

# Reader Manual

For Models: US15CR / US15C-ID / F305

V.7R

Communications: Ethernet, Wifi

Environment: Operating Temperature: **32° F - 113° F** (0° C to 45° C);

Humidity: **5% - 80%**

Standard Functions: Door Unlock; Bell Schedule (usable, but not compatible with time clock account)

**Proximity Badge Reader - US15CR**

Capacity: Cards: 10,000; Record Storage: 100,000

Display: Display/3 in. TFT color LCD

Power: Power Supply: 12V DC, 1.5A

Dimensions: Height: 5.5 in. Width: 6.5 in. Depth: 2 in.

**Biometric Fingerprint & Proximity Badge Reader - US15C-ID**

Capacity: Fingerprints: 3,000; Cards: 10,000; Record Storage: 100,000

Display: Display/3 in. TFT color LCD

Power: Power Supply: 12V DC, 1.5A

Dimensions: Height: 5.5 in. Width: 6.5 in. Depth: 2 in.

**Facial Recognition & Proximity Badge Reader - F305**

Capacity: Face: 800; Cards: 10,000; Record Storage: 100,000

Display: Display/3 in. TFT color LCD with capacitive touch screen

Power: Power Supply: 12V DC, 3A

Dimensions: Height: 7 in. Width: 4 in. Depth: 2 in.

**Wi-Fi Network Setup** 

**Step One: USB Drive + Computer**

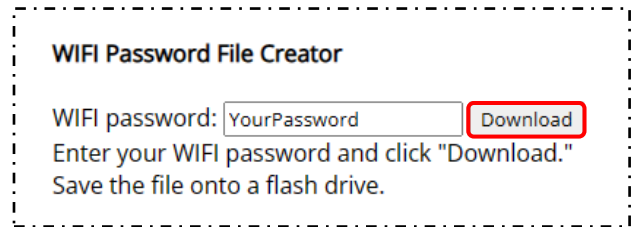
1. Insert a USB flash drive into your computer
2. Log into the time clock account using the **Admin** username
3. Go to **Setup > Fingerprint and Badge Readers**



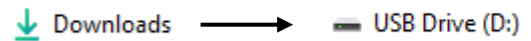
**Reader**

**Fingerprint and Badge Readers** time clock  
hardware that works in real time with the account

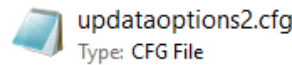
4. Under **WIFI Password File Creator**, enter your network's WIFI password in the text box and click **Download**



5. Move the file from your Downloads folder onto the flash drive



6. Make sure the file is saved as **updataoptions2**  
*This must be exact!*






7. Safely eject the USB drive

**Troubleshooting**

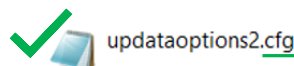
*Your computer warns you about using the file type .cfg* – No need to worry! This file is set up to configure only the reader and will not be dangerous to use on your computer.



*Something is wrong with the contents of the file* – Open the file and make any necessary changes. Make sure the contents are exactly **WirelessKey=** immediately followed by your WIFI password. Save the file. By saving, your file will probably be converted to a .txt.

Now follow the steps below for “Something is wrong with the name of the file.”

-  `WirelessKey=YourPassword`
-  `WirelessKey=_YourPassword`
-  `WirelessKey=YourPassword_`

*Something is wrong with the name of the file* – Close the file, then right click on it to rename: **updataoptions2.cfg**



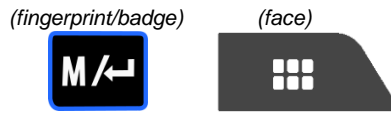
-  `updataoptions2.txt`
-  `updataoptions2.cfg.txt`

Wi-Fi Setup 

Step Two: USB Drive + Reader

1. Insert USB into the reader.

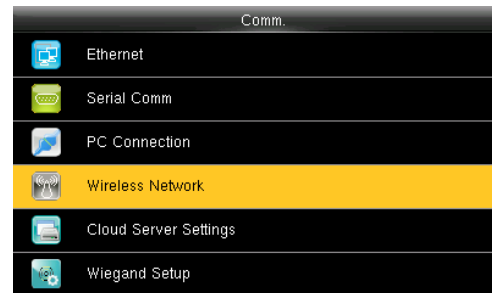
2. Press the menu key to display the menu options.



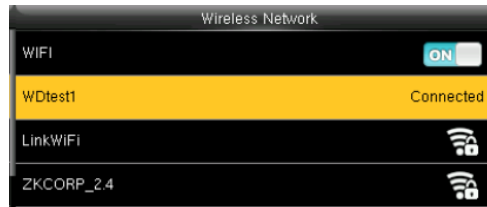
3. Arrow right to **Comm.** and press Enter.



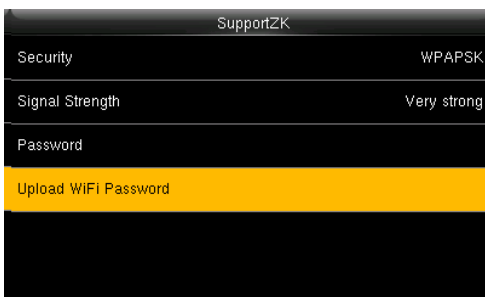
4. Arrow down to **Wireless Network** and press Enter.





5. Choose your network.



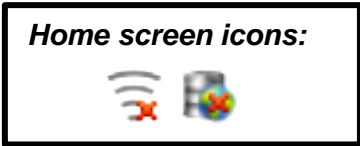
6. Arrow down to Upload WiFi Password and press Enter.



7. As the reader is working on the connection, you can click Esc. until you return to the home screen.

8. Once connected, your reader screen should show   in the top right corner.

WIFI Troubleshooting



When you upload the password, what message does it show?

“Upload is done. Press [ESC] to return.”

Verify you are choosing the correct network.

Verify you are entering the correct password in the .cfg file. Network passwords are case, character, and space sensitive.

Verify there is no space between the “=” and the password.  
*(example below)*

If using MAC address filtering, an exception will need to be made for the device.

“Upload failed disk space is full”

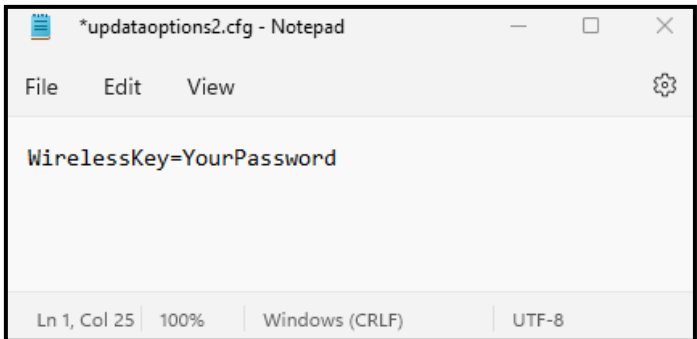
File must be exactly:  
**updataoptions2.cfg**

Verify the file is **not** titled:  
updataoptions2(2).cfg  
updataoptions2 - Copy.cfg

