Product User Manual

A   Technical Parameter

FP Capacity	1000	Pwd Capacity	1000
Card Capacity	1000	User Rec	100000
Voltage	DC12V	Comm. Mode	U-disk/TCPIP (optional)
Size	200mm×80mm×28mm		

B   Set Up Shift Schedule

1. Press 【M】, select 【Advanced】, select 【Att. Rule】.
2. select 【Shift Schedule 】,Select 【Shift 1】, modify the shift name.
3. Modify working hours, press 【OK】to save .

Note: If you need to continue to set up other shifts, select other shifts to continue to modify, you can set up a maximum of 24 shifts.

C Set Up Department

1. Press 【M】,select 【Advanced】, select 【Att.Rule 】.
2. Select【Set Dept】, select【Dept1】,set 【Dept Name】.
3. Select the shift, press 【OK】to save.

Note: Up to 16 shifts can be set.

D Register User

1. Press 【M】,select 【Register】,select 【Register】.
2. Setlect【New Reg. 】,input 【ID】,input 【Name】, select 【Dept】.
3. Select【Finger】, press 3 times, screen prompt the enrolled.
4. Select【Pwd】, enter the same password 2 times, press 【OK】 to save.
5. Select 【Card】, please swipe card., screen prompt the enrolled.
6. Select 【Authority】,set the current user to admin or user

Note:Each user 10 fingerprints,1 password, 1 card.The editing user can select the user to be modified to perform backup or modification under the registererduser.

E   Delete User

1. Press 【M】,select 【Register】,delect 【Delete】.
2. Input 【ID】,select 【Delete】,press 【OK】to delete.

F   Check Attendance Report

After a period of attendance, you can check the attendance records of employees on the machine, or download the card report forms to check the attendance status of employees on the computer.

Ⅰ Check the attendance record on the machine.
1.Press【M】, select【Advanced】, select 【Att.Rule】.
2.Select 【Logs】, select【View User Rec】.
3.input 【ID】,press 【OK】,perss the left or right button to biew the employee's record.

Open the U disk files on the computer, you can see a XLS format attendance file, file contains a summary of Attendance,List of Logs, attendance Report.

1）Summary of Attendance
Attendance summary table can count the working hours (required/actual), late(times/min), early(times/min), overtime (Req/special), attendance days (standard/actual), travel(days), absenteeism (days), leave (days) and so on.
2）List of Logs
The card swipe record table can show the actual time record of each time the employee swipes the card.
3）Attendance Report
Attendance Report can count absenteeism (days), leave (hours), work (days), overtime (hours), lateness (times/minutes), early departure (times/minutes), and can also see the specific AM/PM commuting time and check-in and return time.

G   Communication Mode

The machine has 2 communication modes: TCP/IP and U disk.（TCP/IP is optional)

(1) The TCP/IP communication settings are as follows
1. Press 【M】to enter the menu, select【Set Comm】, select【Ethernet】.
2. Select【IP Address】setting, the default is 192.168.1.224.
3.Select【Port No】setting, the default is 5005.

Note: The IP address of the machine and the IP address of the local computer must be on the same network segment, and the IP address and port number must be consistent with the IP address and port number in the attendance software before communication can be performed.

Tip: Please refer to the software manual of the attendance software directory for attendance software operation.

1. Press 【M】, select【Advance】, select【General Setting】.
2. Select 【Machine ID】, set the machine ID, the default is 1, save and return to the main menu.
3.Press 【M】, select 【U-Flash】, insert the U disk.
4.Select the data to be upload/download, After the uploaded/download is successful, unplug the USB Flash drive.

【Download UserInfo】 Export the machine's shift schedule to the U disk, view and edit.
【Upload UserInfo】Import the shift table in the U disk to the machine.
【Attn. Report】Download the employee's attendance report to the U disk.
【Download GLog】Download the employee's attendance record to the U disk, and then read and view it in the software.

Note: When using U disk for communication, the machine number in the machine needs to be the same as the machine number in the software.
(For the specific operation of the U disk in the software, please refer to the software manual in the attendance software directory.)
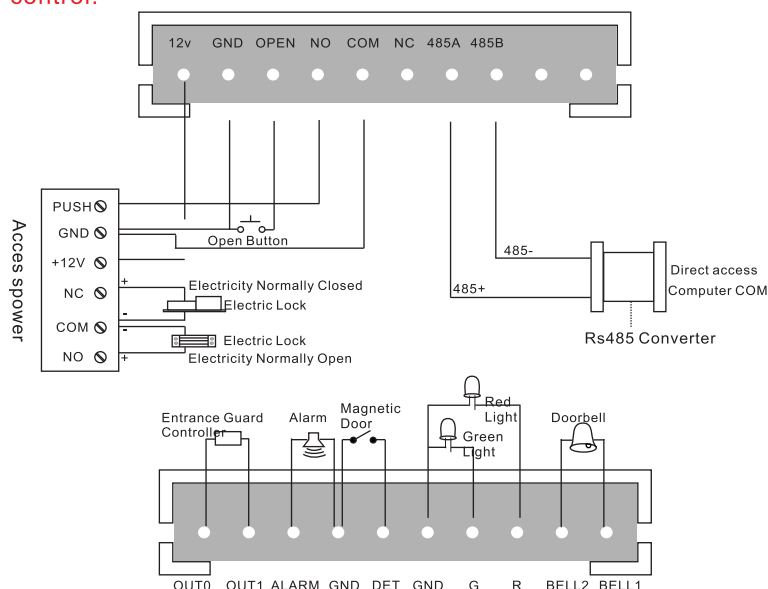
H Default Setting

Default settings, you can restore all parameters in the machine settings to factory settings.
1. Press 【M】,select 【Advanced】, select 【Advanced Setting】.
2.Select 【Default Setting】,Press 【OK】to confirm.

I Wiring diangram

Note: It is recommended to use the special power supply for access control.

12v	GND	OPEN	NO	COM	NC	485A	485B

Acces spower

PUSH
GND
+12V
NC
COM
NO

Open Button

Electricity Normally Closed
Electric Lock

Electric Lock
Electricity Normally Open

485-
485+

Direct access
Computer COM

Rs485 Converter

Entrance Guard Controller   Alarm   Magnetic Door   Red Light   Green Light   Doorbell

OUT0	OUT1	ALARM	GND	DET	GND	G	R	BELL2	BELL1

Note:RS485 is optional and comes standard with no feautures.