ECO TP200 User Manual





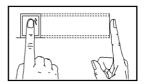
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1.1 Method of Pressing Fingerprint

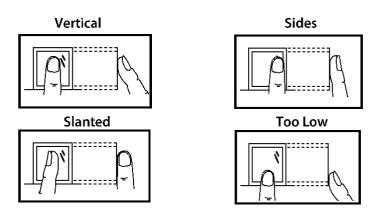
It is recommended to use the **index finger**, **middle finger** or **ring finger**; avoid using the thumb or little finger.

1. Correct way to press the fingerprint:



Press the finger horizontally onto the fingerprint sensor; the center of the fingerprint should be placed on that of the

2. Wrong ways to press the fingerprint:





Please use the correct method of pressing fingerprint for registration and verification. Our company does not undertake the responsibility for the lowered verification performance caused by user's improper operation. The rights to final interpretation and amendment are reserved.

1.2 Verification Modes

1.2.1 1:N Fingerprint Verification

Under this fingerprint verification method, a fingerprint collected by the sensor is verified with all fingerprints stored in the device.

Please use the correct way to press fingerprint onto the fingerprint sensor (for detailed instruction, please refer to 1.1 Method of Pressing Fingerprint).



Verification Succeeds

Verification Fails

marks: When the device displays "please press your finger again", press your finger again onto the fingerprint sensor.

1.2.2 1:1 Fingerprint Verification

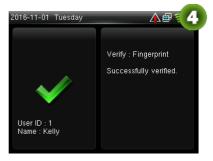
Under this fingerprint verification method, a fingerprint collected by the sensor is verified with the fingerprint corresponding to the entered user ID. Please use this method when difficulty is

encountered in 1:N fingerprint verification.



Press

"Fingerprint" and press [M/OK].





Verification succeeds

Verification fails

Remarks:

- 1. Input user ID in the initial interface and press [M/OK] button. If "Incorrect user ID!" is displayed, this means the user ID does not exist.
- 2. When the device displays "please press your finger again", press your finger again onto the fingerprint sensor. If verification still fails after 3 attempts, it will exit to the initial interface.

1.2.3 Password Verification

Under this verification method, the entered password is verified with the password of the entered user ID. User ID User ID User ID: 1 Verify: Password Fingerprint Input the user ID and press Choose "Password" and press Input password [M/OK] [M/OK] Verify: Fingerprint Verify : Fingerprint Illegal Fingerprint Successfully verified. Failed to verify.

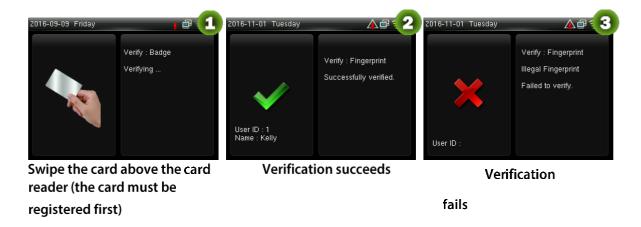
Verification succeeds

Verification fails

Remarks: If "Incorrect password" is displayed, please enter the password again. If verification still fails after 3 attempts, it will exit to the initial interface.

1.2.4 Card Verification □

Remarks: Card function is optional, only products with a built-in card module are equipped with card verification function. Please contact our technical support as required.



1.3 Initial Interface

When the device is turned on, the initial interface is shown as below:



2 Main Menu

When the device is in standby mode, press [M/OK] to open the Main Menu.

User Mgt.: Basic information of registered users, including user ID, name, user role, fingerprint, badge ★ (ID and MiFare card are optional), password and access control role.

User Role: To set user roles for accessing into the menu and changing settings.

Comm.: To set the related parameters of the communication between the device and PC, including ethernet parameters such as IP address etc., serial Comm, PC connection, Wireless Network, ADMS★ and Wiegand settings.

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

Personalize: This includes interface display, voice, bell, punch state key mode and shortcut key settings.

