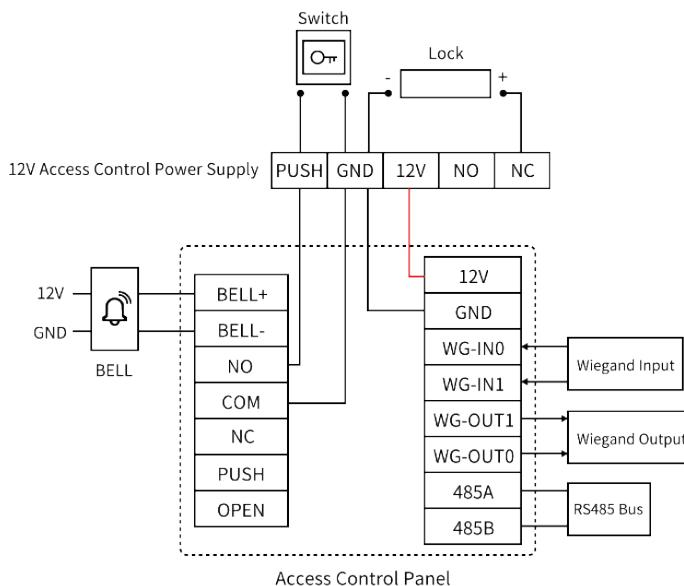




# User Manual

TF-20

## Wiring diagram



## Button description

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PORS	8 TUV	9 WXYZ
#	0	MENU
▲	OK	▼
ESC	(  )	

ESC Exit or cancel the current setting when operating the menu  
 Enter menu management (backspace can be used when MENU editing content)

OK Confirm the current setting or enter

\* # Turn on the power/off/input method switch

▲ The cursor moves up during the action menu

▼ Manipulate the dish but move the cursor downward

() doorbell

0..9 When operating the menu and selecting the menu, enter a numeric value and 26 letters

## T9 input method

Use the T9 input method to enter text in the location where you need to enter text (such as name, department name, shift name).

1. Press the OK key to start the T9 input method, press the # key to switch the corresponding input method;
2. If you enter "li", press the number "54", press the ▼ button to select " li ", and press the OK button to confirm;
3. Press "9" to select "Lee" (if you can't find the corresponding text on this page when entering, press the ▼ key to turn the page to find)

## User management

Register the user's basic information on the device, including employee number, name, face, fingerprint, palm vein, card, password (according to the authentication method supported by the actual model), and provide operations such as adding, modifying, uploading and downloading personnel information in the company's attendance management.

Administrator privileges can be set in the Modify User menu.

### 1 Registered Users

Select "Registered User" and press OK to enter, and fill in the verification information such as employee number, name, face, palm vein, fingerprint, etc. to complete the registration.

### 2. Modify the user

Select "Modify User" and click OK to enter, and select the employee to be modified and click OK to enter to modify the name, department, shift, permission, and other information. You can also delete this employee.

### 3. Download the data

After inserting the USB flash drive, select "Download Data" and press OK to start the download, and you can download the personnel information in the device to the USB flash drive



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#### 4. Upload data

After inserting the USB flash drive, select "Upload Data" and press OK to start uploading, and you can upload the personnel information in the USB flash drive to the device

#### Shift settings

Select "Shift Settings" and press OK to enter, press the **▲▼** button to select the shift you want to edit, and press the OK button to enter the modification page, and you can set up to 24 shifts. Press the **▲▼** key to select the time period you want to modify, press the number key to enter the commuting time, press the ESC key to return after the setting is completed, and then press the ESC key to pop up a prompt box, press the OK key to save.

#### 1. Shift Setting

Select "Shift Settings" and press OK to enter, press the **▲▼** button to select the shift you want to edit, and press the OK button to enter the modification page, and you can set up to 24 shifts. Press the **▲▼** key to select the time period you want to modify, press the number key to enter the commuting time, press the ESC key to return after the setting is completed, and then press the ESC key to pop up a prompt box, press the OK key to save.

#### 2. Attendance rules

Select "Attendance Rules" and press OK to set the time for late arrivals and early departures.

#### 3. Download the schedule

After inserting the USB flash drive, select "Download Schedule" and press OK to start the download, and you can download the schedule information in the device to the USB flash drive, a file named "Attendance Settings.xls".

#### 4. Upload the schedule

The downloaded attendance file can be edited on the computer and then uploaded, after inserting it into the USB flash drive, select "Upload Schedule" and press OK to start uploading, and you can upload the modified schedule information to the device

#### Department settings

You can set up to 16 department names in department settings, press the MENU key to enter the main menu, press the OK key to select "Department Settings", press the OK key to enter the department setting interface, press the **▲▼** key to select the department you want to edit, press the OK key to enter the modification page, enter the department name with the T9 input method and press the OK key to save

#### Download the report

The Download Report menu allows you to download reports and raw records via a USB flash drive. After inserting the USB flash drive, select the time range for export and press the OK key to download the attendance record, the file name of the report is "XX summary table.xls XX represents the month, and the file name of the original record is AllGLog001.txt".



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## Advanced settings

In the advanced settings, you can set the general parameters of the machine. In the initialization menu, you can delete the machine data

### 1 machine setup

Language: You can switch the UI language of the interface  
Total number of administrators: Set the total number of administrators that can be added, up to a maximum of 5  
Volume: Set the device volume, the maximum support is 9  
Confirmation Method: Set the confirmation method for clock-in  
Interface return time: Set the time for the clock-in information to stay after successful recognition, up to 30 seconds  
Screensaver time: The time interval between the main interface and the screensaver without operation  
Sleep time: The time interval between the device and the device going to sleep after no operation  
Ring Settings: You can set the time and number of rings  
Continuous Recognition: Set the recognition interval for punching and out

### 2 time settings

Time: The time when the device was modified

Date: The date the device was modified

### 3. Record settings

Attendance Record Warning: Set the number of remaining attendance records to send a notification, up to a maximum of 6,000  
Repeat Confirmation Time: Record the time interval for the next clock-in

### 4. Initialization

Factory reset: Restores the device's factory configuration, but does not delete the personnel information

Delete All Records: Deletes all attendance records of the device

Delete All Users: Deletes all user information on the device

Delete All Administrators: Deletes the administrator permissions on the device and converts them to regular users

Delete All Data: Deletes all data on the device, including users and records

Firmware upgrade: Put the upgrade file into the U disk and insert it into the device, click this option to upgrade the firmware version, and the device will restart after completion

### 5. Door access function

Door Opening Delay: Set the time when the relay is disconnected after the door is opened

Visitor QR code: The switch of the door opening function with the dynamic code of the applet

## Information inquiry

In the information query menu, you can erase information such as records, registration information, device information, and QR codes of small programs.

### Record viewing

Select "View Records" and press OK to enter, enter the job number, set the time range to be queried, and click Confirm to query

### Registration information

The registration information shows the information data currently stored by the device and the maximum value that can be saved

### Device information

The basic information of the device is displayed in the device information, and the access control serial number is required to open the door with the dynamic code of the applet

### Mini programs

Select "Mini Program" and click OK to display the QR code of the Mini Program, and scan it to enter the Mini Program through WeChat, through which the function of opening the door with a dynamic code can be realized



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