

# USER MANUAL

## 3 inch touch screen RFID serials

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**Version: 1.0**

**Date: Aug. 2013**

**Used for SC700-T model etc.**

## About This Manual

- This document introduces the user interface and menu operations of 3 inch touch screen RFID serials product. For installation, please refer to the Installation Guide or Quick Guide.
- Not all the devices have the function with ★.The real product prevails.
- The photograph in this manual may be different from that of the real product. The real product prevails.

# Important Claim

Firstly thank you for purchasing this facial and fingerprint hybrid terminal, before use, please read this manual carefully to avoid the unnecessary damage! The company reminds you that the proper user will improve the use affect and authentication speed.

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Due to the constant renewal of products, the company cannot undertake the actual product in consistence with the information in the document, also any dispute caused by the difference between the actual technical parameters and the information in this document. Please forgive any change without notice.

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# 1. Notice for Use

Avoid using the device from exposure to direct sunlight or at outdoors in summer. The working temperature ranges from 0~40°C. The heat dissipated during long-term operation may easily lead to response slowdown and verification pass rate decrease. It is recommended to use sunshades and heat sink devices for the device when using at outside.

## 1.1 Use of the Touch Screen

Touch the screen with one of your fingertips or the edge of a fingernail, as shown in the following figure. A broad point of contact may lead to inaccurate pointing.



When the touch screen is less sensitive to the touch, you can perform a screen calibration through the following menu operations. Press **[Menu]** -> **[Auto Test]** -> **[Calibration]** on the screen and a cross icon will be displayed. After you touch the center of the cross at five locations on the screen correctly, the system will automatically returns to the **Auto Test** menu. Press **[Exit]** to return to the **Menu** interface. For details, see the description in [9. Auto Test](#).

Smear or dust on the touch screen may affect the performance of the touch screen. Therefore, try to keep the screen clean and dust-free.

## 1.3 Touch Operations

**1. Enter numbers:** Press the [User ID] key. The system will automatically display the number input interface. After entering the user ID, press [OK] to save or press [X] to cancel and return to the previous interface.

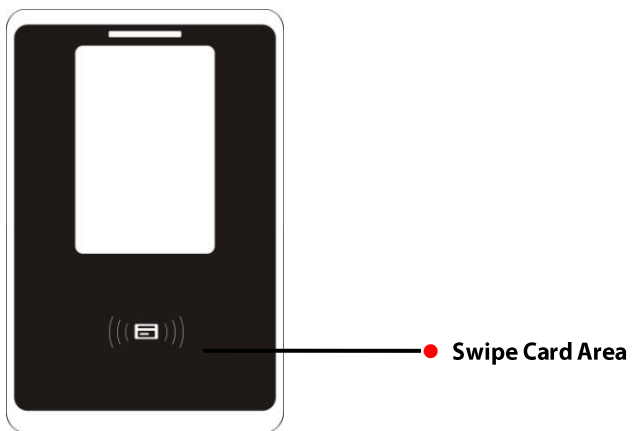


**2. Enter Text:** Press the [Name] key. The system will automatically display the text input interface. After entering the user name, press [X] to close the text interfaces, and then press [save] and return to the previous interface.

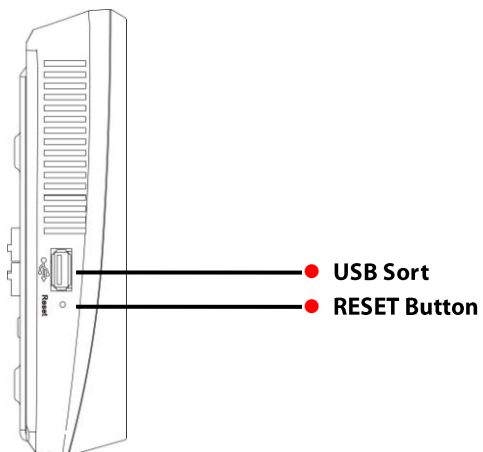


## 1.4 Appearance of Device

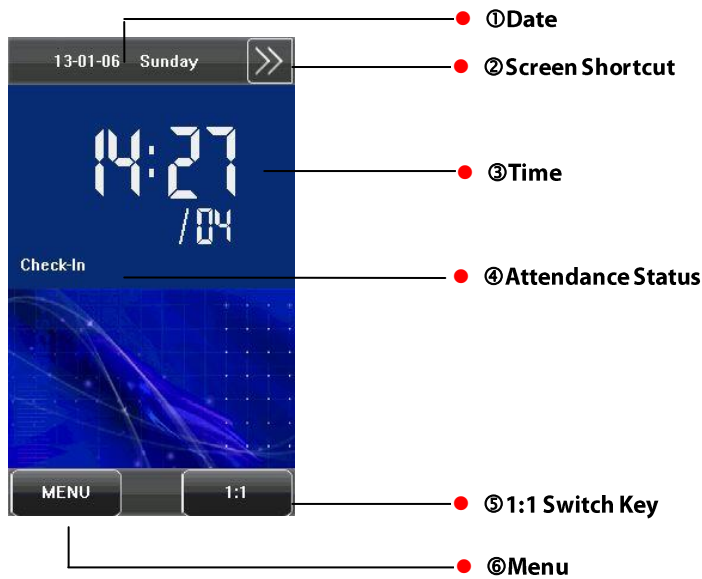
(1) Front View



(2) Side View



## 1.5 Main Interface



① **Date**: The current date is displayed.

② **Screen Shortcut**: Press these shortcut keys to display the attendance status.

③ **Time**: The current time is displayed. Both 12-hour and 24-hour time systems are supported.

④ **Attendance Status**: The current attendance status is displayed.

⑤ **1:1 Switch Key**: By pressing this key, you can switch to the 1:1 verification modes, and enter the digital input interface.

⑥ **Menu**: You can enter the main menu by pressing this key.

## 2. Main Menu

Press [**Menu**] on the initial interface to access the main menu, as shown in the following figure:



The main menu includes nine sub menus:

**Add User**: Through this submenu, you can add a new user and input the information on the device, including the user ID, name, card, password, Role (permissions).



**User Mgt.:** Through this submenu, you can browse the user information stored on the device, including the user ID, name, card, password, authority. Here you can also Add, Modify, Query, or Delete a user's information.

**Comm.:** Set related parameters for the communication between the device and PC, including the **TCP/IP** parameters, **USB Client** parameters and **WI-FI** parameters.

**System:** Through this submenu, you can set system-related parameters, including the General, Display, Access Control Parameters★, Update and Restore to Factory Settings.

**Data Mgt.:** Through this submenu, you can perform management of data stored on the device, for example, delete all the attendance records, delete all data, and clear administrator.

**Date/Time:** Through this submenu, you can set Date, Time, Format, and Bell settings, Daylight Saving Time Settings (DST)★.

**Auto Test:** This submenu enables the system to automatically test whether functions of various modules are normal, including the screen, voice, Time and screen calibration.

**Dn/Upload:** Through this submenu, you can download user information and attendance data stored in the device through a USB disk.

**Sys Info.:** Through this submenu, you can browse the capacity records of attendance (100,000), Users (30,000) and device information.

**Notice:** Any user can access the main menu by pressing the **[Menu]** key if the system does not have an administrator. If had a administrator, the device needs to verify the administrators' identity before granting them access to the main menu. To ensure device security, it is recommended to set an administrator when using the terminal initially. For detailed operations, see **3.5 User Permissions.**

## 3. Add User

User registration: Enroll user.

Registration ways include: Password and Card.

After opening the input method function, supporting registration user name.

Press **[Add]** on the **[User Mgt.]** interface to display the **[Add User]** interface as shown below:

**User ID:** Enter a user ID. 1 to 9 digits user IDs are supported by default.

**Name:** Enter a user name. 24 characters user names are supported by default.

**Card:** Press an ID card can register a new user.

**Password:** Enroll a user's password. The device supports 1-6 digit passwords by default.

**Role:** Set the rights of a user. A user is set to **ordinary user** by default and can also be set to **administrator**.



### 3.1 Entering a User ID

The device automatically allocates an ID starting from 1 for every user in sequence. If you use the ID allocated by the device, you may skip this section.

1. Press [User ID] on the [Add User] interface to display the user ID management interface.

**Tip:** The user ID can be modified during initial enrollment, but once enrolled, it cannot be modified.

2. On the displayed keyboard interface, enter a user ID and press [OK]. If the message "The user ID already exists!" is displayed, enter another ID.

**Tip:** The device supports 1 to 9 digits user IDs by default. If you need to extend the length of current user ID numbers, please consult our commercial representatives or technical pre-sales.

3. After the user ID is entered, press [Save] to save the current information and return to the previous interface. Press [Exit] to return to the previous interface without saving the current information.



### 3.2 Entering a Name

Use T9 input method to enter the user name through the keyboard.

1. Press [Name] on the [Add User] interface to display the name input interface.
2. On the displayed keyboard interface, enter a user name and press [Enter], and then press [X].

For details of operations on the keyboard interface, see [12.1 T9 Input Instructions](#).

3. After the user name is entered, press [Save] to save the current information and return to the previous interface. Press [Exit] to return to the previous interface without saving the current information.

**Tip:** The default name for device supports 1 to 24 digits (contain spaces).



### 3.3 Enrolling an ID card

1. Press [Card] on the [Add User] interface to display the [Enroll Card] interface.
2. The [Punch Card!] interface pops up as shown below. Swipe your ID card properly in the swiping area. For details, see [1.4 Appearance of Device](#).
3. If the card passes the verification, the device will display a prompt message "Read Successfully! Card No.:\*\*\*\*\*", and returns to the [Add User] interface.
4. Press [Save] to save the current information and return to the previous interface. Press [Exit] to return to the previous interface without saving the current information.

**Note:** The device supports Mifare card function. It is an option function, if you want to customize the Mifare card function, please consult our commercial representative or pre-sales technical support engineers.



### 3.4 Enrolling a Password

1. Press [**Password**] on the [**Add User**] interface to display the password management interface.
2. On the displayed keyboard interface, enter a password and press [**OK**]. Re-enter the password according to the system prompt and then press [**OK**].
3. After the password is entered, an interface is displayed as shown below. Press [Save] to save the current information and return to the previous interface. Press [Exit] to return to the previous interface without saving the current information.

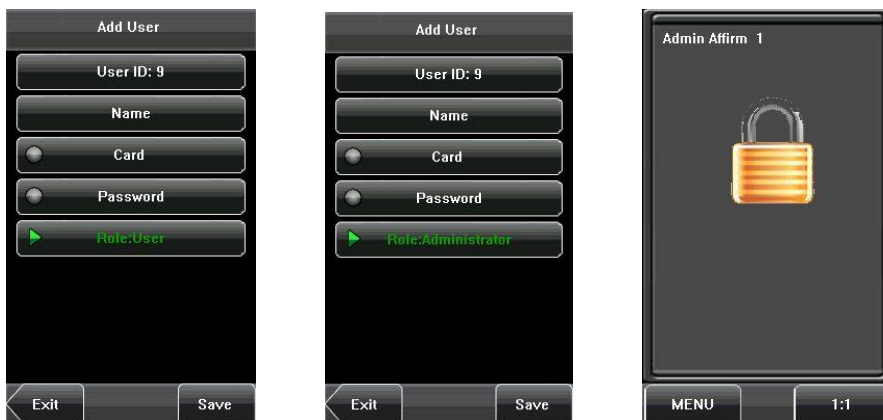


**Emergency Password (8 digits):** In case of emergency, user can press [1:1] buttons on the initial interface, input "" and press 8 digits plus #, it can be open door.

## 3.5 User Permissions

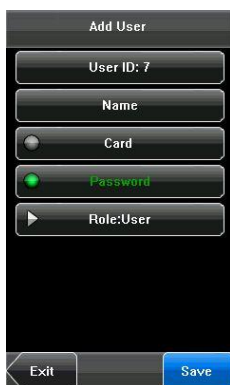
There are two types of permissions of users: the **Ordinary users** and **administrators**. Ordinary users are only granted the rights of password or card verification. Administrators are granted access to the main menu for various operations apart from having all the privileges granted to ordinary users.

1. On the [Add User] interface, press [Role: User] to change the user to an administrator.
2. After the modification is done, the interface is as shown below. Press [Save] to save the current information and return to the previous interface; press [Exit] to return to the previous interface without saving the current information.



## 3.6 User Verification

After enrollment, you can verify validity that registered fingerprints or ID card or password on the initial interface.



### 3.6.1 Password Verification

In the password verification mode, the device compares the password entered with that in relation to the user ID.

1. Press [1:1] on the screen to enter the password verification mode.
2. Enter the user ID and then press the "Key" icon to enter the password verification mode. If the prompt "Unregistered user!" is displayed, the user ID does not exist.
3. Enter the password and press the "OK" icon to start the password comparison.

4. If the verification is successful, the device will prompt "Verified", otherwise the device will prompt "Verify fail" and return to password input interface.



### 3.6.2 ID Card Verification

Only the products with a built-in ID card module support the ID card verification.

Swipe your ID card on the card swipe area by adopting the proper way.

If the verification is successful, the device will prompt "Verified".


If the verification is not successful, the device will prompt "Not Enrolled".



# 4. User Management

User Management: Manage the registered users. Browse the user information, including the user ID, Name, ID card★, Password, Role (Permission). Through this interface to Add, Query, Edit or Delete the basic information of users.

Press [User Management] on the main menu interface to display the user management interface.

 This user is an administrator.

**Note:** The users are listed in alphabetical order by last name. If you press a user name, you can access the editing interface of this user to edit or delete the related user's information.



## 4.1 Edit a User

Press a user name from the list to enter the [User Info] interface.

The User ID cannot be modified, and the other operations are similar to those performed in add a user. You can modify user name, password, and the management rights, re-enroll ID card.

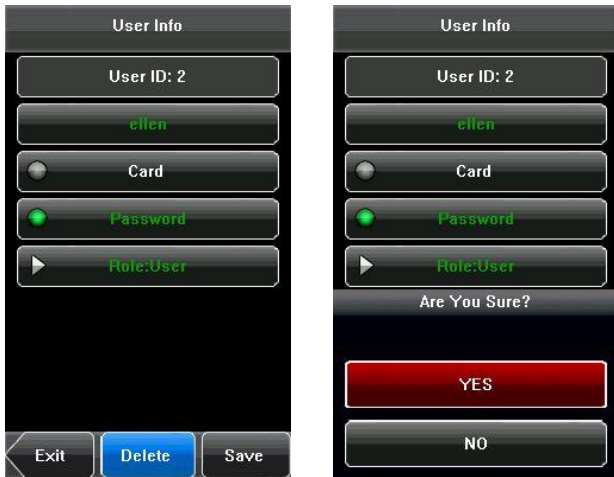
**For example:** Change the user rights from Administrator to ordinary user. As shown below.



## 4.2 Delete a User

On the [User Info] interface, you can delete all or partial user information.

1. Press [Delete] to delete a user.
2. On the displayed interface, click [YES] to delete the current user or [NO] to return to the previous interface.
3. On the [User Info] interface, press [Name] or [Password] to delete the related user information and to re-enroll the new information follow the device prompt.



## 4.3 Query a User

To facilitate administrators to locate a user quickly from a large number of enrolled users, the device enables to query by "User ID".

### User ID Query:

1. Press [Query] on the [User Management] interface to display the User ID query interface.
2. Enter the user ID on the displayed interface, and click [OK] to locate the cursor on the desired user.





## 5. Communication Settings

You can set related parameters for the communication between the device and PC, including the **TCP/IP** parameters, **USB Client** parameters and **WI-FI** parameters.



### 5.1 Communication Settings



**IP Address:** The IP address is 192.168.1.201 by default and can be changed as required.

**Subnet Mask:** The subnet mask is 255.255.255.0 by default and can be changed as required.

**Gateway:** The gateway is 0.0.0.0 by default and can be changed as required.

**USB Client:** Decide whether use USB to communicate or not, that is to say if you use the USB communication, and then selected the item as "Yes". Otherwise as "No".

**Baud Rate:** This parameter is used to set the baud rate for the communication between the device and the PC. It includes five options: 9600, 19200, 38400, 57600, and 115200. The higher baud rate is recommended for the RS232 communication to achieve high speed communication, while the lower baud rate is recommended for the RS485 communication to achieve stable low-speed communication.

**Device ID:** This parameter is used to set the ID of device from 1 to 254. If the RS232/RS485 communication is adopted, you need to enter the device ID on the software communication interface.

**Comm. Key:** To enhance the security of attendance data, you can set a password for the connection between the device and PC. Once the password is set, you can connect the PC with the device to access the attendance data only after entering the correct password. The default password is 0 (that is, no password). Once a

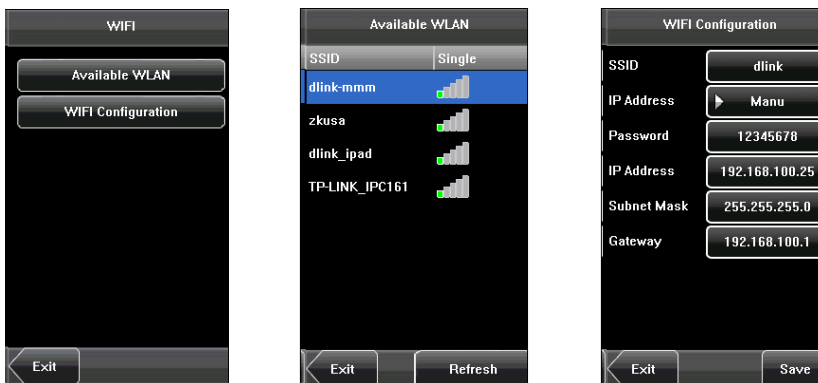
password is set, you need to enter this password before connecting the PC software with the device; otherwise, the connection is unsuccessful. 1 to 6 digits passwords are supported.

**Notice:** Considering the massive data including the fingerprint and face templates stored in the device, it is recommended to transfer the data between the device and PC over network to enhance the transfer speed.

## 5.2 WIFI Configuration ★

### Available WLANs

Available WLANs around a mobile phone can be searched. Select Available WLAN to enter the Available WLAN interface and click Refresh, then the available WLANs around the mobile phone are listed on the interface, as well as their signal strengths.



As shown in the third of the preceding figures, a user can search its wireless route and set a password. For other settings, see the "WIFI Configuration" in the following section. The password must be the same as that of the wireless route so that the mobile phone can access to the WLAN. Set ip address with "Manual Mode" or "Auto Mode" to complete setting and click save button, the machine will connect to the software automatically. The following figure shows the initial interface when the mobile phone accesses to the WLAN:



### ● WIFI Configuration

Before the mobile phone is accessed to the WLAN, other physical components of the 802.11 network are required, including access points, distribute systems, and wireless media. In addition, the service set identifier (ESSID) must be available. If the wireless SSID is hidden or can not searched, can use "Manual Mode" setting as below:

**Network ID:** specifies the network identification of the wireless network to be accessed. (Letters are case-sensitive.)

**Local IP address:** If the 802.11 wireless network is not configured with the function of dynamic host configuration protocol (DHCP), enter the Manual IP Designation interface and input an IP address, subnet

mask, and gateway address. Otherwise, dynamically designate an IP address.

**Password:** The password must be the same as that of the router so that the mobile phone can access to the WIFI.

**IP address:** When the setting of a local IP address is in manual mode, designate and input a correct IP address, subnet mask, and gateway address on the Manual IP Designation interface. The designated IP address is the IP address of a mobile phone in the wireless network, and does not have any relationship with comm. WIFI IP can not share the same network segment with the machine IP.

**Subnet mask and gateway:** The subnet mask and gateway address of the designated IP address must be designated and input.

### Operation Description



- **Set SSID**

Select WIFI Configuration to enter the WIFI Configuration interface. Click the inputting button of the Network ID and input the network ID after starting the T9 inputting method editor (IME). The network ID must be provided for identification.

- **Set a local IP address**

Select a mode for designating a local IP address. The IP address is designated in manual or DHCP mode.

- **Set a password**

Click the inputting button of the password and input a password after starting the T9 IME.

- **Designate an IP address**

When the setting of local IP addresses is in manual mode, designate and input a correct IP address, subnet mask, and gateway address on the Manual IP designation interface. The designated IP address is the IP address of a mobile phone in the wireless network, and does not have any relationship with comm.

After an IP address is designated, click Save and return to the WIFI Configuration interface.

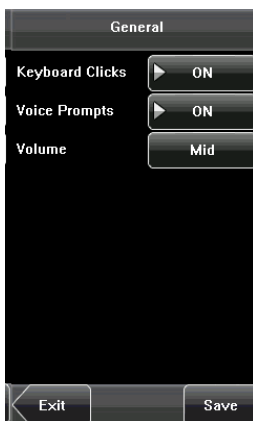
After performing the preceding procedures, click Save and goes back to the previous interface.

## 6. System Settings

Through the [System] menu, you can set system-related parameters, including the General, Display, Access Control Set, Firmware Update, and Restore to Factory Settings.



### 6.1 General Parameters



#### 6.1.1 Keyboard Clicks

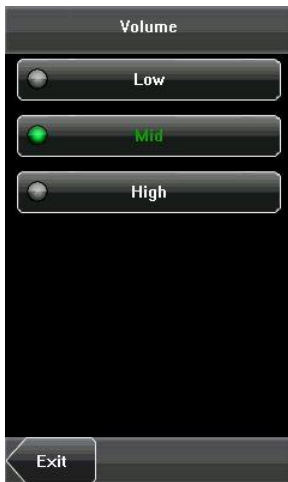
This parameter is used to set whether to generate beep sound in response to every keyboard touch. Select "ON" to enable the beep sound, and select "OFF" to mute.

#### 6.1.2 Voice Prompts

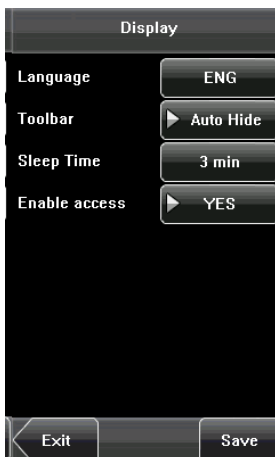
This parameter is used to set whether to play voice prompts during the operation of the device. Select "ON" to enable the voice prompt, and select "OFF" to mute.

#### 6.1.3 Volume

This parameter is used to adjust the volume of voice prompts.



## 6.2 Display Parameters



### 6.2.1 Language

This parameter is used to display the current language used by the device. For multilingual-capable devices, you can switch between different languages through this parameter. Then you should restart the device.

### 6.2.2 Toolbar

This parameter is available for display Shortcut Keys Status on the initial interface when Attendance function is opened. User can choose "Auto Hide" or "Unhide".

If the Attendance function is closed, this parameter function is invalid.

### 6.2.3 Sleep Time (S):

This parameter is used to specify a period after which the device is put in sleep mode if no operation within this period. You can wake up the device from sleep by pressing any key or touching the screen. Numerical ranges 1 ~ 30minutes, 3 min by default.

### 6.2.4 Enable access

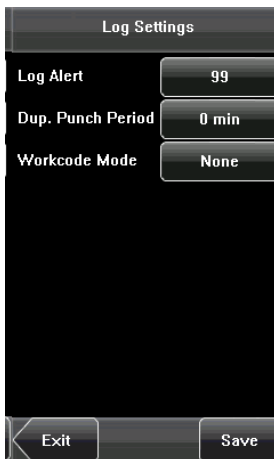
Selected the item as "Yes" to enable Access Control. And you can set the access control parameters under the system settings..Otherwise as "No" to disable.

## 6.3 Log Settings

**Log Alert:** When the available space is insufficient to store the specified number of attendance records, the device will automatically generate an alarm (Value scope: 1-99).


**Dup. Punch Period (m):** If a user's attendance record already exists and the user punches in again within the specified period (unit: minute), the second attendance record will not be stored (Value scope: 1-60 minutes).

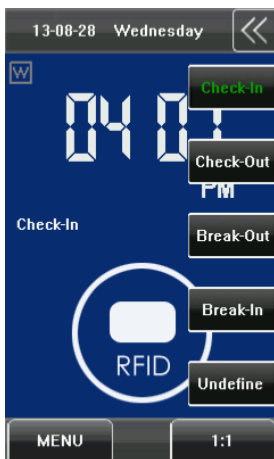
**Workcode Mode:** This parameter is used to select the work code input mode among Mode 1, Mode 2 and None during attendance verification. If you select Mode 1, the attendance verification starts after you input the work code on the initial interface; if you select Mode 2, the attendance verification starts before you input the work code on the initial interface; if you select None, you do not need to input the work code during attendance verification on the initial interface. For the input of the work code, see [7.3 Work Code](#).



## 6.4 Shortcut Definitions

### 6.4.1 Use shortcut keys

Click  on the initial interface, and the related status and function keys are displayed on the right corner of the interface for use.

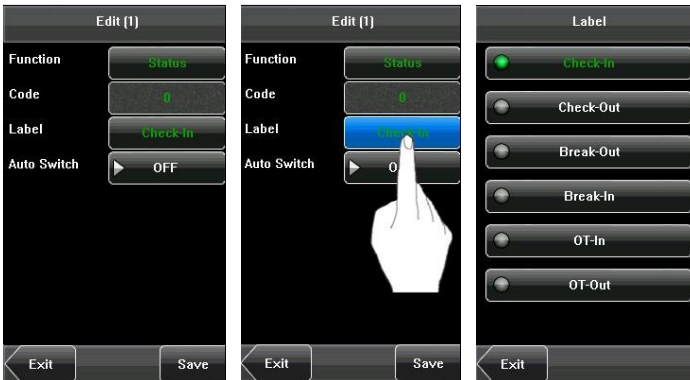


### 6.4.2 Shortcut Status Settings

Click [MENU] -- [System] -- [Shortcut Def.], the user according to need to set up shortcut key for state key.

(1) Click the **Status**, enter the edit screen of the status key, as shown in figure 1 below; click the **Label** box, as shown in figure 2 below; enter the **Label** screen, as shown in figure 3 below; click the row of the label (six

options for the status) to change it to the corresponding label; the user can modify the label of the status key according to practical needs.



(2) The **Code** cannot be modified; it is changed accordingly with the selected label of the status key. Select **Auto switch**, and select "On", as shown in figure 1 below.



(3) Click the time box after "week", as shown in figure 2 above, to enter the time setting screen, as shown in figure 3 above. Click the key on the touch screen to set the time; click [OK] to save and return to the edit screen. Choose [Save] to save the setting.

## 6.5 Access Control Parameters★

You can click [MENU]--[System]--[Access Settings] to set the parameters of the Lock Delay, Door sensor delay, Door sensor mode, Verification Type etc.



### 6.5.1 Lock Delay

The time duration of electronic lock works from open to close when user's verification succeeds (In case the

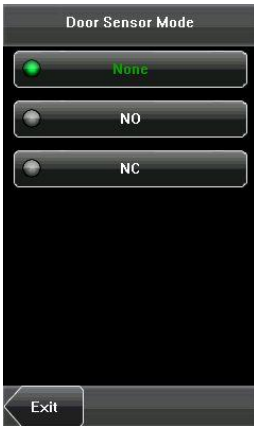
door is closed).

“S (second)” is chosen as the unit of lock driver duration, and you can set it 1~10s.

If set the duration to “0”, means Lock driver duration is closed. Normally, we do not suggest set it is “0”.

### 6.5.2 Door Sensor Delay

Indicates the delay for checking the door sensor after the door is opened. If door sensor state is inconsistent with the normal state set by the door sensor switch, an alarm will be triggered, and this period of time is regarded as the “door sensor delay”. (Value scope: 1-99 seconds)



### 6.5.3 Door Sensor Mode

Includes the None, Normally Open (NO), and Normally Closed (NC) modes. “None” indicates that the door sensor switch is not used. “NO” indicates that the door sensor is open in the normal state. “NC” indicates that the door sensor is closed in the normal state.

### 6.4.4 Verification Types

The device supports various Verification Types, the details as following:

Password or ID card (PW/RF), Password (PW), Proximity Card(RF), Password plus ID card (PW&RF).

Besides, user can enter Menu to choose the verification type what your need. The paths: MENU → System → Access Control Parameters → VerType.





## 6.5 Update

You can upgrade the device firmware by using the upgrade file in the USB disk through this function.



**Notice:** If you need the firmware upgrade file, please contact our technical support personnel. Generally the firmware upgrade is not recommended.

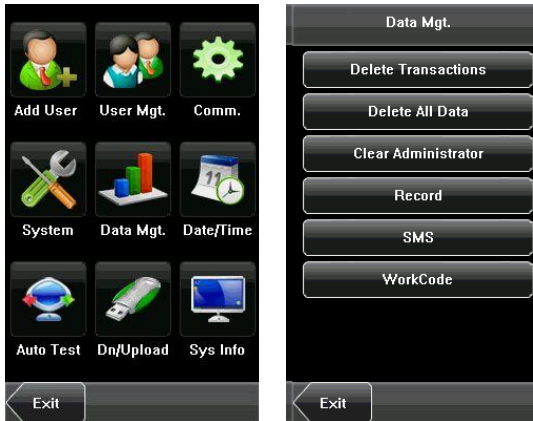
## 6.6 Restore to Factory Settings

Restore all parameters of the communication settings and system settings on the device to factory defaults settings.

**Notice:** The employee information and attendance records will not be deleted during restoration to factory settings.

# 7. Data Management

Through the [Data Mgt.] menu, you can perform management of data stored on the device, for example, delete all the attendance records, delete all data, and clear administrator. And include attendance query, short message and workcode setting.



**Delete Transactions:** Delete all the attendance records.

**Delete All Data:** Delete all the information of enrolled personnel, including their ID card or Password records.

**Clear Administrator:** Change all administrators to ordinary users.

**Record:** Query the attendance records of employees within a specified time range.

**SMS:** Operators can write public or personal short messages and display them for designated persons at designated time. In addition, operators can prepare short messages in advance.

**Work Code:** Operators can set one or multiple working numbers for an employee according to the type of his job. The working numbers can be used to calculate his attendance and salary.

## 7.1 Query Record

After check-in successfully, the employee's attendance records are saved in the device. You can easily query these attendance records.

**User ID:** Enter the user ID of the employee to query. If this field is left blank, you can query the attendance records of all the employees. If you enter a user ID, you can query the attendance records of this employee.

**Query Time Period:** Select a time period to query, including the customized time period, yesterday, this week, last week, this month, last month, and all time periods.

**Start and End:** When you select a customized time period, you need to input a start time and an end time. When you select other options for the time period, the start and end time will be automatically adjusted to the related time.

After setting the query conditions, press [Query] and the records that meet the specified query conditions will be displayed on screen.

Select the row where the desired record is located, you can query the detailed information of this record.



For example, press User ID and enter the edit interface, input the ID number and press [Query], the query result will display as below.



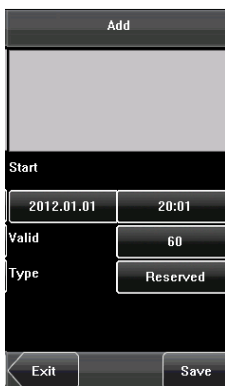
## 7.2 SMS

Short messages are similar to announcements and notices. Operators can write a short message according to the contents to be announced in advance, and display the short message on the screen during a designated period. Short messages are classified into public and personal short messages. If a short message is configured as public, it will be automatically displayed on the minutes within a designated period; alternatively, users can use the shortcut keys (can be set in the keyboard definition) to view it. If a short message is configured as personal, the employee who receives it can view it after his attendance information is verified.

### 7.2.1 Set a Short Message

- **Add a short message**

Select Short Message > Add on the Data Management interface to enter the interface shown in the following figure:



**Start:** means the time when the short message takes effect.

**Valid:** means that the short message is only displayed within a validity period.

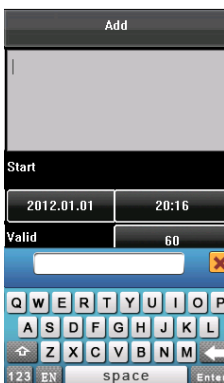
**Type:**

**Reserved:** means that the short message is prepared in advance but not configured as personal or public.

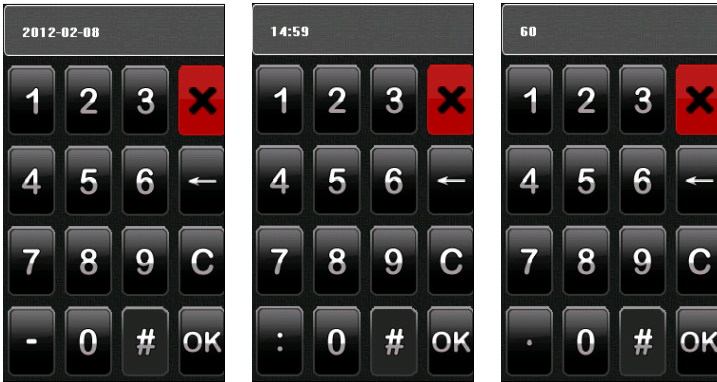
**Personal:** means that the short message can only be read by a specific person.

**Public:** means that the short message can be read by all people.

1) As shown in the following figures, click the short message input area, start the **T9 IME**, and input SMS contents. For the inputting method, see the attachment 1 "*Operation Description of T9 Inputting Method*".



2) Click **Start** or **Valid** to start the configuration interface shown in the following figures:

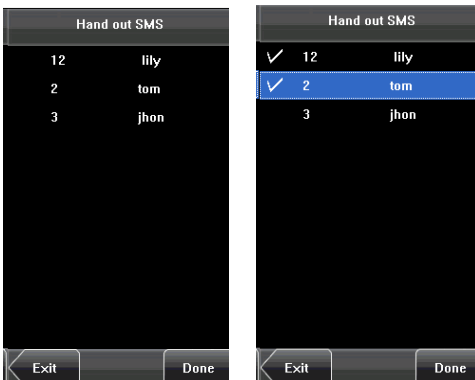


Press the number key to input values to be set, and click **OK** to save the settings and return to the previous interface.

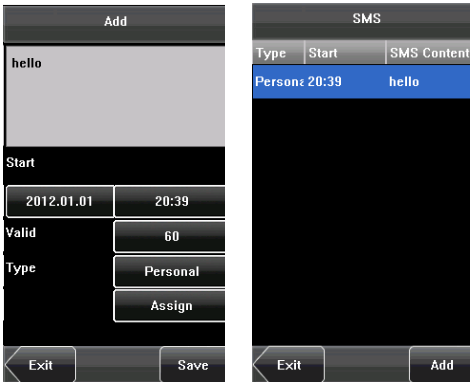
3) Click **Type** to switch the types of a short message, including personal, public, and reserved. The following figure shows the personal type:



4) Click **Hand out SMS** to start the **Hand out SMS** interface. As shown in the following figures, by clicking the name of an employee, the employee is **Checked** and the short message will be handed out to him:



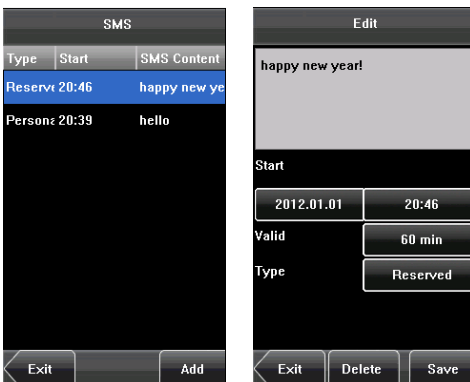
5) As shown in the following figures, click **Done** to save the settings and return the previous interface. After that, click **Save** to store the short message and goes back to the previous interface. Then the new short message is displayed on the interface.



- **Edit a short message**

Click the message to be edited in the **SMS** interface.

The procedure of editing a short message is the same as that of adding a short message.



- **Delete a short message**

By clicking **Delete** on the **Edit** interface, the short message to be deleted is removed. In addition, any information related to the message is deleted at the same time.

## 7.2.2 View a Short Message

- **View a public short message**

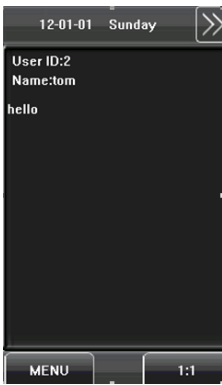
On the initial interface, public short messages are automatically displayed on the minutes. Alternatively, the public short messages can be viewed by clicking the shortcut keys on the interface, as shown in the following figures. For detailed setting methods, see [6.6 Shortcut Definitions](#).



After the viewing is finished, click **Return** to exit the **View** interface and return the initial interface.

- **View a personal short message**

After a user is authorized, his short message will be displayed, as shown in the following figure:



## 7.3 Work Code

Easy for users quickly deal with data of distinguish different situation. Please click **[System]**--**[Shortcut Definitions]**--**[Undefine]**, select **[Workcode]** and save, can opening working code function. For detail operation in **[Data Management]**--**[Workcode]**. Can edit, add, delete and query.

### 7.3.1 Add a work code

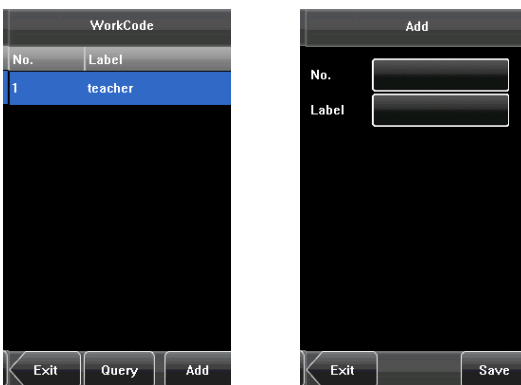
1. Press **[Add]** on the **WorkCode** interface to display the [Add] interface as figures below:

**No.:** A digital code of the work code.

**Label:** The meaning of the work code.

2. Press the corresponding entry button of [No.] on the [Add] interface display the No. entry interface. On this interface, enter a No.

3. Press the corresponding entry button of [Label] on the **Workcode** interface to display the text entry interface. On this interface, enter a label of work code. (See [12.1 T9 Input Instructions](#))



### 7.3.2 Edit and delete a work code

1. Press the row of a work code on the **WorkCode** interface to display the **[Edit]** interface.

2. To edit this work code, enter a new No. and label with the same operation steps as described in "Add a work code".

3. To delete this work code, press **[Delete]**.

4. On the displayed prompt interface, press **<YES>** to confirm the deletion of this work code, and press **<NO>** to cancel the deletion operation.

### 7.3.3 Edit and delete a work code

Press [**Delete**] on the **WorkCode** interface, display the **keyboard** interface, prompt you want to query code, to enter the Number, and then click OK.



# 8. Date/Time Setting

## 8.1 Set Date/Time

The date and time of the device must be set accurately to ensure the accuracy of attendance time.

1. Press [**Menu**] on the initial interface to display the main menu interface.
2. Press [**Time/Date**] on the main menu interface to display the time setting interface.
3. Select the desired date and time by pressing the parameter.
4. Press [**Save**] to save the current information and return to the previous interface. Press [**Exit**] to return to the previous interface without saving the current information.



## 8.2 Bell Setting

Lots of companies need to ring their bells to signal the start and end of work shifts, and they usually manually ring their bells or use electric bells. To lower costs and facilitate management, we integrated the time bell function into the device. You can set the alarm time and duration for ringing the bell based on your requirements, so that the device will automatically play the selected ring tone and triggers the alarm time, and stop playing the ring tone after the set duration. Each device can be added with 15 alarm bells at most.

