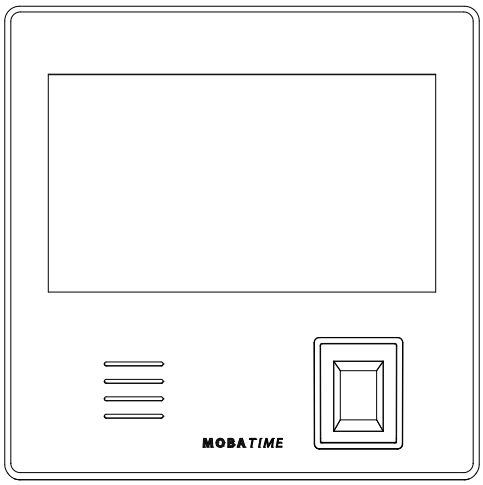
User Manual

iTA 7

Attendance System Terminal



Scan the QR code or enter following URL to get the latest version:
https://docs.mobatime.cloud/ita-7-g2

BE-801187.4 | 2026-10-08

Regulations and Certification

The device fulfils the requirements of the following standards:

Electrical safety	EN IEC 62368-1:2020 + A11:2020; EN IEC 62311:2020
EMC	EN 55032:2015 + A11:2020 + A1:2020, class B; EN 55035:2017 + A11:2020; ETSI EN 301 489-1 V2.2.3; ETSI EN 301 489-3 V2.3.2; ETSI EN 301 489-17 V3.2.4; ETSI EN 301 489-52 V1.2.1
Radio spectrum	ETSI EN 300 330 V2.1.1; ETSI EN 300 328 V2.2.2; ETSI EN 301 893 V2.1.1; ETSI EN 300 440 V2.2.1; ETSI EN 301 908-1 V15.1.1; ETSI EN 301 908-13 V13.2.1
Cybersecurity	EN 18031-1:2024; EN 18031-2:2024
RoHS	EN IEC 63000:2018

This product was developed and produced with the following EU directives:

RED	Radio equipment directive **2014/53/EU**
Cybersecurity	Delegated Regulation **(EU) 2022/30**
RoHS	Restriction of the use of certain hazardous substances directive **2011/65/EU**
WEEE	Waste electrical and electronic equipment directive **2012/19/EU**
REACH	Registration, Evaluation, Authorisation and Restriction of Chemicals **(EC) No. 1907/2006**

See Conformity for the declaration of conformity of this specific product. This produst may offer a CB test certificate on request.

CE

Important Notes

1. Please read and follow the safety information in this document before operating the product. We cannot guarantee that no accidents or damage will occur to improper use of this product. Please use this product with care and operate at your own risk.
2. We are not liable for any direct or indirect damage caused by the use of this document or the said product.
3. This product must be connected and installed by qualified electrician who is familiar with the relevant regulations (e.g. VDE).
4. The information in this document is subject to change without notice. The latest version of this document is available for download at https://docs.mobatime.cloud/ita-7-g2/user-manual/pdf .
5. This User Manual has been composed with the utmost care to explain all the details to ensure a safe and stable operation of this product. Nevertheless, if question arise or error appear, feel free to contact support.
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1 SAFETY

Read the safety instructions carefully and follow all the instructions. This ensures safe and reliable operation of this device.

1.1. Instructions and Symbols

Symbols used throughout this document and their meaning are as follows:

A note or important information.

Answer to a possible question. Contact information.

Keep away from children and people with limited physical, sensory, or mental capacities.

Action needs to be taken.

Connect device to earth ground.

More information included in the manual.

Disconnect mains power before doing anything.

An example or a hint.

Additional references or information.

Attention of electrical shocks.

Surface may be hot.

Item is flammable.

A warning, be cautious.

Recyclable materials.

Do not put in trash.

1.2. General

For safety and licensing reasons, unauthorized modifications and/or changes to the product is prohibited. Maintenance, adjustments or repairs may only be carried out by the factory (copyright holder).

