



Fingerprint & RFID Calculating Time Recorder With Built-in Thermal Printer

User Manual

Safety Information

To achieve optimum utility of this device, all operations should carefully ready and follow the instructions in this manual.



- Do not modify this product, as a fire, electrical shock, or breakdown could occur.
- Do not attempt to remove the covers and panels that have been fixed to the product. Some products have high-voltage components that could cause an electrical shock or blindness.
- Only use the power cord supplied in the package. Failure to use this cord could result in a fire or electrical shock.
- Do not unplug and plug in the power cord with wet hands, as an electrical shock could occur.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.
- The appliance must be connected to an earthed mains socket-outlet. The socket-outlet should be within 1m of the device and should be easily accessible.
- If smoke or fire sparks occurred when connecting the machine to electric power, please stop using the machine and contact your dealer immediately.

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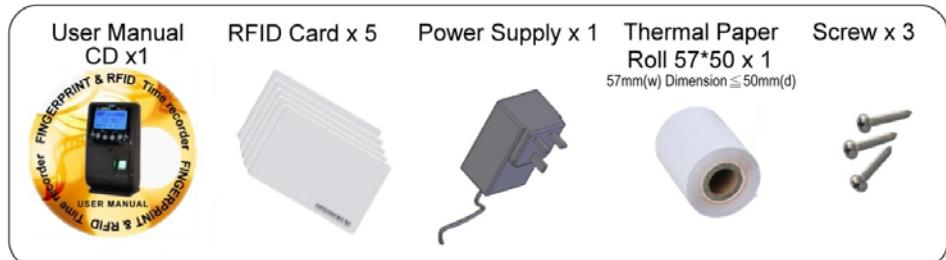
(A) Parts Description



Keyboard

DATA Key	Check Punching Record	IN1/ESC Key	IN1/Exit or Backspace
OUT1/- Key	OUT1/Value Decrease 1	IN2/+ Key	IN2/Value Increase 1
OUT2/Menu/Set Key	OUT2/Menu or Enter	Battery On/Off	Switch On (charging)
FEED/Mode/Power Key		Feed Paper / Select Character / Power On & Off	

(B) Package Contents



(C) SET TABLE (Inside CD, must program before use)

Sheet 1 – Department Set (Max. 30 departments can be created)

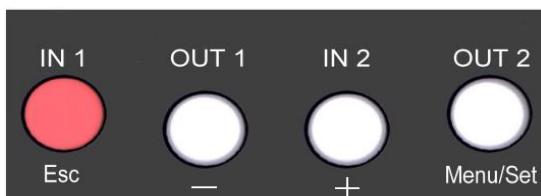
Department Set	
Instruction	
a) Max 30 departments	
b) Department name cannot exceed 23 characters including spaces	
Dept. No.	Dept. Name(23)
001	Admin
002	Engineer
003	Finance
004	HR
005	Logistic
006	Marketing
007	Production
008	Purchasing

Sheet 2 – Shift Set

		Shift Set														Week Days							Attend Rule						
Shift No.	Shift Name(23)	A.M.				P.M.				Overtime				Week Days							Calc Mode	Time Unit/Min	Attend Rule						
		In	Out	Ref	break Min	Min(s)	In	Out	Ref	break Min	Min(s)	In	Out	Ref	break Min	Min(s)	Su	Mo	Tu	We	Th	Fr	Sa	late/Min	Preleave/Min	Unit/Min			
001	Normal	08:00	13:00	Normal	0		14:00	18:00	Normal	0														Hour Round	5	5	0	1	
002	Normal&OT	08:00	13:00	Normal	0		14:00	18:00	Normal	0		18:00	20:00	OT	0										Hour Round	5	5	0	1
003	Random	08:00	22:00	Hand	0																				Punch Round	1	0	0	1
004	Random2	08:00	23:00	Hand2	0																				Punch Round	1	0	0	1
005	Smart	08:00	18:00	Smart	40	40	18:00	23:00	OT	0														Punch Round	1	0	0	1	
006	Smart2	08:00	18:00	Smart	60	0	18:00	23:00	OT	0														Punch Round	1	0	0	1	

Special Remarks:

For those User selected “UNSET” shift, user must press the IN/OUT key to select column before punching.



IN1 = First Time IN

OUT1 = First Time OUT

IN2 = Second Time IN

OUT2 = Second Time OUT

Reminder will show on LCD if those User with UNSET shift forgot to press IN/OUT key when punching.

Sheet 3 – Manager User (Max. 200 users can be registered)

	A	B	C	D	E	F	G	H	
2	Manage User								
3	Instruction								
4	Column A - Max 3-Digits								
5	Column B - Input Staff Name, max. 15 characters including spaces								
6	Column C - Input RFID Card No. if needed, max. 10 digits								
7	Column D - Select Desired Department								
8	Column E - Select Shift (Leave Blank for Default)								
9	ID NO.	Name(15)	ID Card(10)	Dept	Shift 1	Shift 2	Shift 3	Shift 4	
10	001	Celia		Admin	Normal				
11	002	Issac		Engineer					
12	003	Queenie		Finance	Random2				
13	004	Ivy		Marketing	Smart1				
14	005	Tony		Support	Smart2				

Special remarks :

Leave "Blank" on Shift 1 column for staff ID002 Issac means selected "UNSET" shift.

Sheet 4 – Music Output (Max. 24 program addresses)

	A	B	C	D	E	F	G	H	I	J	K	
2	Music Output											
3	Instruction											
4	Max. 24 program addresses can be created											
5	Column A - Input the Time that required music signal											
6	Column B - Input the duration of the music signal required in second											
7	Column C to H - Select the day required by Tick											
8	Column J - Select Music alarm by Tick											
9	Column K - Select External Siren by Tick (optional)											
10	Time	Duration 0~59(Sec)	Week Days				Music	Output				
11			Su	Mo	Tu	We	Th	Fr	Sa			
12	09:00	20	✓	✓	✓	✓	✓	✓	✓			
13	13:00	10	✓	✓	✓	✓	✓	✓				
14	14:00	10	✓	✓	✓	✓	✓	✓				
15	18:00	25	✓	✓	✓	✓	✓	✓	✓			
16												

Sheet 5 – System Info

	B	C	D	
2	System Info			
3	Item			
4	Company Name(63)	Welcome	Instruction	
5	Hour Mode	24h	Select 12 or 24 hour mode	
6	D.S.T.TIME(Start)	yyyy-mm-dd hh:mm	Input Daylight Saving Start Time (if needed)	
7	D.S.T.TIME(End)	yyyy-mm-dd hh:mm	Input Daylight Saving End Time (if needed)	
8	Machine No.(1~255)	1	Machine number (within 1~255)	
9	Record Warn(0~9999)	5000	Record Warning (if 5000 set, once the record reach 50,000, the machine will give alarm)	
10	Reverify(0~60)	5	Reverify time range (if 5 mins set, within 5 mins cannot punch again)	
11	Standby(0~60)	0	Standby period (if 30 mins set, within 30 mins without any operation, the machine will enter sleep mode). Press any key to wake up the machine	

(D) Attendance Report Layout

(Download from the Machine by USB Pen Drive)

Sheet 1 – Attendance Log Report (show all In/Out punching record)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q																																		
1	Attendance Log Report																																																		
2	Company Name: ABC Company Ltd																																																		
3	Date: 2015-06-01 ~ 2015-06-30																																																		
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Staff</td> <td style="width: 10%;">NO.:001</td> <td colspan="8" style="width: 60%;">Name: IVY</td> <td colspan="8" style="width: 40%;">Dept: Admin</td> </tr> <tr> <td>Date/Week</td> <td>1 Mon</td> <td>2 Tues</td> <td>3 Wed</td> <td>4 Thur</td> <td>5 Fri</td> <td>6 Sat</td> <td>7 Sun</td> <td>8 Mon</td> <td>9 Tues</td> <td>10 Wed</td> <td>11 Thur</td> <td>12 Fri</td> <td>13 Sat</td> <td>14 Sun</td> <td>15 Mon</td> <td>16 Tues</td> </tr> </table>																Staff	NO.:001	Name: IVY								Dept: Admin								Date/Week	1 Mon	2 Tues	3 Wed	4 Thur	5 Fri	6 Sat	7 Sun	8 Mon	9 Tues	10 Wed	11 Thur	12 Fri	13 Sat	14 Sun	15 Mon	16 Tues
Staff	NO.:001	Name: IVY								Dept: Admin																																									
Date/Week	1 Mon	2 Tues	3 Wed	4 Thur	5 Fri	6 Sat	7 Sun	8 Mon	9 Tues	10 Wed	11 Thur	12 Fri	13 Sat	14 Sun	15 Mon	16 Tues																																			
5	Attendance			09:04	09:10	09:03	08:43	08:57			09:01	08:46	09:02	08:56		06:48																																			
6				13:01	13:01	12:45	13:01	13:00			13:01	13:04	13:00	13:13	13:01	13:00																																			
7	Attendance			14:00	14:00	14:00		13:03			14:01	14:01	14:00	14:13	14:00	14:00																																			
8				18:05	18:01	18:13		14:00			18:15	18:05	18:25	18:08	18:01	18:01																																			
9	Date/Week	17 Tu	18 We	19 Th	20 Fr	21 Sa	22 Su																																												
10	Attendance	09:00	09:01	09:15																																															
11		13:06	13:02	13:16																																															
12	Attendance	14:00	14:00	14:00																																															
13		18:01	18:01	18:00																																															

