



User Manual

CP-VTA-M1143

Version 1.0

Fingerprint and facial 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°C. Please do not used in outdoors, because long time working in outdoors will have bad influence on the device. If the device is used in outdoors, it is important to use sun shade and radiating equipment to protect it in summer, and in winter it is important to use heat preservation facilities.

● **Installation machine step**

Time attendance machine need to hang on the wall. While installation please check the following step:

1. Fixed the position: Use 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 deformation and affect the identify result, and it also will destroy the fingerprint scanner.

● **Attention to register facial**

1. Please avoid strong rays for enrollment.
2. Don't veil your forehead with hair while registered or identified
3. Please act as voice-prompted while making registration.
4. It is recommended to use it indoors to have good effects.

● **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	▲
☉	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:

【☉】 : switch input method

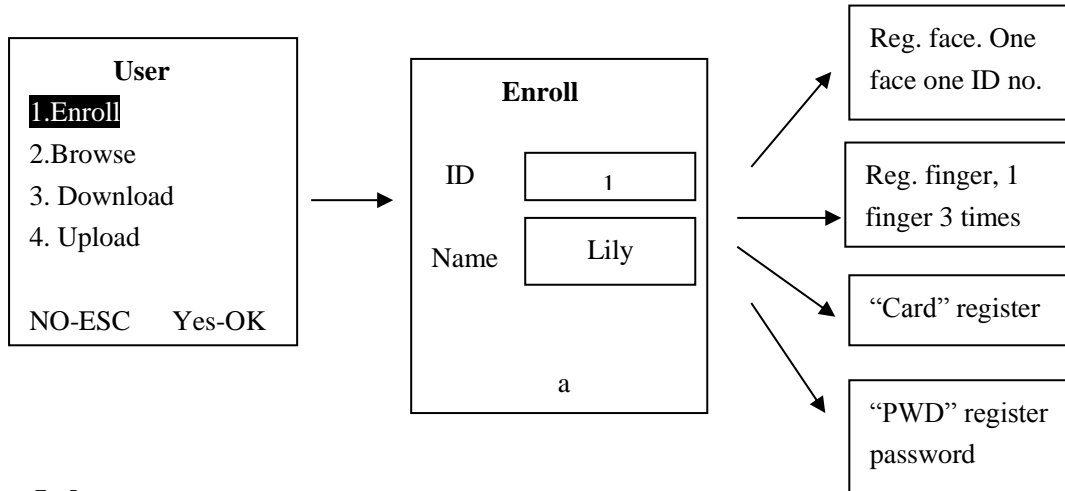
【MENU】 : backspace

【ESC】 : Exit

【0】 : Space

● Add new user

Press **【MENU】** key enter the menu -----Choose **【User】** press “ok” or “1”



Index

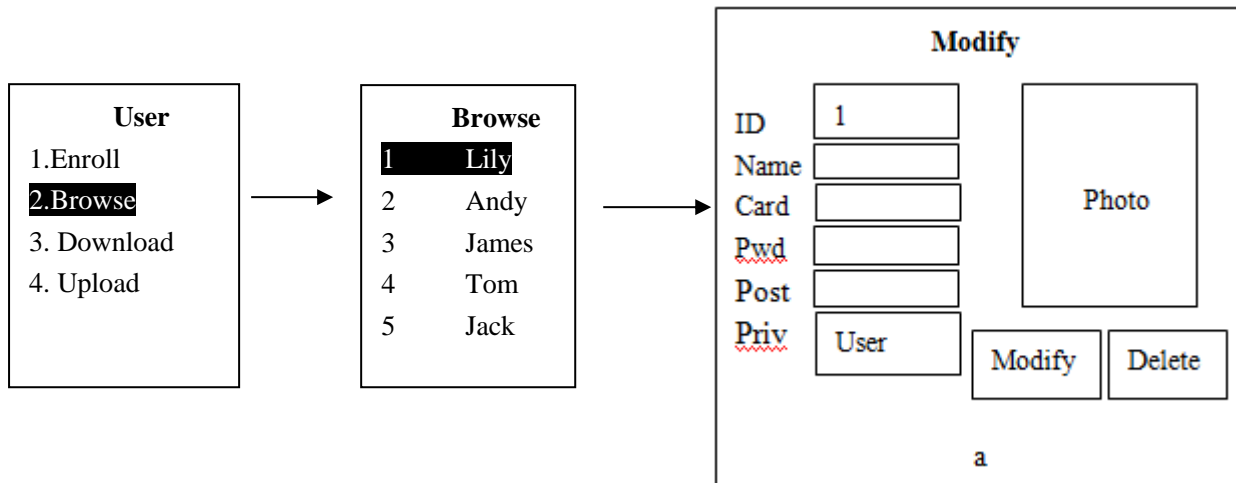
- 1) Select “Browse” item to browse, edit, modify and delete user, for details please check **【Browse】** from page 1-2.
- 2) Select the “Download” item to download all original data (User name, ID no., Fingerprint & Password data etc.) and user’s photo to USB flash disk, the user template file name is “plu000001.dat”
- 3) Select the “Upload” item, user can use a USB Flash Driver to deliver the register data file name is “plu000001.dat” that download from one machine to other machine, if all the machine needs the same register data, then user no need to register on each machine.

