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# USER MANAGEMENT

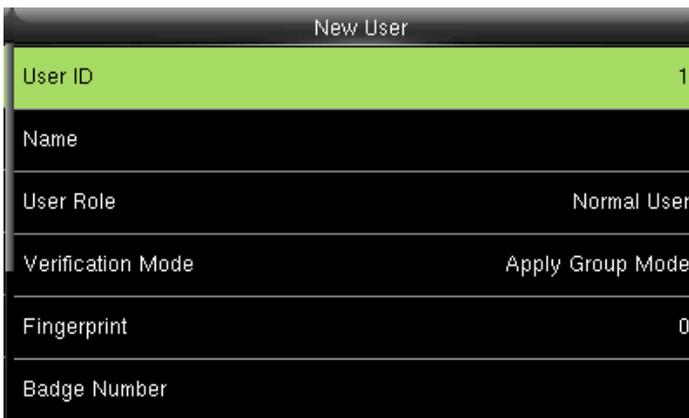


Select **User Management**.



## 1.1 NEW USER

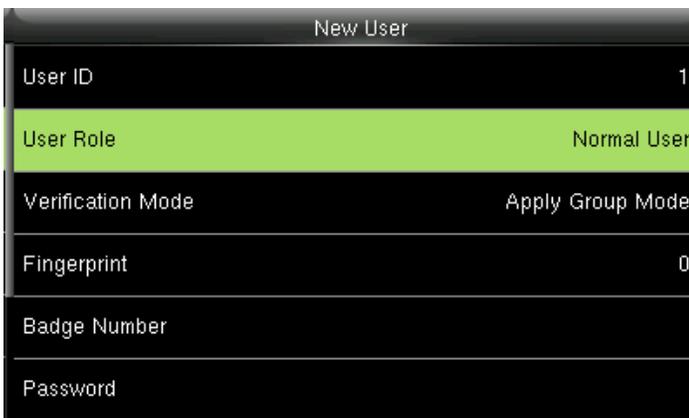
Select **New User**.



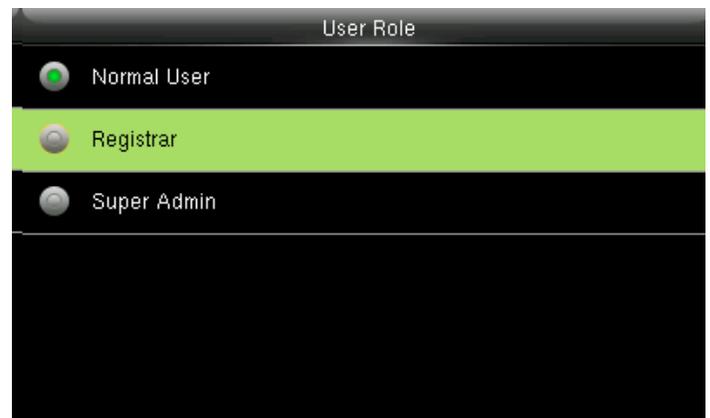
Select **User ID**.



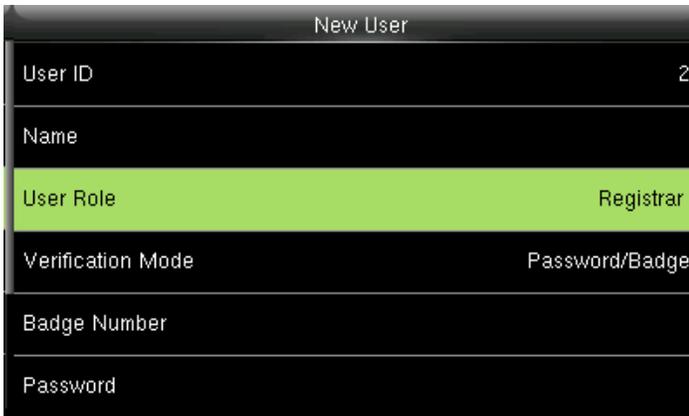
Enter the **User ID** by using the keypad and press **OK**.



Select **User Role**.



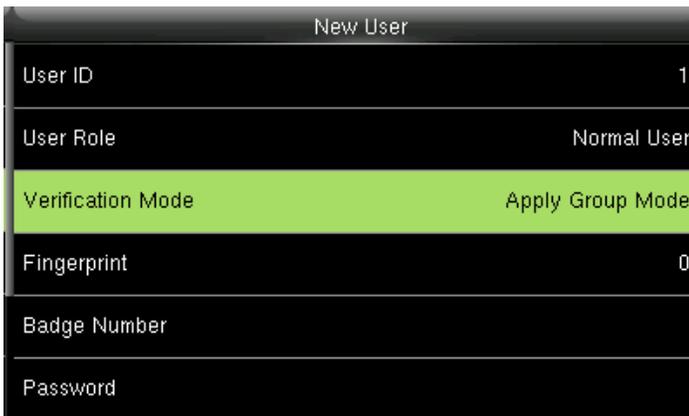
Click on **Registrar**.



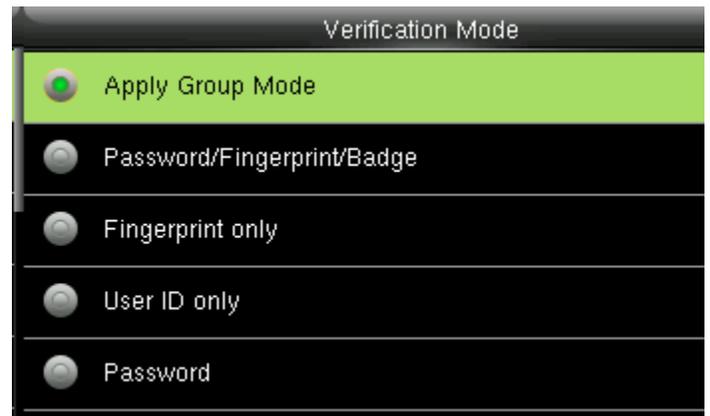
A user with "Registrar" is able to "Add", "Delete" and "Edit" standard users to the device.  
He is also able to view "Standard Attendance Data" for existing users on the clock.



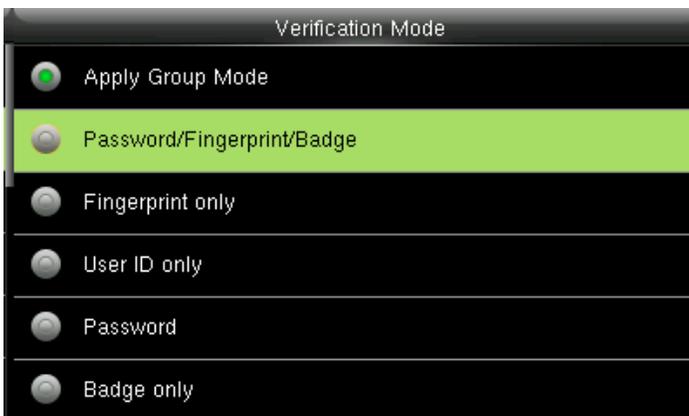
Select **Super Admin** .  
The super administration has rights to all the menu functions.



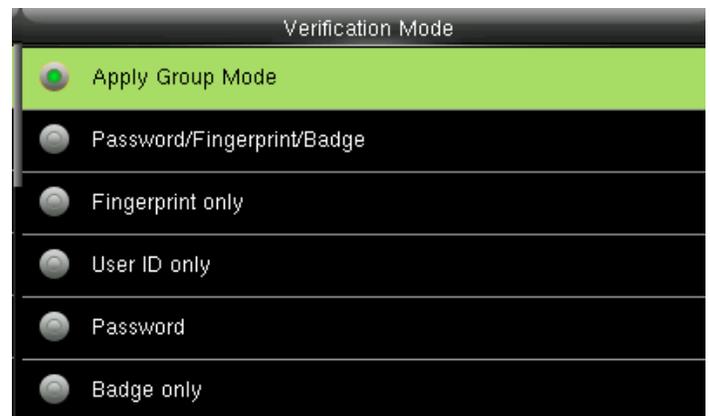
Select **Verification Mode**  
Verification mode is basically used to verify the user.



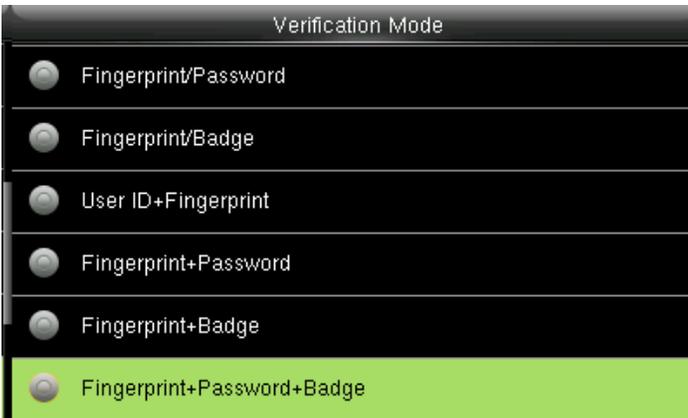
Select **Apply Group Mode**. By pressing the apply group mode the user can verify himself with all the options that are available in verification mode.



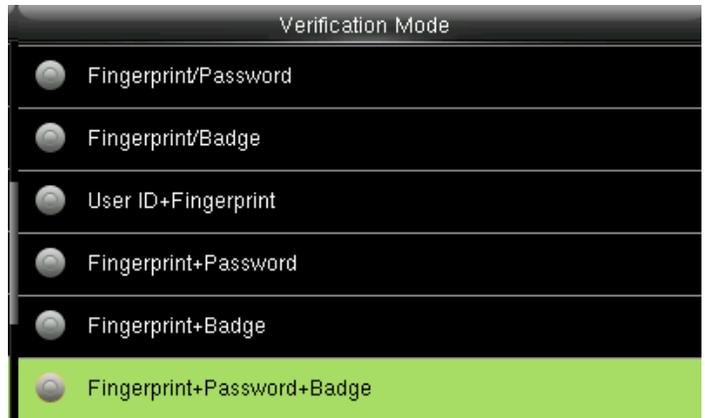
By clicking the option above the user can verify himself either with his/her **Fingerprint/Password or Badge**.



Select **Apply Group Mode** .

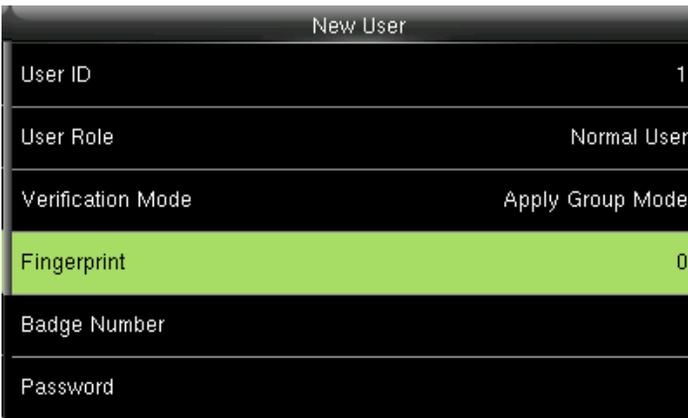


When you select the option from above, the user needs all three things to verify himself or it won't verify.



When you select the options above, the user needs his/her fingerprint and either badge or user id to verify himself.

When there is / sign it means you can either use one option from 2 to verify.



To enroll the fingerprint for the new user select **fingerprint**.



Place your finger on the fingerprint sensor properly.



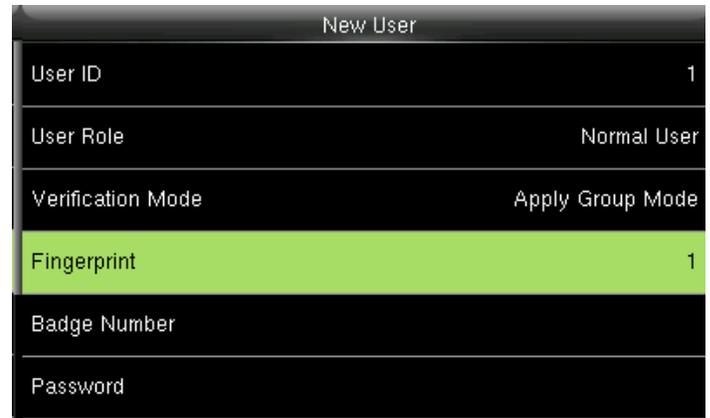
Place the same finger on the fingerprint sensor for the second time.



After that, you can again place the same finger on the fingerprint sensor.



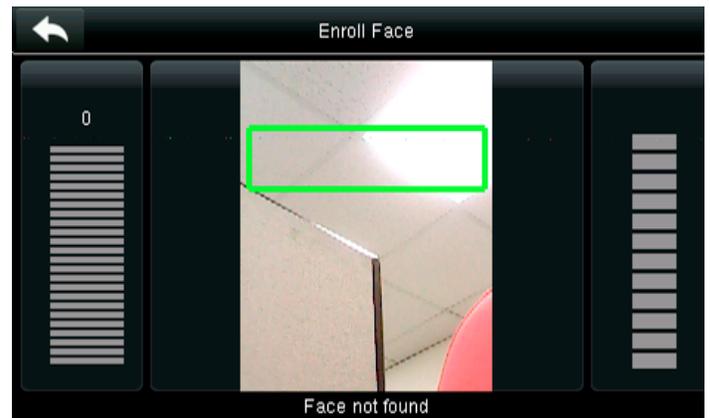
Enrollment succeeds. If the enrollment fails, the system will display a prompt message and return to the [Enroll Fingerprint] interface. In this case, you need to repeat the operations of step 2



After the fingerprint is enrolled successfully the fingerprint will be shown as 1 as above which means one fingerprint is enrolled.



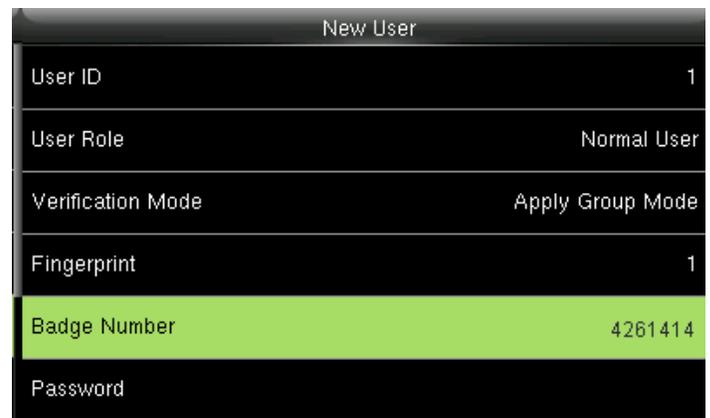
Select "Face".



After you select face, place your face in the green box until the face gets registered for that user.



After the face is recognized for that user it will show as 1 face has been registered as above.

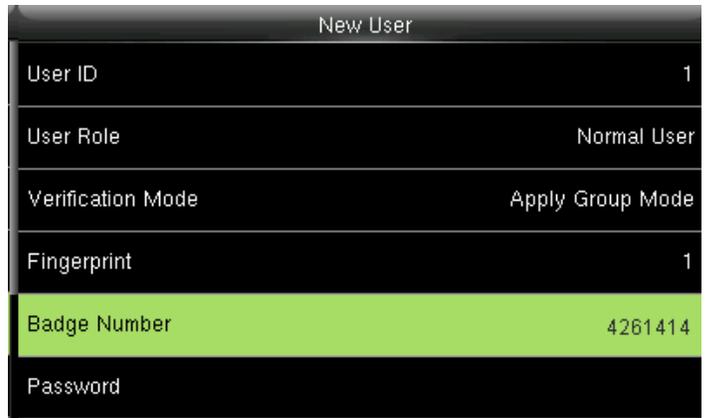


Select **Badge Number**.

# USER MANAGEMENT

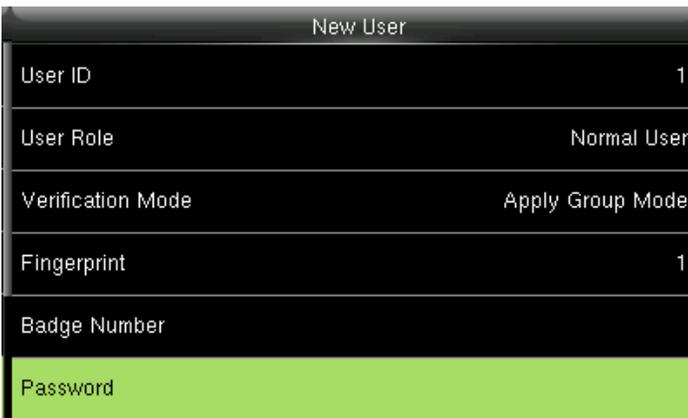


When you select the badge number it will tell you to swipe the badge/rfid card to enroll.

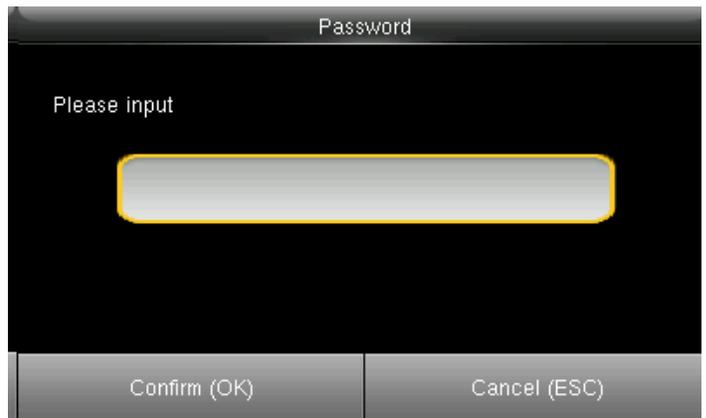


When you swipe the badge number the badge number will be displayed as above.

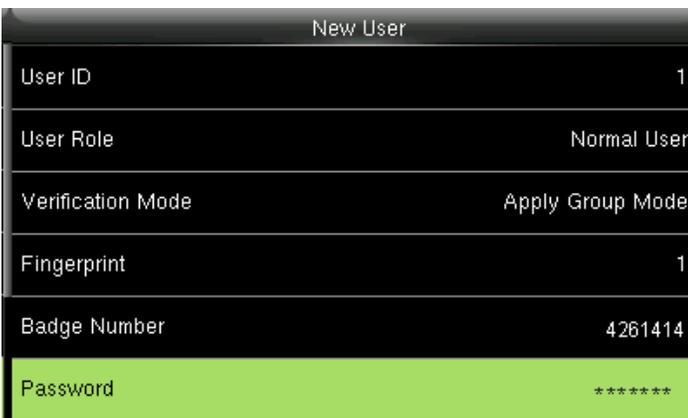
Here I swiped badge number 4261414 and that number is enrolled for that user.



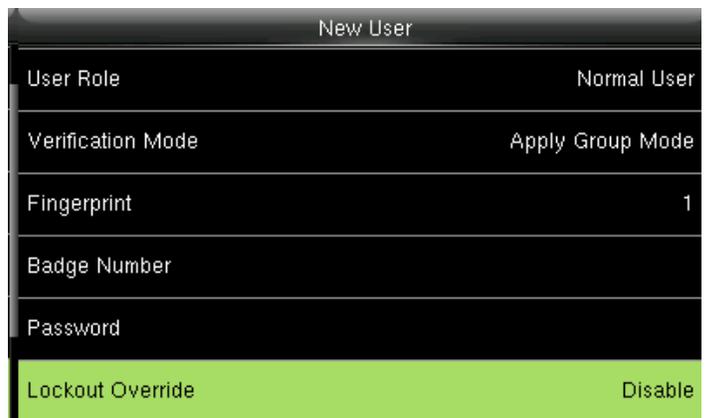
Select **Password**.



Here you can input the password by using the keypad to enroll.



Once you entered the password the above image will be displayed for that user with his/her fingerprint the badge number and password that needs him/her to enter.



Select **Lockout Override**.



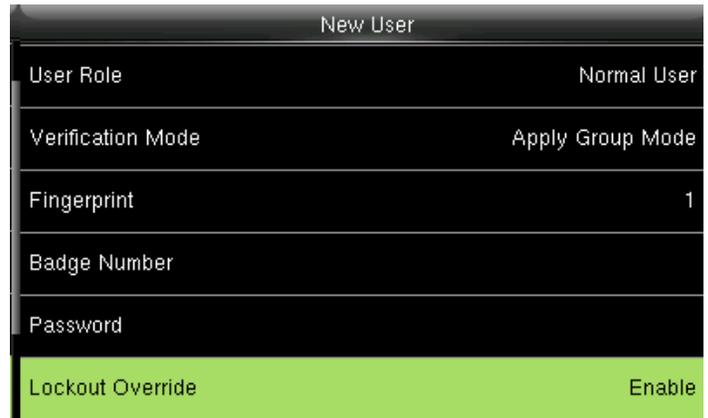
Select lockout override as **Disable**.



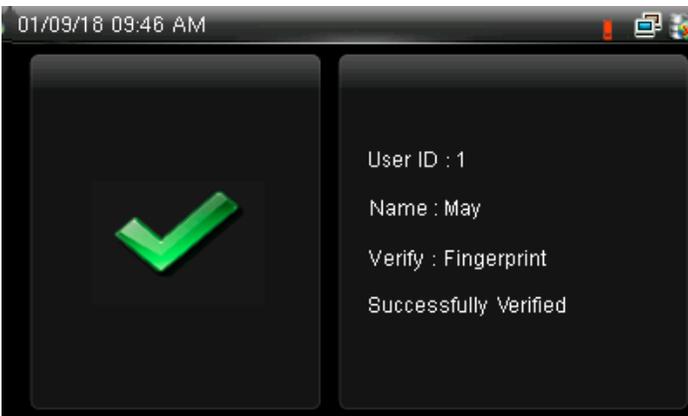
A user punches in off the activate schedules, the device will notify the user by "Error! Invalid time period Failed to verify."



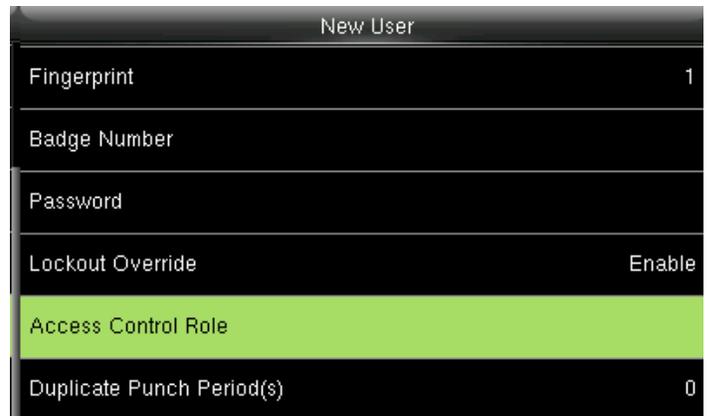
Select lockout override as **Enable**.



When you enable this function the above image will be displayed.



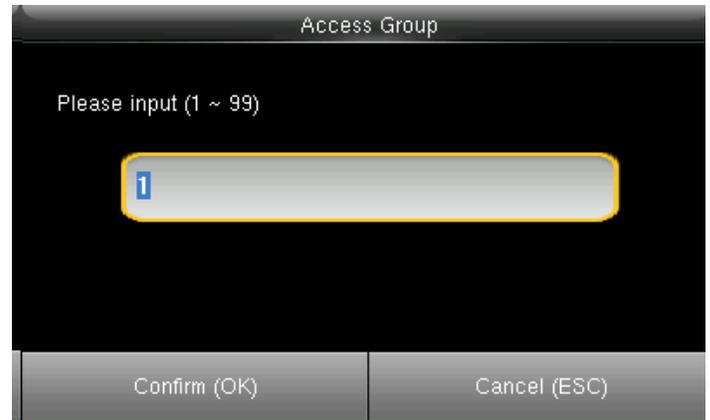
A user punches in off the activate schedules, the device will notify the user by "Successfully Verified." as shown below



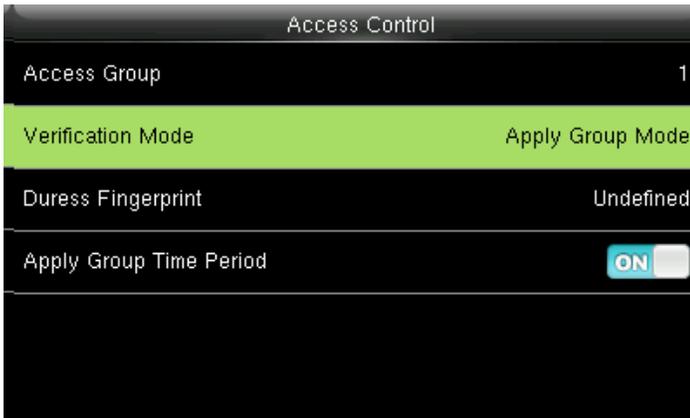
Select **Access Control Role** .



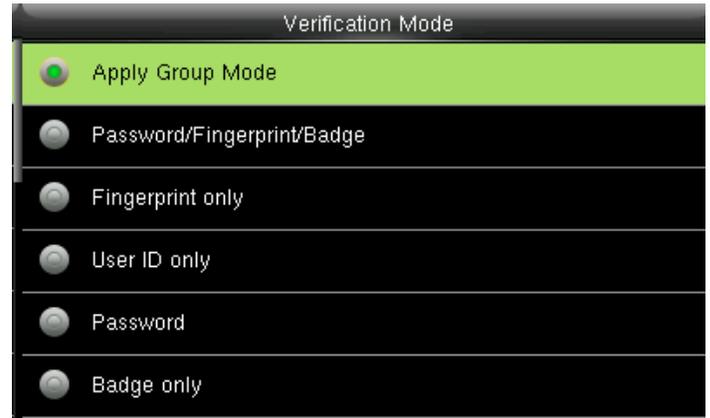
Select **Access Group**.



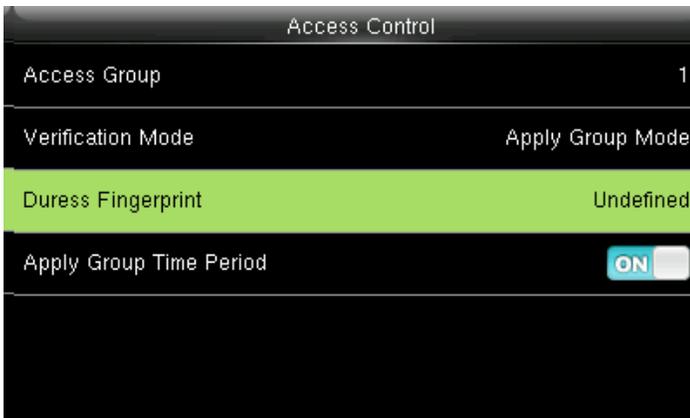
You can change the number for that group in the input section above using the keypad.



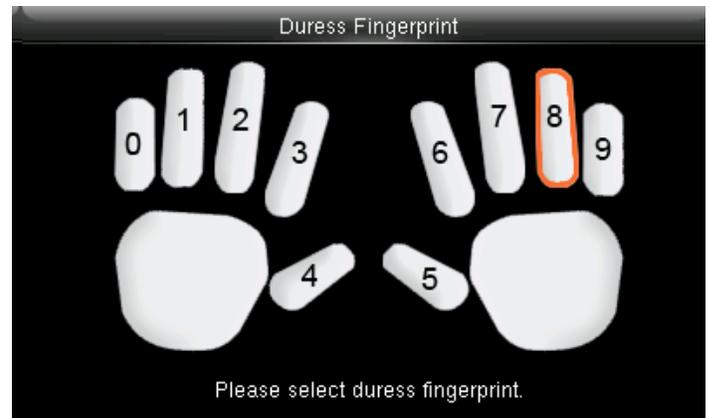
Select **Verification mode**.



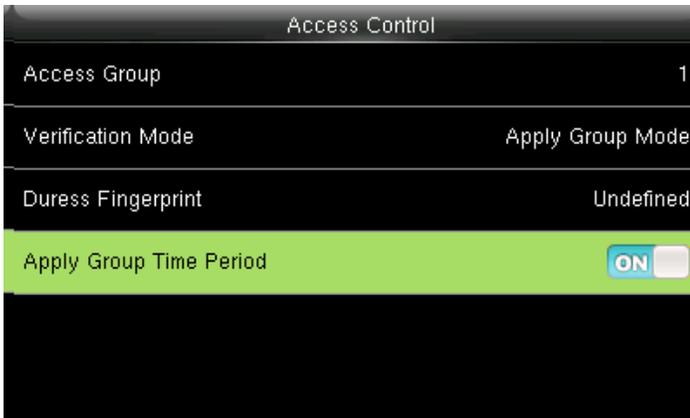
In verification mode, you can select apply group mode which will select all the methods of verification as shown above.



Select **Duress Fingerprint**.



Place your finger as shown above to select your duress fingerprint.



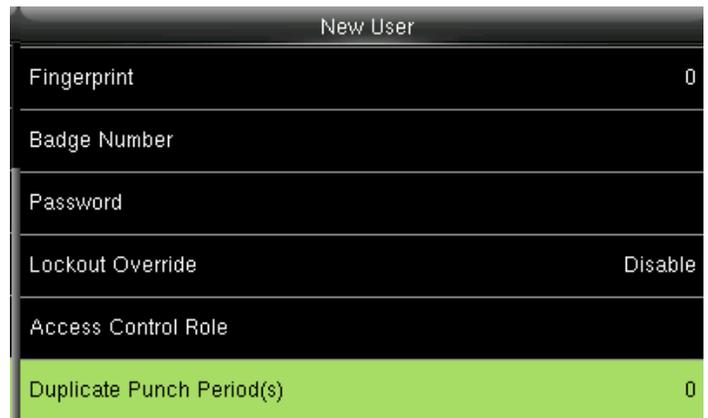
Press to select **Apply Group Time Period**, to select whether the users use his/her group's default time zone.



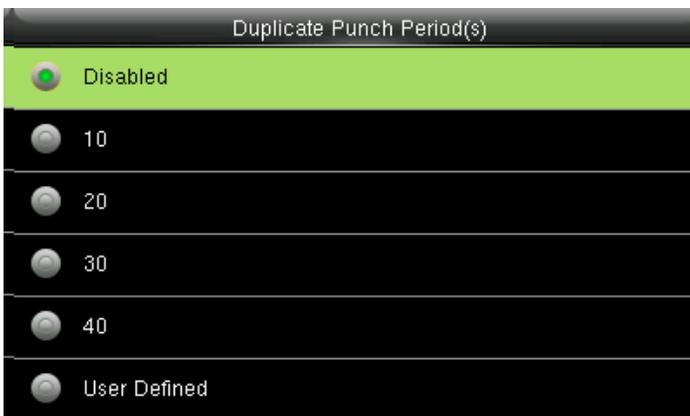
When **OFF** is selected, select **Time Period 1**.



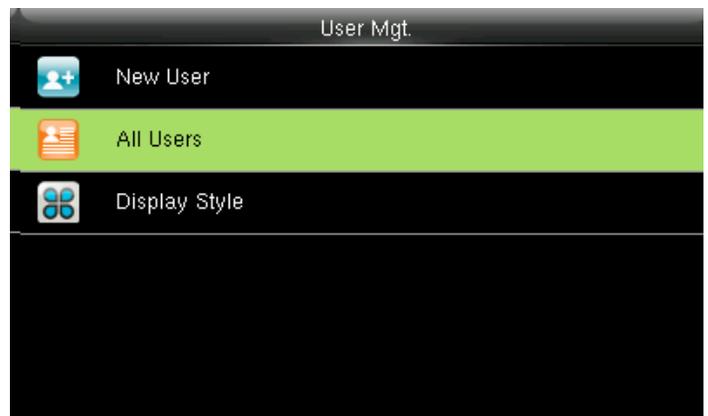
Similarly, you can choose time period 2..



Select duplicate punch period.



Here you can select **Disabled** or select the punch period you want.



## 1.2 ALL USERS

Select **All users**.

# 1

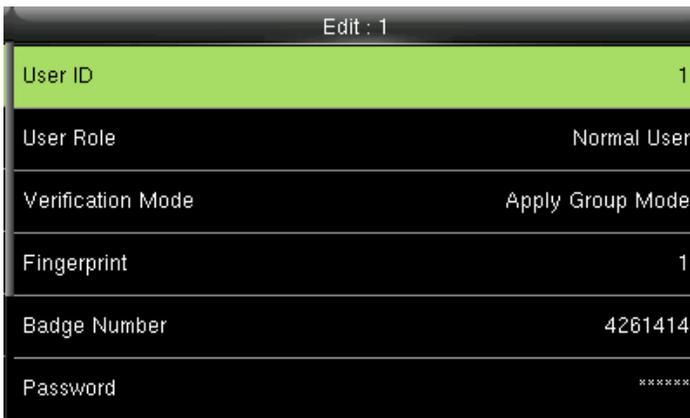
## USER MANAGEMENT



Click to select "All User".



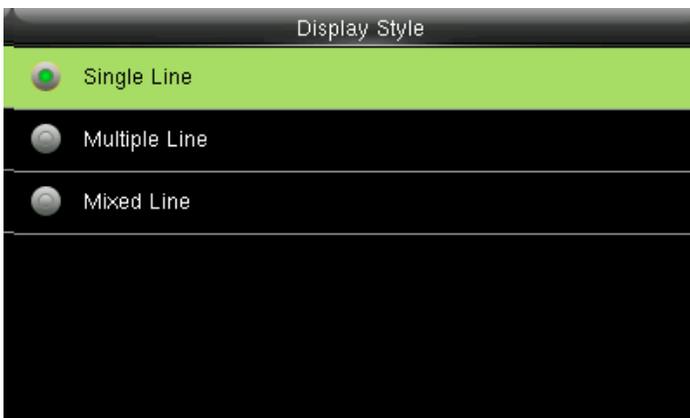
Here you can edit the user information by selecting **Edit**.



The User ID cannot be modified, and the other operations are similar to those performed to add a user.



If you want to delete the user select **Delete** as shown above and the user will get deleted.



### 1.3 SINGLE LINE

Click to select display style you wish to apply.



Single Line

# 1

## USER MANAGEMENT

All Users		
1	Joe	🔍 📄 🗑️
2	David	🔍 📄
3	Mark	🔍 📄 🗑️
4	Jack	🔍 📄
5	June	🔍 📄 🗑️

Multiple line

All Users		
1	Joe	🔍 📄 🗑️
2	David	🔍 📄
3	Mark	🔍 📄 🗑️
4	Jack	🔍 📄
5	June	🔍 📄 🗑️

Mixed Line



USER ROLE



Select **User Role** .



Click on **Registrar** .

He is also able to view "Standard Attendance Data" for existing users on the clock



Here you can **Enable the defined Role** for user by turning it ON.



Select **Define User Role** .



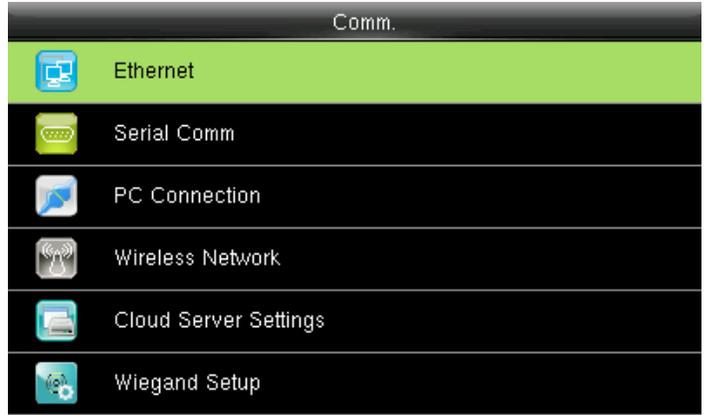
Here you can select the rights you want to assign.