Sheet 2 – Attendance Summary Report (show summary performance)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Attendance Summary Report																						
2	Company Name: ABC Company Ltd																						
3	Date: 2015-06-01 ~ 2015-06-30																						
4	NO.	Name	Dept	Working/Hour	Stdhour	Actual	Time In	Time Out	Early In	Out	Normal	OT/Hour	Attend/Day	Actual	Balance	OT/Day	Trip	Leave	Additional Pay	Deduction Pay	Leave	Deduction	Account Pay
5	001	IVY	ADMIN	120	107.1	3	38	1	15	0		15	14	1									
6	002	CELIA	ENGINEER	120	110.8	4	67	0	0	0		15	14	1									
7	003	ISAAC	FINANCE	170	135.5	10	345	11	919	134		18	17	1									
8	004	ERIC	HR	136	120.4	11	159	0	0	10.0		18	17	1									
9	005	JOHN	LOGISTIC	0	77.8	0	0	0	0	0		12	12	0									
10	010	Apple	Logistic	208.0	199	2	7	1	50	3.0		26	6	20									
11	088	Betty	Marketing	38.1	38.1	0	0	0	0	0.0		6	6	0									
12	200	Paulina	Purchasing	0.0	49.9	0	0	0	0	0.0		6	6	0									

Sheet 3 – Abnormal Clocking Report (List of all the abnormal punching)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Abnormal Clocking											
2	Company Name: ABC Company Ltd											
3	Date: 2015-07-01 ~ 2015-07-30											
4	NO.	Name	Dept	Date		A.M.		P.M.		Late In	Early Out	Total
5						IN	OUT	IN	OUT	Min	Min	Min
6	001	IVY	ADMIN	2015-7-3		09:10	13:01	14:00	18:01	10	0	10
7	001	IVY	ADMIN	2015-7-4		09:03	12:45	14:00	18:13	0	15	15
8	001	IVY	ADMIN	2015-7-5		08:43	13:01			0	0	0
9	001	IVY	ADMIN	2015-7-12		09:02	13:13	14:13	18:08	13	0	13
10	001	IVY	ADMIN	2015-7-19		09:15	13:16	14:00	18:00	15	0	15
11	001	IVY	ADMIN	2015-7-20						0	0	0
12	002	CELIA	ENGINEER	2015-7-6		09:20	13:03	14:00	19:33	20	0	20
13	002	CELIA	ENGINEER	2015-7-12		09:19	13:13	14:13	18:30	32	0	32
14	002	CELIA	ENGINEER	2015-7-19		09:15	13:16	14:00	20:00	15	0	15
15	002	CELIA	ENGINEER	2015-7-20						0	0	0
16	003	ISAAC	FINANCE	2015-7-2		09:05	21:30			5	0	5
17	003	ISAAC	FINANCE	2015-7-3		10:00	20:01			60	0	60
18	003	ISAAC	FINANCE	2015-7-4		10:37	21:17			97	0	97
19	003	ISAAC	FINANCE	2015-7-6		08:57	18:13			0	107	107
20	003	ISAAC	FINANCE	2015-7-7		09:30	19:10			30	50	80
21	003	ISAAC	FINANCE	2015-7-9		10:13	19:00			73	60	133

Sheet 4 – Attendance Report

(In Time Card format with calculation, 50 Users / excel worksheet)

	A	B	C	D	E	F	G	H	I	J
Attendance Report										
1 Company Name: ABC Company Ltd										
2	Dept	Admin		Name	IVY					
3	Date	2015-06-01 ~ 2015-06-30		NO.	001					
4	Absence	OT	Attend	Late In	Early Out					
5	/Day	/Hour	Day	Hour	Times	Min	Times	Min		
6	20	0.0	14	107.1	3	38	1	15		
Attendance Report										
9	Date/ Week	A.M.		P.M.		OT		Total		
10		IN	OUT	IN	OUT	IN	OUT	Normal	OT	
11	1 Mo	08:58	13:02	13:02	18:00			08:00	00:00	
12	2 Tu	09:11	13:07	13:07	18:34			07:45	00:00	
13	3 We	09:04	13:01	14:00	18:05			08:00	00:00	
14	4 Th	09:10	13:01	14:00	18:01			07:50	00:00	
15	5 Fr	09:03	12:45	14:00	18:13			07:45	00:00	
16	6 Sa	08:43	13:01					04:00	00:00	
17	7 Su	08:57	13:00	13:03	18:13			08:00	00:00	
18	8 Mo									
19	9 Tu									
20	10 We	08:57	13:01	14:01	18:15			08:00	00:00	
21	11 Th	09:01	13:04	14:01	18:05			08:00	00:00	
22	12 Fr	08:46	13:00	14:00	18:25			08:00	00:00	
23	13 Sa	09:02	13:13	14:13	18:08			07:45	00:00	
24	14 Su	08:56	13:01	14:00	18:01			08:00	00:00	
25	15 Mo									
26	16 Tu									
27	17 We	08:48	13:00	14:00	18:01			08:00	00:00	
28	18 Th	09:00	13:06	14:00	18:01			08:00	00:00	
29	19 Fr	09:01	13:02	14:00	18:01			08:00	00:00	
30	20 Sa	09:15	13:16	14:00	18:00			07:45	00:00	

HINTS: * =MANUAL REGISTER Red color = ABNORMAL PUNCHING

Special remarks :

For those staff selected “UNSET” shift, simple calculation function on work time will be counted based on the actual punch IN and punch OUT time.

