

# Quick Guide for Biometric Attendance Device

## ZKSOFTWARE U160-C (Color Device)

### 1. How to open device for Menus?

You need to press **M/OK** button for minimum **3 seconds** for Menu options. The button is same for Menu options and OK.

### 2. How to add new ID code for new user?

Press M/Ok button for 3 seconds > user Mng > New User > Set ID.NO > no need to enter the Name > purview (User or Admin) > select FP (Enroll FP) > choose OK > Press Finger (same finger for 3 times) > press Esc button > OK (M/ <-) > OK

**NOTE 1:** The device allows FP number count up to 10 fingers. This is for alternate option whenever the present finger doesn't work.

**NOTE 2:** Purview (User): This enroll is for Employees.

Purview (Admin): This enroll is for Admin. Once, you enroll the finger print of Admin, selecting Purview (Admin), after on the Menus of device cannot be used without fingerprint permission of Admin. This is for data security in device.

PWD (Enroll PWD): This option allows to keep password for entering the Menus of the device.

**NOTE 3:** Keeping Admin and Password doesn't mean that the device won't allow doing attendance. These options are to keep entered data secure.

### 3. How to check the number of Fingerprints that the employee has entered?

M/OK > User Mng > Manage

### 4. How to search User?

M/OK > User Mng > Manage > M/Ok > Search User

### 5. How to check attendance log of particular user?

M/OK > User Mng > Manage > M/OK > choose user (if you can't find the user ID No., use Search User option) > Record

### 6. How to add a back up fingerprint enroll of the user?

M/OK > User Mng > Manage > choose user ID > M/Ok > Edit > FP (Enroll FP) > Ok > Press finger accordingly, and then save.

**7. How to delete user?**

M/OK > User Mng > Manage > choose user ID > M/Ok > Del User > Delete User or Delete Fingerprint > M/Ok > OK

**8. How to check the IP address of Device?**

M/OK > Comm. > Network > then, you can find the IP Address, Subnet mask, Gateway of Device.

**9. How to change Date format?**

M/OK > System > System > choose Date Fmt > OK

**10. How to change the voice status of device?**

M/OK > System > System > Voice (ON/OFF) > OK

**11. How to manage the loudness?**

M/OK > System > System > Vol. (%) > OK

**12. How to manage data / what to do when the device deny accepting the attendance of user with the message 'the device is full'?**

M/OK > System > Data Mng > Delete Attlog > OK

**13. How to change Date and Time?**

M/OK > Date/Time > change the date and time > OK

**14. How to download or upload attendance data by pen drive?**

In the left side of device, you will find the place to fit the pendrive/USB. M/Ok > PenDrive > Download or Upload > Download Attlog > OK

**15. How to download or upload User by pendrive?**

M/Ok > PenDrive > Download or Upload > Download User > OK

**16. How to check the attendance Record of user?**

M/OK > Record > select ID No. > select start date to End date > OK

**17. How to check the device information?**

M/OK > Sys Info > Device tab

**18. How to get Graphical records?**

M/OK > Sys Info > OK