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CP PLUS CP-VTA-T2324-U Fingerprint-Based Time Attendance



Product Information

Specifications

- **Product Name:** CP-VTA-T2324-U Fingerprint-Based Time Attendance
- **Version:** 1.0.1
- **Features:** Fingerprint recognition, facial recognition, keypad input

Product Usage Instructions

Dos & Don'ts

- Please do not place the device in direct sunlight. Excessive light exposure can interfere with fingerprint recognition, potentially leading to verification failures.
- The facial recognition module is equipped with advanced technology, enabling accurate facial verification in both low-light and bright-light environments.
- If outdoor installation is necessary, ensure adequate protection by using sunshade and cooling equipment during summer, and heat preservation measures during winter.

Keypad Instructions

1. **ESC:** Exit or cancel.
2. **OK:** Confirm.
3. **MENU:** To access the device menu, press this key.
4. **Up** and down button.

5. **0-9:** Input numbers during employee registration.
6. When inputting username: switch input method, backspace, exit, space.

Main Menu:

- Access the main menu to perform various functions related to employee management and attendance tracking.

Employee Registration:

1. **Step 1:** Choose a clear fingerprint with well-defined ridges.
2. **Step 2:** Place your finger flat on the scanner and hold for one second until prompted to press again. Repeat three times.
3. **Step 3:** Registration is complete when the device confirms with OK.

Administrator Setup

- Set staff privileges during the initial setup to control access to the menu. Assign an administrator to secure attendance data.
- If the administrator changes, update access via software or contact CPPLUS Support for assistance.

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

- Please do not place the device in direct sunlight. Excessive light exposure can

interfere with fingerprint recognition, potentially leading to verification failures.

- The facial recognition module is equipped with advanced technology, enabling accurate facial verification in both low-light and bright-light environments.
- The recommended operating temperature for the time attendance device is 0°C to 45°C. Avoid using the device outdoors for extended periods, as prolonged exposure to extreme conditions may negatively affect its performance.
- If outdoor installation is necessary, ensure adequate protection by using sunshade and cooling equipment during summer, and heat preservation measures during winter.

Keypad

The keypad layout 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	▲
☉	0	OK	▼

Figure No. 1

Keypad instruction:

1. **ESC** : Exit or cancel.
2. **OK** : Confirm.
3. **MENU** : To access the device menu, press this key.
4. **▲** and **▼** : Up and down button.
5. **0 — 9** : You can press “No” during employee registration.
6. **When input username:**
 - **☉** : switch input method
 - **MENU** : Backspace
 - **ESC** : Exit

- 0 : Space

Main Menu

The following options are available in the Menu section:

- Employee
- Device Setting
- Sys Info
- U-Down
- U-Upload

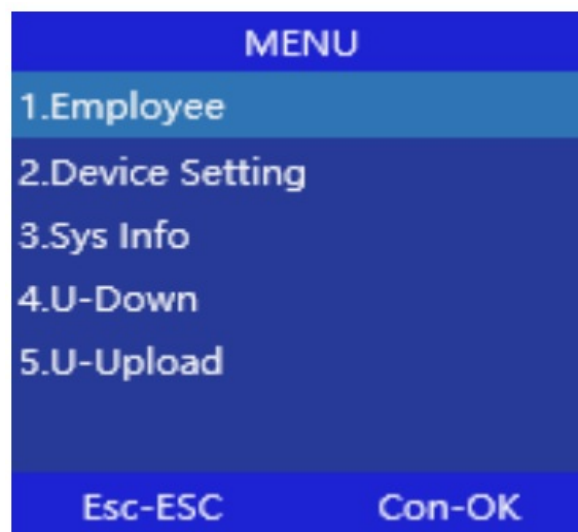


Figure No. 2

Employee

The following options are available in the Employee section:

- Register
- View User
- Delete User
- View Log
- **Important:** Please keep the following key points in mind during fingerprint registration.

Choose a Clear Fingerprint:

- Use a finger with fewer wrinkles, no peeling, and well-defined ridges. This will help

ensure better accuracy during the registration process.

Follow Proper Scanning Technique:

- Place your finger flat and gently on the scanner, ensuring it stays within the sensing area. Hold for one second until the device prompts you with “Press again.” Repeat this process three times. Registration is complete when the device confirms with “OK.”

Register

- By following the steps below, you can register the employee’s Fingerprint, Card, and Password as per the organization’s instructions:
- Press the MENU button to access the menu → Select ‘Register’ → Press ‘OK’

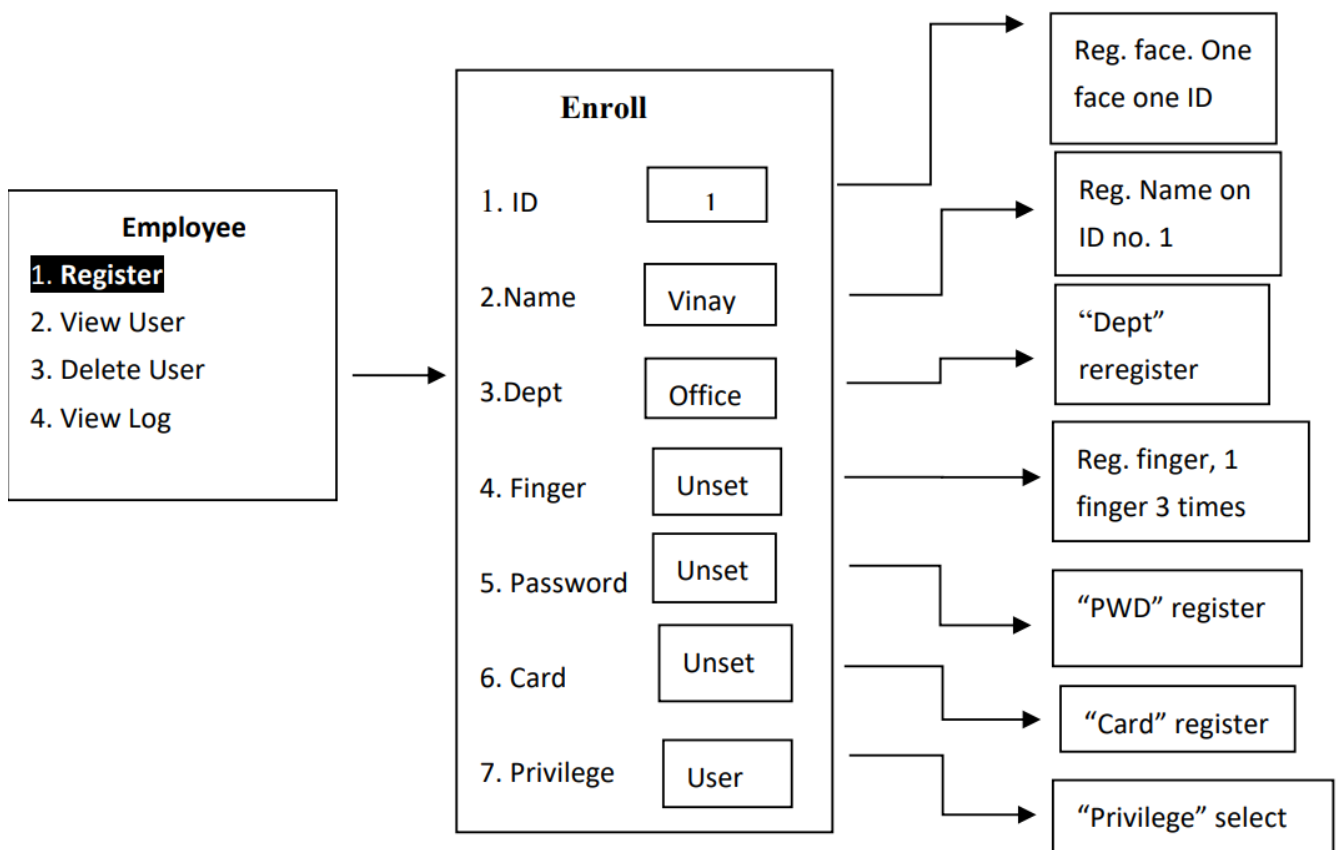


Figure No. 3

- **ID** – Enter the employee ID as per the organization’s instructions.
- **Name** – Enter the employee’s name corresponding to the ID.
- **Department** – Assign the appropriate department as defined by the organization.
- **Fingerprint** – Enroll the employee’s fingerprint as instructed by the device.
- **Password** – Set the password according to the organization’s guidelines.
- **Card** – Assign the card as per the organization’s instructions.
- **Privilege (User/Admin)** – Privilege (User/Admin) – Set the device privileges as

instructed by the organization.

- **Important:** Set staff privileges during the initial setup, as these will apply to all registered users. If no administrator is assigned, all users will have access to the menu.
- Once an administrator is set, only the admin will be able to access the menu, helping to secure attendance data and protect the device.
- **Admin:** Full access to the menu and device operations. If the administrator leaves, delete their access via software or contact CPPLUS Support to request a super administrator account and password.
- **User:** Can only mark attendance and has no access to device settings or menu options.

View User

- By following the steps below, you can view the enrolled employee details.
- Press the MENU button → Employee → View User → Select User → “OK”

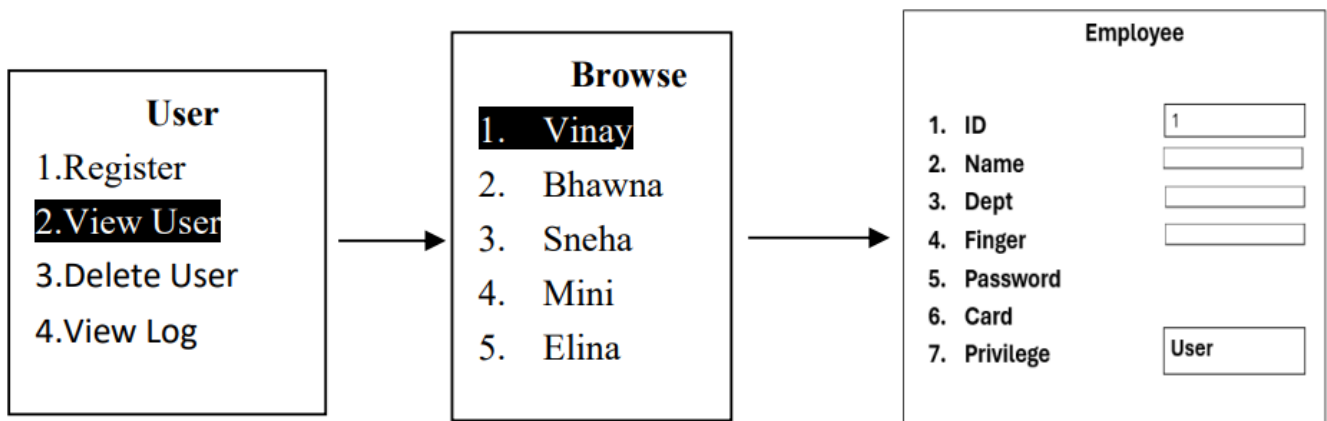


Figure No. 4

Delete user

- To delete an enrolled employee's templates, follow the steps below as instructed by the organization: Press the MENU button → Employee → Delete User → Select User → “OK”

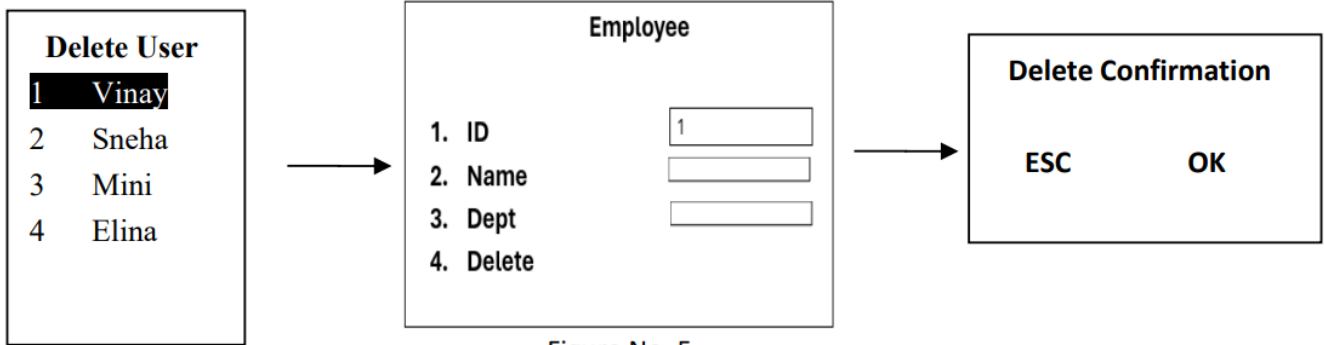


Figure No. 5

- **Warning:** If personal information has not been backed up or uploaded to the software in advance, it cannot be recovered after deletion.

View Log

- Follow the steps below to view employee logs by selecting the desired date as instructed.
- Press the MENU button → Employee → View User → Select User → “OK”

ID

1

2025-03-31

Figure No. 6

Device Setting

The following options are available in the Device Settings section:

- Company
- Att Rule
- Records
- Bell Sett
- Advance

Company

- Follow the steps below to input the company details as instructed by the organization.
- Press the MENU button → Device Setting → Company → “OK”

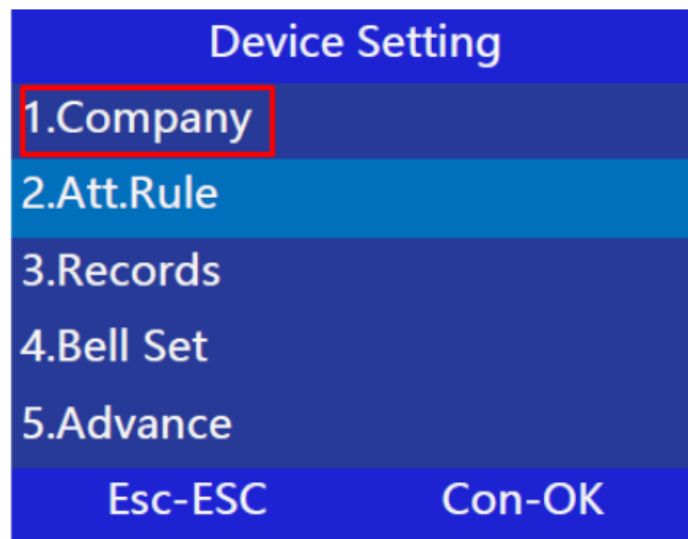


Figure No. 7

Att. Rule

- Follow the steps below to check and configure the settings for Late Time, Leave Time, and Static Unit, as instructed by the organization.
- Press the MENU button → Device Setting → Att. Rule. → “OK”

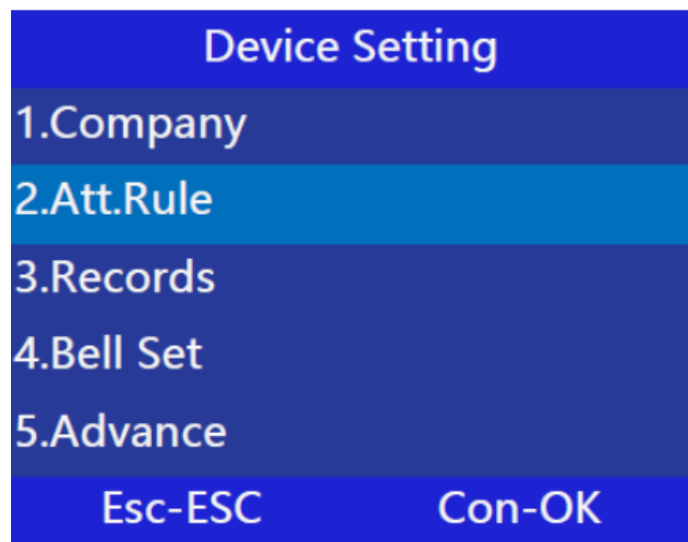


Figure No. 8

Set Dept

- As instructed by the organization, you can create up to 16 departments by following the steps below.

