

ANVIZ
**CX3 Fingerprint
and Card Time
Clock**



ANVIZ CX3 Fingerprint and Card Time Clock User Guide

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ANVIZ

ANVIZ CX3 Fingerprint and Card Time Clock



Before Starting

Hardware Safety Instructions

Observe the following instructions to use the product safely and prevent any risk of injury or property damage. Do not use oily water or sharp objects to stain or damage the display screen. Fragile parts are used in the equipment, please avoid operations such as falling, crashing, bending or heavily pressing. The optimal working environment of CX3 is indoors. The device functions fully under temperatures: -10°C~50°C (14°F~122°F), The best performance is between 15°C~32°C (59°F~89.6°F). The device will be less effective if exceeds these ranges. Please gently wipe the screen and panel with soft materials. Avoid scrubbing with water or detergent. The recommended power of the CX3 terminal is DC 5V ~ 1A. The device will function less effectively in case the power supply cable extends too long.

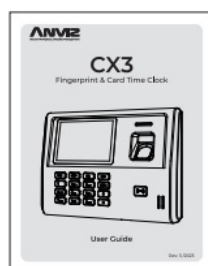
ANVIZ Terms & Policies

Before using all ANVIZ products, please read all applicable terms rules, policies, and usage provisions found at www.anviz.com/privacypolicy and www.anviz.com/anviz-biometric-data-retention-policy. By using your ANVIZ products, you agree to be bound by the ANVIZ Terms & Policies.

What's Included



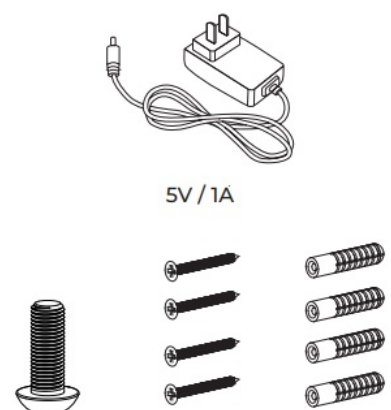
CX3 Terminal



Quick Guide

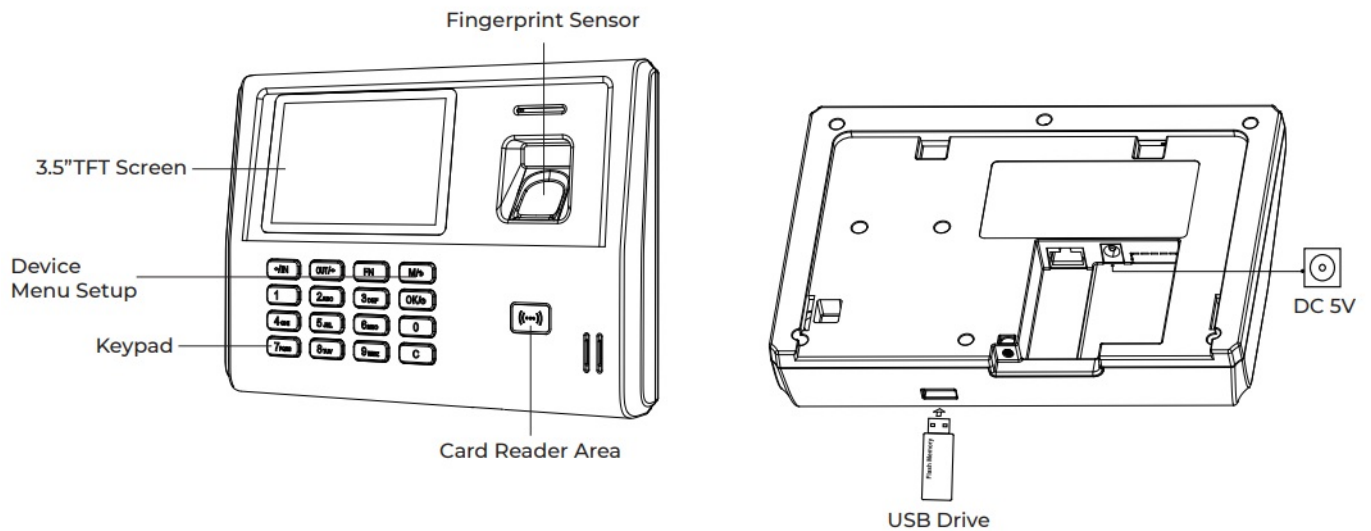


Optional



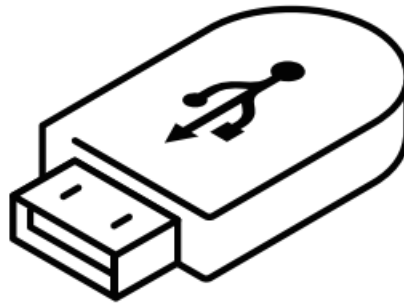
Accessory Package

Getting to Know the Product



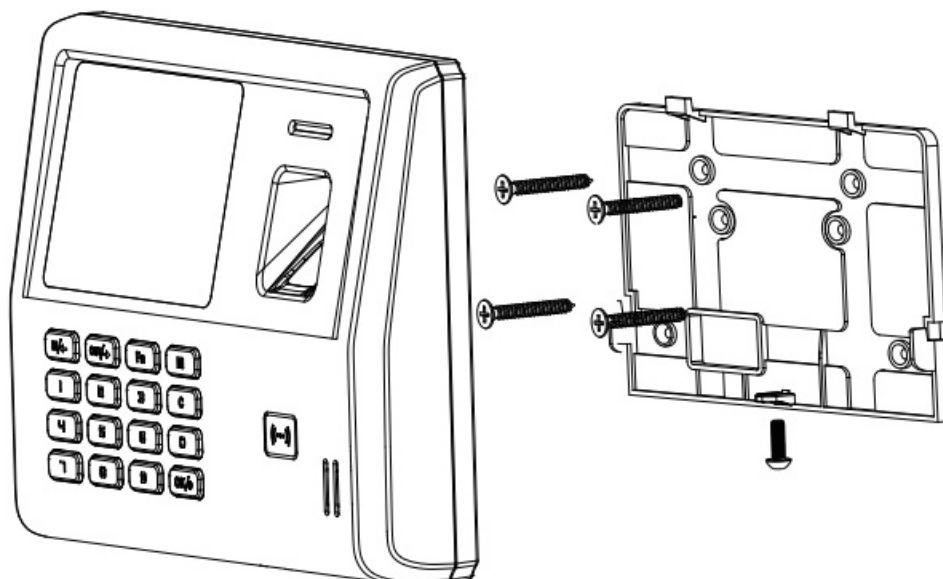
What's Request for Using

FAT32 Format USB Drive for import and export time attendance and employee data (not provided).



