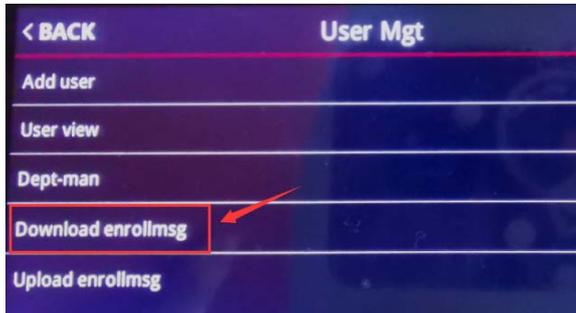


# How to batch upload user information and photo to device (AI series)

1. Insert u-disk into device, **enter menu-select [User Mgt]—[Download enrollmsg]**, then it will output 2 files to u-disk, one is 'Staff' file in excel format, and another one is 'EnrollPhoto' folder



2. Open the file named 'Staff', input user information here then save it.

A screenshot of an Excel spreadsheet titled 'Staff'. The spreadsheet has columns: ID, Name, Dept., Shift, Admin, Face, PWD, Card, Lock timezone, GRP, Birthdate, Start:, and End:. The first row contains the data: 1, Sophie, and several empty cells. A red arrow points to the first row.

ID	Name	Dept.	Shift	Admin	Face	PWD	Card	Lock timezone	GRP	Birthdate	Start:	End:
1	Sophie											

3. Then open 'EnrollPhoto' folder and put user photo in it, the format of photo name is **LF+8-digit user ID**, like user ID 1, it's photo name should be LF00000001, and the photo size is 480\*640.



4. After finished, put these two files (Staff table and EnrollPhoto folder) into u-disk then insert into device, **enter menu-select [User Mgt]-[ Upload enrollmsg]** to upload user information

