



ECO TA500 User Manual

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About This Manual

This document describes the GUIs and menu operations of the ECO TA500.





About this manual

- ◆ Not all the devices have the function with★. The real product prevails.
- The photograph in this manual may be different from that of the real product. The real product prevails.

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1 Instruction for Use	1
1.1 Recommended Operation Steps	1
1.2 Finger Placement	1
1.3 Verification Modes	2
1.3.1 Fingerprint Verification	2
1.3.2 Password Verification	3
1.3.3 Card Verification ★	3
1.4 Terminal Interface	4
2 Main Menu	5
3. User Management	7
3.1. Add a User	7
3.1.1 Enter a User ID and Name	7
3.1.2 Enroll a Fingerprint	8
3.1.3 Enroll a Password	8
3.1.4 Enroll an Card ★	8
3.1.5 Verification Type	9
3.1.6 Select Department ★	9
3.1.7 Select Privilege Settings	9
3.2 User Management	10
3.2.1 Search a User	11
3.2.2 Query a Record	11
3.2.3 Edit a User	11
3.2.4 Delete a User	12
3.2.5 Add a User	12
4 Department Set *	13
4.1 Add a Department	13
4.2 Edit a Department	13
4.3 Delete a Department	14
5 Shift Set ★	15
5.1 Attendance Rule	15
5.2 Shift Setting	15
5.3 Schedule	16
5.3.1 Department-based Scheduling	16
5.3.2 Individual-based Scheduling	17
6 Report Management *	19
6.1 Download Att. Report	19



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6.2 Download Att. Setting Report	21
7 System Setting	23
7.1 System Setting	
7.2 Date/Time	
7.3 Communication Setting	
7.4 Timing State Switching Setting	
7.5 SMS Setting	
7.5.1 Add an SMS Message	
7.5.2 Edit an SMS Message	
7.5.3 Delete an SMS Message	
7.5.4 View an SMS Message	
7.6 Daylight Saving Time (DST) Setting	
7.7 Bell Settings	30
7.8 Work code	
7.8.1 Add a Work Code	
7.8.2 Edit a Work Code	
7.8.3 Delete a Work Code	
7.8.4 Use a Work Code	
7.9 Update firmware	33
7.10 Reset Opts.	33
7.11 Access Function	
8 Data Management	35
8.1 Download/Upload	
8.2 Delete/Clear	
9 Record Query	
10 System Information	39
11 Appendix	40
Appendix 2 Quick Query of Attendance Records	40
Appendix 3 ECO TA500 FAQs	





1 Instruction for Use

1.1 Recommended Operation Steps

Step 1: Set a department (not required if the default department is used). For details, see <u>4 Department Set</u>.

Step 2: Enroll users. For details, see 3. User Management.

Step 3: Set attendance rules (not required if the default rule is used). For details, see 5.1 Attendance Rule.

Step 4: Set shifts (not required if the default shift is used). For details, see 5.2 Shift Setting.

Step 5: Arrange schedules of employees (not required if the default schedule is used). For details, see 5.3 Schedule.

Step 6: Record employees' attendance. Check that the device time is precise and start attendance.

Step 7: Download and review reports. For details, see 6.1 Download Att. Report.

(ECO TA500 machines support connecting Attendance Software through TCP/IP mode and download Attendance Logs by Attendance Software, and then calculating Attendance and statistical report.)

1.2 Finger Placement

Recommended fingers: The index finger, middle finger or the ring finger; the thumb and little finger are not recommended (because they are usually clumsy on the fingerprint collection screen).

1. Proper finger placement:



The finger is flat to the surface and centered in fingered guide.

2. Improper finger placement:

Not flat to the surface



Slanting



Off-center



Off-center







1.3 Verification Modes

1.3.1 Fingerprint Verification

1. 1: N Fingerprint Verification

The terminal compares current fingerprint collected by the fingerprint collector with all fingerprint data on the terminal.

Press your finger on the fingerprint collector by adopting the proper finger placement. For details, see 1.2 Finger Placement.



2. 1:1 Fingerprint Verification

In the 1:1 fingerprint verification mode, the terminal compares current fingerprint collected through the fingerprint collector with that in relation to the user ID entered through keyboard. Adopt this mode only when it is difficult to recognize the fingerprint.





- 1. If it says "Invalid ID", it means that there is no such ID or the employee doesn't enroll fingerprint.
- 2. If the device says "Please try again", place the finger on the fingerprint sensor again. You can try another 2 times by default. If it fails after 3 times, return Step 1 for second operation.





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1.3.2 Password Verification

In the password verification mode, the terminal compares the password entered with that in relation to the user ID.

11-03-01 Mon ID 1 PWD Input password	11-03-01 Mon 2 ID: 1 1 Name: Joe Verify: PWD Verified ! Image: Check-in	11-03-01 Mon 3 ID 1 PWD Confirm password
Enter the user ID on the initial interface. Then press [M/OK] to enter the enrolled PWD properly.	When verification successful, the interface shown as figure 2 .	When verification failed, the interface shown as figure 3 .



If the device says "Incorrect password", enter the password again. You can try another 2 times by default. If it fails after 3 times, return Step 1 for second operation.

1.3.3 Card Verification *

It is optional function. If needs, please contact business representative or pre-sales engineer, you can use this function after obtaining license and activating.

ECO TA500 devices have an embedded ID or Mifare card module, providing the verification function. A device compares the read card ID with all card IDs enrolled in the device during verification.



K Notice: The card area is round the fingerprint sensor.





1.4 Terminal Interface



BUT: Connecting Exit Button.

NO: Normal Open.

NC: Normal Close.





2 Main Menu

ECO TA500 attendance machine that is launched to reduce management costs effectively, provide convenience for employees, and minimize the requirement for computer skills of users. The device allows setting attendance rules, shifts, and schedules for employees, without the need for attendance software. Users can download attendance reports for review and statistics. Other type can only do some simple operations such as add and manage user, upload or download user data or attendance data etc.



This menu item include **Add user** and **User Mgt**., which allows you to add, browse, and manage user information, including the employee ID, name, fingerprint, password, card ID★, department, and rights. You can add, edit, or delete basic information about employees.



★This menu item allows you to browse department information, add, edit, or delete department.



★This menu item allows you to set attendance rules and required shifts and to arrange schedules for employees. The device supports a maximum of 24 Shifts.



★This menu item allows you to download statistical reports of attendance or attendance setting reports to a USB flash drive, or to upload attendance setting reports in which shifts are set and employees' schedules are arranged. The device gives priority to the schedules in an attendance setting report.



This menu item allows you to set system-related parameters, including the basic parameters, Date/Time, Communication option ★, Timing State Switching Setting, SMS Setting and so on, to enable the terminal to meet user requirements to the greatest extent in terms of functions and display.



This menu item allows you to upload or download user data or attendance data \bigstar , delete attendance data and all user data, and revoke management rights. Through a USB disk, export user information and attendance data from this device to related software or other fingerprint recognition devices.



This menu item allows you to easily query the attendance records saved on the device.







This menu item allows you to check the storage status as well as version information of the device.



★This menu item allows you connect this device with PC to access attendance data, you need set IP Address, Subnetmask, Gatway, DHCP and the communication password first.



★This menu item allows you to download attendance data and user data, or upload user data.

3. User Management

3.1. Add a User

Through this menu, you can add a new user to the device, including the user ID, Name, Fingerprint, Password, Card, VerType, Department and Purview.



press [M/OK]

to enter the Add User interface

directly.

Enter a User ID and Name

The device automatically allocates an ID starting from 1 for every user in sequence. If you use the ID allocated by the terminal, you may skip this section.

Dn/Upload

Data Mgt

Record



3.1.1 Enroll a Fingerprint

	Add usr 1	Enroll Fingerprint (1-1) 2	Enroll Fingerprint (1-1)
ID Name FP PWD Card VerType Dept. Purview	1 Joe FP Cnt: 0 Enroll PWD Enroll Card FP/PW/RF Company User ESC	Place Finger	Enrolled Success
Press and p Enrol	▼ key to select Enroll FP ress [M/OK] to enter the I Fingerprint interface.	Place your finger on the fingerprint sensor properly. For details, see <u>1.2</u> Finger Placement.	Place the same finger on the fingerprint collector for three consecutive times correctly until enrollment succeeds.

Note: If the enrollment fails, the system will display a prompt message and return to the **[Enroll Fingerprint]** interface. In this case, you need to repeat the operations of step 2.

3.1.2 Enroll a Password



3.1.3 Enroll an Card *

This is optional function. If needs, please contact business representative or pre-sales engineer, you can use this function after obtaining license and activating.





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The devices have an embedded ID and Mifare card module, providing the Card verification function.

	Add usr	- 1	Enroll Card 2	Enroll Card
ID Name FP PWD Card VerType Dept. Purview	1 Joe Enroll FP Enroll PWD Enroll Card FP/PW/RF ► Company ► User ►	FP Cnt: 1	Punch Card	ID:3351622220 M/OK Esc
Press and pr Enrol l	▼ key to select ress [M/OK] ke I Card interface	t Enroll Card y to enter the	Swipe your card properly in the swiping area.	Read Successfully!

3.1.4 Verification Type

		Add usr	
	ID	1	
	Name	Joe	
	FP	Enroll FP	FP Cnt: 1
	PWD	Enroll PWD	_ <u></u>
	Card	Enroll Card	3351622220
	VerType	FP/PW/RF	>
	Dept.	Company	M/OK
	Purview	User	ESC
	,		
í	Proce	▼ key to se	lect VerType
	11633	• Key 10 3e	
	There	are 15 type	es for verific
i			
į	FP/PV	N, FP/RF, I	PW/RF, PIN
ł			
i	PIN&I	FP&PW, FP&	(RF/PIN).
ί,			

3.1.5 Select Department *

Some devices have this function, you can select department that the new added user belongs to.

3	Add usr	
ID	1	
Name	Joe	
FP	Enroll FP	FP Cnt: 1
PWD	Enroll PWD	P
Card	Enroll Card	3351622220
VerType	FP/PW/RF	
Dept.	Company 🕨	M/OK
Purview	User 🕨	ESC
Press ▶ key	▼ key to select to select to select depart	ct Dept . Press artment.

3.1.6 Select Privilege Settings

You can select privilege of the new added employee as Administrator or User in Purview option.

Administrator: An administrator is granted rights to operate all menus in addition to the fingerprint- and password- and card-★based attendance recording.

User: User is only allowed to record attendance through fingerprint, password or card **★** verification and query attendance records.

Press ▼ to select **Purview**. And press ► to select **User** or **Administrator**.

Finally, press ▼ key to select [M/OK] button and press [M/OK] to save user information.

3.2 User Management

Generally the user information stored on the device needs to be modified in the wake of the personnel changes in a company. To facilitate modification of user information, our device allows users to add, delete, query and edit user information conveniently.





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3.2.1 Search a User

ID	Name	FP	PWD	Card	Find (1)		Search User	- 2	ID	Name	FP	PWD	Card	Find (1 3
1 2 #3 4	Joe David Mark Jack	1 1 1 2	*	*	Record (2) Edit (OK) Delete (0)				1 2 #3 4	Joe David <u>Mark</u> Jack	1 1 1 2	•	*	Record (2) Edit (OK) Delete (0)
5 6	Iom June	2	*		Add (3) Up(<) Down(>) (1/1)		-	M/OK ESC	6	June	1	•		Add (3) Up(<) Down(>) (1/1)
Press i Mgt. in Searcl	numer iterfac n Use i	ic ke e to r inte	ey '1' entei erface	on l r the e.	Jser	Eı pr	nter the user ID, such as 3, a ress [M/OK] key to view the r	ind esult.	Place ID=3.	e the curs	sor c	on the	use	r, which

Note: '#' as shown in the figure above means the user is an administrator, and '*' means the user has already enrolled a password or card.

3.2.2 Query a Record

ID Name FP PWD Card Find (1) 1 1 Joe 1 • Record (2) #3 Mark 1 • Record (2) #3 Mark 1 • Edit (OK) 4 Jack 2 • Delete (0) 5 Tom 2 • Add (3)	Date Record ID: 1 2 05/07 07:20 12:03 13:28 18:02 18:59 21:14 05/08 07:55 11:58 13:40 18:11 05/09 06:00 12:20 13:21 18:05 05/10 07:54 12:08 13:09 18:22 19:10 22:00 22:01 05/11 07:40 09:10 09:11 19:11 10:00 12:03 13:21 18:20 19:35 21:40 19:35 21:40 19:10 12:03 13:21	ID Name Time Verify State 1 Joe 05-07 07:20 F 0 1 Joe 05-07 17:20 F 0 1 Joe 05-07 17:20 F 0 1 Joe 05-07 17:28 F 0 1 Joe 05-07 18:26 F 1 1 Joe 05-07 18:59 F 4 1 Joe 05-07 21:14 F 5
b June 1 Up(<) Down(>) (1/1) Press ▲/▼ to select a user and	05/12 07:52 12:21 13:25 17:47 05/14 07:56 12:01 13:24 18:53 05/15 07:30 12:12 13:30 18:20 Up(<) Down(>) Details: M/OK Press ▲/▼ to view the attendance	Record(1/6) F: FP 0:Check-In Press [M/OK] to view the details
press numeric key '2' to view records.	record row by row. Press ◄ / ▶ to view the attendance record page by page.	of the employee's record.
 Notes displayed at the bottor Verify: Verification Type F: Fingerprint Verification. State: Attendance State 	n of the screen explain all letter meanir e. P: Password Verification I: Card Ve Is.	igs.
0: Check-in 1: Check-c	ut 4 : Overtime Check-in	5: Overtime Check-out

3.2.3 Edit a User

ID 1	Name	FP 1	PWD	Card	Find (1)		Edi	user		2	
1 2 #3 4 5 6	Joe David Mark Jack Tom June	1 1 2 2 1	•	*	Record (2) Edit (OK) Delete (0) Add (3) Up(<) Down(>)	ID Name FP PWD Card VerTy	1 Joe Enroll I Change pas Enroll C ype FP/PW/R	P sword ard F ▶	FP Cnt: 1 3351622220 M/OK		
Pres press user	s ▲ /▼ s [M/OK interfac	to] ke	select y to e	t a ente	user and r the Edit	The L to the selec	Jser ID cann ose performe t [M/OK] but	ot be d to	modified, an add a new u and then pres	the other operation of the other operation of the other modifyin s [M/OK] key to saves.	ons are si g, press ve.





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3.2.4 Delete a User

ן ב ב נ נ נ נ נ נ נ נ נ נ נ נ נ נ נ נ נ	Name Joe David Mark Jack Tom June	FP 1 1 2 2 1	* * *	Card * *	Find (1) Record (2) Edit (OK) Delete (0) Add (3) Up(<) Down(>) (1/1)	2 System Delete user? M/OK ESC	The option ' Delete user ' is in either of t following cases to delete all information of employee from the device:
Press▲/ press_nu Prompt	/▼ umer box	to ic k	selec key '0	t u ', po	iser and op-up the	Press [M/OK] to delete the user or [ESC] to cancel.	 ① The fingerprint or password of this employ is no longer required. ② This employee has resigned.

Note: Deleting a user will not result in the deletion of the user's attendance records which can be downloaded to related software for query.

3.2.5 Add a User

ID 1	Name	FP 1	PWD	Card	Find (1)
2	David	1		*	Record (2)
#3	Mark	1	*		Edit (OK)
4	Jack	2		*	Delete (0)
5	Tom	2	:		Add (3)
0	June	1	-		Up(<)
					Down(>)
					(1/1)
Press	numer	ic k	ey '3'	on l	Jser Mg

interface to enter the Add User interface.





4 Department Set *

Some devices have this function, you can browse department information. Add, edit, or delete department IDs or names.



4.1 Add a Department

No. Dept. Name	Edit(OK) 1 Delete(0) Add(3) Up(<) Down(>)	Add Dept. 2 No. 2 Dept. Shift Name Shift 1 M/OK ESC	No.: The attendance machine automatically assigns ID for department that starts from 1 and increase sequentially. Dept.: Enter the department name by using the T9 input method . (For detail
Press numeric key '3' on t Dept.set interface to ente Add Dept. interface.	he r the	 Enter the department name by using the T9 input method. Press ▶ to select Shift Name and press [M/OK] key to save. 	operations, see Appendix 1 T9 Input .)

4.2 Edit a Department







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4.3 Delete a Department







5 Shift Set *

Some devices have this function, this menu item allows you to set attendance rules and required shifts and to arrange schedules for employees.



5.1 Attendance Rule

All attendance statistics are collected based on attendance rules. Attendance rules regarding how to calculate late arrival and early leave and how to arrange schedules need to be set first. Once set, they should not be modified from time to time because a modification may cause deviation in attendance record and a modification in the middle of a month may even disarrange the schedules.

Schedule Type: Department-based scheduling and individual-based scheduling are supported. If a company uses one timetable, only one department needs to be set and department-based scheduling is recommended. If departments have their respective timetables, department-based scheduling is recommended. If employees may take different shifts, individual-based scheduling is recommended.

Default Shift: When individual-based scheduling is used, employees who are not scheduled take the default shift.

Attend	dance R	ule	- (
Count Late On-duty	0	Min	
Count Leave Off-duty	0	Min	
Schedule Type	De	ept. Shiftin	g 🕨
Default Shift		Shift 1	►
SAT On-duty	N		M/OK
SUN On-duty	N		ESC

Press ▲/▼ to move the cursor to a desired option. Enter a desired value in the entry box by using the numeric keypad. Press ▶ key in the scroll box to switch to the desired value. After finishing the setting, press [M/OK] to save your settings or press [ESC] to cancel and return to the previous interface.

Set attendance rules by referring to the instructions in the text box on the right.

5.2 Shift Setting







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Press ▼ to select Shift setting,	Press $\blacktriangle/\blacksquare$ to select a shift from the
Press [M/OK] key to enter Shift	list, and press ► to enter the Edit
setting interface.	shift interface.

Press ▲/▼ to choose corresponding shift attributes. Enter the time by using the numeric keypad. Press [**M/OK**] to save.

• Shift setting

The device supports a maximum of 24 shifts including two default shifts (shift 1 and shift 2). All shifts can be edited and a single shift includes three time ranges at most.

5.3 Schedule

As the basis of attendance calculation, shifts should be set based on the actual condition of a company. If no shift is set, the system makes attendance calculations based on default shifts set in attendance rules.



5.3.1 Department-based Scheduling

The Schedule Type in Attendance Rule is Dept. Shifting.

1.Scheduling Records Query

No. Dept. Name ShiftName 1 Campany Shift 1 Edit (OK) Up(<) Down(>) (1/1)	Cheduling records Query 2 Dept. No. 1 M/OK ESC	No. Dept. Name ShiftName 1 Campany Shift 1 Edit (OK) Up(<) Down(>)
Press numeric key '1' to enter the Scheduling records Query interface.	Enter the Dept. No , and press [M/OK] to view result.	The department's scheduling records as shown as figure 3 .

2.Edit Schedule







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Press▲/▼ to select a shift and	Press ▼ key to select Shift Name,	When saving successful, the
press [M/OK] key to enter the Edit	Such as Shift2, Press [M/OK] key	interface showed as above figure 3.
Schedule interface.	to save.	

5.3.2 Individual-based Scheduling

The Schedule Type in Attendance Rule is Personal shift.

1. Add Schedule

ID Name Shift Name Find (1 Edit (OK)	Add Schedule 2	ID Name Shift Name 1 Joe Shift 1 Edit (OK)
Delete (0 Add (3) Up(≺)	ID 1 Name Joe Shift Name Shift 1 ▶	Delete(0) Add (3) Up(<)
Down(>) (1/0)	M/OK ESC	Down(>) (1/1)
Press numeric key '3' to enter	Enter ID , the device automatically	When saving successful, the
Add Schedule interface.	displays the name. Press ▶ key to	interface showed as above figure 3.
	select Shift Name and then press	
	[M/OK] to save.	

2. Edit Schedule

ID 1 2 3 4 5 6	Name Joe David Mark Jack Tom June	Shift Name Shift 1 Shift 1 Shift 1 Shift 1 Shift 1 Shift 1	Find (1, Edit (OK) Delete(0) Add (3) Up(<) Down(>) (1/1)	Edit Schedule ID Name Shift Name ID 1 Joe Shift 2 ID 1 3 Mark Shift 1 3 Mark Shift 1 4 Jack Shift 1 5 Tom Shift 1 6 June Shift 1 6 June Shift 1	Find (1 3 Edit (OK) Delete(0) Add (3) Up(<) Down(>) (1/1)
Press	▲ / ▼ to s	elect a shift	then	Press ► key to select Shift Name, When saving successful,	the
press	[M/OK] 1	to enter the	Edit	Such as Shift 2, press [M/OK] to interface showed as above	e figure 3.
Sche	dule inte	rface.		save.	

Note: The user ID cannot be modified, and the other operations are similar to those performed to add a shift.

3. Scheduling Records Query

ID	Name	Shift Name	Find (1,		Scheduli	ng records C	Query	2	ID	Name	Shift Name	Find (1)
1	Joe David	Shift 1 Shift 1	Edit (OK)						1	Joe David	Shift 2 Shift 1	Edit (OK)
3	Mark	Shift 1	Delete(0)	ID	3				3	Mark	Shift 1	Delete(0)
4	Jack	Shift 1	Add (3)						4	Jack	Shift 1	Add (3)
5	Tom	Shift 1	Up(<)						5	Tom	Shift 1	Up(<)
0	June	Shift 1	Down(>)				MOK		0	June	Shift 1	Down(>)
			(1/1)				ESC					(1/1)
l				(1	1			
Pres	ss numeric	key '1' to er	nter	Enter	the ID n	umber ar	nd press		The ι	user's sche	duling reco	rds as
Sch	eduling re	ecords Que	ry	[M/OK	(] key to	view res	ult.		show	n as figure	3.	
inte	rface.											





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4. Delete a shift

ID	Name	Shift Name	Eind (
1	Joe	Shift 1		
2	David	Shift 1	Edit (Or	
3	Mark	Shift 1	Delete(0)	
4	Jack	Shift 1	Add (3)	System 2
5	Tom	Shift 1	Up(<)	
6	June	Shift 1		Delete the shift's Info.?
			Down(~)	
				M/OK ESC
			(1/1)	
Pres	ss ▲/▼ to s	select a shif	t to be	Press [M/OK] key to delete the
dele	eted, then p	ress numer	ic key	shift or press [ESC] to cancel.
'0', p	pop-up the	Prompt Bo	X .	





6 Report Management *

K Notice: The schedules in attendance setting reports have priority over those set on the device in attendance calculation.

Some devices have the function of report management, this menu item allows you to upload and download attendance setting report or download attendance report.

Note: The attendance machine downloads information onto the USB disk when a USB disk is inserted simultaneously.



6.1 Download Att. Report

Download TZ setting report 1 No 1 Sync Card List Y Start 2013 Y 01 M O1 D End 2013 Y Model 01 M Model 01 M End 2013 Y 01 MOK ESC	Calculating & downloading	System 3 Data download succeed
Enter the Start and End dates, select if sync download Card List, then press [M/OK] key to calculating & downloading.	Calculating and downloading	Data download succeed! Press [M/OK] key to close the prompt box, and then take out the USB disk.

Note: On the "Download TZ setting report" interface, the card list in Sync Card List refer to the report that can substitute for clock-based cards and can be sent to each employee for confirmation. Select Y downloads the card list synchronously, or select N does not download the card list.

The **"Standard Report.xls"** shall be stored in the USB disk. The schedule information, statistical report of attendance, attendance Record Report, Exception Statistic Report and card report (select **Y** in **Sync Card List**) can be viewed on a PC. The following reports show the preceding information:

To make reports more understandable, a report containing two-day attendance records of four employees is provided as





an example.

Schedule Information Report: The report allows you to view schedule records of all employees.

			S	Sc	h	ed	ul	е	In	fo	rn	na	ti	or	n F	Re	po	or	t													
Stat.Date:	2013-01-0	1 ~ 2013-01	- <mark>0</mark> 2	-																Sp	ecia	l shi	fts:2	5-A	sk fo	or lea	ave,	26-C)ut, I	Null-	Holi	day
	Neme	Desertment	1	2																												
	Name	Department	FEB	MA	R																											
1	Joe	company	1		1																											
2	David	company	1		1																											
3	Mark	company	1		1																											
4	Tom	company	1		1																											

Statistical Report of Attendance: The report allows you to query attendance of each person in a specified period. Salaries can be calculated directly based on this report.

Note: The unit of Work hour and Overtime hour in the Statistical Report of Attendance is HH:MM. For example,

17:50 indicates that the on-duty time is 17 hours and 50 minutes.

Stat.Date	e: 2013-0	1-01~2013-0	1-02			S	stat	ist	ica	R	epor	t o	f A	Atte	end	anc	e	n	5			
m	News	Deserves	Work	hour	La	ate	Leave	e early	Overtin	me hour	Att. Days	Out	Abser	AFL	A	dditem payn	nent	Ded	uction pay	ment	Dealers	No.
	Name	Department	Normal	Real	Times	Min	Times	Min	Workday	Holiday	(Nor./Real)	Real) (Day)	t(Day)	(Day)	Label	Overtime	Subsidy	Late/Leave	AFL	Cutpayment	Real pay	Note
1	Joe	company	18:00	17:50	0	0	1	10	00:00	00:00	2/2	0	C	0						-		
2	David	company	18:00	17:48	1	12	0	0	00:00	00:00	2/2	0	C	0								
3	Mark	company	18:00	08:50	1	5	1	10	00:00	00:00	2/2	0	C	0								
4	Tom	company	18:00	18:00	0	0	0	0	00:00	00:00	2/2	0	0	0					0	9		

Attendance Record Report: The report lists the daily attendance records of all employees within a specified period.

	Attendance Record Report																								
Att.	Time	2013	-01-0	1~20	13-01	1-02			Tabu	lation	2013	-01-0	2												
1	2																								
ID:	1							Nam	e:	Joe							Dep	t.:	com	pany					
07:26	07:54																								
12:25	12:56																								
13:31	13:51																								
17:50	18:52																							 	
ID:	2							Nam	e:	Davi	d						Dep	t.:	com	pany					
07:36	09:12																								
12:26	15:50																								
13:31	15:51																								
18:31	18:52																_							 	
ID:	3							Nam	e:	Marl	(Dep	t.:	com	pany					
07:50																									
12:30	09:05																								
17:50																	_							 	
ID:	4							Nam	e:	Jack	[Dep	t.:	com	pany					
07:45	08:11																								
12:50	17:55																								
18:31	18:06	1																							

Exception Statistic Report: The report displays the attendance exceptions of all employees within a specified period so that the attendance department handles the exceptions and confirm them with the employees involved and their supervisors.

		E	Except	tion	Sta	tist	ic F	Repoi	t			
Stat.Date:	2013-01-0	01 ~ 2013-01-02										
ID	Namo	Department	Data	First tim	ne zone	Second t	time zone	Late	Leave	Absence	Total/Min)	Noto
	Name	Department	Date	On-duty	Off-duty	On-duty	Off-duty	time(Min)	early(Min)	(Min)	rotal(iviiri)	Note
1	Joe	company	2013-01-01	07:26	17:50			0	10	0	10	
2	David	company	2013-01-02	09:12	18:52			12	0	0	12	
3	Mark	company	2013-01-01	07:50	17:50			0	10	0	10	
4	Tom	company	2013-01-02	09:05				5	0	535	540	





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Card Report: The report can substitute for clock-based cards and can be sent to each employee for confirmation.