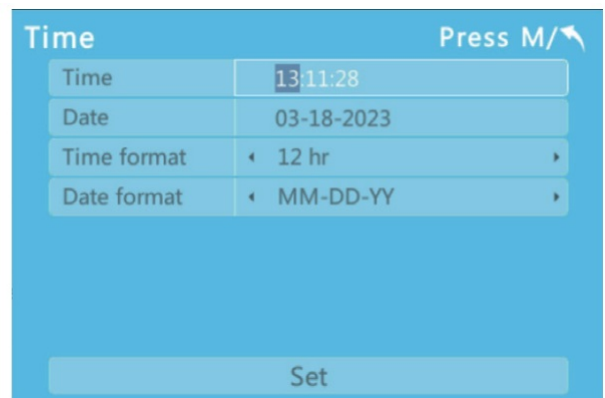
How to Install

1. Mount the back board on wall and connect with the wire.
2. Fix the device from the bottom and screw it.
3. Make sure fixed OK.



Activate your CX3 Time Clock

1. Plug your Time Clock into a power outlet to power on the terminal.
2. Choose your preferred language by the number key into the time setting.
3. Press ←/IN or OUT/→ keys and OK to set up the correct date and time.
4. Select the Set and press OK to save the time setting and move to the next step.



Create a Work Schedule

The CX3 support setup Overnight work schedules for your employees.

Split Timesheets

Set the time on which the day is changed to the next day on the clock.



The time at which the day changes to the next day is conventionally set at midnight or 00:00 hours. At this point, the date on the calendar advances by one day. You can change the Split time on the device and adjust the time accordingly.

Duplicate Punch Range (0-250min)

Duplicate Punch Range (0-250min) defines the time duration in which the clock considers only the first attendance punch, even if you make many attendance punches within the defined period.

Example: Assume that the duplicate punch period is 10 minutes. If you make several check-in attendance punches within 10 minutes, the clock considers only the first punch time and ignores the rest of the attendance punches.

Auto Punch Status

When this feature is enabled, the punch state will not be displayed on the home screen and the punch state will be

updated automatically based on the previous punch state of the user.

For example: if the user's first punch state is Check-in, then the next punch state is Check-out. This feature is enabled by default.

Notice:

When the time exceeds the Split Timesheets, the punch state will be reset to Check-in. If the Auto Punch Status is turned off, the user needs to select the punch state manually and the punch state will be displayed on the home screen. Press the ←/IN button to change the punch state to IN, and the OUT/→ button to change the punch state to OUT.

Setup Pay Period

Please make sure to set up the pay period correctly, it will be used as a reference to export time attendance reports from your Time Clock devices.

- **Monthly:** The monthly option,
- **Weekly:** the Weekly option,
- **Bi-weekly:** the Bi-weekly option,

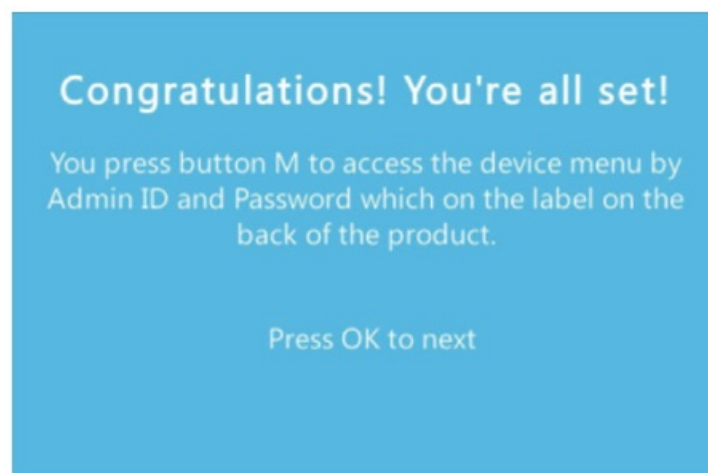
Semi-monthly: the Semi-monthly option, Defaults from 1st to 15th of the month and the 16th and the last day of the month.

Start Date Of Payment: select the day on which the pay period will start. Select the Set and press OK to save the pay period setting and start your application.



Pay Period	
Pay Period	Weekly
Start Date of Payment	Monday

Set



Congratulations! You're all set!

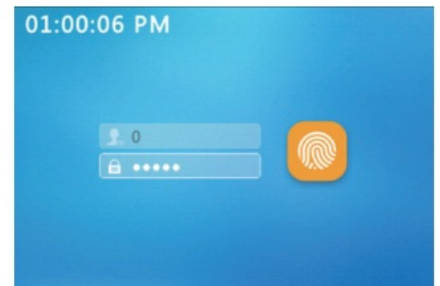
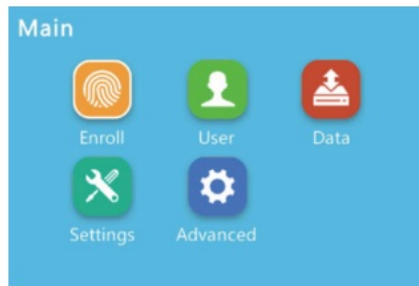
You press button M to access the device menu by Admin ID and Password which on the label on the back of the product.

Press OK to next

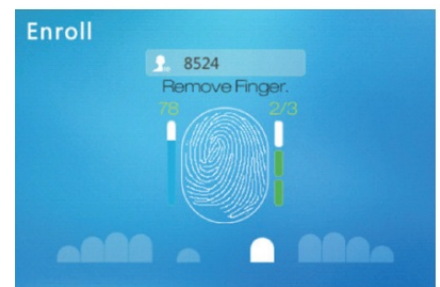
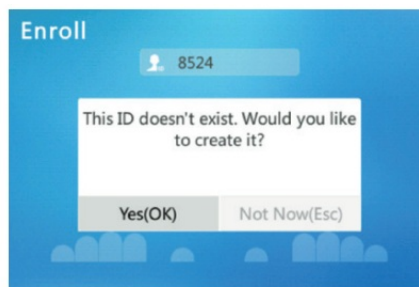
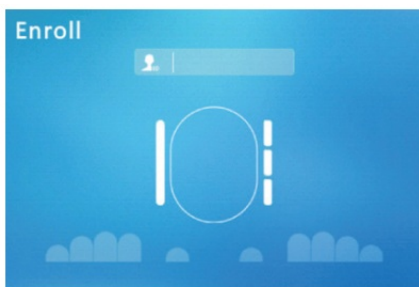
Quick Enroll Employee

1. Press M button on device menu by input the default Admin ID and Password.
2. Select “Enroll” option to enroll user fingerprint directly.