● Browse

In this item user can browse, edit, modify and delete user information.

1.Browse and edit user

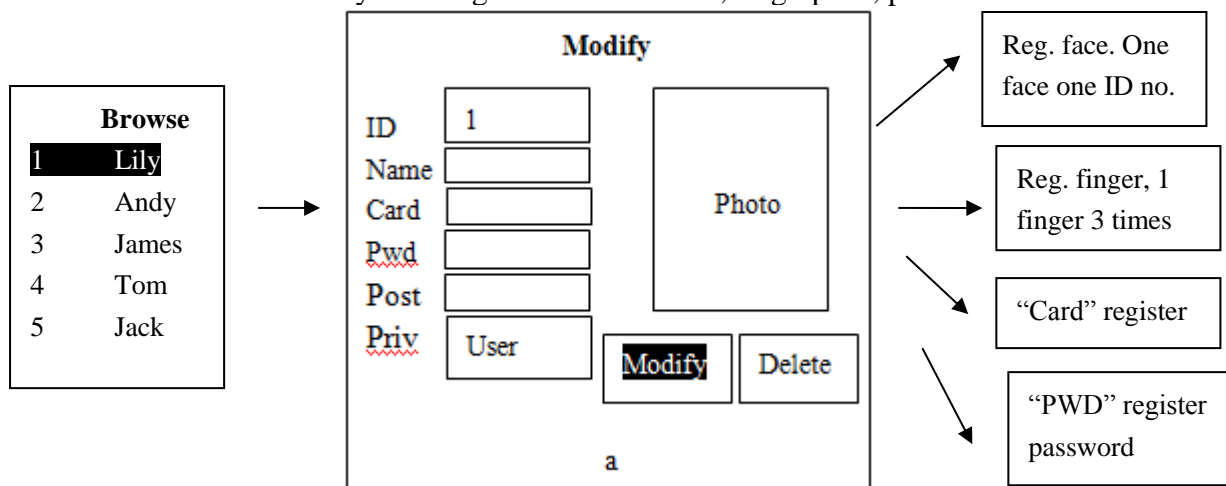
- 1) Press **【MENU】** key enter the menu -----Choose **【User】** press “ok” or “1”



- a. 【 ID/Name/Card/Pwd/Post/Priv 】 use keypad to edit
- b. 【Priv】 : 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.
 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.
 User: Normal user, only can take attendance.

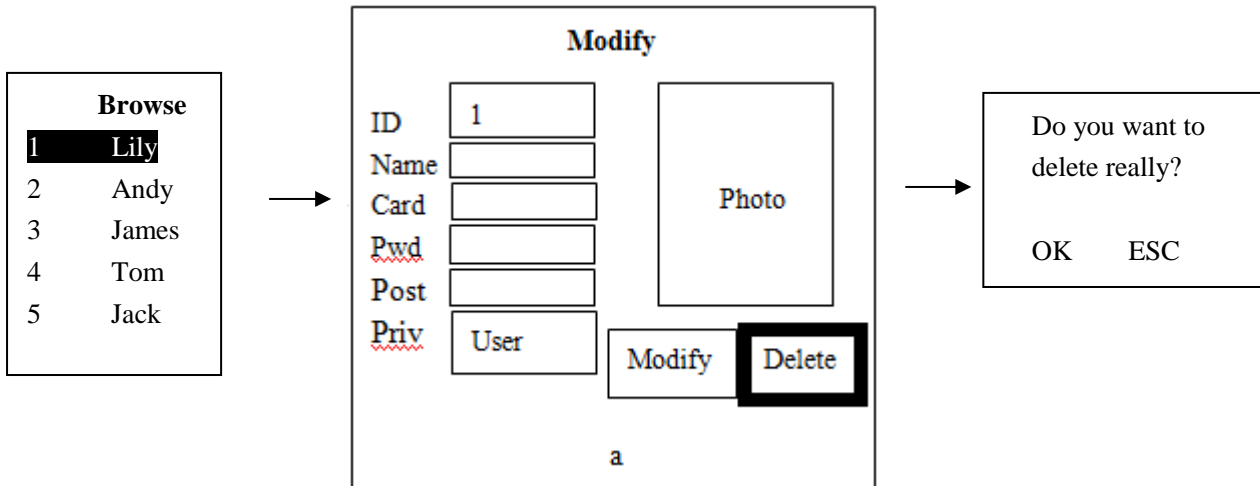
2. Modify user

In this item to modify have registered users' face, fingerprint, password and card



3. Delete user

Here to delete user.



