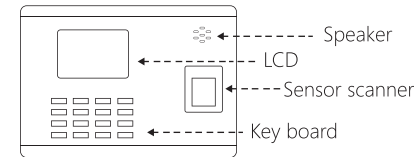# Quick Manual of Time Attendance

Version: V1.0

1.Appearance introduction
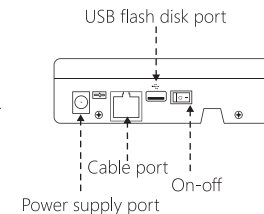
(The appearace may have some difference, The pictures are just for your reference)
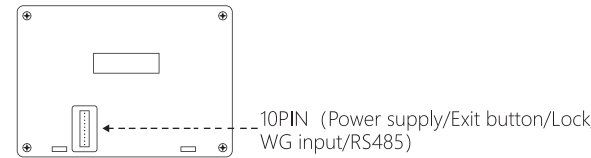
The front side

The bottom

- Speaker
- LCD
- Sensor scanner
- Key board

USB flash disk port

Cable port

On-off

Power supply port

2.Installation on the wall

The back side

10PIN (Power supply/Exit button/Lock/WG input/RS485)
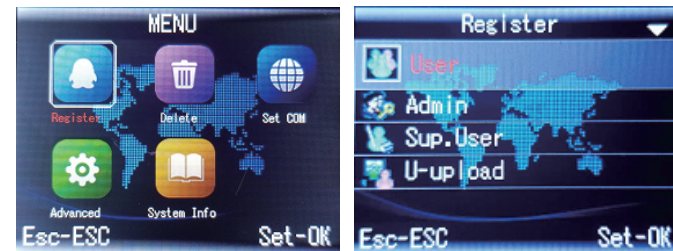
Before installation, please check whether power plug is available.
1) Make mark of the holder on the wall and confirm the device installing position.
2) Drill holes according to the marks.
3) Fix the holder on the wall.
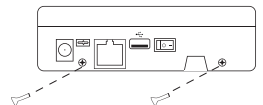4) Put the device on the holder, fix it, and charge it.
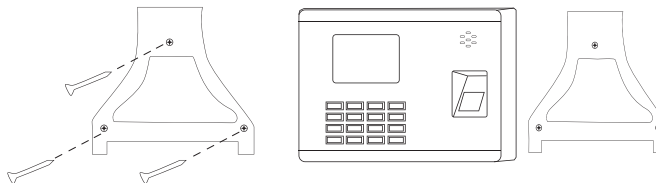
3.Note:

1) Keep the device from sunshine, wet and outdoor place.
2) Working temperature is 0~45℃!
3) Read and follow the diagram carefully to connect the cable of the electric lock.

4.Register new users

Menu -- Register -- User –New Reg -- Finger/Card/Password(Please take notes of the ID ,which is connected to the time attendance record.)
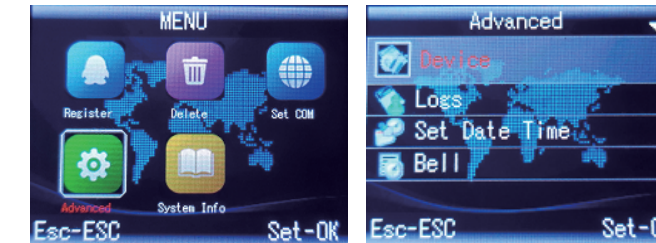
5.Delete user

Menu--Delete (first input the ID)
Delete all record: delete all the user registration information in the device.

6.Set Device ID

Menu -- Advanced -- Device -- Device ID (To change the Device ID).

7.Set time and date

Menu -- Advanced -- Device -- Set Date Time (To set the date and time).
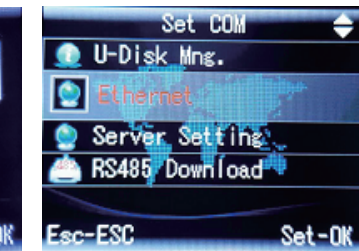
8.USB disk management

1   2   3   4   5   6
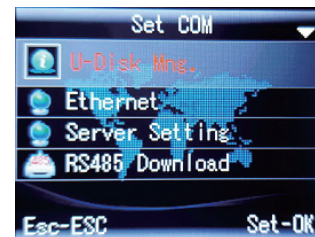
Menu—Set COM – U-Disk Mng.-- Download

1) Download: download the registration user information(fingerprint /name,etc.) to the USB disk as a file, for example "AFP_001.DAT" ; connect the USB into the computer and upload the data into software with the "upload function" in the time attendance software.

2) USB uploading can transfer the data from the software or the registration data form the same model.

Notice: Make sure the identity of the USB uploading information file device ID with the device ID. For example, the file "AFP_001.DAT" can only be recognized by the "001" ID device.

3) New Record:download the time attendance record into the USB and form a file, for example "GLG_001.TXT"; Connect the USB to the computer and upload the data to the software using the "Upload data" and "Upload data from USB".

9.Set COM

1) Menu -- Set COM --Ethernet-- TCP/IP setting (To enter the communication setting interface)

2) Use Ethernet to connect the device to the computer.
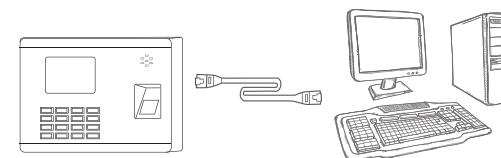
IP address : 192.168.1.224
Subnet mask : 255.255.255.0
Default gateway : 192.168.1.1

IP address : 192.168.1.100
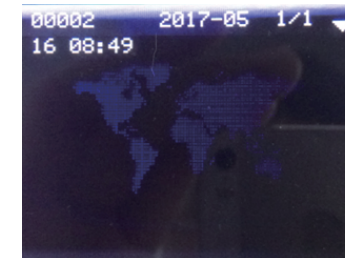Subnet mask : 255.255.255.0
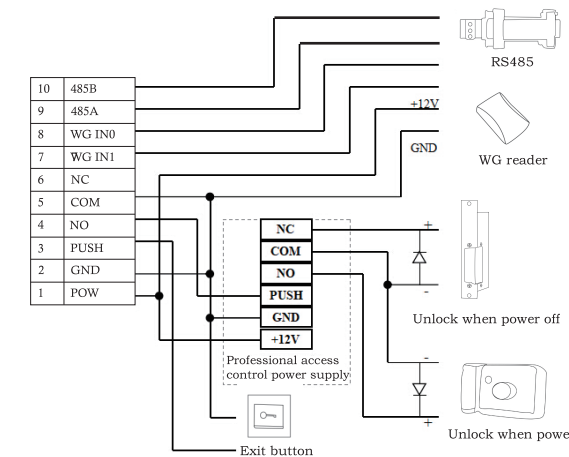Default gateway : 192.168.1.1

10.Check personal record

OK -- put in personal fingerprint/card/password -- get to see the personal record

11.Schematic Diagram of Access Control Wiring

Connect the electric lock&exit button&Wiegand reader &RS485.

12.FAQ

1) Slow or fail to recognize fingerprint
● Make sure to put the finger on the middle of the fingerprint sensor Check if there is injury in the finger.
● Check if there is dirt or wet on the fingerprint sensor, then clean it and try verification again.
● If the finger is too dry, breathe some air to the finger and try again.
2) Fail to connect device to software via Ethernet
● Check if the device ID is the same in both the hardware and software, and ping device IP to check whether workable.After confirmed device ID and network, then try to connect again.
3) Fail to unlock the door even if recognized successfully
● Check the user right setting.
● Make sure the correct connection between relay signal and the electric lock.
4) No record in the software original record
● Check whether there is corresponding employee registration ID, in the employee information and check the check in date. Then collect all the data again.
5) Indication of "Exceeding of access control record"
● Menu -- Advanced -- Device -- Record -- Set "0".