

Invent • Trust



Card Time Attendance and Access Control

User Guide (V1.0)

Feature

- USA TI 300MHz high speed processor
- User name display and human voice prompt
- Realtime data transfer and WEB online tracking
- Optional access controller for separate type secure access control
- 6-digit work code, 15 groups, 32 time zones, 30 bell schedulers and 50 short messages
- Standard USB/485 communication, dry contact output, Wiegand26 output, optional USB pen drive and TCP/IP module
- Standard RFID module, optional Mifare/HID module
- Identification method: Card, ID+PW, ID + Card
- User capacity: 20000
- Record capacity: 200000
- Size: 126mm(w)*189mm(h)*35mm(d)

Content

Safety Precautions.....	4
Packing List.....	5
Appearance.....	6
System Menu.....	9
User--Enroll(Card).....	12
User--Enroll(Password).....	13
User--Delete.....	14
User--Verify Mode.....	15
User--Group Setup.....	16
User--Admin Setup.....	17
User--Admin Clear.....	18
Setup--System.....	20
Setup--System--Net.....	22
Setup--Log Setup.....	23
Setup--Hardware Test.....	24
USB Flash--Record Backup.....	25
USB Flash--User Backup/Recovery.....	26
System Info.....	27

Safety Precautions

- Please read it carefully first of all;
- Don't install the terminal under direct light, humid, dusty or sooty environment;
- Don't install the terminal near the magnetic field;
- Don't install the terminal near the calefaction device;
- Don't sprinkle the liquid (water, drink, chemistry) on the terminal;
- Always keep the surface of the terminal clean;
- Clear the terminal by towel when there is water on the surface;
- Don't break the terminal;
- Don't press two keys at the same time;
- Don't take down, repair or change the terminal without authorization;
- Don't allow children to touch the terminal;
- This terminal is only used for card verification, don't use it for other purposes;
- If in doubt, please contact the local distributor;

Packing List



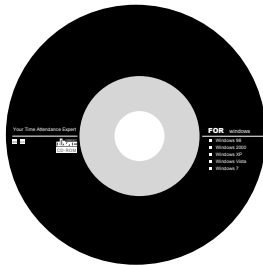
Card Time Attendance and Access Control



USB Cable (1.5 meters)



