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# TA040

## Self-Service Attendance Terminal User Manual

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# 1 Instruction for Use

## 1.1 Recommended Operation Steps

**Step 1**: Set a department (not required if the default department is used). For details, see 4 Department Set.

**Step 2**: Enroll users. For details, see 3. User Management.

**Step 3**: Set attendance rules (not required if the default rule is used). For details, see 5.1 Attendance Rule.

**Step 4**: Set shifts (not required if the default shift is used). For details, see 5.2 Shift Setting.

**Step 5**: Arrange schedules of employees (not required if the default schedule is used). For details, see 5.3 Schedule.

**Step 6**: Record employees' attendance. Check that the device time is precise and start attendance.

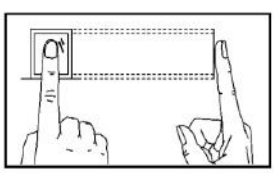
**Step 7**: Download and review reports. For details, see 6.1 Download Att. Report.

**(Some machines support connecting Attendance Software through TCP/IP mode and download Attendance Logs by Attendance Software, and then calculating Attendance and statistical report.)**

## 1.2 Finger Placement

**Recommended fingers**: The index finger, middle finger or the ring finger; the thumb and little finger are not recommended (because they are usually clumsy on the fingerprint collection screen).

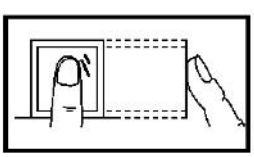
**1. Proper finger placement:**



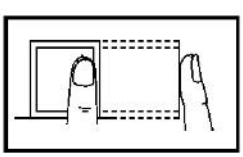
The finger is flat to the surface and centered in fingered guide.

**2. Improper finger placement:**

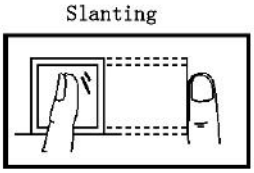
**Not flat to the surface**



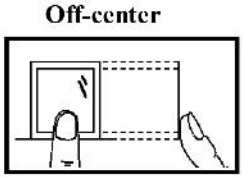
**Off-center**



Slanting



**Off-center**



## 1.3 Verification Modes

### 1.3.1 Fingerprint Verification

**1. 1: N Fingerprint Verification**

The terminal compares current fingerprint collected by the fingerprint collector with all fingerprint data on the terminal.

Press your finger on the fingerprint collector by adopting the proper finger placement. For details, see 1.2 Finger Placement.

| | |
|---|---|
| When verification successful, the interface shown as figure **1**. | When verification failed, then interface shown as figure **2**. |

**2. 1:1 Fingerprint Verification**

In the 1:1 fingerprint verification mode, the terminal compares current fingerprint collected through the fingerprint collector with that in relation to the user ID entered through keyboard. Adopt this mode only when it is difficult to recognize the fingerprint.

| | | |
|---|---|---|
| Enter the user **ID** on the initial interface. Then press **[M/OK]**. Place the enrolled finger properly on the fingerprint sensor. | When verification successful, the interface shown as figure **2**. | When verification failed, the interface shown as figure **3**. |

**Notes:**

①. If it says that the enroll number is wrong, it means that there is no such number or the employee doesn't enroll password.

②. If the device says "Please press again", place the finger on the fingerprint sensor again. You can try another 3 times by default. If it fails after 3 times, return Step 1 for second operation.

### 1.3.2 Password Verification

In the password verification mode, the terminal compares the password entered with that in relation to the user ID.

| | | |
|---|---|---|
| Enter the user **ID** and **PWD** using keypad on the initial interface. Then press **[M/OK]**. | When verification successful, the interface shown as figure **2**. | When verification failed, the interface shown as figure **3**. |

**Notes:**

If the device says "Invalid ID", enter the password again. You can try another 3 times by default. If it fails after 3 times, return Step 1 for second operation.

### 1.3.3 Card Verification ★

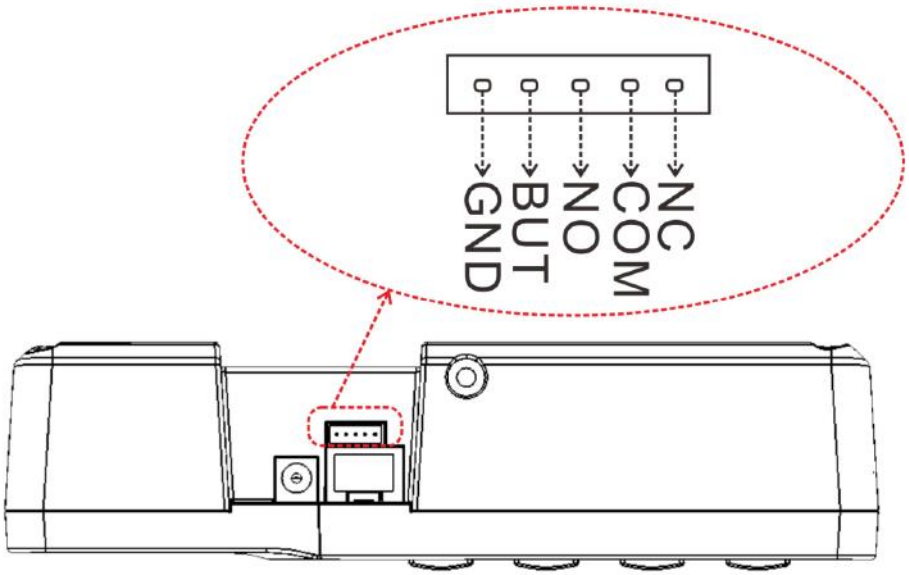
Some devices have an embedded ID or Mifare card module, providing the verification function. A device compares the read card ID with all card IDs enrolled in the device during verification.

| | |
|---|---|
| If the verification is successful, the interface as shown above. | If the verification is not successful, the interface as shown above. |

**Note:** If a device is connected to a computer through a USB cable, the Mifare card of the device is unavailable and a text prompt message is displayed on the initial interface. The Mifare card restores after the device is disconnected from the computer.

**Notice**: The card area in some devices is round the fingerprint sensor and others are round the keyboard.

## 1.4 Terminal Interface




**BUT**: Connecting **Exit Button**.

**NO**: Normal Open.

**NC**: Normal Close.

# 2 Main Menu

The self-service attendance terminal that integrates the prevalent SSR technology in Europe and America is launched to reduce management costs effectively, provide convenience for employees, and minimize the requirement for computer skills of users. The device allows setting attendance rules, shifts, and schedules for employees, without the need for attendance software. Users can download attendance reports for review and statistics.

This menu item allows you to add, browse, and manage user information, including the employee ID, name, fingerprint, password, card ID★, department, and rights. You can add, edit, or delete basic information about employees.

This menu item allows you to browse department information, add, edit, or delete department.

This menu item allows you to set attendance rules and required shifts and to arrange schedules for employees. The device supports a maximum of 24 Shifts.

This menu item allows you to download statistical reports of attendance or attendance setting reports to a USB flash drive or SD card, or to upload attendance setting reports in which shifts are set and employees' schedules are arranged. The device gives priority to the schedules in an attendance setting report.

This menu item allows you to set system-related parameters, including the basic parameters, Date/Time, Communication option★, Timing State Switching Setting, SMS Setting and so on, to enable the terminal to meet user requirements to the greatest extent in terms of functions and display.

This menu item allows you to upload or download user data or attendance data, delete attendance data and all user data, and revoke management rights.

Through an SD card or a USB disk, import user information and attendance data from the attendance machine to related software or other fingerprint recognition devices.

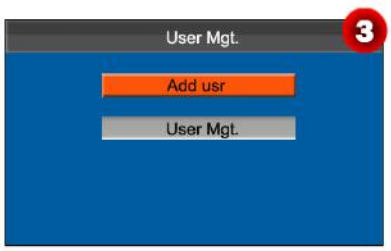
This menu item allows you to easily query the attendance records saved on the device.

This menu item allows you to check the storage status as well as version information of the device.

# 3. User Management

## 3.1. Add a User

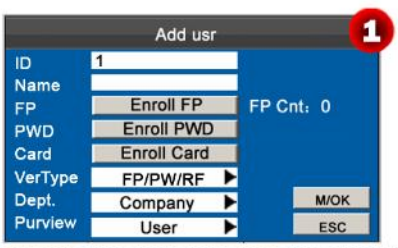
Through this sub-menu, you can browse the user information stored in the device, including the user **ID**, **Name**, **Fingerprint**, **Password**, **Card**, **Department** and **Purview**.

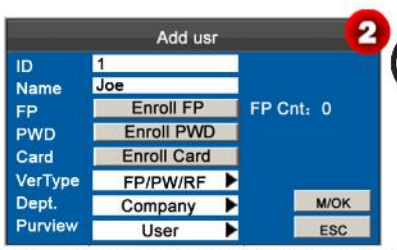



| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **User** menu and press [**M/OK**] to enter the **User Mgt.** interface. | Press ▼ key to select **Add user** and press [**M/OK**] to enter the **Add user** interface. |

### 3.1.1 Enter a User ID and Name

The device automatically allocates an ID starting from 1 for every user in sequence. If you use the ID allocated by the terminal, you may skip this section.

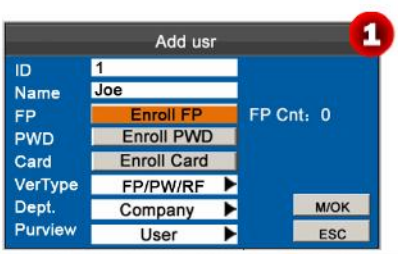


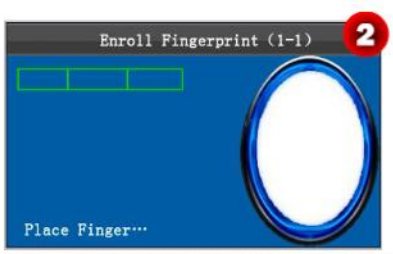




For details of operations on keyboard interface, see **Appendix 2 T9 Input**. (**The device supports the 23-character names by default.**)

| | |
|---|---|
| Press ▼ key to select **ID**. Press numeric key to enter **ID**. (You can press ◄ key to delete input.) | Press ▼ key to select **Name**. Press [**M/OK**] to open **T9 input method**, and then use **T9 input method** to enter the **Name**. |

### 3.1.2 Enroll a Fingerprint

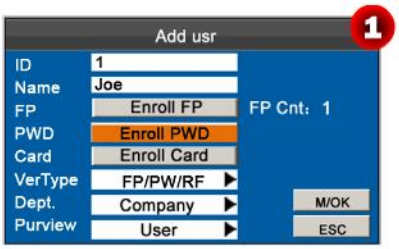


| | | |
|---|---|---|
| Press ▼ key to select **Enroll FP** and press [**M/OK**] to enter the **Enroll Fingerprint** interface. | Place your finger on the fingerprint sensor properly. For details, see 1.2 Finger Placement. | Place the same finger on the fingerprint collector for three consecutive times correctly until enrollment succeeds. |

**Note:** If the enrollment fails, the system will display a prompt message and return to the [Enroll Fingerprint] interface. In this case, you need to repeat the operations of step 2.

### 3.1.3 Enroll a Password

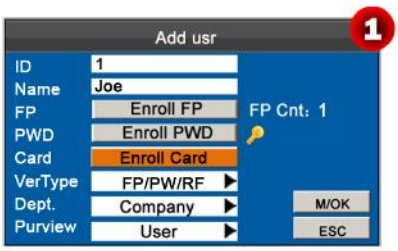


**The device supports the 1- to 8-digit passwords by default.**

| | |
|---|---|
| Press ▼ key to select **Enroll PWD**. Press **[M/OK]** key to enter the **Enroll PWD** interface. | Enter password and Re-enter the password, press **[M/OK]** key to save and return to the **Add user** interface. |

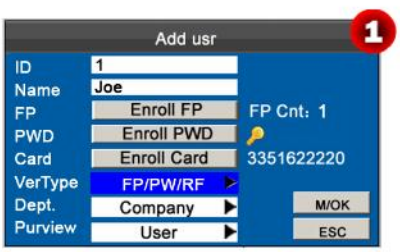
### 3.1.4 Enroll an Card ★

Some devices have an embedded ID or Mifare card module, providing the verification function.



| | | |
|---|---|---|
| Press▼ key to select **Enroll Card** and press [**M/OK**] key to enter the **Enroll Card** interface. | Swipe your card properly in the swiping area. | Read Successfully! |

### 3.1.5 Verification Type

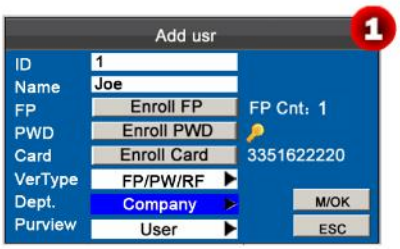


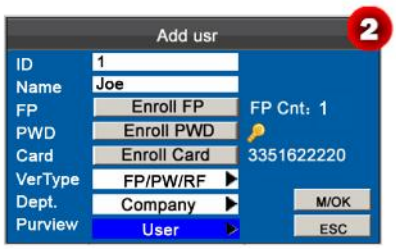

Press ▼ key to select **VerType** Press ▶ key to select **Verification Type.**

### 3.1.6 Select Department and Privilege Settings

**Administrators**: An administrator is granted rights to operate all menus in addition to the fingerprint- and password-based attendance recording.

**Ordinary users**: An ordinary user is only allowed to record attendance through fingerprint and password verification and query attendance records.




| | |
|---|---|
| Press ▼ key to select **Dept.** Press ▶ key to select **department**. | Press ▼ to select **Purview**. Press ▶ to select **Purview.** |

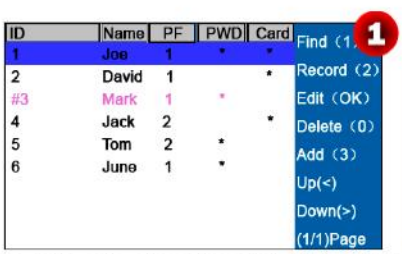
Finally, press ▼ key to select **[M/OK]** button and press **[M/OK]** to save user information.

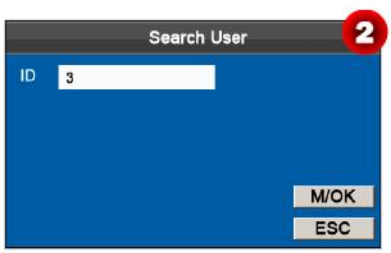
## 3.2 User Management

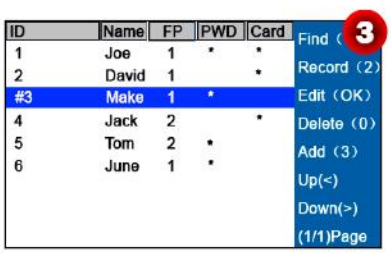
Generally the user information stored on the device needs to be modified in the wake of the personnel changes in a company. To facilitate modification of user information, our device allows users to add, delete, query and modify user information conveniently.

| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **User** menu and press **[M/OK]** to enter the **User Mgt.** interface. | Press ▼ key to select **User Mgt.** and press **[M/OK]** to enter the **User Management** interface. |

### 3.2.1 Search a User



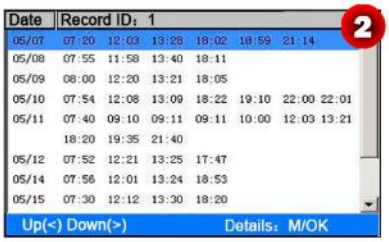



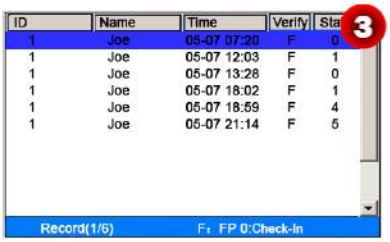




| | | |
|---|---|---|
| Press numeric key '1' on **User Mgt.** interface to enter the **Search User** interface. | Enter the user ID, such as 3, and press **[M/OK]** key to view the result. | Place the cursor on the user, which ID=3. |

☺ **Note: '#'** as shown in the figure above means the user is an administrator, and '*' means the user has already enrolled a password or card.

### 3.2.2 Query a Record




| | | |
|---|---|---|
| Press ▲/▼ to select a user and press numeric key '2' to view records. | Press ▲/▼ to scroll the attendance record row by row. Press ◀/▶to scroll the attendance record page by page. | Press [**M/OK**] to view the details of the employee's record. |

Notes displayed at the bottom of the screen explain all letter meanings.

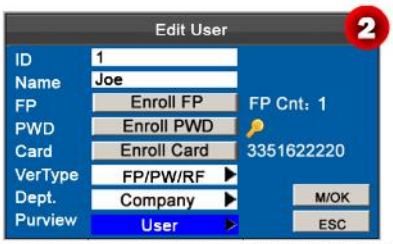
- **Verification**: Validation Status.

**F**: Fingerprint Verification. **P**: Password Verification **I**: Card Verification

- **Status**: Attendance Status.

**0**: Check-in **1**: Check-out **4**: Overtime Check-in **5**: Overtime Check-out

### 3.2.3 Edit a User




| | |
|---|---|
| Press ▲/▼ to select a user and press [**M/OK**] key to enter the **Edit user** interface. | The User **ID** cannot be modified, and the other operations are similar to those performed to add a user. After modifying, press ▼ to select [**M/OK**] button, and then press [**M/OK**] key to save. |

### 3.2.4 Delete a User

The option '**Delete user**' is in either of the following cases to delete all information of an employee from the popular color-screen FRT:

① The fingerprint or password of this employee is no longer required.

② This employee has resigned.

| | |
|---|---|
| Press▲/▼ to select user and press numeric key '0', pop-up the **Prompt box**. | Press [**M/OK**] to delete the user or [**ESC**] to cancel. |

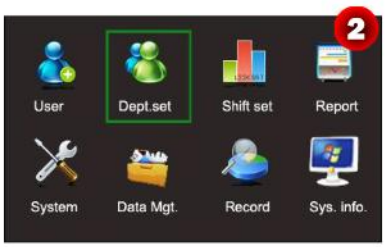
☺**Note**: Deleting a user will not result in the deletion of the user's attendance records which can be downloaded to related software for query.

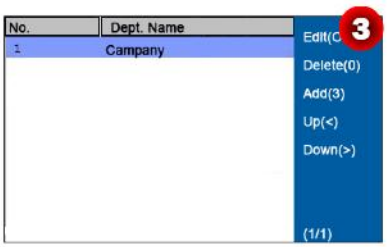
### 3.2.5 Add a User

The **Add user** option is used to facilitate administrators to add users. For details, see 3.1. Add a User.

# 4 Department Set

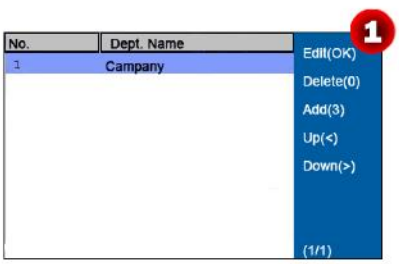
Browse department information. Add, edit, or delete department IDs or names.




| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **Dept.set** menu and press [**M/OK**] to enter the **Department Set** interface. | The **Department set** interface as shown as figure **3**. |

## 4.1 Add a Department



| | |
|---|---|
| Press numeric key '3' to enter the **Add Dept.** interface. | Enter the department name by using the T9 input method.<br>Press ▶ to select **Shift Name** and press [**M/OK**] key to save. |

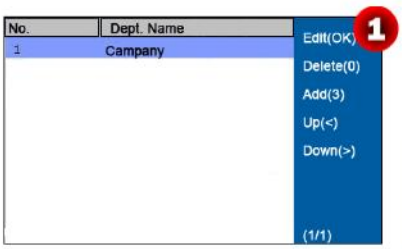
**No.**: The attendance machine automatically assigns ID for department that starts from 1 and increase sequentially.

**Dept.**: Enter the department name using the T9 input method. (For detailed operations, see **Appendix 2 T9 Input**)

## 4.2 Edit a Department

| | |
|---|---|
| Press ▲/▼ to select department to be edited and press [**M/OK**] key to enter the **Edit Dept.** interface. | The **Edit department** operations are similar to those performed to **Add Department**. |

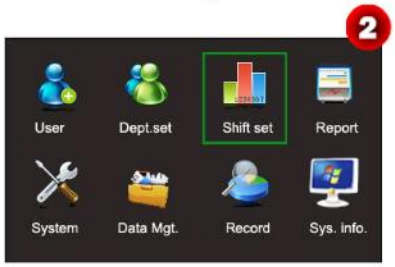
## 4.3 Delete a Department

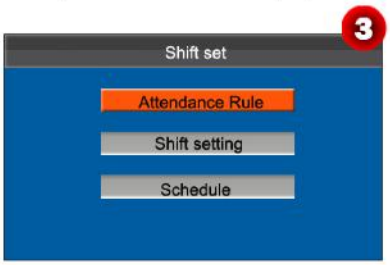


| | |
|---|---|
| Press ▲/▼ to select department and press numeric key '0', pop-up the **Prompt Box**. | Press [**M/OK**] key to delete the department or press [**ESC**] key to cancel and quit. |

# 5 Shift Set

This menu item allows you to set attendance rules and required shifts and to arrange schedules for employees.



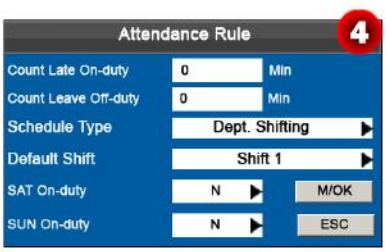

| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **Shift set** menu and press [**M/OK**] to enter the **Shift set** interface. | Press ▼ key to select **Attendance Rule** and press [**M/OK**] key to enter the **Attendance Rule** interface. |

## 5.1 Attendance Rule

All attendance statistics are collected based on attendance rules. Attendance rules regarding how to calculate late arrival and early leave and how to arrange schedules need to be set first. Once set, they should not be modified from time to time because a modification may cause deviation in attendance record and a modification in the middle of a month may even disarrange the schedules.

Schedule Type**: Department-based scheduling and individual-based scheduling are supported. If a company uses one timetable, only one department needs to be set and department-based scheduling is recommended. If departments have their respective timetables, department-based scheduling is recommended. If employees may take different shifts, individual-based scheduling is recommended.**

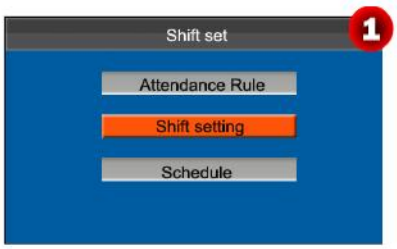
**Default Shift**: When individual-based scheduling is used, employees who are not scheduled take the default shift.

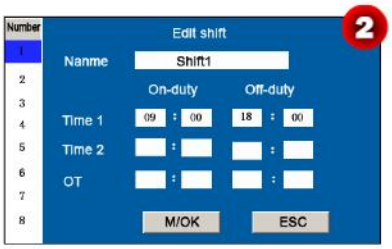


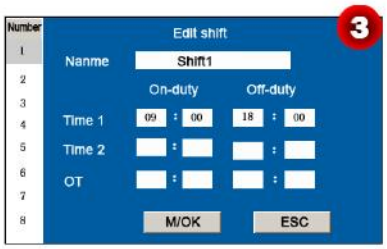

Press ▲/▼ to move the cursor to a desired option. Enter a desired value in the entry box using the numeric keypad. Press ◄/► key in the scroll box to switch to the desired value. After finishing the setting, press [**M/OK**] to save your settings or press [**ESC**] to cancel your settings and return to the previous interface.

Set attendance rules by referring to the instructions in the text box on the right.

## 5.2 Shift Setting



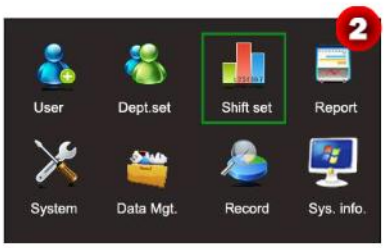

| | | |
|---|---|---|
| Press ▼ to select **Shift setting,** Press **[M/OK]** key to enter **Shift setting** interface. | Press ▲/▼ to select a shift from the list, and press ► to enter the **Edit shift** interface. | Press ▲/▼ to choose corresponding shift attributes. Enter the time using the numeric keypad. Press **[M/OK]** to saving. |

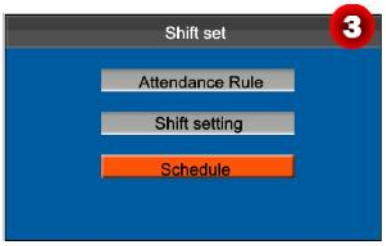
- **Shift setting**

The device supports a maximum of 24 shifts including two default shifts (shift 1 and shift 2). All shifts can be edited and a single shift includes three time ranges at most.

## 5.3 Schedule

As the basis of attendance calculation, shifts should be set based on the actual condition of a company. If no shift is set, the system makes attendance calculations based on default shifts set in attendance rules.



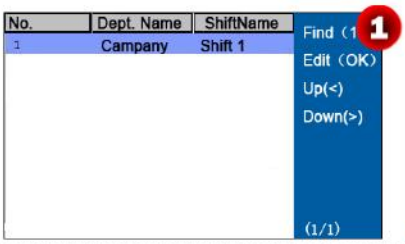



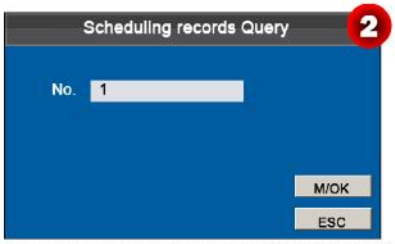

| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **Shift set** menu and press **[M/OK]** to enter the **Shift set** interface. | Press ▼ key to select **Schedule** and press **[M/OK]** key to enter the **Schedule** interface. |

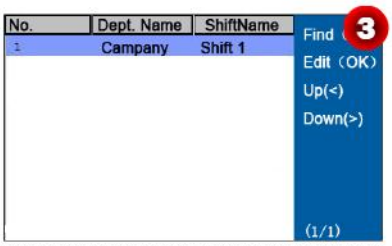
### 5.3.1 Department-based Scheduling

The Schedule type in Attendance Rule is Department shifting.

**1.Scheduling Records Query**

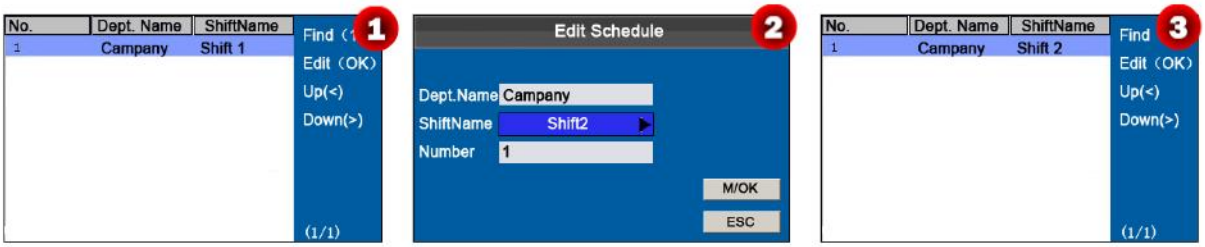



| | | |
|---|---|---|
| Press numeric key '1' to enter the **Scheduling records Query** interface. | Enter the department **No.** and press **[M/OK]** to view result. | The department's **scheduling records** as shown as figure **3**. |

**2.Edit Schedule**




| | | |
|---|---|---|
| Press▲/▼ to select shift then press **[M/OK]** key to enter the **Edit Schedule** interface. | Press ▼ key to select **Shift Name**, Such as **Shift2**, Press **[M/OK]** key to save. | When saving successful, the interface showed as above. |

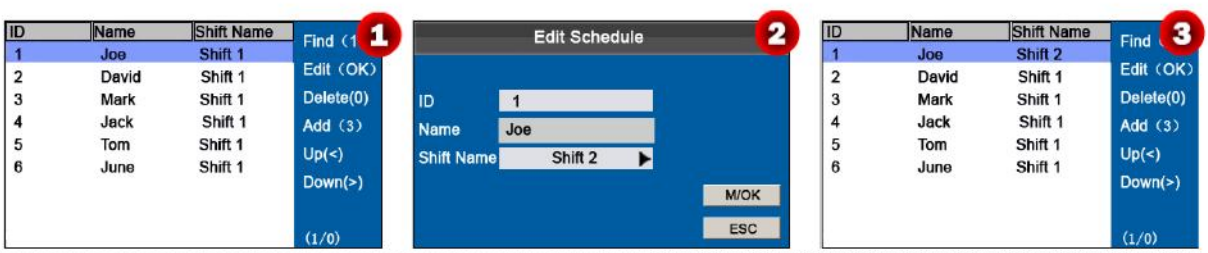
## 5.3.2 Individual-based Scheduling

The Schedule type in Attendance Rule is Personal shift.

**1. Add Schedule**

| | | |
|---|---|---|
| Press numeric key **'3'** to enter **Add Schedule** interface. | Enter ID. The device automatically displays the name.<br>Press ▶ key to select **Shift Name** and then press **[M/OK]** to save. | When saving successful, the interface showed as above. |

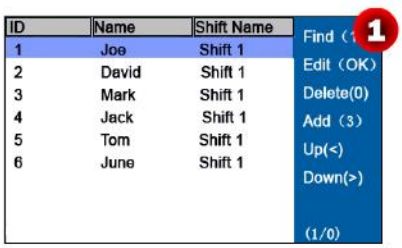
**2. Edit Schedule**

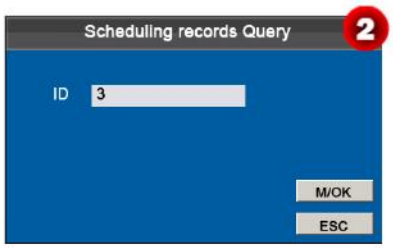


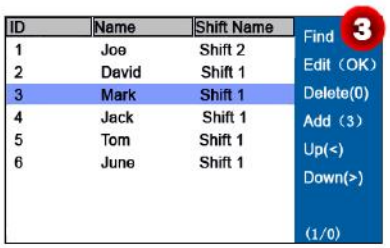

| | | |
|---|---|---|
| Press▲/▼to select a shift then press **[M/OK]** to enter the **Edit Schedule** interface. | Press ▶ key to select Shift Name, Such as **Shift 2**, press **[M/OK]** to save. | When saving successful, the interface showed as above. |

☺**Note:** The user ID cannot be modified, and the other operations are similar to those performed to add a shift.

**3. Scheduling Records Query**

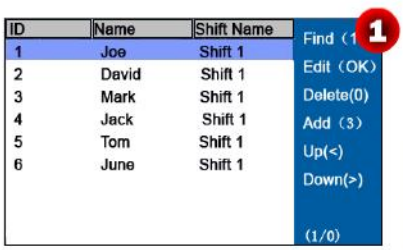


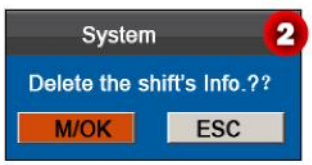




| | | |
|---|---|---|
| Press numeric key '1' to enter **Scheduling records Query** interface. | Enter the ID number and press [**M/OK**] key to view result. | The user's scheduling records as shown as figure **3**. |

**4. Delete a shift**



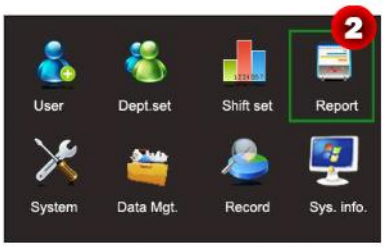



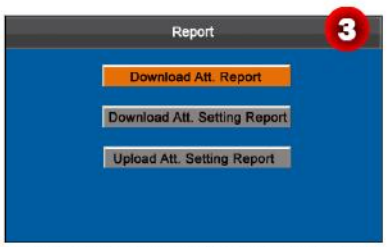

| | |
|---|---|
| Press ▲/▼ to select shift then press numeric key '0', pop-up the **Prompt Box**. | Press [**M/OK**] key to **delete** the shift or press [**ESC**] to cancel. |

# 6 Report Management

**Notice:** The schedules in attendance setting reports have priority over those set on the device in attendance calculation.

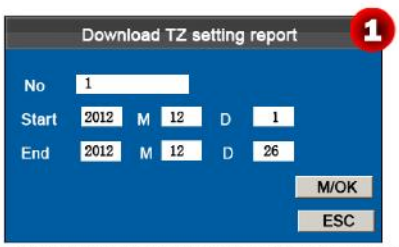
**Note:** The attendance machine downloads information onto the USB disk when a USB disk and an SD card are inserted simultaneously.




| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **Report** menu and press **[M/OK]** to enter the **Report** interface. | Press ▼ key to select **Download Att. Report** and press **[M/OK]** key to enter the **Download TZ setting report** interface. |

## 6.1 Download Att. Report



| | | |
|---|---|---|
| Enter the start and end dates then press **[M/OK]** key to calculating & downloading. | Downloading..... | Data download succeed! Press **[M/OK]** key to close the prompt box, and then take out the USB disk or SD card. |

The SSRTemplateS.xls shall be stored in the USB disk or SD card. The schedule information, statistical report of attendance, attendance Record Report, Exception Statistic Report and card report can be viewed on a PC. The following reports show the preceding information:

To make reports more understandable, a report containing two-day attendance records of four employees is provided as an example.

**Schedule Information Report**: The report allows you to view schedule records of all employees.

**Schedule Information Report**

Stat.Date: 2013-01-01 ~ 2013-01-03 — Special shifts:25-Ask for leave, 26-Out, Null-Holiday

| ID | Name | Department | 1 FEB | 2 MAR |
|---|---|---|---|---|
| 1 | Joe | company | 1 | 1 |
| 2 | David | company | 1 | 1 |
| 3 | Mark | company | 1 | 1 |
| 4 | Tom | company | 1 | 1 |

**Statistical Report of Attendance**: The report allows you to query attendance of each person in a specified period. Salaries can be calculated directly based on this report.

Note: **The unit of** Work hour **and** Overtime hour **in the** Statistical Report of Attendance **is HH:MM. For example, 17:50 indicates that the on-duty time is 17 hours and 50 minutes.**

## Statistical Report of Attendance

Stat.Date: 2013-01-01~2013-01-02

| ID | Name | Department | Work hour | | Late | | Leave early | | Overtime hour | | Att. Days (Nor./Real) | Out (Day) | Absent(Day) | AFL (Day) | Additem payment | | | Deduction payment | | | Real pay | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Normal | Real | Times | Min | Times | Min | Workday | Holiday | | | | | Label | Overtime | Subsidy | Late/Leave | AFL | Cutpayment | | |
| 1 | Joe | company | 18:00 | 17:50 | 0 | 0 | 1 | 10 | 00:00 | 00:00 | 2/2 | 0 | 0 | 0 | | | | | | | | |
| 2 | David | company | 18:00 | 17:48 | 1 | 12 | 0 | 0 | 00:00 | 00:00 | 2/2 | 0 | 0 | 0 | | | | | | | | |
| 3 | Mark | company | 18:00 | 08:50 | 1 | 5 | 1 | 10 | 00:00 | 00:00 | 2/2 | 0 | 0 | 0 | | | | | | | | |
| 4 | Tom | company | 18:00 | 18:00 | 0 | 0 | 0 | 0 | 00:00 | 00:00 | 2/2 | 0 | 0 | 0 | | | | | | | | |

**Attendance Record Report**: The report lists the daily attendance records of all employees within a specified period.

## Attendance Record Report

Att. Time 2013-01-01~2013-01-02 Tabulation 2013-01-02

| 1 | 2 |
|---|---|
| ID: 1 | Name: Joe Dept.: company |
| 07:26<br>12:25<br>13:31<br>17:50 | 07:54<br>12:56<br>13:51<br>18:52 |
| ID: 2 | Name: David Dept.: company |
| 07:36<br>12:26<br>13:31<br>18:31 | 09:12<br>15:50<br>15:51<br>18:52 |
| ID: 3 | Name: Mark Dept.: company |
| 07:50<br>12:30<br>17:50 | 09:05 |
| ID: 4 | Name: Jack Dept.: company |
| 07:45<br>12:50<br>18:31 | 08:11<br>17:55<br>18:06 |

**Exception Statistic Report**: The report displays the attendance exceptions of all employees within a specified period so that the attendance department handles the exceptions and confirm them with the employees involved and their supervisors.

