

F305



USER MANUAL



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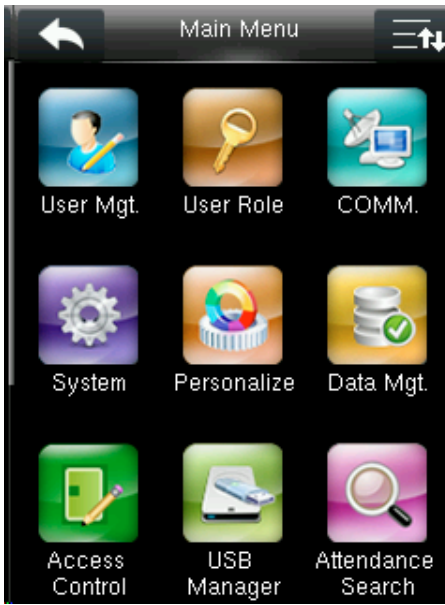
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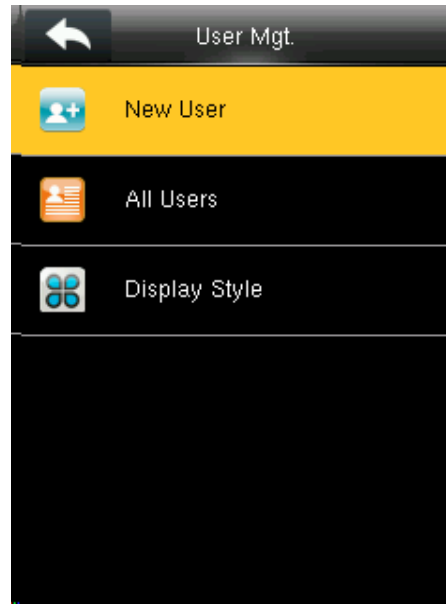
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USER MANAGEMENT

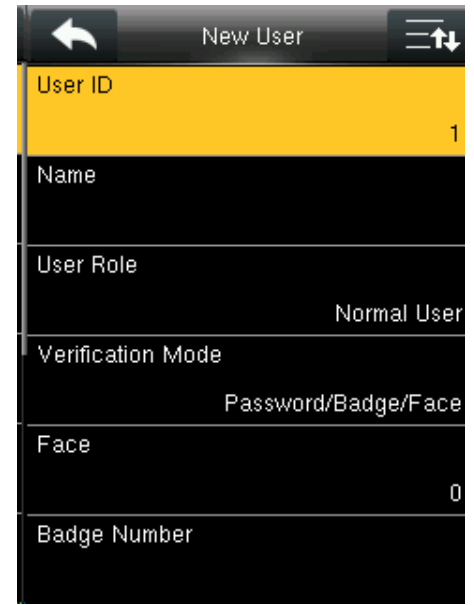


Go to menu and select **User Management**.

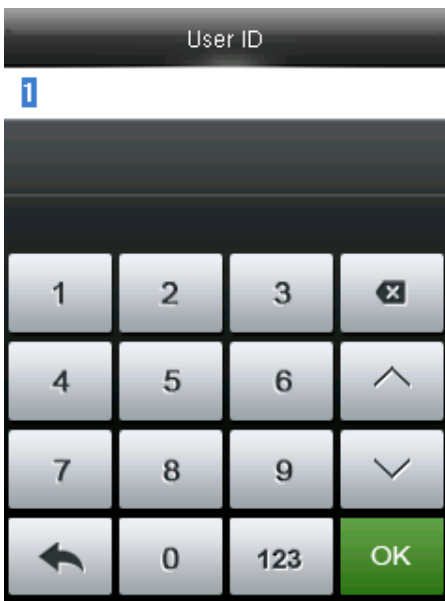


1.1 NEW USER

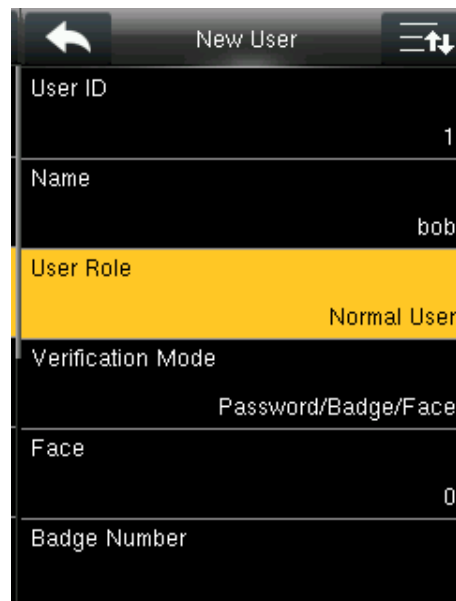
Select **New User**.



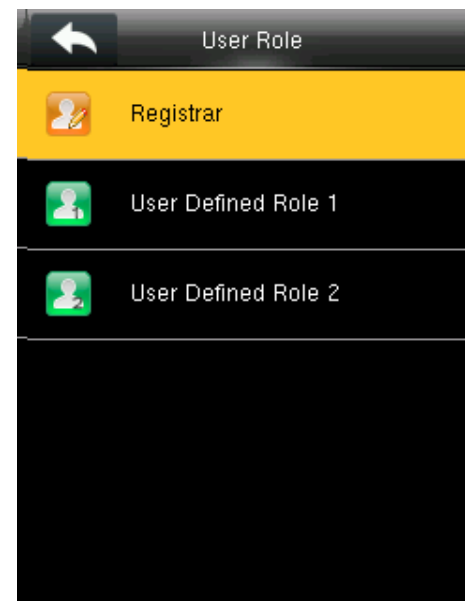
Select **User ID**



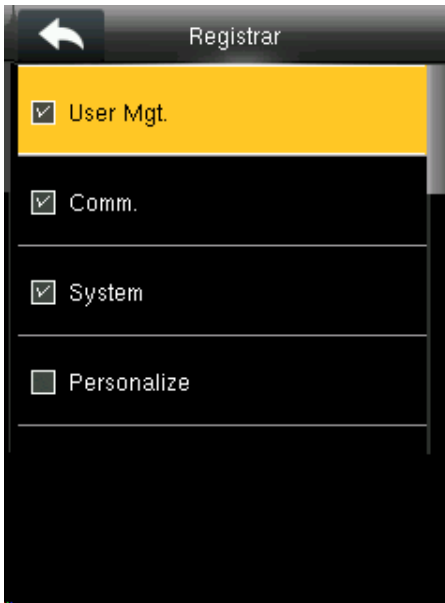
Enter the **User ID** by using the keypad and press **OK**.



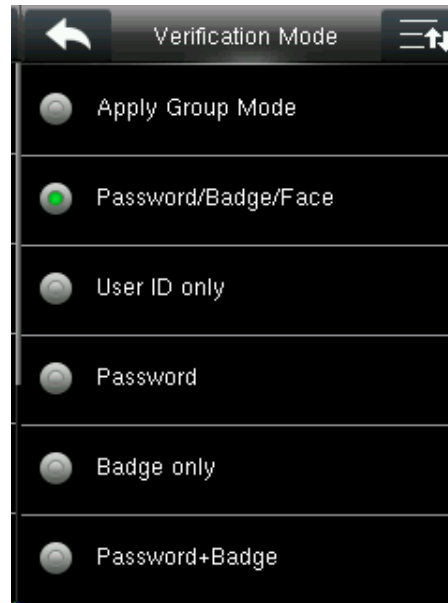
Select **User Role**



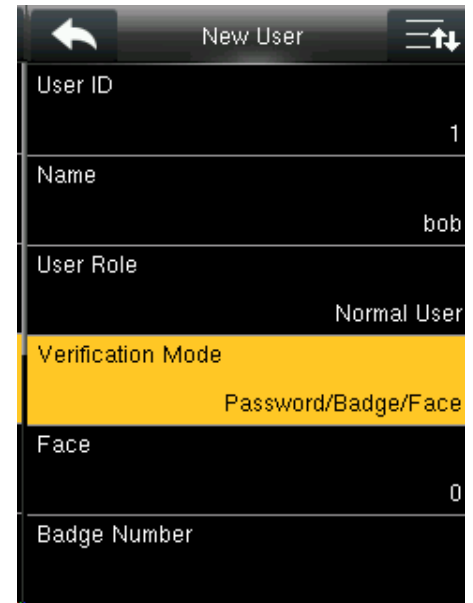
Click on **Registrar**



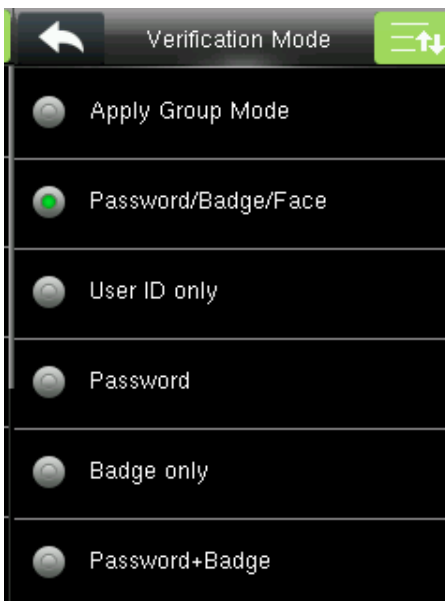
A user with "Registrar" is able to "Add", "Delete" and "Edit" standard users to the device. He/She is also able to view "Standard Attendance Data" for existing users on the clock.



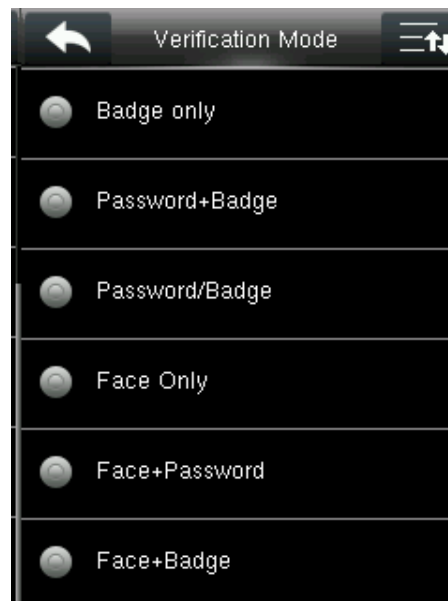
Select **Apply Group Mode**. By pressing the apply group mode the user can verify himself with all the options that are available in verification mode.



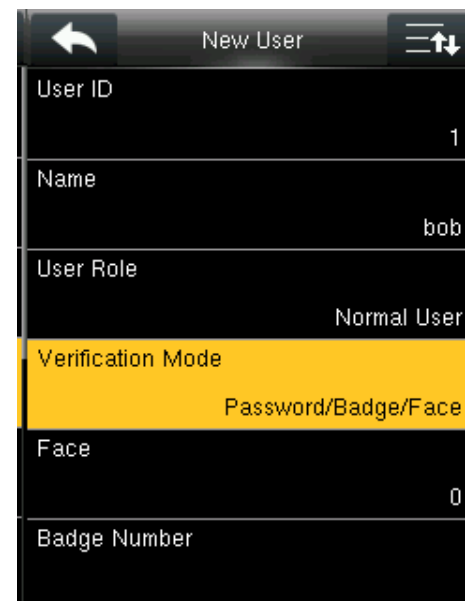
Select **Verification Mode**. Verification mode is basically used to verify the user.



Select **Apply Group Mode**. By pressing the apply group mode the user can verify himself with all the options that are available in verification mode.



By clicking the option above the user can verify himself either with his/her **Fingerprint/Password or Badge**.



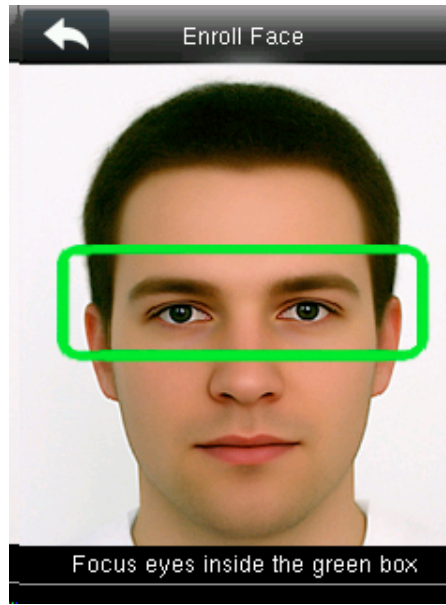
Select **Verification Mode** ..

The 'New User' form displays the following fields and values:

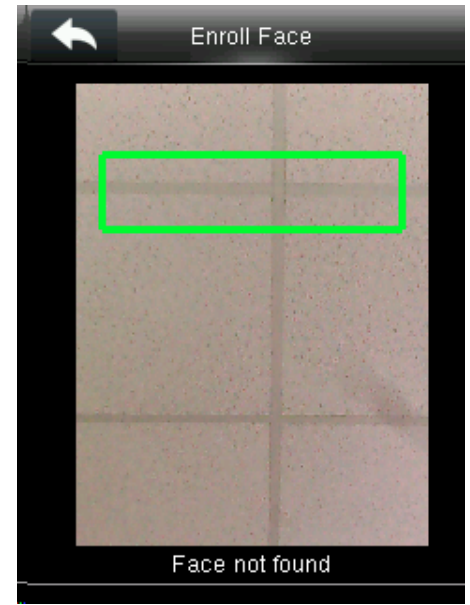
Field	Value
User ID	1
Name	bob
User Role	Normal User
Verification Mode	Password/Badge/Face
Face	0
Badge Number	

The 'Face' field is highlighted in yellow.

Click on **Face**.



Place your eyes inside the green box



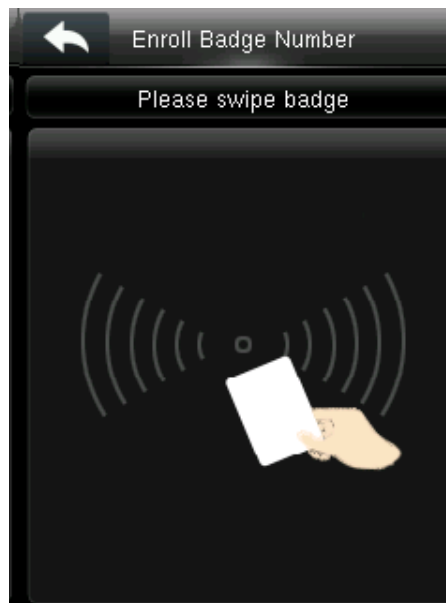
Adjust your face according to instruction.
The user face will be enrolled successfully

The 'New User' form displays the following fields and values:

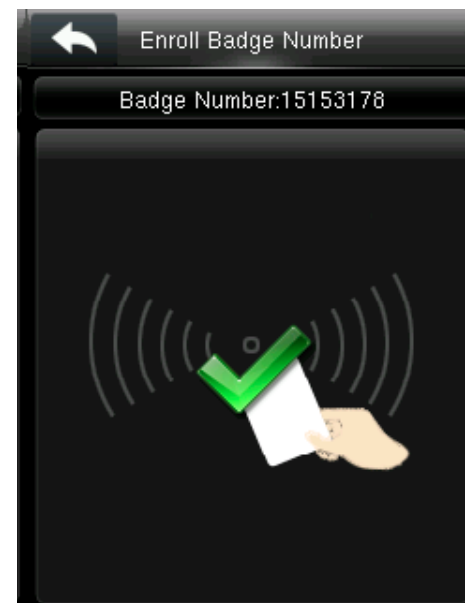
Field	Value
User ID	1
Name	bob
User Role	Normal User
Verification Mode	Password/Badge/Face
Face	0
Badge Number	

The 'Badge Number' field is highlighted in yellow.

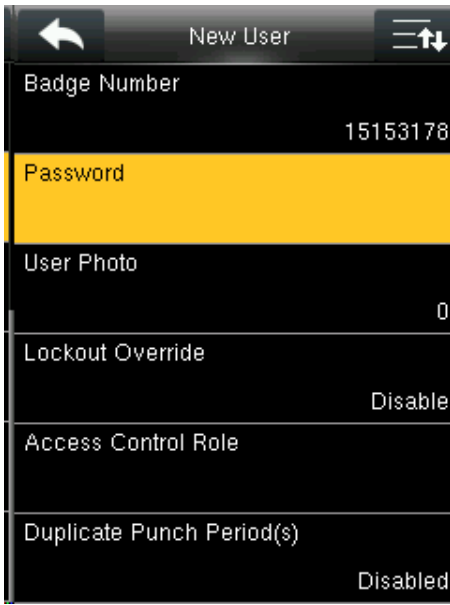
Select **Badge Number** ..



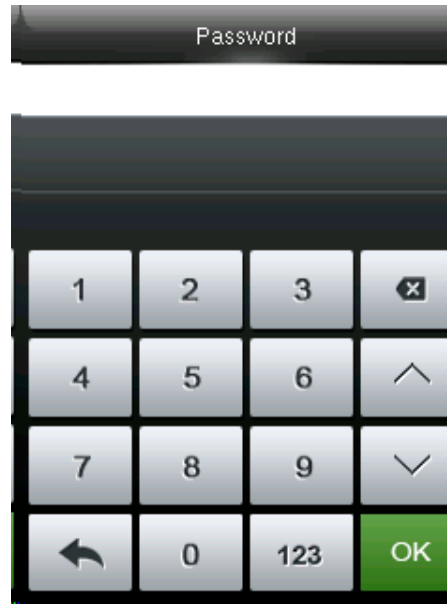
When you select the badge number it will tell you to swipe the badge/rfid card to enroll.



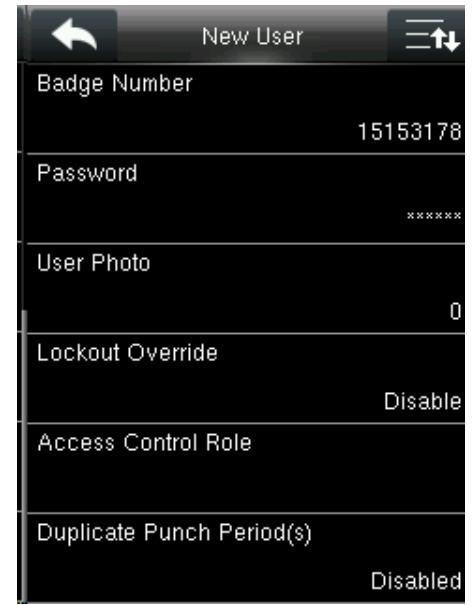
When you swipe the badge number the badge number will be displayed as above.



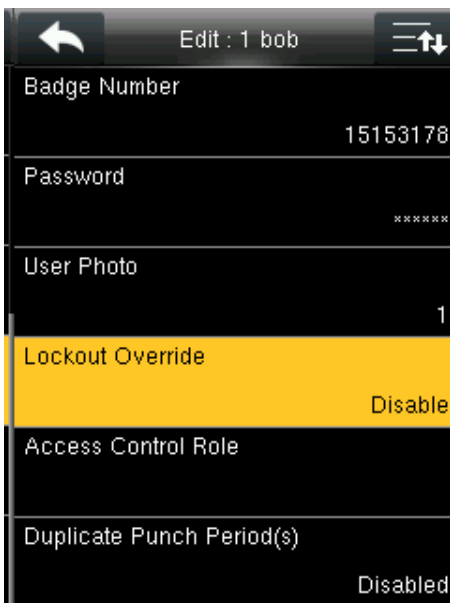
Select **Password** ..



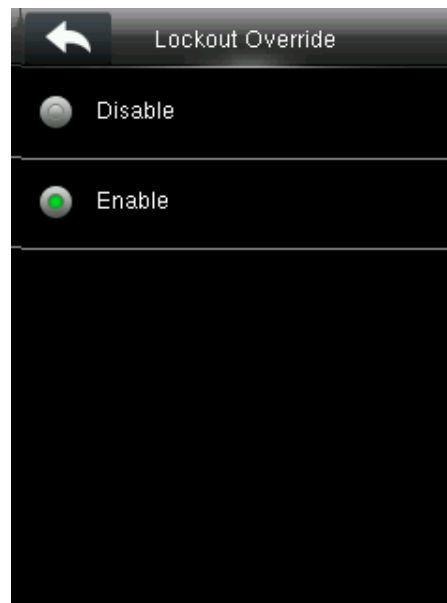
Here you can input the password by using the keypad to enroll.



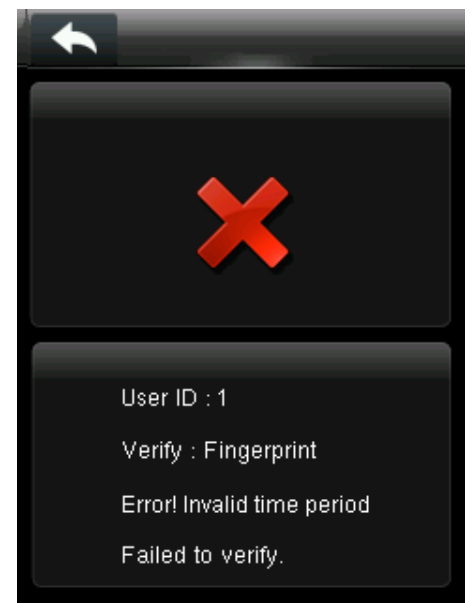
Once you entered the password, the above image will be displayed for that user with his/her fingerprint, the badge number and password that is needed for him/her to enter.



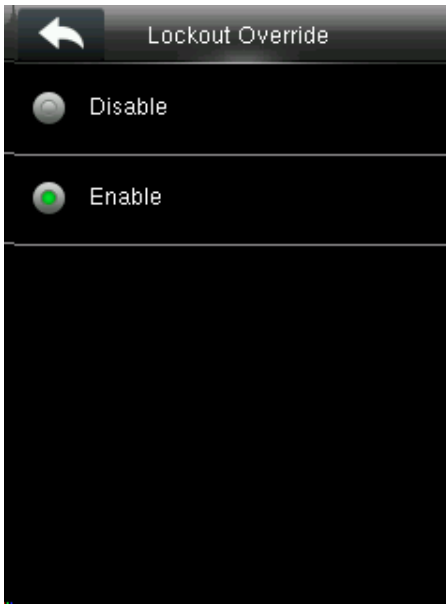
Select **Lockout Override** .



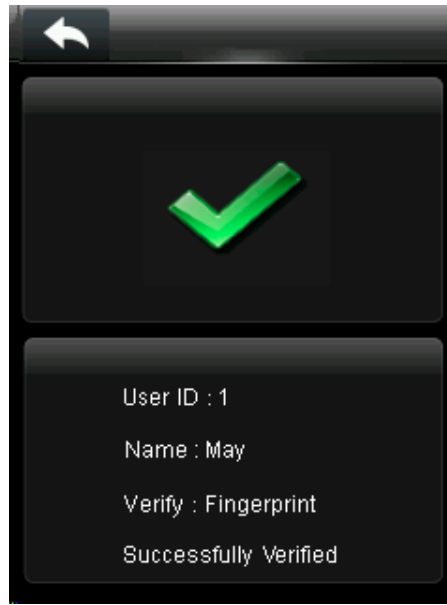
Select lockout override as **Disable**.



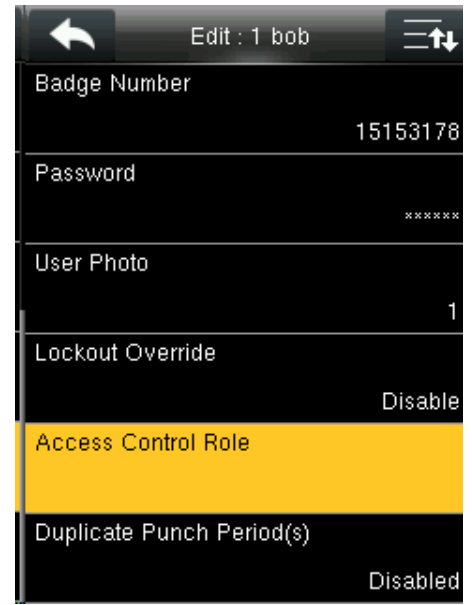
A user punches in off the activate schedules, the device will notify the user by "Error! Invalid time period Failed to verify."



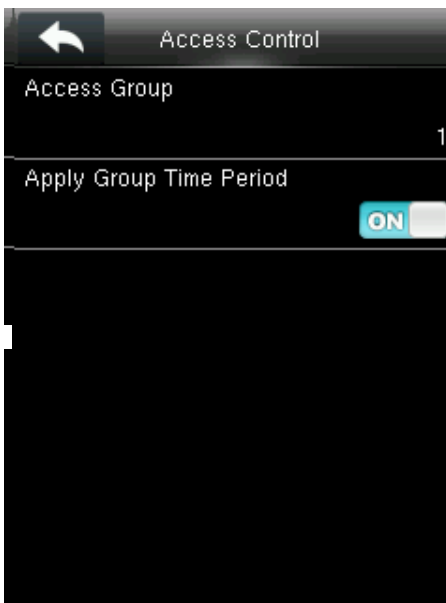
Select lockout override as **Enable**.



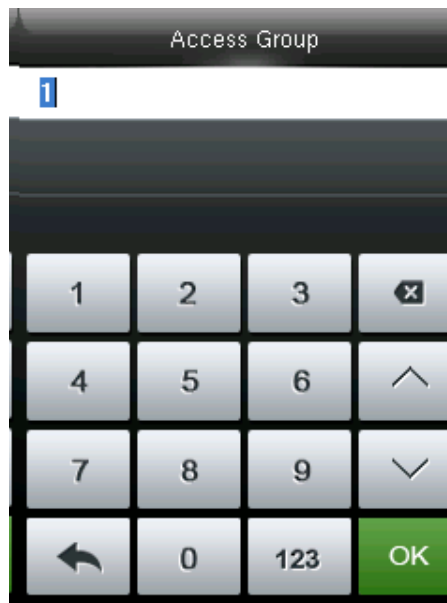
A user punches in off the activate schedules, the device will notify the use by "Successfully Verified." As shown above



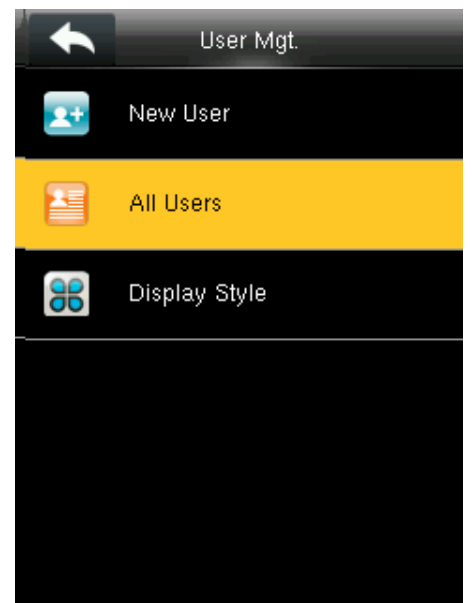
Select **Access Control Role**.



Select **Access Group**.



You can change the number for that group in the input section above using the keypad.

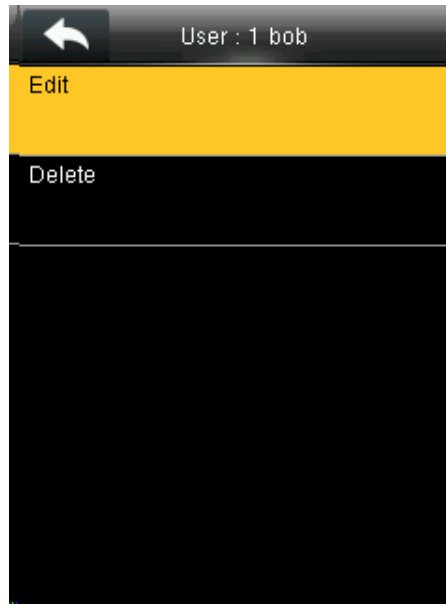


1.2 ALL USERS

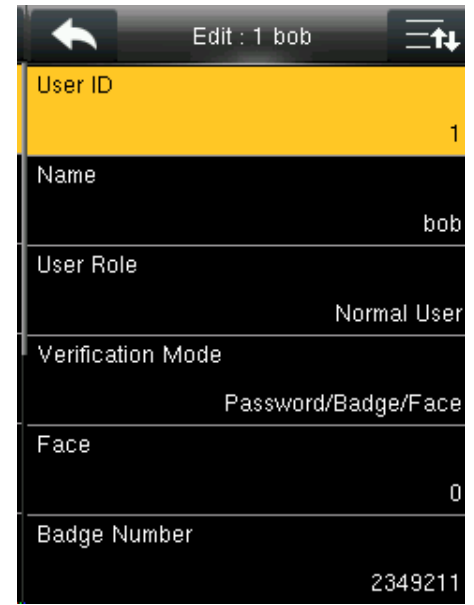
Select **All users**.



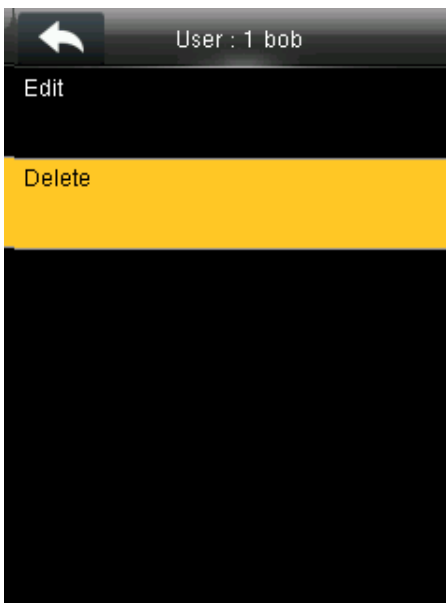
Press to select "All User."



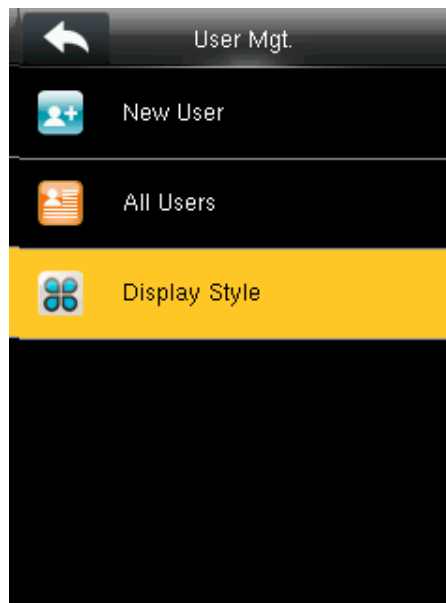
Here you can **Edit** the user information.



Here you can **Edit** the user information.

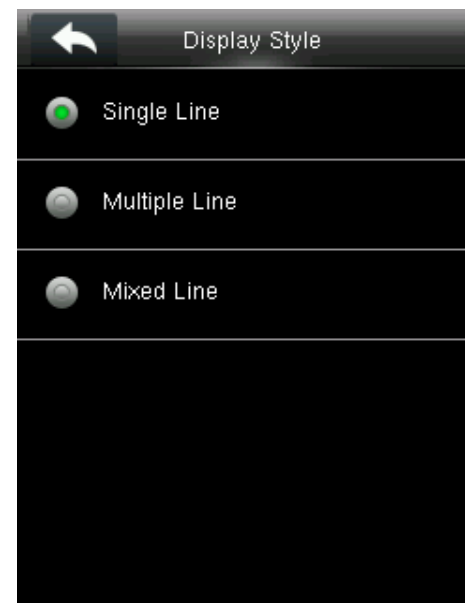


If you want to delete the user select **Delete** as shown above and the user will get deleted.

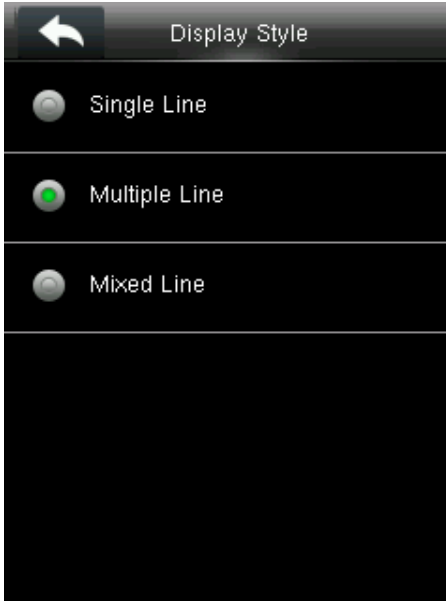


1.3 SINGLE LINE

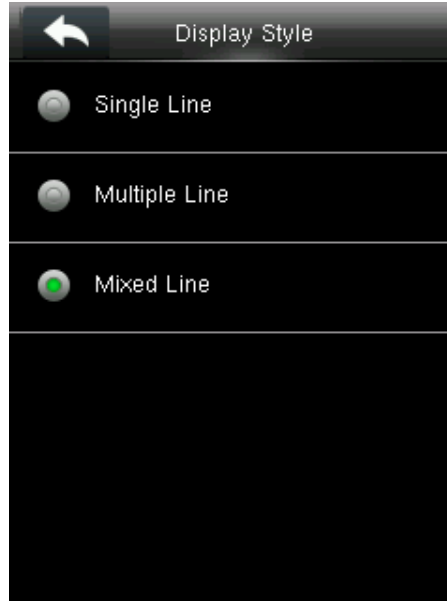
Select **Display Style**.



Single Line.



Multiple line.



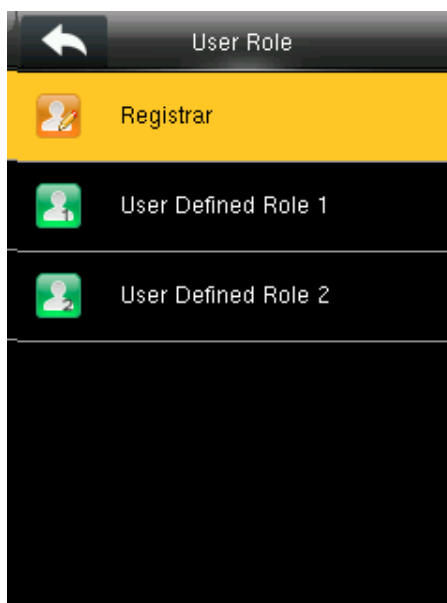
Mixed Line.



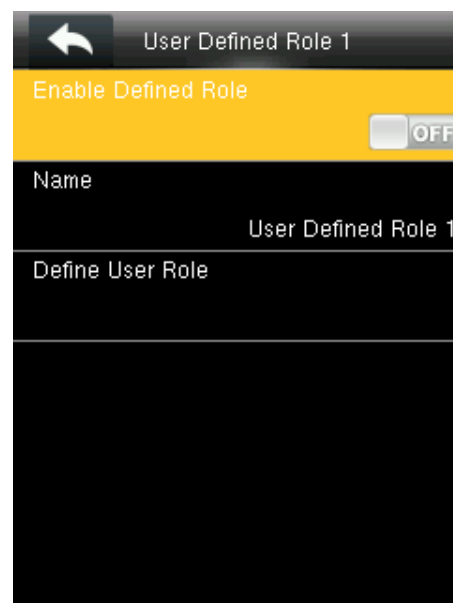
USER ROLE



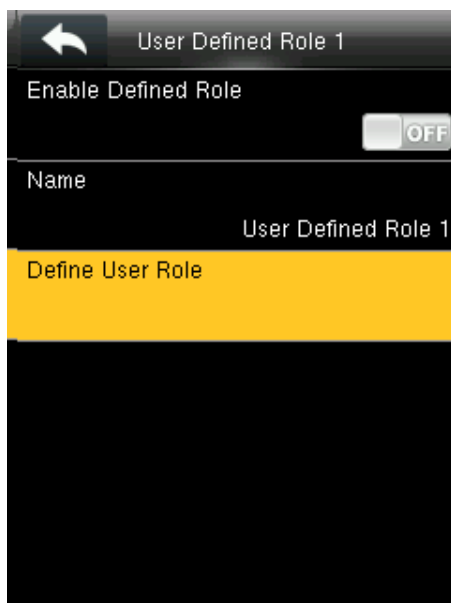
Select **User Role**.



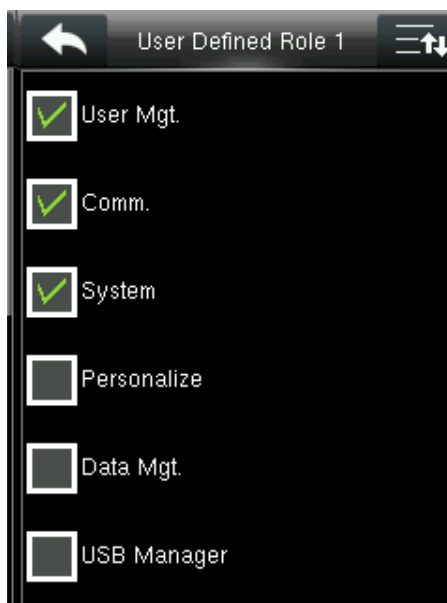
Click on **Registrar**.
He is also able to view "Standard Attendance Data" for existing users on the clock.



Here you can **Enable the defined Role** for user by turning it ON.



Select **Define User Role**.



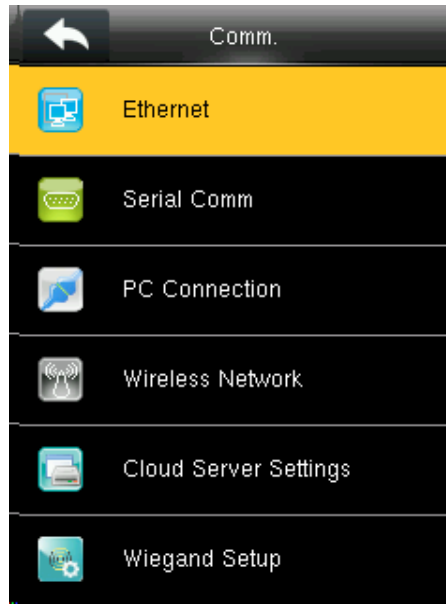
Select the rights from options above.



COMMUNICATION

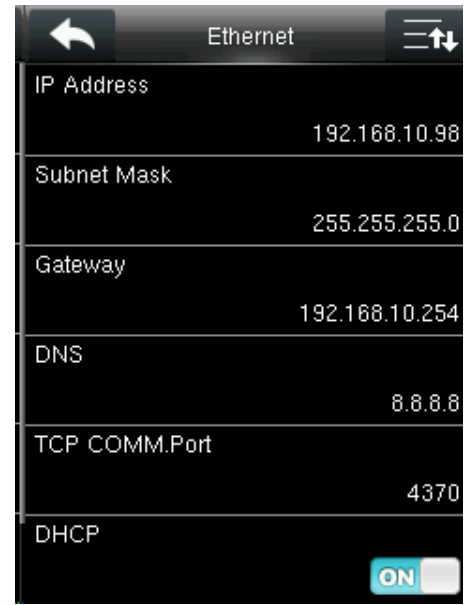


Go to menu and select "COMM".

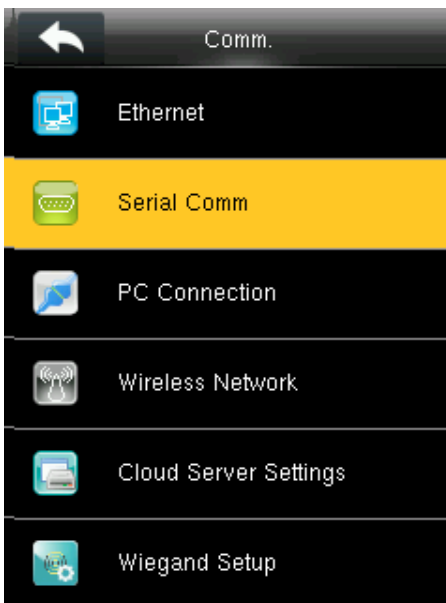


3.1 ETHERNET

Select **Ethernet**.



IP Address: IP is 192.168.1.201 by default. You can modify it if it is necessary. But it cannot be the same with that of PC.



3.2 SERIAL COMMUNICATION

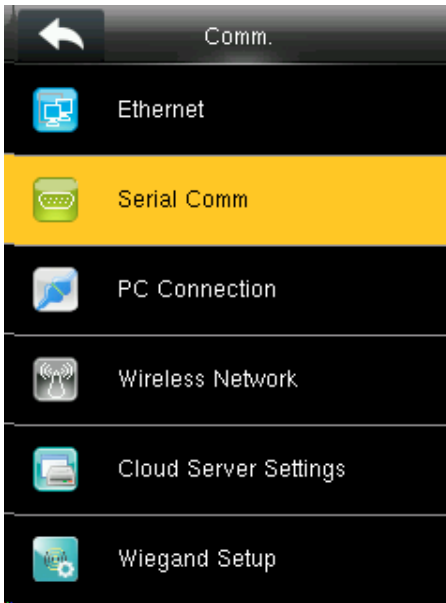
Select **Serial Comm**.



Select "Serial Port".



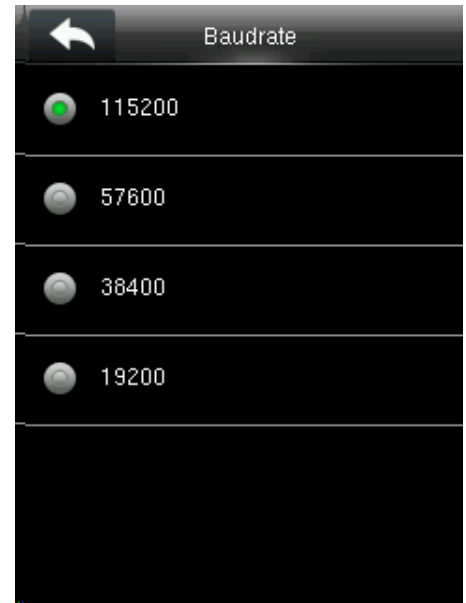
RS232: Whether or not to use RS232 to communicate. Select **YES** if RS232 is to be used.



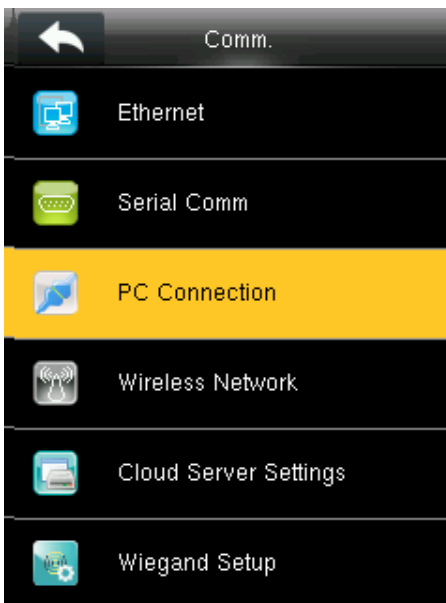
Select **Serial Comm** as not using if you do not want to use the port.



Baudrate: Used for communication with PC.

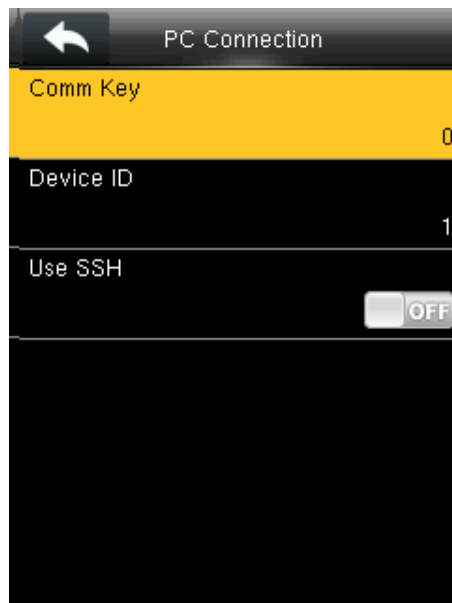


There are five options: 9600, 19200, 38400, 57600 and 115200. If the communication speed is high, RS232 is recommended. If the communication speed is low, RS 485 is recommended

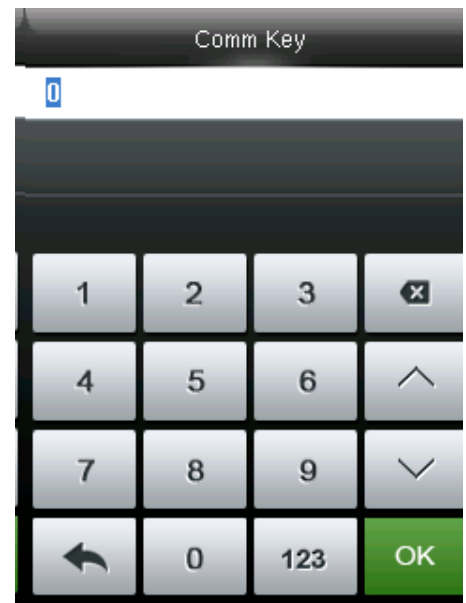


3.3 PC CONNECTION

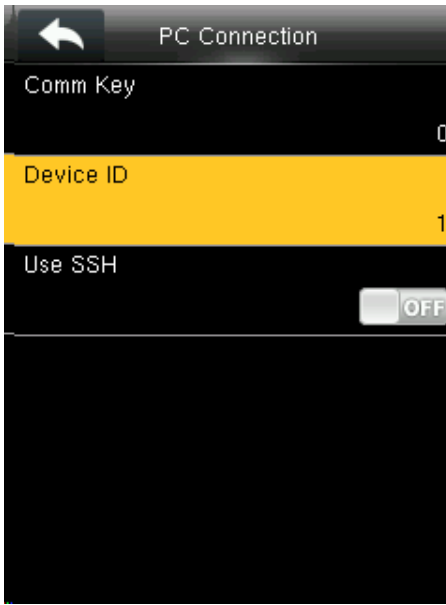
Select **PC connection**.



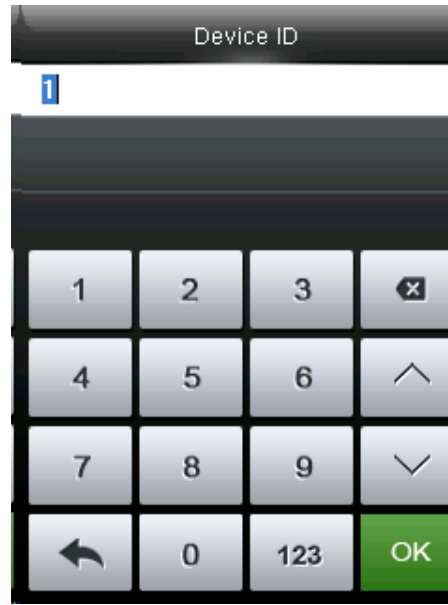
Select **Comm Key**.



Enter a password, using the keypad in the input box as shown above and to select Confirm **OK** and press **OK**.



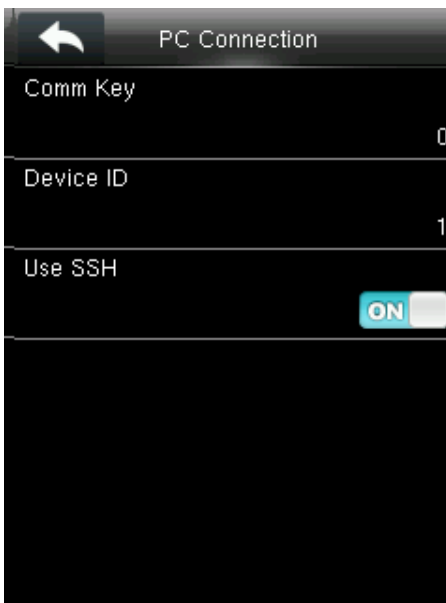
Select **Device ID**.



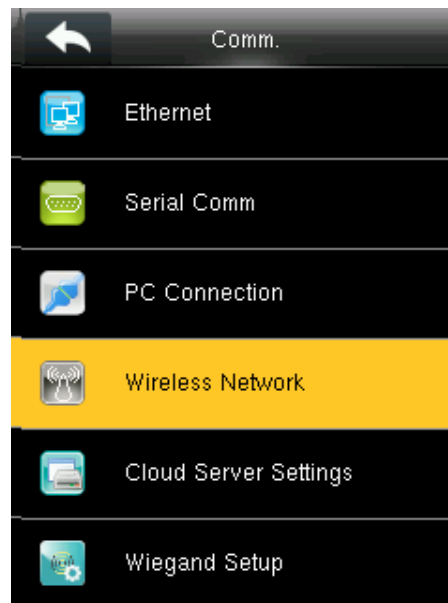
Here you can put the number for this device by using the keypad in the input screen as above and hit press confirm **OK**.



Here the **Use SSH** is **OFF**

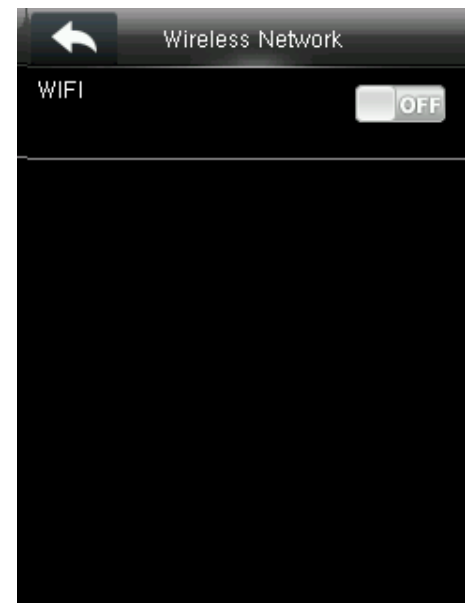


When you turn **ON** the "SSH" function the device will restart automatically as shown above. When this function is enabled you cannot "Tel-net" into the clock as it will disable that function.

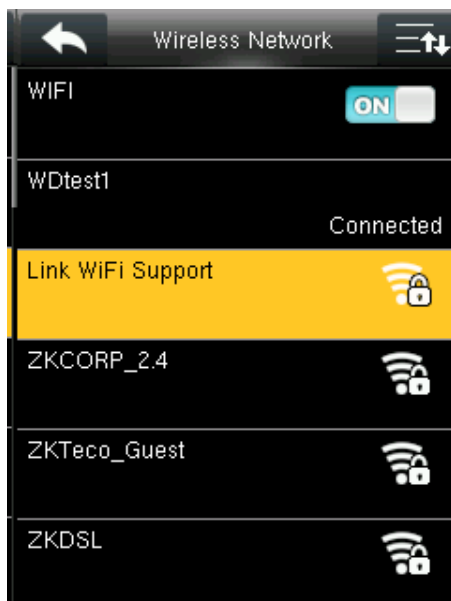


3.4 WIRELESS NETWORK

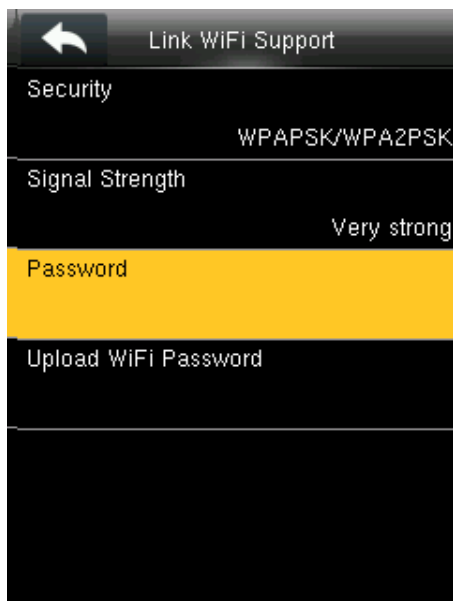
Click on **Wireless Network**.



When you select the wireless network option the following window will appear in which as a default **Wi-Fi** would be **OFF**.

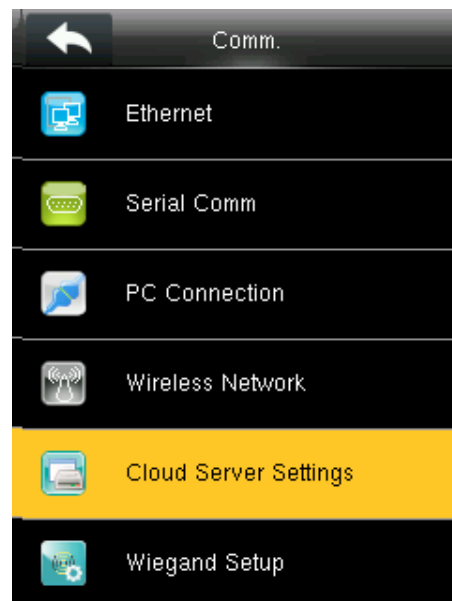


You can turn **ON** the wireless network and the networks available in the range would be displayed as above.



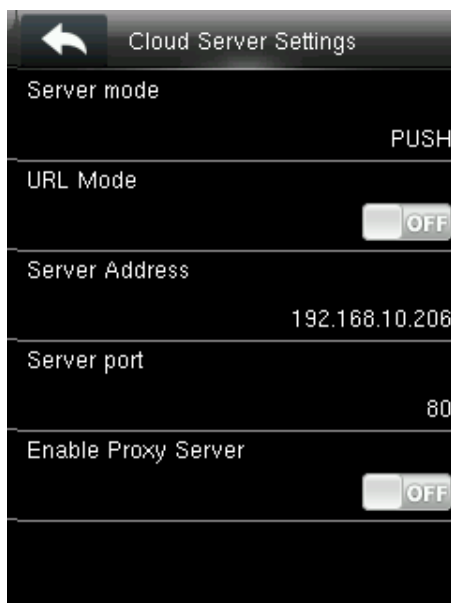
You can select any wireless network you wish to connect and you can upload the password via "USB" or by using the keypad on the clock.

Once you upload the password you can press "Connect to Wi-Fi (OK)" and the following network will get connected. **See NOTE below**

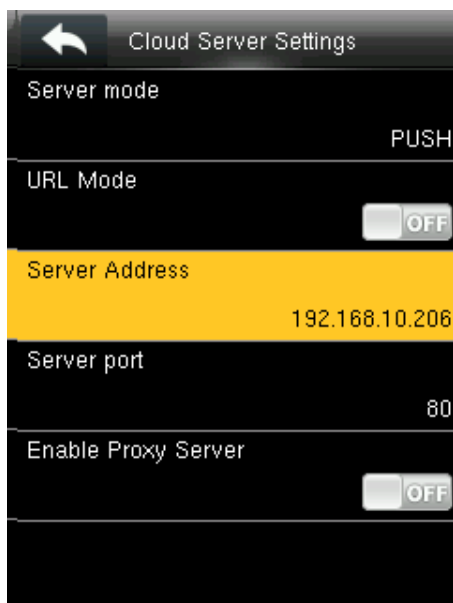


3.5 CLOUD SERVER SETTINGS

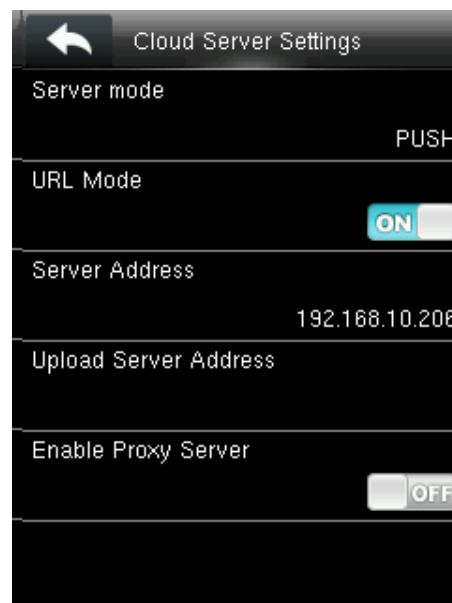
Click on **Cloud Server Setting**



Select **Server mode** as "PUSH" as shown above. It refers to your push server address.



Here the "URLMode" is OFF.

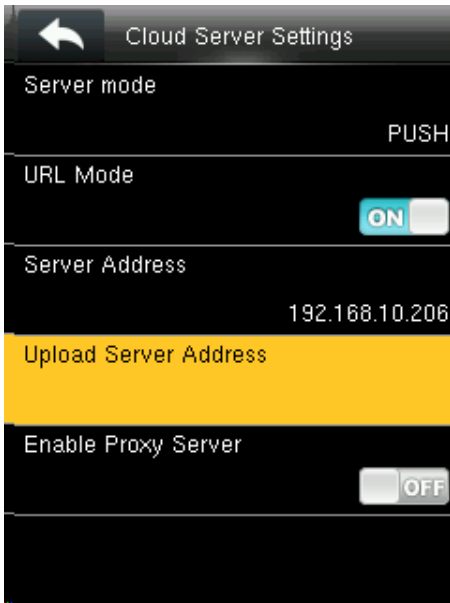


You can turn the "URLmode" **ON**.

NOTE: The new file name for uploading Wi-Fi password or URL Webserver: updataoptions2.cfg

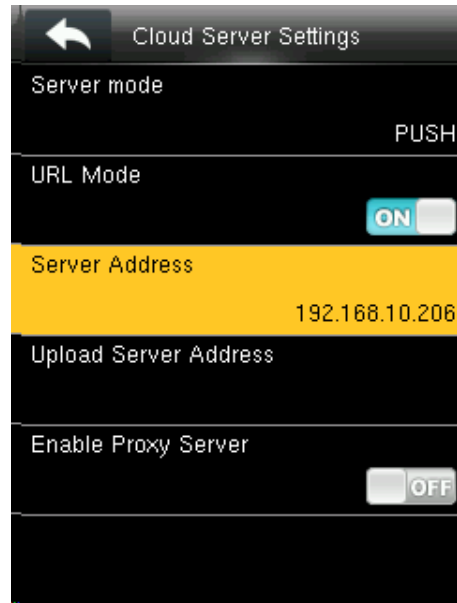
Inside this file you can either use: WirelessKey= [for uploading Wi-Fi password] or ICLOCKSVRURL= [for uploading webserver URL]

The clock won't accept saving those two configurations under the same file name. Our suggestion would be to save one separate file for Wi-Fi and one for URL.



Once the "URL Mode" is **ON** you can upload the server address with "USB".

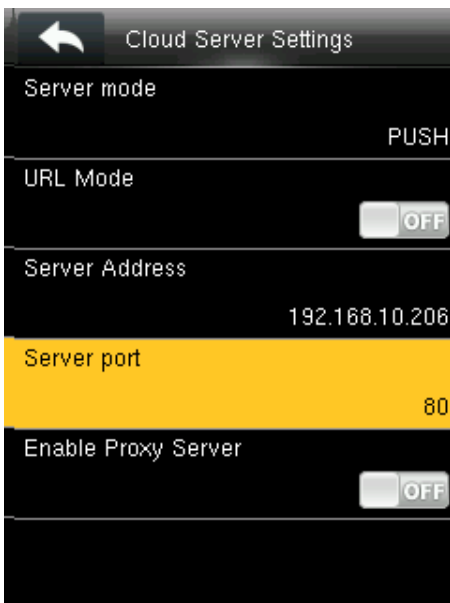
See **NOTE** below



Here the server address is the IP address of the webserver.



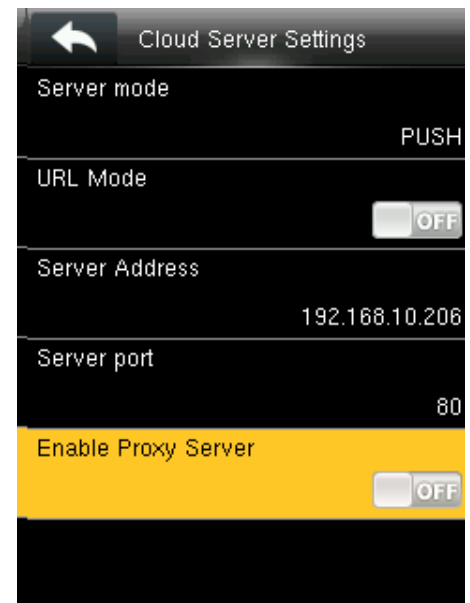
Here you can change server port of the webserver by using the keypad and press confirm **OK**.



Select **Server port**. It is a port which is used by the webserver.



Here you can change server port of the webserver by using the keypad and press confirm **OK**.

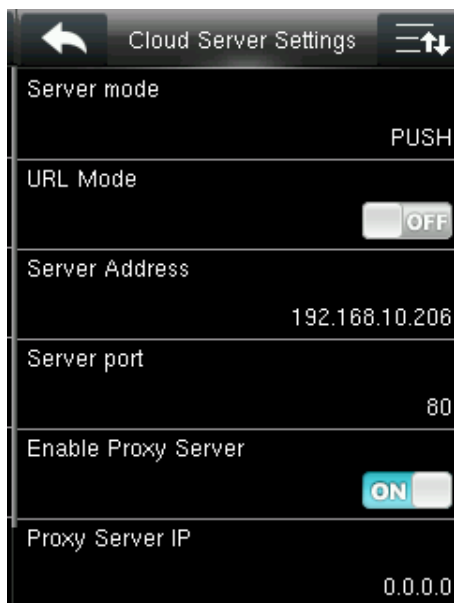


Here you can select the proxy server to be **Enabled** or not. If it is off as above the proxy server will be disabled.

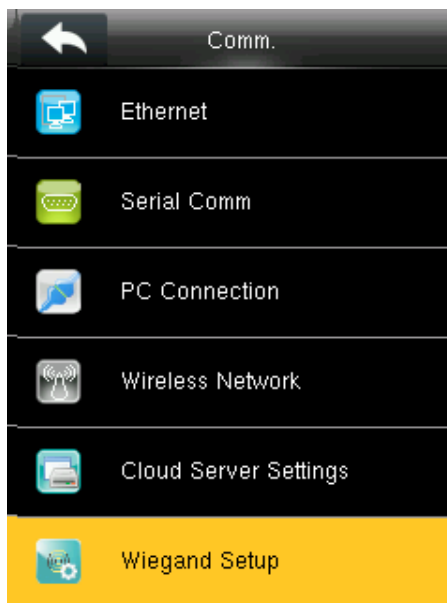
NOTE: The new file name for uploading Wi-Fi password or URL Webserver: updataoptions2.cfg

Inside this file you can either use: WirelessKey= [for uploading Wi-Fi password] or ICLOCKSVRURL= [for uploading webserver URL]

The clock won't accept saving those two configurations under the same file name. Our suggestion would be to save one separate file for Wi-Fi and one for URL.

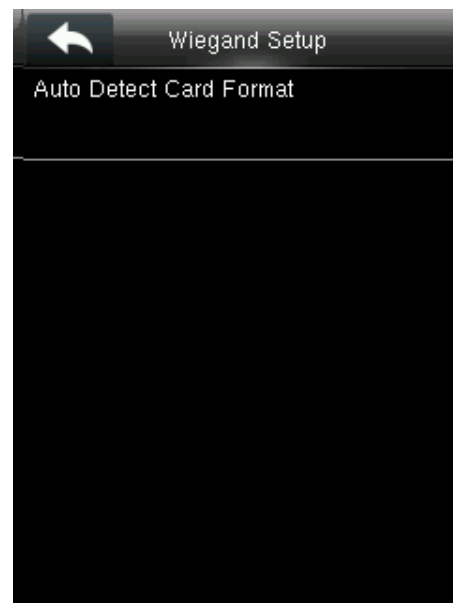


When you enable the proxy function, set the IP address and port number of the proxy server. This option indicates whether to use a proxy IP address. You may choose to enter the proxy IP address or the server address for Internet access, whichever you like.



3.6 WIEGAND SETUP

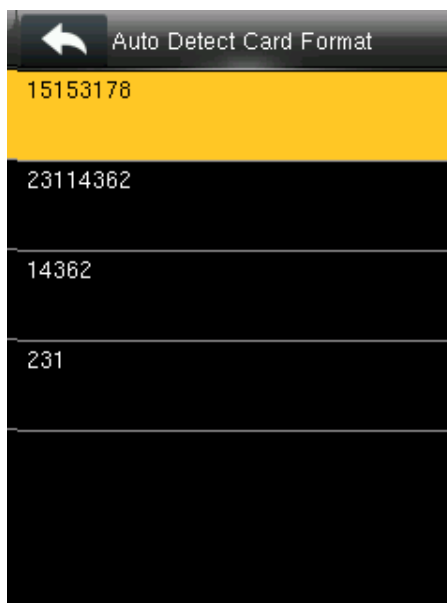
Click on **Wiegand Setup**.



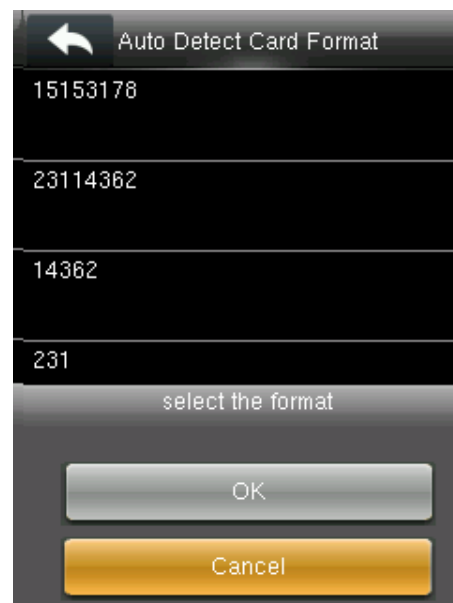
Click Auto Detect Card Format.



You can select any Wiegand format of the card from the above options.



You can select any type of card format by selecting that format



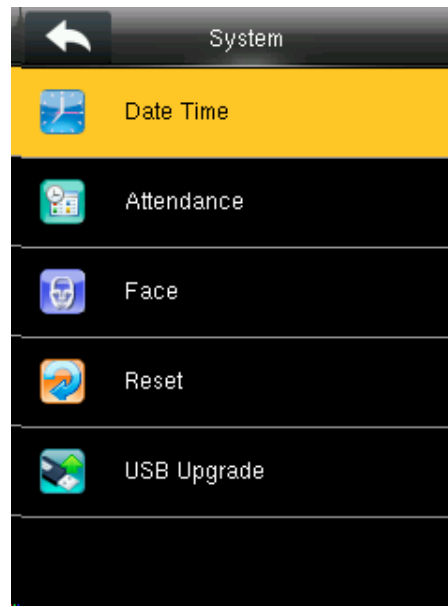
Once you select the card format press OK
The clock will read the card format you selected



SYSTEM

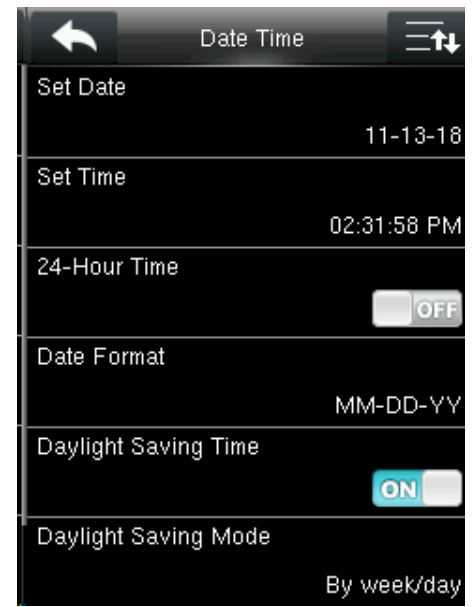


Select "System".

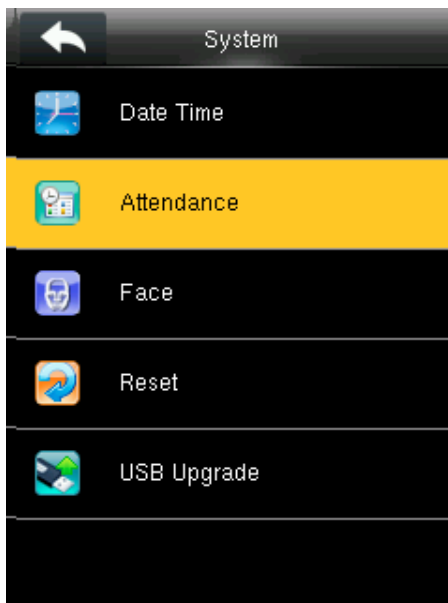


4.1 DATE TIME

Select **Date Time**.

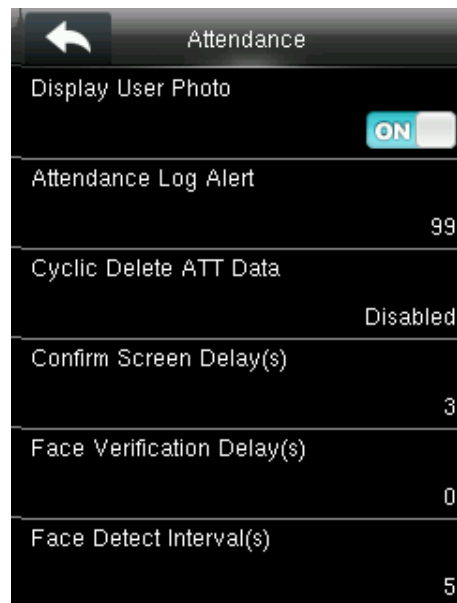


Here you can change the date and time from settings above you wish to apply.

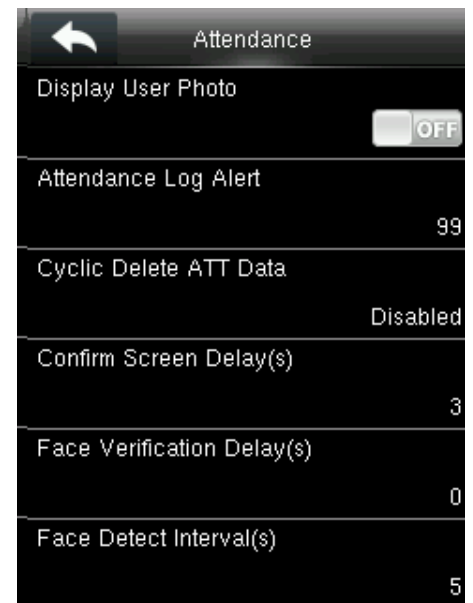


4.2 ATTENDANCE

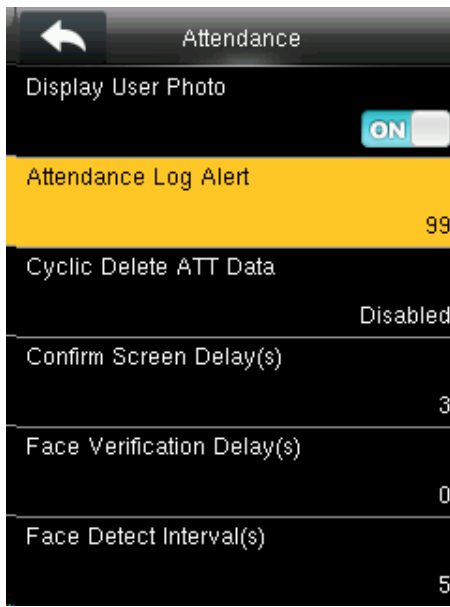
Select **Attendance**.



If you want to display the user photo you can select ON



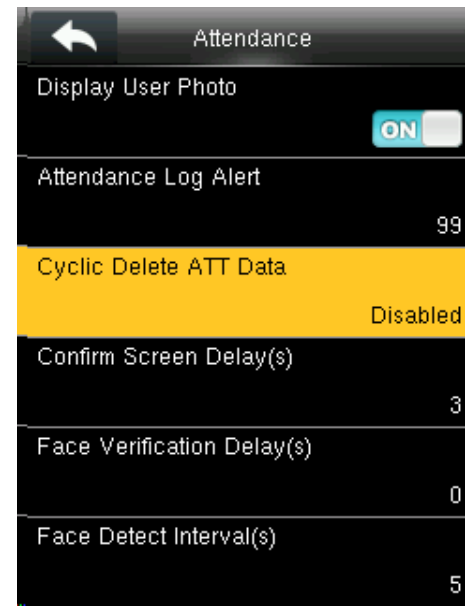
If you don't want the user photo to be displayed select **OFF** as above.



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



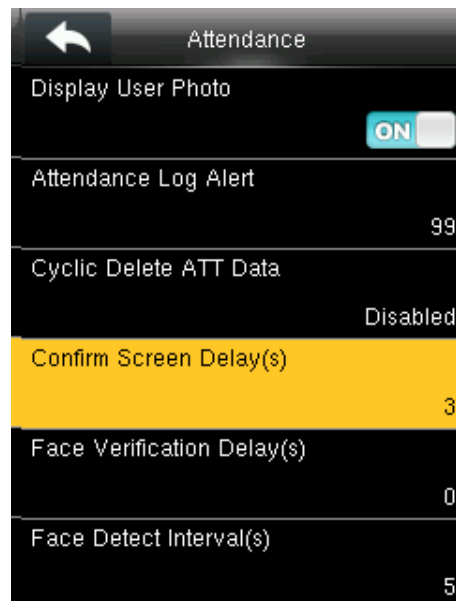
You can change the value for attendance log alert from the image above.



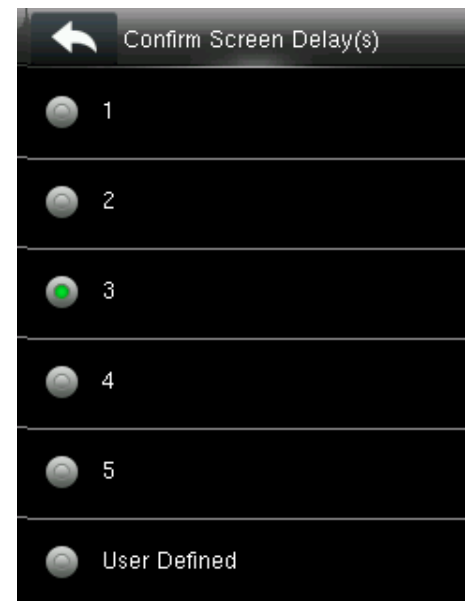
Select **Cyclic Delete ATT Data**. It specifies the maximum number of attendance records that can be deleted at a time when the number of attendance records reaches the upper limit.



