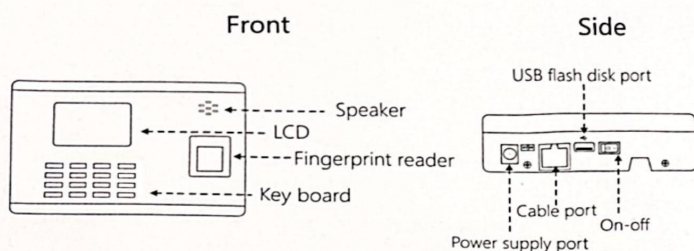# Fingerprint Time Attendance Terminal Quick Guide

Version: V9.0

1.Appearance Display

(The appearace may have some difference, The pictures are just for your reference)
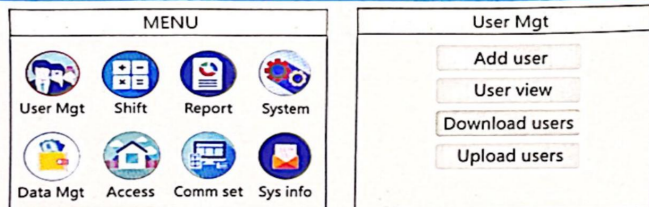
Front

- Speaker
- LCD
- Fingerprint reader
- Key board

Side

- USB flash disk port
- Cable port
- On-off
- Power supply port

1

Back

10PIN (Power supply/Exit button/Lock/WG input/RS485)

2.Wall Mount Installation

1) Recommended installation location is 110CM higher than ground.
2) Disassemble rear hanging plate and attach it to the wall to select the suitable installation position, then make a mark.
3) Drilling on wall according to the marked position.
4) Fix the rear hanging plate on the wall.
5) Install the device on the rear hanging plate and fix it, then power it up.

2

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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。
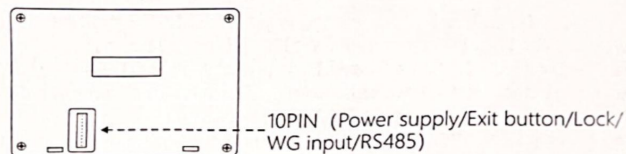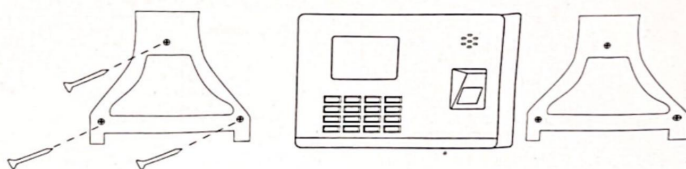
5.Download and upload users

MENU

- User Mgt
- Shift
- Report
- System
- Data Mgt
- Access
- Comm set
- Sys info

User Mgt

Add user
User view
Download users
Upload users

Press 'MENU' > 【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:

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. L Time Zone: 0~8. J. start, end: user valid date, the format is yyyy-mm-dd.

ID	Name	Dept.	Shift	Manager	Fp	Face	PWD	Card	ck Timezo	Start:	End:
1	Lucas	Office	1	0	1			10074163			
2	Ryan	Office	1	0	1		123				
3	Olivia	Office	1	0	1	1					
4	Ava	Office	1	0	1						

5

【Down Glog】:New attendance logs saved in device can be downloaded to U-disk, and form a TXT file, eg:'GLG_001.TXT'.

After editing shift form , press 'MENU' > 【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

Shift

Download shift
Upload shift
Edit shift
Atten rules
Bell set

Shift1

Name	Shift1
Sec1 08:30-12:00	Sign
Sec2 13:00-17:00	Sign
Sec3 18:00-21:00	OT
Cutofftime: 00:00	

Atten rules

Late time	0
Lea time	0
Re verify	5
Auto sign	No

Press 'MENU' > 【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:

6

9.Data Management

Press 'MENU'> 【Data Man】, Data management consists of 6 modules:
【Download Glog】、 【Download All Glog】、 【Clear All Enroll】、
【Delete All Glog】、 【Initialize System】、 【Clean Manager】.
【Down Glog】 :New attendance logs saved in device can be downloaded to
U-disk, and form a TXT file, eg:'GLG_001.TXT'.
【Down All Glog】 :All attendance logs saved in device can be downloaded to
U-disk, and form a TXT file, eg:'AGL_001.TXT'.
【Clear All Enroll】 :Delete all registration info of all users(include face、palm、
fp、card and pwd.
【Delete All Glog】 : Delete all logs of all users.
【Initialize System】 : Restore the device to factory state.
【Clean Manager】 : Clear all manager privileges on the device.

10.Access Control Function

Access
Lock set
Time zone Set
User access
Open group

Lock set	
OD delay	5
Door sensor	No
Wg format	34

【OD Delay】 : Set the time between lock relay effective and the state of resume normal.

11

【Door Sensor】 : Set the type of door sensor and door sensor delay time.
【Wiegand format】 : You can define wiegand port output format. The default format is 34bits, and it can be changed to 26bits.
【Time Zone Setting】 : It is to define the day time zone, week time zone and normal open time zone.

According to the rules and regulations of user's entry and exit, set the daily access time to the corresponding time period. You can totally set 8 groups of day time zones, or week time zones. For example, you can set the time between 6:00am and 8:00am to open the door, and the time between 17:00pm and 19:00pm to open the door. Pls refer to below picture Day Timezone 1 setting. If you want to set the door to be open in all day, pls refer to below picture Day Timezone 2 setting.

Example: 【Day Timezone 1】 setting as below

T.Zone1	06 : 00	08 : 00
T.Zone2	17 : 00	19 : 00
T.Zone3	00 : 00	00 : 00
T.Zone4	00 : 00	00 : 00
T.Zone5	00 : 00	00 : 00

Example: 【Day Timezone 2】 setting as below

T.Zone1	00 : 00	23 : 59
T.Zone2	00 : 00	00 : 00
T.Zone3	00 : 00	00 : 00
T.Zone4	00 : 00	00 : 00
T.Zone5	00 : 00	00 : 00

According to the rules and regulations of user's entry and exit, Set the passage time of each week to the corresponding day time zone. For example, the above-mentioned daily time zone rule(only 6:00am to 8:00am can open the door, and only 17:00pm to 19:00pm can open the door) applies from Monday to Friday, and door can be opened all day on Saturday and Sunday. Pls refer to (Figure 1) for Week Timezone 1:
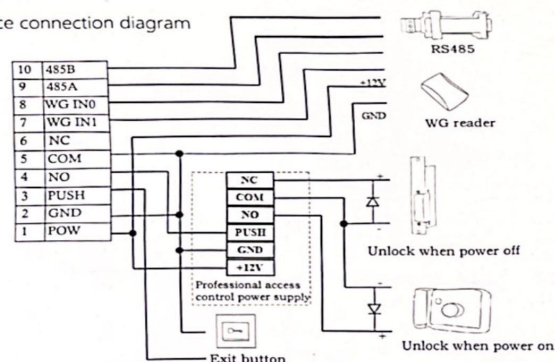
12

12.Schematic Diagram of Access Control Wiring (Optional)

1) Schematic diagram of device wiring port

485B	485-
485A	485+
WG IN0	Wiegand input 0
WG IN1	Wiegand input 1
NC	Normal closed end of lock signal
COM	The common end of lock signal
NO	Normal opened end of lock signal
PUSH	Exit button
GND	GND
POW	Power

15

2) Device connection diagram

10	485B
9	485A
8	WG IN0
7	WG IN1
6	NC
5	COM
4	NO
3	PUSH
2	GND
1	POW

RS485
WG reader
Unlock when power off
Unlock when power on

NC
COM
NO
PUSH
GND
+12V

Professional access control power supply

Exit button

13.T9 input method

Button distribution :