Data Mgt.: delete attendance data, delete all data, delete admin role and delete screen savers etc.

Access Control: This includes setting the parameters of the lock.

USB Manager: To transfer data such as user data and attendance logs from the USB disk to the supporting software or other devices.

Attendance Search: To search for the records stored in the device after successful verification.

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

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

3 Date/Time Settings







In the initial interface, press [M/OK] > System > Date Time to enter the date/time setting interface. It includes setting date, time, 24-hour clock, date format and daylight saving time.

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

Remarks: 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).

3.1 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).







Press [M/OK] > System > Date Time > Daylight Saving Time, then press [M/OK] 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.

How to set the Daylight Saving Time?

For example, adjust the clock forward one hour at 08: 00 on April 1 and backward one hour at 08: 00 on October 1 (the system turns back to the original time).

By date/time mode:





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.

By week/date mode:



- 1. If the month when DST starts is later than that when 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

4 User Management

4.1 Adding User

Including adding super admin and normal user.



In the initial interface, press [M/OK] > User Mgt. > New User to enter New User setting interface.

Settings include inputting User ID, Name, choosing User Role, registering Fingerprint and Badge Number (ID and Mifare card are optional), setting Password and setting Access Control Role. Add a Super Admin: Choose "Super Admin" in [User Role], who is allowed to operate all the functions on the menu.

As shown below, the user with User ID 1 is a super admin.



Add a Normal User: Choose "Normal User" in [User Role]. When the Super Admin is set, Normal Users can only use fingerprint, password or card for verification; when the Super Admin is not yet set, Normal Users can operate all functions on the menu.

Password: 1 to 8 digits of password is accepted.



- 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 9 digits.

4.3 Searching User

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



In the initial interface, press [M/OK] > User Mgt. > All User to enter All User interface. Input "User ID" in Q, the corresponding user will be shown. As shown in the above figure, search for the user with the user ID of "2".

4.4 Editing User

After a user is chosen through <u>4.3 Searching User</u>, press [M/OK] and select [Edit] to enter user editing interface.

Or in the initial interface press [M/OK] > User Mgt. > All User > Search a user > Press [M/OK] > Edit to enter user editing interface.

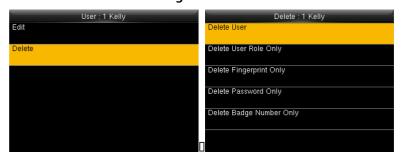
The operation method of editing user is the same with that of adding user, but the user ID cannot be edited.



4.5 Deleting a User

After a user is chosen through <u>4.3 Searching User</u>, press [M/OK] and select [Delete] to enter user deleting interface.

Or in the initial interface press [M/OK] > User Mgt. > All User > Search a user > Press [M/OK] > Delete to enter user deleting interface.



- Only when the user has registered fingerprint, password and badge ★, will the corresponding to-be-deleted item be shown.
- 2. Card function is optional.

4.6 User Display Style







In the initial interface, press [M/OK] > User Mgt. > Display Style to enter Display Style setting interface.

Several Display Styles are show as below:



Single Line Style

Multiple Line Style

Mixed Line Style

5 User Role

Setting user rights of operating the menu (a maximum of 3 roles can be set). When user role is enabled, in [User Mgt.] > [New User] > [User Role], you can allocate suitable user role to each user. Role: Super user needs to allocate different rights to new users. To avoid setting rights for each user one by one, you can set user roles to categorize different permission levels in user management.

5.1 Enabling User Role







In the initial interface, press [M/OK] > User Role > User Defined Role 1 (2 / 3) > Enable Defined Role, Press [M/OK] to enable defined role.

After enable defined roles, you can check the enabled user roles in [User Mgt.] > [New User] > [User Role].



Remarks: At least one registered Administrator is required to enable user role.

