in the menu, which will pop-up the following window:



Input department name. Click **【OK】** button to save. Click **【Cancel】** to exit.。

#### 4.3.11 Right-hand Button



Select All: Select all records that are in the record list.

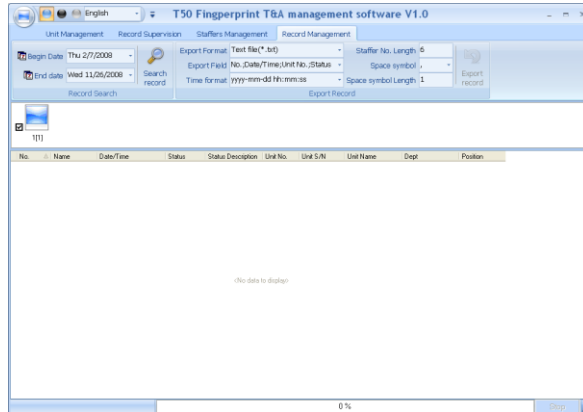
Cancel Selection: Cancel select the record.

Click options one by one in the menu and the following modules will pop up respectively: **【Transfer Department】**, **【Copy Privilege】**, **【Add Staffer】**, **【Modify Staffer】** and **【Delete Staffer】**.



## 4.4 Record Management

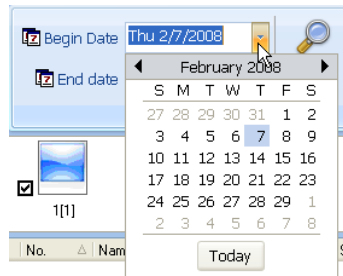
It is mainly to search, export records. It can use for backup record:



### 4.4.1 Search Record

Search record is to search the downloaded attendance records in the time range.

Firstly set the date. Click the box after **【Begin date】** and **【End date】**, there will pop-up calendar info as following:




Click **【◀ February 2008 ▶】** choose the month or year needed to be set. Then click **【Search Record】** button, the record of mach condition will show in record list:

No.	/	Name	Date/Time	Unit No.	Unit S/N	Unit Name	Dept	Position
1			2008-12-17 11:53:23	1	1	Head Office	Administrator Department	
1			2008-12-17 14:56:43	1	1	Head Office	Administrator Department	
1			2008-12-17 14:55:19	1	1	Head Office	Administrator Department	
10			2008-12-17 11:52:55	1	1	Head Office	Administrator Department	
10			2008-12-17 11:55:42	1	1	Head Office	Administrator Department	
10			2008-12-17 14:55:47	1	1	Head Office	Administrator Department	
11			2008-12-17 14:55:49	1	1	Head Office	Administrator Department	
12			2008-12-17 14:55:52	1	1	Head Office	Administrator Department	
2			2008-12-17 11:55:57	1	1	Head Office	Administrator Department	
2			2008-12-17 11:53:24	1	1	Head Office	Administrator Department	
2			2008-12-17 14:56:56	1	1	Head Office	Administrator Department	
2			2008-12-17 14:55:58	1	1	Head Office	Administrator Department	
3			2008-12-17 11:53:27	1	1	Head Office	Administrator Department	
3			2008-12-17 14:55:26	1	1	Head Office	Administrator Department	

#### 4.4.2 Export record

Export record is to backup the data stored in the database of PC to other space, so that if the current database is abnormal, it can be used to resume data:

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

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

Export field: users can choose important fields or all to export.

Time format: 4 formats optional.

yyyy-mm-dd hh:mm:ss                      yyyy-m-d hh:mm:ss

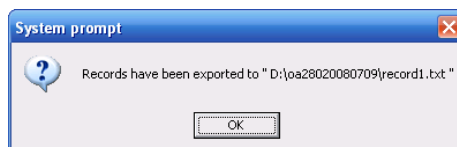
yy-mm-dd hh:mm:ss                      yyyymmddhhmmss

Staffer No. length: set staffer No. length, the length of txt file is 4 digits, and the length of Excle file is 6digits.

