

SMART CARD ATTENDANCE SYSTEM

SMART CARD ATTENDANCE SYSTEM
OPERATION MANUAL

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1. Introduction

Starlink smart card attendance system is a contactless attendance system. When you need to take attendance, you just show the smart card from a distance of max 60 mm in front of machine and data of the card will be stored in the machine.

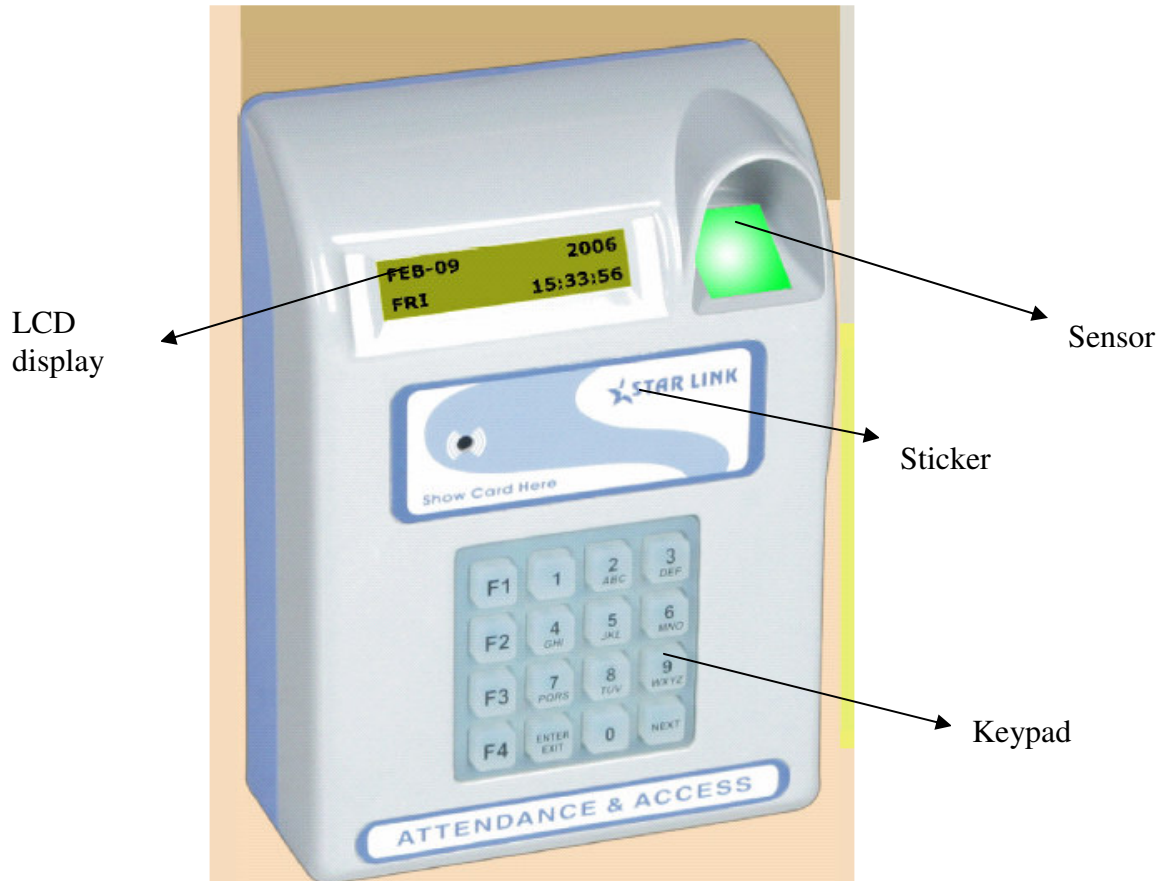


Figure -1: Smart Card Attendance

Starlink smartcard attendance system is a networking based attendance system with TCP/IP protocol. Smartcard attendance has memory of mother board which is 2MB and you can store 62,500 recording in this system.

2. Keys of smartcard machine

There are four kinds of keys in the smartcard attendance system which is give below:

F1	1	2 ABC	3 DEF
F2	4 GHI	5 JKL	6 MNO
F3	7 PQRS	8 TUV	9 WXYZ
F4	ENTER/ EXIT	0	NEXT

- Functional keys (F1, F2, F3, F4)
- Numeric keys (0 to 9)
- Enter /Exit Key
- Next key

There are total 16 keys on the key board.

3. Application system modes

There are two types of modes in smart card attendance system:

- Normal mode
- Administer mode

3.1 Normal mode

Normal mode is also known as Date Time Mode. It is a readable mode i.e. you can only read the information in this mode. In the normal mode there is only one functional key F3 which you can use.

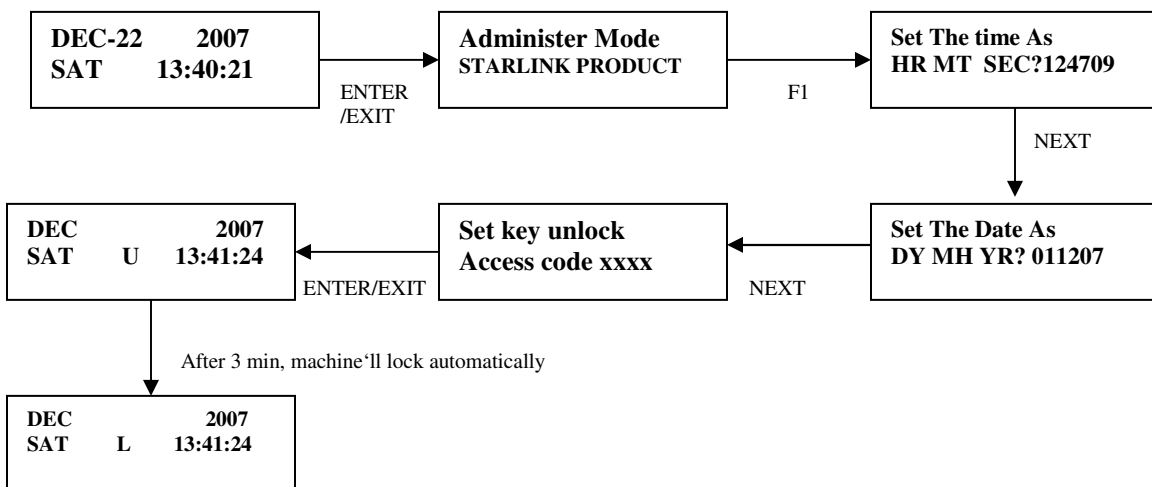


Figure 1: Sequence Operation from Normal Mode to U Mode or L Mode

You can take following steps to go to U and L mode from normal mode:

1. Date time mode
2. Press key ENTER/EXIT to switch the administer mode.
3. Press key F1 to switch for setting the time.

4. Press key NEXT to switch for setting the date.
- 5 press key NEXT to switch for setting the password for unlock the access code.
6. press key NEXT to come out in administer mode and then press key to come out in U mode.
7. After 3 min machine will automatically come to L mode.

3.2 Administer mode



Press key “ENTER/EXIT” to switch from normal mode to administer mode.

4. Functionalities of Keys

Functionality of keys is discussed in both normal mode and administer mode below.

4.1 Normal Mode:

To proceed, press F3. Keys. Don't use Keys F1, F2 and F4 in normal mode.

Functionalities of key F3: Key F3 is generally used for find out the following features :Memory used, date of firmware and machine no., Firmware version, IP address, Network address, Gateway address, MAC address, SMART CARD-W/A, Boot loader

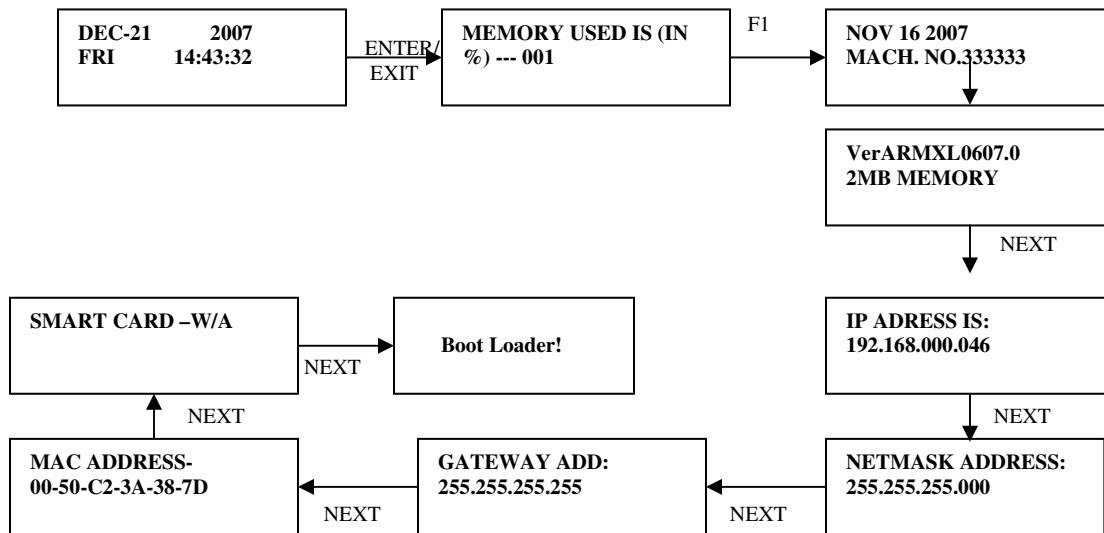
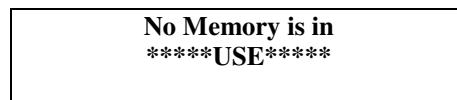


Figure 2: Sequence Operation of Key F3 in Normal Mode

4.1.1. Memory Used

You can see how much percentage memory has been used in machine.
If memory is empty (or no memory is used), LCD will appear as:



4.1.2. Firmware Release Date and Machine Number

You can see date of firmware and machine number of the machine.

4.1.3. Firmware Version

It shows Version of the firmware and the capacity of machine memory which is 2 MB.

4.1.4. IP Address

Starlink attendance system is a networking based attendance system with TCP/IP protocol. If you want to change IP Address, switch to functional key F2 in administer mode.

4.1.5. Netmask address

You can see the netmask address of the machine.

4.1.6. Gateway address

You can see the gateway address of the machine.

4.1.7. MAC Address

You can see the MAC address of the machine. It's a unique address of the LAN card for every machine.

4.1.8. SMART CARD –W/A

SMART CARD is the name of the machine. W/A stands for WRITER, which indicates smart card machine with writer facility.

4.1.9-Boot Loader

Bin file of assembling program can be uploaded through Boot loader. Now entering 4 digits password, Machine will go to boot loader mode. Password will be provided by starlink support engineer.

4.2 Administer Mode:

You can use keys F1, F2, F3 and F4 in administer mode.

4.2.1. Functionalities of Key F1

This functional key is used for setting date, time and access code of the attendance system