## Exception Statistic Report

Stat.Date: 2013-01-01 ~ 2013-01-03

| ID | Name | Department | Date | First time zone | | Second time zone | | Late time(Min) | Leave early(Min) | Absence (Min) | Total(Min) | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | On-duty | Off-duty | On-duty | Off-duty | | | | | |
| 1 | Joe | company | 2013-01-01 | 07:26 | 17:50 | | | 0 | 10 | 0 | 10 | |
| 2 | David | company | 2013-01-02 | 09:12 | 18:52 | | | 12 | 0 | 0 | 12 | |
| 3 | Mark | company | 2013-01-01 | 07:50 | 17:50 | | | 0 | 10 | 0 | 10 | |
| 4 | Tom | company | 2013-01-02 | 09:05 | | | | 5 | 0 | 535 | 540 | |

**Card Report**: The report can substitute for clock-based cards and can be sent to each employee for confirmation.

## Card Report

Att. Date: 2013-01-01 ~ 2013-01-03 Tabulation: 2013-01-02

| Dept. | company | | | | | Name | Joe | | |
|---|---|---|---|---|---|---|---|---|---|
| Date | 2013-01-01 ~ 2013-01-03 | | | | | ID | 1 | | |
| Absent(Day) | AFL (Day) | Out (Day) | On-duty | Overtime(H) | | Late | | Leave early | |
| | | | | Workday | Holiday | (Times) | (Min) | (Times) | (Min) |
| 0 | 0 | 0 | 2 | 0.0 | 0.0 | 0 | 0 | 1 | 10 |

Att. Report

| Week Date | First time zone | | Second time zone | | Overtime | |
|---|---|---|---|---|---|---|
| | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out |
| 01 FEB | 07:26 | 17:50 | | | | |
| 02 MAR | 07:54 | 18:52 | | | | |

| Dept. | company | | | | | Name | David | | |
|---|---|---|---|---|---|---|---|---|---|
| Date | 2013-01-01 ~ 2013-01-03 | | | | | ID | 2 | | |
| Absent(Day) | AFL (Day) | Out (Day) | On-duty | Overtime(H) | | Late | | Leave early | |
| | | | | Workday | Holiday | (Times) | (Min) | (Times) | (Min) |
| 0 | 0 | 0 | 2 | 0.0 | 0.0 | 1 | 12 | 0 | 0 |

Att. Report

| Week Date | First time zone | | Second time zone | | Overtime | |
|---|---|---|---|---|---|---|
| | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out |
| 01 FEB | 07:36 | 18:31 | | | | |
| 02 MAR | 09:12 | 18:52 | | | | |

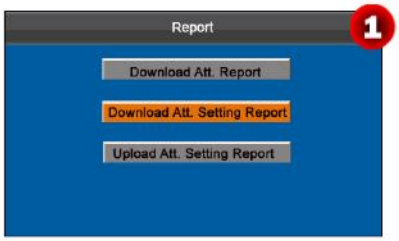
| Dept. | company | | | | | Name | Mark | | |
|---|---|---|---|---|---|---|---|---|---|
| Date | 2013-01-01 ~ 2013-01-03 | | | | | ID | 3 | | |
| Absent(Day) | AFL (Day) | Out (Day) | On-duty | Overtime(H) | | Late | | Leave early | |
| | | | | Workday | Holiday | (Times) | (Min) | (Times) | (Min) |
| 0 | 0 | 0 | 2 | 0.0 | 0.0 | 1 | 5 | 1 | 10 |

Att. Report

| Week Date | First time zone | | Second time zone | | Overtime | |
|---|---|---|---|---|---|---|
| | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out |
| 01 FEB | 07:50 | 17:50 | | | | |
| 02 MAR | 09:05 | | | | | |

## 6.2 Download Att. Setting Report

If shifts are complex or the shifts of a person are not fixed, it is recommended that the attendance setting report be downloaded and shifts and schedules be set for employees in the attendance setting report.



| | | |
|---|---|---|
| Press ▼ key to select **Download Att. Report** then press [**M/OK**] key to calculating & downloading. | Downloading..... | Data download succeed! Press [**M/OK**] key to close the prompt box, and then take out the USB disk or SD card. |

Open the setting "AttSettingE.xls" in the USB disk or SD card on a PC. Set the **Shift** in the **Attendance setting report**. The shifts that have been set on the attendance machine shall be displayed. (For more details, see 5.2 Shift Setting) You can modify the 24 shifts and add shifts. After modification, the shifts shall prevail on the attendance machine. For more details, see "How to arrange schedules using the attendance setting report" in the Appendix 4 Self-Service Attendance Terminal FAQs.

**Attendance Setting Report**

| Shift | | | | | | |
|---|---|---|---|---|---|---|
| Number | First time zone | | Second time zone | | Overtime | |
| | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out |
| 1 | 9:00 | 18:00 | | | | |
| 2 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 3 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 4 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 5 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 6 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 7 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 8 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 9 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 10 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 11 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 12 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 13 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 14 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 15 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 16 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 17 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 18 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 19 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 20 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 21 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 22 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 23 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 24 | 9:00 | 12:00 | 13:30 | 18:00 | | |

Enter the on/off duty time in the corresponding columns, where the **First time zone** shall be the on/off duty time of **Time 1** "**5.2 Shift Setting**" in and the **Second time zone** shall be the on/off duty time of **Time 2**.

For the correct schedule time format, see "What is the correct time format used in the setting reports" in the Appendix 4 Self-Service Attendance Terminal FAQs

**Set a schedule setting report**

Enter the **ID**, **Name**, and **Department** respectively on the left of the **Schedule Setting Report**. Set shifts for employees on the right of the **Schedule Setting Report**, where shifts 1–24 are shifts those set in the **Attendance setting report** and shift 25 is for leave and shift 26 is for out.

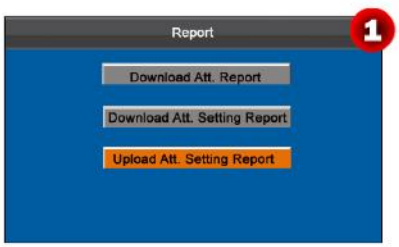
**Schedule Setting Report**

Special shifts:25-Ask for leave, 26-Out, Null-Holiday

| Schedule date | | | | 2013-1-1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ID | Name | Department | Card number | 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 | 31 |
| | | | | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU |
| 1 | Joe | company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | David | company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Mark | company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Jack | company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Notes:** ①. The shifts of only 31 days can be arranged in one schedule setting report. For example, if the scheduling date is 2012-1-1, the schedule setting report contains the schedules of 31 days after 2012-1-1, that is, schedules from 2012-1-1 to 2012-1-31. If the scheduling date is 2012-1-6, the schedule setting report contains the schedules of 31 days after 2012-1-6, that is, schedules from 2012-1-6 to 2012-2-5. ②. If no schedule setting report is set, all employees use the report 1 by default from Monday to Friday.

### 6.3 Set Setting Reports



| | | |
|---|---|---|
| Press ▼ key to select **Upload Att. Setting Report** then press **[M/OK]** to uploading table. | Uploading table..... | Data upload succeed! Press **[M/OK]** key to close the prompt box, and then take out the USB disk or SD card. |

The employee information, shifts, and departments in the setting reports can be viewed after you select **User**, **Dept set**, and **Shift set** respectively on the initial interface.

Then you can view the information of employees, shifts, and departments either on relevant interfaces or in downloaded standard reports.

**Note**: If the schedule time format is incorrect, an interface shown in the following figure will be displayed:

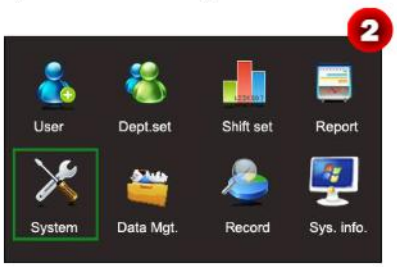
For the correct schedule time format, see "What is the correct time format used in the setting reports" in the **Appendix 4 Self-Service Attendance Terminal FAQs**

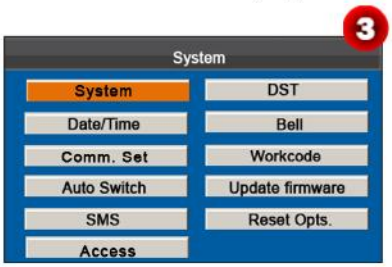
Press **[M/OK]** key to confirm and close the prompt box. Re-upload the attendance setting report after modification.

# 7 System Setting

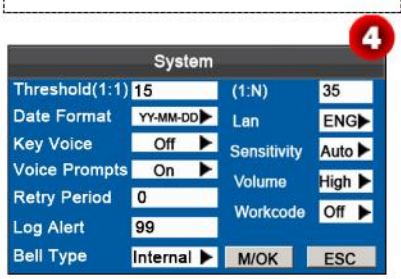
## 7.1 System Setting

Set system parameters to meet user requirements to the greatest extent in terms of functions and display.




| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press **[M/OK]** to enter the **System** interface. | Press ▼ key to select **System** and press **[M/OK]** key to enter the **System** interface. |




Move the cursor to the desired option by pressing ▲/▼. Enter a desired value in the entry box by using the keypad. Press ► in the scroll box to switch to the desired value. After finishing the setting, press [**M/OK**] to save your settings or press **[ESC]** to cancel your settings and return to the previous interface.

- **Set system parameters**:

**Threshold (1:1):** This option is used to set the extent of matching between an input ID/fingerprint and that stored in templates in the ID and fingerprint identification mode.

**Threshold (1: N):** This option is used to set the extent of matching between an input ID/fingerprint and all those stored in templates.

**The recommended thresholds** are as follows:

| | | Match threshold | |
|---|---|---|---|
| FRR | FAR | 1:N | 1:1 |
| High | Low | 45 | 25 |
| Medium | Medium | 35 | 15 |
| Low | High | 25 | 10 |

**Date Format:** This option is used to set the time format displayed on the initial interface of the popular color-screen FRT.

Select a desired date format by pressing ►. The popular color-screen FRT supports 10 date formats: YY-MM-DD, YY/MM/DD, YY.MM.DD, MM-DD-YY, MM/DD/YY, MM.DD.YY, DD-MM-YY, DD/MM/YY, DD.MM.YY and YYYYMMDD.

**Key Voice:** Set whether to generate a beep sound in response to every keystroke by pressing ►. Select **Y** to enable the beep sound, and select **N** to mute.

**Voice prompts**: Set whether to generate a voice prompt in response to every operation by pressing ►.

**Retry Period**: If a user's attendance record already exists and the user signs in again within the specified period (unit: minute), his/her second attendance record will not be stored. (Value scope: 0–60. 0: Save all the records passing the verification.)

**Log Alert**: When the available space is insufficient to store the specified number of attendance records, the popular color-screen FRT will automatically display a warning message. (Value scope: 1—99. 0: No warning message is displayed when the free space is zero.)

**Lan**: You can select a language for the device based on your requirements.

**Sensitivity**: Set the fingerprint collection sensitivity. It is recommended to use the default value **Medium**. When dryness results in slow reactions of the fingerprint collector, you may set this option to **High** to enhance the fingerprint collector's sensitivity. When high humidity results in illegible fingerprint images, you may set this option to **Low**.

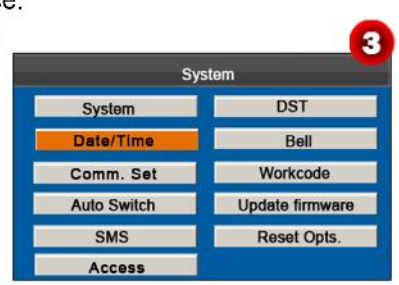
**Volume**: This option is used to adjust the volume of sound. Select a desired volume by pressing ►.

**Workcode★**: This option is used to set whether to enable the work code function.

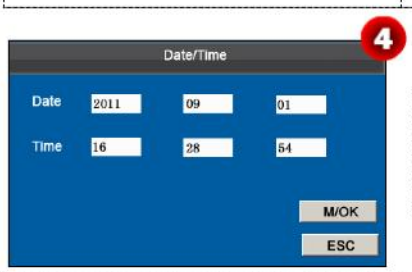
**Bell Type**: You can select between internal ringing and external ringing. For internal ringing, the ring tone is played by the loudspeaker of the device. For external ringing, the ring tone is played by an external electric bell that is connected with the device.

## 7.2 Date/Time

This menu item allows you to calibrate the date and time of the device.



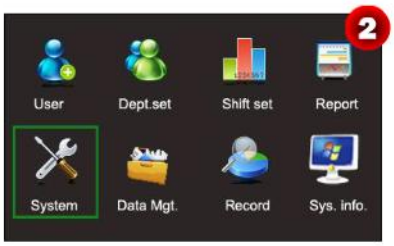

| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press [**M/OK**] to enter the **System** interface. | Press ▼ key to select **Date/Time** and press [**M/OK**] key to enter the **Date/Time** interface. |

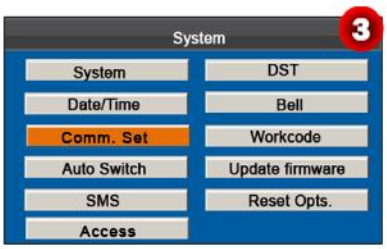



☺**Note:** The date and time of the popular color-screen FRT must be set accurately to ensure the accuracy of attendance time.

Enter the desired value by using the keypad. Press [**M/OK**] to save.

