User Manual

Time and attendance recorder

CTR12

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Specifications:

- **Warranty:** 1 year
- **Model:** CTR12
- **Material:** ABS+PC
- **Verification Type:** Fingerprint, Password, 125kHz RFID Card
- **Frequency of Compatible RFID Accessories:** 125 kHz Key Fobs and Cards
- **Max number of employees in the base:** 1000
- **Max number of administrators in the database:** 10
- **Max. number of fingerprints in the database:** 1000
- **Max. number of entries in the database:** 1000
- **Max. log capacity in the database:** 100,000
- **Number of buttons:** 16
- **Display:** 2.4 inch, TFT LCD
- **Supported drives:** USB FAT32
- **Connectors:** USB
- **Access Control:** Relay Output
- **Magnetic Input:** One-way Output
- **Ring/Alarm:** Local Transmission or Relay Output
- **Wiegand Input/Output:** WG26/WG34
- **Operating Voltage:** DC12V
- **Resistance:** IP54
- **Error rate:** 1/1,000,000
- **Operating Temperature:** 0~60
- **Operating Humidity:** 20~80%
- **Device dimensions:** 19.2 x 8.5 x 3.7 cm
- **Package dimensions:** 22.5 x 11 x 5.3 cm
- **Device weight:** 250 g
- **Package weight:** 310 g

Features:

- **Verification Type:** Fingerprint, Password, RFID Card/Key Fob
- **RFID technology:** Yes
- **Max number of employees in the base:** 1000
- **Communication:** USB
- **LAN:** No
- **Extra battery:** no
- **Power supply:** 12V
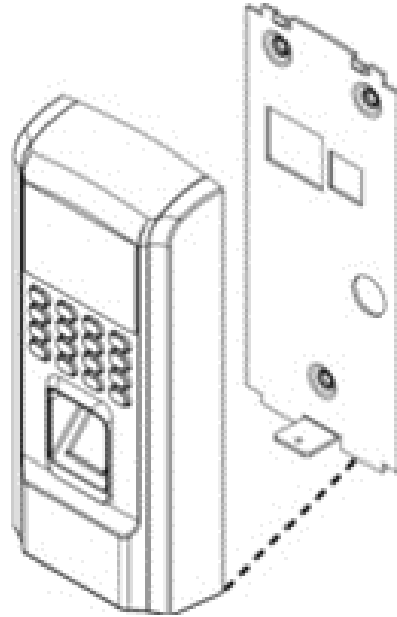
Set contents:

- CTR12 Time and Attendance Recorder
- Communication tape for access control (20 cm)
- Mounting pins and screws
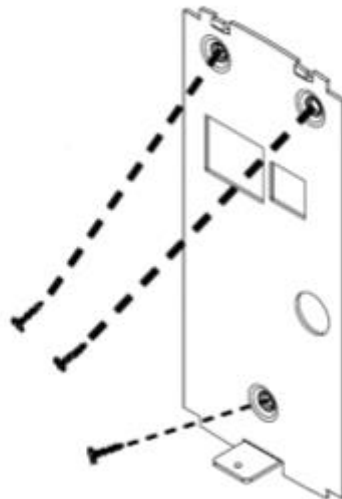- Original user manual

Mounting to the wall:
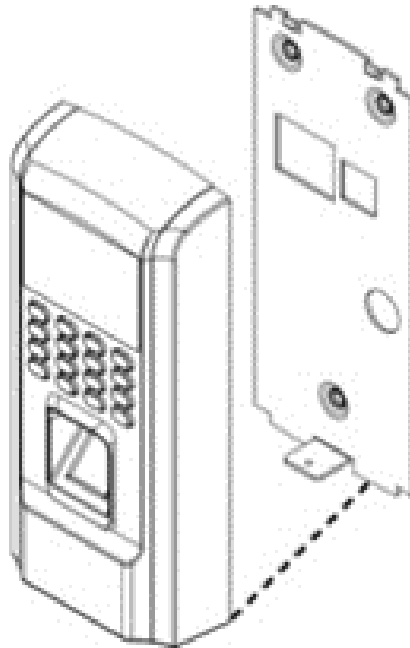
1. Remove the bottom screw with a screwdriver
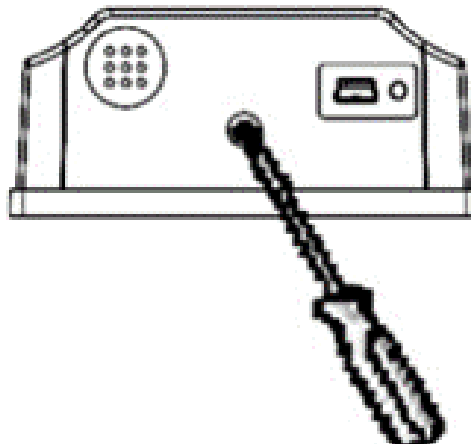
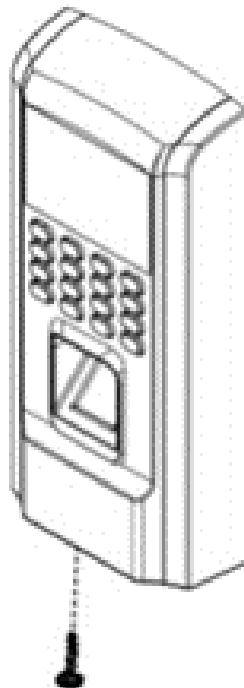## 2. Remove the back cover from the device

