



TA-800

Safescan Time Attendance Systems

TA-800 series



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Manual

Safescan Time Attendance Systems

TA-800 series



Package contents:

- Safescan time attendance terminal (model 810, 850 or 855)
- Installation CD with Safescan Time Attendant software and user's manual
- Power adapter with removable Euro and UK plug
- Metal fixing bracket for wall-fitting (incl. 2 special screws and screwdriver)
- Mounting materials (4 screws, 4 dowels)
- 5x RFID badges (TA-810 and TA-855 models only)

The Safescan TA-800 series time attendance systems record your staff's check-in and -out times. The time records for each user are stored on the Safescan registration terminal and can be transferred to your PC directly by network (TCP/IP) connection or indirectly by uploading the data onto your USB stick. On your PC you can then process the data, for example by using the Safescan Time Attendant software.

The TA-800 series consists of the 3 following models:

- Safescan TA-810, registration through RFID proximity badge (or keyfob) and/or password
- Safescan TA-850, registration through fingerprint and/or password
- Safescan TA-855, registration through fingerprint, RFID proximity badge and/or password

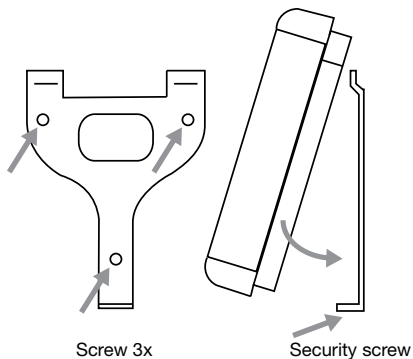
The Safescan Time Attendant software, which is shipped with each TA-800 terminal, enables you to make selections of time attendance records sorted by group employee, per group of employees or by period of time. Reports can be printed or exported for further use in other programs. User logs and records can easily be adjusted; removed or new logs can be added.

This manual has been written to provide instructions on how to setup and operate the TA-800 series devices. Where applicable, references to the Safescan Time Attendant software have been added.

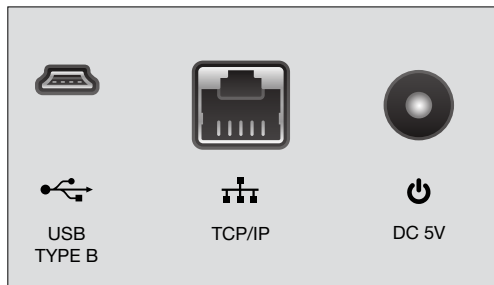
If after reading this manual you have any questions/remarks, suggestions, etc. regarding the contents of this manual, or regarding the TA-800 series or any other Safescan products, or if you are looking for more resources to help you setup and/or operate your Safescan product, then please don't hesitate to visit our website at www.safescan.com/support.

1.0 Mounting and connecting the terminal

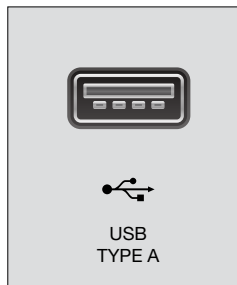
- Mount the metal mounting bracket to a wall at a height of 1.4 - 1.5 meters.



TA Terminal - Back

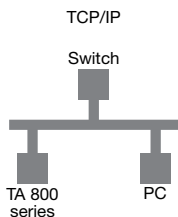


TA Terminal - Left side



- 1.1 Connect the mains adapter to the bottom of the terminal.
The terminal is now ready for use.

- 1.2 Connect the TCP/IP network cable if you want to synchronize the terminal through the network.



- If there isn't a network connection available, you can read out the data with a USB stick (PenDrive) and subsequently read this in into the Safescan Time Attendant software.

1.3 Function key and display

TA-810



- 1) LCD screen
- 2) Led
- 3) Speaker
- 4) RFID Badge sensor
- 5) Keypad
- 6) On/Off

TA-850



- 1) LCD screen
- 2) Led
- 3) Speaker
- 4) Fingerprint sensor
- 5) Keypad
- 6) On/Off


TA-855





- 1) LCD screen
- 2) Led
- 3) Speaker
- 4) Fingerprint sensor
- 5) Keypad
- 6) On/Off
- 7) RFID Badge sensor


1.4 Key functions:


 On/Off key

 **F2/▲** Main screen: key to enter Check-Out mode
Menu screen: key to scroll up

 **MENU** Key to enter Menu

 **F3/▼** Main screen: key to enter Return mode
Menu screen: key to scroll down

 **F1/ESC** Main screen: key to enter Check-In mode
Menu screen: escape key to go 1 menu back

 **F4/OK** Main screen: key to enter Break mode
Menu screen: OK/enter key

2.0 First use

Switch ON the terminal by pressing the ON/OFF button on the keypad. After a few seconds the main screen appears.



Now the terminal is ready for operation.

Please note: First start with the registration of the Supervisor before you manipulate any other setting in the device, otherwise there is a possibility that you will lock yourself out of the device! Please read section 3.2 on how to register as Supervisor.

3.0 User Management

3.1 Defining Users

Four different levels of access can be defined in your TA-800 terminal:

- Superadmin / Supervisor (mandatory)
- Admin (optional)
- Enroller (optional)
- User

The highest level is the level of Supervisor (sometimes also referred to as Superadmin). The second and third level are Admin (administrator) and Enroller and the lowest level is the User level. Please find below this paragraph an overview which describes in detail which privileges are bestowed on each level of access. Depending on the situation in your company organization you may register each person according to the desired access level.

Please note that it is not mandatory to assign a person for each level, except for the Supervisor level. In many companies only 1 person is responsible for setting up and managing the time attendance system. If that is the case, then it will suffice to only register a Supervisor and users in the terminal. In any case, no matter what kind of organization you are planning, please DO make sure to start registering the Supervisor first before continuing to register others!

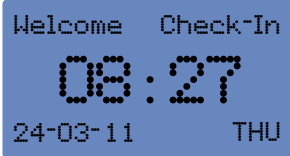
Privileges TA-800 series Terminal

	Check in/out	Enter the menu	Register new users	Upload user/data	Download user/data	Download ATTLogs to USB	Delete users	Delete ATTLogs	Delete all Data
Supervisor	*	*	*	*	*	*	*	*	*
Admin	*	*	*	*	*	*	*		
Enroller	*	*	*				*		
User	*								

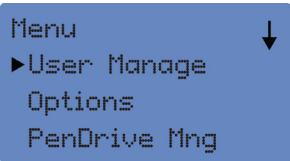
3.2 Register NEW USER / SUPERVISOR / ADMIN

As described above, the first user that needs to be registered on the terminal is the **SUPERVISOR** who has all rights to add new users and/or make any manipulation on the device itself.