5.2 Rights Allocation



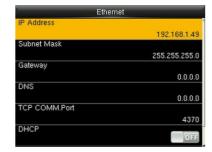
In the initial interface, press [M/OK] > User Role > User Defined Role 1 (2/3) > Define User Role to enter User Defined Role 1 (2/3) rights allocating interface. Press <math>[M/OK] to select or cancel the

6 Comm. Settings

6.1 Ethernet Settings







In the initial interface, press [M/OK] > Comm. > Ethernet to enter the Ethernet setting interface.

The parameters below are the factory default values, please adjust them according to the actual network situation.

IP Address: 192.168.1.201

Subnet Mask: 255.255.255.0

Gateway: 0.0.0.0

DNS: 0.0.0.0

TCP COMM. Port: 4370

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.

Display in Status Bar: To set whether to display the network icon on the status bar.

6.2 Serial Comm. Settings

Turning On / OFF RS485 Function







Press [M/OK] to enter main

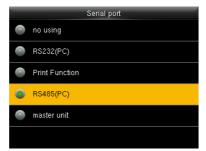
▼ key to select Serial

Press [M/OK] to enter Serial

port.

menu, and select Comm.

Comm and press [M/OK].





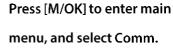
▼ key to select

Finish.

RS485(PC).

Turning On / OFF RS232 Function







▼key to select Serial Comm and press [M/OK].



Press [M/OK] to enter Serial port.





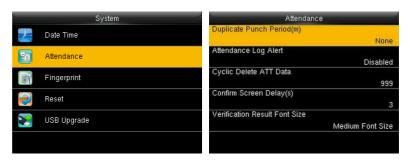


In the initial interface, press [M/OK] > Comm. > Extingrinestiace > Device ID to enter the Device ID

Device ID: Identity number of the device, which ranges between 1~254.

8 System Settings

8.1 Attendance Parameters



In the initial interface, press [M/OK] > 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).

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.

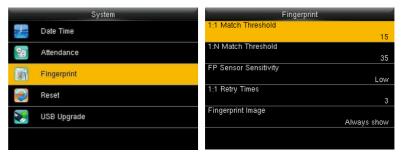
Cyclic Delete ATT Data: The number of attendance logs allowed to be deleted in one time when the maximum storage is attained. It can be disabled or set to a value ranged from 1 to 999.

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.

8.2 Fingerprint Parameters



In the initial interface, press [M/OK] > System > Fingerprint to enter the Fingerprint setting interface.

1:1 Match Threshold: Under 1:1 Verification Method, only when the similarity between the verifying fingerprint and the user's registered fingerprint is greater than this value can the verification succeed.

1:N Match Threshold: Under 1:N Verification Method, only when the similarity between the verifying fingerprint and all registered fingerprints is greater than this value can the verification succeed.

Recommended Match Threshold:

FRR		1: N	1:1
High	Low	45	25
		35	
Low	High	25	10

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.

8.3 Reset to Factory Settings

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



In the initial interface, press [M/OK] > System > Reset > OK to finish the reset setting.

Reset parameters include Access Control Options, Duress Options, Anti-passback Setup,
communication setting (namely, the setting of Ethernet, Serial Comm., PC Connection,
ADMS□ and Wiegand Setup), Personalize (such as Voice Prompt, Keyboard Prompt, Volume and Idle Time To Sleep), close punch state etc.

Remarks: 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.

8.4 USB Upgrade





Insert the U disk with upgrade file into the device's USB port, and in the initial interface, press [M/OK] > System > USB Upgrade to complete firmware upgrade operation.

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

9 Personalize Settings



In the initial interface, press [M/OK] > Personalize > User Interface to set User Interface.

Wallpaper: Select the wallpaper of main screen as required, you can find wallpapers of various styles in the device.

Language: Select the language of device as required.

Menu Screen Timeout (s): When there is no operation in the menu interface and the time exceeds the set value, the device will automatically exit to the initial interface. You can disable it or set the

value to 60~99999 seconds.