COMMUNICATION

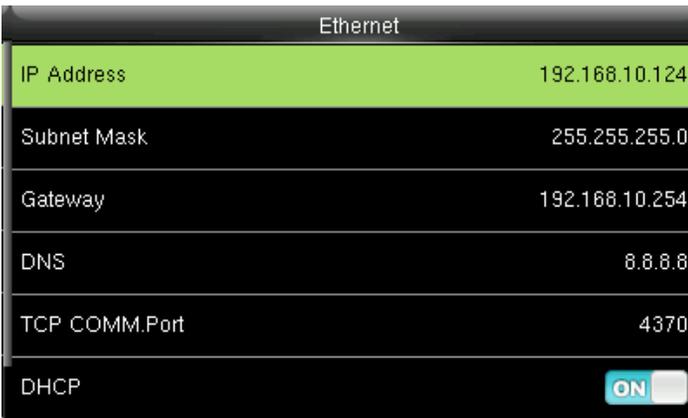


Select "COMM".

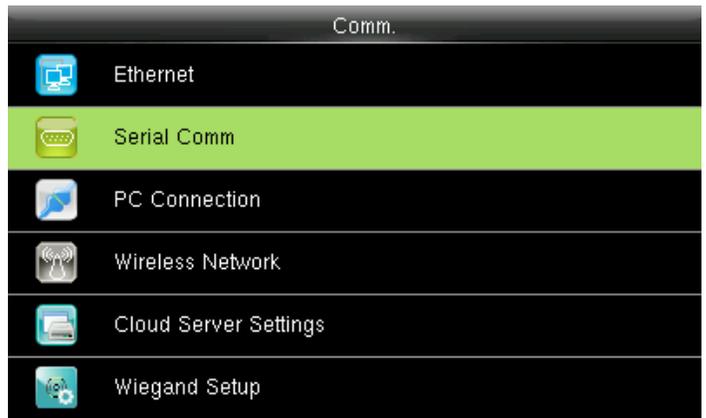


### 3.1 ETHERNET

Select **Ethernet**.

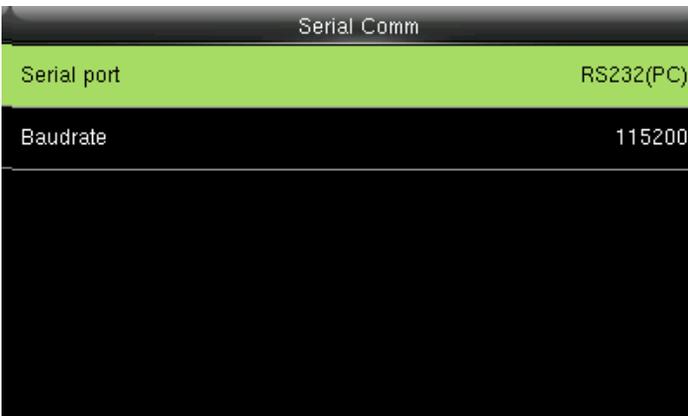


IP Address: IP is 192.168.1.201 by default. You can modify it if it is necessary. But it cannot be the same with that of PC.



### 3.2 SERIAL COMMUNICATION

Select **Serial Comm**.



Select "Serial Port".



RS232: Whether or not use RS232 to communicate. Select RS232.



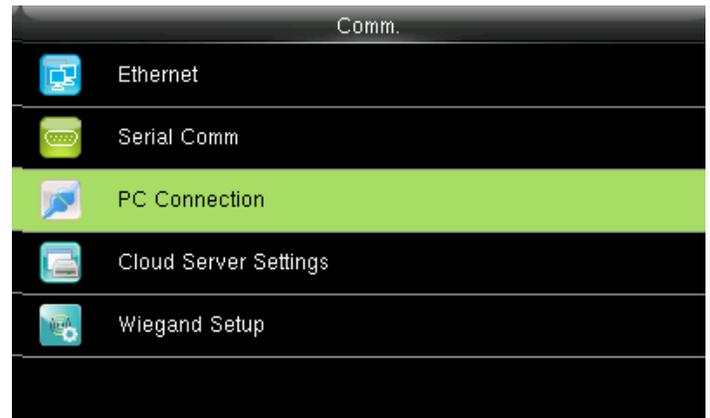
Select **Serial Port** as no using if you do not want to use the port.



Baudrate: Used for communication with PC.

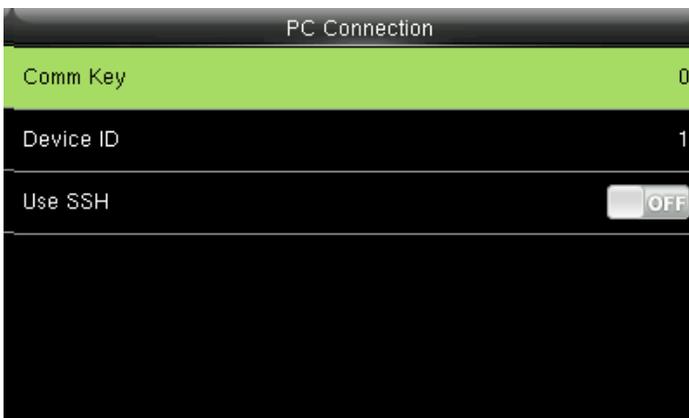


There are five options: 9600, 19200, 38400, 57600 and 115200. If the communication speed is high, RS232 is recommended. If the communication speed is low, RS 485 is recommended

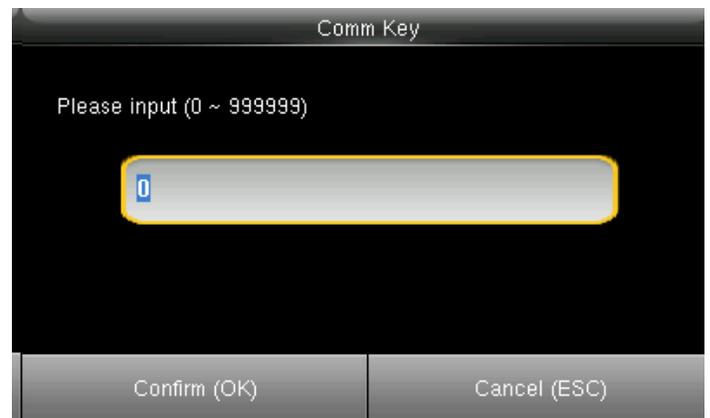


### 3.3 PC CONNECTION

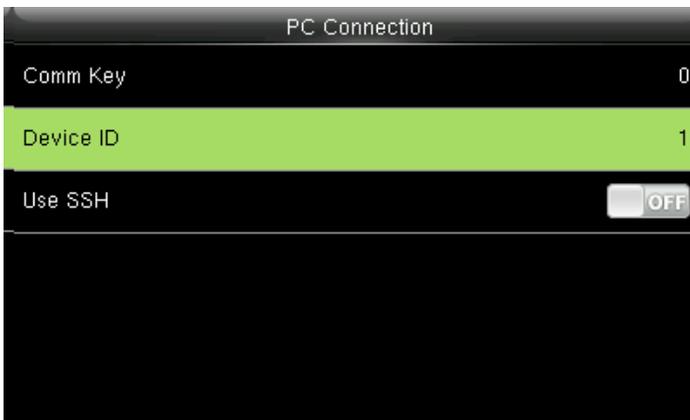
Select **PC connection**.



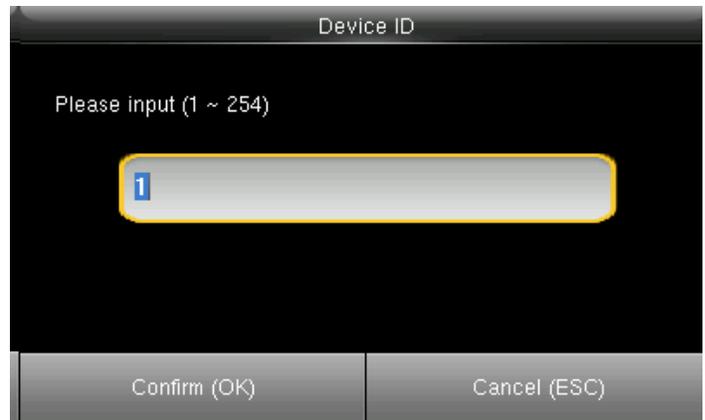
Select **Comm Key**.



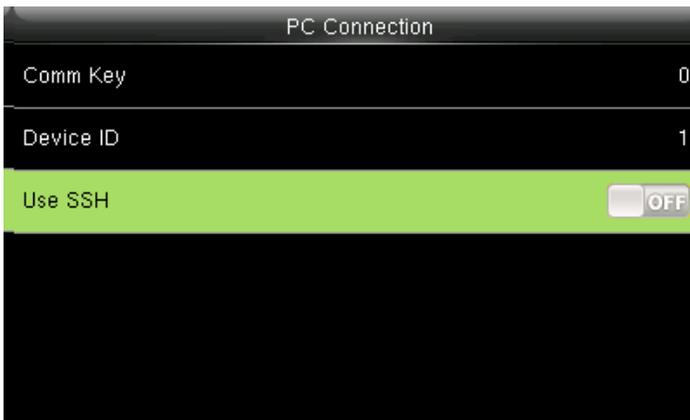
Enter a password, using the keypad in the input box as shown above and Click **OK**.



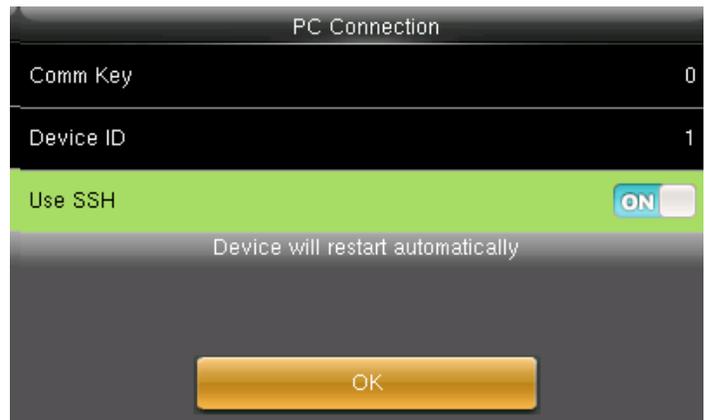
Select **Device ID** ..



Here you can put the number for this device by using the keypad in the input screen as shown above and press **OK**.

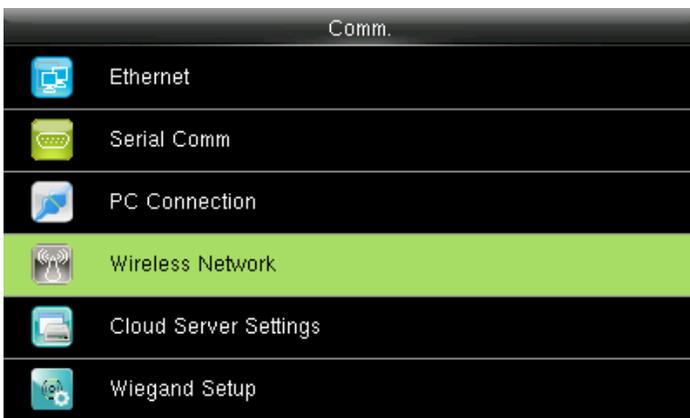


Here the **Use SSH** is **OFF**



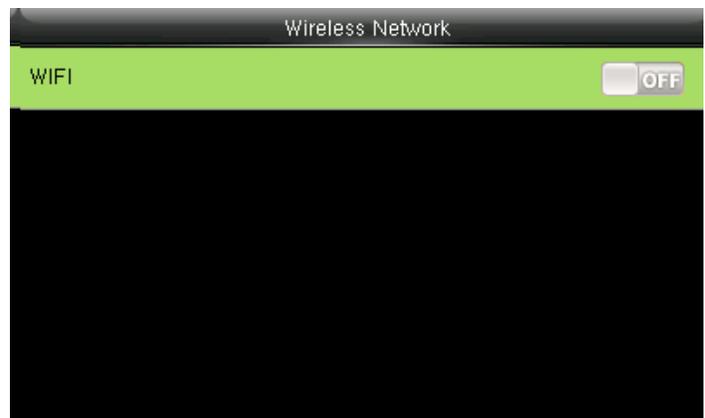
When you turn **ON** the "SSH" function the device will restart automatically as shown above.

When this function is enabled you cannot "Telnet" into the clock as it will disable that function.

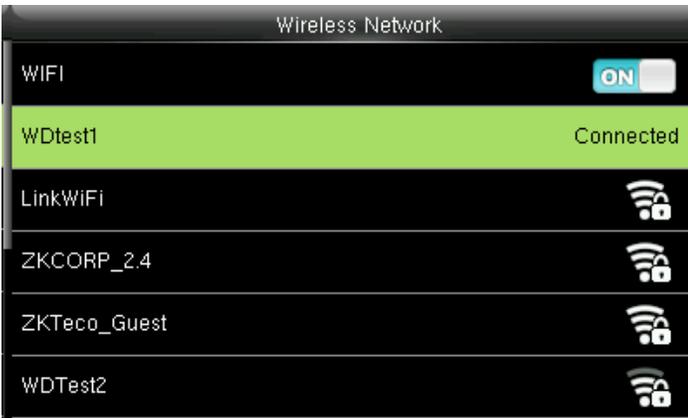


### 3.4 WIRELESS NETWORK

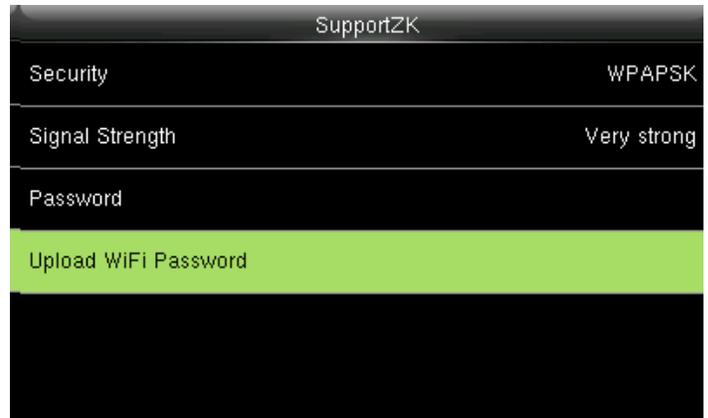
Click on **Wireless Network** .



When you select the wireless network option the following window will appear in which as a default **WIFI** would be **OFF**.

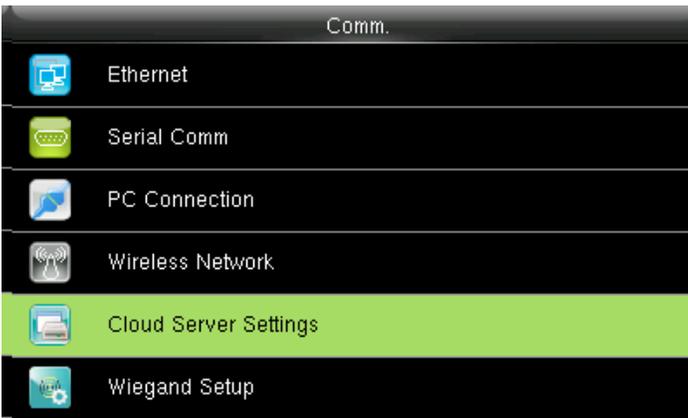


You can turn **ON** the wireless network and the networks available in the range would be displayed as above.



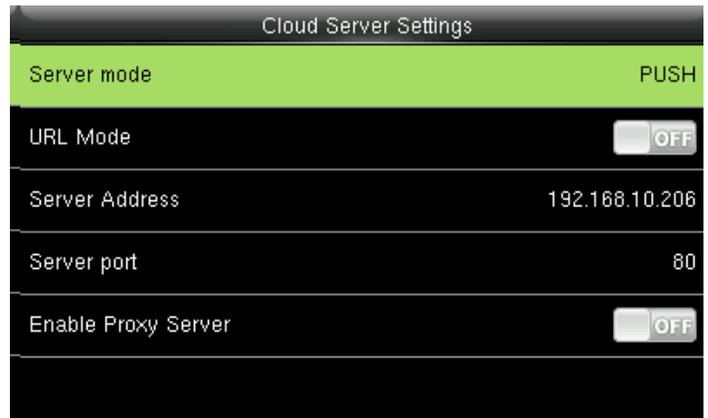
You can select any wireless network you wish to connect and you can upload the password via "USB" or by using the keypad on the clock. Once you upload the password the following network will get connected.

**See NOTE below**



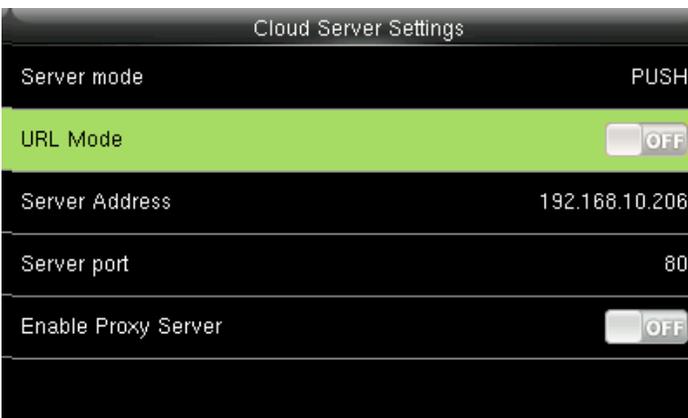
### 3.5 CLOUD SERVER SETTINGS

Click on **Cloud Server Settings** .

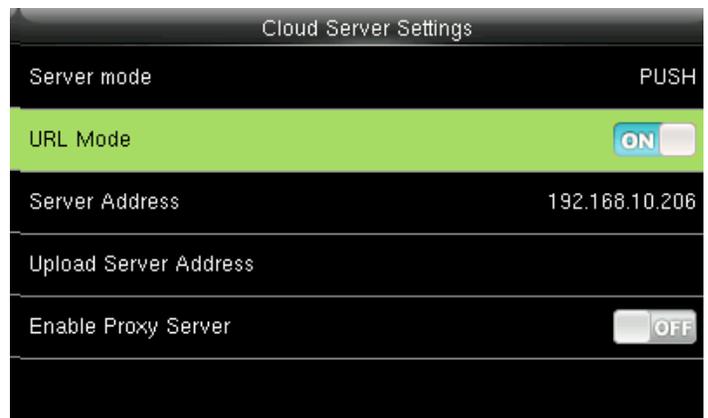


Select **Server mode** as "PUSH" as shown above.

It refers to your push server address.



Here the "URL" MODE IS "OFF".

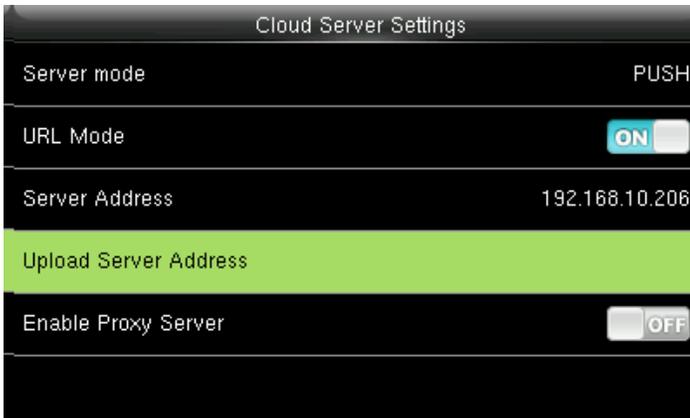


You can turn the "URL" mode "ON" by pressing the **M/←** button on the clock.

**NOTE:** The new filename for uploading Wi-Fi password or URL Webserver: updataoptions2.cfg

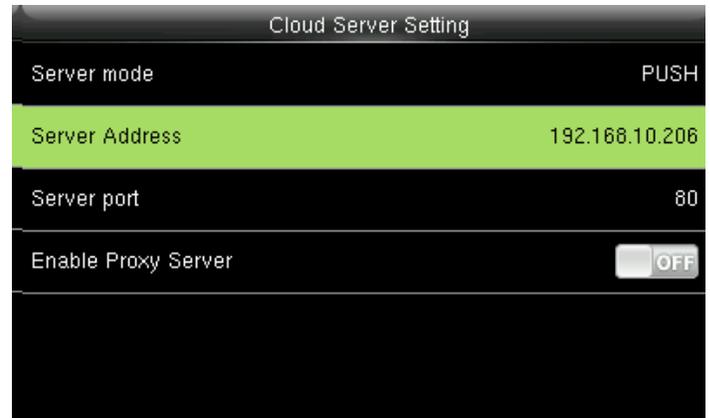
Inside this file you can either use: WirelessKey= [for uploading Wi-Fi password] or ICLOCKSURL= [for uploading webserver URL]

The clock won't accept saving those two configurations under the same filename. Our suggestion would be to save one separate file for Wi-Fi and one for URL.

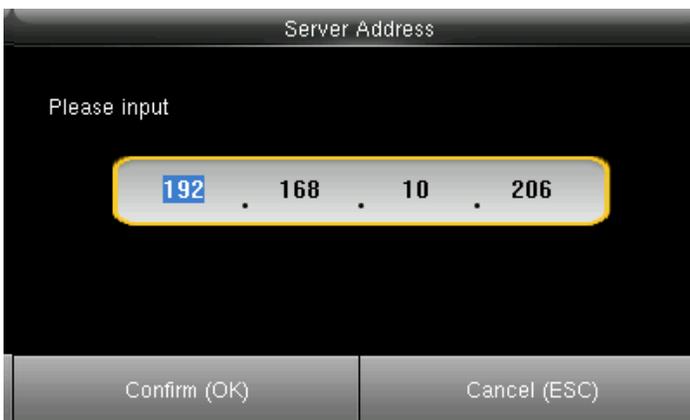


Once the "URL Mode" is "ON" you can upload the server address with "USB".

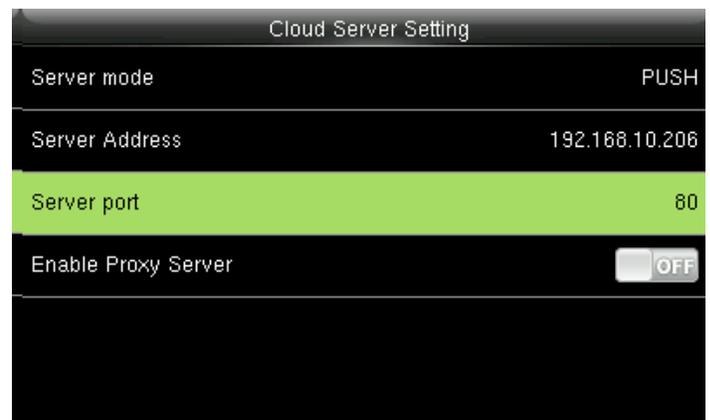
See **NOTE** below



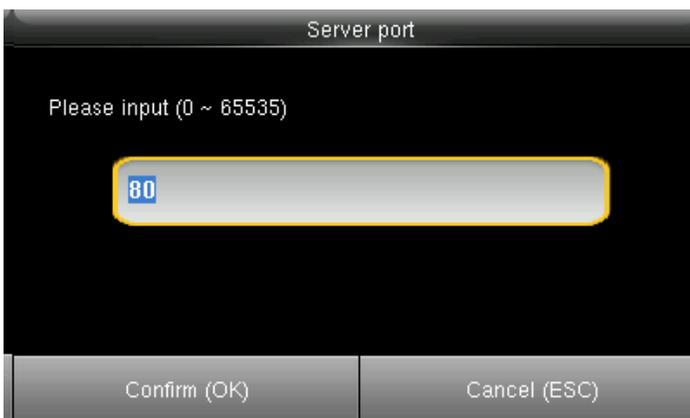
Here the server address is the IP address of the webserver.



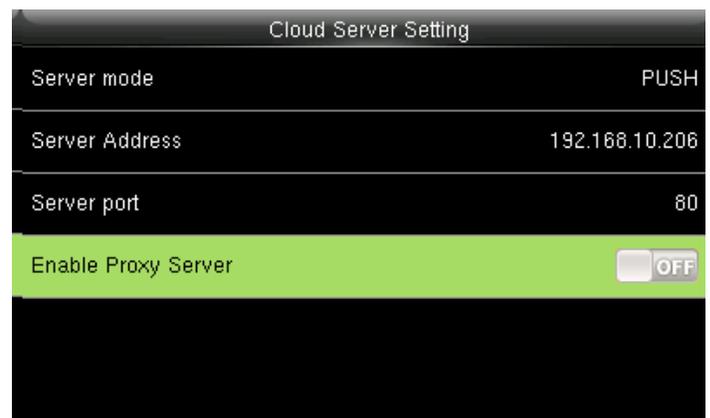
Here you can change server port of the webserver by using the keypad and press **OK**.



Select **Server port**. It is a port which is used by the webserver.



Here you can change server port of the webserver by using the keypad and press **OK**.

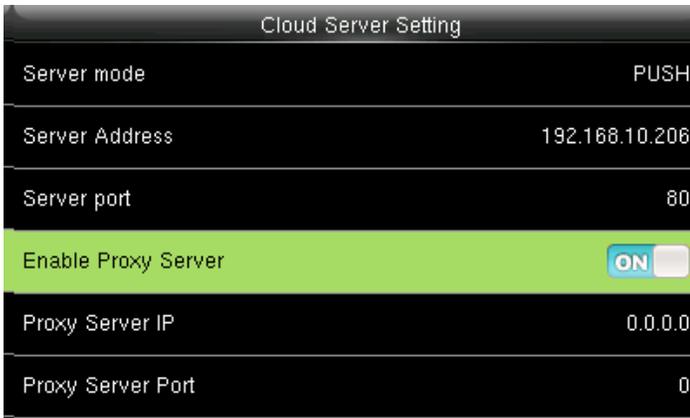


Here you can select the proxy server to be **Enabled** or not. If it is off as above the proxy server will be disabled.

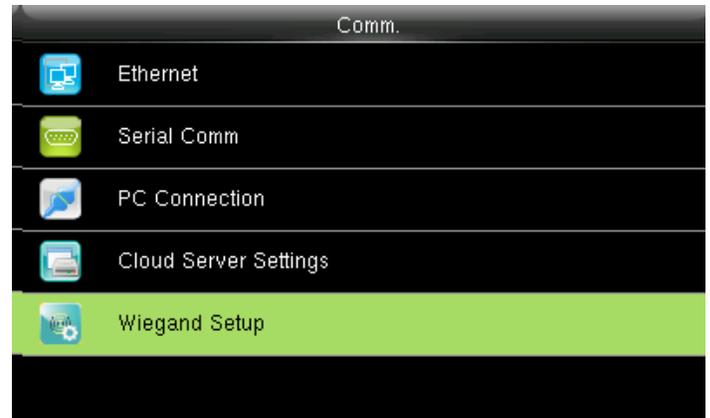
**NOTE:** The new filename for uploading Wi-Fi password or URL Webserver: updataoptions2.cfg

Inside this file you can either use: WirelessKey= [for uploading Wi-Fi password] or ICLOCKSVRURL= [for uploading webserver URL]

The clock won't accept saving those two configurations under the same filename. Our suggestion would be to save one separate file for Wi-Fi and one for URL.

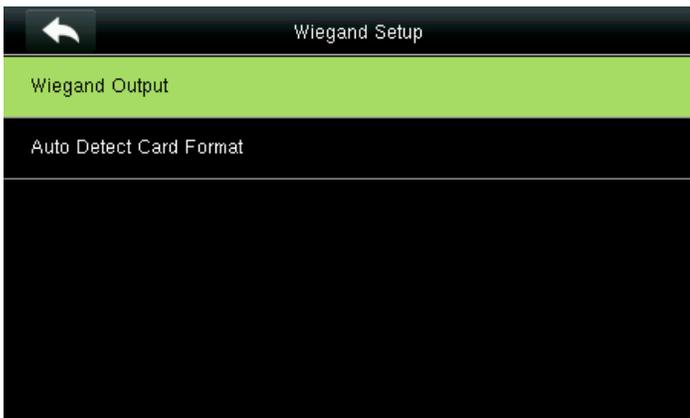


When you enable the proxy function, set the IP address and port number of the proxy server. This option indicates whether to use a proxy IP address. You may choose to enter the proxy IP address or the server address for Internet access, whichever you like.



### 3.6 WIEGAND SETUP

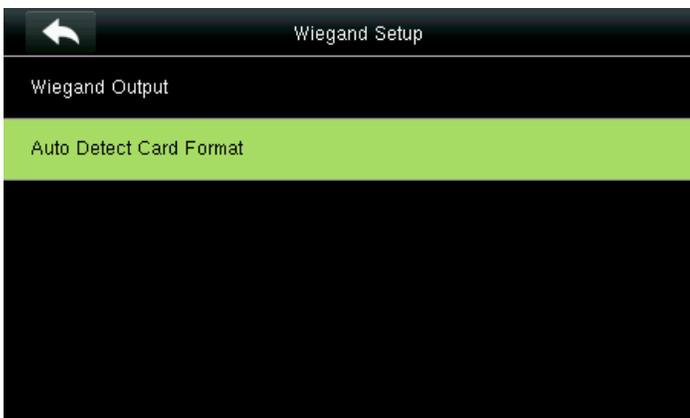
Click on **Wiegand Setup**.



Select **Wiegand Output**

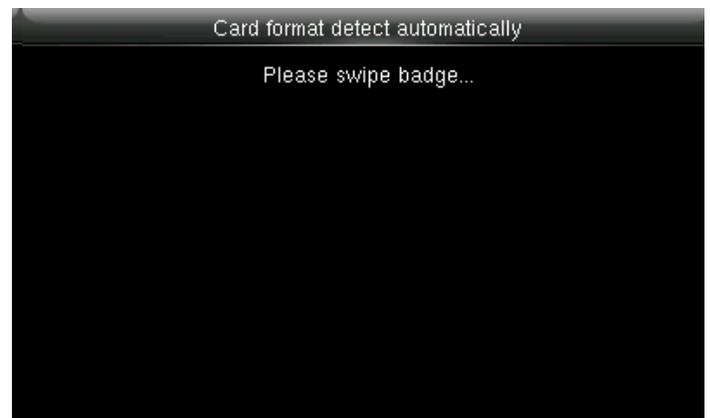


Here you can edit the Wiegand Output options you wish to apply.

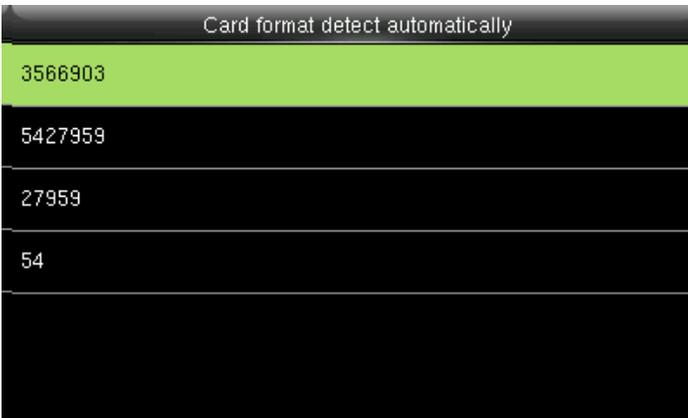


Select **Auto Detect Card Format**

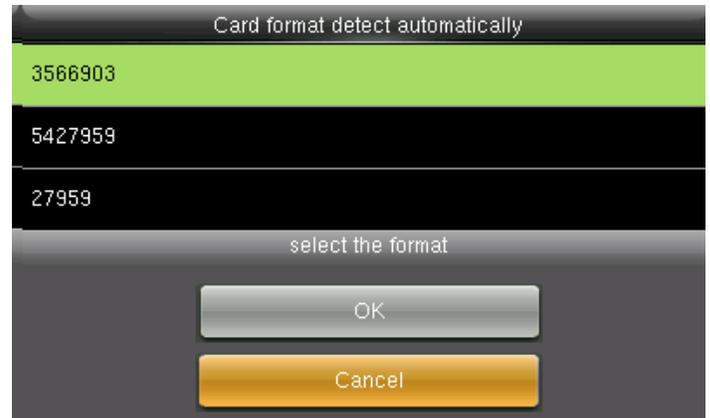
*(This function is available only for standard RFID and HID proximity Cards)*



Here you can swipe the multiple types of cards with different Wiegand formats.

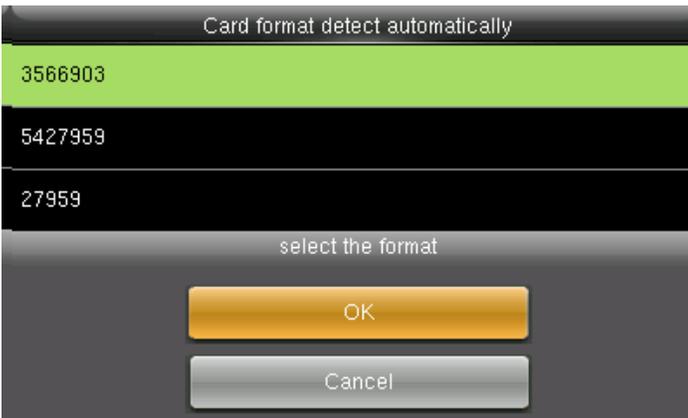


After you swipe multiple cards all the cards with different Wiegand formats will be displayed as above.



Here you can select the Wiegand format of the card you wish to choose to register.

If you select "Cancel" that Wiegand format would not be selected.



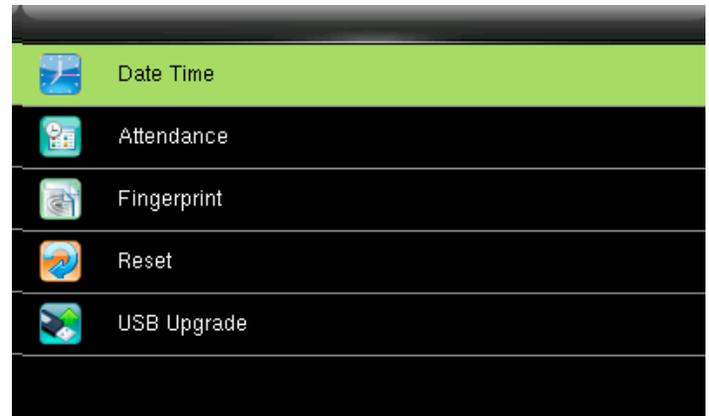
To select the particular Wiegand card format select that format and press **OK** as shown above.



SYSTEM



Select "System".

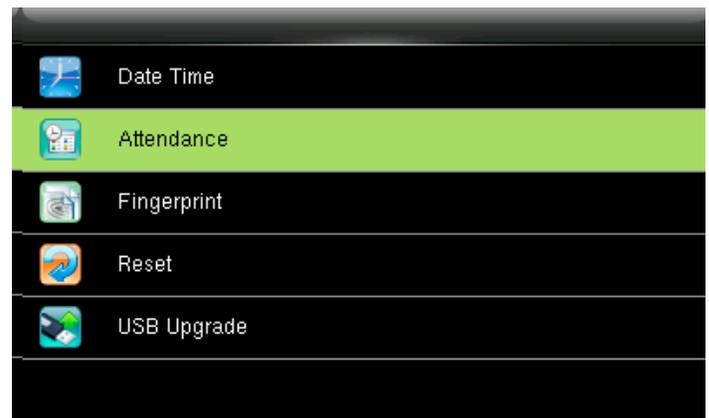


#### 4.1 DATE TIME

Select **Date Time**.