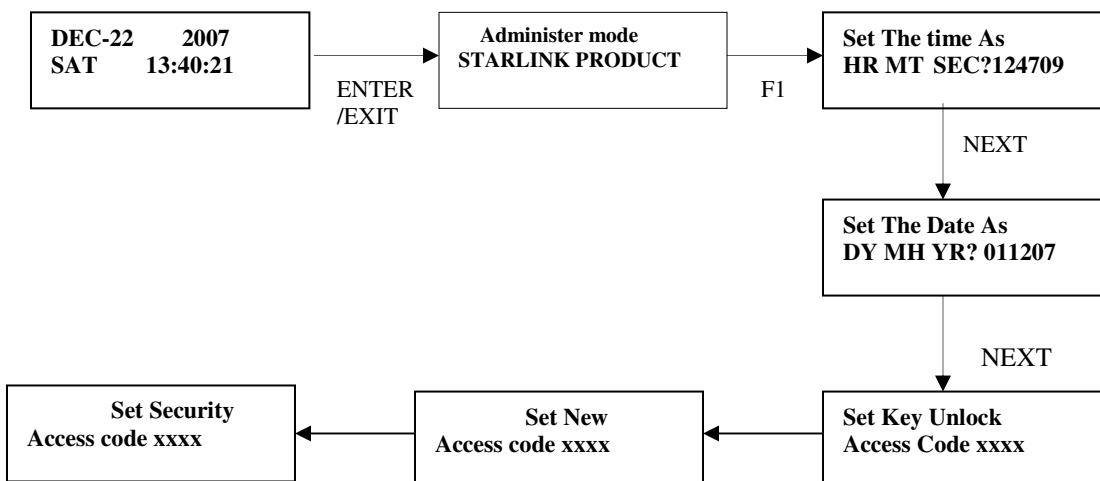


Figure 3: Sequence of Operation of Key F1 in Administer Mode

i. Set The Time

Starlink attendance system has a 24 hours mode quartz real time clock. You can set time in Hour, Minute and Second in HR MT SEC .i.e. 124709 mean 12 pm 47 min and 9 second.

ii. Set The Date

You can set date in date, month and year in DY MH YR format. i.e. 011207 means 1st Dec 2007.

iii. Set Key Unlock

Starlink attendance system has one more characteristic which is access code for security. You can set three security codes and lock the machine and nobody can operate the machine without entering these codes.

You can set access code for security to unlock the keypad in normal mode. Access code is a four digits numeric code 0-9. Access code should be neither less nor greater than 4 digits.

Note: you can see U or L mode through setting this code.

iv. New Access Code

You can set this code to lock the administrator mode. Set new access code should be neither less nor greater than 4 digits. If you don't want to change the access code, just press key "NEXT".

v. Set Security Access Code

You can set this security code to access the functional keys in administrator mode. Security access code should be neither less nor greater than 4 digits. After setting security access code, the system will switch to administrator mode.

4.2.2. Functionalities of key F2

This key is used to set the attendance backup for months, LCD power saving, masking of the cards, buzzer, ID address, netmask add and gateway address.