## 7.3 Communication Setting ★




| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press [**M/OK**] to enter the **System** interface. | Press ▼ key to select **Comm. Set** and press [**M/OK**] key to enter the **Comm. Set** interface. |

**IP Address**: The IP address is 192.168.1.201 by default and can be changed as required.

**Subnet Mask**: The subnet mask is 255.255.255.0 by default and can be changed as required.

**Gateway**: The gateway is 0.0.0.0 by default and can be changed as required.

**DHCP**: **ON** or **OFF** DHCP. When set as **ON** DHCP, then the device automatically obtain an IP address.

**Comm. Key**: To enhance the security of attendance data, you can set a password for the connection between the device and PC. Once the password is set, you can connect the PC with the device to access the attendance data only after entering the correct password. The default password is 0 (that is, no password). Once a password is set, you need to enter this password before connecting the PC software with the device; otherwise, the connection is unsuccessful. 1 to 6 digits passwords are supported

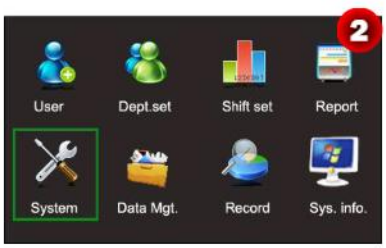
**Operation**:

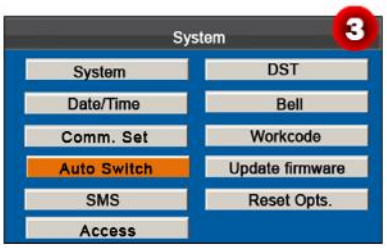
Press ▲/▼to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ► to switch the values. After setting, press [**M/OK**] key to save or press [**ESC**] to cancel setting and return to the last interface.

## 7.4 Timing State Switching Setting

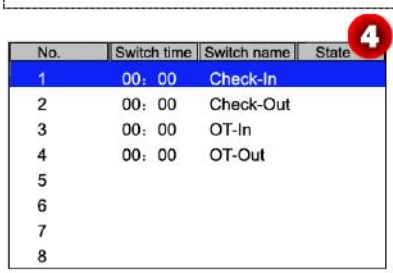
When it comes the set times, the attendance machine will automatically switch its attendance state. The current attendance state is shown on the initial interface.

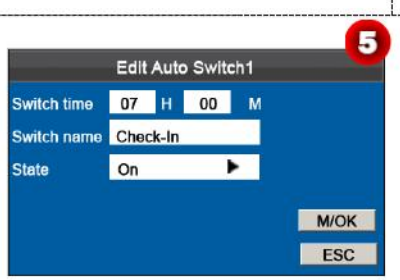
☺**Note**: The attendance status is downloaded together with attendance records. Users can view the attendance status by using attendance software. The attendance status does not affect attendance calculation, which is based on the preset shift time.

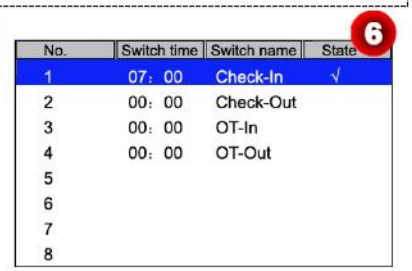



| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press **[M/OK]** to enter the **System** interface. | Press ▼ key to select **Auto Switch** and press **[M/OK]** key to enter the **Auto Switch** interface. |



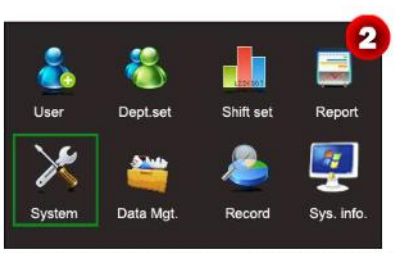



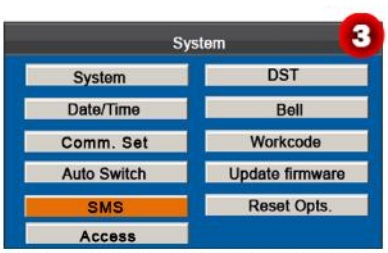

| | | |
|---|---|---|
| Press ▲/▼ to select the item and press **[M/OK]** key to enter the edit interface. | Set parameters by referring to the instructions in the following text box and press **[M/OK]** key to save. | As shown in the preceding figure **6**, when the time reaches 07:00, the attendance status switches to **Check-In**. |

Press ▲/▼ to switch among the entry boxes. Enter the switch time using the numeric keypad and the switch name using the T9 input method. Press ◄/► to choose a state. After the setting is complete, press **[M/OK]** to save or press **[ESC]** to cancel the setting and go back to the previous interface.

## 7.5 SMS Setting

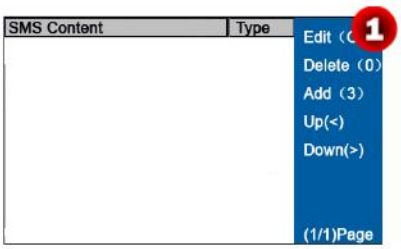
The menu item allows you to add, edit, view, and delete SMS messages.

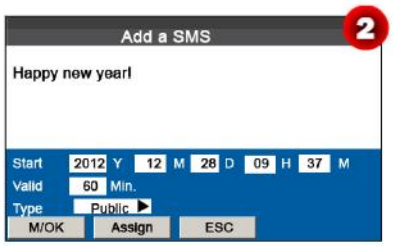


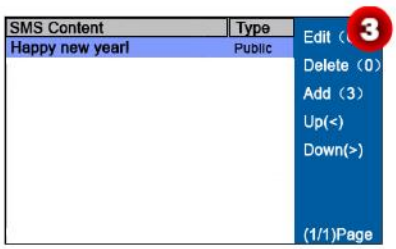




| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press **[M/OK]** to enter the **System** interface. | Press ▼ key to select **SMS** and press **[M/OK]** key to enter the **SMS** interface. |

### 7.5.1 Add an SMS Message



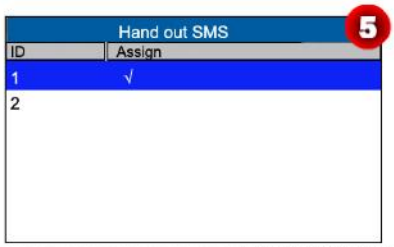

| | | |
|---|---|---|
| Press numeric key '**3**' to enter **Add a SMS** interface. | Press [**M/OK**] key to open T9 input method and enter the SMS content. And then enter the **Start**, **Valid** and choose **Type**. Press [**M/OK**] to save. | When adding successful, the interface shown above. |

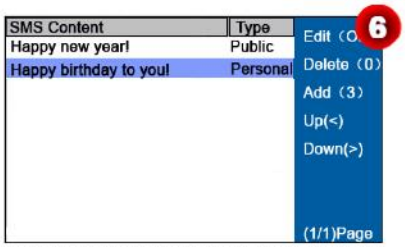
**Operation description**

When the cursor hovers over the text box, press the shortcut key to enable the T9 input method and then enter the message content. You can press ▲/▼ to switch among the entry boxes of different options and press ◀/▶ to choose a desired value or enter one using the keypad.

If **Personal** is chosen, press **Assign** to assign an SMS message to desired employees.

**Operation:**




| | | |
|---|---|---|
| Choose the SMS **Type** as **Personal**, and then press ▼ key to select [**Assign**] button, and then press [**M/OK**] key to enter the **Hand out SMS** interface. | Press [**M/OK**] to choose User, press [**M/OK**] to select √ and press [**ESC**] to return, and then press [**M/OK**] key to save settings. | When adding successful, an interface shown above. |

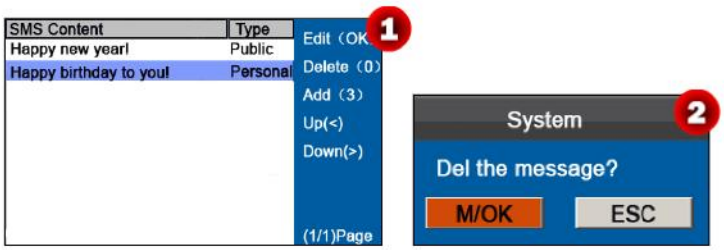
### 7.5.2 Edit an SMS Message

On the **SMS Setting** interface, press ▲/▼ to choose an SMS message and press [**M/OK**] to edit it.

The operations of SMS message editing are the same as those of SMS message adding.

### 7.5.3 Delete an SMS Message

On the **SMS Setting** interface, press ▲/▼ to choose an SMS message and then press numeric key '**0**' to delete it and all information relating to the SMS message.




| | |
|---|---|
| Press ▲/▼to select SMS then press numeric key **'0'** to pop-up the prompt box. | Press [**M/OK**] to **delete** or press [**ESC**] to quit. |

### 7.4.4 View an SMS Message

❖ **View public SMS messages**

| | |
|---|---|
| When is shown on the initial interface, press [**M/OK**] to view SMS message. | View the currently-valid **Public** messages, as shown as figure **2**. |

❖ **View personal SMS messages**

After a user is successfully verified (multiple verification modes can be used and the following uses fingerprint verification as an example), the user's personal messages will show up on the screen, as shown in the following figure.

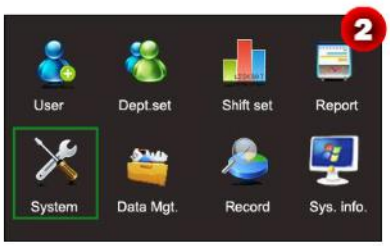
| | |
|---|---|
| Successfully verified! | Show user's personal messages |

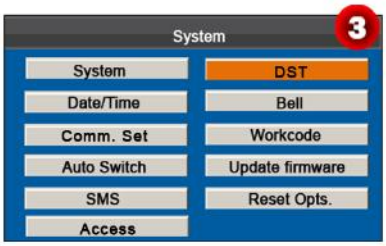
☺**Note:** SMS messages only show up for 30 seconds, during which you can close current display interface so as to enter the **Verification** interface.

## 7.6 Daylight Saving Time (DST) Setting ★

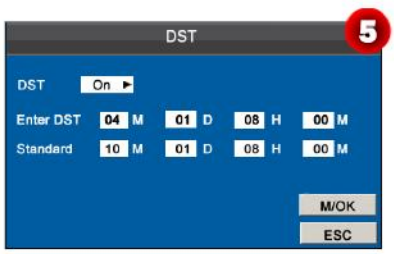
The Daylight Saving Time is a widely used system of adjusting the official local time forward to save energy. The uniform time adopted during the implementation of this system is known as the **DST**. Typically clocks are adjusted forward one hour in the summer to make people early to bed and early to rise so as to make full use of illumination resources and save electricity. Clocks are adjusted backward in autumn. The specific **DST** regulations vary with countries.

To meet the **DST** requirement, the FRT supports the **DST** function to adjust forward one hour at ×× (Hour): ×× (Minute) ×× (Day) ×× (Month) and backward one hour at ×× (Hour): ×× (Minute) ×× (Day) ×× (Month).For example, adjust the clock forward one hour at 08: 00 on April 1, and backward one hour at 08: 00 on October 1. (As shown in the above figure)




| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press **[M/OK]** to enter the **System** interface. | Press ▼ key to select **DST** and press **[M/OK]** key to enter the **DST** interface. |

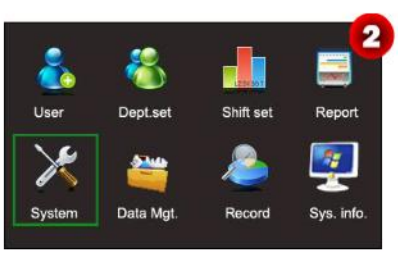


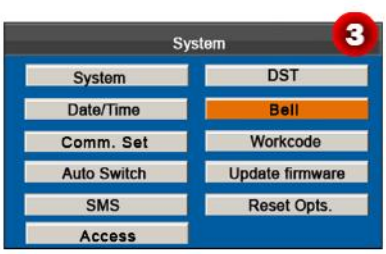

| | |
|---|---|
| Press ▶ to set the **DST** option as **ON**. | Press ▲/▼ to select among the entry boxes, using the numeric keypad to enter the **Enter DST** and **Standard** of DST, and then press **[M/OK]** key to save. |

☺**Note**: The end time of **DST** cannot be set to next year. More specifically, the end time must be later than the start time in the same year.

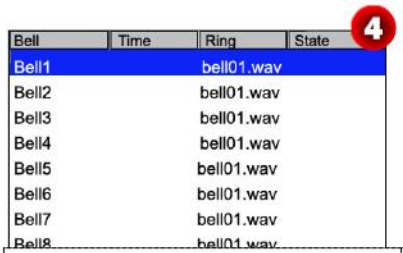
## 7.7 Bell Settings

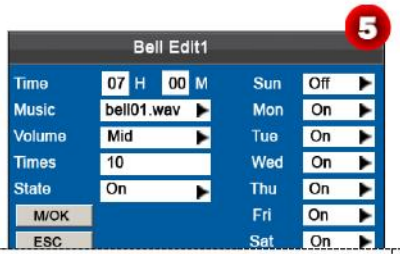
Lots of companies need to ring their bells to signal the start and end of work shifts, and they usually manually ring their bells or use electric bells. To lower costs and facilitate management, we integrate the time bell function into the FRT. You can set the alarm time and duration for ringing the bell based on your requirements, so that the attendance machine will automatically play the selected ring tone, and stop playing the ring tone after the set duration.

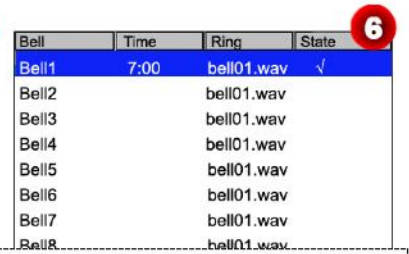



| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press **[M/OK]** to enter the **System** interface. | Press ▼ key to select **Bell** and press **[M/OK]** key to enter the **Bell** interface. |




| | | |
|---|---|---|
| Press ▲/▼to select bell then press [**M/OK**] key to enter the **Bell Edit** interface. | Press ▼ to select items and set as need. After setting press [**M/OK**] to save the setting and quit. | When saving successful, the interface shown above. |

**Time**: Set a time point of one day or several days from Sunday to Saturday when the attendance machine automatically plays a bell ring tone.

**Music**: Set a bell ring tone.

**Volume**: Set the volume of the ring tone.

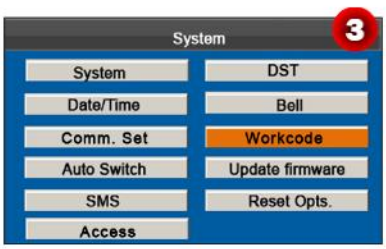
**Times**: Set the alarm times.

**State**: Set whether to enable the bell.

## 7.8 Work code ★

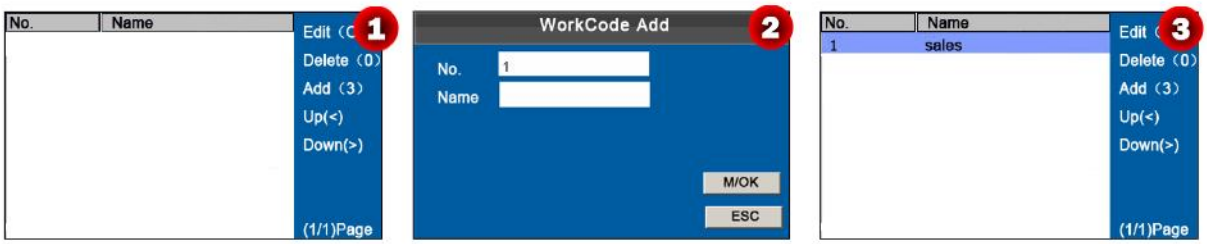
Salary is based on attendance. There are many work types for employees. An employee may have different work type in different time period. Different work types have different pays. Therefore, in order to distinguish different attendance states when user is dealing with attendance data, the device has provided a parameter to mark which attendance record belongs to which work type.

Work codes are downloaded together with attendance records. Users can use relevant data based on the specific attendance software.




| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press [**M/OK**] to enter the **System** interface. | Press ▼ key to select **Workcode** and press [**M/OK**] key to enter the **Work Code** interface. |

### 7.8.1 Add a Work Code




| | | |
|---|---|---|
| Press numeric key '**3**' to enter **WorkCode Add** interface. | Enter the ID (1-99999999). Press [**M/OK**] to open T9 input method and enter the **Name**. Press ▼ to select [**M/OK**] button then press [**M/OK**] key to save. | When saving successful, an interface shown above. |

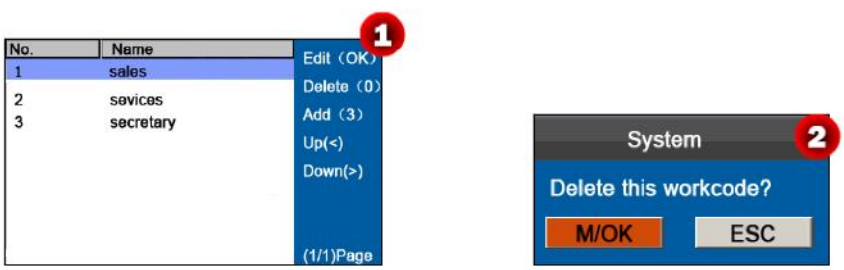
☺**Note**: For details of enter name, see Appendix 2 T9 Input.

### 7.8.2 Edit a Work Code

Press ▲/▼ to choose the desired Work Code from the list and then press [**M/OK**] to display the **WorkCode Edit** interface.

The **ID** cannot be modified. You can modify the Work Code **Name** only.

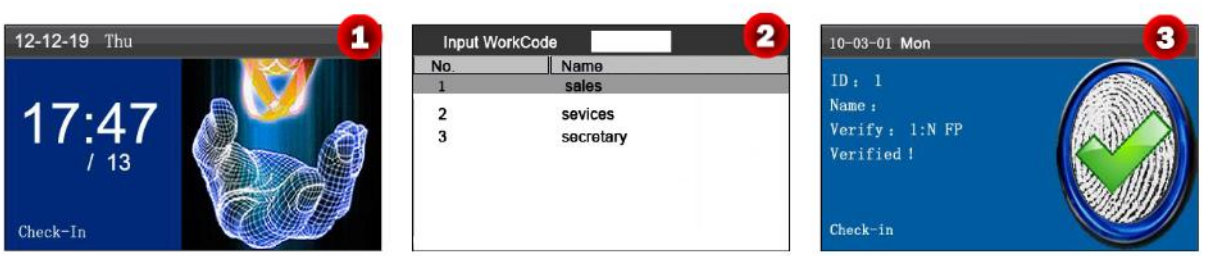
### 7.8.3 Delete a work code




| | |
|---|---|
| Press ▲/▼ select Work Code, press numeric key '**0**', pop-up **Prompt Box**. | Press [**M/OK**] to **delete** or press [**ESC**] to cancel. |

#### 7.8.4 Use a Work Code

When the work code function is enabled, the device displays the work code selection interface upon successful verification on the initial interface.

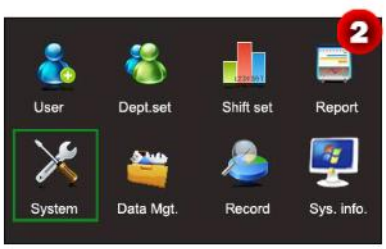


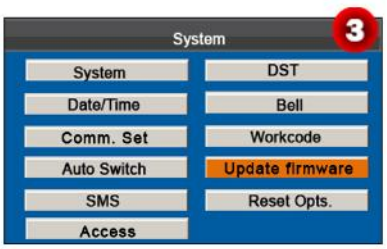

| | | |
|---|---|---|
| On the initial interface, press finger/input ID/Punch Card. | Press ▲/▼ to select or enter a WorkCode then press [**M/OK**]. | Successfully verified! |

**Note**: After the work code function is enabled, a work code must be entered for verification. Employees without a work code can enter any inexistent work code for verification.

## 7.9 Update firmware

You can upgrade the firmware program of the FFR terminal by using the upgrade file in the USB disk through this parameter.




| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press [**M/OK**] to enter the **System** interface. | Press ▼ key to select **Update firmware** and press [**M/OK**] key to enter the **Update firmware** interface. |

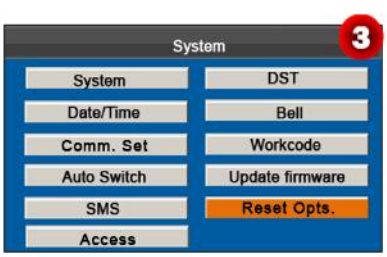
**1**. Insert a USB flash drive into the USB port of the terminal or an SD card into the SD card slot of the terminal.

**2**. Press [**M/OK**] key to update firmware, when downloaded successfully, the device will pop-up prompt box.

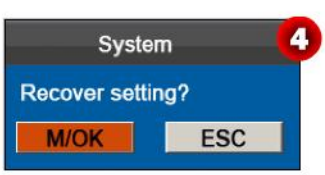
If you need such upgrade file, please contact technician. Usually, firmware upgrade is not recommended.

## 7.10 Reset Opts.

Make device's communication option, system option and so on reset to the state of factory.



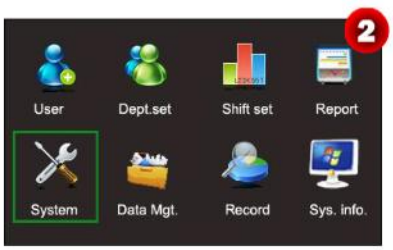

| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press [**M/OK**] to enter the **System** interface. | Press ▼ key to select **Reset Opts.** and press [**M/OK**] key to enter the **Reset Opts.** interface. |

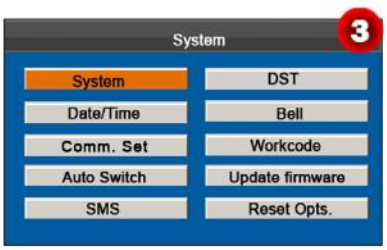



Press [**M/OK**] to recover setting or press [**ESC**] to cancel.

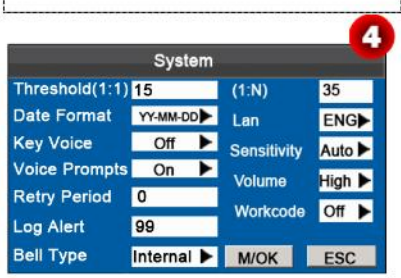
## 7.11 Access Function

**Notice**: Only when set **Bell Type** as **Internal**, can enable the Access Function. Specific operation method is as follows:



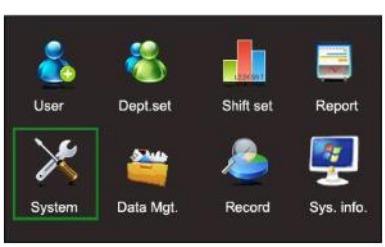



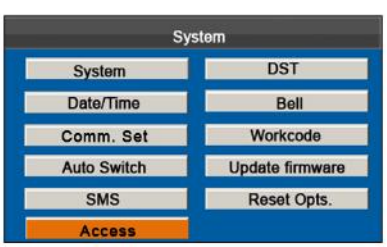

| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press [**M/OK**] to enter the **System** interface. | Press ▼ key to select **System** and press [**M/OK**] key to enter the **System** interface. |



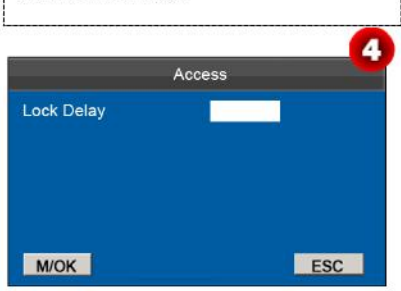

Move the cursor to the **Bell Type** option by pressing ▲/▼. Press ► in the scroll box to switch to **Internal**. After finishing the setting, press [**M/OK**] to save your settings or press [**ESC**] to cancel your settings and return to the previous interface.

- **Access Settings**




| | | |
|---|---|---|
| Press and hold [**M/OK**] key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **System** menu and press [**M/OK**] to enter the **System** interface. | Press ▼ key to select **Access** and press [**M/OK**] key to enter the **Access** interface. |

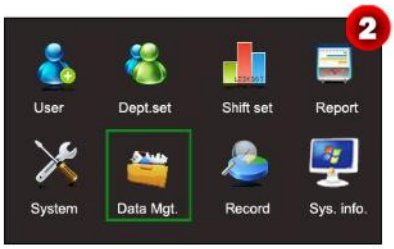


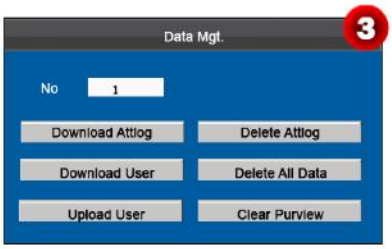

After finishing the setting, press [**M/OK**] to save your settings or press [**ESC**] to cancel your settings and return to the previous interface.

**Lock Delay**: Indicates the duration for the device to place the electric lock in open state. (Value scope: 1~10 seconds)

# 8 Data Management

The device allows downloading user data and attendance data to a USB flash drive so that the data can be processed by proper attendance software. It also allows user data from other devices to be uploaded to this device.




| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **Data Mgt.** menu and press **[M/OK]** to enter the **Data Mgt.** interface. | The **Data Mgt.** interface showed as above. |

## 8.1 Download/Upload

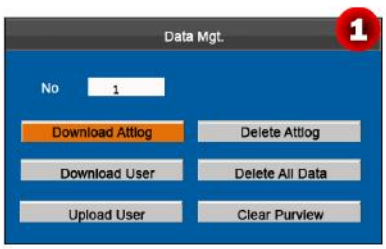
**Download Attlog (Download attendance data):** Download all the attendance data from the popular color-screen FRT to the USB host or SD card.

**Download User (Download user data):** Get all the equipment user information and fingerprint saved to the USB host or SD card.