Default Admin ID: 0 Password: 12345

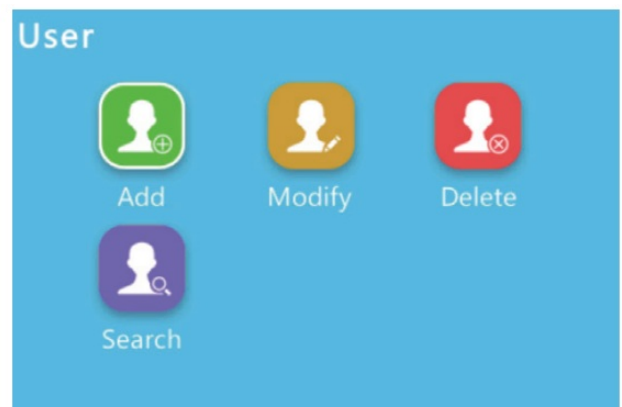
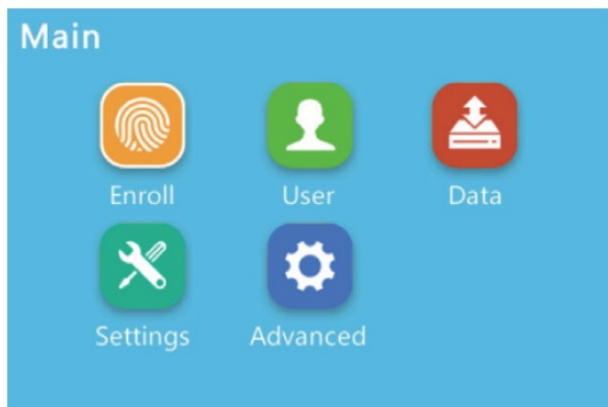


3. Input the unique identification number as User ID and press OK to create a new User in the device. Press OK again to continue to enroll user fingerprint. Please press the same finger on the sensor three times until register success. The device will automatically continue to register another fingerprint. Press M to exit the finger enrollment and return to the main menu. With these settings, an employee’s fingerprint enrollment succeeds in the device.



Management User

Select the User icon to the user management interface.



Add New User

Select Add to create a new user and input the user’s basic information.

- **User ID:** The User ID is required and unique for each employee.
- **User Name:** Press FN key to input the name with characters. Characters length less than 10 letters
- **User Password:** Input the maximum 6 digits as password.
- **User Card:** Swipe the RFID Card on the device RFID Card read area, it will display the RFID Card number in the Card text bar.

- **Admin:** select admin roles for the user.
- **Enroll FP:** Starting enroll user fingerprint.
- **Mode:** To set up employees' verify mode.

Modify User

Select Modify to edit the registered user. Input the registered user ID to modify user information and the fingerprint template.

Delete User

Select Delete to user delete interface. Please input the user ID you want to delete and press OK to delete the user continue to click Yes to confirm the operation.

Delete all Users (Caution): Click Delete all Users. The device will ask for confirmation, input the 12345 and confirm the operation to delete all users.

Delete



Enter 12345 and press OK to confirm erasing all users.

Delete

Enter the ID of the user to delete

Are you sure you want to delete all Users?

Yes(OK)

Not Now(Esc)

Search Use

Select Search and input the user ID in the upper left corner, and press OK for user search. Press directional keys to select the user and press OK to modify the user information.

User



Add



Modify



Delete



Search

Search



1/1

ID	Name	Card	Admin
8524		0	0
8525		0	0

Data and Report

Select the Data icon to access the time attendance data management interface.

Main



Enroll



User



Data



Settings



Advanced

Data



Record



Import

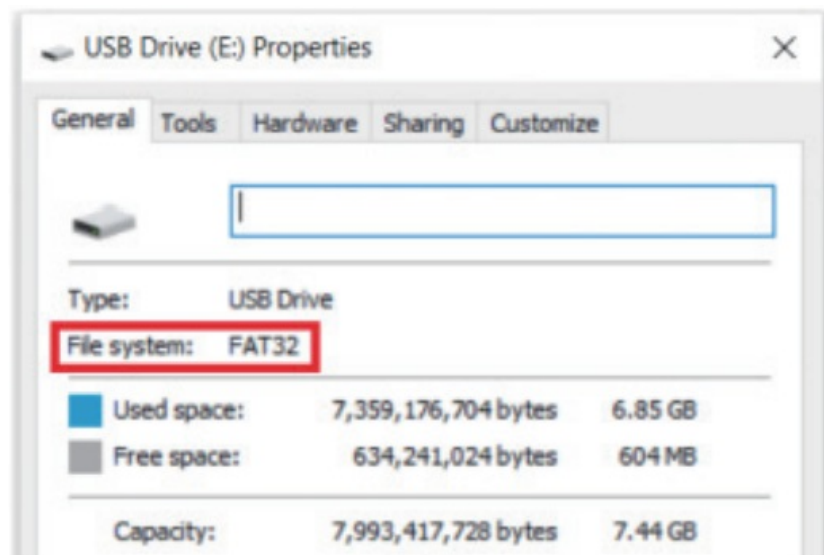


Export



Report

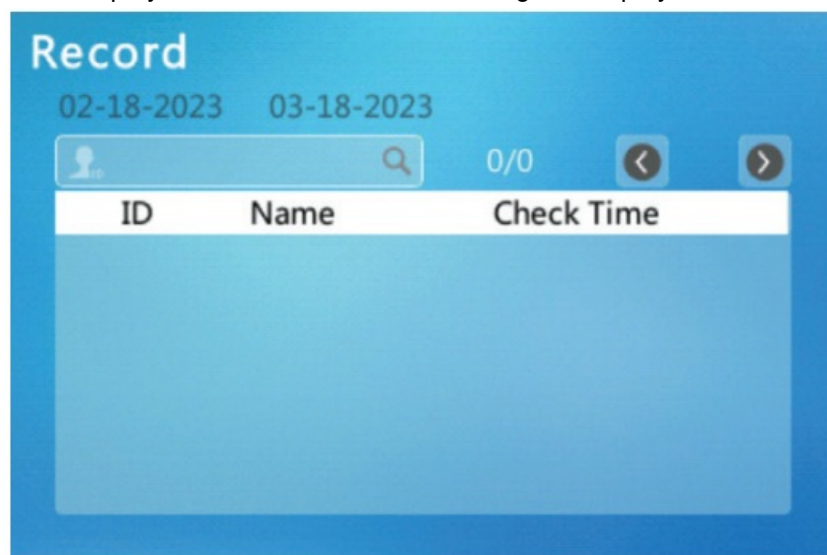
Notice: he data import and export are all base on USB Drive transfer. Please use USB Drive with FAT32 Format.



