Comprehensive user manual（V1.2）

（★mark for special model function）

（C2/ C2C /C3）

Specific function subject to actual attendance

Chapter 1. Product Introduction

This chapter mainly introduces the advantage, performance and functionality for C3/C2/C2C fingerprint and card identification device

1　Product Introduction

1.1　Terminal interface

The C3/C2 are genuine breakthrough in biometric identification terminals, which fully integrate fingerprint identification, RFID, multimedia and embedded system. The C2 and C3 utilize High Definition TFT LCD, ARM system platform to ensure terminals performance stable.

C2C profession attendance device is the company in 2011 introduced a new generation of RFID attendance terminal. Multi-identification methods card and password authentication to meet different customer needs.

C3 fingerprint Identification Terminal	C2 fingerprint identification Terminal	C2C RFID Identification Terminal

1.2　Model and Function

Model	Function
C2C	20000 Cards, 200000 Records16 Customizable T&A States Support USB Device & Host, TCP/IP networking ,Standard EM RFID, Optional Mifare Card，Webserver function
C2	3000 Fingerprints,50000 Records，Optical Fingerprint sensor. Include all the functions of C2C Optional Mifare Card Webserver function
C3	3000 Fingerprints,50000 Records，RS232，Schedule bell function，Print function ，Webserver　Include all the functions of C2　Standard EM RFID, Optional Mifare Card.

Chapter 2. Operation Guide

This chapter mainly introduce C3/C2/C2C fingerprint and card identification device appearance, operation (include how to add / delete users and how to set system parameters, etc.)
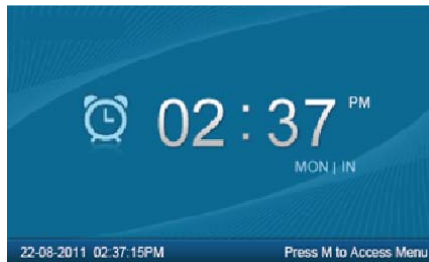
2.   Operation Guide

2.1   Key Instruction

0-9	Digital Number Key
FN	Work Code
IN/← OUT/→	Status /direction key
M/◂	Menu / EXIT
C	Delete Key
OK	Confirm Key

2.2   Product Power On

After connecting the power supply to the device, the device will start automatically. The interface is as following.
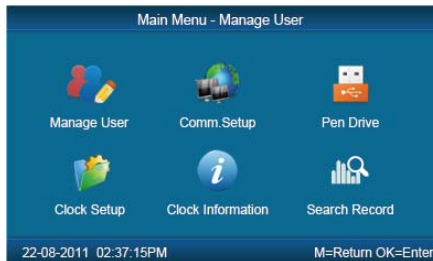

In the main interface, you can make the attendance records. You can also input administrator password to enter the system management menu.

2.3   Menu Management

In the main interface, input "0" and Press【OK】, the system will prompt : "Please input password". Input the default password "12345".

Press【OK】to enter the 【main menu】.

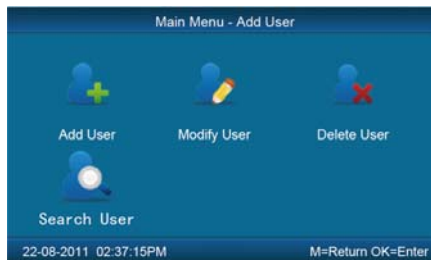In【main menu】, press number keys or 【IN/←】、【OUT/→】key to select and operate 【Manage User】, 【Comm. Setup】, 【Pen Driver】, 【Clock Setup】, 【Clock Information】and【Search Record】options.

2.3.1　User Management

Select 【Manage User】option , press【OK】to enter the 【Manage User】 interface.

In【Manage User】 interface, you can add ,modify or delete users.

2.3.1.1　Add User★

Press number keys or 【IN/←】、【OUT/→】 direction key to select 【Add User】,press 【OK】 to enter editing user interface.