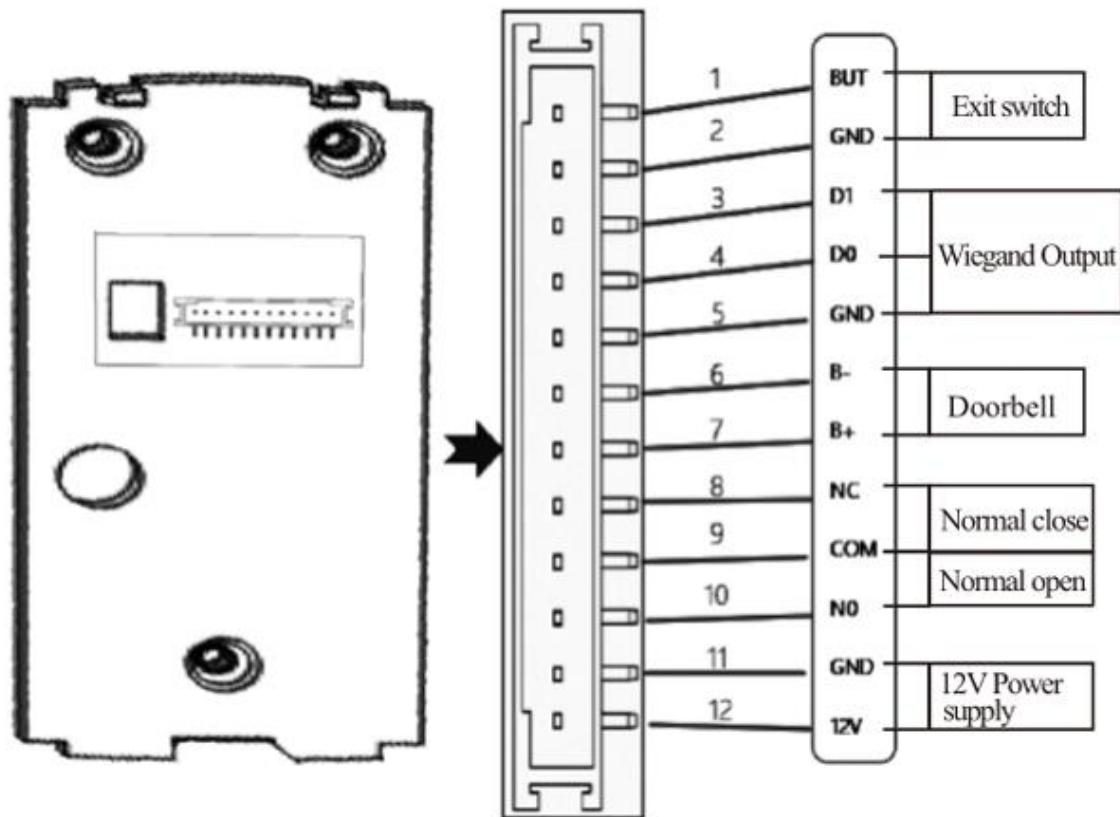## 3. Align the holes drilled in the wall and screw the back cover to the wall with screws

4. Install the device on the back cover

5. Lock the back cover with the bottom screw

Description of access control interface:

Pin	Signal	Function
1	BUT	Exit switch
2	GND	
3	D1	Wiegand Output
4	D0	
5	GND	
6	B-	Doorbell
7	B+	
8	NC	Normal close
9	COM	
10	NO	Normal open
11	GND	12V Power supply
12	12V	

Access settings:

Press [M] key to enter the main menu, press T key to select "Setting", press [OK] key to enter the interface, and then select "Access", which can set door open time, anti-disassembly alarm, doorbell function and other settings.

Buttons and Function Description:

ESC – Cancel or exit the current settings

MENU ← – Entering menu management, deleting characters when entering the text box

OK – Confirm your current settings

🔔 – Character type switching/ringer function

▲ – Move the cursor up

▼ – Move the cursor down

0-9 – Entering numbers and letters

Shift work time settings:

1. Press [MENU] and enter the main menu,

press ▼ to select "Attend. Rules" ->"Shift" -> "Shift 1" (up to 10 shifts can be set)

1. Press the [OK] button to enter the hour modification option. Use the ▼ and ▲ buttons to select the numbers you want to modify. On the left are the shift start times and minutes, and on the right are the shift end hours and minutes. After changing the value in the selected field, press [OK] to confirm the changes. To exit the settings, press [ESC].