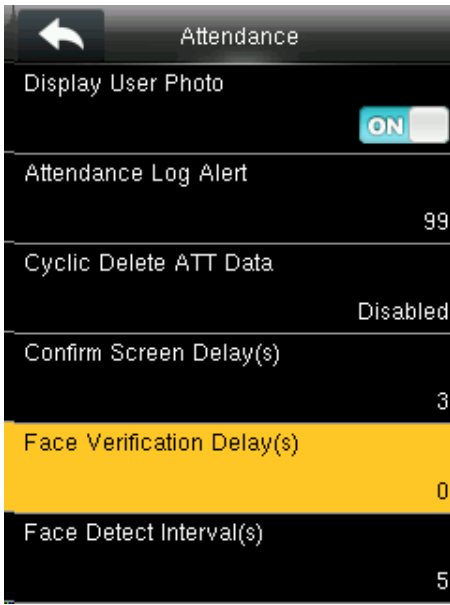
This function can be disabled; otherwise, the value ranges from 1 to 999



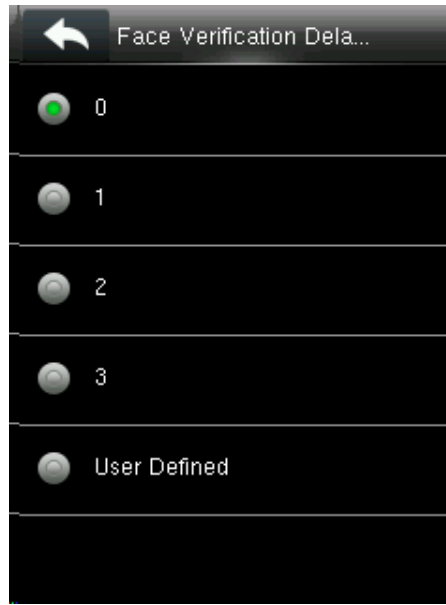
The screen delay specifies the time for displaying the authentication result.



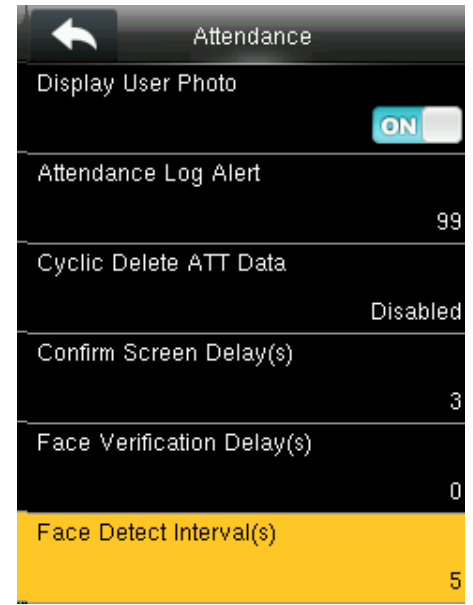
The value ranges from 1s to 5s.



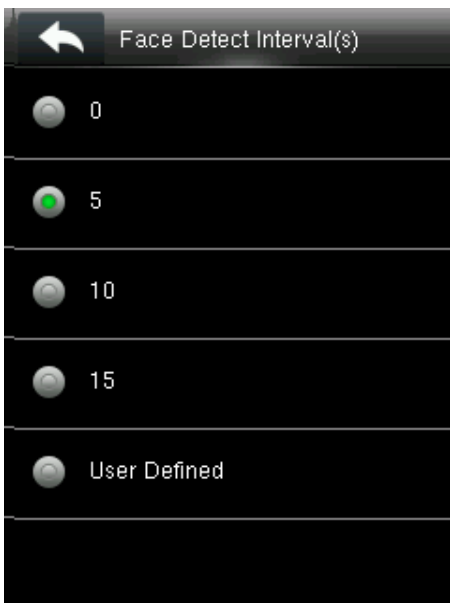
Select Face Verification Delay



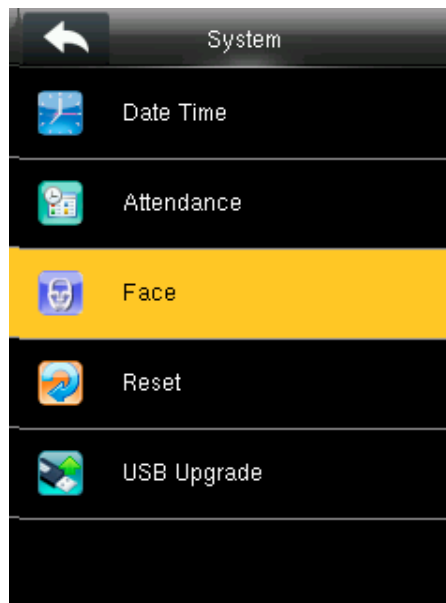
You can change the Delay for the verification of the face from options above.
The time ranges in seconds



Select Face Detect Interval(s)

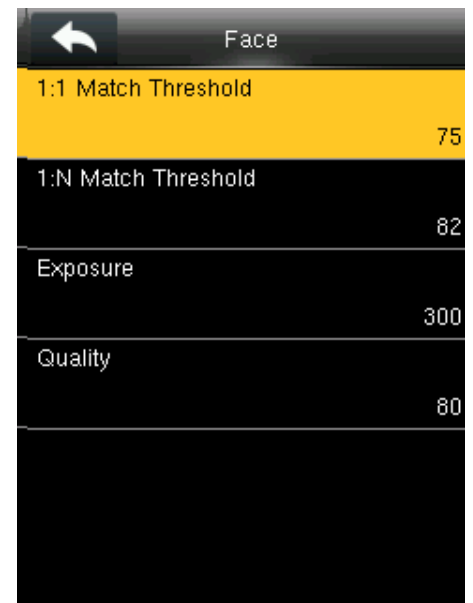


You can detect the Interval for the face from options above.
The time ranges in seconds

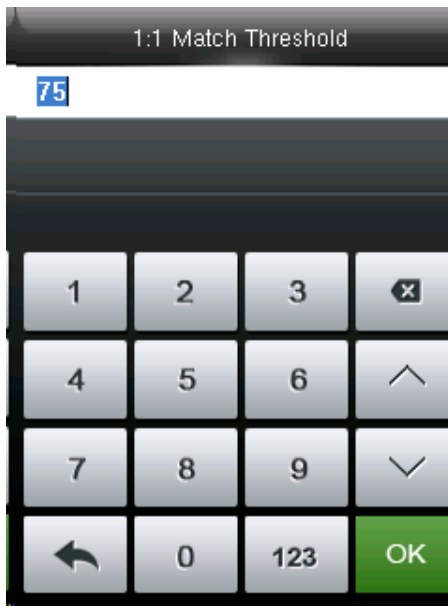


4.3 FACE

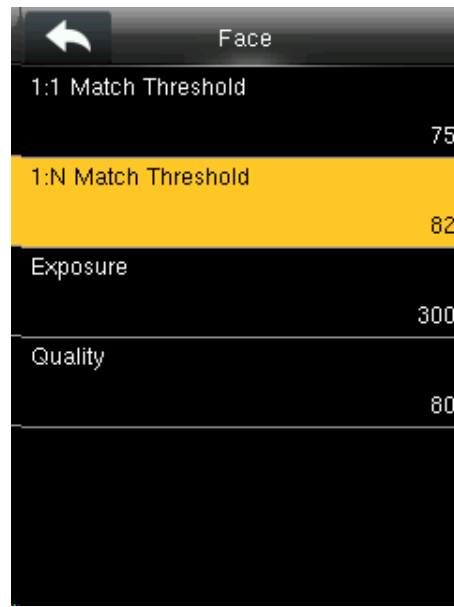
Select **Face**



Select **1:1 Match Threshold** from above.



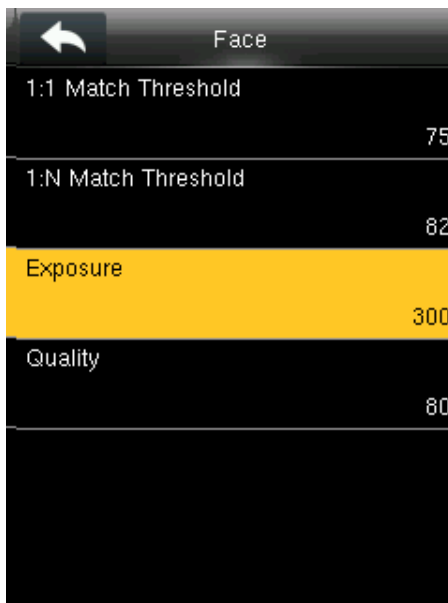
From the above options change the threshold value for 1:1 verification.



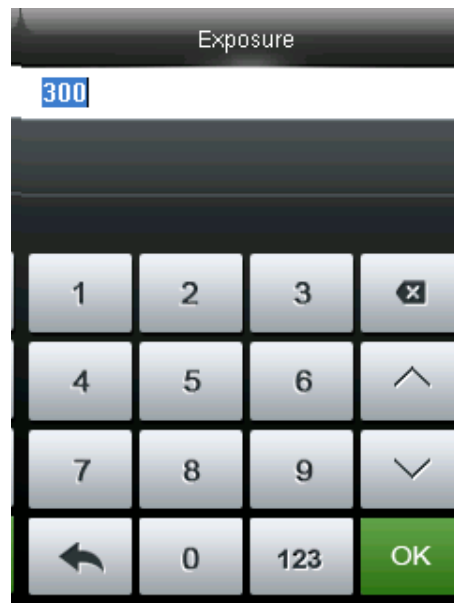
Select **1:N Match Threshold** from above.



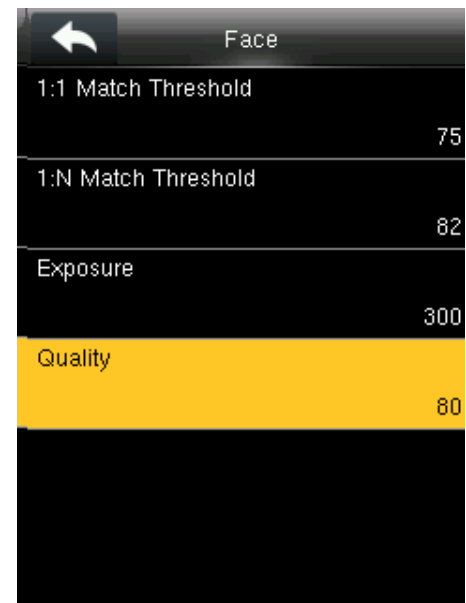
From the above options change the threshold value for 1:N verification.



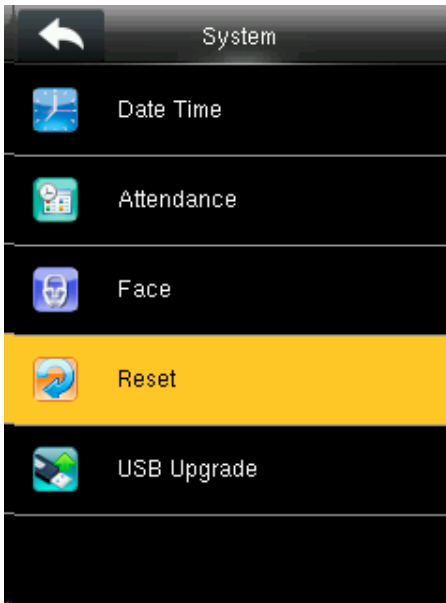
Select **Exposure**



From the above options you can change the exposure of the face you wish to apply.

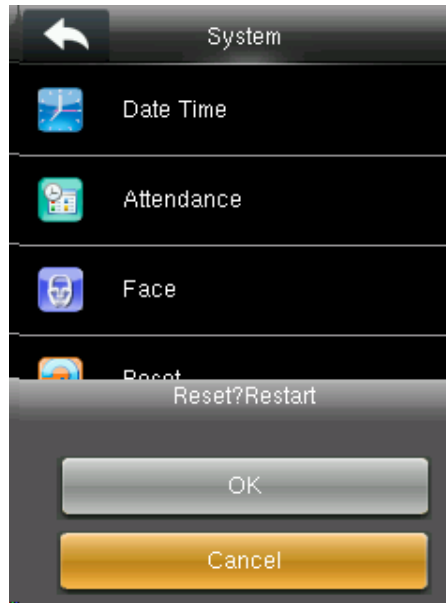


You can change the Quality of the face from the options above.

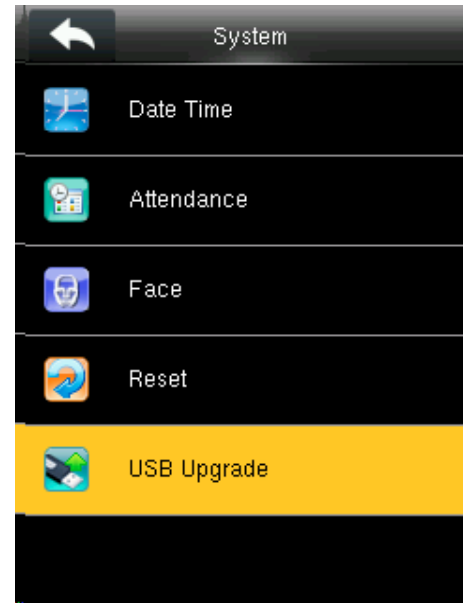


4.4 RESET

Select **Reset**.

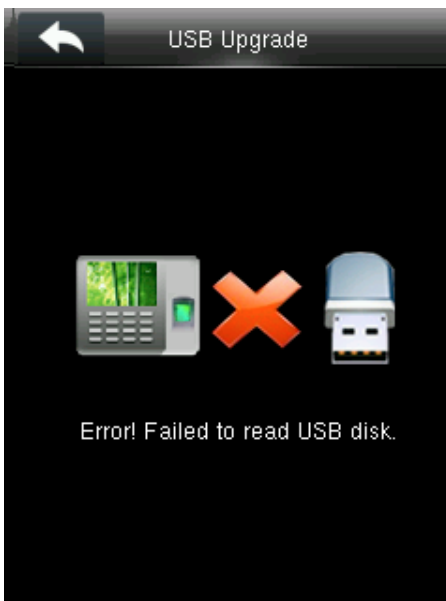


When you select **Cancel** it will go back to previous menu.
If you select **OK** it will reset the setting and restart the clock.



4.5 USB UPGRADE

Select **USB Upgrade**.



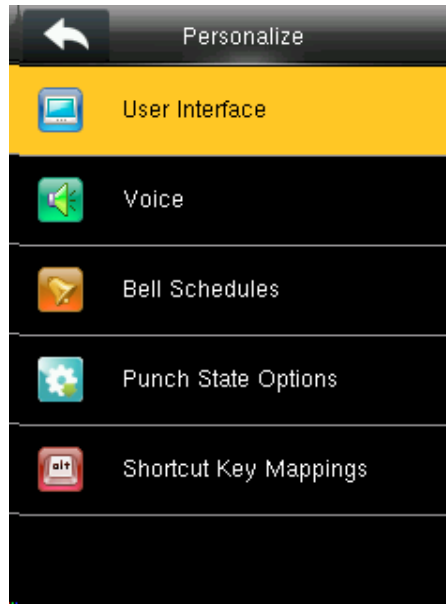
If the USB is not readable or properly insert the image above will be displayed and you cannot be able to upgrade.



PERSONALIZE

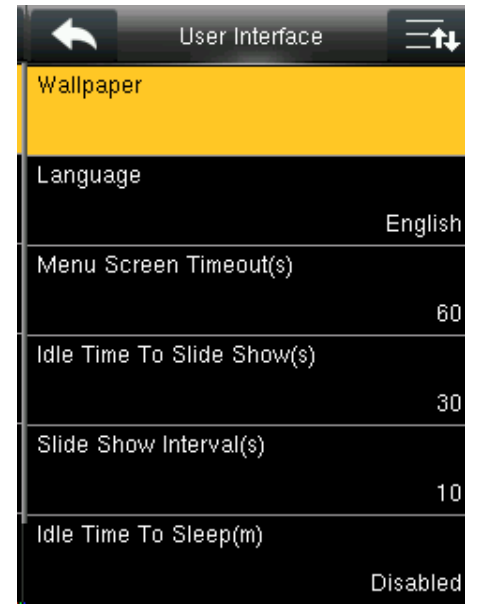


Select **Personalize** .

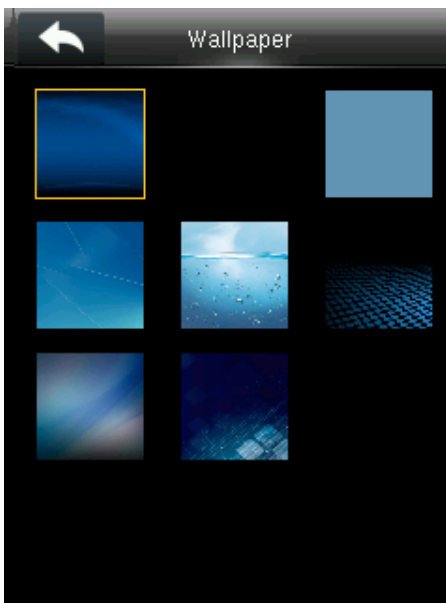


5.1 USER INTERFACE

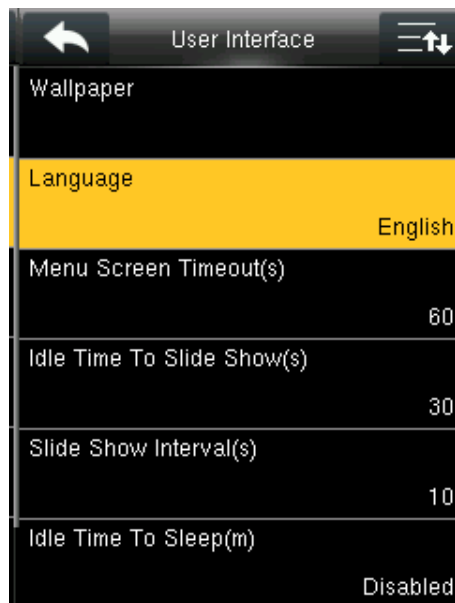
Select **User Interface** .



Select **Wallpaper** .



If you select the wallpaper the different wallpaper will be displayed as shown above and you can select any of the wallpaper you want to be displayed.



Select **Language** .



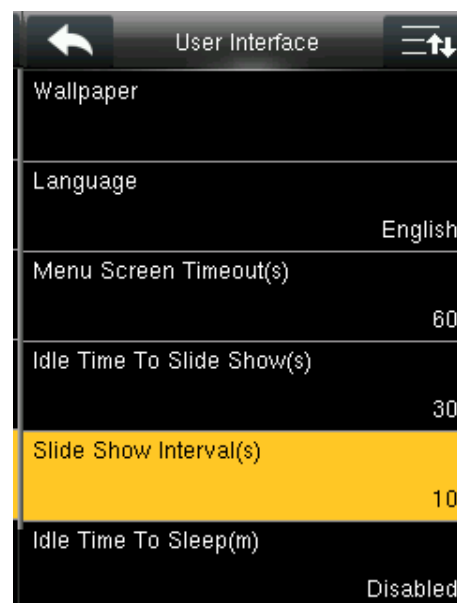
Here you can select the language you wish to display on the clock. The options are English and Espanol (Spanish).



The device will display the main interface automatically when no operation is performed on a menu within the menu timeout time



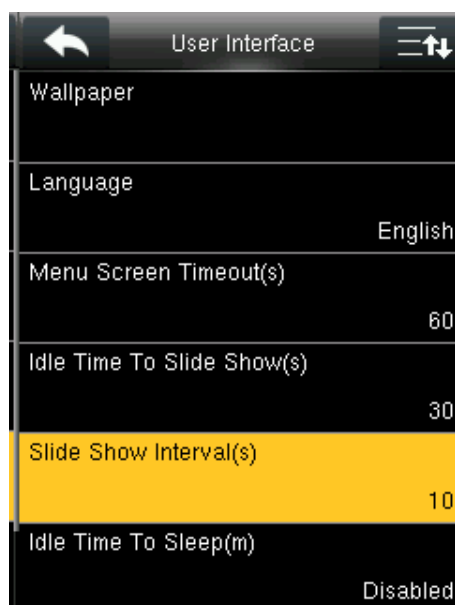
This function can be disabled; otherwise, the value ranges from 60s to 99999s.



The advertisement picture is displayed when no operation is performed on the main interface within the waiting time.



This function can be disabled; otherwise, the value ranges from 30s to 999s



This parameter is used to set the **Slide Show interval(s)**.



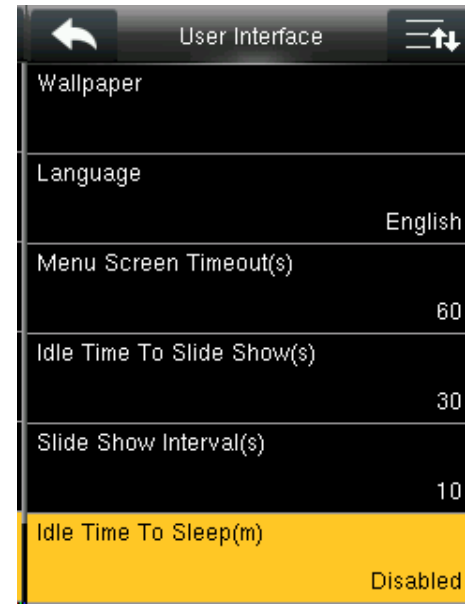
This parameter can be either disabled or ranges from 30 s to 999s.



This parameter is used to set the **Idle Time To Sleep(m)** for device to sleep



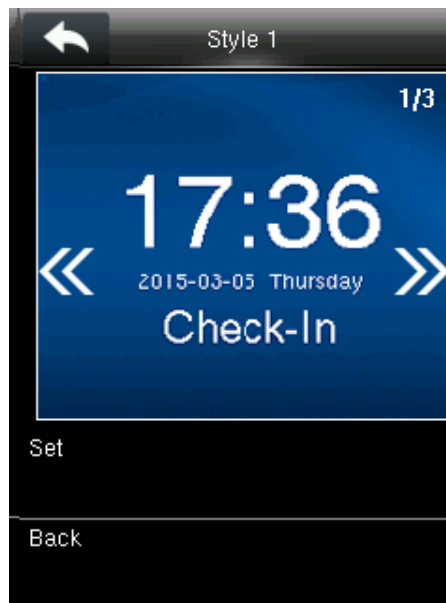
This parameter can be either disabled or ranges from 30m to 75m.



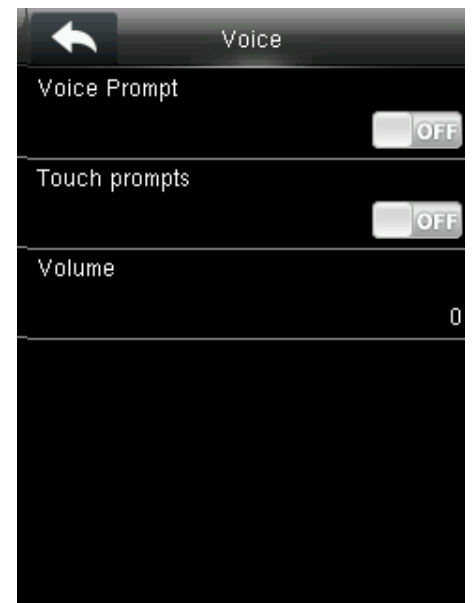
This parameter is used to specify a period after which the device is put in sleep mode if no operation within this period. You can wake up the device from sleep by pressing any key or touching the screen.



This is to set where and how the clock and status key are displayed on the main screen.



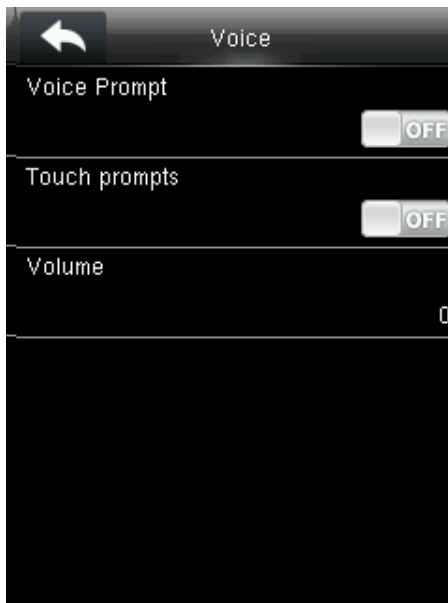
Here is the "Style 1". If you want this style press SET and **OK**. And if you don't want this style simply press back.



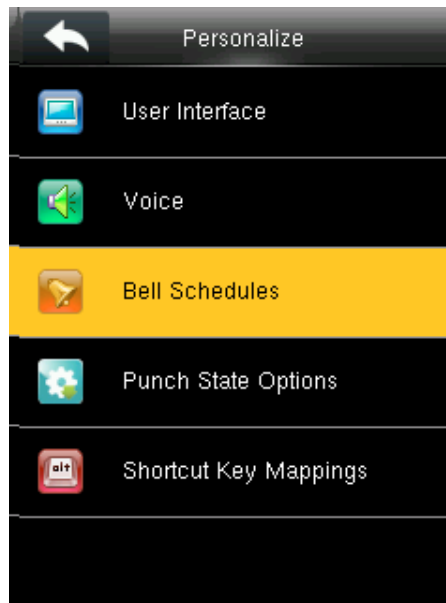
5.2 VOICE

Select "Voice".

Voice prompt: This parameter is used to set whether to play voice prompts during the operation of the FFR terminal. Select **ON** to enable the voice prompt, and select **OFF** to mute.

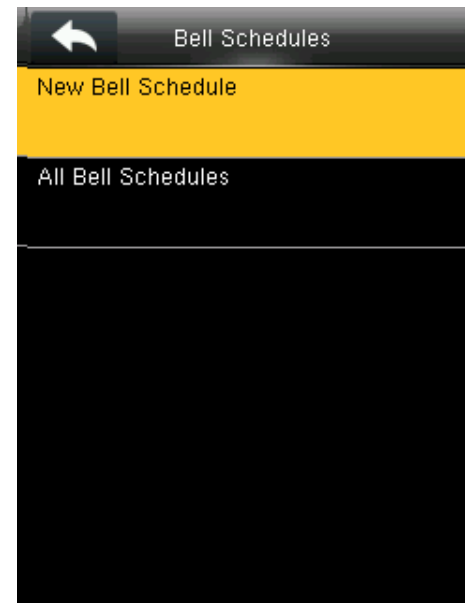


Touch prompt: - This parameter is used to set whether to generate beep sound in response to every keyboard touch. Select **ON** to enable the beep sound, and select **OFF** to mute

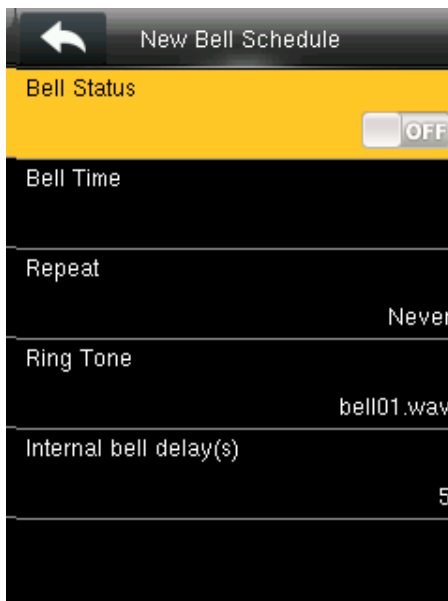


5.3 BELL SCHEDULES

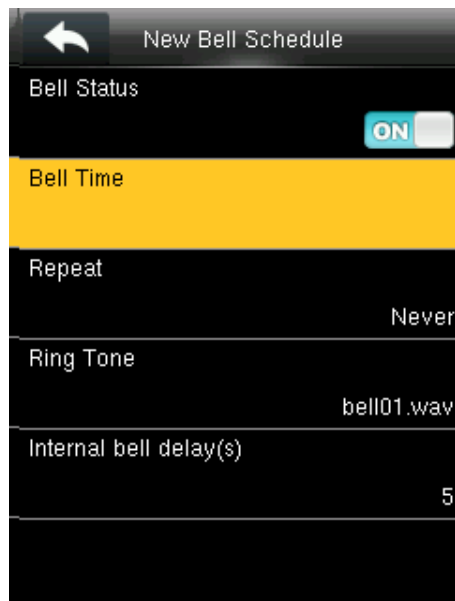
Select "Bell Schedules".



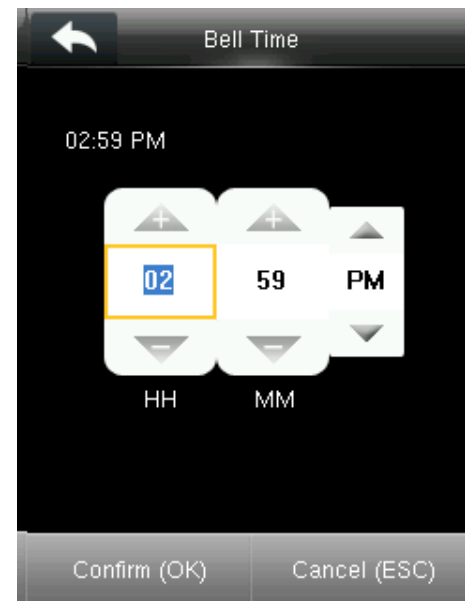
Click on **New bell schedule**.



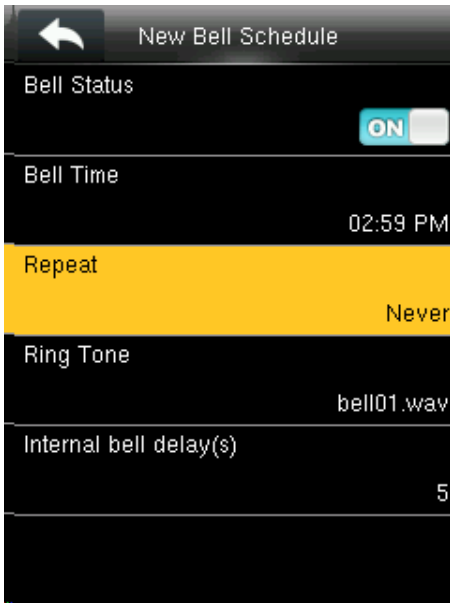
Click on **Bell Status**. It is whether you want the bell to enable. If you turn **OFF** it will disable the bell.



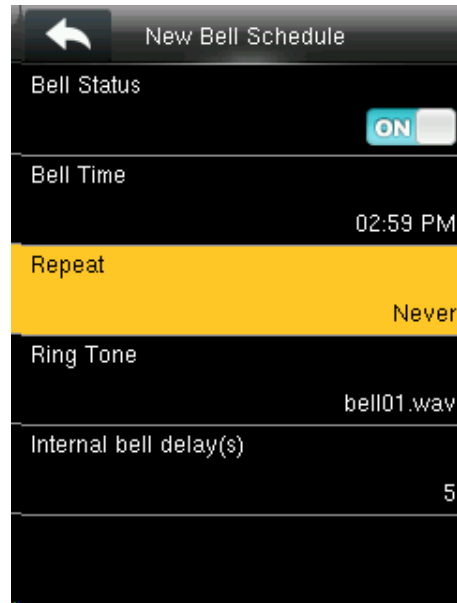
If you turn **ON** it will enable the bell.



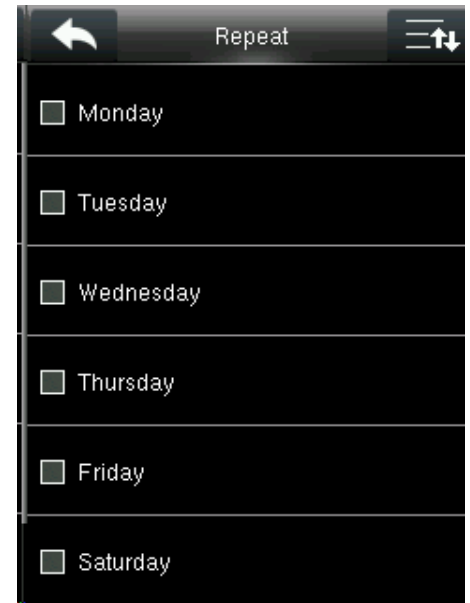
The bell rings automatically when it is the specified time.



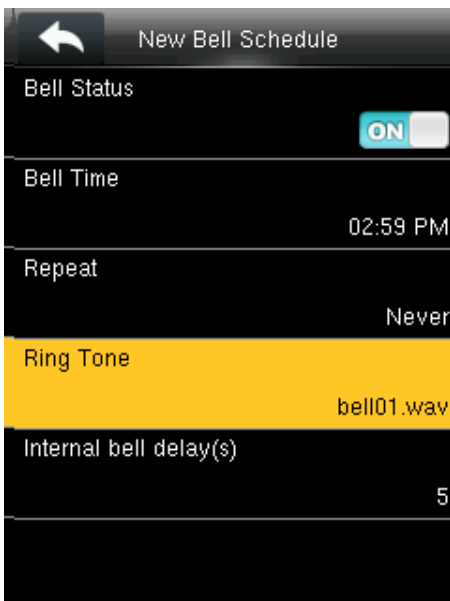
You can change the timings for the bell to ring using the keypad and then confirm **OK**. Here the bell is schedule at 2:59PM.



The Repeat function specifies whether to repeat the ringtone



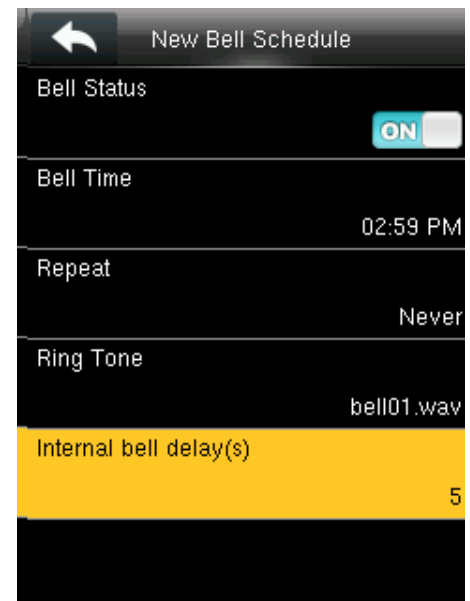
You can select any day of the week to repeat the ringtone. And if you don't want the ringtone to be repeated set to never.



Select **Ringtone**.



You can select any ringtone you want from the above options and.

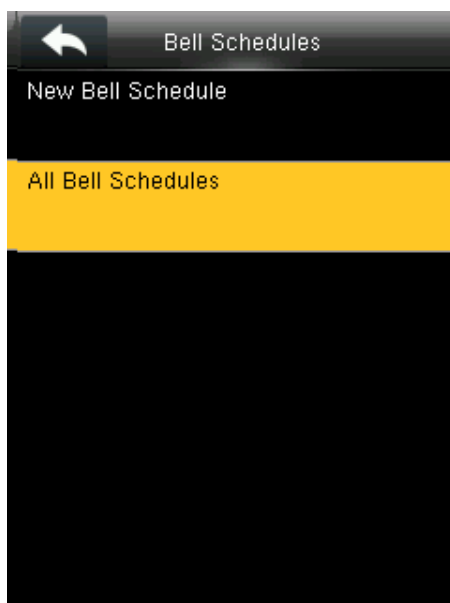


Select **Internal bell delay (s)**.

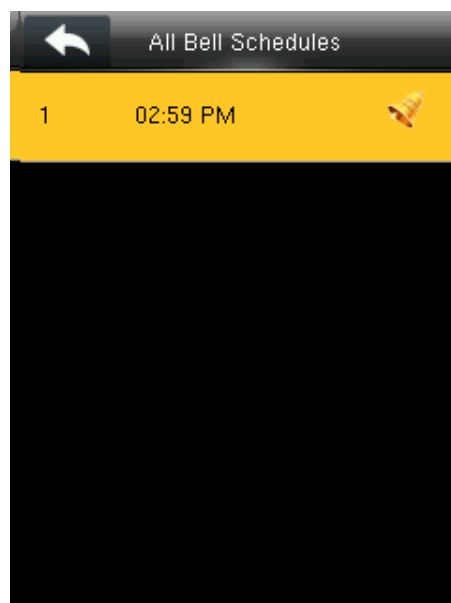
It specifies the duration for ringtone playing



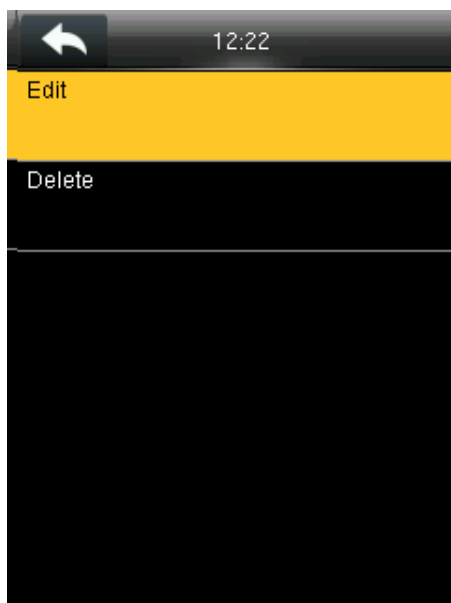
You can edit the delay of the internal bell from the image above. It ranges from 5 to 99 seconds.



