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CP PLUS CP-VTA-F1043 Fingerprint-Based Time Attendance



Product Information

Specifications

- **Product Name:** CP-VTA-F1043 Fingerprint-Based Time Attendance
- **Version:** 1.0.1
- **Facial Recognition:** Advanced technology for accurate verification in various lighting conditions
- **Keypad:** User-friendly keypad with multiple functions
- **Data Transfer:** USB flash drive or TCP/IP for data download and upload

Product Usage Instructions

Dos & Don'ts

- **Avoid Direct Sunlight:** Do not place the machine in direct sunlight to prevent interference with fingerprint recognition.
- **Facial Recognition Performance:** The facial identification module works effectively in both low-light and bright-light environments.

Keypad

- The keypad includes various functions such as switching input methods, backspace, exiting input mode, and inserting a space.

Menu

- To access the menu, press the MENU button and navigate to different options like Register, Set COMM, etc.

Register

1. Press MENU and select 'Register'.
2. Follow on-screen instructions to input ID, name, register finger, password, card, and assign admin privileges.

Set COMM

1. Press MENU and select 'Set COMM'.
2. Explore options like U-down for data downloading using a USB flash drive or TCP/IP.

INTRODUCTION

- Thank you for choosing the CP PLUS attendance product. Before utilizing this product, we strongly advise carefully reading this document to ensure proper usage.
- This document provides detailed instructions on how to use the Attendance device, with a focus on its default settings, to help users quickly understand its features and functionality.
- **Note-** The content of this document may change due to product software updates and company policies, and partial modifications may occur without prior notification to users.

Dos & Don'ts

Avoid Direct Sunlight:

- Do not place the machine in direct sunlight, as excessive light may interfere with fingerprint recognition and cause verification failures.

Facial Recognition Performance:

- The facial identification module uses advanced technology, enabling accurate facial verification in both low-light and bright-light environments.

Operating Temperature:

- The recommended operating temperature is 0–45°C. Avoid using the device outdoors for extended periods, as prolonged exposure may affect performance.
- If outdoor installation is necessary, ensure proper protection, such as using a sunshade and cooling equipment in summer, and heat preservation facilities in winter.

Keypad

The keypad is shown in the image below.

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

Figure No. 1

Keypad Instructions

- **ESC** : Exit or cancel an operation.
- **OK** : Confirm a selection.
- **MENU** : Pressing this key will allow you to access the machine menu.
- **▲** and **▼** : Up and down
- **0 – 9** : You can press the 'No.' key to enter the system menu. It can also be used to input numbers when entering an IP address.

When entering a username:

- **⊙ Mode** : Switch input methods.
- **MENU** : Backspace or delete the last character.
- **ESC** : Exit input mode.

- **0** : Insert a space.

Menu

- The following options are available under the Menu section.
- Register
- Set COMM
- Set time
- Advanced
- Set bell
- View Info

Register

- The following options are available under the Register section.
- New Reg.
- Delete
- All Enroll Data
- Upload Reg. Data
- Press the MENU button to access the menu, then select → 'Register'.

New Reg

- By following the steps below, you can register the new user.
- Press the MENU button to access the menu, then select → 'Register' → Press OK → New Reg→ OK.

Register		Register	
1.New Reg.		1.ID	
2.Delete		2.Name	
3.All EnrollData		3.Finger	Unset
4.Upload Reg.Data		4.Pwd	Unset
		5.Card	Unset
		6.Admin	User
No-ESC	YES-OK	No-ESC	YES-OK

Figure No. 2

1. **ID:** Input ID using keyboard
2. **Name:** Input username using keyboard

3. **Finger:** Register finger, one finger 3 times
 4. **PWD:** Register password
 5. **Card:** Register card
 6. **Admin:** To assign user privileges, select the “Admin” option. By default, all registered users are assigned the User role.
- If no administrator is set, any user will be able to access the menu. Assigning at least one Admin restricts menu access, ensuring the security of attendance data and the device.

