User Manual

STP10/20 Smart Time Recorder

Version: 1.0

Date: Jan, 2018

About This Manual

- This manual introduces the operation of user interfaces and menu functions of Smart Time Recorder.
- The pictures in this manual may not be exactly consistent with those of your product; the actual product's display shall prevail.

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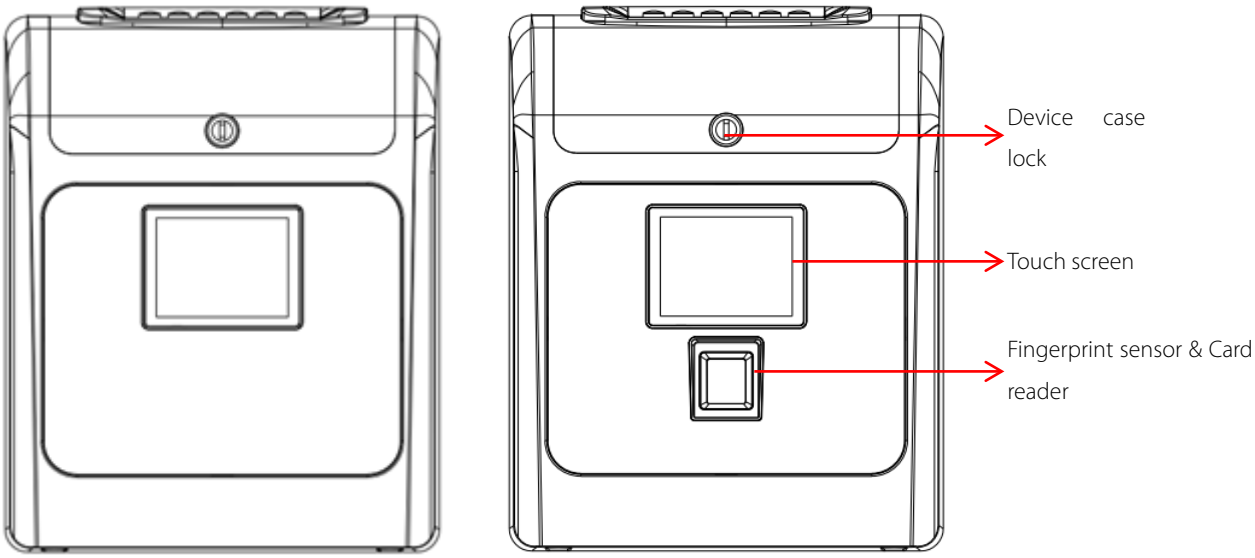
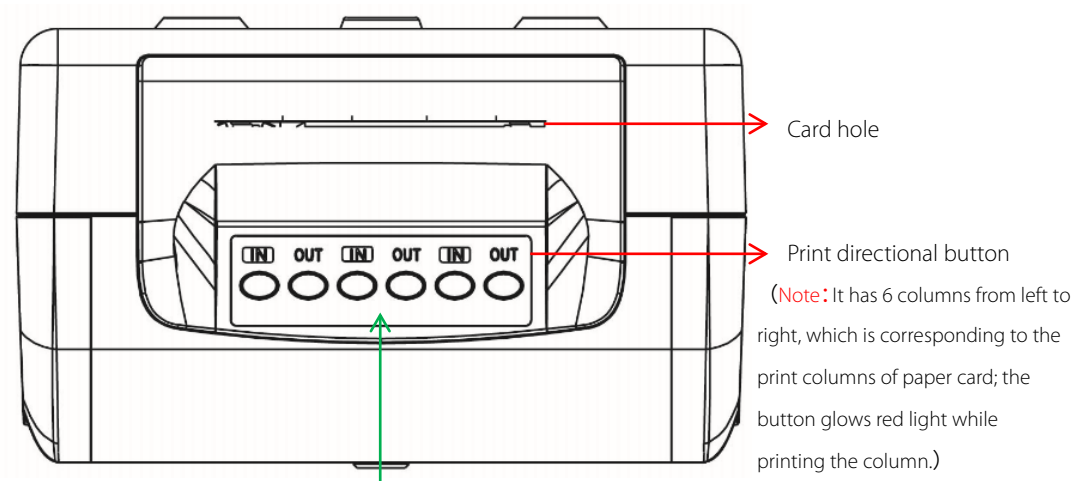
1 Appearance

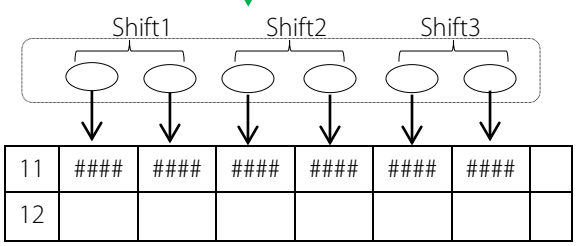
Front view



STP10 **STP20**

Top view





Print button corresponds to the column of paper card

2 Main Menu

User Mgt.: Basic information of registered users, including user ID, name, user role, verification mode, fingerprint, badge number and password.

Clock Core Setting: To set the needle printer, shifts, ribbon, paper card and print contents of smart time recorder.

Comm.: To set the related parameters of the communication between the device and PC, including PC connection and Wireless Network.

System: To set related parameters of the system, including setting language, date & time, voice, bell schedule, attendance and fingerprint parameters, USB upgrade and resetting to factory settings.

Data Mgt.: Delete all data, delete admin role, delete attendance data, delete backup data and backup, restore, download, upload data.

Attendance Search: To search for the attendance records stored in the device.

Autotest: To automatically test different module's functions, including the LCD, voice, fingerprint sensor and clock RTC test.

System Info: To check device capacity, device and firmware information.

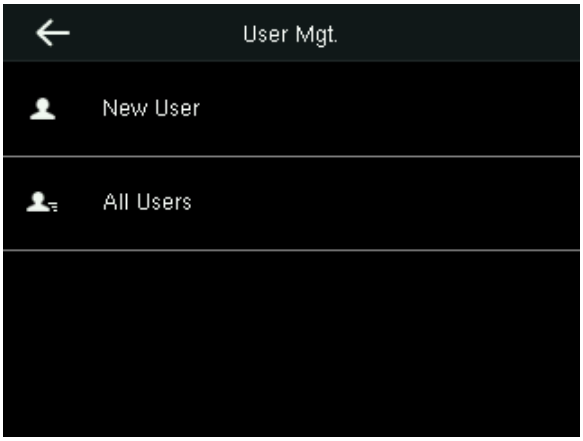
Note:

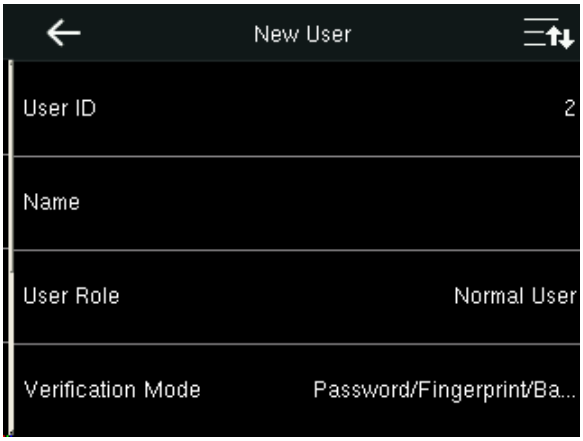
Some functions such as COMM. and Attendance Search that STP10 Smart Time Recorder may not have.