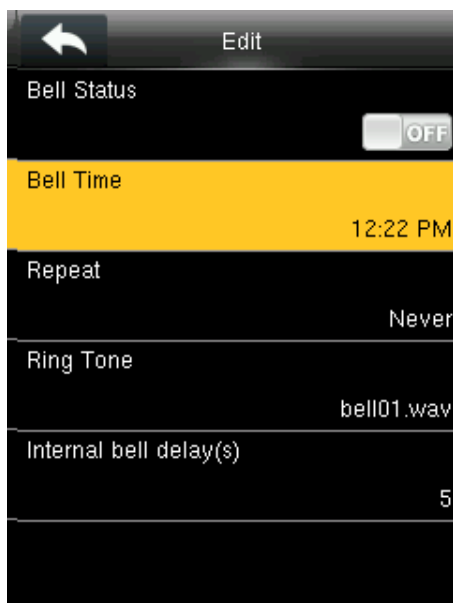
Select **All bell schedules**.



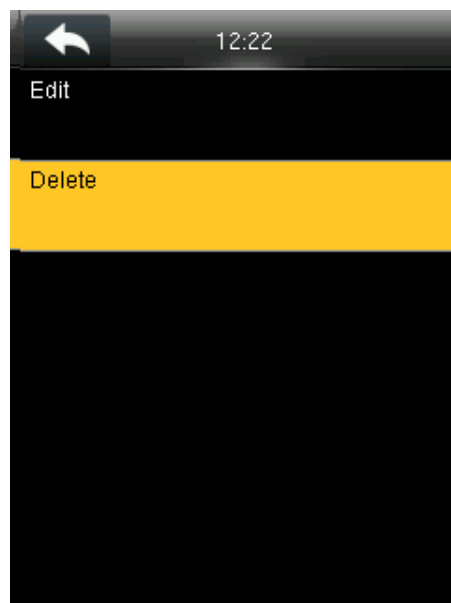
Select All Bell Schedules.



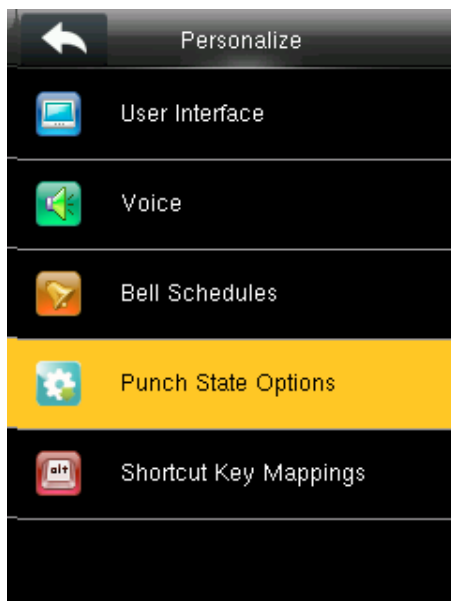
Select **Edit**.



Select Item you wish to edit.

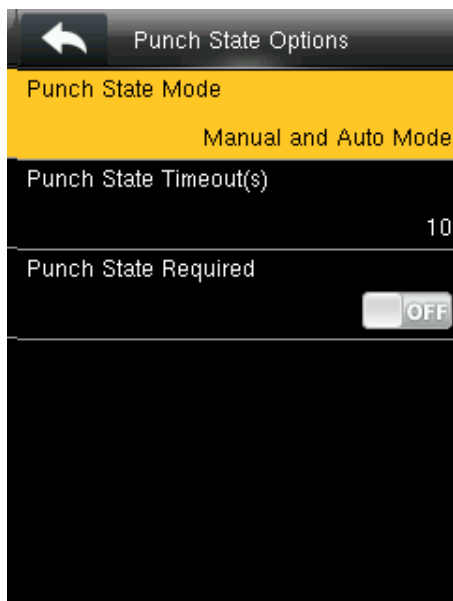


Select Item you wish to delete.

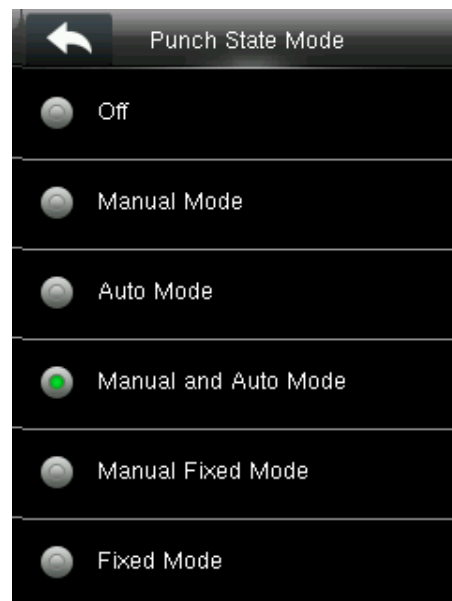


5.4 PUNCH STATE OPTIONS

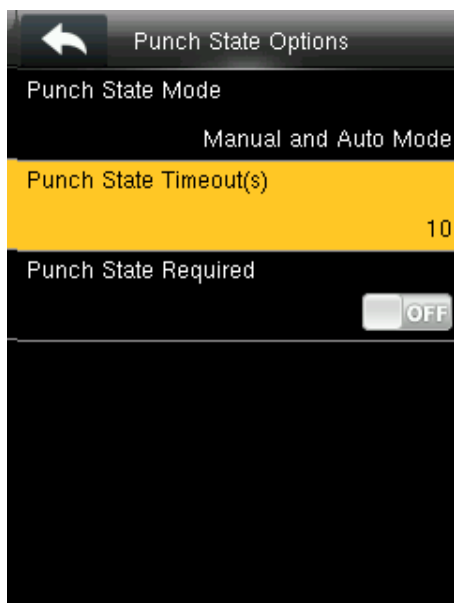
Select **Punch State Options**.



Select items. When the setting is completed, click to save the setting and exit.



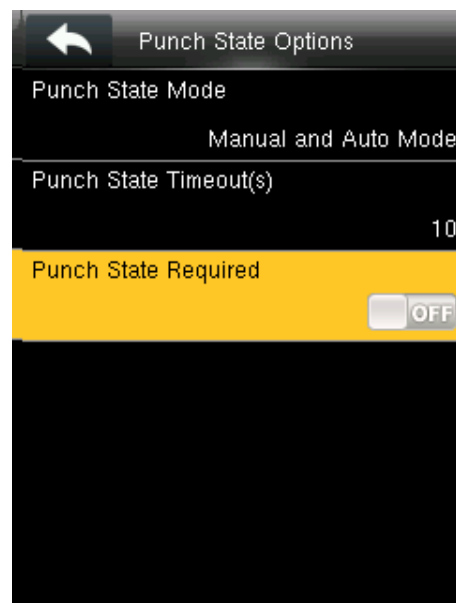
The main interface displays the status keys that can be switched automatically, and you are also allowed to switch status keys manually. A status key you select manually will be switched according to the automatic switching plan after it disappears upon a timeout.



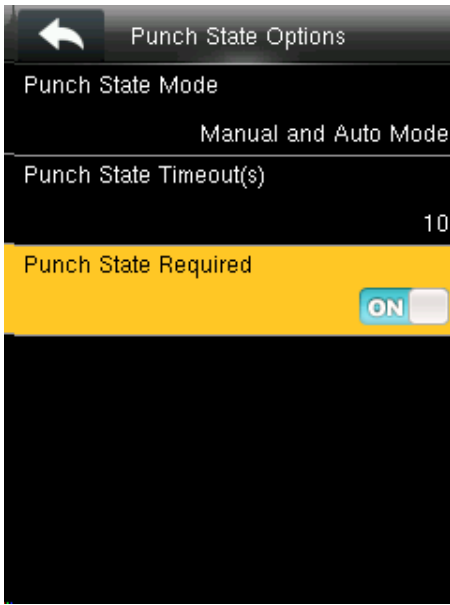
Punch state timeout specifies the timeout period of the status key displayed on the main interface.



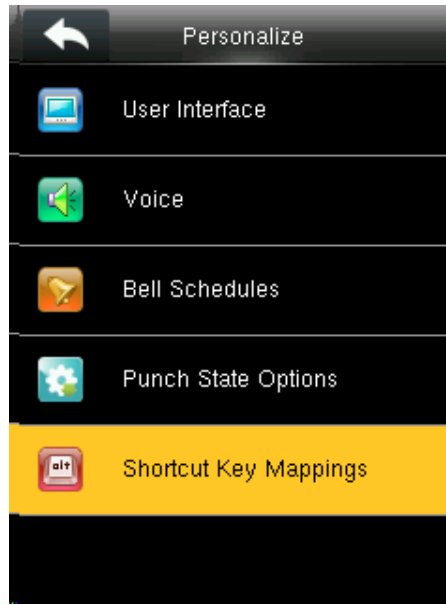
You can change the punch state timeout from the image above. The timeout ranges from 5 to 99 sec.



Specifies whether the status of work attendance check must be selected during authentication. Here when its off it won't be selected.



Specifies whether the status of work attendance check must be selected during authentication. When it's on it will be selected.



5.5 SHORTCUT KEY MAPPING

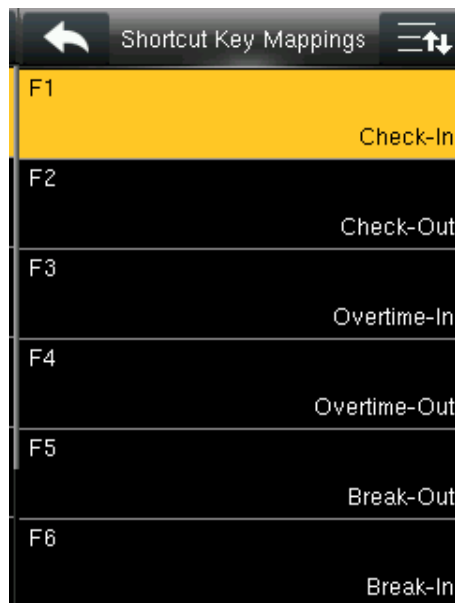
Select **Shortcut Key Mappings**.



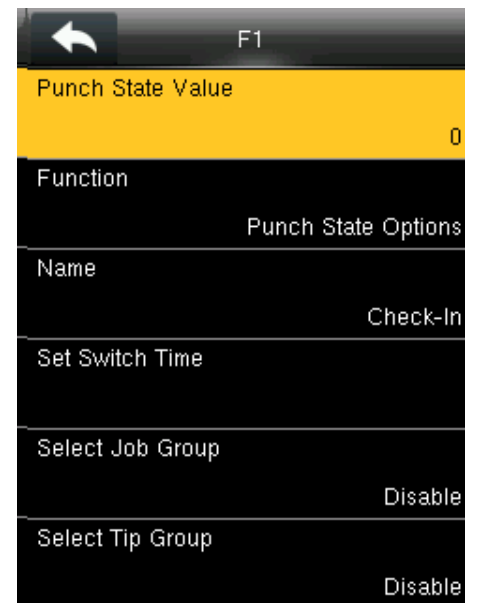
Select the keys and assign the group to that key.



Pressing switch will enable and disable the each individual "Job Groups".



Select **F1** key as **Check in**.



Select **Punch State Value**.

Here you can change the punch state value in the input screen by using the keypad. The value ranges from 0~250.

Here select punch state options as **Function**

You can change the function for the keys above.

Select name for F1

You can name the key for F1 if you want. Here F1 is selected as check in.

Select **Set Switch Time**.

Here you can **Switch Cycle**

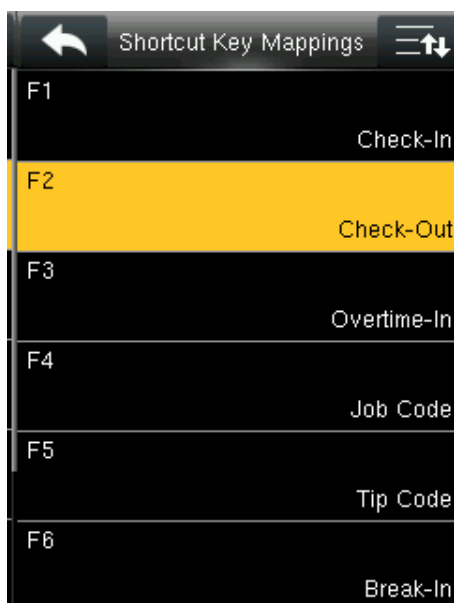
Select job group as Disable. If you disable, the job group will be disabled and it will not show on the screen

You can select any job group you want and you can name the job group by using the keypad.

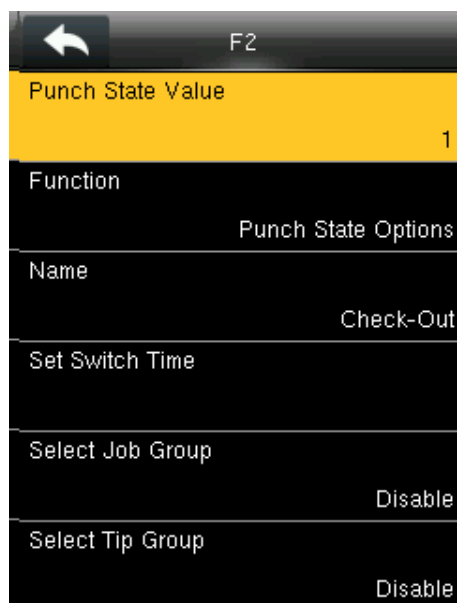
If you "Disable" the tip group the tip group will not be displayed on the screen.

To enable the tip group you can select the tip group you wish to enter in that group.

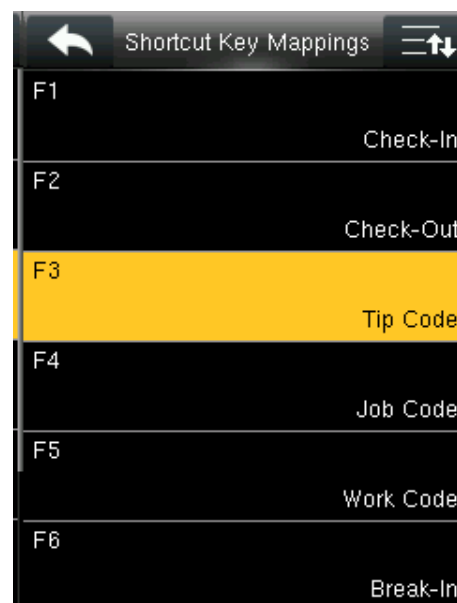
Here all the tip groups have been selected as above.



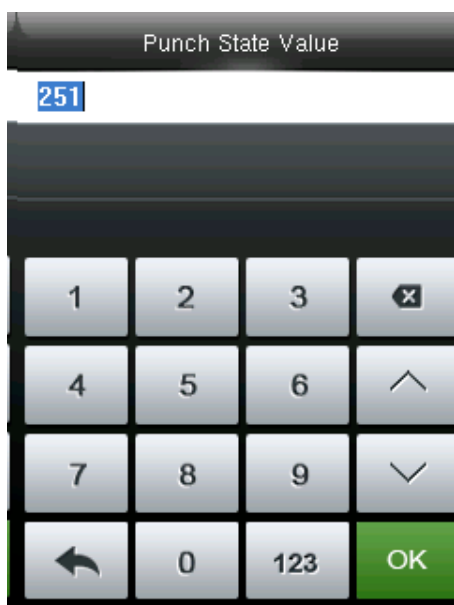
Select **F2** as **Check Out**.



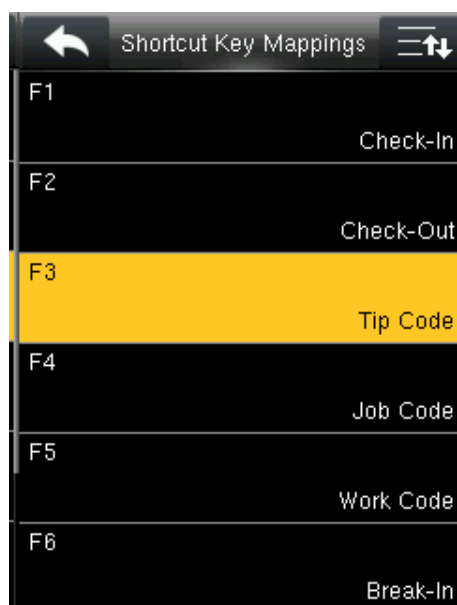
Select **Punch State Value**.



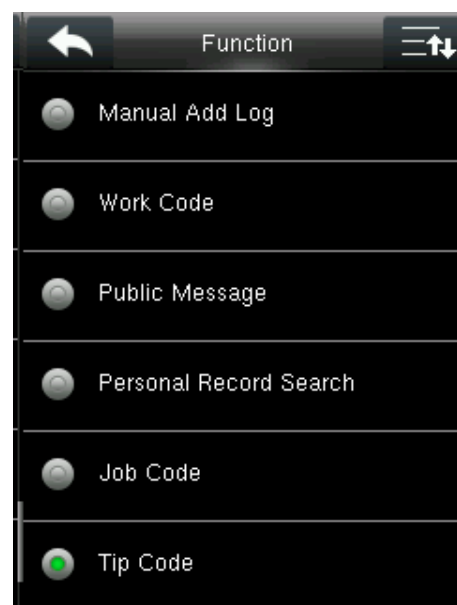
Select **F3** as "Tip code". For more details refer to [Section 13](#).



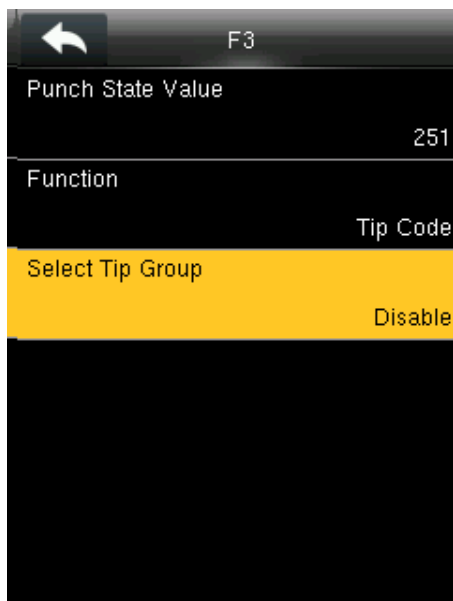
Here the punch state value is set to 251
You can change the value of the punch state by changing the value in the input screen with the help of keypad.



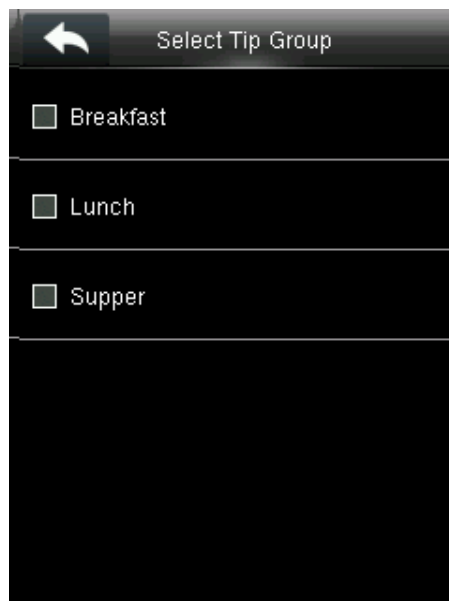
Select **F3** as **Tip code**. For more details refer to [Section 13](#).



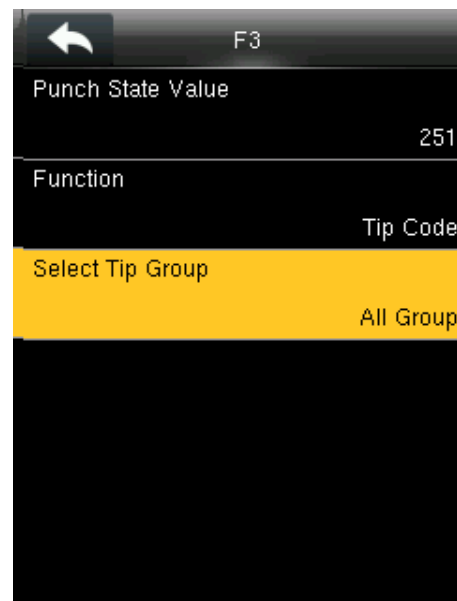
You can change the function for that key from the image above.



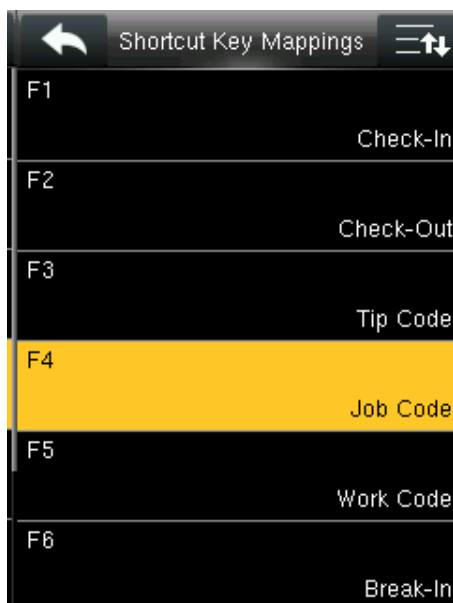
Here the tip group is disable and no tip group has been selected.



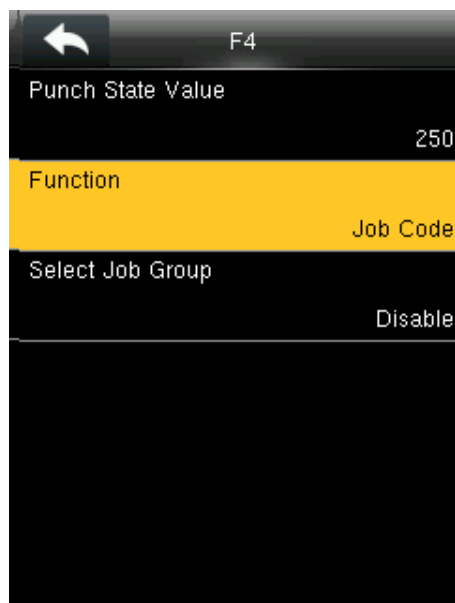
You can select the tip group you want. Here all the tip group are selected



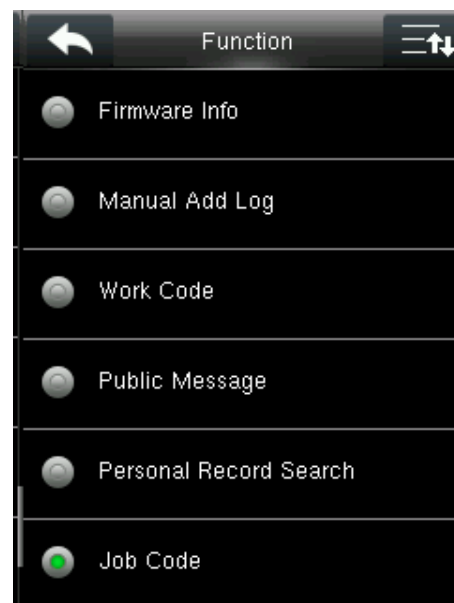
When you select all the tip group the select tip group will display as "All group".



Select **F4** as **Job Code**.
For More Details please refer to NO.12



Select the **Function** self-service for F4 and the F4 key will display as Job Code on the main screen.



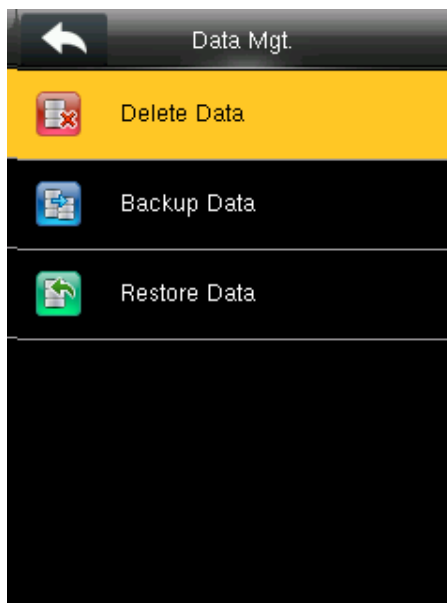
You can change the functions from above.



DATA MANAGEMENT

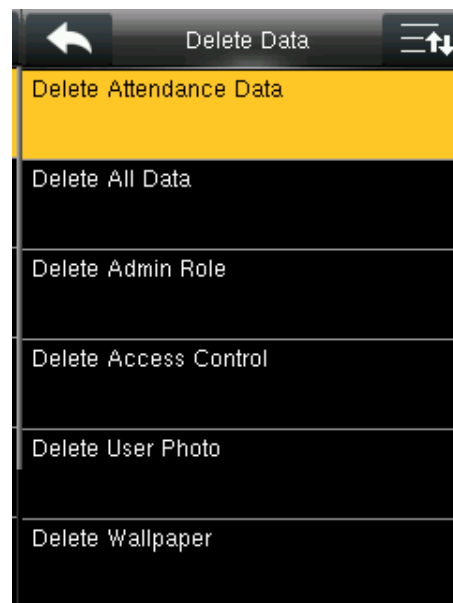


Select **Data Manager**.

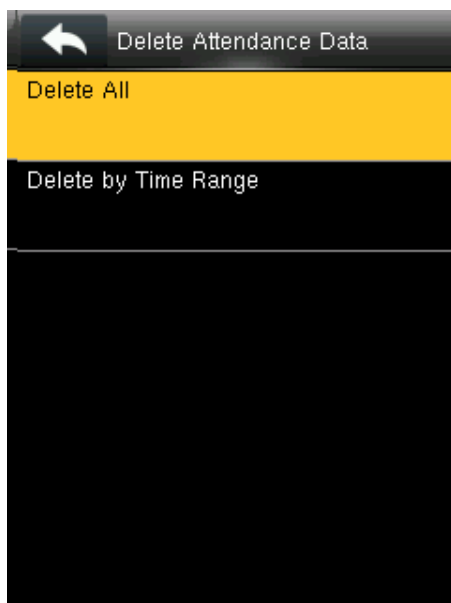


6.1 DELETE DATA

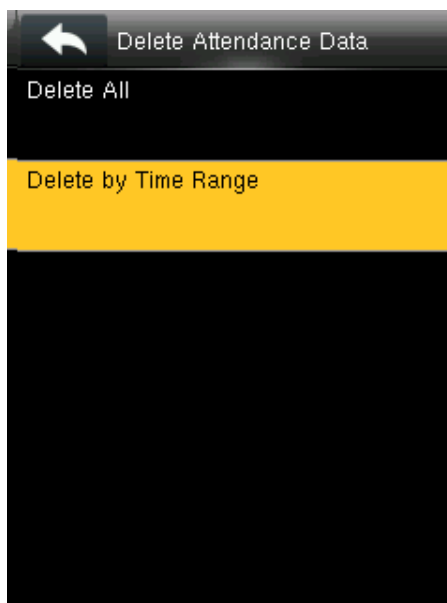
Select **Delete Data**.



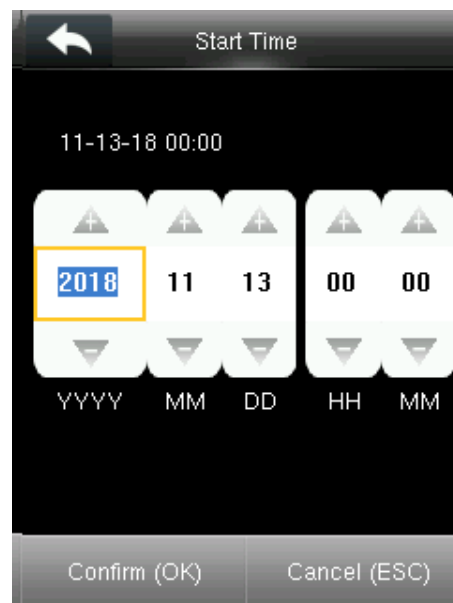
It will delete the attendance records



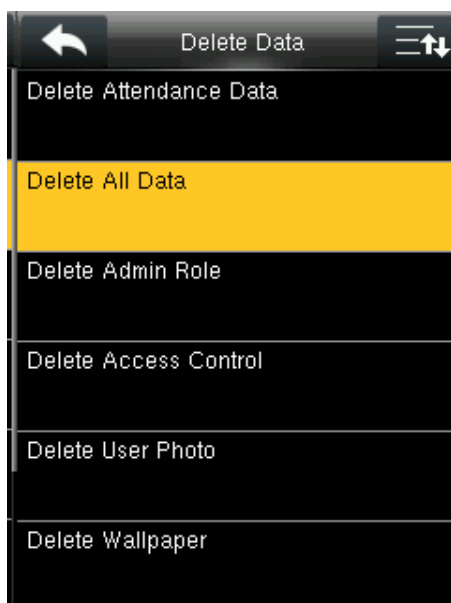
When select **Delete All** it will delete all the attendance records



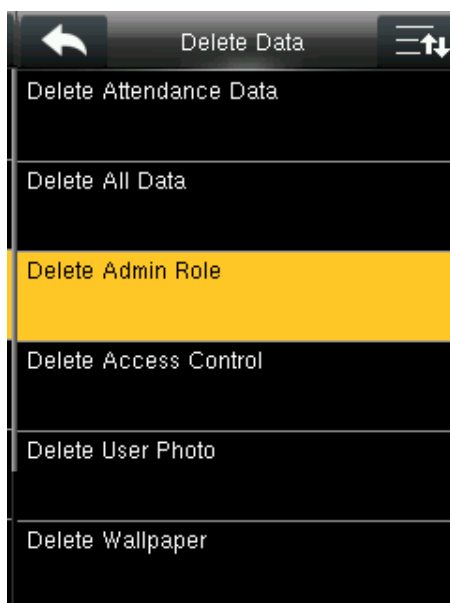
You can delete the attendance data by **Time Range** too.



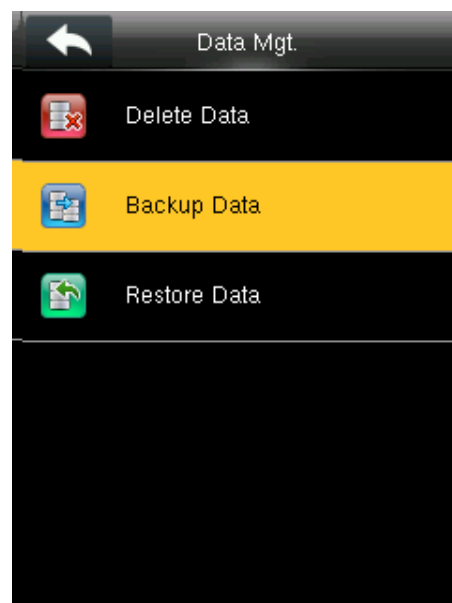
To select by time range you can select the time you want the data to be deleted. It will delete the data for that specific time you selected.



Here you can delete all data by selecting delete all data.



Here you can delete admin role by selecting delete admin role.

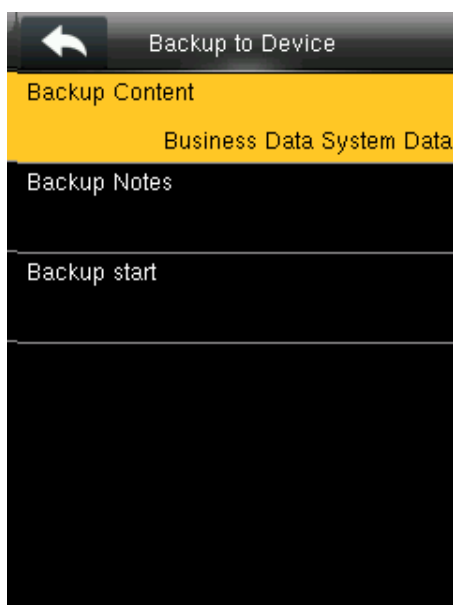


6.2 BACKUP DATA

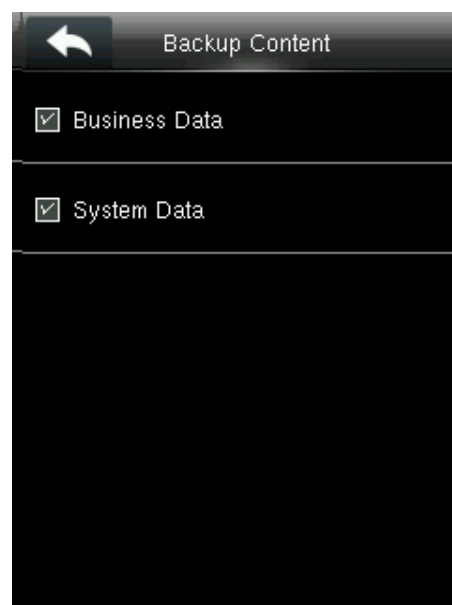
Select **Backup Data**.



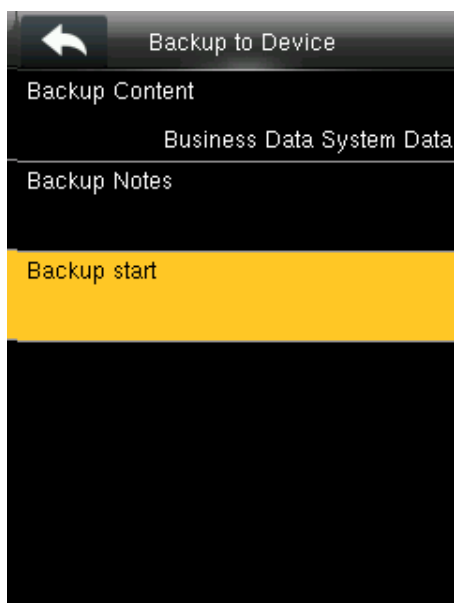
Select **Backup to Device**.



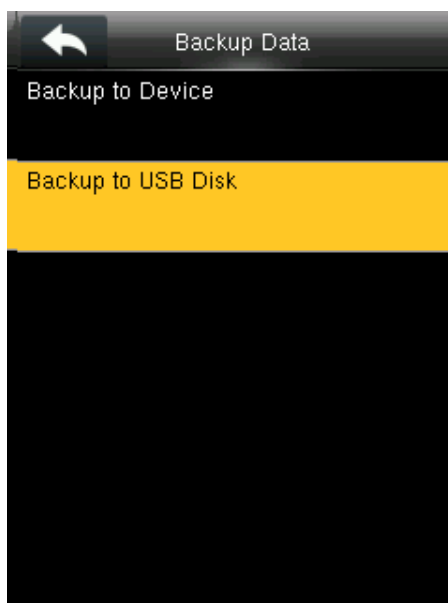
Select the local configuration items to be backed up to device the selected items.



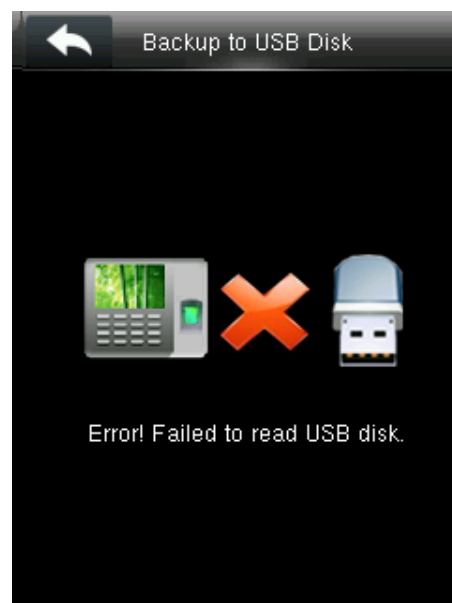
You can select the content you want to backup.



Select **Backup Start**.

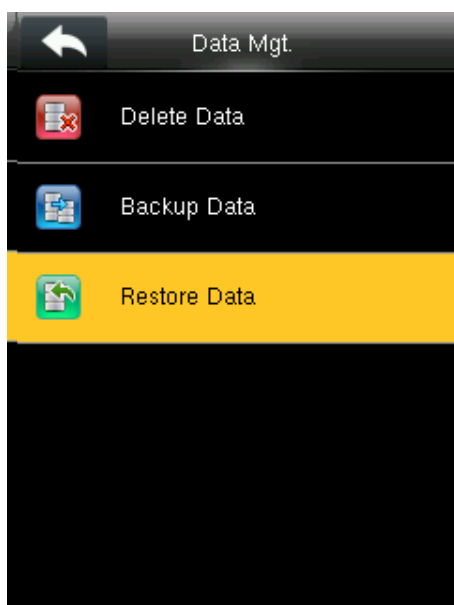


Backup to USB Disk, the operations are similar to those performed to Backup to Device.



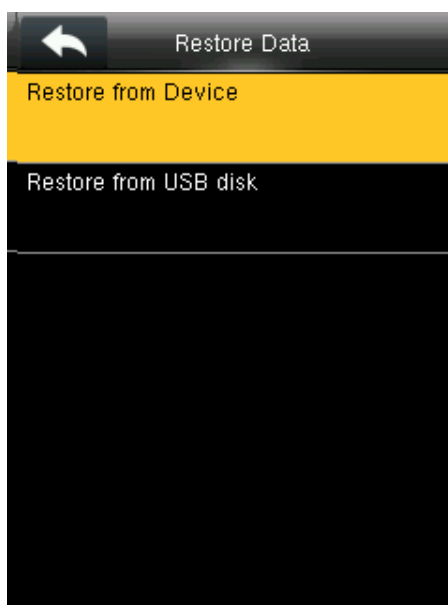
If the usb is not properly inserted the above screen will be displayed.

You can either change the USB or insert it properly again.