【User ID】 User ID number, 1-12 digital number valid.

【Password】：Register user password, 1-6 numbers valid. The user who registered password can make attendance by password.

【User Name】：Can be uploaded user name by attendance software.

【Card No.】：Register user card. The user who registered card can make attendance by card.

★【Register FP】：Register user fingerprint, max 10 fingerprints for each user. The user who registered fingerprint can be attendance by fingerprint.

★【Admin】：Set the user privilege of operating device. "No" as a normal user can only make daily attendance.

Normal User	Only make daily attendance.
Admin	Super Admin: have all privilege of operating device. Default ID is '0' and Password is"12345".(Set in "Clock setup"-"Advanced Setup"-"Admin level")
	Admin: have 4 levels，Every level have different privileges（Please refer to 2.3.4.3.4 Admin level）；

★【Match Mode】：1. The system default verify method: Set the user verify method as the system default verify method.

2、Personal verify method: Set user verifies method.

After setting, press【M】to save and exit.

Example: add new user according to the process as following.

Input user ID:

Input user ID from keypad. Press the【C】to delete and re-enter, press【OK】to confirm.

Register Password:

Press 【IN/←】、【OUT/→】key to fix the cursor in "password" field, input the password , and press【OK】.

Register card:
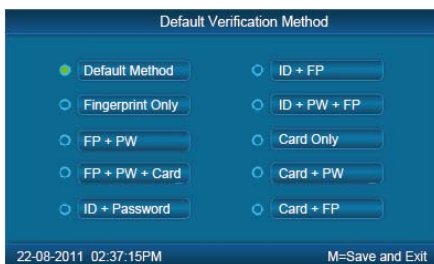
Swipe RFID card on Card Read Area

Register Fingerprint:

The default fingerprint registering order: 0、1、2、3、4、5、6、7、8、9.

Select one finger to register by pressing number keys or 【IN/←】、【OUT/→】key , then press the same finger 2 times in correct way following the prompt voice.

Admin Setup:

Press 【IN/←】、【OUT/→】 key to fix the cursor in "admin" field, set the user as administrator or not.

Match Mode:

Default Verification Method	
● Default Method	○ ID + FP
○ Fingerprint Only	○ ID + PW + FP
○ FP + PW	○ Card Only
○ FP + PW + Card	○ Card + PW
○ ID + Password	○ Card + FP
22-08-2011 02:37:15PM	M=Save and Exit

Press 【IN/←】、【OUT/→】key to set the verify method as default method or other personal method.

Save/Exit user registration: Confirm the registered information is correct , then press 【M】 to save and exit.
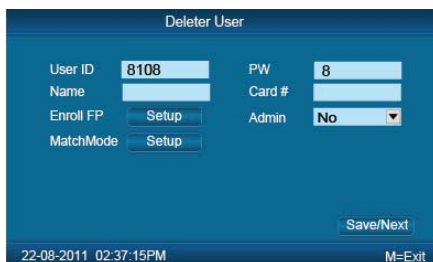
2.3.1.2　　Modify User★

Press number keys or 【IN/←】、【OUT/→】 key to select 【Modify User】, press 【OK】 to enter 【Modify User】 interface.

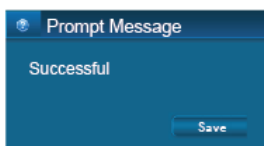| Modify User			
User ID	8108	PW	8
Name		Card #	
Enroll FP	Setup	Admin	No ▼
MatchMode	Setup		
			Save/Next
22-08-2011 02:37:15PM			M=Exit

Input the user ID to modify, and press 【OK】 to confirm. The user information will display automatically, and now you can modify user information .Press 【M】 to save .

2.3.1.3　　Delete User.★

Press number keys or 【IN/←】、【OUT/→】 key to select 【Delete User】 ,press 【OK】 to enter 【Delete User】 interface.

8

Deleter User

User ID	8108	PW	8
Name		Card #	
Enroll FP	Setup	Admin	No
MatchMode	Setup		

Save/Next

22-08-2011 02:37:15PM   M=Exit

Input the user ID to delete and press【OK】to confirm, the system display as following.

● Prompt Message

Successful

Save

Press【OK】to confirm deletion.

2.3.1.4   Search User

Press number keys or 【IN/←】、【OUT/→】key to select【Search User】,press 【OK】to enter【Search User】interface.

User Search

| User ID | 8002 | Search | ≪ | ≫ |

User ID	Name	Finger	Card NO	Admin
8002	Lucy	1		NO

22-08-2011 02:37:15PM   M=Exit

Input the user ID, press 【OK】to confirm, Press 【IN/←】、【OUT/→】key to select 【Search】,press 【OK】 to confirm, The interface will display the search information.

Tip: Will the cursor selected search personnel information, Press the 'C'

key to delete a user ,and Click 'OK' button to modify user information

2.3.2   Communications Setup

In main menu, select【Comm. Setup】and press【OK】to enter【Comm. Setup】interface.

【Real Time】: "Disable", inactivate the Real Time Monitor function. "Enable", the device will upload the attendance data to the server on real time.

【Comm.】:Set the T&A device communications method.

Server Mode: Normal TCP/IP mode.

Client Mode: There is one computer which works as the server for this T&A device. Set the server IP in T&A device first, then this device can only connect to the computer with TCP/IP mode.

【IP address】:The T&A device IP address for TCPIP communication mode.

【Mask】:Submask

【Gateway】: The default gateway for the LAN.

【Server IP】:Set the management server IP address for T&A device when use the client communication mode.

2.3.3   Pen Driver Setup

Export the user information, fingerprint templates, attendance data .etc in the T&A device to the time attendance software via USB pen driver. Or export the user information and fingerprint templates to other T&A devices.

In main menu, select 【Pen Driver】,press【OK】to enter【Pen Driver】interface.
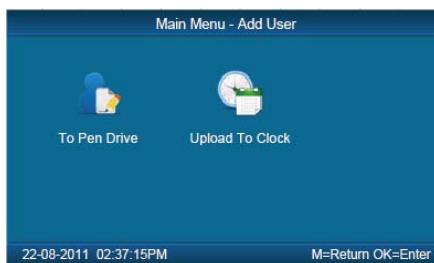
2.3.3.1 To Pen Drive

Connect the USB pen driver to T&A device USB port to download user information, fingerprint templates and attendance data to USB pen driver.

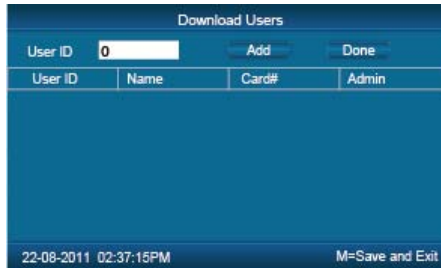Press number keys or 【IN/←】、【OUT/→】 key to select 【To Pen Drive】to enter the following interface.

【All Records】:Download all users' attendance records. When the system prompts download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is an attendance records file named as: KQ.

【New Records】:Download all new attendance records . When the system prompts download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is an attendance records file named as:NKQ.

【All Users】:Download all user information and fingerprint templates. When the systems prompt download successfully, it will generate a folder named Anviz-c in USB pen driver. In this folder, there is a user information file named as: YG and fingerprint templates file named as: ZW.

【Some Users】: Download designated users information.

	Download Users		
User ID	0	Add	Done
User ID	Name	Card#	Admin

22-08-2011 02:37:15PM   M=Save and Exit

Fix the cursor to the user ID field , press 【OK】 to activate user ID field. Input user ID , ex 8248.Press the 【C】 to delete when input by error and input again , then press 【OK】 to confirm. Press the 【Add】 to add the users to the list. Then press 【IN/←】、【OUT/→】 to select 【Done】 to download.

