

4.Working time has three shifts:first from 08:00am–15:00pm,the second time from15:00–23:00pm,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	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	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	4	4	
9	4	DPG	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	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 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→ 【 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 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

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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Attendance Statistic Table																		
2	Date:2015-05-01 ~2015-05-30																		
3	UserID	Name	Dept.	Worktime(hrs.) normal	actual	Late times	Early minutes	Overtime(hrs.) normal	holiday	Workday (normal/actual)	Trip (day)	Absence (day)	Leave (day)	Work Rate	Add Per Normal				Overtime
4	1			240.0	0.2	0	0	1	229	0.0	0.0	30/1	0	29	0				
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			

	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	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AR	AS	AT	AU
1	Employee Attendance Table																																												
2											Attendance date:2015-05-01 ~2015-05-30										Tabling date:2015-05-30 15:57:59																								
3	Dept.	Date	2015-05-01 ~2015-05-30	ID	1	Dept.	Date	2015-05-01 ~2015-05-30	ID	1	Dept.	Date	2015-05-01 ~2015-05-30	ID	1																														
4	Absence	Leave	Trip	Work	Overtime(hrs.)	Late	Early	Absence	Leave	Trip	Work	Overtime(hrs.)	Late	Early	Absence	Leave	Trip	Work	Overtime(hrs.)	Late	Early																								
5	(day)	(day)	(day)	(day)	normal	special	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)	(min)																							
6	29	0	0	1	0.0	0.0	0	0	1	229																																			
7	Time Card										Time Card										Time Card																								
8	Date	AM	PM	Overtime	Date	AM	PM	Overtime	Date	AM	PM	Overtime	Date	AM	PM	Overtime	Date	AM	PM	Overtime																									
9	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out																									
10																																													
11																																													
12																																													
13	01 Su																																												
14	02 Su																																												
15	03 Su																																												
16	04 Su																																												
17	05 Tu																																												
18	06 We																																												
19	07 Th																																												
20	08 Fr																																												
21	09 Sa																																												
22	10 Su																																												

B.unusual attendance forms:

	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	

C.swing card records:

	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										
1	Employee Attendance Record Table																																								
2																Attendance date:2015-05-01 ~2015-05-30																									
3																Tabling date:2015-05-30 15:58:01																									
4	UserID:	1										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	29	30											
6																																									
7																																									

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	Company Name										
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	DFIUD	JHJ	1	User	/					
14	4	KJL	JHJ	1	User	/					
15	5	FDYT	JHJ	1	User	/					
16	6	BNM	JHJ	1	User	/					
17	7	QWFTB	JHJ	1	User	/					

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	Company Name										
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	DFIUD	JHJ	1	User	/	0				
14	4	KJL	JHJ	1	User	/	0				
15	5	FDYT	JHJ	1	User	/	0				
16	6	BNM	JHJ	1	User	/	0				
17	7	QWFTB	JHJ	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	Company Name										
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	Company Name										
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	DFIUD	JHJ	1	User						
14	4	KJL	JHJ	1	User						
15	5	FDYT	JHJ	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	1. Shift Timezone							2. TR Schedule				3. Bell Time									
4	Shaft No.	Timezone1	Timezone2	Overtime	No.	Time (hhmm)	Mode	No.	Time (hhmm)	Length	Mode	Weekday									
5	In	Out	In	Out	In	Out		In	Out			Su	Mo	Tu	We	Th	Fr	Sa			
6	1	08:00	12:00	14:00	18:00	19:00	21:00	1	00:00	AM	In	1	08:00	30sec	In		✓	✓	✓	✓	✓
7	2	08:00	17:00			18:00	21:00	2	11:30	AM	Out	2	12:00	30sec	In		✓	✓	✓	✓	✓
8	3	09:00	15:00					3	13:30	PM	In	3	14:00	30sec	In		✓	✓	✓	✓	✓
9	4	15:00	22:00					4	17:30	PM	Out	4	18:00	30sec	In		✓	✓	✓	✓	✓
10	5	07:00	15:00					5	18:30	OT	In	5	19:00	30sec	In		✓	✓	✓	✓	✓
11	6	15:00	23:00					6	20:30	OT	Out	6	21:00	30sec	In		✓	✓	✓	✓	✓
12	7	23:00	07:00					7	00:00			7	00:00		In						
13	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: