ACROPRINT®
Time for Business.™

FPC18 Time Clock
═ User Manual ═

Contents

Important Claim

Thank you for purchasing the Acroprint FPC18 Time Clock. Before installing your clock, please read this manual carefully to understand its proper use and to avoid damaging it.

You may not distribute or change any content of this manual in part or in full without written consent from Acroprint Time Recorder Company.

FCC Warning:

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his or her own expense.

Caution: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Lithium Battery Caution:

The circuit board on this clock is populated with a lithium battery to protect data or programs stored in the Random Access Memory (RAM). Do not, under any circumstances, attempt to replace the lithium battery in the clock. Failure to comply may void your warranty. Battery replacement should be done by qualified personnel wearing the proper eye protection.
CAUTION: Danger of explosion if the battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instruction.

> This product utilizes a battery that contains Perchlorate Material. Perchlorate Material – special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate

Before You Start!

What's In the Box?

- Acroprint FPC18 Time Clock
- 9 Volts DC, 1A output Power Supply
- (1) Sample Proximity Badge
- Wall Mount Bracket
- Ziploc Bag: (4)Mounting Screws, (4) Plastic Wall Anchors, (2) Wall Mount Bracket Screws
- User Manual
- Quick Start Sheet

1) Unpack time clock. Inspect for any damage that may have occurred during shipment. Check box contents for any missing items.

2) If any damage is found or any parts are missing, please contact Acroprint Customer Service at (800) 334-7190.

3) Connect the FPC18 power supply and plug it into a 120V/240V A/C power source to turn the clock on.

Precautionary Information

- Do not attempt to service the FPC18 Time Clock yourself. Disassembling the clock will void the warranty.

- Always follow the instructions in the User Guide.

- Do not place the clock in direct sunlight. Bright light may significantly affect finger readings or cause finger verification to fail.

- The clock is designed for indoor use in a temperature range of 32-104º F (0-40º C). The clock is not waterproof or shockproof. Keep the clock away from heat sources such as radiators. Avoid dusty environments or exposure to chemicals.

- The clock may be placed upright on a solid surface or mounted to a wall with the included wall bracket & mounting screws. Avoid locations where the device will be susceptible to vibrations and shock, such as a slamming door.

- The clock warranty does not cover defects or damages arising from improper installation, improper storage, abuse, or unauthorized service.

Menu Navigation

Bracketed words indicate clock buttons such as [MENU], [ESC] or [OK].
Words in bold italics indicate menu selections on the clock display such as
User, Ethernet, Device, etc.

When instructed to select a menu item it requires that you highlight the item
then press [OK] to select it.

The up arrow button [▲] or down arrow button [▼] are used to navigate
through the clock menus in order to select the menu item you wish to edit.
Note that the arrows move right/left through the main menu.

Accessing the Menus

For brevity throughout this manual, instructions will indicate only pressing
[MENU] to enter the menu. However, if you have a user on the clock
designated as a manager, you must have Admin or Sup.User privilege to
access the clock menus.   See the "Privilege Levels" section in this
manual for more information.

Getting Started

Important!

Do not attempt to service the FPC18 yourself. Opening the time clock will void the warranty. Always follow the instructions in the user guide.
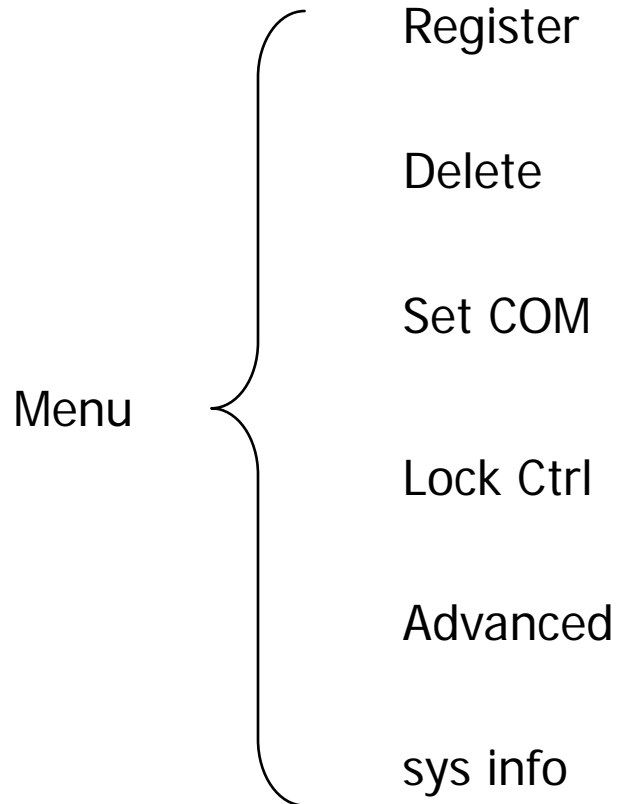
- Do not place the time clock in direct sunlight. Bright light may significantly affect fingerprint reads or cause fingerprint verification to fail. The time clock is designed for indoor use in a temperature range of 32-140° F (0-60° C). Keep the time clock away from heat sources such as radiators.

- The time clock warranty does not cover defects or damages arising from improper installation, improper storage, abuse, ordinary wear or unauthorized service.

Operator Panel LED

1) Error Condition (Fingerprint or Badge not Enrolled)
   Red light shines for 1 second
2) Transaction (Fingerprint or Badge Read) successful
   Green light shines for 5 seconds

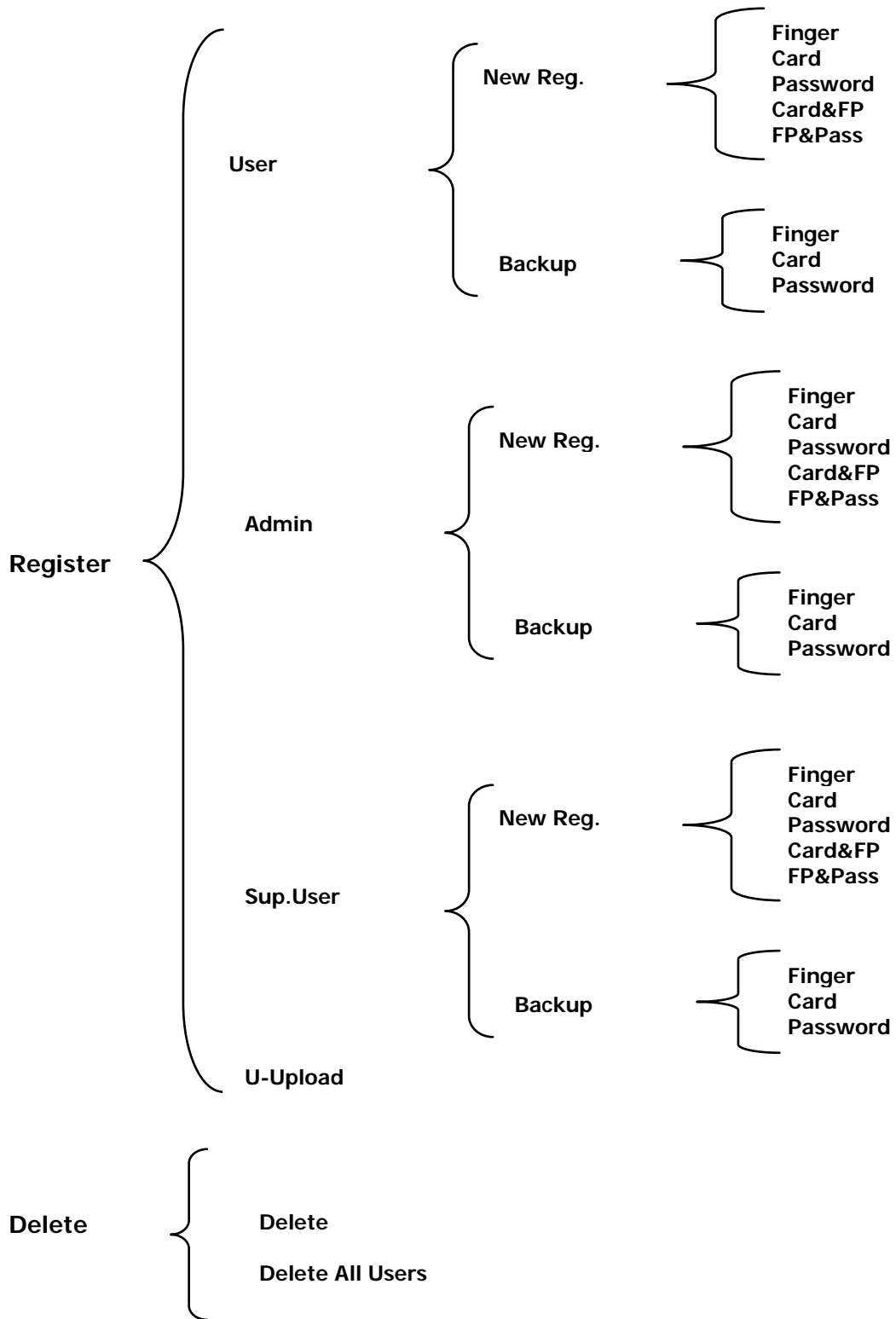**Note: Contact Acroprint support if you receive any LED sequence other than those listed above.**

Menu Tree

Menu

Register

Delete

Set COM

Lock Ctrl

Advanced

sys info

Menu Level 1	Menu Level 2	Menu Level 3	Menu Level 4
			Finger
			Card
		New Reg.	**Password**
			Card&FP
	User		**FP&Pass**
			Finger
		Backup	**Card**
			Password
			Finger
			Card
		New Reg.	**Password**
			Card&FP
	Admin		**FP&Pass**
Register			**Finger**
		Backup	**Card**
			Password
			Finger
			Card
		New Reg.	**Password**
			Card&FP
	Sup.User		**FP&Pass**
			Finger
		Backup	**Card**
			Password
	U-Upload		
Delete	**Delete**		
	Delete All Users		

Menu Level 1	**Menu Level 2**	**Menu Level 3**	**Menu Level 4**
		Download	Att Log
			All Glog
			Enroll Data
	U-Disk Mng.		
		U-Upload	
		DHCP	
		IP Address	
	Ethernet	Subnet Mask	
Set COM		Default Gateway	
		Port No	
		Server Setting	
		Domain	
	Server setting	Server IP	
		SerPortNo	
		Heartbeat	
	RS485 Download	Baudrate	
		As Reader	

Menu Level 1	**Menu Level 2**	**Menu Level 3**	**Menu Level 4**
		Day Zone	Day Zone 1 Day Zone 2 . . . Day Zone 8
	Time Zone	Week Zone	Week Zone 1 Week Zone 2 . . . Week Zone 8
		normal open time	
	User Time Zone		
Lock Ctrl	Unlock Group	Group 1 Group 2 Group 3 Group 4 Group 5	
	Relay Time		
	Lock Type	Alarm Type Alarm Delay	
	Wiegan	Wiegan WG_OUTPUT CardIP_OUTPUT	

Menu Level 1	Menu Level 2	Menu Level 3
	Device	Device ID Admin Qnty Language Volume Screen Saver Sleep Mode Verify Type Upload UI FP_PER_USER Shutdown Default Setting Manager Cancel
Advanced	Logs	U-Rec Wrn ReVerify
	Set Date Time	Set Date Time Date Format Time Format
	Bell	Count Time
	Registration	User Reg Manager Reg Finger Password Card
Sys Info	Records	User Rec View User Delete All Data
	System Info	

Basic Concepts

User Enrollment: Fingerprints

Enrollment is the process of capturing a user's fingerprint and storing it as a "template" in the FPC18 along with a unique nine (9) digit user ID. The user's fingerprint template is created by taking a number (usually 3) of sample fingerprints on the FPC18.

Each user should enroll at least two different fingers so that if an enrolled finger is injured an alternate finger can be used. The FPC18 allows each user to enroll up to 10 fingerprints.

User ID (Clock User ID)

Before beginning fingerprint enrollment, a user is assigned a User ID number (sometimes referred to as a Clock User ID). This User ID number is used to recall fingerprint templates, passwords, or card numbers each time verification is requested.

Privilege Levels

A privilege level defines the authority of a user to access certain menu options on the time clock.

Privilege levels are built-in time clock functions that can be set as required. The FPC18 has 3 user privilege levels: User, Super User, and Admin (administrator).

- **User -** identity must be verified to punch in/out.
- **Sup.User** - can only enroll users. Super users can only access "Register" and "Set COM" menus.
- **Admin -** highest authorization level. Admins can enroll admins, super users, and users. Admins can delete all users and access all menu functions.

To change a user's privilege level, the user must be deleted and then re-enrolled with the new privilege level.

In order to prevent unauthorized personnel from making changes to the FPC18, at least one administrator should be enrolled.

User Enrollment

This chapter describes how to enroll and verify users on the FPC18.

## Fingerprint Enrollment Tips

It is recommended that you use your index or middle finger for enrollment. If the fingerprints on your preferred hand are worn or damaged try using your other hand.

The FPC18 will require three (3) sample fingerprints to enroll a user. Place your finger in the middle of the sensor. To ensure better fingerprint reads take each fingerprint sample with slightly different positioning; one centered, one rolled slightly to the left and the last rolled slightly to the right. The different angles will help account for different finger positioning during actual use.

CORRECT Finger Positioning:

Place finger flat on the sensor surface
Place finger in the center of the sensor surface
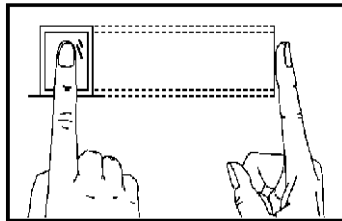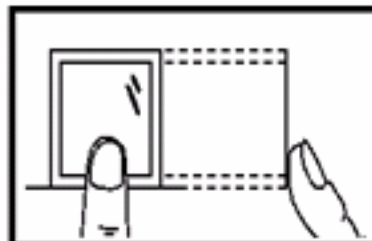
INCORRECT Finger Positioning:

Vertical
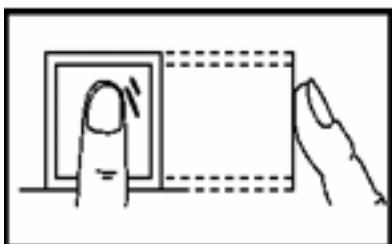
Offset
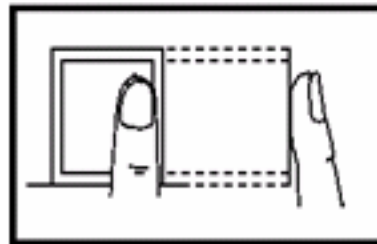
Inclined
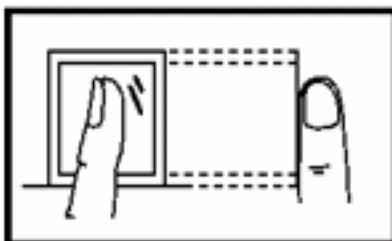
Lower

Tips for improving the quality of finger print reads:

Issue	Correction
Dirty or Dry Finger	Clean finger with moisturizing soap or wipe with a pre-moisturized tissue (alcohol-free wipes preferably, enriched to hydrate the skin)
Not enough pressure	The user should place finger firmly and flat on the sensor surface.
How to select finger?	Use the index or middle finger to enroll; try the left hand fingers if the right hand fingerprints are worn, damaged or missing. If the user's fingers are small, select the thumb.
How to position the finger?	Place finger in the middle of the sensor; keep finger flat on the sensor and apply pressure while covering as much of the sensor window as possible; DO NOT touch the sensor in an angled or tilted position, DO NOT slide finger.
Fingerprint pattern change	For a user with a worn or injured finger, the identification can be affected. Use an alternate finger or select password verification.
Poor Fingerprint Definition	The fingerprint quality of some users can be too poor to verify. Use the User ID & Fingerprint verification, and lower the 1:1 Threshold. Otherwise use Password and/or Card verification.

Enrolling Users

After configuring the FPC18 you are ready to enroll users. It is recommended to first enroll at least one Admin to secure access to the Menu options.

The FPC18 provides five ways to enroll:

  1) Fingerprint Enrollment

2) Card Enrollment

3) Password Enrollment

4) Card with Fingerprint Enrollment

5) Fingerprint with Password Enrollment

Fingerprint Enrollment is preferable for personnel with good fingerprint definition; Fingerprint with Password is preferable for users that have difficulty verifying their finger print. Password Enrollment is necessary for users whose fingerprints are too worn or damaged for the time clock to read their fingerprint.

To start the enrollment process, identify yourself. Press [**MENU**], enter your User ID number or fingerprint, and verify your identity.

Note: If this is the first enrollment in a new or empty system, you will not be prompted for verification.

Fingerprint Enrollment
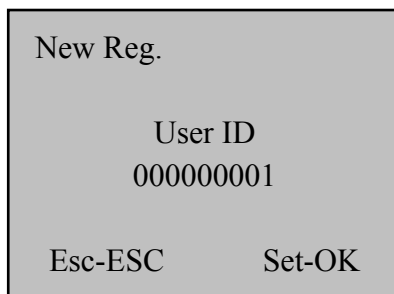
Notes on Buttons:
ESC, use to back up in the menu or quit
▲, use to scroll up in the menu
▼, use to scroll down in the menu
OK, use to select a menu item

1) Press [**MENU**], select "Register", press [**OK**], select "User", press [**OK**], select "New Reg.", press [**OK**].   Five enrollment methods are displayed, select "Finger", press [**OK**].   The following appears:
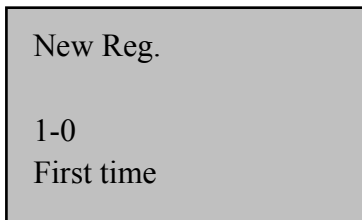
```
New Reg.


        User ID
       000000001


  Esc-ESC        Set-OK
```

Note: The User ID is a 9 digit number.   If you enter less than

9 digits the time clock pads the User ID with 0's in front of the User ID, e.g., if you enter 22 the User ID 00000022 is displayed on the time clock.
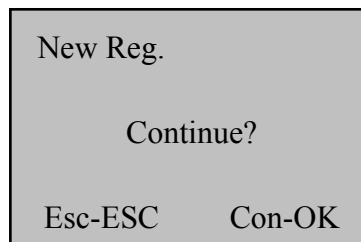
2) Press [**OK**]. The following appears:

<table>
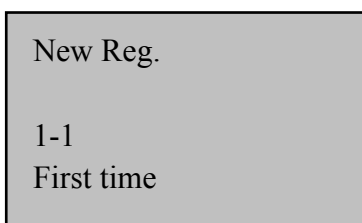<tr><td>New Reg.

1-0
First time</td><td>**Note: 1-0**
The dash number (-0)
indicates the first
fingerprint.</td></tr>
</table>

3) The user will be prompted to take (3) samples of a fingerprint.   If the test is successful three times in a row, the following appears:

New Reg.

Continue?

Esc-ESC   Con-OK

4) Press [**OK**] to enroll a backup fingerprint for the user just enrolled (the screen that follows appears) or go to step 5.

<table>
<tr><td>New Reg.

1-1
First time</td><td>**Note: 1-1**
The dash number (-1)
indicates the second
fingerprint.</td></tr>
</table>

Note: It is a good practice to enroll at least two fingers for each user.

5) Press [**ESC**] to repeat the enrollment steps for the next user or until the Welcome screen appears.

Testing a Fingerprint Enrollment

Ask the user to place finger on the fingerprint sensor. If the test was successful the enrollment is complete. If the time clock cannot read the fingerprint or if several attempts are required for the time clock to verify the fingerprint, the user should try 1:1 verification (refer to page 19).
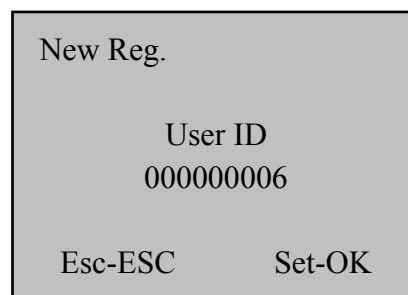
Enrolling Backup Fingerprints

Press [**MENU**], select "Register", press [**OK**], select "User", press [**OK**], select "Backup", press [**OK**], select "Finger", press [**OK**]. The following appears:

```
Backup Enroll

        User ID
       000000001


  Esc-ESC        Set-OK
```
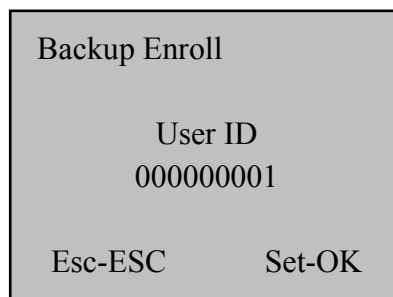
Enter the User ID of the user and press [**OK**]. The user will be prompted to take (3) samples of a fingerprint that has not been previously enrolled.
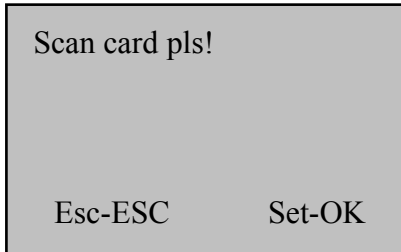
Card Enrollment

1) Press [**MENU**], select "Register", press [**OK**], select "User", press [**OK**], select "New Reg.", press [**OK**]. Five enrollment methods are displayed, select "Card", press [**OK**]. The following appears:
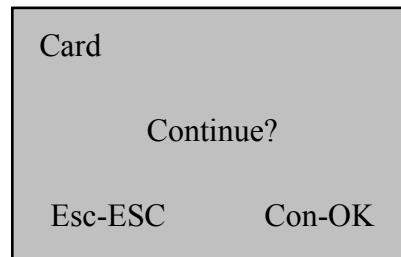
```
New Reg.

       User ID
      000000006


  Esc-ESC        Set-OK
```

2) The clock automatically advances the User ID to the next available

ID. Press [**OK**] to choose the ID shown or enter a User ID (range is 1 to 999999999) and press [**OK**]. The following appears:

```
Scan card pls!




 Esc-ESC          Set-OK
```

3) Scan a card that is not assigned to another user and press [OK] to save. The following appears:

```
Card

           Continue?

 Esc-ESC          Con-OK
```
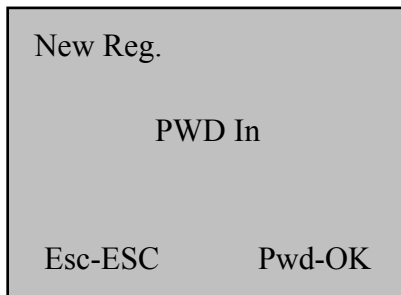
4) Press [**ESC**] to exit user enrollment or press [**OK**] to continue Card enrollment.
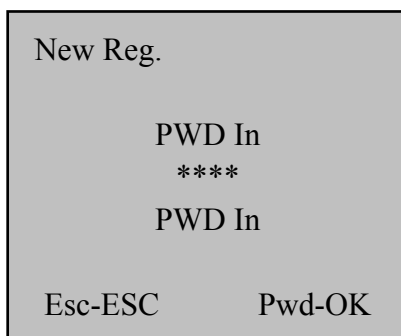
Password Enrollment

1) Press [**MENU**], select "Register", press [**OK**], select "User", press [**OK**], select "New Reg.", press [**OK**]. Five enrollment methods are displayed, select "Password", press [**OK**]. The following appears:
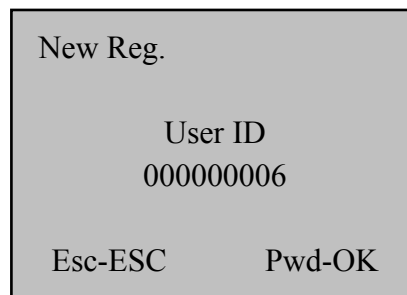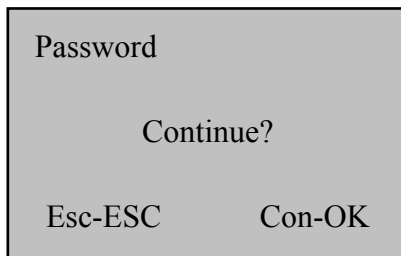
```
New Reg.

           User ID
          000000006


 Esc-ESC          Pwd-OK
```

2) The clock automatically advances the User ID to the next available ID. Press [**OK**] to choose the ID shown or enter a User ID (range is 1 to 999999999) and press [**OK**]. The following appears:

```
New Reg.


        PWD In




  Esc-ESC          Pwd-OK
```

3) Input the password, which can be 1 to 8 digits in length. Press [**OK**]. The following appears:

```
New Reg.


        PWD In
         ****
        PWD In

  Esc-ESC          Pwd-OK
```

4) Input the same password again and press [**OK**]. The following appears:

```
Password


        Continue?


  Esc-ESC          Con-OK
```
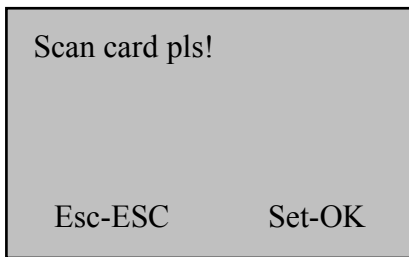
5) Press [**ESC**] to exit user enrollment or press [**OK**] to continue Password enrollment.
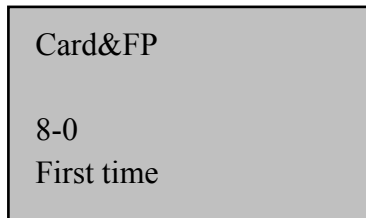

Card & Fingerprint Enrollment

1) Press [**MENU**], select "Register", press [**OK**], select "User", press [**OK**], select "New Reg.", press [**OK**]. Five enrollment methods are displayed, select "Card&FP", press [**OK**]. The following appears:
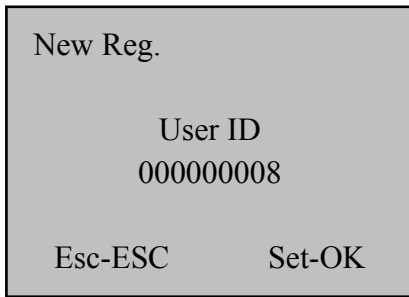
```
New Reg.

      User ID
      000000008


Esc-ESC        Set-OK
```

2) The clock automatically advances the User ID to the next available ID. Press [**OK**] to choose the ID shown or enter a User ID (range is 1 to 999999999) and press [**OK**]. The following appears:
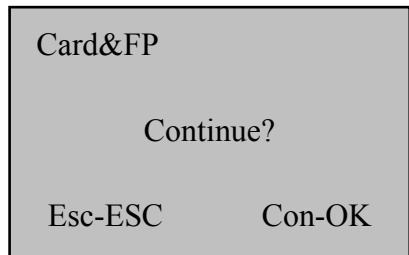
```
Scan card pls!




Esc-ESC        Set-OK
```

3) Scan a card that is not assigned to another user and press [**OK**] to save. The following appears:

```
Card&FP


8-0
First time
```

Note: 1-0
The dash number (-0)
indicates the first
fingerprint.

4) The user will be prompted to take (3) samples of a fingerprint. If the test is successful three times in a row, the following appears:

```
Card&FP


    Continue?

Esc-ESC        Con-OK
```

5) Press [**ESC**] to exit user enrollment or press [**OK**] to continue Card & Fingerprint enrollment

Fingerprint & Password Enrollment

1) Press [**MENU**], select "Register", press [**OK**], select "User", press [**OK**], select "New Reg.", press [**OK**]. Five enrollment methods are displayed, select "FP&Pass", press [**OK**]. The following appears:

```
New Reg.


        User ID
       000000009


  Esc-ESC        Set-OK
```

2) The clock automatically advances the User ID to the next available ID. Press [**OK**] to choose the ID shown or enter a User ID (range is 1 to 999999999) and press [**OK**]. The following appears:
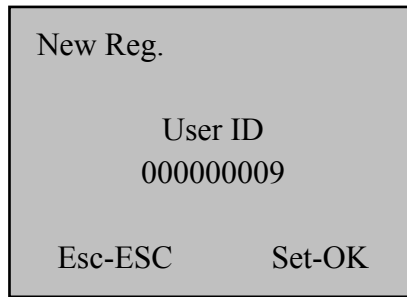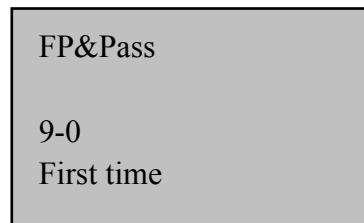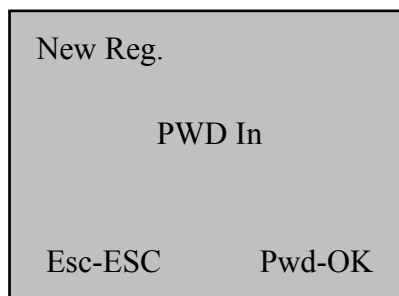
```
FP&Pass


9-0
First time
```

3) The user will be prompted to take (3) samples of a fingerprint. If the test is successful three times in a row, the following appears:

```
New Reg.



        PWD In



  Esc-ESC        Pwd-OK
```

4) Input the password, which can be 1 to 8 digits in length. Press [**OK**]. The following appears:

```
New Reg.

        PWD In
         ****
        PWD In

   Esc-ESC        Pwd-OK
```

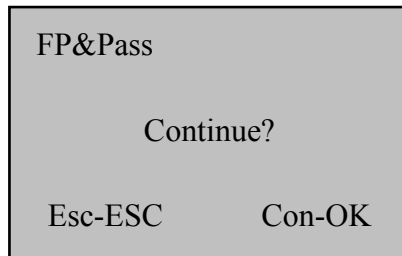5) Input the same password again and press [**OK**]. The following appears:

```
FP&Pass

         Continue?

   Esc-ESC        Con-OK
```
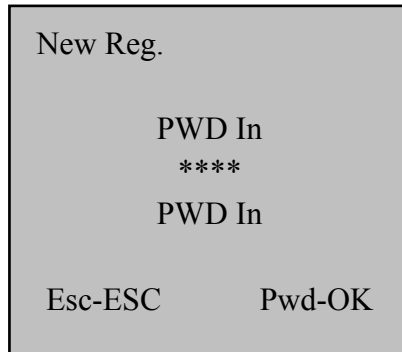
6) Press [**ESC**] to exit user enrollment or press [**OK**] to continue Fingerprint & Password enrollment.

Fingerprint Verification

There are (3) fingerprint verification ("authentication") types:

1:1 Verification ("One to One" Verification)

In this mode, a user enters his/her User ID and places finger. The FPC18 compares the fingerprint to the fingerprint template of the User ID that was entered, thus a 1:1 comparison. The 1:1 verification method is the fastest verification method since it only has to compare the user's fingerprint to one template stored in the time clock.

1) On the Welcome screen, user will enter User ID. The following appears:

```
1:1 Fp Verify


        User ID
        1
Esc-ESC              Pwd-OK
```
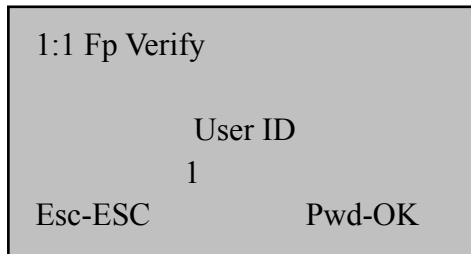
2)   Place finger. If the test is successful, the following appears:

```
1:1 Fp Verify


000000001
Verified!
```

3)   If the user's identity cannot be verified, the following appears:

```
1:1 Fp Verify

Place it again

Press finger properly!
```
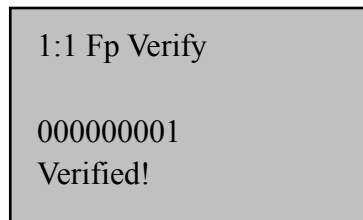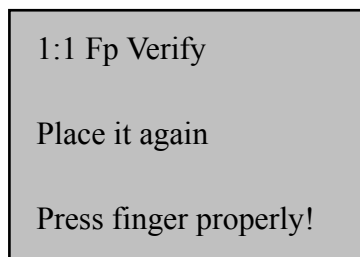
The user can then try again.

1:N Verification ("One to Many" Verification)

In this mode, a user simply places a finger on the reader. The FPC18 compares the fingerprint to all of the fingerprint templates stored in the time clock. 1:N verification takes more time than 1:1 verification. The verification time is dependent on the number of fingerprint templates stored in the time clock.

1)   Place finger on the sensor surface. If the test is successful, the following appears:

```
Fp Verify

000000003

Verified!
```

2) If the user's identity cannot be verified, the user is prompted to try again. The following appears:

```
Fp Verify

Place it again.

Press finger properly!
```
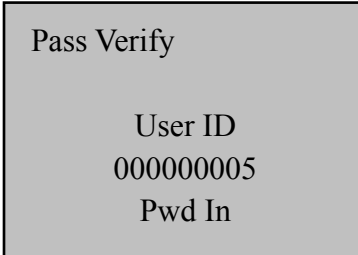
Password Verification

A password 1 to 8 digits long is used to validate authentication. Password verification can be used in special cases, i.e., when all of a user's fingerprints are damaged. This method of verification does not provide the security of biometric identification and should only be used when absolutely necessary.

1) To verify a password, enter User ID on the Welcome screen; the following appears:

```
1:1 Fp Verify

          User ID
          5
Esc-ESC           Pwd-OK
```
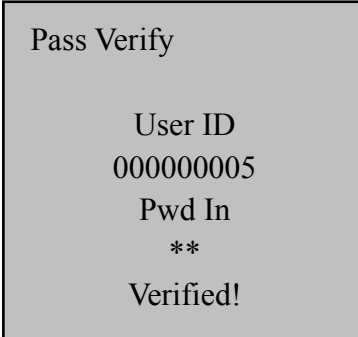
2) Press [**OK**], the following appears:

```
Pass Verify


        User ID
       000000005
        Pwd In

```

3) Input correct password, press [**OK**], the following appears:

```
Pass Verify


        User ID
       000000005
        Pwd In
          **
       Verified!
```

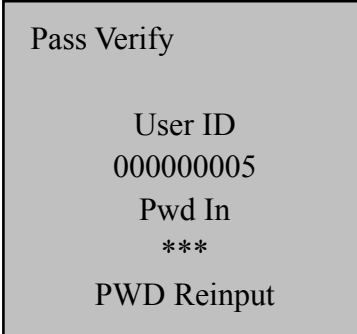4) If the password cannot be verified, the following appears:

```
Pass Verify


        User ID
       000000005
        Pwd In
          ***
      PWD Reinput
```

Privilege Levels

The FPC18 has 3 user privilege levels: User, Super User, and Admin (administrator).

- **User -** identity must be verified to punch in/out.

- **Sup.User** - can only enroll users. Super users can only access "Register" and "Set COM" menus.

- **Admin -** highest authorization level. Admins can enroll admins, super users, and users. Admins can delete all users and access all functions and change any settings.

To change a user's privilege level, the user must be deleted and then re-enrolled with the new privilege level.

Enroll w/ Privilege Level

Important! In order to prevent unauthorized personnel from making changes to the FPC18, enroll at least one Admin. **At least one Admin must be added before any Super Users can be added.**

1) Press [**MENU**]. Select "Register", press [**OK**]. The following appears:

```
Register            ▼
    Enroll
    Admin
    Sup.User
    U-Upload
```
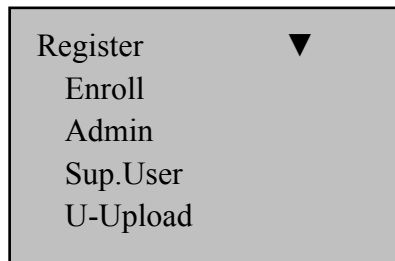
2) Select "Admin", press [**OK**]. The following appears:

```
          Admin        ▼

       ►New.Reg
         Backup Enroll



       Esc-ESC       Set-OK
```
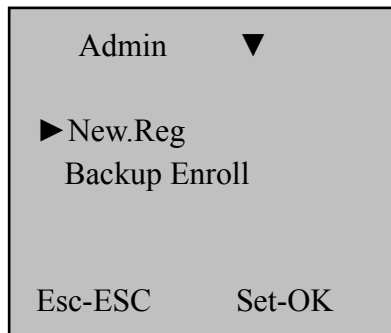
3) Select "New.Reg", press [**OK**]. Proceed with finger/card/password enrollment.

Deleting Users

1) Press [**MENU**], select "Delete", and press [**OK**]; the following appears:

```
Delete            ▼
►Delete
  Delete all users
```
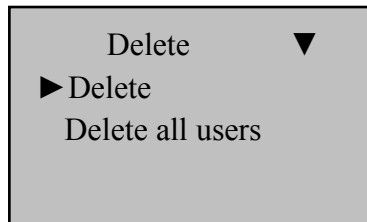
2) To delete a single user, select "Delete" and press [**OK**]; the following appears:

```
Delete


      User ID
    000000001
```
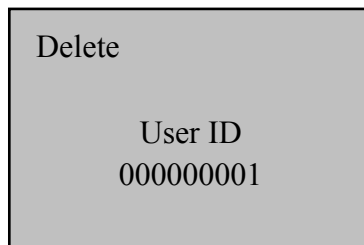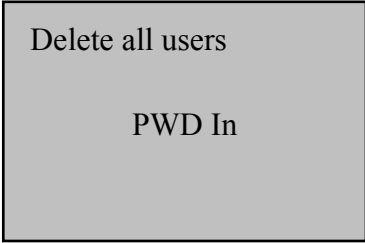
Note: User ID 000000001 is shown by default.

3) Enter the User ID to be deleted and press [**OK**]; the following appears:

```
Delete

 Are you sure to delete?

No-ESC        Yes-OK
```
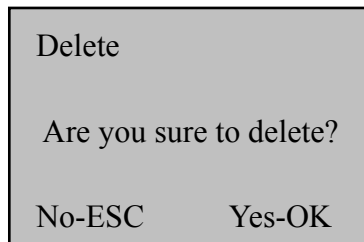
4) Press [**OK**] to delete the user or [**ESC**] to cancel the deletion.

5) To delete all users, press [**MENU**], select "Delete", press [**OK**], select "Delete all users", press [**OK**]. The following appears:

```
Delete all users

      PWD In
```

6) Enter password **123456** and press [**OK**]. The following appears until the operation is complete.

```
Delete all users

      Working!
```

Set COM

Press [**MENU**], select "Set COM", and press [**OK**]. The following appears:

```
┌─────────────────────────┐
│       Set COM      ▼    │
│                         │
│  ►U-Disk Mng            │
│   Ethernet              │
│   Server Setting        │
│   RS485 Download        │
│                         │
│  Esc-ESC      Set-OK    │
└─────────────────────────┘
```
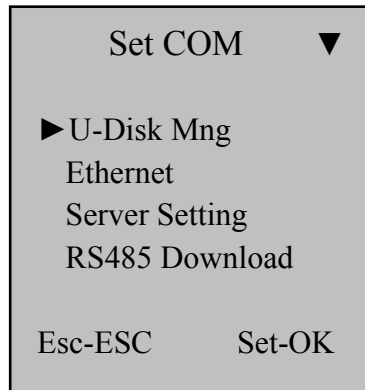
U-Disk Mng
This option allows punch data and user enrollment information to be downloaded to/uploaded from a USB flash drive.

```
┌─────────────────────────┐
│      U-Disk Mng.   ▼    │
│                         │
│  ►Download              │
│   U-Upload              │
│                         │
│                         │
│  Esc-ESC      Set-OK    │
└─────────────────────────┘
```
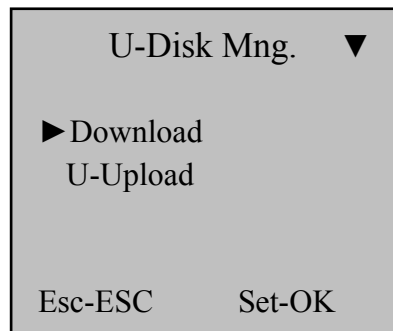
Note: A USB flash drive must be connected before performing steps.

To download data, select "Download", press [**OK**], and press [▲/▼] to scroll up or down to select the option.

- ■ **Att Log**: download punch data since last download.
- ■ **All Glog**: download all punch data
- ■ **Enroll Data**: download user enrollment data.

To upload user enrollment data, select "U-Upload" and press [**OK**].

> **Note: The time clock from which the user data was downloaded and the time clock to which the user data is to be uploaded must both have the same Device ID (Menu>Advance>Device).**

Ethernet

This option allows Ethernet settings to be configured on the time clock.

```
┌─────────────────────────────┐
│      Ethernet        ▼       │
│                             │
│  ▶ DHCP                     │
│    IP Address               │
│    Subnet Mask              │
│    Default Gateway          │
│    Port No                  │
│                             │
│   Esc-ESC        Set-OK     │
└─────────────────────────────┘
```
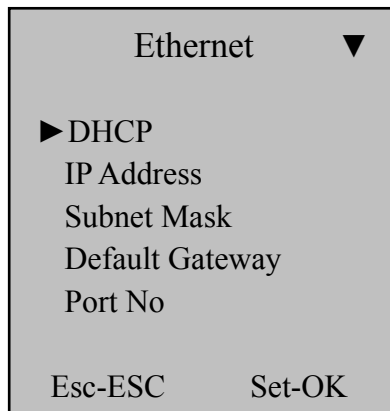
Press [**OK**], and press [▲/▼] to scroll up or down to select the option.

- **DHCP**: Select **Yes** to allow IP address to be automatically assigned when time clock is connected to the network. Select **No** to manually set network information.

- **IP Address**: When DHCP=No, enter the IP address for the time clock.

- **Subnet Mask**: When DHCP=No, enter the subnet mask for the time clock.

- **Default Gateway**: When DHCP=No, enter the default gateway for the time clock.

- **Port No**: communication port.

Server Setting

This option allows web server settings to be configured on the time clock. The IP address of the web server hosting the time and attendance software application can be entered.

```
┌─────────────────────────────┐
│      Server Setting  ▼       │
│                             │
│  ►Server Setting            │
│   ------------------------   │
│   Domain                    │
│   ------------------------   │
│   Domain Nm                 │
│   ------------------------   │
│   Server IP                 │
│   ------------------------   │
│   SerPortNo                 │
│   Heartbeat                 │
│                             │
│  Esc-ESC        Set-OK      │
└─────────────────────────────┘
```

Press [**OK**], and press [▲/▼] to scroll up or down to select the option.

- **Server Setting**: Select **Yes** to configure settings for time and attendance application web server.

- **Domain**: Select **Yes** to be able to choose the domain name; otherwise, select **No**.

- **Domain Nm**: When Domain=Yes, enter the domain name.

- **Server IP**: When Domain=No, enter the IP address of the application web server.

- **SerPortNo**: Enter the port the application web server uses to communicate with the time clock.

- **Heartbeat**: Set the interval in seconds of how often the time clock connects with the application web server.

RS485 Download

```
RS485 Download    ▼

►Baudrate
 As Reader


Esc-ESC        Set-OK
```
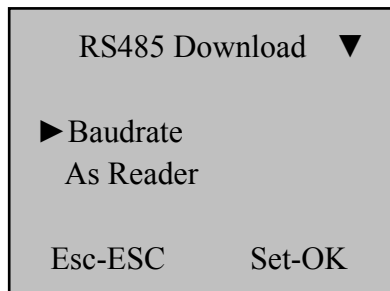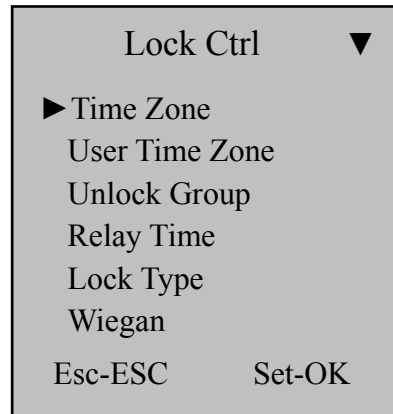
Press [**OK**], and press [▲/▼] to scroll up or down to select the option.

- **Baudrate**: Enter the RS485 communication speed in bits per second.
- **As Reader**: Select **Yes** to set clock as a reader, i.e., the authentication now runs on the master device. This is referred to as a master and slave pair where the slave is installed outside the door and master is within the restricted area.

Access Control (Lock Ctrl)

The FPC18 time clock has relay contacts for access control. Press [**MENU**], select "Lock Ctrl", and press [**OK**]. The following appears:

```
        Lock Ctrl        ▼

     ►Time Zone
      User Time Zone
      Unlock Group
      Relay Time
      Lock Type
      Wiegan

      Esc-ESC      Set-OK
```
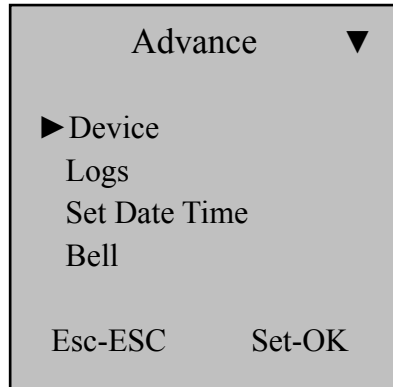
Press [**OK**], and press [▲/▼] to scroll up or down to select the option.

- ■ **Time Zone**: "Time Zone" refers to time frame.

    - ◆ **Day Zone**: Set the time frame in a day that the door can be accessed, e.g., 07:00 to 09:00 or 00:00 to 23:59. Up to 8 day zones can be defined.

    - ◆ **Week Zone**: For each day of the week, assign one of the pre-defined day zones. Up to 8 week zones can be defined.

    - ◆ **Normal open time**: For each day of the week, assign one of the pre-defined day zones.

- ■ **User Time Zone**: Enter the User ID of the user and press [**OK**].

    - ◆ **Group**: Set group number for employee. Values 1 to 10 are valid.

    - ◆ **Week Zone**: For each day of the week, assign one of the pre-defined day zones.

    - ◆ **Effective Date**: Set date range of user access.

- ■ **Unlock Group**: Set this option to require users of multiple groups to be present in order to gain access.

- ■ **Relay Time**: Valid values are 1 to 255 seconds; the default is 5 seconds.

- **Lock Type**
  - ◆ **Alarm Type**: Default is No; set to NC (normal close)
  - ◆ **Alarm Delay**
- **Wiegan**
  - ◆ **Wiegan**: Set to 26 or 34 (number of bits)
  - ◆ **WG_OUTPUT**: ID, 1+ID, MID + ID
  - ◆ **CardIO_OUTPUT**: Yes, No

Advance Options

Press [**MENU**], select "Advance", and press [**OK**]. The following appears:

```
        Advance        ▼

  ►Device
   Logs
   Set Date Time
   Bell


   Esc-ESC      Set-OK
```

Press [**OK**], and press [▲/▼] to scroll up or down to select the option.
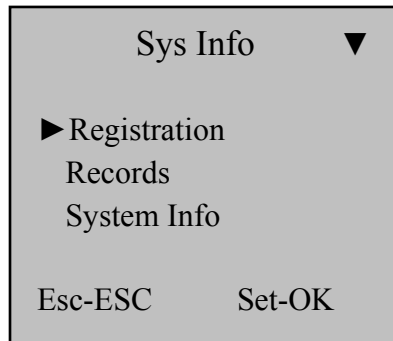
- ■ **Device**:
    - ◆ **Device ID**: Unique identifier of the time clock; valid values 1 to 255; default is 1.
    - ◆ **Admin Qnty**: Number of admins that can be enrolled on the time clock; valid values are 1 – 10; default is 5.
    - ◆ **Language**: Language of time clock menus; English, Spanish, or French.
    - ◆ **Volume**: Adjust the volumn level. Valid values are 1 – 10; default is 6. A value of 0 turns off all sound.
    - ◆ **Screen Saver**: Set to **Yes** to display images when time clock is idle.
    - ◆ **Sleep mode**: Yes or No.
    - ◆ **Verify Type**: Verification method
        - ● **F/C/P**: Any method can be used - Fingerprint, Card, or Password.
        - ● **C+F**: Both Card and Fingerprint required.
        - ● **F+P**: Both Fingerprint and Password required.

36

- **C+F+P**: Each method is required: Card, Fingerprint, and Password.

- **C+P**: Both Card and Password required.

◆ **Upload UI**: This menu option allows a user interface file to be uploaded from a USB memory stick.

◆ **FP_PER_USER**: Max number of fingerprints that can be enrolled per user; valid values are 1 – 10.

◆ **Shutdown**: Set to **Yes** to enable the Power button on the front of the time clock. Set to **No** to disable Power button on the front of the time clock.

◆ **Default Setting**: Restore all setup values to factory defaults.

◆ **Manager Cancel**: Changes the priviledge level of all admins and super users to regular users.

■ **Logs**

◆ **U-Rec Wrn**: This setting is the remaining log capacity before the logs are full, set from 0 – 1500. A value of 0 is equivalent to No. When the number of logs remaining is equal to this setting, the alert "Urec Wrn" will be displayed. When the log capacity is reached, the alert will be displayed and no more punches will be allowed until the stored punches are deleted.

◆ **ReVerify**: Set the number of minutes before another punch is accepted by the time clock. Valid values are No and 0 – 9999. If a punch occurs within the Reverify Interval, it will not be logged. This reduces duplicate (accidental) punches.

■ **Set Date Time**: Set date and time format along with date and time.

◆ **Set Date Time**: To change the date and time, input the correct date, press [▲/▼], enter the time and press [**OK**].

◆ **Date Format**: Valid values are YMD, MDY, and DMY.

◆ **Time Format**: Valid values are 12H and 24H.

■ **Bell**

- ◆ **Count**: Number of times the bell will ring.
- ◆ **Time**: The time the bell will ring. Up to 8 times can be specified.

System Information

System Information allows review of the time clock information. Press [**Menu**], select "Sys Info", press [**OK**], the following appears:

```
          Sys Info         ▼

       ►Registration
        Records
        System Info


       Esc-ESC      Set-OK
```

Press [**OK**], and press [▲/▼] to scroll up or down to select the option.

- ■ **Registration**: The count of: users, admins and super users, stored finger templates, stored passwords, and stored cards.

- ■ **Records**: Punch data

  - ◆ **User Rec**: The number of punches stored on the time clock.

  - ◆ **View User Rec**: View a user's punches.

  - ◆ **Delete All Rec**: Delete stored punches from the time clock.

- ■ **System Info:** Time clock information

  - ◆ **Firmware**: The firmware version of the time clock.

  - ◆ **Camera**: The model number of the fingerprint sensor.

  - ◆ **Device ID**: The device id of the time clock.

  - ◆ **Baudrate**: The baud rate of the time clock.

  - ◆ **IP Address**: The IP address of the time clock.

  - ◆ **MAC**: The MAC address of the time clock.

  - ◆ **Date**: The date the time clock was manufactured.

  - ◆ **SN**: The serial number of the time clock.

View Time and Attendance Records

Time & attendance records stored inside the time clock can be reviewed.

Review Individual Attendance Records

1) Press [**MENU**], select "Sys Info", press [**OK**], select "Records", press [**OK**], select "View User", and press [**OK**]. The following appears:

```
View User


           User ID
           000000001


Esc-ESC              Con-OK
```
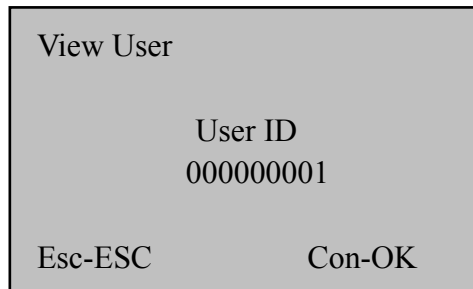
2) Enter User ID ("1" for example) and press [**OK**]. The individual attendance records will be displayed. Scroll through the records using [▲▼].
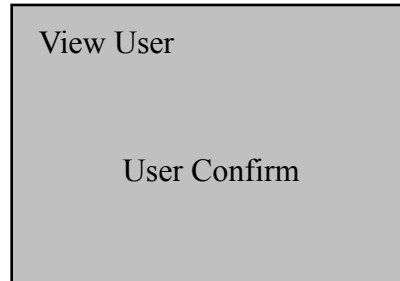
```
00001    2018-05      1/4   ▼

30   08:30 12:10 13:20 18:08
29   08:46 12:15 13:25 18:23
     18:55 22:20
25   08:53 12:07 13:19 18:23
```

In the sample display above, User ID 00001 has punches on 3 days in May 2018 (2018-05): days 30, 29, and 25.

Employees also have the ability to view their own attendance records:

1) From the Welcome screen, press [**OK**]; the following is displayed:

View User

User Confirm

2) Verify identity by placing finger, swiping card, and/or entering User ID and password.

Cleaning the FPC18

1) **Cleaning the Keypad and Display**

   Use a soft damp cloth to remove dirt.   Wipe dry.

2) **Cleaning the Optical Sensor**

   Clean the optical sensor as follows:

   - Use a can of compressed air to blow off any loose dust or dirt particles on the sensor.

   - Lightly press a small strip of adhesive tape to the sensor surface and slowly peel if off to remove dust & dirt particles.

   - Use a soft, non-abrasive dry cloth to wipe the sensor surface. Be careful not to scratch the surface of the sensor.   If there are lint particles on the sensor surface, use clear adhesive tape to remove particles.

Caution:

Do not use any cleaners on the sensor or it could be damaged. Cleaning products that contain alcohol or other strong chemicals may discolor or crack the time clock housing.

Wall Mounting Instructions

The FPC18 clock can be placed on a table or desk and it can also be mounted to a wall using the included wall bracket.

Use the bracket to mark (3) screw holes on the wall. Use the included screws and wall anchors (if necessary) to securely attach the bracket to the wall.

Attach the clock to the bracket using the included machine screw.

- Do not place the clock in direct sunlight. Bright light may significantly affect finger readings or cause finger verification to fail.

- The clock is designed for indoor use in a temperature range of 32-104º F (0-40º C).   The clock is not waterproof or shockproof.   Keep the clock away from heat sources such as radiators.   Avoid dusty environments or exposure to chemicals.

- Avoid locations where the device will be susceptible to vibrations and shock, such as a slamming door.

- The clock warranty does not cover defects or damages arising from improper installation.

Limited Warranty

Should you have any questions concerning your warranty information or supplies, please contact the dealer or store where you purchased the equipment.

This product is guaranteed to the original purchaser for a period of one (2) years from original purchase date against defective materials and workmanship when used under normal operating conditions. The repair or replacement of any defective component or part and any necessary adjustments will be made free of charge provided that the machine is shipped prepaid to the factory service center shown below, securely packaged and shipped in the original shipping container. This warranty applies to Acroprint products purchased and retained in the U.S.A. The guarantee is not applicable if the device has been subject to misuse, abuse, negligence, accidents, power surges and lightning. The guarantee is not applicable if the serial number has been altered, defaced or removed or if the device has been tampered with or taken apart by other than authorized service personnel.

Please return the warranty card on the following page to Acroprint to register your product. Or, if you would like to register online go to **www.acroprint.com.** For your reference, fill out the information below and keep it in a safe place.

Model Number _____

Serial Number _____

Date Purchased _____

Purchased From_____

Location _____

Telephone Number _____

Acroprint Time Recorder
5640 Departure Drive
Raleigh, NC 27616-1841
Web: www.acroprint.com
Phone: (800)334-7190 USA; (919)872-5800 International

Product Registration Card

Model No._____

Serial No._____

First Name_____

Last Name_____

Title_____

Company Name _____

Address_____

City_____ State_____ Zip_____

Daytime Phone with Area Code_____

Purchased From_____ Purchase Date_____

Email Address _____

So that we may serve you better, please indicate your primary business activity.

☐ (01) Manufacturing   ☐ (04) Government

☐ (02) Wholesale   ☐ (05) University / School

☐ (03) Retail   ☐ (06) Other _____

Number of Employees Using Product

☐ (11) 1 – 10   ☐ (14) 50 - 75

☐ (12) 11 - 25   ☐ (15) 76 - 100

☐ (13) 26 - 49   ☐ (16) 100+

Annual Sales in Dollars

☐ (21) Under $100,000   ☐ (24) $500,000 - $1,000,000

☐ (22) $100,000 - $250,000   ☐ (25) $1 million - $5 million

☐ (23) $250,000 - $500,000   ☐ (26) $5 million and over

Do You Use Microsoft Windows

☐ (31) Yes   ☐ (32) No

If not, what operating system do you use? _____

Comments: _____

_____

_____

Notes

Notes

Notes