3 User Management

3.1 Adding User

Including adding super admin and normal user.





User Management>New User to enter **New User** setting interface.

Settings include inputting User ID, name, choosing User Role and Verification Mode, registering Fingerprint and Badge Number, setting Password .

Add a Super Admin: Choose "Super Admin" in [**User Role**], who is allowed to operate all the functions on the menu.

Add a Normal User: Choose "Normal User" in **[User Role]**. When the Super Admin is set, Normal Users can only clock in; when the Super Admin is not yet set, Normal Users can operate all functions on the menu.

Verification Mode: Support multiple verification modes, such as Password/Fingerprint/ID Card, Fingerprint only, Password, ID Card only, User ID + Fingerprint, Fingerprint + Password, Fingerprint + ID Card, Fingerprint + Password + ID Card and so on. Only complete the verification can enter the menu management.

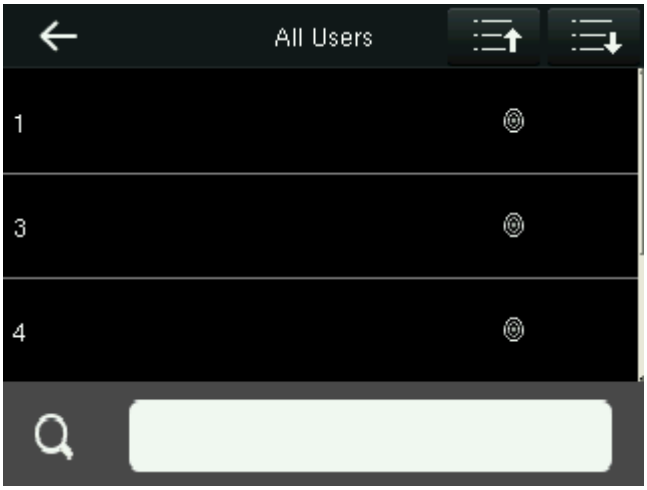
Password: 1 to 8 digits of password is accepted.

Note:

1. The device automatically allocates user ID for users in sequence, but user can set it manually as well.
2. The device supports user ID ranged from 1 to 99.

3.2 Searching User

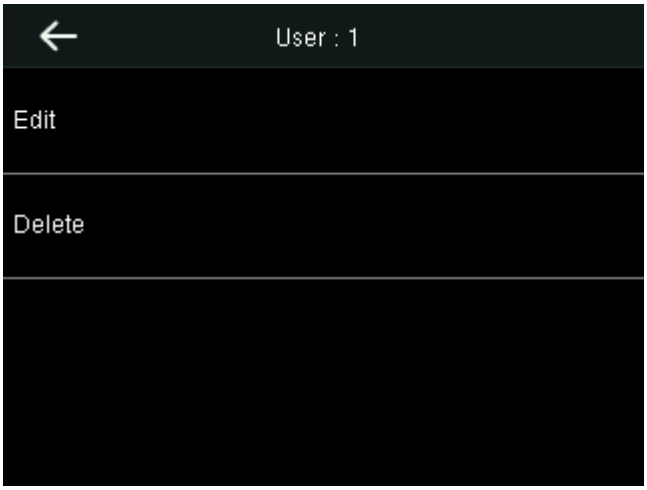
Enter user ID on the User List to search for a user.



User Management>All User to enter **All Users** interface. Input "User ID" or "User Name" in , the corresponding user will be shown.

3.3 Editing User

After a user is chosen through 3.2 Searching User, select **[Edit]** to enter user editing interface.
Or in the initial interface press **User Mgt.** > **All Users** > Search a user > **Edit** to enter user editing interface.
The operation method of editing user is the same with that of adding user, but the user ID cannot be edited.



3.4 Deleting a User

After a user is chosen through 3.2 Searching User, select **[Delete]** to enter user deleting interface.
Or in the initial interface **User Mgt.** > **All Users** > Search a user > **Delete** to enter user deleting interface.

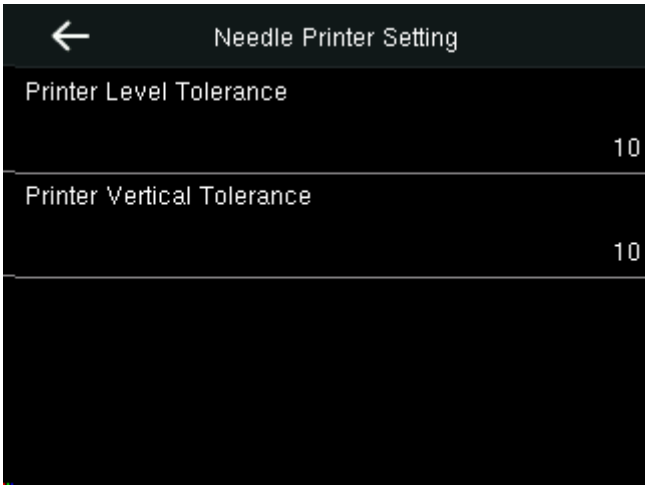
Notes:

Only when the user has registered fingerprint, password, badge, will the corresponding to-be-deleted item be shown.

4 Clock Core Setting

4.1 Needle Printer Setting

Clock Core Setting>Needle Printer Setting. Adjust the print position of the words in table cell. The adjustment range is "1~20". The default is10.

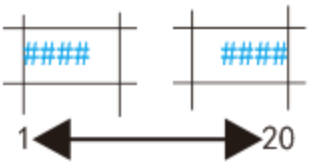


Printer Level Tolerance

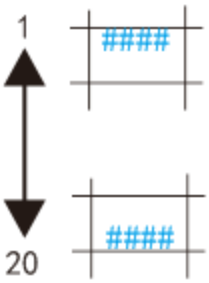
Adjust print position in level. The smaller the number is, the more left print position will be and vice-versa.

Print Vertical Tolerance

Adjust print position in vertical. The smaller the number is, the more up print position will be and vice-versa.



Level

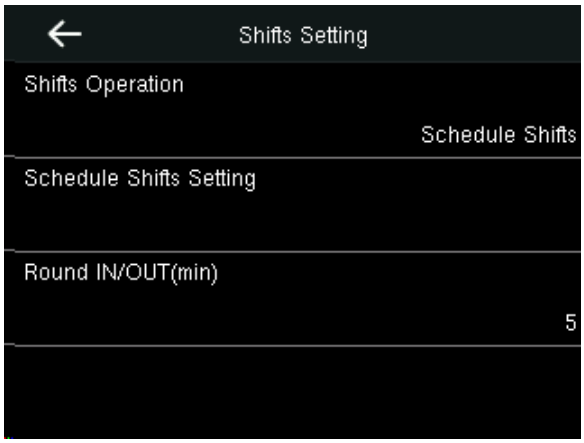


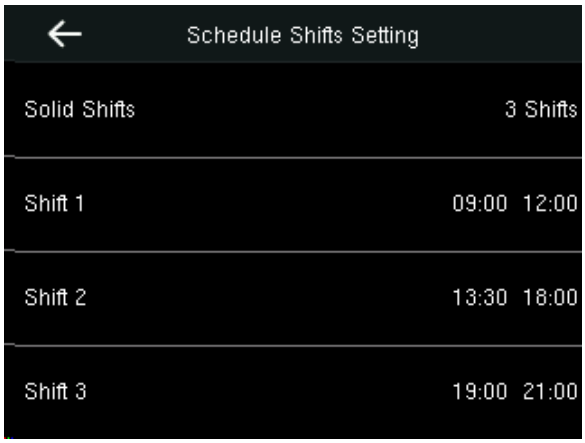
Vertical

4.2 Shifts Setting

It has two modes of shifts operation. The default mode is Assign Column.

