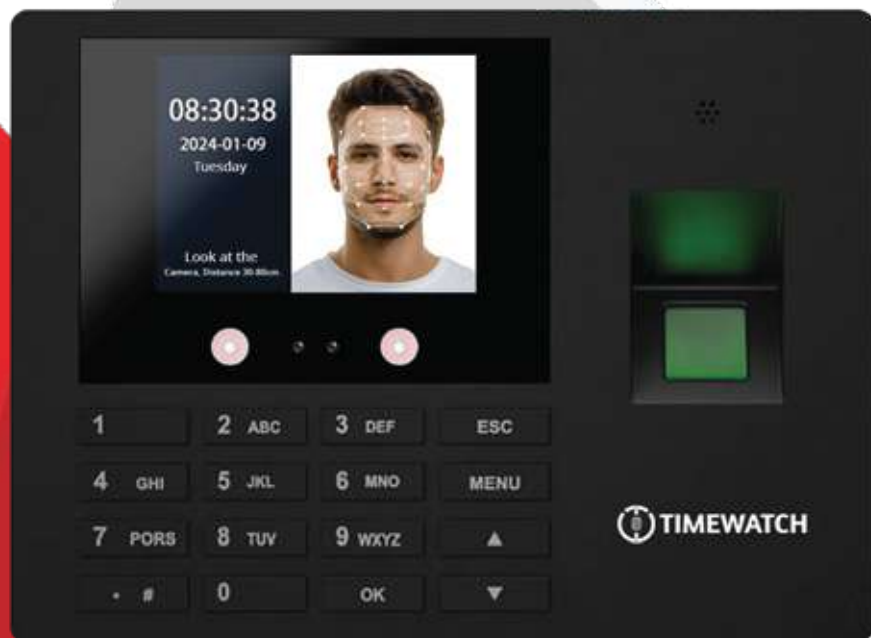




User Manual

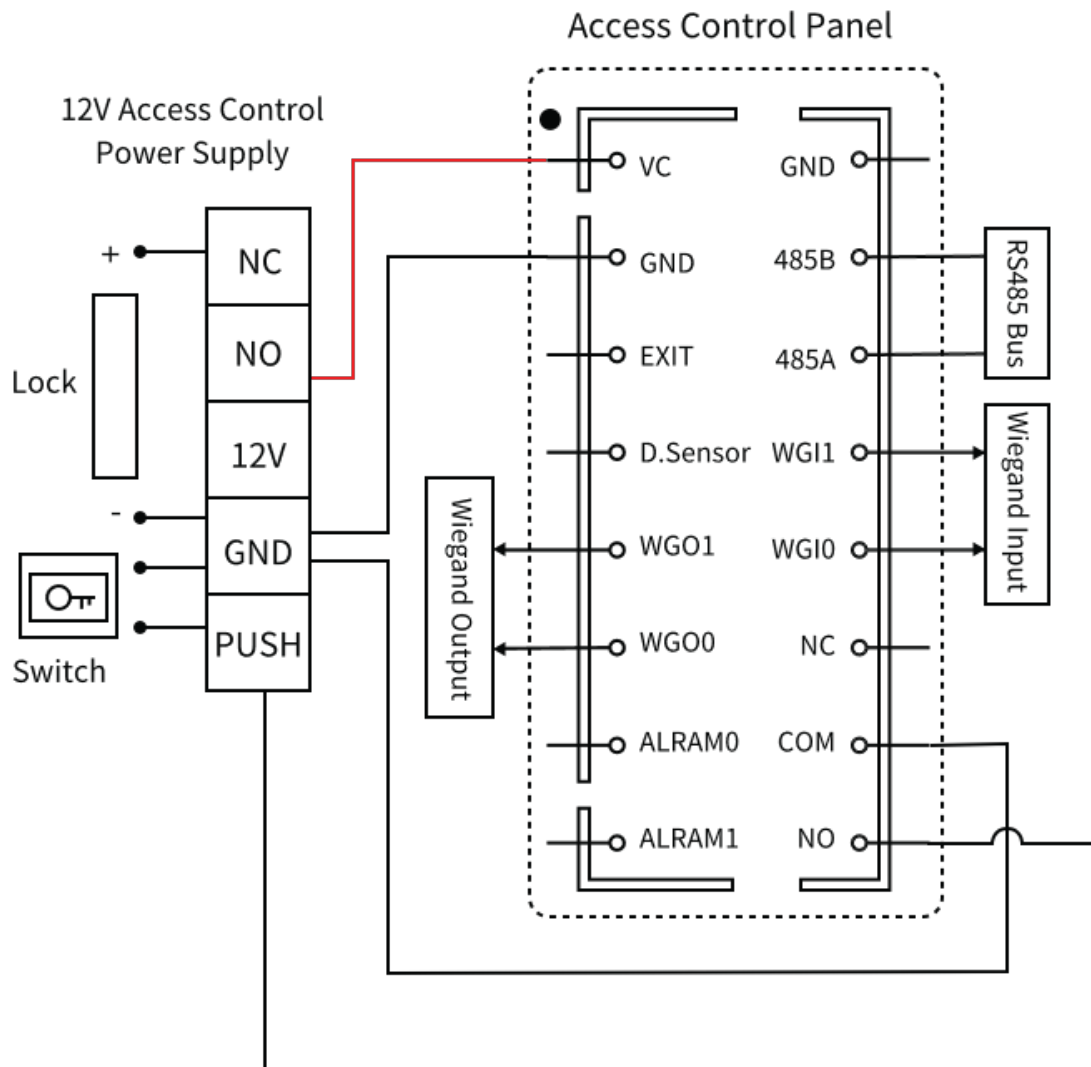
Bio-1SE

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Wiring diagram

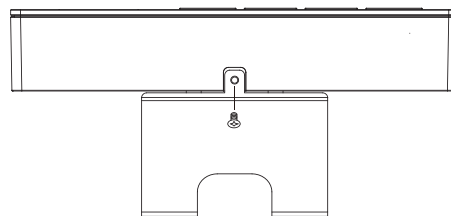
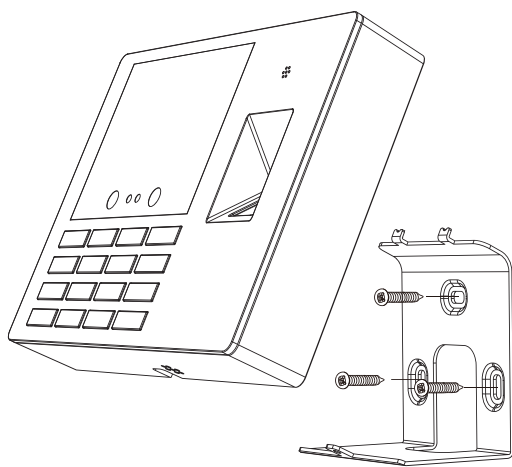


Note:

1. The wiring diagram is for reference only, and the specific connection method is subject to the actual needs, if there are different connections, please confirm by yourself;
2. Please connect the wiring in the case of power failure, check it clearly and then turn on the power supply;
3. Avoid reverse connection of positive and negative poles or short circuit of wiring, and any damage to the machine caused by wiring errors is not covered by the warranty.

Installation method:

1. The recommended installation height is 1.1 meters (applicable height range is 1.55-1.85 meters), which can be adjusted appropriately according to the height of the personnel;
2. Install the bracket on the wall with screws to fix it (the single fingerprint version does not have a bracket and can be hung vertically);
3. Hang the device to the stand;
4. Fix the bottom with M3 screws



The pictures are for reference only, and the actual product shall prevail

Button description

1	2 ABC	3 DEF	ESC
4 GHI	5 JKL	6 MNO	MENU
7 PQRS	8 TUV	9 WXYZ	▲
⊙ #	0	OK	▼

- Esc Exit or cancel the current setting when operating the menu
- MENU Enter menu management (backspace can be used when editing content)
- OK Confirm the current setting or enter
- ⦿ # Turn on the power/off/input method switch
 - ▲ The cursor moves up during the action menu
 - ▼ Manipulate the dish but move the cursor downward
- 0..9 When operating the menu and selecting the menu, enter a numeric value and 26 letters

Department settings

Press the MENU key to enter the main menu, press the OK button to select "Department Settings", press the OK key to enter the department setting interface, press the ▲▼ key to select the department you want to edit, press the OK key to enter the modification page, enter the department name with the T9 input method and press the OK key to save

Menu


 1.Dept.


 2.Shifts


 3.Users


 4.Reports


 5.Settings


 6.ViewInfo

Dept.

	Dept.	Users
1	Not Set	0
2	Not Set	0
3	Not Set	0
4	Not Set	0
5	Not Set	0
6	Not Set	0
7	Not Set	0
8	Not Set	0
9	Not Set	0

Dept.

a

Shift key to switch methods

Shift settings

1. Press the MENU button to enter the main menu, and select "Shifts" → "Shifts".



2. Press the ▲ ▼ button to select the shift you want to edit, press the OK button to enter the modification page, and you can set up to 24 shifts.

3. Press the ▲ ▼ key to select the time period you want to modify, press the number key to enter the commuting time, press the ESC key to return after the setting is completed, and then press the ESC key to pop up a prompt box, press the OK key to save

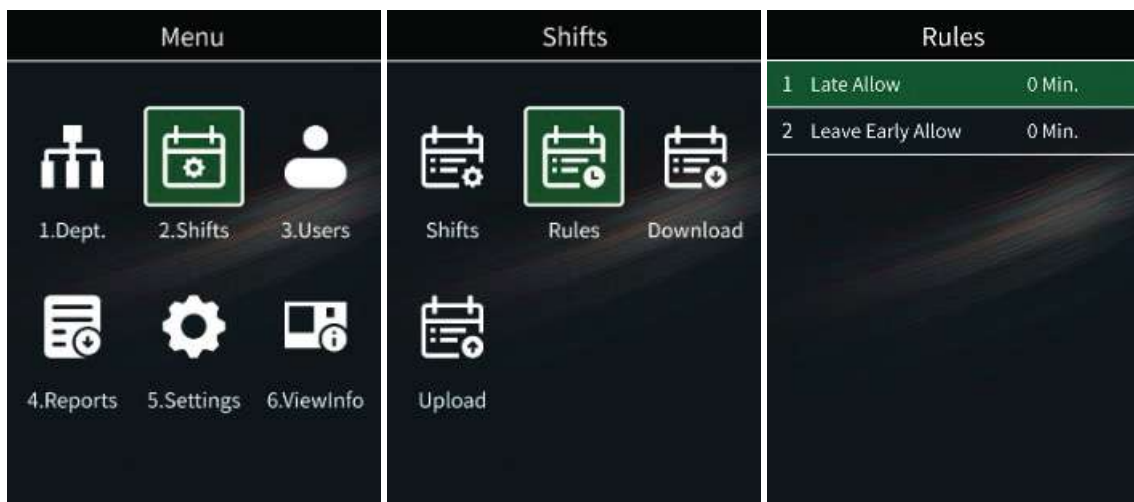
Shifts			
	AM	PM	OT
1	08:00 12:00	13:30 17:30	
2	08:00 12:00		
3			
4			
5			
6			
7			
8			
9			

Shifts	
AM In	08:00
AM Out	12:00
PM In	13:30
PM Out	17:30
OverIn	00:00
OverOut	00:00

Arrow to Move Cursor, Menu to Backspace

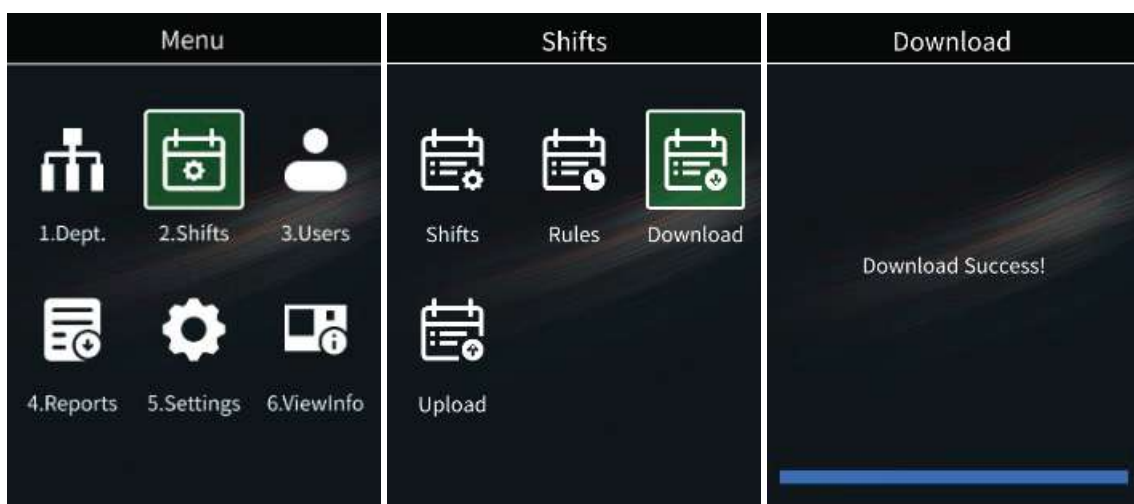
Set attendance rules

Press the MENU button to enter the main menu, press the ▲ ▼ button to select "Shifts" → "Rules", and set the rules in it as needed.



Download and upload schedules

Insert the Fat32 format USB flash drive into the attendance machine, press the MENU key to enter the main menu, press the ▲ ▼ button to select "Shifts" → "Download", and you can download the attendance setting sheet to the USB flash drive.

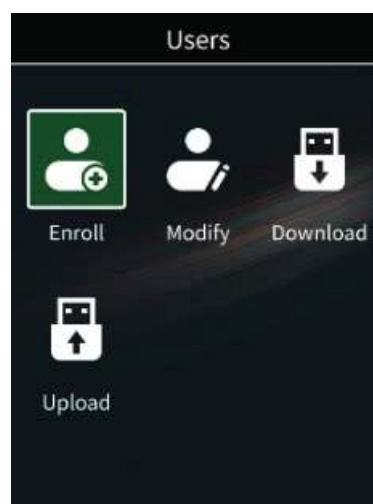
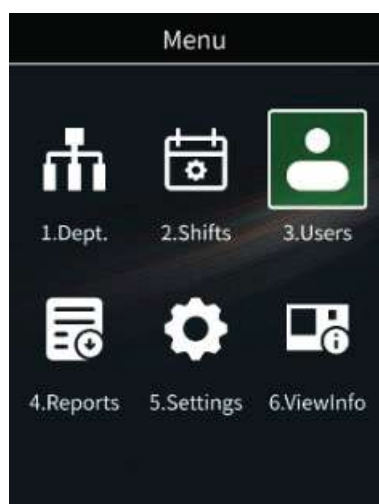


The downloaded file is called "Time", and you can edit the shift on your computer and then upload it to the attendance machine

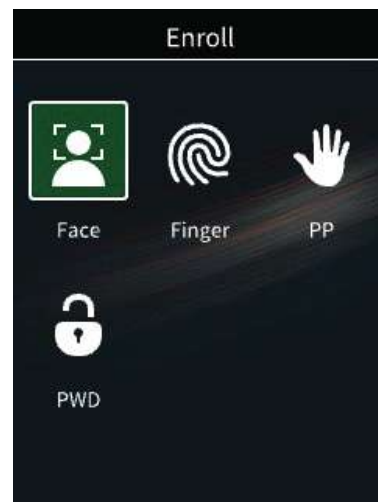
	A	B	C	D	E	F	G
1	Times Table						
2							
3	Shift Time						
4	Shift	AM		PM		Over	
5	No	In	Out	In	Out	In	Out
6	1	08:00	12:00	13:30	17:30		
7	2	08:00	12:00				
8	3						
9	4						

Registered Users

1. Press the MENU button to enter the main menu, press the ▲ ▼ button and select "Users" → "Enroll".



2. Press the OK button to enter the user registration page, enter the employee number and name, press the OK button to save, select the verification method to be registered, and press the OK button to start registration



Face: Press the OK button to enter the face registration interface, the face is facing the camera, and the face is successfully registered after the progress bar is completed.