(E) Create your own HR System (Through the Set Table)

1. Press "Power" to switch on the machine after connecting to the electric power.
2. Hold down the **Menu** key for 3 seconds to enter the operation Menu

(1) REPORT	(4) MUSIC SETTING
(2) MANAGE USER	(5) SHIFT SET
(3) TIME SETTING	(6) SYSTEM SETTING

Hints : Use  /  key to input data and **SET** to confirm setting

3. Download the "SET TABLE" to create your own HR System before starting.
6. Sys Setting → **2.USB Up/Dnload** → **1.Dnload Set Tab** insert the USB Pen drive to the USB Connector → **SET** please wait and "Dnload Success" will be shown on the LCD display when the download finished.
The "Set Table" in the Excel format consists of 5 sheets to create your own HR System. Please follow the instructions to input the required setting. (More info in Section D - Page 8)
4. Upload the preset "SET TABLE" back on to the Machine and start to use.
6. Sys Setting → **2.USB Up/Dnload** → **4.Upload Set Tab** insert the USB Pen drive in to the USB Connector → **SET** please select the correct file name and press **SET** please wait and "Upload Success" will be shown on the LCD display when the upload finished.
5. It is important that first time self-checking for all uploaded data on Machine to make sure everything is correct before started to use. (e.g. Company Name, Shift, Staff Name, ID Card No, Attendance Rules...)
6. Register the matched Fingerprint to the Staff ID Number one by one.
2. Manage User → **2.View User** select the Staff ID number and Staff Name (suggested to register the Staff's fingerprint from 001 to the end one by one to avoid missing) → **SET** → **2.Modify** → **SET** → **8. Finger** or **9.ID Card** place **same** finger or ID Card to the fingerprint scanner for 2 times. "Enroll OK" will display on LCD when register is finished. (Max. can register 10 fingerprints for 1 staff, suggested register 2~ 3 fingerprints for 1 staff, 1 normal use & 1 backup in case get injured). Set **10. Privilege** for each staff, either Admin or User.
*** Admin = authorized staff to enter MENU thru his fingerprint, User – common staff**
7. After registered all the users, please download the User's record and fingerprint as a backup file to save on your computer. (Details refer to Dnload User on Page 18)

Hints : All preset setting uploaded from “SET TABLE” can be added, modified or deleted directly through the Machine.

(F) Menu

1. REPORT

1.1. PRINT REPORT (Direct print out from the built-in Thermal Printer)

Follow the instructions to install the thermal paper roll in the correct position.

Press **SET** use **+** / **-** key to select Start : 20__YR - __MM - __DD

& END : 20__YR - __MM - __DD

ID NO. : press **SET** use **+** / **-** key to select 1.All or 2.Dept or 3.User

FEED MODE : press **SET** use **+** / **-** key to select ALL / SING (one by one print out)

Calculating: press **SET** use **+** / **-** key to select YES / NO (with or without calculating)

Press **SET** to print out the report

2012-7-1 ~ 2012-7-8					
CO: ABC Company Ltd.		Name: Celia NO.: 002			
	IN	OUT	IN	OUT	Total
1					
2					00:00
3	08:59	13:01	13:59	18:00	09:45
	18:08	20:09			
4	05:23	13:02	14:01	18:01	09:40
	18:11	20:00			
5	08:58	13:52	13:53	17:00	08:40
6	09:12	13:12	13:55		05:30
	18:10	20:10			
7	08:58	13:03			04:00
8					

Attend/Day: 5
Attend/Hour: 30.7
Absence/Day: 1
OT/Hour: 6.9
Late In & Early Out/Times: 3
Late In & Early Out/Min: 73

1/60, 1 decimal place

1.1.1 PRINTING WEEKLY / BI-WEEKLY PAY PERIOD REPORT

Press **SET** use **+** / **-** key to select Start : 20__YR -__MM -__DD
& END : 20__YR -__MM -__DD

ID NO. : press **SET** use **+** / **-** key to select 1.All or 2.Dept or 3.User

FEED MODE : press **SET** use **+** / **-** key to select ALL / SING (one by one print out)

Calculating: press **SET** use **+** / **-** key to select YES / NO (with or without calculating)

Press **SET** to print out the report

Hints : **Weekly Pay – Input 7 days period from when to when**

Bi-Weekly Pay – Input 14 days period from when to when

1.2. USB DNLOAD (Obtain 4 reports by USB Pen Drive - Below 32GB)

Press **SET** use **+** / **-** key to select Start : 20__YR -__MM -__DD
& END : 20__YR -__MM -__DD

ID NO. : press **SET** use **+** / **-** key to select 1.All or 2.Dept or 3.User

Insert the USB Pen drive to the USB Connector

Press **OK** to download the report

(4 reports in MS Excel format can be obtained, details refer to Section E - Page 10)