- **Schedule Shifts**





Clock Core Setting>Shifts Setting>Shifts Operation>Schedule Shifts.

Set the working period and the time for late arrival and early leaving. It can set maximum of three periods. The default Round IN/OUT time is 5 minutes.

The start and end time of Shift 1 is corresponding to column 1 and 2. The start and end time of Shift 2 is corresponding to column 3 and 4, and so on.

➢ **Assign Column**

Shifts Setting>Shifts Operation>Assign Column**.** Each column can have a print time period assigned to them.

Column Print Time

Assign the start and end time of each column. Punches that occur during the column print time will be printed in the corresponding column. For example, in the above figure, when the time is 15:15, the print position will shift to Column3. User punches during 15:15-15:45, it's only printed in Column3.

Exception Time

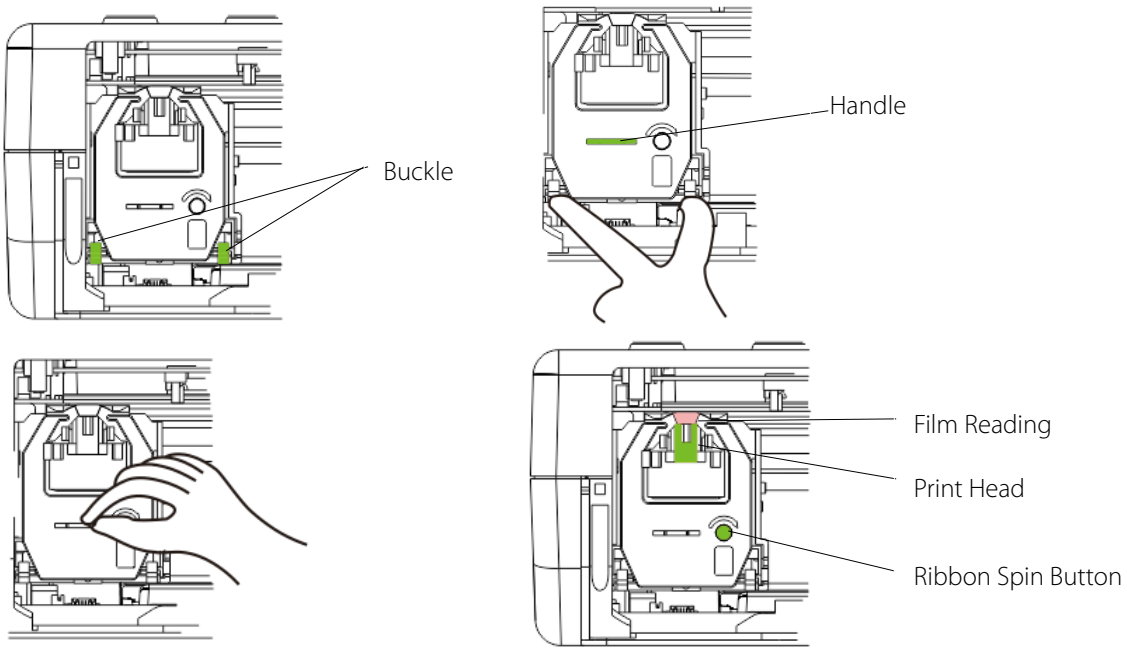
Up to six periods can be set for late arrival and early leaving. When the function of Enable Red Color Printing is open, punches that occur during Exception Time shifts will be printed in red.

4.3 Ribbon Setting

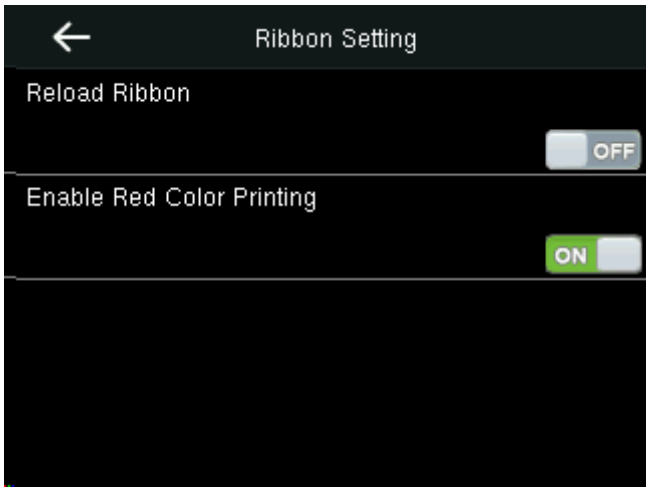
➢ Clock Core Setting>Ribbon Setting. Press "Reload Ribbon", the ribbon will move to the middle position.

Steps:

1) Open the device case.
2) Press down on the buckle and pull up on the handle to remove the old ribbon cartridge.
3) Put the new ribbon cartridge in print head. Rotate the spin button clockwise to tighten the ribbon.
4) Click "OK" in the interface after loading correctly. The ribbon will move to left. Then close the case. (Note: If it isn't confirmed in the interface within 10 minutes, the ribbon will be restored.)



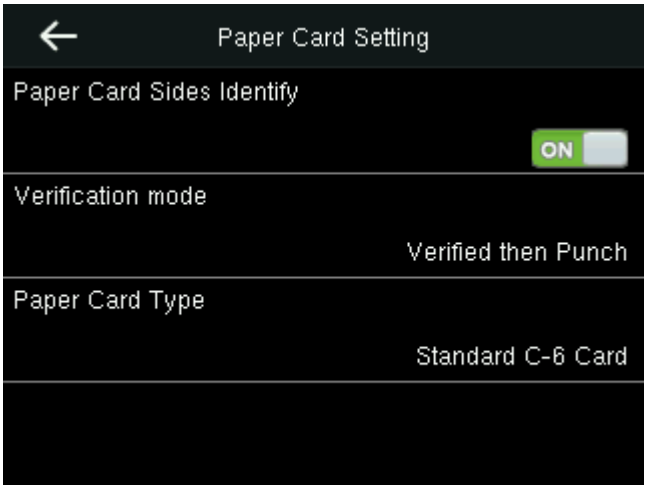
➢ Ribbon Setting>Enable Red Color Printing.