(Please note: regarding the communication with Time Attendant software, all users must be created in the terminal first and only afterwards synchronized with the software).



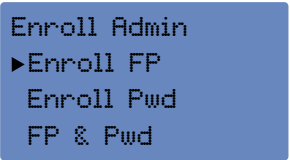
a) On the terminal press the [MENU] key to access the main menu (this will change when a Supervisor or admin is registered on the terminal)



b) Select [User Manage] to access the user set up menu. (In this menu user and administrator can be registered and deleted, and log files with login and logout times can be examined. See chapter 4.3 for more details)

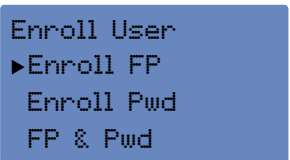


c) Scroll down with [F3/▼] and select for registration of a Supervisor/admin [Enroll Admin] or [Enroll User] for registration of a new user and press the [OK/F4] to enroll.



d) Select the required authentication method for the new user. There are four options:

- Fingerprint (FP) only with TA850 and TA855
- Password (Pwd)
- Fingerprint & Password (FP/Pwd) only with TA 850 and TA855
- RFID badge (Reg RFID) only with TA810 and TA855
- Back-up RFID only with TA 850 and TA855



3.2.1 Register USER or SUPERVISOR with fingerprints * this option is only valid for the Safescan TA-850 and TA-855 models

```

Enroll FP
  New Enroll?

ESC          OK
    
```

a) Select [Enroll FP] and press [OK/F4]

```

Enroll User
▶Enroll FP
  Enroll Pwd
  FP & Pwd
    
```

b) For a new registration, press [OK/F4]

```

Enroll FP
  New Enroll?

ESC          OK
    
```

* If you are registering a SUPERVISOR or ADMIN choose Admin or switch with [F3/▼] from Admin to Supervisor (!), press [OK/F4]

```

Admin Accredit
  Admin
ESC          OK
    
```

```

Admin Accredit
  Supervisor
ESC          OK
    
```

```

New Enroll

User ID 00001
ESC          OK
    
```

c) The terminal selects the first available free User ID; press [OK/F4]

```

New Enroll
  00001-0
  Place Finger...
  ESC/Exit
    
```

d) The fingerprint registration is started. The new USER/ SUPERVISOR will be asked to please the SAME finger 3 times, and then press [OK/ F4]. * (See chapter 3.2.7 for tips for a successful use of the fingerprint sensor)

```
New Enroll
  0000 1-0

ESC      OK(Save)
```

e) Press [OK/F4] to register another USER/SUPERVISOR, follow the procedure again.

```
New Enroll
Continue?

ESC      OK
```

f) If you will create a back-up finger for the same user Press [F1/ESC] for each user a maximum of 10 fingerprints can be registered.

Repeat the procedure and close the registration by pressing [F1/ESC] to return to the main menu.

3.2.2 Register user with RFID Badge / KeyFob ** This option is only valid for the Safescan TA-810 and TA-855*

```
Menu      ↓
▶User Manage
Options
PenDrive Mng
```

Open the [User Manage] menu, select [Enroll User] or [Enroll Admin] to register a new user or Supervisor.

```
Enroll User  ↑↓
Enroll Pwd
FP & Pwd
▶Reg RFID
```

Select [Reg RFID] and press [OK/F4].

Follow the procedure as described in chapter 3.2.1 Register a new user with fingerprint.

3.2.3 Register user with password

```
Menu      ↓
▶User Manage
Options
PenDrive Mng
```

Open the [User Manage] menu, select [Enroll User] or [Enroll Admin] to register a new user or Supervisor.

```
Enroll Admin
Enroll FP
▶Enroll Pwd
FP & Pwd
```

Select [Enroll Pwd] and Press [OK/F4]

```
Enroll User
Enroll FP
▶Enroll Pwd
FP & Pwd
```

```

Enroll Pwd
  New Enroll?

ESC          OK
    
```

For a new registration, press [OK/F4]

```

New Enroll

User ID  00010
ESC      OK
    
```

The terminal selects the first available free User ID; press [OK/F4]

```

New Enroll

Input Pwd ████████
ESC      OK
    
```

The new USER is asked to enter his password 2 times.

```

New Enroll

Input Pwd *****
Pwd Affirm ████████
    
```

```

New Enroll
  00001-P
ESC      OK(Save)
    
```

Press [OK/F4] to save the password. On the display you will see your new User ID with 000001-P, press [OK/F4] again.

Then press [F1/ESC]. Close the registration by pressing [F1/ESC] to return to the main menu.

3.2.4 Register user with Fingerprint and Password * This option is only valid for the Safescan TA-850 and TA-855 models.

```

Menu          ↓
▶User Manage
Options
PenDrive Mng
    
```

Open the [User Manage] menu, select [Enroll User] or [Enroll Admin] to register a new user.

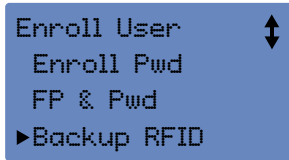
Select [FP & Pwd] and press [OK/F4]. Follow the same procedure as described under the registration procedure 3.2.1.

3.2.5 Register RFID Backup * this option is only valid for the Safescan TA-855 model.

```

Menu          ↓
▶User Manage
Options
PenDrive Mng
    
```

Open the [User Manage] menu;



Select [Enroll User] and Press [OK/F4]
 Select [Backup RFID] to register a new user.

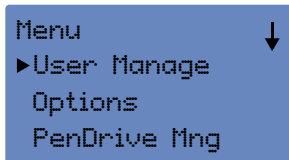


Select required user ID and press [OK/F4].

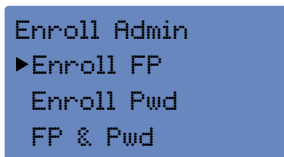
Follow the same procedure as described under the registration procedure under 3.2.5 above.

3.2.6 Register backup finger to an existing user. (More than one FP for the same user)

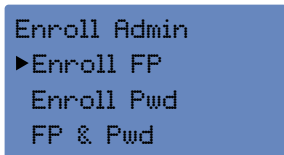
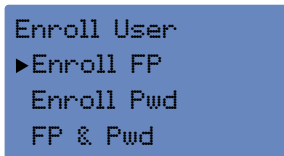
Backup means that you can register more than one finger print for the same user. Backups are not really necessary, but always advised. You need to register finger print Backups only if one of the users is facing a problem with his finger print.



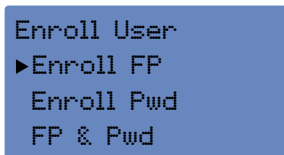
Open the [User Manage] menu.

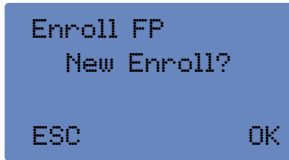


Select [Enroll User or Enroll Admin] to register a backup for an existing User ID, press [F4/OK]

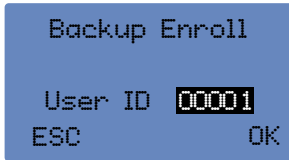


Enroll - FP (= Finger Print), press [F4/OK]





Select Enroll FP – Enroll FP New Enroll; press [F1/ESC]



On the display you will see Backup Enroll
User ID 00001



Choose the ID of the user you want to create a Back-up
(by typing it on the keyboard); press [F4/OK]

Place the finger 3 times in order for the terminal to register it;
press [F4/OK].

Continue if you have to register more FP for the same user; press [F4/
OK]



Choose the User ID 00001 again if you want to register another back-
up for the same user then you press [F4/OK].

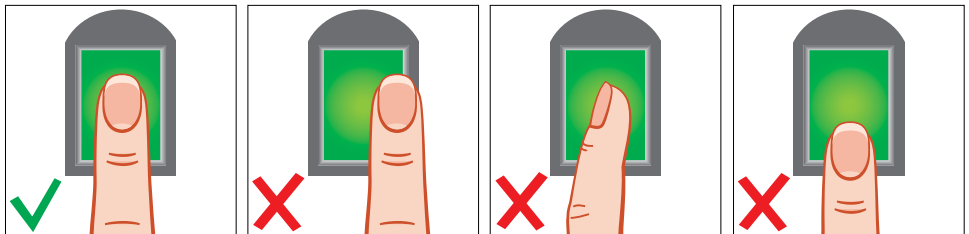
If you want to register back-ups for others users, then you have to
press [F1/ESC] until you get back to the menu page with User
Manage. Then continue the procedure as described above.

If you own a TA – 810 you will have the choice to register only RFID or Password 3.2.5 and 3.2.3.

3.2.7 Tip for a successful use of the fingerprint sensor positioning of the finger

Please refer to the diagrams below in which the correct positioning of the finger is indicated.

Preferably use a finger that is not damaged. Optionally you may register several fingers for a possible backup.



Correct

Incorrect

Difficulties: Fingerprint is not recognized or is refused often

CAUSES AND SOLUTIONS:

1. finger is greasy or too moist: please wipe the finger dry on the palm of your hand
2. finger is too dry: blow over the finger in order to make it moister
3. not enough pressure: press the finger slightly harder on the fingerprint sensor
4. first type your user ID and then place the fingerprint (recognition 1: 1).

3.3 Delete user account

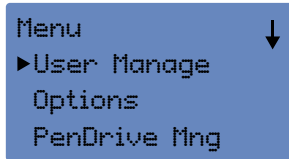
There are two options to delete user accounts:

Option 1

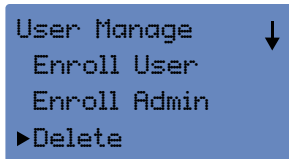
Delete the user in the software and then synchronize with the device (please follow the instruction in software user manual).

Option 2

Delete the user on the terminal itself as follows:



- Enter the Menu and identify yourself as Supervisor/admin
- Select [User Manage] and press [OK/F4],



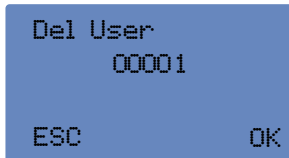
- Scroll down with [F3/▼]
- Select [Delete] press [OK/F4],



- Enter the User ID you will delete; press [OK/F4],



- The system shows you the chosen authentication method you are deleting; press [OK/F4],



- The system will ask you now to delete the user;
- Press [OK/F4], if you do not wish to delete this user press [F1/ESC] to leave the menu.

3.4 Delete user logs

The terminal will be empty after using this function except for the user account information. To use this option make sure that you really wish to delete all user logs data.

```
Menu
  User Manage
  ▶Options
  PenDrive Mng
```

- Enter the Menu and identify yourself as Supervisor
- Select [Options] and press [OK/F4],

```
Options
  ▶System Opt
  Power Mng
  Comm Opt
```

- Select [System Opt.] and press [OK/F4],

```
System Opt
  Fmt      YY-MM-DD
  DLST
  ▶Adv Option
```

- Scroll down with [F3 / ▼] and select [Adv.Option]; press [OK/F4],

```
Adv Opt
  Reset Opts.
  ▶Del AttLogs
  Clear All Data
```

- Select [Del AttLogs]; press [OK/F4]

Note: The memory is now empty.

3.5 Delete all user data (including log data)

The terminal will be completely empty after using this function and basically return to the state in which it was when you first unpacked your terminal. To use this option make sure that you wish to delete all user and log data. To delete user by user see the description in [Chapter 3.3]

```
Menu
  User Manage
  ▶Options
  PenDrive Mng
```

- Enter the Menu and identify yourself as Supervisor
- Select [Options] and press [OK/F4],

```
Options
  ▶System Opt
  Power Mng
  Comm Opt
```

- Select [System Opt.] and press [OK/F4],

```
System Opt      ↑
  Fmt      YY-MM-DD
  DLST
▶Adv Option
```

- Scroll down with [F3 / ▼] and select [Adv.Option]; press [OK/F4],

```
Adv Opt      ↓
  Reset Opts.
  Del AttLogs
▶Clear All Data
```

- Select [Clear All Data]; press [OK/F4]
The terminal is now empty, all log data and accounts are deleted (including the Supervisor, admin etc.) on the terminal.

3.6 Delete Supervisor or Admin accounts

For clearing Admin or Supervisor accounts, do exactly the same procedure explained in chapter 3.5 and use [Clear Admin Pri] instead of [Clear All Data].

3.7 Reset the terminal

When you reset the terminal, all manual manipulation goes back to the factory setting. Only the user accounts and log data stays on the device.

```
Menu      ↓
  User Manage
▶Options
  PenDrive Mng
```

- Enter the Menu and identify yourself as Supervisor
- Select [Options] and press [OK/F4],

```
Options      ↓
▶System Opt
  Power Mng
  Comm Opt
```

- Select [System Opt.] and press [OK/F4],

```
System Opt      ↑
  Fmt      YY-MM-DD
  DLST
▶Adv Option
```

- Scroll down with [F3 / ▼] and select [Adv.Option]; press [OK/F4],

```
Adv Opt      ↓
▶Reset Opts.
  Del AttLogs
  Clear All Data
```

- Select [Reset Opts.]; press [OK/F4]
Note: Your device is reset to factory setting.

4.0 Daily logs, check-in / check-out / break

F1/ESC	= check-in
F2/▲	= check-out
F3/▼	= return (from break)
F4/OK	= break

After all users have been registered the terminal is ready for daily operation.

A user can check-in and out or take a break as often as necessary. On the terminal there is practically no limitation on the number of daily loggings. Please note that your software may have limitations however.

4.1 Check-in:

To Check-in, press the [F1/ESC] key and [Check-in] will appear in the right upper corner of the display. The user checks in and out with the preinstalled authentication method.

1. Fingerprint 1:N - put your finger on the sensor. The fingerprint is compared to all fingerprints in the terminal.
2. Fingerprint 1:1 - first select the User ID and subsequently put your finger on the sensor. Your fingerprint is being compared with the prints of the entered User ID.
3. Password - first select your User ID and enter your password.
4. RFID badge - keep the RFID badge in front of the built-in sensor.

After a correct identification the terminal will beep once and the green LED light will blink 1 time.

After a wrong identification the terminal beeps twice and the red LED lights flashes 1 time.

4.2 Check-out:

To check out, press the [F2/▲] key. And right above appears [Check-Out] on the display. The user checks out as described in chapter 4.1.

4.3 Break and comeback:

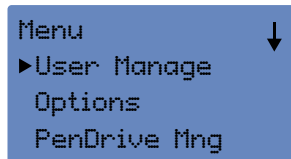
To take a break, press the [F4/OK] key. And right above appears [Break] on the display. Returning from a break, press the [F3/▼] key and right above appears [Return] on the display. The user checks out and in for a break as described in chapter 4.1.

Set the check-in/-out time see chapter 5.4.

4.4 Review logs

4.4.1 Review all user logs

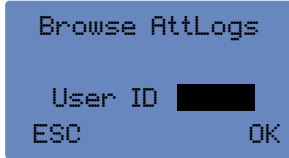
The Supervisor, Admin or Enroller can review all logs by User ID in the system.



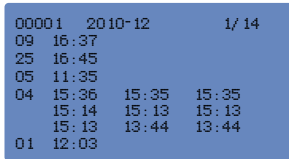
- Enter the Menu and identify yourself as Supervisor/admin or enroller
- Select [User Manage] and press [OK/F4],



- Select [Browse AttLogs.] and press [OK/F4],



- Enter the user ID you want checked and press [OK/F4],



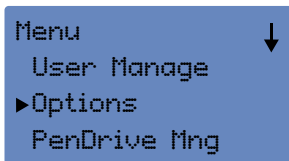
On the display you will see the logs of this user; you can scroll down with [F3/▼] to see all logs.

4.4.2 Review logs by user

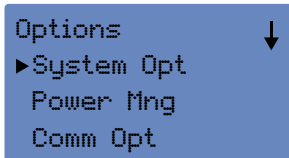
Each user can review his logs by pressing the [MENU] key immediately after check-in or check-out. The screen shows an overview of the logs.

5.0 System settings

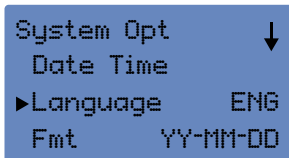
5.1 Change the language on the device




- Enter the Menu as Supervisor or Admin
- Select [Options] and press [OK/F4],



- Then select [System Opt.] and press [OK/F4],



- Select Language [OK/F4], choose your language with [F3/▼] and press [OK/F4].
- Press [F1/ESC], the terminal ask for a restart. Leave the menu with pressing [F1/ESC] until you get back to the main page “Welcome Check-In”.
- Please restart the terminal by pressing during 3 seconds the  key or unplug the power plug from the device.

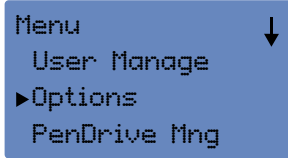
5.2 Setting Time and Date

5.2.1 Change time in the software

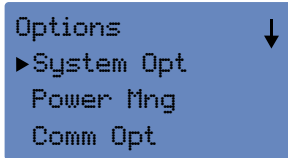
If your terminal connects to the local network then you can change the time directly on the Time Attendant software on the Settings Page by clicking on the button [Set PC time on TA].

5.2.2 Change time on the terminal

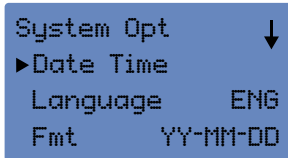
To set the time manually on the terminal it proceeds as follows:



- Enter Menu and identify yourself as Supervisor;
- Select [Options]; press [OK/F4],



- Select [System Opt.]; press [OK/F4],

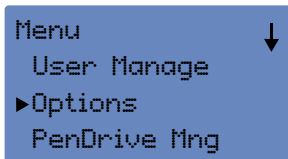


- Select [Date Time]; press [OK/F4],
- Change the date and time with using [F3/▼] or fill in the digits directly; press [OK/F4], and leave the menu with [F1/ESC] you have to confirm your changes again with [OK/F4].

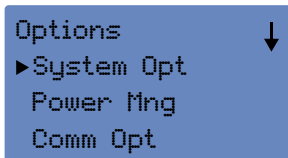
5.3 Setting summer and wintertime

Twice a year you have to change the time on your clock. With our TA-800 series it's not needed, you can set the summer / winter time once in de terminal.

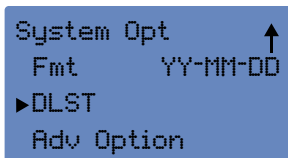
Set date and time on which the new time starts (summer time: clock 1 hour ahead). Select (standard) to set date and time on which the clock returns to the standard time (winter time: clock 1 hour backwards).



- Enter Menu and identify yourself as Supervisor
- Select [Options]; press [OK/F4],



- Select [System Opt.]; press [OK/F4]



- Select [DLST]; press [OK/F4], change the standard N (no) with [F3 ▼] to Y (yes) to activate the function.

