

Content

1. Using environment	2
2. System	2
3. Install device	2
4. Power on and power off	3
5. Identification way	3
6. User list	3
7. Enroll fingerprint, facial and password	4
8. Browse	6
9. Download and upload	7
10. Report	7
11. Attend	8
12. Network	9
13. Attend	9
14. Inquiry	12
15. Attention to finger' reader	13
16. Attention to facial recognition	14

Dear customers,

Thanks for using this attendance product from our company. Before using it, please read the manual carefully, because it can improve your use efficiency. Thanks!

1. Using environment(time attendance machine)

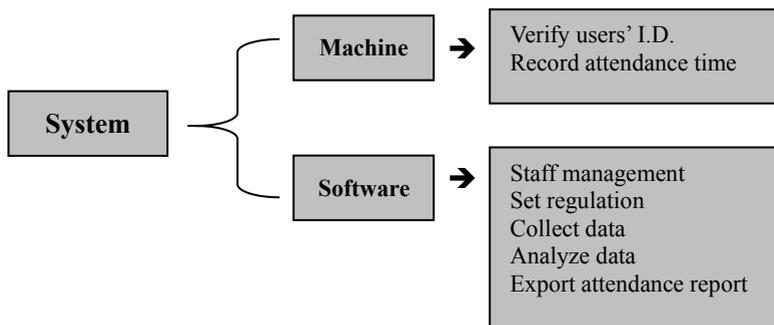
1) Please don't leave the machine in the light shine, because the light shine have impact on fingerprint, it may lead to fail to verify the fingerprint.

2) The facial identification module used special technology, the facial can be verified whether the light is dark or bright .

3) The working temperature of the time attendance device is 0-45°C. Please do not used in outdoors, because long time working in outdoors will have bad influence on the device. If the device must be used in outdoors, it is need to use sun shade and radiating equipment to protect it in summer, and in winter it is need to use heat preservation facilities.

2. System

The time attendance system is consist of two parts, software and machine



The communication ways are USB, USB flash disk and TCP/IP, user can use these ways to transfer the reports in the machine to the computer.

3. Install device

1) Fixed the position

According to the metal plate behind the machine to find out the screw hole

2) Make hole

Use tool to drill a suitable screw hole

3) Hung the metal plate

Put the metal plate into the right place, then put the screws into the hole and tightly fixed it

4) Hung the device

Hung the time attendance device on the metal plate

5) Turn on the device

Put on side of the power adapter insert into the time attendance power interface, and another insert into the 220V outlet.

4. Power on / Power off

- 1) When the time attendance device automatic power on, the device will in normal working condition;
- 2) Press the power key on the left side of the machine, user can turn off the machine;
- 3) In normal working condition, press the power key 3 seconds on the left side of the machine, the machine will be turned off;

5. Identification way

Our machines have 4 ways, fingerprint, facial, password or card. Each user can enroll 10 fingerprints, 1 face, 1 password and 1 card, and the card need induction card function

6. Enroll user

There are user and administrator when you enrolled. Either user or administrator all only has one register number, and this number is the only identification way on the machine for all.

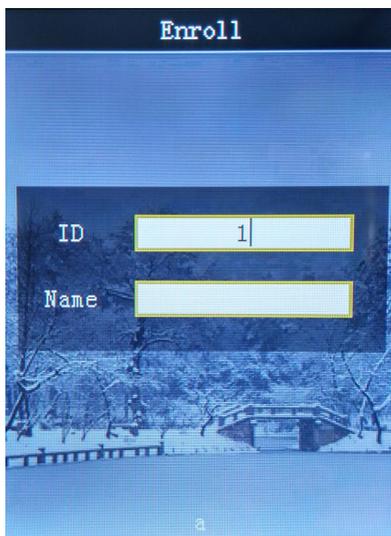
After you enrolled administrator, you can verified your ID and enter into the menu, and other normal user can not enter.

After enroll the finger, facial, password or card, staff can check on working attendance.

7. Enroll fingerprint, facial and password

Menu → User → Enroll

When it is the first time to enroll on the machine for each staff, the machine will give he/she a 'ID'.



1> New user, **【ID】** default to: 1. Press the button **【MENU】** to delete the number you input, and then you can input new ID number.

Press the button **【▼】** to input the name. When you finish input the name, Press **【OK】** to the next interface to register.

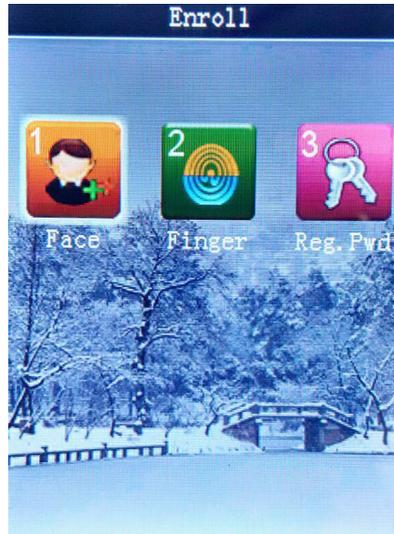
2> There will be a new window with **【Face】**, **【Finger】** and **【Reg.Pwd】** choose which way you want to enroll, and input the information.

Note:

【Face】 means use face to register

【Finger】 means use fingerprint to register

【Reg.Pwd】 means use password to register



When you use **【Face】** to enroll, you need to pay attention to the distance between your face and the camera on the machine.

【Finger】 : After press finger 3 times, if success, the machine will say “Thank you”. If failed, the machine will remind you. if the finger you have enrolled, the machine will show **【doubled finger】** .

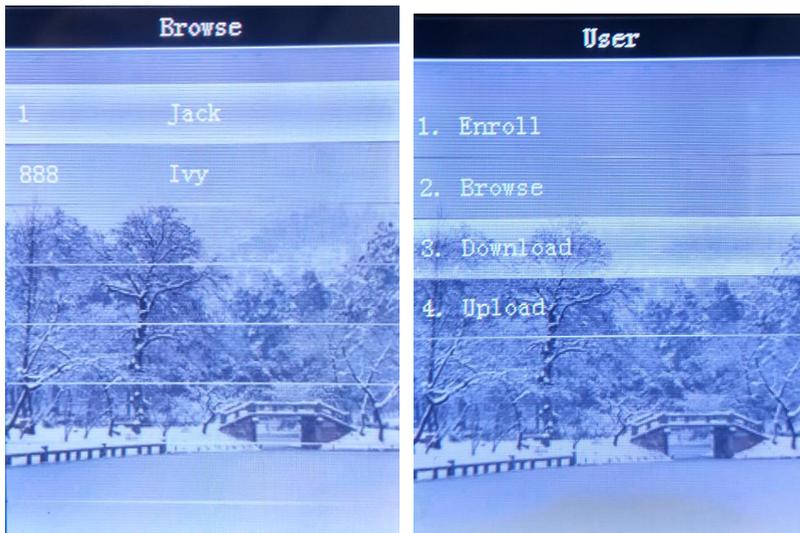
If you want to enroll a second finger, you can repeat the previous step, and choose the same ID to register and press your other finger.

【Reg.Pwd】 input password to register

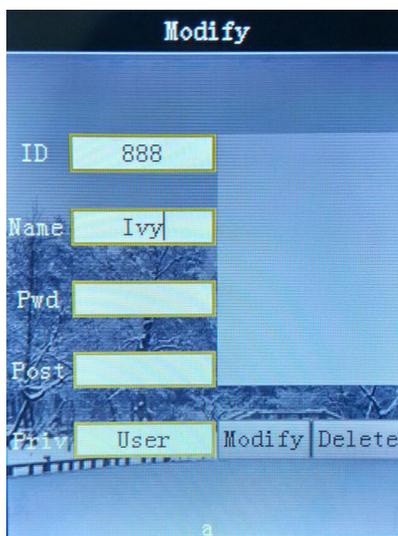
3> come back to the interface of **【Browse】** to check your registered information.

8. Browse

In **【user】** — **【Browse】** menu, you can choose users' name to reset, delete immediately, add face or finger or modify users limit of authority (user or manager).



As shown above, you can use many ways such as ID and name to modify users' information.



- Modify: Enroll new face, fingerprint or password
- Post: used to add position information.
- Delete: Delete the user

9. Download and upload

You can use an USB flash disk to export all the register information, such as ID, name, finger, face. And you also can import the register information in USB flask disk to the machine

Step

1> Export the register information out of the USB flash driver

A> Use an USB flash driver insert into the interface on the machine

B> Choose **【Download】** , press **【OK】** , the data will automatic download into the USB driver, and there will be two files.

All the register information is in the file“plu000001.dat”,000001 means the machine NO. is 000001. Users photos are in the other file named “AttendPhoto”

2> Import the register information in USB flask disk to the machine

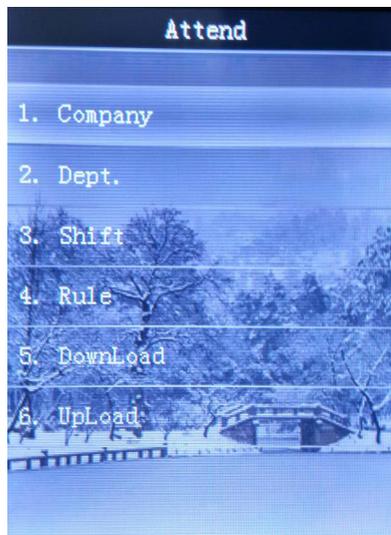
A> Use an USB flash driver insert into the interface on the machine

B> Choose **【upload】** , user can import the register information in USB flash driver to the machine

10. Report

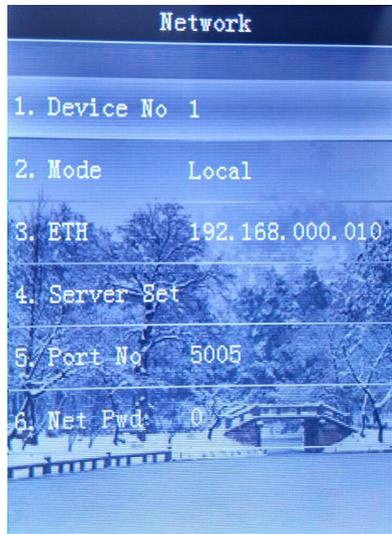
It is used to input attendance report (EXCEL format).

11 . Attend



- Company: input your company's name
- Dept.: input department's name.
- Shift: Shifts time setting
- Rule: set accepted late time, accepted early leave time
- Download & upload

12. Network



13. System

Choose **【System】** to set menu and other set .



1> General

- Language: Set the language of the menu

- Volume: The volume of the voice prompt, default to 5
- Result time: Set the time of the menu to return to normal working state
- Protect Screen: if no operating in a certain time, the background of screen will switch to the saved image, and you can set the time based on your needs.
- Lock Delay: After the lock signal output, the time that the relay back to normal working status. User can set the access function of the device.
- Background: there are 5 pictures for your interface background.

2> **Advanced**

- Max Mngr: Set the maximum administrator of the device, and the maximum is 10
- Verify Mode: Set the verify way of the device
F/P means users can use finger or password to take working attendance
FP means users need to input register ID first, then input password, verify finger or face at last to take working attendance.
P means users need to verify finger, then face to take working attendance.
- 1:N Identify: the default number is 7.
- Set default: delete all the data you have registered, and recover to the default data
- Update from USB

3> **Time**

- Time: set the time
- NTPServer 202.120.2.101

- Time Zone GMT+x

4> Rec. Rule

Log Warning: Admin Record Warning, Initial setting is “NO”
Setting below a number of memory space, the machine will provide warning to remind for data download. 0 = “NO” indicate no warning needed, value set from 1 – 255, 255 means memory space only left 255 memories can be used.

When there is a record warning in the device, please use the attendance software to download the attendance record on time.

Reverify Time The time can be set. If user set 1min, then the machine only will recorder the attendance data at the first check in time in 1 minute. User’s attendance record will useless in 1 minute after the first time check in .

Photo yes or no

5> Init

- Delete all log
- Delete all user
- Delete all data

6> Test Dev

This menu is to test the fingerprint sensor, camera sensor and adjust touch screen.

This function is for engineer used this function, user needn’t operate it.



14. Inquiry

In this menu, you can check the user information and the factory version of the device.

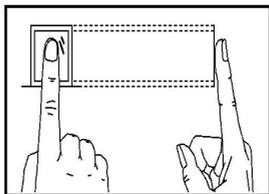


Note: **7.engine** means facial Algorithm version

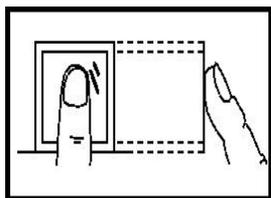
8.engine means fingerprint Algorithm version

15. Attention to fingers' reader

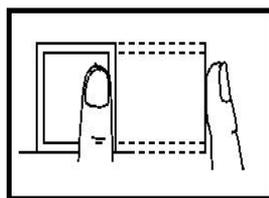
1. User need to choose good fingerprint when the register. These fingers are better, such as less wrinkle, no peel, clear fingerprint and immaculate.
2. Try to make the fingerprint acquisition area larger.
3. When finish enroll, please test it and we suggest user enroll one more finger.
4. If the device doesn't respond, when you verified, please check your finger, user can increase the humidity of your finger.
5. Don't use too vigorously press the device, it will cause the fingerprint deformation and affect the identify result, and it also will destroy the fingerprint scanner.
6. When user record the fingerprint, please put the finger flat and slightly push the lens of the device, and make sure the finger is in the sensing area, wait for 1 second, and the device will prompt press again, repeated the above action 3 times, if the device said OK, that means you enroll successful.
7. The diagram:



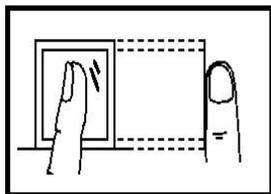
Right



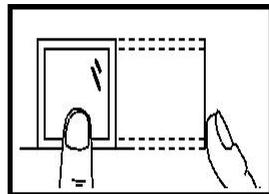
Not in center



Deflecti



Incline



Low

16. Attention to facial recognition

1. Please avoid strong rays for enrollment.
2. Don't veil your forehead with hair while registered or identified
3. Please act as voice-prompted while making registration.
4. It is recommended to use it indoors to have good effects.