Privilege Levels:

1. Admin (Administrator):

- Has full access to the menu and can operate the machine.
- If the administrator leaves, use the software to delete their account, or contact the seller to obtain the super administrator credentials and password.

2. Sup. User (Super User): Can access the menu but is limited to operating the Register menu for adding or deleting users

3. User (Normal User): Limited to attendance recording only; cannot access the menu.

Delete

- Follow the steps below to delete all users, including Administrators, Super Users, and Normal Users. Press the MENU button to enter the menu → Select ‘Register’ → Delete → Select Delete → OK.

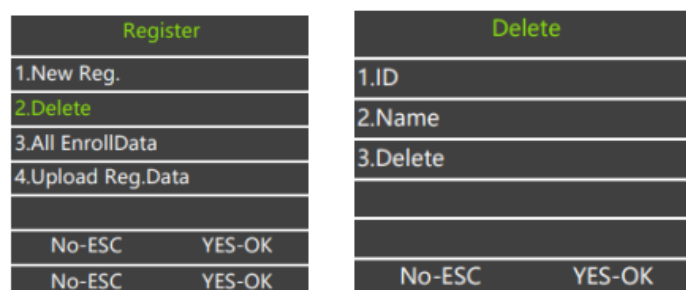


Figure No. 3

- **Warning:** Before proceeding with deletion, ensure that all personnel information is backed up or uploaded to the software. Once deleted, the data cannot be recovered.

All Enroll Data

- Follow the steps below to download employee names, card details, fingerprint data, and passwords to a USB flash drive in DAT format, either for backup or to transfer to another compatible device.
- Press the MENU button to enter the menu → Select 'Register' → All Enroll Data → Select All Enroll Data → OK.

Upload Reg. Data

- Follow the steps below to upload employee names, ID numbers, fingerprint data, and passwords to another compatible device.
- Press the MENU button to access the main menu → Select 'Register' → Upload Reg. Data → Select Upload Reg. Data → OK.

Set COMM

- The following options are available under the Set COMM menu.
- U-down
- TCP/IP
- Press the MENU button to access the main menu → Select 'Set COMM'.

U-down

- Follow the steps below to assess the available options under the 'U-Down' menu.
- Press the MENU button to access the main menu → Select 'Set COMM' → Press OK → U-down → OK.
- **Downloading Data:** Data from the device can be downloaded either using a USB flash drive or through TCP/IP.

Steps to Download Data:

- Press the MENU key to access the menu.
- Navigate to Set COMM and select it.
- Use a USB flash drive to download data directly from the machine.

Comm Set		U-down	
1.U-down		1.Download Glog	
2.TCP/IP		2.Download AllGlog	
		3.Download SLog	
		4.Download AllSlog	
No-ESC	YES-OK	No-ESC	YES-OK

Figure No. 4

USB Flash Drive Requirements

- Use a reputable brand of USB flash drive.
- Ensure the drive is formatted to FAT32, with a capacity of 32GB or less.
- The USB drive must be compatible with USB 1.0, 2.0, or 3.0.
- **Important:** Format the USB flash drive before downloading data.

Download Steps:

1. Insert the USB flash drive into the USB port on the device.
2. Select Download Glog from the menu. The data will automatically be downloaded to the USB drive.
 - Once the download is complete, remove the USB flash drive and insert it into a computer. The downloaded data will be available in a .txt file format.

Index of Download Options:

- **Download Glog** : Only new attendance records, since the last download, will be saved in TXT format.
- **Download AllGlog** : Download all attendance records from the device to the USB flash drive in TXT format.
- **Download Slog** : Download the new administrative records to the USB flash drive in TXT format.
- **Download AllSlog** : Download all administrative records to the USB flash drive in TXT format.

TCP/IP

- Follow the steps below to configure the TCP/IP network settings: Press the MENU button to access the menu → Select 'Set COMM' → Press OK → Select 'TCP/IP' → Press OK.

a) TCP/IP

- Use TCP/IP to Connect the Software for Data Download

Network	Ethernet	Server Set
1.TCP/IP	1.DHCP YES	1.DNS YES
2.Server Set	2.IP address	2.Server IP
3.Net Mode Local	3.Subnet mask	3.SerPort No
	4.Default gateway	4.Sever Req
	5.Port No 5005	
No-ESC YES-OK	No-ESC YES-OK	No-ESC YES-OK

Figure No. 5

DHCP :

- Yes:** When DHCP is enabled, the device will automatically obtain an IP address from the local

Network

- No:** When DHCP is disabled, the IP address must be configured manually.

IP Address :

- This IP address must be unique and valid within the user's local network.
- When connecting the device to the software, enter this IP address in the software.
- If DHCP is enabled, the device will automatically obtain an IP address based on the local Network environment. However, the user can manually configure the IP address if desired.

➤ Subnet Mask & Default Gateway :

- If DHCP is enabled, these settings will be automatically configured based on the network Environment.

- Users can also manually configure these settings if needed.

➤ **Port NO. :**

- The default port number is 5005.
- When connecting the device to the software, enter this port number in the software.

b) Server Set

- This option pertains to web server-based configuration. For more information, please contact the CPPLUS Technical Support Team.
- **DNS** – Allows the device to connect to servers using domain names instead of IP addresses.
- **Server Name** – Refers to the IP address or domain of the computer where attendance data is transmitted and managed.
- **Server IP** – Displays the server's IP address, which can be viewed and modified as needed.
- **Server Port No** – Displays the server port number, which can be reviewed and modified if necessary.
- **Server Req** – The machine communicates with the server by sending data or requesting information, such as uploading attendance logs or verifying the connection status.

c) Net Mode

- **Local:** Used for local network (LAN) connections.
- **Internet:** Used for WAN, web-based connections. In Internet mode, users must follow our communication protocol for secondary development.

Set Time

- The following options are available under the Set time option.
- Press the MENU button to enter the menu → Select 'Set time' → OK.

Current Time	
1.Custom	
2.NTP IP address	
3.Time Zone	+5:30
No-ESC	YES-OK

Figure No. 6

- Custom
- NTP IP address
- Time Zone

Custom

- By following the steps below, you can manually set the machine's date and time using the Custom option: Press the MENU button to enter the menu → Select 'Set time' → Press OK → Select 'Custom' → Press OK.

NTP IP Address

- This setting allows the machine to synchronize its internal clock with a standard time source using the NTP server's IP address, ensuring accurate timekeeping for employee attendance.
- Press the MENU button to enter the menu → Select 'Set time' → Press OK → Select 'NTP IP address' → Press OK.

Time Zone

- This setting determines the local time used to record punch-ins and punch-outs. If the time zone is set incorrectly, the recording times may be inaccurate, which could affect attendance reports and payroll calculations.
- Press the MENU button to enter the menu → Select 'Set time' → Press OK → Select 'Time Zone' → Press OK.

Advanced

- The following options are available under the Advanced option. Press the MENU button to access the menu → Select 'Advanced'.
- General Setting
- Advance Setting
- Logs
- LockCtrl

