



TIMEPRINT™

# ECO TP100U USER MANUAL



Due to the continuous updating of this product, our company does not promise that the actual product is consistent with the data, and does not assume any disputes caused by the actual technical parameters and the data does not match.

## Process of using attendance machine for the first time

Shift setting→Department setting→Employee Registration→Employee attendance→View attendance report

### 1.Key configuration and input method description

1	2 <sub>ABC</sub>	3 <sub>DEF</sub>	ESC	 Switch input method.
4 <sub>GHI</sub>	5 <sub>JKL</sub>	6 <sub>MNO</sub>	MENU	MENU Enter the menu management; Delete key after enter the menu.
7 <sub>PQRS</sub>	8 <sub>TUV</sub>	9 <sub>WXYZ</sub>	▲	ESC Cancel or exit the current settings. OK Confirm the current settings.
	0 <sub>┘</sub>	OK	▼	▲ Move the cursor up. ▼ Move the cursor down.
				0-9 Input Number and English Letters.

### 2. Shift setting (MENU→Attend. Rules→Shift→Shift 1)

Shift1		
	In	Out
Time1	09:00	18:00
Time2	--:--	--:--
OT	--:--	--:--
Exit-ESC	Ok-OK	

1. Support 10 working shifts, and some devices can record across days.

Example 1: If the company check-in at 09:00 and check-out at at 18:00, attendance twice a day, then set shift 1 as: period 1 09:00-1 8:00, period 2 and period 3 empty.

Example 2: If the company check-in at 22:00 and check-out at 4:00 the next day, then set shift 1: period 1 22:00-4:00, period 2 and period 3 empty.

2. If the shift is complex or the individual shift is not fixed, it is recommended to download the "Employee Setting Table" for shift setting.

#### Tips:

When editing, [MENU] key is delete key. when deleted to blank, it will display --.

### 3. Department Settings (MENU→Attend. Rules→Department)

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Dept.1						
Department:						
Not Set1						
Scheduling(1-10 Shift,0-holidays):						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
0	1	1	1	1	1	0
Exit-ESC			Ok-OK			

#### 1. Department setting:

Press ▲/▼ to select the department name, press [OK] to enter the modification department interface, use Digital key to enter the name of the department, then press [OK] to save.

#### 2. Departmental shift scheduling:

Method1: In the department settings interface, enter shifts 1-10 in the editing area, number 0 represents rest days, and finally select [OK] to save.

Method2: Download the "Employee Form", and open the "Employee Form" on the computer. Set the shift schedule information of the corresponding department, save and upload;

### 4. Employee Registration (MENU→Employee →Enroll)

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Employee Info	
1.ID	000001
2.Name	
3.Finger	0/3
4.Card No.	Not Reg
5.Password	Not Reg
Exit-ESC	Ok-OK

ID: The default is the minimum of the unregistered user ID.

Name: Enter a user name through the keyboard.

Fingerprint: Go to the fingerprint registration interface, then press the fingerprint on the sensor three times upon prompting by the device.

Card No.\*: Go to the card registration interface, then swipe the card around the reading area.

Password: Enroll the password; It supports 1-6 digits of numbers.

Department: Press [OK] to select a department from the list.

Authority: Press [OK] to select the authority between Employee and Admin.

**\*Not all the devices have this function.**

## 5. Attendance rules (if you use the default rules, you don't need to change any settings)

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Press [MENU] to enter the main menu. Press ▼ to select "Attend. Rules", press [OK] to enter the sub-menu.

It can set up the company name, shift arrangement, ringing time, allowable late arrival, early departure time and repeated invalid attendance time.

## 6. Download or upload data (MENU→Attendance)

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1. Download All Report: Download all attendance data to U disk.

2. Download Individual Report: Download Individual attendance data to U disk.

3. Download Employee Form: Download employee setting form to editing.

4. Upload Employee Form: Upload employee setting form to the device.

5. Download Employee Data: Download and backup all employee data.

6. Upload Employee Data: Upload the backup employee data to the device.

### Tips:

Please use a U disk in FAT32 format. If the attendance machine can not recognize your U disk, please convert the U disk into FAT32 format before proceeding.

## 7. Query attendance records (MENU→Log Query)

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1. ID Query Steps: Menu→Log Query→ID Query→Browse/Download →Enter ID →press [OK] to confirm

2. Time Query Steps: Menu→Log Query→Date Query→Browse/Download→Enter the Date→press [OK] to confirm.