

User Manual of CP-VTA-M1143

Facial & Fingerprint-Based Time Attendance



Thank you for choosing the CP PLUS attendance product. Before using this product, we strongly recommend that you carefully read 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 or company policies, and some modifications may occur without prior notice to users.

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1. Dos & Don'ts

- ✓ **Avoid Direct Sunlight:** Do not place the device in direct sunlight, as excessive light may interfere with fingerprint recognition and cause verification failures.
- ✓ **Facial Recognition:** The facial identification module is equipped with advanced technology, enabling accurate verification in both low and bright lighting conditions.
- ✓ **Operating Conditions:** The device operates optimally within a temperature range of 0–45°C. Avoid prolonged outdoor use, as extended exposure may affect performance. If outdoor use is necessary, ensure adequate protection use sunshades and cooling systems in summer, and heat preservation measures in winter.

2. Keypad

The keypad is as shown in the following picture.

| | | | |
|-----------|----------|-----------|------|
| 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】** : Pressing this key will allow you to access the machine menu.
4. **【▲】** and **【▼】** : Up and down
5. **【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.
6. When entering a username:
 - **【⊙】** : Switch input method
 - **【MENU】** : backspace
 - **【ESC】** : Exit
 - **【0】** :Space

3. Menu

The following options are available on the menu:

- User
- Report
- Attend
- Network
- System
- Inquiry

4. User

Press the **MENU** button to enter the menu → Select '**User**' → Press "**OK**".

The following options are available under the 'User' menu:

- Enroll
- Browse
- Download
- Upload

4.1 Enroll

By following the steps below, you can register employee details such as Face ID, fingerprint, card, and password.

To enroll a fingerprint, the employee must scan their finger on the device three times. This process ensures successful fingerprint registration.

Press the **MENU** button to enter the menu → Select '**User**' → Press "**OK**" → **Enroll** → "**OK**"

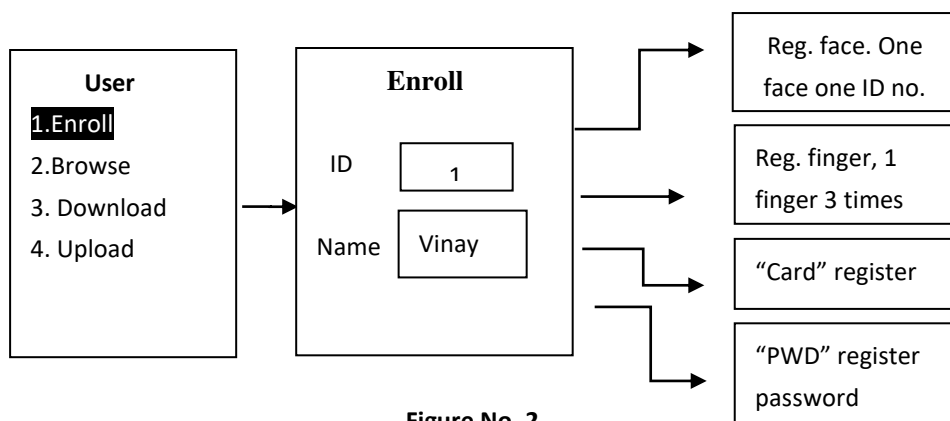


Figure No. 2

4.2 Browse

By following the steps below, you can edit, modify, or delete user information. You can also assign user privileges as needed.

Press the **MENU** button to enter the menu → Select '**User**' → Press **OK** → **Browse** → **OK** → Select User ID → “OK”

a) Browse and edit the user

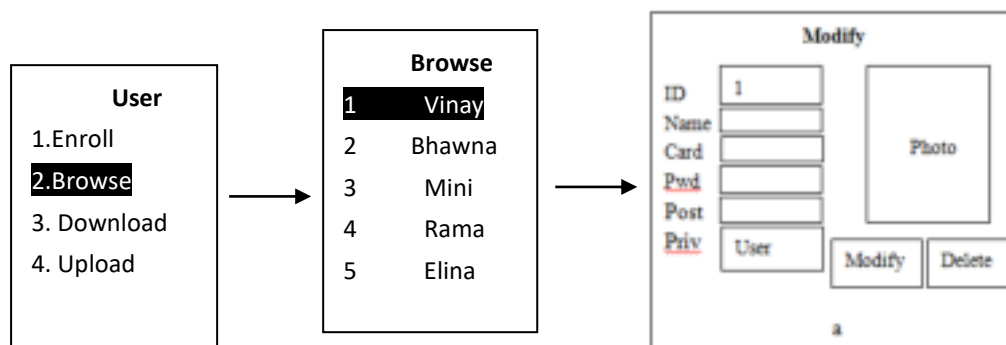


Figure No. 3

- **【Name/Card/Pwd/Post/Priv】** Use keypad to edit.
- **【Priv】** : Set staff privileges as needed. By default, all registered users are assigned the '**User**' role. If no '**Admin**' role is assigned, any user can access the menu.

