7. USB-disk Upload / Download

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

A. Attendance records:

<table>
<thead>
<tr>
<th>Date</th>
<th>User ID</th>
<th>Name</th>
<th>Dept</th>
<th>Date</th>
<th>Time</th>
<th>PM</th>
<th>Late</th>
<th>Early</th>
<th>Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Unusual attendance forms:

<table>
<thead>
<tr>
<th>Date</th>
<th>User ID</th>
<th>Name</th>
<th>Dept</th>
<th>Date</th>
<th>AM</th>
<th>PM</th>
<th>Late</th>
<th>Early</th>
<th>Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Swing card records:

<table>
<thead>
<tr>
<th>Date</th>
<th>User ID</th>
<th>Name</th>
<th>Dept</th>
<th>Date</th>
<th>AM</th>
<th>PM</th>
<th>Late</th>
<th>Early</th>
<th>Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
   2. 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.

   **B. Methods B**

Upload Users’ Name by USB:

1. Firstly, register 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.

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:
3. Connect U-disk 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 follows:

```
<table>
<thead>
<tr>
<th>UserID</th>
<th>Name</th>
<th>Dept.</th>
<th>DeviceID</th>
<th>Manage privilege</th>
<th>Face</th>
<th>Fp</th>
<th>Card</th>
<th>Pwd</th>
<th>Remark1</th>
<th>Remark2</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>PSH</td>
<td>FF</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>FTD</td>
<td>FF</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>DP230</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>KLD</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>PETT</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>HH</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>OPPTD</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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

```
<table>
<thead>
<tr>
<th>UserID</th>
<th>Name</th>
<th>Dept.</th>
<th>DeviceID</th>
<th>Manage privilege</th>
<th>Face</th>
<th>Fp</th>
<th>Card</th>
<th>Pwd</th>
<th>Remark1</th>
<th>Remark2</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>PSH</td>
<td>FF</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>FTD</td>
<td>FF</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>DP230</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>KLD</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>PETT</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>HH</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>OPPTD</td>
<td>RM</td>
<td>1</td>
<td>User</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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 follows:

```
| Shift No | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezone | Timezero...
4. Working time has three shifts: first from 08:00 am to 15:00 pm, the second time from 15:00 to 23:00 pm, the last from 23:00 pm to next day 07:00 am, setting as below schedule 5, 6, 7:

3. Automatic time shift: Set up the morning and afternoon time, only machine display, not belonging 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 |
| 1 | Special Shift: "Break-even, 9:00, 5:30, 11:00, 17:00" | 2 | Start Date of Shift: 2015-05-30 |
| 2 | Start Date | 2015-05-30 |
| 3 | 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 |
| 4 | User ID | Name | Dept. |
| 5 | 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 |
| 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 | 31 | 32 | 33 | 34 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |

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. Standby: Set standby time of the device, for example: If set standby 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.

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.

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:
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.

The machine settings menu is some basic settings, make attendance machine including:
1. language settings, 2. voice prompt, 3. restore factory settings, 4. delete the attendance records, 5. acquirement instrument calibration acquisition instrument, 6. 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. acquirement instrument calibration acquisition instrument, make acquirement instrument can use normally.
The firmware upgrade: give attendance machine upgrade program click on this.

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

Specific procedures are as follows:
1. the U disk and the employee 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:

```
A B C D E F G H I J
1 2 3 4 5 6 7 8 9 10
11 12
```

*Number* is a unique identification number to each employee, can not be used repeatedly employ employee number range of 1 – 65535 (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.xls" 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 ~ 12:00 point, In the afternoon of 13:00 ~ 17:30, work overtime at night time at 21:00 ~ 30:00 (No. 1). If the company needs to shift to work two shifts, morning time for 8:00 ~ 15:00, evening for the 15:00 ~ 22:00.

<table>
<thead>
<tr>
<th>Type</th>
<th>O, normal attendance; I, overtime</th>
<th>Cross-days</th>
<th>Before the set time attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Name</td>
<td>Shift</td>
<td>Section1</td>
</tr>
<tr>
<td>1</td>
<td>Monday</td>
<td>08:00</td>
<td>08:00</td>
</tr>
<tr>
<td>2</td>
<td>Tuesday</td>
<td>08:00</td>
<td>08:00</td>
</tr>
<tr>
<td>3</td>
<td>Wednesday</td>
<td>08:00</td>
<td>08:00</td>
</tr>
<tr>
<td>4</td>
<td>Thursday</td>
<td>08:00</td>
<td>08:00</td>
</tr>
<tr>
<td>5</td>
<td>Friday</td>
<td>08:00</td>
<td>08:00</td>
</tr>
<tr>
<td>6</td>
<td>Saturday</td>
<td>08:00</td>
<td>08:00</td>
</tr>
<tr>
<td>7</td>
<td>Sunday</td>
<td>08:00</td>
<td>08:00</td>
</tr>
</tbody>
</table>

Note: Type: "0" for the normal attendance, "I" 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 employeess 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, 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: