Time Attendance (Standalone) User's Manual

V1.3.0

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Cybersecurity Statement and Recommendations

Mandatory actions to be taken towards cybersecurity

1. Change Passwords and Use Strong Passwords:
The number one reason systems get "hacked" is due to having weak or default passwords. Dahua recommends changing default passwords immediately and choosing a strong password whenever possible. A strong password should be made up of at least 8 characters and a combination of special characters, numbers, and upper and lower case letters.

2. Update Firmware
As is standard procedure in the tech-industry, we recommend keeping NVR, DVR, and IP camera firmware up-to-date to ensure the system is current with the latest security patches and fixes.
Check the firmware release of your running devices. If the firmware release date is over 18 months old, please contact a Dahua authorized local distributor or Dahua technical support for available update releases.

"Nice to have" recommendations to improve your network security

1. Change Passwords Regularly
Regularly change the credentials to your devices to help ensure that only authorized users are able to access the system.

2. Change Default HTTP and TCP Ports:
● Change default HTTP and TCP ports for Dahua systems. These are the two ports used to communicate and to view video feeds remotely.
● These ports can be changed to any set of numbers between 1025-65535. Avoiding the default ports reduces the risk of outsiders being able to guess which ports you are using.

3. Enable HTTPS/SSL:
Set up an SSL Certificate to enable HTTPS. This will encrypt all communication between your devices and recorder.

4. Enable IP Filter:
Enabling your IP filter will prevent everyone, except those with specified IP addresses, from accessing the system.

5. Change ONVIF Password:

On older IP Camera firmware, the ONVIF password does not change when you change the system's credentials. You will need to either update the camera's firmware to the latest revision or manually change the ONVIF password.

6. Forward Only Ports You Need:
● Only forward the HTTP and TCP ports that you need to use. Do not forward a huge range of numbers to the device. Do not DMZ the device's IP address.
● You do not need to forward any ports for individual cameras if they are all connected to a recorder on site; just the NVR is needed.

7. Disable Auto-Login on SmartPSS:
Those using SmartPSS to view their system and on a computer that is used by multiple people should disable auto-login. This adds a layer of security to prevent users without the appropriate credentials from accessing the system.

8. Use a Different Username and Password for SmartPSS:
In the event that your social media, bank, email, etc. account is compromised, you would not want someone collecting those passwords and trying them out on your video surveillance system. Using a different username and password for your security system will make it more difficult for someone to guess their way into your system.

9. Limit Feature of Guest Accounts:
If your system is set up for multiple users, ensure that each user only has rights to Feature and functions they need to use to perform their job.

10. UPnP:
● UPnP will automatically try to forward ports in your router or modem. Normally this would be a good thing. However, if your system automatically forwards the ports and you leave the credentials defaulted, you may end up with unwanted visitors.
● If you manually forwarded the HTTP and TCP ports in your router/modem, this feature should be turned off regardless. Disabling UPnP is recommended when the function is not used in real applications.

11. SNMP:
Disable SNMP if you are not using it. If you are using SNMP, you should do so only temporarily, for tracing and testing purposes only.

12. Multicast:
Multicast is used to share video streams between two recorders. Currently there are no known issues involving Multicast, but if you are not using this feature, deactivation can enhance your network security.

13. Check the Log:

If you suspect that someone has gained unauthorized access to your system, you can check the system log. The system log will show you which IP addresses were used to login to your system and what was accessed.

14. Physically Lock Down the Device:

Ideally, you want to prevent any unauthorized physical access to your system. The best way to achieve this is to install the recorder in a lockbox, locking server rack, or in a room that is behind a lock and key.

15. Connect IP Cameras to the PoE Ports on the Back of an NVR:

Cameras connected to the PoE ports on the back of an NVR are isolated from the outside world and cannot be accessed directly.

16. Isolate NVR and IP Camera Network

The network your NVR and IP camera resides on should not be the same network as your public computer network. This will prevent any visitors or unwanted guests from getting access to the same network the security system needs in order to function properly.

For latest information about Dahua the cybersecurity statement and recommendations, please visit www.dahuasecurity.com.

Privacy Protection Notice

As the device user or data controller, you might collect personal data of others' such as face, fingerprints, car plate number, Email address, phone number, GPS and so on. You need to be in compliance with the local privacy protection laws and regulations to protect the legitimate rights and interests of other people by implementing measures include but not limited to: providing clear and visible identification to inform data subject the existence of surveillance area and providing related contact.

About the Manual

- The Manual is for reference only. If there is inconsistency between the Manual and the actual product, the actual product shall prevail.
- We are not liable for any loss caused by the operations that do not comply with the Manual.
- The Manual would be updated according to the latest laws and regulations of related regions. For detailed information, see the paper User's Manual, CD-ROM, QR code or our official website. If there is inconsistency between paper User's Manual and the electronic version, the electronic version shall

prevail.

- All the designs and software are subject to change without prior written notice. The product updates might cause some differences between the actual product and the Manual. Please contact the customer service for the latest program and supplementary documentation.
- There still might be deviation in technical data, functions and operations description, or errors in print. If there is any doubt or dispute, please refer to our final explanation.
- Upgrade the reader software or try other mainstream reader software if the Guide (in PDF format) cannot be opened.
- All trademarks, registered trademarks and the company names in the Manual are the properties of their respective owners.
- Please visit our website, contact the supplier or customer service if there is any problem occurred when using the device.
- If there is any uncertainty or controversy, please refer to our final explanation.

1 Product Overview

1.1 Introduction

Time attendance is an attendance device signing by fingerprint and password. The device supports local time attendance setup, USB attendance statistical export with no software (standalone mode) and time attendance management in platform software (platform mode). It has simple and neat appearance, suitable for commercial building, shop, factory and etc.

The device mainly supports:
- TCP/IP Based
- External electronic bell
- Two user roles: administrator and normal user
- All user allowed to query his attendance records (press#)
- Attendance by fingerprint or password.
- USB disk upgrade firmware
- T9 text input
- 16 mechanical keys and 2.4 inch LCD.
- Max of 2,000 fingerprints and 1,000 users.
- Max of 100,000 attendance records.
- 24 groups of shift.
- 20 departments.

Warning:

- Please use a DC 5V 1A adaptor, and work temperature cannot exceed －5℃～ +55℃.
- Please use battery properly to avoid fire, explosion and other dangers.
- Please replace used battery with battery of the same type.
- Do not use power line other than the one specified in local area. Please use it properly within rated specifications.
- Usage must meet SELV requirement, and voltage provided shall meet Limited Power Source by IEC60950-1, subject to label on device.
- Connect product with type-I structure to grid power output plug with grounding protection.
- If you use plug or coupler as cut off device, please make sure the device could be easily operated.

2 Device Installation

2.1　Checklist

No.	Name	Quantity
1	Unit	1
2	Power adaptor	1
3	Power line	1
4	Screw	● Screw bag*1 ● Expansion bolt*3
5	Quick Start Guide	1

Chart 2-1

2.2　Panel and Port

Time Attendance Terminal appearance is shown in Figure 2-1 and Figure 2-2.
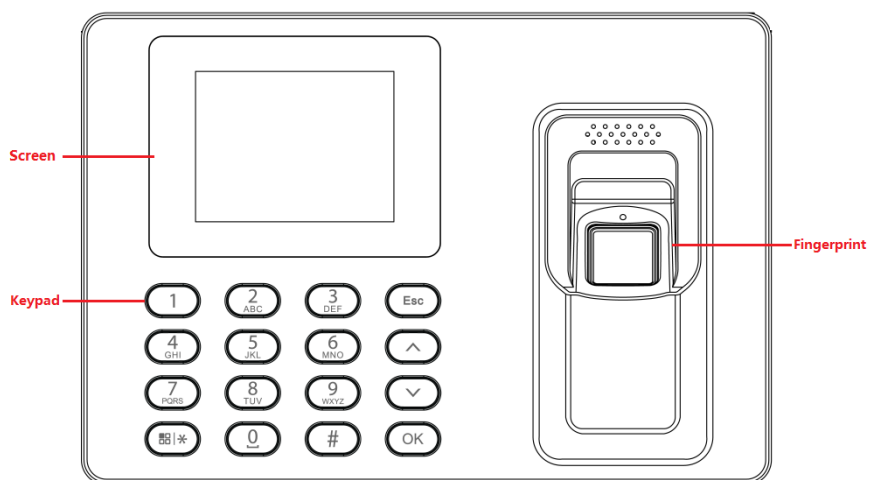
Figure 2-1

Icon	Note
0～9	Number key for input of number and letter
Esc	Back or exit
∧	Up (attendance events switch)
∨	Down (attendance events switch)
OK	Enter or confirm
#	Backspace
▦|*	Enter main menu or switch input

Chart 2-2
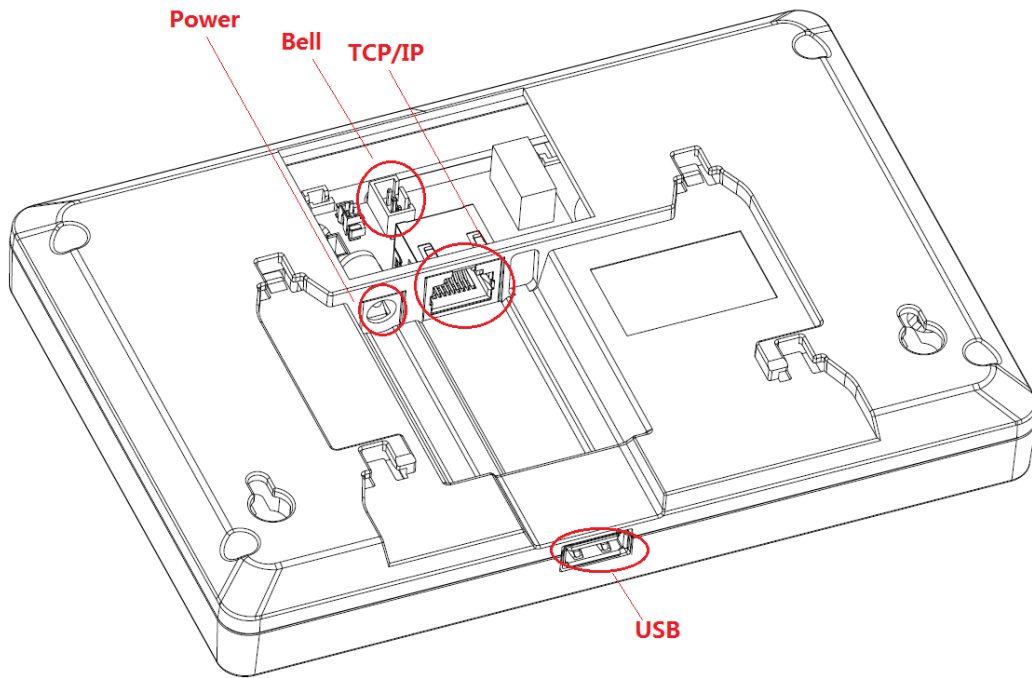
Figure 2-2

Bell Connection steps:

Step1: Remove 4 screws with a screwdriver, then disassemble the device.

Step2: Connect the 3 pin for electronic Bell

Step3: Covered the rear panel, and assemble the device

2.3   Dimensions
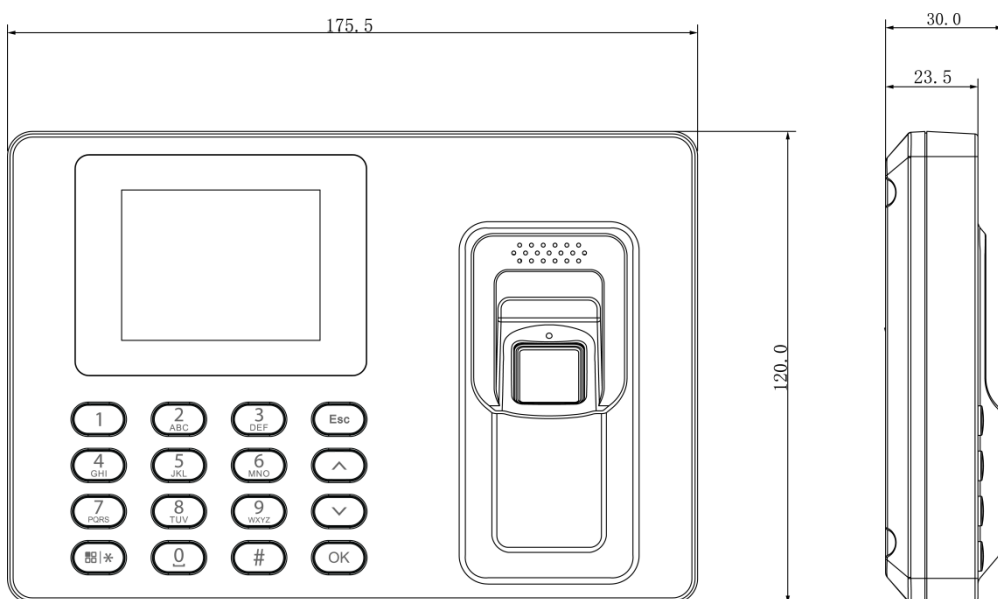
Figure 2-3

2.4   Installation

Time attendance installation is shown in Figure 2-4.
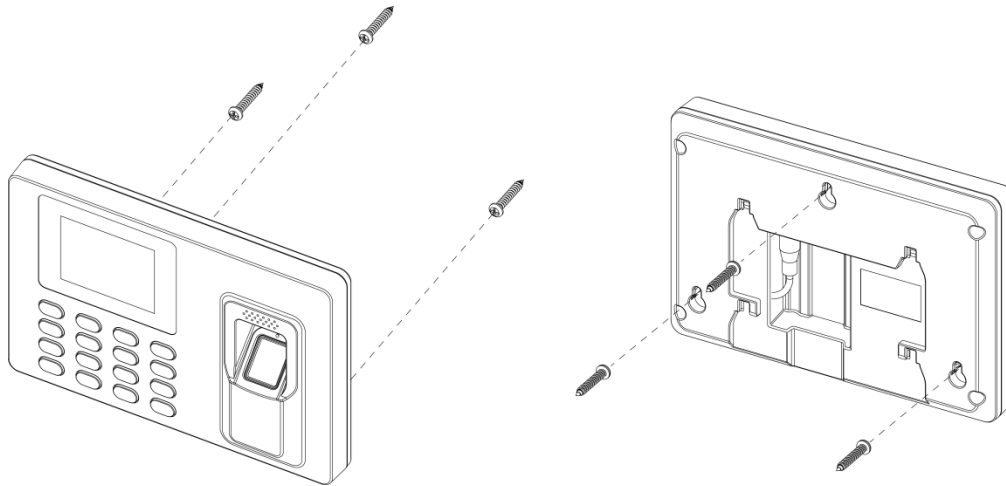
Figure 2-4

Installation steps:

Step 1. Stick installation map on the surface you are going to install, and dig hole in accordance with hole position on the map. Insert expansion bolt into installation hole.

Step 2. Fix screw on wall in accordance with the map, leave a space of 2mm~2.5mm between screw and wall.

Step 3. Plug in power plug, put wire in order to their corresponding areas.

Step 4. Hang the device on the screw.

3 System Operation

Note:

- For administrator role: When the device don't have administrator roles, everyone can enter the system menu. When there is one or more administrator roles in the system, the menu will be locked, and only the administrator can enter the menu with fingerprint or password. Therefore, please ensure that there are 1 or multiple administrator users in the device.

  User - Add New User--User Level --Administrator, this user is administrator user.

- For time attendance rule: The shift, scheduling department in the equipment is independent, it's for standalone mode, has no any connection with platform mode, the attendance rules and other settings of the software platform, and does not do synchronous processing.

- For platform mode, the user name is admin, the default password is also admin

- For standalone mode, System framework is shown in below:
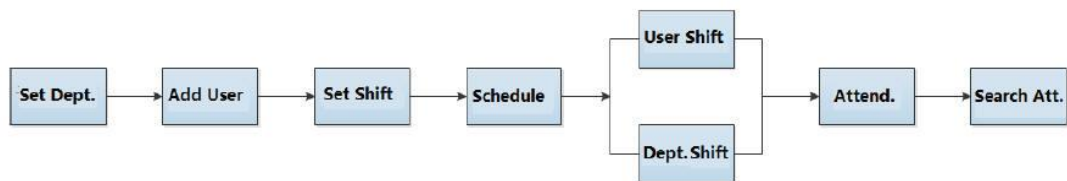
3.1   Main Menu

Plug in power, the device enters running status, and you can see time display when it boots up, see Figure 3-1.

