<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATA MANAGEMENT</strong></td>
<td>51</td>
</tr>
<tr>
<td>6.1 Delete Data</td>
<td>52</td>
</tr>
<tr>
<td>6.2 Backup Data</td>
<td>53</td>
</tr>
<tr>
<td>6.3 Restore Data</td>
<td>54</td>
</tr>
<tr>
<td><strong>ACCESS CONTROL</strong></td>
<td>56</td>
</tr>
<tr>
<td>7.1 Time Schedule</td>
<td>57</td>
</tr>
<tr>
<td>7.2 Access Group</td>
<td>57</td>
</tr>
<tr>
<td><strong>USB MANAGER</strong></td>
<td>61</td>
</tr>
<tr>
<td>8.1 Download</td>
<td>62</td>
</tr>
<tr>
<td>8.2 Upload</td>
<td>63</td>
</tr>
<tr>
<td>8.3 Download Options</td>
<td>63</td>
</tr>
<tr>
<td><strong>ATTENDANCE SEARCH</strong></td>
<td>65</td>
</tr>
<tr>
<td><strong>SHORT MESSAGE</strong></td>
<td>68</td>
</tr>
<tr>
<td>10.1 New Message</td>
<td>69</td>
</tr>
<tr>
<td>10.2 Public Messages</td>
<td>71</td>
</tr>
<tr>
<td>10.3 Personal messages</td>
<td>71</td>
</tr>
<tr>
<td>10.4 Draft Messages</td>
<td>71</td>
</tr>
<tr>
<td>10.5 Message Options</td>
<td>72</td>
</tr>
<tr>
<td><strong>WORK CODE</strong></td>
<td>73</td>
</tr>
<tr>
<td>11.1 New Work Code</td>
<td>74</td>
</tr>
<tr>
<td>11.2 ALL WORK CODES</td>
<td>75</td>
</tr>
<tr>
<td>11.3 SET WORK CODE</td>
<td>75</td>
</tr>
</tbody>
</table>
## CONTENT

### JOB CODE
- 12.1 New Job Code ............................................................... 78
- 12.2 All Job Codes ................................................................ 79
- 12.3 Job Code Options ........................................................... 85
- 12.4 Job Group Option Menu Operation .............................. 87

### TIP CODE
- 13.1 Tip code settings ............................................................ 91
- 13.2 Tip code ...................................................................... 92

### AUTOTEST
- 14.1 All Test ........................................................................ 97
- 14.2 Test LCD ...................................................................... 97
- 14.3 Test Voice ..................................................................... 99
- 14.4 Test Keyboard ............................................................. 99
- 14.5 Test Fingerprint Sensor .................................................. 99
- 14.6 Test FACE .................................................................... 99
- 14.7 xs Test Clock RTC .......................................................... 100

### SYSTEM INFORMATION
- 15.1 Device Capacity ........................................................... 102
- 15.2 Device Info .................................................................... 102
- 15.3 Firmware Info ............................................................... 103
1

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" can add, delete, and edit standard users on the device. He is also able to view "Standard Attendance Data" for existing users on the clock.

Select Super Admin.
The super administration has rights to all the menu functions.

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.

Select Apply Group Mode. By clicking the option above the user can verify himself either with his/her fingerprint, password, or badge.
When you select the option from above, the user needs all three things to verify himself or it won’t verify.

When you select the options above, the user needs his/her fingerprint and either badge or user ID to verify himself. When there is / sign it means you can either use one option from 2 to verify.

To enroll the fingerprint for the new user select fingerprint.

Place your finger on the fingerprint sensor properly.

Place the same finger on the fingerprint sensor for the second time.

After that, you can again place the same finger on the fingerprint sensor.
Enrollment succeeds. If the enrollment fails, the system will display a prompt message and return to the [Enroll Fingerprint] interface. In this case, you need to repeat the operations of step 2.

After the fingerprint is enrolled successfully the fingerprint will be shown as 1 as above which means one fingerprint is enrolled.

