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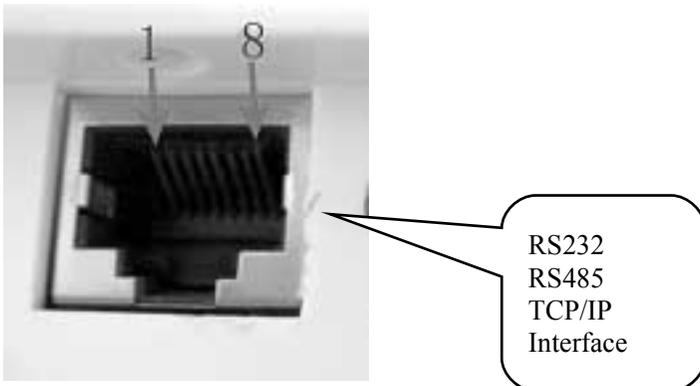
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## **Chapter One A Brief introduction for the Attendance machine**

### **1.1 Attendance machine the explanation of interfaces**

There are three types of interfaces for the fingerprint time attendance terminal: 9-pin RS232/485 interface, TCP/IP interface.

The following picture:



Attendance - mouth communication , Power switch , Power line location for the following picture:

Communication port		Power connectors Block
--------------------	--	------------------------

--	--	--

TCP/IP communications functions for non-standard features , depending on which specific models.

## **1.2 Attendance on power management**

A. Attendance by a crew of Power on the key, and then boot into the normal working state (state attendance).

B. If the attendance set automatic machine shutdown and that in normal working condition (state attendance) without any operating, besides, after a specified time, then the automatic shutdown.

C. In the normal working state (state attendance), similarly to the personal computer key is pressed Power on about four seconds, then attendance for the electricity was cut (manual shutdown).

D. In the management machine can use the means of communication on or off the power Attendance.

## **1.3 Attendance users**

Attendance users can be divided into administrators and general users.

A. General users can only attendance in attendance machine and not for management operations.

B. Attendance for managers to have the operation management competence.

Managers can register and delete user's fingerprints and passwords, can look over records data and system information, and can also be set up the functions to operate.

## **1.4 Attendance of registration form**

Attendance of registration form have three ways, including: fingerprint 、 password 、 Sensor ID cards.Each user can register three fingerprints、 one password、 one sensor ID cards.

Each form has its own characteristic, so please users firstly

carefulness read usage explanation, and according to practicality choose registration form.

Attention: Sensor cards function for non-standard functions, depending on which specific models.

### **1.5 User numbers and passwords**

Attendance for the user ID number (employee identification number) to the arbitrary number 1-65535, password is an arbitrary number of 1-9999.

### **1.6 Working state of Attendance**

Attendance the state of work have three species , namely attendance state、operating state of manager and forbid attendance state.

(1) Attendance state for the use state of attendance, input fingerprint or password and stored fingerprint or password comparison, judgment as to whether is the registered users and storage time records of attendance。If convicted of registered users, on the screen show the user's registration number.

At the same time, in accordance with the attendance machine settings provide locks control signals or lights signals, will registration number and time records in the internal memory.

(2)Under the state of management operating can carry through a new user registration, and modify registration data, registration data deleted, and operating of function settings and system information inquiries.

A. None but manager can do manage operations.

B. Attendance enables come into the state of management operating, managers must pass fingerprint or password to confirm managers identity. (Please refer to the “Chapter Three manager operations steps” Introduction)

c. Attendance Machine if managers are not registered, the system does not require confirmation capacity as managers, any operator can all be set up.

D. Forbid the state of attendance, could aim at attendance machine, as well as could aim at individual setting up, Only by PC management software to install.

**1.7 Attendance records data**

★ Attendance to the use of all the information automatically recorded in the internal memory.

★ Attendance records data include management and attendance records data.

★Records management for the managers in attendance on the operation of the machine records

★Attendance record for attendance in a state of the confirmed attendance record.

Record information through communication port transmitted to the attendance PC management software, and conserved in the database, for view and Statistics.

Records of the following data :

Note types	Operating content	Record content
Records Management	New registration	date、time、 machine number、 handler number 、 register number of being register object

	Delete registration data	date、time、machine number、handler number、 Targeted deletion of the registration number
	Delete all records data	date、time、machine number、handler number
	System setting	date、time、machine number、handler number
	Time setting	date、time、machine number、handler number
	Records setting	date、time、machine number、handler number
Records attendance	User confirm	date、time、machine number、be sure registration number

## 1.8 Attendance function setting

Attendance provide user-friendly feature set menu.

You could use Setup menu functions, in accordance with their needs, flexible set attendance Machine.

Set up content as follows:

### 1.8.1 System setting

#### ①Handler total

Setup content	explanation
1—10	Attendance set the total number of managers
Factory installed	5

② Machine number

Setup content	explanation
1—2 5 5	In attendance for the use of networking to identify attendance for the only numbers
Factory installed	1

► If interconnection use the same flight number for the appraisal, and they do not do the right job, PC management software, which records the attendance data will cause confusion, so please pay special attention to the setting

③baud rate

Content setting	explanation
9 6 0 0	Communication port baud rate is set to 9600bps
1 9 2 0 0	Communication port baud rate is set to 19200bps
3 8 4 0 0	Communication port baud rate is set to 38400bps
Factory installed	3 8 4 0 0

► The value must be set and PC management for the same communication sport installed, or else the lack of communication.

④ Show language

content setting	explanation
Traditional Chinese	On display of all the elements is traditional Chinese
Simple Chinese	On display of all the elements is Chinese (Simple)

Enlist	On display of all the elements is Chinese English
Leave factory setting	Simple Chinese

⑤ locked delay(or pass indicator light)

content setting	explanation
yes	After confirm successfully, output locks control signals or indicator light bright
no	After confirm successfully, no output locks control signals
Leave factory setting	yes, delay one second

► Only in attendance displayed on the right than successful information and the need to set output signal locks, output will lock control signals or by bright light.

Attendance: locked delay (Fingerprint sensor-card-attendance).

content setting	explanation
no	After confirm successfully, no output locks control signals
~255	After confirm successfully, output locks control signals, as well as unlock long delaying is this value creation
Leave factory setting	1S

u

nit: s

⑥ automatism shutdown

content setting	explanation
no	Attendance for the automatic shutdown invalid
1—2 5 5	If the attendance machine no operation and set time after which, automatic shutdown 。 Unit

	“minute”。
Leave factory setting	no

⑦ time setting

Content setting	explanation
Time setting	Set the time of attendance machine
Leave factory setting	Time setting of finger attendance machine, the same as computer time installed management software, could set in the management software.

⑧ voice clew

Content setting	explanation
no	When fingerprint identify, no voice clew
Leave factory setting	no

⑨ renew leave factory value

Press OK key, every item of system renew leave factory Windows default.

**1.8.2 Records setting**

① Manage record warning

When the management record surplus reached set value, attendance to show or suggest ways to advise users to the sound management of the records storage space to expire

content setting	explanation

no	Attendance records management not warned the overflow. If the management of the records overflow, and attendance can not storage management records.
1—2 5 5	Attendance based on the value set this record overflow management. If the value is 10, and from the 990 records began issued warnings. If the management of the records overflows, then attendances can not storage management records.
Leave factory setting	10

### ② Attendance records warning

When the Surplus values of in and out records to set values, attendance to show or suggest the sound way tell users that access to records of this memory space will expire, when attendance appear records warning, please users use the attendance records of software download in time!

( Please refer to the explanation of the chapter three about the setting methods.)

Content setting	explanation
no	Attendance without warning out of the records overflow. If in and out of records overflow, and then unable storage attendance records.
1—1500	Attendance without warning out of the records overflow. If in and out of records overflow, and unable storage attendance records.
Leave factory setting	10

### ③ Repeat confirms

Detection of the same user identification of two times intervals. If users repeatedly within a set time attendance, the attendance for this user has signed in. At this time not repeat storage access records.

Content setting	explanation
no	Attendance is not detect repeated attendance
1—2 5 5	Attendance is not detect the conditions of repeated attendance according to set the value, units “minute”。
Leave factory setting	no

## 1.9 Keyboard and Menu

### 1.9.1 Configure keyboard

The configuration of the keyboard is demonstrated, as follow:

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	○	OK	▼

### 1.9.2 The keyboard function

The function is illustrated as follow:

- ESC To perform EXIT or CANCEL when operating the menu
- MENU To access menu management
- OK To confirm the current setting item (ENTER)
- ▲ Scroll-up button for menu operation
- ▼ Scroll-Down button for menu operation
- 0...9 To input numbers when operating or selecting menu
- ⊙ To switch on and off the machine

### **1.9.3 The distinction menu**

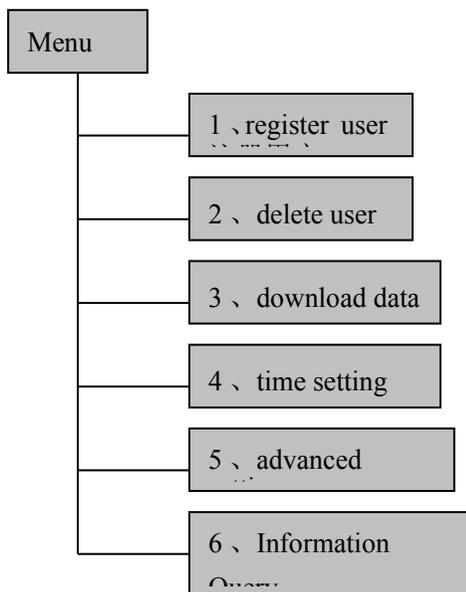
The terminal is convenient to operate, with function keys and numerical keys to perform flexible menu selection, keyboard input and various settings. Attendance has humanized the menu. Using five operating keys, numeric keys flexibility to choose the menu, keyboard and various settings and inquiries, and to show tone and voice ways to inform the correctness of operation.

The menu is divided into operating menu, menu setting and status inquiries menu. The menu function is user management.

Setup menu function is the provision of attendance for the relevant set of information. Status menu function is for the appraisal of system information content.

### **1.9.4 The composition of the menu**

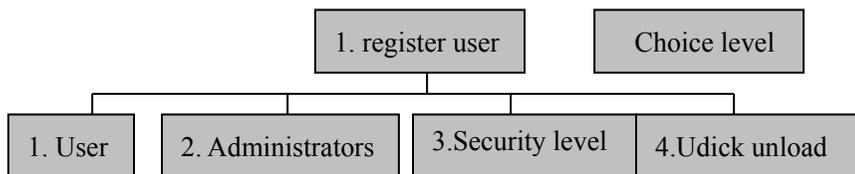
▶ Press MENU key come into stair menu, have six items ,could get across press“▲”“▼”and fluctuate turn over pages key choice the corresponding columns ,or press the corresponding figures get into menu item .For example： press“MENU”、 “ 3”come into “download data” Columns.



### 1.9.5 Show the composition of the menu

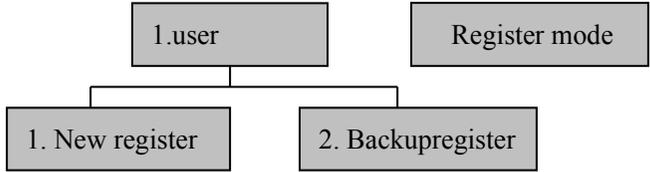
#### A. Registered users menu

► “Registered User”including to“Registered users” , “ Registered Administrator” , “ Fingerprint security level ”setting , “ U dick unload” which has four items , stair menu selection in the "registered users" by the OK button, enter the two menu.

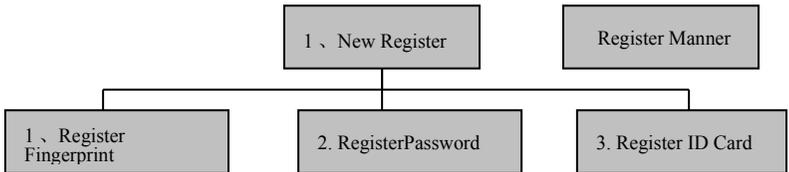


► Select the registration level of “user” or “manager”, and press OK key, or press “figure key 1”“figure key 2”coming into the three menu,which

have two items as follow. New registration use for the registration of new users, backup registration use for registered backup data registers.



•  
 Select“1.New register”or“2.Backupregister”,then there will be registration screen options ,as the following , selected the corresponding manners and according to screen clew, then could completed registered users.



( Remark: The function of register administrators and register users, register ID card depending on which specific models. Backup registration means to be a registered user to register the second, three fingerprint or password, sensor card )

The item of“Security level” 1:1 user settings level calibrator and 1:N identification accuracy, the higher value of Set up, the more precise identification of the use of the process compared to , Users of the fingerprint requirements and practices in high demand, so non-Professionals please don’t set up, lest impact on its use .

- U dick unload menu

Some band U-interface functions of the machine models get through the menu to upload data backup of the current attendance Machine.

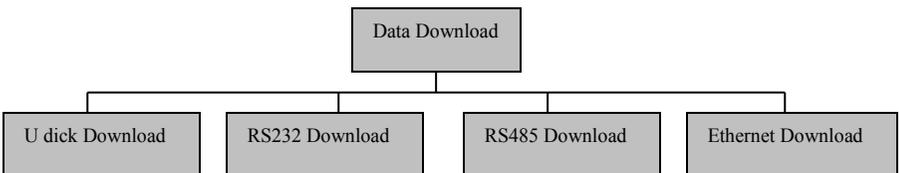
## B. Delete users menu

- Select “Delete users|” in the level-1 menu and press OK key or directly press numbers keys“2”,come into delete users menu, as the following picture. Using number key or choice key input number which will delete, press OK key deleting corresponding the data of users.



## C.Data download menu

- Select “Data download|” in the level-1 menu and press OK key or directly press numbers keys“3”,come into delete users menu, which have four item.



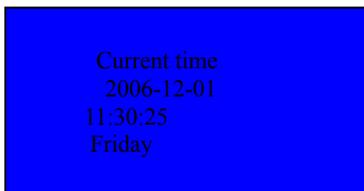
Under the U dick download item have the download records of attendance and download data register function which have two item, to achieve attendance were registered for attendance record data and the

ability to download. The function depends on specific models and decided.

- RS232 download menu is used to set attendance machine and computer the speed of communication, after come into the item , get across choose key could select the speed of communication.
- RS485Download menu is used to open and close the attendance machine’s RS485 communication the function , choose ‘yes’ , is open the function of RS485 communication , ‘ no’ is close the function.
- Ethernet download menu used for setting attendance ‘s Ethernet parameters, have IP address , subnet mask 、 gateway, using the arrow keys enter, According to the actual network environment can be imported.

#### **D. Time setting**

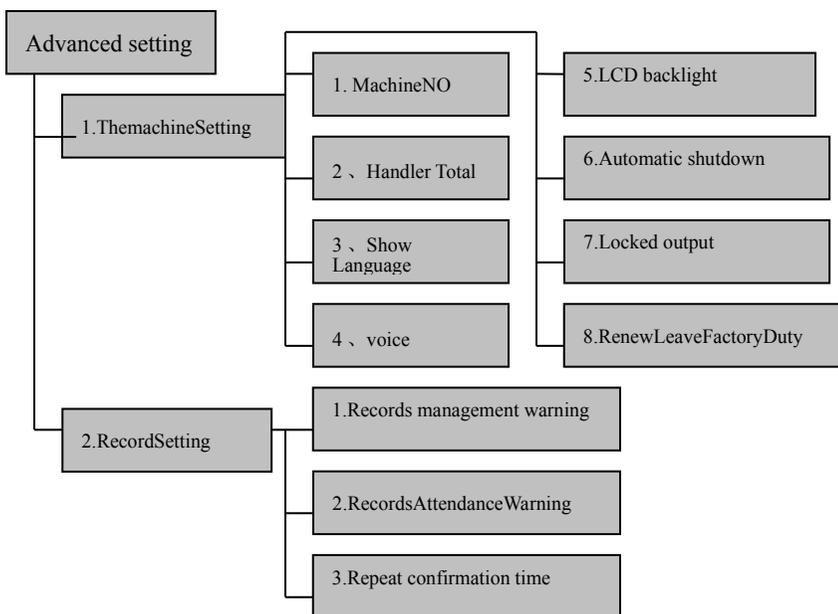
Press the arrow keys or number key 4and enter the time setting item,as the following picture:



Using the arrow keys moving the cursor, number key enter corresponding numerical value, hereinto week is calculated by software ,needn’t input.