Note:

If you have no operation for a while in an interface, the system will go standby.
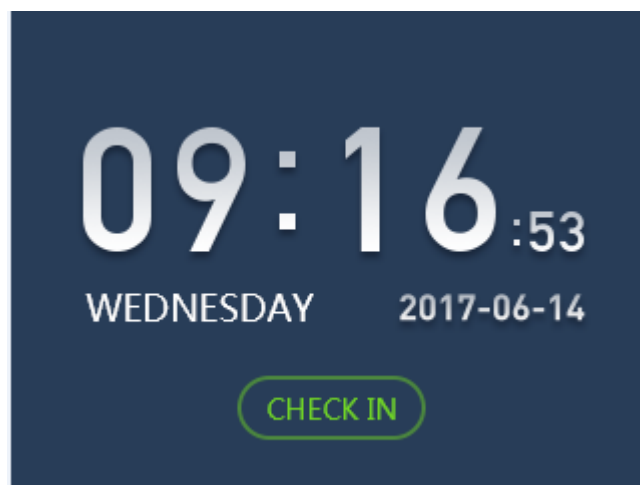
Figure 3-1

Click ⬭, system shows main menu, see Figure 3-2.

Note:

If you have added administrator user, you can enter administrator user ID and password or fingerprint to log in.
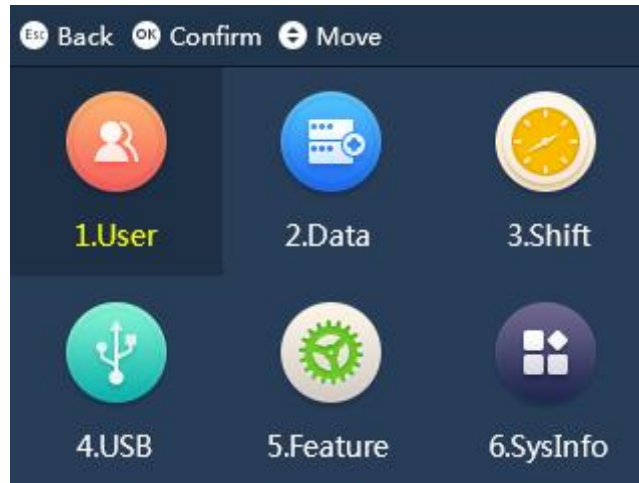
Figure 3-2

Press ⌃ or ⌄ to select, click ⬭ or directly click number key to enter each function.

3.2 User

You can add attendance user and department, and search and edit user and department info. You can link user to department as to set shift of the entire department.

Enter main menu, click ⌃ or ⌄, select User , click ⟨OK⟩. Or directly click number 【1】. See Figure 3-3.
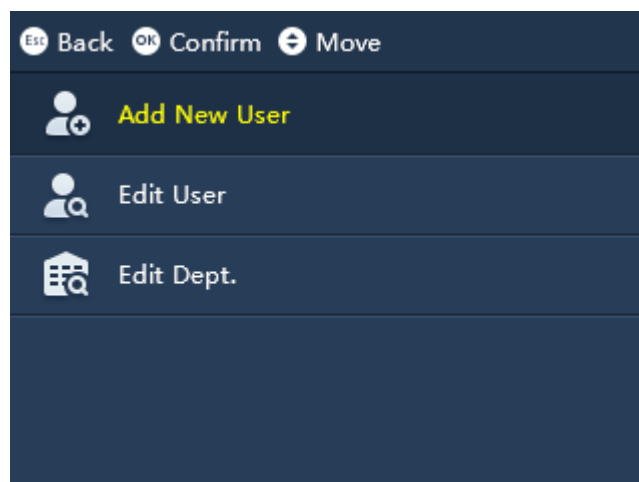
Figure 3-3

3.2.1 Add User

You can add new user, as well as record new user info, including ID, name, fingerprint, password and etc. A user can register for attendance by fingerprint and password. The system supports up to 1000 users and 5 admin users.

Step 1. Select "User>Add New User", click (OK). See Figure 3-4 and Figure 3-5.
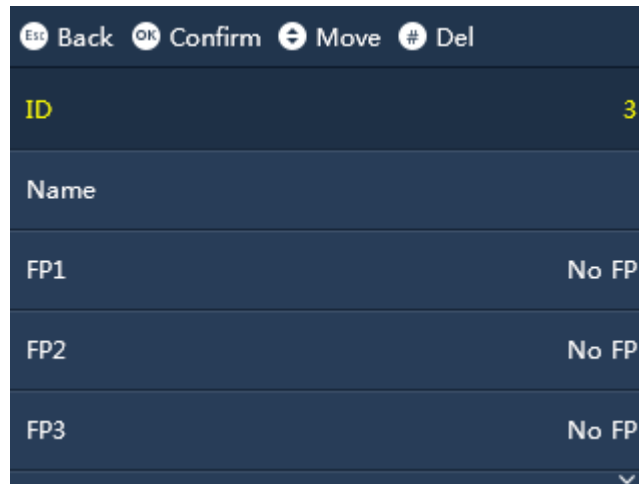
Figure 3-4
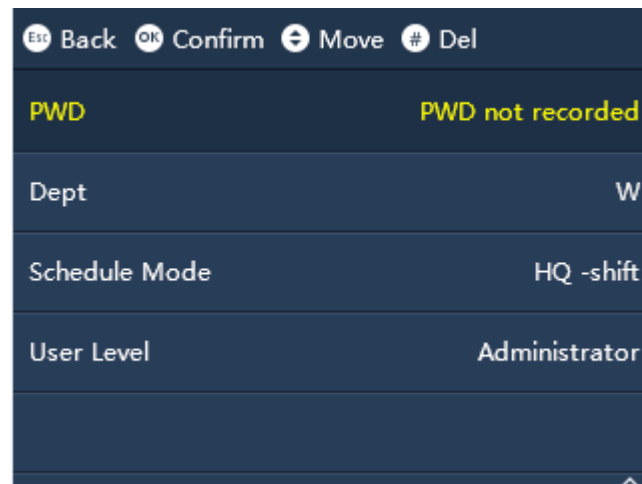
Figure 3-5

Step 2. Click (∧) or (∨), select parameter. Click (OK) to confirm. Click number

key to enter info, and click (OK) again to save. See Chart 3-2.

Parameter	Note
ID	Enter user ID, max of 8 digits of number. You can click (∧) or (∨) to select number.

Parameter	Note
Name	Enter user name, max of 16 characters, click ⌨ to switch language input, including letter, symbol and number.
FP1～FP 3	Collect fingerprint, one user can max collect 3 FP (fingerprint). Each fingerprint requires three times of verification. Please operate according to audio prompt.
PWD	Enter password, password supports 1～8 digits of number.
Department	Click ⌃ or ⌄ to select preset department, see Ch 3.2.3.
Schedule Mode	Click ⌃ or ⌄ to select. ● Personal shift, set single user shift, do not execute department shift. ● Department shift, execute department shift, execute attendance following selected department linked shift. See Ch 3.3.2. to set personal and department shift.
User Level	Click ⌃ or ⌄ to switch right. ● User, only has attendance right. ● Administrator, can login system, and set.

Chart 3-1

3.2.2 Edit User

You can search user in the system, modify and delete user info.

Select "User> Edit User", click ⓞⓚ. If there is user info, it will show user info on screen, see Figure 3-6.

Figure 3-6

- Click ⌨⁎ to enter user ID to search corresponding user info.

- Select user, click ⌗ to delete.

- Select user, click OK to modify user name, department, schedule mode and user level. If fingetprint and password (PWD) exist, click ⌗ and after it is deleted, you can input again. User ID cannot be modified.

- 🖐, means fingerprint is inputted.

- 🔒 means password is inputted.

3.2.3 Set Department

The system has 20 departments already, and you can name these departments. After you name department, new name will be shown in Department parameter created by new user. Unnamed department will not be shown instead.

Step 1. Select "User >Edit Department", click OK. Here you can bind department ID to department name, see Figure 3-7.

Esc Back	OK Confirm	⊕ Move
Dept.ID	Dept.
01	HQ
02	PM1
03	PM2
04	
05	

Figure 3-7

Step 2. Click ∧ or ∨ to select department ID, click OK.

Step 3. Press number key to enter corresponding department name, bind with department ID.

Step 4. Click OK again to save.

3.3   Shift

You can set shift schedule by attendance time, or allocate corresponding shift to department or user.

Enter main menu, click ⌃ or ⌄ to select Shift, click OK. Or directly click number 【3】. See Figure 3-8.
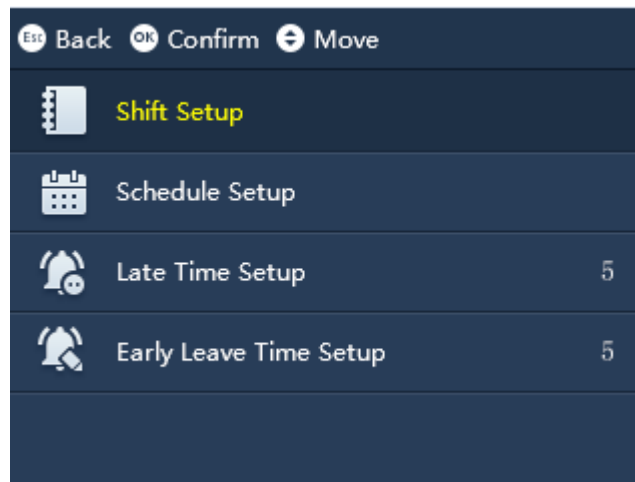
Figure 3-8

3.3.1 Set Shift

The system supports 24 shifts. You can set attendance period of shift.

3.3.1.1   Shift

Step 1.   Select "Shift>Shift Setup>Shift", click OK. See Figure 3-9.
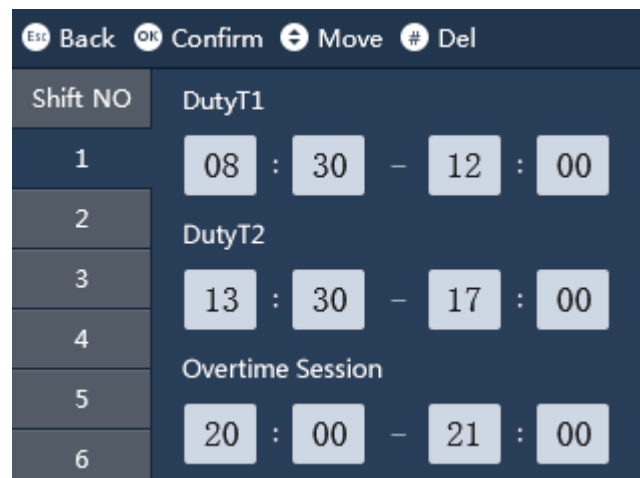
Figure 3-9

Step 2. Select shift no., click ⬭OK.

Step 3. Click ⬭∧ or ⬭∨ to select time you want to set.

Step 4. When you click number keys to set time, or click ⬭∧ or ⬭∨ to adjust time.

Click ⬭OK to confirm. Select next setup position, see Chart 3-2.

Parameter	Note
Duty T1, Duty T2	Set attendance period, as period between sign in and out must meet this period to be normal attendance. Otherwise it is abnormal attendance. The system supports to two periods. If you set two periods, period 1 and 2 must be normal attendance, so the user will be normal attendance.
Overtime Session	Set overtime work session, as sign in and out within this period will be overtime work.

Chart 3-2

Step 5. Click ⬭Esc. System asks if you want to save.

Step 6. Click ⬭OK to save.

3.3.1.2   Import Schedule Table

Warning:

Make sure you have inserted USB stick, and DO NOT eject USB stick during upgrading or operate the system, otherwise, upgrading will fail and attendance cannot work properly.

According to downloaded schedule table, fill in data, and upload to corresponding device via USB.

Export folder named "import export file_00001", while the number means device no. Please be careful when you upload file, make sure device name included in file name shall match device no. uploaded.

Step 1. Update corresponding "schedule table.xls" file, and place into import export folder.

Step 2. Select "Shift>Schedule Setup>Import Schedule Table", click ⬭OK. The screen asks if you want to overlay original schedule info.

Step 3. Click ⬭OK to upload.

3.3.1.3   Export Schedule Table

Warning

Make sure you have inserted USB stick, and DO NOT eject USB stick during downloading or operate the system, otherwise, upgrading will fail and attendance cannot work properly.

You can download schedule info in the system to USB stick.

Select "Shift>Schedule Setup>Export Schedule, click ⬭OK .

The screen asks you to wait for a while and then it shows successfully downloaded.
It created "schedule table.xls" file, stored in "import export file_00001" folder while number in name of folder is device no.

3.3.2 Schedule Setup

The system supports user schedule and department schedule. You can set according to your need.

3.3.2.1   User Schedule

You can set current month and next month schedule for one user.

Step 1.   Select Shift>Schedule Setup>User Schedule, click ⬭OK . See Figure 3-10.
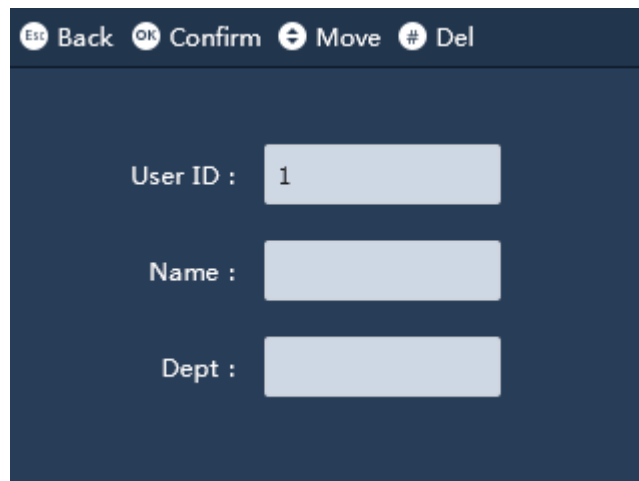
Figure 3-10

Step 2.   Enter user no., to automatically show name and department, click ⬭OK , see Figure 3-11.

Figure 3-11

Step 3. Click ⌃ or ⌄ to select date, click OK to edit shift.

Step 4. Click number key to enter shift. You can click ⌃ or ⌄ to select shift,

click OK to confirm.

● 1-24 means shift in setup.
● Null and 0 are off duty.
● 25 means business trip.
● 26 means leave.

Step 5. Click Esc. System asks if you want to save.

Step 6. Click OK to save.

3.3.2.2 Department Schedule

Select Department, set loop method of shift for corresponding department.

Step 1. Select Shift>Schedule Setup>Department Schedule, click OK.
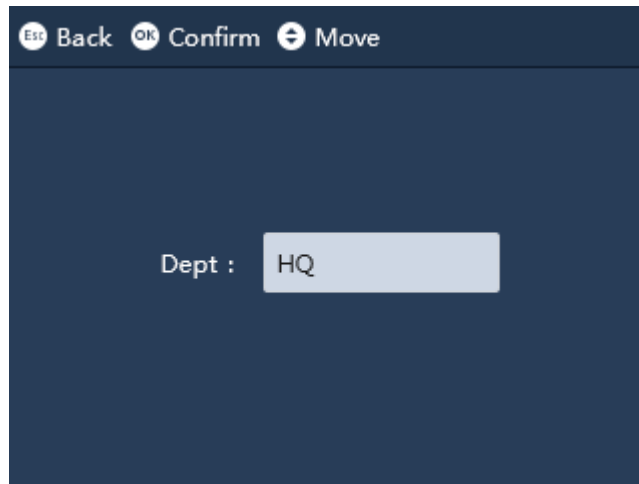
Figure 3-12

Step 2. Click ⌃ or ⌄ to select preset department, click OK, see Figure 3-13.
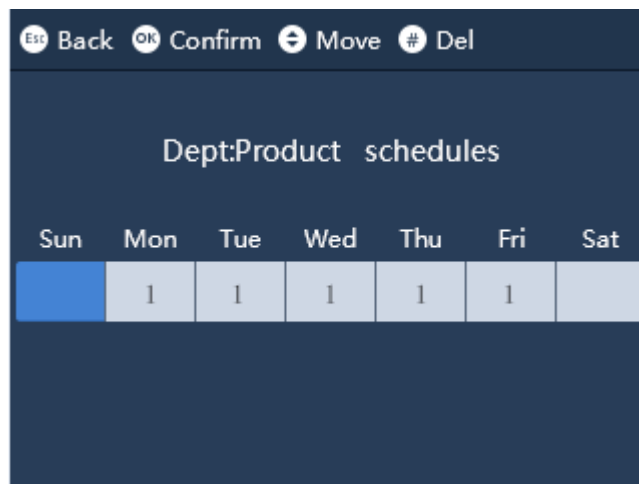
Figure 3-13

Step 3. Click number key, input shift, as well as click ⌃ or ⌄ to select shift. Click OK to confirm.

- 1-24 means shift in setup.
- Null and 0 are off duty.
- 25 means business trip.
- 26 means leave.

Step 4. Click Esc.

System asks if you want to save.

Step 5. Click OK to save.

3.3.2.3   Import Schedule Table

Warning:

Make sure you have inserted USB stick, and DO NOT eject USB stick during upgrading or operate the system, otherwise, upgrading will fail and attendance cannot work properly.

According to downloaded schedule table, fill in data, and upload to corresponding device via USB.

Export folder named "import export file_00001", while the number means device no. Please be careful when you upload file, make sure device name included in file name shall match device no. uploaded.

Step 1.   Update corresponding "schedule table.xls" file, and place into import export folder.

Step 2.   Select "Shift>Schedule Setup>Import Schedule", click (OK). The screen asks if you want to overlay original schedule info.

Step 3.   Click (OK) to upload.

3.3.2.4   Export Schedule Table

Warning

Make sure you have inserted USB stick, and DO NOT eject USB stick during downloading or operate the system, otherwise, upgrading will fail and attendance cannot work properly.

You can download schedule info in the system to USB stick.

Step 1.   Select "Shift>Schedule Setup>Export Schedule Table, click (OK).

Step 2.   Click number key to set time or click (∧) or (∨) to adjust time. Click (OK) to confirm. And then select next position to set.

Step 3.   Click (▦|*).

The screen asks you to wait for a while and then it shows successfully downloaded.

It created "schedule table.xls" file, stored in "import export file_00001" folder while number in name of folder is device no.

3.3.3 Set Late Time and Early leave Time

Set allowed late time and early leave time range. Within these time ranges, record of attendance is normal. The set late time and early leave time are valid for all shifts.

- Late time, which is sign in time later than general work start time, for example, work start at 8 AM, if the late time is 5 minutes, then sign in after 8:05 AM is being late and sign in before 8:05 AM is normal.
- Early leave time, which is sign out time earlier than general work end time, for example, work end at 5 PM, if the early leave time is 5 minutes, then sign out before 4:55 PM is leaving early and sign out after 5 PM is normal.

Step 1. Enter Shift interface, select Late Time Setup, or Early Leave Time Setup, click

(OK).

Step 2. Click number to enter time, as well as (∧) or (∨) to adjust time, and click

(OK).

3.4 Attendance Statistics

Warning

Warning

Make sure you have inserted USB stick, and DO NOT eject USB stick during exporting or operate the system, otherwise, exporting will fail and attendance cannot work properly.

You can search and export attendance record, while the system stores up to 100,000 records.

After you enter main menu, click (∧) or (∨) to select Data, click (OK). Or you can directly click 【2】 key, see Figure 3-14.
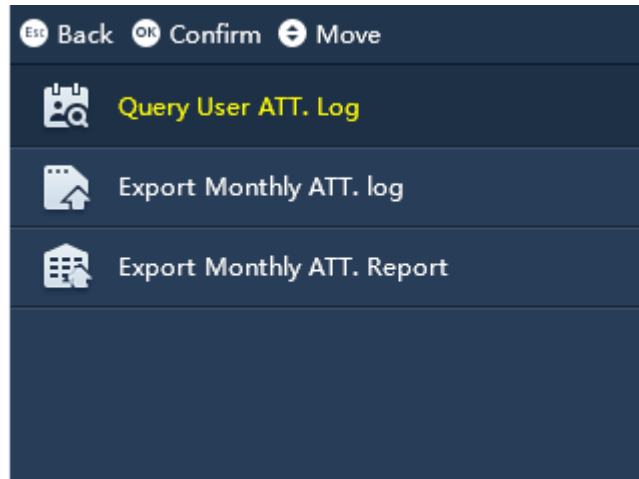
Figure 3-14

3.4.1 Query User Attendance Log

Step 1. Select Data>Query User ATT. Log, click ⬭OK. See Figure 3-15.
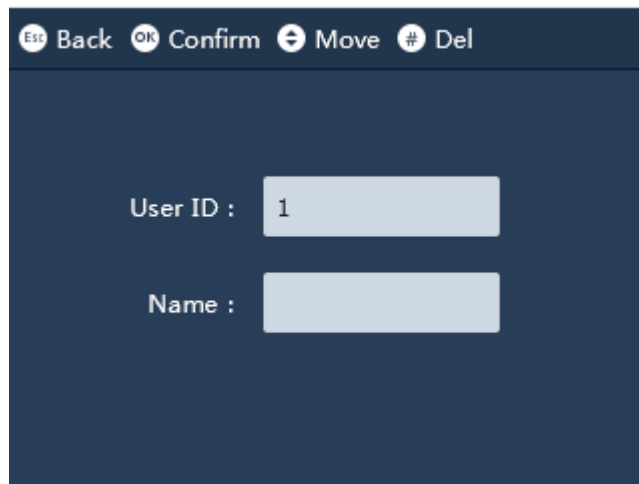
Figure 3-15

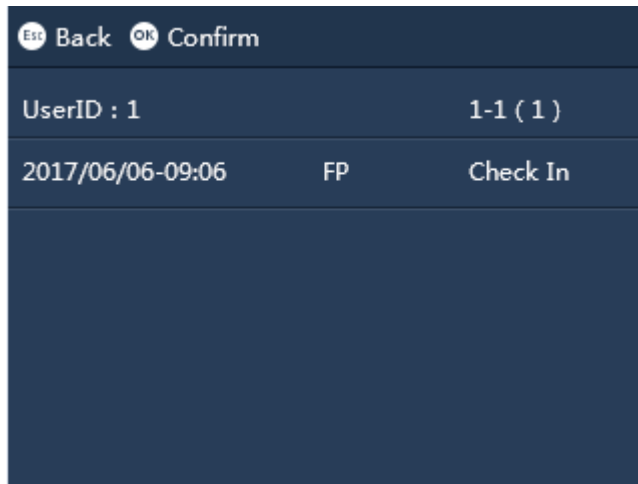Step 2. Enter User ID, and you can see name item, click ⬭OK.

See Figure 3-16.

Figure 3-16

Note:

In standby interface click $\boxed{\#}$, enter password of fingerprint of user you want to search, to view attendance record of this user.

3.4.2 Export Monthly Attendance Log

You can export attendance log of all users in the selected month into USB stick, including device no., work ID, name, attendance type and attendance time.

Step 1. Select Data>Export Monthly ATT. Log, click $\boxed{OK}$. See Figure 3-17.
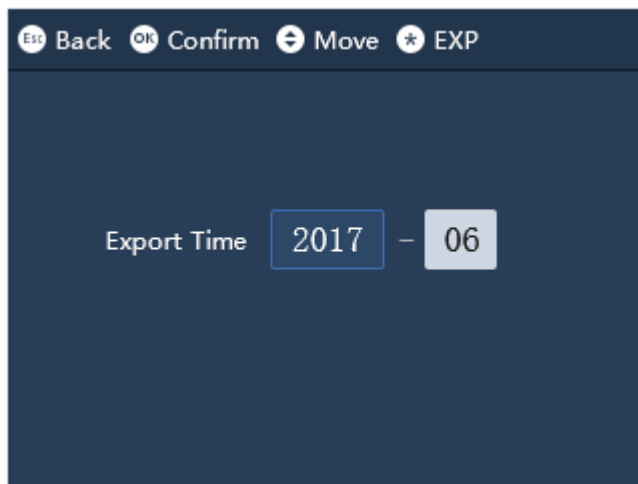
Figure 3-17

Step 2. Click $\boxed{\wedge}$ or $\boxed{\vee}$ to select year or month, click $\boxed{OK}$ top edit year and month.

Step 3. Click number key to enter year or month, as well as $\boxed{\wedge}$ or $\boxed{\vee}$ to select,

click ⬭OK to confirm.

Step 4. Click ⬭ to export file.

Export folder named "import export file_00001", stored in folder named "ATT file_00001", while the number means device no.

3.4.3 Export Monthly ATT. Report

You can export attendance record of the selected month into USB stick, including attendance detail, attendance record, abnormal attendance record and summary.
You can export all attendance records of current month or previous month into USB stick.

Step 1. Select Data>Export Monthly ATT. Report, click ⬭OK. See Figure 3-18.
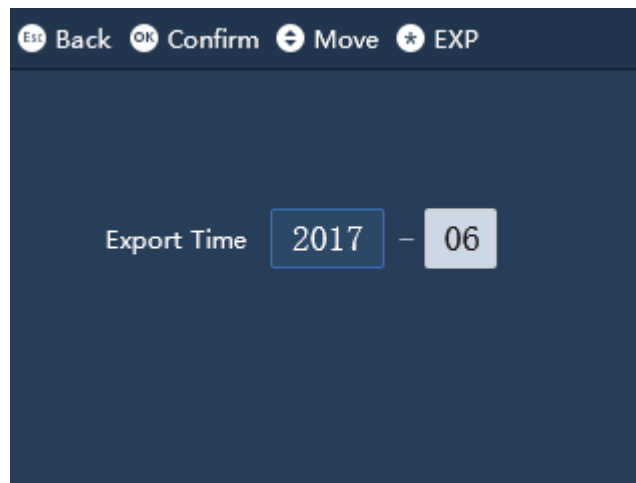
Figure 3-18

Step 2. Click ⬭∧ or ⬭∨ to select year or month, click ⬭OK to edit year and month.

