

Esc Back OK Confirm ← Move # Del

PWD PWD not recorded

Dept W

Schedule Mode HQ -shift

User Level Administrator

Figure 3-5

Note:

- User ID max is 8 digits.
- User name max is 16 digits.
- Input password can be 1-8 digits of number.

3.5 Shift

The system supports 24 shifts. Each shift can set two periods and one overtime shift. Select Shift>Shift Setup>Shift, click **OK**.

Esc Back OK Confirm ← Move # Del

Shift NO DutyT1

1 08 : 30 - 12 : 00

2 DutyT2

3 13 : 30 - 17 : 00

4 Overtime Session

5 20 : 00 - 21 : 00

6

Figure 3-6

Parameter	Note
Duty T1, Duty T2	Set attendance period, as period between sign in and out must meet this period to be normal attendance. Otherwise it is abnormal attendance. The system supports to two periods. If you set two periods, period 1 and 2 must be normal attendance, so the user will be normal attendance.
Overtime Session	Set overtime work session, as sign in and out within this period will be overtime work.

Chart 3-1

3.6 Schedule

The system supports user schedule and department schedule. You can set according to your need.

3.6.1 User Schedule

You can set current month and next month schedule for one user.

Step 1. Select Shift>Schedule Setup>User Schedule, click **OK**.

Step 2. Enter user no., to automatically show name and department, click **OK**, see Figure 3-7.

Esc Back OK Confirm ← Move # Del

User:1 2017/6 schedules

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 1	2 1	3
4	5 1	6 1	7 1	8 1	9 1	10
11	12 1	13 1	14 1	15 1	16 1	17
18	19 1	20 1	21 1	22 1	23 1	24
25	26 1	27 1	28 1	29 1	30 1	

Figure 3-7

- 1-24 means shift in setup.
- Null and 0 are off duty.
- 25 means business trip.
- 26 means leave.

A1 SECURITY CAMERAS

3.6.2

The First Name in Security

Select

Step 1. Select Shift>Schedule Setup>Department Schedule, click **OK**.

Step 2. Click department set, click **OK**, see Figure 3-8.

Esc Back OK Confirm ← Move # Del

Dept:Product schedules

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	1	1	1	1	

Figure 3-8

- 1-24 means shift in setup.
- Null and 0 are off duty.
- 25 means business trip.
- 26 means leave.

3.7 Attendance

In standby interface, you can register for attendance by password or fingerprint.

- Password attendance

Click number key, to enter user ID, click **OK** and enter password. Click **OK** again to complete.

- Fingerprint attendance

In fingerprint area, press you finger on it.

3.8 Attendance Statistics

Warning:

Before you export attendance record, make sure you insert USB disk. During exporting, please do not eject USB disk or operate the system, otherwise the exporting will fail and cause system malfunction.

You can search and export attendance record, while the system stores up to 100,000 records.

After you enter main menu, click **OK** or **OK** to select ATT Statistics, click **OK**. Or you can directly click “2” key, see Figure 3-9.

When you select either Export Monthly ATT.log or Export Monthly ATT.Report, click **OK** to export record.

Time Attendance (Standalone)

V1.0.0



Quick Start Guide



User's Manual



1 Product Overview

Time attendance is an attendance device signing by fingerprint and password. The device supports local attendance setup, USB attendance statistical export with no software. Its has simple and neat appearance, suitable for commercial building, shop, factory and etc.

The device mainly support:

- 16 mechanical keys and 2.4 inch LCD.
- Attendance by fingerprint or password.
- Max of 2,000 fingerprints and 1,000 users.
- Max of 100,000 attendance records.
- Internal ring as prompt.
- 24 groups of shift.
- 20 departments.

Warning:

Please use a DC 5V 1A adaptor, and work temperature cannot exceed -10°C ~ +55°C.



2 Device Installation

2.1 Checklist

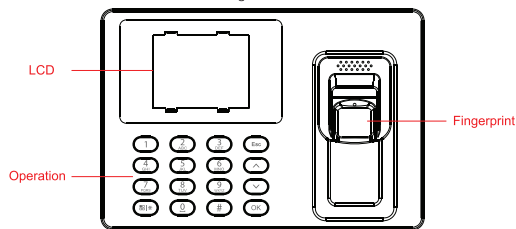
No.	Name	Quantity
1	Unit	1
2	Power adaptor	1
3	Power line	1
4	Screw	<ul style="list-style-type: none"> • Screw bag*1 • Expansion bolt*3
5	Quick Start Guide	1

Chart 2-1

2.2 Panel and Port

Access controller appearance is shown in Figure 2-1 and Figure 2-2.

Figure 2-1



Icon	Note
0 ~ 9	Number key for input of number and letter
Back	Back or exit
Up	Up
Down	Down
OK	Enter or confirm
Backspace	Backspace
Main	Enter main menu or switch input

Chart 2-2

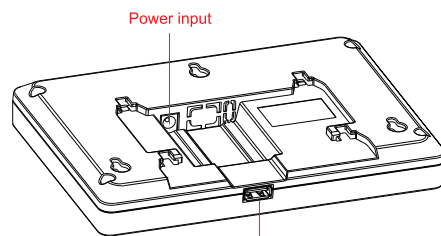


Figure 2-2

2.3



Figure 2-3

2.4 Installation

Time attendance installation is shown in Figure 2-4.

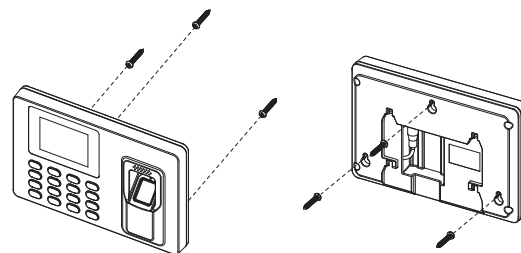


Figure 2-4

Installation steps:

- Step 1. Stick installation map on the surface you are going to install, and dig hole in accordance with hole position on the map. Insert expansion bolt into installation hole.
- Step 2. Fix screw on wall in accordance with the map, leave a space of 2mm~2.5mm between screw and wall.
- Step 3. Plug in power plug, put wire in order to their corresponding areas.
- Step 4. Hang the device on the screw.

Available from A1 Security Cameras
www.a1securitycameras.com email: sales@a1securitycameras.com



3 System Framework

3.1 Framework

System framework is shown in Figure 3-1.

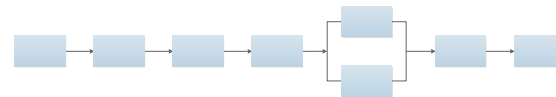


Figure 3-1

3.2 Main Menu

Click **Main**, system shows main menu, see Figure 3-2.

Note:

If you have added administrator user, you can enter administrator user ID and password or fingerprint to log in.

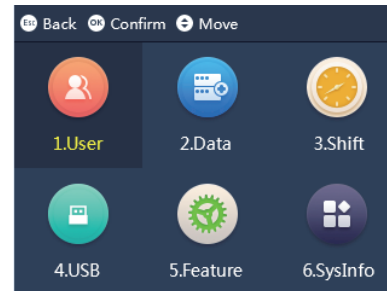


Figure 3-2

Press **Up** or **Down** to select, click **OK** or directly click number key to enter each function.

3.3 Set Department

The system has 16 departments already, and you can name these departments. After you name department, new name will be shown in Department parameter created by new user. Unnamed department will not be shown instead.

Select User Management>Edit&Delete Department, click **OK**. Here you can bind department ID to department name, see Figure 3-3.

Esc

Back

OK

Confirm

⌵

Move

Dept.ID	Dept.
01	HQ
02	PM1
03	PM2
04	
05	

Figure 3-3

3.4 Add User

You can add new user, as well as record new user info, including ID, name, fingerprint, password and etc. A user can register for attendance by fingerprint and password. The system supports up to 1000 users and 5 admin users. Select User>Add New User, click **OK**. See Figure 3-4 and Figure 3-5.

Esc Back	OK Confirm	Move	# Del
ID			3
Name			
FP1		No FP	
FP2		No FP	
FP3		No FP	

Figure 3-4