7. USB-disk Upload / Download

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

A.Attendance records:

	A	В	C	D	E	F	G	Н	I	J	K	L	M	N	0	Р	Q	R
1 2	Date:2015-05-1	01 ~2015-05-30						A	tten	danc	e Star	tistic Tal	ole					
3	UserID	Name	Dept.	Workil	ma(hrs.)	1	ate	ž.	irly	Oversi	me(bis.)	Warketon	Trip	Ahzence	Leave	Work	MINISTER OF THE PARTY OF THE PA	AM Pay
4				mornal	actual	times	minute	times	mirrite	lagraca	Boliday	(normal/actual)	(day)	(day)	(day)	Rate	Nermal.	Overniss
5	1			240.0	0.2	0	0	1	229	0.0	0.0	30/1	0	29	0	MICH ST		
6							170		120 20	1					1			
7																		
8 9 10 11 12 13 14																		
10																		
11																		
2																		
3																		
4																		
5																		

												Em	plo	yee	Att	end	and	ce Ta	ible						:2015-05 :5-05-30	-01 -2013 15:57:59	1-05-30		
4	Dept.						Name				Dept.						Name				Dept.						Name		
4	Date			-01-201			ID		1	1000	Date			-01 ~201	5-05-30		ID				Date		2015-05	-01 201	5-05-30		ID		
3	Absence	Leave		Work	Overti	me(hrs.)		ate		Early	Absence	Leave	Trip	Work	Overtio	me(hra.)		Late	2	arty.	Abunnen	Leave	Trip		Overtin	me(hra.)	T.	Late	Early
1	(day)	(day)	(day)	(day)	normal	special	(times)	(minuta)	(times	(minute)	(day)	(day)	(day)	(day)	normal	special	(timas)	(minute)	(times)	(minute)	(day)	(day)	(day)	(day)	notmal	special	(times)	(minute)	(times) (min
	29	0	0	1	0.0	0.0	0	0	1	229		- 5			-														
Ì					Tim	e Card			-						Time	e Card							-	-	Tim	e Card			
	Date		AM			PM			Overt	me	Date	777	AM		1	PM			Overtin	nè	Date	10000	AM		1	PM		T	Overtime
	Liane	In		Out	1	n	Out	In		Out	Date	In		Out	Is	1	Out	In		Out	Date	In		Out	L	0	Out	In	Out
	01 Fr							-													1	84.1			10				
	02.Sa										1 3																		-
	03 Su														1					1000									
	04 Mo										1																		
	05 Tu																-												
1	06 We			away o						AAAAAAAA	1	1			1000							7.00							
ı	07 Th										-					7		-	700	7777777	THE PERSON	VAN CO	77		1			1000	7
ij	08 Fr									777	-	100			1					-							-		
it	09 Sa		7717		17777					-															-			_	
Ì	10 Su														_	_	-		_		-	-	-		-	_		_	_

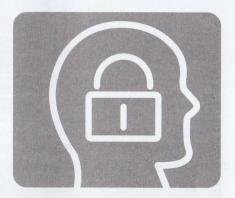
B.unusual attendance forms:

	A	В	С	D	E	F	G	Н	I	1	K	L
1	Date:2015-05-01	2015 05 20	A	bnorn	nal A	tten	dan	ce Re	port			
2	UserID	SHEET			A	M	1	PM	Late	Early	Total	
4	Userin	Name	Dept.	Date	In	Out	In	Out	(min)	(min)	(min)	Remark
5	1		No replication	2015-5-1	Marie Vi	1000	CALL PARTY	HANDEN TO STATE OF THE PARTY OF	NAME OF	Absence		
6	1			2015-5-2						Absence		
7	1			2015-5-3	Malekay		Service Co.			Absence		
8	1			2015-5-4						Absence		
9	1			2015-5-5	Marie V	I HE TO		V 5 10 11 11		Absence		
10	1			2015-5-6		o Garan				Absence		
11	1			2015-5-7	Witten.	1787	11111		MENTS.	Absence	4	7
12	1			2015-5-8				di lessiteta		Absence		
13	1			2015-5-9			Mall			Absence		
14	1			2015-5-10				THE STREET		Absence		

C.swing card records:

1	В	C	D	E	F	G	Н	1	J	K	L	M	N	0	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	1
3								1	Em	pl	oy	ee .	At	ter	ıda	and	ce :	Re	co	rd	T	abl	le					15-05-0 15-30 1		15-05-3	10
5	User	rID:	1						N	ame:			ni.			D	ept.:								7 40011	e contro			20.0		
6	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	30	
90					-	1	1	-																						13:34	

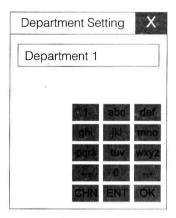
Face and fingerprint



Instruction manual

1.Department enroll

Add branch: press MENU choose (user management) \rightarrow (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) \rightarrow (User management) \rightarrow (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] \rightarrow [enroll] \rightarrow press up/down key to switch Id number, department, name for editing. Press OK to capture face biometric identification method \rightarrow

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

identification successful.