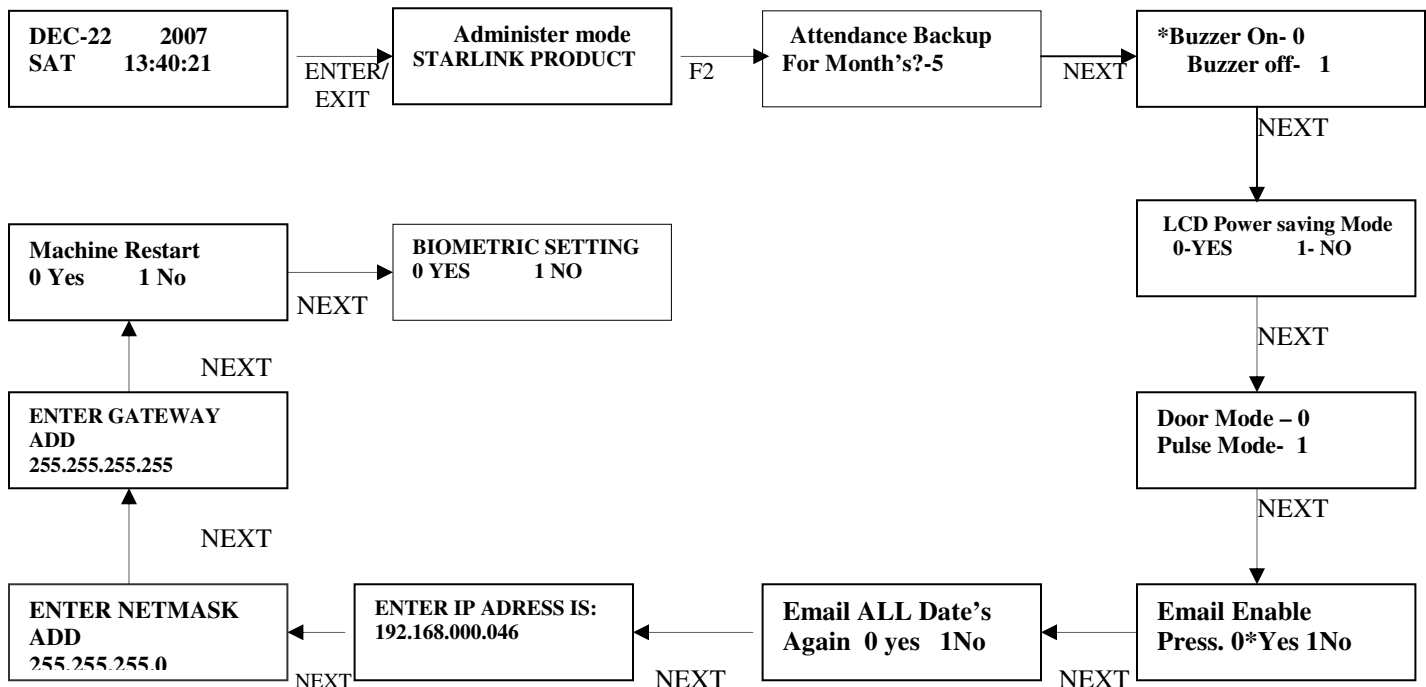


Figure 4: Sequence of Operation of Key F2 in Administer Mode

i. Attendance Backup

This function is used to take the backup of the attendance data in months. You can enter months in numeric 1 to 9.

- If you set 0 in months, it means data of attendance will be stored till then memory of system will be full and LCD display shows memory is full.
- If you set 5 in month backup of attendance will be for 5 months. After that data will automatic erase from the memory of the system.

ii. Buzzer On and Off

Starlink attendance system has a piezoelectric buzzer for keypad sound. If you want to set the buzzer of the attendance system,

- Press 1 to set the buzzer off
- Press 0 to set the buzzer on

*mark in front of buzzer indicates the active state of the buzzer (on/off)

iii. Masking

Starlink attendance has a special feature which is masking.

If you want to permit the card in machine, press key “0”.

If you don’t want to permit the card in machine, press key “1”.

iv. LCD Power Saving

This feature is used to save the power of the machine.

- If you press key”1”, the machine will not save power. Light of LCD display will always be on.
- If you press key“0”, the machine will save power. Light of LCD display will be off after duration of 3 minutes.

*mark in front of either on and off indicates the active state (on/off).

v. Door mode/Pulse mode

You can use this option in access control process and used to connect and disconnect the electro magnetic lock.