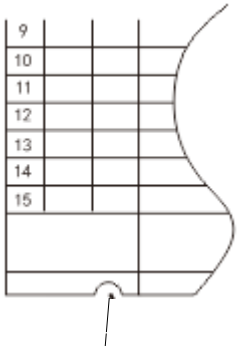
11	####	####	####	####	####	####	
12							

Printed in red

4.4 Paper Card Setting



➢ Clock Core Setting>Paper Card Setting>Paper Card Sides Identify. Open it and it can identify the paper card side. If the paper card side is wrong, the printer won't draw the paper in.



Card Side Identification

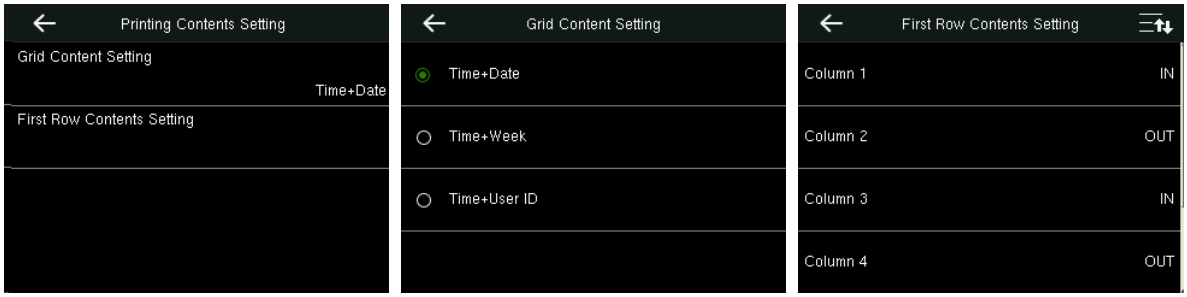
➢ Paper Card Setting>Verification Mode, can choose Verified then Punch or None Verification.

Verified then Punch: Users need to complete the verification before punching.

None Verification: Users can punch directly without verification.

➢ Paper Card Setting>Paper Card Type, only Standard C-6 Card is supported now.

4.5 Printing Contents Setting

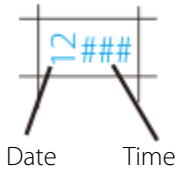


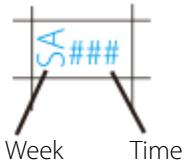
➢ Clock Core Setting>Printing Contents Setting>Grid Content Setting.

When the verification mode is Verified then Punch, the grid content can be set as Time+Date, Time+Week or Time+User ID. The default is Time+User ID.

When it is None Verification, the grid content can be set as Time+Date or Time+Week. The default is Time+Date. For

example：

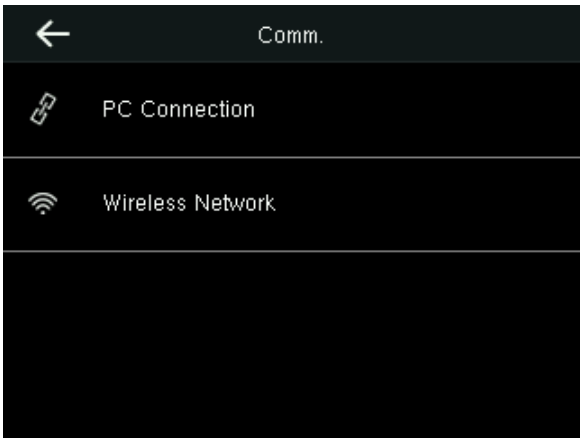


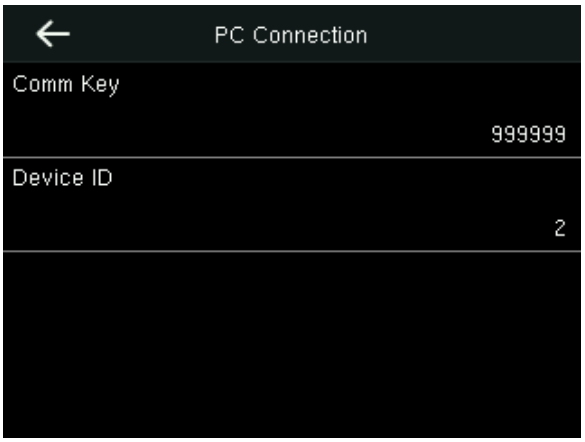


➢ Printing Contents Setting>First Row Contents Setting, can set the first row content of each column.

5 Communication

5.1 PC Connection





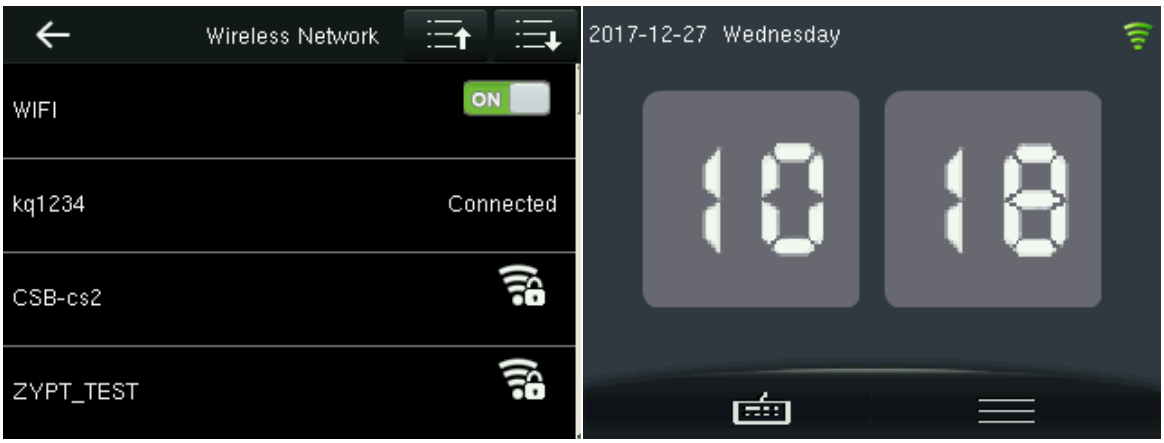
- **Comm key Settings**

To improve security of data, **Comm Key** for communication between the device and PC needs to be set.
If a **Comm Key** is set in the device, the correct connection password needs to be entered when the device is connected to the PC software, so that the device and software can communicate.
Communication>PC Connection>**Comm Key** to enter the **Comm Key** setting interface.
Comm Key: The default password is 0 (no password). **Comm Key** can be 1~6 digits and ranges between 0~999999.

- **Device ID Settings**

If the communication method is RS485, inputting this device ID in the software communication interface is required.
Communication>PC Connection>**Device ID** to enter the **Device ID** setting interface.
Device ID: Identity number of the device, which ranges between 1~254.

5.2 Wireless Network



WIFI is the short of Wireless Fidelity. Our device has a built-in WIFI module to achieve the wireless network function. Data transmit through WIFI, provides a wireless network environment for the device.

- **WIFI Connection**

Communication>Wireless Network>WIFI, open it, **the device will** search available WIFI in the network range. Select an available WIFI and input password. When the WIFI is connected successfully, the initial interface will display the logo.

- **Add WIFI Network Manually**

You can manually add the WIFI network when there is no WIFI in the list that you want to connect to.
Press▼ to select **"Add WIFI Network"** and enter the relevant parameters (The added network must exist).

