

## K Series User Manual for K40/K14

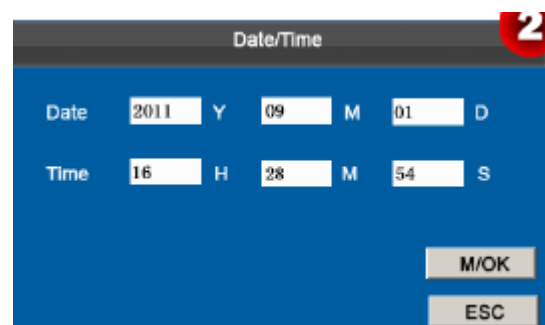
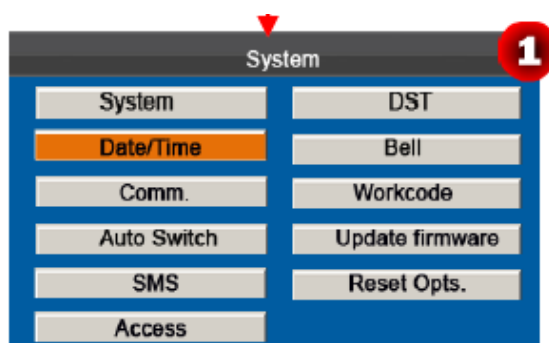
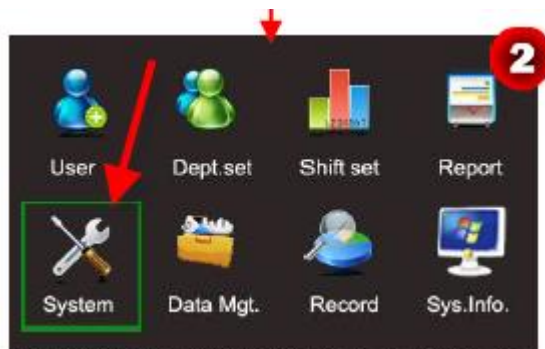
1. Need to Change Date and time
2. Need to Add Users
  - a. Edit users
  - b. Delete Users
3. Need to Set IP Address
4. Download Logs In Pendrive
  - a. Delete Log
  - b. Delete Data
  - c. Clear Admin
  - d. Upload users
  - e. Download Users
5. Download reports in Pen drive



### 1. Change Date and Time

- a. Press Button M/OK for 2-3 seconds
- b. Press System
- c. Press Date & time
- d. Put the Current date and time
- e. Press M/Ok ( Saving the Data)

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## 2. Adding New Users

- a. Press **M/ok** Button 2-3 Seconds
- b. Press **Users Mgt**
- c. Press **Add Users**
- d. Type Device Id: .....
- e. Type Name : .....
- f. Press on **Enroll FP** ( for Finger print Sample)
  - i. Add Finger Three Times ( it should be Same finger)
  - ii. *If need backup finger for same staff then Press **Enroll FP***
    1. Add another Finger three Times
- g. Press on **Enroll PWD** ( if Password is needed)
  - i. Type password
  - ii. Re type password
  - iii. Press on OK
- h. Press on **Enroll Card** ( if Card needs to be shown)
  - i. Show RFID Card
  - ii. Press **M/OK**
- i. Purview: **Users** ( this is Default for normal staff, if any staff need to block the admin section of device then put Administrator Instead of **Users**)
- j. Press **M/OK**.