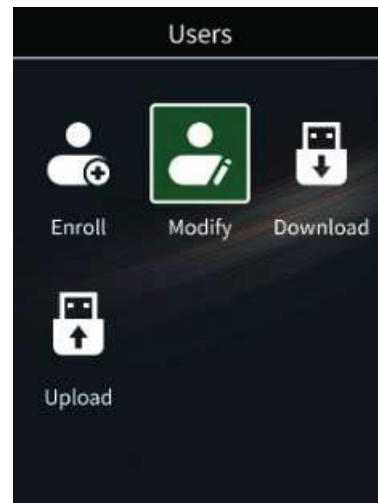
Finger: Press the OK button to enter the fingerprint registration interface, and press the fingerprint collector three times with the same finger to successfully register the fingerprint.

PP: Press the OK button to enter the palm vein registration interface, open your five fingers to face the camera, and successfully register the palm vein after the progress bar is finished.

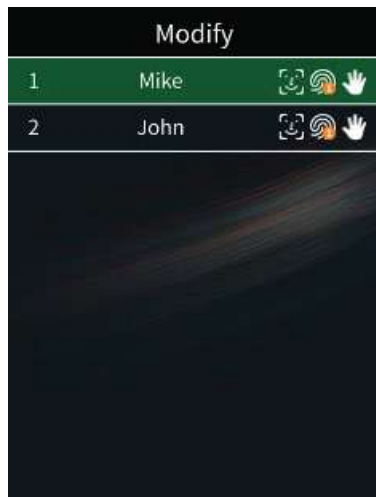
PWD: Press the OK button to enter the password registration interface, enter the 1-6 digit password, you can not set it.

Modify the user

1. Press the MENU button to enter the main menu, press the ▲ ▼ button and select "Users" → "Modify".



2. Select the user you need to set, press OK to enter the modification page, you can modify the name, department, shift, authority and verification information, and the bottom option can delete this user information. Regarding permission settings, users can only clock in, and administrators can operate attendance devices. Please set up at least two administrators. When an administrator is not in the company or leaves the company, another administrator can operate the time and attendance machine.

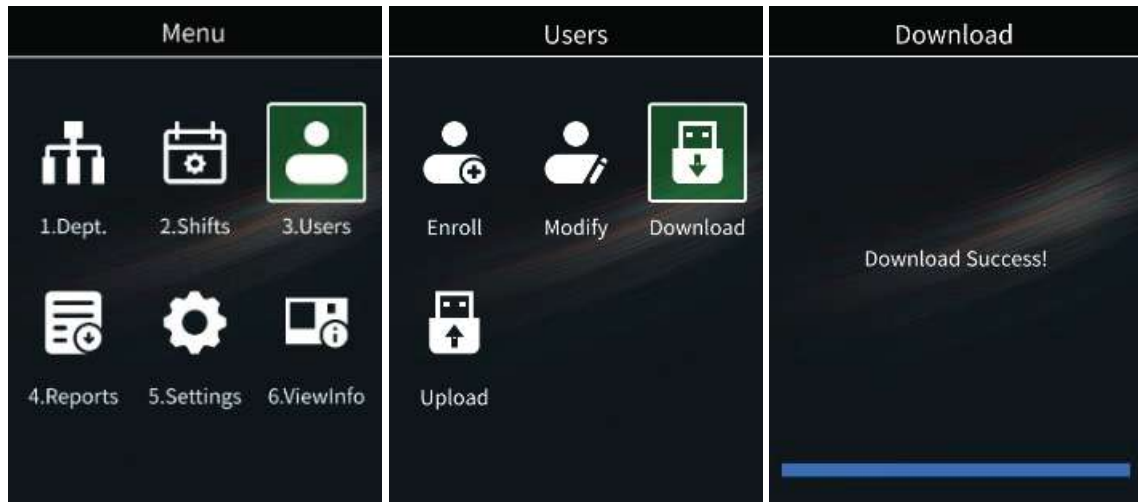


Modify		
1	ID	1
2	Name	Mike
3	Photo	
4	Dept.	Business
5	Shift	1
6	Role	Admin
7	PWD	*****
8	Card	1
9	Face	1

Note: There is no shift schedule on weekends by default, if you need to set it, it is recommended to download the schedule and edit it on the computer and upload it.

Download and upload person information

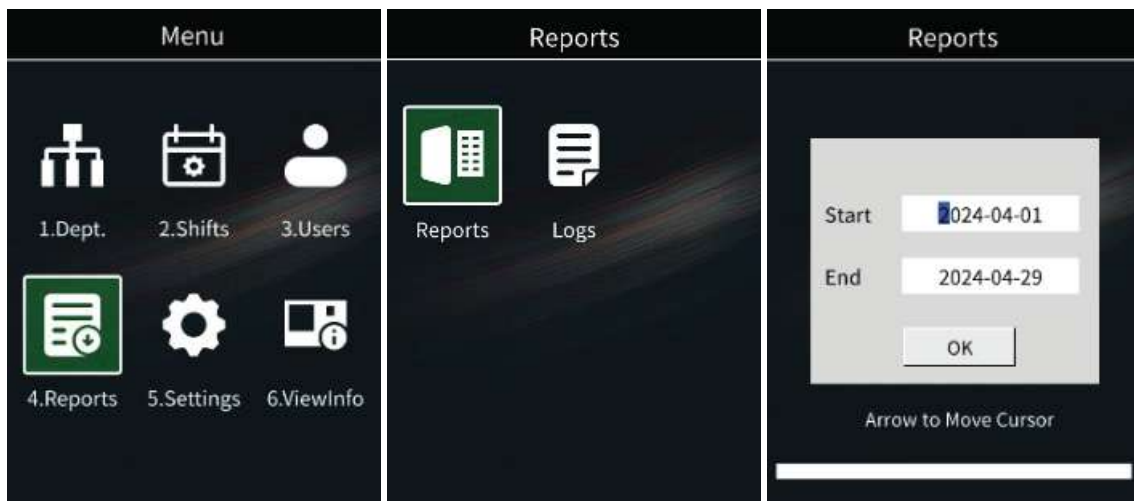
Insert the Fat32 format U disk into the attendance machine, press the MENU key to enter the main menu, press the ▲ ▼ key and select "Users" → "Download", and you can download the personnel information sheet to the U disk.



The downloaded personnel data can be uploaded to another attendance machine, eliminating the need for duplicate entry.

Download and view reports

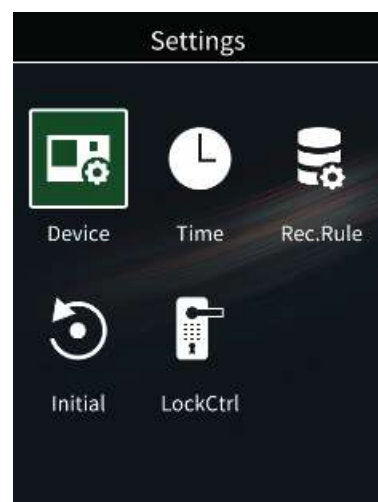
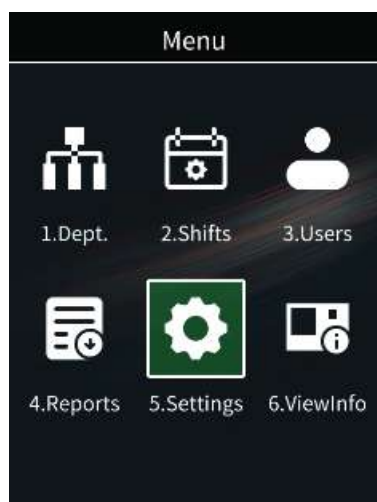
1. Insert the USB flash drive into the USB slot of the machine;
2. Press the MENU button to enter the main menu, press the ▲ ▼ button to select "Reports" and press the OK button to enter the menu;
3. Press the ▲ ▼ button to select "Reports", select the time period and press the OK button to download



Note: The tables included in the "Reports" are: Attendance Summary Table, Shift Information Table, Card Record Form, Abnormal Statistics, and Time Card Table;
 Select Download "Logs" for all swipe records

Advanced settings

Press the MENU button to enter the main menu, press the ▲ ▼ button to select "Settings" and press the OK button to enter;
 Press the ▲ ▼ button to select the option you need to set, and press the OK button to enter



1. **Device:**

Language: You can set the language and voice of the device UI

Admins: Set the total number of administrators that can be entered, up to a maximum of 5

Volume: Set the volume of the device, the minimum value is 0, and the maximum value is 10

Verify Mode: Set the confirmation method for punch in verification, FC stands for face, FP stands for fingerprint, PP stands for palm vein, P stands for password, C stands for card, / stands for or, + stands for and

Verified Screen: The time that the information screen stays after verification

Screen Saver: The time to enter the screensaver after no operation

Sleep Time: The time it takes for the device to go to sleep after no operation

Set Bell: Set the time and number of rings, up to 24 rings

Continue Match: The interval between the verification of a person's information

Company: The company name of the device will be displayed in the cloud for the networked version, and it can be left blank for other versions

2. **Time:** Modify the time and date of the device

3. **Rec Rule:**

AVL Logs Alert: Set the remaining attendance record capacity of the device to alert, if you set 1000, then a reminder will pop up when there are 1000 attendance records left.

Punch Interval: Set the interval for personnel to verify information, for example, if you set one minute, only the first one will be recorded in one minute.

4. **Initial**

Reset Default: Restores the device's factory settings, but does not delete records and personnel information

Delete All Manager: Deletes all administrator permissions, but does not delete the administrator's personnel information

Delete All Data: Deletes all data, including personnel information and attendance records

Delete All Users: Deletes the information of all users, including

administrators

Delete All Logs: Deletes all attendance records

Upgrade From USB: Firmware can be upgraded via a USB flash drive

5. LockCtrl

Unlock For: Set the time from the time the electric lock opens the door to the time when it automatically closes

Wiegand Format: Sets the format of the Wiegand communication

Wiegand Output: Sets the data format of Wiegand output

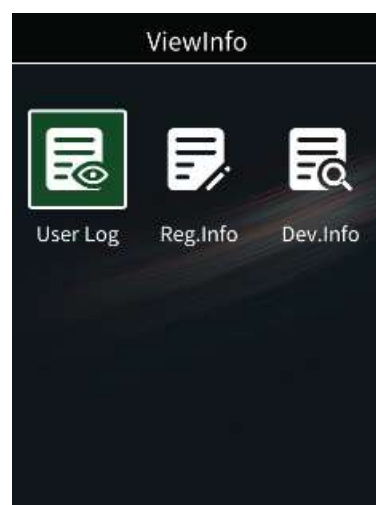
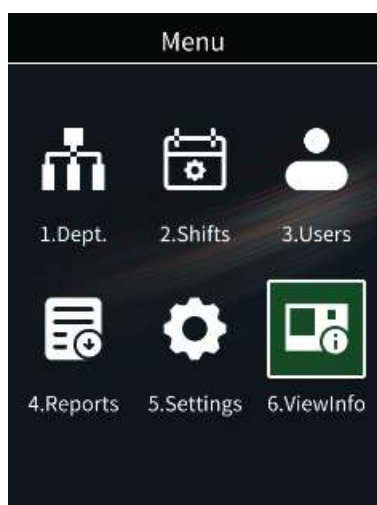
Wiegand Input: Sets the data form that Wiegand outputs

Access control QR code: Set whether to support QR code to open the door

Information inquiry

1. Press the MENU button to enter the main menu, press the ▲ ▼ button to select "ViewInfo" and press the OK button to enter

2. Press the ▲ ▼ button to select the option you need to set, and press the OK button to enter



User Log: Enter the employee ID and time range to query the clock-in and clock-in records of the employee

Reg.Info: Query the usage and capacity of various verification information

Dev.Info: View the basic information of the device

Quickly query employee attendance records

1. The administrator presses the OK button on the initial interface, and after verifying the information, you can query the employee records.
2. Enter the employee ID to be queried in the work number field, select the time range for the query in the date item, press the ▲ ▼ button to select the OK button, and press the OK button to display the attendance record.

Precautions

1. If you have forgotten your administrator password or lost your administrator information and are unable to access the menu, you can contact the supplier for a way to delete the administrator.
2. If the content of the exported attendance report is incorrect or out of order, please clear the USB flash drive and then export it again.



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