

IDF211 Series

Biometric Proximity Badge Access Control/Time & Attendance Terminal

User Manual

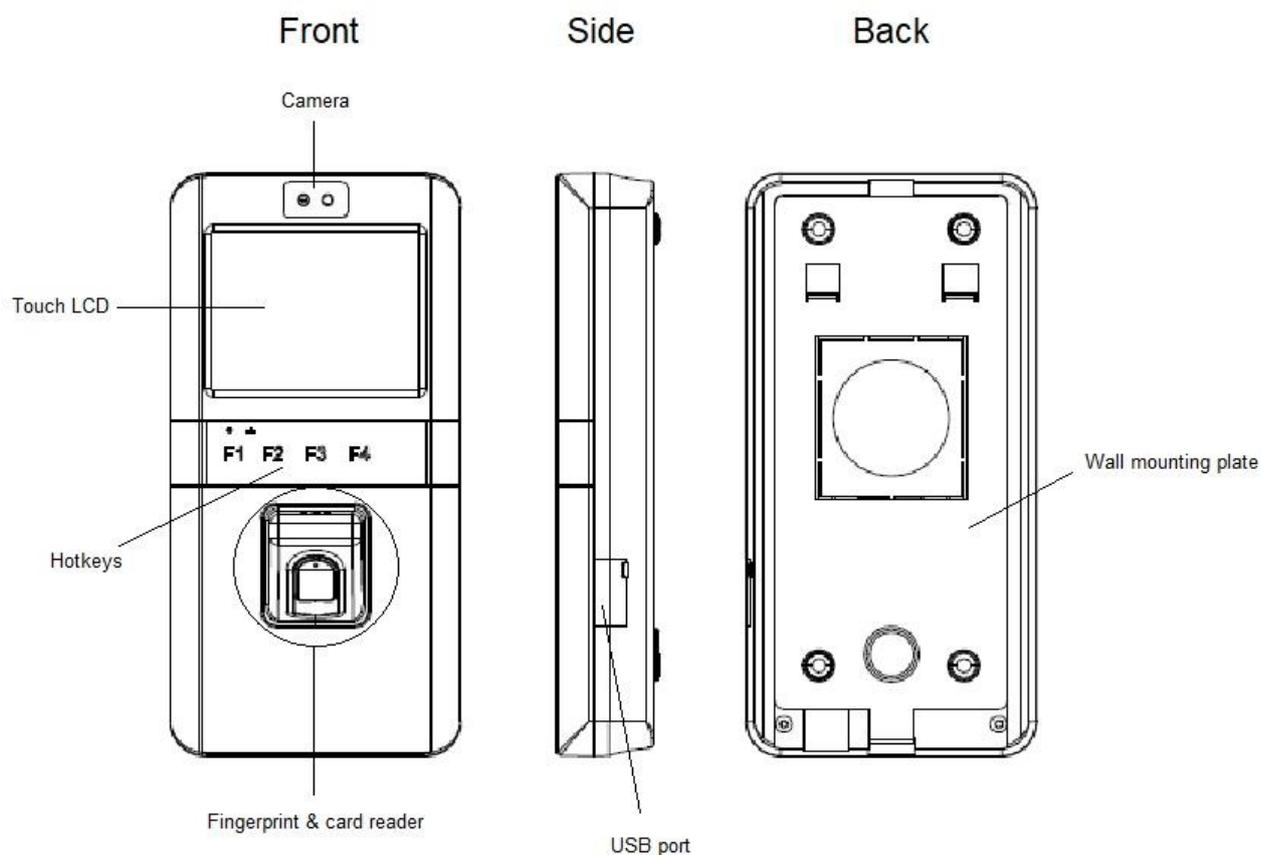


2020/8/18

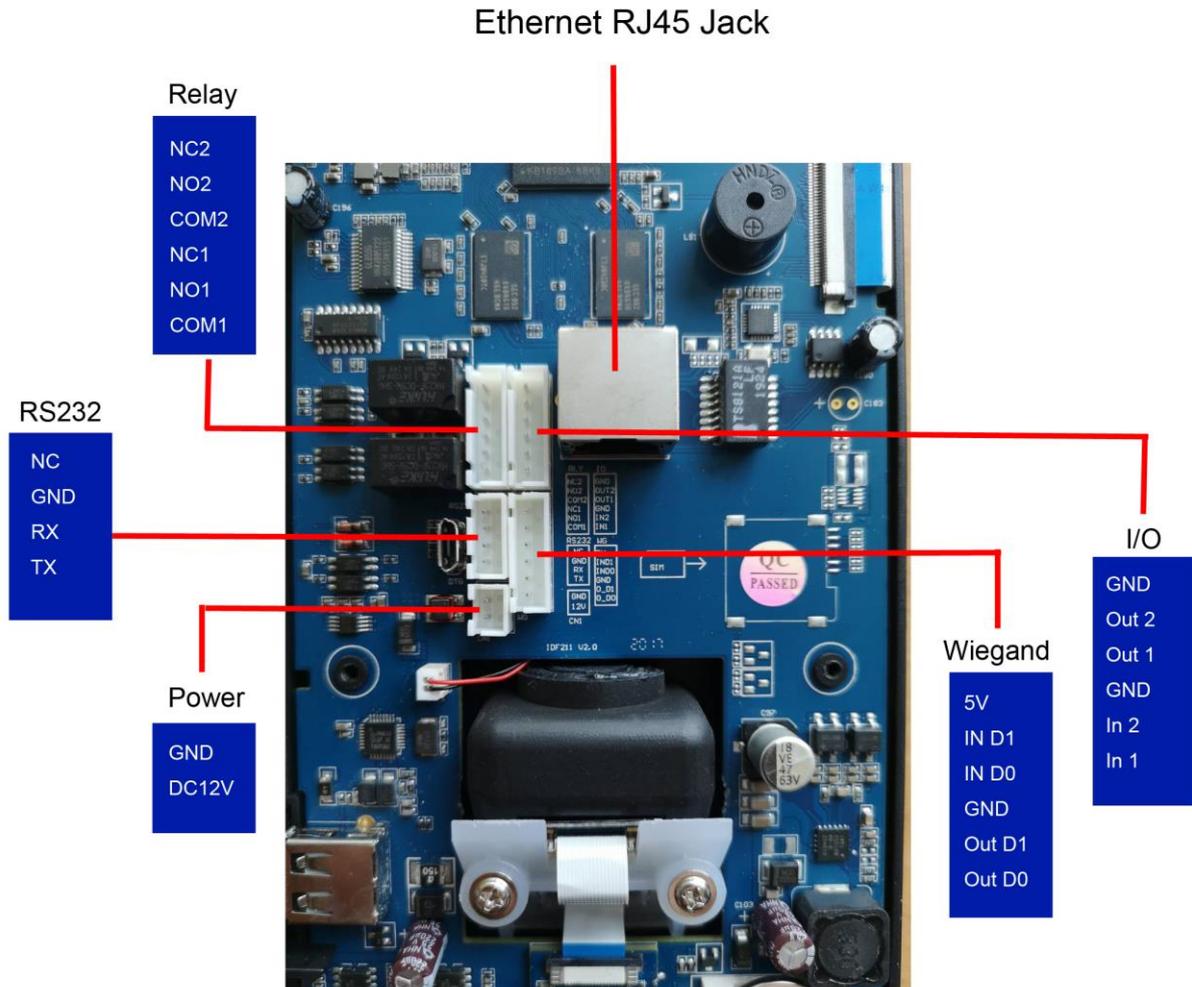
Contents

I. Exterior.....	2
II. Pin Assignment.....	3
III. Basic Settings.....	4
Touch where the “Slide to enter menu >>>” is and slide rightward on IDF211’s touch screen to enter the setting page(menu).....	4
Set Time Zone, Date & Time.....	4
Select Language.....	4
Network Setting.....	5
Persons/Users Management.....	5
Download Data.....	5
Upload Data.....	6
Advanced Settings.....	6
IV. Manage IDF211(s) with Kizone Clocking System(KCS) Application.....	8