USB Power Adapter



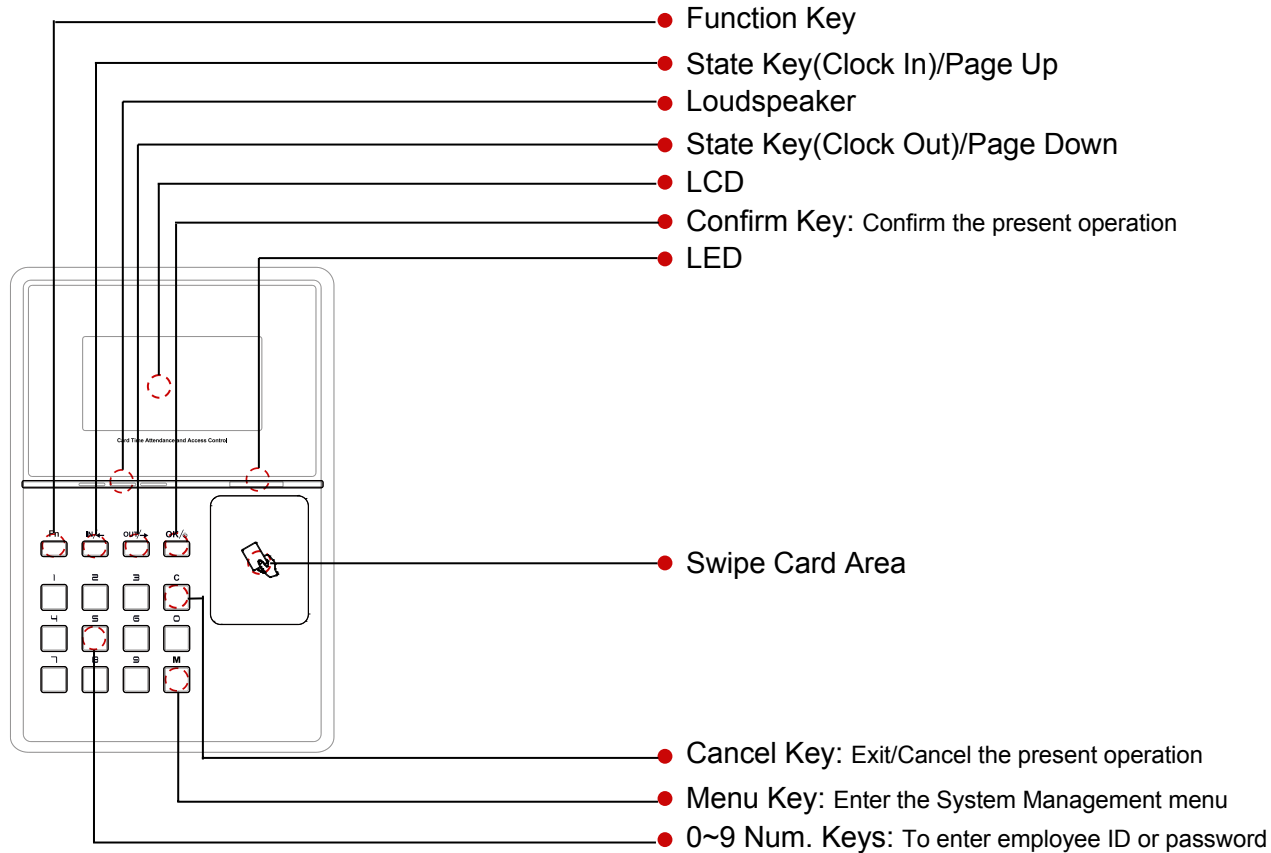
Software CD



Quick Guide

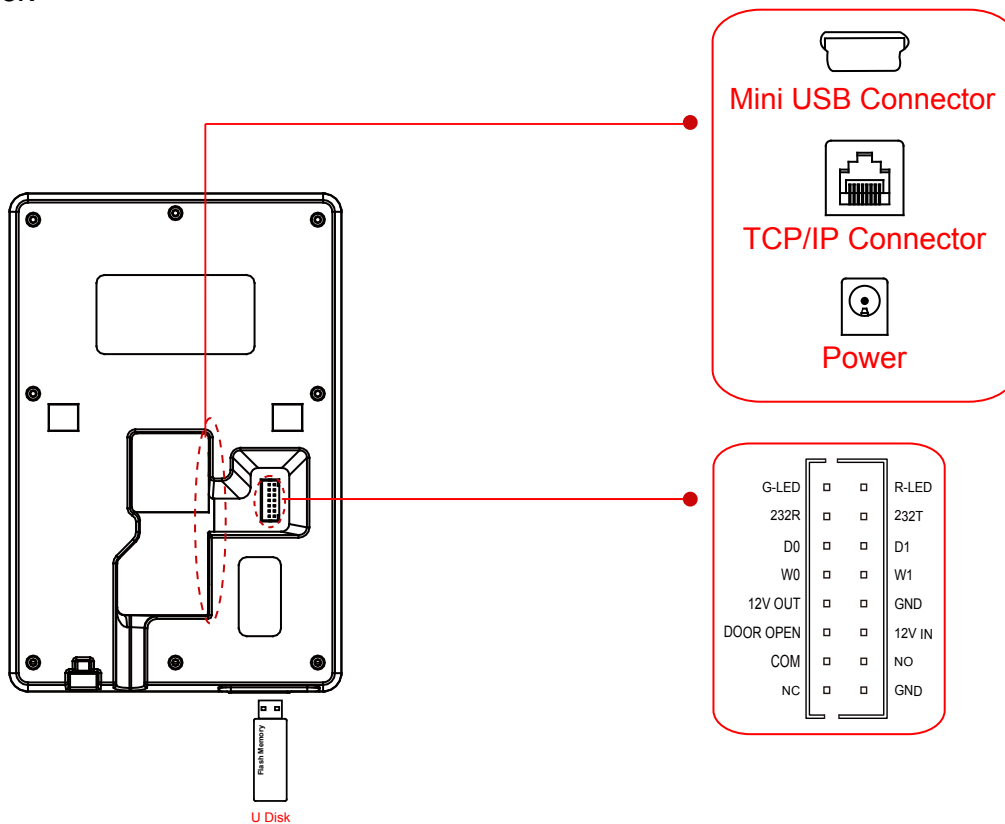
Appearance

■ Front



Appearance

- Back



For Administrator——Basic Functions



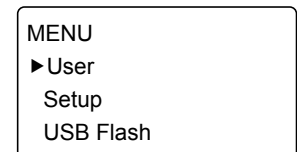
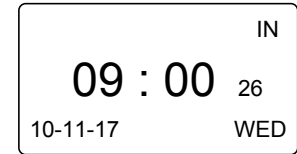
Manage employees' information.
Main functions:
Register users, delete users,
add/delete admin and so on.

System Menu

- Please press [M] to enter system management menu under initial state.
 - Since anyone can enter the terminal's management menu under initial state by pressing [M], we suggest you set the admin shortly after installation of the terminal.
 - The method of registering admin is the same for common employees. Please refer to "User Enrollment" and "Admin Setup" instructions.

- Verify the admin to enter the system management menu.
 - There are two ways to verify admin:
 1. Card verification: Let the person who is expected to be the admin place his/her card on swipe card area to verify.
 2. Password verification: Enter the admin's ID and password, press [OK] to confirm.
Enter the system management menu after the admin verification is successful.

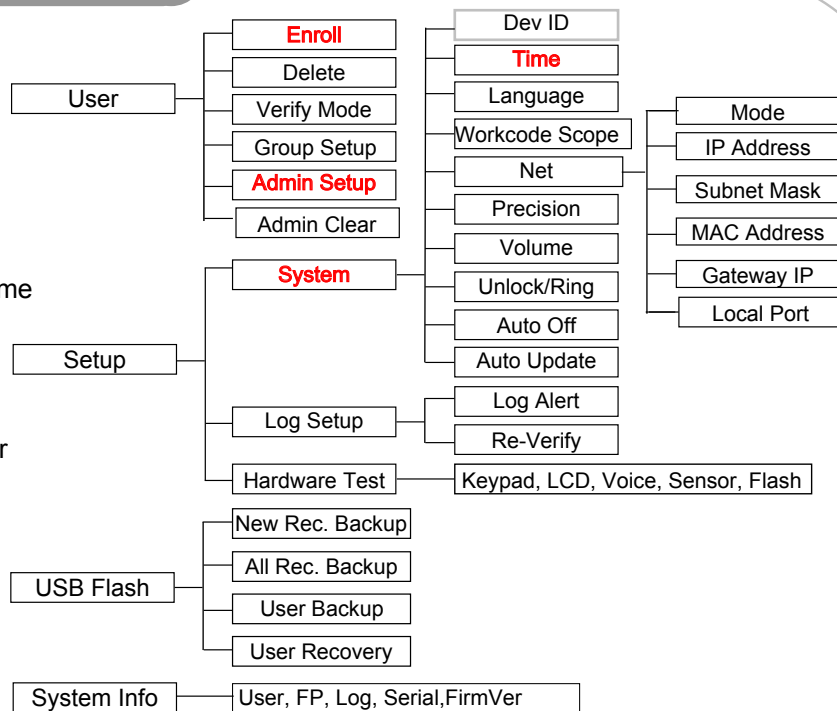
- If the admin verification is OK, it will enter the system management menu.



System Menu

Menu list:

- **User:** for example: [Enroll], [Delete], [Verify Mode], [Group Setup], [Admin Setup], [Admin Clear].
- **Setup:** [System], [Log Setup] and [Hardware Test].
 [System] includes: Dev ID, System time, language, Workcode Scope, network, precision, system voice volume lock/ring delay time, dormancy time and so on.
 [Log Setup] includes: Clock in/out records storage alarm and card repeat clock in/out time period
 [Hardware Test] includes: keypad, LCD, voice, Sensor flash test.
- **USB Flash:** Use the U disk for communications. include: [New Rec. Backup], [All Rec. Backup], [User Backup] and [User Recovery].
- **System Info:** Show existing users amount, cards amount, records amount, Serial, firmware version.



■ Press [IN/←] or [OUT/→] to select a corresponding submenu and press [OK] to confirm.

■ Enter submenu, press [IN/←] or [OUT/→] to select different options for setup.

- After setup, press [C] turn to save submenu. Press [OK] to save, or press [C] to cancel, and either of the operation will return to the previous menu.

System Menu

- Press [C] to exit the system management menu.
 - To ensure safety, the system management menu will automatically return to the default menu if no operations in a certain period.

User--Enroll (Card)

- Enter [Menu], select [User] and press [OK] to [Enroll] interface.
Input employee's ID and press [OK] to register employee.
 - Press [OUT/→] to select [Card], and press [OK] to enroll.
 - Swipe the employee's card, and the system will get card number and enter save interface.
Press [OK] to save password.
- Press [C] to exit to [Enroll] interface to continue, or press [C] to back to default interface.

User ▼
▶ Enroll
Delete
Verify Mode

Enroll

ID 008101
Esc-C Set-OK

Enroll
Card
Password
Esc-C Set-OK

Card Enroll

Punch Card!

Card Enroll

008101-C
Cancel-C Sav-OK

User--Enroll (Psssword)

- Enter [Menu], select [User] and press [OK] to [Enroll] interface.
Input employee's ID and press [OK] to register employee.
 - Press [OUT/→] to select [Password], and press [OK] to enroll.
 - Input password(1 to 6 numbers) and press [OK] to confirm.
 - Input password again,and press [OK] to confirm.
 - Press [OK] to save password.
- Press [C] to exit to [Enroll] interface to continue, or press [C] to back to defult interface.

Enroll	
ID	008101
Esc-C	Set-OK

Enroll	
Card	
Password	
Esc-C	Set-OK

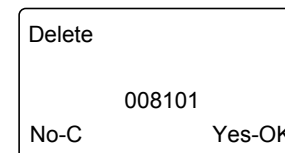
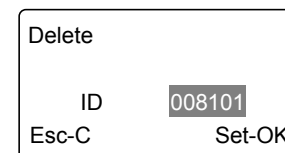
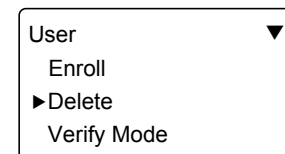
Pass Enroll	
PWDID	*****
Esc-C	Set-OK

Pass Enroll	
PWDID	*****
Confm	*****

Pass Enroll	
008101-P	
Cancel-C	Sav-OK

User--Delete

- When employees resign, we need delete the employee's information in the terminal.
- Enter the management menu. Select [User]-[Delete] press [OK].
 - Enter the employee's ID and press [OK], the system will prompt again whether to delete, press [OK] again to confirm delete the employee information.
 - Continue to delete other employees after deleting successfully, or press [C] to back to the default interface.
- Notice: Please caution with the action. All deleted information including employee's card, password, attendance records can not be recovered.
 - If deleted by mistake, please connect with the PC and upload the employee information which has been backed up before to recover the employee information.



User--Verify Mode

- Enter the management menu. Select [User]-[Verify Mode] press [OK] to enter the setting interface.
 - Press [OUT/→] to select employee or press [OK] to input user ID.
 - Press [OK] to enter setting interface.
 - Set employee's verify mode through [OUT/→], there are three modes: [ANY] and [RF+PW].
 - Then press [OK] to save this setting.

User ▼
Enroll
Delete
▶Verify Mode

Verify Mode ▼
Esc-C Set-OK

Verify Mode
ID 008101
Esc-C Set-OK

Verify Mode
008101 RF+PW
Yes-OK

Verify Mode
008101 RF+PW
Cancel-C Sav-OK

User--Group Setup

- Group is based on time zones. One group can set max 4 time zones, so max 32 time zones can be set. Normally, system will default group 0 as normal close status group, group 1 as normal open status group.
- Enter the management menu. Select [User]-[Group Setup] press [OK] to enter the setting interface.
 - Press [OUT/→] to select employee or press [OK] to input employee ID.
 - Press [OK] to enter setting interface.
 - Set employee's group through [OUT/→].
 - Then press [OK] to save this setting.

User ▼
▶ Group Setup
Admin Setup
Admin Clear

Group Setup ▼
▶ 008101 G00
008102 G01
Esc-C Set-OK

Group Setup
ID 008101

Group Setup
008101 G01
Yes-OK

Group Setup
008101 G01
Cancel-C Sav-OK

User--Admin Setup

- In the management interface, select [User]-[Admin Setup] press [OK].
 - Press [OK] to enter the admin user ID and press [OK] to confirm, the system will prompt whether to set user as admin. Press [OK] to confirm and press [C] to cancel.
- It asks for the admin verification before entering the system management menu if you set a admin in the terminal.

User ▼
Group Setup
▶ Admin Setup
Admin Clear

Admin Setup

Esc-C Add-OK

Admin Setup

ID 008101

Admin Setup

008101
No-C Yes-OK

Admin Setup
▶ ID 008101
Esc-C Add-OK

User--Admin Clear

- In the management interface, select [User]-[Admin Clear] press [OK].
 - Press [OUT/→] to select the admin ID press [OK] to confirm.
 - The admin ID will be showed on the LCD press [OK] to confirm.
 - The system prompt whether delete the admin. Press [OK] to confirm deletion. Press [C] to cancel.
- Notice: In the admin delete interface, press [OK] to enter the user ID interface directly, then enter the ID to delete admin.

User	▼
Group Setup	
▶ Admin Setup	
Admin Clear	

Admin Clear	
ID	008101
▶ ID	008102
Esc-C	Clr-OK

Admin Clear	
ID	008102

Admin Clear	
	008102
No-C	Yes-OK

Admin Clear	
▶ ID	008101
Esc-C	Clr-OK

For Administrator---Advanced Functions



Set the terminal parameters,
include:
System Setting, Record Setting
Hardware Test and so on

Setup--System

- In the management interface, select [Setup]-[System], then press [OK] to enter the sub-menu.

Dev ID

- Terminal's serial number.

Time

- Set system time, time format displays as "YY-MM-DD H:M".
- Select [Time], then press [OK].
- Press [OK] to change the date and time one by one.
- Press [C] to enter save interface and press [OK] to confirm.

Language

- Set language.
- Select [Language], then press [OK]. Press [IN/←] or [OUT/→] to select the language, then press [OK].
- Press [C] to enter save interface and press [OK] to confirm.

Volume

- Set the terminal voice volume. 0-[mute], 5-[Max].
- Select [Volume], then press [OK]. Press [IN/←] or [OUT/→] to set the volume value and press [OK] to confirm.
- Press [C] to enter save interface and press [OK] to confirm.

System	▼
▶ Dev ID	1
Time	
Language	ENG

Time	MON
11-17-2011	12:06
↑	
Set-C	Next-OK

System	▼
Dev ID	1
Time	
▶ Language	ENG

System	▼
Net	
▶ Volume	5
Unlock	5

Setup--System

Unlock/Ring

- Set the terminal lock or ring delay time.
- 'No'-No delay time; The maximum delay time is 15 seconds.
- Select [Unlock] or [Ring], then press [OK].
- Press [IN/←] or [OUT/→] to set the delay time and press [OK] to confirm.
- Press [C] to enter save interface and press [OK] to confirm.

Auto Off

- Set the time duration from the last operation to the dormant state.
- No-[Not Off], 250-[Max Time].
- Select [Auto Off], then press [OK]. Press [IN/←] or [OUT/→] to set [NO] or auto off time and press [OK] to confirm.
- Press [C] to enter save interface and press [OK] to confirm.

System	▼
Net	
Volume	5
▶ Unlock	5

System	▼
Net	
Volume	5
▶ Ring	5

System	▼
▶ Auto Off	10

Setup--System--Net

- Enter the system management menu, Select [Setup]-[System]-[Net]. Press [OK] to enter the sub-menu.

This function main includes [IP Address], [Subnet Mask], [MAC Address] and [Gateway IP] settings.

- Press [OUT/→] to select [IP Address] or [Subnet Mask] or [MAC Address] or [Gateway IP]. Press [OK] to enter modify interface.
- Press [OK] to select the parameters, and press [IN/←] or [OUT/→] or number key to modify
- Press [C] to enter save interface
- Press [OK] to confirm and return to the [Net] menu.

Net ▼
▶ IP Address
Subnet Mask
MAC Address

IP Address
192 . 168 . 000 . 218
Set-C Next-OK

Subnet Mask
255 . 255 . 255 . 000
Set-C Next-OK

MAC Address
051 . 247 . 188 . 066
084 . 215
Set-C Next-OK

Gateway IP
192 . 168 . 000 . 001
Set-C Next-OK

Setup--Log Setup

- In the management interface, select [Setup]-[Log Setup], then press [OK] to enter the sub-menu.

Log Alert

- The terminal will alarm when the memory capacity is less than the [Log Alert] value.
- [No]-Not alarm; The maximum value 5,000.
- Select [Log Alert], then press [OK]. Press [IN/←] or [OUT/→] to set [NO] or input the warning records value and press [OK] to confirm.
- Press [C] to enter save interface and press [OK] to confirm.