Press [**Bell**] on the [Date/Time] menu to display the bell setting interface, as shown in figure below.



### ● Add a bell

- 1) The displayed bell setting interface lists all the bells. Click [Add] to display the [Add] interface.
- 2) On the [Add] interface, set the following parameters:

**Bell Time:** This parameter is used to set a time point when the device automatically plays a bell ring tone every day.

Bell Date: This parameter is used to set which day the device automatically plays a bell ring tone.

Ring Tone: This parameter is used to set the bell ring tone.

Volume: This parameter is used to set the volume of ring tone.

Repeat: This parameter is used to set the alarm times.

State: This parameter is used to set whether to enable the bell.

Bell Type: You can select between internal ringing and external ringing. For internal ringing, the ring tone is played by the loudspeaker of the device. For external ringing, the ring tone is played by an external electric bell that is connected with the device.

### ● Edit and delete a bell

Press a bell in the list on the bell setting interface to display the **[Edit]** interface, with the similar operation as “Add a bell”.



**Notice:** Only some models have this function. If you need it, please contact our business representative or technician.

## 8.3 Daylight Saving Time (DLST)

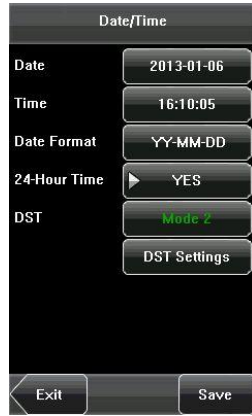
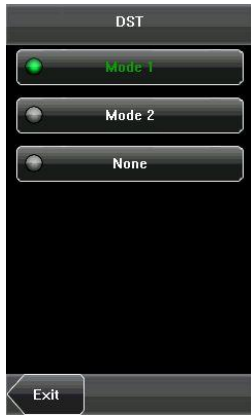
DLST, also called Daylight Saving Time, is a system to prescribe local time in order to save energy. The unified time adopted during the system date is called “DLST”. Usually, the time will be one hour forward in summer. It can make people sleep early and get up early. It can also reduce lighting to save power. In autumn, the time will be recovered. The regulations are different in different countries. At present, nearly 110 countries adopt DLST.

To meet the demand of DLST, a special option can be customized on our RF Card Time & Attendance recorder. Make the time one hour forward at XX (minute) XX (hour) XX (day) XX (month), and make the time one hour backward at XX (minute) XX (hour) XX (day) XX (month) if necessary.

### **Operation:**

Select the DLST mode first. Including Mode 1, Mode 2 and None, the default setting is None.

1. Click [None] to display the DLST mode selecting interface.
2. Select the DLST mode and return to the Date/Time interface:



3. Click [DST settings], enter the DLST edit interface.

Mode1



Mode2



4. After setting, click [Save] to complete and return.

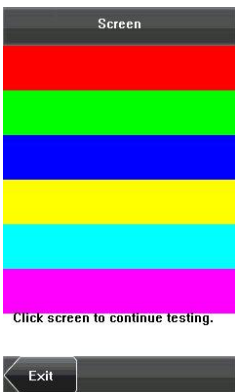
# 9. Auto Test

The auto test enables the system to automatically test whether functions of various modules are normal, including the Test Screen, Voice, Time and Calibration.



## 9.1 Test Screen

The device automatically tests the display effect of the color TFT display by displaying full color, pure white and pure black and checks whether the screen displays properly. You can continue the test by touching the screen or exit it by pressing [Exit].



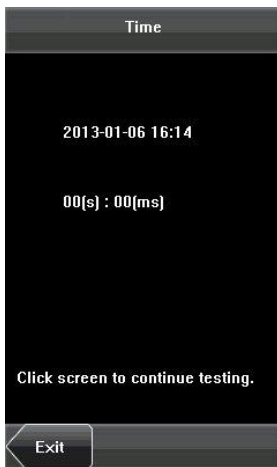
## 9.2 Test Voice

The device automatically tests whether the voice files are complete and the voice quality is good by playing the voice files stored in the device. You can continue the test by touching the screen,



## 9.3 Test Time

The device tests whether its clock works properly by checking the stopwatch of the clock. Touch the screen to start counting, and touch it again to stop to check whether the counting is accurate. Press [Exit] to exit the test.

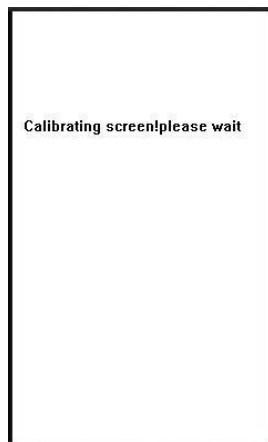
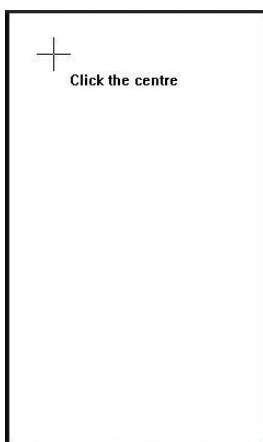


## 9.4 Screen Calibration

You can perform all the menu operations by touching the screen with one of your fingers or a touch pen. When the touch screen is less sensitive to the touch, you can perform a screen calibration through menu operations.

### The Screen Calibration Operation:

- (1) Press [Menu] on the initial interface to display the main menu interface.
- (2) Press [Calibration] on the [Auto Test] interface to display the screen calibration interface.
- (3) Touch the center of the cross "+".
- (4) Repeat Step 3 following the move of the "+" icon to different locations on the screen.
- (5) Touch the center of the cross at five locations on the screen correctly. When the message "Calibrating screen, pls wait....." is displayed on screen, the calibration succeeds and the system automatically returns to the main menu. If the calibration fails, the system recalibration will start from Step 3.



# 10. USB Disk Management

Through the [Dn/Upload] menu, you can download user information and attendance data stored in a USB disk to related software.



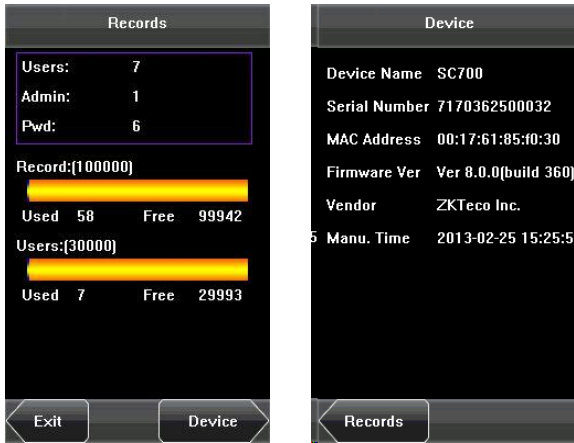
- 1. Download Transactions:** Download all the attendance data X\_attlog.dat (X represents the Device ID) from the device to a USB disk.
- 2. Download User:** Download all the user information user.dat which including the card number, name, user ID, but does not include the workcode, short message, etc from the device to a USB disk.
- 3. Upload User:** Upload the user information stored in a USB disk to the device.

# 11. System Information

You can check the storage status and version information of the device through the [System Information] option.

**Records:** The numbers of records and enrolled users are displayed on the [Records] interface; the total storage capacity and occupied capacity are graphically displayed respectively.

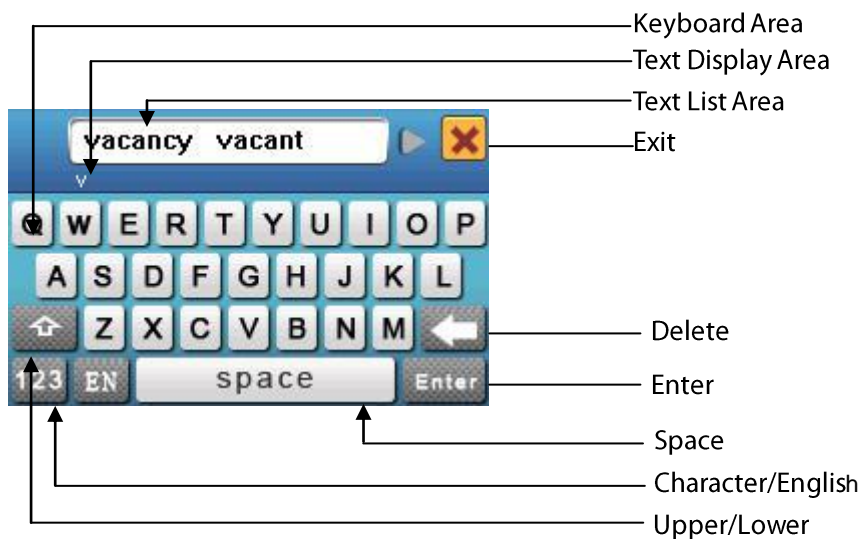
**Device:** The device name, serial number, version information, vendor and date of manufacture are displayed on the [Device] interface.



# 12. Appendix

## 12.1 T9 Input Instructions

The device supports to input English characters, numbers and symbols. Press related button to input text. For example, press [Name] to display the text input interface, as shown in the figure:



To enter a name, proceed as follows:

1. Press [Name] on the [Add] interface, as shown in figure below.
2. Enter the letter characters, and a list of characters in relation to the letter is presented in the text display area.
3. If the desired character is displayed in the text display area, press this character. And this character is at the same time displayed on the [Name] button. Enter next character by repeating Step 2.
4. After finishing the entry of name, press [X] to exit the keyboard interface and return to the previous interface.





## 12.2 USB

- USB Host

Fingerprint device may be used as USB host to exchange data with external U-disk.

The data transmission speed is quick, the traditional fingerprint device only supports the RS232, RS485 or Ethernet way for data transmission, when as a result of physical condition limit, data quantity big, and the data transmission cost quite long time. But the USB data transmission is quicker than any of the former transmission mode, may complete downloading data by U disk in a short period of time, like this greatly enhances the efficiency.

The operational steps of USB Host equipment please refer to [10. USB Disk Management](#).

- USB Client

Fingerprint device will be as removable storage devices and fingerprint device data will transfer to a PC via connectedly USB cable.

When the fingerprint device is as a USB Client, the fingerprint device communication settings menu will have USB communications options. Please refer to [5. Communication Settings](#) for details.

## Statement on Human Rights and Privacy

Dear Customers:

Thank you for choosing the hybrid biometric products designed and manufactured by us. As a world-renowned provider of biometric technologies and services, we pay much attention to the compliance with the laws related to human rights and privacy in every country while constantly performing research and development.

We hereby make the following statements:

1. All of our fingerprint recognition devices for civil use only collect the characteristic points of fingerprints instead of the fingerprint images, and therefore no privacy issues are involved.
2. The characteristic points of fingerprints collected by our products cannot be used to restore the original fingerprint images, and therefore no privacy issues are involved.
3. We, as the equipment provider, shall not be held legally accountable, directly or indirectly, for any consequences arising due to the use of our products.
4. For any dispute involving the human rights or privacy when using our products, please contact your employer directly.

Our other police fingerprint equipment or development tools will provide the function of collecting the original fingerprint image of citizens. As for whether such a type of fingerprint collection constitutes an infringement of your privacy, please contact the government or the final equipment provider. We, as the original equipment manufacturer, shall not be held legally accountable for any infringement arising thereof.

**Note:** The law of the People's Republic of China has the following regulations regarding the personal freedom:

1. Unlawful arrest, detention or search of citizens of the People's Republic of China is prohibited; infringement of individual privacy is prohibited.
2. The personal dignity of citizens of the People's Republic of China is inviolable.
3. The home of citizens of the People's Republic of China is inviolable.
4. The freedom and privacy of correspondence of citizens of the People's Republic of China are protected by law.

At last we stress once again that biometrics, as an advanced recognition technology, will be applied in a lot of sectors including e-commerce, banking, insurance and legal affairs. Every year people around the globe suffer from great loss due to the insecurity of passwords. The fingerprint recognition actually provides adequate protection for your identity under a high security environment.

## Environment-Friendly Use Description



The Environment Friendly Use Period (EFUP) marked on this product refers to the safety period of time in which the product is used under the conditions specified in the product instructions without leakage of noxious and harmful substances.

The EFUP of this product does not cover the consumable parts that need to be replaced on a regular basis such as batteries and so on. The EFUP of batteries is 5 years.

### Names and Concentration of Toxic and Hazardous Substances or Elements

Parts Name	Toxic and Hazardous Substances or Elements					
	Pb	Hg	Cd	Cr6+	PBB	PBDE
Chip resistor	×	○	○	○	○	○
Chip capacitor	×	○	○	○	○	○
Chip inductor	×	○	○	○	○	○
Chip diode	×	○	○	○	○	○
ESD components	×	○	○	○	○	○
Buzzer	×	○	○	○	○	○
Adapter	×	○	○	○	○	○
Screws	○	○	○	×	○	○

○: Indicates that this toxic or hazardous substance contained in all of the homogeneous materials for this part is below the limit requirement in SJ/T11363-2006.

×: Indicates that this toxic or hazardous substance contained in at least one of the homogeneous materials for this part is above the limit requirement in SJ/T11363-2006.

Note: 80% of the parts in this product are manufactured with non-hazardous environment-friendly materials. The hazardous substances or elements contained cannot be replaced with environment-friendly materials at present due to technical or economical constraints.

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