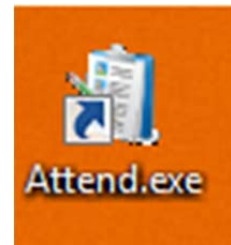


If Using any Windows other Than XP

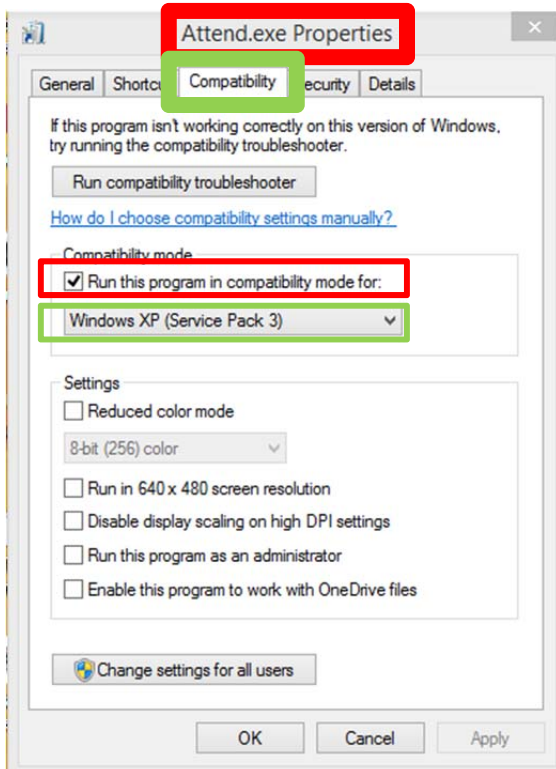
Then Use Follow Instruction on this page, Otherwise skip to Page2.

After Software Installation U will Get Icon named “Attend” as Shown in Picture.



Before Running Software Right Click on “Attend” Icon, and Select Properties.

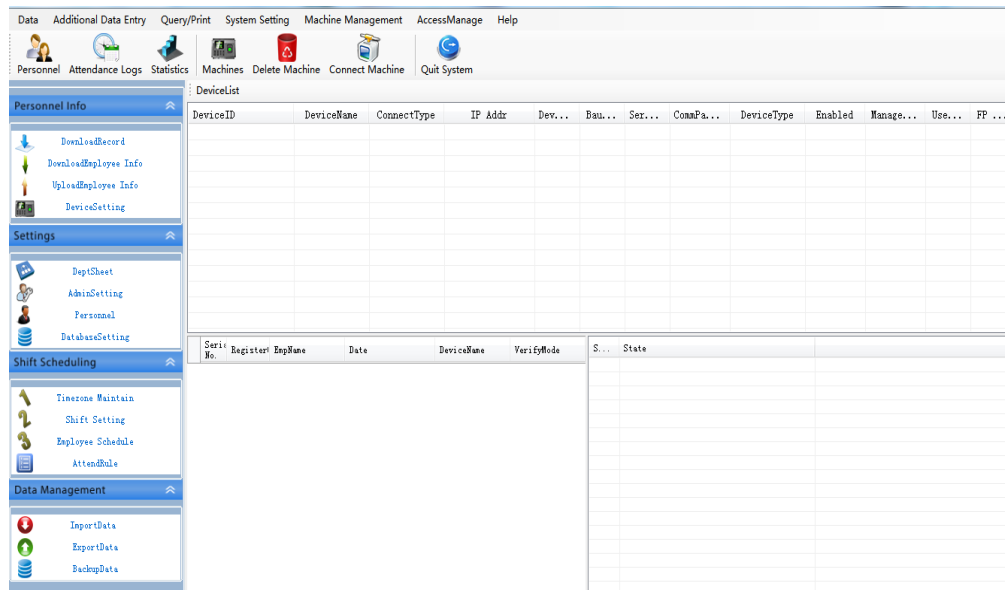
IN Properties, Choose “Compatibility Tab” > Check Mark on Run in Compatibility Mode, There Choose Windows XP Service Pack 2 or 3, as below Picture



New Fingerprint Attendance & Access Control Software Manual

1. Software :

Install the software of random matching step by step according to the tips. Pls close After the installation, open the software, and the main interface is as following:



It is suggested that the installation should be conducted according to the number above when first use this software :

Step 1 :Department Sheet:

Step 2 : Device setting

Step 3: Download employee information

Step 4 :Personnel maintenance

Step 5 :Upload Employee Info

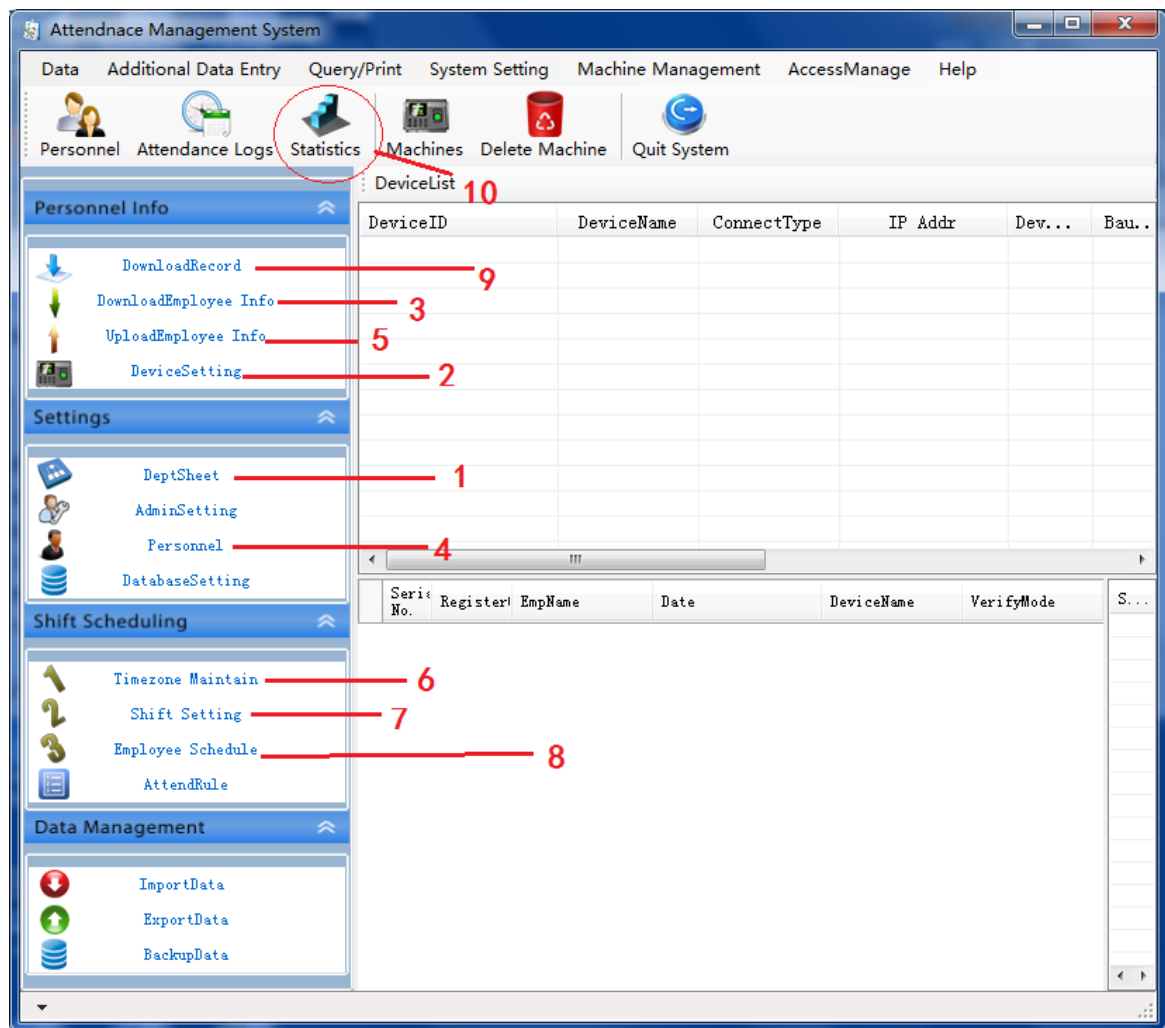
Step 6 :Timezone maintain

Step 7 :Shift setting

Step 8:Employee Schedule

Step 9:Download Record

Step 10 :Statistics



Step 1 :Department Setting

1 .Add ,modify and delete the information of department in the company:

Step : Pls click the “company”, then click “Add Dept ” to add the new department .
As the picture above, the department of “Sale Dept ” is set under the company . You could modify the department name when click F2.

Note :“Company ” , it can not delete , but it can modify name .

Sales dept and engineer dept can delete .

If you want to modify name ,pls click “company “then press “F2 ”button in your computer ,after modify , pls click “save” .

If you are not careful to delete “company ” ,it will appear wrong procedure , so you need to unload the software adn install again in your computer .

DeptSetting

AddDept Delete Modify Save

Company
 Sale Dept
 Engineer Dept

DeptName: Company

DeviceDeptID: 1

Step 2 : Add devices in software

DeviceSetting DeviceParam Ring Set

ConnectParams

DeviceName: DeviceID:

DeviceType: Enabled ☒ UseAccess ☐

ConnectType: CommPassword: 0

IP Addr: DevicePort:

SerialPort: Baudrate:

Add Save Delete

- “Device name” could be set up randomly, but “Device ID” is “1” by default ,If

there is more than one device, please input the device ID according to the actual device number.

- Device Type : it could be set up according to the type of the device mainboard. Connect Type (Communication mode): it could be set up in accordance with the inherent communication mode and requirements of the device. For example ,face attendance model mainboard name is M50 , so the device type choose M50 .
- Enabled is need to click and if you want to use access control function , so you aslo need to click :Use Access
- If it is based on the TCP/IP mode, please set the IP address of the device. The setting in detail as following:
- TCP/IP mode: through the concentrator (switchboard, router): connect the device to LAN by the cable. Then enter the “TCP/IP” setting in the communication setting through the menu of device.

TCP/IP mode :

A. LAN mode device adding step as below .

Method one: automatic allocation IP

- Modify the state of allocation option of dynamic IP (DHCP) to “YES”, and then exit the menu and plug the network cable.
- Then check IP address in TCP/IP setting whether the IP address is 192.168.XXX.XXX. if not, it means that the device has not gained IP address. If fail to gain the IP address, please restart the machine or the router.
- Input the displayed IP address in the corresponding column.
- If this fingerprint attendace device with simple access control ,pls click “Use Access” ,then Click “Save” is OK .
- If you want to delete device , pls click “delete ”then it is OK .

DeviceID	DeviceName	DeviceSetting	DeviceParam	Ring Set
		ConnectParams		
DeviceName	UI500	DeviceID	1	
DeviceType	S200	Enabled	<input checked="" type="checkbox"/>	UseAccess <input checked="" type="checkbox"/>
ConnectType	TCP/IP	CommPassword	0	
IP Addr	192.168.1.18	DevicePort	5005	
		Add	Save	Delete

Method two: manual allocation IP

- Set up the dynamic IP (DHCP) “NO”
- The default IP address of the device is 192.168.1.224, and you could modify it based on the requirements.
- Device Port (TCP Port) is 5005 by default , and it is unchanged.

B .WAN mode device adding setp in software as below :

It connect the device to the internet through LAN, and remote download the data in any place ,only device is online by network cable .

The screenshot shows a web-based configuration form for a device. The form contains the following fields and controls:

- DeviceName**: A text input field.
- DeviceID**: A text input field containing the value "293A150E86611010". This field is highlighted with a red box.
- DeviceType**: A dropdown menu with "F500" selected.
- Enabled**: A checkbox that is checked.
- UseAccess**: A checkbox that is checked.
- ConnectType**: A dropdown menu with "TCP/IP" selected.
- CommPassword**: A text input field containing the value "0".
- IP Addr**: A text input field containing the value "183.61.171.24". This field is highlighted with a red box.
- DevicePort**: A text input field containing the value "4000". This field is highlighted with a red box.

At the bottom of the form, there are three buttons: "Add", "Save", and "Delete".

If WAN device , the “Device ID ” is 16 bits. About “IP address”, “Device port ” , software will be default and unchanged.

After added the device and saved it, then connect the device to the computer, and test whether the software could communicate with the device.pls see the step as below .

Step 1: Click “Device Parameter ” , then click the tested device (No. 1)in the left side .

Step 2: Click “Get Device Time ” “Get Device Info ” “Enabled ”to test .

Step 3 :When the connection is right, corresponding information will display in the frame. If not, please check the setting whether it is wrong or not.

Get device time : it mean that Get time from device

Get device info : it mean that download information from device .

Enabled :The machine is available

Power off : Close the device

Set time : Set device time as same as computer

Init :Initialize the machine

NO Enabled : The machine isn't available

Clear :Clear the device information

DeviceID	DeviceName	DeviceSetting	DeviceParam	Ring Set
1	VI500			

DeviceID 1

Serial No

DeviceType

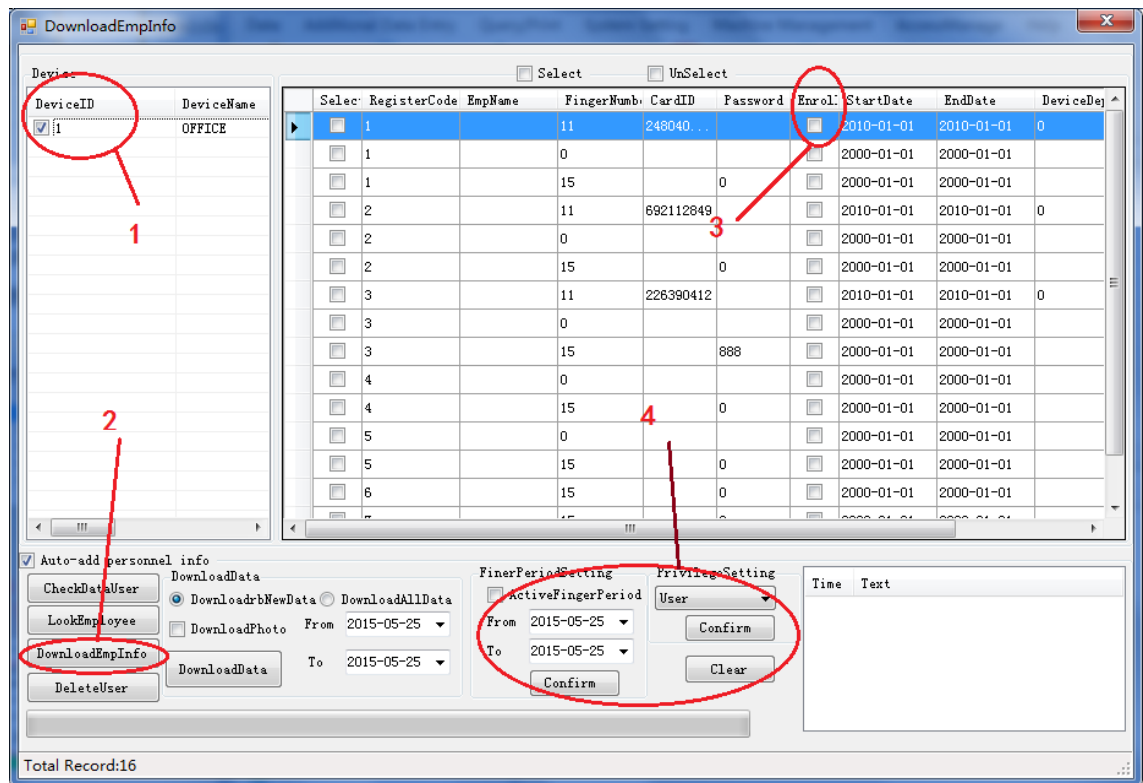
Serial No	ShowInfo
0	11:00 OperateSuccess
1	11:00 OperateSuccess
2	11:01 DeviceTime :2015-05-27 11:01:04
3	11:01 AdminCount:0
4	11:01 TotalUser :1
5	11:01 TotalFinger :1
6	11:01 FaceTotal:1
7	11:01 TotalFwd:0
8	11:01 CardTotal:0
9	11:01 TotalRecord :1

Step 3: Download employee information:

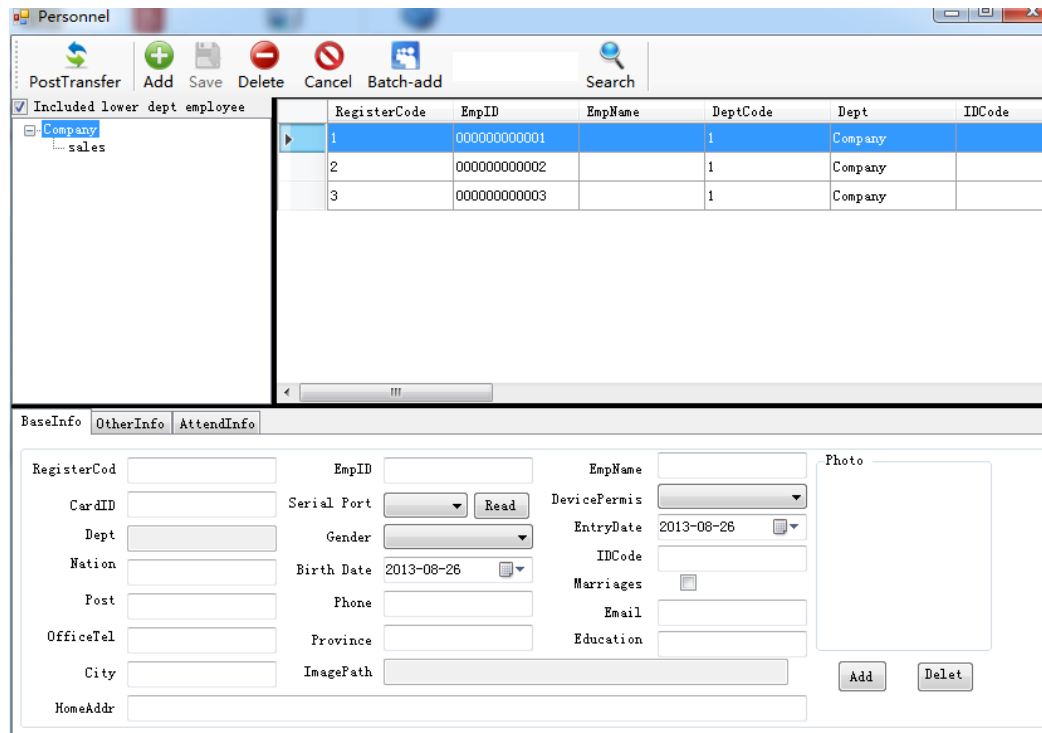
It mean that download the staff information of fingerprint machine to the software.

Step : 1-2-3-4 ,pls see picture as below .

- Click “download employee info ” ,then it show a menu as below ,
- First, the click “√”in the device ID in the left side ,then click “download staff information ” .
- If the connection is right, the staff information in the device will be downloaded in the software, and the dialog box will be displayed.
- For the fingerprint period setting : If the effective time of the user need to be modified . Firstly , choose “Device 1” , then click the “check data User”,then choose the staff who needed to modify, then click the “√” for “Active Finger Period ” and it will be uploaded after click “confirm”.Pls note it , for the face attendance model , it do not have this function .



Step 4 :Personnel maintenance (Modify staff information)



Just now we download Employee information ,Staff information downloaded will be

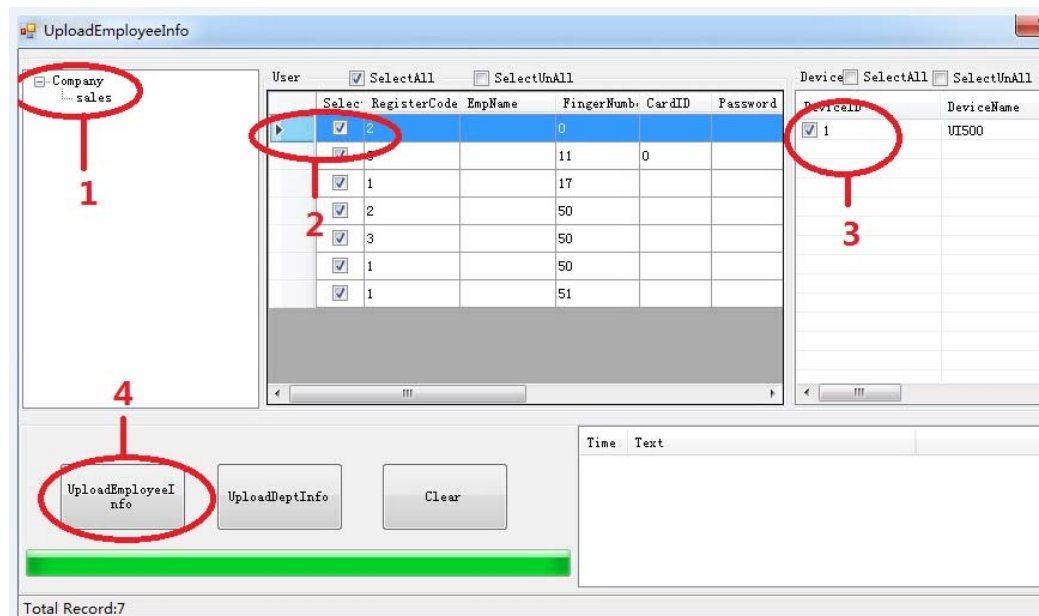
concluded under the company.

- Firstly , click “√ ” for “included lower dept employee ”, and then click “company ”,later the staff information will display in the frame on the right. Click the staff needed to modify , and then click “post Transfer ” to modify the department for staff.
- Back to the department, click the staff, then the staff information could be modified. Such as, name, gender, admission etc. then click save.

5. Upload the staff information to the fingerprint machine

After modify staff information work, some useful information needs to be uploaded to the device, such as “name”. After uploading, the name of staff will be displayed when they press with fingerprint. If you need needs to upload the information, like fingerprint, name again in a new device. Pls follow step as below , It is not necessary to register the fingerprint in the new device to reduce the workload.