	Card Report																												
Att. D	ate:	2013	-01-01	~ 201	3-01-	02			Tab	ulation:	2013-	-01-02	2			- C													
Dept.		0	ompai	пу		Name		Joe		Dept.		0	compai	ny		Name		Davi	d	Dept.		COL	mpan	ny		Name		Mark	
Date	2013	-01-01	~ 201	3-01-0	2	ID		1		Date	2013-	-01-01	~ 201	3-01-0	2	ID		2		Date	2013-	01-01~	2013	3-01-0	2	ID		3	
Absen	AFL	Out	On-	Overt	ime(H)	La	ate	Lea	ive early	Absen	AFL	Out	On-	Overt	time(H)	La	ate	Lea	ave early	Absen	AFL	Out	On-	Overt	ime(H)	Ŀ	ate	Lea	ve early
t(Day)	(Day)	(Day)	duty	Workday	Holiday	(Times)	(Min)	(Times	s) (Min)	t(Day)	(Day)	(Day)	duty	Workday	Holiday	(Times)	(Min)	(Time	es) (Min)	t(Day)	(Day)	(Day) (duty	Workday	Holiday	(Times)	(Min)	(Time:	s) (Min)
0	0	0	2	0.0	0.0	0	0	1	10	0	0	0	2	0.0	0.0	1	12	0	0	0	0	0	2	0.0	0.0	1	5	1	10
				Att.	Rep	ort								Att.	. Rep	ort								Att.	Rep	ort			
Week	Fin	st time	zone	Se	cond	time zon	е	Overt	ime	Week	Fin	st time	e zone	Se	cond	time zon	е	Over	time	Week	Firs	t time z	one	Se	cond t	time zor	е	Overt	me
Date	On-c	luty	Off-dut	y On	-duty	Off-du	ty Cheo	k-In	Check-Out	Date	On-d	luty	Off-dut	y Or	n-duty	Off-du	ty Che	ck-In	Check-Out	Date	On-d	uty Of	ff-duty	/ On	-duty	Off-du	ty Che	ck-In	Check-Out
01 FEB	07:	26	17:50							01 FEB	07:3	36	18:31							01 FEB	07:5	0 1	7:50						
02 MAR	07:	54	18:52							02 MAR	09:1	12	18:52							02 MAR	09:0	5							

6.2 Download Att. Setting Report

If shifts are complex or the shifts of a person are not fixed, it is recommended that the attendance setting report be downloaded and shifts and schedules be set for employees in the attendance setting report.



Open the "AttSetting.xIs" in the USB disk on a PC. Set the Shift in the Attendance setting report. The shifts that have been set on the attendance machine shall be displayed. (For more details, see <u>5.2 Shift Setting</u>) You can modify the 24 shifts and add shifts. After modification, the shifts shall prevail on the attendance machine. For more details, see "How to arrange schedules using the attendance setting report" in the <u>Appendix 3 ECO TA500 FAQs</u>.

Att	enda	ance	e Set	ting	Rep	ort	
	Einst tim		Shift	*:	0		
Number	On-duty	ne zone	On-duty	Contraction of the contraction o	Check-In (ime Check-Out	· · ····
1	09:00	18:00	13:30	18:00	Unook in .		Enter the on/off duty time in the corresponding column
3	03.00	12.00	15.50	10.00			•
4							where the First time zone shall be the on/off duty time of Tin
6							
7							1 in "5.2 Shift Setting" and the Second time zone shall be the
8							_
9							on/off duty time of Time 2
10							
12							For the correct schedule time format, see "What is the corre
13							
14			-	-			time format used in the setting reports" in the Appendix 3
16							
17							ECO TA500 Economic Models EAOs
18							
19				<u> </u>			
20							~
21				+			
22							
23	l			+			

Set the schedule setting report

Enter the ID, Name, and Department respectively on the left of the Schedule Setting Report. Set shifts for employees





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on the right of the **Schedule Setting Report**, where shifts 1–24 are shifts those set in the **Attendance setting report** and shift 25 is for leave and shift 26 is for out.

	Schedule Setting Report																																	
Special sh	ifts:25-Ask fo	r leave, 26-Out,	Null-Holiday														_																	
	Schedule date 2013-1-1																																	
ID	Name	Department	Card average	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
			Card number	TUE	WED	тни	FRI	SAT	SUN	MON	TUE	WED	тни	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	тни	FRI	SAT	SUN	MON	TUE	WED	тни
1	Joe	company																																
2	David	company																																
3	Mark	company																																
4	Jack	company																																



- The shifts of only 31 days can be arranged in one schedule setting report. For example, if the scheduling date is 2013-1-1, the schedule setting report contains the schedules of 31 days after 2013-1-1, that is, schedules from 2013-1-1 to 2013-1-31. If the scheduling date is 2013-1-6, the schedule setting report contains the schedules of 31 days after 2013-1-6, that is, schedules from 2013-1-6, that is, schedules from 2013-1-6 to 2013-2-5.
- 2. If no schedule setting report is set, all employees use the **Shift 1** by default from Monday to Friday.

6.3 Upload Att. Setting Report

Report 1 Download Att. Report Download Att. Setting Report Upload Att. Setting Report	Uploading table	System 3 Data upload succeed
Press ▼ key to select Upload Att. Setting Report, then press [M/OK] to uploading table.	Uploading table	Data upload succeed! Press [M/OK] key to close the prompt box, and then take out the USB disk.

The employee information, shifts, and departments in the setting report can be viewed either on **User**, **Shift set**, and **Dept set** interface of the device or in downloaded standard reports.

Note: If the schedule time format is incorrect, a prompt box shown in the following figure will be displayed:

Uploading table Number1, Schedule time is not valid System Data upload fail	For the correct schedule time format, see "What is the correct time format used in the setting reports" in the Appendix 3 ECO TA500 EAOs
M/OK	

Press [M/OK] key to confirm and close the prompt box. Re-upload the attendance setting report after modification.





7 System Setting

7.1 System Setting

Set system parameters to meet user requirements to the greatest extent in terms of functions and display.

• Set system parameters:





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Threshold (1:1): This option is used to set the extent of matching between an input ID/fingerprint and that stored in templates in the ID and fingerprint identification mode.

Threshold (1: N): This option is used to set the extent of matching between an input ID/fingerprint and all those stored in templates.

The recommended thresholds are as follows:

			Match threshold
FRR	FAR	1:N	1:1
High	Low	45	25
Medium	Medium	35	15
Low	High	25	10

Date Format: This option is used to set the time format displayed on the initial interface of the attendance device.

Select a desired date format by pressing ►. The attendance device supports 10 date formats: YY-MM-DD, YY/MM/DD, YY.MM.DD, MM-DD-YY, MM/DD/YY, MD.DD.YY, DD-MM-YY, DD/MM/YY, DD.MM.YY and YYYYMMDD.

Key Voice: Set whether to generate a beep sound in response to every keystroke. Select **Y** to enable the beep sound, and select **N** to mute.

Voice prompts: Set whether to generate a voice prompt in response to every operation.

Retry Period: If a user's attendance record already exists and the user signs in again within the specified period (unit: minute), his/her second attendance record will not be stored. (Value scope: 0–60. 0: Save all the records passing the verification.)

Log Alert: When the available space is insufficient to store the specified number of attendance records, the device will automatically display a warning message. (Value scope: 0-99. 0: No warning message is displayed.)

Bell Type: You can select among Internal ringing, External ringing and Int & Ext ringing.

For Internal ringing, the ring tone is played by the loudspeaker of the device. For External ringing, the ring tone is played by an external electric bell that is connected with the device, and the external ringing time is 10 seconds by default. For Int & Ext ringing, when the set time for bell expired, they will ring together.

Lan: You can select a language for the device based on your requirements.

Sensitivity: Set the fingerprint collection sensitivity. It is recommended to use the default value **Auto**. When dryness results in slow reactions of the fingerprint collector, you may set this option to **High** to enhance the fingerprint collector's sensitivity. When high humidity results in illegible fingerprint images, you may set this option to **Low**.

Volume: This option is used to adjust the volume of sound. Select a desired volume by pressing .

Workcode: This option is used to set whether to enable the work code function.





Enter the desired value by using the keypad. Press [**M/OK**] to save.

7.2 Date/Time

This menu item allows you to calibrate the date and time of the device. On the initial interface, press and hold [**M/OK**] key to enter the **Main Menu** interface, then press **◄/▶** key to select **System** menu and press [**M/OK**] to enter the **System** interface, shown as following figure:

		D	ate/Tim	е		
Date	2011	Y	09	м	01	D
Time	16	н	28	м	54	S
						M/OK
						ESC

Note: The date and time of the attendance device must be set accurately to ensure the accuracy of attendance time.

7.3 Communication Setting





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Parameters in Comm. Set interface state as following:

IP Address: The IP address is 192.168.1.201 by default and can be changed as required.

Subnet Mask: The subnet mask is 255.255.255.0 by default and can be changed as required.

Gateway: The gateway is 0.0.0.0 by default and can be changed as required.

DHCP: ON or OFF. When set as ON DHCP, then the device automatically obtain an IP address.

Password: To enhance the security of attendance data, you can set a password for the connection between the device and PC. Once the password is set, you can connect the PC with the device to access the attendance data only after entering the correct password. The default password is 0 (that is, no password). Once a password is set, you need to enter this password before connecting the PC software with the device; otherwise, the connection is unsuccessful. 1 to 6 digits passwords are supported

Operation of Comm. Set interface:

Press \blacktriangle/\forall to move cursor to the item to be set. If it is the input box, press numeric keys to input the value. If it is the roll box, press \blacktriangleright to switch the values. After setting, press [**M/OK**] key to save or press [**ESC**] to cancel setting and return to the previous interface.

7.4 Timing State Switching Setting

When it comes the set times, the attendance machine will automatically switch its attendance state. The current attendance state is shown on the initial interface.

Note: The attendance status is downloaded together with attendance records. Users can view the attendance status by using attendance software. The attendance status does not affect attendance calculation, which is based on the preset shift time.





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No. Switch time Switch name State 2 1 00: 00 Check-In 2 00: 00 Check-Out 3 00: 00 Break-Out 4 00: 00 Break-In 5 00: 00 OT-In 6 00: 00 OT-Out 7 8 8 6 1	Edit Auto Switch1 3 Switch time 07 H 00 M Switch name Check-In State M/OK	No. 1 2 3 4 5 6 7 8	Switch time Switch name State 07: 00 Check-In √ 00: 00 Check-Out √ 00: 00 Break-Out √ 00: 00 Break-In √ 00: 00 OT-In √ 00: 00 OT-Out √
Press ▲/▼ to select the item and press [M/OK] key to enter the edit interface.	Set parameters by referring to the instructions in the following text box and press [M/OK] key to save.	As show when th attenda Check -	wn in the preceding figure 4, ne time reaches 07:00, the ance status switches to -In.
Press ▲/▼ to switch among the e name using the T9 input method. F [ESC] to cancel the setting and retu	ntry boxes. Enter the switch time usin Press ◀/► to select a state. After comp rn to the previous interface.	g the nu	meric keypad and the switc ress [M/OK] to save or pres

7.5 SMS Setting

The menu item allows you to add, edit, view, and delete SMS messages. On the initial interface, press and hold [M/OK] key to enter the Main Menu interface, then press ◄/► key to select System menu and press [M/OK] to enter the System interface, shown as following figure:

On the **System** interface, press ▼ key to select **SMS** and press [**M/OK**] key to enter the **SMS** interface.

7.5.1 Add an SMS Message

SMS Content Type Edit Dele Add Up(- Dow (1/1	Start 2012 Y 12 M 28 D 09 H 37 M Valid 60 Min. Type Public M/OK Assign ESC	SMS Content Type Happy new yearl Public Delete (0): Add (3) Up(<) Down(>)
Press numeric key '3' to enter Add a SMS interface.	Press [M/OK] key to open T9 input method and enter the SMS content. Then enter the Start , Valid time and choose Type . Press [M/OK] to save.	When adding successful, the interface shows as above.





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Operation description

When the cursor hovers over the text box, press [**M/OK**] key to enable the T9 input method and then enter the message content. You can press ▲/▼ to switch among the entry boxes and press ◀/► to choose a desired value or enter one using the keypad.

If **Personal** is chosen in **Type** option, press **Assign** to assign an SMS message to desired employees.

Operation:

Add a SMS 4	Hand out SMS 5 ID Assign 1 √ 2	SMS Content Happy new yearl Happy birthday to youl	Type Public Personal Add (3) Up(<)
Start 2012 Y 12 M 28 D 09 H 37 M Valid 60 Min. M Type Personal Personal ESC M/OK Assign ESC M/OK Assign ESC M/OK Assign ESC M/OK M/OK			Down(>) (1/1)
Choose the SMS Type as	Press ▼ to select a User, press	When adding succe	essful, the
Personal, and then press ▼ key	[M/OK] to mark $$ to choose the	interface is shown a	as figure 6.
to select [Assign] option, and then	user, then press [ESC] to return, and		
press [M/OK] key to enter the	then select [M/OK] option and press		
Hand out SMS interface.	[M/OK] key to save the settings.		

7.5.2 Edit an SMS Message

On the SMS Setting interface, press ▲/▼ to choose an SMS message and press [M/OK] to edit it.

The operations of SMS message editing are the same as those of SMS message adding.

7.5.3 Delete an SMS Message

On the **SMS Setting** interface, press \blacktriangle/\lor to choose an SMS message and then press numeric key '**0**' to delete it and all information relating to the SMS message.