- **Advanced Setting**

Press▼ to select **"Advanced"** and set the relevant parameters as required.
DHCP: Dynamic Host Configuration Protocol, which is to dynamically allocate IP addresses for clients via server. If DHCP is enabled, IP cannot be set manually.
IP Address: IP address for WIFI network, the default is 0.0.0.0, you can modify it as the actual network environment.
Subnet Mask: The default is 255.255.255.0, you can modify it as the actual network environment.
Gateway: the default is 0.0.0.0, you can modify it as the actual network environment.

6 System

6.1 Language

System>Language, Chinese and English are supported now.

6.2 Date Time

System>Date Time to enter the date/time setting interface. It includes setting date, time, 24-hour time, date format and daylight saving time and so on.

When resetting to factory settings, the date format can be restored (YYYY-MM-DD).

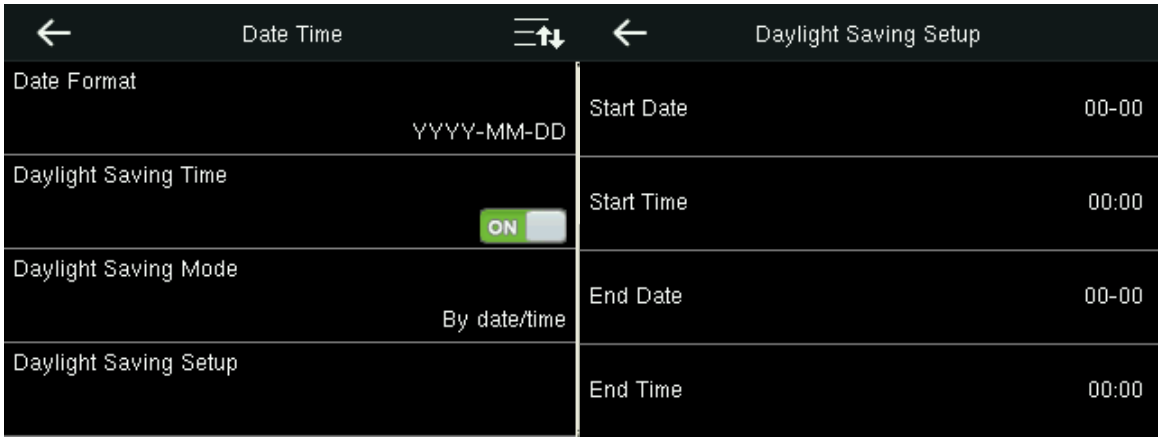
Notes:

When resetting to factory settings, the device's date/time will not be restored (if the date/time is set to 18:30 on January 1, 2020, after settings are reset, the date/time will stay at 18:30 on January 1, 2020.

➢ **Daylight Saving Time**

DST, which is also called **Daylight Saving Time**, is a system adjusting local time in order to save energy. The time adopted during the set dates is called "DST". Usually, the time will be one hour forward in summer. This enables users to sleep or get up earlier, and also reduce device's lighting to save power. In autumn, the time will resume the standard time. Regulations are different in different countries. At present, nearly 110 countries adopt DST.

To meet the demand of DST, a special option can be customized. Make the time one hour forward at XX (hour) XX (day) XX (month), and make the time one hour backward at XX (hour) XX (day) XX (month).



System > Date Time > Daylight Saving Time to enable **Daylight Saving Time**.

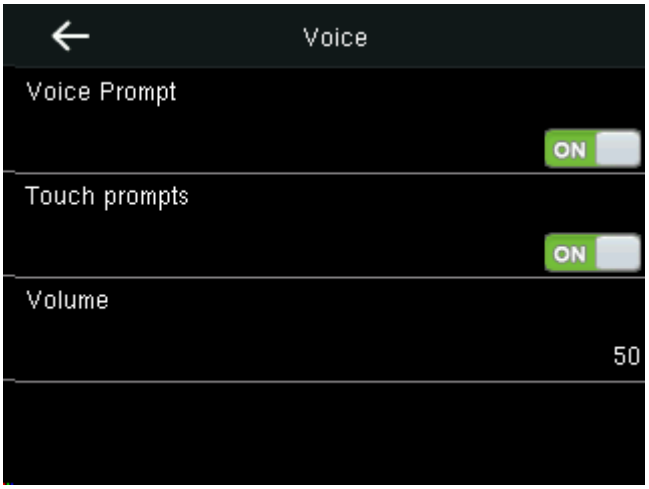
Daylight Saving Mode: Daylight Saving Time Mode, by date/time mode and by week/day mode for selection.

Daylight Saving Setup: Set date/time or week/day of the Daylight Saving Time according to the selection in Daylight Saving Mode.

Notes:

1. If the month DST starts is later than the month DST ends, DST spans two different years. For example, the DST start time is 2014-9-1 4:00 and the DST end time is 2015-4-1 4:00.
2. Assume that the week /day mode is selected in **[Daylight Saving Mode]** and the DST starts from Sunday of the sixth week of September in 2013. According to the calendar, September of 2014 does not have six weeks but has five weeks. In this case, in 2014, DST starts at the corresponding time point of the last Sunday of September.
3. Assume that the DST starts from Monday of the first week of September in 2014. According to the calendar, the first week of September in 2015 does not have Monday. In this case, the DST starts from the first Monday of September in 2015.

6.3 Voice

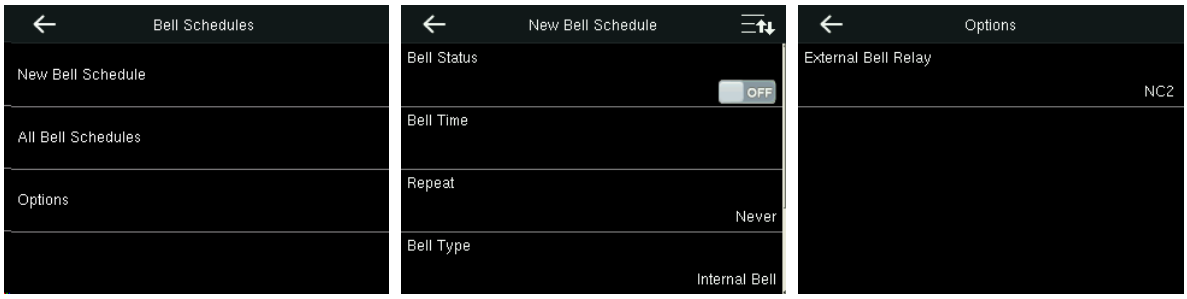


System>Voice, can open the voice prompt, touch prompts and set the volume of device.

Voice Prompt: It will prompt tone while operating some specific menu.

Touch Prompts: It will prompt tone after touching the screen.

6.4 Bell Schedules



System>Bell Schedules>New Bell Schedule, can set Bell Status, Bell Time, Repeat, Bell Type, Ring Tone and Internal bell delay.