Idle Time To Slide Show (s): When there is no operation in the initial interface and the time

exceeds the set value, a slide show will be shown. It can be disabled (set to "None") or set to

3~999 seconds.

Remarks: If [Disabled] is chosen, the system will not exit the menu interface even when there is no operation. Disabling this function is not recommended due to great power used and insecurity.

Slide Show Interval (s): This refers to the interval between displaying different slide show pictures. It can be disabled or set to 3~999 s.

Idle Time To Sleep (m): When there is no operation in the device and the set Sleep Time is attained, the device will enter standby mode. Press any key or finger to cancel standby mode. You can disable this function, or set the value to 1~999 minutes. If this function is turned to [Disabled], the device will not enter standby mode.

Remarks: Disabling this function is not recommended due to great power used.

Main Screen Style: Choosing the position and ways of the clock and status key.

Company Name: Input company name by related software.

9.2 Voice Settings







In the initial interface, press [M/OK] > Personalize > Voice to enter the Voice settings interface.

Voice Prompt: Select whether to enable voice prompts during operating, press [M/OK] to enable it.

Keyboard Prompt: Select whether to enable keyboard voice while pressing keyboard, press [M/OK] to enable it.

Volume: Set the volume of device. Press \square key to increase the volume, press \square key to decrease the volume.

9.3 Bells Settings

Many companies choose to use bell to signify on-duty and off-duty time. When reaching the scheduled time for bell, the device will play the selected ringtone automatically until the ringing duration is passed.







In the initial interface, press [M/OK] > Personalize > Bell Schedules > New Bell Schedule to enter the New Bell Schedule adding interface.

Bell Status: [ON] is to enable the bell, while [OFF] is to disable it.

Bell Time: The bell rings automatically when reaching the specified time.

Repeat: To set whether to repeat the bell.

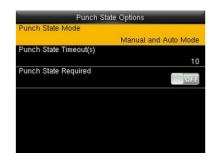
Ring Tone: Ringtone played for bell.

Interval bell delay (s): To set the ringing length. The value ranges from 1 to 999 seconds.

9.4 Punch States Settings







In the initial interface, press [M/OK] > Personalize > Punch State Options to enter the Punch State Options settings interface.

Punch State Mode: To choose the Punch State Mode, which includes the following modes:

- 1. Off: To disable the punch state key function. The punch state key set under Shortcut Key Mappings menu will become invalid.
- 2. Manual Mode: To switch the punch state key manually, and the punch state key will disappear after

Punch State Timeout.

- 3. Auto Mode: After this mode is chosen, set the switching time of punch state key in Shortcut Key Mappings; when the switching time is reached, the set punch state key will be switched automatically.
- 4. Manual and Auto Mode: Under this mode, the main interface will display the auto-switching punch state key, meanwhile supports manually switching punch state key. After timeout, the manually switching punch state key will become auto-switching punch state key.
- 5. Manual Fixed Mode: After punch state key is manually switched, the punch state key will remain unchanged until being manually switched next time.
- 6. Fixed Mode: Only the fixed punch state key will be shown and it cannot be switched.

Punch State Timeout (s): The timeout time of the display of punch state. The value ranges from

5~999 seconds.

Punch State Required: Whether it is necessary to choose attendance state in verification.

ON: Choosing attendance state is needed after verification.

OFF: Choosing attendance state is not needed after verification.

Remarks: There are four punch states: Check-In, Check-Out, Overtime-In, Overtime-Out.

9.5 Shortcut Keys Settings

Shortcut keys can be defined as punch state keys or menu function key. When the device is on the main interface, pressing the set shortcut key will display the attendance state or enter the menu operation interface.







In the initial interface, press [M/OK] > Personalize > Shortcut Key Mappings to enter the Shortcut Key Mappings settings interface.

To Set (M/OK) as Duress Key: please refer to 7.7.1 Duress Key Settings

To set Auto Switching Time:

Choose any shortcut key, and select [Punch State Options] in [Function], so that auto switching time can be set.