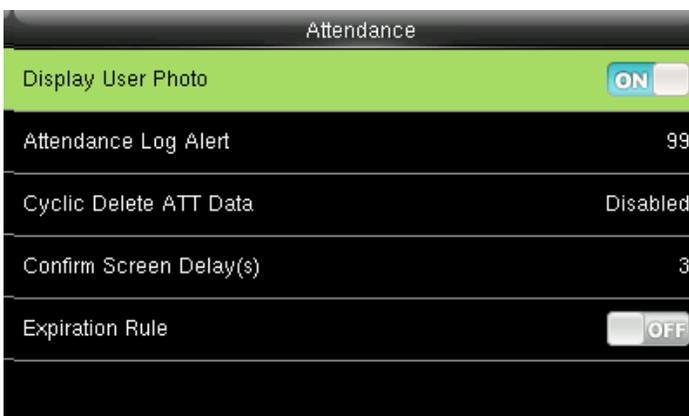


Select items. When the setting is completed, press **OK** to save the setting and exit.

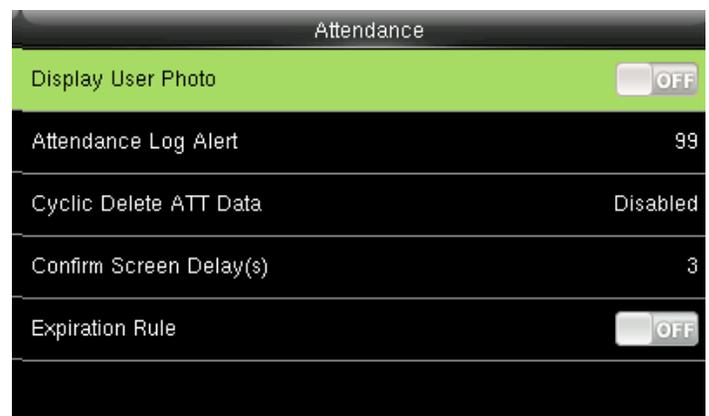


#### 4.2 ATTENDANCE

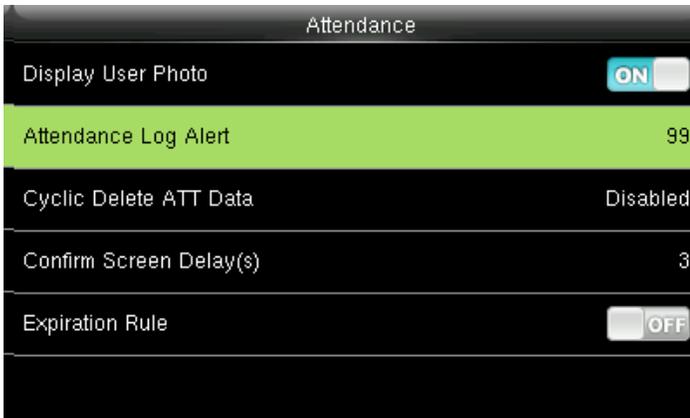
Select **Attendance**.



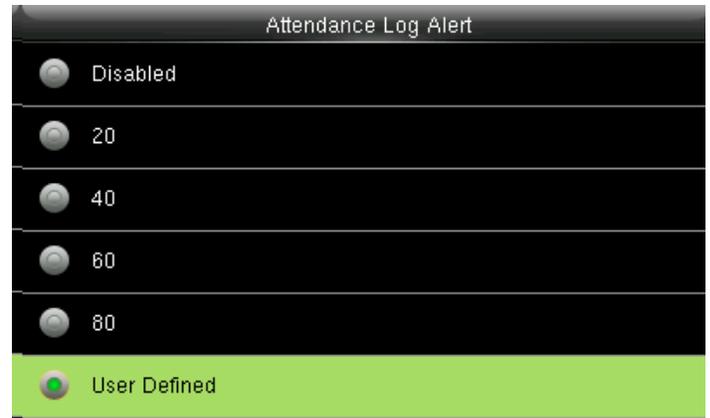
If you want to display the user photo you can select **ON**



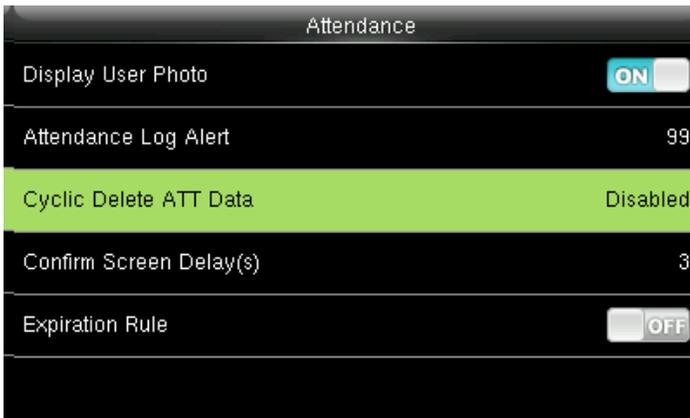
If you don't want the user photo to be displayed select **OFF** as above.



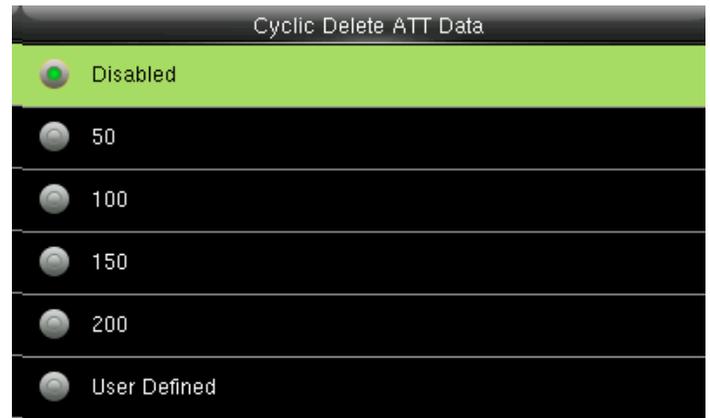
When the available space is insufficient to store the specified number of attendance records, the FFR terminal will automatically generate an alarm. (Value scope: 1-99)



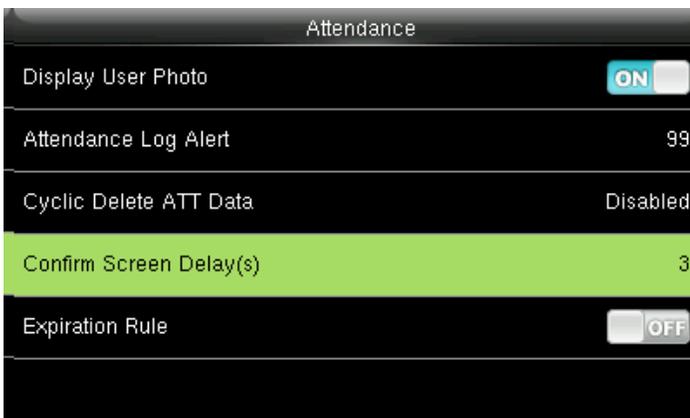
You can change the value for attendance log alert from the image above.



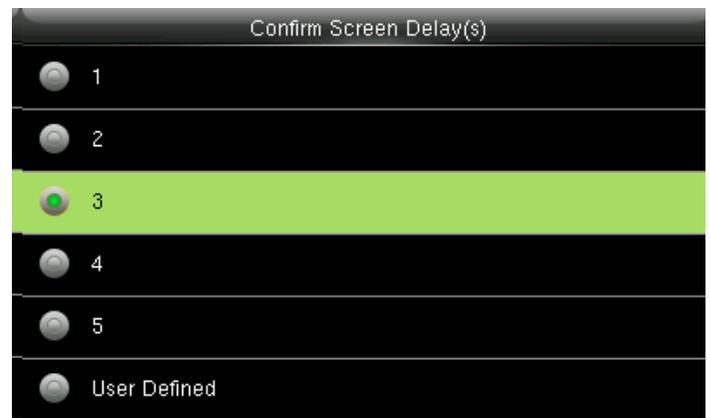
Select **Cyclic Delete ATT Data**. It specifies the maximum number of attendance records that can be deleted at a time when the number of attendance records reaches the upper limit.



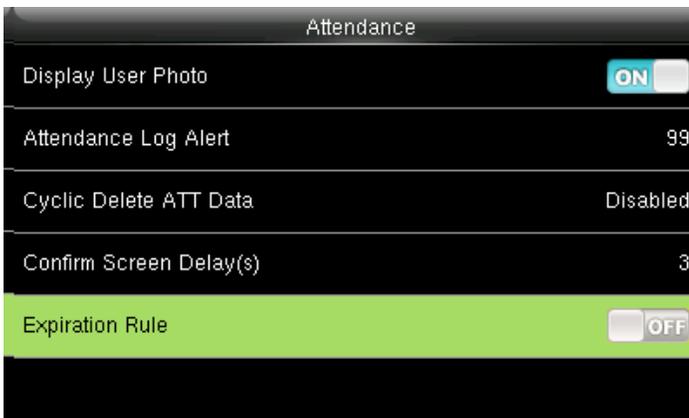
This function can be disabled; otherwise, the value ranges from 1 to 999



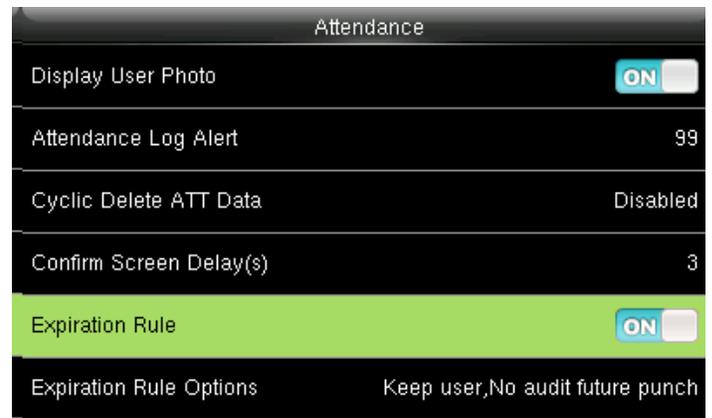
The screen delay specifies the time for displaying the authentication result.



The value ranges from 1s to 9s.

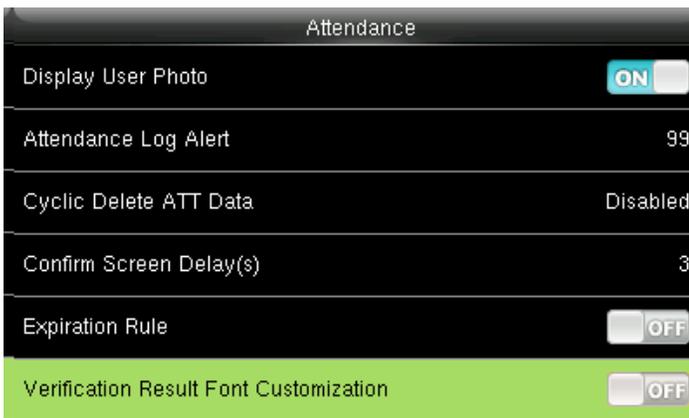


You can select the expiration rule as OFF if you don't want to retain the user information or to save attendance records.

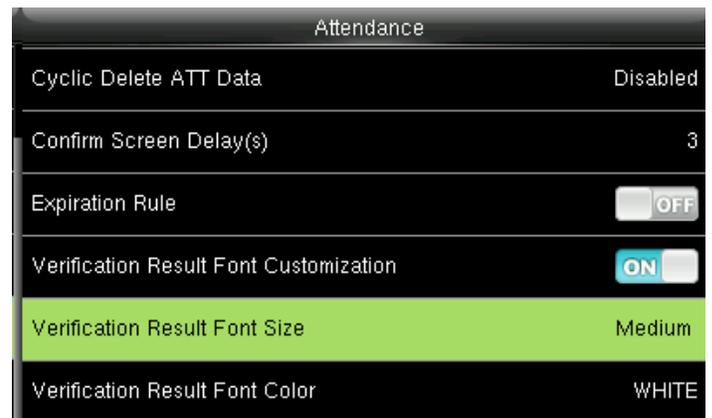


You can select one of the three conditions:

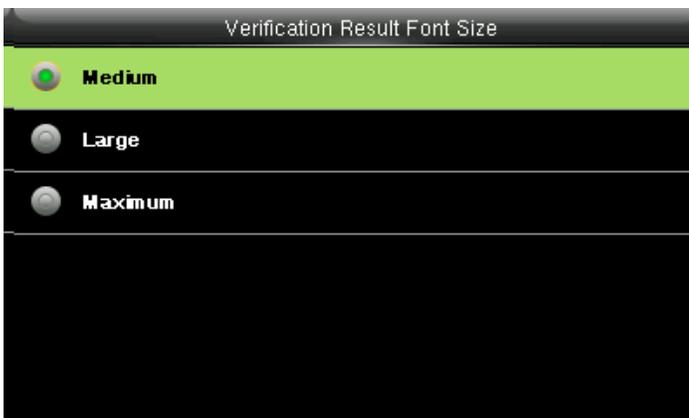
- Retaining user information and not saving attendance records;
- Retaining user information and saving attendance records;
- Deleting user information



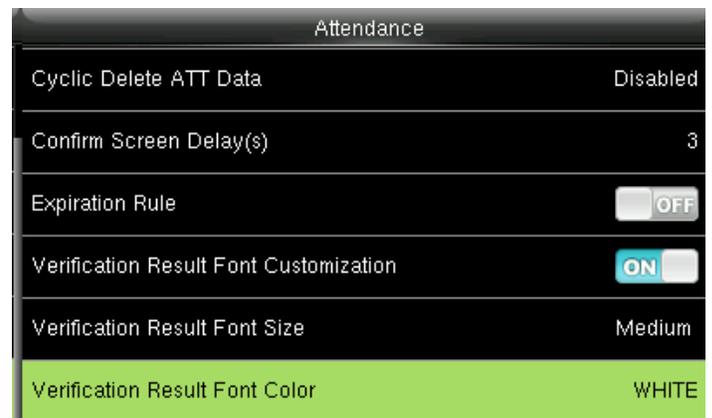
Click on **Verification Result Font Customization** option from above and press ON to change the Font Size.



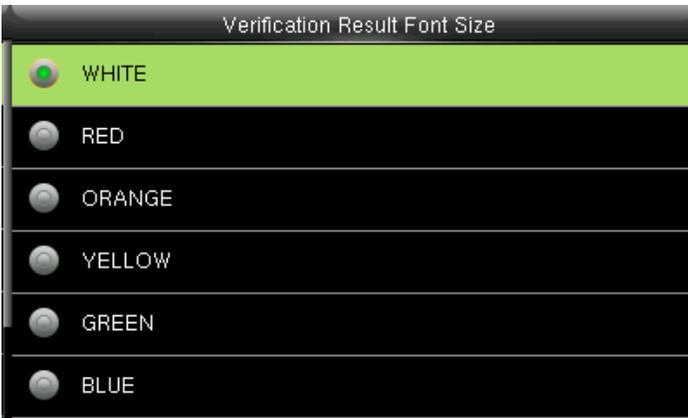
Here the default font size would be set to "Medium".



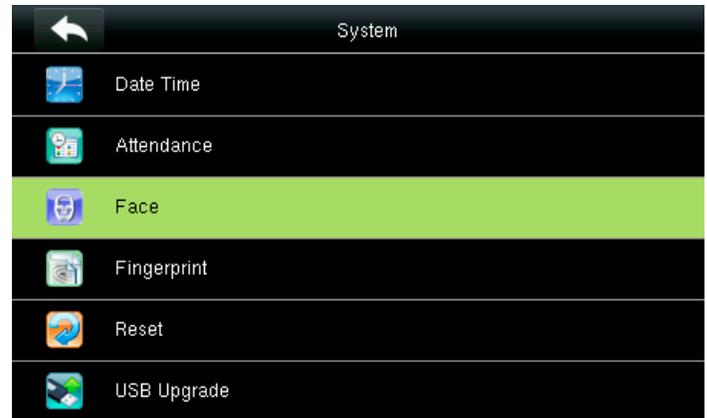
Here you can change the font size from "Medium" to "Large" or "Maximum".



Select "Verification Result Font Color" from above and press "OK"

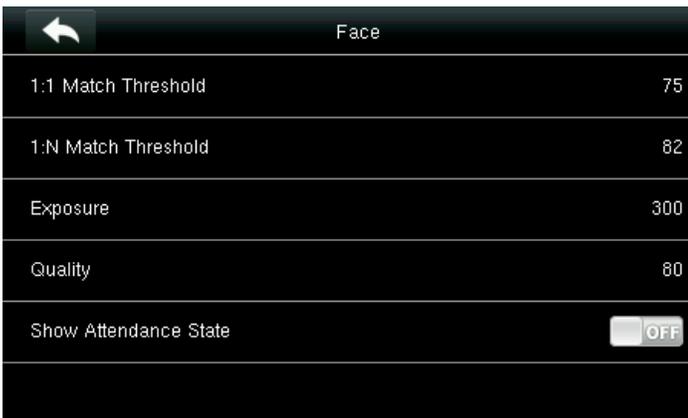


Here you can change the color of the font to a different color you wish to apply.

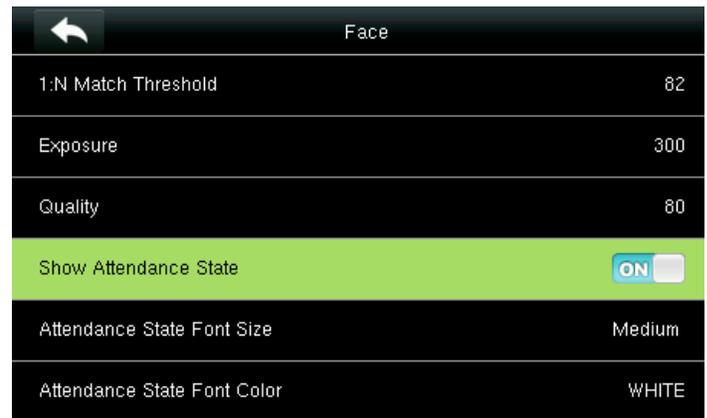


**4.3 FACE**

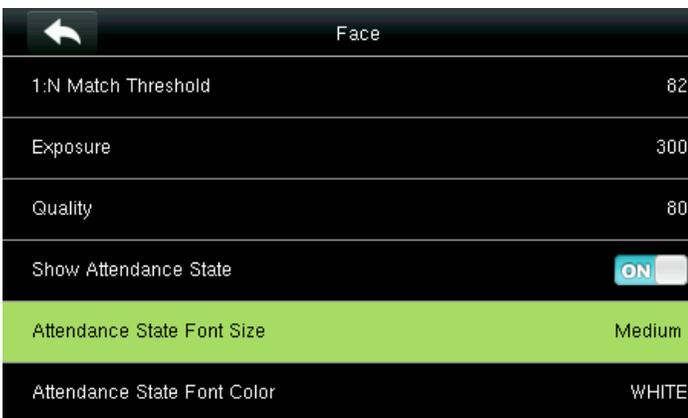
Select **Face**.



You can change the setting of face templates from the options above.



Select "Show Attendance State" and turn "ON". Once you turn "ON" you can change the attendance state font size and color.



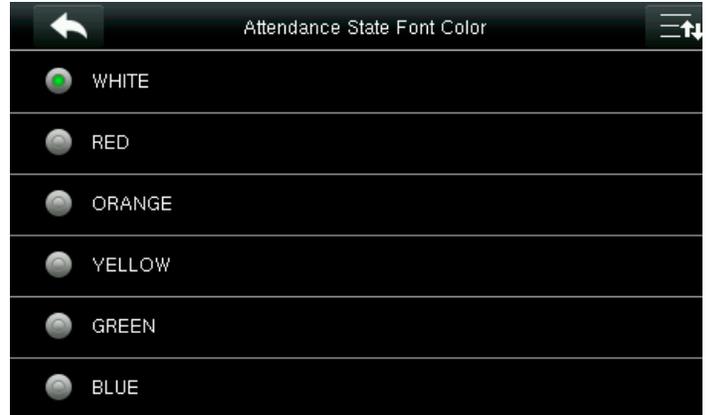
Select "Attendance State Font Size"



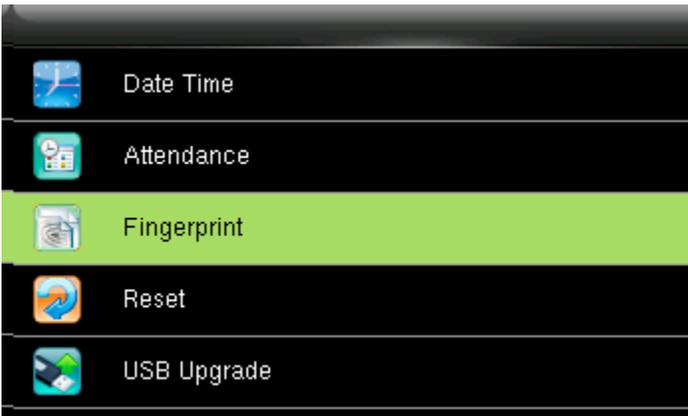
Here you can change the font size to "Medium", "Large" or "Maximum" you wish to apply.



Select **Attendance State Font Color**



You can change the font color to any color from the option above you wish to apply



### 4.3 FINGERPRINT

Select **Fingerprint** option and click **OK**.



Here select **1:1 match threshold** The value is similar to the ID+fingerprint verification and the enrolled template.



You can change the value from the image above. The default will be selected as 15.



Here select **1:N match threshold** The value is similar to verification and the enrolled template.



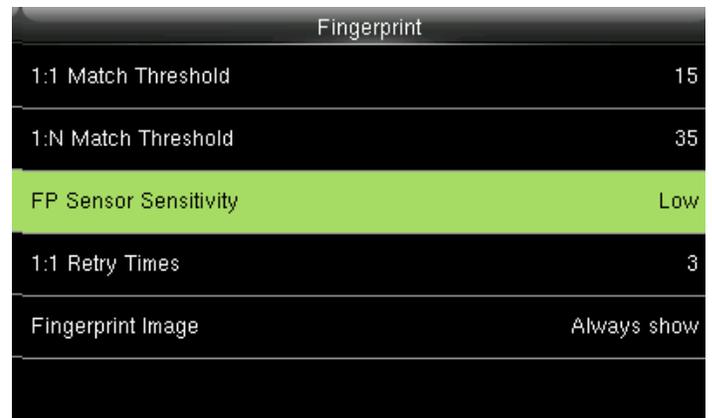
You can change the value from the image above.  
The default will be set to 35



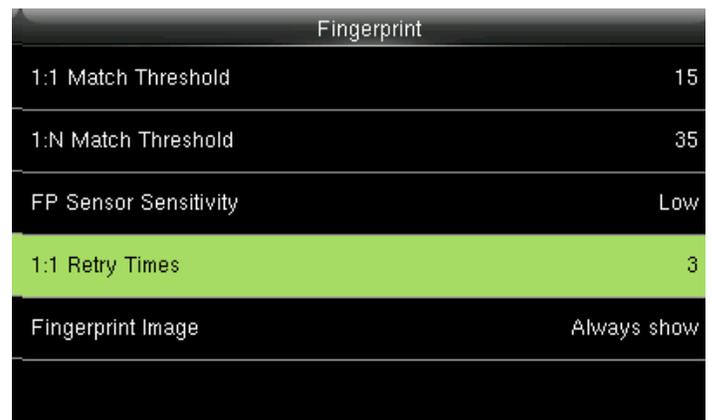
The default value Medium is recommended. You can set the sensitivity of fingerprint collection to High when the response to finger scan lags in a dry environment. When the usage environment is humid, you can set the sensitivity of fingerprint collection to Low if the fingerprint is difficult to identify.



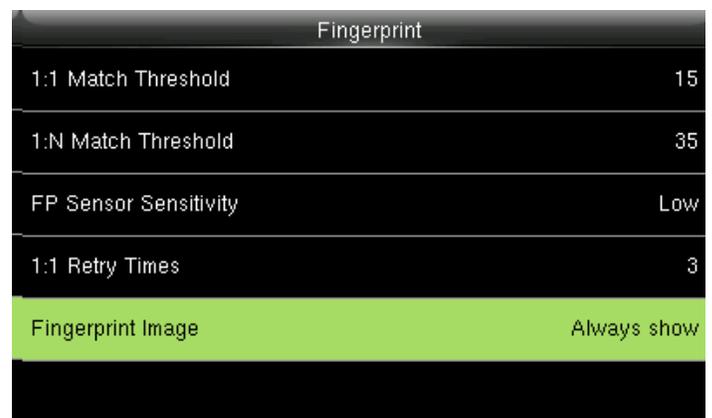
You can change the retry times from the image above. The value ranges from 1 to 6.



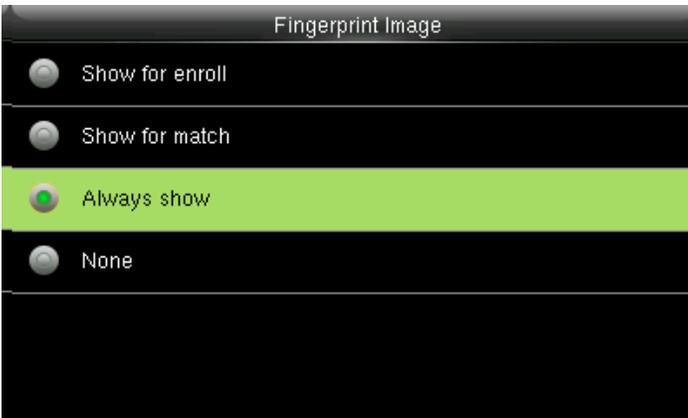
Select **FP sensor Sensitivity**. It is used to set the sensitivity of fingerprint collection.



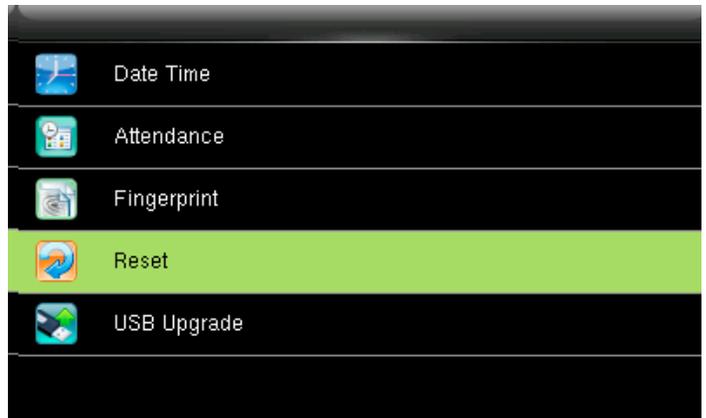
This parameter is used to set the retry times in the event of failure of 1:1 verification or password verification due to an absence of fingerprint enrollment or improper finger placement, so as to avoid repetitive operations.



Here you can select the **Fingerprint Image** to Always show. If you select this option the display of the fingerprint image on the screen will be shown.

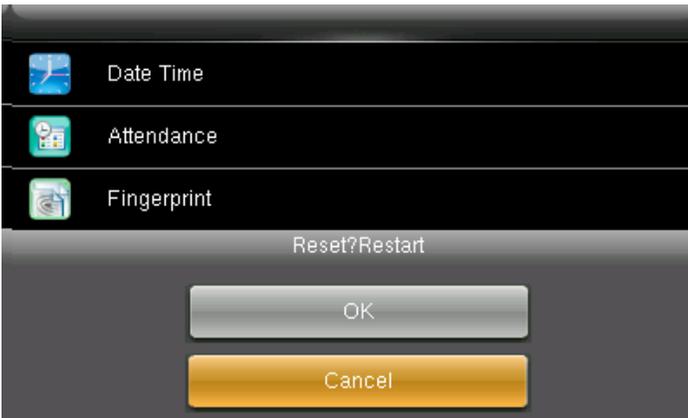


Here you can change the fingerprint image to be shown while enrolling or to match, or never.

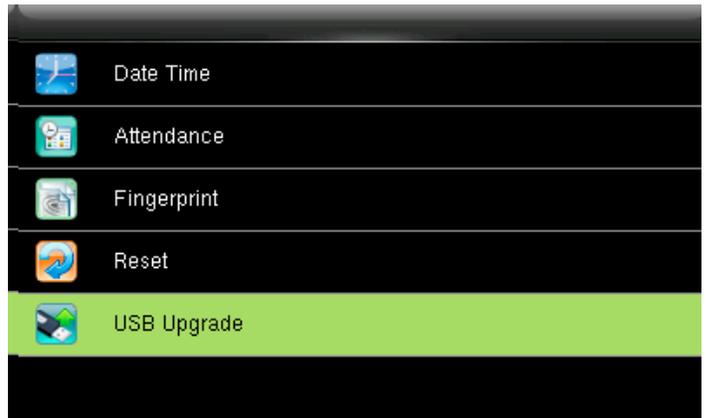


**4.4 RESET**

Select **Reset**.



When you select **Cancel** it will go back to previous menu. If you select **OK**, it will reset the setting and restart the clock.



**4.5 USB UPGRADE**

Select **USB Upgrade**.



If the USB is not readable or properly inserted the image above will be displayed and you will not be able to upgrade.



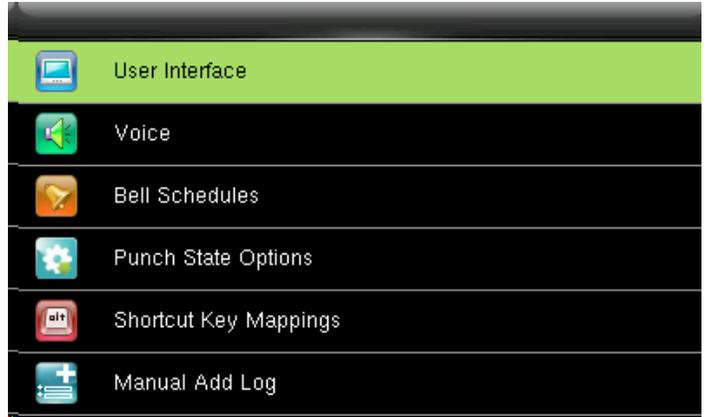
If the USB is readable or properly inserted the image above will be displayed and you will be able to upgrade.

5

PERSONALIZE

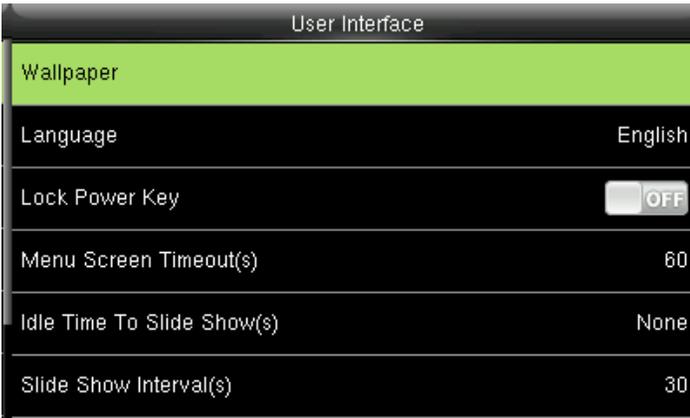


Select **Personalize**.



**5.1 USER INTERFACE**

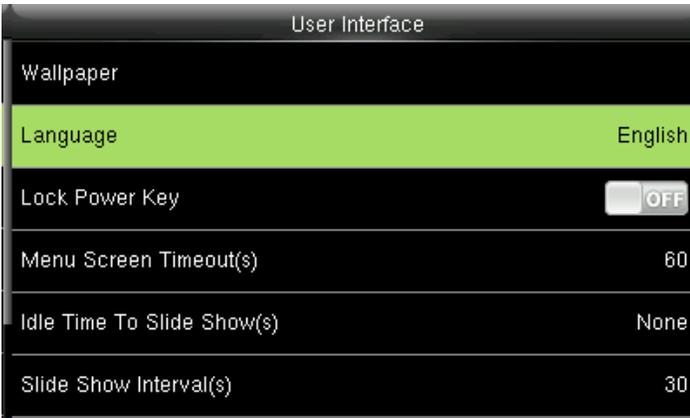
Select **User Interface**.



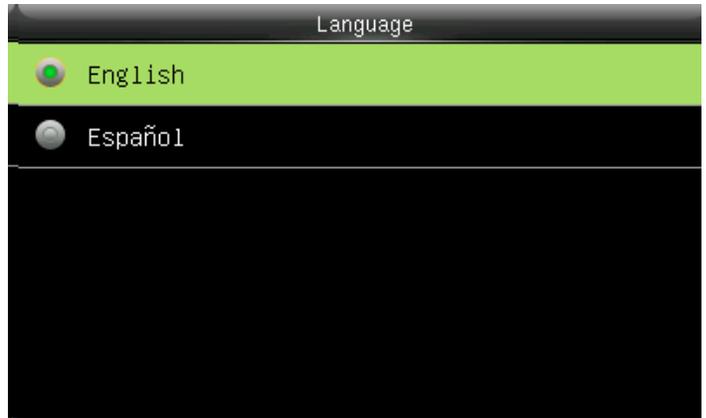
Select **Wallpaper**.



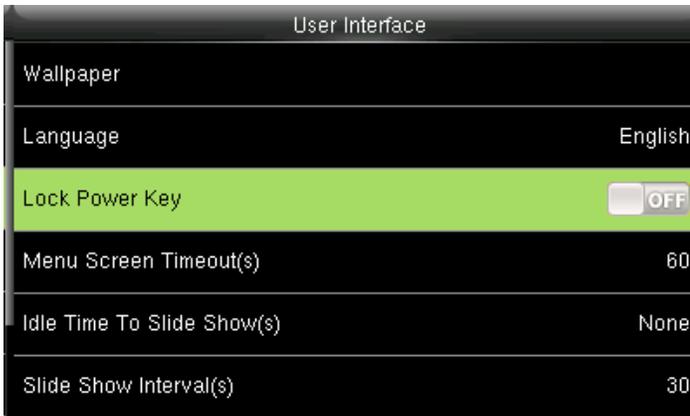
If you select the wallpaper the different wallpaper will be displayed as shown above and you can select any of the wallpaper you want to be displayed.



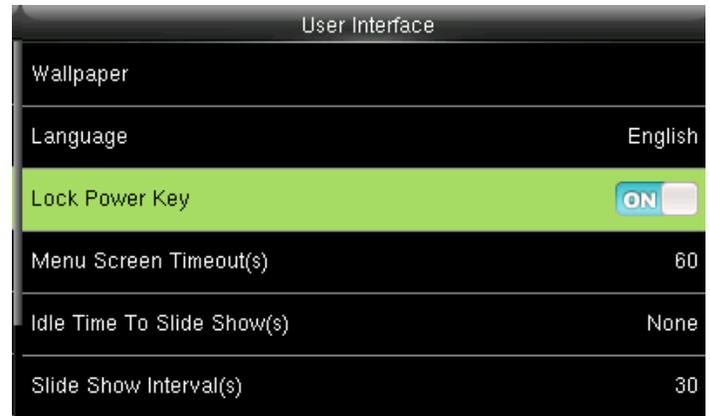
Select **Language**.