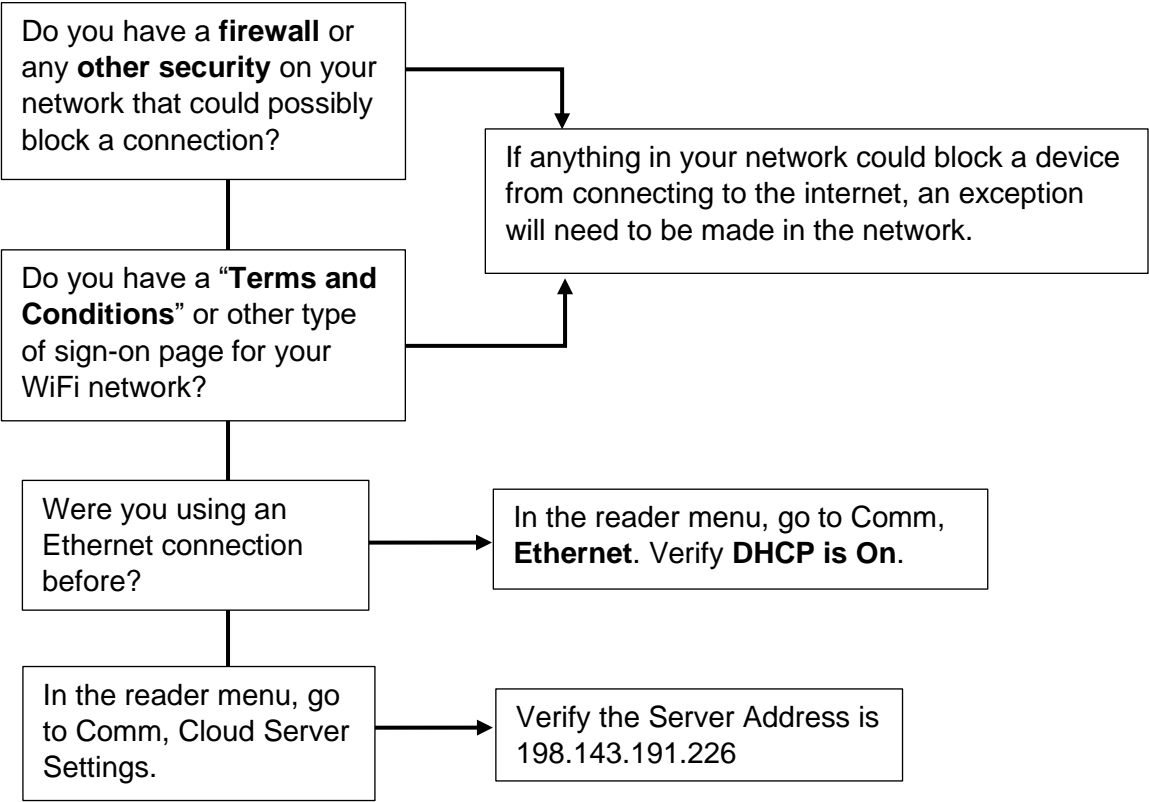
Verify the file has a **.cfg** extension  
*(example below)*

“Error! Invalid data format.”

Contents of file must be exactly:  
**WirelessKey=**  
immediately followed by your network password  
*(example below)*



WIFI Troubleshooting



In the reader menu, go to Comm, Wireless Network to check the **Signal Strength**.

If the signal is not strong, try these things:

- Reboot the reader.
- Move the reader closer to your router.
- Be aware of items in your office that may affect the signal such as water, microwaves, or concrete walls.

## Ethernet Setup



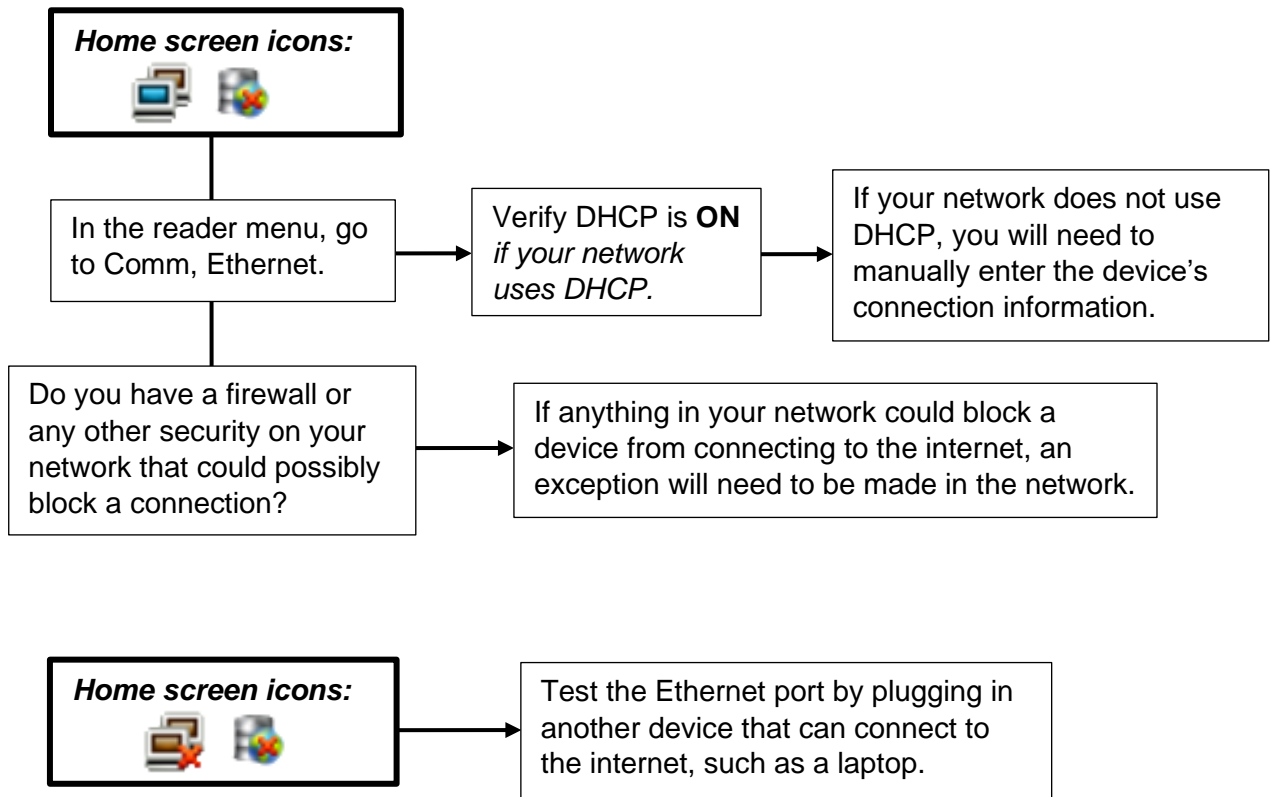
1. Plug the Ethernet cable into the back of the reader and into an active internet port.
2. In the reader menu, go into **Comm > Ethernet**, and scroll down to “**Display in Status Bar**” and choose “**On.**”



3. Go to **Comm > Wireless Network**, and switch to “**Off.**”



## Ethernet Troubleshooting



## Step One: Adding Employees

(Computer)

Setup menu > **Employee Setup**

- ✓ Assign a Username
- ✓ Assign an Employee #
- ✓ Add Employee

If employees will be logging in online to view their time cards, you can leave the password blank to allow them to set their own.

To send log in instructions (for viewing time card or clocking in and out online), enter the employee's email address and click "Send."

Username	Employee #	Password (Optional)	Email (Optional)	Status
<input type="text" value="David Miller"/>	<input type="text" value="27"/>	<input type="text"/>	<input type="text" value="david@legitco.com"/> <input checked="" type="checkbox"/> Send [?]	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated
<input type="button" value="Add Employee"/> ← Click Add Employee				

Assign a **Username** and **Employee #**



Always add usernames to the system first... then download to the reader!

## Step Two: Download Employees

(Computer)

Setup menu > **Reader Download**

- ✓ Add badge number (if applicable)
- ✓ Click "Download"
- ✓ Save Changes

*Multiple Readers:*  
Choose one or more readers at the top.

Select Reader:  
 6695143800010 - North Side  
 BJJH193660001 - South Side

Filter by:  
 Reader Access All Employee All

Employee	Employee #	ID Card	Download	Disable Web Clock In	Fingerprints Enrolled	Reader PIN	Reader Access	Last Download
Admin	99999	<input type="text"/>	<input type="checkbox"/> Download	<input type="checkbox"/> Check All	0	Set <input type="text"/>	User	
David Miller	27	<input type="text" value="4963418"/>	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	0	Set <input type="text" value="1234"/>	User	Feb 2 2023 12:27PM sending to BJJH193660001 Feb 2 2023 12:27PM download to BJJH193660001 completed

Enter badge number printed on the **Card** or **Key Fob**.

