EP Series Fingerprint Employee Time Clock Operation Guide

■ Product Appearance

IN
09:30 26
01-17-11   MON

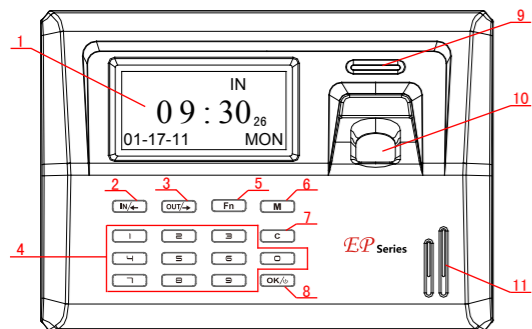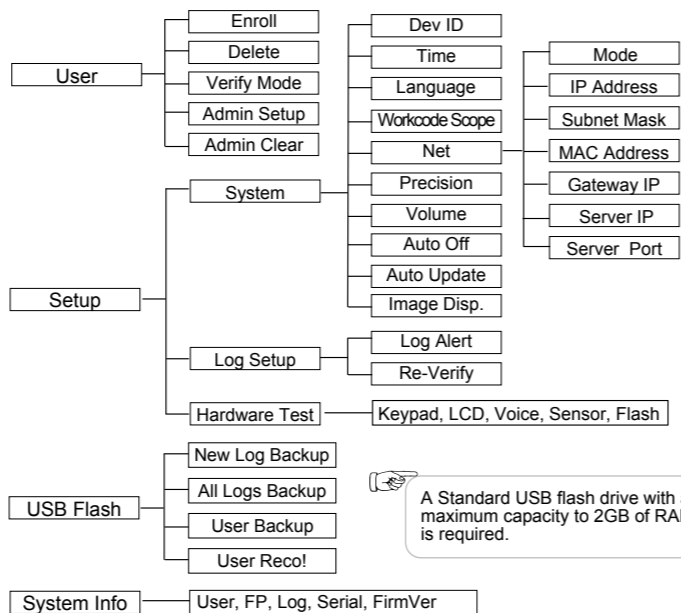EP Series

1.LCD

2.State Key(Clock In) Page Up

3.State Key(Clock Out) Page Down

4.0-9 Num. Key

5.FN key

6.Menu Key

7.Delete/Exit key

8.Confirm/Power Key

9.LED

10.Fingerprint Sensor

11.Loudspeaker

■ Menu List

Press [OK] about 3 seconds to turn on the terminal, press [M] key to enter the management menu. Menu list:

User
- Enroll
- Delete
- Verify Mode
- Admin Setup
- Admin Clear

System
- Dev ID
- Time
- Language
- Workcode Scope
- Net → Mode / IP Address / Subnet Mask / MAC Address / Gateway IP / Server IP / Server Port
- Precision
- Volume
- Auto Off
- Auto Update
- Image Disp.

Setup

Log Setup
- Log Alert
- Re-Verify

Hardware Test → Keypad, LCD, Voice, Sensor, Flash

USB Flash
- New Log Backup
- All Logs Backup
- User Backup
- User Reco!

System Info → User, FP, Log, Serial, FirmVer

☞ A Standard USB flash drive with a maximum capacity to 2GB of RAM is required.

■ Illustration for placing finger

■ Correct method :

Place finger in the center of the sensor.

Place finger flat on the sensor surface.

■ Incorrect method :

Do not remove finger during the enrollment process.

Using the tip of your finger.

Sliding, Rolling or Moving finger during the enrollment process.

■ Operation Guide

■ Enroll User: Each user can register two fingerprints and one password . (Functions marked with a Star are for specific models that include these features.)

IN
09:00 26
10-11-17   WED
[M]

MENU
▶User
Setup
USB Flash
Select [User]
[OK]

User
▶Enroll
Delete
Verify Mode
Select [Enroll]
[OK]

Enroll
ID   008101
Esc-C   Set-OK
Input user ID

(ID number range:0-999999)

● Enroll Fingerprint: Place finger on the sensor twice to enroll fingerprints.

[OK]
Enroll
FP   1/2
Password
Esc-C   Set-OK
Select [FP]
[OK]

Enroll FP
Place Finger #1
Enroll fingerprint

Enroll FP
Place Finger #2

Enroll FP
008101-1
Sav-OK
Press [OK] to save

● Enroll Password: Password length: 0-999999.

[OK]
Enroll
FP   1/2
Password
Esc-C   Set-OK
Select [Password]
[OK]

Enroll PWD
PWD ID   ••••••
Esc-C   Set-OK
Input password

Enroll PWD
PWD ID   ••••••
Confm   ••••••
Input password again
[OK]

Enroll PWD
008101-P
Cancel-C   Sav-OK
Press [OK] to save

■ Admin Setup: Admin(Administrator) has all the privileges of the machine. Please pay attention to the admin setup.

IN
09:00 26
10-11-17   WED
[M]

MENU
▶User
Setup
USB Flash
Select [User]
[OK]

User
▶Admin Setup
Admin Clear
Selelct [Admin Setup]
[OK]

Admin Setup
Esc-C   Add-OK
[OK]

Admin Setup
ID   000000
No-C   Yes-OK
Input Admin ID
[OK]

Admin Setup
008101
No-C   Yes-OK
[OK]

Admin Setup
▶ID   008101
Esc-C   Add-OK
Setup successful

■ Other Setup

Verify Mode: M→[User]→[OK]→[Verify Mode]→[OK]→[OK]→Input employee ID→[OK]→ Use [IN/﹣]/[OUT/﹣] to select 'ANY/PW+FP/ID+FP'→[OK]→[OK].

Item	Explanation
Any	Fingerprint only or ID+Password only
PW+FP	It requires both Password and Fingerprint verification together
ID+FP	Enter the user ID first, then verify the fingerprint
Factory default setting	Any

Language: M→[Setup]→[OK]→[System]→[OK]→[Language]→[OK]→ Use [IN/﹣]/[OUT/﹣] to select ENG/FRCH/GERM/...→[OK]→[C]→[OK].

Item	Explanation
Language	Contains 11 languages: ENG(English), FRCH(French), GERM(German), SPAN(Spanish), PTG(Portuguese), ITA(Italian), BULG(Bulgarian), SLVK(Slovak), HUNG(Hungarian), SLVN(Slovenian), TURK(Turkish)
Factory default setting	Related Language

★Net: M→[Setup]→[OK]→[System]→[OK]→[Net]→[OK]→to select [Mode/IP Address/Subnet Mask /MAC Address/Gateway IP/Server IP/Server Port]→[OK]→Modify parameters→[C]→[OK].

Item	Explanation	Factory default setting
Mode	TCP/IP Server mode: Common network mode TCP/IP Client mode: Only communicate with the PC which has static IP	Server Mode
IP Address	Set terminal IP address when communication of TCP/IP, IP address must be a static IP address	192.168.0.218
Subnet Mask	Subnet Mask of the LAN	255.255.255.0
MAC Address	Unique Physical address of the network moudle. This setting can not be modified.	
Gateway IP	Default Gateway of the LAN	192.168.0.1
Server IP	The IP address of the Sever Machine when using Client Mode TCP/IP communication.	192.168.0.7
Server Port	It's the Software Port number used when the read is configured for TCP/IP communication	5010

Dev ID: M→[Setup]→[OK]→[System]→[OK]→[Dev ID]→[OK]→Input the device's ID →[OK]→[C]→[OK].

Item	Explanation
1-99999999	Device ID of the unit which is required in software communication
Factory default setting	1

WorkCode: M→ [Setup]→[OK]→[System]→[OK]→[WorkCode Scope]→[OK] →Input Max→[OK]→Input Min→[OK] →[C]→[OK].

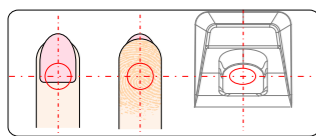| Item	Explanation
0-999999	Valid scope for the Workcode
Factory default setting	Max 999999 / Min 0

Tips: WorkCode indicates the work type , easily distinguishes which attendance record is related to which work type.

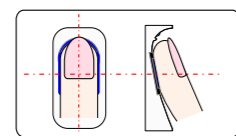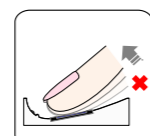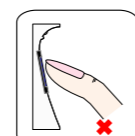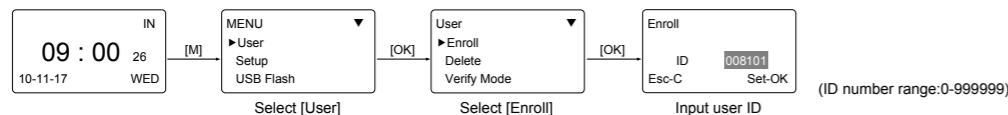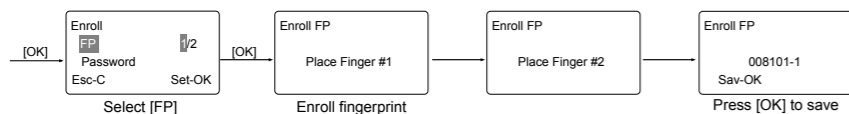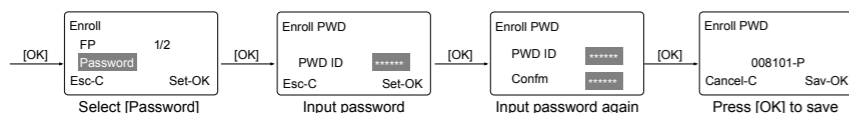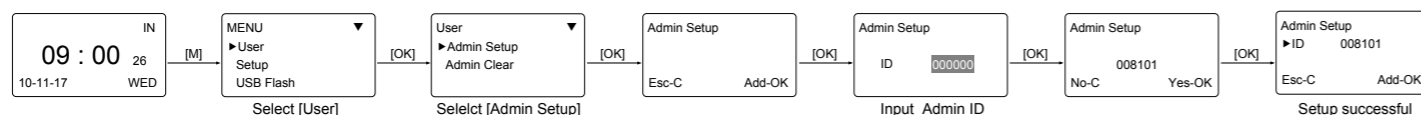**Precision, Volume, Auto off, Auto Update, Image Disp., Log Alert, Re-Verify**

Item	Explanation
Precision	Set terminal fingerprint matching precision. 0-[Normal],1-[Good], 2-[Exact].
Volume	Set the terminal voice volume. 0-[mute], 5-[Max].
Auto off	Set the time duration for an idle clock to go into sleep mode. No-[Not Off], 250min-[Max Time].
Auto Update	Auto update means the previous lower quality fingerprint template will be automatically replaced by the new higher quality one during fingerprint verification.
Image Disp.	Choose to display the fingerprint image on the screen during the verification process. [Yes] - show fingerprint image, [No] - not show fingerprint image
Log Alert	The terminal will alarm when the memory capacity is less than the [Log Alert] value.[No]-Not alarm, Max. value 5,000.
Re-Verify	The duration of time in which the terminal will ignore repeated attempts for authentication. [No]: Disable the function; Max. value is 250 min.

■ Wiring Diagram

Battery pack ★

USB Flash drive interface

USB/Power

TCP/IP