Employee Record

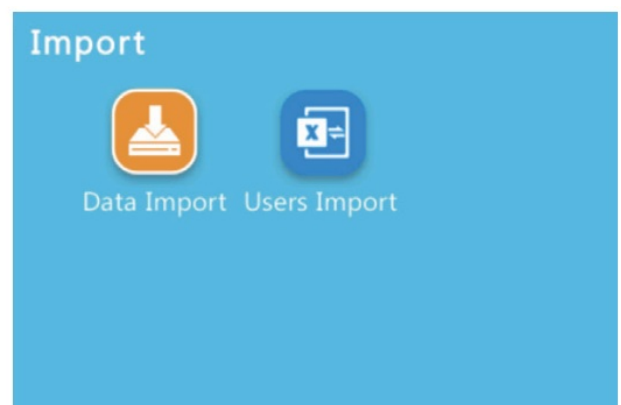
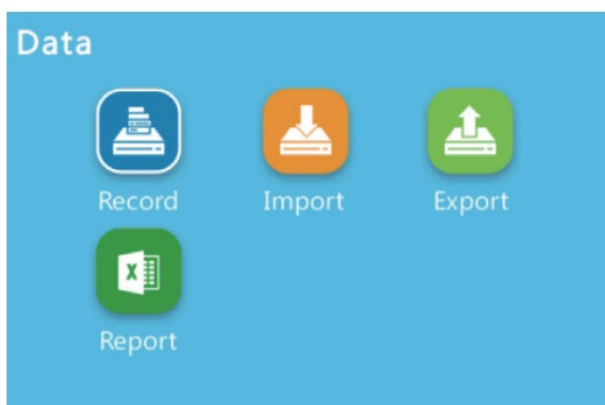
Select the Record item to access the record interface, Press ←/IN and OUT/→ keys to select the data for the record. Input the user id in the upper left corner, and press OK for the user records search. Press directional keys to page up and page down to search the user records.

Notice: You can search all employee records here even including the employee's invalid attendance record.



Data Import

The data import function helps the manager to copy employee information from one device to another or import employee information in batches. Select Import to access the data import interface. The terminal will import the data from USB Flash Driver.



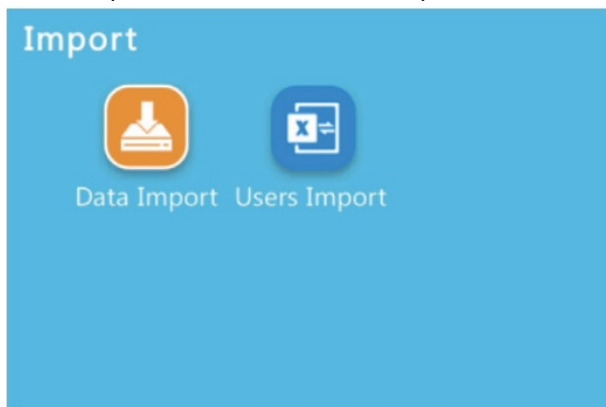
Data Import

Before Data Import you need export the data from another device to the USB drive. The plug the USB drive select "Import" to copy the employee information to new device.



Batch User Information Import

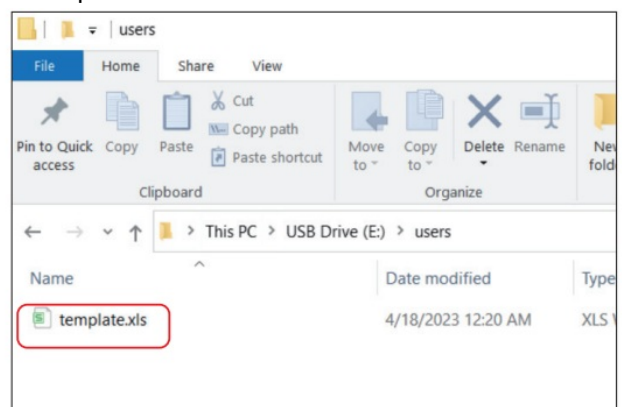
The CX3 device supports import user information (do not include fingerprint template import) by Excel files. Select Users Import to access the user import interface. The device will request plug the USB drive.



After plug the USB Drive, The device with two options: Export template and Import User.

Step 1 Export template

Will export a User Folder to a USB drive, which includes a blank template.xls file.



Open the "template.xls" and fill in the user information as requested.

Please rename this file name to "**users.xls**" before importing to the device.

User ID	Name(Less or equal 10 characters)	Card No.	Group No.

Notice: The Card NO. can be blank and Group No. default with 1.

Step 2 Import User

After filling in the "template.xls" in the USB drive. Please replug into the device and select the Import User button.



The device will check the file and select Yes(OK) to continue importing user information. In the next step please enter the User-Search menu to enroll employees' fingerprints one by one.

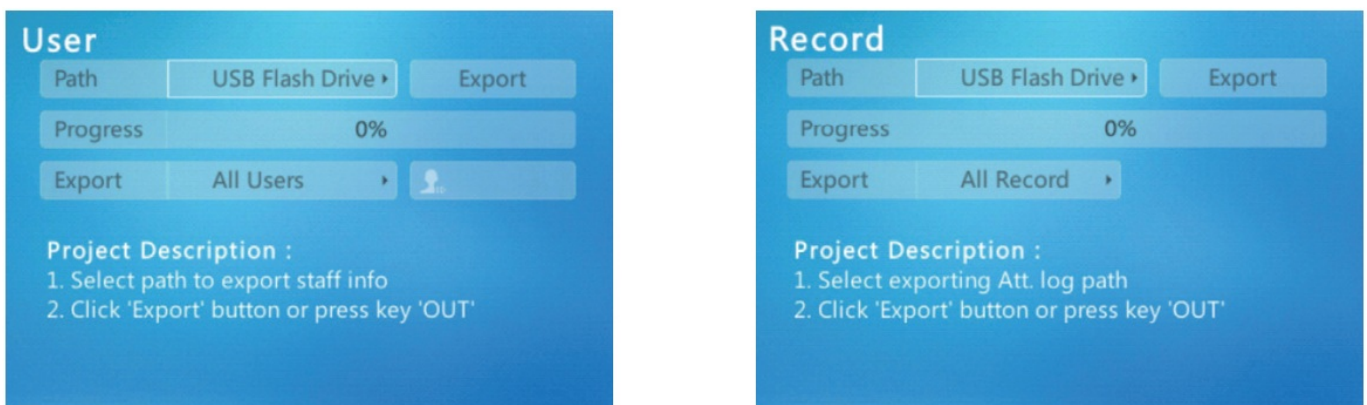
Data Export

Select Export to access the data backup interface, you can keep the user information and attendance records on the USB drive and then import or backup the data.