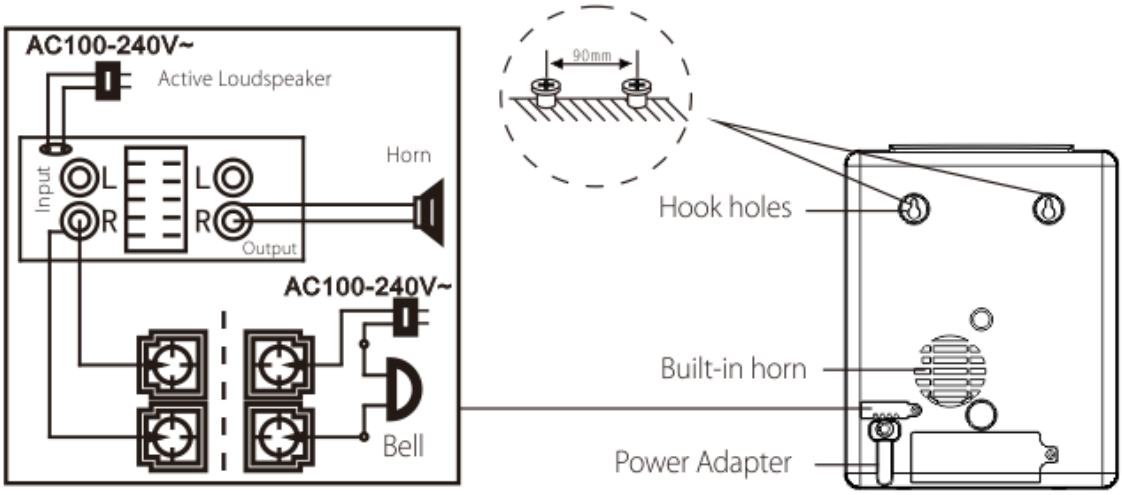
Internal Bell: built-in bell in device;

External Bell: connect other bell device.

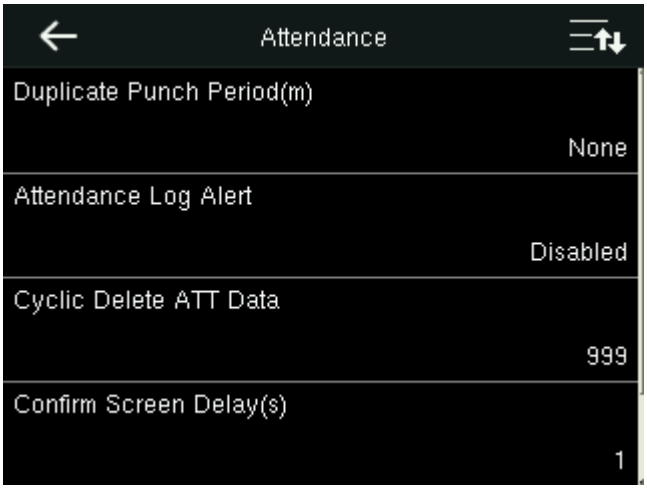
External bell should select the relay NC2. (System>Bell Schedules>Options>NC2)

Music output needs an active speaker device to connect it to the horn and bell control, the connection method is similar to bulb switch. The two different output methods are shown in the following figure.

Please route the wires from the hole behind the device to the output device.



6.5 Attendance



System>Attendance to enter **Attendance** setting interface.

Duplicate Punch Period (m): Within a set time period (unit: minutes), the duplicated attendance logs will not be reserved (value ranges from 1 to 999999 minutes). When the value is set to ***None***, all duplicated attendance logs will be reserved.

Attendance Log Alert: When the remaining storage is smaller than the set value, the device will automatically alert users to the remaining storage information. It can be disabled or set to a value ranged from 1 to 9999.

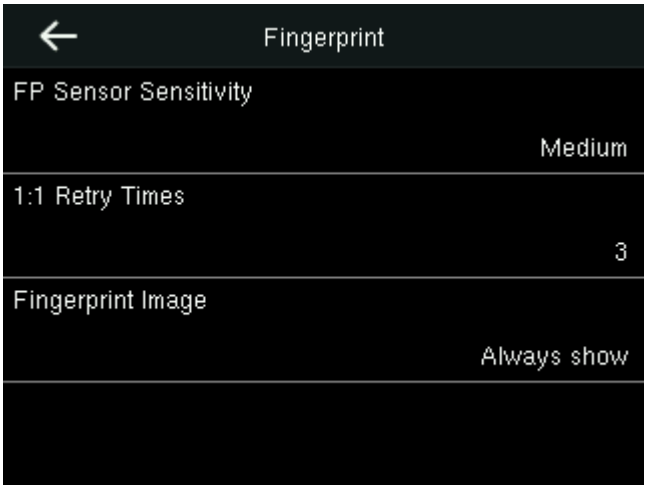
Cyclic Delete ATT Data: The number of attendance logs allowed to be deleted in one time when the maximum storage is attained. It can be disabled or set to a value ranged from 1 to 999.

Confirm Screen Delay(s): The display of the verification information interface after verification. Value ranges from 1 to 9 seconds.

For example, if the **Confirm Screen Delay(s)** is set to 5s, after successful verification, the verification information interface will be closed after 5s.

Verification Result Font Size: To set the font size of verification result prompt box. The font size can be set as ***Medium Font Size***, ***Large Font Size*** or ***X-Large Font Size***.

6.6 Fingerprint



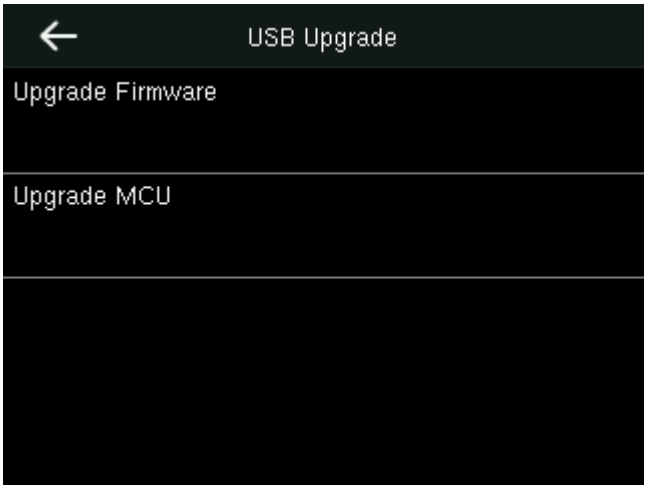
System>Fingerprint to enter the **Fingerprint** setting interface.

FP Sensor Sensitivity: To set the sensibility of fingerprint collection. It is recommended to use the default level "**Medium**". When the environment is dry, resulting in slow fingerprint detection, you can set the level to "**High**" to raise the sensibility; when the environment is humid, making it hard to identify the fingerprint, you can set the level to "**Low**".

1:1 Retry Times: In 1:1 Verification or Password Verification, users might forget the registered fingerprint or password, or press the finger improperly. To reduce the process of re-entering user ID, retry is allowed; the number of retry can be within 1~9.

Fingerprint Image: To set whether to display the fingerprint image on the screen in registration or verification. Four choices are available: Show for enroll, Show for match, Always show, None.

