

## **Hardware Tutorial For the Fingerprint Model**

Recently, we updated our support link, You can download all from:

<http://www.dj107.com/fingerprint1020.html>

When you punch finger, if message display: Please press in/out key  
Please refer to chapter: 3.1.2/ 4.2.1 / 4.2.2

## 1. INTRODUCTION

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

### 1.1. Acronym

Slog: System Log, All administrators' operation is record as system log.

Glog: General Log, it means the time in/out record or attendance record, it's the original data which for attendance check.

## 2. HOW TO POWER ON

- ✓ power supply to connect
- ✓ press the key at the bottom left corner

|   |   |    |      |
|---|---|----|------|
| 1 | 2 | 3  | ESC  |
| 4 | 5 | 6  | MENU |
| 7 | 8 | 9  | ▲    |
| ⊙ | 0 | OK | ▼    |

## 3. MENU GO-THRU

### 1.Enroll

- user enroll
- manager enroll

### 2. Delete, To delete the enrolled user

### 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

- Terminal, including machine id, language, managers count, LCD contrast, volume, voice out, power key, sleep, auto off, sensor adjust
- Attendance Attend. Set, Attendance TZ(time zone), Bell Time, Reverify No, Glog Warning, Slog Warning, Delete All log

- Information    User, Manager, Finger, Password, Card , Glog, Slog,
- Communication, Manufacture, Soft Version
- Self Test
- Set Default

### 3.1. Menu: "Enroll" to register user

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.

#### 3.1.1. User Enroll

It is to enroll a normal user to the fingerprint device. Normally, a user enrolls **two** fingerprints for contingency plan. When one fingerprint cannot be recognized, it can turn to another fingerprint.

Each user will get an unique enrolled ID, it begins from 0 normally, then 1,2,3...

#### 3.1.2. Punch finger

After finger enroll, you can just punch finger, the device can then generate time check records, the records are further for time report.

if screen show message "Please press in/out key", it ask you to tell the device that you are in or out, you can press up or down arrow key to choose corresponding status, then punch finger.

|   |   |    |      |
|---|---|----|------|
| 1 | 2 | 3  | ESC  |
| 4 | 5 | 6  | MENU |
| 7 | 8 | 9  | ▲    |
| ☉ | 0 | OK | ▼    |

There are below status:

1. duty on: begin to work, normally means you are enter in office
2. duty off : end work, normally means you are exit office.
3. overtime on: begin the over time work(rarely use)
4. overtime off : end the over time work (rarely use)
5. in (use often): come into office
6. out (use often): come out of office

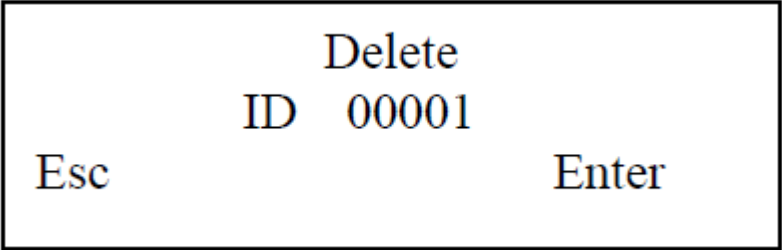
Also you can disable it so that you needn't choose status, of you can do some setting, so that device can decide it's in or out itself based on your time zone setting, for the details, please refer to chapter 4.2.1/4.2.2

### 3.1.3. 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.

### 3.2. Menu: " Delete Enrollment"

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



Delete  
ID 00001  
Esc Enter

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.

### 3.3. Menu: " 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.

### 3.4. Menu: " 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.

### 3.5. Menu: " 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.

If you have multiple devices of this kind, you can also download user enrolled info from machine A and upload to machine B here.

### 3.6. Menu: “ Settings”

Please go to chapter 4.

## 4. SETTINGS

### 4.1. Menu: “ Terminal Settings”

#### 4.1.1. 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.

#### 4.1.2. Language

You can also set the language of the device. The default language allowed are English, Traditional Chinese and Simplified Chinese.

#### 4.1.3. Managers

The default manager that you can set is 5. It means that you can set 5 managers. If you increase the number by up key(or down key to de-crease), more(less) managers can be allowed.

#### 4.1.4. 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.

#### 4.1.5. Volume

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

#### 4.1.6. Volume 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.

#### 4.1.7. 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.

#### 4.1.8. Volume

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.

#### 4.2. Menu: “ Attendance”

##### 4.2.1. Attend.Set

Enable or disable the attendance TZ (time zones) function. Once disabled, the finger will not ask you to press in/out key, the working hours will be calculated between two punch time.

##### 4.2.2. AttendanceTZ(if you need to track in/out, normally, it's not necessary)

Only when you enable the attend Set

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. It allows you to set the attendance status for a time period. The available status is as follows

1. duty on
2. duty off
3. overtime on
4. overtime off
5. in (use often)
6. out (use often)

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.

##### 4.2.3. 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.

##### 4.2.4. 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.

#### 4.2.5. 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.

#### 4.2.6. 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.

#### 4.2.7. Delete All Log

All glog and slog records will be deleted.

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