User Manual

ATF-305

CONTENT

1.USE NOTICE

1.1 Recommended steps

Step one: Installing the device and Power supply to the device.
Steptwo:
Userregistration .facial,fingerprint,ID card

registration,set password , assign

permissions .
Step three: User Authentication ,confirm thefacial,fingerprint,ID card,password are available.
Step four: Insert the u-disk,Enter the

main menu "Shift",download the shift,setting table in the computer, Set shifts and scheduling of staff .
Step five: Insert the u-disk,Enter the main menu "Shift", Upload Attendance setting table.
Step six: Check the device time , After confirmation you can start attendance .
Step seven: End of the month, insert the u-disk,Enter the main menu "Report" and download the report.

1.2 INITIAL SCREEN AND THE MAIN MENU

Init screen and the main menu as shown in figure :

Attendance status: Close to the front of the device, Scanning status is displayed on the screen, After identifying the employee information will be displayed.
Date and Time: Device displays the current time. Advanced Settings menu to set the date and time.
In the initial screen, press the menu button,Administrators identify and enter the main menu.

Press the menu button on the initial screen

Administrators identify successful

1.3 **Authentication methods**

In the initial screen, Attendance saved on the device after the passage of time and attendance records, The voice prompts "thank you!".

Face recognition, fingerprint recognition or ID recognition

attendance successfully
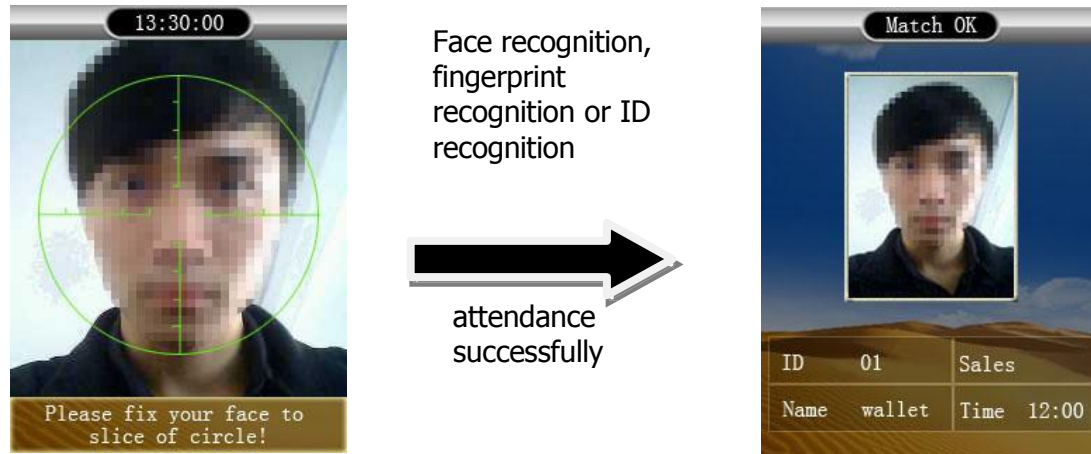
2. **Department set**

1. In the main menu,select the "Dept."press "ok" button or press "1"button,enter department set.
2. Press "ok"button editing department name,Default employees belong to the first department.
3. After editing press "ESC",select "save".

   Note: Editable total 16 departments.

3. Shift setting

In the main menu select "shift" press "OK" or press "2" enter the shift setting,normal shift setting in the device (for complex shift, edit attendance set the table in the computer,upload the table to the device).

3.1 Shift setting

In the shift setting menu select "shift setting" press "OK" or press "1" enter the shif setting , You can set a total of 24 shifts, Default employee scheduling to shift 1,set other shift in the computer and upload the table to the device.

