

A-262plus Axpertech (Fingerprint Machine)



Features:

- > 1. Management Record capacity : Fingerprint - 1000 / RFID Card - 1000 / Password - 1000
- > 2. Record Capacity: 100 000 logs
- > 3. Color Screen : Clear TFT Graphic Interface
- > 4. Communication: USB (U-Disk to Download data and Upload data.)
- > 5. Identification Mode: Fingerprint / Password / ID Card
- > 6. Back-up Battery: Yes
- > 7. Power Supply: DC 9V
- > 8. Language: English
- > 9. All setting & report file : Using Microsoft Office Excel
- > 10. **Door Access**, Internal Bell/Output Siren : Yes

A-262plus Axpertech Fingerprint Manual

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Registration Setp 1:

Menu → 2. User → 1. Synchron.

(Plug in USB Drive to Machine download Employee Info File for registration.)

Plug in USB Drive to computer and select file "EmployeeInfo".



(After finish fill up data information ,
Press "Save" and do not change file name)

Menu → 2. User → 1. Synchron.

(Plug in USB Drive to machine Upload Employee Info File.)

Menu → 2. User → 2. Enroll → Enter ID number →

- 1. Finger
- 2. Card
- 3. Password

Menu → 2. User → 3. Delete → Enter ID number

Caution:
 After enrolled all the employee (Fingerprint, Card & Password), please delete "Employee Info" file from USB disk and back-up the "Latest Employee Info" file with completed (Fingerprint, Card & Password) to USB disk .
(It can be uploaded into other devices by USB disk).

Menu → 2. User → 1. Synchron.

(Plug in USB Drive to Machine download Employee Info File.)

Employee Information Table

Company Name									
UserID*	Name	Dept.	DeviceID*	Manage privilege	Fp	Card	Pwd	Remark1	Remark2
1	Authorise Person	Manager	1	S. Manager	0	/	/		
2	CHUA GAU KIAK	T' CIAN	1	User	2				
3	LIM KHENG SUN	LAB	1	User	2				
4	RAMU	SETTING	1	User	2				
5	NORHIDAYU	LAB	1	User	2				
6	ALIAS	STORE	1	User	2				
7	LONG TIAN PIN	LORRY	1	User	2				
8	ROZANA	LAB	1	User	2				
9	NOORAIN	LAB	1	User	2				
10	NURSUHANA	LAB	1	User	2				
11	TOH JAN LEE	HR	1	User	2				
12	KOOGILAVANEE	SETTING	1	User	2				
13	YOU CHOO HOOI	D S' VISOR	1	User	2				
14	CHOW VEI HAUR	LORRY	1	User	2				
15	CHUNG SING YAN	MKTING	1	User	2				

All data information can fill up **by computer or machine**

All Finger , Card & Password memory by **machine only**

All data information can fill up **by computer only**


Fill in data sheet by computer:

1. Fill in company name.	
2. User ID	Mandatory fields (1 until 99999999)
3. Name	The length of name can be upto 20.
4. Dept.	The length of department can be upto 10.
5. Device ID	Mandatory fields number device must equally as machine (1 until 255)
6. Manage privilege	Select : User, Manager or S.Manager <i>(Selected Manager & S.Manager for authorise person to locked Login Menu)</i>
7. FP	Marking for total memory Finger (Max. 3 Finger)
8. Card	Marking for Proximity/RFID Card number memory
9. Pwd	Marking for Password memory (/ = are memory)
10. Remark 1	Use this cell for saving any other's information of employee
11. Remark 2	

Registration Setp 2:

Menu → 3. Attendan.. → AttendSetting Download
 (Plug in USB Drive to Machine download Setting Table File.)

Plug in USB Drive to computer and select file "AttendSetting".



(After finish fill up data information ,
 Press "Save" and do not change file name)

Menu → 3. Attendan.. → AttendSetting Upload
 (Plug in USB Drive to Machine Upload Setting Table File.)

Attendance Setting Table																					
1. Shift Timezone							2. TR Schedule			3. Bell Time											
Shift No.	Timezone1		Timezone2		Overtime		No.	Time (hh:mm)	Mode	No.	Time (hh:mm)	Length	Mode	Weekday							
	In	Out	In	Out	In	Out								Su	Mo	Tu	We	Th	Fr	Sa	
1	08:00	12:00	14:00	18:00	18:00	01:00	1			1	08:00	3sec	In		✓	✓	✓	✓	✓		
2							2			2	10:00	5sec	Out	✓		✓		✓		✓	
3	10:00			19:00	19:00	01:00	3			3	12:00	10sec	In/Out	✓		✓	✓	✓	✓	✓	
4							4			4	14:00	15sec									
5							5			5	18:00	20sec									
6	18:00	23:00	00:00	06:00	06:00	08:00	6			6	19:00	30sec									
7							7			7	23:00	45sec									
8							8			8	08:00	1min									
9							9			9											
10							10			10											
11							11			11											
12							12			12											
13							13			13											
14							14			14											
15							15			15											
16							16			16											
17							17			17											
18							18			18											
19							19			19											
20							20			20											
21							21			21											
22							22			22											
23							23			23											
24							24			24											
25	Business Trip																				
26	Leave																				

Fill In Working Time For:
 Timezone 1 In = Working In
 Timezone 1 Out = Lunch Out
 Timezone 2 In = Lunch In
 Timezone 2 Out = Working Out
 Overtime In = Overtime Start
 Overtime Out = Overtime End (Estimate)
 Empty = No Record at PunchCard

WEEKDAY: Can be select or deselect
 Monday until Sudad
 ✓ = Selected
 Blank = Deselect

MODE: Internal/ Output music bell
 In = Internal Bell
 Out = Output Siren
 In/Out = Internal Bell / Output Bell

1. Shift Timezone

1.1 This setting time is set any difference working shift.

1.2 Total max. 24 working shift.

Timezone 1	In = Before Noon In
	Out = Before Noon Out

Timezone 2	In = After Noon In
	Out = After Noon Out

Timezone 3	In = Over Time In
	Out = Over Time Out

2. TR Schedule

3. Bell Time

3.1 This Bell time is set any difference time.

3.2 Internal/ Output music bell.

In = Internal Bell.
Out = Output Siren
In/Out = Internal Bell / Output Bell

3.3 Length Start 3sec until 1 min.

(Leave blan for not application)

3.4 Can select or deselect Monday until Sunday

blank	deselect
√	selected

Registration Setp 3:


Menu → 4. Shift Setti.. → ShiftSetting Table Download

↓

Shift Table Dn
Starting date
(Enter in date which to start)

(Plug in USB Drive to Machine download Setting Table File.)

Plug in USB Drive to computer and select file "Shift Setting".



(After finish fill up data information ,
Press "Save" and do not change file name)

Menu → 4. Shift Setti.. → ShiftSetting Table Upload

(Plug in USB Drive to Machine Upload Setting Table File.)

1. Shift Timezone						
Shift No.	Timezone1		Timezone2		Overtime	
	In	Out	In	Out	In	Out
1	08:00	12:00	14:00	18:00	18:00	01:00
2						
3	10:00			19:00	19:00	01:00
4						
5						
6	18:00	23:00	00:00	06:00	06:00	08:00
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25	Business Trip					
26	Leave					

Employee Shift Table																																	
Special Shift: 25-Business trip, 26-Leave, Empty-Holiday																																	
Start Date of Shift*			2015-07-01																														
UserID*	Name	Dept.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
1	MENU LOGIN ID	MANAGER	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1			1	1	1	1	1	
2	chew	sales	3	3	3			3	3	3	3	3			3	3	3	3	3			3	3	3	3			3	3	3	3	3	
3	siti	kitchen	6	6	6			6	6	6	6	6			6	6	6	6	6			6	6	6	6			6	6	6	6	6	

All data information (UserID, Name & Dept) must remain same with Employee Information Table.

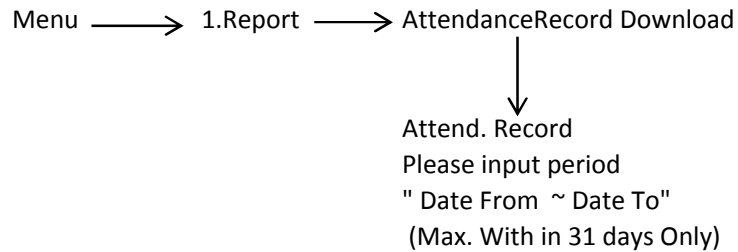
Follow to the Shift Timezone Number set which day and what shift
If column Empty = Holiday

Employee Attendance Record Table

Attendance date:2015-07-01 ~2015-07-16

Tabling date:2015-07-16 21:29:17

UserID: 1																Name: MENU LOGIN ID																Dept.: MANAGER															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																
													10:12	10:05	13:45																																
UserID: 2																Name: chew																Dept.: sales															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																
													09:56	09:58	01:10																																
													19:20																																		
UserID: 3																Name: siti																Dept.: kitchen															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																
													17:39	08:00	01:10																																
													23:00	08:59																																	
													23:50	18:07																																	



*** If memory attendance time record are fully used, need to delete.**

Menu —> 6. Log Mana —> 3. Clear All Log

Employee Shift Table

Date:2015-07-01 ~2015-07-16

Special Shift: 25-Business trip, 26-Leave, Empty-Holiday

UserID	Name	Dept.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
			We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	MENU LOGIN ID	MANAGER	1	1	1			1	1	1	1	1			1	1	1	1
2	chew	sales	3	3	3			3	3	3	3	3			3	3	3	3
3	siti	kitchen	6	6	6			6	6	6	6	6			6	6	6	6

Click name direct view
"Punch Card"

Please clicks this page to view "Time Card"



Please clicks this page to view "Attendance Statistic Table"

Menu → 1.Report → Attendance Report Download

Attend. Report
Please input period
" Date From ~ Date To"
(Max. With in 31 days Only)

Attendance Statistic Table

Date: 2015-07-01 2015-07-16

UserID	Name	Dept.	Worktime(hrs.)		Late		Early		Overtime(hrs.)		Workdag (normal/actual)	Trip (day)	Absence (day)	Leave (day)	Work Rate	Add Pag			Leave Pag			Payroll	Remark	
			normal	actual	times	minute	times	minute	norma	holida						Normal	Overtime	Allowanc	Late/Earl	NoPaidL	Deductio			
1	MENU_LOGIN_ID	MANAGER	96.0	0.0	0	0	2	223	0.0	0.0	12/3	0	9	0										
2	sher	sales	108.0	18.0	0	0	0	0	6.3	0.0	12/2	0	10	0										
3	siti	kitchen	132.0	11.0	2	77	0	0	2.0	0.0	12/2	0	10	0										

Click name direct view
"Punch Card"

1. This is basic payroll calculation format.
2. Need setting by manually and formular calculation.

Employee Attendance Table

Attendance date:2015-07-01 ~2015-07-16

Tabling date:2015-07-16 21:28:59

Dept.	MANAGER				Name	MENU LOGIN ID			
Date	2015-07-01 ~2015-07-16				ID	1			
Absence (day)	Leave (day)	Trip (day)	Work (day)	Overtime(hrs.)	Late (times)	Early (times)			
9	0	0	3	0.0 0.0	0	0	2	223	

Dept.	sales				Name	chew			
Date	2015-07-01 ~2015-07-16				ID	2			
Absence (day)	Leave (day)	Trip (day)	Work (day)	Overtime(hrs.)	Late (times)	Early (times)			
10	0	0	2	6.3 0.0	0	0	0	0	

Dept.	kitchen				Name	siti			
Date	2015-07-01 ~2015-07-16				ID	3			
Absence (day)	Leave (day)	Trip (day)	Work (day)	Overtime(hrs.)	Late (times)	Early (times)			
10	0	0	2	2.0 0.0	2	77	0	0	

Date	Before Noon		After Noon		Overtime	
	In	Out	In	Out	In	Out
01 We						
02 Th						
03 Fr						
04 Sa						
05 Su						
06 Mo						
07 Tu						
08 We						
09 Th						
10 Fr						
11 Sa						
12 Su						
13 Mo						
14 Tu		10:12				
15 We		10:05				
16 Th			13:45			

Date	Before Noon		After Noon		Overtime	
	In	Out	In	Out	In	Out
01 We						
02 Th						
03 Fr						
04 Sa						
05 Su						
06 Mo						
07 Tu						
08 We						
09 Th						
10 Fr						
11 Sa						
12 Su						
13 Mo						
14 Tu	9:56			19:00	19:00	19:20
15 We	9:58			19:00	19:00	01:10+
16 Th						