Re-Verify

- Set a period during which time the system only save the first successful record and do not save the repeated records.
- [No]: Disable the function; The maximum value is 250 min.
- Select [Re-Verify], then press [OK]. Press [IN/←] or [OUT/→] to set [NO] or enter the value and press [OK] to confirm.
- Press [C] to enter save interface and press [OK] to confirm.

```
Log Setup
▶Log Alert      1000
Re-Verify      NO
```

```
Log Setup
▶Log Alert      3000
Re-Verify      NO
```

```
Log Setup
Log Alert      3000
▶Re-Verify     NO
```

```
Setup
                Save?
No-C           Yes-OK
```

Setup--Hardware Test

- In the management interface, select [Setup]-[Hardware Test] and press [OK] to test Keypad, LCD, Voice, Sensor and Flash.

Keypad

- Test the keypad.
- Select [Keypad] and press [OK].
- Press any key on the keypad. If LCD shows the same, the keypad is good.

LCD

- Test the LCD.
- Select [LCD] and press [OK].
- Press [OK] to start test.

Voice

- Test the terminal voice.
- Select [Voice] and press [OK].
- Terminal auto tests 1-17 voices.

Flash

- Test the terminal flash memory.
- Select [Flash] and press [OK].
- Notice: This test will delete all the data in the flash memory and then check it.
- Please backup the data before this operation.

Hardware Test ▼
▶ Keypad
LCD
Voice

Keypad
Current Key
3
Esc-C

Esc-C Next-OK

Voice
Section 01-17
Esc-C

Step 1
Erase All Data
Continue?
Esc-C Yes-OK

USB Flash--Record Backup

- Connected U disk to terminal, press [M] to enter the management menu, select [USB Flash] and press [OK].

New Rec. Backup

- Download new T&A records to U pan drive.
- Press [OUT/→] to select [New Rec. Backup], press [OK] to download the new records.
- After back up process bar shows 100%, press [C] to exit and back to upper menu.
- New record file is BAK.KQ located in G:\00000001. 'G' is the disk name on PC of U pen drive. '00000001' is T&A machine serial number.

All Rec. Backup

- Download all T&A records to U pan drive.
- Press [OUT/→] to select [All Rec. Backup], press [OK] to download all records.
- After back up process bar shows 100%, press [C] to exit and back to upper menu.
- The record file is BAK.KQ located in G:\00000001.
- Prompt: if you backup new records firstly, recommend to save new record file to local pc. Else it will be replaced with all records file.

```
USB Flash ▼
►New Rec. Backup
  All Rec. Backup
  User Backup
```

```
New Rec. Backup
Backup... 0%
```

```
New Rec. Backup
      OK! 100%
Esc-C
```

```
All Rec. Backup
Backup... 0%
```

```
All Rec. Backup
      OK! 100%
Esc-C
```

USB Flash--User Backup/Recovery

User Backup

- Download employee's records saved in device to U pen drive.
- Press [OUT/→] to select [User Backup], press [OK] to download the employee information.
- After backup process bar shows 100%, press [C] to exit and back to upper menu.
- The backup file is BAK.YG located in G:\00000001.

User Recovery

- Upload employee's information saved in U pen drive to terminal.
- There are two ways to recover employee information:
 1. Copy BAK.YG to root directory, then plug U pen drive into time attendance machine and start user recovery.
 2. Export employee information to U pen drive through U flash management software, then repeat step 1.
- Press [OUT/→] to select [User Recovery], press [OK] to recovery all records.
- After recovery process bar shows 100%, press [C] to exit and back to upper menu.

USB Flash ▼
New Rec. Backup
All Rec. Backup
▶User Backup

User Backup
Backup... 0%

New Rec. Backup
OK! 100%
Esc-C

USB Flash ▼
▶User Recovery

User Recovery
Backup... 0%

User Recovery
OK! 100%
Esc-C

System Info

- In the management interface, select [System Info] and press [OK] to check the terminal information.

User

- Registered user number. Maximum 2,000 users.

Card

- Registered card number. Maximum 2,000 cards.
- Press [OK] to view the number of users who registered a password.

Log

- The time attendance logs. Maximum 50,000 records.

FirmVer

- The firmware version.

- Press [C] back to the management interface.

```
MENU
▶System Info
```

```
System Info ▼
▶User      2000
Card       2000
Log        50000
```

```
System Info ▼
User      1000
▶Password  500
Log       15000
```

```
System Info ▼
User      2000
Card       2000
▶Log      50000
```

```
System Info ▲
▶FirmVer   b1.15.00
```