This product is not a toy; it does not belong in the hands of children. Mount or place the product so that it cannot be reached by children. Children may try to insert objects into the product. The product will not only be damaged, but there is also a risk of injury, as well as danger to life through electric shock.

Never open the housing of this product, for it poses mortal danger from electric shock or may even cause a fire.

Keep packaging such as plastic films away from children. There is the risk of suffocation of misused.

Use caution with the product, knocks, blows, or even falls from a low height can damage it.

In industrial facilities, the accident prevention regulations of the trade associations for electrical systems and equipment must be observed.

Do not use the product if it is damaged. It can be assumed that safe operation is no longer possible, if:

- The product has visible damage.
- The product is not working properly (thick smoke or a burning smell, audible crackling noise, discoloration of the product or surrounding areas).
- The product was stored under adverse conditions.
- Tough conditions during transport.

Improper handling of this product operated on the mains voltage can cause mortal danger from electric shock!

Interconnection or combining equipment bearing a CE label does not inevitably result in a system that conforms with the safety regulations. Integrators will have to reassess the new product's compliance according to the locally valid directives. See section Conformity for more information on certifications of this product.

1.3. Installation

This product must be connected and installed by a qualified electrician who is familiar with the relevant regulations (e.g. VDE).

Never plug the product into voltage / power supply immediately after it has been moved from cold into warm environment (e.g. during / after transport / unboxing). The resultant condensed water may damage the product or may cause electric shock.

Allow the product reach the ambient temperature. Wait until the condensation has evaporated, this can take a few hours. Only then can the product be connected to the voltage / current supply and put into operation.

This product may have screw terminals with open electrical contacts. It is essential to ensure that the connection is made only when no voltage / current is applied. Secure the power supply to prevent accidental reconnection. Verify the absence of voltage using an appropriate meter.

The power supply line must be protected with a residual current circuit breaker (RCCB) with a trip current ≤ 30 mA.

Always connect earth ground to the device at the indicated protective earth terminal (PE or earth symbol indication).

Always unplug a power plug from the socket only at the intended gripping surface, pull the power plug not the cord from a power outlet. Wires may rip out and pose danger to life though electric shock.

Maintain sufficient cooling of the product according to its specifications.

1.4. Operation

Use the product in the specified environment. Use outside of the specifications can damage the product and/or stop any operation.

The product may not be exposed to extreme temperatures, direct sunlight or strong vibrations. Protect the product from moisture, dust and dirt.

Operation in environments with excessive dust, flammable gases, vapours or solvents is not permitted. It may cause explosion or fire.

Depending on the cooling type, the product housing may reach temperatures above 60 °C, which can burn the skin.

- Do not overload the product. Note the input / output voltage and currents as well as output powers indicated on the product.
- Depending on the input currents and input voltages, suitable connecting cables with appropriate cable diameter must be used. Only use the plugs and connectors supplied in the original packaging with the product.

1.5. Maintenance and Cleaning

- If the product and/or the connecting cable is damaged, do not touch it: there is mortal danger from electric shock! First, turn off the power supply to all poles of the product (turn off assocciated circuit breaker or remove the fuse, then turn off GFCI). Verify the absence of voltage using an appropriate meter.
- Maintenance of the product consists only of cleaning the surface.

Unplug all poles of the product from the operating voltage before cleaning.

- Use only soft cloths and anti-static cleaning products!
- This product is equipped with fuses for protection against high voltage and high currents. Burned fuses may only be replaced by the factory itself (copyright owner).

Never bridge a fuse, it is a fire hazard and can cause a fatal electric shock.

1.6. Disposing

At the end of its lifecycle, do not dispose of this device in the regular household rubbish. Return it to the supplier who will dispose of it correctly.

The user is lawfully obligated to return unusable batteries. **Disposal of used batteries through household waste is prohibited!** Batteries which contain dangerous substances are labelled with a picture of crossed out trash bin. The symbol means that this product may not be disposed through household waste.

Unusable batteries can be returned free of charge at appropriate collection points of your waste disposal company or at shops that sell batteries. By doing so, you fulfil your legal responsibilities and help protect the environment.

This product was packed and stuffed with proper materials to protect it during transportation. Packaging materials can be recycled and should be disposed environmentally friendly.

1.7. Warranty

The device is intended for a normal operational environment according to the corresponding norm.

The following circumstances are excluded from the warranty:

- Inappropriate handling or interventions.
- Chemical influences.
- Mechanical defects.
- External environmental influences (natural catastrophes, etc.)

Repairs during and after warranty period are assured by the manufacturer.

2 OVERVIEW

The attendance terminal iTA 7 is part of a modern cloud-based attendance system. It is a highly durable, high-quality touchscreen terminal of Czech manufacture, which was developed with the specific needs of cloud applications in mind.

A cloud-based attendance solution brings a number of benefits. The whole system is very easy to set up: After unpacking the terminal, connecting the power supply and connecting it to the Ethernet, you activate the terminal with a generated numeric code.

Once activated, the system is ready to work – monitoring the attendance of your employees.

It is possible to manage an unlimited number of terminals in one system, without need for any connection between individual terminals. This allows you to clearly manage the attendance of remote sites and branches anywhere in the world in a common system.

2.1. Basic Features

- Modern attendance terminal with touch screen.
- Clear, intuitive operation.
- Configurable screen.
- Solid metal construction, plastic cover, wear-resistant.
- Modern, elegant design suitable for various commercial and industrial buildings.
- Integrated loudspeaker for audible confirmation of operations.
- Low power consumption, PoE support.
- Employee identification by terminal variant:
  - RFID medium (card, chip, sticker)
  - Fingerprint [1]
  - PIN

[1] Only for terminal with a fingerprint scanner (FPC).

3 MOUNTING

3.1. Wall Mounting

The terminal is ready for wall mounting using a special wall bracket with locking element (standard accessory), or using VESA bracket.

VESA bracket not included in delivery.

3.1.1. Scope of Delivery

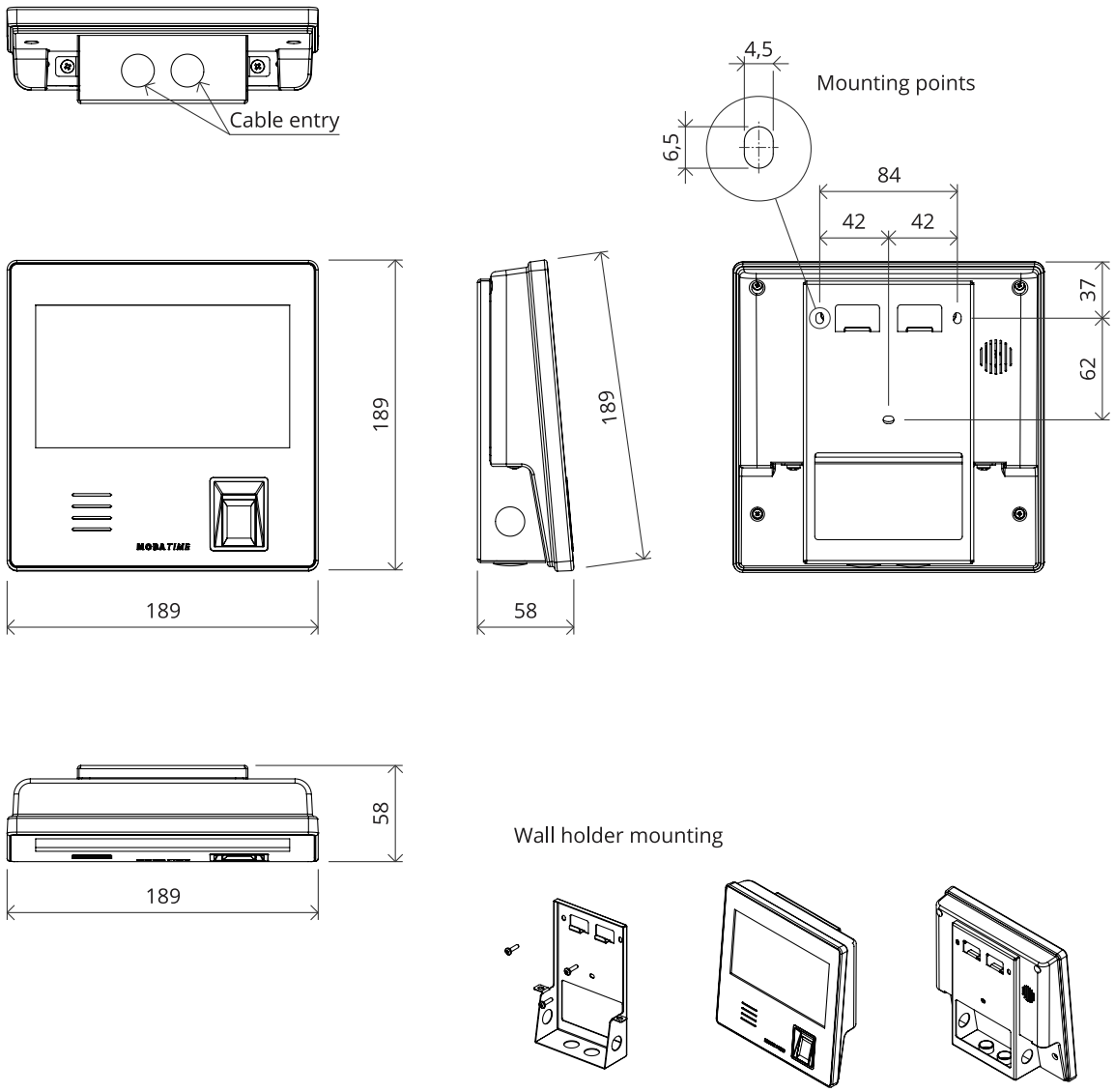
Wall Bracket with Plastic Blind Caps	1 pc
Screws ⌀4x40	3 pcs
Dowels ⌀8x40	3 pcs
Locking Allen Screws	2 pcs
Allen Key (No. 3)	1 pc