7.5.4 View an SMS Message

✤ View public SMS messages





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View personal SMS messages

After a user is successfully verified (multiple verification modes can be used and the following uses fingerprint verification as an example), the user's personal messages will show up on the screen, as shown in the following figure.



Note: SMS messages only show up for 30 seconds, during which you can close current display interface by pressing **[M/OK]** or **[ESC]** key so as to enter the **Verification** interface.

7.6 Daylight Saving Time (DST) Setting

The Daylight Saving Time is a widely used system of adjusting the official local time forward to save energy. The uniform time adopted during the implementation of this system is known as the **DST**. Typically clocks are adjusted forward one hour in the summer to make people early to bed and early to rise so as to make full use of illumination resources and save electricity. Clocks are adjusted backward in autumn. The specific **DST** regulations vary with countries.

To meet the **DST** requirement, the ECO TA500 device supports the **DST** function to adjust forward one hour at xx (Hour): xx (Minute) xx (Day) xx (Month) and backward one hour at xx (Hour): xx (Minute) xx (Day) xx (Month).For example, adjust the clock forward one hour at 08: 00 on April 1, and backward one hour at 08: 00 on October 1. (As shown in the following figure 3)

On the initial interface, press and hold [M/OK] key to enter the Main Menu interface, then press ◄/► key to select System menu and press [M/OK] to enter the System interface, shown as following figure 1:



Note: The end time of **DST** cannot be set to next year. More specifically, the end time must be later than the start time in the same year.

7.7 Bell Settings

Lots of companies need to ring their bells to signal the start and end of work shifts, and they usually manually ring their bells or use electric bells. To lower costs and facilitate management, we integrate the time bell function into the attendance device. You can set the alarm start time and duration for ringing the bell based on your requirements, so that the attendance machine will automatically play the selected ring tone, and stop playing the ring tone after the set duration.

On the initial interface, press and hold [M/OK] key to enter the Main Menu interface, then press ◄/► key to select System menu and press [M/OK] to enter the System interface, shown as following figure 1:

On the System interface, press ▼ key to select Bell and press [M/OK] ke	ey
to enter the Bell interface, shown as following figure 2.	;





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Bell	Time	Ring	State	2	_	Be	ell Edit1			3	Bell	Time		Ring	State 4
Bell1		bell01.wav	/		Timo	07 4	00 M	Sup	Off		Bell1	7:00		bell01.wav	\checkmark
Bell2		bell01.wav	/		Time Music		00 M	Suit	01		Bell2		t	oell01.wav	
Bell3		bell01.wav	/		MUSIC	Dell01.	.wav 🕨	Mon	On		Bell3		t	oell01.wav	
Bell4		bell01.wav	/		Times	10		Tue	On		Bell4		t	oell01.wav	
Bell5		bell01.wav			State	On	- ►	Wed	On	•	Bell5		I	bell01.wav	
Bell6		bell01.wav						Thu	On	►	Bell6		I	bell01.wav	
Bell7		bell01.wav			M/OK			Fri	On	►	Bell7		I	bell01.wav	
Bell8		bell01.wav			ESC			Sat	On	►	Bell8		I	bell01.wav	
Press▲/▼to select bell then press [M/OK] key to enter the Bell Edit interface.			Press need. to save	▼ to s After s e the s	elect it etting, etting a	ems an press [l and quit	d set M/OK	as (]	Wher interfa	i saving ace is sh	succ	essful, t as abov	he /e figure 4.		

Time: Set a time point of one day or several days from Sunday to Saturday when the attendance machine automatically plays a bell ring tone.

Music: Select a bell ring tone.

Times: Set the alarm times.

State: Select whether to enable the bell.

7.8 Work code

Salary is based on attendance. There are many work types for employees. An employee may have different work type in different time period. Different work types have different pays. Therefore, in order to distinguish different attendance states when user is dealing with attendance data, the device has provided a parameter to mark which attendance record belongs to which work type.

Work codes are downloaded together with attendance records. Users can use relevant data based on the specific attendance software.

On the initial interface, press and hold [M/OK] key to enter the Main Menu interface, then press ◄/► key to select System menu and press [M/OK] to enter the System interface, shown as following figure:

On the System interface, press ▼ key to select Workcode and press [M/	эк]
key to enter the Workcode interface.	





7.8.1 Add a Work Code

No. Name	Edit (C1 Delete (0) Add (3) Up(<) Down(>)	Add WorkCode 2 No. 1 Name M/OK ESC	No. Name 1 sales	Edit (0,3 Delete (0) Add (3) Up(<) Down(>)
Press numeric key ' 3 ' to e WorkCode interface.	nter Add	Enter the ID (1-99999999). Press [M/OK] to open T9 input method and enter the Name . Press ▼ to select [M/OK] button then press [M/OK] key to save.	When saving success	ful, the above.

Note: For details of enter name, see <u>Appendix 1 T9 Input</u>.

7.8.2 Edit a Work Code

Press ▲/▼ to choose the desired Work Code from the list and then press [M/OK] to display the WorkCode Edit interface.

The No. cannot be modified. You can modify the Work Code Name only. After modification, press [M/OK] to save.

7.8.3 Delete a Work Code



7.8.4 Use a Work Code

When the work code function is enabled, the device displays the work code selection interface upon successful verification on the initial interface.







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On the initial interface, press	Press ▲/▼ to select or enter a	Successfully verified!
finger/input ID/Punch Card.	WorkCode No., then press [M/OK].	

Note: After the work code function is enabled, a work code must be entered for verification. Employees without a work code can enter any inexistent work code for verification.

7.9 Update firmware

You can upgrade the firmware program of the ECO TA500 terminal by using the upgrade file in the USB disk through this parameter.

On the initial interface, press and hold [M/OK] key to enter the Main Menu interface, then press ◄/► key to select System menu and press [M/OK] to enter the System interface, shown as following figures:

1. Insert a USB flash drive into the USB port of the terminal.

2. Press [M/OK] key to update firmware, when updated successfully, the device will pop-up prompt box.

		、
i I	If you need such upgrade file, please contact technician. Usually, firmware upgrade is	
r	not recommended.	;

7.10 Reset Opts.

Make device's communication option, system option and so on reset to the state of factory.

On the initial interface, press and hold [M/OK] key to enter the Main Menu interface, then press ◄/► key to select System menu and press [M/OK] to enter the System interface, shown as following figure 1:







7.11 Access Function

K Notice: Only when set Bell Type as Internal, can enable the Access Function.



Pressing $\blacktriangle/\blacksquare$ to move the cursor to the **Bell Type** option. Press \blacktriangleright in the scroll box to switch to **Internal**. After finishing, press [**M/OK**] to save or press [**ESC**] to cancel and return to the previous interface.

• Access Settings

	A	ccess 6
	Lock Delay	S
	М/ОК	ESC
On the System interface, press ▼ key to select Access and press [M/OK]	Enter the value	of Lock Delay by
key to enter the Access interface as figure 6:	numeric key, an	d press [M/OK] to
©Note:	save, or press and return.	[ESC] to cancel

Lock Delay: Indicates the duration for the device to place the electric lock in open state. (Value scope: 1~10 seconds)

When **Access** Function is enabled, only administrator can close this ECO TA500 attendance machine if you have set an administrator on it. And the **Access** Function is disabled when the Bell Type set as **External** or **Int & Ext** ringing.