Notice: All records and all new records are downloaded to the user attendance records files: KQ, NKQ.

What download are users' basic information, fingerprint templates .The files are: YG, ZW ,NYG,NZW.

2.3.3.2   Upload To Clock

Upload users' information and fingerprint templates stored in USB pen driver to the T&A device.

Connect the USB pen driver to device USB port. Press number keys or 【IN/←】、【OUT/→】 key to select 【Upload To Clock】 ,and press【OK】to enter the following interface.

Upload
All Users
Some Users
Upgrade

22-08-2011 02:37:15PM   M=Save and Exit
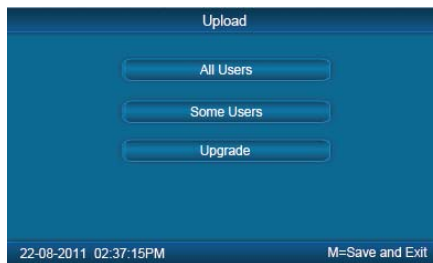
Select 【All user】 / 【Some user】 and press 【OK】 key , will upload the "YG", "ZW" or "NYG", "NZW" two folders to the attendance device. If the two folders

not existed in USB pen driver, it can't be uploaded successfully.

2.3.4   Clock Setup

Set the system parameters including 【Time Setup】、【Display Setup】、【Advanced Setup】、【Other Option】、【Self Test】.

In Main menu , select 【Clock Setup】and press【OK】to enter【Clock Setup】 interface.

2.3.4.1   Time Setup

In 【Clock Setup】 menu , select 【Time Setup】and press 【ok】to enter the 【Time Setup】interface.

【Clock Time/ Clock Date】Set the device time and date .The device time date and time should be correct in order to guarantee the attendance time is correct.

【DST】It is daylight saving time. Normally in summer set few hours forwards, and set few hours backwards time in autumn.

"Enable" means active the DST.

There are two modes for DST. One is set as Date mode. It is means set a

specific date as DST's Date note. The other is Week mode. It is means set the fixed week cycle for DST.

【Modify】: Modify forwards the daylight saving time as N hours.

【DST Starts/Ends】Daylight saving time start date and end date.

2.3.4.2　Display Setup

In 【Clock Setup】menu, select【Display Setup】and press【OK】to enter【Display Setup】interface.

【 Language 】: Select the device display language including Chinese, English ,Persian now.

【 Date Format 】:There are three date display formats in the system: DD-MM-YYYY, YYYY-MM-DD and MM-DD-YYYY;

【Time Format】: The system time display format: in 24 hours and 12 hours;

【FP Image】: The LCD whether will display the fingerprint image or not when user makes attendance.
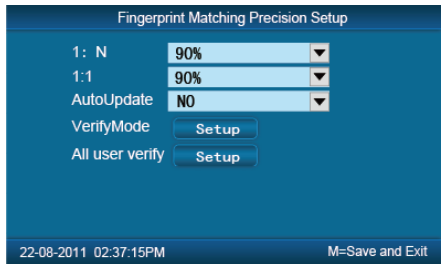
2.3.4.3　Advanced Setup★

In【Clock Setup】menu, , select the 【Advanced Setup】 and press【OK】to enter 【Advanced Setup】 interface.
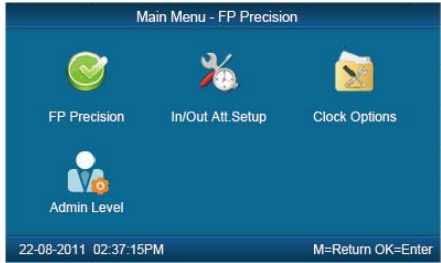
2.3.4.3.1   FP Precision ★

Press number keys or 【IN/←】、【OUT/→】 to select 【FP Precision】, press 【OK】to enter【FP Precision】interface.

【1：N】: The fingerprint to be scanned will be matched with all the fingerprint templates in the database automatically.

【1：1】Input the user ID first, then press the fingerprint or input password. In this mode, the fingerprint to be scanned will be matched with the fingerprint template of the specific user ID.

【AutoUpdate】:In the process of verifying fingerprint, the system will replace the old low quality fingerprint template with the new high quality fingerprint template. Keep the best fingerprint template in device and avoid verifying several times.

【VerifyMode】: set the system default user verifying methods, including "Fingerprint Only" , "FP+PW", "FP+PW+Card", "ID+password" , "ID+FP" , "ID+PW+FP" , "Card Only", "Card+PW" , "Card+FP".

【All user Verify】Set verifying methods for all users. Now all the users will be set this same verifying method.

2.3.4.3.2   IN/OUT Att. Setup

Press the number keys or 【IN/←】、【OUT/→】to select 【IN/OUT Att. Setup】.Press【OK】to enter【IN/OUT Att. Setup】interface.
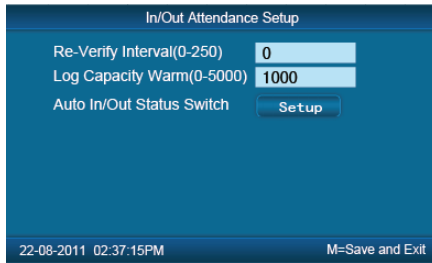
【Re-Verify Interval(0-250)】:The time interval between repeated attendance records for the same user. Default is 0 which means you can make records continuously. If the time interval shorter than this value, the system will prompt already passed and only save the first record.

【Log Capacity Warm(0-5000)】: If the rest memory space for the records is less than the threshold value, the device will alarm automatically and remind the manager to delete the records timely. Please backup all data first before delete records.

【Auto In/Out Status Switch】: Select【Auto In/Out Status Switch】, and press 【OK】to enter the following interface.
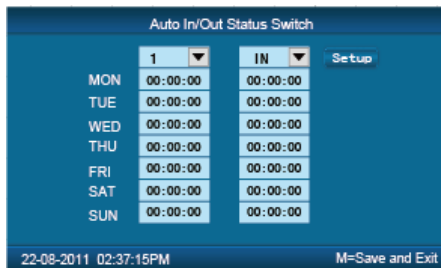
According the different work conditions set the time point to switch attendance

status. You can set 10 time points max.

2.3.4.3.3   Clock Option

Press number keys or 【IN/←】、【OUT/→】key to select【Clock Option】menu ,
press【OK】to enter【Clock Option】interface.

【Volume】：Adjust volume of device prompt voice. The volume range is: 0-5.

【Password】：Password for enter management menu. The default password is:
12345.

【Device ID】：Device ID is the unique identification mark for each unit. If
different devices use the same device ID in the same network，software can't work
well or get error when communicating. So make sure that each device in the same
network has its own device ID.

【Reset to factory settings】：All data will be lost after system initialization and
system will resume to factory configuration, please caution when initialize.

【Notice】: Device ID in the device menu must be same as the Device ID in the
time attendance software. Then the device can communicate with time attendance
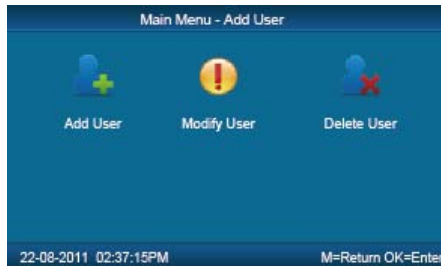software successfully.

2.3.4.3.4   Admin Level★

Set general Admin's permission. There are four groups for different permissions.

Press number keys or 【IN/←】、【OUT/→】key to select【Admin Level】menu ,
press【OK】to enter【Admin Level】interface.

