

## Configure X628 Finger Print Time Recorder

1. Press MENU button
2. In the MENU option, you'll see
  - a. *User Manage*
  - b. *Options*
  - c. *PenDrive Mng*
  - d. *SysInfo*

### **A. Using Menu Functions**

1. In the Sub-menu of **USER MANAGE**, you can perform:

<b>Enroll User</b>	To register the User (Staff / Personnel)
<b>Enroll Admin</b>	To register the Administrator for the X628 device
<b>Delete</b>	To remove Admin / User account
<b>Browse Attlogs</b>	To view the details of clocking in the X628 device

2. In the Sub-menu of **OPTIONS**, you can perform:

<b>System Opt</b>	To configure & set DATE & TIME
<b>Power Mng</b>	To configure SHUTDOWN / POWERON / SLEEP / IDLE / IDLE Time / LOCK POWER
<b>Comm Opt</b>	To configure the BAUDRATE / DEV NUM / NET SPEED / IP Address / NETMASK / GATEWAY / ETHERNET / RS232 / RS485
<b>Log Opt</b>	To view the details of clocking in the X628 device

3. In the Sub-menu of **PENDRIVE MNG**, you can perform:

<b>Download AttLog</b>	By using pendrive, Administrator can download the Attendance Log
<b>Download User</b>	By using pendrive, Administrator can down the info – FingerPrint / Password / RFID into the Time Attendance Software
<b>Upload User</b>	Details of User which was set in Time Attendance Software can be upload into the X628 device
<b>Download SMS</b>	Download SMS
<b>Upload SMS</b>	Upload SMS

4. In the Sub-menu of **SYS INFO**, administrator can identify information for:

<b>SysInfo</b>	Information of No of User Register / FingerPrint Records / Attendance Log / No Of Administrator / No of User With Passwords / S Logs / Free Space Information / Device Information.
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## **B. REGISTRATION OF ADMIN / USER**

### **Enrolling Administrator Privileges.**

- 1) In the **MENU**, select **USER MANAGE**
- 2) Press **OK**
- 3) Move Down to **ENROLL ADMIN**
- 4) Press **OK**
- 5) Select the Options
  - Enrol FP (FingerPrint)
  - Enroll PWD (Password)
  - Enroll FP & PWD (Combination of FingerPrint & Password)
  - Reg RFID (Register RFID Card)

### **For example to enroll with FP (FingerPrint)**

- 1) Select **Enroll FP**
- 2) Press **OK**
- 3) **Admin Accredit – ADMIN** will be shown
- 4) Press **OK**
- 5) The UserID will be shown – Example 00001
- 6) Press **OK**
- 7) Place the Finger on the scanner
- 8) The device will scan & request to Remove Finger
- 9) Each Admin / User needs to scan **3 times** for the system to identify the fingerprint scan by X628 device.
- 10) Upon completion, press **OK** (To save the fingerprint record)

### **For example to enroll with PWD (Password)**

- 1) Select **Enroll PWD**
- 2) Press **OK**
- 3) **Admin Accredit – ADMIN** will be shown
- 4) Press **OK**
- 5) Device will show – **NEW ENROLL?**
- 6) Press **ESC**
- 7) The UserID will be shown – Example **00001** (To set Admin with Password)
- 8) Press **OK**
- 9) Input the password
- 10) Press **OK**
- 11) Confirm the password again.
- 12) Press **OK**
- 13) Press **OK** (To save the Password)
- 14) To continue with another admin / user account, press **OK** else to exit press **ESC**.