**Download**  
 If adding or changing anything on this page... always **Download** and **Save Changes**.

*If blank, the employee has not yet been downloaded to the reader.*

### Optional Settings:

**Disable Web Clock In** – "Reader Only" takes the Clock In/Out button away when the employee logs in on the website. Employee can view their time card, but cannot clock in on a computer or phone.

**Reader PIN** – As an optional backup to fingerprint/badge/face, set a numeric PIN for the employee to use when clocking in on the reader. To clock in with a PIN, the employee will punch in:

**Employee # > Enter > Enter** (again to choose "Password") > **PIN > Enter**

**Reader Access** – See "Security"



While you're still on the website...

**Name your Reader**

To keep your readers straight, give them names based on location.

Setup menu > **Fingerprint and Badge Readers**

Reader Settings

Firmware	User Count	Fingerprint Count	Attendance Count	Local IP Address	Name or Location	Status Email Address
US15C-ID 8.0.4.2-5.3	0	0	75	192.168.43.112	North Side	
US15C-ID 8.0.4.2-5.1.3	1	1	0	192.168.1.201	South Side	

Reader Download

Features
Reports
Setup
Time Card

Select Reader:

6695143800010 - North Side

BJIH193660001 - South Side

*This can help when downloading employees to the reader.*

**Time Zone and DST**

Setup menu > **Fingerprint and Badge Readers**

Reader List

Configuration Read	Last Clock In/Out	Time Synchronized	Command Check	Time Zone
2/8/2023 2:08:21 PM	2/1/2023 5:41:32 PM	2/8/2023 2:09:08 PM	2/8/2023 4:59:42 PM	Central Time (UTC -06:00) <input checked="" type="checkbox"/> Daylight Saving
2/6/2023 4:01:45 PM	7/5/2022 4:51:29 PM	2/8/2023 4:02:42 PM	2/8/2023 4:59:00 PM	Eastern Time (UTC -05:00) <input checked="" type="checkbox"/> Daylight Saving

**Important:**

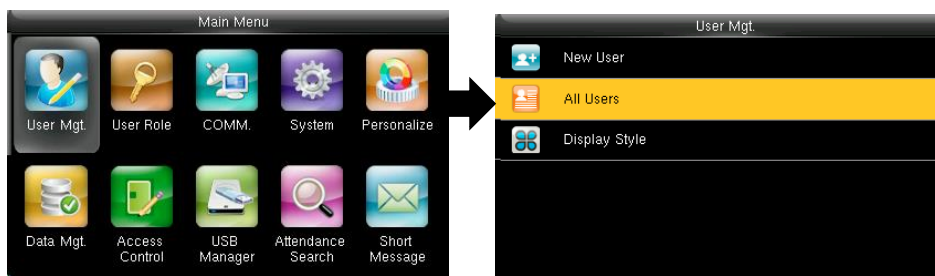
This setting controls Daylight Saving Time for your reader.

Do NOT adjust the Daylight Saving Time setting on the reader.  
(It's set to OFF and that's ok!)

## Step One: Enroll Fingerprints

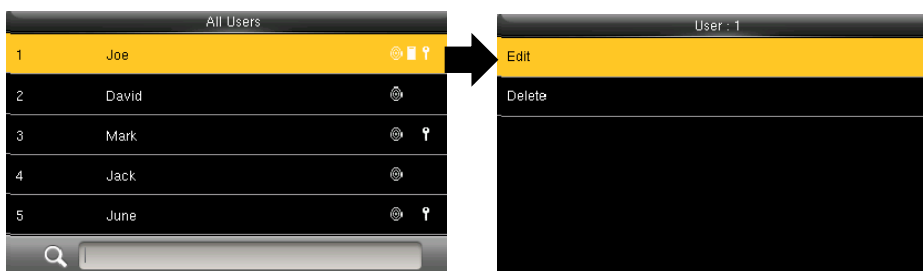
(At the Reader)

