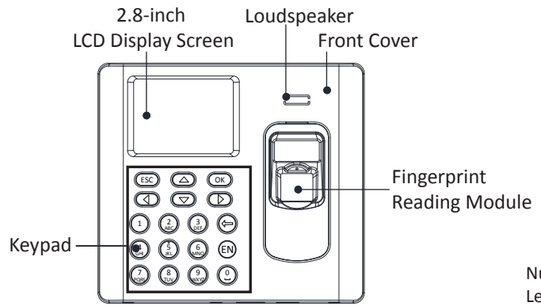
Fingerprint Time Attendance Terminal

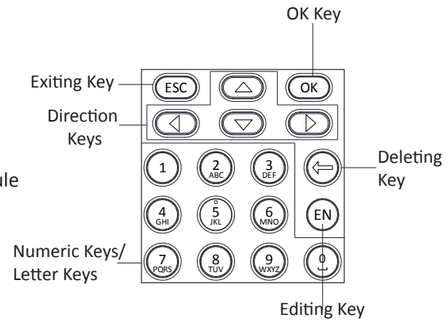
Quick Start Guide

UD14847N

About this Manual
This Manual is applicable to face recognition terminal.
The Manual includes instructions for using and managing the product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version in the company website.
Please use this user manual under the guidance of professionals.
Legal Disclaimer
REGARDING TO THE PRODUCT WITH INTERNET ACCESS, THE USE OF PRODUCT SHALL BE WHOLLY AT YOUR OWN RISKS. OUR COMPANY SHALL NOT TAKE ANY RESPONSIBILITES FOR ABNORMAL OPERATION, PRIVACY LEAKAGE OR OTHER DAMAGES RESULTING FROM CYBER ATTACK, HACKER ATTACK, VIRUS INSPECTION, OR OTHER INTERNET SECURITY RISKS; HOWEVER, OUR COMPANY WILL PROVIDE TIMELY TECHNICAL SUPPORT IF REQUIRED.
SURVEILLANCE LAWS VARY BY JURISDICTION. PLEASE CHECK ALL RELEVANT LAWS IN YOUR JURISDICTION BEFORE USING THIS PRODUCT IN ORDER TO ENSURE THAT YOUR USE CONFORMS THE APPLICABLE LAW. OUR COMPANY SHALL NOT BE LIABLE IN THE EVENT THAT THIS PRODUCT IS USED WITH ILLEGITIMATE PURPOSES.
IN THE EVENT OF ANY CONFLICTS BETWEEN THIS MANUAL AND THE APPLICABLE LAW, THE LATER PREVAILS.
Data Protection
During the use of device, personal data will be collected, stored and processed. To protect data, the development of our devices incorporates privacy by design principles. For example, for device with facial recognition features, biometrics data is stored in your device with encryption method; for fingerprint device, only fingerprint template will be saved, which is impossible to reconstruct a fingerprint image.
As data controller, you are advised to collect, store, process and transfer data in accordance with the applicable data protection laws and regulations, including without limitation, conducting security controls to safeguard personal data, such as, implementing reasonable administrative and physical security controls, conduct periodic reviews and assessments of the effectiveness of your security controls.

1 Appearance





Keypad Descriptions

OK Key: Press the key and confirm operations. Hold the key for 2 s to enter the login interface.

Deleting Key: Press the key to delete the entered letter or number.
If the device supports connecting lithium battery, long press the key to power off the device.

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

Exiting Key: Press the key to exit the menu.

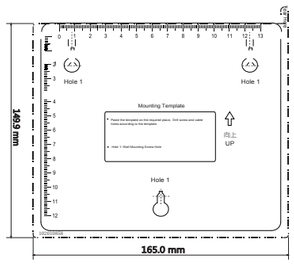
Numeric Keys/Letter Keys: Press the key to enter numbers or letters.
Key 0 can also represent a space key except you are using the number input method.

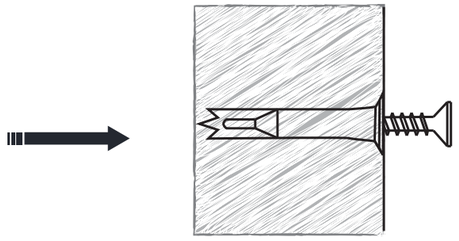
Editing Key: Press the key to enter the editing status.
You can shift among numbers/lowercases, numbers/uppercases and symbols.

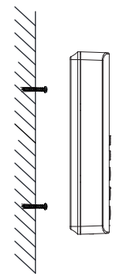
Notes:
1. The pictures here are for reference only. Some models do not support card swiping function. For details, refer to the actual products.
2. If you enable the attendance status function, the OK key, the direction key, and the exiting key can be the shortcut key of the attendance status.