Please check your delivery for completeness and notify your supplier within 14 days upon receipt of the shipment, if it is incomplete.

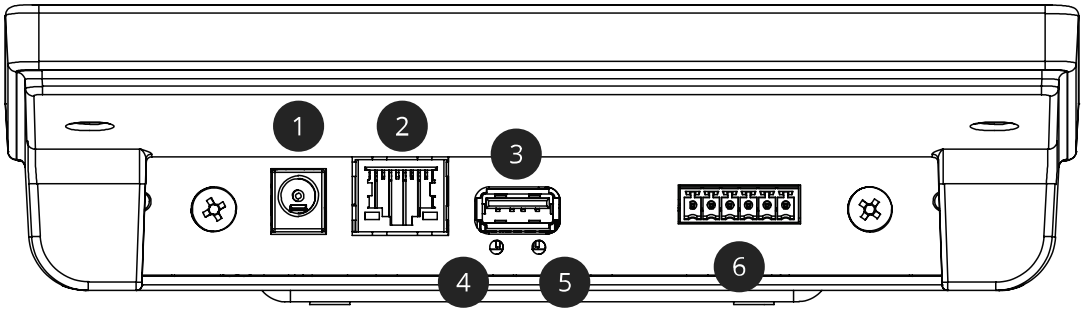
3.1.2. Wall Bracket Mounting Procedure

1. Select a suitable location on the wall to place the terminal.
2. Attach the bracket to the selected location and use it as a template to draw the mounting holes positions.
3. Drill holes of ⌀8 mm into which the supplied dowels are inserted.
4. Attach the bracket using the screws provided.
5. Hang the terminal on the bracket.
6. Secure the terminal against unauthorized removal from the underside using the screws provided.

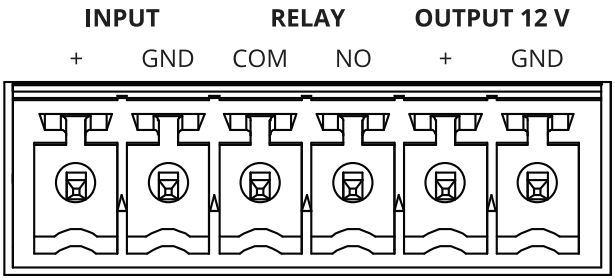
3.2. Mounting Diagram



3.3. Cable Connection



1	DC Jack	12 VDC power
2	RJ45	PoE, Ethernet connection
3	USB	Connection of external device
4	Red LED	Indication of CPU state, LED flashes
5	Green LED	Indication of power
6	Terminals	



4 CONNECTING THE TERMINAL FOR THE FIRST TIME

After connection the terminal to an Ethernet network and power supply (alternatively PoE power supply), a few steps are enought to make your terminal fully functional.

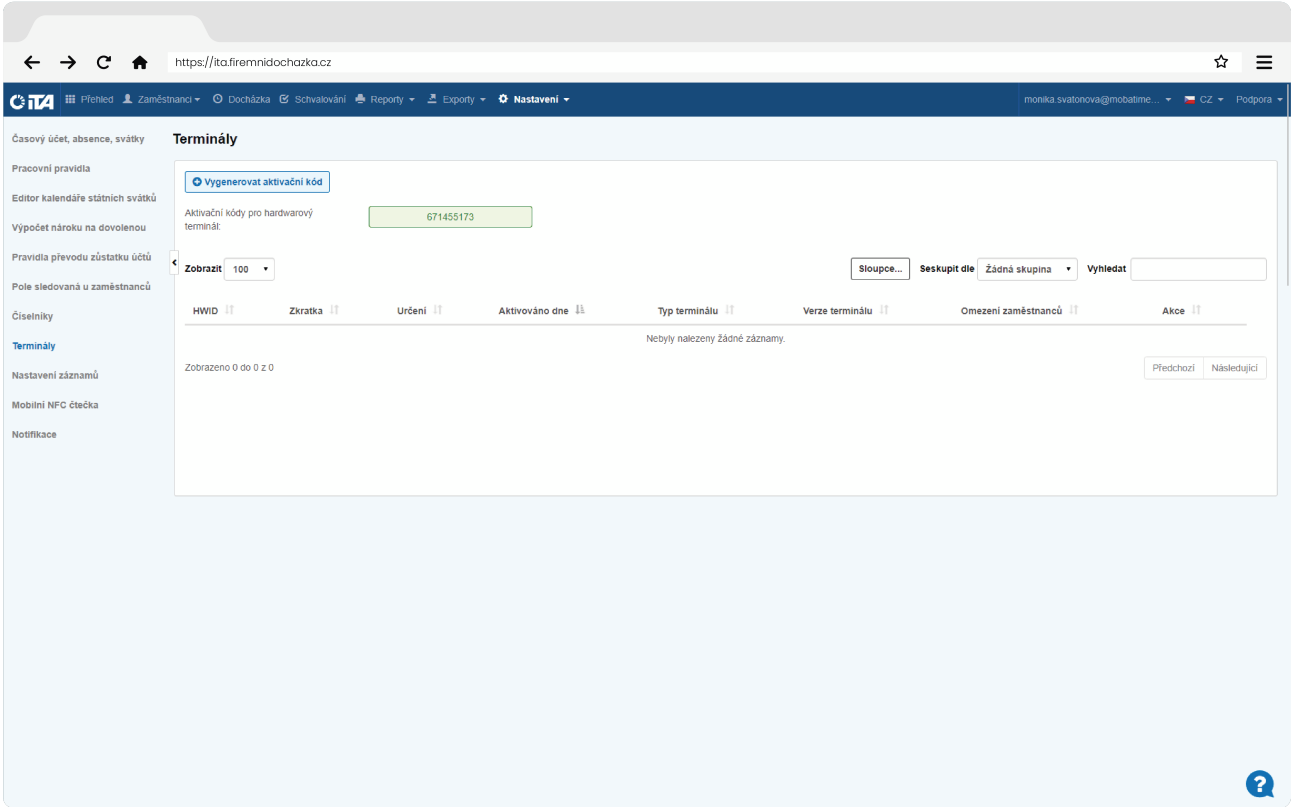
- The terminal will start within one minute, the network must be up and running before the terminal can be activated.
- Activate the terminal using the activation code generated.