#### **E. Advanced setting**

Item of advanced setting use attendance for the right machine for the important set, the menu structure as follows:



- machine numbers item: using the arrow keys or number key enter, number of parameters and attendance machine corresponding, only two consistent can be communication, it is used when installation of new and add equipment, for the condition of using one attendance needn't set, the default value it will satisfy requirements.
- Handler total item: using set the amount of attendance handlers, enter method the same as machine number, leave factory the default value is 5,express the equipment could register five administrators. In attendance software can be ordinary user's permissions to administrators, specific operating, please refer to software using manual.
- Show language items: using set up screen show language, enter

methods the same as machine setting,N70 series of attendance hold out four shows language, is simple Chinese, traditional Chinese, English, Korean ,users can choose according to needs.

- Voice prompt items: using set whether open the function of voice, attendance hints variety of languages to be options, if you need to change, please you connect with the dealer or the company's customer.
- LCD backlight items: using set machines screen contrast, if not clearly show this numerical adjustment.
- Automatism shutdown items: using set whether attendance machine have open up self-motion shutdown function and self-motion shutdown time, leave factory windows default is close, self-motion shutdown time is :after attendance delay for nothing operation how long shutdown.
- Locked output items: using set whether attendance machine open locked output function and the time of control signal maintain, when open up, and then must set signal maintain time, in N70 series signals used to test and drive through the light, when the test passed, the time of green light is the value of setting ,unit for minute.
- Renew leave factory item: for attendance under the various parameters of advanced setting restored to factory default values.

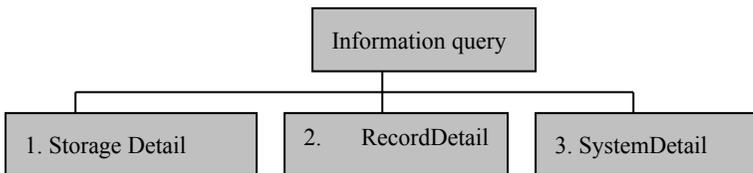
Manage record warning item: using set when the total manage record for attendance reached storage capacity limits the number of time and make with note, All as an administrator for the operation will be recorded as

records management.

- Attendance record warning item: using set when the total attendance record for attendance reached storage capacity limits the number of time and make with note, when appear prompt, please as soon as possible using software collected manage records, and delete on the attendance data, to ensure that the new data can be stored.
- Repeat confirmation time item: for the establishment of two fingerprints confirmed the interval. unit for minute, after setting, the interval of time attendance data will not be recorded, while remind have signed in.

#### F. Information Query

Information query convenience user view machines the registration, records, product manufacturers, software version information. Menu structure as follows:



- Storage details item: using show current user of attendance the kinds of registered information, including: the number of registered users、the number of registered administrators、the number of registered fingerprint、the number of registered password、ID card number of specific information.

- Records details item: using show current all kinds of in and out records in attendance, including the number of attendance records、 the number of management records、 inquiries attendance record、 inquiries management record、 delete all records of five elements.
- System details: using show attendance production plant、 equipment name 、 software edition and so on, including: manufacturer 、 equipment name、 leave factory date、 serial number、 fingerprint arithmetic edition、 firmware edition, the content of six elements.

▶ Menu explains: the current operation of the respective menu items on a menu.

▶ Menu item: express will ongoing operating; In the Setup menu, said set to choose menu items.

If in the setup menu of menu item, then the menu item, enter the state of enactment, and enter under a menu in the operating menu.

Using the arrow keys select waited menu items and using the “OK” key confirm, or directly the number of input waited menu item.

Press “ESC” key, exit and enter sub-menu. In setting menu, after the changes were installed to enter preserve the menu, after press “OK” key and save setting.

▶ Cursor: express point to the position of selected menu item.

Use the arrow keys and number keys moving cursor.

When use the arrow keys, in spite of point at the above or the below all recur the primal position.

▶ When change current the enactment values of in the set menu, the choice of menu items stetted. If the menu item was selected, and enter the settings, Users can use the arrow keys and numeric keys choices or set value input.

If it can not import a set of values, and send out warning.

Will enactment the inputted value, and then press “OK” key, otherwise press “ESC” key.

To withdraw from the settings menu items, press “ESC” key.

► Item tag: express exist with the current menu or the same level of Next or Previous.

Next or previous tag all is in the right above of display.

### 1.9.6 Tone and Voice

Tone: attendance to display and suggested ways to advise users to operate the correctness.

If correct operation, and the screen shows, tone issued "the feel-serge - beiges" voice.

If incorrect operation and the screen show, tone issued "the feel-serge - beiges" voice.

The tone over one second will self-motion clear or user press arbitrary key and cloud be clear, return.

## Chapter Two The general operation of Attendance machine

### 2.1 The first operational processes

Open attendance power, and enter the state of attendance show:



#### 2.1.1 “MENU” key and enter the state of management operating

When the first use of the products due to non-registration data, it does not require confirmation as administrator. If need to confirm managers identity, shutdown and tell vendors or delete from management software,

delete methods please read Software note.

- Set date and time.

Please refer to the content of chapter three, like 10.24, time setting description.

▶ Enactment function setting.

Please refer to the content of chapter three, like 10.25.

▶ Initialize management and attendance records (this pass over, when leave factory no data).

Please refer to the content of chapter three, like 3.6, delete all records description.

▶ Register manager.

Please refer to the content of chapter three, like 3.2, handler registration description.

### **2.1.2 Press “ESC key and return the general state of use**

▶ Press menu key again and renew enter the state of management operating.

Here because registered manager, so require recognized as manager.

▶ Register general users.

Reference to in the content of Chapter Three, like 3.1, registered users a detailed description.

▶ Press“ E SC” ,and come into the general state of use.

## **2.2 Under the state of attendance usage methods**

Under the state of attendance usage methods, have fingerprint attendance and password attendance.

### **2.2.1 Fingerprint attendance**

The state of attendance, show:

Welcome! Please press fingerprint...

08 : 30

2005-07-30 Saturday

Fingerprint registered users; the fingerprint on the window has been registered by the fingers, show:

Fingerprint confirmation  
Please leave the fingers!

1、 After leaving the fingers , Compared to successful show

Fingerprint confirmation  
Register NO 12345  
confirm successfully!

Issued over compare to success voice; If it has been set to release lock, unlock signal is output.

2、 After leaving the fingers , Compared to unsuccessful show

Fingerprint  
Please renew press finger!

Send out failure of the "beiges --" voice.

- ▶ Users should confirm whether the finger has registered; Press the method of finger must correct.

### 2.2.2 Password attendance

Registered users password ,when attendance use number key inputting you register NO(ID) ( Attendance: only input non-zero and subsequent figures can be ) ,like employee register NO 00050, then input“50”, and press“OK”,show

Password confirm

Register No 50

Input password

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
☉	0	OK	▼

Follow use number key inputting you password, show

Password confirm

Register No 50

Input password

Press OK, show

Password confirm

Register No 50  
confirmed !

Password sign in successfully; if it has been set to unlock, output the unlock signal. If input register NO (ID) or incorrect password, and show “renew input”, and after give off voice, return attendance the main

interface.

