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› Bisofice A2 Attendance Machine User Manual

Bisofice A2

Bisofice A2 Attendance Machine User Manual

Model: A2

1. INTRODUCTION

This manual provides detailed instructions for the setup, operation, and maintenance of your Bisofice A2 Attendance Machine. This device is designed to efficiently track employee attendance using fingerprint, password, and ID card recognition, suitable for various environments such as offices, factories, and schools.



Image: The Bisofice A2 Attendance Machine shown in different application settings, including a company office, school, residential district, and shopping mall, highlighting its versatility.

2. PRODUCT OVERVIEW

The Bisofice A2 is a biometric time attendance system featuring a 2.4-inch high-definition color LCD screen and a user-friendly interface. It supports multiple authentication methods and offers high-speed data processing.



Image: Front view of the Bisofice A2 Attendance Machine, showing the LCD screen, keypad, and fingerprint scanner.

2.1 Key Features

- **Storage Capacity:** Supports up to 1,000 fingerprint entries, 1,000 password entries, and 1,000 ID card entries.
- **User Interface:** 2.4-inch high-definition color LCD screen with a multi-language interface (English, Spanish, German, Italian, French).
- **Recognition Speed:** Equipped with advanced biometric technology for recognition in less than 1.5 seconds.
- **Data Transfer:** High-speed data upload and download via USB flash drive, generating automatic reports without network connection.
- **Durability:** Scratch-resistant and waterproof surface for enhanced longevity.

MULTIFUNCTIONAL ATTENDANCE WAYS



Image: Diagram illustrating the multifunctional attendance options: fingerprint, password, and ID card, with a storage capacity of 100,000 records.

5 SYSTEM LANGUAGES

English, Spanish, German, Italian, French



Image: The Bisofice A2 display showing 'Welcome' and time, with text indicating support for 5 system languages: English, Spanish, German, Italian, French.

DETAILED DESIGN

2.4inch high-definition
color LCD screen

T9 Input - Large
Button with Clear Print



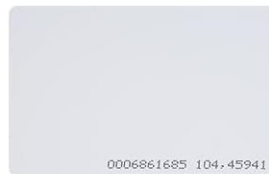
Image: Close-up view of the Bisofice A2's detailed design, highlighting the 2.4-inch high-definition color LCD screen and the T9 input keypad with large, clear buttons.

3. SETUP

3.1 Package Contents

Before installation, ensure all items are present in the package:

- Bisofice A2 Attendance Machine
- Power Adapter
- Mounting Screws and Wall Plugs
- ID Card (sample)
- USB Flash Drive (optional, for data transfer)
- User Manual (this document)



4. OPERATING INSTRUCTIONS

4.1 Initial Setup and Language Selection

1. Upon first power-on, the device may prompt for language selection. Use the arrow keys to navigate and the **OK** button to confirm.
2. Access the main menu by pressing the **MENU** button. You may be prompted for an administrator fingerprint or password if one has been set.

4.2 User Registration

To register new users:

1. Press **MENU** to enter the main menu.
2. Navigate to **User Management** or **Enroll User** and press **OK**.
3. Select **New User**.
4. Enter a User ID (if required) and then proceed to register the desired authentication method:
 - **Fingerprint:** Place the user's finger on the scanner. The device will prompt you to lift and place the finger multiple times for accurate registration.
 - **Password:** Enter a numerical password using the keypad and confirm.
 - **ID Card:** Present the ID card to the card reader area.
5. Confirm the registration. Repeat for all users.

4.3 Clocking In/Out

Users can clock in or out using their registered method:

- **Fingerprint:** Place the registered finger on the scanner. The device will confirm successful recognition.
- **Password:** Enter the registered password using the keypad and press **OK**.
- **ID Card:** Present the registered ID card to the card reader.

HIGH Precision AND SPEEDY

$\leq 1.5s$

Recognition Speed



Image: A hand demonstrating the placement of a finger on the biometric scanner for quick attendance recognition, highlighting the device's speed.

5. DATA MANAGEMENT

5.1 Downloading Attendance Reports

The Bisofice A2 can generate attendance reports directly to a USB flash drive without requiring a network connection.

1. Insert a formatted USB flash drive into the USB port on the side of the device.
2. Press **MENU** to enter the main menu.
3. Navigate to **Report** or **Data Management** and press **OK**.
4. Select **Download Report** (or similar option).
5. Choose the desired date range for the report.
6. Confirm the download. The device will save an Excel-compatible report file to the USB drive.
7. Safely remove the USB flash drive after the download is complete.

USB Flash Disk Download Excel Report Comes with a U-disk



Image: The Bisofice A2 Attendance Machine with a USB flash drive inserted, shown alongside a computer screen displaying an Excel attendance report, illustrating the data download process.

6. MAINTENANCE

- **Cleaning:** Use a soft, dry cloth to clean the device's screen and fingerprint scanner. Avoid abrasive cleaners or liquids that could damage the surface.
- **Power:** Ensure a stable power supply. Unplug the device during electrical storms or if it will be unused for extended periods.
- **Environment:** Keep the device in a dry environment, away from extreme temperatures and humidity.
- **Data Backup:** Regularly download attendance reports to a computer for backup purposes.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Device does not power on.	No power supply or faulty adapter.	Check power connection and adapter. Ensure the outlet is functional.
Fingerprint not recognized.	Finger is wet, dirty, or improperly placed. Fingerprint not registered.	Ensure finger is clean and dry. Place finger flat on the scanner. Re-register fingerprint if necessary.
ID card not recognized.	Card not registered or damaged.	Ensure the card is registered. Try another card if available.
Cannot download reports to USB.	USB drive is full, incompatible, or not properly inserted.	Ensure USB drive is formatted correctly (FAT32 recommended) and has sufficient space. Re-insert the USB drive.
Screen is unresponsive.	Temporary software glitch.	Restart the device by unplugging and re-plugging the power adapter.

8. SPECIFICATIONS

Feature	Detail
Model	A2
Manufacturer	Bisofice
Dimensions (L x W x H)	26.5 x 7 x 4.5 cm
Weight	480 grams
Color	Gold
Display	2.4-inch High-Definition Color LCD
Fingerprint Capacity	1,000
Password Capacity	1,000
ID Card Capacity	1,000
Record Capacity	100,000
Recognition Speed	< 1.5 seconds
Data Transfer	USB Flash Drive
Languages Supported	English, Spanish, German, Italian, French
Power Source	External Power Adapter (Batteries not included/required)



Image: The Bisofice A2 Attendance Machine with its physical dimensions indicated: approximately 17cm in width, 12cm in height, and 3cm in depth.

9. WARRANTY AND SUPPORT

For warranty information and technical support, please refer to the documentation provided at the time of purchase or contact Bisofice customer service through their official website or the retailer where the product was purchased. Please have your product model (A2) and purchase details ready when contacting support.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for

conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question