

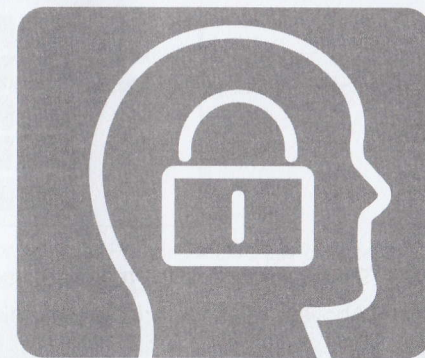
connect U-disk (8g memory)to the device, choose to download all the records ,as below

[illegible][illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	Abnormal Attendance Report											
2	Date:2015-05-01 ~2015-05-30											
3	UserID	Name	Dept.	Date	AM		PM		Late (min)	Early (min)	Total (min)	Remark
4					In	Out	In	Out				
5	1			2015-5-1						Absence		
6	1			2015-5-2						Absence		
7	1			2015-5-3						Absence		
8	1			2015-5-4						Absence		
9	1			2015-5-5						Absence		
10	1			2015-5-6						Absence		
11	1			2015-5-7						Absence		
12	1			2015-5-8						Absence		
13	1			2015-5-9						Absence		
14	1			2015-5-10						Absence		

[illegible]

Face and fingerprint



Instruction manual

1.Department enroll

Add branch: press MENU choose 【 user management 】 → 【 department setting 】 Maximum 16 departments,as below.

With T9 input method of the machine, user can enter name and department directly.Above is the fingerprint keypad diagrammatic.

Delete users:press 【 MENU 】 → 【 User management 】 → 【 Delete user 】
Enter which Id code you want to delete,enter “OK” to delete

2.User Enroll

A、 Methods A

1.With T9 input method of the machine to edit user' s name.

A.Press MENU choose 【 user management 】 → 【 enroll 】 →press up/down key to switch Id number,department,name for editing. Press OK to capture face biometric identification method →

let your face image on central camera sensor(with green squares around)→face biometric identification successful.

- 1.Number from2-9: represent letter
- 2.Down key: Switch Input Method
- 3.Spaces key: 0
- 4.Up key: the delete key
press up/down key to select the letters you want.

B.Methods B

Upload Users' Name by USB:

1.Firstly, register the all staff's fingerprints with attendance machine,then connect with 8G memory USB-disk.Press MENU key choose 【 User manage 】 → 【 User information synchronizes 】 →unload the form to USB-disk.

	A	B	C	D	E	F	G	H	I	J	K
1	Employee Information Table										
2											
3											
4	UserID*	Name	Dept.	DeviceID*	Manage privilege	Face	Fp	Card	Pwd	Remark1	Remark2
11	1			1		/					
12	2			1		/					
13	3			1		/					
14	4			1		/					
15	5			1		/					
16	6			1		/					
17	7			1		/					

2、 Form items 【 name 】 : Enter corresponding employee' s name, 【 Company name 】 : enter company name, 【 Department 】 : enter employee' s department.Note:You couldn' t change other information. Last saved, as below:

	A	B	C	D	E	F	G	H	I	J	K
1	Employee Information Table										
2											
3											
4	UserID*	Name	Dept.	DeviceID*	Manage privilege	Face	Fp	Card	Pwd	Remark1	Remark2
11	1	FGH	WW	1	User	/	0				
12	2	FTU	WW	1	User	/	0				
13	3	DFIUO	JHU	1	User	/	0				
14	4	KJL	JHU	1	User	/	0				
15	5	FDYT	JHU	1	User	/	0				
16	6	BBM	JHU	1	User	/	0				
17	7	QWVYB	JHU	1	User	/	0				

3.connect U-disk return to the device,press MENU key-choose 【 User manage 】 → 【 User information synchronizes 】 →upload successful.

C.Methods C

Excel form uploaded information to the machine

1.Press MENU key choose 【 User manage 】 → 【 User information synchronizes 】 →as followings:

	A	B	C	D	E	F	G	H	I	J	K
1	Employee Information Table										
2											
3											
4	UserID*	Name	Dept.	DeviceID*	Manage privilege	Face	Fp	Card	Pwd	Remark1	Remark2
11											
12											
13											
14											

2.In the staff information form : 【 Company name 】 , 【 Id number 】 required item. 【 name 】 required item, 【 enroll device number 】 required item, 【 department 】 optional,as below:

	A	B	C	D	E	F	G	H	I	J	K
1	Employee Information Table										
2											
3											
4	UserID*	Name	Dept.	DeviceID*	Manage privilege	Face	Fp	Card	Pwd	Remark1	Remark2
11	1	FGH	WW	1	User						
12	2	FTU	WW	1	User						
13	3	DFIUO	JHU	1	User						
14	4	KJL	JHU	1	User						
15	5	FDYT	JHU	1	User						

Notes: form information

The maximum ID code is99999999 (required item), Name maximum 8 letters(required item), Department:maximum 8 letters(optional),Maximum 16 departments.Device number default "1" (required item).

authority(Optional):common user: No any authority to operation the device.

administrator : When super administrator is setting, administrator couldn't operation below functions: delete user and setting system time etc..

Super administrator:have all the authority of the device.

3.connect U-disk return to the device,press MENU key-choose 【 User manage 】 → 【 User information synchronizes 】 →upload successful.

4.. Press MENU key to choose capture face biometric identification method → 【 User manage 】 → 【 Enroll 】 → select the name corresponding to capture face biometric identification.

3.Attendance Setting

Download Users' Name by USB-disk connected:

The USB-disk is connected to time attendance machine.Pressing MENU key choose 【 Attendance set 】 → 【 Attendance form download 】 as followings:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Attendance Setting Table																				
2																					
3																					
4	1. Shift Timezone						2. TR Schedule				3. Bell Time										
5	Shift No	Timezone1		Timezone2		Overtime		No.	Time (hh:mm)	Mode	No.	Time (hh:mm)	Length	Mode	Weekday						
6		In	Out	In	Out	In	Out								Su	Mo	Tu	We	Th	Fr	Sa
7	1	08:00	12:00	14:00	18:00	19:00	21:00	1	00:00	AM In	1	08:00	30sec	In		✓	✓	✓	✓	✓	✓
8	2	08:00	17:00			18:00	21:00	2	11:30	AM Out	2	12:00	30sec	In		✓	✓	✓	✓	✓	✓
9	3	09:00	15:00					3	13:30	PM In	3	14:00	30sec	In		✓	✓	✓	✓	✓	✓
10	4	15:00	22:00					4	17:30	PM Out	4	18:00	30sec	In		✓	✓	✓	✓	✓	✓
11	5	07:00	15:00					5	18:30	OT In	5	19:00	30sec	In		✓	✓	✓	✓	✓	✓
12	6	15:00	23:00					6	20:30	OT Out	6	21:00	30sec	In		✓	✓	✓	✓	✓	✓
13	7	23:00	07:00					7	00:00		7	00:00		In							
14	8							8	00:00		8	00:00		In							

1.Work schedule setting:; setting on-duty and off-duty time

2.work schedule maximum: edit different schedule, maximum 24 times of schedule.

1. For example:The company provides business hours 8:30 am,12:00noon,working time is 14:00noon-18:00 pm,working over time is19:00-21:00 ,time settings as above schedule 1:

2. For example:The company provides business hours 8:00 am,off-duty time is 17:00 pm,working over time is18:00-21:00 ,time settings as above schedule 2:

3. Working time has two shifts: first is 09:00am-15:00pm,second from 15:00-22:00, setting as above schedule 3 and schedule 4:

4. Working time has three shifts: first from 08:00am–15:00pm, the second time from 15:00–23:00pm, the last from 23:00pm to next day 07:00am, setting as below schedule 5, 6, 7:

3. automatic time shift: Set up morning and afternoon time, only machine display, not belongs attendance.

