Fingerprint Attendance Machine

Quick Start Guide

Because this product is constantly updated, the company does not promise that the actual product is consistent with this data, and the same It also does not assume any disputes caused by the actual technical parameters inconsistent with this data.

V1.0

The process of using the attendance machine for the first time

Shift Setting→Department Setting→Shift Scheduling Setting→ Employee Registration→Employee Attendance→View Attendance Report

1. Key configuration and input method description

ESC	Cancel or exit current settings
MENU	Enter menu management (delete key after entering menu)
OK	Confirm the current settings
⌨	Switching Input Method
▲	Move the cursor up
▼	Move the cursor downward
0-9	Input Number and 26 English Letters

2. Shift setting (MENU→Attendance Setting→Shift Setting→Shift 1)

1. Support 10 working shifts, and can record across days.

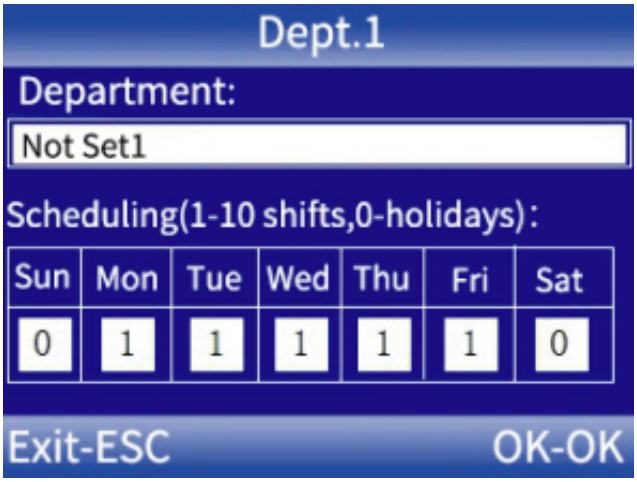
2. For example, if a employee goes to work at 09:00 and get off at 18:00, and attendance is twice a day, then set shift 1 as: period 1 09:00-18:00, period 2 and period 3 empty.

If a employee goes to work at 22:00 and get off at 4:00 the next day, then set shift 1: period 1 22:00-4:00, period 2 and period 3 empty.

Reminder: When editing the input box, MENU is used as the delete key. When deleting to blank, it will display --:-- after confirming.

3. Multiple working shifts can be set if there are multiple commute times.

3. Department Settings (MENU→Attendance Settings→ Department Settings (name and shift))



1. Department name modification: enter the department setting modification interface, use the ⬆ / ⬇ keys to select the department name, press the [OK] key to enter the editing, press the ⌨ switch to input method, press the [MENU] key to delete, after inputting the department name, press the [OK] key to confirm.

2. Departmental shift scheduling: First, select the department shift arrangement in the attendance setting interface; then schedule the shift according to the working day of the employee. The shift arrangement method is as follows:

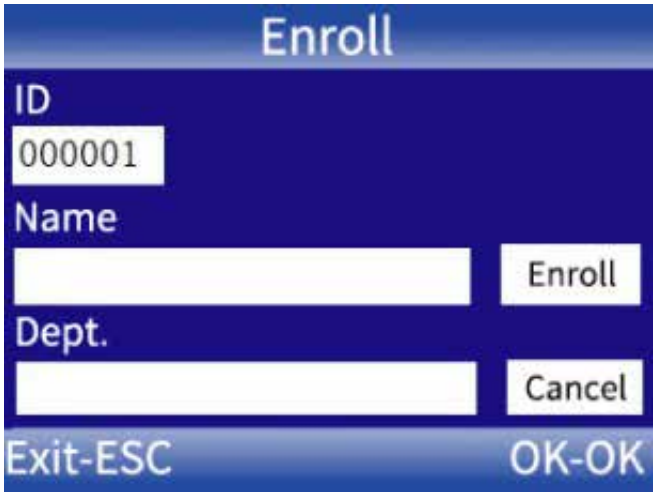
Method 1: In the department setting modification interface: enter numbers 1-10 in the shift area to represent shifts 1 to 10, number 0 represents rest days, and finally select [OK] to save.

Method 2: Download the "Employee Setting Sheet", open the "Attendance Setting Sheet" page, set the shift schedule information of the corresponding department, save and upload;

4. Staff scheduling settings

First download the "Employee Setting Sheet", open the "Employee Setting Sheet" page, set the corresponding staff shift information, save and upload, and then select the staff shift setting on the attendance setting interface.

5. Employee Registration (MENU→Employee Management→ Employee Registration)



ID: The maximum can be set to 800.

Name: Support mixed input of Chinese and English numbers.

Department: Press the [OK] key to select a department from the list.

Next step: Press [OK] key to save to the next page.

Fingerprint: Press the [OK] key to enter the fingerprint registration interface, and press the fingerprint collector 3 times with the same finger to successfully register the fingerprint.

Password: Enter a 6-digit password, optional.

Card No.: press [OK] to enter the card No. registration interface, and enter the ID card near the card reading area of the attendance machine.

Permission: Press [OK] key to select the permission from the list, and the administrator can be registered.

registration success.

6. Set attendance rules (if you use the default rules, you don't need to set them)

Press the [MENU] key to enter the main menu, press the ⬇ key to select "Attendance Settings", press the [OK] key to enter the sub-menu, and select "Attendance Rules", you can record "how many minutes late for work to be late", "how many minutes to leave work early" Leave Early", "Attendance Repeat Confirmation Time" to set.

7. Download and view attendance report

1. Insert the U disk into the USB slot of the machine;
2. Press the [MENU] key to enter the menu, and press the ⬇ key to select "Attendance Statistics".
3. Press the [OK] key to enter, then press the ⬇ key to select the report to be downloaded, press the [Ok] key → input the time period → press the [OK] key to download.

Tips:

Please use a USB flash drive in FAT32 format. If the attendance machine cannot recognize your USB flash drive, please convert the USB flash drive to FAT32 format before proceeding.