4.1. Activation of Terminal

For activation of the terminal, a function internet connection is essential.

After logging in at https://ita.firemnidochazka.cz (in a web browser), select the `Settings / Terminals` tab and click on the `Generate a activation code` .

Activation Screen on Web Browser (PC)



Enter it in the activation code field on the activation screen of the terminal.

Activation Screen on Terminal

If the terminal cannot be activated, check the network parameters, perform a network test.

4.2. Standard Mode

After activation, the standard screen is displayed and the terminal is ready for use.

To record, simply attach the RDIF medium or finger or enter a PIN (depending on terminal variant). The record type (arrival or departure) is calculated automatically. Balance information and details of employee personal attendance can be found in the employee menu.

4.2.1. Arrival / Departure

4.2.1.1. Identification by RFID Medium

How to assign a chip (RFID medium) to an employee can be found in chapter **How to Assign a Chip to an Employee via the Terminal** .

To record arrival / departure, simply attach the RFID identification medium to the area below the display marked with horizontal lines.

You can also enter a specific event on terminal. Simply select the desired icon (arrival, departure, break, business trip, etc.) before attaching the medium.

Once the employee is identified, the event is sent to the server.

4.2.1.2. Identification by PIN Code

How to assign a PIN code can be found in chapter **How to Set Up an Employee PIN via the Terminal** .

To record arrival/departure, enter the PIN on the numeric keypad on the right of the screen.

4.2.1.3. Fingerprint Identification

Only for terminal with a fingerprint scanner (FPC).

Place your finger on the fingerprint reader without much pressure. **Your finger must cover the reader.**

If the fingerprint is detected when the finger is attached, a beep will sound. If the reader does not recognize the fingerprint, no sound will be heard.

The fingerprint is on the same level as the RFID card, it behaves the same in the system. The cloud application can then distinguish whether the card or the fingerprint has been used.

How to upload a fingerprint can be found in chapter **How to Upload a Fingerprint** .

4.3. Configurable Screen

Multiple icon types can be displayed on the terminal screen based on the record settings. You can tailor the recording of specific events to your company's needs.

5 TERMINAL SETTINGS

5.1. Setting Parameters via the Terminal Menu

The user menu is accessed via the 3 line icon in the top bar of the terminal screen.

What Does the Menu Contain?

Under the user menu, you will find following options:

- Presence
- Approvals
- Employee Management
- Settings
- Close

5.2. Presence

Under the given option you can see the presence of employees. After selecting presence, identification is required.

After attaching the RFID medium / Fingerprint / PIN code, you will see the attendance of the employees you have set to display their attendance preview. In the list you can view all present or absent employees.

5.3. Approvals

This agenda provides an overview of your leave requests and planned absences. The recorded leave or absence is forwarded in the system to the appropriate supervisor for approval.

When a request is approved or denied, the status of the request is identified by a color code:

Pending request

When a request is approved or denied, the status of the request is identified by a color code:

Approved request

Denied request

5.4. Employee Management

Under this agenda you have the option to add / remove / change employee identification methods for recording attendance, namely:

RFID (chip / card No.)	Registration of RFID media can be done via the web interface of the system or via terminal. To find out the RFID number, attach the medium to the reader / scanner.
PIN	4-digit number.
QR Code	Identification for mobile app.
Fingerprint	Up to 10 fingerprints [1].

Before you can enter the agenda, you must be logged in as a company admin. After selection the `Employe Management` agenda, the terminal promts for identification.
Clicking on the employee's name will open a menu of possible indentification methods and what actions you want to take.

