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## 2 FING@RTEC. SAMPLE OF PRINTER PRINTING You can adjust your printer settings before you want to print any reports from TCMS v2. Please follow the steps below to adjust the settings of reader. Step 1 Report Generation Report Generation he following are list of reports ava Correctors Report Tardness Report Overtime Approval Worksheet Attendance Analysis Day by Day Analysis Wonth py Nomt Analysis On Leave Report Electrone Time Card • Print Hit the < Print > Preglew button after you Şaya select the data . to be print. Daily offendance Lation You may select the range of records by: Group Departm Section -OUser D . 1001 1003 Name Date 01/03/2012 31/03/2012 10 © User ID © User ID Sort by Employee ID Option User D Emp Na. User D Emp Na. Group by Dept Work done in days Card D Help User Remark Gancel Leave in hours Clocking Court Color printer Terminal ID Step 2 Print X General Select Printer Add Printer Microsoft XPS Documen Canon iR2200-3300 PCL PDF reDirect v2 Fax Fax • + 111 Hit the < Properties > Status: Ready Preferences button to do Location: Find Printer... Comment adjustment on printer. Page Range () All Number of copies: 1 O Selection Current Page 1-65534 Pages: Collate 11 22 33 Enter either a single page number or a single page range. For example, 5-12 Print Cancel Apply Copyright© 2012 by FingerTec Worldwide Ltd. All rights reserved. | LAST UPDATE 09 JULY 2012

FING@RTEC. SAMPLE OF PRINTER PRINTING	3
Step 3	
I Layout   I Layout   Pager AQuality   Orientation:   I Landscape   I Page Orient   Side 1   I Pages Portnat   Side 2	
Advanced Cox Cancel You can choose to use the size of paper to print.	
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