EXAMPLE:

The company works in a single shift mode without overtime, morning check-in time 08:00, afternoon end time 17:00, employee drop-off 2 times a day.

Setting for Shift 1 as below

Time1 8:00-17:00
Time2 0:00-0:00
Overtime 0:00-0:00

Note: In case there are no more shift options, Shift1 is by default.

Setting the department names:

Setting department names

Press [MENU] and enter the main menu. Press ▼ to select "Attend. Rules" and press the [OK] button to enter. Press V to select "Department" and press [OK] to enter the department modification interface. Select your department with the arrows and the [OK] button to enter a new name, then press the [OK] button to save.
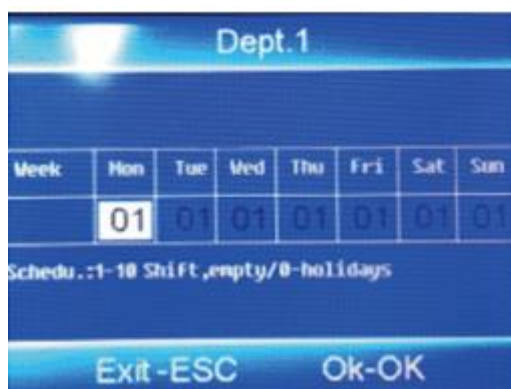
Set changes for a department

Press [MENU] and enter the main menu. Press T to select "Attend. Rules" and press the [OK] button to enter. Press ▼ I to select "Department" and press [OK] to enter

to the department modification interface. Then select Shift1 to display the Zm1an settings interface for the department and days of the week. Numbers 1~10 indicate the Shift from 1 to 101 respectively, position 00 means holidays.

Note: When shift work is complicated or the department's schedule doesn't meet your requirements, we recommend that you download the attendance setup form to set up shifts and schedules for workers.

Attendance policy settings:

Press [MENU] to enter the main menu, press ▼ to select "Attend. Rules".

From this level you can set m.in:

- company name,
- shift work and departmental arrangement,
- Alarms
- permissible time of delays,
- Acceptable early exit time
- Repeated incorrect attendance time

Adding employees:

1. Press [MENU] to enter the main menu, select "Employee" and press OK. To add a new employee, select the "Enroll" option.

2. After filling in all the data - ID (each subsequent number is assigned automatically), user name and associated department, go down to the "Enroll" key with the arrows, confirm [OK], and then exit [ESC]. To enter the employee edition, you need to go back to the "Emloyee" menu and select the "Browse" option. After entering, you can use the arrows and the [OK] button to select the desired employee to configure its options:

- **ID:** The number assigned automatically by the system (up to a maximum of 1000 employees can be added).
- **Name:** Ability to edit username

- **Finger:** Ability to add the employee's fingerprint by reading it 2 times. To delete stored prints, enter this option and press [MENU].
- **Card:** An RFID card can be assigned to an employee.
- **Password:** A maximum 6-character user password can be set.
- **Dept:** Ability to select department affiliation.
- **Authority:** press [OK] to select user permissions.

Downloading and viewing attendance reports:
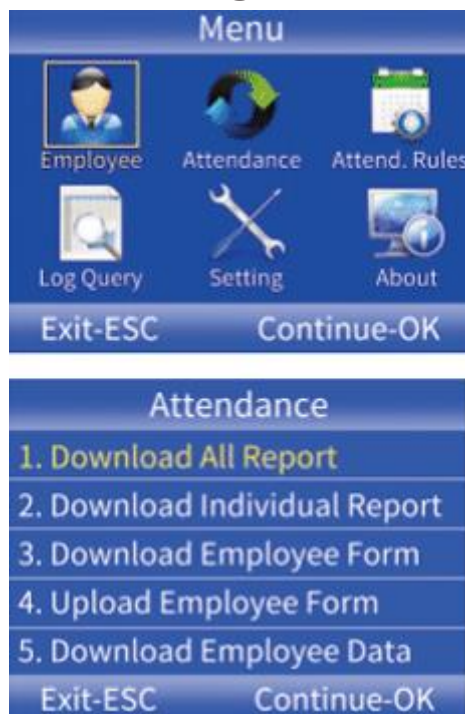
1)Connect an external drive or flash drive to the DVR's USB port.

2)Press [MENU] to enter the main menu, then press v to select "Attendance"

3) Use the Select Reports ▼ to Download button, press the [OK] key to enter the report download interface, enter the time period you want to generate the report from, and press the [OK] key to download it.

Remark:

Downloading reports on an external drive or flash drive requires FAT32 formatting. If the recording device does not recognize the disc, first format the disc to FAT32 format, and then reconnect it.