

AD-350W

Web-based Proximity Access Control/Time & Attendance Terminal

User Manual

Ver. 2.0
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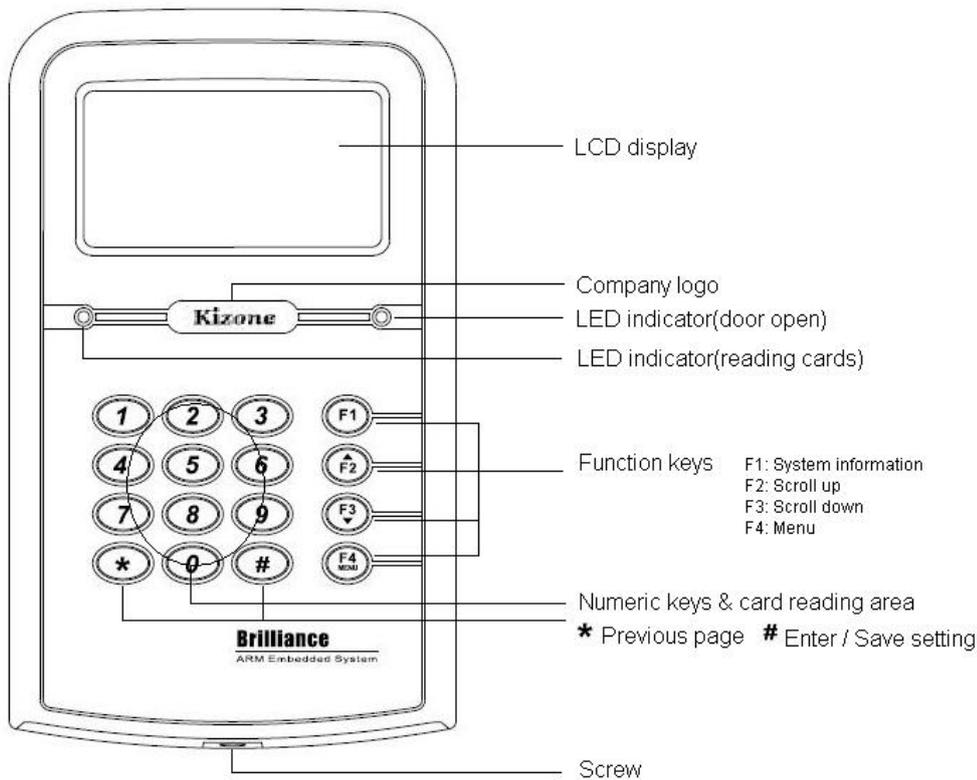
I. Product features:

- ARM 9 405MHz CPU; communication speed 100MB.
- Windows CE 6.0 operating system, built-in web server, FTP server & SQL server.
- 3.5-inch blue backlit monochrome LCD.
- Each terminal has a built-in web-based software for small application while we also provide a free central management web-based software(ASP.NET + SQL Express) for control & manage multiple terminals in a network.
- Can use either a terminal or a PC as the server for synchronizing all the connected slave terminals.
- TCP/IP interfaced. LAN / WAN supported.
- Daylight Saving Time setting.
- [Auto reconciliation of user & fingerprint accounts among multiple terminals in network.](#)
- 64MB RAM + 1GB Micro SD.
- 125KHz card reader (Mifare 13.56MHz for option).
- Can store 30,000 cards and 250,000 events.
- 50 programmable bell ring times (through web browser). Music ring file(.wav) is changeable via FTP.

II. Specifications:

RF Card Reader	EM 125KHz or Mifare 13.56MHz
Fingerprint Scanner	No
Input	2 Sensor(Push Button, Door Sensor)
Output	2 Relays(Door Lock, Alarm or Door Bell)
Indicator	Back-lit graphic LCD(128x64 dots)
Key	16 Keys
Beep Tone	Buzzer
Events Memory	250,000 events
Fingerprint Storage	No
Card Storage	30,000 cards
Comm. Interface	TCP/IP(Ethernet)
Slave Reader Interface	Wiegand 26-bit
Card Reading Range	5~10 CM
Power In	DC 8V ~ 12V
Power Consumption	3W(max.)
Operating Temperature	0 ~ 50°C / 32 ~ 122°F
Operating Humidity	20 ~ 95%(non-condensing)
Measurements	180 x 115 x 33 mm
Weight	360 g

III. Exterior



Key	Function
0, 1, 2, 3, 4, 5, 6, 7, 8, 9	Numeric keys
F2▲, F3▼	Upward & Downward moving keys
*	Quit & back to upper menu
#	Enter/Confirm/
F4 MENU	Enter main menu
F1	Show system information

IV. Setup the clock

Menu operation:

Remark: Go to only letters in BLUE for fast setup.

Enter Menu: Press <MENU> directly(enter password if Menu Password was enabled). System will return to standby mode after 3 min. if no operation. Use <▲> and <▼> keys to move to the item and press <#> key to enter or <*> to cancel and skip back to upper directories.

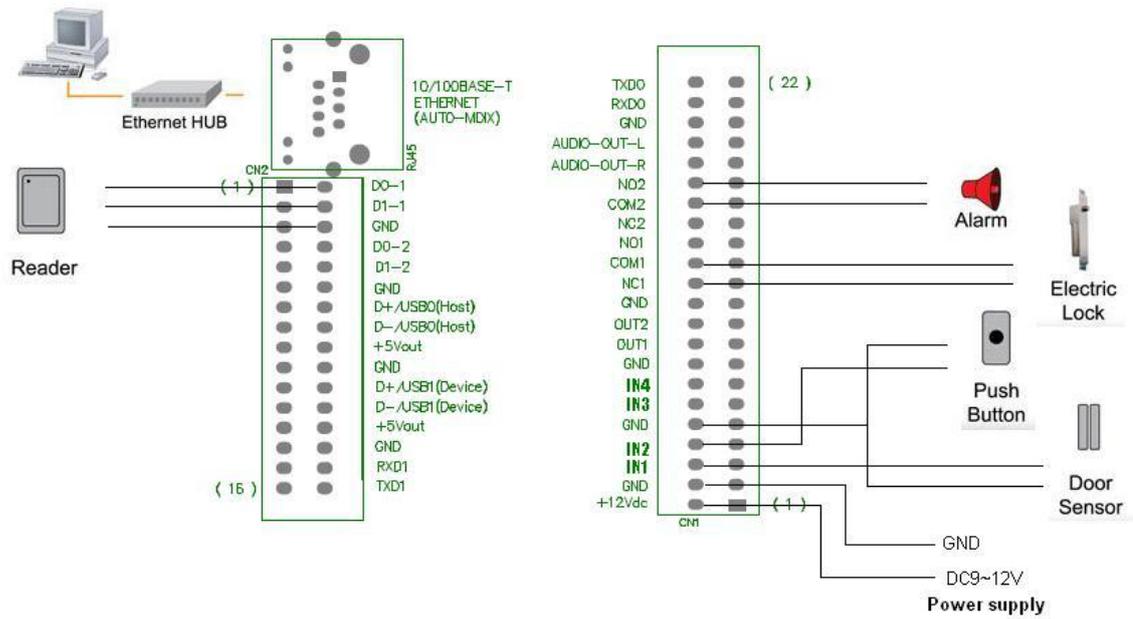
Main Menu

- |—Clock
- | |—Set Time

- | | |—PIN APPSet(assigning Access PIN for a particular User Group)— On/Off
- | |—Door2
- |—**IO Port**
- | |—Relay 1— Lock 1, Lock 2, Bell, Alarm , NULL
- | |—Relay 2— Lock 1, Lock 2, Bell, Alarm , NULL
- | |—WG1(for connecting a Wiegand 26-bit slave reader)—*In 1, Out 1, In 2, Out 2, Null.*
- | |—WG2(for connecting a second Wiegand 26-bit slave reader)—*In 1, Out 1, In 2, Out 2, In 1, Out 1, In 2, Out 2, Null.*
- | |—Self reader(the clock's built-in reader)— In 1, Out 1, In 2, Out 2, NULL
- |—**Language**— Simplified Chinese, Traditional Chinese English(factory default)
- |—**Work Mode**— Access Control Time & Attendance(**Remark 1**)
- |—**User** — Add Fingerprints Delete Fingerprints Clear all fingerprints

Remark 1: While under Time & Attendance mode, users are allowed to enter(press) 1 before reading a card or scanning a fingerprint for a clock-in and 2 for a clock-out. When any other key other than 1 and 2 is pressed, this entered number will be recorded as part of the complete clocking record which can be further utilized by an application software developer as a Job Code.

V. Pin assignment & Wiring



VI. Super Master(KATES) Central Management Software

Recommended to use when you are running multiple time/access terminals in the same network and having large numbers of employees(more than 50 employees) or daily attendance/access logs(above 200 records per day)!

The Super Master(KATES) Central Management system is a web-based application software for managing multiple time/access terminals such as model AD-350W, AD-350WFP & IDF-200 in a network. The software is for installing on a PC which runs Windows operating systems such as XP, Vista & 7(both Home & Professional editions). Super Master provides following main functions:

1. Maintaining employee accounts (including fingerprints), work shifts, shifts rotation program, slave terminal accounts & attendance reports.
2. Automatically synchronizing all the slave terminals employees & fingerprints from its own database.
3. Collecting enrolled fingerprints & attendance/access logs from all the slave terminals.
4. Calculating attendance & exporting reports (in .txt or .xls).
5. Automatically exporting attendance/access log in custom format to designated directory for being further applied to enterprises' existing payroll or ERP systems.
6. Setting User Groups(employee groups) for assigning different door access rights.

To get the software's auto install package please contact Kizone (www.kizone.com) through an e-mail or a phone call.

Here is the fast guide for how to use:

Step 1: Set up Super Master(KATES web system) using the provided auto install package.

Step 2: Make sure DataSync.exe was activated.

Step 3: Enter Super Master management interface through a web browser.



Step 4: Enter Slave Host Setting to append slave terminals in the network.

Step 5: Append work shifts in Work Shift Setting. If you need only access control please skip to step 7.

Step 6: Edit employee work shift schedule(weekly, monthly or annual work shift programming).

Step 7: Enter Department to append department information.

Step 8: Program access rights for different user groups on different doors.

Step 9: Generate personnel information (employee accounts) in User.

VII. AD-350W Built-in Web-based Time & Attendance Management System

AD-350W's unique Built-in Web-based software is designed for fulfilling easy Time & Attendance management of small businesses(especially good for stand-alone usage). It allows a system manager to manipulate it simply through a Web Browser such as Microsoft Internet Explorer! Please setup the system accordingly following the below steps:

Log onto an AD-350W in the network.

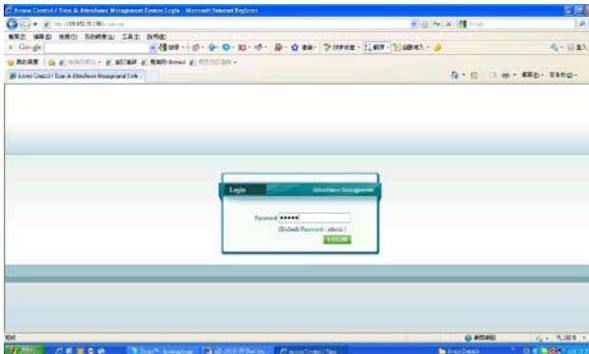
Method 1:

Connect your AD-350W clock to Ethernet and the device will get an IP address for itself. Press F1 key and write down the device IP address. Open your webpage browser(ex. Microsoft Internet Explorer) and enter the IP address /login.asp(ie. 192.168.123.105/login.asp) and press [Enter] key to enter the system log-on page. Type in the default password "admin" and click [Login] to enter the main page.

Method 2(for setting a designate IP address):

Press [Menu] key on AD-350W to enter the device's function menu. Use the scroll down key(F3) to move to [System] and press [#] key to enter. Select [Set TCP/IP] and press [Enter]. Set IP address, Subnet Mask, Gateway accordingly and

disable DHCP. Connect your AD-350W clock to Ethernet, open your webpage browser(ex. Microsoft Internet Explorer) and enter the IP address/login.asp(ie. 192.168.123.105/login.asp) and press [Enter] key to enter the system log-on page. Type in the default password “admin” and click [Login] to enter the main page.



Login page



Main page

Set Login Password

For changing the default web login password.

1. Click on [Password] in the left menu to enter the setting page.
2. Enter the new password and click [Save] to confirm the change.

Database Backup

For saving a backup of your AD-350W database.

1. Click on [Database Backup] in the left menu.
2. AD-350W database consists of two files, KATS.SDF & DISTR.SDF. Simply click on each file to download it to a favorite directory in your computer.



Set Bell Schedule

For programming 50 sets of bell activation schedule.

1. Click on [Bell Schedule] in the left menu to enter the bell schedule list.
2. Click on the [Bell Schedule No.] directly to enter the setting page.
3. Tick the [Enabled] check box, fill out the [Ring Time] and [Duration], and set the [Weekly Schedule].
4. Click [Save] to confirm change or [Cancel] to abort.

Slave Host Setting

If you have multiple AD-350WFP terminals in a network, you may designate one of them as a Master terminal. All the users and fingerprints registered to the Master terminal will be reconciled to all the Slave terminals and all the clocking In & Out records on the Slaves will be collected to the Master in real time.

1. Click on [Slave Host Setting] in the left menu to enter the Slave terminal list.
2. Click on a Slave terminal ID(1~30) to enter the detailed setting form.
3. Enable the Slave terminal, enter the IP address it applies and give the terminal a name.
4. Click [Save] to confirm or [Cancel] to discard.

Notice: Please leave the same form on all the Slave terminals blank.

Work Shift Setting

For generating employee work shifts.

1. Click on [Work Shift Setting] in the left menu to enter the work shift list.
2. Click on an existing shift code to modify the details or click [Add New] to append a new work shift.
3. Enter Shift Code, Shift Name, Start Time, End Time and Auto Deduct Break time. Tick the Default Work Shift check box if necessary.
4. Click [save] to confirm, [Cancel] to abort or [Delete] to delete an existing work shift.

Attendance Report (Detailed) – for fixed shifts users

For generating detailed employee attendance reports.

1. Click on [Attendance Report Detailed] in the left menu.
2. Select a searching criterion(by User, Department or All employee).
3. Set the query timeframe(yyyy/mm/dd ~ yyyy/mm/dd). Leave the timeframe blank for searching all time.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.

Attendance Report (Total) – for fixed shifts users

For generating attendance summary(accumulated worked hours).

1. Click [Attendance Report Total] in the left menu.
2. Select searching criterion(by User, Department or All employee).
3. Set the query timeframe(yyyy/mm/dd ~ yyyy/mm/dd). Leave the timeframe blank for searching all time.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.

Attendance Report (Multi Work Shift) – for multiple flexible shifts users

This function is for calculating work hour sum of employees who are requested to attend more than one flexible shifts a day. Work hour sum can be calculated and displayed by each single shift, each day or selected date range. To apply this function the clock(AD-350W series) needs to be switch from Access Control to Time & Attendance mode and employees are requested to press 1 for a clock-in and 2 for a clock-out before they scan their fingerprints or read their proximity badges.

1. Click [Attendance Report (Multi Work Shift)] in the left menu.
2. Select users(by User, Department or All employee).
3. Set the query date range(yyyy/mm/dd ~ yyyy/mm/dd). Leave the columns blank for searching all time.
4. Select report type(by work shift, daily sum or sum of selected date range).
5. Click the [Query] button to generate the report.

Transactions

For browsing or exporting attendance records.

1. Click [Transactions] in the left menu.
2. Click [Add New] directly to generate a new record manually→select a Card ID(Employee)→enter date & time for that record(format: yyyy/mm/dd hh:mm:ss)→click [Save] to confirm or [Cancel] to abort.
3. Set searching criteria and click [Search] to browse current records stored in the clock database.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.

Transactions Delete

For deleting Transactions(access/attendance records) to reduce database size.

1. Click [Transactions Delete] in the left menu.
2. Select date range and press DELETE button to clear access/attendance logs.

Job Code Setting

For defining reasons of punches(only valid in Time Attendance mode under which each user may enter a code from 1~9 before scanning a card or fingerprint).

1. Click [Job Code Setting] in the left menu.
2. Click ADD NEW to enter the setting page.
3. Enter a Job Code and its status definition and click Save.

Department

For browsing, modifying and generating departments.

1. Click [Department] in the left menu to browse the current departments list.

2. Click the Department ID directly to get the detail→enter a new Department ID→click [save] to confirm or [Cancel] to abort.
3. Click [Add New]→enter Department ID→enter Department Name→click [save] to confirm or [Cancel] to abort.

User

For browsing/modifying/deleting/adding users(employees).

1. Click [User] in the left menu to browse current users.
2. Click on User ID directly for modifying details of or deleting the user.
3. Click [Add New] to enroll a new user. Enter User ID →enter User Name→assign a department for the user→enter the Card No. if a proximity card will be used(for those users who are using Fingerprints only please also enter virtual Card No. ie. 0001, 0002, 0003, etc.)→click [save] to confirm or [Cancel] to abort.

Notice: All enrolled users will have door access right if AD-350W is applied for door control.

User Weekly Shift

For programming weekly shift schedules for each user.

1. Click [User Weekly Shift] in the left menu.
2. Select an user→select an work shift for each week day and weekend→click [Save] to confirm.

Notice:

1. The work shift choices contains a built-in shift named "Holiday".
2. When it's necessary to set an overnight shift(cross-day shift), both the current day and the next day need to be set as overnight shift!