Admin Level		
Group	1 ▼	Setup
Function	Open	
Add User	No	
Modify User	No	
Delete User	No	
Search Record	No	
Time Setup	No	
To Pen Drive	No	
22-08-2011 02:37:15PM		M=Save and Exit

For example: Set one group administrator without "Modify User" permission.

Press【OK】to active the group management options box, press【IN/←】、【OUT/→】key select group "1" and press【OK】 to confirm and select the "Modify User" option with【IN/←】、【OUT/→】key. Then press【OK】to switchover "Yes" or "No", set as "No" and click【setup】to save.

Main Menu - Add User

Add User   Modify User   Delete User

22-08-2011 02:37:15PM   M=Return OK=Enter

The icon ' ! ' means cannot operating it.

2.3.4.4   Other Options

In【Clock Setup】,select【Other Options】and press【OK】 to enter【Power Manage】interface.

Main Menu - Power Manage

Power Manage   Access Control   COM Port Setup

22-08-2011 02:37:15PM   M=Return OK=Enter

2.3.4.4.1   Power Manage

Press number keys or【IN/←】、【OUT/→】key to select【Power Manage】menu and press【OK】to enter【Power Manage】interface.
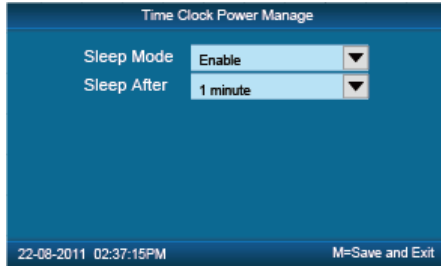
【Sleep Mode】：Enable/Disable the sleep mode. Sleep Mode: Close Display/ Screensaver

【Sleep Setup】：Set device beginning time for timing sleep mode when without any operation on the device. The range is: 1-15 minutes.

【Notice】：Timing sleep means the device will enter sleep mode after timing sleep time passed when there is no operation on the device. You may press【OK】 to wake up the device.

2.3.4.4.2   Access Control ★

【Access Control】 setup include "Relay Mode" , "Lock Delay(0-15Sec)"

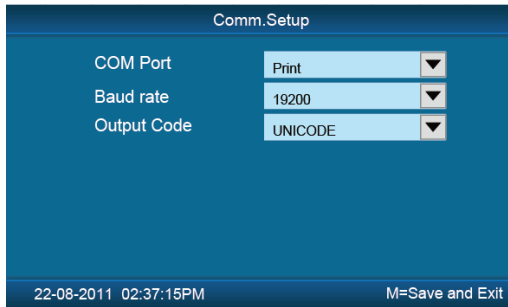Press number keys or【IN/←】、【OUT/→】key to select【Access Control】menu and press【OK】to enter【Access Control】interface.
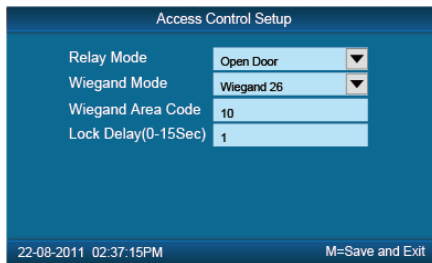
【Relay Mode】：Set relay output for controlling the door lock or ring bell.

【Lock Delay】（0-15 Sec）：Unlock time length. The lock will be locked again after the time length. Press 【M】 to save and exit.

2.3.3.4.3 COM Port Setup ★

Press the number keys or 【IN/←】、【OUT/→】to select 【COM Port Setup】，
Press 【OK】 to enter 【Comm.Setup】 interface:

	Comm.Setup	
COM Port	Print ▼	
Baud rate	19200 ▼	
Output Code	UNICODE ▼	
22-08-2011 02:37:15PM		M=Save and Exit

Com Port:	Communication or Print function
Baud Rate：	Baud Rate:19200 for print function
	Baud Rate:57600 for communication function
Output Code	Font coding for Print

Press 【M】 to save and return to previous menu.

2.3.4.5 Test★

In 【Clock Set】menu，select 【Self Test】and press【OK】to enter【Self Test】interface.

