User Guide



S922 Series | Time & Attendance Terminal

This guide provides User instructions only. For information regarding actual installation, refer to the S922 Installation Guide

User Guide Disclaimer

All functions described in this document are current as of January 2009. Every effort has been made to ensure the information in this document is complete and consistent with the US922 you have purchased. Since the US922 is constantly being improved, it is remotely possible that this document may not precisely coincide with the US922 you have purchased. ZK Software will not assume liability for any direct or indirect financial loss resulting from any inaccuracies or omissions found in this document.

Operating | *Brief Overview*

Step 1: Install the US922 and power it up.

Step 2: Enroll users by registering his/her fingerprints or passwords.

If the US922 is operating in stand-alone mode, (where no 3rd party access control panel exists) assign users' security privileges directly on the US922.

Note: If using the US922 with a 3rd party Wiegand access control panel, users' security privileges will be maintained by the access control panel and NOT the US922.

Step 3: After enrolling user(s), verify that his/her enrolled fingerprint or password is recognized by the US922.

Step 4: Configure the US922 communication settings and then download the users' newly enrolled fingerprints from the US922 onto a computer. Data can be transmitted via TCP/IP or by using a USB flash drive.

Step 5: Verify that US922 displays the correct day and time

Note: Always back up the fingerprint templates on a computer or removable media source. Having a "template backup" can potentially save you a lot of time. If the US922 fails or is vandalized, having a "backup" eliminates the need of having to re-enroll all your users.

Fingerprint Recognition Technology

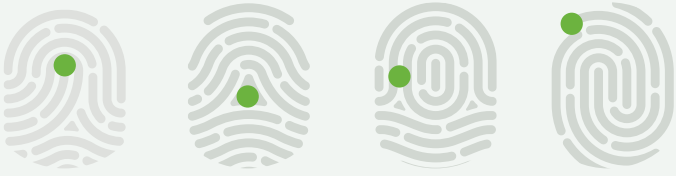
Prior to operating the US922, it is essential to understand how fingerprint recognition technology works.

Adding and verifying fingerprints are the core functions of the US922. Once you acquire a thorough understanding of fingerprint recognition technology, you will find your experience with the US922 to be very productive and rewarding

How Fingerprint Recognition Technology Works

All fingerprints contain a number of unique physical characteristics called minutiae. Minutia includes certain visible aspects of fingerprints such as ridges, ridge endings, and bifurcation (forking) of ridges. Most of the minutiae are found in the core points of fingerprints, which are found near the center of the fingerprint on the fleshy pad of the finger.

Figure below shows the positions of core points within fingerprints. The core points are represented by the green dots in the figure below



A core point is defined as the topmost point on the innermost upward recurring ridge line.

A user is considered "enrolled" in the US922 after his/her fingerprint(s) or password has been successfully registered in the US922.

When the user places his/her finger(s) on the US922 fingerprint sensor during the enrollment process, the US922 takes a picture of that user's finger's key minutiae points. Then the US922 uses its proprietary mathematical algorithm and converts that picture into a unique mathematical template which is comparable to a 60-digit password. This unique template is then encrypted and stored in the US922 database

IMPORTANT NOTE

Privacy issues should never be a concern when using the US922 because **NO REAL IMAGE OF A USER'S FINGERPRINT IS STORED. ONLY** the minutiae-based templates are stored.

Each time a user's fingerprint is scanned, the US922 searches its database for a matching fingerprint. If the US922 finds the user's fingerprint, then his/her "attendance/door access" is recorded in the US922 "audit log" and will be noted in subsequent reports.

Fingerprint Recognition Technology

Getting Good Fingerprint Images

The quality of fingerprint images is relative to the number of minutiae points captured by the US922's sensor. Fingerprint images not possessing an adequate number of minutiae points may be unreadable. It is advised to issue a secret password for those users whose fingerprint images lack sufficient minutia points and cannot be read by the sensor. Also, you may consider purchasing an US922 with an integrated card reader if you do not intend to assign passwords

Figure A-2 shows poor-quality fingerprints, characterized by smudged, faded or distorted areas on the fingerprint. These conditions can be caused by excessive dryness, wetness, insufficient pressure or scarring of the skin at the fingertip..



Dry Wet Scarred

The US922 fingerprint matching algorithm is capable of extracting the correct minutiae without the benefit of a perfect print. However, the positioning of the finger and the moisture and pressure of the fingerprint are significant factors to consider when it is placed on the sensor. This will help achieve a good consistent fingerprint match.

Correcting Wet or Dry Fingerprint Images

When the temperature is rigid or when hands have just been washed, fingerprints often become very dry. In this case, the user should moisturize his/her fingerprint simply by breathing on the fleshy pad of his/her fingertip prior to placing his/her finger on the sensor. The moisture from his/her breath should improve the recognition of his/her fingerprint.

Conversely, if the fingerprint is too wet, the ridges and valleys are rendered indistinguishable. The lack of recognizable minutiae causes wet fingerprints to be rejected by the US922. This can be remedied simply by swiping the finger on a clean dry towel or cloth.

How much pressure is required for a good-quality fingerprint?

If too much pressure is applied when pressing down on the sensor, the finger's ridges become pressed together and create an unrecognizable image. Applying too much pressure (similar to fingerprints that are too wet) will create a "blurred" image which the US922 sensor might not recognize.

If too little pressure is applied, the resulting image will be similar to the dry fingerprint and unidentifiable. Issues related to moisture and pressure can easily be addressed with practice and users getting a feel of the sensor.

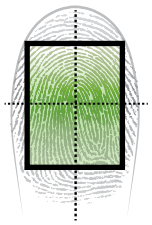
Be sure to maintain contact with the fingerprint sensor for 2 full seconds, until the US922 responds.

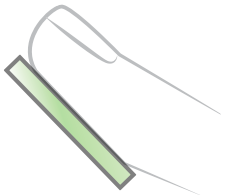
The US922 has both audio and visual indicators which respond when the US922 senses a finger.

Fingerprint Recognition Technology

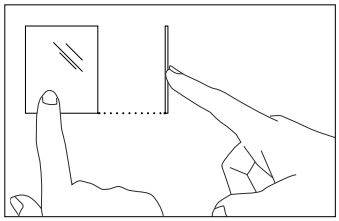
Proper Finger Placement

The user's finger should completely cover the sensor. The finger should be placed flat and in the center of the sensor. The finger should cover at least 80% of the sensor as shown below

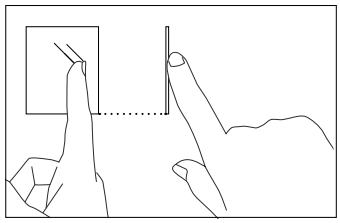




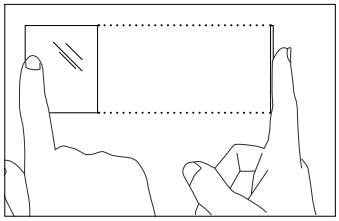
The finger should NOT be placed in the following positions:



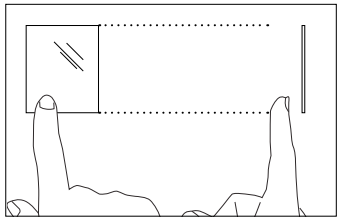
Upright



Skewed



Sideways



Partial

Identity Verification

The US922 will NOT record an employee's attendance OR allow door access UNTIL the individual's identity is verified.

The US922 uses various methods to verify a user's identity:

- Fingerprint Matching
- Password Matching
- Card Matching (optional)

Fingerprint Matching

The US922 supports two methods of fingerprint matching, **1:N** and **1:1.**

1: N Fingerprint Matching

When using **1:N** Fingerprint Matching, the US922 will place the fingerprint (**"1"**) in its temporary memory and then compare it to ALL (**"N"**) fingerprint templates stored in the US922 database (up to 2800 templates).

By using **1:N** matching, the user enjoys the convenience of not entering his/her User ID number prior to placing his/her finger on the sensor. **1:N** is principally a 1-touch matching. It is the FASTEST and EASIEST method of fingerprint matching.

How to Use 1:N Fingerprint Matching

Start from the Check/Clock-In Screen:

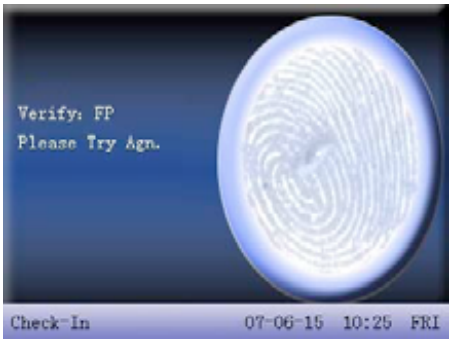


From the Check/Clock-In screen, properly place finger on sensor.

When the US922 responds, ***"Thank you,"*** the user has successfully verified his/her identity by using **1:N** matching.



If the US922 responds ***"Please try again,"*** the process must be repeated.



1: 1 Fingerprint Matching (ID. NO +fingerprint)

When too many users' fingerprints are not easily recognized by the US922, it can be set to perform **1:1** fingerprint matching.

1:1 matching requires an added step of entering the user's ID. number first. However, **1:1** matching is more consistent than **1:N** matching.

How to Use 1:1 Fingerprint Matching

PRIOR to placing his/her finger on the US922 fingerprint sensor, the user must FIRST enter his/her ID number and press M/OK. If the fingerprint template registered with his/her user ID number (**"1"**) matches his/her finger (**"1"**), the user's identity has successfully been verified using **1:1** fingerprint matching.

Password Matching

If fingerprint matching becomes too problematic for too many users, they can register with **passwords** instead of fingerprints.

How to Use Password Matching

Start at the **Check/Clock-In Screen:**



At the **Check/Clock-In screen**, enter the employee's User ID. number and press M/OK

After a users ID number is entered and the user is NOT prompted to enter his/her password ("PWD"), this means that NO password has been registered to that ID number.



If the US922 prompts **"Error Enroll NO(number)"**,this means the user has mistakenly entered an incorrect ID number. If this is the case, the user should reattempt entering his/her correct user ID number.

After entering the user ID. number, the user will enter his/her password ("PWD").



If the US922 responds with **"Thank You"**, then the user has successfully verified his/her identity using Password verification.



Password Matching

If the US922 prompts the user with **"Error Pwd",** then the user should re-attempt entering his/her correct password.



If the US922 verifies the user's identity BUT determines the user is NOT permitted door access AT THAT PARTICULAR TIME, the door will NOT release and the US922 displays the following:



Door-Access Considerations

The US922 is designed to work as an Access Control terminal and a Time & Attendance recorder.

Door Access Control decisions are based upon "Who" the user is and "When" the user is permitted door access.



The US922 will verify "who" the user is. When the user is granted door access, it can be decided EITHER by the US922 OR a 3rd party Access Control panel.

If the US922 validates the identity of the user AND determines the user is permitted door access AT THAT PARTICULAR TIME, the door will release and the US922 displays the following:

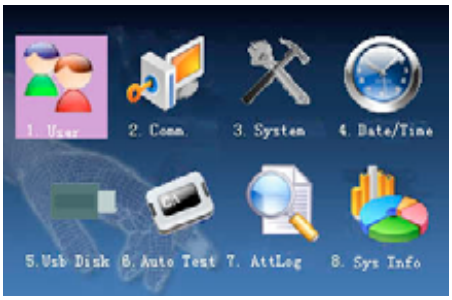
User

The User Menu allows you to:

- Add/Edit/Delete users
- Access the users' attendance records
- Set users' door-access privileges
- Register smart cards (only available in some US922 models)
- Create personalized "Check/Clock-In/Short messages"
- Create Work Codes

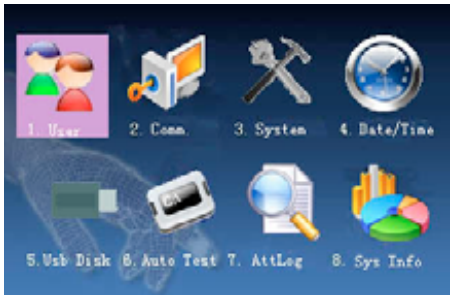
Add New User

Start at the **Check/Clock-In screen**. Press the Menu M/OK key to open the **Main Menu**, as shown in the figure below:



From the Main Menu, highlight and select User to add/change/delete users' fingerprint(s), password or authority (Admin or user).

From the User Menu, scroll with the ◄/← ▲ ►/→ ▼ keys until New User is highlighted:



Press M/OK to accept.



The following **"New User"** settings are available:



ID. NO (Account Number)

Unique identification number associated with each user.

Name

Up to 24 characters can be entered.

FP (Fingerprint)

A user can enroll up to 10 fingerprints.

PWD (Password)

A user can enroll a password using 1 to 8 characters.

AUTH (Security/Authority)

Identifies a user as a normal user or an Administrator.

Note: Administrators have unrestricted access to the entire US922 menu system and can freely modify user information. Administrator(s) can also enroll other "Administrators." NON-Administrators (i.e. normal users) cannot access the US922 menu system.

Non-Admins cannot modify user information or make any system changes to the US922.

Add New User ID. NO



From within the New User Menu, scroll with the keys until the cursor is in the **ID. NO** field

Note: The US922 automatically assigns the next available ID number by default. Press M/OK to accept the default **ID NO**. If a different **ID NO** is preferred, use the backspace key M/OK and/or scroll keys and type a different ID number.

Add New User Name



The US922 allows up to 24 "letters" (or "symbols") to be entered describing a user.

From within the New User Menu, scroll with the keys until the cursor is in the Name field:

Each time you press the asterisk * key on the keypad, you have the choice to enter either "letters" or "symbols." When in "letter mode" **[EN]** (English) will appear at the bottom of the screen.



Press the asterisk * again and [symbol] will replace **[EN]** (English) at the bottom of the screen. When in "symbol mode," press the right scroll key to access more symbols.

How to create a User's Name

The following example illustrates how to create the username **Joe.**

Step 1

From within the New User menu, press the asterisk * key until **[EN]** (English) appears at the bottom of the screen. You are now ready to begin entering "letters."



Step 2

Press the 5 JKL key once.

Notice there are 6 choices:

0j 1k 2l 3J 4K 5L

To enter the username **Joe**, press the 3 key to create an uppercase letter **"J."**

After entering the desired "letter," the display will return to the [English] prompt.

Step 3

Press the 6 MNO key once to continue entering the username **Joe**.

Again there are 6 choices:

0m 1n 2o 3M 4N 5O

To continue entering the username Joe, press the 2 key to create a lowercase **"o."**

After entering the desired "letter," the display will return to the [English] prompt.

Step 4

Now press the 3 DEF key once to continue entering the username **Joe**

Again, notice there are 6 choices:

0d 1e 2f 3D 4E 5F

Finish entering the username Joe by pressing the 1 key once to create a lowercase **"e."**

You've now completed entering the user's name and are ready to enter **"Joe's"** fingerprint(s) and/or password and authority setting.

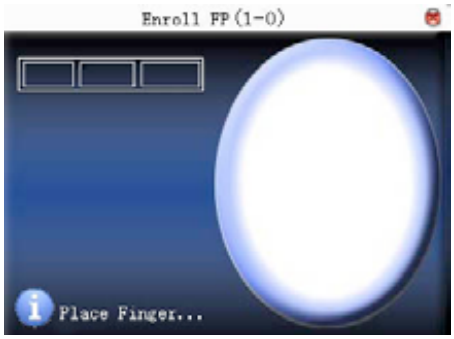
Enroll New User Fingerprint (FP)



From within the New User Menu, scroll with the ◂/← ▴ */› ▾ keys until the cursor is in the **FP** field.

Notice **"Enroll FP"** will become highlighted. Press M/OK to accept selection. Notice the following screen appears:

Place the finger you wish to enroll on the sensor, ensuring the finger is placed flat and centered.



Hold the finger still for at least two full seconds until the US922 prompts with a beep to remove it. You will then be prompted to repeat the process 2 more times, each time using the very SAME finger.

Notice that every time the US922 successfully records the user's fingerprint, each of the 3 green bars will become highlighted until all 3 bars ▮▮▮ are eventually highlighted.

As noted, the US922 will beep with each successful fingerprint template recording.



When all 3 fingerprint template recordings are successful, a check mark will appear beside the 3-colored green bars:

After 3 successful fingerprint "recordings", the user's fingerprint template is now successfully registered in the US922 database.

Press M/OK if you would like to continue recording additional fingerprint/templates.

NOTE: It is highly recommended that users register at least one finger from each hand.

Since the fingerprint sensor may have difficulty reading fingers with cuts or scratches, having a "backup" finger(s) registered ensures that the user will always be recognized by the US922. If one finger is temporarily rendered "unreadable" by recent cuts or scratches, the user can use their backup finger.

After fingerprint registration is completed, press the ESC key to return to the New User menu.

Enroll New User Password (PWD)



NOTE: A password is NOT required. However, a password can be used if a user is having difficulty having his/her fingerprint recorded or recognized by the US922.

From within the New User Menu, scroll with the ◄/← ▲ ►/* ▼ keys until the cursor is in the **PWD** field.

Notice **Enroll Pwd** will become highlighted:

Press M/OK to accept selection.



Notice the following screen appears:

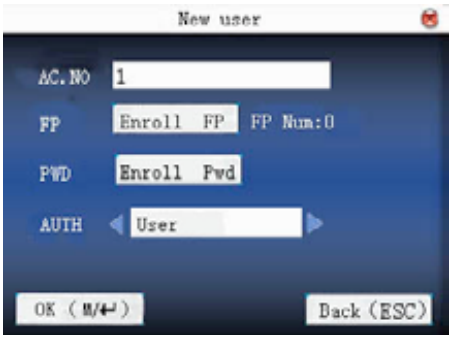
In the "Input Pwd" field, enter a password of 1 to 8 characters.

Then scroll down to the "Pwd Affirm" field and re-enter the same password.

After completed, scroll with the ◄/← ▲ ►/* ▼ keys until M/OK (M/<-) is highlighted. Then press the OK key to accept.

After saving the password, the screen will return to the New User menu and the icon 🔑 will display alongside **Enroll Pwd**. This indicates a password has been saved and registered to that user.

Set New User Authority (AUTH)



The US922 recognizes two (2) types of users:

1. User

NO administrative rights;

Only Check/Clock-in/out and/or need door access.

2. Admin

UNRESTICTED US922 system rights;

Can add, modify and delete user and door access.

Note: Until an administrator is actually registered on the US922, ALL users have unrestricted access to the US922 menu settings (i.e. Add/Edit/Delete users).

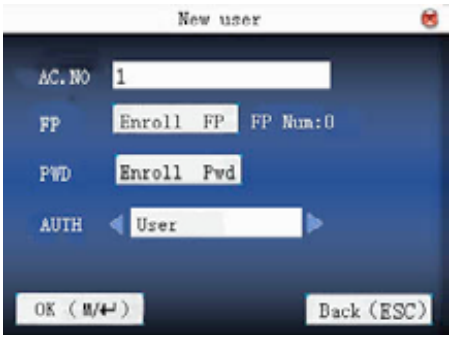
For this reason, we advise enrolling an "administrator" after initial installation to help ensure safeguarding both the US922(s) and the customer door entrance(s).

From within the New User Menu, scroll with the ◄/← ▲ ►/* ▼ keys until the cursor is in the **AUTH** field.

"AUTH" is the abbreviation for **"authority."**

Scroll with the ◄/← ▲ ►/* ▼ keys to choose either **User** or **Admin.**

Save/Exit New User registration



After New User information is entered, scroll with the ◄/← ▲ ►/► ▼ keys until **OK (M/<-)** is highlighted. Press M/OK to accept.

You will then be prompted "Changed Saved! Continue?"

Press M/OK to save.

To cancel and return to the previous menu, scroll and choose Cancel, or press ESC

Manage User(s)

The Manage Users menu allows the System Administrator(s) to view all users' information stored in the US922.



This includes the **users' ID. NOs (numbers)**, names, how many **fingerprints** they have registered and if they have registered **passwords.**

Search for user(s)

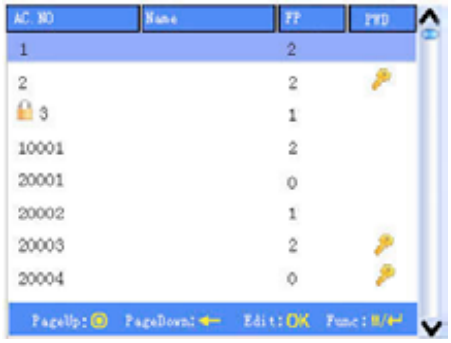
Administrators can search for any registered user.

Start at the User Menu.

From within the User Menu, scroll with the ◄/← ▲ ►/► ▼ keys until **Manage** is highlighted.

Press M/OK to select.

Notice the following screen appears:



Note: In the above figure, the icon indicates that particular user is a System Administrator.

The icon indicates that a password has been registered to the respective user(s).

Press the menu (OK M/↵) key and the following drop-down menu appears:



Note: The **"Attlog"** option may appear as **"Record,"** instead.

The option "User Access" will appear only if the US922 Access Control feature has been activated.

Use the ◄/← ▲ ►/► ▼ scroll keys and highlight **"search user."** Then press OK to select.

The following screen appears:



Enter the ID Number and/or name of the user you wish to search for. Press M/OK to initiate the search.

After searching successfully, the user's record will be highlighted in blue.

If the user is not registered on the US922, the message **"No Enroll!"** will appear.

User(s) Attendance records

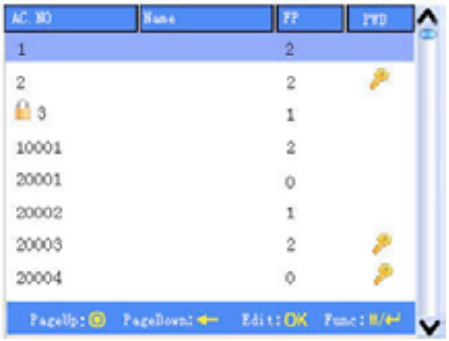


Administrators can retrieve any registered user's recent attendance record.

Start at the User Menu:

From within the User Menu, scroll with the ◄/← ▲ ►/* ▼ keys until **Manage** is highlighted.

Press M/OK to select. Notice the following screen appears



Select the user whose attendance records you need to view by scrolling with the ◄/← ▲ ►/* ▼ keys to highlight his/her record.

Then press the Menu M/OK key so the drop-down menu appears:



Use the ◄/← ▲ ►/* ▼ scroll keys and highlight **"record (Attlog)."** Then press M/OK to select.

The selected user's attendance records will be displayed.

Press ESC to cancel and return to the previous menu.

Edit User(s)

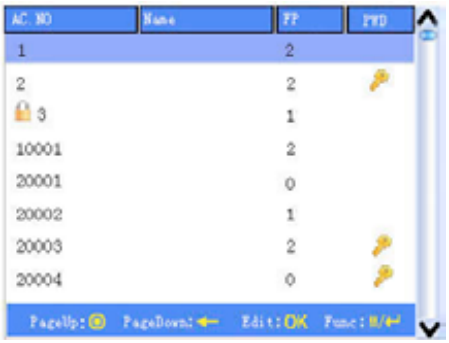


Administrators can edit any registered user's profile information.

Start at the User Menu:

Scroll with the ◄/← ▲ ►/* ▼ keys and highlight Manage. Then press M/OK to open the User Manage screen:

Select the user whose profile you need to edit by scrolling with the ◄/← ▲ ►/* ▼ keys.

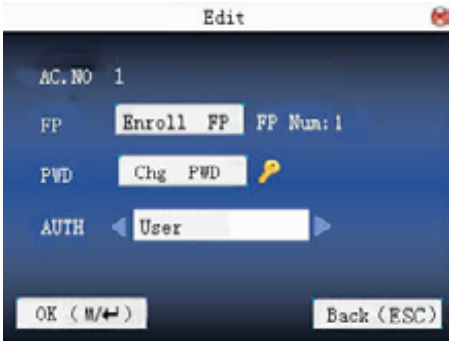


Then press the Menu M/OK key so the drop-down menu appears:

Use the ◄/← ▲ ►/* ▼ scroll keys and highlight Edit. Then press M/OK to select. The following Edit Menu appears:



All the available "edit" options are the same as in the "Add user" menu.



Administrators can add more fingerprints, register a name if the user previously did not enter one, add a password, or change his/her user authority status to "User" or "Admin."

After making all necessary changes, use the ◄/← ▲ ►/* ▼ scroll keys and highlight OK(M/<-). Press M/OK to save changes and return to the previous menu.

Delete User(s)

Administrators can delete all or partial registered user information on the US922.

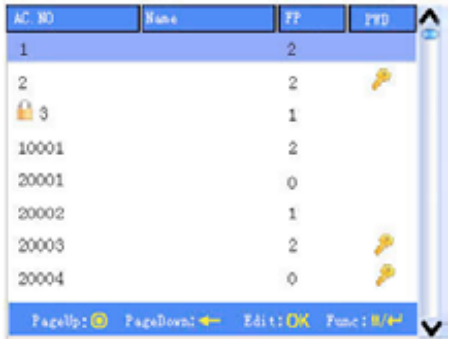
Deleting may be necessary when:

- A user's fingerprint is no longer recognized (possibly caused by injury) or his/her password has been forgotten.
- The user is no longer employed and his/her fingerprint(s)/password and user information need to be deleted from the US922 for security purposes.

Start at the User Menu:



Scroll with the ◄/← ▲ ►/* ▼ keys and highlight Manage. Then press OK to open the User Manage screen:



Select the user to be deleted by scrolling with the ◄/← ▲ ►/* ▼ keys.

Then press the Menu M/OK key so the drop-down menu appears:



Use the ◄/← ▲ ►/* ▼ scroll keys and highlight Del User. Then press M/OK to select. The following Delete User screen appears:



You can delete the user, fingerprint or password. Scroll with the ◄/← ▲ ►/* ▼ keys to highlight your selection. Press OK to delete your selection.

The US922 will prompt you "OKDel"?

Press OK again to confirm deletion.

Add User(s)

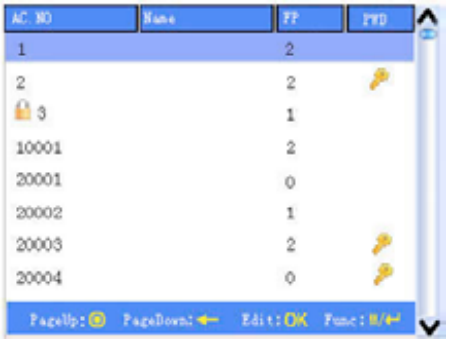
Administrators can add users from the User Manage Menu also.



Scroll with the ◄/← ▲ ►/→ ▼ keys and highlight **Manage.** Then press M/OK to open the User Manage screen:

Press the Menu M/OK key so the drop-down menu appears:

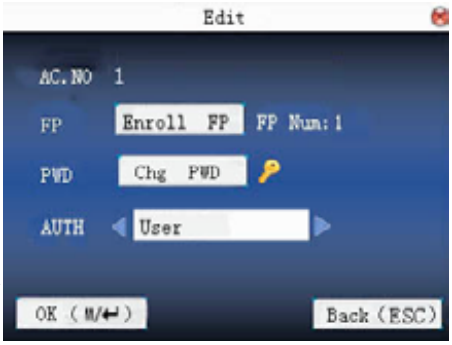




Use the ◄/← ▲ ►/→ ▼ scroll keys and highlight **New User.** Then press the M/OK key to select.

The "add" options are the same as in the "New User Menu."

Administrators can add a new user and register his/her fingerprints, name, password and authority status.



After New User information is completely entered, scroll with the ◄/← ▲ ►/→ ▼ keys until OK (M/<-) is highlighted.

Press M/OK to accept.

You will then be prompted *"Changed Saved! Continue?"*

Press M/OK to save.

To cancel and return to the previous menu, scroll and choose **Cancel** or press ESC

User Access Control

In addition to acting as an attendance recorder, the US922 is also an **access control terminal.**

Using the US922 with 3rd Party Door Control Panels:

WHEN THE US922 IS USED WITH A 3RD PARTY ACCESS CONTROL PANEL, THE US922'S SOLE FUNCTION IS VERIFYING THE IDENTITY OF THE USERS.

AFTER IDENTITY IS VERIFIED, THE US922 SENDS A 26-BIT WIEGAND SIGNAL TO THE 3RD PARTY CONTROL PANEL PROVIDING ONLY USER-ID MATCH CONFIRMATION.

IT IS THE 3RD PARTY PANEL AND NOT THE US922 WHICH CONTROLS DOOR ACCESS IN THIS CONFIGURATION.

THEREFORE, WHEN USING THE US922 WITH A 3RD PARTY DOOR CONTROL PANEL, REFER ALL ACCESS-RELATED QUESTIONS TO THE 3RD PARTY CONTROL PANEL MANUFACTURER AND NOT ZK SOFTWARE.

US922 as a STAND-ALONE Door Controller:

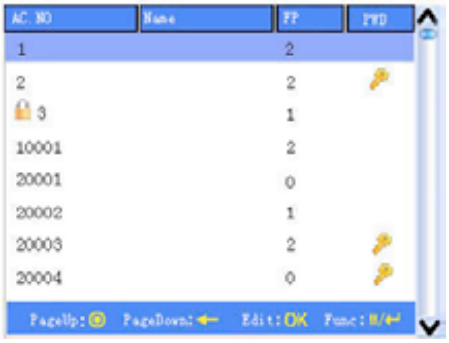
Scroll with the ◄/← ▲ ►/* ▼ keys and highlight Manage.

Press M/OK to open the User Manage screen:



Select the user whose door access needs to be modified by using the ◄/← ▲ ►/* ▼ keys.

Then press the Menu M/OK key so the drop-down menu appears:





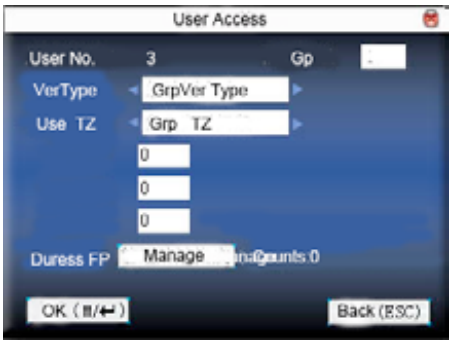
Use the ◄/← ▲ ►/* ▼ scroll keys and highlight **"User Access."** Then press M/OK to select.

Note: The option for **User Access** will not be in the drop-down menu unless the US922 Door Access Control has been "activated."

The User's ID NO (number) will be noted at the top of the User Access Menu

At this time, enter a **Gp** ("Group Number") to further define the User's access rights.

If you enter a **Group Number** that does not currently exist, the system will allow you to add that **Group Number** and define it.



Then enter a Group Number and press M/OK.

The US922 will prompt: "GP# NO exist, add it?"

(The "#" refers to the Group Number you entered)

Press M/OK again to accept the new Group Number.

The New group Menu will appear:



No. represents the **Group Numbe**r you just created.

Ver Type represents the ways this group's members can **verifiy** his/her identities:

Use the scroll keys to select which verification method (or combination) this group's members will use (**FP** and/or **PW** and/or **PIN** and or **RF**)

FP = Fingerprint

PW = Password

PIN = Personal Identification Number

RF = Radio Frequency ID (proximity card)

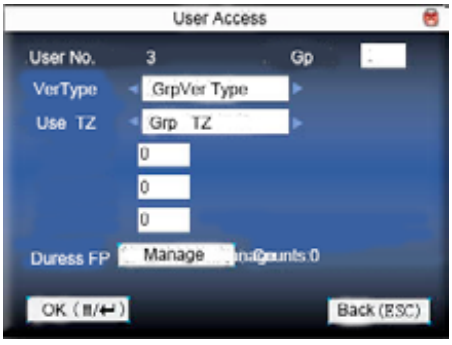
New Group

Creating "groups" allows you to define "unique door access/ security rules" for multiple users. After these "rules" are created, you can then assign users to these "groups" which have been created."

Creating a few groups is much faster than configuring each user's individual door access rights/security one at a time

Creating a Group

From within the User Access menu, use the scroll keys and place the cursor in the **Gp** (Group) field:



Holidays

Select **"Valid"** if this group will recognize ALL holidays programmed into the US922

Select **"Invalid"** if this group will ignore ALL holidays programmed into the US922.

TZ1 (Time Zones) – Indicate which time zones apply to this new group.

Note that a group can be assigned to multiple **time zones**.

Examples of **time zones** include work shifts, work days, weekends and holidays; in other words, times in which the door should "normally" be accessible or inaccessible.

Duress FP

The US922 also provides a **Duress** ("manual alarm") key. Users with a registered "duress finger" can use the US922 to trigger an alarm.

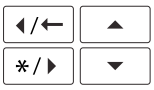
Any user can have a **Duress** finger registered.

The Duress finger does not open the door! The Duress finger ONLY sends a manual alarm signal.

After pressing ESC, a dialog box will appear and prompt for confirmation. Press M/OK to save. If you do not want to save, press ESC or select "Cancel."

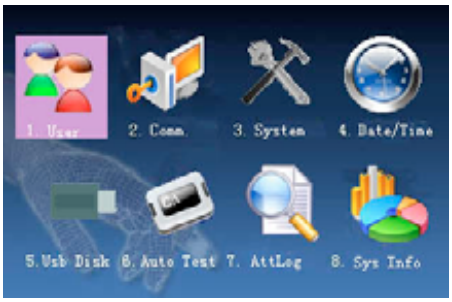
ID cards

The US922 can have an optional integrated internal card reader. The internal card reader is located inside the US922, about 2 inches above the fingerprint sensor and just behind the M/OK key and surrounding scroll keys:



If the Card Option exists in your US922, access the Card Set-Up feature from within the Add New User Menu:

Start at the **Check/Clock-In screen**. Press the Menu key M/OK to open the **Main Menu**, as shown in the following figure:



From the Main Menu, highlight and select User.

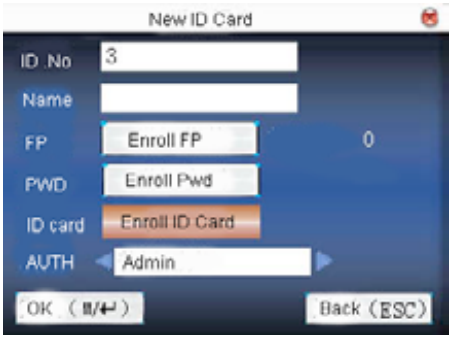
From within the User Menu, scroll with the ◂/← ▴ */▸ ▾ keys until New User is highlighted

Press M/OK to accept.



The following **"New User"** settings are available:

Scroll with the keys to position the cursor on the **"ID card."** Highlight "Enroll ID Card" and press OK.



ID card verification

Flash your card 2 to 3 inches from the US922. If the card has already been registered to the US922, the cardholder information will then be displayed on the screen.

The US922 will prompt you if it does not recognize the card.

1.3 Short Message Service (SMS)

The short message is similar to a "company bulletin board." It allows US922 System Administrators to post messages to the employees.

Short messages can be created for the entire employee staff ("public") or for an individual employee ("personal").

If a short message has been created for the entire employee staff, the icon will be displayed at the bottom of the Check/Clock-In screen during a pre-defined time frame.

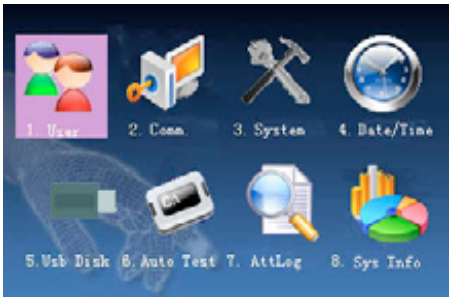
Employees should press the # key to view the Public Short Message.

If a short message has been created for an individual employee, the message will appear only after that specific employee "Checks/Clocks in" to the US922.

How to create a Short Message

Start at the **Check/Clock-In screen**.

Press the Menu key M/OK to open the **Main Menu**, as shown in the following figure:



From the Main Menu, highlight and select **User.**

From within the User Menu, scroll with the keys until SMS is highlighted.

Press OK to accept.



Then press the M/OK key. The following drop-down menu appears:

Scroll with the keys to select the New from the drop-down menu.

Then press M/OK.

A similar screen will appear:



Start time:

When the short message will start displaying.

Valid Time:

How long will the message be displayed.

Message types:

Personal: only specified employees will see.

Public:

entire staff will see.

To create the "content" of the short message, scroll with the keys until the cursor is in the "message" box.

Each time you press the asterisk * on the keypad you have the choice to enter either "letters" or "symbols." When in "letter mode" you see [English] appear at the bottom of the screen.

Press the asterisk * again and [symbol] appears at the bottom of the screen. While in "symbol mode" press the right scroll key to access more symbols.

How to create a Short Message

This example illustrates how to create the Short Message **"Hello."**

Step 1

Press the 4 GHI key once.

Notice there are 6 choices:

0g 1h 2i 3G 4H 5I

To enter the message ***Hello***, press the 4 key to create an uppercase letter **"H."**

After entering the desired "letter," the display will return to the [English] prompt.

Now press the 3 DEF key once to continue entering the message Hello.

Again, notice there are 6 choices:

0d 1e 2f 3D 4E 5F

To continue entering the message ***Hello***, press the 1 key to create a lowercase "e."

After entering the desired "letter," the display will return to the **[English]** prompt.

Now press the 5 JKL key once to continue entering the message Hello

Again, notice there are 6 choices:

0j 1k 2l 3J 4K 5L

Continue entering the message ***Hello*** by pressing the 2 key once to create a lowercase **"l."**

Now press the 5 JKL key once to continue entering the message ***Hello***

Again, notice there are 6 choices:

0j 1k 2l 3J 4K 5L

Continue entering the message Hello by pressing the 2 key once to create a lowercase "l."

Now press the 6 MNO key once to continue entering the message ***Hello***

Again, notice there are 6 choices:

0m 1n 2o 3M 4N 5O

Finish entering the message ***Hello*** by pressing the 2 key once to create a lowercase **"o."**

The **content** of the short message is now complete.

Now scroll with the keys to change the date and time of the short message.

Use the keys to change the value of each setting, or use the keypad to manually enter the desired value.

Select how long the message will be Valid (displayed).

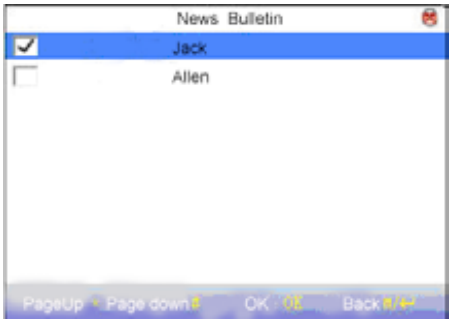


Select the "type" of user receiving the message (Personal, Public, or Reserved).

If the short message will be "personal" (not for everyone), the "Assign" option will become available.

Highlight **Assign** and press M/OK .

A similar screen will display:



Scroll with the keys to move through employees line by line.

Scroll with the * or # keys to move through employees page by page.

Press M/OK to select the desired employee(s) who will receive the short message.

Press the key to save selection and return to the New SMS menu.

When you have completed writing the content of the message and when the message will be displayed, highlight the M/OK key and press M/OK. The short message has now been saved. (Note: you can save multiple messages and randomly choose who will receive them and when.)

View Public Short messages

When a "Public" short message has been created, the "Check/Clock-In screen has the envelope icon displayed at the bottom of the screen

To view the Public Short Message, press the # key.:



View Personal Short messages

The Personal message will be displayed for 30 seconds.



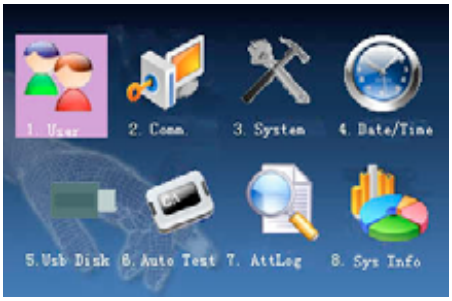
Work Codes

In some cases, the same employee may perform different work/jobs. For example, in a restaurant the same employee may start his/her shift as a waiter and then switch to tending bar.

Since different positions receive different rates of pay, the US922 allows an employee to enter different work codes when "checking/clocking in."

Start at the **Check/Clock-In screen.**

Press the Menu key M/OK to open the **Main Menu**, as shown in the figure below:



From the Main Menu, highlight and select **User**.

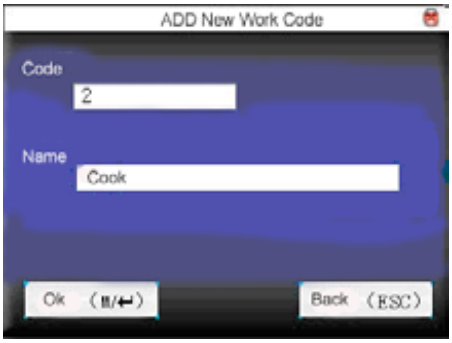
From within the User Menu, scroll with the keys until **Work Code** is highlighted.

Press M/OK to accept.



Then press the M/OK key. The following drop-down menu appears:

Adding Work Codes



Scroll with the ◂/← ▸/→ ▴/↑ ▾/↓ keys and highlight add from the drop-down menu. Then press M/OK .

The ADD New Work Code screen will appear:

Code: The number which represents the Work Code.

Name: Description of work code.

Scroll with the ◂/← ▸/→ ▴/↑ ▾/↓ keys and place the cursor in the Name field.

Use the US922 keyboard to create a **"Work Code Name."**

Each time you press the asterisk ✱ on the keypad you have the choice to enter either "letters" or "symbols." When in "letter mode" you see [English] appear at the bottom of the screen.

Press the asterisk ✱ key again and [symbol] appears at the bottom of the screen. While in "symbol mode" press the right scroll key ▸/→ to access more symbols.

How to create a Work Code Name

This example illustrates how to create the Work Code Name **"Bar"**

Press the 2 ABC key once.

Notice there are 6 choices:

0a 1b 2c 3A 4B 5C

To enter the Work Code Name Bar, press the 4 key to create an uppercase letter **"B."** After entering the desired "letter," the display will return to the [English] prompt. Now press the 2 ABC key once to continue entering the Work Code Name Bar.

Again, notice there are 6 choices:

0a 1b 2c 3A 4B 5C

To continue entering the Work Code Name Bar, press the 0 key to create a lowercase **"a."**

After entering the desired "letter," the display will return to the [English] prompt.

Now press the 7 PQRS key once to continue entering the Work Code Name Bar

Notice there are 8 choices:

0p 1q 2r 3r 4P 5Q 6R 7S

Finish entering the Work Code Bar by pressing the 2 key once to create a lower-case **"r."**

You have now completed adding a **Work Code Name.**

Once you have entered the Work Code and Name, press ESC .

Then use the scroll ◂/← ▸/→ ▴/↑ ▾/↓ keys to highlight M/OK .

Press M/OK to accept.

You have now completed adding a Work Code.

Editing and Deleting Work Codes



From within the User Menu, scroll with the ◂/← ▴/↑ ▾/↓ keys until **Work Code** is highlighted. Press M/OK to accept.

Examples of commonly used Work Codes:

Scroll with the ◂/← ▸/→ ▴/↑ ▾/↓ keys to move through Work Codes line by line.



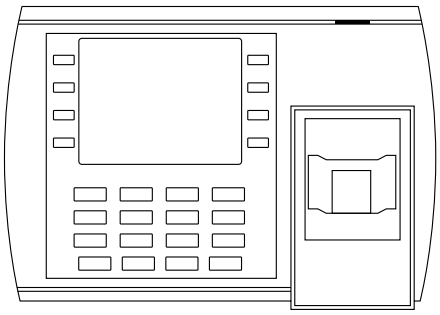
Scroll with the ✱ or # keys to move through Work Codes page by page.

Highlight the desired Work Code to be edited or deleted.

Then press the key. The following drop-down menu will appear:

Scroll with the ◂/← ▸/→ ▴/↑ ▾/↓ keys and highlight to Add, Edit or Delete a Work Code. Then press OK.

Using Work Codes



When "checking/clocking in" with a specific "Work Code," the user first needs to enter his/her Work Code PRIOR to entering his/her fingerprint or password.

Important Note: To "check/clock-in" with a Work Code, the user will FIRST press the asterisk * key from the **Check/Clock-In screen** PRIOR to entering his/her fingerprint (or password)



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