Step 3. Click number key to enter year or month, as well as ⬭∧ or ⬭∨ to select, click ⬭OK to confirm.

Step 4. Click ⬭ to export file.

Export folder named "ATT report.xls" and "user ATT log.xls", stored in folder named "ATT file_00001", while the number means device no.

3.5 Feature

Feature includes date and time, Feature and system.

After you enter main menu, click ⌃ or ⌄ to select Feature, click OK. Or directly click number 【5】. See Figure 3-19.
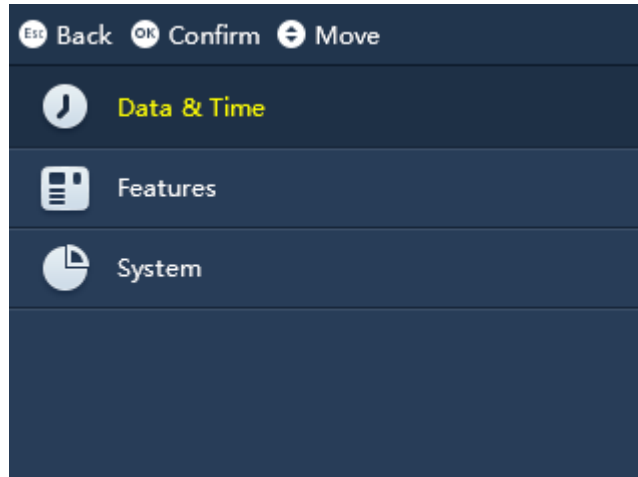

Figure 3-19

3.5.1 Date and Time

Set system time, date and display format of date.

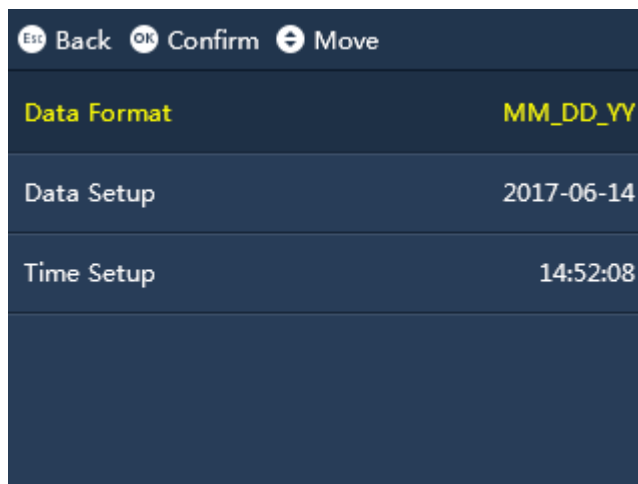Step 1.   Select Feature>Date and Time, click OK. See Figure 3-20.

Figure 3-20

Step 2.   Click ⌃ or ⌄ to select parameter.

● Set date format

1. Select "Date Format", click (OK).

2. Click (∧) or (∨) to switch date format.

3. Click (OK) to confirm.

- Set device displayed date.

   1. Select setup date, click (OK).

   2. Click (∧) or (∨) to select set position, click (OK).

   3. Click number key to set period or click (∧) or (∨) to adjust time, click

      (OK) to confirm. Select next position to set.

   4. Click (Esc). System asks if you want to save.

   5. Click (OK) to save.

- Set device display time.

   1. Select "Time Setup", click (OK).

   2. Click (∧) or (∨) to select set position, click (OK).

   3. Click number key to set period or click (∧) or (∨) to adjust time, click

      (OK) to confirm. Select next position to set.

   4. Click (Esc). System asks if you want to save.

   5. Click (OK) to save.

3.5.2 Communication

Communication setup includes IP address, Mask, and Gate way
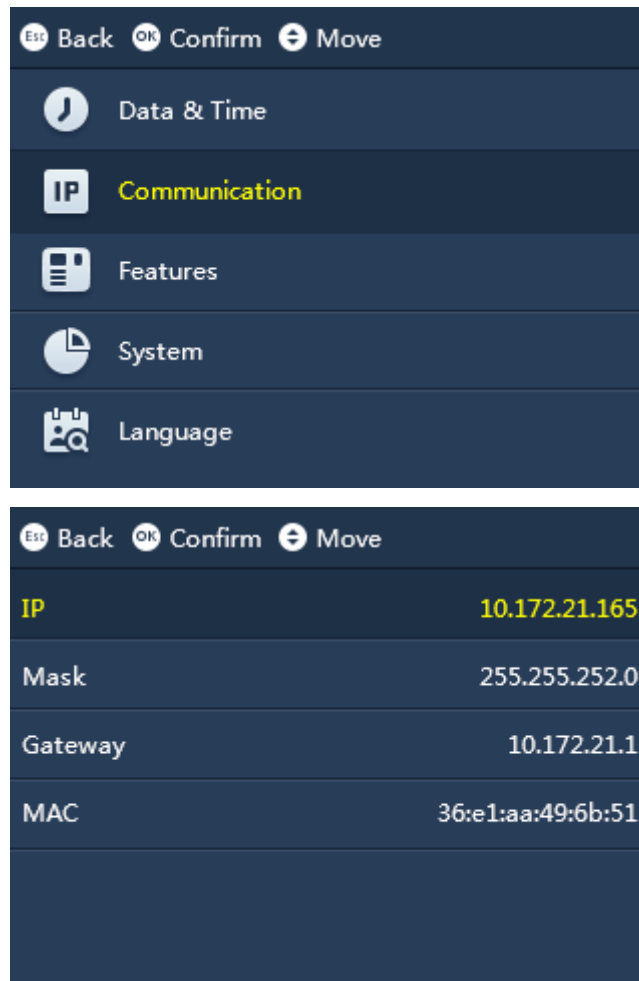
3.5.3 Features

Features setup includes attendance event auto switch time, bell time, recheck interval, verification method and system self check.

3.5.3.1 Set Attendance Event Switch Time (for platform mode)

You can set attendance Event and corresponding time according to actual condition. In standby interface, below it shows time in format set by you. This is mainly used for side of platform.

Step 1. Select Feature>Function>Attendance Event Auto Switch Time, click ⬭OK⬭. See Figure 3-21.

NO.	Time	State
1	08:00	Check In
2	17:30	Check Out
3	00:00	NULL
4	00:00	NULL
5	00:00	NULL
6	00:00	NULL

Figure 3-21

Step 2. Click ⌃ or ⌄ to select setup position, click OK to edit.

Step 3. Click number key to set period or click ⌃ or ⌄ to adjust time, click OK to confirm.

Step 4. Click ⌃ or ⌄ to switch status, click OK to confirm status.

Step 5. Click Esc, select next period to set.

Step 6. Click Esc again. System asks if you want to save.

Step 7. Click OK to save.

3.5.3.2 Bell Time

You can set bell as scheduled alarm, it supports to set when the bell starts ring , and how many seconds it will ring .
There is a option for connecting electronic bell.

Step 1. Select Feature>Features>Bell Time, click OK. See Figure 3-22.

Figure 3-22

Step 2. Click ⌃ or ⌄ to select bell you want to set, click OK to select row.

Step 3. Click ⌃ or ⌄ to select detail config item, such as bell time, bell time and

bell delay, click OK to edit corresponding item.

Parameter	Note
Time	Bell scheduled time, when this time is reached, it auto bells.
Cycle	Set ting cycle period, click ⌃ or ⌄ to switch, you can select either every day or every week to set bell auto ON time.
Duration	Duration of each time of bell, it will turn off over the set period.

Chart 3-3

Step 4. Click Esc to exit and save.

3.5.3.3   Recheck Interval

In set period, only first time attendance record will be valid, other attendance after the first time will be invalid.

Step 1. Select Feature>Features>Recheck Interval, click OK.

Step 2. Click number key to set period or click ⌃ or ⌄ to adjust time, unit is minute.

Step 3. Click OK to confirm.

3.5.3.4 Verification Method

The system supports attendance by fingerprint, password, fingerprint or password. Please select attendance method, and meantime other methods are invalid.

