Fingerprint Time Attendance Terminal

Quick Start Guide

UD06638N

1 Appearance

Front View

- 2.8-inch LCD Display Screen
- Loudspeaker
- Front Cover
- Keypad
- Fingerprint Reading Module

Bottom View

- 12V Power Interface
- USB Interface
- Ethernet Port
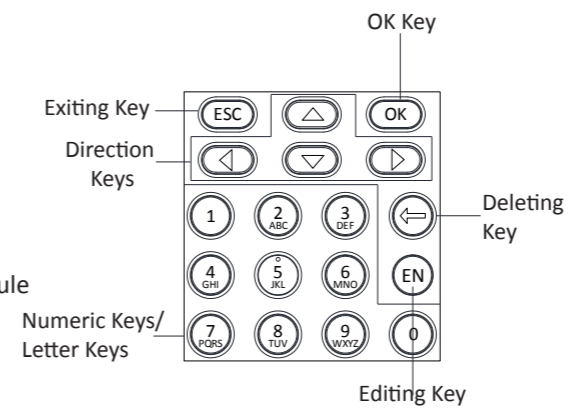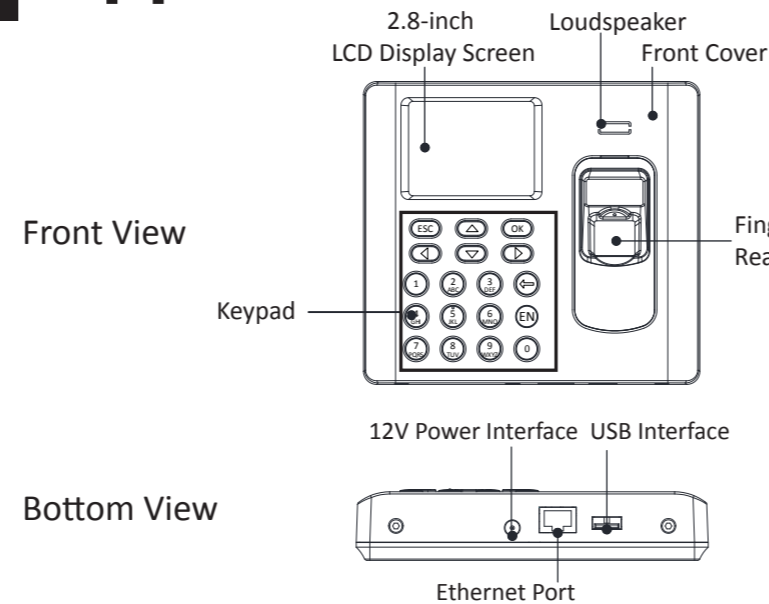
Keypad Descriptions

- OK Key
- Exiting Key
- Direction Keys
- Deleting Key
- Numeric Keys/ Letter Keys
- Editing Key

OK Key: Press to confirm operations. Press and hold the key for 3s to login the main interface.

Deleting Key: 1.Press to delete the letters or numbers one by one in the textbox;
2.Long-press to clear all contents in the textbox.

Exiting Key: Press the button to exit the menu.

**Direction Keys:** Use △, ▽, ◁ and ▷ to move the cursor on the screen.

Numeric Keys/Letter Keys: Press to input numbers or letters.

Editing Key: Press to enter the editing status. Shift among numbers/lowercases, numbers/uppercases and symbols. There are two kinds of editing key icons: EN or ⌨.

Notes: 1. If the device model contains "-B", long press the deleing key for 2s to enter the powering off interface. Tap OK to power off.
2. Long press Key 6 for 3s to enter One-Touch Wi-Fi Settings mode. You can set Wi-Fi parameters for the device via the App on the phone. Press Key 6 again to exit the mode.
(The model with "-1" does not support One-Touch Wi-Fi Settings mode.)

# 2 Installation

Method 1: Wall Mounting
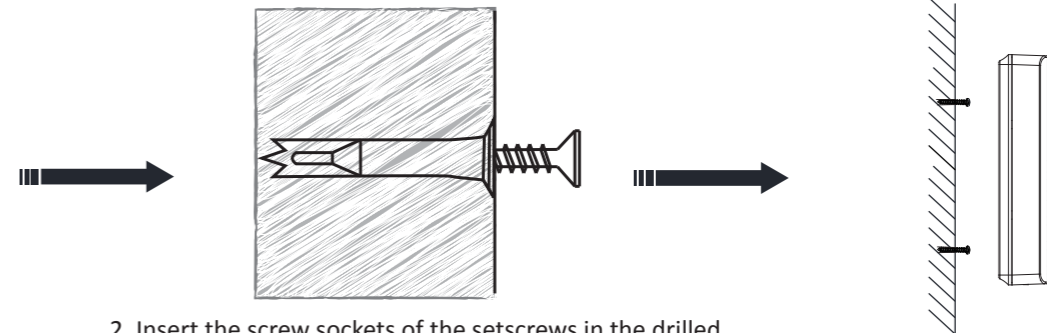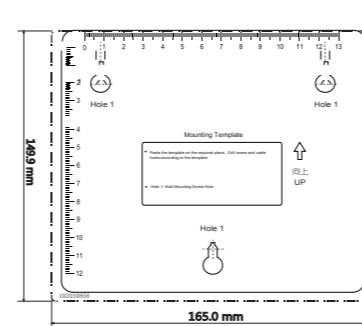
1. Drill holes on the wall or other places according to the mounting template. (Supplied)
Note: The length and width will be 2 to 3 mm smaller than the actual device's.