Test the following device hardware function：【FP Sensor Test】、【LCD Test】、【Keypad Test】、【Voice Test】.

2.3.5   Clock Information

Check the system basic information, including product model, serial number, company name, etc.

In main menu, select 【Clock Information】and press【OK】to enter 【Clock Information】interface.

【Model】: Production model

【Serial #】:The unique identifier of the device and cannot be modified.

【Company】:The user company name which can be modified by updating the firmware.

【Fingerprint】: Display the registered fingerprint number and the total fingerprint capacity.

【User】 ：Display the registered employee number and the total employee capacity.

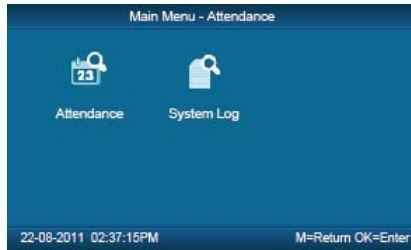【Records】: Display the stored attendance records number and the total

records capacity.

【Firmware】：The system firmware version information.
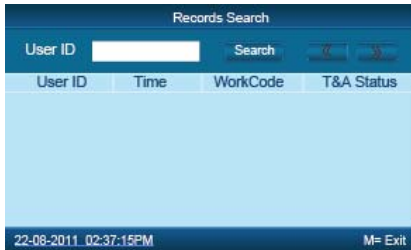
Press【M】key to save and exit to the previous menu.

2.3.6   Search Record★

In main menu, select 【Search Record】 option and click【OK】to enter 【Search Record】interface.

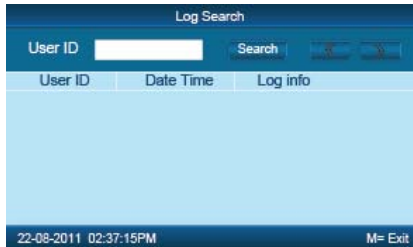Select 【Attendance】press 【OK】to enter 【Attendance】interface.

2.3.6.1   Attendance

Press【OK】and fix cursor to user ID field, input user ID and click【OK】to confirm, select 【IN/←】、【OUT/→】key to move cursor to 【Search】, click【OK】to confirm, and all T/A records of this user would be displayed as following.

Press【M】to save and return to previous menu.

2.3.6.2   System Log★

Select 【System log】and click【OK】to enter 【System Log】interface.

Press【OK】and fix cursor to user ID field, input administrator user ID and click 【OK】to confirm, select 【IN/←】、【OUT/→】key to move cursor to 【Search】, click【OK】to confirm. Press【M】to save and return to previous menu.

Chapter6 FAQ

Frequently asked questions and answers

6   FQA ★

6.1   Fingerprint has enrolled but often gets failure in identification.

Reason	Solution
1. The fingerprint was not captured properly	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light	Avoid direct sun light or other bright light
3. Too dry finger	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics	Clean fingers with towel
5. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
6. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor	Clean sensor surface (Adhesive tapes recommended)
8. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
9. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet	Place enrolled finger.

6.2   The machine cannot connect with PC.

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable

3. Not able to connect COM (wrong COM No.)	Please enter the right COM No.
4. Not able to connect TCP/IP (wrong setting)	Refer to the manual for connecting Time Attendance terminal

6.3   No records found though employee have clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time
2. Minority employee fingerprint false accepted	1. Add records manually 2. Adjust fingerprint matching precision 3. Change another finger and enroll again.

6.4   Clock's time works fine, but FP scanner is off, employee cannot attendance

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. Fingerprint scanner abnormal	Restart the machine or change the fingerprint module

6.5   We do not use the ID + fingerprint mode to verify.

Reason	Solution
1. Wrong ID entered	Enter the right ID
2. This user has no right to use 1:1 identification method	Set 1:1 identification method for this user.