If attendance machine set a time to repeat confirmation, with the state of attendance, for example installed in the confirmation repeat time, fingerprints users or user passwords repeatedly attendance, attendance machine all show " Confirmed!", and not storage attendance records. Like:



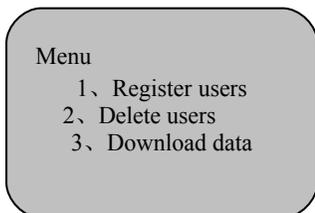
### Chapter Three The operation way of manager Attendance machine

Managers identified, Attendance enter a menu management, the functions can be carried out, below managers detailed the specific methods of operation.

#### 3.1 The first operational processes

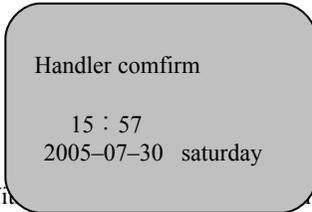
The state of attendance, press "MENU"

① Not registered handler, show

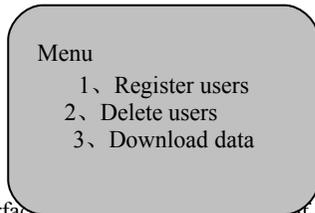


Enter menu interface under the operation state of manager.

② Registered handler, and enter the confirmation window of managers, show

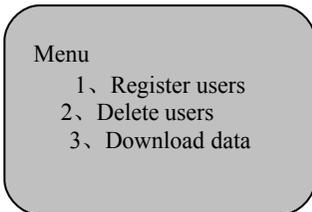


a. With the registration finger on the fingerprint input window than right after the success of shows



Enter menu interface under the operation state of manager.

b. Password-registered managers, with figures keys into the registration numbers on the "OK" button and then enter the password, then press OK and enter, show:



Enter menu interface under the operation state of manager.

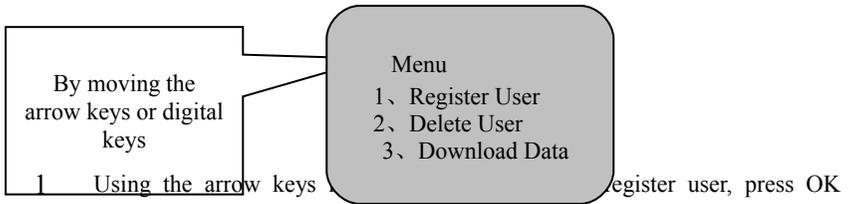
The first use of the products due to non-registration data, it does not require confirmation as administrator. If request confirmation identity of manager , and then shutdown and tell vendors.

③ If it is not recognized as managers, show attendance for "illegal operation!" and give off tone and voice. Here need renew recognized managers identify.

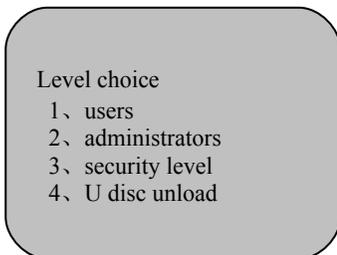
### 3.2 User Manage

The general model , press MENU shows:

Managers model shows, press MENU, managers have been registered fingerprint, and recognition show



directly input into number key one, enter.



② Using below key moving nearside ▼ to delete users , press below key again, show:



### 3.2.1 Registration Users

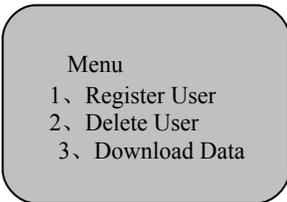
User registration is the basic operation of user, should be on top of.

① Initially show



Press MENU key

② The general models show

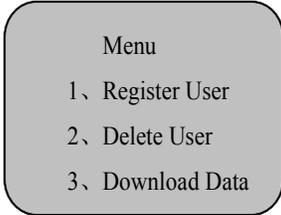


③ Administrators models show



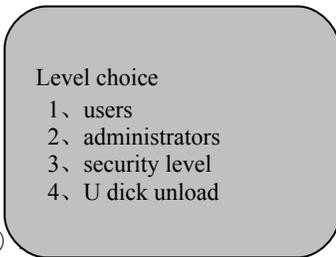
1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	○	OK	▼

Input manager fingerprint, after confirming show:



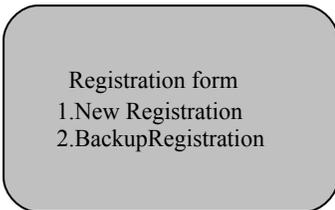
Using the arrow keys left moving  
▼,select registered user and press OK  
or press number key 1.

④ Registered users menu, show:



Set in the left cursor users, press  
OK or press number 1, enter

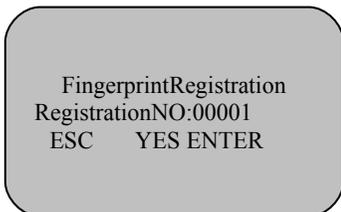
⑤



- Registered users have two models, new registration and backup registration.
- Each model all could select fingerprint、 password or ID sensor card
- Advised not clear fingerprints of users, select the third registration models

### 3.2.2 Fingerprint Registration

Show fingerprint registration—new registration

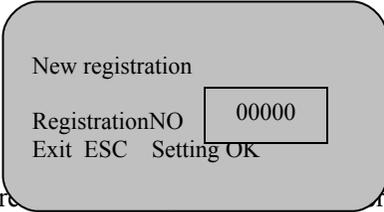


1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	○	OK	▼

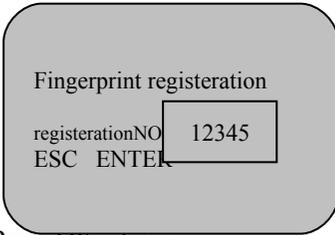
pressOK

① Registration new users

Show new registration—registration number

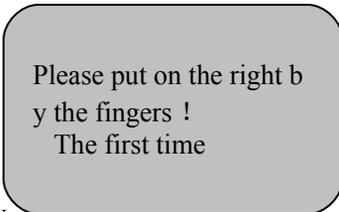


Press OK, show

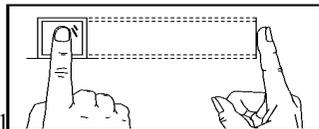
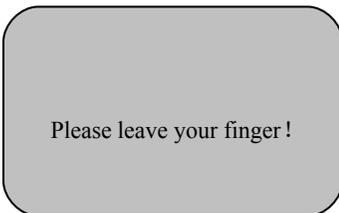


Press OK, show

In the interface of new registration, handler could enactment registration NO of users (users\_id) 。 Using number key press. registrationNO is arbitrariness1~65535; The registration number is the only identification of the user\_ID should remember handlers and users, be equal emp\_id.



Users revealed by finger :



Users after three fingers on display:



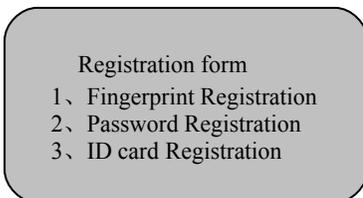
If continue fingerprint registration and press OK key, or else press ESC return

## 2 Backup registration

Fingerprint backup registration: Managers can have the same registration number of users (User ID) ,to re-register the fingerprints of users, password ,or ID card ,for backup. At best backup registered two fingerprints, one password, one proximity card, the methods of operation with the new registration.

### 3.2.3 Password registration

Password registration is the same with no fingerprints and could not be registered users with fingerprints. Operation to the manners of registrations ,select menu to show:



Attention: Fingerprint sensor card of attendance selected ID card registration, press OK

Using the arrow keys select password registration, press OK or number key 2, show password registration-new registration

Password Registration  
 RegistrationNO:00001  
 ESC ENTER

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	0	OK	▼

① New User Registration

Press number key, select ID number 12346 to show

Password Registration  
 RegistrationNO:   
 ESC ENTER

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	0	OK	▼

Press OK, show new registration—input password

Password Registration  
 Registration NO   
 Input password  
 ESC ENTER

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	0	OK	▼

Press number key input 1 – 4bit and optional password,  
 Here input password 1234, press OK show:

Password confirmation  
 Please enter the password again  
 Enter password:  
 ESC    ENTER

Press number key and affirm password, enter 1234, press OK show

Password Registration  
 Continue password  
 registration?  
 ESC    ENTER

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	○	OK	▼

\* Attendance machine users, a registered user's only one password.