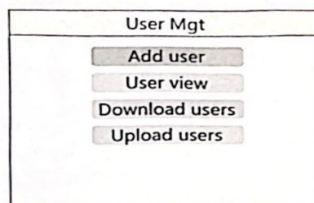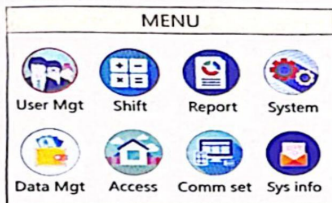| 1/.-_:@/	2/ABC	3/DEF	ESC	← ESC
4/GHI	5/JKL	6/MNO	MENU	Switch PINGYIN、char、NUM
7/PQRS	8/TUV	9/WXYZ	▲	Page turning
⊙	0	OK	▼	
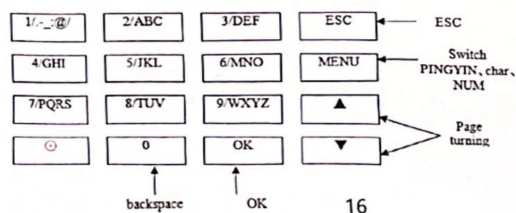
backspace   OK   16
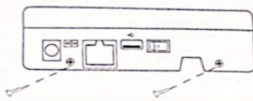
3.Attention

1) Do not operate with power during installation.
2) 9V/1A 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 'MENU' > 【User Mgt】 > 【Add User】, 【Add User】 includes options like ID、Name、Fp、Privilege、Pwd、Shift and Dept. After registration, press 'ESC' then press 'OK' to save it.

MENU			
User Mgt	Shift	Report	System
Data Mgt	Access	Comm set	Sys info

User Mgt
Add user
User view
Download users
Upload users

3

Add user	
ID	1
Name	
FP	0
Card	No
Privilege	User
PVVD	No

【ID】 When registering, each user can only have one unique 'ID'.
【Name】 Input、 edit name through T9 input method.
【Fp】 Choose the Fp and press the same finger three times to complete the registration.
【Card】 Select card and put card on swipe area, after read the card number then save it.

【Privilege】 Choose 'Manager' or 'User'.
【Shift】 Choose the shift accordingly.
【Dept】 Choose the department accordingly.
【Pwd】 Use keypad to input password less than or equal to 8 digits, and enter it again after confirming. if Twice input passwords are same, it will prompts the registration is successful.
【Pwd Verification】 Input user ID, press 'ok', then input pwd, press 'ok', again to confirm.
【User View】: Press 'MENU' 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.

User view						
ID	Name	FP	Car	Pwd	Shi	Mgr
1	Lucas	1				Edt
2	Ryan	1				De
3	Olivia	1				Log
						Sign

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.
3) 【View the log】: 【Select the user to view the log】 → 【Log】, Can view attendance logs.

4

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			CutoffTime
		IN	OUT	Sec_t ype	IN	OUT	Sec_Typ e	IN	OUT	Sec_t ype	
1	Day Shift	08:30	12:00	0	13:30	18:00	0	18:30	21:00	1	00:02
2	Night Shift	22:00	06:00	0							07:00

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			CutoffTime:
		IN	OUT	Sec_t ype	IN	OUT	Sec_Typ e	IN	OUT	Sec_t ype	
1	Shift 1	23:00	08:00	0							08:00

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.

7

【Upload shift】: After editing, insert U-disk and click 【Upload Shift】, then you can upload the edited shift arrangements into device.
【Edit Shift】: Click 【Shift Edit】 and enter shift edit interface.1- 8 numerical key represent 8 groups of shifts that can be edited. You can choose some group of shift and click it 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

8

7.Report

Press 'MENU'> 【Report】, Insert U-disk, and input the start and end time that you need to check. Click "OK"to download the report. The report includes original record sheet(Original Record), attendance list(Schedule)and summary sheet(Summary Report).