2 Installation

Method 1: Wall Mounting





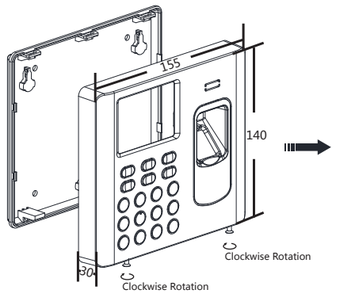


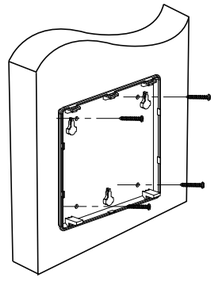
1. Drill holes on the wall or other places according to the mounting template. (Supplied)
Note: The length and width will be 2 to 3 mm smaller than the actual device's.

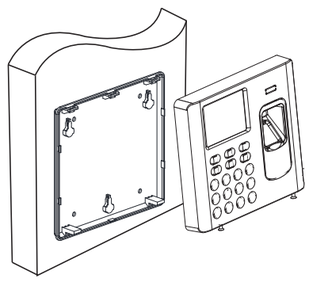
2. Insert the screw sockets of the setscrews in the drilled holes.
3. Fix and fasten the screws in the sockets on the wall or other places. (You should reserve 5.2mm to 5.5 mm for the hanging the device when fix and fasten the screws.)

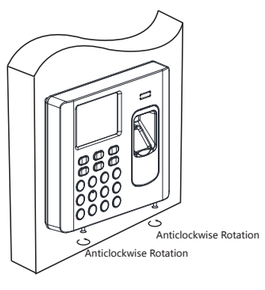
4. Align the three holes on the device plate with the fixed screws and hang the device on the wall.

Method 2: Wall Mounting with Mounting Plate









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.

3 Basic Operation

① Activation

● Activating via Device

Power on and wire the network cable after installation.

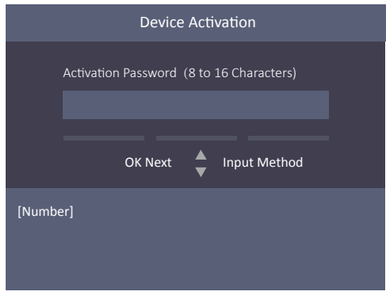
You should activate the device before the first login.

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



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. 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. Enter the Device Management page.
3. Click Device tab on the top of the right panel..
4. Click Online Device to show the online device area at the bottom of the page.
   The searched online devices are displayed in the list.
5. Check the device status (shown on Security Level column) and select an inactive device.
6. Click Activate to open the Activation dialog.
7. Create a password in the password field, and confirm the password.
8. Click OK to activate the device.
9. Select an activated device in Online Device area, click ⊕ on the Operation column to open the Modify Network Parameter window. Change the device IP address to the same subnet with your computer if you need to add the device to the client.

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)

- **Attendance Status:** Set attendance status as check in, check out, break out, break in, overtime in, or overtime out.
- **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

FCC Information

Please take attention that changes or modification not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

FCC compliance: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

—Reorient or relocate the receiving antenna.

—Increase the separation between the equipment and receiver.

—Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

—Consult the dealer or an experienced radio/TV technician for help.

This equipment should be installed and operated with a minimum distance 20cm between the radiator and your body.

FCC Conditions

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

EU Conformity Statement

This product and - if applicable - the supplied accessories too are marked with "CE" and comply therefore with the applicable harmonized European standards listed under the RE Directive 2014/53/EU, the EMC Directive 2014/30/EU, the RoHS Directive 2011/65/EU.

2012/19/EU (WEEE directive): Products marked with this symbol cannot be disposed of as unsorted municipal waste in the European Union. For proper recycling, return this product to your local supplier upon the purchase of equivalent new equipment, or dispose of it at designated collection points. For more information see: *www.recyclethis.info*

2006/66/EC (battery directive): This product contains a battery that cannot be disposed of as unsorted municipal waste in the European Union. See the product documentation for specific battery information. The battery is marked with this symbol, which may include lettering to indicate cadmium (Cd), lead (Pb), or mercury (Hg). For proper recycling, return the battery to your supplier or to a designated collection point. For more information see: *www.recyclethis.info*

Use only power supplies listed in the user instructions:

Model	Manufacturer	Standard
DSA-12PFT-12FUK 120100	Dee Van Enterprise Co., Ltd.	BS
DSA-12PFT-12FAU 120100	Dee Van Enterprise Co., Ltd.	AS
DSA-12PFT-12FIN 120100	Dee Van Enterprise Co., Ltd.	IS
DSA-12PFT-12FUS 120100	Dee Van Enterprise Co., Ltd.	IEC
DSA-12PFT-12 FBZ 120100	Dee Van Enterprise Co., Ltd.	NBR

Industry Canada ICES-003 Compliance

This device meets the CAN ICES-3 (B)/NMB-3(B) standards requirements.

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions:

(1) this device may not cause interference, and

(2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radioexempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

(1) l'appareil ne doit pas produire de brouillage, et

(2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

This equipment should be installed and operated with a minimum distance 20cm between the radiator and your body.
Cet équipement doit être installé et utilisé à une distance minimale de 20 cm entre le radiateur et votre corps.