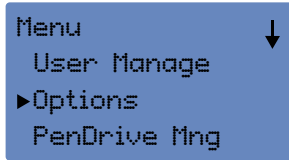
- Select [Date Mode] and switch from Mode 1 (standard) to Mode 2 with [F3/ ▼]
- Select [Enter DLST] to set the date and time
- (eg 04-4 1:0 (means at 1:00, the fourth week Sunday in March goes to DLST))
- Select standard and set the date and time
- (eg 10-4 1:0 (means at 1:00, the fourth week Sunday in October return to normal))

Leave the setting with [F1/ESC] the system ask you to save the settings, press [OK/F4] to confirm.

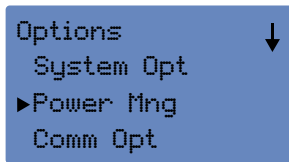
REMARK: After changing the DLST configuration the device must be restarted

5.4 Setting check-in and check-out time

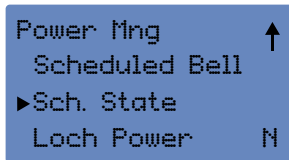
You can schedule on which time the device is automatically set on Check-in, Check-out,



- Enter Menu and identify yourself as Supervisor
- Select [Options]; press [OK/F4],



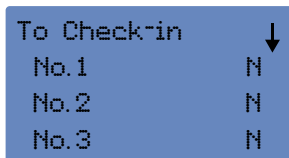
- Select [Power Mng]; press [OK/F4], scroll down with [F3/ ▼]



- Select [Sch.State]; press [OK/F4],



- Select Check-in or Check-out; press [OK/F4],



- Select the no 1 to enter the first check-in or check-out time; press 2x [OK/F4],

```
To CheckOut      ↓
  No.1           N
  No.2           N
  No.3           N
```

```
Sch.State
  Set Sch. Fun?

ESC           OK
```

```
To Check-in      ↓
  No.1           10:00
  No.2           N
  No.3           N
```

- Enter the time press [OK/F4], if you need more than one check-in time (for example one in the morning for arrival and one after lunch / one after the lunch and one for departure), select the next no. and enter the time and so on.

When you are finished press [F1/ESC] to leave the menu, the system ask you to save your changes, press [OK/F4].

Note: It is recommended to make a restart after this modification.

5.5 Power setting

In order to save energy, the terminal has the possibility to go into a standby or shutdown mode. You can shut down the system overnight and restart it in the morning automatically.

5.5.1 Shutdown

To shut down the system automatically, please change the following settings:

To activate the sleep or shutdown mode you have to set this in Idle see description under 5.5.4.

```
Menu      ↓
  User Manage
  ▶Options
  PenDrive Mng
```

- Enter Menu and identify yourself as Supervisor;
- Select [Options]; press [OK/F4],

```
Options      ↓
  System Opt
  ▶Power Mng
  Comm Opt
```

- Select [Power Mng]; press [OK/F4],

```
Power Mng      ↓
  ▶Shutdown    N
  PowerOn      N
  Sleep        N
```

- Select [Shutdown]; press 2x [OK/F4],

```
Shutdown
  Set Sch. Fun?

ESC           OK
```

```
Power Mng      ↓
▶ Shutdown    22:00
PowerOn       08:00
Sleep         12:00
```

- Enter the time when your terminal has to shutdown press [OK/F4],

When you are finished press [F1/ESC] to leave the menu, the system ask you to save your changes, press [OK/F4].

5.5.2 PowerOn

```
Menu          ↓
  User Manage
▶ Options
  PenDrive Mng
```

- Enter Menu and identify yourself as Supervisor;
- Select [Options]; press [OK/F4],

```
Options       ↓
  System Opt
▶ Power Mng
  Comm Opt
```

- Select [Power Mng]; press [OK/F4],

```
Power Mng     ↓
  Shutdown    N
▶ PowerOn     N
  Sleep       N
```

- Select [PowerOn]; press 2x [OK/F4],

```
PowerOn
  Set Sch. Fun?

ESC      OK
```

```
Power Mng     ↓
  Shutdown    22:00
▶ PowerOn     08:00
  Sleep       12:00
```

- Enter the time when your terminal has to shutdown press [OK/F4],

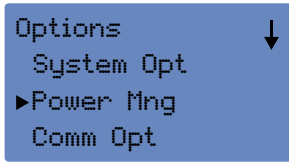
When you are finished press [F1/ESC] to leave the menu, the system ask you to save your changes, press [OK/F4].

5.5.3 Sleep mode / IDLE

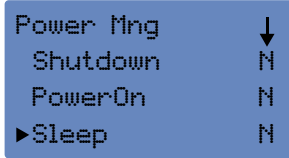
Set the time to enter the sleep-mode. The terminal can be awake by pressing any key. To activate the sleep or shutdown mode you have to set this in Idle see description under 5.5.4.

```
Menu          ↓
  User Manage
▶ Options
  PenDrive Mng
```

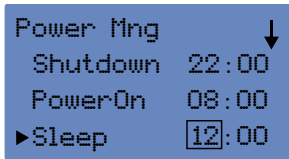
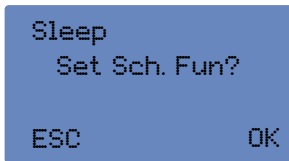
- Enter Menu and identify yourself as Supervisor;
- Select [Options]; press [OK/F4],



- Select [Power Mng]; press [OK/F4],



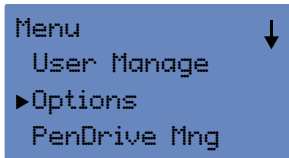
- Select [Sleep]; press 2x [OK/F4],



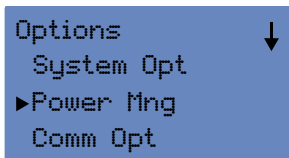
- Enter the time when your terminal has to go into the sleep mode, press [OK/F4],

When you are finished press [F1/ESC] to leave the menu, the system ask you to save your changes, press [OK/F4].

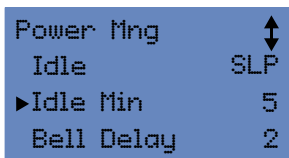
If you are using the sleep mode, you can set time interval when the terminal go into sleep mode.



- Enter Menu and identify yourself as Supervisor;
- Select [Options]; press [OK/F4],



- Select [Power Mng]; press [OK/F4],



- Select [Idle Min]; press [OK/F4],
- Enter the minutes when the terminal as to go in sleep mode while not used, press [OK/F4],

5.5.4 IDLE

If you are using the Sleep or Shutdown function on the terminal you have to choose which one to activate.

```
Menu
  User Manage
▶Options
  PenDrive Mng
```

- Enter Menu and identify yourself as Supervisor;
- Select [Options]; press [OK/F4],

```
Options
  System Opt
▶Power Mng
  Comm Opt
```

- Select [Power Mng]; press [OK/F4],

```
Power Mng
▶Idle          SLP
  Idle Min     5
  Bell Delay   2
```

- Select [IDLE]; press [OK/F4],
- Change the status to SLP (sleep mode) or OFF (PowerON/Off will be activated) press [OK/F4],

When you are finished press [F1/ESC] to leave the menu, the system will ask you to save your changes, press [OK/F4].

6.0 Download and synchronize user logs and data

6.1 Download and synchronize user logs and data with USB

If you synchronize the user log data by USB stick, please make sure that the USB stick is totally empty.

DwnLoad AttLog = Download Logdata to USB Stick

DwnLoad User = Download User data to USB Stick

UpLoad User = Upload User data back from Database

```
Menu
  User Manage
  Options
▶PenDrive Mng
```

- Place your USB stick in the terminal (left side)
- Enter Menu and identify yourself as Supervisor;
- Select [PenDrive Mng] and press [OK/F4],

```
PenDrive Mng
▶DwnLoad AttLog
  DwnLoad User
  UpLoad User
```

- Select [DwnLoad AttLog.] and press [OK/F4],

```
PenDrive Mng
  DwnLoad AttLog
▶DwnLoad User
  UpLoad User
```


- Select [DwnLoad User] press [OK/F4].
- Leave the menu with pressing 4x [F1/ESC], take off your USB stick.

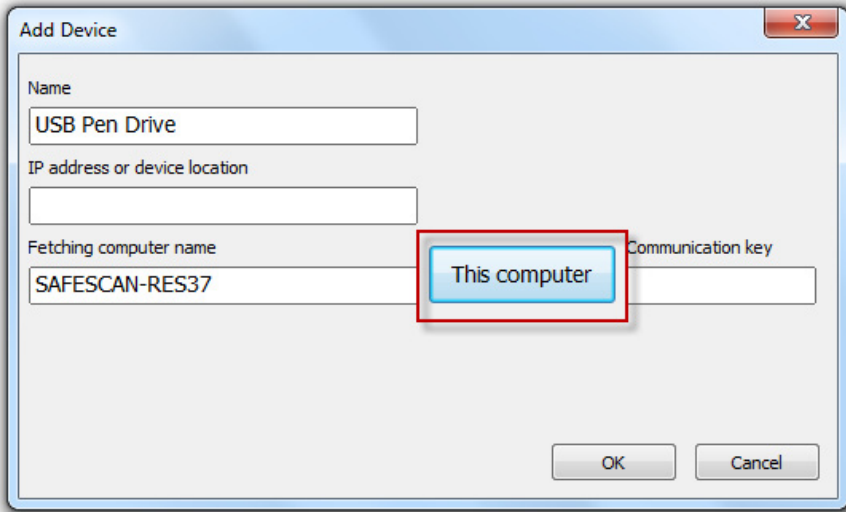
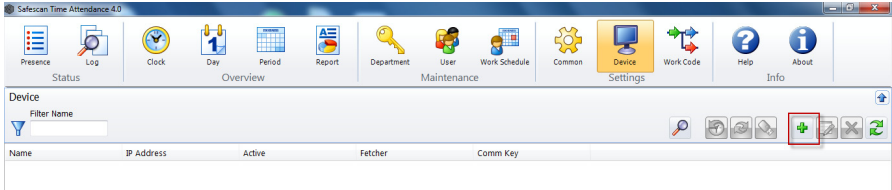
Now you can synchronize the data with the software on your computer. Below description relates to the Safescan Time Attendant software.

6.2 Synchronize data with the software by USB stick

During your first synchronization with the Safescan Time Attendance Software on your computer, you must add your device in the software: please proceed as follows:

"Device", select:

- 
- Assign a name
- Select "This Computer"
- Press OK



Under active you will see that your USB drive is not connected. Once you connect your USB stick into your computer the status turns on connected and the log data will be transferred into the software automatically. The user data has to be synchronized manually

Name	IP Address	Active	Fetcher	Comm Key
 USB Pen Drive		 USB drive not present	SAFESCAN-RES37	


Start Time Attendance Software before connecting the USB stick into your computer

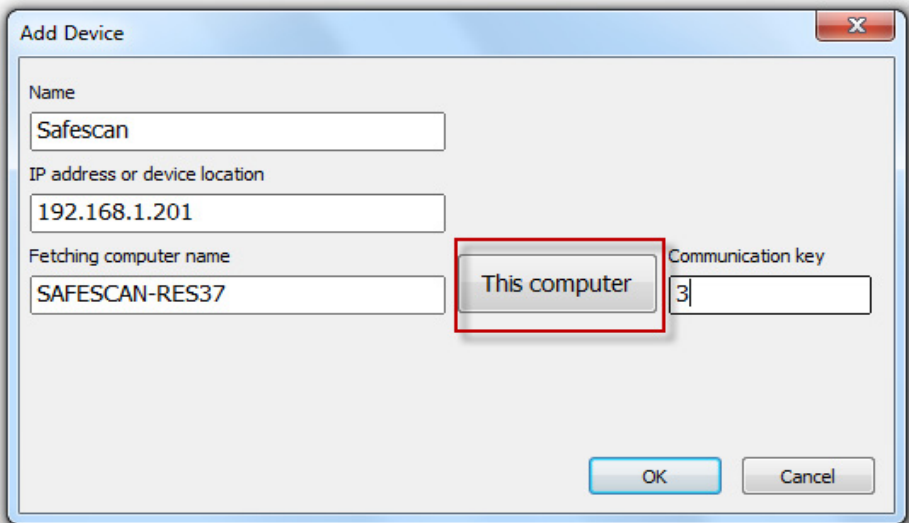
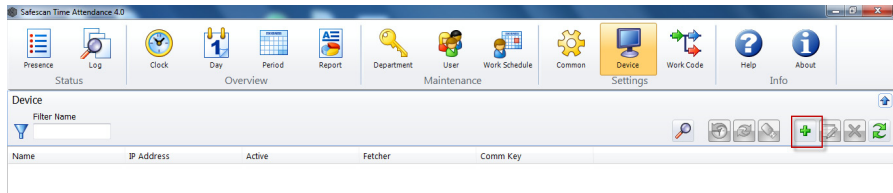
6.3 Synchronizing log data with the Safescan Time Attendance Software via TCP / IP

If you have connected your terminal to your local network, the log data is automatically transferred into the software, the user data must be synchronized manually, see chapter 6.2.

6.4 Connect Terminal with Safescan Time Attendance Software

During your first synchronization with the Safescan Time Attendance Software on your computer, you must add your device in the software: please proceed as follows:

- "Device", select:
- 
- Assign a name
- Enter the IP address which is stored in your terminal (see section 7.1)
- Select "This computer"
- Enter the communication key when Be one have deposited in your terminal (see section 7.2)
- Press OK




Under active you will see that your device is connected. Once you have connected your device with your computer the log data will be transferred into the software automatically. The user data has to be synchronized manually.

6.5 Synchronizing user data with Time Attendance Software

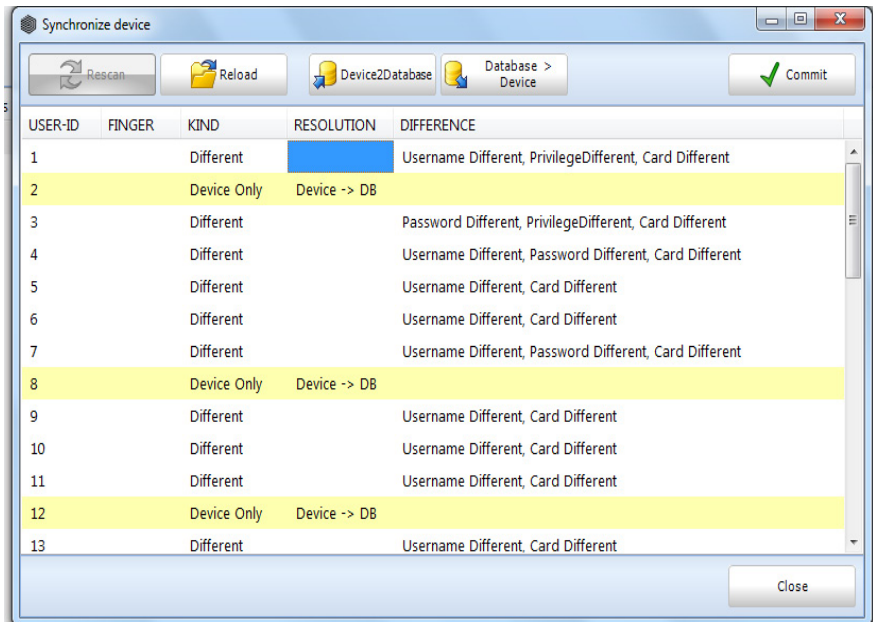
For the synchronization of user data, select the desired drive, the synchronization button  is active.

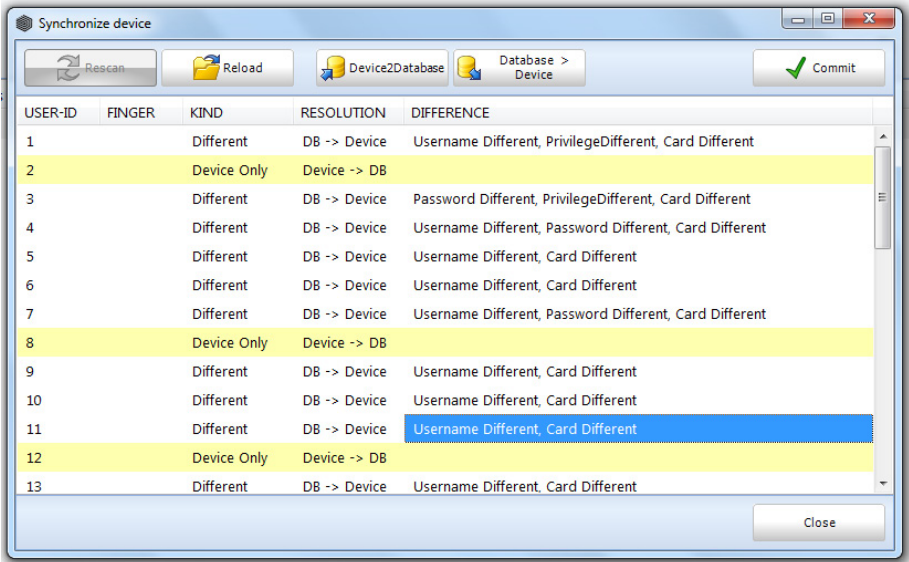
Select the Sync button and then the User.dat file on your USB stick and open it.

If there are any changes the system will show you this in a separate window. If there are no changes you will get the message: there are no changes found.

To synchronize the User Data from Device (terminal) to the Database (software) choose the button. 

The system will show very every line of data what “kind” it is and what the “resolution” is. For example, if there is a difference between the data on the USB stick and on the database, it will show here. You can then decide which information should be synchronized into which direction (either from database/software to device/terminal, or from device/terminal to database/software).





After you have made the right selections continue with the  button to execute the synchronisation.

Press OK, the system can not find any changes anymore. Press OK. The synchronization is done.

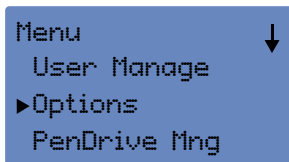
6.5.1 Download and synchronize user logs and data by network connection

Is the terminal connected with the software by your local network, the log data were transferred automatically to the database? The user data must be transferred manually (see chapter 6.1).

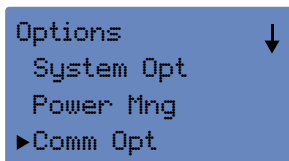
7.0 Communication settings

7.1 IP address on the terminal

To connect your device to the network (LAN) you will need to allocate an unused IP address to it. If necessary, you may want to contact your network administrator or webmaster for more information on the range of free IP addresses in your network. You can set the IP address in the device as follows:



- Enter Menu and identify yourself as Supervisor
- Select [Options], press [F4/OK]



- Select [Comm Opt], press [F4/OK],

```
Comm Opt      ↑↓
  Net Speed  AUTO
▶IP Addr
  NetMask
```

- Scroll down with [F3 ▼],

```
IP Addr
  192.168.1.201
ESC          OK
```

- Select [IP Addr] and fill in the chosen free IP address in your local network (192.168.1.201 is just an example); use [F3 ▼] to switch to the next digits; press [F4/OK].
- Leave the menu with [F1/ESC], the system will ask you to save your settings, press [OK/F4].