2.1 1.2.1 DNLOAD WEEKLY / BI-WEEKLY PAY PERIOD REPORT

Press **SET** use **+** / **-** key to select Start : 20__YR -__MM -__DD
& END : 20__YR -__MM -__DD

Insert the USB Pen drive to the USB Connector

Press **OK** to download the report

(4 reports in MS Excel format can be obtained, details refer to Section E - Page 10)

Hints : **Weekly Pay – Input 7 days period from when to when**

Bi-Weekly Pay – Input 14 days period from when to when

2. MANAGE USER

2.2 ADD USER

2.3 (Go through here to add Users, in case you do not want to use the SET
Table method)

2.4 Input staff ID NO. (From 001 to 200), press **SET** to confirm.

2.1.1. NO. : The ID no. you have selected in the beginning

2.1.2. Name: press **SET** → press **[+]** / **[-]** key to input staff's name
(Press **MODE** to select characters, max. 15 characters)

2.1.3. Dept.: press **SET** → press **[+]** / **[-]** to select department

2.1.4. Shift 1: press **SET** → press **[+]** / **[-]** and select Shift

2.1.5. Shift 2: press **SET** → press **[+]** / **[-]** and select Shift

2.1.6. Shift 3: press **SET** → press **[+]** / **[-]** and select Shift

2.1.7. Shift 4: press **SET** → press **[+]** / **[-]** and select Shift

2.1.8. Finger: press **SET** → **Place Finger** (place same finger on to the
Fingerprint Scanner area twice) **ENROLL OK**

2.1.9. ID Card: press **SET** → **Place Card** (place the RFID card to the Card
Reader area) → **ENROLL OK & RFID Card Number shown**

2.1.10. Privilege: User/ Admin

2.1.11. OK: **SET** → to confirm

Hints: Once the privilege “Admin” has been set, only the authorized “Admin” is

Manager Confirm
Admin F-Print or
Password:_

allowed to enter the **MENU Mode. (OR by using a
preset password, if a password has been set; for more
details refer to PWD SETTING on Page 19)
“Manager Confirm” will be shown when entering the
MENU, To enter the Menu mode, a) place a registered**

Admin Finger or b) enter the preset password

2.5 VIEW USER (Select specified User first)

2.5.1 **VIEW RECORD (To preview specified User's attendance record)**

Select User Name (Attendance data will be shown on LCD)

2.5.2 Modify (To modify specified User's data)

- Edit Name, Department, Shift 1~4, Register new fingerprint / RFID Card, and Set Privilege: User/ Admin

2.5.3 Delete

- Press **Yes** to delete this staff record

2.6 DEL ALL ADMIN (Delete all the “Admin” privileges assigned to users)

2.7 REG RECORD (Manually input attendance record, e.g. forget to punch)

NO. : input ID NO. (Which ID No. need to manually input attendance record)

DATE: 20__YR -__MM -__DD (Input which date need to input record)

TIME: __HR : __ MM (Input the correct attendance time needed)

IN/OUT: press **+** / **-** key select correct IN1 / OUT1/ IN2 / OUT2 column

press **SET** to confirm & “Enroll OK” will be displayed on the LCD when finished.

Special Remarks:

For User with UNSET shift, can only through above procedure to manually input the time, cannot through USB to upload REG RECORD to the machine.

2.8 DNLOAD REG TABLE

Insert USB Flash Pen in to the USB connector and press **SET**

2.9 UPLOAD REG TABLE

Insert USB Flash Pen in to the USB connector and press **SET**

	A	B
Reg Record		
2	NO.	Time(yyyy-mm-dd hh:mm)
3	001	2013-01-25 09:00
4	050	2013-01-16 18:36
5		
6		
7		

** Must follow above format yyyy-mm-dd hh:mm to input the date & time**

Hint: If only a few records need to be manually put in, you can directly input through 2.4 REG RECORD (P.14). For a larger number of records that need to be manually put in, you can download the “Reg Table” and upload to the computer (except those users with UNSET shift)

3. TIME SETTING

3.1. TIME SETTING

press **[+]** / **[-]** key to input correct DATE: 20__YR -__MM -__DD and
TIME : __HR : __MIN : __SEC

Press **SET** to complete.

3.2. TIME ADJUST

2.10 press **[+]** / **[-]** key to input \pm __ SEC / DAY → **SET** to complete.

3.3. HOUR MODE

press **[+]** / **[-]** key to select 24 HOURS / 12 HOURS → **SET** to complete.

3.4. Date Format

press **[+]** / **[-]** key to select MDY / DMY /YMD - **SET** to complete.

