

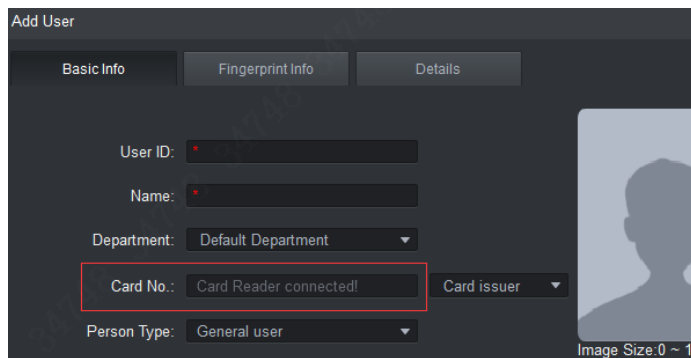
# 3 ways to issue card for time attendance

## 1. Connect Card issuer ASM100 to Issue card

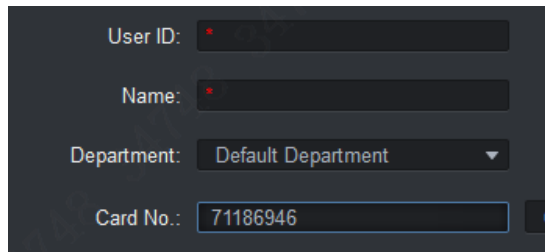
- Connect Card issuer ASM100



- Add User manually, it says Card Reader connected! No need driver.

A screenshot of a software interface titled 'Add User'. It has three tabs: 'Basic Info', 'Fingerprint Info', and 'Details'. The 'Basic Info' tab is active. It contains several input fields: 'User ID', 'Name', 'Department' (a dropdown menu set to 'Default Department'), 'Card No.' (a text box containing 'Card Reader connected!'), 'Card issuer' (a dropdown menu), and 'Person Type' (a dropdown menu set to 'General user'). There is a placeholder image for a user profile on the right. A red box highlights the 'Card No.' field.

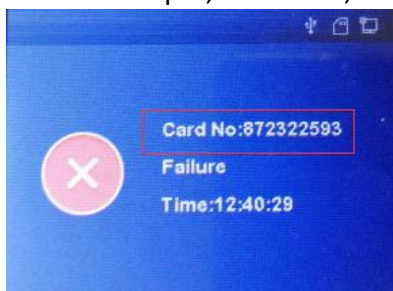
- Move cursor to Card NO. Box, left click, after long beeps, the reader start to receive card.(only after you left click the card no box, the reader starts to receive and issue card no ,Reader indicator turn green)

A close-up screenshot of the 'Add User' interface, focusing on the 'Card No.' field. The field now contains the number '71186946'. The other fields are partially visible.

Notice: after adding user successfully, please don't forget to upload user to device.

## 2. Fill Card No. Manually

- When you punch the unregistered card in device, you could get the card NO, for example: 872322593, **Decimal**. But for smartpss, in default, display the card in **Hexadecimal**, not Decimal



- Switch the card NO display in Decimal as below. Then fill in the NO and save

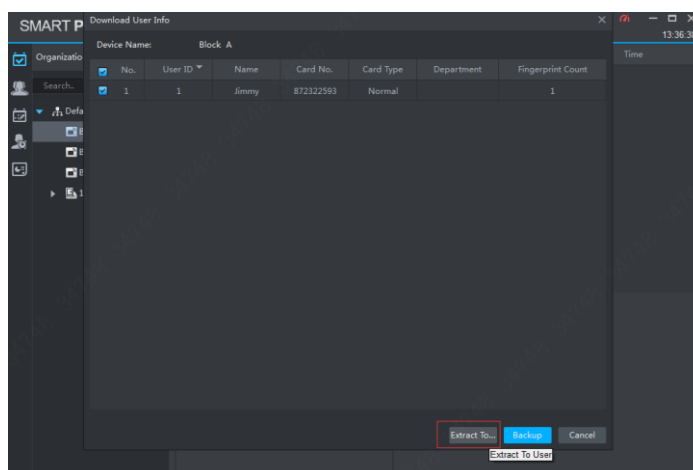
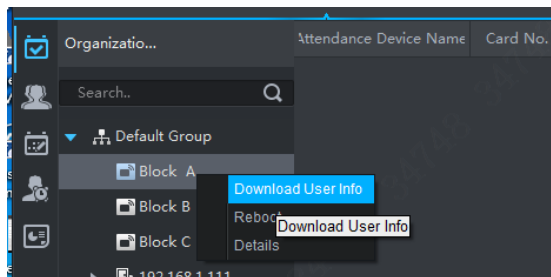
Department: Default Department

Card No.: 872322593

Person Type: General user

### 3. Download the device info to get the User info (include card No)

- Select device ,and right click->download User Info->Extract to User



- Device also supports to **add user in batch**. It can add card user very quick.  
6 Features->input start use ID, just need to punch card one by one