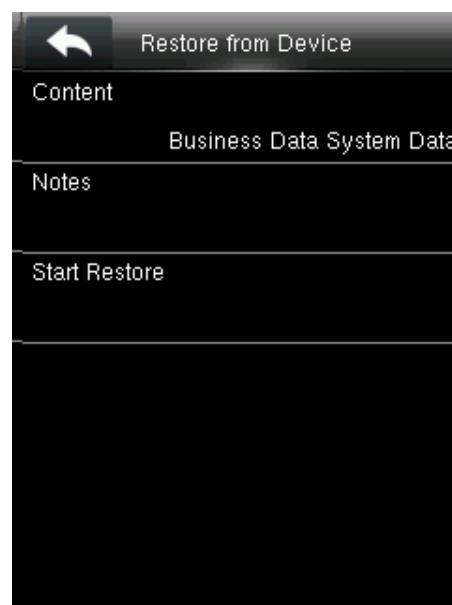


6.3 RESTORE DATA

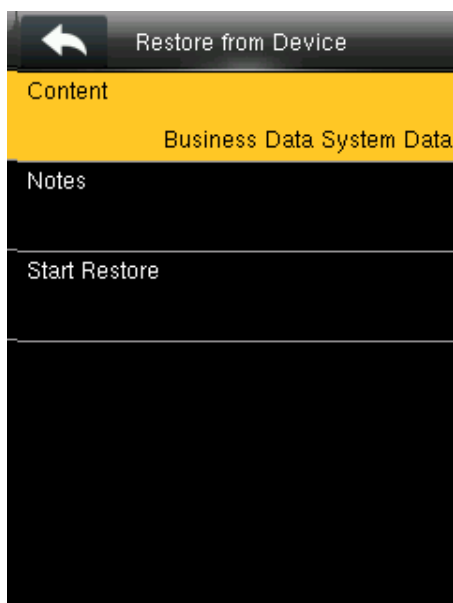
Select **Restore Data**.



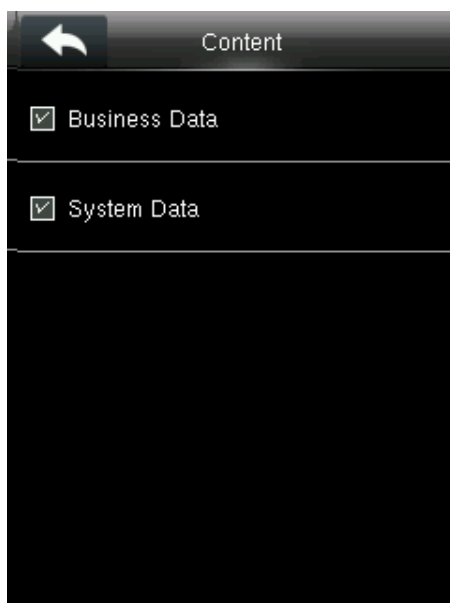
Select **Backup from Device**.



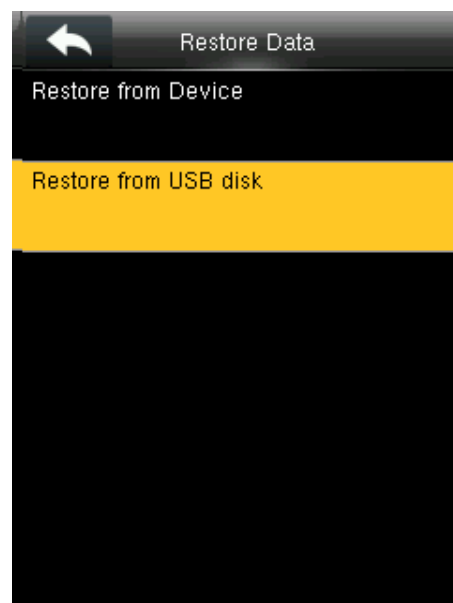
Select the local configuration items to be restored and save the selected items.



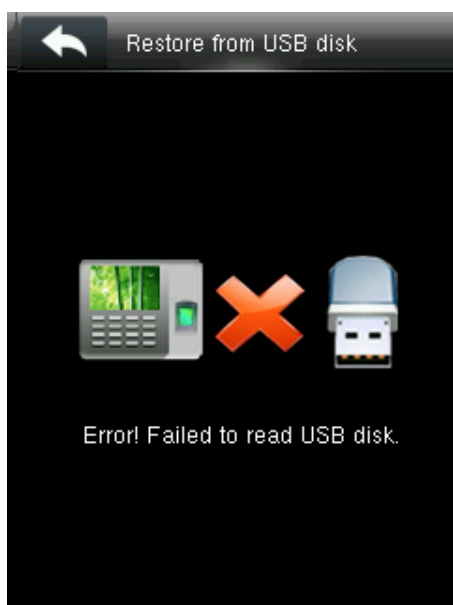
You can select the content you want to restore.



Select **Start Restore**. Select Yes or **NO** Device.



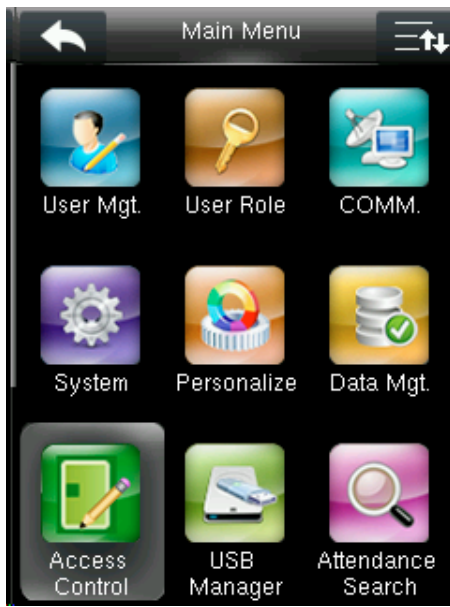
Restore from USB Disk the operations are similar to those performed to restore from Device.



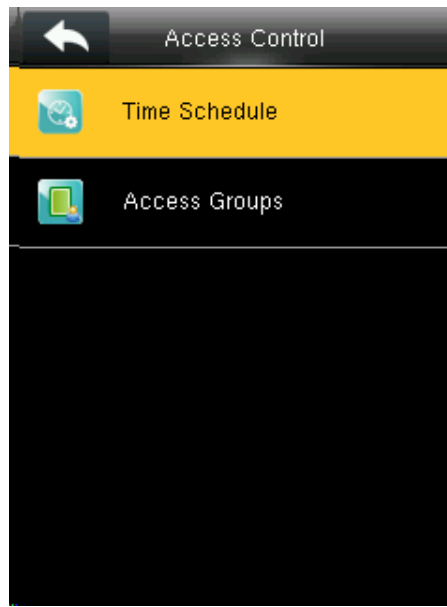
If the usb is not properly inserted the above screen will be displayed.
You can either change the USB or insert it properly again.



ACCESS CONTROL

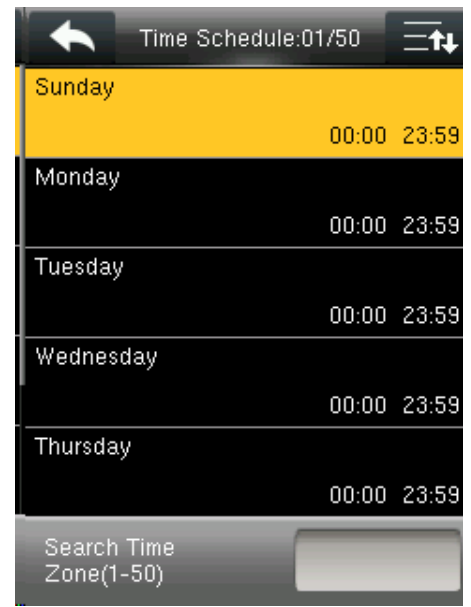


Select **Access Control**.

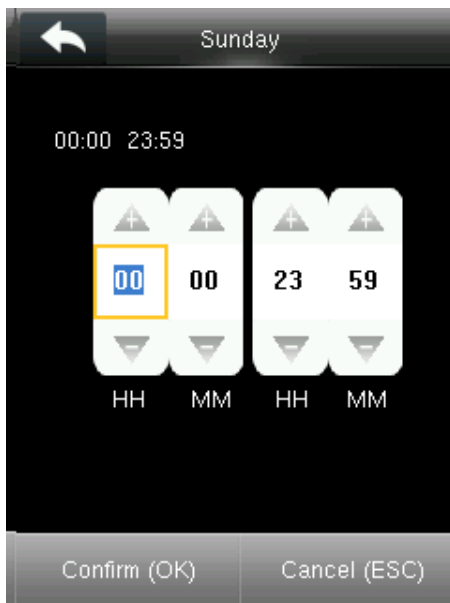


7.1 TIME SCHEDULE

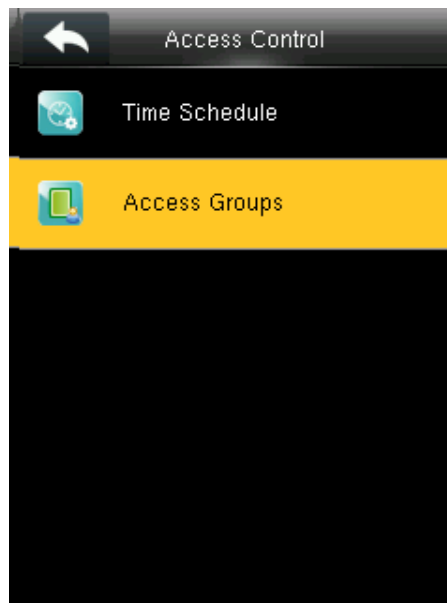
Select **Time Schedule**.



Use numeric keys to search for a time period in the range from 1 to 50. Select the item to be set.

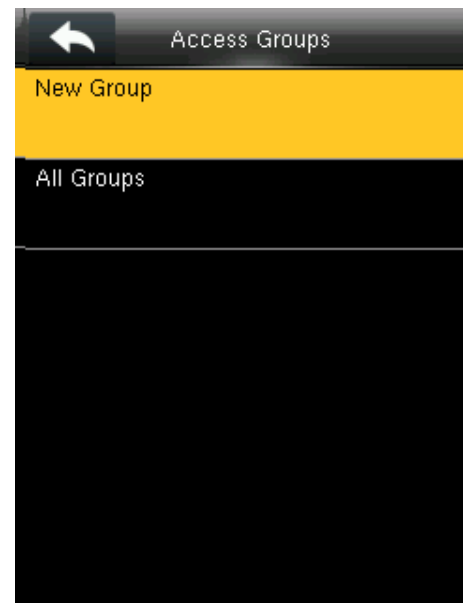


Select a time option to set time. After setting a period of time, to save the setting and exit

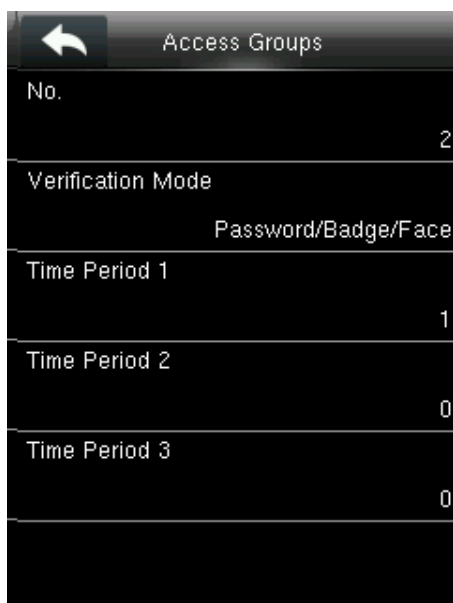


7.2 ACCESS GROUP

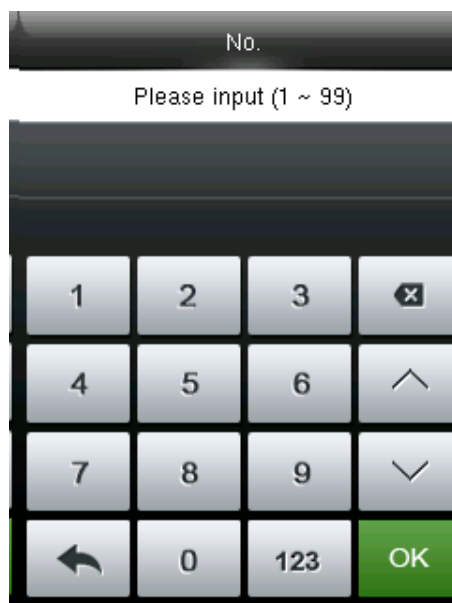
Select **Access Groups**.



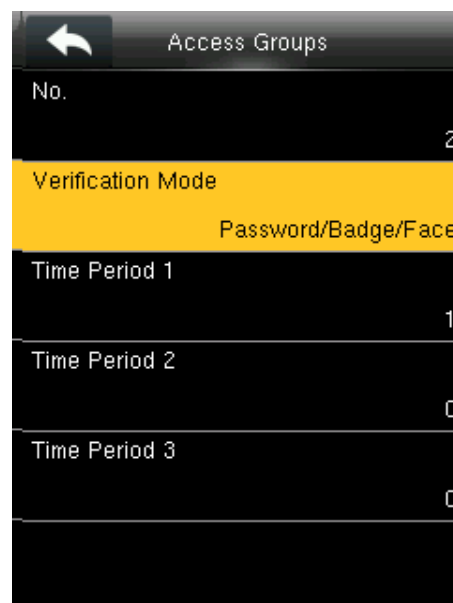
Select to add **New Group**.



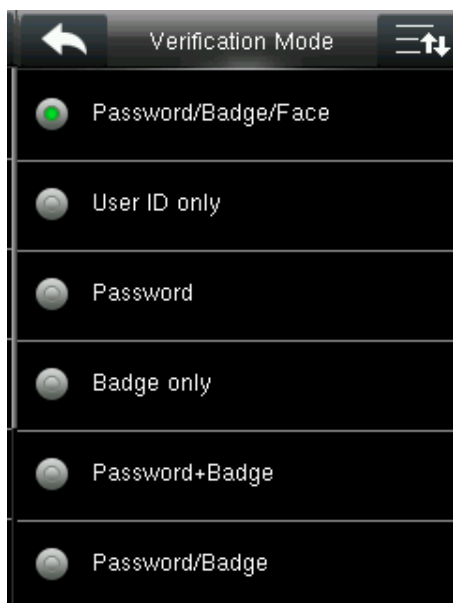
Select from the above option



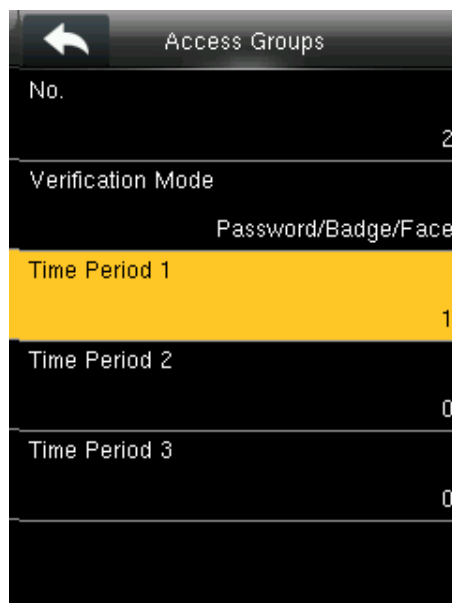
Enter the No. using keypad and press **OK**.



Select **Verification Mode**.



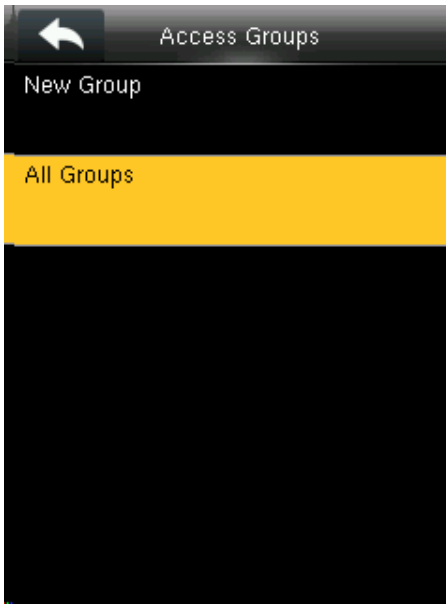
Select Verification Mode, to save and return.



Select **Time Period 1**.



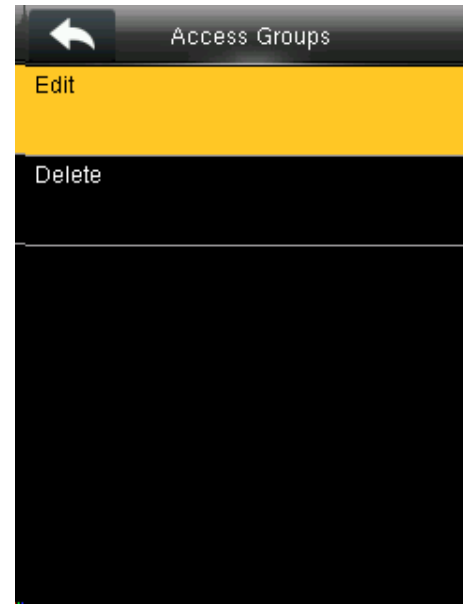
Enter the No. using keypad and press **OK**



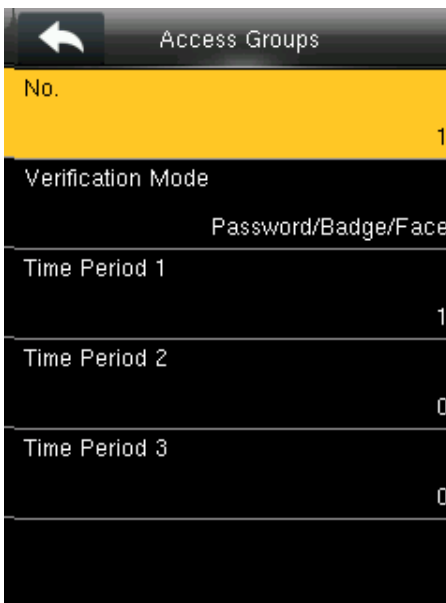
Select **All Groups**.



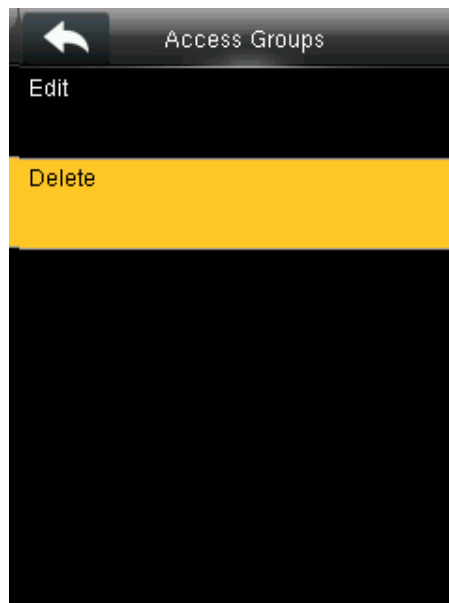
Select one of All Groups.



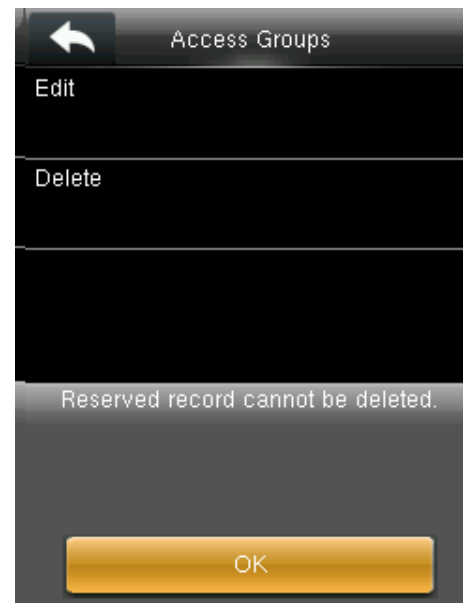
Select **Edit**.



The No. cannot be modified, and the other operations are similar to those performed to add a New Groups.



Select **Delete**.



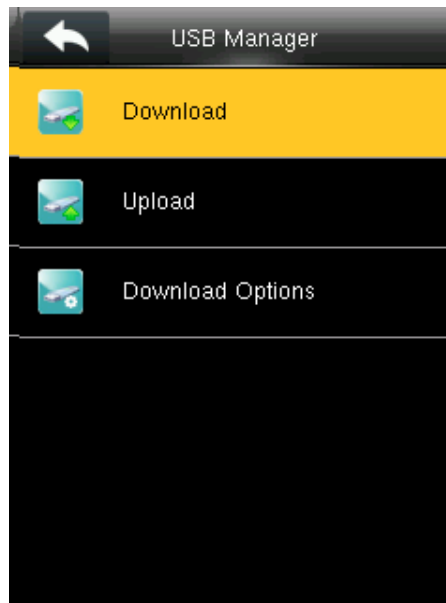
If you select **OK** it will delete all the access groups and when you select **Cancel** it will take you to previous screen without deleting any access groups.



USB MANAGER

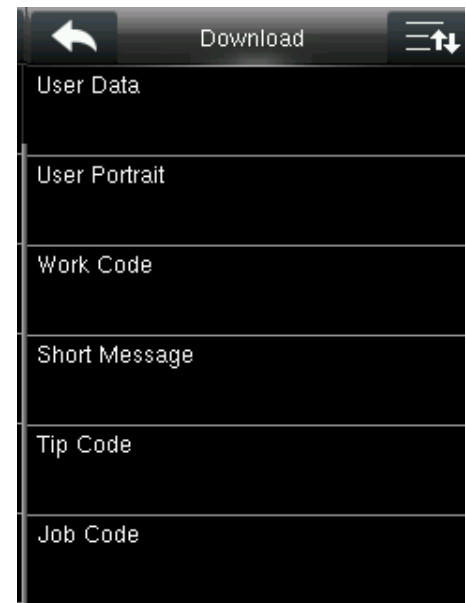


Go to Menu and select USB Manager.



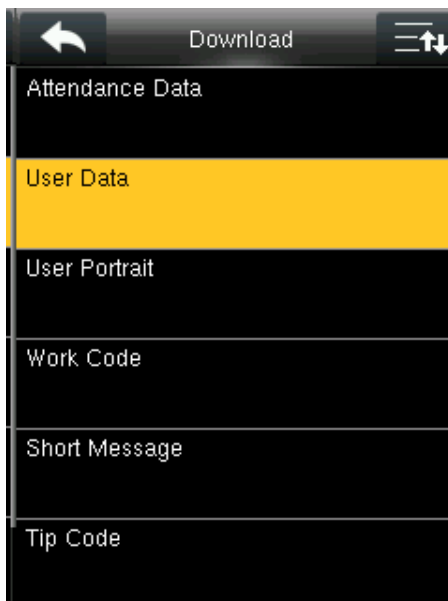
8.1 DOWNLOAD

Select **Download**.

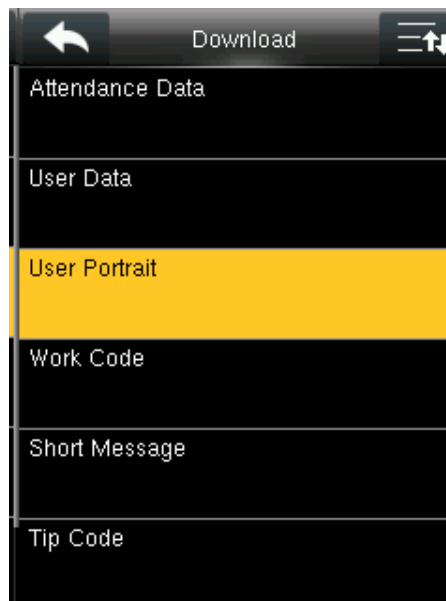


Select the items you want to download.

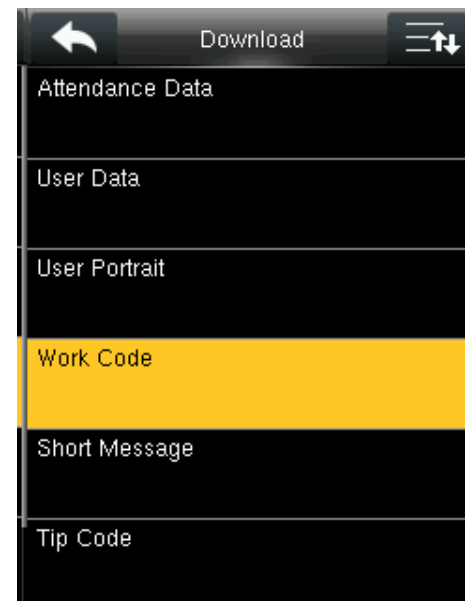
Here when we select the **Attendance Data** it will import all the attendance data from the FFR terminal to USB disk



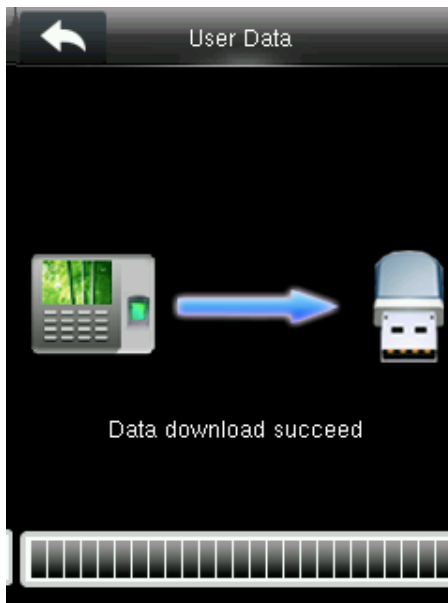
User data will import all the user information, fingerprints and facial images from the FFR terminal to a USB disk



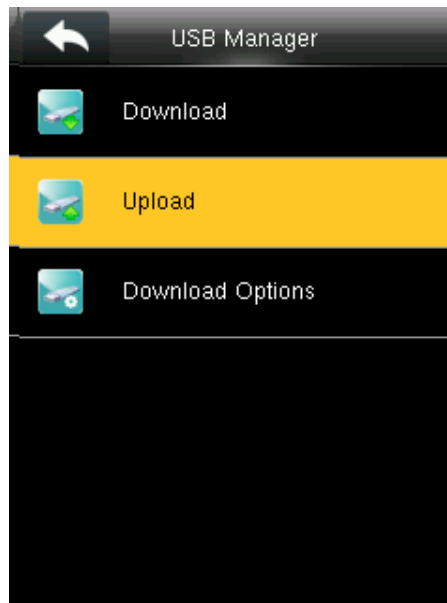
User Portrait will Import the employees' photos from the terminal to a USB disk.



Work code will save the work IDs on the device to a USB drive



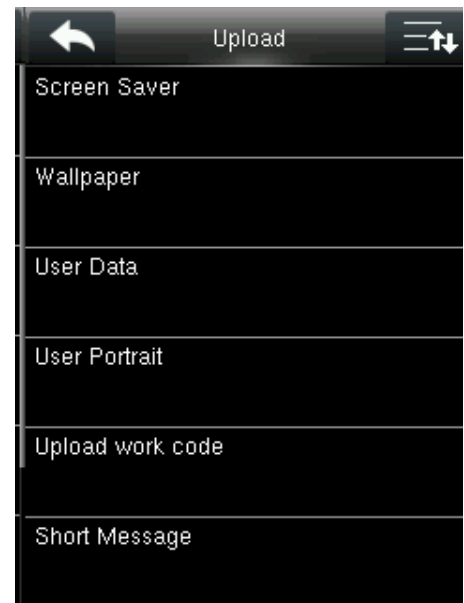
The short message will be displayed by the administrator and will be import from terminal to USB disk.



8.2 UPLOAD

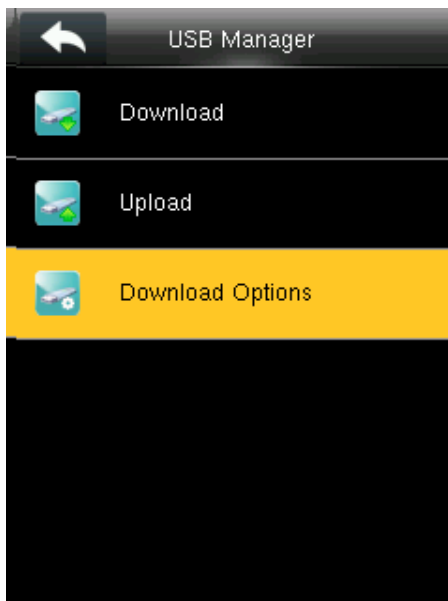
Select **Upload**.

In Upload it will upload all the data from USB disk to terminal.



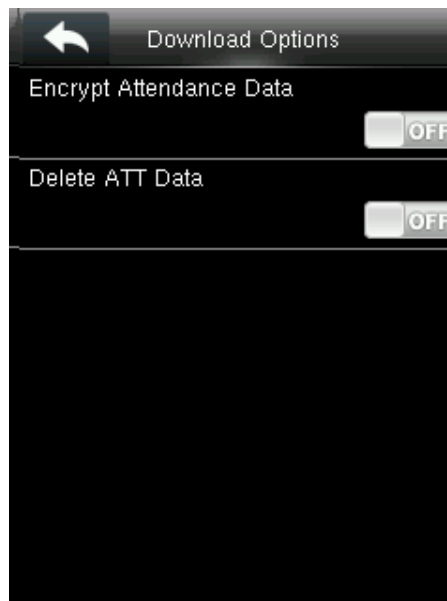
Screen saver will Upload the JPG documents with "ad_" as initial letters of document names stored in a USB disk to the terminal. After the upload, these pictures can be displayed on the initial interface of the terminal.

See page 53 for detailed instructions

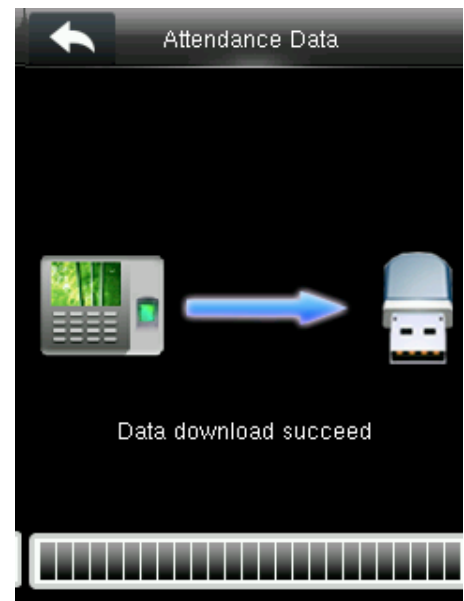


8.3 DOWNLOAD OPTIONS

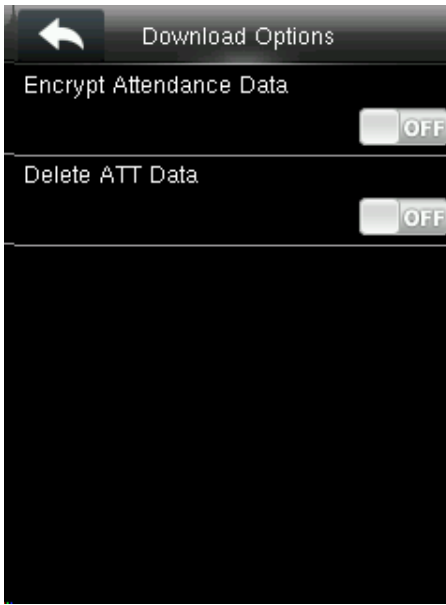
Select **Download Options**.



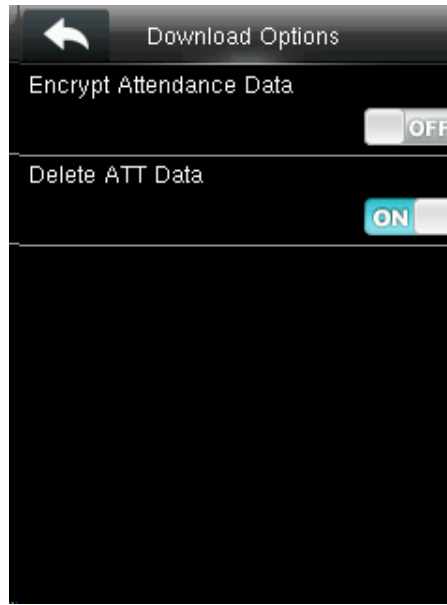
Select items. When the setting is completed, save the setting and exit.



This will download all the encrypted attendance data of the employee.



If the **ATT data** is **OFF** it won't download any data as the function is disabled.



If the **ATT data** is **ON** it will download the data as the function is enabled.



Instructions for Uploading Wallpapers and Screensavers Via USB Pen Drive

PREREQUISITES: Supported File Extensions: bmp, jpg, png

Image File Size: No larger than 200 KB

Resolution Sizes: 240x295 pixel

Wallpaper:

1. Created a folder in the root of the USB drive labeled **wallpaper**
2. Place the desired wallpapers inside this folder. Make sure to follow the supported file types and sizes.
3. The filename for each image should be followed as the image below:

Name	Size	Type
wallpaper9.jpg	38 KB	JPG File
wallpaper10.jpg	43 KB	JPG File
wallpaper11.jpg	12 KB	JPG File
wallpaper12.jpg	80 KB	JPG File
wallpaper13.jpg	43 KB	JPG File

Make sure to start from **wallpaper9.jpg** to avoid overwriting existing wallpaper images

4. Insert USB drive to device and navigate to USB Manager>Upload>Wallpaper.
5. Select the images you wish to upload or upload all the pictures at once.

Screen Saver:

1. Created a folder in the root of the USB drive labeled **advertise**
2. Place the desired screen savers inside this folder. Make sure to follow the supported file types and sizes.
3. The filename for each image should be followed as the image below:

Name	Size	Type
ad_pic9.jpg	38 KB	JPG File
ad_pic10.jpg	43 KB	JPG File
ad_pic11.jpg	12 KB	JPG File
ad_pic12.jpg	80 KB	JPG File
ad_pic13.jpg	43 KB	JPG File

Make sure to start from **ad_pic9.jpg** to avoid overwriting existing screensaver images

4. Insert USB drive to device and navigate to USB Manager>Upload>Screen Savers.
5. Select the images you wish to upload or upload all the pictures at once.

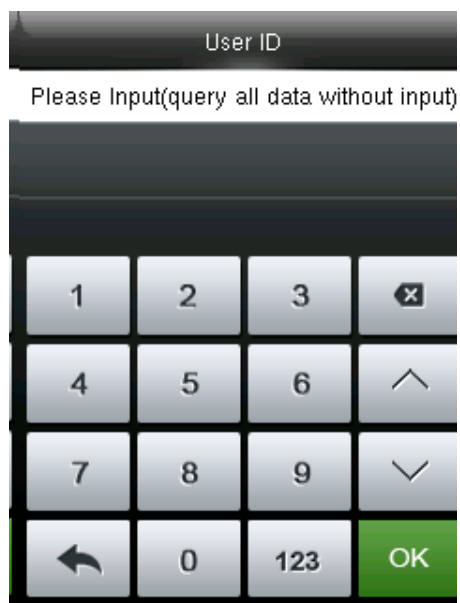


ATTENDANCE SEARCH

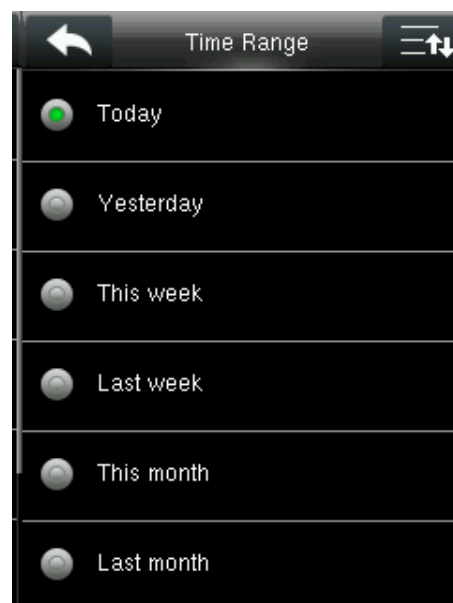
ATTENDANCE SEARCH



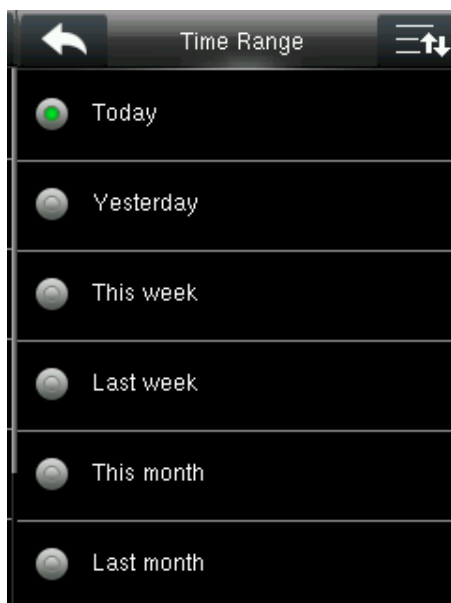
Go to menu and select **Attendance Search**.



Enter the id you want to view the data in the input section by using the keypad and press **OK**.