5.4.1. How to Assign a Chip to an Employee via the Terminal

1. Select `Change` option in RFID identification menu.
2. Attach the RFID media to the terminal reader (4 horizontal lines on the left side of the terminal).
3. The system will notify you that the RFID code has been successfully scanned. Confirm the assignment of the media to the employee.

5.4.2. How to Set Up an Employee PIN via the Terminal

1. Select `Change` option in PIN identification menu.
2. Enter the 4-digit PIN code.
3. The system will notify you that the PIN code has been successfully assigned to the employee. Confirm the assignment of the media to the employee.

5.4.3. How to Upload a Fingerprint

Only for terminal with a fingerprint scanner (FPC).

1. Select the fingerprint learning button – the pingerprint learning wizard appears.
2. Employee applies the same finger repeatedly, the wizard informs about the process and successful input.
   - Finger must be covering the reader when applying, without much pressure.

Fingerprint can be deleted via the `Employee Management` agenda. Simply select the name of the employee, select name of the employee, select the settings for the fingerprint and select the fingerprint to be removed later.

[1] Only for terminal with a fingerprint scanner (FPC).

5.5. Settings

Select `Settings` where you will see a menu with setting options.

5.5.1. Language and Format

You can set the `Language and Format` of the device.

If you enable the language according to the device, the software will switch to English. In the selection, Czech, German, English, Ukrainan and Spanish are available for the software.

5.5.2. View

Under `View` , choose whether you want to keep the screen in light mode or turn on dark mode.

5.5.3. Sound

In the `Sound` tab, you hve a choice of 3 sounds for each “correct” and “failed” sounds. You can also set the volume of the notification.

5.5.4. Records

The `Records` tab is used to set up and select the records you want to record on the terminal. You can have more than one record set up in the system to record your work, but you can only set up the records you select on the terminal.

To select records and determine their order, turn off the `Records are set automatically` label.

You will then be presented with the option to select the records where you can also specify their order.

5.5.5. Terminal

The `Terminal` tab allows you to set many options.

5.5.5.1. Time Limits

Limits for reading editing, displaying inforamtion and alerts before the time limit expires.

The values determine after how many secodns you will be logged out due to inactivity. The screen then switches to the initial terminal view.

5.5.5.2. Terminal Components

In this section you set the appearance of the terminal splash screen. It is possible to select the components to be displayed on the splash screen.

You can keep all or remove some components. Or you can customize the display of the employee menu.

5.5.5.3. Accounts Display

The Accounts Display in the balance sheet is not limited – this means that all acounts you report will be dispayed in the attendance information called balance sheet.

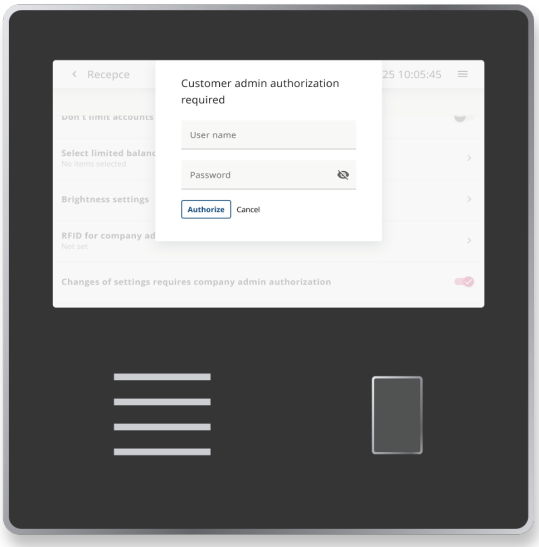
You can customize this display.

5.5.5.4. Brightness Settings

In this setting is the possibility to set the screen brightness and also the limit when the brightness is dimmed during inactivity.

5.5.5.5. Changes Require an Administrator Login

To prevent modification of terminal settings, it is recommended that you activate this feature by logging in as an administrator.