6.7 USB Upgrade



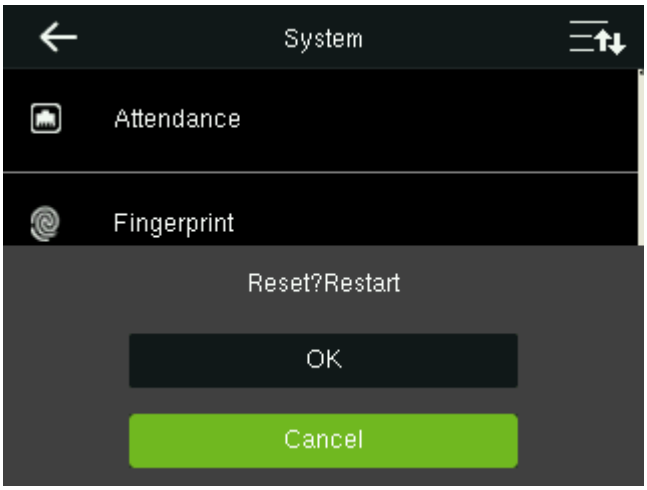
Insert the U disk with upgrade file into the device's USB port, and press **System** > **USB Upgrade** to complete upgrade operation.

Notes:

If upgrade file is needed, please contact out technical support. Firmware upgrade is not recommenced under normal circumstances.

6.8 Reset

Reset data such as communication settings and system settings to factory settings.



System>Reset> OK to finish the reset setting.

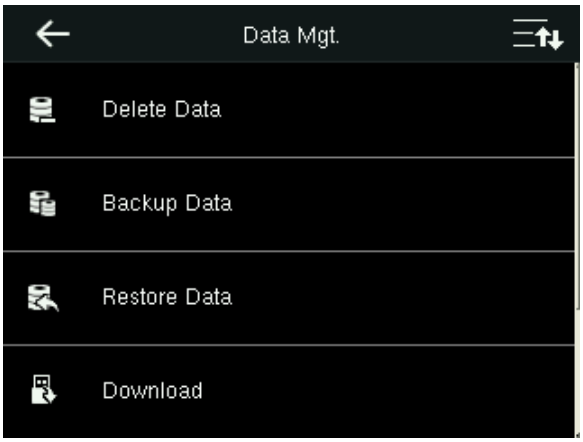
Notes:

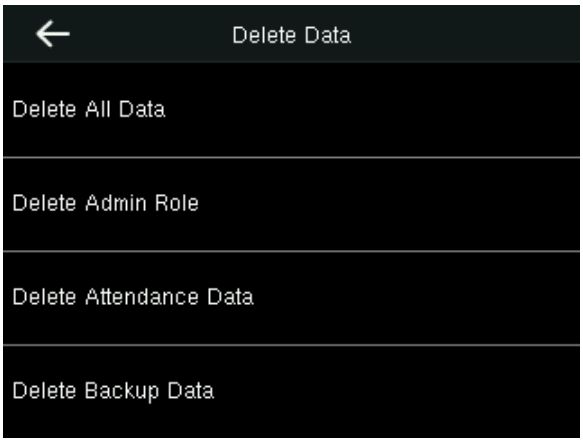
When resetting to factory settings, the date and time will not be affected. For example, if the device date and time are set to 18:30 on January 1, 2020, the date and time will remain unchanged after resetting to factory settings.

7 Data Management

7.1 Delete Data

To manage data in the device, which includes delete all data, delete admin role, delete attendance data, and delete backup data.





Date Management>Delete Data to enter the **Delete Data** settings interface.

Delete All Data: To delete all user information, fingerprints and attendance logs etc.

Delete Admin Role: To make all Administrators become Normal Users.

Delete Attendance Data: To delete all attendance data in the device.

Delete Backup Data: To delete all backup data.

7.2 Backup Data

To backup the business data, or system data to the device or U disk.

Backup to USB Disk

Insert the USB disk. Press **Data Mgt.** > **Backup Data** > **Backup to USB Disk** > **Backup Content** > choose content to be backed up (**Business Data** / **System Data**) > **Backup Notes** > **Backup Start** to start backup. Restarting the device is not needed after backup is completed.

Notes:

The operations of **Backup to Device** are the same as that of **Backup to USB Disk**.

7.3 Restore Data

To restore the data in the device or U disk to the device.

Restore from USB disk

Insert the USB disk. Press **Data Mgt.** > **Restore Data** > **Restore from USB Disk** > **Content** > choose content to be restored (**Business Data** / **System Data**) > **Notes**> **Start Restore** > select **Yes** to start restoring. After restoration completes, click **[OK]** to automatically restart the device.

Notes:

The operations of **Restore from Device** are the same as that of **Restore from USB Disk**.

7.4 Download

Before uploading/downloading data from/to the USB disk, insert the USB disk into the USB slot first.

Data Management>Download to enter the USB **Download** interface. Time period is required to choose only in downloading **Attendance Data**.

Attendance Data: To download attendance data in specified time period into USB disk.

User Data: To download all user information and fingerprints from the device into USB disk.

7.5 Upload

Data Management>Upload to enter the USB **Upload** interface.

User Data: To upload all the user information and fingerprints from USB disk into the device.

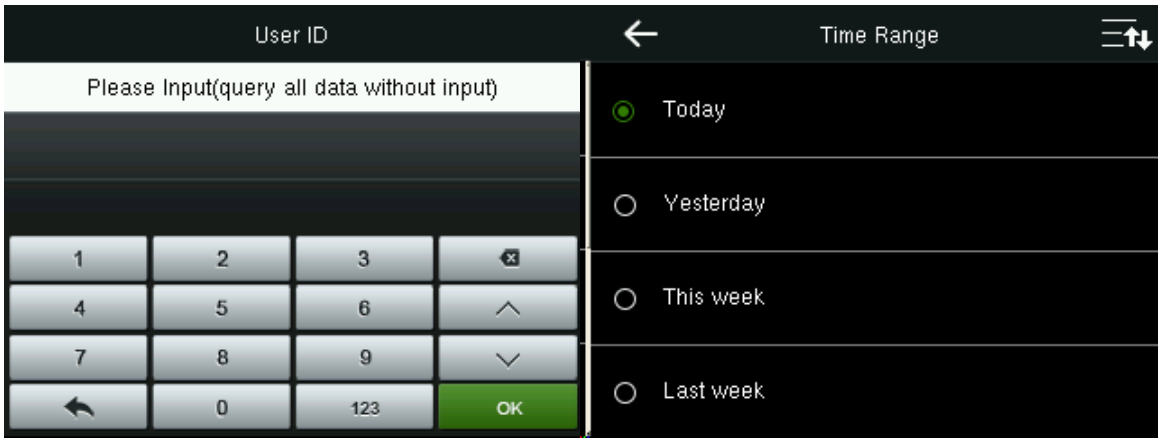
7.6 Download Options

Data Management>Download Options>Delete ATT Data.

To set whether delete ATT data after downloading successfully or not.