- Fingerprint, only support fingerprint.
- Password, only support password.
- Password or fingerprint, password and fingerprint both are supported.

Step 1. Select Feature>Function>Confirmation, click (OK).

Step 2. Click (∧) or (∨) to select attendance, click (OK) to confirm.

3.5.3.5 System Self Check

It mainly checks FP self-check, display self-check, voice self-check, and key self-check.

Auto Self Check

Auto checks FP self-check, display self-check, voice self-check, and key self-check.

Select Feature>Features>System Self Check>Auto Self Check, click (OK).

Fingerprint Self Check

Step 1. Select Feature>Features>System Self Check>FP Self Check, click (OK).

Step 2. Place fingerprint on collector area, to view if the fingerprint can be shown on LCD.

Display Self Check

Select Feature>Function>Self Check>Display Check, click (OK).

Screen shows red, green, blue to test screen display.

Voice Self Check

Select Feature>Function>Self Check>Voice Self Check, click (OK).

Check if user can hear voice from the device, and if yes, the system is normal.

Key Self Check

Step 1. Select Feature>Function>Self Check>Key Self Check, click (OK).

Step 2. According to display, click corresponding key to test.

USB Self Check

Step 1. Select Feature>Function>Self Check>USB Self Check, click $\boxed{OK}$.

Step 2. Insert USB stick, see if you can recognize USB stick and if yes, test is successful.

3.5.4 System

3.5.4.1 Tone Switch

Enable or disable tone of key.

Step 1. Select Feature>System>Tone Switch, click $\boxed{OK}$ to edit. .

Step 2. Click $\boxed{OK}$ to enable/disable.

3.5.4.2 Broadcast Volume Switch

Enable or broadcast and prompt volume.

Step 1. Select Feature>System> Broadcast Volume Switch, click $\boxed{OK}$ to edit. .

Step 2. Click $\boxed{OK}$ to enable/disable.

3.5.4.3 Volume Setup

When tome volume switch is enabled, you can select volume size. The higher the number, the higher the volume will be.

Step 1. Select Feature>System>Volume Setup, click $\boxed{OK}$ to edit.

Step 2. Click number key or click $\boxed{\wedge}$ or $\boxed{\vee}$ to adjust volume, and click $\boxed{OK}$ to confirm.

3.5.4.4 Factory Restore

After you execute this option, all parameters will be restored to default.

Step 1. Select Feature>System>Factory Restore, click (OK) .

Step 2. Click (OK) to execute.

3.5.4.5 Restore (Save User Info and Logs)

After you execute this option, all parameters will be restored to default but user info and logs will be kept.

Step 1. Select Feature>System>Restore (Save User Info and Logs), click (OK) .

Step 2. Click (OK) to execute.

3.5.4.6 Reboot

You can reboot device.

Step 1. Select Features>System>Reboot, click (OK) .

Step 2. Click (OK) to execute.

3.5.4.7 Firmware Update

Warning:

Make sure you have inserted USB stick, and DO NOT eject USB stick during updating or operate the system, otherwise, update will fail and attendance cannot work properly.
You can update the system with USB stick.
Step 1. Copy file into USB stick, named it update.bin. Insert USB stick into USD port.

Step 2. Select Features>System>Firmware Update, click (OK) .

Step 3. Click (OK) to execute.

3.5.4.8 Device ID

You can customize device no.

Step 1. Select Features>System>Device ID, click $\boxed{OK}$ to edit.

Step 2. Click number key or click $\boxed{\wedge}$ or $\boxed{\vee}$ to adjust device no., and click $\boxed{OK}$ to confirm.

3.6 USB

You can export user, fingerprint, bell and auto switch time info to USB stick.

After you enter main menu, click $\boxed{\wedge}$ or $\boxed{\vee}$ to select USB, click $\boxed{OK}$.

Or you can directly click 【4】key. See Figure 3-23.
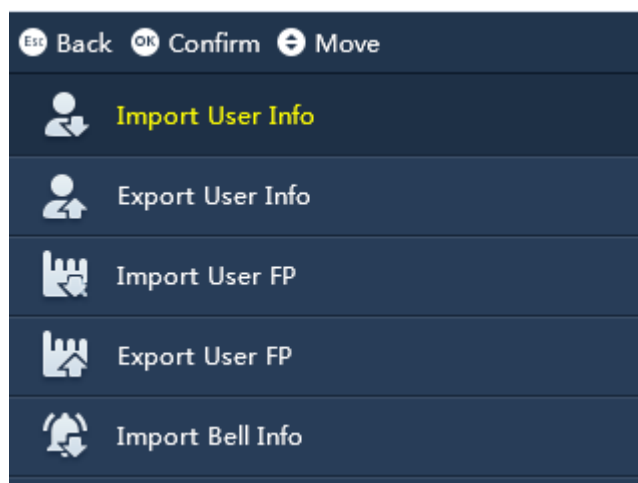
Figure 3-23

3.6.1 Import

Warning:

Make sure you have inserted USB stick, and DO NOT eject USB stick during importing or operate the system, otherwise, importing will fail and attendance cannot work properly.

According to info table of importing, fill in related data, and import to corresponding device via USB stick. You can import user info, user FP, bell info and auto switch time.

Corresponding table will be stored in a folder named "import export file_00001" while the number included means device ID. Please make sure device ID of the device you want to import to must match file name.

● Import user info, please edit corresponding "user info table.xls" file.

● Import user FP, when you download FP info into other device, you can auto sync user info.

- Import bell info, please edit corresponding "bell period table.xls" file.
- Import auto switch time, please edit corresponding "auto switch time table.xls" file.

Step 1. Import file and copy to USB stick.

Step 2. Click ⌃ or ⌄ to select corresponding import item, click (OK).

Step 3. Click (OK) to confirm.

3.6.2 Export

Warning:

Make sure you have inserted USB stick, and DO NOT eject USB stick during importing or operate the system, otherwise, importing will fail and attendance cannot work properly.

You can export info table into USB stick. Corresponding table will be stored in a folder named "import export file_00001" while the number included means device ID.

- Export user info, please edit corresponding "user info table.xls" file.
- Export user FP, corresponding file type if FPS format.
- Export bell info, please edit corresponding "bell period table.xls" file.
- Export auto switch time, corresponding file "auto switch time table.xls" file.

Step 1. Click ⌃ or ⌄ to select corresponding export item, click (OK).

Step 2. Click (OK) to confirm.

3.7   System Info

3.7.1 Log

Search user attendance info.

Step 1. Select Sys Info>Log, click (OK). See Figure 3-24.
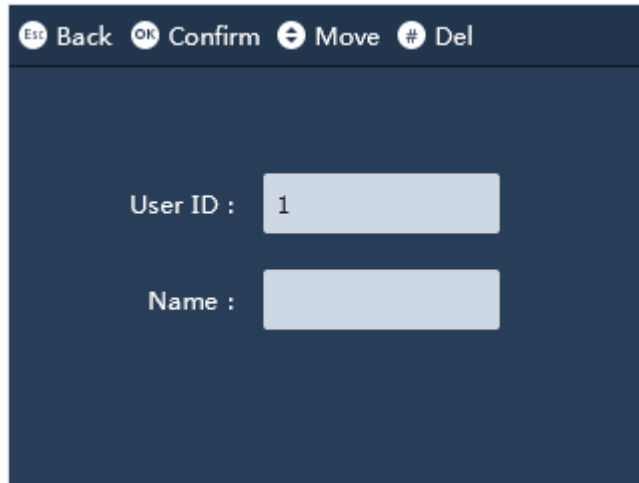
Figure 3-24

Step 2. Enter user IF, and you can see user name, click OK .

The screen shows user attendance time, attendance method and attendance status.

3.7.2 Management

This function is for administrator only, used to search login info of user.

Select Sys Info>Management, click OK .

3.7.3 Registration Info

It can show max capacity and current capacity of user, administrator, FP, PWD, ATT records and management records.

Select Sys Info>Registration Info, click OK , see Figure 3-25.

Figure 3-25

3.7.4 Device Info

You can view device type, version and device no.

Select Sys Info>Device Info, click OK.

3.8 Attendance Operation

When you complete setup of user management and attendance shift, you can execute attendance in standby interface.

● Password attendance

Click number key, enter "user ID", click OK, enter password. Click OK again to complete.

● FP attendance

In FP area, collect fingerprint, and then FP attendance is available.

3.9 Attendance Statistics

The following are some examples to illustrate attendance statistics rule.