6 TECHNICAL PARAMETERS

6.1. Basic Data

Display Parameters	
Type	7″ TFT
Resolution	800 x 480 px
Brightness	800 cd/m ^{2}

Touchscreen	
Type	capacitive

Communication & Interface	
Ethernet	RJ45 10BASE-T, 100BASE-TX, 1000BASE-T
USB	USB 2.0 host A
WiFi	WiFi 5
Communication Protocols	HTTP, SSL, NTP, SSH, TELNET, FTP, DHCP

Power Supply	
Standard	PoE (IEEE 802.3 af–Class 3) or 12 VDC
Power Consumption	8 W

Operating Environment	
Operating Temperature	-20 to +40 °C (do not place in areas exposed to sunlight)
Relative Humidity	10 to 90 % (without condensing)
Protection Degree	IP40

Cover Properties	
Front Side	Hardened mineral glass
Terminal body	ABS plastic
Weight	1.1 kg
Dimensions	189 (W) × 189 (H) × 58 (D) mm

Mounting	
Standard	Wall mounting

Mounting	
On Request	Table or flush mounting

6.2. Identification

Terminal Variant		Supported Tags / Properties
RFID Mifare		Ultralight, NTAG203, MIFARE Mini, MIFARE™ Classic 1K, MIFARE™ Classic 4K, FM11RF08, DESFire
RFID Hitag2 E		Hitag2
RFID + FPC Mifare (Crossmatch capacitive Fingerprint reader) [1]		Ultralight, NTAG203, MIFARE Mini, MIFARE™ Classic 1K, MIFARE™ Classic 4K, FM11RF08
RFID Multi1	ISO14443A:	MIFARE Classic,1k, 4k, Mini, DESFire EV1, Plus S, X, Pro X , SmartMX, Ultralight, Ultralight C, LEGIC Advant, PayPass, SLE44R35, SLE66Rxx, NTAG2XX
	ISO14443B:	Calypso, CEPAS, Moneo, SRI512, SRT512, SRI4K, SRIX4K
	ISO15693:	EM4x33, EM4135, ICODE SLI,Tag-it, RF55Vxx, M24LR16/64, MB89R118/119, PicoPass, HID iCLASS, LEGIC Advant, Unique, Hitag1, Hitag2, HitagS, Q5, Titan
RFID EM4100		EM4100, EM4102, EM4205, EM4305 T5557

[1] Only for terminal with a fingerprint scanner (FPC).

6.3. Network Requests

Parameter	Settings
MAC Address	Enable MAC address on the internal network (typical for switches), if MAC address filtering is used.
SSL Communication Between Terminal and Internet	TCP SSL communication is possible on port 433 at https://itaserver-production.mobatime.cloud and https://itaserver-staging.mobatime.cloud .
Proxy and Firewall Settings	SSL communication must be allowed without filtering. Packets are encrypted and the firewall does not have a certificate.
DNS	The terminal needs an internal or external DNS server.
Domain Rules	The terminal is not a member of the domain.
DHCP (Fix IP)	If there is a DHCP server in the corporate network, it is possible to use DHCP also on the terminal.

7 CHANGELOG

8 October 2026

Version 4 Latest

Added:

- Changelog section in the user guide
- Lightbox for enlarging images in the HTML output

Changed:

- Update user guide to match the iTA use guide style (layout, styling, light and dark theme support)
- Update logo

17 August 2026

Version 3

Added:

- Pad PDF output to a multiple of 4 pages for booklet printing

Changed:

- Update Regulations and Certification to match 2026 DoC
- Important Information Chapter: Change link to download PDF user guide

Misc.:

- Limit size during build

1 December 2025

Version 2

Added:

- Terminals (point 6) in the cable connection diagram, including localized images for all languages

Changed:

- Important Information Chapter: Change link to download the latest user guide from HTML to PDF version
- Update translations (cs, de, es, uk)

Removed:

- Warranty mention from Important Information Chapter

7 April 2025

Version 1

Added:

- Initial release of the iTA 7 terminal user manual
- Chapters: Safety, Overview, Mounting, First Time Connecting, Terminal Settings and Technical Parameters
- Localization into Czech, German, Spanish and Ukrainian, including localized images and mounting diagrams
- Cross-references, footnotes and table styles
- PDF output of the user manual

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