6.6   The unit beeps automatically when no one punches in/out.

Reason	Solution

1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface (Adhesive tapes recommended)

Please note: Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!
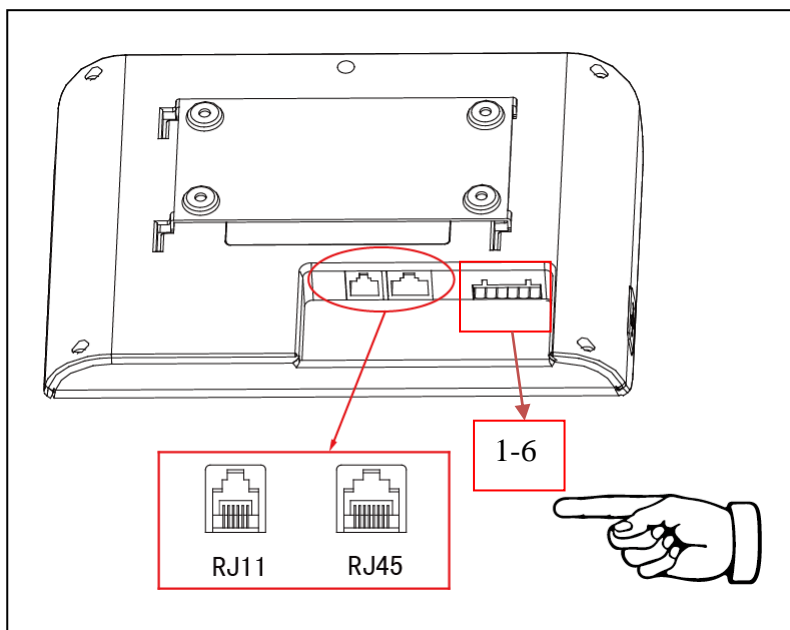
Chapter7　Appendix

The main theme of this chapter is the additional information of this T&A including access control cable connection and way of pressing finger.
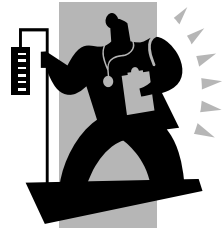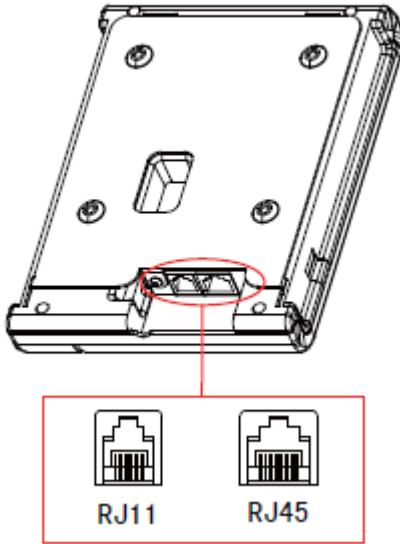
7   Appendix

7.1   C3 Interface Illustration

COM port:

1、TXD

2、RXD

3、GND

Relay：

4、NC

5、NO

6、COM

7.2   C2 /C2C Interface Illustration

RJ11   RJ45

7.3   Finger Placement Illustration

Correct way to place finger：

Incorrect way to place finger：

Too small valid area   left-of-center   right-of center   Defluxion Too down

1. It is better for each user to register more than two fingerprints.

2. Place finger flatly and cover the sensor surface as bigger as possible in order to scan more fingerprint features.

3. Try to keep the same direction and angle each time when placing fingers.

4. If your finger has sweat or water, please dry it and then register again. (The wet finger can cause the finger image not clear)

5. If your finger is too dry, make it a little wet or touch the fore head to increase oily of the finger; press with a little strength on sensor. (The dry finger can cause the finger image not clear)

6. Avoiding the fingers with callus, peeling or injury to ensure the register and identification successful.

7. For improving the precision of the fingerprint identification, it is better to use the thumb, then forefinger and middle finger.