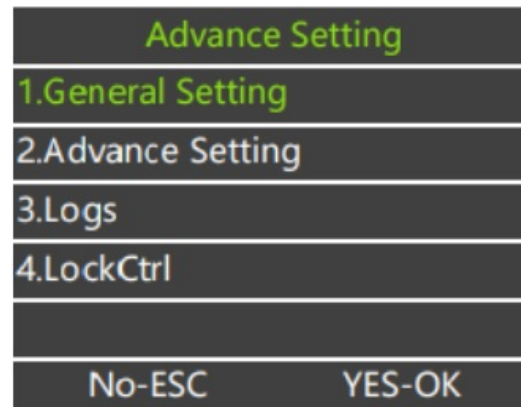


Figure No. 7

General Setting

- The following options are available under the General Settings option.
- Press the MENU button to enter the menu → Select 'Advanced' → Press OK → General Setting → OK
- **Machine ID:** Assign a machine ID within the range of 1 to 255
- **Language:** Set the device language. The default language is 'English'.
- **Date Format** – Choose the machine's date format to YMD, MDY, or DMY.
- **Voice Out** – Press OK & “▲” “▼” to select Yes / No.
- **Volume** – Adjust the volume of the device, with a range from 1 to 8.
- **Auto Off** – Set the time for the device to automatically turn off in standby mode. The value can be set between 1 and 255 minutes. Selecting 'No' disables the auto-off feature.
- **Power Key** – Enable or disable the power key. When enabled, you can turn off the device using the power key; otherwise, this function is restricted.
- **Screen Saver** – Set the screen-off time for the device to save power when idle. With this option, you can set the screen-off time for the device.
- **Verify** – Choose the login method for the device. Available formats include card, fingerprint, or password. Available formats are F/P/C, F+P, F+C, and C.

- **Card Format** – Select the card number length (e.g., 8 digits or 10 digits) and choose the card number reading direction—either forward or reverse.

Advance Setting

- The following options are available under the Advanced Settings option:
- Press the MENU button to access the menu → Select 'Advanced' → Press OK → Advanced Setting → OK.

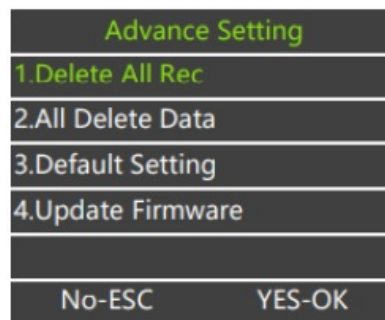


Figure No. 8

- **{Delete All Rec}** – This action will delete all employee records (punch data) from the machine. Before proceeding, the system will prompt for confirmation with the message: “Are you sure you want to delete?”
- **{All Delete Data}** – This action will delete all employee data, including their ID, name, fingerprints, and passwords. Before proceeding, the system will display a confirmation prompt: “Are you sure you want to delete?”
- **{Default Setting}** – This action will reset all settings of the machine to their default values. You will need to reconfigure the machine after performing the reset.
- **{Update Firmware}** – In this option, you can update the machine’s firmware using a USB flash drive.

Logs

- By following the steps below, you can access the following options under the Logs option. Press the MENU button to access the menu → Select 'Advanced' → Press OK → Logs → OK.

Logs	
1.ARec Wrn	No
2.URec Wrn	No
3.Reverify	No
4.View User Rec	
No-ESC	YES-OK

Figure No. 9

ARec Wrn – Admin Record Warning

- This setting triggers a warning when the memory space drops below a specified threshold, alerting the user to download or manage data before storage is full.
- **Initial setting:** “NO” (0) – No warning is issued.
- **Range:** 1–255 – For example, setting it to 255 means a warning will appear when only 255 records of memory space remain, prompting the user to act before the memory is full.

URec Wrn – User Record Warning

- This setting provides a warning when the user’s record memory drops below a set limit.
- **Initial setting:** 1000 – Warning is triggered when only 1000 records remain.
- **0 (“NO”)** – Disables the warning.
- **Range:** 1–1500 – For example, setting it to 1500 triggers a warning when only 1500 memory slots are left.
- **ReVerify** – Re-Verification Interval
- **Specifies** a time window during which only the earliest attendance record is counted.
Initial setting: 5 minutes – Only the first entry is recorded within this period.
- **0 (“NO”)** – Disables the time window.
- **Range:** 1–255 minutes.

View User Rec – View User Records

- This option allows you to view employee logs by selecting a specific date.

Lock CTRL

- By following the steps below, you can access the following options under the Lock CTRL option.
- Unlock Time
- Alarm Type
- Alarm Delay
- Wiegand Bit
- Wiegand Data
- Press the MENU button to access the menu → Select 'Advanced' → Press OK → LockCtrl → OK
- This option allows you to set a specific period during which the machine remains unlocked. During this period, employees do not need to use their fingerprint, card, or password to access the machine.
- Additionally, you can configure different unlocked periods for each day of the week, from Sunday to Saturday, based on your organization's schedule.

Set Bell

- Follow the steps below in this option to set the bell ring count and the direct bell time. Press the MENU button to access the menu → Select 'Set bell' → OK
- **Count:** Defines how many times the bell will ring when triggered.
- **Range:** 1–255
- **Example:** If set to 10, the bell will ring 10 times each time it is activated. Use the number keypad to enter the desired count.
- **Time:** Specifies the exact time for the bell to ring. Use the “▲” and “▼” buttons to adjust the time. For example, if you set the time to 08:30, the bell will automatically ring at 08:30.

Bell	
1.Count	No
2.Time	00:00
3.Time	00:00
4.Time	00:00
5.Time	00:00
No-ESC	YES-OK

Figure No. 10

View Info

- The following options are available under the ViewInfo option.
- Reg. Data
- Free Space
- Product
- Press the MENU button to enter the menu → Select 'ViewInfo' → OK

Information	
1.Reg.Data	No
2.Free Space	
3.Product	
No-ESC	YES-OK

Figure No. 11

Reg. Data

- By following the steps below, you can access the following options under the Reg. Data.
- Press the MENU button to access the menu → Select 'View Info' → Press OK → Reg. Data → OK
- **User Reg** – Defines the total number of users registered on the machine.
- **Manager Reg** – Defines the total number of managers registered in the machine.

- **Finger** – Defines the total number of fingers registered in the machine.
- **Password** – Defines the total number of passwords registered on the machine.
- **Card** – Defines the total number of cards registered in the machine.
- **User Rec** – Defines the total number of user records stored in the machine.
- **Admin Rec** – Defines the total number of admin records stored in the machine.

Reg.Data	
1.User Reg	0
2.Manager Reg	0
3.Finger	0
4.Password	0
5.ID card	0
6.User Rec	0
7.Admin Rec	0
No-ESC	YES-OK

Figure No. 12

Free Space

- By following the steps below, you can access the following options under the Free Space.
- Press the MENU button to access the menu → Select 'View Info' → Press OK → Free Space → OK
- **Finger** – Defines the total number of fingerprint slots remaining in the machine.
- **Password** – Defines the total number of password slots remaining in the machine.
- **Card** – Defines the total number of card slots remaining in the machine.
- **User Rec** – Defines the total number of user record slots remaining in the machine.
- **Admin Rec** – Defines the total number of admin record slots remaining in the machine.

Free Space Info	
1.Finger	1000
2.Password	1000
3.ID Card	1000
4.User Rec	100000
5.Admin Rec	1000
No-ESC	YES-OK

Figure No. 13

Product

- By following the steps below, you can access the following options under the Product.
- Press the MENU button to access the menu → Select 'View Info' → Press OK → Product → OK
- **Manufacturer** – Defines the manufacturer of the machine (CP PLUS).
- **Device Name** – In this option, you can check the model number of the machine.
- **Release Time** – Defines the release date of the machine.
- **Serial Number** – In this option, you can check the serial number of the machine.
- **Firmware Version** – In this option, you can check the firmware version of the machine.
- **Software Version** – In this option, you can check the software version of the machine.

Product	
1.Manufacturer	
2.Device Name	
3.Release Time	
4.Serial Number	
5.Firmware Version	
6.Software Version	
No-ESC	YES-OK

Figure No. 14

Customer Service

- Toll Number 8800952952
- Website: www.cpplusworld.com
- Email ID: sales@cpplusworld.com; support@cpplusworld.com

FAQ

- **How do I delete all users?**
 1. To delete all users, including administrators, super users, and normal users.
 2. Press MENU to enter the menu.
 3. Select 'Register', then choose 'Delete' and confirm the deletion process.
- **Can I download employee data to a USB flash drive?**
 - Yes, you can download employee names, card details, fingerprint data, and passwords to a USB flash drive by navigating to 'All Enroll Data' in the Register menu.

Documents / Resources



[CP PLUS CP-VTA-F1043 Fingerprint Based Time Attendance \[pdf\]](#) User Manual
CP-VTA-F1043, CP-VTA-F1043 Fingerprint Based Time Attendance, Fingerprint Based Time Attendance, Based Time Attendance, Time Attendance

References

- [User Manual](#)

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