Steps as following:



- Click the company or department of the uploading staff (figure 1).
- Then click staff—select single or all (figure 2).
- Click uploading device (figure 3).
- Click uploading staff information (figure 4).

6 Timezone maintenance (set up basic working time period)

Working time and off working time consists the time period.

- (Figure 1) stands for time period of morning session...work from 08:00 to 12:00
- (Figure 2) time period of on duty and off duty shall input the time of on duty and off duty .

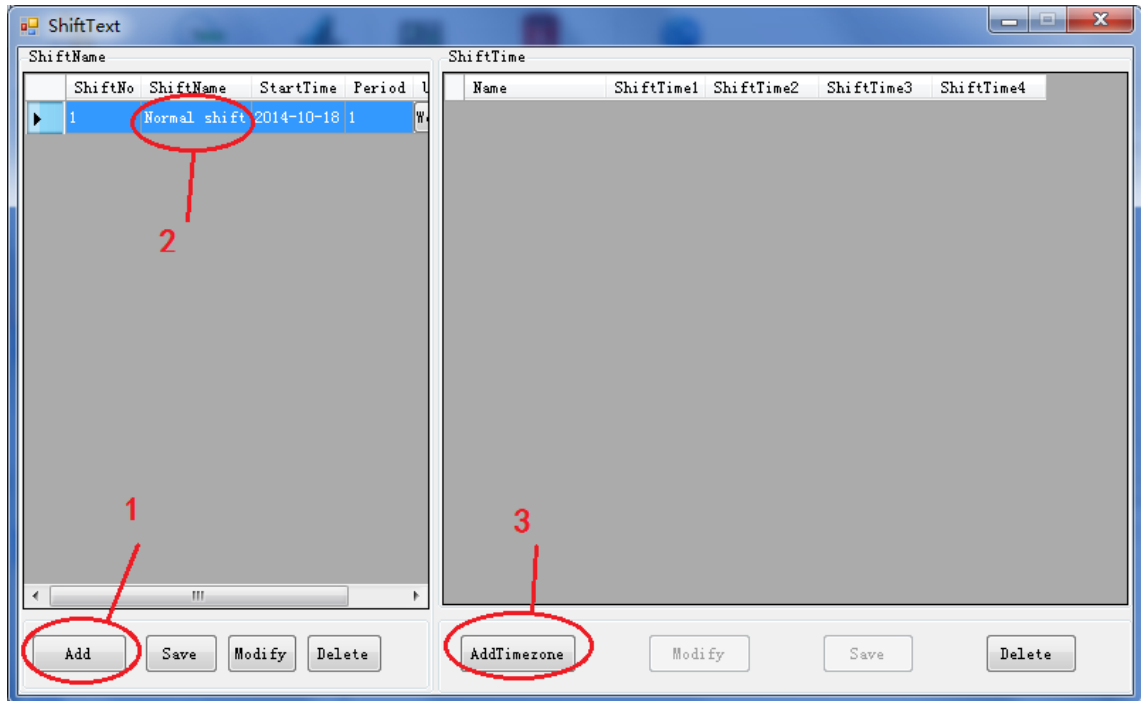
- Late time : means it is late for work after how many minutes of working time.
- Early time: means it it Leave Early before how many minutes of off working time.
- (Figure 3) In Valid time to sign in : means the effective working punching time period.
- (Figure 4) In Valid time to sign out : means the effective off working punching time period.
- (Figure 5) If duty off time cross the second day, please click it.
For example, today on duty time is 18:00, off duty time is 8:00 tomorrow morning.
We shall input 18:00 in the on duty time, and 08:00 in the off duty time, click in the shift Timezone cross .

ShiftTimeZoneShiftNo	TimeZoneName	DutyOnTime	DutyOffTime
1	Morning class	08:00	12:00
2	Afternoon class	14:00	18:00
3	Normal class	08:00	18:00

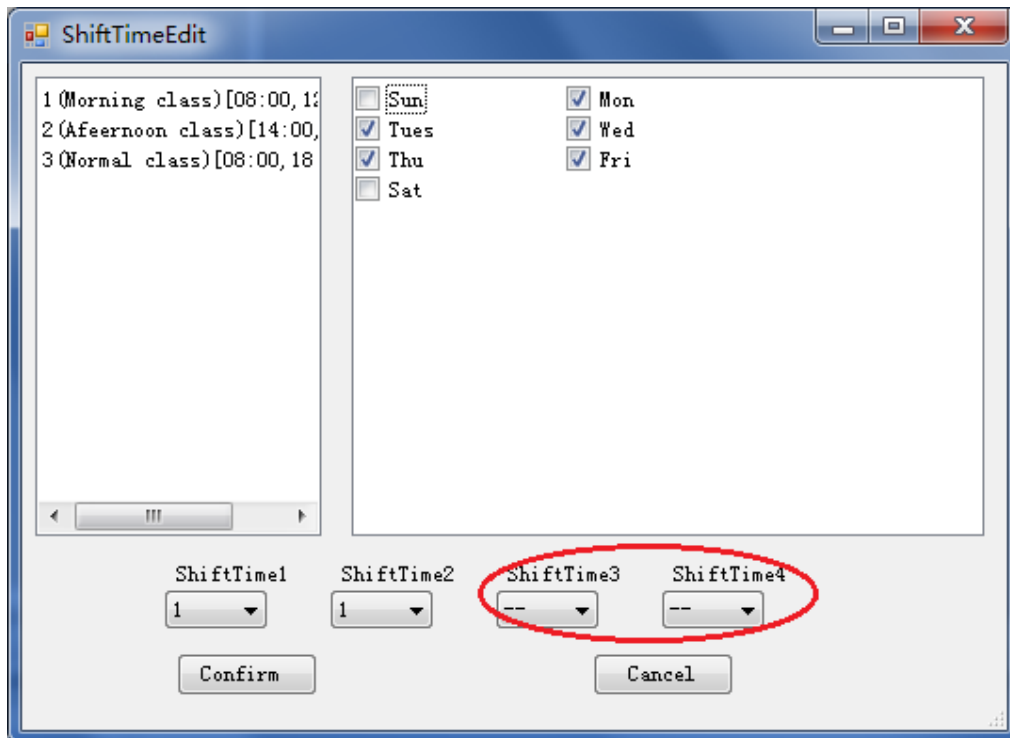
Add Save Delete
 TimeZoneName Afternoon class
 DutyOnTime 14:00
 DutyOffTime 18:00
 LateTime (min) 30
 EarlyTime (min) 60
 In ValidTime End 00:00
 In ValidTime Start 23:59
 Out ValidTime Start 00:00
 Out ValidTime End 23:59
 TimeZoneWorkDay 1
 TimeZoneWork(min) 240
☒ MustSignIn ☒ MustSignOff
☐ ShiftTimeZoneOT ☐ ShiftTimeZoneCr
 -32704 [ChangeTimeZoneColor](#)

7 shift arrangement

Click “Add” → modify the name of new shift → add timezone



Note : It is suggested that the name of shift should be simple, and it could modify the start date.



If Saturday and Sunday is holiday, please remove the "√", No need to click "√" in frame.

For example, Shift time period 1 choose "1", time period 2 choose "2".It means the

shift shall punch 4 times: 8 : 00-12 : 00 14 : 00- 18 : 00

If it do not have shift time , then pls choose "--".

The ShiftText application window is divided into two main sections: ShiftName and ShiftTime.

ShiftName Section:

ShiftNo	ShiftName	StartTime	Period	Unit
1	New shift	2014-10-18	1	Week

ShiftTime Section:

Name	ShiftTime1	ShiftTime2	ShiftTime3	ShiftTime4
Sun	--	--	--	--
Mon	1	2	--	--
Tues	1	2	--	--
Wed	1	2	--	--
Thu	1	2	--	--
Fri	1	2	--	--
Sat	--	--	--	--

Buttons at the bottom: Add, Save, Modify, Delete (under ShiftName); AddTimezone, Modify, Save, Delete (under ShiftTime).

8 .Employee Schedule (Shift allocation)

The ScheduleText application window displays employee schedule allocation. It includes a tree view for departments, a list of employees, and a table for schedule shifts.

Dept Tree:

- EBKN
 - OFFICE

Employee List:

EmpID	EmpName	DefaultShift
000000000001	Baker	
000000000002	Hunter	
000000000003	Green	
000000000004		
000000000005		
000000000006		
000000000007		
000000000008		

Schedule Shifts:

From: 2015-05-01 To: 2015-05-31 ShiftName: 1[Normal shift]

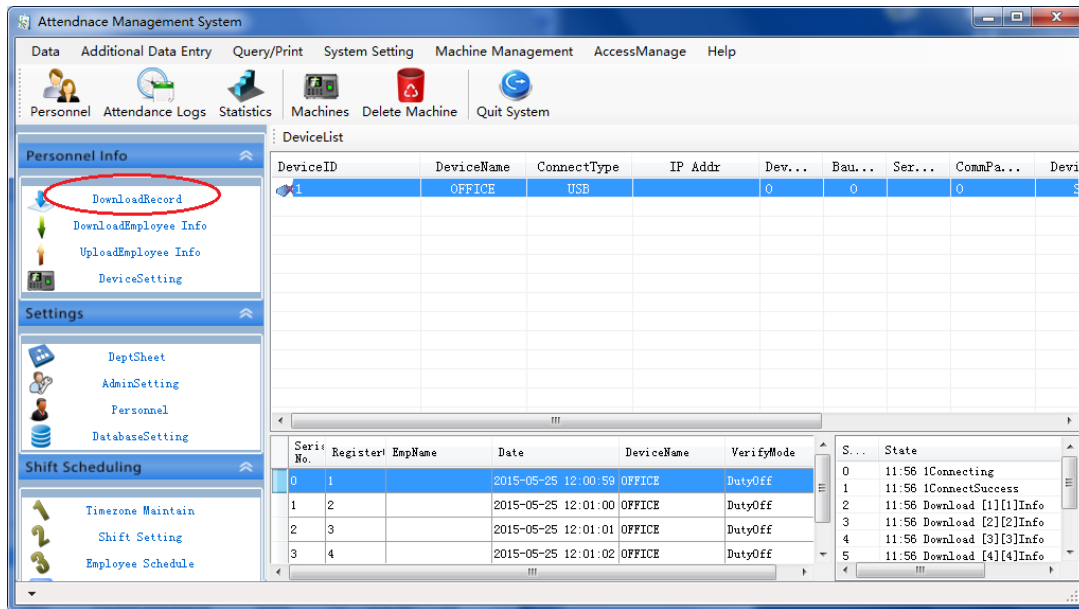
Buttons: Confirm, Search

Shift Allocation Table:

EmpID	EmpName	Date	ShiftNo
000000000001	Baker	2015-05-01	1
000000000001	Baker	2015-05-02	1
000000000001	Baker	2015-05-03	1
000000000001	Baker	2015-05-04	1
000000000001	Baker	2015-05-05	1
000000000001	Baker	2015-05-06	1
000000000001	Baker	2015-05-07	1
000000000001	Baker	2015-05-08	1
000000000001	Baker	2015-05-09	1
000000000001	Baker	2015-05-10	1
000000000001	Baker	2015-05-11	1

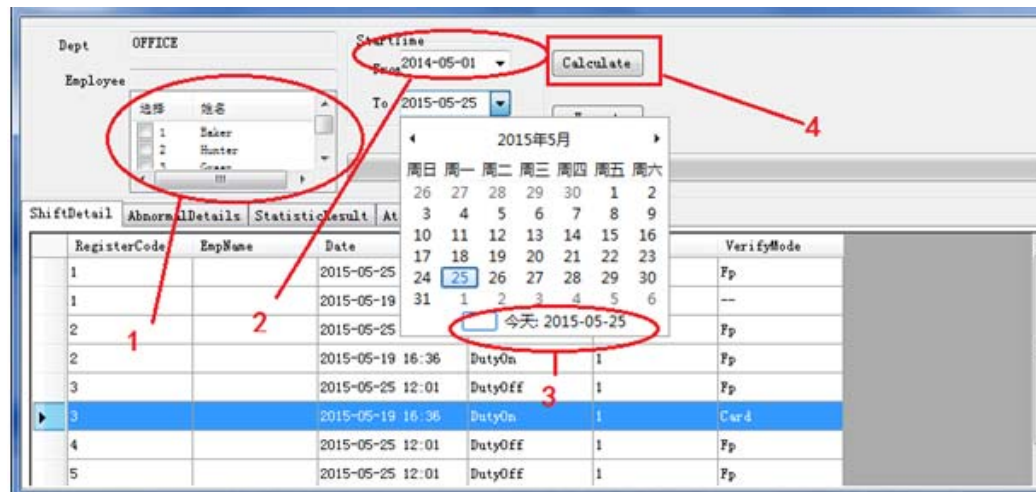
- Click the company or department to choose the staff (figure 1).
- Set up the start date and ending date (figure 2) (figure 3).
- Choose the shift of staff (figure 4), then confirm.

9. Download the record from the device



Click “Download record”, and download the data if the connection is right.

10. Employee Schedule (Statistical statement)

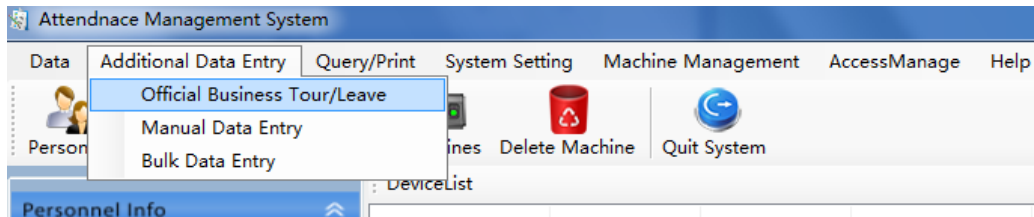


- ☐ Enter the Employee Schedule
- ☐ Choose the staff, as (figure 1).
- ☐ Choose the start date and ending date (figure 2). If the statistic date is same as the date the day, then click today (figure 3).

- ☐ Choose the statement you need.(Shift schedule, statistic schedule, attendance statistics)
- ☐ Click inquiry statistics

Daily maintenance

1 .Official Business Tour menu (Leave for business trip)



Click “Official Business Tour /leave ”button ,then will show picture as below .

- Click company or department to choose the staff
- Choose date, and leave type and then save it.

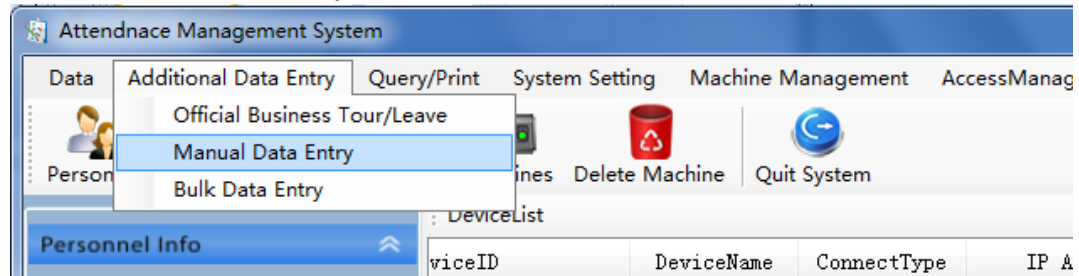
The screenshot shows the 'Manual Data Entry' window. On the left, a tree view shows 'Company' and 'Sales dept'. The main area has a table with columns 'Select', 'RegisterCode', 'EmpName', and 'EmpID'. The third row is selected. Below the table, there are fields for 'State' (2015-05-27 00:00), 'EndDate' (2015-06-01 00:00), 'LeaveType' (BusinessTrip), and 'LeaveReason'. At the bottom, there are buttons for 'Save', 'Modify', 'Delete', 'Search', and 'Close'. A summary table at the bottom shows the selected record.

Select	RegisterCode	EmpName	EmpID
<input type="checkbox"/>	1	1	0000000000001
<input type="checkbox"/>	2	2	0000000000002
<input checked="" type="checkbox"/>	3	3	0000000000003

