

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:

[illegible]

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

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.

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:

[illegible]

1	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	A	B	A	C	A	A	E	A	A	G	A	H	A	I	A	A	K	A	A	M	A	N	A	A	P	A	R	A	S	A	A	A	U																																																													
2																																		Employee Attendance Table												Attendance date:2013-05-01~2013-05-30 Tabling date:2013-05-30 15:57:39																																																																										
3																																																																																																																								
4	Dept.												Name												Dept.												Name																																																																																			
5	Date												ID												Date												ID																																																																																			
6	2013-05-01~2013-05-30												1												2013-05-01~2013-05-30												1																																																																																			
7	Absence (day)												Leave (day)												Trip (day)												Work (day)												Overtime(Ch.)												Late (minutes)												Early (minutes)																																															
8	29												0												0												1												0.0												0.0												0												0												1												229											
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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:

[illegible]

Face and fingerprint



Instruction manual

1.Department enroll

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

Department Setting X

Department 1

1abcdef

ghijklmno

pqrstuvwxy

←0→

CHNENTOK

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.

Registered

zhang xiao zhu huan

[CHN] zhang

zhang xiao zhu huan ▼

OKCancel

- 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			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	Company Name										
4	UserID*	Name	Dept.	DeviceID*	Manage privilege	Face	Fp	Card	Pwd	Remark1	Remark2
11	1	FGH	VW	1	User	/	0				
12	2	FTU	VW	1	User	/	0				
13	3	DFIUO	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	QWVYB	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	VW	1	User						
12	2	FTU	VW	1	User						
13	3	DFIUO	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	Shift No.		Timezone1		Timezone2		Overtime		No.	Time (hhmm)		Mode	No.	Time (hhmm)		Length	Mode	Weekday			
5	In	Out	In	Out	In	Out	In	Out		In	Out			In	Out			Su	Mo	Tu	We
6																		Th	Fr	Sa	
7	1	08:00	12:00	14:00	18:00	19:00	21:00	18:00	21:00	1	00:00	AM In	1	08:00	30sec	In		✓	✓	✓	✓
8	2	08:00	17:00							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					
	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: