CP PLUS

User Manual

CP-VTA-F1043

Version 1.0

Fingerprint time attendance machine

User guide

Dear customers,

  Thanks for using this attendance product from our company. Before using it, please read the manual carefully, because it can improve your use efficiency. Thanks!

● __Using environment__

1）Please don't leave the machine in the light shine, because the light shine has impact on fingerprint, it may lead to fail to verify the fingerprint.

2）The facial identification module used special technology, the facial can be verified whether the light is dark or bright.

3）The working temperature of the time attendance device is 0-45℃. Please do not used in outdoors, because long time working in outdoors will have bad influence on the device. If the device must be used in outdoors, it is needing to use sun shade and radiating equipment to protect it in summer, and in winter it is needed to use heat preservation facilities.

● __Installation machine step__

Time attendance machine need to hang on the wall, install please check the following step:

1) Fixed the position: According to the metal plate behind the machine or the position paper to find out the screw hole.
2）Make hole: Use tool and follow the position to drill a suitable screw hole.
3) Hung the metal plate: Put the metal plate into the right place, then put the screws into the hole and tightly fixed it.
4）Hang the machine: Hang the device on the metal plate directly and tighten the screws on the machine. (Distance from machine and the floor about 1.4 meters).
5）Booting machine: Power on machine and booting it.

● __Attention to register fingerprint__

1. After install machine, first user needs to register their fingerprint on the machine, we advise user use index finger and middle finger. And please try to put the finger in the middle of the fingerprint scanner.
2. User need to choose good fingerprint when register. These fingers are better, such as less wrinkle, no peel, clear fingerprint and immaculate.

3.When user verify fingerprint, please put the finger flat and slightly on the scanner of the device, and make sure the finger is in the sensing area, wait for 1 second, and the device will prompt press again, repeated the above action 2 times, one finger 3 times. If the device said OK, that means you enroll successful.

4.When finish enroll, please test it and we suggest user enroll one more finger

5. If the device doesn't respond, when you verified, please check your finger, user can increase the humidity of your finger.

6. Don't use too vigorously press the device, it will cause the fingerprint defor mation and affect the identify result, and it also will destroy the fingerprint scanner.

● **Keypad**

Keypad is like the following pic.

1_	2 ABC	3 DEF	ESC
4 GHI	5 JKL	6 MNO	MENU
7 PQRS	8 TUV	9 WXYZ	▲
⊙ Mode	0	OK	▼

Keypad

instruction:

1) 【 ESC】: Exit or cancel   2) 【OK】: Confirm

3) 【MENU】: After press this key can enter machine menu

4) 【▲】 and 【▼】: Up and down

5) 【0】---- 【9】: Can press No. key to enter inner menu. And can input number when input IP address.

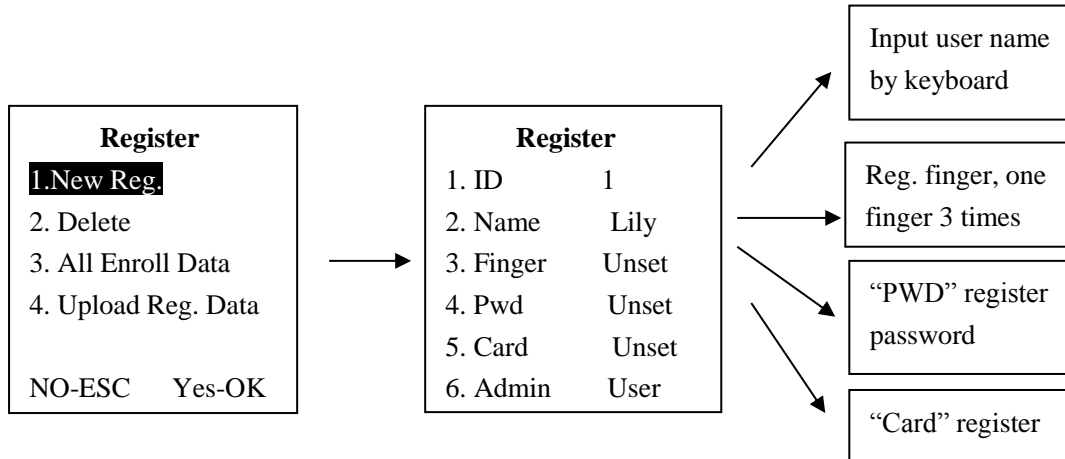6) When input user name:

　　【⊙ **Mode**】: switch input method   【MENU】: backspace

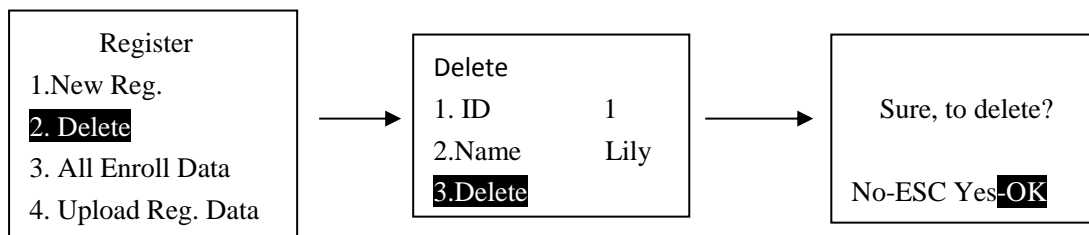　　【 ESC】: Exit   【0】:Space

● __Add new user__

Press 【MENU】 key enter the menu ------Choose 【Register】 press "ok" or "1"

```
   Register              Register                    Input user name
1.New Reg.          1. ID        1                   by keyboard
2. Delete           2. Name      Lily
3. All Enroll Data  3. Finger    Unset               Reg. finger, one
4. Upload Reg. Data 4. Pwd       Unset               finger 3 times
                    5. Card      Unset
NO-ESC    Yes-OK    6. Admin     User                "PWD" register
                                                     password

                                                     "Card" register
```

Select the "Admin" item to set the staff Privilege, initial setting is user for all registers. If don't set Admin. each user can enter menu. After set Admin. only admin. can enter menu to protect the attendance data and machine.