Enter ( **M/** ← ) > **User Mgt.** > **All Users**

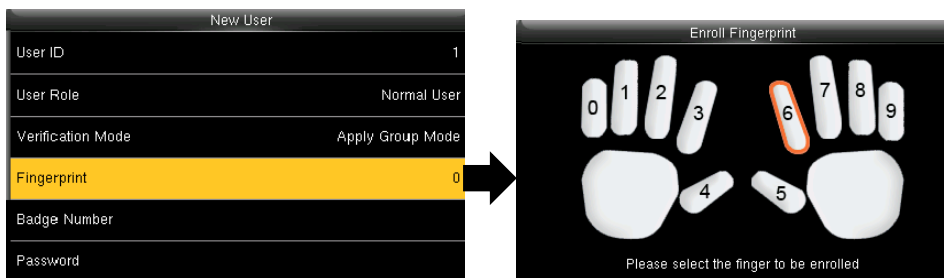


Choose **employee's name**

Choose **"Edit"**



On the employee's Edit screen, choose **"Fingerprint"**



Choose the finger that is being enrolled.

Scan the same finger 3 times.



Make sure quality of read is in the green.

## Step One: Enroll Face

User Mgt. > All Users

Choose **employee's name**

Choose **"Edit"**

Choose **"Face"**

Follow prompts



## Step Two (Multiple Readers): Transfer Fingerprints/Face

If fingerprints or face have been enrolled on one reader, you can send them to another reader from the website.

Setup menu > **Reader Download**

- ✓ Choose the reader at the top
- ✓ Click Download next to employee
- ✓ Save Changes

Select Reader:

6695143800010 - North Side

BJIH193660001 - South Side

Filter by:

Reader Access  Employee

In this example, David has a fingerprint enrolled on the South Side reader, so we'll **check the box** for North Side, **Download**, and **Save Changes**.

Employee	Employee #	ID Card	Download	Disable Web Clock In	Fingerprints Enrolled	Re
David Miller	27	<input type="text"/>	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	1	Set

Save Changes

Optional: Set a restriction so that only designated individuals have access to the reader menu pages.

**To Set Admin Lock**

(Computer)

Setup menu > **Reader Download**

- ✓ Set numeric PIN
- ✓ Check "Download" and Save Changes
- ✓ Set Reader Access to Admin
- ✓ Check "Download" and Save Changes



What it restricts:

- Adding or deleting usernames, PIN's, fingerprints, badges
- Reader display and time settings
- Network settings

**Step One:**

Usernames with Admin access must first have a numeric PIN.

Employee	Employee #	ID Card	Download	Disable Web Clock In	Fingerprints Enrolled	Reader PIN
Admin	99999	4963418	<input checked="" type="checkbox"/> Download	<input type="checkbox"/>	0	Set <input type="text" value="1234"/>

Any username can be set to Admin access on the reader, or you can use the Admin username.

1. Set a numeric PIN

2. Download and Save

Save Changes

**Step Two:**

Now "Admin" is an option under Reader Access.

Filter by: Location  Reader Access  Department  Employee

*Make sure every filter is set to "All"*

Employee	Employee #	ID Card	Download	Disable Web Clock In	Fingerprints Enrolled	Reader PIN	Reader Access
Admin	99999	4963418	<input checked="" type="checkbox"/> Download	<input type="checkbox"/>	0	<input type="checkbox"/> Clear	<input type="text" value="Admin"/>

1. Choose Admin

2. Download and Save

Save Changes

To access the menu now, you will need to make sure to press the Enter/Menu key **before** entering your PIN, badge, or fingerprint. If you don't see the lock image, the reader will assume you're clocking in.

## To Set Enroll Lock

(Computer)

Setup menu > **Reader Download**

- ✓ Set up an Admin first (see previous page)
- ✓ Set Reader Access to Enroll
- ✓ Check "Download" and Save Changes



What it restricts:

- Reader display and time settings
- Network settings

### Step One:

To allow "Enroll" access, you must first set at least one username to Admin access.

Follow the instructions on the previous page to set up an Admin.

### Step Two:

Now "Enroll" is an option under Reader Access.

*Make sure every filter is set to "All"*

Filter by:

Location  Reader Access  Department  Employee

Employee	Employee #	ID Card	Download <input type="button" value="Check All"/>	Disable Web Clock In <input type="button" value="Check All"/>	Fingerprints Enrolled	Reader PIN <small>[What's This?]</small>	Reader Access <small>[What's This?]</small>
Admin	99999	<input type="text" value="4963418"/>	<input checked="" type="checkbox"/> Download		0	<input type="checkbox"/> Clear	Admin ▾
David Miller	27	<input type="text"/>	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	1	Set <input type="text"/>	Enroll ▾

Choose a different username to allow Enroll access.

1. Choose Enroll

2. Download and Save

Save Changes

*Suggested:*  
Set a numeric PIN as a backup.

To access the menu now, you will need to make sure to press the Enter/Menu key **before** entering your PIN, badge, or fingerprint. If you don't see the lock image, the reader will assume you're clocking in.

Important:

Don't ever set up Admin or Enroll access from the reader itself!

Managing access from the Reader Download page is the best way to ensure you won't get locked out of your reader.

There are several options for tracking Projects and Breaks on the reader...



Projects, Breaks, and Worksites can all be set up under the Features menu.

**Reader Assigned to a Project (or Worksite)**

When a reader is set to a designated Project or Worksite, every clock in punch from that machine will log as that Project or Worksite.

Setup menu > **Fingerprint and Badge Readers**

- ✓ Use the Reader Settings table to assign
- ✓ Save Changes

Reader Settings

Name or Location	Worksite	Project	Status B
<input type="text"/>	East Worksite ▼	Project 1 ▼	<input type="text"/>
<input type="text"/>	West Worksite ▼	Project 2 ▼	<input type="text"/>

**List of Many Projects / Breaks**

Track more than 4 Projects or Breaks with a Work Code list.

Setup menu > **Function Keys**

- ✓ Choose Work Code for one of the FKeys
- ✓ Check the boxes for Projects/Breaks to appear on the list
- ✓ Save Changes

Readers  
 6695143800010 (North Side) ▼  
 Firmware: 6.8.0(build1116) Model: US10 Series

*Multiple Readers:  
 Don't forget to repeat  
 these steps for all readers.*

Key	Key Type	Status Key Project	Button Name
F1	Work Code ▼	Default ▼	<input type="text"/>
F2	None ▼	Default ▼	<input type="text"/>
F3	None ▼	Default ▼	<input type="text"/>
F4	None ▼	Default ▼	<input type="text"/>

1. Choose "Work Code" for any of the FKeys.

Work Code List

Project / Break	Work Code	Add To List
Project 1	100	<input checked="" type="checkbox"/>
Project 2	101	<input checked="" type="checkbox"/>
Project 3	102	<input checked="" type="checkbox"/>
Break	104	<input checked="" type="checkbox"/>
Lunch	105	<input checked="" type="checkbox"/>

2. Assign which Projects/Breaks will appear in the list.

Save Changes      3. Save



### Employee Chooses a Project Button

You can assign FKey buttons to 4 or fewer Projects.

Setup menu > **Function Keys**

- ✓ Choose Status Key to activate an FKey button
- ✓ Choose a Project
- ✓ Name the button
- ✓ Save Changes

Key	Key Type	Status Key Project	Button Name
F1	Status Key	Project 1	Project 1
F2	Status Key	Project 2	Project 2
F3	None	Default	
F4	None	Default	

If employees do not choose an FKey, it will clock them into "Work" or their Default Project. Default Project can be assigned in the Features menu: Assign Project or Breaks.

What employees will see:



Employee will press the F1 or F2 button when clocking in.

Project will highlight in orange when selected.

No Fkey selection is needed for clock out.