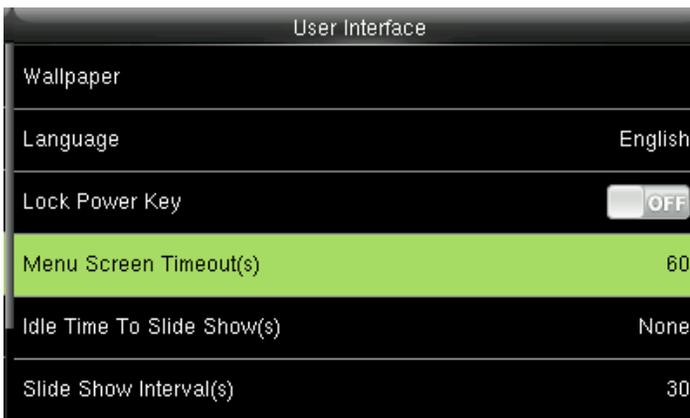
Here you can select the language you wish to display on the clock. The options are English and Español (Spanish).



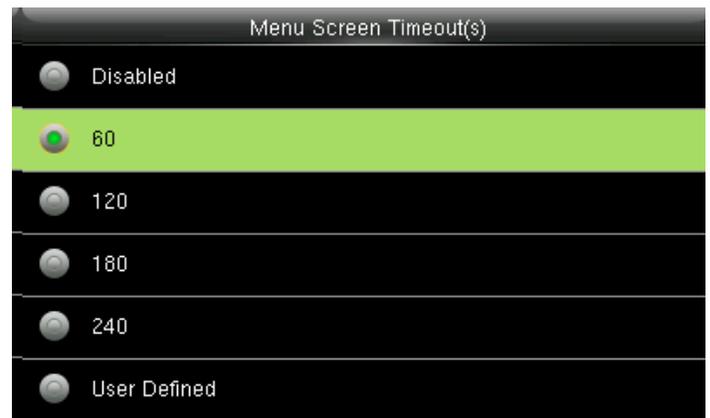
To prevent hostile power-off, select whether to lock power-off or not.  
 "disable": the power is off 3 seconds after pressing power-off.



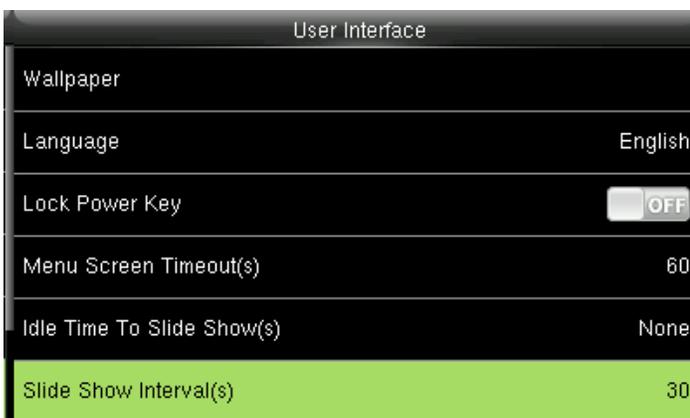
"Enable": it is ineffective after pressing power-off



The device will display the main interface automatically when no operation is performed on a menu within the menu timeout time



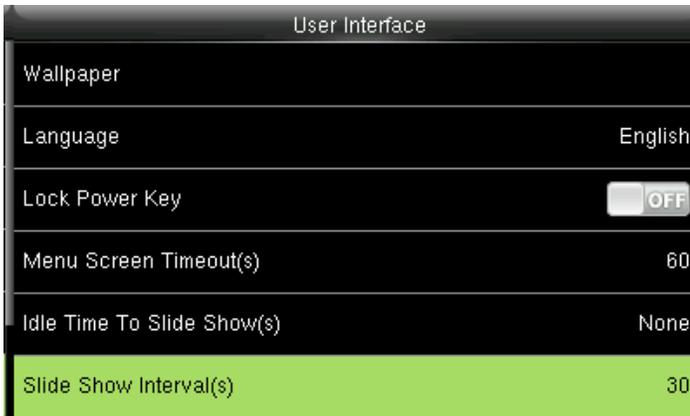
This function can be disabled; otherwise, the value ranges from 60s to 99999s.



The advertisement picture is displayed when no operation is performed on the main interface within the waiting time.



This function can be disabled; otherwise, the value ranges from 15s to 999s



This parameter is used to set the picture cycle interval



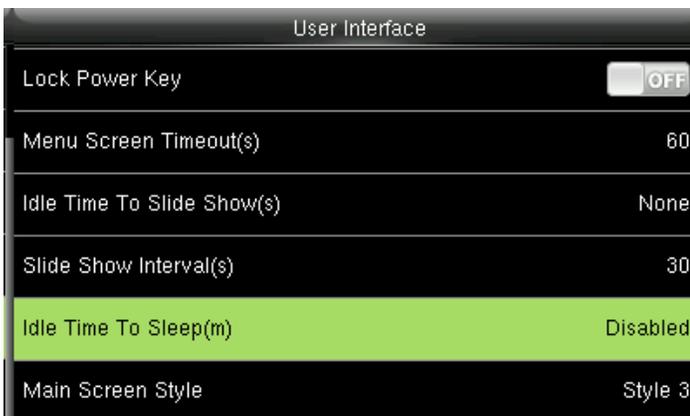
This parameter can be either disabled or ranges from 30 s to 999s.



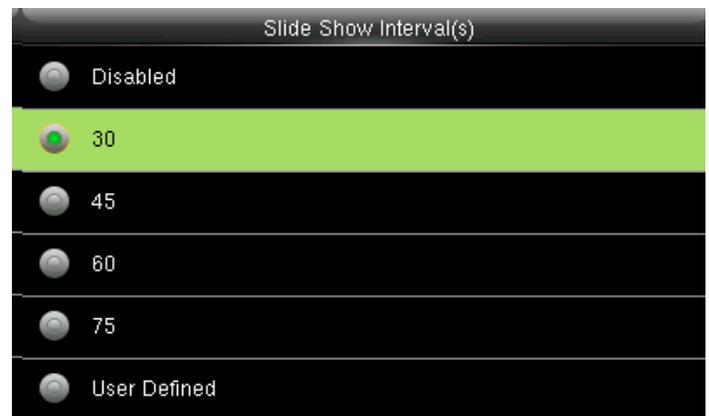
This parameter is used to set the picture cycle interval



This parameter can be either disabled or ranges from 30 s to 999s.



This parameter is used to specify a period after which the device is put in sleep mode if no operation within this period. You can wake up the device from sleep by pressing any key or touching the screen.



Numerical range in 30 minutes, the factory default for 30 minutes.



This is to set where and how the clock and status key are displayed on the main screen.



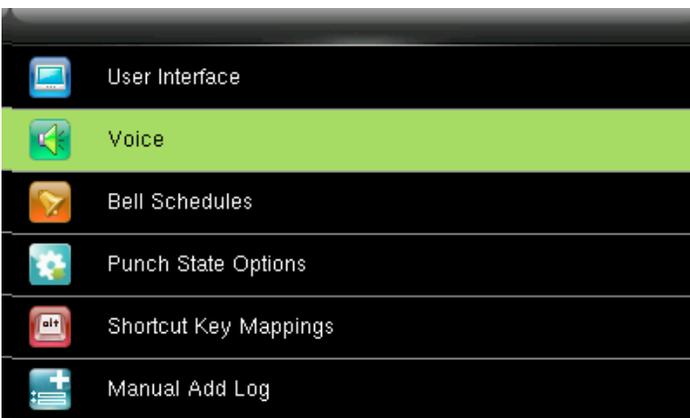
Here is the "Style 1". If you want this style press SET. And if you don't want this style simply press back.



Here is the "Style 2". If you want this style press SET. And if you don't want this style simply to press back.

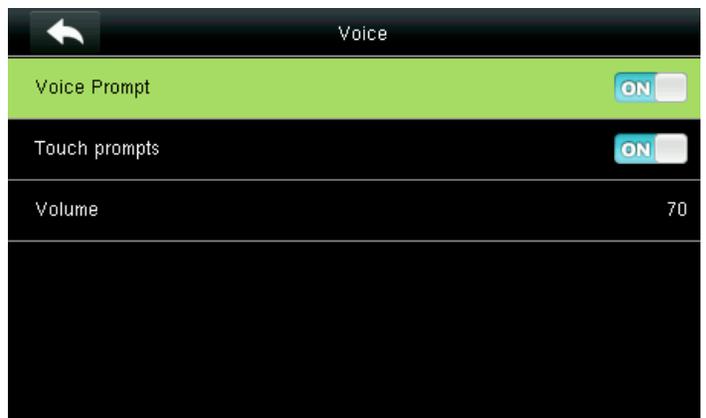


Here is the "Style 3". If you want this style press SET. And if you don't want this style simply press back

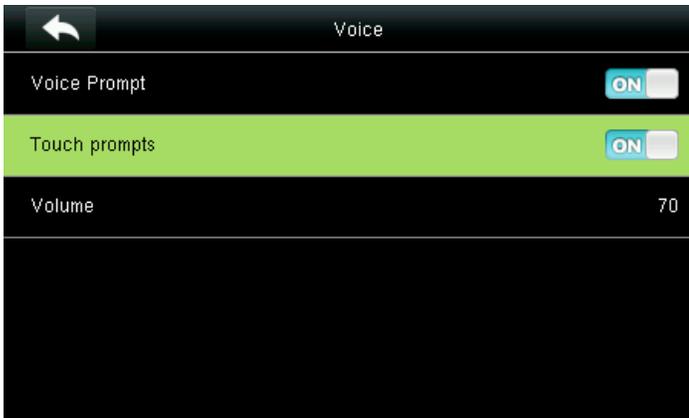


**5.2 VOICE**

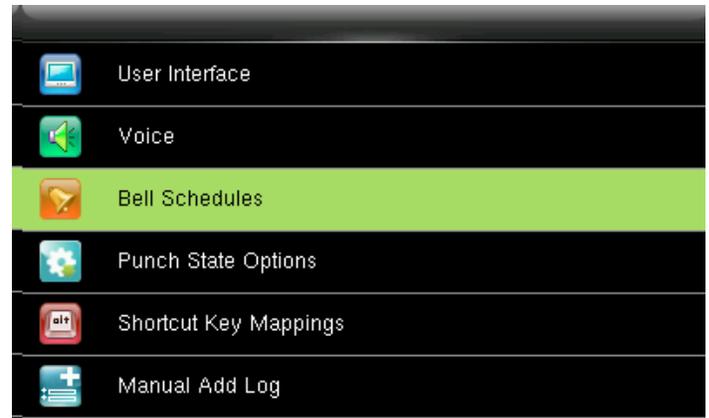
Select **Voice**.



Voice prompt: This parameter is used to set whether to play voice prompts during the operation of the FFR terminal. Select **ON** to enable the voice prompt, and select **OFF** to mute.

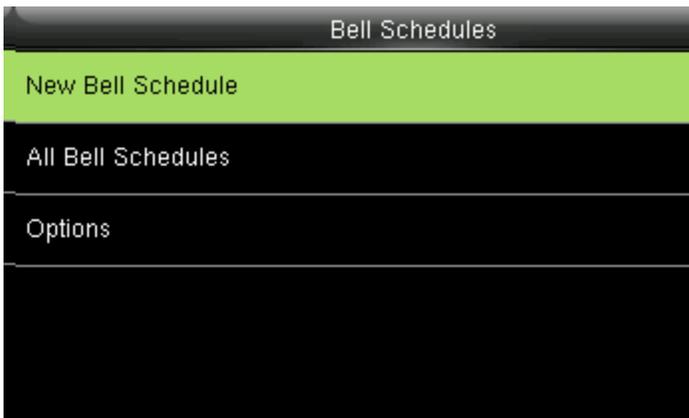


Touch prompt: - This parameter is used to set whether to generate beep sound in response to every keyboard touch. Select **ON** to enable the beep sound, and select **OFF** to mute



### 5.3 BELL SCHEDULES

Select **Bell Schedules**.



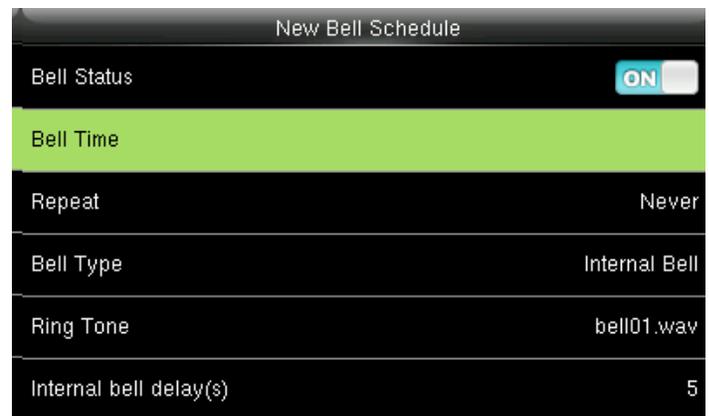
Click on **New bell schedule**.



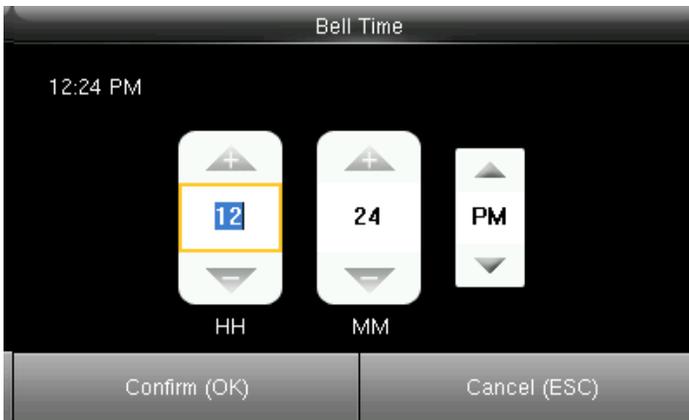
Click on bell status. It is whether or not you want the bell to enable. If you turn **OFF** it will disable the bell.



If you turn **ON** it will enable the bell.



The bell rings automatically when it is the specified time.

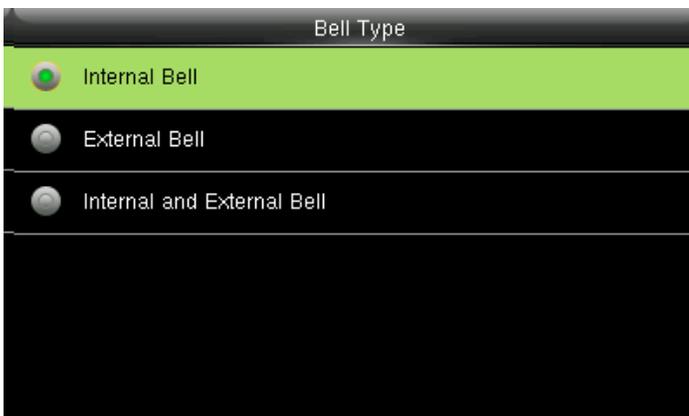


You can change the timings for the bell to ring using the keypad and then confirm **OK**.

Here the bell is schedule at 12.24PM.



You can select any day of the week to repeat the ringtone. And if you don't want the ringtone to be repeated set to never.



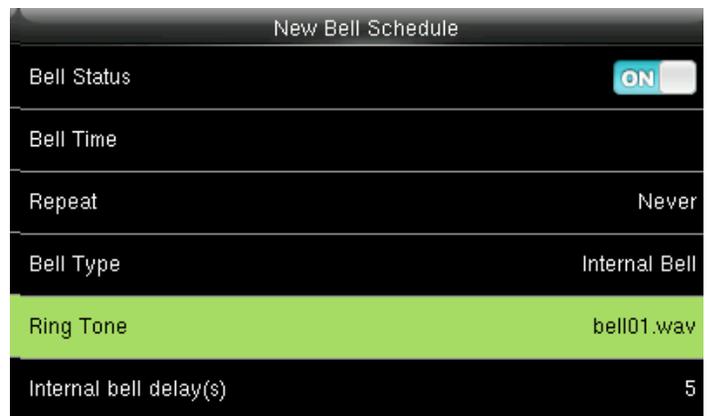
Here you can select the bell type. If you want the ringtone to be played internally than select internal bell, for external select external bell and for both select internal and external bell.



The Repeat function specifies whether to repeat the ringtone



Select **Bell Type** and press **OK**.



Select **Ringtone** and press **OK**.



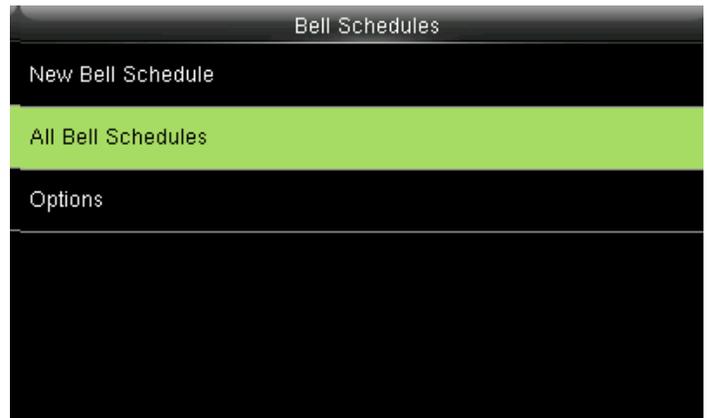
You can select any ringtone you want from the above options.



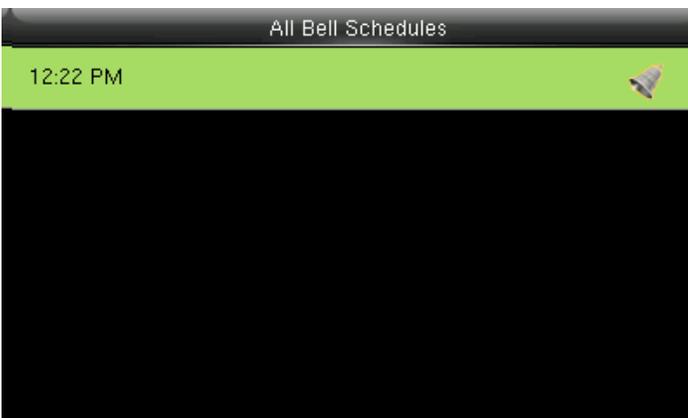
Select **Internal bell delay(s)** and press **OK**.  
It specifies the duration for ringtone playing.



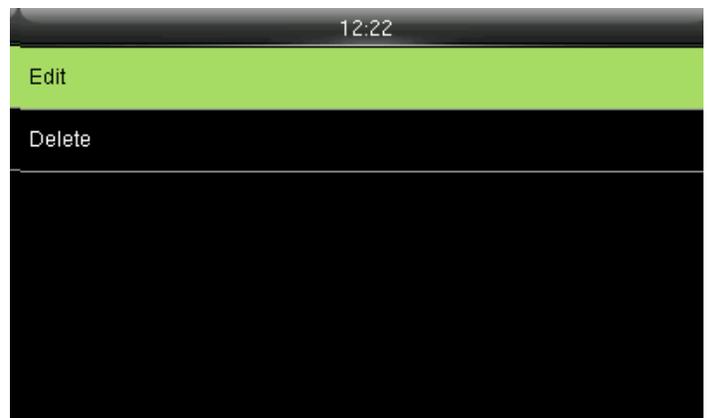
You can edit the delay of the internal bell from the image above. It ranges from 5 to 99 seconds.



Select **All bell schedules** .



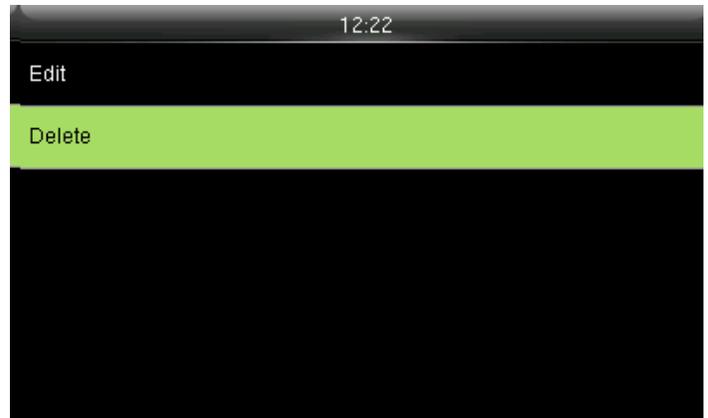
Select New Bell Schedule.



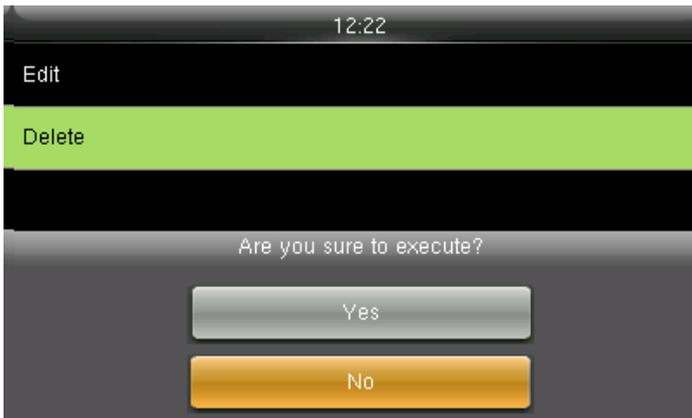
Select **Edit** to edit the bell schedules



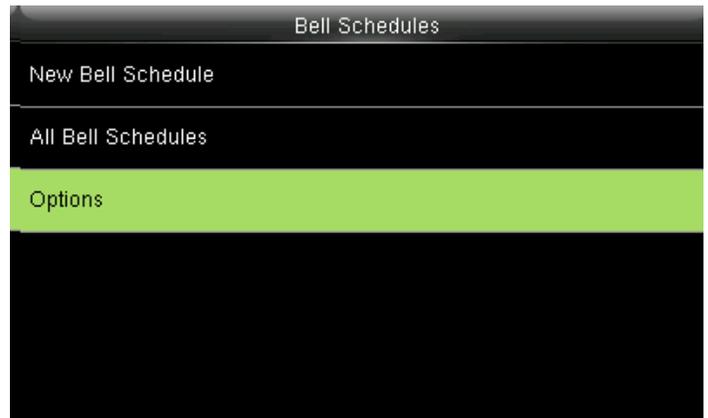
Select Item you wish to edit.



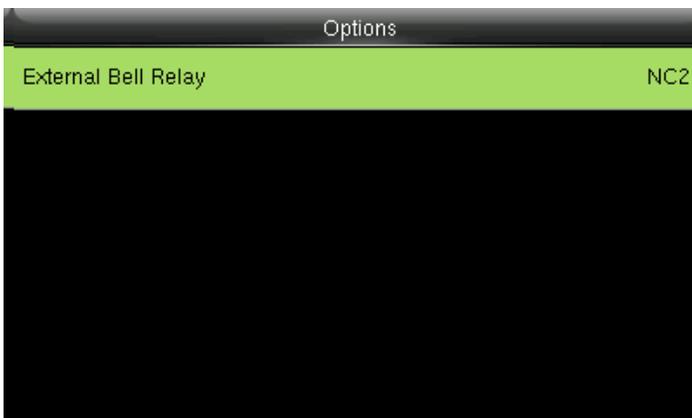
Press **Delete** to delete the bell schedule.



Select **YES** or **NO**.



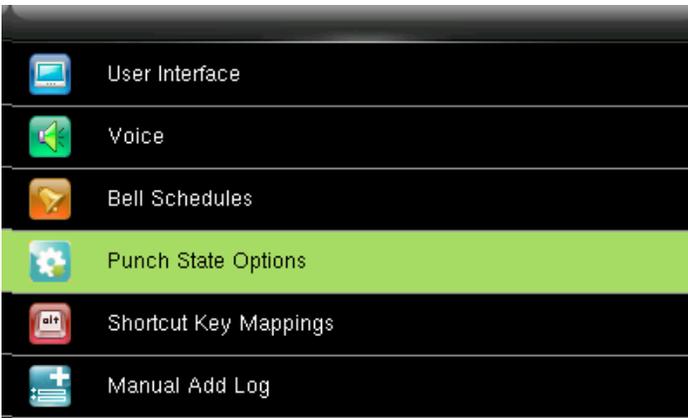
Press to select **Options**.



Select **External Bell Relay**.

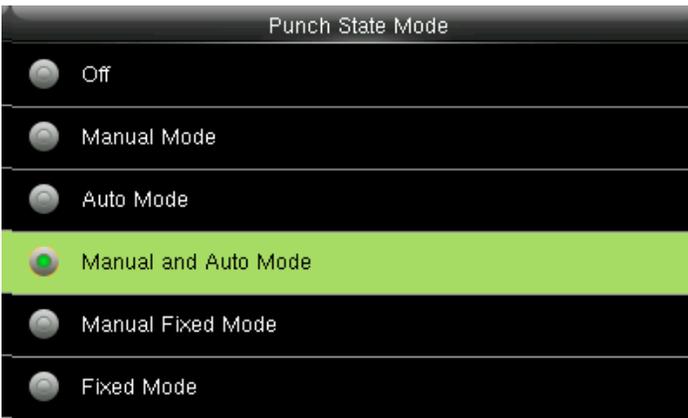


Press to select, press **OK** to save and return.



5.4 PUNCH STATE OPTIONS

Press to select **Punch State Options**.



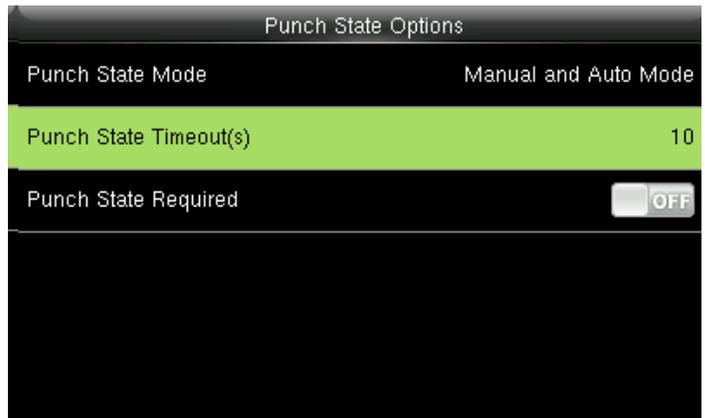
The main interface displays the status keys that can be switched automatically, and you are also allowed to switch status keys manually. A status key you select manually will be switched according to the automatic switching plan after it disappears upon a timeout.



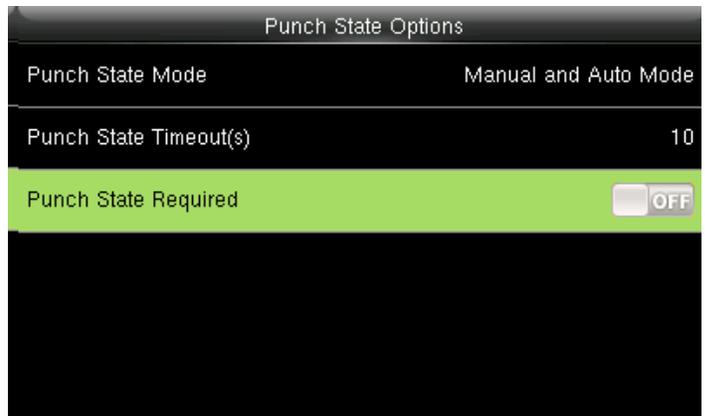
You can change the punch state timeout from the image above. The timeout ranges from 5 to 99 sec.



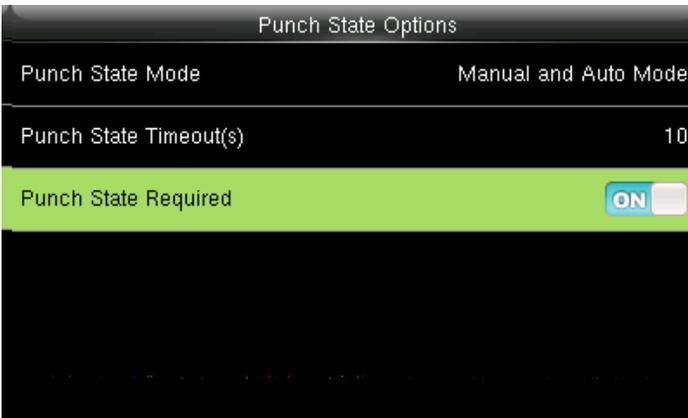
Press to select items. When the setting is completed, press **OK** to save the setting and exit.



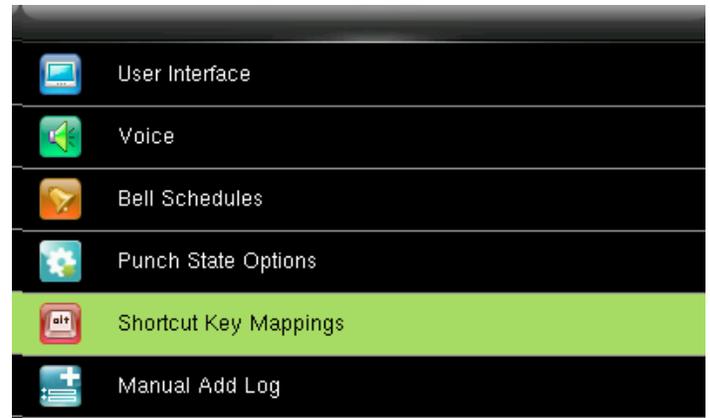
Punch state timeout specifies the timeout period of the status key displayed on the main interface.



specifies whether the status of work attendance check must be selected during authentication. Here when its off it won't be selected.



Specifies whether the status of work attendance check must be selected during authentication.  
When it's on it will be selected.



**5.5 SHORTCUT KEY MAPPING**

Press to select **Shortcut Key Mappings**.



These are standard attendance keys for Uface.



You can select any keys you wish to use from the above menu



Select **F1** key as **Check in**.



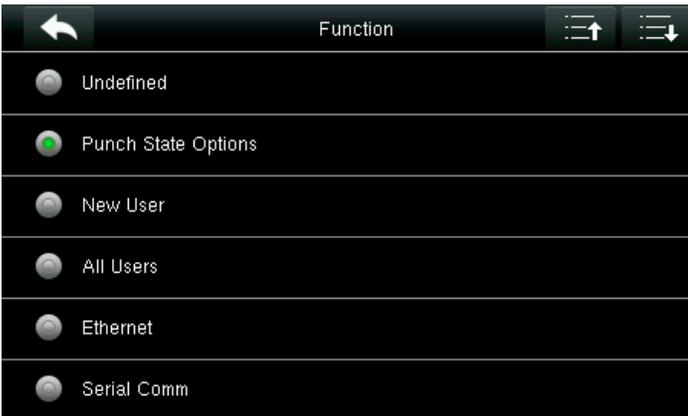
Select **Punch State Value**.



Here you can change the punch state value in the input screen by using the keypad and press "OK".



Here select punch state options as **Function**.



You can choose the key for F1 that you want from the options above.



Select name for F1



You can name the key for F1 you want from the options above. Here F1 is selected as "Check in".



Similarly, you can select the Job group or font size for that key you wish to apply.



Here you can **Switch Cycle**



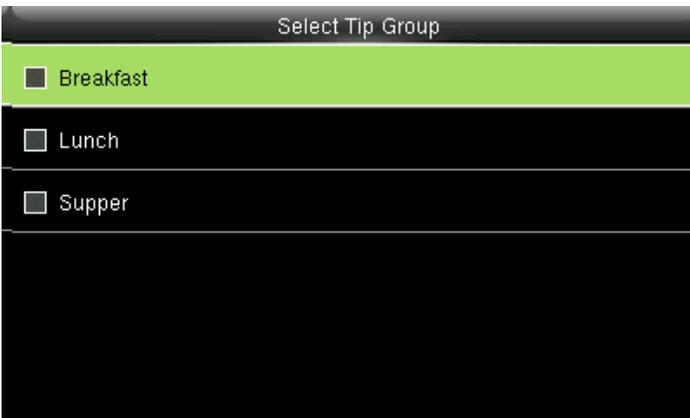
**Select job group** and press **OK**. If you disable, the job group will be disabled and it will not show on the screen.



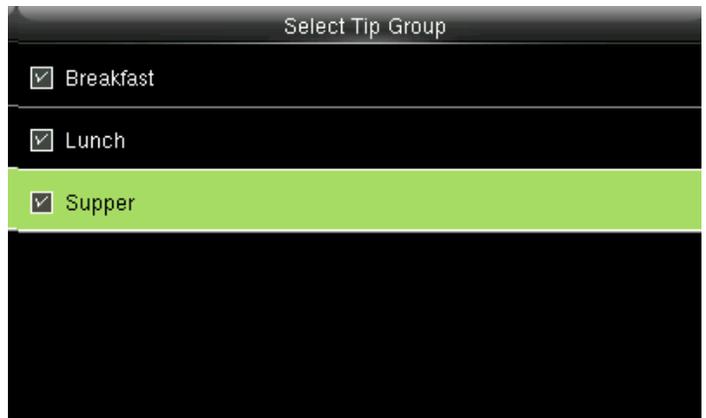
You can select any job group you want and you can name the job group by using the keypad.



If you "Disable" the tip group the tip group will not be displayed on the screen.



To enable the tip group you can select the tip group you wish to enter in that group.



Here all the tip groups have been selected as above.



Select **F2** as **Check Out**.



Select **Punch State Value**.

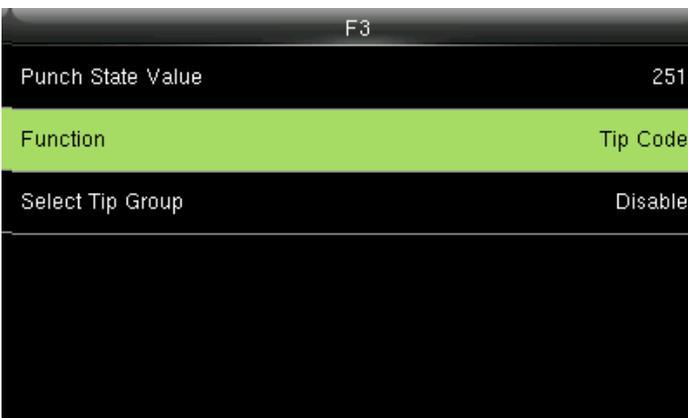


Select **F3** as "Tip code".  
Here the punch state value is set to 251

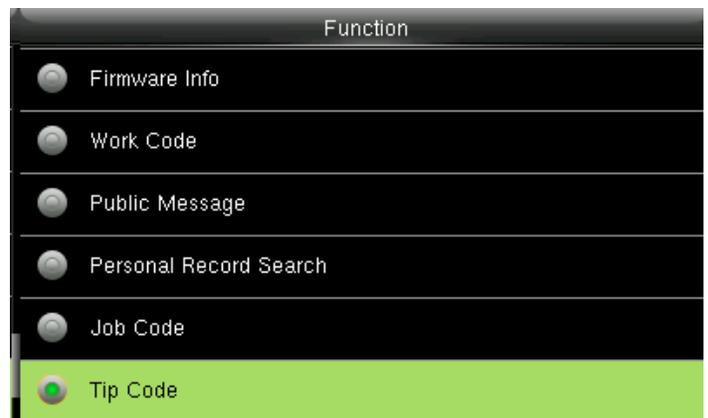


You can change the value of the punch state by changing the value in the input screen with the help of keypad.

For more details refer to paragraph 13.



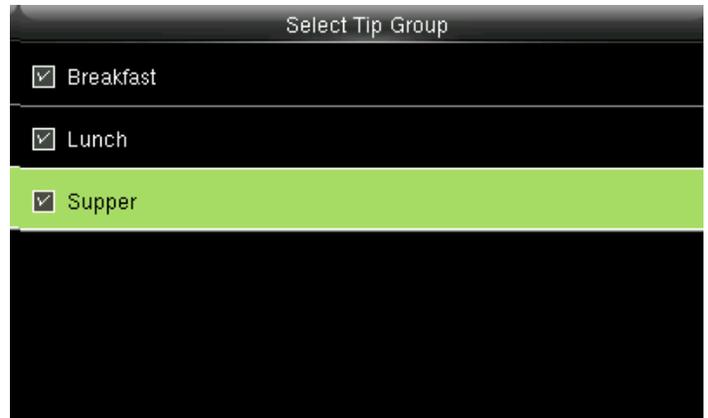
Select **F3** as **Tip code**. For more details refer to No 13.



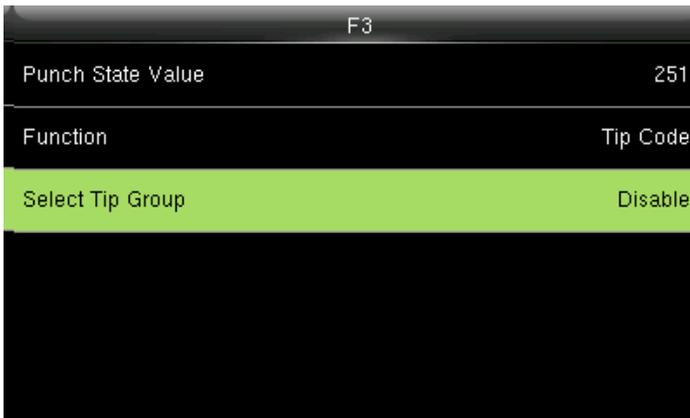
You can change the function for that key from the image above.



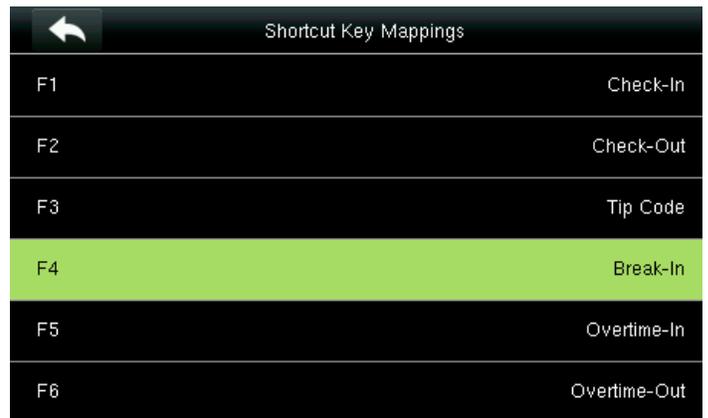
Here the tip group is disabled and no tip group has been selected.



You can select the tip group you want. Here all the tip groups are selected



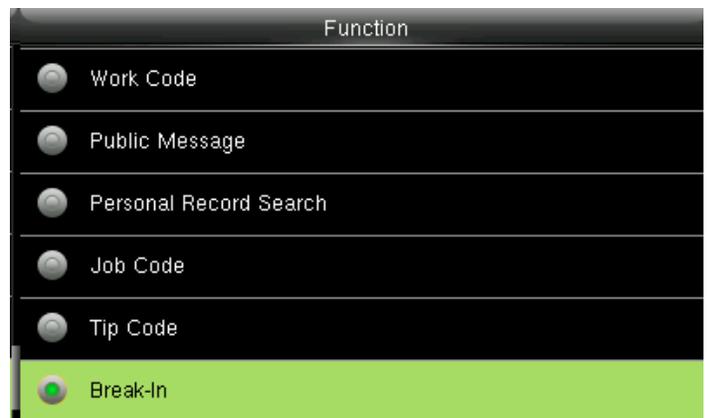
When you select all the tip groups, the select tip group will display as "All group".



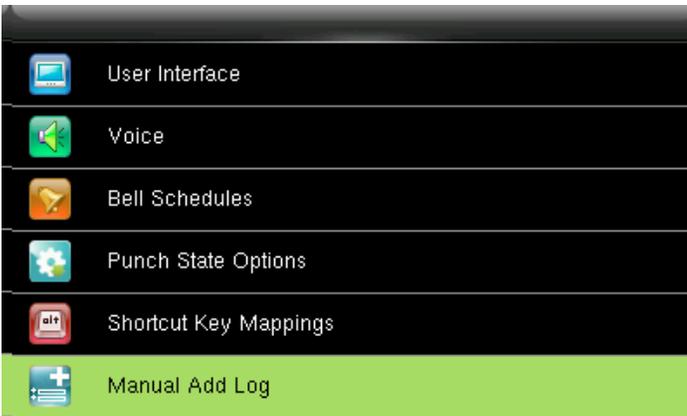
Select **F4** as **Break-In**.



Select the **Function** Break-In for F4 and the F4 key will display as Break-In on the main screen.



You can change the functions from above.

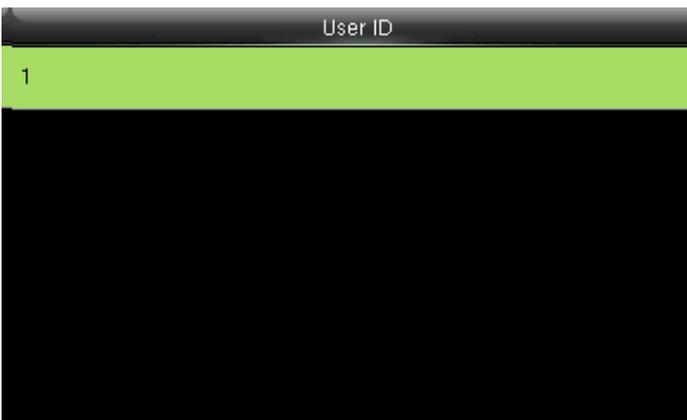


### 5.6 MANUAL ADD LOG

Select Manual add log and press **OK**.



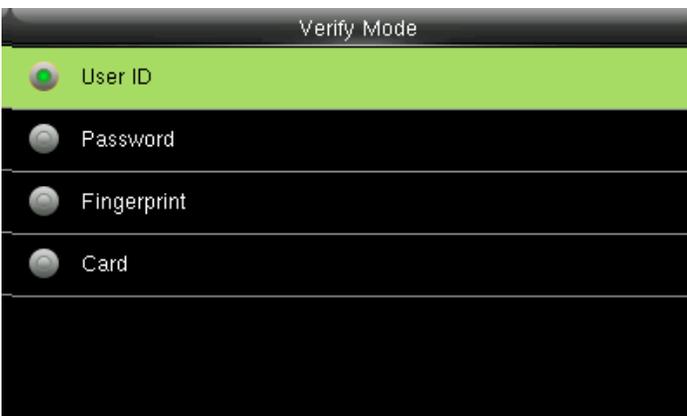
Click on **User ID**



The user id is displaying as 1.



Click on **Verify mode.**



Here you can select any verification mode you want the user to get verified. The user can verify themselves either with their UserID, Fingerprint, Password or Card/Badge.



Select verify state as none. In this all the users from all states can verify themselves. If you verify the state the user from that state can only verify themselves.

Manual Add Log	
User ID	
Verify Mode	
Verify State	None
Date	11/03/17
Time	

Select **Date**.

Date		
11/03/17		
2017	11	03
YYYY	MM	DD
Confirm (OK)	Cancel (ESC)	

You can set the date by using the keypad. Here the date is set to 11/03/2017.

Manual Add Log	
User ID	
Verify Mode	
Verify State	None
Date	11/03/17
Time	

Select **Time**.

Time			
12:43:38 PM			
12	43	38	PM
HH	MM	SS	
Confirm (OK)	Cancel (ESC)		

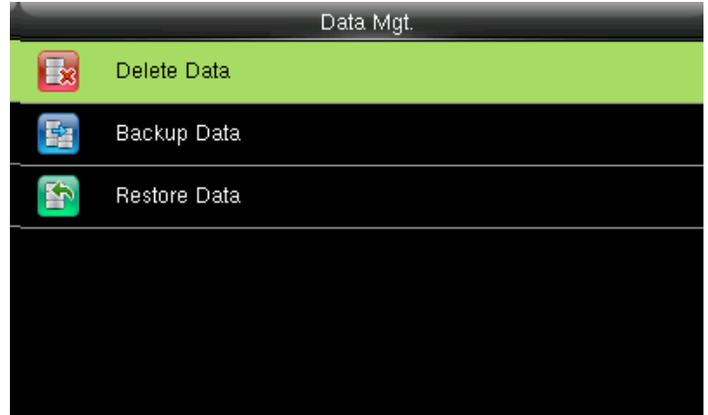
You can set the "Time" by using the keypad. Here the time is set to 12hr, 43min, 38ss.



## DATA MANAGEMENT

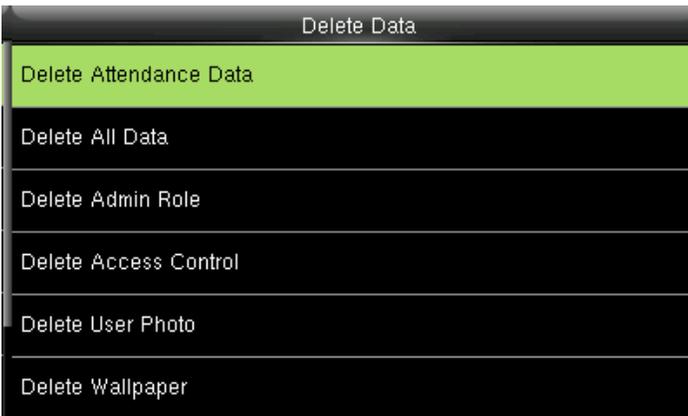


Select **Data Manager**.

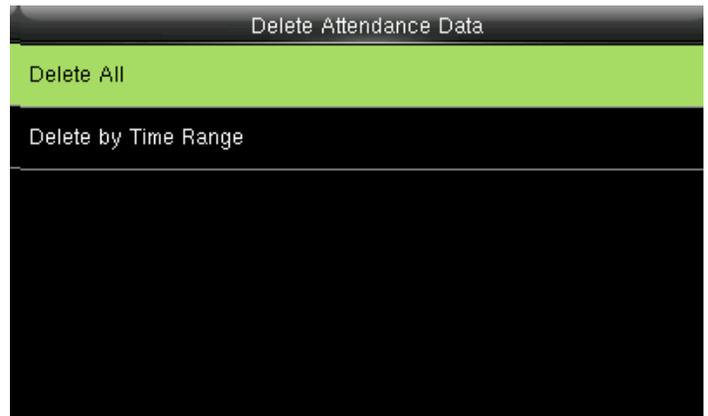


## 6.1 DELETE DATA

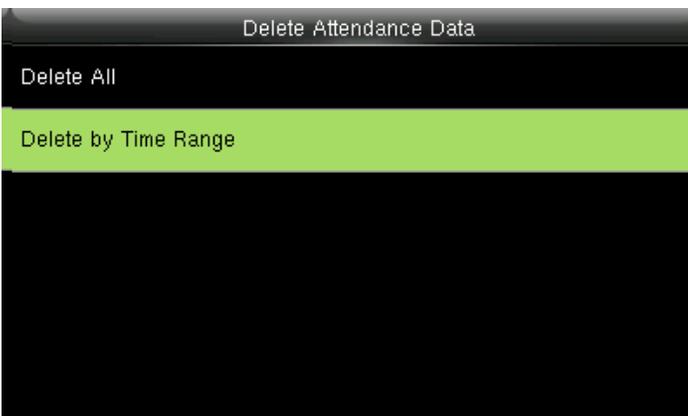
Select **Delete Data**.



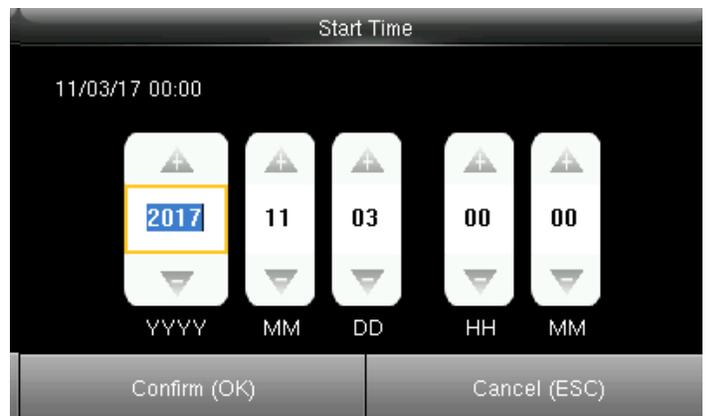
It will delete the attendance records



When **Delete All** is selected, it will delete all the attendance records.

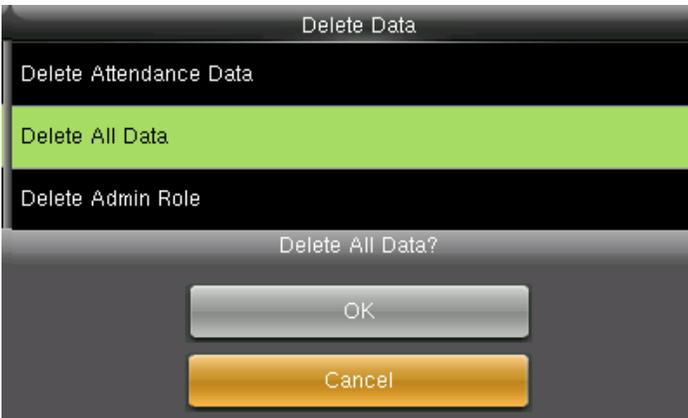


You can delete the attendance data by Time Range too.

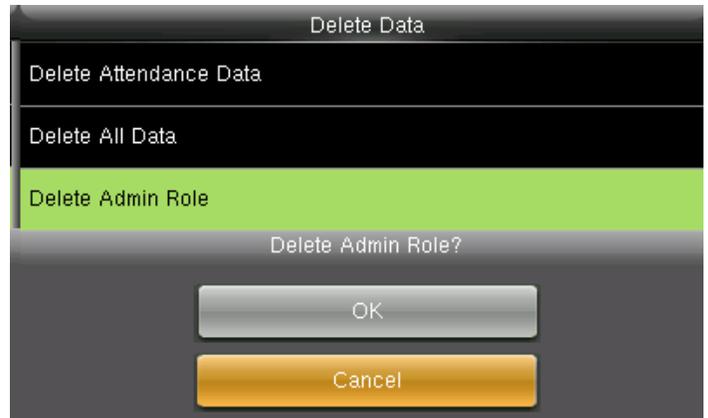


To selete by time range you can select the time you want the data to be deleted.

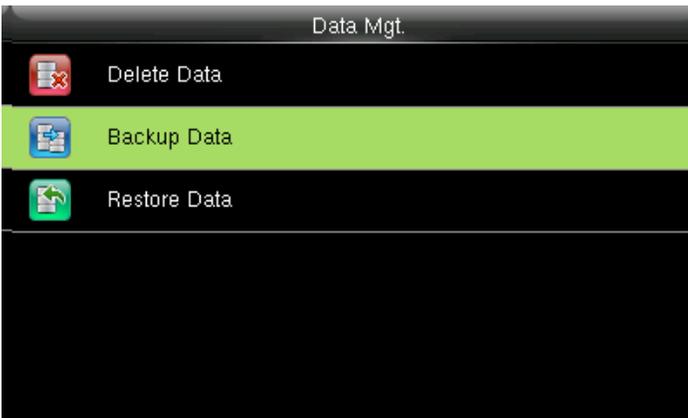
It will delete the data for that specific time you selected.



Here you can delete all data by selecting delete all data and press **OK**. **CANCEL** will take you back to previous screen.



Here you can delete admin role by selecting delete admin role and press **OK**. **CANCEL** will take you back to previous screen

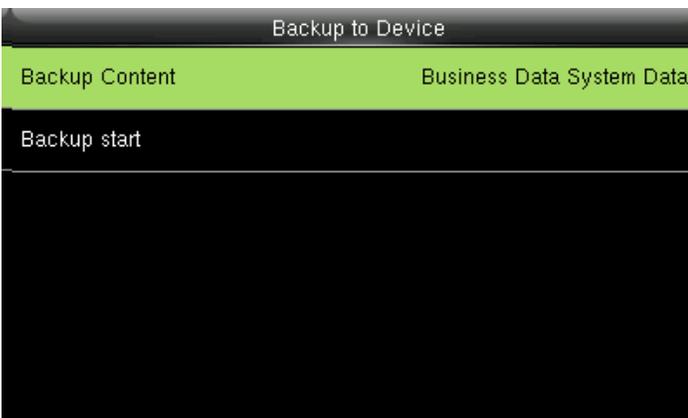


## 6.2 BACKUP DATA

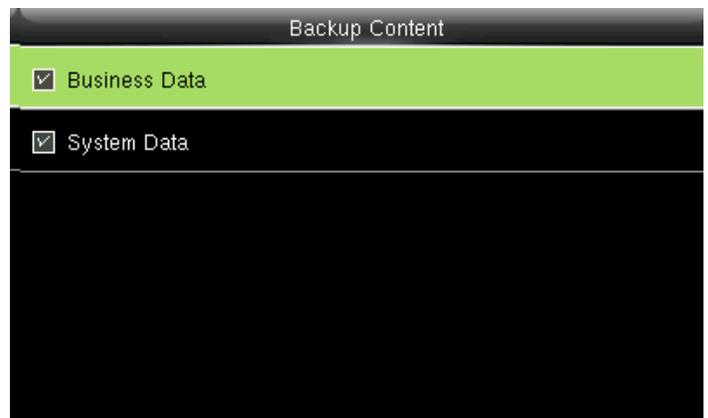
Select **Backup Data**.



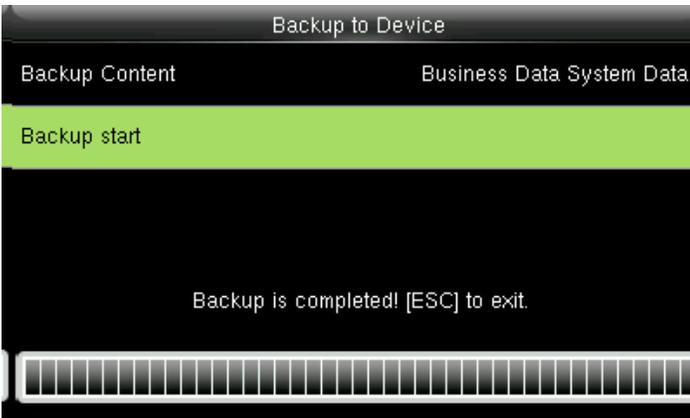
Select **Backup to Device** to back up the content from the device.



Select the local configuration items to be backed up to device the selected items.



You can select the content you want to backup.



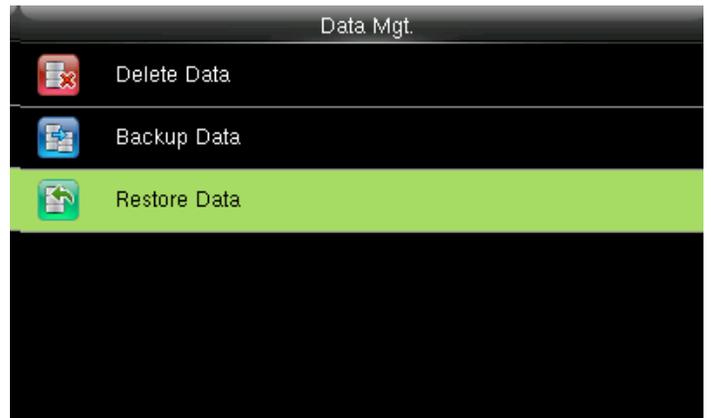
Select **Backup Start** and once the backup is completed the above image will be displayed.



Select **Backup to USB Disk**, the operations are similar to those performed to Backup to Device.



If the usb is not properly inserted the above screen will be displayed. You can either change the USB or insert it properly again.



### 6.3 RESTORE DATA

Select **Restore Data**.



Select **Backup from Device**.



Select the local configuration items to be restored and save the selected items.



You can select the content you want to restore.



select **Start Restore** and press **OK**.

select **Yes** or **NO** Device and press **OK**.



**Restore from USB Disk** the operations are similar to those performed to restore from Device.



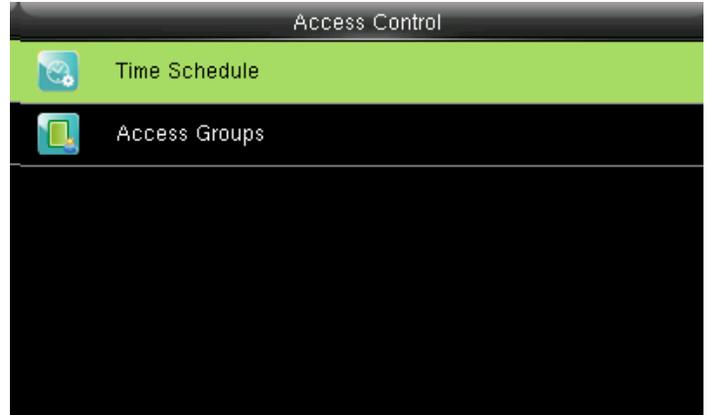
If the USB disk is not properly inserted the above screen will be displayed. You can either change the USB or insert it properly again.



## ACCESS CONTROL

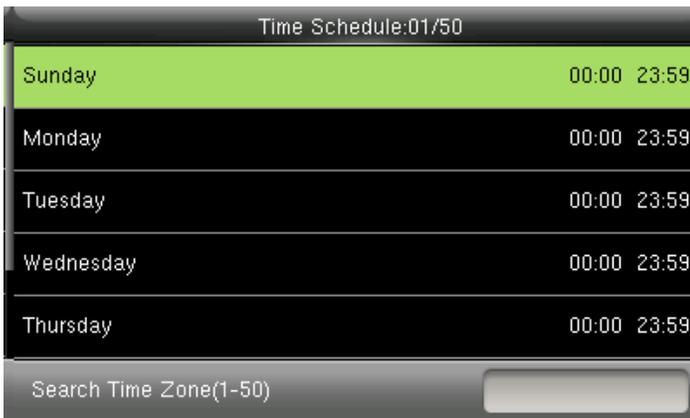


Select **Access Control**.

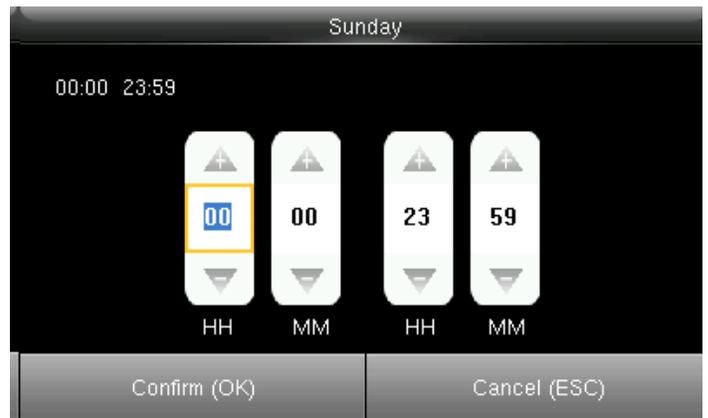


## 7.1 TIME SCHEDULE

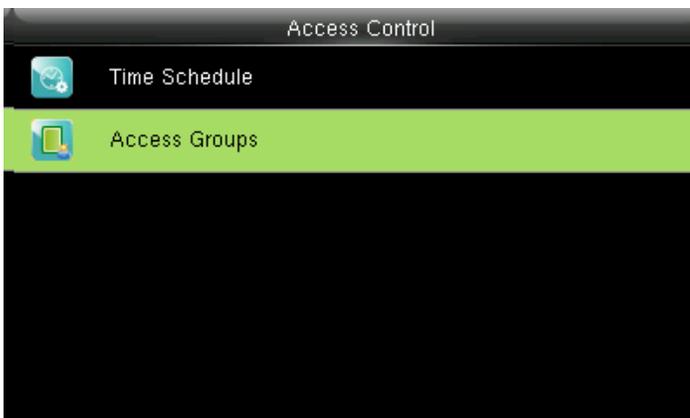
Select **Time Schedule**.



Use numeric keys to search for a time period in the range from 1 to 50.  
Select the item to be set.

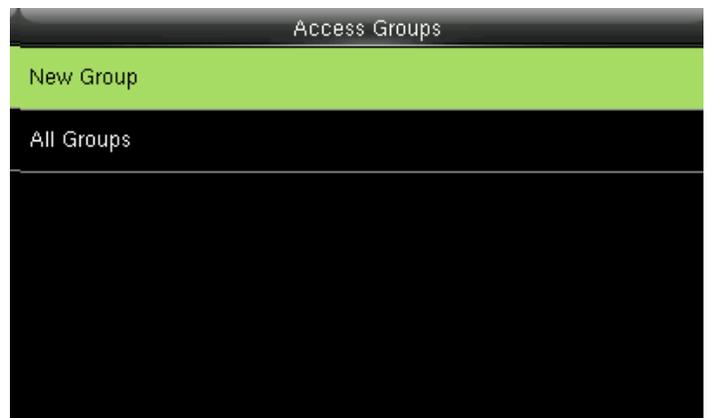


Press / to select a time option and press ▼ / ▲ to set time. After setting a period of time, press **OK** to save the setting and exit

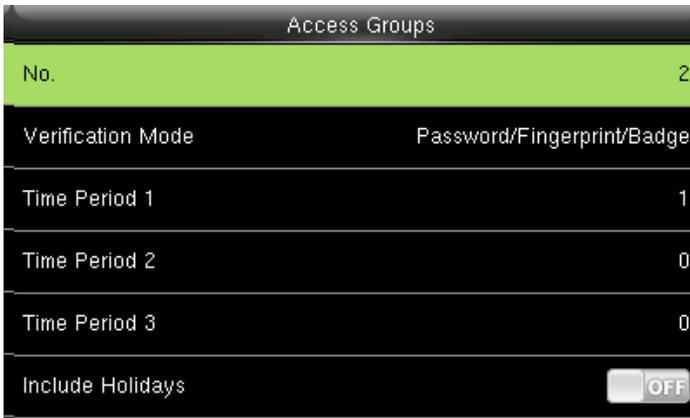


## 7.2 ACCESS GROUP

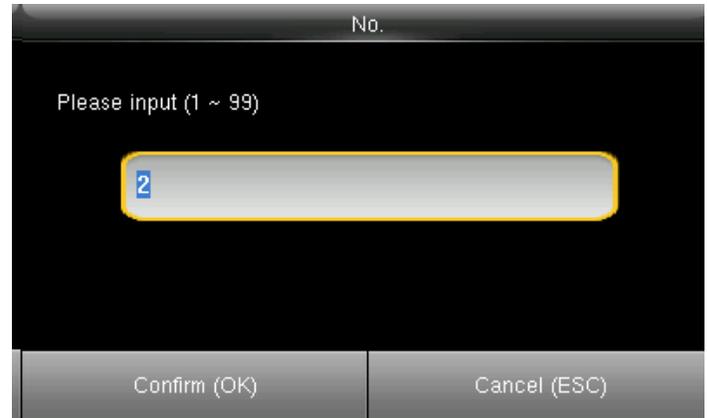
Select **Access Groups**.



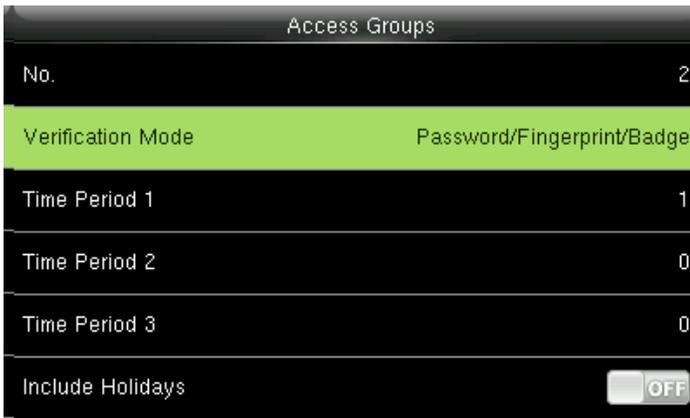
Press **OK** to add **New Group**



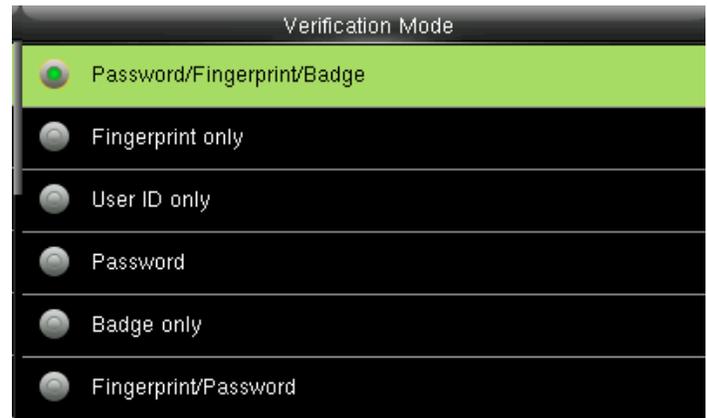
Press **OK**.



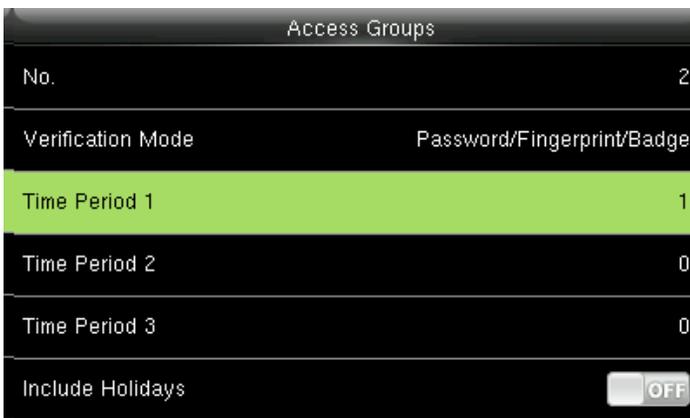
Enter the No. using keypad and press **OK**.



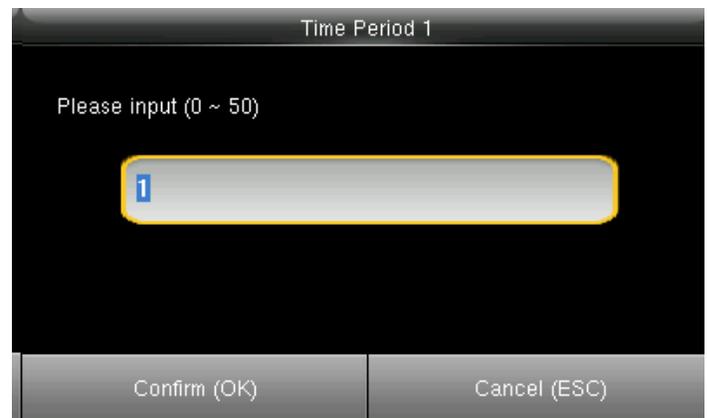
Select **Verification Mode**.



Select Verification Mode, you wish to apply and save and return.



select **Time Period 1**.



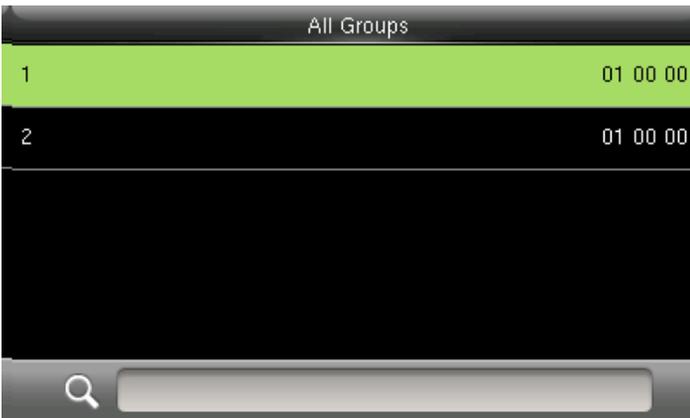
Enter the No. using keypad.



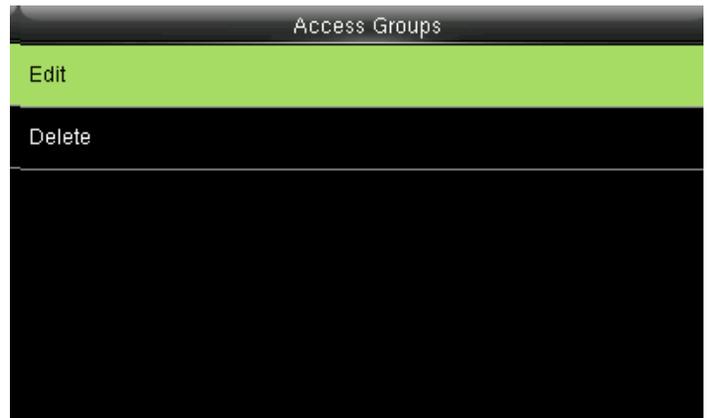
Select **Include Holidays** to enable the item



Select **All Groups**.



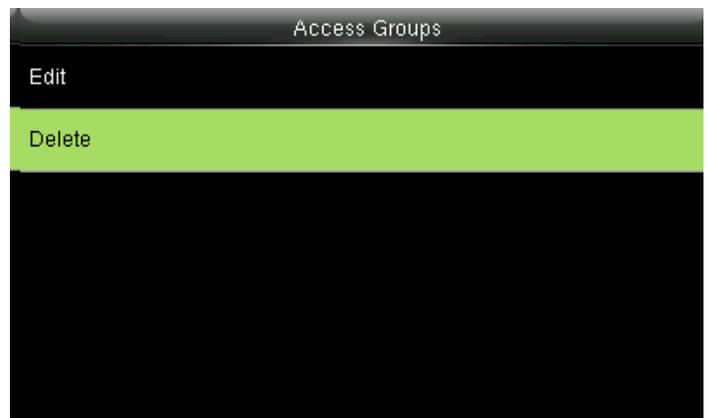
Select one of All Groups.



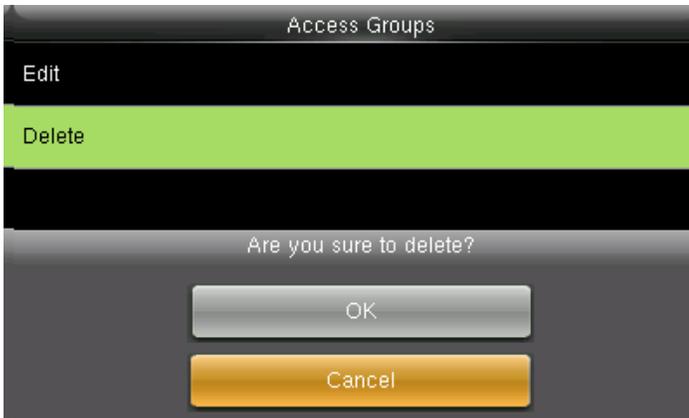
Select **Edit**.



The No. cannot be modified, and the other operations are similar to those performed to add a new group. Press left arrow on the screen to return



select **Delete**.