- Press the MENU button → Device Setting → Att. Rule. → Set Dept → “OK”

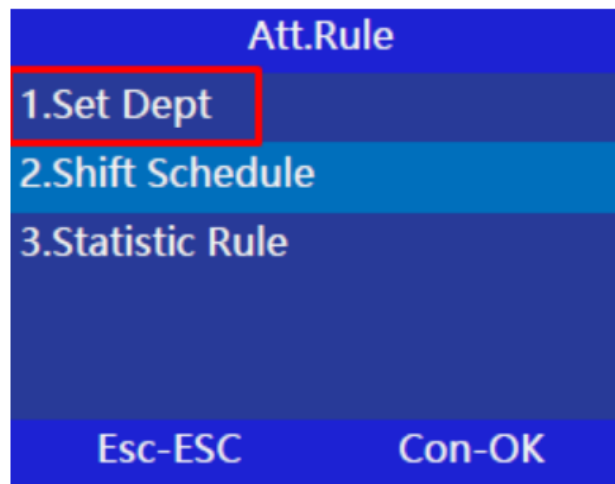


Figure No. 9

Shift Schedule

- Follow the steps below to create multiple shifts and manage shift timings as per the organization's requirements, with a maximum limit of 24 shifts.
- Press the MENU button → Device Setting → Att. Rule → Shift Schedule → “OK”

Att.Rule	Shift Schedule	Shift Schedule	
1.Set Dept	1.Shift1	1.Shift Name	Shift1
2.Shift Schedule	2.Shift2	2.AM IN	08:30
3.Statistic Rule	3.Shift3	3.AM OUT	12:00
	4.Shift4	4.PM IN	13:00
	5.Shift5	5.PM OUT	17:30
		6.PM OUT	00:00
		7.PM OUT	00:00
Esc-ESC Con-OK	Esc-ESC Con-OK	Esc-ESC	Con-OK

Figure No. 10

- Statistical Rule** – Follow the steps below to configure the Late Time and Leave Time settings, as instructed by the organization.
- Press the MENU button → Device Setting → Att. Rule → Static Rule → “OK”

Att.Rule		Statistic Rule	
1.Set Dept		1.Late Time	5
2.Shift Schedule		2.Leave Time	5
3.Statistic Rule			
Esc-ESC	Con-OK	Esc-ESC	Con-OK

Figure No. 11

- **Late Time Setting** – This setting defines the grace period (in minutes) after the official start time, beyond which an employee will be considered late.
- For example, if the office starts at 08:00 and the Late Time is set to 5 minutes, any arrival after 08:05 will be marked as late.
- **Leave Time** – This setting defines how many minutes before the official end time an employee can leave without being marked as leaving early.
- For example, if the office closes at noon and the Leave Time is set to 5 minutes, any departure before 11:55 will be considered early leaving.

Records

- As instructed by the organization, you may set the Management Record Warning and the Attendance Record Warning and verify the interval by following the steps below.
- Press the MENU button → Device Setting → Records.

Device Setting		Records	
1.Company		1.MngRec Wrn	No
2.Att.Rule		2.AttRec Wrn	No
3.Records		3.Verify Interval	5
4.Bell Set			
5.Advance			
Esc-ESC	Con-OK	Esc-ESC	Con-OK

Figure No. 12

- **MngRecWrn** – Management Record Warning
- This setting defines the memory threshold at which the machine issues a warning to

remind the user to download data.

- **0 = NO:** No warning will be given.
- **Values 1–255:** Specifies the remaining number of memory slots that will trigger a warning. For example, if set to 20, the machine will issue a warning when only 20 memory slots remain.
- **Default setting:** NO.

AttRec Wrn – Admin Record Warning

- This setting specifies the memory threshold at which the machine issues a warning to prompt the user to download data.
- **0 = NO:** No warning will be issued.
- **Values 1–1500:** Defines the number of remaining memory slots that will trigger a warning. For example, if set to 1500, the machine will issue a warning when only 1500 records can still be stored.
- **Default setting:** NO.

Verify Interval

- This setting defines a period (in minutes) during which only the first verification is recorded.
- **Initial setting:** 5 – If a user records attendance multiple times within a 5-minute window, only the earliest record will be saved.
- **0 = NO** – No time restriction; all verification records will be saved regardless of the time interval.
- **Valid range:** 1–255 minutes.

Bell Sets

- By following the steps below, you can set the bell ring count and configure the direct bell time.
- Press the MENU button → Device Setting → Bell Set → “OK”

Device Setting		Bell Set	
1.Company		1.Bell Count	No
2.Att.Rule		2.Bell Time	00:00
3.Records		3.Bell Time	00:00
4.Bell Set		4.Bell Time	00:00
5.Advance		5.Bell Time	00:00
Esc-ESC	Con-OK	Esc-ESC	Con-OK

Figure No. 13

- **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 it to 08:30, the bell will ring automatically at 08:30.

Advance

- The following options are available in the Advanced section.
- General Setting
- Advance
- Date & Time

General Setting

- By following the steps below, you can adjust settings such as the Machine ID, date format, voice prompts and volume, auto power-off, and other options as needed.
- Press the MENU button → Device Setting → General Setting → “OK

Advance	
1.General Setting	
2.Advance Setting	
3.Date&Time	
Esc-ESC Con-OK	

Advance	
1.Machine No.	1
2.DateFormat	YMD
3.Voice Out	YES
4.Volume	8
5.Auto Off	No
6.Screen Saver	30
7.Select IN/OUT	No
Esc-ESC Con-OK	

Figure No. 14

- **Machine No.-** Modify the Machine Number as needed.
- **Date Format-** You can set the machine's date format based on your preference. Available formats include MDY, DMY, and YMD.
- **Voice Out** – This option allows you to enable or disable the machine's voice prompts.
- **Volume** – Adjust the volume of the machine's voice prompts.
 - **Auto Off** – Specifies the auto power-off time when the machine is in standby mode.
 - **"No"**: The machine will not power off automatically.
 - **Range:** 1–255 minutes.
- **Screen Saver** – Sets the duration before the screen saver activates in standby mode.
 - **Initial setting:** 30 minutes
 - **Range:** 1–255 minutes
- For example, if set to 30, the screen saver will activate after 30 minutes of inactivity.
- **Select In/Out** – Displays Check-In and Check-Out times for attendance tracking.

Advance Setting

- By following the steps below, you can delete all records, remove all registered data, clear all data, and restore the default settings as instructed by the organization.
- Press the MENU button → Device Setting → Advance Setting → "OK"

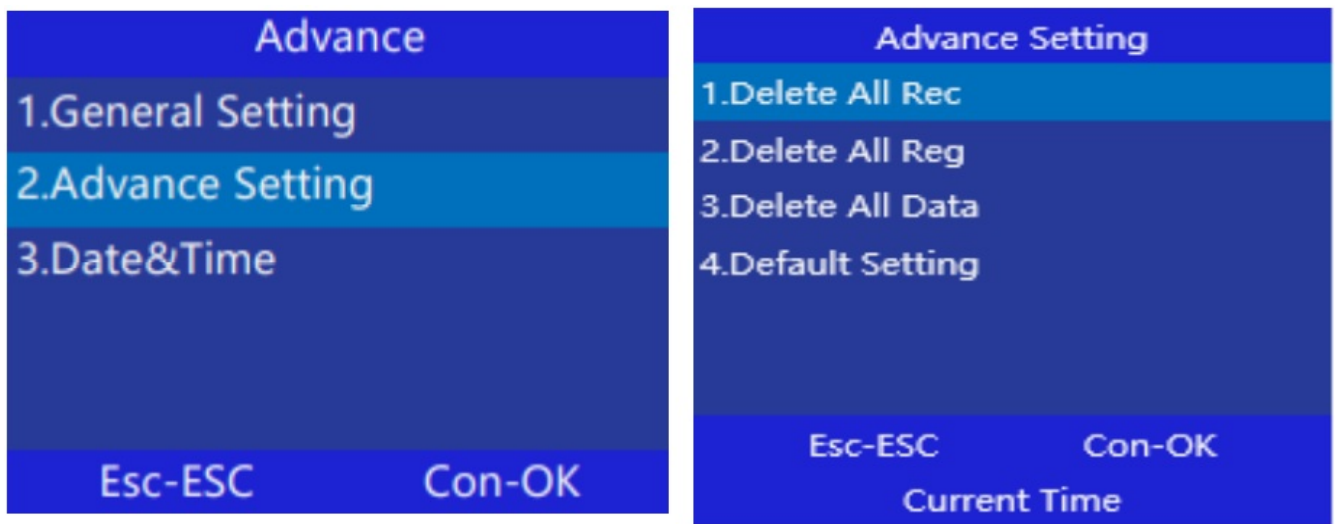


Figure No. 15

- **Delete All Rec:** Deletes all punch records (in or out) of all employees.
- **Delete All Reg:** Deletes all templates, including passwords, cards, and fingerprint data.
- **Delete All Data:** Deletes all data from the machine, including employee IDs and names.
- **Default Setting:** Resets the machine settings to their default values.

Date & Time

- By following the steps below, you can set the machine's date and time according to the current date and time.
- Press the MENU button → Device Setting → Advance → Date & Time → "OK"

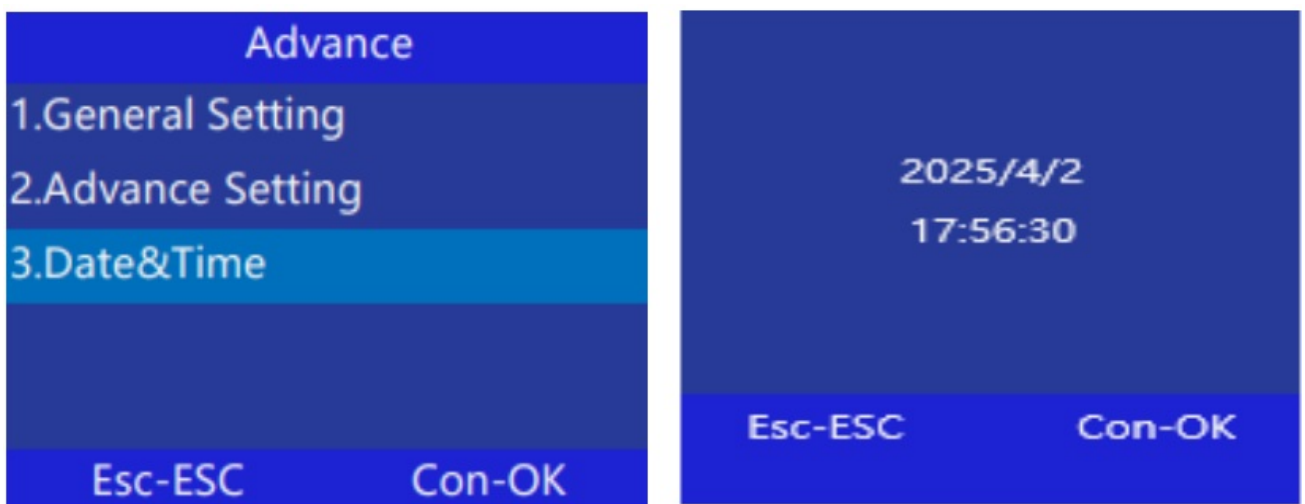


Figure No. 16

Sys Info

- The following options are available under the Sys Info section.
- Reg. data,
- Free space information
- Total space information.
- Product details

Reg. Data

- By following the steps below, you can check the number of registered users, registered admins, fingerprints, passwords, attendance records, and management records.
- Press the MENU button → Sys Info → Reg Data → “OK”

Sys Info	Reg.Data
1.Reg.Data	1.User Reg 0
2.Free Space Info	2.Admin Reg 0
3.All Space Info	3.Finger 0
4.Product	4.Password 0
	5.ID card 0
	6.Attend Rec 0
	7.Manage Rec 0
Esc-ESC Con-OK	Esc-ESC Con-OK

Figure No. 17

Free Space Info

- By following the steps below, you can check the available space for registered fingerprints, passwords, ID cards, attendance records, and management records
- Press the MENU button → Sys Info → Free Space Info → “OK”

Sys Info		Free Space Info	
1.Reg.Data		1.Finger	1000
2.Free Space Info		2.Password	1000
3.All Space Info		3.ID Card	1000
4.Product		4.Attend Rec	100000
		5.Manage Rec	1000
Esc-ESC	Con-OK	Esc-ESC	Con-OK

Figure No. 18

All Space Info

- By following the steps below, you can check the total available storage on the machine for fingerprints, passwords, attendance records, and management records.
- Press the MENU button → Sys Info → All Space Info → “OK”

Sys Info		All Space Info	
1.Reg.Data		1.Finger	1000
2.Free Space Info		2.Password	1000
3.All Space Info		3.ID Card	1000
4.Product		4.Attend Rec	100000
		5.Manage Rec	1000
Esc-ESC	Con-OK	Esc-ESC	Con-OK

Figure No. 19

Product Information

- By following the steps below, you can check product details such as Manufacturer, Device Name, Release Time, Serial Number, Engine Version, Firmware Version, and the Upload Firmware option.
- Press the MENU button → Sys Info → Product → “OK”

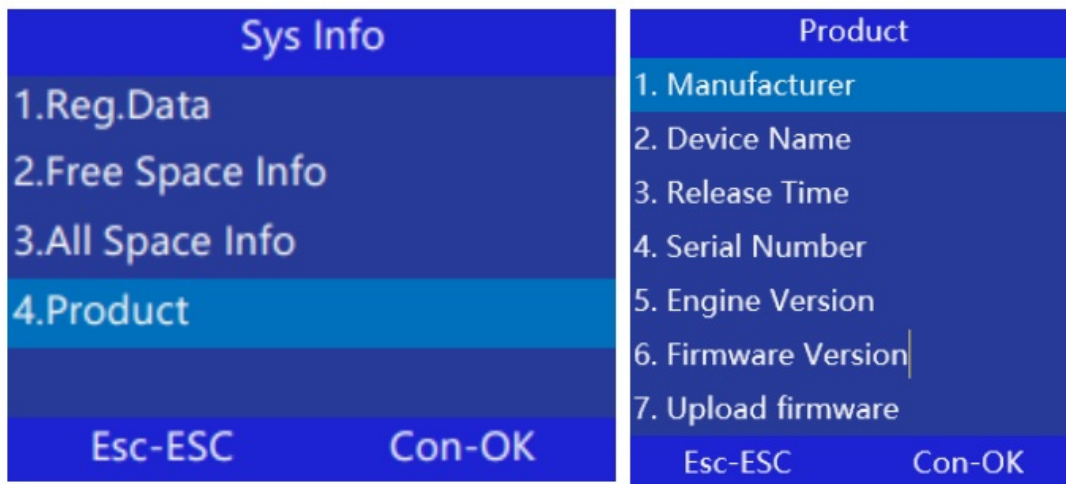


Figure No. 20

- **Manufacturer:** Indicates the manufacturer of the machine (CP PLUS).
- **Device Name:** Displays the model number of the machine.
- **Release Time:** Indicates the manufacturing date of the machine.
- **Serial Number:** Displays the serial number of the machine.
- **Engine Version:** Shows the version of the machine's engine.
- **Firmware Version:** Displays the current firmware version of the machine.
- **Upload Firmware:** Allows you to update the firmware of the machine.

U-Down

- The following options are available under the U-Down section if you press the Menu Button.
- Attn Report
- Att Rec
- User Info
- User Data

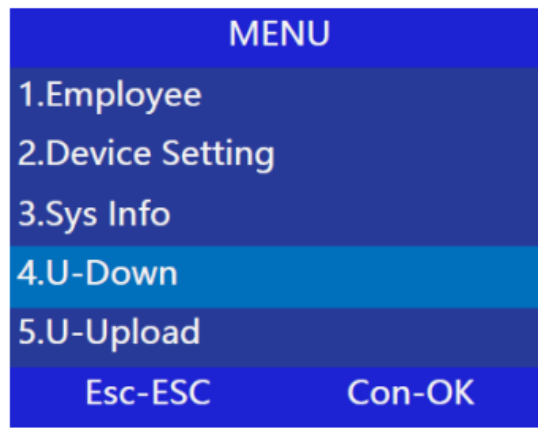


Figure No. 21

Attn. Report

- By following the steps below, you can generate the report directly in Excel format. The file is protected, and no changes can be made to the report generated.
- Press the MENU button → U-Down → Attn. Report → OK → Select Start and End Date → Click on Download Button → OK.
- **Important:** To generate the report, format the pen drive to FAT32, and then connect it to the machine.

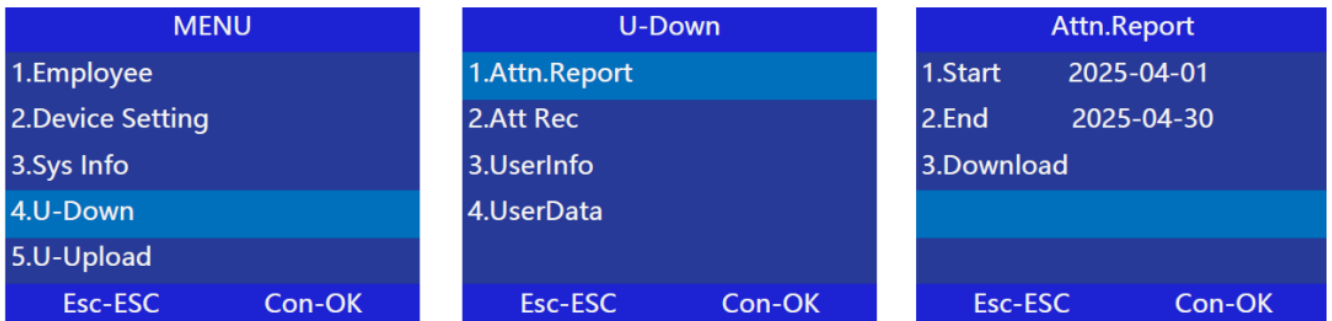


Figure No. 22

Attn. Rec

- By following the steps below, you can export the log file in Notepad format, where logs and punches can be viewed. To generate the report in the correct format, you must use the CPTAMs Pro software.
- This file is unprotected, allowing you to modify the report as needed.
- Press the MENU button → U-Down → Attn. Rec → OK → Select Start and End Date → Click on Download Button → OK.

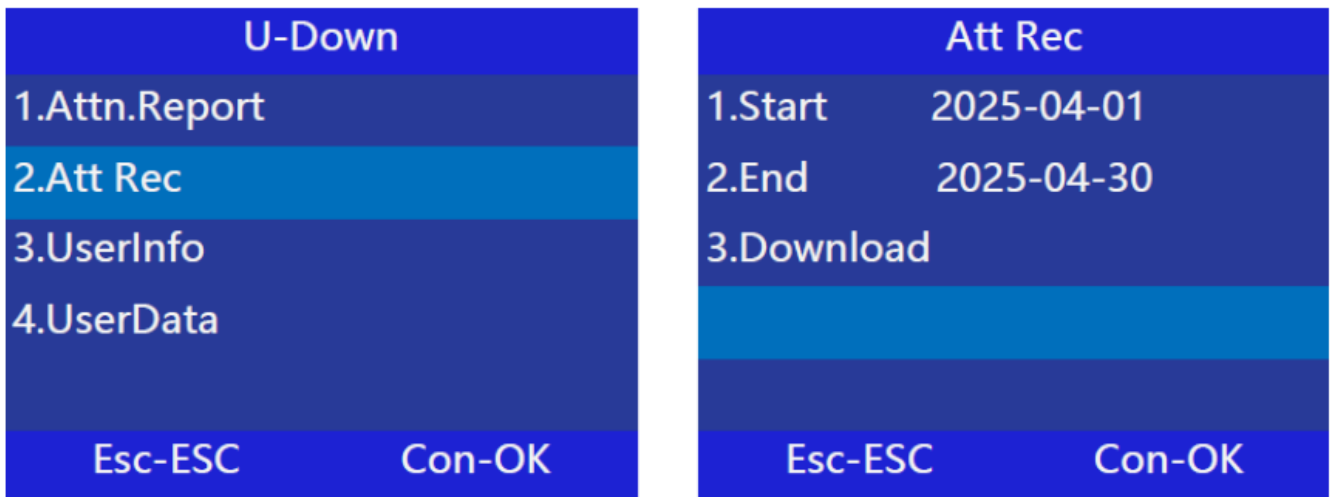


Figure No. 23

User Info

- By following the steps below, you can download employee names, Cards, and fingerprints, and password data to a USB flash drive in DAT format for backup purposes, or exporting to another compatible device.
- Press the MENU button → U-Down → User Info→ OK

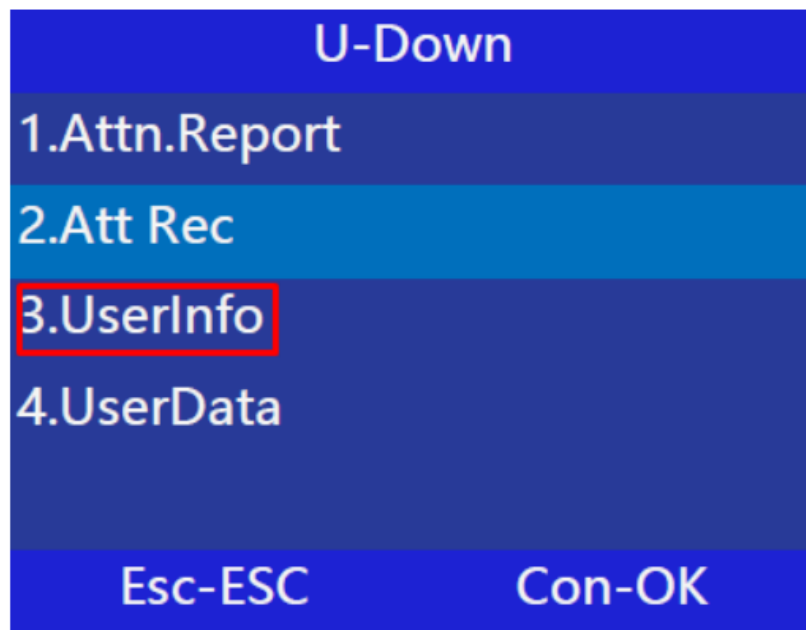


Figure No. 24

User Data

- By following the steps below, you can download users' attendance data to a USB flash drive in TXT format.
- Press the MENU button → U-Down → User Data→ OK