7.2 Set a comm. key on the terminal

Optionally you may set a comm key to secure your terminal while using a TCP/IP connection. Create a pin code under comm. Key. This pin code is used to secure the access to the TCP/IP port. After setting this comm key make sure not to forget to enter this information in the Safescan Time Attendant software to enable access to the terminal.

```
Menu          ↓
  User Manage
▶Options
  PenDrive Mng
```

- Enter Menu and identify yourself as Supervisor
- Select [Options], press [F4/OK]

```
Options       ↓
  System Opt
  Power Mng
▶Comm Opt
```

- Select [Comm Opt], press [F4/OK],

```
Comm Opt      ↑↓
  RS485       N
  USB         Y
▶COMM Key     0
```

- Scroll down with [F3 ▼],
- Select [Comm Key] enter a pin code (max. 6 digits – standard 0), press [F4/OK].
- Leave the menu with [F1/ESC], the system will now ask you to save your settings, press [OK/F4].

8.0 Connecting several devices together

It is possible to connect several terminals together on the same network. All of them can be accessed through the same software. However, in order to prevent potential problems we will have to respect the following points:

1. All terminals are by default named Device number 1. So in order to connect all the terminals on the same network you have to change this device number into Device 2, Device 3 and so on. Device 1 is the device that you first inserted on the software. Device 2 is the second and so on.
2. The software treats the data by user ID and never by names. This is due to the fact that we always create a user on the terminal first before synchronizing with the software. If one of your users clocks on more than 1 of your terminals then this user should have the same ID number on each device!

Example 1:

You have 2 terminals and 15 users. The first 5 user's check-in/out only on terminal 1. User's 6 until 10 check-in/out on terminal 2 only, and user's 11 until 15 check-in/out on both terminals. This means you have to register your users as follows:

Terminal 1	Terminal 2
<ul style="list-style-type: none"> • User 1 • User 2 • User 3 • User 4 • User 5 	<ul style="list-style-type: none"> • User 6 • User 7 • User 8 • User 9 • User 10
<ul style="list-style-type: none"> • User 11 • User 12 • User 13 • User 14 • User 15 	<ul style="list-style-type: none"> • User 11 • User 12 • User 13 • User 14 • User 15

In the software you will have a **total of 15 users** (1 – 15).

- On **Terminal 1** 10 users are registered, 1-5 and 11-15.
- On **Terminal 2** 10 users are registered, 6-10 and 11-15.
- The users 11 – 15 are registered on **both Terminals**

Make sure that the location of users 6 to 10 on terminal 1 are and remain empty.

When you add a new user to one of the terminals, make sure that the next user is

number 16. If you use ID number 6 it will be incompatible with ID number 6 from terminal 2.

Example 2:

You have 3 terminals and 15 users.

Only user 1 check-in/out on all 3 terminals because he is the Supervisor.

All the other users' check-in/out on only one of the terminals:

In the software you will have a **total of 15 users** (1 – 15).

On **Terminal 1** 5 users are registered, 1-5 User-ID 6-10 must remain empty!

On **Terminal 2** are 6 users are registered, user 1 and users 6-10; User-ID 2-5 must remain empty.

On **Terminal 3** are 6 user are registered, user 1 and users 11-15; User-ID 2-10 must remain empty.

Terminal 1	Terminal 2	Terminal 3
<ul style="list-style-type: none"> • User 1 • User 2 • User 3 • User 4 • User 5 	<ul style="list-style-type: none"> • User 1 • User 6 • User 7 • User 8 • User 9 • User 10 	<ul style="list-style-type: none"> • User 1 • User 11 • User 12 • User 13 • User 14 • User 15

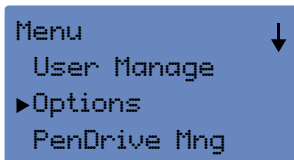
If you add a new user on terminal 1, make sure that the next user is number 16, because if you use ID number 6 it will be incompatible with ID number 6 from terminal 2 and so on.

9.0 Work code

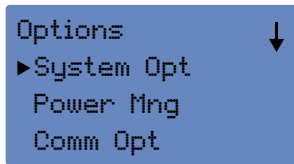
Work codes are used to add information such as Doctor visit or

if your employees perform various activities which must be settled differently.

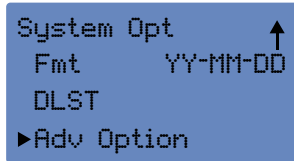
With all units in the TA-800 series, it is possible that employees enter various work codes during clock-in or clock-out.



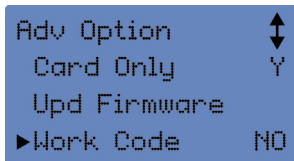
- Enter the Menu and identify yourself as Supervisor
- Select [Options] and press [OK/F4],



- Select [System Opt.] and press [OK/F4],



- Scroll down with [F3 / ▼] and select [Adv.Option]; press [OK/F4],



- Select [Workcde]; press [OK/F4]



- Select [Work code]; press [OK/F4]
Switch from NO to mode 1 (= input BEFORE verification)
or to mode 2 (= input AFTER verification)
- Press [OK/F4], and leave the menu with [F1/ESC] you have to confirm your changes again with [OK/F4].

The employees will be asked on arrival for a working code. Define a legend of the work code which is compatible with the codes entered in the Safescan Time Attendance software so that the software can process correctly .

If no work is required, the code enter can be ignored. The display will disappears after a few seconds.

10.0 Cleaning and Maintenance

10.1 Housing, display and keypad:

Carefully clean with a soft, dry cloth or an anti-static cleaning tissue.

Fingerprint sensor: only clean the sensor in case there are complaints about bad fingerprint recognition.

In this case, clean the sensor as follows:

1. Remove dust and dust particles with a 'air duster' spray can
2. Use a piece of tape to remove dust particles or other dirt.
Carefully stick this onto the sensor and carefully tear it off again.
3. Use a soft, non-abrasive, dry cloth and carefully clean the sensor, make sure not to scratch the surface of the sensor.
4. **Important:** never use a liquid cleaning agent or a liquid containing alcohol or other cleaning chemicals to clean the sensor.



Safescan