3.5. D.S.T. TIME (DAYLIGHT SAVING TIME)

3.5.1. D.S.T. TIME

press **[+]** / **[-]** key to select ON / OFF → **SET** to complete

3.5.2. START

SET → press **[+]** / **[-]** key to input START : DATE: 20__YR -__MM -__DD and
start TIME: __HR : __ MM → **SET** to complete

3.5.3. END

SET → press **[+]** / **[-]** key to input END : DATE: 20__YR -__MM -__DD and
end TIME: __HR : __ MM → **SET** to complete

*Hints : Once set, the unit will automatically update the D.S.T Time settings every year
thereafter. No further manual setting is necessary.*

4. MUSIC SETS (Max. 24 program addresses)

ADD

Press **SET** → ADD _ _/24 → **SET**

4.1 TIME

press **+** / **-** key to input the time __HOUR : __MIN

4.2 DURATION/SEC

press **+** / **-** key to input the duration from **0-59sec**

4.3 WEEK DAYS

press **+** / **-** key to select the day → press **SET** to confirm

4.4 MUSIC

press **+** / **-** key to select music ON / OFF

4.5 OUTPUT

press **+** / **-** key to select music ON / OFF

4.6 OK

→ **SET** → to complete

5. SHIFT SET

ADD Press **SET** → ADD /60 → **SET**

5.1 EDIT NAME

Create shift name by **+** / **-** key, press **MODE** to change character.

5.2 PART1

- 5.2.1. SHIFT REF

SET → press **+** / **-** key to select Shift

- 5.2.2. START

SET → press **+** / **-** key to input the START time. Hour : Min

- 5.2.3. END

SET → press **+** / **-** key to input the END time. Hour : Min

- 5.2.4. BK TIME/MIN

SET → press **+** / **-** key to input the BREAKTIME time (0 - 1440 Min)

- 5.2.5. OK

5.3 PART2 (same procedure as PART1)

5.4 PART3 (same procedure as PART1)

5.5 CALC MODE

Press **SET** to select HOUR ROUND / PUNCH ROUND

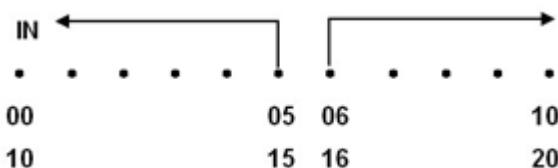
HOUR – Rounding for calculated hours total

PUNCH – Rounding for punch time.

5.6 TIME UNIT/MIN

SET → press **+** / **-** key to input the value (1-60 min)

If 5 minutes is input:



5.7 WEEK DAYS

Press **SET** to select from SUNDAY to SATURDAY → OK → **SET**

5.8 LATE/MIN

SET → press **[+]** / **[-]** key to input the value (0-30 min)

5.9 PRELEAVE/MIN

SET → press **[+]** / **[-]** key to input the value (0-30 min)

5.10 TIME UNIT/MIN

SET → press **[+]** / **[-]** key to input the value (1-60 min)

5.11 OK

SET → to complete

6. SYS SETTING

6.1 DELETE INFO

6.1.1 DEL ALL RECORD (Delete all punching record)

6.1.2 DEL ALL USER (Delete all register record, e.g. Fingerprint)

6.1.3 DEL ALL DATA (Delete all punching record & register record)

6.1.4 DEFAULT SETTING (Back to manufacturer initial setting)

6.2 USB UP/DNLOAD

6.2.1 DNLOAD SET TAB

- Download the Set Table report from Machine by USB

6.2.2 DNLOAD USER

- Download the User's register record from Machine by USB

6.2.3 DNLOAD RECORD

- Download the punching record from Machine by USB

6.2.4 UPLOAD SET TAB

- Upload the Set Table report back to Machine by USB

6.2.5 UPLOAD USER

- Upload the User's register record back to Machine by USB

6.2.6 UPLOAD RECORD

- Upload the punching record to back Machine by USB

Important: *Make sure below 32GB USB Pen Drive are correctly inserted in the USB Connector before download or upload procedure required.*

6.3 COMPANY NAME (Max. 29 characters including spaces)

Create Company name by **[+]** / **[−]** key, press **MODE** to change character

6.4 DEPT SET (Max. 30 department can be created)

Press **SET** → ADD **/30** → **SET**

Create Dept Name by **[+]** / **[−]** key, press **MODE** to change character

6.5 RECORD SET

6.5.1 RECORD WARN

SET → press **[+]** / **[−]** key to select ON / OFF

If select ON → **SET** → press **[+]** / **[−]** key to input the value (1~90000)

6.5.2 REVERIFY

SET → press **[+]** / **[−]** key to select ON / OFF

If select ON → **SET** → press **[+]** / **[−]** key to input the value (1~30)

6.6 MACHINE SET

6.6.1 LANGUAGE

SET → press **[+]** / **[−]** key to select language.

6.6.2 CONTRAST ADJ

SET → press **[+]** / **[−]** key to select value (normal is 40)

6.6.3 VOLUMN SET

SET → press **[+]** / **[−]** key to select value (normal is 8)

6.6.4 MACHINE NO.

SET → press **[+]** / **[−]** key to select value (1 - 255)

6.6.5 STANDBY

SET → press **[+]** / **[−]** key to select ON / OFF

If select ON → **SET** → press **[+]** / **[−]** key to select value (1-60)

6.6.6 PWD SETTING

SET → press **[+]** / **[−]** key to set password (max. 6 digits)

6.6.7 VERIFY LEVEL

SET → press **[+]** / **[−]** key to set verify level (Lowest 1 ~ Highest 5)

If staffs' fingerprint cannot be easily recognized by the machine, you can select lower verify level for fingerprints' reading.