	AM	PM	Over
01	08:00 12:00	13:00 17:00	18:00 23:40
02	17:00 21:00	22:00 02:00	03:00 08:00
03	08:00 17:00		18:00 23:40
04			
05		17:00 21:00	22:00 23:40
06			17:00 23:40
07			08:00 23:40
08		02:00	

AM In	08:00
AM Out	12:00
PM In	13:30
PM Out	17:30
OverIn	00:00
OverOut	00:00

For high requirements can be achieved cross day shift

AM In	18:00
AM Out	22:00
PM In	23:00
PM Out	03:00
OverIn	04:00
OverOut	06:00

3.2 Attendance rules

In the shift set menu select "Attendance rules" press "OK" or press "2" enter attendance rules setting,set accepted late and accepted early.(Maximum of 60 minutes).

Accepted time late: Working no later than this time is not late , default 0 minutes.

Accepted time early: Before work does not exceed this time not leave early,default 0 minutes.

For instance:setting accepted time late of five minutes, Working hours are 1:30 , 1:35 minutes before not mind being late.

Note:1. Attendance for the period did not form a complete record of absenteeism one day(Except overtime hours).

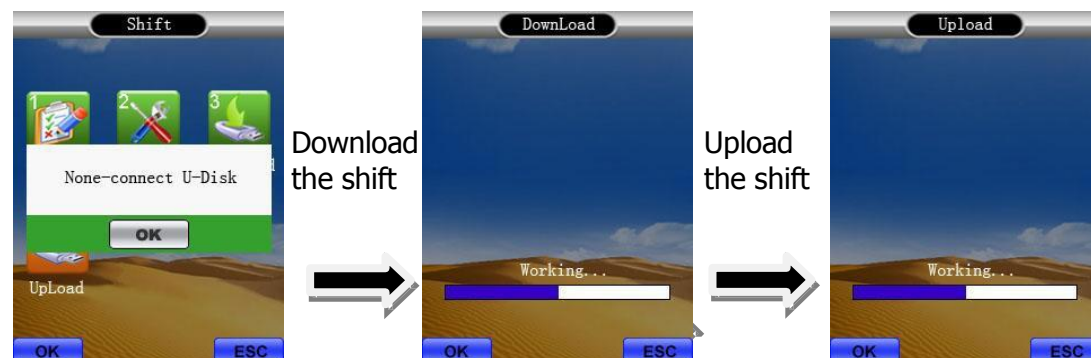**2. Incomplete attendance period(Forget attendance, Absenteeism) Nothing will be counted.**

3.3 Download shift

Insert the U-disk to the device,in "shift settings" select "Download" press "OK" or press "3" download the "Attendance set table". The table can be viewed and edited on a computer.

3.4 Upload shift

Edited the "Attendance set table". Use the U-disk upload the table.

Download the shift

Upload the shift

Attendance setting table: A total of 24 shift, a shift can be set to three period attendance, The terminal supports multiple day attendance, n scheduling employees on shift table number setting.

Simple shift:

Times table

Shift No	AM		PM		Over	
	In	Out	In	Out	In	Out
1	08:00	12:00	13:00	17:00		
2	08:00	17:00				
3						

Complex shift:

Times table

Shift No	AM		PM		Over	
	In	Out	In	Out	In	Out
1	08:00	12:00	13:00	17:00	18:00	21:00
2	17:00	21:00	22:00	02:00	03:00	08:00
3	08:00	17:00			18:00	21:00
4	17:00	02:00			03:00	08:00
5			17:00	21:00	22:00	08:00
6					17:00	08:00
7					08:00	17:00
8			02:00	12:00		
9					00:01	23:30
10	08:15	12:15	13:15	17:15	18:15	21:15
11	08:16	12:16	13:16	17:16	18:16	21:16
12	08:17	12:17	13:17	17:17	18:17	21:17
13	08:18	12:18	13:18	17:18	18:18	21:18
14	08:19	12:19	13:19	17:19	18:19	21:19
15	08:20	12:20	13:20	17:20	18:20	21:20
16	08:21	12:21	13:21	17:21	18:21	21:21
17	08:22	12:22	13:22	17:22	18:22	21:22
18	08:23	12:23	13:23	17:23	18:23	21:23
19	08:24	12:24	13:24	17:24	18:24	21:24
20	08:25	12:25	13:25	17:25	18:25	21:25
21	08:26	12:26	13:26	17:26	18:26	21:26
22	00:00	08:00				
23	08:00	16:00				
24	16:00	00:00				

Shift schedule table:
Simple employee scheduling:

Shift Table

Special: 25-Leave, 26-Business Trip, Space-Holiday

Shift Date — 2013-07

No	Name	Department	Card	1 Mo	2 Tu	3 We	4 Th	5 Fr	6 Sa	7 Su	8 Mo	9 Tu	10 We	11 Th	12 Fr	13 Sa	14 Su	15 Mo	16 Tu	17 We	18 Th	19 Fr	20 Sa	21 Su	22 Mo	23 Tu	24 We	25 Th	26 Fr	27 Sa	28 Su	29 Mo	30 Tu	31 We
1	Hurst	Oversea	8858628	1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1
2	Cathy	Oversea	9359973	1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1
3	Cindy	Oversea	8858579	1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1
4	Bryan	Oversea	5124143	1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1
5	Eileen	Oversea	2665573	1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1

Complex employee scheduling:

Shift Table

Special: 25-Leave, 26-Business Trip, Space-Holiday

Shift Date — 2013-07

No	Name	Department	Card	1 Mo	2 Tu	3 We	4 Th	5 Fr	6 Sa	7 Su	8 Mo	9 Tu	10 We	11 Th	12 Fr	13 Sa	14 Su	15 Mo	16 Tu	17 We	18 Th	19 Fr	20 Sa	21 Su	22 Mo	23 Tu	24 We	25 Th	26 Fr	27 Sa	28 Su	29 Mo	30 Tu	31 We
1	Hurst	Oversea	8858628	1	2	3	4	5	6	7	8	9	10					1	2	3	4	5	6	7	8	9	10					1	2	3
2	Cathy	Oversea	9359973	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			22	23	24
3	Cindy	Oversea	8858579	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
4	Bryan	Oversea	5124143																															
5	Eileen	Oversea	2665573	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
6				25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
7				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			22	23	24

Note: Set the table for scheduling employee scheduling, you can modify employee name, department, card.

4. User Management

In the main menu select "User Management"
Press "OK" or press "3" enter user manage-
Ment.
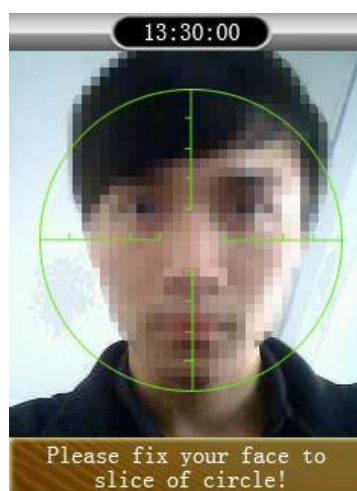User data can be backed up and can be do-
Wn to the same series device.

4.1 User Registration

New employees input work number and name to register.

Facial registration: The device automatically detects the lighting conditions. Standing in front of attendance press "OK" according to the voice prompts to register the facecial.

Fingerprint registration : Select the registered finger on the fingerprint head follow the prompts to complete the fingerprint registration.

ID card registration: ID card close to the Fingerprint head, successful identification and display the card informations. Press "OK" to complete registration.

Password registration: Enter the password press "OK" retype the password . Successful

registration , Return to the initial

screen.Input your work number and password for attendance.

4.2 Modify user information

Users can change the
information has been entered.
Including work number, name, password,
department and
user permissions. Can re-enter
or delete users.

4.3 Download Data
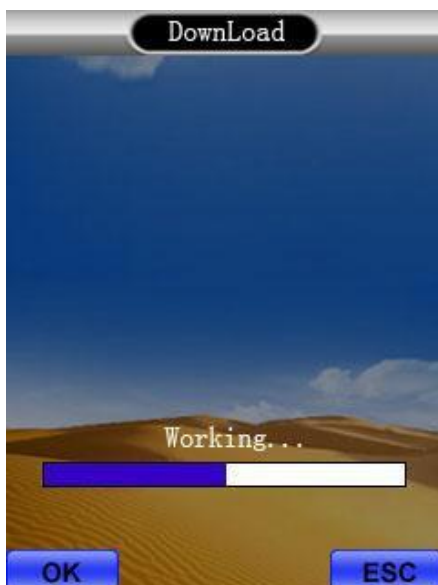
Download data to the U-disk backup.
Prevent data loss.

4.4 Upload Data
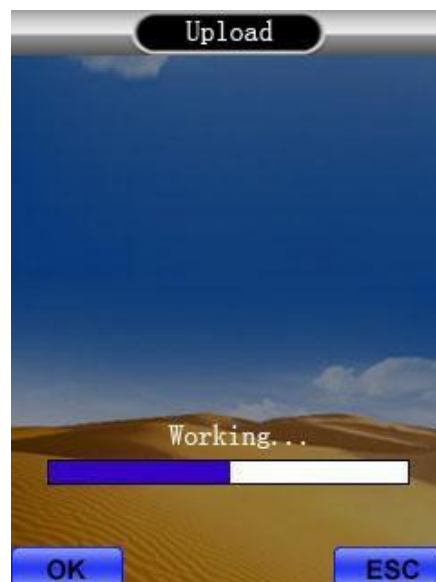
U-disk can be uploaded to the
employee information on more
than one attendance.

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5. Download Report

Steps:
1. Insert the U-disk.
2. In the main menu select the "Report" press "OK" or press "4".
3. Select the start and end time.
4. Prompt "working" download reports to the U disk,prompt "Downloading success" and then unplug the U disk.
5. Generate summary table, Check the table in the computer.

Note: For multiple attendance, Download a report on multiple machines,attendance reports automatically merged.

Abnormal Clocking

Date: 2016/08/01~2016/08/31

No	Name	Department	Date	AM In	AM Out	PM In	PM Out	Tardiness (mn)	Early Leave (mn)	Total (mn)	Memo
1	Hurst	Oversea	2013/07/01	07:00	11:57	13:03	16:57	3	6	9	
1	Cathy	Oversea	2013/07/02	17:06	20:55	22:56		6	5	11	
1	Cindy	Oversea	2013/07/03	04:56	16:57				3	3	
1	Bryan	Oversea	2013/07/05			16:55	20:45		15	15	
1	Eileen	Oversea	2013/07/08			01:04	11:56		4	4	

Attendance Report

Period: 2016/08/01~2016/08/31   Printed: 2016/08/31

6. Advanced Settings

In the main menu select "Setting" press "OK" or press "5" enter the advanced settings.

6.1 Company Name

In "advanced settings" select "Company Name" press "OK" or press "1" enter "Company Name"edit. After editing press "OK" save the company name.

6.2 Device Settings

Advanced Settings menu, select "Device" press "OK" or press "2" enter device setting. You can set the language(Optional Chinese, Korean, English), total number of managers, Prompt volume(0-10), authentication(FC refers to facial,FP refers to fingerprint,C refers to ID card,P refers to password), Screen Return time(Attendance successful return to the initial Screen of the time), Screensaver time(The machine does not use more than this time to enter screensaver mode), Sleeping time(The machine does not use more than this time to turn off the screen), Open delay(External entrance guard opened delay time), Ring settings(One day can be set up to 24 sets of rings).

6.3 Time Setting

In "Setting" menu select "Time" press "OK" or press "3" enter the time setting. After setting press "ESC" to save settings.

6.4 Record Setting

In "Setting" menu select "Rec.Rule" press "OK" or press "4" enter the record setting. Settings attendance records warnings and repeated confirmation time.


6.5 Connection Informations

In "Setting" menu select "Network" press "OK" or press "5" enter the connections setting.(settings machine number,IP address, Subnet Mask,Default Gateway, Port number,Connection password, Server IP address,Server Port,settings whether to send a message).

6.5 Initialization

In "Setting" menu select "Init" press "OK" or press "6" enter the Initialization setting. Restore factory settings, delete all records, Delete all user information, Delete all data,The password is 8282. Firmware Upgrade.(Restore factory settings does not clear the user records and attendance records, Delete all data will clear all data and restore the factory settings, Please use caution!).
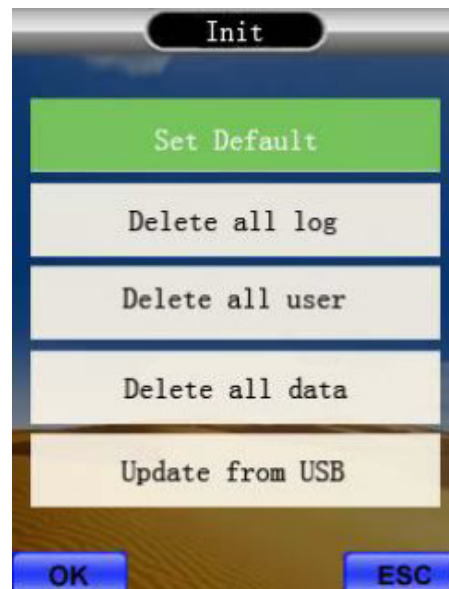
7. Query Information

In the main menu select "User Log" press "OK" or press "6" enter the query informations.

7.1 Record View

Administrator View user records:

Input work number, Select the start and end time.
Press "OK" Check that period the employee's face, fingerprint, ID or password Identification time.

Note: Identification method "Face" refers to facial registration,"Finger" refers to fingerprint registration,"Card" refers to ID card registration,"PWD" refers to password registration.
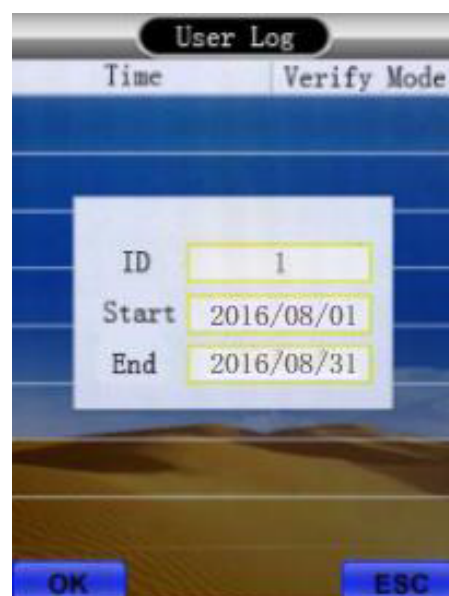
Normal users View user records:

Facial scanning mode press "OK",finger press the fingerprint head,IID card close to the fingerprint on the head or enter you work number an enter you password. Enter the log viewer, Select the start and end time, Check that period the employee's attendance records.

Recognition success

Password Confirm Success
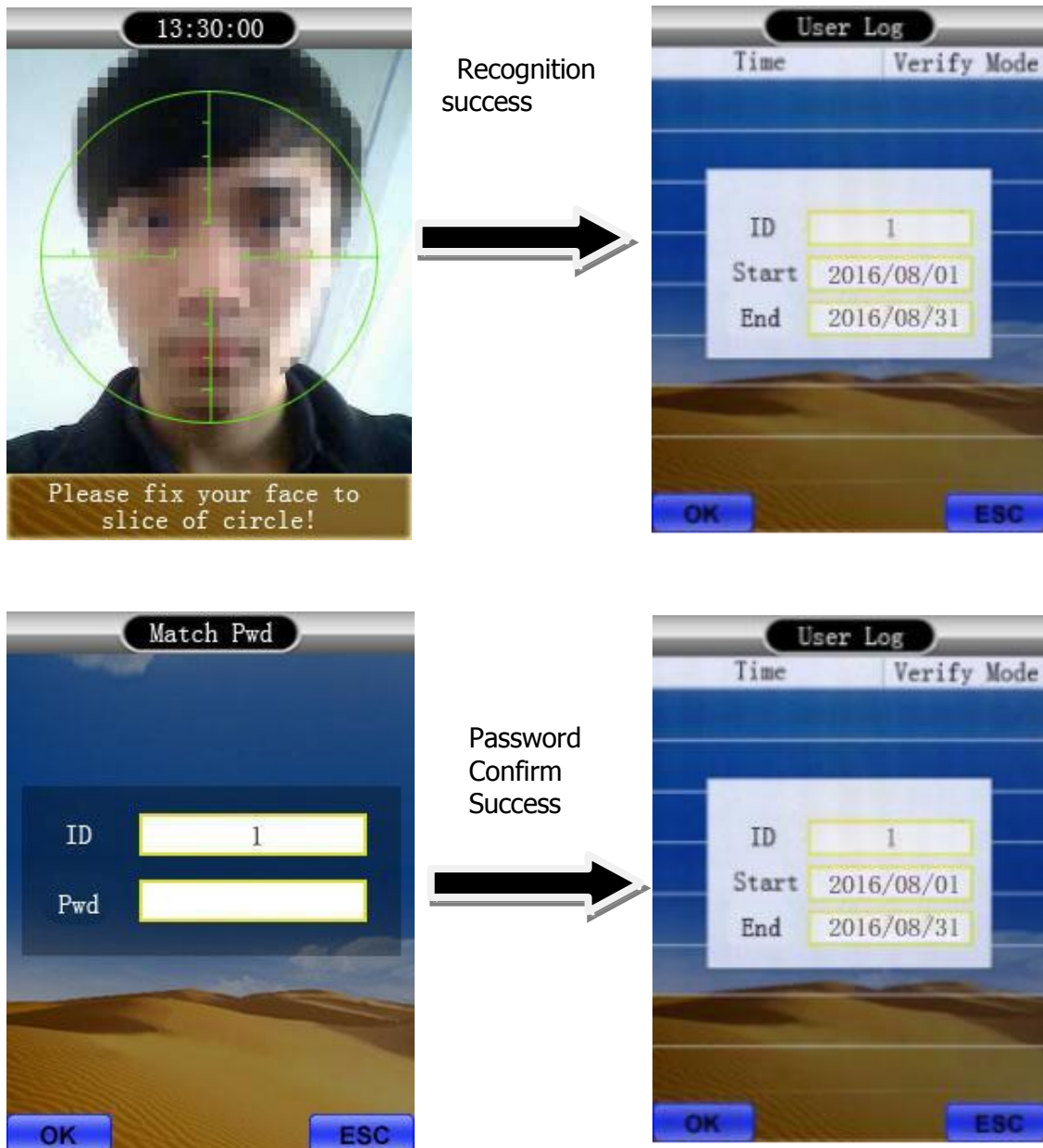
7.2 Registration Information

Check user registration, management registration,attendance log,facia registration l, Fingerprint registration,ID registration,password registration and other informations.

Reg. Info			
	Item	Current	Max
01	Users quantity	0	1000
02	Admin quantity	0	5
03	Face quantity	0	1000
04	Finger quantity	0	10000
05	Card quantity	0	1000
06	Password quantity	0	1000
07	Log quantity	0	200000
08	All Log	0	200000

OK · ESC

7.3 Device Informations

Show manufacturer production date,firmware version and other information.

Dev. Info
01 Manufacture
02 Web Site
03 Serial Num
04 Released
05 Model
06 Firmware
07 Engine

OK · ESC

7.4 Usage

Display simple instructions and Precautions.

Usage

1. Please avoid strong rays for enrollment.

2. Don`t veil your forehead with hair while registered or identified.

3. Please act as voice-prompted while making registration.

4. It is recommended to use it indoors to have good effects.

OK · ESC

8. Appendix

Keypad

ESC	Exit or cancel the current settings
MENU ←	Enter the menu(Editing mode Backspace)
OK	Confirm the setting
⊙ #	Switch device/Switch the input method
↑	Move the cursor up
↓	Move the cursor down
0...9	Select the menu item/Edit mode, enter the letters

T9 Input Method

T9 Input Method,full name is intelligent input method, Enter characters known for quick and efficient.This device supports T9 Chinese,T9 English input. There are a number of letters in the Numeric keypad,for instance num2 keypad has A、B、C characteristic. T9 English input method : Enter the letter key once or several times where you can select the letters you want to enter.