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**Introduction**
This manual is to teach user how to use fingerprint machine. It helps the easiness of using the menu.

**Installation**

We used to install in the wall. It is because it can avoid strong light shining on the fingerprint optical sensor. It will seriously affect the recognition ability of the fingerprint device.

Normally, we will mount the device to the wall in about 1.4 metres high.

The back of the fingerprint device has a metal rack which can be used to mount the fingerprint device to the wall.
Connections

- Use screw to mount the rack to the wall
- Screw for fixing the rack to the device

Startup Screen

- Power
- Connect to computer through USB cable
- SD card
Menu Structure
The menu structure of it is as follows

1. Enroll
   user enroll(new enroll, backup enroll)
   manager enroll(sup manager, log manager)

2. Delete
3. Time set  date and time
4. Log View  (glog, slog)
5. SD card  Glog down, slog down, unserinfo down,
            Userinfo, up, F/W upgrade
6. Settings
   6.1 Terminal  mach id, language, managers, LCD contrast, volume,
            voice out, power key, sleep, auto off,
            sensor adjust
   6.2. Attendance  Attend. Set, Attendance TZ, Bell Time, Reverify No, Glog Wrn,
                  Slog Wrn, Delete All log
   6.3 Information  User, Manager, Finger, Password, Card , Glog, Slog,
                   Communication, Manufacture, Soft Version
   6.4 Self Test
   6.5 Set Default

Enrollment

Menu enroll is used to do the enrollment of user. You will find that just one minute can
finish the enrollment of fingerprint, password or proximity card (optional). In enrollment,
you need to input a user id before recognizing fingerprint. The user ID is a key for
identifying a user. You need to mark down the user ID and input back to the
corresponding attendance software for matching the fingerprint in both the device and
software system.

1. User Enroll

It is to enroll a normal user to the fingerprint device. You can choose new enroll or
backup enroll. New enroll is the first time for a user to enroll fingerprint/card/pin. The
backup enroll is for an existing user to enroll second or third fingerprint or pin or card.
Normally, a user enrolls three fingerprints for contingency plan. When one fingerprint
cannot be recognized, it can turn to another fingerprint.

2. Manager Enroll

In the device, we can set special user which have administration right for changing the
configuration of the device. In this model, we have 1 administration grade of users.
Manager is the highest graded user. It can change all configuration of the device. When a
manager has been defined, you need this manager fingerprint/card/pin for accessing the
menu.
Log manager is only for downloading general log data (punch transaction record) by USB flash disk and inquiry of log information. It cannot access the other menu items. The role of log manager is mainly for manipulation of punch transactions.

If the device does not have super manager while it has log manager, the role of log manager will be equal to the super manager. On the other hand, if there are no super manager and no log manager, you can access the menu without any control.

Delete Enrollment

This menu item is delete enroll information. The device will ask for the deletion of user ID first.

```
Delete
ID  00001
```

Change the user ID to the deleted one and press <ok> to accept the user ID.

After that, you are asked to confirm again the delete action.

```
Delete
ID  00001-0
Sure Delete
```

The zero beside the user ID is to show you the fingerprint number. 0 means the first fingerprint, 1 means the second fingerprint and 2 means the third fingerprint. If it shows “P”, it means the password of the user. And, if it shows “C”, it means the card number of the user.

Time Set

Time set is used to set the device and time of the device. After a period of time, the device time may be varied from the actual time. Using this menu item can correct the time. The UnionAttend software will synchronize the time of the device when you download data. It guarantees the accuracy of each device when there are many devices in a network.

Log View

The log information is to check the transaction record and supervisor log of action in the device. GLOG means general log. It is the punch transaction in the device. SLOG is the log of changing the menu item by supervisor or normal user. For example, if an administrator changes the device language from English to Chinese, the SLOG count will
be incremented by one.

**SD card**

This item allows you to download both enroll and transaction records into SD card. For transaction record, the SD card will be taken to computer for importing to the system.

**Communication**

we can use USB cable to connect between fingerprint device and computer.

```
FP Machine
USB cable (max. length = 5m)
USB port
```

**Settings**

The setting is divided into terminal, attendance, Information, Self Test, Set Default.

1. **Terminal Setting**
   1.1 **Machine ID**

   In terminal setting, you can set the device ID of the machine. If you have more than one device in your network, you need to have unique device ID. If three devices in a network, we need to set those device ID to 1, 2 and 3 differently.

   The identify mode has combination of “or” or “and”. For “or” combination, it means either one identify mode can be accepted. For “and” combination, it means the identify mode must be both passed for successful punch.

   3 options can be selected.
   They are Fp/pwd/card (optional). The first option allow user to use either one of the identify mode (fingerprint, password, card) to do the punch. The stroke “/” in between represents “or” combination.

1.2 **Language**

You can also set the language of the device. The default language allowed are English, Traditional Chinese and Simplified Chinese. Customer can request for making another language such as Thailand or Spanish.

1.3 **Managers**

The default manager that you can set is 5. It means that you can set 5 managers. When you press ‘menu’, a manager fingerprint/pin/card need to confirm the access of menu first. If you increase the number, more managers can be allowed.
1.4 LCD Contrast
This menu item is to set the LCD display contrast. The smaller number will cause the LCD display to be dim. If you set it to 1, you almost cannot see anything in the display. If it does happen, you can use number system to access back the menu item and increase back the number. That is, you can press “menu”, “5”, “7” and then press “up” arrow to raise the number and press “ok” to confirm. Then, you can see back the display. The factory default number is 47.

1.5 Volume
It is to adjust the loudness of the voice if you have switched on the voice.

1.6 Voice out
Voice out on/off is to set the response of the device. When you punch the device correctly, the device will speak ‘thank you’. If the fingerprint has not been enrolled or the identification fails, the device will speak ‘press again!’ If you off the voice out item, the device will not say anything.

When the punch is authorized, it will just give 3 short beep sounds. If it fails, it will give a long beep sound and the display will show “Press again”. The voice is located in a sound chip in the mainboard. The sound chip can only store one language of voice. So, before leaving the factory, customer need to specify which language of voice they need.

1.7 IP Address (optional)

1.8 Subnet Mask (optional)

1.9 Password (optional)

1.10 Power Key
It is to disable power off button.

1.11 Sleep
This menu item sets an idle interval for going into sleep mode. For idle interval, we mean the time in which there is no user interaction. If the device is in sleep state, the backlight of LCD, sensor LED and the backlight of keyboard will be turned off. The device will go back to normal state when the following event occurs
1. any key is pressed
2. door is opened
3. exit button is pressed
4. tamper is detected.

The available range is from 0 to 255 minutes while the default is 0 in minutes. If the value
is 0, sleep function will be disabled.

Last interaction

<table>
<thead>
<tr>
<th>No user interaction</th>
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Sleep mode

1.12  Auto Off
This menu item sets an idle interval for auto switching off the machine. For idle interval, we mean the time in which there is no user interaction.

1.13  Sensor Adjust
This menu item adjust the brightness of the sensor. You need to do the adjustment when one of the following case happens
1. after manufacturing of the device
2. changing of the optical sensor
3. upgrading of the firmware in the device

While adjustment, you must keep dark environment of the sensor and clean the sensor.

2. Attendance

2.1 Attend. Set
Enable or disable the attendance TZ (time zones) function

2.2 AttendanceTZ
Attendance status is the status assigned to a period of time. For example, 08:00 to 11:00 can be set as duty on. Another example, 19:00 to 21:00 can be set to overtime on. NU2088 allows you to set the attendance status for a time period. The available status are as follows
1. duty on
2. duty off
3. overtime on
4. overtime off
5. in
6. out

You can define 10 attendance status time zones and each zone consists of start time (hour, minute), end time (hour, minute) and attendance status. The device will change its attendance status according to the time zones automatically.
The following is an example

<table>
<thead>
<tr>
<th>Time zones number</th>
<th>Start time (hour,min)</th>
<th>End time (hour,min)</th>
<th>Attendance status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08, 0</td>
<td>11,0</td>
<td>In</td>
</tr>
<tr>
<td>2</td>
<td>17, 0</td>
<td>19,0</td>
<td>Out</td>
</tr>
<tr>
<td>3</td>
<td>19, 1</td>
<td>20,0</td>
<td>Overtime on</td>
</tr>
<tr>
<td>4</td>
<td>21,0</td>
<td>23,0</td>
<td>Overtime off</td>
</tr>
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2.3 Bell Time
It is set time to turn on the bell loudly. For example, 09:00 and 18:00.
You can set minimum 1 time zone or maximum 12 time zones.

2.4 Reverify no.
This menu item is to set the number of seconds to prevent duplicate punch of the same user identifier. The default is zero. It means you can punch many times without control. It will waste the space of the device in storing useless records. So, customer can set this figure to a number of seconds. The maximum number of seconds allowed to be set is 255 seconds.

2.5 Glog Wrn
Glog Wrn means the general log warning threshold. General Log means the punch transaction. Each in represent one record and each out represent also one record. When the remaining space can store less than this figure, the display will show error message. You are supposed to download the transaction immediately or you will loss the previous punch records.

2.6 Slog Wrn
Slog Wrn means Super Log warning threshold. Super Log means the record for changing the menu items. It is to set the number of record space remaining for giving warning message. The default threshold is 100. That is, when the remaining space can only stores 100 records, the display will show warning message for you to download the super log records or to clear them.

2.7 Delete All Log
All glog and slog records will be deleted.

3. Information
The item in Info View is the system info. It is to check the configuration of the device. In this item, you can check the
  Manufacturer
  Machine name
  Release time of the device
  Serial No.
  Engineer Version
  Soft Version

Engineer version and soft version are very useful in getting support from vendor. Vendor needs to know the version in order to provide right support.
4. Self Test
System checking, include: Keyboard, Sound, Sensor, Flash, LCD, Bell and Weigand in.
(Swipe card is optional in fingerprint machine)

5. Set Default
The device return to orginal setting.

*** The End ***