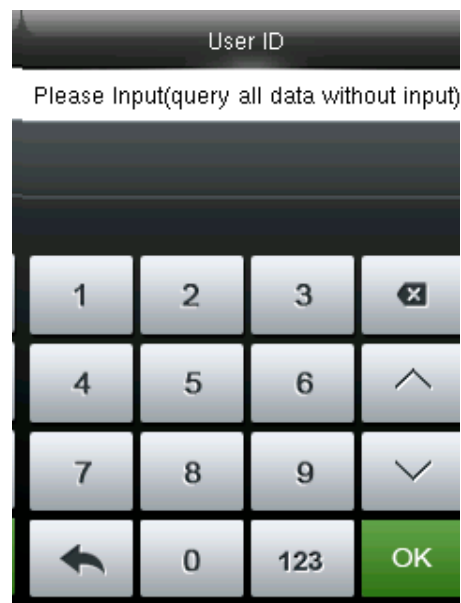
Enter the time range.



After you enter the ID it will give you options to view the attendance records for today or other weeks.

Date	User ID	Attendance
11-13		04
	1	10:21 10:20 10:18 10:17

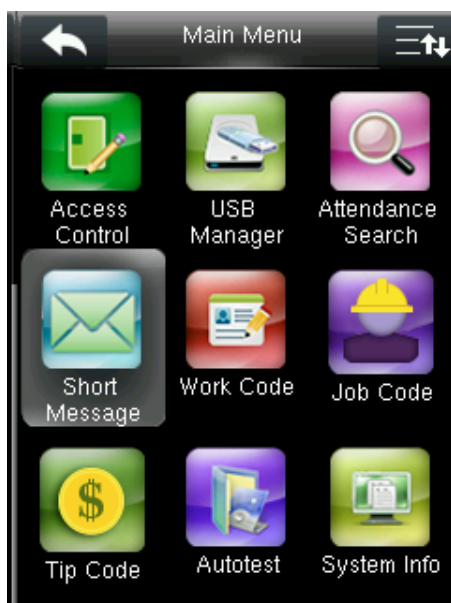
The records in accordance with the conditions will be displayed as above.



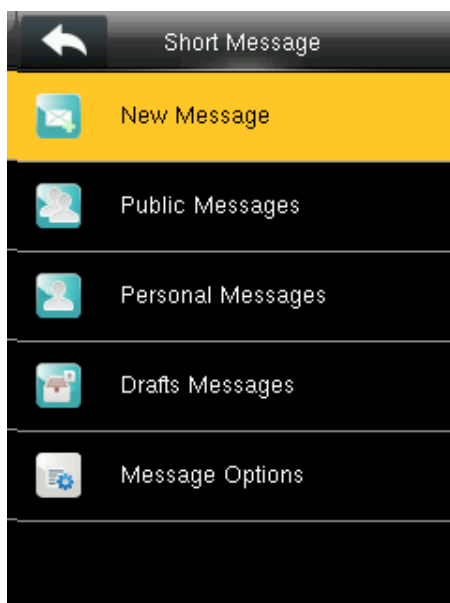
Enter the other ID you want to view for the attendance record.



SHORT MESSAGE

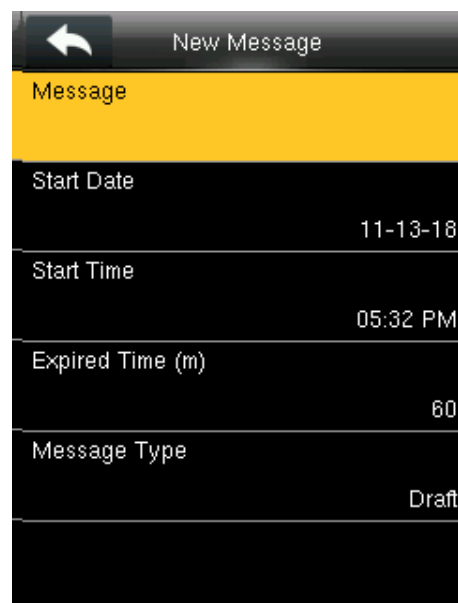


Go to Menu and select **Short Message**.

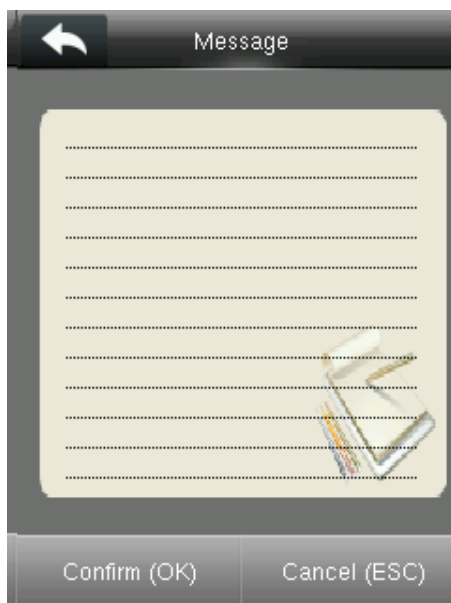


10.1 NEW MESSAGE

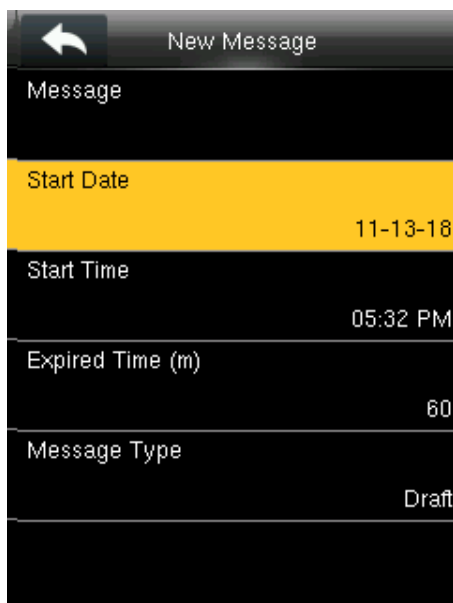
Click on **New Message**.



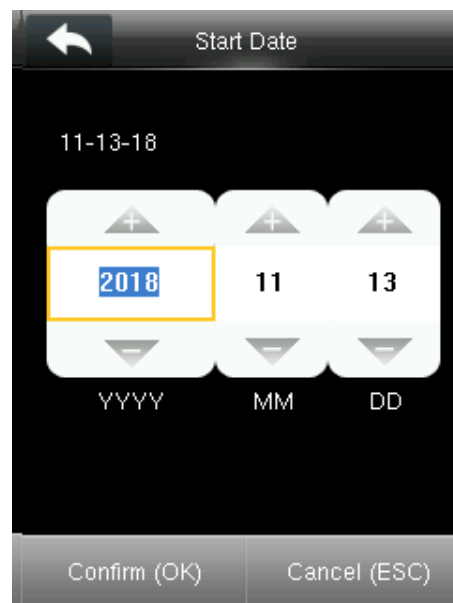
Click on the **Message** option as shown above.



After you click on "Message" the above screen will appear in which you can type the message with the help of keypad you wish to send.



Click on **Start Date**.



Here you can edit the date you wish the message to be displayed.

New Message

Message

Start Date 11-13-18

Start Time 05:32 PM

Expired Time (m) 60

Message Type Draft

Click on **Start Time**.

Start Time

05:32 PM

05 32 PM

HH MM

Confirm (OK) Cancel (ESC)

Here you can edit the "Start Time" to what time you want the message to be displayed.

New Message

Message

Start Date 11-13-18

Start Time 05:32 PM

Expired Time (m) 60

Message Type Draft

Click on **Expired Time**.

Expired Time (m)

☐ Never Expire

☐ 30

☒ 60

☐ 90

☐ 120

☐ User Defined

Here you can choose the time you want the message to be expired from the screen.
The "Expired Time" ranges in minutes.

New Message

Message

Start Date 11-13-18

Start Time 05:32 PM

Expired Time (m) 60

Message Type Draft

Click on **Message Type**.

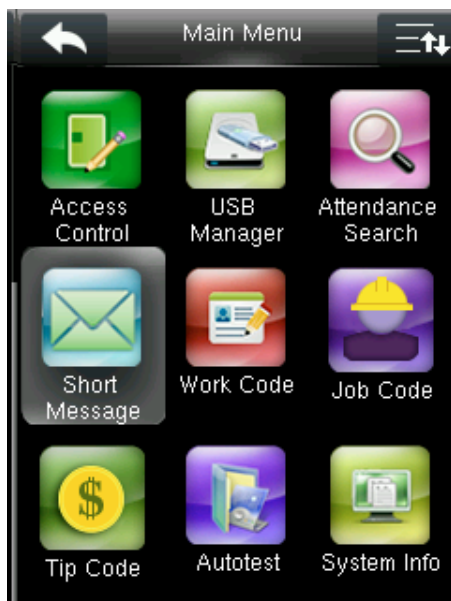
Message Type

☐ Public

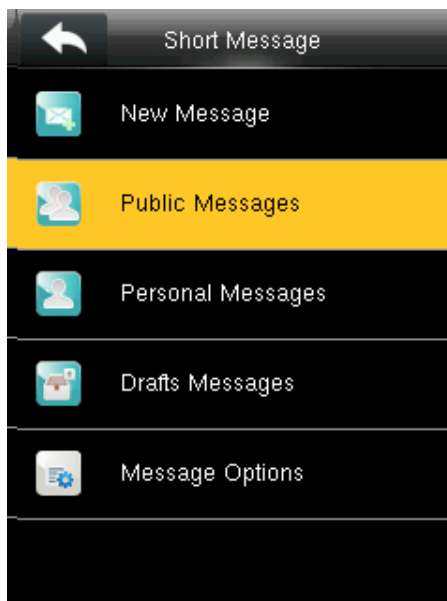
☐ Personal

☒ Draft

From the menu above you can select the "Message Type" you wish to display.

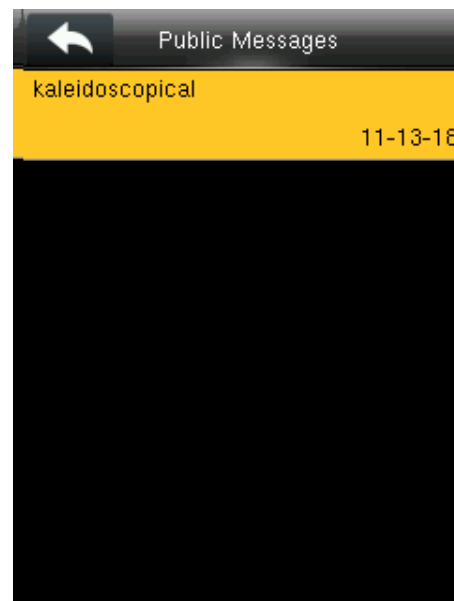


Go to Menu and select **Short Message** .

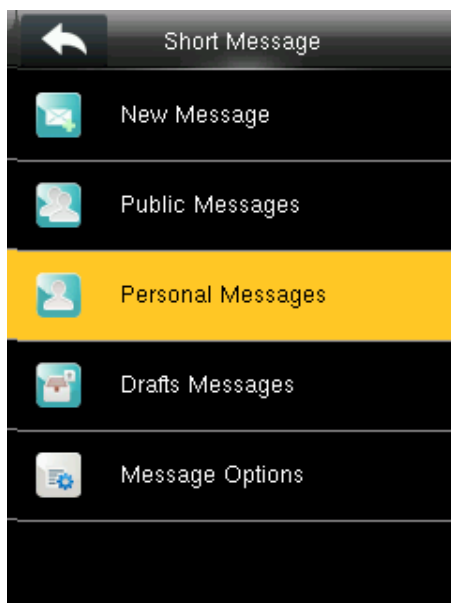


10.2 PUBLIC MESSAGES

Select **Public Message** .

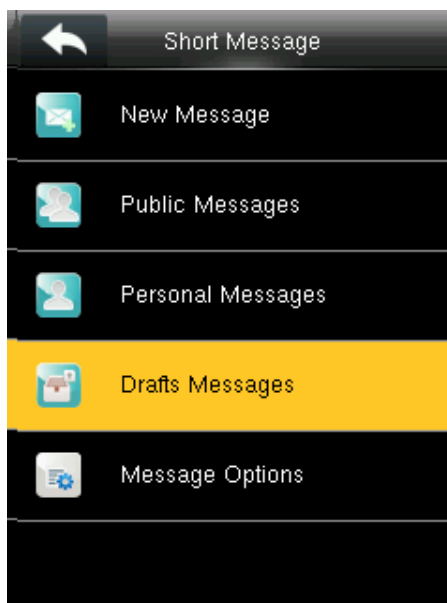


The message will be displayed on the screen as above.



10.3 PERSONAL MESSAGES

Here also if you want to view any Personal Message click on **Personal Message** .

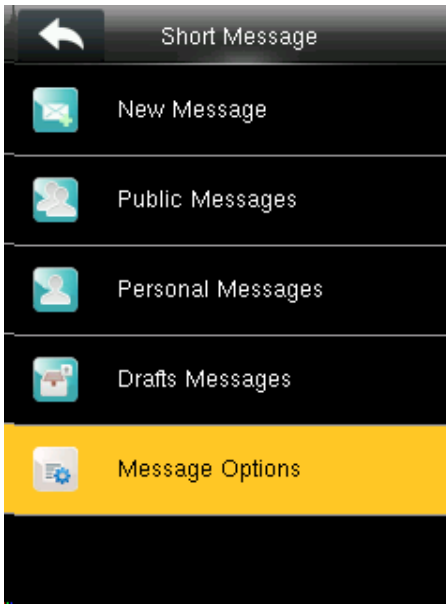


10.4 DRAFT MESSAGES

Select **Draft Messages** .

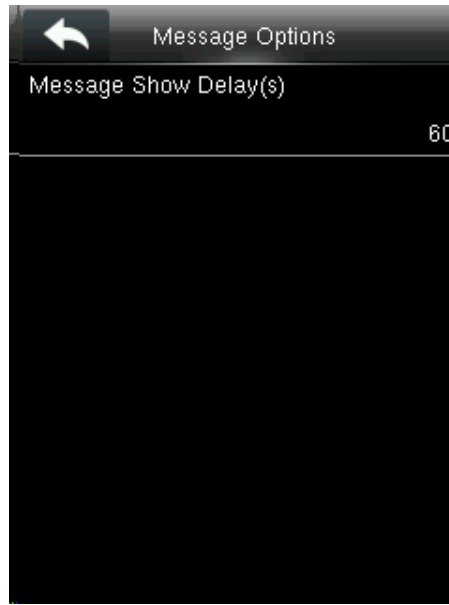


The draft messages will be displayed as above.

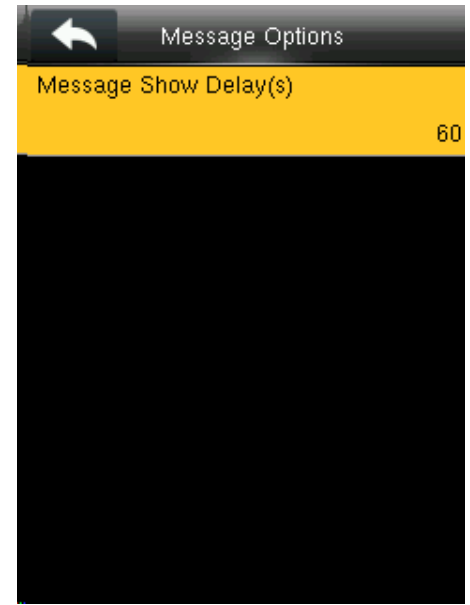


10.5 MESSAGE OPTIONS

Select **Message Options** .



Press **OK**.



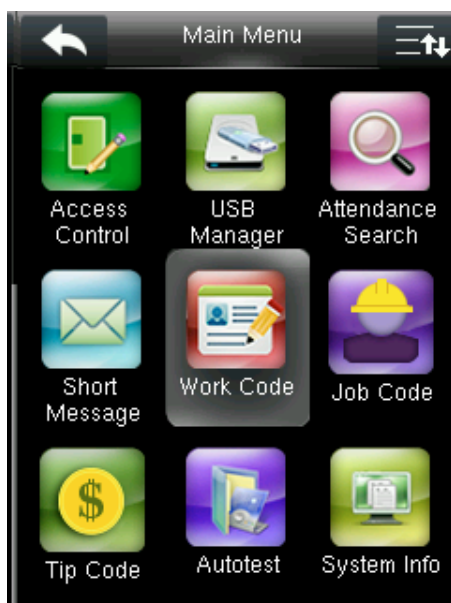
Select the **Time** .



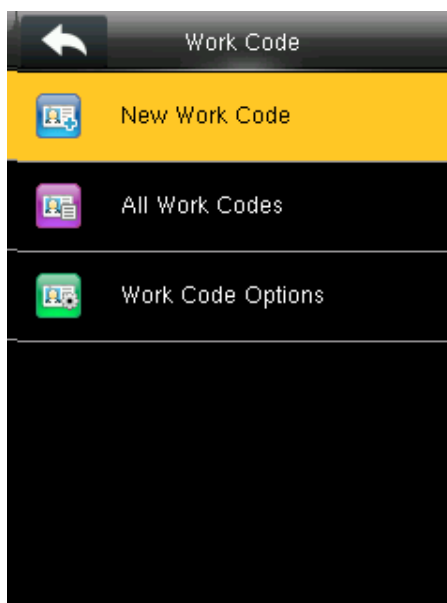
You can delay the message shown from above options



WORK CODE

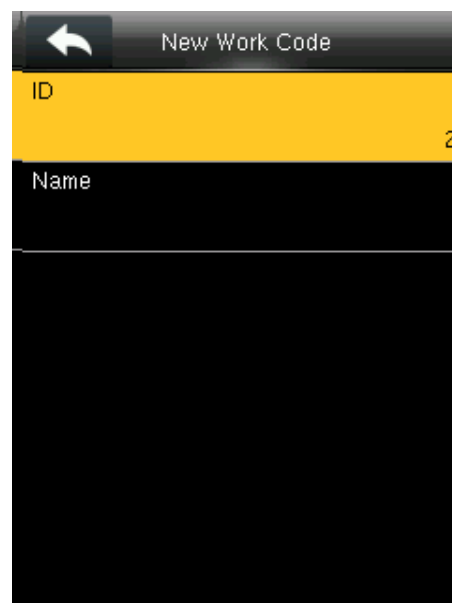


Go to menu and select **Work Code**.



11.1 NEW WORK CODE

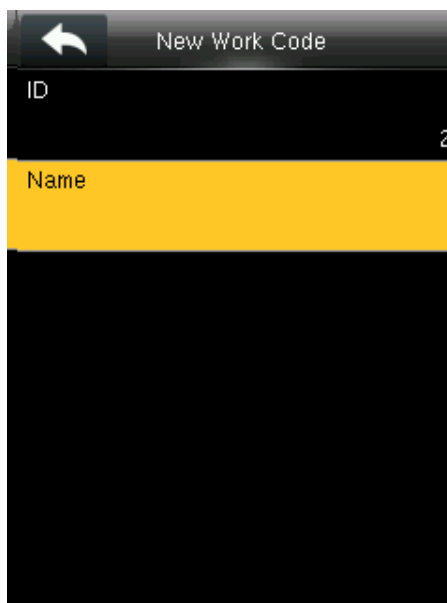
Select **New Work Code**.



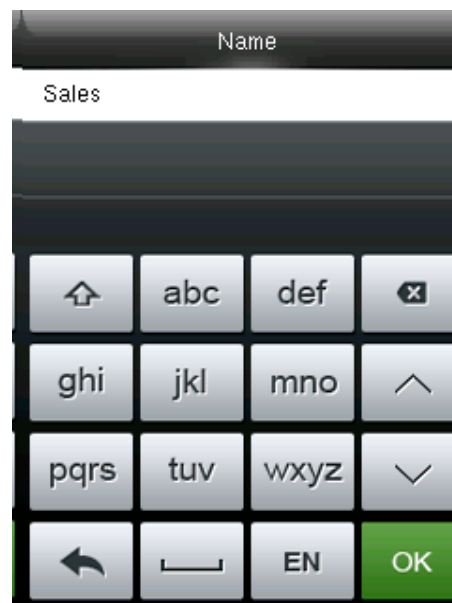
Select **ID**.



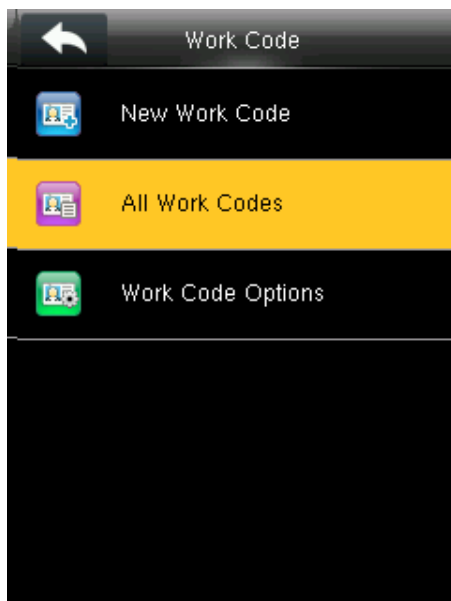
Enter the user ID using keypad, press **OK**.



Select **Name**.

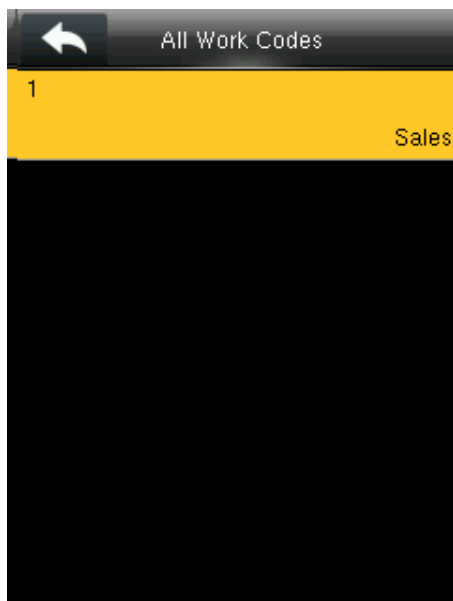


Enter the name then press **OK**.

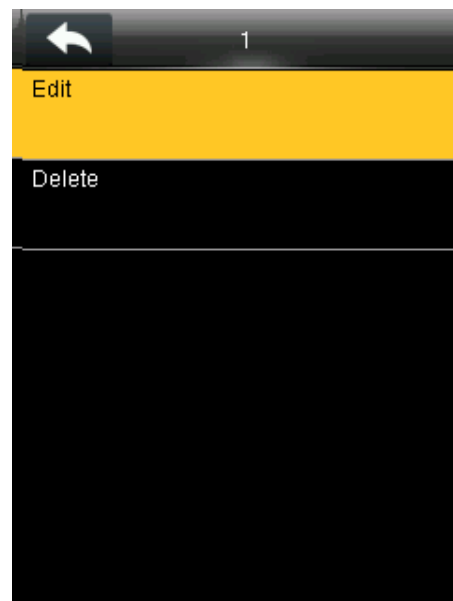


11.2 ALL WORK CODES

Select **All work codes**.

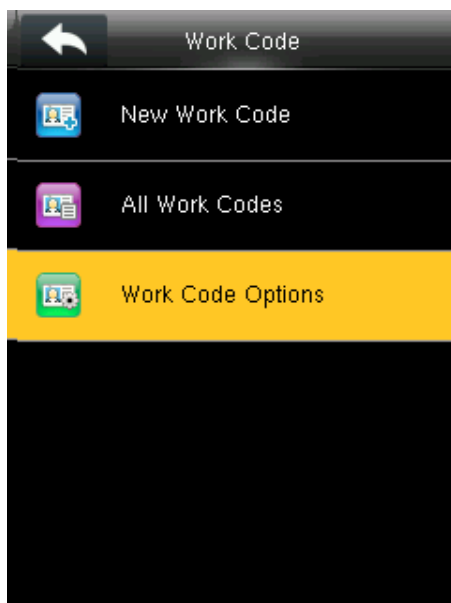


View **All work codes**.



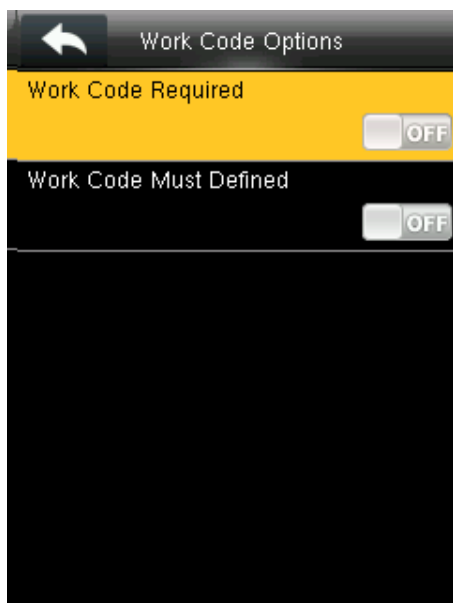
Select the one you want to edit or delete.

In edit you can edit the information and delete will delete the work code for that ID.

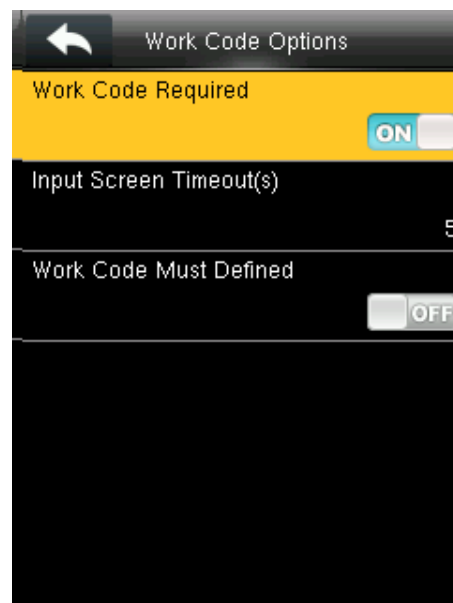


11.3 WORK CODE OPTIONS

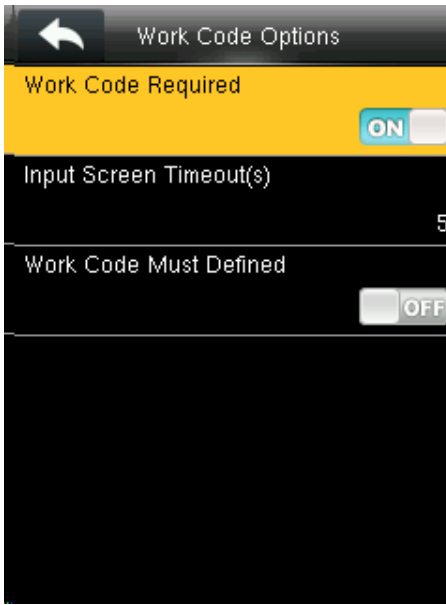
Select **Work code options**.



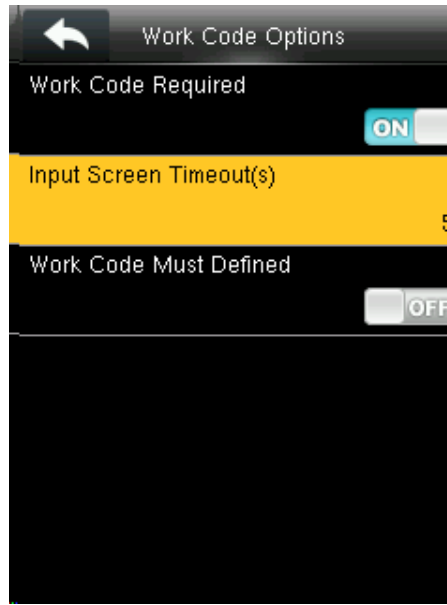
When the work code required is **OFF** it will disable the required work code.



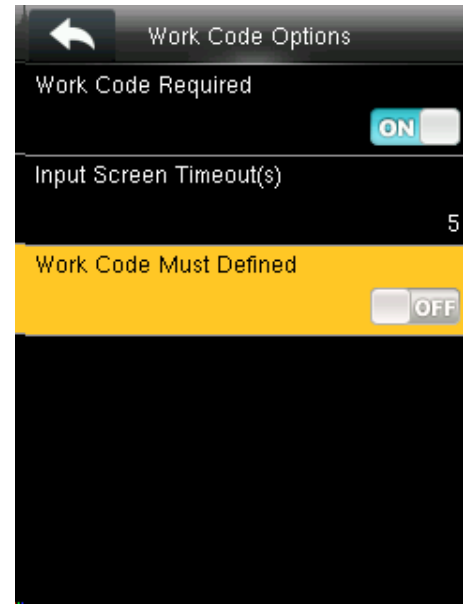
Select **ON** for workcode required.



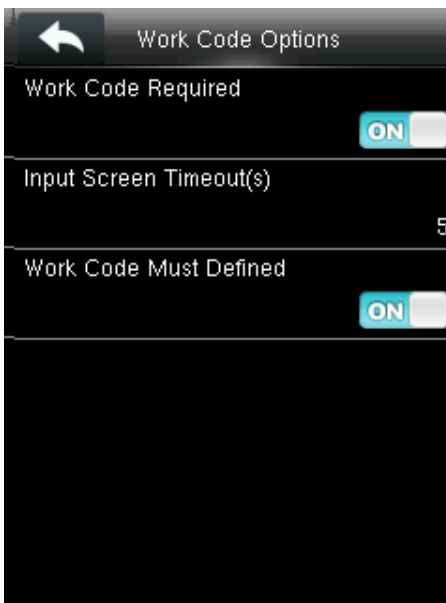
When you turn **ON** the workcode required it will ask you to set the timeout for the input screen. Click on input screen timeout.



Here you can change the timeout for the input screen from the image above. The timeout is in seconds.



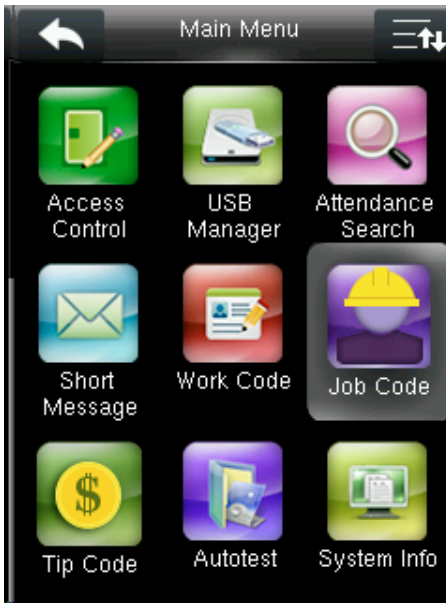
When you select **OFF** for the function above the work code will not be defined and will be disabled.



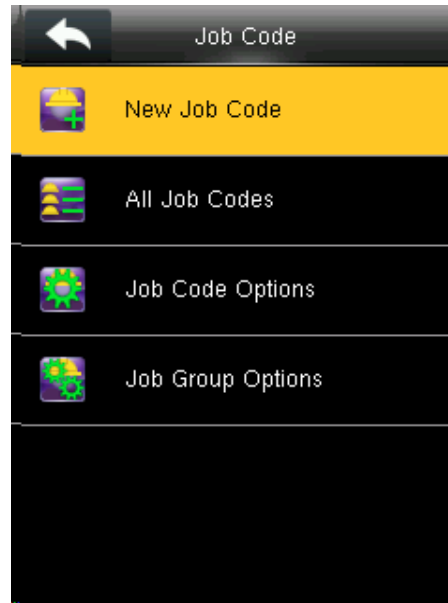
When you turn **ON** the work code will be defined and it will enable that function.

12

JOB CODE

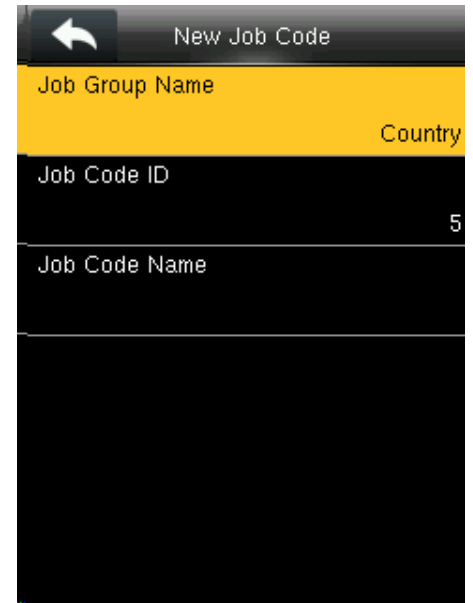


Go to menu and select **Job code** icon.

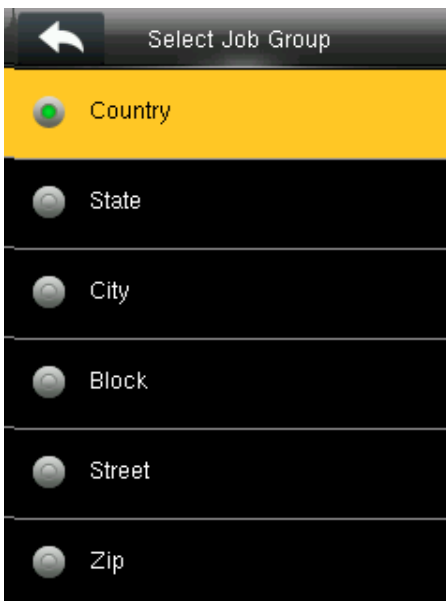


12.1 NEW JOB CODE

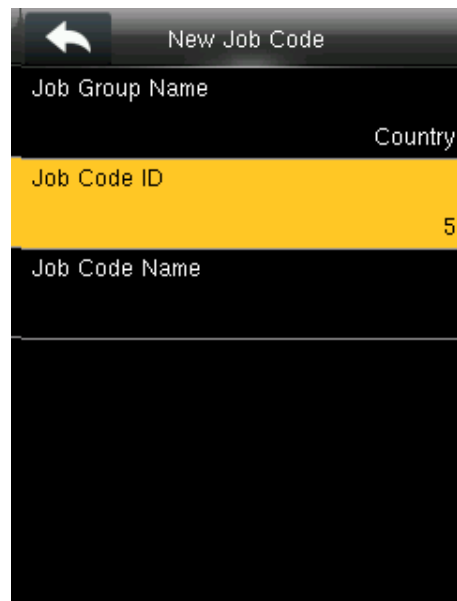
Select **New Job Code**



Select Job Group ID and then assign a particular job code from the category such as **Country** as shown above.



Select **Country**. The job group id will be selected as country.



Select **Job Code ID**



Enter Job Code ID or edit Job ID to represent the job code such as NO. 1 as shown above.

Select **Job Code Name**.

Input the **Job Code Name** in the box above. With the help of keypad you can input the name.

Enter the job code name **USA** as shown above

All input information you enter will be displayed on the screen as above. Press "ESC" button to go back to last menu and it will save all the information you entered

12.2 ALL JOB CODE

Go to menu and select **Job Codes**

Select **All JOB codes**.

Job Code

Country

State

City

Block

Street

Zip

Select **Country**

All Job Codes

1 USA

2 UK

3 Mexico

4 Canada

There is only one job code "USA" assigned in to this group "Country 1"

Job Code

Country

State

City

Block

Street

Zip

Select **State**

All Job Codes

1 USA

61 Great Manchester

201 New Jersey

202 Washington

212 New York

312 Illinois

After selecting state, it will display all the job codes assign to different states as shown above. Select **Great Manchester** as shown above to select the particular state

Job Code

Country

State

City

Block

Street

Zip

Select **CITY**

All Job Codes

1 Honolulu

2 Chicago

3 Manchester

26 Mexico City

201 Jersey City

973 Piscataway

After selecting CITY all the job codes will be displayed according to the city as shown above and you can select whichever is applicable to you.

Job Code

Country

State

City

Block

Street

Zip

Select **BLOCK**

All Job Codes

1 1st Block

2 8th Block

3 5th Block

4 101st Block

The different block will appear.
Select 1st block as shown above to select the particular block

Job Code

Country

State

City

Block

Street

Zip

Select **Street**

All Job Codes

1 Market Street

2 West Main Street

3 East Street

4 Sepulveda Blvd

5 Bernardino Rd

The different Streets will appear as shown above.
Select Market street as shown above to select the particular street

Job Code

Country

State

City

Block

Street

Zip

Select **ZIP**.

All Job Codes

1 08854

2 08856

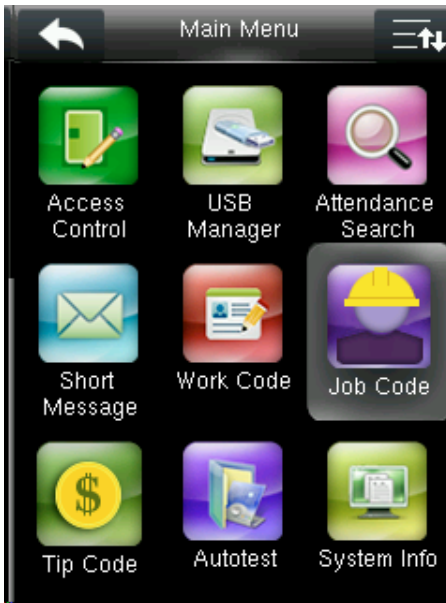
3 07097

4 07101

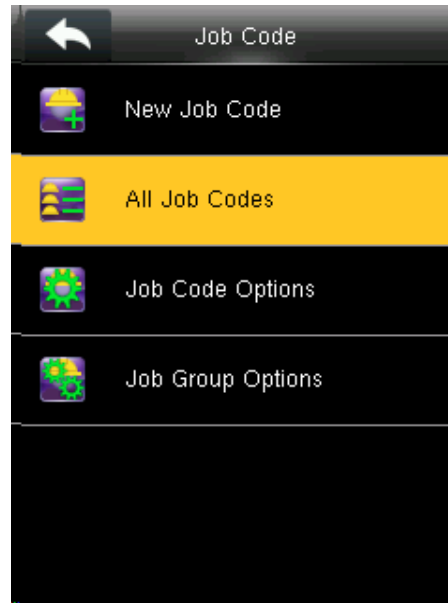
5 91740

6 90249

The different ZIP codes will appear as shown above.
Select ZIP Code 08854 as shown above to select the job code for that zip code.

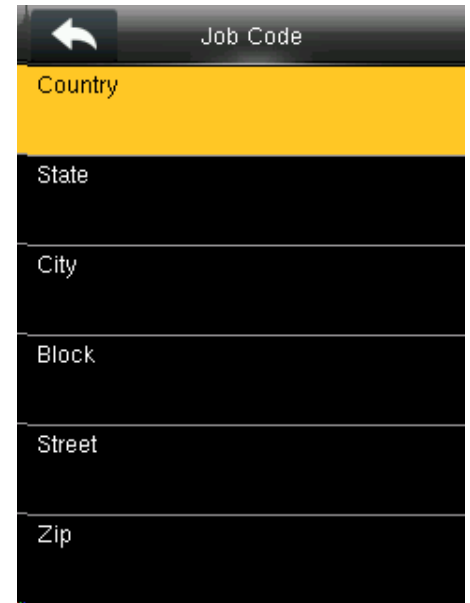


Go to menu and select **Job Code**.



12.2 ALL JOB CODES

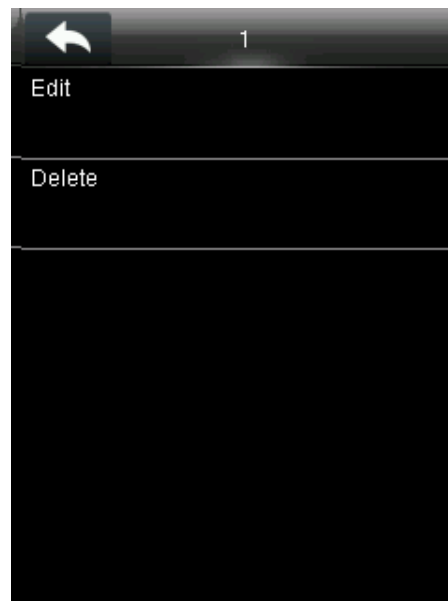
Select **All Job codes** options.



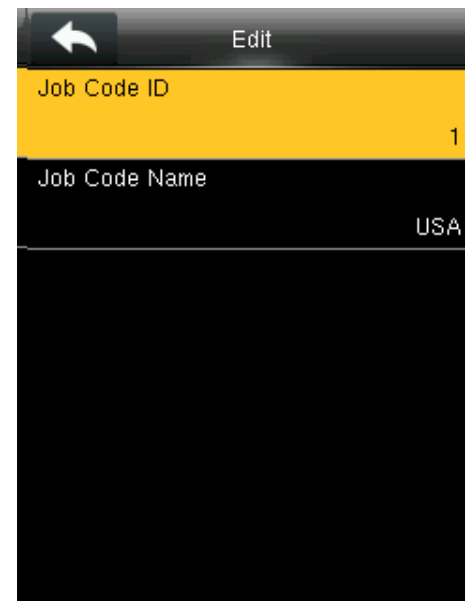
Select **Country**.



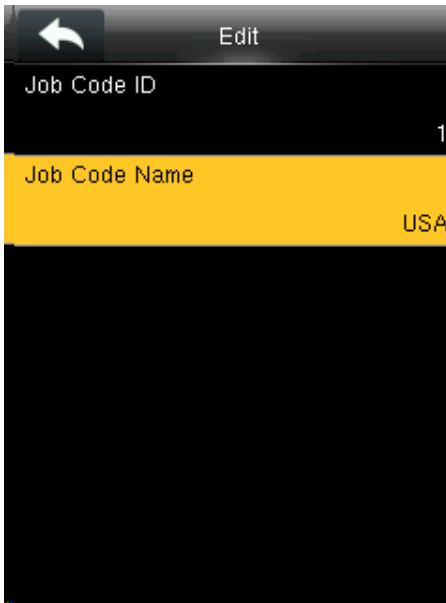
The job codes assign to different country will be displayed as shown above. Select **1 USA** for the particular job code for that country.



After selecting 1 USA click on the **Edit** function.



Click on the **Job code ID** if you want to edit the id number from 1 to different number.



Click on **Job Code Name** to edit the name for that job code



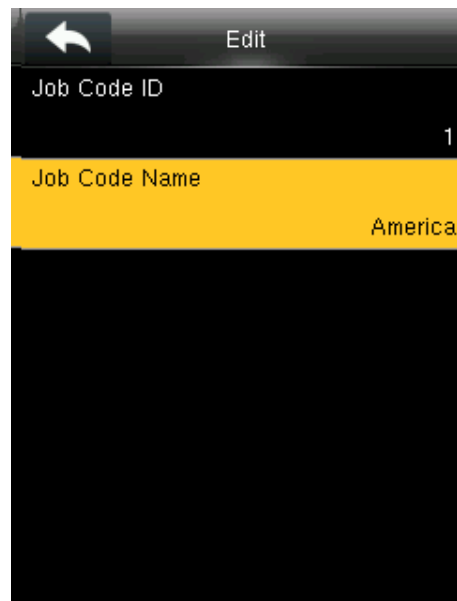
Enter the **Job code Name** by using the keypad.



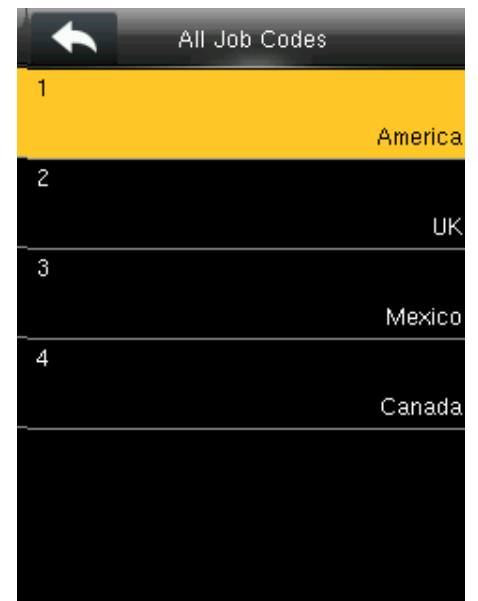
Change the name from "USA" to America



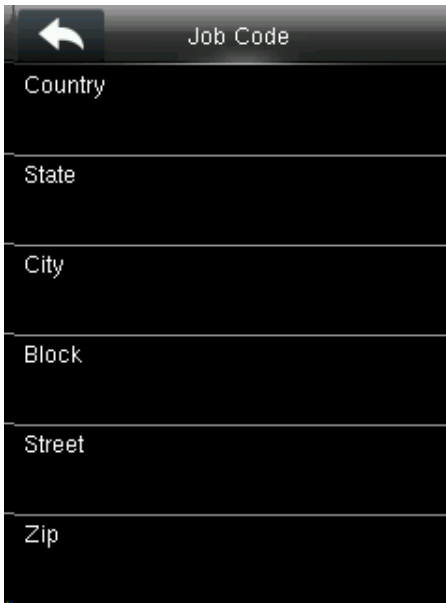
Click on confirm **OK** button to select America.



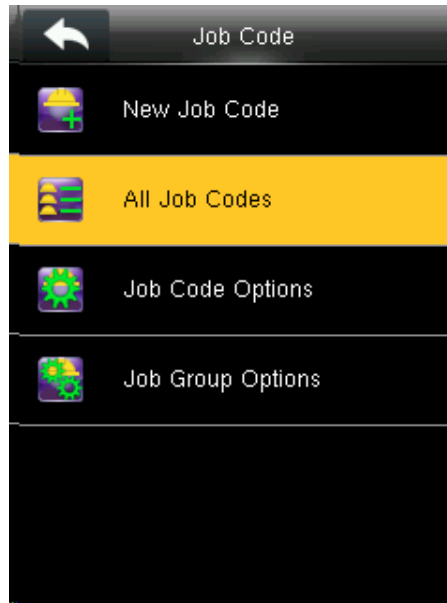
The job code name will change to America as shown above.



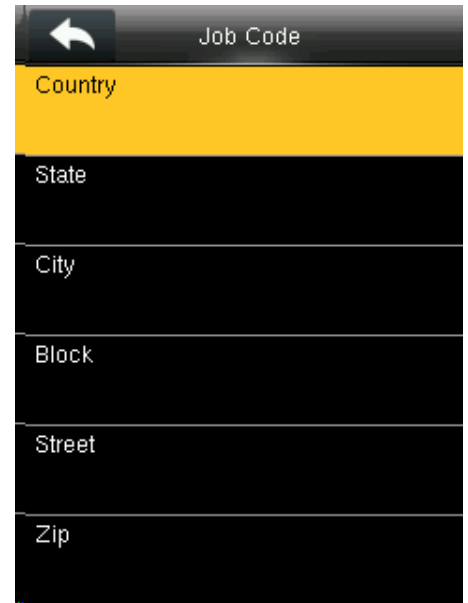
When you select all job code America will be displayed in job code ID 1 as shown above.



To delete the job codes in the particular group
Go to menu and select **Job Code**.



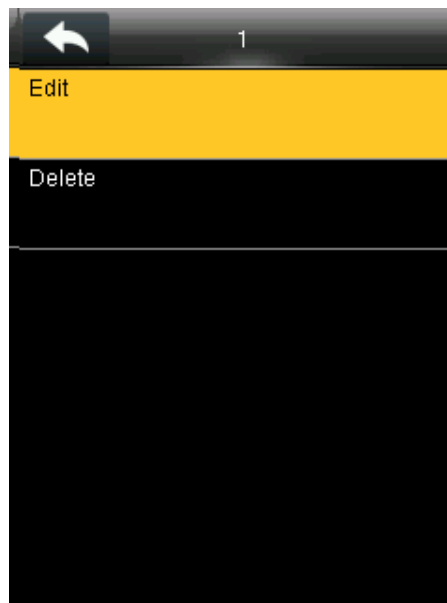
Select **All Job Codes**.



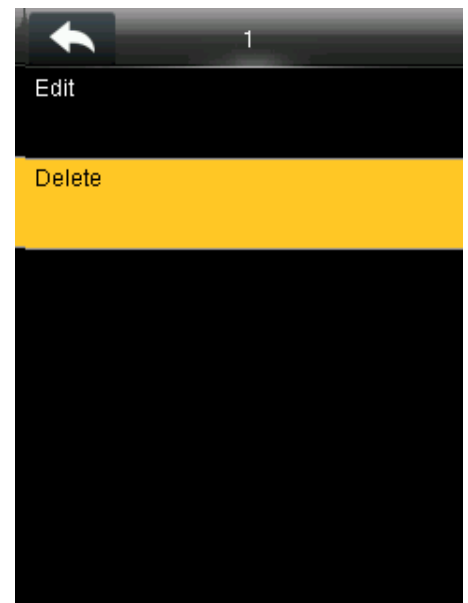
Select **Country** as shown above.



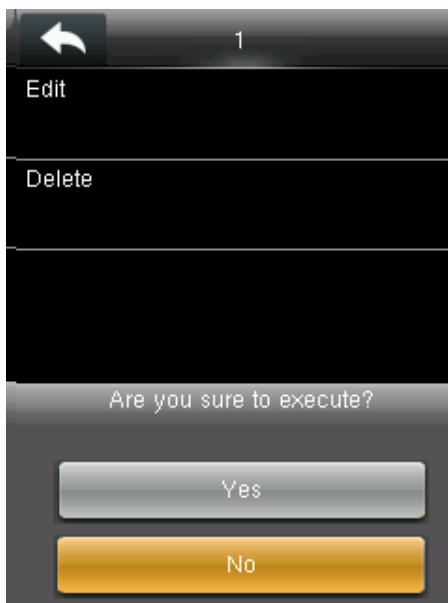
Select the job code you wish to delete.
Here select **USA**.



Click on the **Edit** function to change the name
of the group.

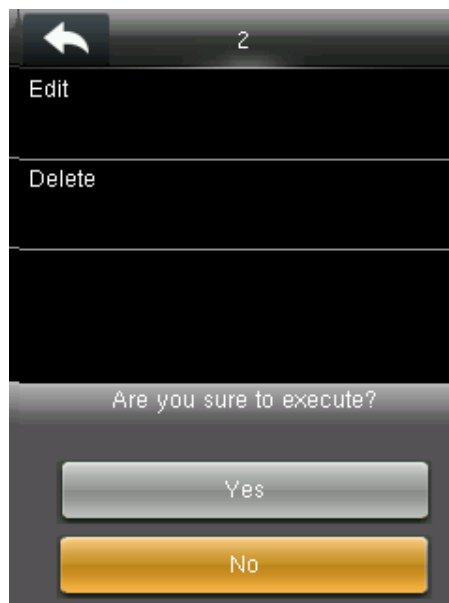


When you select **Delete** it will delete the particu-
lar group you want to delete.



When you press **Delete** the above screen will be displayed.

When you press **NO** to execute it will go back to last menu screen and nothing will be edited or deleted.

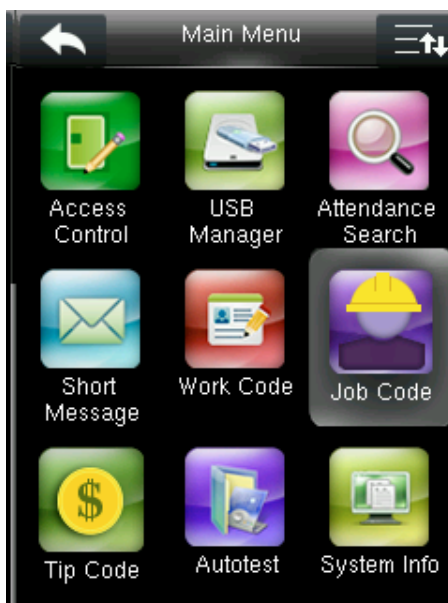


When you press delete the above screen will be displayed.

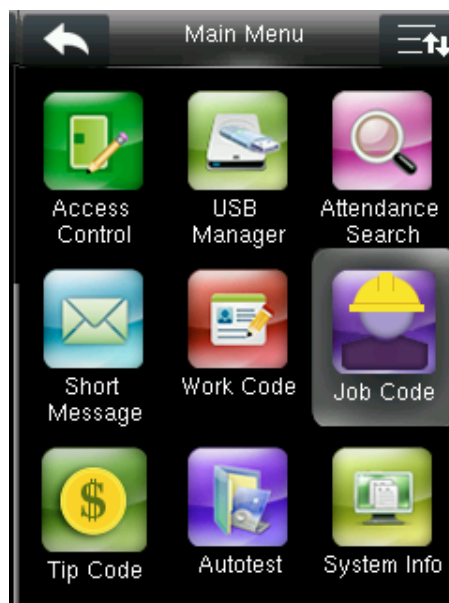
When you press **YES** to execute it will execute the function and delete the particular job group you selected "Country".



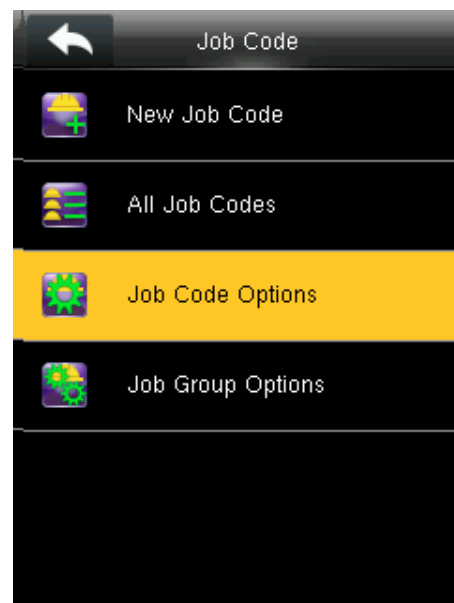
Group name Country is deleted and the other groups remains as shown above.



Job Code Options_Menu_Operation
Go to menu and select **Job Code** icon.

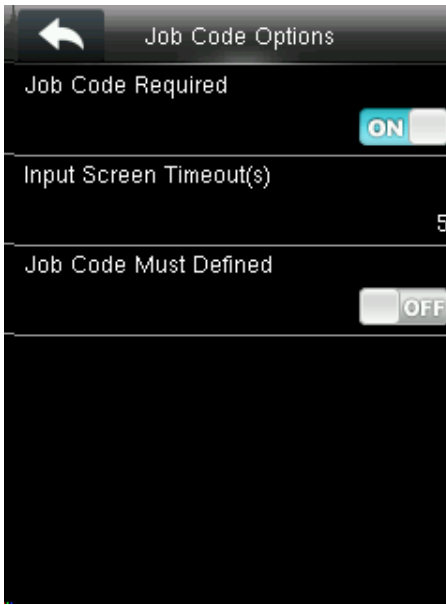


Job Code Options_Menu_Operation
Go to menu and select **Job Code** icon.

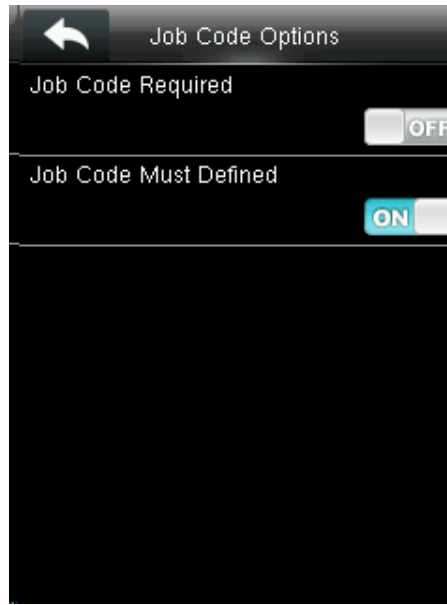


12.3 JOB CODE OPTIONS

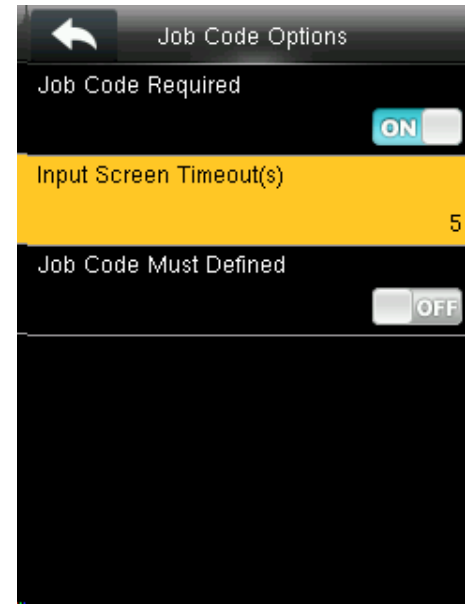
Select **Job Code Options**.



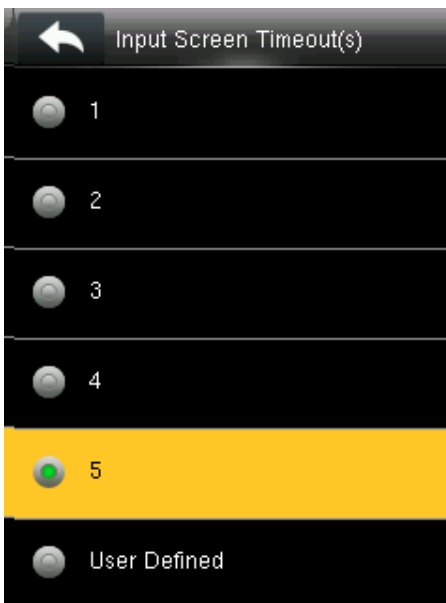
Turning **ON** options will enable and **OFF** options will disable the **Job Code Required** function "Input Screen Timeout(s)" to set up the time period for displaying the job code list in seconds. Switch **Job Code Must Defined** to force a job code to be selected before verification.



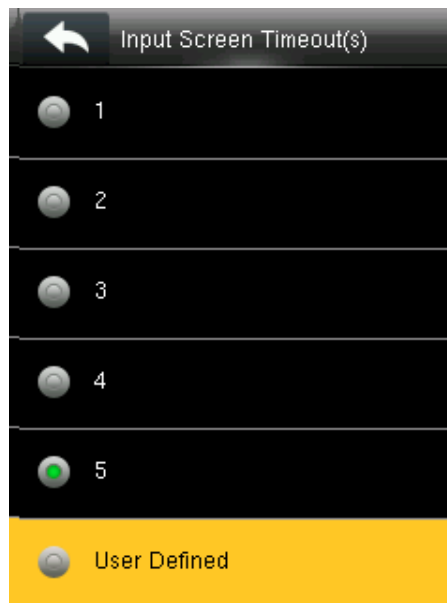
When you turn OFF the job code required function it will disable that function. When you turned ON the job code must have defined it will enable the function and it will show as image above.



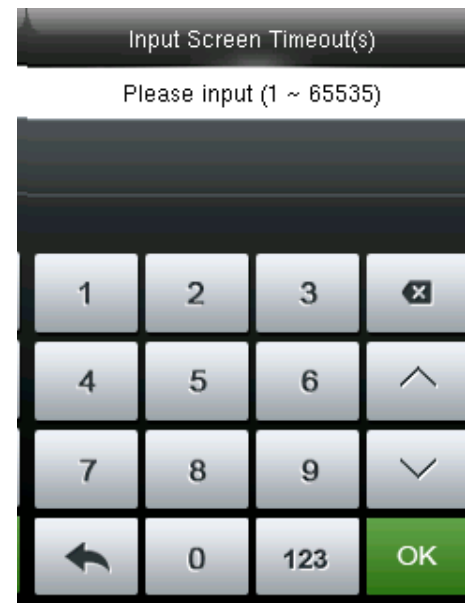
Select Input Screen Timeout as shown above.



Select the time you want the screen to go idle. In this case 5 seconds is selected. When you select 5 seconds the screen will go to idle state if no registration or activity is performed on the clock.



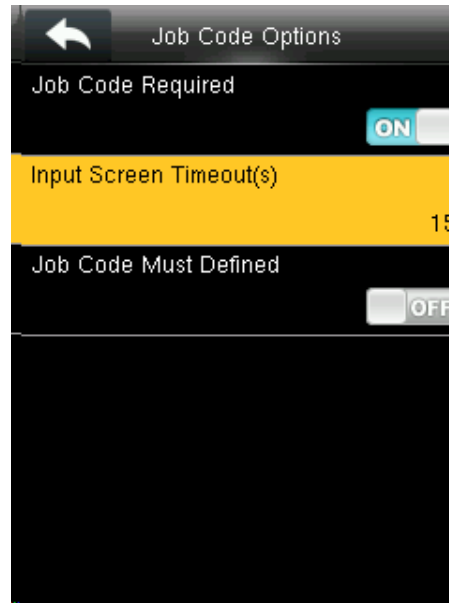
Select user defined function as shown above to set your own time for input screen timeout.



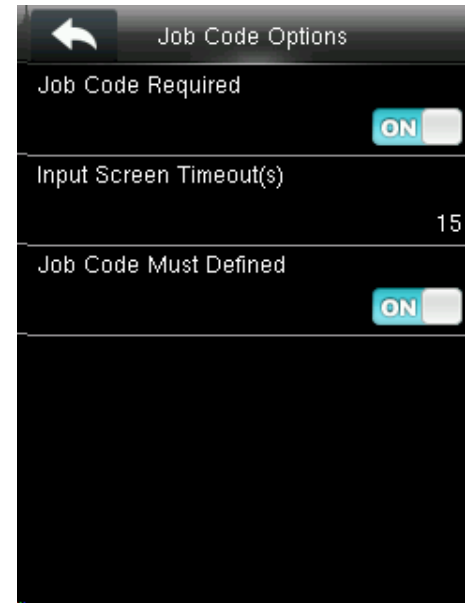
After selecting user defined function, the screen above will allow you to input the time.



Here we put 15 seconds and then click on confirm **OK** function to get that time selected.



After pressing confirm **OK** function the image will be displayed as above.

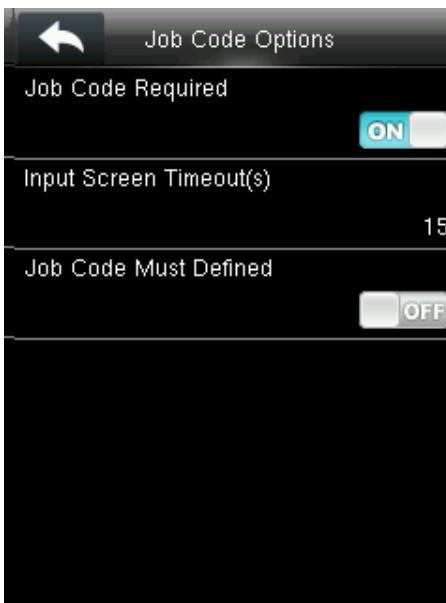


Turning **ON** options will enable the **Job Code Required** function

Switch "Job Code Must Defined" to **ON** to force a job code to be selected before verification

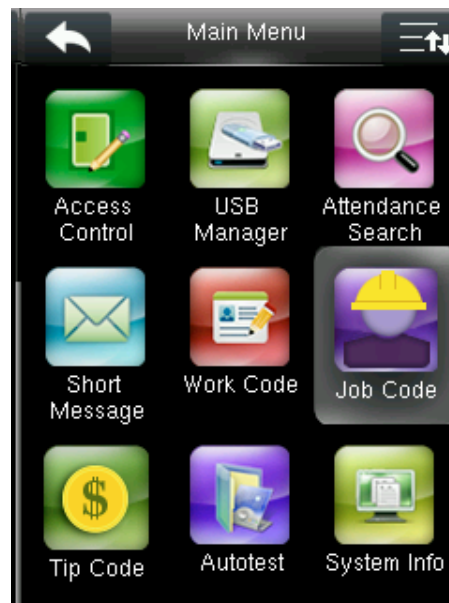
The input screen timeout for job code is selected as 15 seconds as shown above.

This screen will appear when you press the set job group name.



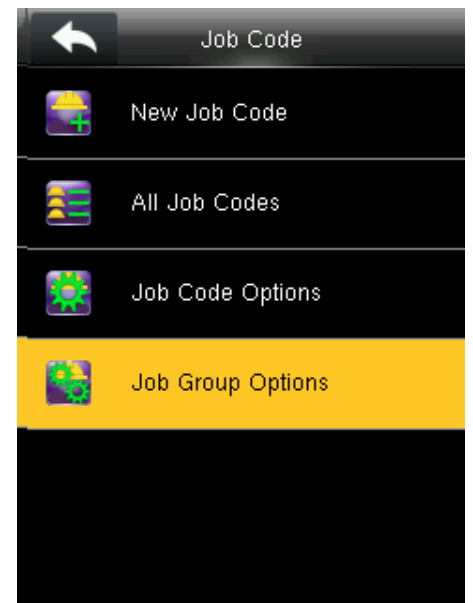
Turning ON options will enable the **Job Code Required** function.

Switch **Job Code Must Defined** to **OFF** will not force a job code to be selected before verification.

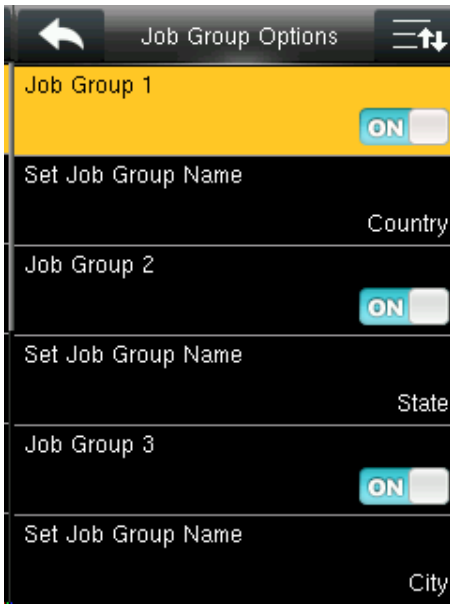


12.4 JOB GROUP OPTION MENU OPERATION

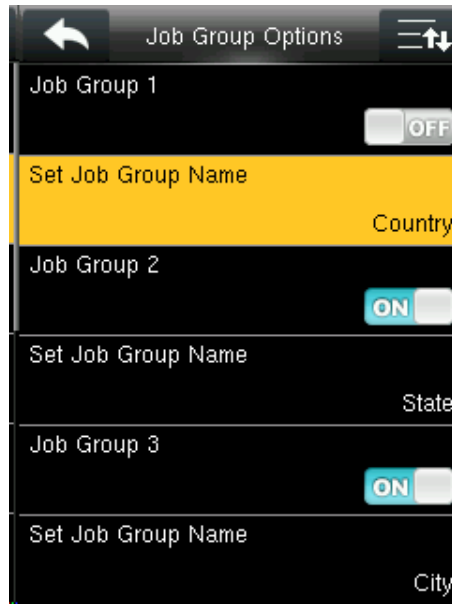
Go to menu and select **Job code**.



Select **Job Group options**.



Pressing switch will enable and disable the each individual **Job Groups**.



The name of the group can be edited using **Set Job Group Name** individually.

To set a Job Group Name click on set job group name as shown above.

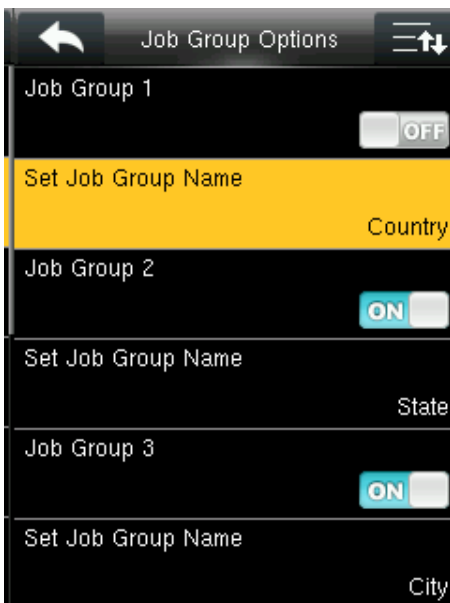


Turning **ON** options will enable the **Job Code Required** function

Switch "Job Code Must Defined" to **ON** to force a job code to be selected before verification

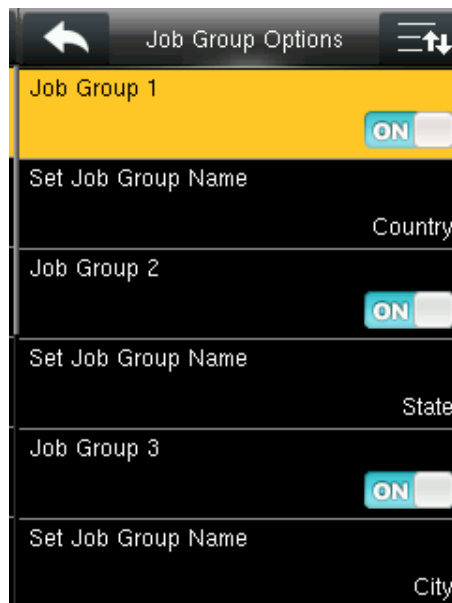
The input screen timeout for job code is selected as 15 seconds as shown above.

This screen will appear when you press the set job group name.

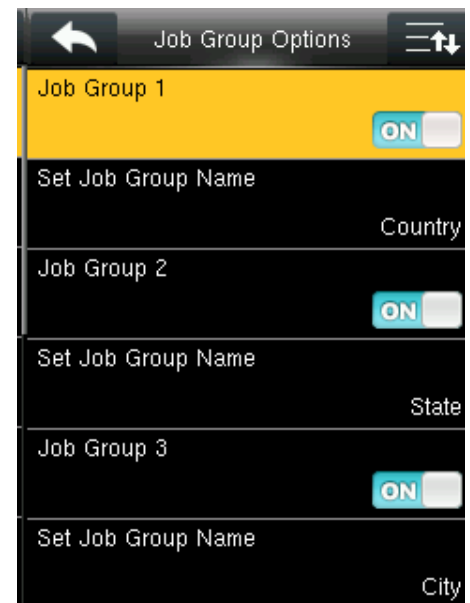


To change the job group name to country as shown above we need to press* key to switch the input method and type country using the keypad.

After that press confirm **OK** button.

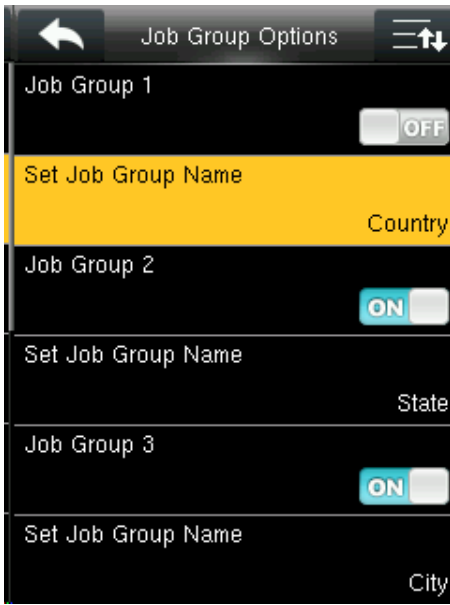


After you press confirm **OK** button the set group name will change from undefined 1 to Country as shown above.



Similar way you can put the different job group name as shown above.

Group1>> Country, group 2>> State Group3>> City.



Select the job group you want to enable by pressing **ON** functions.

Other groups with **OFF** functions will be disabled.

The job code functions will be active only to the group which is enable **ON**.



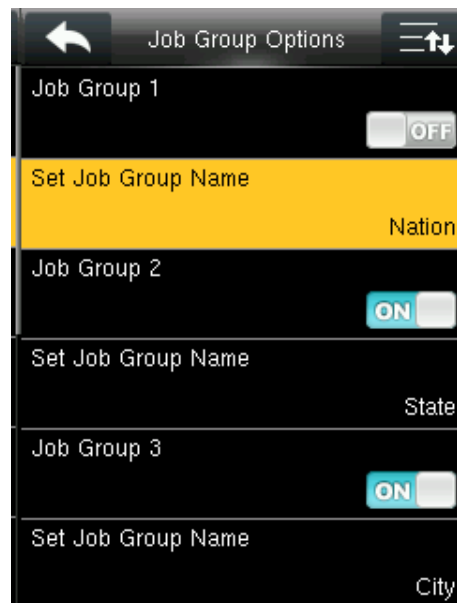
To change the group name select Set Job Group name.



Change the current group name country by pressing key on the keypad of the clock.



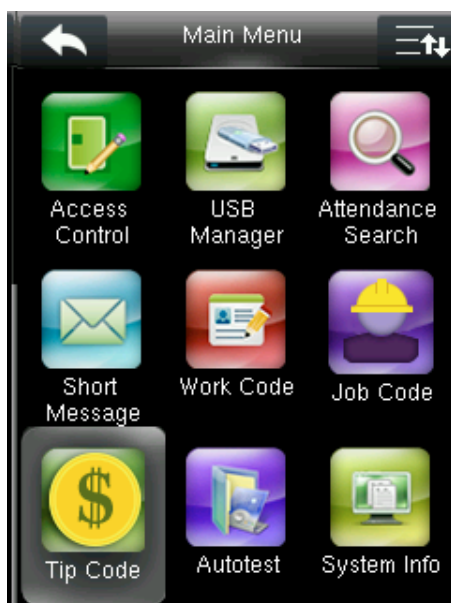
Change the group name as Nation as shown above.



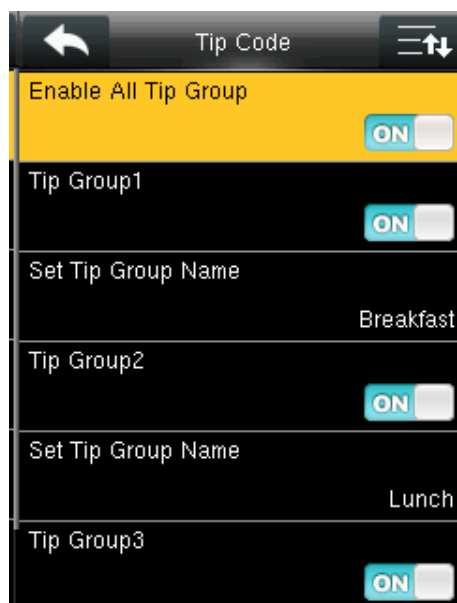
The group name will be changed to Nation as shown above.