Once an Admin is set, only users with Admin privileges can access the menu, ensuring the security of attendance data and the device.

- **Administrator:** An administrator has access to the menu and can operate the machine.
If the administrator leaves, please remove their access using the management software or contact the seller to request the super administrator's credentials and password.
- **User: (Normal User):** Access is limited to attendance only; the user cannot access the menu.

b) Modify user

This option allows you to modify a registered user's face data, fingerprint, password, and card information.

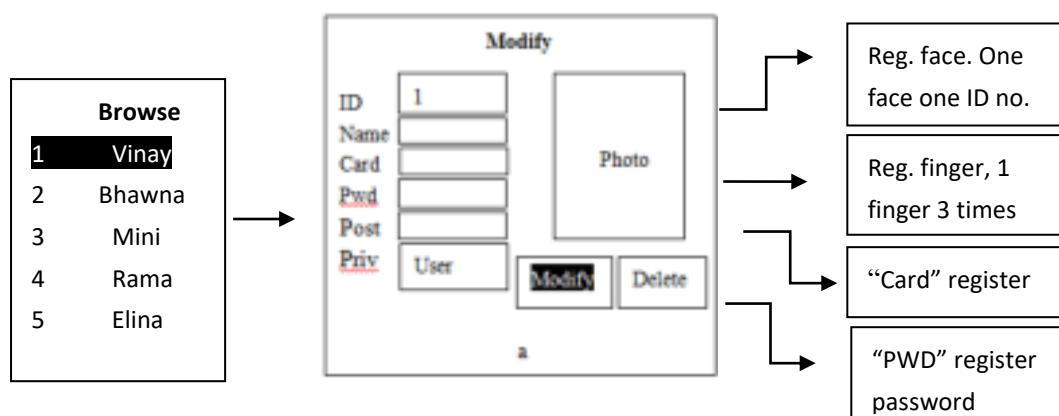


Figure No. 4

c) Delete user

This option allows you to delete a registered user. A confirmation prompt will appear before the deletion is finalized.

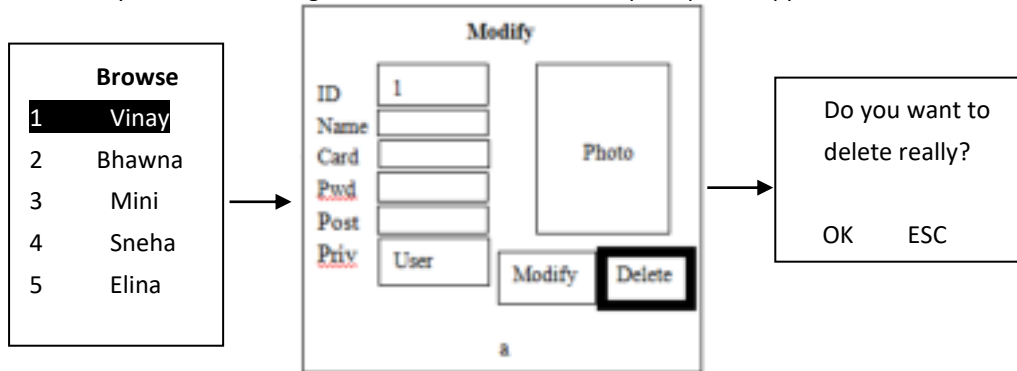


Figure No. 5

【Delete】:Delete the selected user's information.

⚠ Warning: If the user does not back up the personnel information or upload it to the software in advance, it cannot be recovered once deleted.

4.3 Download

By following the steps below, you can download registered employee data — including username, ID number, fingerprint, password, and more — to a USB flash drive. The downloaded file will be named 'plu000001.dat'.

Press the **MENU** button to enter the menu → Select '**User**' → Press **OK** → **Download** → "**OK**"

4.4 Upload

By following the steps below, you can transfer the downloaded data file named 'plu000001.dat' from one machine to another. If all machines require the same registration data, users do not need to register individually on each machine.

Press the **MENU** button to enter the menu → Select '**User**' → Press **OK** → **Upload** → "**OK**"

5. Report

The following options are available under the 'Report' section:

- Report
- Log

5.1 Report

By following the steps below, you can download users' attendance records to a USB flash drive in Excel format (with date selection available). The file will be named 'Summary.xls'.

Press the **MENU** button to enter the menu → Select '**Report**' → Press "**OK**" → **Report** → "**OK**".

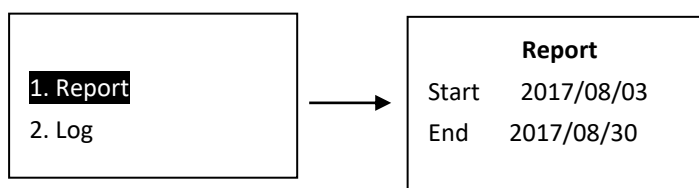


Figure No. 6

5.2 Log

By following the steps below, you can download users' attendance records to a USB flash drive in TXT format. The file will be named 'agl000001.txt'.

Press the **MENU** button to enter the menu → Select '**Report**' → Press "**OK**" → **Log** → "**OK**".

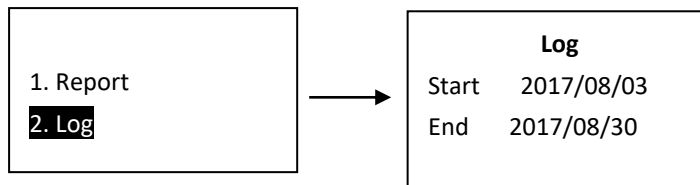


Figure No. 7

Note: A USB flash drive with a capacity of less than 32GB is required to download the data. Please format the flash drive to FAT32 before downloading the data.

6. Attend

By following the steps below, you can input your company and department name, assign shifts, set rules, and download or upload data.

Press the **MENU** button to enter the menu → Select '**Attend**' → Press "**OK**"

- **Company:** Enter your company's name.
- **Dept.:** Enter the department name.
- **Shift:** Adjust the time settings for shifts.
- **Rule:** Set the accepted late time and early leave time.
- **Download:** Download the attendance data.
- **Upload:** Upload previously downloaded attendance data.

7. Network

By following the steps below, you can configure TCP/IP and the WAN network.

Press the **MENU** button to enter the menu → Select '**Network**' → Press **OK**.

The following options are available under the **Network** menu:

- Device No
- Mode
- ETH
- Server Set
- Port No.
- Net Pwd

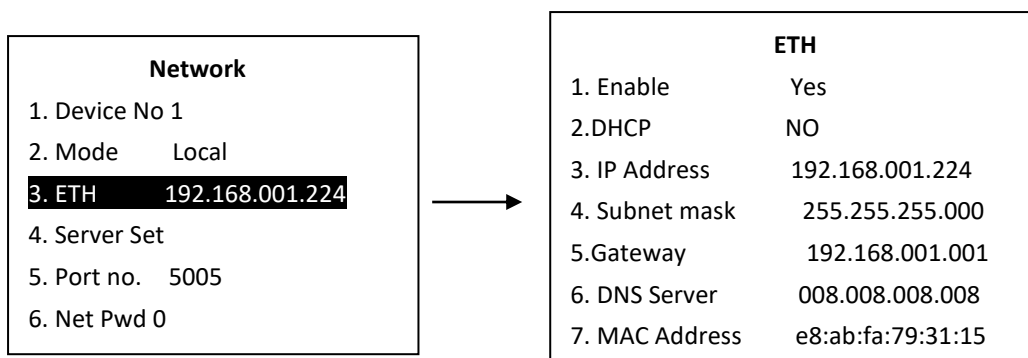


Figure No. 8

➤ **【Mode】 : Network Mode: Local Network and WAN Network**

'Local' refers to a local area network (LAN), while 'Internet' refers to a WAN/Web-based/BS/Cloud network.

For the Internet mode, users must follow our communication protocol for secondary development. This mode is supported and can be utilized accordingly.

➤ **【Server Set】** : Not used in the local network. No setup is required.

➤ **【Enable】** : 'Yes' means to use the local network, while 'No' means to disable the local network.

➤ **【DHCP】** : 'Yes' means DHCP is enabled, while 'No' means it is set manually.

➤ **【IP Address】** : The address must be unique and valid within the local network.

When connecting the machine to the software, this IP address must be entered into the software.

If DHCP is enabled, the device will automatically obtain an IP address based on the local network environment. Alternatively, users can manually set the IP address.

➤ **【Subnet mask】 & 【Gateway】** : If DHCP is enabled, the device will automatically obtain an IP address based on the network environment. Users also have the option to set the IP address manually.

➤ **【DNS Server】** : When the DNS Server IP is set, the device can synchronize its time with the DNS server every hour.

Note: To enable this function, ensure the time zone is set correctly. For example, if the device is used in India, the time zone should be set to GMT+5:30.