1.Number from 2-9: 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] \rightarrow [User information synchronizes] \rightarrow unload the form to USB-disk.

	A	В	С	D	E	F	G	Н	I	J	K
1											
		Eı	mploye	e Infori	matio	n Ta	ıble	e			
2	THE PARTY OF		2								
3	Care										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		1					
16	6			1		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:

1	A	В	C	D	Е	F	G	Н	I	J	K
1							Hill		W.	Landing of	
2		E	mploye	e Infori	matio	n Ta	ıble	e			
4	and the second	TO STATE OF THE ST						1/1,-1937			
3	Com	rapy Name									
4	UserID*	Name	Dept.	DeviceID*	Manage privilege	Face	Fp	Card	Pwd	Remarkl	Remark2
11	1	FGH	WW	1	User	1	0				
12	2	FTU	ww	1	User	/	0				
13	3	DFIUO	JHJ	1	User	1	0				
14	4	KJL	JHJ	1	User	1	0				
15	5	FDYT	JHJ	1	User	1	0				
16	6	BNM	JHJ	1	User	1	0				
17	7	QWWYB	JHJ	1	User	1	0				

3.connect U-disk return to the device, press MENU key-choose [User manage] \rightarrow [User information synchronizes] \rightarrow upload successful.

C.Methods C

Excel form uploaded information to the machine

1.Press MENU key choose [User manage] \rightarrow [User information synchronizes] \rightarrow as followings:

	A	В	C	D	E	F	G	Н	I	J	K
1					Marking To	(Hittin	Hill	WHILE	The Park	Sec. 25.35	03 1148
2		E	mploye	e Infor	matio	n Ta	ıble	9			
3	Comp	ыну Name		-		The same of the sa					
4	UserID*	Name	Dept.	DeviceID*	Manage privilege	Face	Fp	Card	Pwd	Remarkl	Remark2
11											
12											
13											

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	В	C	D	E	F	G	Н	I	J	K
2		E	mploye	e Infor	matio	n Ta	ıble	e		1	
3	Com	Saty Name		Oracle oracle and the second second	ali, ma nama ang managa ang managa						
4	UserID*	Name	Dept.	DeviceID*	Manage privilege	Face	Fp	Card	Pwd	Remarkl	Remark2
11	1	FGH	MA	1	User						
12	2	FTU	WW	1	User						
13	3	DFIUO	JHJ	1	User						
14	4	KJL	JHJ	1	User						
	5	FDYT	јнј		User						

Notes: form information

The maximum ID code is 99999999 (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] \rightarrow [User information synchronizes] \rightarrow 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:

	Α	В	C	D	E	F	G	Н	I	J	K	L	M	N	0	P	Q	R	S	T	U
2						1	Ltte	nd	ance !	Settin	gΊ	able									
3			1. Sh	ift Timez	one				2. TR Sch	redule				3. H	Bell Ti	me					
4	Shift No.	Timez	one1	Timez	one2	Overt	ime	No.	Time	Mode	No.	Time		Mode			N	eekda	ay.		_
5	Shift No.	In	Out	In	Out	In	Out	No.	(hh:mm)	Mode	No.	(hh:mm)	Length	Mode	Su	Mo	Tu	We	Th	Fr	S
6	1	08:00	12:00	14:00	18:00	19:00	21:00	1	00:00	AM In	1	08:00	30sec	In	1321	V	V	·V	V	V	31
7	2	08.00	17.00			18:00	21:00	- 2	11:30	AM Out	2	12:00	30sec	In		V	V	V	V	V	
8	3	09:00	15:00		HINE!	7 13	HEAD	3	13:30	PM In	3	14:00	30sec	In		V	V	V	V	V	
9	- 4	15:00	22:00					4	17:30	PM Out	4	18:00	30sec	In		V	V	V	V	V	
0	5	07:00	15:00	B. C.			24 2918	5	18:30	OT In	5	19:00	30sec	In		V	V	V	V	V	
1	6	15:00	23:00					6	20:30	OT Out	6	21:00	30sec	In		V	V	V	V	V	
2	7	23:00	07:00	SEL V			PTIME	7	00:00		7	00:00		In							
13								8	00:00			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 is 19:00 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 is 18:00-21:00, 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:

 $\mbox{\bf 3.automatic time shift:}\ \mbox{\bf Set up morning and afternoon time, only machine display, not belongs attendance.}$

- **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 \rightarrow [work schedule set] \rightarrow [Employee scheduling tablet] ,as below:

	A	В	C	D	E	F	G	Н	I	J	K	L	М	N	0	P	Q	R	S	T	U	٧	W	X	Υ	Z	AA	AB	AC	AD	AE	AF	AG	АН
1						E	'n	ıp	lo	ye	ee	SI	hi	ft	T	at	ole																	
2	Special Shift. 25-Bu	siness trip, 26-Leave, Empt	ty-Holiday		100				E Con				3315		Pick.	200						100	100										E	
3		Start Date of Shift*		20	15-5	-30																												
4				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	UserID*	Name	Dept.	Sa	Su	Me	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr		Su	Mo	Tu		Th	Fr	Sa	Su	Мо	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	DFG	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	2000年1月1日			133		183		187	34		100				138	TESS		Œ.	193							100	10.0	230	110	133	摄			
11																																		
12	STREET GET BOT		MATERIAL PROPERTY.						100				133	19	THE REAL PROPERTY.			35	TOTAL STREET		355		83	200			130	331	133	1839	733 223		130	
13				1	-				-		-	and the						-			-				-									

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 day2 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 \rightarrow [system setting] \rightarrow [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 \rightarrow [system setting] \rightarrow [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 5minutes, 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.

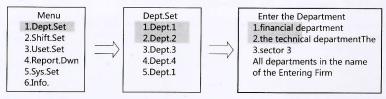
Delete records: delete the records because of full storage capacity

Record form download: connected USB-disk to download

The operation flow chart

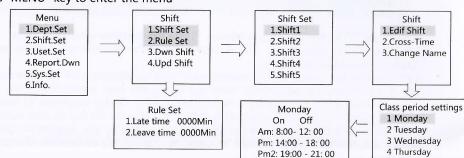
One: Setting department.

Press "MENU" key to enter the menu



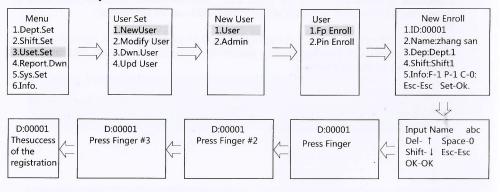
Two: Shift setting

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

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.

Menu 1.Dept.Set 2.Shift.Set 3.Uset.Set 4.Report.Dwn 5.Sys.Set 6.Info.

The operation of the fingerprint

Hardware settings:

attendance machine

1	2abc	3def	ESC
4ghi	5jkl	6mno	•
7pqrs	8 tuv	9wxyz	•
Θ#	0	MENU	ОК

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.

5 Friday

6 Saturday

7 Sunday

You can enter the registration number, name, Department, shift figure when the registration of personal information: New Enroll 1.D:00001. 2.Name:zhang san 3.Dep:Dept.1 4.hift:Shift1 5.Info: F-0 P-0 C-0 ESC-ESC Set-OK

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:

Monday On Off Morning: 8:00-12:00 Afternoon: 14:00-18:00 Overtime: 19:00-21:00 Esc-Esc Modifed-Ok

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:

Sys.Set 1 Co.Name 2 Device Set 3 Time Set 4 Report set

1 Language 2 Voice Prompts 3 Initialization 4 Delete Records 5 Delete All 6 Sensor Correction 7 Firmware upgrade

Device Set

Select [settings] can look up 1 companies will correspond to the name of the company attendance record and input the name such as "XX limited company" such download out.

Report Set 1 Admin Rec Alarm 2 Att.record alarm 3 Repeat Time Range The time setting 2014-07-26 15:10:50 Exit the -ESC modified -OK

The machine settings menu is some basic settings, make attendance machine including: 1.language settings, 2.voice prompts, 3.restore factory settings, 4.delete the attendance records, 5.delete all data, 6.acquisition instrument correction, 7.firmware upgrade. Use the arrow keys or number input keys to move the cursor

1.language settings: use the up / down button to select the corresponding language, press OK to determine.

2.the voice prompt: can choose to open and close the voice function.

3.restore factory settings: the machine is restored to factory defaults.

4.remove the attendance records: when the machine verification record full, you can delete all records here.

5.delete all data: the registration information and verification records have been deleted.Correction:

6.acquisition instrument calibration acquisition instrument, make acquisition instrument can use normally. The

7.firmware upgrade: give attendance machine upgrade program click on this.

Five: Download statement

According to MENU the menu button - Download report, U disk (choose 8 G or less) inserted into the attendance machine, Download attendance report, as shown below Enter the date range, press "OK" key to download

Report Dwn 1.Dwn.All 2.Dwn GLOG

Specific procedures are as follows:

1.the U disk and the attendance machine connection, select the staff management in "download" option, then the attendance the opportunity to send a "staff information sheet" to the U disk. Open the "employee information form" and edited on a computer. The following diagram:

1			Us	er I	nfo				
	up to 8 lette	rs (optional),	(required); 2 Na up to 15 departm ; permission opt	ents: 4, t	he input	shift wh	en you fill in t	he "1 to 5",	
3	ID	Name	Dept.	Shift	Power	FP	Power	Card	
4		1 Zhang San	Dept. 1	1	0	1	111111	0	
5		3 Li Si	Dept. 1.	1	0	1	333333	0	
6									
7									
8									
9									
7 8 9 10 11									
11									

"Number" is a unique identification number to each employee, can not be used repeatedly employee number range of $1\sim65535$ (only allows digital).

"Shift" is the staff attendance statistics statistics, here the choice of a good upload to the machine.

"Permission" into the staff, administrators, "0" for the user, "1" as the administrator, when you set: employee registration, delete, records and reports (Zhou Kaoqin report, daily / weekly / monthly abnormal attendance statements and records, records management) download.

2.the edited "personnel information table.XIs" copied to the U disk directly uploaded to the attendance machine "upload user".

3.enter the menu, attendance rules, set allows clock in / out of time The normal class set for example: shift work time for morning $8:00\sim12:00$ point, In the afternoon of 1 3: 3 $0\sim17:30$, work overtime at night time: $30\sim18$

21: 30 (No. 1). If the company needs to shift to work two shifts, morning time for morning $8:00\sim15:00$, evening for the $15:00\sim22:00$.

3	No.: 1	Name:	Shift1					Cross-da	vs:	00:00
4		Section			Section2			Section3	A STATE OF THE PARTY OF THE PAR	
5		On Duty	Off Duty	Туре	On Duty	Off Duty	Туре	On Duty	Off Duty	Туре
6	Monday	08:00	12:00	0	13:30	17:30	0	00:00	00:00	1
7	Tuesday	08:00	12:00	0	13:30	17:30	0	00:00	00:00	1
8	Wednesda	08:00	12:00	0	13:30	17:30	0	00:00	00:00	1
9	Thursday	08:00	12:00	0	13:30	17:30	0	00:00	00:00	1
10	Friday	08:00	12:00	0	13:30	17:30	0	00:00	00:00	1
11	Saturday	00:00	00:00	0	00:00	00:00	0	00:00	00:00	1
12	Sunday	00:00	00:00	0	00:00	00:00	0	00:00	00:00	1
13										

Note: Type: "0" for the normal attendance, "1" for the overtime work attendance. Schedule setting after the U disk is inserted into the attendance machine select [upload scheduling table] can.

4.after setting the "personnel information table" and "scheduling table" can be employees of the fingerprint registration enter the menu, the user management, the new users, ordinary users to fingerprint registration, display, display employee ID number and name and subordinate departments, divisions, press the OK key to determine the registration, and then in the fingerprint acquisition head to the fingerprint head in three times, heard the voice prompt "registration", namely the completion of registration, press the ESC key 2 times to exit.

At the end of

5.attendance statistics: U disk will be connected to the attendance machine, Download statement to download all of the input start and due dates (maximum 31 days) to determine that the load after will shows "download can be successful".

The

6.U disk will be connected with the computer, will be more (Excel) file, open the file can be seen (attendance summary table, abnormal statistics, credit card records, attendance table) as shown below:

A B C D B F G H I J K L Abnormal Report		should be fill	The orange part a	Not											eadance Ferre
A B C D B F G H I J K L Abnormal Report Statistics Date: 2014/10/1 ~ 10/22				Next to our					over time.	Early Lerve	CATOLOG	Servetano.			
Abnormal Report Statistics Date: 2014/10/1 ~ 10/22 Borning Afternoon Letenses Early Leave Total		14 D9/4411.000			Dogh	S Cday?	Goey) Com		Normal Distillar	Nyss. 161 s	es You Rin	to extend Heal Street		Rest. / St.	CD Nome
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