TIP CODE



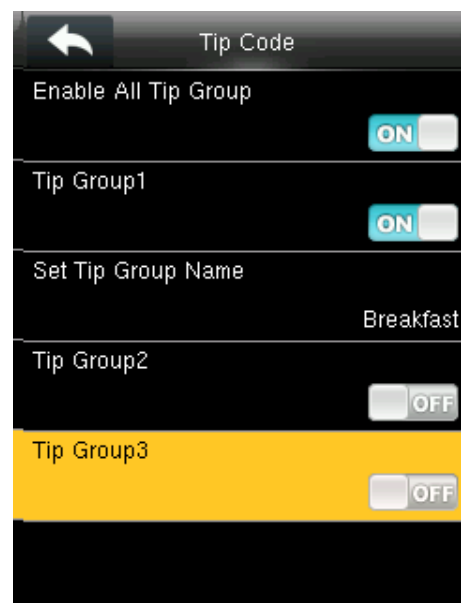
Go to menu and select Tip Code.



13.1 TIP CODE SETTINGS

Switch **Enable All Tip Group** to **ON** to enable Tip Code function; **OFF** to disable Tip Code function.

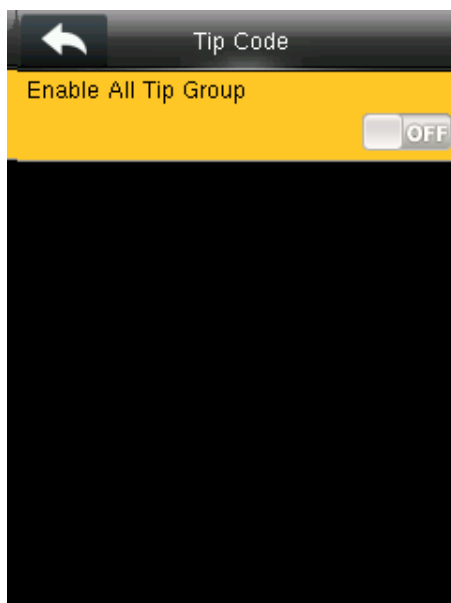
The groups can be turned on/off individually using **ON** or **OFF** associated with each tip group.



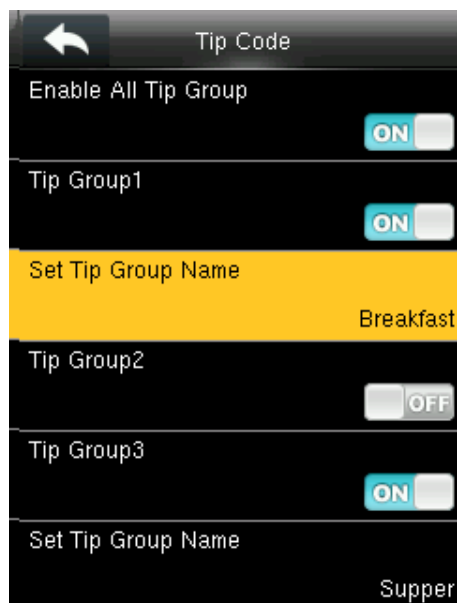
If you press **ON** it will enable that tip code function.

If you press **OFF** it will disable that tip code function.

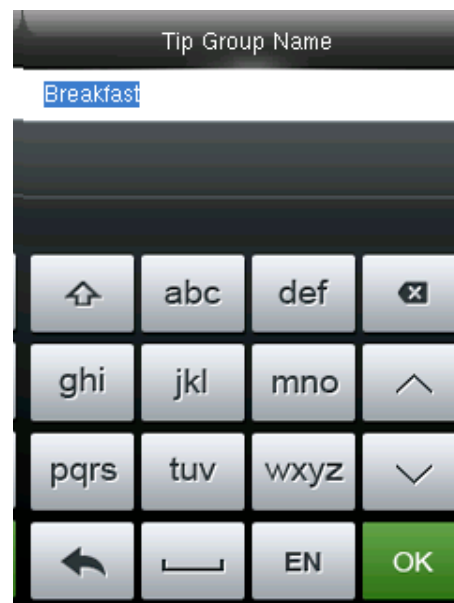
Here Tip group 1 is enabled and Tip Group 2 and 3 are disabled.



If you press **OFF** to enable all tip group it will disable all the tip group and no tip groups will be shown as above.

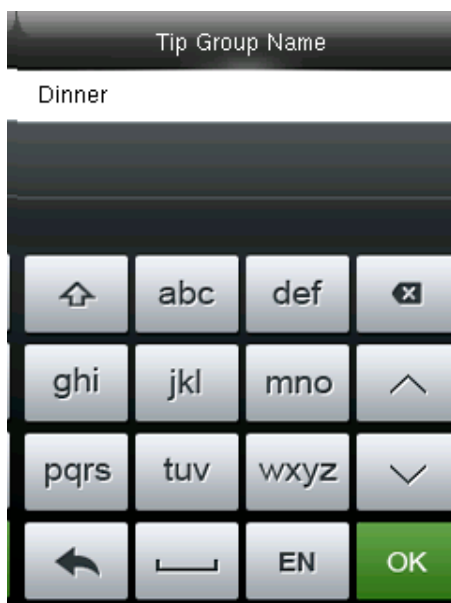


To set the tip group name select **Set Tip Group Name**.



When you select the set tip group name the following

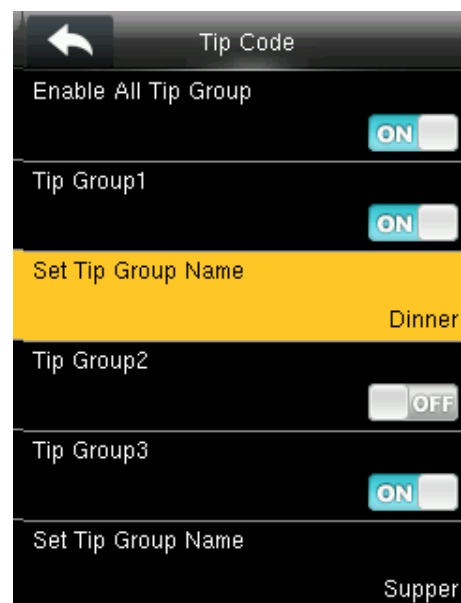
Image will be displayed and you can edit the name of the group from breakfast to other name by pressing key on the keypad.



Here the Tip group is being change from breakfast to Dinner with the keypad on the clock.



After you change the name press Confirm **OK**

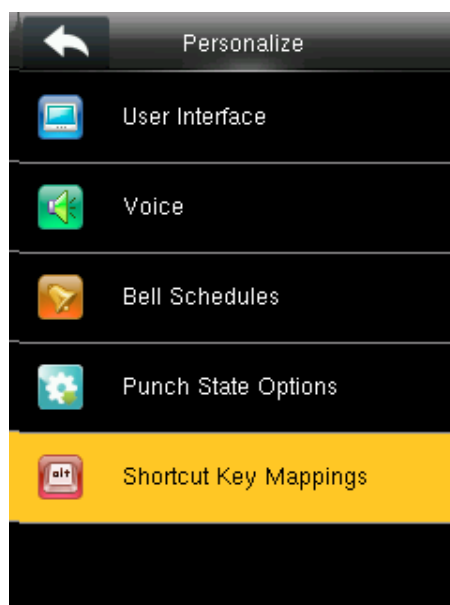


Once you hit the Confirm **OK** button the set tip group name will be changed to Dinner as shown above.

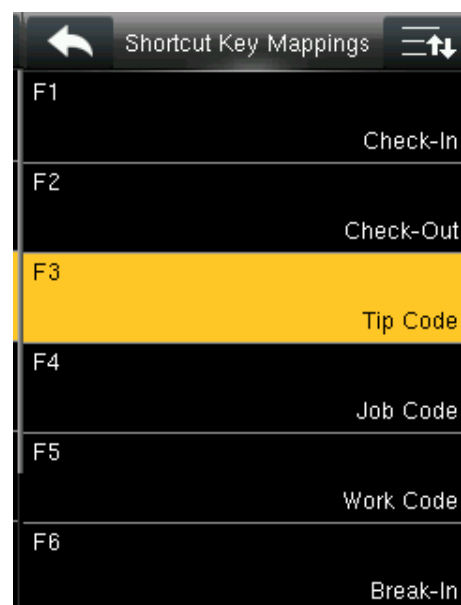


13.2 TIP CODE

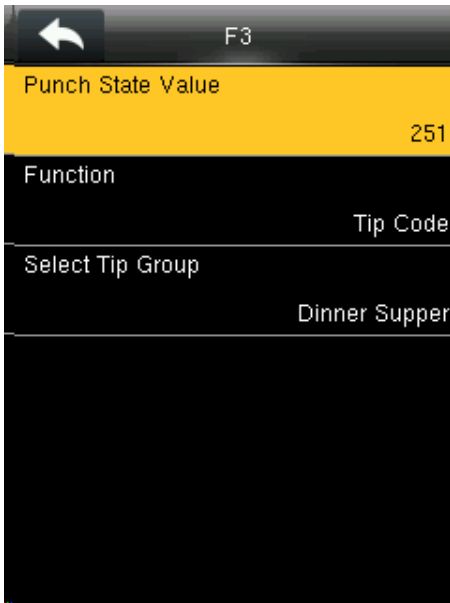
Go to menu and select "Personalize".



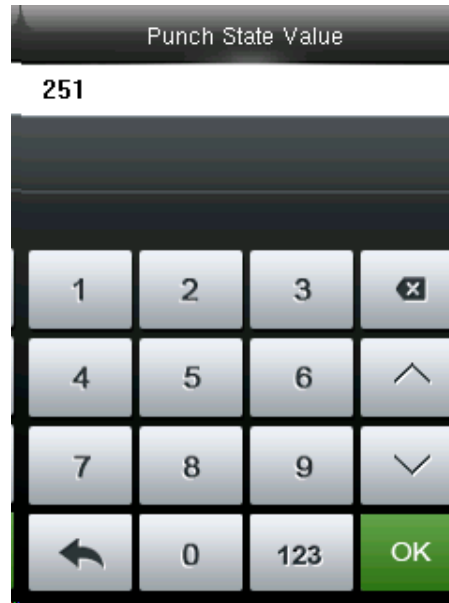
Select **Shortcut key mappings**.



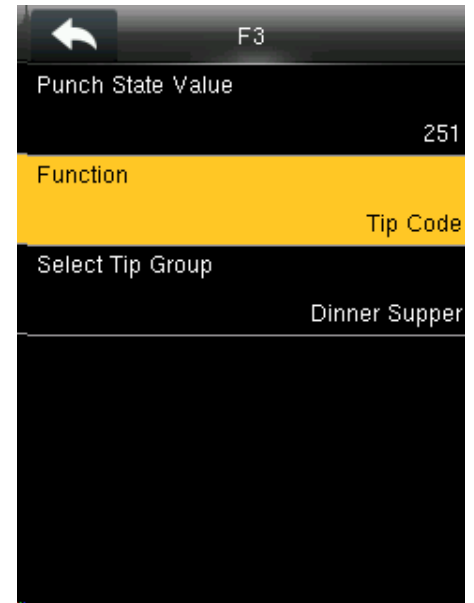
Select **F3** as tip code.



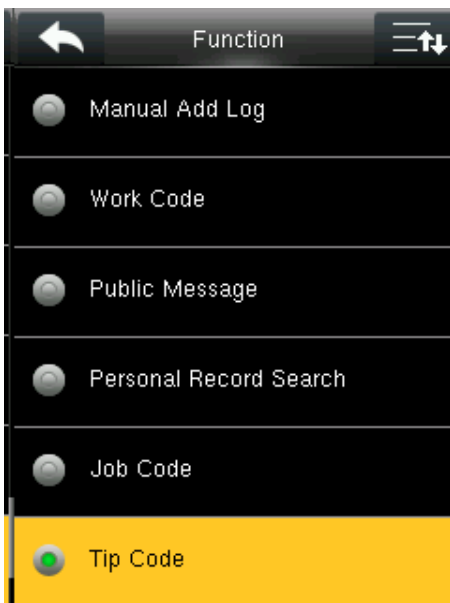
In F3 Select Punch State Value.



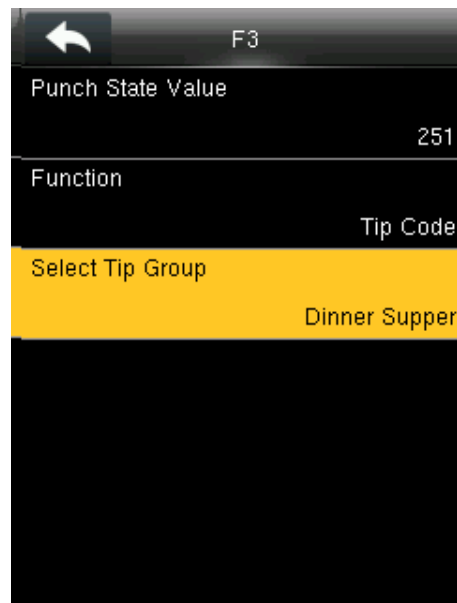
You can change the punch state value by editing in the input section using the keypad.



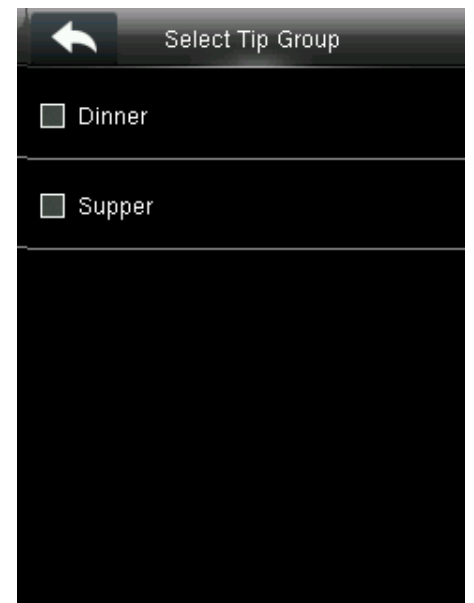
Select **Function**



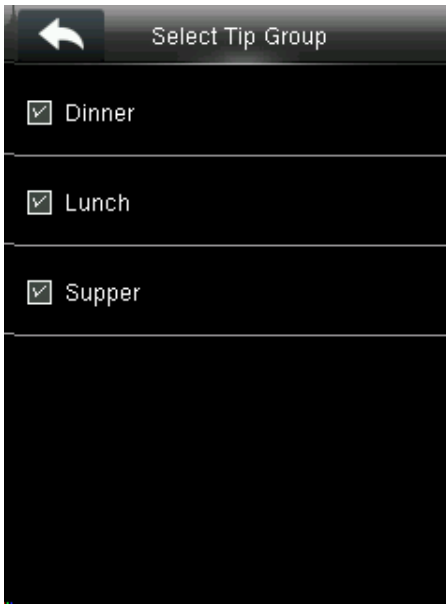
In function key select **TIP code**.



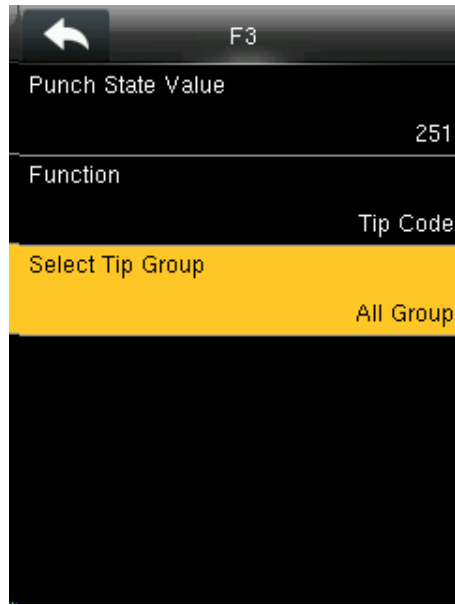
Pressing switch will enable and disable the each individual job groups .



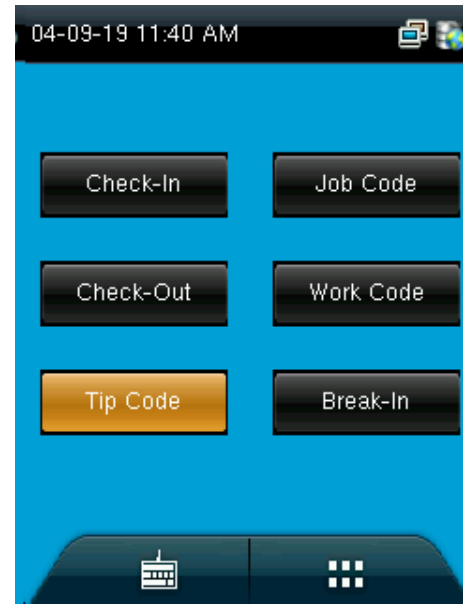
If the check mark is not selected on the box no tip group will be selected and it will be disabled as above



If you check mark all the groups as above all the Tip Groups will be enabled.



If all three tips are selected, **Select Tip Group** will be displayed as **All Group**.



Select F3 key on the main screen as tip code.



You can edit the tip in the amount of dollars by pressing up and down arrow on the keypad according to group.

Here for breakfast tip is set to 8 dollars and then press confirm **OK**.



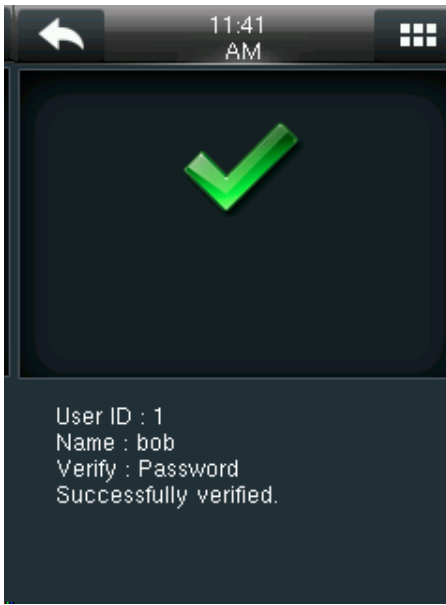
You can edit the tip in the amount of dollars by pressing up and down arrow on the keypad according to group.

Here for Lunch tip is set to 12 dollars and then press confirm **OK**.



You can edit the tip in the amount of dollars by pressing up and down arrow on the keypad according to group.

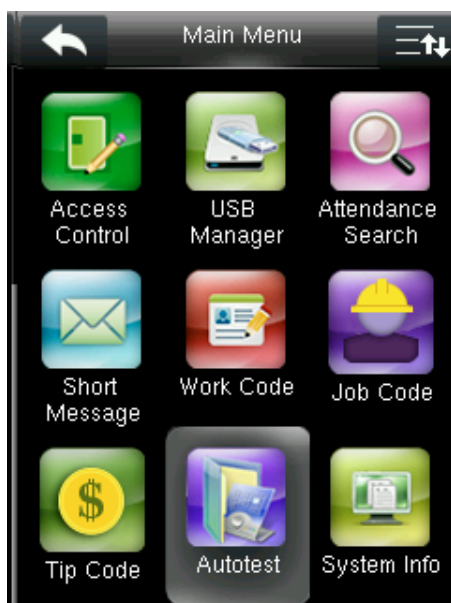
Here for Supper tip is set to 18 dollars and then press confirm **OK**.



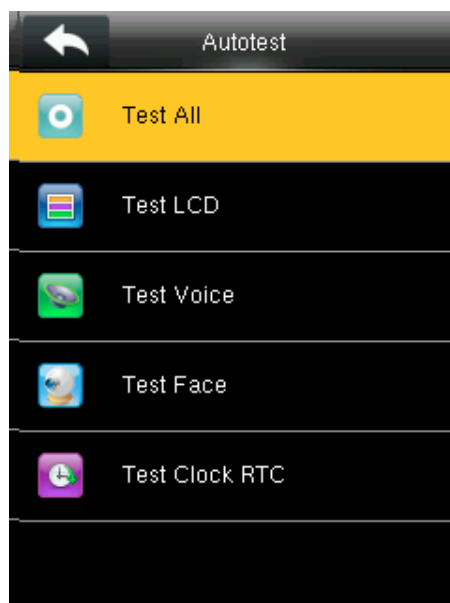
Once all the tip is set according to the group the user from the group can easily punch in and punch out by their fingerprint and the above image will displayed if the fingerprint is successfully verified.



AUTOTEST



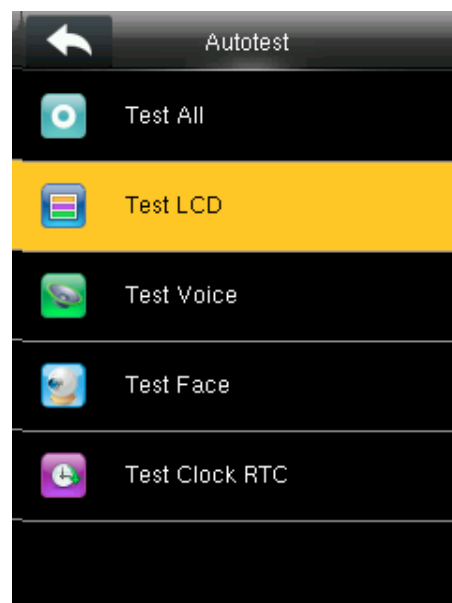
Go to menu and select "Auto test".



14.1 ALL TEST

Select **Test All**.

The terminal automatically tests the LCD, voice, sensor, keyboard and clock.



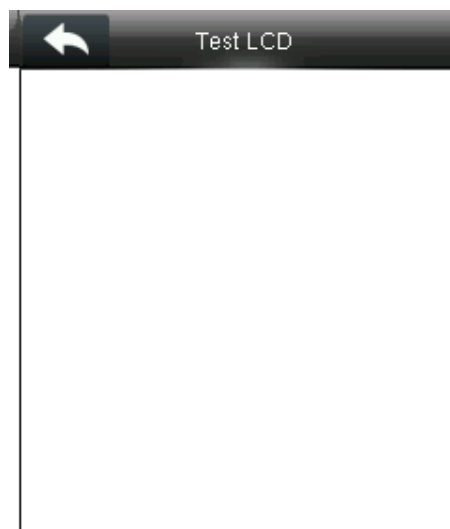
14.2 TEST LCD

The terminal 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.



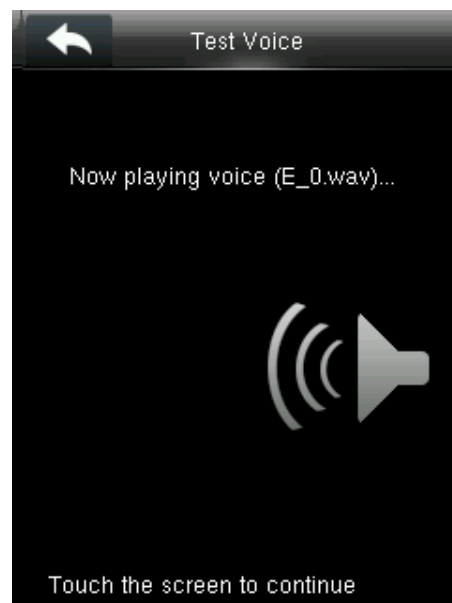
Touch the screen to continue

You can continue the test by touching the screen or exit it by pressing [ESC]



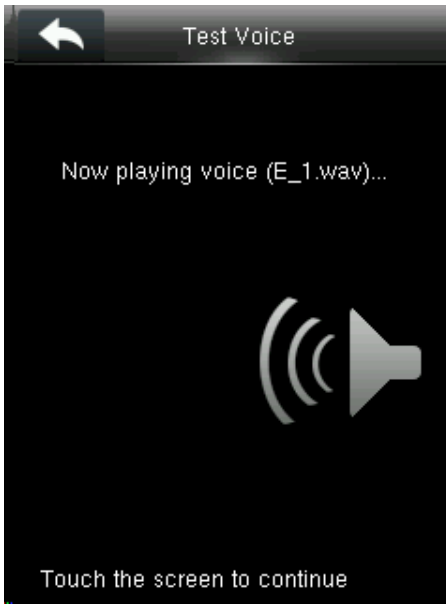
Touch the screen to continue

The terminal automatically tests the display effect of the color TFT display by pure black

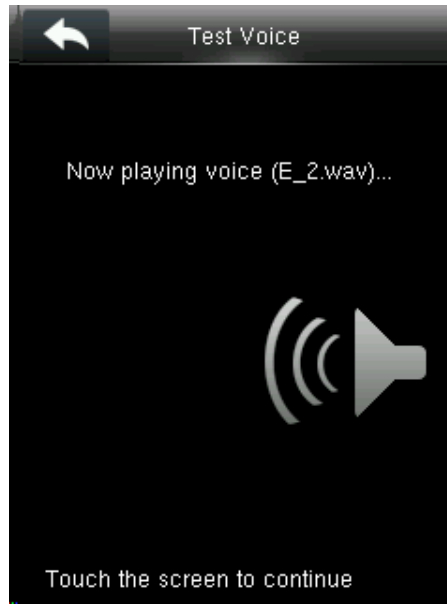


Touch the screen to continue

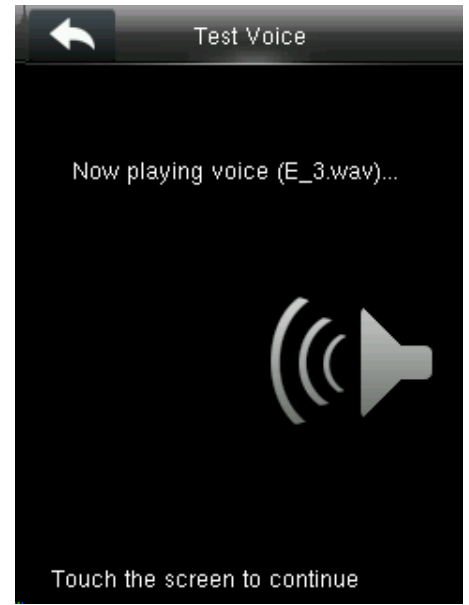
Here you can test the different voice wav file. To continue the voice test.



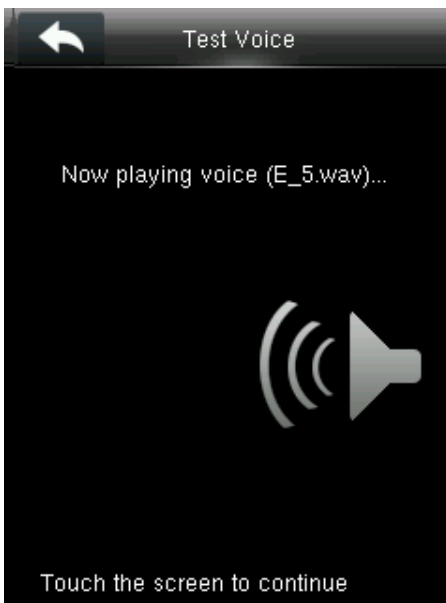
Here you can test the different voice wav file.



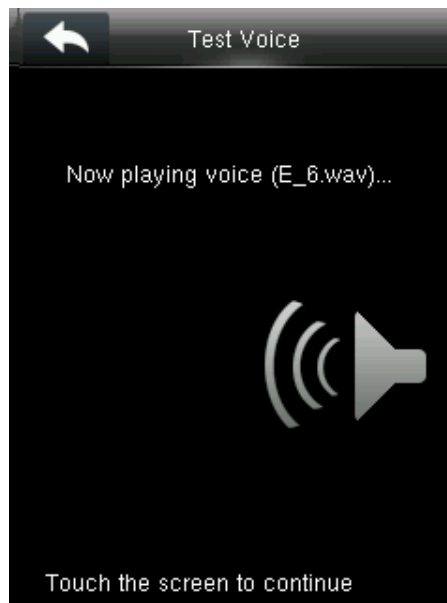
Here you can test the different voice wav file.



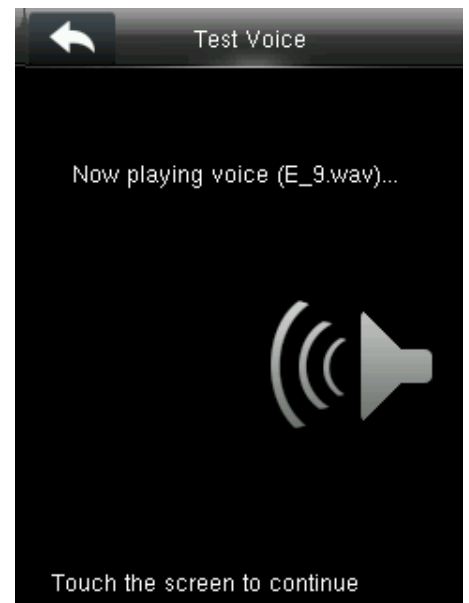
Here you can test the different voice wav file.



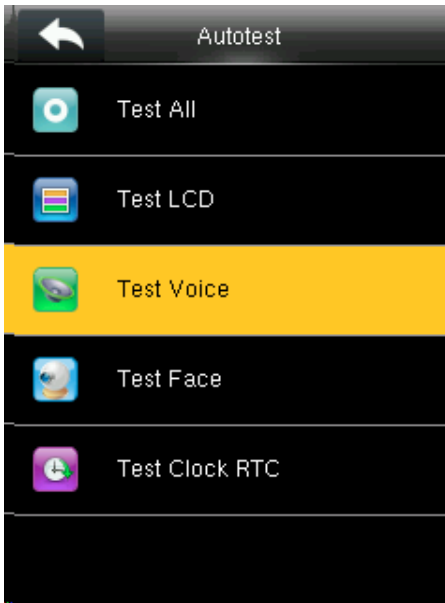
Here you can test the different voice wav file.



Here you can test the different voice wav file.

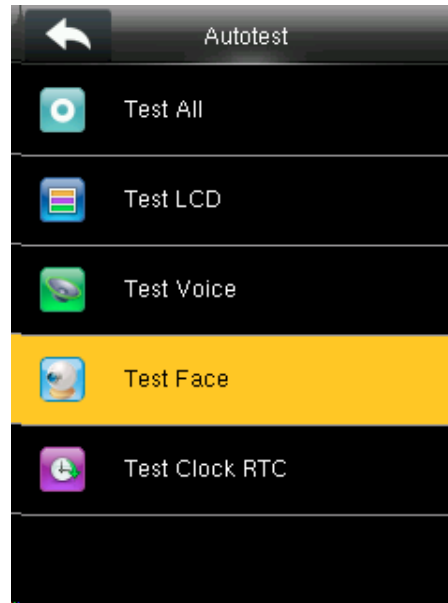


Here you can test the different voice wav file.



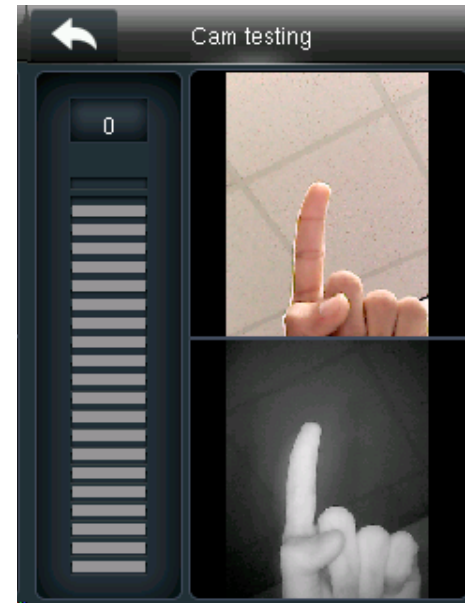
14.3 TEST VOICE

Here you can test the different voice wav file. Select the different voice file you wish to apply.

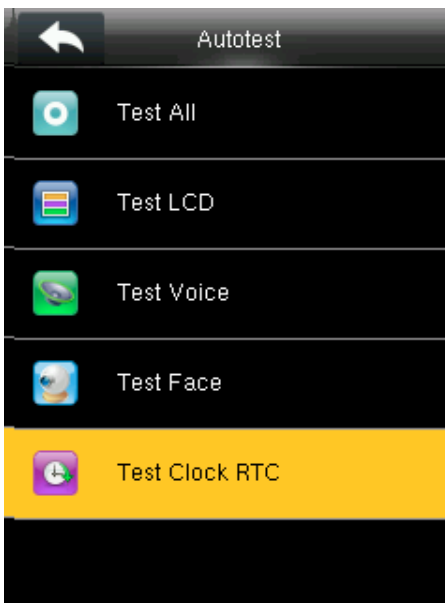


14.4 TEST FACE

Here you can test the quality of the image.



Place your face infront of the camera to test.

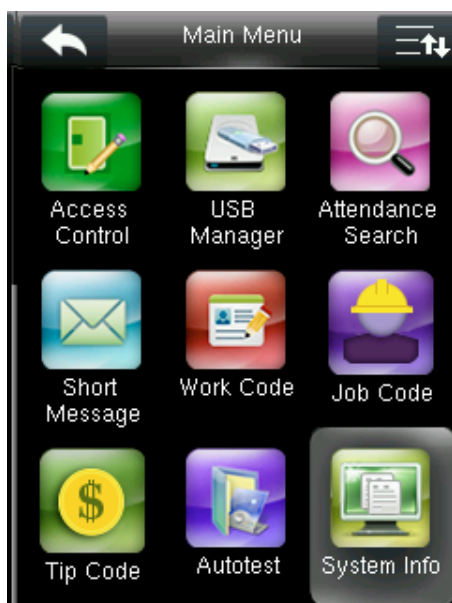


14.6 TEST CLOCK RTC

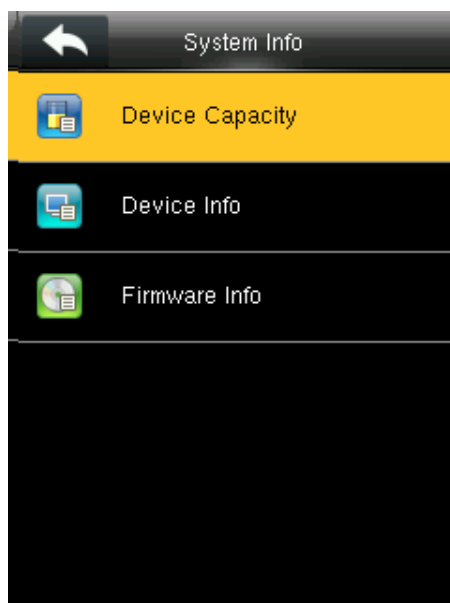
Test Clock RTC: The terminal tests whether its clock works properly by checking the stopwatch of the clock. Touch the screen to start counting, and touch it again to stop to check whether the counting is accurate. Press [ESC] to exit the test.



SYSTEM INFORMATION



Go to menu and select **System Info**.



15.1 DEVICE CAPACITY

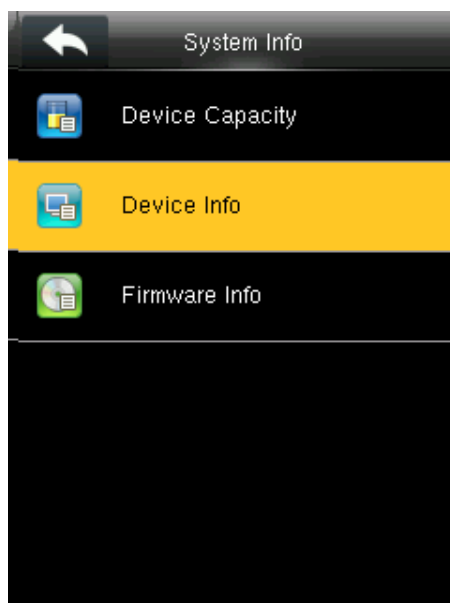
Select **Device Capacity**.

User (used/max)	1/10000
Admin User	0
Password	1
Face (used/max)	0/1200
Badge (used/max)	1/10000
ATT Record (used/max)	4/100000

The number of enrolled users, administrators, passwords, the total face storage capacity and occupied capacity, ID cards and attendance capacity are displayed respectively.

Admin User	0
Password	1
Face (used/max)	0/1200
Badge (used/max)	1/10000
ATT Record (used/max)	4/100000
User Photo(used/max)	1/2000

The number of enrolled users, administrators, passwords, the total face storage capacity and occupied capacity, ID cards and attendance capacity are displayed respectively.



15.2 DEVICE INFO

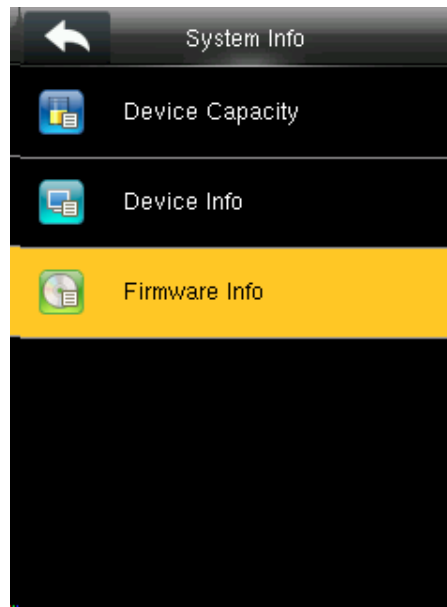
Click on **Device info**.

Device Name	F300-WIFI(ZMM220)
Serial Number	CEDZ183060001
MAC Address	00:17:61:12:ab:4f
Face Algorithm	Face VX7.0
Platform Information	ZMM220_TFT
MCU Version	203

The Device name, serial number, MAC Address, Fingerprint Algorithm, platform information and MCU version are displayed on device interface.



Manufacture and Manufacture date are displayed on the device interface.



15.3 FIRMWARE INFO

Click on **Firmware Info**.



The Firmware version, Bio Service, Push Service, Standalone Service, Dev Service and System Version – are displayed on the firmware info interface.