➤ **【MAC address】** : MAC address of the attendance machine.

8. System

The following options are available under the **System** menu.

Press the **MENU** button to enter the menu → Select '**System**' → Press **OK**.

- General
- Advanced
- Time
- Door
- Rec. Rule
- Init
- Test Dev

8.1 General

By following the steps below, you can access the following options under 'General':

Press the **MENU** button to enter the menu → Select '**System**' → Press **OK** → Select **General** → Press **OK**.

- **Language:** Set the language for the menu.
- **Volume:** Adjust the volume of the voice prompt (default is 5).
- **Result Time:** Set the time duration before the menu returns to the standby interface.
- **Protect Screen:** If inactive for a certain period, the screen will switch to a saved image. Set the time based on your preference.
- **Set Bell:** Set the bell ring time and schedule.
- **Background:** Choose from 5 available pictures for your interface background.
- **Card Type:** Select the card number length (e.g., 8 or 10 digits) and specify the card number reading direction (forward or reverse).

8.2 Advanced

By following the steps below, you can access the following options under 'Advanced':

Press the **MENU** button to enter the menu → Select '**System**' → Press **OK** → Select **Advanced** → Press **OK**.

- **Max Mngr:** Set the maximum number of administrators for the device (up to 255).
- **Verify Mode:** Set the verification method for the device.
 - ✓ **FC/FP/P:** Users can verify using fingerprint, face, or password to record attendance.
 - ✓ **P+FC/FP:** Users must first enter their registered ID, then input a password, followed by fingerprint or face verification to record attendance.
- **1: N Identify:** Adjust the threshold value for device identification (default value is 7).
- **Set Default:** Restore the device to its default settings.
- **Update from USB:** Allows you to update the device using a USB drive.

8.3 Time

By following the steps below, you can access the following options under the 'Time' settings:

Press the MENU button to enter the menu → Select 'System' → Press OK → Select Time → Press OK.

- **Time:** Set the device's current date and time.
- **NTP Server:** Enter the Network Time Protocol (NTP) server address (e.g., 202.120.2.100) to enable automatic time synchronization.
- **Time Zone:** Select the appropriate time zone for your location (based on GMT).

8.4 Door

By following the steps below, you can access the following options under the Door menu.

Press the MENU button to enter the menu → Select 'System' → Press "OK" → Door → Press "OK"

- **Lock Delay:** Sets the time interval before the lock control relay returns to its normal state after activation.
Value range: 1–200 seconds.
Default value: 5 seconds.
- **Wiegand Output:** Select whether the device outputs the user ID or card number. When Wiegand output is enabled, the selected user information will be transmitted.
- **Wiegand Bit:** Choose between **26-bit** or **34-bit** formats for Wiegand signal output.

8.5 Rec. Rule

By following the steps below, you can access the following options under Rec. Rule.

Press the MENU button to enter the menu → Select 'System' → Press "OK" → Rec. Rule → Press "OK"

- **Log Warning:** When the remaining attendance record storage reaches the set limit, the device will alert the with a screen message or warning tone, indicating that storage space is nearly full. When a record warning appears, promptly use the attendance software to download and save the records.

Factory default setting: 1000 records.

Reverify Time: Set the minimum time interval between two attendance verifications for the same user.

Example: If set to 1 minute, only the first attendance check within that minute will be recorded. Any additional check-ins during the same minute will be ignored.

Photo: Select "Yes" or "No" to enable or disable photo capture during attendance verification.

8.6 Init

By following the steps below, you can access the available options under 'Init'.

Press the MENU button to enter the menu → Select 'System' → Press "OK" → Init → Press "OK"

- **Delete All Logs:** Deletes all attendance and system logs from the device.
- **Delete All Users:** Deletes all registered users from the device.
- **Delete All Data:** Deletes all users, logs, and system settings, restoring the device to its factory default state.

8.7 Test Dev

By following the steps below, you can access the following options under the Test Dev.

Press the **MENU** button to enter the menu → Select '**System**' → Press "**OK**" → **Test Dev** → Press "**OK**"

This menu is used to test the fingerprint sensor, camera sensor, and to adjust the touchscreen.

Note: This function is intended for engineers only; regular users do not need to operate it.

9. Inquiry

The following options are available under **Inquiry**:

Press the **MENU** button to enter the menu → Select '**Inquiry**' → Press "**OK**".

- **User Log:** View the attendance logs and activity records of users.
- **Reg. Info:** View registered user information, such as fingerprint, face, card, or password data.
- **Dev. Info:** View device information such as model, serial number, firmware version, and other system details.
- **Usage:** View device usage statistics, including storage status and system performance.

Thank you for choosing CP Plus!



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