USER MANUAL

Face&Fingerprint Time and attendance machine S601

Dear customers , thank you for your products . We are committed to providing our customers with high quality products To ensure best performance,please read this manual carefully before use !
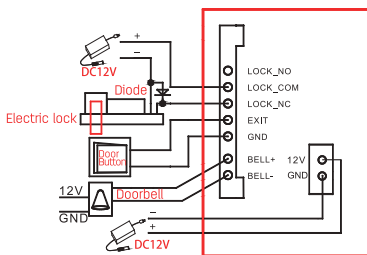
1. Instructions for use

1、Access Control Wiring Diagram

1)Access Control Dedicated Power Supply Wiring Diagram (Recommended)
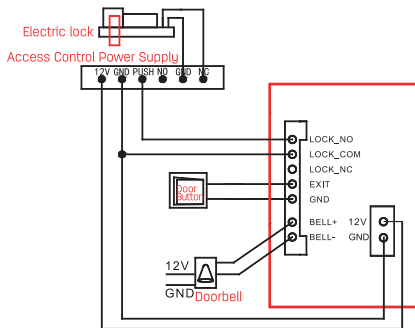
2)General power supply wiring diagram

Note:When using ordinary power supply wiring, you need to connect a diode in parallel with both ends of the electric lock to prevent the electromagnet from releasing the counter electromotive force to burn the access control system.

2. Installation equipment

2、Equipment installation steps

(1)The recommended height from the reference line to the ground is 1.3m (applicable height range 1.5m-1.8m), which can be adjusted according to the overall height of the user; after determining the installation height, the installation positioning template will be affixed to the installation position, and the line holes and fixing holes will be drilled according to the positioning template marking (Fig. 1)

(2) Remove the screws at the bottom of the body with a hexagonal spanner (Fig. 2)

(3) Separate the unit from the mounting plate (Fig. 3)

(4)Fix the mounting plate to the wall (Fig. 4)

(5)Align the device bottom cover bayonet with the mounting plate and pull it down to snap into the mounting position (Fig. 5)

(6) Secure the unit to the bottom cover with screws (Fig. 6)
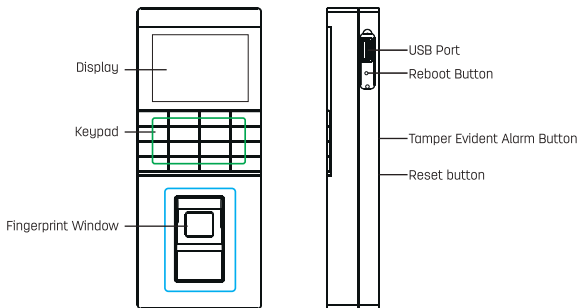
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3. Introduction to use

1、 machine mechanism

Display

Keypad

Fingerprint Window

USB Port

Reboot Button

Tamper Evident Alarm Button

Reset button

Blue wire frame for ID card swipe area; Green for IC card swipe area

OK   OK button: confirms the current operation

MENU MENU menu key: Pressing this key in the initial state
can enter the management interface.

ESC ESC cancellation key: cancels the current operation.

▲ Up key: scrolls up the menu items

▼ Down button: scrolls down the menu items

Doorbell button: controls the doorbell on/off.

0---9Numbers: Enter the numbers 0---9

Reset key: clear administrator privileges

2、 Recommended use steps

(1) Install and power up the device;

(2) User registration, fingerprint, ID/IC card, set password and assign
permissions;

(3) User verification, confirm whether the registered fingerprint, ID/IC
card, password is available.

3. Introduction to use

3、Initial interface and main menu

After the device is connected to the power supply, the first interface displayed on the screen we call the initial interface press the MENU key on the keyboard to enter the main menu, when setting up the administrator must be fingerprints or ID/IC card or password to identify the administrator's identity before entering the main menu.
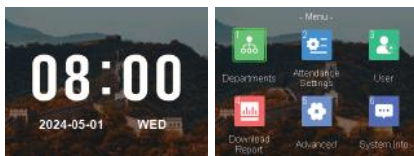
4、Authentication method

In the initial interface, the user is verified by fingerprint, ID/IC card and password verification methods, and the original record will be saved on the device after the verification is passed. The employee will return to the initial interface after a period of time after successful verification.

4. Departmental Settings

Enter the main menu and select "Department Setting", press "OK" or press "1" to enter the department setting. 100 departments can be set up.

5. Shift Settings

Enter the main menu and select "Shift Setting", press "OK" or "2" to enter the shift setting.

(1)Class Setting
There are three regular shifts by default: Shift 1 (08:00-12:00, 13:00-18:00); Shift 2 (09:00-18:00); Shift 3 (08:00-12:00, 14:00-18:00); Up to 24 shifts can be edited, the start-to-end interval of each shift is valid within 24 hours, and shift times can be set across days: The system defaults to Shift 1 for all users, with Saturdays and Sundays as off days for scheduling
If there is no scheduling for the following month, it defaults to the scheduling rules of the first week of the previous month and saves this month's scheduling on a weekly cycle.

(2)Attendance regulations
Allow late time (0-120): set the number of minutes after the start time to punch in and out without being recorded as late.
Allow Early Time (0-120): Set how many minutes before the end of the workday to punch in and out without being recorded as early.
(3)Download Scheduling\Download Settings\Upload Scheduling\Upload Settings
Includes Time and Attendance Setup Sheet and Employee Scheduler
Attendance Setup Sheet: Shift times can be modified
Employee scheduling table: you can modify the employee scheduling, special shifts: 25 for business trips, 26 for leave, empty for holidays
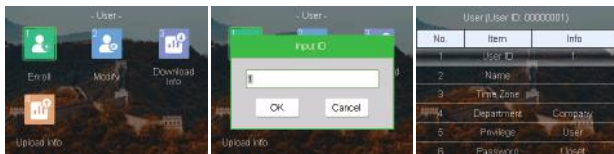
6. User management

Enter the main menu and select "User Management" to enter the user management interface. User data can be backed up or uploaded to another access control machine of the same series.

1、 new subscriber

Select "Register User" and press "Ok" to enter the user registration interface. Press "ESC" to save and exit after setting according to the requirements.

Work Number: Press the numeric keys to enter the work number.

Name: Use T9 input method.

Access Control Settings: Press OK to set the user's access control shift.

Department: After pressing "OK" key, press individual key to select the required department from the list.

Level: After pressing "OK" key, press the key to select the authority to register the administrator.

Password: After pressing "OK" key, input 1-6 digits password, it can not be set.

Card: After pressing "OK" key, you can put IC/ID card close to the corresponding area to complete the entry.

Fingerprint: Press "OK" to enter the fingerprint registration interface, press the fingerprint collector three times with the same finger to register successfully.

Valid period: After pressing "OK" key, you can choose the user authority to use with effect or forbidden.

ID/IC card registration

Select "ID card" to enter the card registration status, put the ID/IC card close to the swipe area, read the card number successfully and display the card number, press "OK" to confirm the completion of card registration.

6. User management

2、Modify users
1) Enter the work number can be entered into the user has been entered to change the information, including name, card number, password and permissions, access rights, access control settings or delete the user.
2) Access Control Setting is to set the day of the week and time to open the door for a single user. Enter this menu to view and modify the status of access control settings for a particular user, i.e., the user's daily time period.
3) Press "OK" to enter the Sunday-Saturday time slot selectio

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3、Download data
You can download the staff information on the access control machine to the USB memory stick and import it to the computer for modification and increase.

4、Upload data
You can upload the employee information on the U-disk to multiple access control machines, eliminating the need to repeat the entry operation again and again.
Note: After setting the administrator, you need to confirm the identity of the administrator to enter the menu, and you can enter the menu only if you succeed. If the administrator is not in or other reasons can not enter the menu, you can press the rear of the machine "clear administrator key" to clear all the administrator rights.

7. Download Reports

1.U-disk download

(1)Insert the USB stick into the U-DISK port of the machine.

(2)Enter the main menu, select download report or press "4".

(3)Select card reports or press "1", prompted to fill in the start time and end time, press "OK", download the report to the U-disk, "successful operation" before you can pull out the U-disk.

Select the original record or press "2" to download the original record to the USB memory stick, "Verify that the record is downloaded successfully before pulling out the USB memory stick;".

(4)Select Manage Records, press "OK" and prompt "Operation Successful" before pulling out the USB memory stick.

8. Advanced Settings

Enter the main menu and select "Advanced Settings" and press "OK" or press "5" to enter the advanced settings.

1、Machine settings

Volume	User-adjustable machine volume, 0-10 selectable
Confirmation method	Fingerprint, password, ID/IC card
Screen saver time	The time to enter the screen saver without any operation in the main interface, 0-60 minutes optional, set 0 to not enter the screen saver
Ringing Setting	Maximum 24 sets of ringer settings per day

8. Advanced Settings

2、time settings

Under the advanced setting menu, select "Time Setting" and press "OK" or "2" to enter the time setting, press ↑ ↓ or input numbers to edit the year, month and day, press "OK" to confirm the input value, and press "ESC" to save the time automatically after setting.

3、Record Setting

Under the advanced setting menu, select "Record Setting" and press "OK" or "3" to enter the next level menu to set the time for attendance record warning and repeat confirmation time.

Attendance record warning factory default 500, when the total capacity of the remaining 500 records, and then every time you punch the card will prompt "exceed the total number of validation records", punching records will still be stored until the total capacity of the record to 200,000, and then punching the card will be deleted after the earliest punching of the 500 records to start storing, and so on and so forth.

4、Initialisation

Select "Initialisation" under the Advanced Settings menu and press "OK" or "4" to enter the initialisation settings.

Restore Factory Settings	Restore all setting parameters to the factory status.
Delete all records	Delete all records, please use with caution
Delete all users	Delete all the registered user information, but not delete the swipe card records, password 8282, please use with caution.
Delete all administrators	Delete the administrator privilege of all management users, the password is 8282, please use with caution.
Delete all data	Delete all registered users and attendance records, the password is 8282, please use with caution.
Firmware Upgrade	When there is a firmware update, copy the firmware into the root directory of the USB stick, plug the USB stick into the machine and click there to upgrade the firmware.

8. Advanced Settings

5、Access Control Settings
Under the advanced setting menu, select "Access Control Function" and press "OK" or "5" to enter the access control function setting.

Definition of time period

Time period refers to setting what time to open the door, which is the most important time unit for access control settings. The whole system can define up to 255 time segments. Each time period defines six time intervals, each interval is a valid time period within 24 hours, each time interval is an "or" relationship, as long as the time of verification to meet one of the time is valid. Each time interval is in the format:HH:MM-HH:MM, i.e., accurate to the minute according to the 24-hour system.
End time less than start time (23:57-23:56) setting cannot be saved
Valid time period for users to unlock the door: Open all day (00:00-00:00)
Go to "Time Period Definition" as follows.
Press "OK" to enter the settings for time period 1:

8. Advanced Settings

Time period number "1" is defined as: time period number "1", which consists of a combination of six smaller time periods.
Example: The permitted opening hours are 04:00 -11:00, 03:02-06:00 ;
The settings are as follows ;

No.		Timezone
1	1	04:00-11:00
2	2	03:02-06:00
3	3	00:00-00:00
4	4	00:00-00:00
5	5	00:00-00:00
6	6	00:00-00:00

Note: The system default time slot number 1 is open all day (00:00-23:59), and the default time slot for newly registered users is 1, so newly registered users can verify the successful opening of the door.
And so on. You can define as many time periods as you need.

Simultaneous Confirmation Number
The number of simultaneous confirmations means how many users need to confirm at the same time to open the door, for example: set the number of simultaneous confirmations to 2, any two users can open the door after punching the card. The factory default value is 1.

Door opening delay
Door delay refers to the time when the machine control opens or closes the electric lock, set to "0" to close the lock control function, a number of units of 1 second, the maximum can be set to 200. select this item and press "OK" to enter the settings, press the numeric key to enter the corresponding number, press "OK" to exit. Press "OK" to exit and save the setting. The factory default value is 5.

Release Alarm
This option allows you to stop the alarm when it has been triggered and it has been ruled out that it is not an illegal operation.

8. Advanced Settings

Tamper alarm

There are two types of Tamper Alarm: Yes and No. Yes" refers to open the tamper alarm function, the alarm occurs when the machine is dismantled; "No" refers to close the tamper alarm function, when the machine is dismantled, the alarm does not occur, generally used to install the machine before the familiarisation stage, after installation, you must set the tamper alarm to "Yes". After installation, the tamper alarm must be set to "Yes", the factory default value is "Yes".

6、Information Enquiry

In the menu interface, select "information query", press OK to enter the machine information query interface.
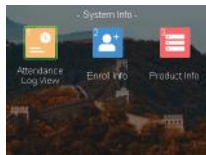
Record Viewing

(1) Input work number and press "OK", select start and end time. Press "OK" to view the employee's fingerprint, ID/IC or password punching time during the period.

(2) Press "OK" in the initial interface, then verify the user, select the start and end time, and press "OK" to view the employee's fingerprint, ID/IC or PIN registration time during the period.

Registration Information

View information on user registration, management registration, attendance records, fingerprint, ID/IC card, and password registration.

Device Information

Display information such as manufacturer, factory date and firmware version.

9. Appendix

T9 Input Method
T9 Input Method is called Intelligent Input Method, which is known for its efficient and fast character input. This device supports T9 Chinese, T9 English, and symbol input. There are three or four English letters on the numeric keys 2~9 of the device, for example, there are three letters A, B and C on the numeric key 2, T9 Chinese only needs to input the key where the letter is located once, and the programme will automatically form the legal pinyin according to the algorithm. Then press the number key to select Pinyin to input Chinese characters.T9 English input method also follows the arrangement of letters in English words, you only need to input the key where the letter is located once or several times to select the letter you want to input.

Note:In the input method state, press the keys to switch between Pinyin, English lowercase, English uppercase, numbers, and symbols.

Packing list
In addition to the machine, the following items are included in the box.
Instruction manual *1, ST4X40 screws *4, rise plugs *4, plum hexagonal spanner *1, power cord accessory kit *1, installation positioning paper *1.

PRODUCT WARRANTY CARD

Thank you for purchasing our products. For insuring their interests, customers who purchased our products can contact local dealers or contributing maintainence station and present invoices and warranty cards if any glitch occurs due to product quality.

1.Malfunctions arise under regular usage within a year since purchase, our company provides free repairment and component replacement accordingly.

2. This Warranty Card and invoice are proof for us to offer customers aftersale services, it's valid after filling out detailed forms below and stamped official seal by dealer.

3. Free warranty services are inavailable and charged services are given if any of following items are applied.

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(2)Damage caused by inproper usage,maintanence or reserve which failed to follow instructions given by the user's manual.

(3)Glitches and malfunctions caused by unauthorized disassembly, repairment,refit.

(4)Damage and malfunctions caused by force majeure.

(5)Easily damaged components and accessories.

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Product Info.	Product Name		Serial No.	
	Ref. No.		Date of Manufacture	
Customer Info.	Name of Company		Contact Name	
	Address		Phone No.	
Sales Info.	Name of Seller		Contact Name	
	Address		Phone No.	
	Date of Selling		Invoice No.	

Maintenance Records	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date

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This part can be cut through this dotted line and kept by dealer.

Product Info.	Product Name		Serial No.	
	Ref. No.		Date of Manufacture	
Customer Info.	Name of Company		Contact Name	
	Address		Phone No.	
Sales Info.	Name of Seller		Contact Name	
	Address		Phone No.	
	Date of Selling		Invoice No.	

Maintenance Records	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date

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PAP 22

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