Space symbol: space symbol to separate fields

Space symbol length: space symbol bit

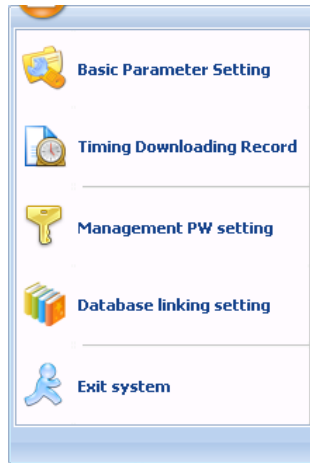
After setting completed, click **【Export record】** button, open 'Save as' window, choose save file directory, input file name as following:



Click **【OK】** button to confirm finishing export records.

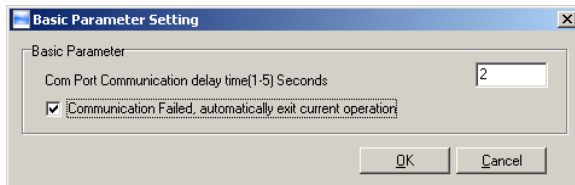
#### 4.5 System Settings

Click  button, pop-up the following menu:



#### 4.5.1 Basic parameter setting

Click **【Basic parameter setting】** item, pop-up **【Basic parameter setting】** window as following:



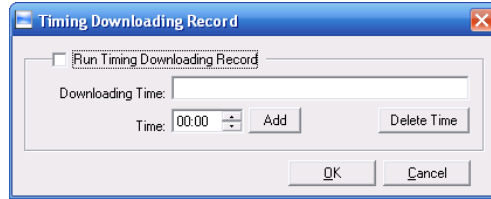
Com port communication: delay time (1-5) sec. default 2s.

☐ Communication Failed, automatically exit current operation: Exit software automatically after time-out.


Choose parameter bases on practical situation, click **【OK】** button to save the setting of parameter; Click **【Cancel】** button to cancel the setting.


#### 4.5.2 Timing downloading record

Click **【Timing downloading record】** item, pop-up **【Timing downloading record】** window as following:

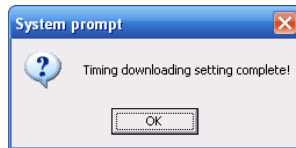


Firstly tick Run timing downloading record item, then set timing downloading function. Or else, this function is limited.

Click  button to adjust time, and **add** button to add the set times to **Timing downloading record** input box.

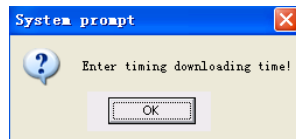
 Notice : the input box does not allow input by hand.

Click **OK** button to confirm running timing downloading record function and system will prompt:



Click **Cancel** button to cancel the timing downloading settings.

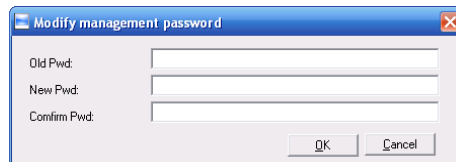
If no set time, click **OK** button, system will prompt:



Click **OK** button and set the timing downloading time again.

#### 4.5.3 Management PW setting

Click **Management PW setting** item, open **Modify management password** window as following,



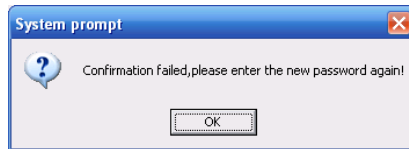
Old password: default password is empty. If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,



Click **【OK】** and input old password again.

New Pwd: the password user wants to set

Confirm Pwd: input new password again to confirm. if confirm Pwd is different from new one, system will prompt:



Click **【OK】** button to input confirm password again.

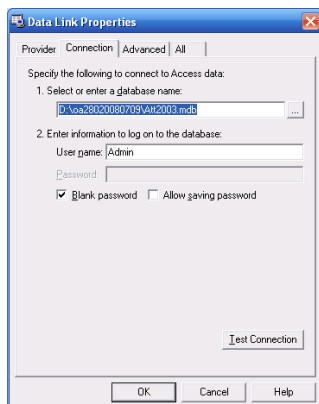
After modifying completed, click **【OK】** button to save new password and system will prompt:



Click **【Cancel】** button to exit.

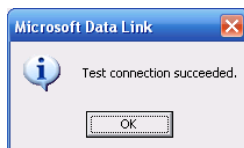
#### 4.5.4 Database linking setting

Click **【Database linking setting】** item, pop-up **【Data link properties】** window as following:

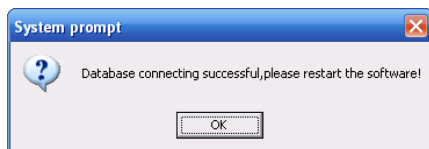


Click **...** button beside **1. Select or enter a database name:** to choose the linking database directory.