8 Data Management

The device allows downloading user data and attendance data to a USB flash drive so that the data can be processed by proper attendance software. It also allows user data from other devices to be uploaded to this device.



8.1 Download/Upload

Download Attlog (Download attendance data): Download all the attendance data from the ECO TA500 device to the USB host.

Download User (Download user data): Get all the equipment user information and fingerprint saved to the USB host.

Upload User (Upload User Data): Upload the user information and fingerprints from the USB host to the device.

The following uses **Download attendance log** as an example to describe how to download user attendance data:

1. Insert an USB host into the USB host slot on the device.







8.2 Delete/Clear

Delete Attlog: Delete all the attendance records.

Delete all Data: Delete all the information of enrolled personnel, including their fingerprints and attendance records.





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Clear Purview: Set all the administrators to ordinary users.

The following uses **Delete attendance log** as an example to describe how to delete user attendance log:







9 Record Query

Employees can view their saved attendance records by entering any query conditions. According to the entered query conditions, records that meet the specified query conditions will be displayed on the screen.

On the initial interface, press and hold [M/OK] key to enter the Main Menu interface, then press ◄/► key to select **Record** menu and press [M/OK] to enter the **Record** interface, shown as following figure 1:

Record	Date Record ID: 1	ID Name Time Verify State
tlog Query	05/07 07:20 12:03 13:28 18:02 18:59 21:14	1 Joe 05-07 07:20 F 0
Press finger/input ID/Punch Card	05/09 08:00 12:20 13:21 18:05	1 Joe 05-07 13:28 F 0
1 Name	05/10 07:54 12:08 13:09 18:22 19:10 22:00 22:01	1 Joe 05-07 18:02 F 1 1 Joe 05-07 18:59 F 4
at 2011 X 05 M 01 D 10 H	05/11 07:40 09:10 09:11 09:11 10:00 12:03 13:21	1 Joe 05-07 21:14 F 5
	18:20 19:35 21:40	
d 2011 Y 05 M 30 D 24 H	05/14 07:56 12:01 13:24 18:53	
	05/15 07:30 12:12 13:30 18:20	-
M/OK ESC	Up(<) Down(>) Details: M/OK	Record(1/6) F: FP 0:Check-In
reas finger/input ID/Dunch Card	Departe about an figure 2	Drage [M/OK] to view the details of
ress ingeninput iD/Punch Card,	Records show as ligure 2.	Press [W/OK] to view the details of
nter the Start and End time, and		the attendance records. The
on proop [M/OK] to view records		attandance details of the ampleves
		allendance details of the employee
		with user ID of 1 on May 7 are as
		figure 3:
		ingure o.
)		
Notes displayed at the bottom	of the screen explain all letter mean	ings.
Notes displayed at the bottom	n of the screen explain all letter mean	ings.
Notes displayed at the bottom Verify : Validation Status.	n of the screen explain all letter mean	ings.
Notes displayed at the bottom Verify: Validation Status. F: Fingerprint Verification.	n of the screen explain all letter mean P: Password Verification I: Card V	ings. erification
Notes displayed at the bottom Verify: Validation Status. F: Fingerprint Verification.	n of the screen explain all letter mean P: Password Verification I: Card V	ings. erification
Notes displayed at the bottom Verify: Validation Status. F: Fingerprint Verification. State: Attendance Status.	n of the screen explain all letter mean P: Password Verification I: Card V	ings. erification

Note: For the other two record query modes, see <u>Appendix 3 ECO TA500 FAQs</u>.





10 System Information

You can check the storage status as well as version information of the ECO TA500 attendance machines through the

Sys.Info. menu item.

On the initial interface, press and hold [M/OK] key to enter the Main Menu interface as following figure 1:



Free Space: The number of enrolled users, administrators and passwords is displayed on the Free Space interface. The total fingerprint storage capacity and occupied capacity as well as the total attendance storage capacity and occupied capacity are graphically displayed respectively, as shown above figure 2.

Device: The equipment name, serial number, mac address, version information, vendor and date of manufacture are displayed on the **Device** interface, as shown above figure 3.

Note: The figure above is for reference only. Please refer to the actual device.





11 Appendix

Appendix 1 T9 Input

T9 input (intelligent input) is quick and high efficient. The device support T9 English and symbol input. There are 3 or 4 English letters on numeric keys (0-9), for example, A, B, C are on numeric key 1. Press the corresponding key once, and the program will generate effective spelling. By using T9 input, names, SMS content and some symbols can be input.

The T9 input method is used to enter texts such as employee names, department names, and shift names.

Add user 1	Add user 2	Add user 3
ID 1 Name FP Enroll FP FP Cnt: 0 PWD Enroll PWD	ID 1 Name FP Enroll FP FP Cnt: 0 PWD Enroll PWD	ID 1 Name Angel FP Enroll FP FP Cnt: 0 PWD Enroll PWD
[English]	[English]0a1b2c3A4B5C	[English]
Press the [M/OK] key to enable the T9 input method.	Press ▲/▼ to switch to the English, Symbol, or Pinyin mode. Enter numeric 2 and press numeric 3 to get letter "A".	Enter letters Angel in the same manner.

Appendix 2 Quick Query of Attendance Records

This function allows ordinary users to query their attendance records of current day to make sure whether there are any missing records or time errors so as to inform administrators to record exceptions in time.

Operation description:

Mode 1: Save the attendance records and query quickly:

For example, after successful fingerprint matching, the employee with user ID of 1 can view his/her attendance records of current day after pressing and holding [**M/OK**].



ID 1 1 1 1 1 1 Record(Name	Time 03-02 09:08 03-02 09:16 03-02 10:33 03-02 11:10 03-02 12:16 F: FP 0:06	Verity) F F F F F	State 0 0 0 1		 Note: 1. The pictures are for reference only. 2. Press ▲/▼ to view the attendance records row by row. Press ◄/► to view the attendance records page by page. 	view
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Press [M/OK] to view the details of the attendance records.

Mode 2: Query directly and quickly without saving the attendance records:



Press numeric key '**0**' on the initial interface to display the **Record** interface.

Press finger/input ID/Punch Card, enter the **Start** and **End** time by using keypad, then press [**M/OK**]. Showing records as above



Press [M/OK] to view the details of the attendance records.

The attendance details of the employee with user ID of 1 on May 7 are as in figure 4:

ONotes:

- 1. Three ways for entering the query conditions:
- 1) Press the enrolled finger. The user **ID** and **Name** corresponding to the fingerprint will be automatically displayed.
- 2) Enter the desired employee ID directly.
- 3) Sweep the enrolled card. The employee ID and Name corresponding to the card will be automatically displayed.
- 2. At most 1,000 records can be displayed on this interface.