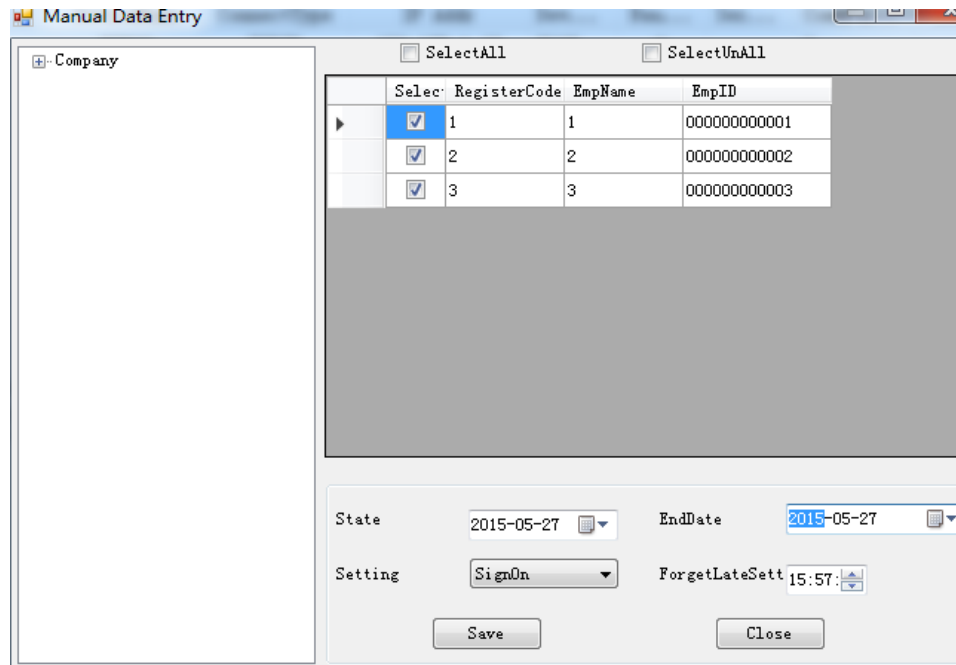
EmpID	EmpName	StartDate	EndDate	LeaveType
0000000000003	3	2015-05-27	2015-06-01	BusinessTrip

2. Manual Data Entry (Manual data for forget to sign in/sign out)

Click “Manual Data Entry”,it will show menu as below .

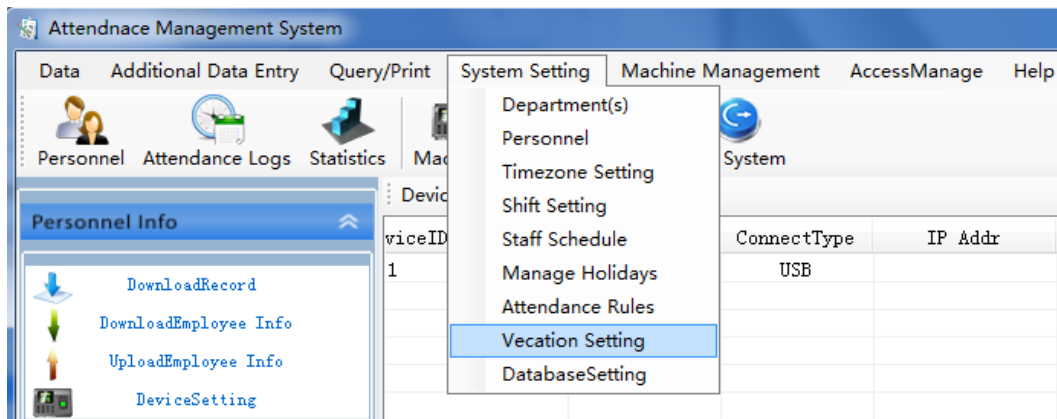


- Click company or department to choose the staff
- Choose date, and Setting type :Sign on or Sign out and so on and then save it.

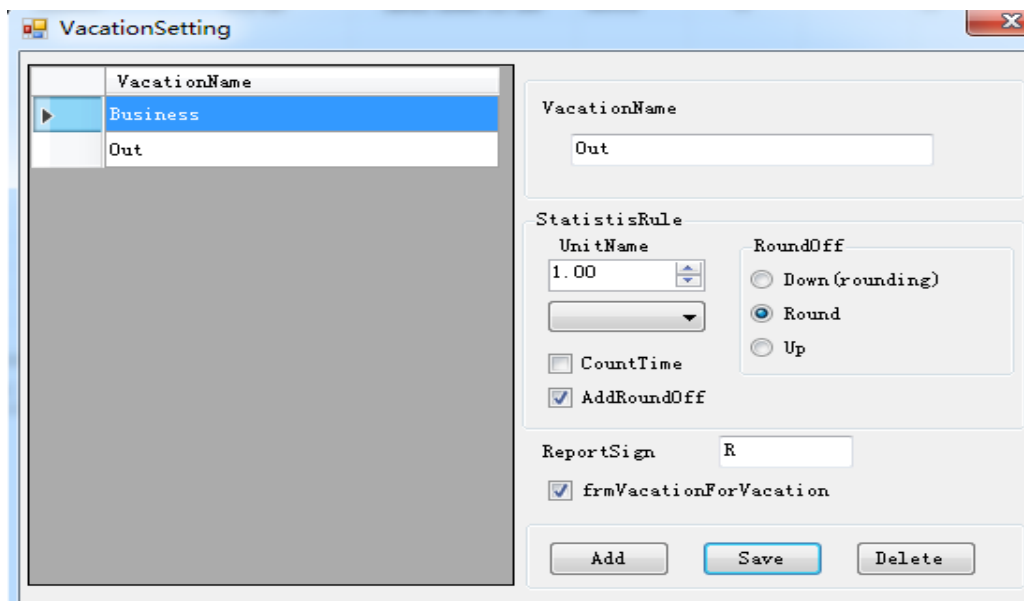


3 Holidays:

Click System Setting ,then Click Vacation Setting ,it will show menu as below :



Menu as below:



Click “Add” then “modify the Vacation name ” →”Date of holiday”→“Days of holiday” →“Save”。

4. About Access control function :

- Access GenManage is for attendance model with general access control function .Face attendance model use this function !
- Access ProManage is for professional high-capacity access control model
- Standard access control managment (A30) is for professional small-capacity access control model

