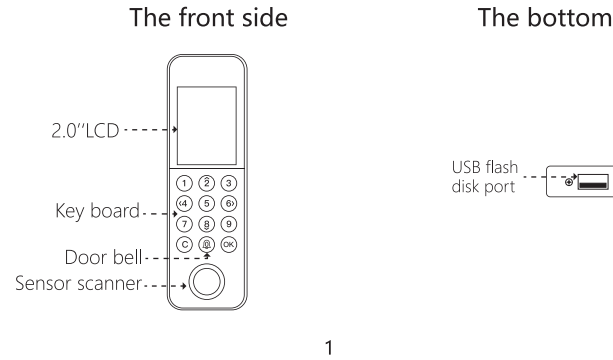


Access control and time attendance terminal quick guide

Version: V5.0

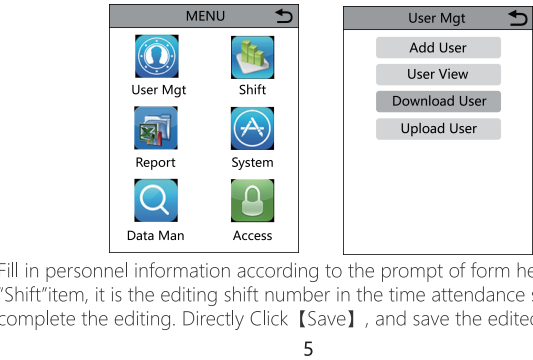
1.Appearance Display



- 3) View the log: 【Select the user to view the log】→ 【Log】 , Can view attendance logs.
- 4) Manual punch: 【Select the user to add log】→ 【Sign】 , Due to an unexpected situation, a user forgot to punch or other reason cause didn't have corresponding logs, but actually that user was present, so you can use 【Sign】 function to add log for the user.
- 【View personal log】 After verified successfully by fp、Card or pwd , then press 'ok', it will display personal logs, This method is suitable for querying logs without entering the menu.

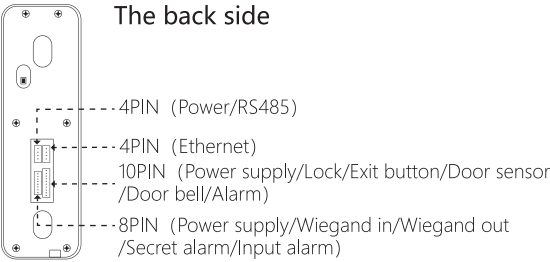
5.Download and Upload Users

Press 【OK】 > 【User Mgt】 > 【Download User】 , then insert U-disk. Click 【Download User】 , then you can download staff information in excel form, Also you can edit the form on PC. Pls refer to below picture:



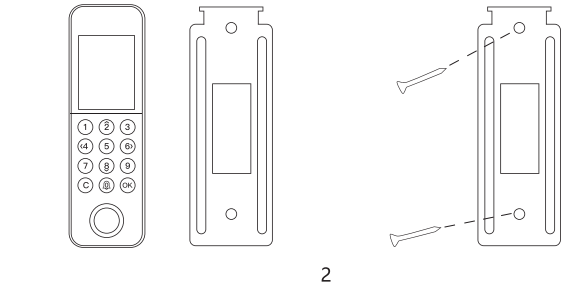
Fill in personnel information according to the prompt of form header. As for "Shift" item, it is the editing shift number in the time attendance setting. When complete the editing. Directly Click 【Save】 , and save the edited file into U-disk.

The back side



2.Wall Mount Installation

- 1) Make mark of the holder on the wall and confirm the device installing position.
- 2) Drill holes according to the marks.
- 3) Fix the holder on the wall.
- 4) Put the device on the holder, fix it, and charge it.

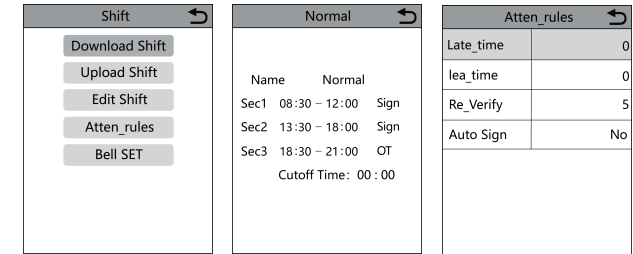


STAFF										
Note:A. Enroll number: only fill in the number (maximum of 8) required. B. Name: up to 48 words. C. Department: up to 48 words. D. Shift: 0~8. E. Admin 0 or not filled: user, 1: admin. F.Fingerprint. Face: no need to fill in. G. Password: up to 8 digits. H. Card number: up to 10 digits. I. Time Zone: 0~8. J. start, end: user valid date, the format is yyyy-mm-dd.										
ID	Name	Dept.	Shift	Manager	Fp	PWD	Card	ck Timezo	Start:	End:
1	Sophie	Office	1	0	1					
2	Olivia	Finance	1	0	1					

After editing shift form , press 【OK】 > 【User Mgt】 > 【Upload User】 then insert U-disk, click 【Upload User】 and transmit the edited user information to device.

Remark: For Time zone, start time and end time, Pls refer to User Access in Chapter 10 Access

6.Shift Setting

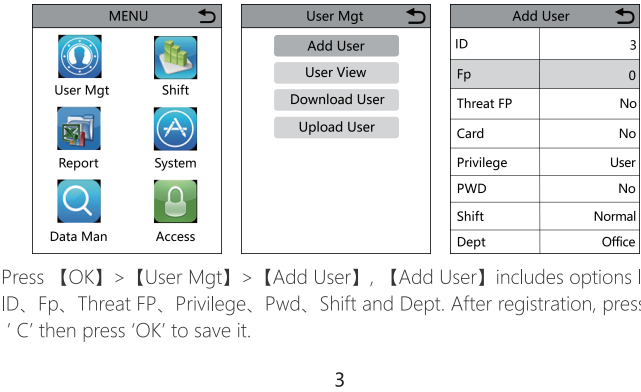


Press 【OK】 > 【Shift】 > 【Download Shift】 , then insert U-disk. Click 【Download Shift】 , then you can download shift arrangement in excel form, Also you can edit the form on PC. Pls refer to below picture:

3.Attention

- 1) Do not operate with power during installation.
- 2) 12V/3A power supply is recommended.
- 3) Do not install the device in direct sunlight or in a humid place.
- 4) Please read the wiring diagram of access control, and wire it according to the rules strictly.
- 5) On the situation that static electricity is a bit heavy, please connect ground wire first and then connect other wires, which can protect the device from damaging in static electricity.

4.User Management



Press 【OK】 > 【User Mgt】 > 【Add User】 , 【Add User】 includes options like ID、Fp、Threat FP、Privilege、Pwd、Shift and Dept. After registration, press 'C' then press 'OK' to save it.

Shift										
Note: A. shift name: up to 48 words. B. Section type: 0: normal attendance.1: overtime. C. cut off time: if the punch before the cut off time ,it will calculate as the previous day										
NO.	Name	Sec1			Sec2			Sec3		
		IN	OUT	Sec1 type	IN	OUT	Sec2 type	IN	OUT	Sec3 type
1	Normal	08:30	12:00	0	13:30	18:00	0	18:30	21:00	1
2	Night	23:00	06:00	0						
3	Day	08:30	12:00	0	13:30	18:00	0			

Edit shift arrangement according to the prompts of form header. Maximum 8 shifts can be set. Click 【Save】 after editing and save the file into U-disk.

Note:

- 1) Attendance time must be in the format of time, and attendance type must be in the format of digits. So when you handle the setting, pls pay attention that the input method is in English half-angle status. Checking Method: For example, when you input 10:30, double click this cell, then software will automatically turn the digits into 10:30:00.
- 2) If you set the shift of cross time, then the Clock-in before the cross time will be counted as the record of previous day. And shift should start after the cross time. For example:

Shift										
Note: A. shift name: up to 48 words. B. Section type: 0: normal attendance.1: overtime. C. cut off time: if the punch before the cut off time ,it will calculate as the previous day										
NO.	Name	Sec1			Sec2			Sec3		
		IN	OUT	Sec1 type	IN	OUT	Sec2 type	IN	OUT	Sec3 type
1	Shift1	23:00	08:00	0						

Cross time is set at 08:00am. Then shift should start after 08:00, and Clock-in record before 08:00am on Tuesday should be counted as the record of Monday.

- 3) If you don't need to clock at noon, combine the two sections into one . For example: 08: 30-12: 00 13: 30-17: 50,it can be set to section 1: 08: 30-17: 50
- 4)Time Skip setting is not allowed. For example, When you complete the setting of Section 1, you cannot skip Section 2 and get to set Section 3.

- 【ID】 When registering, each user can only have one unique 'ID'.
- 【Fingerprint】 Choose the Fp and press the same finger three times to complete the registration.
- 【Threat FP】 Every user can register a threat fp. If enable 【Threat Pro】 function in 【Access】 > 【Lock Set】 , when user successfully verify its threat fp, device will output an alarm signal.
- 【Card】 A "registration ID" can only register one card number. Select card and put card on swipe area, after read the card number then save it.
- 【Privilege】 Including user and manager. After setting manager, only manager verifies successful then can enter menu.
- 【Password】 A "registration ID" can only register one password that less than or equal to 8 digits. Input the same password 2 times then press ok.
- 【Shift】 Select the shift number in the 【Shift】 .
- 【Department】 The default department is office, you can add other departments by uploading user information sheet.
- 【Name】 Download user information sheet, then edit corresponding name, after finished, upload it to device to update user name.
- 【Pwd Verification】 Input user ID, press 'ok', then input pwd, press 'ok', again to confirm.

User View				
ID	NAME	FP	C	P
1	Sophie		edit	
2	Olivia		Del	
			Log	
			sign	

【User View】 : Press 【OK】 on this page, there will pop up a quick query window, then input user ID to locate the user. Or press up and down to find user

- 1) Edit user info: 【Select the user to edit】 → 【edit】 :The same as 【Add User】
- 2) Delete user: 【Select the user to delete】 → 【Del】 , press 'ok' in delete window to delete the selected user.

【Upload shift】 : After editing, insert U-disk and click 【Upload Shift】 , then you can upload the edited shift arrangements into device.

【Edit Shift】 : Click 【Edit Shift】 and select corresponding shift to edit.

【Attendance Rules】 : Click 【Atten_rules】 to enter, and the rules as below:

Item	Unit	Meaning	Scope
Allowed late arrival time	Mins	When user's late arrival time exceeds *** mins (This time scope can be set between 0~255 mins), then it is treated as late arrival.	0-255
Allowed early leave time	Mins	When user's early leave time exceeds *** mins(This time scope can be set between 0~255 mins), then it is treated as early leave.	0-255
Repeat verification time	Mins	Check if the user has checked in repeatedly within the corresponding time(This time scope can be set between 0~255mins).	0-255

AutoSign:

Item	Meaning
No	Must sign all IN and OUT time
INOUT DAY	Only sign first IN and last OUT
IN a day	Only sign the first IN time
Out a day	Only sign the final OUT time
Only IN	Only sign all the IN time
Only OUT	Only sign all the OUT time