Period 1	9:00～12:00
Period 2	14:00～17:30
Overtime Work	18:45～20:00
Late Time	5 min
Early Leave	5 min

Chart 3-4

3.9.1　Attendance Calculation

For example, there are three periods while calculation methods of one or two period are identical.

Normal Attendance (all following periods included)

> 00:00～9:05 sign in
> 11:55～12:59 sign out
> 13:00～13:05 sign in
> 17:25～18:07 sign out

Note:

- In a normal weekday, a user must sign in at least once in each period to have normal attendance record.
- No attendance needed during holiday, leave and on business trip.

Abnormal Attendance

If shift duty period 1 and period 2 are set

- In two periods, late time and early leave are accumulated which means max allowance of late time and early leave is 2 times per day each.
- Attendance has 0.5 days absence, and one period corresponds to 0.5 days. If in a period, either sign in or sign out value is null, then this is an absence of 0.5 days. If in two periods, both sign in and sign out values are null, then this is an absence of 1 day.

Example:

In a normal weekday, user attendance time: 9:05, 11:54, 17:00 as a total of three times. In accordance with two periods of 9:05~11:54, 17:00~ null. This user has an early leave in the first period and an absence in the second period. No overtime work.

Accurate Time

Attendance time is accurate to minute, as 9:05:00~9:05:59 are normal sign in time.

Value of Sign in and Sign out

If you set two periods in shift setup, the boundary of sign in and sign out is the midpoint of interval between the two periods, as time interval /2.

- Period 1: 9:00~12:00; period 2: 14:00~17:30. Two periods are 12:00~14:00, interval is 120 minutes.
  Then 12:00~12:59 is sign out period of first period, and the system only takes the last sign out as attendance in case you sign out more than once. 13:00~14:00 is sign in period of second period, and the system only takes the first sign in as attendance in case you sign in more than once.
- If time interval between two periods is odd, such as second period: 14:00~17:30, overtime work period: 18:45~20:00. Two periods are 17:30~18:45, interval is 75 minutes.

Then 17:30~18:07 is sign out of second period, and the system only takes the last sign out as attendance in case you sign out more than once. 18:08~18:45 is sign in of overtime work period, and the system only takes the first sign in as attendance in case you sign in more than once.

● Overtime Work

Overtime work period has no late time or early leave status, and there is no limit of overtime work period. Length between sign in and sign out is length of overtime work.

Attendance Statistics

If a user has signed in/out, he/she can manually change this time to any time before the signed time, and sign again. The system will prompt as confirmed, and this record will not be recorded into attendance.

3.9.2 Length Statistics

Actual work length statistics subject to set shift corresponding length in shift setup, and a user's actual work length cannot exceed standard work length.

Length of work per day=first period length + second period length

Example: first period 9:00~12:00, second period 14:00~17:30.

So a standard weekday has length of 6.5 hours.

A user signs at time attendance at: 8:00, 12:30, 15:00 and 17:00 on a normal weekday.

Statistics: 8:00~12:30, 15:00~17:00, first period has total of 3 hours, second period as total of 2 hours, so total working hours is 5 hours on this day.

Note:

Actual working length has unit as hour, precise to one decimal place, no approximation. Absence period has 0 working hours.

Overtime Work Statistics

Overtime work period has no limit on length, and the time different between sign in and sign out is its length.

For example, on an normal weekday, a user signs at: 8:00, 12:30, 13:00, 17:00, 18:20, 19:30.

Actual overtime work is:18:20~19:30, 70 minutes.

Late Time and Early Leave

Monthly attendance report shows accumulated times of late time, early leave and time, in unit of minutes.

4 FAQ

1. Q: When I sign, the system asks me to re-press my finger, and attendance failed.

   A: Check if you have recorded in your fingerprint already.
2. Q: Bell does not work.

   A: Check if bell setup is correct.
3. Q: I cannot update via USB.

   A: Check if device has recognized USB stick, and check update file name.
4. Q: Exporting via USB failed.

   A: Please use proper USB stick in FAT32 format.
5. Q: I forget administrator password.

   A: Please contact manufacturer.
6. Q: How to search for user attendance record?

   A: In standby interface click ⬭# , enter user fingerprint or password.

Appendix 1 Note of Fingerprint

Warning

- Before you press your finger on the collector, please make sure your finger is clean without oil or water.
- When you record fingerprint, place finger flat at the center of collector.

Recommended Fingerprint
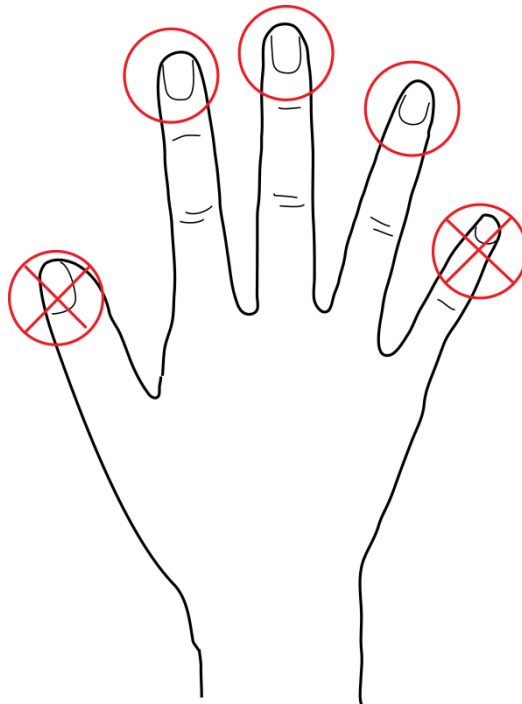Index finger, middle finger and ring finger are recommended.
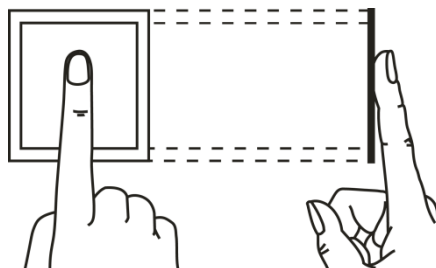

Figure A-1

How to Press
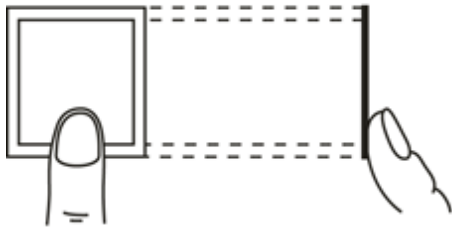- Correct method

Figure A-2

- Wrong method

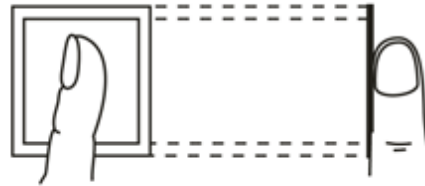**Vertical**

Out of center

Too Low

Tilt

Figure A-3

Appendix 2 Text Input

The device support text input of English, number and symbol. Click ✻ to switch.

Number

Step 1. Click ✻ to switch input, see Figure A2-1.

Figure A2-1

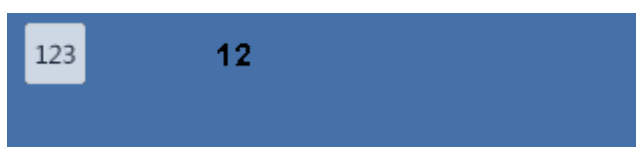Step 2. Enter number, click (OK) to confirm, see Figure A2-2.

Figure A2-2

English

Step 1. Click ✻ to switch to English, see Figure A2-3.

Figure A2-3

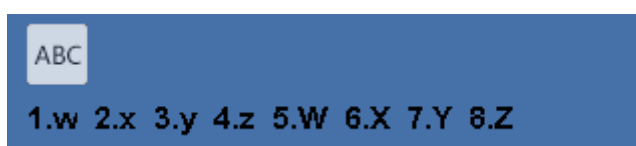Step 2. Enter letter, enter corresponding letter, see Figure A2-4.

Figure A2-4

Step 3. Click (OK).

Symbol

Step 1. Click ✻ to switch input, see Figure A2-5.

Figure A2-5

Step 2. Click number key, enter corresponding symbol. Click ⬆ or ⬇ to flip page, see Figure A2-6.

Figure A2-6

Step 3. Click (OK) to confirm.

Note:
- **This manual is for reference only. Slight difference may be found in user interface.**
- **All the designs and software here are subject to change without prior written notice.**
- **All trademarks and registered trademarks are the properties of their respective owners.**
- **If there is any uncertainty or controversy, please refer to the final explanation of us.**
- **Please visit our website or contact a user local service engineer for more information.**