**3.2.4 Sensor card registration**

Enter the registered user's mode:

Registration form  
 FingerprintRegistration  
 PasswordRegistration  
 ID card Registration

Using the arrow keys selected ID card Registration, press OK or number key 3

Registration form  
 FingerprintRegistration  
 PasswordRegistration  
 ID card Registration

Show fingerprint and password—new registration

ID card registration  
Registration NO: 00001  
ESC ENTER

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
☉	0	OK	▼

Press number key, select ID number 12347:

ID card Registration  
Registration NO: 12347  
ESC ENTER

Press

Input ID card  
ESC ENTER

To use the ID card registration and in the district swiping cards induction, Screen show:

Input ID card  
7448404  
ESC ENTER

Input ID card  
Continue ID card registration?  
ESC ENTER

Press OK key is saved, press ESC key is cancel. Choice preserved, Screen show as the above picture, Users can choose to continue or return to the higher registration menu.

### 3.2.5 Administrators registration

Administrator’s registration is to manage the operation of the authorized managers. Registered users the same way, please refer to users’ registration.

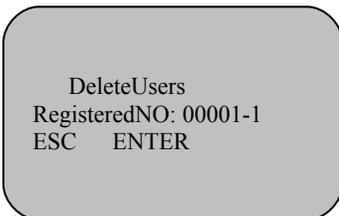
Distinction: under the menu item of managers registered and registered users is administrator, backup registered is also administrator.

The machine registered managers can be seen as a normal user do everyday use .Meanwhile, can carry through operating management.

Managers of operational records will be recorded in the attendance machine.

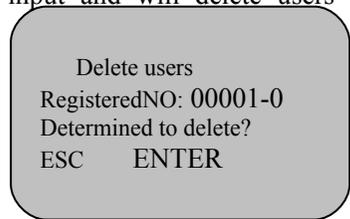
### 3.3 Delete users

Operating to delete users menu, show:



1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	0	OK	▼

Using the arrow keys or number keys input and will delete users’ registered NO, as follow:



Delete users  
RegisteredNO: 00001-0  
Determined to delete?  
ESC    ENTER

Press OK key delete, and press ESC cancel, if under the registration number have backup registered, the screen will be prompted to delete backup data , See above of right picture. 1、 number “0”express the first registration, “1”express backup registration 1, to 2 , P express password registration、 C express ID card registration.

### 3.3.1Inquiries access to records

Operating to information single display:

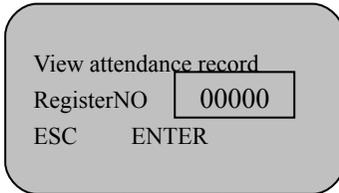
No registration data !

Express have not registered Data.

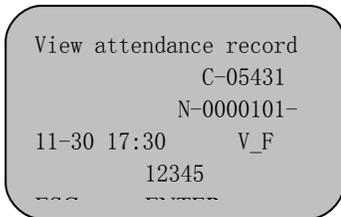
Use the above arrow moved to the Mobile Information query—record details-view attendance item.

Record details  
1Attendance record 0  
2Managerecord 0  
3LookoverAttendance record  
4Lookover Attendance record  
5Delete all records  
删除全部记录

Here the interface, if view all access to records, press OK  
And view access to records menu, show



View menu access to records, show



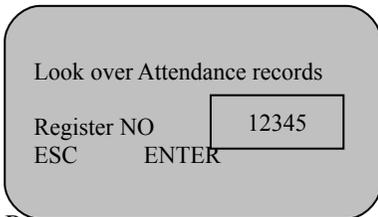
The screen shows the character and significance of information,as follow:

- C: Express access the record total  
(For example: C-05431 express 5431 records)
- N: Express access the record number  
(For example:N- 00001 express the first records)
- V\_F: Express use confirmation of fingerprint
- V\_P: Express use confirmation of password
- 12345: Express users registered NO
- 01-11-30 17:30 Express users attendance time

Using “OK” key and“▼▲”key For access to the records of View.  
The first shown the record is the final item record.

If view the first record data, then press“▼”key.

If will exit, then press“ESC”.



Look over Attendance records

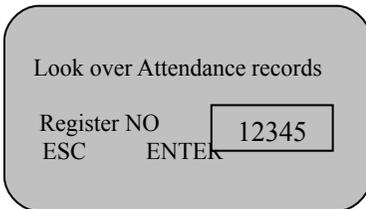
Register NO

ESC      ENTER

◆ Here interface, if look over some users' in and out record, like 12345,and press number key input12345

Repeat else operation, the difference is only look over user 12345, and it's in and out records.

If look over user 12345 without in and out records, press OK to show:

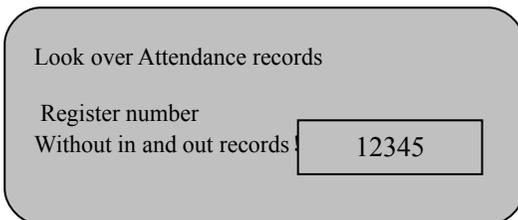


Look over Attendance records

Register NO

ESC      ENTER

And after give off voice,reture and look over accece to record inter face.

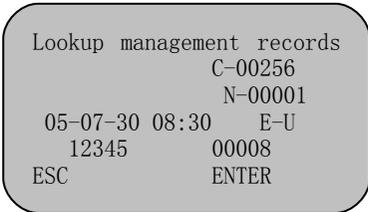


Look over Attendance records

Register number  
Without in and out records

### 3.3.2 Look over manage record

View operation of management of the records and operation of the same as in and out records; the difference is displayed on the screen characters and the different information.



The screen shows the character and significance of information,as follows:

- E\_U : Registration the general users
- E\_M : Registration managers
- E\_DF : Remove fingerprint registration data
- E\_DP : Remove password registration data
- D\_L : Delete all records data
- S\_T : Time setting
- S\_S : System setting

### 3.3.3 Delete all records

Operating data management menu to show



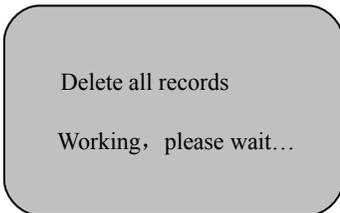
1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	○	OK	▼

Mobile use keys in the left cursor will delete all records,  
Press OK and delete all records menu, show



Managers confirmed to delete incorrect ,could press  
ESC key cancel;  
Interface Display menu for data management;  
Managers confirmed to delete incorrect,  
Press OK

Delete all records menu,show



Delete end and after give off voice  
clew, return the interface and show  
Details of the menu in the record

In the registration of user registration and manager registration notice  
proceeding:

① When the menu shows, the "level choice" should be the right choice  
the user or administrator. If input registration numbers and do not exist  
or have registered passwords, another backup to the registration or  
password users have received full when backup  
fingerprints ,”Attendance machine” show “ Registration full backup ”and  
voice.

② "Attendance" will provide automatic registration number.

- a. When the new registration to use other registration numbers , then input the number of new register from 1 to 65535(The importation of machinery numbers will be greater than the number of automatic),press “OK” key again.
- b. The import registration number of input the wrong number ( New registration has been in existence for the number users ) ,then"Attendance" Display "registration numbers wrong!" and send out voice,Here ask for renew input register number.
- ③ Fingers on the importation of window ,if there are too many fingers on the sweat or not according to the Center ,and show “Please renew Press with Your Finger ! ” ,please renew press with your finger according to clew.