8 Attendance Search

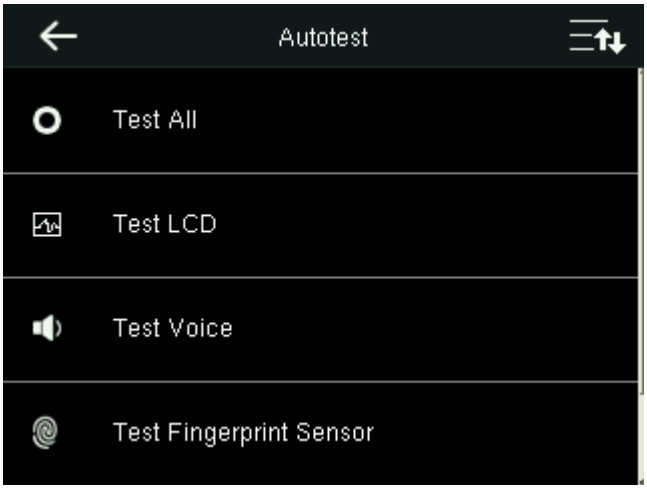
When users verify successfully, attendance records are saved in the device. This function enables users to check attendance logs.



Attendance Search > enter **User ID** (if no ID is entered, all user records will be searched) > select **Time Range**, the corresponding attendance logs will then be shown.

9 Autotest

To automatically test whether all modules in the device function properly, which include the LCD, voice, fingerprint sensor and clock RTC (Real-Time Clock).



Press **Autotest** to enter the **Autotest** interface.

Test All: To test LCD, voice, fingerprint sensor and clock RTC. During the test, touch the screen to continue to the next test, while press ← to exit the test.

Test LCD: To test the display effect of LCD screen by displaying full color, pure white, and pure black to check whether the screen displays colors properly.

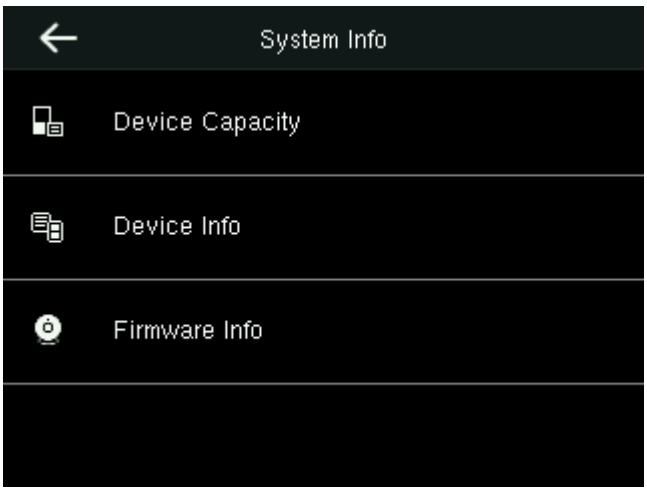
Test Voice: The device automatically tests whether the voice files stored in the device are complete and the voice quality is good.

Test Fingerprint Sensor: To test the fingerprint sensor by pressing fingerprint to check if the collected fingerprint image is clear. When pressing fingerprint on the sensor, the image will be displayed on the screen.

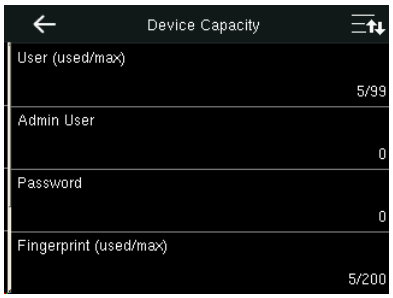
Test Clock RTC: To test the Real-Time Clock. The device tests whether the clock works properly and accurately by checking the stopwatch. Touch the screen to start counting time, and touch it again to stop counting, to see if the stopwatch counts time accurately.

10 System Information

Check data capacity, device and firmware information.

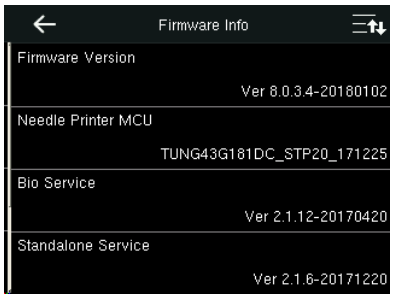


Press **System Info** to enter the **System Info** interface.



Device Capacity

Device Info



Firmware Info

Device Capacity: To display the number of registered users, administrators, passwords, fingerprints, badges, attendance logs, also to check the total storage of users, fingerprints, badges, attendance records.

Device Info: To display the device name, serial number, MAC address, fingerprint algorithm, platform information, MCU version, manufacturer and manufacturer date.

Firmware Info: To display the firmware version, Needle Printer MCU, Bio service, Standalone service.

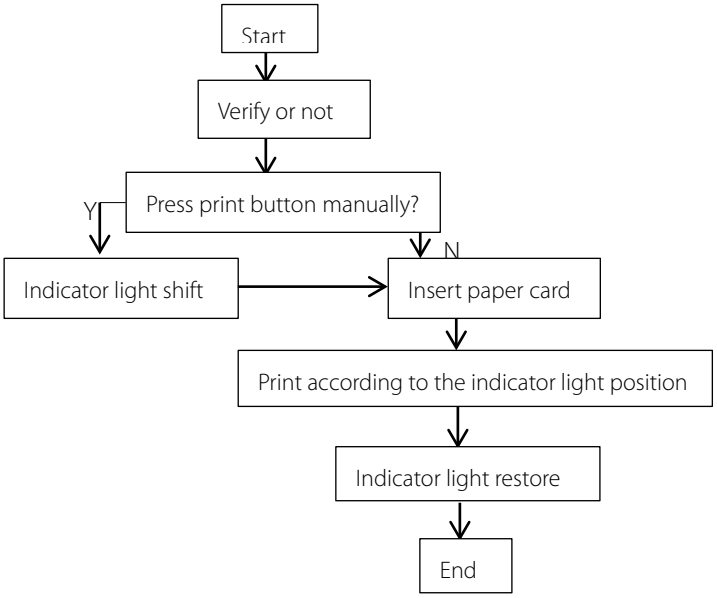
Notes: The display of Device Capacity, Device Info and Firmware Info on the system information interface of different products may vary; the actual product shall prevail.

11 Attendance Process

- In None Verification mode, users just put in the paper card. The device will print automatically according to the indicator light position.
- In Verified then Punch mode, users need to complete the verification first. Then it prompts to insert the paper card. (If paper card isn't inserted within 10 seconds, it will restore to the initial interface.) After printing, the attendance data is also saved in device.

Notes:

Indicator light position shifts to corresponding column according to the shifts settings of time recorder. If it's needed to print in another column, press the print button manually. The button will glow red light. Then put in paper card. After printing, it will restore to original setting in a minute.



12 Troubleshooting

Faults	Probable Causes	Remedial Actions
Can't draw card	1) Power cut 2) Bad contact of power 3) Putting or pulling card vigorously	1) Wait for the power recovering 2) Check the outlet 3) Check the size of card and the method in or out
Print color is too light	Ribbon is consumed completely	Install a new ribbon cartridge
Print position is wrong	1) Wrong account day is set 2) Using wrong method	1) Set right account day 2) Check the method of card in or out
Beeps but doesn't draw card	1) Card side is wrong 2) Putting card in wrong way	1) Put card in right side again 2) Put card with a light stress
Date is wrong	Wrong date is set	Set date again
Writing is wry	Method is wrong	Check the method of card in or out

13 Daily Precautions

- Don’t thump it or lean on it.
- Don’t put it in dusty environment or exposed to the sun or rain.
- Don’t keep close to high temperature environment and don’t use organic solvents and oil-or-fat to wipe the device case.

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