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

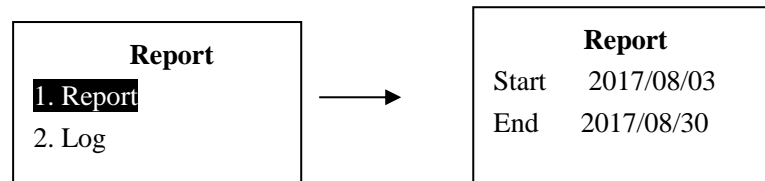
***Warning:** If user don't backup the personnel information or upload it to the software in advance, user cannot retrieve it once deleted.

● Download data

Through this section to use USB pen drive and TCP/IP to download machine data.

Press **【MENU】** key enter the menu -----Choose **【Report】** press “OK” or “1”

Use USB flash disk to download data from machine



***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 **【Report】** , 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

【Report】 : Download the users' attendance record to the USB flash disk in Excel format file(can choose date), named “Summary.xls”

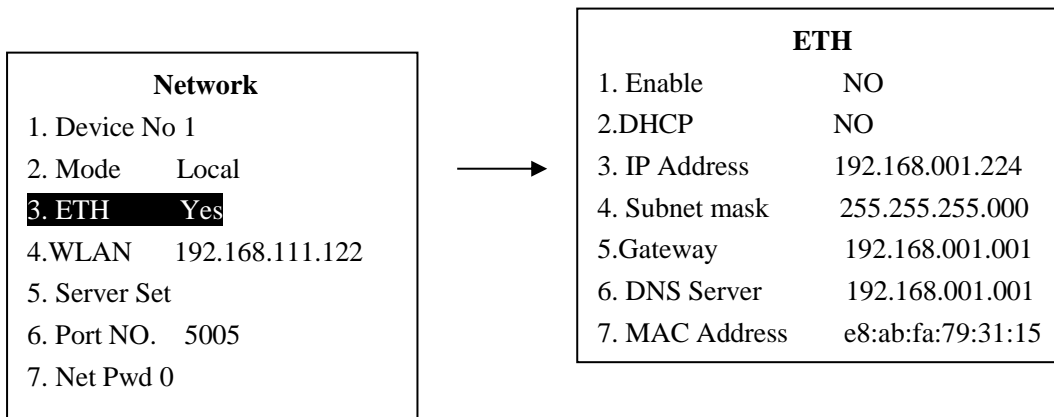
【Log】 : Download the users' attendance record to the USB flash disk in TXT Format, named “agl000001.txt”

● Network Setting

Through this section user can set TCP/IP, Wi-Fi and WAN network.

1. Use TCP/IP link the software to download data

Press **【MENU】** key enter the menu -----Choose **【Network】** press “ok” or “4”.



【Mode】 : Network mode: Local network and WAN network

Local means Local network

Internet means WAN/Web based/BS/Cloud, user need to follow our communication protocol to do secondary development can use.

【Server Set】 : Useless in local network. Please ignore and no need to set.

【Enable】 : Yes means use local network, NO means closed local network.

【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.

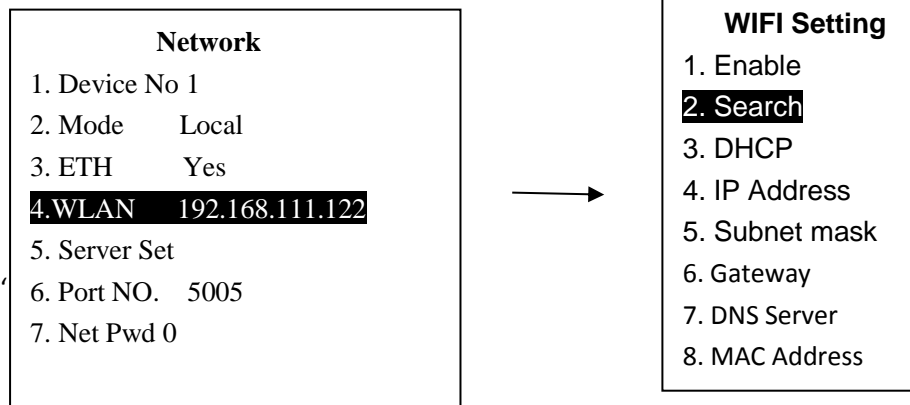
【Subnet mask】 & 【Gateway】 : If DHCP is open, the device will according to the network environment to automatically get, user also can set manually.

【DNS Sever】 : When set the DNS Sever IP ,the device can synchronize the time with the DNS Sever once each hour.

If you want to set this function, please make sure the time zone is right, such as the device is used in China, then the time zone must be set GMT+8

【MAC address】 : MAC address of the attendance machine

2. Link WIFI link the software to download data



Step for link WIFI

- 1) Make sure **【Enable】** and **【DHCP】** need to choose Yes
- 2) Choose **【Search】** , waiting for 1-3 seconds, you can see there are many WIFI
- 3) Choose the one you need to use and input the password.

Thank You for Choosing CP Plus!



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