User Export

Press ←/IN and OUT/→ keys to select All User or Specific User (Assigned User), input the User ID to Export user information to the USB Drive.



Record Export

Press ←/IN or OUT/→ keys to select the export All Record or New Records to the USB Drive to backup. Because the backup files need third-party software tools.

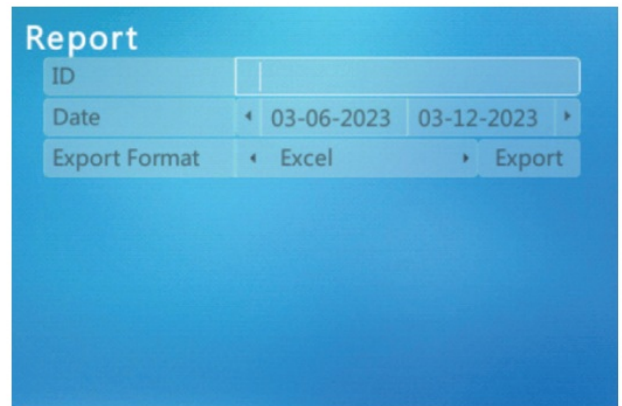
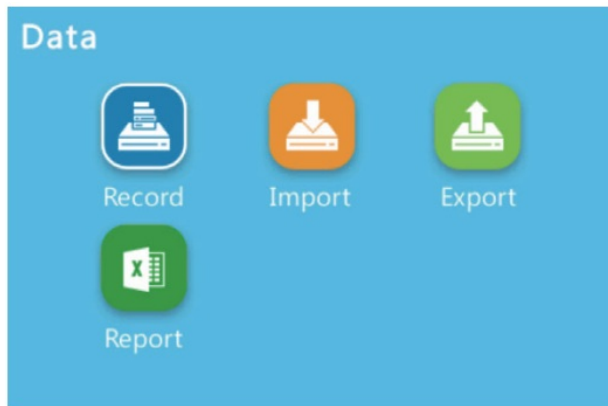
Notice

Because records are exported as compressed files, need third-party software tools to release. Please contact support@anviz.com to get help.

Time Attendance Report

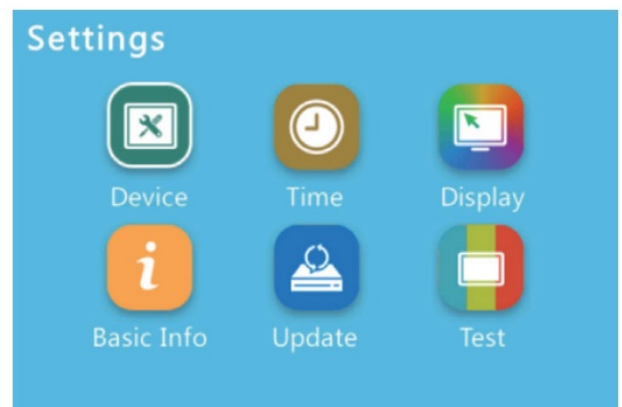
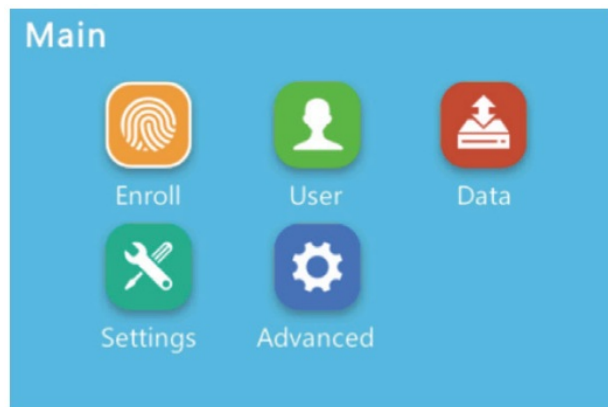
Select the Report to export the employee time attendance report to USB Drive. Input the User ID to export the assigned employee's time attendance report or filled in a blank to export all employee attendance reports.

Date: Export time attendance reports based on the Pay Period (Weekly, Bi-weekly, Semi-monthly and Monthly).



Device Setting

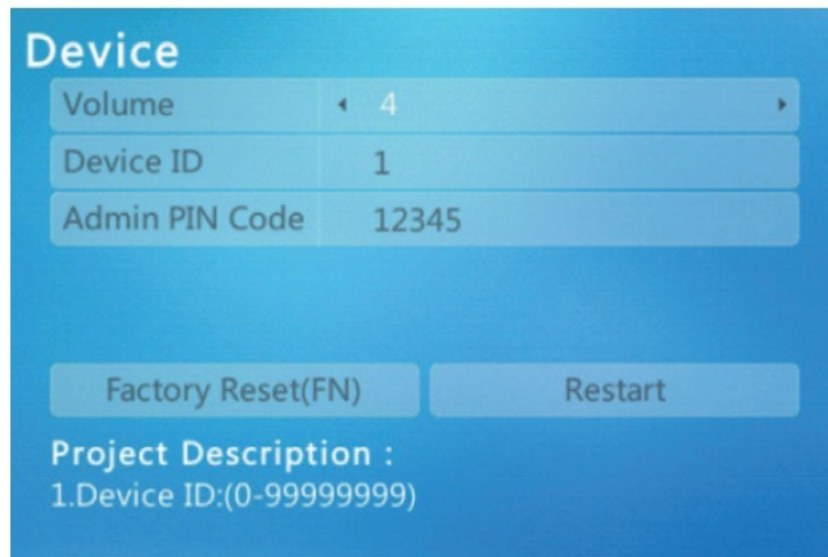
Select the Setting to set up device information.



Modify Device Password and Reset the device

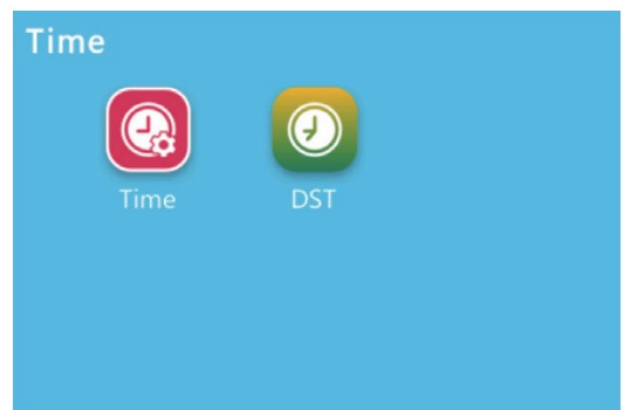
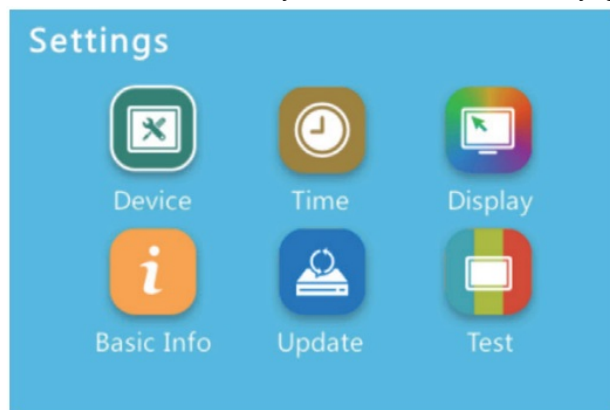
Select Device to modify the device menu login password and reset the device.

- **Volume:** increase or decrease the device's volume (0 to 5,0 is mute). Device ID: Insert the Device ID (default: 1).
- **Admin PIN Code:** Set the device password to log in to the device menu.(default: 12345)
- **Factory Reset:** Set the device in factory mode.
- **Caution:** This process will delete all the users and records from the device.
- **Restart:** Reboot the device, keeping all the existing information.



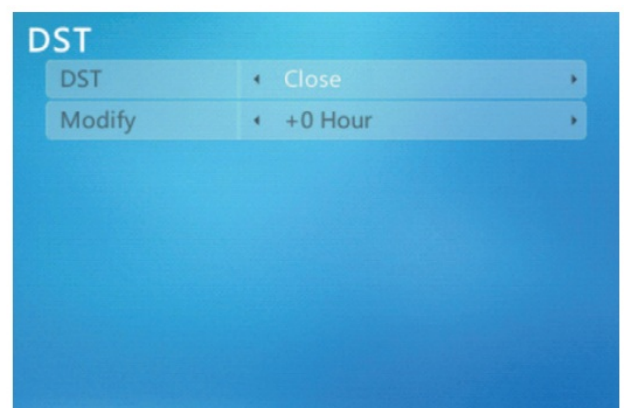
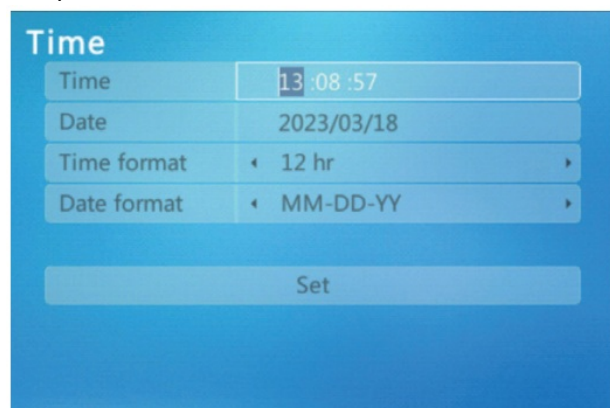
Time and Date

Select Time to manually set device time and Daylight Saving Time



Time Settings

Press ←/IN and OUT/→ keys to manually set up the device time and date display format. Select Set to save the setup.

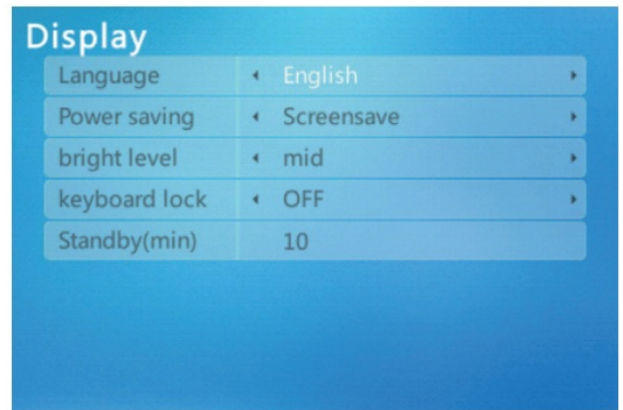
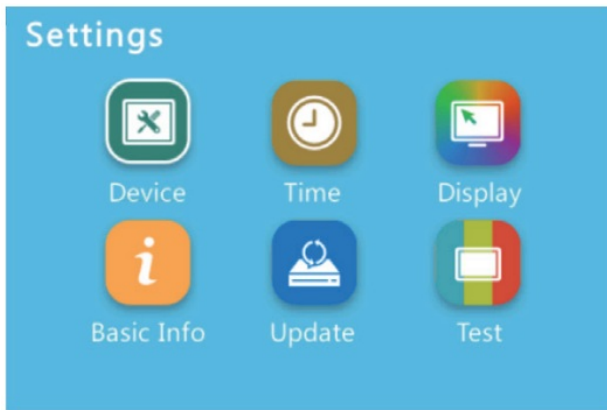


DST Settings

Daylight-saving time is a manual method to set the local area time zone deviation, according to where the device is located.

Display Settings

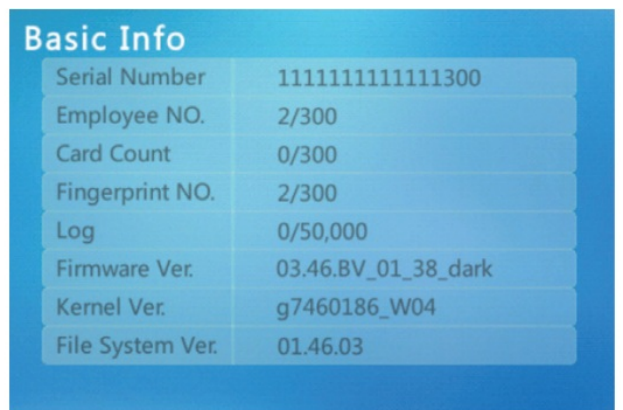
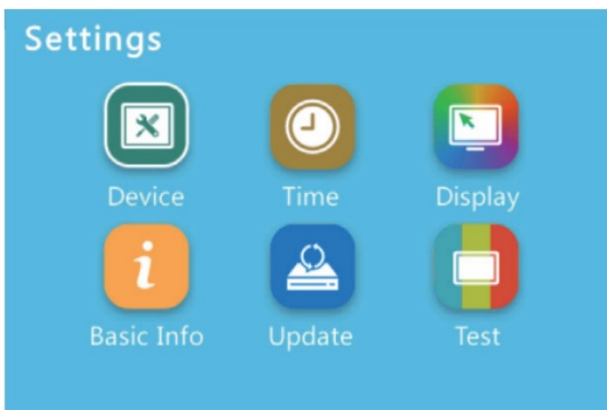
Select Display to manage device's screen and device language.



- **Language:** Select to switch the system language.(5 Languages)
- **Power Saving:** Energy saving display settings.
- **Bright Level:** LCD screen brightness level.
- **Keyboard lock (CAUTION):** Disable the device keypad input. (Disable the non-admin user operate the device by keyboard)
- **Standby(min):** Bright screen standby time.

Device Information

Select Basic Info to check device information.



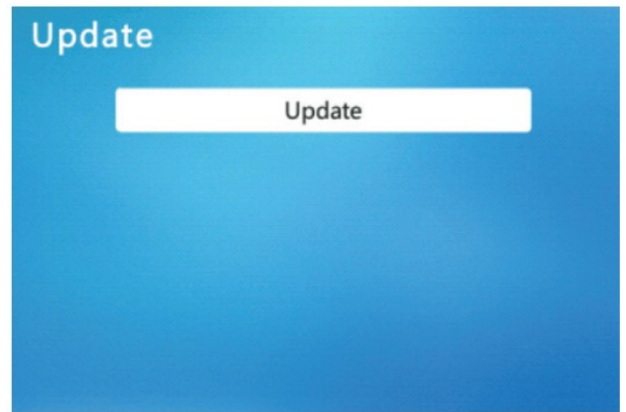
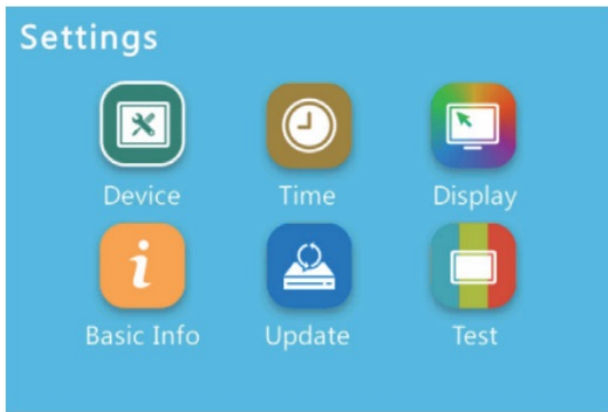
- **Serial Number:** Contains the S/N of this device.(16digits)
- **Employee No:** Number of employees stored on the device's memory. Card Count: Number of RFID cards stored on the device's memory. Fingerprint No: Number of fingerprint templates stored on the device's Log: Number of log records stored on the device memory.
- **Firmware Ver:** The current firmware version of this device.
- **Kernel Ver:** The current kernel version of this device.
- **File System Ver:** The current file system version of this device.

Notice:

Please provide the device's basic info to us when you need help from support@anviz.com.

Update

Select Update to upgrade the device firmware.

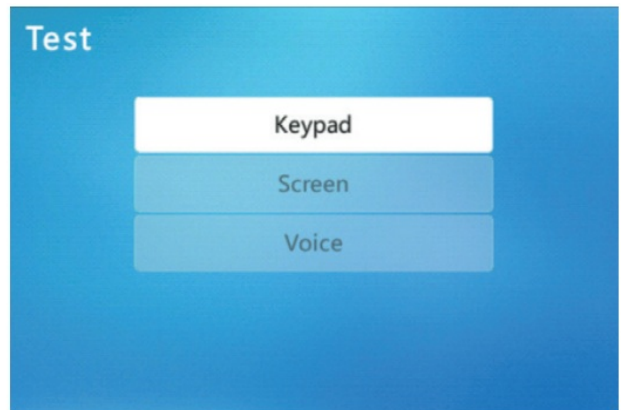
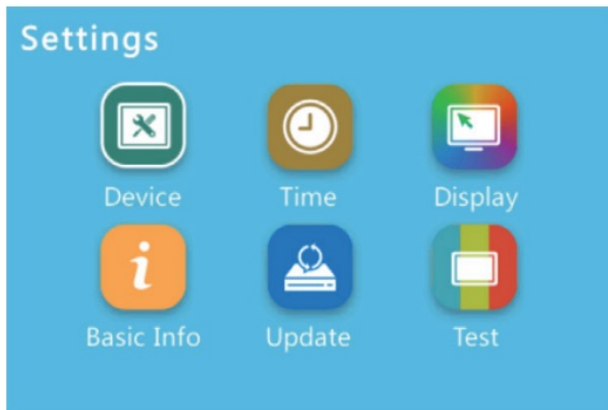


Follow the instructions to plug a USB drive with update file and press Update button to begin the update.

Notice: We will release the new firmware from community.anviz.com

Device Test

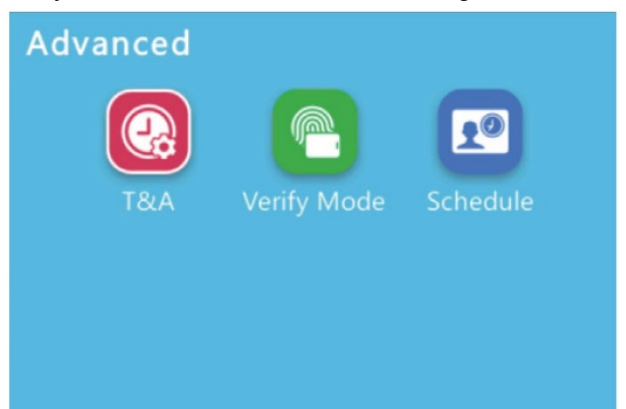
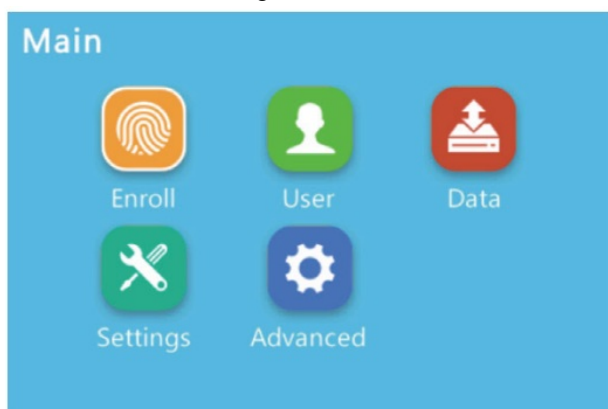
Select Test to verify equipment health.



- Follow the item to test the device's keyboard, LCD display, and speaker (alarms and voices).

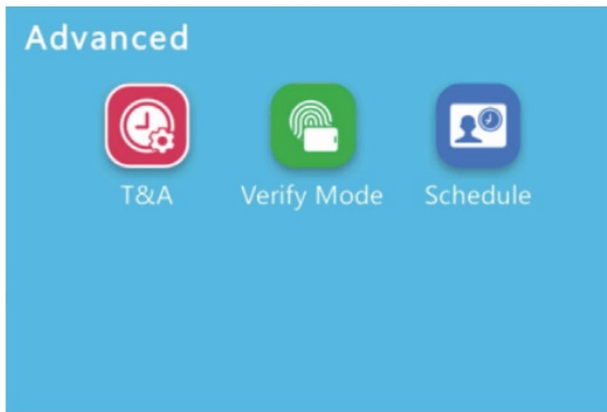
Advanced Setting

The Advanced Setting includes the Time Attendance, System Verify mode, and Shift Schedule setting.



Time and Attendance

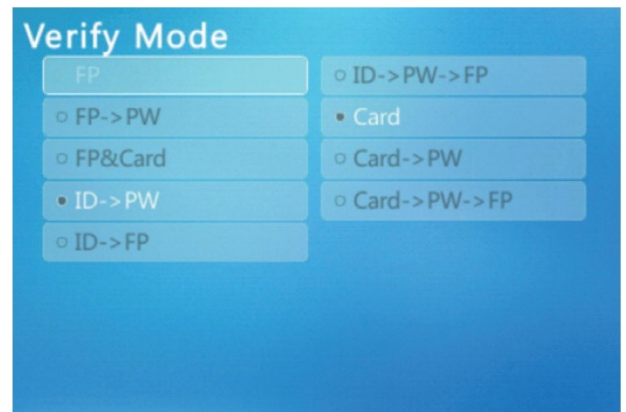
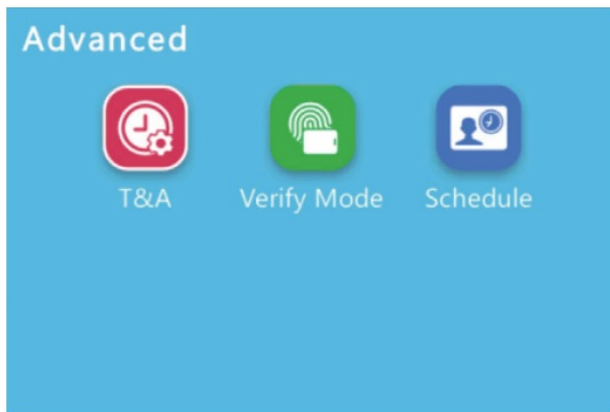
Select the T&A option to set up time attendance rules.



- **Duplicate Punch Range(0-250min):** Set the time interval for repeated punching of the same employee to prevent the system from generating duplicate punching records.
- **Log Alarm Threshold (0-5000):** The device will emit an alarm when the log records reach the number inserted on this field to inform the log memory is almost full.
- **Identify Precision:** Fingerprint template comparison accuracy.
- **Check Finger:** Enable/disable the fingerprint touch active function. When disabled, the fingerprint sensor will keep always turned on.
- **Intelligent update FP:** Automatically replaces the user fingerprint template on devices by a new one whenever the device detects a better-quality user template than the previous one stored in.
- **Pay Period:** Set up company pay period and time attendance report period.
- **Start Date of Payment:** The start day of each week.

Verify Mode

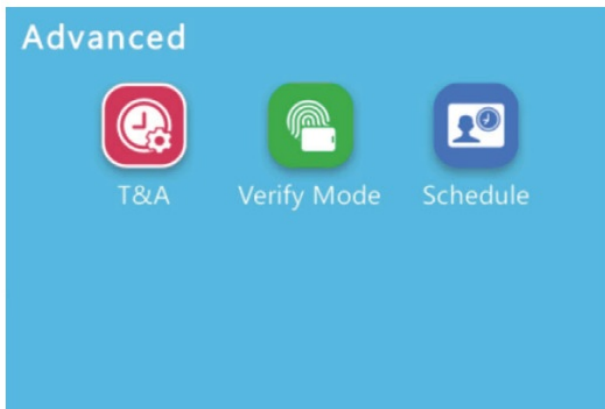
Select Verify Mode to set up the device's default verification on the device.



FP means Fingerprint Template, PW means Password, ID means User registered number.

Schedule

Select Schedule to reset the employee's work schedule.



Schedule			
Overnight		Start Time	End Time
Working Time 1	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 2	IN	00:00	00:00
	OUT	00:00	00:00
Working Time 3	IN	00:00	00:00
	OUT	00:00	00:00
Save			

Support

If you need more support we suggest visit Anviz Community. community.anviz.com, a platform for sharing your Anviz products's experiences and interacting directly with us.

CrossChex Cloud Help Center



Warranty and Disclaimer

Anviz warrants that the hardware will be free from material defects in materials and workmanship and will substantially conform to the applicable Documentation in effect as of the date of manufacture for a period of three (3) years from the date of shipment by Anviz ("Warranty Period"). For more warranty information about this product, please visit www.anviz.com/warranty-policy.

Shipping Fees

The end Customer is responsible for the shipping fee for sending the product to Anviz, and the return shipping fee for sending the product back to customers is borne by Anviz (paying for one-way shipping). However, if the device is considered as No Fault Found, which means the device works normally, the returning shipment, too, is borne by the End Customer (paying for round-trip shipping).

Return Merchandise Authorization ("RMA") Process

Please fill out the Anviz RMA request form online at <https://www.anviz.com/form/rma.html> and ask the technical support engineer for an RMA number. You will receive the RMA confirmation with the RMA number in 72 hours, after receiving an RMA number, please send the product in question to Anviz by following the Anviz shipment guide. When the inspection of the product is completed, you receive an RMA report from the technical support engineer. Anviz decides to repair or replace parts after user confirmation. When the repair is completed, Anviz notifies the user of that and sends the product back to you. An RMA number is valid for two months from the date of its issuance. An RMA number that is more than two months old is null and void, and in such a case, you need to get a new RMA number from the Anviz technical support engineer. Products without a registered RMA number will not be repaired. Products shipped without an RMA number may be returned, and Anviz will not be held responsible for any loss or other damage caused by this.

Call

- 855-ANVIZ4U | [855-268-4948](tel:855-268-4948) MON-FRI 5AM-5PM Pacific

Text

- [408-837-7536](tel:408-837-7536) MON-FRI 5AM-5PM Pacific


Email

- support@anviz.com 24 Hours Answer

Community

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Documents / Resources

	<p>ANVIZ CX3 Fingerprint and Card Time Clock [pdf] User Guide CX3 Fingerprint and Card Time Clock, CX3, Fingerprint and Card Time Clock, Card Time Clock, Time Clock</p>
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References

- [User Manual](#)

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