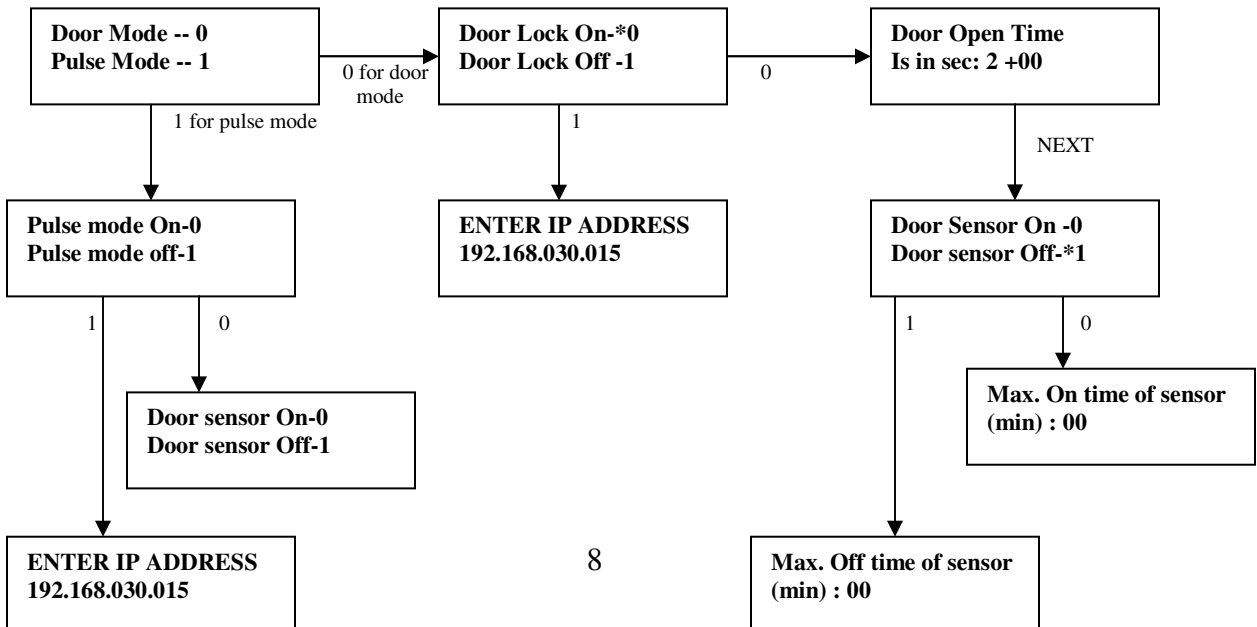


Figure 5: Sequence Operation of Door Mode and Pulse Mode.

Door mode:

- If the door lock system is on, it will ask for the Door Open Time (door open time is the time taken by the system to close the door).
- Door open time is in seconds.
- By default the door open time is 2 seconds.
- Maximum time we can set is i.e. 2+ (by default) + 99= 101 sec.

Pulse mode:

You can set a particular time of 0.5 sec in pulse mode to connect or disconnect the EM lock. It is used for tripod.

vi. IP Address:

Starlink attendance systems are networking base attendance system with TCP/IP.

You can set IP address on LCD display i.e. 192.168.030.015.

- This IP address should be unique.
- Key “NEXT” is used to switch to the next number.
- To directly go to the next operation press key “ENTER/EXIT”.

vii. Netmask Address:

You can see the netmask address of the machine.

viii. Gateway Address:

You can see the gateway address of the machine.

4.2.3. Functionalities of key F3

This key is used to reset the whole system, like variable, card list and reset the punching data.

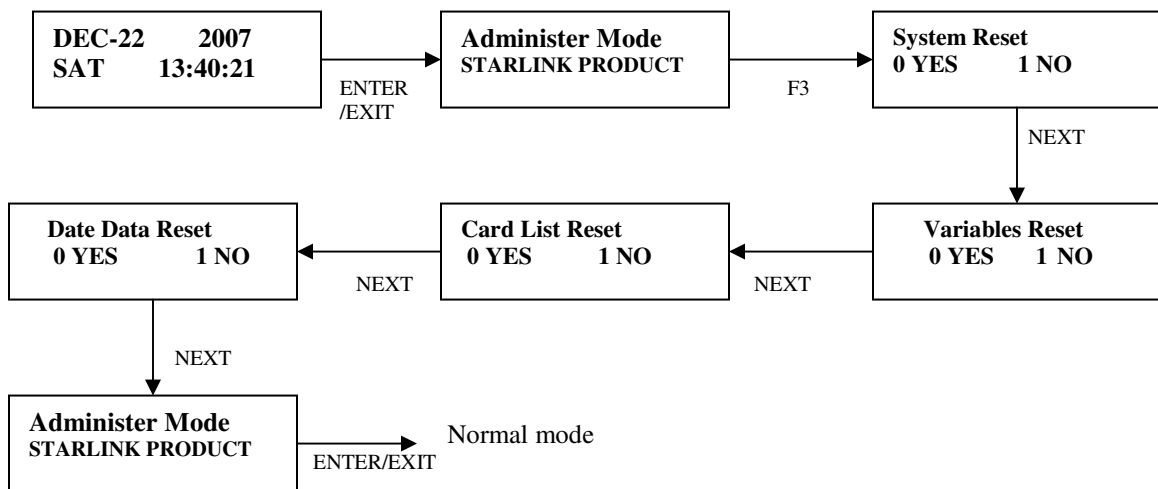


Figure 7: Sequence of Operation of Key F2 in Administer Mode

i. System Reset

You can reset the whole system through this option.
If press key “0”, system will reset and all data will be deleted.
If press key “1”, system will not reset.

ii. Variable Reset

If you press key “0”, LCD display shows

Card List Reset
0 Yes 1 No

iii. Card List Reset

You can delete card list only.
If you press key “0”, LCD display shows

Date Data Reset
0 YES 1 NO

iv. Date Data Reset

You can use this option to delete the punching data from the machine.
If we press key “0”, punching data will be erased.
If we press key “1”, punching data will not be erased.

4.2.4. Functionalities of key F4

These functional key is for making

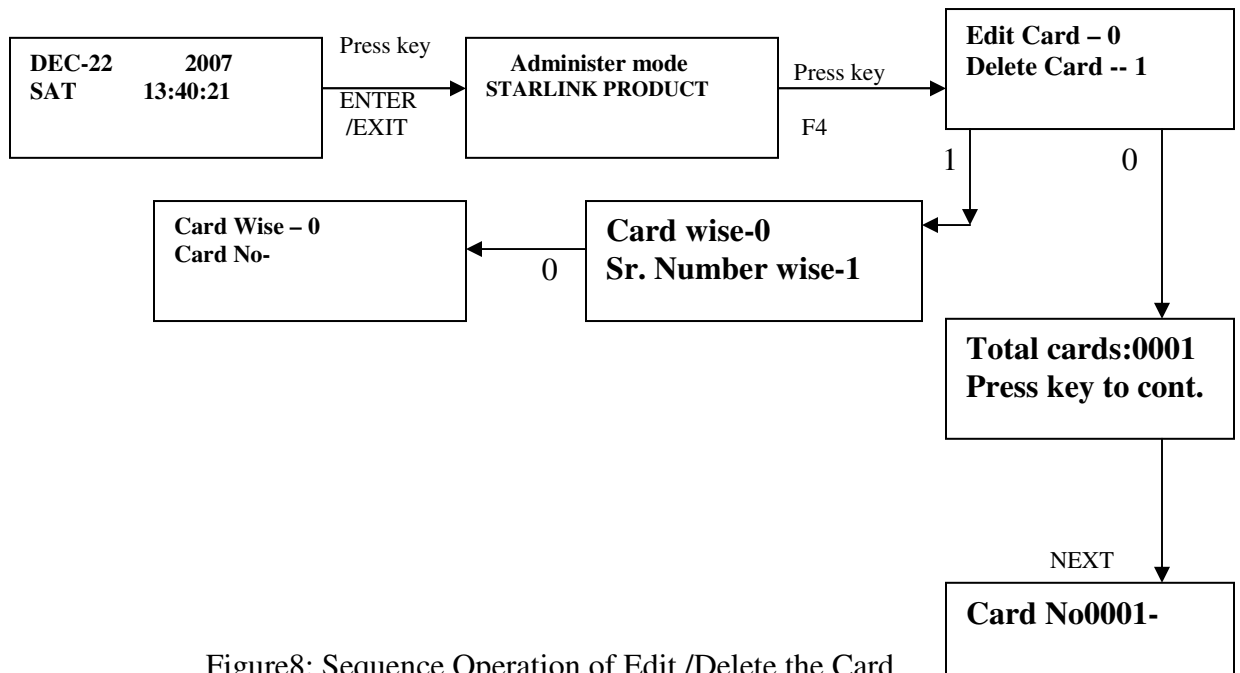


Figure8: Sequence Operation of Edit /Delete the Card

Edit the card:

- Enter key “ENTER/EXIT” to switch to administer mode.
- Press key “F4” to switch to edit the card and delete card.
- Press key 0 to edit the card. LCD display shows number of cards have been registered in the machine

TOTAL CARDS: 0004
Press Key to cont

Press key “NEXT” to switch the next operation

Enter the card number and press key “NEXT”

Card No0001-
To Enrole - NEXT

ii. Delete the card:

- Enter key “ENTER/EXIT” to switch to administer mode.
- Press key “F4” to switch to edit the card and delete card.
- Press key 1 to delete card. LCD display shows

Card wise – 0
Sr. Number wise --1

You can delete the card through card number and sr. number wise.

If you press key “0”, LCD display shows

Card wise - - 0
Card No. --

Enter the card number and press key “NEXT” to delete card.

If you want to delete card through sr. no then press key “1”, LCD display shows

Card No. 1111111
To Erase Press F4

Card No: 1111111
USER DELETED