

Operate Illustrate

1. Increased New User

Press 'MENU' entered the operate menu

- a. Choose 'Data Man', and select 'OK' or '1'
- b. Choose 'Register', and select 'OK' or '1'
- c. Choose 'Finger' and select 'ok' or '1'
- d. Choose 'OK'
- e. Use the keyboard to input users name '3(F), 2 (A), 6(N), 6(N), 9(Y)' '▼', 'OK' '2' can input 'fanny', then choose 'OK'
- f. Record fingerprint three times
- g. Press 'OK', return to the register fingerprint, and keep on register the next user, and 'ESC' means finish to register fingerprint.

2. Set personal department

- a. Press 'Menu' and press 'Data Man', and select 'ok' or 1
- b. Choose 'View User' press 'OK' or 2
- c. Choose 'Fanny' Press 'OK'
- d. Choose 'Move User Post' press OK or 3, then select department and press ok. And press 'ESC' return to 'View User'



3. Edit shift

- a. Press 'Menu' press OK or 2 to enter 'setting'
- b. Press 'OK' or 1 to enter ' shift',
- c. Choose shift 1 and press OK
- d. Choose 'AT Time' or 'LV Time' to select time, 'ESC' to return menu. AT Time means work time, and LV Time means out of work time.

4. Set department shift and download the data

Insert the U-disk to the device, then press 'Menu' enter the 'operate menu'

- a. Press 'Menu', press OK or 1 to enter ' U-manage'
- b. Choose 'userinfo', press OK or 4, then press 'ESC' then exit to the desktop, then pull out the U-Disk
- c. Insert the U-disk to your computer, and open the 'Set table'

d. In the excel, in  set time. Then choose , in it user can editing

name, department and the shift date then save, and exit the excel, pull out the u-disk

- e. Insert the U-disk to the device, and press Menu----5----U upload----user data

5. Set administrator

- a. Choose ' data man'
- b. Press ok or 2 and choose 'View User' press OK
- c. Choose ok or 1 to enter 'View user',
- d. Choose '11. power' and press OK to choose administrator press OK
- e. Press 'ESC' return to the menu

Note: When it isn't set administrator, every user can operate the device. After set administrator, only administrator can operate the device.

6. Output the attendance form

Use U-disk link with computer, then press 'Menu' enter 'u-manage'-----att list-----choose S.date and E. date, then press OK. (S.date means start time, E. date means the end time)