Important : Correct password must be key in to enter the **MENU mode once password has been set to the machine.**

6.7 SYSTEM INFO

6.7.1 PREVIEW UREC

[SET] → press [+] / [-] key to input User ID No. →[SET]

Specified user punching record will be shown on LCD display.

6.7.2 DEVICE INFO

- 1. MANUFACTURER

[SET] to check the manufacturer details

- 2. DEVICE NAME

[SET] to check the model number

- 3. SERIAL NUMBER

[SET] to check the machine serial number

- 4. FIRMWARE VERSION

[SET] to check the existing firmware version

- 5. FIRMWARE UPDATE

[SET] to update new firmware version by USB Pen Drive

Important : Make sure below 32GB USB Pen Drive are correctly inserted in the USB Connector before new firmware update procedure required.

6.7.3 REG INFO

- 1. USER REG

Showing the number of registered User

- 2. FINGER REG

Showing the number of registered Fingerprint

- 3. ID CARD REG

Showing the number of registered RFID Card

- 4. USER RECORD

Showing the number of User Punching record

2.11 - 5. FREE SPACE

[SET] to check

- **5.1 USER REG** (Showing the no. of free User space remaining)
- **5.2 FINGER REG** (Showing the no. of free Fingerprint space remaining)
- **5.3 ID CARD REG** (Showing the no. of free RFID Card space remaining)
- **5.4 USER RECORD** (Showing the no. of free record space remaining)

2.12 - 6. ALL SPACE

[SET] to check

- **6.1 USER REG** (Showing the max. User capacity)
- **6.2 FINGER REG** (Showing the max. Fingerprint capacity)
- **6.3 ID CARD REG** (Showing the max. RFID Card capacity)
- **6.4 USER RECORD** (Showing the max. Record capacity)

(G) Other Features

I. View Attendance Records

Press **[DATA]** button for 1 sec., when LCD display will shown

Attendance : 30

Place Finger

Hints : There is a total of 30 staff reported "In" today

→ place finger on to the Fingerprint Sensor Reader

LCD will display the attendance records for that staff member.

001	2012-08
	1/2
01	08:58 13:02
	14:00 18:06
02	08:55 13:00
	13:59 18:10

Hints: current month Aug 2012

01 = 1st Aug, 2012

02 = 2nd Aug, 2012

Staff No. 001

1/2 = total 2 pages

[+] / **[]** key page up/down

II. Quick Basic Setup

Press **MENU/SET** + **POWER** 2 keys at the same time to switch on the machine and hold for 5 seconds, there will have a Quick Basic Setup shown on the LCD.

Quick Basic Setup

1. Time Setting
2. Company Name
3. Shift Set
4. Add User
5. PWD Setting

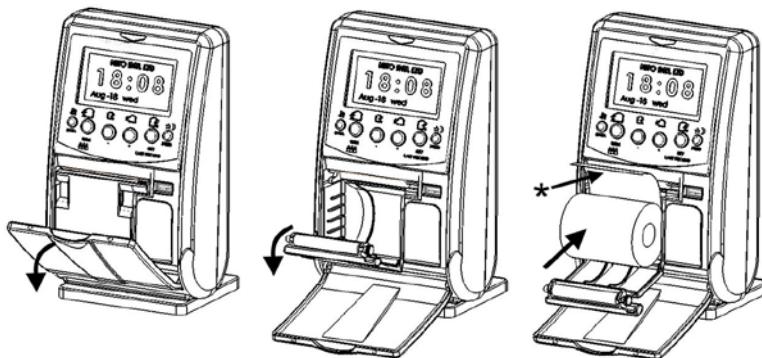
Through here can create simple setting and start to use the machine.

Replace Paper Roll

and ready to use

Follow below procedure to place the paper roll in correct position.

(H) Replace Thermal Paper Roll



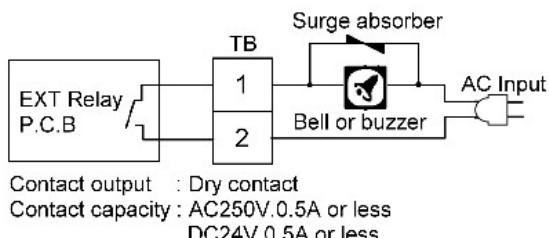
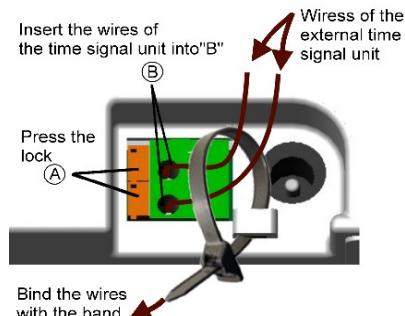
1. Open the front case

2. Pull out the printer cover

3. Install the paper roll 4. Close the printer

*. Pls note the direction cover & case

(I) How to Connect an External Time Signal Unit



(J) Important Notice

1. Switch on the “Battery On/Off Button” after connecting the DC power.(Optional).
2. The backup battery must be kept charging by connecting the DC power to avoid battery damage. (Optional)
3. Using the backup battery operation, the thermal print out function will not operate.
4. Transferring data from one machine to another:
Please follow below steps to download data:
Enter Menu > 6. Sys Setting > 2. USB Up/ Dnload > 4. Dnload Set Tab >
5. Dnload User > 6. Dnload Record)

Then upload the data to another machine with EXACT order of the files as below:
Enter Menu > 6. Sys Setting > 2. USB Up/ Dnload > 5. Upload User >
4. Upload Set Tab > 6. Upload Record (cannot change the steps)

**** If upload the Set Table first, there will be no fingerprint data.****

5. When below warning is shown on the LCD, you have to download the data immediately to avoid memory being full and archived data lost.



(K) Troubleshooting

Problem	Reason	Action / Solution
Shown “No Register”	Fingerprint not yet registered	Register the fingerprint
Shown “Verified”	Already punching	Within Re-verify period, double Punching
Forget to punch	Outdoor job or careless mistake	Manager to register back the record thru “REG RECORD”
Select IN/OUT Key	For those User with “UNSET” shift	Select the correct IN / OUT column before punching
Printer Err no paper	No paper roll inside or run out of paper	Replace a new paper roll
PWD Wrong	Input wrong password	<ol style="list-style-type: none"> 1. Input correct password 2. Contact dealer if forget password
Shown “Match Failed”	Fingerprint not in good position	Place the fingerprint in the Fingerprint Scanner Reader correctly
Shown “Create File Err”	Fail to download report from Machine	<ol style="list-style-type: none"> 1. Re-Insert the USB Pen Drive into USB Connector correctly 2. Switch off and on the machine and try again. 3. Try to use another branded USB Pen
Shown “Fingerprint Repeat”	Fail to register Fingerprint to the Machine	<ol style="list-style-type: none"> 1. F ingerprint already registered 2. Check the fingerprint record 3. Try Register another finger
Time different	Time gain or time lost	To adjust the time gain or time lost by setting “Time Adjust” on Page 15
All display turn off only the top LED flashing	Standby mode has been programmed	To wake up the machine by pressing any key

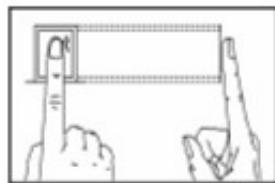
◇ appears in front of the company name	Daylight Saving Time started	Manager to “Reset Info” & reboot the machine.
Cannot open the downloaded Report/ Set Table	Invalid letters or symbols in Set Table (INVALID LETTER samples: <>"=:)	1. Self-check your machine to see if there any symbols such as <>"=: shown on the screen. 2. Delete those symbols and download the report again.

(L) Specification :

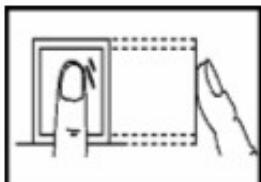
Print mode	Thermal printer
Data storage	USB data import/export
User capacity	200 user (1,000 finger)
Storage capacity	90,000 data
Access	Fingerprint and RFID Card
Resolution	500 dpi
Active scan area	16x16mm
Verification mode	1:1 or 1:N
Identification speed	< 1 sec
FAR / FRR	< 0.0001% / < 0.01%
Card	EM card (125KHz);
Reading distance	5~10 cm
Language / Voice prompt	English, Chinese / English, Cantonese
Indicator	Backlight LCD (graphic display)
Power supply	DC 9V 2.5A (input)
Consumption	3W
Working temperature	0°C ~60°C
Machine dimension	196mm(h)×120mm(w)×62mm(d) excluded base
Net weight	580g
Thermal paper roll	57mm(w) Dimension≤50mm(d)
Backup battery	Optional

Appendix – Attention to Fingers' Reading

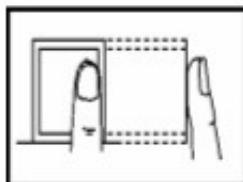
Note: try to put the finger in the middle of the reading window



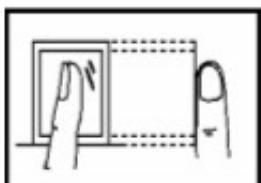
Right



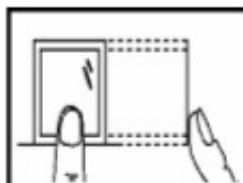
Not in center



Deflection



Incline



Low



This unit complies with the EMC directive 2004/108/EC

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

You are cautioned that changes or modifications not expressly approved by the party responsible for compliance could void your authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) this device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.