**3.4Advanced setting**

On detailed settings, please reference to”Chapter One 1.8Attendance function setting “explains, here mostly set on the method of operation.

The general pattern, press MENU to show;

The model managers, press MENU, Managers have enrolled in fingerprint recognition shows:

Menu

- 1.Register users
- 2.Delete users
- 3.Download data
- 4.Time setting
- 5.Advanced setting
- 6.CommunicationQuery

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	○	OK	▼

Using the arrow key moving ▼ , select setting, press OK to show.

Advanced setting  
 1. The machine setting  
 2. Record setting

Below the “setting” menu set two items of level-2 menu, the following describes its function.

### 3.4.1 The machine setting

Using the arrow key moving ▼ , select advanced setting---the machine setting, below set eight functions, press OK to show the front of three.

The machine setting  
 1、 Machine NO 1  
 2、 Handler total 1  
 3、 Show language simple Chinese

Using the arrow key ▼ or show 4-8 item of menu, as follow:

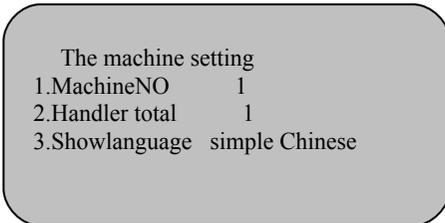
The machine setting  
 4. Voice clew open  
 5. LCD backlight 47  
 6. Automatism shutdown close  
 自动关机 否 ▼

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	○	OK	▼

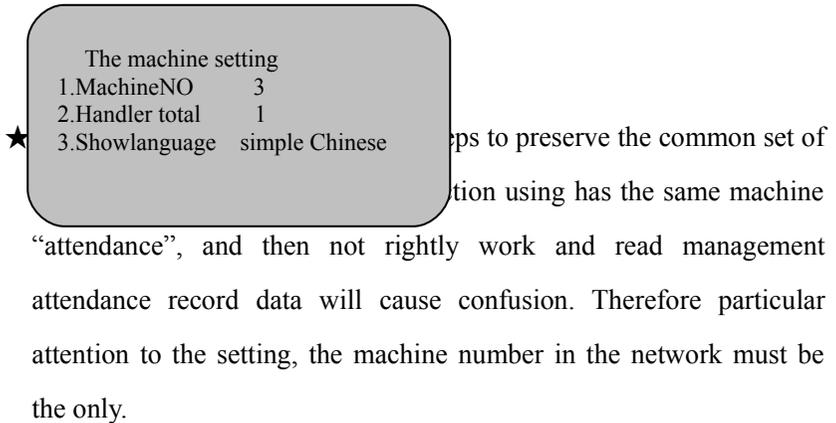
The machine setting  
 6. Automatism shutdown close  
 7. Locked output 5S  
 8. Renew leave factory setting  
 语音提示 否  
 系统初试化

### 3.4.2 Machine NO

Using the arrow keys ▼ , The total number of selected managers ,press OK to show.



Using the arrow keys or number key select Machine parameters, the range :1-255, for example select 3,press OK to show.



### 3.4.3 Handler total

Using the arrow keys ▼, select machine number, press OK to show.

The machine setting  
1.MachineNO 3  
2、Handler total 1  
3、 Show language simple Chinese

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
☺	○	OK	▼

Using the arrow keys or number key selected handler total 3, press OK to show.

The machine setting  
1.MachineNO 3  
2、 Handler total 3  
3、 Show language simple Chinese

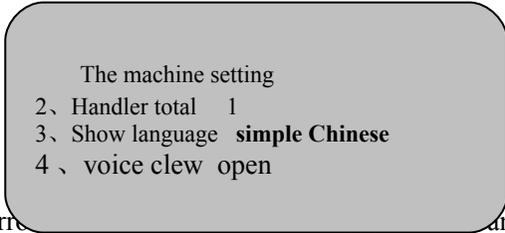
Using below key moving ▼, the language selected ,press OK.

The machine setting  
1.MachineNO 3  
2、 Handler total 1  
3、 Show language simple Chinese

Using the arrow keys moving ▼, the language selected ,press OK can show.

### 3.4.4 Language clew

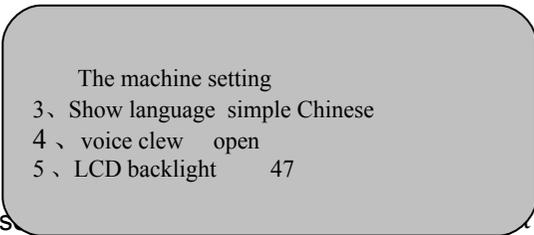
Using the arrow keys moving ▼, selected language ,press OK and show



Using the arrow keys moving ▼, selected language and show namely can be. Language sorts have simple Chinese, Traditional Chinese, and English.

### 3.4.5 LCD backlight

Using the arrow keys moving ▼, select LCD backlight, press OK show



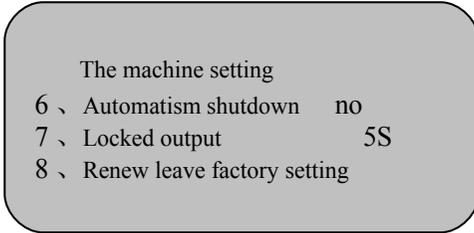
Use the arrow keys moving ▼, select numerical value, press OK key and save.

### 3.4.6 Automatism shutdown setting

The same as Operating steps and “locked delay” setting operating steps. Automatic shutdown of the units of time is "minutes"

### 3.4.7 Locked output

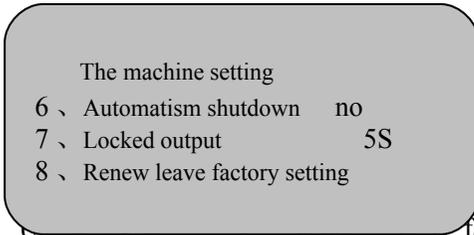
Using the arrow keys moving ▼ , select locked output ,press OK and show:



Use OK keys and the arrow keys set parameters, could select close or open, and also set time delay.

### 3.4.8 Renew leave factory setting

Using the arrow keys moving ▼ , select locked output ,press OK and show



Using the arrow keys moving ▼ ,select advanced setting, press OK setting, this operation will enable the machines senior all parameters set to resume factory setting.

### 3.4.9 Records setting

For detailed settings, please see the first chapter attendance for the feature set of notes "record set".

In menu, using the arrow of key moving ▼ ,select advanced setting, press

OK to show

Advanced setting  
The machine setting  
Records setting

Using the arrow keys moving ▼ , select records setting, press OK and show

Records Setting  
1ManageRecordWarning 100  
2AttendanceRecordWarning 1000  
3RenewComfirmTime close

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
○	○	OK	▼

Records set under the three functions:

### 3.5 Records management warning

Using the arrow keys moving ▼ , selected records management warning ,press OK to show:

Records Setting  
1ManageRecordWarning 100  
2AttendanceRecordWarning 1000  
3RenewComfirmTime close

Selected 20 with number keys press OK to show:

Records Setting  
1ManageRecordWarning 20  
2AttendanceRecordWarning 1000  
3RenewComfirmTime close

Records management warning forms the same as “access to records warning”.

### 3.5.1 Attendance records warning

Operating procedures the same as records management warned identical operating. Functionality set content, Please refer to the first chapter of the functionality of "attendance record".

Here explain the form of attendance records warning. If set the value for 1500,when When access to records at the 8500, every few seconds machine will prompt “record spillover”; From the beginning of 8501 item records, when users access certification will show, at the same time voice for“record spillover! Thank you”;When attendance to record more than 9, 999 pieces, and then show interface, also not grant storage, and in and out records inefficacy.

FingerprintConfirmation

Register NO: 12345  
In and out records warning!

Fingerprint Confirmation

Register NO: 12345  
Beyond in and out records  
warning!