MENU
Report ↩
Start: 2019 - 10 - 01
End: 2019 - 10 - 31
✓ YES   ✗ NO

【Original Record】: You can check all users' attendance records in the sheet. Pls refer to below picture:

Original record

Date:2019-8-1~2019-8-31

ID 1 Name:Lucas Dept :Office Shift:Day Shift
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

| ▶ ◀ Original record schedule Summary Report |

【Schedule】: Attendance machine can automatically analysis the clock-in and clock-out data, and transmit these data in EXCEL file to the U disk. Format as below:(Remark: Red text indicates that the attendance is abnormal, such as late, early leave. Blue means overtime)

9

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schedule

ID:1		Name:Lucas								
Dept:Office		Shift:Day Shift					Date:2019-8-1~2019-8-31			

Date	week	Sec1		Sec2		Sec3		Work hours		OT hours	Late minutes	Leave minutes
		IN	OUT	IN	OUT	IN	OUT	Normal	Actual			
8-1	THU	08.25	12.03	13.26	18.06	18.06		8	8	0	0	0

| ▶ ◀ Original record schedule Summary Report |

【Summary Report】: It is a Statistics display of employee attendance for one month.

Summary Report

Date	2019-8-1~2019-8-31										
ID	Name	Dept.	Work hours		Late minutes	Leave minutes		OT hours		Work Dates(Normal /Actual)	Truancy
			Normal	Actual	TIMES	Minutes	TIMES	Minutes	Normal		
1	Lucas	Office	248.0	248				77.5		31.0/31.0	0

| ▶ ◀ Original record schedule Summary Report |

8.System Setting

Press 'MENU'> 【System】, System Settings include Device_Setup, Time Settings, the number of registered fingerprint registration threshold settings.

Device setup	
Device ID	1
Language	English
Voice	6
Sleep mode	Yes
Power off	Yes
Screen saver	No

Time	
Time	
Date fmt	Y/M/D
Tim fmt	24H
Dst set	No

10

Week time zone	
MON	1
TUE	1
WED	1
THU	1
FRI	1
SAT	2
SUN	2

(Figure 1)

Normal open time zone	
MON	1
TUE	1
WED	1
THU	1
FRI	1
SAT	1
SUN	1

(Figure 2)

【Remark】: In our device, 【Week Timezone 0】 is default to open the door all day.All other time zones are customizable.

【Normal Open Time】: According to requirements, Set the passage time of each week to the corresponding day time zone .Example: If the setting is as (Figure 2), Day time 1 applies to every day, then it means the door is kept open between 6:00 am and 8:00 am and 17:00pm to 19:00pm everyday.

【User Access control】: Set the time zone and effective time range of users. You can also download and edit the shift arrangements in excel format, and then upload into device.

User access				
ID	Name	TZ	G	Valid date
1	Lucas	0	0	Edit
2	Ryan	0	0	De
3	Olivia	0	0	

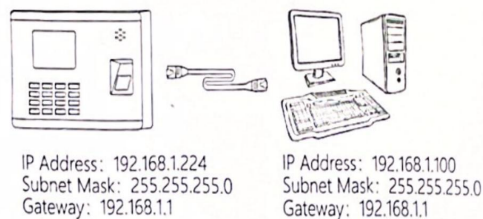| User access ↩ |
| --- |
| ID 1 |
| T Zone 0   Group 0 |
| Start: 2019-07-17 |
| End: 2029-07-17 |

13

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

11.Communication Settings

Press 'MENU'> 【COMM Set】 > 【Ethernet】

Comm set
Ethernet
Server
RS485

Ethernet	
DHCP	No
IP address	192.168.001.224
Subnet mask	255.255.255.000
Gate way	192.168.001.001
Port No	5005

Use Ethernet to connect the device to computer, An example is shown in the figure below:

IP Address: 192.168.1.224
Subnet Mask: 255.255.255.0
Gateway: 192.168.1.1

IP Address: 192.168.1.100
Subnet Mask: 255.255.255.0
Gateway: 192.168.1.1

14