1) 【Admin】: Administrator, can enter menu and operate machine. If administrator is leave, please use software to delete the administrator, or contact with the seller ask for supper administrator and password.

2) 【Sup. User】: Super user, can enter menu and only can operate register menu to add and delete user.

3) 【User】: Normal user, only can take attendance.

● __Delete user__

```
   Register             Delete
1.New Reg.           1. ID        1               Sure, to delete?
2. Delete            2.Name       Lily
3. All Enroll Data   3.Delete                     No-ESC Yes-OK
4. Upload Reg. Data
```

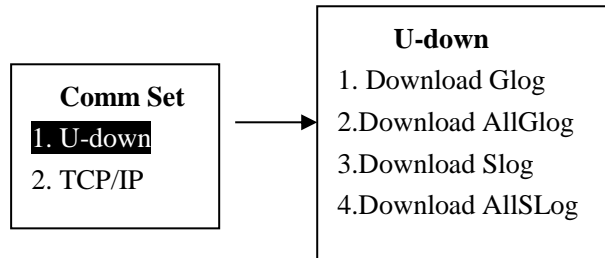【Delete】:Delete all the user(Admin, Sup. User and user)

∗__Warning__: If user don't backup the personnel information or upload it to the software in advance, user cannot retrieve it once deleted.

● <u>Download data</u>

Through this section to use USB pen drive and TCP/IP to download machine data.
Press 【MENU】 key enter the menu ------Choose【Set COMM】

Use USB flash disk to download data from machine

```
┌─────────────────┐          ┌────────────────────────┐
│   Comm Set      │          │        U-down          │
│  ▓1. U-down▓    │ ───────► │ 1. Download Glog       │
│   2. TCP/IP     │          │ 2.Download AllGlog     │
│                 │          │ 3.Download Slog        │
│                 │          │ 4.Download AllSLog     │
└─────────────────┘          └────────────────────────┘
```

∗Remark: USB flash disk need to use famous brand, FAT32, less than 32G, USB 1.0, 2.0 and 3.0

Please formatting USB flash disk before download data.

1) Download step

a. Use an USB flash disk insert into the interface on the machine.

b. Choose 【Download Glog】, the data will automatic download into the USB driver, then insert the USB flask disk to computer. User can find a txt file.

2) Index

【Download Glog】:   Download the users' new attendance record to the USB flash disk in TXT format.(Begin from the last time)
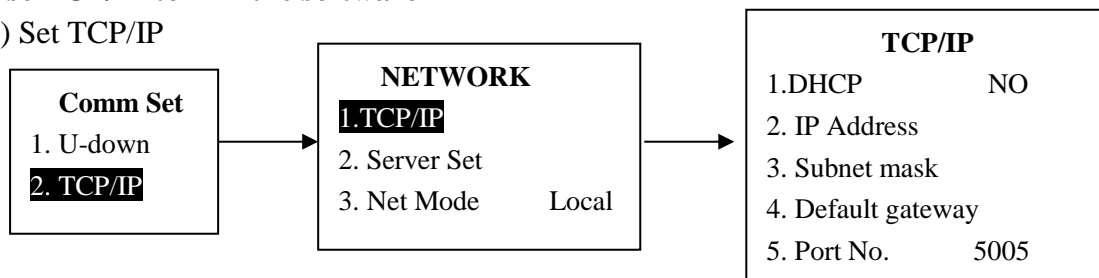
【Download AllGlog】: Download the users' attendance record to the USB flash disk in TXT format.(Download all attendance record)

【Download Slog】:   Download the new administrate record to the USB flash disk in TXT format.

【Download AllSLog】: Download the administrate record to the USB flash disk in TXT format.(Download all administrate record)

Use TCP/IP to link the software

1) Set TCP/IP

```
┌────────────────┐     ┌──────────────────────┐     ┌────────────────────────┐
│   Comm Set     │     │     NETWORK          │     │        TCP/IP          │
│  1. U-down     │ ──► │  ▓1.TCP/IP▓          │ ──► │ 1.DHCP           NO    │
│  ▓2. TCP/IP▓   │     │  2. Server Set       │     │ 2. IP Address          │
│                │     │  3. Net Mode   Local │     │ 3. Subnet mask         │
│                │     │                      │     │ 4. Default gateway     │
│                │     │                      │     │ 5. Port No.      5005  │
└────────────────┘     └──────────────────────┘     └────────────────────────┘
```

【Server Set】: Useless in local network. Please ignore and no need to set.
【Net Mode】: **Local** means Local network
　　　　　　　Internet means WAN/Web based/BS/Cloud, user need to follow our communication protocol to do secondary development can use.
【DHCP】: Yes means DHCP is open, No means set manually.

【IP Address】: This IP Address need to be unique and effective in users local network. When user link machine with software need to input this IP Address in the software. If DHCP is yes, the device will according to the local network environment to automatically get IP Address, user also can set manually.

【Subnet mask】&【Default gateway】: If DHCP is open, the device will according to

the network environment to automatically get, user also can set manually.

【Port NO.】: The default port NO. is 5005.When user link machine with software needs to input this Port NO. in the software.

Thank You for Choosing CP Plus!