4. bell alarm setting: Set a bell alarm in one time, maximum 24 times alarm. When the alarm time is arrival, the device output alarm sound.

5. Repeat attendance invalid: Somebody attendance for many times within the specified time, the system default first punch time clock.

6. upload attendance form: connect U-disk return to the device, press MENU key choose 【 Attendance set 】 → 【 Attendance form upload 】 → upload successful.

4. Arrange work schedule time

Support U disk to download or upload attendance records and etc. Press MENU → 【 work schedule set 】 → 【 Employee scheduling tablet 】 , as below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH				
1	Employee Shift Table																																					
2	Special Shift: 25-Business trip, 26-Leave, Empty-Holiday																																					
3	Start Date of Shift*												2015-5-30																									
4	UserID*	Name	Dept.	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				
5				Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo				
6	1	EE	JSB	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
7	2	EW	JSB	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2				
8	3	SDF	GCB	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4				
9	4	DPC	GCB	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7				
10																																						
11																																						
12																																						
13																																						

The work schedule is a monthly cycle, under week time item, the figure content means work schedule tablet. Reference chapter 3 attendance setting, as below:

“Xiao Wu” work attendance every day 4 times

“Xiao Ming” work attendance every day 2 times

“Xiao Hua” Fore-shift or night-shift circle everyday

“Xiao Li” Fore-shift, noon-shift or night shift circle every week

Special schedule time: “25” business trip, “26” leave, “empty” weekend and holiday

upload attendance form: connect U-disk return to the device, press MENU key choose 【 work schedule set 】 → 【 Employee scheduling tablet upload 】 → upload successful.

5. System setting

Device number: press MENU → 【 system setting 】 → 【 device number 】 change device number, the maximum number 255.

Volume adjust: press MENU → 【 system setting 】 → 【 volume adjust 】 adjust the volume, enter number from “0” to “10”, “0” means mute.

Time setting: press MENU → 【 system setting 】 → 【 time setting 】 Set the time and date on the device

Communication setting: This function requires install the software To improve the security and set Communication password. Password authentication success and download the records.

Current source management:

A. dormant: Set standby time of the device, for example: If set dormant time is 5 minutes, the camera isn't detecting any objects, come into standby time interface. Time arrange from 1–9999 minutes, 0 is closed this function.

B. Awaken delay : When the device is standby time station, the camera is detecting any objects, returned to normal interface, Time arrange from 1–5s, 0 is closed this function.

Firmware update: When the machine is needed to achieve a certain function, or switch a language to upgrade the firmware.

initialize device: Set all functions revert back to default, any records was cleared out. (forbidden this function unless special circumstances)

6. Record management

Inquiry attendance records: Query the personal attendance details when you enter the Id number and select the entire time.

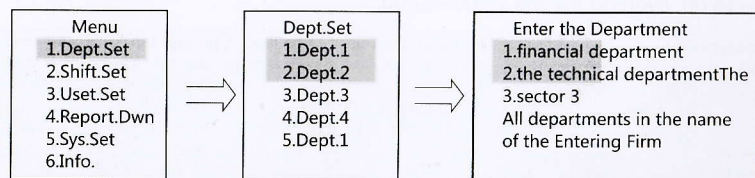
Delete records: delete the records because of full storage capacity

Record form download: connected USB-disk to download

The operation flow chart

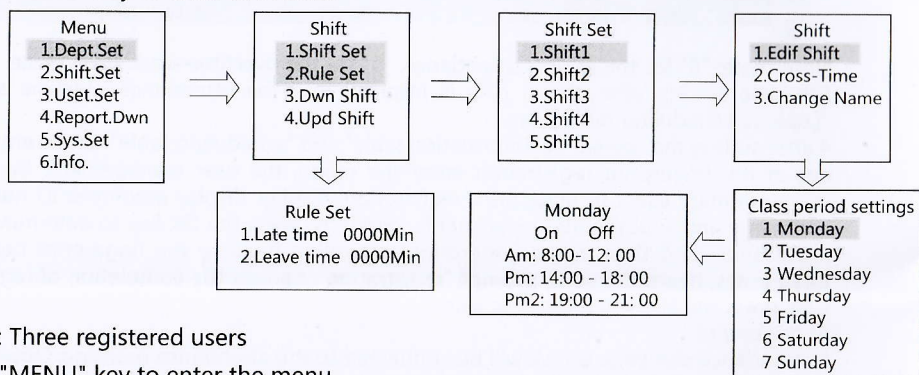
One: Setting department.

Press "MENU" key to enter the menu



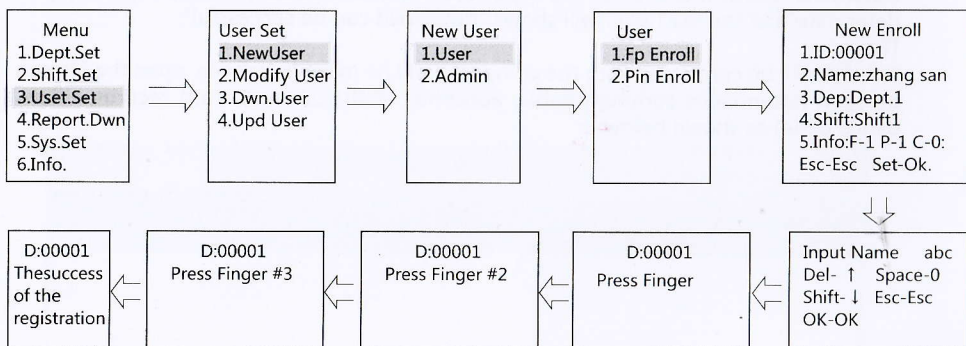
Two: Shift setting

Press "MENU" key to enter the menu

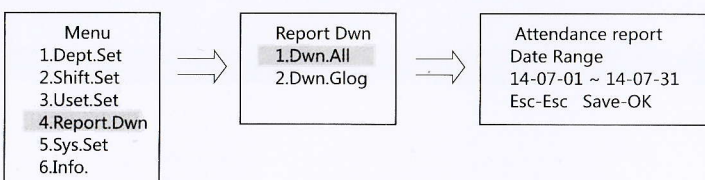


Three: Three registered users

Press "MENU" key to enter the menu



Four: download the report



Fast operation guide

Packing list:

The self-service fingerprint machine 1
The rapid installation instructions 1
The power supply of 5V 1
The screws package 1 package

Hardware settings:

The operation of the fingerprint attendance machine

One: the Department set up

Set up according to the MENU menu key department, you can set up, the 15 departments.



Two: registration information

According to the new MENU key - user management user - ordinary users - choose the registration type, select the fingerprint registration by 3 times successfully registered fingerprint tips,

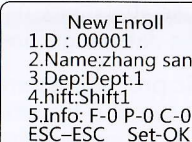
1	2abc	3def	ESC
4ghi	5jkl	6mno	▲
7pqrs	8tuv	9wxyz	▼
0/#	0	MENU	OK

The fingerprint machine which has brought the T9 input method, you can enter the name, divisions and departments directly on the fingerprint machine, the above is a schematic diagram of the fingerprint machine keyboard.

The ESC key is the exit key; OK key is determined; 0 key is the spacebar key is the delete key /;

We is the key input method switch key; you can switch into ABC and a 123 input, and standard Point symbol.

You can enter the registration number, name, Department, shift figure when the registration of personal information:



Three: shift setting

Setting the class section is arranged to choose Monday to Sunday is set to work time press the MENU key to shift, can also direct the [download scheduling table], in computer with EXCEL form after editing [upload scheduling table], every month is set in accordance with good week rotation attendance, as shown in figure:



Four: advanced settings

According to the MENU menu - Advanced settings, here you can set the machine company name, machine time record set and the machine hardware some settings as figure:

