

Your easy solutions for Office Automation!



AD-310 Proximity Badge
Time Recorder
Operation Manual

Firmware Version 0.25

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1. Hardware

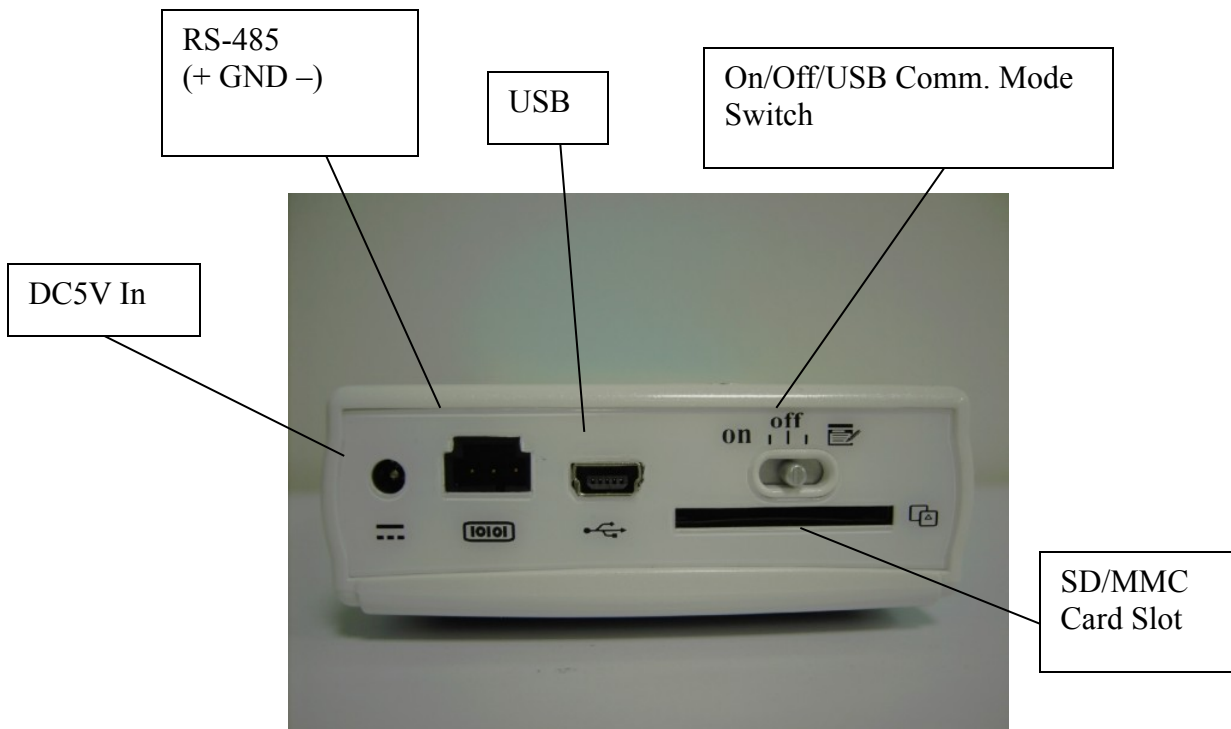
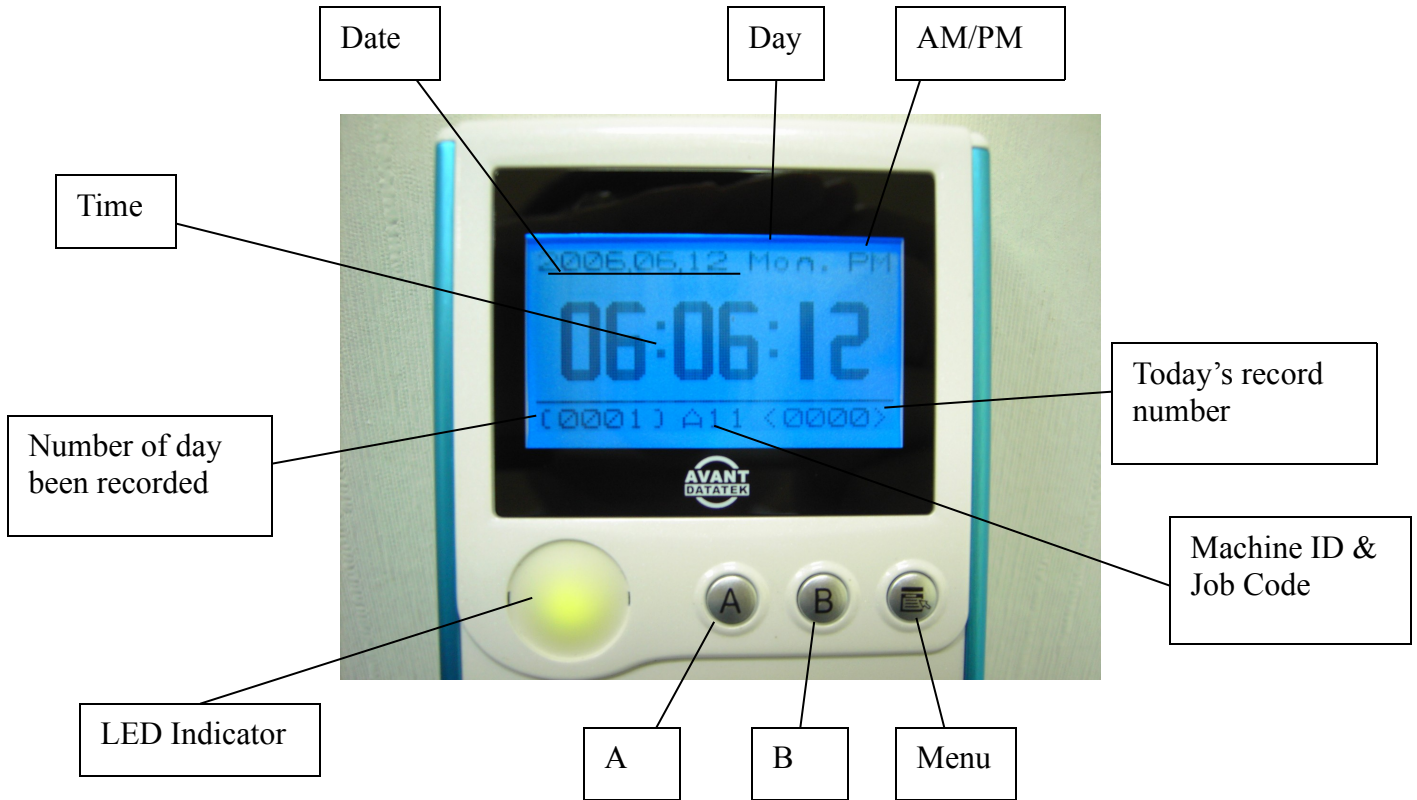
1.1 Package contents

- AD-310 X 1
- Master Card X 1 + Employee Card X 15 pcs (125KHz Proximity Cards)
- DC5V Power Adapter X 1
- USB Cable X 1
- 16MB SD Card X 1
- SD/MMC Card Reader X 1
- Utility Software & Operation Manual CD X 1
- Bracket X 1



1.2 Hardware basic introduction

1.2.1 Operation interface



1.2.2 Specification

Proximity reader	125KHz
Indicators	LCD display and 1 LED
Beep tone	Buzzer
Memory	32MB Flash
Communication interface	RS-485, USB, SD/MMC Card
Operating voltage	DC 5V 300mA
Battery	DC 3V 800mA Lithium Battery
Power consumption	1.5 Watt
Baud rate	9600bps-N-8-1
Operating temperature	0°C~55°C / 32°F~131°F
Relative humidity	20%~95% (Non condensing)
Dimensions	25 x 76 x 127 mm
Weight	150g

1.3 Installment

Wall-mount



Desk-top



2. Setting Up

2.1 Enter Master Mode

Read a Master Card and press Menu Key to enter Master Mode(setting mode).

2.2 Append a Master Card

***You may always append a Master Card with the RFTender utility software which is enclosed in the package you bought!**

Master Card Setting: Set Master Cards(Max. 3 pcs) which enables the administrator to enter AD-310 setting mode directly on the hardware.

The screenshot shows the 'Master Card Setting' software interface. It features a table with columns for Card No., Employee Code, Display Mode, Display Message(Row 1), Display Message(Row 2), and Graphic. Below the table is an 'Update' section with input fields for Employee Code, Display Mode, Display Message(Row 1), and Display Message(Row 2). A 'Notice' bar at the bottom contains a warning message.

Card No.	Employee Code	Display Mode	Display Message(Row 1)	Display Message(Row 2)	Graphic
0006446794	00000001	All Message	Master Card	Jeff Lau	

Update

Employee Code: 00000001 Display Message(Row 1): Master Card

Display Mode: All Message. Display Message(Row 2): Jeff Lau

Notice: When finish Master/Member/Temp. Card edition, please excute [Upload to Time Recorder] at System Maintenance.

2.3 Backup Data to SD Card

Once entering into Master Mode, press Menu Key to select how many days of Data you need to back up to SD Card. Data Backup is divided by 2/10/20/45/All days. Once selected, press Key A to proceed the Data Backup.

2 days copy



All data copy



2.4 Set Time & Date

Once entering into Master Mode, press Menu Key to move to Time Setting page. The 1st digit will be highlighted. Press Key A to change the figure upward or Key B to skip to the next digit. Repeat the same until Time & Date are all set. Press Menu Key to save setting and skip back to Ready Mode.

Set Time & Date



2.5 Check the First & Last 2 records of single member

Read a Member Card(Employee Card) and then press Menu Key to check your first and last 2 records today!

1st and last 2 records!



After swipe Master Card



After swipe a Member Card