I. Exterior

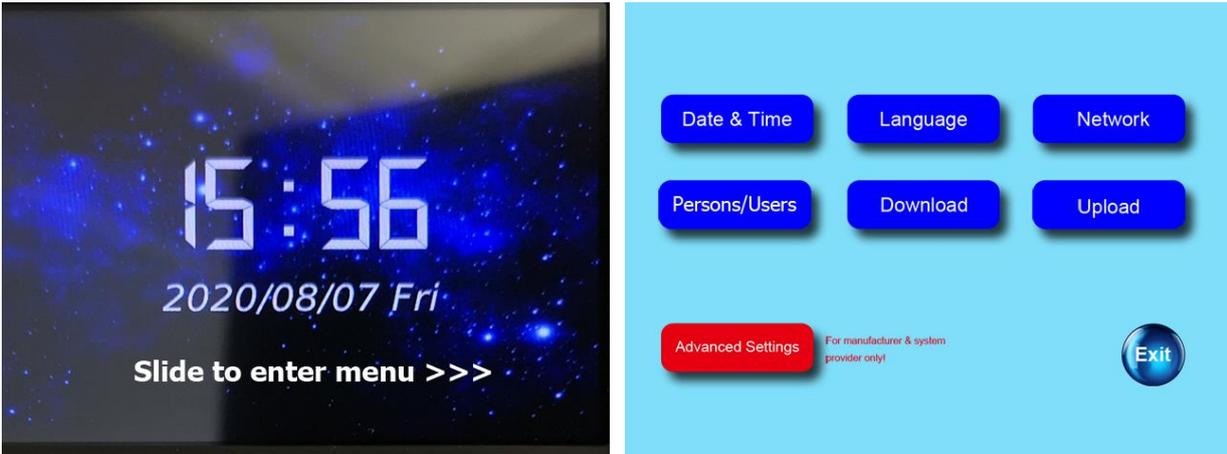


II. Pin Assignment



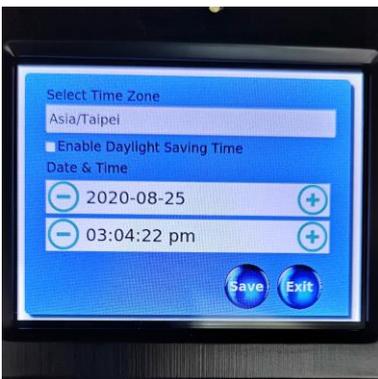
III. Basic Settings

Touch where the “Slide to enter menu >>>” is and slide rightward on IDF211’s touch screen to enter the setting page(menu).



Set Time Zone, Date & Time.

- Touch the Select Time Zone column to open the list of time zones. Select your city or time zone you are located.
- Select to turn on or deselect to turn off the Daylight Saving Time function.
- To change date and time, touch to select target item(ex. year, month, hour, minute, etc.) and press the minus or plus button to decrease or increase figure.



Select Language.

Touch the Select Language column to open the list of languages. Select the one you are using and click Save button.



Network Setting

You have two ways to connect your IDF211(s) to your LAN or Internet. Choose LAN to connect through a cable with RJ45 plug or WLAN through your WiFi.

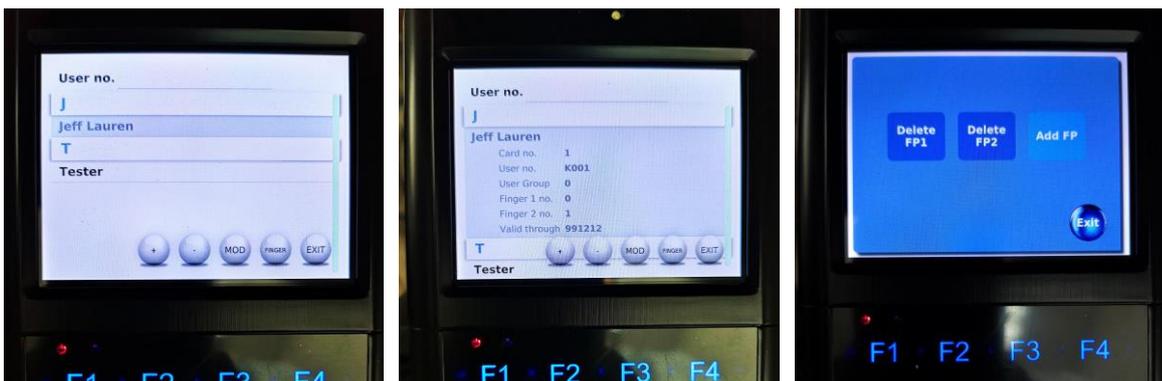
- If you choose to click the LAN button the 2nd screen below will pop up for you to fill out the IP address, Subnet Mask and the Gateway. You may give IDF211 a fixed IP(Manual IP) or let it obtain an IP address from your DHCP server automatically.
- Click the WLAN button if you are to use WiFi. As well as using LAN, the 2nd screen below will pop up for you to fill out same necessary information. Click Save and then Exit to complete this setting.



Persons/Users Management

There are two ways to add persons/users on IDF211. You may use the KCS(Kizone Clocking System) Windows PC-based application to load personnel data massively or, in case you have to, add persons one by one directly on the IDF211.

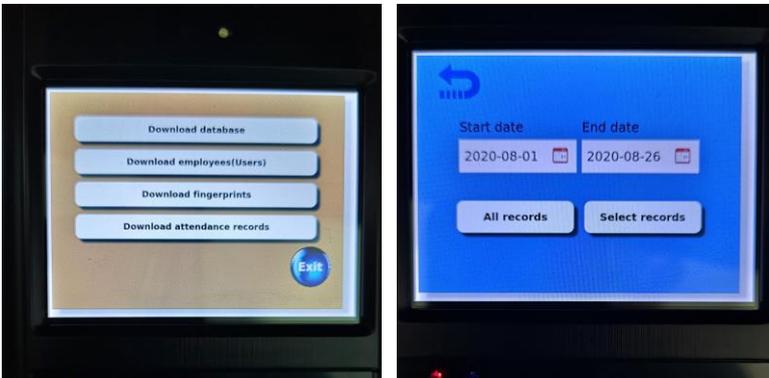
- To add persons through the use of the KCS refer to how to do it with KCS described later in this manual.
- To add persons on IDF211 terminal, click the Persons/Users button to enter the management page(as shown in the 1st screen below). Click the plus(+) button to enter the add person page. You will be requested to fill out the person's Name, User no., Card no. and Department. Once you complete the fillout click the Add User button to save and then the Exit button to leave.
- Clicking on an existing person will open the person's detailed information. To modify data of the person click Mod. To add or delete a person's fingerprints click Finger. By clicking Minus(-) you may delete the person from IDF211.



Download Data

System manager can download following data from an IDF211 terminal using an USB thumb drive:

- Database file: all person/user data including enrolled fingerprints and punch/access logs.
- Employees(Users): Name, User no., Card no., Department, User Group no., access-allowed starts/ends time(in Excel).
- Fingerprints: all persons' enrolled fingerprint data.
- Attendance records: persons/users' access/clocking logs(in Excel). You may choose to download all records or records in selected period.



Upload Data

System manager can upload following data to an IDF211 terminal using an USB thumb drive:

- Employees(Users): Name, User no., Card no., Department, User Group no., access-allowed starts/ends time(in Excel).
- Fingerprints: persons/users' enrolled fingerprint data that you copied/downloaded from another IDF211 terminal.



Advanced Settings.

1. System Info:

- App version.
- Terminal fingerprint capacity.
- Registered user qty.

- Registered fingerprint qty.
- Number of records recorded.
- Number of uncollected records(records that have not been collected by PC-based or Web-based application).

2. Security:

For setting a 6-digit Menu-login password.

3. Clear DB:

For clearing all data from IDF211 terminal database.

4. Clear Fingerprints:

Clear all enrolled fingerprints from IDF211.

5. Factory Reset:

For restoring IDF211 terminal to default settings.

6. System Settings:

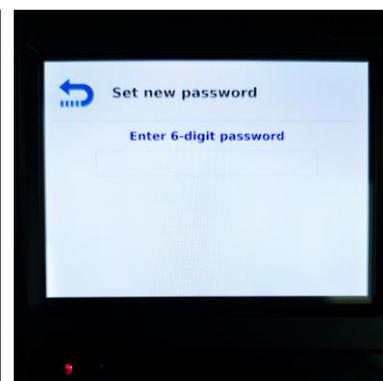
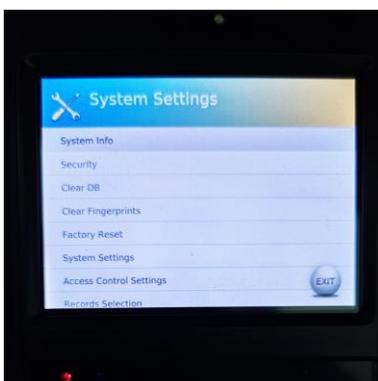
- Set NTP server so your IDF211 time can auto sync with the time server.
- Set personal data display time after a person read a card or fingerprint.
- Set a roof for stored access/punch records.

7. Access Control Settings:

- Select verification type that includes Fingerprint or Card(default), Card only, Fingerprint only, Card + PIN and Card + Fingerprint.
- Unlock door for ____ sec. when door relay is activated.
- Door sensor acts after ____ sec. since door relay is activated.
- Door sensor and Open Button type:
N.O.: normally open
N.C.: normally close

8. Records Selection:

- Select types of records to record on IDF211.
- Set the forbidding duplicate records interval.





IV. Manage IDF211(s) with Kizone Clocking System(KCS) Application

Kizone Clocking System(KCS) provides middle and large enterprises an easier way to manage/maintain multiple Kizone time terminals on their companys' networks from one work station(PC or company server). It offers more advanced employee time and attendance functions and settings than Kizone time clocks' self-contained T&A web app while providing doors access control capability additionally. Main functions include:

1. Management of system administrator and employee accounts.
2. Management of all connected Kizone terminals in the networks.
3. Auto data synchronization between server and clients(time terminals).once KCS starts running. Data collection provides both pulling and pushing modes as choices.
4. Programming of company calendar, employee work shifts, shift tables, leave catogories, leave submission, personal door access authority, etc.
5. Data calculation and report generation. KCS supports generating employee work time report and door access logs.
6. Report generation in preferred formats(.csv, .xlsx or .pdf). KCS also supports exporting raw data in .txt and columns sequence is adjustable.

For operation details please refer to KCS User Manual.