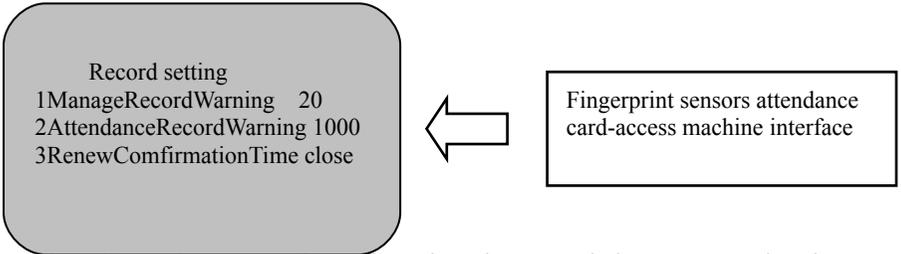
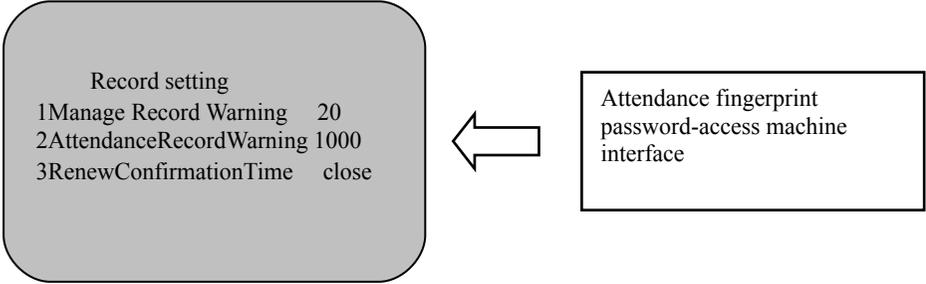
This value users could require setting ( between 1 and 1500 the arbitrary integer ) , Attendance will be set value of this access to records overflow.

### 3.5.2 Renew confirmation time

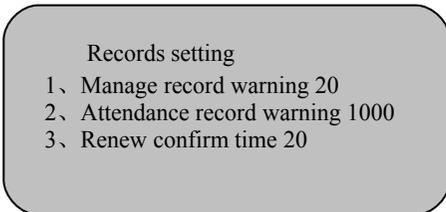
Detection of users, whether in the corresponding period repeated attendance, advice users to set the value for 5(minute).

If users repeatedly within a set time attendance, and “Attendance” apprise that user have sign in. This unexpectedly storage attendance records.

Using the arrow keys moving ▼ , select renew confirmation time, press OK to show:

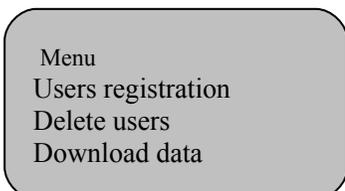


If need set the renewed confirmation time , and then use number key inputting data, like 20 (units of “minute”) , press OK to show:

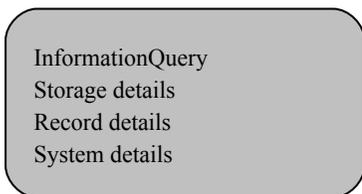


### 3.6 Information Query

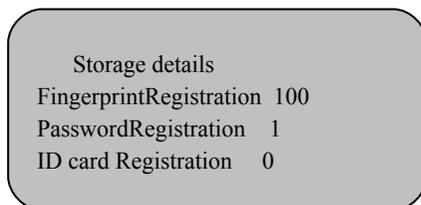
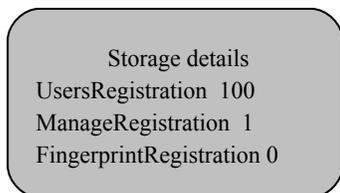
In general usage pattern, press MENU and view in manager pattern, press MENU, managers have enrolled in fingerprint recognition show:



Using the arrow keys moving ▼ to information query item and press OK key, or directly press number key 6, appear the following picture, altogether the three sub-menu.



1、 **Storage details:** Show attendance has been registered on the machine information ,using the below keys moving ▼ to“ storage detail”and press OK keys , or press number keys 1, come into view. as the following, Using the arrow keys or number keys can choose to check the registration information.



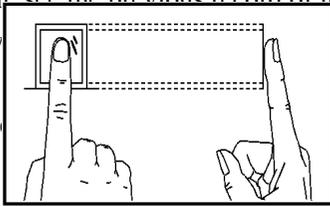
2、 Record details: Show attendance records for the number of machines and to delete all records, using the arrow keys moving to“2、 Record details”,press OK keys, or directly press number key 2,show as follows:

Record details  
 AttendanceRecord 100  
 Manage Record 1  
 Look over Attendance Record

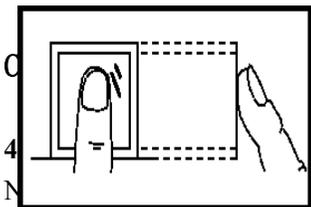
Record details  
 Look over Attendance Record  
 Look over Manage Record  
 Delete all records

Users can key or from top to bottom of each menu item into the figures before the corresponding sub-menu, Inquiries attendance records, records management, see the previous record of inquiries.

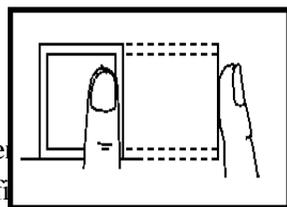
Users the arrow key of figures come into the corresponding attendance records, records management, see the



Correct

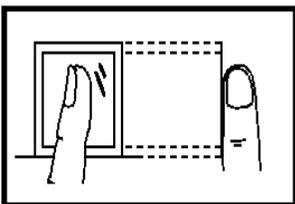


Too perpendicular

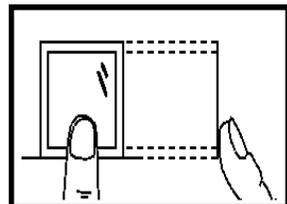


Too deflective

with the fingerprint's centre aligning to the centre of the gathering window as much as possible. Finger press method is shown as the following Figure1-1.



Tilting



Too low

## **4.2 Software licensing protocol**

«Software licensing protocol end user»

### **Permission:**

The company will grant you usufruct that software process, but you must make with the following assurance to the company: not within the provisions of the protocol, Use, copy, modify, lease or transfer of the system or which one of the most.

### **You guarantee:**

1. Just one machine to use the system;
2. For in this machine use, start form backup or archive management purposes, with machine-readable format do copy of the system;

3. Under the conditions of the other side to accept the terms of this protocol and conditions. will the system and the license agreement to the other side use;

If occur change hands, original text and all backups of concomitancy text must be deliver to the other side altogether, or would not deliver backup to destroy altogether.

4. Only one of the following premises, the system will be used multi-user environment or network system;

⊙ The system expressly authorized for multi-user environment or network system;

⊙ Each node of using the system and terminal has purchased a license.

**You guarantee against:**

1. This system permits the transfer again;

2. The system of reverse engineering, disassembly or demolition of disintegration;

3. Copies of the system, or transmitted, in whole or in part, but the agreement stipulated except.

When you will copy the system or the full or partial transfer to another user, you our license are the right to terminate.

**The system of copyright and ownership:**

The name of system and all copies, and CD-ROM or with the system in the same company all exist. Documentation of the system and enjoy copyright, and by national copyright laws and international treaty provisions the protecting. You can not remove the software copyright statement; and to ensure that the copy of this system, copies of a copyright statement, you agree to stop any form of illegal copies of the system and documentation.

**Sale secured:**

The company secured , in the normal conditions of use , Since the date of the sale within 90 days , its software Carrier no material or process defects. When experience correct is defects, the full responsibility of this company is exchange a purchase its software carrier; also for your only compensate. Because of the accident, abuse or incorrect application resulted in the vector defects, sale secured nullity. Carriers of exchange a purchase enjoy leavings time of secured, or assure thirty.

**Not refunded:**

Beside the above, the system not enjoy any else sale secured.