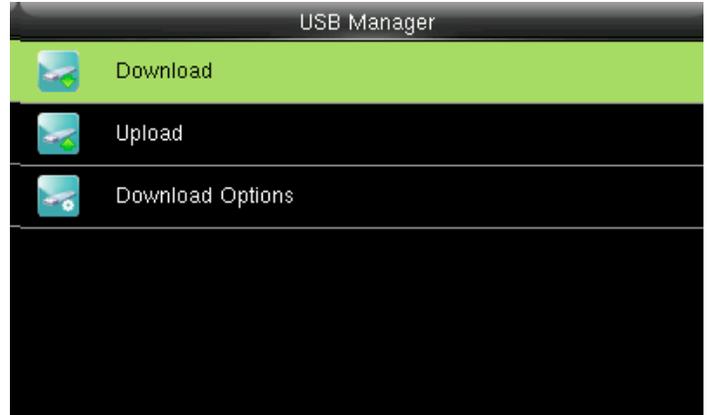
If you select **OK** it will delete all the access groups and when you select **Cancel** it will take you to previous screen without deleting any access groups.



## USB MANAGER

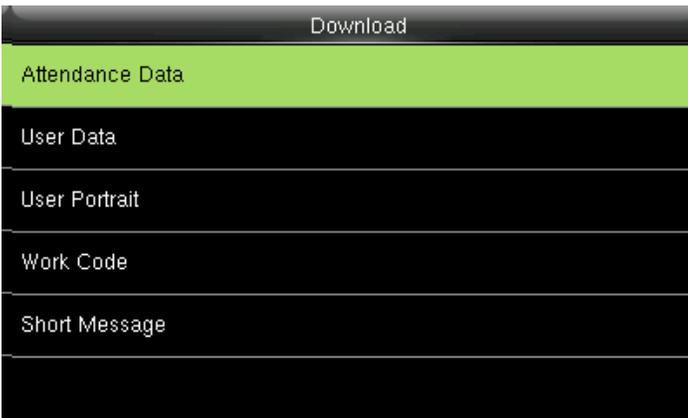


Go to Menu and select USB Manager.



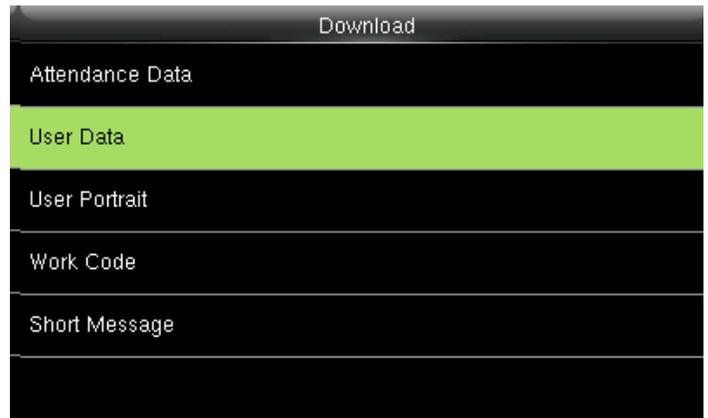
## 8.1 DOWNLOAD

Select **Download**.

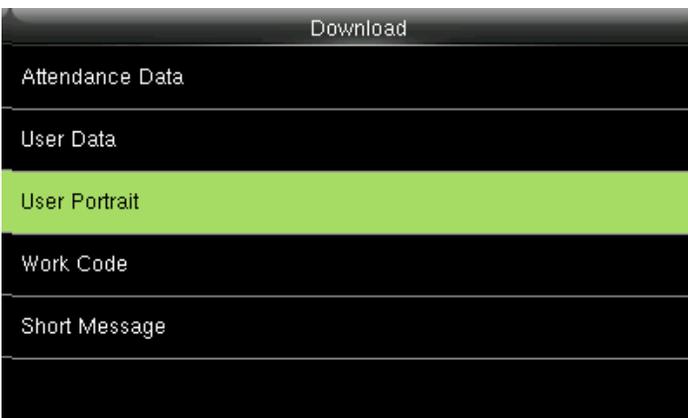


Select the items you want to download.

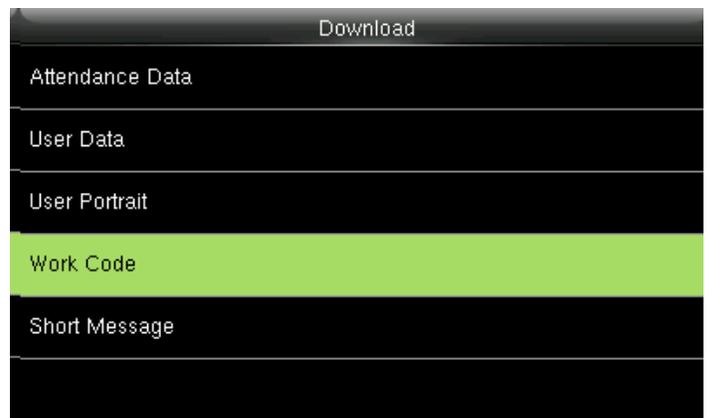
Here when we select the "Attendance Data" it will import all the attendance data from the FFR terminal to USB disk



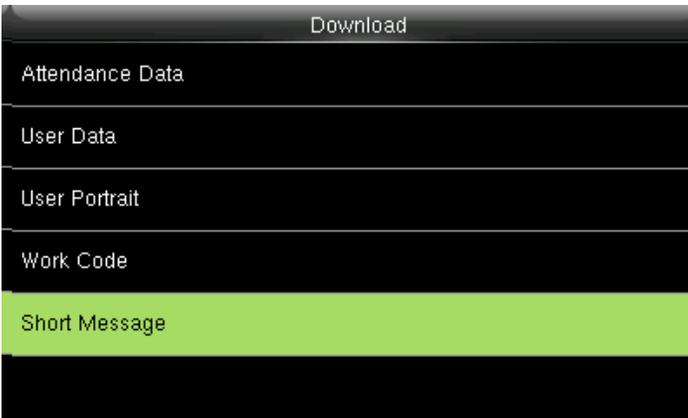
**User data** will import all the user information, fingerprints and facial images from the FFR terminal to a USB disk



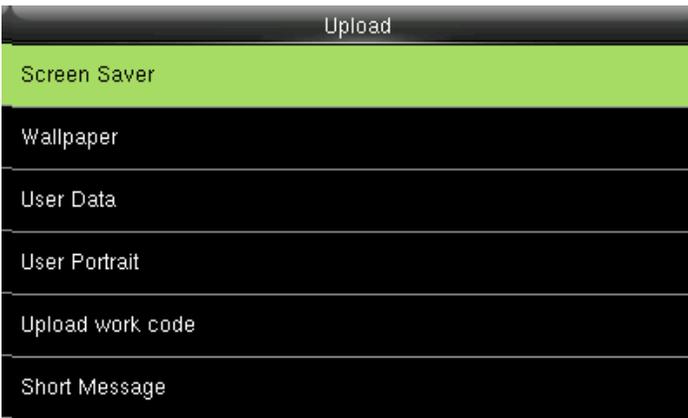
**User Portrait** will import the employees' photos from the terminal to a USB disk.



**Work code** will save the work IDs on the device to a USB drive

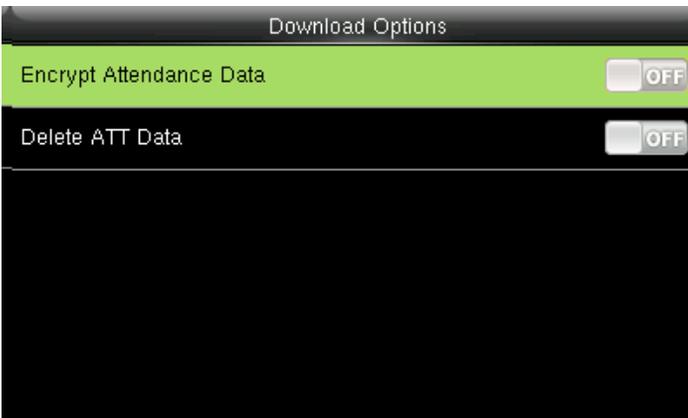


The short message will be displayed by the administrator and will be imported from terminal to USB disk.

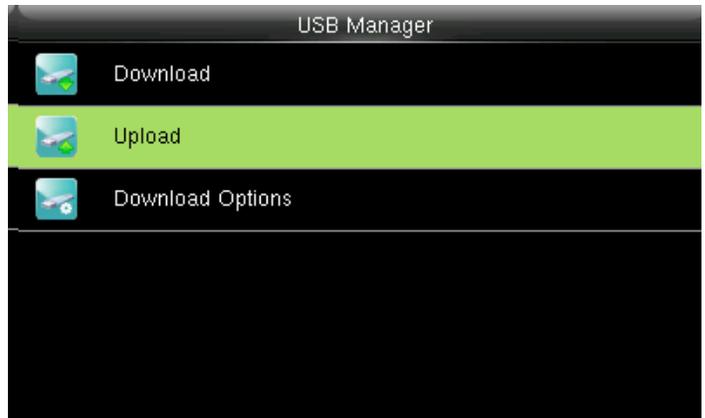


**Screen saver** will Upload the JPG documents with "ad\_" as initial letters of document names stored in a USB disk to the terminal. After the upload, these pictures can be displayed on the initial interface of the terminal.

**See page 64 for detailed instructions**



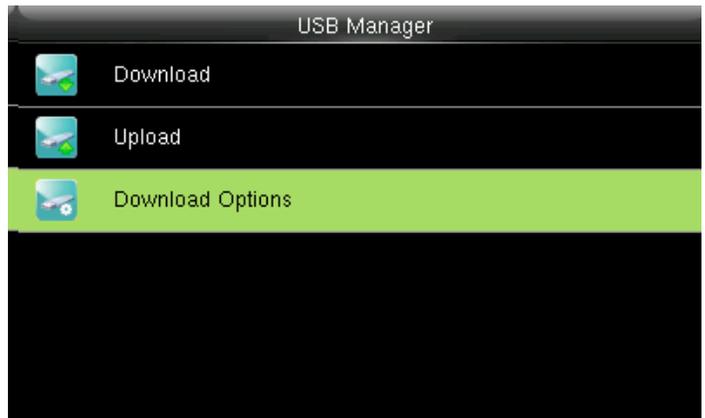
Select items from the options above. When the setting is completed, select to save the setting and exit.



### 8.2 UPLOAD

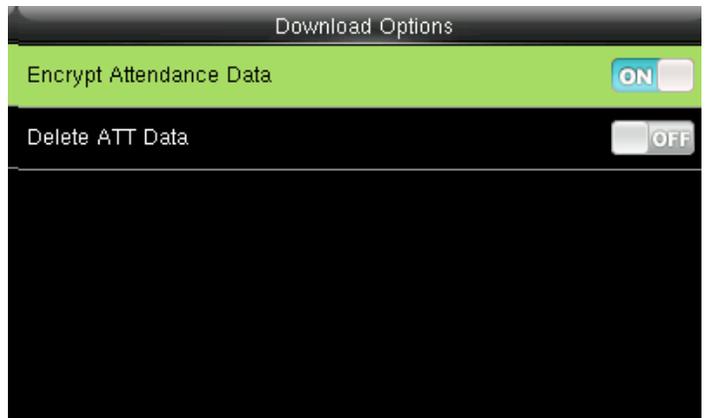
Select **Upload** and press **OK**.

In Upload it will upload all the data from USB disk to terminal.

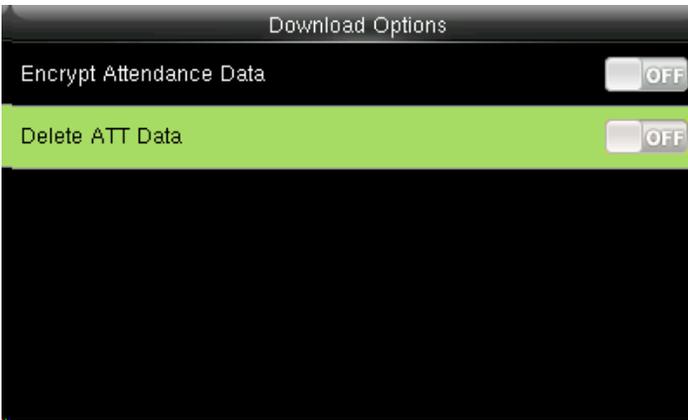


### 8.3 DOWNLOAD OPTIONS

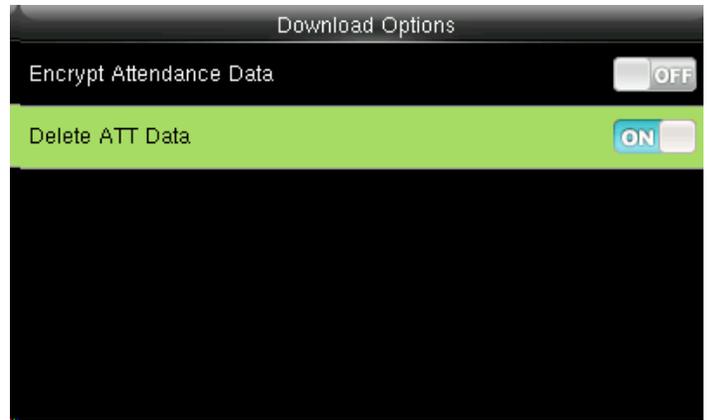
Select **Download Options**.



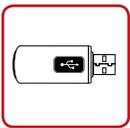
This will download all the encrypted attendance data of the employee.



If the **ATT data** is **OFF**, it won't download any data as the function is disabled.



If the **ATT data** is **ON** it will download the data as the function is enabled.



## Instructions for Uploading Wallpapers and Screensavers Via USB Pen Drive

**PREREQUISITES:** Supported File Extensions: bmp, jpg, png | **Image File Size:** No larger than 200 KB | **Resolution Sizes:** 480 x272 pixel

### Wallpaper:

1. Created a folder in the root of the USB drive labeled **wallpaper**
2. Place the desired wallpapers inside this folder. Make sure to follow the supported file types and sizes.
3. The filename for each image should be followed as the image below:

Name	Size	Type
wallpaper9.jpg	38 KB	JPG File
wallpaper10.jpg	43 KB	JPG File
wallpaper11.jpg	12 KB	JPG File
wallpaper12.jpg	80 KB	JPG File
wallpaper13.jpg	43 KB	JPG File

Make sure to start from **wallpaper9.jpg** to avoid overwriting existing wallpaper images

4. Insert USB drive to device and navigate to USB Manager>Upload>Wallpaper.
5. Select the images you wish to upload or upload all the pictures at once.

### Screen Saver:

1. Created a folder in the root of the USB drive labeled **advertise**
2. Place the desired screen savers inside this folder. Make sure to follow the supported file types and sizes.
3. The filename for each image should be followed as the image below:

Name	Size	Type
ad_pic9.jpg	38 KB	JPG File
ad_pic10.jpg	43 KB	JPG File
ad_pic11.jpg	12 KB	JPG File
ad_pic12.jpg	80 KB	JPG File
ad_pic13.jpg	43 KB	JPG File

Make sure to start from **ad\_pic9.jpg** to avoid overwriting existing screensaver images

4. Insert USB drive to device and navigate to USB Manager>Upload>Screen Savers.
5. Select the images you wish to upload or upload all the pictures at once.



## ATTENDANCE SEARCH



Select **Attendance Search**



Select **Attendance Record**



Enter the "User ID" of the user you wish to see the attendance record

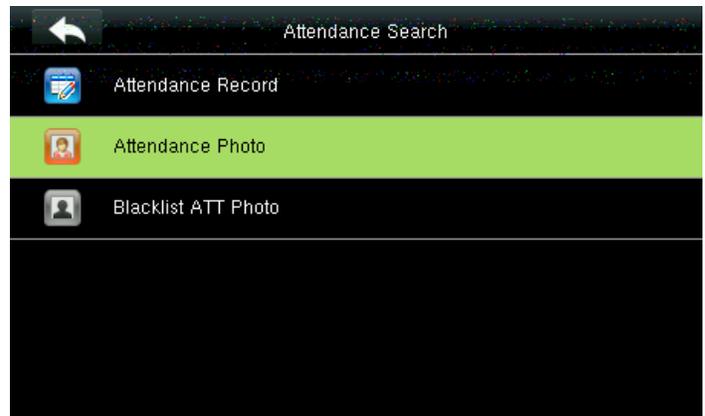


Here you can select the time range you wish to see for the record of that user.

The different options are available as shown above.



The records in accordance with the conditions will be displayed as above.



Select **Attendance Photo**

Enter the "User ID" of the user you wish to see the attendance photo.

Here you can select the time range you wish to see for the record of that user.

The different options are available as shown above.

Select **Blacklist ATT Photo**.

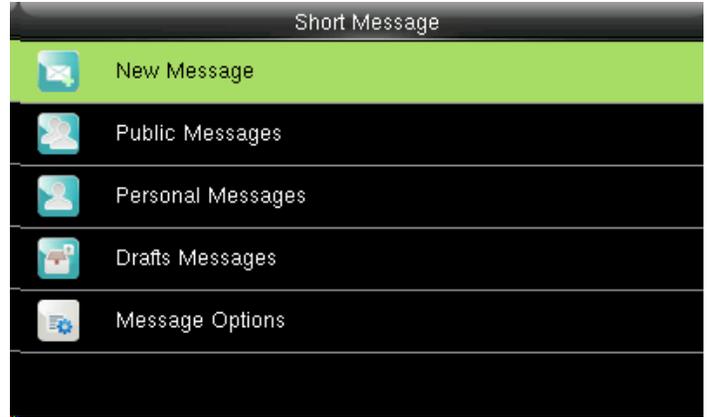
Here you can search for the pictures of the user which are blacklisted in the attendance record.

10

SHORT MESSAGE



Go to Menu and select **Short Message** .



### 10.1 NEW MESSAGE

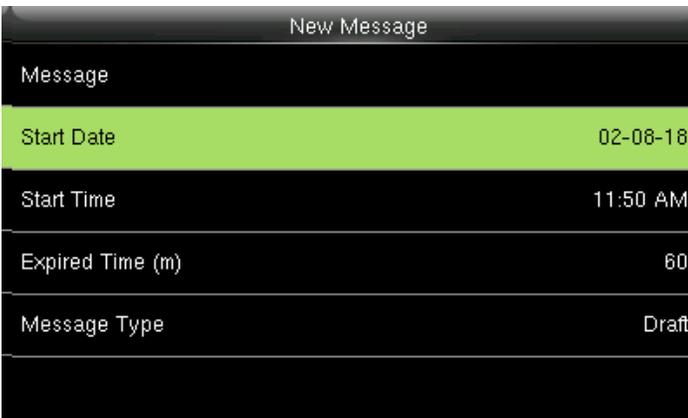
Click on **New Message** .



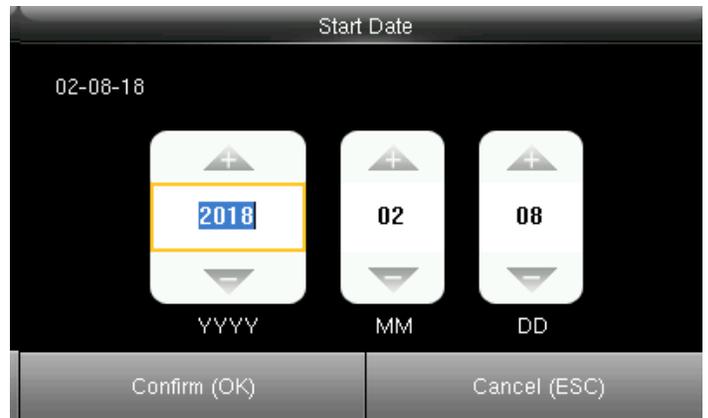
Click on the "Message" option as shown above.



After you click on "Message" the above screen will appear in which you can type the message with the help of keypad you wish to send.



Click on **Start Date**.



Here you can edit the date you wish the message to be displayed.

New Message	
Message	
Start Date	02-08-18
Start Time	11:50 AM
Expired Time (m)	60
Message Type	Draft

Click on **Start Time**.

Start Time		
11:50 AM		
↑ 11 ↓	↑ 50 ↓	↑ AM ↓
HH	MM	
Confirm (OK)		Cancel (ESC)

Here you can edit the "Start Time" to what time you want the message to be displayed.

New Message	
Message	
Start Date	02-08-18
Start Time	11:50 AM
Expired Time (m)	60
Message Type	Draft

Click on **Expired Time**.

Expired Time (m)	
<input type="radio"/>	Never Expire
<input type="radio"/>	30
<input checked="" type="radio"/>	60
<input type="radio"/>	90
<input type="radio"/>	120
<input type="radio"/>	User Defined

Here you can choose the time you want the message to be expired from the screen.

The "Expired Time" ranges in minutes.

New Message	
Message	
Start Date	02-08-18
Start Time	11:50 AM
Expired Time (m)	60
Message Type	Draft

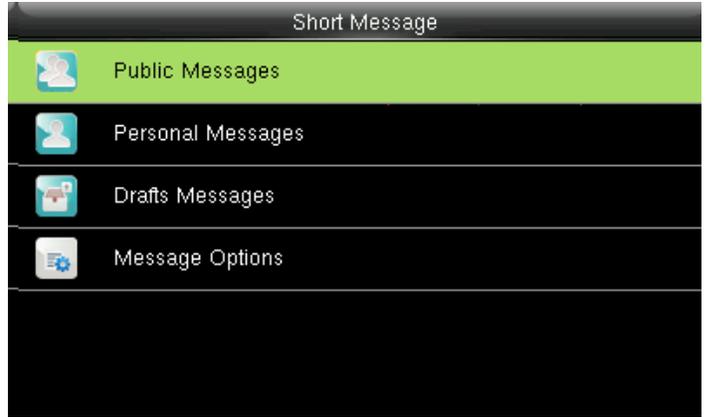
Click on **Message Type**.

Message Type	
<input type="radio"/>	Public
<input type="radio"/>	Personal
<input checked="" type="radio"/>	Draft

From the menu above you can select the "Message Type" you wish to display.

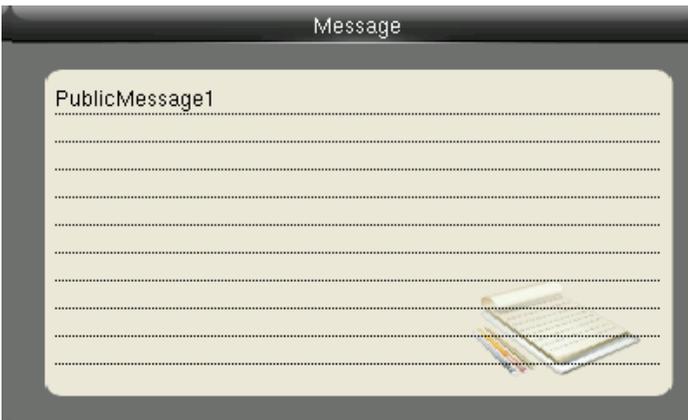


Go to Menu and select **Short Message**.

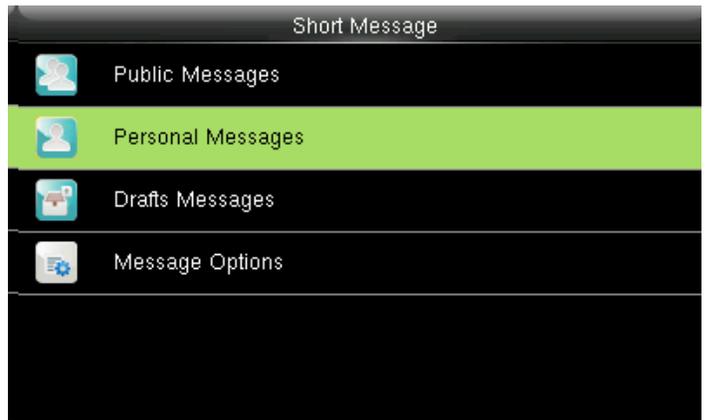


## 10.2 PUBLIC MESSAGES

Select **Public Message**.

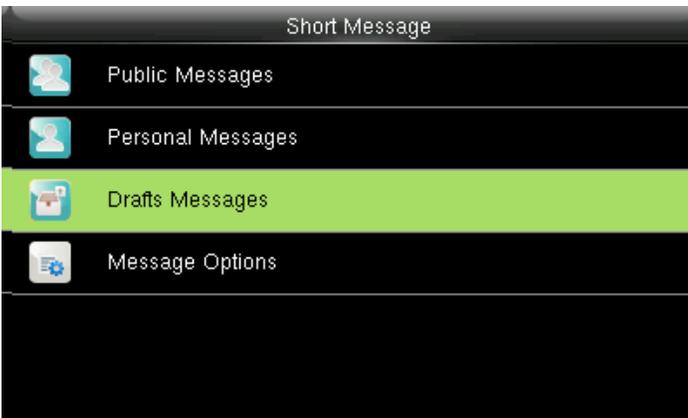


The message will be displayed on the screen as above.



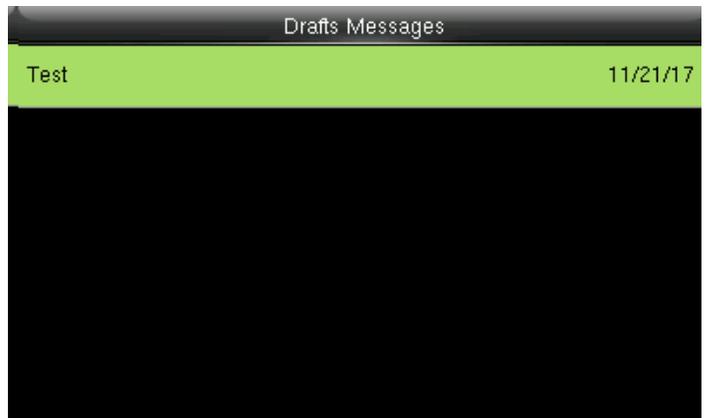
## 10.3 PERSONAL MESSAGES

If you want to view any Personal Message click on **Personal Messages**

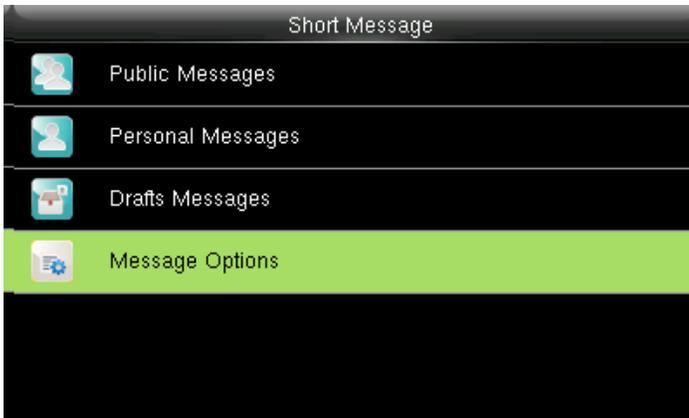


## 10.4 DRAFT MESSAGES

Select **Draft Messages**.

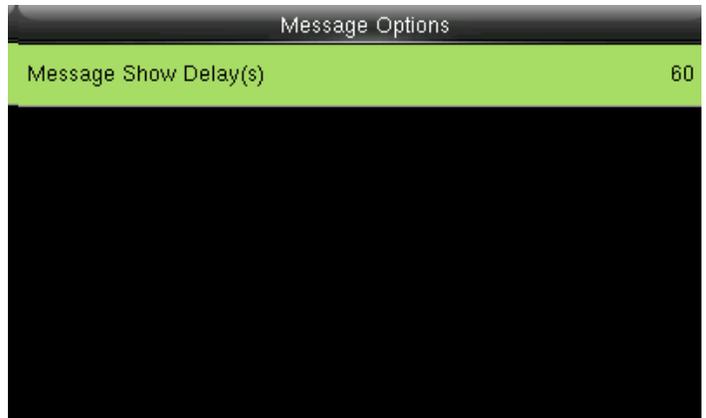


The draft messages will be displayed as above.



### 10.5 MESSAGE OPTIONS

Select **Message Options** .



Select "Message Show Delay" to set the delay time for the message to be seen.



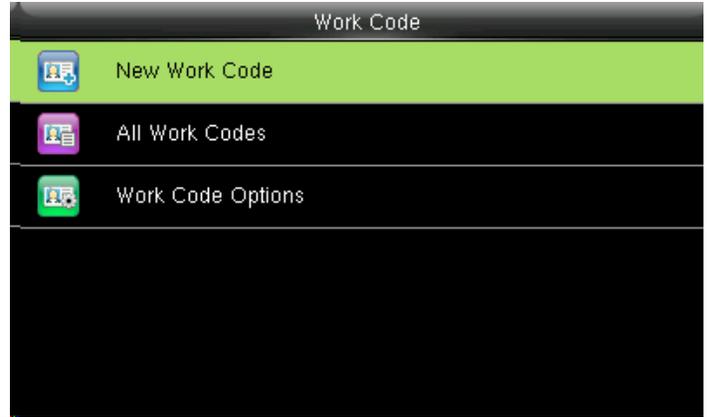
Select the **Time** you want the message to be seen.  
The delay time ranges in seconds.



WORK CODE



Go to menu and select **Work Code** .

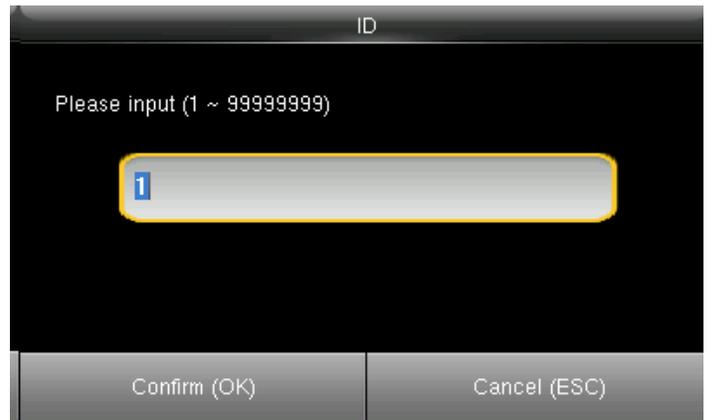


### 11.1 NEW WORK CODE

Select **New Work Code** .



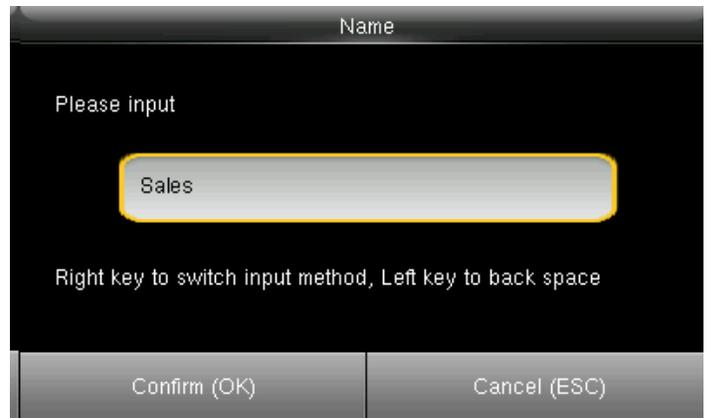
Select **ID**.



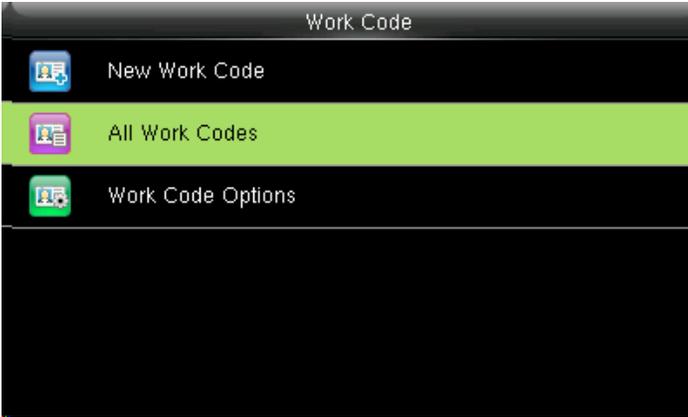
Enter the user ID using keypad for that user.



Select **Name**.

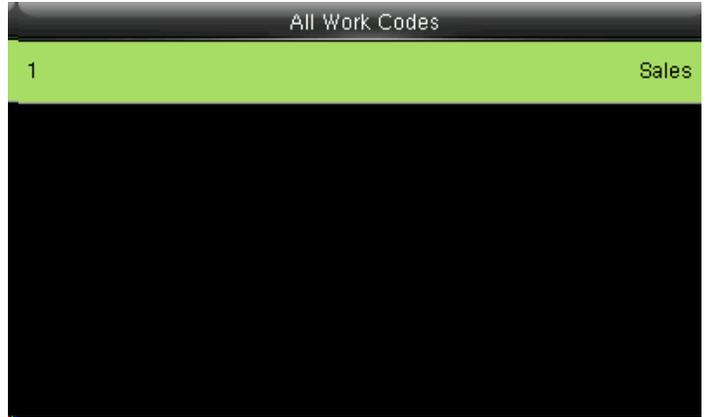


Enter the name of the work code by using the keypad.

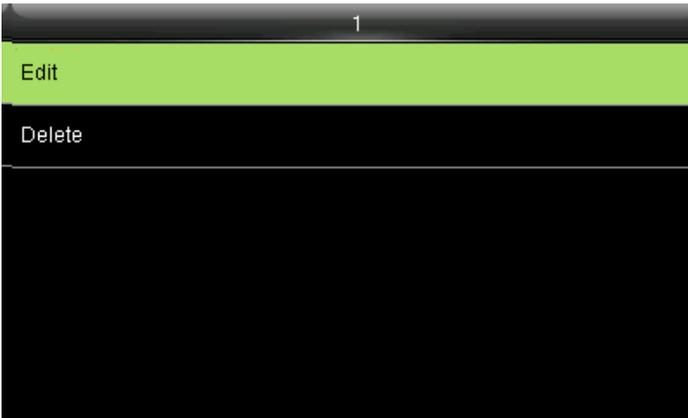


### 11.2 ALL WORK CODES

Select **All work codes**.

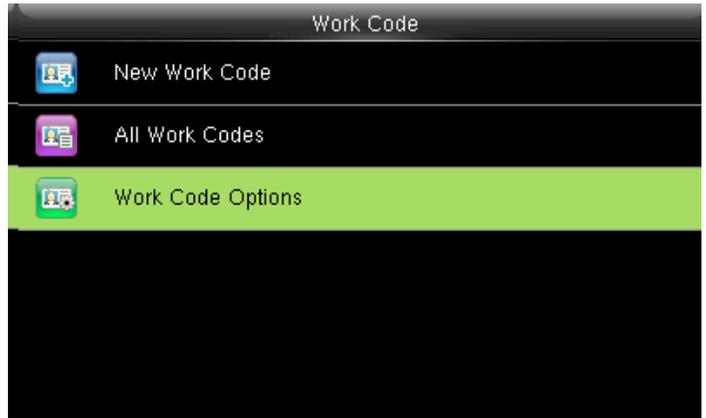


View **All work codes**.



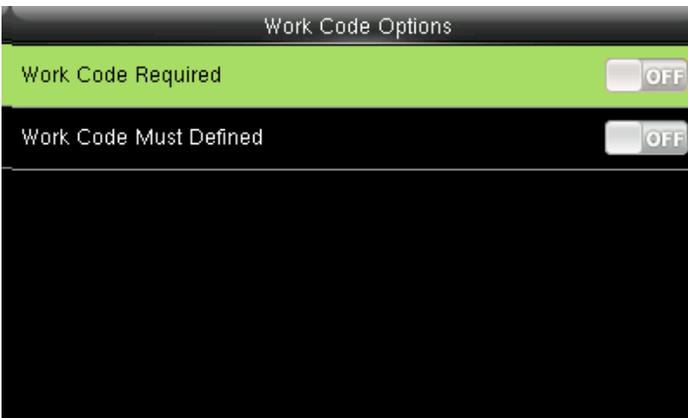
Select the one you want to edit or delete.

In edit you can edit the information and delete will delete the work code for that ID.

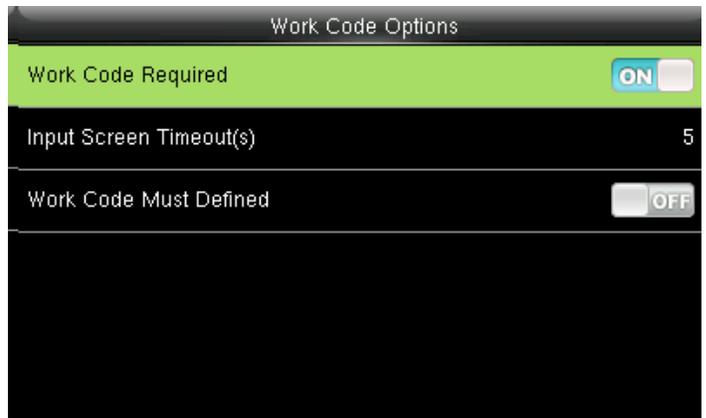


### 11.3 SET WORK CODE

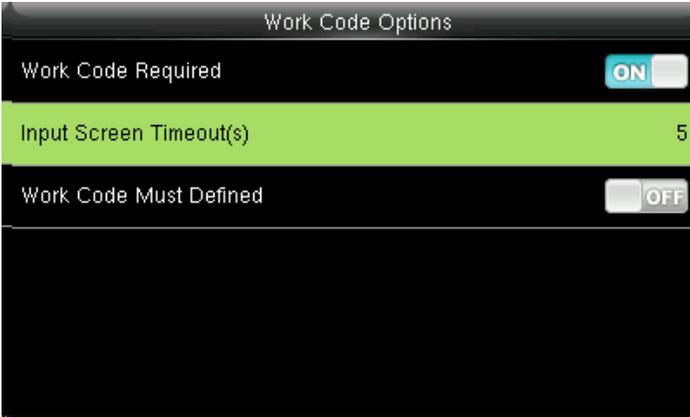
Select **Work code options**.



When the work code required is **OFF** it will disable the required work code.

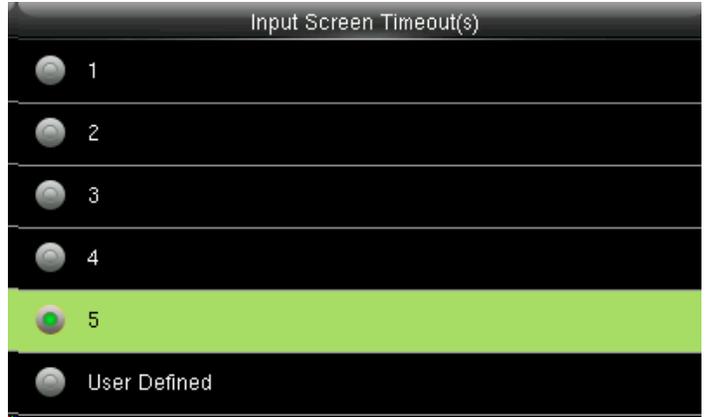


Select **ON** for workcode required.



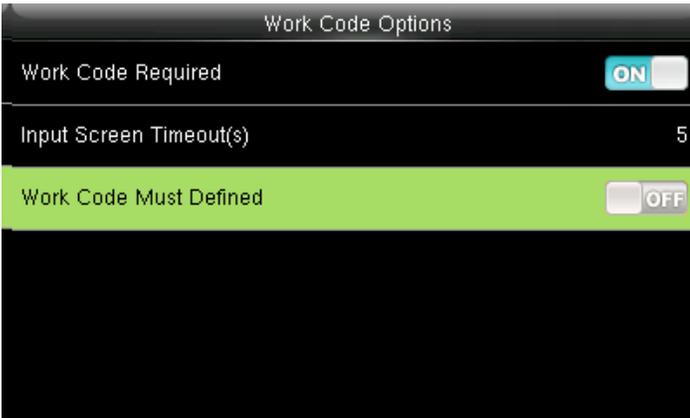
When you turn **ON** the workcode required it will ask you to set the timeout for the input screen.

Click on input screen timeout.

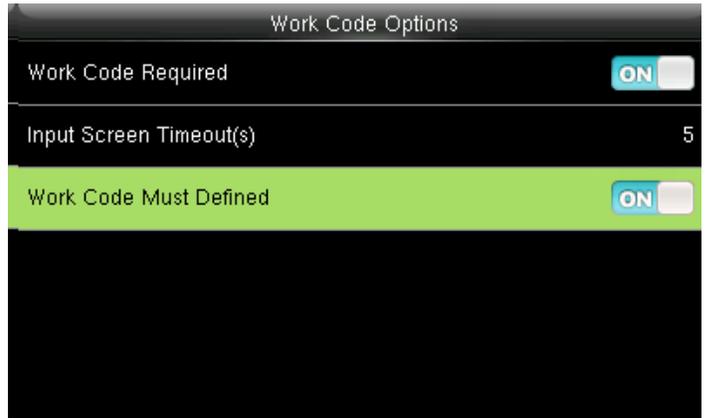


Here you can change the timeout for the input screen from the image above.

The timeout is in seconds.



When you select **OFF** for the function above the work code will not be defined and will be disabled.



When you turn **ON** the work code, it will be defined and will enable that function.

12

JOB CODE



Select **Job code** icon.



### 12.1 NEW JOB CODE

Select **New Job Code**



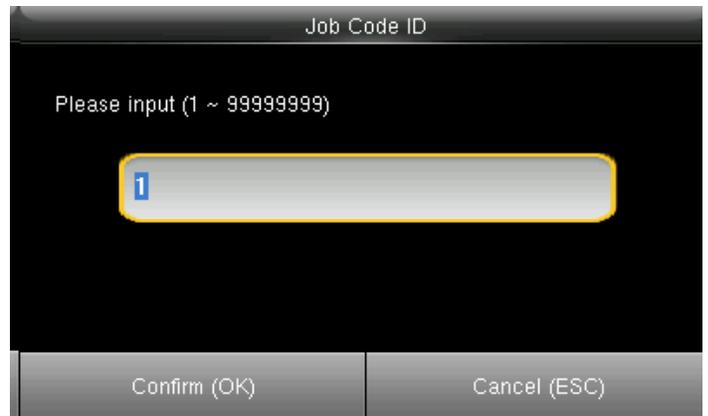
Select Job Group ID and then assign a particular job code from the category such as **Country** as shown above.



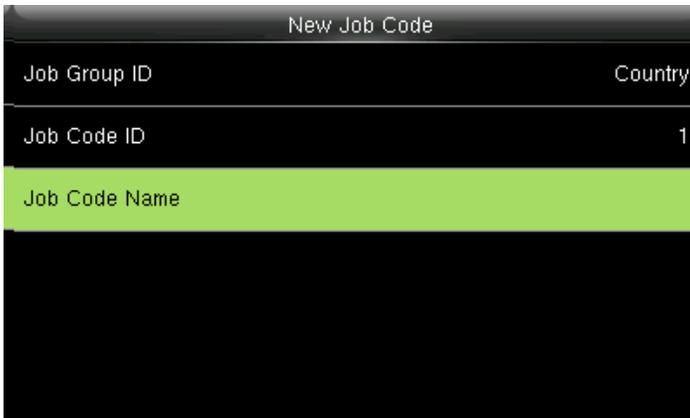
Select **Country** . The job group id will be selected as country.



Select **Job Code ID**



Enter Job Code ID or edit Job ID to represent the job code such as NO. 1 as shown above.



Select **Job Code Name**.



Input the **Job Code Name** in the box above. With the help of keypad you can input the name.



Enter the job code name **USA** as shown above

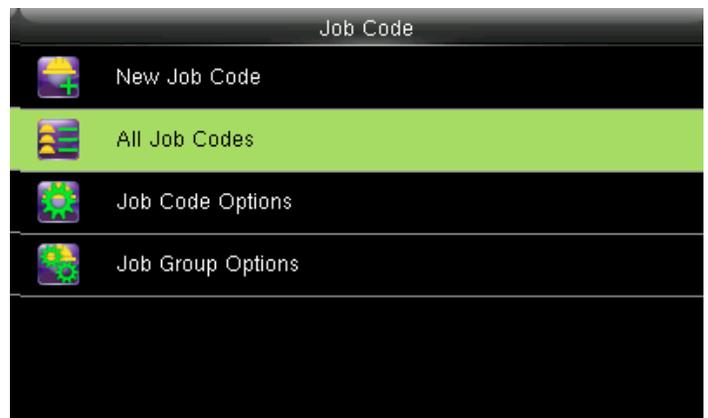


All input information you enter will be displayed on the screen as above. Press "ESC" button to go back to last menu and it will save all the information you entered



## 12.2 ALL JOB CODE

Go to menu and select **Job Code**



Select **All JOB codes**.

Select Job Group

- Country
- State
- City
- Block
- Street
- Zip

Select **Country**

All Job Codes

1	USA
2	UK
3	Mexico
4	Canada

There is only one job code (USA) assigned to this group Country 1

Select Job Group

- Country
- State
- City
- Block
- Street
- Zip

Select **State**

All Job Codes

61	Greater Manchester
201	New Jersey
202	Washington
212	New York
312	Illinois
808	Hawaii

After selecting state, it will display all the job codes assigned to different states as shown above.

Select **Great Manchester** as shown above to select the particular state

Select Job Group

- Country
- State
- City
- Block
- Street
- Zip

Select **CITY**

All Job Codes

1	Honolulu
2	Chicago
3	Manchester
26	Mexico City
201	Jersey City
973	Piscataway

After selecting CITY all the job codes will be displayed according to the city as shown above and you can select whichever is applicable to you.

Select Job Group

- Country
- State
- City
- Block
- Street
- Zip

Select **BLOCK**

All Job Codes

1	1st block
2	8th block
3	5th block
4	101 block

The different blocks will appear.

Select 1st block as shown above to select the particular block

Select Job Group

- Country
- State
- City
- Block
- Street
- Zip

Select **Street**

All Job Codes

1	Market Street
2	West Main Street
3	East Street
4	Sepulveda Blvd
5	Bernardino Road

The different Streets will appear as shown above.

Select Market street as shown above to select the particular street

Select Job Group

- Country
- State
- City
- Block
- Street
- Zip

Select **ZIP**

All Job Codes

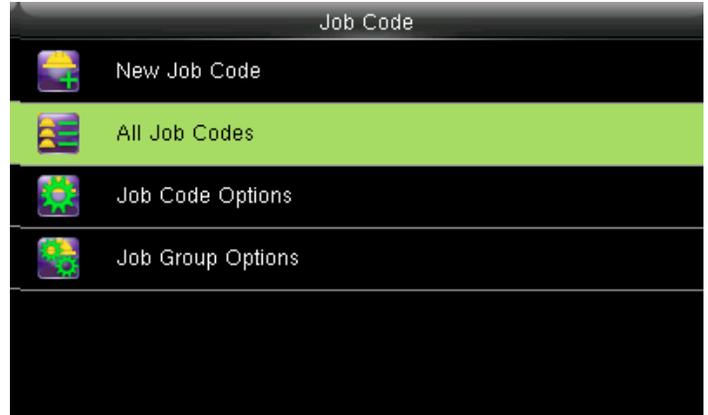
1	08854
2	08856
3	07097
4	07101
5	91740
6	90249

The different ZIP codes will appear as shown above.

Select ZIP Code 08854 as shown above to select the job code for that zip code.



Select **Job Code**



## 12.2 ALL JOB CODES

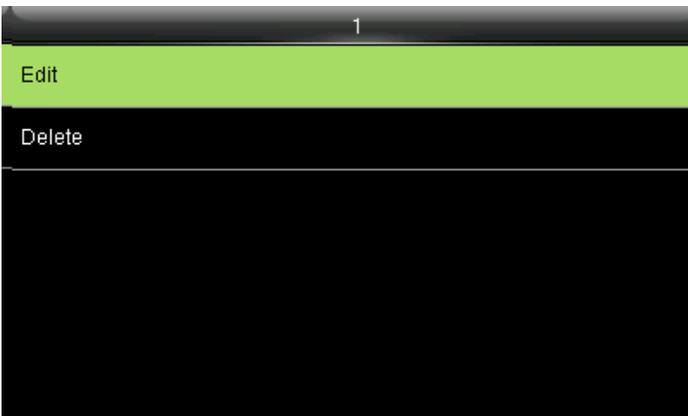
Select the **All Job codes** option.



Select **Country**

All Job Codes	
1	USA
2	UK
3	Mexico
4	Canada

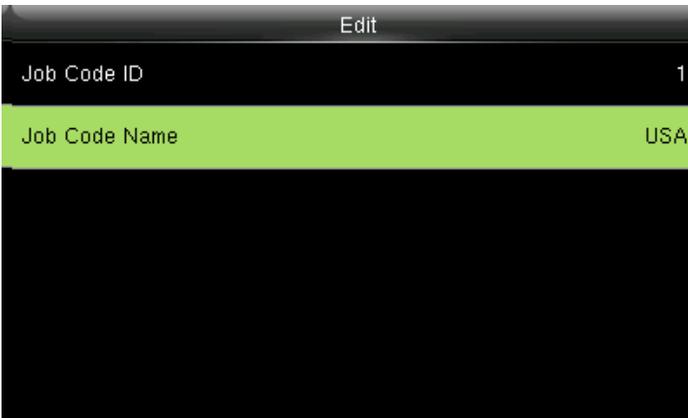
The job codes assigned to different countries will be displayed as shown above. Select **1 USA** for the particular job code for that country.



After selecting 1 USA click on the **Edit** function.



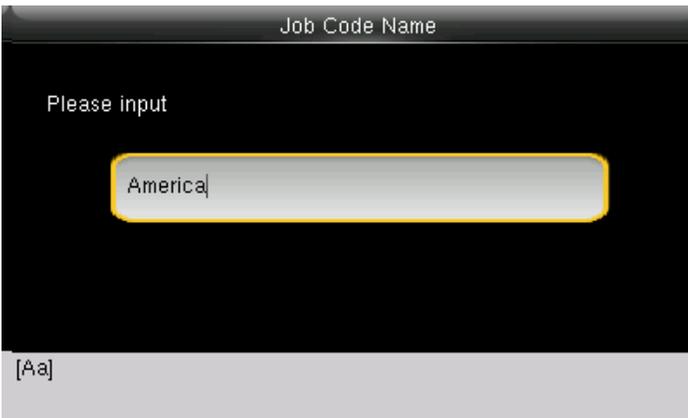
Click on the **Job code ID** if you want to change to the id number from 1 to a different number.



Click on **Job Code Name** to edit the name for that job code



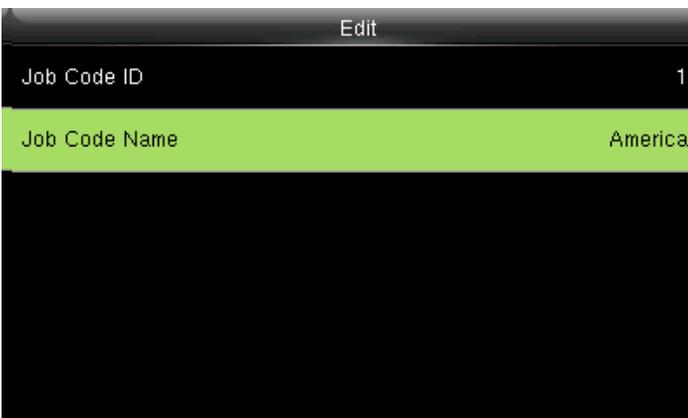
Enter the **Job code Name** by using the keypad.



Change the name from "USA" to America



Click on confirm **OK** button to select America.



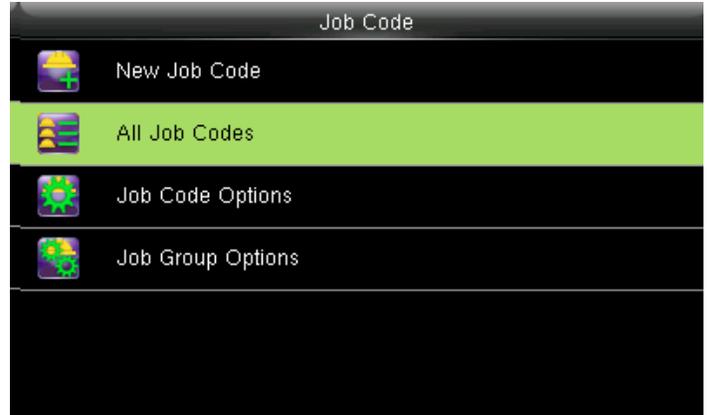
The job code name will change to America as shown above.



When you select all job codes, America will be displayed in job code ID 1 as shown above.



To delete the job codes in the particular group select **Job Code**.



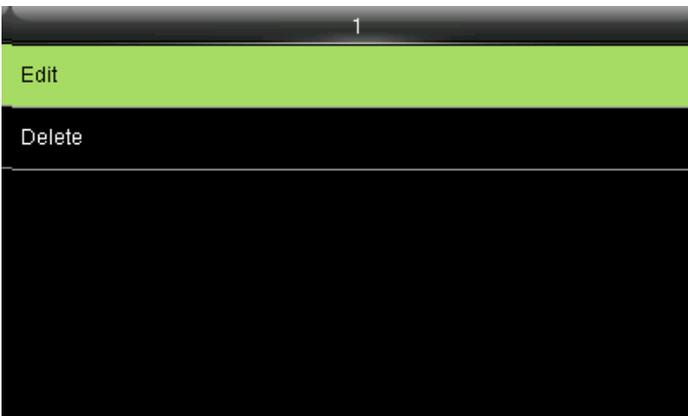
Select **All Job Codes**



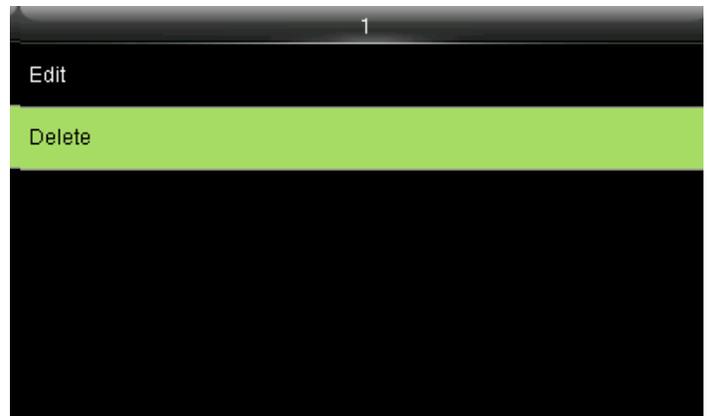
Select **Country** as shown above



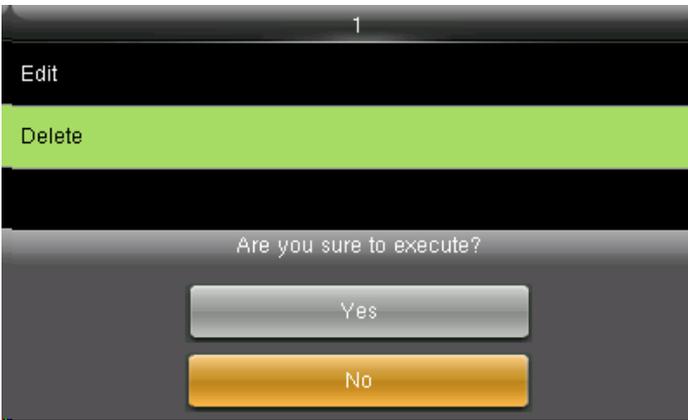
Select the job code you wish to delete.  
Here select **USA**.



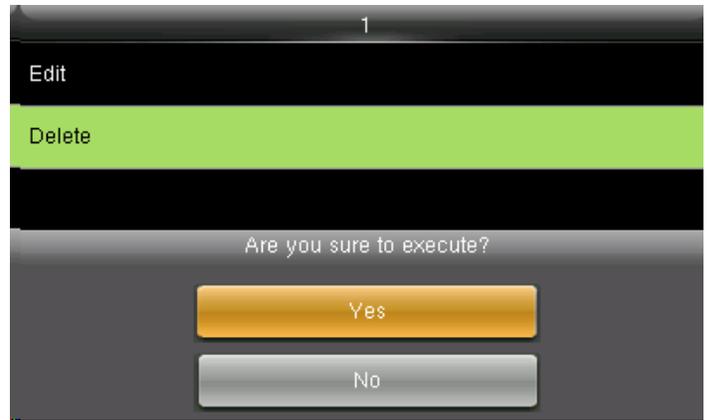
Click on the **Edit** function to change the name of the group.



When you select **Delete** it will delete the particular group you want to delete



When you press **Delete** the above screen will be displayed.  
 When you press **NO** to execute it will go back to last menu screen and nothing will be edited or deleted



When you press delete the above screen will be displayed.  
 When you press **YES** to execute it will execute the function and delete the particular job group you selected "Country".



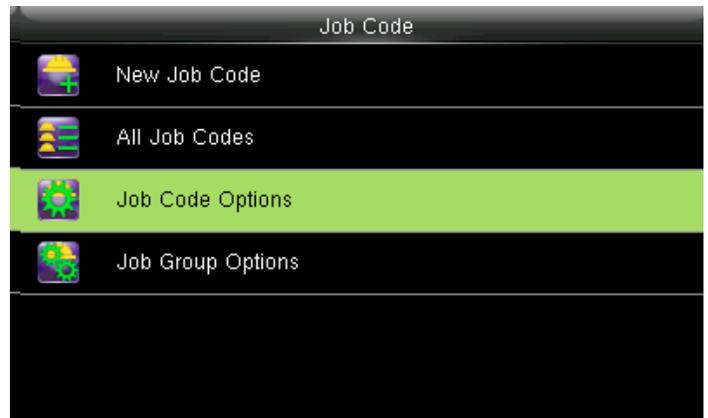
Group name Country is deleted and the other groups remains as shown above.



Job Code Options\_Menu\_Operation select **Job Code** icon.

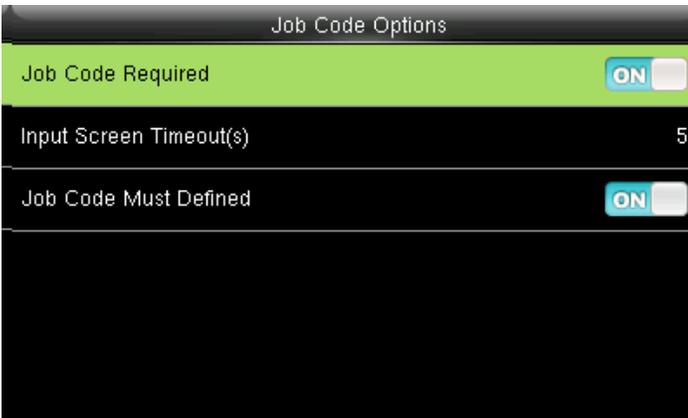


Job Code Options\_Menu\_Operation select **Job Code** icon.



**12.3 JOB CODE OPTIONS**

Select **Job Code Options**.

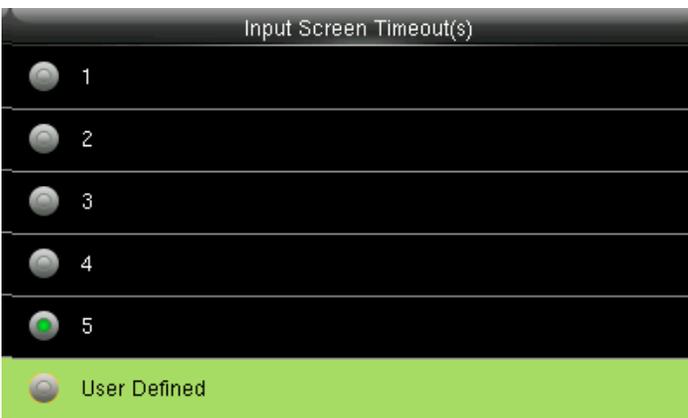


Turning **ON** options will enable and **OFF** options will disable the **Job Code Required**. "Input Screen Timeout(s)" is used to set up the time period for displaying the job code list in seconds.

Switch **Job Code Must Defined** to **ON** force a job code to be selected before verification.



Select Input Screen Timeout as shown above.

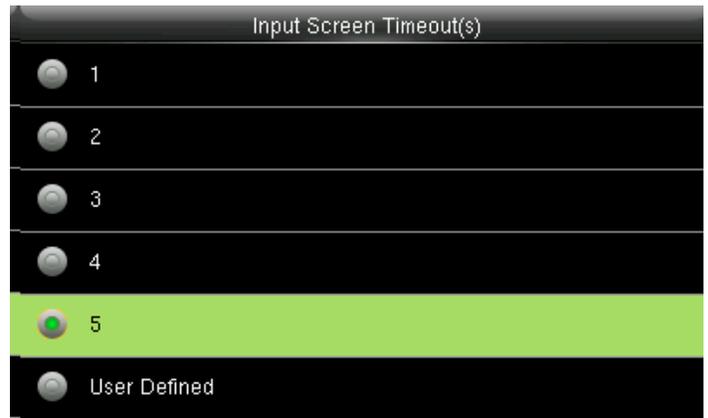


Select user defined function as shown above to set your own time for input screen timeout.

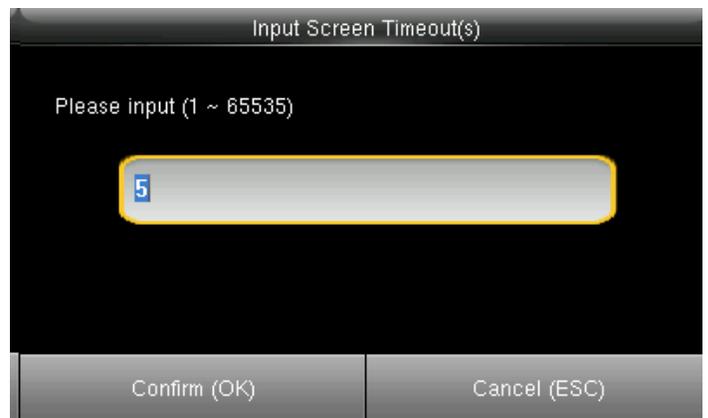


When you turn **OFF** the job code required function, it will disable that function.

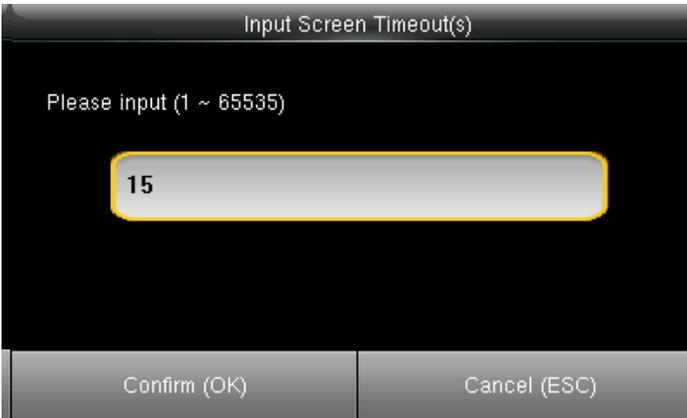
When you turn **ON** the job code must defined, it will enable the function and it will show as image above.



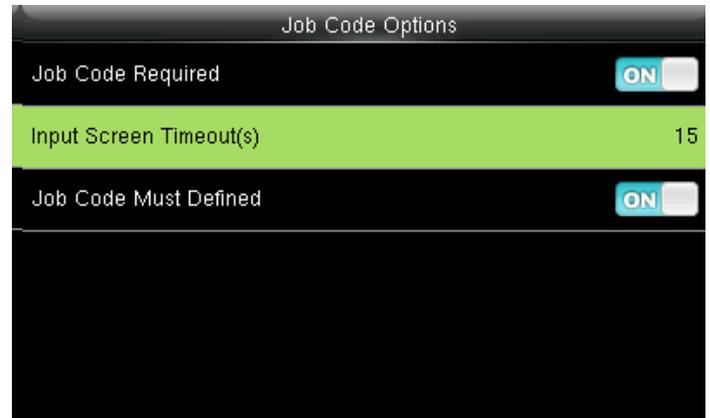
Select the time you want the screen to go idle. In this case 5 seconds is selected. when you select 5 seconds the screen will go to idle state if no registration or activity is performed on the clock.



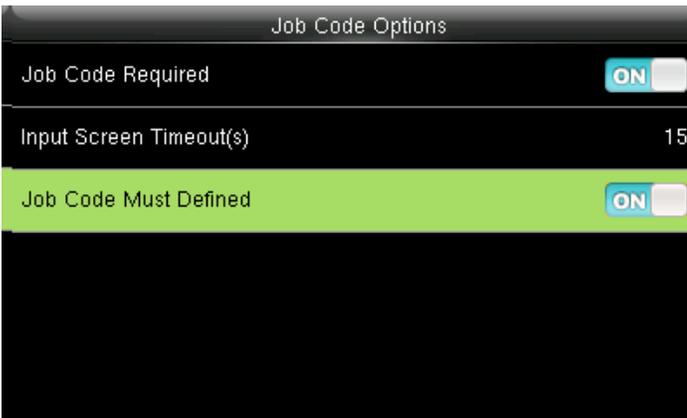
After selecting user defined function, the screen above will allow you to input the time.



Here we put 15 seconds and then click on confirm **OK** function to get that time selected.

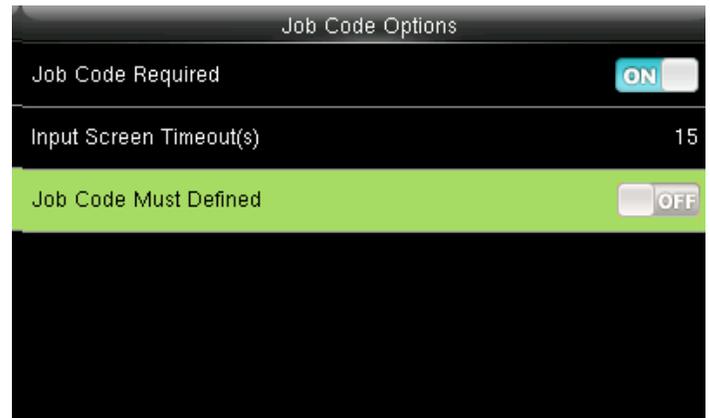


After pressing confirm **OK** function the image will be displayed as above.



Turning **ON** options will enable the **Job Code Required** function  
Switch "Job Code Must Defined" to **ON** to force a job code to be selected before verification

The input screen timeout for job code is selected as 15 seconds as shown above.

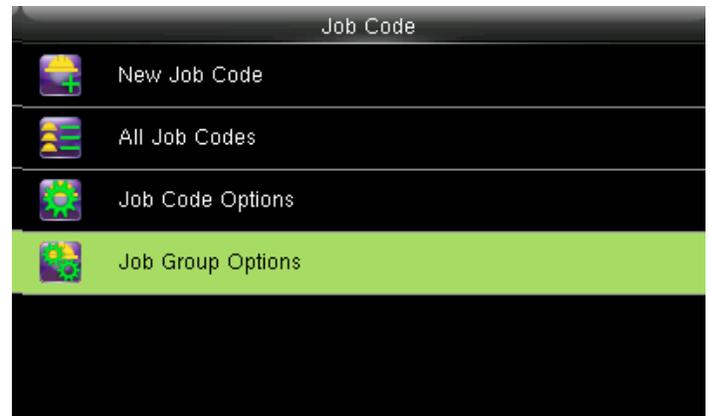


Turning **ON** options will enable the **Job Code Required** function  
Switch **Job Code Must Defined** to **OFF** will not force a job code to be selected before verification



### 12.4 JOB GROUP OPTION MENU OPERATION

Select **Job code**



Select **Job Group options**.



Pressing **ON** / **OFF** will enable and disable each individual **Job Group**.



The name of the group can be edited using **Set Job Group Name** individually.

To set a Job Group Name click on set job group name as shown above.



This screen will appear when you press the set job group name.



To change the job group name to country as shown above we need to press\* key to switch the input method and type country using the keypad.

After that press confirm **OK** button.



After you press confirm **OK** button the set group name will change from undefined 1 to Country as shown above.



Similar way you can put the different job group name as shown above. Group1>> Country, group 2>> State Group3>> City.



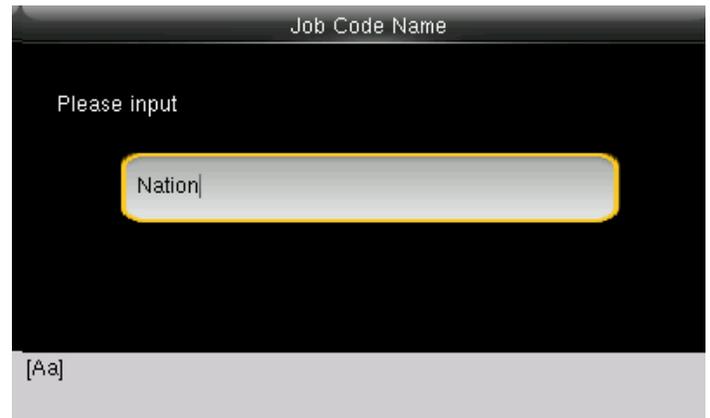
Select the job group you want to enable by pressing the **ON** function. Other groups with **OFF** functions will be disabled. The job code functions will be active only to the groups which are enabled.



To change the group name select Set Job Group name.



Change the current group name country by pressing\* key on the keypad of the clock



Change the group name to Nation as shown above.



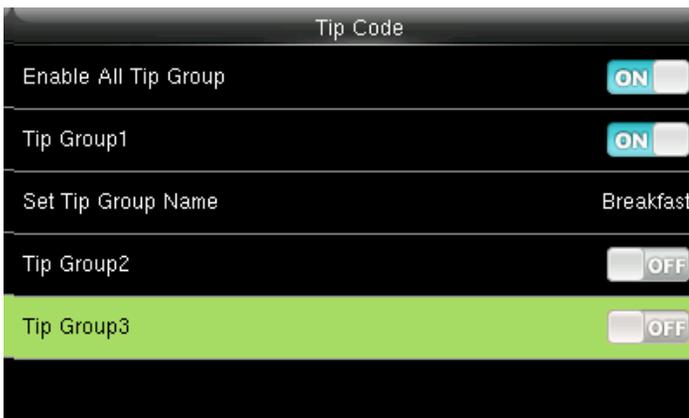
The group name will be change to Nation as shown above.