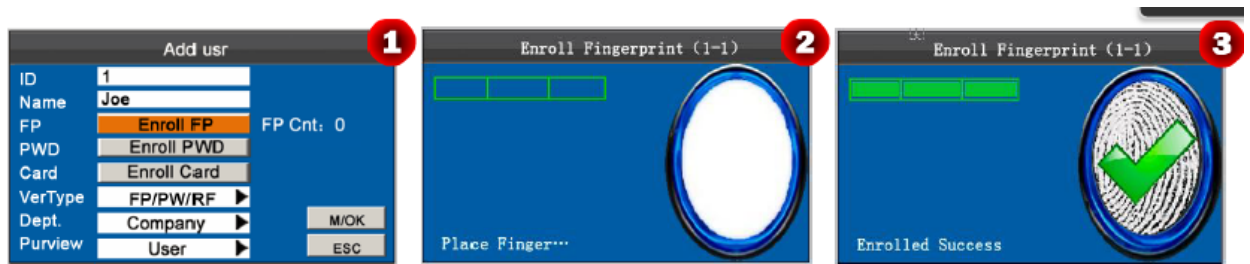
Images

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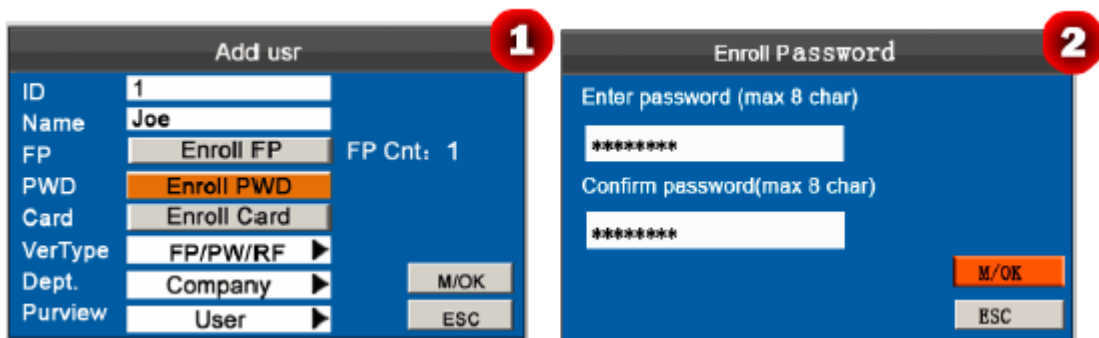
### Enrolling FingerPrint/ Staff



### Enrolling Fingerprint of Staff



### Enroll Password

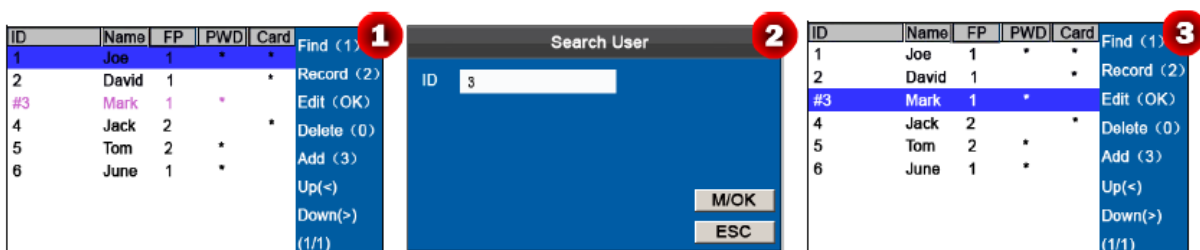


### Enroll Card..



## 2.a Editing/ Deleting Users

- Press **M/OK** Button 2-3 Seconds
- Press On **Users**
- Press on **Users Mgt.**
- Search ID by pressing **F1**
- Choose the users now you can edit or delete ( for edit press M/ok, for delete press 0



From here we can View Report of that Staff also

ID	Name	FP	PWD	Card	Find (1)	Date	Record ID: 1	ID	Name	Time	Verify	State
1	Joe	1	*	*	Record (2)	05/07	07:20 12:02 13:28 18:02 18:59 21:14	1	Joe	05-07 07:20	F	0
2	David	1	*	*	Edit (OK)	05/08	07:55 11:58 13:40 18:11	1	Joe	05-07 12:03	F	1
#3	Mark	1	*	*	Delete (0)	05/09	08:00 12:20 13:21 18:05	1	Joe	05-07 13:28	F	0
4	Jack	2	*	*	Add (3)	05/10	07:54 12:08 13:09 18:22 19:10 22:00 22:01	1	Joe	05-07 18:02	F	1
5	Tom	2	*	*	Up(-)	05/11	07:40 09:10 09:11 09:11 10:00 12:03 13:21	1	Joe	05-07 18:59	F	4
6	June	1	*	*	Down(+)		18:20 19:35 21:40	1	Joe	05-07 21:14	F	5
					(1/1)	05/12	07:52 12:21 13:25 17:47					
						05/14	07:56 12:01 13:24 18:53					
						05/15	07:30 12:12 13:30 19:20					

### 3. Setting IP Address

- Press **M/OK** button for 2-3 seconds
- Press on **System**
- Press on **Comm.**
- Put Ip address according to your Network
  - If you do not know your network ip then make DHCP ON
  - Press on **M/Ok** button and restart the Device
  - If Ip is shown, then make DHCP Off and click on M/OK, if the Ip is 0.0.0.0 then check your network.
- Press **M/OK** button to Save the Data

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The screenshots show the following steps:

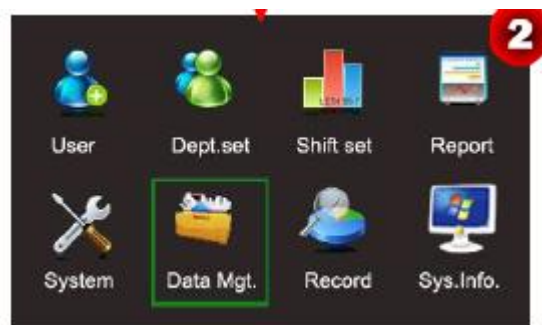
- Step 1:** Home screen showing date (12-12-19 Thu), time (17:47 / 13), and 'Check-In' button.
- Step 2:** Main menu with options: User, Dept.set, Shift.set, Report, System (highlighted), Data Mgt., Record, Sys.Info.
- Step 3:** 'System' submenu with options: System, DST, Date/Time, Bell, Comm. (highlighted), Workcode, Auto Switch, Update firmware, SMS, Reset Opts., Access.
- Step 3:** 'Comm. Set' screen for IP configuration:
 

IP Address	192	168	1	201
Subnet Mask	255	255	255	0
Gateway	0	0	0	0
DHCP	OFF			
Password	0			M/OK
	ESC			

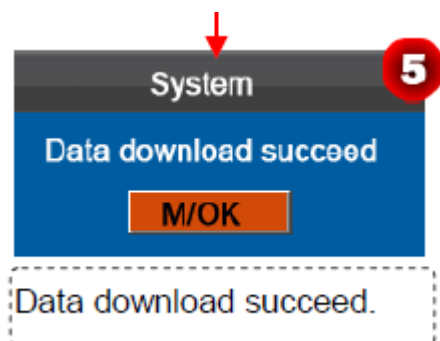
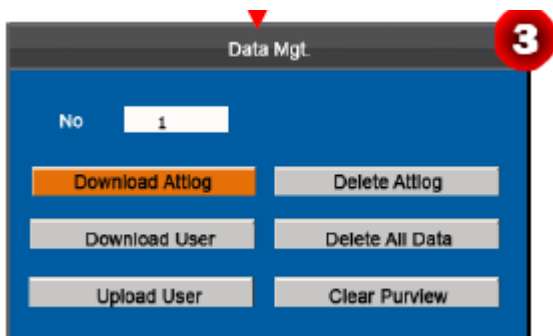
## 4. Download Attendance Logs in Pendrive

- Put USB pendrive in the device not more than 8 GB
- Press **M/Ok** Button for few Seconds
- Press **Data Mgt.**
- Press Download **AttLog**
- Then messege will be displayed successfully download, unplug Pendrive from device click on **M/OK**

Similarly from here we can delete the Att log, delete all data, clear admin, here is the photo



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