**Limited liability:**

The above assure, whether refer to the prescribed or metaphorically, to guarantee the full contents, for special applications, including the commercial purpose and adaptability secured. Whether or not follow the agreement, on the use of the system procreant: Loss of profits, availability disappear, commercial interruption, or any form of indirect, in particular, accidental or inevitable destruction, or any other party's claim that the company and its agents, sales were not responsible for; Even though the company was informed in advance of such a thing might happen, no matter with the Franciscans.

**Permission stops:**

If you violate the agreement as a terms and conditions, the Company may from time to time license termination , when stop permission, You must immediately destroy the system and all copies of the documents, or returned to the company.

Applicable law

《Intellectual property protection》、《Copyright 、Copyright Law 》《Patent Law 》 and so on.

## 4.3 FAQ

### 4.3.1 Hardware equipment

1、Some users fingerprint attendance often can not be tested through, how to solve?

Answer: Some of the following may result in some employees are difficult to use or simply not able to use fingerprints for attendance:

- On the fingers of Some fingerprints are rubdown;
- Too many fingers fold, frequent changes;
- Peeling serious in the fingers;

Fingerprint identification of users can not be to remove fingerprints, needed to re-register, or register another one finger.

This fingerprint registered users, the need to use better quality fingerprints (Fold less 、not skin、Clear fingerprints) , To make full use of finger contact Fingerprint some of the first large area, after the completion of registration to do something than to test ; More registration and recommended several backup fingers.

In addition to, our attendance machine provides a 1:1 ratio on appraisal methods and password function, the setting up of these staff in the use of 1:1 mode password attendance or attendance.

2、when attendance not communication , What will be the reason?

Answer: Possible reasons,

- Incorrectness communication port setting, linking the

communication port is not used in the actual COM ports;

- Difference of Computer communications port and attendance for the Baud Rate setting value;
- Attendance not connected to the power or not connected to computer;
- Attendance connected but not boot-strap;
- Incorrect terminals connecting;
- Data line or converters not communications;
- Cyber-COM port ruin.

3. After attendance machine connect with the power and LCD display incomplete, sometimes only show half, sometimes Fuzzy screen, What is the problem, how to solve?

Answer: Possible reasons :  main board ruin ;  LCD internal identities. This need connect with the vendor, return maintains.

4、 How to remove Attendance administrator:

Answer: could be use attendance communications with computer, communications successfully, enter staff information and fingerprints management, select administrators, clicks modify user privileges. Can clear Attendance administrator, after cut linking, will be able to enter the model of the Attendance menu.

5、 Attendance communications linking, a "Tik Tik" calls What is the reason ?

Answer:  When use RS-232 communication, if these phenomena, And then the baud rate is a computer with attendance for the Baud Rate Setting inconsistent ;  if use RS-485 communication, may be the converter communications reversed two lines, or is glued to the two lines together.

6. Open the Attendance and repeatedly show“please repeatedly press(leave) finger”, What is the problem ? How to solve ?

Answer: Such problems might be due to:

(1).Used a long time, the first surface of collection has become dirty or scratched, the first collection will mistakenly believe that fingers on the surface, and can not, so there are problems here. Under such circumstances can use rubberized fabric pasted the first surface of the collection dunghill.

(2).Linking of the first surface of collection take off or come loose。

(3).Chip of main board is ruin.

If it is the cause of secondly and thirdly, and then need to contact with suppliers, apply maintenance.

7、 When in the terminal management do operate, download fingerprint and password data is all no problem, but when the reader attendance record and suggest failure or halfway mistakes, how to solve?

Answer: This situation may be relate with data lines, or converters, or computer on the COM port, then you can lower baud rate of the attendance machine and computer communication, if set up for 38400 or 9600, once more do read.

8.The hardware part of the attendance system———optics fingerprint Collector, adopt Optical Image Acquisition Principle, When using multiple fingerprint verification is not passed, Please check whether there is a light direct source Collector.

### **4.3.2 software part**

#### **1、 How about define overnight classes?**

Answer: For example, the afternoon 18:00 the beginning work,

Up to at 2:00 of the next day off duty. Definition shifts: 18:00-26:00

Explain: Overnight classes, please plus 24 hours on the basis of ring out time

## 2、 How do count abnormality overtime?

**Answer:** For example, the morning 8:00 on duty, the midday 12:00 off duty, the afternoon 14:00 on duty, afternoon 18:00 off duty, when off duty sometimes need overtime according to the regulation of the factory , ruleless overtime, from 19:00 the beginning overtime, basic hours is two hours, it could also be more than two hours , there are probably less than 2 hours, please definition shifts as the following:

One class: 08:00 – 12:00 Normal attendance

Two classes: 14:00 – 18:00 Normal attendance

Three classes: 19:00 – 21:00 Overtime Types (when select the type of classes deal with, please select the type of overtime ) Options floating.

Explain: must option floating, in addition to in the [Calculate Rule] accession overtime types.

## 3、 How do ruleless go to work and can't shifts?

Answer: For example, I am two shifts, as follow:

Definition shifts 1:

One class: 08:00 – 12:00

Two classes: 14:00 – 18:00

Definition shifts 2:

One class: 09:00 – 13:00

Two classes: 15:00 – 19:00

Such ruleless shifts, please you choose automatism matching shifts,

both shifts all need choose.

Explain: be in definition shifts selecting department, please select  
locality department of the staff which need go up the class.

<p>Originality Records No data</p>	<p>a. not collected data b. Entry date is not set correctly in the staff information settings c. Personnel information is guided into ,no entry date</p>
<p>Software is used, note “the initial use, please set up”</p>	<p>a. Database is in this machine: connect to the database is failure, examine SQL b. Database is not in this machine: check the server database connections</p>
<p>Not connecting equipment RS232 / RS485</p>	<p>a. The baud rate of computer is not 38400 b. The hardware communication baud rate of fingerprint machine is not 38400 c. Software communication baud rate is not 38400 d. Whether the communication of software collected data is 38400 e. Whether the corresponding the machine of collected data is sameness f. Whether or not communication wiring is correct</p>
<p>Not connecting equipment TCP/ IP</p>	<p>a. Whether the corresponding IP address of software communications is correct b. Whether the corresponding machine of software communications is correct c. Whether the communication password is correct d. Check whether the communication line is correct</p>
<p>Attendance Report NO data</p>	<p>a. Check the entry date of staff b. Check whether there are originality records c. Check whether shifts(or whether automatic matching) d. Check whether disposed data e. Check whether to adopt the count man-hour methods of attendance</p>
<p>Enter system ,note :locked</p>	<p>a. To determine whether administrators locked b. If not administrators locked, please enter the users tables of MCZN database in SQL enterprise manager ,will numerical value one instead zero and it is in is_stoped field</p>

## **On human rights and privacy statement**

Respect customers:

At first, Thank you use our design, production of fingerprint identification products, we continue to be made in research and development at the same time, also very important to each country involved in the human rights and privacy compliance with the relevant laws.

1. All our civilian fingerprint identification equipment only collected characteristics, not fingerprint images, without reservation privacy.
2. We collected all the characteristics of the fingerprint can not be dispatched to recover the original fingerprint image, not a privacy issue.
3. We, as providers of equipment you will not use the equipment we have negative consequences for any direct or indirect liability.
4. If we use the right equipment related to human rights or has different privacy controversy, please contact your employer.

Our other police fingerprint equipment or development tools will be provided to citizens of the original fingerprint image acquisition function as to whether an infringement of your request with the government or the ultimate provider of equipment links us, as the original equipment manufacturer would not have any legal responsibility.

Note: China's laws on civil liberty rights provisions include the following:

1. The person from unlawful arrest, detention, search and Practices;
2. Liberty linked with the dignity from being encroached upon;
3. Residential citizens from being harmed;

4. Citizens freedom of communication and communication secret protected by law.

Finally, we stress once again that the fingerprint recognition as an advanced identification technology in the future to enter the e-commerce, banking, insurance, Law Works and so on, at an annual global because of password insecurity, the human being to suffer significant losses. In high-security environment fingerprint identification is actually protecting your identity.