Choose database name, click **Open** button to confirm database linking and exit to **Data link properties** interface. If database set ID and password, input ID and password in **2. Enter information to log on to the database**. After completed, click **Test connection** to test the connection correctness of the database and system prompts:



Click **OK** button to **Data link properties** interface. Click **OK** button and system prompts:



Click **OK** button to exit.

#### 4.5.5 Exit system


Click **Exit system** item, pop-up confirm info:

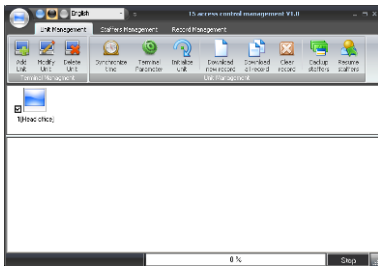


Click **【OK】** button to exit management software system. Click **【Cancel】** button to cancel this operation.

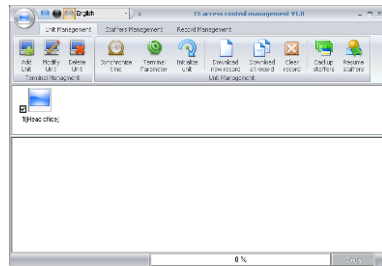
## 4.6 Software Interface Setting

### 4.6.1 Interface Skin Color

Choose  button in title menu which enable change software interface color. The style is Windows XP system style as following:

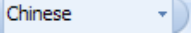


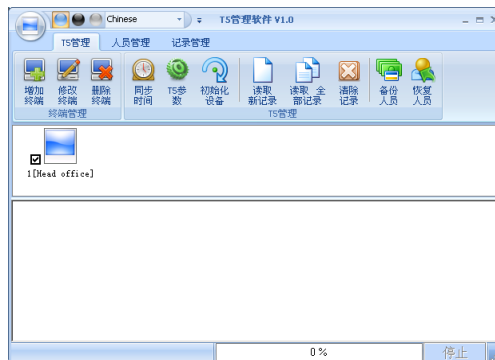
Black



Silver

### 4.6.2 English/Chinese interface converting

Choose  button in title menu which enable convert between English and Chinese interface. The following is Chinese interface:



### 4.6.3 Quick Access button setting

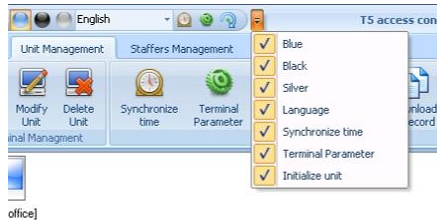
Add more functions to the titled language toolbar in order to quick access. i.e.

Synchronize time.

Click right button on **【Synchronize time】** , pop-up the following window:



Click **【Add to quick access toolbar】** and it will display in titled language toolbar:



When you need to delete the quick access button, click on the button, pop-up the menu. Click it and the quick access button will disappear:



Click the menu and we can delete the quick access button.

The Setting of other button is same as **【Synchronize time】** .



## Chapter 5

## FAQ

Frequently asked questions and answers  
i.e.: registered fingerprint identify fail;  
Identify but no record;  
.....



## 5 FAQ

### 5.1 The 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.

### 5.2 T5 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 CON No)	Please enter the right COM No

4. Not able to connect COM (wrong setting)	Refer to the manual for connecting Time Attendance terminal
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### 5.3 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	<ol style="list-style-type: none"> <li>1. Add records manually</li> <li>2. Adjust fingerprint matching precision</li> <li>3. Change another finger and enroll again.</li> </ol>

### 5.4 T5 beeps automatically when no one punches in/out

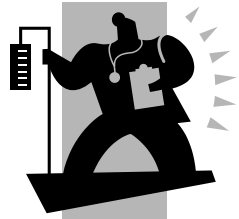
Reason	Solution
1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface ( adhesive tapes recommended )

**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)!

## Chapter 6

## Appendix

The main theme of this chapter is the additional information of this T & A including access control cable connection



## 6 Appendix

### 6.1 Interface illustration

