

产品使用手册



A 技术参数

指纹容量	1000枚	密码容量	1000枚
卡容量	1000个	考勤记录	100000条
工作电压	DC12V	通讯方式	U盘/TCP/IP(可选)
外观尺寸	90mmx90mmx28mm		

B 设置班次

- 按【M】进入菜单,选择【高级设置】,选择【考勤规则】
- 选择【班次时间】,选择【班次1】,修改班次名称
- 按需要修改上班及下班签到签退时间,按OK保存

注:如果需要继续设置其它班次,按方向键选择其它班次继续修改,最多可以设置24个班次

C 设置部门

- 按【M】进入菜单,选择【高级设置】,选择【考勤规则】
- 选择【部门管理】,选择【部门1】,设置部门名称
- 选择班次,按OK保存

注:最多可以设置16个班次。

D 注册用户

- 按【M】进入菜单,选择【用户管理】,选择【注册用户】
- 选择【新用户】,输入【工号】,输入【姓名】,选择【部门】
- 选择【指纹】,按提示录入3次,屏幕提示注册成功
- 选择【密码】,输入2次相同密码,按【OK】保存
- 选择【卡码】,按提示刷卡,屏幕提示注册成功
- 选择【权限】,设置当前用户为管理员或者普通用户

注:每个用户可以注册10枚指纹,1个密码,1个卡。
编辑用户可以在注册用户下选择要修改的用户进行备份或者修改。

E 删除用户

- 按【M】进入菜单,选择【注册用户】,选择【删除】
- 输入需要删除的【工号】,选择【删除】,按【OK】删除

F 查看考勤报表

员工考勤一段时间后,可以直接在机器上查看员工的出勤记录,也可以通过下载卡式报表在电脑上查看员工的考勤情况。

I 机器上查看员工出勤记录方法

- 按【M】进入菜单,选择【高级设置】,选择【考勤规则】
- 选择【记录设置】,选择【查看考勤记录】
- 输入【工号】,按【OK】,按左右键即可查看此员工的打卡记录

II 电脑上查看员工出勤记录方法

- 按【M】进入菜单,选择【考勤管理】,选择【考勤报表导出】
- 输入【日期】,插上U盘,选择【输出】,按【OK】下载
- 提示下载成功,即可拔掉U盘

在电脑上打开U盘文件,可以看到一个xls格式的考勤文件,文件内包含有考勤汇总表,刷卡记录表,员工考勤表。

1) 考勤汇总表

考勤汇总表,可以统计出员工的工作时数(标准/实际),迟到(次数/分钟),早退(次数/分钟),加班时数(正常/特殊),出勤天数(标准/实际),出差(天)、旷工(天)、请假(天)等等。

2) 刷卡记录表

刷卡记录表,可以显示出员工每一次实际刷卡的时间记录,当怀疑考勤表显示的异常时间的时候,可通过刷卡记录查看异常时间点是否一致。

3) 员工考勤表

员工考勤表,能统计出旷工(天)、请假(时)、上班(天)、加班(小时)、迟到(次数/分钟)、早退(次数/分钟),还能看到具体的上午/下午的上下班时间和加班签到签退时间。

G 通讯方式

机器有2种通讯方式:TCP/IP和U盘(TCP/IP为可选功能)

(1) TCP/IP通讯设置如下:

- 按【M】进入菜单,选择【通信管理】,选择【以太网设置】
- 选择【IP地址】设置,默认为192.168.1.224
- 选择【端口号】设置,默认为5005

注:机器的IP地址和本地电脑的IP地址要在同一网段,且IP地址和端口号需要和考勤软件里设备的IP地址和端口号保持一致,才可以进行通讯。

提示:考勤软件操作请查阅考勤软件目录下的软件使用说明书

(2) U盘通讯设置如下:

- 按【M】进入菜单,选择【高级设置】,选择【普通设置】
- 选择【机号】,设置机号,默认为1,保存返回主菜单
- 选择【考勤管理】,插上U盘
- 选择需要上传/下载的数据,上传/下载成功后拔掉U盘

注:【排班表导出】,可以导出机器的排班表到U盘,查看和编辑。

【排班表导入】,可以把U盘里的排班表导入到机器上。

【考勤报表导出】,可以下载员工的考勤报表到U盘里。

【原数据导出】,可以下载员工的考勤记录到U盘里,然后在软件里进行读取查看

注:使用U盘进行通讯时,机器里的机号需要和软件里设备的机号保持一致。

(U盘在软件上面的具体操作请参照考勤软件目录下的软件使用说明书)

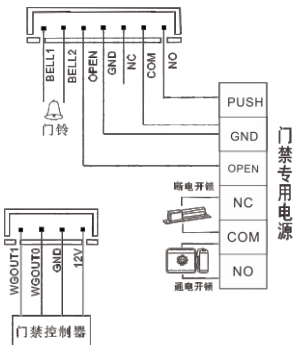
H 恢复出厂设置

恢复出厂设置,可以将使机器设置中所有参数恢复出厂设置

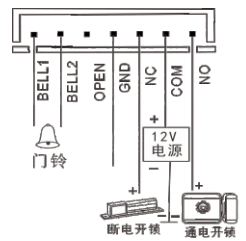
- 按【M】进入菜单,选择【高级设置】,选择【高级设置】
- 选择【恢复出厂值】,按【OK】确认

I 接线说明图

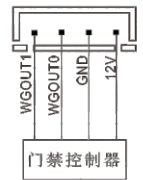
注:推荐使用门禁专用电源接线图



注:此图为门禁专用电源接线图,推荐使用



注:此图为普通电源接线图



Product User Manual



A Technical Parameter

FP Capacity	1000	Pwd Capacity	1000
Card Capacity	1000	User Rec	100000
Voltage	DC12V	Comm. Mode	U-disk/TCP/IP (optional)
Size	90mmx90mmx28mm		

B Set Up Shift Schedule

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

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

C Set Up Department

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

Note: Up to 16 shifts can be set.

D Register User

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

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

E Delete User

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

F Check Attendance Report

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

I Check the attendance record on the machine.

- Press 【M】,select 【Advanced】,select 【Att.Rule】.
- Select 【Logs】,select 【View User Rec】.
- input 【ID】,press 【OK】,press the left or right button to view the employee's record.

II Check the attendance record on the computer.

- Press 【M】,select 【U-Flash】,select 【Attn.Report】.
- Select date,insert U disk,select 【Download】,press 【OK】.
- Prompt to download success,you can unplug the U disk.

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

1) Summary of Attendance

Attendance summary table can count the working hours (required/actual),late(times/min),early(times/min),overtime (Req/special),attendance days (standard/actual),travel(days),absenteeism (days),leave (days) and so on.

2) List of Logs

The card swipe record table can show the actual time record of each time the employee swipes the card.

3) Attendance Report

Attendance Report can count absenteeism (days),leave (hours),work (days),overtime (hours),lateness (times/minutes),early departure (times/minutes),and can also see the specific AM/PM commuting time and check-in and return time.

G Communication Mode

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

(1) The TCP/IP communication settings are as follows

- Press 【M】to enter the menu,select 【Set Comm】,select 【Ethernet】.
- Select 【IP Address】setting,the default is 192.168.1.224.
- Select 【Port No】setting,the default is 5005.

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

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

(2) U disk communication settings are as follows::

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

【Download UserInfo】Export the machine's shift schedule to the U disk,view and edit.

【Upload UserInfo】Import the shift table in the U disk to the machine.

【Attn.Report】Download the employee's attendance report to the U disk.

【Download GLog】Download the employee's attendance record to the U disk,and then read and view it in the software.

Note: When using U disk for communication,the machine number in the machine needs to be the same as the machine number in the software.

(For the specific operation of the U disk in the software,please refer to the software manual in the attendance software directory.)

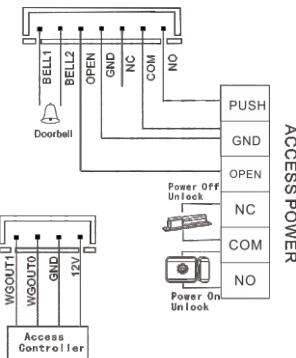
H Default Setting

Default settings,you can restore all parameters in the machine settings to factory settings.

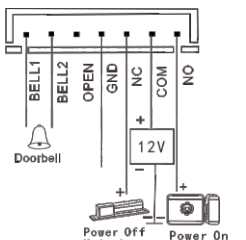
- Press 【M】,select 【Advanced】,select 【Advanced Setting】.
- Select 【Default Setting】,Press 【OK】to confirm.

I Wiring diagram

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



Note: this picture is a special wiring diagram for access control. It is recommended to use.



Note: This diagram is a common power supply wiring diagram.