Date	Before Noon		After Noon		Overtime	
	In	Out	In	Out	In	Out
01 We						
02 Th						
03 Fr						
04 Sa						
05 Su						
06 Mo						
07 Tu						
08 We						
09 Th						
10 Fr						
11 Sa						
12 Su						
13 Mo						
14 Tu	17:39	23:00	23:50	06:00+	06:00+	08:00+
15 We	18:07		01:10+			
16 Th						

Abnormal Attendance Report											
Date:2015-07-01 ~2015-07-16											
UserID	Name	Dept.	Date	Before Noon		After Noon		Late (min)	Early (min)	Total (min)	Remark
				In	Out	In	Out				
1	MENU LOGIN ID	MANAGER	7/1/2015						Absence		
2	chew	sales	7/1/2015						Absence		
3	siti	kitchen	7/1/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/2/2015						Absence		
2	chew	sales	7/2/2015						Absence		
3	siti	kitchen	7/2/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/3/2015						Absence		
2	chew	sales	7/3/2015						Absence		
3	siti	kitchen	7/3/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/6/2015						Absence		
2	chew	sales	7/6/2015						Absence		
3	siti	kitchen	7/6/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/7/2015						Absence		
2	chew	sales	7/7/2015						Absence		
3	siti	kitchen	7/7/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/8/2015						Absence		
2	chew	sales	7/8/2015						Absence		
3	siti	kitchen	7/8/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/9/2015						Absence		
2	chew	sales	7/9/2015						Absence		
3	siti	kitchen	7/9/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/10/2015						Absence		
2	chew	sales	7/10/2015						Absence		
3	siti	kitchen	7/10/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/13/2015						Absence		
2	chew	sales	7/13/2015						Absence		
3	siti	kitchen	7/13/2015						Absence		
1	MENU LOGIN ID	MANAGER	7/14/2015	None	10:12	None	None	0	108	108	
1	MENU LOGIN ID	MANAGER	7/15/2015	None	10:05	None	None	0	115	115	
3	siti	kitchen	7/15/2015	18:07	None	01:10+	None	77	0	77	
1	MENU LOGIN ID	MANAGER	7/16/2015	None	None		None	0	0	0	
2	chew	sales	7/16/2015						Absence		
3	siti	kitchen	7/16/2015						Absence		
Total Late Count			4	Total Absent Count			29	Manager Name		MENU LOGIN ID	

Menu → 1. Report → Abnormal Report Download

↓
 Abnormal Report
 Please input period
 " Date From ~ Date To"
 (Max. With in 31 days Only)

Management Log Table						
No.	DeviceID	ManagerID	Management Type	UserID	Remark	Log Time
1	1	1	Delete All Log			7/10/2015 10:35
2	1	1	Set Time			7/5/2015 10:35
3	1	1	Set Time			7/5/2015 9:56
4	1	1	Set Time			7/5/2015 17:39
5	1	1	Set Time			7/5/2015 19:20
6	1	1	Set Time			7/5/2015 23:00
7	1	1	Set Time			7/5/2015 23:50
8	1	1	Set Time			7/6/2015 23:50
9	1	1	Set Time			7/6/2015 8:50
10	1	1	Set Time			7/6/2015 8:00
11	1	1	Set Time			7/6/2015 8:59
12	1	1	Set Time			7/6/2015 9:58
13	1	1	Set Time			7/6/2015 18:06
14	1	1	Set Time			7/7/2015 18:06
15	1	1	Set Time			7/7/2015 1:10
16	1	1	Set Time			7/7/2015 17:59
17	1	1	Enroll-Card	2		7/7/2015 18:16
18	1	1	Enroll-Card	3		7/7/2015 18:16
19	1	1	Enroll-Pwd	2		7/7/2015 18:16
20	1	1	Delete Pwd	2		7/7/2015 18:17
21	1	1	UserInfo Sync.			7/7/2015 19:00
22	1	1	Attend.SettingTable Dn			7/7/2015 19:00
23	1	1	ShiftSettingTable Dn			7/7/2015 19:00
24	1	1	Attend. Report Dn			7/7/2015 19:01
25	1	1	Abnormal Report Dn			7/7/2015 19:01

Menu → 6. Log Mana → ManagementLog Download