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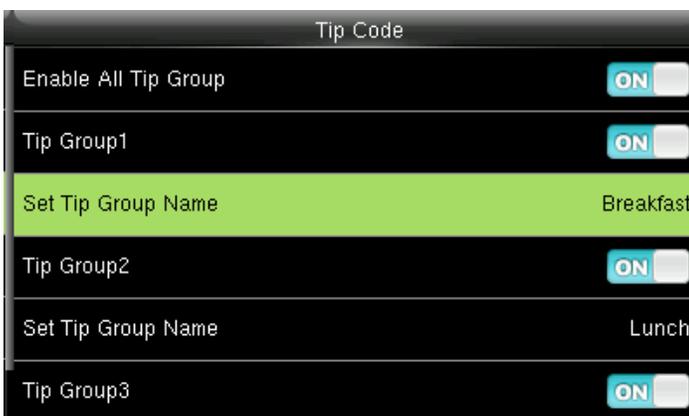
TIP CODE



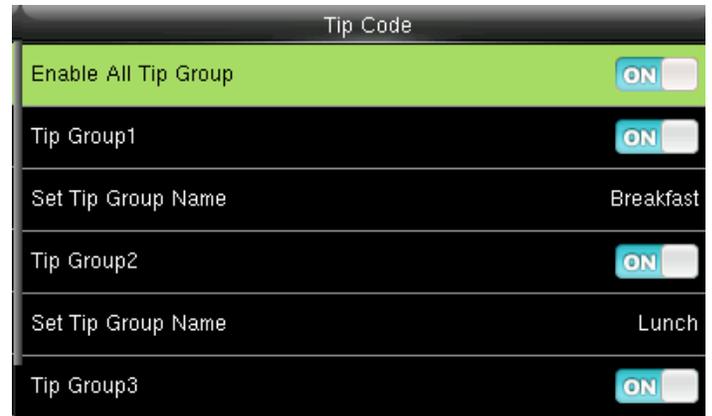
Select Tip Code and press **OK**.



If you press **ON** it will enable that tip code function.  
If you press **OFF** it will disable that tip code function  
Here Tip group 1 is enabled and Tip Group 2 and 3 are disabled.



To set the tip group name select **Set Tip Group Name**.



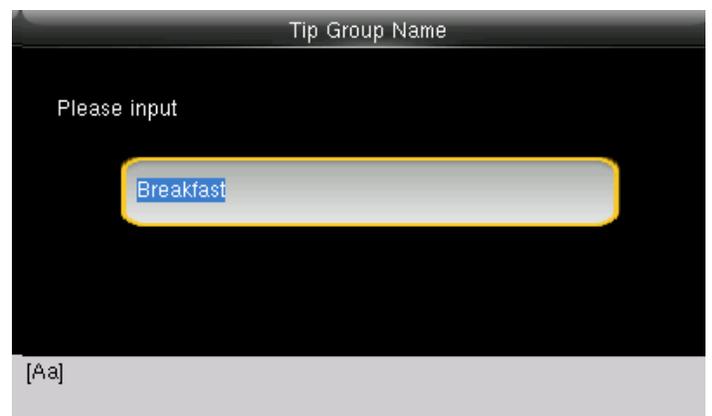
### 13.1 TIP CODE SETTINGS

Switch **Enable All Tip Group** to **ON** to enable Tip Code function; **OFF** to disable Tip Code function.

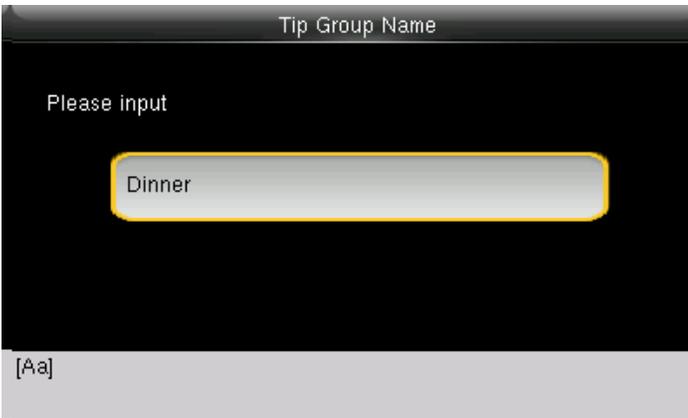
The groups can be turned on/off individually using **ON** or **OFF** associated with each tip group



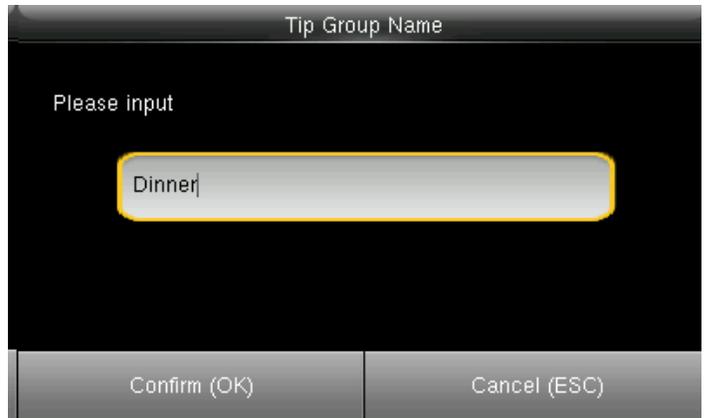
If you press **OFF** under enable all tip group, it will disable all the tip groups and no tip groups will be shown as seen above.



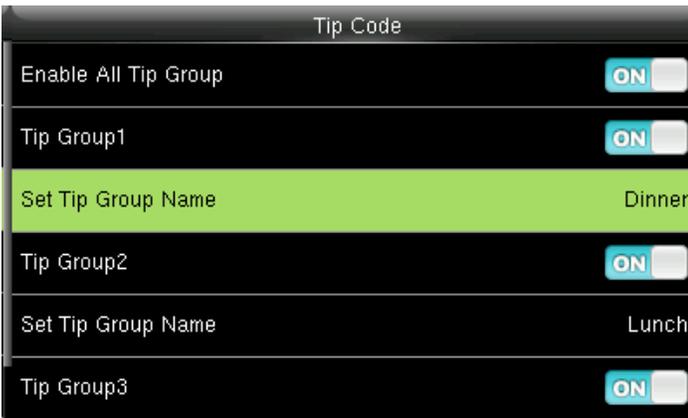
When you select the set tip group name, the following image will be displayed and you can change the name of the group from breakfast to another name by using the keypad on the screen



Here the Tip group is being changed from breakfast to Dinner with the keypad on the clock.



After you change the name press Confirm **OK**

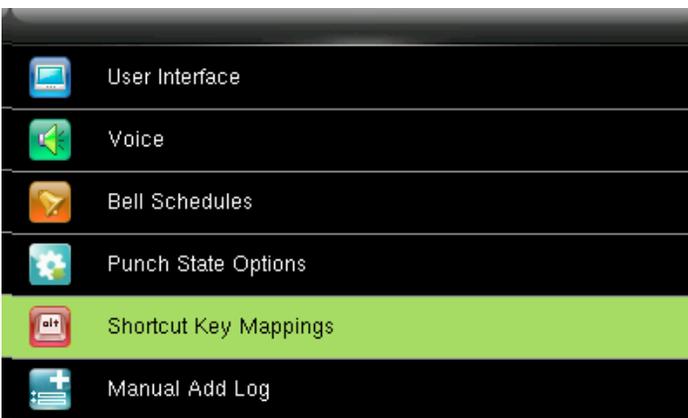


Once you hit the Confirm **OK** button the set tip group name will be changed to Dinner as shown above.



**13.2 TIP CODE**

Select "Personalize".



Select **Shortcut key mappings** .



Select **F3** as tip code.



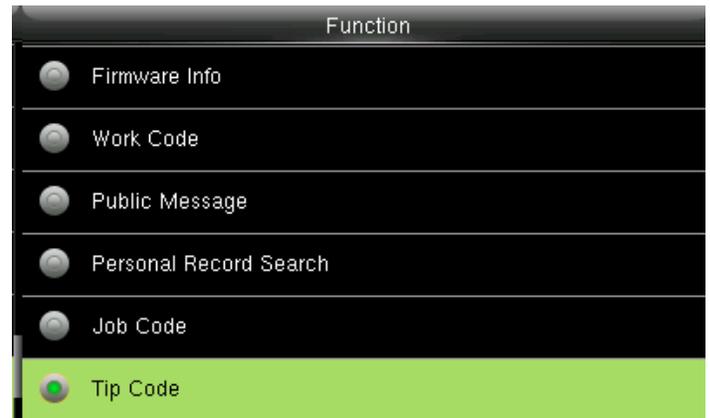
In F3 Select Punch State Value.



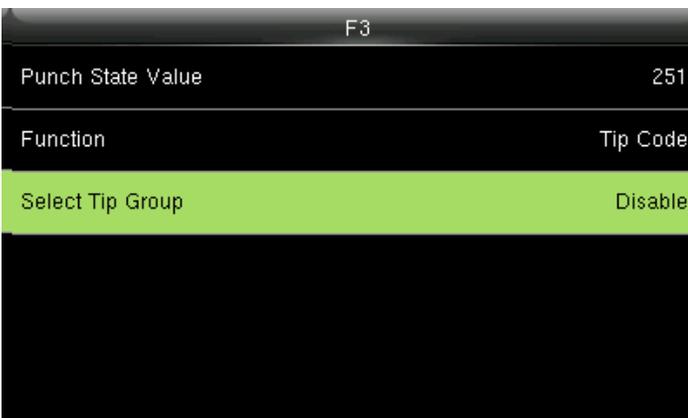
You can change the punch state value by entering into the input section using the keypad.



Select **Function**



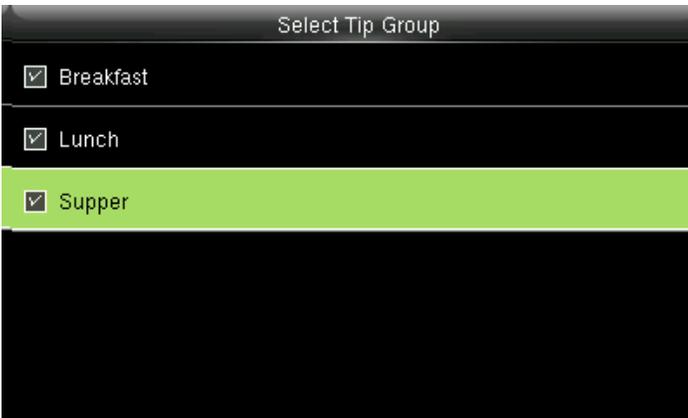
In function key select **TIP code**.



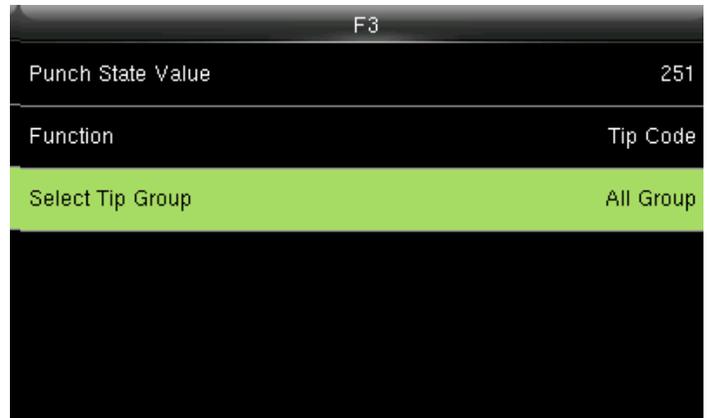
Pressing switch will enable and disable the each individual **Job Groups**.



If the check mark is not selected on the box no tip group will be selected and it will be disabled as above



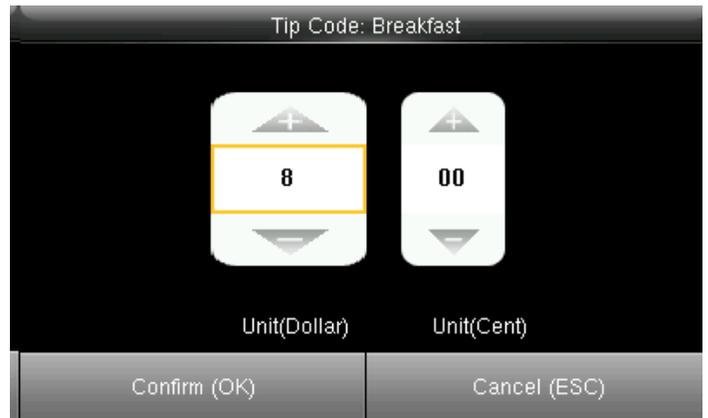
If you check mark all the groups as shown above, all the tip groups will be enabled.



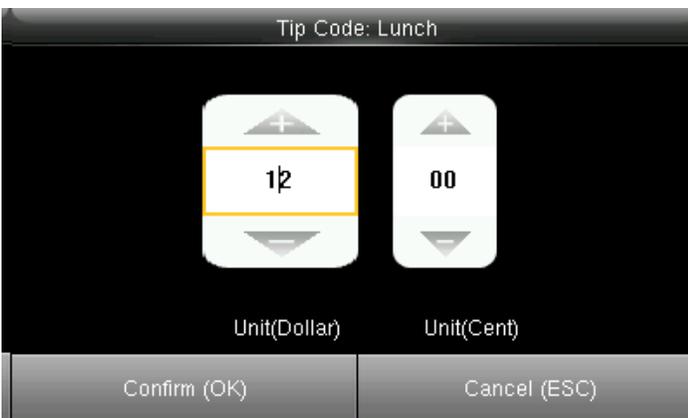
If all three tip groups are selected, **Select Tip Group** will be display as **All Group**.



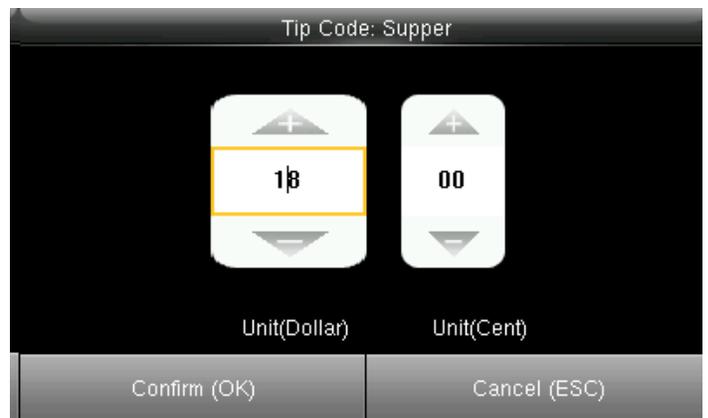
Select F3 key on the main screen as tip code.



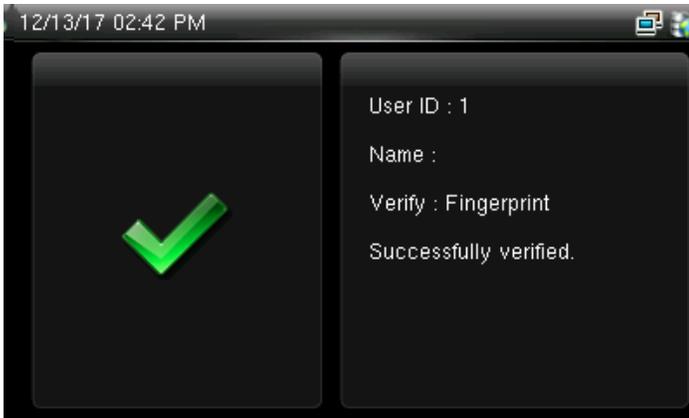
You can edit the tip in the amount of dollars by pressing the up and down arrows on the keypad according to group. Here for breakfast, the tip is set to 8 dollars. Press confirm **OK** when finished.



You can edit the tip in the amount of dollars by pressing the up and down arrows on the keypad according to group. Here for breakfast, the tip is set to 12 dollars. Press confirm **OK** when finished.



You can edit the tip in the amount of dollars by pressing the up and down arrows on the keypad according to group. Here for breakfast, the tip is set to 18 dollars. Press confirm **OK** when finished.



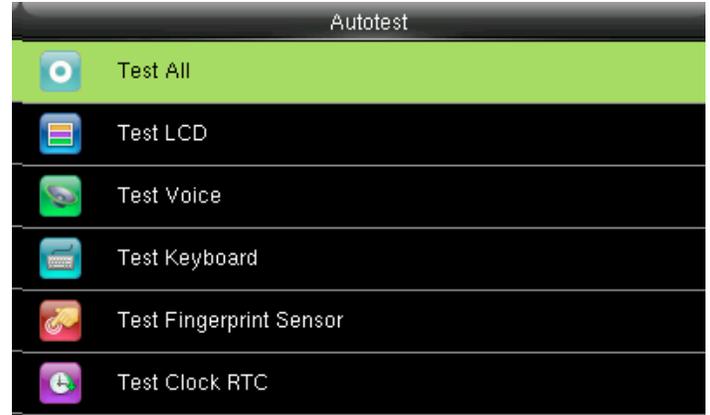
Once all the tips are set according to the group, the user from the group can easily punch in and punch out by their fingerprint and the above image will be displayed.

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AUTOTEST



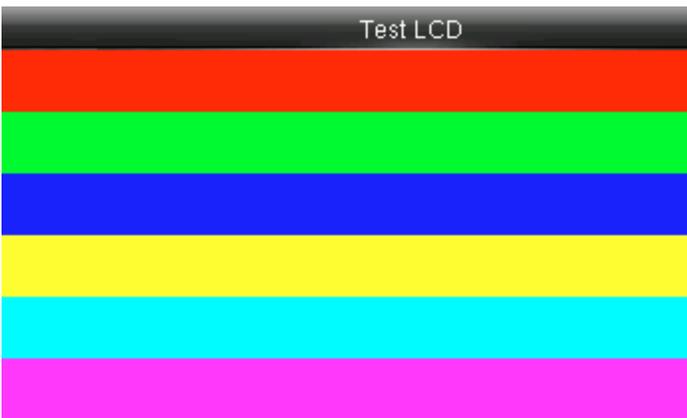
Select "Auto test".



### 14.1 ALL TEST

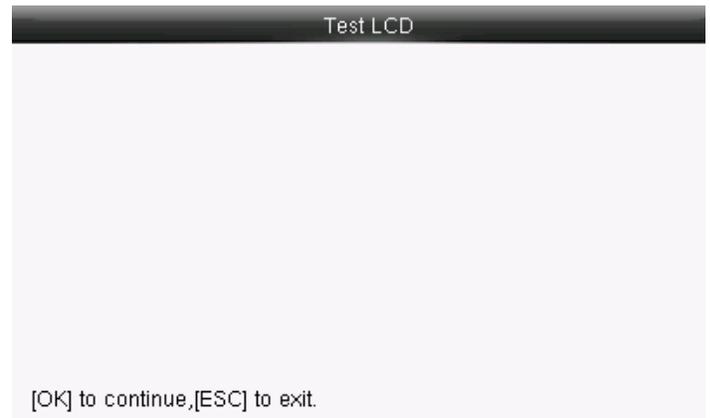
Select **Test All**.

The terminal automatically tests the LCD, voice, sensor, keyboard and clock, press **OK** to continue and press **ESC** to exit

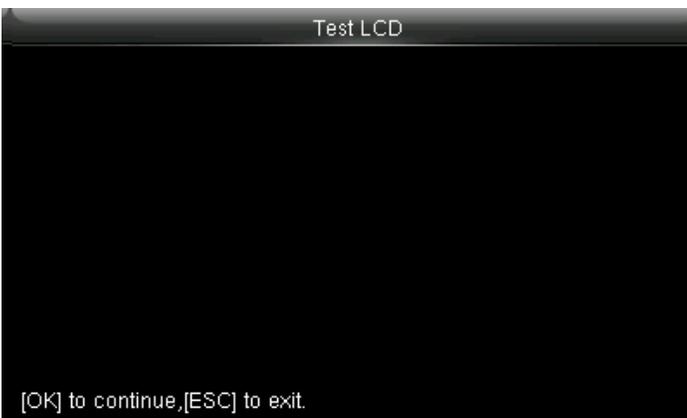


### 14.2 TEST LCD

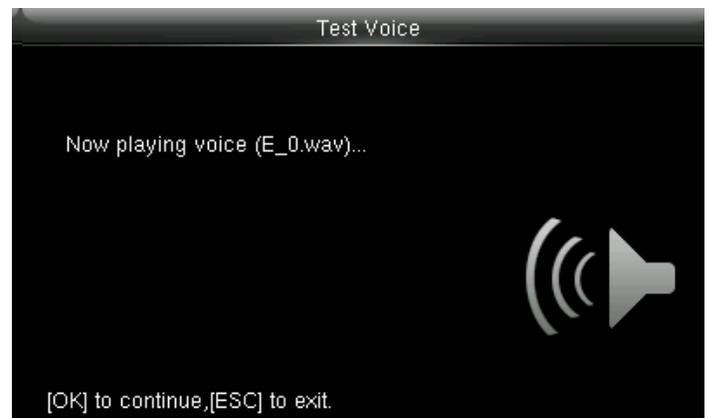
The terminal automatically tests the display effect of the color TFT display by displaying full color, pure white and pure black and checks whether the screen displays properly.



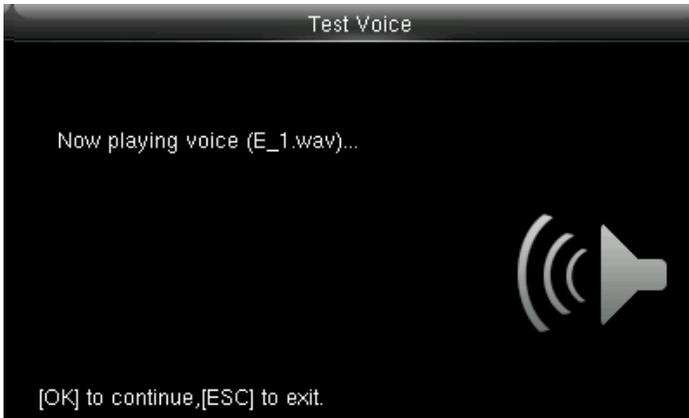
You can continue the test by touching the screen or exit it by pressing [ESC]



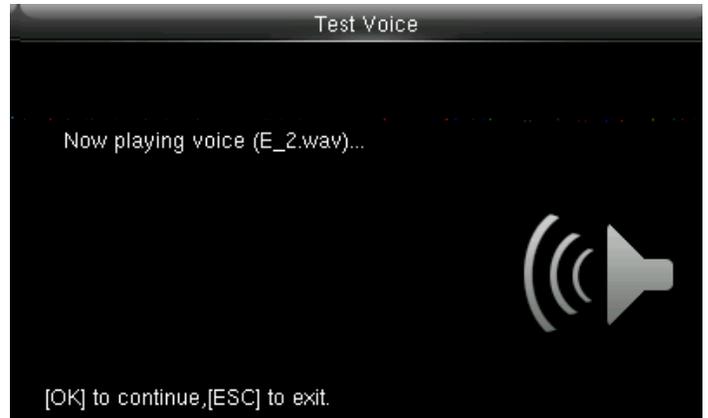
The terminal automatically tests the display effect of the color TFT display by pure black



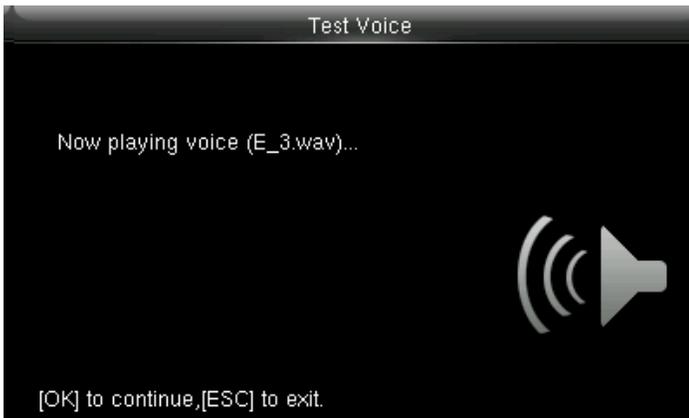
Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press **ESC**



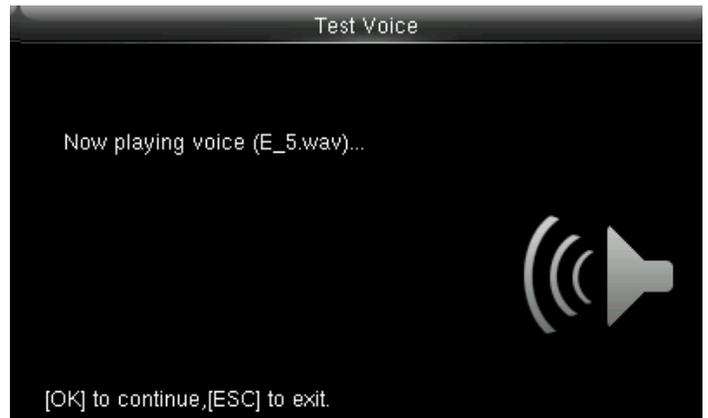
Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press ESC



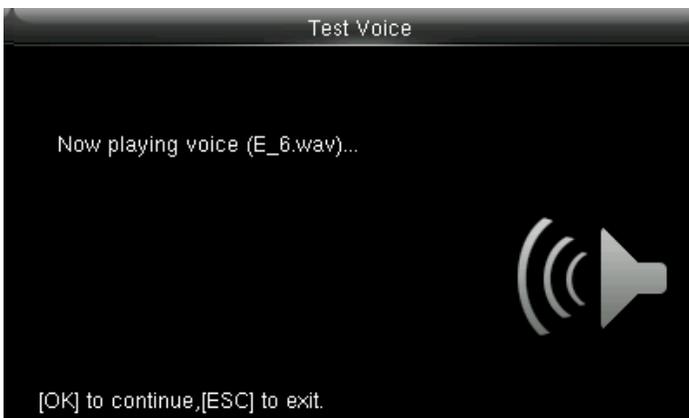
Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press ESC



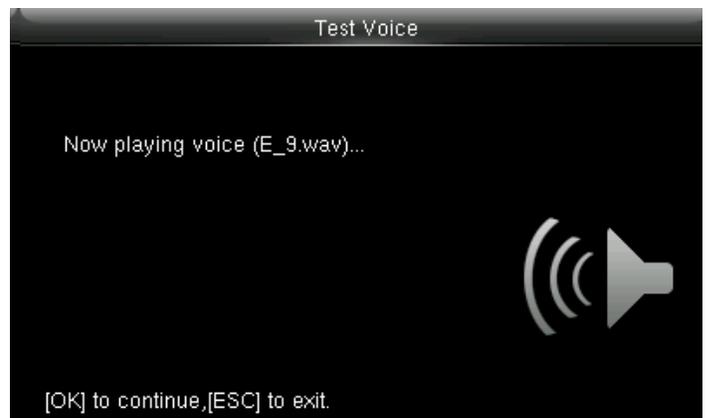
Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press ESC



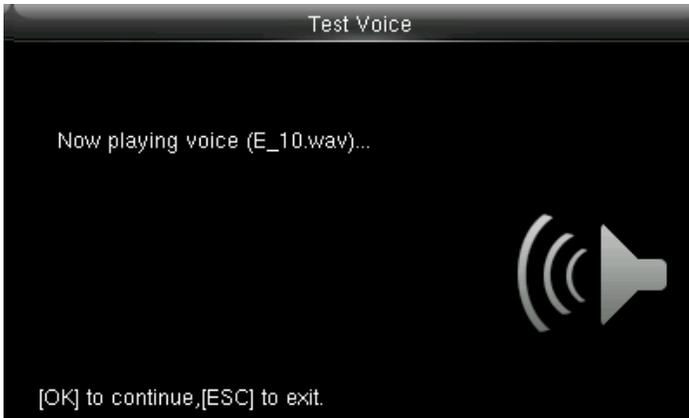
Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press ESC



Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press ESC



Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press ESC



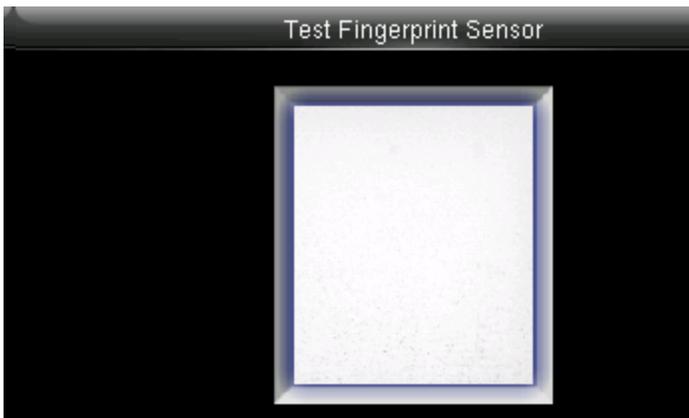
**14.3 TEST VOICE**

Here you can test the different voice wav file. To continue the voice test press **OK** and to exit press ESC



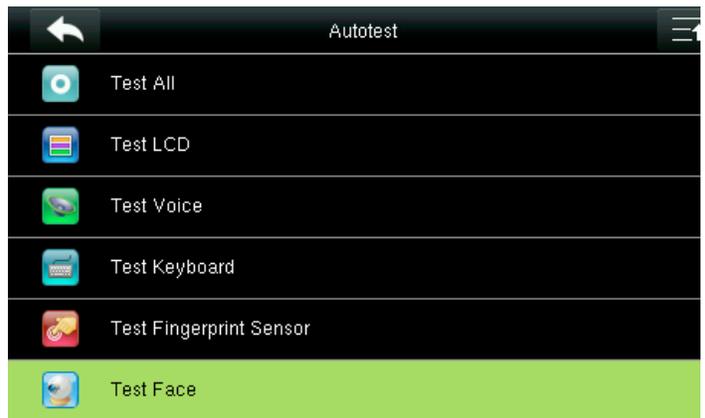
**14.4 TEST KEYBOARD**

The terminal tests whether every key on the keyboard works normally. Press any key on the [Keyboard Test] interface to check whether the pressed key matches the key displayed on screen. The keys are dark-gray before pressed, and turn blue after pressed. Press [ESC] to exit the test.



**14.5 TEST FINGERPRINT SENSOR**

The terminal automatically tests whether the fingerprint collector works properly by checking whether the fingerprint images are clear and acceptable. When the user places his/her finger in the fingered guide, the collected fingerprint image is displayed on the screen in real-time. Press [ESC] to exit the test



**14.6 TEST FACE**

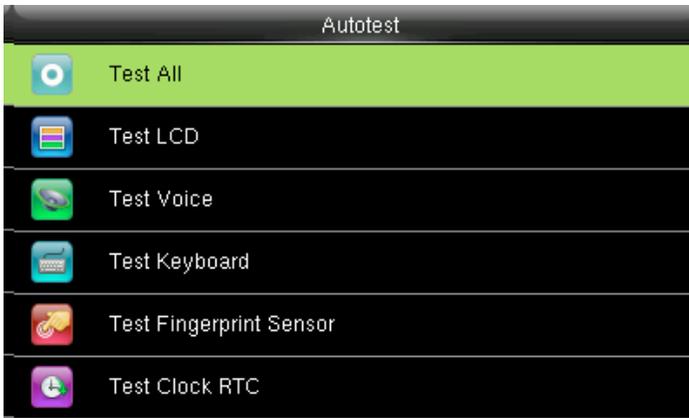
Select **Test Face**



When you select to test the face the above image will be displayed where you can put your face and verify whether the cam is working properly.



Here I took the sample picture to test the camera.



#### 14.7 XS TEST CLOCK RTC

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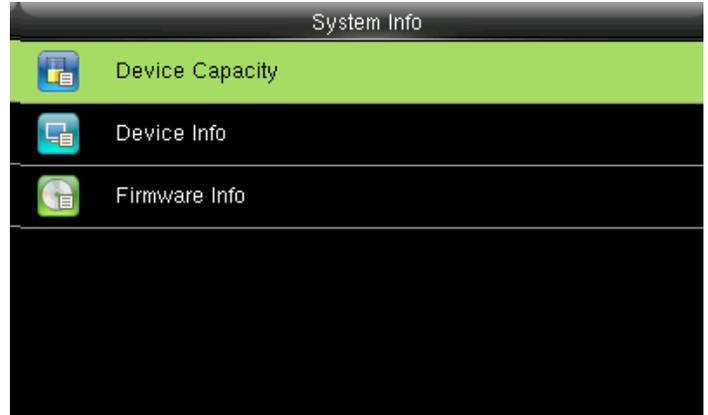
Test Clock RTC: The terminal tests whether its clock works properly by checking the stopwatch of the clock. Touch the screen to start counting, and touch it again to stop to check whether the counting is accurate. Press [ESC] to exit the test.



## SYSTEM INFORMATION



Select **System Info**.



## 15.1 DEVICE CAPACITY

Select "Device Capacity".

Device Capacity

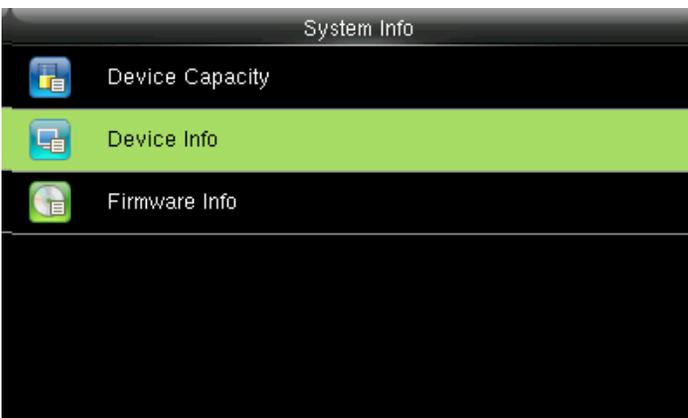
User (used/max)	1/10000
Admin User	0
Password	1
Fingerprint (used/max)	1/3000
Badge (used/max)	1/10000
ATT Record (used/max)	4/50000

The number of enrolled users, administrators, passwords, the total fingerprint storage capacity and occupied capacity, ID cards and attendance capacity are displayed respectively

Device Capacity

Admin User	0
Password	1
Fingerprint (used/max)	1/3000
Badge (used/max)	1/10000
ATT Record (used/max)	4/50000
User Photo(used/max)	0/2000

The number of enrolled users, administrators, passwords, the total fingerprint storage capacity and occupied capacity, ID cards and attendance capacity are displayed respectively



## 15.2 DEVICE INFO

Click on **Device info**.

Device Info

Device Name	uFace800-ID-WIFI
Serial Number	AF44174260019
MAC Address	00:17:61:12:ab:a2
Fingerprint Algorithm	Finger VX10.0
Face Algorithm	Face VX7.0
Platform Information	ZMM220_TFT

The Device name, serial number, MAC Address, Fingerprint Algorithm, platform information and MCU version are displayed on device interface.

Device Info	
MAC Address	00:17:61:12:92:52
Fingerprint Algorithm	Finger VX10.0
Platform Information	ZMM200_TFT
MCU Version	24
Manufacturer	ZK Tech
Manufacture Date	07/31/2017 01:09:15

Manufacturer and Manufacturer date are displayed on the device interface

System Info	
	Device Capacity
	Device Info
	Firmware Info

### 15.3 FIRMWARE INFO

Click on [Firmware Info](#).

Firmware Info	
Firmware Version	Ver 8.0.3.6-2.12
Bio Service	Ver 2.1.12-20160928
Push Service	Ver 2.0.24S-20170120
Standalone Service	Ver 2.1.0-20160426
Dev Service	Ver 1.0.101-20151031
System Version	Ver 14.12.29-20161214

The Firmware version, Bio Service, Push Service, Standalone Service, Dev Service and System Version are displayed on the firmware info interface