### Employee Clocks into Break or Lunch

Breaks and Lunches can be assigned to FKeys

Setup menu > **Function Keys**

- ✓ Choose Status Key to activate an FKey button
- ✓ Choose a Break or Lunch
- ✓ Name the button
- ✓ Save Changes

Key	Key Type	Status Key Project	Button Name
F1	Status Key	Break	Break
F2	Status Key	Lunch	Lunch
F3	None	Default	
F4	None	Default	

What employees will see:



Employee will press the F1 or F2 button only when clocking into the Break or Lunch.

For all other punches, employee will not use the FKey before scanning.

Break or Lunch will highlight in orange when selected.

### General

*How do I reboot the reader?*

**Hold the red button** down until it counts down. Wait a few seconds, then press the red button again to power back on.

*If my reader is not working right, should I press the factory reset button on the side?*

**Definitely not!** This will remove important settings, but will not resolve any connection or functionality issues.

### Internet Connection

*I was connected to the internet, and now there's a red "X" at the top of the screen.*

Before doing anything else, **reboot the reader**.

Has something happened to your internet recently? If the power went out or your network was shut off or worked on, it can disconnect your reader. Go back and follow the "Getting Connected to Wifi" steps again to connect with your new network requirements.

*Punches aren't sending to the system.*

Before doing anything else, **reboot the reader**.

If you are seeing a red "X" anywhere on the home screen, the reader has lost connection. Go back and follow the "Getting Connected to Wifi" steps again.

*What happens to punches if the reader is offline?*

Once the reader connects to the internet again, all punches will upload automatically to the system. If you need the punches uploaded before you can get the reader back online, you can manually upload them. Follow the directions on the next page: **Manual Time Import**.

### Employees

*I added an employee in the system, but I'm not seeing them on the reader.*

Log in as Admin on the computer. Go to the **Setup** menu, **Reader Download**. Click "**Download**" next to the employee's name and Save Changes. You should see an alert that says the information has been sent to the reader. You should also see information about the download in the Last Download column.

*My employee is not able to clock in with a PIN. What is he doing wrong?*

Make sure the employee enters his **Employee Number** first, then **Enter** ( **M/↵** ). Choose "**Password**" and enter **PIN**, then **Enter** ( **M/↵** ) one more time. (Employee Numbers cannot start with a "0" or include a letter if using a PIN.)

*Why is my employee having trouble with their fingerprint reading?*

There are several possible causes to a fingerprint not reading, such as dirty or dry hands, a dirty sensor, or faint fingerprints.

1. **Enroll more than one fingerprint.** Go back and follow the "Enroll Fingerprints" steps.
2. Make sure the employee is placing their finger **firmly on the sensor** to show a good, clear read.
3. Have employee wash and **moisturize** their hands.
4. If the problem persists, try setting a **numeric PIN** on the Reader Download page (don't forget to click "Download" before Save Changes!) or assigning a proximity card or key fob to that employee.

### Access

*When I try to access the menu, there's a picture of a lock.*

This means there is an Admin lock. If there should not be an Admin lock, go to the Setup menu: Reader Download and set everyone to "User." Make sure to **Download** any username that changed before saving changes.

*I'm trying to get into the menu as an Admin, but it just says "Punch Accepted."*

Make sure to press the **Enter** ( **M/↵** ) key or menu key before entering PIN or scanning finger, badge, or face.



If your reader falls offline, punches will be stored and automatically sent to the system once the reader is reconnected to the internet.

However, time can be imported into the system manually, if necessary.

## Step One: Download Attendance Data

1. Plug USB into side of reader
2. Enter the Menu
3. USB Manager
4. Download
5. Attendance Data



## Step Two: Upload Attendance Data

1. Plug USB into computer
2. Log in as Admin
3. Setup menu, Fingerprint and Badge Readers
4. Click the "Upload Time Punches" link
5. Follow Directions

*(Multiple Readers: Make sure you choose the correct reader)*

### Advanced Help

- [Upload Time Punches](#)
- [Remove Fingerprints/Face](#)
- [Connection Reset](#)

## Step Three: Delete Attendance Data

1. Plug USB into side of reader
2. Enter the Menu
3. Data Mgt.
4. Delete Data
5. Delete Attendance Data