Select "Face".

After you select face, place your face in the green box until the face gets registered for that user.

After the face is recognized for that user it will show as 1 face has been registered as above.
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.
Here I swiped badge number 4261414 and that number is enrolled for that user.

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 needs 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**.

When you enable this function the above image will be displayed.

A user punches in off the activate schedules, the device will notify the user by "Successfully Verified." as shown below.

Select **Access Control Role**.
Select **Access Group**.

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

Select **Verification mode**.

In verification mode, you can select apply group mode which will select all the methods of verification as shown above.

Select **Duress Fingerprint**.

Place your finger as shown above to select your duress fingerprint.

Please input (1 ~ 99)

Confirm (OK)  |  Cancel (ESC)
Press to select [Apply Group Time Period], to select whether the users use his/her group's default time zone. When OFF is selected, select Time Period 1.

Similarly, you can choose time period 2.

Here you can select Disabled or select the punch period you want.

Select duplicate punch period.

Select [All users].
Click to select "All User".

Here you can edit the user information by selecting Edit.

The User ID cannot be modified, and the other operations are similar to those performed to add a user.

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

1.3 SINGLE LINE

Click to select display style you wish to apply.
USER MANAGEMENT

Multiple line

Mixed Line
USER ROLE
Here you can select the rights you want to assign.

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

Select **Define User Role**.

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

Select **Define User Role**.
COMMUNICATION
RS232: Whether or not use RS232 to communicate. Select RS232.

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.

Select “Serial Port”.

RS232: Whether or not use RS232 to communicate. Select RS232.
Enter a password, using the keypad in the input box as shown above and click OK.

Select Serial Port as no 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.

Select Comm Key.

Select PC Connection.

3.3 PC CONNECTION

Select PC connection.

Enter a password, using the keypad in the input box as shown above and click OK.
Here you can put the number for this device by using the keypad in the input screen as shown above and press **OK**.

When you turn **ON** the “SSH” function the device will restart automatically as shown above.
When this function is enabled you cannot “Telnet” into the clock as it will disable that function.

When you select the wireless network option the following window will appear in which as a default **WIFI** would be **OFF**.
Select server mode as "PUSH" as shown above. It refers to your push server address.

3.5 CLOUD SERVER SETTINGS

Click on Cloud Server Settings.

NOTE: The new filename 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 filename. Our suggestion would be to save one separate file for Wi-Fi and one for URL.

Here the "URL" MODE IS "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 the following network will get connected.

See NOTE below.

You can turn the "URL" MODE "ON" by pressing the button on the clock.
Once the “URL Mode” is “ON” you can upload the server address with “USB.”

See NOTE below

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

Server Address

Please Input

192.168.10.206

Confirm (OK) Cancel (ESC)

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

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

Server port

Please Input (0 – 65535)

Confirm (OK) Cancel (ESC)

Here you can change server port of the webserver by using the keypad and press 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 filename 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 filename. 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.

<table>
<thead>
<tr>
<th>Server mode</th>
<th>PUSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Address</td>
<td>192.168.1.208</td>
</tr>
<tr>
<td>Server port</td>
<td>00</td>
</tr>
<tr>
<td>Enable Proxy Server</td>
<td>ON</td>
</tr>
<tr>
<td>Proxy Server IP</td>
<td>0.0.0.0</td>
</tr>
<tr>
<td>Proxy Server Port</td>
<td>0</td>
</tr>
</tbody>
</table>

### 3.6 WIEGAND SETUP

Click on **Wiegand Setup**.

---

Select **Wiegand Output**

Here you can edit the Wiegand Output options you wish to apply.

### Wiegand Options

- **Wiegand Format**
  - wiegand output bits: 20
  - Failed ID: Disabled
  - Site Code: Disabled
  - Pulse Width(us): 100
  - Pulse interval(us): 1000

Select **Auto Detect Card Format**

(This function is available only for standard RFID and HID proximity Cards.)

Here you can swipe the multiple types of cards with different Wiegand formats.
To select the particular Wiegand card format select that format and press OK as shown above.

After you swipe multiple cards all the cards with different Wiegand formats will be displayed as above.

Here you can select the Wiegand format of the card you wish to choose to register.
If you select "Cancel" that Wiegand format would not be selected.
SYSTEM
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.

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".

Select "System".

Select "Date Time".

Select "Attendance".
The value ranges from 1s to 9s. The screen delay specifies the time for displaying the authentication result.

**Attendance Log Alert**
- Disabled
- 20
- 40
- 60
- User Defined

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 9s.
You can select the expiration rule as OFF if you don't want to retain the user information or to save attendance records.

You can select one of the three conditions:
- Retaining user information and not saving attendance records;
- Retaining user information and saving attendance records;
- Deleting user information

Here you can change the font size from "Medium" to "Large" or "Maximum".

Select "Verification Result Font Color" from above and press "OK".
Here you can change the color of the font to a different color you wish to apply.

4.3 FACE

Select **Face**.

You can change the setting of face templates from the options above.

Select "Show Attendance State" and turn "ON". Once you turn "ON" you can change the attendance state font size and color.

Select "Attendance State Font Size".

Here you can change the font size to "Medium", "Large" or "Maximum" you wish to apply.
4 SYSTEM

Select Attendance State Font Color
You can change the font color to any color from the option above you wish to apply.

4.3 FINGERPRINT
Select Fingerprint option and click OK.
Here select 1:1 match threshold. The value is similar to the ID+fingerprint verification and the enrolled template.

You can change the value from the image above. The default will be selected as 15.

Here select 1:N match threshold. The value is similar to verification and the enrolled template.
You can change the value from the image above. The default will be set to 35.

Select **FP sensor Sensitivity**. It is used to set the sensitivity of fingerprint collection.

The default value Medium is recommended. You can set the sensitivity of fingerprint collection to High when the response to finger scan lags in a dry environment. When the usage environment is humid, you can set the sensitivity of fingerprint collection to Low if the fingerprint is difficult to identify.

This parameter is used to set the retry times in the event of failure of 1:1 verification or password verification due to an absence of fingerprint enrollment or improper finger placement, so as to avoid repetitive operations.

You can change the retry times from the image above. The value ranges from 1 to 6.

Here you can select the **Fingerprint Image** to Always show. If you select this option the display of the fingerprint image on the screen will be shown.
Here you can change the fingerprint image to be shown while enrolling or to match, or never.

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 inserted the image above will be displayed and you will not be able to upgrade.

If the USB is readable or properly inserted the image above will be displayed and you will be able to upgrade.
PERSONALIZE
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.

Here you can select the language you wish to display on the clock. The options are English and Español (Spanish).
To prevent hostile power-off, select whether to lock power-off or not. 
“disable”: the power is off 3 seconds after pressing power-off.

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 15s to 999s.
### Personalize

#### User Interface

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wallpaper</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td><strong>English</strong></td>
</tr>
<tr>
<td><strong>Lock Power Key</strong></td>
<td><strong>OFF</strong></td>
</tr>
<tr>
<td><strong>Menu Screen Timeout(s)</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td><strong>Idle Time To Slide Show(s)</strong></td>
<td><strong>None</strong></td>
</tr>
<tr>
<td><strong>Slide Show Interval(s)</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

This parameter is used to set the picture cycle interval.

#### Slide Show Interval(s)

- **Disabled**
- **30**
- **45**
- **60**
- **75**
- **User Defined**

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

---

#### User Interface

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lock Power Key</strong></td>
<td><strong>OFF</strong></td>
</tr>
<tr>
<td><strong>Menu Screen Timeout(s)</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td><strong>Idle Time To Slide Show(s)</strong></td>
<td><strong>None</strong></td>
</tr>
<tr>
<td><strong>Slide Show Interval(s)</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td><strong>Idle Time To Sleep(m)</strong></td>
<td><strong>Disabled</strong></td>
</tr>
<tr>
<td><strong>Main Screen Style</strong></td>
<td><strong>Style 3</strong></td>
</tr>
</tbody>
</table>

This parameter is used to set the picture cycle interval.

#### Slide Show Interval(s)

- **Disabled**
- **30**
- **45**
- **60**
- **75**
- **User Defined**

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

---

#### User Interface

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lock Power Key</strong></td>
<td><strong>OFF</strong></td>
</tr>
<tr>
<td><strong>Menu Screen Timeout(s)</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td><strong>Idle Time To Slide Show(s)</strong></td>
<td><strong>None</strong></td>
</tr>
<tr>
<td><strong>Slide Show Interval(s)</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td><strong>Idle Time To Sleep(m)</strong></td>
<td><strong>Disabled</strong></td>
</tr>
<tr>
<td><strong>Main Screen Style</strong></td>
<td><strong>Style 3</strong></td>
</tr>
</tbody>
</table>

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

Numerical range in 30 minutes, the factory default for 30 minutes.
This is to set where and how the clock and status key are displayed on the main screen.

Here is the “Style 2”. If you want this style press SET. And if you don’t want this style simply press back.

Here is the “Style 3”. If you want this style press SET. 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.
If you turn **ON** it will enable the bell. The bell rings automatically when it is the specified time.

Click on **New bell schedule**.

Click on bell status. It is whether or not 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.

5.3 BELL SCHEDULES

Select **Bell Schedules**.
Here you can select the bell type. If you want the ringtone to be played internally than select internal bell, for external select external bell and for both select internal and external bell.

You can change the timings for the bell to ring using the keypad and then confirm OK. Here the bell is schedule at 12.24PM.

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.

The Repeat function specifies whether to repeat the ringtone.

Here you can select the bell type. If you want the ringtone to be played internally than select internal bell, for external select external bell and for both select internal and external bell.
Select New Bell Schedule.

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

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

Select Internal bell delay(s) and press OK. It specifies the duration for ringtone playing.

Select All bell schedules.

Select Edit to edit the bell schedules.
Select Item you wish to edit.

Press Delete to delete the bell schedule.

Select YES or NO.

Press to select Options.

Select External Bell Relay.

Press to select, press OK to save and return.
5.4 PUNCH STATE OPTIONS

Press to select Punch State Options.

Punch State Mode

- Off
- Manual Mode
- Auto Mode
- Manual and Auto Mode
- Manual Fixed Mode
- Fixed Mode

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(s)

- 5
- 6
- 7
- 0
- 9
- User Defined

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

Press to select items. When the setting is completed, press OK to save the setting and exit.

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

Punch State Required

- Off

specifies whether the status of work attendance check must be selected during authentication. Here when its off it won’t be selected.
Select **F1** key as **Check-in**.

These are standard attendance keys for Uface.

You can select any keys you wish to use from the above menu.
You can name the key for F1 you want from the options above. Here F1 is selected as "Check in".

Similarly, you can select the Job group or font size for that key you wish to apply.

You can choose the key for F1 that you want from the options above.

Here you can change the punch state value in the input screen by using the keypad and press "OK".

Here select punch state options as "Function".

You can name the key for F1 you want from the options above. Here F1 is selected as "Check in".
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 F3 as "Tip code".
Here the punch state value is set to 251.

For more details refer to paragraph 13.
You can change the functions from above.

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

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

Select the **Function** Break-In for F4 and the F4 key will display as Break-In on the main screen.
Select verify state as none. In this all the users from all states can verify themselves. If you verify the state the user from that state can only verify themselves.

Here you can select any verification mode you want the user to get verified. The user can verify themselves either with their UserID, Fingerprint, Password or Card/Badge.

Select verify state as none. In this all the users from all states can verify themselves. If you verify the state the user from that state can only verify themselves.

Click on User ID

The user id is displaying as 1.

Click on Verify mode.

Click on Verify State

None

Check-In

Check-Out
You can set the "Time" by using the keypad. Here the time is set to 12hr, 43min, 38ss.

You can set the date by using the keypad. Here the date is set to 11/03/2017.
DATA MANAGEMENT
6.1 DELETE DATA

Select Delete Data.

Delete Attendance Data

- Delete All Data
- Delete Admin Role
- Delete Access Control
- Delete User Photo
- Delete Wallpaper

It will delete the attendance records.

Delete All

When Delete All is selected, it will delete all the attendance records.

Delete by Time Range

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 and press OK. CANCEL will take you back to previous screen.

Here you can delete admin role by selecting delete admin role and press OK. CANCEL will take you back to previous screen.

Select Backup Data.

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

You can select the content you want to backup.
6.3 RESTORE DATA

Select the local configuration items to be restored and save the selected items.
You can select the content you want to restore.

If the USB disk 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.

Press `OK` to set time. After setting a period of time, press `OK` to save the setting and exit.

### 7.2 Access Group

Select **Access Groups**.

Press `OK` to add **New Group**.
7 ACCESS CONTROL

Select Verification Mode.

Select Verification Mode, you wish to apply and save and return.

Enter the No. using keypad.

Select Time Period 1.

Enter the No. using keypad.
The No. cannot be modified, and the other operations are similar to those performed to add a new group. Press left arrow on the screen to return.
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
8 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 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.
Select items from the options above. When the setting is completed, select to save the setting and exit.

8.2 UPLOAD

Select Upload and press OK.

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

8.3 DOWNLOAD OPTIONS

Select Download Options.

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:** 480 x 272 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>wallpaper9.jpg</td>
<td>38 KB</td>
<td>JPG File</td>
</tr>
<tr>
<td>wallpaper10.jpg</td>
<td>43 KB</td>
<td>JPG File</td>
</tr>
<tr>
<td>wallpaper11.jpg</td>
<td>12 KB</td>
<td>JPG File</td>
</tr>
<tr>
<td>wallpaper12.jpg</td>
<td>80 KB</td>
<td>JPG File</td>
</tr>
<tr>
<td>wallpaper13.jpg</td>
<td>43 KB</td>
<td>JPG File</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ad_pic9.jpg</td>
<td>38 KB</td>
<td>JPG File</td>
</tr>
<tr>
<td>ad_pic10.jpg</td>
<td>43 KB</td>
<td>JPG File</td>
</tr>
<tr>
<td>ad_pic11.jpg</td>
<td>12 KB</td>
<td>JPG File</td>
</tr>
<tr>
<td>ad_pic12.jpg</td>
<td>80 KB</td>
<td>JPG File</td>
</tr>
<tr>
<td>ad_pic13.jpg</td>
<td>43 KB</td>
<td>JPG File</td>
</tr>
</tbody>
</table>

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
Select Attendance Search

Enter the "User ID" of the user you wish to see the attendance record.

Select Attendance Record

Here you can select the time range you wish to see for the record of that user. The different options are available as shown above.

Select Attendance Photo

The records in accordance with the conditions will be displayed as above.
Enter the "User ID" of the user you wish to see the attendance photo.

Here you can select the time range you wish to see for the record of that user. The different options are available as shown above.

Select Blacklist ATT Photo.

Here you can search for the pictures of the user which are blacklisted in the attendance record.
SHORT MESSAGE
Here you can edit the date you wish the message to be displayed. Click on "Start Date".

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

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

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

Select Public Message.

The message will be displayed on the screen as above.

10.3 PERSONAL MESSAGES

If you want to view any Personal Message click on Personal Messages.

10.4 DRAFT MESSAGES

Select Draft Messages.

The draft messages will be displayed as above.
10.5 MESSAGE OPTIONS

Select **Message Options**.

Select "Message Show Delay" to set the delay time for the message to be seen.

Select the **Time** you want the message to be seen.

The delay time ranges in seconds.
Select Name. Enter the name of the work code by using the keypad.

Select ID. Enter the user ID using keypad for that user.

Select Name. Enter the name of the work code by using the keypad.
**11 WORK CODE**

11.2 ALL WORK CODES
Select **All work codes**.

1. **Edit**
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 SET WORK CODE
Select **Work code options**.

Work Code Options
- **Work Code Required**: OFF
- **Work Code Must Defined**: OFF

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, it will be defined and will enable that function.
JOB CODE
Select **Job code** icon.

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

Select **Job code ID**

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

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

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.

Select State

After selecting state, it will display all the job codes assigned to different states as shown above.

Select Great Manchester as shown above to select the particular state.

Select Country

There is only one job code (USA) assigned to this group Country 1.
Select ZIP

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

Select Street

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

Select BLOCK

The different blocks will appear.
Select 1st block as shown above to select the particular block.
After selecting 1 USA click on the Edit function.

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

Click on the Job Code ID if you want to change to the id number from 1 to a different number.
The job code name will change to America as shown above.

When you select all job codes, America will be displayed in job code ID 1 as shown above.
When you select Delete it will delete the particular 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 **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 select **Job Code** icon.

12.3 JOB CODE OPTIONS

Select **Job Code Options**.
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.
12.4 JOB GROUP OPTION MENU OPERATION

Select *Job code*

---

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.

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

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.

Pressing ON / OFF will enable and disable each individual Job Group.

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

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.

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 the ON function. Other groups with OFF functions will be disabled.

The job code functions will be active only to the groups which are enabled.

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 to Nation as shown above.

The group name will be change to Nation as shown above.
When you select the set tip name, the following image will be displayed and you can change the name of the group from breakfast to another name by using the keypad on the screen.
Here the Tip group is being changed 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.

Select "Personalize".

Select F3 as tip code.
If the check mark is not selected on the box no tip group will be selected and it will be disabled as above.

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

Select Function

In F3 Select Punch State Value.

You can change the punch state value by entering into the input section using the keypad.

In function key select Tip code.

Select Tip Group

If the check mark is not selected on the box no tip group will be selected and it will be disabled as above.
You can edit the tip in the amount of dollars by pressing the up and down arrows on the keypad according to group.

Here for breakfast, the tip is set to 8 dollars. Press confirm OK when finished.

If you check mark all the groups as shown above, all the tip groups will be enabled.

If all three tip groups are selected, Select Tip Group will be display 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 the up and down arrows on the keypad according to group.

Here for breakfast, the tip is set to 18 dollars. Press confirm OK when finished.

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

Here for breakfast, the tip is set to 12 dollars. Press confirm OK when finished.
Once all the tips are 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 be displayed.
AUTOTEST
The terminal automatically tests the display effect of the color TFT display by pure black. Here you can test the different voice wav file. To continue the voice test press OK and to exit press ESC.

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.

14.1 ALL TEST

Select Test All. The terminal automatically tests the LCD, voice, sensor, keyboard and clock, press OK to continue and press ESC to exit.

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

[OK] to continue, [ESC] to exit.

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

New playing voice (E_0.wav)...

[OK] to continue, [ESC] to exit.

Here you can test the different voice wav file. To continue the voice test press OK and to exit press ESC.
Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press **ESC**.
When you select to test the face the above image will be displayed where you can put your face and verify whether the cam is working properly.

14.3 TEST VOICE

Here you can test the different voice wav file. To continue the voice test press OK and to exit press ESC.

14.5 TEST FINGERPRINT SENSOR

The terminal automatically tests whether the fingerprint collector works properly by checking whether the fingerprint images are clear and acceptable. When the user places his/her finger in the fingered guide, the collected fingerprint image is displayed on the screen in real-time. Press [ESC] to exit the test.

14.6 TEST FACE

When you select to test the face the above image will be displayed where you can put your face and verify whether the cam is working properly.

Here I took the sample picture to test the camera.
14.7 XS 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.
15 SYSTEM INFORMATION

15.1 DEVICE CAPACITY

Select “Device Capacity”.

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

15.2 DEVICE INFO

Click on Device info.

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

Click on Firmware Info.
