

Comprehensive user manual (V1.1)

(★mark for special model function)

Specific function subject to actual attendance

subject to change without notice

Preface

Honorable customers,

Thanks for choosing products of our company. The product with world cutting edge technologies—fingerprint/card 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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Chapter1 Notice for user

It's a comprehensive manual, Specific function
subject to actual attendance.

Models:D100/D200/Aseries/EPseries/TC550/O
C500/T60 /VF30/VP30.



1、Notice for user

1.1 Security considerations

Please read carefully before using the manual:

- 1、Please read it carefully first of all;
- 2、Don't install the terminal under direct light, humid, dusty or sooty environment;
- 3、Don't install the terminal near the magnetic field;
- 4、Don't install the terminal near the calefaction device;
- 5、Don't sprinkle the liquid (water, drink, chemistry) on the terminal;
- 6、Always keep the surface of the terminal clean;
- 7、Clear the terminal by towel when there is water on the surface;
- 8、Don't break the terminal;
- 9、Don't press two keys at the same time;
- 10、Don't take down, repair or change the terminal without authorization;
- 11、Don't allow children to touch the terminal;
- 12、This terminal is only used for fingerprint verification, don't use it for other purposes;
- 13、If in doubt, please contact the local distributor;

1.2 Illustration for pressing fingerprint ★

Correct method:



Place the center of the finger on the center of scanner window.

Wrong method:



Too less valid area

Too left

Too right

Defluxion

Too down

1. It is better for each user to register two finger prints in case of one finger can not work.
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. If your finger has sweat or water, please make it dry first and then register .
5. If your finger is too dry, make it a little wet or touch the forehead to increase oily of the finger, press a little hard on scanner. (the dry finger can cause the finger image not clear .
6. Avoiding the callus , peeling or injury of the finger to ensure the register and identification successful.
7. You'd better register the thumb first , then index finger or middle finger to increase the precision.

(For R&A terminal with fingerprint)

Chapter2 Operation Guide

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

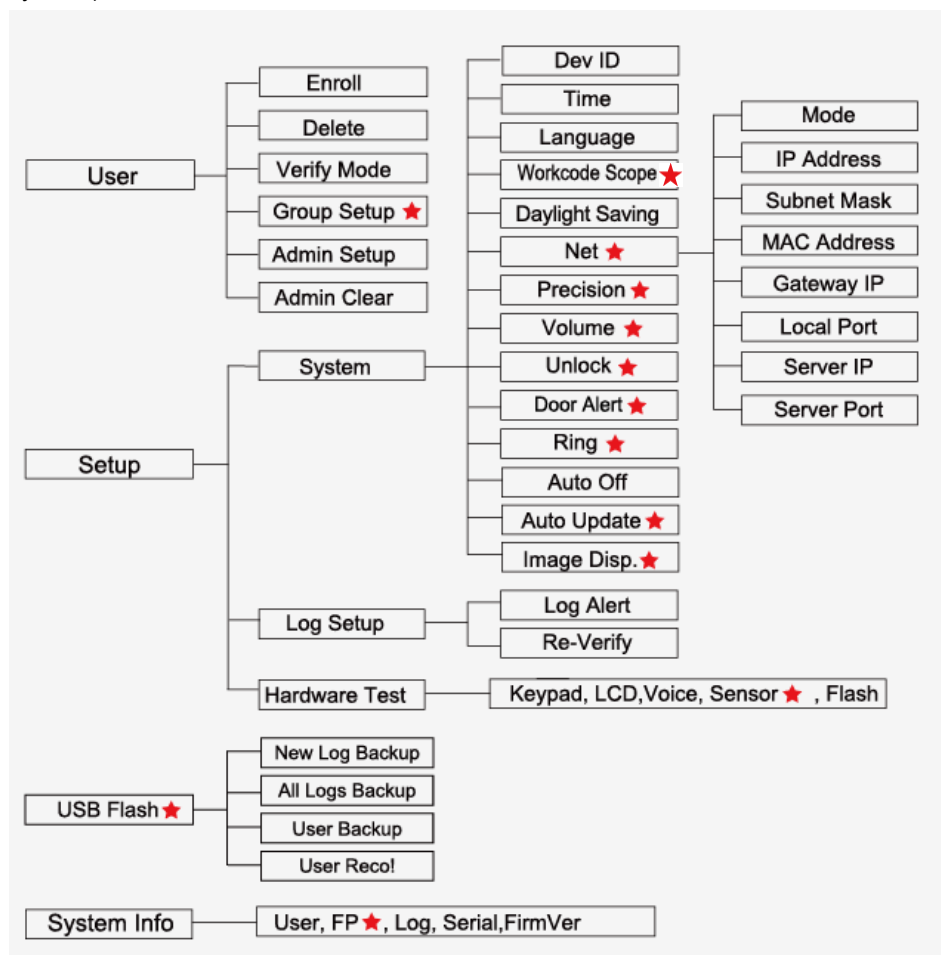


2、Operation Guide

2.1 Menu List★

Press [M] key to enter system management menu.

(This requires the administrator authorization if there is admin registered in the system.) Menu List:



Prompt: ★ mark for special model function

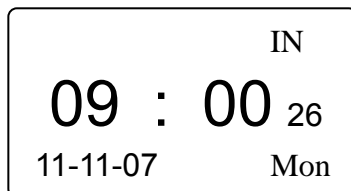
2.2 Button instruction

Button	Function	Button	Function
【Fn】	Work Code	【M】	Menu
【OK】	Confirm	【C】	Delete / Exit
【○】	Power	【1-9】	Number
[< IN] [OUT >] 【▲】 【▼】	Status/Navigate key		

Prompt: **【C】** also is work code function for T60 device. ★

2.3 Time attendance status

Standby status we can run: time attendance, status setting, entering management mode and power off operation.



2.4 User

Employee info management includes user registration, user deletion; verify mode, group setting, manager setup and deletion.

Press **【M】** to enter system management mode. Select **【User】** option with **[< IN]** or **[OUT >]** key.

MENU
► User
Setup
System Info

Press [OK] button to enter the sub-menu,

User ▼
► Enroll
Delete
Verify Mode

2.4.1 User Enroll

Select [Enroll] option and press [OK] to enter user registration interface. Input user ID, i.e. 8101

Enroll

ID 008101
Esc-C Set-OK

Press [OK] to continue,

Enroll
FP 1/2
Password/Card
Esc-C Set-OK

Fingerprint registration: ★

Press [◀ IN] or [OUT ▶] key to select 1 or 2, 1 is to register the 1st FP, 2 is for 2nd FP. Press [OK] to continue,

Enroll FP

Place Finger #1

Place the finger on sensor scanner. Please follow the screen prompts to register the fingerprint.

Enroll FP

Take Off!

Remove finger, the system will prompt,

Enroll FP

Place Finger #2

Place the same finger on sensor scanner again. After scanning successfully, the system will prompt as follow:

Enroll FP

008101-1

Sav-OK



Press [OK] to save fingerprint. Press [C] back to user registration interface.

The 2nd finger registration as the same steps as above.

Password registration:

Press [◀ IN] or [OUT ▶] key to [Password] option. Press [OK] to continue,

Enroll PWD

PWDID *****

Esc-C Set-OK

Please Input 1-6 digits as password. Press [OK] to confirm and input same password again. The system will prompt,

Enroll PWD

PWDID *****

Confm *****

Press [OK] to save interface,

Enroll PWD

008101-P

Cancel-C Sav-OK

Press [OK] to save password. Press [C] to cancel and exit back to user registration interface.

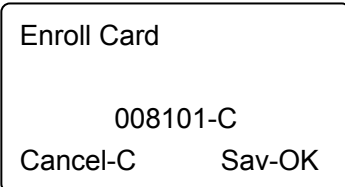
Card registration:

Press [◀ IN] or [OUT ▶] key to [Card] option. Press [OK] to continue,

Enroll Card

Swipe card !

Swipe the ID card on card reader area. The terminal will get card number and enter save interface,



Enroll Card

008101-C

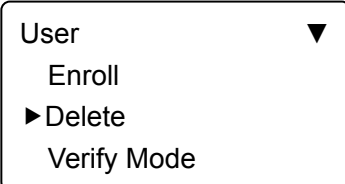
Cancel-C Sav-OK

Press [OK] to save, press [C] to cancel and exit back to user registration interface.

2.4.2 User Deletion

When there are employees leaving, we need to delete these employees to free more memory space.

In [User] menu, press [< IN] or [OUT >] to select [Delete] option



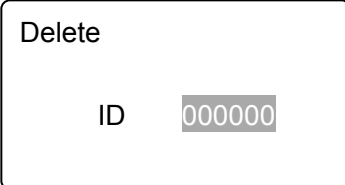
User ▼

Enroll

► Delete

Verify Mode

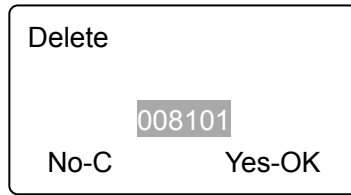
Press [OK] key to enter user deletion interface.



Delete

ID 000000

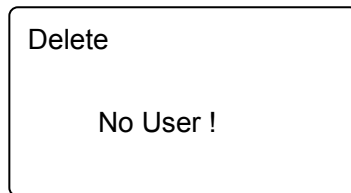
Input employee ID to delete. Press [OK] enter delete confirm interface,



Press [OK] to confirm delete. Press [C] to cancel.

Prompt: Employee deletion will delete all information of the employee and can't be resumed. Please take caution!

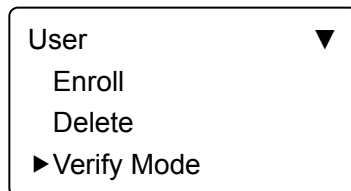
When machine do not have this employee ID, the system will prompt as follow:



2.4.3 Verify Mode

Setting verify mode of the employee, there are four modes: SEPT, RF+PW, PW+FP, and RF+FP.

In [User] menu, press [◀ IN] or [OUT ▶] key to select [Verify Mode] option:



Press [OK] key to enter setting interface:

Verify Mode ▼	
▶008101	ANY
Esc-C	Set-OK

Press [◀ IN] or [OUT▶] key to select employee's ID or press [OK] to input user ID:

Verify Mode ▼	Verify Mode
▶008101 ANY	ID 000001
Esc-C Set-OK	

After input user ID, press [OK] to enter setting interface.

Verify Mode	
008101	ANY
	Yes-OK

Setting employee's verify mode through [◀ IN] or [OUT▶] key, then press [OK] key to confirm and enter save interface:

Verify Mode	
008101	FP+PW
Cancel-C	Sav-OK

Then press [OK] key to save; Press [C] key to cancel this operation.

2.4.4 Group Setup★

Group is based on time zones. One group can set max 4 time zone. There are supply 16 groups. Normally, system will default group 0 as normal close, group 1 as

normal open.

In [User] menu, press [◀ IN] or [OUT ▶] key to select [Group Setup] option,

User ▼

▶ Group Setup

Admin Setup

Admin Clear

Press [OK] key to enter group setup interface,

Group Setup ▼

▶ 000801 G01

000802 G01

Press [◀ IN] or [OUT ▶] key to select user ID or press [OK] to input user ID manually.

Group Setup ▼

▶ 008101 G01

008102 G01

Esc-C Set-OK

Group Setup

ID 000001

After input user ID, press [OK] to enter group interface.

Group Setup

008101 G01

Yes-OK

Group number can be input through [◀ IN] or [OUT ▶] key or number key. (Max group number is 16). Press [OK] key to confirm and enter save interface.

Group Setup	
008101	G03
Cancel-C	Sav-OK

Then press [OK] key to save employee' group settings. Press [C] key to cancel this operation as well.

2.4.5 Admin Setup

To prevent illegal operation, we need to set device admin to enter menu.

In [User] menu, press [◀ IN] or [OUT ▶] key to select [Admin Setup] option:

User	▼
Group Setup	
▶	Admin Setup
Admin Clear	

Press [OK] key to enter [Admin Setup] interface,

Admin Setup	
Esc-C	Add-OK

Press [OK] to start adding admin,

Admin Setup	
ID	000000

Input the user ID i.e. 8101. Press [OK] key to enter admin setup save interface,

Admin Setup	
008101	
No-C	Yes-OK

Press [OK] key again to confirm saving. After adding completed, exit to admin setup interface.

Admin Setup	
► ID	008101
Esc-C	Add-OK

You can press [OK] key to continuously add other admin, and press [C] to exit as well.

After adding admin, it needs the verification of the administrator's fingerprint to enter Menu. The interface is as following;

Admin	IN
09 : 00 ₂₆	
11-09-26	MON

2.4.6 Admin Clear

Select [Admin Clear] option in [User] menu.

User	▼
Group Setup	
Admin Setup	
► Admin Clear	

Press [OK] to enter admin clear interface,

Admin Clear	
► ID	008101
ID	008102
Esc-C	Clr-OK

Press [◀ IN] or [OUT ▶] key to choose the admin ID to be deleted, i.e. 8102:

Admin Clear	
ID	008101
► ID	008102
Esc-C	Clr-OK

Press [OK] key to confirm the admin ID.

Admin Clear	
ID	008102

Note: in admin clear interface, you can press [OK] key to input admin ID and delete it manually.

Press [OK] key again and confirm to delete manager 8102. Then exit to manager clear interface.

Admin Clear	
► ID	008101
ESC-C	Clr-OK

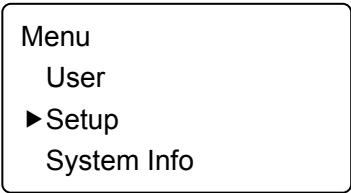
Press [OK] key to delete manager continuously. Press [C] key to exit manager clear

interface as well.

2.5 Setup

[Setup] menu mainly includes [system] , [log setup] and [Hardware Test].

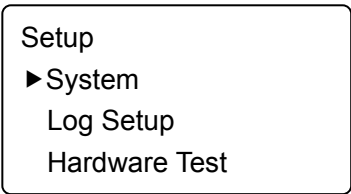
Enter management menu, press [◀ IN] or [OUT▶] key to select [Setup] option.



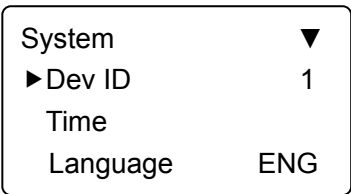
Press [OK] key to enter [Setup] sub-menu. Press [◀ IN] or [OUT▶] key to shift menu.

2.5.1 Device ID

In [Setup] menu, press [◀ IN] or [OUT▶] key to enter [System] setup option,



Press [OK] key to enter system setting sub-menu,



Prompt: Device ID range is 0-99999999, and default is 1.(Device ID must enter as same as in the communication software), When the device as “0”, must use the lasted 8 digit of the serial number to communication with software.

2.5.2 Time

Press [◀ IN] or [OUT ▶] key to select [Time] option,

System	▼
Dev ID	1
▶Time	
Language	ENG

Press [OK] key to enter time setting interface.

Time	MON
2011-09-26	14:58
↑	
Set-C	Next-OK

You can press the [OK] key to move the cursor to shift the year, month, day. And use number and [◀ IN] or [OUT ▶] key adjust the time. After setting completed, press [C] key and enter system time save interface,

Time	SUN
2011-09-26	14:58
Save?	
No-C	Yes-OK

Press [OK] key to save system time. Press [C] key to cancel and exit to upper menu

2.5.3 Language

In [System] setup, press [◀ IN] or [OUT ▶] key to select [Language] option,

System	▼
Dev ID	1
Time	
► Language	ENG

Press [OK] key to enter language setting interface,

System	▼
Dev ID	1
Time	
► Language	ENG

You can press [◀ IN] or [OUT▶] key to switchover the language. And press [OK] to confirm.

Then you can continue to do other function settings. And press [C] key to enter setting save interface.

Setup
Save?
No-C Yes-OK

Press [OK] key to save system setting. Press [C] to cancel and exit to upper menu.

2.5.4 Work Code Scope★

Work code is a code for different work. Use for device supply a parameter to label an attendance record as which kind of the work. It is easy for count attendance time for different work. The scope of the work code is: 0-999999. It is an invalid when over this scope.

In [System] setup, press [◀ IN] or [OUT▶] key to select [Work code scope] option,

System
► Workcode Scope
Daylight Saving
Net

Press [OK] key to enter work code scope interface,

Workcode Scope
Max 999999
Min 0
Set-C Next-OK

When you finish setting, press [C] key enter save interface.

Workcode Scope

Save?
No-C Yes-OK

Press [OK] to confirm and save.

2.5.5 Daylight Saving

Automatically switch daylight saving time base on week or date

In [System] setup, press [◀ IN] or [OUT ▶] key to select [Daylight Saving] option,

System
Workcode Scope
► Daylight Saving
Net

Press [OK] key to enter Daylight Saving interface:

Daylight Saving

► Enabled No

Format Week

Start Time

When you enable “Daylight Saving” function you need select week or date format first. Then you need set the time point for “Daylight Saving” start time and end time. And press [C] key enter save interface.

Setup

Save?

N0-C Yes-OK

Press [OK] to Confirm and save 。

2.5.6 Net ★

Network setting main includes [IP Address], [Subnet Mask], [MAC Address] and [Gateway IP] settings.

In [System] setup, press [◀ IN] or [OUT ▶] key to select [Net] option,

System

Workcode Scope

Daylight Saving

► Net

Press [OK] key to enter net parameter interface,

Net	▼
► Mode	Server
IP Address	
Subnet Mask	

Mode:

There are two modes for networking.

Press [◀ IN] or [OUT ▶] key to select **【Server】** or **【Client】**

Net	▼
► Mode	Server
IP Address	
Subnet Mask	

Server: Normal net mode

Client: Only communication with the PC which has server IP.

IP Address

Press [◀ IN] or [OUT ▶] key to select [IP address] option,

Net	▼
Mode	Server
► IP Address	
Subnet Mask	

Press [OK] key to enter IP address setting interface,

IP address	
192 .168 .000 .218	
Set-C	Next-OK

Press [\triangleleft IN] or [OUT \triangleright] key or number key to input IP address. Press [OK] key to shift between the 4 segments. After set is completed, press [C] key to enter IP address save interface.

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

Press [OK] key to save the modification. Press [C] key to cancel.

[Subnet Mask]

Press [\triangleleft IN] or [OUT \triangleright] key to select [Subnet mask] option.

Net	▼
Mode	Server
IP Address	
► Subnet Mask	

Press [OK] key to enter subnet mask setting interface,

Subnet Mask	
255 .255 .255 .000	
Set-C	Next-OK

Press [\triangleleft IN] or [OUT \triangleright] key or number key to input subnet mask. Press [OK] key to

shift between the 4 segments. After set is completed, press [C] key to enter subnet mask save interface.

Subnet Mask

255 .255 .255 .001

Save?

No-C Yes-OK

Press [OK] key to save the modification. Press [C] key to cancel.

[MAC Address]

Press [◀ IN] or [OUT ▶] key to select [MAC address] option.

Net ▼

▶ MAC Address

Gateway IP

Local Port 5010

Press [OK] key to enter MAC address setting interface,

MAC Address

051 .247 .188 .066.

084 .215

Set-C Next-OK

Please do not change the MAC address for device.

Press [OK] key to save the modification. Press [C] key to cancel.

[Gateway IP]

Press [◀ IN] or [OUT ▶] key to select [Gateway IP] option.

Net ▲

MAC Address

▶ Gateway IP

Local Port 5010

Press [OK] key to enter gateway IP setting interface,

Gateway IP

192 .168 .000 .001

Set-C Next-OK

Press [◀ IN] or [OUT▶] key or number key to input gateway IP. Press [OK] key to shift between the 4 segments. After set is completed, press [C] key to enter gateway IP save interface.

Gateway IP

192 .168 .000 .219

Save?

No-C Yes-OK

Press [OK] key to save the modification. Press [C] key to cancel.

Local Port:

Press [◀ IN] or [OUT▶] to select 【Local Port】 option:

Net ▼

MAC Address

Gateway IP

▶ Local Port 5010

Press [◀ IN] or [OUT▶] key or number key to input port. After set is completed,

press [C] key to enter save interface.

Server IP address

Press 【◀ IN】、【OUT ▶】 to select 【Server IP】 option:

Net ▼
MAC Address
Gateway IP
▶ Serve IP

Press [OK] key to enter Server IP setting interface,

Serve IP
192 .168 .000 .001

Set-C Next-OK

Press [◀ IN] or [OUT▶] key or number key to input server IP. After set is completed, press [C] key to enter save interface.

Serve IP
192 .168 .000 .219
Save?
No-C Yes-OK

Press [OK] key to save the modification. Press [C] key to cancel.

Server port

Press 【◀ IN】、【OUT ▶】 to select 【Server port】 option:

Net	▼
► Server Port	5010

Press [◀ IN] or [OUT▶] key or number key to input server port. After set is completed, press [C] key to enter save interface.

Setup	
Save?	
No-C	Yes-OK

Press [OK] key to save the modification. Press [C] key to cancel.

2.5.7 Anti-Back ★

The anti-back feature is designed to prevent misuse of the access control system. The anti-back feature is most commonly used at parking gates and employee entrance doors, where there is both an “in” reader at the entry gate and an “out” reader at the exit gate. The anti-back feature requires that for every use of a card at the “in” reader, there be a corresponding use at the “out” reader before the card can be used at the “in” reader again.

Standalone access control (T60, VF/VP30 etc.) must work with T5s to realize anti-back function.

Via [◀ IN] or [OUT▶] select **【Anti-Back】** option:

System	▼
► Anti-Back	
Precision	1
Unlock	5

Press **【OK】** to confirm enter “Anti Pass Back” menu

Anti-Back

▼

▶EnableNO

NativeIN

Empty User

Enable: Enable or Disable anti-back function

0000

09 : 00 26

11-11-07 Mon

→stranded users

Native: Setting device always as “In” or “Out” states

Empty User: Clear all the stranded user records which have been access in.

Press [**< IN**] or [**OUT >**] key to setting the anti-back function and press **【OK】** to confirm, then press **【C】** save and exit.

2.5.8 Print ★

Via [**< IN**] or [**OUT >**] select **【Print】** option:

System

▼

Anti-Back

▶Print

Precision1

Press **【OK】** to confirm

Print	▼
►Enabled	NO

Set up if enabled print function, and then press [C] key to set to be saved.

2.5.9 Matching Precision ★

There are three fingerprint matching precision levels (0, 1, and 2). 0 is lower precision (Basic) .1 is standard precision (Good). 2 is high precision (Excellent).

Press [◀ IN] or [OUT ▶] key to select [Precision] option.

System	▼
►Precision	1
Volume	2
Unlock	5

Press [OK] key to enter precision setting interface,

System	▼
►Precision	1
Volume	2
Unlock	5

Press [◀ IN] or [OUT ▶] key or number key to adjust the precision. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.10 Volume ★

There are five levels for device's volume, 0-mute, MAX-5

In [System] setup, press [◀ IN] or [OUT ▶] key to select [volume] option,

System	▼
Precision	1
► Volume	2
Unlock	5

Press [OK] key to enter volume setting interface, Press [◀ IN] or [OUT ▶] key set the volume. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.11 Unlock ★

Lock delay is the time range since lock open to close after user access granted. 'No' means no delay and the max delay time is 15 seconds.

Press [◀ IN] or [OUT ▶] key to select [Unlock] option,

System	▼
Precision	1
Volume	2
► Unlock	5

Press [OK] key to enter delay time setting interface,

System	▼
Precision	1
Volume	2
► Unlock	5

Press [◀ IN] or [OUT ▶] key or number key to input delay time. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.12 Door Alert ★

Door alert use for monitor lock whether was closed after user access. If lock does not close the device will alarm out. The delay time for door alert is 1-99 sec and "No" means disable the door alert function.

Press [◀ IN] or [OUT ▶] key to select [Door Alert] option,

System	▼
▶ Door Alert	No
Ring	No
Auto Off	10

Press [OK] key to enter door alert setting interface,

System	▼
▶ Door Alert	No
Ring	No
Auto Off	10

Press [◀ IN] or [OUT ▶] key or number key to input door alert value. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.13 Ring ★

Ring is the time range for ring delay. “No”- no delay with ring, the max is 15 sec.

Press [◀ IN] or [OUT ▶] key and shift to [Ring] option,

System	▼
Door Alert	No
▶ Ring	No
Auto Off	10

Press [OK] key to enter Ring setting interface,

System	▼
Door Alert	No
▶ Ring	No
Auto Off	10

Press [◀ IN] or [OUT ▶] key or number key to input delay time value. Press [OK] key to confirm. Then press [C] to save the setting and press[OK] to be saved.

Setup

Save?

No-C Yes-OK

2.5.14 Auto Off

Auto off is the time period from the last operation on device to coming into dormancy status. Time range is 1-250 minutes. ‘No’ is no dormancy forever.

Press [◀ IN] or [OUT ▶] key to select [Auto off] option.

System	▼
Door Alert	No
Ring	No
▶Auto Off	10

Press [OK] key to enter auto off setting interface,

System	▼
Door Alert	No
Ring	No
▶Auto Off	10

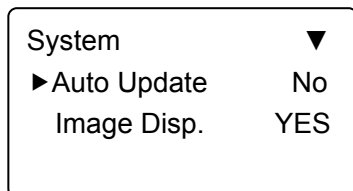
Press [◀ IN] or [OUT ▶] key or number key to input dormancy time. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.15 Auto Update ★

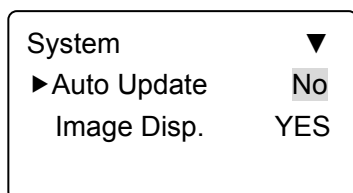
Update the fingerprint template intelligently: During fingerprint sensor identification process, the sensor replaces the lowest-quality data with new, higher-quality data that it

acquired in the matching process. This enables the sensor to maintain high quality data at all times, saving the user from repeated authentication attempts.

Press [◀ IN] or [OUT ▶] key and shift to [Auto Update] option:



Press [OK] key to enter auto off setting interface:

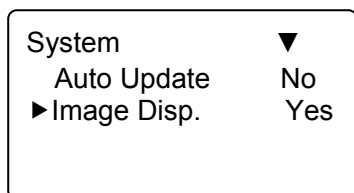


Press [◀ IN] or [OUT ▶] key to choose 'Yes' or 'No', and then press [OK] key to confirm. Then press [C] to save the setting.

2.5.16 Image Display ★

Whether display the fingerprint image on the LCD after user access granted.

In [System] setup, press [◀ IN] or [OUT ▶] key to select [Image Disp.] option,



Press [OK] key to enter setting interface:

System	▼
Auto Update	No
►Image Disp.	Yes

Press [◀ IN] or [OUT▶] key to choose 'Yes' or 'No', and then press [OK] key to confirm. Then press [C] to save the setting.

2.4.17 Log setup

Log warning number has the highest limit of 5000. When the available records memory is less than the "Glog Wrn", system will prompt corresponding operation.

Press [◀ IN] or [OUT▶] key to select [Log Setup] option.

Setup
System
►Log Setup
Hardware Test

Press [OK] key to enter sub-menu,

Log Setup	
►Log Alert	010
Re-Verify	NO

Press [◀ IN] or [OUT▶] key to select [Log Alert] option. Press [OK] key to enter log alert setting interface.

Log Setup	
► Log Alert	010
Re-Verify	NO

Press [◀ IN] or [OUT▶] key or number key to input log warning number. Press [OK] key to confirm. Then press [C] to save the setting.

2.5.18 Re-Verify time

The Re-verify time is the time interval in which you make continuous records with the same finger (1-250 minutes), and then the device will only save the first record. If the re-verify value is “NO”, it means that you every record saved in the device.

In [Log Setup] menu, press [◀ IN] or [OUT▶] key to select [Re-Verify] option,

Log Setup	
Log Alert	010
► Re-Verify	No

Press [OK] key to enter re-verify setting interface,

Log Setup	
Log Alert	010
► Re-Verify	No

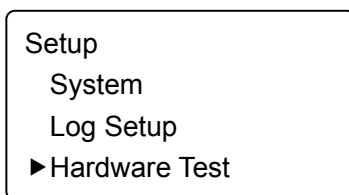
Press [◀ IN] or [OUT▶] key or number keypad to input time. Press [OK] key to confirm. Then press [C] to save the setting.

Prompt: If the same finger is identified continuously in re-verify time period, only the first record will be saved in device memory.

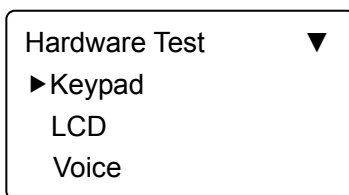
2.5.19 Hardware Test

Test the functions of machine keys, LCD, voice, scanner and Flash.

Select [Hardware test] option in [Setup] menu:

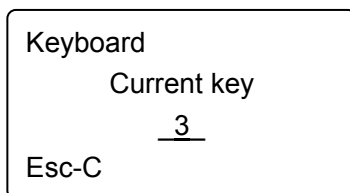


Press [OK] to enter setting interface as following:



Press [◀ IN] or [OUT▶] key to choose testing option and press [OK] key to start.

Keyboard: press [◀ IN] or [OUT▶] key to select [Keyboard] option, and press [OK] to enter keyboard testing interface. Then press any key to start keys testing (i.e. press key 3, if interface shows current key as 3, it indicates the key 3 works.)



Press "C" exit the test

LCD: Press [◀ IN] or [OUT▶] key to select [LCD] option, and press [OK] to enter LCD testing interface.

键盘当前键 值__退出	
Esc-C	Next-OK

Press “C” exit the test

Voice: Press [◀ IN] or [OUT▶] key to select [Voice] option, and press [OK] to enter voice testing interface. ★

Voice	
Section	04-17
Esc-C	

Sensor: Press [◀ IN] or [OUT▶] key to select [Sensor] option, and press [OK] to enter sensor testing interface. ★

Sensor	
LUM	130
Esc-C	Adapt-OK

Press “C” exit the test

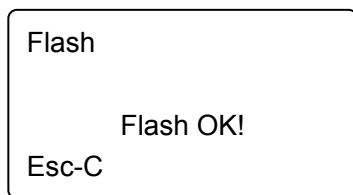
Flash: Press [◀ IN] or [OUT▶] key to select [Flash] option, and press [OK] to enter flash testing interface.

Two steps: 1. Erase all data; 2. Check

Step 1	
Erase All Data	
Continue?	
Esc-C	Yes-OK

Step 2	
Check...	10%

After checking completed, the interface will show the checking result,



After each test are finished, press [C] key to exit.

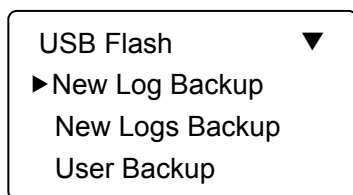
2.6 USB Flash ★

Put U flash driver into terminal USB port and press [M] to management menu. Select [USB Flash] Press [OK] enter sub menu.

2.6.1 New Log Backup

Download the new records into U flash driver.

Press [◀ IN] or [OUT ▶] key to select [New Log Backup] option, press [OK] key to download the new attendance record.



After back successful, Press [C] key exit to upper menu.

The new record file stores in the BAK.KQ file which under G:\00000001 directory.

[G]: The driver letter of the USB flash driver; [00000001]: is the terminal device ID.

2.6.2 All Log Backup:

Download all the records into U flash driver. All attendance files store in the BAK.KQ file which under G:\00000001 directory.

Prompt.: Please copy the backup record files to another direction of the local PC, Otherwise running [All Log Backup] will instead backup files.

2.6.3 User Backup:

Download user information and fingerprint template to USB flash driver, the backup file store in BAK.YG and BAK.ZW file under G:\00000001 directory.

2.6.4 User Reco!

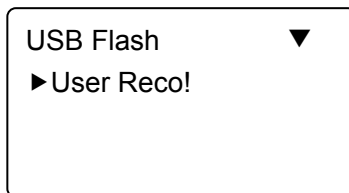
Recover the user information back to the terminal from USB flash driver.

There are two methods for recover the data:

Copy BAK.YG and BAK.ZW files to root direction of the USB flash driver, and put USB flash driver into terminal USB port to recover the records;

Through USB flash driver management software export employee information to root direction of the USB flash driver, will generate BAK.YG and BAK.ZW two files, then put USB flash driver into terminal USB port to recover the records

Press [◀ IN] or [OUT▶] key to select [User Reco!] option, press [OK] key to recover the user records.

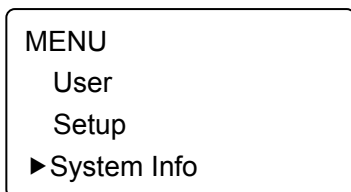


After recover, Press [C] key exit and back to upper menu.

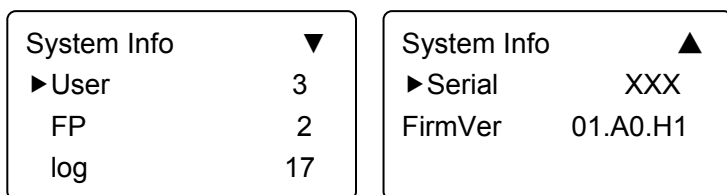
2.7 System info ★

System info shows the current usage status of device, such as user quantity, fingerprint quantity, records quantity and the firmware version etc.

In management mode, press [◀ IN] or [OUT ▶] key and shift to [System Info] option,



Press [OK] key to enter system info interface, and check info of correct operated device. ★



User: Registered user number in device

FP: registered fingerprints number. Select it and press [OK] key and you can check the password and card number . ★

Log: The number of the attendance record stored in the device.

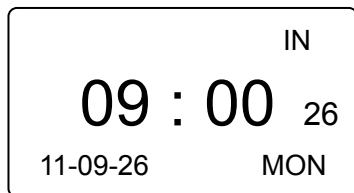
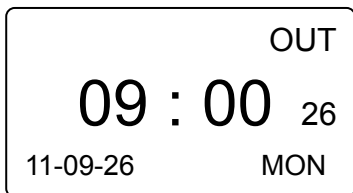
Serial: The unique identifier of the device and cannot be modified.

FirmVer: the firmware version of program which write in EROM or EPROM (Programmable read only memory). So called firmware is firm program saved in integrated circuit firmly, responsible for controlling and dealing with integrated circuit.

After checking completed, click [C] to exit.

2.8 T&A status setting

Press [◀ IN] or [OUT ▶] key to shift attendance status. System default statuses are IN, OUT.



2.9 Shut down

In time attendance status, keep pressing [OK] key until interface shows as following,



Then device will shut down.

Notice: If external power is connected, you can press [OK] key to power on device.

Chapter3 FAQ

Frequently asked questions and answers



5 FQA

5.1 Fingerprint has 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 Too wet finger with oil or cosmetics	1, Touch the forehead to increase oily level of the finger. 2, Clean fingers with towel
4. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
5. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
6. Latent fingerprint on the surface of sensor	Clean sensor surface (adhesive tapes recommended)
7. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
8. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.

5.2 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. The record hasn't been downloaded.	Please download the record from the device.
3. The capacity has been fully occupied.	Please clear the records in time.

5.3 The machine cannot connect 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

5.4 Clock's time works fine, but FP scanner is off, Employee cannot attendance

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. The device is on communication or the route has been interfered.	1. Please exit the system by clicking 【Exit system】.If quit abnormally, the device will resume collecting fingerprint every 1 minute. 2. Eliminate the interference of the route.
3. The capacity has been fully occupied.	Please clear the records in time.

5.5 We do not use the ID + fingerprint mode to 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.

5.6 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)!