2. Insert the screw sockets of the setscrews in the drilled holes.
3. Fix and fasten the screws in the sockets on the wall or other places. (You should reserve 5.2mm to 5.5 mm for the hanging the device when fix and fasten the screws.)

4. Align the three holes on the device plate with the fixed screws and hang the device on the wall.

Method 2: Wall Mounting with Mounting Plate

Clockwise Rotation

Anticlockwise Rotation
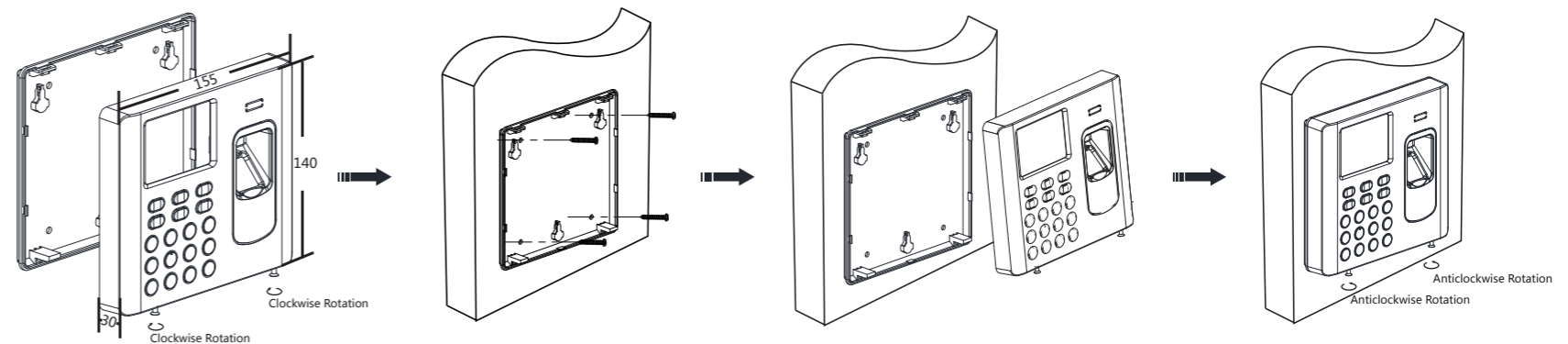
1. Remove the two screws at the bottom of the front cover and remove the back cover.

2. Align the back cover on the level on the wall or other places.
3. Drill through the holes at the four corners of the back cover.
4. Insert the screw sockets of the setscrews in the drilled holes.

5. Fasten the screws in the sockets to fix the back cover on the wall or other places.

6. Align the front cover to the back cover and buckle them together.
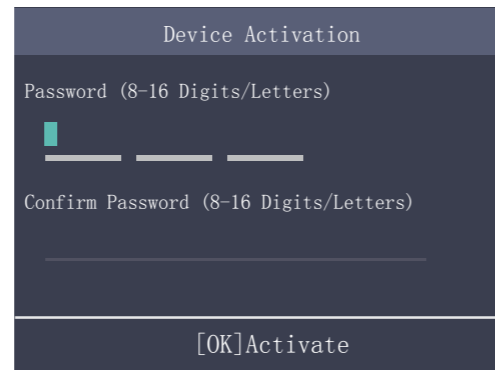7. Fasten the screws at the bottom of the front cover.

① Activation

● Activating via Device

Power on and wire the network cable after installation.

You should activate the device before the first login.

After powering on, the interface will be displayed as follows. You can crest the device password and confirm the password to activate.

The default values of the terminal are as follows:

- The default IP address: 192.0.0.64
- The default port No.: 8000
- The default user name: admin

Device Activation

Password (8-16 Digits/Letters)

Confirm Password (8-16 Digits/Letters)

[OK]Activate

⚠ STRONG PASSWORD RECOMMENDED–
We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.
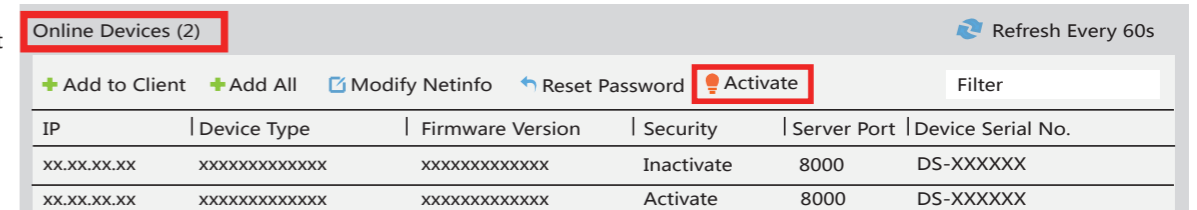
● Activating via SADP

1. Download SADP Software
Get the SADP software from the supplied disk or the official website. Install and run the software.
2. Activate Device
Check the inactive device from the device list. Create a password in the right side of the interface and confirm the password.
3. Edit Device IP Address
Check the device and manually edit the device IP address, Port No., Subnet Mask, Gateway, etc.

● Activating via Client Software

1. Get the client software from the supplied disk or the official website. Install and run the client software.
2. Click Device Management to enter the Device Management interface.
3. Select an inactive device from the Online Device list. Click Activate to pop up the Activation interface.
4. Create a password and confirm the new password. Click OK to activate the device.
4. Click "Modify Netinfo" to set the device IP address, mask address, gateway address, and port No.

Online Devices (2)   🔄 Refresh Every 60s

✚ Add to Client   ✚ Add All   ☑ Modify Netinfo   ↩ Reset Password   📍 Activate   [Filter]

IP	Device Type	Firmware Version	Security	Server Port	Device Serial No.
xx.xx.xx.xx	xxxxxxxxxxxxx	xxxxxxxxxxxxxx	Inactivate	8000	DS-XXXXXX
xx.xx.xx.xx	xxxxxxxxxxxxx	xxxxxxxxxxxxxx	Activate	8000	DS-XXXXXX

② Parameters Configuration

Configure the shift schedule by department or by individual.

Schedule Shift by Department Flow: Add User (Select department when adding new user.) - Department Management - Shift Management - Add Holiday - Shift Schedule Management (Schedule Shift by Department)

Schedule Shift by Individual Flow: Add User - Shift Management - Add Holiday - Shift Schedule Management (Schedule Shift by Individual)

▶ **Add User:** Edit the ID No. and the user name. Press the OK key to confirm. Enter the card No., register the fingerprint, set the password, select the department, select the user role and select the authentication mode. Save the parameters to confirm adding.

▶ **Edit Department:** Select the department in the department list and select "Edit". Edit the department name, the shift type and the shift name. Save the parameters to confirm editing.

▶ **Shift Management:**
Normal Shift：Enter the Normal (Normal Shift) interface under the Shift Management menu. Configure the shift rule and the normal shift. Save the parameters to confirm editing.
Man-Hour Shift: Enter the Man-Hour (Man-Hour Shift) interface under the Shift Management menu. Configure the man-hour parameters and save the parameters.

▶ **Add Holiday:** Enter the New（Add New Holiday）interface under the Holiday menu. Enter the holiday No., the holiday name, the holiday start date and the holiday end date. Save the parameters to confirm configuration.

▶ **Shift Schedule Management:**
Schedule Shift by Department: Select a department to configure in the By Dept. (Schedule by Department) interface. Configure the shift, the start date, the end date and the holiday. Save the parameters to confirm configuration.
Schedule Shift by Individual: Select New Individual Shift in the By Indiv. (Schedule by Individual) interface. Select a person to schedule in the New Individual Shift interface. Configure the shift, the schedule start date and the end date. Save the parameters to confirm editing.

▶ **Attendance Report:** Plug the USB disk in the device. In the Report interface, select a table type to export. Press the OK key to export the attendance report to the USB disk.

The device will automatically check the USB disk memory. If there is no enough space for exporting, a prompt will be displayed. You are able to configure the record over threshold prompt and record delete function in the System interface.

Record over Threshold Pop up Prompt (%): If the attendance record memory reaches the configured value, the system will pop up a prompt to remind you. If configure the threshold to 99%, the system will pop up a prompt to remind you to delete the attendance data when the capacity reaches the threshold. The available value: 1 to 99.

Record Delete: When the function is enabled, the terminal will delete the first 3000 attendance records when the memory is full, in order to save the new attendance records. By default, the function is enabled. See Section 5.2 Attendance Record Delete Rule in the User Manual of Fingerprint Time Attendance Terminal.

Regulatory Information