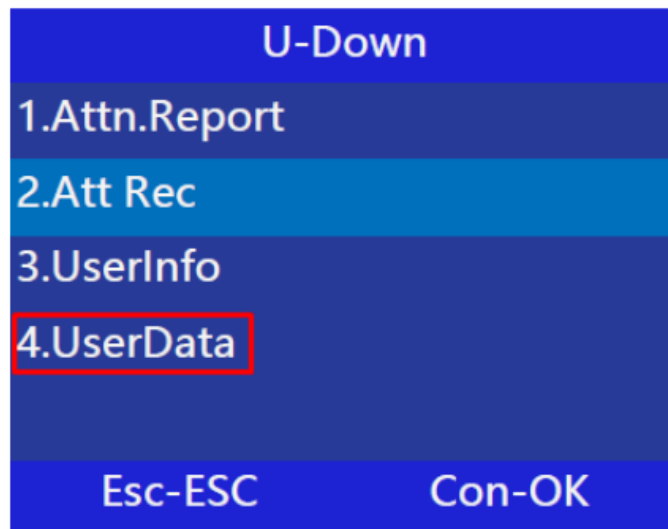


Figure No. 25

U-Upload

The following options are available under the U-Upload section:

- User Info
- User Data

User Info

- By following the steps below, you can upload employee names, ID numbers, fingerprint data, and password data to another compatible device.
- Press the MENU button → U-Upload → User Info → OK



Figure No. 26

User Data

- By following the steps below, you can upload users' attendance data to the device in TXT format.
- Press the MENU button → U-Upload → User Data→ OK

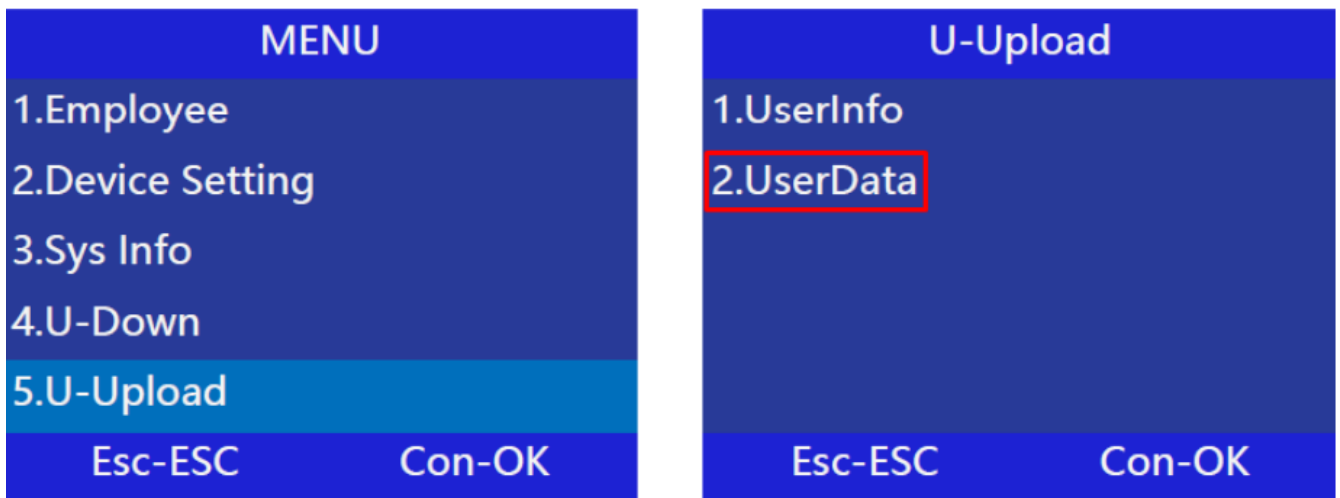


Figure No. 27

- **Note:** By using the U-Upload option, you can upload enrolled employee data from one machine to another.
- **Important:** The data on Machine 2 will be overwritten by the data from Machine 1. Please ensure you have backed up any important information before proceeding.

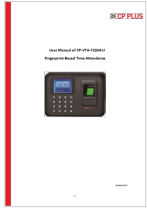
Customer Service

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

Frequently Asked Questions

- **Q: How do I ensure accurate fingerprint registration?**
 - **A:** Choose a finger with fewer wrinkles and well-defined ridges. Follow proper scanning technique by placing your finger flat on the scanner and repeating the process three times.
- **Q: What should I do if the device is exposed to direct sunlight?**
 - **A:** Avoid placing the device in direct sunlight as it can interfere with fingerprint recognition. Use sunshade and cooling equipment for outdoor installations.

Documents / Resources



[CP PLUS CP-VTA-T2324-U Fingerprint-Based Time Attendance \[pdf\]](#) Instruction Manual
CP-VTA-T2324-U, CP-VTA-T2324-U Fingerprint-Based Time Attendance, Fingerprint-Based Time Attendance, Based Time Attendance, Time Attendance

References

- [User Manual](#)

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