Auto Switch: When the set time is reached, the device will switch the attendance state automatically.



When the shortcut key is set to Punch State Key, but [OFF] mode is selected in the [Punch State

	Mode] (Personalize > Punch State Options > Punch State Mode > Select OFF), then the shortcut					
key will not be enabled.						

10 Data Mgt.

10.1 Deleting Data

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







In the initial interface, press [M/OK] > Data Mgt. > Delete Data to enter the Delete Data settings interface.

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

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

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

Delete Access Control: To delete all access data.

Delete Wallpaper: To delete all wallpapers in the device.

Delete Screen Savers: To delete all screen savers in the device. (For details of uploading screen

savers, please refer to 17.3 Image Uploading Rule.)

Delete Backup Data: To delete all backup data.

10.2 Data Backup

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

Backup to USB Disk



Insert the USB disk. In the initial interface, press [M/OK] > Data Mgt. > Backup Data > Backup to USB Disk > Backup Content > choose content to be backed up (Business Data / System Data) > Backup Start to start backup. Restarting the device is not needed after backup is completed.

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

10.3 Data Restoration

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

Restore from USB disk



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

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

11 USB Manager

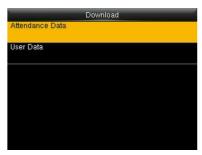
Upload or download data between device and the corresponding software by USB disk.

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

11.1 USB Download







In the initial interface, press [M/OK] > USB Manager > 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.

11.2 USB Upload







In the initial interface, press [M/OK] > USB Manager > Upload to enter the USB Upload interface.

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

Screen Saver: To upload all screen savers from USB disk into the device. You can choose [Upload selected picture] or [Upload all pictures]. The images will be displayed on the device's main interface after upload (for the specifications of screen savers, please

refer to 17.3 Image Uploading Rule).

Wallpaper: To upload all wallpapers from USB disk into the device. You can choose [Upload selected picture] or [Upload all pictures]. The images will be displayed on the screen after upload (for the specifications of wallpapers, please refer to 17.3 Image/uploading Rule).

11.3 Download Options Settings

To encrypt attendance data in the USB disk or delete attendance data.



In the initial interface, press [M/OK] > USB Manager > Download Options to enter the Download Options settings interface.

Press [M/OK] to enable or disable the [Encrypt Attendance Data] and [Delete ATT Data] options.

Remarks: The encrypt attendance data can only be imported in the software of Access 3.5.

12 Attendance Search

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



In the initial interface, press [M/OK] > Attendance Search > enter User ID (if no ID is entered, all user records will be searched) > select Time Range > press [M/OK], the corresponding attendance logs will then be shown.

13 Auto Test

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



In the initial interface, press [M/OK] > Autotest to enter the Autotest interface.

Test All: To test LCD, voice, keyboard, fingerprint sensor, camera and RTC. During the test, press [M/OK] to continue to the next test, while press [ESC] 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. During the test, press [M/OK] to continue to the next test, while press [ESC] to exit the test.

Test Voice: The device automatically tests whether the voice files stored in the device are complete and the voice quality is good. During the test, press [M/OK] to continue to the next test, while press [ESC] to exit the test.

Test Keyboard: To test all keys to see if every key functions properly. Press any key in the Keyboard testing interface; if the pressed key is consistent with the key sign shown on the screen, then the key functions properly. Press [M/OK] or [ESC] to exit the test.

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. Press [M/OK] or [ESC] to exit the test.

Test Clock RTC: To test the Real-Time Clock. The device tests whether the clock works properly and accurately by checking the stopwatch. Press [M/OK] to start counting time, and press it again to stop counting, to see if the stopwatch counts time accurately. Press [ESC] to exit the test.

14 System Information

Check data capacity, device and firmware information.



In the initial interface, press [M/OK] > 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 and attendance records.

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

Firmware Info: To display the firmware version, Bio service, push service, standalone service and Dev service.

Remarks: 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.