**Upload User (Upload User Data):**Upload the user information and fingerprints from the USB host or SD card to the device.

The following uses **Download attendance log** as an example to describe how to download user attendance log:

**1**. Insert an USB host or SD card into the USB host or SD card slot on the device.



| | | |
|---|---|---|
| **2**. Press ▼ key to select **Download Attlog** then press **[M/OK]** key to download. | **Downloading…** | Data download succeed. |

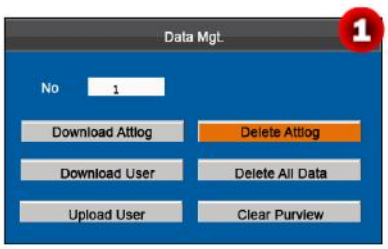
## 8.2 Delete/Clear

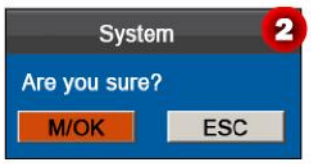
**Delete Attlog**: Delete all the attendance records.

**Delete all Data**: Delete all the information of enrolled personnel, including their fingerprints and attendance records.

**Clear Purview**: Set all the administrators to ordinary users.

The following uses **Delete attendance log** as an example to describe how to delete user attendance log:

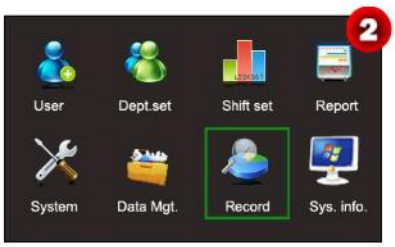


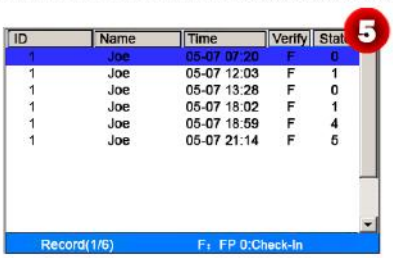

| | |
|---|---|
| Press ▼ key to select **Delete Attlog** then press **[M/OK]** key to pop-up the prompt box. | Press **[M/OK]** to delete Attlog or press **[ESC]** to cancel. |

# 9 Record Query

Employees can view their saved attendance records by entering any query conditions. According to the entered query conditions, records that meet the specified query conditions will be displayed on the screen.



| | | |
|---|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **Record** menu and press **[M/OK]** to enter the **Record** interface. | Press finger/input ID/Punch Card, enter the Start and End time, and then press **[M/OK]** to view records. |




| | |
|---|---|
| Showing records as figure **4**. | Press **[M/OK]** to view the details of the attendance records. The attendance details of the employee with user ID of 1 on May 7 are as figure **5**: |

Notes displayed at the bottom of the screen explain all letter meanings.

**Verification**: Validation Status.

**F**: Fingerprint Verification. **P**: Password Verification I: Card Verification

**Status**: Attendance Status.

**0**: Check-in **1**: Check-out **4**: Overtime Check-in **5**: Overtime Check-out

**Note:** For the other two record query modes, see Appendix 4 Self-Service Attendance Terminal FAQs.

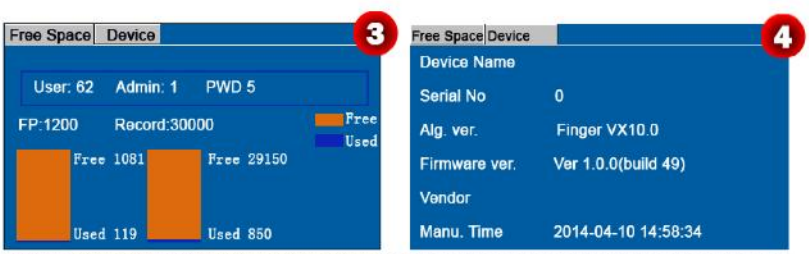
# 10 System Information

You can check the storage status as well as version information of the popular color-screen FRT through the **Sys.Info.** menu item.

| | |
|---|---|
| Press and hold **[M/OK]** key on the initial interface to enter the **Main Menu** interface. | Press ▼ key to select **Sys. Info** menu and press **[M/OK]** to enter the **Sys. Info** interface. |

**Free Space:** The number of enrolled users, administrators and passwords is displayed on the Free Space interface. The total fingerprint storage capacity and occupied capacity as well as the total attendance storage capacity and occupied capacity are graphically displayed respectively, as shown below:

**Device:** The equipment name, serial number, version information, manufacturer and date of manufacture are displayed on the **Device** interface.




| | |
|---|---|
| **Free Space** | **Device Information** |

☺**Note: The figure above is for reference only. Please refer to the actual object.**

# 11 Appendix

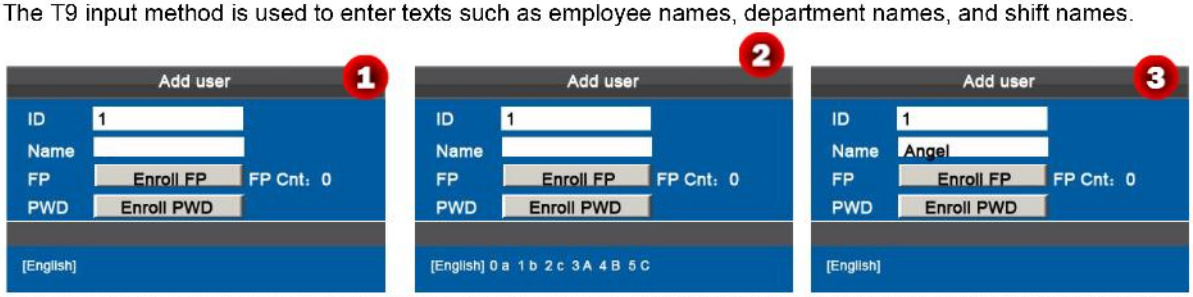
## Appendix 1 USB Client ★

The device can communicate with computers. You can connect it to a computer through a USB cable to view the attached quick start guide.

## Appendix 2 T9 Input

T9 input (intelligent input) is quick and high efficient. The device support T9 English and symbol input. There are 3 or 4 English letters on numeric keys (0-9), for example, A, B, C are on numeric key 1. Press the corresponding key once, and the program will generate effective spelling. By using T9 input, names, SMS content and some symbols can be input.

The T9 input method is used to enter texts such as employee names, department names, and shift names.




| | | |
|---|---|---|
| Press the [**M/OK**] key to enable the T9 input method. | Press ▲/▼ to switch to the English, character, or Pinyin mode. Enter 2 and press the keys from 3 to A. | Enter letters **Angel** in the same manner. |

## Appendix 3 Quick Query of Attendance Records

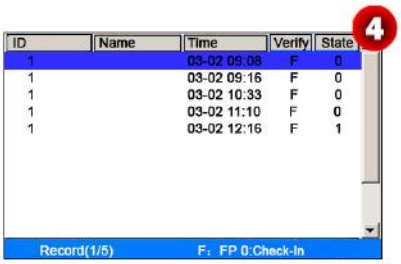
This function allows ordinary users to query their attendance records of current day to make sure whether there are any missing records or time errors so as to inform administrators to record exceptions in time.

**Operation description:**

**Mode 1: Save the attendance records and query quickly:**

For example, after successful fingerprint matching, the employee with user ID of 1 can view his/her attendance records of current day after pressing [**M/OK**].

| | | |
|---|---|---|
| Verified! | Press [**M/OK**] key within 10 seconds. | View all attendance records of an employee on current day. |




**Note:**

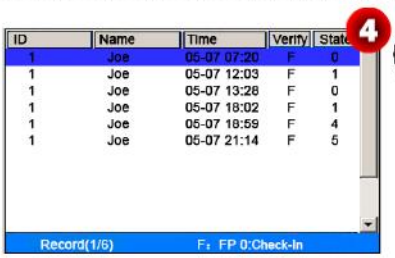
**1**. The picture is for reference only.

**2**. Press ▲/▼ to view the attendance records row by row. Press ◀/▶ to view the attendance records page by page.

Press [**M/OK**] to view the details of the attendance records.

**Mode 2: Query directly and quickly without saving the attendance records *:**

| | | |
|---|---|---|
| Press numeric key '**0**' on the initial interface to display the **Record** interface. | Press finger/input ID/Punch Card, enter the Start and End using keypad, then press [**M/OK**]. | Showing records above |




Notes displayed at the bottom of the screen explain all letter meanings.

- **Verification**: Validation Status.

**F**: Fingerprint Verification. **P**: Password Verification **I**: Card Verification

- **Status**: Attendance Status.

**0**: Check-in **1**: Check-out **4**: Overtime Check-in **5**: Overtime Check-out

Press [**M/OK**] to view the details of the attendance records.

The attendance details of the employee with user ID of 1 on May 7 are as in figure **4**:

**Notes:** ①. Three ways for entering the query conditions: 1) Press the enrolled finger. The user ID and the name corresponding to the fingerprint will be automatically displayed. 2) Enter the desired employee information in **ID** and **Name**. 3) Sweep the enrolled card. The employee ID and name corresponding to the card will be automatically displayed. ②. 1,000 records can be displayed on this interface.

## Appendix 4 Self-Service Attendance Terminal FAQs

**1. Does self-service attendance terminal support scheduling based on every other days?**

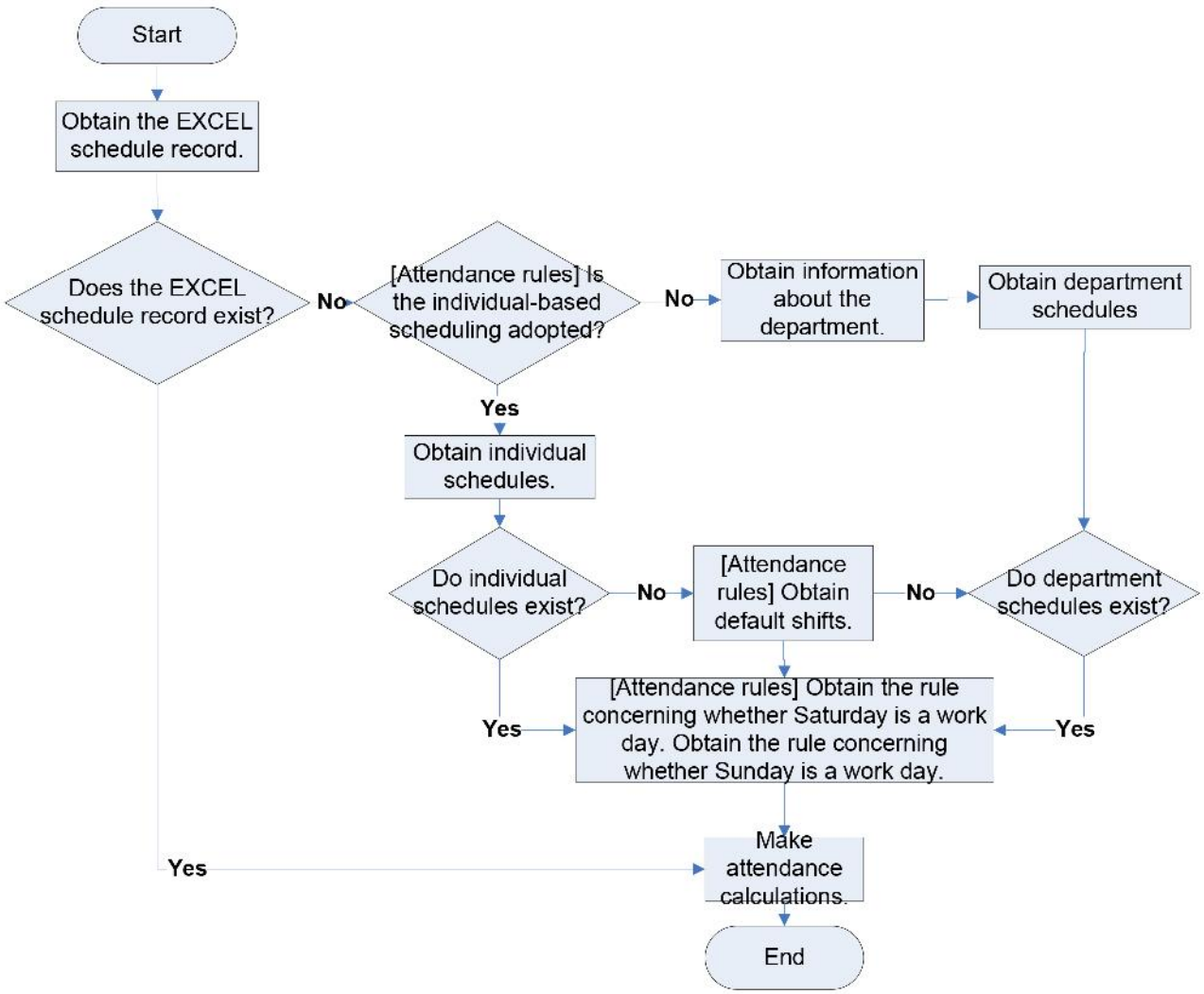
**A**: No.

**2. Can the setting records downloaded from the device be edited on WPS software?**

**A**: Yes. Setting records are supported in Microsoft Office 2003, Microsoft Office 2007, and WPS Office 2012 Personal.

**3. What is the attendance calculation flow adopted by the self-service attendance terminal?**

**A**. SSR attendance calculation flow..




**4. How to calculate special overtime hours?**

**A**. The following cases are deemed special overtime:

1) When an EXCEL schedule record exists and attendance reports are used for attendance calculation, there are check-in and check-out records though there is no schedule (or rest is arranged) for the current date.

2) When no EXCEL schedule record is available, there are check-in and check-out records though Saturday and Sunday are non-work days.

Overtime hours refer to the duration counted from the first check-in time to the last check-out time on the current day.

**5. How to arrange schedules using the attendance setting report?**

**A**.

**Step 1**: Insert a USB flash drive into the USB port or SD card into the SD port of the device and download the *Attendance Setting Report.xls* to the USB flash drive or SD card.

**Step 2**: Open the *Attendance Setting Report.xls* on a computer.

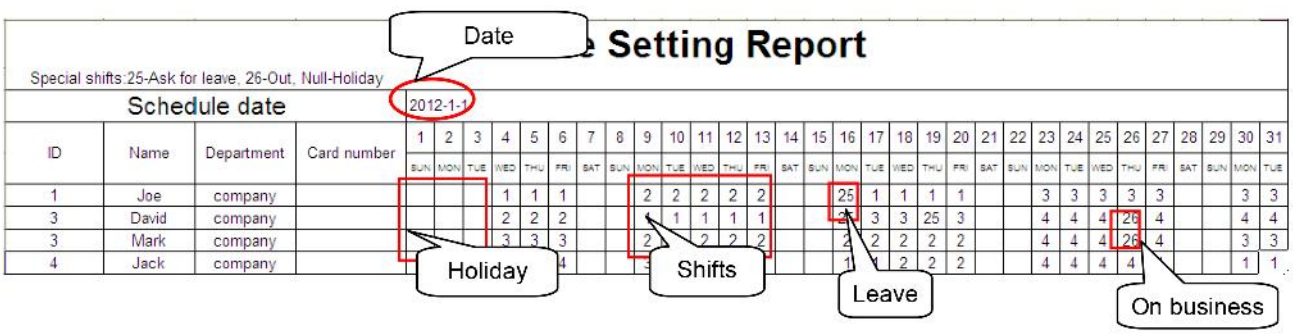
**Step 3**: Set shifts in the *Attendance Setting Report.xls*.

**Attendance Setting Report**

| Shift | | | | | | |
|---|---|---|---|---|---|---|
| Number | First time zone | | Second time zone | | Overtime | |
| | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out |
| 1 | 9:00 | 18:00 | | | | |
| 2 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 3 | 9:00 | 12:00 | 13:00 | 18:00 | | |
| 4 | 9:00 | 12:00 | 14:00 | 18:00 | | |

Data enclosed by a red rectangle is new shifts (shift 3 and shift 4). To add a shift, enter a time directly, in the range of 00:00 to 24:00.

**Step 4**: Arrange schedules for employees.




**Note:** Dates must be set correctly. For example, if the scheduling date is 2012-1-1, the schedule setting report contains the schedules of 31 days after 2012-1-1, that is, schedules from 2012-1-1 to 2012-1-31. If the scheduling date is 2012-1-6, the schedule setting report contains schedules of 31 days after 2012-1-6, that is, schedules from 2012-1-6 to 2012-2-5.

**Step 5**: Insert a USB flash drive into the USB port or SD card into the SD port of the device and upload the *Attendance Setting Report.xls* to the device. Then, schedules in the *Attendance Setting Report* can be used.

**6. What is the correct time format used in the setting reports?**

**A**. The correct time format is shown in the following table.

| Shift No. | First Time Range | | Second Time Range | | Overtime Range | |
|---|---|---|---|---|---|---|
| | On-duty | Off-duty | On-duty | Off-duty | Check-in | Check-out |
| 1 | 09:00 | 18:00 | | | | |
| 2 | 09:00 | 12:00 | 13:30 | 18:00 | | |
| 3 | 9:5 | 18:00 | | | | |

Incorrect time formats are as follows:

**1)**A time value is beyond the time range, such as 24:00.

**2)**A time value contains Chinese characters, for example, 9：00, which differs from 9:00.

**3)**A time value is preceded by a space. As shown in the following table, there is a space in front of 09:00 in shift 1.

| Shift No. | First Time Range | | Second Time Range | | Overtime Range | |
|---|---|---|---|---|---|---|
| | On-duty | Off-duty | On-duty | Off-duty | Check-in | Check-out |
| 1 | 09:00 | 18:00 | | | | |
| 2 | 09:00 | 12:00 | 13:30 | 18:00 | | |
| 3 | 9:5 | 18:00 | | | | |

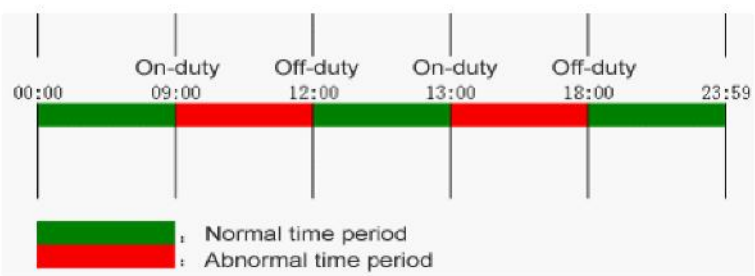
**4)**A time value contains special characters, for example, _9:00 and 09:-1.

The device performs validity check and error tolerance for other formats.

**7. How does the self-service attendance terminal collect the correct attendance time based on the preset shift time?**

**A**: The device collects attendance time based on the following principles:

- Adopt the earliest time for normal attendance and the nearest time for abnormal attendance.
- Adopt the normal attendance time if the normal attendance time and abnormal attendance time coexist.
- Adopt a median in the attendance time range.




The following uses four examples to describe the preceding principles.

**Example 1: normal attendance**

| Attendance Time Range | 09:00-12:00 | | 13:00-18:00 | | | |
|---|---|---|---|---|---|---|
| Attendance time of #1 employee | 8:30, 8:35, 11:55,12:01, 12:50, 18:02,19:00 | | | | | |
| Statistical result based on attendance rules | 8:30 | 12:01 | 12:50 | 18:02 | | |

**Description**: The attendance time 8:30 and 8:35 are earlier than the on-duty time 9:00 and they are within the normal attendance time range. Therefore, 8:30 is adopted for the on-duty time 9:00 based on the principle of adopting the earliest time for normal attendance. 18:02 and 19:00 are later than the off-duty time 18:00, and therefore, 18:02 is adopted based on the same principle.

**Example 2: Late arrival**

| | | | | | | |
|---|---|---|---|---|---|---|
| Attendance Time Range | 09:00-12:00 | | 13:00-18:00 | | | |
| Attendance time of #1 employee | 9:01, 9:04, 12:01, 12:50, 18:00 | | | | | |
| Statistical result based on attendance rules | 9:01 | 12:01 | 12:50 | 18:00 | | |

**Description**: Employer 1 checks in for work at 9:01 and 9:04 and he/she is late based on the preset on-duty time. Based on the principle of adopting the nearest time for abnormal attendance, the correct check-in time is 9:01 rather than 9:04 because 9:01 is nearer 9:00.

**Example 3: Early leave**

| | | | | | | |
|---|---|---|---|---|---|---|
| Attendance Time Range | 09:00 -12:00 | | 13:00 -18:00 | | | |
| Attendance time of #1 employee | 8:50, 11:40,11:55, 12:50, 18:01 | | | | | |
| Statistical result based on attendance rules | 8:50 | 11:55 | 12:50 | 18:01 | | |

**Description**: The attendance time 12:50 is adopted based on the principle of adopting a median in the attendance time range. For the attendance time range from 9:00 to 12:00, the normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the calculated time of attendance is shown in the preceding table.

**Example 4: Absence**

**Case 1:**

| | | | |
|---|---|---|---|
| Attendance Time Range | 09:00 -12:00 | 13:00-18:00 | |
| Attendance time of #1 employee | 8:50, 12:50, 18:01 | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Statistical result based on attendance rules | 8:50 | | 12:50 | 18:01 | | |

**Description**: The attendance time 12:50 is adopted based on the principle of adopting a median in the attendance time range. For the attendance time range from 9:00 to 12:00, the normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the check-out time is blank. The normal check-in time range for the on-duty time 13:00 is from 12:30 to 13:00. The calculated time of attendance is shown in the preceding table.

**Case 2:**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Attendance Time Range | 09:00-12:00 | | 13:00-18:00 | | | | |
| Attendance time of #1 employee | 8:50, 11:55, 12:20, 18:01 | | | | | | |
| Statistical result based on attendance rules | 8:50 | 12:20 | | 18:01 | | | |

**Description**: The time 12:20 is adopted based on the principle of adopting a median in the attendance time range. The normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the check-out time of the employee is 12:20. The normal check-in time range for the on-duty time 13:00 is from 12:30 to 13:00. Therefore, the check-in time of the employee is blank. The calculated time of attendance is shown in the preceding table.

## Statement on Human Rights and Privacy

**Dear Customers**:

Thank you for choosing the hybrid biometric products designed and manufactured by us. As a world-renowned provider of biometric technologies and services, we pay much attention to the compliance with the laws related to human rights and privacy in every country while constantly performing research and development.

We hereby make the following statements:

**1**. All of our fingerprint recognition devices for civil use only collect the characteristic points of fingerprints instead of the fingerprint images, and therefore no privacy issues are involved.

**2**. The characteristic points of fingerprints collected by our products cannot be used to restore the original fingerprint images, and therefore no privacy issues are involved.

**3**. We, as the equipment provider, shall not be held legally accountable, directly or indirectly, for any consequences arising due to the use of our products.

**4**. For any dispute involving the human rights or privacy when using our products, please contact your employer directly.

**5**. Our other police fingerprint equipment or development tools will provide the function of collecting the original fingerprint image of citizens. As for whether such a type of fingerprint collection constitutes an infringement of your privacy, please contact the government or the final equipment provider. We, as the original equipment manufacturer, shall not be held legally accountable for any infringement arising thereof.

**Note**: The law of the People's Republic of China has the following regulations regarding the personal freedom:

**1**. Unlawful arrest, detention or search of citizens of the People's Republic of China is prohibited; infringement of individual privacy is prohibited.

**2**. The personal dignity of citizens of the People's Republic of China is inviolable.

**3**. The home of citizens of the People's Republic of China is inviolable.

**4**. The freedom and privacy of correspondence of citizens of the People's Republic of China are protected by law.

At last we stress once again that biometrics, as an advanced recognition technology, will be applied in a lot of sectors including e-commerce, banking, insurance and legal affairs. Every year people around the globe suffer from great loss due to the insecurity of passwords. The fingerprint recognition actually provides adequate protection for your identity under a high security environment.

## Environment-Friendly Use Description

The Environment Friendly Use Period (EFUP) marked on this product refers to the safety period of time in which the product is used under the conditions specified in the product instructions without leakage of noxious and harmful substances.

The EFUP of this product does not cover the consumable parts that need to be replaced on a regular basis such as batteries and so on. The EFUP of batteries is 5 years.

**Names and Concentration of Toxic and Hazardous Substances or Elements**

| Parts Name | Toxic and Hazardous Substances or Elements | | | | | |
|---|---|---|---|---|---|---|
| | Pb | Hg | Cd | Cr6+ | PBB | PBDE |
| Chip resistor | × | O | O | O | O | O |
| Chip capacitor | × | O | O | O | O | O |
| Chip inductor | × | O | O | O | O | O |
| Chip diode | × | O | O | O | O | O |
| ESD components | × | O | O | O | O | O |
| Buzzer | × | O | O | O | O | O |
| Adapter | × | O | O | O | O | O |
| Screws | O | O | O | × | O | O |

O: Indicates that this toxic or hazardous substance contained in all of the homogeneous materials for this part is below the limit requirement in SJ/T11363-2006.

×: Indicates that this toxic or hazardous substance contained in at least one of the homogeneous materials for this part is above the limit requirement in SJ/T11363-2006.

Note: 80% of the parts in this product are manufactured with non-hazardous environment-friendly materials. The hazardous substances or elements contained cannot be replaced with environment-friendly materials at present due to technical or economical constraints.